



Canadian
Cancer
Society

EMERGING SCHOLAR AWARD LETTER OF INTENT (LOI) GUIDE ESALOI-21

Canadian Cancer Society

November 25, 2020
Version 1

Before starting your application, please review the following eligibility requirements:

At the time of the award start date (January 1, 2021), applicants:

- must be scientists or clinician scientists who hold a full-time appointment at an eligible Canadian research institution.
- must be within 5 years* from the start of their first independent academic appointment (minimum assistant professor level, or equivalent).
- must have (a) firm faculty appointment(s).
- must not be current recipients of awards aimed at advancing the career development of early career investigators (i.e. Canada Research Chairs).

*Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be described in Section 5. Justified career interruptions will not be included in the calculation of the five-year eligibility window.

There is a limit of one Emerging Scholar Award application per Principal Investigator in a competition, and only one can be held by a Principal Investigator at any given time.

There must not be substantive overlap (more than 50%) with any pending application (including those at the registration, abstract or Letter of Intent submission stage) to any other CCS program as of the due date.

Emerging Scholar Award Letter of Intent (ESALOI-21) guide

Three easy steps

1. [Create your application](#)
2. [Complete your Letter of Intent](#)
3. [Submit your Letter of Intent](#)

Troubleshooting

- [Host Institution field is empty or incorrect, and lookup button does not work](#)
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Additional information

- [Appendix A: Understanding the application interface](#)
- [Appendix B: Update your profile](#)

ESALOI-21 Submission Checklist

We strongly encourage applicants to validate their applications at least a week prior to the submission deadline to ensure there is ample time to address any validation errors. You will not be able to submit your LOI until all validation errors are cleared.

Are you ready to submit? Answer the following questions to find out. Note that these questions are not meant to be comprehensive; please refer to the specific sections for complete instructions.

- Do you meet all the eligibility requirements? See the **Emerging Scholar Award** program description on cancer.ca/research for details.
- Does your application have a title?
- Do your responses meet the character limit for each section?
- Do your attachments meet the required format and naming convention?
- Have you listed all your research team participants in Section 3?
- Does your CV follow the required format?
- Do you have any special characters in your scientific abstract and proposal? Ensure you use Alt codes or the special character tool in EGrAMS. 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). Graphs, figures and tables must not be included in the proposal.
- Have you uploaded your host institution's letter of commitment and support in Section 11?
- Have you listed all references cited within your proposal in Section 13?
- Do you wish to include any figures, tables, graphs or charts in your submission? Does your attachment meet the required format (PDF, maximum 2 pages and 5 MB in size)?
- Have you uploaded your one-page budget request in Section 15? Does it reflect the information provided in Section 2?

If you have any questions, please contact the CCS Research Department at research@cancer.ca. For technical concerns, please contact egramps@cancer.ca.

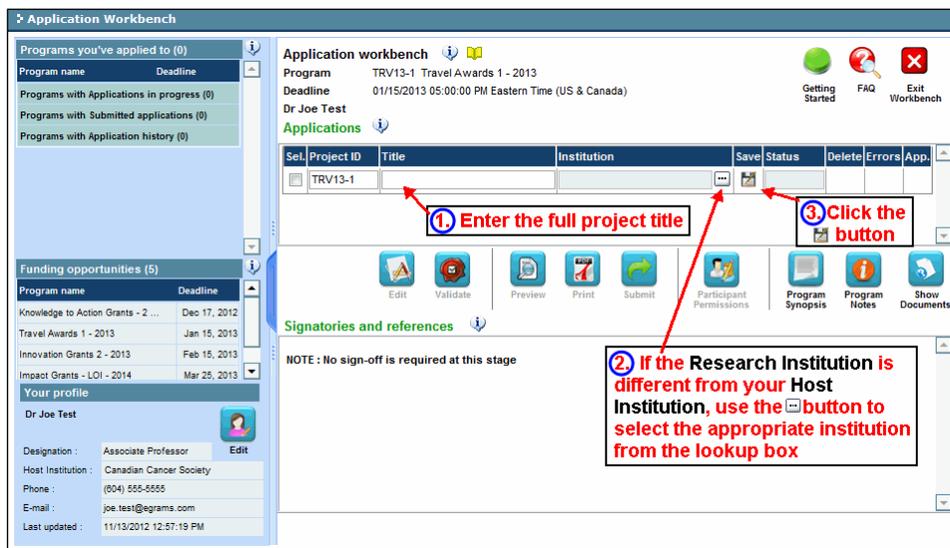
All applications must be submitted through the online application system ([EGrAMS](#)) by **5p.m. EST on the deadline date**. Submissions will not be accepted beyond these times.

Step 1: Create your application

1. Log in to [EGrAMS](#) to access the home screen/**Application workbench**.
2. Click the **Emerging Scholar Award - LOI - 2021** program under the Funding opportunities section on the left
3. The **Project ID** will default to ESALOI-21 (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.



5. Click the  button.

REMINDER:

There is a limit of one Emerging Scholar Award application per Principal Investigator, and only one can be held by a Principal Investigator at any given time.

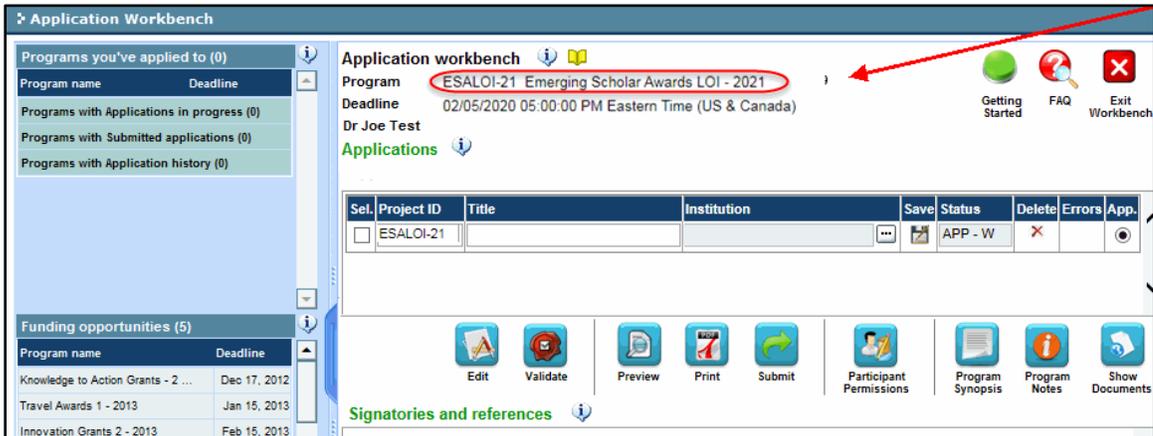
There must not be substantive overlap (more than 50%) with any pending application (including those at the registration, abstract or Letter of Intent submission stage) to any other CCS program as of the due date. Duplicate applications will not be accepted. The onus is on the applicant to indicate the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

STEP 2: COMPLETE YOUR LOI

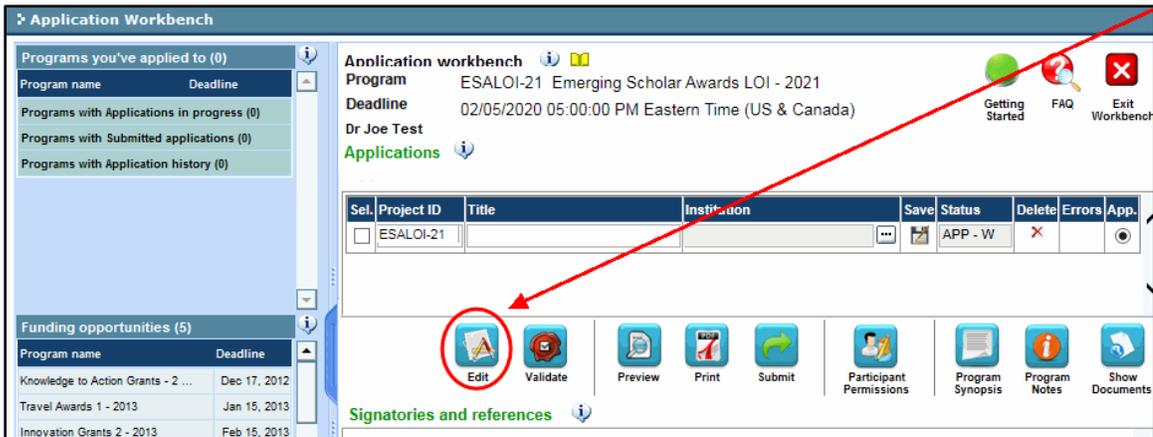
Step 2: Complete your LOI

I. Access the application

1. Ensure that **Emerging Scholar Award LOI – 2021** 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, consult [Appendix A: Understanding the application interface](#).

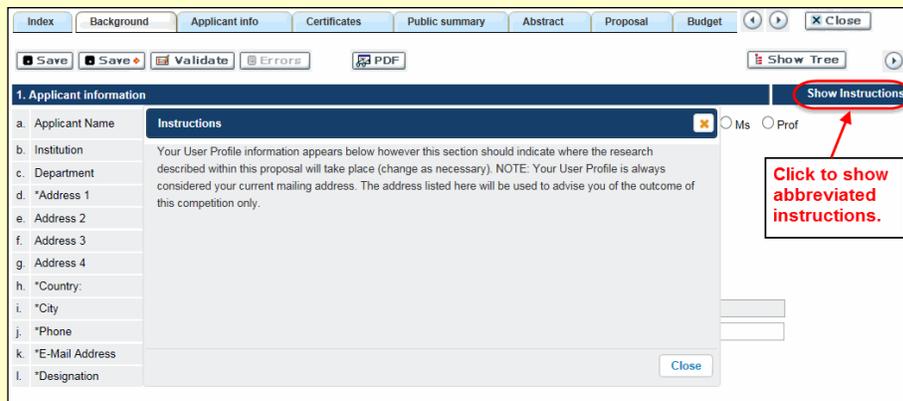
NOTE: Format for attachments

All attachments (e.g. CVs, figures, tables and charts, etc.) **must be in PDF format and must not exceed 5 MB in size**. EGrAMS will reject documents that do not meet these standards.

NOTE: abbreviated instructions within the application

Abbreviated instructions are provided within the application. Click 'Show Instructions' to access them.

These are not meant to be comprehensive – please use the Application Guide to ensure your application is completed correctly.



III. Quick links to page-by-page instructions

Background

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- [3 Participants](#)

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STEP 2: COMPLETE YOUR LOI

Background

1. Applicant information

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

Background

2. Project information

Project title: The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.

Financial institution: If the institution 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 January 1 to December 31.

Grant category: New Investigator is selected.

Type of application: Initial Application is selected.

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. Applicants who are submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and who have the expertise to critically evaluate the application.

Special calls: Select at least ONE. Refer to the ESA program description on cancer.ca/research for more information.

Background

3. Participants

Add any **Co-Applicants, Additional Authors and Collaborators** who will be part of the research team. CVs are not required for the LOI but will be requested at the full application stage.

The Emerging Scholar Award is aimed at establishing and advancing the independent research programs of early career researchers. Co-Applicants, Additional Authors and Collaborators may be part of the research team, but it is expected that the proposed project will be led by the early career researcher applicant. Inclusion of Co-PIs is not permitted for this award. Additional authors who will be supported through the ESA grant must be part of the PI's immediate research team.

EGrAMS Login: If your colleagues have already created a user profile EGrAMS, 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, enter the required information into the form manually.

STEP 2: COMPLETE YOUR LOI

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

Record Count : 15 Page 1 of 1

	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/affiliation, for each participant to ensure proper identification of conflicts of interests during the peer review process.

Co-Applicants

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 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 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.

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

Collaborators

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

Adding multiple participants:

After you've completed the form for the first participant on your team, click the save and continue arrow () to add the rest of your team members. When you've

STEP 2: COMPLETE YOUR LOI

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, and Abstract. Below the tabs are buttons for Save, Save +, Validate, Errors, and PDF. The 'Save +' button is circled in red. A callout box points to it with the text: "Click the Save and move forward button to add another participant". Below this is a section titled "3. Participants" with instructions: "Enter Co-Principal, Co-Applicant and... feature and enter their e-mail address... appears in their user profile." There is a "Hide Instructions" button. Below the instructions is a form with fields for Contact Type, a. EGrAMS Login, b. *Name, c. Department, d. Institution, e. Address I, f. Address III, g. City, Province, and Postal Code. A dropdown menu icon (three dots) is circled in red, and a callout box points to it 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, following the format below.

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.

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](#)

Required format and content:

Your CV should be in PDF format, not exceeding 3 single-spaced pages containing the following information:

- i. academic degrees
- ii. details of employment since graduation

In addition, the following can be included (not part of the 3-page limit):

- i. list of publications during the last 5 full-time, or equivalent, working years*. Publication lists may include manuscripts in preparation or manuscripts submitted. Highlight relevant publications to this submission.
- ii. grant support received in the past 5 years

* Career interruptions including, but not limited to, maternal and paternal leaves, extended sick leaves, medical leaves and family care will be considered, but must be

STEP 2: COMPLETE YOUR LOI

described in Section 5. Justified career interruptions will not be included in the calculation of the five-year window.

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

Applicant info

5. *Justification for Career Interruptions

Describe any career interruptions or delays that may have impacted your academic career and research productivity. Please include the start and end dates of each period described (yyyy/mm). If not applicable, please indicate this in the form.

Format: Your justification **should not exceed 1250 characters** (including spaces). Note that the character count may be different when copying text from Word due to formatting.

Applicant info

6. Application and Career stage

This section is mandatory and plays no part in the review or funding of an application. The data is used for statistical and communications purposes only.

Abstract

7. *Scientific abstract

The scientific abstract will be used to assign the application to the most appropriate expert reviewers.

Content: Your scientific 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 that the character count may be different when copying text from Word due to formatting.

NOTE: [tips for copying and pasting formatted text into the rich text editor](#)

Abstract

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.

Enter one keyword or technical term per line.

9. *Impact statement

Impact on the research field and community:

Describe how your project will promote significant advancements in your area of cancer research. In addition, describe how your proposed research and expected outcomes will be of strategic value to your research institution and province.

Format: Your impact statement **should not exceed 2100 characters** (including spaces), or roughly half a page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

Impact on career development:

Describe how the Emerging Scholar Award will impact your career development and how it will enable you to become a future leader in cancer research in Canada and internationally. Describe immediate benefits that would become available as a direct result of the funding (ie. how the award will help build research capacity within your team, provide career development opportunities and mentorship for you and your trainees etc.).

Format: Your impact statement **should not exceed 2100 characters** (including spaces), or roughly half a page, single spaced. Note that the character count may be different when copying text from Word due to formatting.

10. *Proposal

Provide an overview of your project, which should include the following:

1. the aim(s) of the project
2. experimental design and methodology
3. relevance of the proposed research to cancer

Format: Your proposal **should not exceed 8,500 characters** (including spaces), or roughly two full pages, single spaced. Note that the character count may be different when copying text from Word due to formatting.

Figures, tables, charts and their associated legends **must NOT be embedded in the text**. For information regarding accompanying figures, tables, charts and associated legends, see [item 14 – Tables, graphs, charts and associated legends](#).

Abbreviations: Abbreviations must be initially explained within the proposal. A list of abbreviations, if included, count towards the 8,500 limit.

NOTE:

To insert special characters, you must use Alt codes or the special character tool in EGrAMS 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 μ , this will be converted to a lower case m.

Proposal

11. *Host Institution's Commitment and Support

Upload a one-page letter of commitment and support from your Host Institution including the following:

- a. confirmation that the applicant holds a firm appointment
- b. confirmation that at least 75% of the applicant's time will be allocated to cancer research
- c. description of the research environment, resources and mentoring support available to the applicant. In particular, detailed information on the following are 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; and strategies that will be employed by the host institution to support the applicant in securing research funding (i.e. guidance on grant application development)
- d. confirmation that the host institution will provide the applicant access to an internal peer review process led by senior investigator colleagues during the tenure of the award, at a minimum.

Proposal

12. *Research Team

Please describe the roles and responsibilities of the research team, including Co-Applicants, Additional Authors and Collaborators who will be involved in the project.

Format: Your research team description **should not exceed 4200 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

13. *References

Provide a list of references cited within the proposal. A standard reference style is recommended (e.g. first author, article title, journal title, date of publication, volume, issue, location (pagination)).

Proposal

14. Tables, graphs, charts and associated legends

STEP 2: COMPLETE YOUR LOI

Assemble and appropriately label your figures, graphs, charts and legends into one PDF document (**maximum of 2 pages and 5MB in size**). Font size should not be smaller than 10 point. EGrAMS will reject documents that do not meet these standards.

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

Naming convention: Note that the file name will auto populate the Attachment Title, please use the following format: [\[lastname_firstname-figures\]](#).

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](#)

Proposal

15. *Budget request

Format: Attach a one-page PDF containing an overview of your preliminary proposed budget. Detailed line items are not required for the LOI.

Funding up to \$100,000/year will be provided to support the direct costs of research, including supplies, salaries (trainees and research support staff), and equipment associated with the proposed work. An additional \$20,000/year can be used for buy-out time from clinical and teaching duties (clinician scientist applicants only) or professional development. Equipment requests cannot exceed 10% of the requested budget. Indirect costs are not eligible.

Year 1 refers to the first term of the grant (ie. January 1, 2021 – December 31, 2021).

The following is an example of the level of detail expected:

Category	Year 1	Year 2	Year 3	Year 4	Year 5
Supplies and Expenses (including conference travel)	\$	\$	\$	\$	\$
Salaries and Wages	\$	\$	\$	\$	\$
Clinical or teaching buy-out funds/ Professional development	\$	\$	\$	\$	\$
Permanent Equipment	\$				
Total	\$	\$	\$	\$	\$

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

Panel

16. Panel recommendation 17. Reviewer recommendation 18. Reviewer exclusions

Item 16 Panel recommendation: Emerging Award Scholar panel is selected.

Item 17 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 expertise to critically evaluate the application and with whom you do not collaborate.

Item 18 Reviewer exclusions: Applicants may also suggest individuals they would prefer not be contacted as potential reviewers (panel members and/or external reviewers); the reason for exclusion must be provided. **Any exclusions you list will not be viewable to the panel members assigned to review your application.**

Biographical

19. Biographical information

While completion of this section is mandatory, responses will be strictly confidential and will not be shared with the review panel. Aggregated and anonymized data will be used for program administration, statistical reporting and communications purposes only.

Tracking

20.a. 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 statistical/reporting purposes and will not be used as part of the scientific review of the application.

Tracking

20.b. Research subject

Select the research subject(s). At least one item must be selected.

Tracking

20.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.

STEP 2: COMPLETE YOUR LOI

Tracking

20.d. Common Scientific Outline (CSO)

Select a maximum of three 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

21. Release form

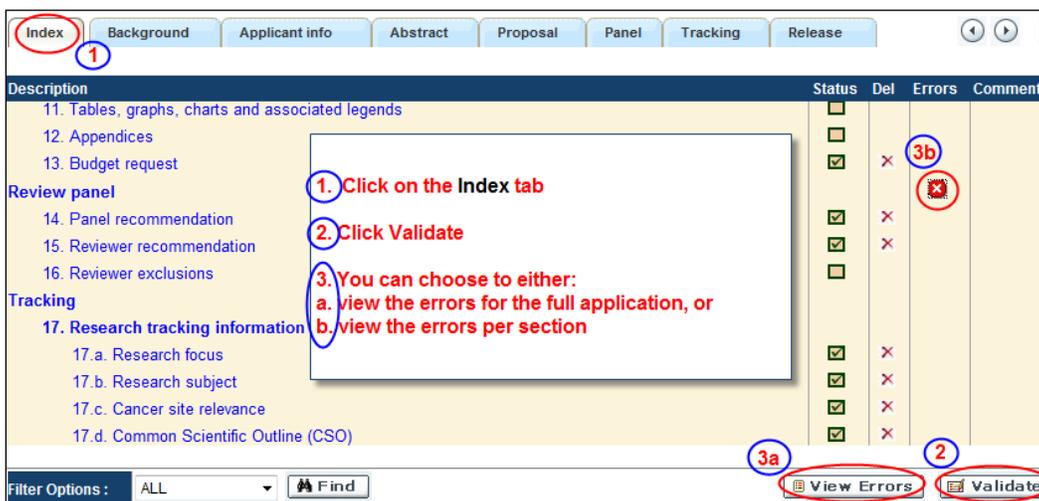
CCS depends on donor dollars to fund its grants. Applicants must declare their willingness to allow CCS to provide minimal details of their grant to potential donors/partners. For successful investigators, the grantee must declare their understanding that CCS will post competition results (PI, Host Institution, title, value of grant, lay summary) on our website and potentially include a lay summary of the progress and impact of the research in our reports to donors/the public, press releases, social media or other communications.

Step 3: Validate and submit your application

I. Validation

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

a) Validate the full application



b) Validate one section at a time

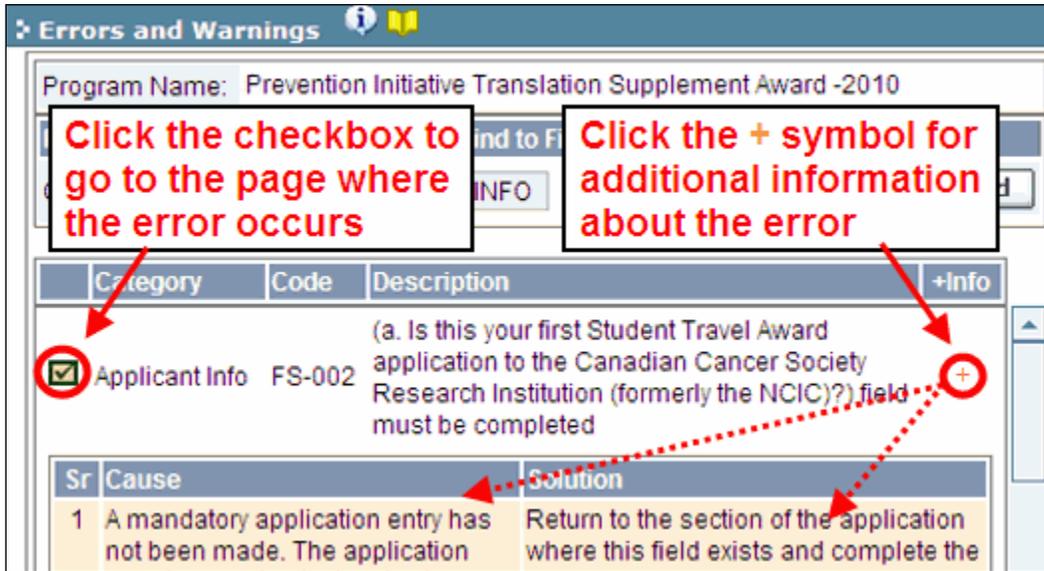
Sections are identified as tabs in the banner across the top of the application. Upon completion of all pages within a tab/section of the application, click the **Save** button. Next click the **Validate** button:



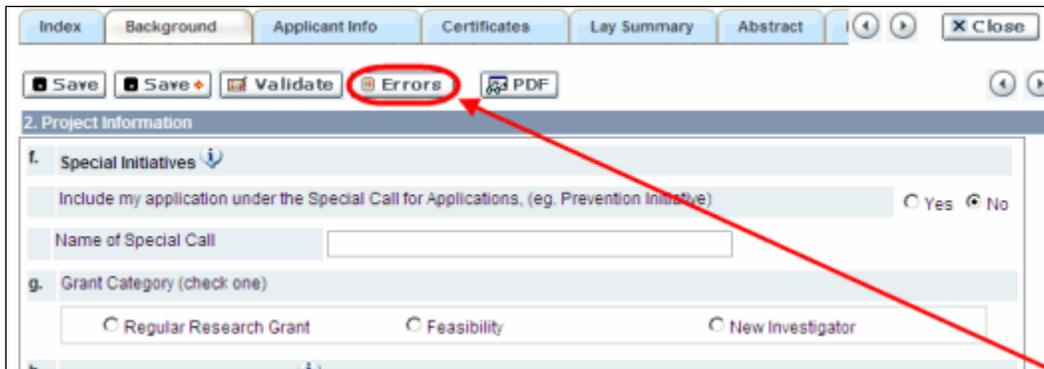
For both type a) and b) validation, follow the below instructions:

- 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 resolve the error.

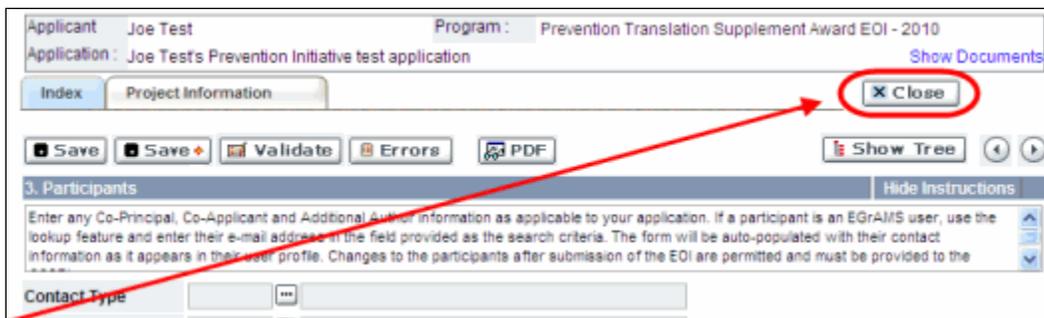
STEP 3: SUBMIT YOUR APPLICATION



- 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.



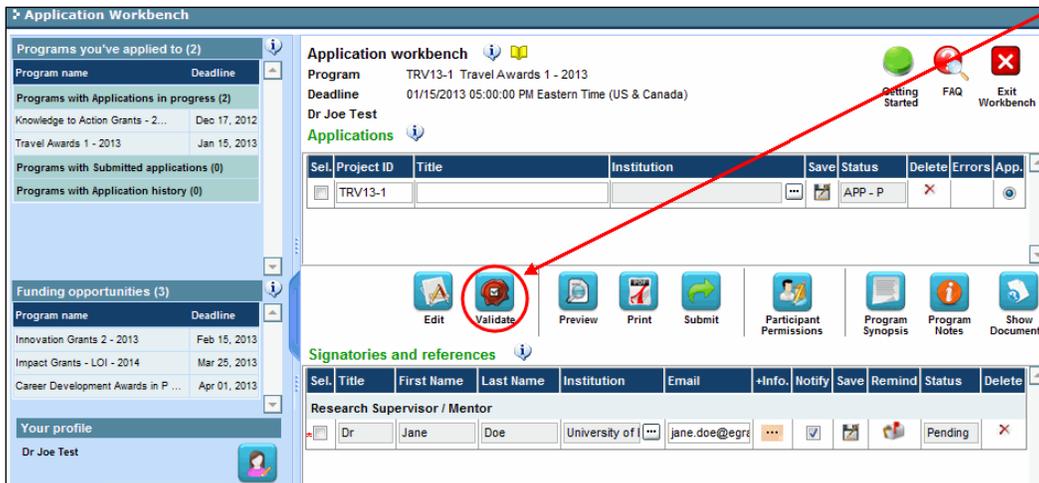
- When all errors are resolved for every section, click the **Close** button to exit the application:



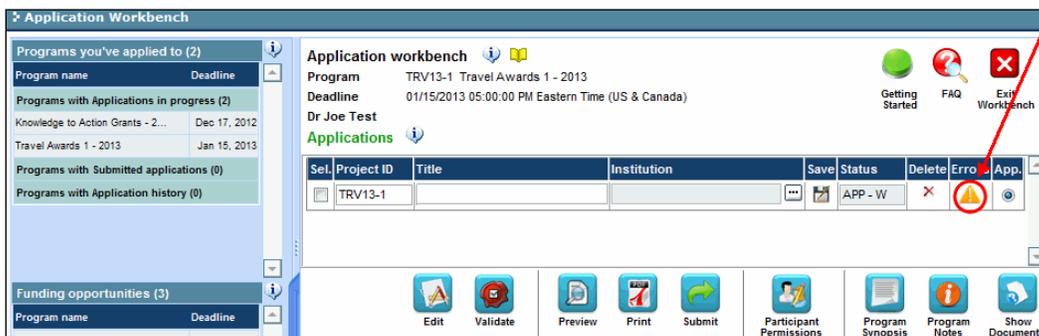
STEP 3: SUBMIT YOUR APPLICATION

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:



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 to correct them. (Reminder: [how to access your application for editing.](#))

STEP 3: SUBMIT YOUR APPLICATION

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

III. Confirmation

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

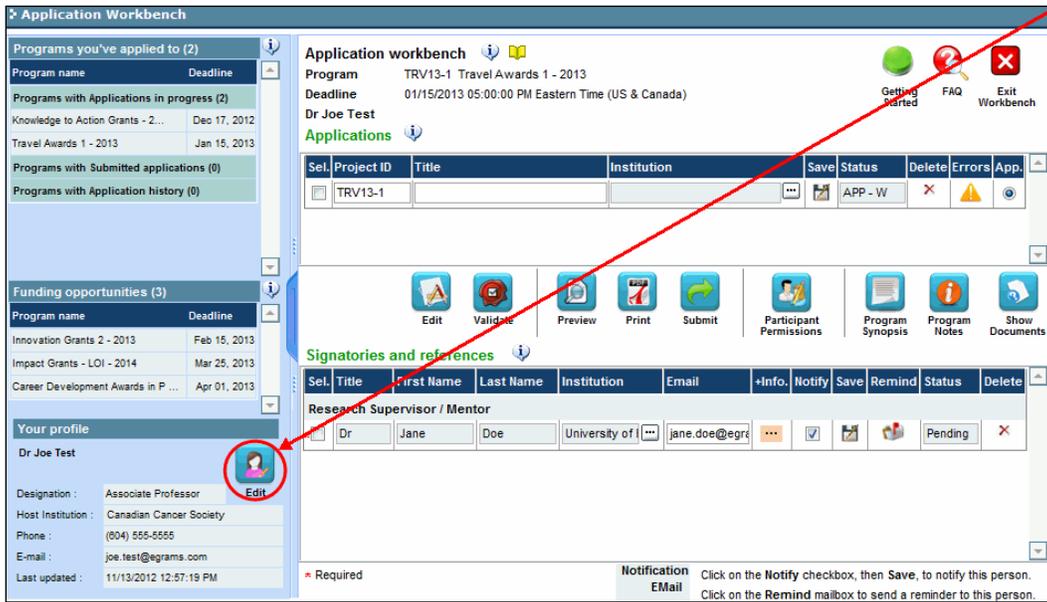
Troubleshooting

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.

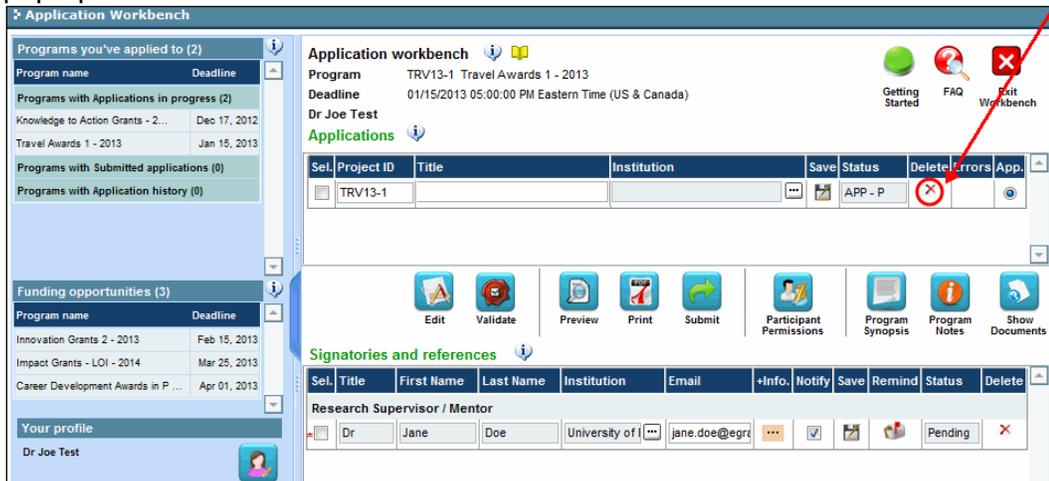
To update your profile: From the **Application workbench**, click the  button.



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.



APPENDIX A: The application interface

I. Navigation

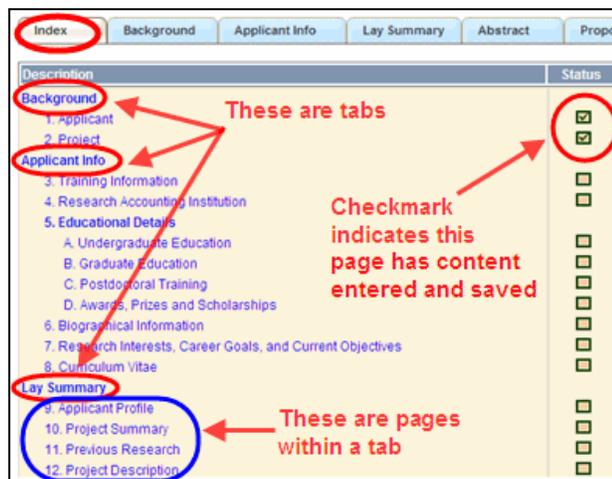
Use the tab banner and arrow buttons to navigate through your application:



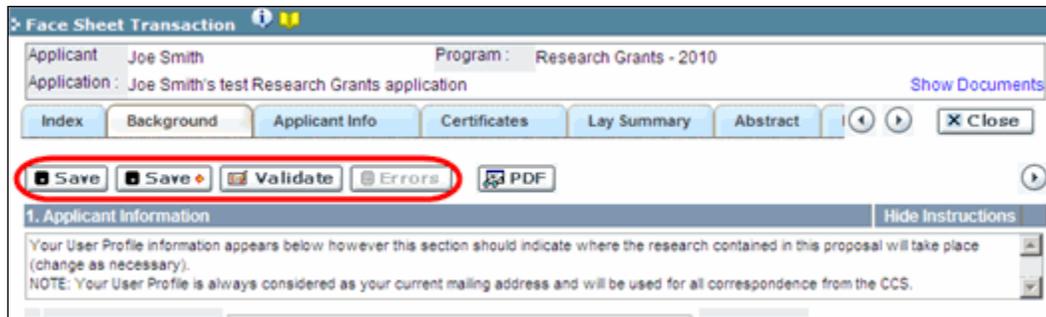
1. **Tab banner** – The different sections are displayed as tabs in a banner at the top of every page on the application.
2. **Current tab** – The current tab you are viewing is highlighted in white.
3. **Show more tabs** – You can manipulate the tab banner to show hidden tabs by clicking the left and right arrows located 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. View the document by clicking the paperclip.

Errors will show up in the index until you re-validate the application.



II. Save, Validate, Errors



Save

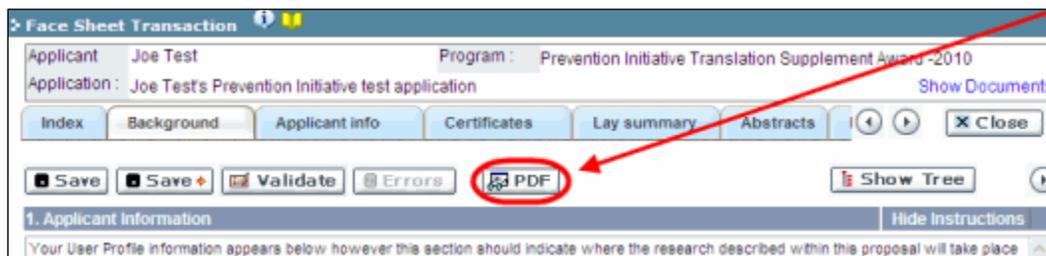
While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated, the first time you view that page of the application.

Validate and check for errors

For detailed instructions, consult [Step 3: Validate and submit your application.](#)

III. PDFs

Create a PDF of **the page you are currently visiting** by clicking the PDF button.

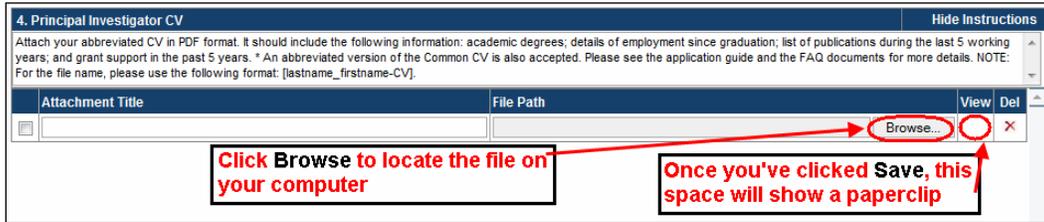


If you wish to create a PDF of your entire application, click the  button on the **Application workbench**.

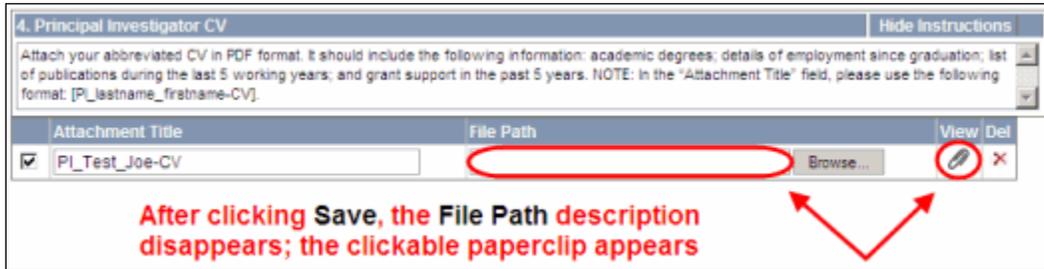
IV. Uploading document attachments

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.

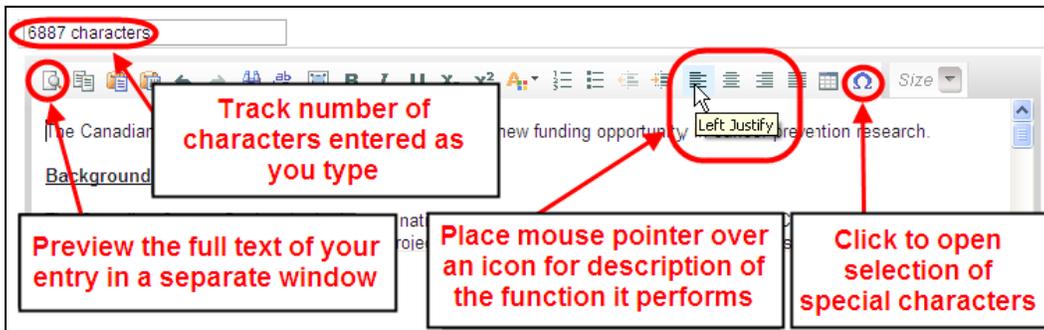
APPENDIX A: THE APPLICATION INTERFACE



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.



V. The rich text editor



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

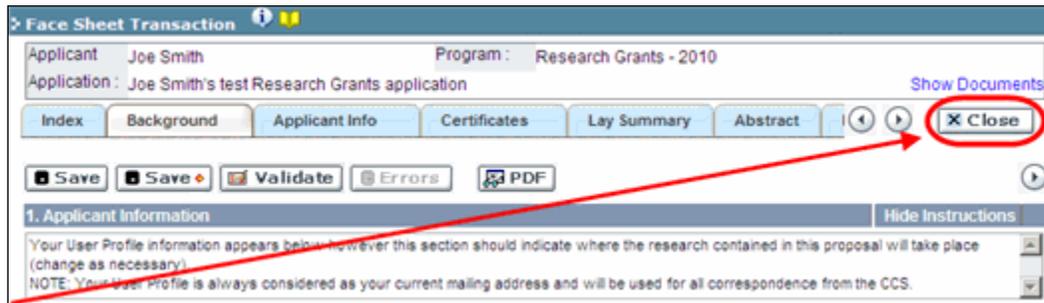
NOTE: copying and pasting formatted text

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](#).

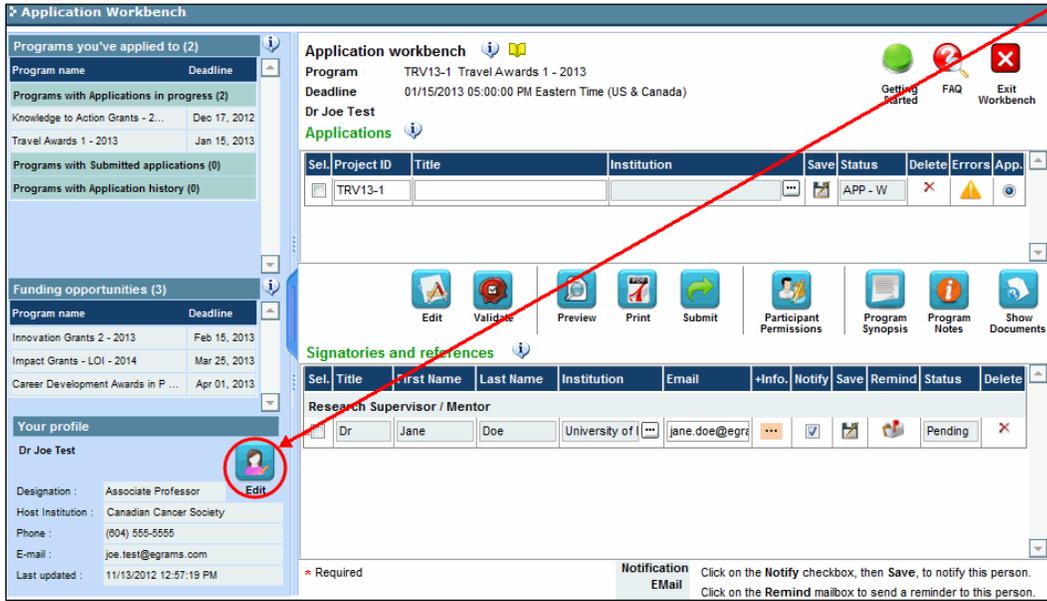
VI. Exit

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

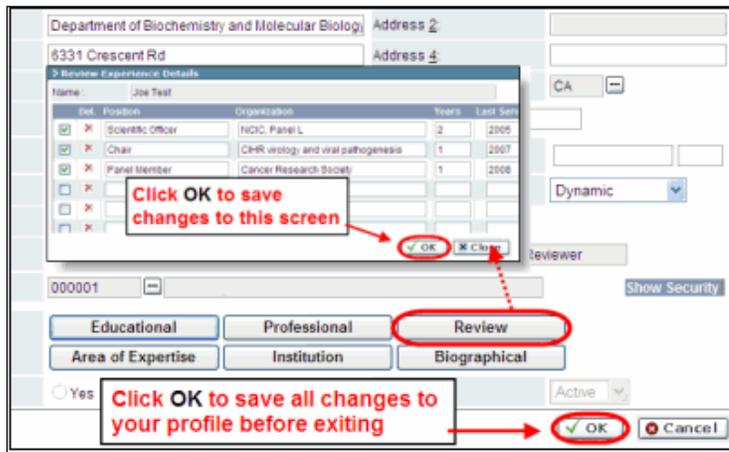
To access your profile for updating, from the **Application workbench**, click the  button.



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.



Interpreting the data fields

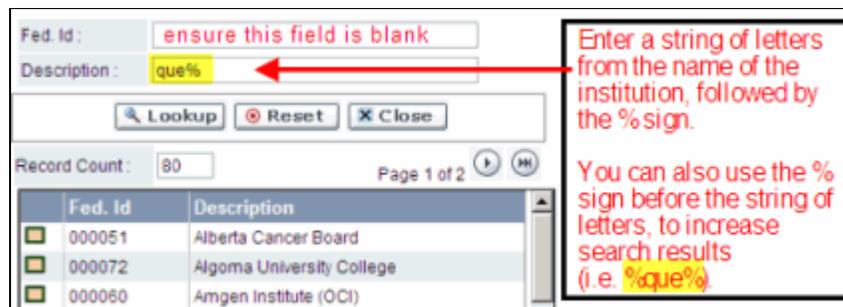
Login Name: Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2

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 egramps@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: 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.

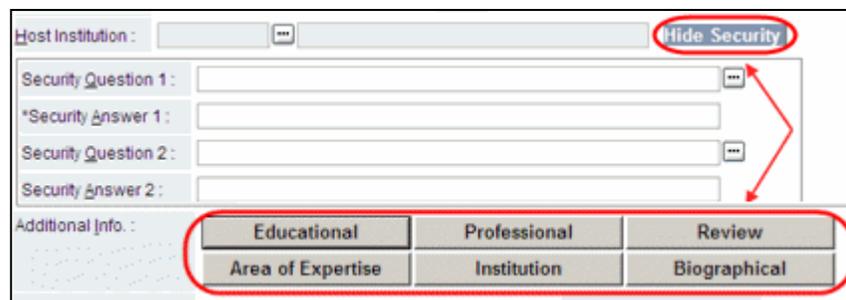
Role: Click on the  button, and select your role within the EGrAMS system:

- **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.

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  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 with the following elements:

- Host Institution:** A dropdown menu with a small square icon containing three dots.
- Hide Security:** A button circled in red, with a red arrow pointing to the Security Question 1 dropdown.
- Security Question 1:** A dropdown menu with a small square icon containing three dots.
- *Security Answer 1:** A text input field.
- Security Question 2:** A dropdown menu with a small square icon containing three dots.
- 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 entire section is circled in red.