



Canadian Cancer Society
Société canadienne
du cancer

KNOWLEDGE TO ACTION GRANTS ABSTRACT REGISTRATION GUIDE KTA-17

Canadian Cancer Society Research Institute

February 27, 2017
Version 1

Knowledge to Action Grants abstract registration guide

Three easy steps

1. [Create your application](#)
2. [Complete your abstract registration](#)
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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 **Knowledge to Action Grants - 2017** program under the Funding opportunities section on the left.
3. The **Project ID** will default to KTA-17 (the **Grant Program** code).
4. Enter the full project title into the **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 your Host Institution there.

The screenshot shows the 'Application Workbench' interface. On the left, there are navigation panels for 'Programs you've applied to (0)', 'Funding opportunities (5)', and 'Your profile'. The main area displays the 'Application workbench' for 'TRV13-1 Travel Awards 1 - 2013'. A table lists applications with columns for 'Set', 'Project ID', 'Title', 'Institution', 'Save', 'Status', 'Delete', 'Errors', and 'App.'. The 'Title' field is empty, and the 'Institution' field contains 'Canadian Cancer Society'. Three red callout boxes with numbered circles 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  button to select the appropriate institution from the lookup box' points to the dropdown arrow in the 'Institution' field. 3. 'Click the  button' points to the save icon in the 'Save' column.

5. Click the  button.

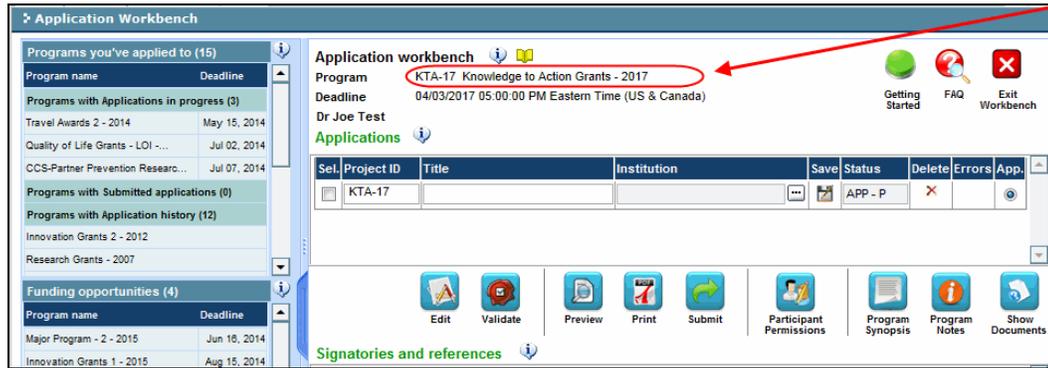
Note that each investigator can submit only ONE application as Principal Investigator/Co-Principal Investigator per competition and that there must not be substantial (more than 50%) overlap with any pending application (including those that the abstract or Letter of Intent submission stage) to any other CCSRI program as of this competition due date.

Abstract registration must be completed in order to submit a full application.

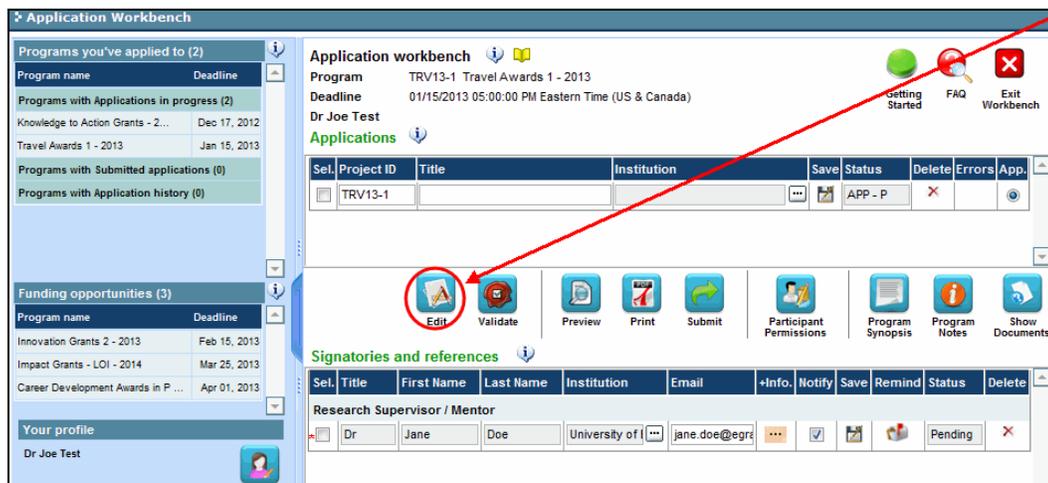
Step 2: Complete your abstract registration

I. Access the application

1. Ensure that **Knowledge to Action Grants – 2017** is selected in the workbench:
 - if not selected, click the program name on the left



2. Click the  button to access the application:



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, etc.) consult [Appendix A: Understanding the application interface](#).

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION

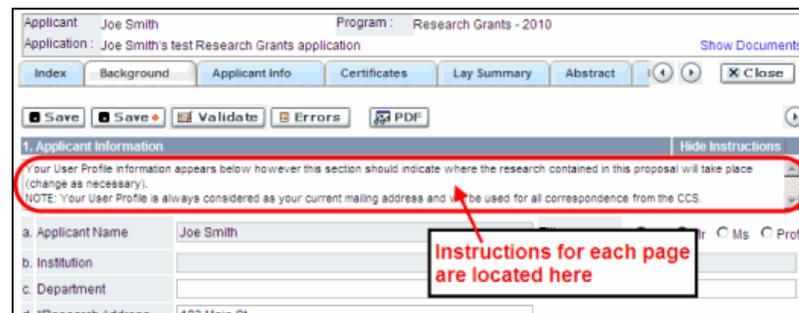
Note: Abstract registration only requires submission of the Background, Abstract, Panel and Tracking sections. These sections appear in blue. Orange sections are not required (and cannot be saved) until the full application submission.



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](#)

Abstract

- [15 Scientific abstract](#)
- [16 Keywords/technical terms](#)
- [17 Responsiveness statement](#)

Panel

Tracking

- [33a Research focus](#)
- [33b Research subject](#)
- [33c Cancer site relevance](#)
- [33d Common Scientific Outline \(CSO\)](#)

Release

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION



1. Applicant Information

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



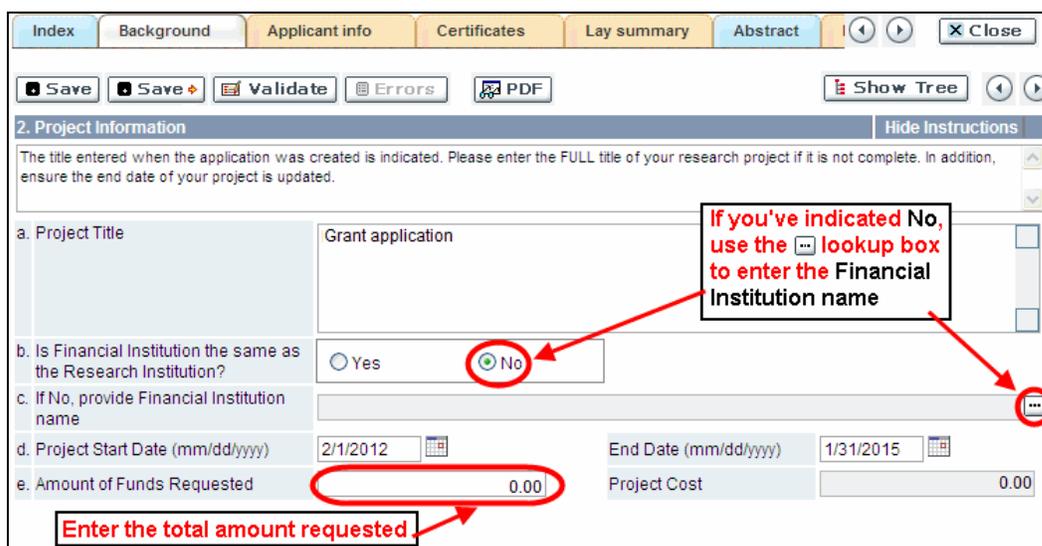
2. Project Information

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.

Project date: The start and end dates must match the program funding period of November 1 to October 31.

Amount of funds requested: This figure will default to 0, please enter the expected amount for this project. **Note that the maximum contribution that the Canadian Cancer Society will make towards a project is \$100,000.**



The screenshot shows the '2. Project Information' form. It includes a navigation bar with tabs for Index, Background, Applicant info, Certificates, Lay summary, and Abstract. Below the navigation bar are buttons for Save, Save +, Validate, Errors, PDF, Show Tree, and Close. The form fields are:

- a. Project Title: Grant application
- b. Is Financial Institution the same as the Research Institution?: Yes, No
- c. If No, provide Financial Institution name: [lookup button]
- d. Project Start Date (mm/dd/yyyy): 2/1/2012, End Date (mm/dd/yyyy): 1/31/2015
- e. Amount of Funds Requested: 0.00, Project Cost: 0.00

Annotations in red:

- A box pointing to the 'No' radio button: "If you've indicated No, use the  lookup box to enter the Financial Institution name"
- A box pointing to the lookup button: "If you've indicated No, use the  lookup box to enter the Financial Institution name"
- A box pointing to the '0.00' field: "Enter the total amount requested."

Grant category: Applicants who have less than five (5) years of experience as an independent investigator are asked to select New Investigator as the grant category. This information is used for statistical purposes only.

Type of Application: A Re-application is defined as a revised version of a submission that was unsuccessful in a previous Knowledge to Action competition. You must respond to the reviews related to your most recent Knowledge to Action Grant submission.

Language: Complete the entire application in one language only. Note for applications submitted in French - all review panels are conducted in English. French language reviewers will be secured as required. It should be noted that securing appropriate

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION

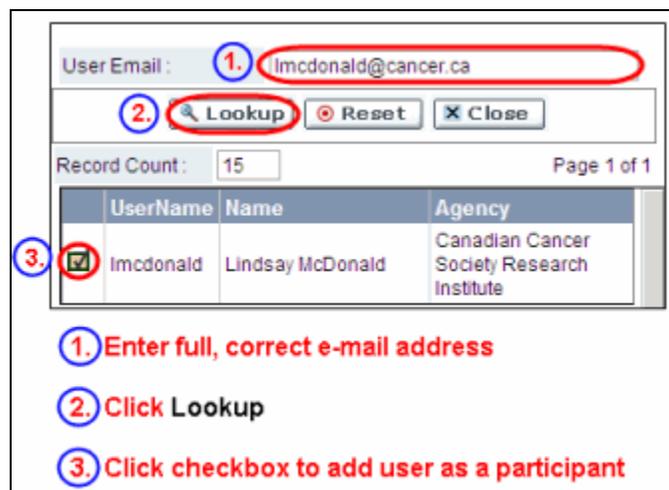
reviewers to address language and scientific content can be difficult. Those submitting in French are therefore required to provide the names of at least 5 impartial reviewers who are able to review in French and who have the necessary expertise to critically evaluate the application.



3. Participants

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:



UserName	Name	Agency
<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 for each participant to ensure proper identification of conflicts of interests during the peer review process.

Financial Officer

Provide the name and e-mail address of your institution's financial officer who would be responsible for the administration of this research grant and to whom all correspondence about the accounting should be sent. Once the name is entered, the mailing address will auto-populate. (Note that this is a mandatory requirement; all applications must include a Financial Officer entered as a Participant.)

Co-Principal Investigators and Co-Applicants

Co-Principal Investigators and Co-Applicants are recognized as 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 categories can include Adjunct Professors or Status only appointments. These categories **may not include** graduate students, postdoctoral fellows, research associates, technical support staff, or investigators based outside of Canada. Individuals are not eligible to receive salary support from a grant.

Additional Authors

Additional Authors are recognized as other individuals who will make substantial

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION

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-Principal Investigators or Co-Applicants. Students, postdoctoral fellows, research associates, lay contributors and investigators based outside of Canada may be included in this category. Students, postdoctoral fellows and research assistants are eligible to receive salary support from a grant. Investigators based outside of Canada or others that you do not wish to name on the grant can be included as collaborators in the full application. Collaborators should not be listed as Additional Authors.

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.

The screenshot shows a web application interface with several tabs: Index, Background, Applicant info, Certificates, Lay summary, Abstract, and Close. Below the tabs are buttons for Save, Save and move forward (circled in red), Validate, Errors, and PDF. A 'Show Tree' button is also present. The main content area is titled '3. Participants' and includes instructions: 'Enter the financial officer and any Co-participant is an EGrAMS user, use the field provided as the search criteria. The form will be auto-populated with their contact information.' Below this is a form with fields for Contact Type (AA), EGrAMS Login, Title (Dr, Mr, Ms, Prof), Name, Department, Institution, and Address 1 and 2. A dropdown menu button (three dots) is circled in red next to the 'Additional Author' contact type, with a callout box pointing to it that says 'Use the ... button to locate participants who have already registered in the system'.

Abstract

15. Scientific abstract

The detailed scientific abstract will be examined by the panel as an integral part of the application. Abstract registrations will be reviewed and those that are not considered appropriate for this funding opportunity will be triaged. It will be used by the Panel Chair(s) 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](#)

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION

Abstract

16. 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.

Abstract

17. 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](#)

Panel

30. Panel recommendation 31. Reviewer recommendation 32. Reviewer exclusions

Item 31 Reviewer recommendation: Some applications are sent to other experts for additional review (external reviewers). Applicants must suggest the names of at least 3 (5 if submitting application in French) impartial reviewers who have the necessary expertise to critically evaluate the application and with whom you do not collaborate.

Item 32 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.**

Tracking

33.a. Research focus

Responses are to be limited to the scope of the proposed research for the duration of the proposed term. This information is used for panel composition and 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.

Tracking

33.b. Research subject

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

STEP 2: COMPLETE YOUR ABSTRACT REGISTRATION

Tracking

33.c. Cancer site relevance

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.

Tracking

33.d. 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.cfm>).

Release

34. Release form

The 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.

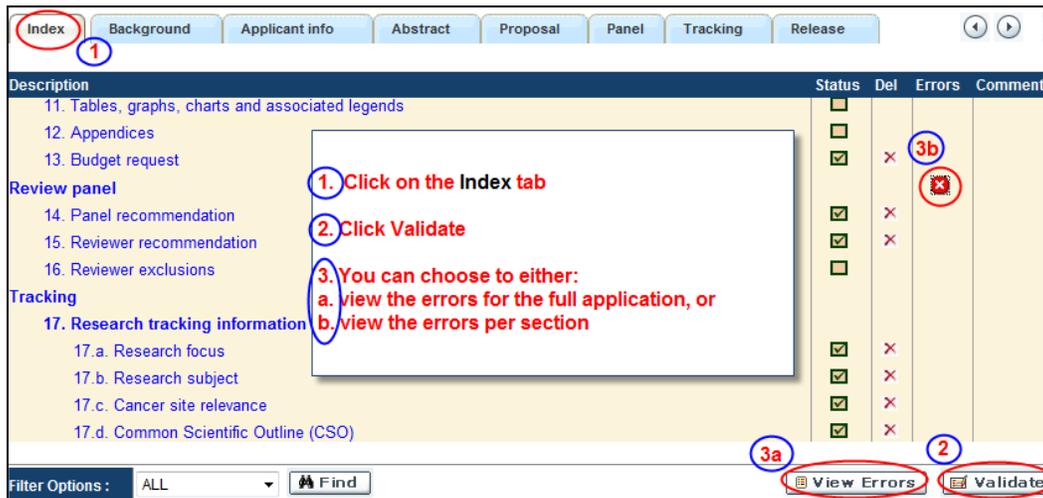


Click the button to watch a video tutorial on **validating your application**

Step 3: Validate and submit your abstract registration

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, Budget, etc.) of the application. Sections are identified as tabs in the banner across the top of the application.

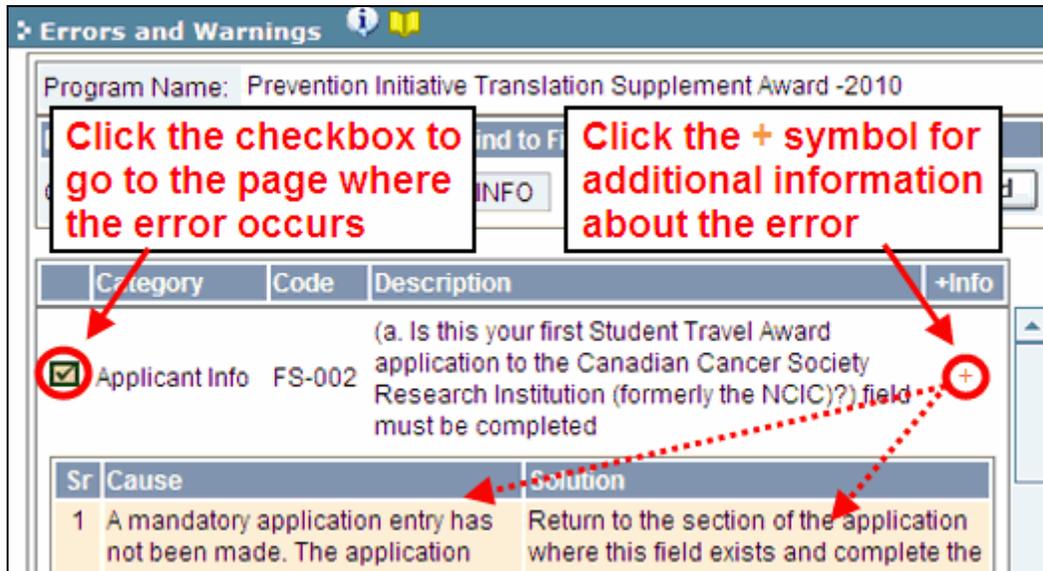
Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



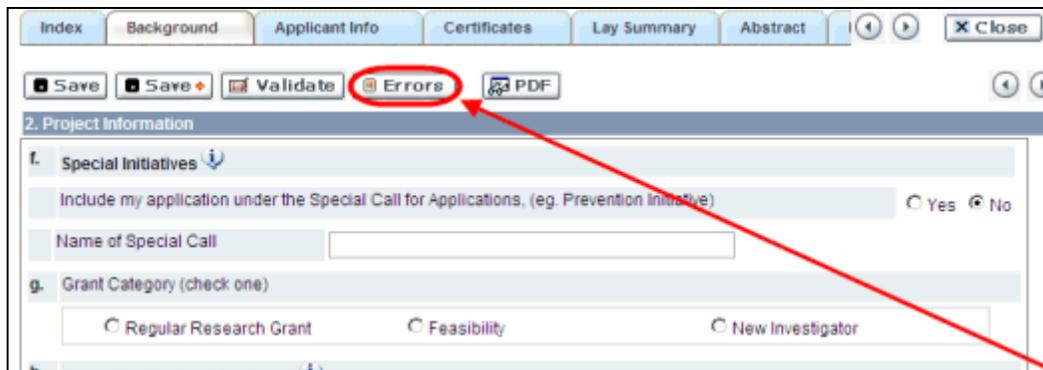
For both type a) and b) validation, follow the below instructions:

- 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.

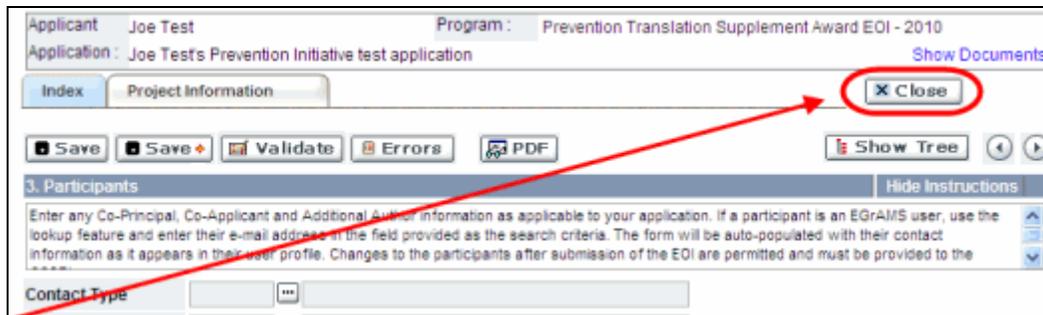
STEP 3: SUBMIT YOUR ABSTRACT REGISTRATION



- 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.



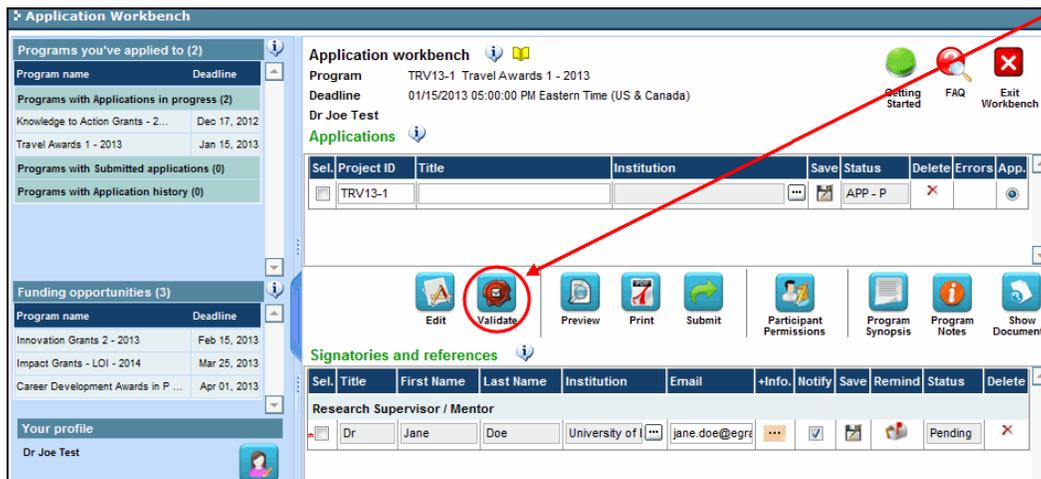
- When all errors are resolved for every section, click the **Close** button to exit the application:



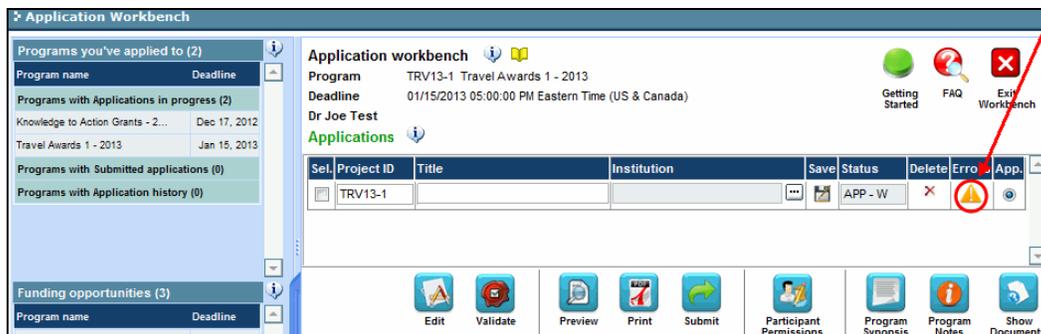
STEP 3: SUBMIT YOUR ABSTRACT REGISTRATION

I. 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.

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

II. 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  button.

Application Workbench

Program name: 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			

Signatories and references

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

Your profile
 Dr Joe Test
 Designation: Associate Professor
 Host Institution: Canadian Cancer Society
 Phone: (504) 555-5555
 E-mail: joe.test@egrms.com
 Last updated: 11/13/2012 12:57:19 PM

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.

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.

TROUBLESHOOTING

Application Workbench

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
Research Supervisor / Mentor											
<input type="checkbox"/>	Dr	Jane	Doe	University of I	jane.doe@egri		<input checked="" type="checkbox"/>			Pending	

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

Buttons: Edit, Validate, Preview, Print, Submit, Participant Permissions, Program Synopsis, Program Notes, Show Documents

Top right icons: Getting Started, FAQ, Exit Workbench



Click the button to watch a video tutorial on navigating the application

APPENDIX A: The application interface

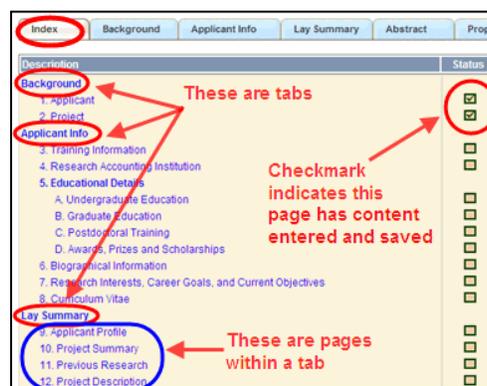
I. Navigation

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



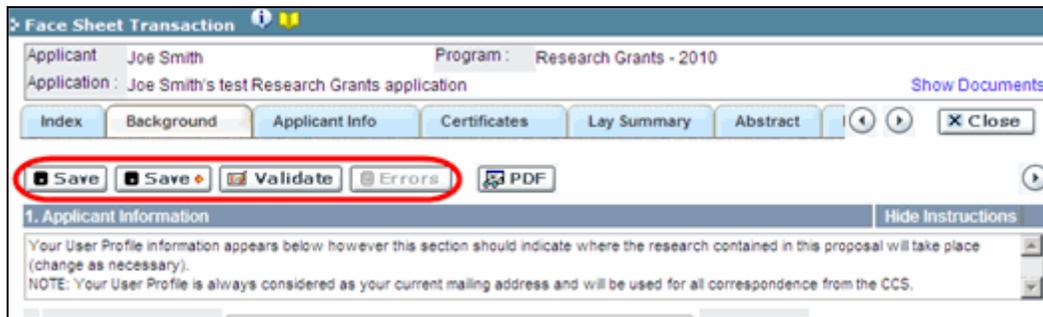
- 1. Tab banner** – The application is divided into several sections (e.g. Background, Applicant Info, Certificates, Lay Summary, etc.). The section names are displayed as tabs in a banner at the top of every page on the application. **Note that Abstract registration only requires submission of the Background, Abstract, Panel and Tracking sections. These sections appear in blue. Orange sections are not required (and cannot be saved) until the full application submission.**
- 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. Items in blue are 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.



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.

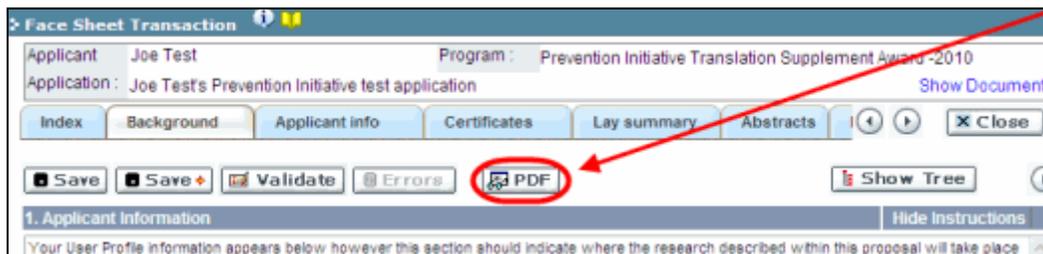
If you try to advance to the next page without saving your work, the system will prompt you to do so.

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 abstract registration](#).

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**.

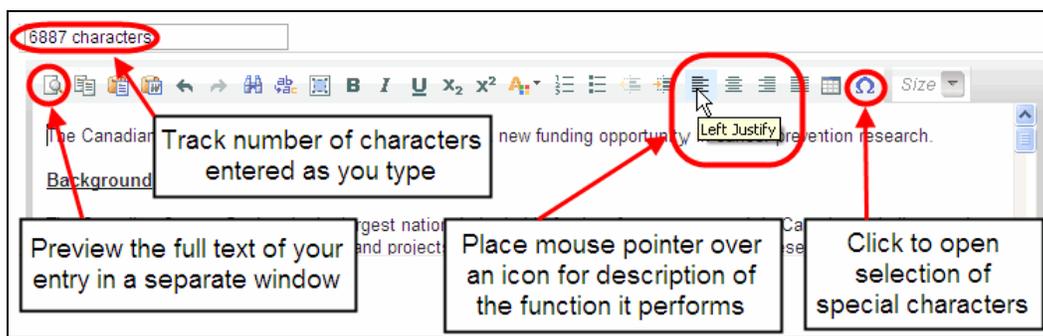
IV. The rich text editor

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](#).

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.

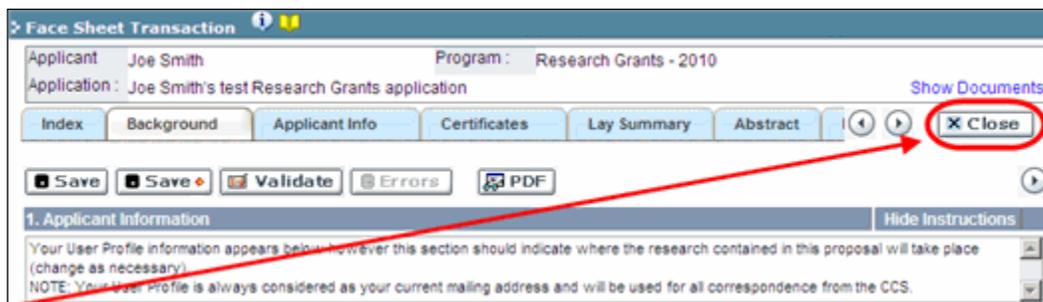


Use the rich text editor to:

- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
 - character limitations on 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

V. Exit

In order to exit the application and access the main menu 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.

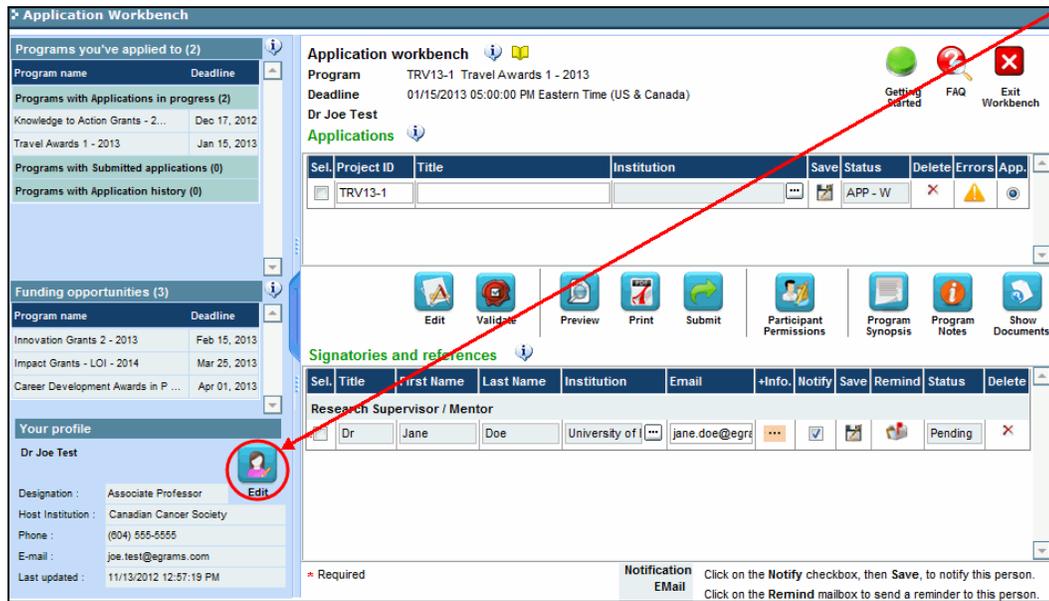




Click the button to watch a video tutorial

APPENDIX B: Update your profile

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

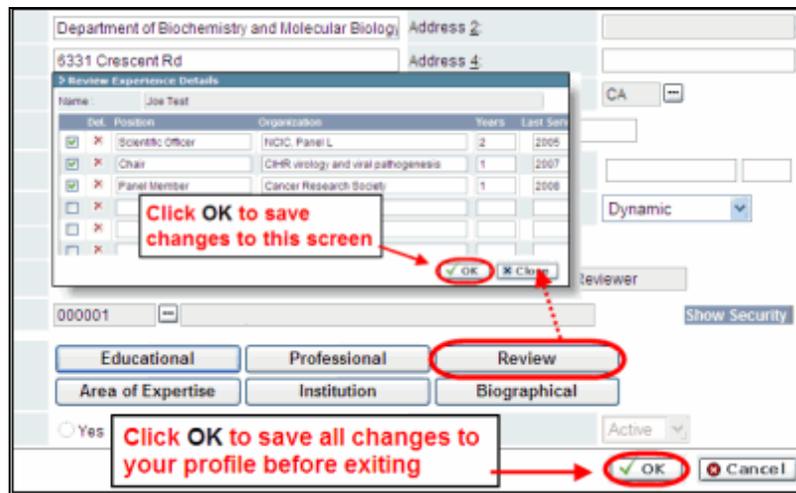


2. Make any changes required – consult the [definitions of all data fields](#) for assistance.
3. Click **OK** at the bottom right corner of the screen to save your changes



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.



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 egrms@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:

Record Count: Page 1 of 2

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

Enter a string of letters from the name of the institution, followed by the % sign.
You can also use the % sign before the string of letters, to increase search results (i.e. %que%)

Department: 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 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.

APPENDIX B: UPDATE YOUR PROFILE

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 web form for updating a profile. At the top, there is a field for 'Host Institution' with a dropdown arrow and a 'Hide Security' button circled in red. Below this are two sets of 'Security Question' and 'Security Answer' fields, each with a dropdown arrow. At the bottom, there is an 'Additional Info.' section with a grid of buttons: 'Educational', 'Professional', 'Review', 'Area of Expertise', 'Institution', and 'Biographical'. A red oval highlights the bottom row of buttons, and a red arrow points from the 'Hide Security' button to the 'Security Question 1' field.