

# NSF Award Cash Management Service (ACM\$) and Financial Reporting Processes

October 6, 2014



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## Grants Management for the NSF Research Community

Research.gov is the modernization of [FastLane](#), providing the next generation of grants management capabilities for the NSF research community. [More >](#)



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View balances and submit cash requests

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**NSF'S Transition to  
iTRAK**

- ★ Currently in the process of implementing a COTS (Commercial off-the-shelf) Oracle accounting system.
- ★ Planned start up date is **October 14, 2014.**
- ★ Converting all open awards and **only** closed awards with an expiration date of 3/31/13 or later.

## ★ Results for ACM\$ September payments:

- ★ Total number of transactions → 1653

- ★ Total amount paid → \$745 million

  - ★ FY 2014 = \$655 million

  - ★ FY 2015 = \$90 million

- ★ Payments will restart when ITRAK is implemented.



# PROGRAM INCOME

- ★ PROGRAM INCOME means gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the grant.

## QUALIFY

- ★ Income from fees for services performed,
- ★ The use or rental of real or personal property acquired under the grant,
- ★ The sale of commodities or items fabricated under the grant, license fees for,
- ★ And royalties on, copyrights and interest on loans made with grant funds.

## DOES NOT QUALIFY

- ★ Interest earned on advances of Federal funds is not program income.
- ★ Program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them.
- ★ [AAG \(Award and Administration Guide\) Chapter VI.F.2](#)

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## Reporting Worksheet Instructions

The 2014 Proposal and Award Policies and Procedures Guide (PAPPG) requires that all awardee organizations submit a Program Income Reporting Sheet beginning March 1, 2014 in order to report the amount of program income earned and expended as of September 30, 2013. Each year thereafter, awardee organizations will be required to submit the Program Income Reporting Sheet by November 14 in order to report the amount of program income earned and expended as of the end of the previous Federal fiscal year.

Program income is gross income earned by the awardee organization that is directly generated by a supported activity or earned as a result of NSF-funding. This would include things such as fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items fabricated under the grant, and license fees. Interest earned on advances of Federal funds is not program income.

## Program Income Reporting Worksheet

**1** To start, you must first click **Download the Program Income Reporting Worksheet** to the right.

**Worksheet**



[Download the Program Income Reporting Worksheet](#)  
Program Income reporting worksheet.

**2** Once opened, begin by completing the following sections at the top left of the worksheet:

- Organization Name:** Enter your organization's name
- NSF Organization ID:** Enter your organization's NSF ID (10 characters)
- State:** Enter your organization's state abbreviation code (e.g., VA)
- Reporting Period:** Pre-populated by NSF

<b>Organization Name:</b>	
<b>NSF Organization</b>	
<b>State:</b>	
<b>Reporting Period</b>	

**3** Next, you will need to list your NSF awards that earned program income. If no awards have program income, jump to **Step 8**.

NSF Award Number	Program Income Earned (cumulative)	Cumulative Program Income Expended in accordance with the activity/alternative	Cumulative Program Income Expended in accordance with the activity/alternative	Cumulative Unexpended Program Income	Remarks
Use only FEDERAL AWARD	Use only positive dollar amount (e.g., \$100,000)	Use only positive dollar amount (e.g., \$100,000). Exclude a separate amount for indirect costs. Do not include the amount of the reporting period.	Use only positive dollar amount (e.g., \$100,000). Exclude a separate amount for indirect costs. Do not include the amount of the reporting period.	Use only positive dollar amount (e.g., \$100,000)	Comments

*Note: Only include awards that were active, based upon the start and expiration date, during the most recently completed Federal fiscal year.*

**4** For each award listed, enter the cumulative amount of program

NSF Award Number	Program Income Earned	Cumulative Program Income Expended in accordance with the activity/alternative	Cumulative Program Income Expended in accordance with the activity/alternative	Cumulative Unexpended Program Income	Remarks

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- ★ The Program Income Reporting Worksheet is now available to awardees through Research.gov.
- ★ Access webpage address:  
<http://research.gov/programincome>
- ★ **November 14, 2014** is the deadline for awardees to update, certify and submit the Program Income Reporting Worksheet to NSF.

- ★ Approximately received over 1,600 program income reports (95%) from awardees totaling over \$123 million. This is a 50% increase over the total reported on the FFR.
- ★ Our goal for this reporting period is to have 100% compliance.



# DFM Monitoring Activities

- ★ ACM\$ has significantly decreased the Awardee Expense to NSF Expense timing gap by allowing grantees to draw cash at the award level each time funds are requested.

- ★ Award appears in ACM\$ within days after the award is approved.
- ★ Eliminated FFR reporting, now able to submit at the award level. Able to obtain up to date financial activity 'real time'.
  - Able to identify issues, monitor and assess earlier
    - FUBS of concern review at 3 months prior to expiration of award
    - On going review of institutional draws
- ★ Financial closeout is now 90 days after the award expiration date.
  - Due to timely financial close able to recover funds monthly, which leads to new award opportunities.
  - Able to monitoring Adjustment (High \$\$) - Ongoing

- ★ Active payment monitoring,
  - Objective: Reduce payment errors and potential improper payments
  - This monitoring is accomplished through the application of system based business rules and GCMS Accountant assessment of payment activity at the institution and award levels.
  - The primary system edit is that the awardee cannot draw more than their unliquidated balance for any award.

## ★ Post award financial activity reviews

- Award Financial Closeout – Monthly (Ongoing)
  - Objective: Comply with OMNI Circular guidelines for timely closeout
- Canceling Funds – monitor the liquidation of all funds with canceling appropriations related to grants. (Ongoing )
  - Objective: Minimize NSF awardee funds lost due to canceling
- Program Income Reporting Compliance – Annual (Ongoing)
  - Objective: Enhance awardee reporting compliance and insure proper use of program income funds

## ★ Sampling of awardee expenditure data.

- On an annual basis, NSF conducts a random sample of grantee expenditure data, which is reviewed for cost allowability.
- Sampling has revealed financial reporting anomalies, and inaccurate expenditure reporting, or misunderstanding of, or non-compliance with, federal cash management requirements.
- The sampling of grantee expenditure data is dependent on Agency requirements for a given year.

A scenic autumn landscape featuring a calm pond in the foreground, surrounded by dense trees with vibrant foliage in shades of red, orange, and green. The scene is framed by overhanging branches with bright red leaves in the upper corners. The text "NSF Grant Accrual Validation" is centered in the middle of the image.

**NSF Grant  
Accrual  
Validation**

## ★ Why are we doing this?

- ★ NSF's auditors believe that awardees have not drawn down a significant amount of their expenses by the end of the Federal fiscal year

## ★ 2014 Validation will start in October

- ★ Reconcile to Final numbers from General Ledger
- ★ Turning over results to financial statement auditors, and subject to testing.

## ★ Results for September 2013 Validation:

- ★ Collected 516 out of 516 samples.
- ★ Results indicate awardees had negative \$344 million cash on hand.

## ★ Recommend:

- ★ Time draws more closely with expenses.
- ★ Avoid building up large negative cash on hand (COH) balances
- ★ Work toward a business process that keeps cash on hand as near as possible to \$0.00 - minimizing +/- COH



# Improper Payments

- ★ Testing will be conducted by GCMS for the Winter/Spring 2015
  - Similar to this year's testing, will need to validate payments for FY 2014.
  - Will be testing for allowability



# Cancelling Appropriations

- ★ Public Law 101-510 requires that all federal agencies financially close fixed year appropriation accounts and **cancel** any remaining balances by September 30th of the 5th year after the period of availability.
- ★ The federal appropriation and not the effective/expiration dates of the award determines when it will cancel.

- ★ Awards with a red flag in ACM\$ have cancelling funds
- ★ The last date to draw the cancelling funds was September 18, 2014
- ★ DFM will continue to reach out to awardees who have cancelling funds FY 2015.



**SAM  
SYSTEM FOR  
AWARD  
MANAGEMENT**

# System for Award Management (SAM)



- ★ Effective with ITRAK start up, NSF will be making all payments using SAM banking information
- ★ Awardees must insure their SAM registration is up to date.
- ★ ITRAK will block payments for vendors and awardees with expired SAM registrations

<https://www.sam.gov/>

### CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official. Exclusions or search

Click to Login to User Account

Create User Account

### REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) with the Federal Government. If you are interested in registering or updating your Entity, you must first create a

Register/Update Entity

Submitted a SAM registration?

Click to Check Status. Active or Inactive

Check Status

### SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

## WHAT IS SAM?

Need Help?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

## NEWS AND ANNOUNCEMENTS

Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the [SAM User Guide](#).

## USER GUIDES/HELPFUL HINTS

Additional information, such as a full User Guide, Quick Start Guides, Helpful Hints, and Webinars are available on the HELP tab.

### Service Desk

URL: <http://www.FSD.gov>

[Learn](#) how to check your SAM entity registration status.

## FORMER CCR REGISTRANTS

If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.

## ★ October 1<sup>st</sup>

- Deadline for SAM Registration
- Program Income Reporting period will begin – due November 14<sup>th</sup>
- NSF Grant Accrual Validations

## ★ October 14<sup>th</sup>

- ACM\$ will re-open.

## ★ October 23<sup>rd</sup>

- Deadline for NSF Grant Accrual Validations

## ★ November 14<sup>th</sup>

- Deadline for Program Income Report

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