Payment Management System (PMS) Payment Request Process Used for NIH Awards

There have been recent changes to the PMS payment request process. Whereas, previously, recipients would receive funds within one day of making a payment request, that timeline has now changed. Please see below for the current payment request process as well as recommendations on receiving requested funds in the most expeditious manner possible.

PMS Payment Request Process

- When submitting a payment request in PMS, a justification is now required. Please ensure the justification entered is as detailed as possible. Please explain exactly why the funds are being drawn and how the funds will be utilized during the period of performance for the project.

- Once the payment request is submitted in PMS, the request is sent to the DOGE Defend the Spend (DTS) system for further review by NIH.

- All payment requests are sent from PMS to DTS within one business day.

- In the DTS system, NIH will review the justification submitted by the recipient in PMS.

- If NIH determines that the justification is sufficient, we will approve the payment request in the DTS system.

- If NIH determines that the justification is not sufficient, we will request additional clarification for the payment request in the DTS system.

- When we submit a request for additional clarification in DTS, the recipient will receive an email notification from DTS notifying them that additional clarification is required for the payment request in DTS.

- The recipient should follow the instructions in the email provided, and once the additional clarification has been submitted by the recipient, the payment request will return to DTS for NIH approval.

- Once NIH determines that the justification is sufficient, we will approve the payment request in the DTS system.

- NIH reviews all payment requests in DTS within 1 – 2 business days. However, NIH does not have insight as to the timeline between DTS approval, and the funds being released in PMS.

<u>Recommendations</u>

- In order to avoid a request for additional clarification in DTS, please ensure the PMS justification is as detailed as possible. Please provide a detailed justification explaining exactly why the funds are being drawn specific to the project, and exactly how the funds will be utilized during the period of performance for the project.

  Below are examples of appropriate payment justifications:

  - This payment is reimbursement for costs in support of the projects by furthering the achievements of the research goals and objectives specific to each grant for April 25th-May 25th.

  - Reimbursement is requested for the pre-approved budget categories of Salaries and Fringe Benefits for key personnel working on the grant or cooperative agreement, along with materials and supplies, other Direct Costs, and indirect costs.

  - Reimbursement of allowable expenses related to Subaccount (RXX123456A) in the following amounts per spend category: Salaries and Wages expenses amount to $X,XXX, Fringe Benefits expenses amount to $XXX.XX, Indirect Costs expenses amount to $X,XXX.

  - The invoice includes labor charges, journal publication fees for disseminating results to the public, IT/share drive expenses, subcontract payments for their labor, and retroactive indirect rate adjustments for costs incurred in Fiscal Year 25.

- NIH is only able to view payment requests for NIH awards in DTS. Therefore, we do not recommend combining other agency awards with payment requests for NIH awards as the recipient will not receive the funds until the entire payment request has been approved by all agencies. NIH reviews all payment requests in DTS within 1-2 business days, however, we are unaware of the timeline for other agencies.

- If you have an award that has been terminated, please utilize the following guidance for payment requests related to human subjects, animal welfare, costs incurred before termination, and allowable closeout costs.

  - Recipients are required to request approval from OPERA (OPERAFFRInquiries@od.nih.gov) before any draw that occurs after the termination. The request must include details related to human subjects or animal welfare and provide supporting documentation. These are the only approvals that will be issued.

After approval is issued, the recipient can request the drawdown in PMS. Note: Any other costs that are not related to human subject protection or animal welfare will not be approved. No exceptions.

- o Recipients are required to request approval from OPERA (OPERAFFRInquiries@od.nih.gov) to lift the restriction for payments of costs incurred on or before the date of the termination, as well as allowable closeout costs. For costs incurred on or before the date of the termination, as well as allowable closeout costs, with supporting documentation, OPERA will work with PMS to lift the restriction as appropriate.

- o When recipients draw funds in PMS, they normally request funds from multiple awards within a single draw request. For awards terminated as a result of agency priorities and HHS authorities, recipients cannot request funds from multiple awards within a single draw request. Each draw request must contain only one terminated award. If a recipient combines a draw request for a terminated award with any other award, the request will be rejected.

- If you need to submit an electronic refund for a terminated award, you may combine this request with a draw on another award for the necessary offset.

Questions and/or concerns may be directed to OPERAFFRInquiries@od.nih.gov.