Challenge Grants Program Synopsis

The Challenge grant program will support cancer research projects across the cancer continuum and across disciplines, with an ultimate goal of solving a problem (i.e. a ‘challenge’) in cancer that will be meaningful to people affected by or at risk of cancer. Whether culminating in outcomes that have immediate impact (such as a tool, therapeutic, program, policy, or practice change), or those that are more long term in scope (such as an important finding relevant to the biology or etiology of cancer that could eventually be applied to improve outcomes), applicants must clearly articulate the anticipated contribution of their proposed project towards solving the identified challenge, as well as an estimated timeline for success.

Preliminary data/supporting evidence is required, and applicants must articulate how the funds provided will pave the way towards a solution to the challenge identified, both over the term of the grant, as well as next steps towards impact should the project aims be achieved. Applicants will describe how the knowledge generated through these grants will be shared and/or mobilized (with a view to next steps), with strategies beyond publications and presentations strongly encouraged (e.g. through engagement of clinicians and other practitioners or end-users early on to ensure utility). Applicants will also be required to incorporate sex, gender, and other identity factors (e.g. race, ethnicity) and their intersectionalities into the research design, methods, analysis, interpretation, and dissemination of findings/outcomes wherever relevant.

Applications from the four pillars of health research (i.e. biomedical; clinical; health services; and social, cultural, environmental and population health) are encouraged, and diversity across career stage, geography, gender and other dimensions of diversity will be a component of the evaluation process. Applications will be rated on inclusive research excellence and relevance to cancer – particularly the likelihood that a project will (eventually) lead to a solution for a relevant problem in cancer.

Applications focused on breast cancer and prostate cancer are encouraged.

Please visit cancer.ca/research for the full program description.
Application Guide

Three easy steps:

1. Create your abstract registration
2. Complete your abstract registration
3. Submit your abstract registration

Additional resources:

- Appendix A: Troubleshooting
  - Host Institution field is empty or incorrect, and lookup button does not work
  - Delete an application
- Appendix B: Understanding the application interface
- Appendix C: Update your profile
STEP 1: Create your abstract registration

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

2. Click the Challenge Grants – 2022 program under the Funding opportunities section on the left.

3. The project ID will default to CHA-22 (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.

5. Click the Save icon.

**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.
Note:

- Each investigator can submit only ONE application as Principal Investigator in this competition.
- Abstract registration is mandatory.
- Substantive changes that significantly alter the overall goals and aims of the proposal relative to the Abstract Registration are not permitted.
STEP 2: Complete your abstract registration

I. Access the application

1. Ensure that **Challenge Grants – 2022** is selected in the workbench.
   - if not, click the program name on the left under Programs with Applications in progress

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

   ![Application Workbench](image)

   3. Click on the background tab to begin.

II. Enter details of your application

   **Understanding the application interface:**

   For assistance with the application interface (how to navigate through the application, interpret help files and instructions, save/validate your content, upload and attach supporting documentation, etc.) consult **Appendix B: Understanding the application interface.**

   **Format for document attachments:**

   With the exception of appendices, document attachments (e.g. CVs, figures, tables and charts, etc.) **must be submitted in PDF format, and must not exceed 5 MB** in size. The system will reject documents that do not meet these standards.
Access instructions within the application:

Abbreviated instructions for completion of each page of the application are provided within the application itself. Click ‘Show Instructions’ to access them.

These are not meant to be comprehensive – please consult this Application Guide, along with the funding program description, to complete your application:
III. Quick links to page-by-page instructions

Background
1. Applicant information
2. Project information
3. Participants

Applicant info
4. Application and career stage

Abstract
5. Scientific abstract
6. Keywords/technical terms

Non-confidential scientific abstract
7. Non-confidential scientific abstract

Review panel
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Biographical information
11. Biographical information

Tracking
12a. Research focus
12b. Clinical trial
12c. Relevant population
12d. Research subject
12e. Cancer site relevance
12f. Common Scientific Outline (CSO)

Release form
13. Release form
BACKGROUND

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 avoid typing in ALL CAPS.

   **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 January 1, 2022 to December 31, 2024.

   **Amount of funds requested:** This figure will default to 0, please enter the requested amount for this project. This figure must match the total calculated budget for your application - the total calculated budget is viewable on the Budget Summary page within the Budget section.

   **Note:**
   - The maximum contribution that CCS will make towards a project is $150,000 per year for 3 years.

   **Language:** Complete the entire application in one language only.

   For applications submitted in French, please note that all review panels are conducted in English, and French language reviewers will be secured as required. Applicants submitting in French are required to provide the names of at least 5 impartial reviewers who are able to review in French and have the necessary expertise to critically evaluate the application.
3. Participants

Note:
- Each investigator can submit only **ONE** application as Principal Investigator in this competition. Applicants may be listed as Co-PIs on multiple applications.
- Consideration of equity, diversity and inclusion **principles** in the composition of research team members must be evident.

**EGrAMS Login:** Add participants by first searching for their user profile using the button. 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 full, correct email address associated with the participant’s system profile:

![User Email: lmdonald@cancer.ca
Lookup
UserName Name Agency
Imonald Lindsay McDonald Canadian Cancer Society Research Institute
Enter full, correct e-mail address
Click Lookup
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 interest during the peer review process.

**Note:** CVs and Letters of collaboration are not required at the Abstract Registration stage. These are to be provided in the full application stage.

**Financial Officer**
Provide the name and email 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 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 project(s) 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.

**Knowledge users**  
Knowledge users (or end users) are recognized as individuals who will likely use the knowledge and/or implement the approaches or interventions generated through the research in order to make informed decisions about health policies, programs and/or practices. Healthcare practitioners, policy makers, educators, decision makers, health care administrators, members of First Nations, Inuit, Métis and Urban Indigenous communities and organizations or racialized communities may be included in this category. Individuals with lived or living experience of cancer are to be included as Survivor/Caregiver participants.

**Survivors/Caregivers**  
Survivor/caregiver participants are defined as individuals who have been affected by cancer. This category may include anyone who has been diagnosed with cancer, or someone who provides physical and emotional care to someone with cancer, but not in a professional or vocational role. Survivor/Caregivers are eligible to receive financial remuneration from the grant for their participation. Please select “Other” in the designation field, or as appropriate.

**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.
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.

APPLICANT INFO

4. 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

5. Scientific abstract

A relevance review of the abstract registration will be conducted to ensure alignment with the program description and scientific focus. Abstracts deemed relevant to the competition will be invited to submit a full application.

Your abstract must include the following sections:

- a detailed summary which clearly describes the problem or challenge in cancer to be addressed (or partially addressed)
- the objectives of the proposed investigation
- a brief indication of the methodology to be used
- the significance of the research to cancer and those affected by or at risk of it

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 – see tips for formatting text in the rich text editor.
6. Keywords/Technical terms
   Provide up to a maximum of 10 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.

**NON-CONFIDENTIAL SCIENTIFIC ABSTRACT**

7. Non-confidential scientific abstract
   For applications approved for funding, the non-confidential scientific abstract will be posted along with the funding results on the CCS research webpage.

   Please include a duplicate of your scientific abstract – with proprietary information removed. This abstract may also be shared with potential donors and CCS stakeholders when relevant.

   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 – see tips for formatting text in the rich text editor.

**REVIEW PANEL**

8. Panel recommendation
   Although CCS ultimately bears the responsibility for, and reserves the right to determine the panel most suitable to review the application, all applicants may offer suggestions as to which Panel might be the most appropriate to review the application. In some cases, there may well be more than one Panel with relevant expertise. Applicants are asked to suggest first and second choices of those Panels considered to have the expertise necessary to review the application.

9. 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.

10. 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. Any exclusions you list will not be viewable to panel members.

**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

12a. 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.

12b. Clinical trial
If your proposed research includes a clinical trial component, select the type of trial and provide the participant recruitment target. If your proposed research does not involve a clinical trial, select not applicable.

12c. Relevant population
Select the population(s) the proposed research will be relevant to. If your proposed research can be applied broadly to cancer patients, select "Not specific". Be sure to check at least one item.

12d. Research subject
If your proposed research involves human subjects or patient tissues, select the research subject(s) that will be used in the study. You can select more than one option. If your proposed research does not involve human subjects or patient tissues, select "Not applicable".

12e. Cancer site relevance
Select a maximum of four cancer sites where the research will be most relevant. Indicate the degree of relevance to the selected cancer site in terms of percentage (%). Only include cancer sites with at least 25% relevance; total should equal 100%.

The cancer site selected must reflect the site of the primary cancer. For example, if your research is focused on lung cancer that has metastasized to the brain, select lung as relevant cancer site.

When a project does not focus on one or more specific cancer sites (e.g. applies broadly to cancer patients), select "Non-specific/All sites".

Only use the Details description field to describe the site if you have selected Other as a site (i.e. . Do not enter a ‘%’ sign with your percentage, only enter the number.

12f. 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).

RELEASE FORM
13. Release form

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. For successful investigators, the grantee must declare their understanding that the CCS will post competition results (PI, HI, title, value of grant, non-confidential abstract) on the CCS website. Lay summaries of the progress and impact of the research in our internal and external reports, including press releases, social media or other communications.
STEP 4: Validate and submit your abstract registration

I. Validation
Before you can submit your application, you must complete 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
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:

1. If errors are found, a dialogue box will open with details.
   - Click the + symbol under the +Info heading for information about the cause and solution of the error.
   - Click the checkbox to the left of the error listing to be taken to the page where the error has occurred.
2. To view the dialogue box with the list of errors again, click the **Errors** button.

**Note:** The list of errors will not be updated to reflect any corrections you’ve made until you click **Save** and then **Validate** again.

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

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

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

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.

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

Once your application is submitted, a confirmation email will be sent to you by EGrAMS.
APPENDIX A: Troubleshooting

- **Host Institution field is empty or incorrect, and lookup button does not work.**

  **Problem:** I am creating my application. The lookup button in the Host Institution field does not open a lookup box.

  **Solution:** The Host Institution field is auto-populated from information provided in your profile. You will need to update this information in your profile first, then log out of EGrAMS and log back in and create your application.

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

- **Delete an application**

  **Problem:** I need to delete my application.

  **Solution:** Go to the Application workbench, click the **X** button, click OK in the pop-up.
I. Navigation

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

1. **Tab banner** – You can access the different sections of the application by clicking on the tab at the top of each page.

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** – Some sections (tabs) are consist of several pages of content. Click on the arrow buttons that sit below the Close button. When you reach the last page of a section, clicking the advance arrow will take you to the first page of the subsequent 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.
- Sections with an uploaded document will have a paperclip icon beside the checkbox. You can view the document by clicking the paperclip.

- Each line of the index is clickable and will take you straight to that page of the application.

- Note that errors will show up in the index until you re-validate 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 application.

III. PDFs

Create a PDF of the page you are currently visiting, including any data you have entered into the form, by clicking the PDF button.
If you wish to create a PDF of your entire application, click the button on the Application workbench.

IV. Uploading document attachments

1. The system will automatically take the name of the document in the Attachment Title field.

2. Click Browse and locate the document on your computer.

3. Click Save to upload the document as an attachment to your application.
   - The File Name path will be cleared, and the paperclip icon will appear in the View column. You can click the paperclip to view the attachment.

V. The rich text editor

Copying and pasting formatted text:

- You can copy and paste text formatted in a Word processor into the form; formatting will be preserved, including special characters inserted using Alt codes.
- The use of 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).

You can format your text with the rich text editor within EGrAMS, in the same way you would format text in Microsoft Word.
Use the rich text editor to:

- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
  - character limitations for each entry are stated in the instructions posted on each page of the application, and/or in this guide
- enter special characters such as French or Greek letters
- include bulleted and/or numbered lists
- preview your text in a full screen window

VI. Exit

To exit the application and access the Application workbench again, click the Close button.
APPENDIX C: Update your profile

1. To update your profile, click the **Edit** button on the **Application workbench**.

2. Make changes as required. Consult [Interpreting Data Fields](#) for assistance.

3. Click **OK** at the bottom right corner of the screen to save your changes.
**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:** 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 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.