

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 [About Account Management page](#).

Access ACM\$ in Research.gov

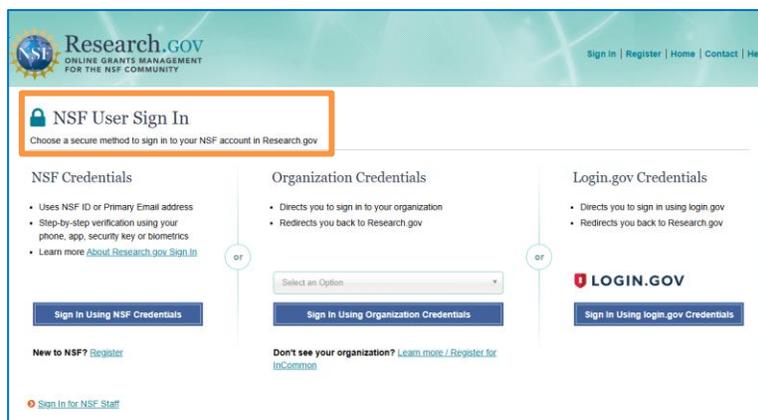
Step 1 : Navigate to the Research.gov Sign In page.

- Go to www.Research.gov.
- Click **Sign In** from the top navigation bar.

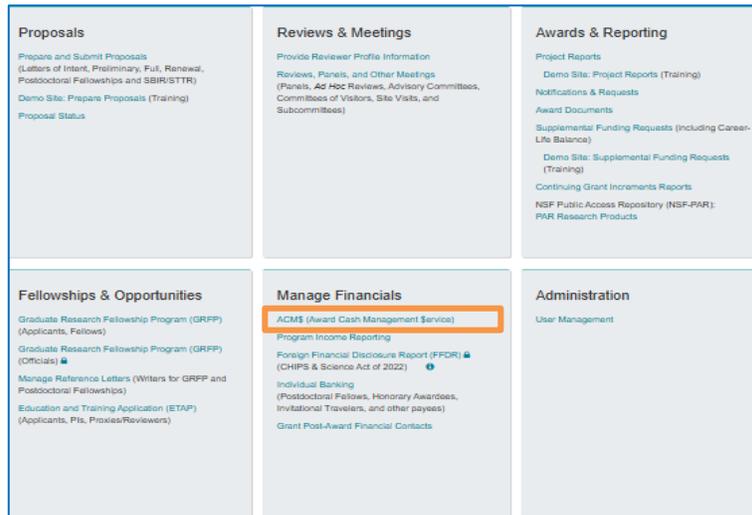


Step 2 : Sign into Research.gov with selected multifactor authentication (MFA) method.

- Use your NSF account credentials, organization credentials (*InCommon participating organizations only*), or Login.gov credentials to sign into Research.gov. See the MFA [FAQs](#) 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 [About Signing Into Research.gov page](#) for MFA enrollment guidance including how-to guides, video tutorials, and [FAQs](#).
- 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 rgov@nsf.gov.



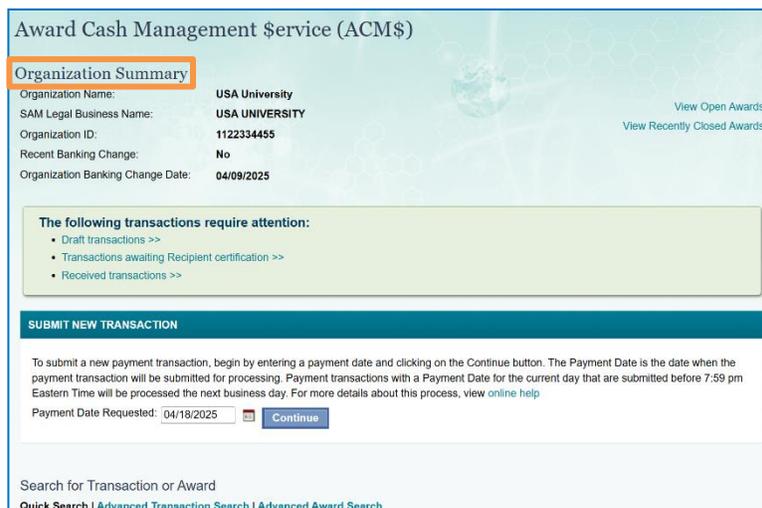
Step 3 : Select the ACM\$ link from the Manage Financials tile on the Research.gov homepage.



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 ([SAM.gov](https://sam.gov)) 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



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 [SAM.gov](https://sam.gov) 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.

Excerpt of Organization Page with Organization Banking Change Example

Award Cash Management Service (ACM\$)

Organization Summary

| | |
|-----------------------------------|----------------|
| Organization Name: | USA University |
| SAM Legal Business Name: | USA UNIVERSITY |
| Organization ID: | 1122334455 |
| Recent Banking Change: | Yes |
| Organization Banking Change Date: | 04/09/2025 |

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 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:

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).

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.

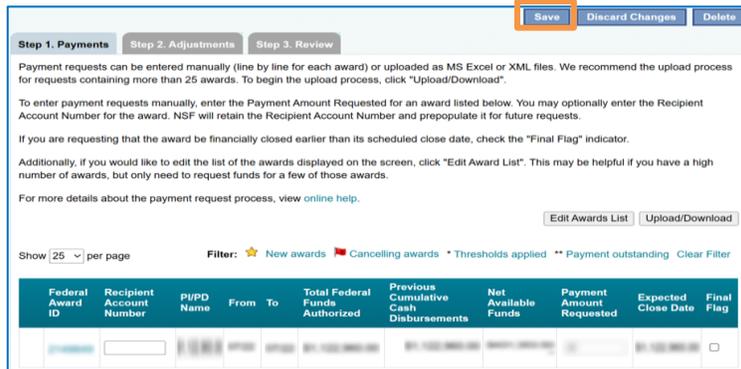
Additionally, if you would like to edit the list of the awards displayed on the screen, click "Edit Award List". This may be helpful if you have a high number of awards, but only need to request funds for a few of those awards.

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

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

| 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 |
|----------------------|--------------------------|----------------------|----------------------|--------------------------------|--|----------------------|--|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="border: 2px solid orange;" type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Step 4 : ACM\$ Awardee Preparer clicks the Save button after all payment transactions are entered or uploaded.

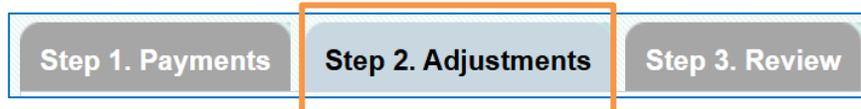


- After the payment transaction(s) is saved in ACM\$, a confirmation message will display:

• The Payment Transaction has been saved.

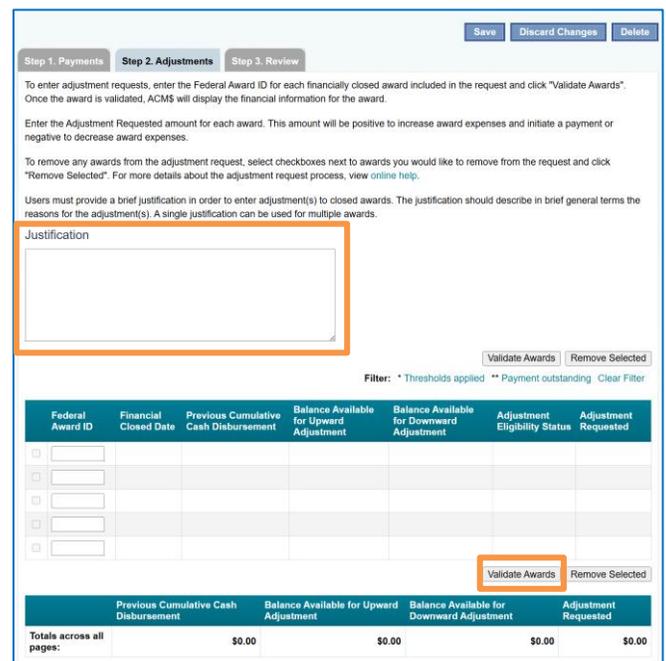
Make an Adjustment Request to a Closed Award

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.”



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 |
|----------------------|-----------------------|---------------------------------------|---|---|-------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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



Review and Forward Payment Transaction(s) for Certification

Step 1 : ACM\$ Awardee Preparer clicks the Review tab.

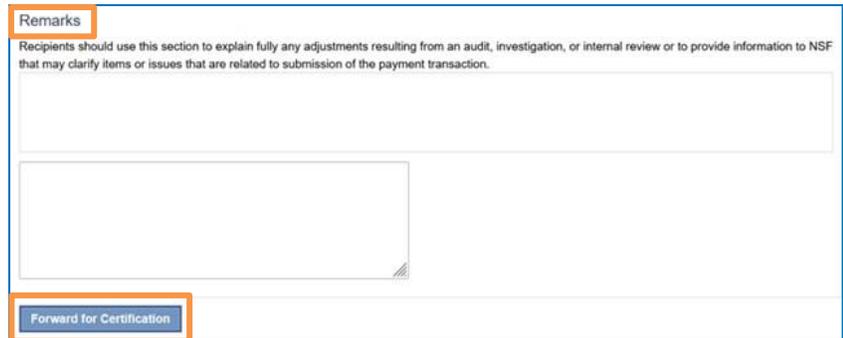


Step 2 : ACM\$ Awardee Preparer reviews the Transaction Information page.

- 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.

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.



Remarks

Recipients 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

Certify the Payment Transaction(s)

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

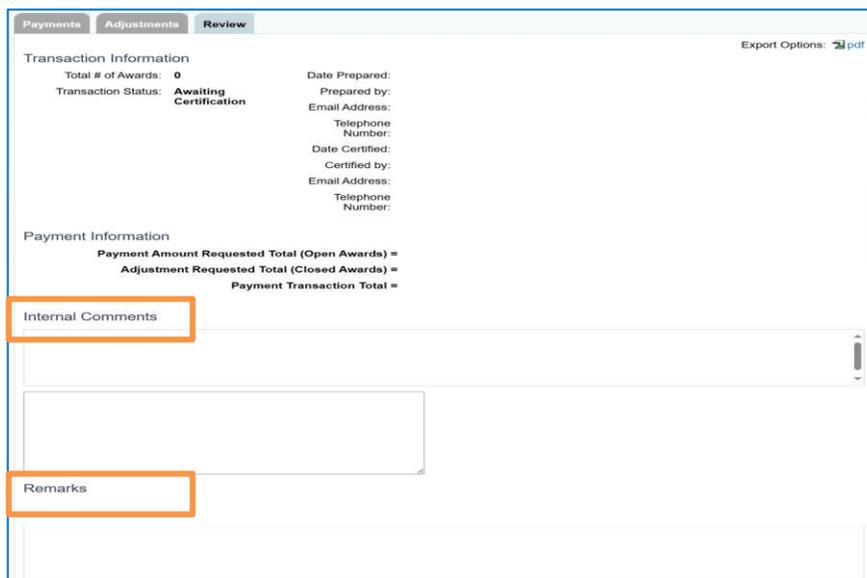
- ACM\$ Awardee Certifier selects the Transaction ID for each transaction to be certified.

Awaiting Recipient Certification View All Awaiting Certification

| Transaction ID | Date Certified / Prepared | Certified / Prepared by | Total # of Awards | Payment Transaction Total | Payment Date Requested | Transaction Status |
|----------------|---------------------------|-------------------------|-------------------|---------------------------|------------------------|------------------------|
| 123456 | 01/15/2025 | J. Doe | 1 | \$10,000.00 | 01/15/2025 | 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.



Payments Adjustments Review

Transaction Information

Total # of Awards: 0
Transaction Status: Awaiting Certification

Date Prepared:
Prepared by:
Email Address:
Telephone Number:
Date Certified:
Certified by:
Email Address:
Telephone Number:

Payment Information

Payment Amount Requested Total (Open Awards) =
Adjustment Requested Total (Closed Awards) =
Payment Transaction Total =

Internal Comments

Remarks

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.

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

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 View All Drafts | | |
|---|-----------------|------------|
| Transaction ID | Date Last Saved | Saved by |
| XXXXXXXXXX | 11/11/2025 | XXXXXXXXXX |

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.

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](#).

Show 25 per page Filter: ★ New awards ✖ Cancelling awards * Thresholds applied ** Payment outstanding Clear Filter

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| 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 |
|------------------|--------------------------|------------|------------|------------|--------------------------------|--|---------------------|--------------------------|---------------------|--------------------------|
| XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | <input type="checkbox"/> |

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:

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:

Questions?

- 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 [Payments and Analytics Branch page](#) and are based on the state or U.S. territory in which the organization is located.