



WebGrants Fellowship Application User Manual

BC/Yukon Region

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1. How to Apply for Fellowship Funding



- a) Download the CBCF Fellowship Application Guidebook from the CBCF-BC/Yukon Region website under funding: www.cbcbfbc.org and review in detail to determine whether your proposed project meets CBCF-BC/Yukon Region eligibility requirements.
- b) Use the Fellowship Application User Manual as your guide to using the WebGrants online grants management system to complete your application for funding. Together, the guidebook and the user manual provide all the information applicants require to submit an application for Fellowship funding to CBCF-BC/Yukon Region.

This manual provides a step-by-step guide for completing your application for the Fellowship Program funding online, using the WebGrants system.

Applicants are strongly encouraged to begin the application process early. It is the applicant's responsibility to ensure they allow sufficient time for securing required documents and signatures in time for submission by application deadlines.

The Canadian Breast Cancer Foundation – BC/Yukon Region expects applicants to prepare competitive funding proposals that meet program criteria and formatting requirements, are clear and complete in all respects, and are free of error. The same meticulous attention to detail that is required for the preparation of a scientific paper for publication should be used by applicants in the preparation of their Fellowship application to the Foundation.

Applicants should:

- carefully follow all instructions in this User Manual and refer to information provided in the Guidelines as appropriate
- complete all application components, responding to all questions in each component
- carefully review their entire application prior to submission

In order to ensure fair treatment of all applicants, applications which are incomplete or do not adhere to specified criteria or formatting will be ineligible for peer review, without appeal.

For Assistance

Answers to most questions will be found in the guidebook and this user manual. If, after consulting these reference documents, you have further questions or require additional assistance, or require help with technical aspects of the WebGrants system, please contact the CBCF-BC/Yukon Region office by email at: webgrants.bc@cbcf.org or rchin@cbcf.org. **Email is monitored during regular office hours (9am-5pm PST, Monday to Friday).** The Foundation will reply within one business day to all requests for assistance.

2. Preparing to Use the WebGrants System



This section explains the steps involved in gaining access to the WebGrants system.

Set your web browser to: <http://webgrants.cbcf.org/index.jsp>

Existing WebGrants Users:

1. Enter your **User ID** and **Password** to login. If you are not sure whether you have an existing WebGrants User Profile, or have lost your password, please contact the Foundation for assistance: webgrants.bc@cbcf.org.
2. Go to **Step 2** to Update your **User Profile**.

New WebGrants Users:

Help

System Compatibility

Operating Systems (OS)
The WebGrants software is compatible with the following Operating systems:


- Microsoft Windows XP (all versions) and Windows Vista (all versions)
- X** Apple OS X
- Linux 2.0, UNIX 3.0

Browsers
The WebGrants software is compatible with the following Internet Browsers:

- Microsoft Internet Explorer 6.0+
- Mozilla Firefox 2.0+
- Apple Safari 2.0+
- Opera 9.0+

Step 1: Registering as a new WebGrants User

To register with the WebGrants system, click the **Register Here** link on the **Login** page.

Complete all asterisked  fields and as many optional fields as you can on the Registration form.

Eligible Registrants: Registration must be in the name of Fellowship applicant. The applicant must be a Canadian citizen or permanent resident of Canada, based in, or formally affiliated with an eligible project host organization (university, college, hospital, research institute or other qualified not-for-profit organization) in the Province of British Columbia/Yukon.

Organization Information: Please provide the applicant's primary host organizational affiliation.

CRA Business #/Charitable Registration #: Please indicate the CRA Business#/Charitable Registration # of the Host Organization.

Region: Please indicate "BC/Yukon" from the drop-down list for the CBCF region affiliation.

Degrees: Please list professional credentials (degrees, certifications and specialties).

CV: Please upload a current C.V. of the Registrant.


When all entries are complete, Click the **Register** link.

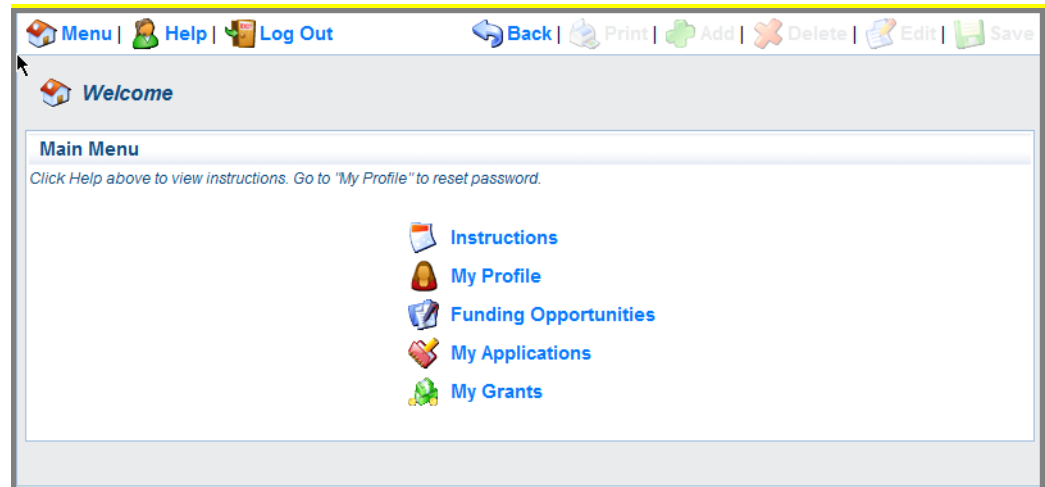
A confirmation page will be displayed and you will receive a confirmation email. However, you cannot log into the system at this time. CBCF must approve your registration before your User ID and Password becomes active.

Please allow one business day for processing of your registration request.

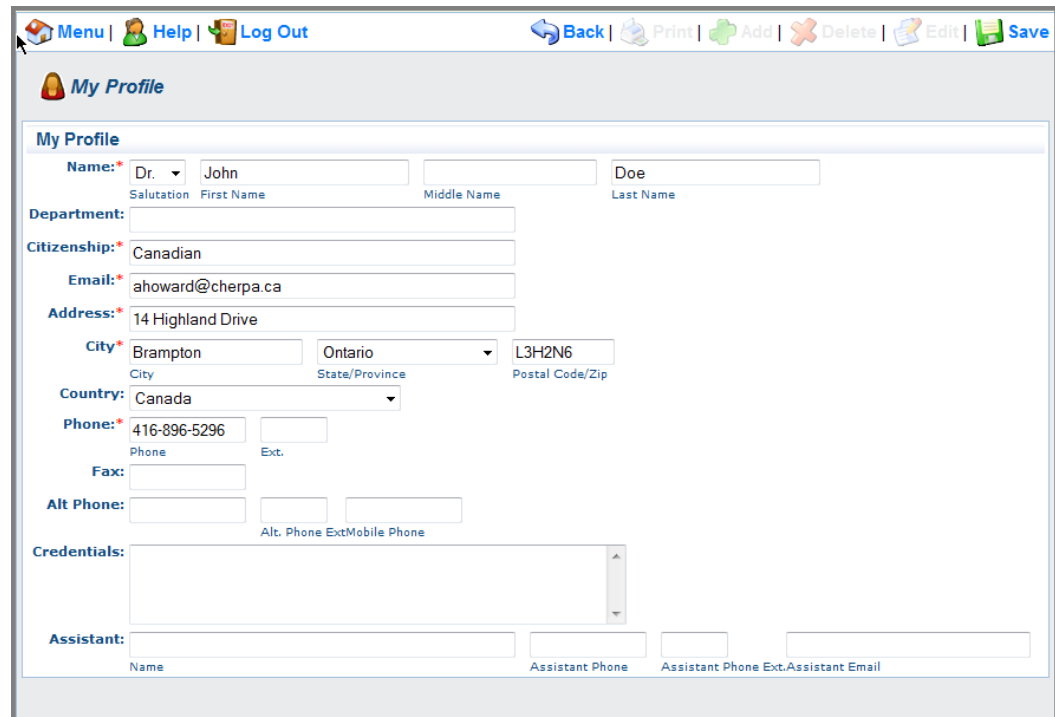
You will receive another email when CBCF approves or disapproves your registration. If your registration has been approved, your User ID and password will now be active and you may log into the system on the **Login** screen to complete **Step 2: Updating your User Profile**.


Step 2: Updating your WebGrants User Profile

1. After you have received an e-mail indicating that your WebGrants registration has been approved by CBCF, go to the Login screen to log in and then click the **My Profile**  icon from the Main Menu.



2. Click the **Edit**  icon.



3. Review and confirm accuracy of profile information, and update as required.
4. Click the **Save**  icon to return to the Main Menu (The **My Profile** Main Screen).

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

My Profile
[Reset Password](#)

Name: * Dr. John Doe
Salutation First Name Middle Name Last Name

Department:

Citizenship: Canadian

Email: ahoward@cherpa.ca

Address: 14 Highland Drive

City: * Brampton Ontario L3H2N6
City State/Province Postal Code/Zip

Country: Canada

Phone: * 416-896-5296
Phone Ext.

Fax:

Alt Phone: Alt. Phone Ext Mobile Phone

Credentials:

Assistant: Name Assistant Phone Assistant Phone Ext. Assistant Email

Please attach your current CV.

Attach CV:

Last Edited By: John Doe,

Associated Organizations

Name	Type	Website	Phone	City	State
Test Organization 2	Out of State For-Profit Company		416-897-5869	Toronto	Ontario

5. Please ensure that your C.V. is uploaded and up-to-date, as this C.V. will be linked to your Fellowship Application.

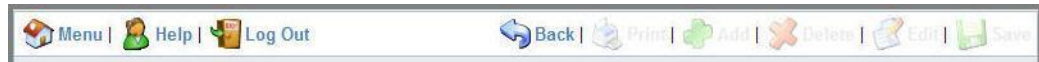
3. Navigating WebGrants



This section provides basic information for applicants on how to navigate the WebGrants system.

Basic Navigation Tools: The WebGrants Navigation Bar

At the top of each WebGrants page are a series of icons representing action options or functions.



Icons that are grayed out are not available at that time, for that screen.

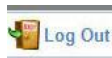
WebGrants Navigation Bar Icons



The **Menu** icon returns the applicant to the WebGrants Main Menu. For more information, please see the section, Main Menu Instructions, in this User Manual.



The **Help** icon opens a pop-up window with basic help information. If it does not contain the information you are seeking, please refer to this User Manual for help with specific components, or contact CBCF staff by email at webgrants.bc@cbcf.org for assistance.



The **Log Out** icon is used to end the applicant's WebGrants session. Logging out will not save entered information. You must Save the component on which you are working prior to logging out if you wish the entered information to be retained.



The **Back** icon is used to go back, usually to the previously viewed page, sometimes to the Components Menu. Please note that using the Back icon will NOT save any new information entered on the current page. To keep information newly entered, please use the Save icon before going Back.





The **Print** icon is active on pages which can be printed. This button will bring up a new window that will display the current screen's contents in printer friendly format. To print the page, use the Print function in your internet browser.




The **Add** icon is active when new entries can be made. It takes the applicant to a new screen to enter component information. Once information is entered, click on the Save icon to save the information entered to return to the current component. Sometimes summarized information will be displayed within the component. Should you wish to view the full entry, or edit the entry, click on the coloured (blue) text within the entry you wish to view or

edit (see Linked Words or Phrases, below). To return to the component, use the Save icon again, or the Back icon.

 **Delete** The **Delete** icon is used to delete all entered information for a particular component. The applicant will be prompted to confirm that they wish to delete the information, prior to execution of this command.

 **Edit** The **Edit** icon is active when the contents of the page you are on can be changed. It takes the applicant to a new screen to add or edit component information. Once information is edited, Save the information entered to return to the component. All entered information will be displayed on the component screen.

 **Save** The **Save** icon saves all entered information within a component, and takes the applicant back to the current component.

Other Navigation Tools

Linked Words or Phrases

When a word or phrase is shown in underlined blue text, this indicates that this is a link. To see further information related to the word or phrase, click on the word. Clicking on a linked word or phrase will open a new screen with the linked information. This information is sometimes display-only and sometimes editable using the Edit icon, as above. To return to the original screen, click the Save or the Back icon.

Dropdown Menus

For some items the applicant must select one of a number of optional responses. When this is the case, a shaded box with a down chevron will be displayed. Click on the chevron to display the available options and select the one which applies.

Mark as Complete

Applications are entered into WebGrants using “Components”, which are mini-modules containing grouped information. Applicants are recommended to use the Component List as their main navigation point when entering applications, accessing and completing each component from this List. Components can be completed in any order.

On all individual component screens there is a Mark as Complete link on the right hand side of the screen. The Mark as Complete function is used to track which components you have completed and finished editing. Clicking the “Mark as Complete” link will activate a checkmark for that component on the Application Forms Screen. You can still return to components that have been marked as complete for further editing prior to submitting your application as required. All components must be completely filled out and “Marked as Complete” before your application can be submitted to the Foundation for assessment.

Masks

Some items require the applicant to enter information in a specific format, which is indicated through the use of a “mask”. One such item is “Phone/Fax” (i.e. This field is pre-formatted to provide dashes between each set of numbers). Please confirm that your information entered correctly within these items.

Attaching Documents or

On some component screens the applicant is permitted or required to attach documents to the application. This function is accessed by clicking the Add icon, or the Attach icon, depending on the component screen being utilized. Some components require the entry of a brief file description for clarity, when more than one file can be uploaded. Where indicated, the file description field must be filled out. The “Browse” button is used to find the file to be attached, and the “Upload File” or “Save” icon will save the file to the WebGrants systems.

Allowable File Formats: MS Word, Excel, Power Point (Save As: Version 1997-2003)
Adobe Acrobat (.pdf)

Deleting Attachments

On screens where you have attached a document, clicking on the Delete Attachment icon will remove your document. This will allow you to re-attach a new document.

Radio Buttons

On some component screens the applicant must select from among a number of optional responses using radio buttons. In some case only one response is permitted; in other cases multiple responses are allowed. Please see individual component instructions regarding what is permitted for any given item. To select the desired response, click on the button by that response.

Entering Dates

On some component screens applicants are required to enter specific dates. When this is required, a calendar icon will be displayed. Click on the calendar icon and, using the arrows at the top to scroll through the months, click on the desired date.

Certification Pages

Certification pages are required documents. To complete these components, the applicant must download the certification form from WebGrants. These forms should be printed, completed by the applicant, signed by the appropriate individuals, scanned, and saved into the application using the Browse button, as above. Where two signatures are required on one form (for Host Organization, for example), if it is necessary to use two hard copies to obtain the two signatures, please scan the two pages into one document and attach it as single attachment.

Other Important Information

Completeness

All questions are mandatory and must be answered in order for your application to be complete and ready for submission to CBCF for review. Certain questions however, may not apply to all applicants. For the components with questions that do not apply, applicants must click the Mark as Complete link, to indicate that the question/component does not apply to the applicant's current application and to enable submission of your application.

Character Counts

Text box entry fields have preset maximum character counts. Character count maximums for larger entry fields will be indicated in the User Manual. The maximum character counts indicated include both characters and spaces. Should you encounter an error in saving data entered into a text box, check the character count of your entry to make sure you have not exceeded the maximum character count, then edit your entry before clicking the Save icon.

Fonts and Scientific Characters

It is recommended that applicants "cut & paste" larger text entries into WebGrants. WebGrants will maintain the font and formatting of the original text. Please prepare entries for text boxes using Arial 10pt font and any fonts or formatting required for scientific characters.

WebGrants Passwords

If you forget your WebGrants password, click the Forgot Password link on the Login screen. Enter your User ID and email address in the displayed form and click Submit. Your password will be emailed to you at the email address in your profile; therefore it is essential that you enter your email address accurately on your profile page.

If you want to change your password, Login to the WebGrants system, click on the My Profile icon. Click the Reset Password link. Enter and confirm the new password. Click the Save icon.

Document Naming

To ensure reviewers are able to match attached documents to the appropriate components and questions, please use the following file-naming protocol:

[applicant's surname]-[detail].doc

For example:

Smith-array table.doc

Jones-Komen other funding.doc

Allen-cv.doc

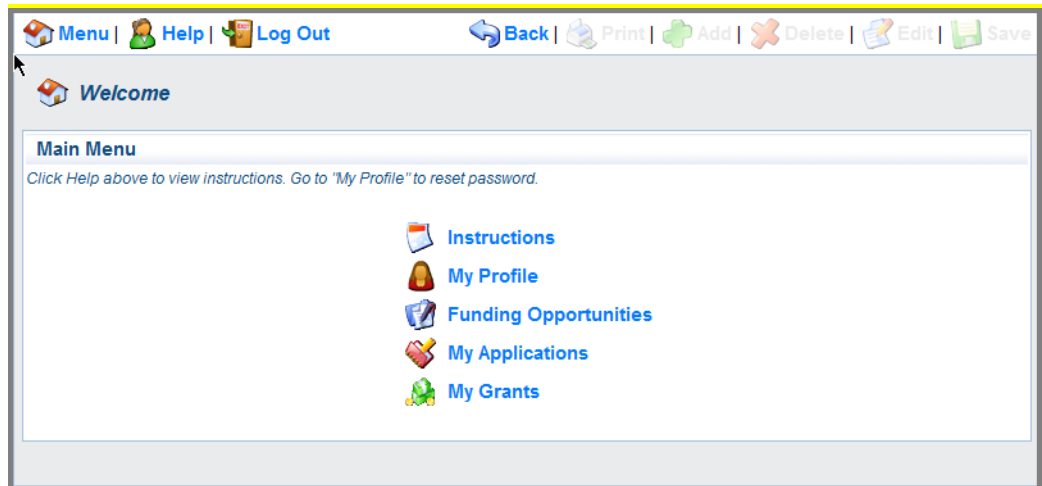
4. Main Menu Instructions




This section provides an overview of the Main Menu screen and the Components found there.

Main Menu

The modules displayed on the Main Menu are as follows:




Instructions

To access the WebGrants Instructions screen, click the Instructions  link.




The Instructions page includes information on general navigation, the Main Menu screen, and each of the links found on the Main Menu screen.

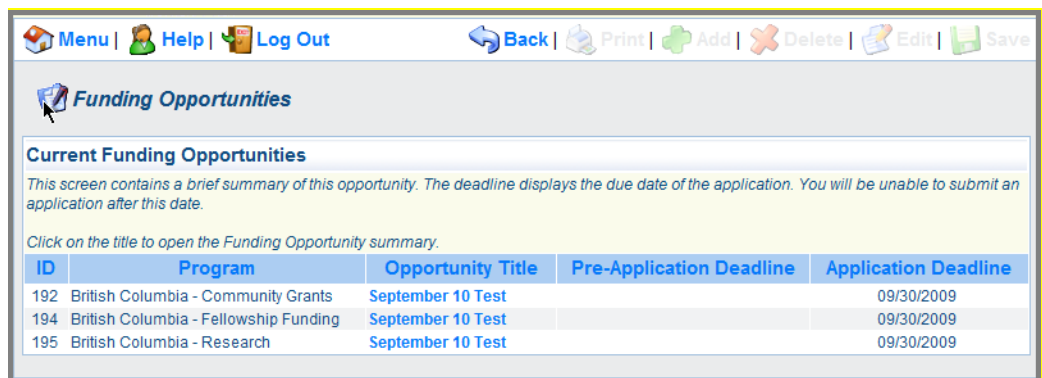
The Instructions document can be printed using the Print  icon.

My Profile

This module allows you to reset your password, as well as edit your personal contact information. Please see “Updating your User Profile”, on page 8 for more information.

Funding Opportunities

To **View** Funding Opportunities (Calls for Proposals) available in BC/Yukon, click the **Funding Opportunities**  icon. This will display a list of all open Opportunities, their Program Areas, and Proposal Deadlines. Ontario Region Fellowship funding is only available to applicants planning to train/study in the province of Ontario.



Current Funding Opportunities

This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.

Click on the title to open the Funding Opportunity summary.

ID	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
192	British Columbia - Community Grants	September 10 Test		09/30/2009
194	British Columbia - Fellowship Funding	September 10 Test		09/30/2009
195	British Columbia - Research	September 10 Test		09/30/2009

To view a particular Funding Opportunity, click on the link under **Opportunity Title**. A screen with Opportunity Details will be displayed. The Fellowship Application Guidebook and Fellowship Application User Manual can also be accessed from this page. Also displayed will be titles and status of any applications you may already have made to this Opportunity. This screen can be printed using the print function of your web browser.

Current Applications		Archived Applications	
ID	Project Title	Funding Opportunity	Status
134	Amber last test	96-Research - Application - Test 2 - August 12	Editing
135	Amber last test Fellowship	99-Fellowship - Applcaiton 2 August 12	Editing
136	Amber last test partnership	116-Community Based Research - August 13	Editing
145	Fellowship - August 28'09	99-Fellowship - Applcaiton 2 August 12	Editing
114	Fellowship testing August 14, 2009	99-Fellowship - Applcaiton 2 August 12	Editing
117	Implementation August 13	115-Community Based Research August 13	Editing

Clicking on an application's **Project Title** will display the application, in black and white, in a pop-up window.

My Grants

The **My Grants** screen displays titles of funded applications (Awards) from the Fall 2008 grant call forward.

Current Awards					Closed Awards
<i>Awards with the status Underway or Suspended appear on this list. To view other awards, click closed awards link.</i>					
ID	Status	Year	Name	Program Area	

The initial page displays grants with the status Underway and Suspended. Clicking on the **Closed Awards** link will display grants with the status Closed and Archived.

Clicking on a grant's title will display the grant components. This module will be used for progress reporting, payment processing and communication with CBCF during the funding period for new grants approved in spring 2011 and forward.

5. Fellowship Application Components

5.1 General Information



This is the initial step to completing a Fellowship application. This component requests basic, initial information concerning the application.

1. Login to the Main Menu.
2. Click on the **Funding Opportunities**  icon from the Main Menu.

ID	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
192	British Columbia - Community Grants	September 10 Test		09/30/2009
194	British Columbia - Fellowship Funding	September 10 Test		09/30/2009
195	British Columbia - Research	September 10 Test		09/30/2009

Choose the Funding Opportunity from the list of available options.

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
196	Community Grant BC	Editing

Opportunity Details [Start a New Application](#)

192-September 10
British Columbia - Community Grants
Application Deadline: 09/30/2009

Award Amount Range: Not Applicable Program Officer: Amber Howard
 Project Start Date: Phone: x
 Project End Date: Email:
 Award Announcement Date:

Description

Description

Attachments

Click on the File Name to open attachment

Description	File Name
-------------	-----------

Website Links

Click on the URL to go to website

URL	Description
-----	-------------

- Click on **Start a New Application** at the top right hand side of the screen to create an application for this funding opportunity.

Application

General Information

ID: 104


Principal Applicant*: John Doe ▼

Project Title: (limited to 350 characters)*

Organization*: Test Organization 2 ▼

[Return to top to save](#)

- Enter the **Project Title** of your application.

5. The **Host Organization** you provided on the “My Profile” page will automatically appear in this field.
6. Click on the **Save**  icon to save the information you have entered.


7. Click on the **Go to Application Forms** link to complete the remaining application components.

5.2 Funding Duration

Applicants must choose the number of funding months they are requesting

1. Click on **Funding Duration** from the components list.

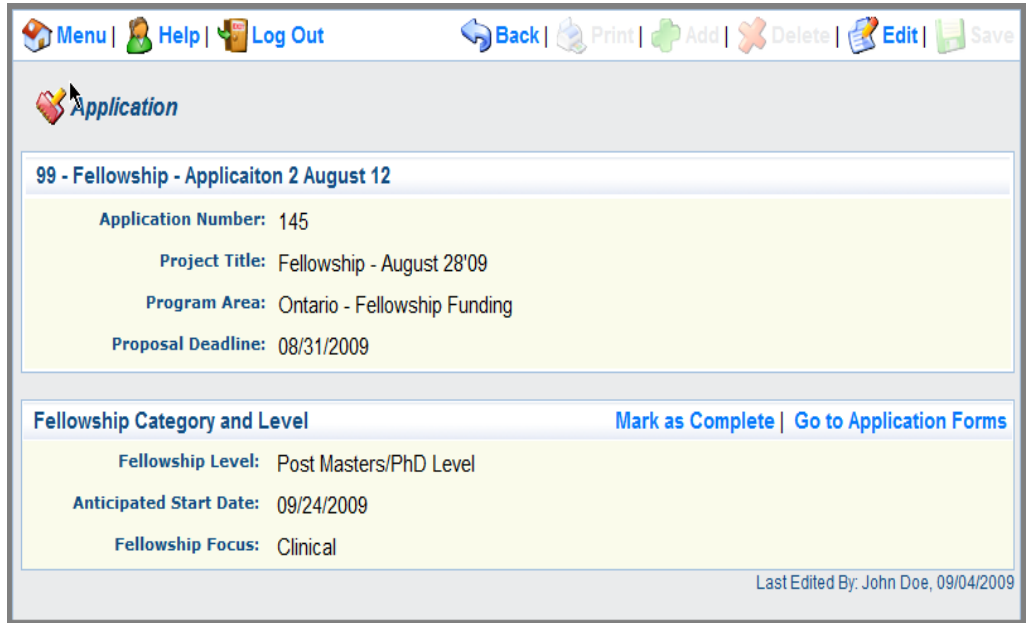
The screenshot shows a web application interface for 'Application'. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the application title 'Application' is displayed. The main content area is divided into two sections. The first section, titled '99 - Fellowship - Application 2 August 12', contains the following information: Application Number: 145, Project Title: Fellowship - August 28'09, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 08/31/2009. The second section, titled 'Funding Duration', contains a label 'Funding Duration Requested:' followed by a dropdown menu currently set to '12 Months'. A mouse cursor is pointing at the dropdown menu. At the bottom right of the form, there is a blue link that says 'Return to top to save'.

2. Choose the **Funding Duration Requested** from the drop down menu.
(Please refer to the **Fellowship Category and Level Section** of the Fellowship Application Guidebook for further information on Fellowship funding duration).
3. Click on the **Save**  icon to save the information you have entered
4. Click on the **Mark as Complete** link to return to the components menu.

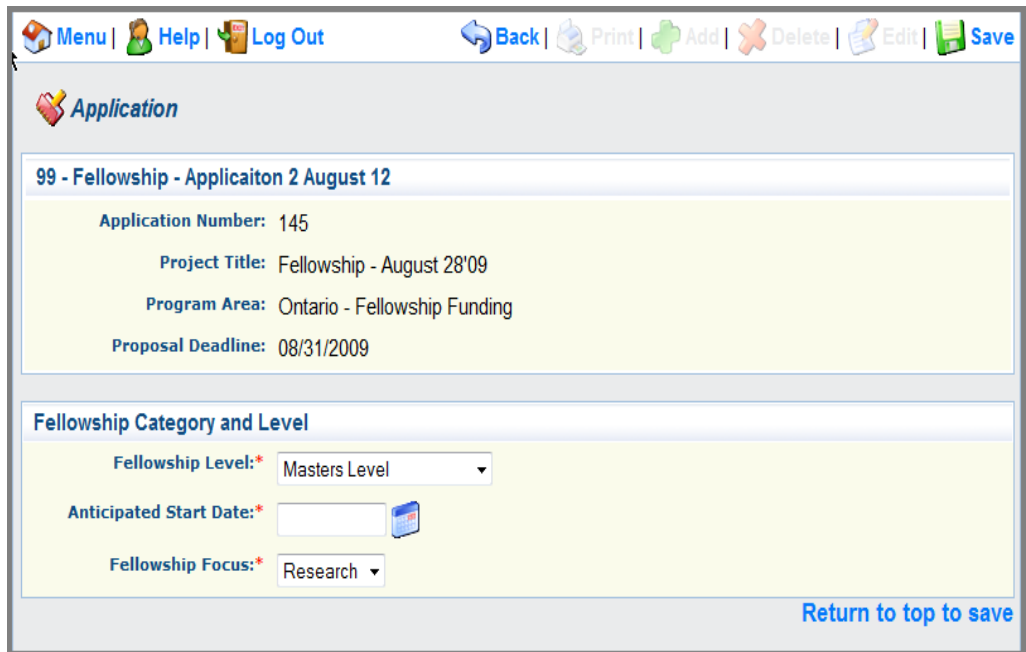
5.3 Fellowship Category and Level

Applicants must indicate the category and level of fellowship being applied for.

1. Click on **Fellowship Category and Level** from the components list.





2. Click on the **Edit** icon from the top right hand side of the page



3. Choose your **Fellowship Level** from the drop down menu.

Descriptions of fellowship categories, levels and requirements are provided in the Fellowship Application Guidebook.

Confirmation of acceptance into any proposed graduate training program is required before receipt of Fellowship Award.

4. Click on the **Calendar**  icon to choose the **Anticipated Start Date**.
Funded Fellowships are expected to commence any time after January 1s 2010. Please indicate your anticipated start date.
5. Choosing from the drop down menu indicate whether the **Fellowship focus** is primarily **Clinical**/professional training, **Research**, or a combination of **Both**.
6. Click on the **Save**  icon to save the information you have entered.
7. Click on the **Mark as Complete** link to return to the components menu.

5.4 Fellowship Supervisor(s)



Applicants must indicate at least one (or at most two) Fellowship Supervisor(s), one of whom must be affiliated with the Project Host Organization. Please see “Additional Information”, below, for Supervisor requirements and commitments.

1. Click on **Fellowship Supervisors** from the components list.

The screenshot shows the 'Application' page for '99 - Fellowship - Application 2 August 12'. The application details are as follows:


- Application Number: 145
- Project Title: Fellowship - August 28'09
- Program Area: Ontario - Fellowship Funding
- Proposal Deadline: 08/31/2009


Below the details is a table titled 'Fellowship Supervisors' with the following data:


First Name:	Last Name:	Phone/Fax:	Fax:	Email:	Organization:	City:	Province/State:	Supervisor CV
J	Smith	333-333-3333	444-444-4444	jsmith@test.ca	University of Toronto	Toronto	Ontario	

At the top of the interface, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Add' link is highlighted in green. At the bottom right of the table, it says 'Last Edited By: John Doe, 09/04/2009'.

2. Click on the **Add** icon at the top of the screen.

3. Complete **ALL** fields on this page with the Primary Supervisor's information, using drop down menus where applicable.
4. Click on the **Save**  icon to save the information you have entered.

First Name	Last Name	Phone/Fax	Fax	Email	Organization	City	Province/State	Supervisor CV
J	Smith	333-333-3333	444-444-4444	jsmith@test.ca	University of Toronto	Toronto	Ontario	

5. Click on the **Attach**  icon on the far right hand side under the **Supervisor CV** column to browse and attach the Supervisor's CV.
6. Repeat steps 2 to 5 to add a secondary Supervisor, if applicable.

7. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

Fellowship supervisors are investigators or clinicians holding an academic appointment and involved in areas of investigation or professional practices with a clear and direct relevance to breast cancer and breast health.

Fellowship supervisors who do not hold an academic appointment may be considered, providing they provide a brief outline of the training program, indicating the research/training facilities available and the organization through which the funds would be administered.

Fellowship supervisor(s) are expected to have the skills, expertise and experience necessary to supervise the proposed Fellowship, including past experience in mentorship, supervision and/or staff education. Qualifications and experience will be assessed in relation to the requirements of the Fellowship plan.

Supervisors are expected to provide input and guidance to the fellow regarding their application, and Detailed Project Proposal and to certify with their signature that they have consulted with the applicant and agree to supervise the fellowship.

If at any time during the tenure of the Fellowship award, the supervisor feels that the progress of the Fellowship recipient is not satisfactory, she/he must immediately notify the Foundation in writing.

Note: Applicants must attach (in the Fellowship Supervisors Component) a current CV for each Fellowship Supervisor.

5.5 Host Organization



CBCF-BC/Yukon Region requires the identification of an eligible Host Organization within the Province of British Columbia, to administer proposed fellowships that are funded.

1. Click on **Host Organization** from the components list.

The screenshot shows a web application interface with a top navigation bar containing 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below this is a section titled 'Application' with a list of items, the first being '99 -'. The details for this application are: Application Number: 145, Project Title: [redacted], Program Area: [redacted], and Proposal Deadline: 08/31/2009.

The main section is titled 'Host Organization' and contains a 'Financial Office' section with the following fields:

- Financial Department:*
- Institution:*
- Street Address:*
- Address Line 2:
- City:*, Province/State: Ontario, Postal Code/Zip Code:
- Country:*, Canada
- CRA Business #/Charitable Registration #:*
- Contact Person: Dr. [redacted] [redacted] (Prefix, First Name, Last Name)
- Position:*
- Phone:*, Phone, Ext., Fax
- Email:*
- Cheques Payable To:*

Financial Office


Approved Fellowship funds must be directed to an authorized Financial Officer at the Host Organization. The Host Organization Financial Officer is also the Foundation's key contact for financial reporting and tracking issues of approved Fellowship funding.

2. Complete **ALL** fields on this page with the Financial Office's information,

using the drop down menus where applicable. (Please Note: All fields for the Financial Office are mandatory, including the Host Organization's **CRA Business #/Charitable Registration #** and the **Cheques Payable To** fields)

Administrative Office

The Research Administrative Officer is the designated individual who would be the administrative contact at the Host Organization, if the Fellowship is approved for funding.

3. Complete **ALL** fields on this page with the Administrative Office's information, using the drop down menus where applicable.
4. Click on the **Save**  icon to save the information you have entered.
5. Click on the **Mark as Complete** link to return to the components menu.

5.6 Locations of Project(s)



Research Projects/Fellowships must be conducted within settings that provide facilities and staff necessary to support the requirements of the Detailed Project Proposal. Provide all locations, including Host Organization facilities, where proposed work will take place.

1. Click on **Locations of Project(s)** from the components list.

Application

99 -

Application Number: 145
 Project Title:
 Program Area:
 Proposal Deadline: 08/31/2009

Locations of Project(s) [Mark as Complete](#) | [Go to Application Forms](#)

Location of Work:	Description:
-------------------	--------------

Last Edited By:

2. Click on the **Add**  icon at the top of the screen.

Application

99 -

Application Number: 145
 Project Title:
 Program Area:
 Proposal Deadline: 08/31/2009

Locations of Project(s)

Location of Work:*


Please provide a description of work to be undertaken below. Please limit your response in this section to 800 characters.

Description:

[Return to top to save](#)

3. In the **Location of Work** text box provide the name of the primary location where project activities/training will take place.
4. In the **Description** text box, provide a brief point-form description of the

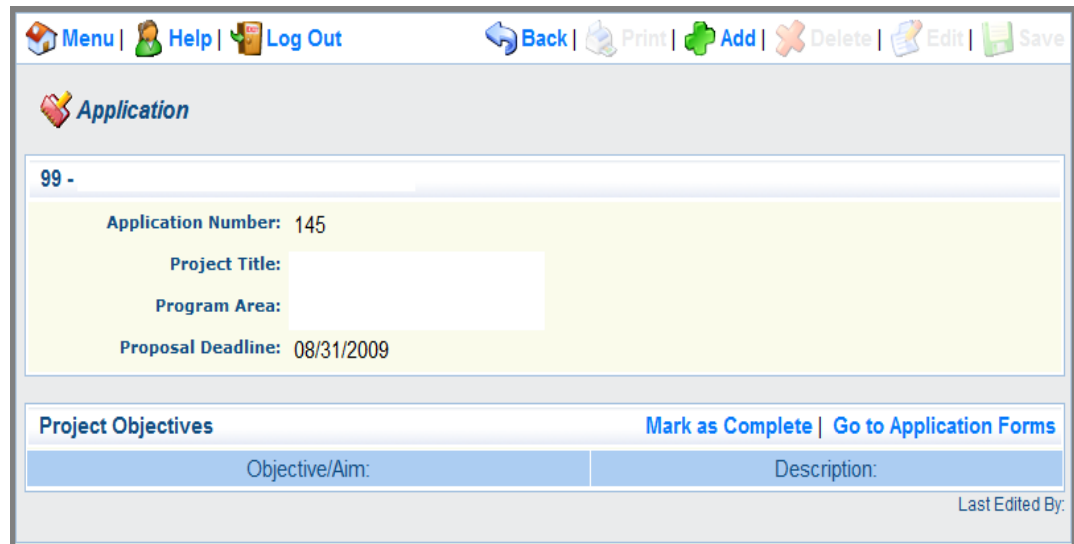
work that will be undertaken at this location. Indicate whether certificates or approvals (for animal care, biohazard, etc.) are required for this location. Please limit your response to 800 characters (including spaces).

5. Click on the **Save**  icon to save the information you have entered
6. Repeat numbers 2-5 for each additional location.
7. Click on the **Mark as Complete** link to return to the components menu.

5.7 Project Objectives (Aims)

Applicants are required to outline 1-5 project objectives (aims). These objectives (aims) will be used to measure progress in the project and will form the core of semi-annual activity/progress reporting. These Project Objectives are a component of your Detailed Project Proposal, you can “cut and paste” them from your proposal into the text box provided in this component.


1. Click on **Project Objectives (Aims)** from the components list.




The screenshot shows the WebGrants application interface. At the top, there is a navigation bar with icons and links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Application' section, which displays the following information:

- 99 -
- Application Number: 145
- Project Title:
- Program Area:
- Proposal Deadline: 08/31/2009

Below the application information is a table for 'Project Objectives'. The table has two columns: 'Objective/Aim:' and 'Description:'. To the right of the table are links for 'Mark as Complete' and 'Go to Application Forms'. At the bottom right of the table area, it says 'Last Edited By:'.

2. Click the **Add**  icon at the top of the screen.

The screenshot shows a web application interface with a top navigation bar containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled "Application" with a sub-header "99 -". The main content area is divided into two sections. The first section contains the following information: Application Number: 145, Project Title: [text box], Program Area: [text box], and Proposal Deadline: 08/31/2009. The second section is titled "Project Objectives" and contains two text boxes: "Objective/Aim:*" and "Description:*". A "Return to top to save" link is located at the bottom right of the form.

3. In the **Objective/Aim** text box, briefly describe your project objective.
4. “Cut and Paste” the **Project Objectives (Aims)** from your Detailed Project Proposal into the **Description** text box.
5. Click on the **Save**  icon to save the information you have entered
6. Repeat steps 2 to 5 for each additional project objective.
7. Click on the **Mark as Complete** link to return to the components menu


5.8 Present Position and Duties



Applicants should use this component to briefly outline their present position and duties.

1. Click on **Present Position and Duties** from the components list.

The screenshot shows a web application interface. At the top, there is a navigation bar with icons and labels for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below this is a header section titled 'Application' with a sub-header '99 - Fellowship - Application 2 August 12'. Underneath, there are several fields: 'Application Number: 145', 'Project Title: Fellowship - August 28'09', 'Program Area: Ontario - Fellowship Funding', and 'Proposal Deadline: 08/31/2009'. The main section is titled 'Present Position & Duties' and contains the text: 'Present Position & Duties' followed by a instruction: 'Provide a summary in lay language, of your present position and description of duties. Please limit your response in this section to 800 characters.' Below this text is a large, empty text input area with a vertical scrollbar on the right. At the bottom right of the form, there is a blue link that says 'Return to top to save'.

2. In lay language provide a single-spaced summary of the applicant's present position, including a description of current duties and responsibilities. Please include current source(s) of salary support and when/why these will cease. Please limit your response to 800 characters (including spaces).
3. Click on the **Save**  icon to save the information you have entered
4. Click on the **Mark as Complete** link to return to the components menu.

5.9 CSO Codes



Applicants must indicate in this component which Common Scientific Outline (CSO) Codes most closely match the topic of their proposed work.

1. Click on **CSO Coding** from the components list.


The screenshot shows the 'Application' page for '150 - Research'. The top navigation bar includes 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The main content area is divided into two sections:

- 150 - Research** (yellow background):
 - Application Number: 151
 - Project Title: Testing
 - Program Area: Ontario - Research Project
 - Proposal Deadline: 09/30/2009
- CSO Coding** (white background):
 - CSO Code 1*: 1.2 Cancer Initiation: Alterations in Chromosomes
 - CSO Code 2*: 1.3 Cancer Initiation: Oncogenes and Tumor Suppressor Genes
 - CSO Code 3*: 2.3 Interactions of Genes and/or Genetic Polymorphisms with Exogenous and/or Endog

A 'Return to top to save' link is located at the bottom right of the CSO Coding section.

2. Use the drop down menu to choose up to three sub category CSO Codes that best describe the Primary, Secondary and Tertiary focus areas of the project.

(See Appendix A at the back of the Fellowship Application Guidebook for more details on the various CSO Codes)

3. Click on the **Save**  icon to save the information you have entered.
4. Click on the **Mark as Complete** link to return to the components menu.

5.10 CSCC Codes



Applicants must indicate in this component which CSCC Codes (adapted from the Analytic Framework for Cancer Control in Canada (NCIC)) most closely match the topic of their proposed work.

1. Click on **CSCC Coding** from the components list.

The screenshot shows the 'Application' form in WebGrants. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the form is titled 'Application' and shows the following information:

- Application Number: 145
- Project Title: [Empty text box]
- Program Area: [Empty text box]
- Proposal Deadline: 08/31/2009


The 'CSCC Coding' section contains three dropdown menus, each currently set to 'Fundamental Research (FR)':

- CSCC Code 1:*
- CSCC Code 2:
- CSCC Code 3:

At the bottom right of the form, there is a blue link that says 'Return to top to save'.

2. Use the drop down menus to choose the CSCC Codes that best describe the Primary, Secondary and Tertiary focus areas of the project. Applicants **MUST** select at least one CSCC code.

(See Appendix B in the Fellowship Application Guidebook for more details on the various CSCC Codes)

3. Click on the **Save**  icon to save the information you have entered.
4. Click on the **Mark as Complete** link to return to the components menu.


5.11 Lay Language Summary of Project



Applicants must provide a short summary of their fellowship project/activities, context, objectives, methodologies, relevance and anticipated impact on breast cancer in lay language and describe how the project or activities relate to the Foundation's mission and how you will ensure that knowledge is transferred/disseminated to appropriate audiences. This summary will be used to describe the project to the Foundation's stakeholders and must be written in lay language.

1. Click on **Lay Language Summary of Project** from the components list.

The screenshot shows the WebGrants application interface. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Application' with a sub-header '99 -'. The application details are displayed in a light yellow box: Application Number: 145, Project Title: [redacted], Program Area: [redacted], and Proposal Deadline: 08/31/2009. Below this is the 'Lay Language Summary of Project' section, which includes a sub-header 'Lay Summary' and a note: 'See Guidebook for Instructions. Please limit your response in this section to 1200 characters.' A large text input area is provided for the summary. At the bottom right of the form, there is a blue link that says 'Return to top to save'.

2. Enter a **Lay Summary** of the project in the text box.
Please limit your response to 1200 characters (including spaces).
3. Click on the **Save**  icon to save the information you have entered.
4. Click on the **Mark as Complete** link to return to the components menu.

5.12 Abstract



A Technical Project Summary is required from all Applicants. Please complete all fields.

1. Click on **Abstract** from the components list.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

99 - Fellowship - Application 2 August 12

Application Number: 145
 Project Title: Fellowship - August 28'09
 Program Area: Ontario - Fellowship Funding
 Proposal Deadline: 08/31/2009

Abstract

Investigators/Departmental Affiliation/Organization:*

Title of Project:*

Keyword 1:*

Keyword 2:

Keyword 3:

Keyword 4:

Keyword 5:

Scientific Abstract:*
 Please limit your response in this section to 3800 characters.

[Return to top to save](#)

2. In the first text box, please include the **names, department affiliation(s)** and **organization(s)** of the following individuals:
 - Fellowship applicant


- Fellowship Supervisor(s)
 - other research investigators (if applicable)
3. Enter the **Title of the Project** or training plan.
 4. Enter up to five **Keywords** that describe the scientific and technical aspects of the project and/or focus of the training plan. You must enter at least one Keyword.

5. Enter the **Scientific Abstract** in the text box.

Please limit your response to 3800 characters

For Fellowships with a research component, the Scientific Abstract must clearly state the nature of the research question to be investigated (and/or training to be accomplished), project objectives, methodologies to be used, as well as the significance of the research/training to the breast cancer/breast health field.

For Fellowships with a clinical/professional focus, the Scientific Abstract must describe the clinical/professional training and activities proposed, including objectives of training, methods, and the significance of the training to breast cancer/breast health field.

6. Click on the **Save**  icon to save the information you have entered.
7. Click on the **Mark as Complete** link to return to the components menu.

5.13 Detailed Project Proposal





Applicants must provide a detailed project proposal, following specific content and formatting guidelines.


1. Click on **Detailed Project Proposal** from the components list.
2. The **Detailed Project Proposal** should be completed off-line, saved as a Microsoft Word document, and attached to this component.

Applicants **must** refer to the detailed instructions in **Additional Information** section, below, in preparation of their Detailed Project Proposal. In fairness to all applicants, Detailed Project Proposals varying from the prescribed formatting standards will be ineligible for peer review, without appeal.

3. To attach the **Detailed Project Proposal**, Click the **Add**  icon at the top of the page.

4. Click on the **Browse** button to search for the document.
5. Click on the **Save**  icon to save your selected document.
6. Click on the **Add**  icon to add figures and/or surveys pertaining to the **Detailed Project Proposal**. Attach figures and/or surveys as separate

documents.

7. Click on the **Save**  icon to save your selected document(s).
8. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

For complete information on the content requirements of the Detailed Project Proposal, please refer to the Fellowship Application Guidebook

Authorship

- It is expected that the applicant him/herself will write the Detailed Project Proposal, with guidance of the proposed Fellowship Supervisor(s) appropriate to academic level.

Required Formatting – Detailed Project Proposal:

- Written text of up to a maximum of ten (10) numbered pages, double-spaced with Arial or Times Roman 12pt font. Condensed fonts or condensed character spacing may not be used.
- Every page of text must display clearly visible line numbers in the left margin and each page must be numbered independently (i.e. each page starts with line „1“).
- Top, bottom and side margins must all be 1” each.
- The **Detailed Project Proposal must** be saved in MS Word (version 1997-2003)
- Please add as three separate attachments:
 - 1) the Detailed Project Proposal (this document should include the List of References and Definitions for Acronyms used within the Detailed Project Proposal; both of which have NO page limit);
 - 2) Figures and/or;
 - 3) Surveys

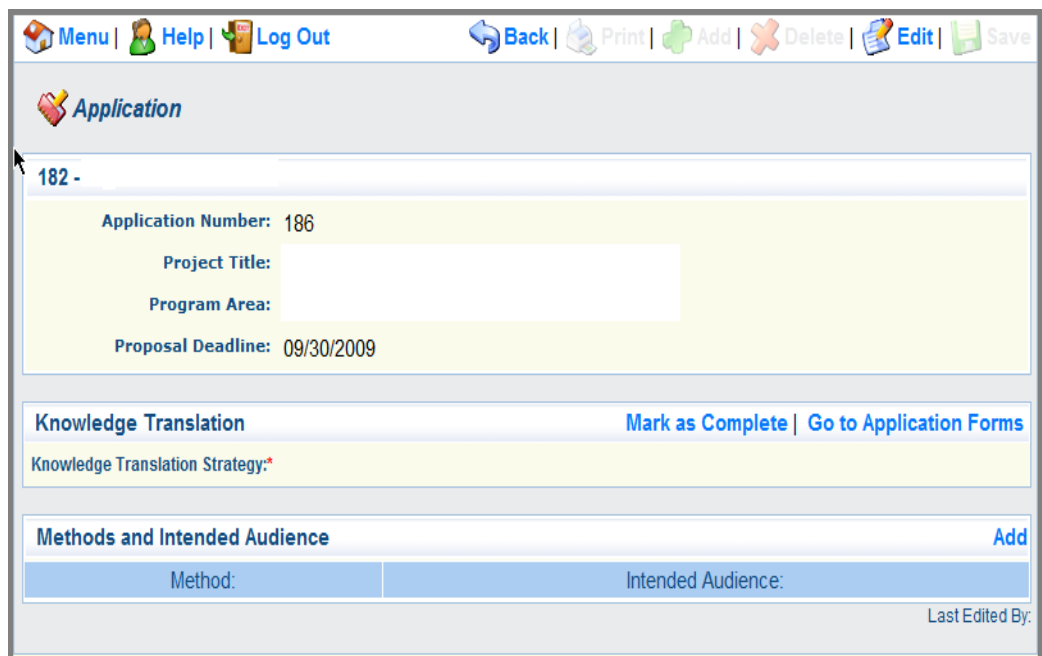
Allowable Appendices (to be attached in Attachment component)

- Up to five (5) pages (in total) of figures/tables/charts and associated legends may be provided. These additional documents must contain only information necessary to understand the data being presented .
- Proposed surveys or questionnaires (no page limit)
- Additional documents that support this proposal should be attached in the **Attachments** component, please refer to Section **5.26** of this User Manual for instructions on the **Attachments** component.

5.14 Knowledge Translation

Applicants must describe how project knowledge will be transferred/disseminated to appropriate audiences. [Note: The Foundation is supportive of dissemination/knowledge translation strategies that go beyond traditional/standard practice.] **Knowledge Translation** is also a component of the **Detailed Project Proposal**, you can “cut and paste” this section from your proposal into the text box provided in this component.

1. Click on **Knowledge Translation** from the components menu.




The screenshot shows a web application interface for managing an application. At the top, there is a navigation bar with icons and labels for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section labeled "Application" with a sub-header "182 -". The main content area is divided into several sections:

- Application Details:** A yellow background section containing the following information:
 - Application Number: 186
 - Project Title: [Empty text box]
 - Program Area: [Empty text box]
 - Proposal Deadline: 09/30/2009
- Knowledge Translation:** A section with a blue header and a yellow background. It includes a "Knowledge Translation Strategy:" label and a "Mark as Complete | Go to Application Forms" link.
- Methods and Intended Audience:** A section with a blue header and a yellow background. It includes a "Method:" label, an "Intended Audience:" label, and an "Add" link.

At the bottom right of the form, there is a "Last Edited By:" label.

2. Click on the **Edit** icon at the top of the screen.

The screenshot shows a web application interface with a top navigation bar containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled "Application" with a sub-header "182 -". This section contains four labeled fields: "Application Number: 186", "Project Title:" (with a text input field), "Program Area:" (with a text input field), and "Proposal Deadline: 09/30/2009". Below this is a section titled "Knowledge Translation" with a sub-header "Knowledge Translation Strategy:*" and a large, empty text area with a vertical scrollbar. At the bottom right of the form, there is a blue link that says "Return to top to save".

3. Describe the **Knowledge Translation Strategy** in the text box provided.
4. Click on the Save  icon to save the information that you have entered.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

182 -

Application Number: 186

Project Title:

Program Area:

Proposal Deadline: 09/30/2009

Knowledge Translation [Mark as Complete](#) | [Go to Application Forms](#)

Knowledge Translation Strategy:*

Methods and Intended Audience [Add](#)

Method: Intended Audience:

Last Edited By:

5. Click on the **Add** link on the far right hand side of the screen to add the **Method** of dissemination and the **Intended Audience**.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

182 -

Application Number: 186

Project Title:

Program Area:

Proposal Deadline: 09/30/2009


Methods and Intended Audiences

Method:* Peer reviewed articles

Intended Audience:*

[Return to top to save](#)

6. Choose the **Method** of Knowledge Translation using the drop down menu.

7. Enter the **Intended Audience** for the Knowledge Translation.
8. Click on the **Save**  icon to save the information you have entered.
9. Repeat steps 5 -7 to add each additional method and intended audience.
10. Click on the **Mark as Complete** link to return to the components menu.

5.15 Required Certificates/Approvals




For **each** of the certificate types listed in the **Certificate Type** drop down menu you **must** indicate whether they are “Attached”, “Pending” or “Not Required”.

1. Click on the **Required Certificates/Approvals** from the components list.

The screenshot shows the WebGrants application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Application' section, which displays the following information:

- Application Number: 147
- Project Title: [Redacted]
- Program Area: [Redacted]
- Proposal Deadline: 09/30/2009

Below the application details is the 'Required Certificates/Approvals' section. It features a table with the following columns: Certificate Type, Attached?, Approval Date, Expiration Date, Protocol Number, Issuing Institution, Other Certificate Type Description, and Attach Certificate. The table contains one entry:

Certificate Type:	Attached?	Approval Date:	Expiration Date:	Protocol Number:	Issuing Institution:	Other Certificate Type Description:	Attach Certificate:
Ethical Approval Certificates for Research Involving Humans	Attached						

At the bottom right of the table, it says 'Last Edited By: John Doe, 09/04/2009'. Above the table, there are links for 'Mark as Complete' and 'Go to Application Forms'.

2. Click on the **Add**  icon at the top of the screen.



The screenshot shows a web application interface for entering application details. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section titled 'Application' with a sub-header '146 -'. The main form area contains several fields: 'Application Number: 147', 'Project Title:' (with a text input field), 'Program Area:' (with a text input field), and 'Proposal Deadline: 09/30/2009'. A section titled 'Required Certificates/Approvals' contains a 'Certificate Type:' dropdown menu set to 'Ethical Approval Certificates for Research Involving Humans', an 'Attached?*' dropdown menu set to 'Attached', and input fields for 'Approval Date:', 'Expiration Date:', 'Protocol Number:', and 'Issuing Institution:'. Below these fields is a note: 'Please provide further details if "Other" is selected for the Certificate Type above.' and an 'Other Certificate Type Description:' text area. At the bottom right of the form, there is a 'Return to top to save' link.

3. Use the drop down menu to indicate the first **Certificate Type**.
4. Indicate for this certificate type, whether the certificate is **Attached**, **Pending**, or **Not Required**.

Note: Applicants must attach (scanned copies of) all available certificates and approvals in the **Attachments** component (to attach certificates see step 9)

File Naming Convention - Attached Certificates:

[Applicant surname-approval certificate #.doc or Applicant surname-approval certificate #.pdf]

5. Click on the **Calendar**  icon to choose the certificate's **Approval Date** and **Expiration Date**.
6. If attached, enter the certificate's **Protocol Number &** the name of the **Issuing Institution**.
7. If certificate type **Other** was selected, please provide a description of the certificate in the last text box and provide the name of the **Issuing Institution** in the textbox provided.
8. Click on the **Save**  icon to save the information you have entered.


The screenshot shows the 'Application' page in WebGrants. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the application details are displayed in a yellow box:

- Application Number: 147
- Project Title: [Redacted]
- Program Area: [Redacted]
- Proposal Deadline: 09/30/2009

Below the application details, there is a section titled 'Required Certificates/Approvals' with links for 'Mark as Complete' and 'Go to Application Forms'. A table lists the required certificates:

Certificate Type:	Attached?	Approval Date:	Expiration Date:	Protocol Number:	Issuing Institution:	Other Certificate Type Description:	Attach Certificate:
Ethical Approval Certificates for Research Involving Humans	Attached						

At the bottom right of the form, it says 'Last Edited By: John Doe, 09/04/2009'.

9. To attach certificates, click on the **Attach**  icon at the far right hand side, under the **Attach Certificate** column.
10. Use the **Browse** and **Attach** buttons to browse and attach the certificate.
11. Repeat steps 2 to 8 and/or 9 to complete each of the remaining certificate types.
12. Click on the **Mark as Complete** link to return to the components menu once all certificate types have been completed.


5.16 Relation to a Larger Initiative




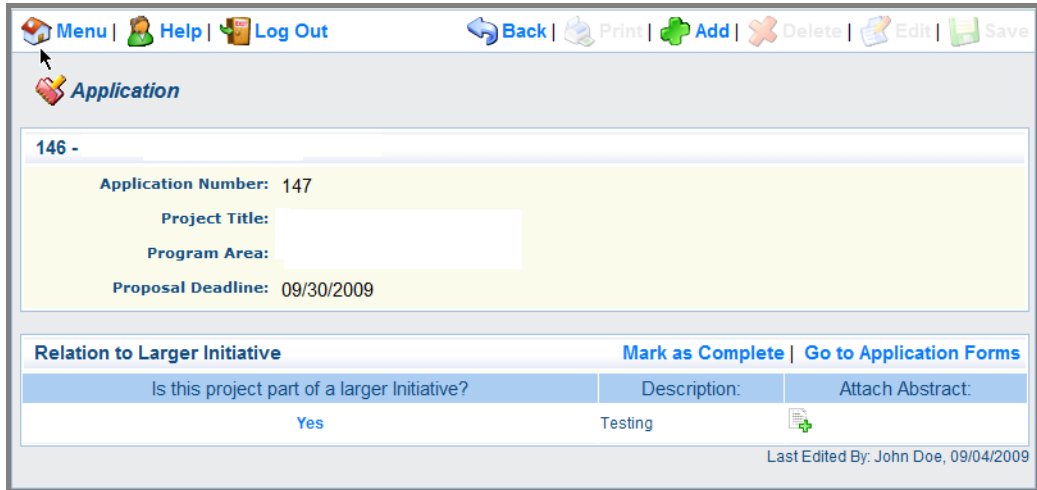
Applicants must indicate if their project is related to a larger initiative(s).

1. Click on the **Relation to a Larger Initiative** from the components list.

2. Click on the **Add**  icon at the top of the screen.

3. Indicate with the “Yes” or “No” button, whether or not this project is part of one or more larger initiatives. If “No”, click on the “No” button then click on the **Save**  icon and go to step 7.


- If “Yes” is chosen, describe relation to larger initiative in the **Description** text box. Click on the **Save**  icon to save the information you have entered.



The screenshot shows a web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Application' with a sub-header '146 -'. The main content area contains the following fields:

- Application Number: 147
- Project Title: [Empty text box]
- Program Area: [Empty text box]
- Proposal Deadline: 09/30/2009

Below the form is a table titled 'Relation to Larger Initiative'. The table has three columns: 'Is this project part of a larger Initiative?', 'Description:', and 'Attach Abstract:'. The first row shows 'Yes' in the first column, 'Testing' in the second, and an 'Attach' icon in the third. Above the table are links for 'Mark as Complete' and 'Go to Application Forms'. At the bottom right of the table area, it says 'Last Edited By: John Doe, 09/04/2009'.

- Click on the **Attach**  icon on the far right hand side, under the **Attach Abstract** column,
- Click the **Browse** and **Attach** buttons to browse and attach a **one-page scientific abstract** for each larger initiative to which this work is related.

Please note that it is not CBCF's intent to duplicate or replace funding from other sources. Please include a statement confirming that requested CBCF fellowship support does not duplicate existing funding within this larger initiative, and outlining the unique role related to the larger initiative which the Fellow will be undertaking. Ensure that the file-name detail clearly identifies to which project or initiative each attachment pertains.

- Click on the **Mark as Complete** link to return to the components menu.

5.17 Resubmission (Past Project Information)



Applicants re-submitting proposals that were considered, but not funded in a prior funding Call for Proposals must clearly and directly respond to review panel feedback from the prior Call, in the space provided.

- Click on **Resubmission** from the components list.


The screenshot shows a web application interface with a navigation bar at the top containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled 'Application' with a sub-header '146 -'. This section contains the following fields:

- Application Number: 147
- Project Title: [Empty text box]
- Program Area: [Empty text box]
- Proposal Deadline: 09/30/2009

Below the 'Application' section is a section titled 'Resubmission'. It contains a question: 'Is this a resubmission of a proposal previously reviewed by CBCF?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. Below the question is a text box with a vertical scrollbar and the instruction: 'If "Yes", please insert prior reviewer feedback and your response. Please limit your response to 3500 characters.' At the bottom right of the form, there is a blue link that says 'Return to top to save'.

2. Indicate with the “Yes” or “No” button, whether or not this project is a resubmission of a previously reviewed proposal. If “No”, click the “No” button, and proceed to Step 5.
3. If “Yes”, click on the “Yes” button and use the text box to provide:
 - Prior reviewer feedback
 - Applicant’s response to this feedback

Note: Applicants may attach supporting documents related to their response (references, tables, etc.) in the **Attachments** component. In including attachments, please clearly indicate their file names as the last item at the bottom of this text box, so peer reviewers can easily find the correct attachment for this component. Please refer to Section **5.26** of this User Manual for instructions on the **Attachments** component.

4. Click on the **Save**  icon to save the information you have entered.
5. Click on the **Mark as Complete** link to return to the components menu.

5.18 Funding for Fellow Salary/Stipend/Income




In this component, applicants must provide information concerning funding they anticipate receiving, or have applied to receive, toward their personal salary/stipend during the fellowship period. This does NOT include funding for research or study-related costs such as tuition, travel, supplies, reagents, etc.

Please see Additional Information, below.

1. Click on **Funding for Fellow Salary/Stipend/Income** from the components list.

NOTE: If no other sources of support are anticipated, please select the **Mark as Complete** link to indicate completion of this component and to return to the components menu.



2. If other sources of support are anticipated, click on the **Add**  icon at the top of the screen.

3. Indicate the **Funding Source** in the first text box.

Examples of sources include: University of Waterloo, Komen Foundation, Best Laboratories.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Application' with a sub-header '146 - Fellowship Funding September 4'. The application details are: Application Number: 147, Project Title: Testing, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 09/30/2009. The main section is titled 'Funding for Fellow Salary/Stipend/Income' and contains several form fields: 'Funding Source:' (text input), 'Nature of Funding:' (dropdown menu with 'Fellowship/Scholarship/Stipend' selected), 'Funding Status:' (dropdown menu with 'Award/Secured' selected), 'Start Date:' (calendar icon), 'End Date:' (calendar icon), 'Amount:' (text input with '\$0'), 'If offered both this funding and CBCF Fellowship, I plan to accept:' (dropdown menu with 'CBCF Funding' selected), and 'What % of your workweek would be used for this paid service/activity?' (text input with '%'). A 'Return to top to save' link is located at the bottom right of the form area.

4. Use the drop down menu to choose the **Nature of Funding**. (Fellowship/Scholarship/Stipend vs. Income for Services Provided)

5. Use the drop down menu to choose the **Funding Status**.
6. Click on the **Calendar**  icon to choose the anticipated funding **Start Date** and **End Date**.
7. Indicate the funding **Amount**. Please indicate the **TOTAL ANNUAL** amount you anticipate receiving from this source.
8. Indicate which award you would choose, from the drop down menu, in the event that CBCF Fellowship funding is awarded.
9. If the source is a research project, please ensure that you have included it under the "Relation to a Larger Initiative" component and attach a one page scientific abstract for the project in the **Attachments** component.
10. If the source is a paid service/activity, indicate in the last text box, what percentage of your workweek would be used for this paid service/activity.
11. Click on the **Save**  icon to save the information you have entered
12. Repeat numbers 3-11 for each type of funding awarded or applied for.
13. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

Applicants are encouraged to apply to other funders for support concurrently with their application to the Foundation.

Fellowship recipients may not accept any other fellowship award concurrently with their Canadian Breast Cancer Foundation – BC/Yukon Region Fellowship, or hold a concurrent faculty appointment. Applicants awarded more than one grant for salary support will be asked to choose which funding they wish to accept.

In order for Fellowship recipients to maintain their clinical and/or teaching skills, the Fellowship recipient may, with the approval of their Fellowship supervisor, engage in and receive remuneration for departmental activities contributory to the development of the Fellowship recipient. Such activities must be limited to twenty-five percent of the Fellow's time and may include, but need not be limited to undergraduate teaching and clinical services, provided that such activities do not adversely affect the quantity or quality of work on the approved Fellowship project, or the primary purpose of the award. No limit will be placed on the level of supplementary salary support received by the Fellow for such services, within the twenty-five percent of allowable time.

See Fellowship Application Guidebook for more information.

5.19 Funding for Fellowship Expenses (Non-Salary)




1. In this component, applicants must provide information concerning funding they anticipate receiving, or have applied to receive, toward research or study-related costs such as tuition, travel, supplies, reagents, etc. If the source of funding is from a Research Grant please attach a one-page scientific abstract for the grant (see step 12) and ensure that you have included it under the **Relation to a Larger Initiative** component along with a one page scientific abstract for the project.

NOTE: Please see **Additional Information**, below, for further information.




2. Click on **Funding for Fellowship Expenses (non-salary)** from the components list.

NOTE: If no other sources of support are anticipated, please select the **Mark as Complete** link to indicate that this component has been completed and to return to the components menu.

3. If other sources of support are anticipated, click on the **Add**  icon at the top of the screen.
4. Indicate the **Funding Source**.

Examples of sources include: University of Waterloo, Komen Foundation, Best Laboratories.

5. Use the drop down menu to choose the type of **Expenses Being Covered**.

6. Use the drop down menu to indicate the **Funding Status**.
7. Click on the **Calendar**  icon to choose the anticipated funding **Start Date** and **End Date**
8. Indicate the funding **Amount**. Please indicate the **TOTAL ANNUAL** amount you anticipate receiving from this source.
9. If source of funding is from a Research Grant provide the **Title** of the Grant.
10. If the source is a research project, please Click on the **Save**  icon to save the information you have entered.
11. If the source is from a research project grant please attach a one-page scientific abstract by clicking on the **Attach**  icon at the far right hand side, under the **Abstracts** column. **Browse** and **Attach** the abstract.
12. Repeat numbers 2 to 11 for each additional funding source.
13. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

CBCF Fellowship funding does not directly support research expenses, travel expenses, etc. It is expected that the Fellowship recipient will have support from other sources for these items.

Please include in-kind or financial support from the Host Organization, supervisor's research project or other source, for the proposed investigation and/or fellowship training activities.


5.20 References




Three (3) confidential letters of reference **must** be provided. One letter of reference must be from your Fellowship supervisor(s), and two must be from other individuals.

NOTE: Please see [Additional Information](#) below for content instructions.

Please indicate within this component the names and contact information for the two non-Supervisor referees.

1. Click on **References** from the components list.
2. Click on the **Add**  icon at the top of the screen.

The screenshot displays the 'References' form within the WebGrants application. The form is titled 'References' and contains several required fields marked with an asterisk (*). The fields are: Name (with a dropdown for 'Dr.' and input boxes for First Name and Last Name), Organization, Street Address, Address Line 2, City, Province/State (currently set to 'Ontario'), Postal Code/Zip Code, Country (currently set to 'Canada'), Phone (with separate boxes for Phone and Ext), Fax, Email, and Relationship to Reference. The form is set against a light yellow background. At the top of the application window, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the application details are shown, including the Application Number (147), Project Title, Program Area, and Proposal Deadline (09/30/2009). A 'Return to top to save' link is located at the bottom right of the form area.

3. Complete **ALL** fields on this page, using the drop down menus where applicable.
4. Click on the **Save**  icon to save the information you have entered.
5. Click on the **Mark as Complete** link to return to the components

menu.

Additional Information

One letter of reference must be from the applicant's Fellowship supervisor(s), and two must be from other individuals who are familiar with the applicant's academic and/or professional achievements (in particular with past research and/or clinical work).

The letter from the Fellowship Supervisor(s) should include:

- a statement of support for the applicant, including an assessment of his/her career potential
- details regarding operational funding for research/clinical training expenses related to the Fellowship
- a description of the training environment and opportunities
- a statement as to the applicant's role in the project and in writing the proposal

The two letters from other individuals should include a statement of support for the applicant, including assessments of the applicant, in relation to other individuals with approximately the same training and experience, in at least the following areas:

- academic and other preparation for the proposed work
- drive, motivation and career potential
- soft-skills (interpersonal, critical thinking, writing)
- research and/or clinical skills

Note: Letters of reference should be submitted directly to the Canadian Breast Cancer Foundation – BC/Yukon Region by the referees. All letters must be received by the Foundation by the deadline. It is the responsibility of the applicant to follow-up with referees to ensure that letters of reference are submitted within the required timeframe.

5.21 Fellowship Certification and Conflict of Interest



Applicants are required to declare and describe any commercial interests/conflicts of interest related to the application. See [Additional Information](#), below for further information on component.

1. Click on the **Fellowship Certification and Conflict of Interest** from the components list.

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save

Application

146 - Fellowship Funding September 4

Application Number: 147

Project Title: Testing

Program Area: Ontario - Fellowship Funding

Proposal Deadline: 09/30/2009

Certifications and Disclosure of Commercial Interests/Conflict of Interest

I have commercial interests/conflict of interest to declare as defined in the Canadian Breast Cancer Foundation commercial interest/conflict of interest policy.

Response: Yes No

Describe Conflict of Interest

Conflict of Interest Description:

If "Yes" above, please describe nature of commercial interest/conflict of interest below.

Certifications and Disclosure of Commercial Interests/Conflict of Interest

I hereby acknowledge that I have read the Canadian Breast Cancer Foundation Application Guidebook for this program and hereby agree that if funded, I will abide by the terms, conditions, and obligations outlined therein, and the commitments described within this application. I further agree and certify that the statements contained in this application are true, complete and accurate to the best of my knowledge. I consent to the collection, use and disclosure of information contained in this application as described in the application guidebook for this program.

I have read the formatting requirements and understand that if my application does not meet the requirements, it will be truncated or rejected.

I accept? Yes No

[Return to top to save](#)


2. Indicate with the “Yes” or “No” button whether or not you have any **Conflicts of Interest** according to CBCF-BC/Yukon Region’s definition. If “No”, click the “No” button and proceed to Step 6.

Please review the “Conflict of Interest” section in the Fellowship Program

Guidelines & Criteria for a full discussion of CBCF-BC/Yukon Region’s definition of conflict of interest.

3. If you have a Conflict of Interest, click the “Yes” button.
4. Explain the Conflict of Interest in the text box provided.

NOTE: Applicants are required to certify that they fully understanding Fellowship terms and conditions as detailed within the Fellowship Application Guidebook, and that they accept the terms and conditions of being funded.

5. Click the “Yes” button at the bottom of the page, to confirm that you accept the terms and conditions of being funded. If you do not accept the terms and conditions, your application will not be processed.
6. Click on the **Save**  icon to save the information you have entered.
7. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

Applicants and Fellowship Supervisor(s) must disclose fully any financial interest they have in any company, corporation or other commercial venture whose business activities are related to the subject matter of the Canadian Breast Cancer Foundation – BC/Yukon Region Fellowship application.

Such financial interests include, but are not limited to: owning a substantial number of shares of the company (5% or greater), sitting on the Board or other Committees of the company, having any appointment (full or part-time) as an Officer or Staff member of the company, acting as a consultant or advisor for the company, having any contract for services with the company, receiving remuneration of any kind from the company.

Please see the Fellowship Program Guidelines & Criteria for further information.

5.22 Primary Supervisor Certificate



Fellowship Supervisors must complete and sign a certification document. This document asks supervisors to:

- confirm their contact information;
 - declare any commercial interests or conflicts of interest related to the application (Supervisors are advised to review the Conflict of Interest section in the Guideline for a full discussion of CBCF-BC/Yukon Region’s definition of conflict of interest);
 - certify that they agree to supervise the Fellowship as described in the application and are willing to abide by the terms of the Fellowship as outlined in the Fellowship Application Guidebook;
 - confirm that the application was written by the Fellowship applicant, with consultations and guidance provided by the supervisor, and;
 - confirm that the information in the application is accurate to the best of their knowledge.
1. Click on the **Primary Supervisor Certificate** from the components list.
 2. Click on the link **Primary Supervisor Certificate Template** to download the template.

The screenshot shows a web application interface with a navigation bar at the top containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled "Application" with a sub-header "146 - Fellowship Funding September 4". This section contains the following details:

- Application Number: 147
- Project Title: Testing
- Program Area: Ontario - Fellowship Funding
- Proposal Deadline: 09/30/2009


Below this is a section titled "Primary Supervisor Certificate" with the following instructions:

- 1) Please download the Primary Supervisor Certificate Template from below.
- 2) Print and complete the template.
- 3) Then attach the completed template below.

See Guidebook for further Instructions.

Click here to download the [Primary Supervisor Certificate Template](#).

At the bottom of this section is a label "Attach Completed File:" followed by a file upload area. In the bottom right corner of the application frame, there is a blue link that says "Return to top to save".

3. Print the **Primary Supervisor Certificate Template**. Have the supervisor(s) complete and sign the form.
4. Scan and save the completed and signed form on your computer.
5. Click on the **Save**  icon to return to the **Primary Supervisor Certificate** page.

The screenshot shows a web application interface with a navigation bar at the top containing 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the navigation bar is a section titled 'Application' with a sub-header '146 - Fellowship Funding September 4'. The main content area displays the following details:

- Application Number:** 147
- Project Title:** Testing
- Program Area:** Ontario - Fellowship Funding
- Proposal Deadline:** 09/30/2009


Below the details is a section titled 'Primary Supervisor Certificate' with two links: 'Mark as Complete' and 'Go to Application Forms'. The instructions for this section are:

- 1) Please download the Primary Supervisor Certificate Template from below.
- 2) Print and complete the template.
- 3) Then attach the completed template below.

See Guidebook for further Instructions.
Click here to download the Primary Supervisor Certificate Template.

At the bottom of this section is an 'Attach Completed File:' label with a plus icon.

In the bottom right corner of the application area, it says 'Last Edited By: John Doe, 09/04/2009'.

6. Click on the **Attach Completed File:**  icon, and use the **Browse and Attach** function to attach the completed **Primary Supervisor Certification** from your computer.

**File Naming
Convention:**

Supervisor Signatures Template(s):

[surname-certification.doc or surname-certification.pdf]

7. Click on the **Mark as Complete** link to return to the components menu.

5.23 Secondary Supervisor Certificate

NOTE: Where there is only one Fellowship supervisor, Click on the **Secondary Fellowship Supervisor Certificate** component, then click on the **Marked as Complete** link to indicate that this component has been completed and to return to the components menu.

1. To add a certificate for a secondary supervisor, click on **Secondary Supervisor Certificate** from the components list.
2. Follow steps 1 to 7(see instructions above) for Primary Supervisor Certificate component, to complete this component for the secondary supervisor certificate.

The screenshot shows a web application interface with a top navigation bar containing icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled 'Application' with a sub-header '146 - Fellowship Funding September 4'. The main content area displays the following information:

- Application Number:** 147
- Project Title:** Testing
- Program Area:** Ontario - Fellowship Funding
- Proposal Deadline:** 09/30/2009

Below this information is a section titled 'Secondary Supervisor Certificate' with a 'Mark as Complete' link and a 'Go to Application Forms' link. The section contains the following instructions:

- 1) Please download the Secondary Supervisor Certificate Template from below.
- 2) Print and complete the template.
- 3) Then attach the completed template below.

See Guidebook for further Instructions.

Click here to download the [Secondary Supervisor Certificate Template](#).

At the bottom of the section is an 'Attach Completed File:' label with a plus icon.

In the bottom right corner of the application area, it says 'Last Edited By: John Doe, 09/04/2009'.

5.24 Host Organization Certification



This application component certifies, through signatures from two **Project Host Organization** signing officers (Department Head or Dean and Executive Authority) that the **Project Host Organization**:

- Agrees to support the Fellowship as outlined within the application, and to abide by the funding terms as outlined in the Fellowship Application Guidebook for approved funding;
- Confirms that the information in the application is accurate and complete to the best of their knowledge.


The Certificate template is to be downloaded directly from this component, and should be completed, signed, scanned, and attached to this component. Where two printed copies have been signed (one by each signatories), these documents should be scanned into one file for uploading into WebGrants.

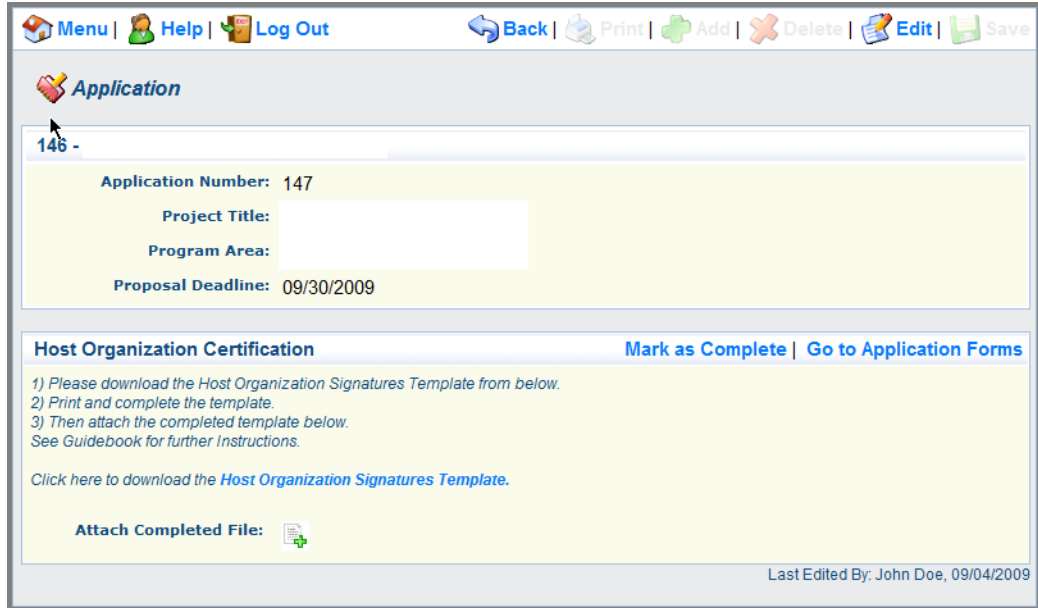
Applications without all required signatures, declarations and certifications will be ineligible for review.

1. Click on **Host Organization Certification** from the components list.

Note: This is a required component. **Do not select Mark as Complete.**

2. Click the link **Host Organization Signatures Template** to download the template.
3. Print the **Host Organization Signatures Template**. Have the Department Head or Dean **and** Executive Authority complete and sign the form.

4. Scan and save the completed and signed **Host Organization Signatures Template** on your computer.
5. Click on the Save  icon to return to the **Host Organization Certification** page.



The screenshot shows a web application interface. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Application" with a sub-header "148 -". The main content area is yellow and contains the following information:


- Application Number: 147
- Project Title: [Redacted]
- Program Area: [Redacted]
- Proposal Deadline: 09/30/2009

Below this is a section titled "Host Organization Certification" with a sub-header "Mark as Complete | Go to Application Forms". The text in this section reads:

1) Please download the Host Organization Signatures Template from below.
 2) Print and complete the template.
 3) Then attach the completed template below.
 See Guidebook for further instructions.

Click here to download the [Host Organization Signatures Template](#).

At the bottom of this section, there is a label "Attach Completed File:" followed by a plus icon in a square box. In the bottom right corner of the page, it says "Last Edited By: John Doe, 09/04/2009".

6. Click on the **Attach Completed File:**  icon, and use the **Browse and Attach** function to browse and attach the completed **Host Organization Signatures Template**.
7. Click on the **Mark as Complete** link to return to the components menu.

5.25 Attachments



This component is used to attach all other documents required as part of a Fellowship application. See the below “Additional Information” for details concerning all other required documents.

1. Click on **Attachments** from the components list.

Note: This is a required component. **Do not** select “Mark as Complete”.

The screenshot shows the 'Application' form in WebGrants. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the form title 'Application' is displayed. The main content area contains the following fields:


- 146 -
- Application Number: 147
- Project Title: [Text Input Field]
- Program Area: [Text Input Field]
- Proposal Deadline: 09/30/2009

At the bottom of the form, there is an 'Attachments' section with a table header containing 'Description' and 'File Name'. To the right of the table header are links for 'Mark as Complete' and 'Go to Application Forms'. A 'Last Edited By:' field is visible at the bottom right of the form.

2. Click on the **Add**  icon at the top of the screen.

The screenshot shows the 'Attach File' form in WebGrants. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the form title 'Attach File' is displayed. The main content area contains the following fields:

- Upload File: [Text Input Field]
- Description: [Text Area]

3. In the **Upload File** field, use the **Browse** function to search for the document. Please see below for **File Naming Convention**
4. In the **Description** text box provide a description of the file attachment. (This description is required to complete this component).
5. Click on the **Save**  icon to save the information you have entered.
6. Repeat steps 3-5 for each additional attachment.
7. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

The following must be attached (unless noted below as optional), with descriptions of each provided:

General Documents

- C.V. of Fellowship Applicant
 - Applicant Fellow CV must include:
 - Academic Degrees and Awards
 - Details of employment since graduation
 - Publications during **the last five years**

- Grant support received during **the last five years**
- Common CV format is acceptable but is not required
- Applicants are advised to detail any interruptions in their scientific career for information of reviewers.

File Naming Convention – Applicant CV :

[surname-cv.doc or surname-cv.pdf]

- Evidence of Canadian citizenship (scan of Passport [photo page], Birth Certificate), permanent resident status (Permanent Resident Card [front and back of card]), or other appropriate immigration documents (such as student or work VISA) if the applicant is not a Canadian citizen or permanent resident.

File Naming Convention - Citizenship :

[surname-citizenship.doc or surname-citizenship.pdf]

For component: Fellowship Supervisors

- C.V. of Fellowship Supervisor(s)
 - Supervisor(s) CV must include:
 - Academic Degrees and Awards
 - Details of employment since graduation
 - Publications during **the last five years**
 - Grant support received during **the last five years**
 - Details of supervisory, teaching and other experience relevant to the supervisory role
 - Common CV format is acceptable but is not required

File Naming Convention – Fellowship Supervisor(s) :

[surname-cv.doc or surname-cv.pdf]

For component: Detailed Project Proposal

- Definitions of acronyms used (required)
- Reference List (required)
- Tables/Figures (if applicable, up to 5 pages maximum in total)
- Surveys/questionnaires (if applicable)

File Naming Convention – Detailed Proposal Attachments :

[surname-[detail].doc or surname-[detail].pdf]

(e.g.: Smith-Ref List.doc or Jones-Tables.pdf)

For component: Required Certificates and Approvals

- Ethics, Animal Care, Biohazard and other relevant certificates/approvals, with expiry dates noted, where these have already been secured. It is permissible to obtain and submit these after funding approval. If approved, certificates/approvals must then be provided prior to commencement of Fellowship, or prior to commencement of the related Fellowship activity.

File Naming Convention – Approval Certificates :

[surname-approval certificate [#].doc
or surname-approval certificate #].pdf]

For component: Resubmission

- Documents to support response to reviewer feedback (optional). These may include references, abstracts, presentations, articles, or other items.

File Naming Convention - Resubmission :

[surname-resub[detail].doc or surname-resub[detail].pdf]

For components: Funding for Fellow Salary/Stipend/Income or Funding for Fellowship Plan Expenses (non-salary)

- Scientific abstracts for other sources of support. Ensure that the abstract description clearly identifies the source to which it pertains.

File Naming Convention - Funding :

[surname-abstract [#].doc or surname-abstract #].pdf]

Additional Attachments

The provision of additional attachments is permitted to present additional background, photographic or other graphical materials. Applicants are advised that reviewers are not obligated to review Additional Attachments, so it is important that all essential information be contained within the ten-page Detailed Fellowship Plan and formally requested Appendices.

5.26 Submitting your application for assessment

When you have completed all required application components and attachments, it is recommended that you review the application in detail to confirm that no information is missing, and no further edits are required.

The application can be reviewed, looking at each component individually or by clicking “Application Preview” from the Main Application menu. In Application Preview mode, you will be able to click on the links to all attachments to ensure that they are complete.

Please make sure that all components are “Marked as Complete”. When you have finished reviewing your application, click the “Submit” button on the Main Application Menu. You will receive an error message if any component required fields are not complete. Enter any missing information and click the “Submit” button again to submit the application to CBCF for assessment.

You will receive an auto-generated system message that your application has been successfully submitted.

After submitting your application to CBCF all screens become locked. You will be able to view your application but will not be able to make any further changes.

The Foundation will assess your submitted application for eligibility and will advise you by the notification deadline in the Fellowship Application Guidebook and whether your application is eligible to be assigned for formal peer review.