

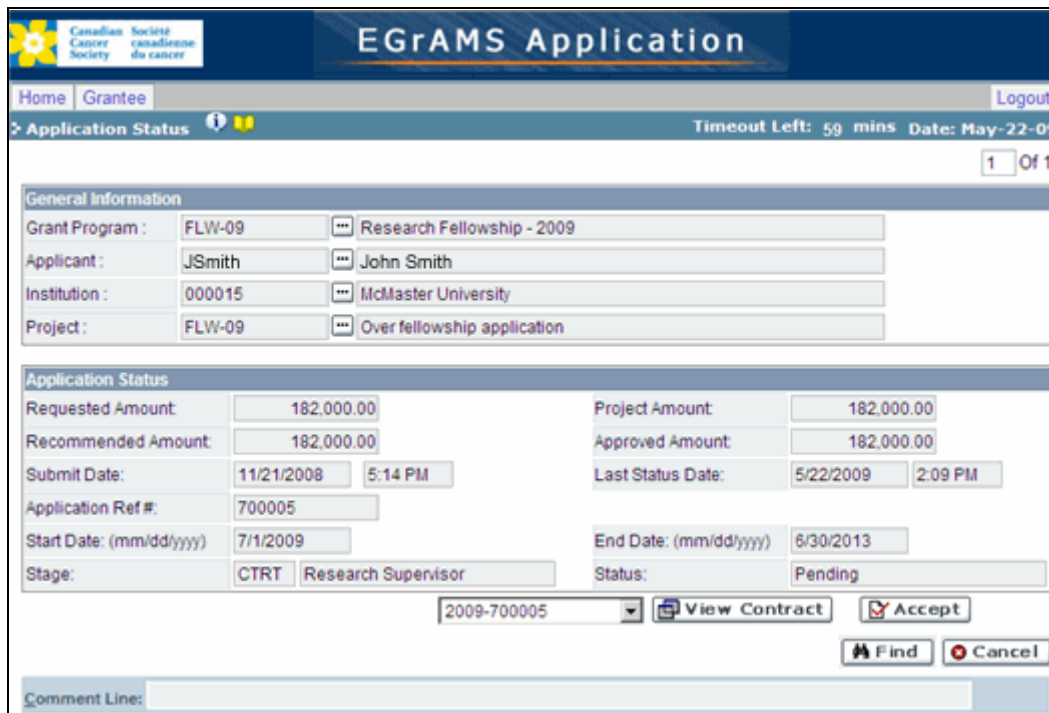
## Tipsheet for supervisors: confirming acceptance of an award

The Canadian Cancer Society has awarded funding to a trainee under your supervision. The trainee has confirmed acceptance of the terms stated in the Notification of Award. As the research supervisor, you are also required to confirm your acceptance.

### [Terms and conditions of acceptance](#)

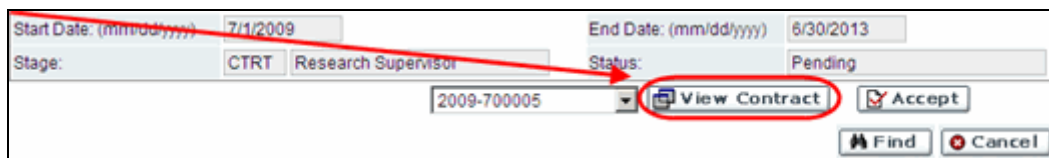
In order to do so follow these steps:

1. Copy the **URL** (website address) that was included in your e-mail notification and paste it into your web browser. This page will be displayed:



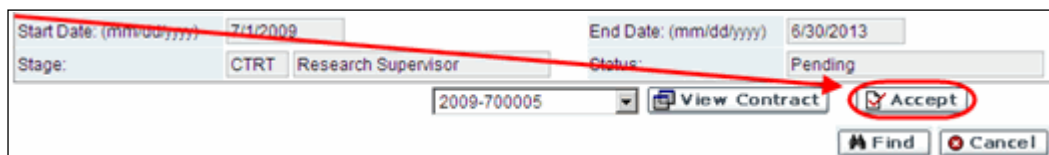
The screenshot shows the EGrAMS Application web interface. At the top, there is a navigation bar with 'Home' and 'Grantee' tabs, and a 'Logout' button. Below this is a header with 'Application Status' and a 'Timeout Left: 59 mins Date: May-22-09' indicator. The main content area is divided into two sections: 'General Information' and 'Application Status'. The 'General Information' section includes fields for Grant Program (FLW-09), Applicant (JSmith), Institution (000015), and Project (FLW-09). The 'Application Status' section includes fields for Requested Amount (182,000.00), Recommended Amount (182,000.00), Submit Date (11/21/2008), Application Ref # (700005), Start Date (7/1/2009), End Date (6/30/2013), and Stage (CTRT Research Supervisor). At the bottom of the 'Application Status' section, there is a dropdown menu with '2009-700005' selected, and buttons for 'View Contract', 'Accept', 'Find', and 'Cancel'. A 'Comment Line:' field is also visible at the bottom.

2. If you wish to view the Notification of Award, click the **View Contract** button. A PDF of the contract will open in a new window:



This is a close-up screenshot of the 'View Contract' button. A red arrow points from the 'View Contract' button in the previous screenshot to this one. The button is highlighted with a red circle. The surrounding interface elements, including the 'Accept' button and 'Find'/'Cancel' buttons, are also visible.

3. Confirm your acceptance by clicking the **Accept** button. 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.



This is a close-up screenshot of the 'Accept' button. A red arrow points from the 'Accept' button in the previous screenshot to this one. The button is highlighted with a red circle. The surrounding interface elements, including the 'View Contract' button and 'Find'/'Cancel' buttons, are also visible.

4. If you wish to decline the award, click the **Decline** button. You will see a pop-up asking “Do you wish to decline the offer?” Click OK.
  
5. If the operation is unsuccessful, contact [egram@ccs.ca](mailto:egram@ccs.ca) for assistance.



**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](http://www.cancer.ca/research)) under the program description for *Travel Awards, 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 CCSRI will be notified prior to a public announcement of this award, publication of a paper, or major presentation resulting from this award
- 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.