Tipsheet for grantees: 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.



Important: provide current signing authorities information

In order for your acceptance of an award to be processed, the CCS must receive confirmation from the executive authority of the host research institution. (**Note:** If you indicated in your application that the finance institution is different from the host research institution, confirmation from the executive authority of the finance institution is required as well.)

If you provided this information with your application, please ensure that the name(s) and contact information provided have not changed since submitting your application. If they have, consult <u>Appendix B: Update signing authorities</u> for detailed instructions.

If you did not enter signing authorities during the application process, you will need to do so now. Consult <u>Appendix A: Add signing authorities</u> for detailed instructions

- 1. Go to the EGrAMS home page (https://applyforfunds.cancer.ca/) and log in.
- 2. Go to Grantee > Grant Application > **Application Status** in the menu:

Home Grantee	
Crant Application Add Signing At	uthorities
Reporting	
Progr Post Award	tus
Program name Deadline 🔶	

- 3. Set the criteria for **Grant Program** (i.e. competition) using the 🔤 button.
 - Your name and institution will be pre-populated.
 - If you submitted more than one application to the specified Grant Program, use the i button in the **Project** field and select the appropriate application.



Grant Program :		()			
Applicant :	JTest	😐 Joe Test	••••	Look	up Reset Close
Institution :	000024	Queen's University	Rec	ord Count :	5 Page 1 of
Project :				STU-04 FLW-07	Research Studentship - 2004 Post PhD Research Fellowship - 2007
Application Status				RG-08	Research Grants - 2008
Requested Amount.			8	RG-09	Research Grants - 2009 Research Grants - 2010
Recommended A	mount		-	ind-10	Research Grants - 2010
Submit Date:	Use the 🖃	button to open th	ne	Last Sta	atus Date:
Application Ref	lookup bo	x and select the			
Start Date: (mm	appropria	te Grant Program	.	End Da	te: (mm/dd/yyyy)
Stage:	then click	Find	í I	Status:	

4. Click Find to display your application status.



Troubleshooting tip: multiple results

If you had multiple submissions to a competition and did not set criteria for the **Project** field (see step 2), EGrAMS will display status results for all of your applications when you click Find.

If there are multiple results, they will be displayed on separate pages. Check the upper right corner of the screen to see if you have more than one result, and navigate to the appropriate project if necessary:

Application Sta	tus 🗘 🔱		Indicates multiple applications subm	nitted
Grant Program :	RG-10	- Res	earch Grants - 2010	
Applicant :	JTest	Joe '	Test	Check Project title
Institution :	000001	Univ	ersity of British Columbia	
Project :	RG-10	🛄 Joe 1	Fest's test application for the Re	esearch Grants 2010 competition

5. 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:

		Design	mount:	47,80	0.00
Recommended Amount:	Click View Contrac	t to view	d Amount:	47,80	0.00
Submit Date:	7/31 the Notification of A	ward	tus Date:	3/24/2010	11:08 AM
Application Ref #:	7001 (In PDF format)				
Start Date: (mm/dd/yyyy)	10/1/2009	End Da	ate: (mm/dd/yyyy)	9/30/2012	
Stage:	CNF Status Confirmation	Etatus	1	Pending	
	2010-700115		iew Contract	Accep	t X Decline



6. Click either the Accept or Decline button:

Application Status			
Requested Amount	47,800.00	Project Amount:	47.800.00
Recommended Amount:	47,800.00	Click Accept or Declin	ne to
Submit Date:	7/31/2009 9:58 AM	complete the process	11:08 AM
Application Ref#:	700115	L	
Start Date: (mm/dd/yyyy)	10/1/2009	End Date: (mm/dd/yyyy) 9/30	V2012
Stage:	CNF Status Confirmation	Status: Pen	ding 🌂
	2010-700115	🗟 🖉 View Contract	Accept X Decline
			# Find Cancel



NOTE: pop-up messages following "Accept"

When you click **Accept**, EGrAMS will first ask you to confirm your wish to accept the offer via pop-up message. Following your confirmation, EGrAMS will display one of two messages:

If you have already entered signing authorities, EGrAMS will display the names of the contact(s) entered and ask you to confirm that the information is accurate. This is a reminder for you to update the information if any changes in personnel or contact information have occurred since your application submission. Click **Cancel** if you need to update your signing authorities information.

If you have not yet entered executive signing authority contact(s), EGrAMS will not process your acceptance of the award.



NOTE: obtaining confirmation from executive signing authorities

If you accept the award, this will trigger a system-generated e-mail sent out to the Executive Authority for the host research institution. They will also be required to confirm acceptance of the terms of the contract in order to complete the process.

If you indicated in your application that the finance institution is different from the host research institution, an e-mail will also be sent out to the signing authority you provided for the finance institution after the research host executive submits their confirmation.

Detailed instructions can be found at:

Appendix A: Add signing authorities Appendix B: Update signing authorities



Appendix A: Add signing authorities

Use these instructions if you have not yet entered an executive authority for the institution hosting your research (and, if it is different from the host research institution, an executive authority for the finance institution).

1. Go to Grantee > Grant Application > Add Signing Authorities in the menu:

Home Grantee	
: Appl Grant Application	Add Signing Authorities
Reporting	Application Status
Progra Post Award	
Program name Deadline	

2. Click the **Add** button:

Add Signing Aut	horities 🏮	U
🛃 🖌	Change	X Delete 🗎 Review
*Gra		
*Applicant :	jsmith	Joe Smith
Project :		
Type :		

3. Use the in button to select your **Grant Program**:



NOTE: Multiple applications to one grant competition

If you submitted more than one application to the same grant competition, they will all be listed in the lookup box when selecting your Grant Program. Be sure to read the project title in the right column before checking your selection for **Grant Program**.



Add Signing Auth	iorities 🌻	U				
🛃 Add 🚽	Change	X Delete	Revie	w		
*Grant Program:			Prog	ram :	RG-10	
*Applicant:	JTest	Joe Test	Des	cription :		
Project :				4	Lookup 🛞 Reset	X Close
Type :			Rec	ord Count :	3	Page 1 of 1
				Program	Description	Title
Sel. Title First	button t	st Name Instituti to open the		RG-10	Research Grants - 2010	Joe Test's test application for the Research Grants 2010 competition: cancer pre
lookup box appropriate	and cho Grant P	ose the rogram.	ø	RG-10	Research Grants - 2010	Joe Tests second application to 2010 Research Grants competition
(Check the pro more than one	oject title if application	you submitted on to a		RG-10	Research Grants - 2010	Joe Test's third Research Grants test application
competition.)		1				

4. In the **Type** field, click the is button and select **Executive Authority – Research Host**.

🗈 Add 🛛 📝	Change	× Delete	Review		
*Grant Program:	RG-10	😁 Research Gra	nts - 2010		
*Applicant :	jsmith	Joe Smith			
Project :	RG-10	Joe Smith's 20	010 Research	n Grants project	
Type :			🔍 Loo	kup 📀 Reset 🕱 Close	× M:
Sel. Title First I	Name Last N	ame Institut	ecord Count :	3 Page 1	of 1 Notify
			Code	Contact Desc	
	1		A .	Executive Authority - Finance Host	
			🔊 Е	Executive Authority - Research Host	
			D	Head of Department / Dean	

- 5. Complete the form, ensuring the e-mail address is current and correct.
 - Click the <u>window</u> button under the **+Info** heading to open the **Reference Additional Info** window and provide details for Department, Position/Title and Phone (these fields are mandatory).

*Grant <u>Program:</u> *Applicant :	RG-10 jsmith	Research Grants - 2010 Joe Smith	Click the 🔤 button and	×
Project : Type :	RG-10 E	Joe Smith's 2010 Rese Executive Authority - Re	complete the Additional Info window	Max Rows : 1
Sel. Title First	Name Last N Test	lame Institution	Email y (Vancouver) — jane.test@hotmail.com	Notify Status +Info.





NOTE: Notify checkbox is disabled

You will not be able to click the Notify checkbox. It is not necessary, as signing authorities will be automatically notified by a system-generated e-mail after you confirm your acceptance of the award. The e-mail will contain instructions for them to provide their confirmation as well.

- 6. Click **OK** to save the entry.
 - If required, repeat steps 4 and 5 to create an Executive Authority Finance Host.



Appendix B: Update signing authorities

Use these instructions if you entered an executive authority for your host research institution (and/or, an executive authority for the finance institution) during the application process and you need to change the information provided at that time.



Note: Change mode button disabled at this stage

At this stage of application workflow, a signing authority record cannot be changed. To make a change, you must delete an existing record and then add a new one, containing the most up-to-date contact information.

1. Go to Grantee > Grant Application > Add Signing Authorities in the menu:

Home Grantee	
- Appl Grant Application	Add Signing Authorities
Reporting	Application Status
Progra Post Award	
Program name Deadline	

2. Click the **Delete** button:

Add Signing Aut	orities 🔍 🛄	
🗈 Add 📝	Lhange 🗙 Delete 🖹 Review	
*Grant <u>P</u> rogram:		
*Applicant :	JTest Joe Test	
Project :		
Type :		

3. Use the i button to select your Grant Program:



NOTE: Multiple applications to one grant competition

If you submitted more than one application to the same grant competition, they will all be listed in the lookup box when selecting your Grant Program. Be sure to read the project title in the right column before checking your selection for **Grant Program**.



Add Signing Auth	norities	U								
🗈 Add 🔐 Change 🔀 Delete 🗎 Review										
*Grant <u>P</u> rogram:		····	Prog	gram :	RG-10					
*Applicant :	JTest	Joe Test	Des	cription :						
Project :				4	Lookup 🛞 Reset	X Close				
Type :			Rec	ord Count:	3	Page 1 of 1				
	1			Program	Description	Title				
Sel. Title First	Mame La: button t	st Name Institution		RG-10	Research Grants - 2010	application for the Research Grants 2010 competition:				
lookup box and choose the appropriate Grant Program.				RG-10	Research Grants - 2010	Joe Test's second application to 2010 Research Grants competition				
(Check the project title if you submitted more than one application to a competition.)				RG-10	Research Grants - 2010	Joe Test's third Research Grants test application				

4. Use the 🛄 button to specify the **Type** of signing authority you need to delete:

🗈 Add 🔐 Change 🔀 Delete 🗎 Review										
*Grant Program: RG-10 Research Grants - 2010										
*Applicant : jsmith 🛄 Joe Smith										
Project : RG-10 Joe Smith's 2010 Research Grants project	2010 Research Grants project									
Type : Close										
Sel. Title First Name Last Name Institut Record Count: 3 Page 1 of 1	Notify									
Code Contact Desc										
A Executive Authority - Finance Host										
E Executive Authority - Research Host										
D Head of Department / Dean										

- 5. Click **Find** at the bottom right corner of the page to display the details entered for the signing authority.
- 6. Click the checkbox in the Sel. column to select the record for deletion, and then click OK:

Sel.	Title	First Name	Last Name	Institution		Email	Notify	Status	+Info.
	Dr. [9]	J	Lee	University	of British C	jlee@hotmail.com	v	Complete	•••
		Ch an	eck the Se d then clic	l. box k OK		HTTE (√ ок	O Car	ncel

7. Follow the instructions at <u>Appendix A: Add signing authorities</u> to create a new record containing the updated information for your signing authority.





NOTE: Terms and conditions of acceptance

Please note that your acceptance acknowledges your understanding of the terms and conditions as described on our website (<u>www.cancer.ca/research</u>) *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.

