

# NSF Award Cash Management Service (ACM\$) Update

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JUNE 15, 2016



Upcoming changes will impact:

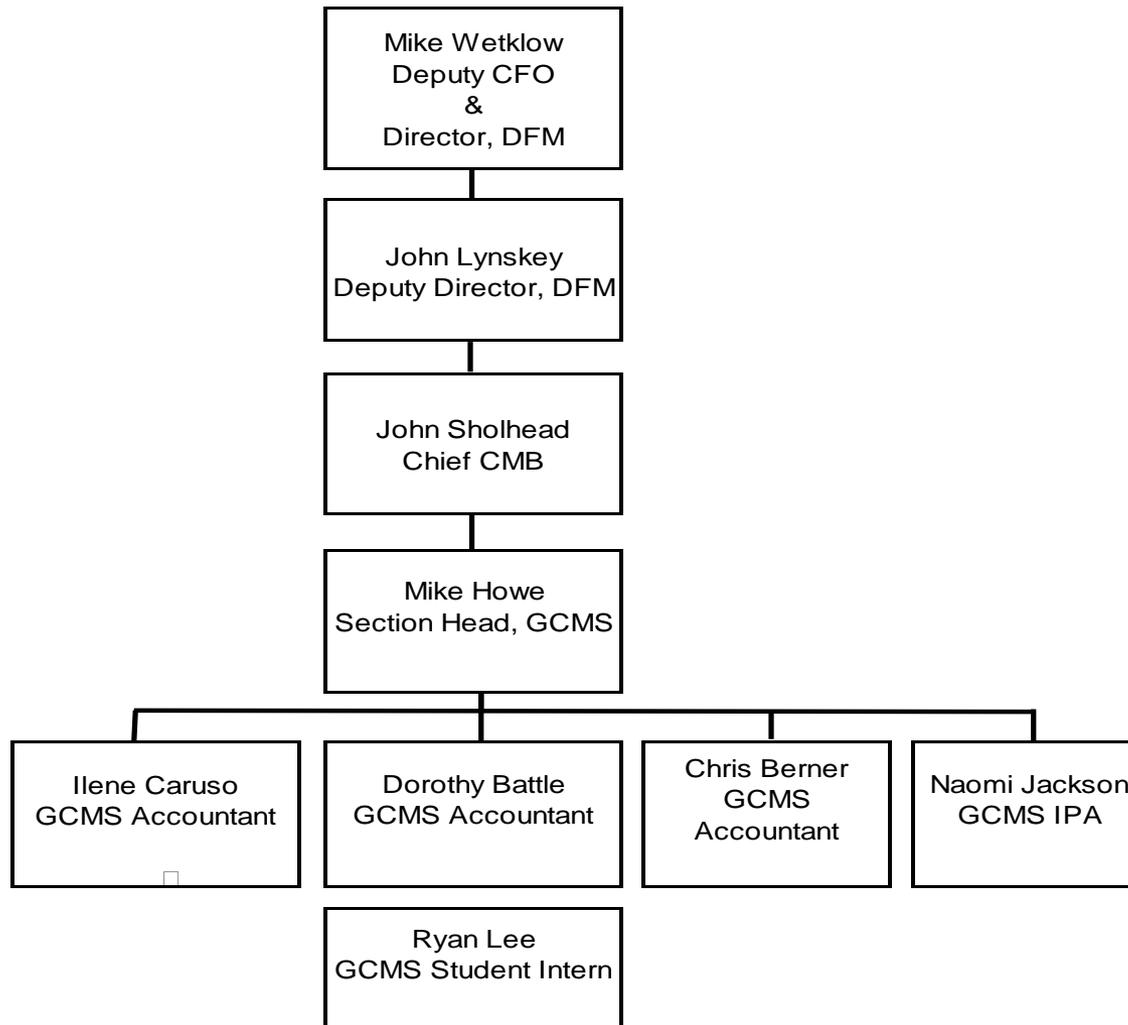
**all future payment requests submitted through ACM\$.**

# Agenda

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- Introductions (Mike Wetklow and John Sholhead)
- ACM\$ Changes
- Fiscal Year-End Critical Dates
- GCMS Monitoring
- Questions
- Wrap Up

# Introductions:



## **Cash Management Branch (CMB)**

Mission: CMB is responsible for payments to NSF grantees, vendors and staff. The goal of CMB is to provide accurate, courteous and efficient service to NSF grantees, business partners, and staff members.

### **Services**

- Managing the NSF payment processes,
- Managing the NSF baseline award monitoring program,
- Administering the Research.gov financial services,
- Conducting outreach to awardee institutions
- Reviewing and approving travel reimbursements
- Processing payments for local travel and other related expenses
- Managing the NSF travel card program

# ACM\$ Changes



# Small Business Innovation Research(SBIR)

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- Starting July 1 all new SBIR grants will be paid through ACM\$
- First group will be 184 grantees
- Expect approximately 600 new grantees after full conversion is complete

# Current Certification Statement

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## Remarks

## Certification

I, \_\_\_\_\_, certify:

- A. that to the best of my knowledge and belief, all information provided in this request is true in all respects;
- B. that the funds are being expended within three business days of receipt for the purpose and conditions of the award(s); and
- C. I understand that willful provision of false information or concealing a material fact in this request is a criminal offense (18 U.S.C 1001)

# New - Certification Statement

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## Certification

I, \_\_\_\_\_, 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](https://www.sbir.gov/sites/default/files/elig_size_compliance_guide.pdf)

Certify & Submit Transaction

Reject Transaction

# Next Day Deposit

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- Next Business Day Deposit – Cutoff is 12:00 Noon Eastern Time.
- After 12:00 Noon Eastern Time - Second Business Day Deposit.

# New Password Reset Process

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- New process to change and reset passwords coming to Research.gov on 7/22
- What this means to Financial Functions users:
  - Users will be able to do the following actions in Research.gov. These functions will no longer will be available in FastLane:
    - ✓ Change Password of an user after logging in to Research.gov or FastLane
    - ✓ Set a new Password for a user who has forgotten password
    - ✓ Set a new Password for a user who has an expired Password
  - Password updates will take effect immediately both in Research.gov and FastLane after the first login to Research.gov. There is no wait time for the passwords to synchronize between the two systems after the initial login.

# www.research.gov and click Log In...



[Log In](#) | [Home](#) | [Contact](#) | [Help](#) | [About](#)

Search



## What is Public Access?

Learn how NSF is increasing access to the results of its funded research.

[More](#)



### Prepare & Submit Proposals

Prepare, submit and check status of proposals

[Check Proposal Status](#)

**F** FASTLANE PROPOSAL FUNCTIONS

**F** Additional proposal functions



### Proposal/ Panel Review

Review proposals, participate in panels

**F** FASTLANE PROPOSAL REVIEW

**F** Proposal Review

**F** FASTLANE PANEL REVIEW

**F** Panelist Functions



### Awards & Reporting

Submit project reports, notifications & requests

[Project Reports](#)

[Deposit Public Access Publication](#)

[Example Project Reports \(Demo site\)](#)

[Notifications & Requests](#)

**F** FASTLANE AWARD FUNCTIONS

**F** Additional award functions



### Fellowships & Honorary Awards

Nominate colleagues, apply for awards

**F** Graduate Research Fellowship Program (GRFP)

**F** Postdoctoral Fellowships and Other Programs

**F** Honorary Awards

# Click Forgot Password

## NSF User Log In

There are 2 ways to log in to Research.gov. Use your **NSF ID** or your **organization credentials**.

 Live Help  
Chat Now

### NSF ID

Last Name

NSF ID

[Forgot NSF ID](#)

Password

[Forgot Password](#)

[Log In](#)

[Cancel](#)

or

### Organization credentials

Select your organization from the drop-down menu below, to be taken to the InCommon Log In page for your organization.

Pick your organization:

[Log In](#)

If you don't see your organization listed -  
[Learn more](#) / [Register for InCommon](#)

[Log In for NSF Staff](#)

[Log In for NSF Visitors](#)

Enter your NSF ID, check the box next to “I’m not a robot,” and click Send Temporary Password.

**Forgot Password**  
*For Research.gov and FastLane*

Enter your NSF ID to have a temporary password sent to your registered email address.

NSF ID:  
 [Forgot NSF ID](#)

I'm not a robot 

[Send Temporary Password](#) [Cancel](#)



You will see the below confirmation that the password was reset successfully



**Forgot Password**  
*For Research.gov and FastLane*



 Success - Email Sent

A temporary password has been sent to your registered email address - v\*\*\*@associates.nsf.gov.

Please remember to check your spam folder if you do not see an email regarding your password in the next few minutes.

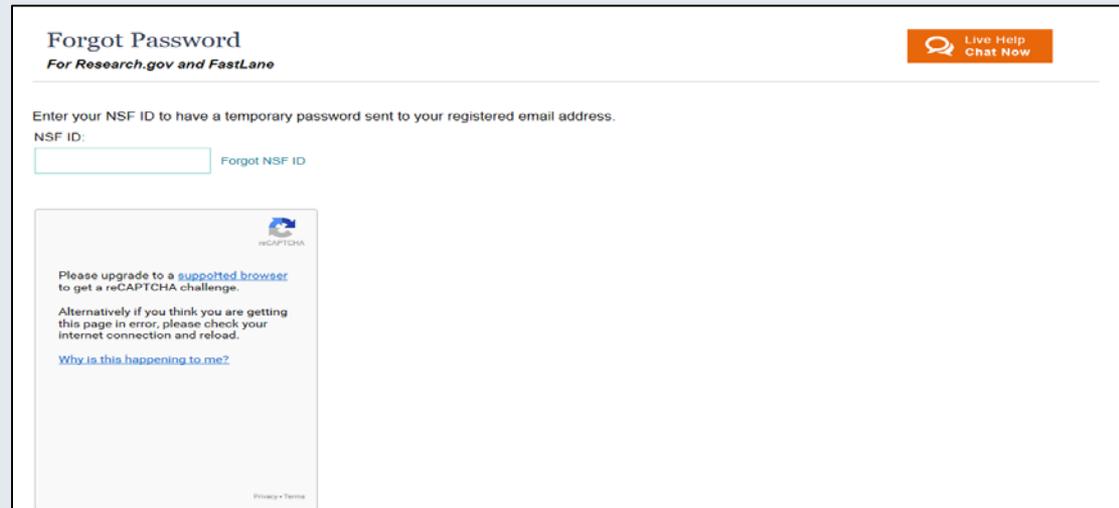
Notes:

- If you need to update your registered email address, please contact your Sponsored Projects Officer (SPO) or equivalent.

# Internet Explorer Setting Changes

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- During Password change process, users will be required to confirm that you are not robot and select the image as displayed on the screen.
- Users may receive an error (see screenshot) if your browser does not have the correct setting

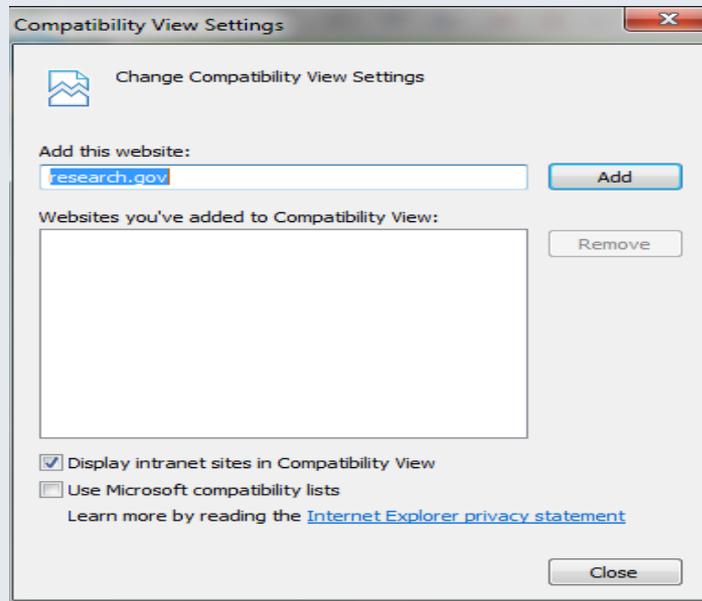


- Please ensure to do the following setting changes to your Internet Explorer:

# Internet Explorer Setting Changes (Contd.)

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- Open Internet Explorer Settings and select Compatibility View settings
- Turn off compatibility mode by unchecking the box 'Display intranet sites in Compatibility View'
- Refresh the Forgot Password Page, and the reCaptcha image will appear with the checkbox for user to continue



# Check your email for your temporary password

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- Email will go to the address registered with your NSF login
- If you do not receive the email within a few minutes, check your spam/clutter folder

# Change to the password requirements

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## Change Password

For Research.gov and FastLane

**!** Enter your temporary password

Enter your current password and then

NSF ID

Current Password

New Password

Confirm Password

**Change Password** **Cancel**

**Your password needs to:**

- ✘** Have at least 8, but no more than 20 characters
- ✔** Avoid greater than '>', less than '<' characters or spaces
- ✘** Meet 3 of the 4 rules:
  - At least one lowercase letter
  - At least one capital letter
  - At least one number
  - At least one of the following special characters: #, &, %, !, @, (, )

Note: you cannot re-use your last 6 passwords

# Password Reset Instructions

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- Detailed video and instructions on how to change passwords is available on the Research.gov, More About ACM\$ page:

Want to help improve Research.gov?  
Volunteer for future usability efforts.

[Sign Up Now!](#)

- 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
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- Awards & Reporting**  
Submit project reports, notifications & requests
  - Project Reports
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  - Example Project Reports (Demo site)
  - Notifications & Requests
  - 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**
  - Explore Scholarly publications in the NSF Public Access Repository (NSF-PAR)
  - Search awards going back to 1994

# Future Changes

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- Historical FFR Data – discussing options to streamline Financial Functions role (Fastlane) in ACM\$.
- Transitioning external financial users from Permissions (Fastlane) to Roles (ACM\$).

# Fiscal Year-End Close



# Year End Cutoff – Critical Date

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- ACM\$ will shutdown at 12:00 Noon on September 23, 2016
- ACM\$ will restart on Monday October 3 at 0800 (Planned)

# Canceling Appropriations

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- Each year NSF and our grantees lose \$5 to \$9 million in canceling funds
- Public Law 101-510: Federal agencies must financially close fixed year appropriation accounts and **cancel** any remaining balances by September 30th of the 5th year after the period of availability.

Appropriation Activity & Status			
Fund Status	Open	Expired	Cancelled
Fiscal Year	Beginning Budget Fiscal Year to Ending Budget Fiscal Year	5 Years after Ending Budget Fiscal Year	End of the 5 <sup>th</sup> Expired 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
- The Federal appropriation and not the effective/expiration dates of the award determines when it will cancel.

# Critical Date

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- **ACM\$ will be closing on September 23, 2016 at 12:00 Noon**
- After the cancel date:
  - *no adjustments*
  - *no extensions*



# GCMS Monitoring Activities

# High \$\$ Post Expiration Drawdowns

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- Draws during 120 days after award expires.
  - 20% or > of the award amount
- Email inquiry
  - Response: Provide a brief explanation for the drawdown

# Balances of Concern

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- Review awards with high unliquidated balances 3 months prior to expiration
  - 75% or > unliquidated
- Email inquiry from NSF Accountant
  - Is there a problem?

# Program Income

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- Gross income earned that is directly generated as a result of the grant.
- Conference Grants are now deductive  
[FL26 Article 4](#)

# Program Income

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- The Program Income Reporting Worksheet will be available to awardees through Research.gov starting October 1<sup>st</sup>.
- Access webpage address:  
<http://research.gov/programincome>
- **November 14, 2016** is the deadline for awardees to update, certify and submit the Program Income Reporting Worksheet to NSF for FY16.

# Program Income Reporting Results

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- Received over 1,686 program income reports (98%)
- Total program income earned was over \$190 million

# NSF Grant Accrual Validation

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- Sampling 500+ grantees
- Cash on Hand (COH) as of 9/30/2016
- Results used to estimate the expenses Incurred, But Not Reported (IBNR)

# NSF Grant Accrual Validation

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- **COH Results for 9/30/2015:**
  - Collected 496 out of 512 samples (97%).
  - Results indicated awardees had negative \$369 million cash on hand.
  - Accrual estimate was within 8% of the calculated actual based on awardee responses.
- **Recommendations:**
  - Avoid large negative or positive COH balances
  - Minimize the time between expense and ACM\$ payment request.
    - Currently this is about 3 weeks.
    - Can it be reduced? How do you minimize +/- COH?

# Financial Monitoring Payment Testing

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- **2016 Testing completed by GCMS**
  - Sample universe was all ACM\$ payments
    - Sample size 450 grant expenses
  - Tested for unallowable expenses.
  - We will estimate an unallowable cost range for NSF grantees

# Pay.Gov - Remittances

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- Pay.gov now includes payment options for:
  - Debit and Credit card,
  - PayPal, and
  - Dwolla

# ACM\$ Maintenance Tasks

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- Clean up Fastlane contacts
- Clean up draft transactions in ACM\$

# Updated GCMS Contact List

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- ★ **John Sholhead - Chief CMB** - [jsholhea@nsf.gov](mailto:jsholhea@nsf.gov) (703) 292-4317
- ★ **Mike Howe – Section Head**– [mhowe@nsf.gov](mailto:mhowe@nsf.gov) or (703) 292-8285  
USP & Foreign Grantees
- ★ **Dorothy Battle-** – [dbattle@nsf.gov](mailto: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](mailto: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](mailto: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](mailto: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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# Wrap Up

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- New Certification Statement 6/27
- New Password Reset 6/27
- Fiscal year end cutoff 12:00 Noon on 9/23.
- Send comments and suggestions to:  
[bfadfmngcms@nsf.gov](mailto:bfadfmngcms@nsf.gov)