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.

   ![Email Example]

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 Example]
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.