

AMERICAN CANCER SOCIETY GRANTEE INSTRUCTIONS FOR UPLOADING AND DOWNLOADING DELIVERABLES

The American Cancer Society is pleased to announce an expansion of our association with Altum proposalCENTRAL by subscribing to the **Post Award Management System**. The system is designed to collect grant post award information from grantees. Grantees are asked to keep their ProposalCentral profile current for the duration of the grant.

As an American Cancer Society grantee, you are responsible for the timely submission of non-technical and scientific annual progress and final reports. As you know, these reports are due on anniversary dates and at completion or early termination of the grant. The annual and final progress report forms together with instructions are provided in the **Post Award Management** site. These report forms are referred to as “deliverables”. Once completed, the report (deliverable) will need to be uploaded into the site and an email (found under correspondence link) sent to the Program Director/Program Coordinator informing them of the submission of the deliverable.

The site is set up so that grantees and the institutional grants administration office can obtain forms and instructions on a variety of required reports, including forms to request changes to the original award. Among these you will find: Report of Expenditures, Transfer Request, Change of Term and Extension of Term, etc.

Uploading an Award Deliverable:

- Log onto <https://proposalcentral.altum.com>
- **PI must enter their username and password in “Applicant Login”**
- Then click “Log In”
- Click on the Awarded link
- In the Status column, click on the Award Details link
- On the Award Details screen, click on the Deliverables link at the bottom of the screen

The schedule of deliverables due for the award is shown chronologically.

- Go to the **Deliverables Templates** section at the bottom section of the screen to select the appropriate template
- Download and save the template to your computer and complete it.
- To Submit Grant Deliverables and other documents, click the Upload link next to the scheduled deliverable and date
- Click “Browse” button to select the file from your computer.
- Click Save to upload the deliverable. You can replace the uploaded document with another document by clicking Browse....again, selecting a different document from your computer files and click the Save (Adding description of deliverable is optional)
- Click Close

Send Email (Correspondence) to an ACS Program Office:

- To send correspondence to a Program Director at an ACS Program Office, click the Correspondence link from the Award Details screen

- From this page, you can see any correspondence that has already been sent by clicking on the Blue link in the Message column
- Use the Respond link to respond directly to a message you have received
- To send a New message, click Send Correspondence to Program Director at the top of the page
- Select the administrator(s) who should receive the correspondence email
- Enter a subject and text for the correspondence in the spaces provided
- Click the Send Email button to send the email(s) to the selected administrator

Once an application is awarded it moves from proposalCENTRAL into the **Post Award Management System**. People who previously had access to your application in proposalCENTRAL will not have access to your awarded grant in the **Post Award Management System**. You may need to allow access to different users than those listed in proposalCENTRAL to enable them to upload various reports on your behalf.

To allow another user access to your award and to submit deliverables:

- Person(s) must be a registered user on proposalCENTRAL. If they are not, ask them to register as a new user at:

<https://proposalcentral.altum.com/login.asp>

- Once user is registered, from Award Detail screen click Contacts and User Access link
- Click on Manage User Access To Award at the top of the screen
- Enter and confirm email address of person
- Click on Add button
- Change the Permissions role from View to Administrator
- Click on Save button to activate access for new person

To upload other documents such as Publications, CV, etc...:

- Click the "Add Deliverable" link on the Award Deliverable screen
- Select "Other" from the drop down menu next to "Deliverable Type" from the pop up screen
- Type in the "Deliverable Description" (i.e. Publications; CV; etc...)
- Click "Browse" to upload their document
- Click "Save"

Additional information and help can be obtained through proposalCENTRAL customer support desk:

By phone: 1-800-875-2562 toll free

By email: pcsupport@altum.com