

Award Cash Management Service (ACM\$)

**National Science Foundation
Regional Grants Conference**

June 22-24, 2014



- ★ Introduction of ACMS
- ★ ITRAK Conversion Processes
- ★ Canceling Funds
- ★ SAM Registration
- ★ Program Income Results
- ★ Updates

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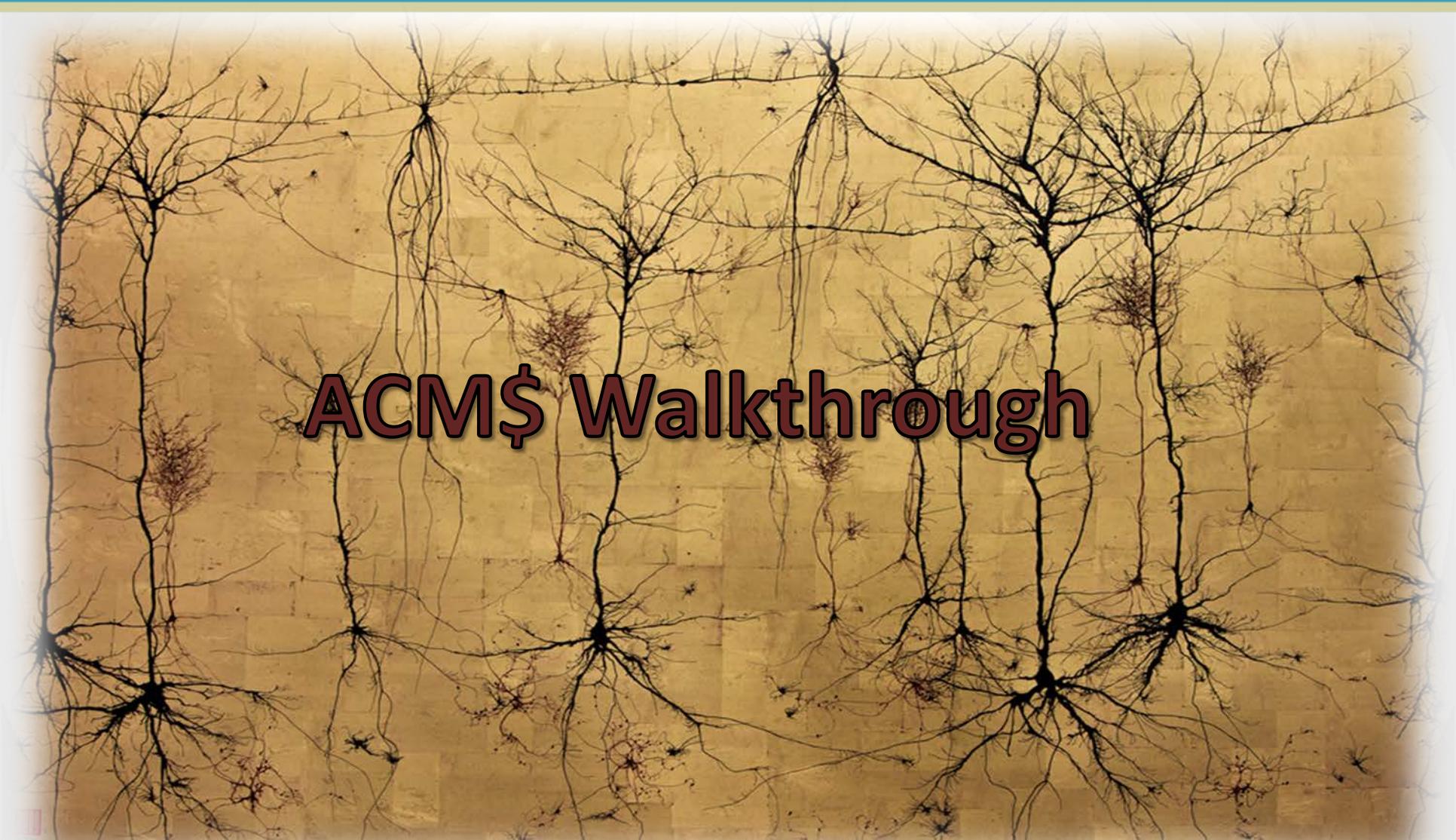
Introduction of Award Cash Management Service

Library of Congress



- ★ The NSF Award Cash Management Service (ACM\$) is our approach to award level payments and post-award financial processes.

- ★ GCM\$ received 776 survey responses. The majority of the respondents were academic institutions; this was complimented by responses from over 200 users at non-profit organizations
 - Found the training effective and the training materials very useful.
 - Thought the transition to ACM\$ was very efficient and effective.
 - Are highly satisfied with ACM\$ performance.
 - Are satisfied with GCM\$ staff customer service.



ACM\$ Walkthrough

MY DESKTOP

Research.gov Services & Tools

- [Federal Financial Report](#)
- [Research Spending & Results](#)
- [Policy Library](#)
- [Award Cash Management Service](#)

NSF FastLane Services

- [Financial Functions](#)
- [Grantee Cash Management Section Contacts](#)
- [Send a refund to IISF via Pay.gov](#)
- [Lookup IISF ID](#)

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Alerts

Institution Managers may experience issues with Account Management. If you do experience issues, please call the Help Desk at 1-800-381-1532.

Attention FFR Preparers: An error may display after uploading a properly prepared FFR Attachment from Excel. The error appears even when the file upload is successful and the data is saved on the FFR Attachment page. Please disregard this error message.

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My Desktop

Federal Financial Report (FFR) Dashboard

Financial Report Dashboard

[Federal Financial Report \(FFR\)](#): 55 total FFRs

Requires your action (1) | Pending Agency Action (0) | Approved (54)

My Links [Edit](#)

SEE Innovation



Check out the new Science, Engineering & Education (SEE) Innovation site to find clear, accessible information about the outcomes of NSF-funded research and education projects.

AWARD CASH MANAGEMENT SERVICE

Organization Summary

- Submit New Transaction
- Search for Transaction or Award
- Draft Transactions
- Awaiting Certification
- Received Transactions
- Historical Transactions
- All Open Awards

- > What is Research.gov?
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FEEDBACK

Tell Us What You Think

Award Cash Management Service (ACM\$)

[< Back to Organization](#)

New Payment Request (Open Awards)

Transaction ID: **71204**
 Organization Name: **Santa Clara University**
 Organization ID: **0013268000**
 State: **CA**
 Payment Date Requested: **02/25/2014** [Change Date](#)



[Save](#) [Discard Changes](#) [Delete](#)

Step 1. Payments | Step 2. Adjustments | Step 3. Submit/Certify

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 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 for 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](#)

Option to Upload/Download MS Excel or to upload a XML file

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

PAGE: 1 of 1

Federal Award ID	Recipient Account Number	PI/PD Name	From	To	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag
0833098	NSF067	McGinley, Tamsen	09/08	08/14	\$750,000.0	\$570,113.98	\$179,886.02	0	08/29/2014	<input type="checkbox"/>
0844406	NSF072	Dahlhoff, Elizabeth	04/09	03/14	\$362,322.0	\$318,908.04	\$43,413.96	0	06/29/2014	<input type="checkbox"/>
0850097	NSF071	Lewis, Daniel	03/09	02/15	\$597,781.0	\$525,287.43	\$72,493.57	0	05/29/2015	<input type="checkbox"/>
0810247	NSF070	Lewis, Daniel	03/09	07/14	\$988,593.0	\$784,282.5	\$204,310.4	0	10/29/2014	<input type="checkbox"/>

- Enter payment requested amount
- Check "Final Flag" to close award early

Organization Summary

- Submit New Transaction
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FEEDBACK

[Tell Us What You Think](#)

Adjustments made to awards that are financially closed

Award Cash Management Service (ACMS)

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• The Payment Transaction has been saved.

New Adjustment Request (Closed Awards)

Transaction ID: 71204
 Organization Name: Santa Clara University
 Organization ID: 0013268000
 State: CA
 Payment Date Requested: 02/25/2014 [Change Date](#)

[Save](#) [Discard](#)

[Step 1. Payments](#) |
 [Step 2. Adjustments](#) |
 [Step 3. Submit/Certify](#)

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](#)

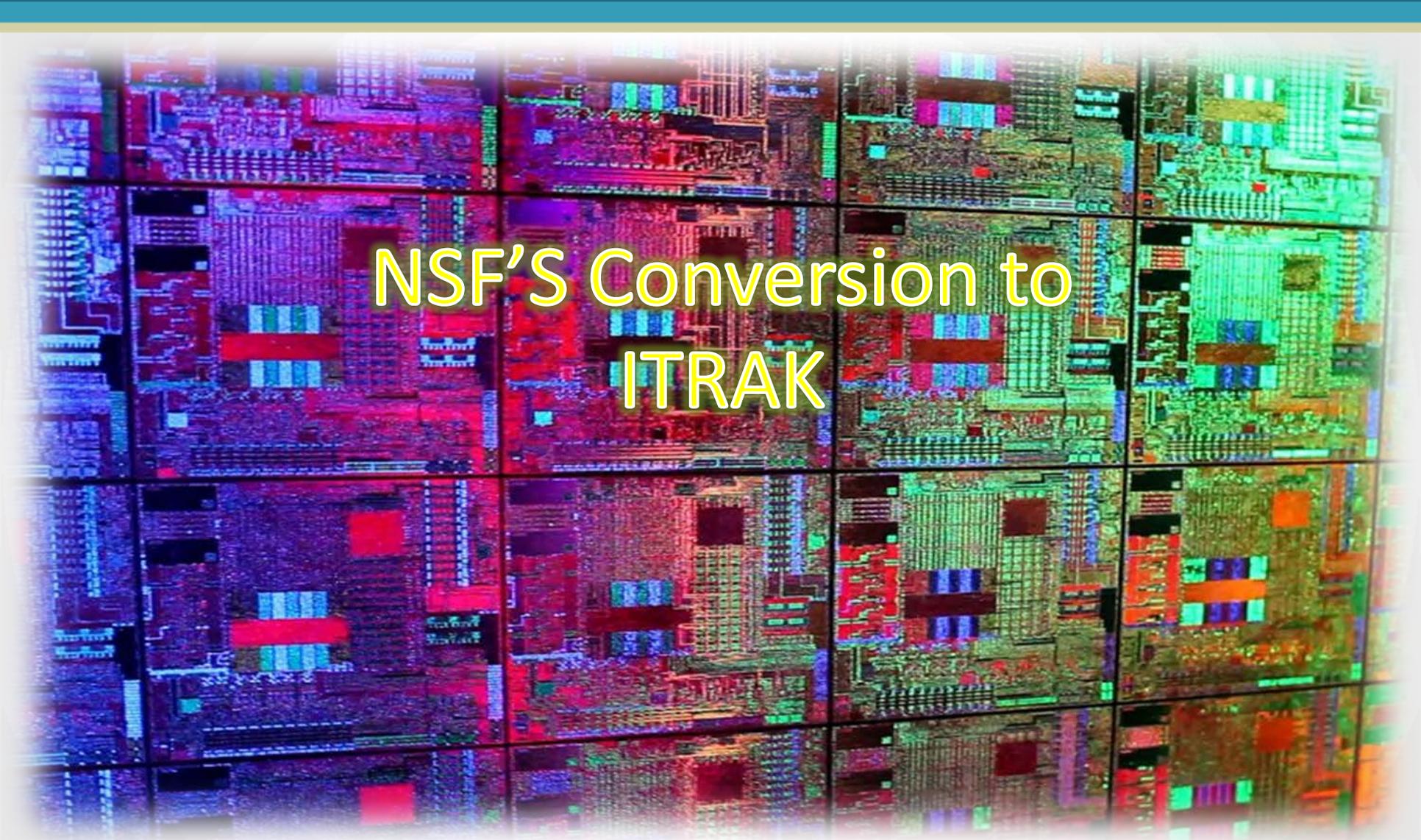
Filter: * [Thresholds applied](#) ** [Payment outstanding](#) [Clear Filter](#)

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"/>						

Adjustment Rules - Awardees are allowed to:

- Make upward adjustments for up to 15 months after the award is financially closed
- Make downward adjustments until the appropriation cancels.

- ★ ACM\$ will be taken off line on September 18th for the transition to ITRAK.
- ★ Awardee will be asked to request two payments to cover the transition period:
 1. September 19th – September 30th
 2. October 1st – October 14th
- ★ Payments will restart when ITRAK is implemented.



NSF'S Conversion to ITRAK

- ★ 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.

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 is **September 18, 2014**. Same day as ACM\$ goes off-line for ITRAK.
- ★ Cancelling funds will not be available to awardees after September 18th.



SAM

Systems 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/>



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)[LOG IN](#)[Create an Account](#)[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[GENERAL INFO](#)[HELP](#)

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 and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

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

[Register/Update Entity](#)[Submitted a SAM registration?](#)[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.



PROGRAM INCOME



- ★ The Program Income Reporting Worksheet was made available to awardees through Research.gov.
- ★ **April 14, 2014** was the deadline for awardees to update, certify and submit the Program Income Reporting Worksheet to NSF.

- ★ Approximately received over 1,600 program income reports (90%) from awardees totaling over \$123 million. This is a 50% increase over the total reported on the FFR.
- ★ GCMS will continue to reach out to awardees who have not submitted or submitted an incorrect report.
- ★ Goal is to reach 100% reporting compliance.

★ The next Program Income Reporting period begins on October 1, 2014 for any program income earned during FY 2014.

★ **Due date will be November 14, 2014.**

★ Access webpage address:

<http://research.gov/programincome>

★ 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

★ Under ACM\$ awardees should:

- ★ 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

- ★ Validating 450 payments from last quarter FY 2013.
 - ★ 8 individual transactions are being tested for allowability from these payments
- ★ Testing is being conducted by the NSF Internal Control & Quality Assurance Office.
 - ★ Goal is to complete testing by August 2014.

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USP & Foreign Grantees
- ★ **Dorothy Battle** – dbattle@nsf.gov or (703) 292-4440
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- ★ **Chris Berner** – cmberner@nsf.gov or (703) 292-4335
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