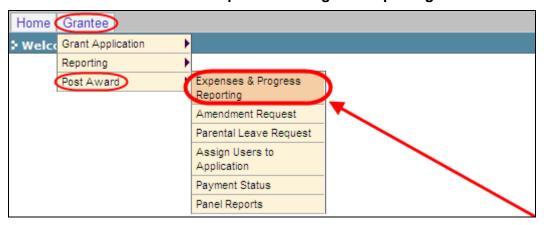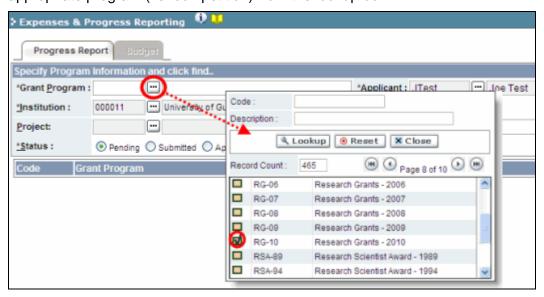# Tipsheet for grantees: satisfying encumbrances

Encumbrances are requirements for additional documentation or information that, if not satisfied, will impact payment of an award. Encumbrances, if any, are listed on your Notification of Award. Use the **Expense & Progress Reporting** module to submit documentation (in PDF format) to satisfy an encumbrance.

1. Go to the **EGrAMS home page** (https://applyforfunds.cancer.ca/) and log in.

2. Go to Grantee > Post Award > **Expenses & Progress Reporting** in the menu:

3. Set the criteria for **Grant Program** by clicking the ⋯ button and choosing the appropriate program (i.e. competition) from the lookup box:
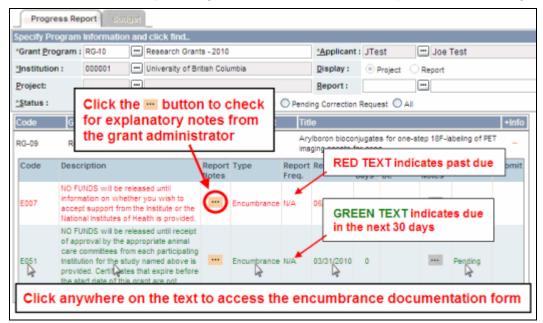

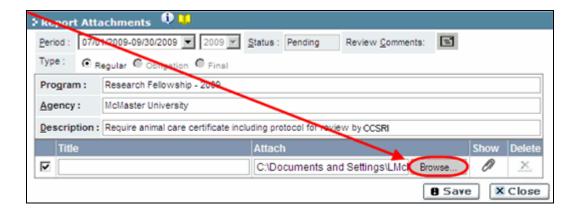4. Click the **Find** button at the bottom of the screen.

NOTE: Displayed results may include other reporting items

You may see other report types listed in addition to Encumbrances. The Expense & Progress Reporting module is also used for:

- submitting your annual progress/final report
- submitting expense claim reports
- viewing financial statements

5. Locate any encumbrances in the displayed results (check the **Type** column for any reports described as Encumbrance) and click anywhere on the text to access the report window.

- Check to see if there are any explanatory notes from the CCS grant administrator by clicking the ⋯ button under the **Report Notes** heading.

6. In the **Report Attachments** window, click the **Browse** button and locate the required documentation on your computer.

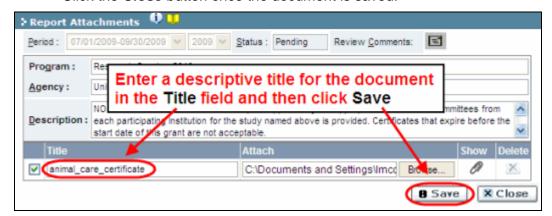- All attachments must be in PDF format.

NOTE: Format of biohazard/biosafety, animal care and/or ethics certificates

There is no prescribed format or form for certificates. However, they must clearly have been issued by a duly constituted and authorized person or body of the Host Institution. **All certificates must refer clearly to the specific project being funded**, i.e. with respect to the actual title of the proposal, the applicant's name and the project's intended start date. Certificates must cover the start date of the proposed investigation.

7. In the **Title** field, give your PDF a descriptive title and then click **Save**:
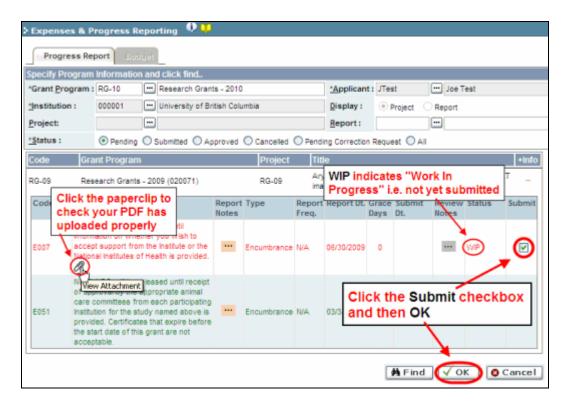   - Click the **Close** button once the document is saved.

Troubleshooting tip: deleting an attachment

If you uploaded the wrong document, click the ✕ icon under the **Delete** heading, and then click **Save** to delete the attachment.

Note: you will not be able to delete an attachment once you have submitted the report (see step 8, below).

8. On the **Expenses & Progress Reporting** screen, mark the **Submit** checkbox and click **OK** to complete the process:

9. Submitting your encumbrance documentation will trigger an automated e-mail to inform the CCS of your submission.

- If the documentation is approved, the **Status** listing for the encumbrance report will switch from **Submitted** to **Approved**.

- If the report requires corrections, the CCS will send the report back to you (see Corrections, below).

Best practice tip: locating reports after they've been approved

If you return to the **Expenses & Progress Reporting** module to check the status of a report you've submitted, set the **Status** radio button to **All** (the default setting is **Pending**) before clicking **Find**:
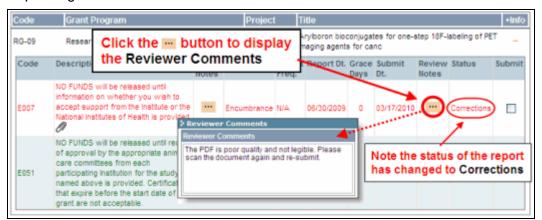

This will ensure that all reports you've created in the module will be listed in the displayed results, regardless of their status (i.e. Pending, Submitted, Corrections, or Approved).

Corrections

If you submit an encumbrance document that is incomplete or requires clarification, you will be notified via an automated e-mail and asked to re-submit the documentation.

1. Follow steps 1-3 on page 1 to locate your encumbrance report.

2. Click the ⋯ button under the **Review Notes** heading to view the feedback requesting corrections:

3. Per step 5 on page 1, access the report by clicking anywhere on the text of the encumbrance report.

4. Make the necessary corrections as per the review comments.
   - Follow steps 6-8 on pages 2 and 3 to upload a new PDF, save and submit the revised documentation for review.
   - The **Review Comments** are displayed at the top of the Report Attachments window for your reference.