

In order to access ACM\$ functionality on Research.gov, an NSF User must first be assigned new permissions within the National Science Foundation's [FastLane](#) system.

The new ACM\$ permissions include:

- Awardee Preparer
- Awardee Certifier
- Awardee Financial Representative

Your Financial Administrator is responsible for assigning new user permissions. The Financial Administrator is usually a member of your organization's Finance or Business Office (such as the Controller or Deputy Controller). Your organization must have at least one Awardee Preparer and one Awardee Certifier; however, one user may have both permissions, if necessary. After ACM\$ permissions have been assigned in FastLane, awardees will be able to access ACM\$ through Research.gov by logging in as an NSF User.



## Assigning ACM\$ User Roles

**1.**

To add ACM\$ roles to an existing user account, the Financial Administrator logs on to FastLane Research Administration and selects Accounts Management.





## Assigning ACM\$ Permissions

2. Search for the awardee via their last name. After finding the awardee's last name, select Modify on the right side of the screen.

1 user found.

Name	Email Address	Actions
		<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Delete</a>

Export options: [Excel](#)

3. Scroll down to Financial Permissions and select from the three new ACM\$ permissions:
  - Awardee Financial Representative,
  - Awardee Preparer, and/or
  - Awardee Certifier.

Financial Permissions

- Financial Report Preparer
- Financial Report Certifier
- Cash Request
- Cash Request History
- Grantee EFT Certifier
- Grantee EFT Preparer
- Grantee EFT History
- ACM\$ Awardee Financial Representative
- ACM\$ Awardee Preparer
- ACM\$ Awardee Certifier

**Note:** If you have to create a new user account, instructions are at [FastLane Help/SPO Functions/Add a User](#). After the user is created, the Financial Administrator can assign ACM\$ permissions by following the steps above.