



CCS Breakthrough Team Grants – Transforming the Future of Metastatic Cancer (BTGLOI-24)

Canadian Cancer Society

**Letter of Intent Application Guide
May 2024
Version 1**



**Canadian
Cancer
Society**

Important dates:

Letter of Intent due date:
June 27, 2024

Letter of Intent results:
July 15, 2024

Full application due date:
October 15, 2024

Funding begins:
January 15, 2025

To apply:

Visit [EGrAMS](#) to access the application form.

Applications must be submitted online by 5:00 pm EDT/EST.

Questions?

Contact CCS research staff at research@cancer.ca

Breakthrough Team Grants Program Synopsis

The intent of the CCS Breakthrough Team Grants model is to bring together passionate and talented teams of scientists, clinicians, patient partners, and knowledge users from across disciplines to work synergistically and 'think big' to address important gaps in cancer research that will be transformational for people affected by the disease. The primary scientific objectives for this Breakthrough Team Grants program are twofold:

1) To develop a better understanding of the biology of and mechanisms associated with cancer cell dormancy, including research that:

- Investigates different models of dormancy such as angiogenic, immune-mediated, and cellular dormancy.
- Delineates the mechanisms behind why certain types/subtypes of cancer are more prone to dormancy.
- Explores the individual (human or tumour) factors (genetic, molecular, etc.) that lead some to develop metastatic disease while others do not.
- Explores the role of the host immune system in regulating dormancy.
- Explores a potential role for the human microbiome in tumour dormancy.
- Develops (and utilizes) new, physiologically relevant model systems that accurately represent dormancy in human cancers.
- Could result in interventions that can prevent the onset of metastatic disease.

2) To better support people living with advanced or metastatic disease throughout the course of their disease, including research that:

- Examines interdisciplinary prevention/management of symptoms and chronic conditions (including non-pharmacological management).
- Seeks to provide improved psychosocial support.
- Seeks to develop integrated and appropriate palliative care.
- Improves support for caregivers.
- Considers longitudinal studies to provide a clearer picture of the unique needs of people living with long-term metastatic disease (particularly as they relate to patient-reported outcomes (PROs), or that could identify factors associated with longer-term survival of people diagnosed with metastatic disease.
- Seeks to better coordinate and deliver complex care.
- Considers equitable access to anticipated project outcomes from the outset.

Up to \$15M is available for this funding opportunity. Teams may request a maximum of \$1.5M per year over 5 years, for a maximum of \$7.5M. This amount may be increased if additional funds become available from CCS or partners. It is anticipated that at least two grants will be funded through this initiative – with at least one team funded in each of the two themes identified above.

Click [here](#) for the full program description.



Letter of Intent Guide

Three easy steps:

1. [Add signing authorities](#)
2. [Complete your letter of intent](#)
3. [Validate and submit your letter of intent](#)

Additional resources:

- Appendix A: [Troubleshooting](#)
 - [Host Institution field is empty or incorrect, and lookup button does not work](#)
 - [Delete an application](#)
 - [Budget error during validation](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Assign participants access to your application](#)
- Appendix D: [Update your profile](#)



STEP 1: Add signing authorities

All applications require sign-off by the executive signing authority from the institution where your research will be undertaken. If funds are to be distributed by a separate institution, sign-off is also required from the executive signing authority for the finance institution.

Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.

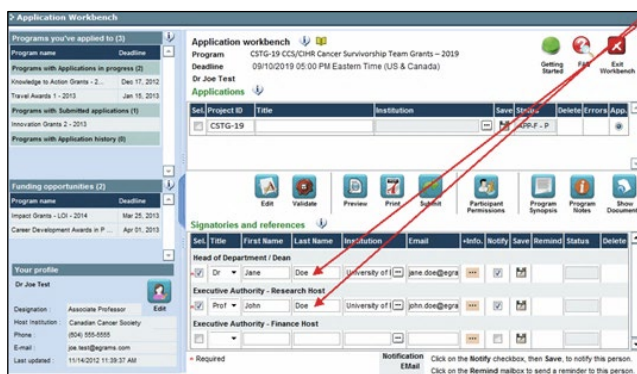
The system will send the email when you click the **Notify** box (step 2).

Create a PDF of your application:

Depending on your institution's policy regarding signing authorities, they may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your application at any time by going to the **Application workbench** and clicking:

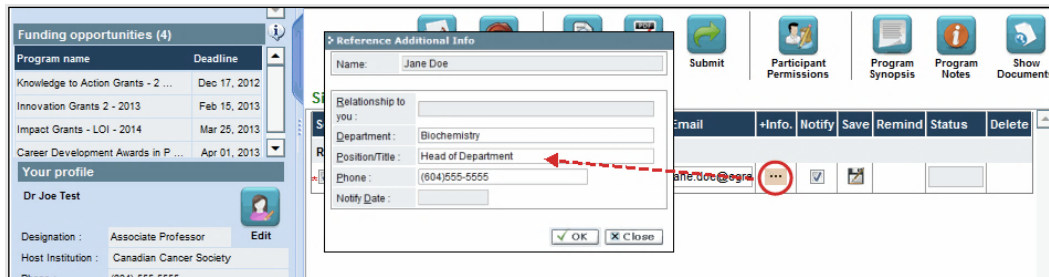


1. Ensure that **CCS Breakthrough Team Grants – LOI – 2024** is selected in the Application workbench.
 - If it is not, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions, and email addresses of your Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.

A screenshot of the EGrAMS Application Workbench interface. The interface is divided into several sections. On the left, there is a sidebar with a tree view of programs and funding opportunities. The main area is titled "Application workbench" and shows details for a specific program: "CSTG-19 CCS/CHR Cancer Survivorship Team Grants – 2019". Below this, there is a table of applications. The "Signatories and references" section is visible, showing a table with columns for Title, First Name, Last Name, Institution, Email, Notify, Save, Remind, Status, and Delete. Three rows are shown: "Head of Department / Dean", "Executive Authority - Research Host", and "Executive Authority - Finance Host". Red arrows point to the "Notify" and "Save" buttons in the table. At the bottom, there are instructions for the "Notify" and "Remind" checkboxes.

3. Click the **...** button under the **+Info** heading and complete the **Reference Additional Info** window for **Department, Position/Title** and **Phone**:





4. **IMPORTANT:** Ensure that the **Notify** checkbox is checked when (and only when) you want your signatories to be notified.

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save
Research Supervisor / Mentor								
* <input checked="" type="checkbox"/>	Dr	Jane	Doe	University of I	jane.doe@egra	...	<input checked="" type="checkbox"/>	

- When the Notify box is checked off, EGrAMS will send an automated email to your signatory as soon as you click .
- The email will contain a unique URL that will grant access to the relevant section of your application for each contact.

Automated email delivery to your signing authorities:

The email notification is sent out as soon as you click the **Save icon**. If you want to notify them at a later time, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:

1. Return to the **Application workbench** screen.
2. Click the **Notify** button.
3. Click the **Save** icon.

5. Click to save your entry. An email containing a unique URL for access to the signing authority sections of your application will be sent out to your contacts immediately.



Monitoring status / sending reminders:

To see if your contacts have completed the signing authority sections of your application 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 your contacts have not yet completed their portion of your application, you can re-send the email notification by clicking on the button.

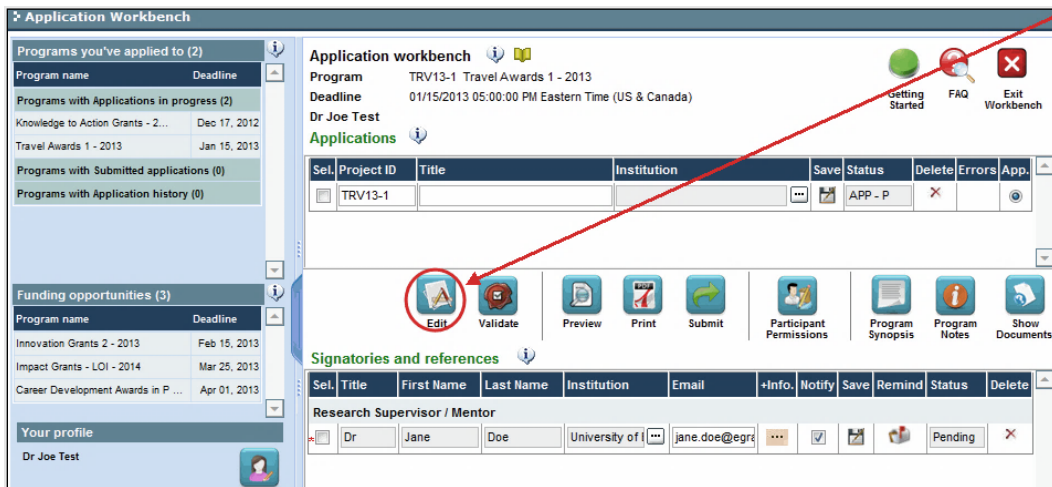


STEP 2: Complete your letter of intent

I. Access the letter of intent

1. Ensure that **CCS Breakthrough Team Grants - LOI – 2024** is selected in the workbench.
 - If it is not, click the program name on the left under Programs with Applications in progress

2. Click the  button to access the application:



The screenshot shows the 'Application Workbench' interface. On the left, there are several panels: 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The main area displays details for 'Program TRV13-1 Travel Awards 1 - 2013' with a deadline of '01/15/2013 05:00:00 PM Eastern Time (US & Canada)'. Below this is a table of applications with one entry: 'TRV13-1'. At the bottom, there is a 'Signatories and references' section with a table for 'Research Supervisor / Mentor' containing one entry: 'Dr Jane Doe' from 'University of I...'. A toolbar at the bottom contains buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. The 'Edit' button is circled in red, and a red arrow points from it to the 'Edit' button in the toolbar.

3. Click on the background tab to begin.

II. Enter details of your application

Understanding the application interface:

For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult [Appendix B: Understanding the application interface](#).

Format for document attachments:

Document attachments (e.g. budgets.) **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 application:

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

These are not meant to be comprehensive – please consult this Application Guide, along with the funding program description, to complete your application:

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, Budget, and a Close button. Below the navigation bar are several action buttons: Save, Save (with a dropdown arrow), Validate, Errors, PDF, and Show Tree. 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 main content 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.' The 'Institution' field is currently selected, showing a text area with the following text: 'Your User Profile information appears below however this section should indicate where the research described within this proposal will take place (change as necessary). NOTE: Your User Profile is always considered your current mailing address. The address listed here will be used to advise you of the outcome of this competition only.'



III. Quick links to page-by-page instructions

Background

1. [Applicant information](#)
2. [Project information](#)
3. [Participants](#)

Applicant Info

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- 16g. [Cancer site relevance](#)
- 16h. [Common Scientific Outline \(CSO\)](#)
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Release form

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Executive Authority Sign-Off

18. [Head of Department/Dean confirmation](#)
19. [Executive authority of the host research institution](#)
20. [Executive authority of the host finance institution](#)

BACKGROUND

1. Applicant information

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

2. Project information

Project title: The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.

Financial Institution: If the institution responsible for administering grant funds is different from the institution hosting your research, use the button to locate the financial institution.

Project date: The start date of the letter of intent funding is July 15, 2024, and indicate an end date of October 15, 2024 (the full application deadline).

Amount of funds requested at the LOI stage: This figure must match the total calculated budget for your LOI application – the total calculated budget is viewable on the Budget Summary page within the Budget section.

Note:

- Funding will be available for up to **\$10,000 per team** for the development of the full application.

The screenshot shows a web form titled '2. Project information' with a 'Hide Instructions' button. The form contains the following fields and annotations:

- a. Project Title:** A text input field containing 'Grant application'. A red box highlights this field with the text: 'If you've indicated No, use the lookup button to indicate the Financial Institution name'. A red circle highlights the '...' button next to this field.
- b. Is Financial Institution the same as the Research Institution?** Radio buttons for 'Yes' and 'No'. The 'No' button is selected and circled in red.
- c. If No, provide Financial Institution name:** A text input field with a '...' lookup button next to it. A red circle highlights this button.
- d. Project Start Date (mm/dd/yyyy):** A date input field containing '2/1/2013'.
- e. Amount of Funds Requested:** A numeric input field containing '0.00'. A red box highlights this field with the text: 'Enter the total budget amount requested (must match the calculated amount in the Budget Summary)'.
- End Date (mm/dd/yyyy):** A date input field containing '1/31/2018'.
- Project Cost:** A numeric input field containing '0.00'.

Estimated Project Cost at full application stage: This figure can be a maximum of \$7.5M over a maximum of 5 years.

Language: Complete the entire application in one language only.




For applications submitted in French, please note that all review panels are conducted in English, and French language reviewers will be secured as required. Applicants submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and have the necessary expertise to critically evaluate the application.

3. Participants

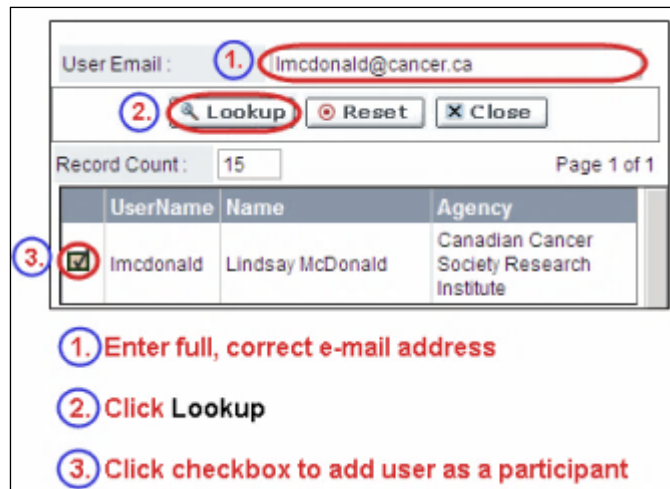
Note:

- Each investigator can submit only **ONE** application as Principal Investigator or Co-Principal Investigator in this competition. Applicants may be listed in other roles on multiple applications.
- Consideration of accessibility, equity, diversity and inclusion [principles](#) in the composition of research team members must be evident at the full application stage.
- Teams must meet the minimum expectations for team composition as indicated in the [Program Description](#) to be considered eligible at the LOI stage. Additional team members may be added before the Full Application deadline.

EGrAMS Login: Add participants by first searching for their user profile using the  button. The form will be auto-populated from the data in their user profile. If they are not in the system, enter the required information into the form.

Note: You can give others (anyone with an EGrAMS profile) access to your application and set their permissions according to their role. See [Appendix C](#) for instructions.

Searching for users in the system: In the lookup box, enter the full, correct email address associated with the participant's system profile:



User Email :	1. lmcdonald@cancer.ca		
2. <input type="button" value="Lookup"/>	<input type="button" value="Reset"/> <input type="button" value="Close"/>		
Record Count :	15	Page 1 of 1	
UserName	Name	Agency	
3. <input checked="" type="checkbox"/>	lmcdonald	Lindsay McDonald	Canadian Cancer Society Research Institute

1. Enter full, correct e-mail address
2. Click Lookup
3. Click checkbox to add user as a participant

Provide full addresses, including department name/affiliation, for each participant to ensure proper identification of conflicts of interest during the peer review process.



Note: CVs (other than that of the PI) and letters of support and collaboration are not required at the letter of intent stage. These are to be provided at the full application stage.

Financial Officer

Provide the name and email address of your institution's financial officer who would be responsible for the administration of this research grant, and to whom all correspondence about the accounting should be sent. Once the name is entered, the mailing address will auto-populate. (Note that this is a mandatory requirement; all applications must include a Financial Officer entered as a Participant.)

Co-Principal Investigators and Co-Applicants

Co-Principal Investigators and Co-Applicants are recognized as researchers who may or may not have a formal affiliation with the Host Institution but will take responsibility for particular administrative and scientific aspects of the research project. These categories can include Adjunct Professors or Status only appointments. These categories **may not include** graduate students, postdoctoral fellows, research associates, technical support staff, or investigators based outside of Canada. Individuals are not eligible to receive salary support from a grant.

Knowledge/End Users

Knowledge or End Users are members of a research team who will use the knowledge and/or implement the approaches or interventions generated through the research in order to move the research forward, and/or to make informed decisions about health policies, programs and/or practices. Healthcare practitioners, policy makers, educators, decision makers, health care administrators, members of First Nations, Inuit, Métis and Urban Indigenous communities and organizations or racialized communities may be included in this category. CCS staff members participating on grants are to be included in this category. Knowledge Users are usually not eligible to receive salary support from a grant. Please contact CCS if you have questions about this.

Project Manager

A project manager must be identified for the project. Project managers are responsible for the day-to-day management of the project, coordinating members of the research team to ensure budget, timeline and scope are adhered to. The PM will be the main point of contact for CCS staff.

Additional Authors

Additional Authors are recognized as other individuals who will make substantial intellectual contributions to the research project(s) or have contributed to the drafting of the application itself, but who are not eligible to be included as Co-Applicants. Students, postdoctoral fellows, research associates, lay contributors and investigators based outside of Canada may be included in this category. Students, postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

People affected by cancer



People affected by cancer or patient/survivor/caregiver participants are defined as individuals who have been affected by cancer. This category may include anyone at elevated risk of cancer, who has been diagnosed with cancer, or someone who provides physical and emotional care to someone with cancer, but not in a professional or vocational role. Participants in this category are eligible (and must be offered, but may decline) to receive financial remuneration from the grant for their participation (in line with [CCS policy](#)). Please select “Other” in the designation field, or as appropriate.

Collaborators

Collaborators include any additional individuals who will be involved in the grant but are not eligible to be named in any of the above roles. Collaborators do not need to submit a CV but are required to submit a letter of collaboration.

How to add multiple participants

After you’ve completed the form for the first participant on your team, click the save and continue arrow to create a blank form for the next participant. Add as many participants as necessary. When you’ve completed the process, click the forward arrow twice to move to the next page of the application.

The screenshot shows a web application interface for adding participants. At the top, there are tabs for 'Index', 'Background', 'Applicant Info', 'Certificates', 'Lay Summary', and 'Abstract'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The 'Save +' button is circled in red. A red arrow points from this button to a text box that reads: "Click the Save and move forward button to add another participant". Below this is the '3. Participants' section, which includes a text area for instructions and a form with fields for 'Contact Type', 'a. EGrAMS Login', 'b. *Name', 'c. Department', 'd. Institution', 'e. Address I', 'f. Address III', 'g. City', 'h. Telephone', and 'i. E-mail Address'. A dropdown menu icon in the 'Contact Type' field is circled in red, with a red arrow pointing to a text box that reads: "Use the ... button to locate participants who have already registered in the system".

APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated version of your CV (NIH-style biosketch) in PDF format.

NOTE: CCS is not a member organization of the Common CV Network, therefore the Common CV should not be used due to Common CV use restrictions.



5. Justification for career interruptions

Briefly 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). For COVID-related interruption, simply state COVID-19 and indicate 2020/03 - 2021/09 (18 months). If not applicable, please indicate this in the form. Your justification should not exceed 1250 characters, including spaces.

The character count may be different when copying text from Word due to formatting.

6. Application and career stage

This section is mandatory and plays no part in the review or funding of an application.

The data is used for statistical and communications purposes only.

PUBLIC SUMMARY

7. Public Summary

Please provide a plain language summary (abstract) of your project that will be shared with our patient/survivor/caregiver reviewers and potentially with our donors and other stakeholders. Note that this summary should be understandable by someone who does not have a scientific background and should not contain confidential information.

In your summary, please address the following questions:

- What is the goal/purpose of your project? What need does it address?
- What are you proposing to do?
- Why is this work important? How will it impact people affected by cancer?

Format:

- Limit the summary to 2000 characters (including spaces)
- The character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

8. Patient Engagement Approach

Describe how people with lived experience will be involved in the project throughout its lifecycle. This section may be revised at the full application stage.

This section should not exceed 2500 characters (including spaces). Note that the character count may be different when copying text from Word due to formatting.

9. Relevance Statement

Provide a relevance statement that clearly articulates which of the two themes the project is focused on: Theme 1 - To develop a better understanding of the biology of and mechanisms associated with cancer cell dormancy, or Theme 2 - To better support people living with advanced or metastatic disease throughout the course of their disease.

Please note that this section will be used by patient/survivor/caregiver reviewers at the full application stage to evaluate the relevance and overall impact of the proposed work.



The relevance statement should be written in non-technical language, and not exceed 2100 characters, or roughly half page, including spaces. Note that character count may be different when copying text from Word due to formatting.

ABSTRACT

10. Scientific abstract

Provide a detailed summary of your research project including the following (brief) sections: rationale, aims and objectives; experimental design(s), methods and analysis; expected outcomes; and dissemination plan(s). Maximum of 4200 characters, including spaces. Character count may be different when copying text from Word due to formatting.

11. Keywords

Provide a maximum of 10 specific keywords or descriptive terms that best describe the focus and approach of your project. Enter one keyword or term per line.

BUDGET

12. Budget request

A detailed budget for up to \$10k in costs to develop the full application will be considered. This can include patient partner remuneration, project manager/coordinator time, travel, and other well-justified expenses. A budget justification should be included for each item requested.

Do not include infrastructure/overhead charges or levies. See our website for further information on [Financial Administration and our indirect costs policy](#).

Budget validation: “funds requested does not equal budget amount”

Note that your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

12a. Budget request category: Program expenses – Supplies and Expenses

Include expenses (consumables) directly related to the development of the full application. Note that funds are eligible to be spent from July 15, 2024 until the full application deadline of October 15, 2024.



Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category.

The screenshot shows a web-based budget request form. At the top, there are tabs for 'Lay summary', 'Abstract', 'Proposal', 'Budget', 'Other funding', 'Panel', and 'Track'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The 'Budget request' section includes fields for 'Category' (Program Expenses - Supplies and Expenses), 'Type', 'Classification Seq.' (1), 'Sub Type' (Direct), and 'Narrative'. The 'Attachment' field is empty and has a 'Browse...' button next to it. A red callout box with the text 'Attach PDF containing justification for each line item here' points to the 'Attachment' field. Below the form is an 'Instructions' section and a table with columns for 'Description', '2011', '2012', '2013', 'Total', and 'Notes'.

- **Naming convention:** please use the following format: [lastname_firstname-justification-supplies].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

12b. Budget request category: Program expenses – Salaries and Wages

List all members of the proposed research team for whom support is sought to support direct development of the full application. This includes remuneration for community and/or patient/survivor/caregiver partners. Note that funds are eligible to be spent from July 15, 2024 until the full application deadline of October 15, 2024.

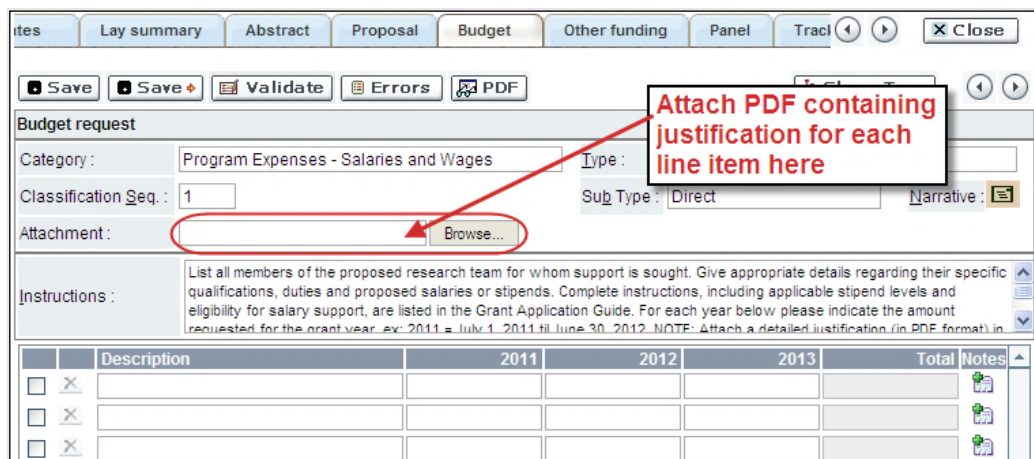
Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. People affected by cancer who are members of the research team should be remunerated according to [CCS policy](#). However, please note the following:

- Any person holding an academic rank equivalent to Assistant Professor or higher cannot be considered to be a professional assistant or research associate, and therefore cannot be paid from a grant.
- Employees of the federal or provincial governments and investigators or research personnel based outside of Canada are not eligible to receive salary support from a grant.
- Funds will not be awarded for secretarial support.
- Salaries requested should conform to the Host Institution rate based on the experience of the individual required for the project. If the person is unnamed, justify the need for a trainee with the number of years of experience required specifying the work to be undertaken.



Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category.

- **Naming convention:** please use the following format: [lastname_firstname-justification-salaries].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.



The screenshot shows a web application interface for budget requests. At the top, there are tabs for 'ites', 'Lay summary', 'Abstract', 'Proposal', 'Budget', 'Other funding', 'Panel', and 'Track'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The main form area is titled 'Budget request' and contains the following fields: 'Category' (Program Expenses - Salaries and Wages), 'Type' (), 'Classification Seq.' (1), 'Sub Type' (Direct), and 'Attachment' (Browse...). A red callout box with the text 'Attach PDF containing justification for each line item here' points to the 'Attachment' field. Below the form is an 'Instructions' section and a table with columns for 'Description', '2011', '2012', '2013', 'Total', and 'Notes'.

13. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**.

PANEL

14. Panel Recommendation

Choose the panel theme that is most relevant to your project.

15. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate. Note that these may be patient/survivor/caregiver reviewers or end-user/decision-maker reviewers in addition to scientific reviewers.



15a. Reviewer exclusions

Applicants may also suggest individuals they would prefer NOT be contacted as potential reviewers (panel members and/or external reviewers); specific details should be given as to the reason for exclusion. **Any exclusions you list will not be viewable to panel members.**

TRACKING

Please answer the following questions to the best of your ability. You can select different responses at the full application stage if needed.

16a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. Select only those that represent at least 25% of the research project's objectives. This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

16b. Research focus

Select the research focus of the proposal. Responses are to be limited to the scope of the proposed research for the duration of the proposed term. This information is used solely for statistical/reporting purposes and will not be used as part of the scientific review of the application. Select one research focus that best describes the project.

Biomedical research – Projects that rely on model systems or are basic/fundamental research. Includes understanding disease mechanisms or studying cell pathways in model systems or patient-derived cell lines. If any component of the project uses patient-derived tissue or involves human subjects, it should be coded as clinical research.

Clinical research – Projects that have a component that is clinical and/or involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes testing drugs, biomarkers, or mechanism of action of drugs in patients, patient-derived tumours, or liquid biopsies.

Health systems and health services research - Research that assesses or attempts to solve barriers to care, treatment adherence, care utilization, overtreatment, health care transitions, national strategies/frameworks, clinical pathways/guidelines, ethics, patient decision aids, adverse drug reactions, treatment delays/wait times, access/equity, and/or health literacy.

Social, cultural, environmental, and population health research – Research that is population-level and unrelated to the health system. Includes research that investigates lifestyle, toxin exposures, diet, or population-based surveillance surveys (e.g., the International Tobacco Control (ITC) survey, British Columbia Adolescent Substance Use Survey).



16c. Clinical Trial

If your proposed research includes a clinical trial component, select the type of trial and provide the participant recruitment target. If your proposed research does not involve a clinical trial, select not applicable.

16d. Relevant cancer population

Select the cancer population(s) the proposed research is focused on and will be relevant to. If your proposed research can be applied broadly to cancer patients, select “Not specific.” Be sure to check at least one item.

Note: Only select pediatric or AYA populations if the research is specific to these populations.

16e. Underserved populations

Please indicate if your research project is focused on underserved populations.

Note: Only select an option if the research is specific to one or more of the identified populations.

16f. Research subject

If your proposed research involves human subjects or patient tissues, select the research subject(s) that will be used in the study. You can select more than one option. If your proposed research does not involve human subjects or patient tissues, select “Not applicable.”

Note: Only select pediatric or AYA if the study population or patient tissue is specific to these populations.

16g. Cancer site relevance

Select a maximum of four cancer sites where the research will be most relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (%). Only include cancer sites with at least 25% relevance; total should equal 100%.

The cancer site selected must reflect the site of the primary cancer. For example, if your research is focused on lung cancer that has metastasized to the brain, select lung as the relevant cancer site.

When a project does not focus on one or more specific cancer sites (e.g. applies broadly to cancer patients), select “Non-specific/All sites.”

Only use the **Details** description field to describe the site if you have selected **Other** as a site (i.e. Do not enter a % sign with your percentage, only enter the number).



16h. Common Scientific Outline (CSO)

Select a maximum of 3 codes which best describe the research. Full details of the Common Scientific Outline can be found at the International Cancer Research Portfolio website (<https://www.icrpartnership.org/cso>).

16i. Other Research Codes

Please indicate if your research project is focused on any of the indicated research areas. Select all that apply. If your proposed research does not involve any of the research areas, select 'not applicable.' This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

RELEASE FORM

17. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow the CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS website. Lay summaries of progress and impact of the research will be shared in our internal and external reports, including press releases, social media or other communications.

EXECUTIVE AUTHORITY SIGN-OFF

18. Head of Department/Dean confirmation

Approval of this application is to be completed by the head of the applicant's research department. If the project is to be carried out by the head of the department, the application must instead be confirmed by the dean.

19. Executive authority of the host research institution

Approval of this application is to be completed by the executive authority of the host institution where the research will be conducted and must be completed for you to submit your application.

20. Executive authority of the host finance institution

If the host institution administering funds is different from where the research will be conducted, this section must be completed for you to submit your application. It is to be completed by the executive authority of the host institution administering funds.



IMPORTANT: executive authority sign-off

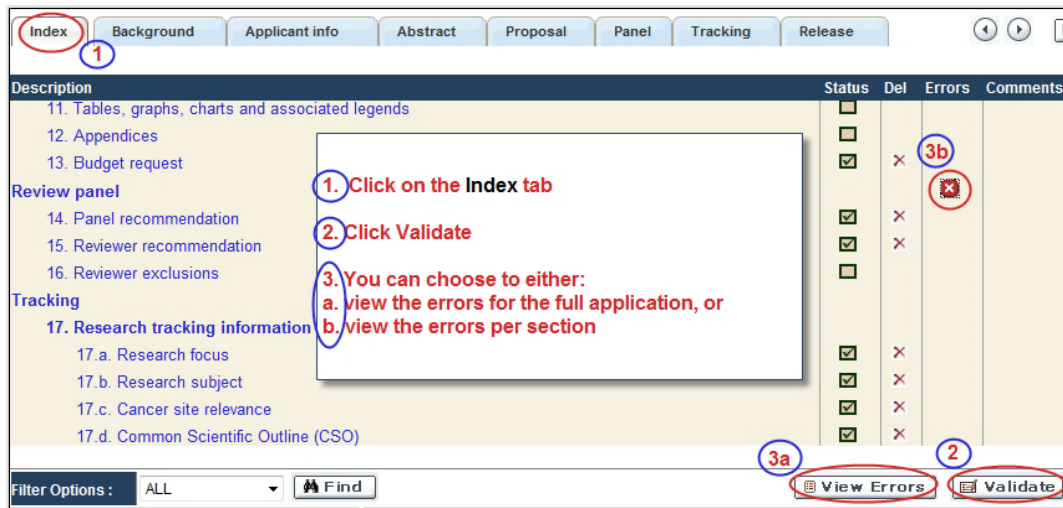
Sections 18 and 19 (and 20, if relevant) are mandatory for submission of your application.

STEP 3: Validate and submit your letter of intent

I. Validation

Before you can submit your application, 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 application, or b) validate one section at a time.

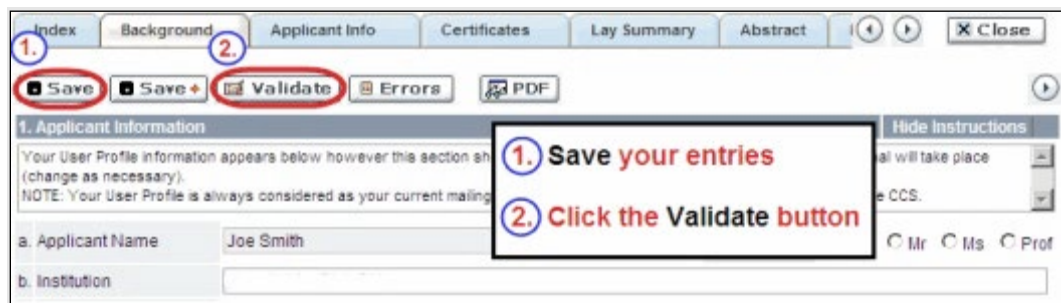
a) Validate the full letter of intent



b) Validate one section at a time

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

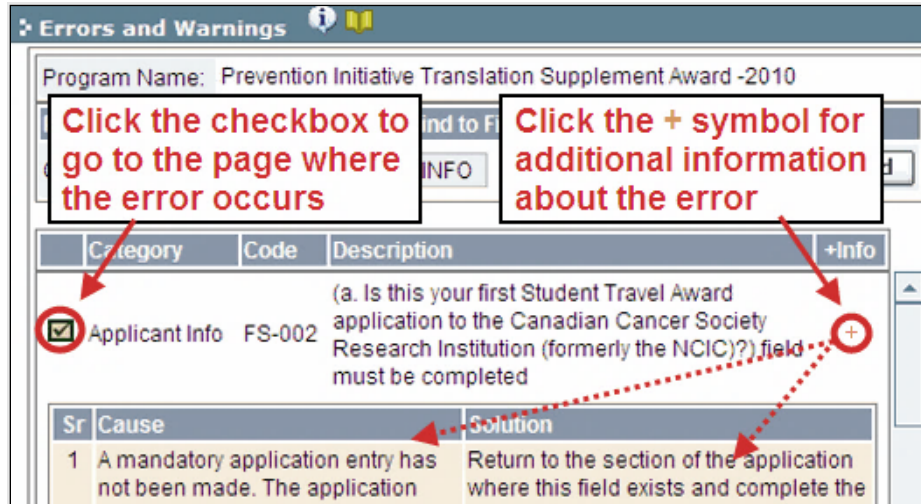
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



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

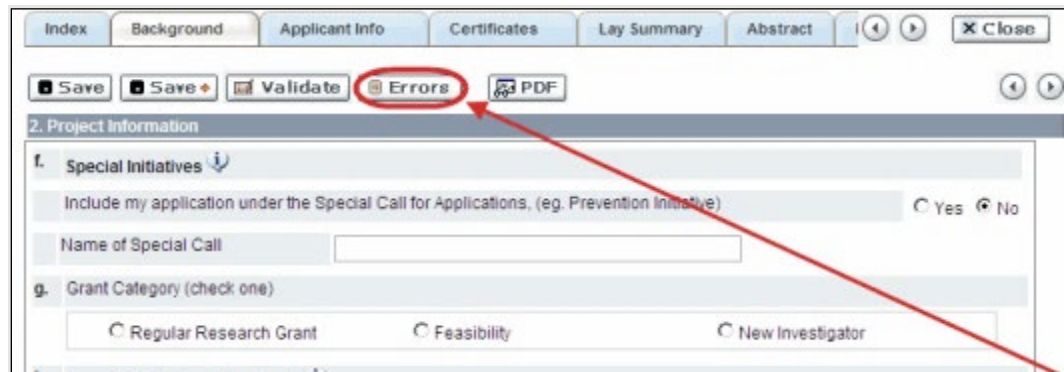


1. If errors are found, a dialogue box will open with details.
 - Click the + symbol under the **+Info** heading for information about the cause and solution of the error.
 - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.



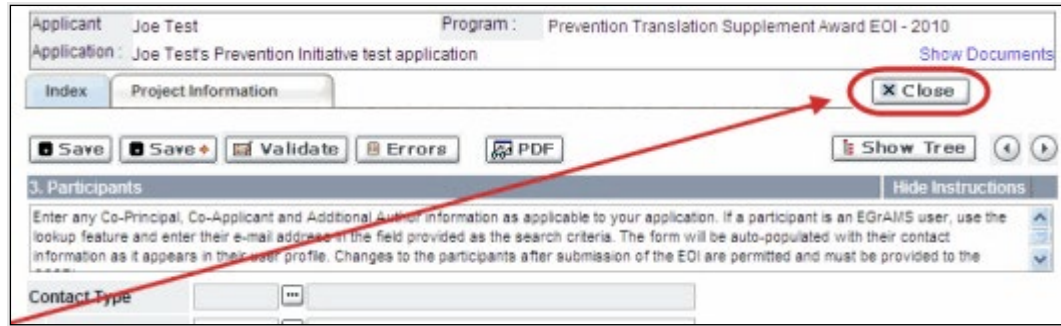
2. To view the dialogue box with the list of errors again, click the **Errors** button.

Note: The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.




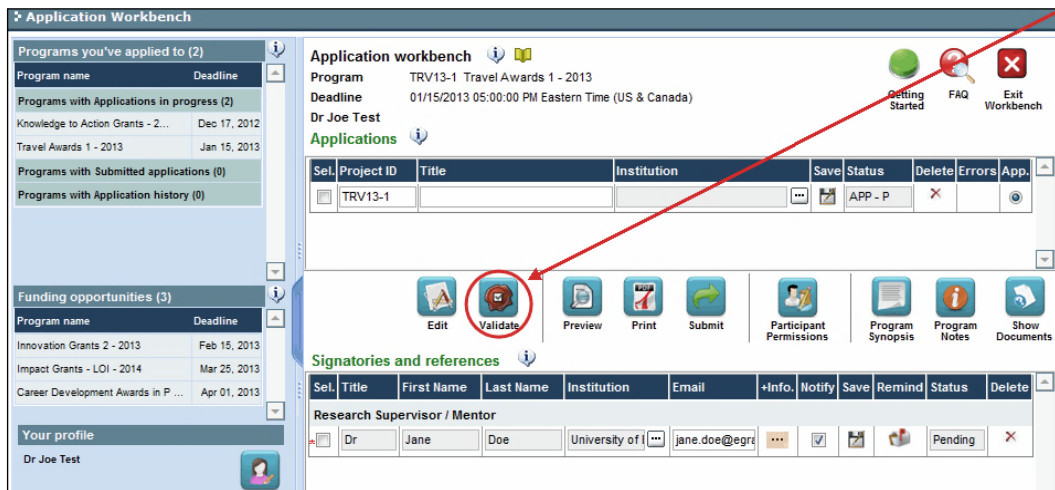
3. When all errors are resolved for every section, click the **Close** button to exit the application.



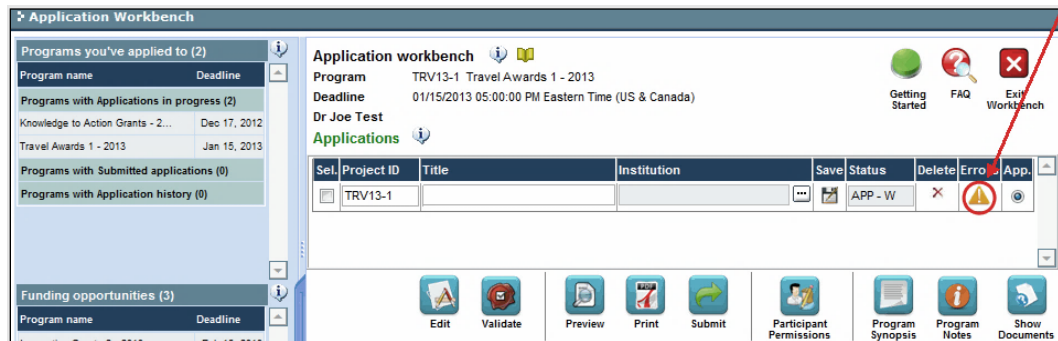


II. Preview and submission


- From the **Application workbench**, click the  button to do a final validation of your application.




- If Errors are found, click the  button for information about the errors.




- Errors can be corrected through the  menu.

- To generate a PDF of your application, click the  button:



5. To preview your application 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.


III. Confirmation

Once your application is submitted, a confirmation email will be sent to you by EGrAMS.



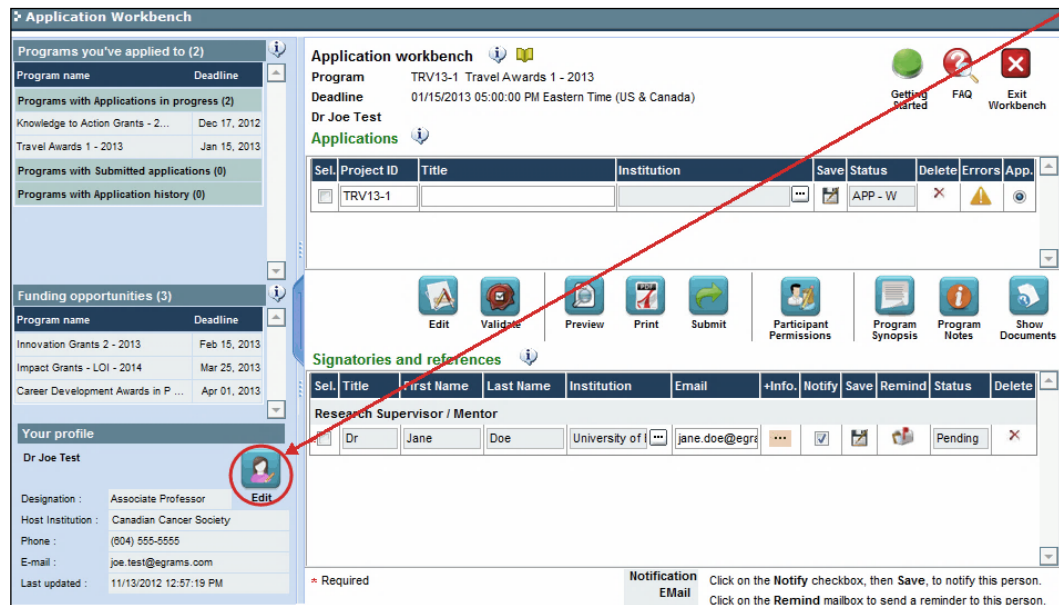
APPENDIX A: Troubleshooting

- **Host Institution field is empty or incorrect, and lookup button does not work.**

Problem: I am creating my application. The  button in the Host Institution field does not open a lookup box.

Solution: The Host Institution field is auto-populated from information provided in your profile. You will need [to update this information](#) in your profile first, then log out of EGrAMS and log back in and create your application.

To update your profile: From the Application workbench, click the  button.



Application Workbench

Programs you've applied to (2)

Program name	Deadline
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (604) 555-5555

E-mail : joe.test@egrms.com

Last updated : 11/13/2012 12:57:19 PM

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

Sel	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
<input type="checkbox"/>	TRV13-1				APP - W			

Signatories and references

Sel	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
<input type="checkbox"/>	Dr	Jane	Doe	University of	jane.doe@egr		<input checked="" type="checkbox"/>			Pending	


Notification EMail

Click on the Notify checkbox, then Save, to notify this person.

Click on the Remind mailbox to send a reminder to this person.

- **Delete an application**

Problem: I need to delete my application.

Solution: Go to the Application workbench, click the  button, click OK in the pop-up.



Application Workbench

Programs you've applied to (2)

Program name	Deadline
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile
Dr Joe Test

Application workbench

Program TRV13-1 Travel Awards 1 - 2013
Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)
Dr Joe Test

Getting Started | FAQ | Exit Workbench

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete/Errors	App.
<input type="checkbox"/>	TRV13-1				APP - P		

Edit | Validate | Preview | Print | Submit | Participant Permissions | Program Synopsis | Program Notes | Show Documents

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
Research Supervisor / Mentor											
<input type="checkbox"/>	Dr	Jane	Doe	University of I...	jane.doe@egr...		<input checked="" type="checkbox"/>			Pending	

- **Budget error during validation**

Application stage: [Step 3: Validate and submit your application](#)

Problem: When I validate my Budget section, I get an error that reads “Funds requested [or Project cost] does not equal budget amount”. What does it mean and how do I fix it?

Solution: [Section 2. Project Information](#) contains two fields under item (e) – Amount of Funds Requested and Project Cost. The values entered in these fields must match the values in your budget summary.



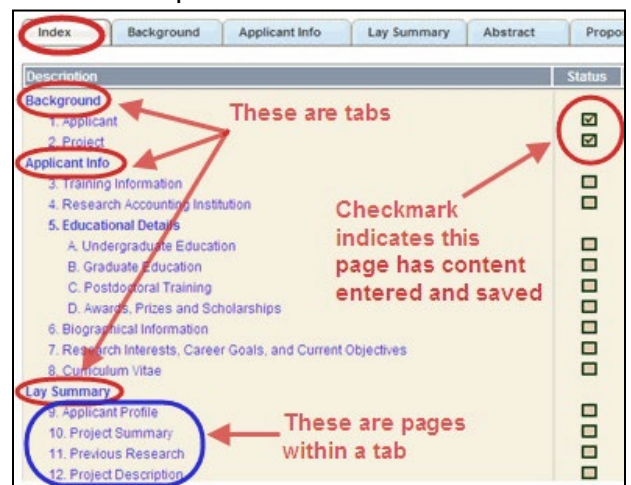
APPENDIX B: The Application Interface

I. Navigation

Use the tab banner and arrow buttons to navigate through your application:



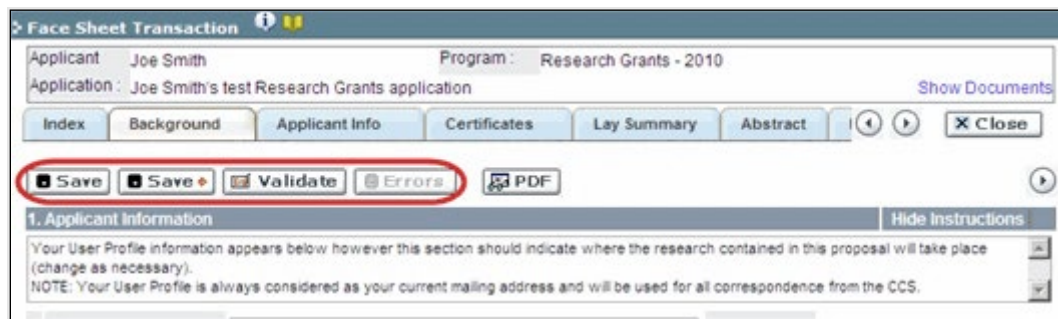
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.
4. **Advance page by page through application** – Some sections (tabs) are consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent section.
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.



- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.
- Each line of the index is clickable and will take you straight to that page of the application.
- Note that errors will show up in the index until you re-validate the application.

II. Save, Validate, Errors

The **Save**, **Save** → (save, and move forward to next page), **Validate** and **Errors** buttons enable users to save their work and then check to make sure they have completed the questions properly.



▪ Save

While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated, the first time you view that page of the application.

If you try to advance to the next page without saving your work, the system will prompt you to do so.

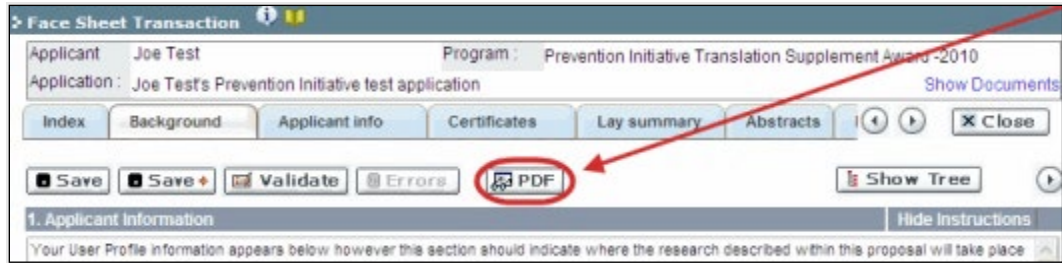
▪ Validate and check for errors


The validation process is a crucial step in completing your application successfully. For detailed instructions, consult [Step 3: Validate and submit your application](#).

III. PDFs

Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.

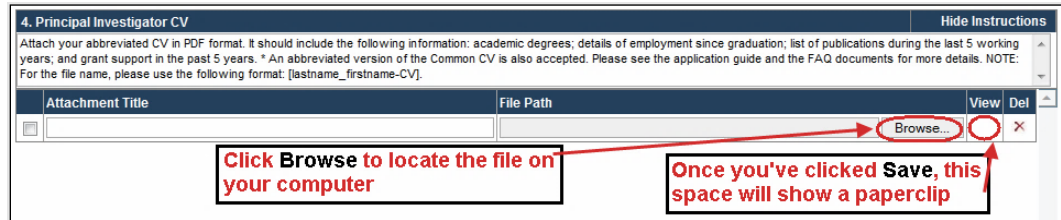




If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the **Attachment Title** field.
2. Click **Browse** and locate the document on your computer.



3. Click **Save** to upload the document as an attachment to your application.

The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

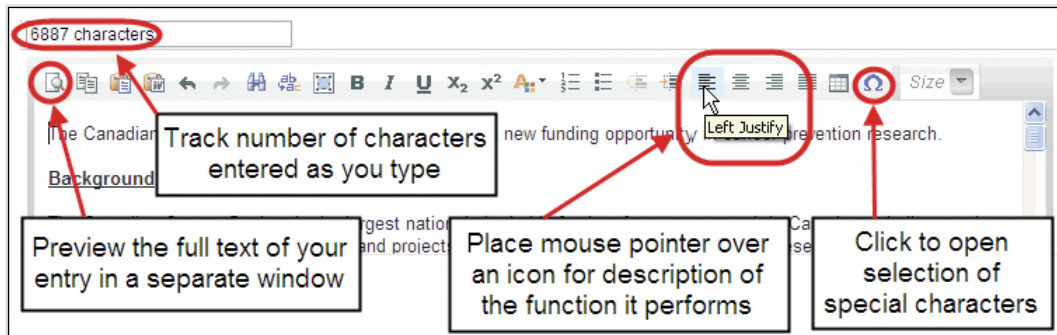
V. The rich text editor

Copying and pasting formatted text:

- You can copy and paste text formatted in a Word processor into the form; formatting will be preserved, including special characters inserted using Alt codes.
- The use of Symbol font in your application text is not supported in EGrAMS.
- Copying text from Word for Greek or French characters using this font will result in these special characters being lost (usually converted to some other letter).



You can format your text with the rich text editor within EGrAMS, in the same way you would format text in Microsoft Word.

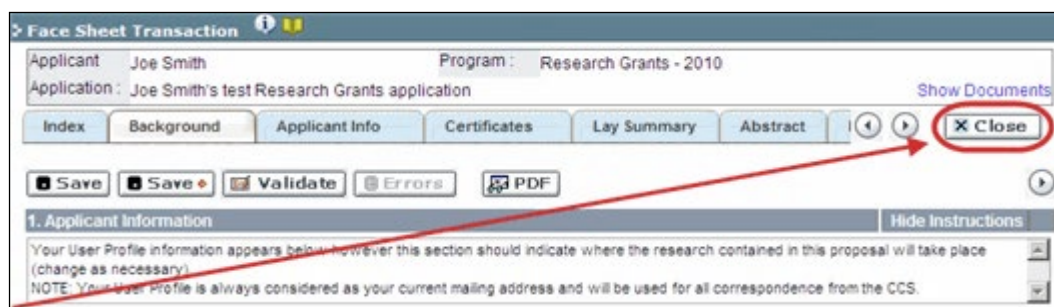


Use the rich text editor to:

- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
 - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide
- enter special characters such as French or Greek letters
- include bulleted and/or numbered lists
- preview your text in a full screen window

VI. Exit

To exit the application and access the **Application workbench** again, click the **Close** button.



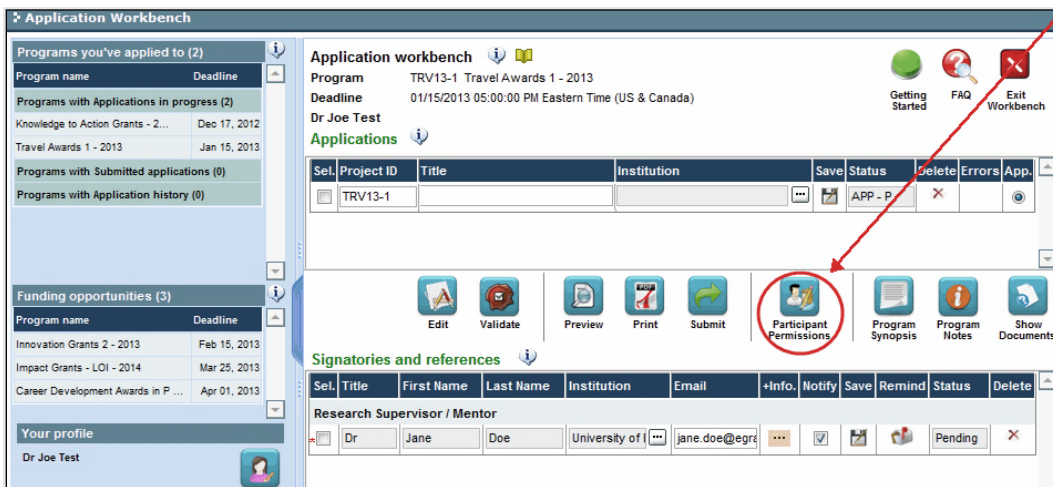
APPENDIX C: Assign participants access to your application

Follow the instructions below to give Co-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role.

Prerequisites for application access:

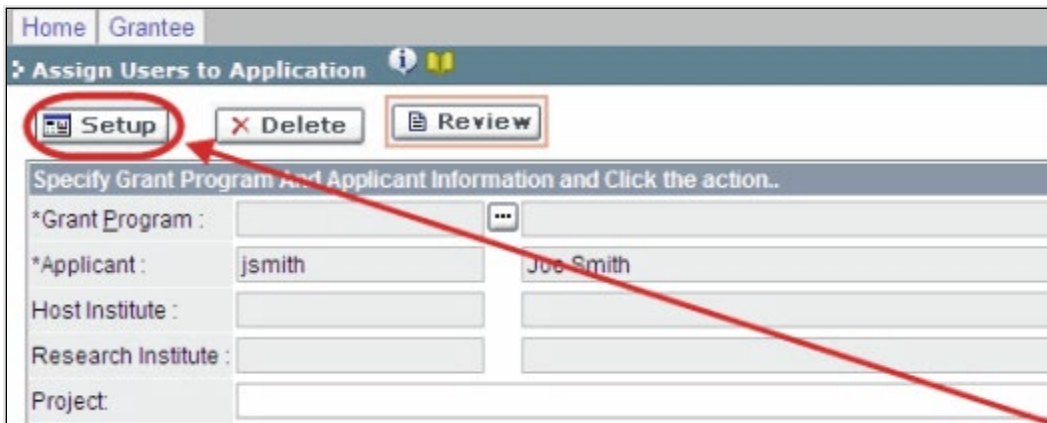
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

1. From the **Application workbench**, click the  button:



The screenshot shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The main area displays 'Application workbench' for program 'TRV13-1 Travel Awards 1 - 2013'. Below this is a table of applications with columns for 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. A toolbar contains buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions' (circled in red), 'Program Synopsis', 'Program Notes', and 'Show Documents'. At the bottom, there is a 'Signatories and references' section with a table for 'Research Supervisor / Mentor'.

2. Click the **Setup** button:




The screenshot shows the 'Assign Users to Application' dialog box. It has a header with 'Home' and 'Grantee' tabs. Below the header are three buttons: 'Setup' (circled in red), 'Delete', and 'Review'. The main area contains a form with the following fields: '*Grant Program:', '*Applicant:' (with 'jsmith' and 'Joe Smith' entered), 'Host Institute:', 'Research Institute:', and 'Project:'.




3. Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.

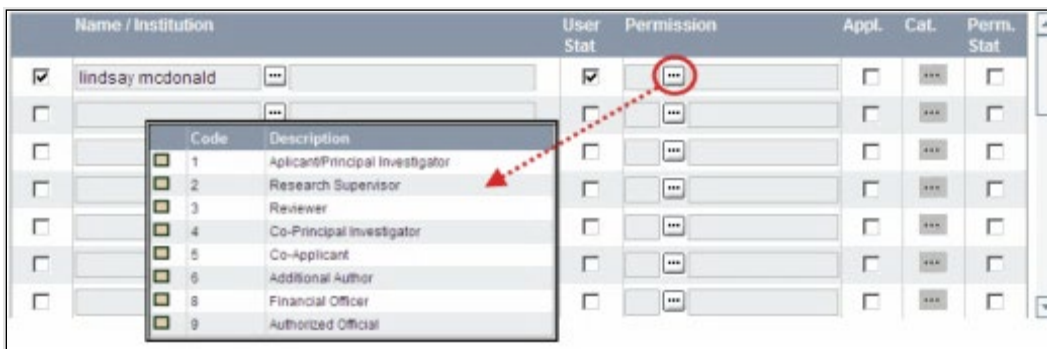
4. Click **Find**.

5. Use the  button to open the lookup box in the **Name/Institution** column.

- All EGrAMS users you have entered on your application as [Participants](#) will be listed in the lookup box:




6. For each participant, use the  button to open the lookup box in the **Permission** column and select the appropriate role:



7. Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



8. Use the  button to open the lookup box in the **Cat.** column and assign access permissions for each section of your application to the project team member.



- **Read** access means an applicant can view the content of that section but cannot make any changes to it.
- **Write** access means they are able to edit content in that section.
- **NA** means they will have no access to the content in that section.

Section Category Date: Jul-15-09

User Name

Project Joe Smith's test Research Grants application

Section	Section Description	Access
GEN	Background	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
BUS	Applicant Info	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
CERT	Certificates	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
SUM	Lay Summary	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
ABS	Abstract	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
PROP	Proposal	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA

OK Close

This applicant has permission to edit (Write) the Certificates section, and permission to Read the other sections but make no changes to them

Alternatively, **uncheck this box to remove a participant's access** to your application.

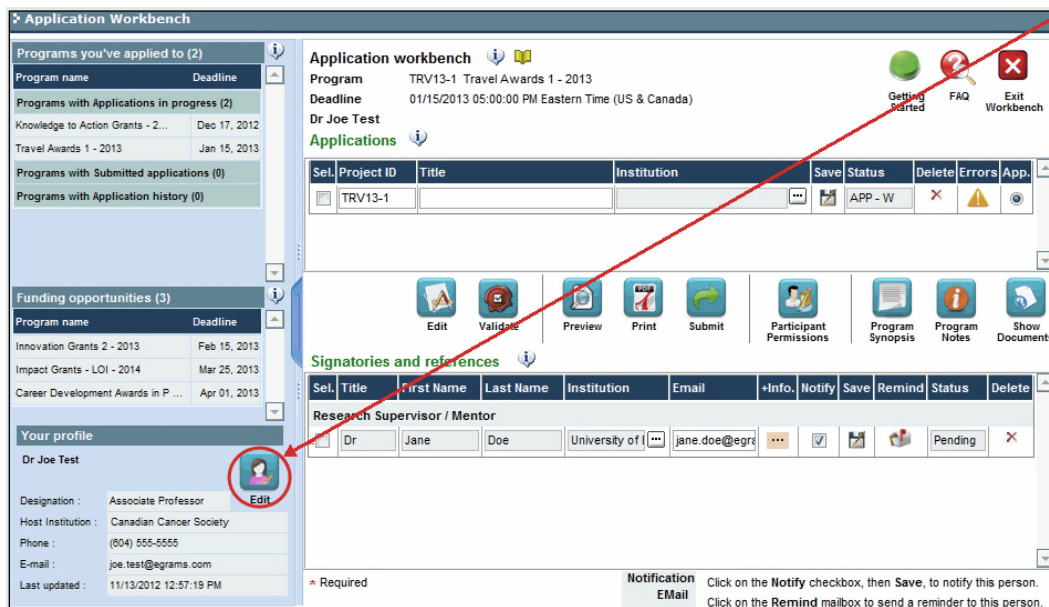
9. Click **OK** to save your entries.

Your colleagues will now be able to see and access your application when they log in to EGrAMS. Their access will be limited to the permissions and rights you have assigned to them.



APPENDIX D: Update your profile

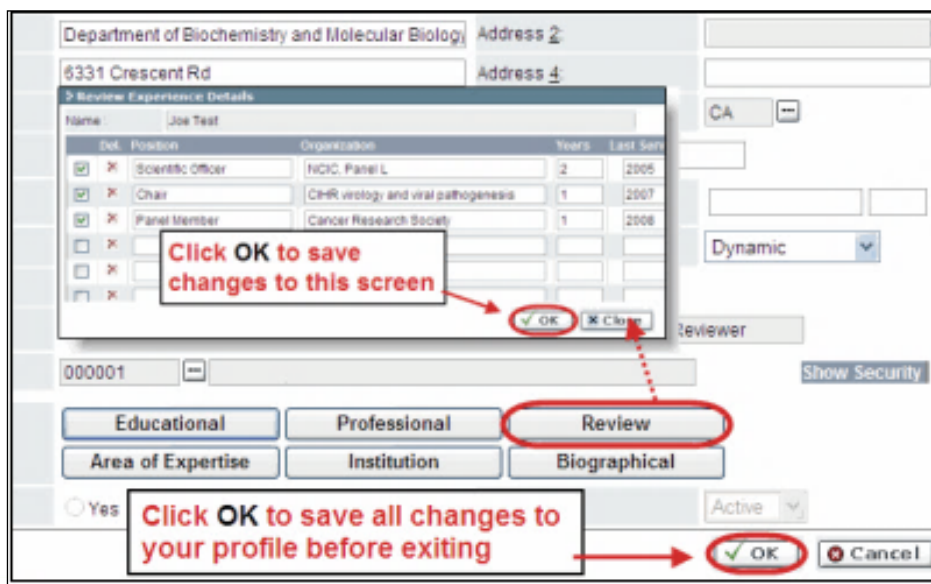
1. To update your profile, click the  button on the **Application workbench**.



The screenshot shows the 'Application Workbench' interface. On the left sidebar, under 'Your profile', there is a red circle around the 'Edit' button. The main content area shows details for 'Dr Joe Test' and a table for 'Signatories and references'.

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
<input type="checkbox"/>	Dr	Jane	Doe	University of	jane.doe@egr		<input type="checkbox"/>			Pending	

2. Make changes as required. Consult [Interpreting Data Fields](#) for assistance.
3. Click **OK** at the bottom right corner of the screen to save your changes.



The screenshot shows a 'Review Experience Details' dialog box. A red callout box points to the 'OK' button in the dialog, with the text 'Click OK to save changes to this screen'. Another red callout box points to the 'OK' button at the bottom of the main application window, with the text 'Click OK to save all changes to your profile before exiting'.



Saving changes to Additional Details screens:


If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking OK on both the Additional Details screen and then again on the main user profile page.

If you click OK on the former but not the latter, your changes will be lost.

Interpreting the data fields:

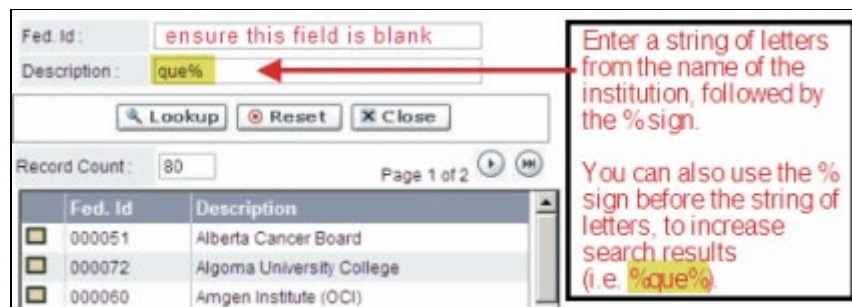
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

Display Name: This field will be auto-populated using the first initial from the First Name field and whatever you have entered in the Last Name field. However, you can change it if you wish.

Institution: Click on the  button, and select the name of your current research institution.

**** If you do not see your institution listed in the dialogue box, contact egrams@cancer.ca. Include “EGrAMS institution set-up” in the subject line.**

To search for your institution: use the % sign as a wildcard in the Description field:



Department: Indicate your department or faculty/division (e.g. “Dept. of Immunology” or “Faculty of Nursing” where there is no department).

Address Line 1-4: Use these lines to indicate your street address. Indicate your campus, building, floor/room number, centre or laboratory as appropriate.

Country: Click on the  button for a list of country codes.


City: Enter your city.

Province: Click on the  button for a list of province codes.

Postal Code: Enter your entire postal code **in the first box**.


Menu Style: This category defaults to the “Dynamic” style. If you wish to change how EGrAMS displays menus along the top of your screen, you can change this field to “Drop Down List”.

Designation: This field is mandatory.

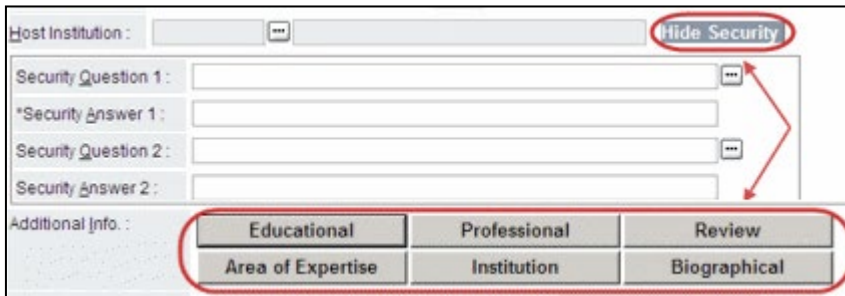
Role: Click on the  button, and select your role within the EGrAMS system:

- **Grantee** is a person applying for funding.
- **Reviewer** is a panel member who evaluates applications and awards funding.
- **Grantee/Reviewer** is a person who occupies both descriptions.




Show Security: Click on this button to expand the form, and add at least one **security question** in the event you forget your password.

To add a security question, click on the  button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.

Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.



The screenshot shows a form with the following elements:

- Host Institution:** A dropdown menu with a  button.
- Hide Security:** A button circled in red.
- Security Question 1:** A text input field with a  button.
- *Security Answer 1:** A text input field.
- Security Question 2:** A text input field with a  button.
- Security Answer 2:** A text input field.
- Additional Info:** A section containing six buttons: Educational, Professional, Review, Area of Expertise, Institution, and Biographical. These buttons are circled in red.

Red arrows point from the **Hide Security** button to the **Security Question 1** and **Security Question 2** dropdown arrows.

