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:

   ![EGrAMS Application screenshot]

   1. 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:

      ![EGrAMS Application screenshot with View Contract button highlighted]

   2. 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.

      ![EGrAMS Application screenshot with Accept button highlighted]
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 [egrams@cancer.ca](mailto: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](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.