CCS Data Transformation Grants (DATA-24)

Canadian Cancer Society

Full Application Guide
February 2024
Version 2

Canadian Cancer Society

Important Dates

Abstract registration due:
February 21, 2024

Full application due:
April 30th , 2024

Results announcement:
August 2024

Anticipated funding start date:
September 1, 2024

To Apply:

Visit EGrAMS to access the application form.

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

Questions:

Contact CCS research staff at research@cancer.ca

Data Transformation Grants Program Synopsis

Over many decades Canada has invested in the collection of cancer data through registries, medical records, and research studies. Despite continued investments and new initiatives, there have been growing concerns about the ability to link datasets, the comprehensiveness of linked datasets, challenges regarding timely access to data for reporting and further research, and the quality and completeness of the data being collected.

The Canadian Cancer Society (CCS) and Canadian Partnership Against Cancer (CPAC), in collaboration with the broader cancer community, have released a pan-Canadian cancer data strategy with the mission of inspiring and supporting the mobilization of data to improve cancer care access, experience, and outcomes in Canada. This strategy has identified three priorities for action and investment to advance the data strategy and improve cancer data in Canada:

- Improve the efficiency, timeliness, and quality of data capture and access.
- Enhance linkages to current data.
- Fill gaps in current data collection and make data accessible for linkage and analysis.

We are seeking proposals for projects that employ novel approaches to enhance the collection, integration, and use of cancer data in Canada. Projects funded should demonstrate specific actions that can be scaled and sustained to improve the cancer data ecosystem in Canada. These may be pilot or proof-of-concept projects that show incremental progress towards one of these three priorities or full-scale, implementation studies having completed a successful pilot that are aligned with the identified priorities in the cancer data strategy. For the purpose of this program, cancer data is defined as either cancer patient data or population-based data related to cancer.

Projects that focus on solutions to other issues related to cancer data are eligible, as long as the issue being addressed is justified in the application and addresses concerns related to accessibility, completeness, quality, and/or timeliness of cancer data in Canada.

Click here for the full program description.

Application Guide

Three easy steps:

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

Additional resources:

- Appendix A: 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
- Webpage link to: Biographical sketch template – for academic and non-academic participants

STEP 1: Add signing authorities

Your full application requires 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.

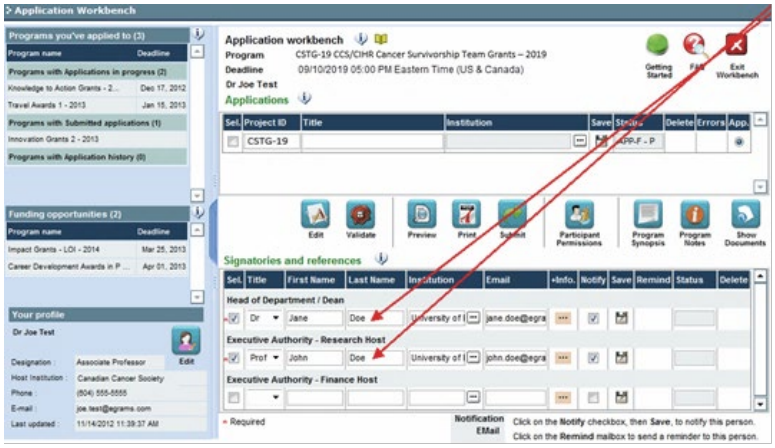
> **Researchers who are department heads:**
>
> If the Principal applicant is also a department head, applications must be authorized by the **dean of the department** instead. Their approval must be completed in order to submit the application.

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.

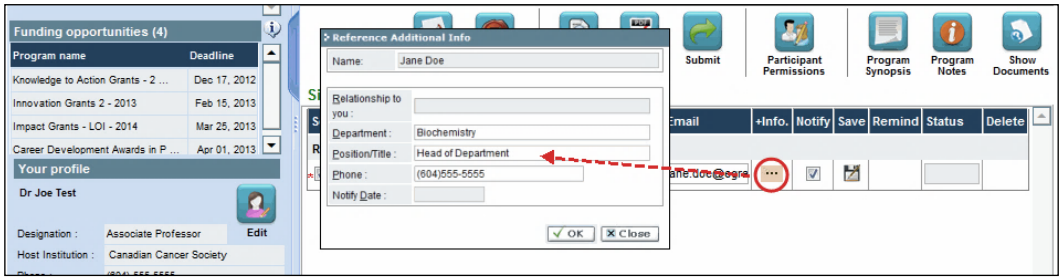
> **Create a PDF of your application:**
>
> Depending on your institution's policy regarding signing authorities, your department head or dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your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

1. Ensure that ***Data Transformation Grants – 2024*** is listed as the program in the Application workbench. If it is not, click the correct program name on the left under *Programs with Applications in progress*.

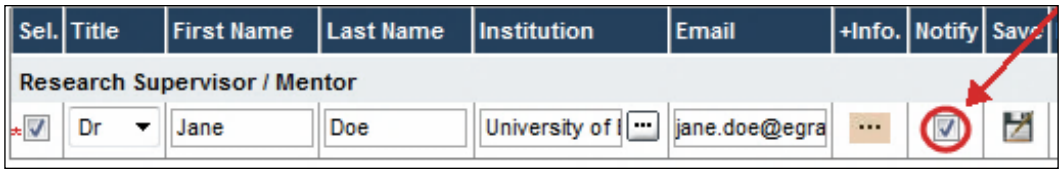
2. ***Signatories and references:*** complete the forms under *the Head of Department*, *Executive authority – research host*, *and Executive authority – finance host* sections by providing the titles, names, institutions, and email addresses of these signatories (as applicable).



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



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



- **When the *Notify* checkbox is selected**, EGrAMS will send an automated email to your signatory **as soon as you click** .
- The email will contain a unique URL that will grant access to 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 automated email containing a unique URL for access to the signing authority sections of your application will be sent out to your contacts immediately.

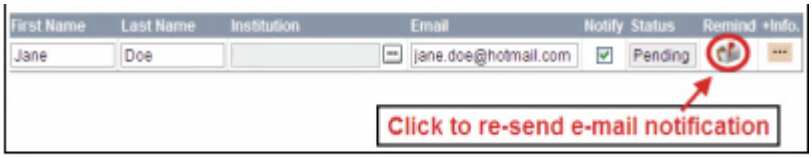
Monitoring status / sending reminders:

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

1. Return to the *Application workbench* screen.
2. Check the *Status* column. (It will display either "Pending", "Work In Progress" or "Complete".)

Send a reminder email:

If your contacts have not yet completed their portion of your application, you can re-send the email notification by clicking on the button.



STEP 2: Complete your application

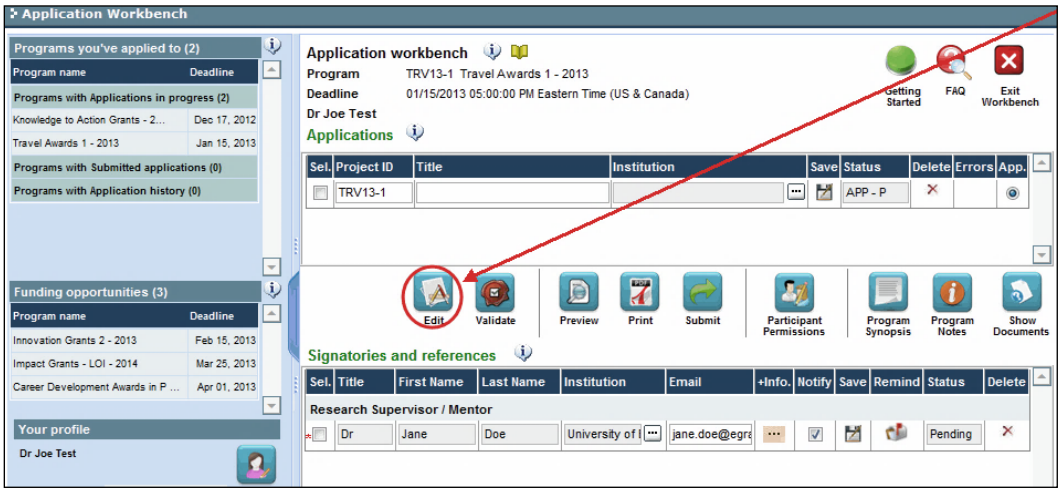
I. Access the application

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

2. ***Data Transformation Grants – 2024*** is listed as the program in the Application workbench. If it is not, click the correct program name on the left under *Programs with Applications in progress*.

3. Click the 

button to access the application:



4. Click on the background tab to begin.

II. Enter details of your application

As part of the abstract registration, the *Background*, *Cancer Data Strategy Priority*, *Public Summary*, *Technical abstract*, *Relevance statement*, *Panel*, and *Tracking* sections have already been completed. While these sections can be updated, substantive changes that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

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.

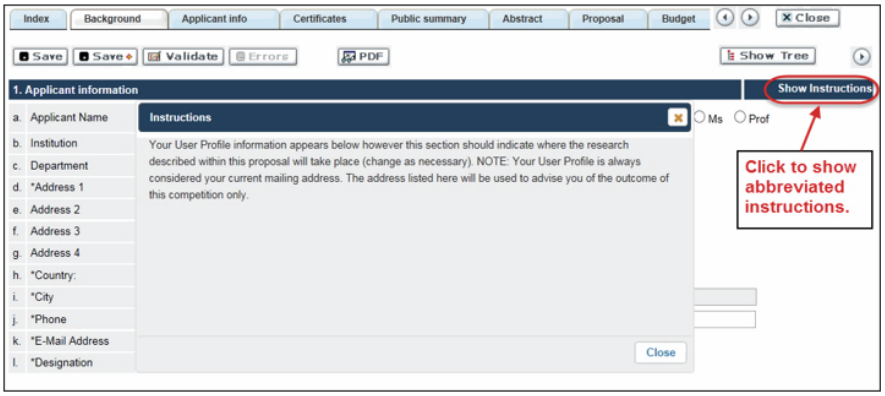
Format for document attachments:

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 guide, along with the funding program description, to complete your application:



III. Quick links to page-by-page instructions

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BACKGROUND

1. Applicant

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

2. Project

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

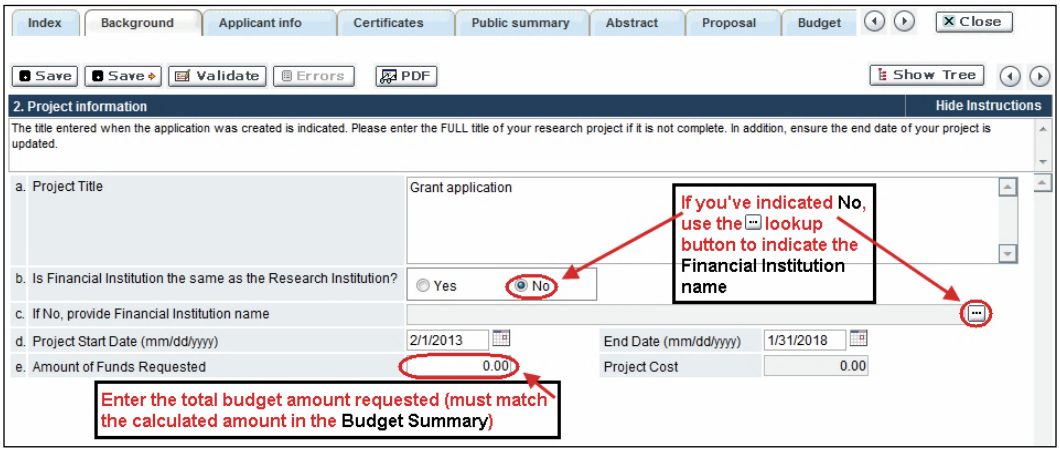
Financial Institution: If the institution responsible for administering grant funds is different from the institution hosting your research, use the [...] button to locate the financial institution in section **c.**

Project dates: The start and end dates must fall within the program funding period of September 1, 2024, to August 31, 2027.

Amount of funds requested: This figure will default to 0. Please enter the requested amount for this project. This figure must match the total calculated budget for your application - the total calculated budget is viewable on *Budget Summary* page within the *Budget* section.

Type of application: Indicate whether your project is a proof-of-concept or pilot project OR a post pilot, full scale study. If it is proof-of-concept or pilot, you can indicate 1 or 2 years in section **g.** If it is a post pilot, full scale study, you can indicate up to 3 years.

Note: The maximum contribution that CCS will make towards a project is $125,000 total for one- to two-year projects (proof-of-concept or pilot projects), or $150,000 per year for three-year projects (post pilot, full scale studies).



Language: Complete the entire application in one language only.

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

3. Participants

Note:

- The participants you listed 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 collaboration letters must be uploaded for collaborators.

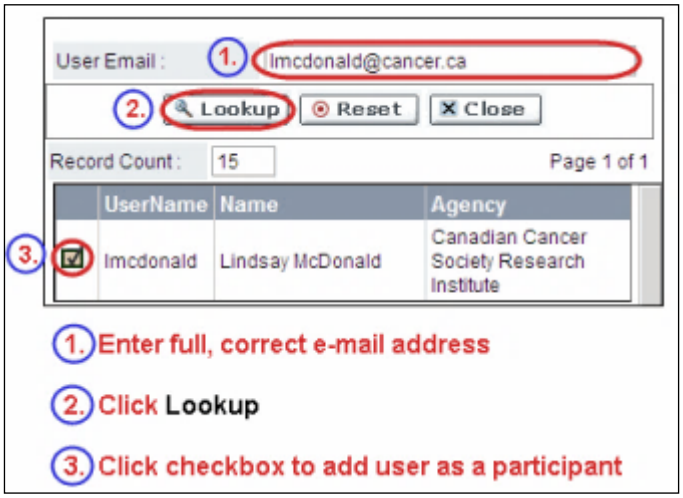
- Changes to the applicant list after the abstract registration deadline are permitted but must be provided to CCS.

- Consideration of equity, diversity and inclusion principles in the composition of research team members must be evident.

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

Note: You can give 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.)

Co-Principal Applicant and Co-Applicants
Co-principal applicants and co-applicants are recognized as applicants who may or may not have a formal affiliation with the host institution but will take responsibility for particular administrative and aspects of the project. These categories can include adjunct professors or status-only appointments, individuals that hold a leadership position in a non-profit or governmental organization. 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.

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

Knowledge users
Knowledge users (or end users) are recognized as individuals who will likely use the knowledge and/or implement the approaches or interventions generated through the research 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. Individuals with lived or living experience of cancer should be included as "People Affected by Cancer."

Implementer/Decision-maker
This category includes people who will be integrally involved from the outset of the project and must demonstrate their interest in, and commitment to, implementation (through cash or in-kind contributions, letters of support, value and use of findings). For example, this category might include cancer agency and registry leaders and staff, healthcare administrators, community-based or other practitioners, policy makers, etc.

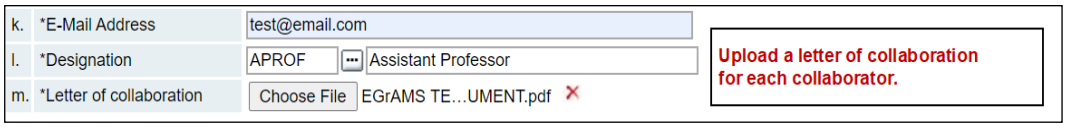
People Affected by Cancer
This category may include anyone who has been diagnosed with cancer or someone who provides physical and emotional care to someone with cancer, but not in a professional or vocational role. People affected by cancer are eligible to receive financial remuneration from the grant for their participation. Please select "Other" in the designation field, or as appropriate.

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

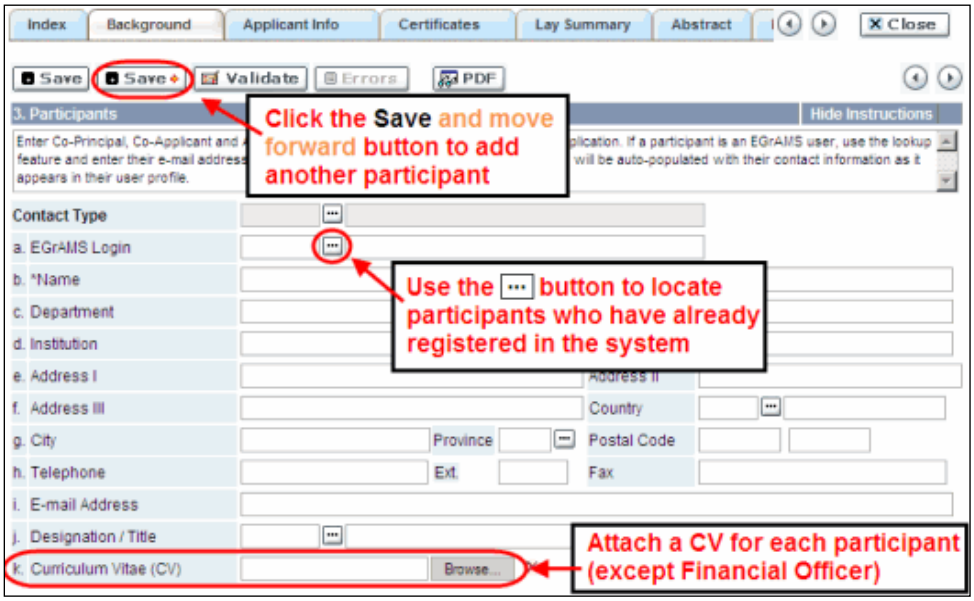
Attach CV or Collaborator Letter (Collaborators only)

- With the exception of the financial officer and collaborators, each research team participant must provide a CV, following the format and naming convention outlined in Biographical sketch template – for academic and non-academic participants (under Templates).

- Collaborators do not need to provide a CV but must submit a letter of collaboration. Note that the file name will auto populate the attachment title. Please label the uploaded letter: [lastname_firstname-collaborator].



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



APPLICANT INFO

4. **Letters of support – from non-team members**

   Attach letters of collaboration from non-team members. Evidence of access to any required data repositories (e.g., letter of permission, data sharing agreement) must be provided.

   Format: Letters of support should be a **maximum of 1 page and should be uploaded to EGrAMS as a single PDF no larger than 5MB**. The file name will auto populate the attachment title. Please use the following format: [lastname_firstname-letter_of_support].

5. **Principal applicant CV**

   Attach an up-to-date, abbreviated CV (NIH-style bio sketch), following the template provided online, Biographical sketch template – for academic and non-academic participants (under Templates).

   Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves, and family care will be considered and must be described in Section 6.

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

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

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

6. **Justification for career interruptions**

Briefly describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). If not applicable, please indicate this in the form.

Your justification **should not exceed 1250 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

7. **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.

***New*:** To account for impacts of the COVID-19 pandemic on the research community, career stages were extended with 24 months (covering the period of Feb 2020 – Jan 2022). New/Early Career are now at 7 years instead of 5 years previously.

CERTIFICATES

8. **Certificates required**

8a. Biohazard/Biosafety / 8b. Animal Care / 8c. Ethics

For all three certificate types: Indicate whether or not 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).

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

Submission of certificates for successful grants: It is the applicant's responsibility to ensure that all necessary certificates are provided to CCS. Failure to provide complete

and valid certificates will result in all grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

8d. Human samples

Indicate whether the proposed research work will use human samples.

CCS is committed to ensuring that high quality biospecimens are used in research that it funds, as these yield reproducible, high-quality data. It is the responsibility of the PI to ensure that appropriate evidence that the PI has registered/enrolled for biospecimen collection with a quality assurance program is submitted to CCS at the time of funding. This applies equally to all prospective (new) biospecimens used in the CCS-funded research that will be collected and/or all retrospective (old) biospecimens used in the CCS-funded research that have previously been collected and will come from a biobank(s).

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

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

8e. Data Agreements

Indicate if data sharing or transfer agreements will be secured. Agreements to be initiated at the time of funding.

9a. Human embryonic stem cells involvement

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

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

9b. Status of SCOC approval for each institution

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

PUBLIC SUMMARY

10. Cancer Data Strategy Priority

Please indicate the priority of the Pan-Canadian Cancer Data Strategy that you intend to address. Multiple priorities may be selected if applicable.

11. Public Summary

Applicants must provide a brief public summary, in simple, non-technical language, describing:

- why this work is important (rationale)
- the goal/purpose of the project (objectives/aims)
- the project plan (methods)
- the anticipated results and potential impact of the project

Format:

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

ABSTRACT

12. Technical abstract

The abstract you submitted as part of the abstract registration will appear. Significant changes to the abstract must be communicated to CCS and must be indicated in section 15 (Abstract changes).

Provide a detailed summary of your project (describing the priority or action from the Pan-Canadian Cancer Data Strategy to be addressed (or partially addressed), the objectives or aims of the proposed work, the methodology to be used, as well as the significance of the proposed project to improving cancer data in Canada.

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

13. Keywords

The keywords you submitted as part of the abstract registration will appear. Changes can be made at this time.

Provide 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.

14. Relevance statement

Describe the relevance of the proposed project to cancer data in Canada. Clearly articulate how the project is relevant to the Pan-Canadian Cancer Data Strategy's vision to enhance the collection, integration and use of cancer data to improve cancer care and outcomes for all people in Canada. The progress to be made during the course of this grant, as well as next steps (should the project be successful in achieving its aims) should be described, including an estimated time frame to impact as well as how this will be meaningful to people affected by or at risk of cancer.

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

15. Abstract changes

A relevance review of the abstract registration was conducted to ensure alignment with the program description and scientific focus. 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 overall goals and aims of the proposal relative to the abstract registration are not permitted.

16. Proposal

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

- Overall goal and aim(s) of the project.
- Methodology and analysis (inclusion of sex, gender, and other dimensions of diversity (SGBA+) must be considered and included). A brief description of previous work done in the area of research may be included.
- Methodology and analysis (inclusion of sex, gender, and other dimensions of diversity (SGBA+) must be considered and included). A brief description of previous work done in the area of research may be included.
- Risk and mitigation strategies related to feasibility of completing project, as well as future use of findings and/or next steps for scale-up or implementation for proof-of-concept pilot projects.
- A description of how patient/survivor/caregiver and other relevant stakeholders will be engaged in the project as partners and if applicable, as participants.
- If relevant, a description of broader implementation of the project for scaling up.

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

Format:

- Your proposal must not exceed **21,000 characters (including spaces). French proposals should not exceed 25,200** characters.
- Upload the proposal in EGrAMS as a single pdf not larger than 5MB
- Figures, tables, charts and their associated legends must NOT be embedded in the text. For information regarding accompanying figures, tables, charts and associated legends, see section – Tables, graphs, charts and associated legends.
- References do not count toward the character limit.
  Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, counts towards the 21,000-character limit.

Note: Proposals that exceed the character limit will be truncated. Applications exceeding the limit by 1,000 characters or more **will be disqualified** from the competition.

17. Tables, graphs, charts and associated legends

OPTIONAL: Attach and appropriately label figures, graphs, charts, and legends in PDF format (maximum of 1 page total). For the file name, please use the following format: [lastname_firstname-figures].

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

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

18. Sex, gender and diversity

18a. 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?

18b. Sex, gender and diversity considerations

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA+)) will be considered in your research proposal. If you selected 'No' to any of the questions in section 18a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

Your response must not exceed **4200 characters**. The character count may be different when copying text from Word due to formatting - see tips for formatting text in the rich text editor.

19. Key milestones and expected timeline

Provide a document which 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.

Format: Maximum of 1 page (text, tables, graphics, etc.). Upload the document in EGrAMS as a single pdf not larger than 5MB. The file name will auto populate the attachment title. Please use the following format: [lastname_firstname-milestones].

20. Knowledge translation and mobilization strategy

Describe how the knowledge generated through these grants will be shared and/or mobilized, including details of steps you will take to facilitate scalability and sustainability of the projects. Activities beyond publications or presentations are strongly encouraged (e.g. through engagement of end-users early on to ensure utility). Public and/or patient engagement strategies (including co-design where appropriate) are encouraged. Equitable access to results should be considered (as relevant).

Format: Your response must not exceed 2000 characters, single spaced. The character count may be different when copying text from Word due to formatting - see tips for formatting text in the rich text editor.

21. Research team contributions

List each research team member (both those named on the grant as a participant and those not named) and indicate the % of the project work to be completed by each individual. Research team member contributions can be indicated to 1 decimal place as appropriate. Do not add a '%' sign in the 'percent of the project work' field; the total should add to 100.

22. Term of references

A detailed *Terms of Reference* for all members of the team is required as part of the application process.

The Terms of Reference should include:

- details 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 processes
- evaluation of engagement
- a description (or descriptions) of the research environment(s)
- evidence that equity, diversity and inclusion principles in the composition of the research team have been considered

The template provided is recommended, but not mandatory. Teams may opt to utilize other appropriate templates.

Note: The *Term of References* may be revised throughout the duration of the project and need not be 'final,' but must be reviewed and agreed upon by all team members.

Format: Upload a PDF document to EGrAMS not exceeding 5MB.

23. Appendices

OPTIONAL: You may use this section to include items that further demonstrate the feasibility of the proposal. Applicants are cautioned to include all essential information in the proposal (item 16 – Proposal) and NOT in the appendices, as reviewers are not obligated to review the appendices.

Format: Appendices must be in PDF format and a maximum of 10MB. The file name will auto populate the attachment title. Please use the following format as an example: [lastname_firstname-appendix1].

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

If any of the named investigators have a financial or other material interest in any company or 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.

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.

BUDGET

25. Budget request

CCS intends to support at least one project focused on each of the three priorities for action and investment, as outlined in the cancer data strategy.

Funding will be provided to support the direct costs of the project, including supplies and software, eligible salaries, equipment, and research data center access fees associated with the proposed work. Equipment requests cannot exceed 15% of the requested budget. Indirect costs are not eligible. Please consult our grant expense policies when creating your budget.

Total Budget*:	
1- to 2-year period (proof-of-concept, pilot)	Up to $125,000 total (~6 grants)
3-year period (post pilot, full scale study)*	Up to $150,000 per year (~4 grants)

Notes:
* At the discretion of CCS, payment of subsequent years may be conditional on reaching milestones, as outlined in the feasibility section of the Full Application and part of the timelines proposed.

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"

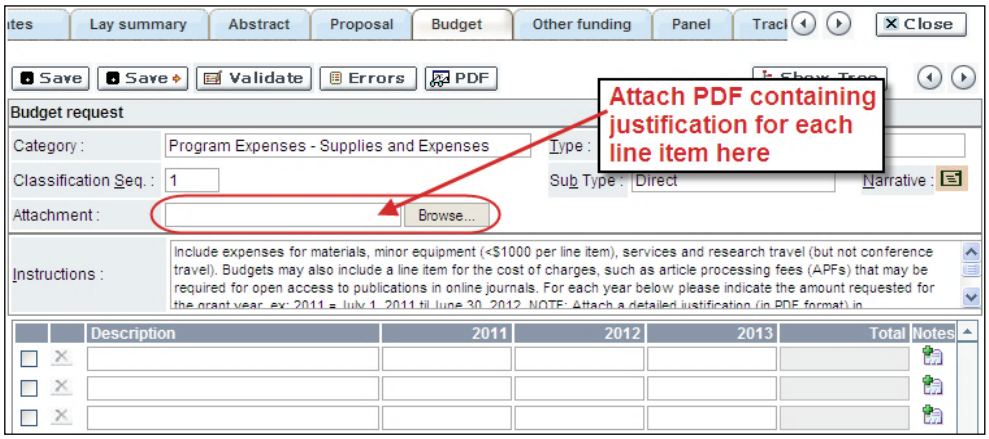
Note that your final budget amount will be validated against the figure entered in item 2: Project Information for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

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

Include expenses for materials, minor equipment (<$1000 per line item), services and research and conference travel.

It is expected that funded researchers will publish in high-quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Therefore, budgets proposed may include a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals.

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.



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

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

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

Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. However, please note the following:

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

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 so that their impact on the total budget request may be evaluated by the Panel.

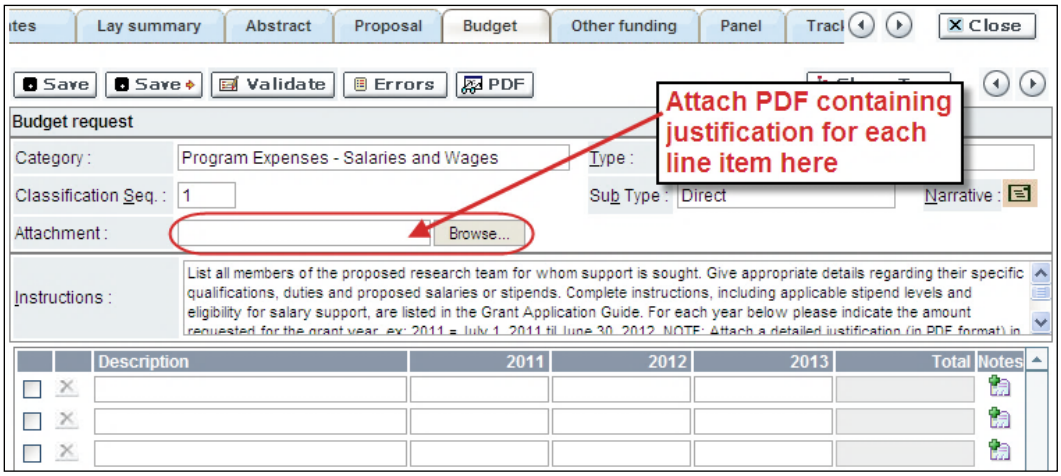
For salaried employees of the Host Institution, clearly indicate the budgeted amount for fringe benefits, adhering to the policy of the Host Institution. Fringe benefits can only be awarded for postdoctoral fellows if mandated by the Host Institution.

In all other cases, CCS considers Student and Postdoctoral Fellow salaries 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 in the first year. Requested items must be justified to allow the panel to evaluate.

- **Naming convention:** please use the following format: [lastname_firstname-justification-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 25a. Supplies and Expenses. Equipment requests cannot exceed 15% of the requested budget.

Note: The budget limit for year 1 of the grant includes 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.).

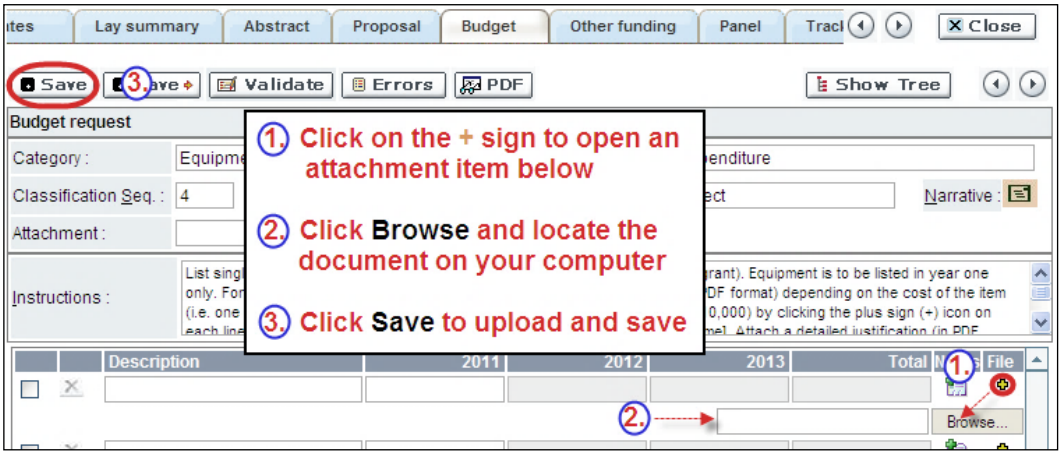
Justification attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

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

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

- 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).
- **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 item 2: Project Information for **Amount of Funds Requested**.

OTHER FUNDING

27. Other funding declaration

Proposals submitted to the program may be related but cannot be identical to any other currently funded projects. It is the responsibility of the applicant to notify CCS immediately should substantial overlap arise from new funding awards during the application and review process of this competition.

28. Summary of other funding applied for and received

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). Include the title, funder, duration, and budget of the funded or pending grant in your explanation. This applies to Principal Applicants (and Co-Principal Applicants, where relevant) on the team.

This document is only required where conceptual (or perceived specific aim and/or budgetary overlap) exists – otherwise please leave this section blank.

Format:

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 PA	*Enter the name of the PA*
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))*

Naming Convention: please use the following format [lastname_firstname-other_funding]

REVIEW PANEL

The panel and reviewer recommendations and exclusions you submitted as part of the abstract registration will appear. You can make changes to these sections at this time.

29. Panel

Data panel will be pre-selected.

30. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do NOT collaborate.

31. Reviewer exclusions

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

TRACKING

The responses you submitted as part of the abstract registration will appear. You can make changes to these sections at this time.

32. Research tracking information

32a. CCS Research Goals

Select the CCS research goal(s) that will be addressed by your proposed research. Select all that apply. Select only those that represent at least 25% of the research project's objectives.

- Prevention - fewer people in Canada will develop cancer
- Early diagnosis - fewer people will be diagnosed with cancer at stage III or IV
- Treatment and quality of life - people with cancer will live longer and with an improved quality of life during and after treatment
- Equitable and timely access to care - more people in Canada will have equitable and timely access to innovative and affordable high-quality cancer care

32b. Research focus

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

- 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 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 population(s) the proposed research 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.

32e. Underserved populations

Please indicate if your research project specifically addresses cancer in one of the indicated populations. Select only those that apply. If your proposed research does not focus on one of these populations, select "Not applicable."

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."

32g. Cancer site relevance

Select a maximum of four cancer sites where the research will be most relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (%). Only include cancer sites with at least 25% relevance; total should equal 100%. Only use the *Details* description field to describe the site if you have selected *Other* as a site. Do not enter a '%' sign with your percentage, only enter the number.

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

32h. Common Scientific Outline (CSO)

Select a maximum of 3 codes which best describe the research. Full details of the Common Scientific Outline can be found at the International Cancer Research Portfolio website.

32i. Other research codes

Please indicate if your research project is focused on any of the following research areas. **Select all that apply.**

- **Clinical Trial** – Research projects that include a clinical trial component.
- **Immunotherapy** – Immuno-oncology is the study and development of treatments or approaches that utilize a patient's own immune system to combat cancer. Include research that involves enhancement of the immune system overall (e.g. interleukins, interferons or colony stimulating factors), modifying the immune system to recognize and attack cancer cells (e.g. checkpoint inhibitors), use of oncolytic viruses to infect and kill cancer cells, cancer vaccines that help the immune system to recognize cancer cells, CAR T-cell therapy, or projects aimed at elucidating mechanisms behind resistance to immunotherapy.
- **Metastasis** – Research relevant to metastasis, the spread of cancer to a part of the body distant from the original site of the primary tumour.
- Personalized medicine – Precision medicine involves tailoring health care to each person's unique genetic makeup.
- **Genomics** – Research relevant to genomics, the study of an organism's entire genetic information found in their DNA and related molecules such as RNA.
- **Oncolytic virus** – Research involving oncolytic viruses, a type of virus that can infect and kill tumour cells, while leaving normal tissues unharmed.
- **HPV** – Projects involving human papilloma virus (HPV), in particular when studied in the context of cancer (e.g. cervical, oropharyngeal, anal, penile, vaginal and vulvar)

Note:
* If your proposed research does not involve any of the research areas, **select 'not applicable'.**
* This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

RELEASE FORM

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 CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS, CIHR and Brain Canada websites. Lay summaries of the progress and impact of the research may be shared in our internal and external reports, including press releases, social media, and other communications.

HEAD OF DEPARTMENT

34. Head of Department/Dean confirmation

This section can only be completed by the head of the applicant's research department. If the project is to be carried out by the head of the department, the application must instead be confirmed by the dean. You must obtain confirmation that they read and understand the Host Institution/Canadian Cancer Society agreement. Signing authorities will be directed to our website's policies and administration pages before providing their confirmation online.

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

EXECUTIVE AUTHORITY - RESEARCH HOST

35. Executive authority of the host research institution

This section can only be completed by an executive authority of the host institution within which the research will be conducted. As the executive authority, your online acknowledgement indicates that you have read and understood the Terms of the Host Institution/CCS Agreement.

EXECUTIVE AUTHORITY - FINANCE HOST

36. Executive authority of the host finance institution

This section can only be completed by an executive authority of the institution within which the funds will be administered. As the executive authority, your online acknowledgement indicates that you have read and understood the Terms of the Host Institution/CCS Agreement.

POST-SUBMISSION PUBLICATIONS

37. Post-submission publications

Publication lists included in this section prior to submission will be removed. (Your initial list of publications should be included as part of your CV, per item 5 – Principal Applicant CV.) This section should only be used after you have submitted your application. Attach a PDF document of your acceptance email/letter for newly accepted publications. You may

update this attachment (by saving over the existing document or re-uploading a new document) at any time after you're submitted your application, up until the panel meeting.

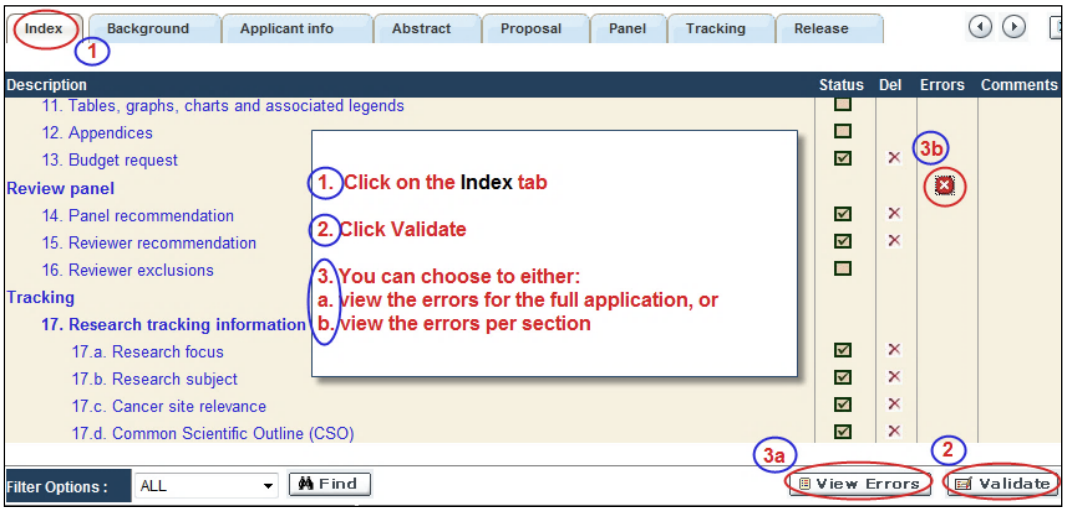
Please use the following naming convention: [lastname_firstname_ publications_yyyymmdd] where yyyymmdd is the current date.

STEP 3: Validate and submit your application

I. Validation

Before you can submit your application, you must complete a validation process to identify any items left incomplete or filled out incorrectly. You can choose to either a) validate the full application, or b) validate one section at a time.

a) Validate the full application



b) Validate one section at a time

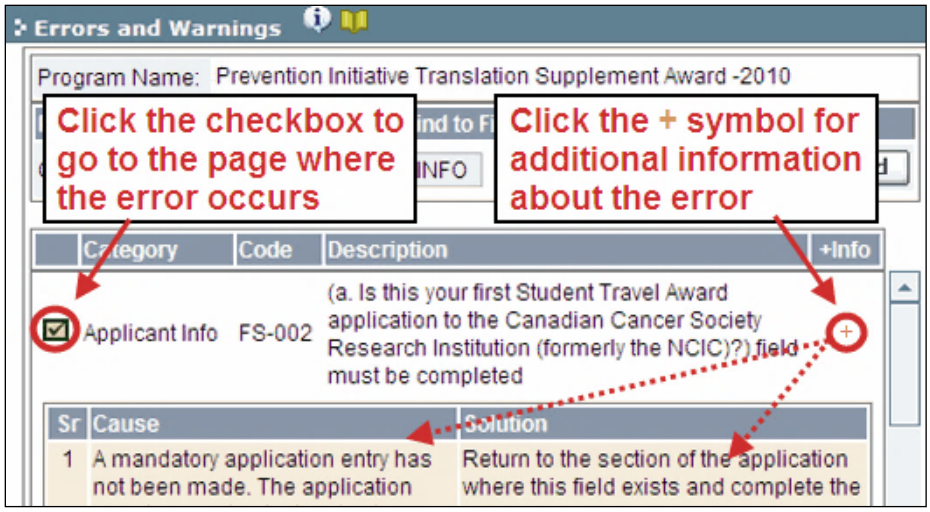
Must be conducted once for every section (e.g. Background, Applicant Info, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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

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

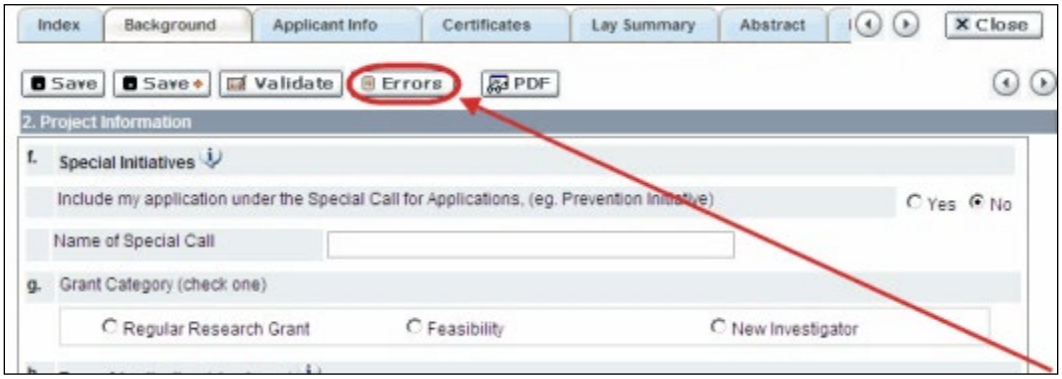
1. If errors are found, a dialogue box will open with details.
    - Click the **+** symbol under the **+Info** heading for information about the cause and solution of the error.

- Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.

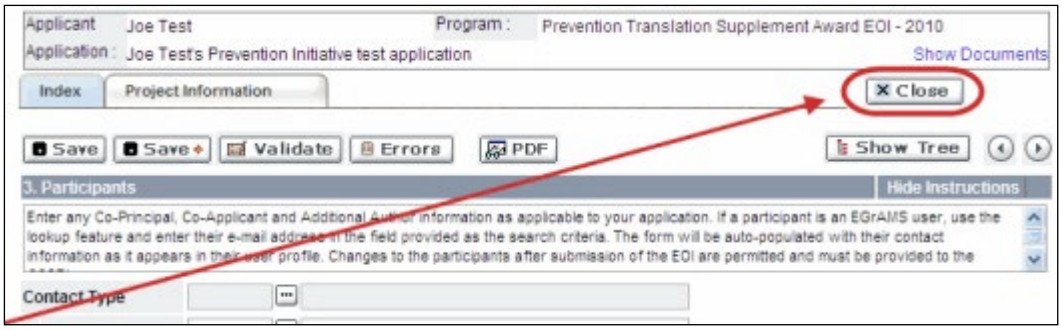


2. To view the dialogue box with the list of errors again, click the **Errors** button.

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



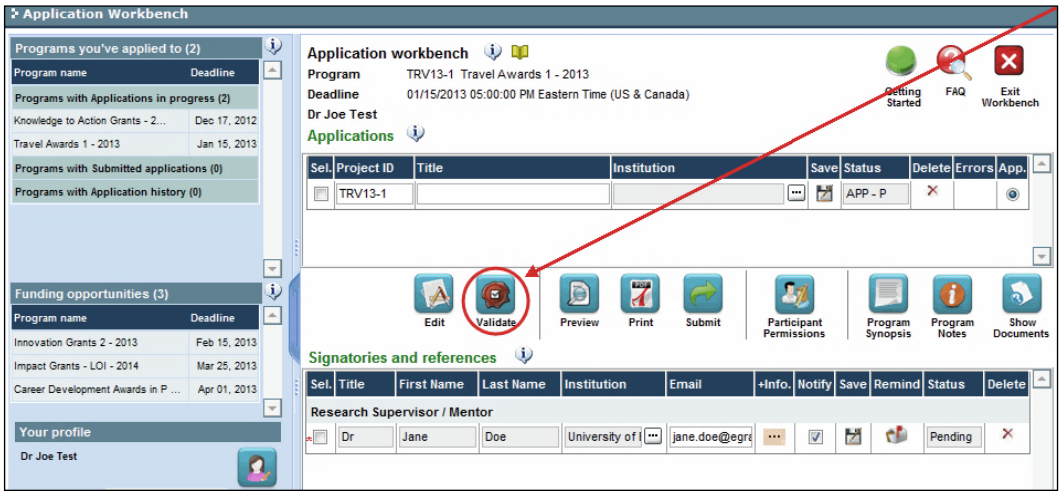
3. When all errors are resolved for every section, click the **Close** button to exit the application.



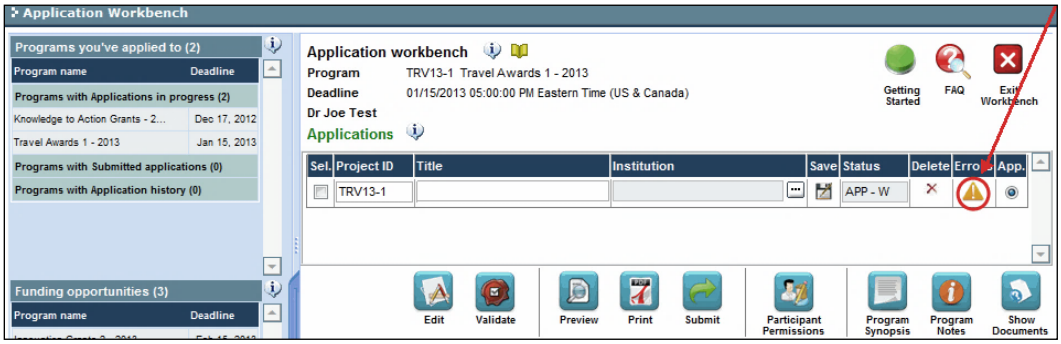
II. Preview and submission

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

button to do a final validation of your application.



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



3. Errors can be corrected through the 

menu.

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

button:

5. To preview your application in EGrAMS, click the 

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

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

button.

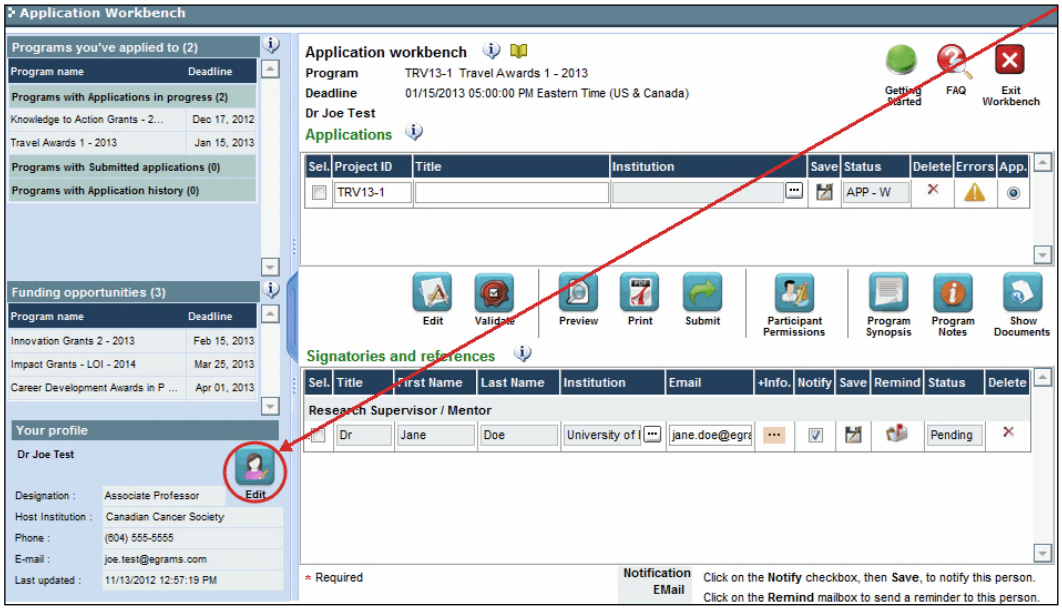
III. Confirmation

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

Problem: I am creating my application. The *Host Institution* field is empty or incorrect, and the ... button in the *Host Institution* field does not open a lookup box.

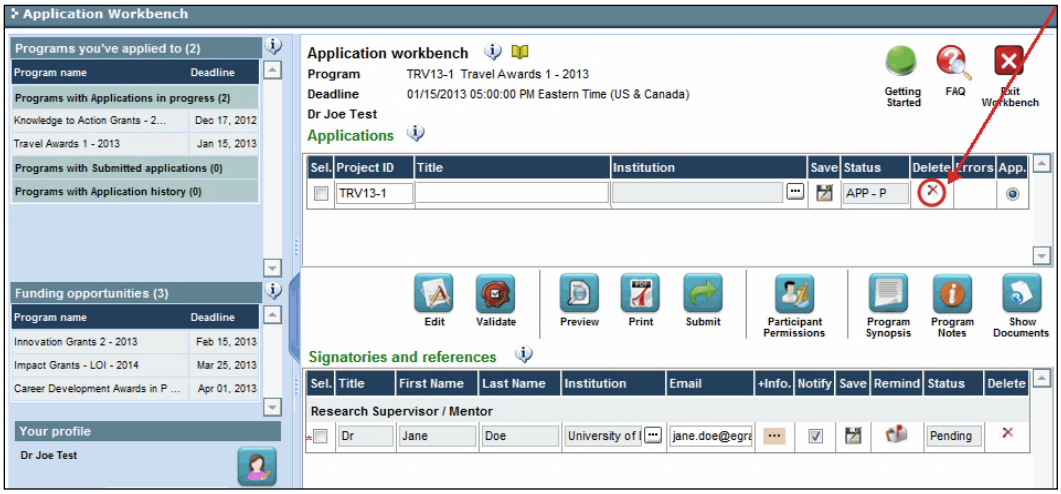
Solution: The *Host Institution* field is auto-populated from information provided in your profile. You will need to update this information in your profile first, then log out of EGrAMS and log back in and create your application.

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



Problem: I need to delete my application.

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



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

Application stage: Step 3: Validate and submit your application

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

APPENDIX B: The Application Interface

I. Navigation

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

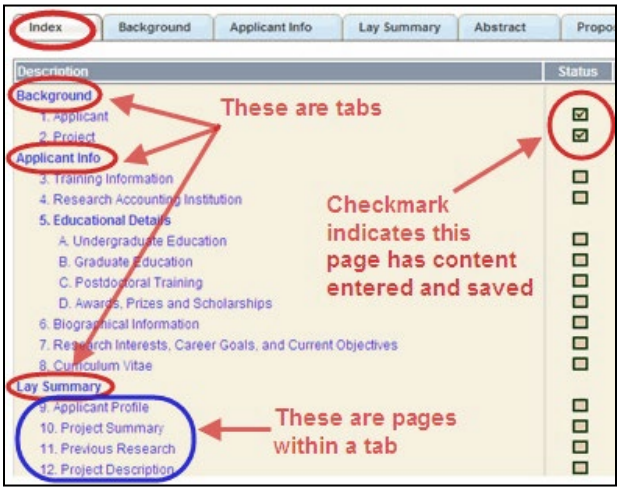
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

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

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

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

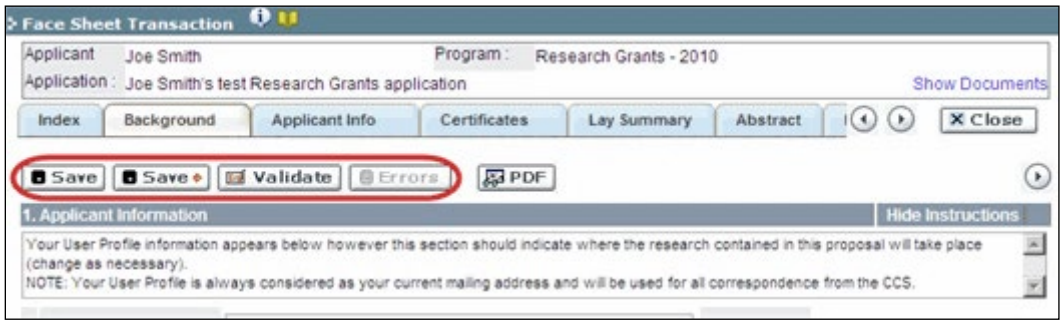
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.



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

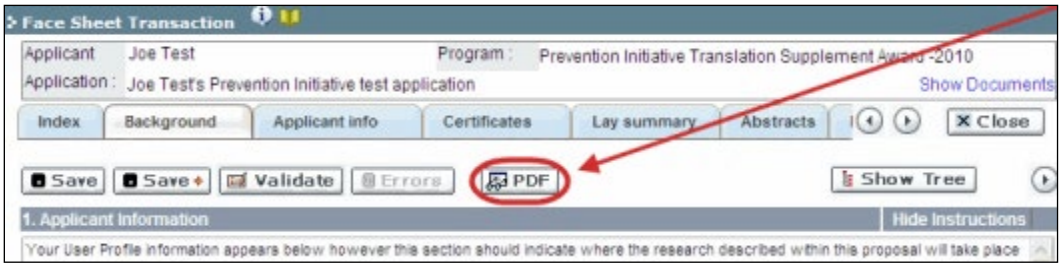
  If you try to advance to the next page without saving your work, the system will prompt you to do so.

- **Validate and check for errors**

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

III. PDFs

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



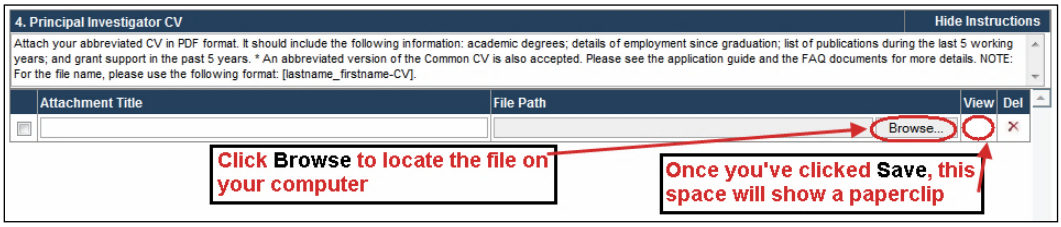
If you wish to create a PDF of your entire application, click the 

button on the **Application workbench**.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the **attachment title** field.

2. Click **Browse** and locate the document on your computer.



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

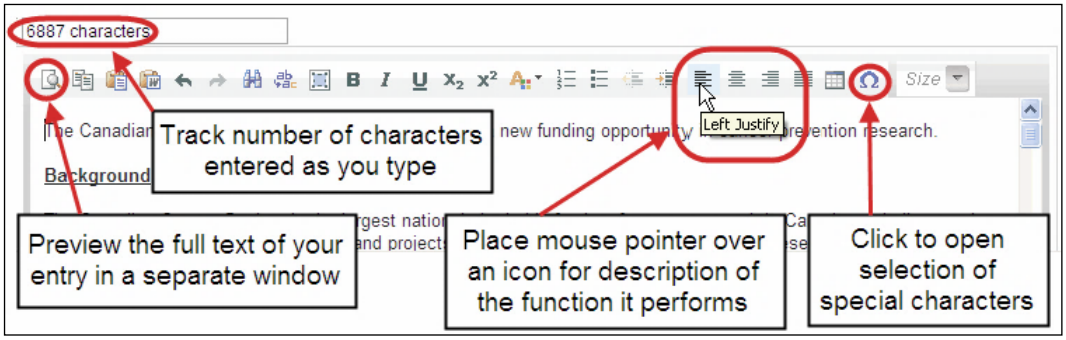
   - The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

V. The rich text editor

Copying and pasting formatted text:

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

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

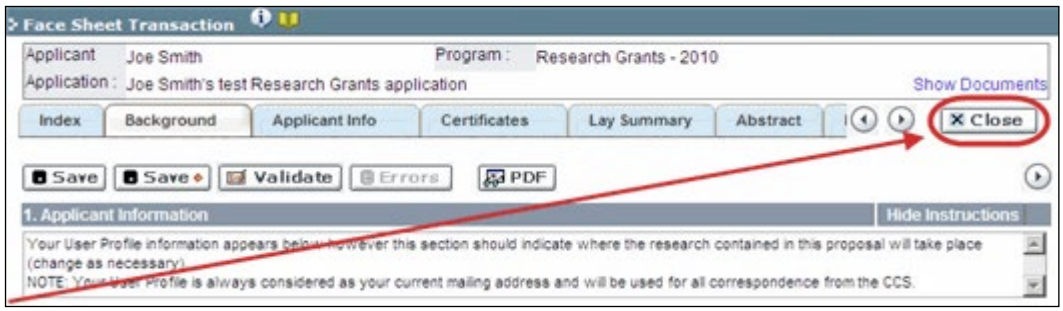


Use the rich text editor to:

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

VI. Exit

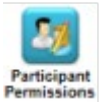
To exit the application and access the **Application workbench** again, click the **Close** button.



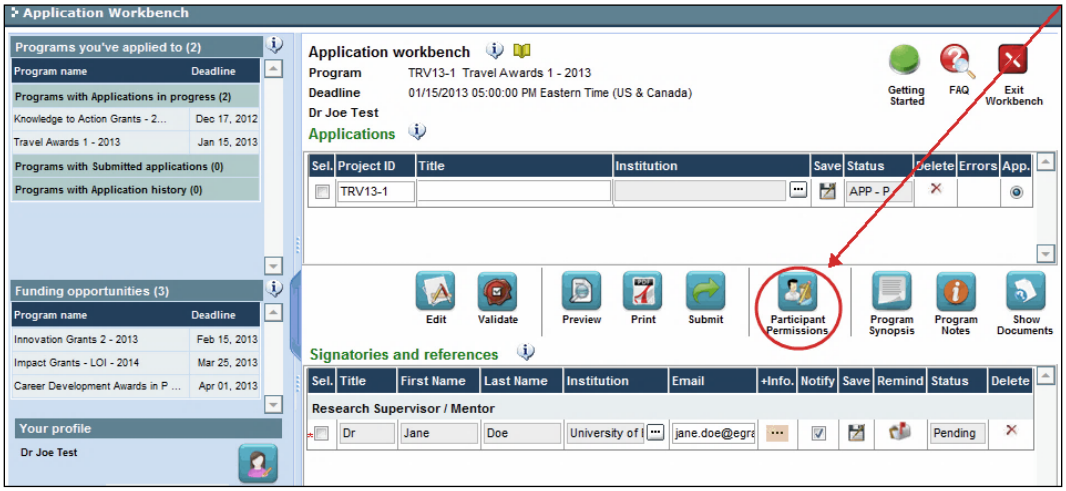
APPENDIX C: Assign participants access to your application

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

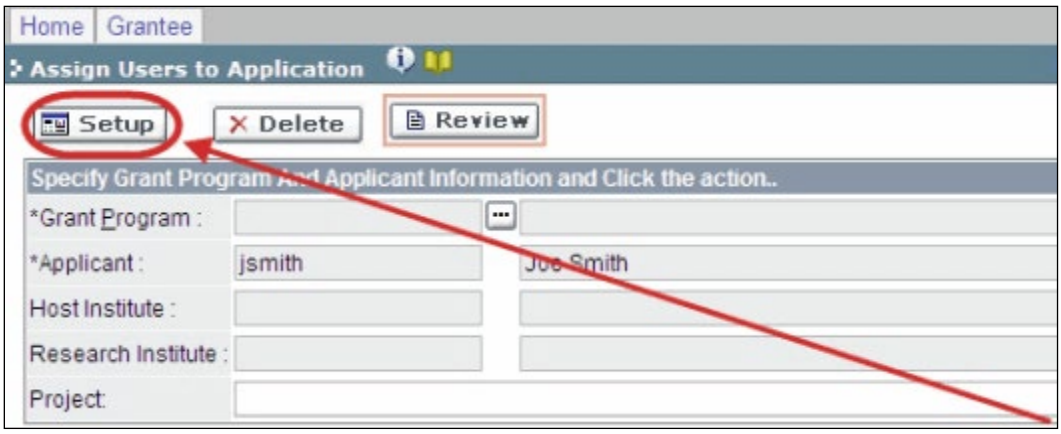
> **Prerequisites for application access:**
>
> To complete this step, you must first ensure that your colleagues have active profiles within the system.

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

button:



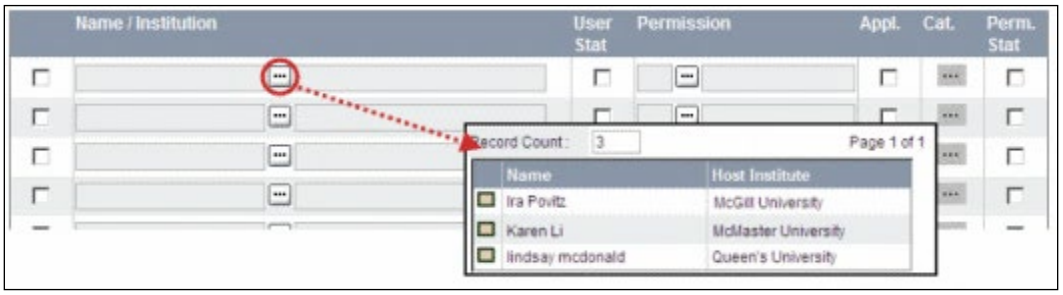
2. Click the **Setup** button:



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

4. Click **Find**.

5. Use the button to open the lookup box in the **Name/Institution** column.
    - All EGrAMS users you have entered on your application as Participants will be listed in the lookup box:



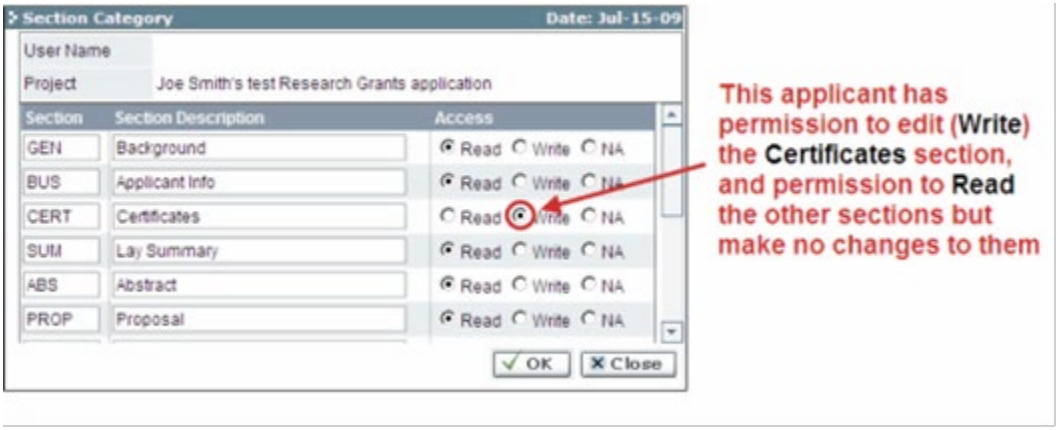
6. For each participant, use the button to open the lookup box in the **Permission** column and select the appropriate role:

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

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

    - **Read** access means an applicant can view the content of that section but cannot make any changes to it.
    - **Write** access means they are able to edit content in that section.

- **NA** means they will have no access to the content in that section.



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

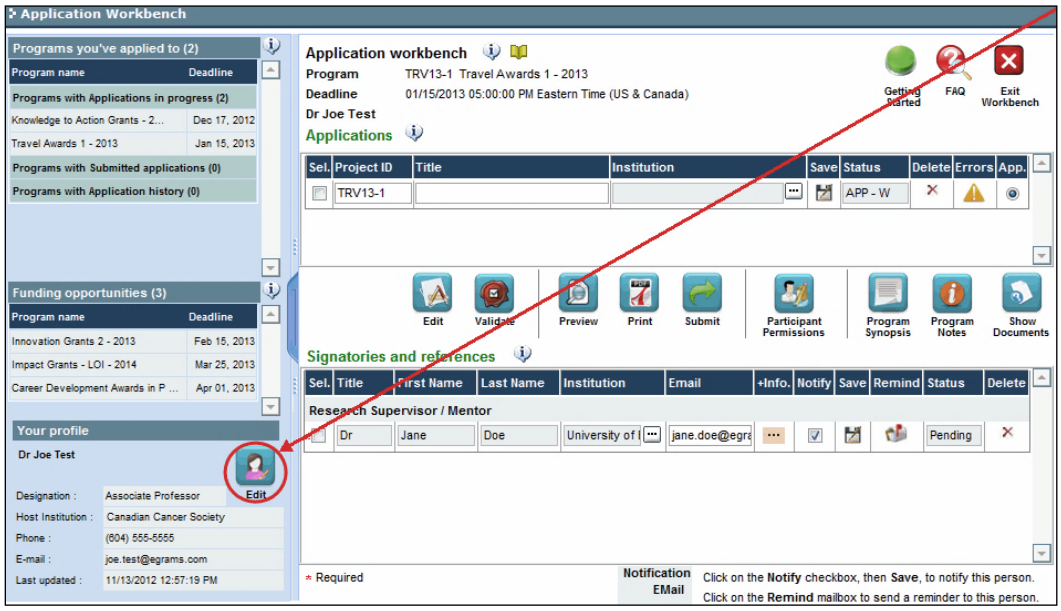
9. Click **OK** to save your entries.

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

APPENDIX D: Update your profile

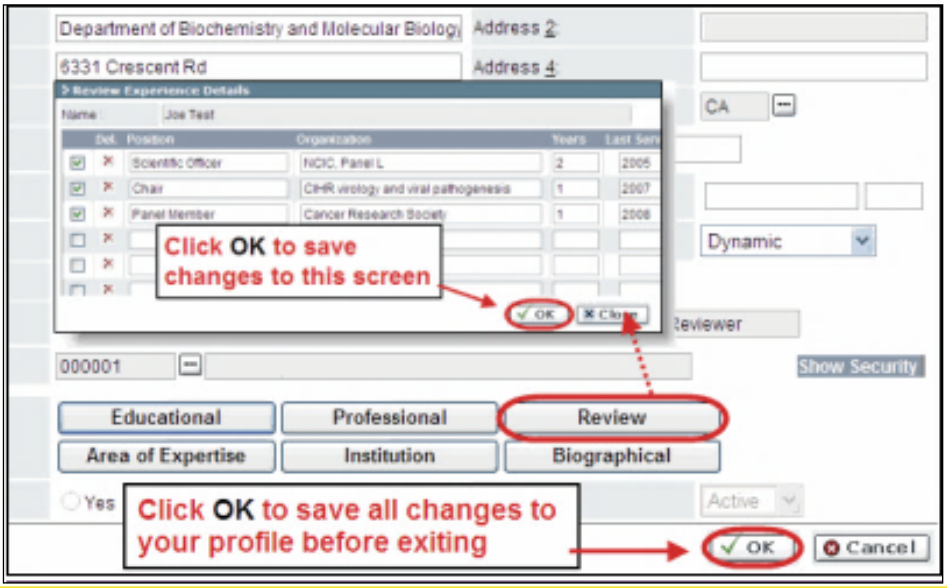
1. To update your profile, click the 

button on the **Application workbench**.



2. Make changes as required. Consult [Interpreting Data Fields] for assistance.

3. Click **OK** at the bottom right corner of the screen to save your changes.



Saving changes to Additional Details screens:

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

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

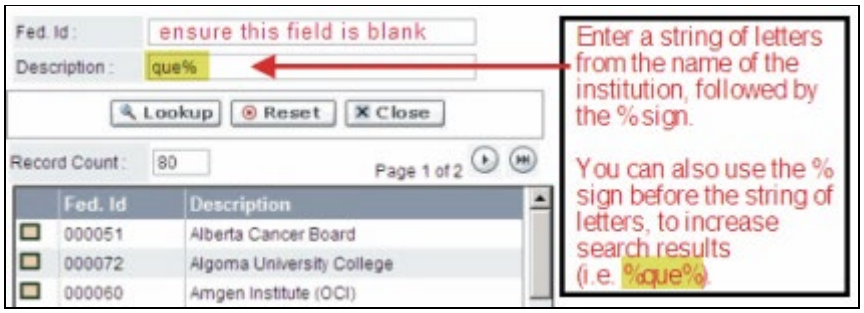
Interpreting the data fields:

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

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

Institution: Click on the ··· button, and select the name of your current research institution. **If you do not see your institution listed in the dialogue box, contact egrams@cancer.ca. Include"EGrAMS institution set-up" in the subject line.**

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



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

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

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

City: Enter your city.

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

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

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

Designation: This field is mandatory.

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

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

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

To add a security question, click on the ··· button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below. Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.