

The **General Terms and Conditions** and **eGMS REACH Handbook for Literature Fellowships** (or General Terms) as well as instructions for payment requests and the final report are available on our web site at [www.arts.gov/manage-your-award/awards-after-oct1-2017-to-individuals](http://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-individuals).

Access to your award documents, the **Payment Request** form, and the **final report** is via **REACH** at [grants.arts.gov/eGMS-Reach/Login.aspx](http://grants.arts.gov/eGMS-Reach/Login.aspx). Sign in and go to My Awards.

## I. PROGRESS REPORT

One Progress Report will be required during the grant period. It is submitted as part of the **Payment Request Form** available in **REACH**. The Progress Report is due the first time you request more than two-thirds of the award amount. The Progress Report must include:

- (1) A description of all activities supported by the grant that have been undertaken since the grant period start date, and
- (2) Any grant supported activities planned for the remainder of the grant period (e.g., research, travel, or other related activities).

## II. FOR TRANSLATION PROJECTS

As noted in the **General Terms**, grant activities for translation fellows should be consistent with those approved for funding by the National Endowment for the Arts. If you need to make changes to the project, go to **REACH** and open the **Change Request Tab** to submit your request **before** implementation. Choose option "B. We need to Request Changes to this Award."

- Approval is not guaranteed.
- The Progress or Final Reports should **not** be used for conveying and/or requesting approval for any changes

## III. FINAL DESCRIPTIVE AND FINANCIAL REPORT

All grantees are required to submit an acceptable **Final Descriptive and Financial Report - Literature Fellowships**. The report is due,

- FY21 and Later (grant numbers ending in -21, -22, etc.) = **120 days** after the grant end date.
- FY20 and FY19 (grant numbers ending in -20 or -19) = **90 days** after the grant end date.

The final report is a webform submitted through **REACH**. Log in to **REACH** and open the **Forms & Reports Tab** to view and submit the required report for your award.

The narrative should provide information about the impact or benefit of this fellowship on your artistic development. It should also include a brief description of work you accomplished with NEA support during the grant period including major achievements, any significant problems encountered, and information about any public readings or presentations, including locations, and publication plans. Please limit your response to the area provided on the form.

- The final report also certifies that the NEA funds have been used for the purpose(s) for which the grant was awarded.
- You will be ineligible for any future NEA grants if you fail to submit required and acceptable Final Reports.

The Arts Endowment reserves the right to request additional information or work product(s) at any time.

As a reminder, all federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes (e.g., the use of final report work products to document the results of our grant programs), including placement on a federal web site. For more information see the **General Terms**.

#### **IV. FUTURE PUBLICATION, AWARDS, AND OTHER HONORS**

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Each project develops its own history, often long after the Final Report has been submitted. New information related to your project—future publication(s), reviews, awards and honors, other opportunities—is appreciated by the Arts Endowment. Our ability to document the effectiveness of our programs is facilitated by the assistance we receive from our grantees. Contact the Literary Arts Program regarding how to best provide this information at [Literature@arts.gov](mailto:Literature@arts.gov). Include your name and grant number on all information sent.

#### **PRIVACY ACT**

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a: This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

#### **PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.