



NATIONAL ENDOWMENT FOR THE ARTS

LITERATURE FELLOWSHIPS

Reporting Requirements

[For All Years]

Rev. September 2004

The Reporting Requirements applicable to your grant are described below. Please follow these instructions carefully. The **General Terms, report forms, and instructions are on our Web site at www.arts.gov/manageaward** under Literature Fellowships. The Endowment reserves the right to request additional information or work product(s) at any time.

For Translation Projects: As noted in the *General Terms & Conditions (General Terms)*, grant activities should be consistent with those approved for funding by the Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation. The reports identified below should not be used as the vehicle for conveying and/or requesting approval for any changes.

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. The Progress Report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant 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., progress on your artistic development or translation, including research, travel, or other related activities).

To submit a Progress Report, complete Section 6, "Progress Report Information," on the *Payment Request Form for Literature Fellowships*. Your response should generally be limited to the space provided on the form. For more information on Progress Reports, please see either the General Terms, or the *Instructions for Requesting Payment* available on our Web site at the address above.

FINAL REPORTING REQUIREMENTS

All grantees are required to submit acceptable Final Report packages to the Grants & Contracts Office not later than 90 days after the grant end date. Information submitted as part of the Final Report package must include your name and grant number.

The Final Descriptive Report requirements for Literature Fellowships are on our Web site. The form is used to certify that Endowment funds have been used for the purpose for which the grant was awarded. You can submit this report online, by FAX, or mail.

The narrative should provide information about: 1) the impact or benefit of this fellowship on your artistic development. It should also include, as applicable, 2) a brief description of work you accomplished with Arts Endowment support during the grant period including major achievements and any significant problems encountered, and 3) information about any public readings or presentations,

with locations, and publication plans.

Please limit your responses to two pages. Grantees will be ineligible for any Arts Endowment grants if they fail to submit required and acceptable Final Report packages for previously awarded grants.

You may submit your Final Report electronically through our Web site (see <http://www.arts.gov/manageaward/LitOnlineInstructions.html>).

If you prefer, you can FAX your report materials. If you choose to send by mail do not submit Final Report materials as part of any upcoming application package. Mailed materials should be sent in a single package to:

Grants & Contracts Office
Final Report Section, Room 618
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

If you use online submission, or FAX your material, **DO NOT SEND A HARD COPY.**

The delivery of first-class mail to NEA has been delayed since October 2001. Delays are expected to continue for the foreseeable future. Please consider using alternative delivery services, particularly if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Please be advised that products (e.g., CDs, videos, slides) put through this process suffer irreversible damage. If you are sending these kinds of materials, we encourage you to consider using alternative delivery services.

SPECIAL NOTES: Acknowledgment of Endowment Support. As indicated in the *General Terms*, grantees must acknowledge the Endowment's support in all materials regarding this grant. The Endowment encourages the display, in a prominent manner, of the agency's logo in association with the acknowledgment. Copies of our logo are available online at www.arts.gov/manageaward/logos

Future Publication, Awards, and Other Honors. 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 Endowment. Our ability to document the effectiveness of our programs is facilitated by the assistance we receive from our grantees. Please be sure to include your name and grant number on all information sent to the Arts Endowment.

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*.

REPORTING BURDEN:

The public reporting burden for this collection of information is estimated to average one hour per response. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements 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: Deputy Chairman for Management & Budget, Room 628; National Endowment for the Arts; Nancy Hanks Center; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001.

NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.