CCS Health Equity Research Grants Letter of Intent – Advancing a more accessible and inclusive cancer care system (HELOI-24)

Canadian Cancer Society

Letter of Intent Guide
January 2024
Version 1

Canadian Cancer Society

Important dates:

Letter of Intent due date:
March 26, 2024

Full application due date:
September 10, 2024

Results announcement:
December 2024

Anticipated funding start date:
January 1, 2024

To Apply:

Visit EGrAMS to access the application form.

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

Questions?

Contact CCS research staff at researc@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.

Three easy steps:

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

Additional resources:

- Appendix A: [Troubleshooting](#)
  - [Host Institution field is empty or incorrect, and lookup button does not work](#)
  - [Delete an application](#)
  - [Budget error during validation](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Assign participants access to your application](#)
- Appendix D: [Update your profile](#)

STEP 1: Add signing authorities

All applications require sign-off 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.

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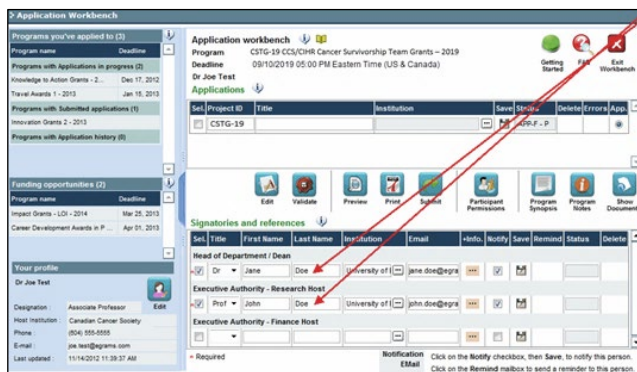
The system will send the email when you click the **Notify** box (step 2).

Create a PDF of your application:

Depending on your institution's policy regarding signing authorities, they 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:

Print

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1. Ensure that **CCS Health Equity Research Grants -LOI– 2024** 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 Executive Authority – Research Host and (if applicable) Executive Authority – Finance Host signatories.
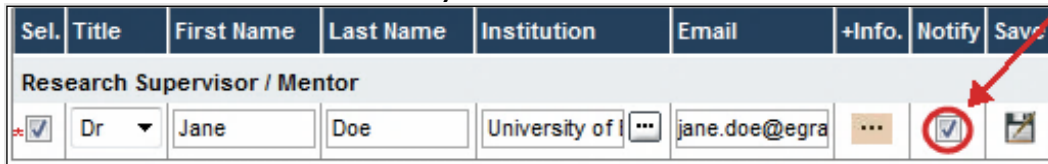

3. Click the ⋯ button under the **+Info** heading and complete the **Reference Additional Info** window for **Department**, **Position/Title** and **Phone**:
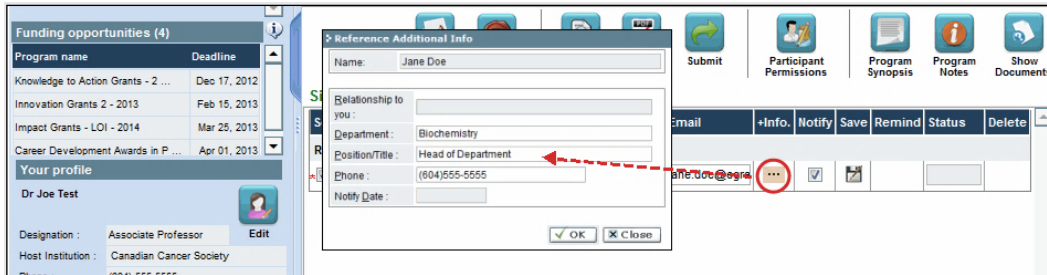
4. **IMPORTANT:** Ensure that the **Notify** checkbox is checked.

- 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:

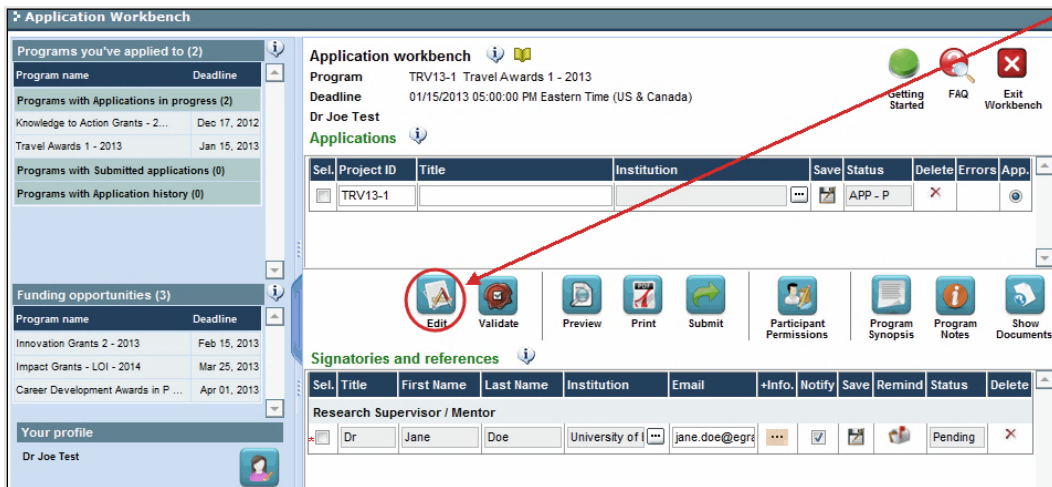If your contacts have not yet completed their portion of your application, you can re-send the email notification by clicking on the 🔃 button.

STEP 2: Complete your letter of intent

I. Access the letter of intent

1. Ensure that **CCS Health Equity Research Grants - LOI – 2024** is selected in the workbench.
   - if not, click the program name on the left under Programs with Applications in progress

2. Click the [Edit] button to access the application:

3. Click on the background tab to begin.

II. Enter details of your application

> **Understanding the application interface:**
>
> For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult Appendix B: Understanding the application interface.
>
> **Format for document attachments:**
>
> Document attachments (e.g. budgets.) **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. [Application and career stage](#)

Summaries
5. [Project Summary](#)
6. [Team Summary](#)

Keywords
7. [Keywords](#)

Budget
8. [Budget request](#)
8a. [Budget request category: Program expenses – Supplies and Expenses](#)
8b. [Budget request category: Program expenses – Salaries and Wages](#)
9. [Budget summary](#)

Review panel
10. [Reviewer recommendations](#)
11. [Reviewer exclusions](#)

Tracking
12a. [CCS Research Goals](#)
12b. [Research focus](#)
12c. [Clinical trial](#)
12d. [Relevant cancer population](#)
12e. [Underserved populations](#)
12f. [Research subject](#)
12g. [Cancer site relevance](#)
12h. [Common Scientific Outline (CSO)](#)

Release form
13. [Release form](#)

Executive authority – research host
14. [Executive authority of the host research institution](#)

Executive authority – financial host
15. [Executive authority of the host finance institution](#)

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 the letter of intent funding is April 15, 2024, and indicate an end date of September 10, 2024 (the full application deadline).

   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 **$8,000 per team** for the development of the full application.

   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 at the full application stage.
   - Participants known at the time of LOI submission should be included. It is expected that co-development of the full application may result in the inclusion of additional team members for the full application.
   - CCS Mission staff engaged in research projects may be listed as Implementers/Decision-makers, Additional Authors or Collaborators, depending on the nature of engagement.

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

   Note: You can give others (anyone with an EGrAMS profile) access to your application, and set their permissions according to their role. See [Appendix C](#) for instructions.

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

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

   Note: CVs and letters of support and collaboration are not required at the letter of intent stage. These are to 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.

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.

APPLICANT INFO

4. Application and career stage

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

New: To account for impacts of the COVID-19 pandemic on the research community, career stages were extended with 24 months (covering the period of Feb 2020 – Jan 2022). New/Early Career are now at 7 years instead of 5 years previously.

SUMMARIES

5. Project Summary

Provide a brief summary of your research topic and project description, stating the problem to be investigated, the overall aim/goal of the project (as much as is known at this stage), and how the topic is relevant to the funding call.

Format:
- Limit the summary to 2500 characters (including spaces)
- The character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

Canadian Cancer Society

6. Team Summary

Provide a brief summary of your research team, including anticipated contributions of existing and planned team members, their expertise/experience as relevant to this application, and description of the co-creation process for the full application.

Format:
- Limit the summary to 5500 characters (including spaces)
- The character count may be different when copying text from Word due to formatting – see tips for formatting text in the rich text editor.

KEYWORDS

7. 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.

BUDGET

8. Budget request

A detailed budget for up to $8k in costs to develop the full application will be considered. Eligible expenses include those associated with facilitating co-creation such as team building and remuneration for people affected by cancer, implementers/decision-makers and collaborators.

Do not include infrastructure/overhead charges or levies. 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.
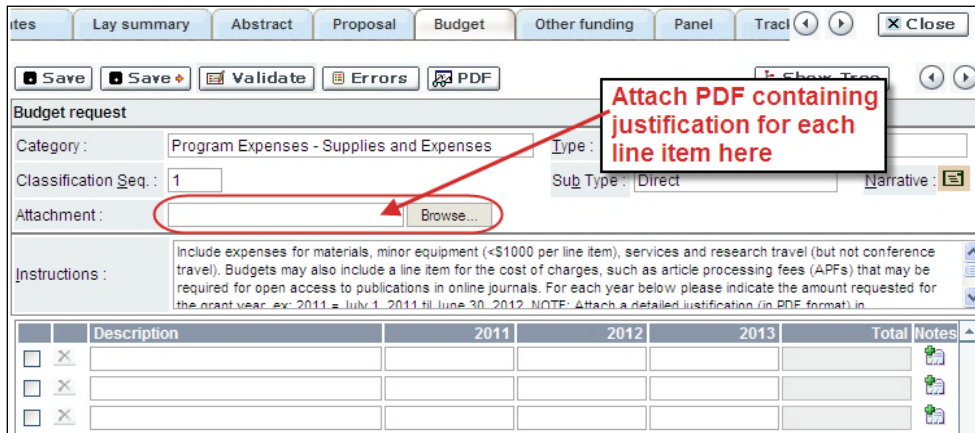
8a. Budget request category: Program expenses – Supplies and Expenses

Include expenses (consumables) directly related to the development of the full application. Note that funds are eligible to be spent from May 1, 2024 until the full application deadline.

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category.

- **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.

8b. Budget request category: Program expenses – Salaries and Wages

List all members of the proposed research team for whom support is sought to support direct development of the full application. This includes remuneration for community and/or patient/survivor/caregiver partners. Note that funds are eligible to be spent from May 1, 2024 until the full application deadline.
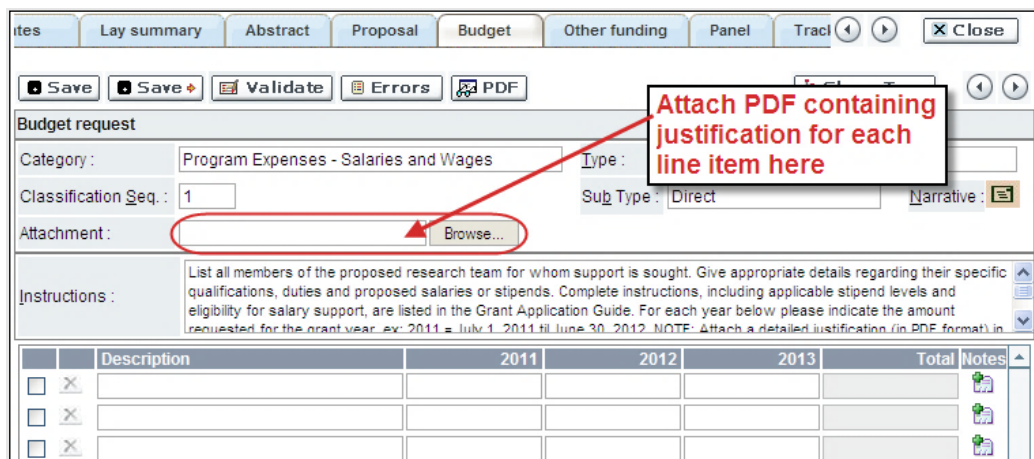
Graduate students, postdoctoral fellows, research associates, technical and professional assistants are eligible to receive salary support from a grant. People affected by cancer who are members of the research team should be remunerated according to CCS policy. However, please note the following:

- 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.

Justification attachment: Attach a detailed justification (in PDF format) for all line items requested in this budget category.

- **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.

9. 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**.

REVIEW PANEL

10. 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.

11. 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 <u>not</u> be viewable to panel members.**

TRACKING

Please answer the following questions to the best of your ability. You can select different responses at the full application stage.

12a. CCS Research Goals

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

12b. 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).

12c. 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.

12d. 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.

12e. 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.

12f. 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.

12g. 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.

12h. 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

13. 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 14 (and 15, if relevant) are mandatory for submission of your application.

RESEARCH HOST

14. 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

15. Executive authority of the host finance institution

If the host institution administering funds is <u>different</u> 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.

STEP 3: Validate and submit your letter of intent

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 letter of intent**
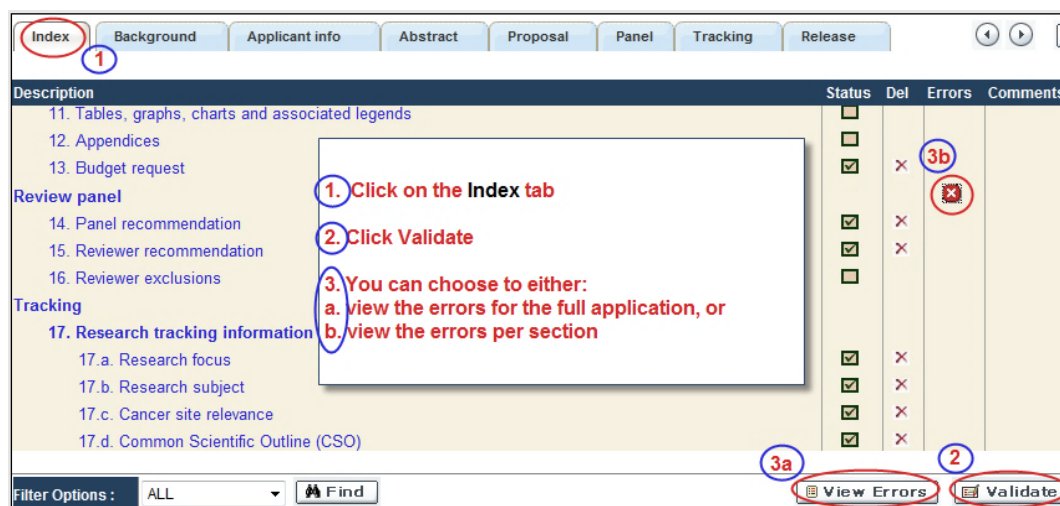
b) **Validate one section at a time**

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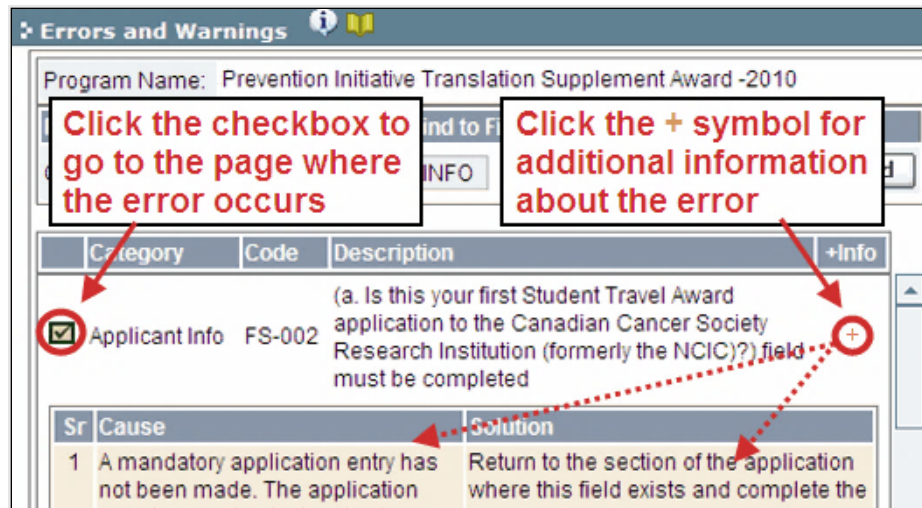
2. To view the dialogue box with the list of errors again, click the **Errors** button.

   Note: The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.
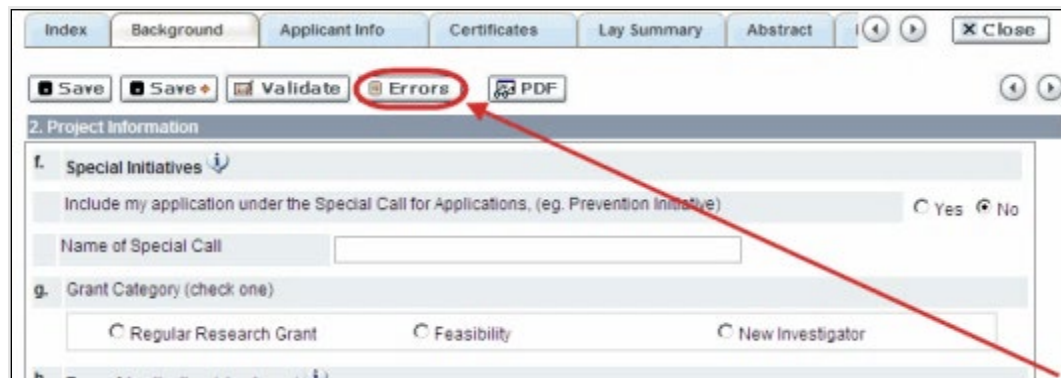
3. When all errors are resolved for every section, click the **Close** button to exit the application.
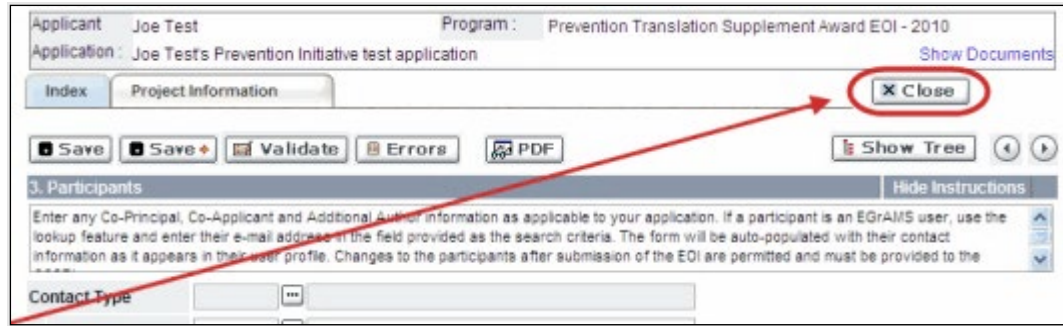
II. Preview and submission

1. From the **Application workbench**, click the [Validate] button to do a final validation of your application.
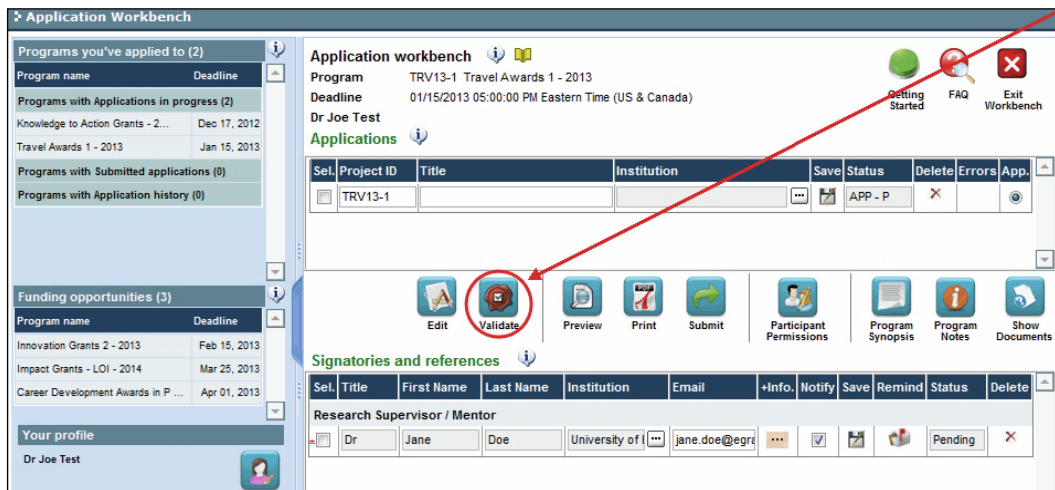
2. If Errors are found, click the ⚠ button for information about the errors.
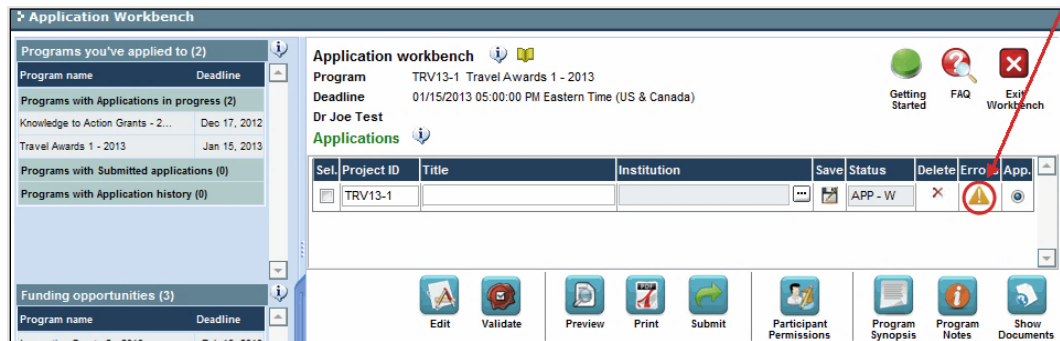
3. Errors can be corrected through the [Edit] menu.

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

5. To preview your application in EGrAMS, click the button:
   - Use the left side menu links to navigate to specific pages, or use the forward/backward arrows to view page by page.
   - Click the **Close** button to exit the preview screen.

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

III.   Confirmation

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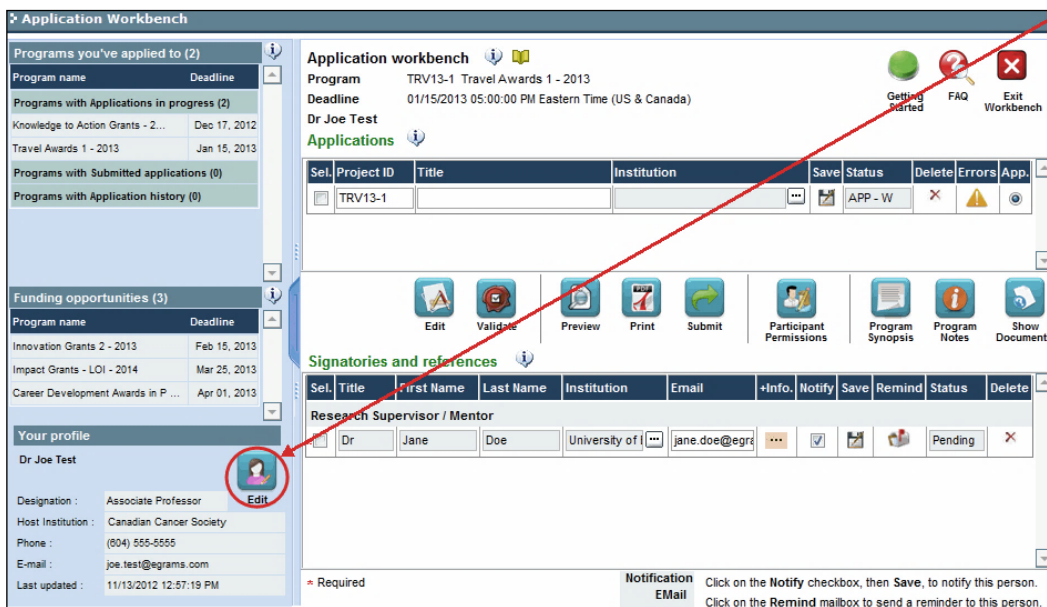
APPENDIX A: Troubleshooting

- *Host Institution field is empty or incorrect, and lookup button does not work.*

    Problem: I am creating my application. The ⋯ button in the Host Institution field does not open a lookup box.

    Solution: The Host Institution field is auto-populated from information provided in your profile. You will need <u>to update this information</u> 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.

- *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.
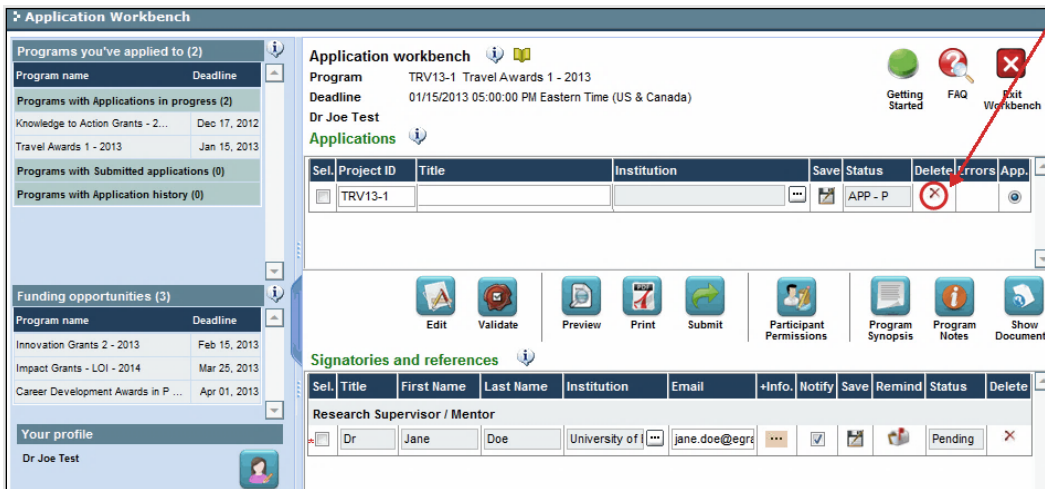
- *Budget error during validation*

  Application stage: <u>Step 3: Validate and submit your application</u>

  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: <u>Section 2. Project Information</u> 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.

I.   Navigation

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

1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

2. **Current tab** – The current tab you are viewing is always highlighted in white.

3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.

4. **Advance page by page through application** – Some sections (tabs) are consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent section.

5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.
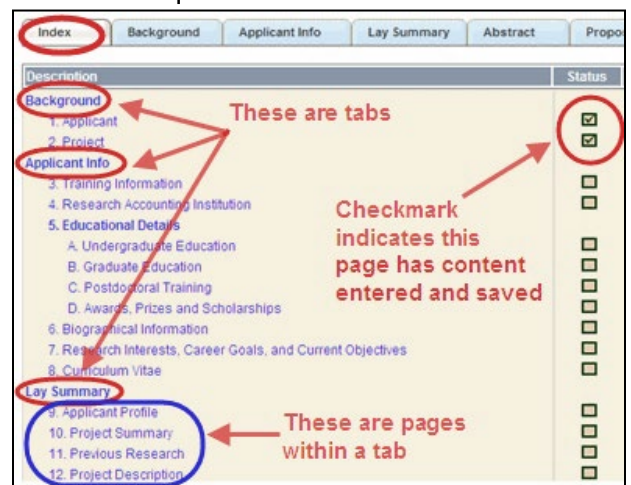
- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

- Each line of the index is clickable and will take you straight to that page of the application.

- Note that errors will show up in the index until you re-validate the application.

II. Save, Validate, Errors

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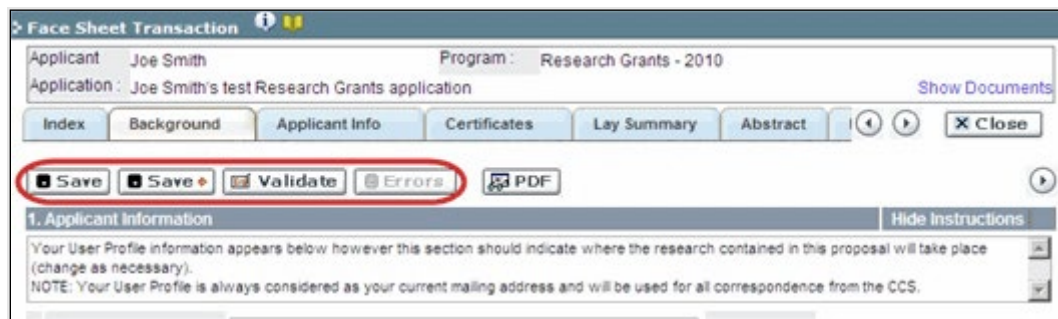
- **Save**

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

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

- **Validate and check for errors**

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

III. PDFs

Create a PDF of **the page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.
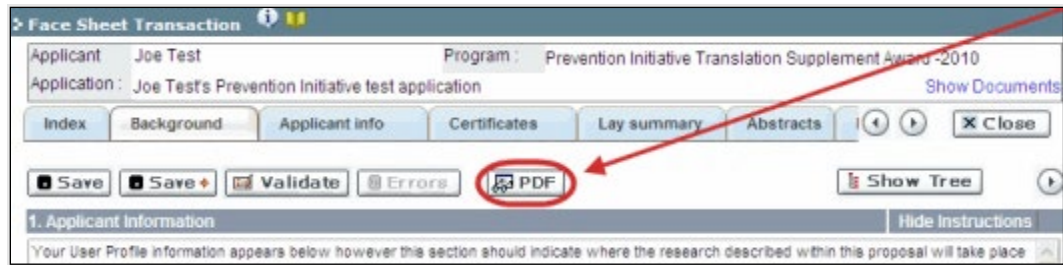
If you wish to create a PDF of your entire application, click the button on the **Application workbench**.

IV.   Uploading document attachments

1. The system will automatically take the name of the document in the **Attachment Title** field.

2. Click **Browse** and locate the document on your computer.
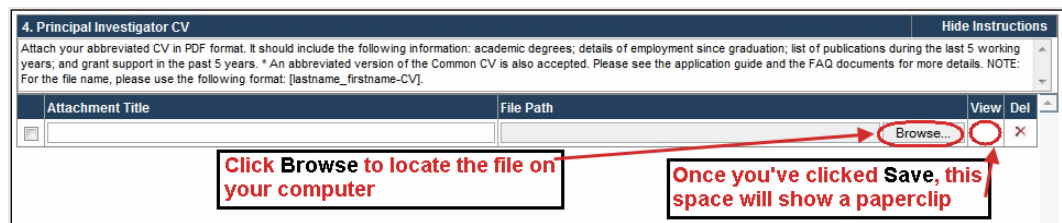
3. Click **Save** to upload the document as an attachment to your application.

   The **File Name** path will be cleared, and the paperclip icon will appear in the **View** column. You can click the paperclip to view the attachment.

V.   The rich text editor

Copying and pasting formatted text:

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

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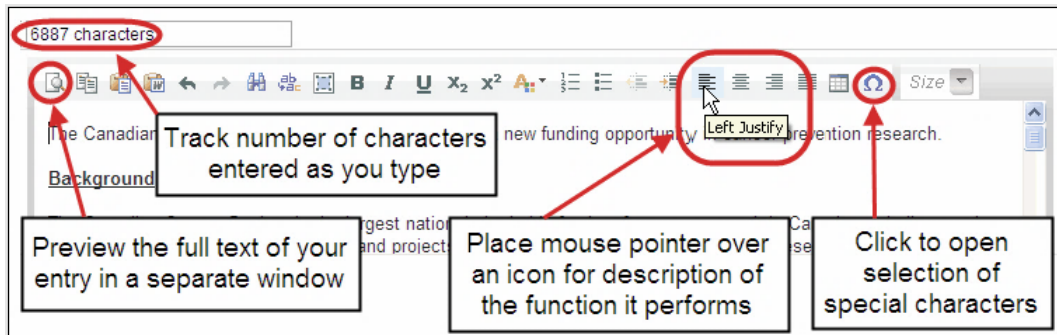
Use the rich text editor to:

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

VI.   Exit

To exit the application and access the **Application workbench** again, click the **Close** button.
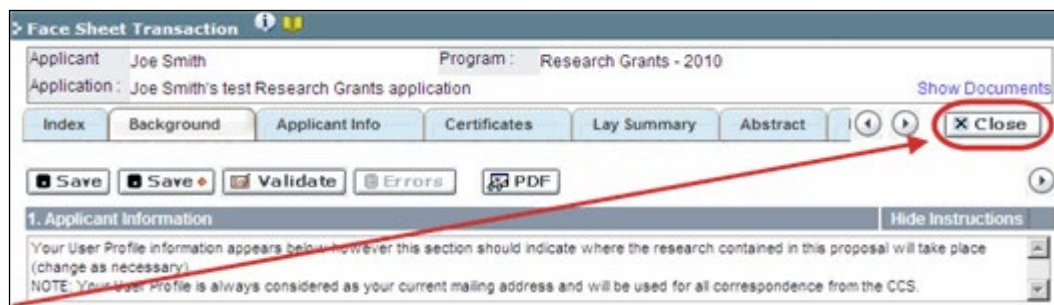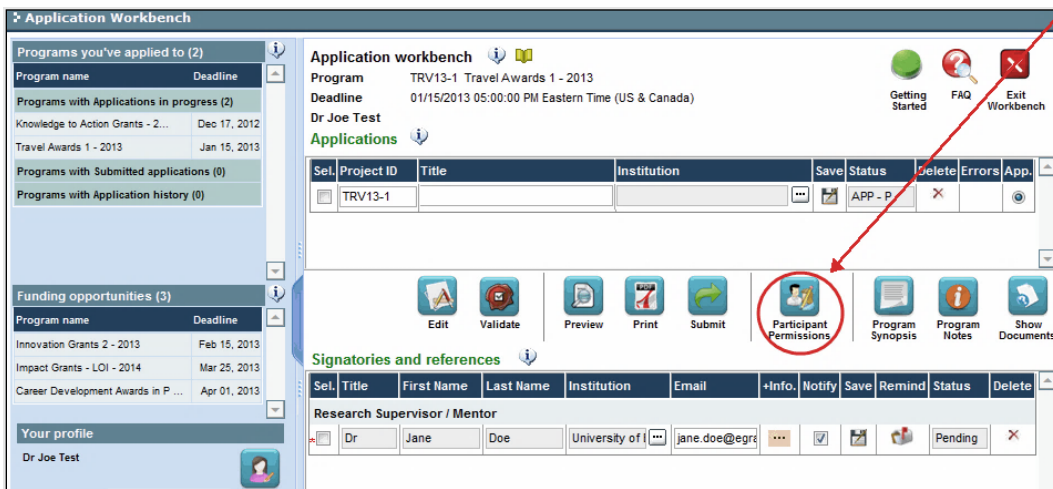
APPENDIX C: Assign participants access to your application

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

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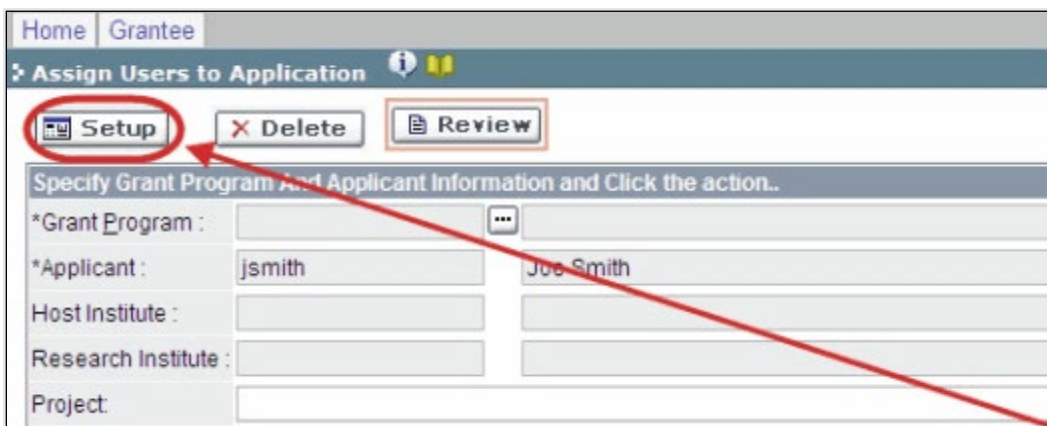
In order to complete this step, you must first ensure that your colleagues have active profiles within the system.

---

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

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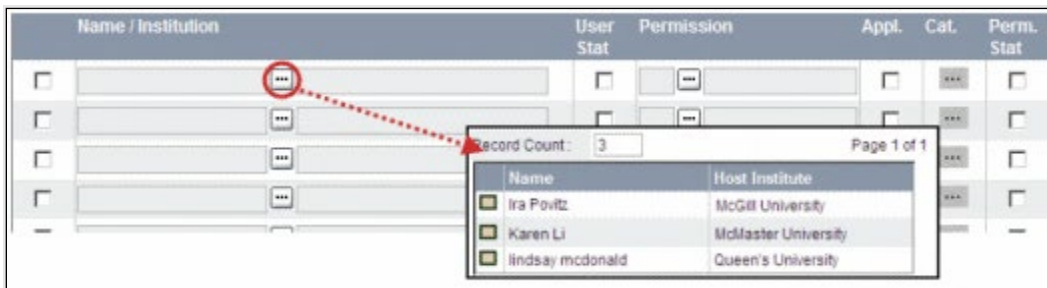
6. For each participant, use the ⋯ button to open the lookup box in the **Permission** column and select the appropriate role:

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.
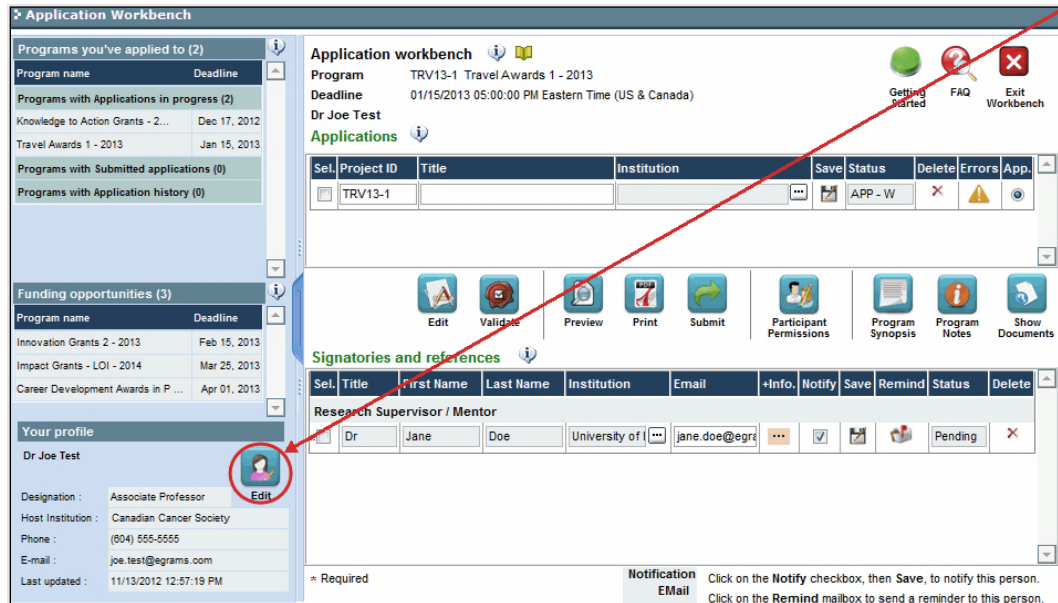
Your colleagues will now be able to see and access your application when they log in to EGrAMS. Their access will be limited to the permissions and rights you have assigned to them.
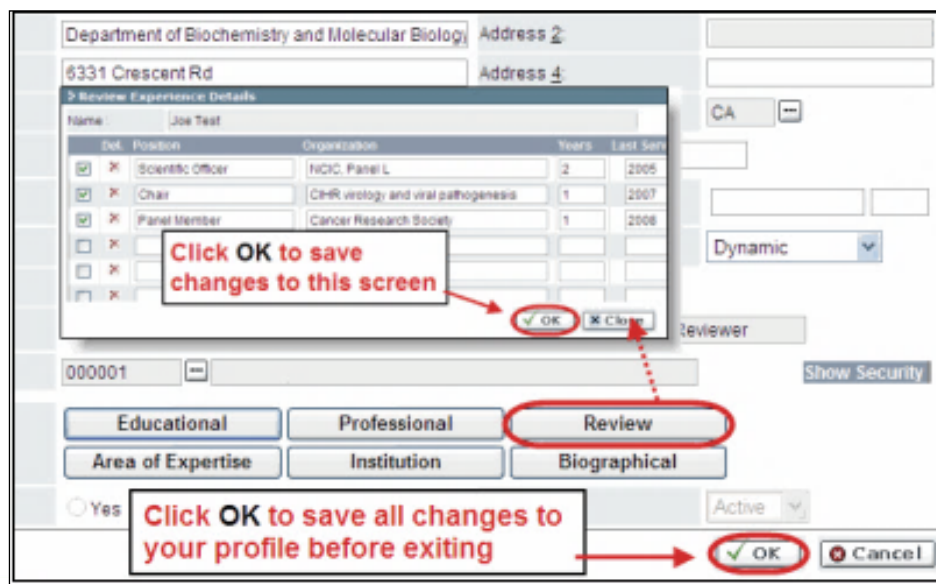
1. To update your profile, click the button on the **Application workbench**.

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.

> **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:
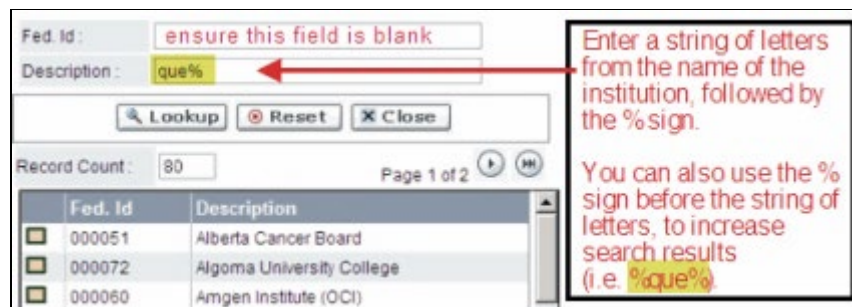
Department: Indicate your department or faculty/division (e.g. "Dept. of Immunology" or "Faculty of Nursing" where there is no department).

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".

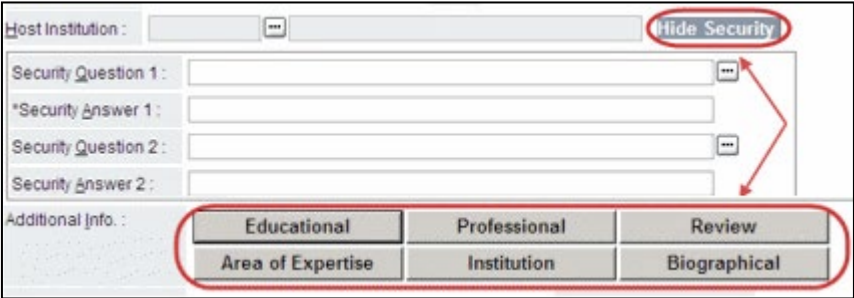**Designation:** This field is mandatory.

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

- o   **Grantee** is a person applying for funding.
- o   **Reviewer** is a panel member who evaluates applications and awards funding.
- o   **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.