

Subject: Instructions for ACM\$ Payment Requests for the Fiscal Year End

Dear Awardee Institution ACM\$ Users,

As communicated in the NSF Dear Colleague Letter number NSF-14-83 (dated June 18, 2014), the Award Cash Management Service (ACM\$) will be unavailable from September 18th at 8:00 p.m. EDT through October 13th, while the National Science Foundation (NSF) transitions to a new financial system. NSF awardee institutions requesting funds to cover award expenses already incurred, and award expenses expected to be incurred during this transition period must complete their payment requests in accordance with the following instructions.

During the transition period, NSF is suspending the requirement that funds drawn down (payment requests) be expended within three days of receipt. Due to these special circumstances, awardee institutions will be allowed to estimate their cash requirements during the period ACM\$ is to be unavailable, and then draw funds (make payment requests) to cover those requirements.

Accordingly, NSF is hereby requesting that awardee institutions submit at least two payment requests for anticipated award expenses to be incurred during two separate periods (September and October) of the transition period. Such payment requests should clearly identify the payment period to which the award expenses apply in the internal comments field of ACM\$.

We strongly recommend awardee institutions request payments in September, given that ACM\$ will be unavailable for any payment requests for 25 days. We want your programs to continue to be fully funded and operational while NSF transitions to a new financial system.

For **ALL** payment requests made between September 1st and September 18th, awardee institutions must enter a comment on the ACM\$ transaction summary page in the Internal Comments field as specified below.

- **September 2014 Payment Requests** - requests to cover the period from the awardee institution's last payment through September 30, 2014 (NSF's fiscal year (FY) 2014). These requests should include award expenses already incurred and those **expected to be incurred** by the awardee institution through September 30, 2014.

In estimating your cash needs through September 30, 2014, you will also be asked to consider your awardee institution's "cash on hand" balance prior to the last draw for FY 2014, so that the final September payment request will target a "cash on hand" balance¹ of zero at September 30, 2014.

Institutions must enter a comment on the ACM\$ transaction summary page in the Internal Comments field stating that "This September payment request for FY 2014 is meant to cover award expenses through September 30, 2014." **See further instructions for internal comments below to ensure full compliance with this request.**

Example: On September 15, Awardee Institution A has program expenses incurred of \$100 and has estimated that it will incur an additional \$25 in program expenses during the period of September 19 to September 30. Awardee Institution A has no "cash on hand" from prior ACM\$ payment transactions. Awardee Institution A would submit a payment request in the amount of \$125 to cover its program expenses through September 30, 2014. That payment transaction would include the internal comment that "This FY 2014 payment request is meant to cover award expenses through September 30, 2014."

- **October 2014 Estimated Payment Request** - request to cover award expenses expected to be needed by the Awardee Institution to operate its grant programs for the period October 1, 2014 through October 13, 2014.

Awardee Institutions must enter a comment on the ACM\$ transaction summary page in the Internal Comments field stating that “This October payment request for FY 2015 is meant to cover award expenses for the period of October 1 to 13, 2014.” **See further Instructions for Internal Comments below to ensure full compliance with this request.**

If comments are not properly entered, NSF will contact the Awardee institution to attempt to resolve the comment box submission information and payment could therefore be delayed.

Any awardee institution that submitted cash requests in September to cover estimated expenditures during the ACM\$ shutdown must ensure that it reconciles its cash on hand with its actual expenditures incurred during the transition period. If necessary, awardee institutions should return any excess funds to NSF or complete final reconciliation payment requests as soon as possible after ACM\$ is made available during October. Reconciliation activity should be completed by November 15. Funds can be returned to NSF through ACM\$ adjustments, Pay.gov, or sending a check to the National Science Foundation.

Should you need additional information or wish to discuss your institution’s specific requirements, please contact your Grantee Cash Management Section (GCMS) Accountant as listed at <http://www.nsf.gov/bfa/dfm/cmeab.jspme>. Frequently Asked Questions (FAQs) concerning NSF Critical

Fiscal Year End Dates can be accessed at:
http://www.research.gov/common/attachment/Desktop/NSF_Critical_FY_End_Dates_FAQs.pdf

We are also in the process of having our FY 2014 financial statements audited by the NSF’s Office of Inspector General. As part of that audit process, our CFO’s office will be initiating a separate correspondence to a sample of our awardee institutions in mid-October 2014 regarding the unique payment process initiated in September 2014. Such correspondence will be meant to confirm, **in hindsight** whether the September 2014 Payment Requests referred to above were sufficient to cover all grant award expenses incurred through September 30, 2014.

Please make your payment requests by September 18th, according to these instructions, to ensure your awards have sufficient funds during our transition to a new financial system.

Thank you for your continued support.

/s/

Michael L. Howe
Acting Chief, Cash Management Branch
Division of Financial Management
National Science Foundation

¹Cash on Hand – an organization’s cash position relative to the funds received from NSF minus the costs incurred for the award.

Instructions for Internal Comments:

1. When completing ACM\$ Payment Transaction Step 3. Submit/Certify for your transition period payment requests, find the text entry box below the "Internal Comments" section. Please note that the box above the text entry box, labeled "Internal Comments", is used to store and review any previously saved comments.
2. Paste the applicable comment in the text box below the "Internal Comments" section:
"This September payment request for FY 2014 is meant to cover award expenses for the period through September 30, 2014."
or
"This October payment request for FY 2015 is meant to cover award expenses for the period of October 1 to 13, 2014."
3. **Do not enter quotation marks ("") in your comments**, ACM\$ does not accept quotes, an error message will occur.
4. **DO NOT** enter comments in the "Remarks" section. This will cause your transaction to be reviewed. Save the comments by clicking on the "Save" button or by submitting your payment request by clicking on "Forward for Certification" or "Submit & Certify" button.

Forward for Certification or Certify & Submit Transaction

Transaction ID: 201809
Organization Name: Vanderbilt University
Organization ID: 0035352000
State: TN
Payment Date Requested: 07/24/2014 [Change Date](#)

[Save](#) [Discard Changes](#) [Delete](#)

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

Transaction Information

Total # of Awards: 1 Date Prepared: Johnson, Denise
Transaction Status: Draft Prepared by: Johnson, Denise
Email Address: denise.c.johnson@vanderbilt.edu
Telephone Number: (615) 322-2631

Payment Information

Payment Amount Requested Total (Open Awards) = \$100.00
Adjustment Requested Total (Closed Awards) = \$0.00
Payment Transaction Total = \$100.00

Internal Comments

2.

This request is to cover estimated expenses for period of September 19-30

Remarks

Awardees should use this section to explain fully any adjustments resulting from an audit, investigation, or internal review or to provide information to NSF that may clarify items or issues that are related to submission of the payment transaction.

DO NOT ENTER COMMENTS

Certification

I, Denise Johnson, 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 a willful false certification is a criminal offense

3.

[Forward for Certification](#) [Certify & Submit Transaction](#)