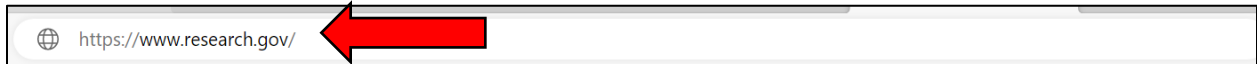




Steps to draw down NSF funding

Step 1: Go to <https://www.research.gov/> by typing the URL (the web address), in an internet browser's address bar.



Step 2: Homepage screen will look like the image in below. Click **Sign in**.

Research.gov
ONLINE GRANTS MANAGEMENT
FOR THE NSF COMMUNITY

[Sign In](#) | [Register](#) | [Home](#) | [Contact](#) | [Help](#) | [About](#)

Learn how to deposit publications in the NSF Public Access Repository (NSF-PAR).
We'll walk you through the process in this short video!
[Watch Tutorial Video](#)

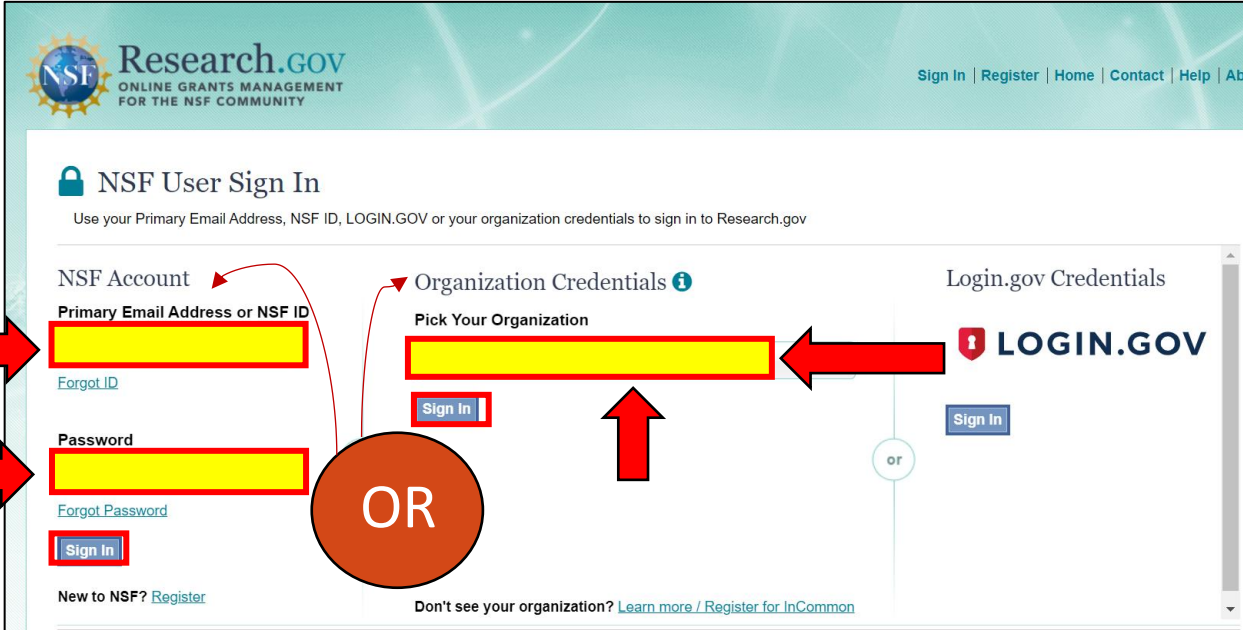
- Prepare & Submit Proposals**
Prepare, submit and check status of proposals
 - Letters of Intent and Proposals
 - Demo Site: Prepare Proposals
 - Check Proposal Status**FASTLANE PROPOSAL FUNCTIONS**
 - Additional proposal functions
- Proposal/ Panel Review**
Review proposals, participate in panels
 - FASTLANE PROPOSAL REVIEW**
 - Proposal Review
 - FASTLANE PANEL REVIEW**
 - Panelist Functions
- Awards & Reporting**
Submit project reports, notifications & requests, and supplemental funding requests
 - Project Reports
 - Demo Site: Project Reports (Training)
 - Notifications & Requests
 - Deposit Public Access Publication
 - Award Documents
 - Supplemental Funding Requests (including Career-Life Balance)
 - Demo Site: Supplement Funding Requests (Training)
 - Continuing Grant Increments Reports**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
- Manage Financials**
View or submit cash requests, reports, and individual banking information
 - Submit or manage payment transactions
- Administration**
Manage your account and user roles
 - User Management
- NSF Award Highlights**
Explore Scholarly publications in the NSF Public Access Repository (NSF-PAR)

Step 3: Choose whichever method you prefer to log in.

If you chose to log in using your **NSF ID**, then type your Primary Email Address or *NSF ID* and *Password* in the boxes just below the heading. (Boxes are highlighted in image below.)

Click **Sign In** just underneath the Password box.

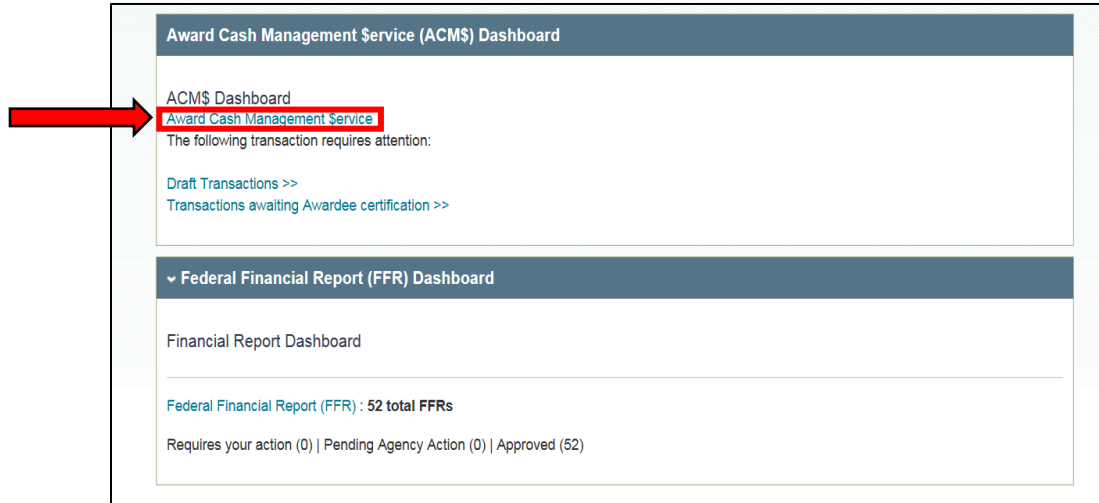
If you chose to log in using your **Organization Credentials**, then pick your organization by clicking the drop-down arrow head and scroll through the list until you see your organization. Select your organization and click **Sign In** underneath your organization.



The screenshot shows the NSF User Sign In page on Research.gov. The page has a header with the NSF logo and navigation links. The main content area is titled "NSF User Sign In" and includes a sub-header: "Use your Primary Email Address, NSF ID, LOGIN.GOV or your organization credentials to sign in to Research.gov". There are three main login options: "NSF Account", "Organization Credentials", and "Login.gov Credentials". The "NSF Account" section has a "Primary Email Address or NSF ID" field and a "Password" field, both highlighted in yellow. The "Organization Credentials" section has a "Pick Your Organization" dropdown menu, also highlighted in yellow. The "Login.gov Credentials" section has a "LOGIN.GOV" logo and a "Sign In" button. A large red "OR" circle is placed between the "NSF Account" and "Organization Credentials" sections. Red arrows point to the highlighted fields and the "Sign In" button under the "NSF Account" section. A red arrow points to the "Pick Your Organization" dropdown menu. A red arrow points to the "Sign In" button under the "Login.gov Credentials" section. At the bottom, there are links for "New to NSF? Register" and "Don't see your organization? Learn more / Register for InCommon".

(Note: If you choose to log in with your organization credentials, each organization will have their own individual login page that's designed specifically for that organization. However, if you don't see your organization listed, then click on "**Learn more/Register for InCommon**" and read the on-screen information.)

Step 4: After you have successfully logged in, scroll down until you see the **Award Cash Management Service (ACM) Dashboard**. (The ACM Dashboard will be more towards the middle of your page and will look like the image below.)



Step 5: Click on the **Award Cash Management Service** link below ACM\$ Dashboard.

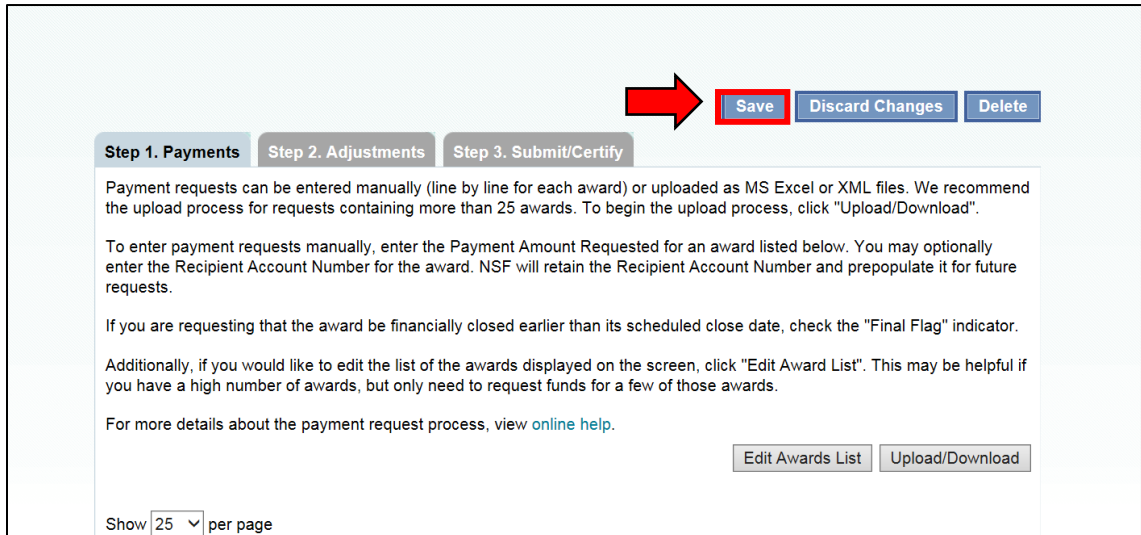
(Note: The Award Cash Management Service link will take you to the Award Cash Management Service (ACM\$) page, the image below in Step 6).

Step 6: Enter the new Transaction Date (**Payment Date Requested**) and click the **Continue** button.

(Note: Select a payment date that you would like the transaction to occur on because the processing will happen immediately on the date you select.)



Step 7: After you have clicked continue, scroll down and read the instructions (*Step 1. Payments*).



Step 8: After you have read the instructions, scroll down the page until you see the below section (the image below) and enter in the **Payment Amount** you are requesting. After you have entered in your Payment Amount Requested, the online form will total all of the award amounts. Then you will have to scroll back up to the Step 1, Step 2, and Step 3. Instructions (the image above in Step 7) and click **Save**.

(Note: You may not have as many Federal Awards as the image below.)

PAGE: 1 of 1

Federal Award ID	Recipient Account Number	PI/PI Name	From	To	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag
1003733	<input type="text"/>	Kolliopoulos, Anna	09/10	08/18	\$1,804,291.00	\$1,103,960.31	\$700,330.69	<input type="text" value="0"/>	12/29/2018	<input type="checkbox"/>
1204463	<input type="text"/>	Craft, Elaine	09/12	08/16	\$1,206,820.00	\$998,962.18	\$207,857.82	<input type="text" value="0"/>	12/29/2018	<input type="checkbox"/>
1259402	<input type="text"/>	Anderson, Paul	07/13	06/17	\$614,314.00	\$244,674.53	\$369,639.47	<input type="text" value="0"/>	10/28/2020	<input type="checkbox"/>
1501183	<input type="text"/>	Craft, Elaine	07/15	06/20	\$2,249,982.00	\$78,026.15	\$2,171,955.85	<input type="text" value="0"/>	10/28/2020	<input type="checkbox"/>

PAGE: 1 of 1

	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested
Totals across all pages:	\$5,875,407.00	\$2,425,623.17	\$3,449,783.83	\$0.00



IMPORTANT NOTE: If you have adjustment on a close award, you may also make the adjustment here by clicking the Step 2. Adjustments tab. **THIS IS REALLY RARE AND ITS ONLY FOR A CLOSED AWARD...you don't do this step every time.**

Step 1. Payments **Step 2. Adjustments** Step 3. Submit/Certify

To enter adjustment requests, enter the Federal Award ID for each financially closed award included in the request and click "Validate Awards". Once the award is validated, ACM\$ will display the financial information for the award.

Enter the Adjustment Requested amount for each award. This amount will be positive to increase award expenses and initiate a payment or negative to decrease award expenses.

To remove any awards from the adjustment request, select checkboxes next to awards you would like to remove from the request and click "Remove Selected". For more details about the adjustment request process, view [online help](#).

Users must provide a brief justification in order to enter adjustment(s) to closed awards. The justification should describe in brief general terms the reasons for the adjustment(s). A single justification can be used for multiple awards.

Justification

Filter: * Thresholds applied ** Payment outstanding [Clear Filter](#)

Step 8: After you have clicked **Save**, your page will refresh and you will be redirected to the image below.

My Desktop Prepare & Submit Proposals Awards & Reporting Manage Financials Administration

Award Cash Management Service (ACM\$)

[< Back to Organization](#)

• The Payment Transaction has been saved.

New Payment Request (Open Awards)

Transaction ID: **124311**

Organization Name: **Florence-Darlington Technical College**

Organization ID: **0039909000**

State: **SC**

Payment Date Requested: **05/20/2016**

Award Cash Management Service

Organization Summary

Submit New Transaction

Search for Transaction or Award

Draft Transactions

Awaiting Certification

Received Transactions

Historical Transactions

All Open Awards

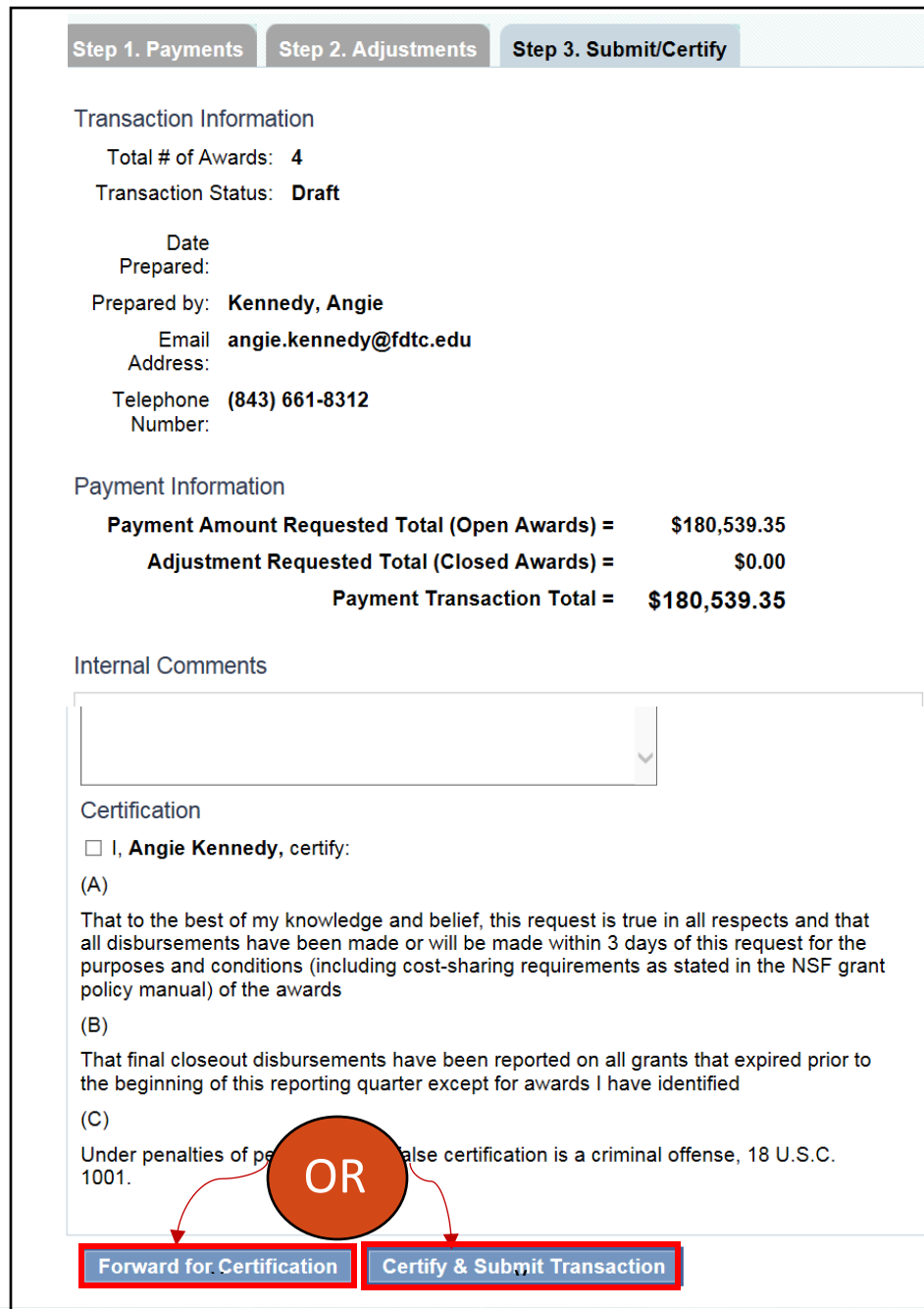
Send a Refund

ACM\$ Help

Step 9: Scroll down to the bottom of your page and click the “**Step 3. Submit/Certify**” tab. (The page will display similar to the images below.) Then you will either have to click **Forward for Certification** or **Certify and Submit Transaction**. (Note: the images below are essentially one image broken into two.)

If you are just the **Preparer**, then you would click **Forward for Certification**

If you are the **Preparer and Certifier**, then you would click, **Certify and Submit Transaction**.



Step 1. Payments Step 2. Adjustments **Step 3. Submit/Certify**

Transaction Information

Total # of Awards: **4**

Transaction Status: **Draft**

Date Prepared:

Prepared by: **Kennedy, Angie**

Email: **angie.kennedy@fdtc.edu**

Address:

Telephone Number: **(843) 661-8312**

Payment Information

Payment Amount Requested Total (Open Awards) =	\$180,539.35
Adjustment Requested Total (Closed Awards) =	\$0.00
Payment Transaction Total =	\$180,539.35

Internal Comments

Certification

I, **Angie Kennedy**, certify:

(A)
That to the best of my knowledge and belief, this request is true in all respects and that all disbursements have been made or will be made within 3 days of this request for the purposes and conditions (including cost-sharing requirements as stated in the NSF grant policy manual) of the awards

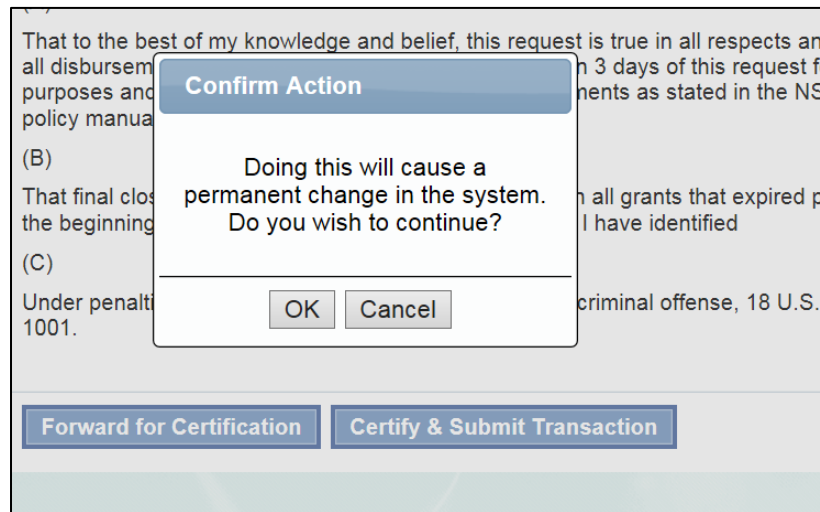
(B)
That final closeout disbursements have been reported on all grants that expired prior to the beginning of this reporting quarter except for awards I have identified

(C)
Under penalties of perjury, I certify that false certification is a criminal offense, 18 U.S.C. 1001.

OR

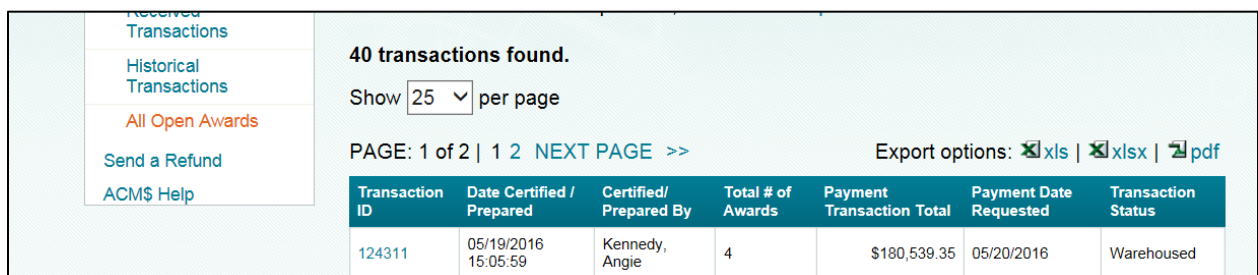
Forward for Certification **Certify & Submit Transaction**

Step 10: If you clicked **Certify & Submit Transaction**, then the below image will pop up. Click **OK**.



Step 11: After you have clicked **OK**, your **Transaction Status** will change to **Warehoused** and you will see the below image on your screen.


(Note: If you don't see the image below, then you may find it by clicking on the **Historical Transactions** link on the navigational bar to the left of your screen.)



Transaction ID	Date Certified / Prepared	Certified / Prepared By	Total # of Awards	Payment Transaction Total	Payment Date Requested	Transaction Status
124311	05/19/2016 15:05:59	Kennedy, Angie	4	\$180,539.35	05/20/2016	Warehoused

Additional Note: The status is being warehoused . . . then it will transition to accepted status. At that time, the system will electronically deposit money in your institutional bank account according to your instructions.)

Step 12: As a last step, you may click on **Transaction ID Number**, and the system will provide the details of the transaction, i.e., how much money was requested (image is below). (Note: the images below are essentially one image broken into two.) Certify and Submit transaction.

Payments **Adjustments** **Review** Export Options:  pdf

Transaction Information

Total # of Awards: 4

Transaction Status: **Warehoused**

Date 05/19/2016 15:05:59
Prepared:

Prepared by: **Kennedy, Angie**
Email **angie.kennedy@fdtc.edu**
Address:

Telephone (843) 661-8312
Number:

Date 05/19/2016 15:05:59
Certified:

Certified by: **Kennedy, Angie**
Email **angie.kennedy@fdtc.edu**
Address:

Telephone (843) 661-8312
Number:

Date 05/19/2016 15:05:59
Certified:

Certified by: **Kennedy, Angie**
Email **angie.kennedy@fdtc.edu**
Address:

Telephone (843) 661-8312
Number:

Payment Information

Payment Amount Requested Total (Open Awards) =	\$180,539.35
Adjustment Requested Total (Closed Awards) =	\$0.00
Payment Transaction Total =	\$180,539.35

