

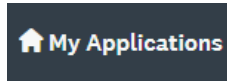
HCTF Conditional Grant Agreement (*Non-Government Proponents Only*)

How to Sign and Submit your Grant Agreement online through Survey Apply

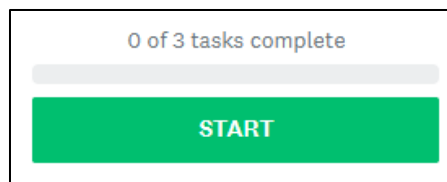
After you have received your Project Approval notification via email and any potential funding conditions have been approved by HCTF, please follow these steps below:

Step 1: Login to your Survey Apply online account: hctf-grants.smapply.ca

Step 2: Navigate to your “My Applications” page on the top toolbar

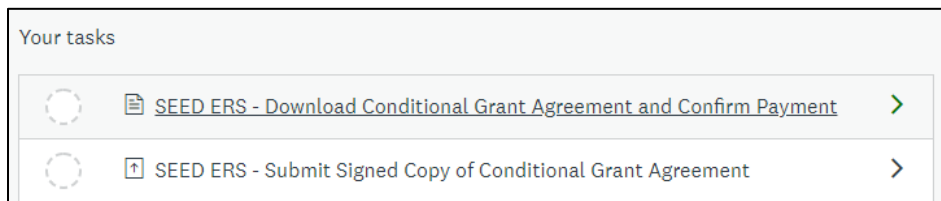


Step 3. Locate the application for which you would like to submit your contract agreement and click the green “START” button to proceed



Note: If you cannot see the “Start” button, it is likely because your project had a funding condition that has not yet been submitted or approved. After you receive the email from HCTF that your funding condition has been approved, you will be able to access the next steps.

Step 4. Look for “Your Tasks” near the top and click the first task-link listed to begin



Step 5. Follow the detailed instructions listed within each task to complete and submit your signed contract agreement and insurance documents.

If you have questions about the Contract Agreement terms and conditions, payment schedule or insurance requirements please contact anda.shkodra@hctf.ca.

If you have questions about using Survey Apply, please contact lisa.wielinga@hctf.ca.