Tipsheet for signing authorities: confirmation of application
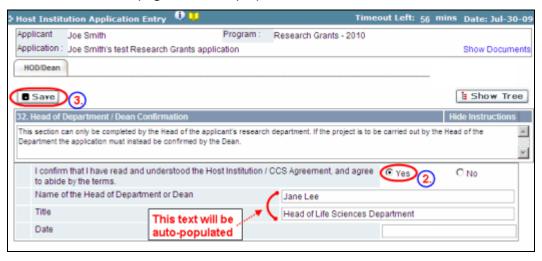
Applications to the Canadian Cancer Society (CCS) for research funding must be confirmed prior to submission by an executive authority representing the host research institution, and an executive authority from the finance institution administering the funds (**only** if this is different from the host research institution).

For applications to grant competitions, sign-off is also required by the Head of the Department where the research is to take place. (If the research is being conducted by a Department Head, confirmation must instead be supplied by the Dean of the Department.)

- If you are an executive signing authority for the host research or financial institute, you acknowledge that you have read and understand the Host Institution / CCS Agreement and agree to abide by the terms within, as well as understand that applicants are required to abide by the principles and policies outlined on our website.

- If you are the Head or Dean of Department, your consent indicates that you are aware of the contents of the application.

In order to provide your confirmation, follow these steps:

1. Copy the **URL** (website address) that was included in your e-mail notification and paste it into your web browser. This page will be displayed:

2. Click the **Yes** radio button to indicate your confirmation.

3. Click the **Save** button.

Note: system confirmation will be displayed

The system will provide a pop-up confirmation that your changes have been saved and entered into the system. If you wish to confirm this message, close the browser, open a new one and paste the URL into it, as in step 1. The Yes/No radio button will now be populated, as well as the Date field.

Troubleshooting: URL does not work

If the website address included in your e-mail is not taking you to the page shown in the illustration above, this may be due to the URL being broken into two lines in your e-mail display. In some instances, even when you copy the entire URL, only the first line is being pasted into the browser.

To resolve this issue, copy the second line of the URL from your e-mail and paste it into the web address bar next to the first line of the URL, then hit enter.

For additional assistance

If you have any questions regarding this process, please contact egrams@cancer.ca or research@cancer.ca.

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