



Canadian  
Cancer  
Society

# Emerging Scholars Research Grants

## Letter of Intent Submission Guide Canadian Cancer Society

May 2025





## 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](mailto: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 4 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 4 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

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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](mailto:research@cancer.ca)) for more information.



## Application Guide

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### Three easy steps:

1. [Create your Letter of Intent](#)
2. [Complete your Letter of Intent](#)
3. [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](#)
- Appendix B: [Understanding the application interface](#)
- Appendix C: [Update your profile](#)

### Online resources:

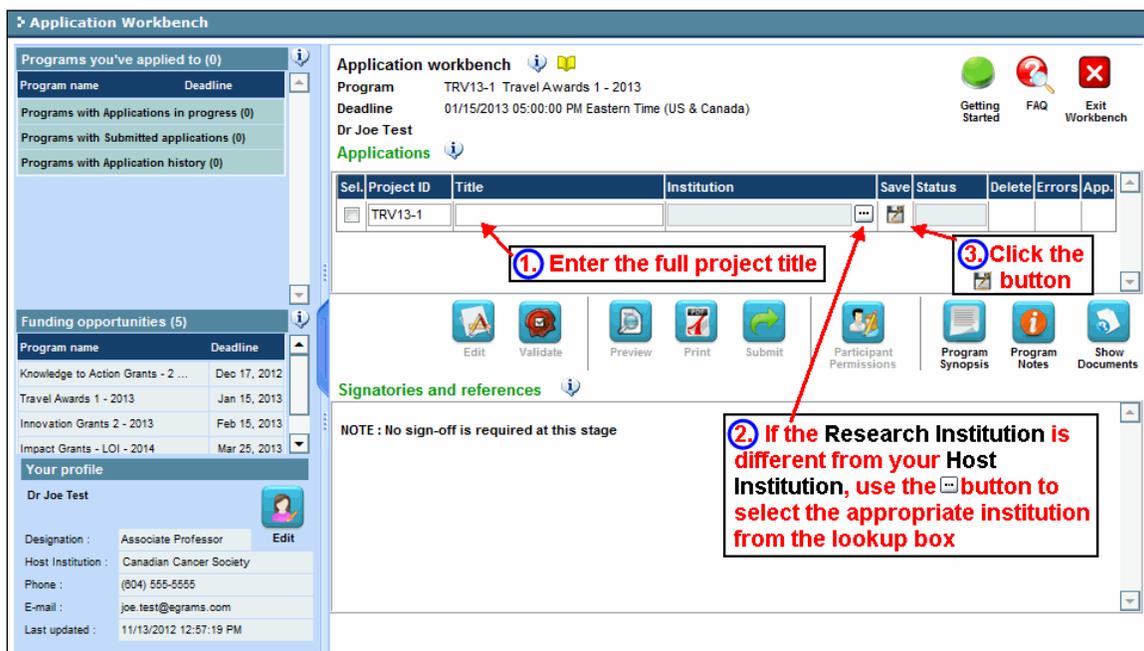
- [Biographical sketch template – for academic and non-academic participants](#)
- [How to create new user profiles in EGrAMs](#)

## STEP 1: Create your Letter of Intent

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 you Host Institution there.



The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to', 'Funding opportunities', and 'Your profile'. The main area displays the 'Application workbench' for program 'TRV13-1 Travel Awards 1 - 2013'. A table lists applications, with the first row for 'TRV13-1' having an empty 'Title' field and a dropdown arrow in the 'Institution' field. Three red callout boxes provide instructions: 1. 'Enter the full project title' points to the Title field. 2. 'If the Research Institution is different from your Host Institution, use the [dropdown] button to select the appropriate institution from the lookup box' points to the dropdown arrow in the Institution field. 3. 'Click the [Save] button' points to the Save icon in the table's action column. Below the table are buttons for 'Edit', 'Validate', 'Preview', 'Print', 'Submit', 'Participant Permissions', 'Program Synopsis', 'Program Notes', and 'Show Documents'. A 'Signatories and references' section is also visible, with a note: 'NOTE : No sign-off is required at this stage'.

5. Click the **Save** icon.

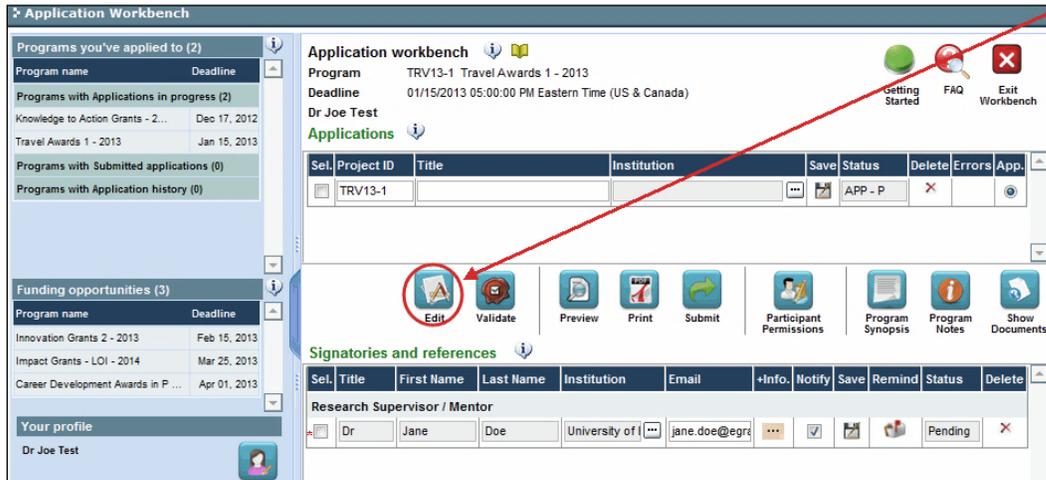
## STEP 2: Complete your Letter of Intent

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### 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 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 is a table with columns: Sel., Project ID, Title, Institution, Save, Status, Delete, Errors, App. The table contains one row for 'TRV13-1'. Below the table is a row of buttons: 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

#### Understanding the application interface:

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

#### Format for document attachments:

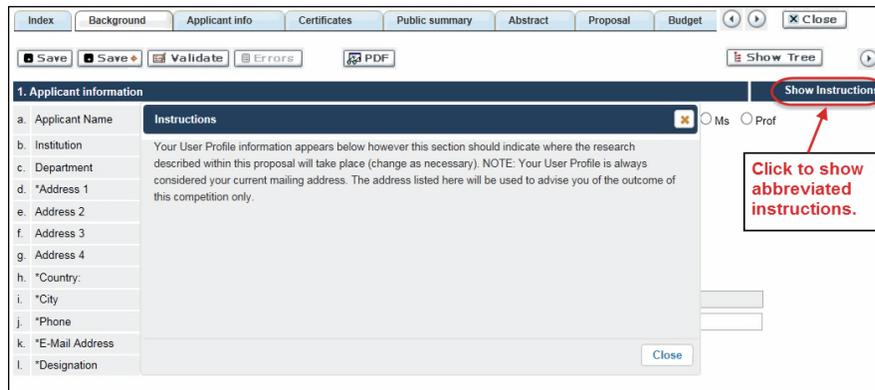
With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.



### Access instructions within the application:

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

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





### III. Quick links to page-by-page instructions

#### Background

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

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#### Release form

17. [Release form](#)



## BACKGROUND

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### 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)

**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

**Number of years supported:** Up to 5 years can be requested

**Language:** Complete the entire application in 1 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 (Early Career Researchers only), Collaborator, Knowledge/End User, Implementer/Decision Maker, Financial Officer information or People affected by cancer who will be a part of the research team.

**Note:** At the LOI stage, only CVs for Principal Investigators and Co-Principal Investigators are required.

The Emerging Scholar Research Grant is aimed at establishing and advancing the independent research programs of early career researchers (ECR). 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 ECR 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/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:



User Email : 1. lmcdonald@cancer.ca

2. Lookup Reset Close

Record Count : 15 Page 1 of 1

UserName	Name	Agency
3. <input checked="" type="checkbox"/>	lmcdonald	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. (Note that this is a mandatory requirement; all applications must include a Financial Officer entered as a Participant.)

### 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



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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 a navigation bar at the top containing tabs: Index, Background, Applicant Info, Certificates, Lay Summary, Abstract, and a Close button. Below the navigation bar is a toolbar with buttons: Save, Save + (circled in red), Validate, Errors, and PDF. The main content area is titled '3. Participants' and contains a text box with 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 various fields: Contact Type (with a dropdown arrow), a. EGrAMS Login (with a dropdown arrow circled in red), b. \*Name, c. Department, d. Institution, e. Address I, f. Address III, g. City, Province, Postal Code, Country, h. Telephone, Ext., Fax, and i. E-mail Address. Two red callout boxes are present: one pointing to the 'Save +' button with the text 'Click the Save and move forward button to add another participant', and another pointing to the dropdown arrow on 'a. EGrAMS Login' with the text 'Use the ... button to locate participants who have already registered in the system'.

## APPLICANT INFO

### 4. Principal Investigator CV

Attach an up-to-date, abbreviated version of your CV in PDF format. Your CV should include your academic degrees and details of employment since graduation (maximum 5 pages in length) plus a list of your publications and grants in the past 5 years.

Format:

- Attach in PDF format an up-to-date, abbreviated CV (NIH-style biosketch) in PDF format using the following templates - [Biographical sketch template – for academic and non-academic participants](#).
- Do not exceed 5 single-spaced pages.

In addition, the following can be included (not part of the 5-page limit):

- List of publications during the last 5 full-time, or equivalent, working years. Highlight relevant publications to this submission.
- Grant support received in the past 5 years. Career interruptions including, but not limited to, parental leaves, extended sick leaves, medical leaves, and family care.



CCS is not a member organization of the Common CV Network; therefore, the Common CV should not be used due to Common CV use restrictions.

**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 including, but not limited to, parental leaves, extended sick leaves, medical leaves, family care, and disruptions due to the COVID-19 pandemic. Please include the start and end dates of each period described (yyyy/mm). If not applicable, please indicate this in the form.

Your justification **should not exceed 1,250 characters** (including spaces), or roughly 1 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 helps to confirm that you meet the eligibility requirements for this competition.

Please include the month and year of your first appointment.

## PUBLIC SUMMARY

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### 7. Public Summary

Please provide a plain language summary (abstract) of your project that will be shared with our patient/survivor/caregiver reviewers and 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:

- Goal or purpose of the proposed project (objectives/aims)
- Why this work is meaningful to people affected by cancer (rationale)
- What you are proposing to do (describe research plan/methods)
- Why this work is important and how it will impact people affected by cancer
- Anticipated results and potential impact of the project



Format:

- Limit the summary to 2,000 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

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### 8. 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

Format:

- Your abstract **should not exceed 4,200 characters** (including spaces), single spaced.
- The character count may be different when copying text from Word due to formatting – see [tips](#) for formatting text in the rich text editor.

### 9. 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.

## IMPACT STATEMENT

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### 10. Impact statement

Explicitly describe how the project will promote significant scientific advancements in cancer research, how people affected by cancer will ultimately benefit from the results and, if relevant, how the proposed work is of strategic value to Canada's cancer research ecosystem.

**Format:** Your impact statement **should not exceed 4,200 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.



## PROPOSAL

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### 11. Brief scientific proposal

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

1. The aim(s) of the project
2. Experimental design and methodology
3. Relevance of the proposed research to cancer
4. Description of how people affected by cancer and other relevant stakeholders have been and will be engaged in the research as partners and if applicable, as participants.
5. Brief description of how sex, gender and other identity factors (e.g. race, ethnicity) and their intersectionalities will be included in the research design, methods, analysis and interpretation.
6. Knowledge translation and mobilization plan including and outside of traditional academic outputs.

**One page of figures**, tables, charts and their associated legends can be embedded in the text as images, or they will count towards the character limit. Figure legends, if included, will count towards the character limit. References are not included in the page/character count but must be included.

Format:

- Your proposal **should not exceed 13,000 characters** (including spaces), single spaced and **5MB in size**. Note that the character count may be different when copying text from Word due to formatting.
- References are not included in the page/character count but must be included.
- Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, will count towards the 13,000-character limit.

### 12. Host Institution commitment

Upload a **one-page** letter of commitment and support from your Host Institution from an authorized individual (e.g. Dept Head) who can attest to the following:

- Confirmation that the applicant holds a firm appointment
- Confirmation that the applicant will have protected time for cancer research (specify % or other confirmed amount of time)



- Description of the research environment, resources and mentoring support available to the applicant. In particular, detailed information on the following is requested:
  - Mentorship from senior investigators
  - Evidence of start-up funds available to the applicant
  - A brief description of the dedicated research space provided
  - Access to core facilities and research infrastructure
  - Administrative support
  - Strategies that will be employed by the host institution to support the applicant in securing research funding (i.e. guidance on grant application development with internal peer-review). Institutions should identify specific individuals where possible.
  - Confirmation that the host institution has provided the applicant access to an internal peer review process led by senior investigator colleagues during the application process to the ESRG program and during the tenure of the award, at a minimum.
  - Institutions should identify specific individuals where possible.

If a project has two co-principal investigators, each must provide a letter of commitment and support from their respective host institution.

## REVIEW PANEL

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### 13. Panel recommendations

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.

Please indicate your first and second choices for panels.

Name	Description	<a href="#">CSO Codes</a>
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	4.1-4.4



	testing/application, for improved detection, prognosis, or monitoring of cancer	
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. <b>*Not including immunologically directed therapies (see 4b).</b>	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, abscopal effect, theranostics or other biologics) - from discovery to clinical testing.	3.4, 5.1-5.7
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

#### 14. 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.

#### 15. 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

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### 16a. CCS Research Goals

Select the CCS Research Goal(s) that are relevant to your proposed research. Responses are to be limited to the scope of the proposed research for the duration of the proposed term. Select only those that represent at least 25% of the project's objectives.

This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application.

### 16b. 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 1 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, PDX, or patient-derived cell lines. Only if any component of the project involves human "participants", it should be coded as clinical research.

**Clinical research** – Projects that have a component that is clinical and/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 interventions such as drugs, exercise or other programs, biomarkers, or mechanism of action of drugs in patients (or liquid biopsies).

**Health systems and health services research** - Research that assesses or attempts to solve barriers to care, treatment adherence, care utilization, overtreatment, health care transitions, national strategies/frameworks, clinical pathways/guidelines, 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).



### 16c. 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.

### 16d. 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.

### 16e. Underserved populations

Please indicate if your research project is focused on underserved populations. If your proposed research does not focus on one of these populations, select ‘Not applicable’.

Note: Only select an option if the research is specific to one or more of the identified populations.

### 16f. 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.

### 16g. Cancer site relevance

Select a maximum of four cancer sites where the research will be relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (25%). Only include cancer sites with **at least 25% relevance**; the 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”.



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The **Details** description field is only used when 'Other' is selected as a cancer site.

#### **16h. 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**

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### **17. Release form**

CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow the CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS website. Lay summaries of the progress and impact of the research in our internal and external reports, including press releases, social media or other communications.



## STEP 3: Validate and submit your Letter of Intent 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 1 section at a time.

#### a) Validate the full application

The screenshot shows the application interface with the 'Index' tab selected. A table lists various sections with checkboxes for validation. A callout box provides instructions: 1. Click on the Index tab, 2. Click Validate, and 3. You can choose to either: a. view the errors for the full application, or b. view the errors per section. The 'View Errors' and 'Validate' buttons are highlighted at the bottom right.

Description	Status	Del	Errors	Comments
11. Tables, graphs, charts and associated legends	<input type="checkbox"/>			
12. Appendices	<input checked="" type="checkbox"/>	x	3b	
13. Budget request	<input checked="" type="checkbox"/>	x		
<b>Review panel</b>				
14. Panel recommendation	<input checked="" type="checkbox"/>	x		
15. Reviewer recommendation	<input checked="" type="checkbox"/>	x		
16. Reviewer exclusions	<input type="checkbox"/>			
<b>Tracking</b>				
17. Research tracking information	<input checked="" type="checkbox"/>	x		
17.a. Research focus	<input checked="" type="checkbox"/>	x		
17.b. Research subject	<input checked="" type="checkbox"/>	x		
17.c. Cancer site relevance	<input checked="" type="checkbox"/>	x		
17.d. Common Scientific Outline (CSO)	<input checked="" type="checkbox"/>	x		

#### b) Validate 1 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.

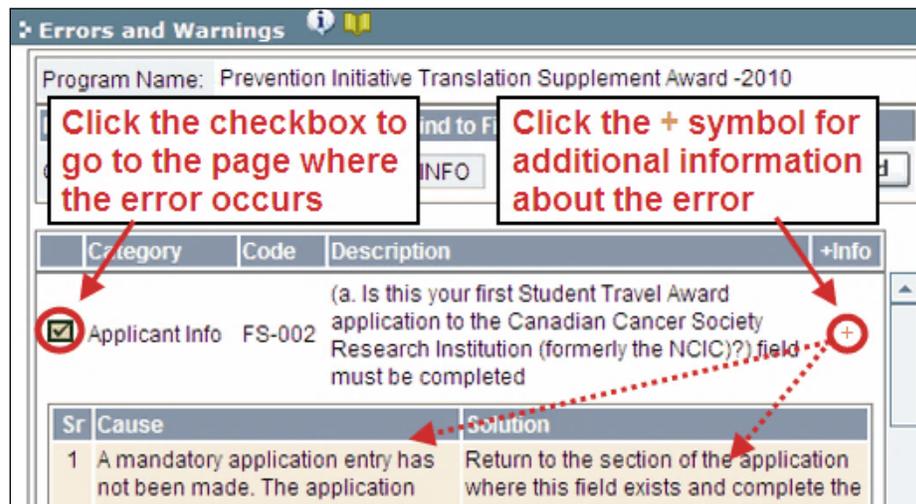
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:

The screenshot shows the 'Applicant Information' section. A callout box provides instructions: 1. Save your entries, and 2. Click the Validate button. The 'Save' and 'Validate' buttons are highlighted in the interface.



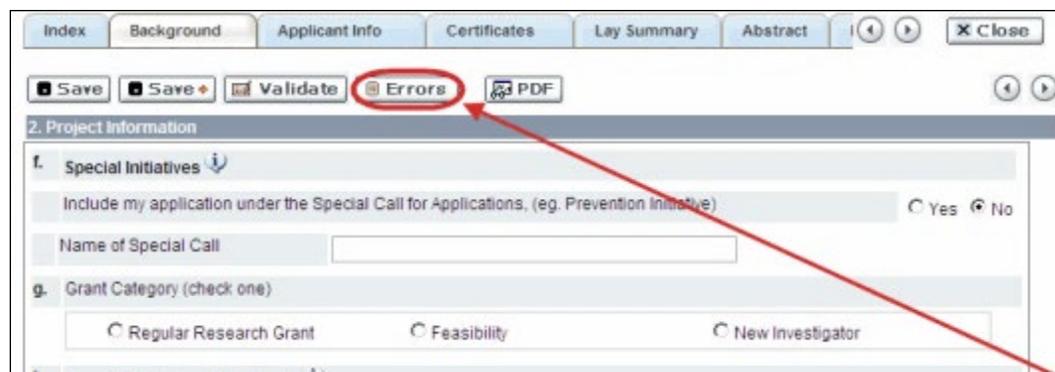
For both type a) and b) validation, follow the below instructions:

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.

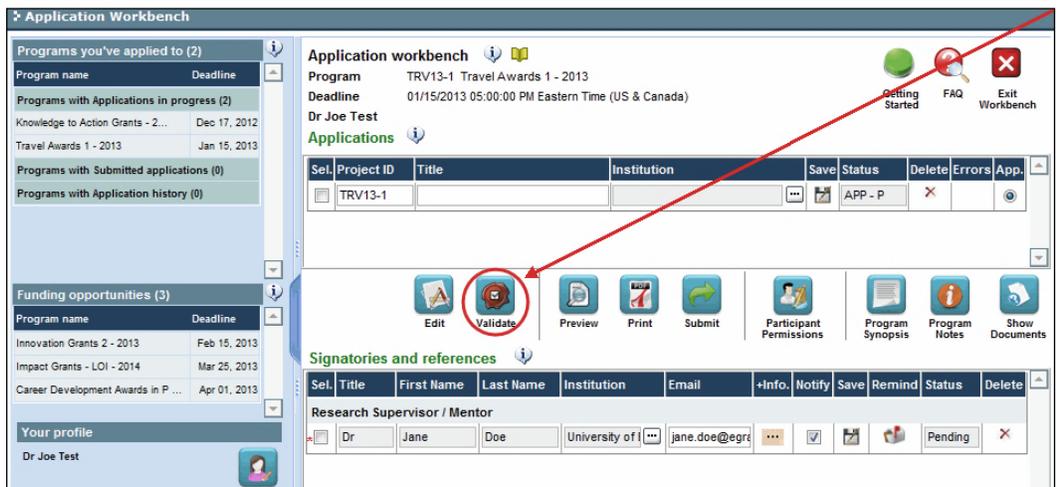


3. When all errors are resolved for every section, click the **Close** button to exit the application.

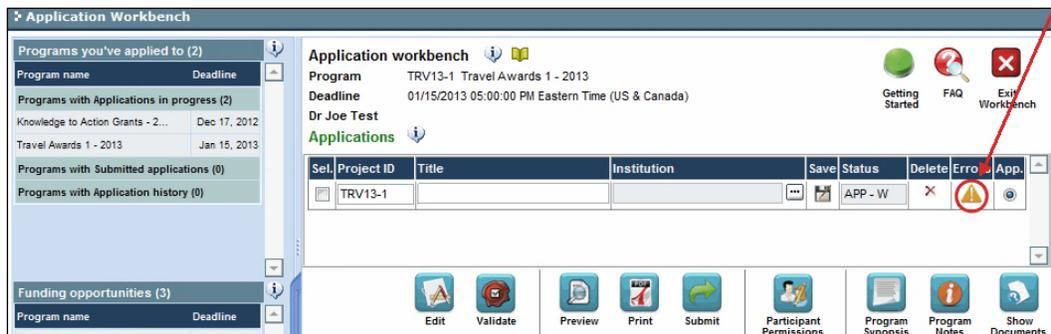


## II. Preview and submission

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.





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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.



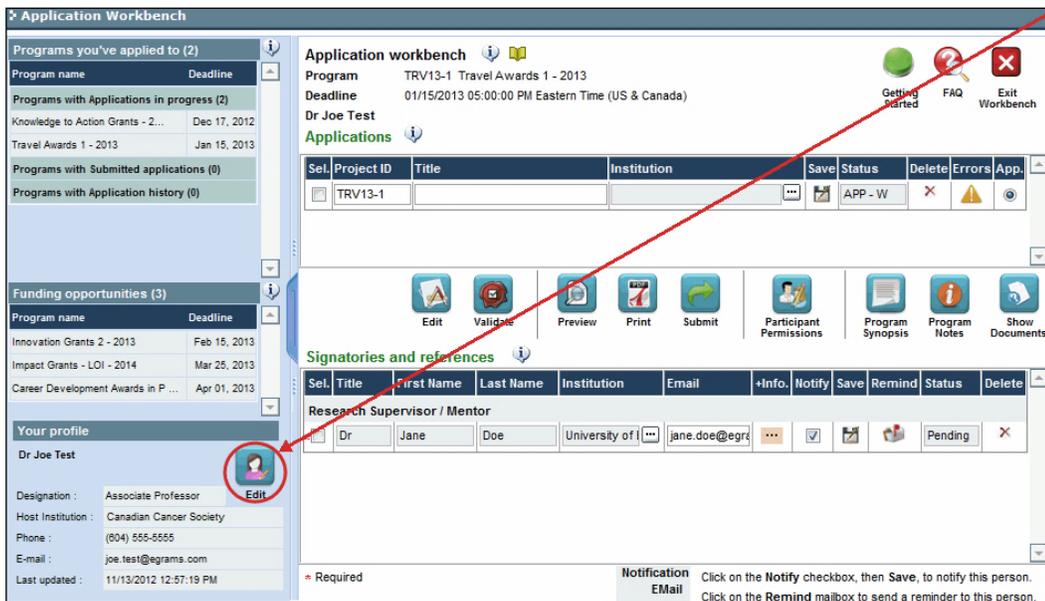
## APPENDIX A: Troubleshooting

- **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.



The screenshot shows the 'Application Workbench' interface. On the left, under 'Your profile', there is a section for 'Dr Joe Test' with an 'Edit' button circled in red. A red arrow points from this button to the 'Edit' button in the 'Signatories and references' table. The table has columns for 'Sel.', 'Title', 'First Name', 'Last Name', 'Institution', 'Email', '+Info', 'Notify', 'Save', 'Remind', 'Status', and 'Delete'. The first row is for 'Research Supervisor / Mentor' with the following values: Title: 'Dr', First Name: 'Jane', Last Name: 'Doe', Institution: 'University of...', Email: 'jane.doe@egrs...'. The 'Status' is '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.



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**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

**Application workbench**

Program TRV13-1 Travel Awards 1 - 2013  
Deadline 01/15/2013 05:00:00 PM Eastern Time (US & Canada)  
Dr Joe Test

**Applications**

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

**Signatories and references**

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

**Getting Started** **FAQ** **Exit Workbench**

**Edit** **Validate** **Preview** **Print** **Submit** **Participant Permissions** **Program Synopsis** **Program Notes** **Show Documents**



## APPENDIX B: The Application Interface

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### 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.



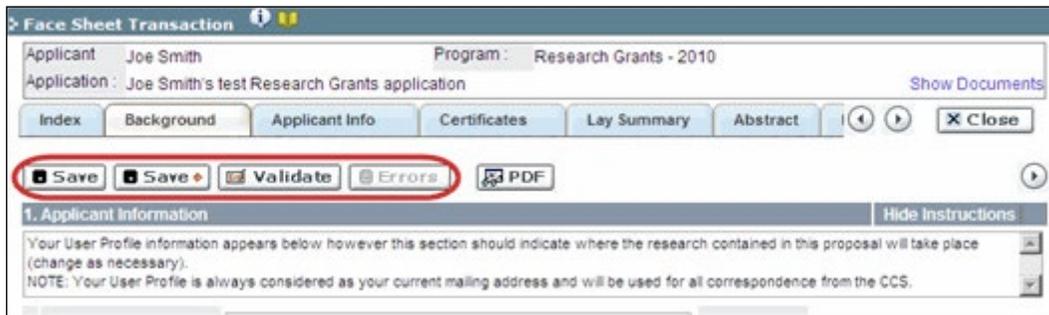
5. **Index** – Clicking the Index tab will produce a map of the entire application, including check boxes to indicate where content has been entered and saved on a page.

- 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** (with right arrow) (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.

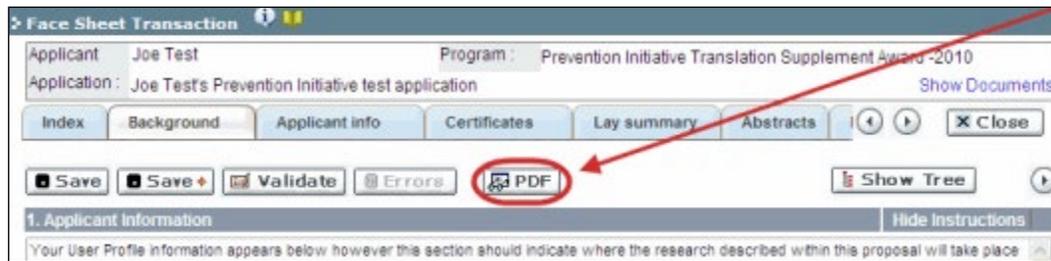


- **Validate and check for errors**

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

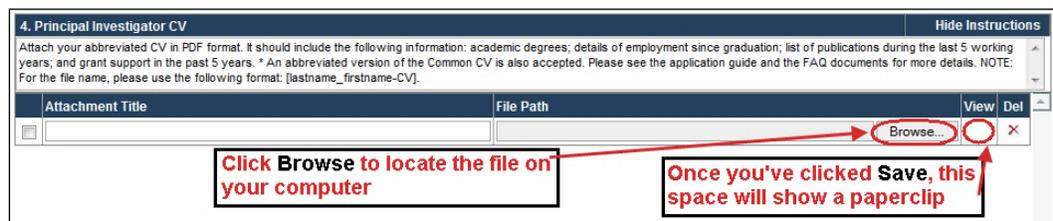
Create a PDF of the **page you are currently visiting**, including any data you have entered into the form, by clicking the PDF button.



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.

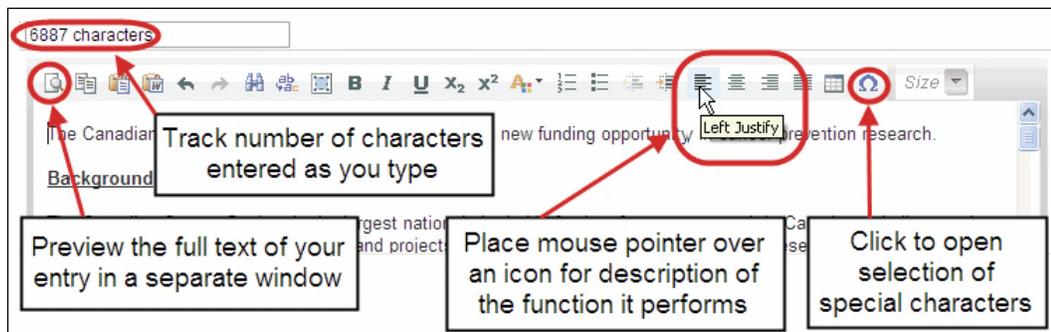


## V. The rich text editor

### 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:

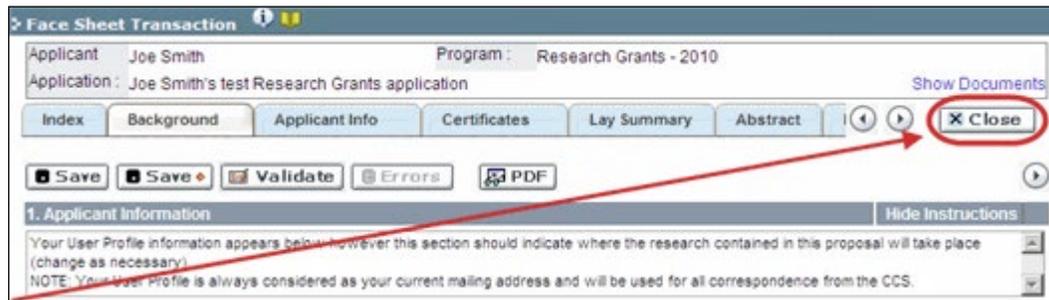
- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
  - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide
- enter special characters such as 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.







**Saving changes to Additional Details screens:**

If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking OK on both the Additional Details screen and then again on the main user profile page.

If you click OK on the former but not the latter, your changes will be lost.

**Interpreting the data fields:**

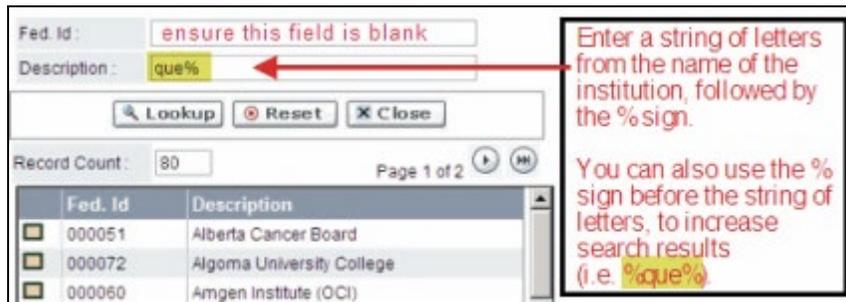
**Login Name:** Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

**Display Name:** This field will be auto-populated using the first initial from the First Name field and whatever you have entered in the Last Name field. However, you can change it if you wish.

**Institution:** Click on the  button and select the name of your current research institution.

**\*\* If you do not see your institution listed in the dialogue box, contact egrams@cancer.ca. Include “EGrAMS institution set-up” in the subject line.**

To search for your institution: use the % sign as a wildcard in the Description field:



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

**Address Line 1-4:** Use these lines to indicate your street address. Indicate your campus, building, floor/room number, centre or laboratory as appropriate.

**Country:** Click on the  button for a list of country codes.

**City:** Enter your city.

**Province:** Click on the  button for a list of province codes.

**Postal Code:** Enter your entire postal code **in the first box.**



**Menu Style:** This category defaults to the “Dynamic” style. If you wish to change how EGrAMS displays menus along the top of your screen, you can change this field to “Drop Down List”.

**Designation:** This field is mandatory.

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

- **Grantee** is a person applying for funding.
- **Reviewer** is a panel member who evaluates applications and awards funding.
- **Grantee/Reviewer** is a person who occupies both descriptions.

**Show Security:** Click on this button to expand the form and add at least one **security question** in the event you forget your password.

To add a security question, click on the  button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.

Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.

The screenshot shows a form with the following elements:

- Host Institution:** A dropdown menu with a  button.
- Hide Security:** A button circled in red.
- Security Question 1:** A text input field with a  button.
- \*Security Answer 1:** A text input field.
- Security Question 2:** A text input field with a  button.
- Security Answer 2:** A text input field.
- Additional Info:** A section containing a grid of buttons: Educational, Professional, Review, Area of Expertise, Institution, and Biographical. This section is also circled in red.

Red arrows point from the **Hide Security** button to the **Security Question 1** and **Security Question 2** fields.