

**Purpose:** Users receive notifications when a task needs to be completed (e.g., approval required, status to Return to PI for more information) or when the

**Audience:** PI/Approvers

*View your notifications:*

**Step 1:**

Click the **Alert** icon in the toolbar to view the summary.

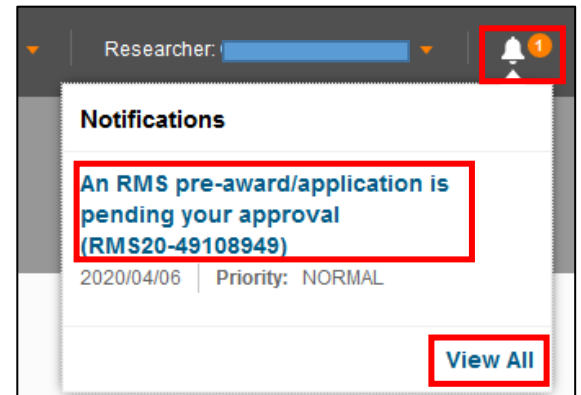
**Step 2:**

Click the **blue hyperlinked subject** to open the full notification.

**Note:** Once clicked, the notification will be marked as read and will be removed from the alert icon.

**Step 3:**

Click **View All** to display all notifications.



*Changing your notification settings:*

If you do not wish to receive email notifications you can turn them off in your settings.

**Step 1:**

Click the **Login** dropdown arrow beside your login name in the **Dashboard**.

**Step 2:**

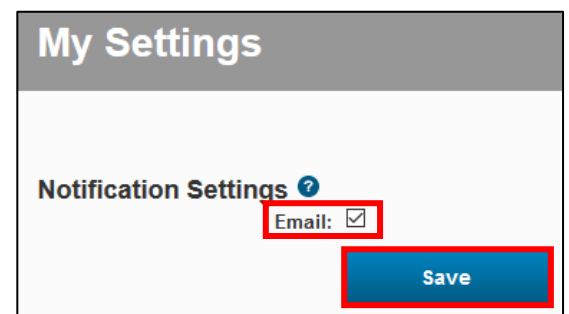
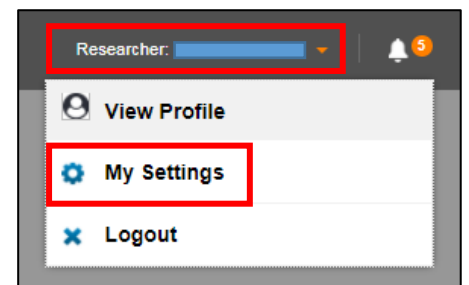
Select **My Settings**.

**Step 3:**

Deselect the **Email** checkbox.

**Step 4:**

Click **Save**.





**Pre-Award Application Notifications**

Notification	Recipients	Short Description
PI More Information required (for RSO review)	PI	Grants Officer has provided review feedback and/or is requesting further information from the PI.
Approved for submission	PI	Institutional approval provided, application can be submitted to sponsor/funding agency
Submitted to agency	PI	Institutional approval provided, application has been submitted to sponsor/funding agency by RSO
Invited for full application (without funds)	PI	Applies to Stage 1/LOI application
Invited for full application (with funds)	PI	Applies to Stage 1/LOI application
NOA – Awarded (Notice of Decision) Note: Generated when post-award created	PI	Agency has supplied a Decision of Award, not the official notice of award (yet)
NOA – Awarded (Notice of Award) Note: Generated when post-award created	PI	Agency has supplied official Notice of Award
Not awarded	PI	Agency did not award this application
Application Submitted Late to RSO	PI	The pre-award/application was submitted late to RSO.

**Approval Notifications for Pre-Award Applications**

Notification	Recipients	Short Description
PENDING APPROVAL	Approver (e.g. Dept Head, ADR)	An approval is pending for the approver
PENDING CANCELLED	Approver	Approval no longer required e.g. due to withdrawal of application, insertion of a new approval ahead of this one, etc.
PI MORE INFO (preserves approval)	PI	Approver requires more information from the PI, Research Facilitator, Research Admin
NOT APPROVED (resets approvals to start)	PI	Approver did not approve the application – could be different reasons e.g. submitted under incorrect faculty, etc.



Notification	Recipients	Short Description
Early to Full Release of Funds	PI	When <b>either</b> ACC or REB early release status changes from early to full release of funds.
Ethics approved – attestation missing	PI	When all associated REB or ACC ethics are approved, but PIs attestation is missing (and full release of funds cannot be provided)
Legal agreement review required (prior to setup)	PI	When a post-award (other than a standard contract) has been assigned to Legal team for review.
Full ethics compliance required (prior to setup)	PI	When a PI must have all ethics certifications approved before a project can be setup.
More information required (prior to setup)	PI	RSO is requesting further information from the PI (e.g. ethics) prior to project setup.
Suspended (Planned)	PI	When an active post-award has moved to Suspended status.
Re-activated (Planned)	PI	When a suspended post-award has been re-activated from a Suspended status.

Post-Award Project Reminders	Recipients	Short Description
Early Release of Funds – 3 months before expiry	PI	Reminder sent when an ACC or REB early release has 3 months remaining before expiry
Early Release of Funds – 1 month before expiry	PI	Reminder sent when an ACC or REB early release has 1 month remaining before expiry
Early Release of Funds – date of expiry	PI	Reminder sent on the date when an ACC or REB early release expires