



## Career Development Awards in Prevention FAQ's

### What is the purpose of these awards?

Career Development Awards in Prevention have been created to support the career development of postdoctoral fellows, clinical fellows or junior investigators in the area of cancer prevention/risk reduction research and community-based clinical research in cancer prevention by providing protected research time and research funds.

### What is the purpose of the Responsiveness Statement section of the application?

The Responsiveness Statement provides applicants with an opportunity to describe how their application aligns with the goals of this program. Reviewers will specifically review this section to assign the responsiveness score, therefore applicants should pay particular attention to this requirement.

### Is it possible to hold the Career Development Award in Prevention in conjunction with other salary awards?

You can hold other salary awards in conjunction with the Career Development Award in Prevention, as long as at least \$50,000 of the value of the CCSRI award supports your salary, as outlined in the program description.

### How many reference letters are required?

As outlined in the Career Development Award in Prevention application guide, four types of external references are required:

- 1. Research supervisor/mentor**  
Your research supervisor or mentor must contribute a letter of reference to your application, as well as information regarding his or her area(s) of expertise and recent publications.
- 2. References**  
References will be asked to upload a confidential letter of reference to your application. You must provide a **minimum of two** references, up to a maximum of three (including one from the mentor/supervisor).
- 3. Head of Department/Dean**  
You must obtain sign-off from the Head of the Department or Dean where your research will be undertaken.
- 4. Executive signing authority from the host institution**  
You must obtain sign-off from the executive authority for the institution where your research will be undertaken. If funds are distributed by a separate institution, sign-off is also required from the executive authority for the finance institution.

### Is there any commitment required on the part of the Host Institution?

As part of the Host Institution's commitment to the career development of a candidate in a **faculty position**, they Host Institution will be required to commit, as part of the application process, an additional two years of support to the applicant at an appropriate rank and salary upon termination of this Career Development award. The Host Institution must also commit to providing the applicant with



adequate infrastructure and physical space to conduct their research program during and after the granting period. If the salary portion of this award offsets the institutional commitment, the incremental benefit of the award must be clearly indicated in the application.

**How much time of the candidate must be devoted to research?**

Applicants must devote the majority of their time to their cancer prevention research programs. In the case where the applicant is a junior investigator, time should also be spent supervising associates/trainees participating in those programs. It is expected that the applicant may be required to assume other responsibilities (e.g. teaching and administration, clinic responsibilities and/or additional research activities) by the Host Institution; however the institution must confirm that the applicant will commit at least 80% of their working time to their cancer prevention research program. All remaining time must be dedicated to the development of the applicant's career as an independent cancer prevention scientist.

**Can the supervisor/mentor be located at an institution or city different from that of the applicant?**

It is preferred that the supervisor/mentor be located in the same institution as the applicant but if that is not possible, a clear and convincing rationale for the chosen supervisor/mentor and details of the nature and frequency of the interactions must be provided.

**What is the role of the supervisor/mentor expected to be?**

The supervisor/mentor is expected to work with the applicant over the tenure of the award to assist in the development and direction of the research program. It is also expected that the supervisor/mentor will provide advice and encouragement to the applicant to pursue a career in cancer prevention/risk reduction research.

**Are "official transcripts" required or can I provide a copy of an unofficial transcript?**

Official transcripts are required.

**Is a single study acceptable as a research program?**

A single study is acceptable but because the award is focused on the applicant, not a specific project, it would be advantageous to describe the scope of the whole research program. In effect, applicants will need to decide what level of detail will be put into different aspects of the program, and if there is a budget request for items other than salary, it should be clear how those items fit into the research program and/or specific research projects.

**Can I apply for this award if I am a resident in Canada on a work permit?**

Applicants must be Canadian citizens or residents of Canada at the time of application and the award must be taken up at an eligible Canadian Host Institution.

**Who should I identify as the Head of Department if I am in the last year of my postdoctoral fellowship and will be assuming a position at another institution after the application deadline?**

The Head of Department of the hiring Host Institution should sign off on the application. A letter from an appropriate authority of the Host Institution which provides clear details as to the exact nature of the position (including title and major responsibilities), as well as the expected start date and duration of the appointment should be included in the appendices.

**What are the CV requirements?**



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The CV should include:

- academic degrees
- details of professional or research experience related to the application
- list of publications during the last 5 full-time, or equivalent, working years (highlight relevant publications to this submission do not include non-peer-reviewed publications).
- dates and names of supervisors, where applicable.

**Do I have to create a user profile in the online system (EGrAMS) to create an application?**

The Applicant must have a user profile in EGrAMS to create an application. Please visit [EGrAMS](#) for instructions on creating a user profile.

**How are applications submitted?**

All applications must be submitted via our online system ([EGrAMS](#)) by 5:00 p.m. Eastern on the given deadline date for a competition.

**What if the deadline falls on a weekend or holiday?**

When a deadline falls on a weekend or holiday, the next business day will be considered the deadline date.

**What if I have additional questions that are not addressed here?**

As always, if you have any feedback, questions or concerns, email us at [research@cancer.ca](mailto:research@cancer.ca) .