In order to access ACM$ functionality on Research.gov, an NSF User must first be assigned new permissions within FastLane.

The new ACM$ permissions include:
- Awardee Preparer
- Awardee Certifier
- Awardee Financial Representative

The new permissions will be assigned in the NSF FastLane system by the research organization's Financial Administrator. The Financial Administrator is usually a member of your organization's Finance or Business Office (such as the Controller or Deputy Controller). Each institution should have at least one Awardee Preparer and one Awardee Certifier. It is possible for one user to have both permissions if necessary. After ACM$ permissions are assigned in FastLane and your Organization is set-up to request funds via ACM$, the user will be able to access ACM$ functionality through Research.gov by logging in as a NSF User.

Assigning ACM$ Permissions

1. After logging in to FastLane Research Administration as a Financial Administrator, select Accounts Management on the homepage.

Research Administration

Select a Research Administration function for **Columbia University** :

- Accounts Management
- Letters of Intent
- Proposals/Supplements/File Updates/Withdrawals
- Award Documents
- Forwarded/Submitted Revised Budgets
- Notifications & Requests
- Organizational Reports
- Project Reports
- Authorized Organizational Representative Functions

Assigning ACM$ Permissions

2. To edit an existing user account, search for the account via last name. If you would like to create a new user account, select Add New User (*jump to Step 4*).

Search for existing User to view/modify data:

| Last Name: [   ] **Search** | **View All Users** | **Add New User** |

3. Scroll through the search results. Click Modify on the account you want to edit.

1 user found.

Name	Email Address	Actions
		View|Modify|Delete

Export options: Excel

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

Finish by selecting Add User/Modify User.

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

Add User   **Modify User**