

Tipsheet for research supervisors: completing your portion of an application

Applicants to the Canadian Cancer Society (CCS) travel award competitions require supporting documentation from their research supervisor(s) before their application can be submitted.

In completing your portion of the application, you will be asked to upload a **letter of reference** for the applicant that addresses the following points:

- start and completion dates of MD/PhD (if applicable)
- in your experience, their rank amongst their peers
- their productivity, initiative and independence
- their ability to express ideas and communicate scientific findings
- their impact on the program and why they are well-positioned to succeed with this program
- the potential of the candidate to become a leader in cancer research
- their commitment to cancer research
- the candidate's role in your research program/environment
- details of other travel funds, including source and amount (if applicable).

Please note that applicants cannot view reference letters attached to their application.

Once you have the letter ready (it must be in PDF format), follow these instructions to fulfill the research supervisor's section of the online application:

Page 1: Basic information

1. Copy the URL (website address) that was included in your e-mail notification and paste it into your web browser.
2. The following page will be displayed. Click the **Save** → (save and advance to the next screen) button:
 - The text on this page is auto-populated from information provided by the applicant and cannot be altered by you.

Research Supervisor Application... 2013

Applicant: A. Smith
Application: Travel Award

Supervisor

Save Validate Errors

Show Documents X Close Show Tree

14.a. Supervisor Hide Instructions

This section has been completed by the applicant based on information given when designating a supervisor. Confirm these entries by clicking Save or Save and continue. If this information is incorrect, exit this screen and ask the applicant to correct the supervisor information that has been given.

Last name	Test
First name	Jane
Department	Microbiology
Institution	Queen's University

Page 2: areas of expertise

Enter up to 10 keywords or phrases (one word or phrase per line) that best describe your areas of research expertise, and click **Save** ➔ (save and advance to the next screen):



Troubleshooting tip: delete a keyword/phrase from the list

If you need to delete an item after you've saved your entries, click the ✕ next to the item you wish to delete, and then click **Save** ➔ again.

Page 3: publications

Provide the information requested and click **Save** ➔.

The screenshot shows a web application interface for a 'Student Travel Award'. The top section contains fields for 'Applicant: Joe Test' and 'Program: Student Travel Award - 2010 - September'. Below this is a 'Supervisor' field. A toolbar includes buttons for 'Spell', 'Save', 'Save +', 'Validate', 'Errors', and 'PDF'. The main section is titled '14.c. Publications' and contains the instruction: 'Include a list of your five most significant publications in the last 5 years'. Below the instruction is a text input field with '1 characters' entered. A rich text editor toolbar is visible below the input field, with three icons circled in red: a magnifying glass, a bold 'B' icon, and a circular arrow icon. Three red arrows point from these icons to text boxes below the toolbar:

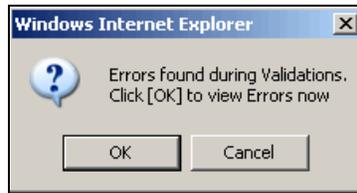
- Preview the full text of your entry in a separate window
- Place mouse pointer over icon for description of the function it performs
- Click to open selection of special characters

Page 4: letter of reference for the applicant

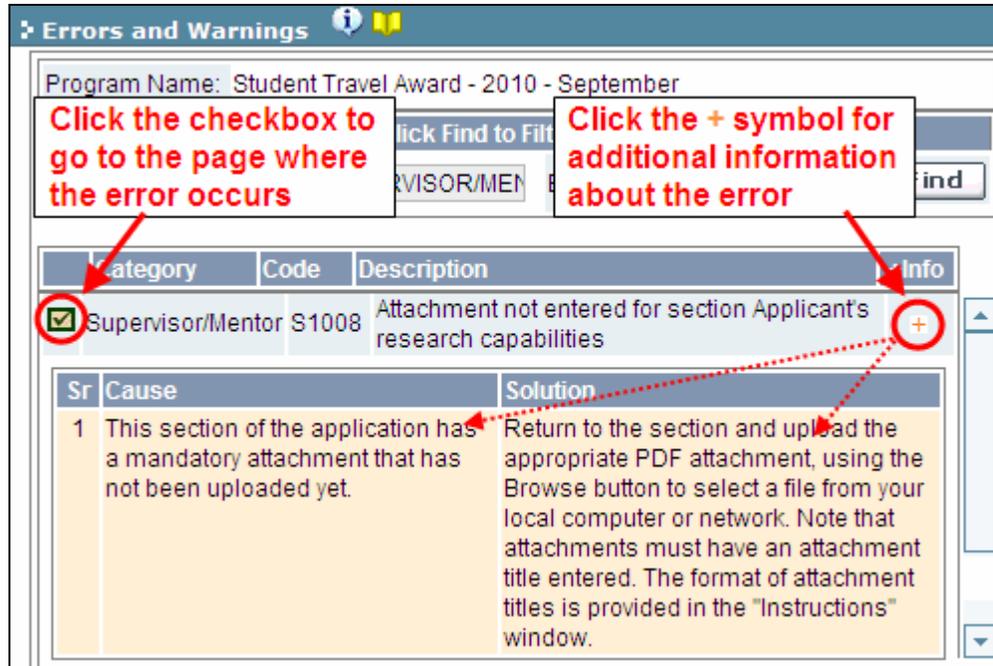
1. For the file name, please use the following naming convention:
applicant-name_your-name_supervisor
(e.g. joe-smith_mary-jones_supervisor)
2. Click **Browse** and locate and select the file on your computer.
3. Click the **Save** ➔ button and advance to the next screen.

If there are no errors, you will see a pop-up advising “You have successfully acknowledged this application”. Click Ok.

If you do not see this pop-up, click **Validate** to check for errors. If you've missed anything or made any errors, you'll see this error message:



When you click **OK**, a pop-up dialogue box will open, detailing the errors identified through the validation:



Make any corrections necessary, click **Save** ➔, when your work is error-free, you will see a pop-up advising "You have successfully acknowledged this application". Click Ok.

If you have any questions regarding this process, contact egrams@cancer.ca.