Assigning ACM$ Permissions

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.

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

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

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.