

## Notification of Award Decision Form

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### PROCEDURE

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A sponsoring agency may send an 'Award Notification' to the Principal Investigator (PI) (or Program Director [PD]), the Office of Grants and Contracts (OGC), the Budget office, the Controller's office, or another office on campus. **To expedite award processing a 'Notification of Award Decision Form' needs to be completed when an 'Award Notification' is received. In an effort to maintain accurate records we ask the office/individual who receives the 'Award Notification' completes the 'Notification of Award Decision Form'.**

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## INSTRUCTIONS

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**Download** this form to your desktop **and** open the form in **ADOBE PDF** before starting. **This form will NOT work correctly in your web-browser.**



Make sure the 'Show border hover color for fields' in Adobe PDF is 'checked'. You will only need to complete this requirement if you have altered the default settings of Adobe PDF on your computer.

**1 2 3**

***Please complete each question in the order it appears on this form.*** Some of the items on this form are dependent upon the answers to previous questions.



Mandatory fields and Mandatory Requirements on this form are highlighted in '**RED**'.



Use the '**GREY**' buttons to attach all required and / or additional documents to this form. **Each attachment should be easily identifiable by name and should be attached as a separate PDF (i.e., Do not combine all attachments into one PDF).**



Information icons have '**GREEN**' borders and '**BLUE**' circles.



Use the 'Save' icon to save the form as a fillable PDF file. **Please do not 'Print to PDF' or scan a hard copy of this form.**



Use a **Digital Id Signature** when signing this Form.



Click the '**YELLOW**' button to pause routing of this document, and identify any modifications that may be needed.



Click the '**GREEN**' button to send this document to the next reviewer.

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## AWARD NOTIFICATION INFORMATION

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### BASIC INFORMATION

1. Person who received the 'Award Notification':
2. e-Mail:
3. Date 'Award Notification' was received:
4. Type of Notification:
  - Formal Letter
  - e-Mail
  - Other: If 'Other' please explain:
  
5. Please attach all materials (i.e., formal letters, e-mails, etc.) received with the 'Award Notification'.

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## DIGITAL SIGNATURES

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### Recipient of the 'Award Notification'



The preparer of this form is responsible for identifying all needed e-mail address and attaching all received award notification documentation.

6. Is someone other than the recipient of the 'Award Notification' preparing this form (e.g., administrative assistant, etc.)?
  - NO
  - YES

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| Signatory                      | LC State e-mail | Digital ID Signature | Action |        |
|--------------------------------|-----------------|----------------------|--------|--------|
|                                |                 |                      | Modify | Submit |
| Administrative Assistant, etc. |                 |                      |        |        |
| Recipient of Notification      |                 |                      |        |        |

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**GRANTS AND CONTRACTS OFFICE USE ONLY**

***Award Details***

Title:

Area / Unit:

Division:

Funding Type:

Funding Source:

Project Classification:

Project Function:

***Principal Investigator / Program Director (PI/PD)***

Name:

e-mail:

***OGC Receipt***

Date Received:

Received by:

Submission Status:

Awarded

Declined

Postponed

Other, specify:

Unique ID Assignment:

Fiscal Year    Type Code    Number    Proposal ID

Date Recipient of Award Notification is notified OGC has received form:

Folder Name:

File Name:

***Notification of Award to Controller's Office***

Date Sent to Controller's Office:

Sent by:

Amount Awarded: