Transcript – Notice of Award

Welcome to the 7th of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This seventh video focuses on how to access the Notice of Award (NoA) for a grant application that has received funding.

Now let us look at how to access a Notice of Award. To access the NoA, you must first log into eRA Commons.

Click the Status menu option.

Then click the List of Applications/Grants link, or the menu tab near the top of the page.

When the system returns the list of results, find the grant application you are looking for in the table and then click the Application ID link.

This will open the Detailed Status Information screen.

In the Other Relevant Documents, look for the Box labeled Notice(s) of Grant Award (PDF) and to the right of that will be listed the date(s) the award(s) was posted.

Each date is hyperlinked to the PDF document of the award. Click on the desired date and the NoA will open in a new window.

The Notice of Award is an official, legally binding document. It serves three functions:

1. Notifies the recipient of the award of a grant.

2. Contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and,

3. Provides the documentary basis for recording the obligation of Federal funds in the NIH accounting system.

The NoA provides important information about the grant, including:

Application/grant identification number (grant number).

Name of grantee organization Name(s) of the PD/PI(s).

Name(s) of Senior/key personnel that are subject to NIH prior approval requirements if a significant change in level of effort occurs.

Approved project period and budget period start and end dates.

Most important: The amount of funding the grantee will receive.

What the grantee will receive in future years (if applicable).

Names of the Institute/Center where the grant has been assigned, along with names of program and grants management officials.

Applicable terms and conditions of award, either by reference or inclusion.

Any restrictions on the use of funds.

A grantee accepts the award and all of the associated terms and conditions by drawing down or requesting funds from the designated HHS system or office.

This concludes Tutorial Number 7, Accessing the Notice of Award.

Thank you for watching.