

Section 6.5.3: Award Notification

PURPOSE AND POLICY

This section addresses award notifications. The Office of Grants and Federal Resources (GFR) strongly recommends that grantors use the eCivis Subrecipient Manager (SRM) for managing the grant lifecycle, from the notice of funding availability (NOFA) to grant closeout. Award notification is an automated process in the eCivis SRM.

PROCEDURE

1. Prepare the Award Notification

After the grantor agency director and any other required responsible parties approve the subaward, the grant program manager prepares the formal award notice inclusive of all final changes/edits.

2. Deliver award notifications to applicants, copying any necessary party/entity

The grant program manager should prepare the award documents and send them to the applicants, preferably electronically via an automated system such as the eCivis SRM. If award notifications must be sent to a corresponding agency, the media or a governing body, the grant program manager should work with his/her agency's public information officer to prepare the notification. Award announcements should be delivered by the same vehicle (electronic vs. traditional) on the same day unless otherwise stated per grant guidelines or a variance is absolutely necessary.