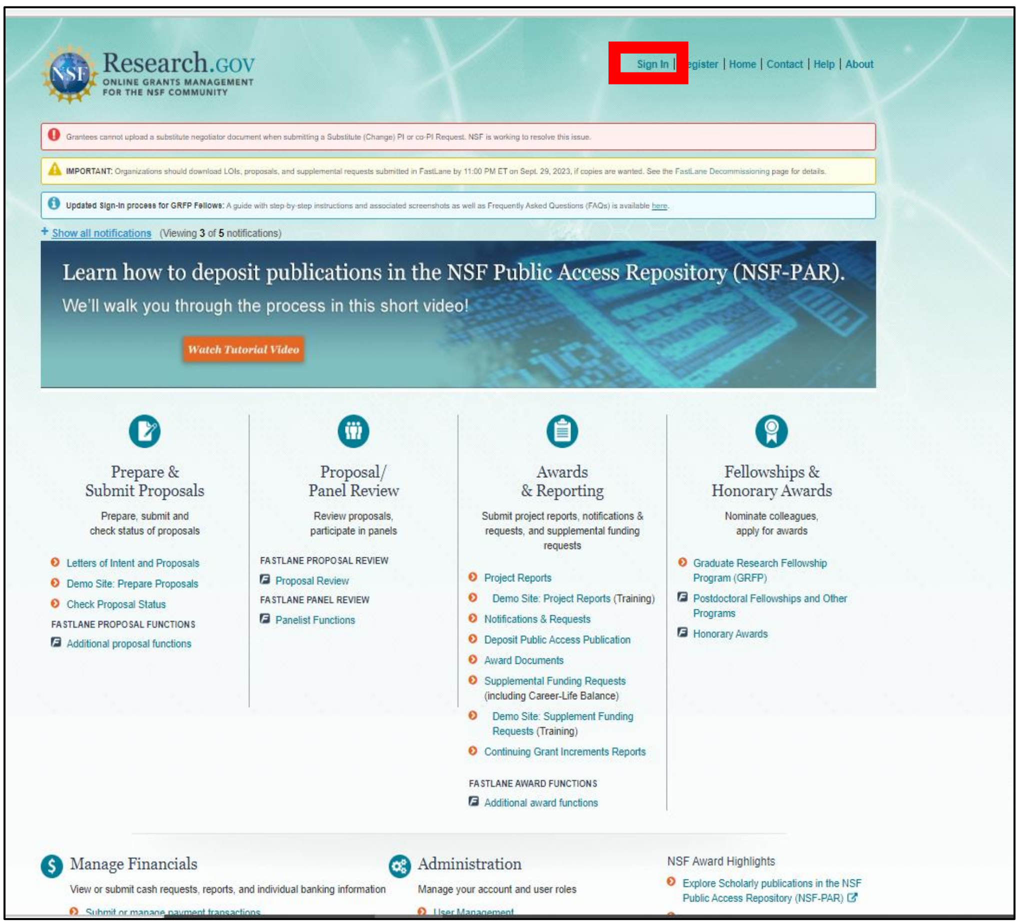
Steps to draw down NSF funding

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***.



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.

(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.)

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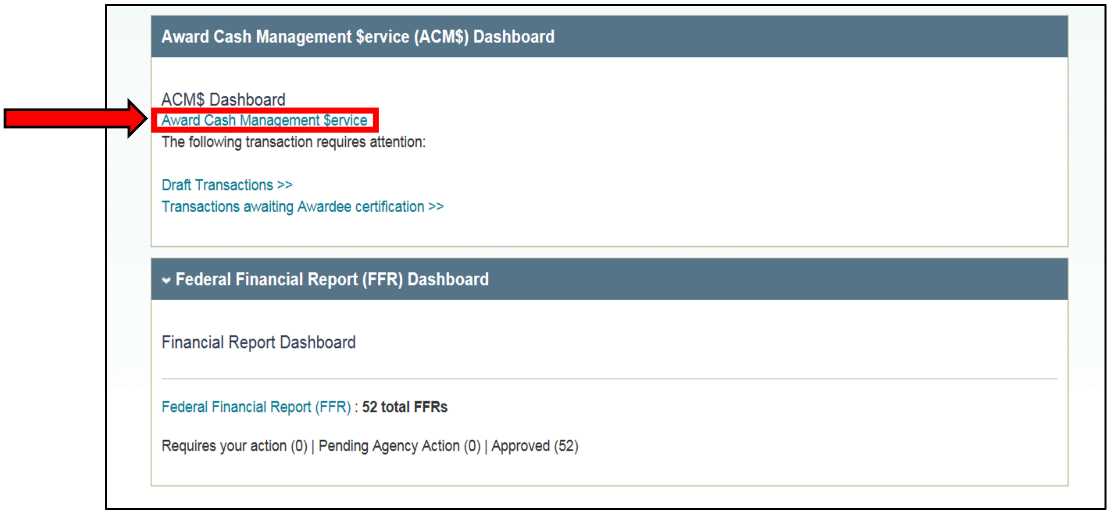
Step 4: After you have successfully logged in, scroll down until you see the **Award Cash Management $ervice (ACM) Dashboard**. (The ACM Dashboard will be more towards the middle of your page and will look like the image below.)

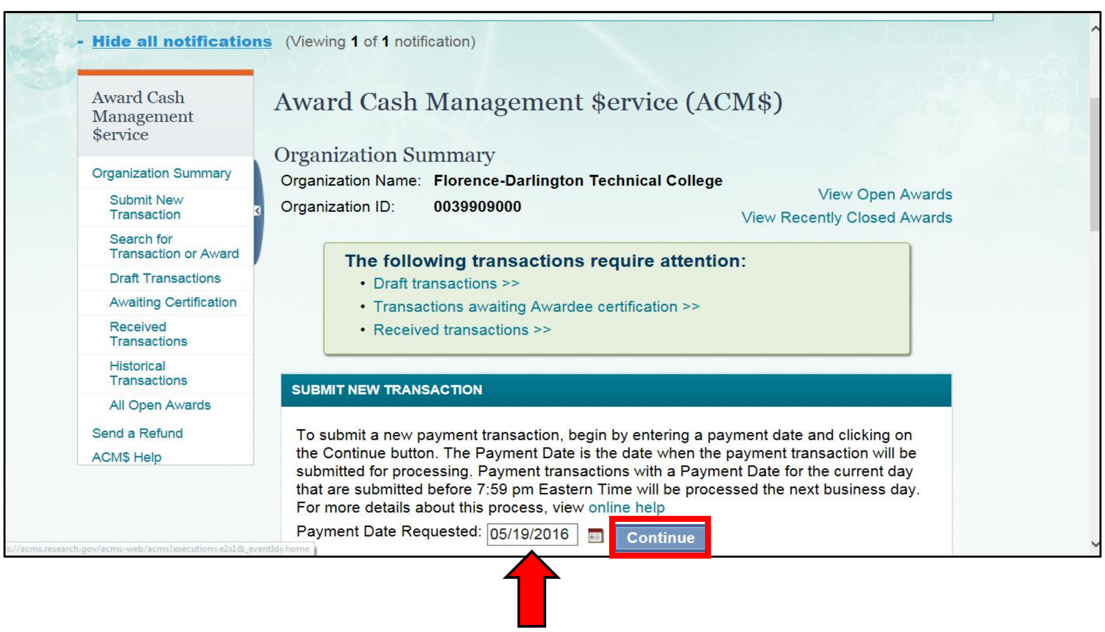


Step 5: Click on the **Award Cash Management $ervice link** below ACM$ Dashboard.

(Note: The Award Cash Management $ervice link will take you to the Award Cash Management $ervice (ACM$) 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.)



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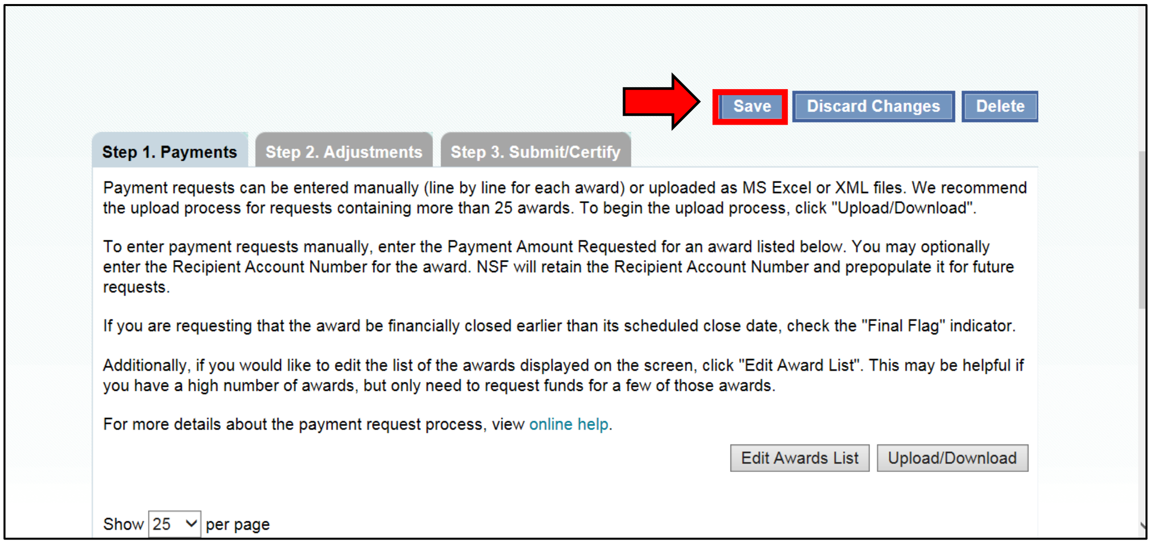
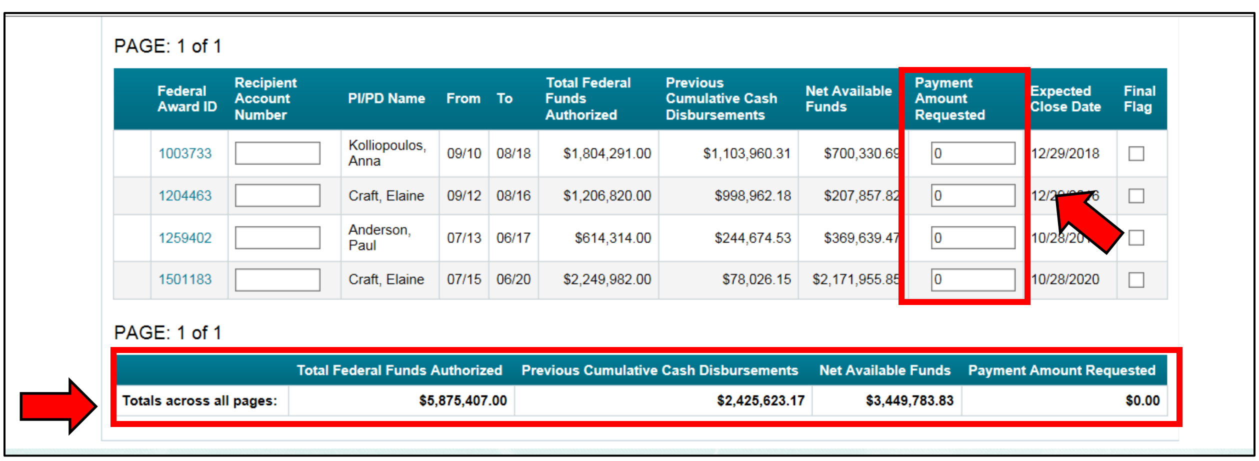
Step 7: After you have clicked continue, scroll down and read the instructions (***Step 1. Payments***).



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/PD Name	From	To	Total Federal Funds Authorized	Previous Cumulative Cash Disbursements	Net Available Funds	Payment Amount Requested	Expected Close Date	Final Flag
1003733		Kolliopoulos, Anna	09/10	08/18	$1,804,291.00	$1,103,960.31	$700,330.69	0	12/29/2018	
1204463		Craft, Elaine	09/12	08/16	$1,206,820.00	$998,962.18	$207,857.82	0	[illegible]	
1259402		Anderson, Paul	07/13	06/17	$614,314.00	$244,674.53	$369,639.47	0	[illegible]	
1501183		Craft, Elaine	07/15	06/20	$2,249,982.00	$78,026.15	$2,171,955.85	0	10/28/2020	

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

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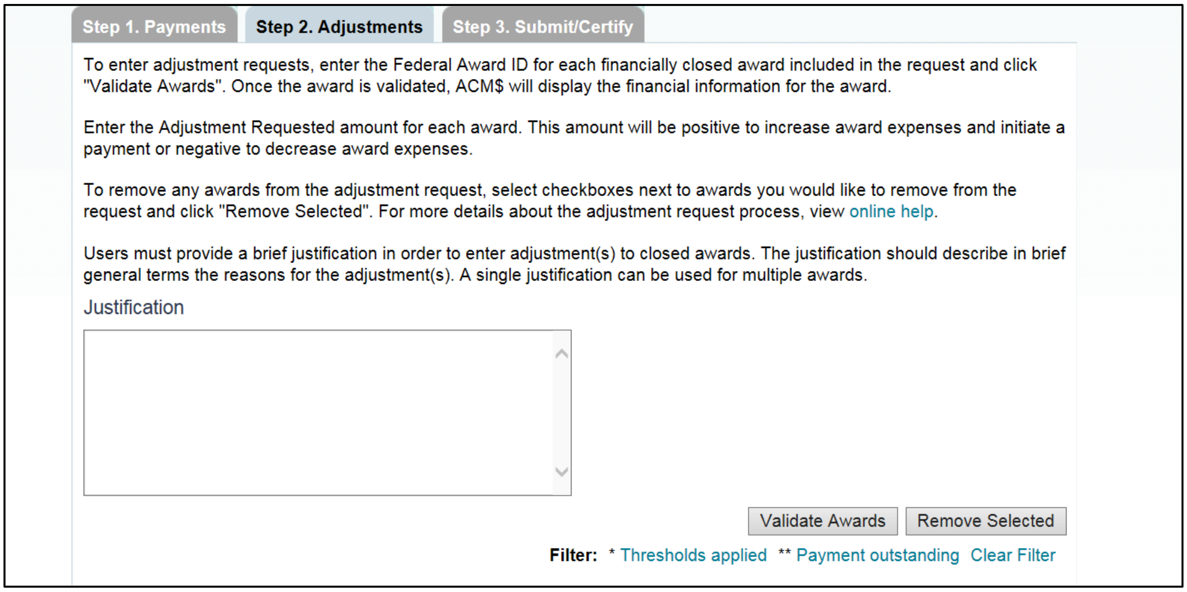
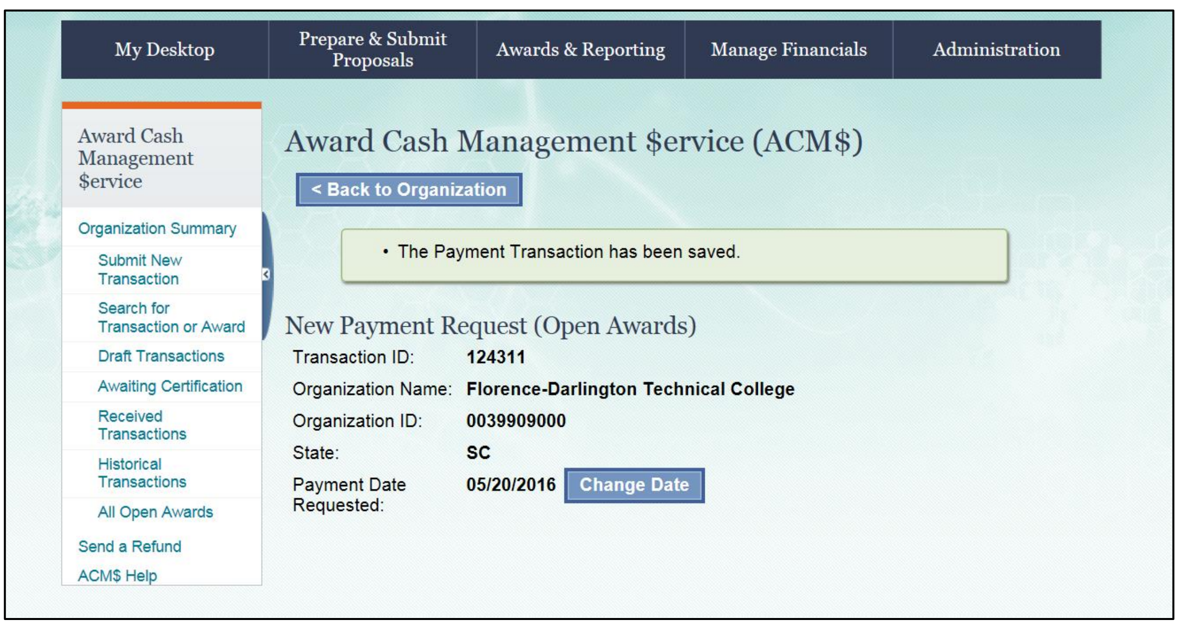
IMPORTANT NOTE: If you have adjustment on a close award, you may also make the adjustment here by clicking the Step 2. Adjustments tab. THIS IS REALLY RARE AND ITS ONLY FOR A CLOSED AWARD…you don't do this step every time.



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



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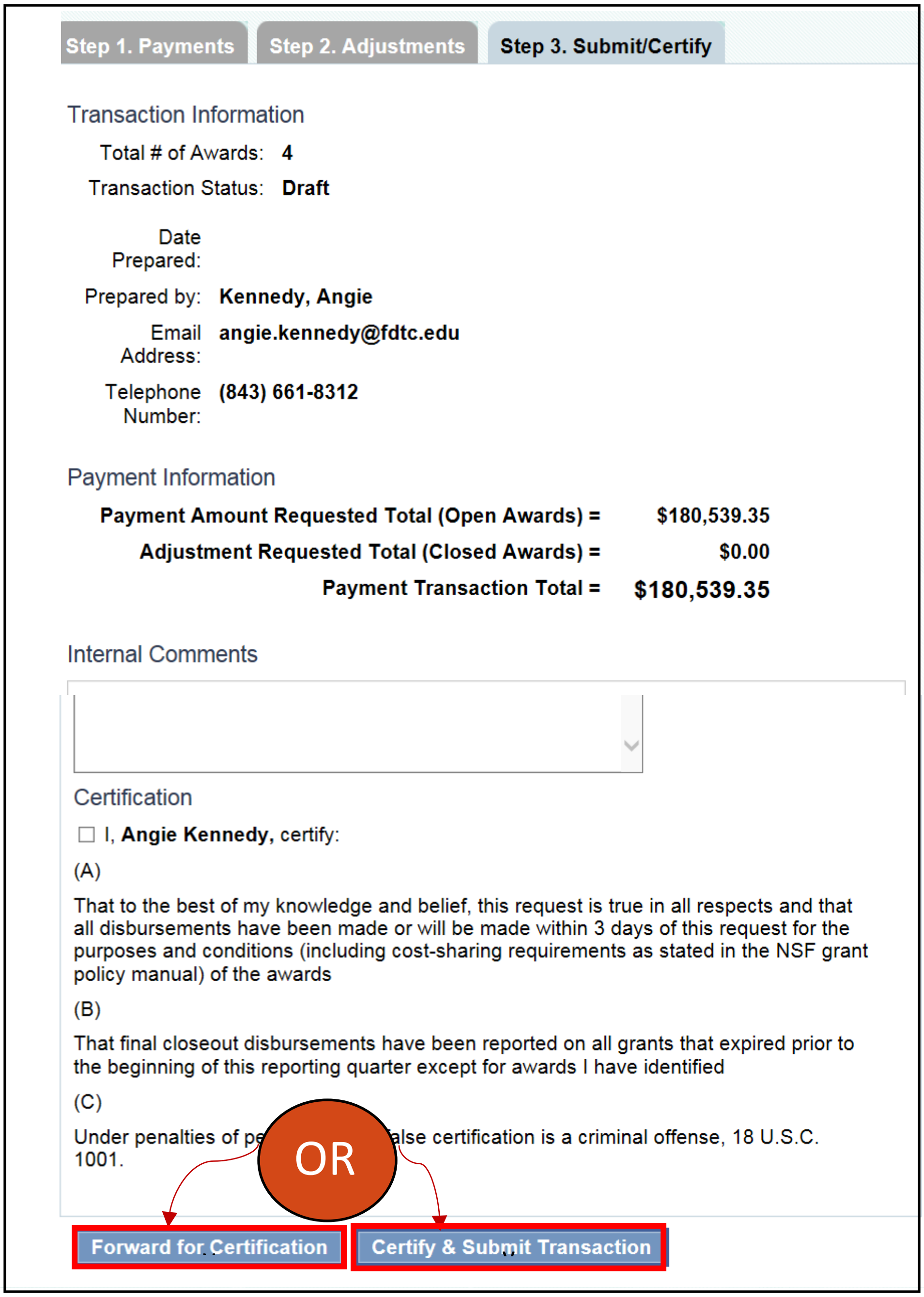
Step 9: Scroll down to the bottom of your page and click the **"Step 3. Submit/Certify"** tab. (The page will display similar to the images below.) Then you will either have to click **Forward for Certification** or **Certify and Submit Transaction**. (Note: the images below are essentially one image 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 Address: **angie.kennedy@fdtc.edu**

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 pe OR alse certification is a criminal offense, 18 U.S.C. 1001.

Forward for Certification | Certify & Submit Transaction

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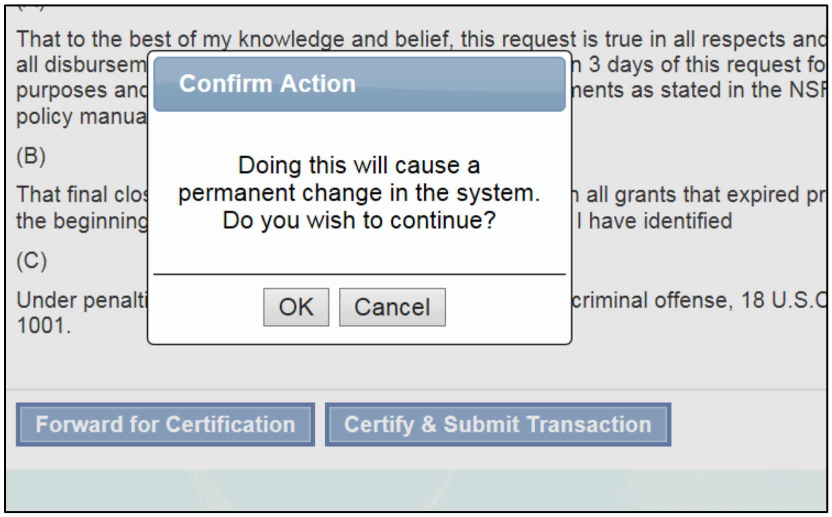
Step 10: If you clicked **Certify & Submit Transaction**, then the below image will pop up. Click **OK**.



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.)

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.)

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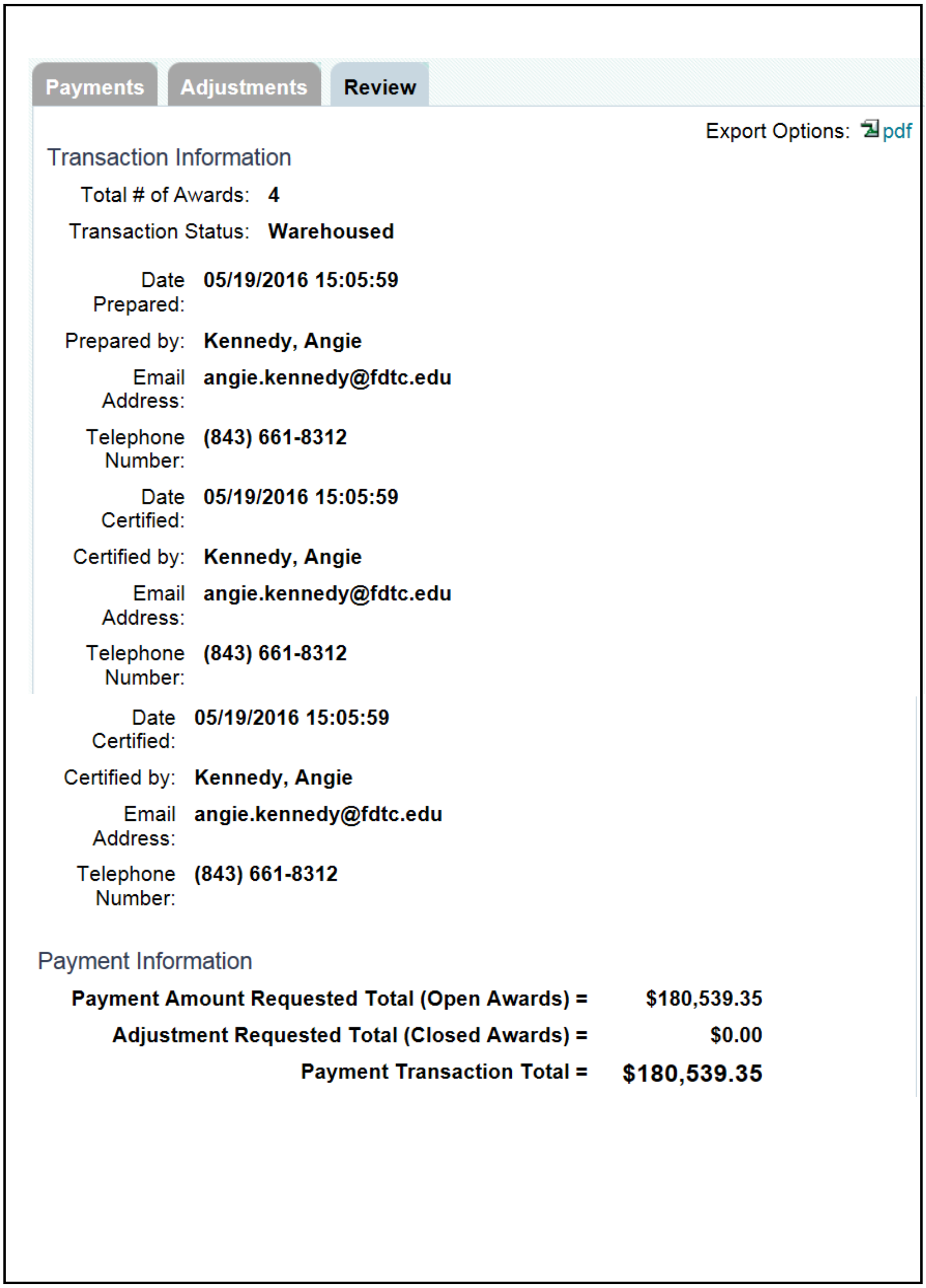
Step 12: As a last step, you may click on **Transaction ID Number**, and the system will provide the details of the transaction, i.e., how much money was requested (image is below). (Note: the images below are essentially one image broken into two.) Certify and Submit transaction.


Payments | Adjustments | Review

Export Options: pdf

Transaction Information

Total # of Awards: **4**

Transaction Status: **Warehoused**

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

Prepared by: **Kennedy, Angie**

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

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

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

Certified by: **Kennedy, Angie**

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

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

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

Certified by: **Kennedy, Angie**

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

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**

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