



Workplace Cancer Research Grants (WCR-24)

Canadian Cancer Society

Full Application Guide
October 2023
Version 1



Société
canadienne
du cancer

Workplace Cancer Research WCR-24 Program Synopsis

Important dates:

Registration due date:
November 9, 2023

Full application due date:
February 1, 2024

Results announcement:
April 2024

Anticipated funding start date:
May 1, 2024

To apply:

Visit [EGrAMS](#) to access the application form.

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

Questions?

Contact CCS research staff at research@cancer.ca

Workplace Cancer Research program has been created to support game-changing cancer research that will uncover new knowledge and fill existing gaps related to a diversity of workplace cancer risk factors to drive cancer prevention efforts and inform guidelines, policies, and regulations aimed at reducing cancer risk for workers in Canada.

Workplaces can pose a significant risk to health through repeated exposure to carcinogens and other risks, including asbestos, solar UV, diesel exhaust, crystalline silica, radon, and shift work. Every year, an estimated 10,000 Canadian workers are diagnosed with occupation-related cancers, but workplace cancer research comprises less than 1% of cancer research funding in Canada.

In 2021, the Canadian Cancer Society (CCS) embarked on a unique fundraising mission – to engage and work with partners in healthcare, business, industry and labour unions to raise funds that would have a meaningful impact on worker health and safety through the Workplace Cancer Research Fund.

Representatives from the Canadian labour movement have worked with CCS as part of a Labour Advisory Committee (LAC) to advise and support the development of this research funding opportunity.

Proposed projects must demonstrate a specific and defined potential for impact on the prevention of workplace exposures to risk factors, ultimately leading to a reduced incidence of workplace-related cancer. Inclusion of relevant stakeholders capable of utilizing the research results should be involved as members of the research team from idea conception.

Focus of research is encouraged, but is not limited to:

- Air pollution
- Asbestos
- Crystalline Silica
- Diesel engine exhaust
- Emerging technologies (electrification, nanotechnology)
- Occupational exposure to toxic/hazardous medications/diagnostic technologies/chemicals
- Radon
- Shift work
- Solar UV radiation

Eligible research includes, but is not limited to investigating:

- The causes of workplace-related cancers, including the mechanisms underlying risks for cancer development
- The economic burden of workplace-related cancers
- Mitigation/reduction of workplace-related exposures/risk factors, including biomarkers for early cancer detection and cancer risk assessment
- How best to raise awareness of risk and/or implement policy change

Research teams are encouraged to consider sectors (i.e. professions) where less research has been focused historically, such as border services (e.g. diesel exhaust) and first responders working alongside firefighters (e.g. air pollution).

The full funding opportunity can be viewed here: <https://cancer.ca/en/research/for-researchers/funding-opportunities/workplace-cancer-grants-24>

Application Guide

Three easy steps:

1. [Add signing authorities](#)
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Additional resources:

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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.

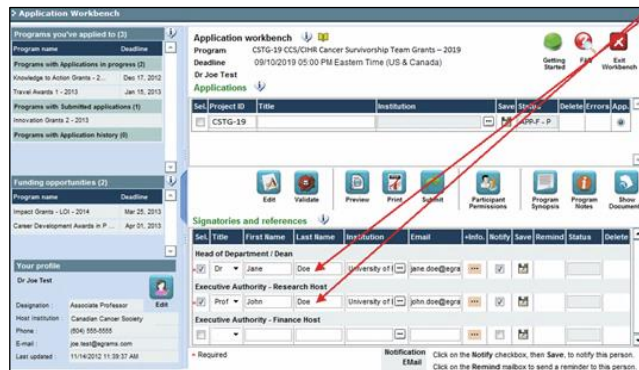
The system will send the email when you click the **Notify** box (step 2).

Create a PDF of your application:

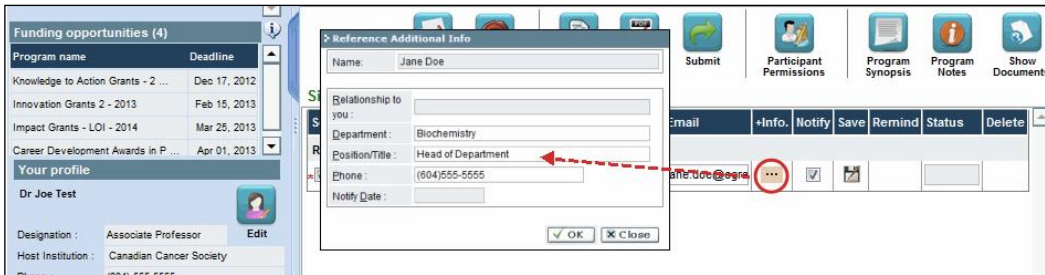
Depending on your institution's policy regarding signing authorities, your Department Head or Dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your application at any time by going to the **Application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



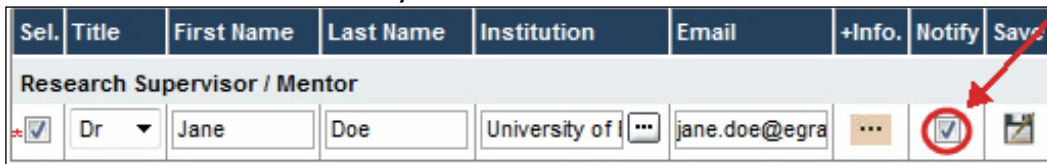
1. Ensure that **Workplace Cancer Research Grants (WCR-24)** is selected in the Application workbench.
 - If not, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.


A screenshot of the EGrAMS Application Workbench interface. The interface is divided into several sections. On the left, there are navigation menus for "Programs you've applied to", "Funding opportunities", and "Your profile". The main area shows the "Application workbench" for "CSTG-19 CCS/CHR Cancer Survivorship Team Grants - 2019". Below this, there is a table for "Applications" with columns for "Project ID", "Title", "Institution", "Save", "Print", "Delete/Errors", and "App". The "Signatories and references" section is visible, containing a table with columns for "Title", "First Name", "Last Name", "Institution", "Email", "Notify", "Save", "Remind", "Status", and "Delete". The table lists three signatories: "Head of Department / Dean" (Dr. Jane Doe), "Executive Authority - Research Host" (Prof. John Doe), and "Executive Authority - Finance Host" (John Doe). A red arrow points to the "Notify" checkbox for the "Executive Authority - Research Host" row. At the bottom, there are instructions for the "Notify" and "Remind" checkboxes.

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.

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:

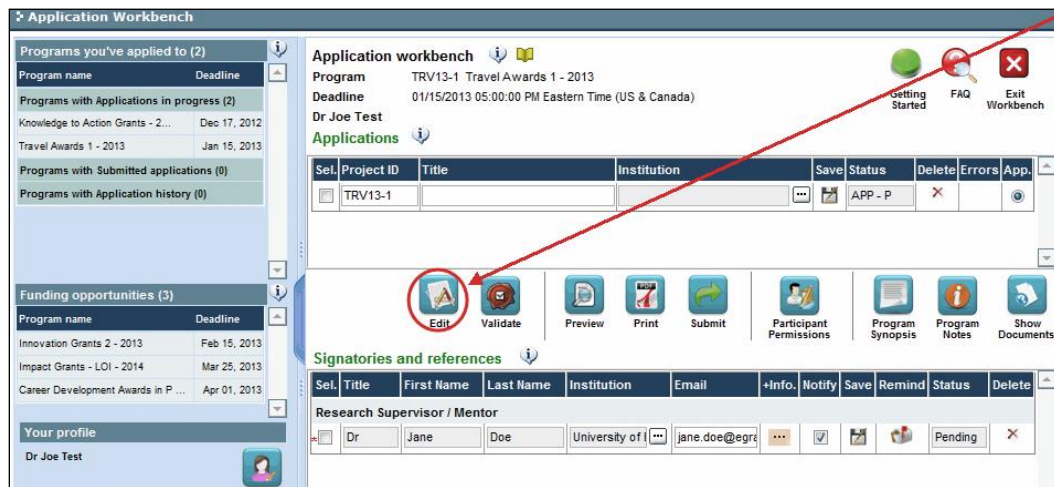
If your contacts have not yet completed their portion of your application, you can re-send the email notification by clicking on the button.



STEP 2: Complete your application

I. Access the application

1. Ensure that **Workplace Cancer Research Grants - 2024 (WCR-24)** is selected in the workbench.
 - if not, click the program name on the left under Programs with Applications in progress
2. Click the  button to access the application:



The screenshot shows the 'Application Workbench' interface. On the left sidebar, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The main content area shows details for 'Program TRV13-1 Travel Awards 1 - 2013' with a deadline of '01/15/2013 05:00:00 PM Eastern Time (US & Canada)'. Below this is a table of applications with columns for 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. A toolbar below the table includes buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. The 'Edit' button is circled in red, and a red arrow points to it from the text above. Below the toolbar is a section for 'Signatories and references' with a table for 'Research Supervisor / Mentor' containing one entry for 'Dr. Jane Doe' from the 'University of I...' with email 'jane.doe@egre...' and status 'Pending'.

3. Click on the background tab to begin.

II. Enter details of your application

As part of the Abstract registration, the Background, Applicant Info, Public summary, Scientific Abstract, Relevance Statement, Review panel, 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 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.

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:

The screenshot displays a web application interface with a navigation bar at the top containing tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, and Budget. Below the navigation bar are buttons for Save, Save +, Validate, Errors, PDF, and Show Tree. The main content area is titled '1. Applicant information' and features a 'Show Instructions' button in the top right corner, which is circled in red. A red arrow points from a callout box to this button. The callout box contains the text: 'Click to show abbreviated instructions.' The form fields include: a. Applicant Name, b. Institution, c. Department, d. *Address 1, e. Address 2, f. Address 3, g. Address 4, h. *Country, i. *City, j. *Phone, k. *E-Mail Address, and l. *Designation. A 'Close' button is located at the bottom right of the form.

III. Quick links to page-by-page instructions

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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 May 1, 2024 to April 30, 2026.

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 \$100,000 per year and a maximum of \$200,000 per grant (over 2 years)

The screenshot shows a web application interface for '2. Project information'. The form includes the following fields and annotations:

- a. Project Title:** A text input field containing 'Grant application'.
- b. Is Financial Institution the same as the Research Institution?:** Radio buttons for 'Yes' and 'No'. The 'No' button is selected and circled in red. A red box with arrows pointing to the 'No' button and the '...' button in field 'c' contains the text: 'If you've indicated No, use the ... lookup button to indicate the Financial Institution name'.
- c. If No, provide Financial Institution name:** A text input field with a '...' button to its right, which is also circled in red.
- d. Project Start Date (mm/dd/yyyy):** A date picker set to '2/1/2013'.
- End Date (mm/dd/yyyy):** A date picker set to '1/31/2018'.
- e. Amount of Funds Requested:** A text input field containing '0.00', which is circled in red. A red box below this field contains the text: 'Enter the total budget amount requested (must match the calculated amount in the Budget Summary)'.
- Project Cost:** A text input field containing '0.00'.

The form is part of a larger application with tabs for 'Index', 'Background', 'Applicant info', 'Certificates', 'Public summary', 'Abstract', 'Proposal', and 'Budget'. A 'Close' button is visible in the top right corner.


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 or Co-Principal Investigator in this competition.
- 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 C](#) 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:



The screenshot shows a web interface for searching users. At the top, there is a 'User Email' input field containing 'lmcdonald@cancer.ca'. Below it are 'Lookup', 'Reset', and 'Close' buttons. A 'Record Count' of 15 and 'Page 1 of 1' are displayed. A table with columns 'UserName', 'Name', and 'Agency' shows one result: 'lmcdonald', 'Lindsay McDonald', and 'Canadian Cancer Society Research Institute'. A checkbox next to 'lmcdonald' is checked. Three numbered callouts (1, 2, 3) point to the email field, the 'Lookup' button, and the checkbox respectively.

UserName	Name	Agency
lmcdonald	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 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, as well as research associates who are independent investigators. These categories **may not include** graduate students, postdoctoral fellows, research associates (who are not independent investigators), 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 (who are not independent investigators), 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.

Implementers/Decision-makers

Implementers/Decision-makers 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. CCS staff members participating on grants are to be included in this category. Individuals with lived or living experience of cancer are to be included as Patient/Survivor/Caregiver participants. Implementers/Decision-makers are not eligible to receive salary support from a grant. In some instances, exceptions may be made, but will be evaluated on a case-by-case basis. Please contact CCS to discuss.

Patients/Survivors/Caregivers

Patient/survivor/caregiver participants are defined as individuals who have been affected by cancer. This category may include anyone at elevated risk of cancer, 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. Patients/survivors/Caregivers are eligible to receive and must be offered financial remuneration from the grant for their participation (in line with [CCS policy](#)). 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 and PSCs 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 the [Biographical sketch template – for academic and non-academic participants](#) on our website (under Templates). Note: PSCs may opt to provide a CV or a letter in support of their involvement on the research team.

Collaborators and PSCs (if they choose this option) 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].

k. *E-Mail Address	test@email.com	Upload a letter of collaboration for each collaborator.
l. *Designation	APROF <input type="button" value="..."/> Assistant Professor	
m. *Letter of collaboration	Choose File EGrAMS TE...UMENT.pdf <input type="button" value="X"/>	

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.

The screenshot shows the 'Participants' section of the application form. The 'Save +' button is circled in red, with an arrow pointing to it and a text box that says: "Click the Save and move forward button to add another participant". The '...' button next to the 'EGrAMS Login' field is also circled in red, with an arrow pointing to it and a text box that says: "Use the ... button to locate participants who have already registered in the system". The 'Curriculum Vitae (CV)' field is circled in red, with an arrow pointing to it and a text box that says: "Attach a CV for each participant (except Financial Officer)".

APPLICANT INFO

4. Principal Investigator CV

Attach an up-to-date, abbreviated CV, following the template provided online, [Biographical sketch template – for academic participants](#).

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 – 2022/01.

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, career stages were extended with 24 months (covering the period of Feb 2020 – Jan 2022). New/Early Career are now at 7 years instead of 5 years previously.

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.

7e. and f. Health Canada approval

If a Clinical Trial Application (CTA) or an Investigational Testing Application (ITA) is required as part of the project, indicate this and the anticipated date of submission. A No Objection Letter (NOL) or Investigational Testing Authorization (ITA) will be required in order to release subsequent funds.

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 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. Public Summary

Describe in non-technical language understandable to a non-scientist: why this work is important (rationale); the goal or purpose of the proposed project (objectives/aims); the research plan (methods); and the anticipated results and potential impact of the project.

Your public summary should not exceed **2000 characters** (including spaces. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

ABSTRACT

10. 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.

Describe the rationale, objectives/aims, methods, and anticipated results and potential impact of the project.

Your abstract **should not exceed 4200 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.

11. Keywords

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.

12. Relevance Statement

Clearly describe how the project is relevant to workplace cancer risk and how workplace cancer risk will be affected if the project is successful.

Your relevance statement should not exceed **2500 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.

13. 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.

PROPOSAL

14. Proposal

Provide a detailed proposal (in PDF format) of the work to be performed, including the following points:

- **Goal(s)/hypothesis.** Describe the overarching goal(s) and/or hypothesis of the project.
- **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.*
- **Supporting evidence/rationale/theoretical framework**
- **Experimental / research design, methods, and analysis.** Include preliminary data/previous work relevant to the proposed research. Describe the theoretical framework underpinning the project design where relevant. Present alternative approaches in case the primary methods are not successful. In addition, and importantly, sex, gender, and diversity (plus other intersectionalities (SGBA+)) must be thoughtfully considered, where applicable. Describe the data management plan (how data will be collected, documented, protected, and shared, with consideration for the

First Nations Principles of Ownership, Control, Access and Possession (OCAP) where relevant). Ensure that where patient partners and stakeholders are involved in the research, this is evident.

- **Anticipated results and potential impact of the research**
- **Data Management.** Describe how data will be collected, documented, protected and shared, with consideration for the First Nations Principles of Ownership, Control, Access and Possession (OCAP) where relevant.

While sex, gender and other dimensions of diversity, as well as patient and stakeholder engagement are called out below, these should be evident with the research plan where relevant.

Recommended/additional resources:

[How to integrate sex and gender into research \(CIHR\)](#)

[Online Training Modules: Integrating Sex & Gender in Health Research \(CIHR\)](#)

Format:

- Proposals must be in PDF format and may **not exceed 21,000 characters** (including spaces), single spaced and **5MB in size**. **French proposals should not exceed 25,200 characters.**
- Up to 2 additional pages of figures, tables, charts and their associated legends are permitted (and can be embedded in the text as images, or they will count towards the character limit).
- References (works cited) will NOT count towards the character limit.
- **Abbreviations:** Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, count towards the 21,000 limit.

**Note: proposals which exceed the character limit will be truncated. Applications exceeding the limit by 1,000 characters or more will be disqualified from the competition.

15. Sex, gender and diversity

a. Sex, gender and diversity considerations

Recognizing the variable impacts of cancer on different populations and demographics within Canada, 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 15.a., 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.

16. Knowledge translation and mobilization activities

In simple, non-technical language, describe how the knowledge generated through this grant 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. This could include engagement of patients, survivors, caregivers, clinicians and other practitioners or end-users (including other researchers) to ensure utility, utilization and/or uptake of project results as relevant (depending on the stage of the research proposed). Public and/or patient engagement strategies (including co-design where appropriate) are encouraged. Equitable access to results should be considered (as relevant).

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.

17. 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.

18. Terms of Reference

A detailed [Terms of Reference](#) including all members of the team is required as part of the application process. The template provided is recommended, but not mandatory for use. Teams may opt to utilize other appropriate templates.

The Terms of Reference should include:

- details of how all members of the team have been and will be integrated into the work proposed (including barriers to participation and how these will be addressed)
- decision-making and conflict resolution processes
- evaluation of engagement
- a description (or descriptions) of the research environment(s)
- evidence that equity, diversity and [inclusion principles](#) in the composition of the research team have been considered

It is expected that all team members will have reviewed, contributed to, and agreed to the ToR as submitted, however it is expected that the ToR will change throughout the lifetime of the project.

Please upload a PDF document to EGrAMS, **not to exceed 5 MB in size**.

19. Appendices

Applicants are cautioned to include all essential information within their proposal ([item 14 – Proposal](#)) as reviewers are not obligated to review the appendices.

Use this section thoughtfully to present preprints or manuscripts relevant to the submission. Applications that are integrally based on survey instruments, measurement tools or clinical protocols may include these documents as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers. Do not include reviews from other agencies. No other documents should be appended without prior approval from CCS.

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].

20. 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.**

BUDGET

21. Budget request

Requests for budgets up to 2 years will be considered. Applicants are asked to enter the amount requested for the grant year period.

The grant maximum limits for each application is **\$100,000 per year** for 2 years.

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

Note: It is understood that applications may also be made to other agencies to provide support for grants/programs similar to those submitted to the Canadian Cancer Society. There must not be

any overlap with any pending application (including those at the abstract or Letter of Intent submission stage) to any other CCS program as of this competition due date. Budgetary overlap will not be permitted at the funding stage. 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.

21a. 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.**

ites Lay summary Abstract Proposal Budget Other funding Panel Track Close

Save Save+ Validate Errors PDF

Budget request

Category: Program Expenses - Supplies and Expenses Type:

Classification Seq.: 1 Sub Type: Direct Narrative:

Attachment: Browse...

Instructions: Include expenses for materials, minor equipment (<\$1000 per line item), services and research travel (but not conference travel). Budgets may also 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 online journals. For each year below please indicate the amount requested for the grant year. ex: 2011 = July 1, 2011 til June 30, 2012. NOTE: Attach a detailed justification (in PDF format) in

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

- **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.

21b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates (who are not considered independent investigators), 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. CCS expects that budget requests will be in line with the following full time salaries (prorated accordingly):

Training Level	Annual Stipend (full-time)
Master's	\$30,000
PhD	\$50,000
Postdoctoral	\$65,000-\$71,000 (based on PDF years of experience)

- If circumstances prohibit the above levels, a justification should be provided. If the person is unnamed, justify the need for the requested role (with the number of years of experience required) specifying the work to be undertaken. Taxation will depend on each Host Institution policy regarding trainees.
- Funds will not be awarded for secretarial support.

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 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.

- **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.

The screenshot shows a web-based form for submitting a budget request. At the top, there are tabs for 'ites', 'Lay summary', 'Abstract', 'Proposal', 'Budget', 'Other funding', 'Panel', and 'Track'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The main form area is titled 'Budget request' and contains several input fields: 'Category' (set to 'Program Expenses - Salaries and Wages'), 'Classification Seq.' (set to '1'), 'Type', 'Sub Type' (set to 'Direct'), and 'Narrative'. The 'Attachment' field is empty and has a 'Browse...' button next to it, which is circled in red. A red callout box with white text points to this field, stating 'Attach PDF containing justification for each line item here'. Below the form is a table with the following structure:

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

21c. 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 15% of the requested budget.

Note: The budget limit for year 1 of the grant is \$100,000 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.

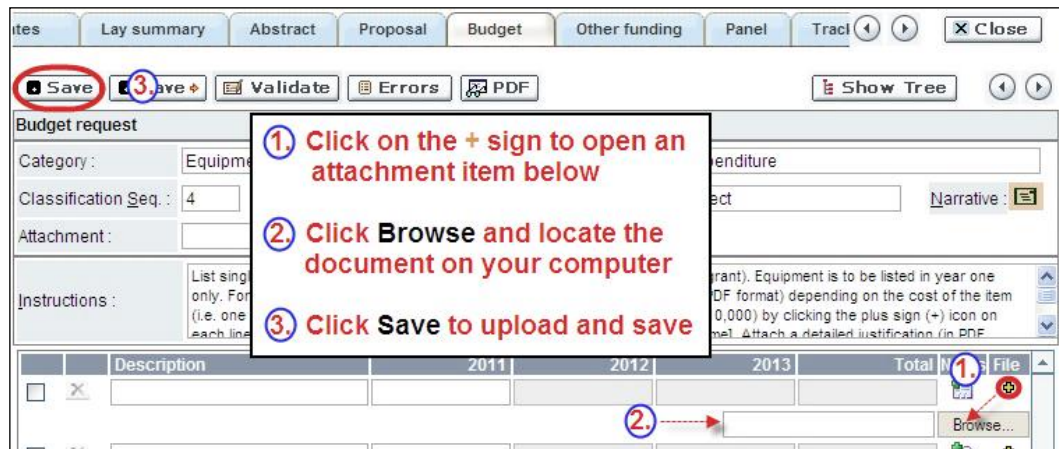
4. Provide a list of all requests for research equipment which are presently being considered by other funding sources or which are about to be submitted.
 - This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, 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 \$100,000 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.

22. 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

23. Other funding declaration

Complete the Other funding declaration.

24. Overlap justification

This section is required where other existing or pending funding is deemed to have (perceived or real) overlap with the current application. Where overlap (or perceived specific aim and/or budgetary overlap) exists for an existing (funded) or pending grant application, describe the nature of the overlap (or lack thereof). Include the title, funder, duration and budget of the funded or pending grant in your explanation. This applies to Principal (and Co-Principal Investigators, where relevant) on the team.

This document is required for all instances of overlap, including conceptual (or perceived specific aim and/or budgetary overlap) – otherwise please leave this section blank.

Format:

Title:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency.</i>
Status:	<i>Specify whether Active or Pending</i>
Dollars awarded (or requested):	<i>Enter the amount awarded or requested</i>
Dates of approved project:	<i>Enter the start and end dates (mm/yyyy) for which the grant is funded.</i>
Term:	<i>Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)</i>
Name of PI	<i>Enter the name of the PI</i>
Overlap Description	<i>Where conceptual overlap (or perceived specific aim and/or budgetary overlap) exists for an existing (funded) or pending grant application, describe the nature of the overlap (or lack thereof)</i>

NOTE: For the file name, please use the following format: [lastname_firstname-other_funding]

REVIEW PANEL

25. Panel Recommendation

One panel will review all grant applications.

26. Reviewer recommendations

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

27. 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 not be viewable to panel members.**

TRACKING

28a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

28a. 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 one 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).

28b. 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.

28c. Relevant cancer 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.

28e. Underserved populations

Please indicate if your research project is focused on underserved populations.

Note: Only select an option if the research is specific to one or more of the identified populations.

28d. 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".

Note: Only select pediatric or AYA if the study population or patient tissue is specific to these populations.

28e. 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.

28f. 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

29. 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 30 and 31 (and 32, if relevant) are mandatory for submission of your application.

30. 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

31. 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

32. 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

33. 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.

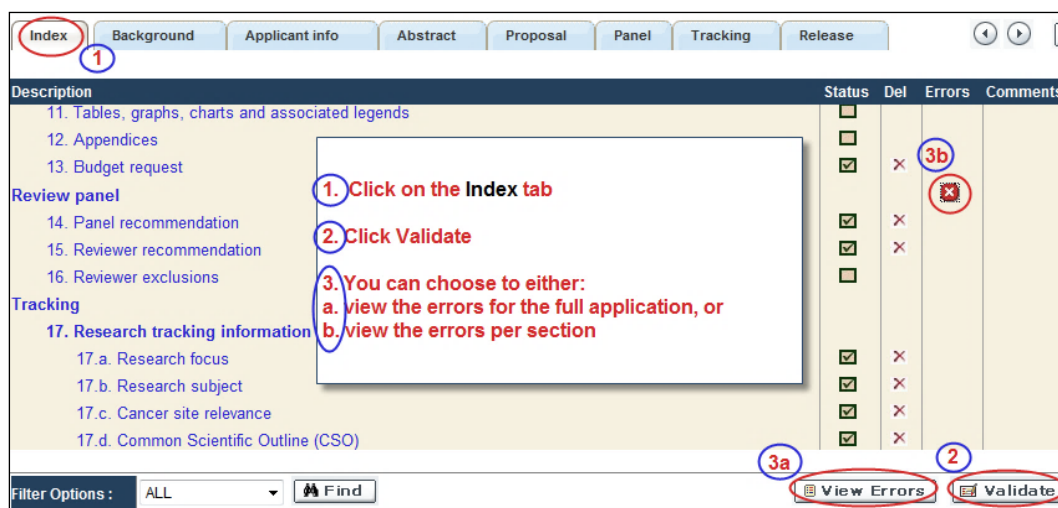
Naming convention: please use the following format: [lastname_firstname_publications_yyyymmdd].

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

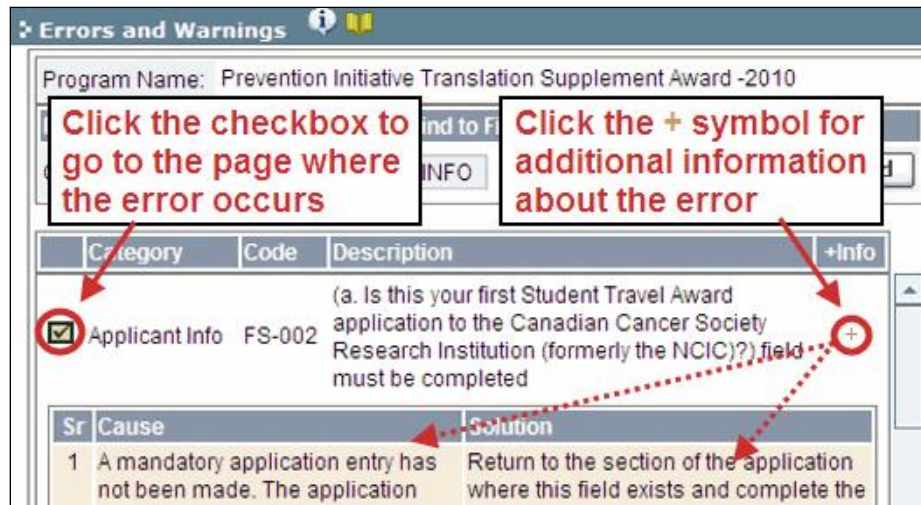
Must be conducted once for every section (e.g. Background, Applicant Info, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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



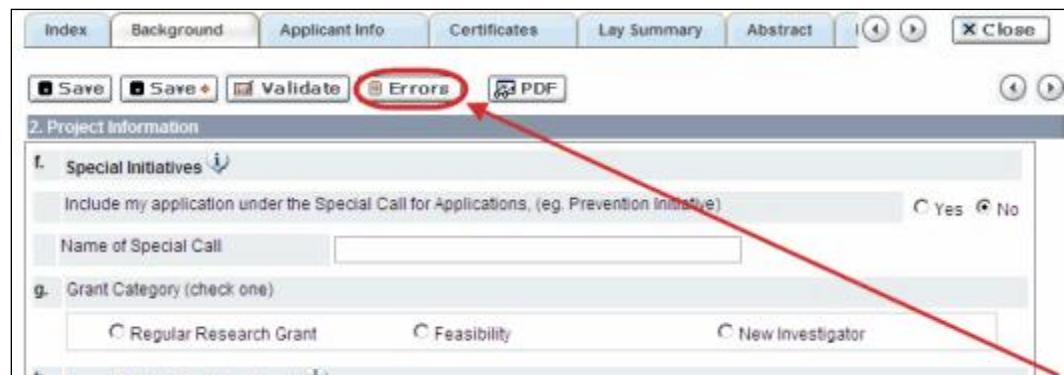
For both type a) and b) validation, follow the below instructions:

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.

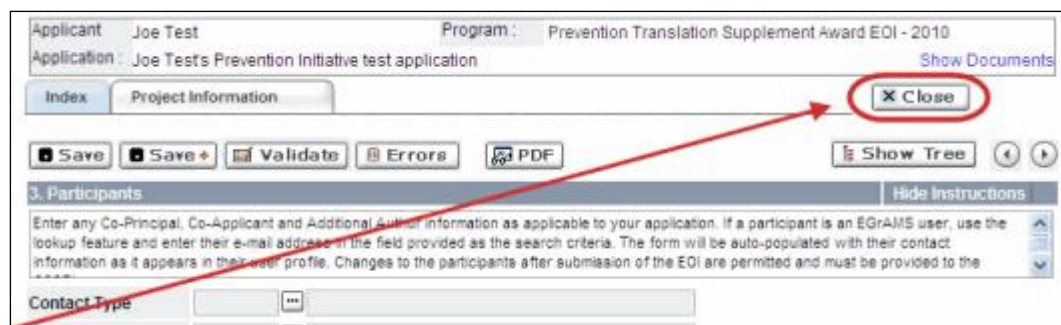


- To view the dialogue box with the list of errors again, click the **Errors** button.


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

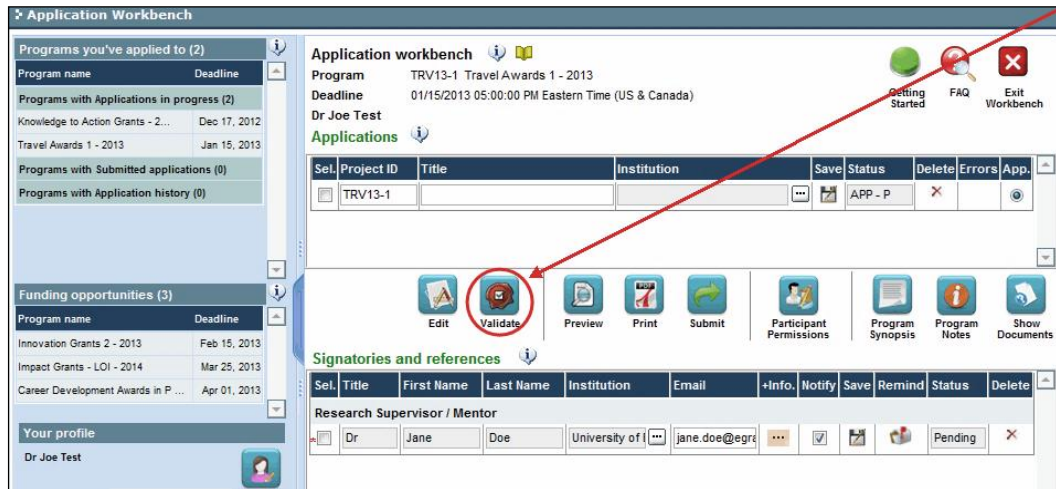


- When all errors are resolved for every section, click the **Close** button to exit the application.

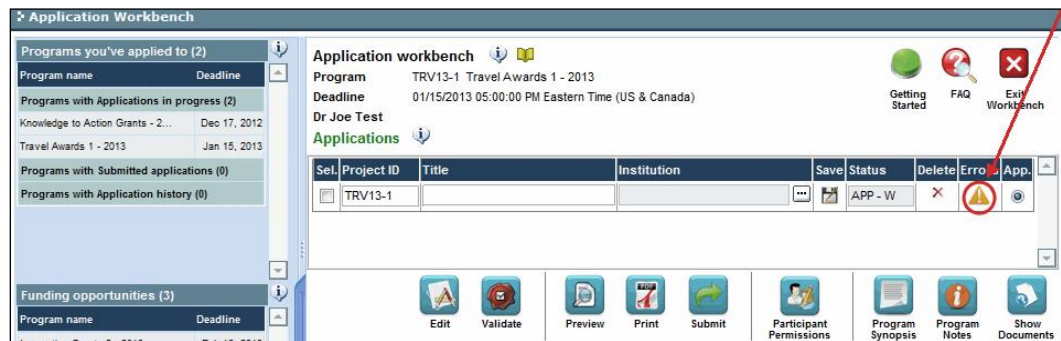


II. Preview and submission


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




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




3. Errors can be corrected through the  menu.

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

5. To preview your application in EGrAMS, click the  button:

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

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

III. Confirmation

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

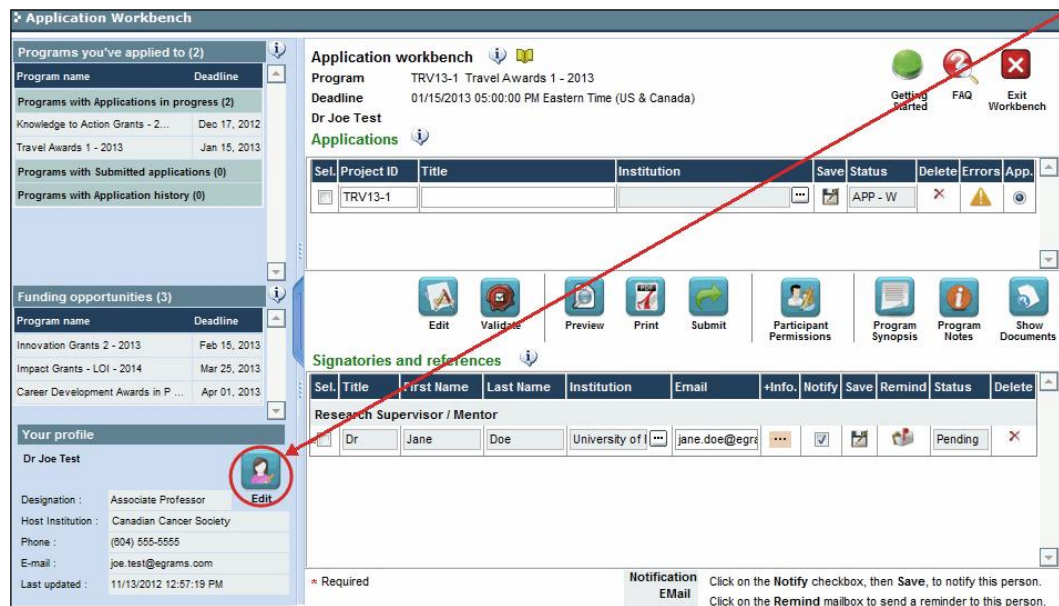
APPENDIX A: Troubleshooting

- **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  button.



The screenshot displays the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Funding opportunities (3)', and 'Your profile'. The 'Your profile' section shows 'Dr Joe Test' with an 'Edit' button circled in red. The main area shows 'Application workbench' details for 'TRV13-1 Travel Awards 1 - 2013'. Below this is a table of applications with one entry: 'TRV13-1'. A row of action buttons (Edit, Validate, Preview, Print, Submit, etc.) is visible. At the bottom, there is a 'Signatories and references' section with a table for 'Research Supervisor / Mentor' containing one entry for 'Jane Doe' at 'University of ...'. A red arrow points from the 'Edit' button in the profile section to the 'Edit' button in the signatories table.

- **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.

Application Workbench

Programs you've applied to (2)

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

Programs with Applications in progress (2)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

Sel.	Project ID	Title	Institution	Save	Status	Delete	Errors	App.
<input type="checkbox"/>	TRV13-1				APP - P	<input checked="" type="checkbox"/>		

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
Research Supervisor / Mentor											
<input type="checkbox"/>	Dr	Jane	Doe	University of I...	jane.doe@egr...		<input checked="" type="checkbox"/>			Pending	<input checked="" type="checkbox"/>

- **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 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

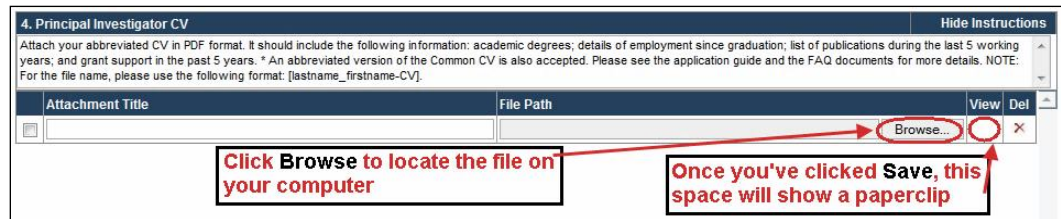
Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.



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.



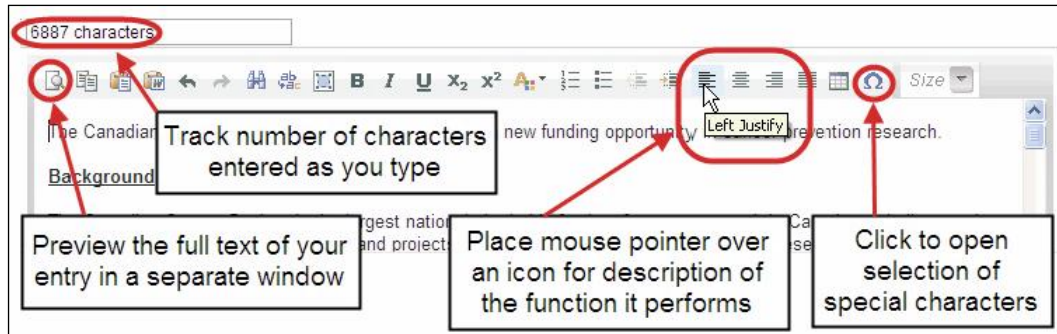
3. Click **Save** to upload the document as an attachment to your application.
 - The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

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.

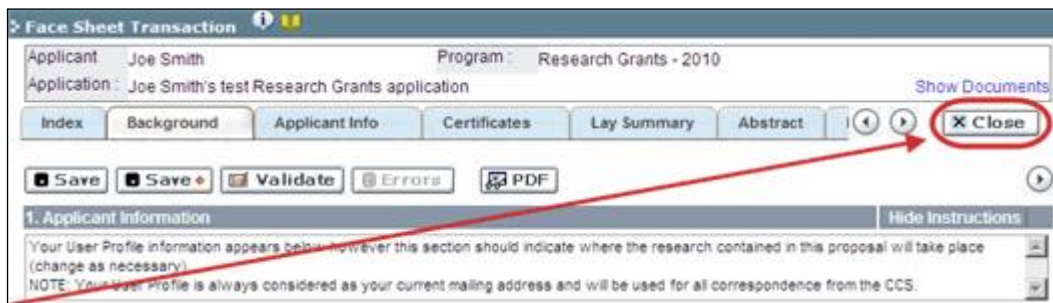


Use the rich text editor to:

- 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.



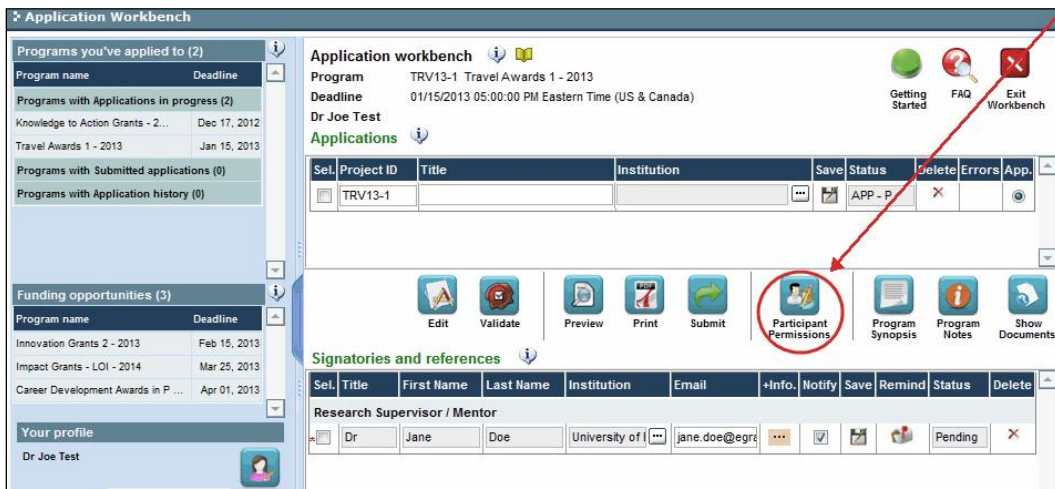
APPENDIX C: Assign participants access to your application

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:

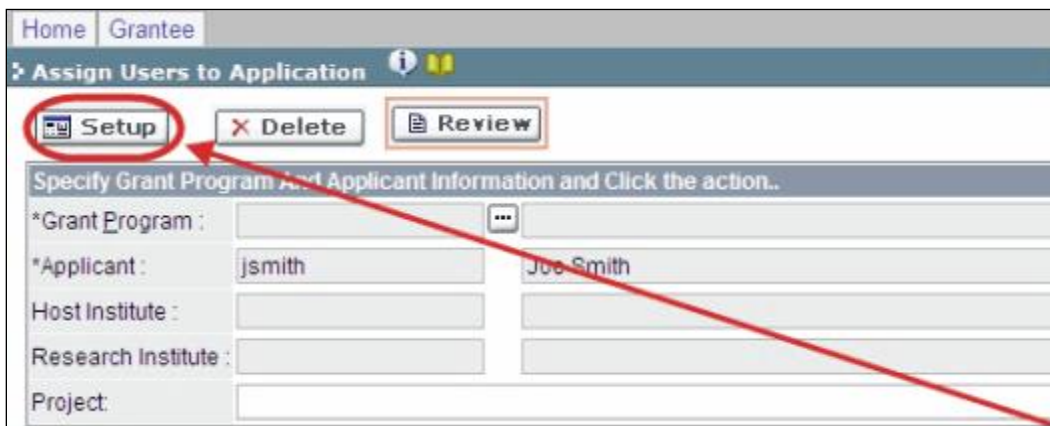
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

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





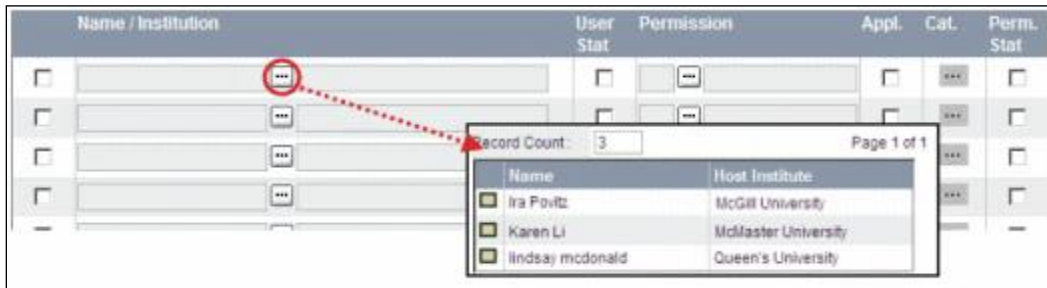
The screenshot shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The main area displays 'Application workbench' for program 'TRV13-1 Travel Awards 1 - 2013' with a deadline of '01/15/2013 05:00:00 PM Eastern Time (US & Canada)'. Below this is a table of applications with one entry: 'TRV13-1'. A toolbar below the table includes buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions' (circled in red), 'Program Synopsis', 'Program Notes', and 'Show Documents'. At the bottom, there is a 'Signatories and references' section with a table for 'Research Supervisor / Mentor' containing one entry: 'Dr. Jane Doe' from 'University of I...'. A red arrow points from the 'Participant Permissions' button in the bottom toolbar to the 'Participant Permissions' button in the top toolbar.


2. Click the **Setup** button:



The screenshot shows the 'Assign Users to Application' dialog box. At the top, there are buttons for 'Setup' (circled in red), 'Delete', and 'Review'. Below these buttons is a form with the following fields: '*Grant Program:', '*Applicant:' (with value 'jsmith'), 'Host Institute:', 'Research Institute:', and 'Project:'. The value 'Joe Smith' is visible next to the '*Applicant:' field. A red arrow points from the 'Setup' button to the 'Participant Permissions' button in the previous screenshot.

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




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

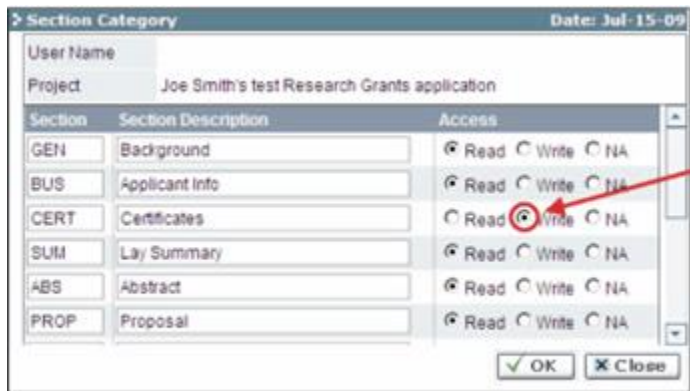


- Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



- 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.



The screenshot shows a dialog box titled "Section Category" with a date of "Jul-15-09". It contains fields for "User Name" and "Project" (Joe Smith's test Research Grants application). Below is a table with columns for "Section", "Section Description", and "Access". The "Access" column has three radio buttons: "Read", "Write", and "NA". A red circle highlights the "Write" button for the "CERT" section, with a red arrow pointing to it from a text box on the right. The text box contains the following text: "This applicant has permission to edit (Write) the Certificates section, and permission to Read the other sections but make no changes to them". At the bottom of the dialog are "OK" and "Close" buttons.

Section	Section Description	Access
GEN	Background	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
BUS	Applicant Info	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
CERT	Certificates	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
SUM	Lay Summary	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
ABS	Abstract	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
PROP	Proposal	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA

This applicant has permission to edit (Write) the Certificates section, and permission to Read the other sections but make no changes to them

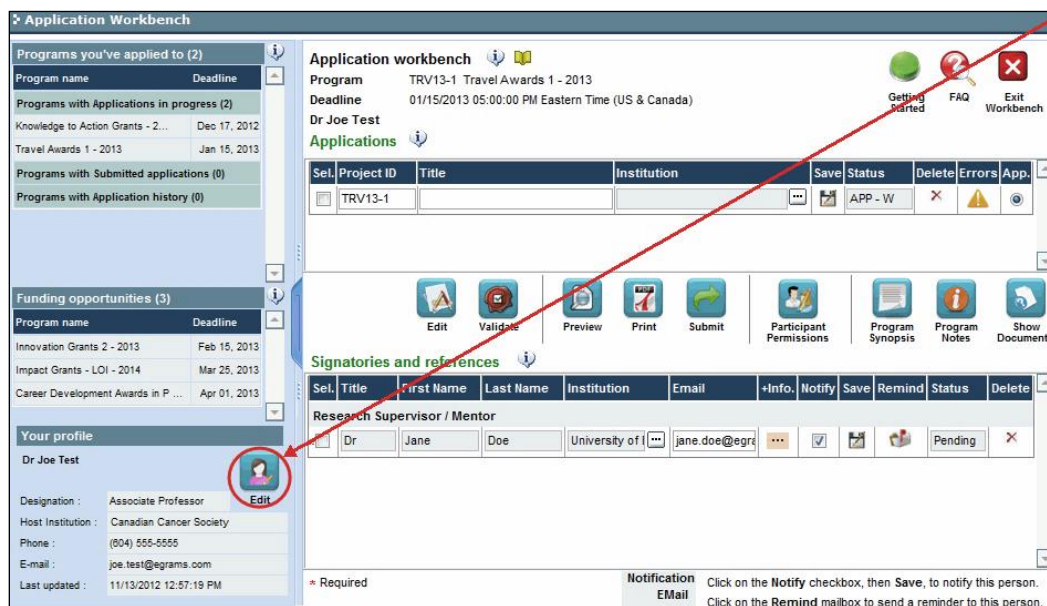
Alternatively, **uncheck this box** to remove a participant's access to your application.

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.

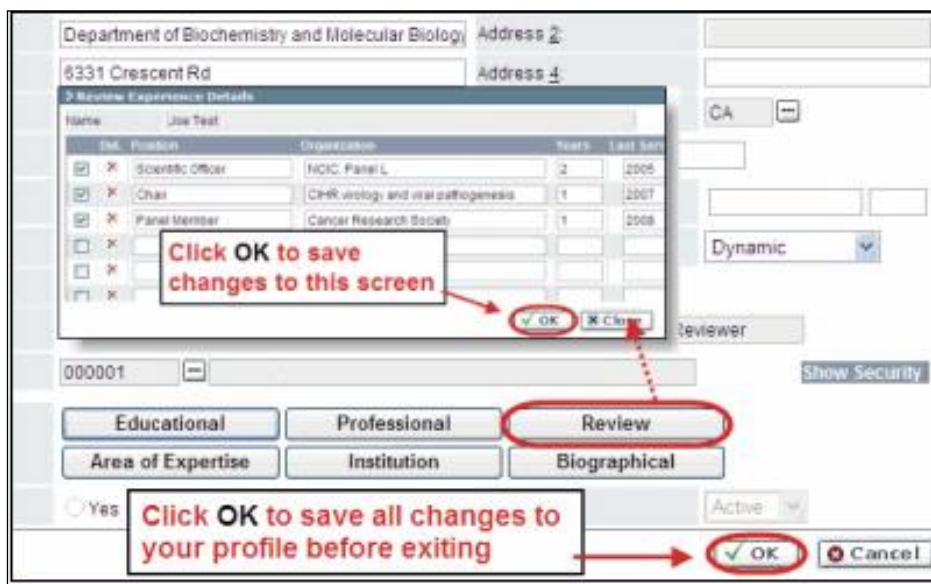
APPENDIX D: Update your profile

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



The screenshot shows the 'Application Workbench' interface. On the left, there are several panels: 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', 'Programs with Application history (0)', 'Funding opportunities (3)', and 'Your profile'. The 'Your profile' panel shows the user's name 'Dr Joe Test' and an 'Edit' button circled in red. The main area displays 'Application workbench' for 'Program TRV13-1 Travel Awards 1 - 2013'. Below this, there are sections for 'Applications' and 'Signatories and references'. The 'Signatories and references' section shows a table with columns for 'Sel.', 'Title', 'First Name', 'Last Name', 'Institution', 'Email', '+Info', 'Notify', 'Save', 'Remind', 'Status', and 'Delete'. The first row shows 'Dr Jane Doe' from 'University of [redacted]' with email 'jane.doe@egrc'. At the bottom right, there are 'Notification EMail' instructions.

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.



The screenshot shows a 'Review Experience Details' dialog box. The dialog has a table with columns 'Sel.', 'Position', 'Organization', 'Years', and 'Last Seen'. The table contains three rows: 'Scientific Officer' at 'NCIC Panel L' (2 years, last seen 2005), 'Chair' at 'CNR virology and viral pathogenesis' (1 year, last seen 2007), and 'Panel Member' at 'Cancer Research Society' (1 year, last seen 2008). Below the table, there are buttons for 'Educational', 'Professional', 'Review', 'Area of Expertise', 'Institution', and 'Biographical'. The 'Review' button is circled in red. At the bottom, there are 'Yes' and 'Active' options, and a 'Click OK to save all changes to your profile before exiting' message with an 'OK' button circled in red. Another 'Click OK to save changes to this screen' message points to an 'OK' button in the dialog box.

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:

Fed. Id:

Description:

Record Count: Page 1 of 2

Fed. Id	Description
000051	Alberta Cancer Board
000072	Algoma University College
000060	Amgen Institute (OCI)

Enter a string of letters from the name of the institution, followed by the % sign.

You can also use the % sign before the string of letters, to increase search results (i.e. %que%).

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.

The screenshot displays a web form with the following elements:

- Host Institution:** A text input field with a dropdown arrow icon.
- Hide Security:** A button circled in red, with a red arrow pointing to the security question fields.
- Security Question 1:** A text input field with a dropdown arrow icon.
- *Security Answer 1:** A text input field.
- Security Question 2:** A text input field with a dropdown arrow icon.
- Security Answer 2:** A text input field.
- Additional Info:** A section containing a grid of buttons:

Educational	Professional	Review
Area of Expertise	Institution	Biographical

The entire grid is circled in red.