



How to Accept an Award Letter (Principal Investigator):

1. Log into <https://awards.cff.org/>
2. On the My Awards Dashboard, Click on **Upcoming Payments** under **My Activities**

The screenshot shows the 'My Awards' dashboard. At the top right, there is a navigation menu with 'My Awards' highlighted. Below the navigation, there are three main sections: 'My Awards', 'My Activities', and 'My Payments'. Each section contains several buttons with counts. In the 'My Activities' section, the 'Upcoming Deliverables' button is highlighted with a blue border and contains the number '5'. Other buttons include 'Active Awards' (1), 'Past Awards' (0), 'Submitted Deliverables' (0), and 'Completed Deliverables' (1). The 'My Payments' section shows 'Scheduled Payments' (1) and 'Paid Payments' (1).

3. On the **Upcoming Deliverables** tab, you can find the **Award Letter** deliverable in **"Pending"** status. Click on the **Award Letter** deliverable.

The screenshot shows the 'Upcoming Deliverables' table. The table has columns for '#', 'Award ID', 'Award Number', 'Deliverable', 'Deadline', 'Status', 'Award Period', and 'Description'. The second row is highlighted with a blue border and contains the following data:

#	Award ID	Award Number	Deliverable	Deadline	Status	Award Period	Description
1	CC500	0001920C319	Report of Expenditures	09/24/2020	Pending	07/01/2019 - 06/30/2020	
2	CC500	0001920C319	Award Letter	04/01/2021	Pending	04/01/2021 - 03/31/2021	
3	CC500	002150319	Revised Budget	04/13/2021	Pending	05/01/2021 - 04/30/2022	

4. Enter your Authorized Institutional Official and Additional Administrative Contact information on the Award Letter page. **PLEASE NOTE:** You must first associate the contact with your award before adding them to your Award Letter (for instructions, see "How to Add Contacts").



- 5. By clicking the **View/Save** button, you can view your Award Letter. To authorize the Award Letter, review the Acceptance Statement of the Principal Investigator, check off the box next to the statement and click Submit. The Award Letter will move to "**Pending Signature**" status. This means that Adobe Sign will automatically route the Award Letter to the Authorized Institutional Official's email address. The Adobe Sign email will request the Authorized Institutional Official's e-signature. When the Authorized Institutional Official provides their e-signature, the Award Letter will automatically route back to the Grants Management System and the status will move to "Submitted".

The screenshot displays the Grants Management System interface for reviewing and submitting an Award Letter. The top navigation bar includes links for My Awards, My Applications, Funding Opportunities, External Requests, User Guide, and Privacy & Security. The main content area shows the following details:

- Activity Type: Award Letter
- Status: Pending
- * Activity Owner: Bruce Wayne
- * Scheduled Date: 04/01/2021

The "Revised Award Letter" section includes a "View / Save" button. Below this, the "Award Period" is defined by start and end dates (04/01/2021 to 03/31/2021), and the "Date Issued" is 04/22/2021.

The "Authorized Institution Official" section features a dropdown menu with "Clark Kern" selected and an "Add Authorized Institution Official" button. The "Additional Administrative Contact" section has a dropdown menu with "Lois Lane" selected and an "Add Additional Administrative Contact" button.

The "Signed Award Letter" section is followed by the "Principal Investigator's Acceptance Statement," which includes a checkbox and a text area for the PI to accept responsibility for the project. Below the text area are "Save My Work" and "Submit" buttons, with an arrow pointing to the "Submit" button.

The bottom portion of the screenshot shows the system after submission. The status has changed to "Pending Signature," and the "View / Save" button is now disabled. The "Authorized Institution Official" dropdown now shows "Clark Kern" as the selected official, and the "Signed Award Letter" section includes a download icon.