USER GUIDE

Grant Application Portal (GAP)
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Purpose of this document

This document describes how to register as a user of the Grant Application Portal (GAP) and how to use the system to apply for a research grant. It is intended to provide assistance to those who wish to apply for a cancer research grant. You may also find this document helpful when applying for a bursary, funding for a scientific conference or the Robert Wenner Award.

Please refer to the information sheets on our website at www.swisscancer.ch/research before using our portal for the first time.

Registration

Swiss Cancer League & Swiss Cancer Research Grant Applications

Supporting innovative cancer research projects is one of the core tasks of the two partner organisations - the Swiss Cancer League and the Swiss Cancer Research Foundation. This site - Grant Application Portal (GAP) - is shared by these partner organisations for the interaction with their grant applicants and reviewers to enable proper recording, submission and administration throughout the entire application process.

If you wish to apply for a cancer research grant, bursary, funding for a scientific conference or the Robert Wenner Award, please refer to the information sheets on our website before using this site for the first time.

Online application submission for funding is now open for:

• Cancer Research Grants
• Bursaries
• Scientific Conferences

Changes to the rules (as per December 2013)

• Principal applicants may have only ONE ongoing project
• Projects may be supported with at most CHF 375,000 –
• The maximal amount per year is CHF 125,000 –
• The project duration may not exceed 4 years.

Should you have any questions, please contact us at scientific-office@swisscancer.ch.

Thank you.
Swiss Cancer League & Swiss Cancer Research
www.swisscancer.ch & www.krebforschung.ch

For applicants new to our online Grant Application Portal, please click and follow the onscreen instructions to complete the registration process.

You may find the following notes useful:
You will use the email address you register with to identify yourself to the system when logging in. The system will use this email address for all correspondence, so it’s a good idea to choose an address you use regularly. When you register, an email will be sent to you to allow you to confirm the registration and log in for the first time. If you’re a grant holder, or if you’ve previously contributed to an application or review, your email address may already be registered. The system will detect this automatically and will invite you to log in without needing to re-register. The system allows you to store the answers to security questions to assist the secure retrieval of your password if you ever forget it. Don’t worry if you move to a new email address in the future – you can change your registered GAP email address under 'Manage My Details' if you need to.

Forgotten password
If you forget your password, click the Forgotten Password? link on the Registration and Login Page, and ask for a replacement password to be sent to you by email. This replacement password gives temporary access to the system, during which time you will be asked to provide a new, permanent password.

Account lock out
Persistent use of an incorrect password will lock your account; this is to protect you from attempts to access your data by a third party. If this happens you can request a new password via the Forgotten Password? function.
Using GAP

The home page is your starting point to create applications, or to update your details (Manage My Details). It is also where you as a grant holder can manage your grants, and as reviewer can participate in the review process.

Creating and completing a grant application
An overview of the creation and preparation of a grant application

1. The main applicant must be the one who creates the application, but it can be jointly completed by the main applicant and any co-applicants.
2. Co-applicants may be added to the application. When a co-applicant is added, GAP will automatically email them to invite their participation. Co-applicants can decide whether to accept their inclusion, and later to consent to the application being submitted jointly in their name.
3. Applicants and co-applicants must upload their current CVs. The principal applicant uploads and manages the CV in the section ‘Manage My Details’. The co-applicants upload and manage their CVs in the ‘Attachments’ section. The CVs are automatically included in the application submission.
4. When the application form is complete it must be validated prior to submission. This operation will highlight any omissions in the form, and allow these omissions to be corrected. See also section ‘Validation Summary’.
5. Once the application has been validated, it is ready for submission. After clicking the submit button (active only when all information required has been entered) it will be sent electronically to the Scientific Office to be considered for funding, and a confirmation email will be sent to the main applicant.

Creating a grant application
You can create a new application from the link on the home page, or by clicking on the ‘My Applications’ screen.
1. The new applications page is opened by clicking the link under ‘New Application’ on the home page, or from the ‘My Applications’ screen.

2. All the grant rounds currently open are listed. The More info link returns a description of the grant round. Clicking Apply allows you to create an application form; there may be some verification questions to help you to ensure that the application is a valid type for your research or circumstances.

Completing a research grant application

- The sections of the application form are listed as a menu down the left-hand side of the screen. To complete the application all sections must be completed.
- You can move from page to page using the Previous and Next buttons, or using the menu on the left-hand side.
- Remember to save your work. You will be prompted to save your work if you leave the screen but it is always good practice to save work often in case of computer or connection issues.
- You can save and return to the application form as often as you like.
- The system will prevent your co-applicants from accessing your application at the same time as you. This stops applicants and co-applicants inadvertently making changes to the same part of the application at the same time and overwriting each other’s work.
- The red dot next to a field signifies that this is a required field and must be completed prior to submission.
Research grant application sections & fields
GAP leads you through the application process step-by-step. The following section provides an overview the sections that make up the Research Grant Application form which you may find helpful as you prepare for submission.

Introduction

Before applying, applicants are strongly encouraged to read the latest announcements and information sheets and refer to the forms on our website.
Project

Original Title of the research project (English)
Please do not use all uppercase or all lowercase letters for the project titles.

Is this a new project or a continuation?
- New project
- Continuation
- Revised

Is there likely to be a follow-up project?
- Yes
- No

Grant date

Duration (Months)
6 months

Keywords (3-8)
Add Keyword

You may optionally propose new keywords to be added to the list by recording them here.
Principal Applicant

Please use both uppercase and lowercase letters for the titles.

<table>
<thead>
<tr>
<th>Title</th>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s)</td>
<td>Lisa</td>
</tr>
<tr>
<td>Surname</td>
<td>Lütscher</td>
</tr>
<tr>
<td>Nationality</td>
<td>Swiss</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>2000-01-01</td>
</tr>
<tr>
<td>Institution</td>
<td>Krebsliga Schweiz</td>
</tr>
<tr>
<td>Department</td>
<td>Research Funding</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>+41 31 300 82 84</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:lisa.luecher@krebsliga.ch">lisa.luecher@krebsliga.ch</a></td>
</tr>
</tbody>
</table>

Please visit the Manage My Details section of the portal to update these details if required.

Principal Applicant CV & Publications List Upload
Please note the following for both the principal applicant CV & publications list:

1) only doc | docx uploads will be shown directly within the application form.
2) PDF documents can be uploaded however these will be appended to the application form.
3) pdf files, e.g. tables and graphics may not be placed into these Word (doc | docx) uploads. Images and tables should be put into word using images such as JPGs from screenshots or similar.

Please refrain from using special characters (e.g. *!@#$%^&*(), etc.) in any file names that are to be uploaded via this portal as they are not supported and may lead to delays upon application submission.

Need help? Contact us at scientific-office@krebsliga.ch

Principal Applicant CV Upload
Please attach the principle applicants up-to-date curriculum vitae (max. 2 pages).

Principal Applicant Publications List Upload
Please attach the principle applicant’s publications list (max. 5 pages) covering the past 5 years only.

Co-Applicants

Please add details of the co-applicants to this proposal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corinna Zellweger</td>
<td>Krebsliga Schweiz</td>
<td>Confirmed - No further action</td>
</tr>
</tbody>
</table>

Add Co Applicant

Co-applicant CVs
Please add an up-to-date curriculum vitae for each co-applicant listed in this application (max. 2 pages each). Manage or view your attached files anytime during the submission process under section Attachments (see left).

Add an attachment
Classifications

Please select the most appropriate domain classification for this application (select only one).

Refresh Selected Classifications Summary

- Domains
  - Basic research
  - Clinical
    - Laboratory oriented research
    - Patient oriented research
  - Psychosocial research
  - Epidemiological research
  - Other domains (please specify)

If other has been selected above please suggest an appropriate classification below.

External Reviewers

Excluded Reviewers
If you wish to exclude certain reviewers from the evaluation process, please provide their exact names and work affiliations below.

Add an Excluded Reviewer...

Recommended Reviewers
If you have any suggestions for external reviewers, please provide their exact names and work affiliations below.

Add a Reviewer...
External Reviewer details

Scientific Details

Project Significance (formerly cover letter information)

Please describe the significance of the expected project outcome in terms of the fight against cancer.

(800 words max)

Lay Title/Abstracts
In the event your application is successful in receiving funding, the information for laypersons provided in the following four fields will be used for the publication «Cancer Research in Switzerland» of the Swiss Cancer League and the Foundation Cancer Research Switzerland (see www.se desirable for future fundraising activities for cancer research. Therefore, please ensure your lay abstracts in English and German or French can be understood by the general public.

Lay Title (English)
Please provide a lay title of your research project in English.

(300 words max)
Lay Abstract (English)
Please provide a lay abstract (150-250 words) of your research project in English. The text should include the following aspects: a brief project outline, the project aim(s), the methods and approach and the potential benefit for patients (not mandatory for basic research projects).

(300 words max)

Lay Title (German or French)
Please provide a lay title of your research project in German or French.

(300 words max)

Lay Abstract (German or French)
Please provide a lay abstract (150-250 words) of your research project in German or French. The text should include the following aspects: a brief project outline, the project aim(s), the methods and approach and the potential benefit for patients (not mandatory for basic research projects).

(300 words max)

Summary of Research Plan

(500 words max)

Address of the ethics committee that will be evaluating this application

(200 words max)

Please note the name of the registry where this study is or will be registered
(Mandatory for clinical research applications only)
Research Plan

Please upload the following information in one PDF file not to exceed a maximum of 10 pages (Arial font 10). Please be sure to include:

1. A brief description of the current status of research in the field with which the work is planned, referring to the most important studies by others.
2. A brief description of the status of the applicant’s own research in the field in which the work is planned, referring to the most important relevant studies.
3. The research plan (4 pages).
4. The significance of the planned work.
5. The references.

Important PDF files recommended for uploads in this section

To ensure correctness in the formatting of the application summary (PDF is a system-generated document used for application submission and review) please upload PDF files only within this application form. These PDF files will then be attached to the end of your application summary form. (PDF files can only be appended.)

Research Plan Attachment

Submit

Timeframe for the overall project: Which research activities are scheduled to be carried out during the period for which funding has been requested?


(200 words max)

How is the project under consideration connected to work you are carrying out which is being funded by other bodies (e.g. university, Swiss National Foundation for Scientific Research, cantonal cancer leagues)?


(500 words max)
Resources

What level of total funding is currently available to you, how much of this total can you use for the project under consideration (not including the funding requested in this application)?

The following details must be supplied:

**Personal**

(500 words max)

**Existing equipment**

(100 words max)

**Funding required for new equipment, consumables, travelling and other expenses**

(100 words max)
### Infrastructure (rooms, workshops, computer centres, libraries etc.)

(200 words max)

### Funding requested from other sources

What level of total funding is currently granted from other sources (amounts, sponsors)?

(200 words max)

### Applications for financial assistance have also been/ will be submitted to the following organisations

(200 words max)
Funding required for new equipment, consumables, travelling and other expenses

(100 words max)

Infrastructure (rooms, workshops, computer centres, libraries etc.)

(100 words max)

Funding requested from other sources
What level of total funding is currently granted from other sources (amounts, sponsors)?

(200 words max)

Applications for financial assistance have also been / will be submitted to the following organisations

(200 words max)
Funding

Salary Costs details

Consumables
Expenses details

You will be requested to confirm the above-mentioned statements.
Attachments

Validation Summary
This section provides information on any mandatory fields that completion or correction.

Signatures
This section provides space for signatures and information on how to submit, print and sign and send to the Scientific Office.

Submit before you sign
- It is important that you submit this application online before you print and sign. The Scientific Office cannot accept signed copies of this application if «Pre-submission» appears on the printout that is automatically generated upon application completion.
Print and sign

- Please print the entire online generated application form including all uploaded documents.
- Be sure to printout and send all documents listed under section «Attachments» (e.g. publications, co-applicant CVs, etc.).

Package and send

All paper applications must be sent via postal mail on or before

- 3 February (for February rounds)
- 3 August (for August rounds)

Managing a grant application

If you select an application from the ‘My Applications’ page, you can manage it, as shown above.

The boxes on the right enable you to:

- **Edit** the application on return visits
- **View/Print the application** as a PDF. This creates a form with your latest edits for you to review or to create a paper copy. The watermark is cleared after a successful submission.
- **Validate** that your application is complete for submission.
- **Submit** the application for approval – this button is only available when validation has been successfully completed.
- **Delete** the application if you wish to. **Note that this is an irreversible action; the application cannot be recovered after deletion.**

The menu items on the left:

- **Change History** – shows the changes made to the application form, this can be useful for the review of changes made by collaborators.
- **Journal** - is a notepad function allowing collaborators to leave messages and/or attachments. Sign-off status - reports on the progress of the sign-off process by each of the signatories.
Monitoring the status of a grant application

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title</th>
<th>Last-Updated</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1575</td>
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<td>04/01/2013 17:11:15</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1574</td>
<td>Project Beta</td>
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<td>Pre-Submission</td>
</tr>
<tr>
<td>1573</td>
<td>Project Gamma</td>
<td>04/01/2013 17:11:15</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1567</td>
<td>Project Delta</td>
<td>04/01/2013 17:11:15</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1564</td>
<td>Project Epsilon</td>
<td>04/01/2013 17:11:15</td>
<td>Pre-Submission</td>
</tr>
<tr>
<td>1563</td>
<td>Project Theta</td>
<td>04/01/2013 17:11:15</td>
<td>Pre-Submission</td>
</tr>
</tbody>
</table>

All grant applications, and their statuses, are listed on the ‘My Applications’ section of the system.

Submission and beyond

1. After successful validation and after all of the co-applicants (if any) have confirmed and approved their participation the main applicant may submit the application.
2. If a signatory rejects the application the main applicant will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
4. On completion of the final approval:
   - A grant application number is assigned to the application.
   - The application automatically enters the process of being considered for funding, which begins after the grant round closes

Feedback from peer review and the funding decision

Following the closing date of the grant round, submitted and approved applications for that round will be reviewed to decide their suitability for funding, and main applicants will be informed of the outcome of this process in due course.

Contact Us

If your query is not answered in these notes you may email us by selecting the Contact Us link within the Grant Application Portal or by writing to scientific-office@swisscancer.ch

Additionally, if you are experiencing any technical problems please use the same link. We will endeavor to answer all queries within 2 working days.