

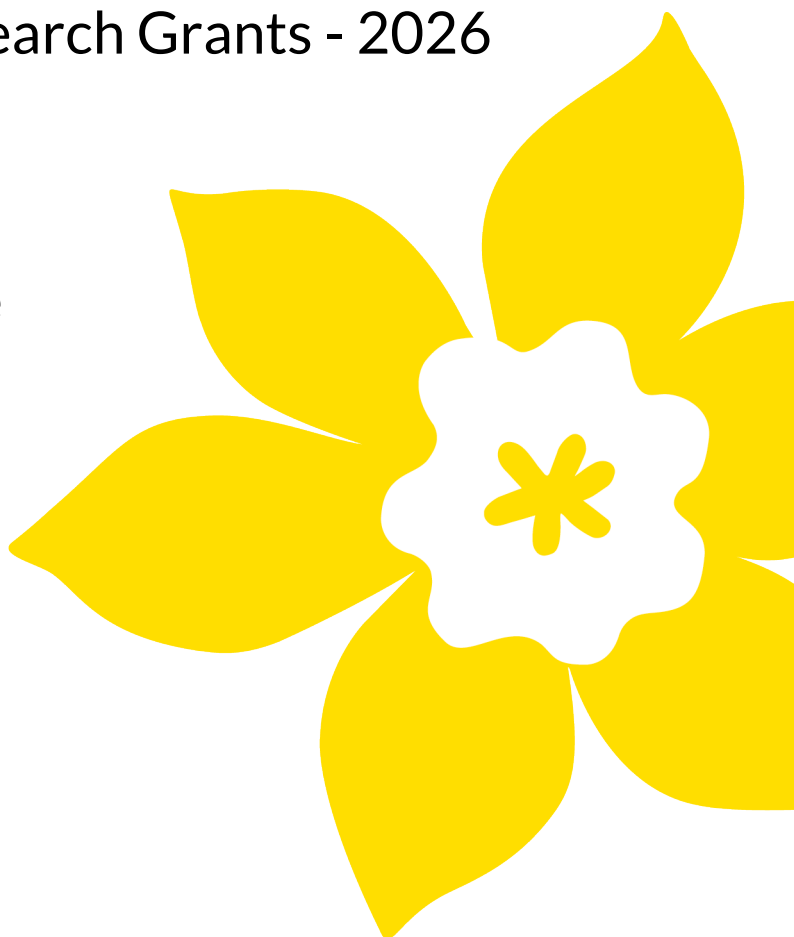


Canadian
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Emerging Scholars Research Grants - 2026

Abstract Registration Guide
Canadian Cancer Society

May 2025





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Important dates:

Abstract due date:
July 2, 2025

LOI due date:
August 27, 2025

Full application due date:
January 28, 2026

Results announcement:
Mid-May 2026

Anticipated funding start date:
May 15, 2026

To apply:

The abstract application will be available in [EGrAMS](#) on May 30, 2025.

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

Questions?

Contact CCS research staff at research@cancer.ca

Emerging Scholar Research Grants Program Synopsis

This opportunity aims at establishing and advancing promising early career investigators from across Canada with a focused commitment to undertaking cancer research. Through the CCS Emerging Scholar Research Grants, early career investigators will develop their cancer research programs in Canada and pursue important scientific advances of the highest quality and potential for impact in the four pillars of health research (biomedical; clinical; health services; and social, cultural, environmental & population health).

CCS is committed to supporting all areas and disciplines of cancer research and building diverse capacity across Canada. Applications from the four pillars of health research (ie. biomedical; clinical; health services; and social, cultural, environmental and population health) are encouraged.

Within the available funding envelope, we are aiming to fund competitive applications from across Canada in the following areas*:

- Emerging Scholar Research Grant - Alberta
- Emerging Scholar Research Grant - British Columbia
- Emerging Scholar Research Grant - Manitoba
- Emerging Scholar Research Grant - New Brunswick
- Emerging Scholar Research Grant - Newfoundland and Labrador
- Emerging Scholar Research Grant - Nova Scotia
- Emerging Scholar Research Grant - Ontario
- Emerging Scholar Research Grant - PEI
- Emerging Scholar Research Grant - Quebec
- Emerging Scholar Research Grant - Saskatchewan

***Note*:** Successful applications must fall within the fundable score range for CCS grants (>3.5).

There will be a three-stage application and review process:

- Applicants will first be required to submit an abstract. The abstract registration step is mandatory, but not competitive.
- Applicants will then submit a letter of intent (LOI) for review.
- Only selected applicants will be invited to submit a full application.

For more details, please refer to the full program description [here](#).



Before you Begin: Eligibility Guidelines

At the time of the grant start date (May 15, 2026), applicants (and/or co-PIs):

- must be early career scientists (including clinician scientists), who hold a full-time appointment at an eligible Canadian research institution.
- must have (a) firm faculty appointment(s).
- must be within 5 years from the start of their first independent academic appointment* at the funding start date (minimum assistant professor level, or equivalent).
- must not be current recipients of operating grants aimed at advancing the career development of early career investigators at the time of the ESRG funding start date (please refer to the “multiple applications/multiple sources of funding” section of the [RFA](#)).
- Applications must include a letter of commitment from the host institution guaranteeing the applicants protected time* allocated to cancer research, and a description of available mentoring support and resources provided prior and during the proposal development, as well as in the future in case of success.

***Note:**

- Career interruptions including, but not limited to, parental leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in the application. Justified career interruptions will be included in the calculation of the five-year eligibility window.
- It is expected that at least 75% of the applicant’s time will be allocated to cancer research, however CCS recognizes that this may not be feasible for all institutions. In cases where protected time falls below 75%, CCS, with input from the review panel, will carefully evaluate the host institution’s commitment, key milestones & expected timelines, terms of reference, and career development plan sections of the full application to ensure alignment with the goals of this funding program.
- Eligible research projects must include, as an integral part of the team, people affected by cancer (patient partners/people with lived experience), whose experience and expertise will lend valuable insights to the development and implementation of the project.

Abstract registration is mandatory. Substantive changes to the Letter of Intent that significantly alter the overall goals and aims of the proposal relative to the abstract registration are not permitted.

Please contact CCS (research@cancer.ca) for more information.



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Application Guide

Three easy steps:


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

Additional resources:

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

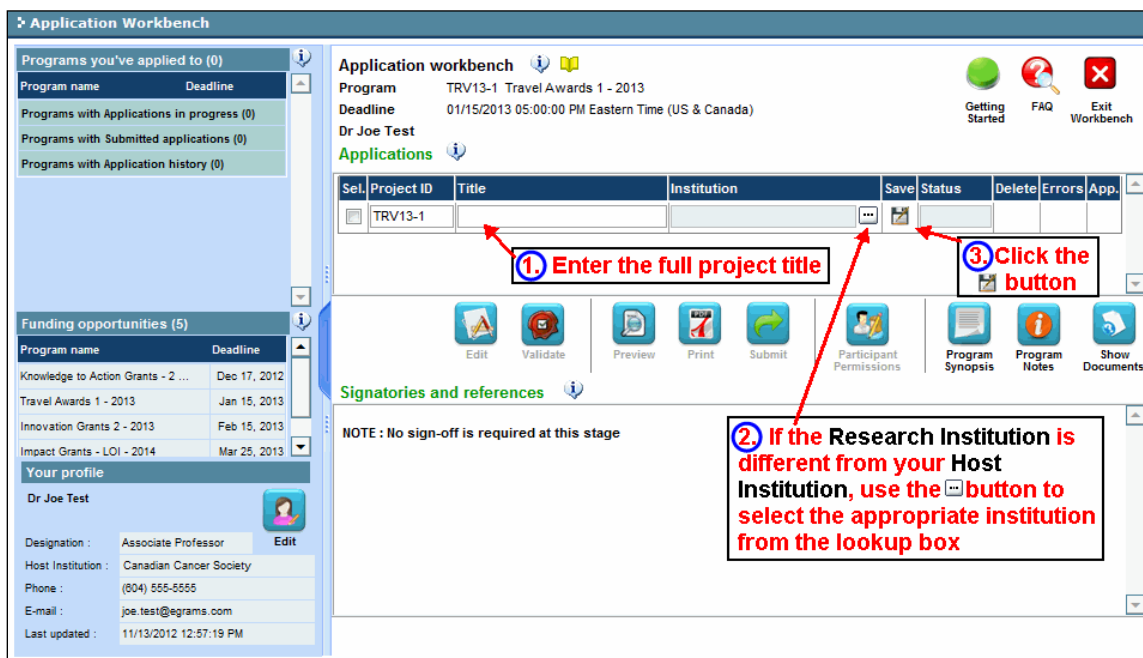



STEP 1: Create your abstract registration

1. Log in to [EGrAMS](#) to access the home screen/**Application workbench**.
2. Click the **Emerging Scholar Research Grants – 2026** program under the Funding opportunities section on the left.
3. The project ID will default to **ESRGLOI-26** (the **Grant Program** code).
4. Enter the full project title into the **Title** field. Please avoid typing in ALL CAPS.
 - The **Research Institute** field will be auto-populated with your Host Institution once you click in the field. Use the  button to select a different institution if necessary.

Empty Host Institution field

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



The screenshot shows the 'Application Workbench' interface. On the left, there are sections for 'Programs you've applied to (0)', 'Funding opportunities (5)', and 'Your profile'. The 'Your profile' section shows 'Dr Joe Test' with details like 'Designation: Associate Professor', 'Host Institution: Canadian Cancer Society', 'Phone: (604) 555-5555', 'E-mail: joe.test@egrams.com', and 'Last updated: 11/13/2012 12:57:19 PM'. The main area is titled 'Application workbench' and shows details for 'Program: TRV13-1 Travel Awards 1 - 2013' and 'Deadline: 01/15/2013 05:00:00 PM Eastern Time (US & Canada)'. Below this is a table with columns: 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The first row has 'TRV13-1' in the 'Project ID' column. Annotations with red arrows point to the 'Title' field (labeled '1. Enter the full project title'), the 'Institution' field (labeled '2. If the Research Institution is different from your Host Institution, use the  button to select the appropriate institution from the lookup box'), and the 'Save' button (labeled '3. Click the button'). Below the table are icons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. At the bottom, there is a section for 'Signatories and references' with a note: 'NOTE: No sign-off is required at this stage'.


5. Click the **Save** icon.

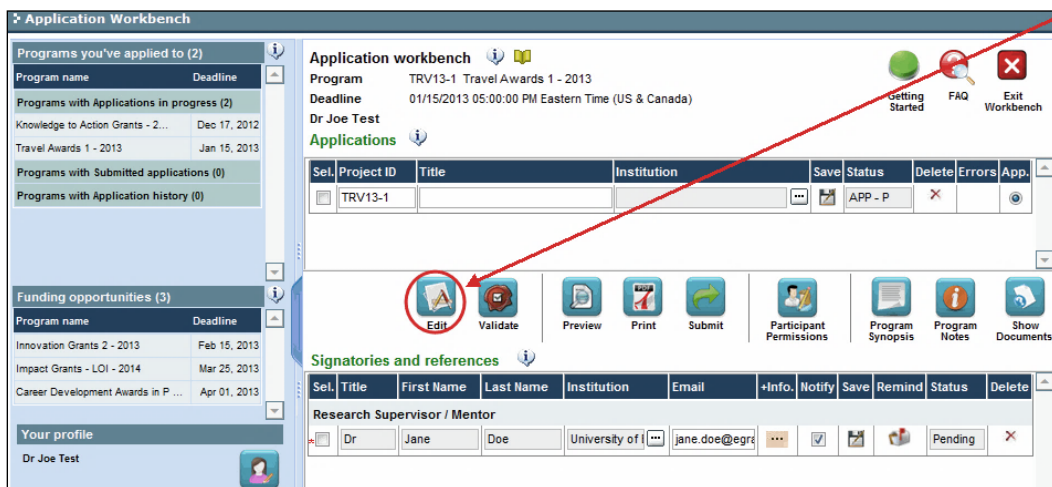


STEP 2: Complete your abstract registration

I. Access the application

1. Ensure that **Emerging Scholar Research Grants – 2026** 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, there are navigation tabs: 'Programs you've applied to (2)', 'Programs with Applications in progress (2)', 'Programs with Submitted applications (0)', and 'Programs with Application history (0)'. The 'Programs with Applications in progress (2)' tab is selected, showing a list of programs including 'Knowledge to Action Grants - 2...' and 'Travel Awards 1 - 2013'. The 'Travel Awards 1 - 2013' program is selected. The main area displays the 'Application workbench' for 'TRV13-1 Travel Awards 1 - 2013'. It shows the deadline '01/15/2013 05:00:00 PM Eastern Time (US & Canada)' and the user 'Dr Joe Test'. Below this, there is a table of applications with columns: 'Sel.', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The table contains one row for 'TRV13-1'. Below the table, there are buttons for 'Edit', 'Validate', 'Preview', 'Print', and 'Submit'. The 'Edit' button is circled in red, and a red arrow points to it from the text above. To the right of these buttons are icons for 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. Below these, there is a section for 'Signatories and references' with a table for 'Research Supervisor / Mentor' with columns: 'Sel.', 'Title', 'First Name', 'Last Name', 'Institution', 'Email', '+Info', 'Notify', 'Save', 'Remind', 'Status', and 'Delete'. The table contains one row for 'Dr Jane Doe' at 'University of I...'. The 'Status' is 'Pending'.

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](#).



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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:

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: Index, Background, Applicant info, Certificates, Public summary, Abstract, Proposal, and Budget. Below the tabs are buttons for Save, Save +, Validate, Errors, and PDF. A 'Show Tree' button is also visible. The main content area is titled '1. Applicant information'. It contains a list of fields: a. Applicant Name, b. Institution, c. Department, d. *Address 1, e. Address 2, f. Address 3, g. Address 4, h. *Country, i. *City, j. *Phone, k. *E-Mail Address, and l. *Designation. A 'Show Instructions' button is located in the top right corner of the main content area, highlighted with a red circle. A red arrow points from a text box to this button. The text box contains the text: 'Click to show abbreviated instructions.' The 'Institution' field has a text area with the following text: 'Your User Profile information appears below however this section should indicate where the research described within this proposal will take place (change as necessary). NOTE: Your User Profile is always considered your current mailing address. The address listed here will be used to advise you of the outcome of this competition only.' There is a 'Close' button at the bottom right of the main content area.



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III. Quick links to page-by-page instructions

Background

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

Abstract

4. [Scientific abstract](#)
5. [Keywords/technical terms](#)

Review Panel

6. [Panel recommendation](#)
7. [Reviewer recommendations](#)
8. [Reviewer exclusions](#)




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.

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 start date: The start and end dates must match the program funding period of May 15, 2026 to May 14, 2031.

Amount of funds requested at full application stage: The amount of funds you plan on requesting from CCS for this project. Please note that you may change this request when you submit your full application. The maximum amount of funding requested is **\$600k** (\$120k per year)

Number of years supported: up to 5 years can be requested

Funding overlap: There must not be substantive overlap (more than 50%) with any pending application (including those at the abstract or Letter of Intent submission stage) to any other Canadian Cancer Society Research program as of this competition due date. Duplicate applications will not be accepted. The onus is on the applicant to indicate the extent (or absence) of overlap.

Type of application: select Initial 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/unconflicted reviewers who are able to review in French and have the necessary expertise to critically evaluate the application.

Special funding call: Select the province where the principal investigator is based. If there is a co-principal investigator working in a different province, you may select a second province.



3. Participants

Enter any Additional Author, Co-Principal Investigator (ECR only), Collaborator, Knowledge/End User, Financial Officer information or People affected by cancer who will be a part of the research team.

Note: No CVs are required at the abstract stage.


The Emerging Scholar Research Grant is aimed at establishing and advancing the independent research programs of early career researchers. Co-Principal Investigators, Additional Authors, Knowledge/End Users and Collaborators can be part of the research team, but it is expected that the proposed project will be led by the early career researcher applicant(s). Inclusion of co-applicants is not permitted for this grant. Additional authors who will be supported through the ESRG grant must be part of the PI and co-PI's immediate research team.

Provide full addresses, including department name/affiliation for each participant. Use the lookup feature and enter their e-mail address in the field provided as the search criteria. The form will be auto populated with their contact information as it appears in their user profile. If they do not have a profile, enter the details as required.

Changes to the applicant list after the LOI deadline are permitted but must be provided to the CCS as they are determined.

Note:

- The inclusion of people affected by cancer on the research team is mandatory for this competition.
- Consider equity, diversity and inclusion [principles](#) in the composition of research team members.

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

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



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The screenshot shows a web form for user lookup. At the top, there is a 'User Email' field containing 'lmcdonald@cancer.ca', which is circled in red and labeled with a blue '1.'. Below this is a row of buttons: 'Lookup' (circled in red and labeled with a blue '2.'), 'Reset', and 'Close'. Below the buttons, there is a 'Record Count' field showing '15' and 'Page 1 of 1'. Below this is a table with three columns: 'UserName', 'Name', and 'Agency'. The first row of the table has a checkbox in the 'UserName' column (labeled with a blue '3.'), which is checked. The 'Name' column contains 'Lindsay McDonald' and the 'Agency' column contains 'Canadian Cancer Society Research Institute'. Below the table, there are three numbered instructions in red text: '1. Enter full, correct e-mail address', '2. Click Lookup', and '3. Click checkbox to add user as a participant'.

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.

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.

Co-Principal Investigators (ECR only)

Co-Principal Investigators 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.

Knowledge/End Users

Knowledge or End Users are members of a research team who will use the knowledge and/or implement the approaches or interventions generated through the research in order to move the research forward, and/or to make informed decisions about health policies, programs and/or practices. Healthcare practitioners, policy makers, educators, decision makers, health care administrators, members of First Nations, Inuit, Métis and Urban Indigenous communities and organizations or racialized communities may be included in this category. CCS staff members participating on grants are to be included in this category. Knowledge Users are not eligible to receive salary support from a grant. In some instances, exceptions may be made but will be evaluated on a case-by-case basis. Please contact CCS if you have questions about this. Individuals with lived or living experience of cancer are to be included as People affected by cancer participants.

**People affected by cancer**

People affected by cancer participants are defined as individuals who have been affected by cancer. This category may include anyone at elevated risk of cancer, who has been diagnosed with cancer, or someone who provides physical and emotional care to someone with cancer, but not in a professional or vocational role. For the purposes of this funding opportunity, this role may also apply to specific members of a community where the intervention under study is to be implemented. People affected by cancer are eligible to receive financial remuneration from the grant for their participation. Consult CCS's policy on remuneration [here](#) for guidance. Please select "Other" in the designation field, or as appropriate. The inclusion of people affected by cancer on the research team is mandatory for this competition.

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 do not hold an academic appointment. Students, postdoctoral fellows, research associates, and lay contributors may be included in this category. Students, postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based in or outside of Canada or others that you do not wish to name on the grant can be included as collaborators.

Additional authors who will be supported through the ESRG grant must be part of the PI's immediate research team.

Collaborators

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



How to add multiple participants

After you've completed the form for the first participant on your team, click the save and continue arrow to create a blank form for the next participant. Select 'OK' to save and add a new contact or 'Cancel' to save and move to the next page of the application. Add as many participants as necessary.

The screenshot shows a web application interface with tabs at the top: Index, Background, Applicant Info, Certificates, Lay Summary, Abstract, and a Close button. Below the tabs are buttons: Save, Save +> (circled in red), Validate, Errors, and PDF. The main section is titled '3. Participants' and contains instructions: 'Enter Co-Principal, Co-Applicant and... feature and enter their e-mail address... appears in their user profile.' Below this is a form with fields: Contact Type (with a dropdown arrow circled in red), a. EGrAMS Login, b. *Name, c. Department, d. Institution, e. Address I, f. Address III, g. City, h. Telephone, and i. E-mail Address. There are also fields for Province, Country, Postal Code, Ext., and Fax. Two callout boxes with red text provide instructions: one points to the 'Save +>' button, and the other points to the dropdown arrow in the 'Contact Type' field.

ABSTRACT

4. Scientific abstract

The detailed scientific abstract will be examined by the panel as an integral part of the application. It will be used as an aid in assigning the application to the most appropriate expert reviewers.

Provide a detailed summary of your research project including the following mandatory sections:

- The problem to be investigated
- The objectives of the proposed investigation
- A brief indication of the methodology to be used
- The significance of the research to cancer

Your abstract **should not exceed 4,200 characters** (including spaces), 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.



5. Keywords/Technical terms

Provide up to a maximum of 10 specific keywords or descriptive technical terms/ methodologies that best describe the scientific and technical aspects of your project. Enter one keyword or technical term per line.

REVIEW PANEL

6. Panel recommendations

Please indicate your first and second choices for panels.

Although CCS ultimately bears the responsibility for and reserves the right to determine the most suitable panel to review the application, all applicants may offer suggestions as to which panel might be the most appropriate to review the application.

Name	Description	CSO Codes
C1: Mechanisms of risk, initiation, and progression	Research focused on understanding mechanisms of cancer risk, initiation and spread	1.1-1.5, 2.1-2.4, 3.6
C2: Molecular biomarkers	Research focused on identifying and testing cancer-related biomarkers (diagnostic, prognostic, predictive), including clinical testing/application	4.1-4.4
C3: Imaging & Technology	Research aimed at developing new or improving imaging modalities and/or other technologies (e.g. artificial intelligence, machine learning, nanotechnologies, robotics, wearable technologies, etc.), including clinical testing/application, for improved detection, prognosis, or monitoring of cancer	4.1-4.4
C4a: Therapeutics	Research aimed at identifying and developing new therapeutic approaches (including re-purposing and combination therapies) for preventing and/or treating cancer (e.g. therapeutics, radiotherapy, and surgery) - from discovery to clinical testing. *Not including immunologically directed therapies (see 4b).	3.3, 5.1-5.7
C4b: Immunotherapy	Research aimed at identifying and developing new immunologically directed therapeutic approaches (including re-purposing and combination therapies) for prevention and/or treating cancer (e.g. vaccines, antibodies, antibiotics, adaptive cell products, microbiome,	3.4, 5.1-5.7



	abscopal effect, theranostics or other biologics) - from discovery to clinical testing.	
C6: Prevention & Supportive Care	Research focused on (primary) prevention (behavioural and other interventions), patient centred outcomes related to cancer, the psychosocial and physical needs of people affected by cancer, as well as end-of-life and palliative care research	3.1, 3.2, 3.5, 6.1, 6.6, 6.9
C7: Health Services & Policy	Research that aims to improve health service delivery related to cancer (including prevention of cancer), such as quality, efficiency, cost effectiveness, equitable access, improving data collection and analysis, screening, epidemiology, surveillance and policy research	6.2-6.5, 6.7

7. Reviewer recommendations

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/unconflicted reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

8. 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.**

STEP 3: Validate and submit your abstract registration

I. Validation

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



a) Validate the full application

1. Click on the Index tab

2. Click Validate

3. You can choose to either:
a. view the errors for the full application, or
b. view the errors per section

3a View Errors

3b

2 Validate

b) Validate one section at a time

Must be conducted once for every section (e.g. Background, Applicant Info, Abstract, 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:

1. Save your entries

2. 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.



Category	Code	Description	+Info
<input checked="" type="checkbox"/> Applicant Info	FS-002	(a. Is this your first Student Travel Award application to the Canadian Cancer Society Research Institution (formerly the NCIC?) field must be completed)	+

Sr	Cause	Solution
1	A mandatory application entry has not been made. The application	Return to the section of the application where this field exists and complete the

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.

Index Background Applicant Info Certificates Lay Summary Abstract Close

Save Save + Validate **Errors** PDF

2. Project Information

f. Special Initiatives

Include my application under the Special Call for Applications, (eg. Prevention Initiative) Yes No

Name of Special Call

g. Grant Category (check one)

Regular Research Grant Feasibility New Investigator

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



Applicant: Joe Test Program: Prevention Translation Supplement Award EOI - 2010
Application: Joe Test's Prevention Initiative test application [Show Documents](#)

[Index](#) [Project Information](#)


[Save](#) [Save +](#) [Validate](#) [Errors](#) [PDF](#) [Show Tree](#)

3. Participants [Hide Instructions](#)

Enter any Co-Principal, Co-Applicant and Additional Author information as applicable to your application. If a participant is an EGrAMS user, use the lookup feature and enter their e-mail address in the field provided as the search criteria. The form will be auto-populated with their contact information as it appears in their user profile. Changes to the participants after submission of the EOI are permitted and must be provided to the

Contact Type

II. Preview and submission

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

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)

Knowledge to Action Grants - 2... Dec 17, 2012

Travel Awards 1 - 2013 Jan 15, 2013

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

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

[Edit](#) [Validate](#) [Preview](#) [Print](#) [Submit](#) [Participant Permissions](#) [Program Synopsis](#) [Program Notes](#) [Show Documents](#)

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 I...	jane.doe@egr...				Pending	

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

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)

Knowledge to Action Grants - 2... Dec 17, 2012

Travel Awards 1 - 2013 Jan 15, 2013

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Application workbench

Program TRV13-1 Travel Awards 1 - 2013

Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

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


[Edit](#) [Validate](#) [Preview](#) [Print](#) [Submit](#) [Participant Permissions](#) [Program Synopsis](#) [Program Notes](#) [Show Documents](#)




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3. Errors can be corrected through the  menu.

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

5. To preview your application in EGrAMS, click the  button:

- Use the left side menu links to navigate to specific pages or use the forward/backward arrows to view page by page.
- Click the **Close** button to exit the preview screen.

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


III. Confirmation

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



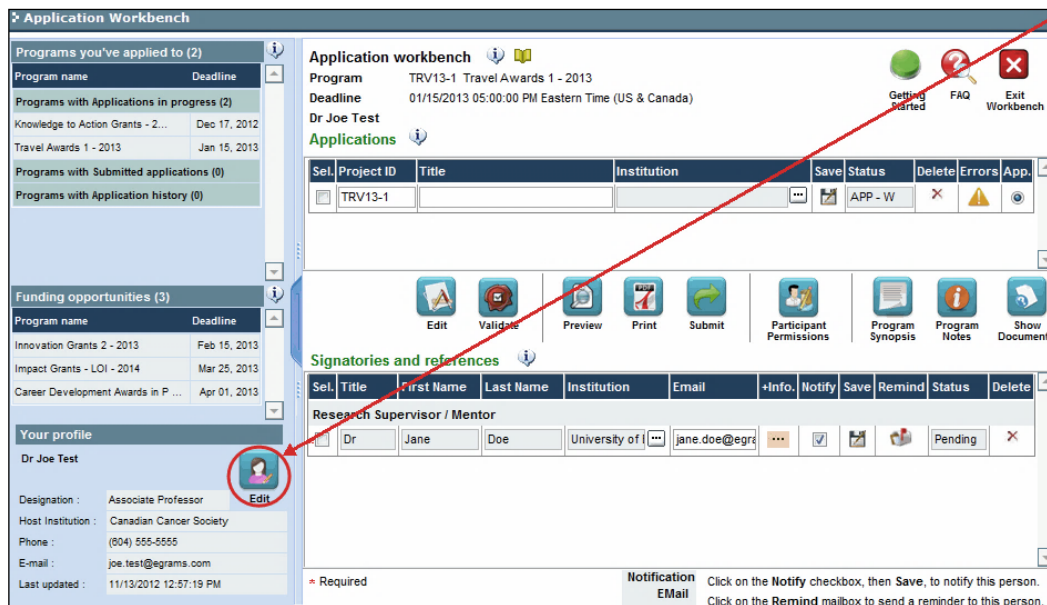
APPENDIX A: Troubleshooting

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

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

Solution: The Host Institution field is auto-populated from information provided in your profile. You will need to update this information in your profile first, then log out of EGrAMS and log back in and create your application.

To update your profile: From the Application workbench, click the  button.



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)

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (804) 555-5555

E-mail : joe.test@egrams.com

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

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

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

Signatories and references

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


Notification

Click on the **Notify** checkbox, then **Save**, to notify this person.

Click on the **Remind** mailbox to send a reminder to this person.

- **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.



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Application Workbench

Programs you've applied to (2)

Program name	Deadline
Programs with Applications in progress (2)	
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013
Programs with Submitted applications (0)	
Programs with Application history (0)	

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Application workbench

Program

TRV13-1 Travel Awards 1 - 2013

Deadline

01/15/2013 05:00:00 PM Eastern Time (US & Canada)

Dr Joe Test

Applications

Project ID	Title	Institution	Save	Status	Delete	Errors	App.
TRV13-1				APP - P			

Edit

Validate

Preview

Print

Submit

Participant Permissions

Program Synopsis

Program Notes

Show Documents

Signatories and references

Sel.	Title	First Name	Last Name	Institution	Email	+Info.	Notify	Save	Remind	Status	Delete
Research Supervisor / Mentor											
	Dr	Jane	Doe	University of I	jane.doe@egri					Pending	



APPENDIX B: The Application Interface

I. Navigation

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



1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.
2. **Current tab** – The current tab you are viewing is always highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows that sit to the right of the banner.
4. **Advance page by page through application** – Some sections (tabs) consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent section.



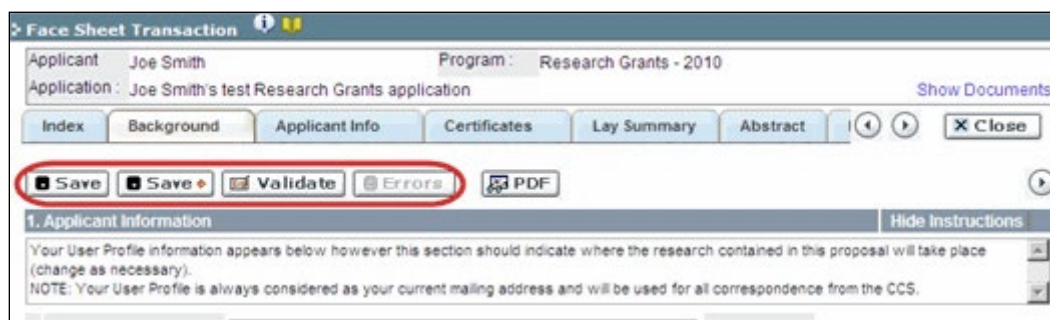
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.

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



II. Save, Validate, Errors

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



▪ Save

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

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




- **Validate and check for errors**

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

III. PDFs

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

If you wish to create a PDF of your entire application, click the  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.

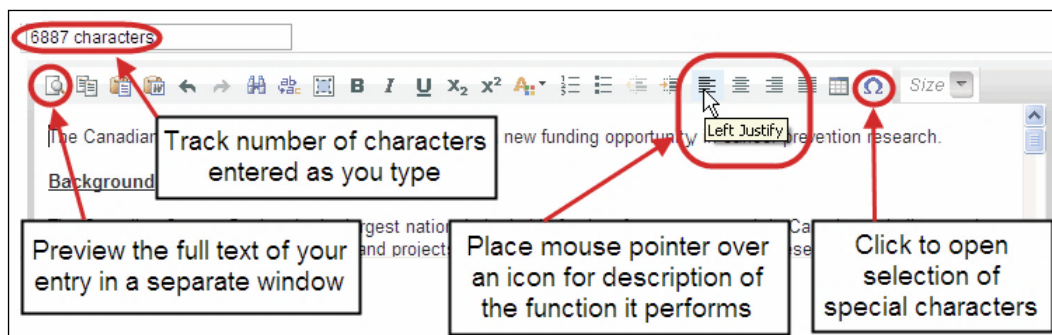


V. The rich text editor

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



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VI. Exit

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

A screenshot of a web application titled "Face Sheet Transaction". The interface includes a header with the title and a sub-header with fields for "Applicant" (Joe Smith) and "Program" (Research Grants - 2010). Below this is a section for "Application" (Joe Smith's test Research Grants application) with a "Show Documents" link. A navigation bar contains buttons for "Index", "Background", "Applicant Info", "Certificates", "Lay Summary", "Abstract", and a "Close" button, which is circled in red. Below the navigation bar are buttons for "Save", "Save +", "Validate", "Errors", and a PDF icon. The main content area is titled "1. Applicant Information" and contains a "Hide Instructions" button. A red arrow points from the "Close" button in the navigation bar to the "Close" button in the main content area.



APPENDIX C: Update your profile

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

Application Workbench

Programs you've applied to (2)

Program name	Deadline
Knowledge to Action Grants - 2...	Dec 17, 2012
Travel Awards 1 - 2013	Jan 15, 2013

Programs with Applications in progress (2)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Programs with Submitted applications (0)

Programs with Application history (0)

Funding opportunities (3)

Program name	Deadline
Innovation Grants 2 - 2013	Feb 15, 2013
Impact Grants - LOI - 2014	Mar 25, 2013
Career Development Awards in P...	Apr 01, 2013

Your profile

Dr Joe Test

Designation : Associate Professor

Host Institution : Canadian Cancer Society

Phone : (604) 555-5555

E-mail : joe.test@egrams.com

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

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@egrs...	Pending	X

* Required

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

Dynamic

Reviewer

Show Security

000001

Active

Yes

Click OK to save all changes to your profile before exiting

Click OK to save changes to this screen

OK Cancel

Review

Sel	Position	Organization	Years	Last Served
<input checked="" type="checkbox"/>	Scientific Officer	HCIC, Panel L	2	2005
<input checked="" type="checkbox"/>	Chair	CMR virology and viral pathogenesis	1	2007
<input checked="" type="checkbox"/>	Panel Member	Cancer Research Society	1	2008

Area of Expertise Institution Biographical



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:

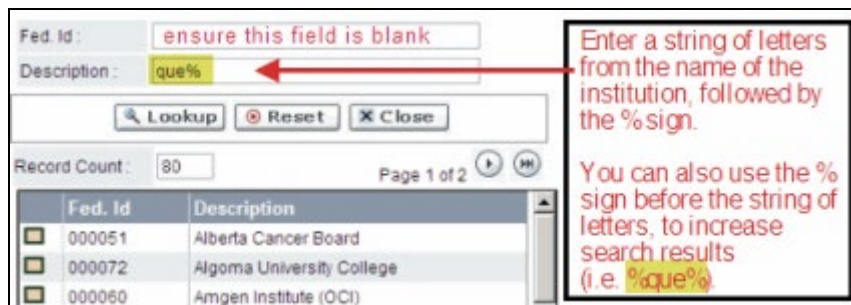
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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:



Fed. Id	Description
000051	Alberta Cancer Board
000072	Algoma University College
000060	Amgen Institute (OCI)

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.**



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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.

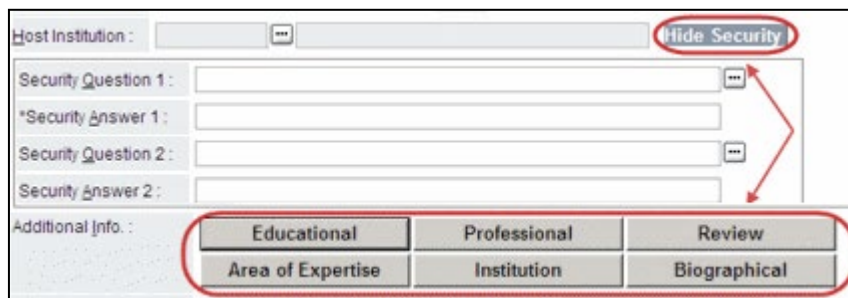
Role: Click on the  button, and select your role within the EGrAMS system:

- **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.

A screenshot of the EGrAMS security form. At the top, there is a 'Host Institution' field with a dropdown arrow icon. To its right is a 'Hide Security' button, which is circled in red. Below this, there are two sets of 'Security Question' and 'Security Answer' fields. Each 'Security Answer' field has a dropdown arrow icon. A red arrow points from the 'Hide Security' button to the dropdown arrows in the 'Security Answer' fields. At the bottom, there is an 'Additional Info.' section with a grid of buttons: 'Educational', 'Professional', 'Review', 'Area of Expertise', 'Institution', and 'Biographical'. This entire grid is circled in red.