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# Challenge Grants - 2026

## **Abstract Registration Guide** Canadian Cancer Society

July 2025





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## Important dates:

Abstract due date:  
October 8, 2025

Relevance review results:  
October 31, 2025

Full application due date:  
January 28, 2026

Results announcement:  
Mid-June 2026

Anticipated funding start date:  
June 1, 2026

## To apply:

The abstract application will be available in [EGrAMS](#) on August 7, 2025.

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

## Questions?

Contact CCS research staff at [research@cancer.ca](mailto:research@cancer.ca)

## Challenge Grants Program Synopsis

The Challenge Grants program will support cancer research projects across the cancer continuum and across disciplines, with an ultimate goal of solving a problem (i.e. a 'challenge') in cancer that is meaningful to people affected by or at risk of cancer. **Challenges should align with priorities identified under the CCS Research Goals and applicants must clearly articulate the relevance to people affected by or at risk of cancer.**

CCS's Research Goals to 2040 are:

**Prevent** – fewer people in Canada will develop cancer

- Discoveries in the biology of cancer prevention
- Research into cancer risk reduction

**Detect** – fewer people will be diagnosed with Stage 3 or Stage 4 cancer

- Discoveries focused on more effective and/or affordable cancer detection
- Research that increases screening (availability, opportunity, participation)

**Care** – people with cancer will live longer and with improved quality of life during and after treatment

- New discoveries aimed at more effective and/or affordable cancer treatments
- Research that enhances equitable access to cancer care
- Research that improves quality of life for people affected by cancer

**Champion** – equitable and timely access to innovation and affordable high-quality prevention and care for more people in Canada

- Research that enhances equitable access to cancer risk reduction
- Research that enhances equitable access to cancer screening and/or detection
- Research that enhances equitable access to care

For more details about the program, please read the [RFA](#).



## Before you Begin: Eligibility Guidelines

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Abstract registration is mandatory.

### Research team eligibility:

Please read carefully to ensure research team eligibility:

- A maximum of one application per Principal Investigator is permitted in this competition (applicants may be listed as co-principal investigators on multiple applications)
- The research project **must include people affected or at risk of cancer as an integral part of the team** and demonstrate their meaningful involvement. The Canadian Cancer Society's [Research Strategy](#) places people at the center of our research endeavours. By embedding affected communities throughout the research continuum, we will identify and achieve desired results sooner. **We recognize that different approaches to engagement may be better suited to different types of research.** See the *Guidance on Engagement of People Affected by or at Risk of Cancer* section in the [RFA](#) for more information.
- Each team is encouraged to include early career researchers, trainees, end-users (such as policy makers, healthcare providers, employers or union representatives) as an integral part of research teams.

### Research project eligibility:

- Applications from any pillar of health research (i.e., biomedical; clinical; health services; and social, cultural, environmental and population health), **aligning with priorities identified under the CCS Research Goals**, are eligible.
- Pilot, first-in-human studies, correlative/secondary studies utilizing existing clinical trial infrastructure, and supportive care trials will be eligible for funding. Partial funding for larger trials is not eligible.

Please note: The character count in EGrAMs may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

Please contact CCS ([research@cancer.ca](mailto:research@cancer.ca)) for more information.



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## Application Guide

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### Three easy steps:


1. [Create your abstract registration](#)
2. [Complete your abstract registration](#)
3. [Submit your abstract registration](#)

### Additional resources:

- Appendix A: [Troubleshooting](#)
  - [Host Institution field is empty or incorrect, and lookup button does not work](#)
  - [Delete an application](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Update your profile](#)

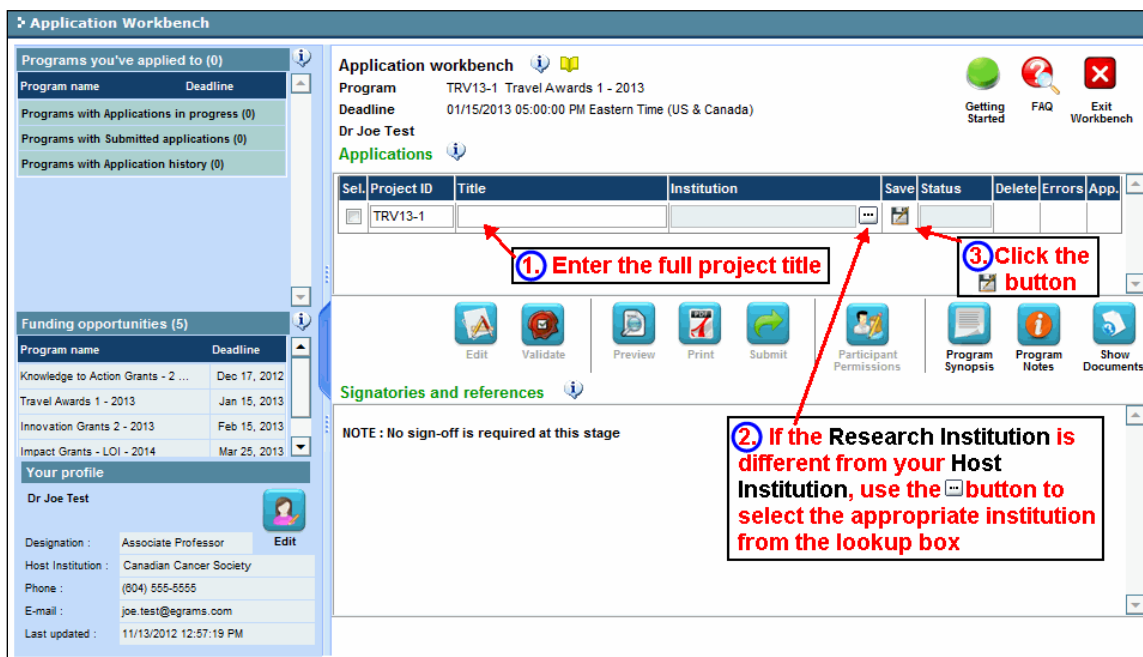



## STEP 1: Create your abstract registration

1. Log in to [EGrAMS](#) to access the home screen/**Application workbench**.
2. Click the **Challenge Grants – 2026** program under the Funding opportunities section on the left.
3. The project ID will default to **CHA-26** (the **Grant Program** code).
4. Enter the full project title into the **Title** field. Please avoid typing in ALL CAPS.
  - The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the  button to select a different institution if necessary.

### Empty Host Institution field

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



The screenshot shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (0)', 'Funding opportunities (5)', and 'Your profile'. The 'Funding opportunities' section lists various grant programs with their deadlines. The 'Your profile' section shows the user's name 'Dr Joe Test', designation 'Associate Professor', host institution 'Canadian Cancer Society', phone, email, and last updated date. The main area is titled 'Application workbench' and shows the current 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 with columns: 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The first row shows 'TRV13-1' in the 'Project ID' column. Annotations with red arrows point to the 'Title' field (labeled '1. Enter the full project title'), the 'Institution' field (labeled '2. If the Research Institution is different from your Host Institution, use the  button to select the appropriate institution from the lookup box'), and the 'Save' button (labeled '3. Click the button'). Below the table are icons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. At the bottom, there is a section for 'Signatories and references' with a note: 'NOTE : No sign-off is required at this stage'.


5. Click the **Save** icon.

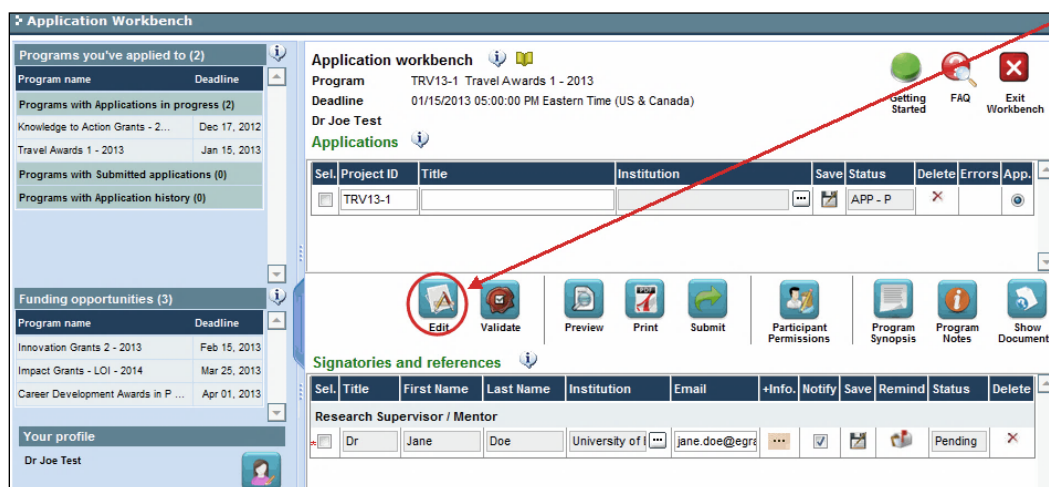


## STEP 2: Complete your abstract registration

### I. Access the application

1. Ensure that **Challenge Grants – 2026** is selected in the workbench.
  - if not, click the program name on the left under Programs with Applications in progress

2. Click the  button to access the application:



3. Click on the background tab to begin.

### II. Enter details of your application

**Please note: The character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.**

#### 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](#).



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#### 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:

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, and Budget. Below the tabs are buttons for Save, Save +, Validate, Errors, and PDF. On the right of the navigation bar is a 'Show Tree' button. The main content area is titled '1. Applicant information'. It 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 at the top right of the main content area, highlighted with a red circle. A red arrow points from a text box to this button. The text box contains the text: 'Click to show abbreviated instructions.' The 'Institution' field has 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.' There is a 'Close' button at the bottom right of the main content area.



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### III. Quick links to page-by-page instructions

#### Background

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

#### Abstract

4. [Scientific abstract](#)
5. [Keywords/technical terms](#)

#### Challenge Statement

6. [Challenge Statement](#)

#### Engagement Statement

7. [Engagement Statement](#)

#### Review Panel

6. [Panel recommendation](#)
7. [Reviewer recommendations](#)
8. [Reviewer exclusions](#)





## BACKGROUND


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### 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 start date:** The start and end dates must match the program funding period of June 1, 2026 to May 31, 2029.

**Amount of funds requested at full application stage:** The amount of funds you plan on requesting from CCS for this project. Please note that you may change this request when you submit your full application. The maximum amount of funding requested is **\$525k** (\$175k per year)

**Funding overlap:** There must not be substantive overlap (more than 50%) with any pending application (including those at the abstract or Letter of Intent submission stage) to any other Canadian Cancer Society Research program as of this competition due date. Duplicate applications will not be accepted. The onus is on the applicant to indicate the extent (or absence) of overlap.

Please note: Applicants who submit a full application to the [Emerging Scholar Research Grants](#) competition are not eligible for the Challenge grant program. However, those who are unsuccessful at the ESRG Letter of Intent (LOI) stage may submit a full application for the Challenge program, but only if they submitted an eligible abstract (to the Challenge program) by the deadline.

**Type of application:** select Initial application

**Number of years supported:** up to 3 years can be requested

**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/unconflicted reviewers



who are able to review in French and have the necessary expertise to critically evaluate the application.

### 3. Participants


Enter any Additional Author, Co-Applicant, Co-Principal Investigator, Collaborator, Knowledge/End User, Financial Officer information or People affected by cancer who will be a part of the research team.

**Note:** CVs are not necessary at the abstract stage registration stage but will be required with the full application.

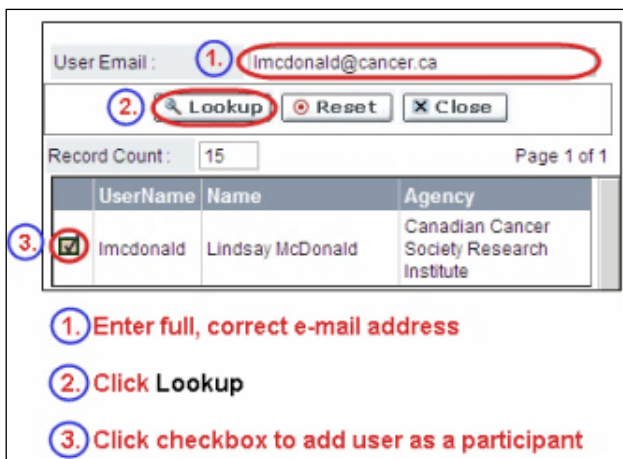
**Changes to the participant list after the abstract deadline are permitted but must be included in the full application.**

**Note:**

- Each investigator can only submit **ONE** Principal Investigator application in this competition. Applicants may be listed as Co-Applicants on multiple applications.
- The inclusion of people affected by cancer on the research team is mandatory for this competition.
- Consider equity, diversity and inclusion [principles](#) in the composition of research team members.

**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.

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



The screenshot shows a web form for searching users. It includes a 'User Email' field with the value 'lmcdonald@cancer.ca', a 'Lookup' button, and a 'Reset' button. Below the buttons is a 'Record Count' of 15 and 'Page 1 of 1'. A table displays the search results with columns for 'UserName', 'Name', and 'Agency'. The first row shows 'lmcdonald', 'Lindsay McDonald', and 'Canadian Cancer Society Research Institute'. A checkbox next to the 'UserName' is checked. Three numbered annotations are present: 1. points to the email field, 2. points to the 'Lookup' button, and 3. points to the checkbox.

UserName	Name	Agency
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.

#### **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.

#### **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 who are participating on grants are to be included in this category. Knowledge Users are not eligible to receive salary support from a grant. In some instances, exceptions may be made but will be evaluated on a case-by-case basis. Please contact CCS if you have questions about this. Individuals with lived or living experience of cancer are to be included as People affected by cancer participants.

#### **People affected by cancer**

People affected by cancer 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. For the purposes of this funding opportunity, this role may also apply to specific members of a community where the intervention under study is to be implemented. People affected by cancer are eligible to receive financial remuneration from the grant for their participation. Consult CCS's policy on remuneration [here](#) for guidance. Please select "Other" in the designation field, or as appropriate. The inclusion of people affected by cancer on the research team is mandatory for this competition.



### 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 do not hold an academic appointment. Students, postdoctoral fellows, research associates, and lay contributors may be included in this category. Students, postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based in or outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

### 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.

### 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. Select 'OK' to save and add a new contact or 'Cancel' to save and move to the next page of the application. Add as many participants as necessary.

The screenshot shows the '3. Participants' section of the EGrAMS application. The 'Save +>' button is circled in red, with a callout box stating 'Click the Save and move forward button to add another participant'. The 'Contact Type' dropdown menu is also circled in red, with a callout box stating 'Use the ... button to locate participants who have already registered in the system'. The form includes fields for 'a. EGrAMS Login', 'b. \*Name', 'c. Department', 'd. Institution', 'e. Address I', 'f. Address III', 'g. City', 'h. Telephone', and 'i. E-mail Address'. There are also fields for 'Address II', 'Country', 'Province', 'Postal Code', 'Ext.', and 'Fax'.



## ABSTRACT

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### 4. Scientific abstract

The scientific abstract will be examined by the panel as an integral part of the application. It will be used as an aid in assigning the application to the most appropriate expert reviewers.

Provide a detailed summary of your research project including the following mandatory sections:

- The rationale (including a brief description of the challenge, and how the project is meaningful to people affected by cancer)
- Objectives/aims
- Methods
- Anticipated results and potential impact of the project.

Character count: **maximum 4,200** (including spaces), single spaced.

### 5. Keywords/Technical terms

Provide up to a maximum of 10 specific keywords or descriptive technical terms/methodologies that best describe the scientific and technical aspects of your project. Enter one keyword or technical term per line.

## CHALLENGE STATEMENT

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### 6. Challenge Statement

Clearly and succinctly articulate the Challenge in cancer (i.e. one sentence) to be addressed by the proposed research, how it aligns with the priority(ies) identified under the CCS Research Goals, and what makes it important to solve (including, but not limited to 'how' it is meaningful to people affected by cancer). For example, how have individuals/communities contributed to your research design? How do you know that this work has value for those whose lives you are aiming to impact? What cost or resource burden could be solved if this project (and its downstream impacts) were successful?

Character count: maximum 2,500 (including spaces).



## ENGAGEMENT STATEMENT

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### 7. Engagement Statement

Briefly describe how people with living/lived experience of cancer and other relevant parties will be engaged in the research as partners (i.e. NOT as research participants). If relevant, please highlight previous patient engagement work you have led or participated in and how this experience will inform your current approach.

Character count: maximum 2,500 (including spaces).

## REVIEW PANEL

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### 8. Panel recommendations

Please indicate your first and second choices for panels.

Although CCS ultimately bears the responsibility for and reserves the right to determine the most suitable panel to review the application, all applicants may offer suggestions as to which panel might be the most appropriate to review the application.

Name	Description	<a href="#">CSO Codes</a>
C1: Mechanisms of risk, initiation, and progression	Research focused on understanding mechanisms of cancer risk, initiation and spread	1.1-1.5, 2.1-2.4, 3.6
C2: Molecular biomarkers	Research focused on identifying and testing cancer-related biomarkers (diagnostic, prognostic, predictive), including clinical testing/application	4.1-4.4
C3: Imaging & Technology	Research aimed at developing new or improving imaging modalities and/or other technologies (e.g. artificial intelligence, machine learning, nanotechnologies, robotics, wearable technologies, etc.), including clinical testing/application, for improved detection, prognosis, or monitoring of cancer	4.1-4.4
C4a: Therapeutics	Research aimed at identifying and developing new therapeutic approaches (including re-purposing and combination therapies) for preventing and/or treating cancer (e.g. therapeutics, radiotherapy, and surgery) - from discovery to clinical testing.	3.3, 5.1-5.7



	<p><b>*Note about clinical trials:</b> Pilot, first-in-human studies, and correlative/secondary studies utilizing existing clinical trial infrastructure are eligible. Partial funding for larger clinical trials is not eligible.</p> <p><b>**Not including immunologically directed therapies (see 4b).</b></p>	
C4b: Immunotherapy	<p>Research aimed at identifying and developing new immunologically directed therapeutic approaches (including re-purposing and combination therapies) for prevention and/or treating cancer (e.g. vaccines, antibodies, antibiotics, adaptive cell products, microbiome, abscopal effect, theranostics or other biologics) - from discovery to clinical testing.</p> <p><b>*Note about clinical trials:</b> Pilot, first-in-human studies, and correlative/secondary studies utilizing existing clinical trial infrastructure are eligible. Partial funding for larger clinical trials is not eligible.</p>	3.4, 5.1-5.7
C6: Prevention & Supportive Care	<p>Research focused on (primary) prevention (behavioural and other interventions), patient centred outcomes related to cancer, the psychosocial and physical needs of people affected by cancer, as well as end-of-life and palliative care research</p> <p><b>*Note about clinical trials:</b> Supportive care clinical trials are eligible for funding,</p>	3.1, 3.2, 3.5, 6.1, 6.6, 6.9
C7: Health Services & Policy	<p>Research that aims to improve health service delivery related to cancer (including prevention of cancer), such as quality, efficiency, cost effectiveness, equitable access, improving data collection and analysis, screening, epidemiology, surveillance and policy research</p>	6.2-6.5, 6.7

## 9. Reviewer recommendations

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/unconflicted reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.



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## 10. Reviewer exclusions

Applicants may also suggest individuals whom 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.**





## STEP 3: Validate and submit your abstract registration

### 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

The screenshot shows the application interface with the 'Index' tab selected. A list of sections is displayed on the left, including 'Description', 'Review panel', and 'Tracking'. A central box contains instructions: '1. Click on the Index tab', '2. Click Validate', and '3. You can choose to either: a. view the errors for the full application, or b. view the errors per section'. The 'View Errors' and 'Validate' buttons are circled at the bottom right.

Description	Status	Del	Errors	Comments
11. Tables, graphs, charts and associated legends	<input type="checkbox"/>			
12. Appendices	<input checked="" type="checkbox"/>	x	3b	
13. Budget request	<input checked="" type="checkbox"/>	x		
14. Panel recommendation	<input checked="" type="checkbox"/>	x		
15. Reviewer recommendation	<input checked="" type="checkbox"/>	x		
16. Reviewer exclusions	<input checked="" type="checkbox"/>	x		
17. Research tracking information	<input checked="" type="checkbox"/>	x		
17.a. Research focus	<input checked="" type="checkbox"/>	x		
17.b. Research subject	<input checked="" type="checkbox"/>	x		
17.c. Cancer site relevance	<input checked="" type="checkbox"/>	x		
17.d. Common Scientific Outline (CSO)	<input checked="" type="checkbox"/>	x		

#### b) Validate one section at a time

Must be conducted once for every section (e.g. Background, Applicant Info, Abstract, 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:

The screenshot shows the 'Applicant Information' section. A central box contains instructions: '1. Save your entries' and '2. Click the Validate button'. The 'Save' and 'Validate' buttons are circled at the top left.

1. Applicant Information

Your User Profile information appears below however this section should be changed as necessary.

NOTE: Your User Profile is always considered as your current mailing address.

a. Applicant Name: Joe Smith

b. Institution:

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.

Category	Code	Description	+Info
<input checked="" type="checkbox"/>	Applicant Info FS-002	(a. Is this your first Student Travel Award application to the Canadian Cancer Society Research Institution (formerly the NCIC?) field must be completed	+

Sr	Cause	Solution
1	A mandatory application entry has not been made. The application	Return to the section of the application where this field exists and complete the

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.

Index Background Applicant Info Certificates Lay Summary Abstract

Save Save + Validate **Errors** PDF

2. Project Information

f. Special Initiatives

Include my application under the Special Call for Applications, (eg. Prevention Initiative) ☐ Yes ☒ No

Name of Special Call

g. Grant Category (check one)

☐ Regular Research Grant ☐ Feasibility ☐ New Investigator

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



Applicant: Joe Test Program: Prevention Translation Supplement Award EOI - 2010  
Application: Joe Test's Prevention Initiative test application [Show Documents](#)

[Index](#) [Project Information](#)


[Save](#) [Save +](#) [Validate](#) [Errors](#) [PDF](#) [Show Tree](#)

**3. Participants** [Hide Instructions](#)

Enter any Co-Principal, Co-Applicant and Additional Author information as applicable to your application. If a participant is an EGrAMS user, use the lookup feature and enter their e-mail address in the field provided as the search criteria. The form will be auto-populated with their contact information as it appears in their user profile. Changes to the participants after submission of the EOI are permitted and must be provided to the

Contact Type

## II. Preview and submission

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

**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

**Applications**

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

**Signatories and references**

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

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

**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

**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"/>	Research Supervisor / Mentor	Dr	Jane	Doe	University of I...	jane.doe@egr...	<input checked="" type="checkbox"/>			Pending	


3. Errors can be corrected through the  menu.



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

Print

5. To preview your application in EGrAMS, click the  button:

Preview

- Use the left side menu links to navigate to specific pages or use the forward/backward arrows to view page by page.
- Click the **Close** button to exit the preview screen.

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

Submit


### III. Confirmation

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



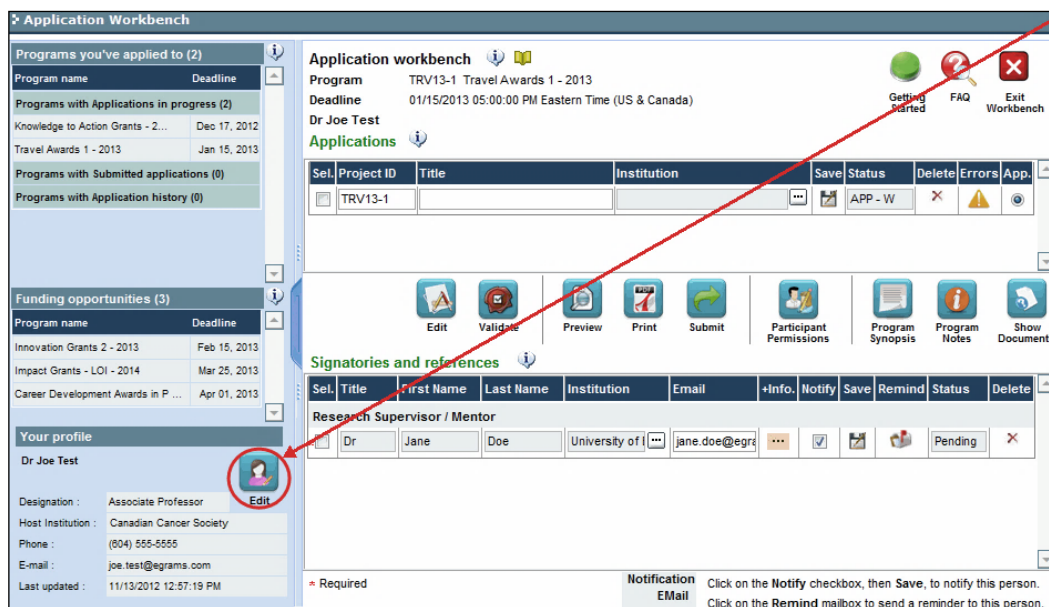
## APPENDIX A: Troubleshooting

- **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 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

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (804) 555-5555

E-mail : joe.test@egrams.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**

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

**Signatories and references**

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



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Application Workbench

Programs you've applied to (2)

Program name	Deadline
Programs with Applications in progress (2)	
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

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

Project ID	Title	Institution	Save	Status	Delete	Errors	App.
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											
	Dr	Jane	Doe	University of I	jane.doe@egri					Pending	



## APPENDIX B: The Application Interface

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### 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.





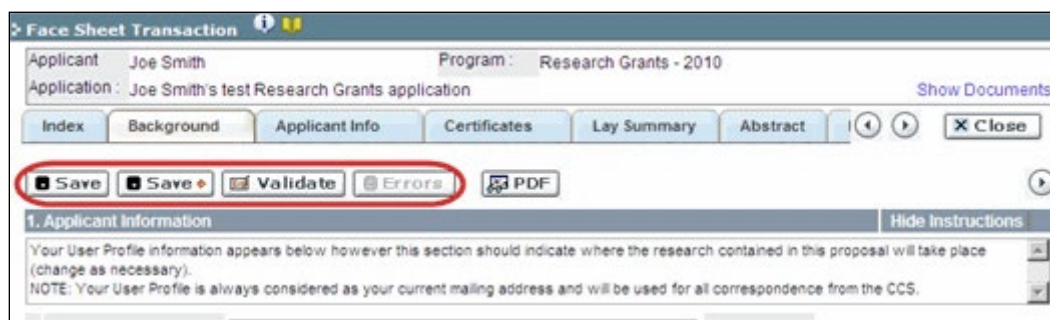
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.

- 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.

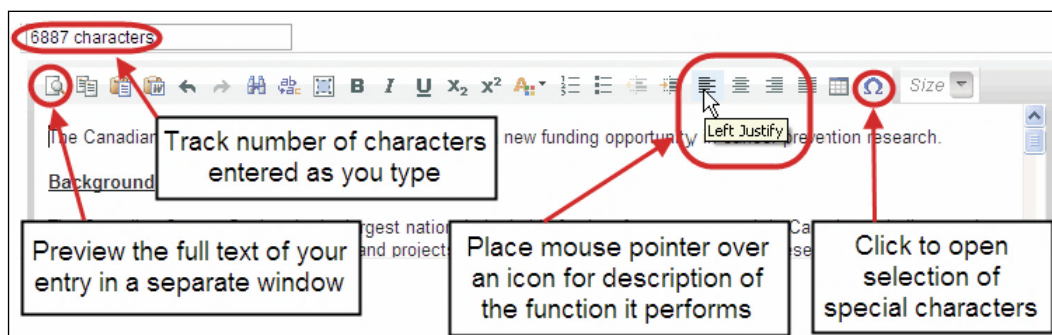


## V. The rich text editor

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

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:

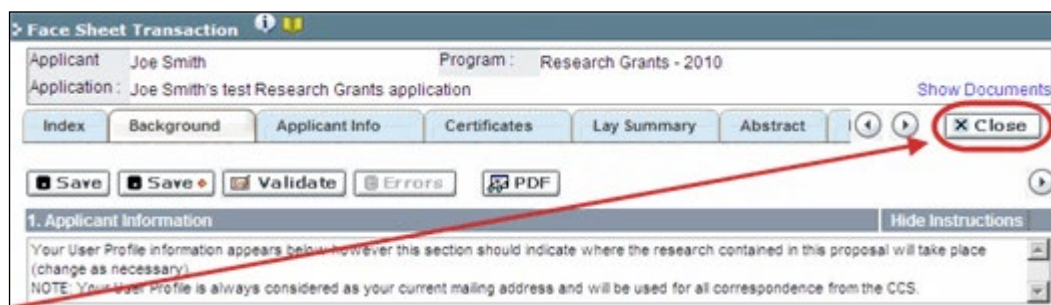
- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
  - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide
- enter special characters such as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



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## VI. Exit

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





## APPENDIX C: Update your profile

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

**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

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	X	!	...

**Signatories and references**

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

\* Required

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.

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.

Department of Biochemistry and Molecular Biology

Address 2: 6331 Crescent Rd

Address 4:

CA

**Review Experience Details**

Name: Joe Test

Sel	Position	Organization	Years	Last Seen
<input checked="" type="checkbox"/>	Scientific Officer	HCIC, Panel L	2	2005
<input checked="" type="checkbox"/>	Chair	CMR virology and viral pathogenesis	1	2007
<input checked="" type="checkbox"/>	Panel Member	Cancer Research Society	1	2008

Click OK to save changes to this screen

Reviewer: 000001

Show Security

**Educational** **Professional** **Review**

**Area of Expertise** **Institution** **Biographical**

Click OK to save all changes to your profile before exiting

Active

OK Cancel



**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:**

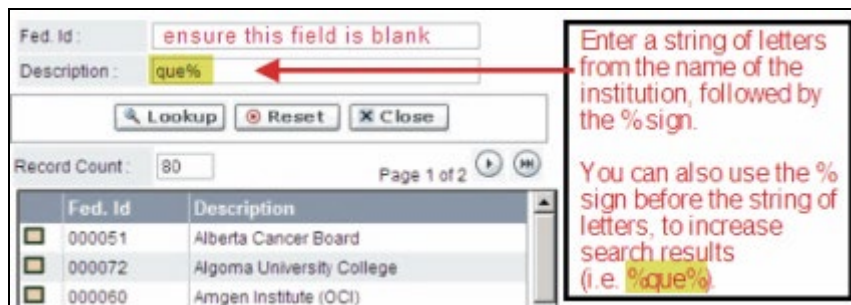
**Login Name:** Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

**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](mailto: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:



Fed. Id	Description
000051	Alberta Cancer Board
000072	Algoma University College
000060	Amgen Institute (OCI)

**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.



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**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.

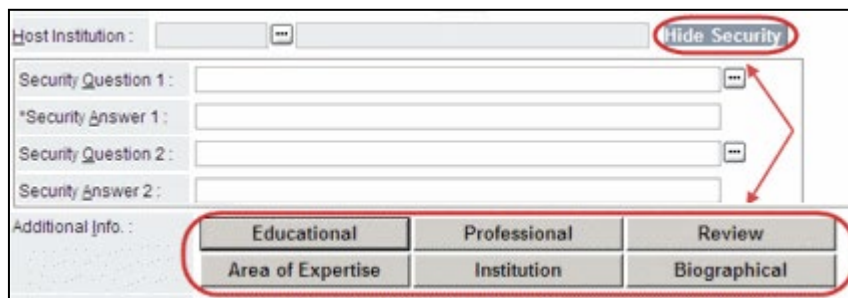
**Role:** Click on the  button, and select your role within the EGrAMS system:

- **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.

A screenshot of the EGrAMS security form. At the top, there is a 'Host Institution' field with a dropdown arrow icon. To its right is a 'Hide Security' button, which is circled in red. Below this, there are two sets of 'Security Question' and 'Security Answer' fields. Each 'Security Answer' field has a dropdown arrow icon. A red arrow points from the 'Hide Security' button to the dropdown arrows in the 'Security Answer' fields. At the bottom, there is an 'Additional Info.' section with a grid of buttons: 'Educational', 'Professional', 'Review', 'Area of Expertise', 'Institution', and 'Biographical'. This entire grid is circled in red.