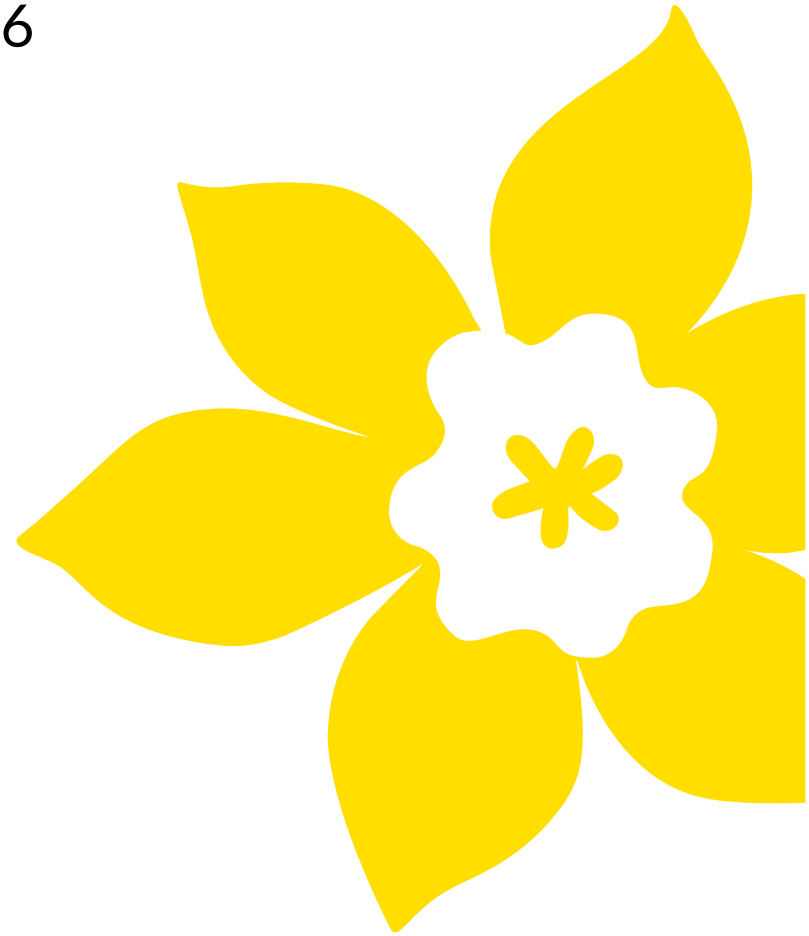
Canadian Cancer Society

Challenge Grants - 2026

Full Application Guide

Canadian Cancer Society

September 2025



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Challenge Grants Program Synopsis

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:

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

Questions?

Contact CCS research staff at research@cancer.ca

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.

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Before you Begin: Eligibility Guidelines

Research team eligibility:

Please read carefully to ensure research team eligibility:

- A maximum of 1 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) for more information.

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Application Guide

Three easy steps:

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

Additional resources:

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

Online resources:

- Biographical sketch template – for academic and non-academic participants
- Referee Guidance document
- How to create new user profiles in EGrAMs

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STEP 1: Add signing authorities

All applications require sign-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.

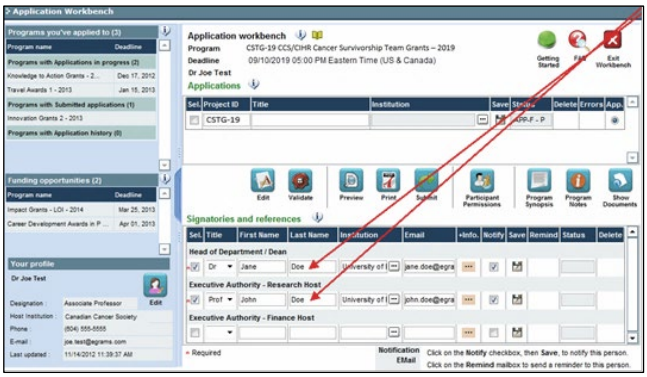
Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.

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

2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host, and (if applicable) Executive Authority – Finance Host signatories.



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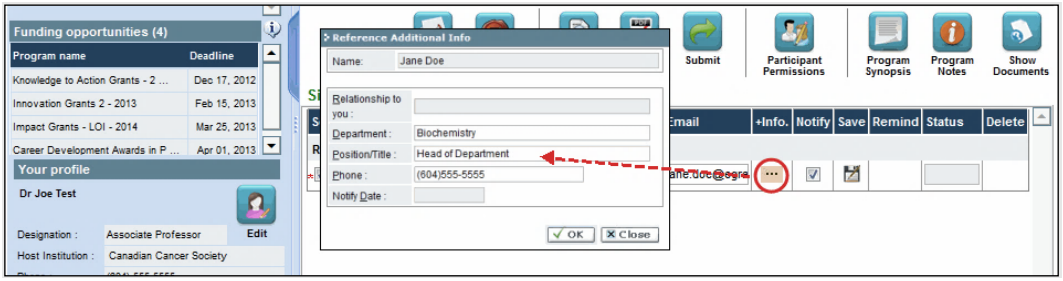
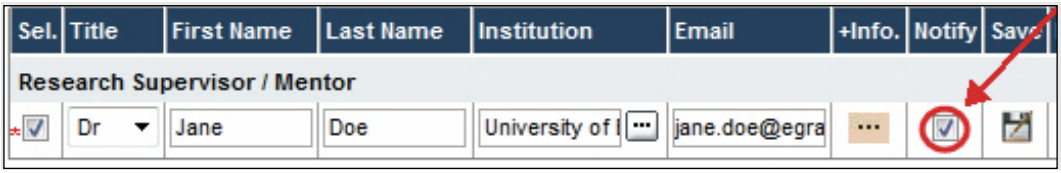
3. Click the ··· button under the **+Info** heading and add the requested information for the **Reference,** including the **Department**, **Position/Title** and **Phone number.**



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



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

> **Automated email delivery to your signing authorities:**
>
> The email notification is sent out as soon as you click the **Save icon**. If you want to notify them at a later time, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:
>
> 1. Return to the **Application workbench** screen.
> 2. Click the **Notify** button.
> 3. Click the **Save** icon.

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

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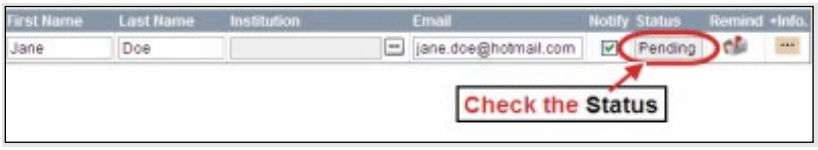
Monitoring status / sending reminders:

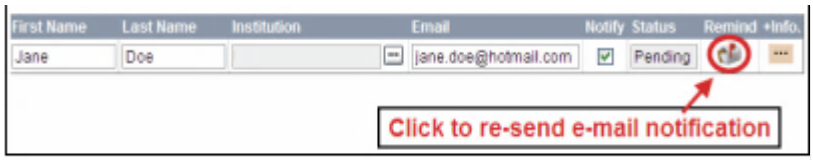
To see if your contacts have completed the signing authority sections of your application by following these steps:

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.



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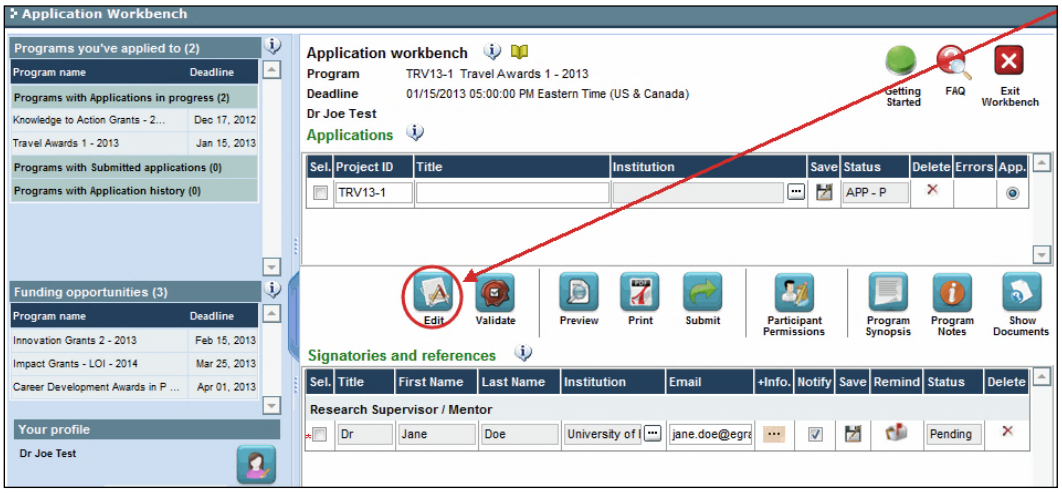
STEP 2: Complete your Application

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.

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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.

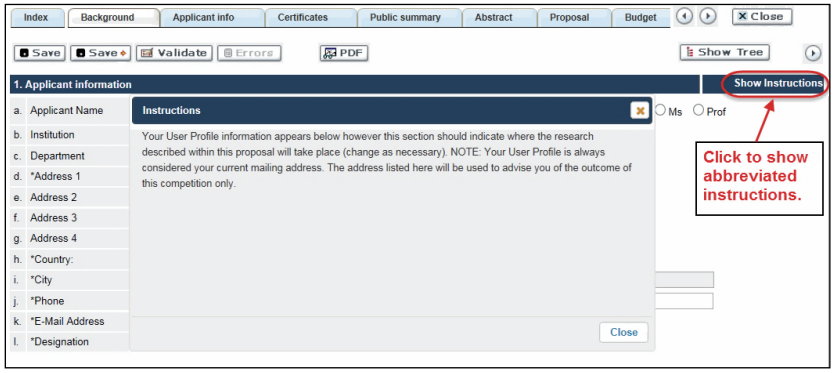
Format for document attachments:

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:



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III. Quick links to page-by-page instructions

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BACKGROUND

1. **Applicant information**

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

2. **Project information**

   Project title: The title entered when the application was created is indicated.

   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, up to 3 years)

   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.

   Type of application: Select Initial application

   Number of years supported: Up to 3 years can be requested

   Language: Complete the entire application in 1 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**

   The participants you submitted as part of the abstract registration will appear. Changes can be made at this time. CVs must now be provided for each participant (excluding the Financial Officer and any collaborators). Letters of support must be provided for collaborators.

People affected by cancer and Knowledge/End Users may opt to provide a CV or a letter of collaboration clearly articulating the nature of their involvement/engagement in the research team.

All CVs should be uploaded as a PDF that is no more than 5 pages. Please use the following format - Biographical sketch template – for academic and non-academic participants.

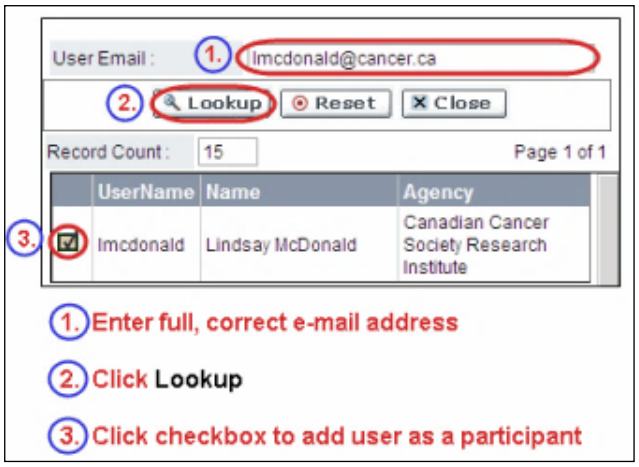
Note:

- The inclusion of people affected by cancer on the research team is mandatory for this competition.
- Each investigator can submit **ONE** application as Principal Investigator in this competition. Applicants can be listed as Co-PIs on multiple applications.
- 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.

You can give Co-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role. See Appendix C for instructions

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



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. (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 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.

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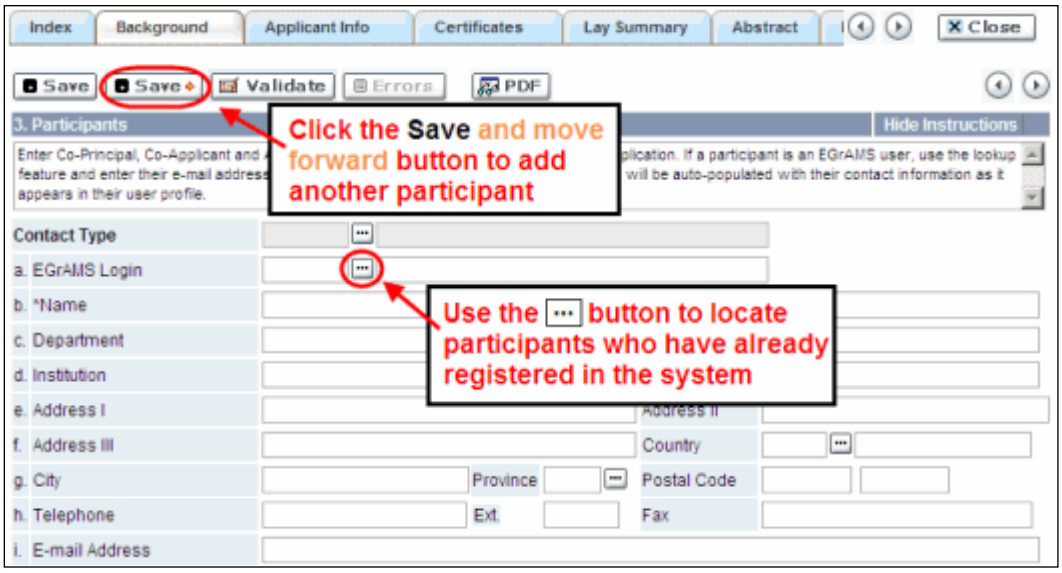
Collaborators
Collaborators include any additional individuals who will be involved in the grant but are not eligible to be named in any of the above roles.

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.



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APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated version of your CV (NIH-style biosketch). Your CV should include your academic degrees and details of employment since graduation (maximum 5 pages in length). Please use this template - Biographical sketch template – for academic and non-academic participants.

Format:

- PDF, not exceeding 5 single-spaced pages.

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.

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

5. Justification for career interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity including, but not limited to, parental leaves, extended sick leaves, medical leaves, family care, and justified 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.

Character count: **maximum 1,250** (including spaces)

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.

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CERTIFICATES

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.

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

For all three 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. If you require funds prior to obtaining your certificate (e.g. ethics), please select 'Yes" to question c. In this case, you will be required to submit the certificate prior to receiving your funds for the following grant year.

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.

7d. Human samples

Indicate whether or not 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. If you require funds prior to obtaining your certificate (e.g. ethics), please select 'Yes" to question c. In this case, you will be required to submit the certificate prior to receiving your funds for the following grant year.

CCS is committed to ensuring that high quality bio-specimens 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) bio-specimens used in the CCS-funded research that will be collected and/or all retrospective (old) bio-specimens 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.

7e. and f. Health Canada approval

If a Clinical Trial Application (CTA) or an Investigational Testing Application (ITA) is required as part of the project, indicate this and the anticipated date of submission. A No Objection Letter (NOL) or Investigational Testing Authorization (ITA) will be required to release subsequent funds.

8a. Human embryonic stem cells involvement

Any applicant who proposes the creation or use of human embryonic stem cells 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 human embryonic stem cell (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

Character count: **maximum 1,250** (including spaces)

PUBLIC SUMMARY

9. Public Summary

Please provide a plain language summary (understandable to a non-scientist) 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:

- Goal or purpose of the proposed project (objectives/aims)
- Why this work is meaningful to people affected by cancer (rationale)
- What you are proposing to do (describe research plan/methods)
- Why this work is important and how it will impact people affected by cancer
- Anticipated results and potential impact of the project

Character count: **maximum 2,000** (including spaces)

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ABSTRACT

10. Scientific abstract

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

Describe:

- 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.

11. 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

12. Challenge statement

This section will be pre-populated from your abstract submission and may be edited, if necessary.

Describe the potential future impacts of your research. 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)

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ENGAGEMENT STATEMENT

13. Engagement statement

This section will be pre-populated from your abstract submission and may be edited, if necessary.

Describe how meaningful engagement of people affected by cancer will be integrated into your proposal. This should include their involvement in proposal development, implementation, and dissemination of findings. If relevant, please highlight previous patient engagement work you have led or participated in and how this experience will inform your current approach.

We have compiled resources on our website to help inform and guide the engagement process and encourage all applicants to review these at the outset. These include a wide range of resources developed and offered by the CIHR Strategy for Patient-Oriented Research (SPOR) support units, as well as articles on engagement in different pillars of research.

If you missed it, please watch the recording of our workshop on meaningful engagement of patient partners in research hosted by our team on April 9, 2025 here.

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

PROPOSAL

14. Abstract changes

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

15. Proposal

Provide a detailed proposal (in PDF format) of the work to be performed, including the following points:

- Introduction/Background
- Goal(s)/Hypothesis
    - Describe the overarching goal(s) and/or hypothesis of the project.

- Aims of the project
    - Provide a compelling rationale for your hypothesis by putting your proposed work in the context of previous research done in the field. 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.
- Experimental design, methods and analysis. Previous work done in the area of research may be included.
    - Include preliminary data/previous work relevant to the proposed research.
    - Describe the theoretical framework underpinning the project design where relevant.
    - While sex, gender and other dimensions of diversity, as well as patient and stakeholder engagement have their own questions, these elements should be evident within the research plan where relevant.
- Mitigation of risks and alternative approaches in case the primary methods are not successful.
- Anticipated results and the potential impact of the research.
- Research environment
    - Provide a description of the research environment where the work will take place. Team composition (details of the team members) will be described in the Terms of Reference section of the application below.
- Up to 2 additional pages of figures, tables, charts and their associated legends are permitted (and can be embedded in the text as images, or they will count towards the character limit).
- References (works cited) will NOT count towards the character limit. A standard reference style is recommended.

Format:

- Character count: maximum 21,000, including spaces (English) or 25,200, including spaces (French).
- Single spaced and 5MB in size.
- Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, will count towards the 21,000-character limit.
- Proposals exceeding the 21,000-character limit will be truncated by CCS staff prior to being sent for review.
- File naming convention: [lastname_firstname-proposal]

16. Tables, graphs, charts and associated legends

Up to 2 pages of figures, tables, charts and their associated legends related to the proposal can be uploaded separately if you choose not to embed them as images in your proposal document.

Format:

- PDF, maximum 2 pages and not exceeding 5MB in size

- File naming convention: [lastname_firstname-figures]

16. 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 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

Articulate how sex, gender, and other identity factors (e.g. race, ethnicity) and their intersectionalities will be considered, described and included in the research design, methods, analysis and interpretation, wherever relevant. Describe how this has been factored into the research plan through to dissemination of results/next steps towards implementation (where relevant).

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.

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

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

17. Key milestones and timeline

Upload 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:

- 1 page (text, tables, graphics, etc.)
- PDF not larger than 5MB
- File naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-milestones]

18. Data management plan

A data management plan (DMP) outlines the processes for data handling during and after the research process: how data will be collected, documented, protected and shared, with consideration for the First Nations Principles of Ownership, Control, Access and Possession (OCAP) where relevant.

The plan ensures that data is managed responsibly and in compliance with institutional, legal, and ethical standards. Here are the key components typically included in a DMP:

Data Collection: Describes the type of data being collected (e.g., qualitative, quantitative, observational) and the methods for gathering or generating the data.

Documentation and Metadata: Explains how data will be described, documented, and organized so that others can understand and use it. This includes the metadata standards used to annotate the data.

Storage and Backup: Outlines how and where the data will be stored during the project, including details about backup processes to prevent data loss.

Data Security: Specifies the measures taken to protect sensitive or confidential data, such as encryption, access controls, and compliance with relevant privacy regulations (e.g., GDPR).

Data Sharing and Access: States whether and how data will be shared with other researchers or the public, including any restrictions on access, licensing, and conditions for reuse.

Preservation and Archiving: Describes the long-term storage plans for the data after the project concludes, including whether data will be archived in a repository for future access.

Responsibilities and Roles: Identifies who is responsible for managing the data at different stages of the research lifecycle.

A well-prepared DMP ensures data integrity, supports transparency, and facilitates future reuse.

Format:

- PDF not larger than 5MB
- File naming convention: [lastname_firstname-dmp]

19. Knowledge translation and mobilization strategy

Describe the potential future impacts of your research and the plan for moving research findings forward - both for the current project, as well as anticipating what the next steps towards (eventual) impact could be should the project aims be achieved (further research, implementation, etc.). Clearly state anticipated methods and approaches to be used and ensure these are included in the project timeline and budget (illustrating where activities may occur beyond the current grant's scope).

- Detail key collaborations you will employ to ensure impacts are realized. Public and/or patient engagement strategies (including co-design where appropriate) are encouraged. This should include engagement of patients, survivors, caregivers, clinicians and other practitioners or end-users to ensure utility of the proposed solution, utilization and/or uptake of project results as relevant (depending on the stage of the research proposed).
- Equitable access to and utilization of results should be considered (as relevant).

Note: impacts include but are not limited to policy influence, intellectual property, public awareness/action, cancer detection or care improvements, new guidelines, outcomes toward new treatments, clinical trial implementation or continuation (e.g. next phase), new standard of care or barrier removal.

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

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. This should be reflective of the Terms of Reference

21. Terms of Reference

A detailed Terms of Reference (ToR) 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.

The Terms of Reference must include:

- Details of the team members including which member(s) of the research team will be responsible for which aspects of the project and a rationale for their inclusion in the project.
- Description of how all members of the team have been and will be integrated into the work proposed (including barriers to participation and how these will be addressed), decision-making (and conflict resolution) process
- 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.
- Evaluation of engagement (where relevant), and a description of the research environment where the work will take place is also required.

Note: It is expected that **all team members will have reviewed, contributed to, and agreed to the Terms of Reference as submitted**, however it is expected that the ToR will change throughout the lifetime of the project.

Format:

- PDF, maximum 5 MB in size
- File naming convention: [lastname_firstname-ToR]

22. Appendices

Applicants are cautioned to include all essential information within their proposal (section 14 – Proposal) as reviewers are not obligated to review the appendices.

Use this section to present a maximum of two 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, such as tools and questionnaires, 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:

- PDF format, up to 10MB in size.
- File naming convention**:** Note that the file name will auto populate the Attachment Title, please use the following format as an example: [lastname_firstname-appendix1].

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

If any of the Principal Investigator or Co-Principal Investigators (if applicable) 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.**

AI DISCLOSURE

24. Disclosure of the use of AI tools

If applicable, describe how AI tools have been used in the development of this proposal, including specific platforms or models utilized and the rationale behind their selection.

Please outline the functions these tools supported, such as literature reviews, data analysis, predictive modeling, writing support, or stakeholder engagement strategies, and explain how they informed or enhanced the overall design and methodological rigor of the project.

Responsible and ethical integration of AI technologies should also be addressed, including considerations around transparency, data security, mitigation of algorithmic bias, and alignment with institutional or disciplinary best practices. Applicants are invited to reflect on both the capabilities and limitations of AI tools in the context of their project.

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

Canadian Cancer Society

BUDGET

25. Budget request

Requests for budgets up to 3 years will be considered. Applicants are asked to enter the amount requested for the grant year period.

The grant maximum limit is **$175,000 per year** for 3 years, up to a total maximum of $525,000.

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

Note: Duplicate applications submitted to CCS and/or other agencies will not be accepted at the full application stage.

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 (e.g. glass washing, etc.) 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.

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

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

Create a **detailed budget** and justification providing rationale for the requested consumables, personnel, and equipment associated with the research project.

25a. Budget request category: Program expenses – Supplies and Expenses

Include expenses for materials/supplies, costs associated with engaging communities in research including ceremonial items such as tobacco, tea, food for feasting and gift-giving for First Nations, Inuit and Métis Peoples, minor equipment (<$1000 per line item), services and research and conference travel. Budgets may also 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.

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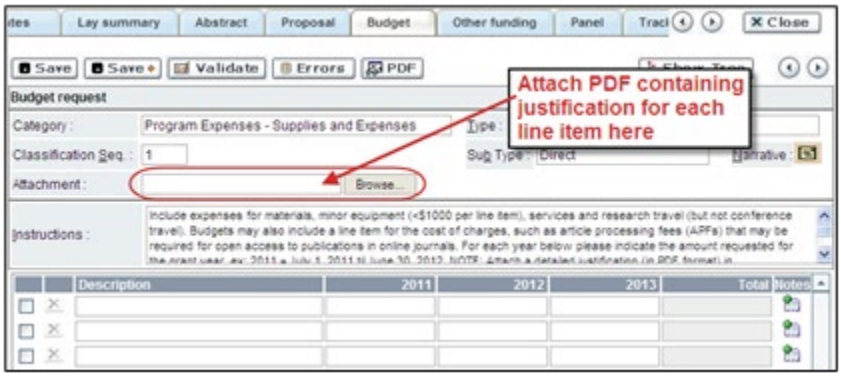
Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the grants panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences.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



- File naming convention**:** [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.

25b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates (who are not considered independent investigators), 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. Consult **SPOR guidance** or contact CCS for additional information on remuneration eligibility.

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.
- Requested salaries 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
PhD	$45,000
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.*

List all members of the proposed research team for whom support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. If any individuals will be supported on a part-time basis, indicate the amount of time to be spent on this work. If support is sought for an individual to be recruited, please indicate this clearly and provide the same level of detail and justification.

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.

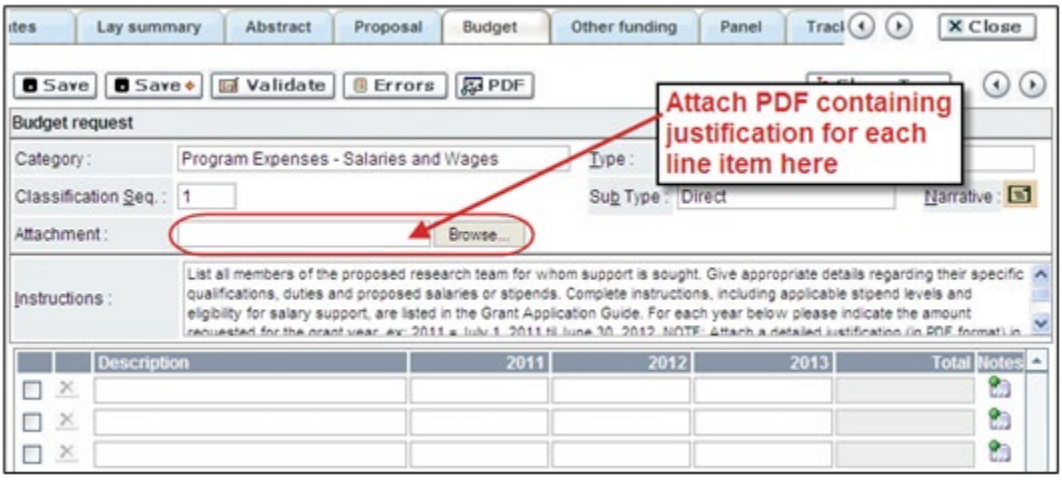
For salaried employees of the Host Institution, clearly indicate the budgeted amount for fringe benefits, adhering to the policy of the host institution. Fringe benefits can be budgeted for postdoctoral fellows if mandated by the host institution.

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.

Justification 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 funding over a three-year period.**

- File naming convention: [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.



25c. Budget request category: Equipment – Permanent Equipment

CCS will consider requests for funding for the purchase of permanent equipment 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 section 26a. Supplies and Expenses. Equipment requests cannot exceed 15% of the **requested** budget.

Note: The budget limit for year 1 of the grant is $175,000 including permanent equipment (not to exceed 15% of total budget).

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.

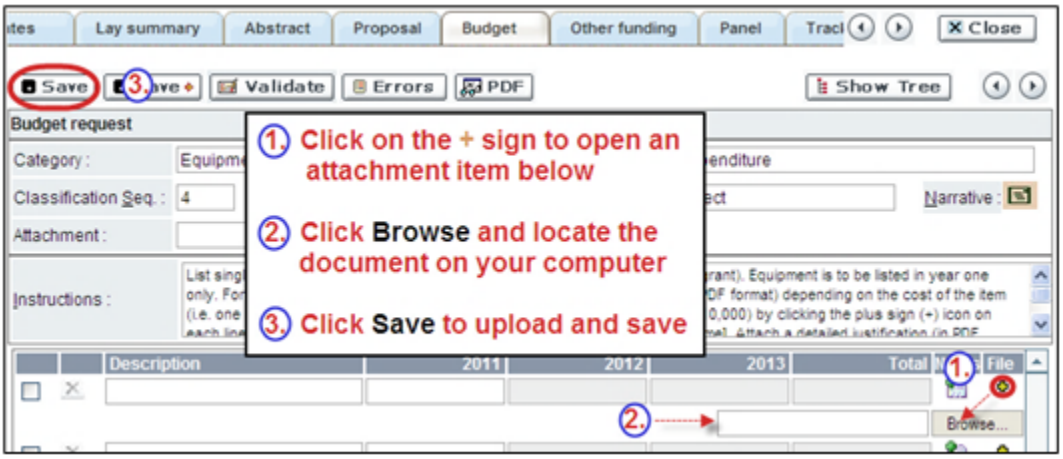
- This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

Justification 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. **Note: The budget limit for Year 1 of the grant is $175,000 including permanent equipment.**

- File naming convention**:** [lastname_firstname-justification-permanent-equipment]

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

- For items costing **less than $10,000 each**, 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).
- File 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.

26. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in Project Information for **Amount of Funds Requested**.

Canadian Cancer Society

OTHER FUNDING

27. Other funding declaration

Complete the other funding declaration.

28. Other funding declaration - description

Research applications may be related but cannot be identical to any other currently funded projects. **This section is required where other existing or pending funding is deemed to have (perceived or real) overlap with the current application**.

- If you are not currently receiving or seeking funding from other sources with perceived or real overlap: Attach a PDF document clearly stating this.
- If you are currently receiving or seeking funding from other sources with perceived or real overlap: Attach a PDF document using the template provided below. This applies to Principal and Co-Principal (where relevant) Investigators on the team.

It is the responsibility of the applicant to notify CCS immediately should 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.

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.

Template:

Title:	*Enter the title of the grant.*
Source:	*Enter the full name of funding agency*
Status:	*Specify whether Active or Pending*
Dollars awarded (or requested):	*Enter the amount awarded or requested*
Dates of approved project:	*Enter the start and end dates (mm/yyyy) for which the grant is funded.*
Term:	*Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)*
Name of PI	*Enter the name of the PI*
Overlap Description	*Where conceptual overlap (or perceived specific aim and/or budgetary overlap) exists for an existing (funded) or pending grant application, describe the nature of the overlap (or lack thereof))*

File naming convention: [lastname_firstname-other_funding]

Canadian Cancer Society

REVIEW PANEL

29. Panel recommendations

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.

Please indicate your first and second choices for panels.

30. 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.

31. 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.**

TRACKING

32a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. Responses are to be limited to the scope of the proposed research for the duration of the proposed term. Select only those that represent at least 25% of the project's objectives; 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.

32b. 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 for solely for statistical/reporting purposes and will not be used as part of the scientific review of the application.

Select 1 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. Only if any component of the project involves human "participants", should it be coded as clinical research.

Clinical research – Projects that have a component that is clinical and/or involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes 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).

32c. 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.

32d. 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.

32e. Underserved populations

Please indicate if your research project is focused on underserved populations. If your proposed research does not focus on one of these populations, select ‘Not applicable’.

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

32f. 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.

32g. Cancer site relevance

Select a maximum of 4 cancer sites where the research will be relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (25%). Only include cancer sites with **at least 25% relevance**; the total should equal 100%.

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

When a project does not focus on one or more specific cancer sites (e.g. applies broadly to cancer patients), select "Non-specific, All sites".
The **Details** description field is only used when 'Other' is selected as a cancer site.

32h. Common Scientific Outline (CSO)

Select a minimum of 1 and 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).

32i. 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.

Canadian Cancer Society

RELEASE FORM

33. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow 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 the progress and impact of the research in our internal and external reports, including press releases, social media or other communications.

HOD/DEAN

34. 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 s/he has read and understands 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 when/if the section is complete.

Note: this section is mandatory for submission of your application

RESEARCH HOST

35. 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.

Note: this section is mandatory for submission of your application

Canadian Cancer Society

FINANCE HOST

36. Executive authority of the host finance institution

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

Note: this section, if relevant, is mandatory for submission of your application

POST-SUBMISSION PUBLICATIONS

37. 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 your CV, per item 4 – Principal Investigator CV.

You can update (i.e. save over or re-upload) the document as often as you need to up until the review panel meeting.

File naming convention: [lastname_firstname_publications_yyyymmdd], where yyyymmdd is the current date.

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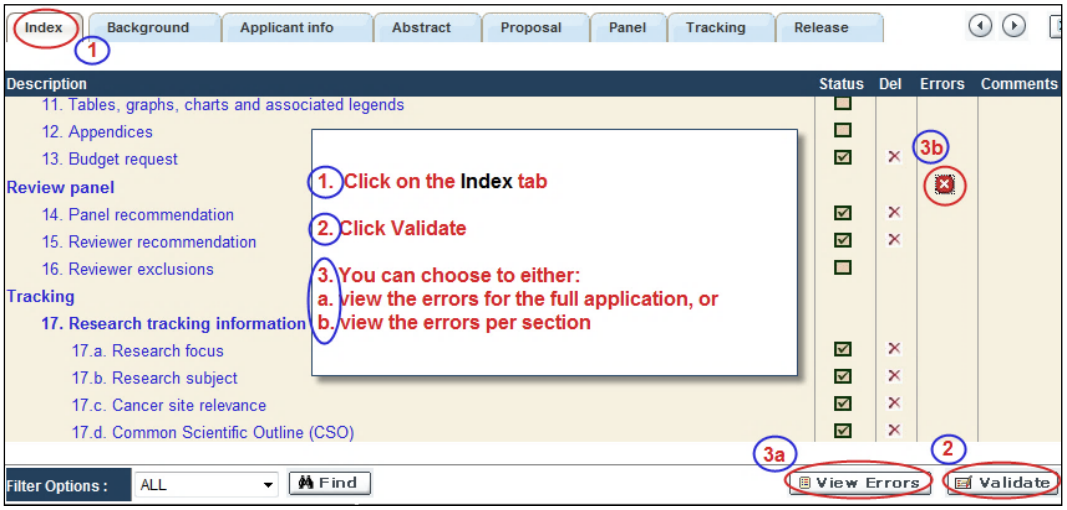
STEP 3: Validate and submit your full application

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 1 section at a time.

a) Validate the full application



b) Validate 1 section at a time

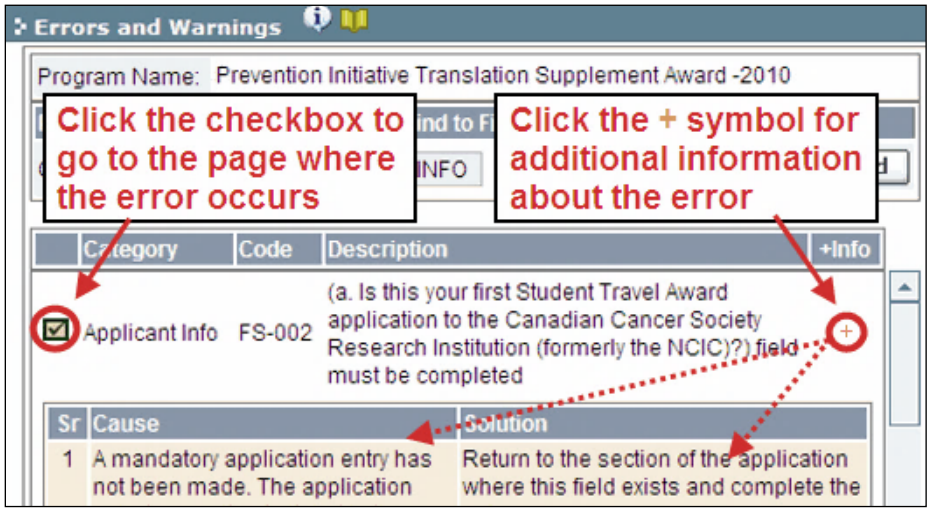
Must be conducted once for every section (e.g. Background, Applicant Info, Abstract, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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

Canadian Cancer Society

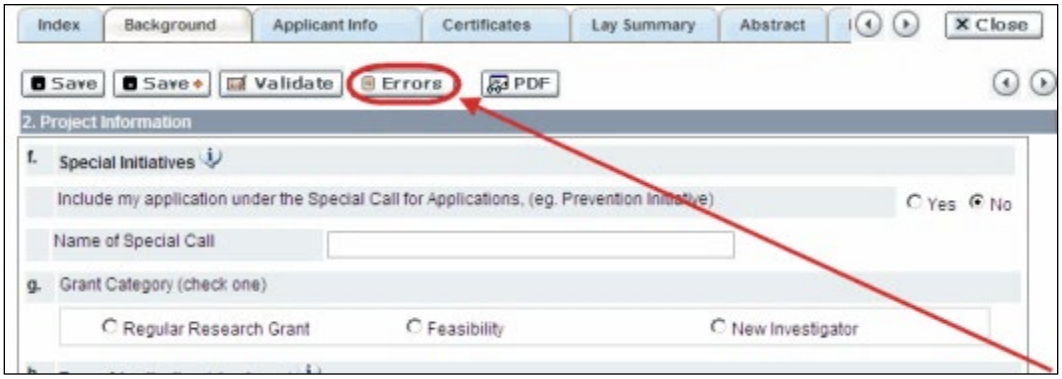
For both type a) and b) validation, follow the below instructions:

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.

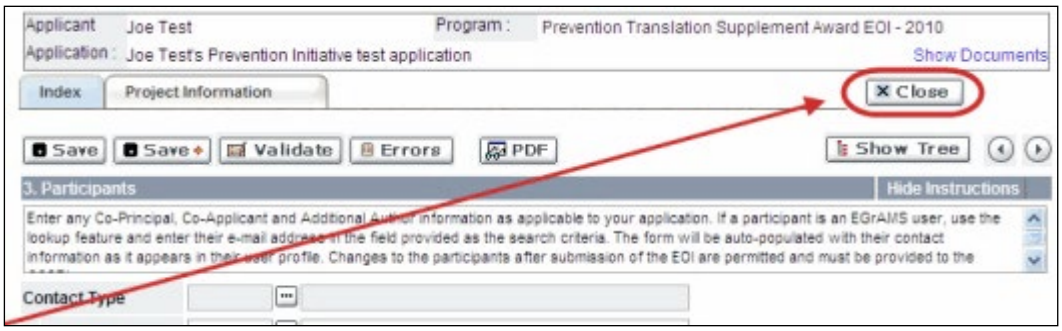


2. To view the dialogue box with the list of errors again, click the **Errors** button.

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



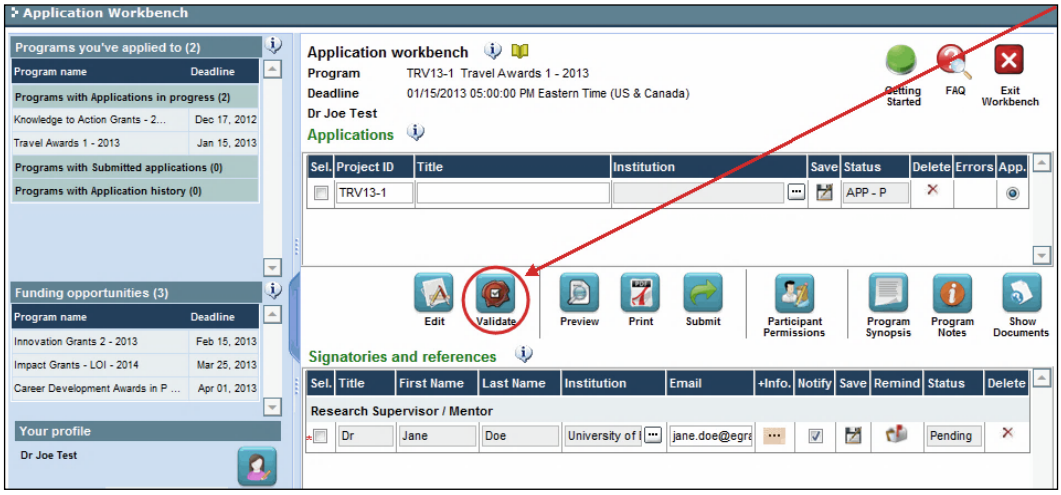
3. When all errors are resolved for every section, click the **Close** button to exit the application.



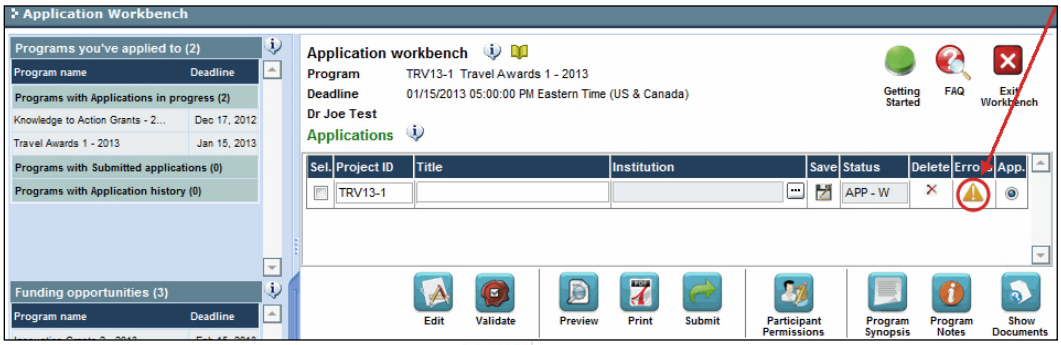
II. Preview and submission

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

ton 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.

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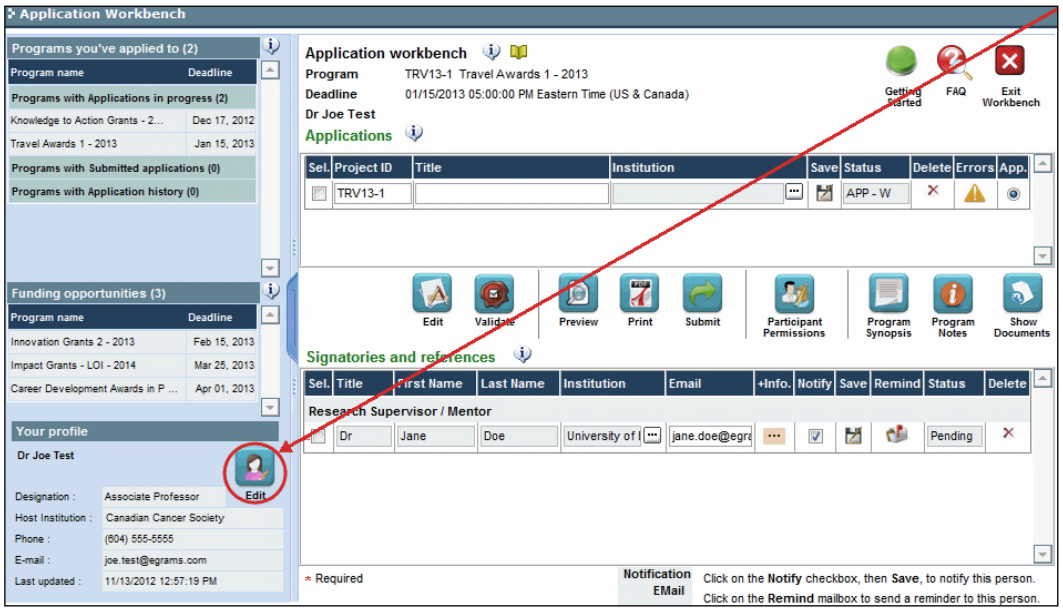
APPENDIX A: Troubleshooting

- ***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 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.

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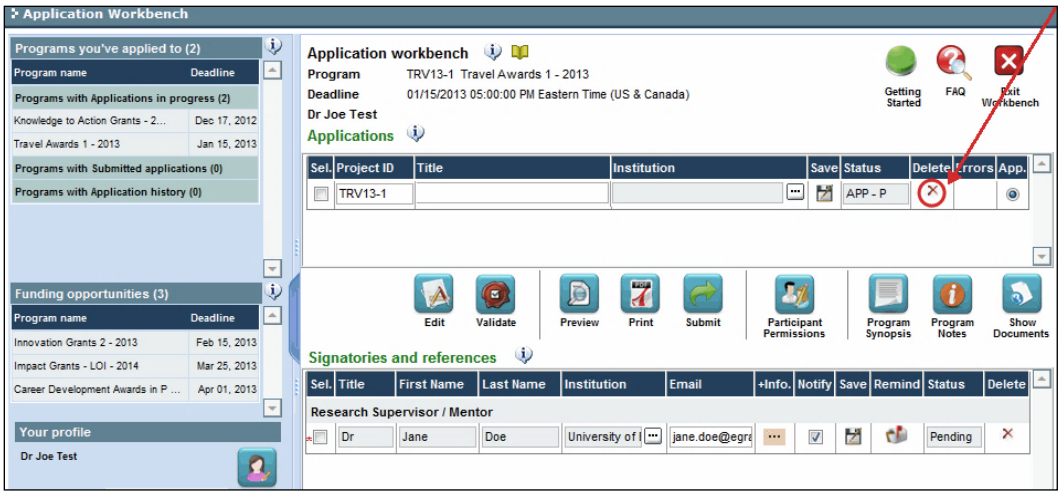

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APPENDIX B: The Application Interface

I. Navigation

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

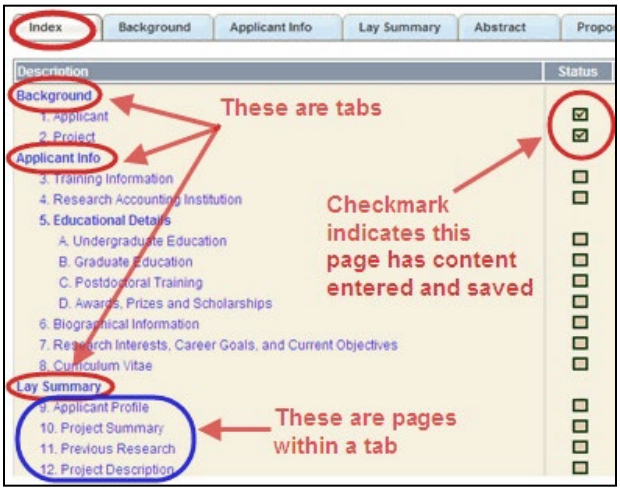
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

2. **Current tab** – The current tab you are viewing is always highlighted in white.

3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.

4. **Advance page by page through application** – Some sections (tabs) 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.



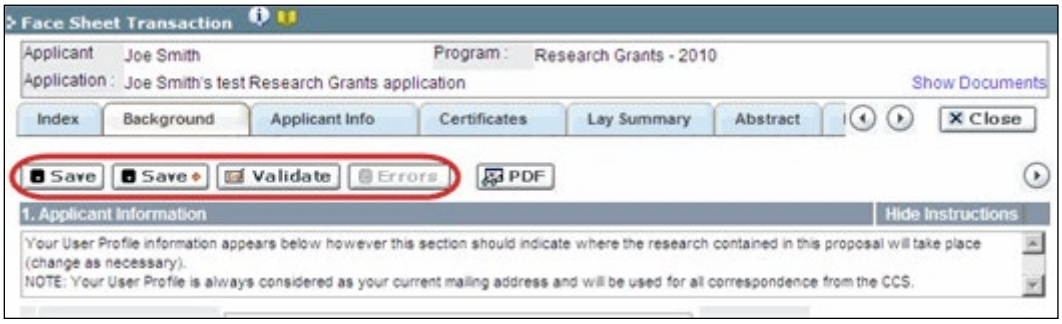
   - Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

   - 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.

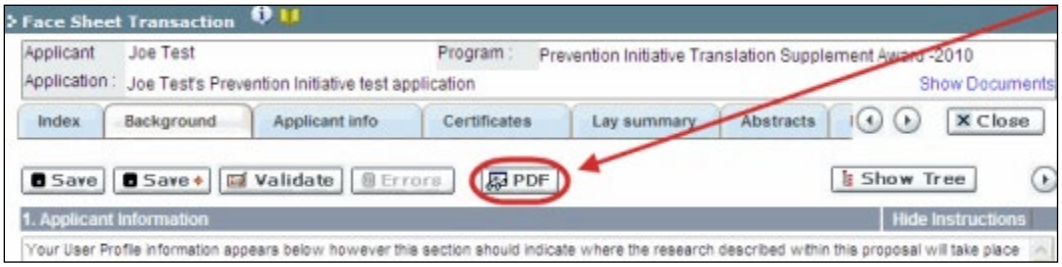
  If you try to advance to the next page without saving your work, the system will prompt you to do so.

- **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.



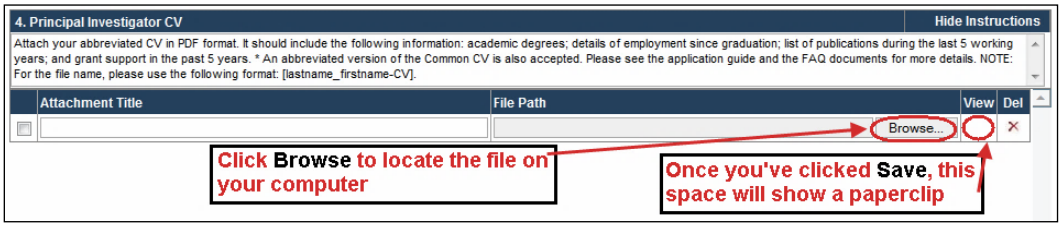
If you wish to create a PDF of your entire application, click the 

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.

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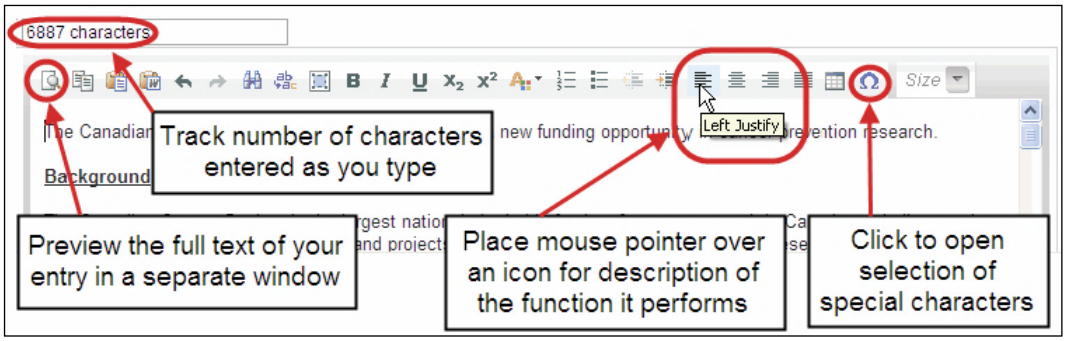
V. The rich text editor

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

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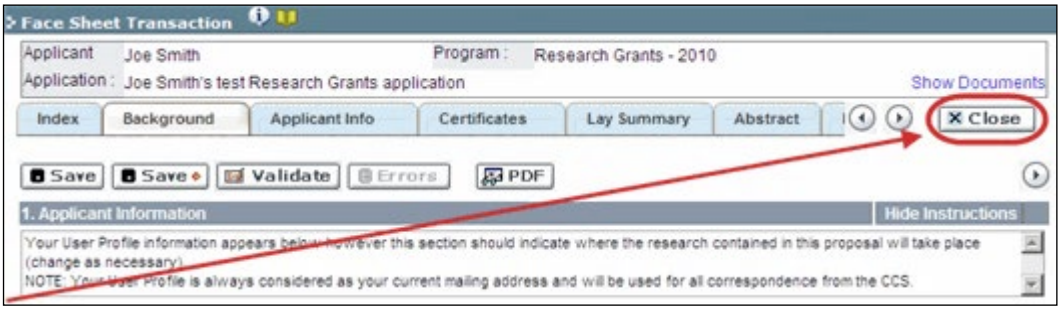
VI. Exit

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



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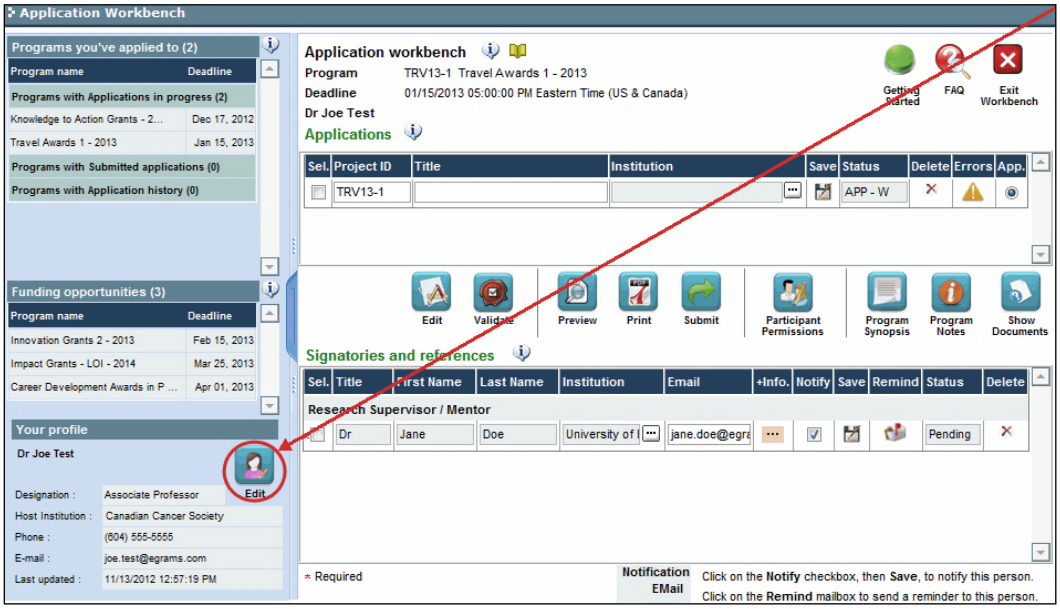
APPENDIX C: Update your profile

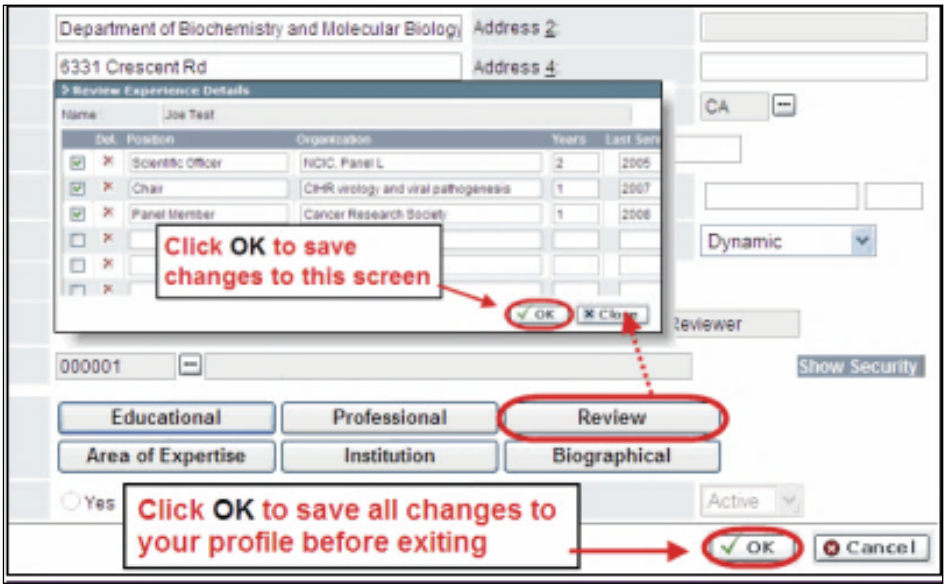
1. To update your profile, click the 

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.



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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:

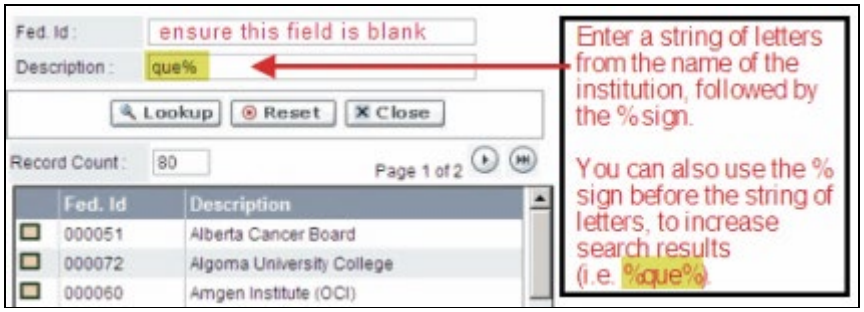
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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.