Award Approver Activities

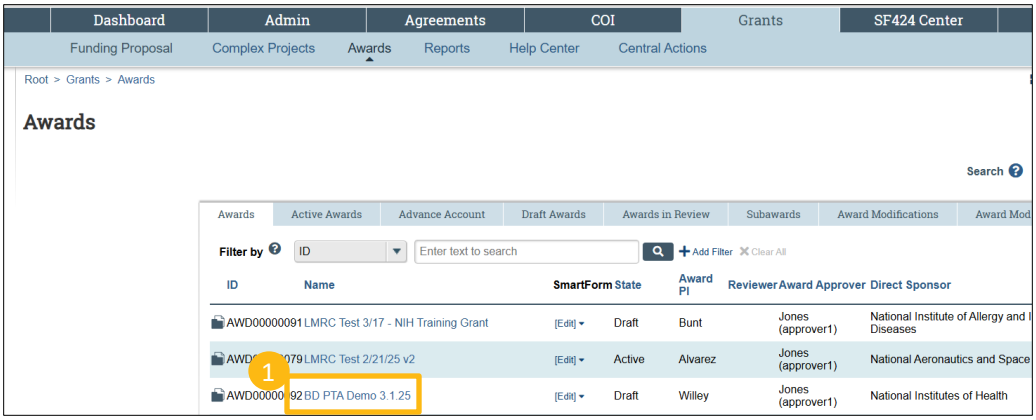
This guide details the steps Financial Accounting will take within HRS to review and approve awards and award modifications. The Award Approver is responsible for reviewing and approving awards prior to activation.

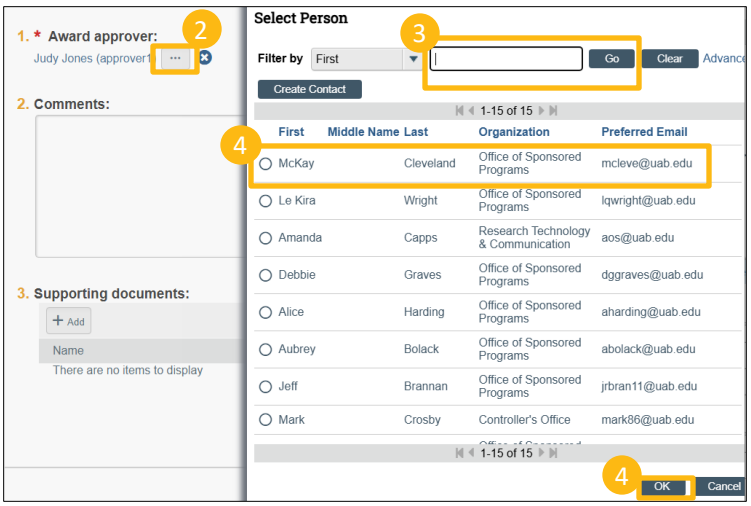
For Awards, the Award Approver reviews awards created in Grants and either makes corrections to it, requests the specialist to make changes, or activates the award so that spending can begin. The Award Approver can assign someone else to be the Award Approver. This role enables you to:

- **Assign a submitter, reviewer, specialist or another approver to an award**
- **Upload award documents**
- **Resume export of data to an external system**
- **Request that the specialist make changes to an award during the review process**
- **Send an email message to the specialist assigned to the award**
- **Submit an award for final review**
- **Complete an award**
- **Activate an award**
- **Request a modification to an active award**
- **Assign a specialist to an award modification request**

Add or Change an Award Approver:

1. **Start on the Grants Awards page and select the name of the award you would like to review/make corrections to.**
2. **Click on the three dots by the name of the approver to open up a list of potential approvers.**
3. **Use the search bar to search for the name of the person you would like to add as an approver.**
4. **Select the name of the person you would like to be the award approver and click OK.**

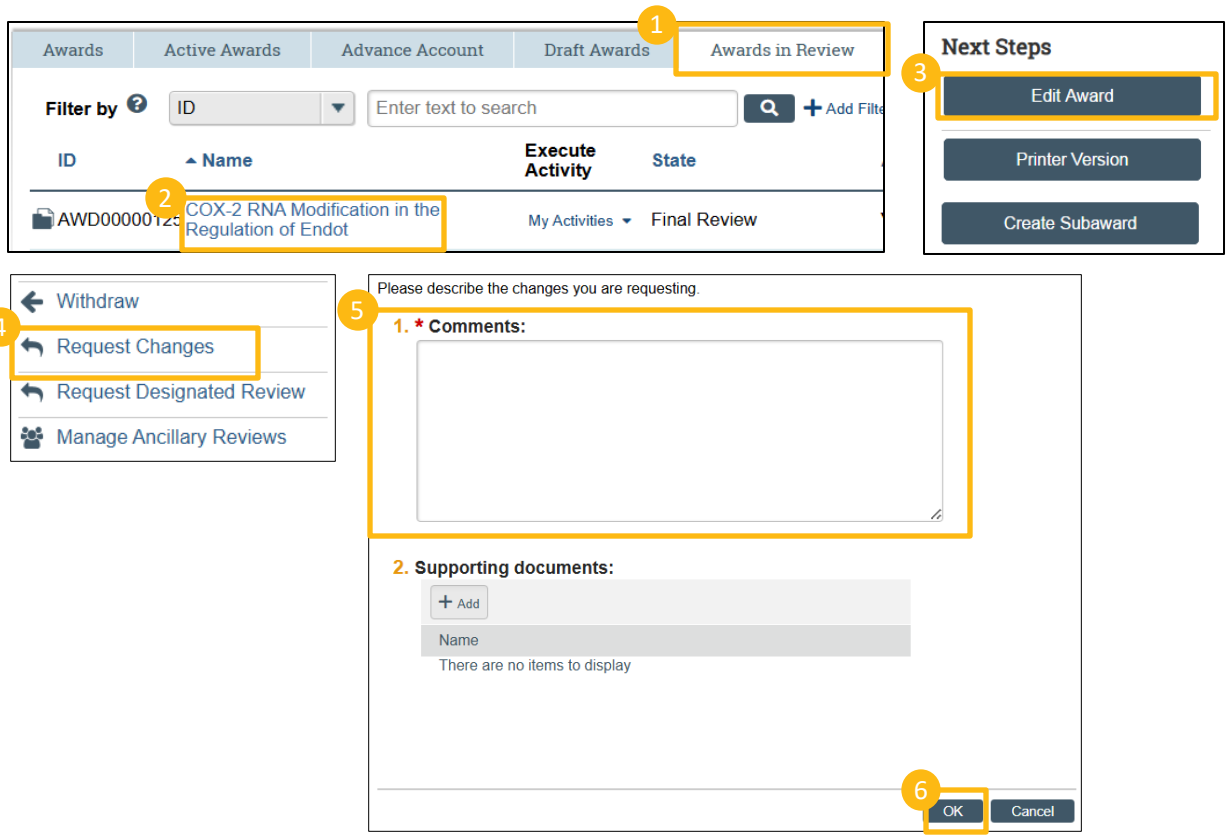




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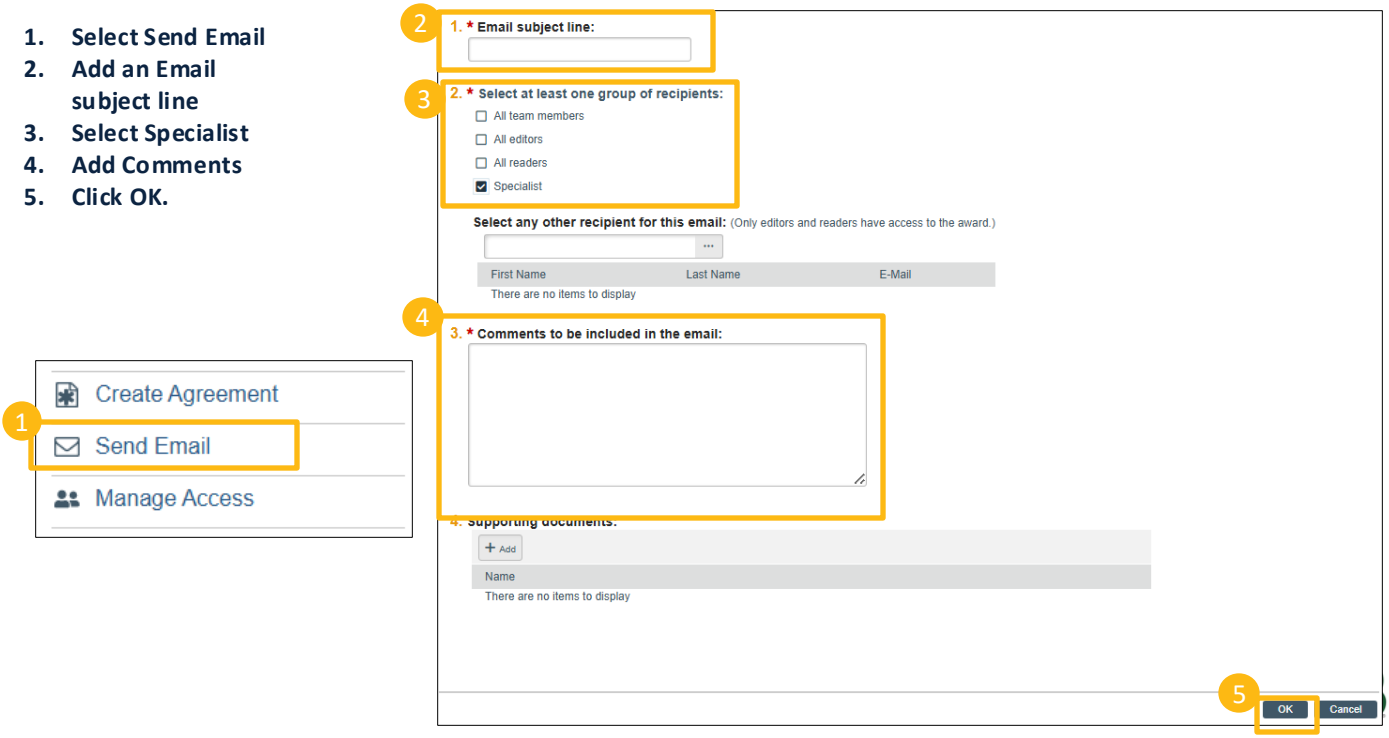
Request changes to the award:

1. **Navigate to an award that is in the final review state that you have been assigned as the approver for.**
2. **Select Edit Award to make changes, or**
3. **Select Request Changes, add Comments describing the changes you are requesting, then select OK.**



Send an email message to the specialist assigned to the award:

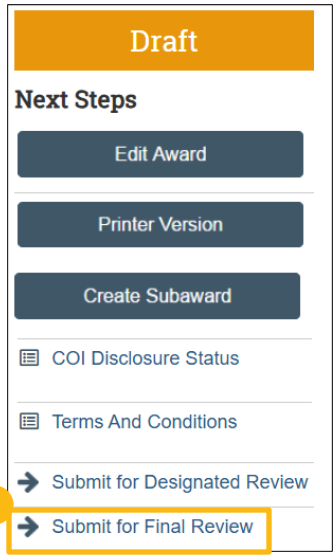
1. **Select Send Email**
2. **Add an Email subject line**
3. **Select Specialist**
4. **Add Comments**
5. **Click OK.**

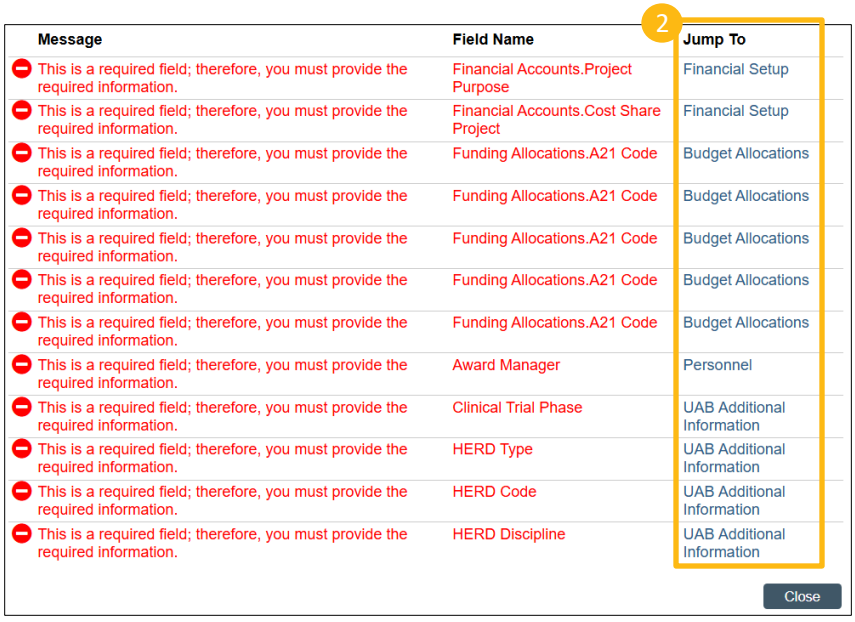


Submit an award for final review:

Note: The award must be in the Draft stage.

1. **Click Submit for Final Review**
2. **Resolve any errors by clicking on the link in the Jump To section.**





For Award Modifications, the Award Approver reviews the award modification and either makes corrections to it, requests the specialist make changes, requests a designated review, or approves the award modification so that spending can begin. The Award Approver can assign someone else to be the Award Approver.