

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.



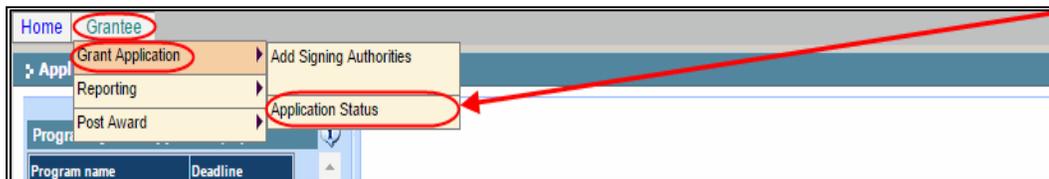
Important: provide current signing authorities information

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.)

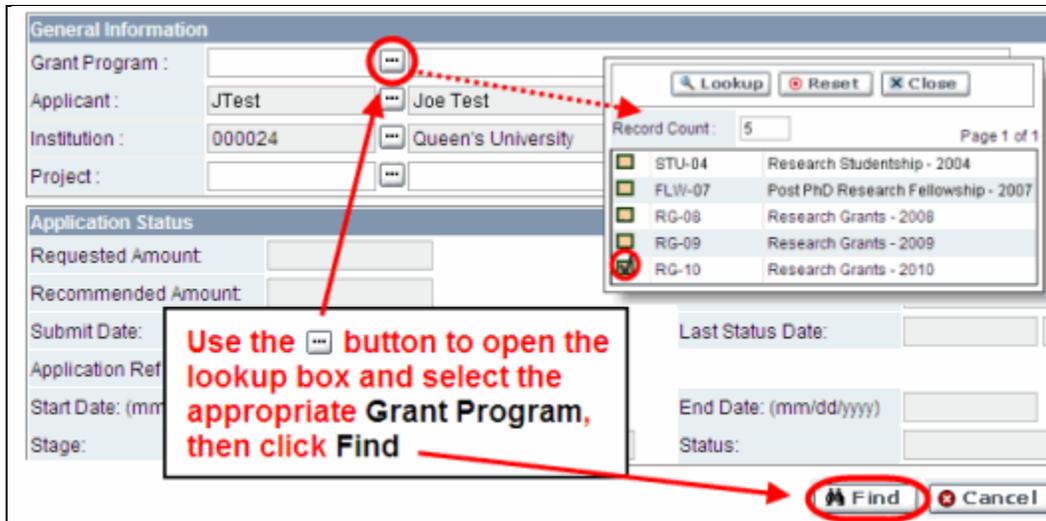
If you provided this information with your application, please ensure that the name(s) and contact information provided have not changed since submitting your application. If they have, consult [Appendix B: Update signing authorities](#) for detailed instructions.

If you did not enter signing authorities during the application process, you will need to do so now. Consult [Appendix A: Add signing authorities](#) for detailed instructions

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



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 button in the **Project** field and select the appropriate application.



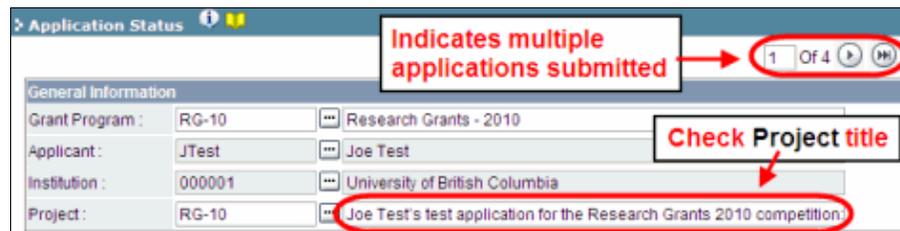
4. Click **Find** to display your application status.



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:



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:



6. Click either the **Accept** or **Decline** button:

Application Status	
Requested Amount:	47,800.00
Recommended Amount:	47,800.00
Submit Date:	7/31/2009 9:58 AM
Application Ref #:	700115
Start Date: (mm/dd/yyyy)	10/1/2009
End Date: (mm/dd/yyyy)	9/30/2012
Stage:	CNF
Status Confirmation:	Status Confirmation
Status:	Pending
2010-700115	
<input type="button" value="View Contract"/>	
<input type="button" value="Accept"/> <input type="button" value="Decline"/>	
<input type="button" value="Find"/> <input type="button" value="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](#)

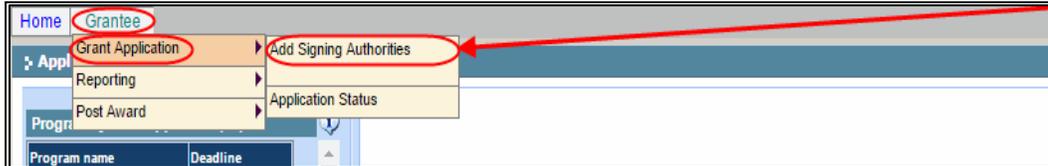
[Appendix B: Update signing authorities](#)



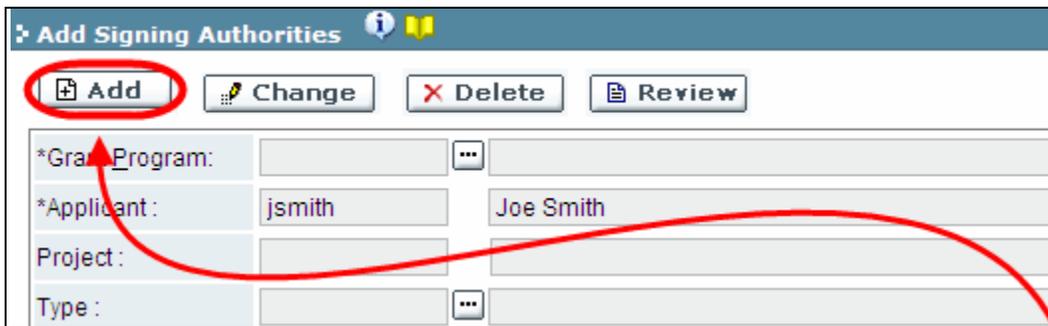
Appendix A: Add signing authorities

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:



2. Click the **Add** button:

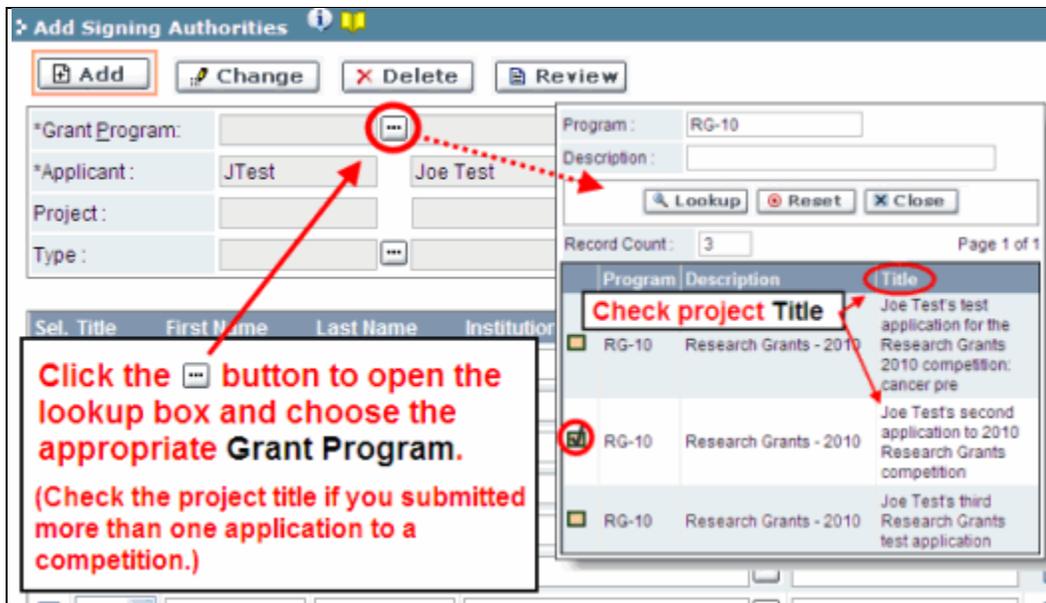


3. Use the button to select your **Grant Program**:

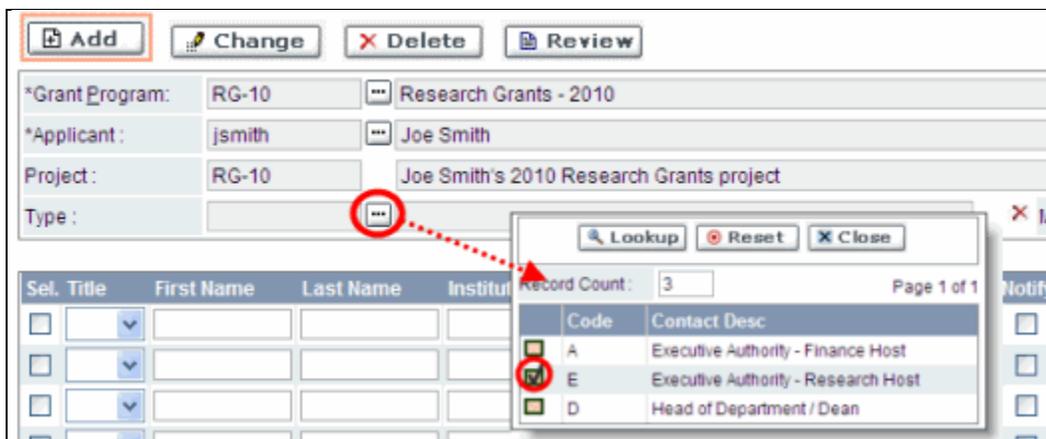


NOTE: Multiple applications to one grant competition

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**.



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



5. Complete the form, ensuring the e-mail address is current and correct.

- Click the 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).





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

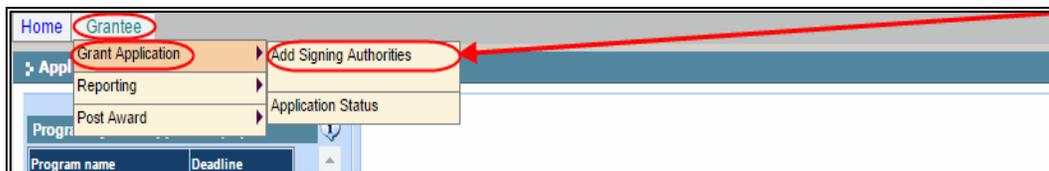
Use these instructions if you entered an executive authority for your host research institution (and/or, an executive authority for the finance institution) during the application process and you need to change the information provided at that time.



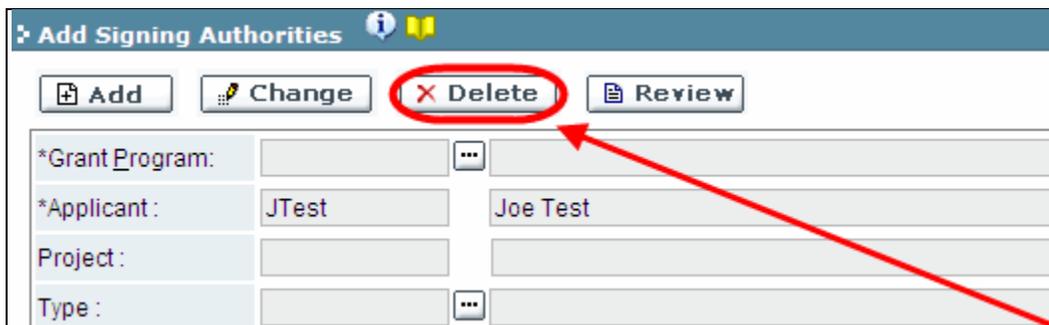
Note: Change mode button disabled at this stage

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:



2. Click the **Delete** button:

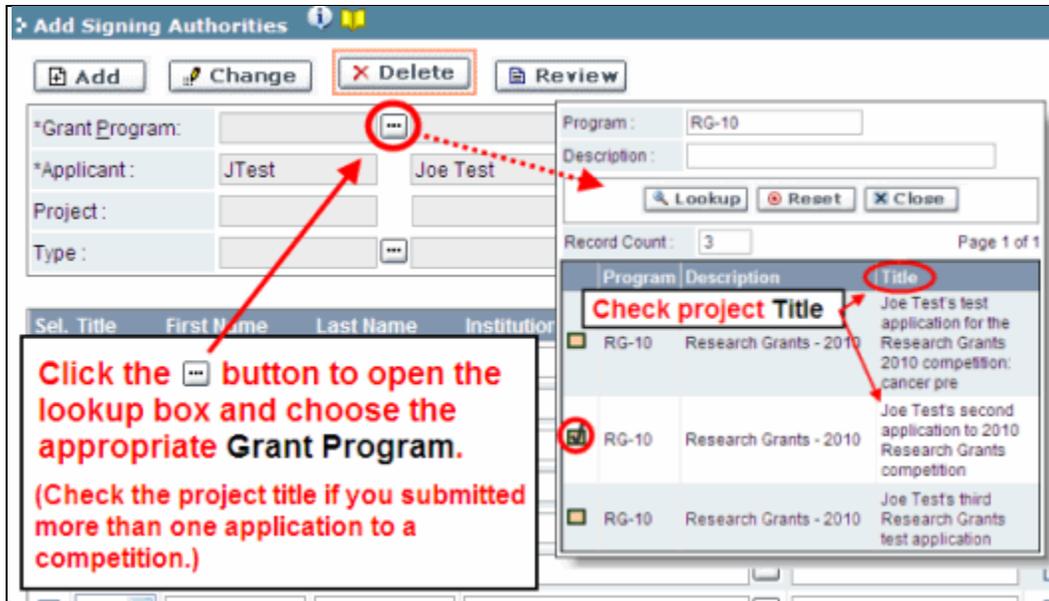


3. Use the button to select your **Grant Program**:

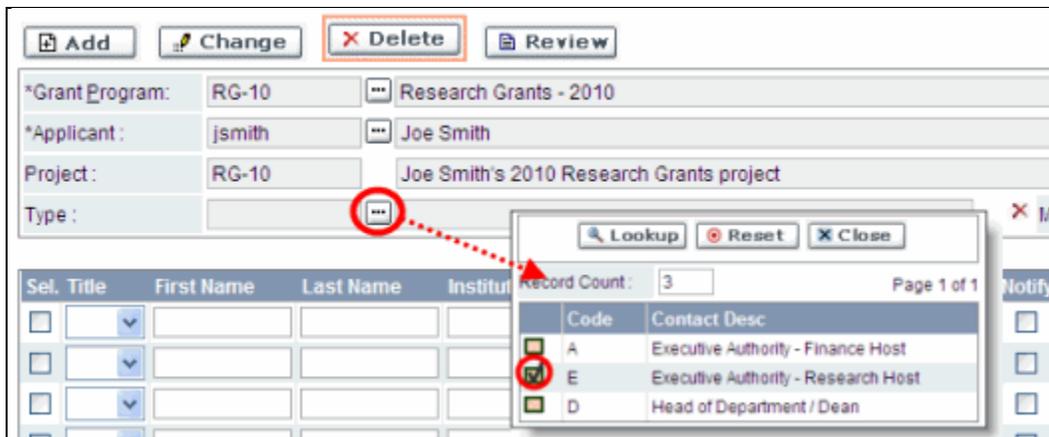


NOTE: Multiple applications to one grant competition

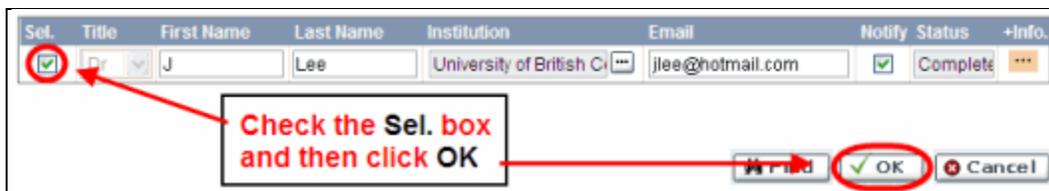
If you submitted more than one application to the same grant competition, they will all be listed in the lookup box when selecting your Grant Program. Be sure to read the project title in the right column before checking your selection for **Grant Program**.



- Use the button to specify the **Type** of signing authority you need to delete:



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



- Follow the instructions at [Appendix A: Add signing authorities](#) 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 (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.

