

EMERGING SCHOLAR AWARD LETTER OF INTENT (LOI) GUIDE ESALOI-21

Canadian Cancer Society

November 25, 2020 Version 1

Before starting your application, please review the following eligibility requirements:

At the time of the award start date (January 1, 2021), applicants:

- must be scientists or clinician scientists who hold a full-time appointment at an eligible Canadian research institution.
- must be within 5 years* from the start of their first independent academic appointment (minimum assistant professor level, or equivalent).
- must have (a) firm faculty appointment(s).
- must not be current recipients of awards aimed at advancing the career development of early career investigators (i.e. Canada Research Chairs).

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

There is a limit of one Emerging Scholar Award application per Principal Investigator in a competition, and only one can be held by a Principal Investigator at any given time.

There must not be substantive overlap (more than 50%) with any pending application (including those at the registration, abstract or Letter of Intent submission stage) to any other CCS program as of the due date.



Emerging Scholar Award Letter of Intent (ESALOI-21) guide

Three easy steps

- 1. Create your application
- 2. Complete your Letter of Intent
- 3. <u>Submit your Letter of Intent</u>

Troubleshooting

- Host Institution field is empty or incorrect, and lookup button does not work
- Delete an application

Additional information

- Appendix A: Understanding the application interface
- Appendix B: Update your profile



ESALOI-21 Submission Checklist

We strongly encourage applicants to validate their applications at least a week prior to the submission deadline to ensure there is ample time to address any validation errors. You will not be able to submit your LOI until all validation errors are cleared.

Are you ready to submit? Answer the following questions to find out. Note that these questions are not meant to be comprehensive; please refer to the specific sections for complete instructions.

- □ Do you meet all the eligibility requirements? See the **Emerging Scholar Award** program description on cancer.ca/research for details.
- Does your application have a title?
- Do your responses meet the character limit for each section?
- Do your attachments meet the required format and naming convention?
- □ Have you listed all your research team participants in Section 3?
- Does your CV follow the required format?
- Do you have any special characters in your scientific abstract and proposal? Ensure you use Alt codes or the special character tool in EGrAMS. 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). Graphs, figures and tables must not be included in the proposal.
- Have you uploaded your host institution's letter of commitment and support in Section 11?
- □ Have you listed all references cited within your proposal in Section 13?
- Do you wish to include any figures, tables, graphs or charts in your submission? Does your attachment meet the required format (PDF, maximum 2 pages and 5 MB in size)?
- □ Have you uploaded your one-page budget request in Section 15? Does it reflect the information provided in Section 2?

If you have any questions, please contact the CCS Research Department at <u>research@cancer.ca</u>. For technical concerns, please contact <u>egrams@cancer.ca</u>.

All applications must be submitted through the online application system (<u>EGrAMS</u>) by **5p.m. EST on the deadline date**. Submissions will not be accepted beyond these times.



Step 1: Create your application

- 1. Log in to EGrAMS to access the home screen/Application workbench.
- 2. Click the **Emerging Scholar Award LOI 2021** program under the Funding opportunities section on the left
- 3. The Project ID will default to ESALOI-21 (the Grant Program code).
- 4. Enter the full project title into the **Title** field.
 - The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the <u>use</u> 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 your Host Institution there.

Application Workbench			
Programs you've applied to (0) Program name Deadline Programs with Applications in progress (0) Programs with Submitted applications (0) Programs with Application history (0)	i) •	Application workbench 😲 📴 Program TRV13-1 Travel Awards 1 - 2013 Deadline 01/1/52013 05:00:00 PM Eastern Time (US & Canada) 07 Joe Teat Applications 😲	Getting FAQ Exit Started FAQ Workbench
		Sel Project ID Title Institution TRV13-1 TEnter the full project title	Save Status Delete Errors App.
Funding opportunities (5) Program name Deadline Knowledge to Action Grants - 2 Deo 17, 3	• • • • •	Edit Validate Preview Print Submit	Program Program Show Within Synopsis Notes Show Documents
Travel Awards 1 - 2013 Jan 15, 1 Innovation Grants 2 - 2013 Feb 15, 1 Impost Grants - LOI - 2014 Mar 25, 1 Your profile	013 013 013 -	NOTE : No sign-off is required at this stage	esearch Institution is om your Host use the Dutton to
Dr Joe lest Designation : Associate Professor Host Institution : Canadian Cancer Society Phone : (804) 555-5555 E-mail : joe test@egrams.com	Edit	select the from the lo	appropriate institution okup box
Last updated : 11/13/2012 12:57:19 PM			

5. Click the 🞽 button.

REMINDER:

There is a limit of one Emerging Scholar Award application per Principal Investigator, and only one can be held by a Principal Investigator at any given time.

There must not be substantive overlap (more than 50%) with any pending application (including those at the registration, abstract or Letter of Intent submission stage) to <u>any other CCS program</u> as of the due date. Duplicate applications will not be accepted. The onus is on the applicant to indicate the extent (or absence) of overlap.



Step 2: Complete your LOI

I. Access the application

- 1. Ensure that Emerging Scholar Award LOI 2021 is selected in the workbench:
 - if not selected, click the program name on the left

Application Workbench						
Programs you've applied to (0) Program name Deadline Programs with Applications in progress (0) Programs with Submitted applications (0) Programs with Application history (0) Programs with Application history (0)	÷>	Application workbench (i) 10 Program ESALOI-21 Emerging Scholar Awards LOI - 2021 , Getting FAQ Exit Dr Joe Test Applications (i)				
	•	Sel. Project ID Title Institution Save Status Delete Errors App. ESALOI-21 Image: Status				
Program name Deadline Knowledge to Action Grants - 2 Dec 17, 2012 Travel Awards 1 - 2013 Jan 15, 2013 Innovation Grants 2 - 2013 Feb 15, 2013		Image: Signatories and references Image: Signatories and references <thimage: and="" references<="" signatories="" th=""> <thimage: sig<="" th=""></thimage:></thimage:>				

2. Click the 🚺 button to access the application:

Application Workbend	ch				
Programs you've applied to (0) Program name Deadline Programs with Applications in progress (0) Programs with Submitted applications (0) Programs with Application history (0) 			Application workbench i Program ESALOI-21 Emerging Deadline 02/05/2020 05:00:00 Pr Dr Joe Test Applications i	Scholar Awards LOI - 2021 A Eastern Time (US & Car	1 Getting FAQ Started FAQ
		-	Sel. Project ID Title	Instit-don	Save Status Delete Error
Funding opportunities (5)		٩			
Program name	Deadline		(🔛) 🗐 🛛	2 📶 🙋	
Knowledge to Action Grants - 2	Dec 17, 2012		Edit Validate Pr	eview Print Submit	Participant Program Program Permissions Synopsis Notes
Travel Awards 1 - 2013	Jan 15, 2013		Signatories and references		
Innovation Grants 2 - 2013	Feb 15, 2013				

3. Click on the background tab to begin.

Edit



II. Enter details of your application

In-depth information: understanding the application interface

For assistance with the application, consult <u>Appendix A: Understanding the</u> <u>application interface</u>.

NOTE: Format for attachments

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

NOTE: abbreviated instructions within the application

Abbreviated instructions are provided within the application. 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.

1	Applicant information	B Validate Errors & PDF Show Irree Show Irree Show Irree
a.	Applicant Name	Instructions
b.	Institution	Your User Profile information appears below however this section should indicate where the research
с.	Department	described within this proposal will take place (change as necessary). NOTE: Your User Profile is always Click to show
d.	*Address 1	considered your current mailing address. The address listed here will be used to advise you of the outcome of abbreviated
e.	Address 2	instructions.
f.	Address 3	
g.	Address 4	
h.	*Country:	
ί.	*City	
j.	*Phone	
k.	*E-Mail Address	
	*Designation	Close



III. Quick links to page-by-page instructions

Background

1 Applicant information 2 Project information 3 Participants

Applicant Info

<u>4 Principal Investigator CV</u> <u>5 Justification for Career Interruptions</u> <u>6 Application Career Stage</u>

Abstract

7 Scientific abstract 8 Keywords/Technical terms 9a,b Impact statement

Proposal

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Biographical Information

Tracking

20.a Research focus 20.b Research subject 20.c Cancer site relevance 20.d Common Scientific Outline (CSO)

Release

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Background

1. Applicant information

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



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

Financial institution: If the institution administering grant funds is different from the institution hosting your research, use the <u>u</u> button to locate the financial institution.

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

Grant category: New Investigator is selected.

Type of application: Initial Application is selected.

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. Applicants who are submitting in French are required to provide the names of <u>at least 5</u> impartial reviewers who are able to review in French and who have the expertise to critically evaluate the application.

Special calls: Select at least ONE. Refer to the ESA program description on cancer.ca/research for more information.



3. Participants

Add any **Co-Applicants, Additional Authors and Collaborators** who will be part of the research team. CVs are not required for the LOI but will be requested at the full application stage.

The Emerging Scholar Award is aimed at establishing and advancing the independent research programs of early career researchers. Co-Applicants, Additional Authors and Collaborators may be part of the research team, but it is expected that the proposed project will be led by the early career researcher applicant. Inclusion of Co-PIs is not permitted for this award. Additional authors who will be supported through the ESA grant must be part of the PI's immediate research team.

EGrAMS Login: If your colleagues have already created a user profile EGrAMS, 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, enter 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:

	User	Email :	1. (Imcdonald@d	cancer.ca	>		
	2. Lookup @ Reset X Close						
	Reco	rd Count :	15	Page 1 d	of 1		
		UserName	Name	Agency			
3.	Ø	Imcdonald	Lindsay McDonald	Canadian Cancer Society Research Institute			
	1. Enter full, correct e-mail address						
	2. Click Lookup						
	3. Click checkbox to add user as a participant						

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

Co-Applicants

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-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.

Additional authors who will be supported through the ESA grant must be part of the PI's immediate research team.

Collaborators

Collaborators include any additional individuals who will be involved in the grant who are not eligible to be named in any of the above roles.

Adding multiple participants:

After you've completed the form for the first participant on your team, click the save and continue arrow (Isave) to add the rest of your team members. When you've



completed the process, click the forward arrow (\bigodot) twice to move to the next page of the application.

Index Background	Applicant Info Certificates Lay	Summary Abstract I () () X Close
Save Save Va	alidate Errors PDF	• •
3. Participants	Click the Save and move	Hide Instructions
Enter Co-Principal, Co-Applicant and feature and enter their e-mail address appears in their user profile.	forward button to add another participant	plication. If a participant is an EGrAMS user, use the lookup will be auto-populated with their contact information as it
Contact Type		-
a. EGrAMS Login		
b. "Name	Use the \cdots bu	utton to locate
c. Department	participants v	who have already
d. Institution	registered in	the system
e. Address I		Address II
f. Address III		Country

Applicant info	
4. *Principal Investiga	itor CV

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

CCS is not a member organization of the Common CV Network, therefore the Common CV should not be used due to Common CV use restrictions.

In-depth information: uploading documents as attachments

For detailed instructions on how to upload a document as an attachment to your application, consult <u>Appendix A: IV. Uploading document</u> attachments

Required format and content:

Your CV should be in PDF format, not exceeding 3 single-spaced pages containing the following information:

- i. academic degrees
- ii. details of employment since graduation

In addition, the following can be included (not part of the 3-page limit):

- list of publications during the <u>last 5 full-time, or equivalent, working years*</u>. Publication lists may include manuscripts in preparation or manuscripts submitted. Highlight relevant publications to this submission.
- ii. grant support received in the past 5 years

* Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be



described in Section 5. Justified career interruptions will not be included in the calculation of the five-year window.

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



5. *Justification for Career Interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). If not applicable, please indicate this in the form.

Format: Your justification **should not exceed 1250 characters** (including spaces). Note that the character count may be different when copying text from Word due to formatting.

Applicant info	
6. Application and Career st	age

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.

Abstract	
7. *Scientific abstract	

The scientific abstract will be used to assign the application to the most appropriate expert reviewers.

Content: Your scientific 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 8. 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.

Enter one keyword or technical term per line.





Impact on the research field and community:

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

Format: Your impact statement **should not exceed 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.

Impact on career development:

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

Format: Your impact statement **should not exceed 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.

Proposal 10. *Proposal

Provide an overview of your project, which should include the following:

- 1. the aim(s) of the project
- 2. experimental design and methodology
- 3. relevance of the proposed research to cancer

Format: Your proposal **should not exceed 8,500 characters** (including spaces), or roughly two full 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 14 – Tables, graphs, charts and associated legends.

Abbreviations: Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, count towards the 8,500 limit.

NOTE:

To insert special characters, you <u>must</u> use Alt codes or the special character tool in EGrAMS and not Symbol font. Copying text from Word for Greek or French



characters using Symbol font will result in these special characters being lost (usually converted to some other letter). For example, in the case of μ , this will be converted to a lower case m.

Proposal

11. *Host Institution's Commitment and Support

Upload a one-page letter of commitment and support from your Host Institution including the following:

- a. confirmation that the applicant holds a firm appointment
- b. confirmation that at least 75% of the applicant's time will be allocated to cancer research
- c. description of the research environment, resources and mentoring support available to the applicant. In particular, detailed information on the following are requested: mentorship from senior investigators; evidence of start-up funds available to the applicant; a brief description of the dedicated research space provided; access to core facilities and research infrastructure; administrative support; and strategies that will be employed by the host institution to support the applicant in securing research funding (i.e. guidance on grant application development)
- d. confirmation that the host institution will provide the applicant access to an internal peer review process led by senior investigator colleagues during the tenure of the award, at a minimum.

Proposal	
12. *Research Te	am

Please describe the roles and responsibilities of the research team, including Co-Applicants, Additional Authors and Collaborators who will be involved in the project.

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

Proposal

13. *References

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

Proposal

14. Tables, graphs, charts and associated legends



Assemble and appropriately label your figures, graphs, charts and legends into one PDF document (**maximum of 2 pages and 5MB in size**). Font size should not be smaller than 10 point. EGrAMS will reject documents that do not meet these standards.

Eligible figures, tables and charts can include graphs, diagrams displaying data or nondata 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.), as these descriptions should be included within the proposal.

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 <u>Appendix A: IV. Uploading document attachments</u>			
Proposal	ſ			
15. *Budget request				

Format: Attach a one-page PDF containing an overview of your preliminary proposed budget. Detailed line items are not required for the LOI.

Funding up to \$100,000/year will be provided to support the direct costs of research, including supplies, salaries (trainees and research support staff), and equipment associated with the proposed work. An additional \$20,000/year can be used for buy-out time from clinical and teaching duties (clinician scientist applicants only) or professional development. Equipment requests cannot exceed 10% of the requested budget. Indirect costs are not eligible.

Year 1 refers to the first term of the grant (ie. January 1, 2021 – December 31, 2021).

The following is an example of the level of detail expected:

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Supplies and Expenses (including conference travel)	\$	\$	\$	\$	\$
Salaries and Wages	\$	\$	\$	\$	\$
Clinical or teaching buy-out funds/ Professional development	\$	\$	\$	\$	\$
Permanent Equipment	\$				
Total	\$	\$	\$	\$	\$

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



Panel

16. Panel recommendation 17. Reviewer recommendation 18. Reviewer exclusions

Item 16 Panel recommendation: Emerging Award Scholar panel is selected.

Item 17 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 expertise to critically evaluate the application and with whom you do not collaborate.

Item 18 Reviewer exclusions: Applicants may also suggest individuals they would prefer not be contacted as potential reviewers (panel members and/or external reviewers); the reason for exclusion must be provided. **Any exclusions you list will not be viewable to the panel members assigned to review your application.**

Biographical	Ĭ	
19. Biographical in	formation	

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	í l		
20.a. Research f	focus		

Select the research focus of the proposal.

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

Tracking	
20.b. Research subject	

Select the research subject(s). At least one item must be selected.



Select a <u>maximum of three</u> cancer sites where the research will be most 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

20.d. Common Scientific Outline (CSO)

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

Release	

21. Release form

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that CCS will post competition results (PI, Host Institution, 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 reports to donors/the public, press releases, social media or other communications.



Step 3: Validate and submit your application

I. Validation

Before you can submit your application, you must go through 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

Index Background Applicant	info Abstract Proposal Panel Tracking	R	lelease		(
Description			Status	Del	Errors	Comments
11. Tables, graphs, charts and assoc	iated legends					
12. Appendices						
13. Budget request			\checkmark	×	30	
Review panel	1. Click on the Index tab					
14. Panel recommendation	2 Click Volidate		\checkmark	×		
15. Reviewer recommendation	Z. Click Validate		\checkmark	×		
16. Reviewer exclusions	3. You can choose to either:					
Tracking	a. view the errors for the full application, or					
17. Research tracking information	b. view the errors per section					
17.a. Research focus	\sim			×		
17.b. Research subject		_	\checkmark	×		
17.c. Cancer site relevance			\checkmark	×		
17.d. Common Scientific Outline	(CSO)	~	\checkmark	×		
		(3a)			(2)	
Filter Options : ALL 🗸	Find		View	Error		Validate

b) Validate one section at a time

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:

	Index Background	2 Applicant Info Certific	ates Lay Summary Abstract I	00	X Close
	1. Applicant Information Your User Profile Information (change as necessary). NOTE: Your User Profile is all	appears below however this section sh ways considered as your current mailing	1. Save your entries	Hide Ins al will take e CCS.	place
4	a. Applicant Name	Joe Smith	2. Click the validate button	O Mr. C	Ms C Prof
1	b. Institution			-	

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

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



🗄 Errors and Warnings 🔍 💭	
Program Name: Prevention Initiative Tr	ranslation Supplement Award -2010
Click the checkbox to go to the page where the error occurs	d to F Click the + symbol for additional information about the error
Criegory Code Descriptio	n +info
Applicant Info FS-002 (a. Is this y Application Research must be co	our first Student Travel Award to the Canadian Cancer Society Institution (formerly the NCIC)?) field
Sr Cause	Colution
 A mandatory application entry has not been made. The application 	Return to the section of the application where this field exists and complete the

- 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.

In	dex Background Applicant Info	Certificates	Lay Summary	Abstract	Close
۲	Save) 🔳 Save 🔶 🥅 Validate) 🥘 Er	rors 👰 PDF			• •
2. P	roject Information				
f.	Special Initiatives 🔅				
	Include my application under the Special Call	for Applications, (eg. F	Prevention Initiative)	(Yes €No
	Name of Special Call				
g .	Grant Category (check one)				
	C Regular Research Grant	C Feasibility	0	New Investigator	
b					

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

Applicant Jo	e Test	Program :	Prevention Translation Supplement Award EOI - 2010
Application : Jo	e Test's Prevention Initiative test applic	ation	Show Documents
Index Pr	oject Information		× Close
8 Save	Save 🔶 🖼 Validate) 🔒 Error	s 🛃 PD	F Is Show Tree
3. Participants			Hide Instructions
Enter any Co-Prin lookup feature an	icipal, Co-Applicant and Additional Author in id enter their e-mail address in the field prov	formation as ap ided as the sea	plicable to your application. If a participant is an EGrAI/IS user, use the criteria. The form will be auto-populated with their contact
information as it a	appears in their user profile. Changes to the	participants aft	er submission of the EOI are permitted and must be provided to the
Contact Type			



II. Preview and submission

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

Application Workbench	1														/
Programs you've applied to	(2)	٩	Арр	plication w	vorkbench	🕸 🕼									
Program name	Deadline		Prog	gram	TRV13-1 T	ravel Awards 1	- 2013						/		
Programs with Applications in pro	ogress (2)		Dea	dline	01/15/2013	05:00:00 PM Ea	stern Time	(US & Can	ada)			/	Setting Started	FAQ	Exit Workbench
Knowledge to Action Grants - 2	Dec 17, 2012		Dr J	oe Test	795s						/				
Travel Awards 1 - 2013	Jan 15, 2013		App	plications	ų,					/					
Programs with Submitted applicat	tions (0)		Sel.	. Project ID	Title			Institutio	n		Save	Status	Dele	ete Erro	rs App. 📤
Programs with Application history	r (0)			TRV13-1						•	. 🛃	APP - P	>	¢	۲
			1				/								-
		-	-												
Funding opportunities (3)		1	1					1	<i>(</i>	2	1			0	5
Program name	Deadline				Edit	Validate	Preview	Print	Submit	Partici	pant	Pro	gram F	Program	Show
Innovation Grants 2 - 2013	Feb 15, 2013									Permis	sions	Synd	opsis	Notes	Documents
Impact Grants - LOI - 2014	Mar 25, 2013		Sig	natories a	ind referer	ices 💎									
Career Development Awards in P	Apr 01, 2013		Sel.	. Title	First Name	Last Name	Instituti	on	Email	+Info.	lotify	Save Re	mind S	tatus	Delete 🗂
		-	Res	search Supe	ervisor / Me	ntor									
Your profile			* 📰	Dr	Jane	Doe	Universi	ty of I 😐	jane.doe@egra	•••	1	2	🕩 🛛 🖬	ending	×
Dr Joe Test															

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

Application Workbenc	h												
Programs you've applied to	(2)	٩	Ар	plication v	vorkbenc	h 🕸 💴							
Program name	Deadline	1	Pro	gram	TRV13-1	Travel Award	s 1 - 2013						
Programs with Applications in pr	ogress (2)		Dea	dline	01/15/201	3 05:00:00 PM	Eastern Time	(US & Canad	a)		Gettin Starte	ng FAQ ed	Exit Workbench
Knowledge to Action Grants - 2	Dec 17, 2012		Dr J	oe Test	-								
Travel Awards 1 - 2013	Jan 15, 2013		Ар	plications	V								
Programs with Submitted applica	tions (0)		Sel	Project ID	Title			Institution		Save	Status	Delete Erro	App. 🔶
Programs with Application histor	y (0)			TRV13-1						😐 🛃	APP - W	× 🚺	
				-									
			:										
		-											-
Funding opportunities (3)		i)	1							23			
Program pame	Deadline												
r rogram name	Deaunitie				Edit	Validate	Preview	Print	Submit	Participant Permissions	Program Synopsis	Program Notes	Show Documents

- 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.

NOTE: errors cannot be corrected within the preview screen

If any errors are found, you will have to exit the preview (click the **Close** button in the upper right corner of the screen) and return to your application to correct them. (Reminder: <u>how to access your application for editing</u>.)



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

III. Confirmation

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



Troubleshooting

Host Institution field is empty or incorrect, and lookup button does not work

Problem: I am creating my application. The 😇 button in the Host Institution field does not open a lookup box.

Solution: The Host Institution field is auto-populated from information provided in your profile. You will need to update this information in your profile first, then log out of EGrAMS and log back in and create your application.

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

Application	Workbench	1															/
Programs you	've applied to ((2) Deadline	(ئ) ا	Ар	plication w	orkbench	(i) 10	0040							0	×	
Programs with Ap Knowledge to Action Travel Awards 1 - 2	plications in pro n Grants - 2 1013	gress (2) Dec 17, 2012 Jan 15, 2013		Dea Dr. Ap	adline Joe Test plications	01/15/2013 (05:00:00 PM Eas	tern Time (U	JS & Canada)				Getting Started	FAQ	Exit Workben	ch
Programs with Submitted applications (0) Programs with Application history (0)				Se	I. Project ID TRV13-1	Title			nstitution			Save	APP -	s Do W	elete Erro	ors App.	
Funding oppor Program name Innovation Grants 2	rtunities (3) 2 - 2013	Deadline Feb 15, 2013	•	Cir		Edit	Validate	Preview	Print	Submit	Partic Permis	jpant sions	P Sj	rogram ynopsis	Program Notes	Sho	w ent:
Impact Grants - LO Career Developmen	ol - 2014 nt Awards in P	Mar 25, 2013 Apr 01, 2013		Se	I. Title	irst Name	Last Name	Institutio	n En	nail	+Info.	Notify	Save	Remind	Status	Delete	
Your profile Dr Joe Test	-			Re	Dr	rvisor / Mer Jane	Doe	University	of I 😶 ja	ne.doe@egra		V	M	1	Pending	×]
Designation : Host Institution : Phone :	Associate Profes Canadian Cancer (604) 555-5555	sor Ed															
E-mail : Last updated :	11/13/2012 12:57	:19 PM		* R	lequired				Notificatio EMai	n Click on th	e Notif	y check	box, th	en Save, send a re	to notify the	nis perso	1.

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.





APPENDIX A: The application interface

I. Navigation

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

① Tab banner ② The curren	t tab is 3 Show more tabs by clicking the forward and backward arrows				
> Face Sheet Transactor	(*)-required field Timeout Left: 36 mins Date: Jul-02-09				
Applicant Joe Smith Application : Joe Smith test Research Grants ap	Program : Research Grants - 2010 pplication Show Documents				
Index Background Applicant Info Certificates Lay Summary Abstract () X Close					
Save Save Validate Errors & PDF					
1. Applicant Information	Hide Instructions				
Click the Index tab for a	s section should indicate whe Move forward to the next page				
a. App entire application	Title @ Dr C Mr C Ms C Prof				

- 1. **Tab banner** The different sections 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 highlighted in white.
- **3.** Show more tabs You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows located 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.
- 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. View the document by clicking the paperclip.

Errors will show up in the index until you re-validate the application.





II. Save, Validate, Errors

Face Sheet Transaction	•• •					
Applicant Joe Smith		Program : Res	earch Grants - 2010)		
Application : Joe Smith's test	Research Grants applic	ation			St	now Documents
Index Background	Applicant Info	Certificates	Lay Summary	Abstract		X Close
Save Save + Walidate Errors RPDF						
1. Applicant Information					Hide I	nstructions
Your User Profile information appears below however this section should indicate where the research contained in this proposal will take place						
(change as necessary). NOTE: Your User Profile is alway	is considered as your curre	nt mailing address an	nd will be used for all c	orrespondence	from the CCS.	*

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.

Validate and check for errors

For detailed instructions, consult Step 3: Validate and submit your application.

III. PDFs

Create a PDF of **the page you are currently visiting** 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.

Hide Instructions Hide Instructions Hide Instructions Attach your abbreviated CV in PDF format. It should include the following information: academic degrees; details of employment since graduation; list of publications during the last 5 working years; and grant support in the past 5 years. NOTE: In the "Attachment Title" field, please use the following format: [PL_lastname_fratname-CV].				
	Attachment Title PI_Test_Joe-CV	File Path	Browse	
After clicking Save, the File Path description disappears; the clickable paperclip appears				

V. The rich text editor



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

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 <u>Using the EGrAMS rich text editor</u>.

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.

ction 🔍 💛					
h Program	Research Grants - 2010				
h's test Research Grants application	Show Documents				
and Applicant Info Certifica	es Lay Summary Abstract I 🔍 🔍 🗙 Close				
Save Save Validate Errors & PDF					
1. Applicant Information Hide Instructions					
Your User Profile information appears below however this section should indicate where the research contained in this proposal will take place (change as necessary). NOTE: Your Here Profile is always considered as your current mailing address and will be used for all correspondence from the CCS.					
	ction Program : th Program : th's test Research Grants application und Applicant Info Certificat Image: Construction of the section should be appears below however this section should be appears below however this section should be appeared by the seco				



APPENDIX B: Update your profile

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



- 1. Make any changes required consult the definitions of all data fields for assistance.
- 2. 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.

Department of Biochemistr	y and Molecular Biology Ad	idress <u>2</u> :			
6331 Crescent Rd	Ad	idress <u>4</u> :			
> Review Experience Details			_		
Name . Joe Test					
Del. Position	Organization	Years	Last Serv		
Scientific Officer	NCIC, Panel L	2	2005		
🕑 🗶 Chair	CHR virology and viral pathogen	esis 1	2907		
Panel Member	Cancer Research Society	1	2008		
changes to this screen					
000001 -				Show Security	
Educational	Professional	Re	eview		
Area of Expertise	Institution	Biog	raphical		
Ores Click OK to your profil	o save all chang e before exiting	es to	,	Active M	



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 <u>egrams@cancer.ca</u>. Include "**EGrAMS institution set-up**" in the subject line.

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

Fed. Id :	ensure this field is blank	Enter a string of letters
Description .	Lookup Reset Close	institution, followed by the % sign.
Record Count :	B0 Page 1 of 2 🕑 😁	You can also use the %
Fed. Id	Description 📥	sign before the string of
000051	Alberta Cancer Board	retters, to increase
000072	Algoma University College	(i.e. %que%)
000060	Amgen Institute (OCI)	(i.e. Madre vol.

- **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 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.

Host Institution :		Hide Security
Security Question 1 :		
*Security Answer 1 :		
Security Question 2 :	• /	
Security Answer 2 :		
Additional Info. : Educational	Professional	Review
Area of Expertise	Institution	Biographical

