

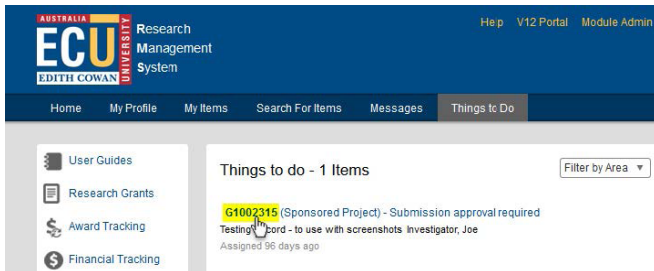
OPEN YOUR ACTION ITEM

Click the **Log in** link provided in your Notification of Award email:



or:

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



NOTE:

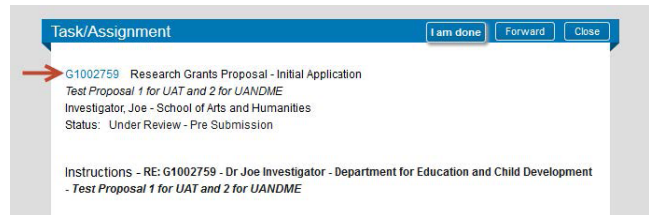
If you are accessing ECURMS outside the ECU network, you will need to install and run [VPN software](#).

TIP:

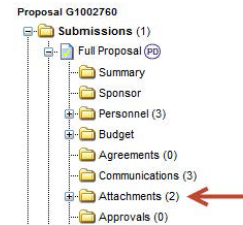
Your notification email contains a number of useful resources. These include a link to a detailed PDF guide to accepting an award and a link to [REMS](#), to lodge your ethics application.

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 (**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 on the view icon.

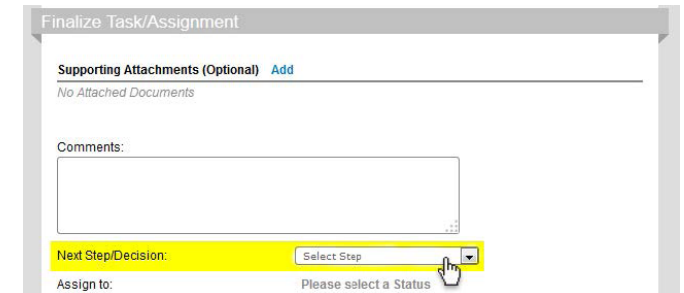


Attachments		
Name	Category	View Icon
Expression of Interest		
Final Application	Proposal Documents	
Letter of award	Awards Documents	

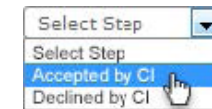
4. Review the notification of award, and then close the document and screen, return to the Task/Assignment screen.

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 your are unable to see this.*



The following options will be presented:



- **Accepted by CI:** confirms you accept the conditions of the award
- **Declined by CI:** notifies Research Services you do not accept the award

COMPLETE THE ACTION ITEM

Once you have chosen your decision, you can complete the action item.

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

