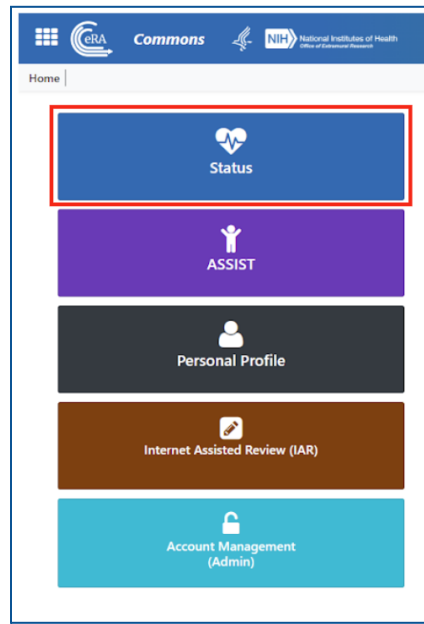


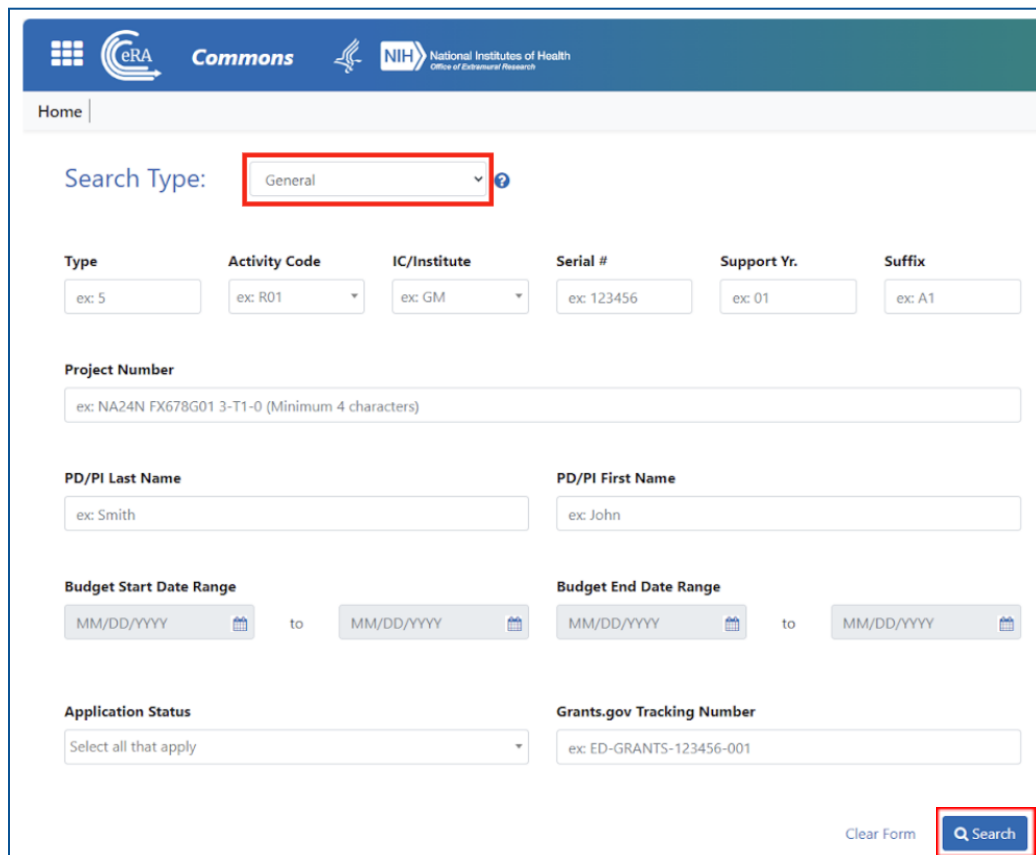
## eRA Post-Award: Accept a New Award

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**.

A screenshot of the eRA Commons search page. The top navigation bar is the same as in the previous image. Below the navigation bar, there is a 'Home' link. The main content area features a search form. The 'Search Type:' dropdown menu is set to 'General' and is highlighted with a red rectangular border. Below the dropdown menu, there are several input fields: 'Type' (ex: 5), 'Activity Code' (ex: R01), 'IC/Institute' (ex: GM), 'Serial #' (ex: 123456), 'Support Yr.' (ex: 01), and 'Suffix' (ex: A1). Below these fields, there is a 'Project Number' field (ex: NA24N FX678G01 3-T1-0 (Minimum 4 characters)). Below the project number field, there are two fields for 'PD/PI Last Name' (ex: Smith) and 'PD/PI First Name' (ex: John). Below these fields, there are two date range fields: 'Budget Start Date Range' and 'Budget End Date Range', each with a 'to' separator and a calendar icon. Below the date range fields, there are two more fields: 'Application Status' (Select all that apply) and 'Grants.gov Tracking Number' (ex: ED-GRANTS-123456-001). At the bottom right of the form, there is a 'Clear Form' link and a 'Search' button, which is highlighted with a red rectangular border.

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

Status Result - General Search

Filter Table 1 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
NA24OARX417G0014-T1-01	GRANT00798628	UAT test Non-research - 7 NOAA-OAR-UAT-2023-2023 111 - CFDA 11 - A	Smith, John

... **Accept/Decline Award**  
Revision Request  
Correspondence

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

Accept or Decline Award

Award Details

<b>Award Number</b> NA24OARX417G00014-T1-01	<b>Project Period</b> 08/27/2023 - 08/27/2028	<b>GMS Name</b> Corbutt, Michelle
<b>PD/PI Name</b> Smith, John	<b>Grantee Organization</b> UNIVERSITY OF DOC	
<b>Project Title</b> UAT test Non-research - 7 NOAA-OAR-UAT-2023-2023111 CFDA 11 - A		

**Decline** **Accept**

- 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.

Accept Award Number NA23OARX417G0114-T1-01

By accepting this award, you agree to all "Terms and Conditions" provided in the Notice of Award.  
If you have any questions about this award, please go back to Status Search Results and select "Correspondence" to contact your Grants Management Specialist and Program Officer.

Comments

2000 characters remaining

Cancel **Accept**

Decline Award Number NA23OARX417G0114-T1-01

By declining this award, you will no longer be entitled to the funding authorized in this award and the Notice of Award will become null and void. This action is not reversible.

Comments

2000 characters remaining

Cancel **Decline**