

## Award Compliance Form

An Award Compliance Form activity must be completed upon the setup of each new Award or upon the receipt of supplemental funds for a change in scope. This activity must be completed by the PI or the person to whom the PI has formally delegated this responsibility.

To complete the Award Compliance Activity follow the steps below:

### Step 1

Once an Award has been created in UFIRST, an email notification will be sent to the PI alerting them to log in and complete the Award Compliance Activity. Select the link provided in the email notification.



### Step 2

This link will navigate you to the Award Workspace. Execute the Complete Award Compliance Form activity.



### Step 3

In the Complete Award Compliance Form pop-up window be sure to read the text at top of the window and note the help text field. The help text contains helpful links that may help answer any questions you have in the completion of this form. Provide answers to Questions 1.0-10.0. Answering **Yes** to some questions may produce additional text box fields. These fields collect additional information.



When all answers have been provided click **OK**.

