Canadian Cancer Society Awards for Excellence in Cancer Research (AFE-21)

Inclusive Excellence Prize Nomination Guide

Canadian Cancer Society

May 2022
Version 1

Canadian Cancer Society

CCS Awards for Excellence in Cancer Research Inclusive Excellence Prize Nomination Guide

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About the Canadian Cancer Society

The Canadian Cancer Society is the only national charity that supports Canadians with all cancers in communities across the country.

Our vision is to create a world where no Canadian fears cancer. We fund ground-breaking research, provide trusted information about cancer, offer programs and services to help people with cancer and their families cope, and advocate to governments for important social change to make healthy living easier.

CCS has been funding cancer research since 1947 and is today the largest national charitable funder of cancer research in Canada. In 2020, we invested more than $46.5 million in innovative and impactful research projects from coast to coast. Through our funded research, we aim to reduce the burden of cancer by better preventing, detecting and treating the disease so that fewer people will get cancer and more people with cancer can live longer, fuller lives.

We are a collective of people united by the same goals. Our collective includes people with cancer, their families, friends and healthcare teams, donors, scientists, advocates, CCS staff and volunteers. We couldn't do what we do, including funding game-changing cancer research, without all of these committed individuals and partner organizations. Together, we are a force-for-life in the face of cancer.

For more information on CCS and the support system we offer, visit cancer.ca/en/.

For more information on research funding opportunities, visit cancer.ca/en/research/for-researchers .

Description of the Inclusive Excellence Prize

The Canadian Cancer Society Awards for Excellence in cancer research recognize individuals who have made, and are making, valuable contributions to the cancer research ecosystem in Canada. Recipients are leaders in their fields who exemplify excellence in science and outstanding service to the scientific community. Posthumous nominations are not eligible.

Winners will be recognized and will receive a personalized glass plaque commemorating their award. Each award also comes with a $20,000 contribution to the recipient's research program.

Canadian Cancer Society Inclusive Excellence Prize

The Inclusive Excellence Prize[1] will be given to an individual who has demonstrated leadership in the advancement of equity, diversity and inclusion as it relates to the cancer research ecosystem[2] in Canada. CCS recognizes that the best outcomes in research are derived through leveraging the diversity that is Canada's strength. Research ecosystems that reflect the population are known to ask more diverse research questions, have more innovative approaches, ideas and solutions and are thus more likely to produce outcomes that have impact at a population level. The recipient of this award will be an individual permanently residing in Canada whose efforts in fostering inclusive excellence have led to significant, measurable improvements in the diversity of Canada's cancer research landscape.

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[1] *See* CCS Research Inclusive Excellence Action Plan *for additional context.*
[2] *Cancer research ecosystem is defined as the network of cancer researchers, postdoctoral fellows, students, technical staff, knowledge users, health care providers and community stakeholders, including patients, survivors and caregivers, who are synergistically contributing to the generation, synthesis, dissemination, exchange and application of cancer research in Canada.*

Nomination Guide

Four easy steps:

1. [Create your nomination](#)
2. [Add your nominator](#)
3. [Complete your nomination](#)
4. [Validate and submit your nomination](#)

Additional resources:

- [Appendix A: CV template](#)
- [Appendix B: Guidance on preparing the nomination dossier](#)
- [Appendix C: Best practices for writing letters – nominator/referees](#)
- [Appendix D: Evaluation criteria](#)
- [Appendix E: Instructions on submitting the Nomination Dossier](#)

Deadline:
- Nominations due: Wednesday, June 15th, 2022, 5:00 pm EDT/EST.

For questions:
- Contact CCS Research staff at research@cancer.ca
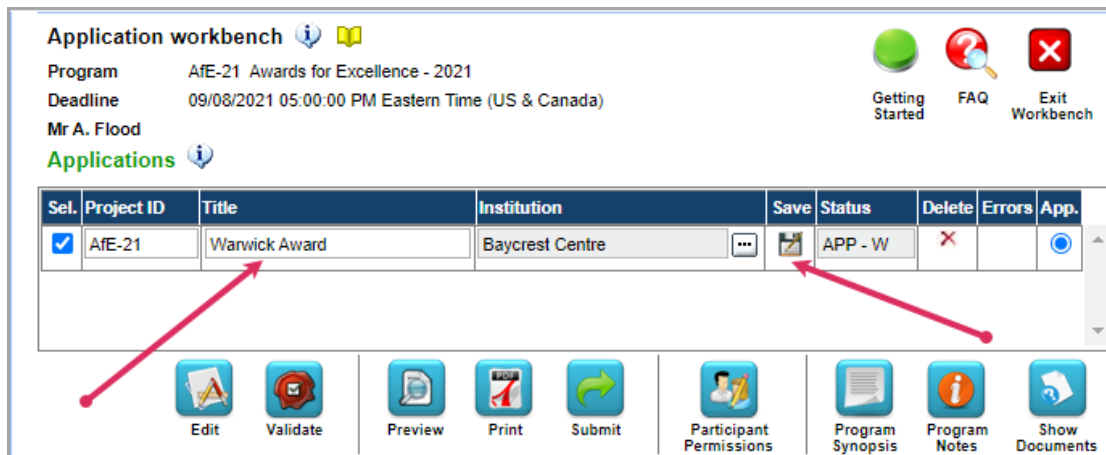
STEP 1: Create your nomination profile

IMPORTANT: Nominees must first create their own nomination in EGrAMS in advance of the deadline date.. Once you have provided your nominator(s) contact information, they will be able to access your submission and upload the supporting nomination dossier. Nominees are then responsible for submitting their own nomination(s) in EGrAMS by the award deadline date.

Please note that you will not be able to view the nomination dossier(s) submitted by your nominator(s). Check the Application Workbench to monitor the status of your supporting documents.

1. Log in to EGrAMS to access the home screen/**Application workbench**.

2. Click the **Awards for Excellence Inclusive Excellence Prize – 2021** program under the Funding opportunities section on the left.

3. Enter **AFE-IE-21** in the **Project ID** field (the **Program** code). Enter **Inclusive Excellence Prize** into the **Title** field.

Empty Host Institution field

The **Host Institution** field is auto-populated from information provided in your user profile. If this field is blank, you will need to go back to your profile and add your Host Institution there.

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5. Click the disk icon to save your application.

STEP 2: Add your nominator

Your nominator must upload your nomination dossier, comprised of a letter of nomination and two letters of reference, in one PDF document. Guidance on preparing the nomination dossier is provided in Appendix B. In order to grant access to your nomination form, you must designate your nominator as a reference and provide their contact information.

1. From the **Application workbench**, complete the form under the **Signatories and references** section, providing your nominator's title, name, institution and email address.

2. Click the dot icon under the **+Info** heading and complete the **Reference Additional Info** window for **Department**, **Position/Title** and **Phone**.

3. **IMPORTANT:** Ensure that the **Notify** checkbox is checked.

- This ensures that EGrAMS will send an automated email message to your nominator **as soon as you click the save icon**.
- The email will contain a unique URL that will grant access to section 6a and 6b. Nomination Dossier.
- **If you are not yet ready to grant access to your nomination form, do not check off the Notify checkbox.**

4. Alternatively, if you prefer to notify your nominator at a later time, you can still enter their information and check off **Notify** when applicable.

Monitoring status / sending reminders

Check to see if your nominator has uploaded the nomination dossier by following these steps:

1. Return to the **Application workbench** screen.
2. Check the **Status** column. (It will display either "Pending", "Work In Progress" or "Complete".)

Send a reminder email

If you are concerned that any of your contacts have not yet completed his or her portion of your application, you can re-send the email notification just by clicking on the mailbox button).

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5. Click the disk icon to save your entry.
    - An email containing a unique URL for access to the Nominator section of your form will be sent out to the nominator immediately. If the status shows "pending" or "work in progress", click on the mailbox icon to send a reminder.
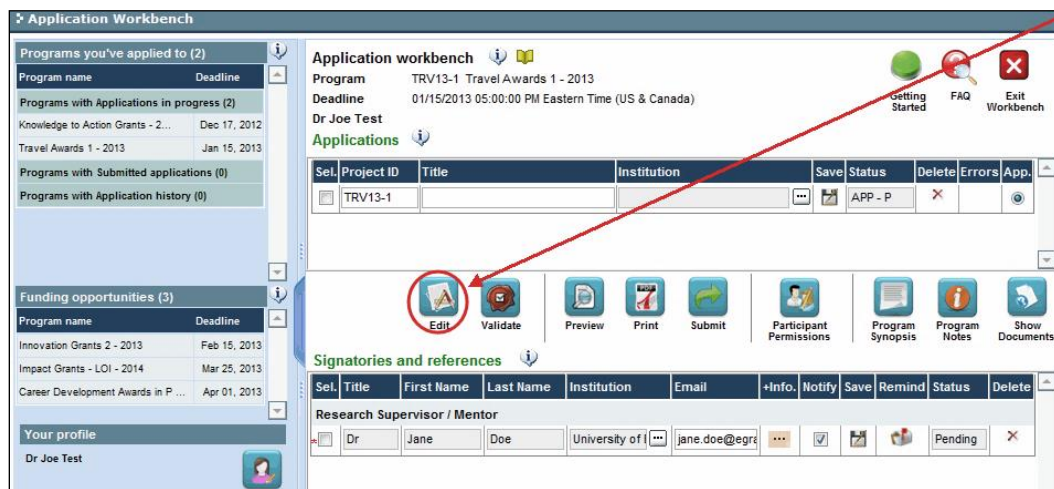
Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save	Remind	Status	Delete
Nominator											
☐	Dr	Ann	Smith	Dalhousie Ur …	test@test.ca	…	☑	💾	📫	Pending	✕

STEP 3: Complete your nomination

I. Access the nomination form

1. Ensure that **Awards for Excellence Inclusive Excellence Prize – 2021** is selected in the workbench.
    - if not, click the program name on the left under Programs with Applications in progress

2. Click the edit button to access the nomination form:

3. Click on the background tab to begin.

II. Enter details of your nomination

> **Format for document attachments:**
>
> Document attachments (e.g. CVs, letters, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.

Access instructions within the nomination form:

Abbreviated instructions for completion of each page of the nomination form are provided within the nomination form itself. Click 'Show Instructions' to access them.

These are not meant to be comprehensive – please consult this Nomination Guide, along with the awards description on our [website](#) to complete your nomination:

III. Quick links to page-by-page instructions

Background

Nominee Info

Release Form

Nomination Dossier

BACKGROUND

1. **Nominee information**

   The contents of this page will be pre-populated from your user profile.

2. **Nomination information**

   a. Select the Inclusive Excellence Prize

   b. Indicate if this submission is a renomination.

3. **Financial Officer**

   Provide the name and email address of your institution's financial officer who would be responsible for the administration of the award, and to whom all correspondence about the accounting should be sent. Once the name is entered, the mailing address will auto-populate.

NOMINEE INFO

4. **Nominee CV**

   Attach an up-to-date CV following the template provided in Appendix A.

   Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in Section 4.

   Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-CV].

5. **Justification for career interruptions**

   Describe any career interruptions or delays that may have impacted your (academic) career and research productivity. Please include the start and end dates of each period described (yyyy/mm). Period described will be taken into consideration when calculating career stage of nominees. COVID-dependent interruptions will be automatically taken into consideration. If not applicable, please indicate this in the form.

   Your justification **should not exceed 1250 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

RELEASE FORM

5. **Release form**
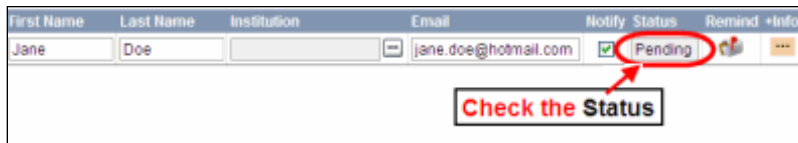
For successful nominations, the nominee must declare their understanding that CCS will post award results on our website and potentially include a summary of the nominee's accomplishments and impact in our reports to donors/the public, press releases, social media or other communications.

NOMINATION DOSSIER

Important! You do not have access to these sections (7 and 8) in EGrAMS. To send reminders or to check if your nominator has uploaded your nomination dossier, return to the Application Workbench and check the Status column. It will display either "pending", "work in progress" or "complete".

6a. Nominator information
Your nominator will be required to enter their contact information (name, department and institution).

6b. Nomination dossier

The nomination and support letters must be <u>uploaded by your nominator</u> in one PDF document no larger than 5MB. Please consult Appendix B for information required in the nomination letter and letters of reference.

Read only access for applicants: This section can only be completed by the Nominator designated in Step 1: Add Nominator.

Refer to Step 2 to track the status of your nomination dossier.

STEP 4: Validate and submit your nomination

I. **Validation**
Before you can submit your nomination, you must complete a validation process to identify any items left incomplete or filled out incorrectly. You can choose to either a) validate the full nomination submission, or b) validate one section at a time.

a) Validate the full nomination submission
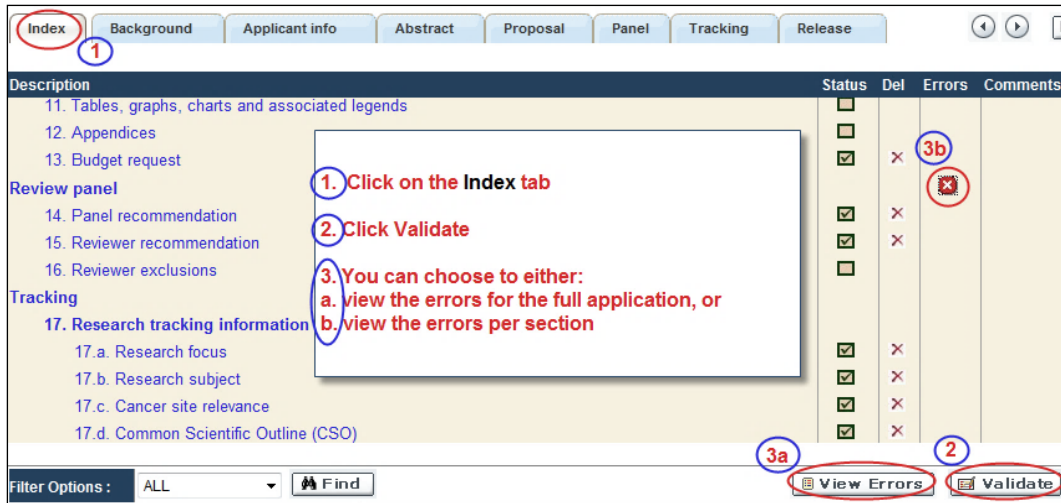
b) Validate one section at a time

Must be conducted once for every section (e.g. Background, Nominee Info, etc.) of the nomination. Sections are identified as tabs in the banner across the top of the nomination.

Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:

For both type a) and b) validation, follow the below instructions:

1. If errors are found, a dialogue box will open with details.
   - Click the **+** symbol under the **+Info** heading for information about the cause and solution of the error.
   - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.
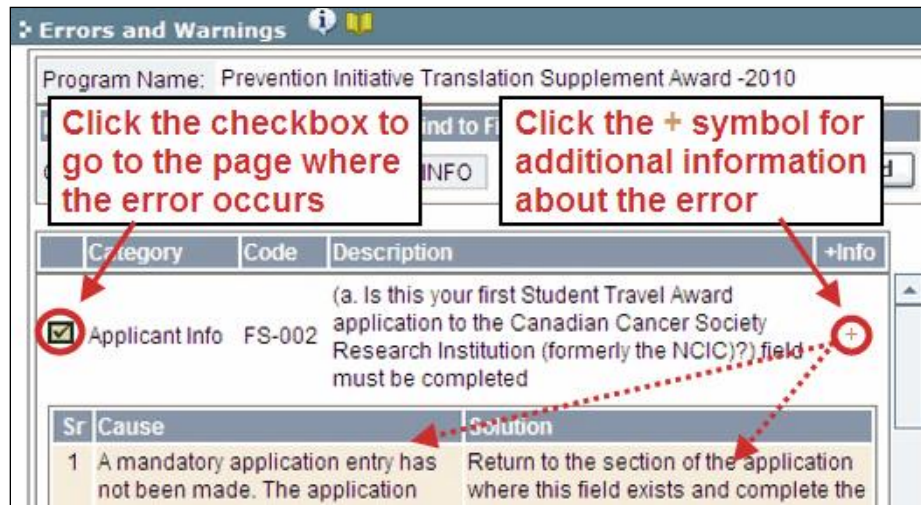
2. To view the dialogue box with the list of errors again, click the **Errors** button.

   Note: The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.
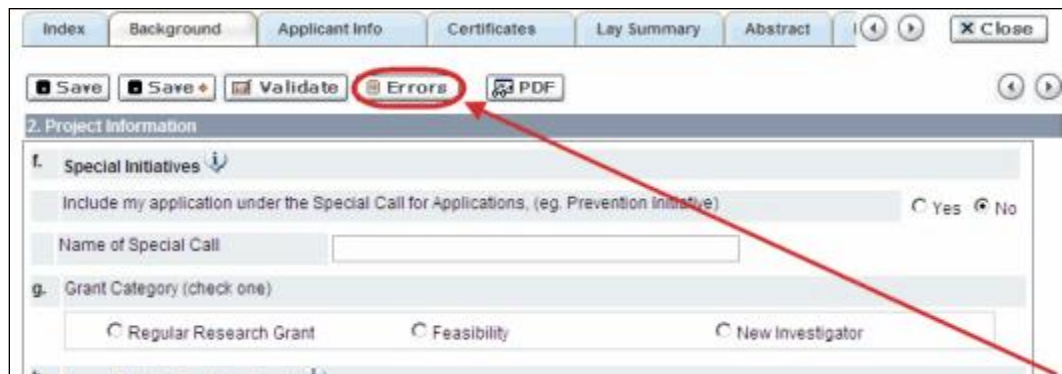
3. When all errors are resolved for every section, click the **Close** button to exit the nomination form.

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II. Preview and submission

1. From the **Application workbench**, click the button to do a final validation of your nomination.
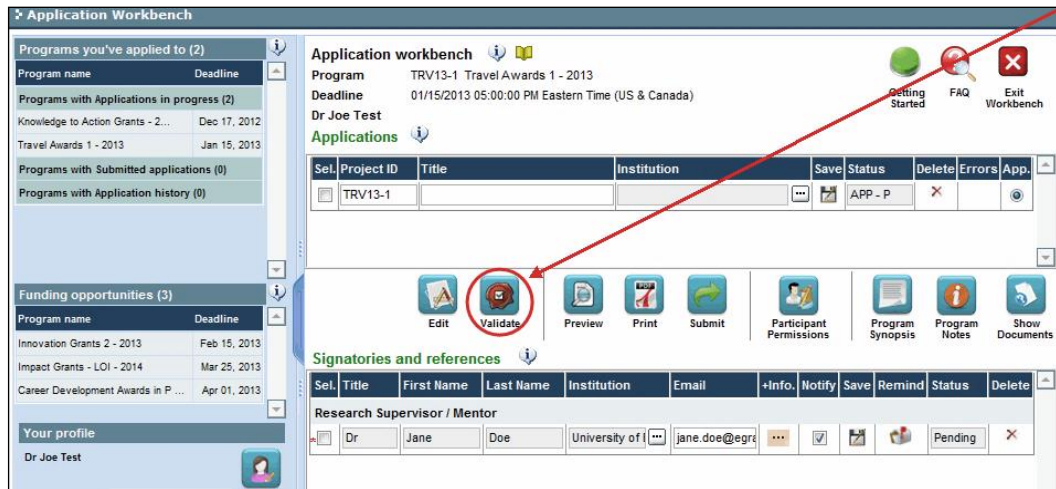
2. If Errors are found, click the ⚠ button for information about the errors.
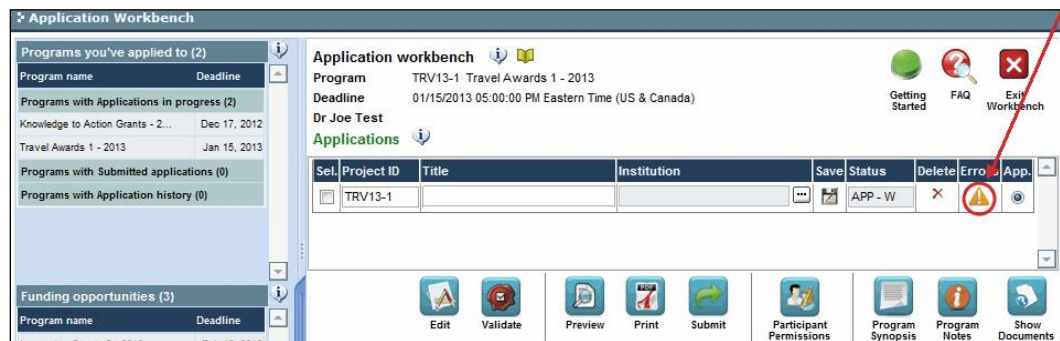
3. Errors can be corrected through the menu.

4. To generate a PDF of your nomination (**excluding your nomination and reference letters**), click the button:

5. To preview your nomination in EGrAMS, click the button:
   - Use the left side menu links to navigate to specific pages, or use the forward/backward arrows to view page by page.
   - Click the **Close** button to exit the preview screen.

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6. Once you've validated all errors, click the button.

III. Confirmation

Once your nomination is submitted (this must be completed by the deadline), a confirmation email will be sent to you by EGrAMS.

APPENDIX A: Nominee CV template

Nominees are requested to provide (at a minimum) the following information in their CV to assist the committee in their assessment. Note that this is an integral part of the evaluation process, therefore no page limit has been applied. CCS strongly encourages nominees to use this template, but this is not a requirement as long as all the relevant components are included. This form can also be downloaded here (see Templates section).

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include doctoral, postdoctoral, and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	COMPLETION DATE MM/YYYY	FIELD OF STUDY

Brief Biography (Optional):

A. Academic/Career appointments

List in chronological order the academic/career appointments/positions you've held concluding with your present appointment/position. For each entry, indicate appointment/position, department, institution, and start and end dates.

B. Awards and honours

List in chronological order the awards and honours you've held that are relevant to your nomination, concluding with the most recent one. Include any relevant academic and professional achievements.

C. Leadership positions

List in chronological order the leadership positions you've held that are relevant to your nomination, concluding with the most recent one.

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D. Research Grant Support

List grant support received over your entire academic/research career (if applicable).

Grant title:
Source:
Total amount of funding:
Grant term: Start – End dates
Role:
Grant participants:

E. Top 5 Publications

List your top 5 publications relevant to this award over your entire academic/research career (if applicable). Provide a brief description of the contribution of the publication.

F. H-index
Indicate your most recent H-index and its source (Google Scholar, Scopus, etc.) (if applicable).

G. Invited Conference Presentations
List invited presentations relevant to this award, including (at a minimum), the conference year and title, and the title and type of presentation given (if applicable).

H. Patents Granted & Licensed
List any patents granted or licensed relevant to this award, including (at a minimum) names, numbers and dates (if applicable).

I. Mentorship/Supervision
List students and trainees supervised formally (including any awards won), by year(s) and name. Informal mentees may also be included but should be indicated as such. (if applicable)

J. Peer Review & Related Contributions
List peer review and related voluntary contributions to the research community. (if applicable)

G. Publications (All)
List all publications over your entire academic/research career. (if applicable)

E. **Other relevant information**

If applicable, please include any other relevant information to support your nomination.

APPENDIX B: Guidance on preparing the nomination dossier

For the **Inclusive Excellence Prize**, each nomination package must be uploaded in EGrAMS <u>by the nominator</u> and must include:

1. **One nomination letter** from an individual who has firsthand knowledge of the nominee's efforts in the advancement of equity, diversity and inclusion in the cancer research ecosystem in Canada (*nominator*)
2. **Two reference letters** from individuals who have directly observed or benefitted from the nominee's leadership in fostering inclusive excellence (*referees*)

   > Note: one or more of the letters may include testimonials from individuals whose career trajectories, research programs, etc. have been impacted directly by the efforts of the individual in order to support the statements made by the referee. Testimonials must be cohesively presented (i.e. avoid snippets/blurbs) and should help present a complete picture of the nominees and what they have accomplished.

The nomination letter (maximum 4 pages) and reference letters (maximum 2 pages each) must be submitted in PDF format, presented on official letterhead (as applicable), dated and signed. Nominators and referees are to include a brief description of their credentials as well as their professional relationship with the applicant to put their recommendations into context.

The letters should collectively contain the following information:

- a concise description of the candidate's contributions which could be used in a public citation for the award
- a detailed description of the candidate's efforts/actions towards fostering inclusive excellence in Canada's cancer research ecosystem
- a detailed account of the specific impact(s) on Canada's cancer research ecosystem diversity
- evidence (if applicable) that the candidate is viewed as an equity, diversity and inclusion leader in Canada
- note that the nominee does not have to be a cancer (or equity, diversity and inclusion) researcher, but if their program of research focuses on equity, diversity and inclusion this should be highlighted.

Renominations
We encourage renominations where eligible. For renominations, nominees must complete a new nomination form in EGrAMS, indicate the submission is a renomination and provide an updated CV. Nomination dossiers may be updated as desired to reflect new contributions, but CCS will also accept letters provided within the past 4 years to account for COVID-19 disruptions. Nominators must re-upload the nomination dossier in EGrAMS.

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APPENDIX C: Best Practices for Writing Letters – Nominator / Referee

Multiple studies have revealed notable differences in the language used by referees in letters of recommendation depending on the subject's gender. For example, several research groups that compared letters written for male and female applicants found that those written for females were shorter and included 'communal' and 'grindstone' terminologies describing character (e.g. selfless, helpful, warm) and effort (e.g. tireless, diligent, committed), respectively. Conversely, letters written for males were generally longer, emphasized achievements and included 'standout' and 'agentic' descriptors associated with leadership and power (e.g. outstanding, excellent, independent, daring, intelligent).[1,2,3,6,8] Similarly, albeit less studied, several groups have reported that the subject's race can influence the choice of words and tone used by referees when drafting letters, with fewer agentic terminologies used when describing individuals belonging to minority groups, despite similar credentials with non-minority applicants.[1,4,5] Collectively, these studies attributed the differences observed to implicit biases that can positively and negatively affect an individual's perceptions, behaviours and decisions in an unconscious manner.

Implicit bias is the unconscious association of attributes and stereotypes to people based on characteristics such as race, age, education, ability/disability, religion, socioeconomic status, and appearance. These biases are developed over time through exposure to social norms and expectations. As previously reported,[9] the effects of unconscious bias can negatively impact an applicant's overall success in obtaining research funding and reinforce further inequities in academia. It is, therefore, imperative to recognize when opportunities for bias occur and be vigilant in minimizing them.

Below, we offer best practices and resources from various sources[1-8] for nominators and referees to carefully consider when drafting their letters:

- Focus comments on the candidate's research skills and academic (and other award-related) achievements rather than their interpersonal attributes. Address the points requested and exclude personal information not relevant to the nomination.
- Carefully consider the choice of words, tone and length of the letter and whether they would differ depending on the subject's demographics. Consider whether the same descriptors would be used for another candidate with equivalent credentials, but of a different demographic background.
- Refer to the candidate's formal title and surname rather than their first name.
- Avoid using language that could unintentionally raise doubt (e.g. hedges, ambiguous comments, faint praises, potentially negative language, and irrelevancies). Provide concrete examples, when applicable.

Additional resources:

- CIHR Unconscious Bias Training: https://cihr-irsc.gc.ca/lms/e/bias/
- Harvard Implicit Association Test: https://implicit.harvard.edu/implicit/takeatest.html
- Gender bias calculator: http://slowe.github.io/genderbias/

- The University of Arizona Commission on the Status of Women: Avoiding gender bias in reference writing: https://csw.arizona.edu/sites/default/files/avoiding_gender_bias_in_letter_of_reference_writing.pdf
- Earth Science Women's Network: Guide to avoid racial bias in reference letter writing: https://eswnonline.org/guide-to-avoid-racial-bias-in-reference-letter-writing/

References:

1. Akos, P. & Kretchmar, J. Gender and Ethnic bias in Letters of Recommendation: Considerations for School Counselors. Professional School Counseling. (2016).
2. Dutt, K., et al. Gender differences in recommendation letters for postdoctoral fellowships in geoscience. Nature Geoscience. (2016).
3. Filippou, P., et al. The Presence of Gender Bias in Letters of Recommendations Written for Urology Applicants. Urology. (2019).
4. Grimm, L., et al. Gender and Racial Bias in Radiology Residency Letters of Recommendation. Journal of the American College of Radiology. (2020).
5. Houser, G. & Lemmons, K. Implicit bias in letters of recommendation for an undergraduate research internship. Journal of Further and Higher Education. (2018).
6. Madera, J. et al. Gender and letters of recommendation for academia: agentic and communal differences. Journal of Applied Psychology. (2009).
7. Schmader, T. et al. A Linguistic Comparison of Letters of Recommendation for Male and Female Chemistry and Biochemistry Job Applicants. Sex Roles. (2007).
8. Trix, F. & Psenka, C. Exploring the color of glass: Letters of recommendation for female and male medical faculty. Discourse & Society. (2003).
9. Witteman, H. et al. Are gender gaps due to evaluations of the applicant or the science? A natural experiment at a national funding agency. The Lancet. (2019).

APPENDIX D: Evaluation Criteria

Canadian Cancer Society Inclusive Excellence Prize (any career stage prize):

Nominees will be evaluated according to the criteria described below.

Demonstrated leadership in the advancement of equity, diversity and inclusion leading to significant, measurable improvements in the diversity of Canada's cancer research ecosystem will be considered.

Circumstances which may have impacted the nominee's career progression and research productivity (where applicable) are taken into consideration, including but not limited to:

- Additional training requirements and career interruptions (personal (including 'two-body' problem[1] in academia), family responsibilities, medical leaves, disruptions brought by the COVID-19 pandemic, etc.) contributing to a non-linear or unconventional career trajectory
- Inequitable distribution of institutional resources including start-up packages, laboratory or office space and formal mentorship
- Historical policies and procedures that perpetuate biases in hiring, tenure and promotion
- Biases in assignment of authorship roles in publications (e.g. first and last author roles)
- Underrepresentation of individuals from the four designated groups (women, Indigenous peoples, persons with disabilities and members of visible minorities) among conference keynote speakers and/or panelists and invited lecturers

Criteria:

- Demonstrated leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem including but not limited to: administrative/committee work; development and implementation of programs/strategies/policies; and/or recruitment, training and mentorship activities
- Evidence of impact: measurable (i.e. tangible) improvements in the diversity of Canada's cancer research landscape as a result of nominee's efforts in fostering inclusive excellence. Reviewers may also take into consideration a nominee's research program if that program contributes to equity, diversity and inclusion.

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[1] Refers to dual-academic couples facing the challenge of both individuals obtaining desirable positions within a reasonable commuting distance.

Score	Nominee Rating Scale – Inclusive Excellence Prize (any career stage)
4.7-5.0	• Exceptional evidence of visionary leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Exceptional (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Strongly recognized as an equity, diversity and inclusion leader in Canada
4.3-4.6	• Excellent evidence of visionary leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Excellent (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Recognized as an equity, diversity and inclusion leader in Canada
3.9-4.2	• Very good evidence of leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Very good (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Acknowledged as an equity, diversity and inclusion leader in Canada
3.5-3.8	• Good evidence of leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Good (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Some recognition as an equity, diversity and inclusion leader in Canada
3.0-3.4*	• Fair evidence of leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Fair (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Limited recognition as an equity, diversity and inclusion leader in Canada
Below 3.0	• Limited to no evidence of leadership in the advancement of equity, diversity and inclusion as it relates to the Canadian cancer research ecosystem • Limited to no (measurably demonstrated) impact on the diversity of Canada's cancer research landscape • Limited to no recognition as an equity, diversity and inclusion leader in Canada

*Nominees scoring below 3.5 as an average of final scores will not be considered eligible to receive a prize.

APPENDIX E: Instructions on submitting the Nomination Dossier

Access the website link included in your email notification. This page will be displayed:

1. Enter your name, department, and institution (if applicable).
2. Press the **Save and proceed** button.
3. Click **Choose File** to upload your letter.
4. In the **Attachment Title** field, provide a title for the letter you are uploading. Use the following naming convention: applicant-name_your- name_reference e.g. *joe-smith_jane-doe_reference*
5. Press the **Save** button to save your attachment.

Best practice tip: Check that your letter has been uploaded.

To confirm that your letter has been successfully uploaded, click the paperclip:

Troubleshooting tip: URL does not work.

If the website address included in your email is not taking you to the page shown in the illustration above, this may be due to the URL being broken into two lines in your email display. Ensure that you are copying the complete website link into your browser.

If you have any questions regarding this process, please contact egrams@cancer.ca