CCS Breakthrough Team Grants (BTG-25)

Transforming the Future of Metastatic Cancer

Canadian Cancer Society

Full Application Guide
September 2024
Version 2

Canadian Cancer Society

Important dates:

Full application due date:
October 17, 2024

Funding begins:
January 15, 2025

To Apply:

Visit EGrAMS to access the application form.

Applications must be submitted online by 5:00 p.m. 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/themes 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.
- Explored 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.

Application Guide

Three easy steps:

1. Add signing authorities
2. Complete your application
3. Validate and submit your application

Additional resources:

- Appendix A: Other funding summary template
- Appendix B: Troubleshooting
    - Host Institution field is empty or incorrect, and lookup button does not work
    - Delete an application
    - Budget error during validation
- Appendix C: The application interface
- Appendix D: Assign participants access to your application
- Appendix E: Update your profile

STEP 1: Add signing authorities

All applications require signing-off by the head of the department and 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.

> **Researchers who are department heads:**
>
> If the PI is also a department head, applications must be authorized by the **dean of the department** instead. Their approval must be completed in order to submit the application.

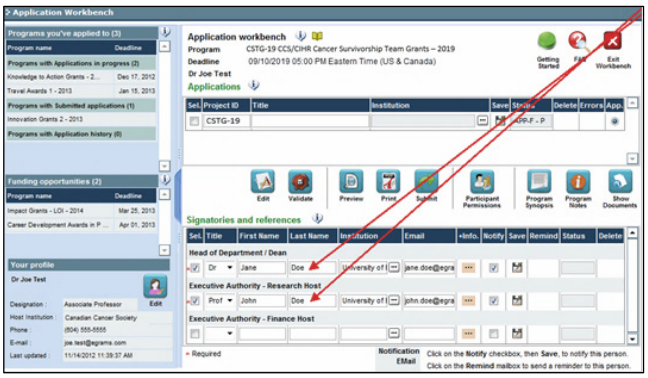
Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.

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

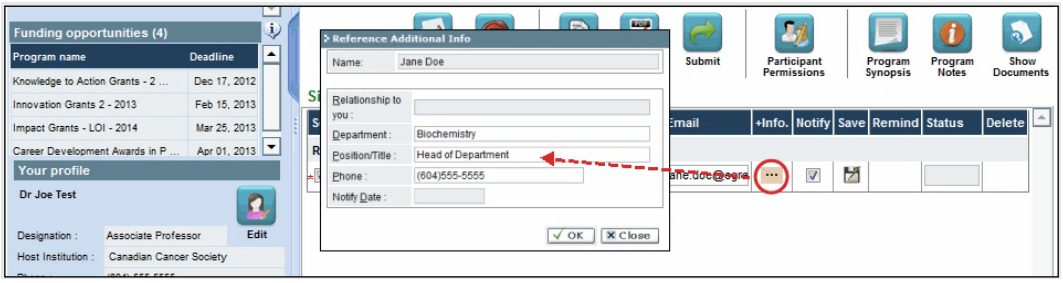
> **Create a PDF of your application:**
>
> Depending on your institution's policy regarding signing authorities, your Department Head or Dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your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

1. Ensure that ***CCS Breakthrough Team Grants – 2025*** is selected in the Application workbench. If it is not, click the program name on the left under *Programs with Applications in progress*.

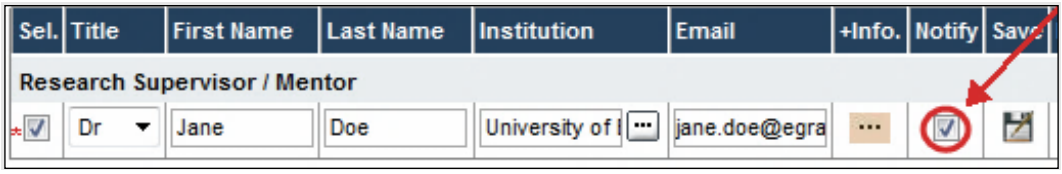
2. ***Signatories and references:*** complete the forms under *the Head of Department*, *Executive authority – research host, and Executive authority – finance host* sections by providing the titles, names, institutions, and email addresses of these signatories (as applicable).



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



4. **IMPORTANT:** When you are ready for your signatories to receive an email notification, make sure that the *Notify* checkbox is checked.



- When the *Notify* checkbox is selected, 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 only 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.

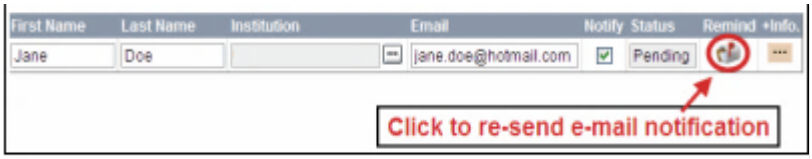
Monitoring status/sending reminders:

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 application

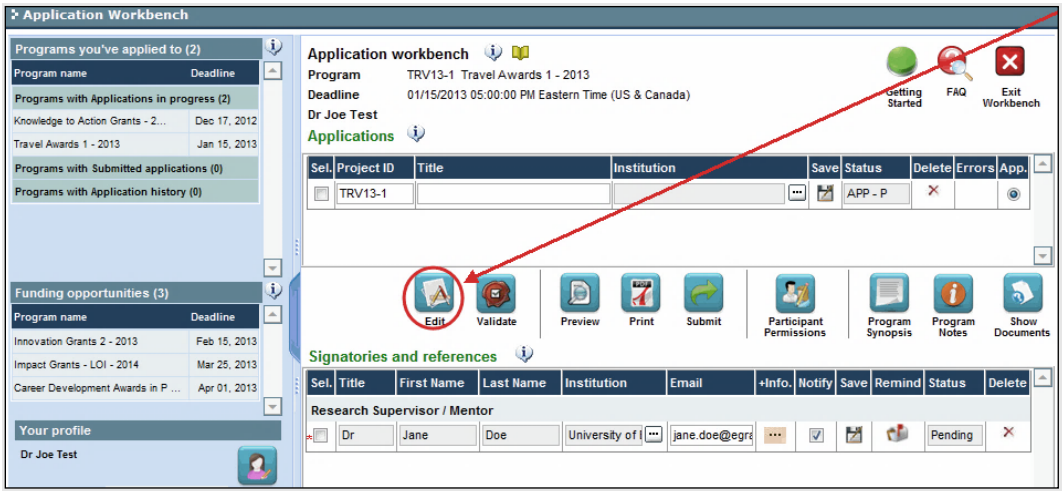
I. Access the application

1. Log in to the CCS EGrAMS to access the home screen ("Application workbench").

2. Ensure that *CCS Breakthrough Team Grants – 2025* is selected in the workbench. If it is not, click the program name on the left under *Programs with Applications in progress*.

3. Click the 

button to access the application:



4. Click on the background tab to begin.

II. Enter details of your application

As part of the Letter of Intent (LOI) registration, the *Background*, *Applicant Info*, *Abstract*, *Relevance Statement*, *Review panel*, and *Tracking* sections have already been completed. Changes can be made to these sections, however, **substantive changes that significantly alter the overall goals and aims of the proposal relative to the LOI registration are not permitted.** Please contact us at research@cancer.ca if you have any questions on this topic.

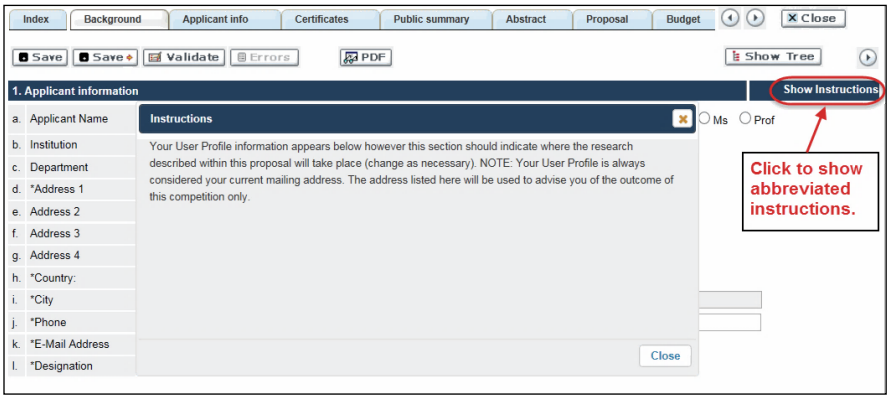
Understanding the application interface: For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult Appendix C: The application interface.

Format for document attachments: With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, 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 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:



III. Quick links to page-by-page instructions

Background

1. Applicant
2. Project
3. Participants

Applicant Info

4. Principal Investigator CV
5. Justification for career interruptions
6. Application and career stage

Certificates

7. Certificates required
   - 7a. Biohazard/Biosafety
   - 7b. Animal care
   - 7c. Ethics
   - 7d. Human samples
   - 7e. Health Canada Approval (CTA)
   - 7f. Health Canada Approval (ITA)

8a. Human embryonic stem cells involvement
8b. Status of SCOC approval for each institution

Public Summary

9. Public Summary

Abstract

10. Patient Engagement Approach
11. Scientific abstract
12. Keywords
13. LOI changes

Relevance Statement

14. Relevance Statement

Proposal

15. Proposal
16. Tables, graphs, charts and associated legends
17. Sex, gender and diversity
    - 17a. Sex, gender and diversity considerations
    - 17b. Sex, gender and diversity considerations - description
18. Key milestones and timeline
19. Knowledge Translation and Mobilization Strategy
20. Research team contributions
21. Terms of Reference
22. Training and Mentorship Plan
23. Appendices

24. Disclosure of commercial or conflict of interest related to this application
25. Application Development

Budget

26. Budget request
    - 26a. Budget request category: Program expenses – Supplies and Expenses
    - 26b. Budget request category: Program expenses – Salaries and Wages
    - 26c. Budget request category: Equipment – Permanent Equipment
27. Budget summary

Other funding

28. Summary of other funding applied for and received
29. Other funding confirmation

Review panel

30. Panel
31. Reviewer recommendations
32. Reviewer exclusions

Tracking

33. Research tracking information
    - 33a. CCS Research Goals
    - 33b. Research focus
    - 33c. Clinical trial
    - 33d. Relevant cancer population
    - 33e. Underserved populations
    - 33f. Research subject
    - 33g. Cancer site relevance
    - 33h. Common Scientific Outline (CSO)
    - 33i. Other research codes

Release form

34. Release form

Head of Department

35. Head of Department/Dean confirmation

Executive authority – research host

36. Executive authority of the host research institution

Executive authority – financial host

37. Executive authority of the host finance institution

Post submission publications

38. Post submission publications

BACKGROUND

1. Applicant

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

2. Project

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

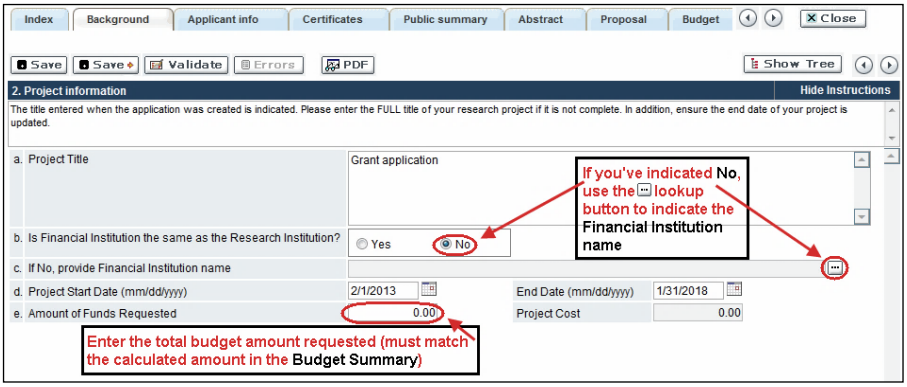
Financial Institution: If the institution responsible for administering grant funds is different from the institution hosting your research, use the ··· button to locate the financial institution in section c.

Project dates: The start date of this funding program is January 15, 2025. Applicants can apply for a one- to five-year grant and indicate an end date of January 14, 2026, 2027, 2028, 2029, or 2030.

Amount of funds requested: Please enter the total requested amount for this project. This figure must match the total calculated budget for your application, which is viewable on the *Budget Summary* page within the *Budget* section.

Note:

- Funding will be available for up to **$7,500,000 per grant** over 5 years (maximum of $1,500,000/year).



Language: Complete the entire application in one language only.

For applications submitted in French, please note that all review panels are conducted in English. 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 can review in French and have the necessary expertise to critically evaluate the application.

Special Funding Calls: Select the special funding calls that apply to the project (if applicable).

3. Participants

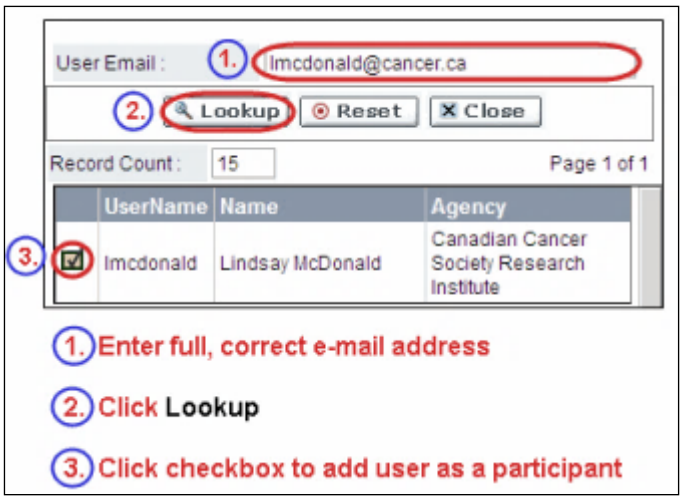
Note:

- Each investigator can submit only **ONE** application as principal investigator or co-principal investigator in this competition.
- Consideration of accessibility, equity, diversity and inclusion principles in the composition of research team members must be evident.
- CCS mission staff engaged in research projects may be listed as Implementers/Decision-makers, Additional Authors, or Collaborators, depending on the nature of engagement.

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 F 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:



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

The participants you submitted as part of the LOI registration will appear. Changes can be made at this time. CVs and letters of support or collaboration must 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 in these categories are not eligible to receive salary support from a grant.

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.

Project Manager
The project manager coordinates with the team to ensure timelines, budget, and scope are adhered to. This role will also be the main point of contact with CCS staff.

People affected by cancer
This category may include people who are both affected by structural marginalization and at risk of cancer, patients, survivors, and/or caregivers. Participants may be from within or outside of Canada, as long as their contributions are relevant for the work proposed (for example in the context of rare cancers). People affected by cancer who are members of the research team must be integrally involved in co-creating all aspects of the research plan from the outset, and are eligible to receive financial remuneration from the grant for their participation. Please select "Other" in the designation field, or as appropriate. People affected by cancer can choose to submit a letter of collaboration clearly articulating the nature of the engagement instead of a CV if they prefer.

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.

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.

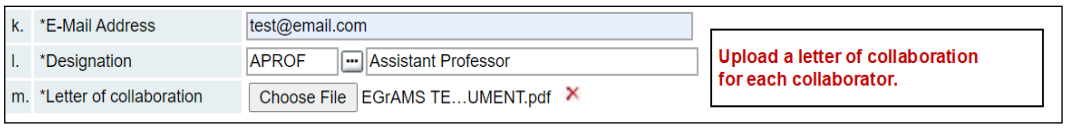
Attach Files

- With the exception of the financial officer and collaborators, each research team participant must provide a CV, following the format and naming convention outlined in the biographical sketch templates (found in the "Templates" section of our documentation page). Please ensure to use the appropriate template associated to each role (academic, non-academic or trainee participant). **Do not exceed 5 pages per person**.

- Implementers/decision-makers must also append a letter to their CV prior to uploading which confirms their support of and planned use of the research findings, as well as any cash or in-kind contributions being made to the project. This letter is not included in the 5-page maximum for the CV.

- Collaborators do not need to provide a CV but must submit a letter of collaboration clearly articulating the nature of the collaboration, including any cash or in-kind contributions. Note that the file name will auto populate the attachment title. Please label the uploaded letter: [lastname_firstname-collaborator].

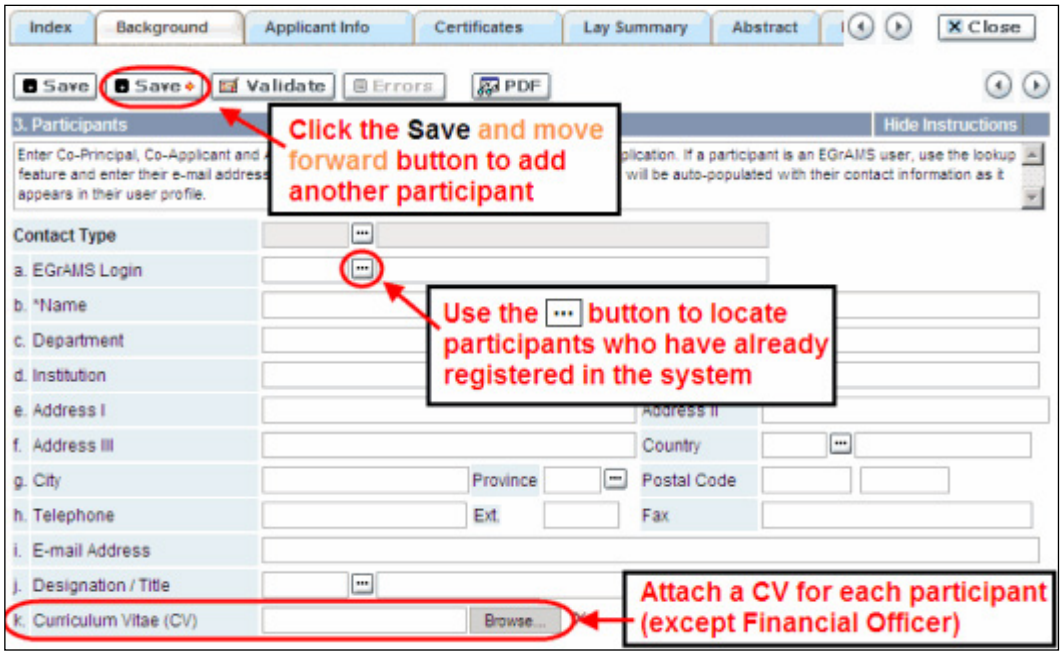
- People affected by cancer can choose to submit a letter of collaboration clearly articulating the nature of the engagement instead of a CV if they decide to.



CCS mission staff engaged in research projects may be listed as Implementers/Decision-makers, Additional Authors, or Collaborators (depending on the nature of engagement) and should include the relevant documentation as described above.

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.



APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated CV (NIH-style biosketch) following the template provided online titled **Biographical sketch template – for academic participants** (En/Fr).

Format: Upload the document in EGrAMS as a single PDF not larger than 5MB with **no more than 5 pages**. The file name will auto populate the attachment title. Please use the following format: [lastname_firstname-CV].

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.

Note: Applications that do not follow requirements (including character/page limits) will be **withdrawn from the competition.**

5. Justification for career interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity including, but not limited to, parental leaves, extended sick leaves, medical leaves, family care, and disruptions due to the COVID-19 pandemic. Please include the start and end dates of each period described (yyyy/mm).

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 – see tips for formatting text in the rich text editor.

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.

CERTIFICATES

7a. Biohazard/Biosafety | 7b. Animal Care | 7c. Ethics

For all certificate types: Indicate whether the proposal is subject to certification under the auspices of any, or all, of the Biohazard/Biosafety Committee, the Animal Care Committee or the Ethics Review Board (or their equivalents) of the host institution and participating institutions (if applicable). Also indicate at what stage of the project (e.g. Year 2) the certificate will be required so that funds are encumbered appropriately.

Where there is more than one institution involved, it is the responsibility of the Principal Investigator to ensure that appropriate certification from all participating institutions is secured and the certificates are submitted to CCS at the specified time post-funding.

Submission of certificates for successful grants: It is the applicant's responsibility to ensure that all necessary certificates are provided to CCS. Failure to provide complete and valid certificates will result in grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

7d. Human samples

Indicate whether the proposed research work will use human samples. Also indicate at what stage of the project (e.g. Year 2) the certificate will be required so that funds are encumbered appropriately.

CCS is committed to ensuring that high quality biospecimens are used in research that it funds, as these yield high, reproducible quality data. It is the responsibility of the PI to ensure that appropriate evidence that the PI has registered/enrolled for bio-specimen collection with a quality assurance program is submitted to CCS at the time of funding. This

applies equally to all prospective (new) biospecimens used in the CCS-funded research that will be collected and/or all retrospective (old) biospecimens used in the CCS-funded research that have previously been collected and will come from a biobank(s) (see CCS policy).

There are a number of internationally recognized programs that provide assurance of a known standard and level of quality for biospecimens. These programs include those available from the Canadian Tissue Repository Network (CTRNet) and programs such as CAP, ISO or CLIA (learn more). Participation in external quality assurance programs will be considered eligible grant expenses.

Submission of documentation for successful grants: It is the applicant's responsibility to ensure that all necessary documentation is provided to CCS. Failure to provide complete and valid documentation will result in grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

7e. Health Canada Approval (CTA)

Indicate whether the proposed research work will require Health Canada Approval (Clinical Trial Application). If yes, please indicate the name(s) of institution(s) for which the certificates will be obtained and at what stage of the project (e.g. Year 2) the certificate will be required.

7f. Health Canada Approval (ITA)

Indicate whether the proposed research work will require Health Canada Approval (Investigational Testing Application). If yes, please indicate the name(s) of institution(s) for which the certificates will be obtained and at what stage of the project (e.g. Year 2) the certificate will be required.

8a. Human embryonic stem cells involvement

Any applicant who proposes the creation or use of human embryonic stem cells (hESC) or proposes any research that would fall under the Federal Legislation or the CIHR Guidelines for Human Stem Cell Research must clearly indicate this in this section. In the space provided, list the name of the institution(s) where hESC work will take place. All relevant details related to the hESC work must be described in the proposal.

For additional guidance, see the CCS stem cell policy statement.

8b. Status of SCOC approval for each institution

In the space provided, indicate the status of SCOC approval for each institution where hESC work will take place. Do not complete this section if your project does not involve hESCs.

PUBLIC SUMMARY

9. 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(s) does it address (objectives/aims)?
- What are you proposing to do (describe research plan/methods)?
- Why is this work important? How will it impact people affected by cancer?

Format: Maximum 2000 characters (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

PATIENT ENGAGEMENT

10. Patient Engagement Approach

Describe how people with lived experience will be involved in the project throughout its lifecycle. Resources are available to learn more about meaningful engagement practices. Summarize the process for engaging patients, caregivers and other stakeholders in the study design, implementation, and result dissemination plans. For clinical studies, describe potential barriers to patient accrual and/or retention and how these will be mitigated.

Format: Maximum 2500 characters (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

ABSTRACT

11. Scientific abstract

The scientific abstract you submitted as part of the LOI registration will appear. **Substantive changes that significantly alter the overall goals and aims of the proposal relative to the LOI registration are not permitted.**

Your abstract must include the following sections:

- the issue to be addressed
- the rationale for the population of focus and the chosen approach to advance cancer-related health equity
- the overall aims/objectives of the proposed research
- a brief description of the methodology to be used
- anticipated outcomes of the project
- include language that speaks to the co-creation approach used in developing the research plan

Format: Maximum 4200 characters (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

12. 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.

13. LOI changes

Indicate if significant modifications have been made since the LOI registration. If you answer yes, please advise CCS research staff (research@cancer.ca). Substantive changes that significantly alter the overall goals and aims of the proposal relative to the LOI registration are not permitted.

RELEVANCE STATEMENT

14. Relevance statement

Provide a relevance statement describing how the project is relevant to the funding call (and which theme, specifically), how the project will address the relevant theme, and how people affected by cancer will ultimately benefit from the results.

This section should be written in non-technical language understandable to a non-expert. It will be used by patient/survivor/caregiver reviewers to evaluate the relevance and impact of the proposed work.

Format: Maximum 2100 characters (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

15. Proposal

Provide a detailed proposal of the work to be performed, including the following points:

- **Background and rationale.** Provide a compelling rationale for the work proposed by articulating the critical gap that will be filled by this research and its relevance to cancer. Include preliminary data/previous work relevant to the proposed research as appropriate.

- **Goal and aims of the project**. Describe the overall goal and aims of the project Proposed aims must be within the scope of the grant timeline and budget*. For proposals that are part of a larger project, articulate how the proposed research fits into the bigger goal.

  **CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.*

- **Experimental design, methods, and analysis**. Describe the co-creation/co-production approach to date, and to be used throughout the research process. Describe the guiding theoretical framework. Provide details of data ownership (e.g. OCAP® Principles for First Nations). Present alternative approaches in case the primary methods are not successful and describe how risks (including potential harms to communities) will be mitigated. Sex, gender, and other dimensions of diversity (plus other intersectionalities (SGBA+) must be thoughtfully considered, described and integrated.

CCS Breakthrough Team Grants - 2025 rating scales to be used by scientific and patient/survivor/caregiver reviewers will be made available here. In the meantime, review criteria are listed in the RFA.

Provide a list of references cited within the proposal. A standard reference style is recommended (e.g. first author, article title, journal title, date of publication, volume, issue, location (pagination)).

Format:

- Maximum 25,000 characters (including spaces), single spaced (**NOT including references**).
- Upload the proposal (including references) in EGrAMS as a single PDF not larger than 5MB.
- Figures, tables, charts and their associated legends must **NOT** be embedded in the text. For information regarding accompanying figures, tables, charts and

associated legends, see section 16 – Tables, graphs, charts and associated legends.

- Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, counts towards the 25,000-character limit.
- **Proposals exceeding the 25,000-character limit will be truncated by CCS staff prior to being sent for review.**

16. Tables, graphs, charts and associated legends

(This section is optional.) Assemble and appropriately label your figures, tables, graphs, charts and associated legends into one PDF document, **not to exceed 5 pages in length and 5 MB in size**.

Eligible figures, tables and charts can include graphs, diagrams displaying data or non-data schematics/flow diagrams as well as project timelines. Tables should not include descriptions of how work will be carried out (e.g. description of team responsibilities, research plan, etc.); these descriptions should be detailed in the appropriate sections of the application.

Legends must be limited to providing only the information necessary to understand the associated figure or table and must not be used as a means of circumventing the proposal's character limitations. Margin limitations do not apply. Font size should not be smaller than 10 point.

Naming convention: Note that the file name will auto populate the attachment title. Please use the following format: [lastname_firstname-figures].

> **In-depth information: uploading documents as attachments**
>
> For detailed instructions on how to upload a document as an attachment to your application, consult Appendix C: Uploading document attachments

17. Sex, gender and diversity

a. Sex, gender and diversity considerations

Recognizing the variable impacts of cancer on different populations and demographics within Canadian society, CCS expects that sex, gender, and diversity dimensions (plus other intersectionalities (SGBA$^+$) will be thoughtfully factored into research design, analysis, and dissemination of findings. Please provide a response for each question, and we urge that you consider and embed these dimensions into your proposal, when applicable.

- Is sex, as a biological variable, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Is gender, as a socio-cultural factor, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

- Are diversity considerations (e.g. conditions, expressions and experiences of different groups identified by age, education, sexual orientation, parental status/responsibility, immigration status, Indigenous status, religion, disability, language, race, place of origin, ethnicity, culture, socio-economic status, and other attributes) taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

b. Sex, gender and diversity considerations – description

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA+) will be considered in your research proposal. If you selected 'No' to any of the questions in section 17a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

Format: Maximum **4200 characters** (spaces included), single spaced. Note that the character count may be different when copying text from Word due to formatting - see tips for formatting text in the rich text editor.

Resources:
How to integrate sex and gender into research (CIHR)
Online Training Modules: Integrating Sex & Gender in Health Research (CIHR)

18. Key Milestones and Timeline

Provide a document that clearly outlines key activities and milestones for the term of the project, inclusive of timelines or target dates. Also indicate the responsible/lead individual for each activity where known. This section should be written in language understandable to a non-expert.

Format: 2 pages (text, tables, graphics, etc.). Upload the document in EGrAMS as a single PDF not larger than 5MB. Naming convention: Note that the file name will auto populate the attachment title. Please use the following format: [lastname_firstnamemilestones].

19. Knowledge Translation and Mobilization Strategy

Provide a detailed knowledge translation and mobilization strategy, including a data sharing plan, description of anticipated outcomes (products, programs, results) and next steps (further research, implementation, etc.).

Describe how the results will be communicated with relevant audiences/communities, including dissemination methodology/tactics.

While this section can include dissemination activities (i.e. publications and presentations), they should not be the primary focus. Describe the intended next steps if the research is successful and how these will be achieved (as well as who will carry the work forward). Consider who is and will be able to access relevant interventions resulting from this research and describe efforts to ensure equitable access for everyone in Canada who may

benefit. Where relevant, intended end-users of the results of this project should be engaged at the outset to ensure the relevance of findings and facilitate progression to next steps.

This section should be written in language understandable to a non-expert.

Format: Your response must not exceed **8400 characters** (spaces included), single spaced. Note that the character count may be different when copying text from Word due to formatting. To insert special characters, you must use Alt codes or the special character tool in EGrAMS and not Symbol font.

20. Research team contributions

List each research team member (including individuals who are listed as a participant and any others not named) and indicate the % of the project work to be completed by each individual. Do not add a '%' sign in the 'percent of the project work' field; the total should add to 100. Research team member contributions can be indicated to 1 decimal place, as appropriate.

21. Terms of Reference

A detailed Terms of Reference including all members of the team is required as part of the application process. The template provided is recommended, but not mandatory. Teams may opt to utilize other appropriate templates. This section should be written in language understandable to a non-expert.

Research team members. Give details of the team members, including (briefly) which member(s) of the research team will be responsible for which aspect(s) of the project. Describe how people affected by cancer and knowledge/end users were recruited to the team, including whether those relationships preceded this project. Consideration of accessibility, equity, diversity, and inclusion principles in the composition of research team members must be evident. A description of the research environment where the work will take place is also required.

Note that Terms of Reference may be revised throughout the duration of the project and need not be 'final,' but must be reviewed and agreed to by all team members.

Format: Upload a PDF document to EGrAMS, **not to exceed 5 MB in size**.

22. Training and Mentorship Plan

Describe the vision and core values for training and mentorship in the context of this project, including early career investigators, trainees, and PSC team members. This section should be written in language understandable to a non-expert.

Consider how the team composition provides a unique opportunity to create and sustain a vibrant cancer research community and shape the best leaders of tomorrow. Include specific approaches and activities to be undertaken for each career stage/type. Teams

are encouraged to 'think outside of the box.' It is recommended that eligible team members be supported in their pursuit of training awards during the funding period (and beyond). Describe the specific skills to be developed (formally and informally, soft and technical), as well as the type of mentorship to be provided (e.g., peer to peer, reverse). Describe how an inclusive research environment will be created that will ensure equitable opportunity for members of the team. Also consider how patient/survivor/caregiver team members could be engaged in training and mentorship. Provide an evaluation plan for measuring success of these approaches/activities.

Your response must not exceed **8400 characters** (spaces included), single spaced. Note that the character count may be different when copying text from Word due to formatting. To insert special characters, you must use Alt codes or the special character tool in EGrAMS and not Symbol font.

23. Appendices

OPTIONAL: You may use this section to include items that further demonstrate the feasibility of the proposal. However, applicants are cautioned to include all essential information within their proposal, (section 15 – Proposal) as reviewers are not obligated to review the appendices.

Use this section to present preprints or manuscripts relevant to the submission. Applications that are integrally based on survey instruments, measurement tools, or clinical protocols must include these documents as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers. Additional figures may be uploaded here at the discretion of the applicant. Do not include reviews from other agencies.

Out of consideration for the reviewers, applicants are requested to reasonably limit the size and number of appendices they provide.

Format: Appendices must be in PDF format, up to 10MB in size. Note that the file name will auto populate the attachment title. Please use the following format as an example: [lastname_firstname-appendix1].

24. Disclosure of commercial or conflict of interest related to this application

If any of the principal investigator, co-principal investigators, or co-applicants have a financial or other material interest in any company, corporation, or other commercial venture whose business activities are related to the subject matter of this grant application, the nature of that interest must be disclosed and a description of how conflict of interest (perceived or real), if any, will be managed must be provided. If there is any intellectual property which has been filed that is directly related to the technology or project, or materials or reagents used in the application, ownership and/or assignment must be disclosed and fully described.

Such interests include, but are not limited to: owning a substantial number of shares of the company (e.g., 5% or greater); sitting on the board or other committees of the company;

having an appointment (full- or part-time) as an officer or staff member of the company; acting as a consultant or advisor for the company; having any contract for services with the company; receiving remuneration of any kind from the company, etc.

Please describe fully, in non-confidential terms, the nature of the relationship or material interest, the business activities of the company in question, and how those activities relate, if at all, to the grant application. Care should be taken to describe any perceived or real conflicts of interest in this case, and what steps have been or will be taken to minimize these conflicts.

25. Application development

Provide a summary of the work that the team has done since the LOI stage (including how funds were used) to develop this full application.

Format: Maximum 4200 characters (including spaces) and should be uploaded as a single PDF no larger than 5MB.

BUDGET

26. Budget request

Requests for budgets up to 5 years will be considered. Applicants are asked to enter the amount requested for the grant year period. Please note that the budget year reflects CCS's fiscal year (i.e. Year 1 begins in fiscal year 2024 and corresponds with January 15, 2025-January 14, 2026). Applicants are also asked to indicate the province or country to receive funds as part of each budget line (where known). This should be denoted by a '- ON' or '- AB' (for example), after each item. The purpose of this is to support fundraising initiatives at CCS.

PIs may transfer funds to project participants based in other countries through a transfer of funds from the host institution/institution paid (or the primary institution) to a secondary institution subject to approval from the host institution/institution paid. **These funds should be articulated clearly in the budget.** For funds received from CIHR, consult the section Transfer of Funds Between Institutions of the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide.

Note:

The grant maximum limit for each grant is **$7,500,000 per grant** over 1-5 years (maximum $1,500,000/year).

Permanent equipment must be considered in the grant maximum limit for **year 1**.

Note:

- Funds should be set aside in the budget to facilitate travel of teams for joint networking purposes annually.

- CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.

For studies that are part of a larger project, budget items (e.g. supplies, expenses, salaries, or equipment) that will be supported through other sources of funding must be fully described in the budget justification document, enabling the panel to evaluate the project as a whole.

Do not include infrastructure/overhead charges or levies. Only shared or institutional services are acceptable, however, specific itemized costs for these expenses must be provided; percentage charges are not permitted. See our website for further information on Financial Administration and our indirect costs policy.

Budget validation: "funds requested does not equal budget amount"

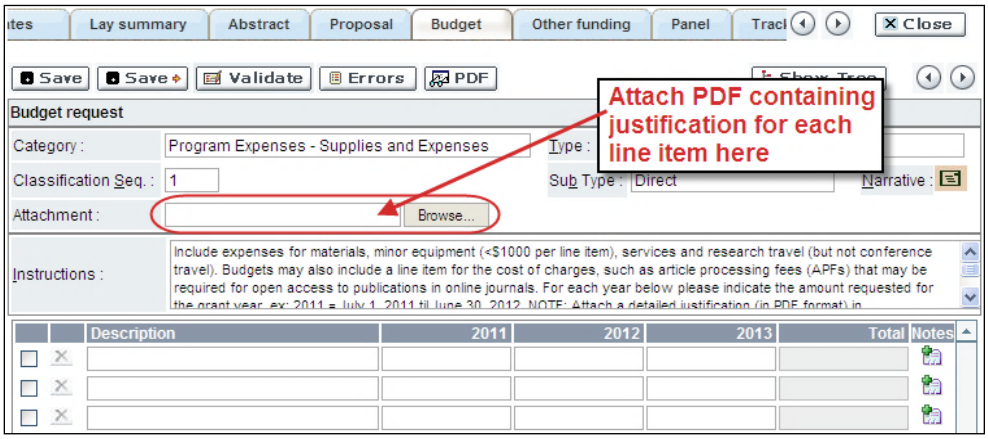
Note that your final budget amount will be validated against the figure entered in Section 2: Project Information for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

26a. Budget request category: Program expenses – Supplies and Expenses

Include expenses for materials/supplies, costs associated with engaging communities in research including ceremonial items for feasting and gift-giving for First Nations, Inuit and Métis Peoples, minor equipment (<$1000 per line item), services, specific training/mentorship opportunities, and research and conference travel (to a maximum of $100k total for conference travel).

Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Budgets may include a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals. Indicate the amount requested for the grant year.

Attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the grants panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences. Applicants can request for funding over a five-year period.



- **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.

26b. Budget request category: Program expenses – Salaries and Wages

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 CCS guidelines based on the experience of the individual required for the project. If circumstances prohibit the levels listed below, a justification should be provided. If the person is unnamed, justify the need for the requested role (with the number of years of experience required) specifying the work to be undertaken. Taxation will depend on each Host Institution policy regarding trainees.

Training Level	Annual stipend (full-time)
Master's	$30,000/year
PhD	$45,000/year
Postdoctoral	*The salary rate aligns with the number of years of postdoctoral experience:* ○ $65,000 in year 1 ○ $68,000 in year 2 ○ $71,000 in year 3 *Maximum amount is 71k.*

If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not being sought (e.g. trainees being paid from other sources such as external scholarships or fellowships), ensure that their participation is fully described in the justification so that their impact on the total budget request may be evaluated by the panel.

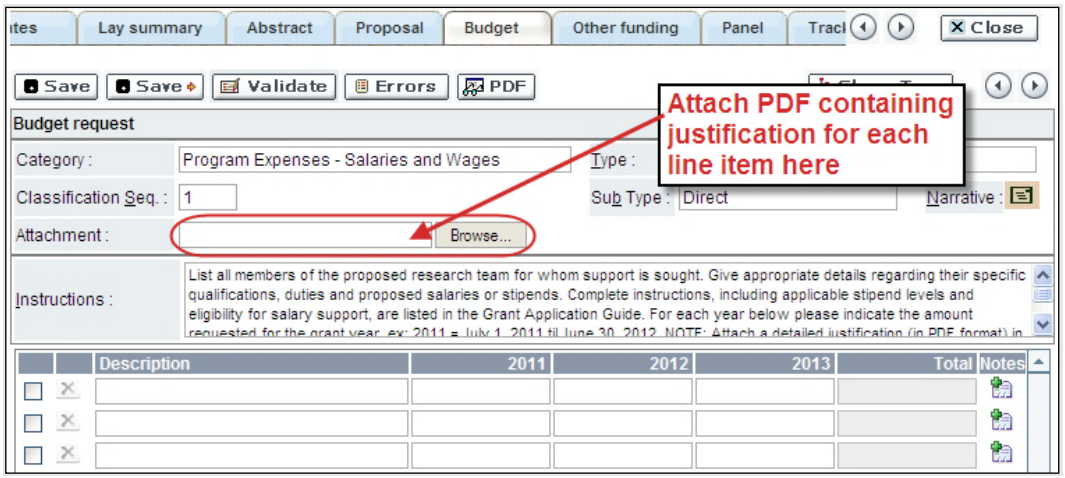
For salaried employees of the host institution, clearly indicate the budgeted amount for fringe benefits, adhering to the policy of the host institution. Fringe benefits can be budgeted for postdoctoral fellows following each Host Institution policy.

In all other cases, CCS considers student salaries (master's and PhD) to be training awards as defined by Section 56(1)(n) of the Income Tax Act. As such, **do not include allowances** for CPP/QPP, Employment Insurance or provincial health taxes. In addition, fringe benefits such as medical, dental or private pension plans as well as academic fees are only eligible if mandated by the host institution.

Attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the panel to evaluate. Applicants can request for funding over a five-year period.

- **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.



26c. Budget request category: Equipment – Permanent Equipment

CCS will consider requests for funding for the purchase of permanent equipment that is integral to the proposed research project. Only single equipment items in excess of $1,000 each should be listed as permanent equipment. Equipment items costing less than $1,000 each are to be included under Supplies and Expenses.

Equipment requests **cannot exceed 10% of the requested budget or $500K,** whichever is higher.
Note: The budget limit for year 1 of the grant is $1,500,000, including permanent equipment.

Justification: List each equipment item and the amount requested and, for each such item, provide a detailed justification that addresses the following:

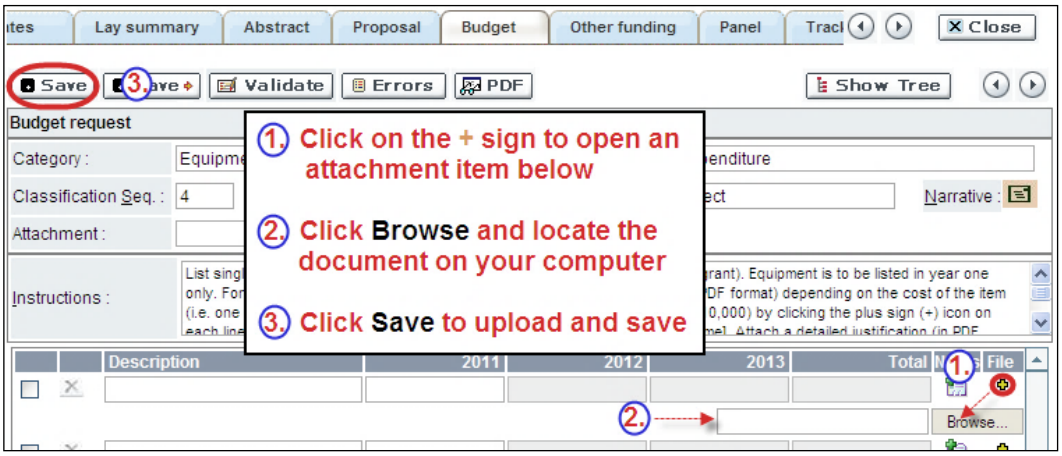
1. A description of equipment (including manufacturer, model number and accessories requested).
2. The estimated cost of equipment and accessories (include quotations beside line items).
3. A justification of the request:
    - Is this to replace existing equipment, to make new types of measurements or to furnish a new laboratory?
    - What equipment is now being used for this purpose?
    - If the applicant is moving to a new location, information should be provided on what equipment will be relocated, what commitments have been made by the Host Institution or other granting agencies and what major items of equipment will be shared within the institution.
4. Provide a list of all requests for research equipment which are presently being considered by other funding sources or which are about to be submitted.
    - This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

Attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

- **Naming convention:** please use the following format: [lastname_firstname-justification-permanent-equipment].

Quotation attachment: Attach quotations (one PDF containing the required quotes – see screenshot below) for each line item:

- Provide **a single quotation** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **For items costing more than $10,000 each**, provide two (2) independent quotations in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **Naming convention:** please use the following format: [lastname_firstname-quotation-item-name].



Additional budget lines: If you require more than 10 budget lines, click the *Save* button and 5 more lines will be added.

Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs, if any.

27. 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*.

OTHER FUNDING

28. Summary of other funding applied for and received

Research applications may be related but cannot be identical to any other currently funded projects. It is the responsibility of the applicant to notify CCS immediately should substantial overlap arise from new funding awards during the application and review process of this competition as budgetary overlap will not be permitted at the funding stage.

For this competition, duplicate applications submitted to other agencies will be accepted, but budgetary overlap will not be permitted at the funding stage. CCS will also allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.

This section provides reviewers with a sense of the **principal investigator and co-principal investigator(s)**' research time committed to other projects. CCS also uses the information administratively to ensure that there will be no significant overlap in funds for similar work.

Note that investigators may not accept funds from tobacco manufacturers or from the Council for Tobacco Research or the Smokeless Tobacco Council while holding a CCS grant.

If you are not currently receiving or seeking funding from other sources: Attach a document (in PDF format) clearly stating this.

If you are currently receiving or seeking funding from other sources: Attach a document (in PDF format) containing a list of: a) active grants and b) pending or submitted grant applications, following the formatting instructions outlined in Appendix A.

The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) **for the principal investigator and each co-principal investigator,** for the current year (2024) and for the entire period covered by this application (January 15, 2025 to January 14, 2030). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

Abstracts, as submitted in the original application for funding, must be provided for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

Applications with missing other funding information or abstracts will be considered incomplete.

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

29. Other funding confirmation

Confirm that the uploaded list contains all required information, including the percentage overlap for each grant and the abstracts as submitted in the original application for funding.

REVIEW PANEL

30. Panel

Although CCS ultimately bears the responsibility for and reserves the right to determine the panel most suitable to review the application, all applicants may offer suggestions as to which panel might be the most appropriate to review the application. Applicants are asked to suggest their first choice between the two themes which will align with the panels:

- Theme 1: To develop a better understanding of the biology of and mechanisms associated with cancer cell dormancy.
- Theme 2: To better support people living with advanced or metastatic disease throughout the course of their disease.

31. Reviewer recommendations

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 they do not collaborate. Note additional reviewers that are patient/survivor/caregiver reviewers or end-user/decision-maker reviewers may be listed in addition to the 3 scientific reviewers required. Some applications are sent to other experts for additional review (external reviewers).

32. Reviewer exclusions

Applicants may also suggest individuals they would prefer NOT to 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

33a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. Indicate the degree of relevance to the selected goals in terms of percentage (%). **Only include goals with at least 25% relevance**; total should equal 100%. Do not enter a '%' sign with your percentage, only enter the number.

This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

33b. 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, PDX, or patient-derived cell lines. If any component of the project involves human "participants," it should be coded as clinical research.

Clinical research – Projects that have a component that is clinical and involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes interventions such as drugs, exercise or other programs, biomarkers or mechanism of action of drugs in patients (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).

33c. 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."

33d. 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.

33e. 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.

33f. 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.

33g. 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%. Do not enter a '%' sign with your percentage, only enter the number.

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.

33h. 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).

33i. Other Research Codes

Indicate if your research project is focused on any of the listed 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

34. 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.

> **IMPORTANT: executive authority sign-off**
>
> Sections *Head of Department/Dean confirmation* and *Executive authority of the host research institution* listed below (and *Executive authority of the host finance institution*, if relevant) **are mandatory for submission of your application**. Application missing sign-off **will not be accepted**.

HOD/DEAN

35. Head of Department/Dean confirmation

Approval of this application by the head of your research department must be completed for you to submit your application. If you are the head of the department, this section must be completed by the dean. You must obtain confirmation that they have read and understand the Host Institution/Canadian Cancer Society agreement. Signing authorities will be directed to our website's policies and administration pages before providing their confirmation online.

Read only access for applicants: This section can only be completed by the signing authority designated in Step 1: Add signing authorities. You have read access and can thus monitor if/when the section is complete.

RESEARCH HOST

36. 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.

FINANCE HOST

37. Executive authority of the host finance institution

If the host institution administering funds is different from the institution 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.

POST-SUBMISSION PUBLICATIONS

38. Post-submission publications

Publication lists included in this section prior to submission will be removed. Use this section to provide an update (in PDF format) to the status of your publications only **after** you've submitted your application. A copy of the manuscript is not necessary; email confirmation from the journal publisher is sufficient.

Your initial list of publications should be included as part of the Principal Investigator CV.

You can update (by saving over or re-uploading) the document as often as you need to up until the review panel meeting.

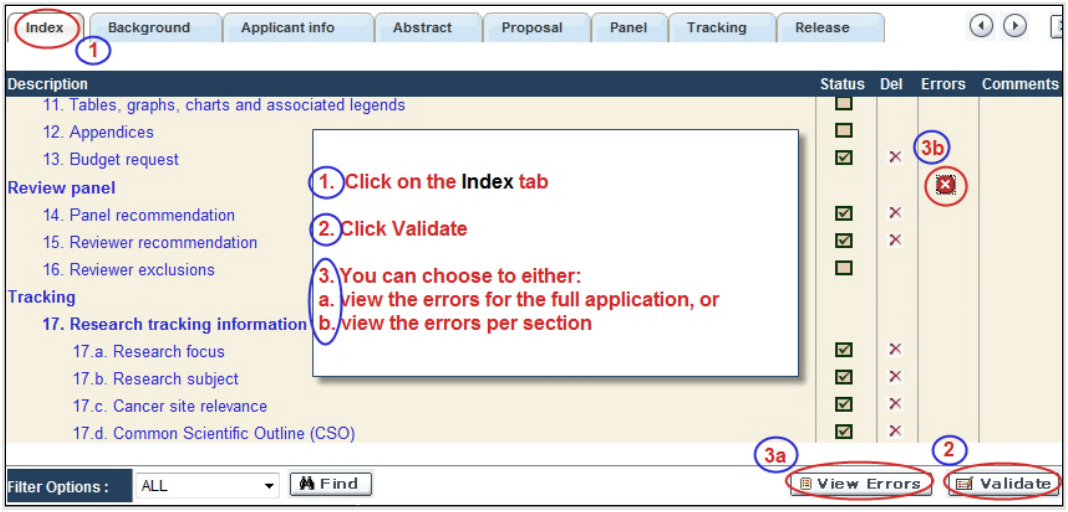
Naming convention: please use the following format: [lastname_firstname_ publications_yyyymmdd].

STEP 3: Validate and submit your application

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.

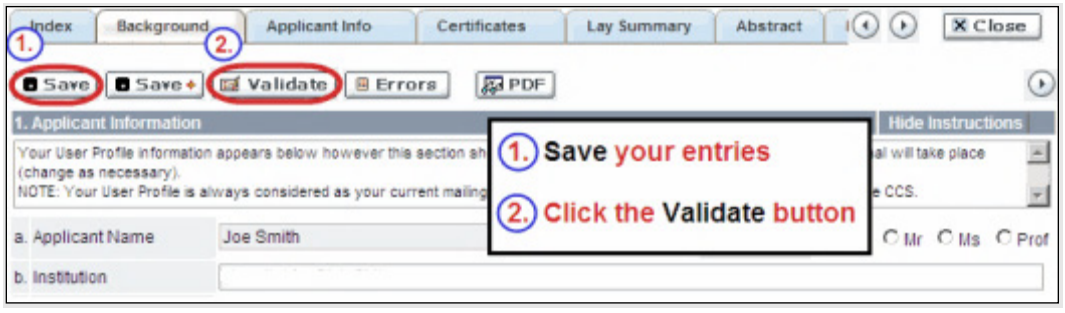
a) Validate the full application



b) Validate one section at a time

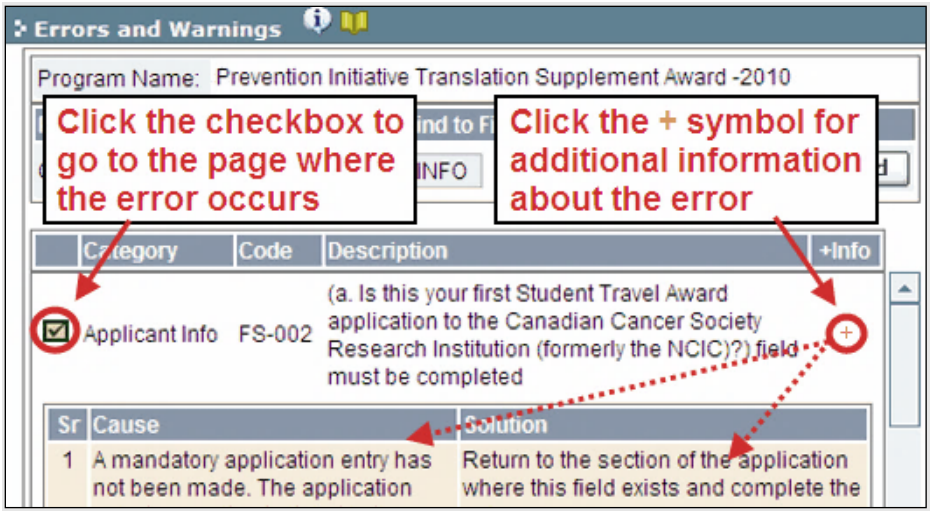
Must be conducted once for every section (e.g. *Background*, *Applicant Info*, *Budget*, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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



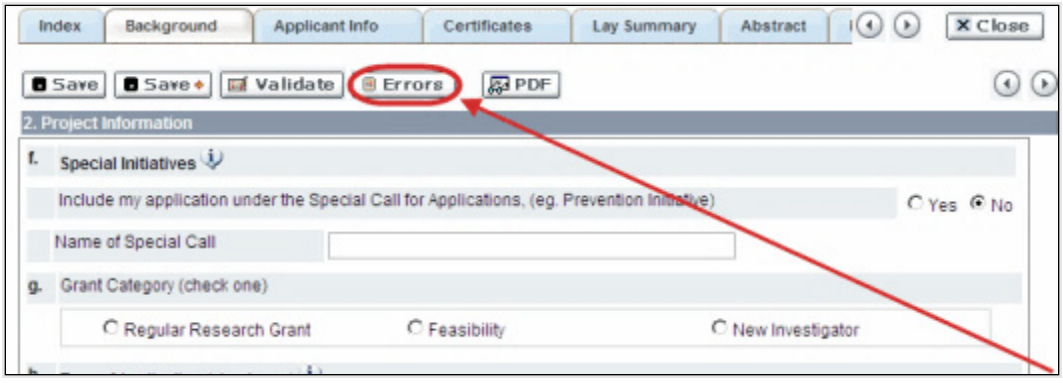
For both type a) and b) validation, follow the below instructions:

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.

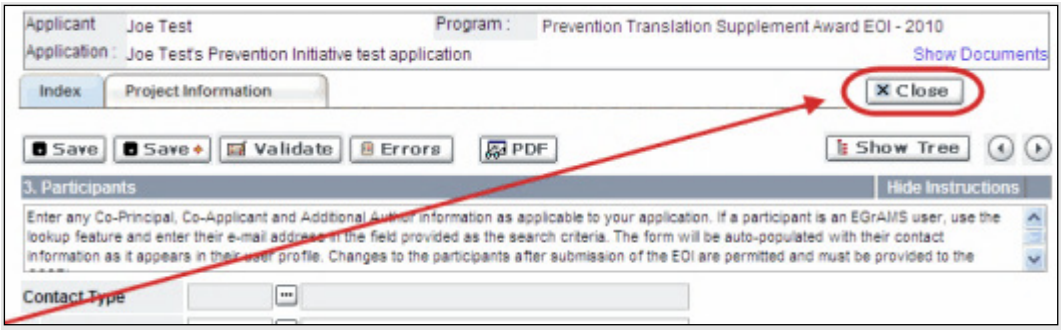


2. To view the dialogue box with the list of errors again, click the *Errors* button.

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



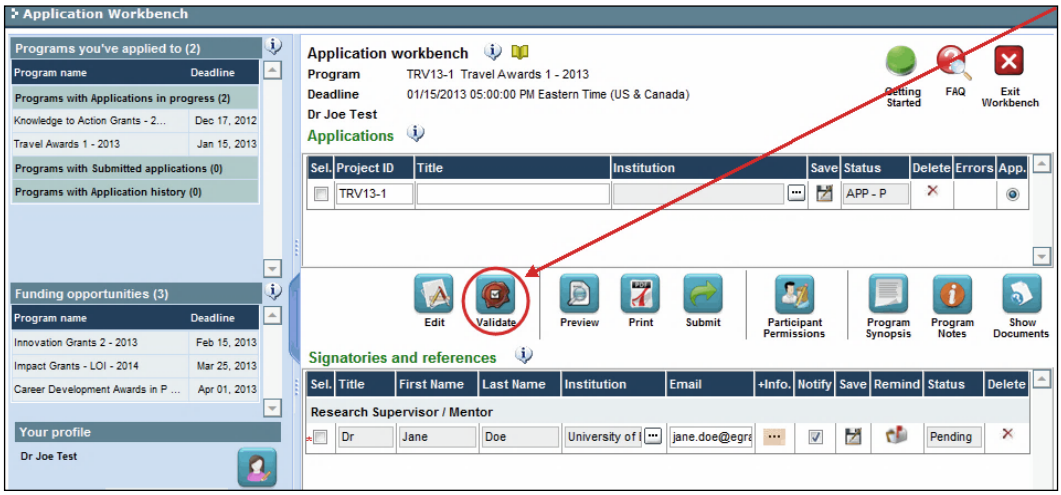
3. When all errors are resolved for every section, click the *Close* button to exit the application.



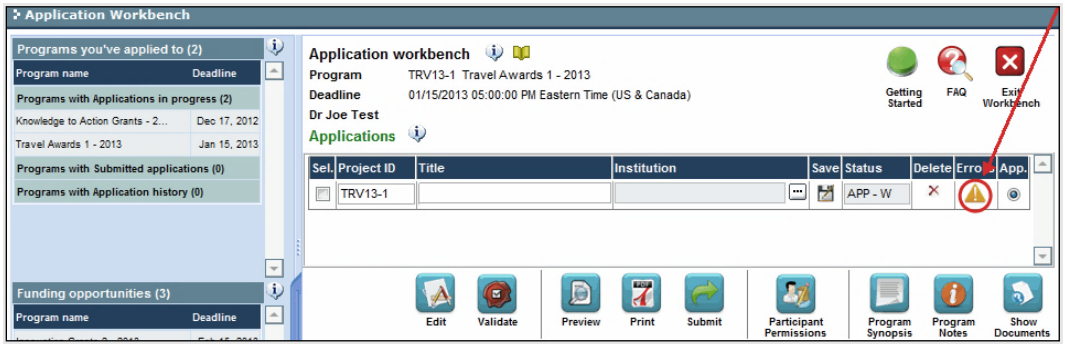
II. Preview and submission

1. From the *Application workbench*, click the 

button to do a final validation of your application.



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 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: Other funding summary template

Provide the following information for the **principal investigator and each co-principal investigator**. Follow the format below for each investigator. The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) for the current year (2024) and for the entire period covered by this application (January 1, 2025 – December 31, 2025, 2026 or 2027). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.
This form can also be downloaded here**.**

If you are not currently receiving or seeking funding from other sources: Attach a document (in PDF format) clearly stating this.

Applications with missing other funding information or abstracts will be considered incomplete.

ACTIVE GRANTS

Title:	
Source:	
Dollars awarded:	
Dates of approved project:	
Term:	
Name of PI and % of effort for this grant:	
List of Co-Applicants and % of effort for this grant:	
Major goal(s) of this project:	
% overlap	

To enter information for another grant, simply copy and paste the above blank table.

Abstracts, as submitted in the original application for funding, must be provided for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

PENDING OR SUBMITTED GRANTS

Title:	
Source:	
Dollars requested:	
Dates of proposed project:	
Name of PI and % of effort for this grant:	
List of Co-Applicants and % of effort for this grant:	
Major goal(s) of this project:	
% overlap	

To enter information for another grant, simply copy and paste the above blank table.

Abstracts, <u>as submitted in the original application for funding</u>, must be provided for each pending or submitted grant application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

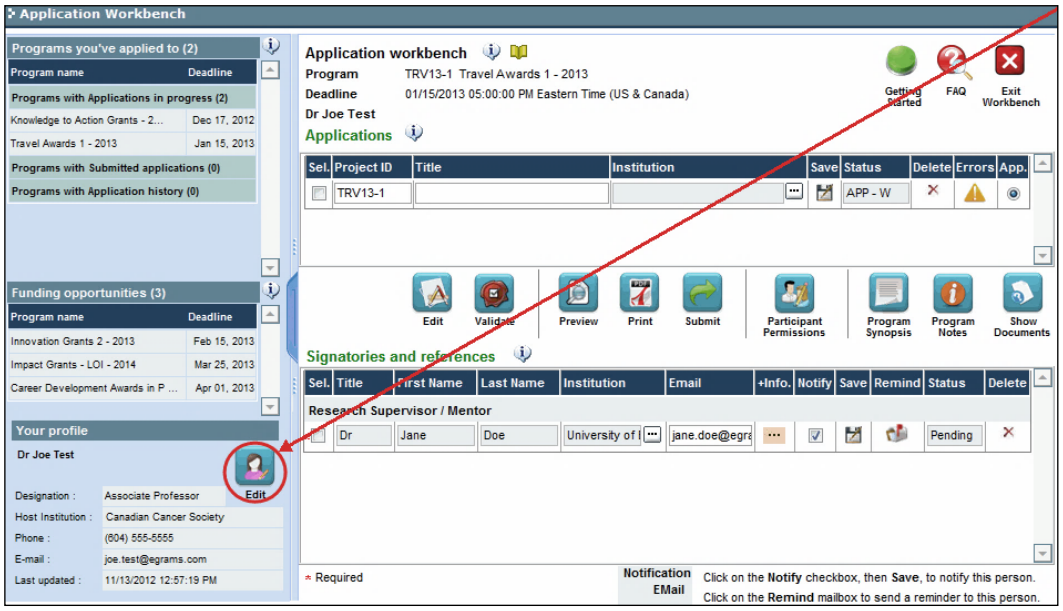
APPENDIX B: Troubleshooting

- *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.

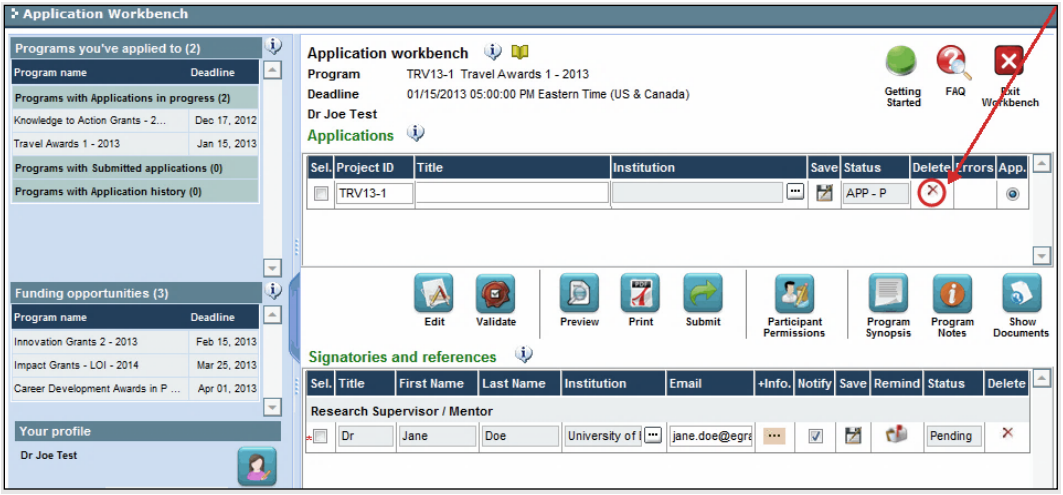
  To update your profile: From the *Application workbench*, click the Edit button.



- *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.



- *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 this mean and how do I fix it?

  Solution: Section 2. Project 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 C: The Application Interface

I. Navigation

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

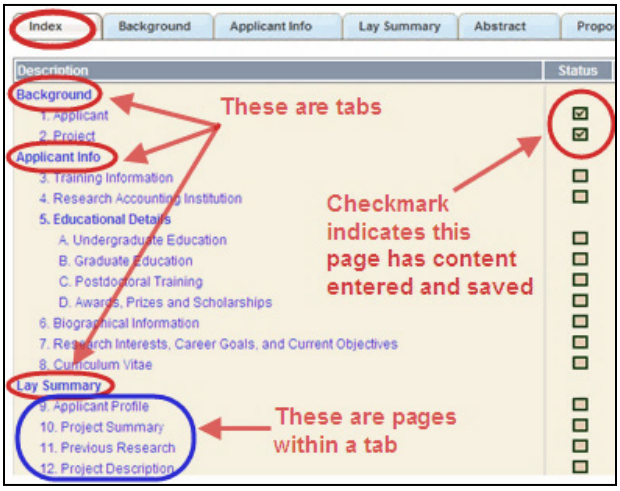
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

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) 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.



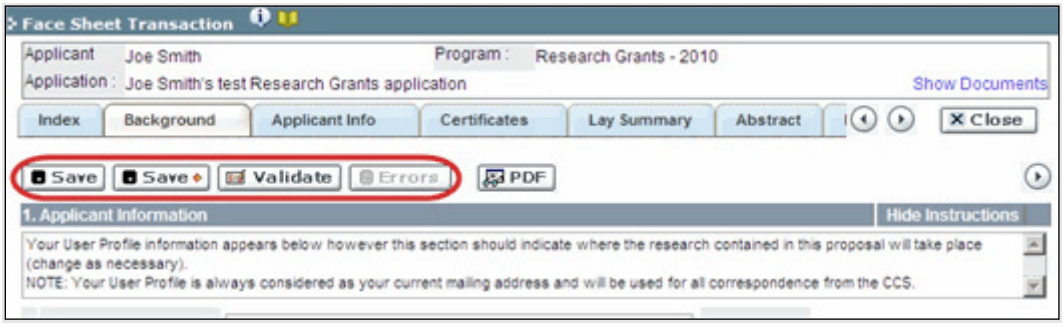
   - Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

   - 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.

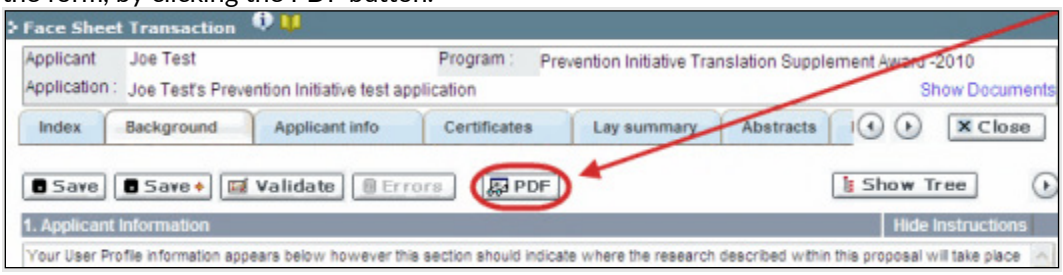


- **Save.** While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated the first time you view that page of the application. If you try to advance to the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



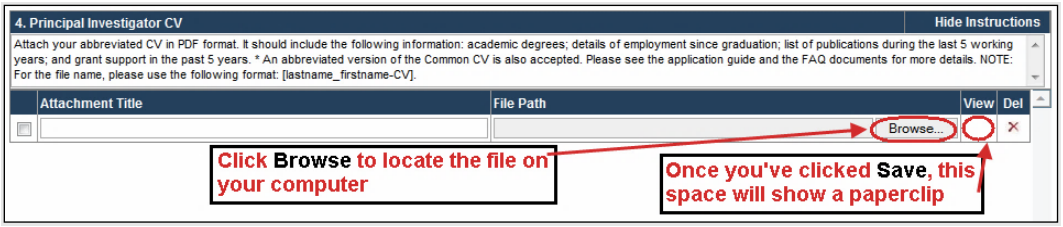
If you wish to create a PDF of your entire application, click the 

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.

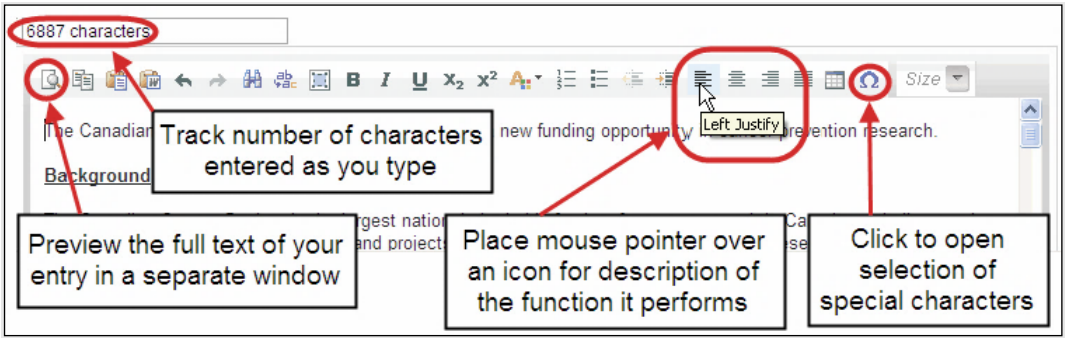
   - The *File Name* path will be cleared, and the paperclip icon will appear in the *View* column. You can click the paperclip to view the attachment.

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.



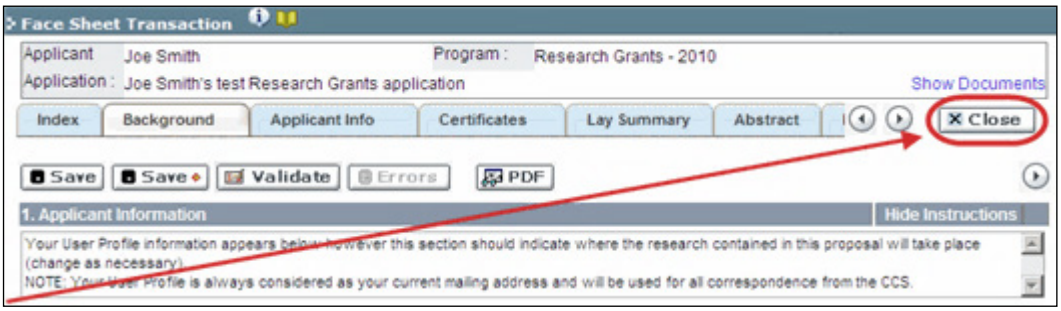
Use the rich text editor to:

- 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

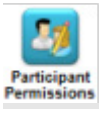
To exit the application and access the *Application workbench* again, click the *Close* button.



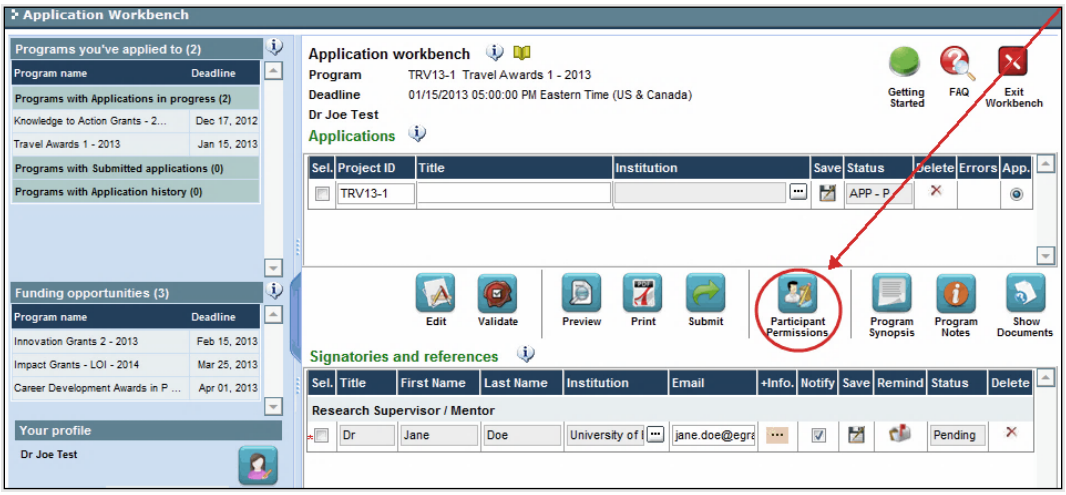
APPENDIX D: Assign participants access to your application

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.

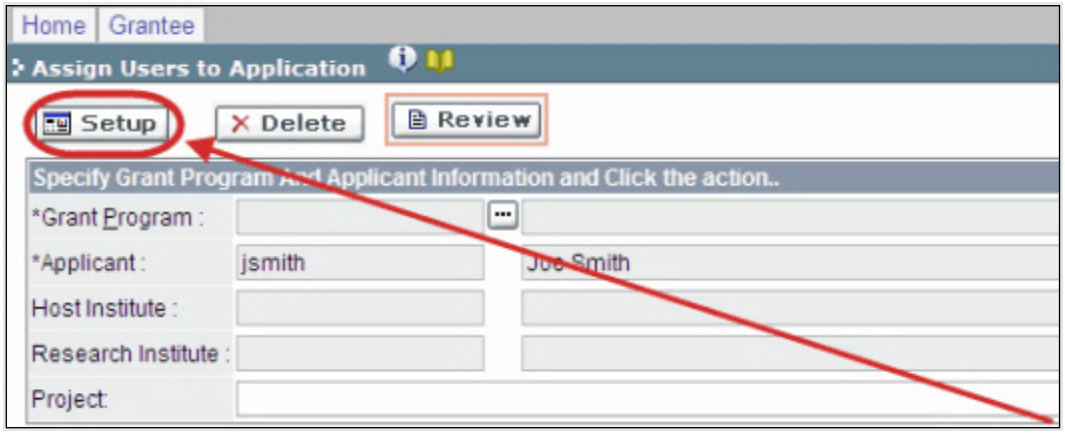
> **Prerequisites for application access:**
>
> In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

1. From the *Application workbench*, click the 

button:



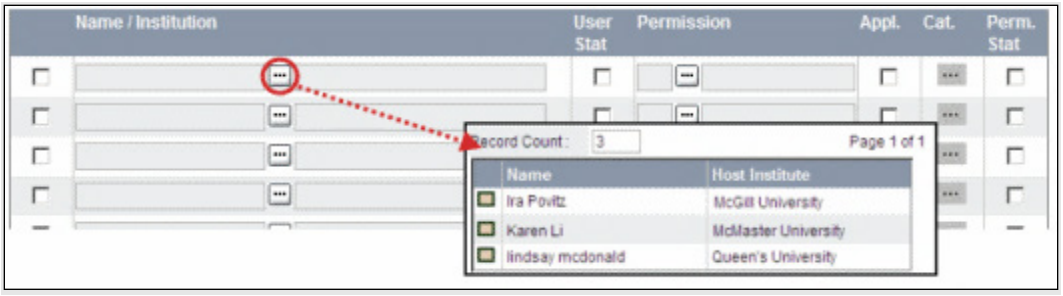
2. Click the *Setup* button:



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:

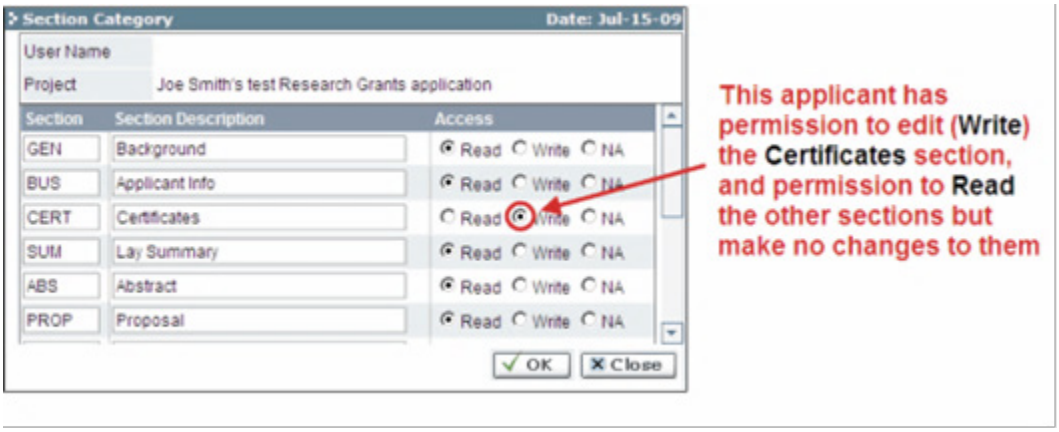


6. For each participant, use the button to open the lookup box in the *Permission* column and select the appropriate role:

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.



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

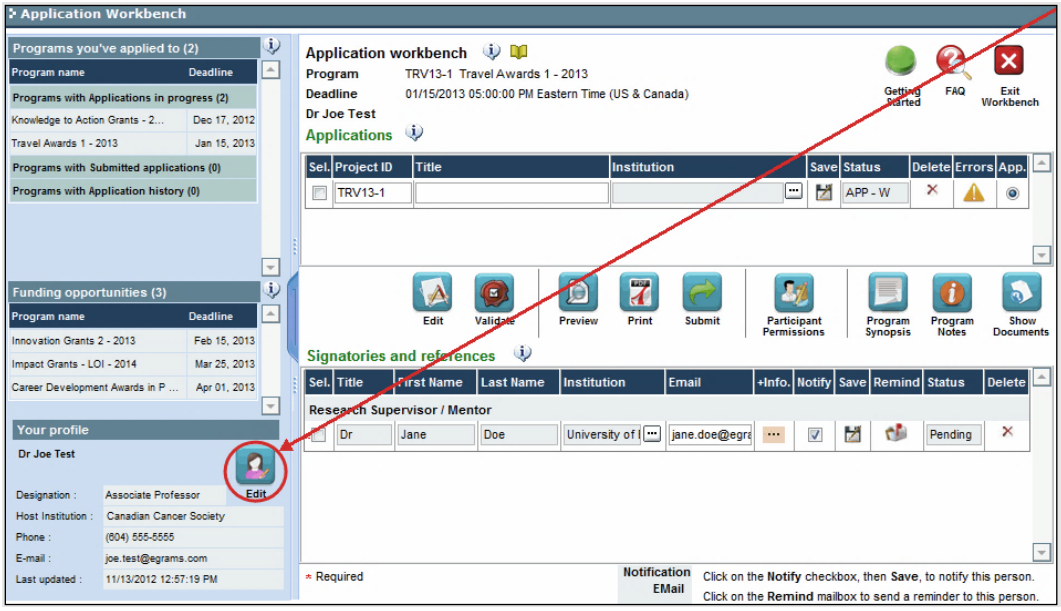
9. Click *OK* to save your entries.

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 E: Update your profile

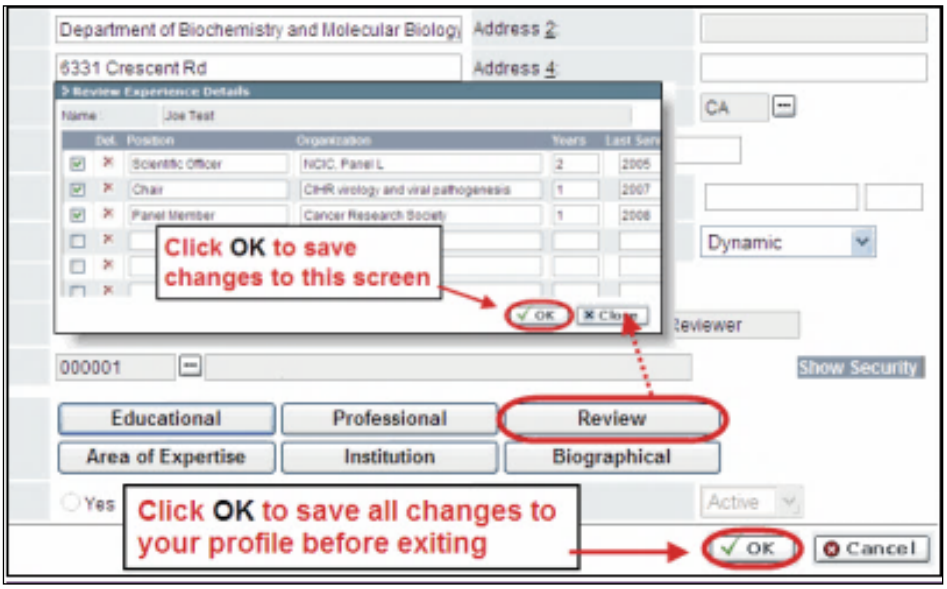
1. To update your profile, click the 

button on the *Application workbench*.



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.



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.

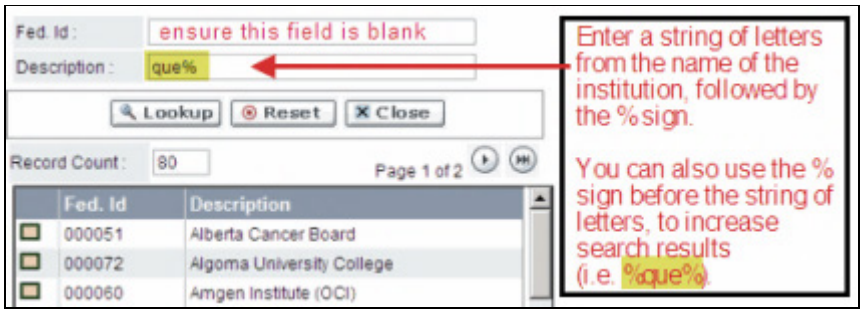
Interpreting the data fields:

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.