

Errors to avoid when preparing a research application

To assist grant applicants, the Canadian Cancer Society has identified the mistakes made most often in preparing a research application. This list is intended to highlight for applicants common errors to avoid.

- 1. Language used in the public/non-scientific summary is too scientific**
The public/non-scientific summaries are very important tools used in fundraising, communication and marketing efforts by the Canadian Cancer Society. The language used should be appropriate for a lay audience and should follow the format described. Write as if you were explaining your research project to a high school class or to a donor at the door.
- 2. No abstracts for “Summary of Other Funding Applied For and Received” are included**
The abstracts are needed by the panel members to determine budgetary overlap.
- 3. The proposal and scientific abstract sections contain inserted symbols and heading styles not supported in the rich text editor.**
Refer to the document [Using the EGrAMS rich text editor](#) for information on the correct way to format the proposal.
- 4. Inclusion of inappropriate figures/tables/charts.** The content should be appropriately labelled as a figure, table or chart and should only contain supporting information/data, including appropriate legend descriptions.

Applicants are also strongly encouraged to consult the companion document, [Tips on preparing a successful Canadian Cancer Society research grant application](#), for additional useful information.