

# Award Cash Management Service (ACM\$) Getting Started Guide

U.S. National Science Foundation award payments and post-award financial processes are managed in the **Award Cash Management Service (ACM\$)** in Research.gov. This approach requires the submission of award-level payment amounts each time funds are requested by awardees. This guide walks users through the process to access ACM\$ and to prepare and submit a payment transaction request to NSF.

Users with an ACM\$ Awardee Preparer, ACM\$ Awardee Certifier, or ACM\$ Awardee Financial Representative role in Research.gov can access ACM\$. For more information about ACM\$ roles in Research.gov, visit the <u>About Account Management page</u>.

## Access ACM\$ in Research.gov

Step 1: Navigate to the Research.gov Sign In page.

- Go to <u>www.Research.gov</u>.
- Click Sign In from the top navigation bar.

Research.GOV     Optimic Register   Home   Contact   Help     Point Register   Anne   Contact   Help     * Show all notifications
MULTIFACTOR AUTHENTICATION (MFA) NOW REQUIRED TO SIGN INTO RESEARCH.GOV
Learn How to Enroll in MFA

### **Step 2** : Sign into Research.gov with selected multifactor authentication (MFA) method.

- Use your NSF account credentials, organization credentials (*InCommon participating organizations only*), or Login.gov credentials to sign into Research.gov. See the MFA <u>FAQs</u> for guidance when using InCommon or Login.gov credentials.
- All Research.gov users must use MFA to sign into Research.gov as of October 2024.
- View the MFA Options Overview. Users with ACM\$ roles must use a phishing-resistant MFA method.
- See the <u>About Signing Into Research.gov page</u> for MFA enrollment guidance including how-to guides, video tutorials, and <u>FAQs</u>.
- For MFA questions or assistance, please contact the NSF IT Service Desk at 1-800-381-1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or <u>rgov@nsf.gov</u>.





**Step 3**: Select the ACM\$ link from the Manage Financials tile on the Research.gov homepage.



## **Review Your Organization Summary Page**

Your Organization Summary page displays various organizational and financial information:

- Recent banking change indicator and banking change date:
  - Effective April 28, 2025, NSF implemented a new indicator when an organization banking change is detected in the System for Award Management (<u>SAM.gov</u>) or in the Research.gov Individual Banking module for postdoctoral awardees.
  - If there is an organization banking change, the indicator will be "Yes" and NSF will complete a required banking verification process before additional ACM\$ transactions can be processed for the organization.
  - Banking verification process warning and error messages will display on various ACM\$ screens.
- Transactions requiring attention
- Workflow to initiate a new transaction
- Links to search for transactions or awards
- Transaction status lists for draft transactions, transactions awaiting certification, and transactions received by NSF

rganization outinnary		
Organization Name:		View Open Award
Construction ID:	1122334455	View Recently Closed Award
Recent Banking Change	No	
Organization Banking Change Date:	04/09/2025	
Received transactions >>		
Received transactions >>  SUBMIT NEW TRANSACTION		
Received transactions >>      SUBMIT NEW TRANSACTION  To submit a new payment transactio payment transaction will be submitte Eastern Time will be processed the	n, begin by entering a payment date and clicking on th of processing. Payment transactions with a Paymer ext business day. For more details about this process	e Continue button. The Payment Date is the date when the nt Date for the current day that are submitted before 7:59 pm , view online help.



### Additional Information on New NSF Banking Verification Process

#### NSF Notification Email When Organization Banking Change is Detected

Effective June 2, 2025, NSF will send an automated notification email to your organization's ACM\$ Awardee Preparer(s), ACM\$ Awardee Certifier(s), and ACM\$ Awardee Financial Representative(s) as well as to your organization's official award email to inform that NSF has detected a banking change in <u>SAM.gov</u> or in the Research.gov Individual Banking module for postdoctoral awardees.

- Organizations should promptly review their banking information to confirm the change is authorized.
- If organizations identify unauthorized changes to organizational banking information, they should contact their NSF Division of Financial Management grant accountant and the NSF IT Service Desk as quickly as possible, so that NSF can take immediate actions to safeguard awardee NSF accounts.

Award Cash Manager	ment \$e	rvice (ACM\$)
Organization Summary		
Organization Name:	USA Universit	ty
SAM Legal Business Name:	USA UNIVERS	BITY
Organization ID:	1122334455	
Recent Banking Change:	Yes	
Organization Banking Change Date:	04/09/2025	

#### Excerpt of Organization Page with Organization Banking Change Example

#### Banking Verification Process Warning and Error Messages

Warning and error messages will display on ACM\$ screens when NSF is completing the required verification process if there has been an organization banking change.

- Warnings allow the user to continue the ACM\$ transaction steps.
- Errors stop the user from continuing the ACM\$ transaction steps.

Warning

• A recent bank change was made for your organization. This transaction will be held in NSF Review status until verified.

Error (Errors will prevent Certification and Submission)

• This Organization had a recent banking change and needs to be verified.



### **Create a Payment Transaction**

#### **Step 1** : ACM\$ Awardee Preparer navigates to the Submit New Transaction section.

- The Submit New Transaction section to initiate a new payment request is on the Organization Summary
  page and only displays for users signed in as an ACM\$ Awardee Preparer.
- Enter a payment date and click Continue. The current date is the default but can be changed to a future date.

SUBMIT NEW TRANSACTION	
To submit a new payment transpayment transaction will be sub Eastern Time will be processed	action, begin by entering a payment date and clicking on the Continue button. The Payment Date is the date when the mitted for processing. Payment transactions with a Payment Date for the current day that are submitted before 7:59 pm the next business day. For more details about this process, view online help
Payment Date Requested: 04/	18/2025 Continue

Step 2 : ACM\$ Awardee Preparer clicks the Payments tab to create a transaction for one or more open awards.

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

## Step 3 : ACM\$ Awardee Preparer enters a payment amount in the Payment Amount Requested field for one or more Federal Award IDs.

- Use the Upload/Download button to upload your payment requests in MS Excel or XML(XLS, XLSX).
- Requested amounts can include cents (e.g., \$5,225.50).

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count Number	for the award	NSF will re	etain the	Recipi	ent Account Numb	per and prepopulate	it for future req	uests.		
enter paymer	it requests mai	ually, enter	the Pa	yment A	Amount Requested	for an award listed	below. You ma	y optionally ente	er the Recipien	t
requests con	ts can be enter taining more th	ed manual an 25 awar	y (line b ds. To b	egin the	or each award) or e upload process,	uploaded as MS Exe click "Upload/Downl	cel or XML files oad".	. We recommen	d the upload p	rocess
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Step 4: ACM\$ Awardee Preparer clicks the Save button after all payment transactions are entered or uploaded.



• After the payment transaction(s) is saved in ACM\$, a confirmation message will display:



### Make an Adjustment Request to a Closed Award

Step 1: ACM\$ Awardee Preparer clicks the Adjustments tab to make an adjustment request to a closed award.



## Step 2 : ACM\$ Awardee Preparer enters the Federal Award ID for each closed award the organization wants to adjust.

- Federal awards must be financially closed to be adjusted, and the expenses must have been incurred during the life of the award.
- Up to five awards may be entered for validation.
- ACM\$ Awardee Preparer clicks the Validate Awards button after entering the Federal Award ID for each closed award for adjustment.
- A justification must be entered in the Justification field to enter adjustments to a closed award(s).
- Note: Users can also access a list of closed awards by clicking the View Recently Closed Awards link on the Organization Summary page or by completing an advanced award search and setting the Award Status filter to "Closed."

Ore enter adjustment requests, enter the Federal Award ID for each financially closed award included in the request and click "Validate Awards".     One 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 inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses and inflate a payment or     agative to decrease award expenses.     Ter more detains about the adjustment request, select checkbores next to awards.     Justification	tep 1. Payments	Step 2. Adjust	tments Step 3. Rev	iew			
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remove any awards from the adjustment request, select checkboxes next to awards you would like to remove from the request and click     Remove Selector. For more datals about the adjustment request process, view online hep.     Iters must provide a brief justification in order to enter adjustment to closed awards.     Iters must provide a brief justification in order to enter adjustment to closed awards.     Iters must provide a brief justification and be used for multiple awards.     Iters must prove the selector.     Iters must provide a brief justification and be used for multiple awards.     Iters must provide a brief justification and be used for multiple awards.     Iters "Thresholds applied ** Payment custanding. Clear Filte     Filter: * Thresholds applied ** Payment custanding.     Closed Date	nter the Adjustmer egative to decreas	nt Requested amo e award expenses	unt for each award. This s.	s amount will be positive	e to increase award ex	penses and initiate a	payment or
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## Step 3 : ACM\$ Awardee Preparer enters the Federal Award ID for each closed award the organization wants to adjust.

- After a Federal Award ID is validated, information about whether the award is eligible or ineligible for an adjustment will display together with the amount available for an upward or a downward adjustment.
- ACM\$ Awardee Preparer enters the adjustment amount in the Adjustment Requested field. A positive amount represents an upward adjustment, and 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
	17122	p. (22,000.00	0.101000.00	\$1.100 MIL 00	pr. 122,000.00	8

Step 4: ACM\$ Awardee Preparer clicks the Save button after all requested adjustments are entered.



## **Review and Forward Payment Transaction(s) for Certification**



**Step 2** : ACM\$ Awardee Preparer reviews the Transaction Information page.

 An optional comment may be entered in the Internal Comments section. Comments are for internal use of the organization and are not visible to the NSF grant accountants and NSF internal staff.

Total # of Awards: 1	Date Prepared:	
Transaction Status: Draft	Prepared by:	
	Telephone Number:	
Payment Information		
Payment Amount	Requested Total (Open Awards) =	\$12.00
Adjustment K	equested Total (Closed Awards) =	\$0.00
Internal Comments		



Step 3 : ACM\$ Awardee Preparer enters information in Remarks section as necessary and clicks the Forward for Certification button.

• Information added in the Remarks section is viewable by NSF internal staff.

- th		

## **Certify the Payment Transaction(s)**

Step 1: ACM\$ Awardee Certifier reviews the transactions in the Awaiting Recipient Certification section of the Organization Summary page.

• ACM\$ Awardee Certifier selects the Transaction ID for each transaction to be certified.

Awaiting Re	cipient Certificatio	n			View	All Awaiting Certificati
Transaction ID	Date Certified / Prepared	Certified / Prepared by	Total # of Awards	Payment Transaction Total	Payment Date Requested	Transaction Status
2140840	\$1.100.000.00	11,102,060.00	16.00	147	P1.102.000.00	Awaiting Certification

Step 2 : ACM\$ Awardee Certifier enters optional internal comments and/or remarks.

• Internal comments are not viewable by NSF staff, but remarks are viewable by NSF staff.

reposition Information		Export Options: 2 p
Total # of Awards	Data Propared:	
Transaction Status: Awaiting	Bronared by:	
Certification	Email Address:	
	Telephone Number:	
	Date Certified:	
	Certified by:	
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Step 3 : ACM\$ Awardee Certifier checks the certify box and then clicks the Certify & Submit Transaction button to submit the request to NSF.

 If the ACM\$ Awardee Certifier clicks the **Reject Transaction** button, the transaction will revert to a draft status.

-	
× 1,	John Doe , certify
For a	il grantees:
By su cash comp NSF ( stater Addit	bmitting this electronic request for cash disbursement, I certify to the best of my knowledge and belief that the expenditures, disbursements, and receipts associated with this request for payment are for the purposes and objectives set forth in the solicitation, proposal, and award letter, and by with the terms and conditions of the award. I am aware that any false, fictibuous, or fraudulent information, or the omission of any material fact in proposals, reports, and any other communication submitted to NSF, may subject me to criminal, civil, or administrative penalties for fraud, false ments, 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), onal Certifications applicable only for SBIR/STTR grantees:
Α.	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;
Β.	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;

### Edit a Draft Payment Transaction

Step 1 : ACM\$ Awardee Preparer navigates to the Draft Transactions section on the Organization Summary page and selects the Transaction ID to open the draft payment transaction.

Draft Transactions Vie					
Transaction ID		Date Last Saved	Saved by		
211008048		05-26-2025	termen: Septem		

## Step 2 : ACM\$ Awardee Preparer updates the draft payment transaction as needed and then clicks the Save button.

 The transaction must be reviewed and certified by the ACM\$ Awardee Certifier in order to be submitted to NSF.

								Save	Discard C	Changes	Delete
Step 1. Pa	ymen	ts Step 2.	Adjustments	Ste	p 3. Re	view					
Payment refor request	eques ts cont	ts can be ente aining more th	red manually ( an 25 awards	line by I To beg	ine for e in the u	each award) or up pload process, cl	bloaded as MS Exc ick "Upload/Downle	el or XML files. V bad".	Ve recommend	d the upload p	rocess
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Fede Awa ID	eral ard	Recipient Account Number	PI/PD Name	From	То	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag
214		-	10.00	1712	17.00	B1.102.000.00	P. 102,000-00	100	-	0.00.000	



## **Search for Payment Transactions and Awards**

ACM\$ users can enter a Transaction ID or Federal Award ID to do a quick search or an advanced search.

Search
Quick Search   Advanced Transaction Search   Advanced Award Search
Transaction ID: OR - Disbursement Number:
Federal Award ID:
Search

Users can search for an ACM\$ originated payment transaction or award-level payment information by clicking on the Advanced Search links.

Search
Quick Search Advanced Transaction Search Advanced Award Search
Transaction ID: - OR - Disbursement Number:
Federal Award ID: Search

•	For IT system-related questions, please contact the NSF IT Service Desk at 1-800-381- 1532 (7:00 AM – 9:00 PM Eastern Time; Monday – Friday except federal holidays) or rgov@nsf.gov.
•	Grant financial questions should be directed to your NSF Division of Financial Management (DFM) grant accountant. Assigned DFM grant accountants can be identified on the <u>Payments and Analytics Branch page</u> and are based on the state or U.S. territory in which the organization is located.

**Questions?**