

ASAP Payment Process for NIFA Grantees

This simple flowchart illustrates the ASAP Payment Process for NIFA Grantees who are new to ASAP. There are 10 steps some of which are the responsibility of NIFA, the Recipient Organization, or ASAP and provide the process from the initial Notice of Award through the first payment request initiated by the grantee.

They are as follows:

Step 1: NIFA's Awards Management Branch (AMD) sends a Notice of Award to the Recipient Organization or grantee. This is a NIFA step.

Step 2: A NIFA Payments Team member, serving as the Federal Agency Enrollment Initiator, enters Recipient Organization data into the ASAP application. This is a NIFA step.

Step 3: The Recipient Organization Point of Contact (POC) enters the Head of Organization (HOO), Authorizing Official (AO), and Financial Official (FO) info into the ASAP application. This is a Recipient Organization step.

Step 4: The Head of Organization (HOO) approves the Recipient Organization Authorizing Official (AO) and the Financial Official (FO) in the ASAP application. This is a Recipient Organization step.

Step 5: The Authorizing Official (AO) approves the Recipient Organization information and appoints at least one Payment Requestor (PR) in the ASAP application. This is a Recipient Organization step.

Step 6: The Financial Official (FO) enters the banking information in the ASAP application. This is a Recipient Organization step.

Step 7: The Recipient Organization and NIFA are notified by ASAP that the ASAP Enrollment is complete for the new Recipient Organization. This is an ASAP step.

Step 8: ASAP validates the banking information. This is an ASAP step.

Step 9: NIFA establishes an ASAP Account ID and funding authorization for the individual grant and then certifies the funding. This is a NIFA step.

Step 10: The Recipient Organization makes a payment request in ASAP.

