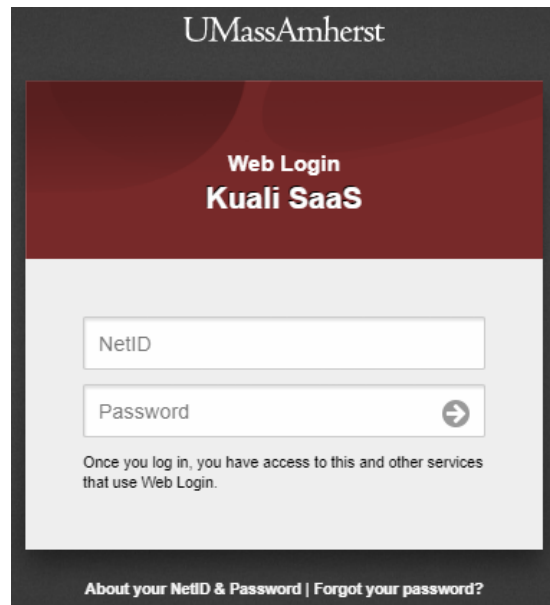


How To Review/Approve a PIAA Form Sent by OPAM in Kuali Build

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.

The screenshot shows the 'Principal Investigator Award Agreement (PIAA)' form. At the top, it says 'UMassAmherst' and 'Form last edited: 3/12/2020'. Below this is a 'Note to participants approving this document:' which states that by approving, the PI confirms they understand their responsibilities and the terms of the award. The form contains several fields: 'Proposal Number' (1234567), 'Award Number' (015000-00000), and 'Sponsor' (NIH). There is a 'Project Title' field with the placeholder text 'This is a title'. Below that is a question 'Is this for an NIH Multi-PI Award?' with radio buttons for 'Yes' and 'No' (selected). The form also includes a section for 'Principal Investigator Award Agreement (PIAA)' with a disclaimer and a 'Special Award Terms/Requirements' section. On the right side, there is an 'Actions' panel with three buttons: 'Approve' (highlighted in red), 'Send Back', and 'Deny'. On the left side, there is a 'View' panel with 'Review' and 'Status' tabs.

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

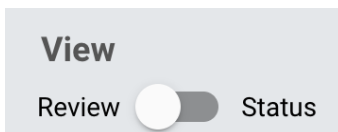
This image is a close-up of the 'Actions' panel from the PIAA form. It features three buttons stacked vertically: 'Approve' (a dark red button), 'Send Back' (a light gray button), and 'Deny' (a light gray button).

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.



- 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.