

The Award Cash Management Service (ACM\$) is NSF's approach to award payments and post-award financial processes. This approach requires the submission of award level payment amounts each time funds are requested. Awardee Preparers, Certifiers and Financial Representatives are able to access ACM\$.

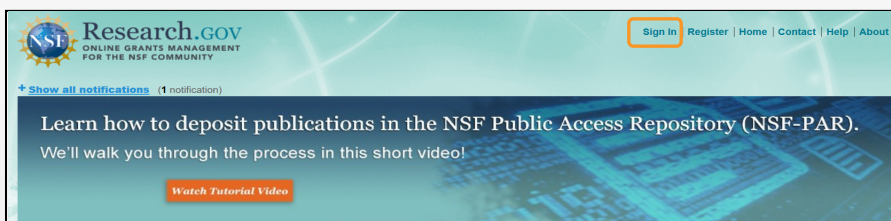


Access the Award Cash Management Service

To access ACM\$, financial users must go to Research.gov and complete the following steps:

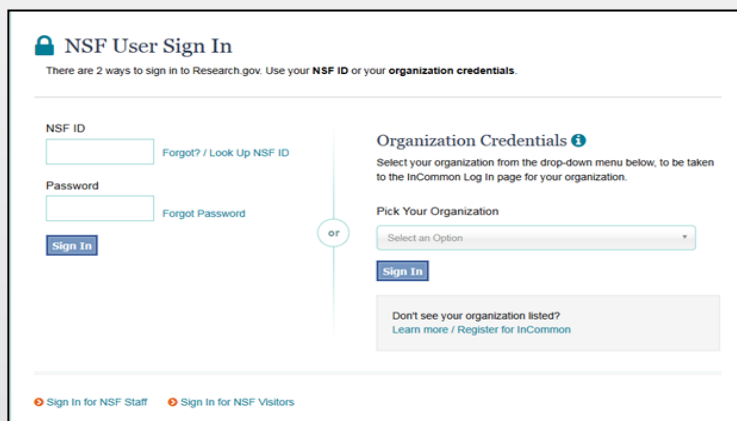
1.

On the Research.gov homepage, select **Sign In** at the top of the page.



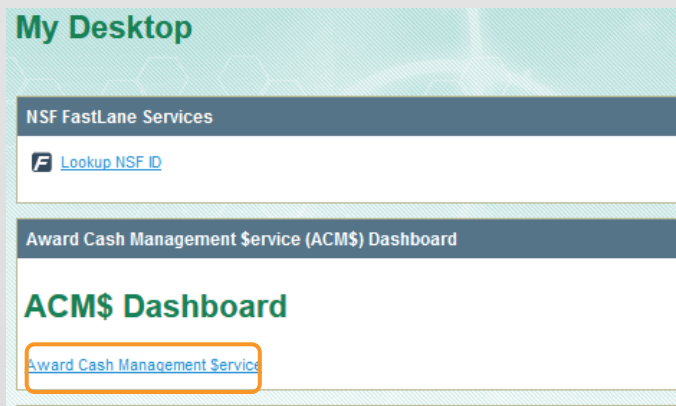
2.

On the NSF User Sign In page, enter your NSF ID and Password (same as FastLane ID and password) and click **Sign In**. If your organization appears in the drop-down list, you can Sign in with your organization credentials.



3.

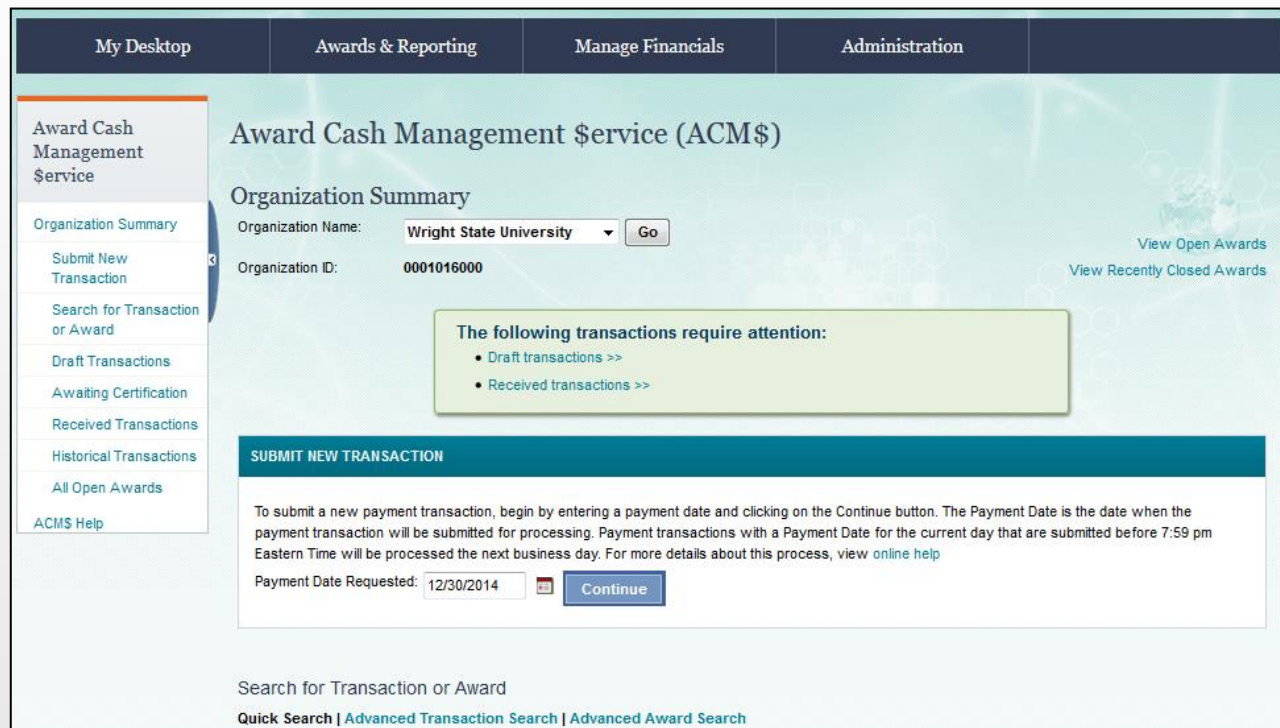
Click **Award Cash Management Service** underneath ACM\$ dashboard.





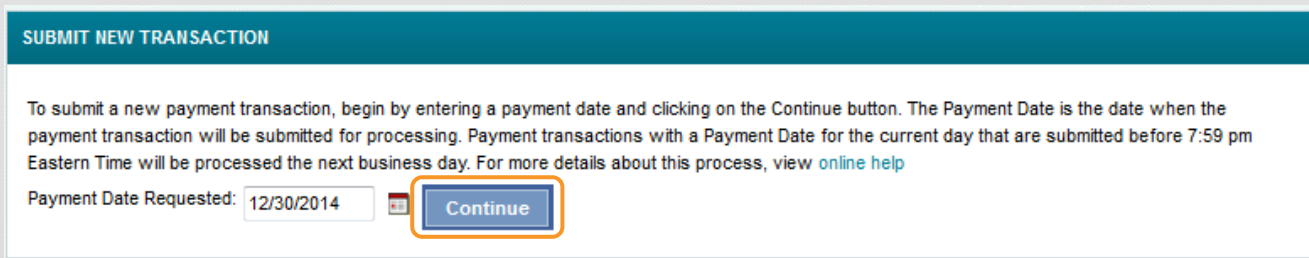
Review your Organization Summary Page

The Organization Summary Page shows transactions requiring attention; the links for submitting new transactions or searching for transactions or awards; and transaction status lists for draft transactions, transactions awaiting certification, and transactions received by NSF.




Create a Payment Transaction

1. Awardee preparers can navigate to the Submit New Transaction box. Enter a payment date and click Continue. Current date is default or can be changed to future date for warehousing.



Note: The Submit New Transaction box will only appear when you are signed in as a Preparer.

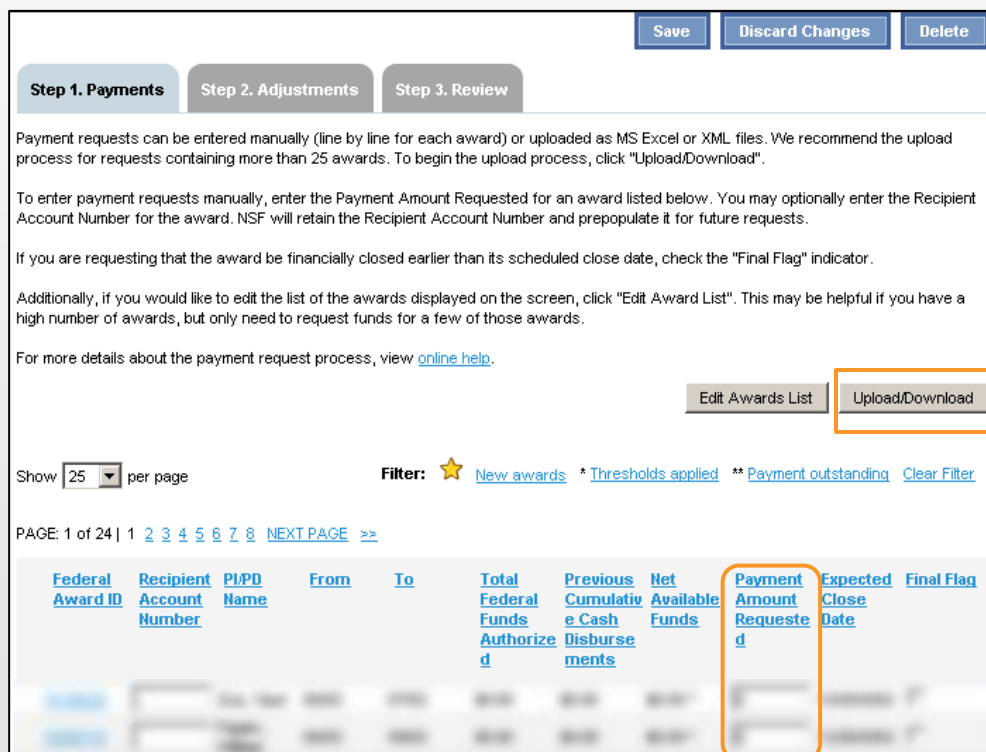


Create a Payment Transaction

2 To create a payment transaction, for open awards click **Payments tab**.



3. Enter a payment amount in the Payment Amount Requested field for one or more Federal Award IDs. You can also click on the Upload/Download button to use the MS Excel or XML (XLS, XLSX) processes. Amounts can be +/- dollars & cents.



Save Discard Changes Delete

Step 1. Payments Step 2. Adjustments Step 3. Review

Payment requests can be entered manually (line by line for each award) or uploaded as MS Excel or XML files. We recommend the upload process for requests containing more than 25 awards. To begin the upload process, click "Upload/Download".

To enter payment requests manually, enter the Payment Amount Requested for an award listed below. You may optionally enter the Recipient Account Number for the award. NSF will retain the Recipient Account Number and prepopulate it for future requests.

If you are requesting that the award be financially closed earlier than its scheduled close date, check the "Final Flag" indicator.

Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

For more details about the payment request process, view [online help](#).

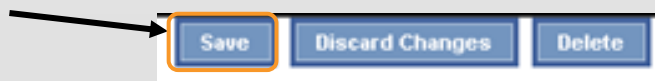
Edit Awards List Upload/Download

Show 25 per page Filter: ★ [New awards](#) * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

PAGE: 1 of 24 | 1 2 3 4 5 6 7 8 NEXT PAGE >>

Federal Award ID	Recipient Account Number	PI/PO Name	From	To	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag

4. Click Save.



▪ The Payment Transaction has been saved.

Or click Adjustments tab to financially closed awards.



Make an Adjustment Request to a Closed Award

1.

To make an adjustment request to a closed award, click on the **Adjustments Tab**.

Note: Users can also access a list of closed awards by clicking on the "View Recently Closed Awards" link on the Organization Summary Page or by completing an Advance Award Search and setting the Award Status filter to "Closed".

2.

Enter the Federal Award ID for each closed award you want to adjust and click Validate Awards. You may enter up to 5 awards for validation.

Note: You must enter a justification in order to complete an adjustment.

Note: The Federal Award must be financially closed to be adjusted and the expenses must have been incurred during the life of the award.



Step 1. Payments **Step 2. Adjustments** Step 3. Review

Step 1. Payments Step 2. Adjustments Step 3. Review

To enter adjustment requests, enter the Federal Award ID for each financially closed award included in the request and click "Validate Awards". Once the award is validated, ACMS will display the financial information for the award.

Enter the Adjustment Requested amount for each award. This amount will be positive to increase award expenses and initiate a payment or negative to decrease award expenses.

To remove any awards from the adjustment request, select checkboxes next to awards you would like to remove from the request and click "Remove Selected". For more details about the adjustment request process, view [online help](#).

Users must provide a brief justification in order to enter adjustment(s) to closed awards. The justification should describe in brief general terms the reasons for the adjustment(s). A single justification can be used for multiple awards.

Justification

Validate Awards Remove Selected

Filter: * Thresholds applied ** Payment outstanding Clear Filter

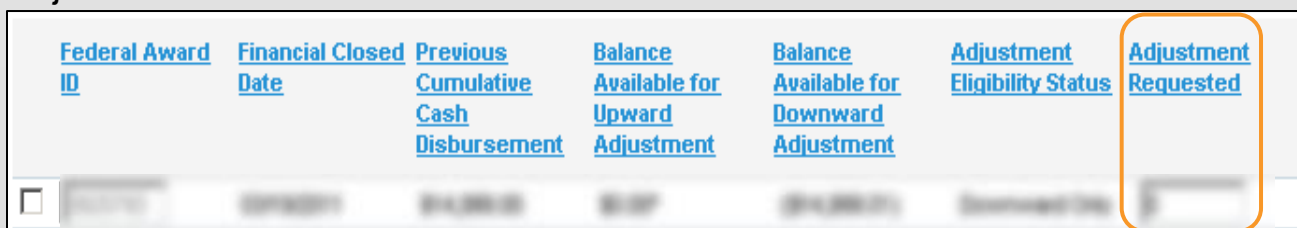
Federal Award ID	Financial Closed Date	Previous Cumulative Cash Disbursement	Balance Available for Upward Adjustment	Balance Available for Downward Adjustment	Adjustment Eligibility Status	Adjustment Requested
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Validate Awards Remove Selected

Totals: \$0.00 \$0.00 \$0.00 \$0.00

3.

Once a Federal Award ID is validated, the amount available for upward adjustment and downward adjustment will display, as well as eligible, ineligible and downward. Enter the adjustment amount into the Adjustment Requested field. A positive amount represents an upward adjustment. A negative amount represents a downward adjustment.



Federal Award ID	Financial Closed Date	Previous Cumulative Cash Disbursement	Balance Available for Upward Adjustment	Balance Available for Downward Adjustment	Adjustment Eligibility Status	Adjustment Requested
<input type="checkbox"/>						

4.

Click Save.



Save Discard Changes Delete



Review and Forward Payment Transactions

To review and forward a payment transaction for certification:

1.

Click on the **Review Tab**.

Step 1. Payments

Step 2. Adjustments

Step 3. Review

2.

If desired, provide a comment on the transaction.

Note: Comments are for internal use of your org and are not visible to the NSF grant accountants.

Transaction Information

Total # of Awards: 591	Date Prepared:
Transaction Status: Draft	Prepared by: Katsulis, Yasminda
	Email Address: yasminda.katsulis@hawaii.edu
	Telephone Number: (203) 62

Payment Information

Payment Amount Requested Total (Open Awards) = \$0.00
 Adjustment Requested Total (Closed Awards) = (\$2,000.00)
 Payment Transaction Total = (\$2,000.00)

Internal Comments

3.

If desired, provide remarks on the transaction.

Note: The National Science Foundation will be able to view remarks added by the Preparer.

Remarks

Awardees should use this section to explain fully any adjustments resulting from an audit, investigation, or internal review or to provide information to NSF that may clarify items or issues that are related to submission of the payment transaction.

Forward for Certification

4.

Click **Forward for Certification** to complete.



Certify a Payment Transaction

To certify a payment transaction, complete the following steps after signing into Research.gov as a Certifier and selecting the ACM\$ link:

1. From the Organization Summary Screen scroll down to the Awaiting Awardee Certification box.
2. Select the Transaction ID number of the transaction you would like to certify.

Awaiting Awardee Certification View All Awaiting Certification						
<u>Transaction ID</u>	<u>Date Certified / Prepared</u>	<u>Certified / Prepared by</u>	<u>Total # of Awards</u>	<u>Payment Transaction Total</u>	<u>Payment Date Requested</u>	<u>Transaction Status</u>
85			1	\$4.00		Awaiting Certification

3. Review the transaction and, if desired, provide comments and/or remarks.

Payments

Adjustments

Review

Transaction Information

Total # of Awards: 1

Date Prepared:

Transaction Status: Awaiting Certification

Prepared by:

Email Address:

Telephone Number:

Date Certified:

Certified By:

Email Address:

Telephone Number:

Payment Information

Payment Amount Requested Total (Open Awards) = \$4.00

Adjustment Requested Total (Closed Awards) = \$0.00

Payment Transaction Total = \$4.00

Internal Comments



Certify a Payment Transaction

4

Once you are satisfied with your review and ready to submit, check the certify box and then click **Certify & Submit Transaction**.

Certification

☒ I, John Doe , certify:

For all grantees:

By submitting this electronic request for cash disbursement, I certify to the best of my knowledge and belief that the expenditures, disbursements, and cash receipts associated with this request for payment are for the purposes and objectives set forth in the solicitation, proposal, and award letter, and comply with the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact in NSF proposals, reports, and any other communication submitted to NSF, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (See, e.g., U.S. Code Title 18, Sections 287, 1001 and 1343; Title 31, Sections 3729-3730 and 3801-3812).

Additional Certifications applicable only for SBIR/STTR grantees:

- A. That the principal investigator and the small business firm have not accepted funding for the same or overlapping work except as stated in the underlying proposal;
- B. That all proposals describing the same or overlapping work have been declined or withdrawn;
- C. That the primary employment of the principal investigator, as defined by the applicable NSF Program Solicitation, is with the small business firm and will continue to be during the conduct of the research throughout the award period, and that the principal investigator is currently available to perform the proposed work;
- D. That the grantee is a small business as defined in the SBA Eligibility Guide at: https://www.sbir.gov/sites/default/files/elig_size_compliance_guide.pdf

Certify & Submit Transaction **Reject Transaction**

Note: Clicking “Reject Transaction” will send the Transaction back to Draft Status.



Edit a Draft Payment Transaction

To edit a draft payment transaction, complete the following steps after signing into Research.gov as a Preparer and selecting the ACM\$ link:

1. On the ACM\$ Organization Summary Page, scroll down to Draft Transactions.

Draft Transactions [View All Drafts](#)

Transaction ID	Date Last Saved	Saved by
84		

2. Select the Transaction ID number that you want to edit.

Draft Transactions

Transaction ID
84

3. You will then go to the Step 1 of the payment transaction process which will display the draft transaction.

Save

Discard Changes

Delete

Step 1. Payments

Step 2. Adjustments

Step 3. Review

Payment requests can be entered manually (line by line for each award) or uploaded as MS Excel or XML files. We recommend the upload process for requests containing more than 25 awards. To begin the upload process, click "Upload/Download".

To enter payment requests manually, enter the Payment Amount Requested for an award listed below. You may optionally enter the Recipient Account Number for the award. NSF will retain the Recipient Account Number and prepopulate it for future requests.

If you are requesting that the award be financially closed earlier than its scheduled close date, check the "Final Flag" indicator.

Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

For more details about the payment request process, view [online help](#).

Edit Awards List

Upload/Download

Show per page

Filter: ★ [New awards](#) * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

PAGE: 1 of 24 | 1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [NEXT PAGE](#) >>

Federal Award ID	Recipient Account Number	PI/PID Name	From	To	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag

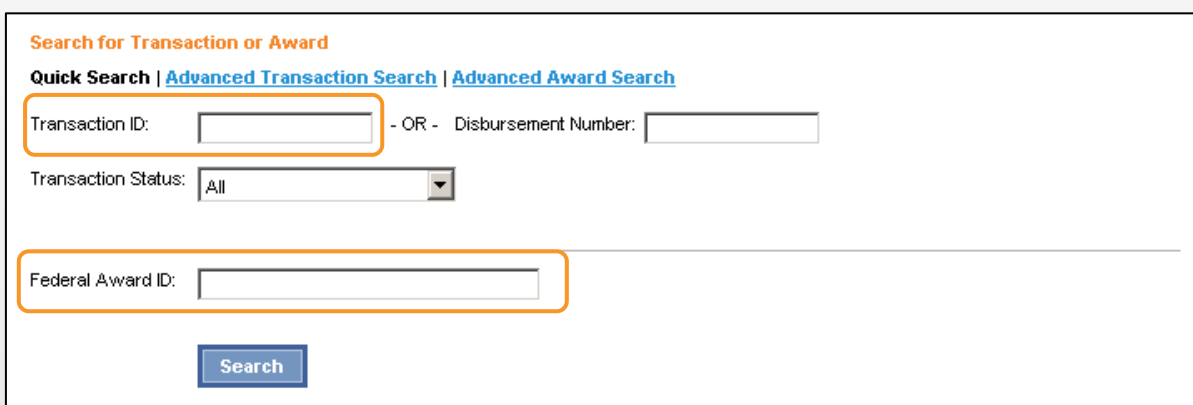


Search for Payment Transactions and Awards

To search for payment transactions and awards, complete the following steps after signing into Research.gov and selecting the ACM\$ link:

1.

Enter a Transaction ID or Federal Award ID and click Search to perform a Quick Search.



Search for Transaction or Award

Quick Search | [Advanced Transaction Search](#) | [Advanced Award Search](#)

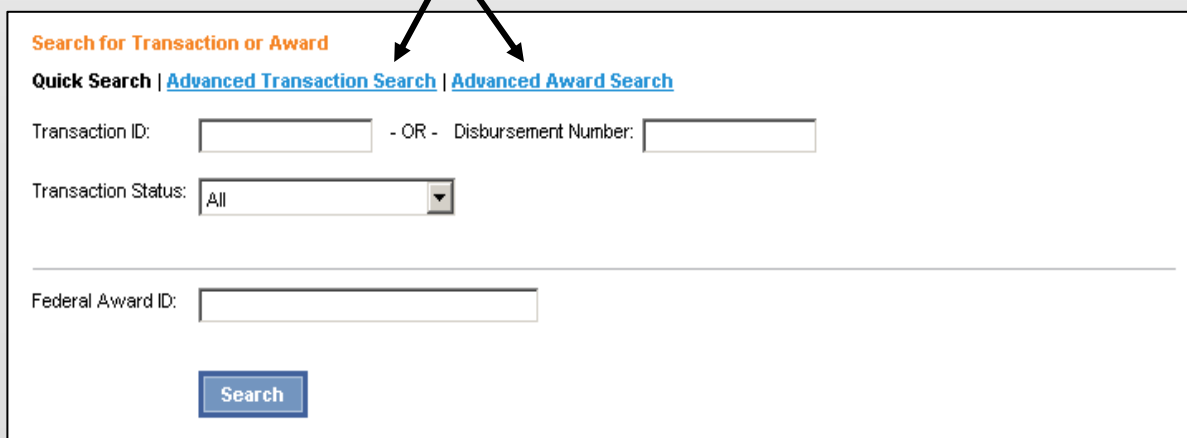
Transaction ID: - OR - Disbursement Number:

Transaction Status:

Federal Award ID:

2.

You can also search for an ACM\$ originated payment transaction or award level payment information by clicking on the Advanced Search links:



Search for Transaction or Award

Quick Search | [Advanced Transaction Search](#) | [Advanced Award Search](#)

Transaction ID: - OR - Disbursement Number:

Transaction Status:

Federal Award ID: