CCS Research Training Award for PhD Students (RTA-PH-24)

Canadian Cancer Society

Abstract Guide
December 2023
Version 1

Canadian Cancer Society

To apply:

The abstract application will be available in **EGrAMS** on or before December 15th, 2024

Applications must be submitted online by 5:00 pm EDT/EST.

Contact CCS research staff at
research@cancer.ca

Research Training Award for PhD Students Program Synopsis

The purpose of this funding program is to support growth and innovation in the next generation of diverse cancer researchers across Canada at the Master's and PhD level and Post-Doctoral levels. Our Research Training Awards seek to build inclusive capacity in cancer research and recognizing this, we support Black* and Indigenous* applicants to apply for this opportunity. Other eligible scholars in training are welcome to apply. This program will support individuals in conducting cancer related research while fostering long term connections with Canada's cancer research ecosystem through a combination of exposures to other disciplines, knowledge translation, engagement, and mentorship opportunities.

The next generation of cancer researchers is a critical component for growth and innovation in cancer research. One call to action for the Canadian Cancer Research Alliance is to develop initiatives to build a diverse cancer researcher workforce and to look for ways to improve supports offered to trainees. CCS and its partners are working to develop and implement a new, holistic system of funding and support for trainees at the Master's, PhD, and postdoctoral level. This opportunity will support cancer research training and foster innovation in cancer research through a comprehensive approach including mentorship, training, and knowledge-sharing.

Specific Objectives:
1. To support the next generation of cancer researchers across Canada and foster long term connections within the cancer research ecosystem
2. To build capacity in the cancer research system through an equity seeking lens and to foster a more inclusive research environment
3. To fund a diverse group of trainees across a range of training levels and cancer research areas
4. To enhance the training experience and innovation in cancer research through exposure to other disciplines, knowledge translation, engagement, and mentorship opportunities

Click here for the full program description.

Application Guide

Three easy steps:

1. [Create your abstract registration](#)
2. [Complete your abstract registration](#)
3. [Submit your abstract registration](#)

Additional resources:

- Appendix A: [Troubleshooting](#)
    - [Host Institution field is empty or incorrect, and lookup button does not work](#)
    - [Delete an application](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Update your profile](#)

STEP 1: Create your abstract registration

1. Log in to EGrAMS to access the home screen/**Application workbench**.

2. Click the **Research Training Awards for PhD Students** program under the Funding opportunities section on the left.

3. The project ID will default to **RTA-PH-24** (the Award **Program** code).

4. Enter the full project title into the **Title** field.
    -   The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the ⋯ button to select a different institution if necessary.

> **Empty Host Institution field**
>
> The **Host Institution** field is auto-populated from information provided in your user profile. If this field is blank, you will need to go back to your profile and add you Host Institution there.

5. Click the **Save** icon.

Note:

- Each applicant can submit only one application in this competition.
- **Only one applicant per lab (Supervisor/Co-Supervisor)** will be accepted to submit an application.
- Applicants must be **Canadian citizens, permanent residents, or First Nations, Inuit, or Métis**. International trainees are not eligible to apply currently.
- A (non-competitive) abstract registration is mandatory in order to submit a full application.
- Substantive changes to the full application that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

- Joint programs with a professional degree (for example, MD/PhD, Master's/RN) as well as clinically oriented programs of study are eligible, if they have a significant autonomous research component. Please contact research@cancer.ca for more information.
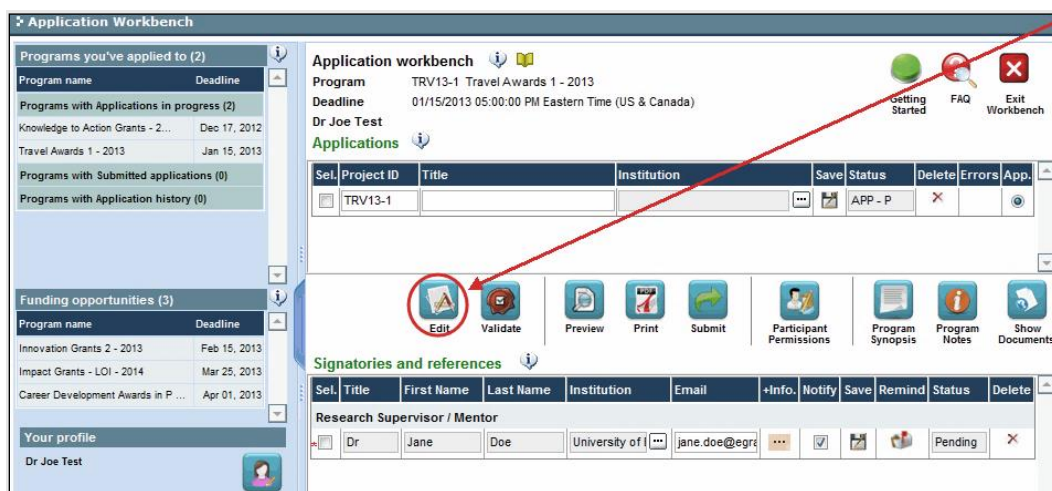- Applicants will be notified when the full application is available to complete.

STEP 2: Complete your abstract registration

I. Access the application

1. Ensure that **Research Training Awards for PhD Students** 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

> **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 B: 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.
>
> IMPORTANT: PDF documents should have all special permissions and password protection removed.
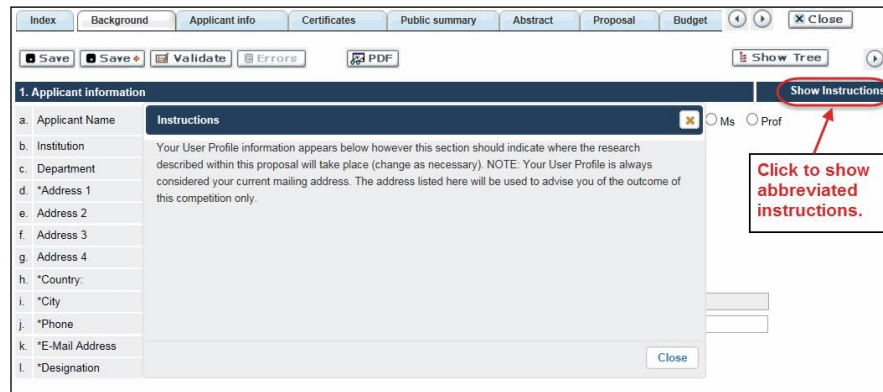
Access instructions within the application:

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

BACKGROUND

1. **Applicant information**

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

2. **Project information**

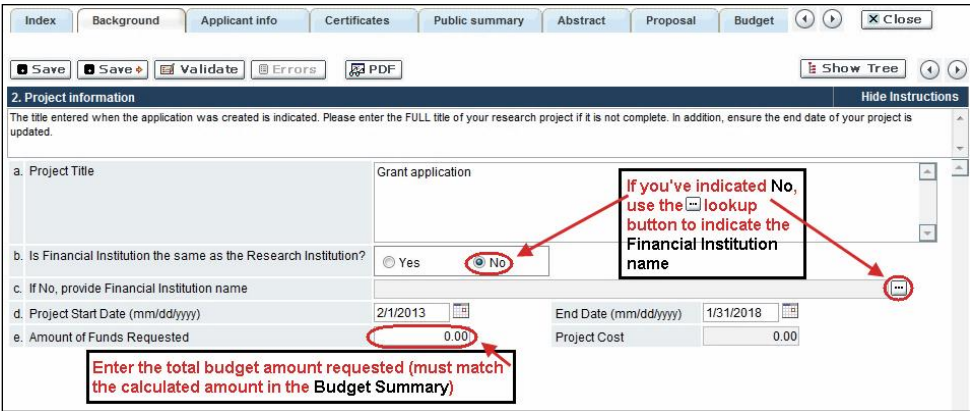   **Project title:** The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.

   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 September 1, 2024. PhD students can apply for a two- to five-year award. Indicate an end date of August 31, 2026, 2027, 2028 or 2029.

   Amount of funds requested: This figure will default to 0, please enter the requested amount for this project. At the full application stage, 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 total award maximum is $235,000. Up to $45,000 a year, for a minimum of 2 years up to 5 years, plus a maximum training budget of $10,000.**

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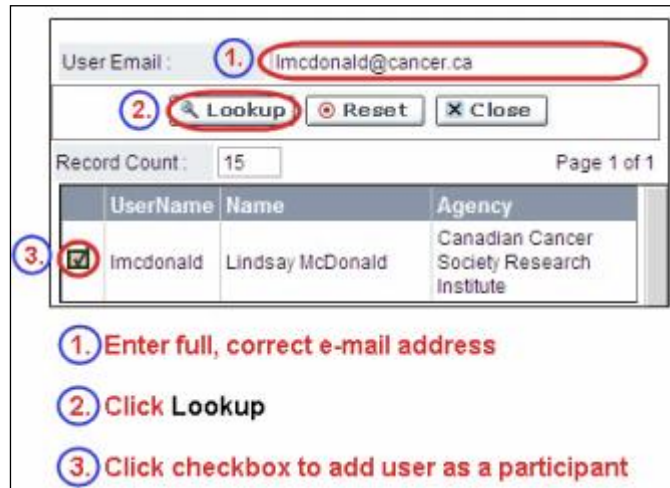
   For applications submitted in French, please note that all review panels are conducted in English, and French language reviewers will be secured as required. Applicants submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and have the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

3. **Supervisor(s) and Financial Officer**

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.

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 (where relevant), for each participant to ensure proper identification of conflicts of interest during the peer review process.

Note: CVs are not required at the Abstract Registration stage. These are to be provided in the full application stage.

Financial Officer
Provide the name and email address of your institution's financial officer who would be responsible for the administration of this research award, 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.)

Supervisor(s)
Enter the name(s) and contact information of your Supervisor(s) by first searching for their user profile (see above). Note that (primary) Supervisor's must hold an eligible academic position at a Canadian University. Up to 2 Supervisors can be listed.

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.

4. **Program Details**

Provide details of your program and University.

5. **Justification for career interruptions**

Note: Not mandatory at the abstract stage

Describe any special circumstances including education and/or career obstacles, delays, or interruptions that may have impacted your academic career and research productivity. This includes but is not limited to parental leave, family or caregiving responsibilities, part-time studies related to paid work requirements, etc. If not applicable or you want to include in the full application instead, please indicate this.

Format:

- Limit the summary to 2500 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.

ADDITIONAL INFORMATION

8. **Additional information**

This data helps us to understand the impact of our efforts to be more relevant to diverse applicants in our funding calls. This information is for administrative purposes only and will be hidden from reviewers.

PUBLIC SUMMARY

10. Public Summary

Please provide a plain language summary (abstract) of your project that will be shared with our patient/survivor/caregiver reviewers and with our donors and other stakeholders. Note that this summary should be understandable by someone who does not have a scientific background (i.e., Grade 8 reading level) and should not contain confidential information.

In your summary, please address the following questions:

- why this work is important (rationale)? How will it impact people affected by cancer?
- the goal or purpose of the project (objectives/aims).
- the research plan (methods).
- the anticipated results and potential impact of the project.

Format:

- Limit the summary to 2150 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

11. Scientific abstract

Describe the rationale (including how the project is meaningful to people affected by cancer), objectives/aims, methods, and anticipated results and potential impact of the project.

Format:
- Limit the summary to **4200** 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.

12. Keywords

Provide up to a maximum of 10 specific keywords or descriptive terms that best describe the focus and approach of your project. Enter one keyword or term per line.

27. 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. Please review the funding call on the CCS website for panel descriptions.

28. 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.

This should be discussed with the trainee's supervisor(s).

29. 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.**

This should be discussed with the trainee's supervisor(s).

STEP 3: Validate and submit your abstract registration

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**
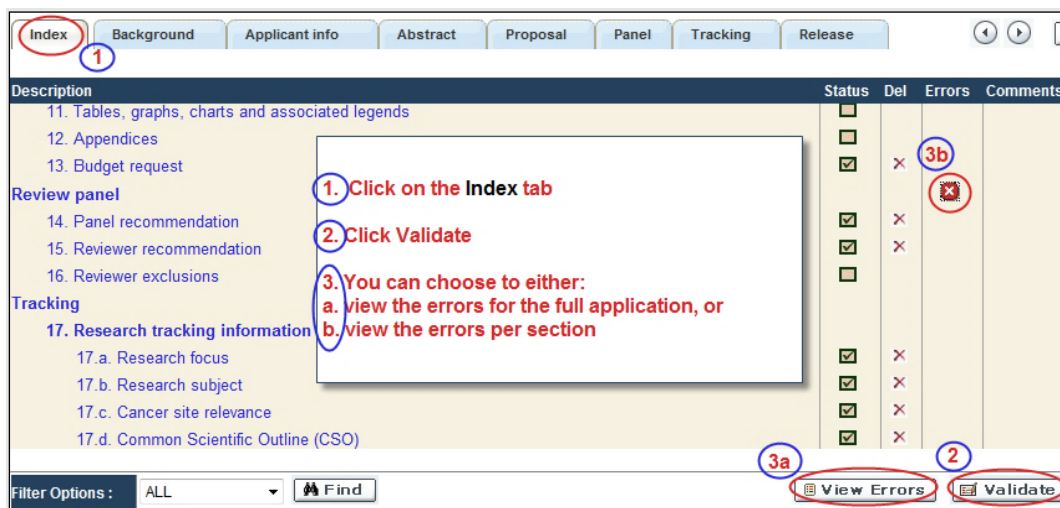
b) **Validate one section at a time**

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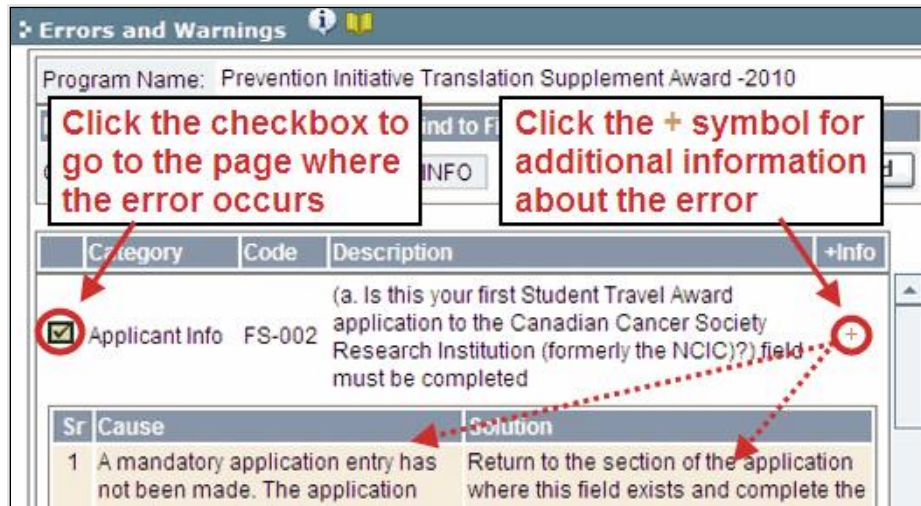
2. To view the dialogue box with the list of errors again, click the **Errors** button.

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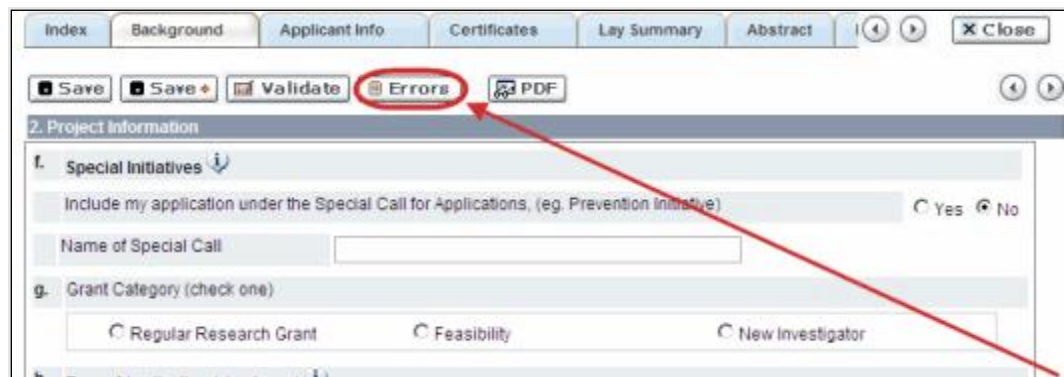
3. When all errors are resolved for every section, click the **Close** button to exit the application.

II. Preview and submission

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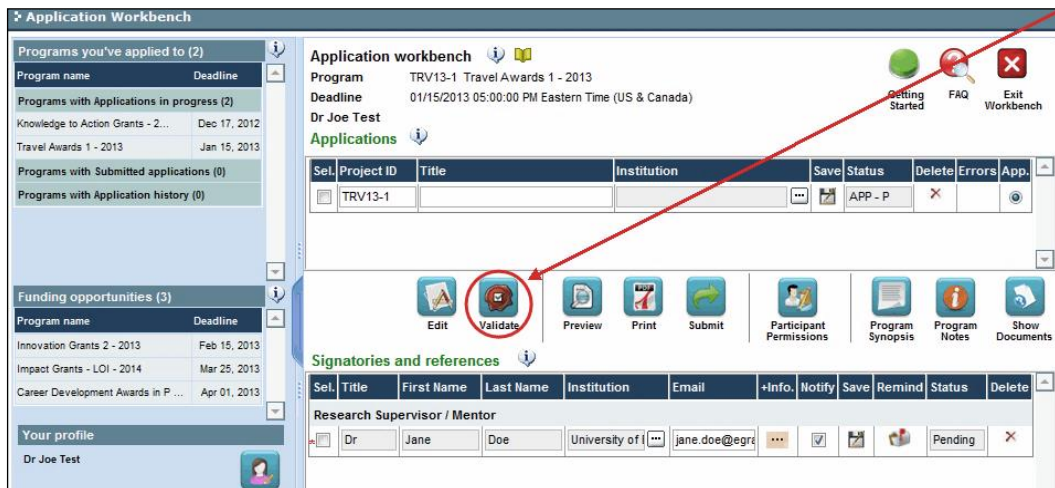
2. If Errors are found, click the button for information about the errors.
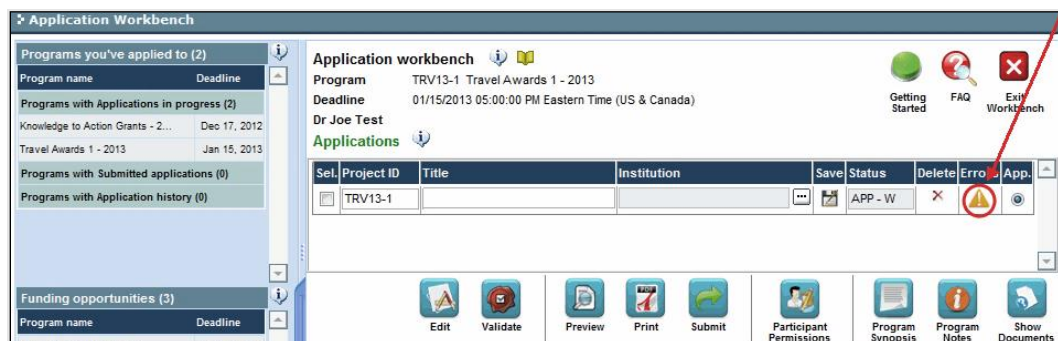
3. Errors can be corrected through the menu.

4. To generate a PDF of your application, click the **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.
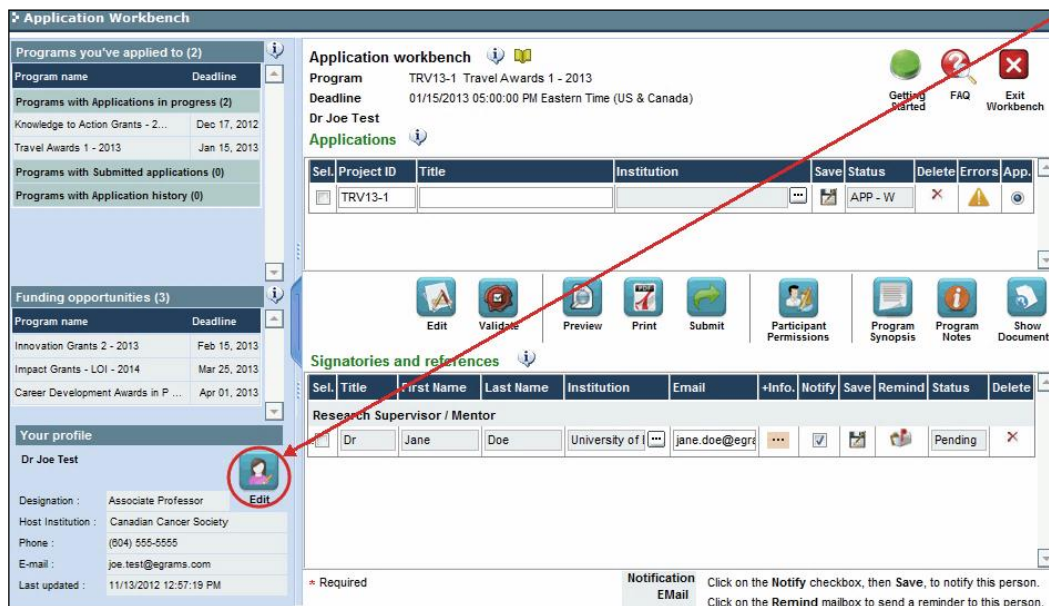
APPENDIX A: Troubleshooting

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

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

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

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

- **Delete an application**

    Problem: I need to delete my application.

    Solution: Go to the Application workbench, click the [✗] button, click OK in the pop-up.

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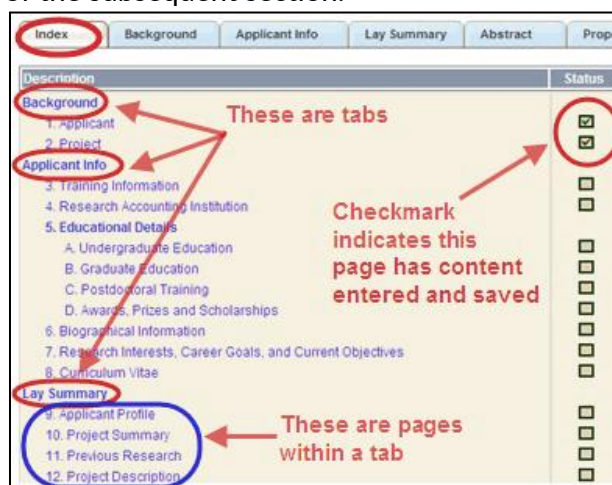
- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

- 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.
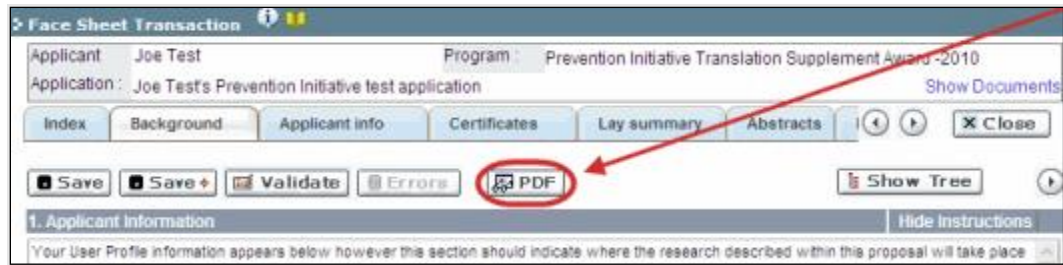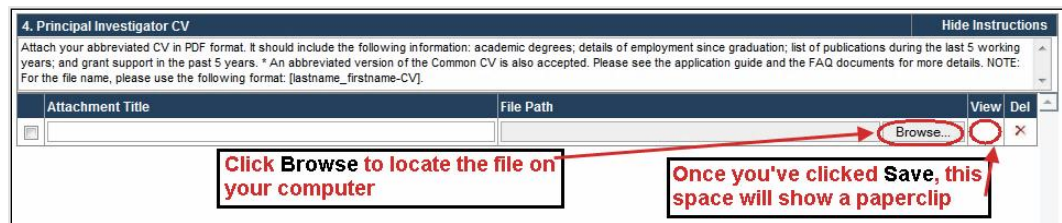
If you wish to create a PDF of your entire application, click the button on the **Application workbench**.

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.
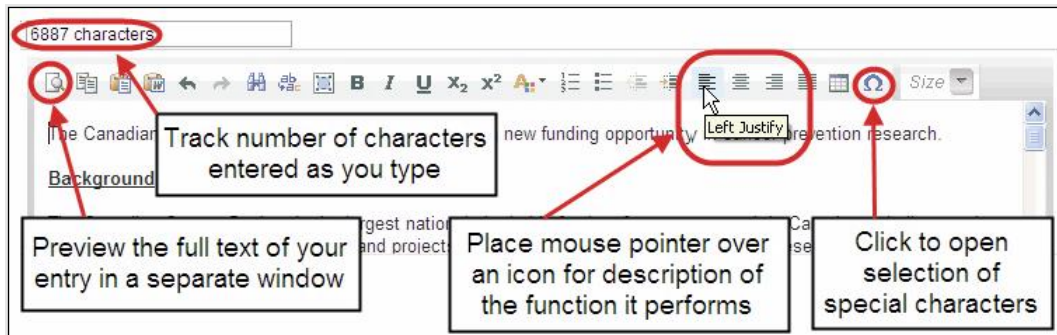

Use the rich text editor to:

- 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
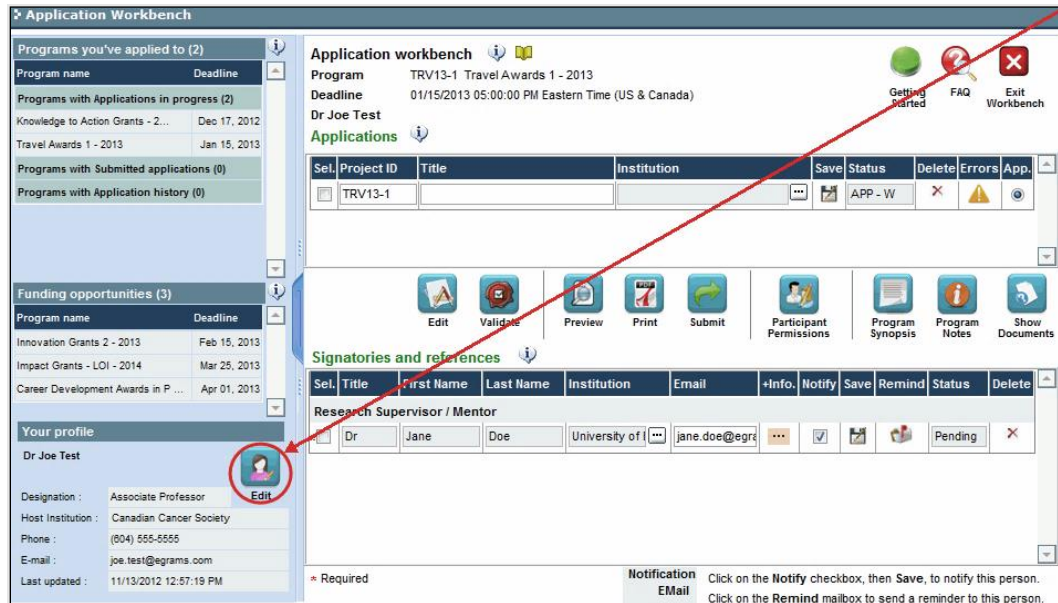
VI. **Exit**

To exit the application and access the **Application workbench** again, click the **Close** button.
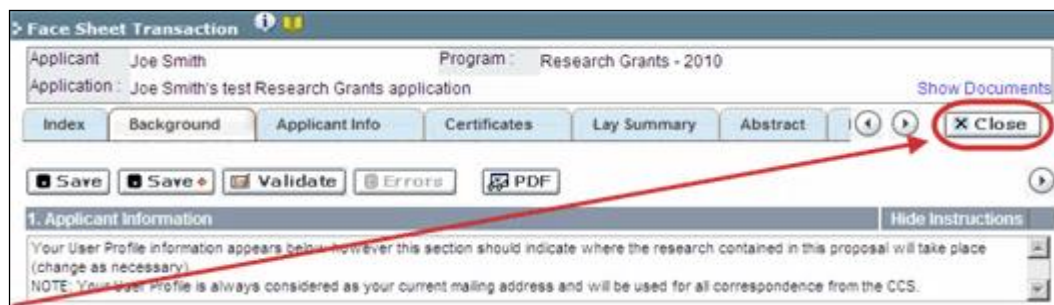
APPENDIX C: Update your profile

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:
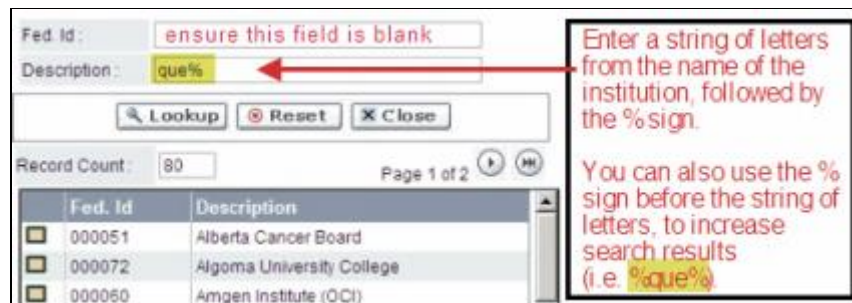
Department: Indicate your department or faculty/division (e.g. "Dept. of Immunology" or "Faculty of Nursing" where there is no department).

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".
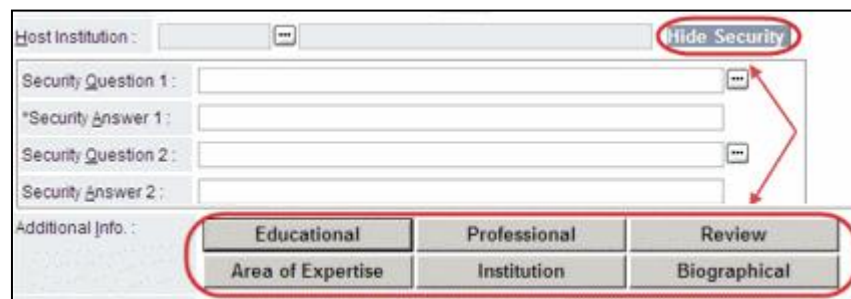
Designation: This field is mandatory.

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.