

Reopen an Award - Process Help

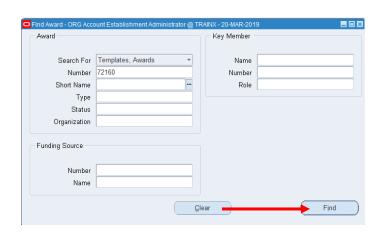
Use these instructions to reopen an award. If an award is reopened, the corresponding project that this award funds must also be reopened.

Prerequisites

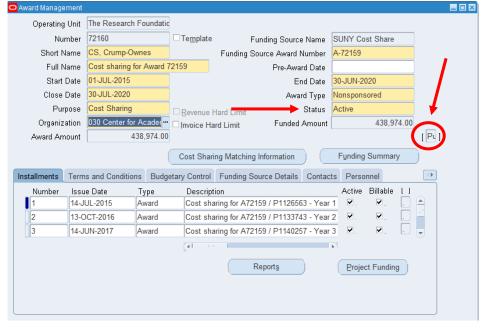
- You must have one of the following responsibilities to reopen an award:
 - ORG OGM Billing Specialist
 - ORG Account Establishment Specialist
 - ORG Account Establishment Administrator
 - ORG Account Establishment Specialist with Budget Approval
- The award must have a status of closed.
- You must know the award number.

To reopen an award:

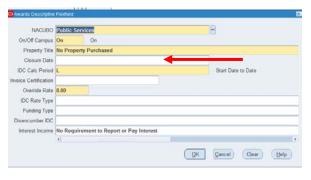
- 1. Navigate to Awards, click Open to open the Find Awards form.
- 2. Enter the Award number.
- 3. Click **Find** to open the Award Management Folder form.



- 4. Click **Open** to open the Award Management form.
- 5. In the Status field, select **Active** from the drop-down menu.
- 6. Click **File > Save** to save your changes.
- 7. The Flexfield containing the close date will be cleared when the status is changed to active.







8. Click File > Close Form.