Accept Award Process Maps
v 5.04
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• AA-1 Accept Award Workflow

For a step by step tutorial of this process map, please reference the following:
Accept Award Workflow (AA-1)

1. Grantee Recipient Authorized Representative Only
2. Accept/Decline Award Task
3. View Award Details
4. Accept/Decline Award Task
5. Identify Recipient Administrator
6. Grants Officer
7. Modifications are completed
8. Award is Returned to the Grantee for Acceptance
9. Access to Award Is No Longer Available
10. Funds Deobligated from ASAP and CBS

If modifications are needed to funding and/or dates, the Recipient should contact their Federal Program Officer about the requested updates and then move forward with accepting the Award. Once the Award has been accepted, the FPO can create an Amendment to modify funding/dates.

Manage Award Users

1. Grantee Recipient Administrator Only
2. Manage Award Users Task
3. Add a Principal Investigator/ Update All Applicable Roles
4. Manage Award Complete

For more details on how to complete step 3, please reference the Recipient Administrator’s Task Reference Guide.