How To Review/Approve a PIAA Form Sent by OPAM in Kuali Build

When the Office of Post Award Management (OPAM) sends out a Principal Investigator Award Agreement (PIAA) for approval, you will receive a notification to your UMass email that looks like this:

If you click “Begin Review” in the email, it will open your browser and take you to a UMass login page that looks like this:

Sign in with your UMass NetID and password.
You will be brought to the form that requires your review and approval.

Once you have reviewed the form, the approval actions can be found on the right-hand side of the form:

You have a few options:

- **Approve** will allow you to approve the form and add comments.
- **Send Back** will give you the option to send the form back to the person who submitted the form. You may add comments during this phase as well.
- **Deny** will allow you to reject the form and add comments.
How do I see where a submission is in the workflow process?

- On the left side of the Approval screen you will be able to toggle between the **Review** and **Status** options.

  ![View](image)

- **Review** you will be able to review the form and approve, deny, or send it back to a previous stage.
- The **Status** option will allow you to see where the form is at in the workflow process, including comments that were made when the form was approved or denied in a previous step.