

# USER MANUAL

For WebGrants

Annual Breast Cancer Fellowship Grant Competition

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Deadline: October 30, 2015

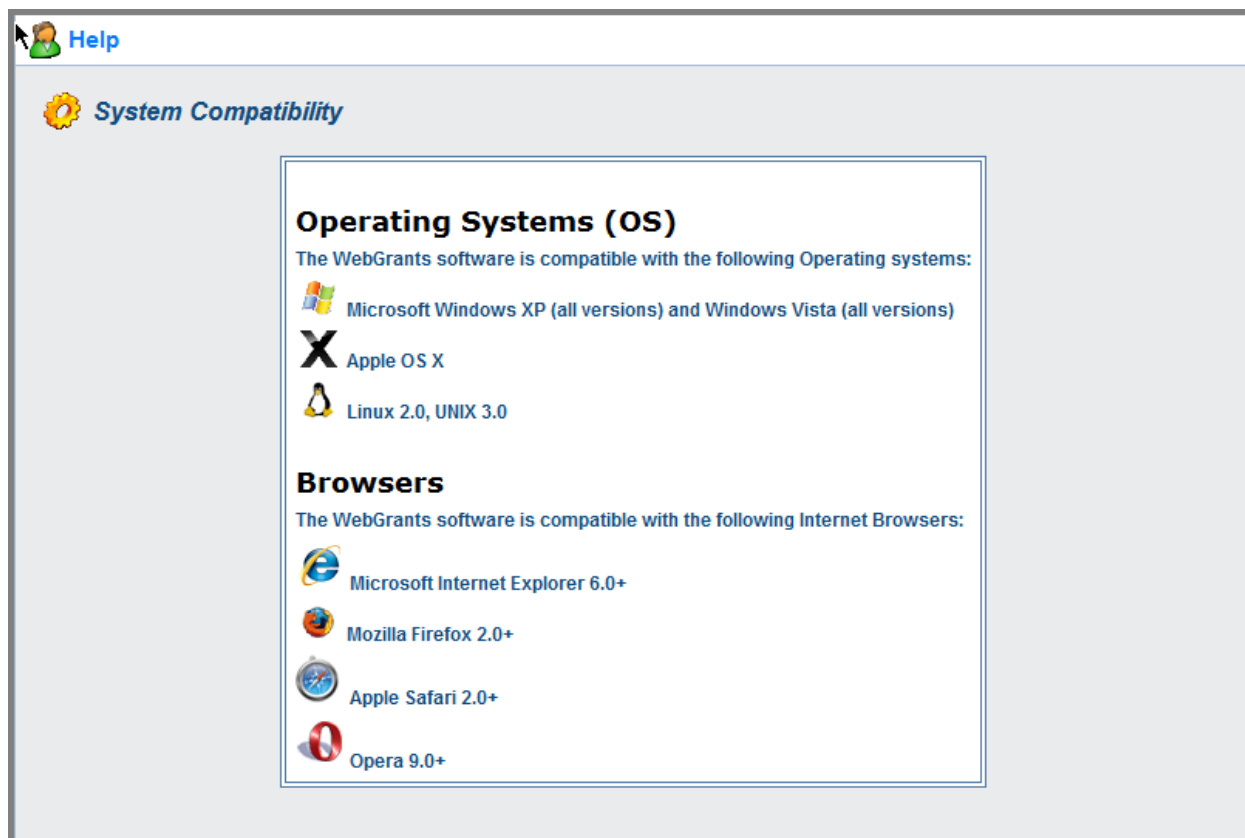


## Overview:

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

New WebGrants User:



## Step 1: Registering as a new WebGrants User

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



[Help](#)

System Compatibility

[Log In](#)

### Login

**User ID:\***

**Password:\***

[Forgot Password?](#)

CANADIAN BREAST CANCER FOUNDATION\*
FONDATION CANADIENNE DU CANCER DU SEIN\*

**New to WebGrants?**

[Register Here](#)

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

[Help](#)

[Register](#)

[Register](#)

### Personal Information

**Name\***

Salutation First Name Middle Name Last Name

**Title**

**Department:**

**Citizenship:\***

**Gender:**

**Region:**

**Address\***

**\***

City State/Province

**Country:**

Postal Code/Zip

**Phone\***

Phone Ext.

**Fax**

**Alt Phone:**

Alt. Phone Ext Mobile Phone

**Email\***

**Assistant:**

Name Assistant Phone Assistant Phone Ext. Assistant Email

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

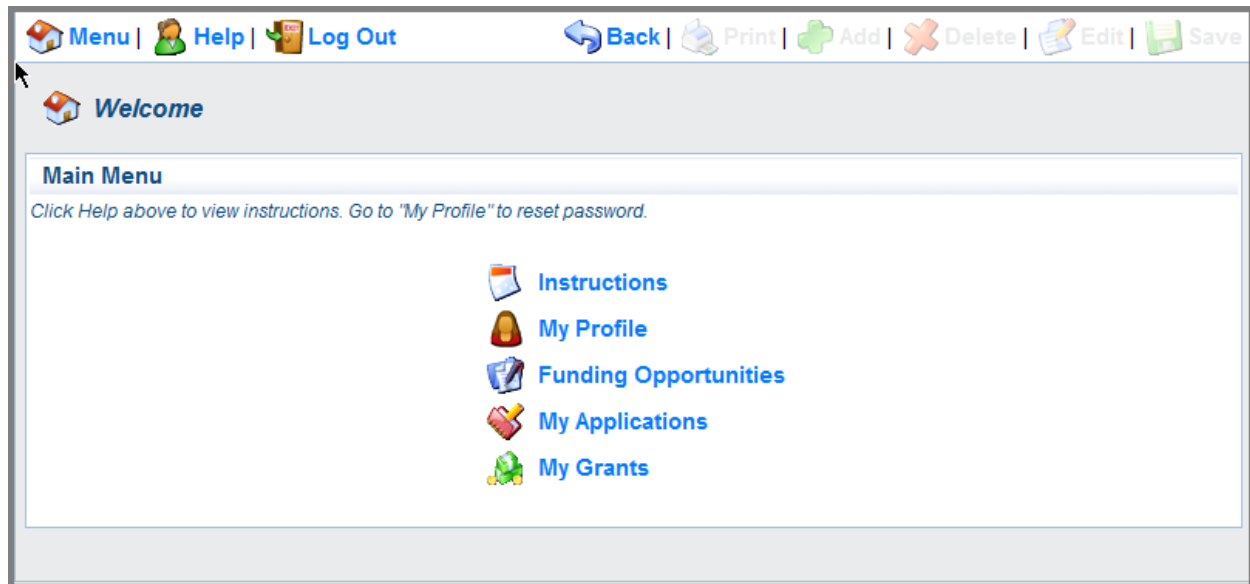
A confirmation page will be displayed and you will receive a confirmation email. However, you cannot log into the system at this time. CBCF must approve your registration before your User ID and Password becomes active.

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

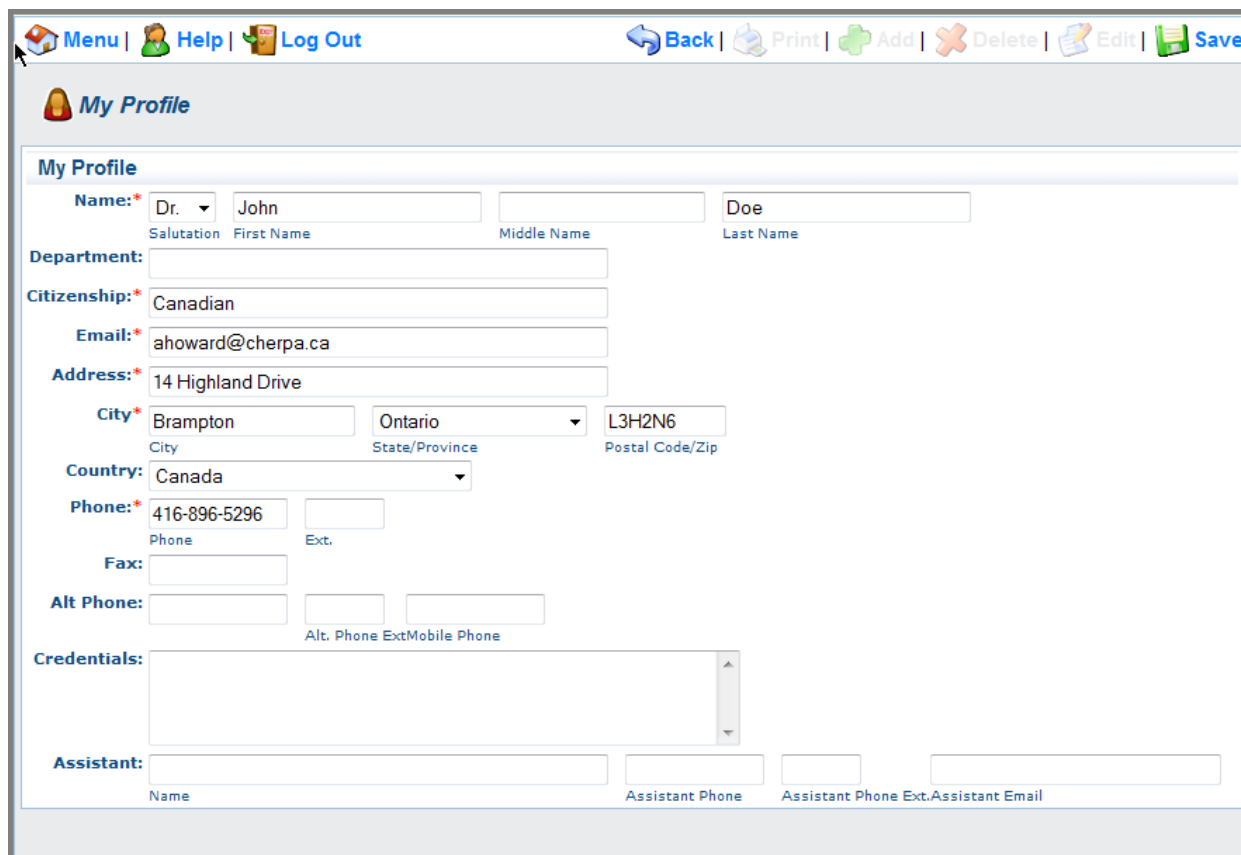
You will receive another email when CBCF approves or disapproves your registration. If your registration has been approved, your User ID and password will now be active and you may log into the system on the **Login** screen to complete **Step 2: Updating your User Profile**.

## Step 2: Updating your WebGrants User Profile

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.



Click the **Edit** icon.



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

### My Profile

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

**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

Review and confirm accuracy of profile information, and update as required.

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**

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,

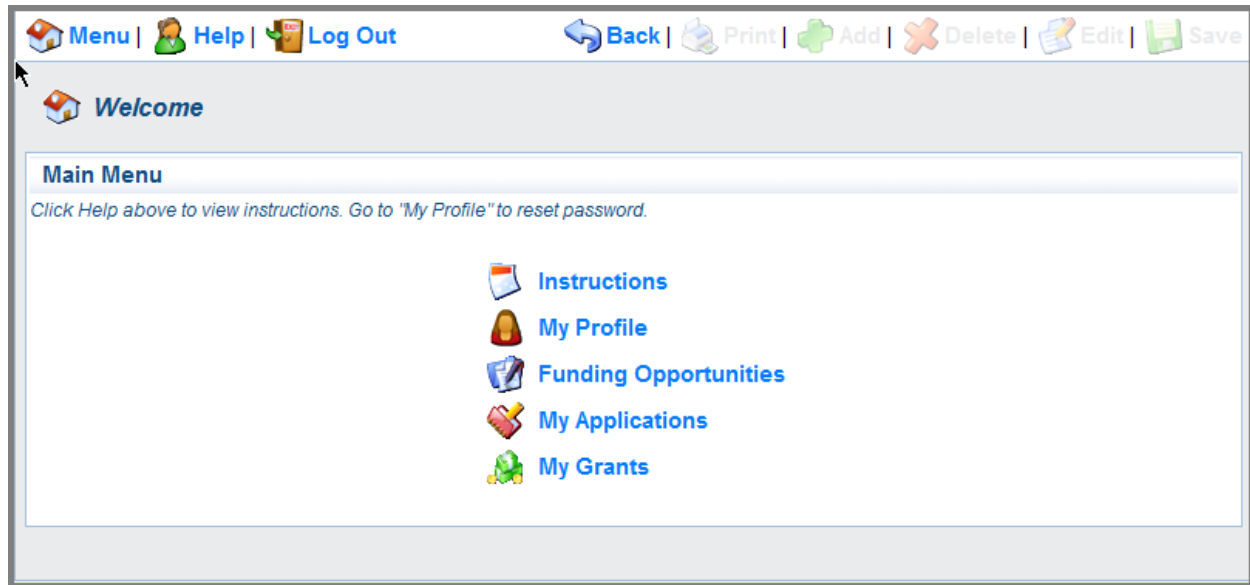
Associated Organizations

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

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

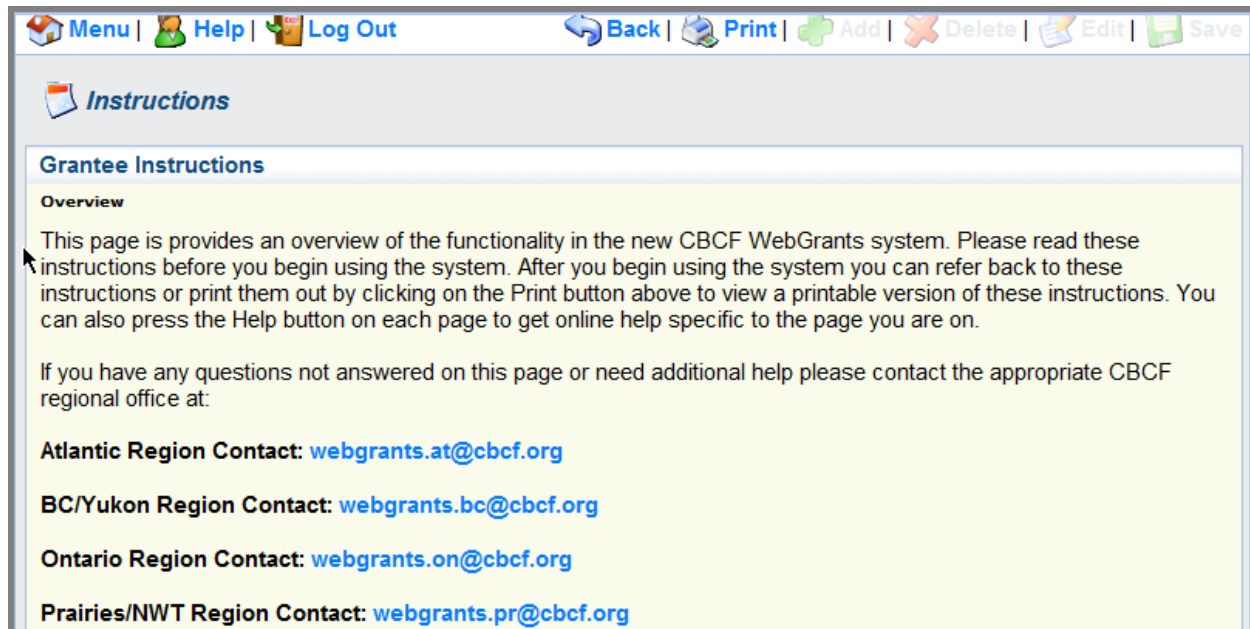
## Main Menu

The modules displayed on the Main Menu are as follows:



## Instructions

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



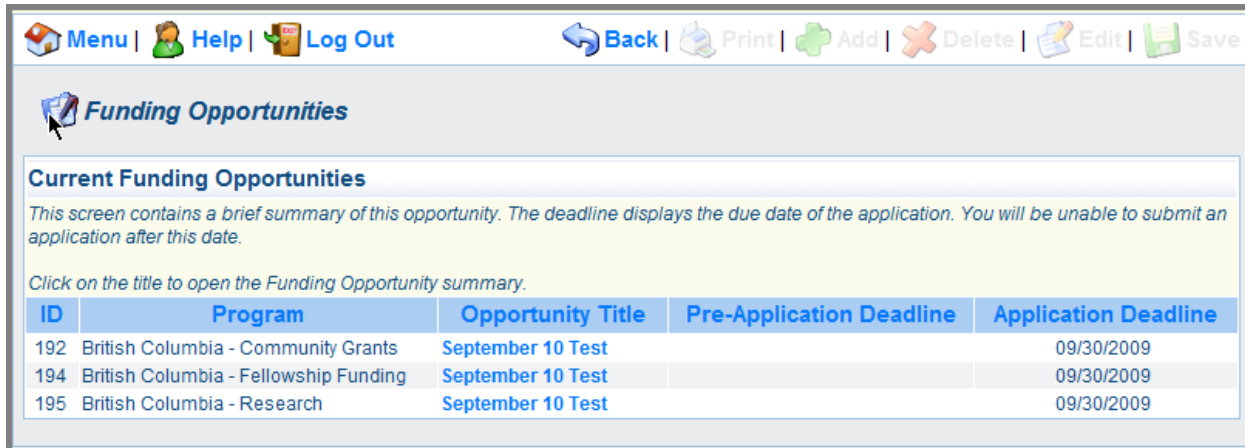
The Instructions page includes information on general navigation, the Main Menu screen, and each of the links found on the Main Menu screen. The Instructions document can be printed using the Print icon.

## My Profile

This module allows you to reset your password, as well as edit your personal contact information

## 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.



The screenshot shows a web application interface for 'Funding Opportunities'. 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 'Funding Opportunities' with a sub-header 'Current Funding Opportunities'. A message states: '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.' Below the message is a table with the following data:

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.





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

### Funding Opportunities

#### Current Applications

Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
196	<a href="#">Community Grant BC</a>	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
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#### Website Links

Click on the URL to go to website

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

To Apply to a particular Funding Opportunity, click the **Start a New Application** link. This will take you directly to the first Application Component to begin entering your application.

### My Applications

The My Applications module displays a list of all recent applications, and shows the current status of each (Editing, Submitted, Correcting, Under Review and Approved). To view applications in other statuses, click on the Archived Applications link.





<a href="#">Menu</a>   <a href="#">Help</a>   <a href="#">Log Out</a> <a href="#">Back</a>   <a href="#">Print</a>   <a href="#">Add</a>   <a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">Save</a>			
<b>Applications</b>			
<b>Current Applications</b>		<b>Archived Applications</b>	
ID	Project Title	Funding Opportunity	Status
134	<a href="#">Amber last test</a>	96-Research - Application - Test 2 - August 12	Editing
135	<a href="#">Amber last test Fellowship</a>	99-Fellowship - Applicaiton 2 August 12	Editing
136	<a href="#">Amber last test partnership</a>	116-Community Based Research - August 13	Editing
145	<a href="#">Fellowship - August 28'09</a>	99-Fellowship - Applicaiton 2 August 12	Editing
114	<a href="#">Fellowship testing August 14, 2009</a>	99-Fellowship - Applicaiton 2 August 12	Editing
117	<a href="#">Implementation August 13</a>	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 2008 forward.


 Menu


 Help


 Log Out


 Back


 Print

 Add

 Delete

 Edit

 Save

 Award Tracking

Current Awards

Closed Awards

Awards with the status Underway or Suspended appear on this list. To view other awards, click closed awards link.

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 open grants.

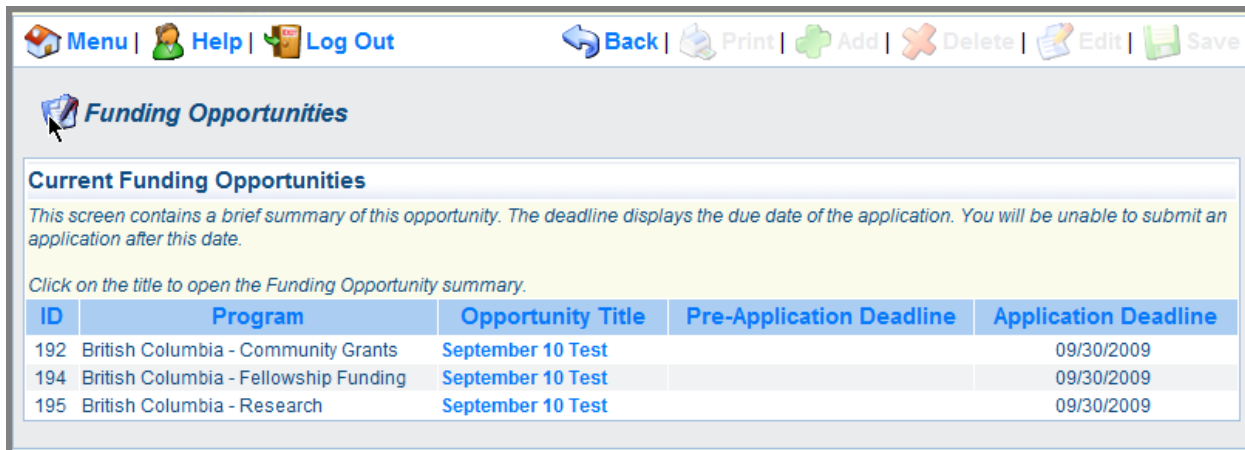
## Fellowship Application Components

### General Information

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

Login to the Main Menu.

Click on the Funding Opportunities icon from the Main Menu.



The screenshot shows a web application interface for 'Funding Opportunities'. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this, the 'Funding Opportunities' section is highlighted. It contains a title 'Current Funding Opportunities' and a descriptive paragraph: '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.' Below the paragraph is a note: 'Click on the title to open the Funding Opportunity summary.' A table follows, listing three funding opportunities with columns for ID, Program, Opportunity Title, Pre-Application Deadline, and Application Deadline.

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.



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

### Funding Opportunities

#### Current Applications

Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
196	<a href="#">Community Grant BC</a>	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.



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

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.

The **Host Organization** you provided on the "My Profile" page will automatically appear in this field.

Click on the **Save** icon to save the information you have entered.

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

Application

99 -

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

**Instructions**  
 To continue with the remaining parts of the application, click on the "Go to Applications Forms" link below.

**General Information**

ID: 145  
 Project Title:  
 Principal Applicant: John Doe  
 Organization: Test Organization 2

[Go to Application Forms](#)

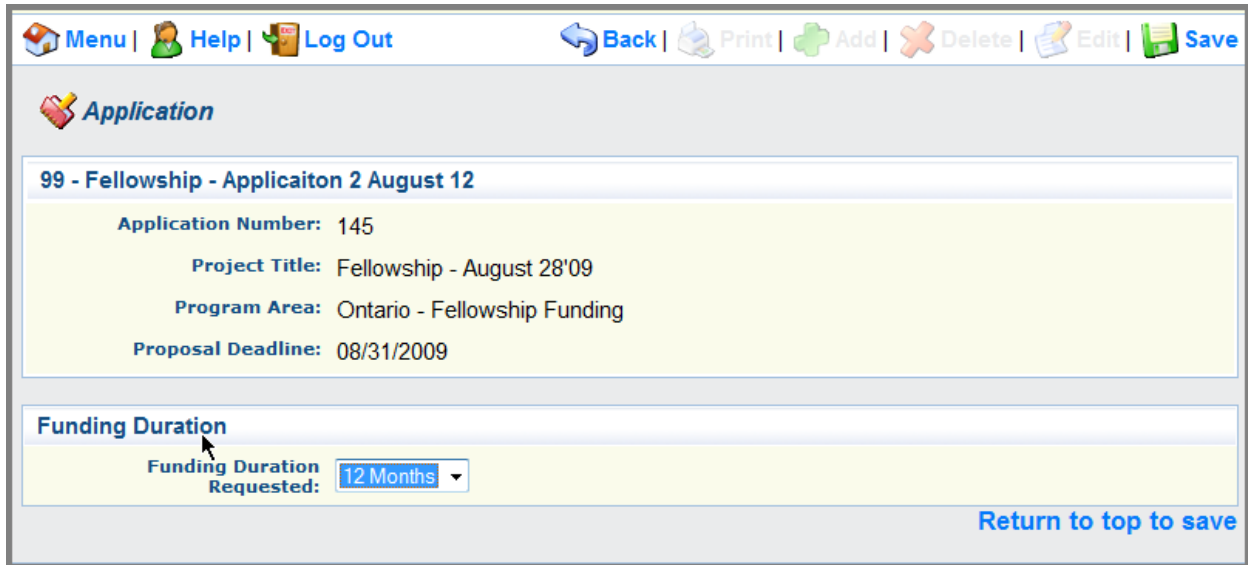
Last Edited By: John Doe, 09/04/2009

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

## Funding Duration

Applicants must choose the number of funding months they are requesting.

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



The screenshot shows a web application interface for a Fellowship application. 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 "99 - Fellowship - Application 2 August 12". The main content area displays application details: Application Number: 145, Project Title: Fellowship - August 28'09, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 08/31/2009. Below this is a section titled "Funding Duration" with a label "Funding Duration Requested:" and a dropdown menu currently set to "12 Months". A mouse cursor is pointing at the dropdown arrow. At the bottom right of the form, there is a link "Return to top to save".

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).

Click on the **Save** icon to save the information you have entered.

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

## Fellowship Category and Level

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

Click on **Fellowship Category and Level** 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

---

**Fellowship Category and Level** [Mark as Complete](#) | [Go to Application Forms](#)

**Fellowship Level:** Post Masters/PhD Level  
**Anticipated Start Date:** 09/24/2009  
**Fellowship Focus:** Clinical

Last Edited By: John Doe, 09/04/2009

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

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

---

**Fellowship Category and Level**

**Fellowship Level:**\*

**Anticipated Start Date:**\*

**Fellowship Focus:**\*

[Return to top to save](#)

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

Click on the Calendar icon to choose the Anticipated Start Date.

Choose **Research** from the drop down menu as your Fellowship focus.










Click on the **Save** icon to save the information you have entered.


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

## 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.

Click on **Fellowship Supervisors** 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

**Fellowship Supervisors**
Mark as Complete | Go to Application Forms

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

Last Edited By: John Doe, 09/04/2009

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





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

### Fellowship Supervisors

**Supervisor:\*** Dr.    
Prefix: First Name: Last Name:  
**Title:**   
**Phone/Fax:\***     
Phone Ext. Fax  
**Email:\***   
**Organization:\***   
**Department:**   
**Street Address:\***   
**Address Line 2:**   
**City:\***  Ontario   
City Province/State Postal Code/Zip Code  
**Country:\*** Canada

Return to top to save

Complete **ALL** fields on this page with the Primary Supervisor's information, using drop down menus where applicable.

Click on the **Save** icon to save the information you have entered.



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

**Fellowship Supervisors**
[Mark as Complete](#) | [Go to Application Forms](#)

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	

Last Edited By: John Doe, 09/04/2009

Click on the **Attach** icon on the far right hand side under the **Supervisor CV** column to browse and attach the Supervisor's CV.

Repeat steps 2 to 5 to add a secondary Supervisor, if applicable.

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

## 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.

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



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

**Application**

**99 -**

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

**Host Organization**

**Financial Office**

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

Complete **ALL** fields on this page with the Financial Officer'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

**Contact Name:** Dr.    
Prefix: First Name: Last Name:

**Position:**

**Phone/Fax:**     
Phone Ext Fax

**Email:**

**Street Address:**

**Address Line 2:**

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

**Country:** Canada

[Return to top to save](#)

Complete **ALL** fields on this page with the Administrative Office's information, using the drop down menus where applicable.

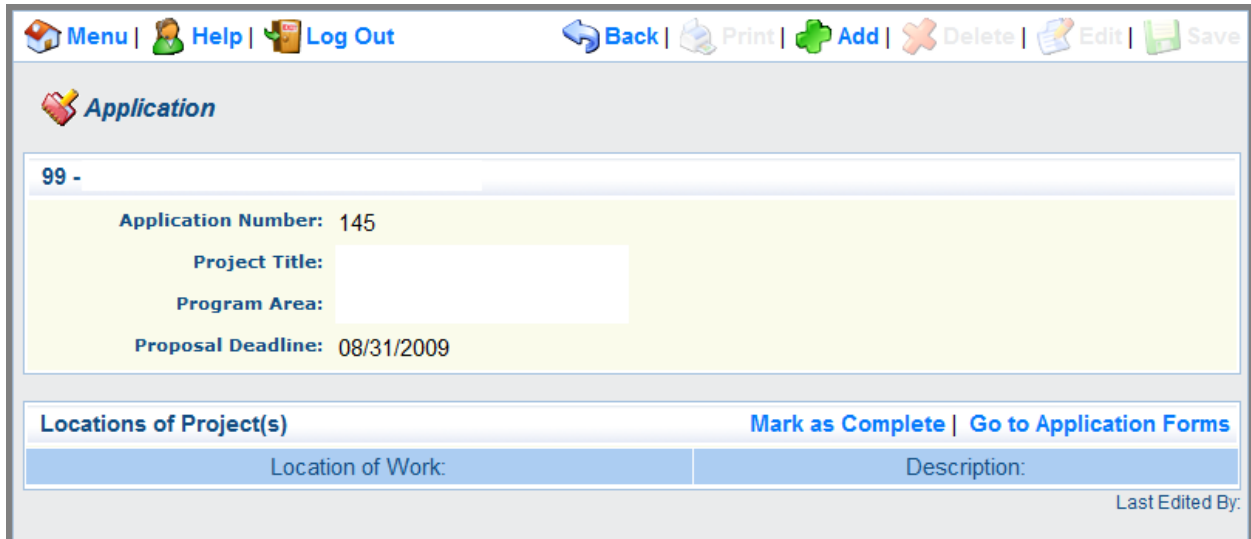
Click on the **Save** icon to save the information you have entered.

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

## 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.

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



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

**Application**

99 -

Application Number: 145

Project Title:

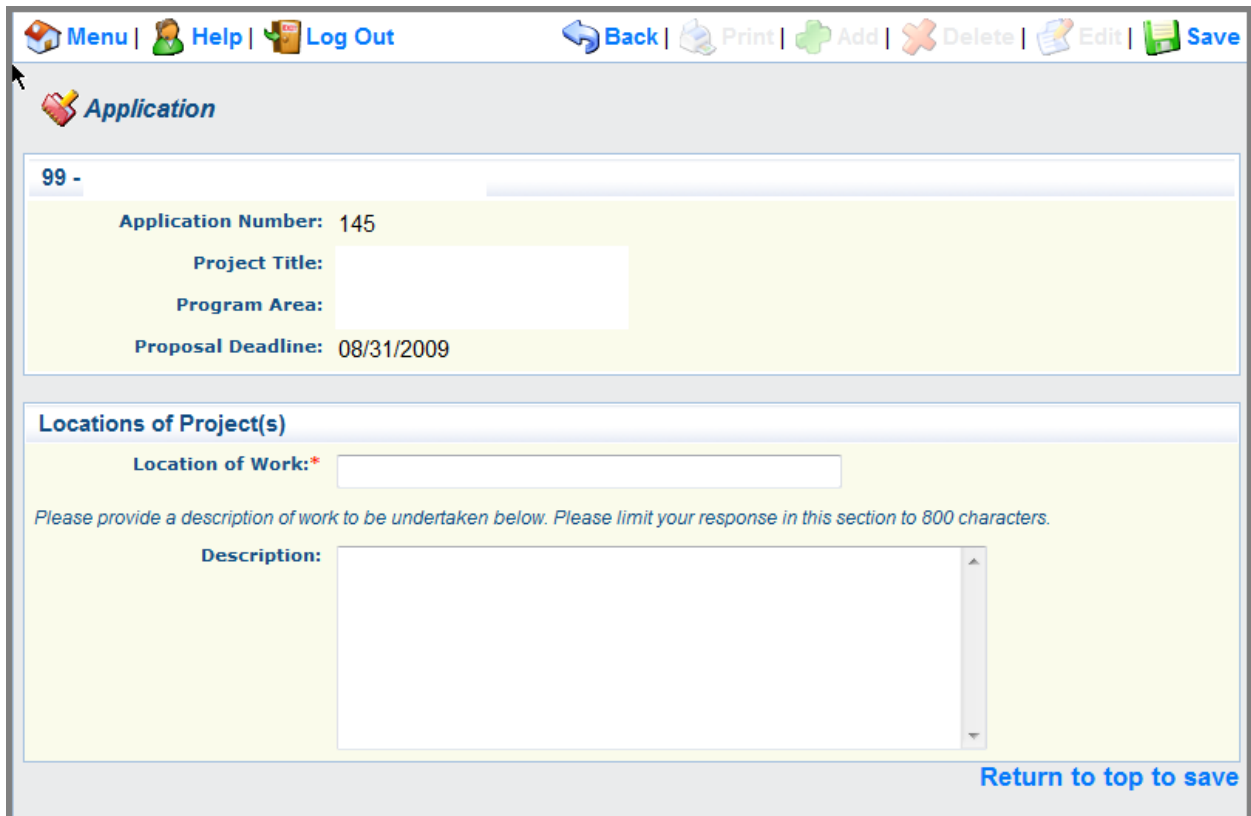
Program Area:

Proposal Deadline: 08/31/2009

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

Location of Work:	Description:
Last Edited By:	

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



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

**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](#)

In the **Location of Work** text box provide the name of the primary location where project activities/training will take place.

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).

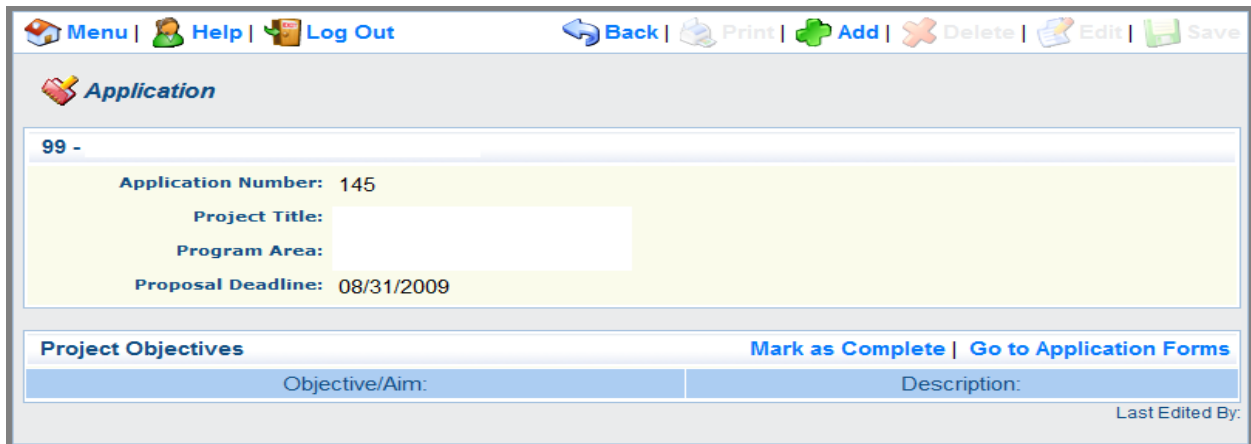
Click on the **Save** icon to save the information you have entered

Repeat numbers 2-5 for each additional location.

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

## Project Objectives (Aims)

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



The screenshot shows a web application interface. At the top 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 '99 -'. The main content area is a yellow box containing the following information:

- Application Number: 145
- Project Title: [Text Box]
- Program Area: [Text Box]
- Proposal Deadline: 08/31/2009

Below the yellow box is a section titled 'Project Objectives'. It has two columns: 'Objective/Aim:' and 'Description:'. To the right of the 'Project Objectives' section are two links: 'Mark as Complete' and 'Go to Application Forms'. At the bottom right of the form is a label 'Last Edited By:'.

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



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

**Application**

99 -

Application Number: 145

Project Title:

Program Area:

Proposal Deadline: 08/31/2009

**Project Objectives**

Objective/Aim:

Description:

[Return to top to save](#)

In the **Objective/Aim** text box, briefly describe your project objective.

"Cut and Paste" the **Project Objectives (Aims)** from your Detailed Project Proposal into the **Description** text box.

Click on the **Save** icon to save the information you have entered

Repeat steps 2 to 5 for each additional project objective.

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

### Present Position and Duties

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

Click on **Present Position and Duties** 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

**Present Position & Duties**

**Present Position & Duties**  
*Provide a summary in lay language, of your present position and description of duties. Please limit your response in this section to 800 characters.*

[Return to top to save](#)

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).

Click on the **Save** icon to save the information you have entered.

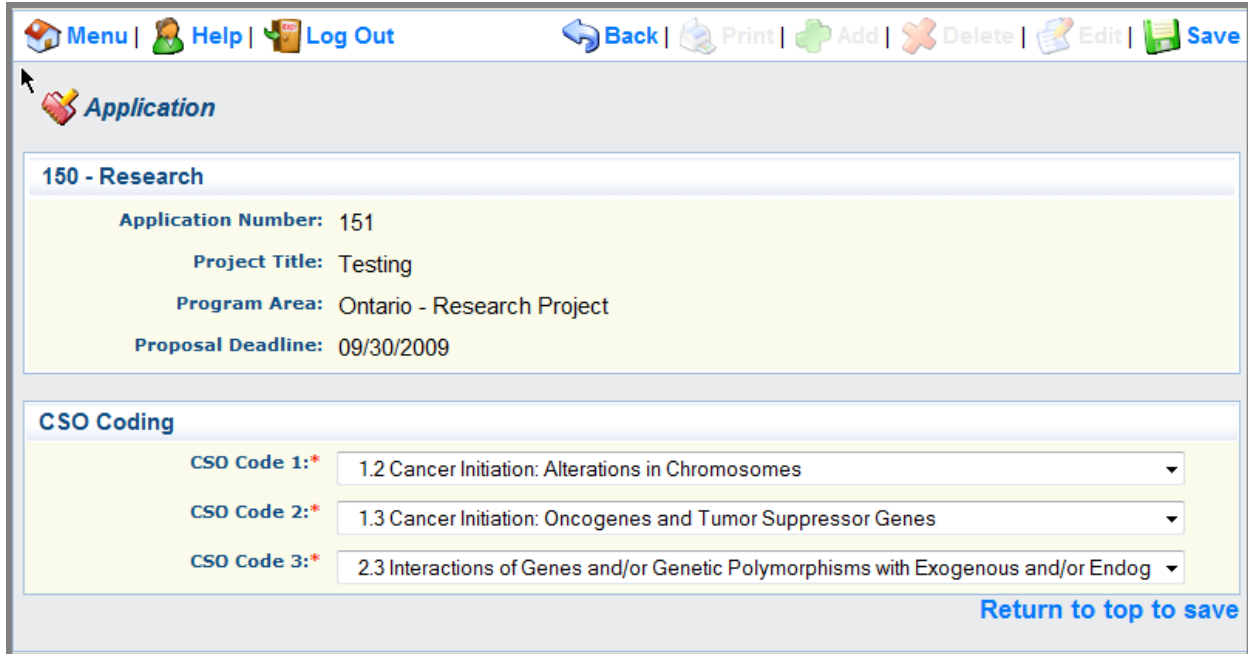
Click on the **Mark as Complete** link to return to the components menu.



## CSO Codes

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

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



The screenshot shows a web application interface for CSO Coding. 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-section "150 - Research". This section contains the following information:

- Application Number: 151
- Project Title: Testing
- Program Area: Ontario - Research Project
- Proposal Deadline: 09/30/2009

Below the "150 - Research" section is the "CSO Coding" section, which contains three dropdown menus for selecting CSO Codes:

- 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

At the bottom right of the form, there is a link: [Return to top to save](#).

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).

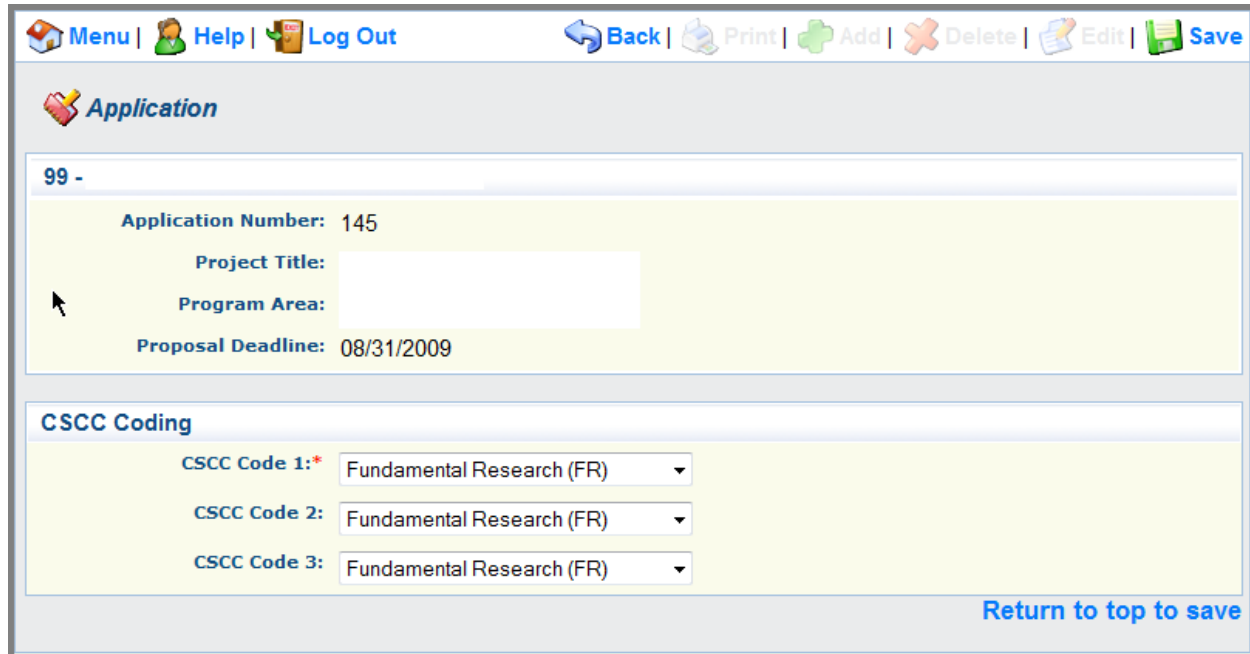
Click on the **Save** icon to save the information you have entered.

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

## 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.

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



The screenshot shows a web application interface for the Canadian Breast Cancer Foundation BC • YUKON. 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 "99 -". The main content area is divided into two sections. The first section, "Application", contains the following information: Application Number: 145, Project Title: (empty text box), Program Area: (empty text box), and Proposal Deadline: 08/31/2009. The second section, "CSCC Coding", contains three rows of dropdown menus for selecting CSCC Codes. All three dropdown menus are currently set to "Fundamental Research (FR)". At the bottom right of the form, there is a link that says "Return to top to save".

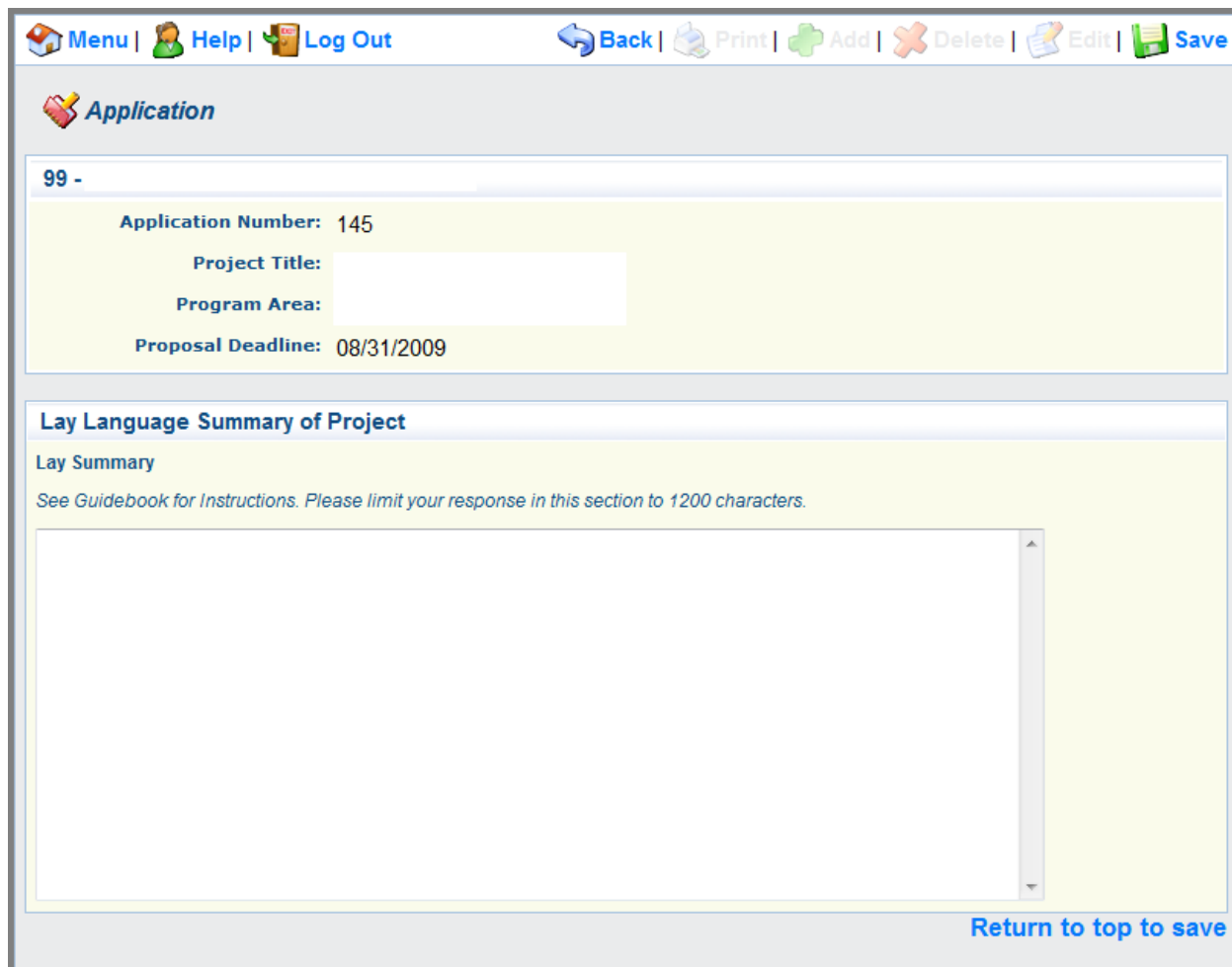
Use the drop down menus to choose the CSCC Codes that best describe the Primary, Secondary and Tertiary focus areas of the project. Applicants **MUST** select at least one CSCC code. (See Appendix B in the Fellowship Application Guidebook for more details on the various CSCC Codes).

Click on the **Save** icon to save the information you have entered.

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

## Lay Language Summary of Project

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



The screenshot shows a web application interface. At the top 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 '99 -'. The main content area is divided into two sections. The first section contains form fields for 'Application Number: 145', 'Project Title:' (with a text input box), 'Program Area:' (with a text input box), and 'Proposal Deadline: 08/31/2009'. The second section is titled 'Lay Language Summary of Project' and contains a sub-header 'Lay Summary'. Below this is a text area with a vertical scrollbar. A note reads: 'See Guidebook for Instructions. Please limit your response in this section to 1200 characters.' At the bottom right of the form, there is a link that says 'Return to top to save'.

Enter a **Lay Summary** of the project in the text box. Please limit your response to 1200 characters (including spaces).

Click on the **Save** icon to save the information you have entered.

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

## Abstract

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



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](#)

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)

Enter the **Title of the Project** or training plan.

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.

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

Please limit your response to 3800 characters

Click on the **Save** icon to save the information you have entered.










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


### Detailed Project Proposal

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

Click on **Detailed Project Proposal** from the components list.

The **Detailed Project Proposal** should be completed off-line, saved as a Microsoft Word document, and attached to this component.

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

 **Application**

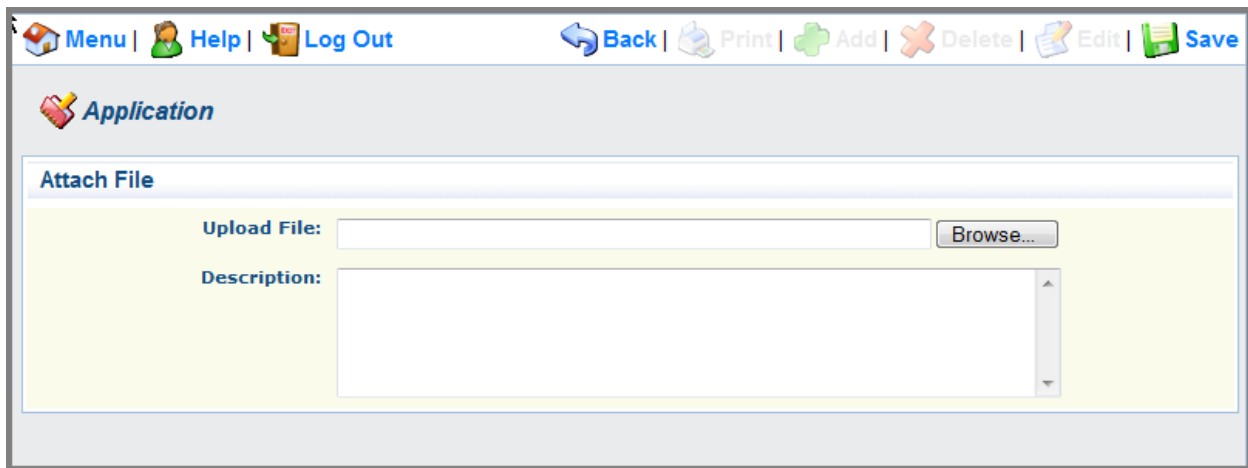
99 -

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

**Detailed Project Proposal**
Mark as Complete | Go to Application Forms

Description	File Name
Last Edited By:	

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



The screenshot shows a web application interface with a top navigation bar containing links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled 'Application'. Inside this section is a form titled 'Attach File'. The form has two fields: 'Upload File:' with a text input and a 'Browse...' button, and 'Description:' with a large text area.

Click on the **Browse** button to search for the document.

Click on the **Save** icon to save your selected document.

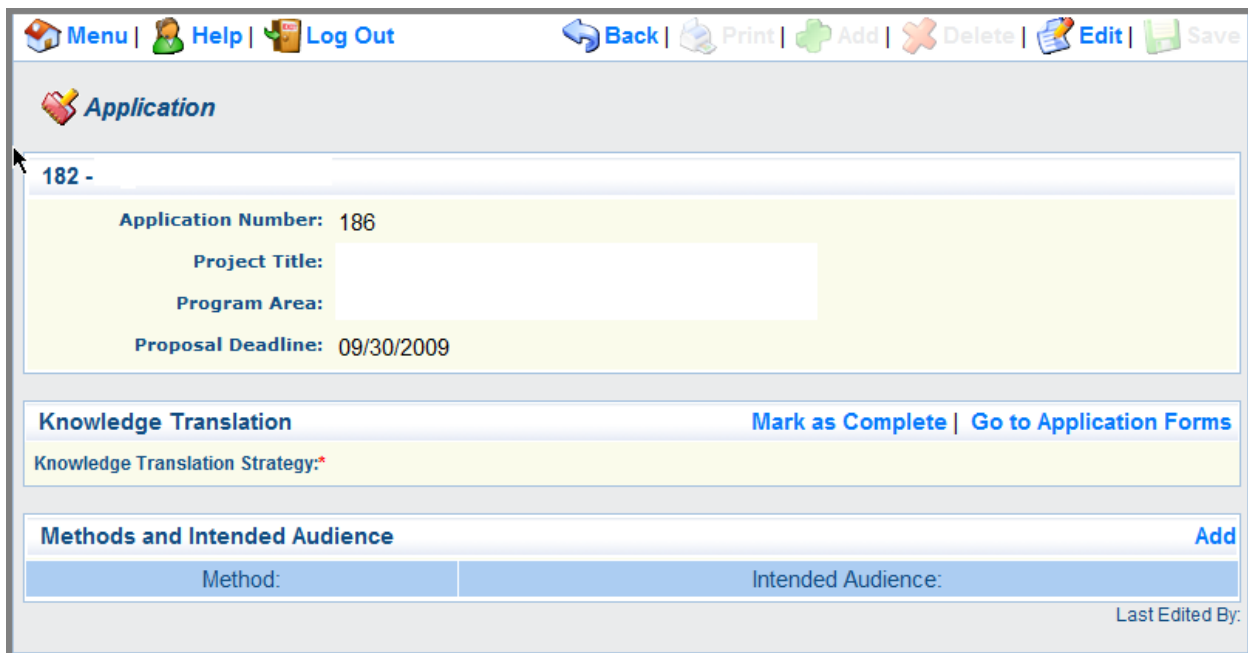
Click on the **Add** icon to add figures and/or surveys pertaining to the **Detailed Project Proposal**. Attach figures and/or surveys as separate documents.

Click on the **Save** icon to save your selected document(s).

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

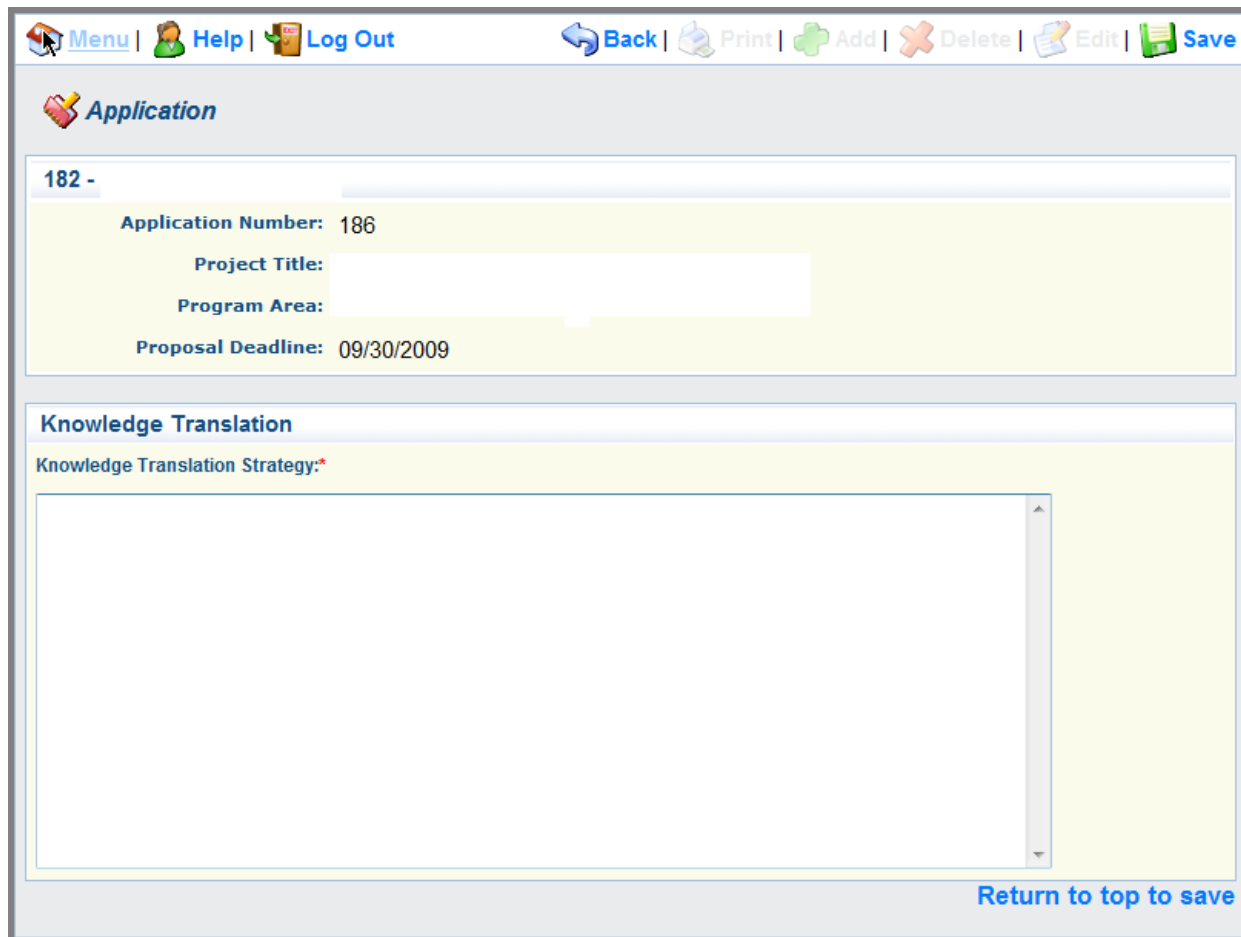
## Knowledge Translation

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



The screenshot shows the 'Knowledge Translation' form in the application interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is a section titled 'Application'. Inside this section is a form titled '182 -'. The form has four fields: 'Application Number: 186', 'Project Title:', 'Program Area:', and 'Proposal Deadline: 09/30/2009'. Below the form is a section titled 'Knowledge Translation' with a 'Mark as Complete' link and a 'Go to Application Forms' link. Below this section is a section titled 'Methods and Intended Audience' with an 'Add' link. The form has two fields: 'Method:' and 'Intended Audience:'. At the bottom right of the form is a 'Last Edited By:' field.

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



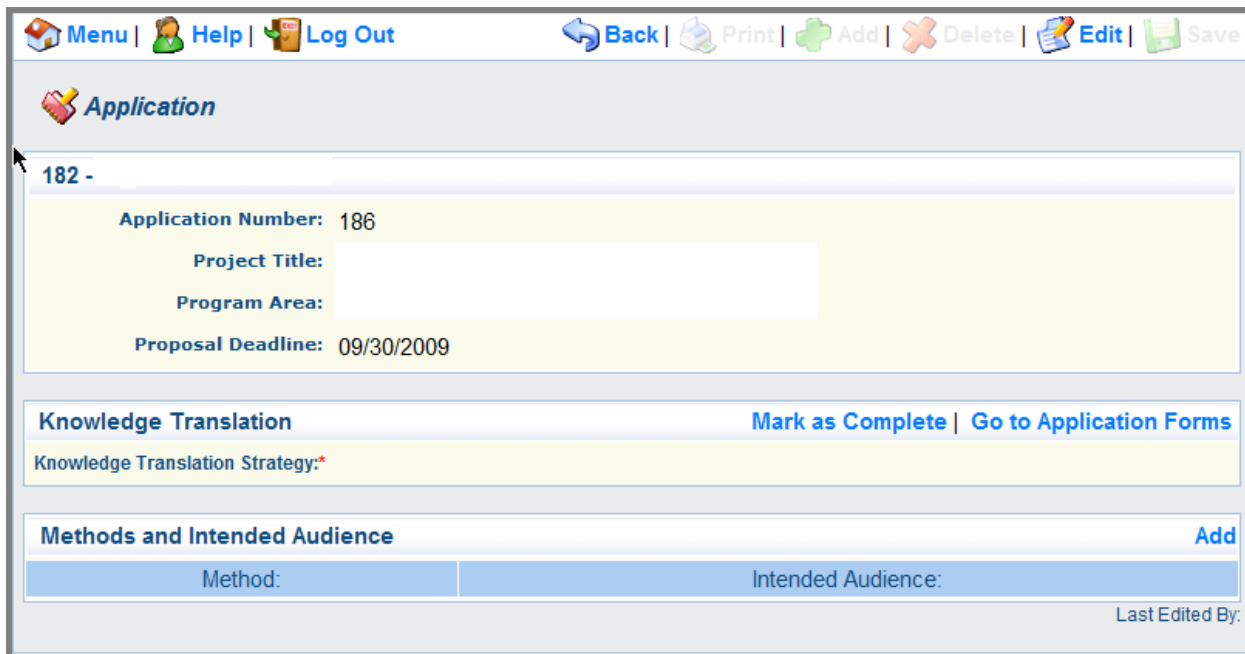
The screenshot shows a web application interface for the Canadian Breast Cancer Foundation BC • YUKON. At the top, there is a navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Application" with a sub-header "182 -". The form contains the following fields:

- Application Number: 186
- Project Title: [Redacted]
- Program Area: [Redacted]
- Proposal Deadline: 09/30/2009

Below the application details is a section titled "Knowledge Translation" with a sub-header "Knowledge Translation Strategy:\*". This section contains a large text box for input. At the bottom right of the form, there is a link that says "Return to top to save".

Describe the **Knowledge Translation Strategy** in the text box provided.

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](#)

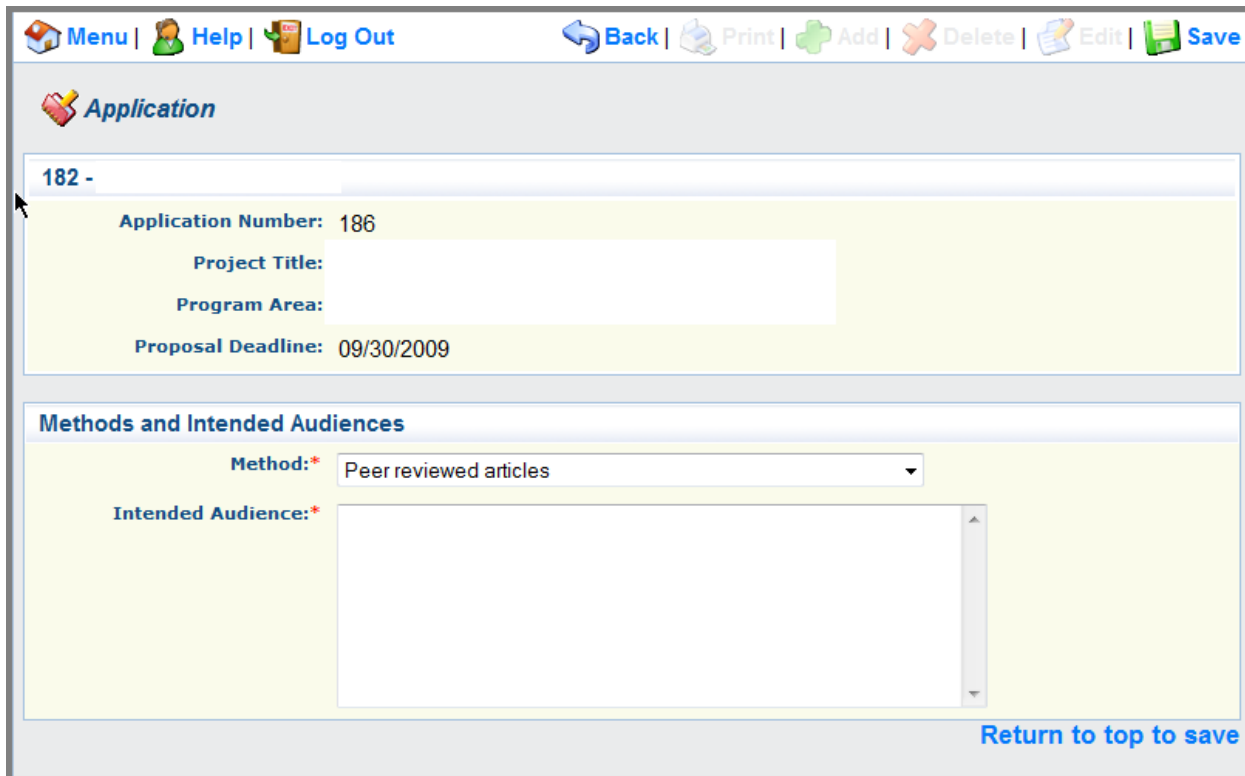
Knowledge Translation Strategy:\*

Methods and Intended Audience [Add](#)

Method: Intended Audience:

Last Edited By:

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](#)



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

Enter the **Intended Audience** for the Knowledge Translation.

Click on the **Save** icon to save the information you have entered.

Repeat steps 5 -7 to add each additional method and intended audience.


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

## 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".

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

[Menu](#) | [Help](#) | [Log Out](#)
[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

 **Application**

146 -


**Application Number:** 147

**Project Title:**

**Program Area:**

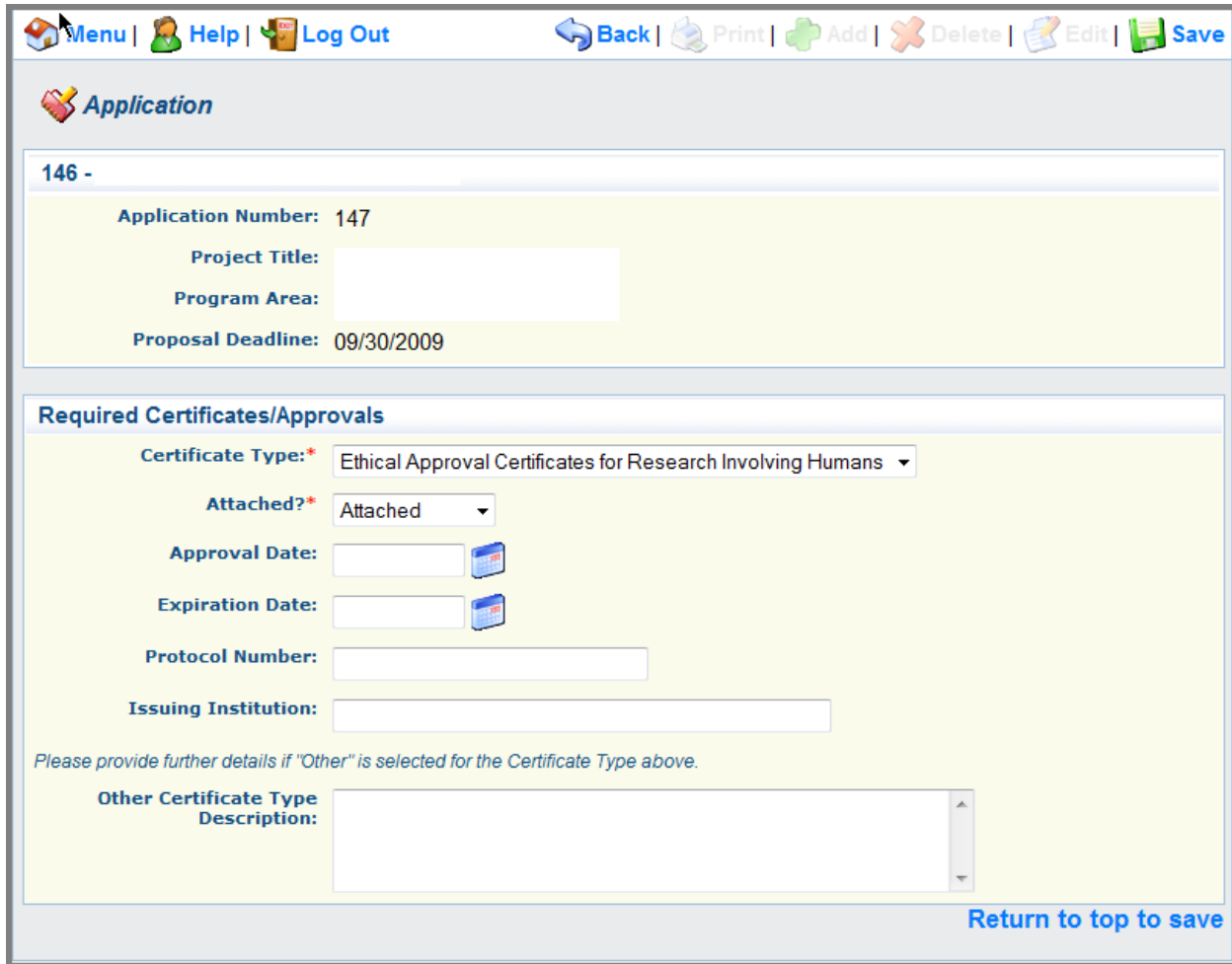
**Proposal Deadline:** 09/30/2009

**Required Certificates/Approvals**
[Mark as Complete](#) | [Go to Application Forms](#)

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						

Last Edited By: John Doe, 09/04/2009

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



The screenshot shows a web application interface for adding a new 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 section titled "Application" with a sub-header "146 -". The main form area contains the following fields:

- Application Number:** 147
- Project Title:** (empty text box)
- Program Area:** (empty text box)
- Proposal Deadline:** 09/30/2009

Below these fields is a section titled "Required Certificates/Approvals". It contains the following fields:

- Certificate Type:** A dropdown menu currently showing "Ethical Approval Certificates for Research Involving Humans".
- Attached?:** A dropdown menu currently showing "Attached".
- Approval Date:** A text box with a calendar icon.
- Expiration Date:** A text box with a calendar icon.
- Protocol Number:** A text box.
- Issuing Institution:** A text box.

Below these fields is a note: "Please provide further details if 'Other' is selected for the Certificate Type above." This is followed by a section titled "Other Certificate Type Description:" with a large text area.

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

Use the drop down menu to indicate the first **Certificate Type**.

Indicate for this certificate type, whether the certificate is **Attached, Pending, or Not Required**.

Click on the **Calendar** icon to choose the certificate's **Approval Date** and **Expiration Date**.

If attached, enter the certificate's **Protocol Number** & the name of the **Issuing Institution**.

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.

Click on the **Save** icon to save the information you have entered.



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

**Application**

146 -

Application Number: 147  
 Project Title:   
 Program Area:   
 Proposal Deadline: 09/30/2009

Required Certificates/Approvals

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

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						

Last Edited By: John Doe, 09/04/2009

To attach certificates, click on the **Attach** icon at the far right hand side, under the **Attach Certificate** column.

Use the **Browse** and **Attach** buttons to browse and attach the certificate.










Repeat steps 2 to 8 and/or 9 to complete each of the remaining certificate types.


Click on the **Mark as Complete** link to return to the components menu once all certificate types have been completed.

## Relation to a Larger Initiative

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


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

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

 Application

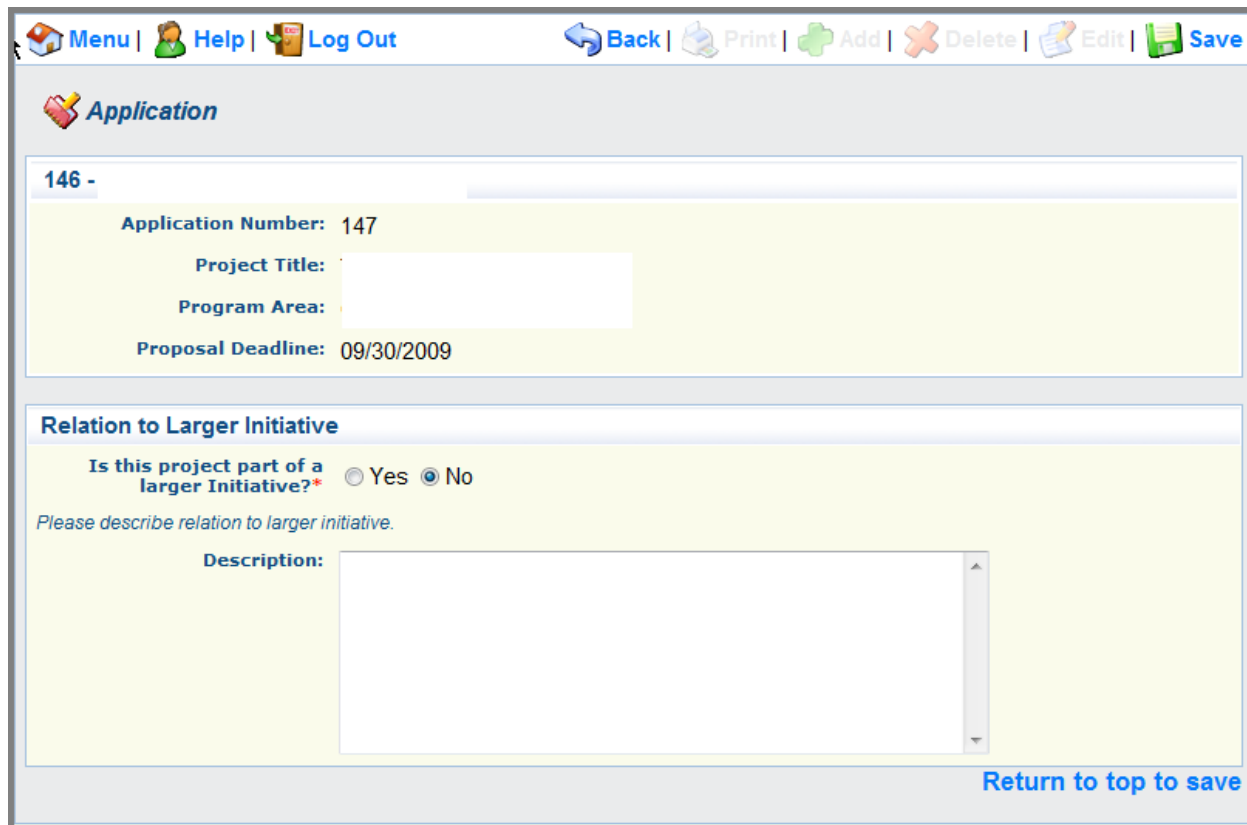
146 -

Application Number: 147  
 Project Title:   
 Program Area:   
 Proposal Deadline: 09/30/2009

Relation to Larger Initiative		Mark as Complete	Go to Application Forms
Is this project part of a larger Initiative?	Description:	Attach Abstract:	
Yes	Testing		

Last Edited By: John Doe, 09/04/2009

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



**Application**

146 -

**Application Number:** 147

**Project Title:**

**Program Area:**

**Proposal Deadline:** 09/30/2009

**Relation to Larger Initiative**

**Is this project part of a larger Initiative?\*** ☐ Yes ☒ No










*Please describe relation to larger initiative.*


**Description:**

[Return to top to save](#)

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.

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

 Application

146 -

Application Number: 147  
 Project Title:   
 Program Area:   
 Proposal Deadline: 09/30/2009

Relation to Larger Initiative		Mark as Complete   Go to Application Forms
Is this project part of a larger Initiative?	Description:	Attach Abstract:
Yes	Testing	

Last Edited By: John Doe, 09/04/2009

Click on the **Attach** icon on the far right hand side, under the **Attach Abstract** column,

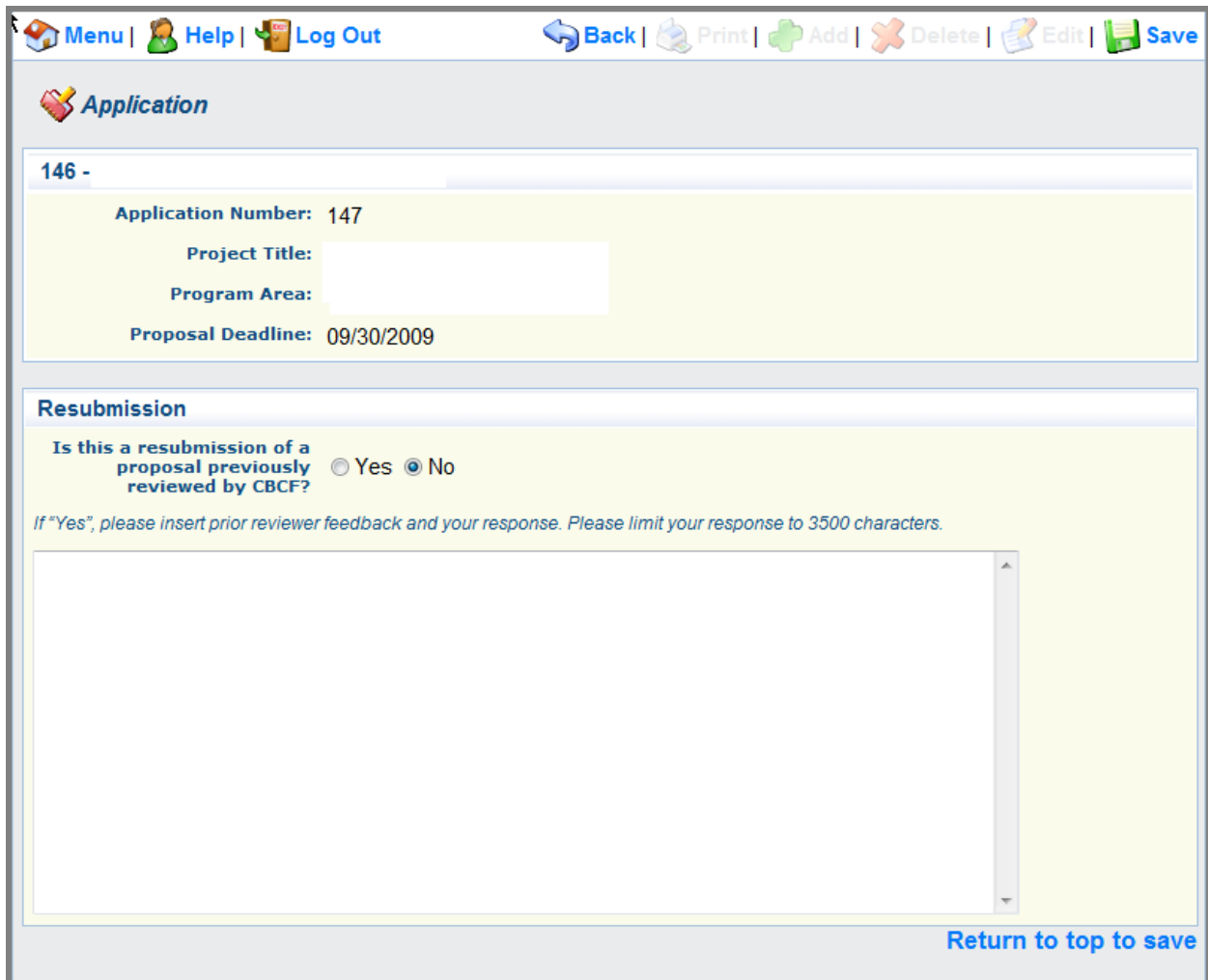
Click the **Browse** and **Attach** buttons to browse and attach a **one-page scientific abstract** for each larger initiative to which this work is related.

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

## 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. At the top 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 "146 -". The main content area is divided into two sections. The first section, "Application", contains the following information: Application Number: 147, Project Title: (empty text box), Program Area: (empty text box), and Proposal Deadline: 09/30/2009. The second section, "Resubmission", 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 for providing feedback and a response, with a character limit of 3500. At the bottom right of the form is a link that says "Return to top to save".

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.

If "Yes", click on the "Yes" button and use the text box to provide:

- Prior reviewer feedback
- Applicant's response to this feedback

Click on the **Save** icon to save the information you have entered.

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

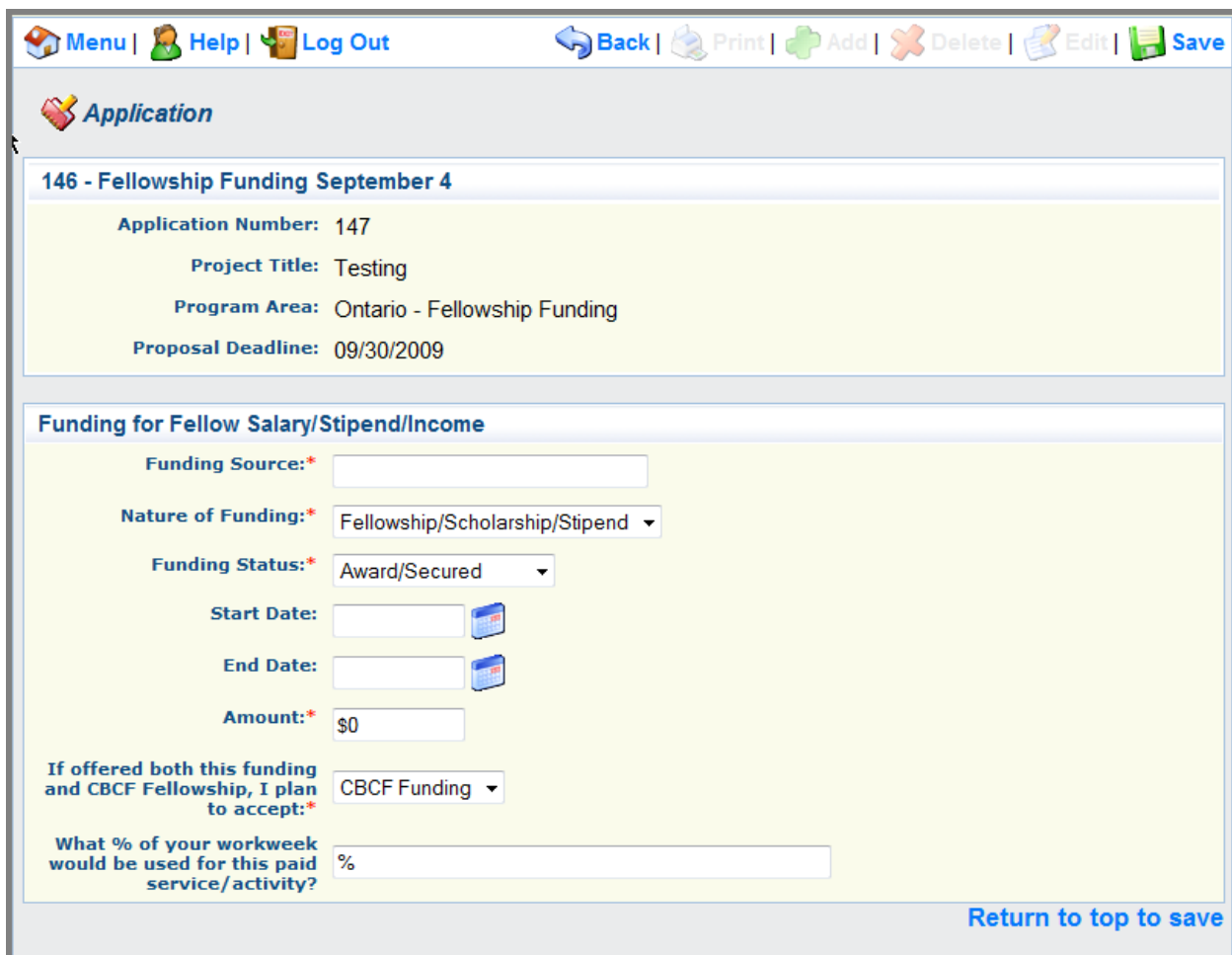
## Funding for Fellow Salary/Stipend/Income

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.

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.

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

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



The screenshot shows a web application interface for the Canadian Breast Cancer Foundation BC • YUKON. 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 '146 - Fellowship Funding September 4'. The application details are listed: 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'. It contains several form fields: 'Funding Source:' (text box), 'Nature of Funding:' (dropdown menu with 'Fellowship/Scholarship/Stipend' selected), 'Funding Status:' (dropdown menu with 'Award/Secured' selected), 'Start Date:' (text box with a calendar icon), 'End Date:' (text box with a calendar icon), 'Amount:' (text box with '\$0' entered), '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 box with '%' entered). A 'Return to top to save' link is located at the bottom right of the form.

Use the drop down menu to choose the **Nature of Funding**.



Use the drop down menu to choose the **Funding Status**.

Click on the **Calendar** icon to choose the anticipated funding **Start Date** and **End Date**.

Indicate the funding **Amount**. Please indicate the **TOTAL ANNUAL** amount you anticipate receiving from this source.

Indicate which award you would choose, from the drop down menu, in the event that CBCF Fellowship funding is awarded.

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.

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.

Click on the **Save** icon to save the information you have entered

Repeat numbers 3-11 for each type of funding awarded or applied for.

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

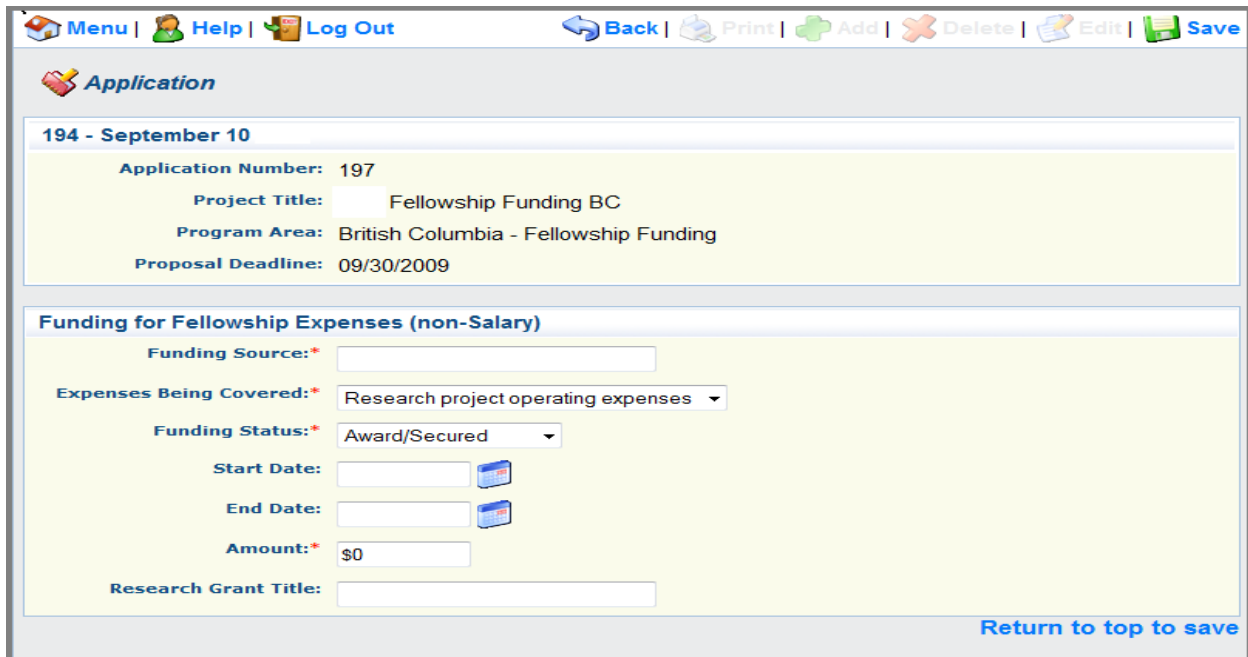
## Funding for Fellowship Expenses (Non-Salary)

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 and ensure that you have included it under the **Relation to a Larger Initiative** component.

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.

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

Indicate the **Funding Source**.



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 "194 - September 10". This section contains the following information:

- Application Number: 197
- Project Title: Fellowship Funding BC
- Program Area: British Columbia - Fellowship Funding
- Proposal Deadline: 09/30/2009

Below this is a section titled "Funding for Fellowship Expenses (non-Salary)". This section contains the following fields:

- Funding Source: \*
- Expenses Being Covered: \* (Dropdown menu showing "Research project operating expenses")
- Funding Status: \* (Dropdown menu showing "Award/Secured")
- Start Date: (Text field with a calendar icon)
- End Date: (Text field with a calendar icon)
- Amount: \* (\$0)
- Research Grant Title: (Text field)

At the bottom right of the form, there is a link: [Return to top to save](#).

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

Use the drop down menu to indicate the **Funding Status**.

Click on the **Calendar** icon to choose the anticipated funding **Start Date** and **End Date**

Indicate the funding **Amount**. Please indicate the **TOTAL ANNUAL** amount you anticipate receiving from this source.

If source of funding is from a Research Grant provide the **Title** of the Grant.

If the source is a research project, please Click on the **Save** icon to save the information you have entered.

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.

Repeat numbers 2 to 11 for each additional funding source.

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

## 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.

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

Click on **References** from the components list.

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



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

146 -

**Application Number:** 147

**Project Title:**

**Program Area:**

**Proposal Deadline:** 09/30/2009

**References**

**Name:\***

Prefix: First Name: Last Name:

**Organization:\***

**Street Address:\***

**Address Line 2:**

**City:\***

City Province/State Postal Code/Zip Code

**Country:\***

**Phone:\***

Phone Ext

**Fax:\***

Fax

**Email:\***

**Relationship to Reference:\***

[Return to top to save](#)

Complete **ALL** fields on this page, using the drop down menus where applicable.

Click on the **Save** icon to save the information you have entered.

Click on the **Mark as Complete** link to return to the Menu.



## 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.

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](#)

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.

If you have a Conflict of Interest, click the "Yes" button.

Explain the Conflict of Interest in the text box provided.

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.

Click on the **Save** icon to save the information you have entered.

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

### Primary Supervisor Certificate

Click on the **Primary Supervisor Certificate** from the components list.

Click on the link **Primary Supervisor Certificate Template** to download the template.



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 section titled "Application" with a sub-header "146 - Fellowship Funding September 4". The main content area displays application details: Application Number: 147, Project Title: Testing, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 09/30/2009. Below this is a section titled "Primary Supervisor Certificate" containing 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. A link "Click here to download the Primary Supervisor Certificate Template." is provided. At the bottom of this section is a label "Attach Completed File:". In the bottom right corner of the application area, there is a link "Return to top to save".

Print the **Primary Supervisor Certificate Template**. Have the supervisor(s) complete and sign the form.

Scan and save the completed and signed form on your computer.

Click on the **Save** icon to return to the **Primary Supervisor Certificate** page.



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

**Primary Supervisor Certificate** [Mark as Complete](#) | [Go to Application Forms](#)

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](#).

**Attach Completed File:**

Last Edited By: John Doe, 09/04/2009

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

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

## 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.

To add a certificate for a secondary supervisor, click on **Secondary Supervisor Certificate** from the components list.

Follow steps 1 to 7(see instructions above) for Primary Supervisor Certificate component, to complete this component for the secondary supervisor certificate.

 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

**Secondary Supervisor Certificate**
[Mark as Complete](#) | [Go to Application Forms](#)

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](#).

**Attach Completed File:** 










Last Edited By: John Doe, 09/04/2009




## Host Organization Certification

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

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

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


 **Application**

146 -

Application Number: 147  
 Project Title:   
 Program Area:   
 Proposal Deadline: 09/30/2009

**Host Organization Certification**
Mark as Complete | Go to Application Forms

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](#).

Attach Completed File: 

Last Edited By: John Doe, 09/04/2009

Click the link **Host Organization Signatures Template** to download the template.



Print the **Host Organization Signatures Template**. Have the Department Head or Dean **and** Executive Authority complete and sign the form. Scan and save the completed and signed **Host Organization Signatures Template** on your computer.

Click on the Save icon to return to the **Host Organization Certification** page.

The screenshot shows a web application interface. At the top is a navigation bar with icons and labels for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Application' with a sub-header '146 -'. A mouse cursor points to the '146 -' text. Below the sub-header, there are four fields: 'Application Number: 147', 'Project Title:' (with a text input box), 'Program Area:' (with a text input box), and 'Proposal Deadline: 09/30/2009'. Below these fields is a section titled 'Host Organization Certification' with a link 'Mark as Complete | Go to Application Forms'. The section contains three numbered instructions: 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. Below the instructions is a link 'Click here to download the Host Organization Signatures Template.' and an 'Attach Completed File:' label with a file upload icon. At the bottom right, it says 'Last Edited By: John Doe, 09/04/2009'.

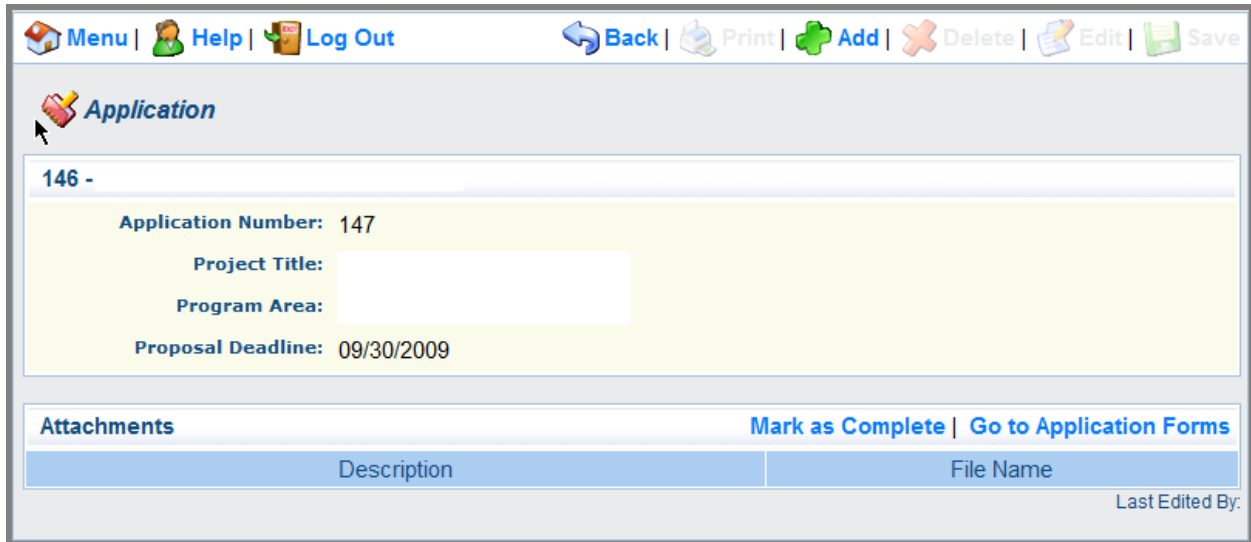
Click on the **Attach Completed File:** icon, and use the **Browse and Attach** function to browse and attach the completed **Host Organization Signatures Template**.

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

## Attachments

This component is used to attach all other documents required as part of a Fellowship application.

Click on **Attachments** from the components list. **Note:** This is a required component. **Do not** select "Mark as Complete".

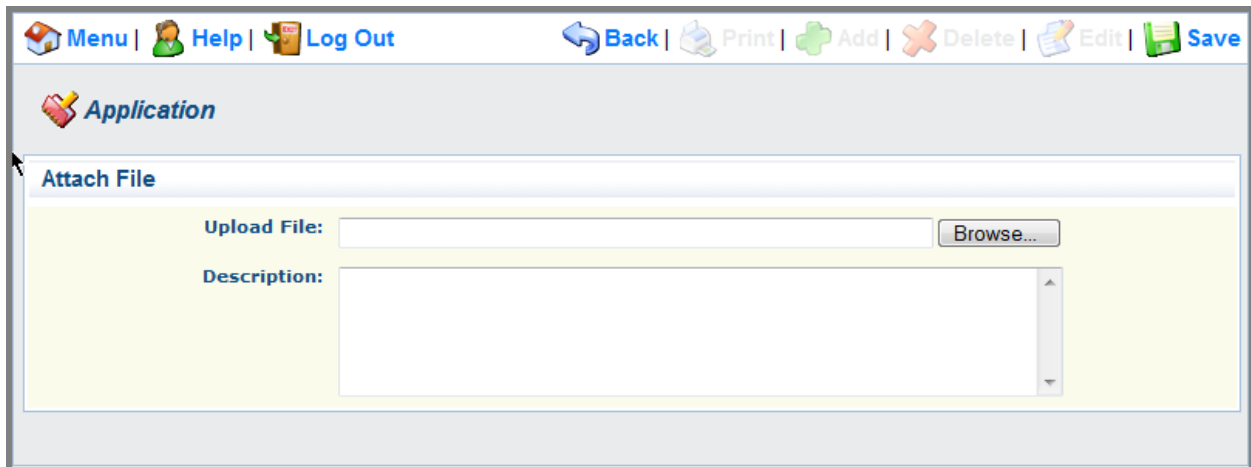


The screenshot shows the 'Application' page with a navigation bar at the top containing 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. The main content area is titled 'Application' and displays the following information:

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

Below this information is the 'Attachments' section, which includes a table with two columns: 'Description' and 'File Name'. To the right of the table are links for 'Mark as Complete' and 'Go to Application Forms'. At the bottom right of the section, it says 'Last Edited By:'.

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



The screenshot shows the 'Attach File' form. It has a navigation bar at the top with the same links as the previous screenshot. The main content area is titled 'Attach File' and contains the following fields:

- Upload File: [Text Box] with a 'Browse...' button.
- Description: [Text Area]

In the **Upload File** field, use the **Browse** function to search for the document. Please see below for **File Naming Convention**

In the **Description** text box provide a description of the file attachment. (This description is required to complete this component).

Click on the **Save** icon to save the information you have entered.

Repeat steps 3-5 for each additional attachment.

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

## **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.