Tipsheet for travel 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:

Home Grantee	
Add Signing Authorities	
Reporting	
Progra Post Award	
Program name Deadline 🔺	

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

Application Sta	tus 🛈 🛄				Timec	out Left: 54	mins Date: May	-22-09	
General Informati	on	-							
Grant Program :		1.0							
Applicant :	cnordin	Christian Nord	lin						
Institution :	000024	Cueerre Unive	ors Cod	e:				_	
Project :		``	Des	cription :					
Application Statu	5			Q 1	ookup	Reset 🛛	Close		
Requested Amount	nt		Reco	rd Count :	2		Page 1 of	- F	
Recommended A	mount			Code	Descript	ion			
Use the i button to open the look up box and choose				FLW-09	Research	Fellowship - 2	2009		
				REA-10	Research	Research Grants - 2010			
s a Grant Program				Statu	s:				
2.) Click	Find						_		
\sim						2 🔍	🗛 Find 🚺 🔕 Ca	ncel	

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:

Start Date: (mm/dd/yyy/)	7/1/200	9	End Date: (mm/dd/yyyy)	6/30/2013
Stage:	CNF	Status Confirmation	Status:	Pending
		2009-700007	View Contract	Accept X Decline
				# Find Cancel

- 4. If you plan to accept the award, confirm that the start date is correct. If it is incorrect, please contact <u>research@cancer.ca</u>.
- 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.

> Application Stat	tus 🌻	U				Timeout	Left: 60 mins	s Date: Jun-01-0	
								1 Of 1	
General Information	m								
Grant Program :	Grant Program : FLW-09			Research Fellowship - 2009					
Applicant :	cnord	cnordin		Christian Nordin					
Institution :	00000	000024		Queen's University					
Project :	FLW-	09		Surveillance magnetic resonance imaging and ultrasound for women					
Application Status	1			1	Check	start date			
Requested Amount: 14		43,250	.00			143,25	50.00		
Recommended Amount:		1	43,250	.00		ccept or Decline	143,2	50.00	
Submit Date: 12/4/20		08	2:43 PM		Last Status Date:	5/19/2009	10:18 AM		
Application Ref #:		700007	¥						
Start Date: (mm/do	llyyyy)	7/1/200	9)		End Date: (mm/dd/yyy)	6/30/2013		
Stage: (1)		CNF	Status	Confirmatio	n	Status:	Pending		
· · · · ·				2009-	700007	View Contrac		pt X Decline	
							2. A Fi	nd OCancel	

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.

