




## Quick Tips

# How to Sign a PI Award Acknowledgement

## Signing PI Award Acknowledgement

1. When an award is completed in Streamlyne, an email will be sent from Streamlyne to the Lead PI on the award. This email gives an acknowledgement of the financial responsibility and acceptance of the terms and conditions of the award.

Award ACKnowledgement requested



Streamlyne Research <config-research@unm.streamlyne.org>  
To [REDACTED]

↩ Reply
↩ Reply All
➔ Forward
⋮

Fri 10/7/2022 2:25 PM

[EXTERNAL]

I understand that although others are authorized to approve transactions for this award, as Principal Investigator, Dean, Director, or other Responsible Person, I am ultimately responsible for all transactions that post to this award. Over expenditures, unallowable expenditures, unsupported transactions, or non-certified payroll will be charged to the departmental IDC index or over expenditure index on file (Unrestricted Index ONLY). The index on file can be verified with the fiscal monitor and will also appear on the closeout reconciliation form at the end of the award.

I also understand as Principal Investigator, I am responsible for thoroughly reading, knowing, and maintaining compliance with the terms and conditions associated with this award. I concur with all terms and conditions, including those specific to the Principal Investigator.

To acknowledge the above, please go to the link, then from the menu on the left side click on "Award Actions". Then click "Acknowledge" at the bottom verifying you understand and agree to the above statements.

Please note that if acknowledgment is not received, we will restrict spending on the award until we verify financial responsibility.

Award Number: [000103-00001A](#) - Document Number: 27201  
This notification was generated by Teresa Hammitt.

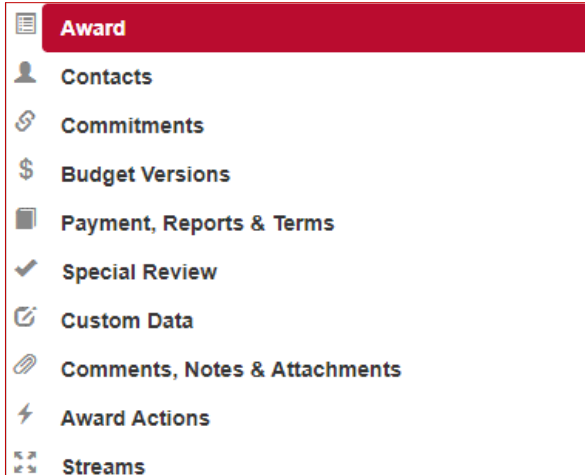
2. There is a link on the bottom of the email. The PI can press this link to go directly to the award in Streamlyne. The PI can also go to their Action List in Streamlyne and look for the Action "ACK", then click on the ID of the award.

▼ Action List

	Action	Id	Number	Type
	ACK	<a href="#">27219</a>	000103-00001A	Award



3. Once in the award, on the left-hand side menu, the PI should go to Award Actions.



4. Once in **Award Actions**, there are options on the bottom right hand side of the page including the “Acknowledge” button. The PI should press this button.



5. Once hit, Streamlyne will take the PI back to their Action List. No other action is needed to acknowledge the financial responsibility.