QUALITY OF LIFE GRANTS
LETTER OF INTENT (LOI)
GUIDE
QOLL-15

Canadian Cancer Society Research Institute

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Quality of Life Grants Letter of Intent guide

Three easy steps

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2. Complete your Letter of Intent
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Troubleshooting

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- Delete an application

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Attach documents to your application
STEP 1: CREATE YOUR APPLICATION

Step 1: Create your application

1. Log in to EGrAMS to access the home screen/Application workbench.

2. Click the Quality of Life Grants - LOI - 2015 program under the Funding opportunities section on the left:

3. The Project ID will default to QOLL-15 (the Grant Program code).

4. Enter the full project title into the Project Title field.
   - 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.

Troubleshooting tip: 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.
5. Click the button.
Step 2: Complete your LOI

I. Access the application

1. Ensure that **Quality of Life Grants LOI – 2015** is selected in the workbench:
   - if not selected, click the program name on the left

   ![Application Workbench](image)

2. Click the **Edit** button to access the application:

   ![Edit Button](image)

3. Click on the background tab to begin.

II. Enter details of your application

*In-depth information: 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 A: Understanding the application interface**.
NOTE: format for document attachments
All 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.

NOTE: abbreviated instructions within application
This section contains detailed instructions on the content of your application, including illustrations, where necessary, to demonstrate how to enter the content.
Abbreviated instructions for completion of each page of the application are provided within the application itself:

III. Quick links to page-by-page instructions

Background

1 Applicant information
2 Project information
3 Participants

Applicant Info

4 Principal Investigator CV

Abstract

7 Scientific abstract
8 Keywords/Technical terms
9 Responsiveness Statement

Proposal

10-a. Response to previous critique (re-applications only)
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STEP 2: COMPLETE YOUR LOI

16 Budget request

Panel
18 Reviewer recommendation
19 Reviewer exclusions

Tracking
20a Research focus
20b Research subject
20c Cancer site relevance
20d Common Scientific Outline (CSO)

Release
STEP 2: COMPLETE YOUR LOI

1. Applicant information

The contents of this page will be pre-populated from your user profile.

2. Project information

Project title: The title entered when the application was created is indicated. Please enter the FULL title to your research project if it is not complete.

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.

Grant category: Applicants who have under five (5) years of experience as an independent investigator are asked to select New Investigator as the grant category.

Type of Application: A Re-application is defined as a revised version of a submission that was unsuccessful in the last competition.

You are eligible to submit a Renewal application only if you are currently the holder of a CCSRI Quality of Life Research Grant, and if the new proposal is a logical continuation of the current fully-funded grant. If you submitted an application that was unsuccessful in the preceding CCSRI QOL competition, the current submission must be considered as an Initial or a Re-Application grant, not a Renewal, regardless of subject matter.

If the application is a Renewal, indicate the previous grant number (which can be found on your Notification of Award). A field for entering the grant number will appear when you click on the Renewal radio button:
STEP 2: COMPLETE YOUR LOI

Language: Complete the entire application in one language only.

EGrAMS Login: If your colleagues have already created a user profile in the system, use the button to locate them. The form will be auto-populated from the data supplied in their user profile. If they are not in the system, you can type the required information into the form manually.

Searching for users in the system: In the lookup box, enter the full, correct e-mail address associated with the participant’s system profile:

Co-Principal Investigators and Co-Applicants
Co-Principal Investigators and Co-Applicants are recognized as being 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 designations may not include graduate students, postdoctoral fellows, research associates, technical support staff, or investigators based outside of Canada. Individuals are not eligible to receive salary support from a grant.

Additional Authors
Additional Authors are recognized as other individuals who will make substantial intellectual contributions to the research projects or have contributed to the drafting of the application itself, but who are not eligible to be included as co-applicants. Students, postdoctoral fellows, research associates, lay contributors, and investigators based outside of Canada may be included in this category. Students, postdoctoral fellows and
STEP 2: COMPLETE YOUR LOI

Research assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators in the full application. Collaborators should not be listed as Additional Authors.

Attach CV
Use the Browse button next to item (l) on the page to attach a curriculum vitae for any co-PIs. Please note that co-PI CVs must use the same format and naming convention for their CVs as outlined below for the Principal Investigator CV.

How to add multiple participants
After you’ve completed the form for the first participant on your team, click the save and continue arrow to create a blank form for the next participant. Add as many participants as necessary. When you’ve completed the process, click the forward arrow twice to move to the next page of the application.

Attach an up-to-date, abbreviated version of your curriculum vitae (CV) in PDF format. Your CV should not exceed 3 single-spaced pages, excluding the list of publications and grants. Publication lists may include manuscripts in preparation or manuscripts submitted. The Common CV is also accepted. Ensure that the content listed below is included, the 3 page limit does not apply if the Common CV is used. Note that the CCSRI is not currently a member organization of the Common CV Network therefore you will need to use a draft or other version containing the appropriate information to attach to the application.

In-depth information: uploading documents as attachments
For detailed instructions on how to upload a document as an attachment to your application, consult Appendix A: IV. Uploading document attachments

Content: It should not be a lengthy, all-purpose CV; only include the following information:
STEP 2: COMPLETE YOUR LOI

i. academic degrees

ii. details of employment since graduation

iii. list of publications during the last 5 full-time, or equivalent, working years
(highlight relevant publications to this submission, do not include non-peer-reviewed publications).

iv. grant support received in the past 5 years

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

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

Content: Your abstract must include the following sections:

- a detailed summary which clearly describes 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 4200 characters (including spaces), or roughly one full page, single spaced.

NOTE: tips for copying and pasting formatted text into the rich text editor

8. Keywords/Technical terms
Provide up to a maximum of ten specific keywords or descriptive technical terms/methodologies that best describe the scientific and technical aspects of your project.

NOTE: Enter one keyword or technical term per line.

9. Responsiveness statement
Provide a statement addressing the appropriateness of the application to this funding opportunity.

Format: Your responsiveness statement should not exceed 1000 characters (including spaces).

NOTE: tips for copying and pasting formatted text into the rich text editor
STEP 2: COMPLETE YOUR LOI

10a. Response to previous critique (re-applications only)

Reminder: Investigators who are submitting a revised grant application that was unsuccessful at the full application stage in the previous CCSRI Quality of Life Grant competition can submit either an "Initial" application or a "Re-Application".

A "Re-Application" allows investigators the opportunity to offer a response to the previous full application review or indicate what improvements have been made as a result of the critiques. This response must not be more than 4200 characters (including spaces) in length.

If you choose to respond to the previous critique, copies of the scientific officer’s report and unabridged reviews must be attached using item 10b in the application (the following page).

If you choose not to respond to the critique, the application will be reviewed as an “Initial” submission.

NOTE: tips for copying and pasting formatted text into the rich text editor

10-b. Scientific Officer and reviewer reports (re-applications only)

If you are submitting your proposal as a re-application, attach the original, complete version of the scientific officer’s report and unabridged reviews from the full application panel review generated from EGrAMS in PDF format. Do not re-format or alter the original reviews in any way.

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-previous_reviews].

11. Proposal

Provide an overview of the proposed project which should include the following:

1. the specific research question to be addressed
2. background and scientific rationale
3. design and methodology
4. relevance of the proposed research to this program

Format: Your proposal should not exceed 8,500 characters (including spaces), or roughly two full pages, single spaced.
Figures, tables, charts and their associated legends \textbf{must NOT be embedded in the text}. For information regarding accompanying figures, tables, charts and associated legends, see item 14.

\textbf{NOTE: tips for copying and pasting formatted text into the rich text editor}

To insert special characters you must use Alt codes or the special character tool in EGrAMS \textit{and not} Symbol font. Copying text from Word for Greek or French characters using Symbol font will result in these special characters being lost (usually converted to some other letter). For example, in the case of \( \mu \), this will be converted to a lower case \( m \).

Please describe the roles and responsibilities of the research team.

\textbf{Format:} Your research team description \textbf{should not exceed 4200 characters} (including spaces), or roughly one full page, single spaced.

\textbf{NOTE: tips for copying and pasting formatted text into the rich text editor}

Assemble your figures, tables, charts and associated legends into one PDF document, \textbf{not to exceed 3 pages in length and 5 MB in size}.

Eligible figures, tables and charts include graphs or diagrams displaying data or non-data schematics/flow diagrams. Tables should be used to display data only and not include descriptions of how work will be carried out (e.g. description of team responsibilities, research plan, etc.), these descriptions should be included within the proposal.

Legends must be limited to providing only the information necessary to understand the associated figure or table and must not be used as a means of circumventing the proposal's character limitations. Margin limitations do not apply. Font size should not be smaller than 10 point.

\textbf{Naming convention:} Note that the file name will auto populate the Attachment Title, please use the following format: [\textit{lastname\_firstname\_figures}].
NOTE: format for document attachments

All 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.

Optional. Applicants are cautioned to include all essential information within their proposal (item 11 – Proposal) as reviewers are not obligated to review the appendices. Appendices will normally be used to present reprints, preprints or manuscripts. Additional photographic or other graphical material may also be presented at the discretion of the applicant. Out of consideration for the reviewers, it is requested that applicants reasonably limit the size and number of appendices. (Reminder: use PDF format, and limit file size to 5 MB.)

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-appendix].

Format: Attach one document in PDF format outlining your preliminary proposed budget, including annual totals. Detailed line items are not required for the LOI. The budget may be up to $300,000 per grant over a two or three year period. Indirect costs are not considered eligible expenses.

Naming convention Note that the file name will auto populate the Attachment Title, please use the following format: [lastname_firstname-budget].

Item 18 Reviewer recommendation: Many applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

Item 19 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. Please note that any exclusions you list will be viewable to all panel members assigned to review your application.
STEP 2: COMPLETE YOUR LOI

Responses are to be limited to the scope of the proposed research for the duration of the proposed term. This information is used for statistical/reporting purposes and will not be used as part of the scientific review of the application. Select the research focus of the proposal.

Select the research subject(s). Be sure to check at least one item.

Select a maximum of three cancer sites where the research will be most relevant. Indicate the degree of relevance (percentage). The total should equal 100%. Only use the Details description field to describe the site if you have selected Other as a site.

**Note:** Do not enter a % sign with your percentage, only enter the number.

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.cfm).

The CCSRI may be able to secure additional funding from other sources. Applicants are asked to declare their willingness to allow the CCSRI to provide minimal details of their grant to potential donors.
STEP 3: VALIDATE AND SUBMIT YOUR APPLICATION

Step 3: Validate and submit your application

I. Validation

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

a) Validate the full application

b) Validate one section at a time

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

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

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

1. If errors are found, a dialogue box will open with details.
   - Click the + symbol under the +Info heading for information about the cause and solution of the error.
   - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.
2. To view the dialogue box with the list of errors again, click the **Errors** button:
   - **Note:** The list of errors will not be updated to reflect any corrections you’ve made until you click **Save** and then **Validate** again.

3. When all errors are resolved for every section, click the **Close** button to exit the application:
II. Preview and submission

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

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

3. Errors can be corrected through the menu.

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

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

NOTE: errors cannot be corrected within the preview screen

If any errors are found, you will have to exit the preview (click the Close button in the upper right corner of the screen) and return to your application in order to correct them. (Reminder: how to access your application for editing.)
STEP 3: VALIDATE AND SUBMIT YOUR APPLICATION

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

III. Confirmation

Once your application is submitted, a confirmation e-mail will be sent to you by the EGrAMS system.
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 Edit button.

Delete an application

Problem: I need to delete my application.

Solution: Go to the Application workbench, click the X button, click OK in the pop-up.
APPENDIX A: The application interface

I. Navigation

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

1. **Tab banner** – The application is divided into several sections (e.g. Background, Applicant Info, Proposal, etc.). The section names are displayed as tabs in a banner at the top of every page on the application. The section names will vary depending on the competition.

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** – Many sections (tabs) will consist of several pages of content. You can navigate within a section by clicking on the arrow buttons that sit just above the **Hide Instructions** label. When you come to the last page of a section, clicking the advance arrow will take you to the first page of the next 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.

   If a file has been uploaded to a page, a paperclip icon will appear to the right of 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.
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.

![Image of the Save, Validate, Errors buttons]

**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.

![Image of 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

On pages of the application where you are required to enter text blocks, you can format your text with the rich text editor, in the same way you would format text in a word processing program such as 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
APPENDIX A: THE APPLICATION INTERFACE

- include bulleted and/or numbered lists
- preview your text in a full screen window

NOTE: copying and pasting formatted text
Text that has been formatted in a word processor can be copied and pasted into the form, and formatting will be preserved, including special characters inserted using Alt codes. The use of the 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). For more information refer to the document Using the EGrAMS rich text editor.

VI. Exit

In order to exit the application and access the Application workbench again, you must click the Close button on the application. If you’ve forgotten to save your work before clicking the Close button, the system will prompt you to do so.
APPENDIX B: Update your profile

To access your profile for updating, from the Application workbench, click the edit button.

1. Make any changes required – consult the definitions of all data fields for assistance.

2. Click OK at the bottom right corner of the screen to save your changes.

Troubleshooting tip: 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.
APPENDIX B: UPDATE YOUR PROFILE

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.

**Address Line 1:** Use this line to indicate your department or faculty/division (e.g. “Dept. of Immunology” or “Faculty of Nursing” where there is no department).

**Address Line 2:** Use this line to indicate your institution.

**Address Line 3-5:** 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.

**Host 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:

![Search method](image)
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.