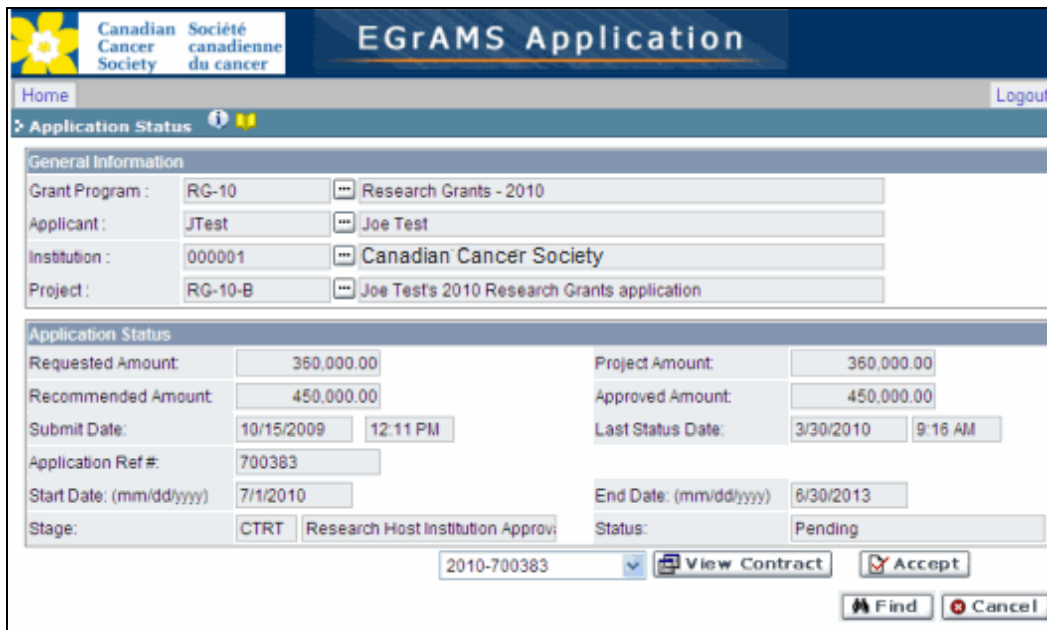


Tipsheet for executive authorities: confirming acceptance of an award

The Canadian Cancer Society has awarded a research grant to an investigator at your institution. The investigator has confirmed acceptance of the terms stated in the Notification of Award. As executive signing authority for the institution, you are also required to confirm your acceptance. Confirmation is also required from the executive signing authority of the finance institution, if this is different from the host research institution.

[Terms and conditions of acceptance](#)

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:



The screenshot shows the EGrAMS Application interface. At the top, there is a header with the Canadian Cancer Society logo and the text "EGrAMS Application". Below the header, there is a navigation bar with "Home" and "Logout" links. The main content area is titled "Application Status" and contains a "General Information" section with the following details:

Grant Program :	RG-10	Research Grants - 2010
Applicant :	JTest	Joe Test
Institution :	000001	Canadian Cancer Society
Project :	RG-10-B	Joe Test's 2010 Research Grants application

Below the general information, there is an "Application Status" section with the following details:

Requested Amount :	360,000.00	Project Amount :	360,000.00
Recommended Amount :	450,000.00	Approved Amount :	450,000.00
Submit Date :	10/15/2009 12:11 PM	Last Status Date :	3/30/2010 9:16 AM
Application Ref # :	700383		
Start Date: (mm/dd/yyyy) :	7/1/2010	End Date: (mm/dd/yyyy) :	6/30/2013
Stage :	CTRT Research Host Institution Approv	Status :	Pending

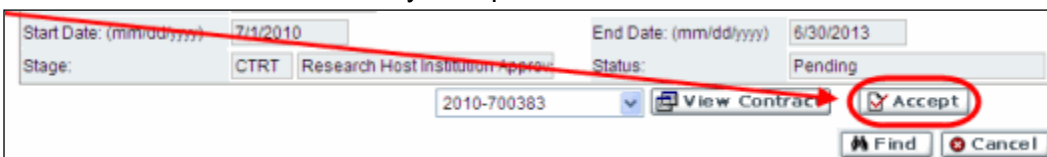
At the bottom of the application status section, there is a dropdown menu with the value "2010-700383" and several buttons: "View Contract", "Accept", "Find", and "Cancel".

2. If you wish to view the Notification of Award, click the **View Contract** button. A PDF of the contract will open in a new window:



This is a close-up screenshot of the application status section. A red arrow points from the "View Contract" button, which is circled in red. The other details in the screenshot are the same as in the previous screenshot.

3. Confirm your acceptance by clicking the **Accept** button. You will see a pop-up asking "Do you wish to accept the offer?" Click OK. A pop-up will appear stating that the "Contract has been successfully accepted." Click OK.



This is a close-up screenshot of the application status section. A red arrow points from the "Accept" button, which is circled in red. The other details in the screenshot are the same as in the previous screenshot.

- To decline the award, click the **Decline** button. You will see a pop-up asking “Do you wish to decline the offer?” Click OK.



Troubleshooting tip: confirming successful acceptance of award

If you would like to further confirm that the award has been accepted, follow these steps:

- Click the **Find** button at the bottom of the screen:

A screenshot of a search form with fields for Application Ref #, Start Date, End Date, Stage, and Status. A red arrow points from the top left to the **Find** button at the bottom right, which is circled in red.

- Check the **Stage** field on the screen:

A screenshot of application details showing fields for Requested Amount, Project Amount, Recommended Amount, Approved Amount, Submit Date, Last Status Date, Application Ref #, Start Date, End Date, and Stage. The Stage field is circled in red and contains the text "CTRSTS | Contract Signed".

- Consult the chart below to determine if the operation was successful:

Executive Signing Authority for...	Stage message if SUCCESSFUL	Stage message if UNSUCCESSFUL
Research Host Institution i.e. where research will take place	CTRTF Finance Institution Approval OR CTRSTS Contract Signed	CTRTR Research Host Approval
Administration (Finance) Institution i.e. where research funds are administered	CTRSTS Contract Signed	CTRTR Finance Institution Approval



NOTE: approval from finance institution authority

Approval from an executive signing authority for a finance institution will only be required if finances are administered by a different institution than the research host institution.

- If the operation is unsuccessful, contact egrans@cancer.ca for assistance.



NOTE: Terms and conditions of acceptance

Please note that your acceptance acknowledges your understanding of the terms and conditions as described on our website (www.cancer.ca/research) under the program description, Eligibility and requirements, General Provisions, Financial Administration and Host Institution/CCS Agreement sections and your agreement to abide by the regulations governing this grant, including:

- acknowledgement of the Canadian Cancer Society as the funder in all publications and/or communications and agreement that the CCS will be notified prior to a public announcement of this grant, publication of a paper, or major presentation resulting from this grant
- adherence to the CCS policy prohibiting the receipt of funds from tobacco manufacturers
- agreement to conform to the CCS policy on open access
- agreement to the CCS Indirect Cost policy

Contravention of the CCS policies may result in serious implications including the termination of this grant.