

## **Interim process for the approval of award finalization forms**

The CFI has put in place an interim process for the approval of award finalization forms in light of current circumstances surrounding the COVID-19 pandemic.

If agreed to by your institution's president or authorized signatory (as designated in your CFI institutional agreement), the award finalization form can be accepted and signed through email in lieu of traditional wet signatures.

We ask that an email with the below text be sent by your institution's president or authorized signatory to the institution's CFI Senior Programs Officer with the completed award finalization form attached. Also upload the completed form into the CFI Awards Management System (CAMS).

### **Email template**

Subject: Approved award finalization form – project #XXXXX

I, **INSERT NAME**, the **[President] OR [authorized signatory (as designated in the CFI institutional agreement)]** of **INSERT NAME OF INSTITUTION** declare that the statements in the attached award finalization form for CFI project **XXX** are accurate and reflect the current status of this project. I hereby accept that this email constitutes my signature for the purposes of signing this award finalization form.