

NSF Grant Conference

Grantee Cash Management Section

Update

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NOVEMBER 2 -3, 2015



Agenda

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- ★ ACM\$ Update
- ★ GCMS Monitoring Activities
- ★ Cancelling Funds
- ★ Award Close-out Policy
- ★ Program Income
- ★ NSF Grant Accrual Validation
- ★ Financial Monitoring Payment Testing

ACM\$ Update

3

- ★ Transitioning external financial users from Permissions (Fastlane) to Roles (ACM\$).
- ★ Historical FFR Data – discussing options to streamline Financial Functions role (Fastlane) in ACM\$.
- ★ SBIR/STTR in ACM\$:
 - ★ Currently in testing phase
 - ★ Goal to be completed by June/July 2016.



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Prepare & Submit Proposals

Prepare, submit and check status of proposals

- ▶ [Check Proposal Status](#)
- FASTLANE PROPOSAL FUNCTIONS
- [Additional proposal functions](#)



Proposal/ Panel Review

Review proposals, participate in panels

- FASTLANE PROPOSAL REVIEW
- [Proposal Review](#)
- FASTLANE PANEL REVIEW
- [Panelist Functions](#)



Awards & Reporting

Submit project reports, notifications & requests

- PROJECT REPORTS
- ▶ [Create, edit and submit reports](#)
- ▶ [Example Project Reports \(Demo site\)](#)
- FASTLANE AWARD FUNCTIONS
- [Additional award functions](#)



Fellowships & Honorary Awards

Nominate colleagues, apply for awards

- [Graduate Research Fellowship Program \(GRFP\)](#)
- [Postdoctoral Fellowships and Other Programs](#)
- [Honorary Awards](#)



Administration

Manage your account and user roles

- ▶ [User Management](#)
- FASTLANE ORGANIZATION MANAGEMENT
- [Research Administration](#)



Manage Financials

View balances and submit cash requests

- ▶ [Submit or manage payment transactions](#)
- ▶ [More about ACM\\$](#)
- ▶ [Program Income Reporting](#)

NSF Award Highlights

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▼ Project Reporting Dashboard

* [Annual, Final and Interim Report](#)

Create, edit and submit reporting requirements

* [Project Outcomes Report](#) : 0 Total

Due (0) | Overdue (0) | Submitted (0) | Not Yet Due (0)

NSF FastLane Services

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▼ Proposal Status Dashboard

Agency

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There are no proposals currently available

Award Cash Management Service (ACM\$) Dashboard

ACM\$ Dashboard

[Award Cash Management Service](#)

The following transaction requires attention:

[Draft Transactions >>](#)

[Transactions awaiting Awardee certification >>](#)



My Desktop

Project Reporting Dashboard

* [Annual, Final and Interim Report](#)
Create, edit and submit reporting requirements

* [Project Outcomes Report](#) : 0 Total
Due (0) | Overdue (0) | Submitted (0) | Not Yet Due (0)

NSF FastLane Services

- [Proposals, Awards & Status](#)
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ACM\$ (Award Cash Management Service)

Program Income Reporting

Federal Financial Report History

Financial Functions

Grantee Cash Management Section Contacts

Send a refund to NSF via Pay.gov

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
- ACM\$ Help

Award Cash Management Service (ACM\$)

Organization Summary

Organization Name: **Dickinson College**
Organization ID: **0032532000**

[View Open Awards](#)
[View Recently Closed Awards](#)

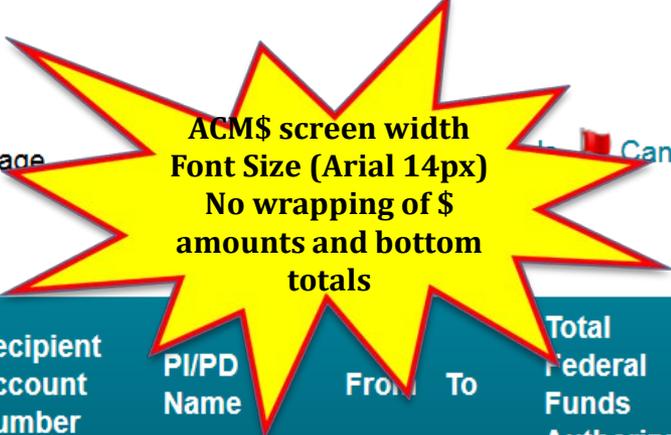
The following transactions require attention:

- [Draft transactions >>](#)
- [Received transactions >>](#)

SUBMIT NEW TRANSACTION

To submit a new payment transaction, begin by entering a payment date and clicking on the Continue button. The Payment Date is the date when the payment transaction will be submitted for processing. Payment transactions with a Payment Date for the current day that are submitted before 7:59 pm Eastern Time will be processed the next business day. For more details about this process, view [online help](#)

Payment Date Requested:



Show 25 per page

Canceling 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
1045434	NSF083	Lewis, Daniel	09/11	08/15	\$851,779.00	\$846,574.50	\$5,204.50	0	12/29/2015	<input type="checkbox"/>
1056520	NSF082	Fuller, Amelia	09/11	08/16	\$446,000.00	\$272,217.16	\$173,782.84	0	12/29/2016	<input type="checkbox"/>
1105553	NSF080	Weber, Christopher	08/11	07/15	\$190,000.00	\$190,000.00	\$0.00	0	11/28/2015	<input type="checkbox"/>
1122240	NSF079	Hess, David	08/11	07/15	\$470,971.00	\$469,725.13	\$1,245.87	0	11/28/2015	<input type="checkbox"/>
1135384	NSF077	Kitts, Christopher	04/11	03/16	\$128,500.00	\$126,500.00	\$2,000.00	0	07/29/2016	<input type="checkbox"/>
1207298	NSF086	Ramon, Guy	09/13	08/16	\$95,000.00	\$72,408.94	\$22,591.06	0	12/29/2016	<input type="checkbox"/>
1217648	NSF084	Amer, Ahmed	07/12	06/15	\$109,986.00	\$109,986.00	\$0.00	0	10/28/2015	<input type="checkbox"/>
1338175	NSF087	Lucas, Jessica	11/13	10/16	\$407,821.00	\$407,821.00	\$0.00	0	02/28/2017	<input type="checkbox"/>
1354490	NSF091	Chen, Elsa	07/14	06/17	\$184,979.00	\$51,671.84	\$133,307.16	0	10/28/2017	<input type="checkbox"/>

GCMS Monitoring Activities

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- ★ ACM\$ Draws downs
 - ★ Review frequency of draws by institution
 - ★ Average monthly total of draw downs is \$500k - \$600k
 - ★ How can we find draw downs that are outside the norm?
- ★ Late start-up – Grantees who have not drawn down \$\$ in the first 3 months.

GCMS Monitoring Activities

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- ★ Continue to clean up Fastlane contacts – use contact information to send NSF financial related information.
- ★ Reminder for awardees to clean up draft transactions in ACM\$



Cancelling Appropriations

Federal Appropriation Law

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Appropriation Activity & Status			
Fund Status	Open	Expired	Cancelled
Fiscal Year	Obligation until Expiration Date	Up to 5 Years	6 th Year
Allowed Activity	Obligate/Expend	Expend	Return \$ to Treasury

Example:

- 2010/2011 Appropriation obligated until 9/30/2011
- Expend funds from obligated year (2010) through 9/30/2016
- Funds cancel on September 30, 2016 – return to US Treasury

- ★ 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.

Cancelling Funds

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- ★ Once canceled, *no future adjustments will be accepted* against the appropriation and a no-cost extension *will not* extend the life of the award's canceled appropriation
- ★ DFM will continue to reach out to awardees who have cancelling funds FY 2016.



Award Financial Closeout Policy

Award Closeout Policy

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★ NSF Grant General Conditions:

Article 16 establishes the requirement that grantees must submit final financial disbursements no later than 120 days after the grant end date in the Award Cash Management Service. This overrides the 90 day period identified in the NSF Award & Administration Guide (AAG). The AAG will be updated during the next revision to reflect this change

Award Closeout Policy

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- ★ Award and Administration Guide (AAG) will be revised in the following sections:
 - ✦ Chapter II Section D.5
 - ✦ Chapter III Section E.2 (Award Financial Reporting Requirement – Final Disbursement Reporting)
- ★ New policy is now reflected in ACM\$ from 90 to 120 days – “Expected Close Date”
- ★ Daily Financial “Award Close Out” job error in ACM\$
 - ✦ Awards closing after 119th day (12:00am)
 - ✦ Adjustments can be made on the day following Closed Date
 - ✦ Fix for FY 2016 – close 120th day (11:59pm)



Program Income

Background

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★ 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.

Program Income

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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](#)

Program Income Examples

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Includes but not limited to:

- Fees charged to register participants for a workshop or conference
- Rental or usage fees charged for use of supplies or equipment purchased with grant program funds
- services or items fabricated or produced under a sponsored program such as books and publications, software, etc., inclusive of license fees, royalties, copyrights and patents.
- Income from the sale of real property
- Income from Membership fees charged to individuals and organizations for grant related activities

Does not Include:

- Interest earned on deposit made from reimbursement
- Royalties from patents, copyrights, etc.
- Is not your total draw down amount requested for any given period

Award #	Funds Authorized	Cash Disbursed	Available
Award 1	\$446,000.00	\$247,475.17	\$198,524.83
Award 2	\$128,500.00	\$123,833.32	\$4,666.68

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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

Organization Name:	
NSF Organization	
State:	
Reporting Period	

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 identifier	Cumulative Program Income Expended in accordance with the activity identifier	Cumulative Unexpended Program Income	Remarks
Use only FUNDING AGENCIES	Use only positive dollar amounts.	Use only positive dollar amounts. Exclude amounts if activity identifier is changed or corrected. Exclude zero amounts and negative amounts.	Use only positive dollar amounts. Exclude amounts if activity identifier is changed or corrected. Exclude zero amounts and negative amounts.	Use only positive dollar amounts.	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 income

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

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Program Income

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- ★ The Program Income Reporting Worksheet will be available to awardees through Research.gov starting October 1st.
- ★ Access webpage address:
<http://research.gov/programincome>
- ★ **November 14, 2015** is the deadline for awardees to update, certify and submit the Program Income Reporting Worksheet to NSF for FY15.

Results

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- ★ Our goal for this reporting period is to have 100% compliance.

- ★ GCMS is currently testing FY2014 program income.
 - ✦ Random sample selected 45 of 345 awardees who reported and earned PI.
 - ✦ Purpose is to validate the reported data and to ensure:
 - Compliance – are awardees following procedures guidelines?
 - Financial Reporting Quality – Accuracy and Clarity
 - Allowability of the expenses used to liquidate the program income funds

A dirt road winds through a field of tall grass and wildflowers at sunset. The sun is low on the horizon, casting a warm glow over the scene. The sky is filled with dramatic, dark clouds, and the overall atmosphere is serene and natural.

NSF Grant Accrual Validation

NSF Grant Accrual Validation

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★ 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

★ 2015 Validation will start in January

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

NSF Grant Accrual Validation

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★ COH Results as of June 30th:

- ✦ Collected 502 out of 510 samples.
- ✦ Results indicated awardees had negative \$431 million cash on hand.
- ✦ Accrual estimate was within 6.9% of the calculated actual based on awardee responses.

★ Recommendations:

- ✦ 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



**Financial
Monitoring
Payment
Testing**

Financial Monitoring Payment Testing

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★ Testing was completed by GCMS

- ✦ Focused on Cooperative Agreements and Graduate Research Fellowship Program
- ✦ Validated payments and “negative payments” for FY 2014.
- ✦ Tested for allowability.
- ✦ Auditors arrived at an unallowable cost rate of 0.69%

Pay.Gov - Remittances

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★ Pay.gov now includes payment options for:

★ credit card,

★ PayPal, and

★ Dwolla

Updated GCMS Contact List

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- ★ **Mike Howe – Section Head**– mhowe@nsf.gov or (703) 292-8285
USP & Foreign Grantees
- ★ **Dorothy Battle**- – dbattle@nsf.gov or (703) 292-4440
AL, AR, CO, DE, ID, IN, KY, MA, MS, PA, RI, SC, UT, WV
- ★ **Ilene Caruso** – icaruso@nsf.gov or (703) 292-8334
AK, CA, CT, HI, IA, MO, ND, NM, NV, NY, SD, WA, WY and All
SBIR
- ★ **Chris Berner** – cmberner@nsf.gov or (703) 292-4335
AZ, DC, GA, MD, MI, MN, NC, NJ, OK, TX, VT and All
Fellowship Payments
- ★ **Naomi Jackson** – nrjackso@nsf.gov or 703-292-8775
FL, IL, KS, LA, ME, MT, NE, NH, OH, OR, TN, VA, WI

Questions

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