

# **Policy on Federal Grants Fund Reimbursement (ACM\$ and other Federal Grants Portal)**

## **Purpose**

This policy provides guidance to ensure that the federal grants draw-downs process is in compliance with the [“Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule”](#) (Uniform Guidance), published by the Office of Management and Budget (OMB), and College policy.

**Effective date: December 18, 2024**

## **Policy and Procedures**

All federal grants draw-downs are initiated by the Assistant Controller, reviewed, and then approved by the Senior Associate Controller or the Controller.

- 1.) The Assistant Controller uses monthly spending reports and quarterly expenses reconciliation summaries, accounting general ledgers, journal entries, and payroll records via the Workday system as guidelines and checkpoints to verify the accuracy, allowability, and validity of the expenses. The Senior Associate Controller reviews and confirms the expenses to ensure the expenses are allowable, accurate, and valid for each grant before the draw-down request.
- 2.) After reviewing the documents, the Assistant Controller inputs the requested amounts per grant into the online portals (Payment Management System for NIH/DHHS/NASA, and Research.gov/ACM\$ for NSF). The Senior Associate Controller verifies the draw-down amounts by each grant and in total with the Assistant Controller prior to initiating request.
- 3.) For NIH/DHHS draw-downs (Payment Management System Portal), the Senior Associate Controller approves and certifies the draw-down amount for the previous quarter through the NIH portal. After the completion of federal cash transaction report, and online payment certification process, the Assistant Controller will submit the draw-down request for payment processing via ACH transfer via the Payment Mgt System portal.
- 4.) For NSF draw-downs (ACM\$ via Research.gov website), the Assistant Controller enters and submits the draw-down amount request for the previous quarter through the NSF portal. Once the payment request is sent via NSF portal, an email notification will be sent to the Senior Associate Controller and or the Controller for certification to complete the draw-down payment request.

## **Note:**

The NIH/DHHS requests the grant draw-downs to be completed within 30 calendar days of the previous quarter (ex: for the quarter of 1/1/2024 to 3/31/2024, the draw-down process must be completed by 4/30/2024).