# 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 <u>https://www.SAM.gov</u>.

- 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.

eGMS REACH	Home Awards	Account Help				
Reminders  Award HAA24 Form To Complete: ACH Enrollment Form	We If you	00001-24, Example Projec	t Expanding eGMS Reach Knowledge		mit cl	hange requests; or contact NEH staff,
Award FW24 Form To Complete: ACH Enrollment Form NATIONAL ENDOWMENT FOR THE HUMANITIES	To upc				ich wi 	ith NEH and enjoy our gorgeous, award- Ied by Domain-based Message red as illegitimate and rejected.
eGMS Reach has a new address: https://reach.neh.gov. Please update your bookmarks! The National Endowment for the Humanities understands that COVID-19 may impact your funded project as activities are postponed or cancelled. Please contact your program officer and grants management specialist through eGMS Reach so we can help you explore options such as extensions, budget	The you Panels		Name	Date/s) +	iss im	portant official communications sent to
revisions, and scope changes. NEH program and grants management staff will work together to provide maximum flexibility within our governing authorities. It is important to note that the NEH Office of Grant Management is the only office authorized to change the funding, scope, duration or other terms and conditions of your award, and they will do so through eGMS Reach.	Partier Coule     Marrie     Date(s) •       You are not assigned to any active panels.     Offers       Award #     Details     Grants gov Opportunity     Offer Date •     Status					Response Deadline

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 Fur	nding Instructions Do	cuments Forms and Reports	Products and Media Venues	Change Requests Paymen	ts Messages Write Ups		
Request Su	Request Summary						
View Payment Re	equest Instructions					~	
Funding		Period of Performance	Alerts that Pro	event Payment			
Award Amount:	\$300,000.00	03/01/2024 - 12/31/2025	None				
Remaining Funds:	\$280,000.00						
SAM Registration Status: Active. SAM Is checked 7/23/2024 5:25:23 PM SAM Expiration Date: 6/13/2015 Add Payment Request							
Approved payment re	quests have Accounting num	ibers assigned.					
Actions	Request Number	Accounting Number	Period Covered	Amount Requested	Status/Date	Decision Comment	
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 Award Amount: S Total Approved Requests: Remaining Funds: S SAM Registration Status: A SAM Registration Status: A	Period of Performance         Alerts that Prevent Payment           \$300,000.00         03/01/2024 - 12/31/2026         None           \$200,000.00         \$200,000.00         \$200,000.00         \$200,000.00				
SAM Expiration Date: 6/13/2025					
1. Recipient Account or ID Number (Optional)					
2. Type of Payment Requested	a. Required   b. Required				
3. Basis of Payment	Cash •				
4. Period Covered by this Request Starting Date	The "as of" date must be				
5. Period Covered by this Request Ending Date	within the period of performance dates and				
6. a. Total Program Outlays	s sould be no later man today. If your request is today. If your request is				
b. Estimated Net Cash Outlays Needed for Advance Period	S date must be after the period covered by the request (ine 5).				
c. Total (a plus b)	\$ (Calculated)				
d. Non-Federal share of amount on line c	S				
e. Federal Share of Amount on line c (c minus d)	\$ (Calculated)				
f. Payment Previously Requested	S				
g. Federal Share Now Requested (e minus f)	\$ (Calculated)				
7. Assurances	By submitting this request, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any folse, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).				
Cancel Submit Payment Request					



## 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.