

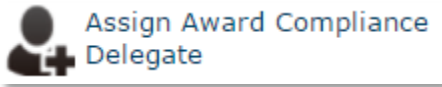
## Award Compliance Delegation

In cases where the PI is not the best candidate to complete the Award Compliance Activity, the PI can delegate this responsibility to someone else on the project team that has the appropriate scientific expertise to answer the questions on their behalf.

To Assign an Award Compliance Delegate follow the steps below:

### Step 1

Click the Assign Award Compliance Delegate activity.



### Step 2

In the Assign Award Compliance Delegate pop-up window carefully read the instructions provided and type the name of the intended delegate in the text box for Question 1.0.

**Assign Award Compliance Delegate**

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Current person responsible for completing the Award Compliance activity: None selected

**1.0** The delgate should have sufficient knowledge about the research project to answer the scientific questions on the form. The PI remains responsible for the delegate's answers on the Award Compliance Form.

**\* 1.0 Assign Delegate:**  
 John Smith

### Step 3

Once complete click OK. The Delegate will receive an e-mail notifying them to log into UFIRST and complete the Award Compliance Form activity.

