



Canadian
Cancer
Society

**EMERGING SCHOLAR AWARDS
APPLICATION GUIDE
ESA-21**

Canadian Cancer Society

July 1, 2020
Version 1

Please note the following important points:

- Due to COVID-19, the full application deadline for the Emerging Scholar Award program will be delayed, as will the funding start date. The eligibility window will not change as a result of this delay. The anticipated deadline is October 15, 2020, and the award start date is tentatively scheduled for May 1, 2021. Updates will be shared by email as they become available.
- Applicants must complete all sections in the full application form. None of the information provided in the LOI application will be carried over.
- There must not be substantive overlap (more than 50%) between the ESA proposal and any pending application (including those at the abstract or Letter of Intent submission stage) to any other Canadian Cancer Society (or CCS-partnered) Research program as of the competition due date. The onus is on the applicant to indicate the extent (or absence) of overlap.

Emerging Scholar Awards application guide

Four easy steps

1. [Create your application](#)
2. [Create access to your application for signing authorities](#)
3. [Complete your application](#)
4. [Submit your application](#)

Troubleshooting

- [Host Institution field is empty or incorrect, and lookup button does not work](#)
- [Delete an application](#)
- [Budget error during validation](#)

Additional information

- [Appendix A: Understanding the application interface](#)
- [Appendix B: Assign Co-Applicants access to your application](#)
- [Appendix C: Update your profile](#)
- [Appendix D: Guidance document for ESA applicant referees](#)

STEP 1: CREATE YOUR APPLICATION

Step 1: Create your application

1. Log in to [EGrAMS](#) to access the **Application workbench**.
2. Click the **Emerging Scholar Award - 2021** program under the Funding opportunities section on the left.
3. The **Project ID** will default to ESA-21 (the **Grant Program** code).
4. Enter the full project title into the **Title** field.
 - The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the button to select a different institution if necessary.

Troubleshooting tip: empty Host Institution field

The **Host Institution** field is auto-populated from information provided in your user profile. If this field is blank, please update your user profile.

The screenshot shows the EGrAMS Application Workbench interface. On the left, there are navigation panels for 'Programs you've applied to (3)', 'Funding opportunities (2)', and 'Your profile'. The main area is titled 'Application workbench' and shows details for the 'ESA-21 Emerging Scholar Awards - 2021' program. A table lists applications, with the first row showing 'ESA-21' in the Project ID column and an empty Title column. A red arrow points to the Title field with the annotation '1. Enter the full project title'. Another red arrow points to a dropdown button in the Institution column with the annotation '2. If the Research Institution is different from your Host Institution, use the ... button to select the appropriate institution from the lookup box'. A third red arrow points to a 'Save' icon in the top right of the application table with the annotation '3. Click the button'. Below the application table, there are sections for 'Signatories and references' and 'References', each with a table for adding details. At the bottom, there are 'Notification' and 'Email' checkboxes and instructions.

5. Click the **Save** icon.

Step 2: Add signing authorities and external references

In order for your application to be complete, input and/or sign-off is required from the following:

- **Head of Department/Dean**
You must obtain sign-off from the Head of the Department where your research will be undertaken.
- **Executive signing authority from the host institution**
You must obtain sign-off from the executive authority for the institution where your research will be undertaken. If funds are distributed by a separate institution, sign-off is also required from the executive authority for the finance institution.
- **References**
3 referees will be asked to upload a confidential letter of reference to your application.

Providing the name and email contact information of your signing authorities will allow the system to generate an automated email containing a link to the page of your application where they can acknowledge their agreement. The system will send the email when you click the **Notify** box. 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 [Appendix D. Guidance Document for ESA Applicant Referees](#))

Note: Create a PDF of your application

You can generate a PDF of your application at any time by going to the **Application workbench** and clicking:



1. From the **Application workbench**, ensure that **Emerging Scholar Award – 2021** is selected.
 - If not selected, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section. Provide 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 your 3 referees.**

STEP 2: ADD SIGNING AUTHORITIES

Note: One of the referees must be a former supervisor, and at least two must not be affiliated with the applicant's host institution.

The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to (3)', 'Funding opportunities (2)', and 'Your profile'. The main area displays 'Application workbench' for program 'ESA-21 Emerging Scholar Awards - 2021'. Below this is a table of 'Applications' with one entry: 'Test' from 'The Hospital for Sick Children'. Below the table are buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. The 'Signatories and references' section contains a table with columns: 'Sel.', 'Title', 'First Name', 'Last Name', 'Institution', 'Email', '+Info', 'Notify', 'Save', 'Remind', 'Status', and 'Delete'. The first row is for 'Head of Department / Dean'. A red arrow points to the '+Info' button in this row. Below the table are sections for 'Executive Authority - Research Host' and 'References'. At the bottom, there are instructions for 'Notification' and 'Email'.

3. Click the **...** button under the +Info heading and enter the required information in the **Reference Additional Info** window.

The screenshot shows the 'Reference Additional Info' dialog box. It has fields for 'Name' (Jane Doe), 'Relationship to you', 'Department' (Biochemistry), 'Position/Title' (Head of Department), 'Phone' ((604)555-5555), and 'Notify Date'. A red arrow points to the 'Position/Title' field. In the background, the 'Signatories and references' table is visible, with the '+Info' button for the 'Head of Department / Dean' row circled in red.

Important: Notifying your signatories and referees

This is a close-up of the 'Signatories and references' table. The row is for 'Research Supervisor / Mentor'. The 'Notify' checkbox is checked. A red arrow points to the 'Notify' checkbox.

If you are ready to notify your referees and/or signing authority about your application, ensure that the **Notify** box is checked off. **Once you click the Save icon, an email containing a unique URL for access to the relevant sections of your application will be sent to your contacts immediately.**

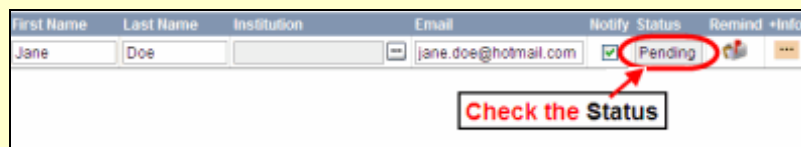
STEP 2: ADD SIGNING AUTHORITIES

Alternatively, if you prefer to notify your signatories and referees at a later time, you can still enter their information and check off **Notify** when applicable.

Best practice tip: monitoring status / sending reminders

Check 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 you are concerned that any of your contacts have not yet completed his or her portion of your application, you can re-send the email notification just by clicking on the button).

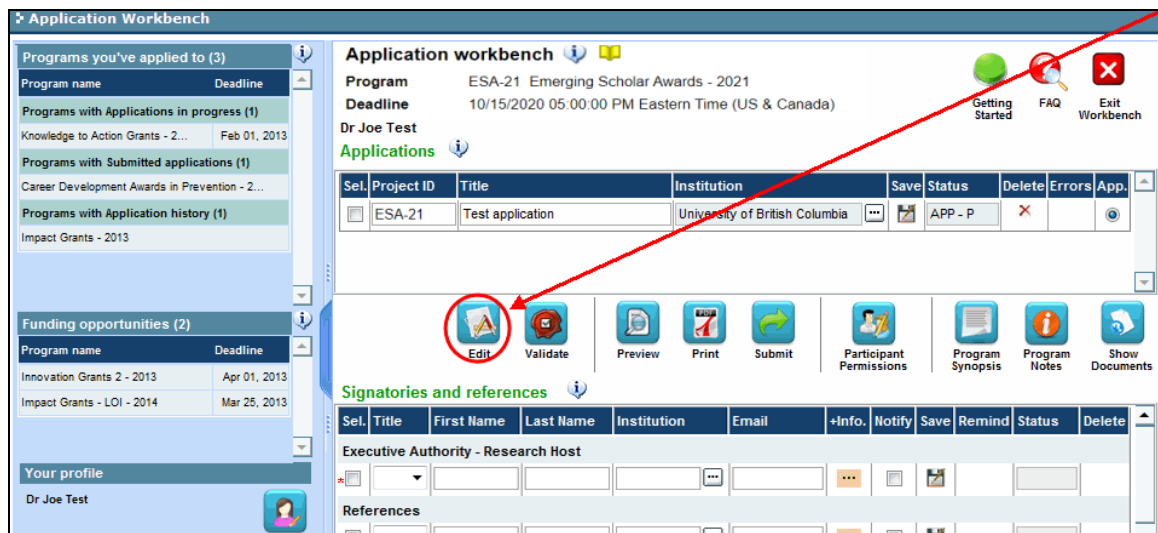


Step 3: Complete your application

I. Access the application

1. Ensure that **Emerging Scholar Award – 2021** is selected in the workbench.
 - if not selected, click the program name on the left under Programs with Applications in progress

2. Click the  button to access the application:



3. Click on the background tab to begin.

II. Enter details of your application

In-depth information: 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 A: The application interface](#).

NOTE: format for document attachments

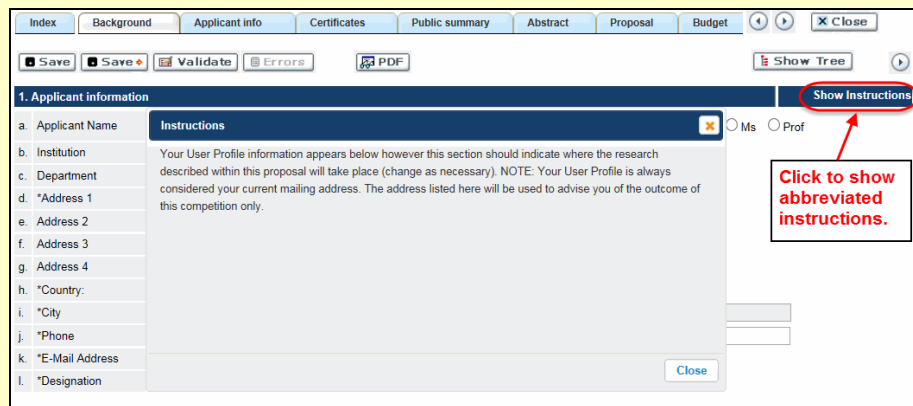
All document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 10 MB** in size. The system will reject documents that do not meet these standards.

STEP 3: COMPLETE YOUR APPLICATION

NOTE: abbreviated instructions within 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 use the Application Guide to ensure your application is completed correctly:



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](#)

[8 Human embryonic stem cells involvement](#)

[Public Summary](#) (items 9-12)

Abstract

[13 Scientific abstract](#)

[14 Non-confidential scientific abstract](#)

[15 Keywords/technical terms](#)

[16 Impact statement](#)

Proposal

[17a Response to LOI reviewer feedback](#)

[17b LOI reviewer reports](#)

[18 Table of contents](#)

[19 Proposal](#)

[20 Sex, gender and diversity considerations](#)

[21 Career development plan](#)

[22 Mentorship plan](#)

[23 Host institution's commitment and support](#)

[24 Research team and environment](#)

[25 Research team contributions](#)

[26 Tables, graphs, charts and associated legends](#)

[27 List of references](#)

STEP 3: COMPLETE YOUR APPLICATION

[28 Appendices](#)

[29 Disclosure of commercial or conflict of interest related to this application](#)

Budget

[Supplies and expenses](#)

[Salaries and wages](#)

[Professional development/Buy-out time](#)

[Permanent equipment](#)

Other Funding

Panel

[Biographical information](#)

Tracking

[38a Research focus](#)

[38b Research subject](#)

[38c Cancer site relevance](#)

[38d Common Scientific Outline \(CSO\)](#)

Release form

Executive Signing Authorities

[40 Head of Department / Dean confirmation](#)

[41 Executive authority for the host research institution](#)

[42 Executive authority for the host finance institution](#)

References

Post submission publications

STEP 3: COMPLETE YOUR APPLICATION

Background


1. Applicant information

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

Background

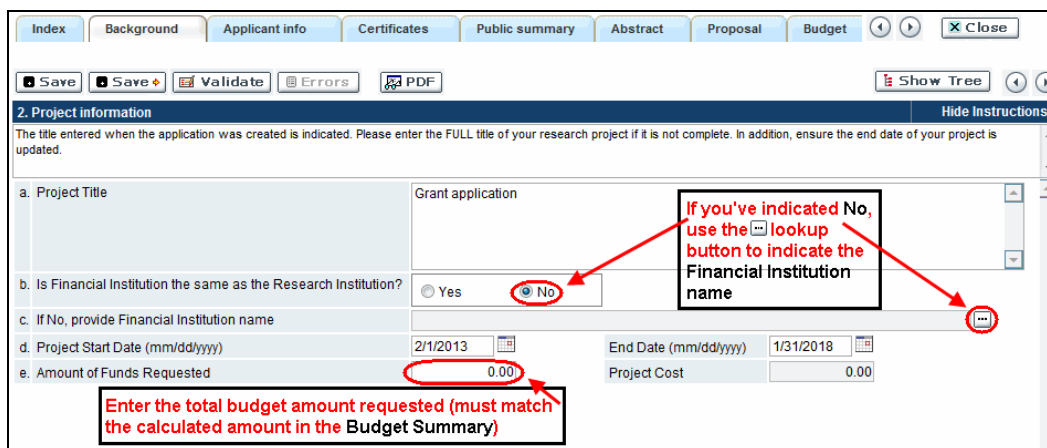
2. Project information


Project title: The title entered when the application was created is indicated. 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 May 1 to April 30.

Amount of funds requested: This figure will default to 0; please enter the requested amount for this project. This figure must match the total calculated budget for your application. (The total calculated budget is viewable on **Budget Summary** page within the Budget section.) **Note that the maximum contribution that the Canadian Cancer Society will make towards a project is \$120,000 per year over 5 years.**



The screenshot shows the '2. Project information' form. It includes fields for Project Title, Is Financial Institution the same as the Research Institution?, Financial Institution name, Project Start Date, End Date, Amount of Funds Requested, and Project Cost. Annotations include: a red box around the 'No' radio button with a note 'If you've indicated No, use the  lookup button to indicate the Financial Institution name'; a red box around the 'Amount of Funds Requested' field with a note 'Enter the total budget amount requested (must match the calculated amount in the Budget Summary)'; and a red box around the 'lookup button' in the Financial Institution name field.


Language: Complete the entire application in one language only. Note for applications submitted in French - all review panels are conducted in English. French language reviewers will be secured as required. It should be noted that securing appropriate reviewers to address language and scientific content can be difficult. Those submitting in French are therefore 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.

STEP 3: COMPLETE YOUR APPLICATION


Note that it is necessary to scroll within this window in EGrAMS to view all fields.

Background

3. Participants

EGrAMS Login: Add participants by first searching for their user profile using the  button. The form will be auto-populated from the data supplied 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:



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-Applicants

Co-Applicants 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.

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.

Important: Additional authors who will be financially supported through the ESA 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. Collaborators do not need to submit a CV but are required to submit a letter of collaboration.

Attach CV or Collaborator Letter (Collaborators only)

With the exception of the Financial Officer and Collaborators, each research team participant must provide a CV, following the same format and naming convention outlined in Section 4 (Principal Investigator's CV).

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

How to add multiple participants

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

STEP 3: COMPLETE YOUR APPLICATION

The screenshot shows a web application interface with several tabs: Index, Background, Applicant Info, Certificates, Lay Summary, and Abstract. A toolbar at the top contains buttons for Save, Save +, Validate, Errors, and PDF. The main section is titled '3. Participants' and includes a 'Hide Instructions' button. A text box explains that entering Co-Principal, Co-Applicant, and Applicant information will auto-populate their contact information. The form fields are labeled a through m. Red callouts provide instructions: 'Click the Save and move forward button to add another participant' points to the 'Save +' button; 'Use the ... button to locate participants who have already registered in the system' points to the dropdown arrow in field 'a. EGrAMS Login'; 'Attach a CV for each participant (except Financial Officer)' points to the 'Browse...' button in field 'k. Curriculum Vitae (CV)'; and 'Upload a letter of collaboration for each collaborator.' points to the 'Choose File' button in field 'm. *Letter of collaboration'.

k. *Curriculum Vitae (CV)		Browse...
k. *E-Mail Address	test@email.com	
l. *Designation	APROF	Assistant Professor
m. *Letter of collaboration	Choose File	EGrAMS TE...UMENT.pdf

Applicant info

4. *Principal Investigator CV

Attach an up-to-date, abbreviated version of your CV, following the format below.

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.

In-depth information: uploading documents as attachments
For detailed instructions on how to upload a document as an attachment to your application, consult [Appendix A: IV. Uploading document attachments](#)

Required format and content:

Your CV should be in PDF format, not exceeding **five single-spaced** pages, containing the below information organized in the following order:

- i. **Academic degrees** – list the degree(s) received, the name(s) and location(s) of the academic institution(s) and corresponding start and end dates (month/year)

STEP 3: COMPLETE YOUR APPLICATION

- ii. **Details of employment since graduation** – include the name(s) and location of employer(s) and the corresponding start and end dates for each employment listed (month/year)
- iii. **Personal statement** – briefly describe why you are qualified and well-suited for your role in the proposed project. You may reference aspects of your training, technical expertise, past contributions in the field and previous publications relevant to the proposed work.
- iv. **Contributions to science (only required for PI)**- list up to five of your most significant contributions to science, particularly in the field of cancer. Provide the significance of each contribution and the role you had in the described work. You may reference publications or research products relevant to the contribution described.
- v. **List of publications during the last five full-time, or equivalent, working years*** - Organize publications according to the following headings:
 - a) Published
 - b) In-press
 - c) Submitted/Under Revision
 - d) Pre-print (i.e. work available through an open-access repository such as bioRxiv)

For the PI's CV: For each publication, the PI's name must be bolded, and the names of the trainees under their supervision underlined. Include an asterisk (*) beside the PI's name to indicate senior authorship, where applicable.
- i. **Grant support active in the past five years (January 1, 2016 – Jan 1, 2021)** – Include the funder, duration, and total grant amount. Indicate your role for each grant listed.

* Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in Section 5. Justified career interruptions will not be included in the calculation of the five-year window.

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

Applicant info

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). If not applicable, please indicate this in the form.

Format: 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.

Applicant info

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.

Certificates

7.a. Biohazard/Biosafety

7.b. Animal care

7.c. Ethics

For all three certificate types: Indicate whether or not the proposal is subject to certification under the auspices of any, or all, of the Biohazard/Biosafety Committee, the Animal Care Committee or the Ethics Review Board (or their equivalents) of the Host Institution and participating institutions (if applicable).

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

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

Certificates

7.d. Human samples

Indicate whether or not the proposal uses human samples.

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 the 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).

STEP 3: COMPLETE YOUR APPLICATION

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: Please be advised that 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 all grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

Certificates

8. Human embryonic stem cells involvement

CCS asks that 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 the section provided. In the space provided, applicants must list the name of the institution(s) where hESC work will take place as well as the status of SCOC approval. Applicants are reminded to disclose all relevant details related to the hESC work in the proposal.

Public summary

9. *Need for project 10. *Goal of project 11. *Project description 12. *Future impact

All applicants must provide a brief public summary, in simple, non-technical language in the format specified.

This public summary will be used:

- to facilitate understanding of the research for various donors and stakeholders
- for adaptation and publication on the CCS website, social media channels, and electronic and print materials such as newsletters, donor reports, and media

Format: For the lay summary, the following character limits apply:

- need for project **should not exceed 500 characters** (including spaces)
- goal of project **should not exceed 500 characters** (including spaces)
- project description **should not exceed 500 characters** (including spaces)

STEP 3: COMPLETE YOUR APPLICATION

- future impact **should not exceed 650 characters** (including spaces)

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

Abstract

13. *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.

Content: Your abstract must include the following sections:

- a detailed summary which clearly describes 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

Format: 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.

Abstract

14. *Non-confidential scientific abstract

For applications approved for funding, the non-confidential scientific abstract will be posted along with the funding results on the CCS research webpage.

Please include a duplicate of your scientific abstract – **with proprietary information removed**. This abstract may also be shared with potential donors and CCS stakeholders when relevant.

Format: 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.

Abstract

15. 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.

NOTE: Enter one keyword or technical term per line.

Abstract

16.a. *Impact on the research field and community

Impact on the research field and community:

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.

Abstract

16.b. *Impact on career development

Impact on career development:

Describe how the Emerging Scholar Award will impact your career development and how it will enable you to become a future leader in cancer research in Canada and internationally. Describe immediate benefits that would become available as a direct result of the funding (i.e. how the award will help build research capacity within your team, provide career development opportunities and mentorship for you and your trainees etc.).

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

17.a. *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. This response **must not be more than 4,200 characters** (including spaces) in length, or roughly one full page, single spaced. Note that the character count may be

STEP 3: COMPLETE YOUR APPLICATION

different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

Copies of the unabridged reviews must be attached using item 17b. in the application (the following page).

Proposal

17.b. *LOI reviewer reports

Attach the unabridged reviews of your LOI application. Reports must be provided in their original, unaltered PDF format, generated from EGrAMS.

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

Proposal

18. Table of Contents

OPTIONAL: Include a brief table of contents to help guide the reviewer through the proposal.

Proposal

19. *Proposal

Provide a detailed outline of the work to be performed, clearly stating the following points. Consider feedback received during the LOI stage when developing your full proposal.

- **aim(s) of the project.** Provide a compelling rationale for your hypothesis by putting your proposed work in the context of previous research done in the field. Proposed aims must be within the scope of the five-year timeline and budget of the grant. Overly ambitious aims are discouraged.
- **the experimental design, methods and analysis.** While preliminary data is not a requirement, it may be included. When preliminary data is not available, the underlying logic or rationale behind the proposed methodology must be clearly articulated. Reference supporting, as well as conflicting (if any), scientific data relevant to your proposal. Present alternate plans in case the primary methods are not successful. In addition, and importantly, sex, gender, diversity (plus other intersectionalities (SGBA⁺)) must be thoughtfully considered, when applicable.
- **relevance of the proposed research to cancer.** Articulate the degree to which the proposed research could ultimately impact cancer control and enhance the quality of life for people living with and beyond cancer.

Format: Your proposal **should not exceed 21,000 characters** (including spaces), or roughly **five full pages**, 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.

Figures, tables, charts and their associated legends must NOT be embedded in the text. For information regarding accompanying figures, tables, charts and associated legends, see [item 26](#) – Tables, graphs, charts and associated legends.

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

To insert special characters, you must use Alt codes or the special character tool in EGrAMS and not Symbol font. Copying text from Word for Greek or French characters using Symbol font will result in these special characters being lost (usually converted to some other letter). For example, in the case of μ , this will be converted to a lower case m.

Proposal

20.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?

Proposal

20.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**. Note that the character count may be different when copying text from Word due to formatting.

Proposal

21. *Career development plan

Provide a career development plan that includes:

- a. your career goals, both short- and long-term, taking account of previous training and research experience to date and career stage
- b. steps you will take to achieve your goals and the anticipated challenges or barriers that must be overcome
- c. timeline and metrics that will define success in reaching your goals

Format: Your career development plan **should not exceed 8,400 characters** (including spaces), or roughly **2 pages**, 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.

Proposal

22. *Mentorship plan

Provide a two-fold mentorship plan that includes the following:

1. Mechanisms in place and mentorship resources that are made available to you by your host institution to support and advance your career as a new investigator. Describe the structure and nature of mentorship you receive from your mentors and the considerations accounted for when choosing them. Detail the goal(s), time commitment and parameters for assessment of outcomes of mentorship.
2. Your vision and core values as a mentor, and the strategies you will employ to attract, retain and support members of your research team. Include approaches you will take to guide your trainees as they navigate the research and academic landscape, or alternative career paths they wish to pursue. Describe how you will create an inclusive research environment that will ensure that opportunities are equitably provided to everyone in your team. Consider best practices outlined in this resource: <https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx#2a>

Format: Your mentorship plan **should not exceed 8,400 characters** (including spaces), or roughly **2 pages**, 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.

Proposal

23. *Host Institution's Commitment and Support

Upload a one-page letter of commitment and support from your Host Institution including the required information outlined below.

The letter included in the LOI application may be updated to ensure all the required items are provided and, in particular, to address reviewer feedback specific to the Host Institution's commitment and support.

- a. confirmation that the applicant holds a firm appointment.
- b. confirmation that at least 75% of the applicant's time will be allocated to cancer research. Describe how the provision of protected time for research is structured, especially in cases where the applicant's salary may be affected.
- c. 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 and a clear description of what the mentorship entails; 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; and strategies that will be employed by the host institution to support the applicant in securing research funding (i.e. guidance on grant application development)
- d. confirmation that the host institution will provide the applicant access to an internal peer review process led by senior investigator colleagues during the tenure of the award, at a minimum.

Proposal

24. *Research team and environment

Describe the roles and responsibilities of the members of the research team (including Co-Applicants, Additional Authors and Collaborators) who will be involved in the project. Outline the specific aspect(s) of the project each member will be responsible for, including a rationale for their inclusion and a description of the research environment where the work will take place. Equity, diversity and inclusion should be considered in the rationale of the team composition and the designated roles within the team, but specifics (i.e. personal identifiers) should not be disclosed in the application.

Format: Your research team description **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.

Proposal

25. 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. The total % should add to 100, do not add a '%' sign in the '%' of work' field.

Proposal

26. Tables, graphs, charts and associated legends

Assemble and appropriately label your figures, tables, graphs, charts and associated legends into one PDF document, **not to exceed 5 pages in length and 5 MB in size** - 3 pages of data figures/tables/graphs/charts plus 2 pages of supporting non-data schematics/flow diagrams with associated legends can be included.

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

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

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

In-depth information: uploading documents as attachments

For detailed instructions on how to upload a document as an attachment to your application, consult [Appendix A: IV. Uploading document attachments](#)

Proposal

27. *List of references

Provide a list of references cited within the proposal. A standard reference style is recommended (e.g. first author, article title, journal title, date of publication, volume, issue, location (pagination)).

Proposal

28. Appendices

Applicants are cautioned to include all essential information within their proposal (item 19 – Proposal) as **reviewers are not obligated to review the appendices**. Appendices will normally be used to present reprints, preprints or manuscripts relevant to the submission. Additional photographic or other graphical material may also be presented at the discretion of the applicant. Out of consideration for the reviewers, it is requested that applicants **reasonably limit the size and number of appendices**. (Reminder: use PDF format, and limit file size to 10 MB.)

Applications that are integrally based on survey instruments, measurement tools or clinical protocols must include these as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers.

Do not include reviews from other agencies.

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

Proposal

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

If any of the Principal Investigator or Co-Applicants 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, 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

Budget request

Requests for budgets up to 5 years will be considered in this competition.

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 (clinical applicants) or for professional development (non-clinical applicants). Describe in detail how this additional support will be utilized. For clinical applicants, 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.

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.

STEP 3: COMPLETE YOUR APPLICATION

Budget

Budget request

Category :

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

It is expected that funded researchers publish in 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 in the first year. 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. **The CCS accepts requests for 5 years of funding.**

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

The screenshot shows the 'Budget request' form with the following fields: Category (Program Expenses - Supplies and Expenses), Classification Seq. (1), Attachment (with a 'Browse...' button circled in red), Type, Sub Type (Direct), and Narrative. 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.

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

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

Budget

Budget request

Category :

Graduate students, postdoctoral fellows, research associates, technical and professional assistants who are part of the Principal Investigator's immediate

STEP 3: COMPLETE YOUR APPLICATION

research team are among those eligible to receive salary support from this grant. However, please note the following:

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

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

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

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences. **CCS accepts requests for 5 years of funding.**

STEP 3: COMPLETE YOUR APPLICATION

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

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: Narrative: [icon]

Classification Seq.: 1 Sub Type: Direct

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						[icon]
<input type="checkbox"/> X						[icon]
<input type="checkbox"/> X						[icon]

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

Budget

30. Budget request

Category: Other Expenses - Professional Development/ Buy-out Time

Up to \$20,000 per year can be used for buy-out time from clinical or teaching duties (clinical applicants) or for professional development (non-clinical applicants). Upload a justification document (in PDF format) describing in detail how this additional support will be utilized. For clinical applicants, 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 in the first year. Requested items must be justified to allow the panel to evaluate. It is not necessary to repeat the narrative for each subsequent year. **CCS accepts requests for 5 years of funding.**

Budget	
Budget request	
Category :	Equipment - Permanent Equipment

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 Supplies and Expenses. Equipment requests cannot exceed 10% of the requested budget.

CCS will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**.

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 the CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

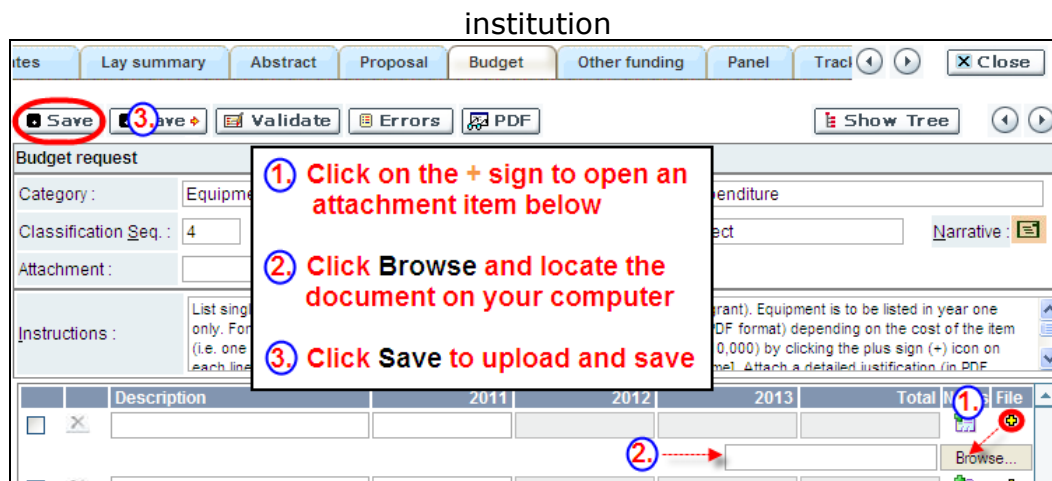
Justification attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

- **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:

STEP 3: COMPLETE YOUR APPLICATION

- For items costing **less than \$10,000 each**, provide a **single quotation** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- For items costing **more than \$10,000 each**, provide **two (2) independent quotations** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **Naming convention:** please use the following format: [lastname_firstname-quotation-item-name].



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

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

Other funding

32. *Summary of other funding applied for and received

This section provides reviewers with a sense of the **Principal Investigator's** research time committed to other projects, and CCS uses the information administratively to ensure that there will be no significant overlap in funds for similar work.

Note: There must not be substantive overlap (more than 50%) between the ESA proposal and any pending application (including those at the abstract or Letter of Intent submission stage) to any other Canadian Cancer Society (or CCS-partnered) Research program as of the competition due date. The onus is on the applicant to indicate the extent (or absence) of overlap.

STEP 3: COMPLETE YOUR APPLICATION

Grantees may not hold a CCS Emerging Scholar Award concurrently with other funding support of similar nature and goals, including but not limited to, Canada Research Chair awards, province-specific establishment grants, early career institutional Chair awards and early career investigator operating grants. Please consult the [program description](#) for further information.

If you are not currently receiving or seeking funding from other sources: Attach a document (in PDF format) clearly stating this.

If you are currently receiving or seeking funding from other sources: Attach a document (in PDF format) containing a list of: a) active grants and b) pending or submitted grant applications following the formatting instructions outlined below. The list must include grants and applications of the PI within the current year (2020) and the ESA grant term (2021-2025). For each entry, clearly indicate all of the investigators who are involved in the grant.

Abstracts, as submitted in the original application for funding, must be provided for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

Applications with missing other funding information or abstracts will be considered incomplete.

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.

The following format is to be used:

ACTIVE GRANTS¹

Title of Grant:	
Source:	
Dollars Awarded²:	
Dates of Approved Project³:	
Term:	
Name of P.I. (% of effort for this grant):	
List of Co-Applicants⁴ (% of effort for this grant):	

STEP 3: COMPLETE YOUR APPLICATION

The major goals of this project are⁶:	
% Overlap⁷:	

PENDING OR SUBMITTED GRANTS⁸

Title of Grant:	
Source:	
Dollars Requested⁹:	
Dates of Proposed Project:	
Name of P.I. (% of effort for this grant):	
List of Co-Applicants⁵ (% of effort for this grant):	
The major goals of this project are⁶:	
% Overlap⁷:	

Notes

¹ List information on all active grants from any source including CCS and other agencies. (Use full name of funding agency.)

² Actual dollars awarded. Specify whether per annum or total.

³ Show the start and end dates for which the grant is (would be) funded.

⁴ List, in alphabetical order, all Investigators on the grant, including yourself, if you are not the Principal Investigator.

⁵ Identify, for each Investigator also named on the current CCS application, the percentage of their research effort allocated to this grant.

⁶ Complete the statement "The major goals of this project are" with a one-sentence description.

⁷ Identify the percentage overlap, if any, that the other grant's budget and/or specific aims have with respect to the current CCS application under consideration. Briefly justify your response, especially in cases where you declare that there is some overlap, or where you declare there to be no overlap with another grant that has a very similar title and/or conceptual overlap.

⁸ Complete the same information for any pending or submitted grants.

⁹ Dollars requested. Specify whether per annum or total.

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

Panel

34. Panel 35. Reviewer recommendation 36. Reviewer exclusions

This section will not be provided to the panel members and will be used by CCS staff for reviewer recruitment and assignment.

Item 34 Panel: ESA panel is selected.

Item 35 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 reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

Item 36 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.

Biographical

Biographical information

While completion of this section is mandatory, responses will be strictly confidential and will not be shared with the review panel. Aggregated and anonymized data will be used for program administration, statistical reporting and communications purposes only.

Tracking

38.a. Research focus

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

Tracking

38.b. Research subject

Select the research subject(s). Be sure to check at least one item.

Tracking

38.c. Cancer site relevance

Select a maximum of four cancer sites where the research will be most relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (%). Only include cancer sites with at least 25% relevance; total should equal 100%. Only use the **Details** description field to describe the site if you have selected **Other** as a site.

Note: Do not enter a '%' sign with your percentage, only enter the number.

Tracking

38.d. 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

39. 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 our website and potentially include a lay summary of the progress and impact of the research in our internal and external reports, including press releases, social media or other communications.

HOD/Dean

40. Head of Department/Dean confirmation

Approval of this application is to be completed by the Head of your research department and 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 2: Add signing authorities. You have read access and can thus monitor when/if the section is complete.

Research host

41. 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

42. Executive authority of the host finance institution

STEP 3: COMPLETE YOUR APPLICATION

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.

IMPORTANT: executive authority sign-off

Sections 40 and 41 (and 42, if relevant) are mandatory for submission of your application.

References

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 [Appendix D. Guidance Document for ESA Applicant Referees](#))

Publications

44. 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. (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.

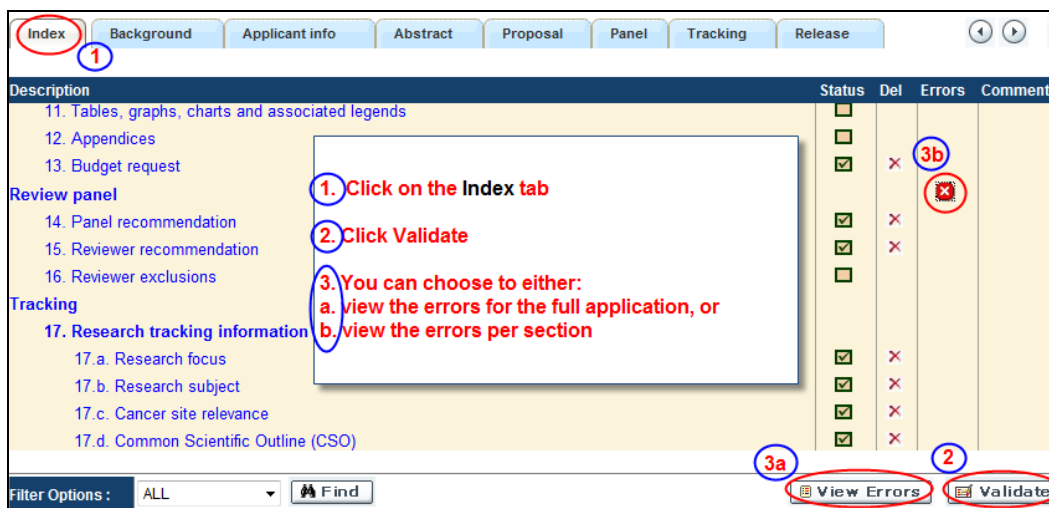
Naming convention: please use the following format:
[lastname_firstname_publications_yyyymmdd].

Step 4: Validate and submit your application

I. Validation

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

a) Validate the full application



b) Validate one section at a time

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

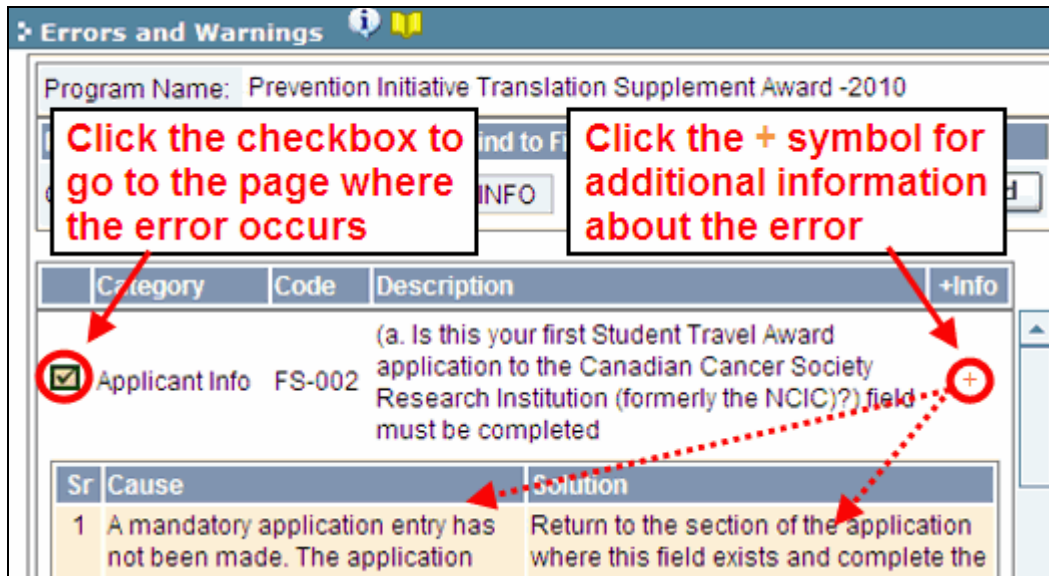
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



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

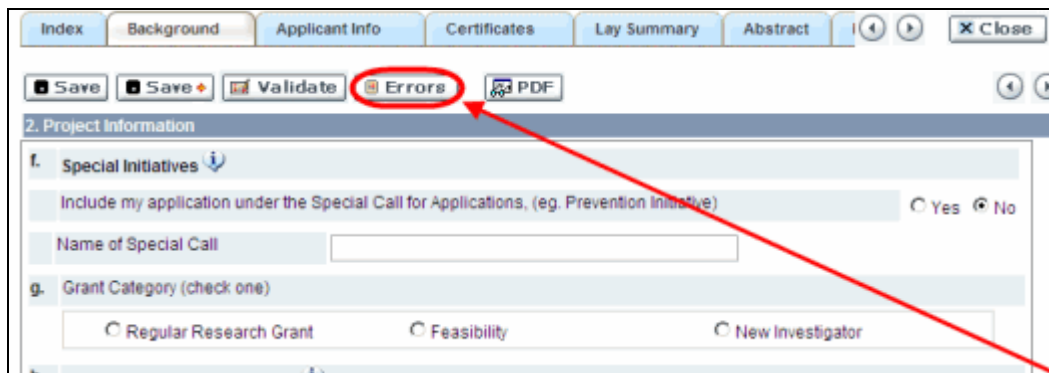
- If errors are found, a dialogue box will open with details.
 - Click the + symbol under the +Info heading for information about the cause and solution of the error.
 - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.

STEP 4: SUBMIT YOUR APPLICATION

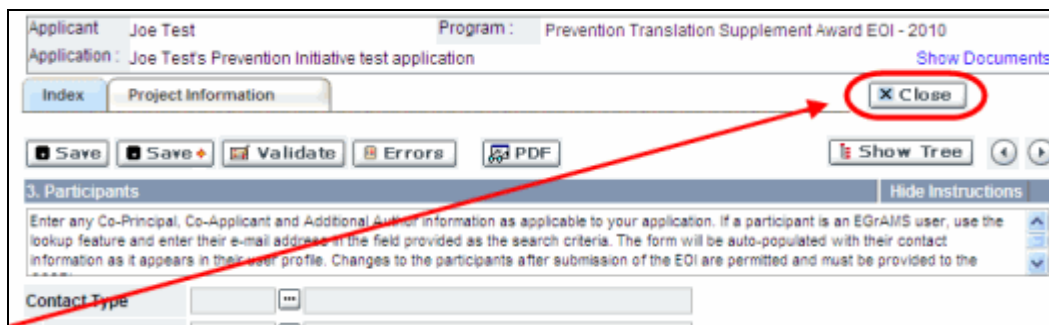


2. To view the dialogue box with the list of errors again, click the **Errors** button:

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

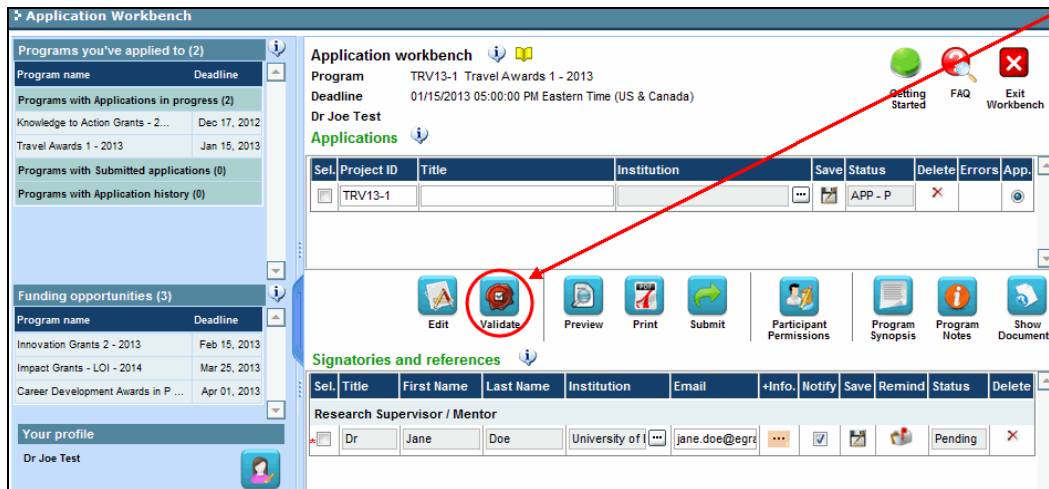



3. When all errors are resolved for every section, click the **Close** button to exit the application:

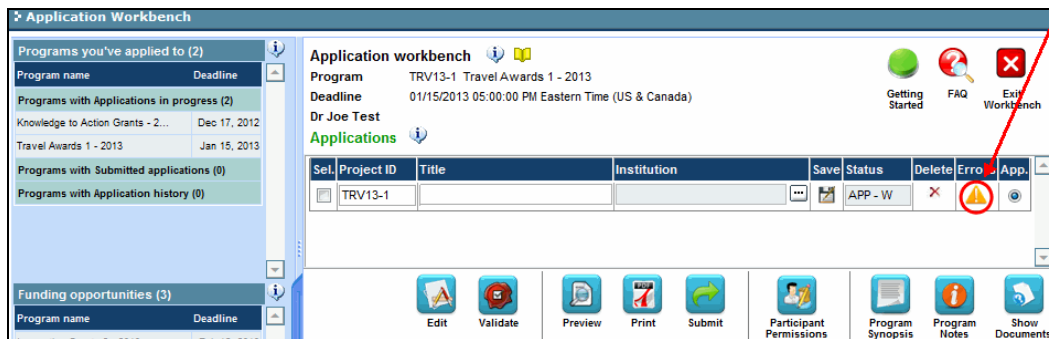



II. Preview and submission


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 the EGrAMS system.

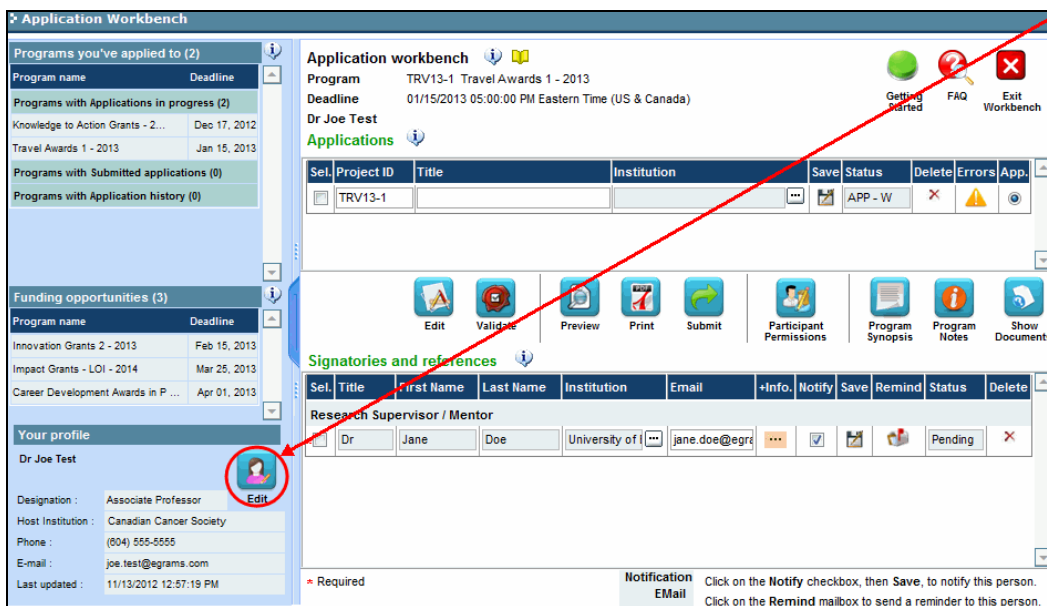
Troubleshooting

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.

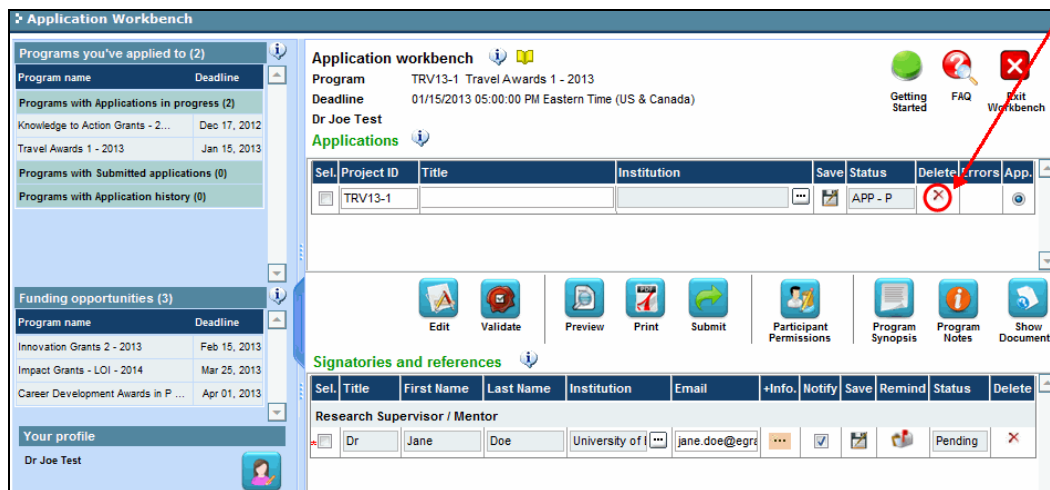


The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to (2)', 'Funding opportunities (3)', and 'Your profile'. The 'Your profile' section shows 'Dr Joe Test' with an 'Edit' button circled in red. A red arrow points from this 'Edit' button to the 'Host Institution' field in the 'Signatories and references' table. The table has columns: Sel., Title, First Name, Last Name, Institution, Email, +Info, Notify, Save, Remind, Status, Delete. The first row shows 'Dr', 'Jane', 'Doe', 'University of [...]', and 'jane.doe@egrs.com'. Below the table, there are 'Required' and 'Notification Email' instructions.

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.



Budget error during validation

Application stage: Step 4: 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: The 2. Project Information section 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 A: The application interface

I. Navigation

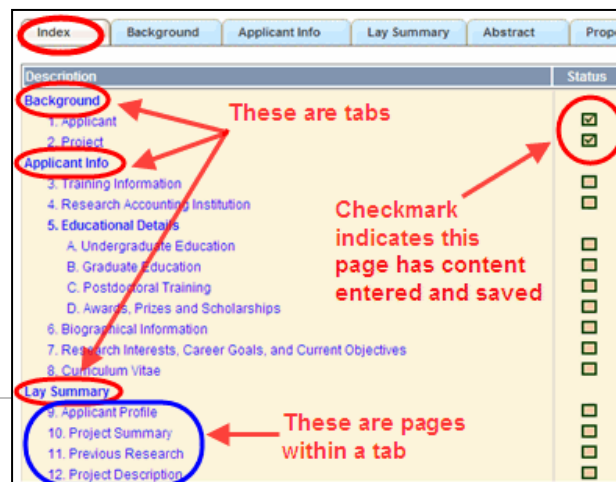
Use the tab banner and arrow buttons to navigate through your application:



- 1. Tab banner** – The application is divided into several sections (e.g. Background, Applicant Info, Certificates, Public Summary, etc.). The section names are displayed as tabs in a banner at the top of every page on the application.
- 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** – Many sections (tabs) will consist of several pages of content. You can navigate within a section by clicking on the arrow buttons that sit just above the **Hide Instructions** label. When you come to the last page of a section, clicking the advance arrow will take you to the first page of the next 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.

If a file has been uploaded to a page, a paperclip icon will appear to the right of the checkbox. You can view the document by clicking the paperclip.

Each line of the index is clickable, and will take you

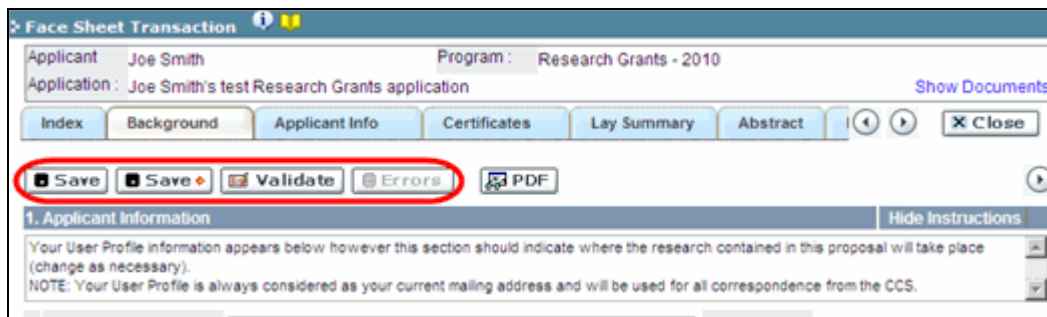


straight to that page of the application.

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.

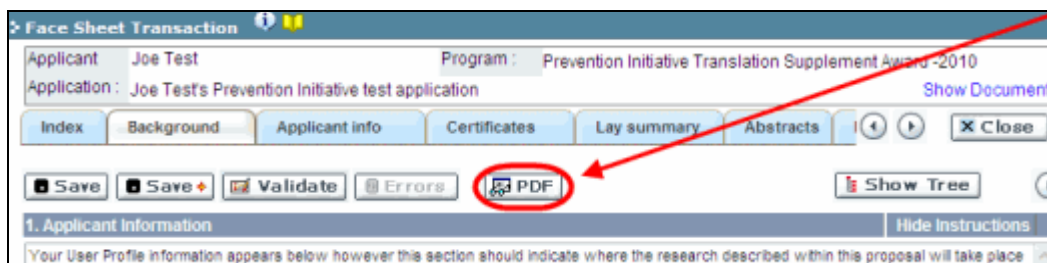
If you try to advance to the next page without saving your work, the system will prompt you to do so.


Validate and check for errors

The validation process is a crucial step in completing your application successfully. For detailed instructions, consult [Step 4: Validate and submit your application](#).

III. PDFs

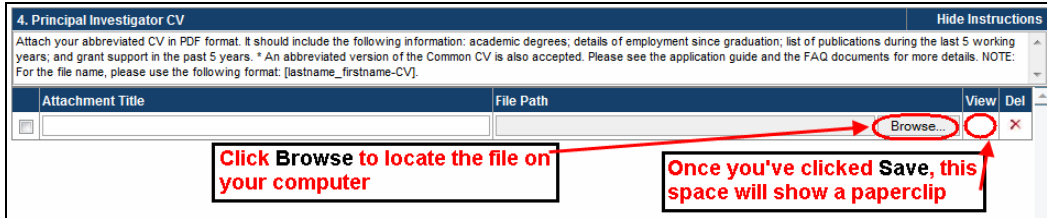
Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.



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.



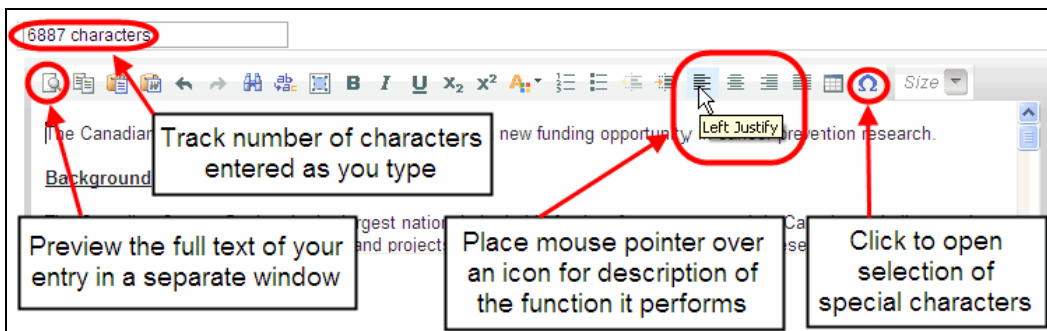
3. Click **Save** to upload the document as an attachment to your application.
 - The **File Name** path will be cleared and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment:

V. The rich text editor

NOTE: copying and pasting formatted text

Text that has been formatted in a word processor can be copied and pasted into the form, and formatting will be preserved, including special characters inserted using Alt codes. The use of the 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). For more information refer to the document [Using the EGrAMS rich text editor](#).

On pages of the application where you are required to enter text blocks, you can format your text with the rich text editor, in the same way you would format text in a word processing program such as Microsoft Word.

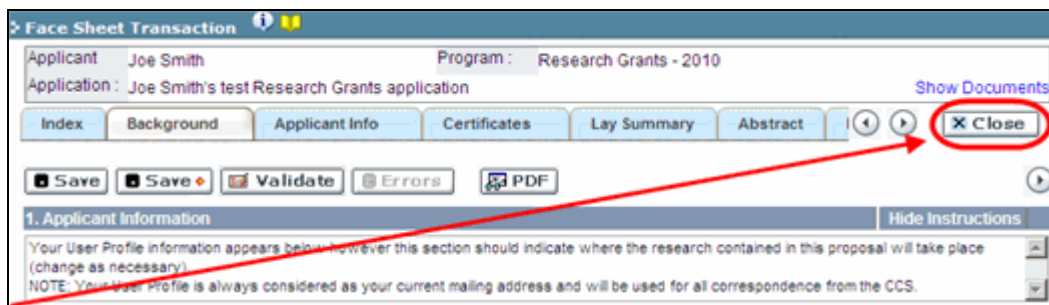


Use the rich text editor to:

- 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

In order to exit the application and access the **Application workbench** again, you must click the **Close** button on the application. If you've forgotten to save your work before clicking the Close button, the system will prompt you to do so.

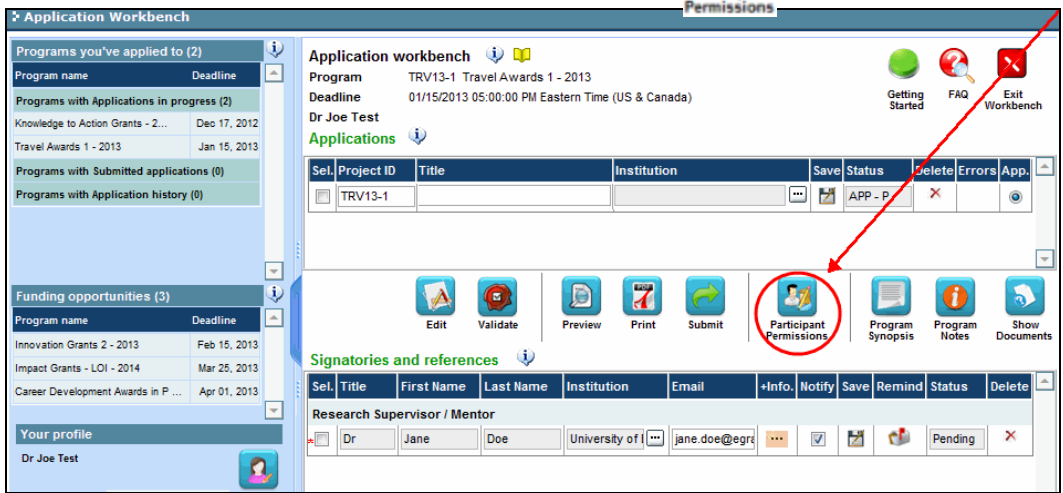


APPENDIX B: Assign Co-Applicants access to your application

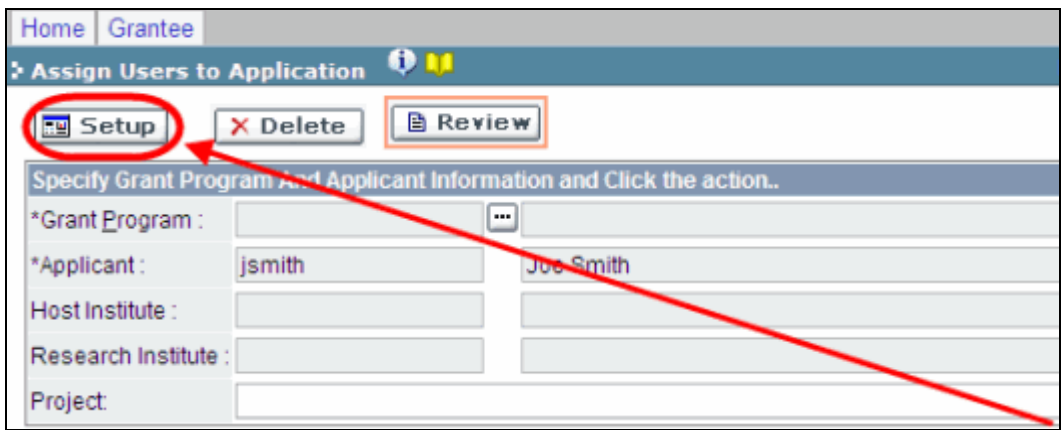
If you intend on others assisting in the completion of your online application, you will need to allow them access to the application, and set their permissions according to their role. This step is optional, as you may choose to complete the application without participation from others.

NOTE: Prerequisites for application access
 In order to complete this step, you must first ensure that your colleagues have active profiles within the system. Only participants named as Co-Principal Investigators, Co-Applicants or Additional Authors can be granted access to your application.

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




2. Click the **Setup** button:

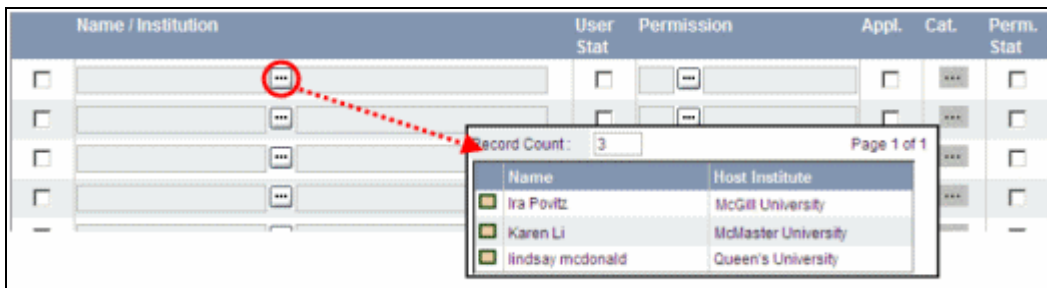



3. Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.

4. Click **Find**.

5. Use the  button to open the lookup box in the **Name/Institution** column.

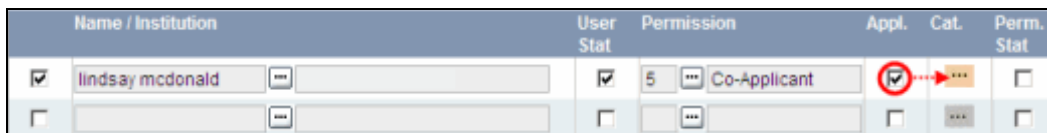
- All EGrAMS users you have entered on your application as Participants will be listed in the lookup box:




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

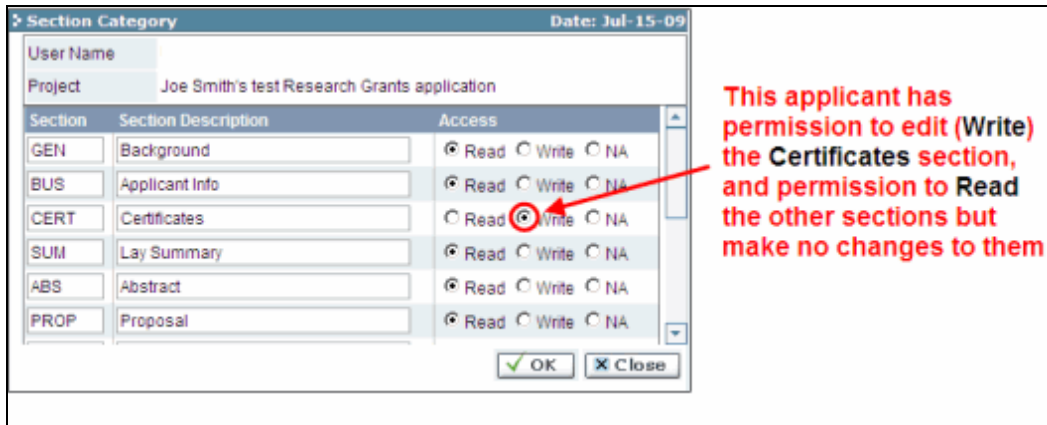


7. Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



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

- **Read** access means an applicant can view the content of that section but cannot make any changes to it.
- **Write** access means they are able to edit content in that section.
- **NA** means they will have no access to the content in that section.




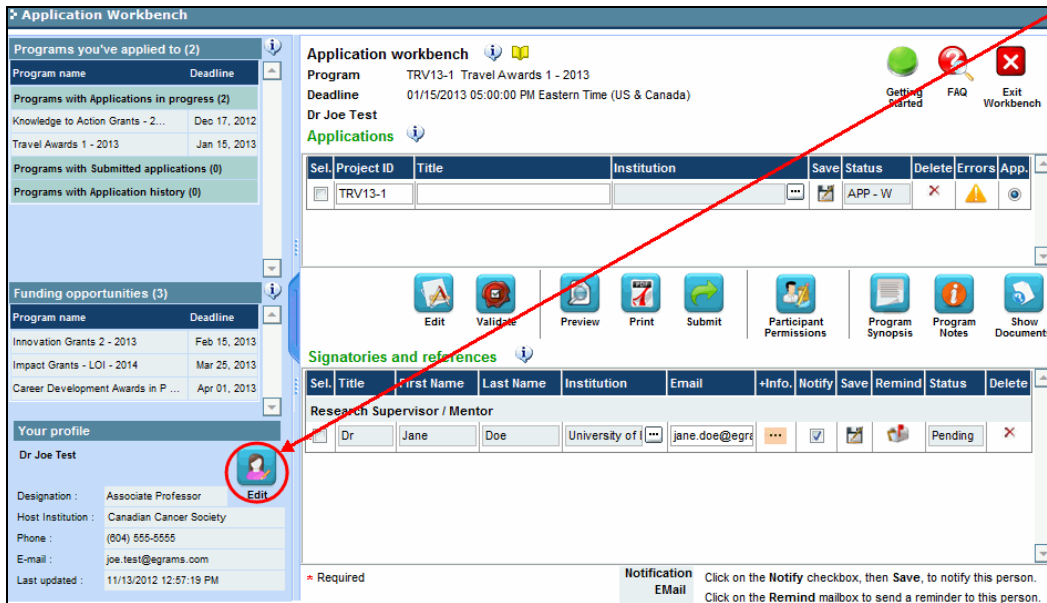
- Alternatively, **uncheck this box to remove a participant's access** to your application.

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

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

APPENDIX C: Update your profile

1. To access your profile for updating, from the **Application workbench**, click the  button.



The screenshot displays the 'Application Workbench' interface. On the left sidebar, under 'Your profile', the user 'Dr Joe Test' is listed with an 'Edit' button circled in red. The main content area shows details for 'Program TRV13-1 Travel Awards 1 - 2013' and a table of 'Applications'. Below that is a 'Signatories and references' table with one entry for 'Research Supervisor / Mentor'.

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

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

Designation	Associate Professor
Host Institution	Canadian Cancer Society
Phone	(604) 555-5555
E-mail	joe.test@egrans.com
Last updated	11/13/2012 12:57:19 PM

Project ID	Title	Institution	Save	Status	Delete	Errors	App.
TRV13-1			...	APP - W	X	!	...

First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
Jane	Doe	University of f...	jane.doe@egr...	...	<input checked="" type="checkbox"/>	Pending	X

2. Make any changes required – consult the definitions of all data fields for assistance.
3. Click **OK** at the bottom right corner of the screen to save your changes

Troubleshooting tip: 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.

Job Title	Position	Organization	Years	Last Seen
Scientific Officer		NCIC, Panel L	2	2005
Chair		CIHR virology and viral pathogenesis	1	2007
Panel Member		Cancer Research Society	1	2008

Interpreting the data fields

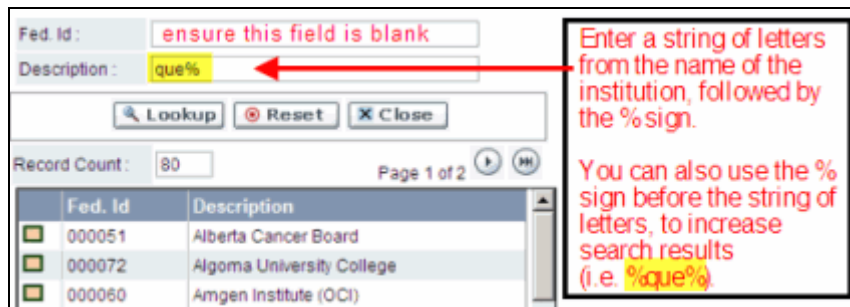
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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 egram@caner.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: Use this line to 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 icon.
- Hide Security :** A button highlighted with a red circle. A red arrow points from this button to the security question section.
- Security Question 1 :** A text input field with a dropdown arrow icon.
- *Security Answer 1 :** A text input field.
- Security Question 2 :** A text input field with a dropdown arrow icon.
- Security Answer 2 :** A text input field.
- Additional Info. :** A section containing a grid of buttons:

Educational	Professional	Review
Area of Expertise	Institution	Biographical

The entire grid of buttons is highlighted with a red circle.

Appendix D: Guidance Document for ESA Applicant Referees

Applicants to the Canadian Cancer Society's [Emerging Scholar Award](#) competition require three letters of reference as part of their full application. One of the referees must be a former supervisor, and at least two must not be affiliated with the applicant's Host Institution.

Letters must be received no later than **October 15, 2020** (5:00 p.m. Eastern) in order for the application to be considered. Please note that applicants cannot view reference letters attached to their submission.

The letter of reference must be 1-2 pages in length, in PDF format, presented on official letterhead, dated and signed. Referees are to include a brief description of their credentials as well as their professional relationship with the applicant to put their recommendations into context.

The letter should address the following information regarding the applicant:

- potential to become a leader in cancer research in Canada and internationally
- commitment to cancer research
- progress towards research independence
- research productivity, with emphasis on their contributions to cancer research
- ability (or potential) to forge collaborations with other researchers in Canada and internationally
- track record (or potential) to attract and mentor high quality personnel

Best Practices for Writing Letters of Reference

Multiple studies have revealed notable differences in the language used by referees in letters of recommendation depending on the subject's gender. For example, several research groups that compared letters written for male and female applicants found that those written for females were shorter and included 'communal' and 'grindstone' terminologies describing character (e.g. selfless, helpful, warm) and effort (e.g. tireless, diligent, committed), respectively. Conversely, letters written for males were generally longer, emphasized achievements and included 'standout' and 'agentic' descriptors associated with leadership and power (e.g. outstanding, excellent, independent, daring, intelligent)^{1,2,3,6,8}. Similarly, albeit less studied, several groups have reported that the subject's race can influence the choice of words and tone used by referees when drafting letters, with fewer agentic terminologies used when describing individuals belonging to minority groups, despite similar credentials with non-minority applicants^{1,4,5}. Collectively, these studies attributed the differences observed to implicit biases that can positively and negatively affect an individual's perceptions, behaviours and decisions in an unconscious manner.

Implicit bias is the unconscious association of attributes and stereotypes to people based on characteristics such as race, age, education,

ability/disability, religion, socioeconomic status, and appearance. These biases are developed over time through exposure to social norms and expectations. As previously reported⁹, the effects of unconscious bias can negatively impact an applicant's overall success in obtaining research funding and reinforce further inequities in academia. It is, therefore, imperative to recognize when opportunities for bias occur and be vigilant in minimizing them.

Below, we offer best practices and resources from various sources¹⁻⁸ for referees to carefully consider when drafting their letters of recommendation:

- Focus comments on the applicant's research skills and academic achievements rather than their interpersonal attributes. Address the points requested and exclude personal information not relevant to the application.
- Carefully consider the choice of words, tone and length of the letter and whether they would differ depending on the subject's demographics. Consider whether the same descriptors would be used for another applicant with equivalent credentials, but of a different demographic background.
- Refer to the applicant's formal title and surname rather than their first name.
- Avoid using language that could unintentionally raise doubt (e.g. hedges, ambiguous comments, faint praises, potentially negative language, and irrelevancies). Provide concrete examples, when applicable.

Additional resources:

- CIHR Unconscious Bias Training: <https://cihr-irsc.gc.ca/lms/e/bias/>
- Harvard Implicit Association Test: <https://implicit.harvard.edu/implicit/takeatest.html>
- Gender bias calculator: <http://slowe.github.io/genderbias/>
- The University of Arizona Commission on the Status of Women: Avoiding gender bias in reference writing: https://csw.arizona.edu/sites/default/files/avoiding_gender_bias_in_letter_of_reference_writing.pdf
- Earth Science Women's Network: Guide to avoid racial bias in reference letter writing: <https://eswnonline.org/guide-to-avoid-racial-bias-in-reference-letter-writing/>

References:

1. Akos, P. & Kretchmar, J. *Gender and Ethnic bias in Letters of Recommendation: Considerations for School Counselors*. Professional School Counseling. (2016).
2. Dutt, K., et al. *Gender differences in recommendation letters for postdoctoral fellowships in geoscience*. Nature Geoscience. (2016).
3. Filippou, P., et al. *The Presence of Gender Bias in Letters of Recommendations Written for Urology Applicants*. Urology. (2019).

4. Grimm, L., et al. *Gender and Racial Bias in Radiology Residency Letters of Recommendation*. Journal of the American College of Radiology. (2020).
5. Houser, G. & Lemmons, K. *Implicit bias in letters of recommendation for an undergraduate research internship*. Journal of Further and Higher Education. (2018).
6. Madera, J. et al. *Gender and letters of recommendation for academia: agentic and communal differences*. Journal of Applied Psychology. (2009).
7. Schmader, T. et al. *A Linguistic Comparison of Letters of Recommendation for Male and Female Chemistry and Biochemistry Job Applicants*. Sex Roles. (2007).
8. Trix, F. & Psenka, C. *Exploring the color of glass: Letters of recommendation for female and male medical faculty*. Discourse & Society. (2003).
9. Witteman, H. et al. *Are gender gaps due to evaluations of the applicant or the science? A natural experiment at a national funding agency*. The Lancet. (2019).

Instructions on submitting letters of reference

Access the website link included in your email notification. This page will be displayed:

Applicant: Joe Test Program: Emerging Scholar Awards - 2021
Application: Emerging Scholar Awards test application [Show Documents](#)

Reference Letters

3

45. *Reference letter

Attachment Title 2	File Name 1	View	Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	<input type="button" value="Choose File"/> Joe_Smith_J...ference.pdf		<input type="button" value="X"/>

1. Click **Choose File** to upload your letter.
2. In the **Attachment Title** field, provide a title for the letter you are uploading. Use the following naming convention: applicant-name_your- name_reference e.g. *joe-smith_jane-doe_reference*
3. Click the **Save** button

Best practice tip: Check that your letter has been uploaded. To confirm that your letter has been successfully uploaded, click the paperclip:

45. *Reference letter

Attachment Title	File Name	View	Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Paperclip"/>	<input type="button" value="X"/>

Troubleshooting tip: URL does not work.

If the website address included in your email is not taking you to the page shown in the illustration above, this may be due to the URL being broken into two lines in your email display. Ensure that you are copying the complete website link into your browser.

If you have any questions regarding this process, please contact egramsc@caner.ca