Challenge Grants (CHA-22)

Canadian Cancer Society

Full Application Guide
July 2021
Version 1

Canadian
Cancer
Society

The Challenge grant program will support cancer research projects across the cancer continuum and across disciplines, with an ultimate goal of solving a problem (i.e. a 'challenge') in cancer that will be meaningful to people affected by or at risk of cancer. Whether culminating in outcomes that have immediate impact (such as a tool, therapeutic, program, policy, or practice change), or those that are more long term in scope (such as an important finding relevant to the biology or etiology of cancer that could eventually be applied to improve outcomes), applicants must clearly articulate the anticipated contribution of their proposed project towards solving the identified challenge, as well as an estimated timeline for success.

Preliminary data/supporting evidence is required, and applicants must articulate how the funds provided will pave the way towards a solution to the challenge identified, both over the term of the grant, as well as next steps towards impact should the project aims be achieved. Applicants will describe how the knowledge generated through these grants will be shared and/or mobilized (with a view to next steps), with strategies beyond publications and presentations strongly encouraged (e.g. through engagement of clinicians and other practitioners or end-users early on to ensure utility). Applicants will also be required to incorporate sex, gender, and other identity factors (e.g. race, ethnicity) and their intersectionalities into the research design, methods, analysis, interpretation, and dissemination of findings/outcomes wherever relevant.

Applications from the four pillars of health research (i.e. biomedical; clinical; health services; and social, cultural, environmental and population health) are encouraged, and diversity across career stage, geography, gender and other dimensions of diversity will be a component of the evaluation process. Applications will be rated on inclusive research excellence and relevance to cancer – particularly the likelihood that a project will (eventually) lead to a solution for a relevant problem in cancer.

Applications focused on breast cancer and prostate cancer are encouraged.

Please visit our website for the full program description.

Application Guide

Three easy steps:

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

Additional resources:

- Appendix A: [Biographical sketch template (academic participants)](#)
- Appendix B: [Biographical sketch template (non-academic participants)](#)
- Appendix C: [Other funding summary template](#)
- Appendix D: [Troubleshooting](#)

    o [Host Institution field is empty or incorrect, and lookup button does not work](#)

    o [Delete an application](#)

    o [Budget error during validation](#)

- Appendix E: [Understanding the application interface](#)

- Appendix F: [Assign participants access to your application](#)

- Appendix G: [Update your profile](#)

STEP 1: 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 to be distributed by a separate institution, sign-off is also required from the executive signing authority for the finance institution.

> **Researchers who are Department Heads:**
>
> If the PI is also a Department Head, applications must be authorized by the **Dean of the Department** instead. Their approval must be completed in order to submit the application.

Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.
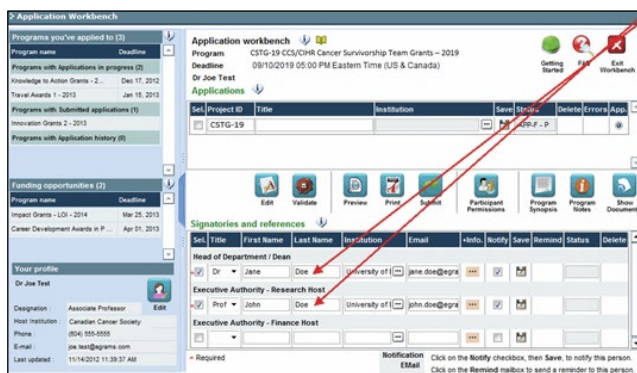
The system will send the email when you click the **Notify** box (step 2).

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

1. Ensure that **Challenge Grants (CHA-22)** is selected in the Application workbench.
   - If not, click the program name on the left under Programs with Applications in progress

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

3. Click the ··· button under the **+Info** heading and complete the **Reference Additional Info** window for **Department**, **Position/Title** and **Phone**:
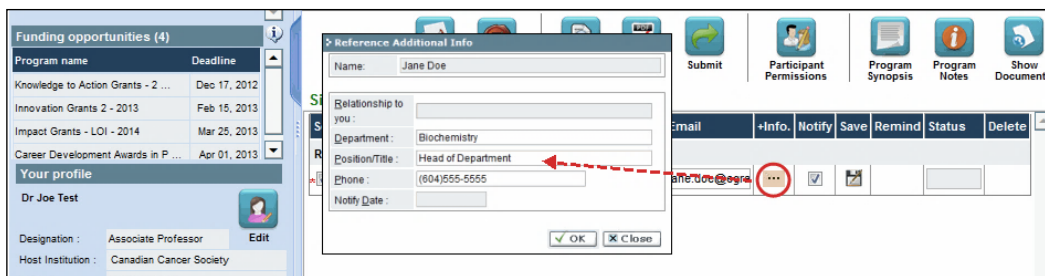
4. **IMPORTANT:** Ensure that the **Notify** checkbox is checked.
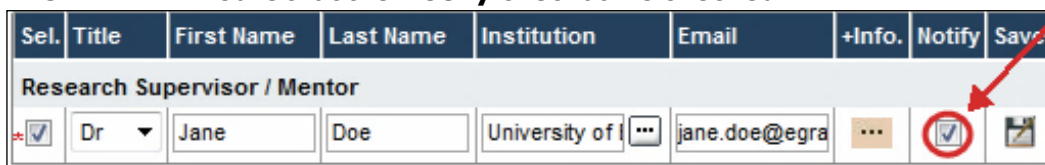
- When the Notify box is checked off, EGrAMS will send an automated email to your signatory as soon as you click ⊞ .
- The email will contain a unique URL that will grant access to the relevant section of your application for each contact.

Automated email delivery to your signing authorities:

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

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

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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.

Monitoring status / sending reminders:

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

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


Send a reminder email:

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

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STEP 2: Complete your application

I. Access the application

1. Ensure that **CHA-22** is selected in the workbench.
   - if not, click the program name on the left under Programs with Applications in progress

2. Click the ![Edit] button to access the application:
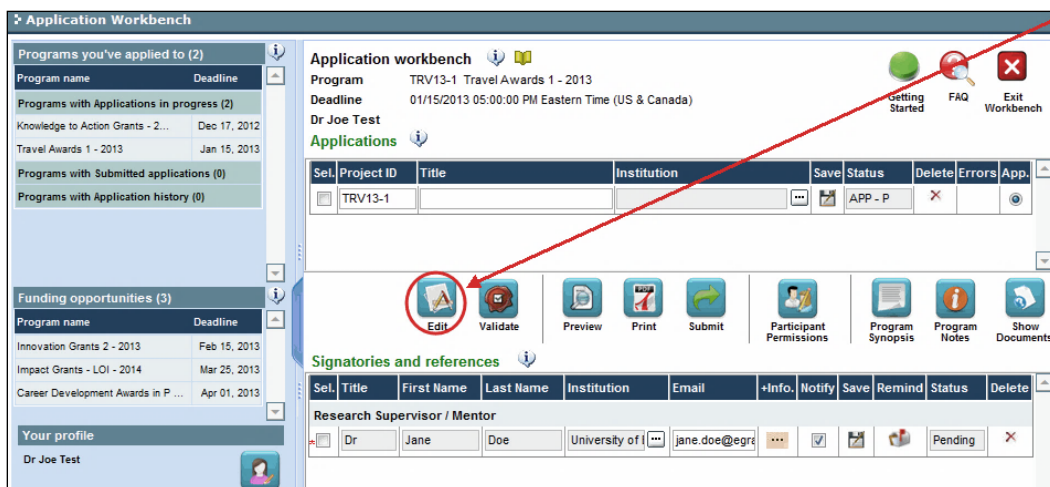
3. Click on the background tab to begin.

II. Enter details of your application

As part of the Abstract registration, the Background, Applicant Info, Abstract, Non-confidential abstract, Review panel, Biographical Information and Tracking sections have already been completed. **Changes can be made to these sections, however, substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract registration are not permitted.**

> **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 E: Understanding the application interface.
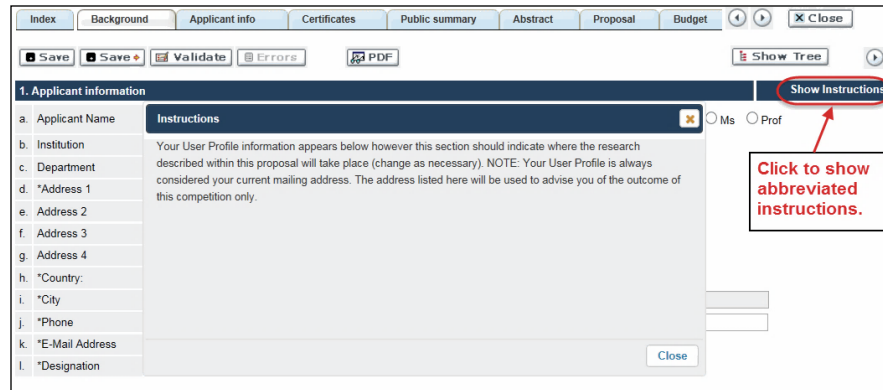>
> **Format for document attachments:**
>
> With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.

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Access instructions within the application:

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

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

III. Quick links to page-by-page instructions

Budget

Other funding

Review panel

Biographical information

Tracking

Release form

Head of Department

Executive authority – research host

Executive authority – financial host

Post submission publications

BACKGROUND

1. **Applicant information**

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

2. **Project information**

   Project title: The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.
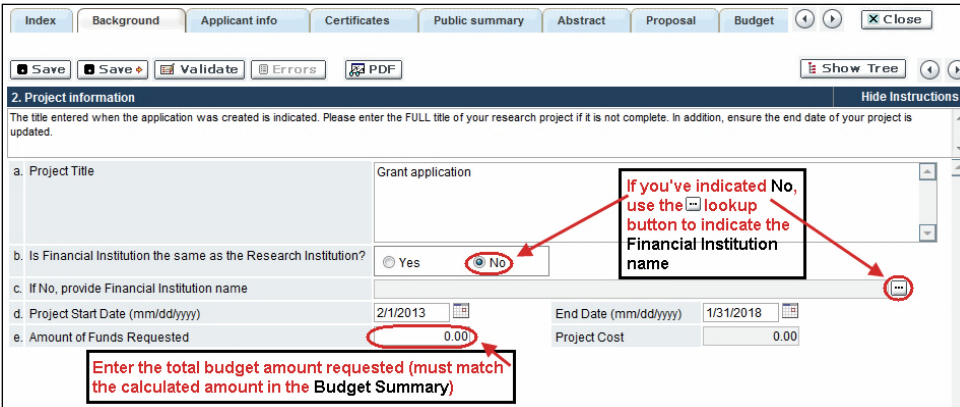
   Financial Institution: If the institution responsible for administering grant funds is different from the institution hosting your research, use the ⊡ button to locate the financial institution.

   Project date: The start and end dates must match the program funding period of January 1, 2022 to December 31, 2024.

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

   Note:
   - **The maximum contribution that CCS will make towards a project is $150,000 per year for 3 years.**

   Language: Complete the entire application in one language only.

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

3. Participants
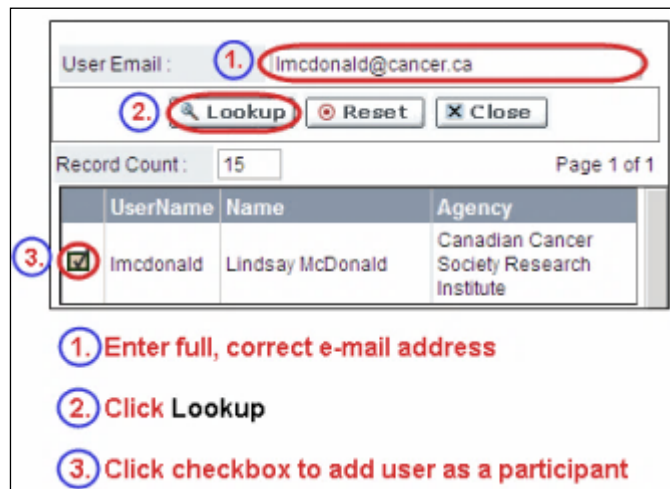
Note:
- Each investigator can submit only **ONE** application as Principal Investigator in this competition. Applicants may be listed as Co-PIs on multiple applications.
- Consideration of equity, diversity and inclusion principles in the composition of research team members must be evident.

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

Note: You can give Co-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role. See Appendix F for instructions.

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

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

The participants you submitted as part of the Abstract registration will appear. Changes can be made at this time. CVs must now be provided for each participant (excluding the Financial Officer and any collaborators). Letters of support must be provided for collaborators.

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 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.

Knowledge users
Knowledge users (or end users) are recognized as individuals who will likely use the knowledge and/or implement the approaches or interventions generated through the research in order to make informed decisions about health policies, programs and/or practices. Healthcare practitioners, policy makers, educators, decision makers, health care administrators, members of First Nations, Inuit, Métis and Urban Indigenous communities and organizations or racialized communities may be included in this category. Individuals with lived or living experience of cancer, or those at risk of it, are to be included as Survivor/Caregiver participants.

Survivors/Caregivers
Survivor/caregiver participants are defined as individuals who have been affected by cancer. This category may include anyone who has been diagnosed with cancer, or someone who provides physical and emotional care to someone with cancer, but not in a professional or vocational role. For the purposes of the Action Grants competition, this category also includes individuals at elevated risk of cancer and the general public who would benefit from the knowledge generated and approaches or interventions implemented through this grant. Survivor/Caregivers are eligible to receive financial remuneration from the grant for their participation. Please select "Other" in the designation field, or as appropriate.

Collaborators
Collaborators include any additional individuals who will be involved in the grant but are not eligible to be named in any of the above roles. 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 format and naming convention outlined in [Appendix A: Biographical sketch template (academic participants)](#) and [Appendix B: Biographical sketch template (non-academic participants)](#).

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.

APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated CV (NIH-style biosketch), following the template provided in Appendix A.

Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves, family care and disruptions due to the COVID-19 pandemic will be considered, but must be described in Section 5.

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

5. Justification for career interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). For COVID-related interruptions, simply state COVID-19 and indicate 2020/02 – 2021/09. COVID-related disruptions can be further described in **Section 27. COVID-19 impact statement**.

If not applicable, please indicate this in the form.

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

6. Application and career stage

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

New: To account for impacts of the COVID-19 pandemic on the research community, applicants are asked to subtract 20 months (covering the period of Feb 2020 – Sept 2021) when calculating career stage. For example, if you started your academic appointment in September 2016, your career stage by the application deadline is New/Early Career (60 months (Sept 2016 – Sept 2021) – 20 months = 40 months).

CERTIFICATES

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

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

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

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

7d. Human samples

Indicate whether or not the proposed research work will use human samples.

CCS is committed to ensuring that high quality bio-specimens are used in research that it funds, as these yield high, reproducible quality data. It is the responsibility of the PI to ensure that appropriate evidence that the PI has registered/enrolled for bio-specimen collection with a quality assurance program are submitted to CCS at the

time of funding. This applies equally to all prospective (new) bio-specimens used in the CCS-funded research that will be collected and/or all retrospective (old) bio-specimens used in the CCS-funded research that have previously been collected and will come from a biobank(s).

There are a number of internationally recognized programs that provide assurance of a known standard and level of quality for biospecimens. These programs include those available from the Canadian Tissue Repository Network (CTRNet) and programs such as CAP, ISO or CLIA ([learn more](#)). Participation in external quality assurance programs will be considered eligible grant expenses.

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

8a. Human embryonic stem cells involvement

Any applicant who proposes the creation or use of human embryonic stem cells, or proposes any research that would fall under the Federal Legislation or the CIHR Guidelines for Human Stem Cell Research, must clearly indicate this in this section. In the space provided, list the name of the institution(s) where human embryonic stem cell (hESC) work will take place. All relevant details related to the hESC work must be described in the proposal.

For additional guidance, see the [CCS stem cell policy statement](#).

8b. Status of SCOC approval for each institution

In the space provided, indicate the status of SCOC approval for each institution where hESC work will take place.

PUBLIC SUMMARY

9. Need for project | 10. Goal of project | 11. Project description | 12. Future Impact

Applicants must provide a brief public summary, in simple, non-technical language in the format specified below. Articulate why this is an important project to fund. Use language accessible to a general audience without a scientific background. This public summary will be used:

- by patient/survivor/caregiver reviewers to evaluate the relevance and overall impact of the proposed work on cancer and those affected by it. Please refer to the Challenge-22 Patient/Survivor/Caregiver Merit rating scale for the review criteria. Challenge-22 rating scales can be accessed [here.](#)

- to facilitate understanding of the research for various donors and stakeholders

- for adaptation and publication on the CCS's and other partners' websites, 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)

- 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 scientific abstract you submitted as part of the Abstract registration will appear. Substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract registration are not permitted.

Your abstract must include the following sections:

- a detailed summary which clearly describes the problem or challenge in cancer to be addressed (or partially addressed)
- the objectives of the proposed investigation
- a brief indication of the methodology to be used
- the significance of the research to cancer and those affected by or at risk of it

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.

14. Keywords/Technical terms

Provide up to a maximum of 10 specific keywords or descriptive technical terms/ methodologies that best describe the scientific and technical aspects of your project. Enter one keyword or technical term per line.

15. Relevance statement

In simple, non-technical language, describe the challenge in cancer to be addressed (or partially addressed) by the proposed research. The progress to be made during the course of this grant, as well as next steps should the project be successful in achieving its aims, should be clearly articulated. Include an estimated time frame to impact, as well as how the project will be meaningful to people affected by or at risk of cancer.

Please note that this section will also be used by patient/survivor/caregiver reviewers to evaluate the proposal. As such, please use language that will allow patients/survivor/caregiver reviewers to better understand your points. Refer to the Challenge-22 Patient/Survivor/Caregiver Merit rating scale for the review criteria. Challenge-22 rating scales can be accessed here.

Your relevance statement should not exceed **2100 characters** (including spaces), or roughly half 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.

16. Abstract changes

Indicate if significant modifications have been made since the abstract registration. If you answer yes, please advise CCS research staff (research@cancer.ca). Substantive changes that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

Non-confidential scientific abstract

17. 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.

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.

PROPOSAL

18. Table of contents

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

19. Proposal

Provide a detailed proposal of the work to be performed, including the following points:

- **Aims 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 grant timeline and budget*. For proposals that are part of a larger project, articulate how the proposed research fits into the bigger goal.

  CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.

- **Experimental design, methods, and analysis**. Include preliminary data/previous work relevant to the proposed research. Present alternative approaches 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.

- **Research team members**. 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. Consider equity, diversity and inclusion principles in the composition of research team members.

Challenge-22 rating scales to be used by scientific and patient/survivor/caregiver reviewers can be accessed here.

Additional resources:
How to integrate sex and gender into research (CIHR)
Online Training Modules: Integrating Sex & Gender in Health Research (CIHR)

Format:

- Your proposal should not exceed **21,000 characters (including spaces), or roughly 5 full pages, single spaced**.
- 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 section 23 – Tables, graphs, charts and associated legends.
- 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.

20. Sex, gender and diversity

a. Sex, gender and diversity considerations

Recognizing the variable impacts of cancer on different populations and demographics within Canadian society, CCS expects that sex, gender and diversity dimensions (plus other intersectionalities (SGBA$^+$)) will be factored into research design, analysis and dissemination of findings. Please provide a response for each question, and we urge that you consider and embed these dimensions into your proposal, when applicable.

- Is sex, as a biological variable, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Is gender, as a socio-cultural factor, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
- Are diversity considerations (e.g. conditions, expressions and experiences of different groups identified by age, education, sexual orientation, parental status/responsibility, immigration status, Indigenous status, religion, disability, language, race, place of origin, ethnicity, culture, socio-economic status and other attributes) taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

b. Sex, gender and diversity considerations

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA+)) will be considered in your research proposal. If you selected 'No' to any of the questions in section 20a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

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

21. Knowledge translation and mobilization plan

In simple, non-technical language, describe how the knowledge generated through these grants will be shared and/or mobilized, including details of steps you will take to facilitate uptake and adoption*. Activities beyond publications or presentations are strongly encouraged (e.g. through engagement of clinicians and other practitioners or end-users early on to ensure utility).

*For basic/fundamental studies, knowledge translation strategies could include engaging researchers from a different discipline who would benefit from the research outcomes, sharing discoveries with the public through various media streams, or workshops and public outreach activities.

Additional resource:
KT Connects | Engaging knowledge users in basic science: Tips, tricks and lessons learned (Michael Smith Foundation for Health Research)

Your response must not exceed **4200 characters, or roughly one 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.

22. Research team contributions

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

23. 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 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 E: Uploading document attachments

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24. 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)).

25. Appendices

Applicants are cautioned to include all essential information within their proposal (item 19 – Proposal) as reviewers are not obligated to review the appendices.

Use this section to present preprints or manuscripts relevant to the submission. Applications that are integrally based on survey instruments, measurement tools or clinical protocols must include these documents as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers. Additional figures may be uploaded here at the discretion of the applicant. Do not include reviews from other agencies.

Out of consideration for the reviewers, applicants are requested to reasonably limit the size and number of appendices they provide. Appendices must be in PDF format, up to 10MB in size.

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

26. 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 (perceived or real), if any, will be managed must be provided. If there is any intellectual property which has been filed that is directly related to the technology or project, or materials or reagents used in the application, ownership and/or assignment must be disclosed and fully described.

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

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

COVID-19 IMPACT STATEMENT

27. Impact of COVID-19 on your research

Describe circumstances related to the COVID-19 pandemic that have affected your scholarly activities, your research team's capacity to generate preliminary data for the proposed research and/or your research program in general. These include, but are not limited to, laboratory closures, delays in study participant recruitment, disruptions in field work, reductions or delays in hiring research personnel, longer publication timelines, personal or medical circumstances.

Your response should not exceed **2100 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.

BUDGET

28. Budget request

Requests for budgets up to 3 years will be considered. Applicants are asked to enter the amount requested for the grant year period. **Please note that the budget year reflects CCS's fiscal year (i.e. Year 1 is 2021, but corresponds to January 1, 2022 – December 31, 2022).**

The grant maximum limits for each grant is **$150,000 per year** for 3 years.

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

Note: CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.

For studies that are part of a larger project, budget items (e.g. supplies, expenses, salaries or equipment) that will be supported through other sources of funding must be fully described in the budget justification document, enabling the panel to evaluate the project as a whole.

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

Budget validation: "funds requested does not equal budget amount"

Note that your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

28a. Budget request category: Program expenses – Supplies and Expenses

Include expenses for materials/supplies, costs associated with engaging communities in research including ceremonial items such as tobacco, tea, food for feasting and gift-giving for First Nations, Inuit and Métis Peoples, minor equipment (<$1000 per line item), services and research and conference travel.

It is expected that funded researchers publish in high-quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Therefore, budgets proposed may include a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals.

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

- **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.

28b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. 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 in the justification so that their impact on the total budget request may be evaluated by the Panel.

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

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

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

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

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

28c. Budget request category: Equipment – Permanent Equipment

CCS will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**. Only single equipment items in excess of $1,000 each should be listed as permanent equipment. Equipment items costing less than $1,000 each are to be included under section 28a. Supplies and Expenses. Equipment requests cannot exceed 10% of the requested budget.

Note: The budget limit for year 1 of the grant is $150,000 including permanent equipment (not to exceed 15% of total budget).

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

1. A description of equipment (including manufacturer, model number and accessories requested).

2. The estimated cost of equipment and accessories (include quotations beside line items).

3. A justification of the request:

   - Is this to replace existing equipment, to make new types of measurements or to furnish a new laboratory?

   - What equipment is now being used for this purpose?

   - If the applicant is moving to a new location, information should be provided on what equipment will be relocated, what commitments have been made by the Host Institution or other granting agencies and what major items of equipment will be shared within the institution.

4. Provide a list of all requests for research equipment which are presently being considered by other funding sources or which are about to be submitted.

   - This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

Justification attachment: Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate. **Note: The budget limit for the grant (Year 1) is $150,000 including permanent equipment.**

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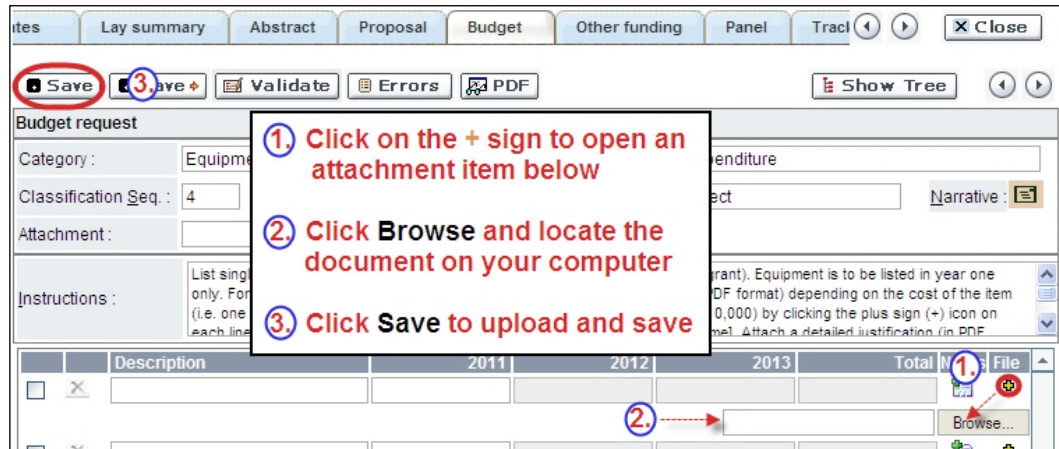
Additional budget lines: If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

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.

29. Budget summary

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

OTHER FUNDING

30. Summary of other funding applied for and received

Research applications may be related but cannot be identical to any other currently funded projects. It is the responsibility of the applicant to notify the funding Partners immediately should substantial overlap arise from new funding awards during the application and review process of this competition as budgetary overlap will not be permitted at the funding stage.

For applicants applying to the Atlantic Cancer Research competition, applications will be accepted to the Challenge grant program as well. In the event that both applications are funded, Atlantic Cancer Research grants will be topped up to the amount awarded through the Challenge grant program (and projects are expected to be expanded in scope as appropriate).

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

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.

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 in [Appendix C](#).

The list should include all grants and 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,** for the current year (2021) and for the entire period covered by this application (January 1, 2022 – December 31, 2024). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

Abstracts, <u>as submitted in the original application for funding</u>, 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.

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

31. Other funding confirmation

Confirm that the uploaded list contains all required information, including the percentage overlap for each grant and the abstracts as submitted in the original application for funding.

REVIEW PANEL

32. 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.

34. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

35. Reviewer exclusions

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

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

36a. 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 for panel composition and for statistical/reporting purposes and will not be used as part of the scientific review of the application. Select <u>one</u> research focus that best describes the project. Definitions (adapted from the Canadian Cancer Research Alliance) are provided below for guidance.

Biomedical research – Projects that rely on model systems or are basic/fundamental research. Includes understanding disease mechanisms or studying cell pathways in model systems or patient-derived cell lines. If any component of the project uses patient-derived tissue or involves human subjects, it should be coded as clinical research.

Clinical research – Projects that have a component that is clinical and/or involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes testing drugs, biomarkers, or mechanism of action of drugs in patients, patient-derived tumours, or liquid biopsies.

Health systems and health services research - Research that assesses or attempts to solve barriers to care, treatment adherence, care utilization, overtreatment, health care transitions, national strategies/frameworks, clinical pathways/guidelines, ethics, patient decision aids, adverse drug reactions, treatment delays/wait times, access/equity, and/or health literacy.

Social, cultural, environmental, and population health research – Research that is population-level and unrelated to the health system. Includes research that investigates lifestyle, toxin exposures, diet, or population-based surveillance surveys (e.g., the International Tobacco Control (ITC) survey, British Columbia Adolescent Substance Use Survey).

36b. Clinical trial

If your proposed research includes a clinical trial component, select the type of trial and provide the participant recruitment target. If your proposed research does not involve a clinical trial, select not applicable.

36c. Relevant population

Select the population(s) the proposed research will be relevant to. If your proposed research can be applied broadly to cancer patients, select "Not specific". Be sure to check at least one item.

36d. Research subject

If your proposed research involves human subjects or patient tissues, select the research subject(s) that will be used in the study. You can select more than one option. If your proposed research does not involve human subjects or patient tissues, select "Not applicable".

36e. Cancer site relevance

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

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

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

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

36f. Common Scientific Outline (CSO)

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

RELEASE FORM

37. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow the CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS website. Proposals may also be shared with funding partners who have signed a confidentiality agreement. Lay summaries of the progress and impact of the research may be published in our internal and external reports, including press releases, social media or other communications.

HOD/DEAN

> **IMPORTANT: executive authority sign-off**
>
> Sections 38 and 39 (and 40, if relevant) are mandatory for submission of your application.

38. Head of Department/Dean confirmation

Approval of this application by the Head of your research department must be completed for you to submit your application. If you are the Head of the Department, this section must be completed by the Dean. You must obtain confirmation that s/he has read and understands the [Host Institution/Canadian Cancer Society agreement](). Signing authorities will be directed to our website's [policies and administration]() pages before providing their confirmation online.

Read only access for applicants: This section can only be completed by the signing authority designated in [Step 1: Add signing authorities](). You have read access and can thus monitor when/if the section is complete.

RESEARCH HOST

39. 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

40. 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.

POST-SUBMISSION PUBLICATIONS

41. Post-submission publications

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

Your initial list of publications should be included as part of your CV, per item 4 – Principal Investigator CV.

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

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

STEP 3: Validate and submit your application

I. Validation

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

a) Validate the full application

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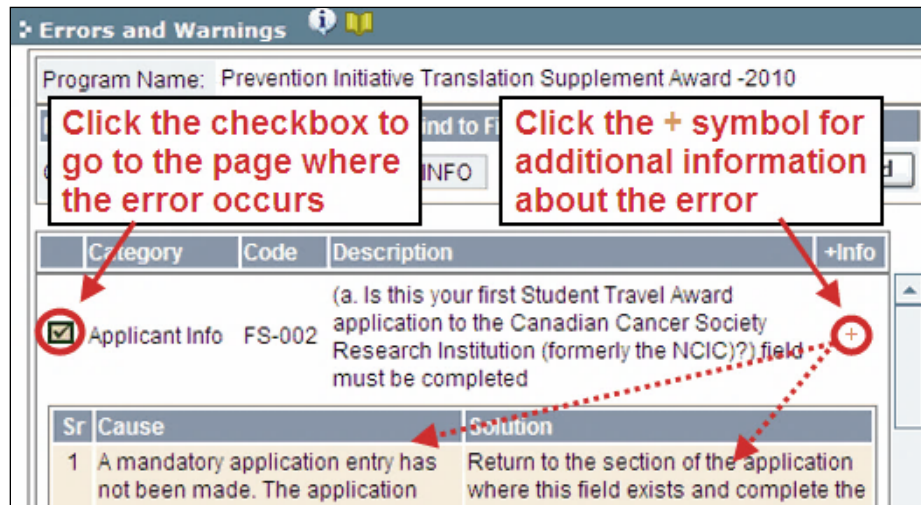
2. To view the dialogue box with the list of errors again, click the **Errors** button.

    Note: The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.
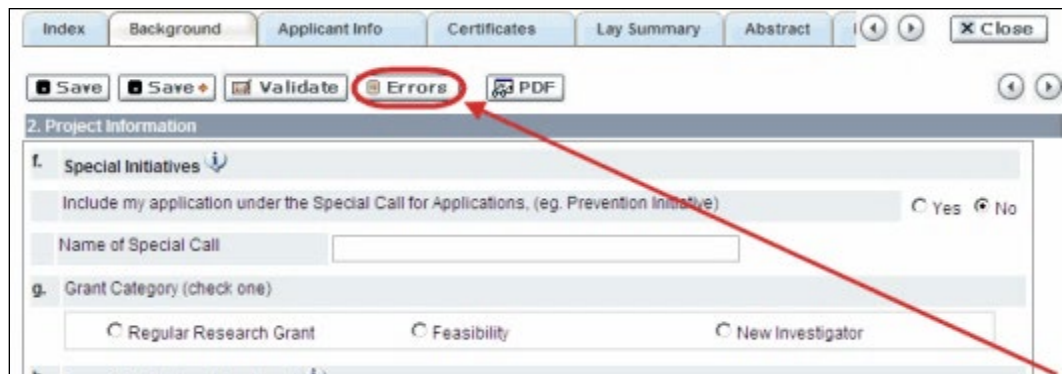
3. When all errors are resolved for every section, click the **Close** button to exit the application.
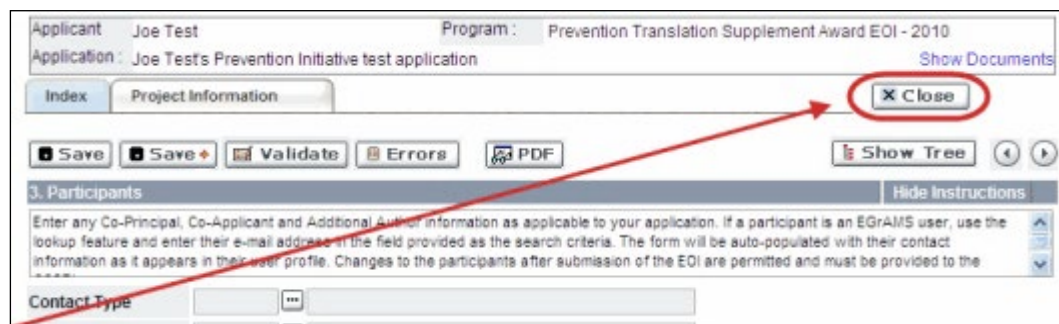
II. Preview and submission

1. From the **Application workbench**, click the ![Validate] button to do a final validation of your application.
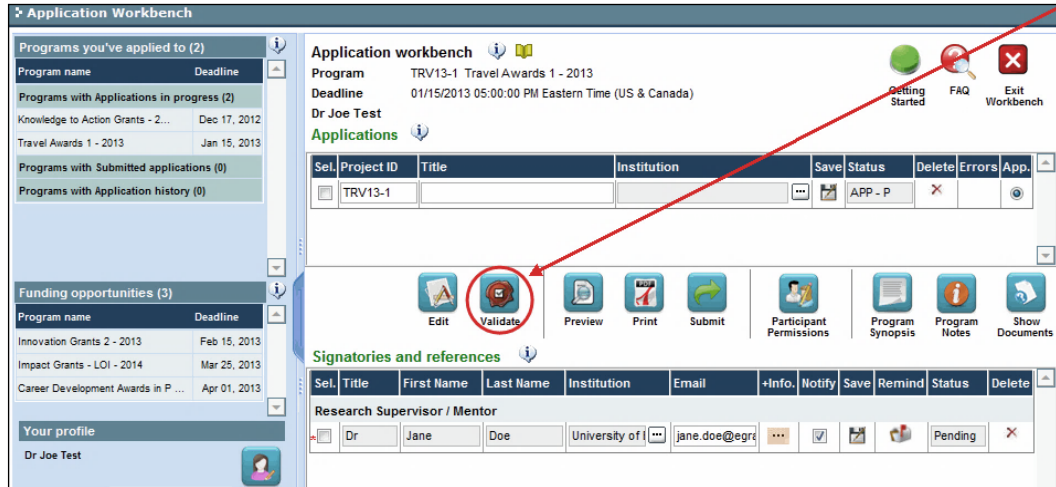
2. If Errors are found, click the ⚠ button for information about the errors.
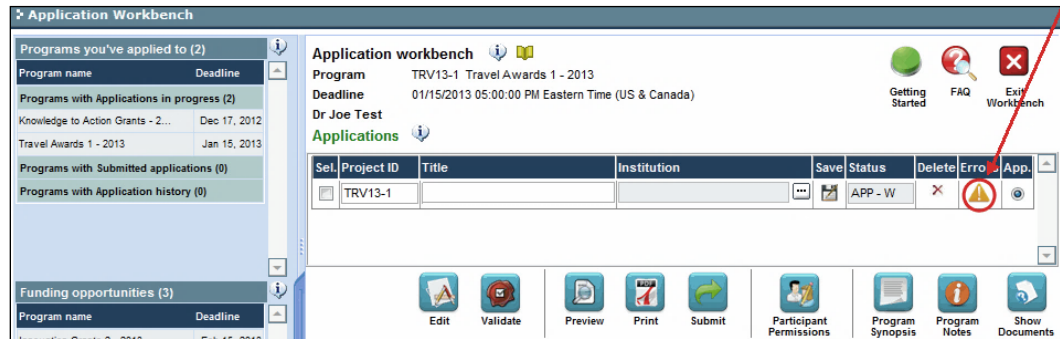
3. Errors can be corrected through the ![Edit] menu.

4. To generate a PDF of your application, click the ![Print] button:

5. To preview your application in EGrAMS, click the ![Preview] 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 ![Submit] button.

III. Confirmation

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

APPENDIX A: Biographical sketch template (academic participants)

BIOGRAPHICAL SKETCH*

Provide the following information for **each research team participant (PI, Co-PI, Co-Applicant, Additional Author)**. CCS strongly encourages applicants to use this template, but this is not a requirement as long as all the relevant components are included. **Do not exceed 5 pages per person.** If a section does not apply to you, indicate "Not applicable". This form can also be downloaded here**.**

*Adapted from the National Institutes of Health (NIH)

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include doctoral, postdoctoral, and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	COMPLETION DATE MM/YYYY	FIELD OF STUDY

A. Personal Statement

Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

*You may cite **up to four** publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.*

*If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, or disability, you may address them in this section. **For PIs, please use the space provided in section 5 of the application (Justification for career interruptions)**.*

B. Positions and Honours

List in chronological order the positions you've held that are relevant to this application, concluding with your present position, as well as any relevant academic and professional achievements.

C. Contributions to Science

*Briefly describe **up to five** of your most significant contributions to science. For each contribution, indicate the following: a) historical background; b) the central finding(s); c) influence of these findings; and d) your specific role in the described work. You may cite **up to four** publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was.*

In addition, you may provide a link (e.g. PubMed, Google Scholar, etc.) to the complete list of your published work. However, this is optional, and reviewers are not required to look at the list.

D. Research Grant Support

*List grant support received in the past **five years.***

APPENDIX B: Biographical sketch template (non-academic participants)

BIOGRAPHICAL SKETCH*

Provide the following information for **non-academic participants (patient/survivor/caregiver participants, knowledge users, etc)**. **Do not exceed 3 pages per person**. If a section does not apply to you, indicate "Not applicable". CCS strongly encourages applicants to use this template, but this is not a requirement as long as all the relevant components are included.

This form can also be downloaded [here](#).

Adapted from CIHR's Applicant Profile template

NAME:

TITLE/ROLE:

AFFILIATION/COMMUNITY:

AREAS OF EXPERTISE/KNOWLEDGE AND/OR EDUCATION:

A. Personal Statement

Briefly describe how and why you are able to contribute to this project. Relevant factors may include aspects of your training; your previous and/or current work and experience in this area or related areas; your expertise or living experience; and/or performance in this or related fields. Training may be formal or informal (e.g. mentorship), and you may indicate if you have served as a mentor to others.

B. Positions and Honours

List the positions/roles you have held (or currently hold) that are relevant to this application. These positions do not need to be limited to salaried employment.

List any relevant achievements/honors. These may be personal, community-based, academic, or professional.

C. Contributions to knowledge creation, knowledge sharing, knowledge translation, advocacy and/or research.

Briefly describe your most significant contributions to knowledge creation, knowledge sharing, knowledge translation, advocacy and/or research. (Maximum of 5)

D. Other relevant information

If applicable, please include any other relevant information to support your role/contribution to the proposed research application. This can include a link to a webpage, for instance a personal webpage or an open access publication list.

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Cancer
Society

APPENDIX C: Other funding summary template

Provide the following information for the **Principal Investigator and each Co-Principal Investigator**. Follow the format below for each investigator. The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) for the current year (2021) and for the entire period covered by this application (January 1, 2022 – December 31, 2024). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

This form can also be downloaded [here](#).

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

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

ACTIVE GRANTS

Title:	*Enter the title of the grant.*
Source:	*Enter the full name of funding agency.*
Dollars awarded:	*Enter the amount awarded. Specify whether per annum or total.*
Dates of approved project:	*Enter the start and end dates (mm/yyyy) for which the grant is funded.*
Term:	*Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)*
Name of PI and % of effort for this grant:	*Enter the name of the PI and indicate the % effort on this project.*
List of Co-Applicants and % of effort for this grant:	*List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. For each investigator also named on this current CCS application, include % of effort on this project.*
Major goal(s) of this project:	*In one sentence, describe the major goal(s) of the project.*
% overlap	*Indicate the % overlap, if any, that this grant's aims and/or budget 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.*

To enter information for another grant, simply copy and paste the above blank table.

Abstracts, <u>as submitted in the original application for funding</u>, 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.

PENDING OR SUBMITTED GRANTS

Title:	*Enter the title of the grant.*
Source:	*Enter the full name of funding agency.*
Dollars requested:	*Enter the amount requested. Specify whether per annum or total.*
Dates of proposed project:	*Enter the start and end dates (mm/yyyy) for which the grant would be funded.*
Name of PI and % of effort for this grant:	*Enter the name of the PI and indicate the % effort on this project*
List of Co-Applicants and % of effort for this grant:	*List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. <u>For each investigator also named on this current CCS application</u>, include % of effort on this project*
Major goal(s) of this project:	*In one sentence, describe the major goal(s) of the project.*
% overlap	*Indicate the % overlap, if any, that this grant's aims and/or budget 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.*

To enter information for another grant, simply copy and paste the above blank table.

Abstracts, <u>as submitted in the original application for funding</u>, must be provided for each pending or submitted 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.
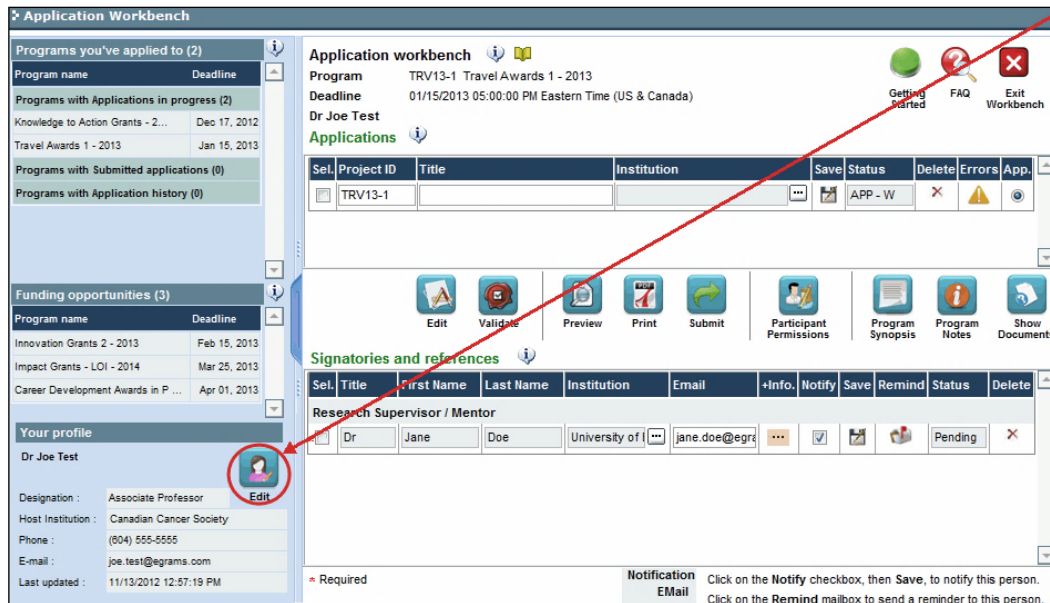
APPENDIX D: Troubleshooting

- ***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.

- ***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 3: Validate and submit your application

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

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

APPENDIX E: The Application Interface

I. Navigation

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

1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

2. **Current tab** – The current tab you are viewing is always highlighted in white.

3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.

4. **Advance page by page through application** – Some sections (tabs) are consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent section.

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

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- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

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

- Note that errors will show up in the index until you re-validate the application.

II. Save, Validate, Errors

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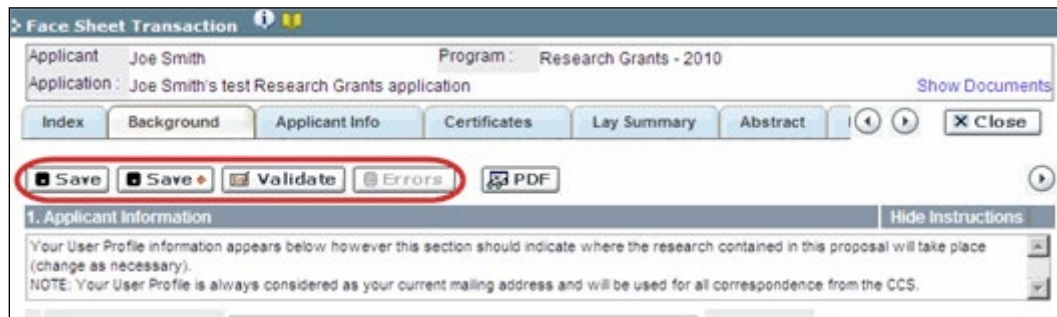
- **Save**

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

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

- **Validate and check for errors**

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

III. PDFs

Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.
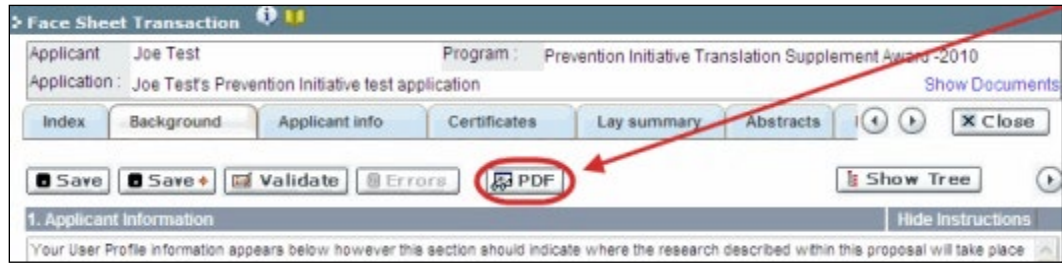
If you wish to create a PDF of your entire application, click the button on the **Application workbench**.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the **Attachment Title** field.

2. Click **Browse** and locate the document on your computer.
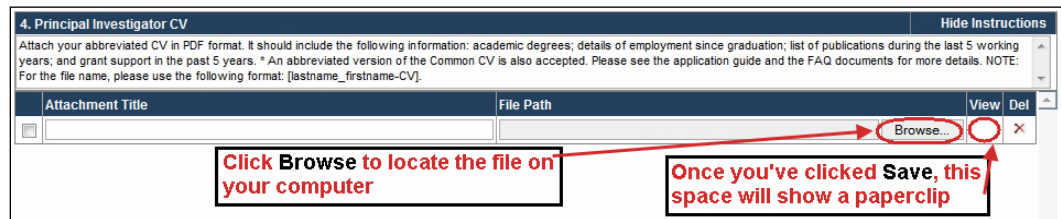
3. Click **Save** to upload the document as an attachment to your application.

- The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

V. The rich text editor

Copying and pasting formatted text:

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

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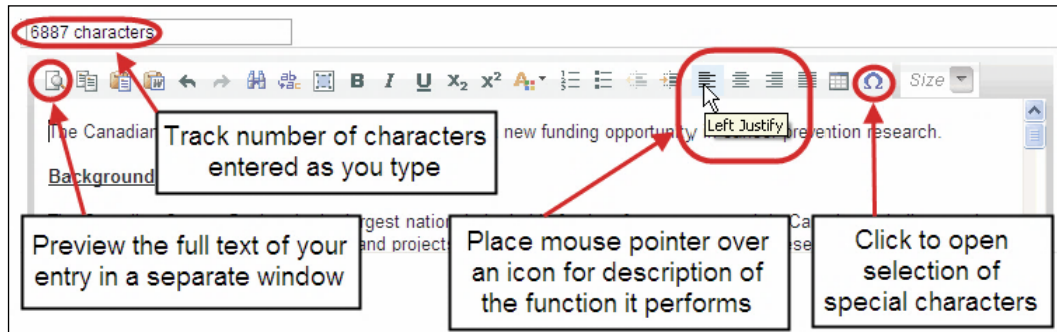
Use the rich text editor to:

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

VI. Exit

To exit the application and access the **Application workbench** again, click the **Close** button.
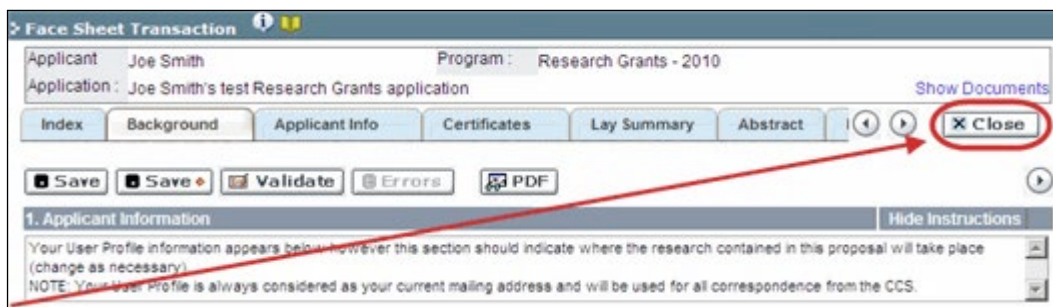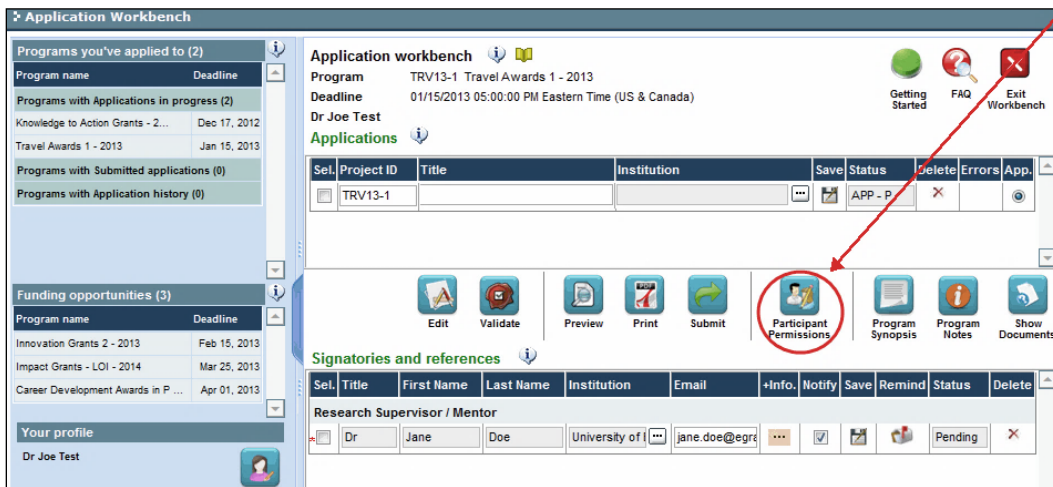
APPENDIX F: Assign participants access to your application

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

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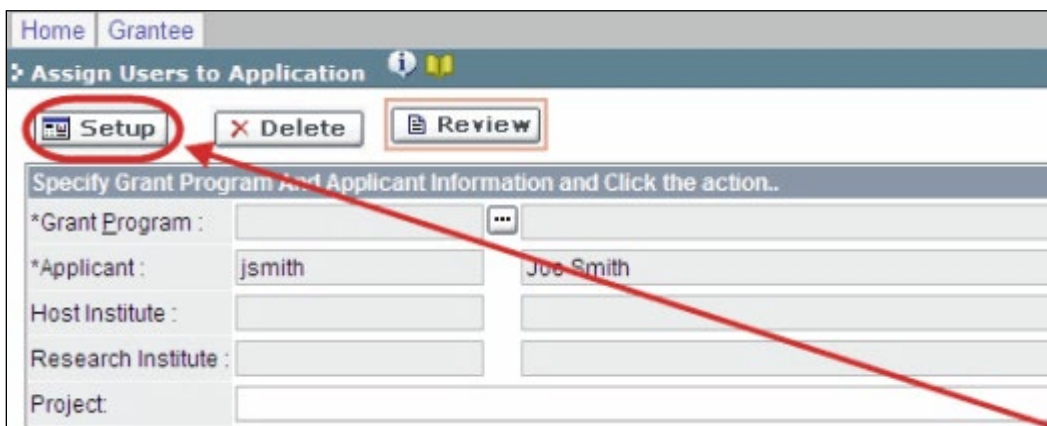
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

---

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

2. Click the **Setup** button:

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:
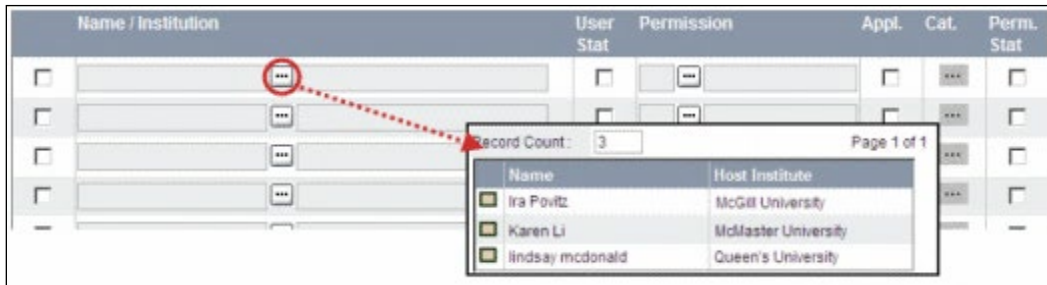
6. For each participant, use the ⬚ button to open the lookup box in the **Permission** column and select the appropriate role:
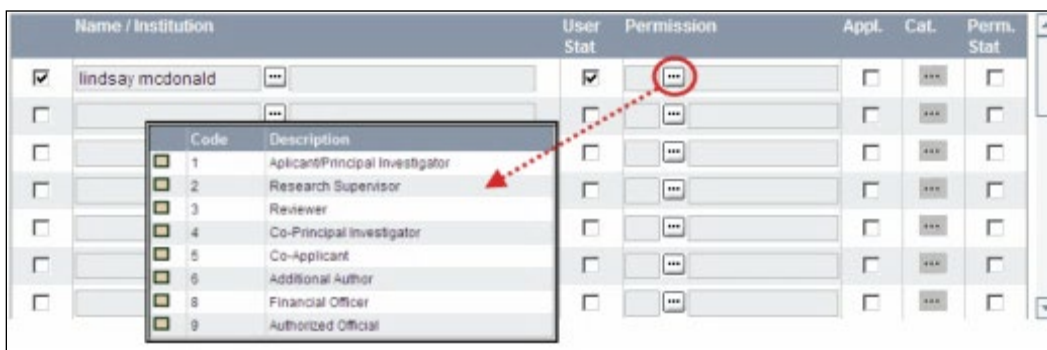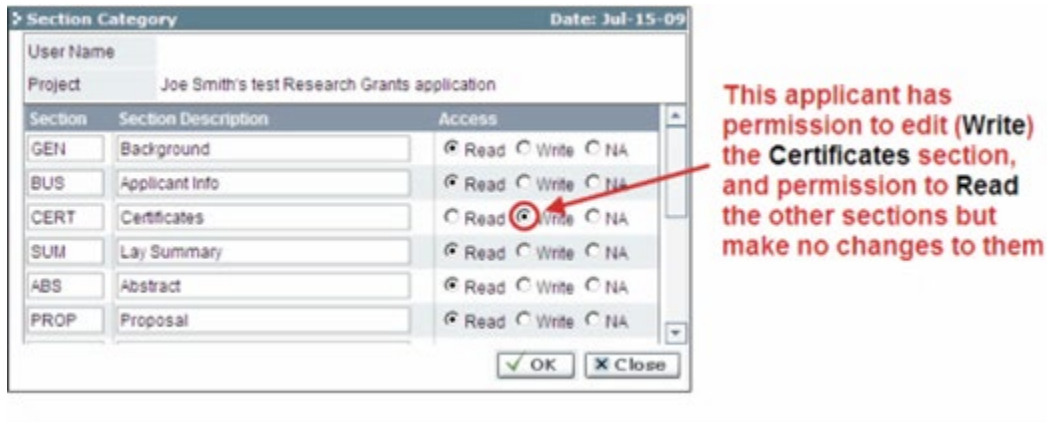
7. Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):

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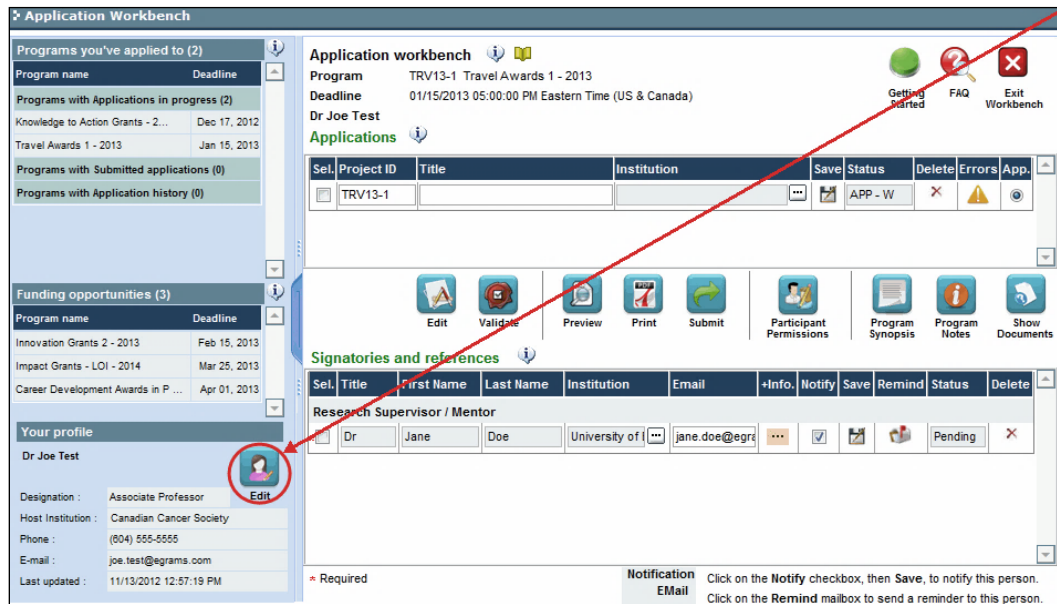
9. Click **OK** to save your entries.

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 G: Update your profile

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

2. Make changes as required. Consult [Interpreting Data Fields](#) for assistance.

3. Click **OK** at the bottom right corner of the screen to save your changes.

> **Saving changes to Additional Details screens:**
>
> If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking OK on both the Additional Details screen and then again on the main user profile page.
>
> If you click OK on the former but not the latter, your changes will be lost.

Interpreting the data fields:

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

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

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

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

To search for your institution: use the % sign as a wildcard in the Description field:
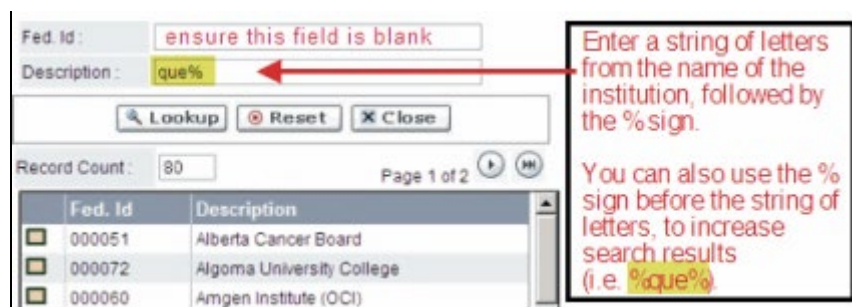
Department: Indicate your department or faculty/division (e.g. "Dept. of Immunology" or "Faculty of Nursing" where there is no department).

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

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

City: Enter your city.

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

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

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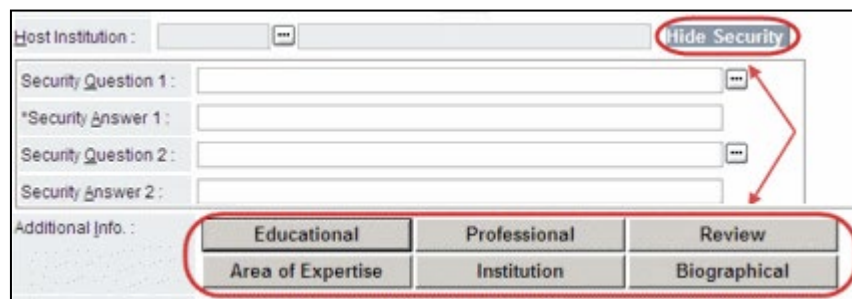
Designation: This field is mandatory.

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

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

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

> To add a security question, click on the ⊡ button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.
>
> Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.