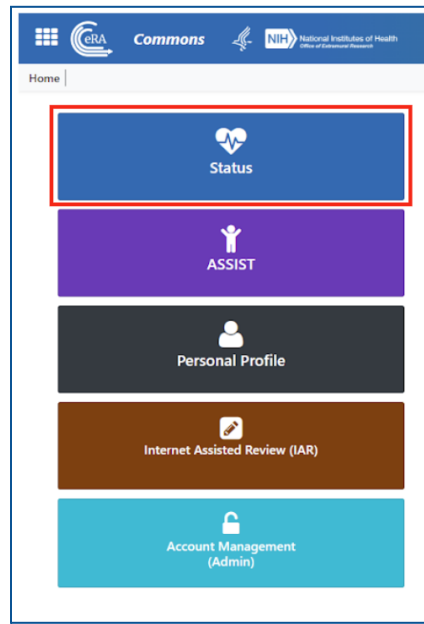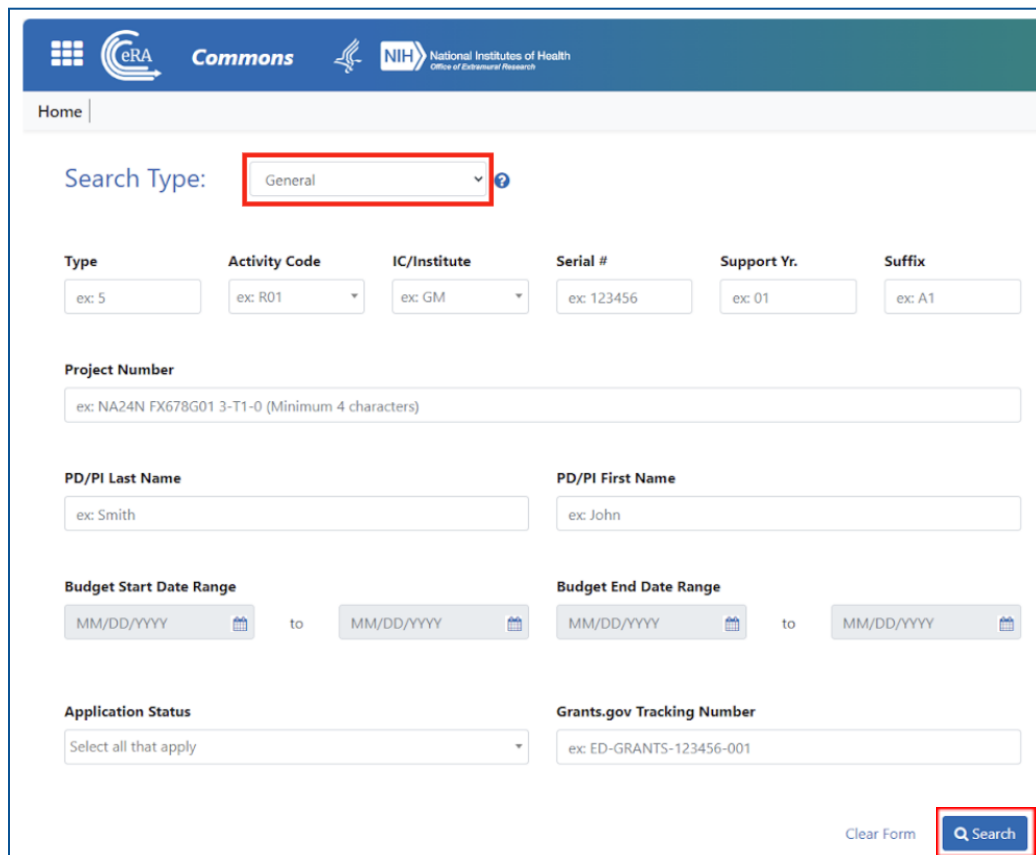# eRA Post-Award: Accept a New Award

When a grant application has been reviewed and funding decisions have been made, the **Signing Official (SO)** will have the option to accept or decline the award through the **Status** module. Only those with the **SO** role will be able to accept/decline an award.

1. Log into eRA Commons and select the **Status** button from the left hand menu.

2. Select **General** from the Search Type dropdown menu and then select **Search**.

3. Find the award you would like to accept and select the **ellipsis** next to the award ID, then select **Accept/Decline Award**.

4. You will be brought to the Accept or Decline Award screen. Select either **Accept** or **Decline**.

5. If you select **Accept** the award, you have the option to enter comments and select **Accept** to finalize. If you **Decline** the award, you can also enter optional comments before selecting **Decline** to finalize. Declining an award will cause the Notice of Award to become null and void; this action is not reversible.