

How to Submit a Payment Request in eGMS Reach for National Endowment for the Humanities Awards

Introduction

Federal payments rely on up-to-date information in the System for Award Management (SAM). Before you submit a payment request, take a moment to check your organization's entity registration at <https://www.SAM.gov>.

1. Confirm that your SAM registration is current; payment cannot be made to an organization whose registration status is expired. (Ensure you are checking the entity registration, not your personal user account.)
2. Make sure you have no "Debt Subject to Offset" (delinquent federal debt). NEH cannot make payments to an organization that owes the federal government money. If you do have federal debt, resolve it before submitting a payment request.
3. Verify that the bank information in your organization's SAM record is correct. The banking information submitted in SAM is the banking information NEH will validate and use to confirm your payment request. Mismatches of submitted banking information to NEH and your SAM profile will result in your request being rejected.
4. If your bank information has changed, you **MUST**:
 - a. Update the bank information in SAM *before* requesting payment **AND**
 - b. Submit a new ACH form in eGMS Reach with the new bank information. The Office of Accounting requires 3 to 5 business days to process your request upon submission of an ACH form.

Submitting a Payment Request

Log into eGMS Reach and select an award from the Awards dropdown list in the top menu, or in the Awards section of the Home page.

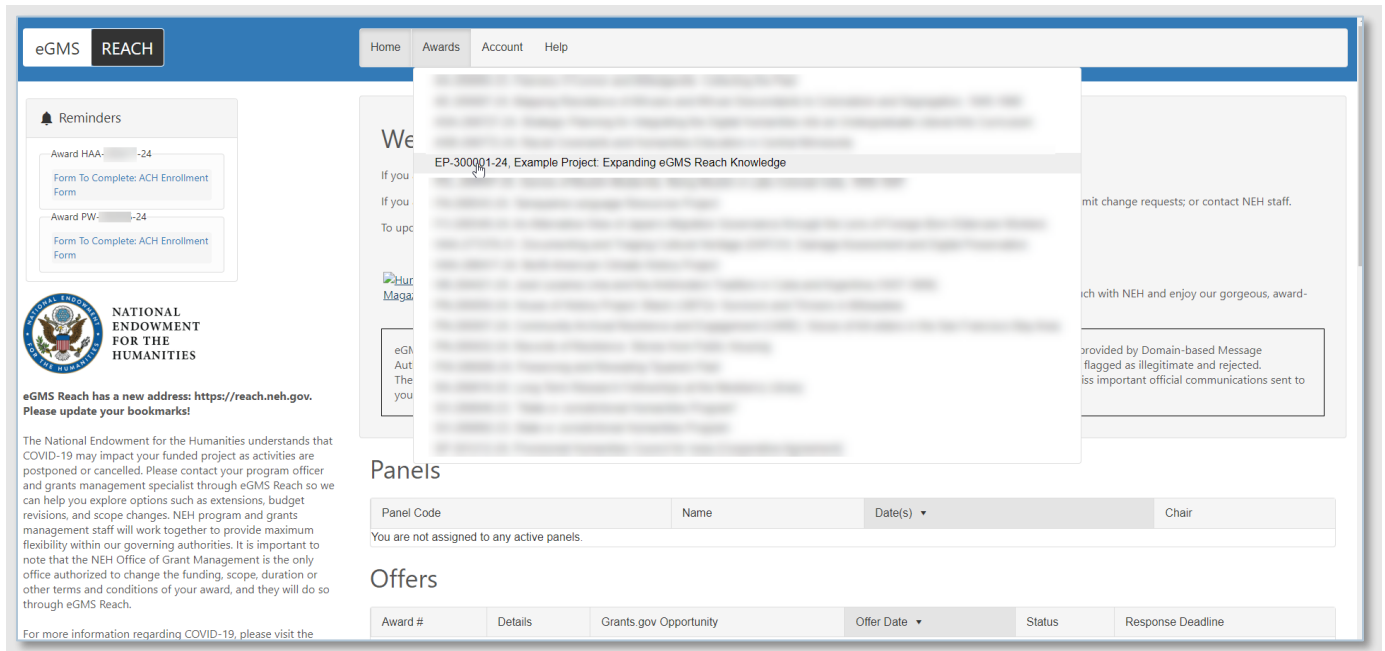


Figure 1: Selecting an award on the eGMS Reach Home page

On the award page, select the Payments tab. This tab shows a payment request summary with the award amount, the total of all approved payment requests, and remaining funds.

Award: EP-300001-24

Information Funding Instructions Documents Forms and Reports Products and Media Venues Change Requests **Payments** Messages Write Ups

Request Summary

View Payment Request Instructions

Funding
Award Amount: \$300,000.00
Total Approved Requests: \$20,000.00
Remaining Funds: \$280,000.00

Period of Performance
 03/01/2024 - 12/31/2025

Alerts that Prevent Payment
 None

SAM Registration Status: Active. SAM is checked 7/23/2024 5:25:23 PM
SAM Expiration Date: 6/13/2025

Add Payment Request

Approved payment requests have Accounting numbers assigned.

Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Status/Date	Decision Comment
<input type="button" value="View"/>	1	1	03/01/2024 - 03/31/2024	\$20,000.00	Approved 7/23/2024	

Figure 2: Award Payments tab

Click the **Add Payment Request** button to complete and submit a payment request. Note that eGMS Reach does not allow a user to make a payment request if their institution's SAM registration has expired or other alerts that prevent payment exist. These alerts are listed on the Payments tab on the right-hand side.

Submit a Payment Request

View Payment Request Instructions

Funding	Period of Performance	Alerts that Prevent Payment
Award Amount: \$300,000.00	03/01/2024 - 12/31/2026	None
Total Approved Requests: \$20,000.00		
Remaining Funds: \$280,000.00		

SAM Registration Status: Active. SAM last checked 7/23/2024 5:55:14 PM
SAM Expiration Date: 6/13/2025

1. Recipient Account or ID Number (Optional)	<input type="text"/>
2. Type of Payment Requested	a. <input type="text" value="Required"/> b. <input type="text" value="Required"/>
3. Basis of Payment	<input type="text" value="Cash"/>
4. Period Covered by this Request Starting Date	<input type="text"/>
5. Period Covered by this Request Ending Date	<input type="text"/>
6. a. Total Program Outlays	\$ <input type="text"/> as of <input type="text"/>
b. Estimated Net Cash Outlays Needed for Advance Period	\$ <input type="text"/>
c. Total (a plus b)	\$ <input type="text"/> (Calculated)
d. Non-Federal share of amount on line c	\$ <input type="text"/>
e. Federal Share of Amount on line c (c minus d)	\$ <input type="text"/> (Calculated)
f. Payment Previously Requested	\$ <input type="text"/>
g. Federal Share Now Requested (e minus f)	\$ <input type="text"/> (Calculated)

The "as of" date must be within the period of performance dates and should be no later than today. If your request is for reimbursement, the date must be after the period covered by the request (line 5).

7. Assurances

Approve of Assurances

By checking this box, I agree to the [labor standards](#).

Cancel Submit Payment Request

Figure 3: Payment Request form

TIPS:

As you enter each data item on the form, a pop-up bubble with detailed instructions will appear to the right of the field.

DO NOT hit Enter on your keyboard while filling out the form, as doing so will submit an incomplete form and may cause an error. Use the Tab key instead to move from one field to the next.

If you are drawing down funds in installments, remember that each subsequent request must reflect cumulative expenditures and any NEH funds previously received for the award.

If clicking the **Submit Payment Request** button does not submit the form, check for a data validation message at the bottom of the screen. This often occurs if the "I agree to the assurances" box in #7 has not been checked.

PAYMENT REQUEST FORM

Line 1. Recipient Account or ID Number (Optional)

If your organization assigns its own ID number to track awards you may enter it here. This is not required; you can leave the field empty.

Line 2a. Type of Payment Requested

Select if you are requesting an ADVANCE or REIMBURSEMENT. Do not select BOTH. *Payment requests selecting a “both” type of payment will be rejected.*

Line 2b.

If this is the last or only payment request select FINAL, otherwise select PARTIAL.

Line 3. Basis of Request

This is the method used to record costs in your organization’s accounting ledgers.

- If you recognize expenses only as you pay them, select CASH.
- If you recognize expenses before paying them, select ACCRUED EXPENDITURES.

Line 4. Period Covered by this Request Starting Date

This date should reflect the earliest date for which the costs reported were incurred. This date cannot be prior to the start date of the award. All costs must be incurred within the approved period of performance.

For requests that reflect up to 90 days of expenses predating the period of performance, please enter a starting date of the first day of the award period of performance and add an explanation in the comments section/box prior to submitting your request.

Line 5. Period Covered by this Request Ending Date

This date can be no more than 7 days from the date you submit this form. This date should only be in the future if you request an advance. It cannot be after the end date of the award.

Line 6. Computation of Amount Requested:

a. **Total program outlays:** Enter all allowable project costs that have been incurred and/or paid by the date you provide in the “as of” field. The “as of” date should be no later than the date of your payment request submission.

IMPORTANT: Report actual expenditures; do not simply reiterate your original budget. All costs claimed must be allowable and an appropriate expense documentation (e.g., contracts, receipts, invoices, payroll records, cancelled checks, etc.) must be maintained and available for submission upon request. Refer to the **General Terms and Conditions** for more information.

b. Estimated net cash outlays needed for an advance period: Include funds here only if you are requesting an advance of National Endowment for the Humanities funds to cover expenses expected to be incurred within 7 days or less from the date you submit this form. If you are requesting reimbursement, enter a zero.

c. Total (a plus b): The sum of line a plus line b will calculate automatically.

d. Non-federal share of amount on line c: Enter the amount of your organization's share/match included in the outlays shown on line c.

e. Federal share of amount on line c (c minus d): The form will calculate the difference between line c and line d. The federal share of outlays cannot exceed the amount of your award.

f. Payment previously requested: Enter the total National Endowment for the Humanities funds previously requested for this award. This field is populated automatically for you.

g. Federal share now requested (e minus f): Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting.