

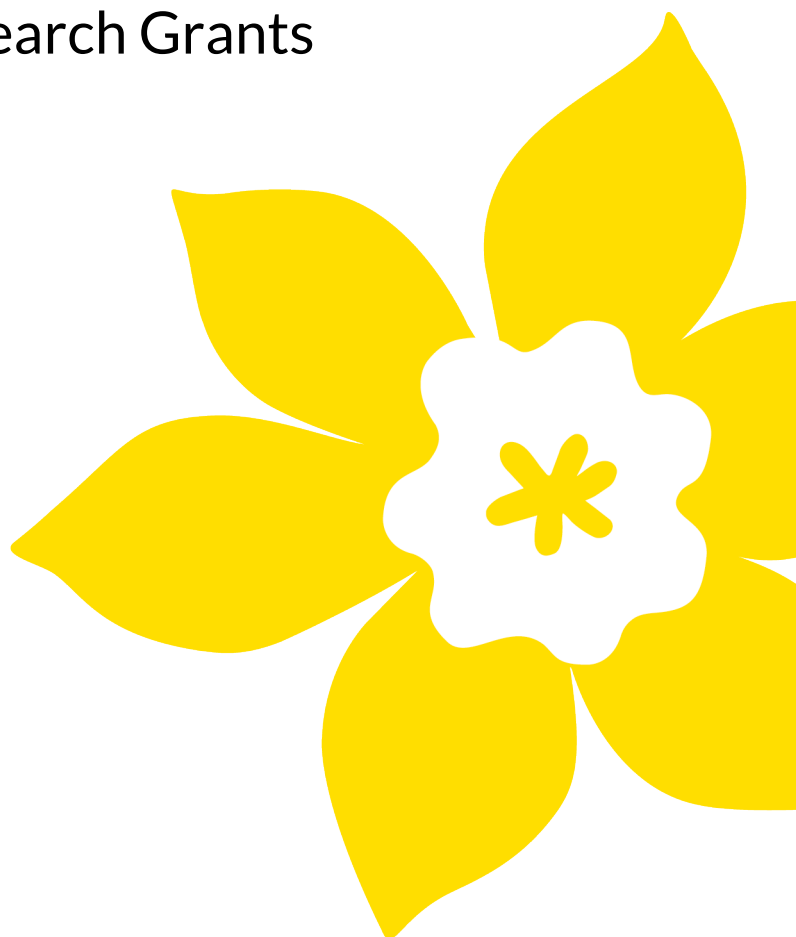


Canadian
Cancer
Society

Emerging Scholars Research Grants

Full Application Guide
Canadian Cancer Society

August 2025





Important dates:

Abstract due date:
July 2, 2025

LOI due date:
August 27, 2025

Full application due date:
January 28, 2026

Results announcement:
Mid-May 2026

Anticipated funding start date:
May 15, 2026 (retro-active)

To apply:

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

Questions?

Contact CCS research staff at
research@cancer.ca

Emerging Scholar Research Grants Program Synopsis

This opportunity aims at establishing and advancing promising early career investigators from across Canada with a focused commitment to undertaking cancer research. Through the CCS Emerging Scholar Research Grants, early career investigators will develop their cancer research programs in Canada and pursue important scientific advances of the highest quality and potential for impact in the 4 pillars of health research (biomedical; clinical; health services; and social, cultural, environmental & population health).

CCS is committed to supporting all areas and disciplines of cancer research and building diverse capacity across Canada. Applications from the 4 pillars of health research (i.e., biomedical; clinical; health services; and social, cultural, environmental and population health) are encouraged.

Within the available funding envelope, we are aiming to fund competitive applications from across Canada in the following areas*:

- Emerging Scholar Research Grant (Alberta)
- Emerging Scholar Research Grant (British Columbia)
- Emerging Scholar Research Grant (Manitoba)
- Emerging Scholar Research Grant (New Brunswick)
- Emerging Scholar Research Grant (Newfoundland and Labrador)
- Emerging Scholar Research Grant (Nova Scotia)
- Emerging Scholar Research Grant (Ontario)
- Emerging Scholar Research Grant (PEI)
- Emerging Scholar Research Grant (Quebec)
- Emerging Scholar Research Grant (Saskatchewan)

***Note*:** Successful applications must fall within the fundable score range for CCS grants (>3.5).

There will be a three-stage application and review process:

- Applicants will be required to submit an abstract. The abstract registration step is mandatory, but not competitive.
- Applicants will then submit a letter of intent (LOI) for review.
- Only selected applicants will be invited to submit a full application.

For more details, please refer to the full program description [here](#).



Before you Begin: Eligibility Guidelines

At the time of the grant start date (May 15, 2026), applicants (and/or co-PIs):

- Must be early career scientists (including clinician scientists), who hold a full-time appointment at an eligible Canadian research institution.
- Must have (a) firm faculty appointment(s).
- Must be within 5 years from the start of their first independent academic appointment* at the funding start date (minimum assistant professor level, or equivalent).
- Must not be current recipients of operating grants aimed at advancing the career development of early career investigators at the time of the ESRG funding start date (please refer to the “multiple applications/multiple sources of funding” section of the [RFA](#)).
- Applications must include a letter of commitment from the host institution guaranteeing the applicants protected time* allocated to cancer research, and a description of available mentoring support and resources provided prior and during the proposal development, as well as in the future in case of success.

***Note:**

- Career interruptions including, but not limited to, parental leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in the application. COVID-19 disruptions will be considered on a case-by-case basis – please contact us at research@cancer.ca if you have questions. Justified career interruptions will be included in the calculation of the five-year eligibility window.
- It is expected that at least 75% of the applicant’s time will be allocated to cancer research, however CCS recognizes that this may not be feasible for all institutions. In cases where protected time falls below 75%, CCS, with input from the review panel, will carefully evaluate the host institution’s commitment, key milestones & expected timelines, terms of reference, and career development plan sections of the full application to ensure alignment with the goals of this funding program.
- Eligible research projects must include, as an integral part of the team, people affected by cancer (patient partners/people with lived experience), whose experience and expertise will lend valuable insights to the development and implementation of the project.

The full application stage is distinct from the letter of intent (LOI) stage. **You will be required to re-enter ALL information, so please save your work outside of EGrAMS.** Substantive changes that significantly alter the overall goals and aims of the proposal relative to the LOI will not be permitted.

Please note: When completing your application the character count 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.



Application Guide

Three easy steps:

1. [Add signing authorities and references](#)
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](#)



STEP 1: Add signing authorities and references

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, as well as references. 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 Emerging Scholar Research 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, (if applicable) Executive Authority – Finance Host signatories, and references.



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

Program name	Deadline
Knowledge to Action Grants - 2 ...	Dec 17, 2012
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile
Dr Joe Test
Designation : Associate Professor
Host Institution : Canadian Cancer Society

Reference Additional Info
Name: Jane Doe
Relationship to you:
Department: Biochemistry
Position/Title: Head of Department
Phone: (604)555-5555
Notify Date:
OK Close

Submit Participant Permissions Program Synopsis Program Notes Show Documents

Email	+Info	Notify	Save	Remind	Status	Delete
jane.doe@egra		☒				

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

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save
Research Supervisor / Mentor								
☒	Dr	Jane	Doe	University of t	jane.doe@egra		☒	

- 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.



Canadian
Cancer
Society

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”).

First Name	Last Name	Institution	Email	Notify	Status	Remind	+Info.
Jane	Doe		jane.doe@hotmail.com	☒	Pending		

Check the Status

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.

First Name	Last Name	Institution	Email	Notify	Status	Remind	+Info.
Jane	Doe		jane.doe@hotmail.com	☒	Pending		

Click to re-send e-mail notification

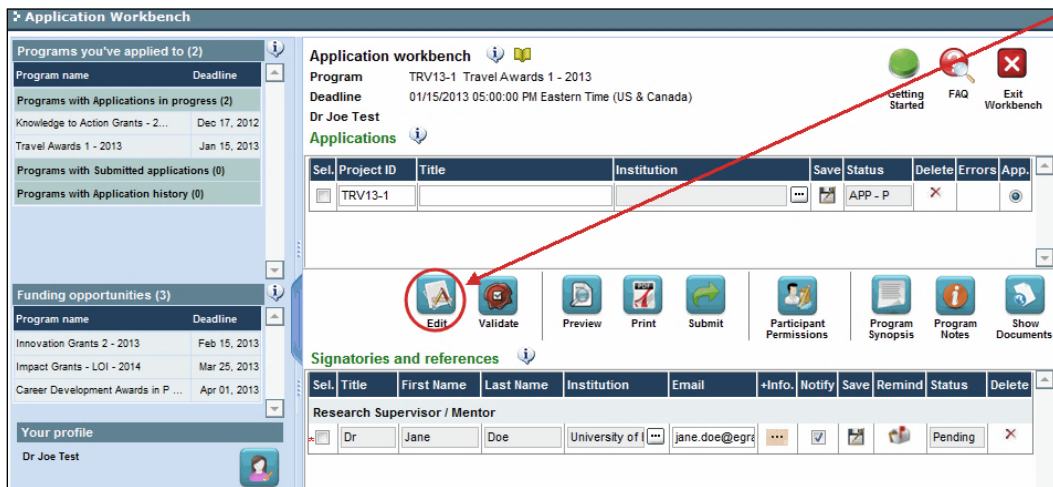


STEP 2: Complete your Application

I. Access the application

1. Ensure that **Emerging Scholar Research 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:



Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

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

Your profile
Dr Joe Test

Application workbench

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

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
☐	TRV13-1				APP - P			

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
☐	Research Supervisor / Mentor	Dr	Jane	Doe	University of I	jane.doe@egri				Pending	

3. Click on the background tab to begin.



II. Enter details of your application

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

Understanding the application interface:

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

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:

The screenshot shows the application interface with the following elements:

- Top navigation bar: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, Budget, and a Close button.
- Toolbar: Save, Save +, Validate, Errors, PDF, Show Tree, and a dropdown arrow.
- Section 1: Applicant information. A list of fields (a. Applicant Name, b. Institution, c. Department, d. *Address 1, e. Address 2, f. Address 3, g. Address 4, h. *Country, i. *City, j. *Phone, k. *E-Mail Address, l. *Designation) is on the left. The 'Instructions' tab is selected, showing a text area with instructions. A 'Close' button is at the bottom right of the instructions area.
- A red circle highlights the 'Show Instructions' button in the top right corner of the instructions area.
- A red arrow points from a red box containing the text 'Click to show abbreviated instructions.' to the 'Show Instructions' button.



III. Quick links to page-by-page instructions

Background

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

Applicant info

4. [Principal Investigator CV](#)
5. [Justification for career interruptions](#)
6. [Application and career stage](#)

Certificates

- 7a. [Biohazard/Biosafety](#)
- 7b. [Animal care](#)
- 7c. [Ethics](#)
- 7d. [Human samples](#)
- 7e. [Health Canada approval \(CTA\)](#)
- 7f. [Health Canada approval \(ITA\)](#)
- 8a. [Human embryonic stem cells involvement](#)
- 8b. [Status of SCOC approval for each institution](#)

Public Summary

9. [Public Summary](#)

Abstract

10. [Scientific abstract](#)
11. [Keywords/technical terms](#)
12. [LOI changes](#)

Impact statement

13. [Impact statement](#)

Proposal

- 14a. [Response to LOI reviewer feedback](#)
- 14b. [LOI reviewer reports](#)
15. [Proposal](#)
- 16a. [Sex, gender and diversity considerations](#)
- 16b. [Sex, gender and diversity considerations – description](#)
17. [Key milestones and timeline](#)
18. [Career development and training and mentorship plans](#)
19. [Patient engagement approach](#)
20. [Knowledge translation and mobilization strategy](#)
21. [Host institution commitment](#)
22. [Research team contribution](#)
23. [Terms of Reference](#)
24. [Appendices](#)
25. [Disclosure of commercial or conflict of interest](#)



Canadian
Cancer
Society

AI Disclosure

26. [AI use disclosure](#)

Budget

27. [Budget request](#)
27a. [Budget request category: Program expenses – Supplies and Expenses](#)
27b. [Budget request category: Program expenses – Salaries and Wages](#)
27c. [Budget request category: Professional Development / Buy-out Time](#)
27d. [Budget request category: Equipment – Permanent Equipment](#)
28. [Budget summary](#)

Other funding

29. [Other funding declaration](#)
30. [Overlap justification](#)

Review Panel

31. [Panel recommendation](#)
32. [Reviewer recommendations](#)
33. [Reviewer exclusions](#)

Tracking

- 34a. [CCS Research Goals](#)
34b. [Research focus](#)
34c. [Clinical Trial](#)
34d. [Relevant cancer population](#)
34e. [Underserved populations](#)
34f. [Research subject](#)
34g. [Cancer site relevance](#)
34h. [Common Scientific Outline \(CSO\)](#)
34i. [Other research codes](#)

Release form

35. [Release form](#)

Head of Department

36. [Head of Department/Dean confirmation](#)

Executive authority – research host

37. [Executive authority of the host research institution](#)

Executive authority – financial host

38. [Executive authority of the host finance institution](#)

References

39. [References](#)

Post submission publications

40. [Post submission publications](#)



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 May 15, 2026 to May 14, 2031.

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 **\$600k** (\$120k per year)

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

Type of application: Select Initial application

Number of years supported: Up to 5 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.

Special funding call: Select the province where the principal investigator is based. If there is a co-principal investigator working in a different province, you may select a second province.



3. Participants

Enter any Additional Author, Co-Principal Investigator (Early Career Researchers only), Collaborator, Knowledge/End User, Financial Officer information or People affected by cancer who will be a part of 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](#).

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.

Collaborators are only required to provide a letter of collaboration.

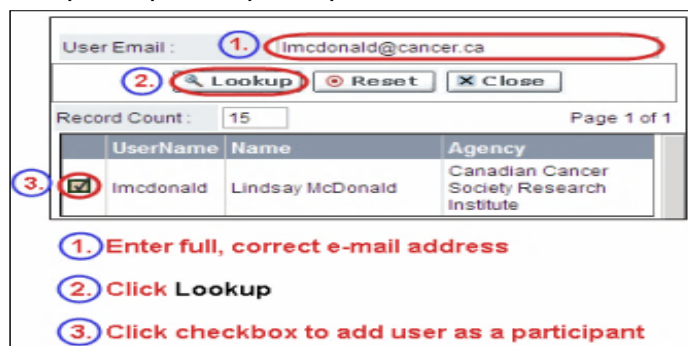
The Emerging Scholar Research Grant is aimed at establishing and advancing the independent research programs of early career researchers (ECRs). Co-Principal Investigators, Additional Authors, Knowledge/End Users, and Collaborators can be part of the research team, but it is expected that the proposed project will be led by the ECR applicant(s). Inclusion of co-applicants is not permitted for this grant. Additional authors who will be supported through the ESRG grant must be part of the PI/co-PI's immediate research team.

Note:

- The inclusion of people affected by cancer on the research team is mandatory for this competition.
- Consider equity, diversity and inclusion [principles](#) in the composition of research team members.

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

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



The screenshot shows a web form for searching users. It includes a 'User Email' field with the value 'lmcdonald@cancer.ca', a 'Lookup' button, and a 'Reset' button. Below the buttons is a table with columns 'UserName', 'Name', and 'Agency'. The table contains one entry for 'lmcdonald', 'Lindsay McDonald', and 'Canadian Cancer Society Research Institute'. A checkbox is checked in the first column of the table. Three numbered annotations are present: 1. points to the email field, 2. points to the 'Lookup' button, and 3. points to the checkbox. Below the table, three numbered instructions are listed: 1. Enter full, correct e-mail address, 2. Click Lookup, and 3. Click checkbox to add user as a participant.

UserName	Name	Agency	
☒	lmcdonald	Lindsay McDonald	Canadian Cancer Society Research Institute

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



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

Financial Officer

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

Co-Principal Investigators (ECR only)

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.

Additional authors who will be supported through the ESRG grant must be part of the PI's immediate research team.

Collaborators

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

How to add multiple participants

After you've completed the form for the first participant on your team, click the save and continue arrow to create a blank form for the next participant. Select 'OK' to save and add a new contact or 'Cancel' to save and move to the next page of the application. Add as many participants as necessary.

The screenshot shows a web application interface with a top navigation bar containing tabs: Index, Background, Applicant Info, Certificates, Lay Summary, Abstract, and a Close button. Below the navigation bar is a toolbar with buttons: Save, Save + > (circled in red), Validate, Errors, and PDF. The main content area is titled '3. Participants' and contains instructions: 'Enter Co-Principal, Co-Applicant and a feature and enter their e-mail address appears in their user profile.' Below the instructions is a form with fields for Contact Type, a. EGrAMS Login, b. *Name, c. Department, d. Institution, e. Address I, f. Address III, g. City, h. Telephone, and i. E-mail Address. A dropdown menu is visible next to the 'Contact Type' field, with a callout box pointing to it that says: 'Use the ... button to locate participants who have already registered in the system'.



APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated version of your CV (NIH-style biosketch). 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 helps to confirm that you meet the eligibility requirements for this competition.

Please include the date of your first appointment.

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 (abstract) of your project that will be shared with our patient/survivor/caregiver reviewers and 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)

ABSTRACT

10. Scientific abstract

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



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

- The problem to be investigated
- The objectives of the proposed investigation
- A brief indication of the methodology to be used
- The significance of the research to cancer

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.

12. LOI changes

Indicate if significant modifications have been made since the letter of intent submission. 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 letter of intent submission are not permitted.

IMPACT STATEMENT

13. Impact statement

Explicitly describe how the project will promote significant scientific advancements in cancer research, how people affected by cancer will ultimately benefit from the results and, if relevant, how the proposed work is of strategic value to Canada's cancer research ecosystem (including to the applicant's institution/region/province).

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

PROPOSAL

14a. Response to LOI reviewer feedback

Applicants have the opportunity to offer a response or indicate what modifications have been made as a result of LOI feedback.

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



14b. LOI reviewer reports

Attach the original, complete version of the unabridged reviews from the LOI panel review generated from EGrAMS combined into one document in PDF format. Do not re-format or alter the original PDF reviews in any way.

Note: use the following file name format: [lastname_firstname-LOI_reviews]

15. Proposal

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

1. The aim(s) of the project.
 2. Experimental design, methods and analysis. Previous work done in the area of research may be included.
 3. 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.
 4. Risk and mitigation strategies.
- An additional 2 pages of figures/tables/charts may be embedded within the proposal as images (to avoid counting towards the character limit) or added at the end of the document. Figure legends, if included, will count towards the character limit. References are not included in the page/character count but must be included.
 - References are not included in the character count but must be included.

Format:

- Character count: **maximum 21,000** (including spaces), 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.
- File naming convention: [lastname_firstname-proposal]

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

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA+)) will be included in the research design, methods, analysis, interpretation. Where relevant, also describe how this will be factored into the research plan through to dissemination of results/next steps towards implementation. 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 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:

- 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. Career development, training and mentorship plans

Describe the following in this section:

- Leadership and mentorship capacities and experience.
- What is your mentorship plan for your own career. Career development plan and goals, and how the CCS Emerging Scholar Research Grant will support the applicant in achieving these goals. How it will enable you to become a future leader in cancer research in Canada and internationally.



Canadian
Cancer
Society

- Anticipated challenges or barriers that must be overcome.
- Mentorship plan for the applicant's own career.
- Strategies the applicant will implement to foster the growth of their research team. The applicant must clearly describe what best practices will be taken to ensure that training and development opportunities will be equitably provided to all members of the research team.

The professional development budget can be used to support these activities.

Character count: **maximum 8,000** characters (including spaces), single spaced.

19. Patient engagement approach

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. All types of research, including basic science, can benefit from different perspectives and lived experiences

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** characters (including spaces)

20. Knowledge translation and mobilization strategy

Describe how the knowledge generated through this grant will be shared and/or mobilized, including details of steps you will take to facilitate uptake and adoption. Please include collaborations and partnerships with other research institutions, networks and/or sectors, as appropriate. Activities beyond publications or presentations are strongly encouraged. This could include engagement of people with lived and living experience, clinicians, and other practitioners or end-users (including other researchers) to ensure utility, utilization, and/or uptake of project results as relevant (depending on the stage of the research proposed). Public and/or patient engagement strategies (including co-design where appropriate) are encouraged. Equitable access to results should be considered (as relevant).

Your strategy should include:

- A data sharing plan



- A description of the anticipated outcomes (products, programs, results) and next steps towards (eventual) impact should the project aims be achieved.

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, new standard of care or barrier removal.

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

21. Host Institution commitment

Upload a **one-page** letter of commitment and support from your Host Institution from an authorized individual (e.g. Dept Head) who can attest to the following:

- Confirmation that the applicant holds a firm appointment
- Confirmation that the applicant will have protected time for cancer research (specify % or other confirmed amount of time)
- Description of the research environment, resources and mentoring support available to the applicant. In particular, detailed information on the following is requested:
 - Mentorship from senior investigators
 - Evidence of start-up funds available to the applicant
 - A brief description of the dedicated research space provided
 - Access to core facilities and research infrastructure
 - Administrative support
 - Strategies that will be employed by the host institution to support the applicant in securing research funding (i.e. guidance on grant application development with internal peer-review). Institutions should identify specific individuals where possible.
 - Confirmation that the host institution has provided the applicant access to an internal peer review process led by senior investigator colleagues during the application process to the ESRG program and during the tenure of the award, at a minimum.
 - Institutions should identify specific individuals where possible.

If a project has two co-principal investigators, each must provide a letter of commitment and support from their respective host institution.

Format:

- Maximum 1 page PDF per PI, maximum 5MB in size
- File naming convention: [lastname_firstname-institution-commitment]



22. 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

23. 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.

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), and which members will be responsible for which aspects of the project
- Decision-making and conflict resolution processes
- Evaluation of engagement
- A description (or descriptions) of the research environment(s)
- A description of the areas of expertise brought together for this application and the identification of any new collaborations.
- Evidence that equity, diversity and [inclusion principles](#) in the composition of the research team have been considered

It is expected that all team members will have reviewed, contributed to, and agreed to the ToR as submitted. Note that Terms of Reference may be revised throughout the duration of the project and need not be 'final,' but must be reviewed and agreed to by all team members.

Format:

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

24. 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 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].

25. 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

26. AI use disclosure

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)

BUDGET

27. Budget request

Requests for budgets up to 5 years will be considered. Applicants are asked to enter the amount requested for the grant year period.

The CCS has specific ceilings on the amounts of funds they will contribute toward an individual research grant. **The grant maximum limits for Supplies and Expenses (including conference travel), Salaries and Wages and Permanent Equipment combined are \$100,000 per year per grant to a maximum of \$500,000. Please ensure that the scope of your proposal reflects the grant maximum limit for this competition.** Permanent equipment must be considered in the grant maximum limit for year 1.

Up to an additional \$20,000 per year can be used for buy-out time from clinical or teaching duties. **If buy-out is not required or does not require the full budget, up to \$10,000 can be used for professional development of the applicant and their lab members, as described in the career development and mentorship plan sections of the full application.** Note that equipment is not an eligible expense for this section. The total budget requested must not exceed \$120,000 per year or a maximum of \$600,000 per grant.

Note: It is understood that applications may also be made to other agencies to provide support for grants/programs similar to those submitted to the Canadian Cancer Society.



There must not be any overlap with any pending application (including those at the abstract or Letter of Intent submission stage) to any other CCS program as of this competition due date. Budgetary overlap will not be permitted at the funding 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.

27a. 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.

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 five-year period.**

Attach PDF containing justification for each line item here

Instructions: Include expenses for materials, minor equipment (<\$1000 per line item), services and research travel (but not 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 online journals. For each year below please indicate the amount requested for the next year: 2011, 2012, 2013, 2014, 2015. Attach a detailed justification in PDF format in

	Description	2011	2012	2013	Total	Notes
☐	X					
☐	X					
☐	X					



- 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.

27b. 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](#). 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	<i>The salary rate aligns with the number of years of postdoctoral experience:</i> • \$65,000 in year 1 • \$68,000 in year 2 • \$71,000 in year 3 <i>Maximum amount is \$71k.</i>

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.

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.

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

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

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.

- 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.

ites Lay summary Abstract Proposal Budget Other funding Panel Trac Close

Save Save+ Validate Errors PDF

Budget request

Category: Program Expenses - Salaries and Wages Type:

Classification Seq.: 1 Sub Type: Direct Narrative:

Attachment: Browse...

Instructions: 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. Complete instructions, including applicable stipend levels and eligibility for salary support, are listed in the Grant Application Guide. For each year below please indicate the amount requested for the grant year, ex: 2011 a July 1, 2011 to June 30, 2012. NOTE: Attach a detailed justification (in PDF format) in

	Description	2011	2012	2013	Total	Notes
☐						
☐						
☐						



27c. Budget request category: Professional Development/Buy-out Time

Up to \$20,000 per year can be used for buy-out time from clinical or teaching duties or for professional development. Describe in detail how this additional support will be utilized. Detail how buy-out time is calculated and whether the additional funds will be provided to the applicant as part of their salary or otherwise.

Below are examples of professional development activities eligible for support, provided they are clearly described and justified.

- Equity, diversity, inclusion and intersectionality workshops
- STEM community outreach and engagement activities
- Training for commitment to and promotion of open access science
- Teaching curriculum development training
- Leadership development courses and conferences
- Knowledge translation courses

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.

- File naming convention: [lastname_firstname-justification-personal-expenses]

If buy-out time is not required, up to \$10,000 per year can be used for professional development of the applicant and their lab members (in alignment with the career development and training and mentorship plan described).

27d. 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 [28a. Supplies and Expenses](#). Equipment requests cannot exceed 10% of the requested budget or up to \$ 50,000.

Note: The budget limit for year 1 of the grant is \$120,000 including permanent equipment (not to exceed 10% of total budget) and professional development/buy-out time.

In your 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 the grant is \$600,000 including permanent equipment and professional development/buy-out time.**

- 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]



The screenshot shows the 'Budget' tab of a web application. A red circle highlights the 'Save' button. A red box with three numbered instructions is overlaid on the form:

1. Click on the + sign to open an attachment item below
2. Click Browse and locate the document on your computer
3. Click Save to upload and save

The form includes fields for 'Category', 'Classification Seq.', 'Attachment', and 'Instructions'. Below these is a table with columns for 'Description', '2011', '2012', '2013', and 'Total'. A red arrow points to the 'Browse...' button in the 'Total' column.

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.

28. 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**.

OTHER FUNDING

29. Other funding declaration

Complete the other funding declaration.

30. Other funding declaration - description

Research applications may be related but cannot be identical to any other currently funded projects. This section is required even when there is no funding overlap. Where 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 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.

- If you are not currently receiving or seeking funding from other sources: Attach a PDF document clearly stating this.
- If you are currently receiving or seeking funding from other sources: Attach a PDF document using the template provided below.

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:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency</i>
Status:	<i>Specify whether Active or Pending</i>
Dollars awarded (or requested):	<i>Enter the amount awarded or requested</i>
Dates of approved project:	<i>Enter the start and end dates (mm/yyyy) for which the grant is funded.</i>
Term:	<i>Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)</i>
Name of PI	<i>Enter the name of the PI</i>
Overlap Description	<i>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)</i>

File naming convention: [lastname_firstname-other_funding]

REVIEW PANEL

31. 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.



32. 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.

33. 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

34a. 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.

34b. 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).

34c. 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.

34d. 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.

34e. 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.

34f. 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.

34g. 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.

34h. 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>).

34i. Other Research Codes

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

RELEASE FORM

35. 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

36. 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

37. 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

FINANCE HOST

38. 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



REFERENCES

39. References

Each application requires two reference letters that outline support for the applicant and the research project's merit and relevance and potential impact. In the case of co-principal investigators, 4 reference letters will be required.

- One letter must be from a former supervisor
- One letter must be from an academic referee who is not affiliated with applicant's host institution

Referees will be provided a guidance document detailing information required in the letter of reference, along with instructions on how to upload the letter in EGrAMS (see [Guidance Document for ESRG Applicant Referees](#))

Read only access for applicants: This section can only be completed by the references in [Step 1: Add signing authorities and references](#). You have read access and can thus monitor when/if the section is complete but will not have access to the letters.

Note: this section is mandatory for submission of your application

POST-SUBMISSION PUBLICATIONS

40. 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.



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

The screenshot shows the application interface with the 'Index' tab selected. A text box in the center provides instructions: 1. Click on the Index tab, 2. Click Validate, 3. You can choose to either: a. view the errors for the full application, or b. view the errors per section. The table below shows the status of various sections.

Description	Status	Del	Errors	Comments
11. Tables, graphs, charts and associated legends	☐			
12. Appendices	☒	x	3b	
13. Budget request	☒	x		
Review panel	☒	x		
14. Panel recommendation	☒	x		
15. Reviewer recommendation	☒	x		
16. Reviewer exclusions	☒	x		
Tracking	☒	x		
17. Research tracking information	☒	x		
17.a. Research focus	☒	x		
17.b. Research subject	☒	x		
17.c. Cancer site relevance	☒	x		
17.d. Common Scientific Outline (CSO)	☒	x		

At the bottom, there are buttons for 'View Errors' (labeled 3a) and 'Validate' (labeled 2).

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:

The screenshot shows the 'Applicant Information' section. A text box in the center provides instructions: 1. Save your entries, 2. Click the Validate button. The 'Save' and 'Validate' buttons are circled in red. The 'Applicant Name' field is filled with 'Joe Smith'.

1. Save your entries

2. 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.

Program Name: Prevention Initiative Translation Supplement Award -2010

Category	Code	Description	+Info
☒ Applicant Info	FS-002	(a. Is this your first Student Travel Award application to the Canadian Cancer Society Research Institution (formerly the NCIC)?) field must be completed	+

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

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

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

Index Background Applicant Info Certificates Lay Summary Abstract

Save Save + Validate **Errors** PDF

2. Project Information

f. Special Initiatives

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

Name of Special Call

g. Grant Category (check one)

☐ Regular Research Grant ☐ Feasibility ☐ New Investigator

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



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

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

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

3. Participants [Hide Instructions](#)

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

Contact Type

II. Preview and submission

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

Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

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

Your profile

Dr Joe Test

Application workbench

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

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
☐	TRV13-1				APP - P			

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
☐	Research Supervisor / Mentor	Dr	Jane	Doe	University of I...	jane.doe@egri...	☒			Pending	

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

Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

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

Your profile

Dr Joe Test

Application workbench

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

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
☐	TRV13-1				APP - W			

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
☐	Research Supervisor / Mentor	Dr	Jane	Doe	University of I...	jane.doe@egri...	☒			Pending	

3. Errors can be corrected through the  menu.



Canadian
Cancer
Society

4. To generate a PDF of your application, click the  button:
5. To preview your application in EGrAMS, click the  button:
 - Use the left side menu links to navigate to specific pages or use the forward/backward arrows to view page by page.
 - Click the **Close** button to exit the preview screen.
6. Once you've validated all errors, click the  button.

III. Confirmation

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



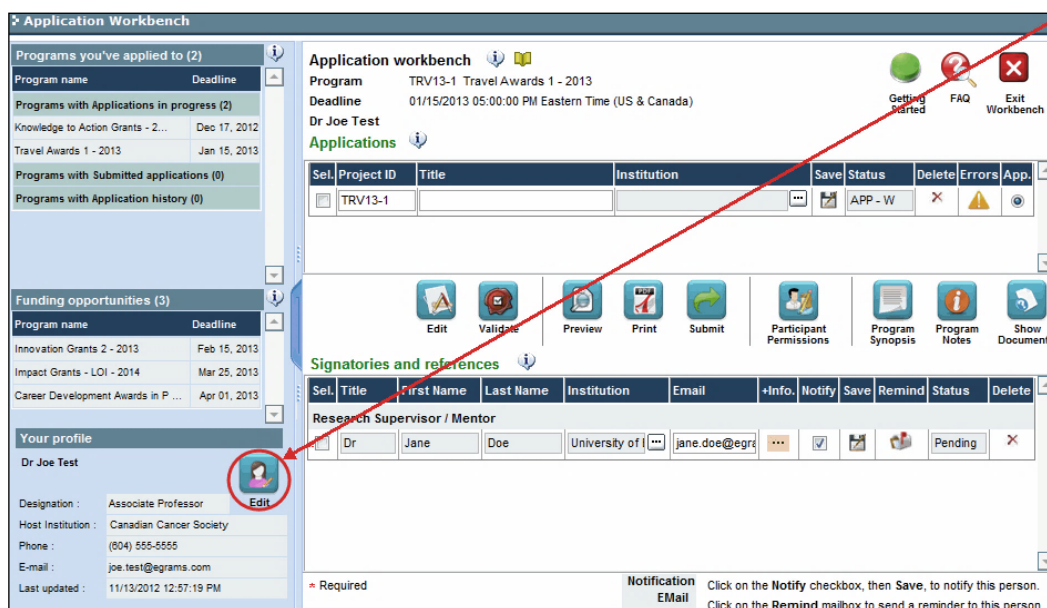
APPENDIX A: Troubleshooting

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

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

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

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



Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

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

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (604) 555-5555

E-mail : joe.test@egrams.com

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

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

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

Dr Joe Test

Sel	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
☐	TRV13-1				APP - W			

Signatories and references

Sel	Title	First Name	Last Name	Institution	Email	Info	Notify	Save	Remind	Status	Delete
☐	Research Supervisor / Mentor	Dr	Jane	Doe	University of I	jane.doe@egrs		☒		Pending	

Notification Email

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

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

- *Delete an application*

Problem: I need to delete my application.

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



Canadian
Cancer
Society

Application Workbench

Programs you've applied to (2)

Program name	Deadline
Programs with Applications in progress (2)	
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013
Programs with Submitted applications (0)	
Programs with Application history (0)	

Funding opportunities (3)

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

Your profile

Dr Joe Test

Application workbench

Program

TRV13-1 Travel Awards 1 - 2013

Deadline

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

Dr Joe Test

Applications

Project ID	Title	Institution	Save	Status	Delete	Errors	App.
TRV13-1				APP - P			

Edit

Validate

Preview

Print

Submit

Participant Permissions

Program Synopsis

Program Notes

Show Documents

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save	Remind	Status	Delete
Research Supervisor / Mentor											
	Dr	Jane	Doe	University of I	jane.doe@egri					Pending	



APPENDIX B: The Application Interface

I. Navigation

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



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



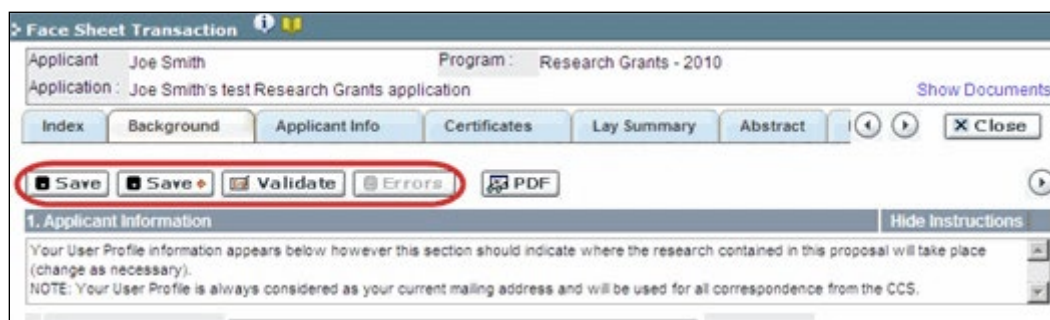
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.

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



II. Save, Validate, Errors

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



▪ Save

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

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



- **Validate and check for errors**

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

III. PDFs

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

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

IV. Uploading document attachments

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

3. Click **Save** to upload the document as an attachment to your application.
 - The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

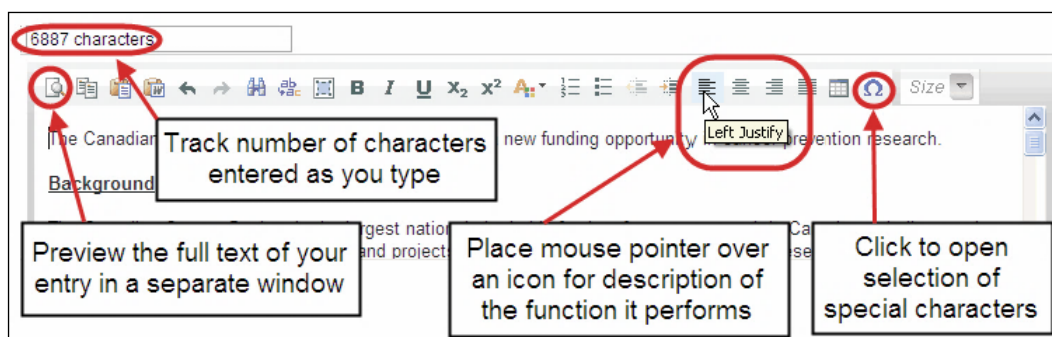


V. The rich text editor

Copying and pasting formatted text:

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

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



Use the rich text editor to:

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



Canadian
Cancer
Society

VI. Exit

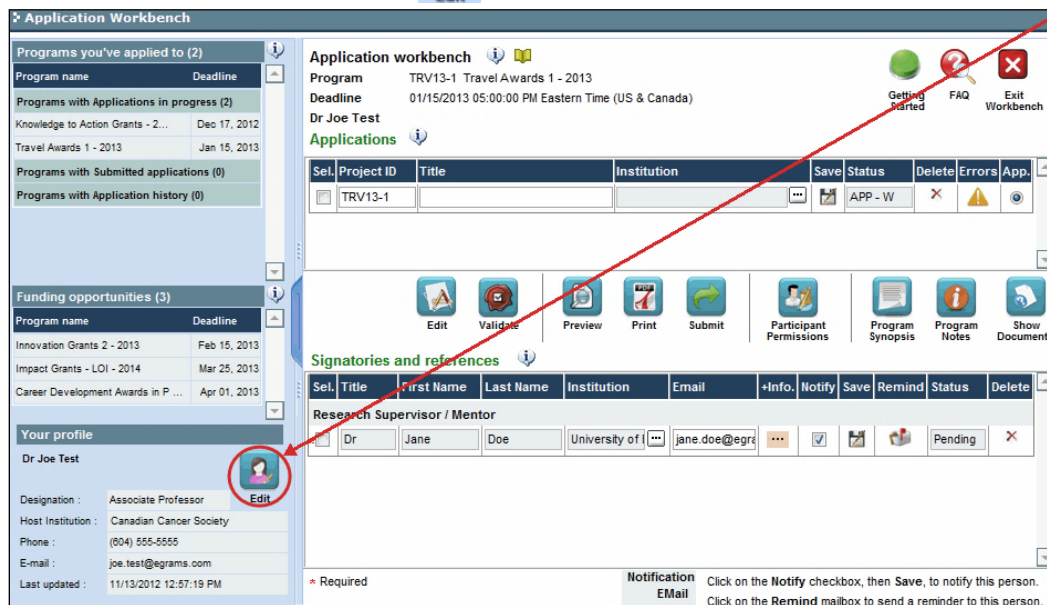
To exit the application and access the **Application workbench** again, click the **Close** button.

A screenshot of a web application titled "Face Sheet Transaction". The interface includes a header with the title and a sub-header with fields for "Applicant" (Joe Smith) and "Program" (Research Grants - 2010). Below this is a section for "Application" (Joe Smith's test Research Grants application) with a "Show Documents" link. A navigation bar contains buttons for "Index", "Background", "Applicant Info", "Certificates", "Lay Summary", and "Abstract". To the right of these buttons is a "Close" button, which is circled in red. Below the navigation bar are buttons for "Save", "Save +", "Validate", "Errors", and a PDF icon. The main content area is titled "1. Applicant Information" and contains a "Hide Instructions" button. The text in the main area reads: "Your User Profile information appears below. However this section should indicate where the research contained in this proposal will take place (change as necessary). NOTE: Your User Profile is always considered as your current mailing address and will be used for all correspondence from the CCS." A red arrow points from the "Close" button to the "NOTE" text.



APPENDIX C: Update your profile

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



Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

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

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (604) 555-5555

E-mail : joe.test@egrams.com

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

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

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

Dr Joe Test

Applications

Sel	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
☐	TRV13-1				APP - W			

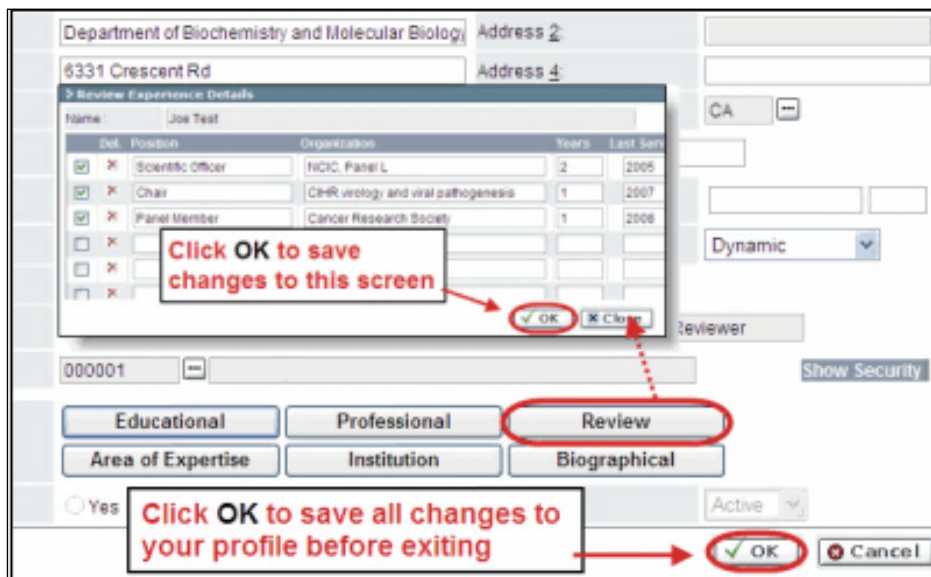
Signatories and references

Sel	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
☐	Research Supervisor / Mentor	Dr	Jane	Doe	University of [...]	jane.doe@egrs...				Pending	

* Required

Notification Email: Click on the Notify checkbox, then Save, to notify this person. Click on the Remind mailbox to send a reminder to this person.

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



Department of Biochemistry and Molecular Biology

Address 2: 6331 Crescent Rd

Address 4:

CA

Review Experience Details

Name: Joe Test

Sel	Position	Organization	Years	Last Seen
☒	Scientific Officer	HCIC, Panel L	2	2005
☒	Chair	CMR virology and viral pathogenesis	1	2007
☒	Panel Member	Cancer Research Society	1	2008

Click OK to save changes to this screen

OK Close

Reviewer

000001

Dynamic

Show Security

Educational Professional Review

Area of Expertise Institution Biographical

Yes

Click OK to save all changes to your profile before exiting

Active

OK Cancel



Canadian
Cancer
Society

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:

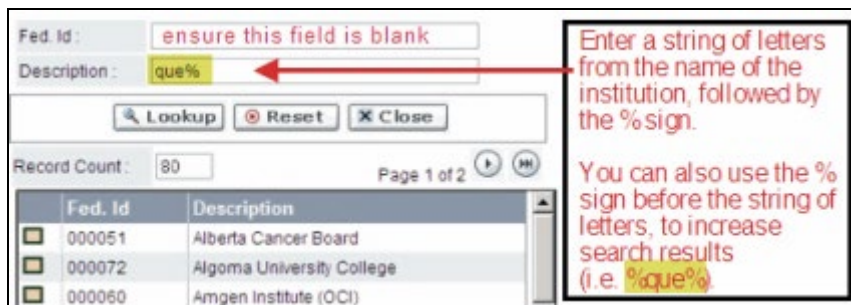
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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:



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

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

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

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

City: Enter your city.

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

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



Canadian
Cancer
Society

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

Designation: This field is mandatory.

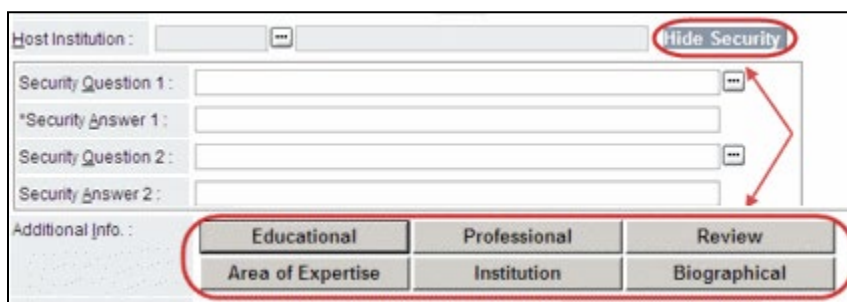
Role: Click on the  button, and select your role within the EGrAMS system:

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

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

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

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

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