eRA Commons: Revised November 8, 2023

For additional assistance, please contact the [eRA Service Desk](#).   📄[PDF version](#)

Accepting or Declining a DOC Award

Department of Commerce (DOC) awardees are required to formally accept or decline an award after receiving the Notice of Award. By accepting an award, the awardee institution agrees to all Terms and Conditions provided in the Notice of Award.

Only a signing official (SO) can accept or decline an award on behalf of the awardee institution. The SO has the opportunity to enter comments for agency personnel when either accepting or declining an award (optional).

To review the Notice of Award prior to accepting its terms, an SO can search for the award via the Status module, and then click the linked **Application/Award ID**. This opens the _Status Information_ on page 1 screen for the award. Check for the Notice of Award in the _Other Relevant Documents_ section.

This procedure is for DOC awards only. Non-DOC awards do not require formal acceptance; drawing funds on the award is considered acceptance.

> **Agency-Specific Instructions:** Department of Commerce (DOC) users: Please see [Applicant and Grantee Training](#) for more information .

Accepting or Declining a DOC Award

Only a signing official can accept or decline an award.

1. Log in to eRA Commons; see _Logging into eRA Commons_ on page 1.
2. [Navigate to the **Status** module](#).
3. Use Status search options to search for the award; see _Status Search for SOs_ on page 1.
   For instructions on how to use the **Awarding Office/IC** button to limit searches to specific grantor organizations, see _Awarding Office/IC - Change Selections (Search Criteria)_ on page 1.
4. In Status search results, click the award's three-dot ellipsis menu and select **Accept/Decline Award**.

The *Accept or Decline Award* screen appears.

5. Click either the **Accept** or **Decline** button.

You see one of the following popups.

6. Optionally enter comments to agency personnel and click the **Accept** or **Decline** button in the popup.

A green success banner appears on the *Accept or Decline Awards* screen and the **Accept** and **Decline** buttons are now grayed out (disabled).

For feedback on the online help, please email the eRA Communications Office.