



CCS Emerging Scholar Research Grants (ESRG-23)

Canadian Cancer Society

Full Application Guide
July 2023
Version 3



Canadian
Cancer
Society

Important dates:

Abstract registration due:
April 5, 2023

Letter of Intent due:
May 3, 2023

Full application due:
September 5, 2023

Results announcement:
Late November 2023

Anticipated funding start:
December 1, 2023

To Apply:

Visit [EGrAMS](#) to access the application form.

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

Questions?

Contact CCS research staff at research@cancer.ca

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 four 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 four pillars of health research (ie. 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).

NEW There will be a three-stage application and review process. Applicants will first 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, and only selected applicants will be invited to submit a full application.

Please visit cancer.ca/research for the full program description.



Application Guide

Three easy steps:

1. [Add signing authorities](#)
2. [Complete your application](#)
3. [Validate and submit your application](#)

Additional resources:

- Appendix A: [Troubleshooting](#)
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- Webpage link to: [Biographical sketch template – for academic and non-academic participants, and referee guidance document](#)

Note:

- Applicant may not hold concurrent **operating grants aimed at establishing the research program of early career researchers at the time of the ESRG funding start date**. This includes but is not limited to CIHR New Investigator and TFRN New Investigator. Salary awards are generally accepted, however Canada Research Chair holders (at the time of grant start date) are not eligible to apply for CCS Emerging Scholar Research Grants. Please contact CCS (research@cancer.ca) for more information.
- Substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract Registration are not permitted.
- 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.



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.

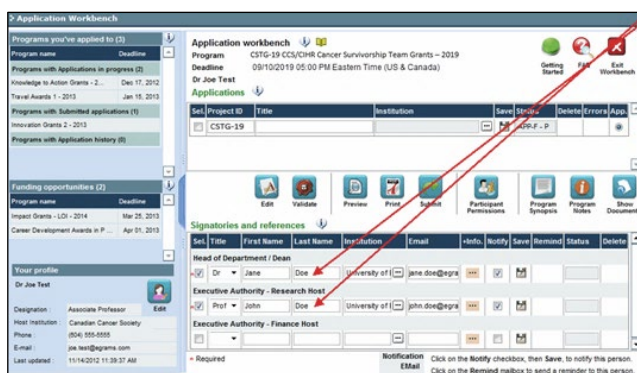
The system will send the email when you click the **Notify** box (step 2).

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:

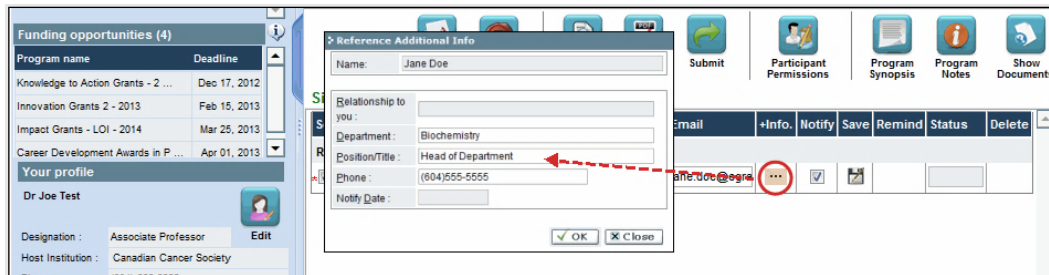


1. Ensure that **CCS Emerging Scholar Research Grants – 2023** is selected in the Application workbench.
 - If not, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host, (if applicable) Executive Authority – Finance Host signatories, and references.

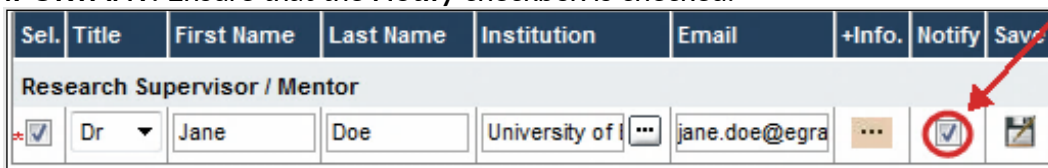



The screenshot shows the 'Application Workbench' interface. On the left, there is a sidebar with a tree view of programs. The main area is titled 'Application workbench' and shows details for 'CSTG-19 CCS/CHR Cancer Survivorship Team Grants – 2019'. Below this, there is a table for 'Signatories and references' with columns for Title, First Name, Last Name, Institution, Email, Notify, and Remind. The table contains three entries: 'Head of Department / Dean' (Dr. Jane Doe), 'Executive Authority - Research Host' (Prof. John Doe), and 'Executive Authority - Finance Host'. A red arrow points to the 'Notify' checkbox for the Research Host entry. At the bottom, there are instructions for the Notify and Remind checkboxes.

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



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




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

Automated email delivery to your signing authorities:

The email notification is sent out as soon as you click the **Save icon**. If you want to notify them at a later time, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:

- Return to the **Application workbench** screen.
- Click the **Notify** button.
- Click the **Save** icon.

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



Monitoring status / sending reminders:

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

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



Send a reminder email:


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

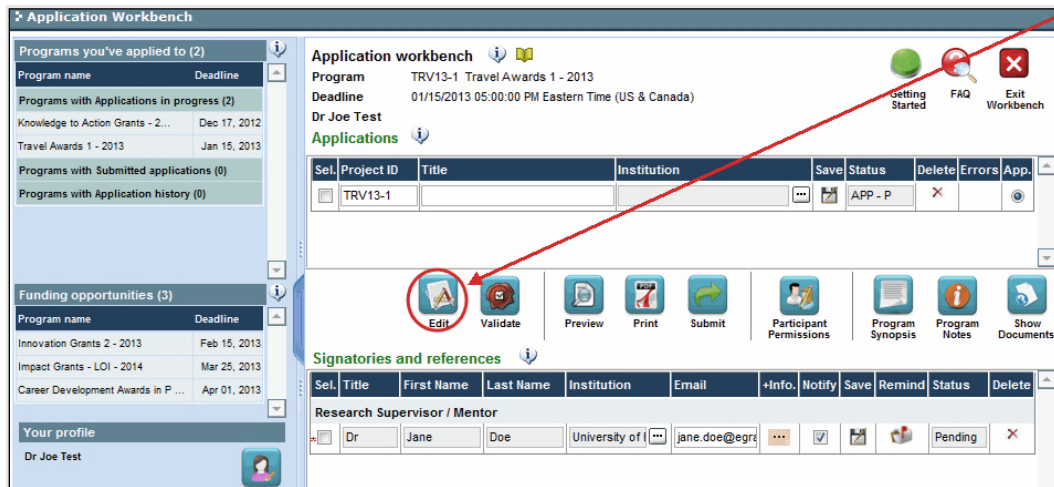


STEP 2: Complete your application

I. Access the application

1. Ensure that **CCS Emerging Scholar Research Grants – 2023** 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:



The screenshot shows the 'Application Workbench' interface. On the left sidebar, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The main content area displays 'Application workbench' for 'Program TRV13-1 Travel Awards 1 - 2013'. Below this, there is a table with columns: Sel., Project ID, Title, Institution, Save, Status, Delete, Errors, and App. The table contains one row with Project ID 'TRV13-1'. Below the table, there is a row of buttons: Edit (circled in red), Validate, Preview, Print, Submit, Participant Permissions, Program Synopsis, Program Notes, and Show Documents. Below the buttons, there is a section for 'Signatories and references' with a table for 'Research Supervisor / Mentor' containing one row for 'Dr Jane Doe' at 'University of ...' with email 'jane.doe@egr...' and status 'Pending'.

3. Click on the background tab to begin.

II. Enter details of your application

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.](#)

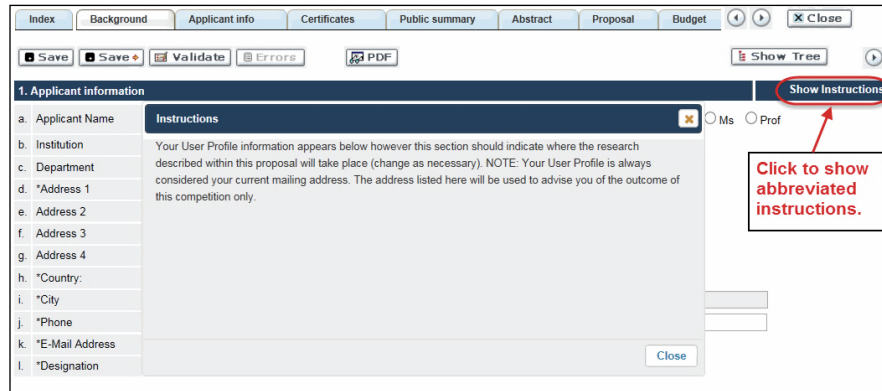
Format for document attachments:

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 10 MB** in size. The system will reject documents that do not meet these

Access instructions within the application:

Abbreviated instructions for completion of each page of the application are provided within the application itself. Click 'Show Instructions' to access them.

These are not meant to be comprehensive – please consult this Application Guide, along with the funding program description, to complete your application:



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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. Please avoid typing in ALL CAPS.

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

Project date: The start and end dates must match the program funding period of December 1 to November 30.

Amount of funds requested: This figure must match the total calculated budget for your application – the total calculated budget is viewable on the Budget Summary page within the Budget section.

Note:

- Funding will be available for up to **\$600k per grant** over 1-5 years (max \$120k/yr)

The screenshot shows a web application interface for entering project information. The form is titled "2. Project information" and includes the following fields:

- a. Project Title: Grant application
- b. Is Financial Institution the same as the Research Institution?: Radio buttons for Yes and No. The "No" button is selected and circled in red. A red box with an arrow points to the "..." lookup button next to it, containing the text: "If you've indicated No, use the ... lookup button to indicate the Financial Institution name".
- c. If No, provide Financial Institution name: A text input field with a "..." lookup button to its right.
- d. Project Start Date (mm/dd/yyyy): 2/1/2013
- End Date (mm/dd/yyyy): 1/31/2018
- e. Amount of Funds Requested: 0.00 (circled in red). A red box with an arrow points to it, containing the text: "Enter the total budget amount requested (must match the calculated amount in the Budget Summary)".
- Project Cost: 0.00

The interface also shows navigation tabs (Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, Budget) and action buttons (Save, Save*, Validate, Errors, PDF, Show Tree).

Language: Complete the entire application in one language only.

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




3. Participants

Add any **Additional Authors, Collaborators and Patients/Survivors/Caregivers**, who will be part of the research team.

The Emerging Scholar Research Grant is aimed at establishing and advancing the independent research programs of early career researchers. Additional Authors and Collaborators can be part of the research team, but it is expected that the proposed project will be led by the early career researcher applicant. Inclusion of Co-PIs and co-applicants is not permitted for this award (unless previously approved by CCS). In cases where a joint project is proposed, with pre-approval by CCS, co-PIs who are also Emerging Scholars may be included. Additional authors who will be supported through the ESRG grant must be part of the PI's immediate research team.

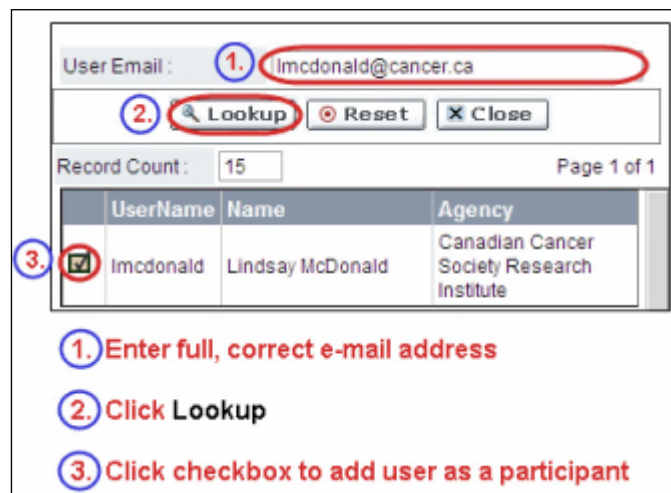
Note:

- 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.

Note: You can give others (anyone with an EGrAMS profile) access to your application, and set their permissions according to their role. See [Appendix C](#) for instructions.

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



UserName	Name	Agency	
<input checked="" type="checkbox"/>	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.)

Additional Authors

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

Patients/Survivors/Caregivers

Patient/Survivor/Caregiver 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. Patients/Survivors/Caregivers 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.

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.

Attach CV and/or Letter (Collaborators only)

With the exception of the Financial Officer and Collaborators, each research team participant must provide a CV, following the format and naming convention outlined in the [Biographical sketch template – for academic and non-academic participants](#) on our website (under Templates). Do not exceed 5 pages per person.

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

k. *E-Mail Address	test@email.com
l. *Designation	APROF ... Assistant Professor
m. *Letter of collaboration	Choose File EGRAMS TE...UMENT.pdf ×

Upload a letter of collaboration for each collaborator.



How to add multiple participants

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

3. Participants

Enter Co-Principal, Co-Applicant and... feature and enter their e-mail address... appears in their user profile.

Click the Save and move forward button to add another participant

Use the ... button to locate participants who have already registered in the system

Attach a CV for each participant (except Financial Officer)

Save Save and move forward Validate Errors PDF

Contact Type

a. EGRAMS Login

b. *Name

c. Department

d. Institution

e. Address I Address II

f. Address III Country

g. City Province Postal Code

h. Telephone Ext. Fax

i. E-mail Address

j. Designation / Title

k. Curriculum Vitae (CV) Browse...

APPLICANT INFO

4. Principal Investigator CV

Attach in PDF format an up-to-date, abbreviated CV (NIH-style biosketch), following the template provided online, [Biographical sketch template – for academic and non-academic participants](#). Do not exceed 5 single-spaced pages.

In addition, the following can be included (not part of the 5-page limit):

- List of publications during the last 7 full-time, or equivalent, working years*. Highlight relevant publications to this submission.
- Grant support received in the past 7 years

Career interruptions including, but not limited to, parental leaves, extended sick leaves, medical leaves, and family care. Disruptions due to the COVID-19 pandemic are already considered in the 7 years.

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. Please include the start and end dates of each period described (yyyy/mm). COVID-related interruptions were already included in the 7 years.

If not applicable, please indicate this in the form.

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

6. Application and career stage

This section is mandatory and plays no part in the review or funding of an application. The data is used for statistical and communications purposes only.

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

CERTIFICATES

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

For all three certificate types: Indicate whether or not the proposal is subject to certification under the auspices of any, or all, of the Biohazard/Biosafety Committee, the Animal Care Committee or the Ethics Review Board (or their equivalents) of the Host Institution and participating institutions (if applicable). Also indicate at what stage of the project (e.g. Year 2) the certificate will be required so that funds are encumbered appropriately.

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

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

7d. Human samples

Indicate whether 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.



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 are 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.

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

7e. 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 in order to release subsequent funds.

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

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 (1250 character maximum 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 potentially with our donors and other stakeholders. Note that this summary should be understandable by someone who does not have a scientific background and should not contain confidential information.

In your summary, please address the following questions:

- What is the goal/purpose of your project? What need does it address?
- What are you proposing to do?
- Why is this work important? How will it impact people affected by cancer?

Format:

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

ABSTRACT

10. Scientific abstract

Your abstract must include the following 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

Your abstract **should not exceed 4200 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

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.



IMPACT STATEMENT

12. Impact statement

Describe how your project will promote significant advancements in your area of cancer research. In addition, describe how your proposed research and expected outcomes will be of strategic value to your research institution and province.

Format: Your impact statement **should not exceed 4200 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

PROPOSAL

13a. Response to LOI reviews

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

This response **must not be more than 4200 characters** (including spaces) in length, or roughly one full page, single spaced.

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

13b. LOI reviewer reports

Attach the original, complete version of the unabridged reviews from the LOI panel review generated from EGrAMS 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].

14. 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 (including sex, gender, and other dimensions of diversity (SGBA+)). Previous work done this area may be included.
3. Relevance of the proposed research to cancer



4. Describe the data management plan (how data will be collected, documented, protected, and shared, with consideration for the First Nations Principles of Ownership, Control, Access and Possession (OCAP) where relevant)
5. How patient/survivor/caregiver and other relevant stakeholders have been and will be engaged in the research as partners and if applicable, as participants.
6. Knowledge translation and mobilization plan including and outside of traditional academic outputs.

Format: Your proposal **should not exceed 21,000 characters** (including spaces), single spaced and **5MB in size**. Note that the character count may be different when copying text from Word due to formatting. **French proposals should not exceed 25,200** characters.

Up to three pages of figures, tables, charts and their associated legends can be embedded in the text as images, or they will count towards the character limit.

References will NOT count towards the character limit.

Abbreviations: Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, count towards the 21,000 limit.

15. 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

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA⁺)) will be considered in your research proposal. If you selected



'No' to any of the questions in section 20a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

Your response must not exceed **4200 characters, or roughly one full page, single spaced**. Note that the character count may be different when copying text from Word due to formatting - see tips for formatting text in the [rich text editor](#).

Resources:

[How to integrate sex and gender into research \(CIHR\)](#)

[Online Training Modules: Integrating Sex & Gender in Health Research \(CIHR\)](#)

16. Key milestones and timelines

Provide a document which clearly outlines key activities and milestones for the term of the project, inclusive of timelines or target dates. Also indicate the responsible/lead individual for each activity where known.

Format:

- **1 page** (text, tables, graphics, etc.)
- Upload the document in EGrAMS as a single pdf not larger than 5MB
- **Naming convention:** Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-milestones].

17. Career development plan

Briefly describe how the Emerging Scholar Research Grant will impact your career development and how it will enable you to become a future leader in cancer research in Canada and internationally.

Specifically, provide a career development plan that includes:

- a. Previous training and research experience
- b. Demonstrated commitment to cancer research
- c. Leadership and mentorship capabilities and experience
- d. Career development plan and goals, and how the CCS Emerging Scholar Research Grant will enable the applicant to achieve these goals
- e. Mentorship plan for the applicant's own career

Format: Your career development plan **should not exceed 4,200 characters** (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.

18. Training and mentorship plan

Describe the training strategies you will implement to foster the growth of your research team. Clear describe what actions will be taken to ensure that training and development opportunities will be equitably provided to all members of your research team.



Format: Your training and mentorship plan **should not exceed 4,200 characters** (including spaces), single spaced. Note that the character count may be different when copying text from Word due to formatting - see [tips](#) for formatting text in the rich text editor.

19. Host institution commitment

Upload a two-page letter of commitment and support (PDF format) 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 are 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.

20. Research team contributions

List each research team member (including individuals who are listed as a Participant and any others not named) and indicate the % of the project work to be completed by each individual. Do not add a '%' sign in the 'percent of the project work' field; the total should add to 100.

21. Terms of Reference

A detailed [Terms of Reference](#) including all members of the team is required as part of the application process. The template provided is recommended, but not mandatory for use. Teams may opt to utilize other appropriate templates.

Note that Term 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.

Please upload a PDF document to EGrAMS, **not to exceed 5 MB in size.**



22. Appendices

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

Use this section to present 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. Appendices must be in PDF format, up to 10MB in size.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format as an example: [lastname_firstname-appendix1].

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

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

Such interests include, but are not limited to: owning a substantial number of shares of the **Company** (e.g., 5% or greater); sitting on the Board or other Committees of the Company; having an appointment (full- or part-time) as an Officer or Staff member of the Company; acting as a Consultant or Advisor for the Company; having any contract for services with the Company; receiving remuneration of any kind from the Company, etc.

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



BUDGET

24. Budget request

Requests for budgets up to 5 years will be considered. Applicants are asked to enter the amount requested for the grant year period. **Please note that the budget year reflects CCS's fiscal year (i.e. Year 1 is 2023, but corresponds to December 1, 2023 – November 30, 2024).**

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) and 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.**

In addition, up to \$20,000 per year (for a total budget of up to \$120,000 per year and \$600,000 per grant) 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. 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). Note that equipment is not an eligible expense for this section.

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

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

Budget validation: “funds requested does not equal budget amount”

Note that your final budget amount will be validated against the figure entered in [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.

24a. Budget request category: Program expenses – Supplies and Expenses

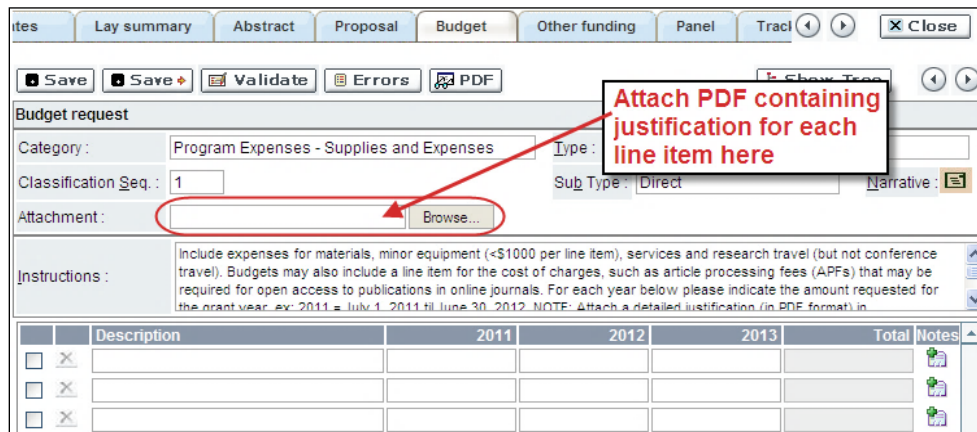
Include expenses for materials, minor equipment (<\$1000 per line item), services and research and conference travel.

It is expected that funded researchers publish in high-quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Therefore, budgets proposed may include



a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals.

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



The screenshot shows a web-based budget request form. At the top, there are tabs for 'ites', 'Lay summary', 'Abstract', 'Proposal', 'Budget', 'Other funding', 'Panel', and 'Track'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The 'Budget request' section includes fields for 'Category' (set to 'Program Expenses - Supplies and Expenses'), 'Classification Seq.' (set to '1'), 'Attachment' (with a 'Browse...' button), 'Type', and 'Sub Type' (set to 'Direct'). A red callout box with the text 'Attach PDF containing justification for each line item here' points to the 'Attachment' field. Below the form is an 'Instructions' section and a table with columns for 'Description', '2011', '2012', '2013', 'Total', and 'Notes'.

- **Naming convention:** please use the following format: [lastname_firstname-justification-supplies].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

24b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. People affected by cancer who are members of the research team should be remunerated according to [CCS policy](#). However, please note the following:

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



- Additional authors who will be financially supported through the ESRG grant must be part of the PI's immediate research team. Exceptions may be considered, but must be appropriately justified.

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

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

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

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

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

- **Naming convention:** please use the following format: [lastname_firstname-justification-salaries].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.



ites Lay summary Abstract Proposal Budget Other funding Panel Track X 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 = July 1, 2011 til June 30, 2012. NOTE: Attach a detailed justification (in PDF format) in

	Description	2011	2012	2013	Total	Notes
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					
<input type="checkbox"/>	X					

24c. 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. Upload a justification document (in PDF format) describing 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

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).

24d. 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 24a. Supplies and Expenses](#). Equipment requests cannot exceed \$10,000.

Note: The budget limit for year 1 of the grant is \$120,000, including permanent equipment (not to exceed \$10,000).



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

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

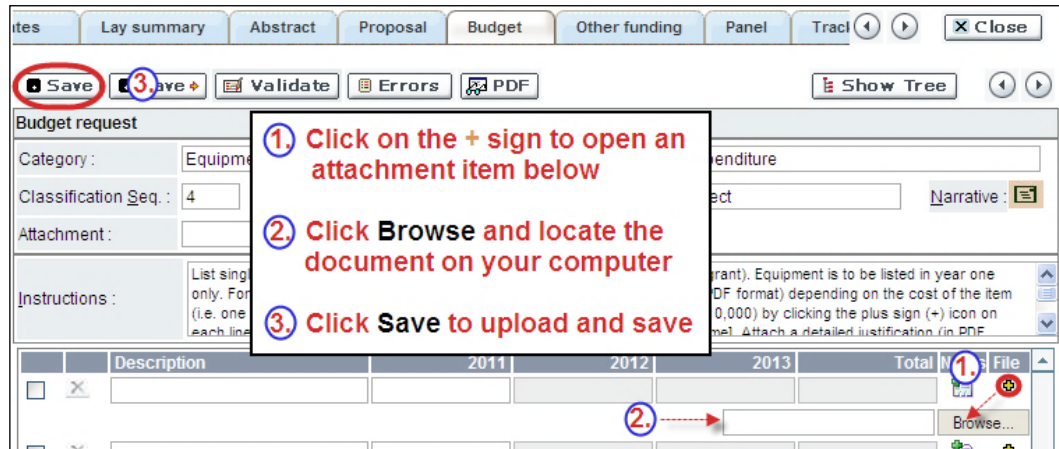
Justification attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

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

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

- Provide a **single quotation** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **Naming convention:** please use the following format: [lastname_firstname-quotation-item-name].





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

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

25. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**.

OTHER FUNDING

26. Other funding declaration

Complete the Other funding declaration.

27. Summary of other funding

This section is optional.

Where conceptual overlap (or perceived specific aim and/or budgetary overlap) exists for an existing (funded) or pending grant application, describe the nature of the overlap (or lack thereof). Include the title, funder, duration and budget of the funded or pending grant in your explanation. This applies to Principal (and Co-Principal Investigators, where relevant) on the team.

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



Format:

Title:	<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>

NOTE: For the file name, please use the following format: [lastname_firstname-other_funding]

REVIEW PANEL

28. Panel

One panel will review all grant applications.

29. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate. Note that these may be patient/survivor/caregiver reviewers or end-user/decision-maker reviewers in addition to scientific reviewers.

30. Reviewer exclusions

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



TRACKING

31a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

31b. 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 one research focus that best describes the project.

Biomedical research – Projects that rely on model systems or are basic/fundamental research. Includes understanding disease mechanisms or studying cell pathways in model systems or patient-derived cell lines. If any component of the project uses patient-derived tissue or involves human subjects, it should 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 testing drugs, biomarkers, or mechanism of action of drugs in patients, patient-derived tumours, 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).

31c. 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.

31d. 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.

31e. Underserved populations

Please indicate if your research project is focused on underserved populations.

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

31f. 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.

31g. Cancer site relevance

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

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

When a project does not focus on one or more specific cancer sites (e.g. applies broadly to cancer patients), select “Non-specific/All sites”.

Only use the **Details** description field to describe the site if you have selected **Other** as a site (i.e. Do not enter a ‘%’ sign with your percentage, only enter the number.

31h. Common Scientific Outline (CSO)

Select a maximum of 3 codes which best describe the research. Full details of the Common Scientific Outline can be found at the International Cancer Research Portfolio website (<https://www.icrpartnership.org/cso>).

RELEASE FORM

32. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow the CCS to provide minimal details of their grant to potential



donors/partners. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS website. Lay summaries of progress and impact of the research will be shared in our internal and external reports, including press releases, social media or other communications.

IMPORTANT: executive authority sign-off and references

Sections 33, 34 and 36 (and 35, if relevant) are mandatory for submission of your application.

HOD/DEAN

33. 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 and references](#). You have read access and can thus monitor when/if the section is complete.

RESEARCH HOST

34. Executive authority of the host research institution

Approval of this application is to be completed by the executive authority of the Host Institution where the research will be conducted and must be completed for you to submit your application.

FINANCE HOST

35. 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.



REFERENCES

36. References

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.

POST-SUBMISSION PUBLICATIONS

37. Post-submission publications

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

Your initial list of publications should be included as part of your CV.

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

Naming convention: please use the following format: [lastname_firstname_publications_yyyymmdd].



STEP 3: Validate and submit your application

I. Validation

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

a) Validate the full application

The screenshot shows the application interface with the 'Index' tab selected. A table lists various sections of the application, including '11. Tables, graphs, charts and associated legends', '12. Appendices', '13. Budget request', '14. Panel recommendation', '15. Reviewer recommendation', '16. Reviewer exclusions', and '17. Research tracking information' (with sub-sections 17.a through 17.d). The table has columns for 'Status', 'Del', 'Errors', and 'Comments'. A callout box with instructions is overlaid on the table. At the bottom, there are buttons for 'View Errors' and 'Validate'.

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

b) Validate one section at a time

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

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

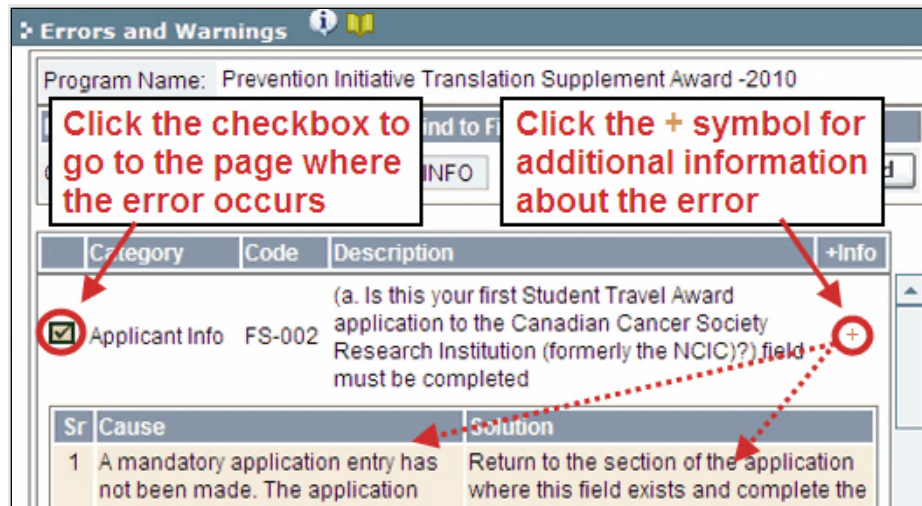
The screenshot shows the 'Applicant Information' section of the application. The 'Save' and 'Validate' buttons are highlighted with red circles. A callout box with instructions is overlaid on the form. The form contains fields for 'Applicant Name' (Joe Smith) and 'Institution'.

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

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

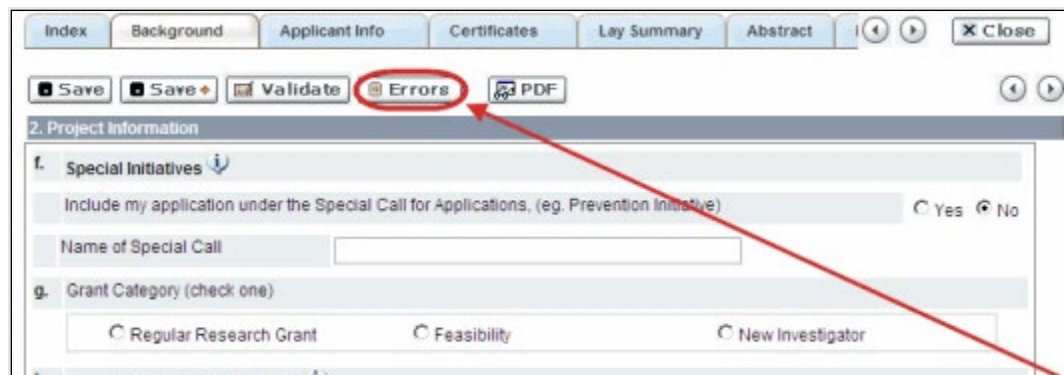


- Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.



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

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




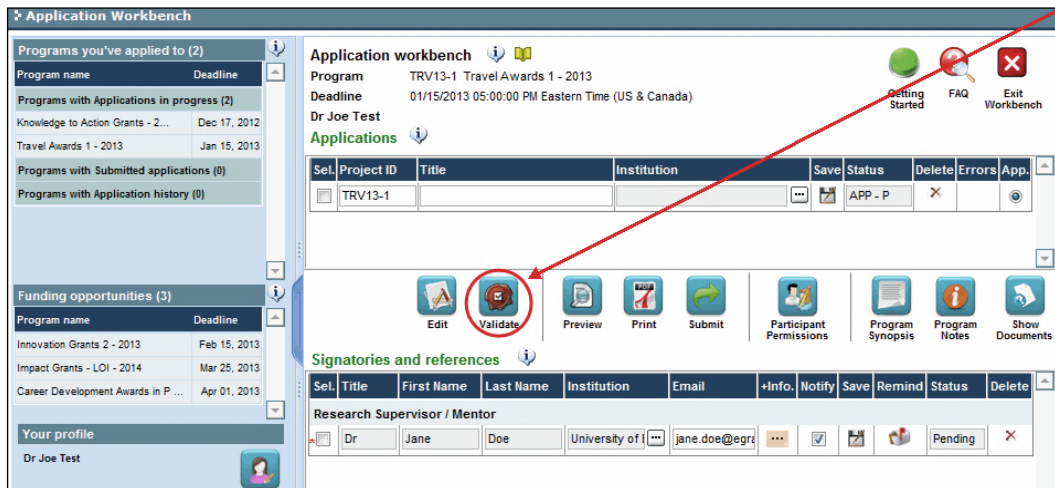
3. When all errors are resolved for every section, click the **Close** button to exit the application.




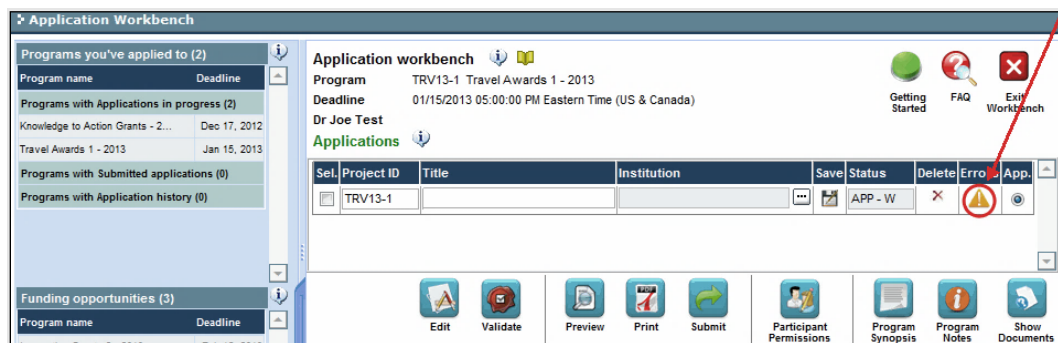


II. Preview and submission


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




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




3. Errors can be corrected through the  menu.

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



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

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

III. Confirmation

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



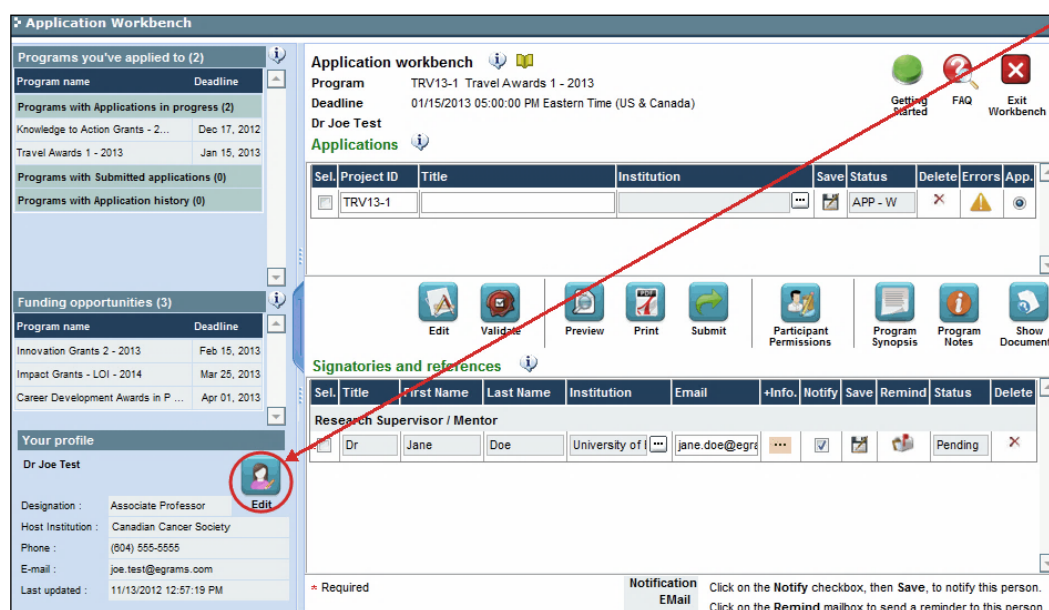
APPENDIX A: Troubleshooting

- **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.



The screenshot shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The 'Your profile' section is highlighted with a red circle around the 'Edit' button. A red arrow points from this 'Edit' button to the 'Edit' button in the 'Applications' table. The 'Applications' table has columns: Sel, Project ID, Title, Institution, Save, Status, Delete, Errors, App. The 'Signatories and references' section has columns: Sel, Title, First Name, Last Name, Institution, Email, +Info, Notify, Save, Remind, Status, Delete. The 'Research Supervisor / Mentor' table has columns: Sel, Title, First Name, Last Name, Institution, Email, +Info, Notify, Save, Remind, Status, Delete. The 'Your profile' section shows: Dr Joe Test, Designation: Associate Professor, Host Institution: Canadian Cancer Society, Phone: (804) 555-5555, E-mail: joe.test@egrms.com, Last updated: 11/13/2012 12:57:19 PM.

- **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.



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

Getting Started | FAQ | Exit Workbench

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete/Errors	App.
<input type="checkbox"/>	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											
<input type="checkbox"/>	Dr	Jane	Doe	University of	jane.doe@egr		<input checked="" type="checkbox"/>			Pending	

- **Budget error during validation**

Application stage: [Step 3: Validate and submit your application](#)

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

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



APPENDIX B: The Application Interface

I. Navigation

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



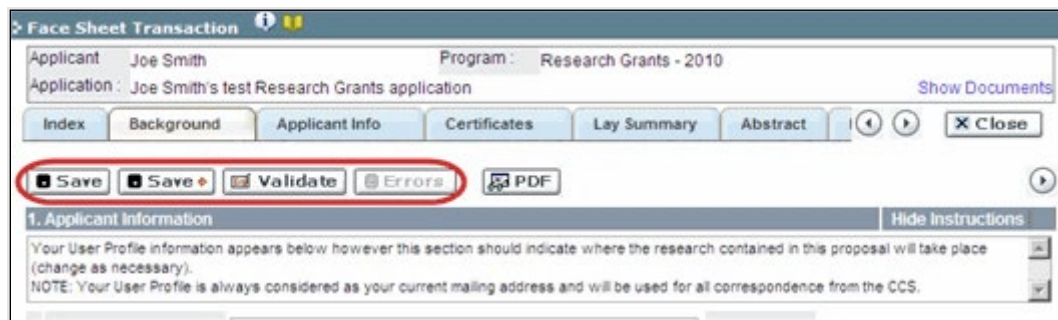
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.
4. **Advance page by page through application** – Some sections (tabs) are 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.

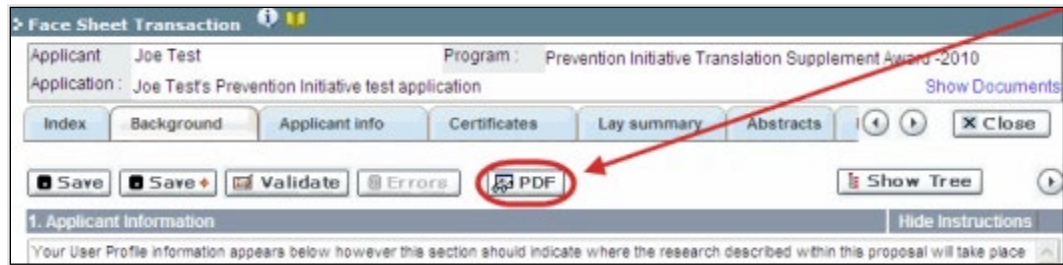
▪ Validate and check for errors


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.



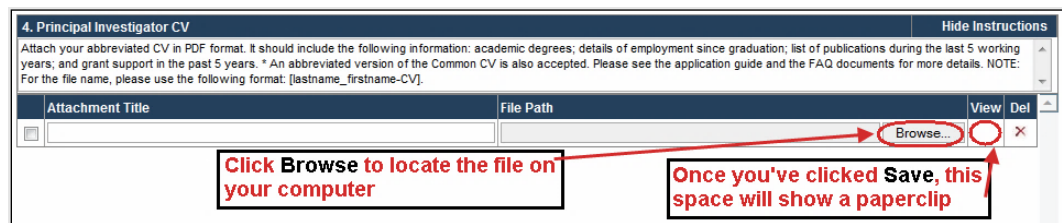


If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.

Print

IV. Uploading document attachments

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



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

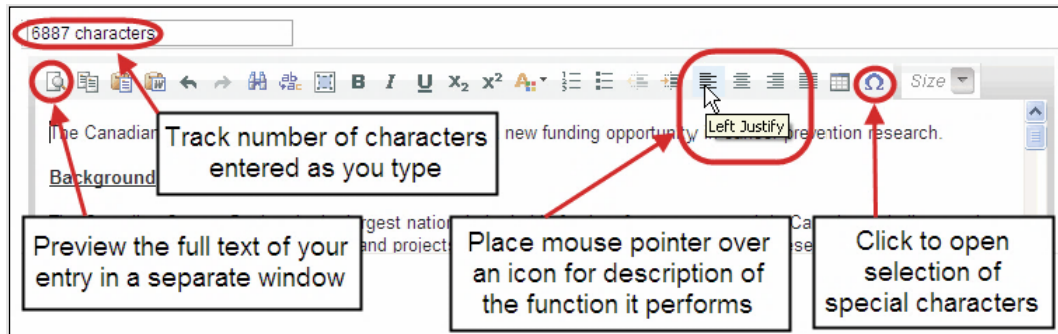
V. The rich text editor

Copying and pasting formatted text:

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



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

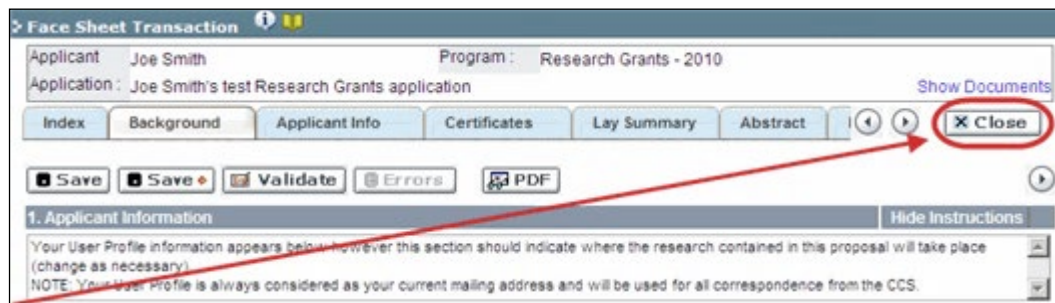


Use the rich text editor to:

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

VI. Exit

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



APPENDIX C: Assign participants access to your application

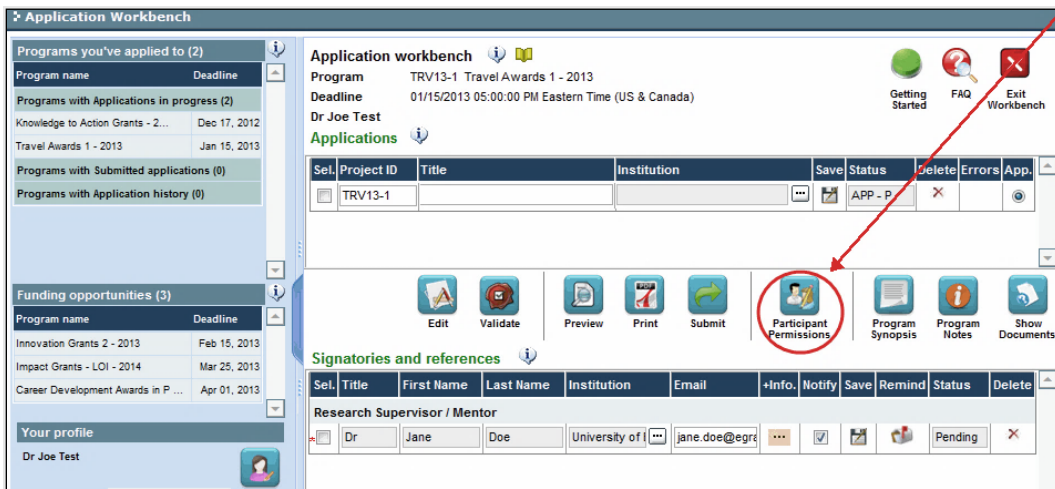
Follow the instructions below to give Co-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role.

Prerequisites for application access:

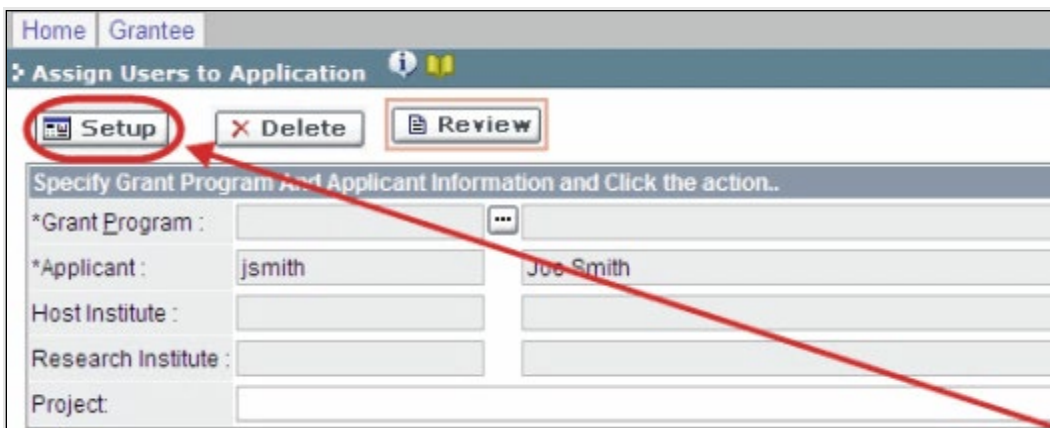
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.





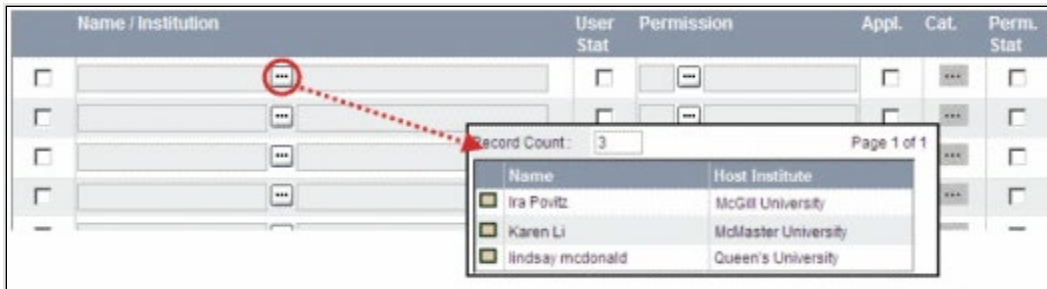
1. From the **Application workbench**, click the **Participant Permissions** button:




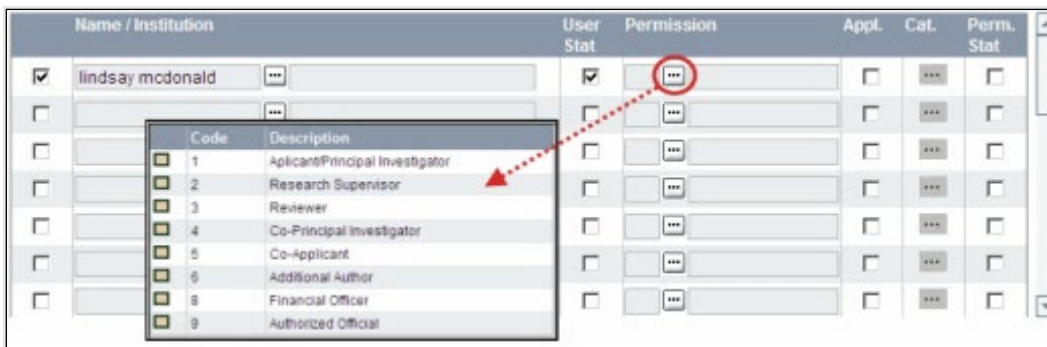
2. Click the **Setup** button:



- Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.
- Click **Find**.
- Use the  button to open the lookup box in the **Name/Institution** column.
 - All EGrAMS users you have entered on your application as [Participants](#) will be listed in the lookup box:




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

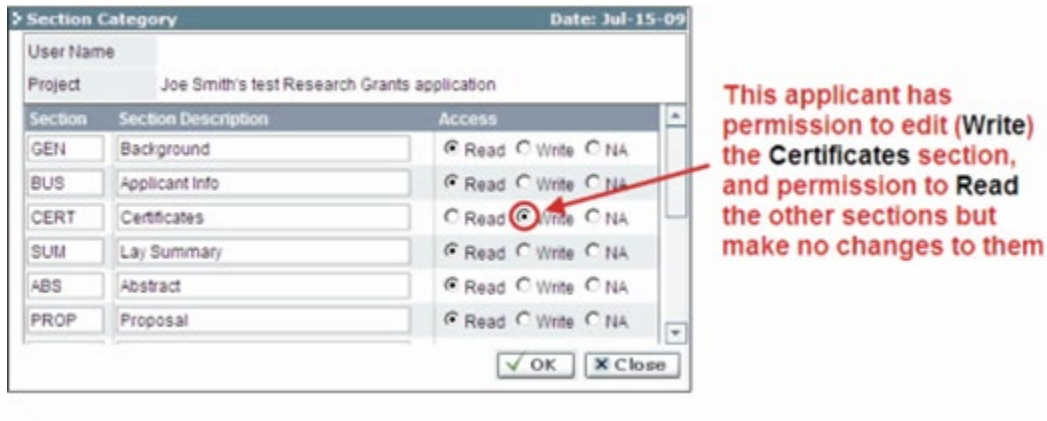


- Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



- Use the  button to open the lookup box in the **Cat.** column and assign access permissions for each section of your application to the project team member.
 - Read** access means an applicant can view the content of that section but cannot make any changes to it.
 - Write** access means they are able to edit content in that section.
 - NA** means they will have no access to the content in that section.





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

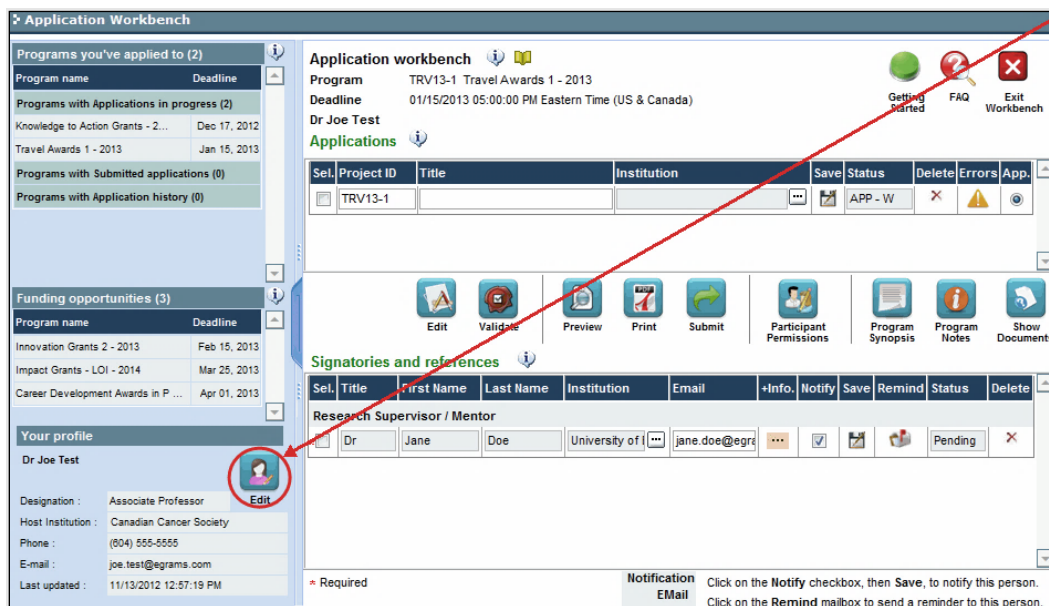
9. Click **OK** to save your entries.

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



APPENDIX D: Update your profile

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



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)

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

Programs with Submitted applications (0)

Programs with Application history (0)

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

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

Dr Joe Test

Applications

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

Signatories and references

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

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (604) 555-5555

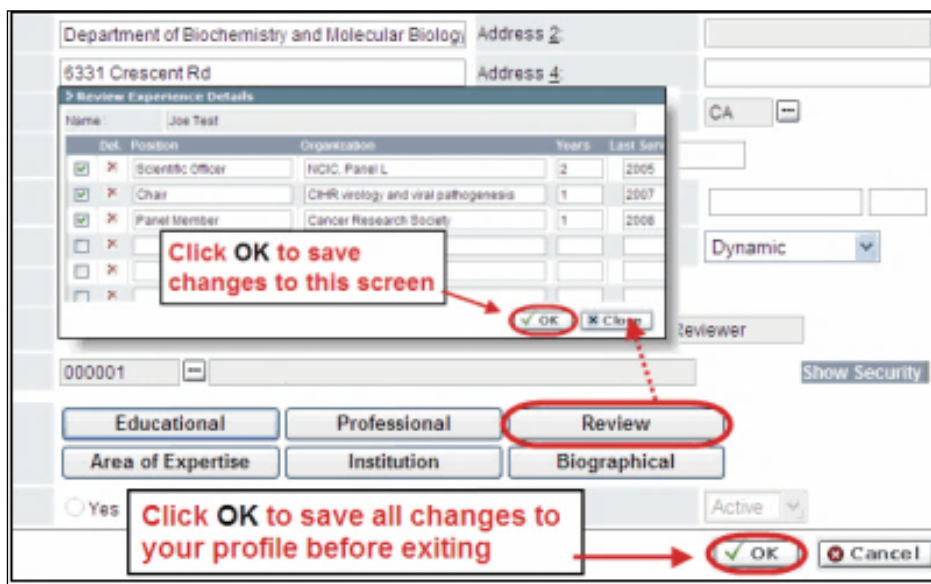
E-mail : joe.test@egrams.com

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

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

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

Click OK to save changes to this screen

OK Close

000001

Dynamic

reviewer

Show Security

Educational Professional **Review**

Area of Expertise Institution Biographical

Yes Active

Click OK to save all changes to your profile before exiting

OK Cancel



Saving changes to Additional Details screens:


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

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

Interpreting the data fields:

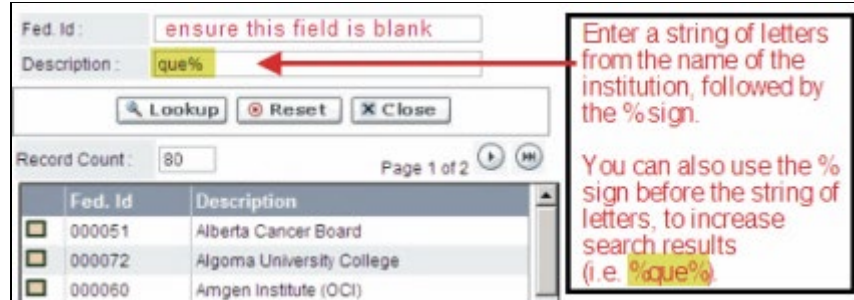
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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

Institution: Click on the  button, and select the name of your current research institution.

**** If you do not see your institution listed in the dialogue box, contact egrams@cancer.ca. Include “EGrAMS institution set-up” in the subject line.**

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



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

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

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

City: Enter your city.

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

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

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

Designation: This field is mandatory.

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

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

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

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

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

The screenshot shows a web form with the following elements:

- Host Institution:** A text input field with a dropdown arrow button.
- Hide Security:** A button circled in red, with a red arrow pointing to the security question dropdown buttons.
- Security Question 1:** A text input field with a dropdown arrow button.
- *Security Answer 1:** A text input field.
- Security Question 2:** A text input field with a dropdown arrow button.
- Security Answer 2:** A text input field.
- Additional Info:** A section containing six buttons arranged in a 2x3 grid:
 - Top row: Educational, Professional, Review
 - Bottom row: Area of Expertise, Institution, BiographicalThe entire grid is circled in red.

