IMPACT GRANTS
LETTER OF INTENT (LOI)
GUIDE
IMPLOI-21

Canadian Cancer Society

February 25, 2020
Version 1

Impact Grants Letter of Intent 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](#)
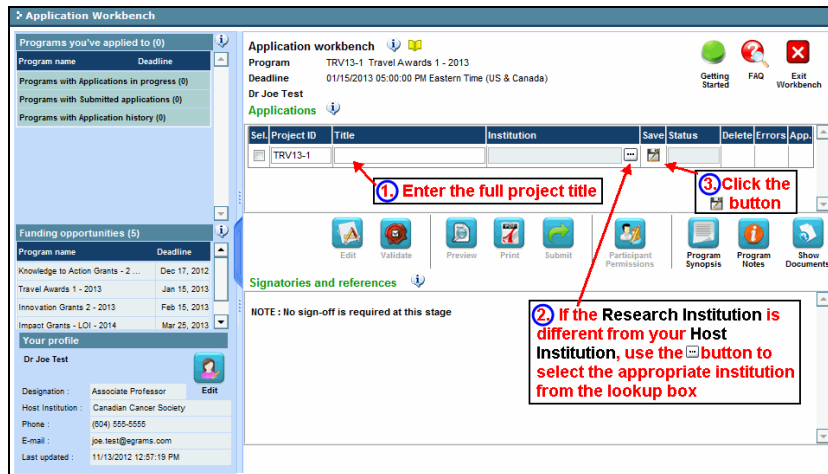- [Delete an application](#)

Additional information

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

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Step 1: Create your application

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

2. Click the **Impact Grants - LOI - 2021** program under the Funding opportunities section on the left

3. The **Project ID** will default to IMPLOI-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.
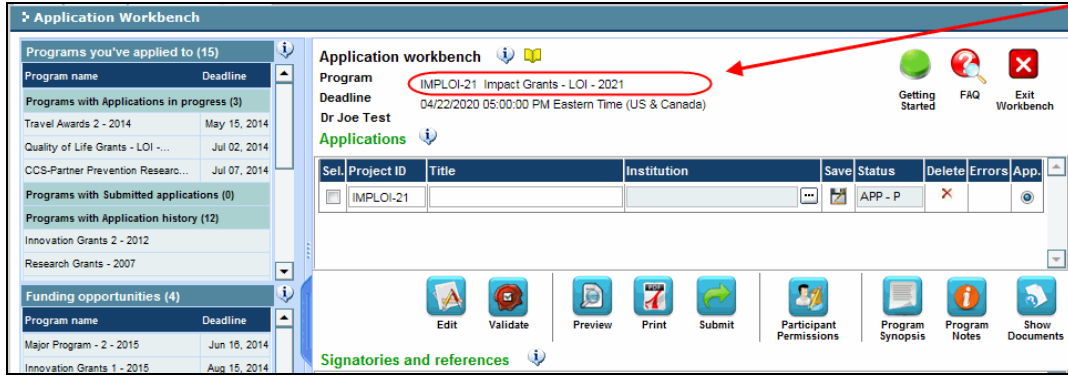

5. Click the 🔲 button.

REMINDER:
There is a limit of one Impact Grant application per Principal Investigator/Co-Principal Investigator in a competition, and only one can be held by a Principal Investigator/Co-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 and Prostate Cancer Canada research program, with the exception of Prostate Cancer Canada Implementation Research Grants 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.
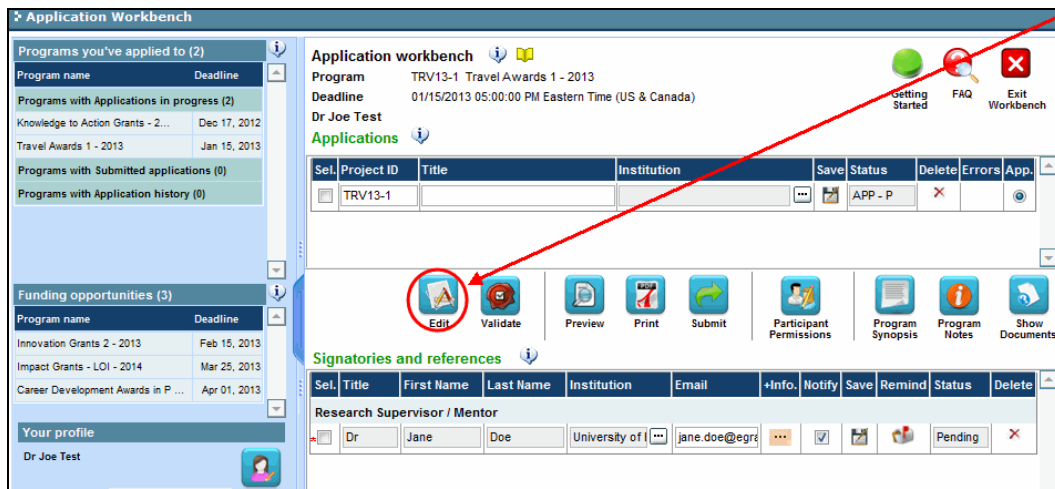
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Step 2: Complete your LOI

I. Access the application

1. Ensure that **Impact Grants LOI – 2021** is selected in the workbench:
   - if not selected, click the program name on the left

2. Click the [Edit] 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.
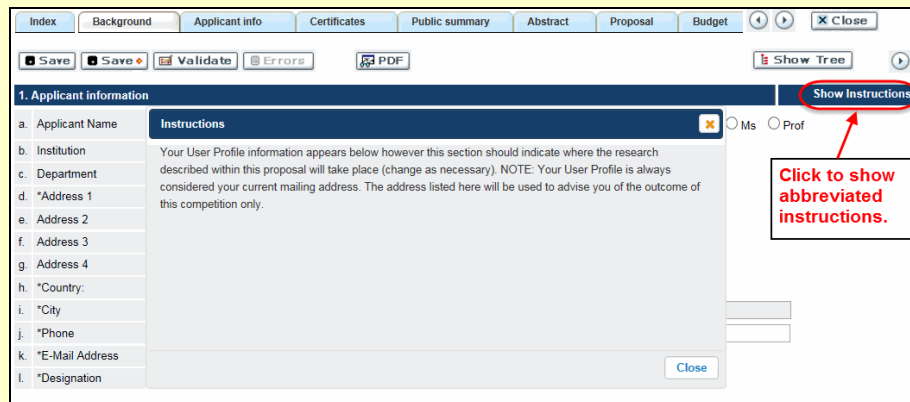
III. Quick links to page-by-page instructions

Background

[1 Applicant information](#)
[2 Project information](#)
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Panel

Biographical information

Tracking

Release

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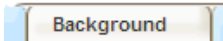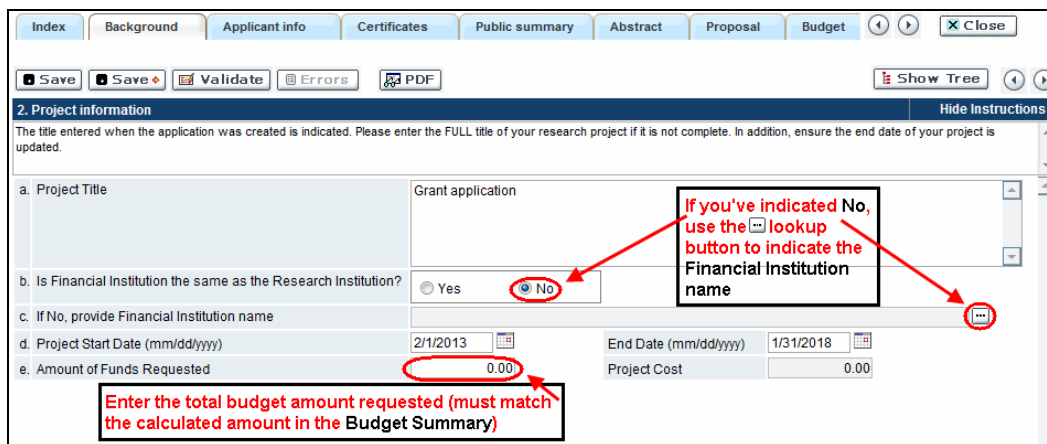

Project title: The title entered when the application was created is indicated. Please avoid typing in ALL CAPS.

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 February 1 to January 31.

Amount of funds requested: This figure will default to 0, please enter the expected amount for this project. This figure must match the total calculated budget for your application. (The total calculated budget is viewable on **Budget Summary** page within the Budget section.) **Note that the maximum contribution that the Canadian Cancer Society will make towards a project is $1,500,000.**

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 as a full application in an IMP competition

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within the last two years. You must respond to the reviews from *that* submission.

You are eligible to submit a Renewal application only if you are currently the holder of a CCS Impact Grant, and if the new proposal is a logical continuation of the current grant. If you submitted a Renewal application that was unsuccessful in the preceding IMP 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).

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 <u>at least 5</u> impartial reviewers who are able to review in French and who have the expertise to critically evaluate the application.

Special calls: Several special funding calls are available within the Impact Grant competition envelope. Applicants may indicate inclusion under more than one special call, as appropriate. Refer to the Impact Grant program description for more information.
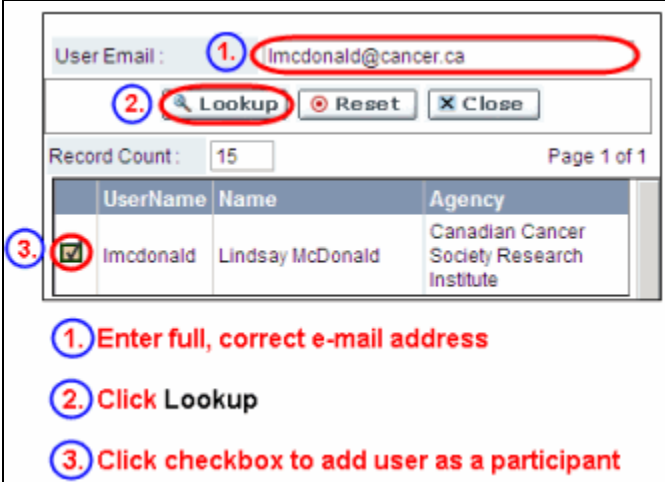
Add any **Co-Principal Investigators, Co-Applicants, Additional Authors and Collaborators** who will be part of the research team. Abbreviated CVs are required for Co-Principal Investigators for the LOI. CVs and letters of collaboration of the other participants will be requested at the full application stage.

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 in their user profile. If they are not in the system, enter the required information into the form.

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

Provide full addresses, including department name/affiliation for each participant to ensure proper identification of conflicts of interests during the peer review process.

Co-Principal Investigators and Co-Applicants
Co-Principal Investigators and Co-Applicants are 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.

Attach CV
Use the **Browse** button next to item (m) on the page to attach an abbreviated curriculum vitae (CV) for **any co-PIs**. Please note that co-PI CVs must use the same format and naming convention as outlined below for the PI CV. Abbreviated CVs must not exceed 3 pages.

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-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.

Collaborators

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

Adding multiple participants:

After you've completed the form for the first participant on your team, click the ⬛Save◆ button to add the rest of your team members. When you've completed the process, click the ⓘ button twice to move to the next page of the application.

4. *Principal Investigator CV

Attach an up-to-date, abbreviated CV (abbreviated NIH-style biosketch) following the template provided. CVs must not exceed 3 pages in total.

> **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

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

5. *Justification for Career Interruptions

Briefly 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.

Abstract

7. *Scientific abstract

The scientific abstract will be used to assign 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, including anticipated impact

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.

NOTE: Enter one keyword or technical term per line.

Abstract
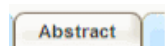
9. *Impact statement

The Impact Statement should clearly articulate the expected progression of the project towards affecting the burden of cancer in patients and/or populations. Please describe how the project will promote major advancement in cancer research, which will accelerate and focus the knowledge gained from scientific findings, in the short or medium term, into outcomes such as optimized patient care, improved treatment or reduced cancer burden.

Format: Your impact statement **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
10.a. 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 an IMP competition within the last three years can submit either an "Initial" application or a "Re-Application".

A "Re-Application" allows investigators to provide a response to the previous full application review or indicate what modifications have been made as a result of the critiques. This response **must not be more than 4200 characters** (including spaces) in length. Note that the character count may be different when copying text from Word due to formatting.

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.

Proposal
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 PDF 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].

Proposal
10.c. Scientific progress summary (renewals only)

Reminder: You are eligible to submit a Renewal application **only** if you are currently the holder of a fully-funded CCS Impact Grant and if the new proposal is a logical continuation of the current fully-funded grant.

Provide a scientific summary describing the research progress made since submission of the last application. This summary **must not exceed 2100 characters** (including spaces). Note that the character count may be different when copying text from Word due to formatting.

Proposal

10.d. List of directly supported publications and reprints (renewals only)

Provide a list of publications that were a direct result of the current CCS Impact Grant for which you are requesting renewal.

Proposal

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 cancer

Format: Your proposal **should not exceed 12,500 characters** (including spaces), or roughly three 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 12,500 character limit.

NOTE:
To insert special characters, you <u>must</u> 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

12.a. Sex, gender and diversity considerations

Is sex, as a biological variable, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Is gender, as a socio-cultural factor, taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Are diversity considerations taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Proposal
12.b. Sex, gender and diversity exclusion rationale

If you select "no" for one or more questions, describe why sex and/or gender and/or diversity are not applicable in your research proposal (maximum 2100 characters). 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

Assemble and appropriately label your figures, tables, graphs, charts and associated legends into one PDF document, **not exceeding 3 pages in length and 5 MB 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 nondata 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. The budget may be up to $300,000 per year up to $1,500,000 over five years.

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	$	$	$	$	$
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	17. Reviewer recommendation	18. Reviewer exclusions

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 all 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). Be sure to check at least one item.

Tracking

20.c. Cancer site relevance

Select a <u>maximum of three</u> 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

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, HI, 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
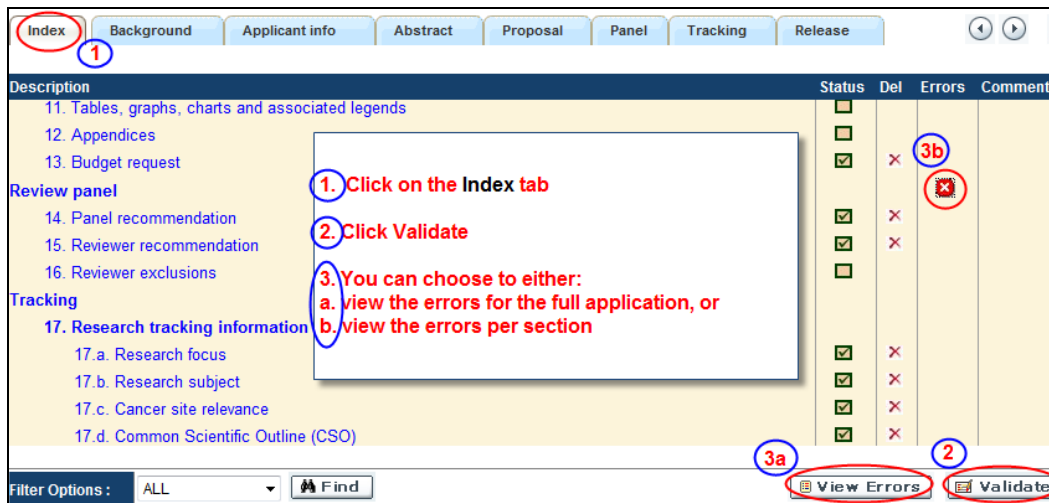
b) Validate one section at a time

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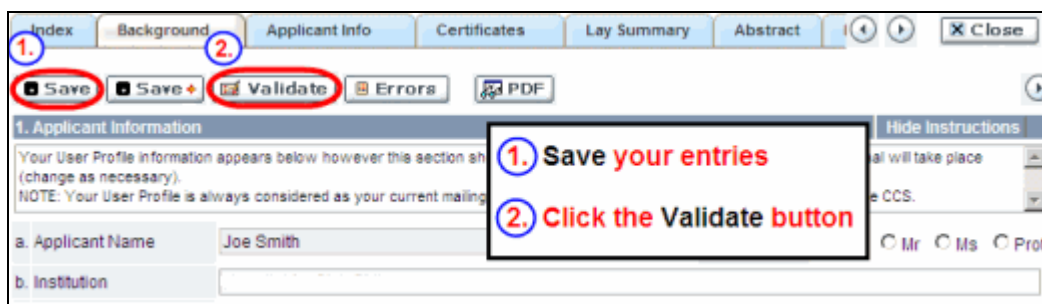
For both type a) and b) validation, follow the below instructions:

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 resolve the error.
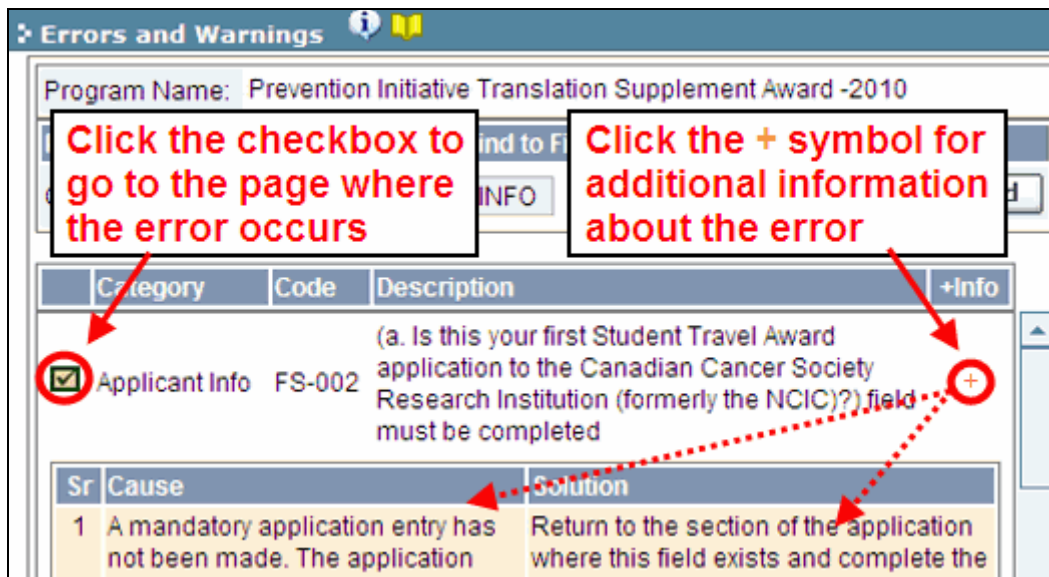
2. To view the dialogue box with the list of errors again, click the **Errors** button:

   - **Note:** The list of errors will not be updated to reflect any corrections you've made until you click **Save** and then **Validate** again.
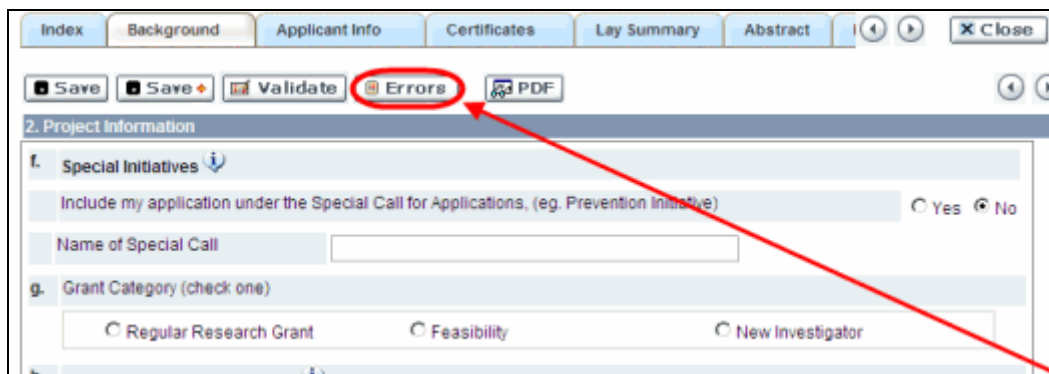
3. When all errors are resolved for every section, click the **Close** button to exit the application:

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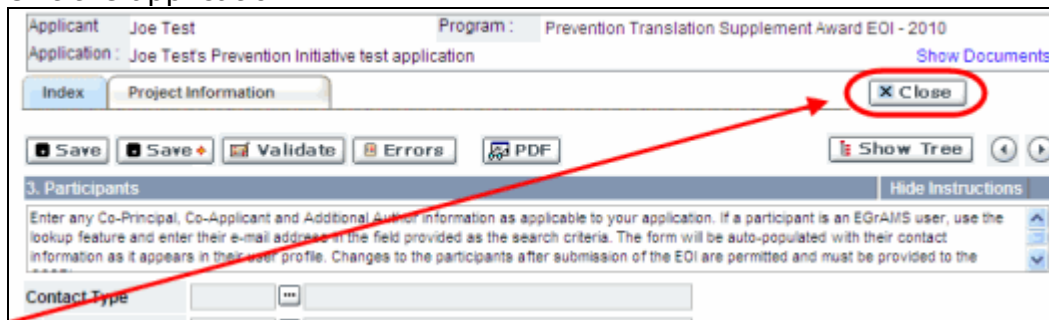
II. Preview and submission

1. From the **Application workbench**, click the [Validate] button to do a final validation of your application:
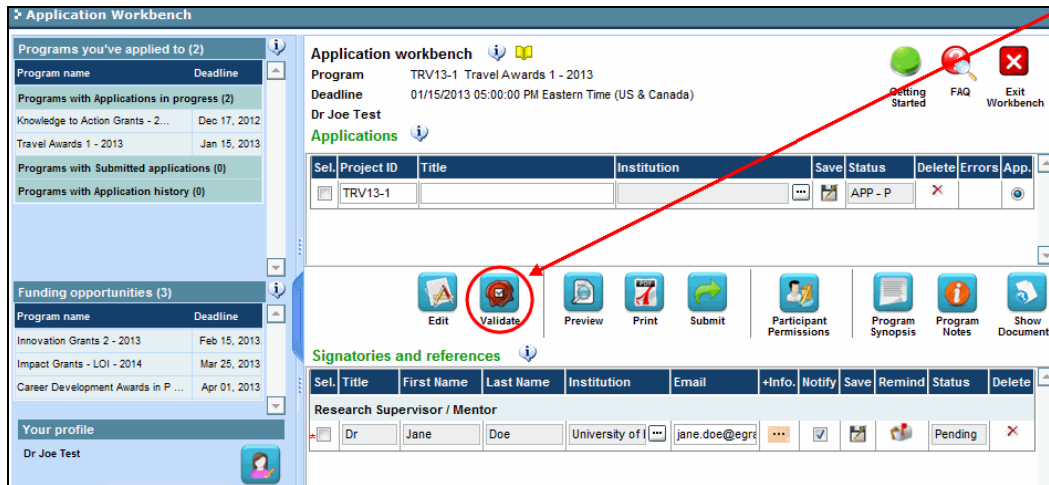
2. If Errors are found, click the ⚠ button for information:
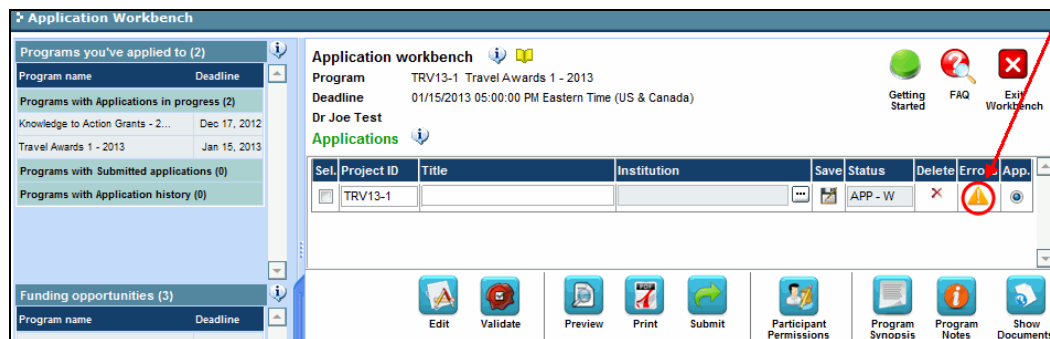
3. Errors can be corrected through the [Edit] menu.

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

5. To preview your application in EGrAMS, click the [Preview] 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

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.
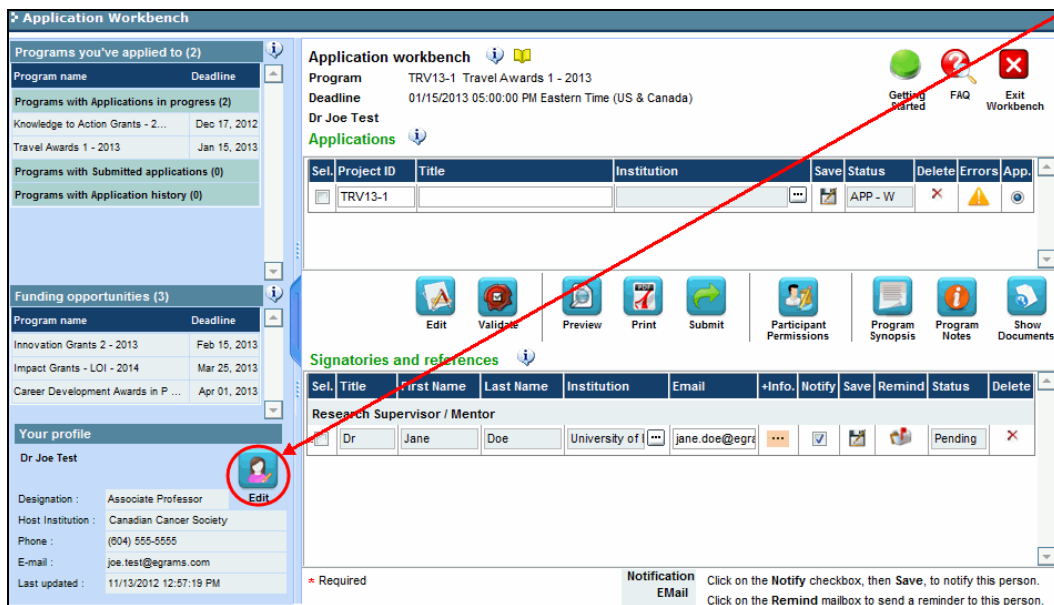
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Troubleshooting

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.

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TROUBLESHOOTING

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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.

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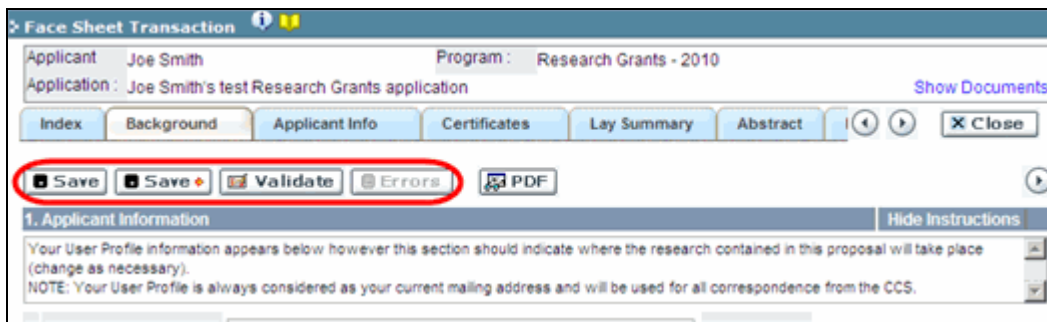
Save
While some sections of the application will be pre-populated with information derived from your user profile and elsewhere, the system will still expect you to save the information that has been pre-populated, the first time you view that page of the application.

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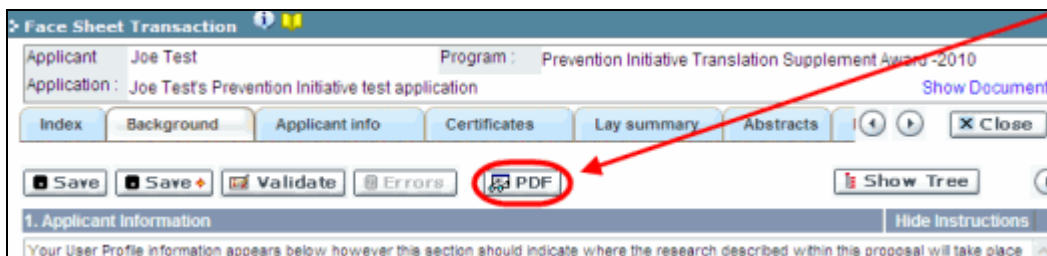
If you wish to create a PDF of your entire application, click the [Print] button on the **Application workbench**.

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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.
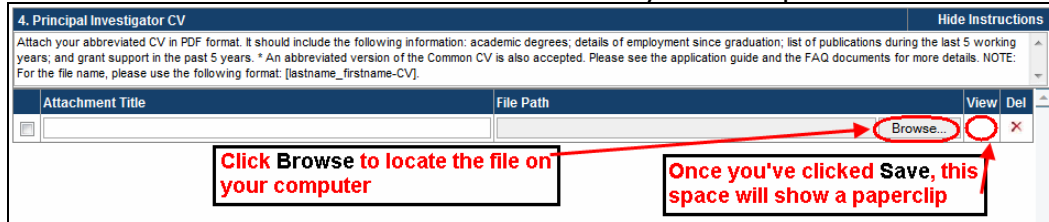
3. Click **Save** to upload the document as an attachment to your application.
   - The **File Name** path will be cleared and the paperclip icon will appear in the **View** column.
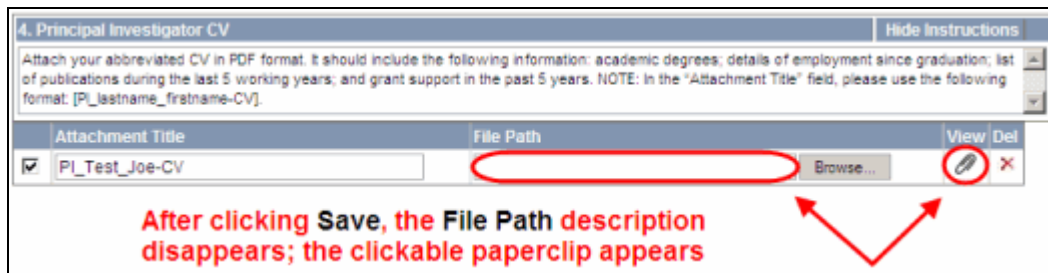
V. The rich text editor
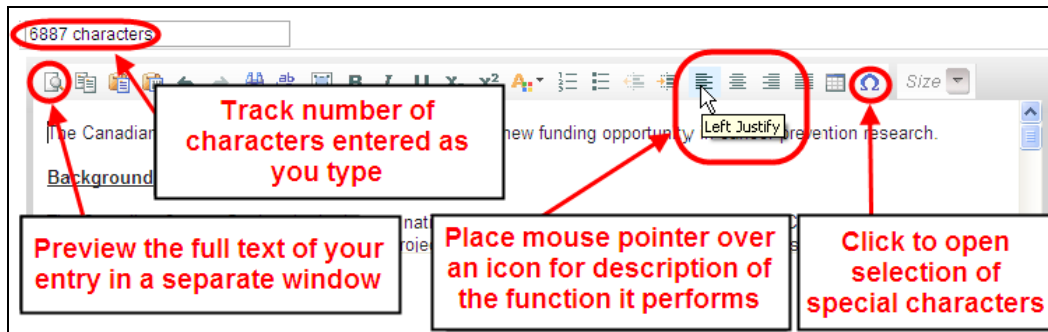
Use the rich text editor to:
- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
   - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide

- 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.
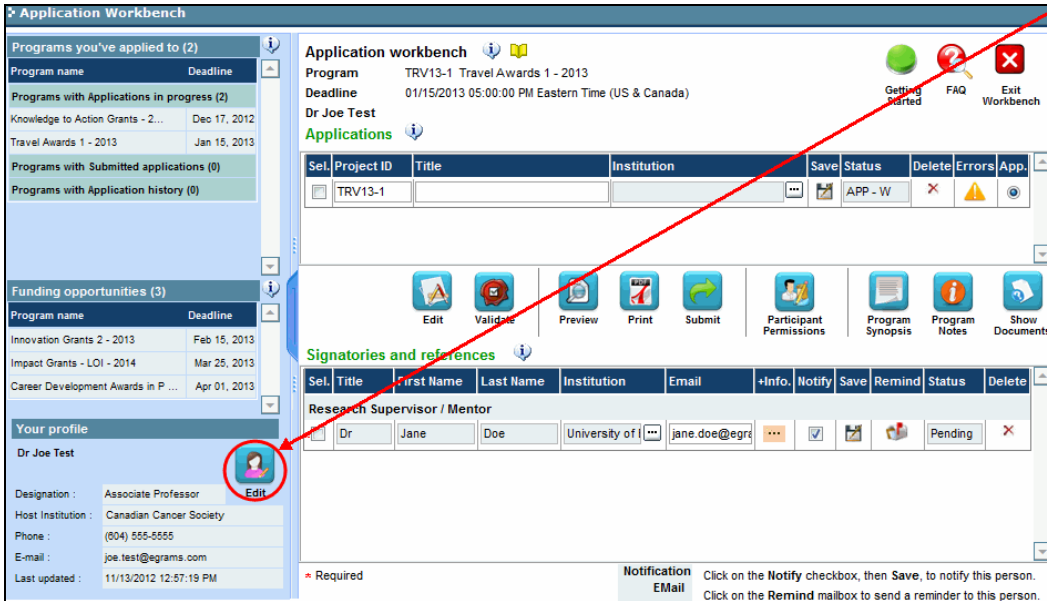
VI. Exit

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.
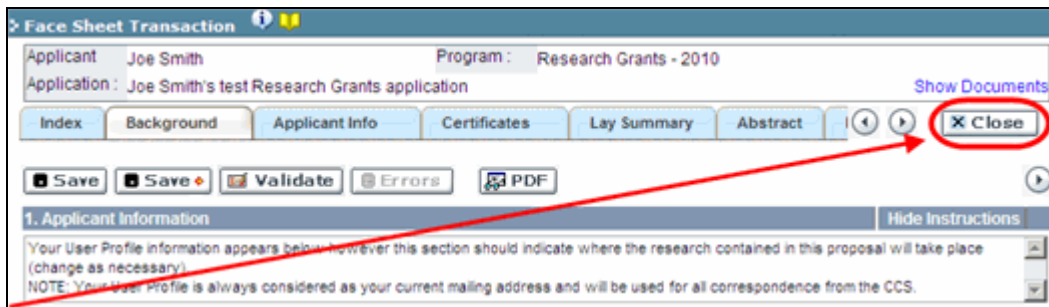
# APPENDIX B: Update your profile

To access your profile for updating, from the **Application workbench**, click the [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.
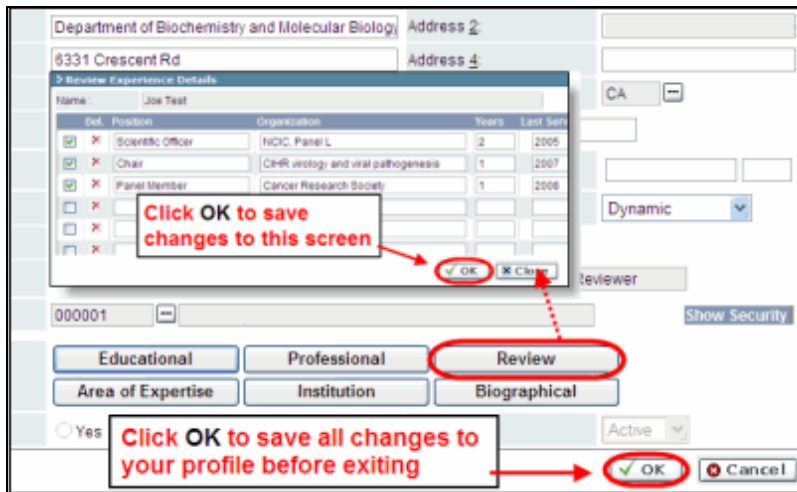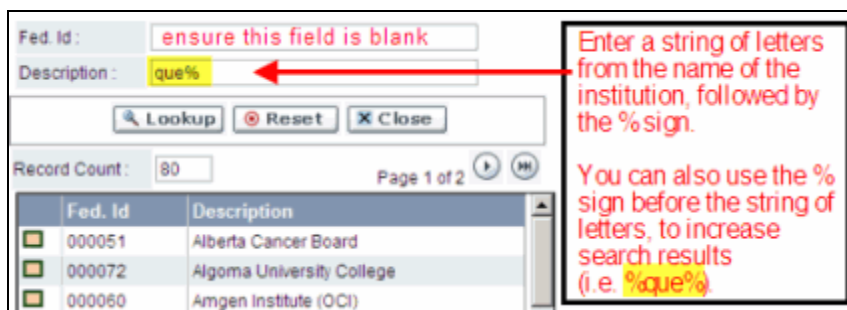
Interpreting the data fields

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

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

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

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

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

Department: 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.
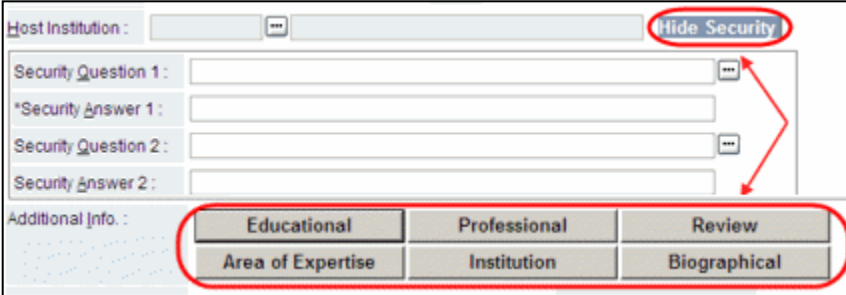
Canadian
Cancer
Society

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

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

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

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

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

Canadian
Cancer
Society

Canadian
Cancer
Society