



Lawrence Berkeley
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Quick Reference Sheet: #eSR5301 Award Notifications



eSRA will not issue SPAA (Sponsored Project Award Authorization) documents. That was a manual process in RAPID that the Contracts Officer printed, signed, scanned, and emailed out to the PI and the division. eSRA notifications are automated. Here is what you can expect.

When award first arrives and the Contracts Officer starts to enter award information into eSRA:

Notification to Post Award RAs only

Subject Line: Award Documents Arrived for Proposal

Text: Award documents have arrived from the sponsor for Proposal Number: ___ Title: ___. The Contracts Officer is processing the acceptance of this award. No action is required by the Resource Analyst. This notification is for informational purposes only. You will receive another email notification when this award becomes active. Once the award is active, you will have the ability to create a modification to submit a Bridge Request if bridge is needed and appropriate for this new award. If you have any questions regarding this notification, please contact the Contracts Officer assigned to this proposal.

When award is activated by FMS 9.2: (Replaces the SPAA)

Notification to PI, Post Award RAs, Contract Accounting, Budget Office, Contracts Officer

Subject Line: Project ID __; Award activated for Award # __; (PI name); (award nickname)

Text: PeopleSoft has generated Award #: __ Title ([link to award in eSRA](#)) and activated the award in eSRA. Also, PeopleSoft has generated Project ID ___ and has the status ____. You may review the Award Notification in eSRA by clicking on the link above or opening the award in eSRA.

How to I find the details about the award? Click on the link in the email or open the award in eSRA.

View Award will display all the questions and answers in the eSRA Award in SmartForm format one View at a time. You can print individual views, if desired.

Printer Version will display all the questions and answers in the eSRA Award in a single scrollable Pop-up View. You can print it, if desired.

Award Documents provides links to the sponsor documents for the award. This includes signed contracts, grant award documents, and signed Interagency Agreements.

For more information about the award workspace, refer to:
eSR2001 Navigation Basics
eSR5300 Overview of Awards in eSRA