



# CCS Research Training Award for Master's Students (RTA-M-25)

Canadian Cancer Society

Full Application Guide  
December 2024  
Version 1



Canadian  
Cancer  
Society

## Important dates:

Abstract application due date:  
February 19, 2025

Full application due date:  
April 16, 2025

Results announcement:  
August 2025

Anticipated funding start date:  
September 1, 2025

## 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](mailto:research@cancer.ca)

## Research Training Award for Master's 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, doctoral and post-doctoral levels. The Research Training Awards seek to build inclusive capacity in cancer research, and will support individuals 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 levels. 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

To address structural and systemic barriers to inclusion, and increase diverse representation in our cancer research ecosystem, CCS and its partners welcome **Black and Indigenous students (only) to apply for the 2025 Master's competition**. Recognizing that Black and Indigenous trainees are not the only under-represented groups in the cancer research ecosystem, future opportunities for these awards will expand to other under-represented communities.

**\*Note:** The term "Black" refers to people of Black African descent, which includes those who identify as Black Africans, and those found worldwide who identify as descendants of Black African peoples in the Diaspora ([1](#), [2](#), [3](#)). The term "Indigenous" refers to people who identify as First Nations, Inuit, Innu or Métis in Canada ([4](#), [5](#)).

Click [here](#) for the full program description.



## Application Guide

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Three easy steps:

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

Additional resources:

- Appendix A: [Troubleshooting](#)
  - [Host Institution field is empty or incorrect, and lookup button does not work](#)
  - [Delete an application](#)
  - [Budget error during validation](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Assign participants access to your application](#)
- Appendix D: [Update your profile](#)
- Appendix E: [Guidance document for RTA applicant referees](#)
- Other help documents for applicants including how to create a new user profile in EGrAMS and CV templates, <https://cancer.ca/en/research/for-researchers/funding-application/documentation-for-applicants>.

Note:

- **We welcome Black and Indigenous students only to apply** for the RTA master's competition. *The term "Black" refers to people of Black African descent, which includes those who identify as Black Africans, and those found worldwide who identify as descendants of Black African peoples in the Diaspora (1, 2, 3). The term "Indigenous" refers to people who identify as First Nations, in Canada(4, 5).*
- Applicants must be **Canadian citizens, permanent residents, or Indigenous** (First Nations, Inuit, or Métis). International trainees are not eligible to apply currently.
- Applicants must be enrolled in or have applied to a graduate program, officially starting (or will be ongoing) at the funding start date (September 1, 2025), with a significant autonomous research component at a Canadian institution. *A significant research component for an eligible program includes: a thesis, major research project, dissertation, scholarly publication, performance, major essay, recital and/or exhibit that is merit/expert- reviewed at the institutional level as a requirement for completion of the program.*
- The years of support requested must not exceed the estimated years remaining within the program.



- A maximum of one application per trainee is permitted.
- Multiple trainees per research team or per supervisor are eligible to apply.
- A (non-competitive) abstract registration is mandatory in order to submit a full application.
- Applicants will be notified when the full application is available to complete.
- 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 (including professional programs such as 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](mailto:research@cancer.ca) for more information.

## STEP 1: Add signing authorities and references

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**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. More details are found in the [signing authorities tipsheet](#).

Provide the name and email address of your signing authorities and references 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 2-5).

### Create a PDF of your application:

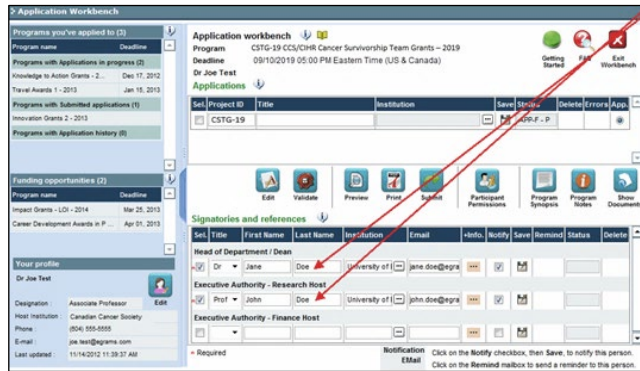
Depending on your institution's policy regarding signing authorities, your Department Head or Dean may require you to provide them with a PDF of your completed application for their review before they indicate their approval. You can generate a PDF of your application at any time by going to the **Application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



1. Ensure that **CCS Research Training Award for Master's students - 2025** is selected in the Application workbench (RTA-M-25).
  - If it is 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 references, Head of Department/Dean,

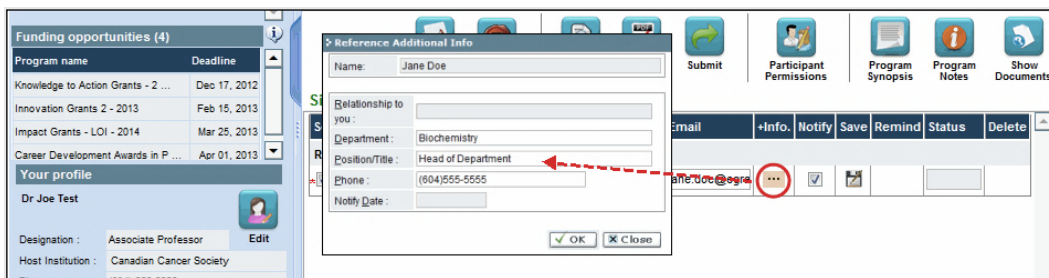


Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.

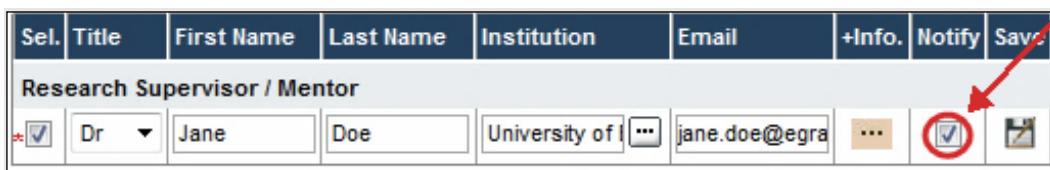



**Note:** manually enter 'not applicable' or 'other' in the institution section of EGrAMS for community member/ patient / caregiver references.

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



4. **IMPORTANT:** When you are ready for your signatories to receive an email notification, make sure that the **Notify** checkbox is checked.




- When the Notify checkbox is selected, 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”.)

First Name	Last Name	Institution	Email	Notify	Status	Remind	Info
Jane	Doe		jane.doe@hotmail.com	<input checked="" type="checkbox"/>	Pending		

**Check the Status**

### 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.

First Name	Last Name	Institution	Email	Notify	Status	Remind	Info
Jane	Doe		jane.doe@hotmail.com	<input checked="" type="checkbox"/>	Pending		


**Click to re-send e-mail notification**

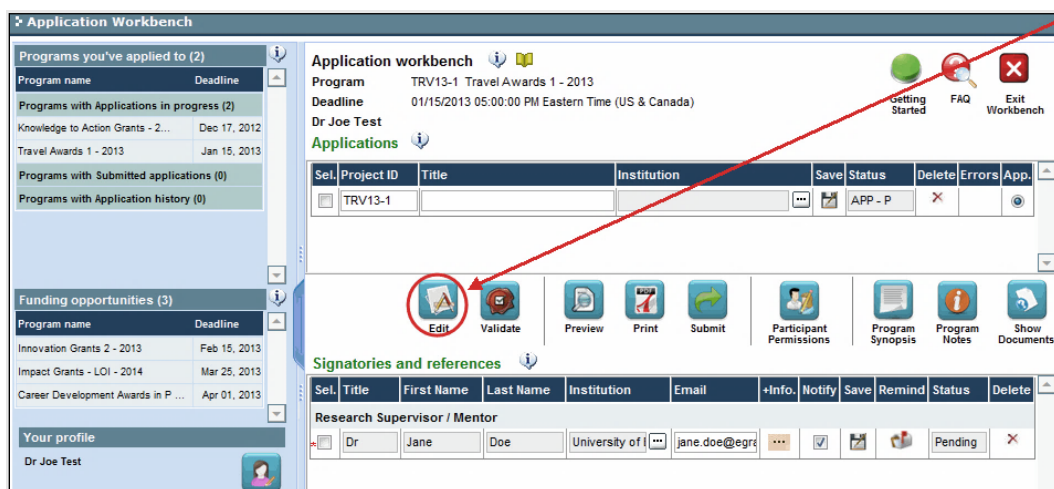


## STEP 2: Complete your application

### I. Access the application

1. Log in to [EGrAMS](#) to access the home screen (“Application workbench”).
2. Ensure that **CCS Research Training Award for Master’s Students– 2025** is selected in the workbench (RTA-M-25). If it is not, click the program name on the left under *Programs with Applications in progress*.

3. Click the  button to access the application:



The screenshot displays 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 the 'Application workbench' for 'Program TRV13-1 Travel Awards 1 - 2013'. It includes a table of applications with columns for 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. Below the table is a row of action buttons: '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 buttons is a section for 'Signatories and references' with a table for 'Research Supervisor / Mentor' containing columns for 'Sel.', 'Title', 'First Name', 'Last Name', 'Institution', 'Email', '+info', 'Notify', 'Save', 'Remind', 'Status', and 'Delete'.

4. 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:

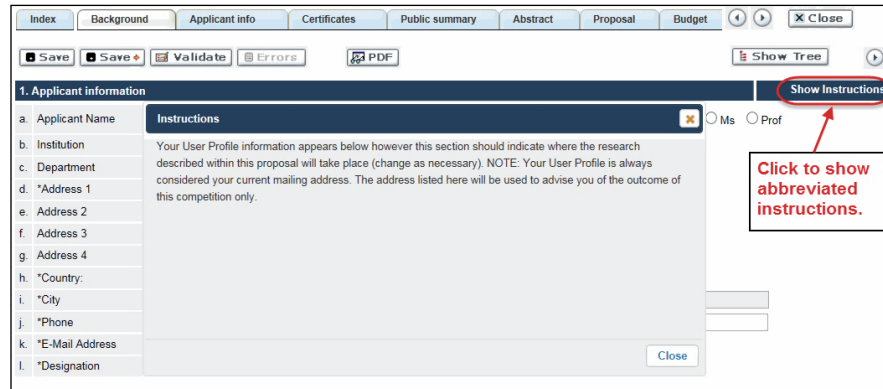
With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.



### 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 shows 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 contains a list of fields: 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 'Show Instructions' button is located in the top right corner of the main content area, highlighted with a red circle. A red arrow points from a callout box to this button. The callout box contains the text: 'Click to show abbreviated instructions.'

**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 potential impartial reviewers who are able to review in French and have the necessary expertise to critically evaluate the application.





### III. Quick links to page-by-page instructions

#### Background

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2. [Project information](#)
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4. [Program details](#)
5. [Justification for career interruptions](#)

#### Curriculum Vitae

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- 29. [Panel](#)
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**Release form**

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- 35. [Executive authority of the host research institution](#)

**Executive authority – financial host**

- 36. [Executive authority of the host finance institution](#)

**References**

- 37. [References](#)




## 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.

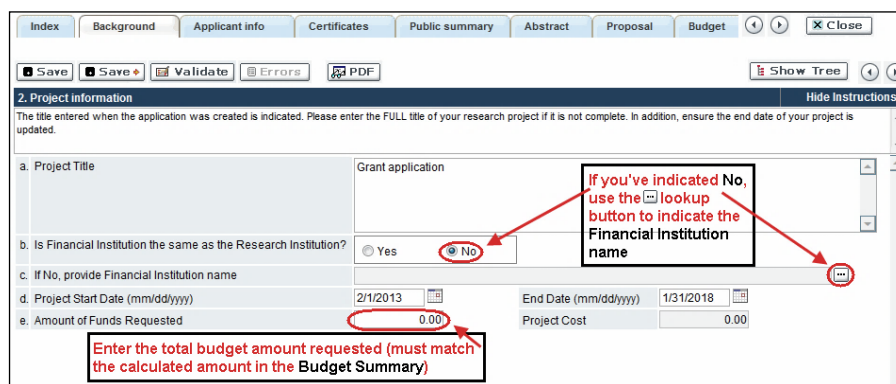
**Financial Institution:** If the institution responsible for administering grant funds is different from the institution hosting your research, use the  button to locate the financial institution.

**Project date:** The start and end dates must match the program funding period of September 1, 2025. Master's students can apply for a one- to two-year award and an additional year of funding for PhD transfers. Indicate an end date of August 31, 2026, 2027 or 2028.


**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 maximum amount requested for this award competition is \$95,000.

- **For master's level:**
  - Up to \$30,000 per year for a maximum of 2 years
  - 2,500 per year for training
- **If requesting the additional year of funding for PhD transition:**
  - 1 additional year of funding available (\$30,000)
  - No additional training budget.



The screenshot shows a web form titled "2. Project information" with a "Hide Instructions" button. The form contains 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 "Financial Institution name" field 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 "lookup" button (three dots) to its right.
- d. Project Start Date (mm/dd/yyyy):** A date input field containing "2/1/2013".
- e. Amount of Funds Requested:** A text input field containing "0.00". A red box below this field contains the text: "Enter the total budget amount requested (must match the calculated amount in the Budget Summary)".
- End Date (mm/dd/yyyy):** A date input field containing "1/31/2018".
- Project Cost:** A text input field containing "0.00".

**Language:** Complete the entire application in one language only.



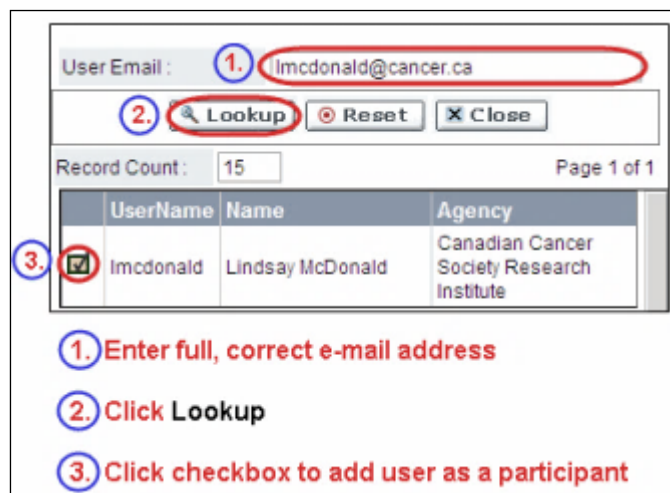
For applications submitted in French, please note that all review panels are conducted in English, and French language reviewers will be secured as required. Applicants submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and have the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

**Note:** You can give others (anyone with an EGrAMS profile) 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:



UserName	Name	Agency	
<input checked="" type="checkbox"/>	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.

#### 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.)

#### 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 two supervisors can be listed.



Supervisor(s) must provide a CV, following the format and naming convention outlined in [Biographical sketch template \(academic participants\)](#). Do not exceed 5 pages per person. Note: Financial Officers do not require a CV.

## APPLICANT INFO

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### 4. Program details

Provide details of your program and university.

### 5. Justification for career interruptions

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, 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.

## CURRICULUM VITAE

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### 6. Applicant CV

Attach an up-to-date CV, following the template provided online [here](#). There is a **2 page limit**, and it must be in **PDF** format.

**Naming convention:** please use the following format [lastname\_firstname-CV]

**Note:** CVs that do not follow the guidelines will be removed from the application

### 7. Applicant transcripts

Attach a copy of all (unofficial) post-secondary transcripts, collated into one PDF file.

**Naming convention:** Note that the file name will auto populate the Attachment Title, please use the following format: [lastname\_firstname-transcripts]. **Ensure all special permissions and passwords are removed from PDF before uploading.**



## ADDITIONAL INFORMATION

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### 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. Confirm Canadian citizenship and that you identify as Black and/or Indigenous and are as such eligible for the competition.

## CERTIFICATES

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### 9a. Health Canada Approval (CTA)

Indicate whether the proposed research work will require Health Canada Approval (Clinical Trial Application). If yes, please indicate the name(s) of institution(s) for which the certificates will be obtained and the project stage required for.

### 9b. Health Canada Approval (ITA)

Indicate whether the proposed research work will require Health Canada Approval (Investigational Testing Application). If yes, please indicate the name(s) of institution(s) for which the certificates will be obtained and the project stage required for.

### 10a. 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](#).

### 10b. 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. A maximum of 1250 characters is permitted.

## PUBLIC SUMMARY

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### 11. 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 for cancer research (rationale).
- The goal or purpose of the project (objectives/aims).
- The research plan (methods).
- The anticipated results and potential impact of the project

See examples from the previous RTA cohorts ([2023/2024](#)).

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.

### Keywords

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### 12. Scientific Abstract

Please describe:

- Rationale
- Objectives/aims
- Methods
- 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.

### 13. Keywords

Provide 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.

## EXPERIENCE STATEMENT

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### 14. Experience statement

Provide an experience statement that outlines your personal and professional journey, highlighting how it has led you to pursue cancer research. This section will help us understand the potential impact of this award on your personal development and the broader cancer research field, while answering the following 4 questions:

- **What has shaped my path?**  
Describe key experiences—personal, professional, and community-based—that influenced your decision to pursue cancer research. Include any significant connections to community engagement, volunteering, or work with patients and healthcare. Additionally, reflect on how these experiences have shaped your professional strengths and areas for growth.
- **Why am I passionate about cancer research?**  
Explain what drives your dedication to cancer research and your professional growth in this field. Share how you envision your ideal future.
- **What impact do I envision through this award?**  
Describe how this award will support your career growth, enhance your research, and help you address gaps in cancer care. How will the training and mentorship shape your success, and what contributions do you hope to make to the cancer research field?
- **How will this program support my growth?**  
Identify your areas of strength and growth, and explain how participating in this program will support your development and long-term success.
- If applicable, please further describe any special circumstances including career obstacles and interruptions. This is an opportunity for you to expand on and/or complement the Justification **for career interruptions** section of your application.

Format:

- The experience statement should be written in non-technical language
- **Do not exceed 6000 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.





## PROPOSAL

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### 15. Proposal

Provide a detailed proposal including:

- Overall goal and aims of the research project, supporting evidence / rationale, guiding theoretical framework (if applicable),
- Study design, methods, evaluation/analysis ,
- Meaningful, integrated involvement of relevant stakeholders (i.e., patients, public, at-risk, underserved populations): briefly describe how patient/survivor/caregiver or other relevant stakeholders will be engaged in the research as partners and if applicable, as participants.
- Risks and mitigation strategies
- Applicants are encouraged to engage relevant stakeholders in their proposed research including individual and community-level partners such as First Nations, Inuit, Métis and urban Indigenous communities and organizations, Black communities, racialized communities and people with lived experience.
- Include a description of how sex and/or gender and/or dimensions of diversity/determinants of health and their intersectionalities have been integrated into the study design/methodology. **Length of the proposal was increased this year to accommodate for proper inclusion.**
- References (**not** counted towards the character limit). A standard reference style is recommended (e.g. first author, article title, journal title, date of publication, volume, issue, location (pagination)).

Format:

- Your proposal must not exceed **8,500 characters (including spaces) single spaced (not including references)**. For applications submitted in French, character count is increased to 10,200 characters (including spaces).
- Upload the proposal (including references) in EGrAMS as a single pdf not larger than 5MB
- References do **not** count towards the character limit.
- Figures, tables, charts and their associated legends must NOT be embedded in the text. For information regarding accompanying figures, tables, charts and associated legends, [see section 16: Tables, graphs, charts and associated legends](#).
- Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, counts towards the character limit.

**Note:** Applications that do not follow requirements (including character/page limits) will be **cut short at the administrative review stage**



A variety of patient engagement resources are available to applicants see [here](#) for patient engagement resources and instruction on how to meaningfully engage patients in research.

- [CCS](#) Resources
- [CIHR](#) Resources

## 16. Tables, graphs, charts and associated legends

Assemble and appropriately label your figures, tables, visuals and key milestones into one PDF document, **not to exceed 1 page in length and 5 MB in size.**

Eligible figures, tables and charts can include graphs, diagrams displaying data or non-data schematics/flow diagrams as well as project timelines and key milestones. Tables should not include descriptions of how work will be carried out (e.g. research plan, etc.); these descriptions should be detailed in the appropriate sections of the application.

Legends must be limited to providing only the information necessary to understand the associated figure or table and must not be used as a means of circumventing the proposal's character limitations. Margin limitations do not apply. Font size should not be smaller than 10 point.

**Naming convention:** Note that the file name will auto populate the Attachment Title, please use the following format: [lastname\_firstname-figures].

**Note:** Figures that do not follow requirements (page limits) will be removed for the application.

### **In-depth information: uploading documents as attachments**

For detailed instructions on how to upload a document as an attachment to your application, consult [Appendix B: Uploading document attachments](#)

## 17. Key Milestones and Timeline

Provide a document that clearly outlines key activities and milestones for the term of the project, inclusive of timelines or target dates. Also indicate the responsible/lead individual for each activity where known.

Format: 1 page (text, tables, graphics, etc.). Upload the document in EGrAMS as a single PDF not larger than 5MB. Naming convention: Note that the file name will auto populate the attachment title. Please use the following format: [lastname\_firstnamemilestones].



### 18a. Sex, gender and diversity considerations

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

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

### 18b. 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 14a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

Your response must not exceed **4200 characters, 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](#).

Resources:

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

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

### 19. Disclosure of commercial or conflict of interest related to this application

If any of the named applicants and their supervisors(s) 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.**

## 20. Knowledge sharing plan

Note that traditional academic conferences or publications alone will **not** be considered sufficient for knowledge sharing.

While scholarly publications and presentations are considered important, knowledge sharing of the research findings in culturally and contextually relevant ways (outside of traditional academic conferences and publications) is preferred. Examples of non-traditional avenues for knowledge sharing include learning and sharing circles, workshops, arts-based productions, community or patient newsletters / magazines / publications, and community presentations / gatherings / gifting / feasting.

CCS will endeavour to offer one networking / knowledge-sharing opportunity to trainees per year, with other relevant opportunities for trainees being offered when possible. **Note that traditional academic conferences or publications alone will not be considered sufficient for knowledge sharing.**

Your response must not exceed 2150 characters (spaces included) 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](#).

## PROFESSIONAL DEVELOPMENT PLAN

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### 21. Cross-disciplinary training

Provide a description of the cross-disciplinary training to be undertaken, expected knowledge/expertise gained or outcomes, and potential barriers to learning.

Note that cross-disciplinary training refers to learning in at least one field outside of their specific cancer research area (i.e., health sciences, social sciences, data science, natural sciences, engineering, etc.).



We encourage a broad definition of training that will benefit the trainee and the cancer research ecosystem including but not limited to: trainee exchanges, co-supervision of trainees, internships, reciprocal laboratory visits, workshops, courses, webinars, community-based or collaborative learning, and other innovative ways to train and learn.

A training budget is provided and should be leveraged.

Maximum of **3000 characters (including spaces)** for all levels. Note that the character count may be different when copying text from Word due to formatting - see tips for formatting text in the [rich text editor](#).

## 22. Proposed mentorship plan

Provide a proposed mentorship plan (applicant as mentee). Provide details about the frequency and duration of mentoring, any potential barriers or risks, responsibilities of both the mentor and mentee, and areas of focus and expected benefits (i.e., specific skills or opportunities gained) of each mentoring relationship.

Examples include but are not limited to:

- Certified Project Managers providing mentorship in designing and implementing a project
- Mentorship in culturally safe community engagement
- Science communication experts
- Communication consultants guiding how to develop a strategic community engagement plan with supporting communications materials
- Artists providing mentorship in incorporating group feedback to develop community art about the impact of cancer in the community
- Members of your MA advisory or thesis/research committee with a more articulated and involved plan than simply attending annual committee meetings
- Faculty members by whom you've been in the past
- Research collaborators with whom you have worked or plan to work
- Postdoctoral fellows from your institution (but not your current host lab)
- Industry professionals within your field
- Any other cancer-related fields such as consulting, science policy, med affairs, pharmaceutical, intellectual property, biotech companies, etc.

We support the development of a mentoring network (more than one mentor for the trainee, in different skill areas, both within and outside academic settings). Innovative mentoring approaches are suggested, such as organizational (i.e., business leaders or other skill mentoring), community, cultural, patient/caregiver, or virtual mentoring.

Maximum of **3000 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](#).



### 23. Mentor statements - not mandatory

Providing a short (1500 characters each, spaces included) statement of commitment/support from any potential mentors is **encouraged**. However, mentor statements and committed mentors are not required for application.

If submitting mentorship statement(s) (2 maximum; the mentor statement cannot come from the direct supervisor) with the application, the statement(s) should detail the mentor's responsibilities and expectations from their perspective, and commitment to the mentoring relationship.

Submit one PDF document per statement, **not to exceed 1 page in length**, 1500 characters each, spaces included, **and 5 MB in size**.

## BUDGET

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### 24. 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. **Please note that the budget year reflects CCS's fiscal year (i.e. Year 1 is 2025 but corresponds to September 1, 2025 – August 31, 2026 – stipend amount does not need to be pro-rated).**

- **PhD transfers:** One additional year and an additional \$30,000 can be requested for applicants continuing in a PhD program. Applicants must request the PhD transition year from CCS at the time of their master's application. The third year of funding will be encumbered upon transition to the PhD program and will be forfeited if not confirmed before the end date of the support requested for their master's award. Note: Trainees are not eligible for a third year of training budget.

The grant maximum limit for each grant is **65k per grant** over 1-2 years (max \$30k/yr plus \$5,000 training budget). One additional year and an additional \$30,000 can be requested for applicants continuing in a PhD program.

#### Training:

- **Only expenditures related to training may be purchased or expensed** using the training budget (such as conference fees, workshop registrations, equipment that will directly be used for training, travel or accommodation to attend training or learning).
- Note that a maximum of 50% of the budget may be directed towards attending traditional academic conferences.
- The training budget can also be used to support mentorship with mentors outside of academia (community, patients, caregivers, business leaders, etc.), including remuneration for mentors.



- **Any expenses that relate to the responsibilities of the host laboratory or institution are ineligible.** This includes but is not limited to equipment or supplies for ongoing research.
- **Tuition for the main program of study is not eligible.**
- The training budget is to be managed by the successful applicant, while complying with any institutional policies (i.e., that may require supervisor sign-off or other restrictions).
- Consider setting aside the equivalent of 1 flight every other year to Vancouver or Toronto for a CCS in-person event gathering all ongoing RTA cohorts. For applicants located in remote and rural areas, CCS will unlock extra funds at the time of the event to ensure costs associated with travel will not hinder training opportunities.

If unsure, please contact CCS at [research@cancer.ca](mailto:research@cancer.ca).

**Note:** Attach a **detailed training budget** as a 1-page PDF document (5MB maximum) in the attachment section of the training budget.

**Budget validation: “funds requested does not equal budget amount”**

Note that your final budget amount will be validated against the figure entered in [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.

## 25. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in [Project Information](#) for **Amount of Funds Requested**.

## OTHER FUNDING

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### 26. Other funding declaration

Complete the declaration information regarding eligibility for the CCS Research Training Awards as it pertains to other overlapping funding sources. Note that non-award (stipend) related salary is permitted.

Individuals **may not concurrently hold an award similar to the Research Training Award (RTA)**. This includes CIHR, CGS, Vanier, Banting, FRQS awards or all other awards where the prorated monthly stipend amount is worth **at least 50% of the RTA amount**.

Other partial stipends may be held (equal to less than 50% of the RTA stipend), subject to agreement from each funder, and the RTA stipend will be reduced by the partial



amount. Applicants who do not declare new or existing awards to CCS that are found to hold such awards will be withdrawn from the competition.

Please contact [research@cancer.ca](mailto:research@cancer.ca) for more information.

## 27. Awards Declaration

Complete the declaration of information regarding eligibility for the CCS Research Training Awards as it pertains to new or existing awards that are held for the duration of the award.

**Note:** Applicants that do not declare new or existing awards to CCS that are found to hold such awards will be withdrawn from the competition.

## 28. Awards Declaration details

List the award and stipend names and amounts. This section is only mandatory if your answer to the 'Awards Declaration' section is yes.

## REVIEW PANEL

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### 29. Panel recommendation

Only one panel is assigned to these awards.

### 30. 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 and agreed upon by the supervisor(s).**

### 31. 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. This should be discussed and agreed upon by the supervisor(s).**





## TRACKING

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### 32. Research Tracking Information

#### 32a. 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.

#### 32b. Research focus

Select the research focus of the proposal. Responses are to be limited to the scope of the proposed research for the duration of the proposed term. This information is used for solely 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.

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

**Clinical research** – Projects that have a component that is clinical and involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes interventions such as drugs, exercise or other programs, biomarkers or mechanism of action of drugs in patients (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).

#### 32c. 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.



### 32d. Relevant cancer population

Select the cancer population(s) the proposed research is focused on and 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.

Note: Only select pediatric or AYA populations if the research is specific to these populations.

### 32e. 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.

### 32f. 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.

### 32g. 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 the 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 a site (i.e. Do not enter a ‘%’ sign with your percentage, only enter the number).

### 32h. 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>).



### 32i. Other Research Codes

Indicate if your research project is focused on any of the listed research areas. Select all that apply. If your proposed research does not involve any of the research areas, select 'not applicable'. This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

## RELEASE FORM

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### 33. 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 awardee must declare their understanding that the CCS will post competition results (PI Trainee, Supervisor(s), HI, title, value of grant, public summary) on the CCS website. Lay summaries of progress and impact of the research will be shared in our internal and external reports, including press releases, social media or other communications.

**IMPORTANT: executive authority sign-off**

Sections 32 and 33 (and 34, if relevant) are mandatory for submission of your application.

## HOD/DEAN

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### 34. 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

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### 35. 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

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### 36. 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.

## REFERENCES

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### 37. References

Please indicate the name and email of your primary supervisor, and well as a community member/patient/caregiver who will be submitting a letter of commitment/support on your behalf, in the signatories and references section of EGrAMS, more details are provided [here](#).

**Note:** manually enter 'not applicable' in the institution section of EGrAMS for community member/patient/caregiver references.

#### 1. *Letter of reference from the trainee's direct supervisor(s) (maximum 2 pages)*

Only one letter of support will be accepted. In the case of co-supervision, the letter of support can be co-signed by both supervisors, but the page limit remains the same.

The **letter of reference** from the supervisor must be:

- 2 pages maximum
- PDF format
- Presented on official letterhead
- Dated and signed

#### 2. *Statement of support from a community member or representative*

The statement should be from an individual with insight into the trainee's research or clinical focus, and/or their connection with the cancer community or specific underserved communities relevant to the research proposed. This is **not** a formal



reference letter but an opportunity for **someone outside of academia** to express their support for the applicant and their application (see instructions below).

- If submitted in **writing**, the statement of support (from one of the two categories described below) should be **1 page maximum**.
- If submitted via **video**, the statement of support should be **3 minutes maximum**, with the link to the video placed into a PDF that is uploaded in the system.

The statement of support can come from one of the two following categories:

a. **Person Affected by Cancer**

A statement from an individual personally affected by cancer, such as a patient, survivor, or caregiver, who can provide insight into the applicant's research focus and its relevance to the cancer community.

If the applicant and the research host team are not currently involved with patient partners, this statement could be from someone representing an organization the applicant has engaged with or plans to collaborate with if successful for this award, as described for option b. In this context, the team is encouraged to consult the following resources for [patient engagement](#).

b. **Representative of a community or from an organization**

A statement from a representative of an organization or non-profit that works with cancer-affected or underserved communities that is aligned with the focus of the applicant's research. This can include organizations focused on cancer research, treatment, and/or care, or underserved community engagement that the applicant has collaborated with or plans to work with. The statement should detail the significance of the research in relation to the organization's mission and how they will support the applicant's future work.

**For Indigenous applicants** (First Nations, Inuit, or Métis), a letter from a community member (e.g. an Elder) is eligible.

The person chosen to complete the statement of support will be asked to answer the following questions in their statement:

- What is your experience with cancer and/or connection to the applicant's research?
- What is the applicant's role in or connection to your (cancer) community or your organization's mission?
- From your experience with the applicant, what potential impact do you think their research may have on patients, survivors, caregivers, or community?
- If directly involved with the trainee's research, what does (or what will) your role entail?
- Is there anything else you would like to add about the applicant, their work, and/or your current/future collaboration?



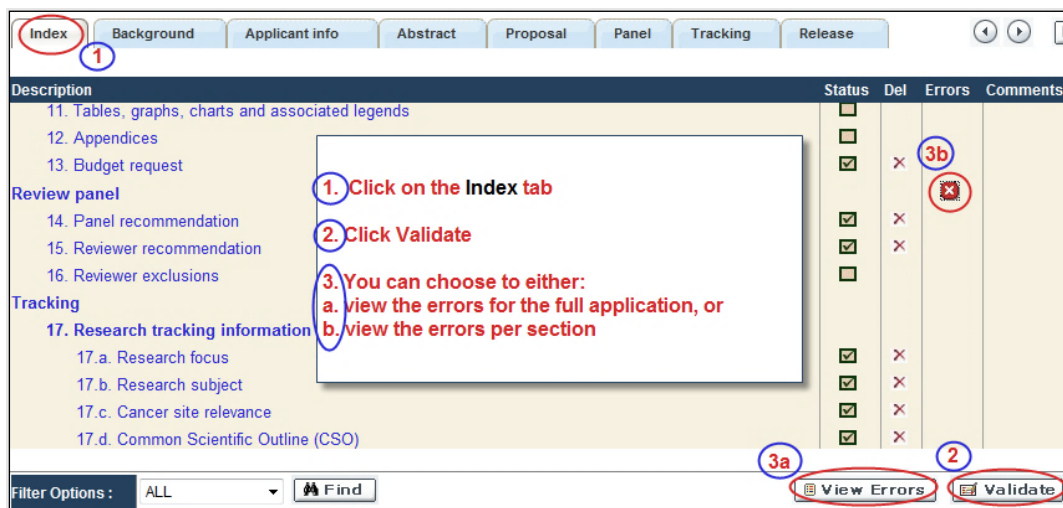
Referees will be provided a [guidance document](#) that will be sent by email, detailing [information required](#) in the letter of reference, along with instructions on how to upload the letter in EGrAMS (see [Appendix E: Guidance Document for RTA Applicant Referees](#))

## STEP 3: Validate and submit your application

### I. Validation

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

#### a) Validate the full application



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

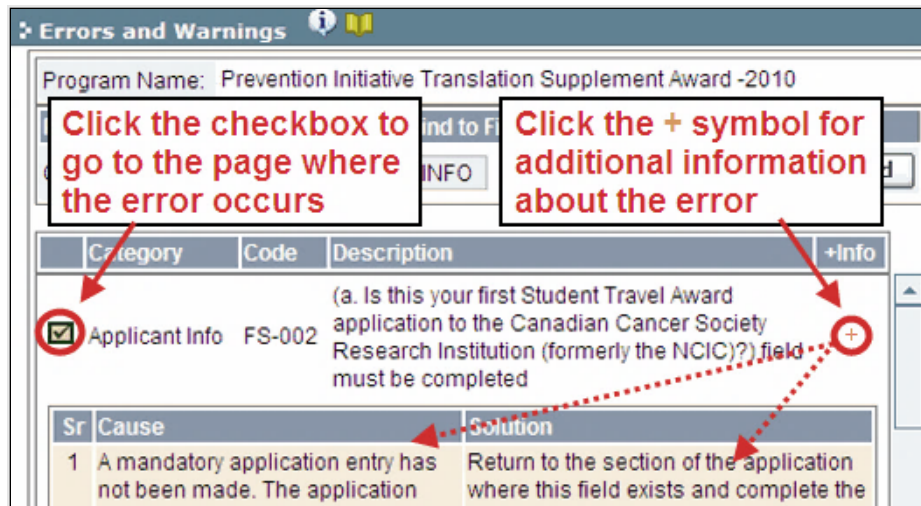
Must be conducted once for every section (e.g. Background, Applicant Info, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

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



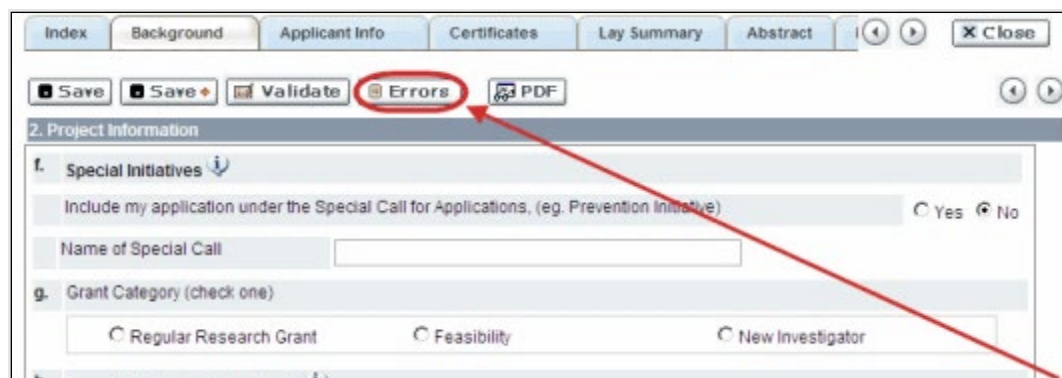
For both type a) and b) validation, follow the below instructions:

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



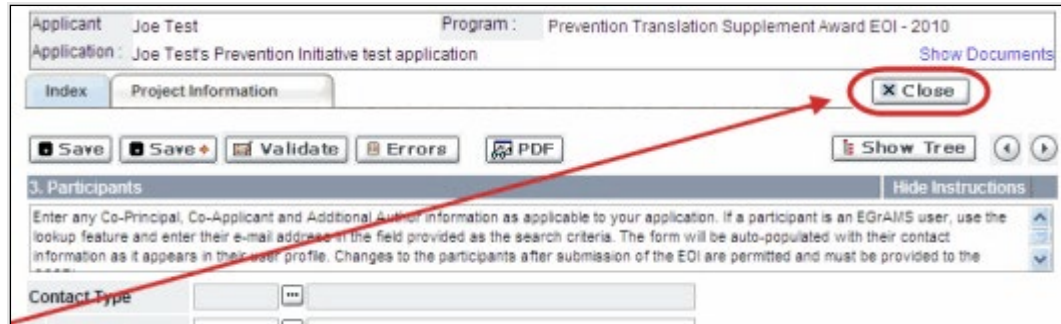
2. To view the dialogue box with the list of errors again, click the **Errors** button.

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




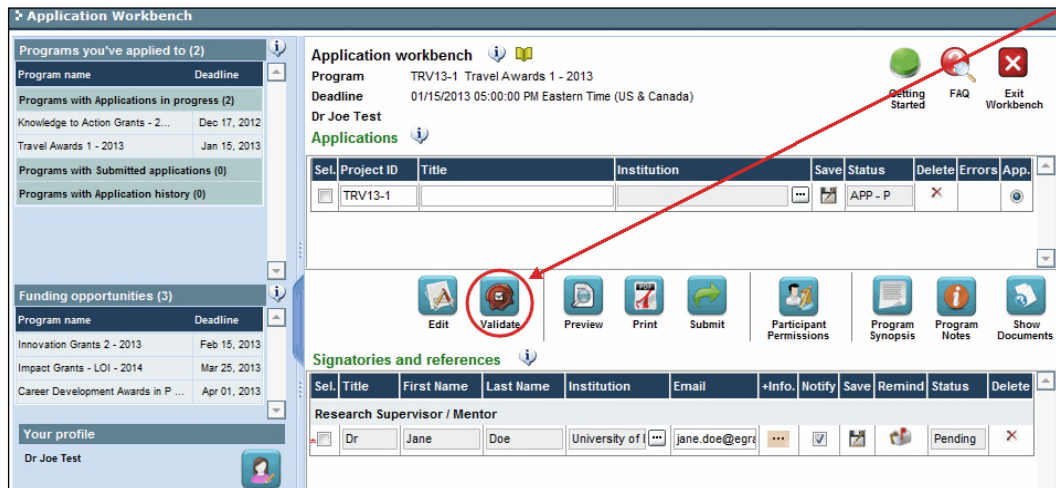
3. When all errors are resolved for every section, click the **Close** button to exit the application.



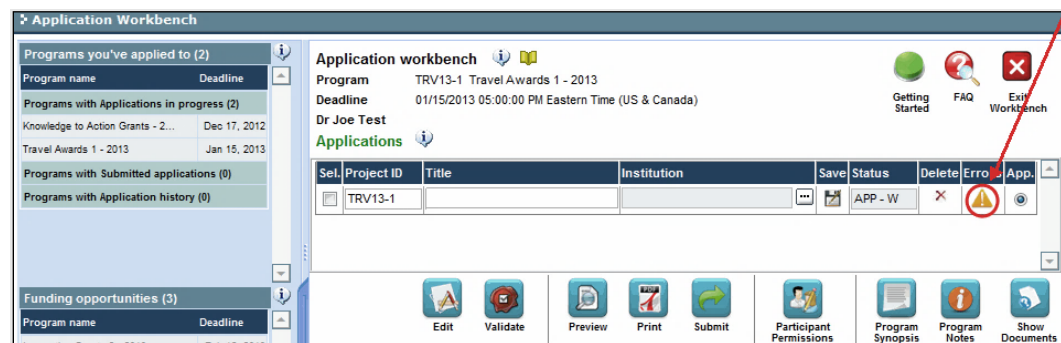


## II. Preview and submission

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



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





- Errors can be corrected through the  menu.

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



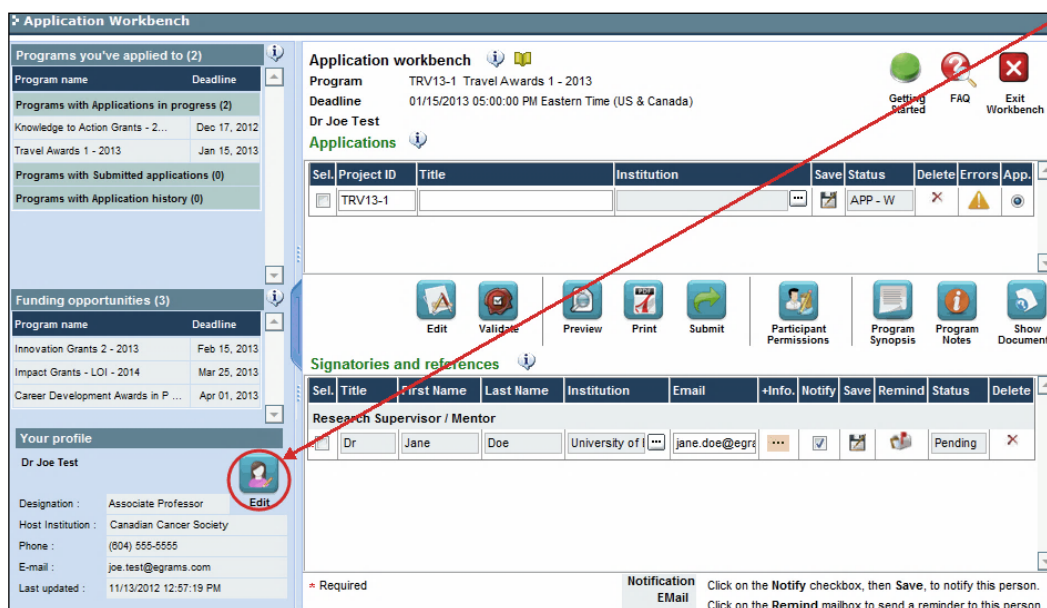
## APPENDIX A: Troubleshooting

- **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  button.



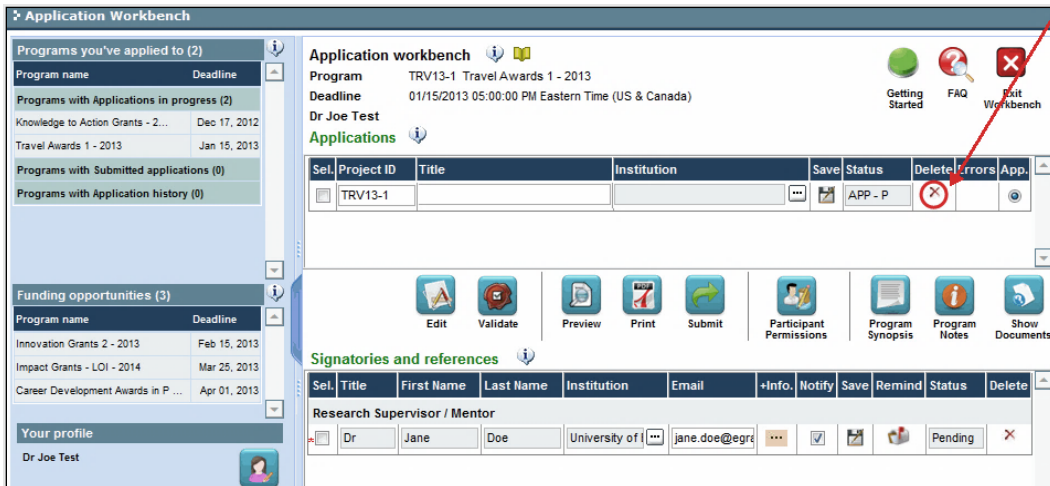
The screenshot shows the 'Application Workbench' interface. On the left, under 'Your profile', 'Dr Joe Test' is listed with an 'Edit' button circled in red. A red arrow points from this button to the 'Edit' button in the 'Signatories and references' table. The table lists 'Dr Jane Doe' from 'University of i...' with an email 'jane.doe@egrs...'. The status is 'Pending'.

- **Delete an application**

**Problem:** I need to delete my application.

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





- **Budget error during validation**

Application stage: [Step 3: Validate and submit your application](#)

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

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



## APPENDIX B: The Application Interface

### I. Navigation

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







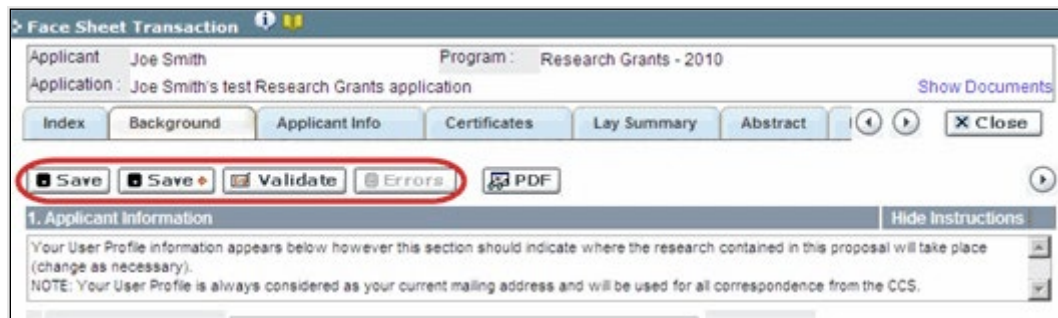
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the 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, and move forward to next page),  and  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.

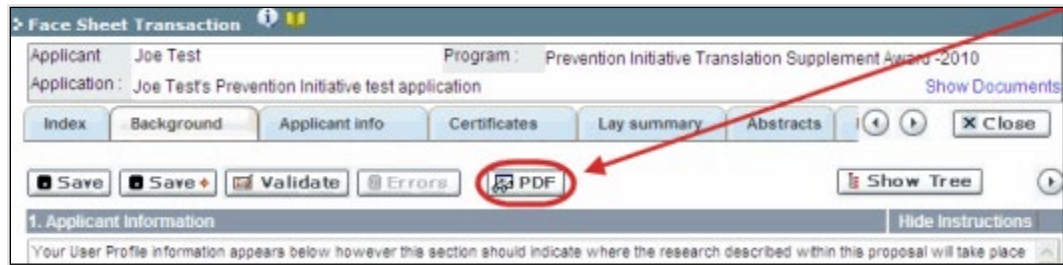
### ▪ Validate and check for errors


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.

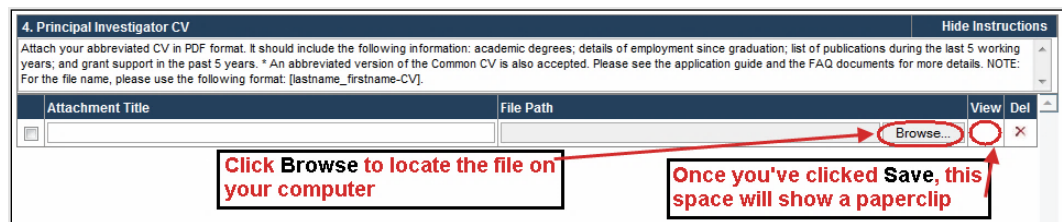




If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.

#### 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.

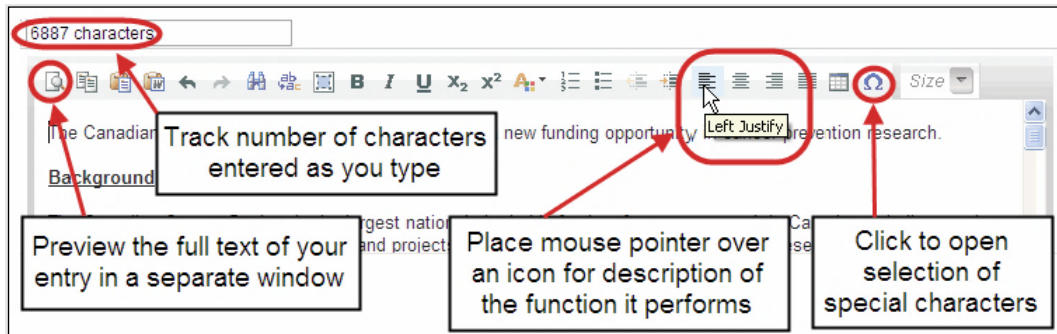
#### V. The rich text editor

##### 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.

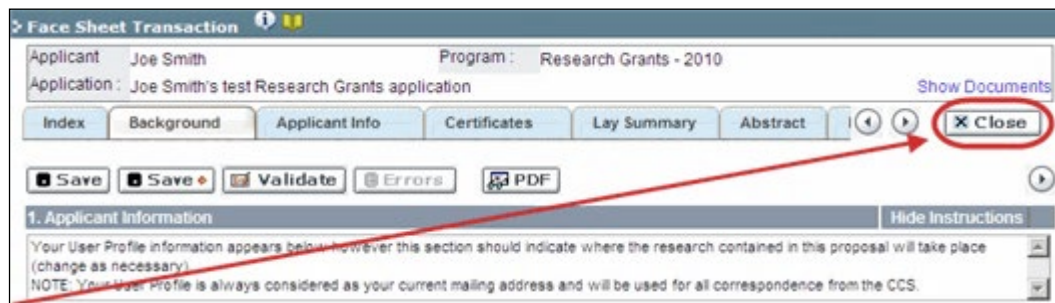


Use the rich text editor to:

- 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

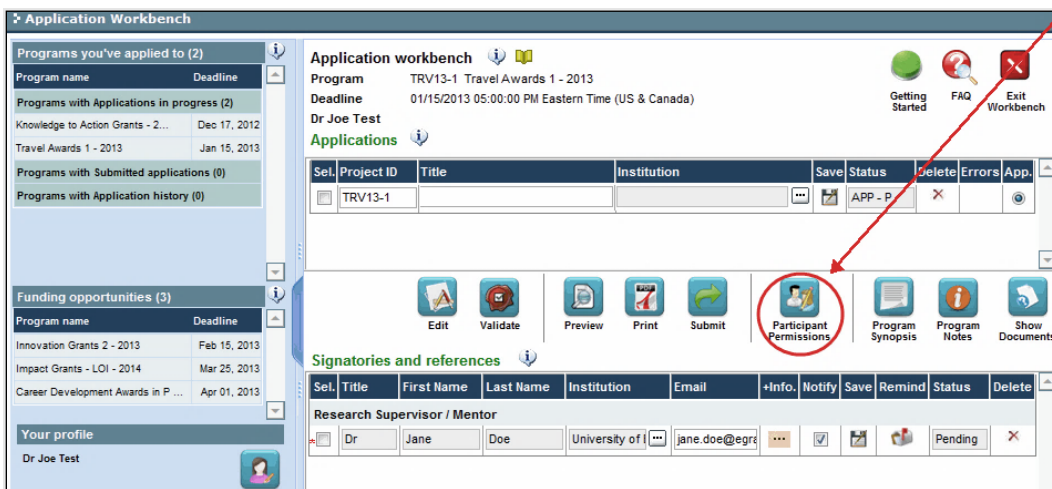
Follow the instructions below to give Co-PIs, Co-Applicants or Additional Authors access to your application, and set their permissions according to their role.

### Prerequisites for application access:

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

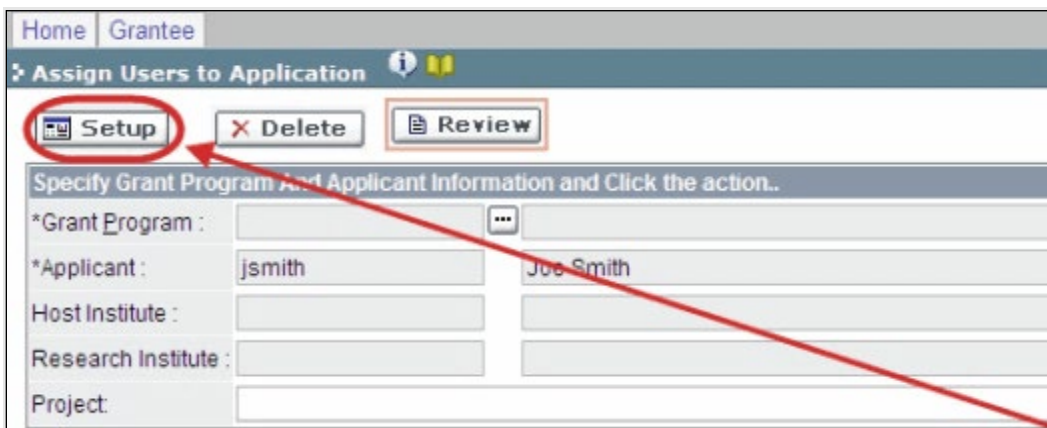


1. From the **Application workbench**, click the **Participant Permissions** button:



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 contains buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions' (circled in red), 'Program Synopsis', 'Program Notes', and 'Show Documents'. A 'Signatories and references' section shows 'Research Supervisor / Mentor' as 'Dr Jane Doe' from 'University of I...'. A red arrow points from the 'Participant Permissions' button in the toolbar to the 'Participant Permissions' button icon above the instructions.



2. Click the **Setup** button:

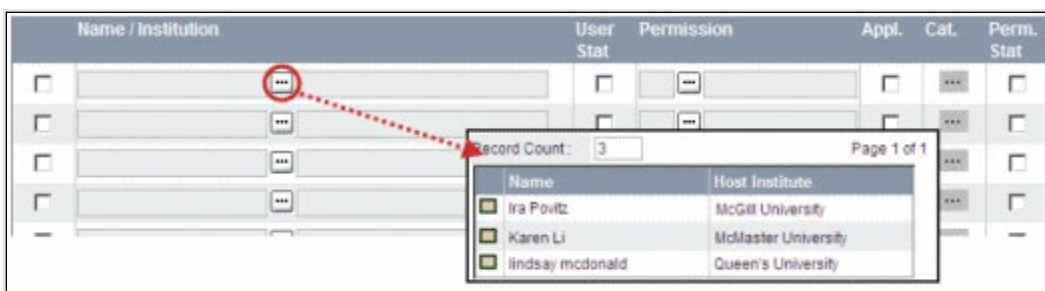



The screenshot shows the 'Assign Users to Application' dialog box. At the top, there are buttons for 'Setup' (circled in red), 'Delete', and 'Review'. Below the buttons is a form with the following fields: '\*Grant Program:', '\*Applicant:' (with 'jsmith' and 'Joe Smith' entered), 'Host Institute:',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

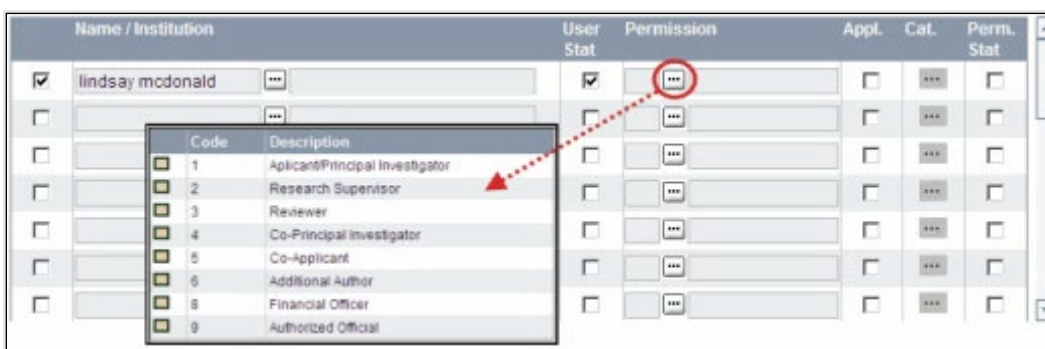




- Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.
- Click **Find**.
- Use the  button to open the lookup box in the **Name/Institution** column.
  - All EGrAMS users you have entered on your application as [Participants](#) will be listed in the 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.



**Section Category** Date: Jul-15-09

User Name: [ ]  
 Project: Joe Smith's test Research Grants application

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

Buttons:

**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.





**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:**

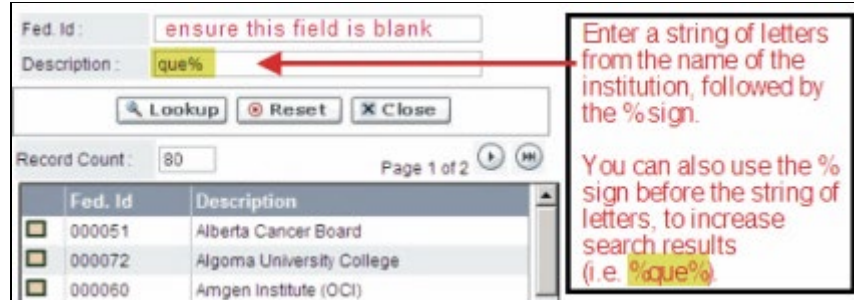
**Login Name:** Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

**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.

The screenshot shows a web form with the following elements:

- Host Institution:
- (circled in red)
- Security Question 1:
- \*Security Answer 1:
- Security Question 2:
- Security Answer 2:
- Additional Info: 

<input type="button" value="Educational"/>	<input type="button" value="Professional"/>	<input type="button" value="Review"/>
<input type="button" value="Area of Expertise"/>	<input type="button" value="Institution"/>	<input type="button" value="Biographical"/>

 (The entire Additional Info section is circled in red)

Red arrows point from the 'Hide Security' button to the 'Security Question 1' and 'Security Question 2' fields.

## APPENDIX E: Guidance document for CCS RTA applicant referees

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### Best Practices for Writing Letters of Reference

Multiple studies have revealed notable differences in the language used by referees in letters of recommendation depending on the subject's gender. For example, several research groups that compared letters written for male and female applicants found that those written for females were shorter and included 'communal' and 'grindstone' terminologies describing character (e.g. selfless, helpful, warm) and effort (e.g. tireless, diligent, committed), respectively. Conversely, letters written for males were generally longer, emphasized achievements and included 'standout' and 'agentic' descriptors associated with leadership and power (e.g. outstanding, excellent, independent, daring, intelligent) <sup>1,2,3,6,8</sup>. Similarly, albeit less studied, several groups have reported that the subject's race can influence the choice of words and tone used by referees when drafting letters, with fewer agentic terminologies used when describing individuals belonging to minority groups, despite similar credentials with non-minority applicants <sup>1,4,5</sup>. Collectively, these studies attributed the differences observed to implicit biases that can positively and negatively affect an individual's perceptions, behaviours and decisions in an unconscious manner.

Implicit bias is the unconscious association of attributes and stereotypes to people based on characteristics such as race, age, education, ability/disability, religion, socioeconomic status, and appearance. These biases are developed over time through exposure to social norms and expectations. As previously reported<sup>9</sup>, the effects of unconscious bias can negatively impact an applicant's overall success in obtaining research funding and reinforce further inequities in academia. It is, therefore, imperative to recognize when opportunities for bias occur and be vigilant in minimizing them.

Below, we offer best practices and resources from various sources<sup>1-8</sup> for referees to carefully consider when drafting their letters of recommendation:

- Focus comments on the applicant's research skills and academic achievements rather than their interpersonal attributes. Address the points requested and exclude personal information not relevant to the application.
- Carefully consider the choice of words, tone and length of the letter and whether they would differ depending on the subject's demographics. Consider whether the same descriptors would be used for another applicant with equivalent credentials, but of a different demographic background.
- Refer to the applicant's formal title and surname rather than their first name.
- Avoid using language that could unintentionally raise doubt (e.g. hedges, ambiguous comments, faint praises, potentially negative language, and irrelevancies). Provide concrete examples, when applicable.

Additional resources:

- CIHR Unconscious Bias Training: <https://cihr-irsc.gc.ca/lms/e/bias/>
- Harvard Implicit Association Test: <https://implicit.harvard.edu/implicit/takeatest.html>
- Gender bias calculator: <http://slowe.github.io/genderbias/>
- The University of Arizona Commission on the Status of Women: Avoiding gender bias in reference



writing: [https://csw.arizona.edu/sites/default/files/avoiding\\_gender\\_bias\\_in\\_letter\\_of\\_reference\\_writing.pdf](https://csw.arizona.edu/sites/default/files/avoiding_gender_bias_in_letter_of_reference_writing.pdf)

- Earth Science Women's Network: Guide to avoid racial bias in reference letter writing: <https://eswnonline.org/guide-to-avoid-racial-bias-in-reference-letter-writing/>

#### References:

1. Akos, P. & Kretchmar, J. *Gender and Ethnic bias in Letters of Recommendation: Considerations for School Counselors*. Professional School Counseling. (2016).
2. Dutt, K., et al. *Gender differences in recommendation letters for postdoctoral fellowships in geoscience*. Nature Geoscience. (2016).
3. Filippou, P., et al. *The Presence of Gender Bias in Letters of Recommendations Written for Urology Applicants*. Urology. (2019).
4. Grimm, L., et al. *Gender and Racial Bias in Radiology Residency Letters of Recommendation*. Journal of the American College of Radiology. (2020).
5. Houser, G. & Lemmons, K. *Implicit bias in letters of recommendation for an undergraduate research internship*. Journal of Further and Higher Education. (2018).
6. Madera, J. et al. *Gender and letters of recommendation for academia: agent and communal differences*. Journal of Applied Psychology. (2009).
7. Schmader, T. et al. *A Linguistic Comparison of Letters of Recommendation for Male and Female Chemistry and Biochemistry Job Applicants*. Sex Roles. (2007).
8. Trix, F. & Psenka, C. *Exploring the color of glass: Letters of recommendation for female and male medical faculty*. Discourse & Society. (2003).
9. Witteman, H. et al. *Are gender gaps due to evaluations of the applicant or the science? A natural experiment at a national funding agency*. The Lancet. (2019).

#### Instructions on submitting letters of reference

Access the website link included in your email notification. This page will be displayed:

Applicant: Joe Test      Program: Emerging Scholar Awards - 2021  
Application: Emerging Scholar Awards test application      [Show Documents](#)

Reference Letters

3     

45. \*Reference letter     



Attachment Title	File Name	View	Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	<input type="button" value="Choose File"/> Joe_Smith_J...ference.pdf		<input type="button" value="X"/>

1. Click **Choose File** to upload your letter.
2. In the **Attachment Title** field, provide a title for the letter you are uploading. Use the following naming convention: applicant-name\_your- name\_reference e.g. *joe-smith\_jane-doe\_reference*
3. Click the **Save** button

Best practice tip: Check that your letter has been uploaded.

To confirm that your letter has been successfully uploaded, click the paperclip:



45. *Reference letter		Show Instructions	
Attachment Title	File Name	View	Del
<input checked="" type="checkbox"/> Joe_Smith_Jane_Doe_reference	Choose File No file chosen		

Troubleshooting tip: URL does not work.

If the website address included in your email is not taking you to the page shown in the illustration above, this may be due to the URL being broken into two lines in your email display. Ensure that you are copying the complete website link into your browser.

If you have any questions regarding this process, please contact [research@cancer.ca](mailto:research@cancer.ca).

