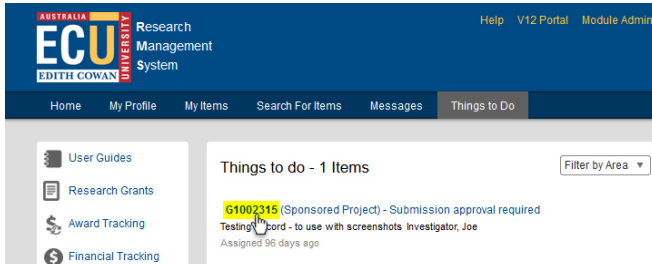


OPEN YOUR ACTION ITEM

Click on the **Log in** link provided in your email notification of award:



Or:
 Click on the link of the relevant action under **Things to do** on your ECURMS home page.



NOTE:

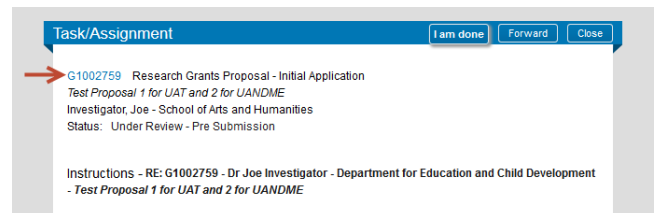
If you are accessing ECURMS outside of the ECU network you will need to install and run [VPN software](#)

TIP:

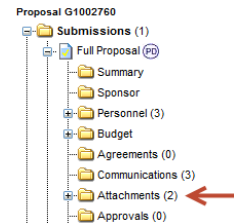
Your notification email contains a number of useful resources. These include a link to a detailed PDF guide to accepting an aware, a link to [STREAM](#), plus details of the people to contact should you require assistance.

REVIEW THE NOTIFICATION OF AWARD

By accepting an award in ECURMS, you are confirming that you accept any terms and conditions that may have been stipulated. It is therefore important that you review the notification of award before indicating your preference to proceed. To review the notice of award:



1. Open the proposal in ECURMS by clicking on the linked number in the action item (**Note** – do not close the action item window at this point):
2. Navigate to the **Attachments** folder in the left-hand menu.
3. Open the Award document (normally titled **Letter of Award** or similar) by clicking the **view** icon.

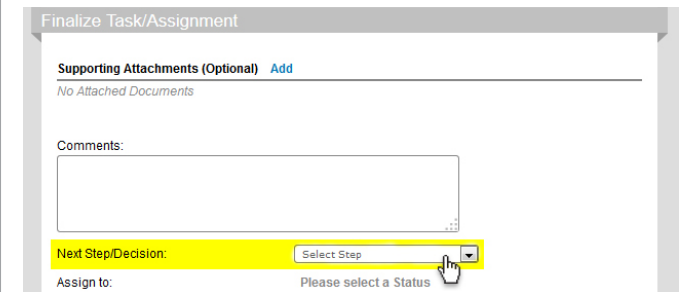


Attachments		
Name	Category	View Latest
Expression of Interest		
Final Application	Proposal Documents	
Letter of Award	Award Documents	

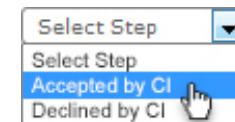
4. Review the notification of award, and then close the document and screen and return to the Task/Assignment screen.

RECORD YOUR DECISION

Return to the action item and, in the **Finalise Task/Assignment section**, select the task appropriate status from the drop-down list labelled **Next Step/Decision** - scroll to the bottom of your screen if you are unable to see this:



You will see the following options:



- **Accepted by CI:** confirms that you accept the conditions of the award.
- **Declined by CI:** notifies ORI that you do not accept the award.

COMPLETE THE ACTION ITEM

Once you have selected your decision you can complete the action item:

Click **I am done** button located in the Task Assignment title bar.

