



# **CCS Health Equity Research Grants – Advancing a more accessible and inclusive cancer care system (HE-22)**

Canadian Cancer Society

Full Application Guide  
June 2022  
Version 1



Canadian  
Cancer  
Society

## Important dates:

Registration due date:  
July 20, 2022

Full application due date:  
September 8, 2022

Results announcement:  
November 2022

Anticipated funding start date:  
December 1, 2022

## 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)

## Health Equity Research Grants Program Synopsis

This program aims to support 1-3 year research grants that will support collaborative research projects that seek to advance cancer-related health equity by employing a social determinants of health framework to address the systemic, structural, and institutional factors that sustain health disparities for specific communities of people in Canada.

Through CCS Health Equity Research Grants, research teams will employ collaborative methods to co-design, co-implement and co-evaluate carefully considered approaches to address specific health inequities relevant to cancer prevention, detection, treatment, and/or survivorship. Applications must address a clear health equity need, and be focused on a defined group (with consideration of sub-groups) that is mindful of intersecting determinants of health. For example, First Nations, Inuit and Métis, Black, and other minoritized or racialized groups are not homogenous, and intersect with other determinants of health including gender, sexual orientation, geographical location, education, other ethnicities, and economic status. Therefore, teams should make efforts to address, but be cognizant of, the limitations with respect to application of study results to a specific population.

Proposed projects should ideally address the systemic, structural and/or institutional practices that promote health inequity, but may also pursue provider-level (e.g. point-of-care) and individual (with caution – to avoid assigning blame or perpetuating harms but where supported by team members and other advisors as appropriate) approaches/interventions where relevant. Implications and intended outcomes, as well as dissemination and mobilization of the proposed research must be clearly articulated, with risks and alternative/mitigating approaches described.

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



## Application Guide

---

Three easy steps:

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

Additional resources:

- Appendix A: [Biographical sketch template \(academic participants\)](#)
- Appendix B: [Biographical sketch template \(non-academic participants\)](#)
- Appendix C: [Other funding summary template](#)
- Appendix D: [Troubleshooting](#)
  - [Host Institution field is empty or incorrect, and lookup button does not work](#)
  - [Delete an application](#)
  - [Budget error during validation](#)
- Appendix E: [Understanding the application interface](#)
- Appendix F: [Assign participants access to your application](#)
- Appendix G: [Update your profile](#)



## STEP 1: Add signing authorities

All applications require sign-off by the Head of the Department and by the executive signing authority from the institution where your research will be undertaken. If funds are to be distributed by a separate institution, sign-off is also required from the executive signing authority for the finance institution.

### Researchers who are Department Heads:

If the PI is also a Department Head, applications must be authorized by the **Dean of the Department** instead. Their approval must be completed in order to submit the application.

Provide the name and email address of your signing authorities to allow EGrAMS to generate an automated email containing a link to the relevant page of your application.

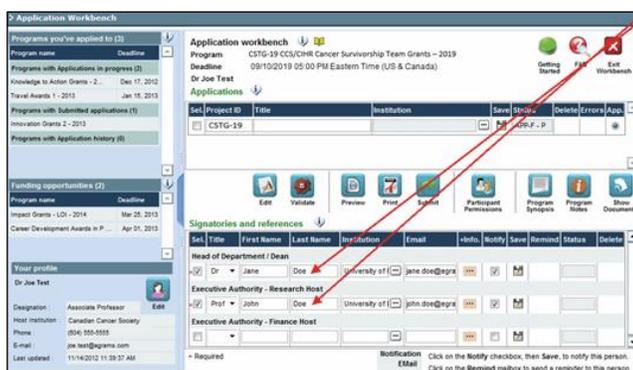
The system will send the email when you click the **Notify** box (step 2).

### Create a PDF of your application:

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

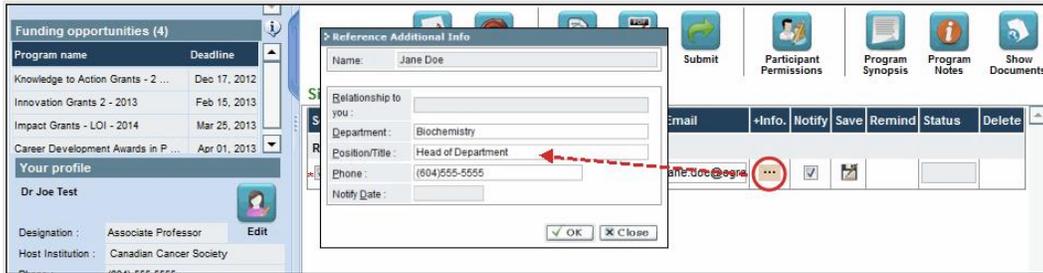


1. Ensure that **CCS Health Equity Research Grants – 2022** is selected in the Application workbench.
  - If not, click the program name on the left under Programs with Applications in progress
2. Complete the forms under the **Signatories and references** section by providing the titles, names, institutions and email addresses of your Head of Department/Dean, Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.



The screenshot shows the 'Application Workbench' interface. On the left, there is a sidebar with a tree view of programs. The main area displays the 'Application workbench' for 'CSTG-19 CCS/CHR Cancer Survivorship Team Grants – 2019'. Below this, there is a table for 'Signatories and references' with columns for Title, First Name, Last Name, Institution, Email, Notify, Save, Remind, and Status. Three signatories are listed: Head of Department / Dean (Jane Doe), Executive Authority - Research Host (John Doe), and Executive Authority - Finance Host. Red arrows point to the 'Notify' checkboxes for each signatory. A 'Print' icon is visible in the top right corner of the main area.

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



4. **IMPORTANT:** Ensure that the **Notify** checkbox is checked.



- When the Notify box is checked off, EGrAMS will send an automated email to your signatory as soon as you click .
- The email will contain a unique URL that will grant access to the relevant section of your application for each contact.

**Automated email delivery to your signing authorities:**

The email notification is sent out as soon as you click the **Save icon**. If you want to notify them at a later time, make sure that the **Notify** option is unchecked. When you are ready to notify them, follow these steps:

1. Return to the **Application workbench** screen.
2. Click the **Notify** button.
3. Click the **Save** icon.

5. Click  to save your entry. An email containing a unique URL for access to the signing authority sections of your application will be sent out to your contacts immediately.



### Monitoring status / sending reminders:

To see if your contacts have completed the signing authority sections of your application by following these steps:

1. Return to the **Application workbench** screen.
2. Check the **Status** column. (It will display either “Pending”, “Work In Progress” or “Complete”.)



### Send a reminder email:

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

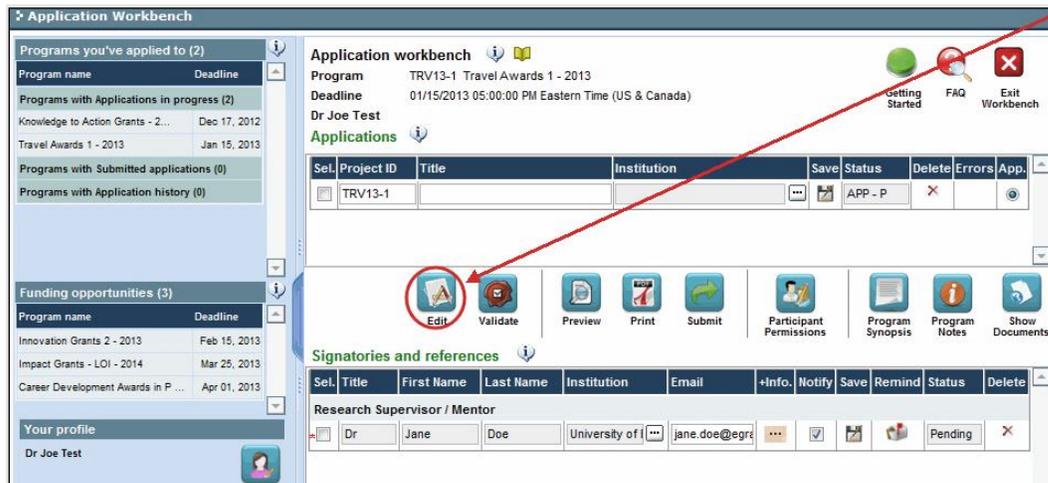


## STEP 2: Complete your application

### I. Access the application

1. Ensure that **CCS Health Equity Research Grants – 2022** 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'. Below this, there is a table of applications with columns for 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The table contains one row with 'TRV13-1'. Below the table, there are several icons: 'Edit' (circled in red), 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. At the bottom, there is a 'Signatories and references' section with a table for 'Research Supervisor / Mentor' containing one row for 'Dr. Jane Doe'.

3. Click on the background tab to begin.

### II. Enter details of your application

As part of the Abstract registration, the Background, Applicant Info, Abstract, Relevance Statement, Review panel, and Tracking sections have already been completed. **Changes can be made to these sections, however, substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract registration are not permitted.**

#### Understanding the application interface:

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

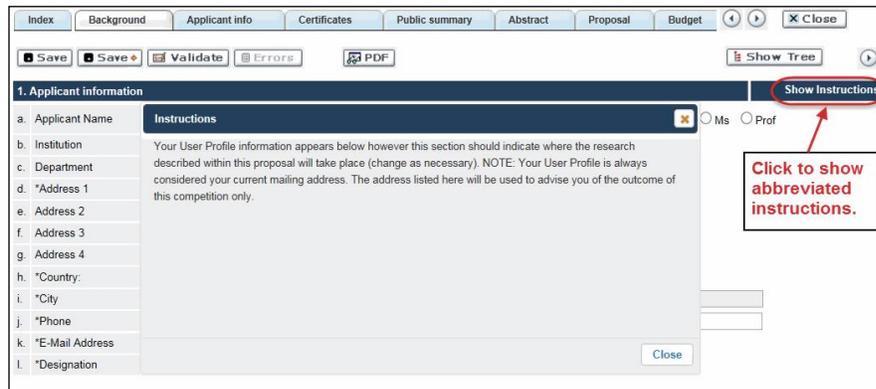
#### Format for document attachments:

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. Quick links to page-by-page instructions

#### Background

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

#### Applicant Info

4. [Principal Investigator CV](#)
5. [Justification for career interruptions](#)
6. [Application and career stage](#)

#### Certificates

- 7a. [Biohazard/Biosafety](#)
- 7b. [Animal care](#)
- 7c. [Ethics](#)
- 7d. [Human samples](#)
- 8a. [Human embryonic stem cells involvement](#)
- 8b. [Status of SCOC approval for each institution](#)

#### Public Summary

9. [Public Summary](#)

#### Abstract

10. [Scientific abstract](#)
11. [Keywords](#)
12. [Abstract changes](#)

#### Non-confidential scientific abstract

13. [Non-confidential scientific abstract](#)

#### Relevance Statement

14. [Relevance Statement](#)

#### Proposal

15. [Proposal](#)
16. [Tables, graphs, charts and associated legends](#)
17. [Sex, gender and diversity](#)
18. [Products/Implementation Plan](#)
19. [Research team contributions](#)
20. [Terms of Reference](#)
21. [Appendices](#)
22. [Disclosure of commercial or conflict of interest related to this application](#)

#### Budget

23. [Budget request](#)
- 23a. [Budget request category: Program expenses – Supplies and Expenses](#)
- 23b. [Budget request category: Program expenses – Salaries and Wages](#)



- 23c. [Budget request category: Equipment – Permanent Equipment](#)
- 24. [Budget summary](#)

#### **Other funding**

- 25. [Summary of other funding applied for and received](#)
- 26. [Other funding confirmation](#)

#### **Review panel**

- 27. [Panel](#)
- 28. [Reviewer recommendations](#)
- 29. [Reviewer exclusions](#)

#### **Tracking**

- 30a. [CCS Research Goals](#)
- 30b. [Research focus](#)
- 30c. [Clinical trial](#)
- 30d. [Relevant cancer population](#)
- 30e. [Underserved populations](#)
- 30f. [Research subject](#)
- 30g. [Cancer site relevance](#)
- 30h. [Common Scientific Outline \(CSO\)](#)

#### **Release form**

- 31. [Release form](#)

#### **Head of Department**

- 32. [Head of Department/Dean confirmation](#)

#### **Executive authority – research host**

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

#### **Executive authority – financial host**

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

#### **Post submission publications**

- 35. [Post submission publications](#)



## 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 date of this funding program is December 1, 2022. Applicants can apply for a one-year up to three-year grant, and indicate an end date of November 30, 2023, 2024, or 2025, respectively.

**Amount of funds requested:** This figure must match the total calculated budget for your application – the total calculated budget is viewable on the Budget Summary page within the Budget section.

#### Note:

- Funding will be available for up to **\$300k per grant** over 1-3 years (max \$150k/yr) (note that team building grants are eligible for 1 year of funding only)

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 with the value "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 pointing to the "No" button and the "..." button below it contains the text: "If you've indicated No, use the ... lookup button to indicate the Financial Institution name".
- c. If No, provide Financial Institution name:** A text input field with a "..." button to its right.
- d. Project Start Date (mm/dd/yyyy):** A date picker with the value "2/1/2013".
- End Date (mm/dd/yyyy):** A date picker with the value "1/31/2018".
- e. Amount of Funds Requested:** A text input field with the value "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)".
- Project Cost:** A text input field with the value "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. Participants



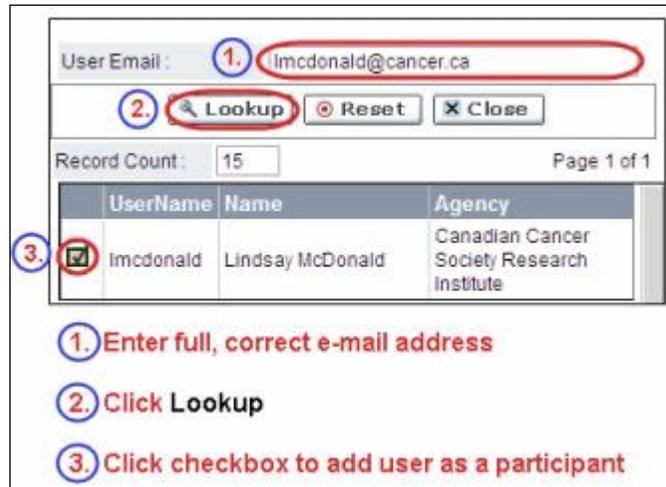
**Note:**

- 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 accessibility, equity, diversity and inclusion [principles](#) in the composition of research team members must be evident.

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

**Note:** You can give others (anyone with an EGrAMS profile) access to your application, and set their permissions according to their role. See [Appendix F](#) 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"/>	imcdonald	Lindsay McDonald	Canadian Cancer Society Research Institute

1. Enter full, correct e-mail address
2. Click Lookup
3. Click checkbox to add user as a participant

Provide full addresses, including department name/affiliation, for each participant to ensure proper identification of conflicts of interest during the peer review process.

**The participants you submitted as part of the Abstract registration will appear. Changes can be made at this time. CVs and letters of support or collaboration must be provided at 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, 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 assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

### **People affected by cancer**

People affected by cancer are people both affected by structural marginalization and at risk of cancer, patients, survivors, and/or caregivers. 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.

### **Implementers/Decision-makers**

Implementers/Decision-makers are recognized as individuals who make decisions about, influence or implement evidence-based health policies or practices. These individuals must be integrally involved in the project from the outset and must demonstrate their commitment to the proposed work. This includes, but is not limited to, healthcare, community-based or other practitioners, educators, healthcare administrators and policy makers. CCS staff members participating on grants are to be included in this category. Implementers/Decision-makers are not eligible to receive salary support from the grant.

### **Collaborators**

Collaborators include any additional individuals who will be involved in the grant but are not eligible to be named in any of the above roles. Collaborators do not need to submit a CV but are required to submit a letter of collaboration.

### **Attach CV and/or Letter (Collaborators, and Implementers/Decision-makers only)**

With the exception of the Financial Officer and Collaborators, each research team participant must provide a CV, following the format and naming convention outlined in [Appendix A: Biographical sketch template \(academic participants\)](#) and [Appendix B:](#)



[Biographical sketch template \(non-academic participants\) \(also available on cancer.ca \(scroll down to bottom of page\)\)](#). Do not exceed 5 pages per person.

Implementers/Decision-makers must also append a letter to their CV prior to uploading which confirms their support of and planned use of the research findings, as well as any cash or in-kind contributions being made to the project. The letter is not included in the 5-page maximum for the CV.

Collaborators do not need to provide a CV but must submit a letter of collaboration clearly articulating the nature of the collaboration, including any cash or in-kind contributions. Note that the file name will auto populate the Attachment Title, please label the uploaded letter: [lastname\_firstname-collaborator].

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

CCS Mission staff engaged in research projects may be listed as Implementers/Decision-makers, Additional Authors or Collaborators, depending on the nature of engagement and should include the relevant documentation as described above.

### 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 several tabs: Index, Background, Applicant Info, Certificates, Lay Summary, Abstract, and Close. Below the tabs are buttons for Save, Save +, Validate, Errors, and PDF. The main form area is titled '3. Participants' and contains various input fields for contact information. Red annotations with arrows point to specific elements:

- A red box around the 'Save +' button with the text: **Click the Save and move forward button to add another participant**
- A red circle around a dropdown arrow button next to the 'a. EGrAMS Login' field with the text: **Use the ... button to locate participants who have already registered in the system**
- A red box around the 'k. Curriculum Vitae (CV)' field with the text: **Attach a CV for each participant (except Financial Officer)**



## APPLICANT INFO

---

### 4. Principal Investigator CV

Attach an up-to-date, abbreviated CV (NIH-style biosketch), following the template provided in [Appendix A](#). Do not exceed 5 pages.

Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves, family care and disruptions due to the COVID-19 pandemic will be considered, but must be described in Section 5.

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

### 5. Justification for career interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). For COVID-related interruptions, simply state COVID-19 and indicate 2020/02 – 2021/09.

If not applicable, please indicate this in the form.

Your justification **should not exceed 1250 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

### 6. Application and career stage

This section is mandatory and plays no part in the review or funding of an application. The data is used for statistical and communications purposes only.

**\*New\*:** To account for impacts of the COVID-19 pandemic on the research community, applicants are asked to subtract 20 months (covering the period of Feb 2020 – Sept 2021) when calculating career stage. For example, if you started your academic appointment in September 2016, your career stage by the application deadline is New/Early Career (60 months (Sept 2017 – Sept 2022) – 20 months = 40 months).

## CERTIFICATES

---

### 7a. Biohazard/Biosafety | 7b. Animal Care | 7c. Ethics

**For all three certificate types:** Indicate whether or not the proposal is subject to certification under the auspices of any, or all, of the Biohazard/Biosafety Committee, the Animal Care Committee or the Ethics Review Board (or their equivalents) of the Host Institution and participating institutions (if applicable). Also indicate at what stage of the



project (e.g. Year 2) the certificate will be required so that funds are encumbered appropriately.

Where there is more than one institution involved, it is the responsibility of the Principal Investigator to ensure that appropriate certification from all participating institutions is secured and the certificates are submitted to CCS at the specified time post-funding.

**Submission of certificates for successful grants:** It is the applicant's responsibility to ensure that all necessary certificates are provided to CCS. Failure to provide complete and valid certificates will result in grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

#### 7d. Human samples

Indicate whether or not the proposed research work will use human samples. Also indicate at what stage of the project (e.g. Year 2) the certificate will be required so that funds are encumbered appropriately.

CCS is committed to ensuring that high quality bio-specimens are used in research that it funds, as these yield high, reproducible quality data. It is the responsibility of the PI to ensure that appropriate evidence that the PI has registered/enrolled for bio-specimen collection with a quality assurance program are submitted to CCS at the time of funding. This applies equally to all prospective (new) bio-specimens used in the CCS-funded research that will be collected and/or all retrospective (old) bio-specimens used in the CCS-funded research that have previously been collected and will come from a biobank(s) (see [CCS policy](#)).

There are a number of internationally recognized programs that provide assurance of a known standard and level of quality for biospecimens. These programs include those available from the Canadian Tissue Repository Network (CTRNet) and programs such as CAP, ISO or CLIA ([learn more](#)). Participation in external quality assurance programs will be considered eligible grant expenses.

**Submission of documentation for successful grants:** It is the applicant's responsibility to ensure that all necessary documentation are provided to the CCS. Failure to provide complete and valid documentation will result in grant funds being encumbered pending receipt of the required documentation and may eventually lead to cancellation of the grant.

#### 8a. Human embryonic stem cells involvement

Any applicant who proposes the creation or use of human embryonic stem cells, or proposes any research that would fall under the Federal Legislation or the CIHR Guidelines for Human Stem Cell Research, must clearly indicate this in this section. In the space provided, list the name of the institution(s) where human embryonic stem cell (hESC) work will take place. All relevant details related to the hESC work must be described in the proposal.

For additional guidance, see the [CCS stem cell policy statement](#).



## 8b. Status of SCOC approval for each institution

In the space provided, indicate the status of SCOC approval for each institution where hESC work will take place.

## PUBLIC SUMMARY

---

### 9. Public Summary

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

In your summary, please address the following questions:

- What is the goal/purpose of your project? What need does it address?
- What are you proposing to do?
- Why is this work important? How will it impact people affected by cancer?

Format:

- Limit the summary to 2000 characters (including spaces)
- The character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

## ABSTRACT

---

### 10. Scientific abstract

**The scientific abstract you submitted as part of the Abstract registration will appear. Substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract registration are not permitted.**

Your abstract must include the following sections:

- the issue to be addressed
- the rationale for the population of focus and the chosen approach to advance cancer-related health equity
- the overall aims/objectives of the proposed research
- a brief description of the methodology to be used
- anticipated outcomes of the project
- include language that speaks to the co-creation approach used in developing the research plan



Your abstract **should not exceed 4200 characters** (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

### 11. Keywords

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

### 12. Abstract changes

Indicate if significant modifications have been made since the abstract registration. If you answer yes, please advise CCS research staff ([research@cancer.ca](mailto:research@cancer.ca)). Substantive changes that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

## NON-CONFIDENTIAL SCIENTIFIC ABSTRACT

---

### 13. Non-confidential Scientific Abstract

Please include a duplicate of your scientific abstract – with proprietary or confidential information removed. This abstract may be shared with potential donors and CCS funding partners and stakeholders when relevant. Your abstract should not exceed 4200 characters (including spaces), or roughly one full page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

## RELEVANCE STATEMENT

---

### 14. Relevance statement

**The Relevance statement you submitted as part of the abstract registration will appear. Changes can now be made.**

Provide a relevance statement that clearly explains the rationale for the population of focus (including sub-groups and intersectionality of determinants) and the chosen approach to advance cancer-related health equity. Meaningful, integral involvement of relevant representatives in identifying the proposed topic, study design and methods, evaluation/analysis and dissemination plans must be evident. Implications and proposed methods for achieving outcomes should be described.

This section will be used by patient/survivor/caregiver reviewers to evaluate the relevance and overall impact of the proposed work. The relevance statement should be written in non-technical language, and **not exceed 2100 characters**, or roughly half page, 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.



### 15. Proposal

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

- **Background and rationale.** Provide a compelling rationale for the work proposed by articulating the critical gap that will be filled by this research and its relevance to cancer. Include preliminary data/previous work relevant to the proposed research as appropriate.
- **Goal and aims of the project.** Describe the overall goal and aims of the project. Proposed aims must be within the scope of the grant timeline and budget\*. For proposals that are part of a larger project, articulate how the proposed research fits into the bigger goal.

*\*CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.*

- **Experimental design, methods, and analysis.** Describe the co-creation/co-production approach to date, and to be used throughout the research process. Describe the guiding theoretical framework. Provide details of data ownership (e.g. OCAP® Principles for First Nations). Present alternative approaches in case the primary methods are not successful and describe how risks (including potential harms to communities) will be mitigated. In addition, and importantly, sex, gender, and other dimensions of diversity (plus other intersectionalities (SGBA+) must be thoughtfully considered and described.
- **Research team members.** Details of the team members, including (briefly) which member(s) of the research team will be responsible for which aspect of the project (this will also be described in the Terms of Reference). Describe how people affected by cancer and implementer/decision-maker stakeholders were recruited to the team, **including whether relationships preceded this project**. Consideration of accessibility, equity, diversity and inclusion [principles](#) in the composition of research team members must be evident. A description of the research environment where the work will take place is also required.

CCS Health Equity Research Grants - 2022 rating scales to be used by scientific and patient/survivor/caregiver reviewers can be accessed [here](#).

Provide a list of references cited within the proposal. 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 **21,000 characters (including spaces), or roughly 5 full pages, single spaced (not including references)**.
- Upload the proposal (including references) in EGrAMS as a single pdf not larger than 5MB
- 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 21,000-character limit.
- **Note: proposals exceeding the 21,000 character limit will be truncated by CCS staff prior to be sent for review.**

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

Assemble and appropriately label your figures, tables, graphs, charts and associated legends into one PDF document, **not to exceed 2 pages 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. Tables should not include descriptions of how work will be carried out (e.g. description of team responsibilities, 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].

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

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

## 17. Sex, gender and diversity

### a. 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<sup>+</sup>)) will be factored into research design, analysis and

dissemination of findings. Please provide a response for each question, and we urge that you consider and embed these dimensions into your proposal, when applicable.

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

#### **b. Sex, gender and diversity considerations**

Describe how sex and/or gender and/or diversity dimensions (plus other intersectionalities (SGBA+)) will be considered in your research proposal. If you selected 'No' to any of the questions in section 20a, explain why sex and/or gender and/or diversity are not applicable in your research proposal.

Your response must not exceed **4200 characters, or roughly one full page, single spaced**. Note that the character count may be different when copying text from Word due to formatting - see tips for formatting text in the [rich text editor](#).

Resources:

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

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

#### **18. Products/Implementation Plan**

Describe the products anticipated to result from this program (including publications, tools, tactics, frameworks, educational materials, etc.), including details of ownership. Include a clear knowledge translation, dissemination and implementation plan for how the results will be communicated with relevant audiences along with intended use. Include dissemination methodology/tactics to stakeholder communities.

Your response must not exceed **4200 characters, or roughly one full page, single spaced**. Note that the character count may be different when copying text from Word due to formatting - see tips for formatting text in the [rich text editor](#).

#### **19. Research team contributions**

List each research team member (including individuals who are listed as a Participant and any others not named) and indicate the % of the project work to be completed by each individual. Do not add a '%' sign in the 'percent of the project work' field; the total should add to 100.



## 20. Terms of Reference

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

Note that Term of Reference may be revised throughout the duration of the project and need not be 'final' but must be reviewed and agreed to by all team members.

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

## 21. Appendices

**Applicants are cautioned to include all essential information within their proposal ([section 15 - Proposal](#)) as reviewers are not obligated to review the appendices.**

Use this section to present preprints or manuscripts relevant to the submission. Applications that are integrally based on survey instruments, measurement tools or clinical protocols must include these documents as an Appendix to the application. Proposals that require informed consent forms should include these for the benefit of the reviewers. Additional figures may be uploaded here at the discretion of the applicant. Do not include reviews from other agencies.

Out of consideration for the reviewers, applicants are requested to reasonably limit the size and number of appendices they provide. Appendices must be in PDF format, up to 10MB in size.

**Naming convention:** Note that the file name will auto populate the Attachment Title, please use the following format as an example: [lastname\_firstname-appendix1].

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

If any of the Principal Investigator, Co-Principal Investigators or Co-Applicants have a financial or other material interest in any Company, Corporation or other commercial venture whose business activities are related to the subject matter of this grant application, the nature of that interest must be disclosed and a description of how conflict of interest (perceived or real), if any, will be managed must be provided. If there is any intellectual property which has been filed that is directly related to the technology or project, or materials or reagents used in the application, ownership and/or assignment must be disclosed and fully described.

Such interests include, but are not limited to: owning a substantial number of shares of the **Company** (e.g., 5% or greater); sitting on the Board or other Committees of the Company; having an appointment (full- or part-time) as an Officer or Staff member of the Company; acting as a Consultant or Advisor for the Company; having any contract for services with the Company; receiving remuneration of any kind from the Company, etc.



Please describe fully, in non-confidential terms, the nature of the relationship or material interest, the business activities of the Company in question, and how those activities relate, if at all, to the grant application. **Care should be taken to describe any perceived or real conflicts of interest in this case, and what steps have been or will be taken to minimize these conflicts.**

## BUDGET

---

### 23. Budget request

Requests for budgets up to 3 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 2022, but corresponds to December 1, 2022 – November 30, 2023).**

The grant maximum limits for each grant is **\$300k per grant** over 1-3 years (max \$150k/yr).

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

Note: CCS will allow an eligible proposal with a budget greater than that available from this competition. In such a case, CCS's funding will be contingent upon the acquisition of funds for the entire project.

For studies that are part of a larger project, budget items (e.g. supplies, expenses, salaries or equipment) that will be supported through other sources of funding must be fully described in the budget justification document, enabling the panel to evaluate the project as a whole.

Do not include infrastructure/overhead charges or levies. Only shared or institutional services are acceptable, however, specific itemized costs for these expenses must be provided; percentage charges are not permitted. See our website for further information on [Financial Administration and our indirect costs policy](#).

**Budget validation: "funds requested does not equal budget amount"**

Note that your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**. Your final budget amount as entered into the system is viewable on the Budget Summary page, the last page of the Budget section/tab.

#### 23a. Budget request category: Program expenses – Supplies and Expenses

Include expenses for materials/supplies, costs associated with engaging communities in research including ceremonial items for feasting and gift-giving for First Nations, Inuit

and Métis Peoples, minor equipment (<\$1000 per line item), services and research and conference travel.

It is expected that funded researchers publish in high-quality, peer-reviewed journals. Open and unrestricted access to published research in freely accessible, high-quality scientific journals available online is supported. Therefore, budgets proposed may include a line item for the cost of charges, such as article processing fees (APFs) that may be required for open access to publications in such online journals.

**Justification attachment:** Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the grants panel to evaluate. It is not necessary to repeat the narrative for each subsequent year unless there are substantial differences. **Applicants can request for funding over a three-year period.**

The screenshot shows a web-based budget request form. At the top, there are tabs for 'ites', 'Lay summary', 'Abstract', 'Proposal', 'Budget', 'Other funding', 'Panel', and 'Track'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The main form area is titled 'Budget request' and contains fields for 'Category' (Program Expenses - Supplies and Expenses), 'Type', 'Classification Seq.' (1), 'Sub Type' (Direct), and 'Attachment'. The 'Attachment' field is highlighted with a red circle, and a red callout box with the text 'Attach PDF containing justification for each line item here' points to it. Below the form is an 'Instructions' section and a table with columns for 'Description', '2011', '2012', '2013', 'Total', and 'Notes'.

- **Naming convention:** please use the following format: [lastname\_firstname-justification-supplies].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

### 23b. Budget request category: Program expenses – Salaries and Wages

Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. People affected by cancer who are members of the research team should be remunerated according to [CCS policy](#). However, please note the following:

- Any person holding an academic rank equivalent to Assistant Professor or higher cannot be considered to be a professional assistant or research associate, and therefore cannot be paid from a grant.
- Employees of the federal or provincial governments and investigators or research personnel based outside of Canada are not eligible to receive salary support from a grant.
- Funds will not be awarded for secretarial support.



- Salaries requested should conform to the Host Institution rate based on the experience of the individual required for the project. If the person is unnamed, justify the need for a trainee with the number of years of experience required specifying the work to be undertaken.

List all members of the proposed research team for whom support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. If any individuals will be supported on a part-time basis, indicate the amount of time to be spent on this work. If support is sought for an individual to be recruited, please indicate this clearly and provide the same level of detail and justification.

If there are individuals who are part of the research team and for whom expenses will be incurred, but for whom salary support is not being sought (e.g. trainees being paid from other sources such as external scholarships or fellowships), ensure that their participation is fully described in the justification so that their impact on the total budget request may be evaluated by the Panel.

For salaried employees of the Host Institution, clearly indicate the budgeted amount for fringe benefits, adhering to the policy of the Host Institution. Fringe benefits can only be awarded for postdoctoral fellows if mandated by the Host Institution.

In all other cases, CCS considers Student and Postdoctoral Fellow salaries to be training awards as defined by Section 56(1)(n) of the Income Tax Act. As such, **do not include allowances** for CPP/QPP, Employment Insurance or provincial health taxes. In addition, fringe benefits such as medical, dental or private pension plans as well as academic fees are only eligible if mandated by the Host Institution.

**Justification attachment:** Attach a detailed justification (in PDF format) for all line items requested in this budget category. Requested items must be justified to allow the panel to evaluate. **Applicants can request for funding over a three-year period.**

- **Naming convention:** please use the following format: [lastname\_firstname-justification-salaries].
- **Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.



ites    Lay summary    Abstract    Proposal    Budget    Other funding    Panel    Track    X Close

Save    Save    Validate    Errors    PDF

**Budget request**

Category: Program Expenses - Salaries and Wages    Type:    Narrative: [icon]

Classification Seq.: 1    Sub Type: Direct

Attachment:  Browse...

Instructions: List all members of the proposed research team for whom support is sought. Give appropriate details regarding their specific qualifications, duties and proposed salaries or stipends. Complete instructions, including applicable stipend levels and eligibility for salary support, are listed in the Grant Application Guide. For each year below please indicate the amount requested for the grant year, ex: 2011 = July 1, 2011 til June 30, 2012. NOTE: Attach a detailed justification (in PDF format) in

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

### 23c. Budget request category: Equipment – Permanent Equipment

CCS will consider requests for funding for the purchase of permanent equipment **integral to the proposed research project**. Only single equipment items in excess of \$1,000 each should be listed as permanent equipment. Equipment items costing less than \$1,000 each are to be included under [section 25a. Supplies and Expenses](#). Equipment requests cannot exceed \$10,000.

**Note:** The budget limit for year 1 of the grant is \$150,000, including permanent equipment (not to exceed \$10,000).

**Justification:** List each equipment item and the amount requested and, for each such item, **provide a detailed justification that addresses the following:**

1. A description of equipment (including manufacturer, model number and accessories requested).
2. The estimated cost of equipment and accessories (include quotations beside line items).
3. A justification of the request:
  - Is this to replace existing equipment, to make new types of measurements or to furnish a new laboratory?
  - What equipment is now being used for this purpose?
  - If the applicant is moving to a new location, information should be provided on what equipment will be relocated, what commitments have been made by the Host Institution or other granting agencies and what major items of equipment will be shared within the institution.
4. Provide a list of all requests for research equipment which are presently being considered by other funding sources or which are about to be submitted.



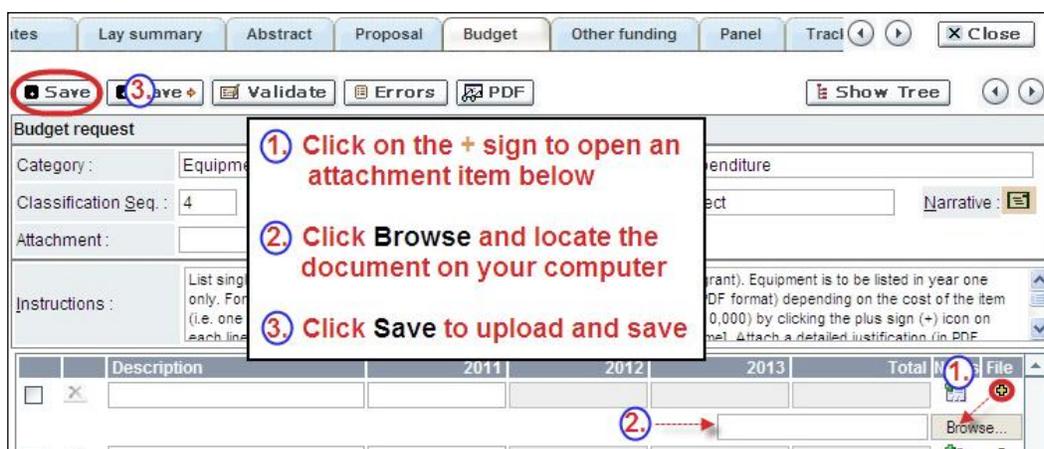
- This list should include all applications for equipment items from CCS, other granting agencies and other sources (e.g. industry, private foundations, start-up funds, etc.).

**Justification attachment:** Attach the detailed justification addressing the four issues outlined above (in PDF format) for all line items requested in this budget category in the first year. Requested items must be justified to allow the panel to evaluate.

- **Naming convention:** please use the following format: [lastname\_firstname-justification-permanent-equipment].

**Quotation attachment:** Attach quotations (one PDF containing the required quotes – see screenshot below) for each line item:

- Provide a **single quotation** in Canadian dollars. Include applicable taxes (net, after rebates if applicable).
- **Naming convention:** please use the following format: [lastname\_firstname-quotation-item-name].



**Additional budget lines:** If you require more than 10 budget lines, click the **Save** button and 5 more lines will be added.

Care should be taken in formulating any equipment request; subsequent substitution of approved equipment items will not normally be permitted. The equipment request should anticipate equipment needs, if any.

## 24. Budget summary

A summary of the budget requested is shown. Your final budget amount will be validated against the figure entered in [item 2: Project Information](#) for **Amount of Funds Requested**.

## OTHER FUNDING



## 25. Summary of other funding applied for and received

Research applications may be related but cannot be identical to any other currently funded projects. It is the responsibility of the applicant to notify CCS immediately should substantial overlap arise from new funding awards during the application and review process of this competition as budgetary overlap will not be permitted at the funding stage.

This section provides reviewers with a sense of the **Principal Investigator and Co-Principal Investigator(s)**' research time committed to other projects. CCS also uses the information administratively to ensure that there will be no significant overlap in funds for similar work.

Note that investigators may not accept funds from tobacco manufacturers or from the Council for Tobacco Research or the Smokeless Tobacco Council while holding a CCS grant.

**If you are not currently receiving or seeking funding from other sources:** Attach a document (in PDF format) clearly stating this.

**If you are currently receiving or seeking funding from other sources:** Attach a document (in PDF format) containing a list of: a) active grants and b) pending or submitted grant applications, following the formatting instructions outlined in [Appendix C](#).

The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) **for the Principal Investigator and each Co-Principal Investigator**, for the current year (2022) and for the entire period covered by this application (October 15, 2022 – October 14, 2023 or 2024). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

**Abstracts, as submitted in the original application for funding, must be provided** for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

**Applications with missing other funding information or abstracts will be considered incomplete.**

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

## 26. Other funding confirmation

Confirm that the uploaded list contains all required information, including the percentage overlap for each grant and the abstracts as submitted in the original application for funding.

## REVIEW PANEL

---



## 27. Panel

One panel will review all grant applications.

## 28. Reviewer recommendation

Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate. Note that these may be patient/survivor/caregiver reviewers or end-user/decision-maker reviewers in addition to scientific reviewers.

## 29. Reviewer exclusions

Applicants may also suggest individuals they would prefer NOT be contacted as potential reviewers (panel members and/or external reviewers); specific details should be given as to the reason for exclusion. **Any exclusions you list will not be viewable to panel members.**

## TRACKING

---

### 30a. 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.

### 30b. 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 or patient-derived cell lines. If any component of the project uses patient-derived tissue or involves human subjects, it should be coded as clinical research.

**Clinical research** – Projects that have a component that is clinical and/or involves human subjects. Includes companion clinical trials and correlative studies as well as psychosocial oncology research. Generally, involves humans or samples from humans. Includes testing drugs, biomarkers, or mechanism of action of drugs in patients, patient-derived tumours, or liquid biopsies.

**Health systems and health services research** - Research that assesses or attempts to solve barriers to care, treatment adherence, care utilization, overtreatment, health care



transitions, national strategies/frameworks, clinical pathways/guidelines, ethics, patient decision aids, adverse drug reactions, treatment delays/wait times, access/equity, and/or health literacy.

**Social, cultural, environmental, and population health research** – Research that is population-level and unrelated to the health system. Includes research that investigates lifestyle, toxin exposures, diet, or population-based surveillance surveys (e.g., the International Tobacco Control (ITC) survey, British Columbia Adolescent Substance Use Survey).

### 30c. 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.

### 30d. 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.

### 30e. 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.

### 30f. 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.

### 30g. 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.

### 30h. Common Scientific Outline (CSO)

Select a maximum of 3 codes which best describe the research. Full details of the Common Scientific Outline can be found at the International Cancer Research Portfolio website (<https://www.icrpartnership.org/cso>).

## RELEASE FORM

---

### 31. 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 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 34 and 35 (and 36, if relevant) are mandatory for submission of your application.

## HOD/DEAN

---

### 32. 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

---

### 33. 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

---

### 34. Executive authority of the host finance institution

If the host institution administering funds is different from where the research will be conducted, this section must be completed for you to submit your application. It is to be completed by the executive authority of the host institution administering funds.

## POST-SUBMISSION PUBLICATIONS

---

### 35. Post-submission publications

**Publication lists included in this section prior to submission will be removed.** Use this section to provide an update (in PDF format) to the status of your publications only **after** you've submitted your application. A copy of the manuscript is not necessary; email confirmation from the journal publisher is sufficient.

Your initial list of publications should be included as part of your CV, per [section 4 – Principal Investigator CV](#).

You can update (i.e. save over or re-upload) the document as often as you need to, up until the review panel meeting.

**Naming convention:** please use the following format: [lastname\_firstname\_publications\_yyyymmdd].

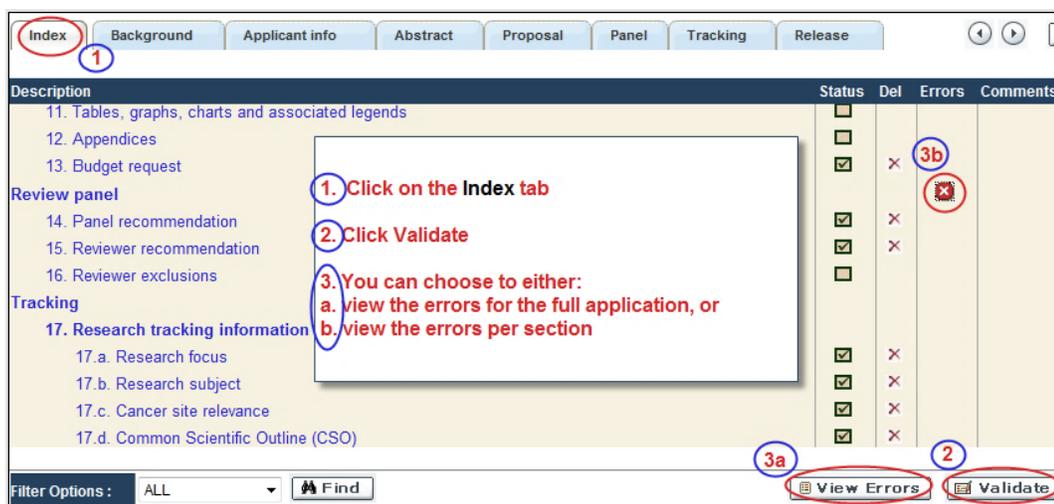


## STEP 3: Validate and submit your application

### I. Validation

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

#### a) Validate the full application



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

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

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

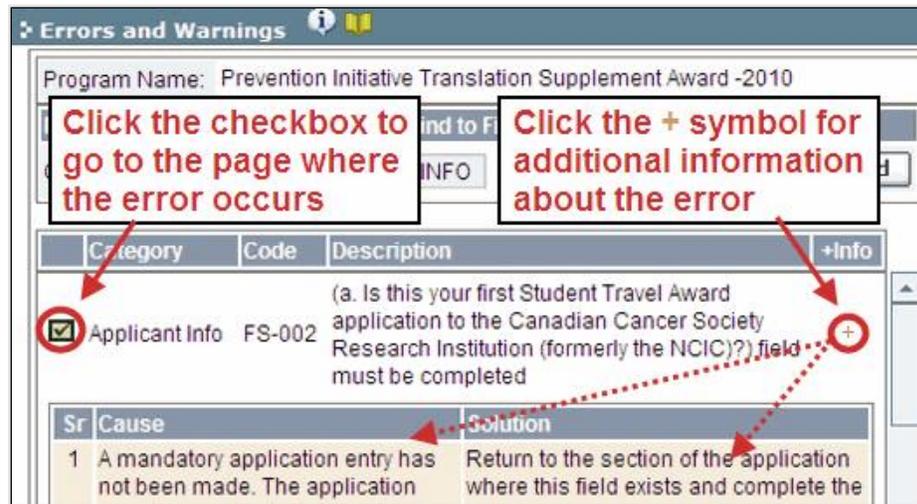


For both type a) and b) validation, follow the below instructions:

1. If errors are found, a dialogue box will open with details.
  - Click the + symbol under the +Info heading for information about the cause and solution of the error.

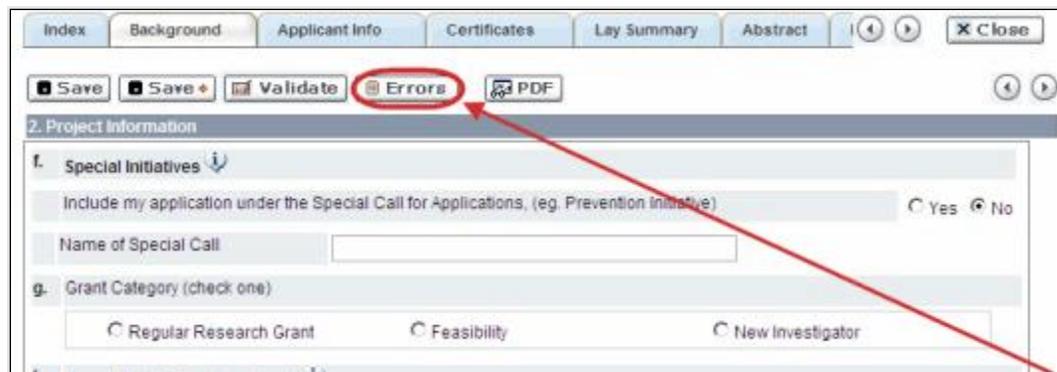


- Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.



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

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



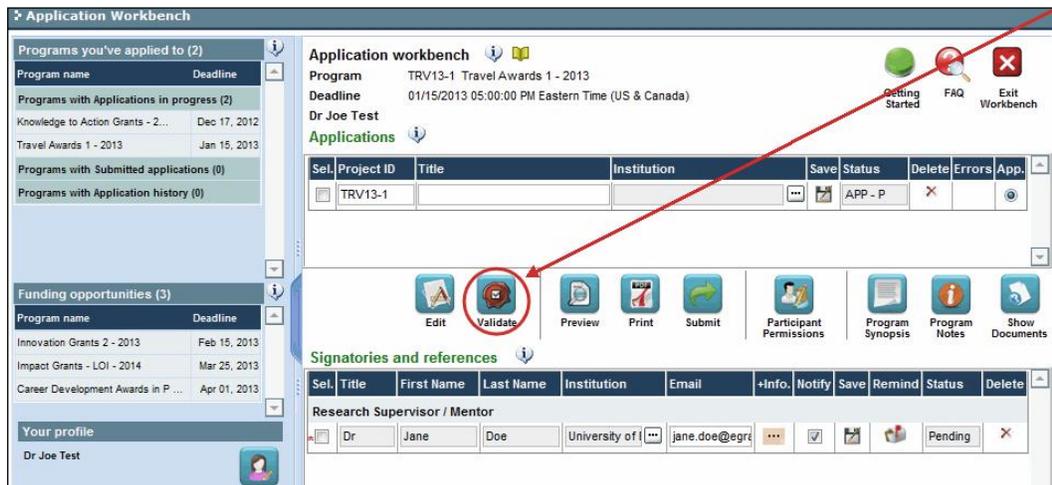
3. When all errors are resolved for every section, click the **Close** button to exit the application.



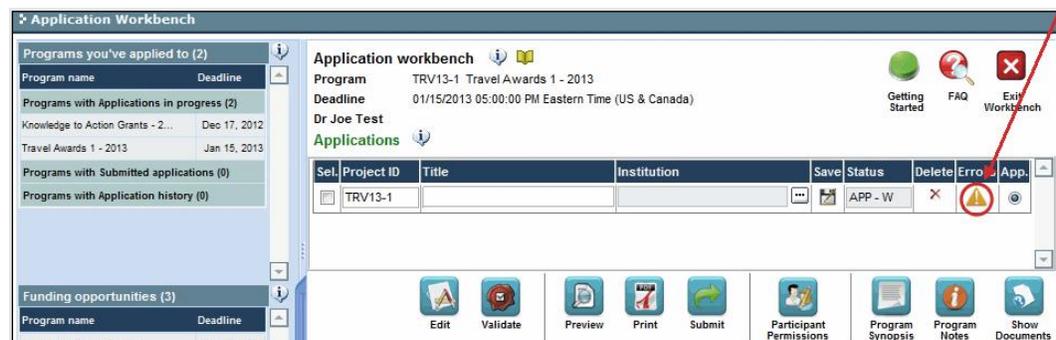


## II. Preview and submission

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



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



3. Errors can be corrected through the  menu.

4. To generate a PDF of your application, click the  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: Biographical sketch template (academic participants)

### BIOGRAPHICAL SKETCH\*

Provide the following information for **each research team participant (PI, Co-PI, Co-Applicant, Additional Author)**. CCS strongly encourages applicants to use this template, but this is not a requirement as long as all the relevant components are included. **Do not exceed 5 pages per person**. If a section does not apply to you, indicate “Not applicable”. This form can also be downloaded [here](#).

*\*Adapted from the National Institutes of Health (NIH)*

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include doctoral, postdoctoral, and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	COMPLETION DATE MM/YYYY	FIELD OF STUDY

#### A. Personal Statement

*Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include: aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.*

*You may cite **up to four** publications or research products that highlight your experience and qualifications for this project. Research products can include, but are not limited to, audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.*

*If you wish to explain factors that affected your past productivity, such as family care responsibilities, illness, or disability, you may address them in this section. **For PIs, please use the space provided in section 5 of the application (Justification for career interruptions).***



## **B. Positions and Honours**

List in chronological order the positions you've held that are relevant to this application, concluding with your present position, as well as any relevant academic and professional achievements.

## **C. Contributions to Science**

Briefly describe **up to five** of your most significant contributions to science. For each contribution, indicate the following: a) historical background; b) the central finding(s); c) influence of these findings; and d) your specific role in the described work. You may cite **up to four** publications or research products that are relevant to the contribution. If you are not the author of the product, indicate what your role or contribution was.

In addition, you may provide a link (e.g. PubMed, Google Scholar, etc.) to the complete list of your published work. However, this is optional, and reviewers are not required to look at the list.

## **D. Research Grant Support**

List grant support received in the past **five years**.



## APPENDIX B: Biographical sketch template (non-academic participants)

---

### BIOGRAPHICAL SKETCH\*

Provide the following information for **non-academic team members (patient/survivor/caregiver partners, implementers/decision-makers, end- or knowledge users, etc)**. **Do not exceed 3 pages per person**. If a section does not apply to you, indicate “Not applicable”. CCS strongly encourages applicants to use this template, but this is not a requirement as long as all the relevant components are included. Note that specific roles and responsibilities for this application should be presented in the Terms of Reference.

This form can also be downloaded [here](#).

*\*Adapted from CIHR’s Applicant Profile template*

NAME:

---

TITLE/ROLE:

---

AFFILIATION/COMMUNITY:

---

AREAS OF EXPERTISE/KNOWLEDGE AND/OR EDUCATION/EXPERIENCE:

---

#### A. Personal Statement

*Briefly describe your contribution to this project. Relevant factors may include aspects of your training; your previous and/or current work and/or experience in this area or related areas (e.g. research, cancer); your expertise or lived experience; and/or performance in this or related fields. Training may be formal or informal (e.g. mentorship, advocacy), and you may indicate if you have served as a mentor to or advocate for others.*

#### B. Positions and Honours

*List the positions/roles you have held (or currently hold) that are relevant to this application. These positions do not need to be limited to salaried employment.*

*List any relevant achievements/honors. These may be personal, community-based, academic, or professional.*

#### C. Contributions to knowledge creation, knowledge sharing, knowledge translation, advocacy and/or research.

*Briefly describe your most significant contributions to knowledge creation, knowledge sharing, knowledge translation, advocacy and/or research. (Maximum of 5)*

#### D. Value of Proposed Project (for PSC partners only)



*Briefly describe the current project and what value you perceive in it. How will it impact you, your community, and/or others affected by cancer? Why is it important?*

**E. Other relevant information**

*If applicable, please include any other relevant information to support your role/contribution to the proposed research application. This can include a link to a webpage, for instance a personal webpage or an open access publication list.*



## APPENDIX C: Other funding summary template

Provide the following information for the **Principal Investigator and each Co-Principal Investigator**. Follow the format below for each investigator. The list should include all grants and applications for support from CCS and other granting agencies and other sources (e.g., industry, private foundations, etc.) for the current year (2022) and for the entire period covered by this application (December 1, 2022 – November 30, 2023, 2024 or 2025). List each grant or application only once, clearly indicating all of the investigators who are involved in the grant.

This form can also be downloaded [here](#).

**If you are not currently receiving or seeking funding from other sources:** Attach a document (in PDF format) clearly stating this.

Applications with missing other funding information or abstracts will be considered incomplete.

### ACTIVE GRANTS

Title:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency.</i>
Dollars awarded:	<i>Enter the amount awarded. Specify whether per annum or total.</i>
Dates of approved project:	<i>Enter the start and end dates (mm/yyyy) for which the grant is funded.</i>
Term:	<i>Indicate the duration of the grant (e.g. 1 year, 2 years, etc.)</i>
Name of PI and % of effort for this grant:	<i>Enter the name of the PI and indicate the % effort on this project.</i>
List of Co-Applicants and % of effort for this grant:	<i>List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. <u>For each investigator also named on this current CCS application</u>, include % of effort on this project.</i>
Major goal(s) of this project:	<i>In one sentence, describe the major goal(s) of the project.</i>
% overlap	<i>Indicate the % overlap, if any, that this grant's aims and/or budget have with respect to the current CCS application under consideration. Briefly justify your response, especially in cases where you declare that there is some overlap, or where you declare there to be no overlap with another grant that has a very similar title and/or conceptual overlap.</i>

To enter information for another grant, simply copy and paste the above blank table.



**Abstracts, as submitted in the original application for funding, must be provided** for each grant/application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

**PENDING OR SUBMITTED GRANTS**

Title:	<i>Enter the title of the grant.</i>
Source:	<i>Enter the full name of funding agency.</i>
Dollars requested:	<i>Enter the amount requested. Specify whether per annum or total.</i>
Dates of proposed project:	<i>Enter the start and end dates (mm/yyyy) for which the grant would be funded.</i>
Name of PI and % of effort for this grant:	<i>Enter the name of the PI and indicate the % effort on this project</i>
List of Co-Applicants and % of effort for this grant:	<i>List in alphabetical order all Investigators on the grant, including yourself if you are not the PI. <u>For each investigator also named on this current CCS application, include % of effort on this project</u></i>
Major goal(s) of this project:	<i>In one sentence, describe the major goal(s) of the project.</i>
% overlap	<i>Indicate the % overlap, if any, that this grant's aims and/or budget have with respect to the current CCS application under consideration. Briefly justify your response, especially in cases where you declare that there is some overlap, or where you declare there to be no overlap with another grant that has a very similar title and/or conceptual overlap.</i>

*To enter information for another grant, simply copy and paste the above blank table.*

**Abstracts, as submitted in the original application for funding, must be provided** for each pending or submitted grant application, ensuring that the title of the project and funding source is clearly indicated. Budget pages are not required. Include these abstracts following the list, in the same order as they appear in this section.

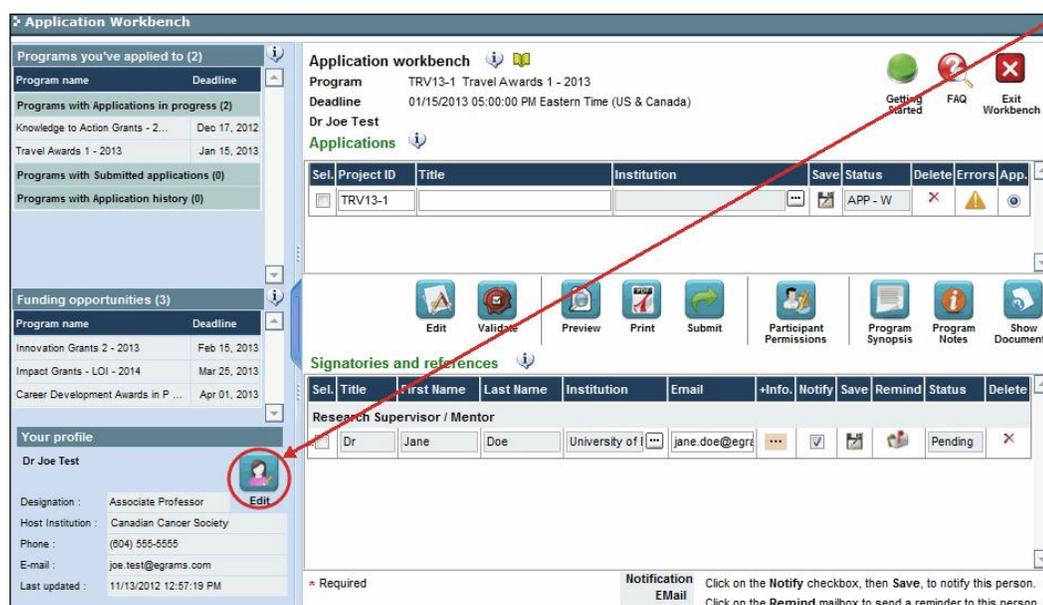
## APPENDIX D: Troubleshooting

- **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 sidebar, under 'Your profile', there is an 'Edit' button circled in red. A red arrow points from this button to the 'Edit' button in the 'Signatories and references' table. In the top right of the application details area, there is a red 'X' button. The 'Signatories and references' table has the following data:

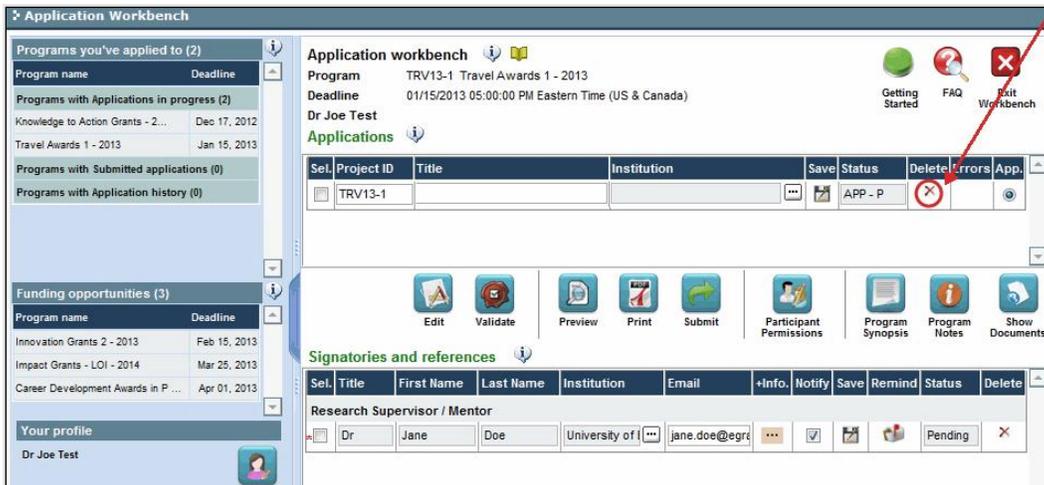
Set	Title	First Name	Last Name	Institution	Email	+Info	Notify	Save	Remind	Status	Delete
<input type="checkbox"/>	Dr	Jane	Doe	University of i	jane.doe@egrs		<input checked="" type="checkbox"/>			Pending	

- **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 E: The Application Interface

### I. Navigation

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



- Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
- Current tab** – The current tab you are viewing is always highlighted in white.
- 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.
- 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.
- Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.



- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.
- Each line of the index is clickable and will take you straight to that page of the application.
- Note that errors will show up in the index until you re-validate the application.

## II. Save, Validate, Errors

The **Save**, **Save** → (save, and move forward to next page), **Validate** and **Errors** buttons enable users to save their work and then check to make sure they have completed the questions properly.



### ▪ Save

While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated, the first time you view that page of the application.

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

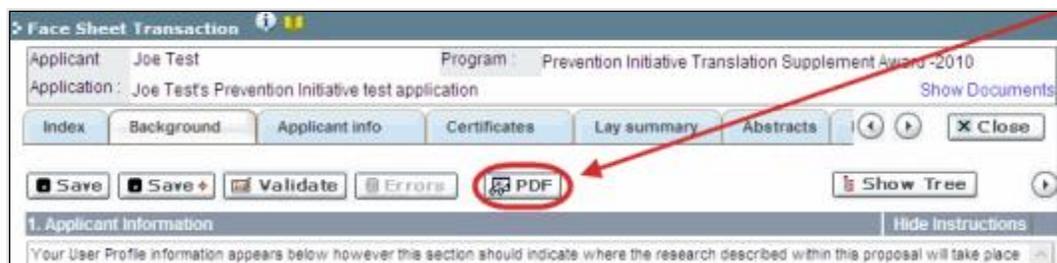
### ▪ Validate and check for errors

The validation process is a crucial step in completing your application successfully. For detailed instructions, consult [Step 3: Validate and submit your application](#).

## III. PDFs

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



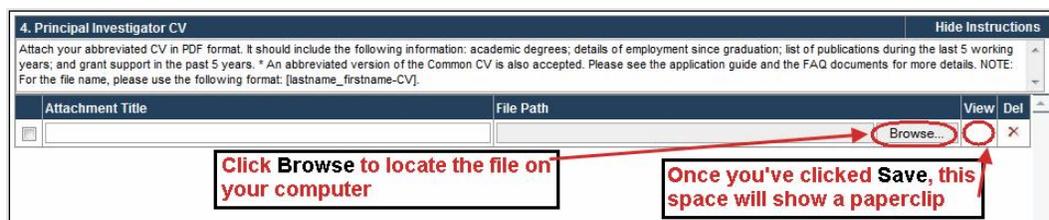


If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.



#### IV. Uploading document attachments

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



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

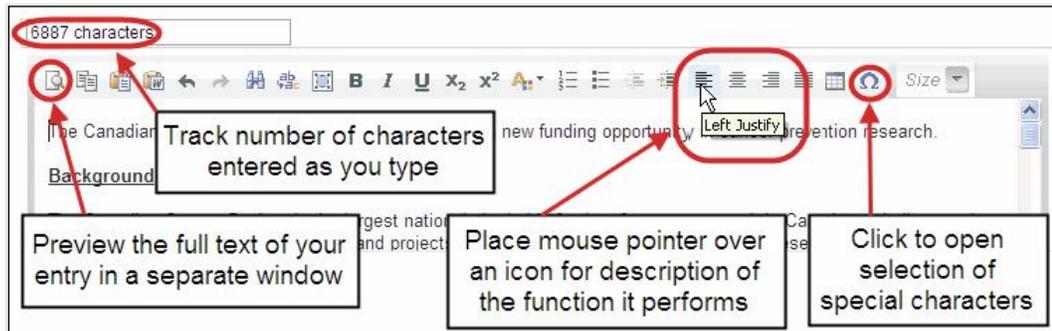
#### V. The rich text editor

##### Copying and pasting formatted text:

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



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

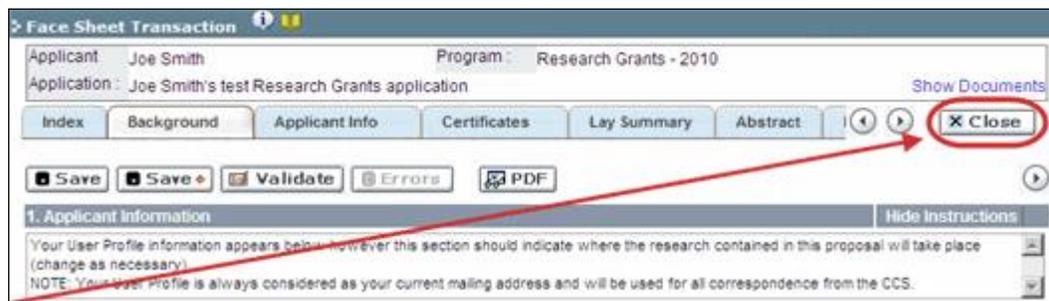


Use the rich text editor to:

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

## VI. Exit

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



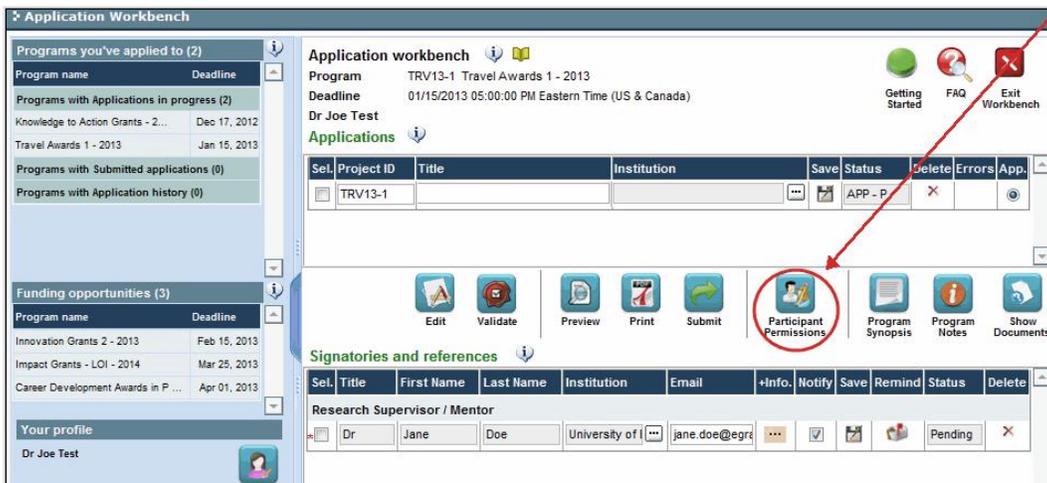
## APPENDIX F: Assign participants access to your application

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

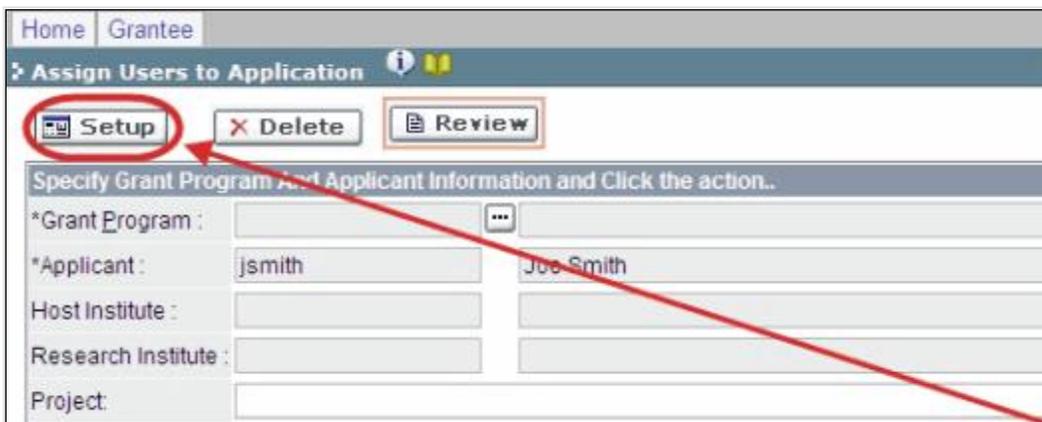
### Prerequisites for application access:

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

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



2. Click the **Setup** button:

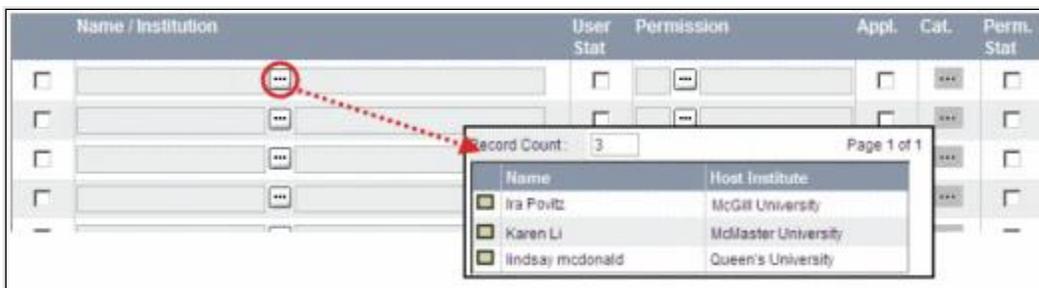


3. Use the  button to select your **Grant Program**. The rest of the fields will be auto-populated for you.

4. Click **Find**.

5. 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:



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



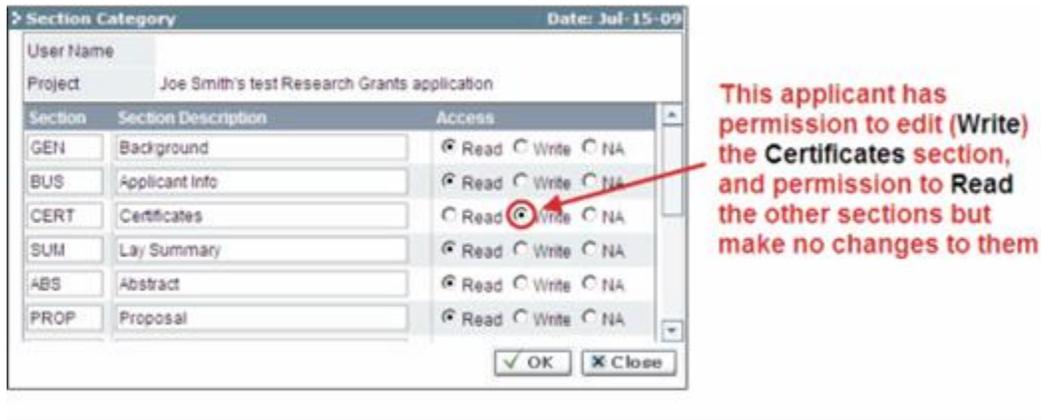
7. Click the checkbox in the **Appl.** column to activate the lookup box in the **Cat.** column (it will change from grey to orange):



8. 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.





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

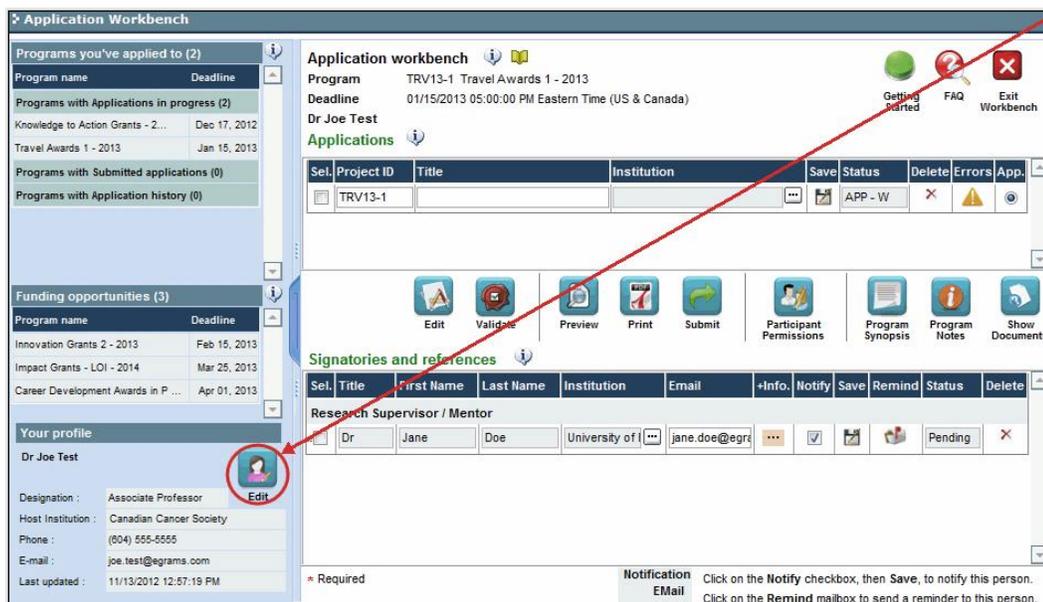
9. Click **OK** to save your entries.

Your colleagues will now be able to see and access your application when they log in to EGrAMS. Their access will be limited to the permissions and rights you have assigned to them.



## APPENDIX G: 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

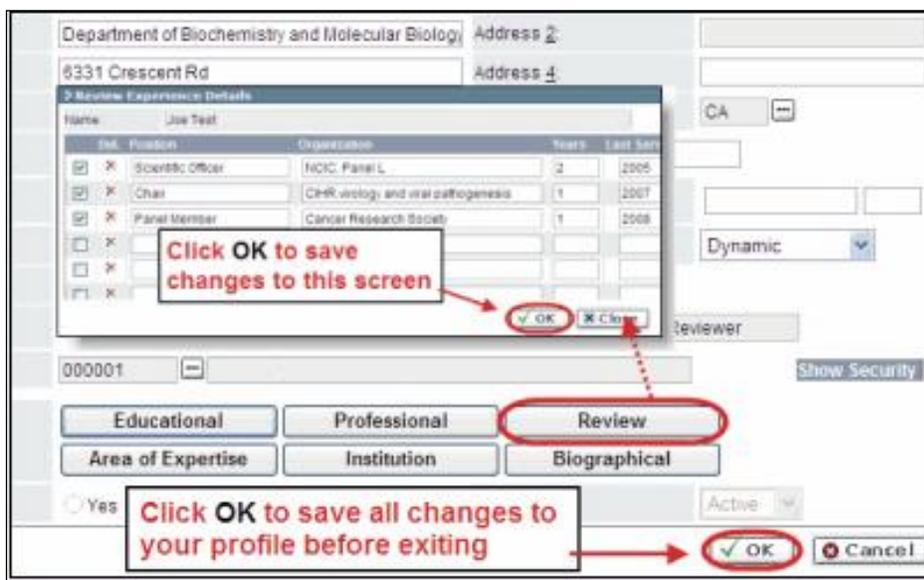
Phone : (804) 555-5555

E-mail : joe.test@egrms.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**

Del.	Position	Organization	Years	Last Save
<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

Click OK to save changes to this screen

OK  Close

000001

reviewer

Show Security

Educational Professional **Review**

Area of Expertise Institution Biographical

Yes  Active

Click OK to save all changes to your profile before exiting

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:**

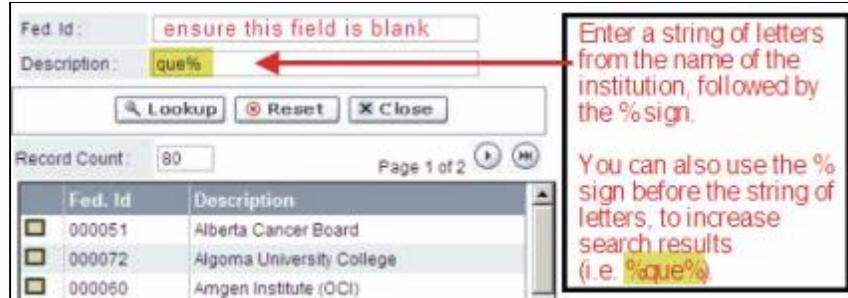
**Login Name:** Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

**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.

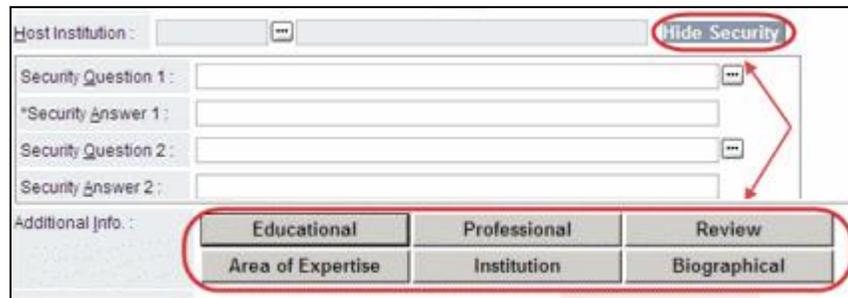
**Role:** Click on the  button, and select your role within the EGrAMS system:

- **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 web 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 arranged in a 2x3 grid:
  - Top row: Educational, Professional, Review
  - Bottom row: Area of Expertise, Institution, BiographicalThe entire grid is circled in red.