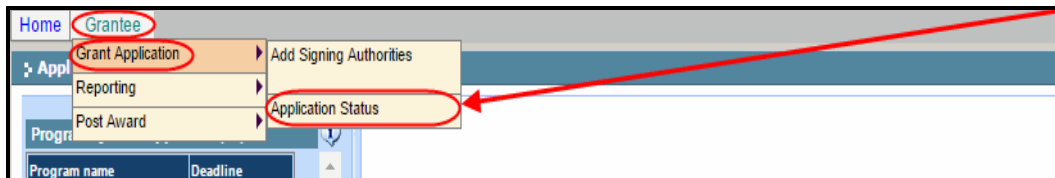


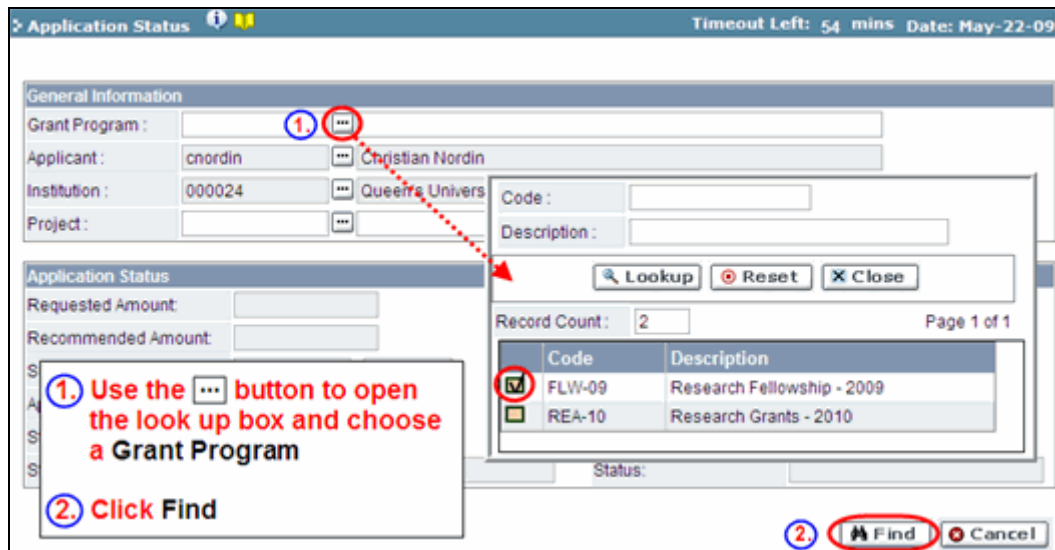
Tipsheet for career awardees: accepting or declining an award

Upon receipt of your Notification of Award, you are required to respond with your intention to either accept or decline the award. In order to do so, login to EGrAMS and follow these steps:

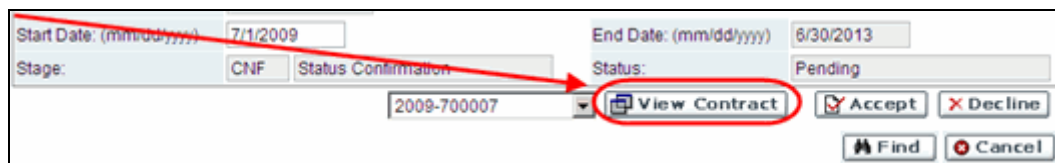
1. Go to **Application Status** in the menu:



2. Choose the appropriate **Grant Program** (your name and institution will be pre-populated) and click **Find**:



3. If you wish to review the contract (your Notification of Award), click **View Contract**. A PDF of the contract will open in a new window:



4. If you plan to accept the award, confirm that the start date is correct. If it is incorrect, please contact research@cancer.ca.
5. Click either the **Accept** or **Decline** button. If you accept, 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. If you decline, you will see a pop-up asking “Do you wish to decline the offer?” Click OK.

The screenshot shows the 'Application Status' page for a grant program. The page includes a header with 'Timeout Left: 60 mins' and 'Date: Jun-01-09'. The main content is divided into sections: 'General Information', 'Application Status', and 'Contract Information'. The 'General Information' section lists: Grant Program: FLW-09, Applicant: cnordin, Institution: 000024, and Project: FLW-09. The 'Application Status' section shows: Requested Amount: 143,250.00, Recommended Amount: 143,250.00, Submit Date: 12/4/2008 2:43 PM, Application Ref #: 700007, and Stage: 1. The 'Contract Information' section shows: End Date: 6/30/2013, Status: Pending, and buttons for 'View Contract', 'Accept', and 'Decline'. Red annotations include: a box with '1. Check start date' pointing to the 'Start Date: 7/1/2009' field; a box with '2. Click Accept or Decline' pointing to the 'Accept' and 'Decline' buttons; a red circle around the '1' in the 'Stage' field; and a red circle around the 'Accept' and 'Decline' buttons.

6. **If you accept the award**, this will trigger a system-generated e-mail, sent out to your research supervisor. Your supervisor will also be required to confirm acceptance of the terms of the contract in order to complete the process.