Tipsheet for executive authorities: confirming acceptance of an award

The Canadian Cancer Society has awarded a research grant to an investigator at your institution. The investigator has confirmed acceptance of the terms stated in the Notification of Award. As executive signing authority for the institution, you are also required to confirm your acceptance. Confirmation is also required from the executive signing authority of the finance institution, if this is different from the host research institution.

Terms and conditions of acceptance

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:

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:

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.
4. To decline the award, click the **Decline** button. You will see a pop-up asking “Do you wish to decline the offer?” Click OK.

**Troubleshooting tip: confirming successful acceptance of award**

If you would like to further confirm that the award has been accepted, follow these steps:

1. Click the **Find** button at the bottom of the screen:

![Find button](image1)

2. Check the **Stage** field on the screen:

![Stage field](image2)

3. Consult the chart below to determine if the operation was successful:

<table>
<thead>
<tr>
<th>Executive Signing Authority for…</th>
<th>Stage message if SUCCESSFUL</th>
<th>Stage message if UNSUCCESSFUL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Host Institution</strong> i.e. where research will take place</td>
<td>CTRTF Finance Institution Approval OR CTRTS Contract Signed</td>
<td>CTRT Research Host Approval</td>
</tr>
<tr>
<td><strong>Administration (Finance) Institution</strong> i.e. where research funds are administered</td>
<td>CTRTS Contract Signed</td>
<td>CTRTF Finance Institution Approval</td>
</tr>
</tbody>
</table>

**NOTE: approval from finance institution authority**

Approval from an executive signing authority for a finance institution will only be required if finances are administered by a different institution than the research host institution.

4. If the operation is unsuccessful, contact egrams@cancer.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) 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 CCSRI 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.