



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

Nomination Guide

Canadian Cancer Society

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Version 1



Canadian
Cancer
Society

CCS Awards for Excellence in Cancer Research 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 Awards

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 Lifetime Contribution Prize

The Lifetime Contribution Prize will be given to an esteemed Canadian investigator whose contributions to cancer research extend beyond traditional research accomplishments and outputs. The recipient of this award will be an individual permanently residing in Canada who has enhanced the Canadian cancer research landscape through their leadership in the development of networks, collaborations, resources, and/or infrastructure that have/has significantly benefitted Canadians affected by cancer.

Canadian Cancer Society Inclusive Excellence Prize

The Inclusive Excellence Prize¹ 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 ecosystem² 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.

Canadian Cancer Society Robert L. Noble Prize

The Robert L. Noble Prize is given for outstanding achievements in basic biomedical cancer research. It is named in honour of Dr Noble, an esteemed Canadian investigator whose research in the 1950s led to the discovery of vinblastine, a widely used anticancer drug. At the time, vinblastine was one of the most effective treatments available for Hodgkin lymphoma.

The recipient of this award will be an investigator permanently residing in Canada whose contributions have led to significant accomplishments in a body of work in basic biomedical cancer research and who is, normally, still engaged in the conduct of cancer research.

Canadian Cancer Society O. Harold Warwick Prize

The O. Harold Warwick Prize is given for outstanding achievements in cancer control research. It is named in honour of Dr Warwick, a pioneering researcher in cancer control and treatment, and the first executive director of the former National Cancer Institute of Canada and the Canadian Cancer Society.

The recipient of this award will be an investigator permanently residing in Canada whose contributions have led to significant advances in cancer control and who is, normally, still engaged in the conduct of cancer research.

For the purposes of this award, cancer control is meant to include clinical (including clinical trials), health services, epidemiological, behavioural, psychosocial, population-based or similarly applied research aimed at reducing the burden of cancer. Cancer control does not include research in the basic biomedical sciences.

Canadian Cancer Society Bernard and Francine Dorval Prize

The Bernard and Francine Dorval Prize is given to an early career investigator whose outstanding contributions to basic biomedical research have the potential to lead, or have already led to improved understanding of cancer treatments and/or cures. It is named in honour of Bernard and Francine Dorval, whose longstanding support of CCS has helped to raise more than two million dollars in support of CCS-funded research, policy work and programs.

The recipient of this award will be an investigator permanently residing in Canada who began their independent research career within the previous 11 years. To account for the impact of the COVID-19 pandemic on the research community, please note that CCS has temporarily extended the eligibility window for early career investigators for another year – all those who began their independent research career after December 31, 2009 will be eligible for nomination. Taking into consideration any leaves, the start of the independent career will be defined as the date that the candidate was first appointed as an independent scientist or faculty member.

Canadian Cancer Society William E. Rawls Prize

The William E. Rawls Prize is given to an early career investigator whose outstanding contributions have the potential to lead to, or have already led to important advances in cancer control. It is named in honour of Dr Rawls, past president of the former National Cancer Institute of Canada. His research focused on viruses, particularly those involved in chronic diseases and cervical cancer.

The recipient of this award will be an early career investigator permanently residing in Canada who began their independent research career within the previous 11 years. To account for the impact of the COVID-19 pandemic on the research community, please note that CCS has temporarily extended the eligibility window for early career investigators for another year – all those who began their independent research career after December 31, 2009 will be eligible for nomination. Taking into consideration any leaves, the start of the independent career will be defined as the date that the candidate was first appointed as an independent scientist or faculty member.

For the purposes of this award, cancer control is meant to include clinical (including clinical trials), health services, epidemiological, behavioural, psychosocial, population-based or similarly applied research aimed at reducing the burden of cancer. Cancer control does not include research in the basic biomedical sciences.

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: November 3, 2021, 5:00 pm EDT/EST.

For questions:

- Contact CCS Research staff at research@cancer.ca



STEP 1: Create your nomination profile

NEW for 2021! Nominees must create and submit their own nomination(s) in EGrAMS by the award deadline date. By providing your nominator(s) contact information, they will be able to access your submission and upload the supporting nomination dossier.

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 – 2021** program under the Funding opportunities section on the left.
3. Enter **AfE-21** in the **Project ID** field (the **Program** code). If you are being nominated for more than 1 award, enter AfE-21-2 in the Project ID field of the second nomination submission.
4. Enter the name of the award you are being nominated for into the **Title** field. For multiple nominations, you must enter the name of each award separately.

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.

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
<input checked="" type="checkbox"/>	AfE-21	Warwick Award	Baycrest Centre		APP - W			

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.

The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to (11)', 'Programs with Applications in progress (4)', 'Programs with Submitted applications (0)', 'Programs with Application history (7)', 'Funding opportunities (1)', and 'Your profile'. The main area displays 'Application workbench' for 'AIE-21 Awards for Excellence - 2021'. Below this is a table of 'Applications' with one entry: 'AIE-21 Warwick award' at 'Baycrest Centre'. A red arrow points from the 'Info' icon in the application row to the 'Signatories and references' section. This section contains a table for 'Nominator' with columns: Sel., Title, First Name, Last Name, Institution, Email, +Info, Notify, Save, Remind, Status, Delete. The 'Nominator' row is currently empty. Below the table, there are instructions: '* Required', 'Notification Click on the Notify checkbox, then Save, to notify this person.', and 'EMail Click on the Remind mailbox to send a reminder to this person.'

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

The screenshot shows the 'Reference Additional Info' window. The 'Name' field is filled with 'Jane Doe'. The 'Relationship to you' field is empty. The 'Department' field is filled with 'Biochemistry'. The 'Position/Title' field is filled with 'Head of Department'. The 'Phone' field is filled with '(604)555-5555'. The 'Notify Date' field is empty. There are 'OK' and 'Close' buttons at the bottom. A red dashed arrow points from the 'Info' icon in the 'Signatories and references' table to the 'Reference Additional Info' window. A red circle highlights the 'Info' icon in the table.



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

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save	Remind	Status	Delete
<input checked="" type="checkbox"/>	Dr	Ann	Smith	Dalhousie Ur	test@test.ca	...	<input checked="" type="checkbox"/>				

- 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".)

First Name	Last Name	Institution	Email	Notify	Status	Remind	+Info.
Jane	Doe		jane.doe@hotmail.com	<input checked="" type="checkbox"/>	Pending		...

Check the Status

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).

First Name	Last Name	Institution	Email	Notify	Status	Remind	+Info.
Jane	Doe		jane.doe@hotmail.com	<input checked="" type="checkbox"/>	Pending		...

Click to re-send e-mail notification



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.

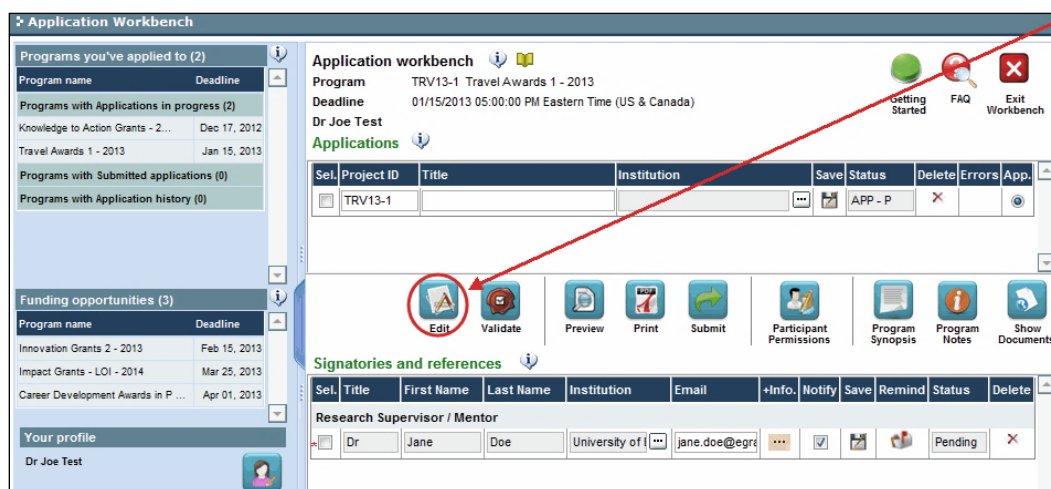
SeL.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save	Remind	Status	Delete
Nominator											
<input type="checkbox"/>	Dr	Ann	Smith	Dalhousie Ur ...	test@test.ca	...	<input checked="" type="checkbox"/>			Pending	



STEP 3: Complete your nomination

I. Access the nomination form

1. Ensure that **Awards for Excellence – 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:

The screenshot displays a web-based nomination form interface. At the top, there are navigation tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, and Budget. Below these are action buttons: Save, Save +, Validate, Errors, and a PDF icon. A 'Show Tree' button is also visible. The main content area is titled '1. Applicant information' and contains a list of fields: a. Applicant Name, b. Institution, c. Department, d. *Address 1, e. Address 2, f. Address 3, g. Address 4, h. *Country, i. *City, j. *Phone, k. *E-Mail Address, and l. *Designation. A 'Show Instructions' button is located in the top right corner of the form area, circled in red. A red arrow points from a callout box to this button. The callout box contains the text: 'Click to show abbreviated instructions.'



III. Quick links to page-by-page instructions

Background

1. [Nominee information](#)
2. [Nomination information](#)

Nominee Info

3. [Nominee CV](#)
4. [Justification for career interruptions](#)

Release Form

5. [Release form](#)

Nomination Dossier

- 6a. [Nominator information](#)
- 6b. [Nomination dossier](#)



BACKGROUND

1. Nominee information

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

2. Nomination information

a. Select which award you are being nominated for. Candidates can be nominated for one award, plus the Inclusive Excellence Prize. Candidates can also be nominated for the Inclusive Excellence Prize alone.

If you are being nominated for more than 1 award, you will need to create a separate nomination submission for each award you are being nominated for.

b. Indicate if this submission is a renomination.

2. Nomination Information

a. *Please select the type of award you are being nominated for. Candidates may be nominated for one award, plus the CCS Inclusive Excellence Prize. Candidates can also be nominated for the CCS Inclusive Excellence Prize alone.

- Inclusive Excellence Prize
- Lifetime Contribution Prize
- Robert L. Noble Prize
- O. Harold Warwick Prize
- Bernard and Francine Dorval Prize
- William E. Rawls Prize

b. *Is this a renomination? Yes No

NOMINEE INFO

3. 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].

4. 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.

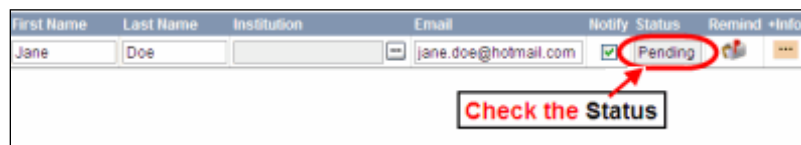
RELEASE FORM

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 research 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".



First Name	Last Name	Institution	Email	Notify	Status	Remind	Info
Jane	Doe		jane.doe@hotmail.com	<input checked="" type="checkbox"/>	Pending		

[Check the Status](#)

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 uploaded by your nominator 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

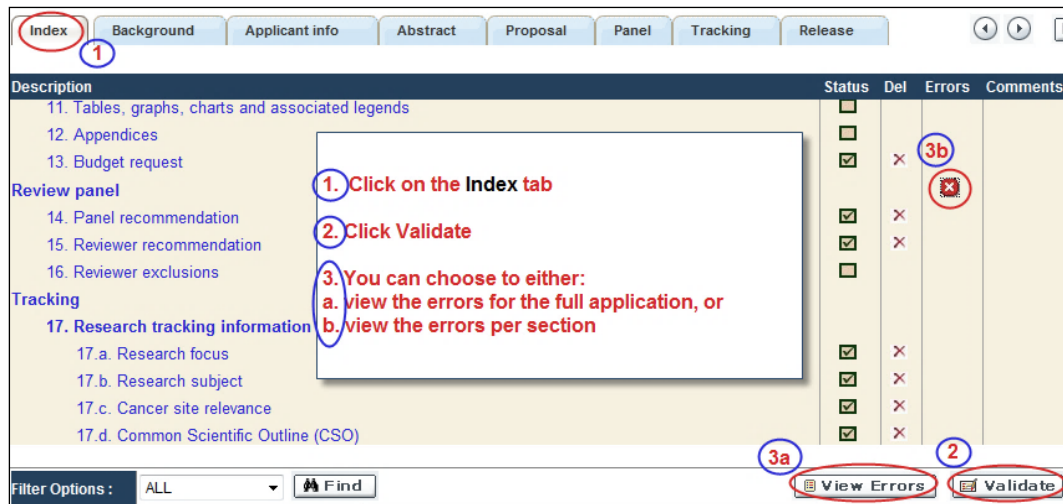
I. Validation

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.

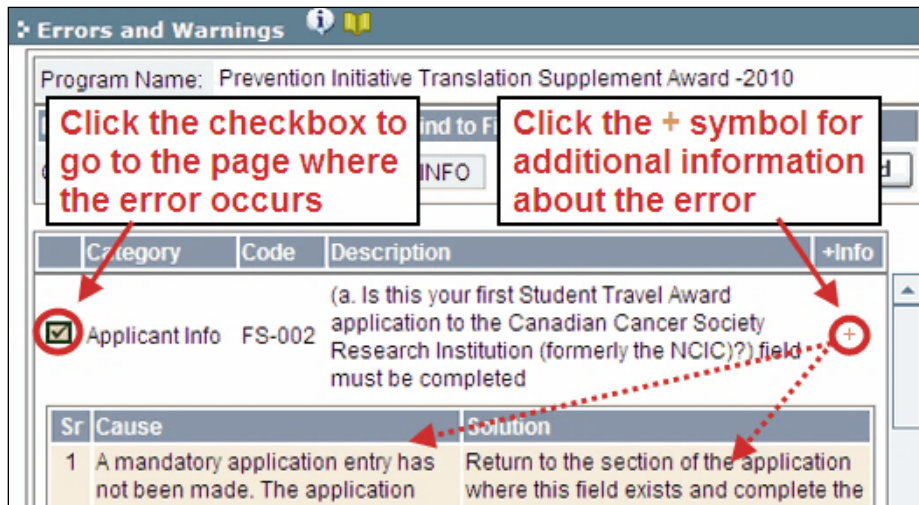
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



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

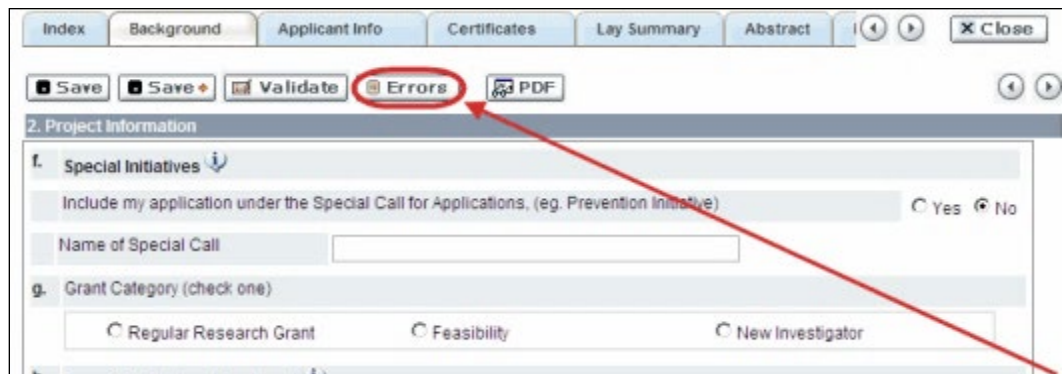
1. If errors are found, a dialogue box will open with details.
 - Click the + symbol under the +Info heading for information about the cause and solution of the error.
 - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.





- 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.

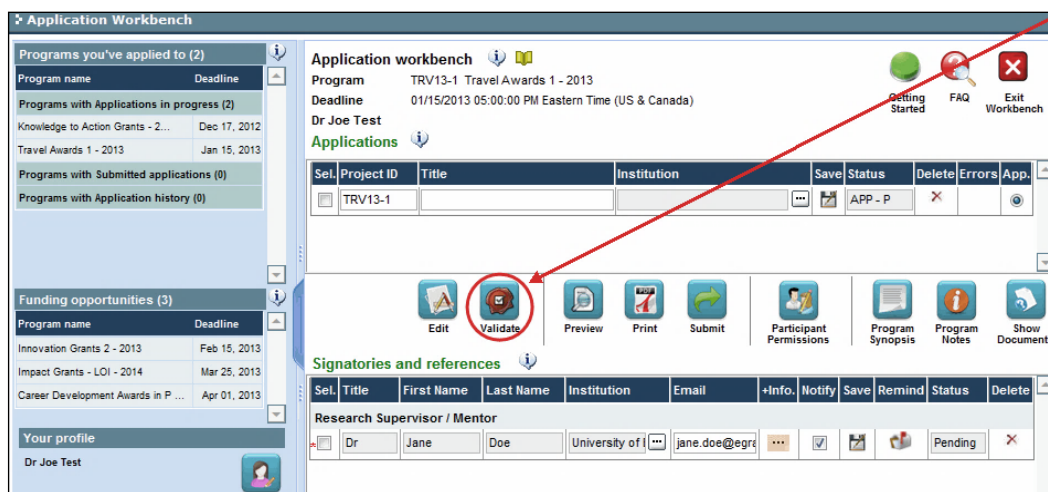


- When all errors are resolved for every section, click the **Close** button to exit the nomination form.

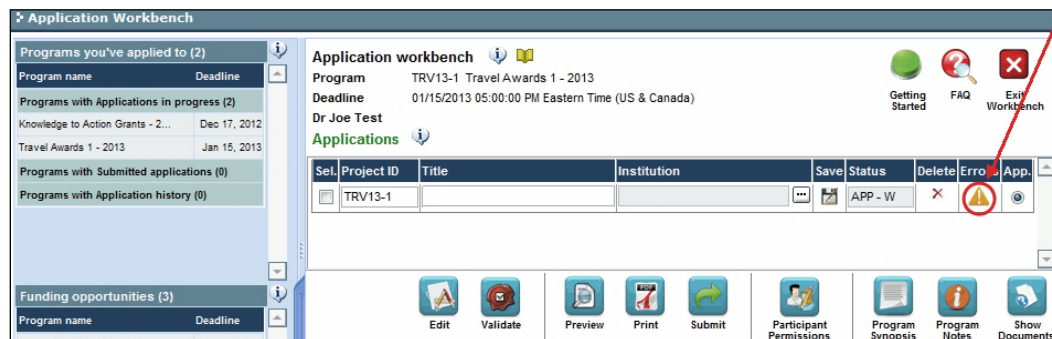





II. Preview and submission

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.



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

Submit

III. Confirmation

Once your nomination is submitted, 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 appointments

List in chronological order the academic appointments you've held concluding with your present appointment. For each entry, indicate appointment, 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.



D. Research Grant Support

List grant support received over your entire academic/research career.

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. 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.).

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.

H. Patents Granted & Licensed

List any patents granted or licensed relevant to this award, including (at a minimum) names, numbers and dates.

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.

J. Peer Review & Related Contributions

List peer review and related voluntary contributions to the research community.

G. Publications (All)

List all publications over your entire academic/research career.

E. Other relevant information



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



APPENDIX B: Guidance on preparing the nomination dossier

For the **Lifetime Contribution, Robert L. Noble, O. Harold Warwick, Bernard and Francine Dorval, and William E. Rawls Prizes**, each nomination package must be uploaded in EGrAMS by the nominator as one PDF file not to exceed 5 Mb, including the following:

1. **One nomination letter** from an appropriate authority from the nominee's host institution (*nominator*)
2. **A reference letter** from an individual from *outside* of the host institution who can attest to the impact of the nominee's research/contributions (*referee*)
Note: for the **Lifetime Contribution** prize, this letter may include testimonials from researchers who have benefitted from the nominee's contributions in order to support statements made by the referee. Testimonials must be cohesively presented (i.e. avoid snippets/blurbs) and will help present a complete picture of the nominees and the impact of their accomplishments.
3. **A reference letter** from a qualified expert in the nominee's field who can attest to the international significance and impact of the nominee's research program/contributions (*referee*)

The nomination letter (maximum 4 pages) and reference letters (maximum 2 pages each) must be submitted in PDF format, presented on official letterhead, 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 three (3) letters should collectively contain the following information:

- *for early career investigators* - the nominator's letter should include the start date of the candidate's first independent academic career (contact [CCS research staff](#) for questions regarding eligibility)
- 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 contributions to cancer/cancer research in Canada and internationally where relevant
- if the candidate's research/contributions have had a direct impact on the treatment or management of cancer, indicate the actual or potential benefits to the Canadian public, and internationally where applicable
- the candidate's research productivity in terms of scholarly contributions, research funding track record and forged collaborations in Canada and internationally where applicable. Highlight any publications in the individual's CV which you believe are particularly noteworthy
- highlight service to the research community and/or the Canadian Cancer Society and/or evidence of outreach efforts to the general public
- regarding consideration of circumstances which may have impacted the nominee's career progression (see [Appendix D - Evaluation criteria](#)) – where possible, any barriers should be explained



- awardees may be asked by CCS to function as spokespersons about the importance of cancer research to the public. The nominator should address the candidate's ability, preferably with concrete examples, to be an "ambassador" for cancer research generally, and for the Canadian Cancer Society as appropriate.

For the **Inclusive Excellence Prize**, each nomination package must be uploaded in EGrAMS by the nominator 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 will 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.



Please ensure that submissions for nominees to the early career investigator awards remain eligible within the 11-year award window. To account for the impact of the COVID-19 pandemic on the research community, please note that CCS has temporarily extended the eligibility window for early career investigators for another year – all those who began their independent research career after December 31, 2009 will be eligible for nomination.



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 sources¹⁻⁸ 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:

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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

Bernard and Francine Dorval / William E. Rawls Prizes (early career prizes):

Nominees will be evaluated according to the criteria described below.

Overall contributions to cancer research and potential to lead to (or evidence of having led to) improved cancer prevention, diagnosis, treatments, care, support or cancer control will be considered.

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

- Additional training requirements and career interruptions (personal (including 'two-body' problem¹ in academia), family responsibilities, medical leaves 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

Expectations for excellence will be commensurate with the research discipline and relative career stage of the nominee.

Criteria:

- Research productivity: nominee's publication record in peer-reviewed journals, quality and type of scholarly work published, degree of contribution, number of citations, and continuity of publication production (barring any interruptions); other forms of research outputs including, but not limited to, conference proceedings, policy reports, patents, and commercialization products.
- Research grant funding: as the lead investigator and as part of multi-investigator teams (noting that multi-investigator teams may require additional time/effort to generate successful outcomes); nominee's role(s) and potential impact of contribution(s) to the team will be considered.
- Fellowships, honours, and/or awards received by the nominee; scope and relevance (i.e. provincial, national, or international) of distinctions received will be considered.
- Training the next generation of researchers: relative to career stage and other considerations (career interruptions, for example), evidence of participation in a meaningful way and to an appropriate degree towards the mentorship and support of trainees and fellows; evidence that trainees and fellows have been subsequently recognized for excellence themselves.

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



- Contributions made to date to scientific discipline: details of these and how critical they are/have been for advancing the knowledge in their immediate research field and the general scientific body of cancer research; potential for future contributions based on track record will be considered.
- Evidence (potential) of (for) leadership on a national and international scale: senior author publications in high quality journals (and citations thereof); success in securing peer-reviewed research funding as a lead investigator; invitations to present at national and international conferences; participation on peer review panels and other professional contributions; community outreach; forging national and international collaborations; and importantly, impact (or likelihood of impact) on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and internationally.

Score	Nominee Rating Scale - Bernard and Francine Dorval & William E. Rawls Prizes (early career)
4.7-5.0	<ul style="list-style-type: none"> • Exceptional candidate who is extremely likely to become (or has already become) a leader in cancer research in Canada and internationally • Exceptional contributions made to date to their scientific discipline and potential impact of future contributions based on track record • Exceptional research productivity and track record in obtaining research grant funding relative to career stage • Exceptional track record in mentorship and/or potential to attract high quality personnel • Exceptional track record in obtaining fellowships, honours and/or awards
4.3-4.6	<ul style="list-style-type: none"> • Excellent candidate who is likely to become (or has already become) a leader in cancer research in Canada and internationally • Excellent contributions made to date to their scientific discipline and potential impact of future contributions based on track record • Excellent research productivity and track record in obtaining research grant funding relative to career stage • Excellent track record in mentorship and/or potential to attract high quality personnel • Excellent track record in obtaining fellowships, honours and/or awards
3.9-4.2	<ul style="list-style-type: none"> • Very good candidate who has the potential to become a leader in cancer research in Canada and internationally • Very good contributions made to date to their scientific discipline and potential impact of future contributions based on track record • Very good research productivity and track record in obtaining research grant funding relative to career stage • Very good track record in mentorship and/or potential to attract high quality personnel • Very good track record in obtaining fellowships, honours and/or awards
3.5-3.8	<ul style="list-style-type: none"> • Good candidate who has some potential to become a leader in cancer research in Canada and internationally • Good contributions made to date to their scientific discipline and potential impact of future contributions based on track record



	<ul style="list-style-type: none"> • Good research productivity and track record in obtaining research grant funding relative to career stage • Good track record in mentorship and/or potential to attract high quality personnel • Good track record in obtaining fellowships, honours and/or awards
3.0-3.4*	<ul style="list-style-type: none"> • Fair candidate who has limited potential to become a leader in cancer research in Canada • Fair contributions made to date to their scientific discipline and limited potential impact of future contributions based on track record • Fair research productivity and track record in obtaining research grant funding relative to career stage • Fair track record in mentorship and/or potential to attract high quality personnel • Fair track record in obtaining fellowships, honours and/or awards
Below 3.0	<ul style="list-style-type: none"> • Poor candidate who has low potential to become a leader in cancer research in Canada • Poor contributions made to date to their scientific discipline and low potential to yield impactful contributions in the future based on track record • Poor research productivity and track record in obtaining research grant funding relative to career stage • Poor track record in mentorship and/or potential to attract high quality personnel • Poor track record in obtaining fellowships, honours and/or awards

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



Robert L. Noble / O. Harold Warwick Prizes (established career prizes):

Nominees will be evaluated according to the criteria described below.

Overall contributions to cancer research and the significance of their accomplishments to cancer prevention, diagnosis, treatment, care, support or cancer control in Canada and internationally will be considered.

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

- Additional training requirements and career interruptions (personal (including 'two-body' problem² in academia), family responsibilities, medical leaves, 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:

- Research productivity and outputs: nominee's publication record in peer-reviewed journals, quality and type of scholarly work published, degree of contribution, number of citations, and continuity of publication production (barring any interruptions); other forms of research outputs including, but not limited to, conference proceedings, policy reports, patents, and commercialization products.
- Research grant funding: as the lead investigator and as part of multi-investigator teams (noting that multi-investigator teams may require additional time/effort to generate successful outcomes); nominee's role(s) and potential impact of contribution(s) to the team will be considered.
- Honours, and/or awards received by the nominee: scope and relevance (i.e. provincial, national, or international) of distinctions received will be considered.
- Training the next generation of researchers: relative to career stage and other considerations (career interruptions, for example), evidence of participation in a meaningful way and to an appropriate degree towards the mentorship and support of trainees and fellows; evidence that trainees and fellows have been subsequently recognized for excellence themselves and/or gone on to realize cancer research impacts themselves
- Contributions/discoveries made to cancer research: details of these and how critical they have been for advancing knowledge both in their immediate research field and for the general scientific body of cancer research; the importance of resulting impacts on cancer prevention, diagnosis, treatment, care, support or cancer control in Canada and internationally will be considered.

² Refers to dual-academic couples facing the challenge of both individuals obtaining desirable positions within a reasonable commuting distance.



- Evidence of leadership on a national and international scale: recognition as an expert by peers, senior author publications in high quality journals, success in securing peer-reviewed research funding as a lead investigator, invitations to present at national and international conferences, participation on peer review panels, editorial boards and other professional contributions, community outreach, national and international collaborations will be considered; and importantly, demonstrated impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and internationally.

Score	Nominee Rating Scale – Robert L. Noble & O. Harold Warwick Prizes (established career)
4.7-5.0	<ul style="list-style-type: none"> • Exceptional evidence of scientific leadership on a national and international scale • Exceptional contributions/discoveries made to date in their scientific discipline • Exceptional research productivity and track record in obtaining research grant funding • Exceptional and relevant recognition through honours and awards • Exceptional track record in mentorship/training of the next generation of cancer researchers • Exceptional impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and internationally
4.3-4.6	<ul style="list-style-type: none"> • Excellent evidence of scientific leadership on a national and international scale • Excellent contributions/discoveries made to date in their scientific discipline • Excellent research productivity and track record in obtaining research grant funding • Excellent and relevant recognition through honours and awards • Excellent track record in mentorship/training of the next generation of cancer researchers • Excellent impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and internationally
3.9-4.2	<ul style="list-style-type: none"> • Very good evidence of scientific leadership on a national and/or international scale • Very good contributions/discoveries made to date in their scientific discipline • Very good research productivity and track record in obtaining research grant funding • Very good recognition through honours and awards • Very good track record in mentorship/training of the next generation of cancer researchers • Very good impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally
3.5-3.8	<ul style="list-style-type: none"> • Good evidence of some scientific leadership in Canada • Good contributions/discoveries made to date in their scientific discipline



	<ul style="list-style-type: none"> • Good research productivity and track record in obtaining research grant funding • Good recognition through honours and awards • Good track record in mentorship/training of the next generation of cancer researchers • Good impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally
3.0-3.4*	<ul style="list-style-type: none"> • Fair candidate who has limited evidence of scientific leadership in Canada • Fair contributions made to date to their scientific discipline • Fair research productivity and track record in obtaining research grant funding • Fair recognition through honours and awards • Fair track record in mentorship/training of the next generation of cancer researchers • Limited impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population or internationally
Below 3.0	<ul style="list-style-type: none"> • Poor candidate who has no evidence of scientific leadership in Canada • Poor contributions made to date in their scientific discipline • Poor research productivity and track record in obtaining research grant funding • Poor recognition through honours and awards • Poor track record in mentorship/training of the next generation of cancer researchers • Limited to no impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population or internationally

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



Canadian Cancer Society Lifetime Contribution Prize (established career prize):

Nominees will be evaluated according to the criteria described below.

Primary consideration will be given to the nominee's contributions to cancer research that extend beyond traditional research accomplishments and outputs to have a significant impact on the Canadian cancer research ecosystem.

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

- Additional training requirements and career interruptions (personal (including 'two-body' problem³ in academia), family responsibilities, medical leaves, 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:

- Contributions to the Canadian cancer research ecosystem, and internationally, as applicable: vision and leadership in building networks, fostering collaborations, developing resources and infrastructure, and other contribution(s) that have/has significantly enhanced the cancer research ecosystem in Canada and internationally. The degree to which these contributions have impacted those affected by cancer, in Canada and internationally, as applicable, will be considered.
- Other considerations (to a lesser degree) include:
 - research productivity and outputs: publication record in peer-reviewed journals, quality and type of scholarly work published, degree of contribution, number of citations, and continuity of publication production (barring any interruptions); other forms of research outputs including, but not limited to, conference proceedings, policy reports, patents, and commercialization products
 - research grant funding: as the lead investigator and as part of multi-investigator teams (noting that multi-investigator teams may require additional time/effort to generate successful outcomes); the nominee's role(s) and potential impact of contribution(s) to the team.
 - honours, and/or awards: scope and relevance (i.e. provincial, national, or international) of distinctions received will be considered.
 - training the next generation of researchers: relative to career stage and other considerations (career interruptions, for example), evidence that the nominee participates in a meaningful way and to an appropriate degree towards the mentorship and support of trainees and fellows; evidence that trainees and

³ Refers to dual-academic couples facing the challenge of both individuals obtaining desirable positions within a reasonable commuting distance.



- fellows have been subsequently recognized for excellence themselves, including securing academic positions in cancer research
- participation on peer review panels, editorial boards and other professional contributions, as well as community outreach and advocacy

Score	Nominee Rating Scale – Lifetime Contribution Prize (established career)
4.7-5.0	<ul style="list-style-type: none"> Exceptional evidence of visionary leadership that has enhanced the cancer research ecosystem on a national and international level Exceptional impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and internationally Excellent research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions Excellent and relevant recognition through honours and awards
4.3-4.6	<ul style="list-style-type: none"> Excellent evidence of visionary leadership that has enhanced the cancer research ecosystem on a national and/or international level Excellent impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally Very good research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions Very good and relevant recognition through honours and awards
3.9-4.2	<ul style="list-style-type: none"> Very good evidence of leadership that has contributed to the cancer research ecosystem on a national and/or international level Very good impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally Good research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions Good and relevant recognition through honours and awards
3.5-3.8	<ul style="list-style-type: none"> Good evidence of leadership that has contributed to the cancer research ecosystem on a national and/or international level Good impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally Fair research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions Fair recognition through honours and awards
3.0-3.4*	<ul style="list-style-type: none"> Fair evidence of leadership that has contributed to the cancer research ecosystem on a national and/or international level Fair impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally Minimal research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions Minimal recognition through honours and awards



Below 3.0	<ul style="list-style-type: none"> • Limited to no evidence of leadership that has contributed to the cancer research ecosystem on a national and/or international level • Limited to no impact on cancer prevention, diagnosis, treatment, care and/or support in the Canadian population and/or internationally • Limited to no research productivity, including publications and other outputs, grant funding, training the next generation of researchers and professional contributions • Limited to no recognition through honours and awards
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*Nominees scoring below 3.5 as an average of final scores will not be considered eligible to receive a prize.



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' problem⁴ 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.

⁴ 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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*	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:

Index ifo Biographical Release Nomination Dossier

Save Save + Validate Show Tree

7. Nominator Information

*Last Name	Doe
*First Name	John
Department	Department of Molecular Biology
Institution	Queen's University

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.

Index ifo Biographical Release Nomination Dossier

Save Save + Validate Show Tree

8. *Nomination dossier Show Instructions

Attachment Title	File Name	View Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	Choose File No file chosen	<input type="button" value="View Del"/>

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

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

8. *Nomination dossier Show Instructions

Attachment Title	File Name	View Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	Choose File No file chosen	<input type="button" value="View Del"/>

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 egrans@cancer.ca

