

eRA Commons: Revised November 8, 2023

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



## 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**.

Status

Search Type: General

Type:  Activity Code:  IC/Institute:  Serial #:  Support Yr.:  Suffix:

Project Number:  Awarding Office/IC: Change Selections (None)

PD/PI Last Name:  PD/PI First Name:

Budget Start Date Range:  to  Budget End Date Range:  to

Application Status:  Grants.gov Tracking Number:

[Clear Form](#) Search

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Status Result - General Search

Filter Table 1 Results Download Grid 1 of 1

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA23OARX000G0006-T1-0	GRANT00000000	UAT test for Non-research	Glaspher, Khris	Awarded. Non-fellowships only	12/27/2023	12/27/2028	12/27/2023	12/26/2024

- View Terms Tracking
- Check eSubmission Errors/Warnings
- Accept/Decline Award
- Revision Request
- Correspondence

The *Accept or Decline Award* screen appears.

Status |

[← Back to Status Search Results](#)

## Accept or Decline Award

### Award Details

<b>Award Number</b> NA23OARX000G0006-T1-01	<b>Project Period</b> 12/27/2023 - 12/27/2028	<b>GMS Name</b> Lon, Donarch
<b>PD/PI Name</b> Glaspher, Khris	<b>Grantee Organization</b> UNIVERSITY OF DIEGO	
<b>Project Title</b> UAT test for Non-research		

👎 Decline
👍 Accept

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

You see one of the following popups.

Accept Award Number NA23OARX000G0006-T1-01
✕

By accepting this award, you agree to all "Terms and Conditions" provided in the Notice of Award.

If you have any questions about this award, please go back to Status Search Results and select "Correspondence" to contact your Grants Management Specialist and Program Officer.

**Comments**

2000 characters remaining

Cancel
👍 Accept

Decline Award Number NA23OARX000G0006-T1-01
✕

By declining this award, you will no longer be entitled to the funding authorized in this award and the Notice of Award will become null and void. This action is not reversible.

**Comments**

2000 characters remaining

Cancel
👎 Decline

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](#).