

## Tipsheet for research supervisors/mentors: completing your portion of an application

Applicants to the Canadian Cancer Society Research Institute's (CCSRI) Career Development Awards in Prevention competitions require supporting documentation from their research supervisor or mentor before their application can be submitted.

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

- start and completion dates of MD/PhD (if applicable)
- in your experience, their rank amongst their peers
- their productivity, initiative and independence and their ability to express ideas and communicate scientific findings
- the potential of the candidate to become an independent investigator in cancer prevention research
- their commitment to cancer prevention research
- the candidate's role in your research program/environment
- the nature and frequency of your interactions during award period (if awarded)

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

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

### How to complete the research supervisor's section of the application: page 1

1. Copy the URL (website address) that was included in your e-mail notification and paste it into your web browser. The following page will be displayed:

Section Application Entry

Applicant: Test  
Applicant: Joe  
Superior

Prevention Institute  
test application

Documents

Save Save +> Validate Errors Show Tree

Hide Instructions

Please provide the following information regarding the applicant.

Last name: Test  
First name: Joe

1. Provide the expected or actual start date of the applicant's training position under your supervision/mentorship. (mm/dd/yyyy)

2. Indicate the proportion of the applicant's time that will be devoted to teaching or departmental duties (number of hrs per week).

3. Provide details of the sources of funding for this applicant's research project (maximum of 240 characters)

2. Provide the information requested in questions 1-3.
  - For question 2, it is sufficient to provide just the number. For example, if the candidate will be teaching for 10 hours per week, enter **10**.

- When you have completed the questions, click on either **Save** or **Save** ➔ (save and advance to the next screen).
  - If you click **Save**, you can advance the screen manually by clicking the forward arrow as indicated on the previous illustration.

## Page 2: the reference letter

- In the **Attachment Title** field, provide a title for the attachment – EGrAMS will not automatically use the name of the document.

**Please use the following naming convention:**

*applicant-name\_your-name\_supervisor [or mentor]*

(e.g. joe-smith\_mary-jones\_supervisor)

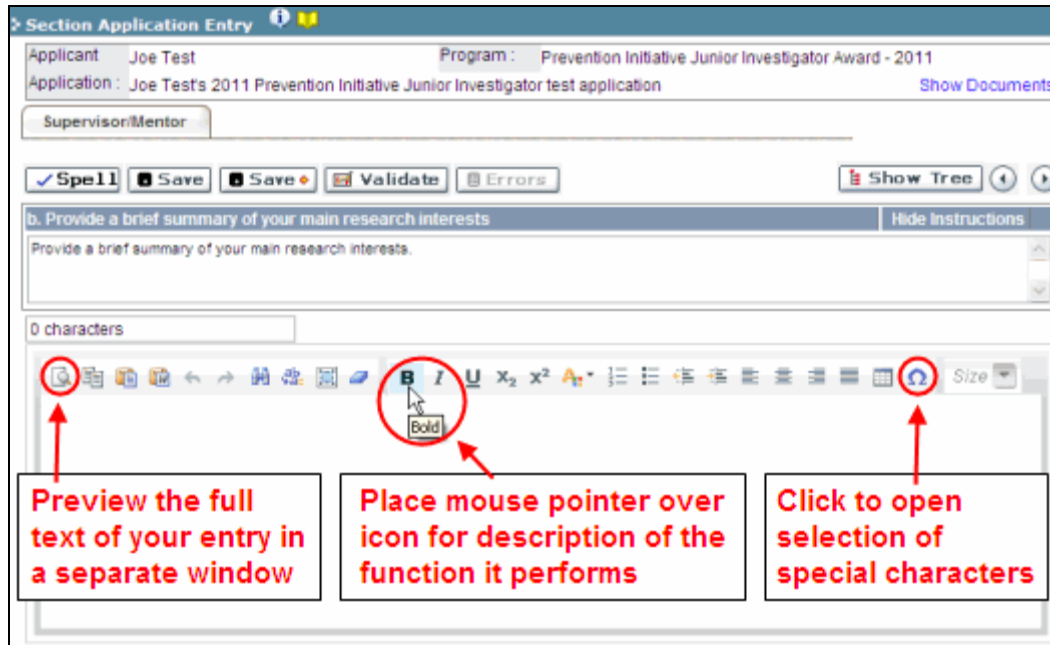
- Click **Browse** and locate and select the file on your computer.
- Click the **Save** or **Save** ➔ button and advance to the next screen.

## Page 3: supervisor/mentor information

**NOTE:** Page 3 comes with some information pre-populated with data supplied by the applicant. Enter your mailing address information and click **Save**. Your name, department and institution can only be updated by the applicant.

## Page 4: research interests

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



The screenshot shows a web application interface for entering research interests. At the top, it displays the applicant's name 'Joe Test' and the program 'Prevention Initiative Junior Investigator Award - 2011'. Below this is a text input field for 'Supervisor/Mentor'. A toolbar contains buttons for 'Spell', 'Save', 'Save +', 'Validate', 'Errors', and 'Show Tree'. The main content area is titled 'b. Provide a brief summary of your main research interests' and contains a text area with the placeholder text 'Provide a brief summary of your main research interests.' and a character count '0 characters'. Below the text area is a rich text editor toolbar with various icons. Three red circles highlight specific icons: a preview icon, a bold icon, and a special characters icon. Red arrows point from these circles to three text boxes below the toolbar:

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



### Best practice tip: using the rich text editor

You can format your text with the rich text editor, in the same way you would format text in a word processing program such as Microsoft Word.

Use the rich text editor to:

- bold, italicize or underline your text
- format footnote markers with superscript
- track the number of characters used in an entry
  - character limitations on for each entry are stated in the instructions posted on each page of the application, and 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

Alternatively, you can copy text already formatted in Word and paste it into the rich text editor. The formatting will be preserved.

## Page 5: your curriculum vitae

Follow the instructions provided for [attaching your reference letter](#) (page 2).

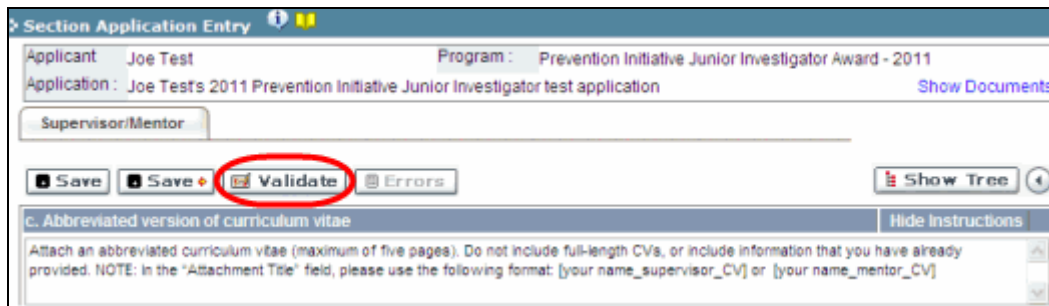
**Please use the following naming convention:**

*your-name\_supervisor\_CV* [or *mentor*]

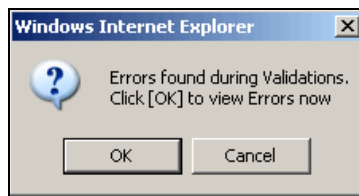
e.g. *mary-jones\_supervisor\_CV*

## IMPORTANT FINAL STEP: VALIDATE

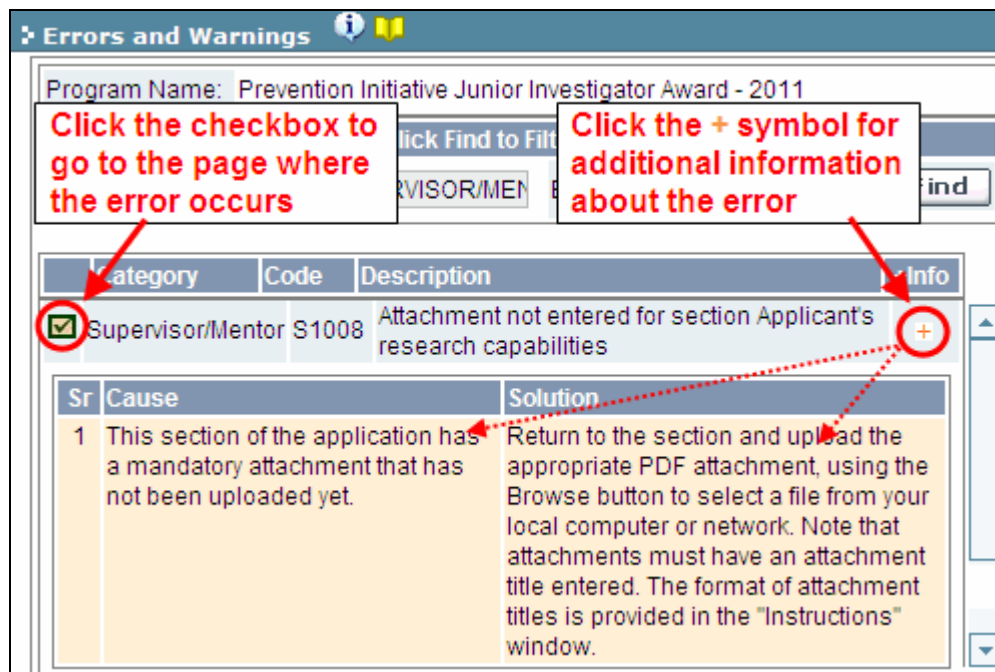
Before you exit the program, be sure to validate your work to ensure that all questions were answered properly and entered into the system. In order to validate, just click the **Validate** button.



If you've missed anything or made any errors, you'll see this error message:



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



Make any corrections necessary, click **Save**, and then **Validate** again. When your work is error-free, click the **Close** button to exit the program.

If you have any questions regarding this process, contact [egramsc@caner.ca](mailto:egramsc@caner.ca).