



Workplace Cancer Research Grants (WCR-25)

Canadian Cancer Society

November 2024

Version 1



Canadian
Cancer
Society

Important dates:

Registration due date:
January 8, 2025

Full application due date:
March 19, 2025

Results announcement:
August 2025

Anticipated funding start date:
September 1, 2025

To apply:

The abstract application will be available in [EGrAMS](#) on or before November 15, 2024.

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

Questions?

Contact CCS research staff at research@cancer.ca

Workplace Cancer Research Grants Program Synopsis

The 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).

Please visit cancer.ca/research for the full program description.

Application Guide

Three easy steps:

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

Additional resources:

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



STEP 1: Create your abstract registration

1. Log in to [EGrAMS](#) to access the home screen/**Application workbench**.
2. Click the **Workplace Cancer Research Grants – 2025** program under the Funding opportunities section on the left.
3. The project ID will default to **WCR-25** (the **Grant Program** code).
4. Enter the full project title into the **Title** field.
 - The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the **...** button to select a different institution if necessary.

Empty Host Institution field

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

The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to', 'Funding opportunities', and 'Your profile'. The main area displays 'Application workbench' for program 'TRV13-1 Travel Awards 1 - 2013'. A table lists applications with columns for 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The 'Title' field is empty, and the 'Institution' field contains 'Canadian Cancer Society'. A 'Save' icon is highlighted with a red arrow and a callout box. Below the table, there are icons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. A 'Signatories and references' section is also visible.

1. Enter the full project title

2. If the Research Institution is different from your Host Institution, use the **... button to select the appropriate institution from the lookup box**

3. Click the button

5. Click the **Save** icon.



Note:

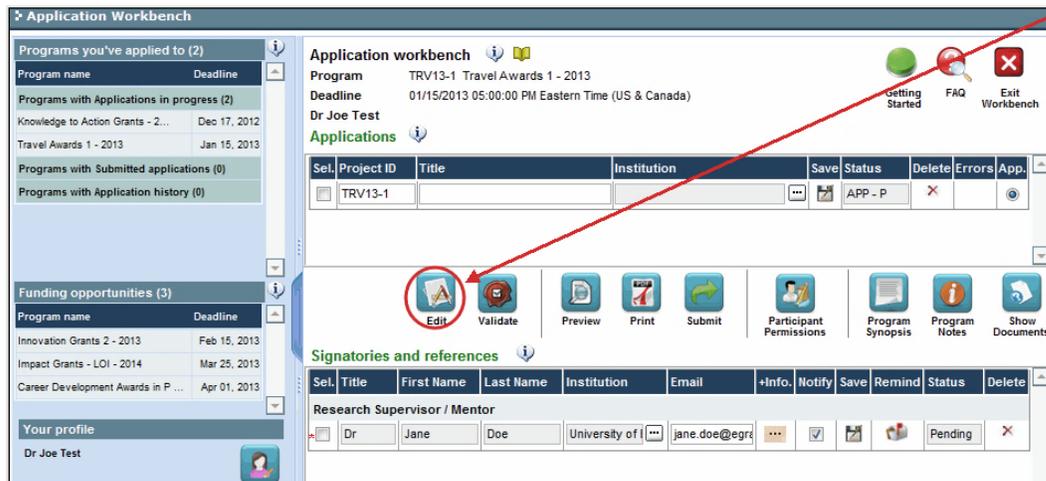
- Each investigator can submit only ONE application as Principal Investigator in this competition (applicants may be listed as Co-PIs on multiple applications).
- Abstract registration is mandatory to submit a full application.
- Substantive changes to the full application that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

STEP 2: Complete your abstract registration

I. Access the application

1. Ensure that **Workplace Cancer Research Grants – 2025** 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 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:

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

Below the table are buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. The 'Edit' button is circled in red. Below these buttons is a section for 'Signatories and references' with a table:

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

3. Click on the background tab to begin.

II. Enter details of your application

Understanding the application interface:

For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult [Appendix B: Understanding the application interface](#).

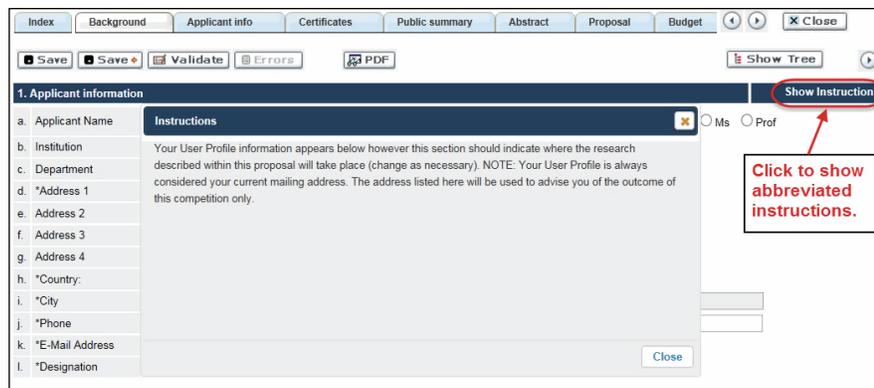
Format for document attachments:

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

Access instructions within the application:

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

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



III. Links to page-by-page instructions

Background

1. [Applicant information](#)
2. [Project information](#)
3. [Participants](#)

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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 September 1, 2025, to August 31, 2027.

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 request for this grant competition is \$100,000 per year and a maximum of \$200,000 per grant (over 2 years).

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, Budget, and a Close button. Below the navigation bar are buttons for Save, Save +, Validate, Errors, and PDF. A 'Show Tree' button is also present. The main content area is titled '2. Project information' and includes instructions: 'The title entered when the application was created is indicated. Please enter the FULL title of your research project if it is not complete. In addition, ensure the end date of your project is updated.' The form contains the following fields:

- a. Project Title: Grant application
- b. Is Financial Institution the same as the Research Institution?: Radio buttons for Yes and No. The 'No' button is circled in red. A red box with arrows points to the 'No' button and the '...' button in field c, containing 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.
- d. Project Start Date (mm/dd/yyyy): 2/1/2013; End Date (mm/dd/yyyy): 1/31/2018
- e. Amount of Funds Requested: 0.00; Project Cost: 0.00

A red box at the bottom of the form contains the text: 'Enter the total budget amount requested (must match the calculated amount in the Budget Summary)'. The '0.00' value in the 'Amount of Funds Requested' field is circled in red.

Language: Complete the entire application in one language only.

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

3. Participants

Note:

- Each investigator can submit only **ONE** application as Principal Investigator in this competition (applicants may be listed as Co-PIs on multiple applications).
- Consideration of equity, diversity and inclusion [principles](#) in the composition of research team members must be evident.
- Applications are strongly encouraged to demonstrate meaningful involvement of people affected by or at risk of workplace-related cancer.
- Each team is encouraged to include early career researchers, trainees, end-users (such as policy makers, employers or union representatives that may or may not include those affiliated with this call as partners*) as an integral part of research teams.

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

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

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

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

Financial Officer

Provide the name and email address of your institution's financial officer who would be responsible for the administration of this research grant, and to whom all correspondence about the accounting should be sent. Once the name is entered, the mailing address will auto-populate. (Note that this is a mandatory requirement; all applications must include a Financial Officer entered as a Participant.)

Co-Principal Investigators and Co-Applicants

Co-Principal Investigators and Co-Applicants are recognized as researchers who may or may not have a formal affiliation with the Host Institution but will take responsibility for particular administrative and scientific aspects of the research project. These categories can include Adjunct Professors or Status only appointments. These categories **may not include** graduate students, postdoctoral fellows, research associates (who are not considered 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, lay contributors and investigators based outside of Canada may be included in this category. Students, postdoctoral fellows, and research associates 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.

People affected by cancer

This category may include people who are both affected by structural marginalization and at risk of cancer, patients, survivors, and/or caregivers. Participants may be from within or outside of Canada, as long as their contributions are relevant for the work proposed (for example in the context of rare cancers). People affected by cancer who are members of the research team must be integrally involved in co-creating all aspects of the research plan from the outset, and are eligible to receive financial remuneration from the grant for their [participation](#). Please select "Other" in the designation field, or as appropriate.

Collaborators

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



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 a web application interface with a navigation bar at the top containing tabs: Index, Background, Applicant Info, Certificates, Lay Summary, and Abstract. Below the navigation bar is a toolbar with buttons: Save, Save and move forward (highlighted with a red circle), Validate, Errors, and PDF. The main content area is titled '3. Participants' and contains a form with various fields. A red arrow points from a text box to the 'Save and move forward' button. Another red arrow points from a text box to a dropdown menu icon (three dots) next to the 'Contact Type' field. The form fields include: Contact Type, a. EGrAMS Login, b. *Name, c. Department, d. Institution, e. Address I, Address II, f. Address III, Country, g. City, Province, Postal Code, h. Telephone, Ext., Fax, and i. E-mail Address.

APPLICANT INFO

4. Justification for career interruptions

Briefly 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). Subtract period described when calculating career stage in the next section. If not applicable, please indicate this in the form. For COVID-related interruption, simply state COVID-19 and indicate 2020/03 - 2021/09 (18 months). If not applicable, please indicate this in the form.

If not applicable, please state this in the form.

Your justification **should not exceed 1250 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.

5. 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.



PUBLIC SUMMARY

6. Public Summary

Describe in non-technical language understandable to a non-scientist: why this work is important to people affected by cancer (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

7. Scientific abstract

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

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.

8. 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.

9. 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.

REVIEW PANEL

10. Panel

One panel will review all grant applications.

11. 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.

12. Reviewer exclusions

Applicants may also suggest individuals they would prefer NOT to 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

13a. CCS Research Goals

Select the CCS Research Goal(s) that will be addressed by your proposed research. Select only those that represent at least 25% of the research project's objectives.

13b. 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 the research focus of the proposal.

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, it 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, ethnics, 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).

13c. 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.

13d. 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.



13e. Under-served populations

Please indicate if your research project specifically addresses cancer in one of the populations listed. Select only those that apply. If your proposed research does not focus on one (or more) of the populations listed, select 'Not applicable'.

13f. 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".

13g. 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 a site (i.e. Do not enter a '%' sign with your percentage, only enter the number.

13h. 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>).

13i. 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

14. 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. Lay summaries of the progress and impact of the research in our internal and external reports, including press releases, social media, or other communications.

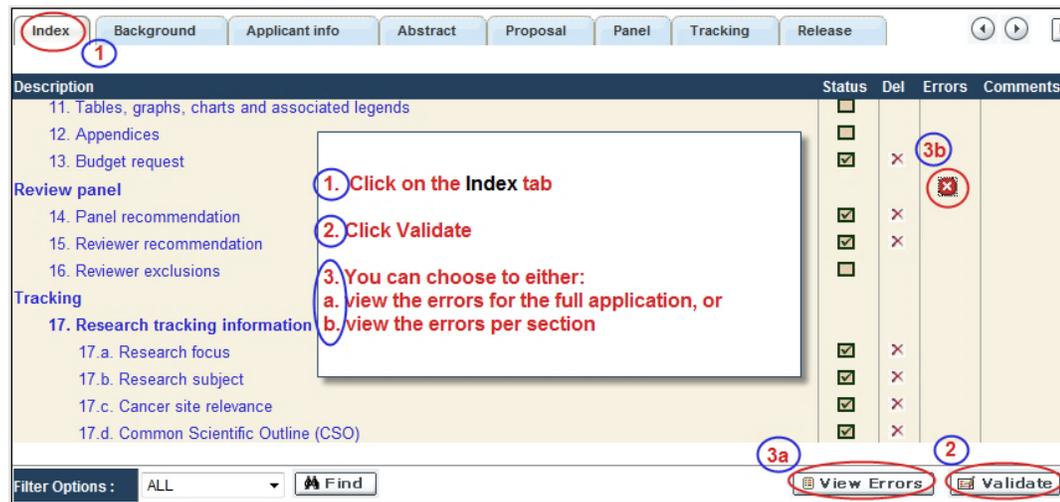


STEP 3: Validate and submit your abstract registration

I. Validation

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

a) Validate the full application



b) Validate one section at a time

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

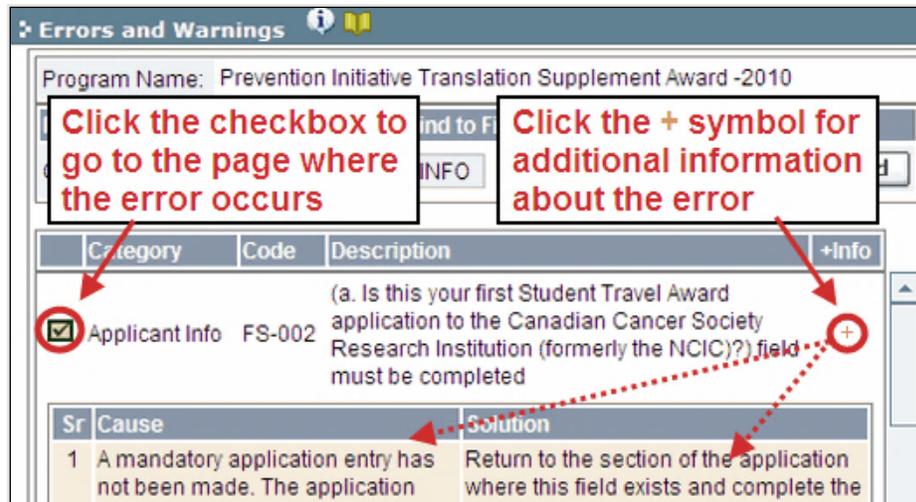
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



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

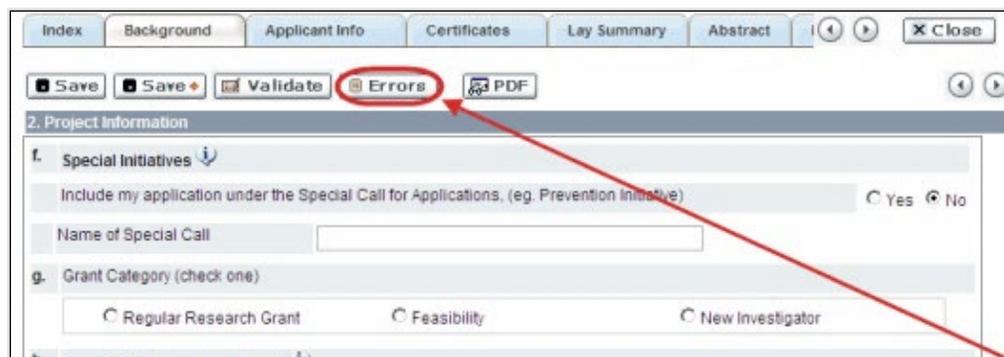
1. If errors are found, a dialogue box will open with details.
 - Click the + symbol under the +Info heading for information about the cause and solution of the error.
 - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.





- 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.

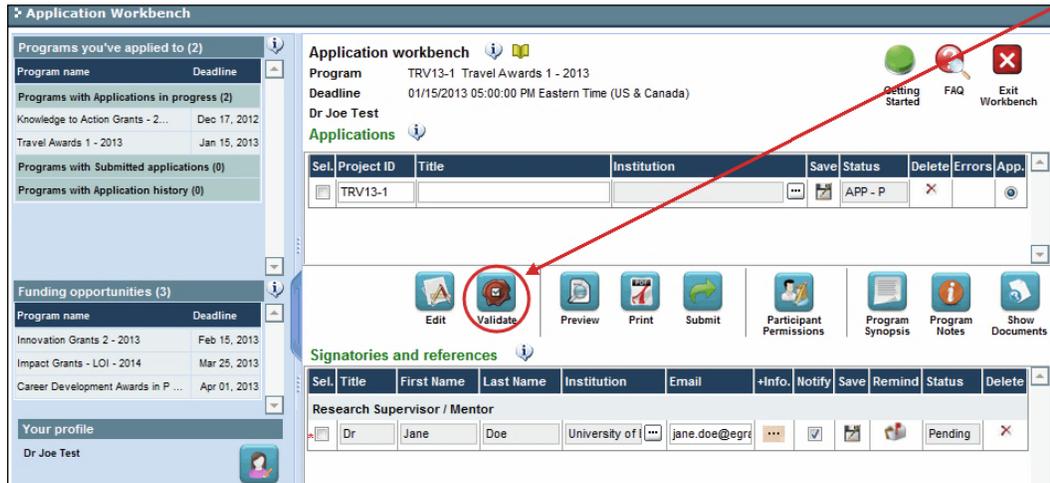


- When all errors are resolved for every section, click the **Close** button to exit the application.

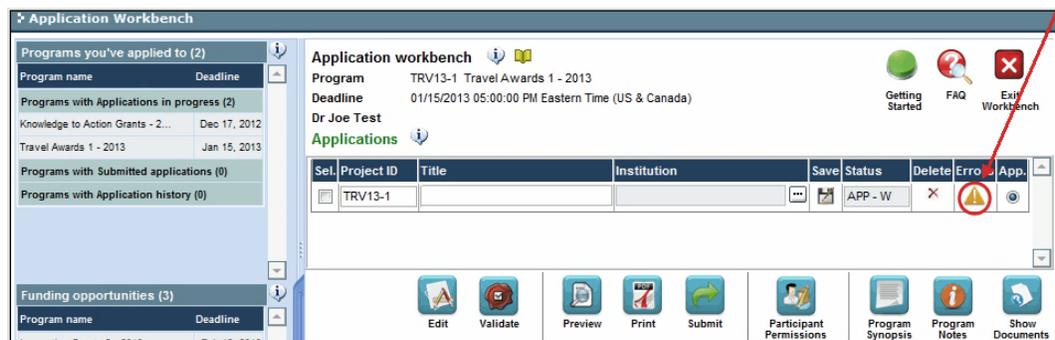


II. Preview and submission

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.



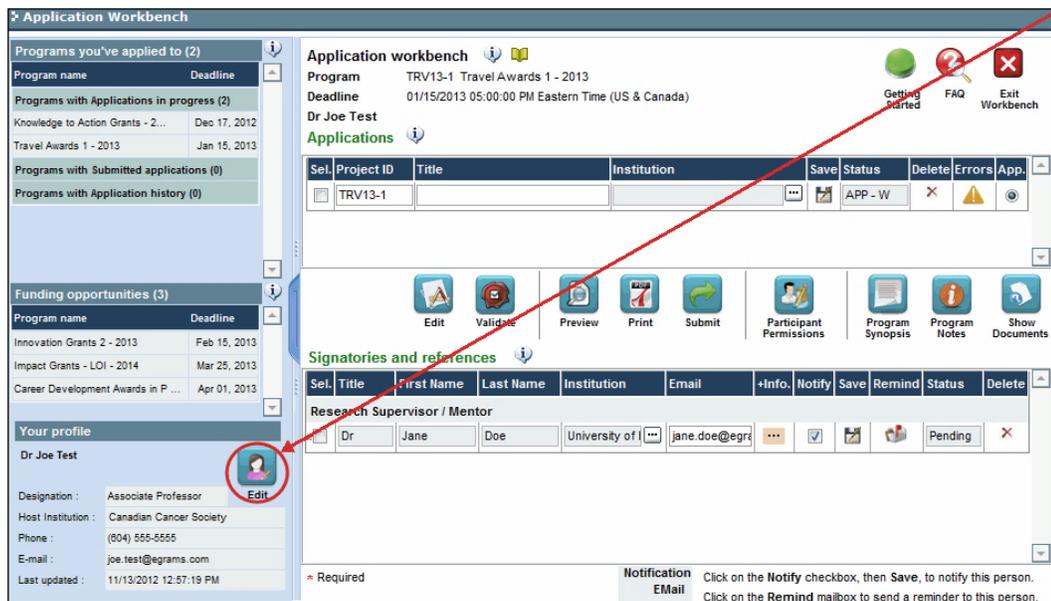
APPENDIX A: Troubleshooting

- **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 shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Funding opportunities (3)', and 'Your profile'. The 'Your profile' section for 'Dr Joe Test' includes fields for Designation (Associate Professor), Host Institution (Canadian Cancer Society), Phone, E-mail, and Last updated. An 'Edit' button is circled in red. The main area shows 'Application workbench' details for 'TRV13-1 Travel Awards 1 - 2013' with a deadline of 01/15/2013. Below this is a table of applications with columns for Sel, Project ID, Title, Institution, Save, Status, Delete, Errors, and App. A table for 'Signatories and references' is also visible, with columns for Sel, Title, First Name, Last Name, Institution, Email, +Info, Notify, Save, Remind, Status, and Delete. A red arrow points from the 'Edit' button in the profile section to the 'Signatories and references' 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)

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			

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	jane.doe@egr		<input checked="" type="checkbox"/>			Pending	



APPENDIX B: The Application Interface

I. Navigation

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



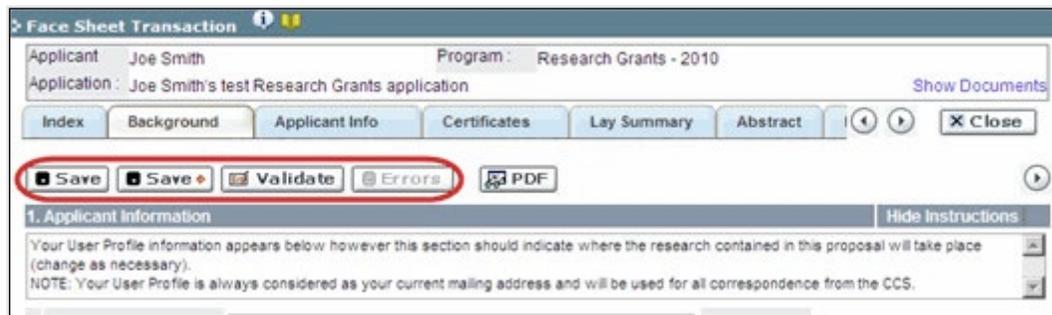
1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.
4. **Advance page by page through application** – Some sections (tabs) 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.

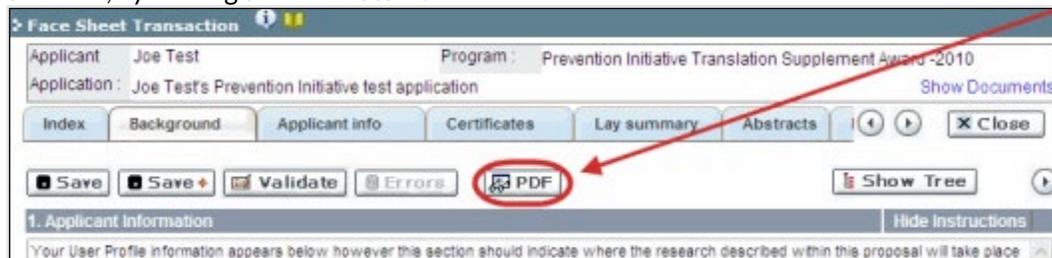
If you try to advance to the next page without saving your work, the system will prompt you to do so.

▪ 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.

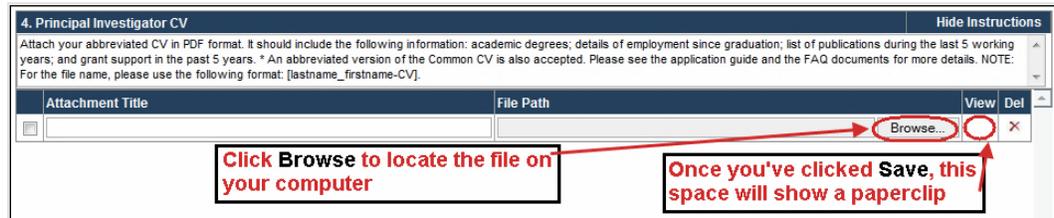




If you wish to create a PDF of your entire application, click the **Print** button on the **Application workbench**.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the **Attachment Title** field.
2. Click **Browse** and locate the document on your computer.



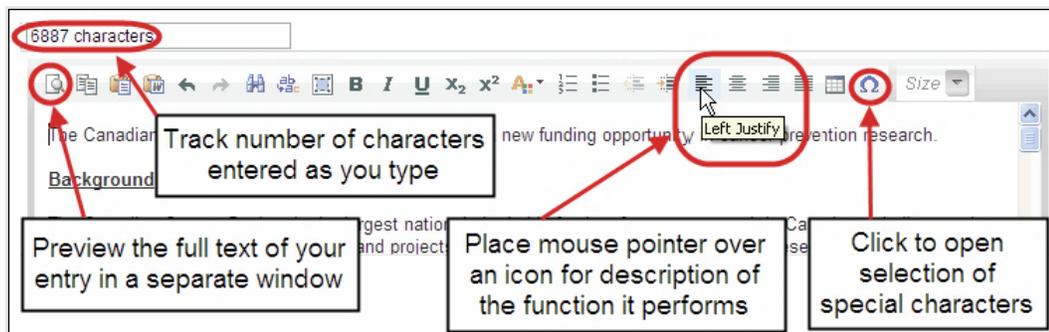
3. Click **Save** to upload the document as an attachment to your application.
 - The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

V. The rich text editor

Copying and pasting formatted text:

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

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



Use the rich text editor to:

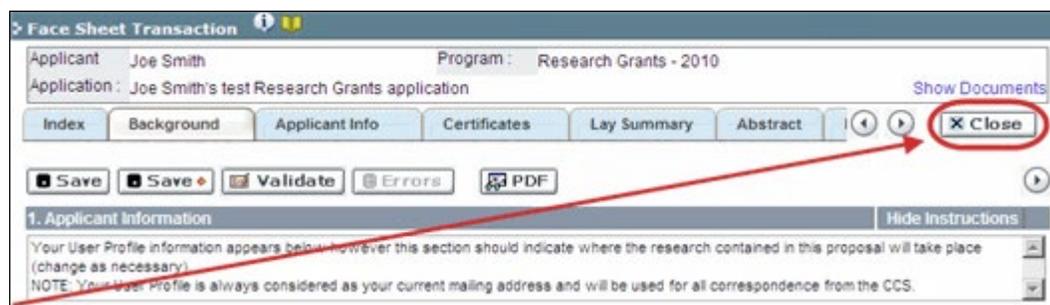
- bold, italicize or underline your text



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

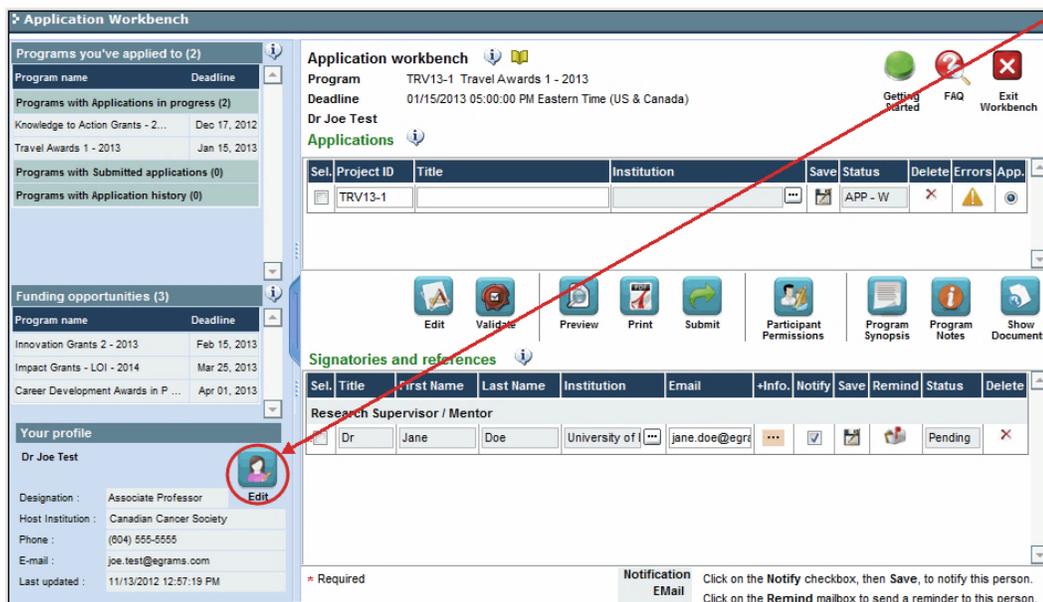
VI. Exit

To exit the application and access the **Application workbench** again, click the **Close** button.



APPENDIX C: Update your profile

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



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)

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

Programs with Submitted applications (0)

Programs with Application history (0)

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 - W	X	!	!

Signatories and references

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

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

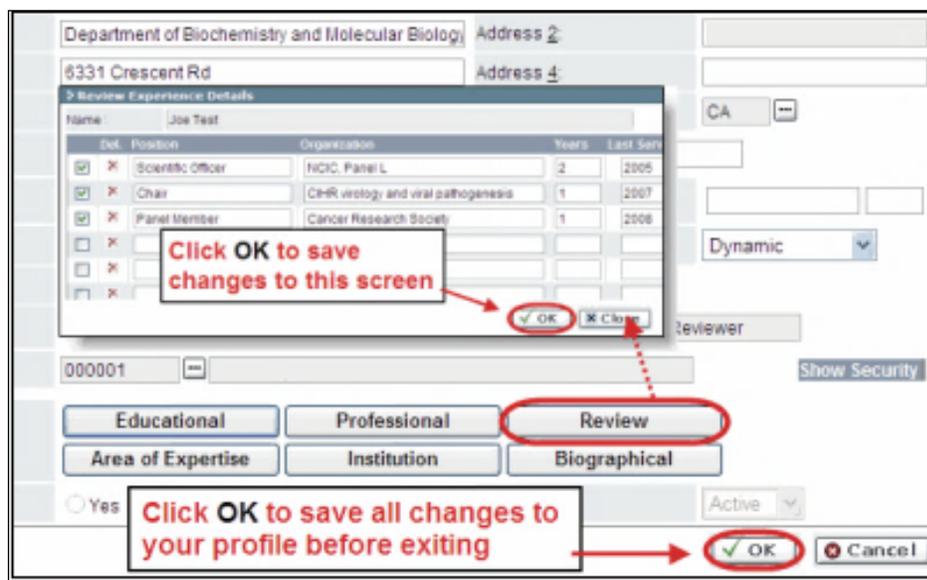
Phone : (604) 555-5555

E-mail : joe.test@egrans.com

Last updated : 11/13/2012 12:57:19 PM

Notification EMail Click on the Notify checkbox, then Save, to notify this person. Click on the Remind mailbox to send a reminder to this person.

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.



Department of Biochemistry and Molecular Biology Address 2

6331 Crescent Rd Address 4

CA

Review Experience Details

Name: Joe Test

Def.	Position	Organization	Years	Last Seen
<input checked="" type="checkbox"/>	Scientific Officer	NCIC, Panel L	2	2005
<input checked="" type="checkbox"/>	Chair	CIHR virology and viral pathogenesis	1	2007
<input checked="" type="checkbox"/>	Panel Member	Cancer Research Society	1	2008
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Click OK to save changes to this screen

OK Close

000001

Dynamic

reviewer

Show Security

Educational Professional **Review** Area of Expertise Institution Biographical

Yes

Click OK to save all changes to your profile before exiting

Active

OK Cancel



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:

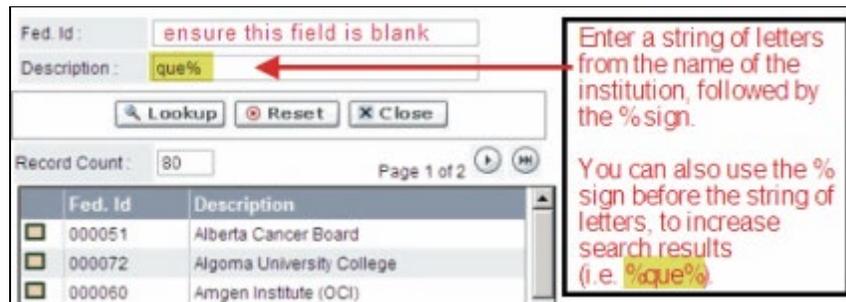
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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.

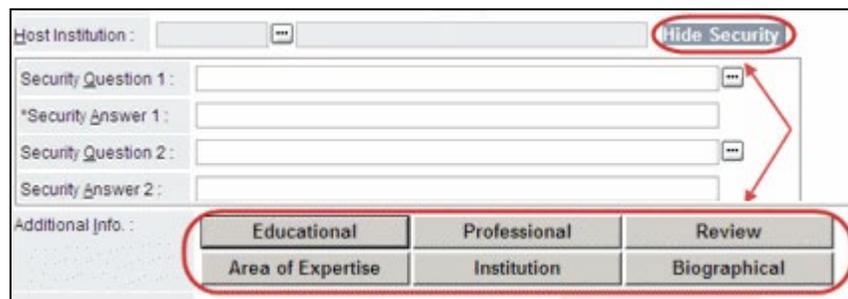
Role: Click on the button, and select your role within the EGrAMS system:

- **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 form with the following elements:

- Host Institution:** A text input field with a dropdown arrow button.
- 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 button.
- *Security Answer 1:** A text input field.
- Security Question 2:** A text input field with a dropdown arrow button.
- Security Answer 2:** A text input field.
- Additional Info:** A section containing six buttons: Educational, Professional, Review, Area of Expertise, Institution, and Biographical. These buttons are circled in red.