INNOVATION GRANTS APPLICATION GUIDE INNOV-20

Canadian Cancer Society

July 12, 2019
Version 1

Please note the following important points:

- **This competition consists of a full application only; abstract registration is not required.**
- **There must be no (0%) overlap with any pending or held grant applications (i.e. 100% unique aims – conceptual overlap is acceptable).**
- **Each investigator can submit only ONE application as Principal Investigator/Co-Principal Investigator for this competition.**

Innovation Grants application guide

Four easy steps

Troubleshooting

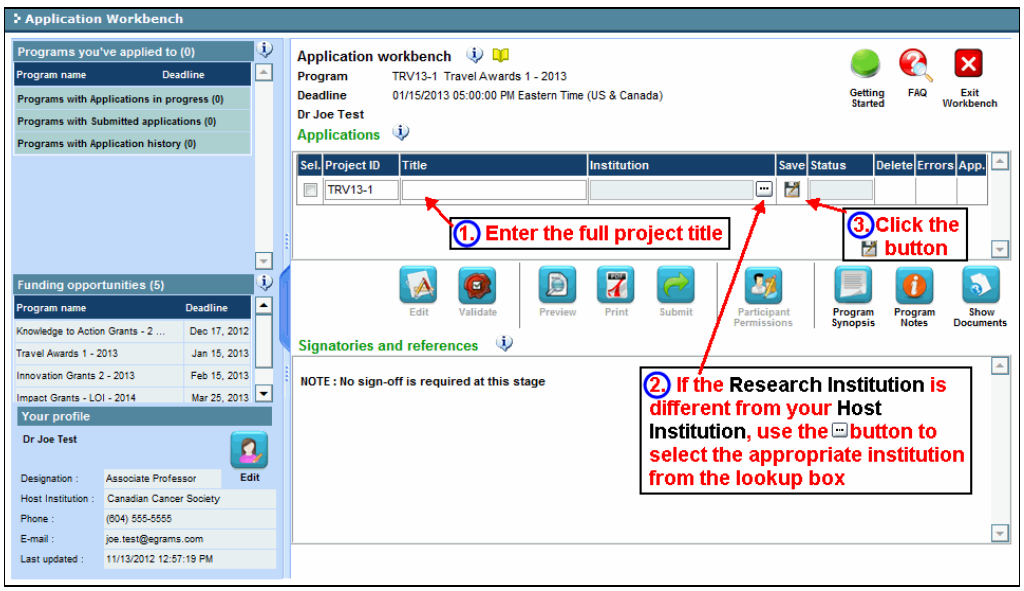
Additional information

Step 1: Create your application

1. Log in to EGrAMS to access the home screen/**Application workbench**.
2. Click the **Innovation Grants - 2020** program under the Funding opportunities section on the left.
3. The **Project ID** will default to INNOV-20 (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, you will need to go back to your profile and add you Host Institution there.



5. Click the 💾 button.

Step 2: Add signing authorities

All applications require sign-off by the Head of the Department and by the executive signing authority from the institution where your research will be undertaken. If funds are distributed by a separate institution, sign-off is also required from the executive signing authority for the finance institution.

NOTE: Researchers who are Department Heads

If the research is being conducted by a Department Head, applications must be authorized by the **Dean of the Department** instead. Their approval must be completed in order to submit the application.

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 (step 2).

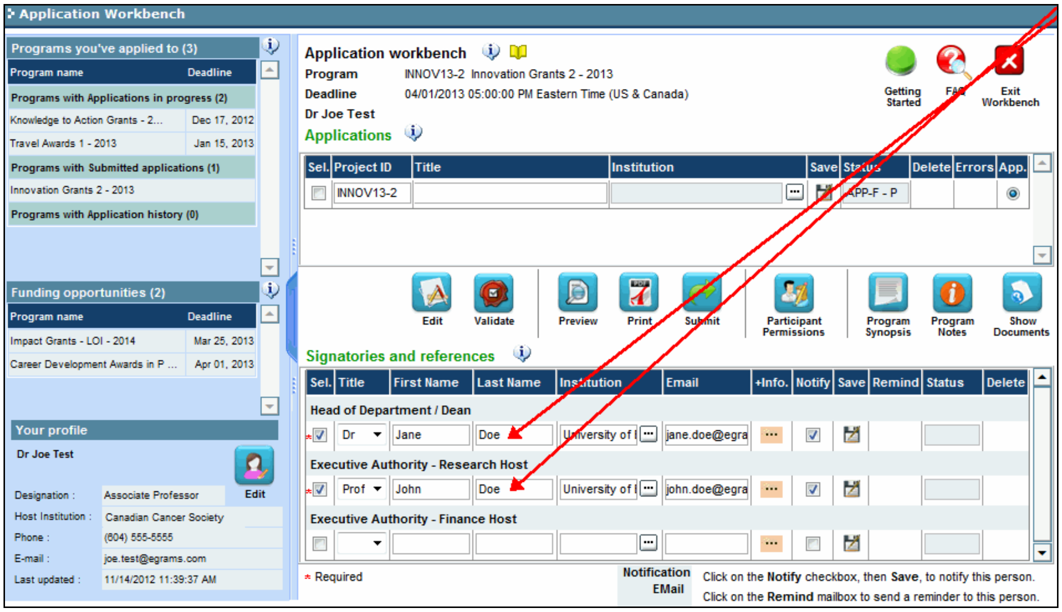
Best practice tip: create a PDF of your application

Note that depending on your institution's policy regarding signing authorities, your Department Head or Dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your application at any time by going to the **Application workbench** and clicking:

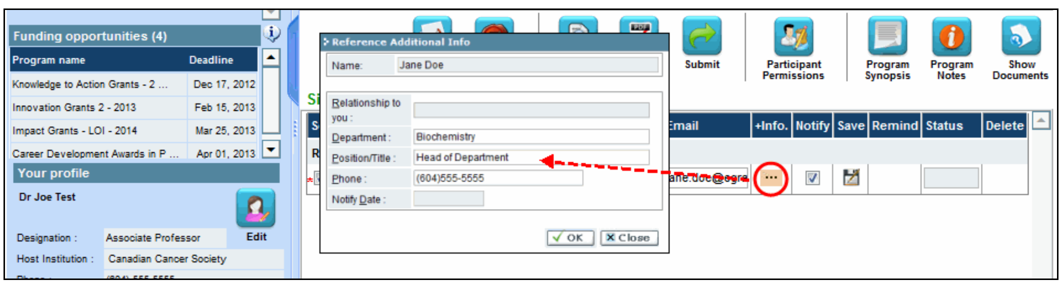
1. From the **Application workbench,** ensure that **Innovation Grants– 2020** is selected.
    - If not selected, click the program name on the left under Programs with Applications in progress

2. Complete the forms under the **Signatories and references** section, providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories:

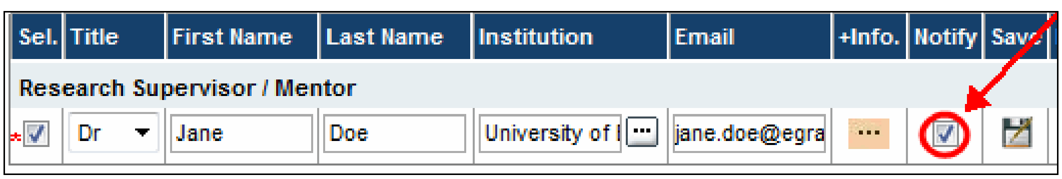
STEP 2: ADD SIGNNG AUTHORITIES



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



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



- This ensures that EGrAMS will send an automated email message to your signatory as soon as you click to save your entry.
- The email will contain a unique URL that will grant access to the relevant section of your application for each contact.

NOTE: Automated email delivery to your signing authorities

The email notification is sent out as soon as you click the button to save your entry into the system. If you are not ready to notify this person, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:

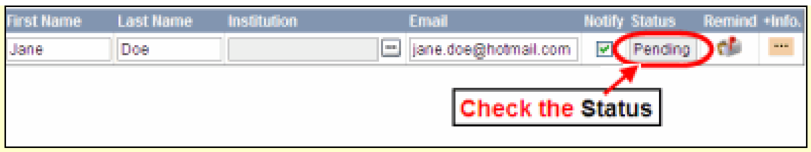
1. Return to the **Application workbench** screen.
2. Click the **Notify** button.
3. Click

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

Best practice tip: monitoring status / sending reminders

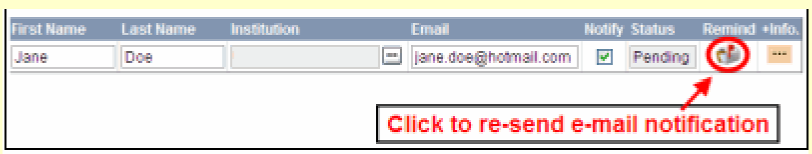
Check to see if your contacts have completed the signing authority sections of your application by following these steps:

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).



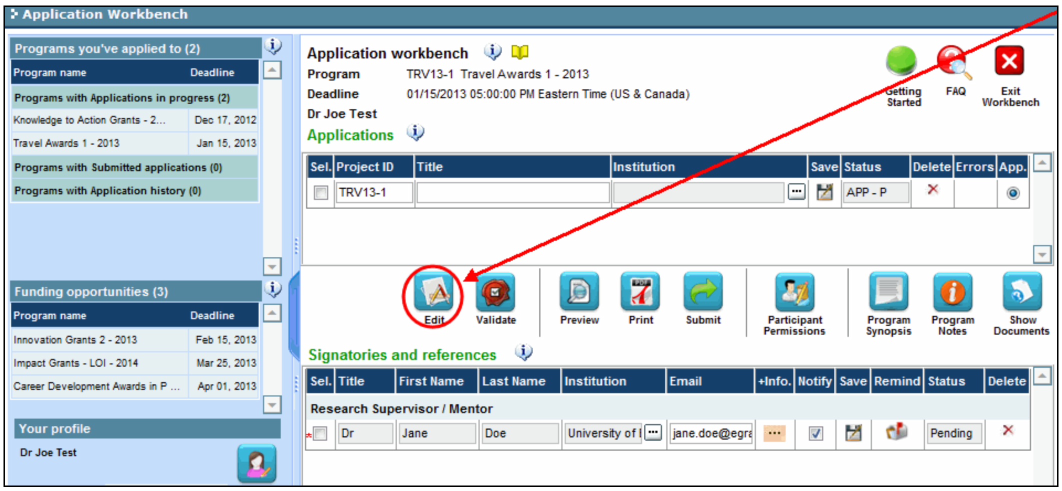
Step 3: Complete your application

I. Access the application

1. Ensure that **Innovation Grants– 2020** 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: Understanding the application interface.]

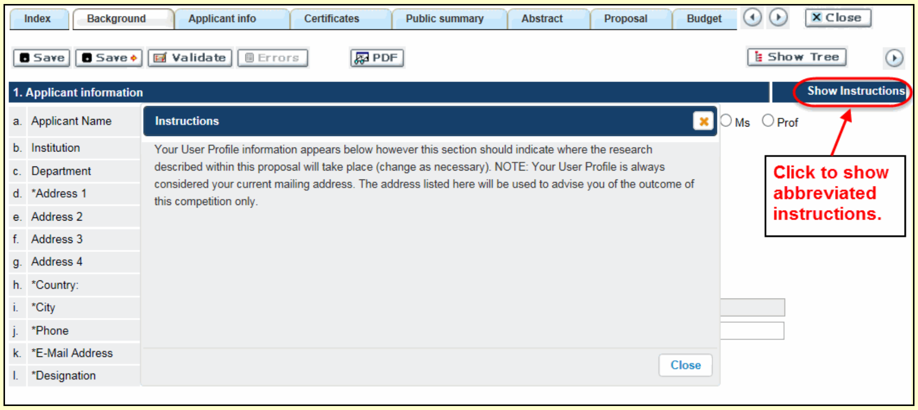
NOTE: format for document attachments

All document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.

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

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

Background

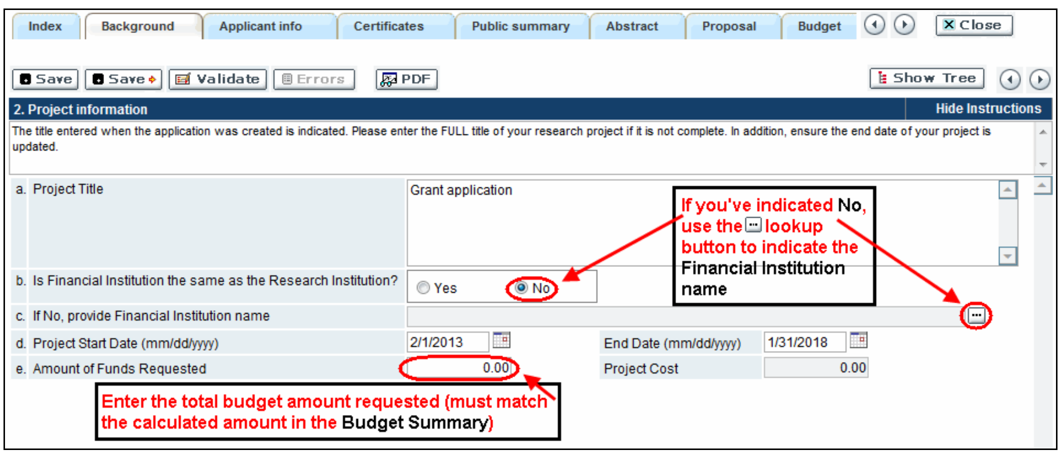
2. Project information

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

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

Project date: The start and end dates must match the program funding period of 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 $200,000.**



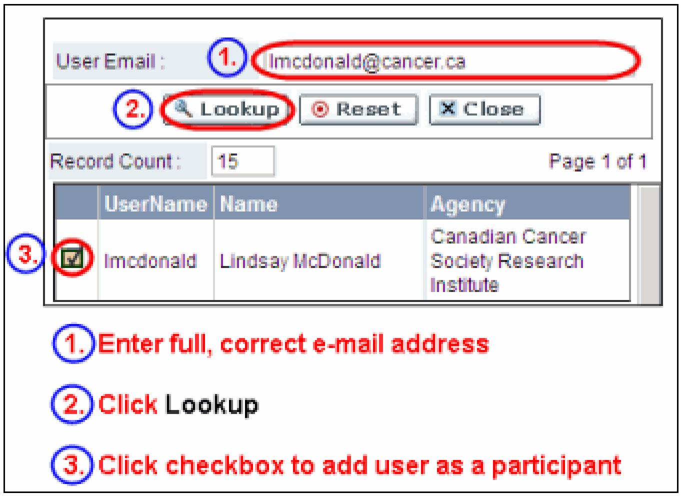
Type of Application: A Re-application is defined as a revised version of a submission that was unsuccessful in a previous Innovation competition. You must respond to the reviews from *that* submission.

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 who have the necessary expertise to critically evaluate the application.

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

EGrAMS Login: If your colleagues have already created a user profile in the system, use the … button to locate them. The form will be auto-populated from the data supplied in their user profile. If they are not in the system, you can type the required information into the form manually.

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



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

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

Co-Principal Investigators and Co-Applicants
Co-Principal Investigators and Co-Applicants are recognized as being 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 projects or have contributed to the drafting of the application itself, but who are not eligible to be included as Co-Principal Investigators or Co-Applicants. Students, postdoctoral fellows, research associates, lay contributors and investigators based outside of Canada may be included in this category. Students,

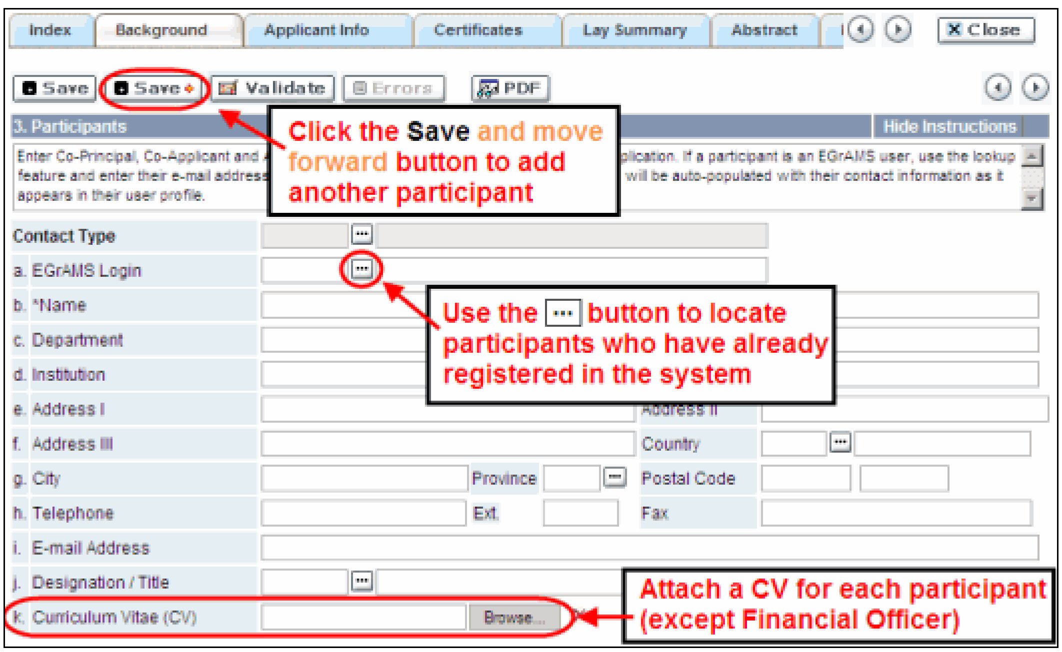
postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

Collaborators
Collaborators include any additional individuals who will be involved in the grant who 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)

Use the **Browse** button next to item (m) on the page to attach a curriculum vitae (CV) or a collaborator letter (for collaborators only) for all participants (excluding the Financial Officer). All research participants (Principal Investigator, Co-PI, Co-Applicant and Additional Author roles) must use the same format and naming convention for their CVs as outlined in Section 4 for the Principal Investigator.

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



Applicant info

4. *Principal Investigator CV

Attach an up-to-date, abbreviated version of your curriculum vitae (CV) in PDF format. Your CV **should not exceed 3 single-spaced pages**, excluding the list of publications and grants. Publication lists may include manuscripts in preparation or manuscripts submitted. **After submission**, and once a manuscript has been accepted for publication, updates can be made in the system (Item 38 – Post Submission Publications) prior to the panel meeting and will be brought to the attention of the panel. The 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

Content: It should not be a lengthy, all purpose CV; only include the following information:

i. academic degrees
ii. details of employment since graduation
iii. list of publications during the last 5 full-time, or equivalent, working years **(highlight relevant publications to this submission, do not include non-peer-reviewed publications).**
iv. grant support received in the past 5 years

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

Applicant info

5. 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.

Applicant info

6. Biographical information (optional)

This section is optional 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 Principal Investigator 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).

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

We ask 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 and must disclose all relevant details 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)
- 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.

NOTE: tips for copying and pasting formatted text into 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.

NOTE: tips for copying and pasting formatted text into 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.

Abstract

15. Keywords/Technical terms

Provide up to a maximum of ten 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. *Innovation statement

The innovation statement should explicitly describe how the project is transformational and innovative. Ensure that the statement focuses on innovation and not significance. Note that the next logical step or incremental advancement on published data is not considered innovative. Examples of eligible projects include the following:

- the investigation of bold, transformational ideas and/or research questions
- the use or development of novel research methods and/or cutting-edge technologies to address a research question
- application or adaptation of existing methods or technologies to novel research questions, or for clinical purposes that may differ fundamentally from those originally intended

Format: Your innovation statement **should not exceed 2100** characters (including spaces), or roughly half a page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

NOTE: tips for copying and pasting formatted text into the rich text editor

Abstract

17. *Vision statement

Content: The vision statement should explicitly describe how the proposed work will move the field forward and accelerate progress in cancer research. This statement should also clearly address the expected "next steps" following completion of the project.

Format: Your vision statement **should not exceed 1000** characters (including spaces), or roughly a quarter page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

NOTE: tips for copying and pasting formatted text into the rich text editor

Proposal

18.a. Response to previous critique (re-applications only)

Reminder: Investigators who are submitting a revised grant application that was unsuccessful in a previous CCS Innovation grants competition can submit either an "Initial" application or a "Re-Application".

A "Re-Application" allows investigators the opportunity to offer a response to the previous review or indicate what modifications have been made as a result of the critiques. This response **must not be more than 2100 characters** (including spaces) in length. Note that the character count may be different when copying text from Word due to formatting.

If you choose to respond to the previous critique, copies of the scientific officer's report and unabridged reviews must be attached using item 18b in the application (the following page).

If you choose not to respond to the critique, the application will be reviewed as an "Initial" submission.

NOTE: tips for copying and pasting formatted text into the rich text editor

Proposal

18.b. Scientific Officer and reviewer reports (re-applications only)

If you are submitting your proposal as a re-application, attach the original, complete version of the Scientific Officer's report and unabridged reviews from the panel review you are responding to, generated from EGrAMS in PDF format. Do not re-format or alter the original PDF reviews in any way.

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

Proposal

19. Table of Contents

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

NOTE: tips for copying and pasting formatted text into the rich text editor

Proposal

20. *Proposal

Content:
A detailed outline of the work to be performed, clearly stating the:

- aims of the project - Investigators must provide a compelling rationale for the hypothesis. Overly-ambitious aims are discouraged.
- the experimental design, methods and analysis. Preliminary data may be included, but is not a requirement.
- details of which member(s) of the research team will be responsible for which aspect of the project, including a rationale for their inclusion in the project, and a description of the research environment where the work will take place.

Format: Proposals must be limited to **a maximum of 17,000 characters** (spaces included), or roughly four pages, single spaced. Note that the character count may be different when copying text from Word due to formatting.

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 22 – Tables, Graphs, Charts and Associated Legends.

Abbreviations: Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, counts towards the 17,000 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.

NOTE: tips for copying and pasting formatted text into the rich text editor

Proposal

21. Research team contributions

List each research team member (both those named on the grant 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

22. 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 2 pages in length and 5 MB in size**.

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 included within 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

23. *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)).

NOTE: tips for copying and pasting formatted text into the rich text editor

Proposal

24. Appendices

Applicants are cautioned to include all essential information within their proposal (item 20 – Proposal) as **reviewers are not obligated to review the appendices**. Appendices will normally be used to present reprints, preprints or manuscripts. 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

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

If any of the Principal Investigator, Co-Principal Investigators 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.

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 2 years will be considered in this competition, funds can be extended over 3 years if justified in the application.

The CCS has specific ceilings on the amounts of funds they will contribute toward an individual research grant. **The grant maximum limits for items 26-a Supplies and Expenses (including conference travel) and 26-b Salaries and Wages and 26-c Permanent Equipment combined are $100,000 per year per grant to a maximum of $200,000. Please ensure that the scope of your proposal reflects the grant maximum limit for this competition due to the 0% aim overlap requirement.**

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.

Budget

Budget request

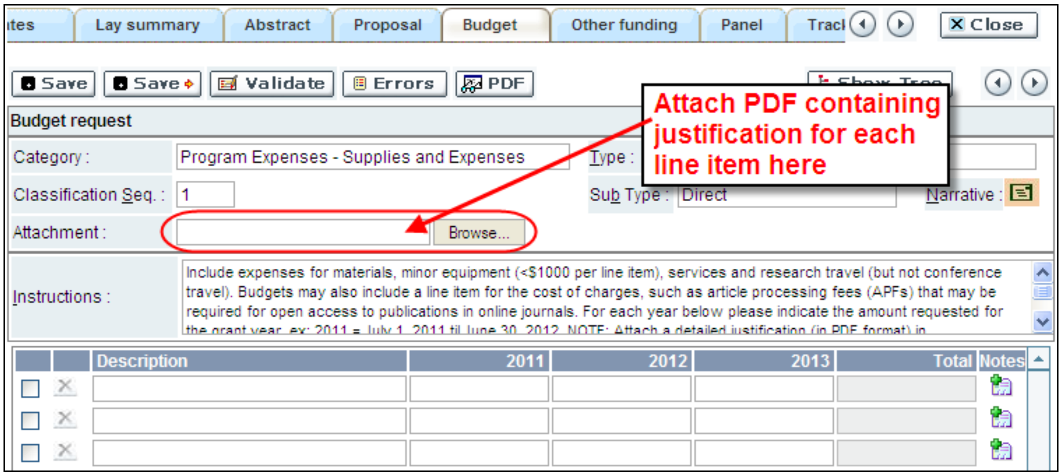
Category :	Program Expenses - Supplies and Expenses

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

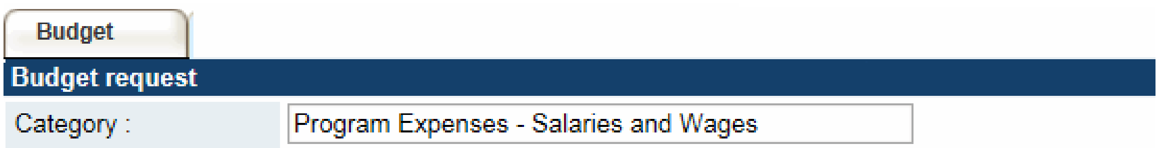
It is expected that funded researchers publish in quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available via the Internet is supported. Therefore, budgets proposed may include a line item for the cost of charges, 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 2 years of funding which can be extended over 3 years.**

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



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



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

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

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

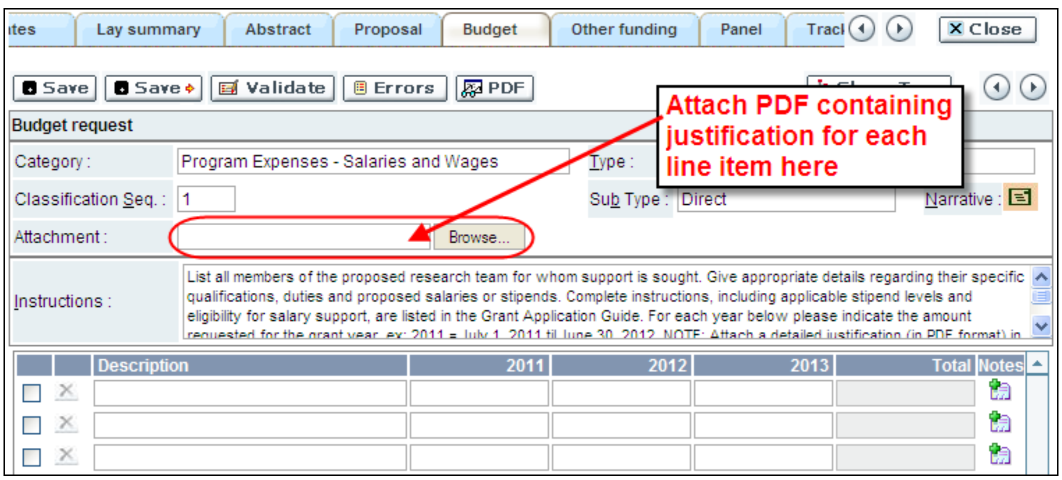
If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not being sought (e.g. trainees being paid from other sources such as external scholarships or fellowships), ensure that their participation is fully described so that their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

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

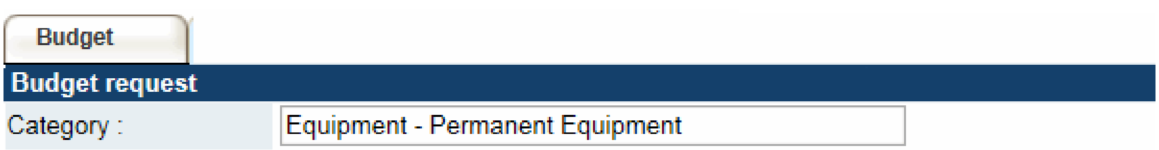
In all other cases, CCS considers Student and Postdoctoral Fellow salaries to be training awards as defined by Section 56(1)(n) of the Income Tax Act. As such, **do not include allowances** for CPP/QPP, Employment Insurance or provincial health taxes. In addition, fringe benefits such as medical, dental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

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences. **CCS accepts requests for 2 years of funding. Note that expenditures can be over 3 years if justified.**

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



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



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 25% 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:**

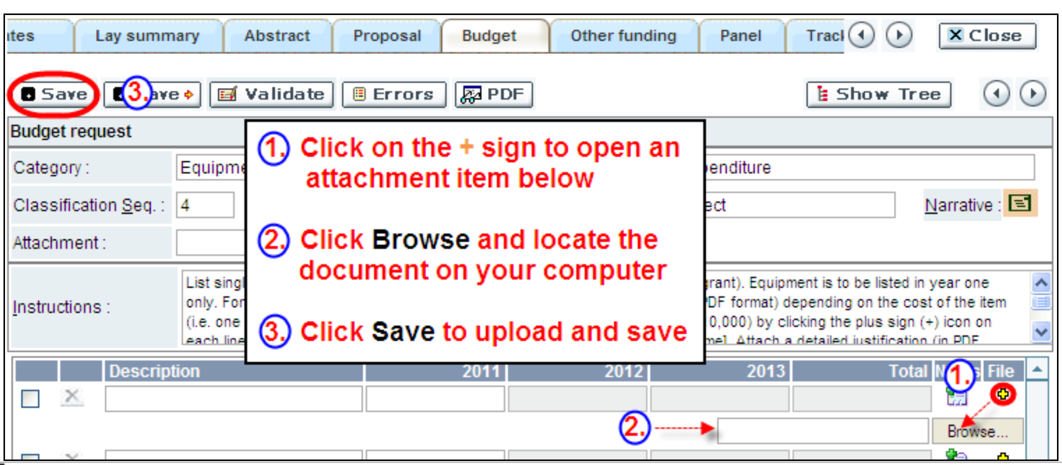
1. A description of equipment (including manufacturer, model number and accessories requested).
2. The estimated cost of equipment and accessories (include quotations beside line items).
3. A justification of the request:
   - Is this to replace existing equipment, to make new types of measurements or 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:

- 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

28. *Summary of other funding applied for and received 29. Other funding confirmation

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

Note: There must be no overlap (0%) with any held or pending applications including those at the registration, abstract or Letter of Intent submission stage to any agency as of this competition due date. The Innovation grant must contain 100% unique aims to comply with this policy (conceptual overlap is permitted but must be explained by the applicant). Duplicate applications will not be accepted.

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) that follows the formatting instructions outlined below.

Using the categories of a) Active Grants and b) Pending or Submitted Grants, list chronologically all grants currently being applied for, applications pending, applications about to be submitted and all grants received, for the current year and for the entire period covered by this application. This should include all applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) **for the Principal Investigator and each Co-Principal Investigator only**. It is not necessary to duplicate information that may apply to more than one investigator. **Please list each grant/application only once**, clearly indicating all of the applicants who are affiliated with that grant.

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.

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

Note that applications with missing other funding information or abstracts will be considered incomplete.

The following format is to be used:

ACTIVE GRANTS[1]

Title of Grant:	
Source:	
Dollars Awarded[2]:	
Dates of Approved Project[3]:	
Term:	
Name of P.I. (% of effort for this grant):	
List of Co-Applicants[4] (% of effort for this grant):	
The major goals of this project are[6]:	
% Overlap[7]:	

PENDING OR SUBMITTED GRANTS[8]

Title of Grant:	
Source:	
Dollars Requested[9]:	
Dates of Proposed Project:	
Name of P.I. (% of effort for this grant):	
List of Co-Applicants[5] (% of effort for this grant):	
The major goals of this project are[6]:	
% Overlap[7]:	

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

30. Panel recommendation 31. Reviewer recommendation 32. Reviewer exclusions

Item 30 Panel Recommendation: Although CCS ultimately bears the responsibility for, and reserves the right to determine the panel most suitable to review the application, all applicants may offer suggestions as to which Panel might be the most appropriate to review the application. In some cases, there may well be more than one Panel with relevant expertise. Applicants are asked to suggest first and second choices of those Panels considered to have the expertise necessary to review the application.

Item 31 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 32 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.

Tracking

33.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

33.b. Research subject

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

Tracking

33.c. Cancer site relevance

Select a <u>maximum of three</u> cancer sites where the research will be <u>most</u> relevant. Indicate the degree of relevance (percentage). The 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

33.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

34. 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, lay summary) 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

35. 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

36. 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

37. Executive authority of the host finance institution

If the host institution administering funds is different from where the research will be conducted, this section must be completed for you to submit your application. It is to be completed by the executive authority of the host institution administering funds.

IMPORTANT: executive authority sign-off

Sections 35 and 36 (and 37, if relevant) are mandatory for submission of your application.

Publications

38. 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.

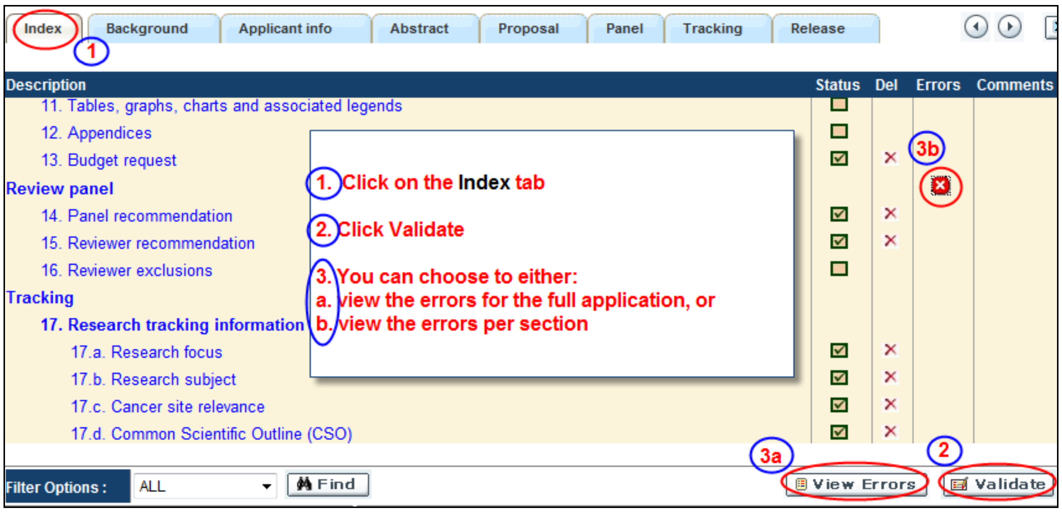
Naming convention: please use the following format: [lastname_firstname_ publications_yyyymmdd].

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.

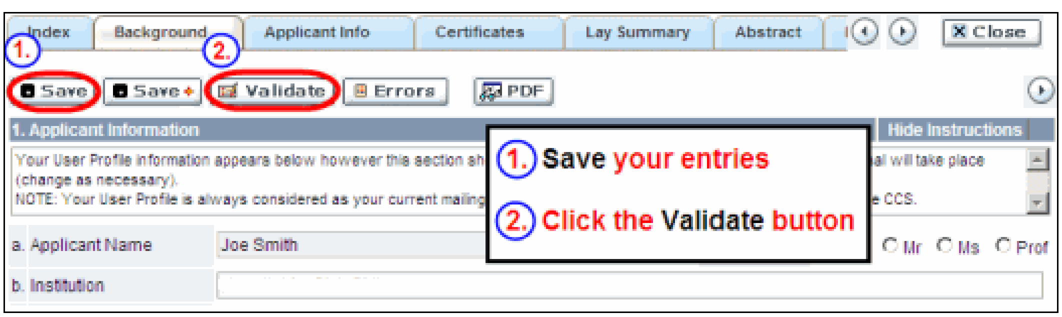
a) Validate the full application



b) Validate one section at a time

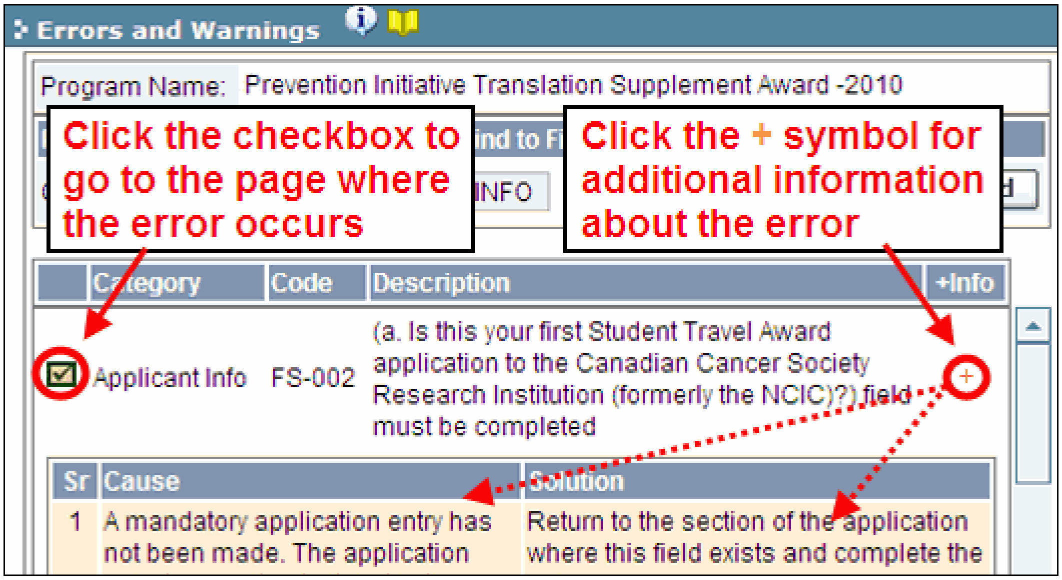
Must be conducted once for every section (e.g. Background, Applicant Info, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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

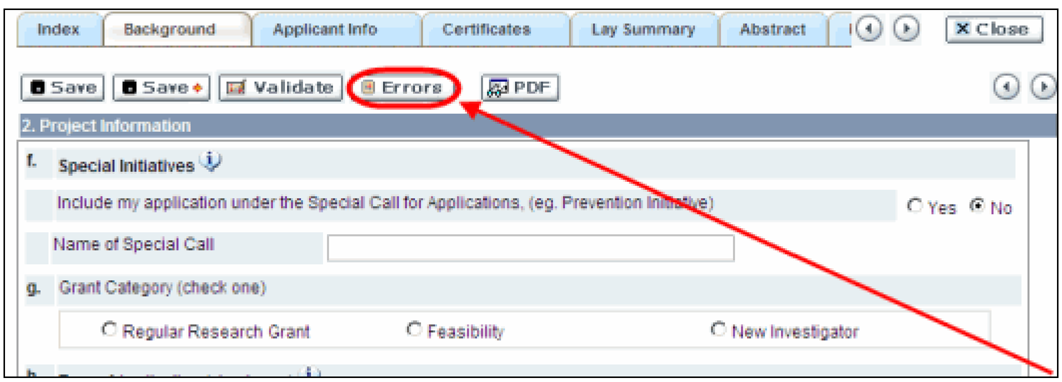


For both type a) and b) validation, follow the below instructions:

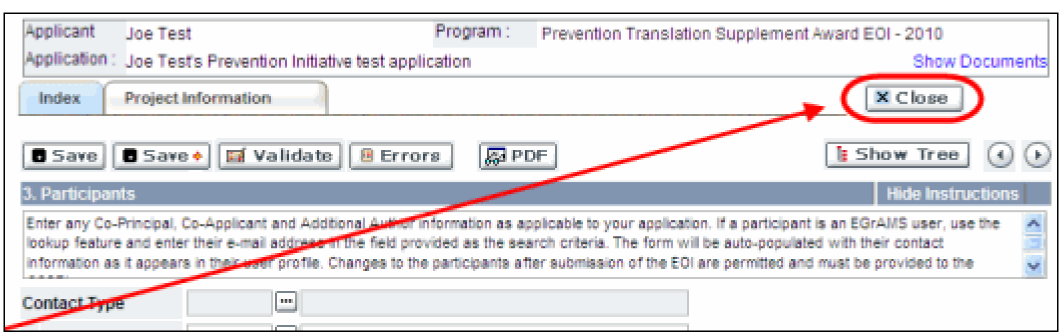
1. If errors are found, a dialogue box will open with details.
   - Click the + symbol under the **+Info** heading for information about the cause and solution of the error.
   - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.



2. To view the dialogue box with the list of errors again, click the **Errors** button:
    - **Note:** The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.



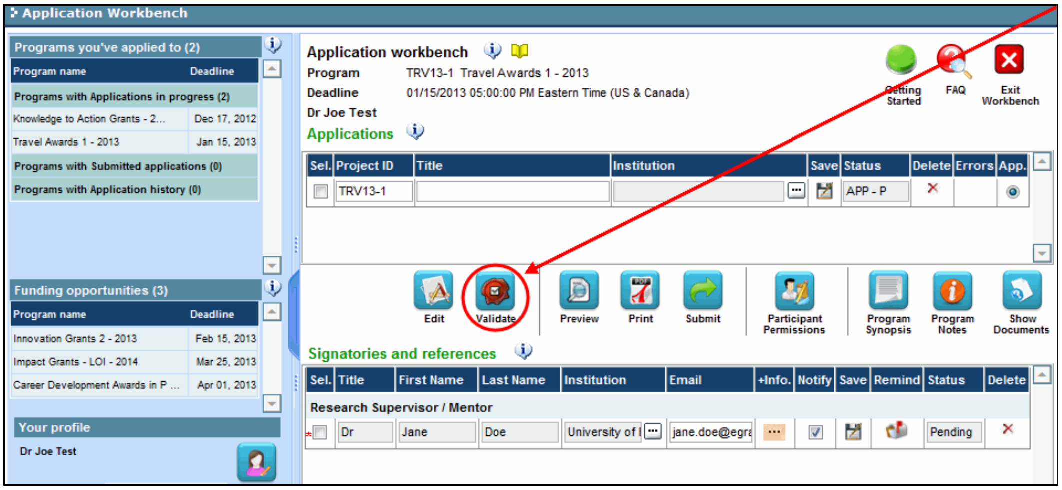
3. When all errors are resolved for every section, click the **Close** button to exit the application:



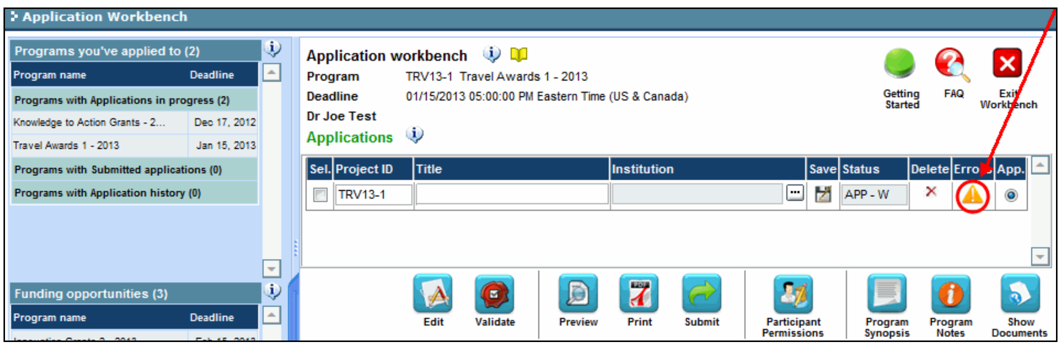
II. Preview and submission

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

button to do a final validation of your application:



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



3. Errors can be corrected through the 

menu.

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

button:

5. To preview your application in EGrAMS, click the 

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

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

button.

III. Confirmation

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

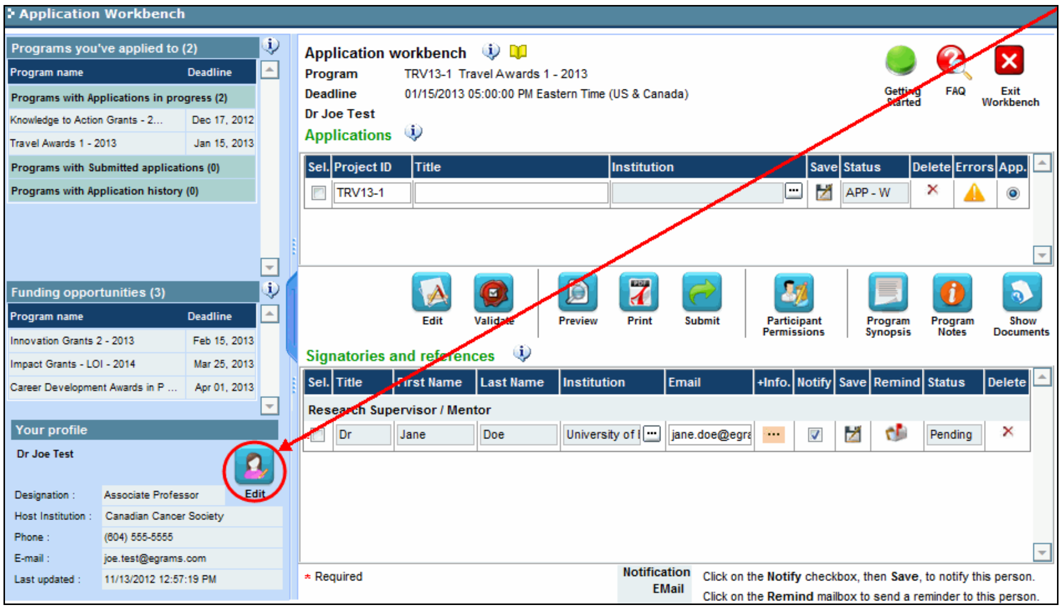
Troubleshooting

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.

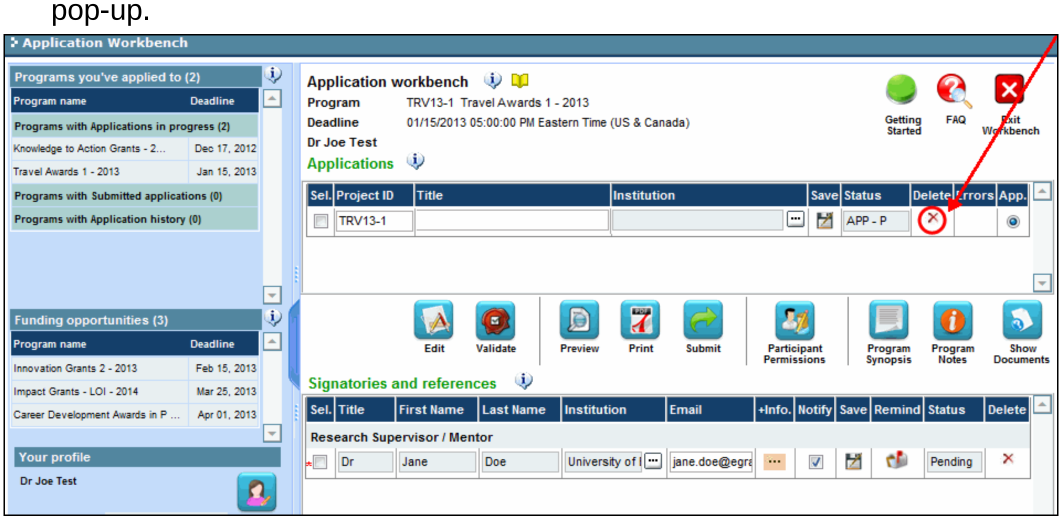
To update your profile: From the **Application workbench**, click the Edit button.



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

APPENDIX 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.

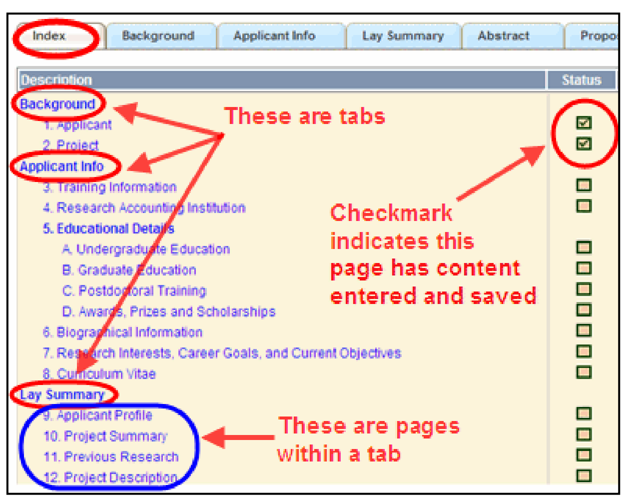
4. **Advance page by page through application** – Many sections (tabs) will consist of several pages of content. You can navigate within a section by clicking on the arrow buttons that sit just above the **Hide Instructions** label. When you come to the last page of a section, clicking the advance arrow 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.

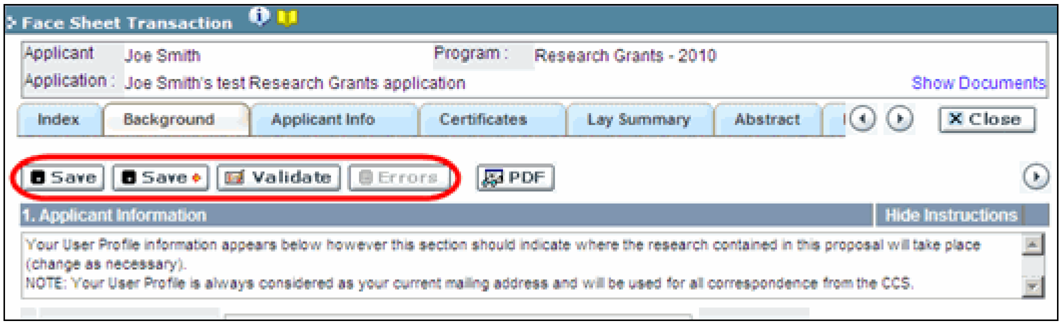
   Each line of the index is clickable, and will take you straight to that page of the application.

   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.

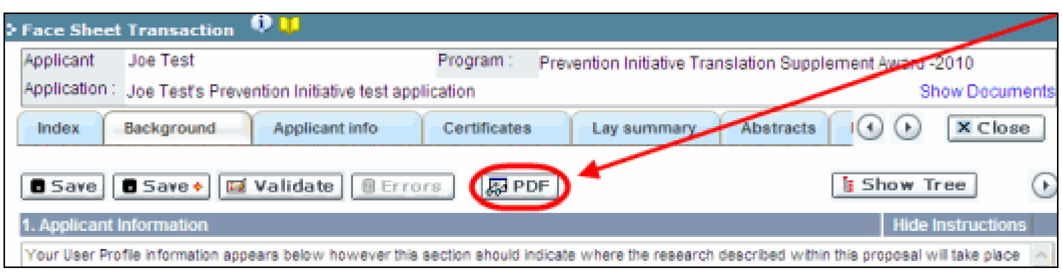
If you try to advance to the next page without saving your work, the system will prompt you to do so.

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.



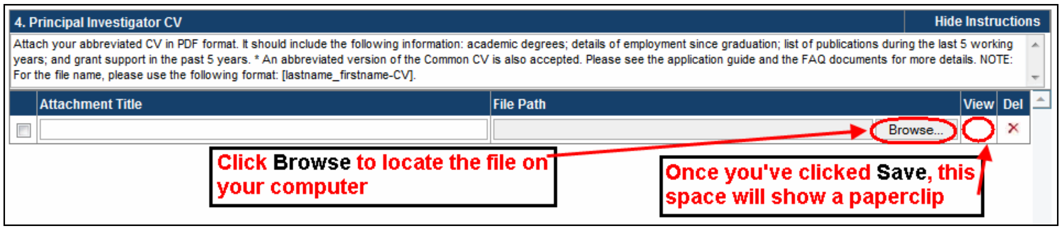
If you wish to create a PDF of your entire application, click the 

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.

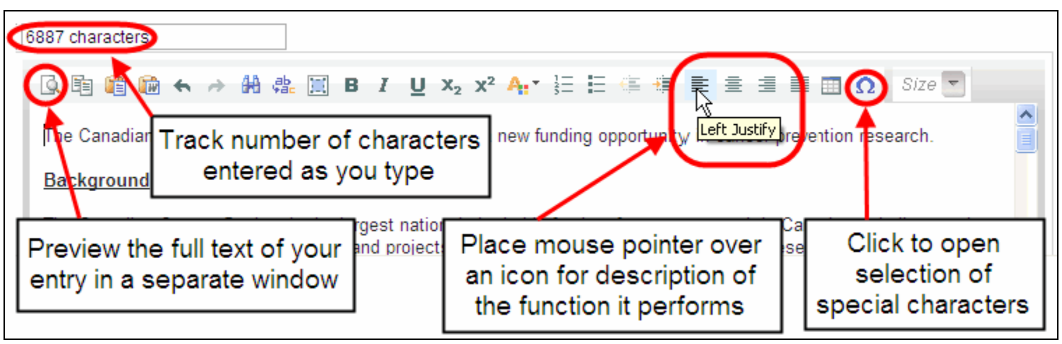


3. Click **Save** to upload the document as an attachment to your application.
   - The **File Name** path will be cleared and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment:

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.



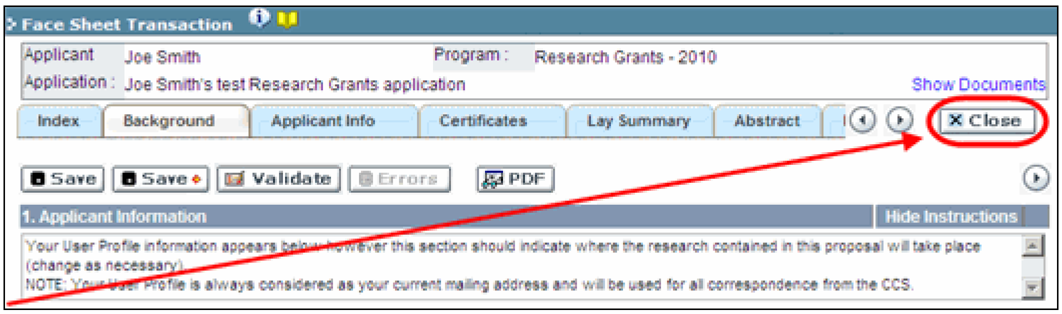
Use the rich text editor to:

- 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.

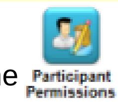


APPENDIX B: Assign Co-Applicants access to your application

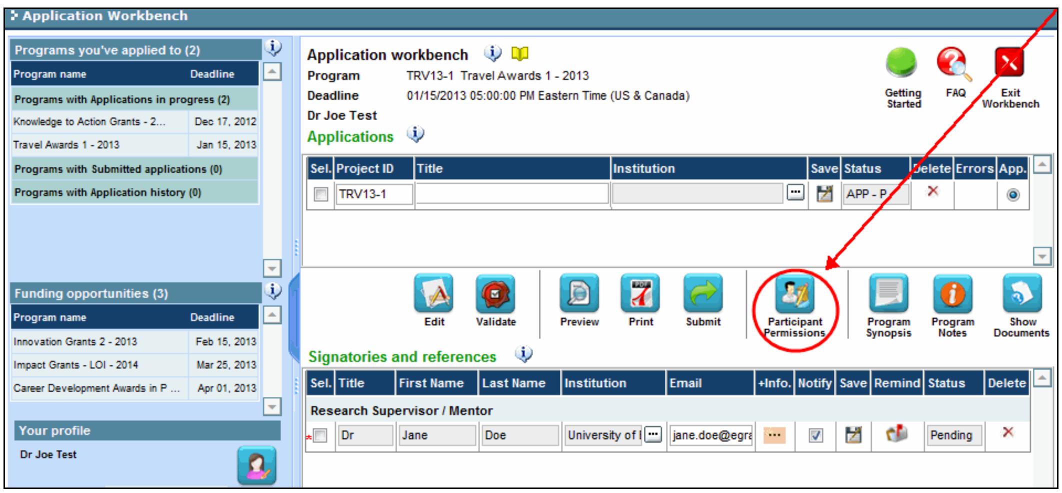
If you intend on others assisting in the completion of your online application, you will need to allow them access to the application, and set their permissions according to their role. This step is optional, as you may choose to complete the application without participation from others.

NOTE: prerequisites for application access

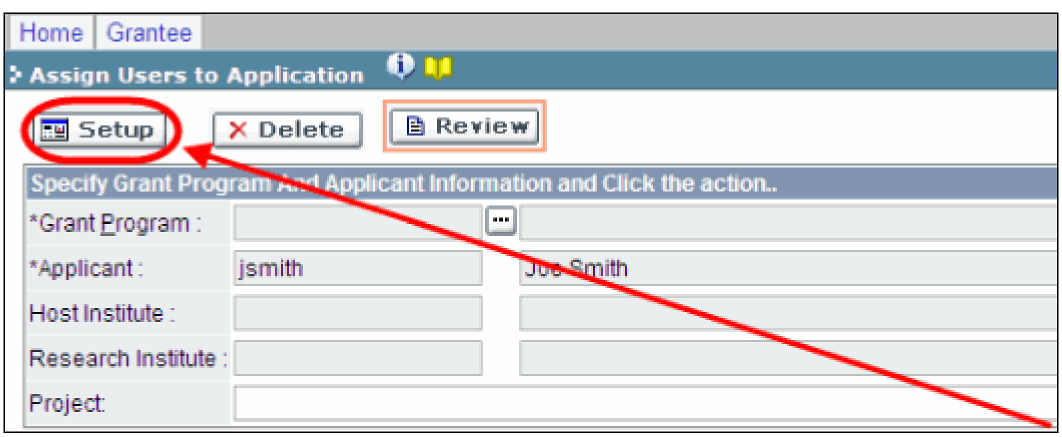
1. In order to complete this step, you must first ensure that your colleagues have active profiles within the system.
2. Only participants named as **Co-Principal Investigators**, **Co-Applicants** or **Additional Authors** can be granted access to your application.

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

button:



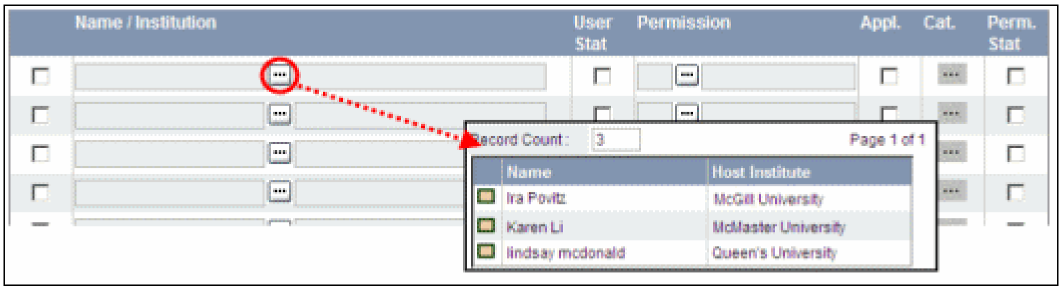
2. Click the **Setup** button:



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

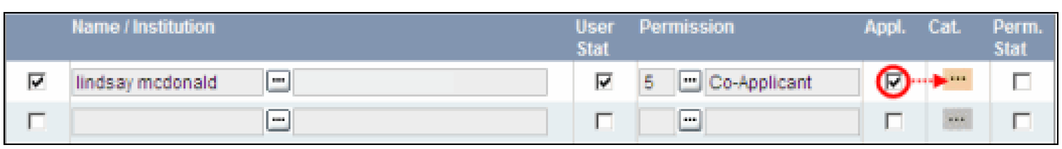
4. Click **Find**.

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:

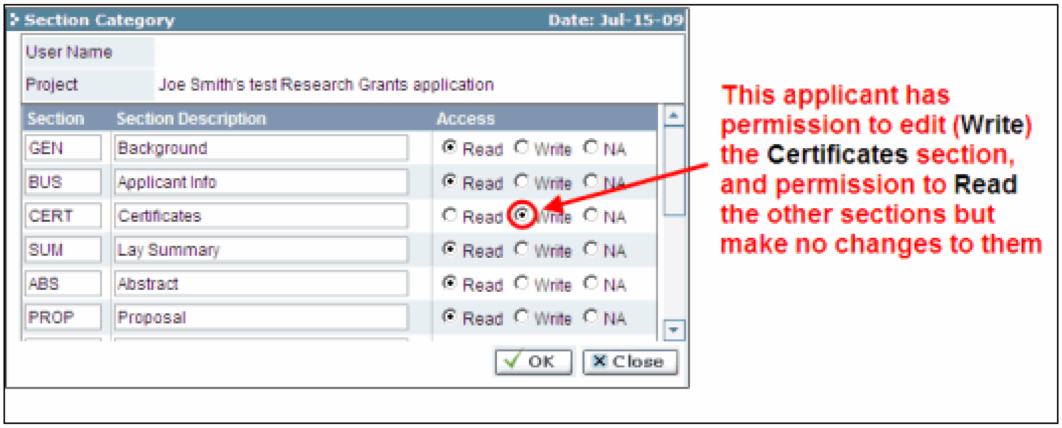


6. For each participant, use the button to open the lookup box in the **Permission** column and select the appropriate role:

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.



Application content within each section

Section	Page
Background	• Applicant contact information • Project information • Participants (Co-Applicants, Additional Authors, Collaborators, etc.) • Participant CVs and Collaborator letters
Applicant info	• Principal Investigator CV • Application and Career stage • Biographical information (optional)
Certificates	• Biohazard/Biosafety • Animal care • Ethics • Human samples • Human embryonic stem cells involvement
Public summary	• Need for project • Goal of project • Project description • Future impact
Abstract	• Scientific abstract • Non-confidential scientific abstract • Keywords/technical terms • Innovation statement • Vision statement
Proposal	• Response to previous critique (re-applications only) • Scientific Officer and reviewer reports (re-applications only) • Table of Contents (optional) • Proposal • Research team contributions • Tables, Graphs, Charts and Associated Legends • List of References • Appendices (Optional) • Disclosure of Commercial or Conflict of Interest related to this application
Budget	• Budget requests • Budget summary

Other funding	• Summary of other funding applied for and received for PI and co-PI's
Panel	• Panel Recommendation • Reviewer Recommendation • Reviewer Exclusions
Tracking	• Research tracking information
Release	• For completion by PI only

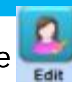
9. Click the checkbox in the Perm. Stat column to enable access:

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

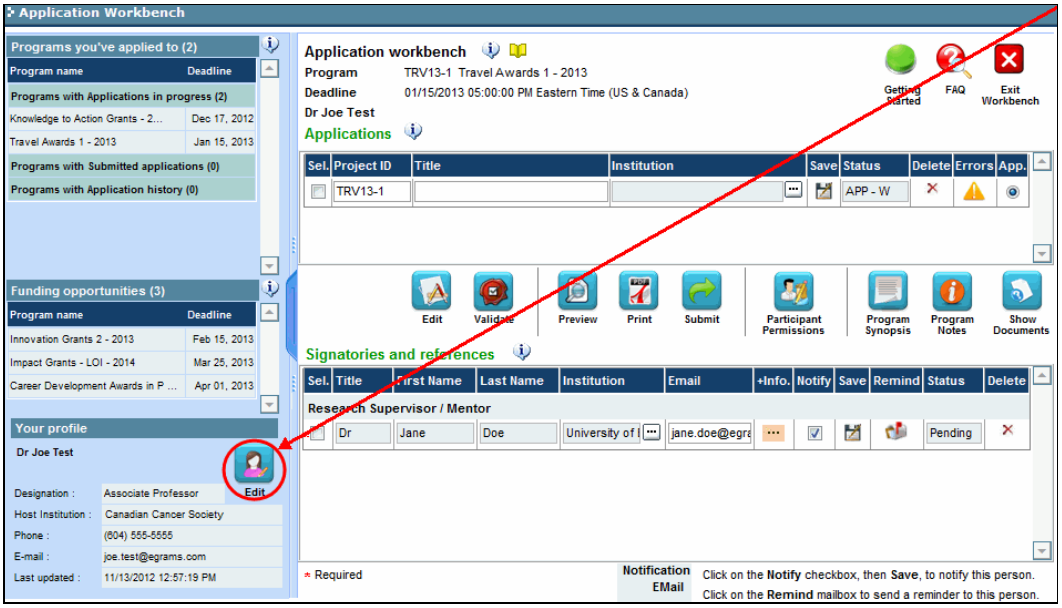
10. Click **OK** to save your entries.

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.

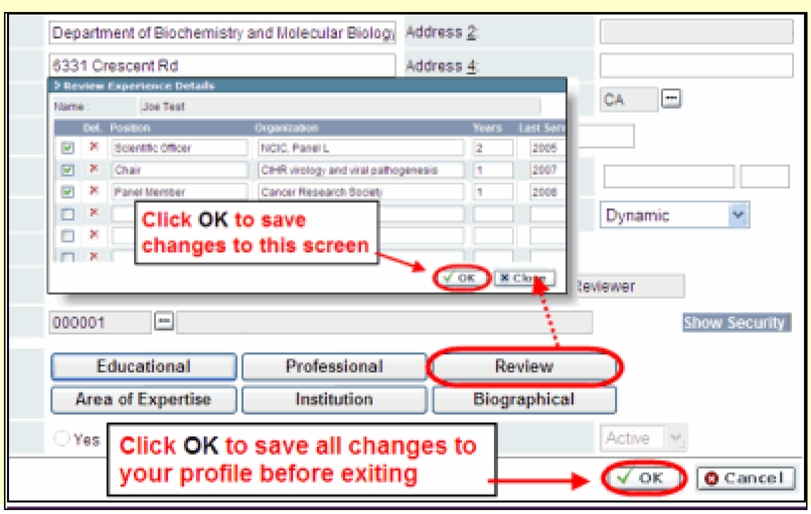


2. Make any changes required – consult the [definitions of all data fields] for assistance.

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.



Interpreting the data fields

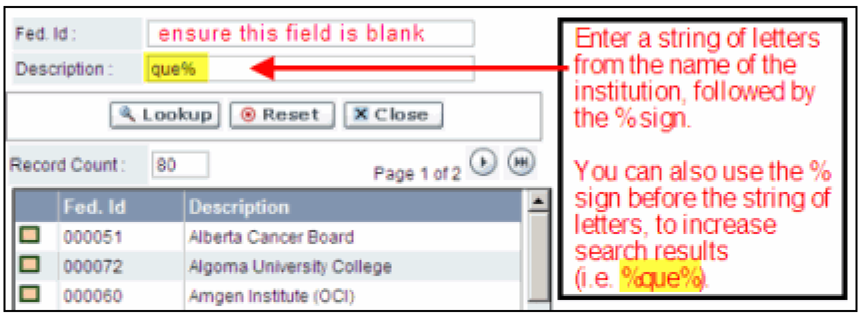
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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

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

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

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



Department: 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.