



Program Guidelines: Applying for a UICC Workshop

UICC's Mission

UICC's mission is to unite the cancer community to reduce the global cancer burden, to promote greater equity, and to integrate cancer control into the world health and development agenda.

Founded in 1933, UICC has provided grants to more than 6,000 cancer professionals and institutions in support of cancer control, prevention and early detection, research, education, advocacy, and community outreach. For more information, visit www.uicc.org

UICC Workshop Program Aim

The purpose of UICC Workshops is to enable capacity building in key areas with linkage to UICC priority areas and World Cancer Declaration targets in low and middle income countries.

Target

The target candidates for the workshops will be appropriately qualified cancer professionals who work in official bodies, cancer institutes, professional associations, clinics or hospitals, in low and middle income countries.

Workshop Proposal Review Criteria

Workshop Proposals are evaluated by an independent Scientific Review Panel according to a peer review process. Proposals not meeting UICC's funding guidelines will not be considered by the panel. The competitive selection is made on the basis of scientific and expert evaluation of the application and the proposed course as set out by the applicant in the project description. Reviewers of the highest international standing in their respective fields carry out this task. Their assessments are strictly confidential and cannot be divulged outside of UICC and its selection committees, or to the applicants themselves. The reviewers' decisions are final and cannot be appealed.

Administrative and Eligibility Review

All applications are reviewed for their completeness and compliance with the guidelines. Any application deemed incomplete or non-compliant with stated guidelines will be disqualified. The Scientific Review Panel co-chairs will determine if an application does not qualify as the course content is too basic.

Review Criteria

The following criteria will be taken into account to evaluate the proposals:

1. Significance, quality, appropriate duration and budget of the proposed project
2. Linkage with UICC priority areas and World Cancer Declaration targets
3. Focus on low and middle income countries as defined by the World Bank
4. Anticipated impact on cancer control activities at local or regional level
5. Anticipated impact on career path and professional development of participants
6. Suitability and quality of training experts
7. International component of the proposal leading to collaborative network creation

Grants:

Grants are considered a contribution to the overall cost of a workshop. There is no minimum limit to the award of a grant, while the maximum grant award possible for a single workshop is \$30,000.

Application Process

Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- You can access proposalCENTRAL at: <https://proposalcentral.altum.com>.
- If you are a 'new' user in proposalCENTRAL, click the 'Register' button under 'First Time Users' and complete the registration process.
- If you are already registered in proposalCENTRAL, access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
- After you log in, complete your Professional Profile (second tab from the left) before starting an application.
- To start an application, select the Grant Opportunities tab (grey tab furthest to the right). A list of applications will display. Find the UICC program that you wish to apply for and click the 'Apply Now' link (second to last column) to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: pcsupport@altum.com.

Application Submission

The application process is conducted online only. In addition, several documents are to be uploaded as appendices to the application form:

- A support letter from a sponsor organization (template provided in the application form)
- A biosketch of the applicant and faculty (sample template provided in the application form)
- A detailed course agenda

Overview of the Application Form

1. Workshop Summary

a. Title of proposed Workshop

Enter a concise caption, no longer than 80 characters.

b. Proposed anticipated start and finish dates of your project

These dates should allow sufficient time after the expected date of the funding decision for you to complete logistics, travel, visa, and passport formalities. Funding decisions are made approximately 60 days after the application deadline, subject to possible review delays.

c. World Cancer Declaration Targets

Mention whether your proposal is aligned with the World Cancer Declaration Targets ([link http://www.uicc.org/world-cancer-declaration](http://www.uicc.org/world-cancer-declaration)). If not, state N/A.

d. Brief summary of the aim of the training:

A statement of no more than 250 words explaining the subject of your proposal, geared towards the lay public. State how the work is significant to cancer control and prevention. This summary will be provided to help the general public and UICC donors understand the nature of your work.

e. Keywords

Supplying us with up to 5 keywords related to the project content will facilitate the reviewing of your project.

2. Abstract

a. Abstract: Provide a scientific abstract of your proposal. This will help reviewers understand the concept of the training in one glance and may be used for communications purposes.

b. CSO classification: The Common Scientific Outline or 'CSO' is a classification system organized into seven broad areas of scientific interest in cancer research. The CSO is complemented by a standard cancer type coding scheme. Together, these tools lay a framework to improve coordination among research organisations, making it possible to compare and contrast the research portfolios of public, non-profit, and governmental research agencies.

UICC uses a slightly modified Common Scientific Outline around 8 research areas:

- Biology
- Etiology (causes of cancer)
- Prevention
- Early Detection, Diagnosis, and Prognosis
- Treatment
- Cancer Control, Survivorship, and Outcomes Research
- Scientific Model Systems
- Advocacy and Health Policy

3. Download Templates

The Supporting Letter:

The applicant is required to provide a letter of support from a sponsoring institution to which he/she is affiliated. This letter should include the following components:

- Must be on institutional/facility letterhead
- Date
- Applicant name
- Applicant institution/facility
- Institution/facility address
- Statement of support for the project and proposed topic
- Name of proposed topic
- Brief description of proposed topic
- Applicant's expertise and skills specifically attributable to this project
- Services/personnel provided by the institution/facility for the project
- Acknowledgment that funding will be received from UICC and recognized
- Signed by someone who has authority to provide the institutional/facility letter of support

4. Enable Other Users to Access this Proposal

You are not required to use this section.

This screen allows you to give other users access to your grant application. When you give a person access to your grant application, you can give them one of three levels of permissions. These include:

- **View** (View only. Cannot change any details.)

- **Edit** (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- **Administrator** (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

Make sure each person is registered. To grant access to another person, that person must be registered as a "user" in the proposalCENTRAL system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.

Enter the "user id" of the person you wish to give access to in the "User ID/E-Mail" field of the "Proposal Access User Selector" section at the bottom of the screen then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."

Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Accept Changes" button.

Note: This process only gives access to your application, access to your Professional Profile must be done separately from within the Professional Profile.

Auto Notify: To enable your co-investigators, department or grants administrators to receive system notifications, add them with at least "View" access below and check the box "Auto Notify".

5. Personal Detail of Applicant

This section resumes the information of the applicant, which should be fully completed for the proposal to be valid. Please ensure that all personal information including numbers and address entered are correct.

- You can edit your personal details by clicking on the 'Edit Professional Profile' Button

6. Sponsoring Organization

- The applicant is required to provide a letter of support from a sponsoring institution to which he/she is affiliated. The Sponsoring Organization supports the applicant, the project and the proposed topic. The Sponsoring Organization is officially recognized as the recipient of the grant and is responsible for the implementation of the award. The award shall also be recognized and acknowledged by the sponsoring organization. UICC may choose to publicly disclose the information about the award.
- By default the online system pre-loads the applicant's Lead Institution as the sponsoring one, but this is not mandatory. To change, select from list below or Search all registered institutions. Press button to confirm selection. Click Edit Profile button to change institution information.
- The Letter of Support has to come from the institution mentioned in this section.
- An administrative contact can be included in order to facilitate administrative questions.

7. Faculty

Provide information for your speakers/faculty in this section. Please note that automatic emails will go out to all individuals entered who are new to the system (i.e. new accounts are created for them). Once you have entered these experts, you may wish to invite them to complete their profiles.

8. Workshop Details

a. **Workshop Aim:** Describe the Workshop and explain why it answers an unmet need.

b. **Target Audience:** Who is the target audience, what is the target audience number? How are the participants selected and why? In which language will the training be conducted?

c. **Alignment with UICC Objectives:** Describe whether and how the Workshop is aligned with a UICC initiative (<http://www.uicc.org/programmes>) and with World Cancer Declaration Targets (<http://www.uicc.org/world-cancer-declaration>) (Maximum 1000 characters)

d. **Relevance and Time:** Address the relevance and timeliness of the meeting with respect to UICC priorities (Maximum 1000 characters).

e. **Series of Meetings:** Describe if the workshop is part of a series of meetings and describe whether you have already received funding from UICC for other courses (Maximum 1000 characters)

f. **Impact:** Describe the impact the workshop is expected to have on the participants, their institutions, and the region/country. Describe the sustainability of the initiative and how it will effect change over time (Maximum 1000 characters)

g. **Collaboration:** Explain how the workshop contributes to National Cancer Control Plans (NCCPs) and describe the collaboration with the government and with UICC members (Maximum 1000 characters)

h. **Venue and Accommodation:** Describe the venue and the facilities as well as the accommodation that will be available for participants and faculty (Maximum 1000 characters)

i. **Evaluation:** Describe how you will assess the short- and long-term impact of the workshop and evaluate the trainees (Maximum 1000 characters)

j. **Learning materials:** Describe whether the materials used for the course are of your own creation or from a specified source and whether they could be used during other workshops (Maximum 1000 characters). Kindly note that UICC could request to publicly share these materials after the workshop, for use by other faculty.

9. Budget

- Mention in USD, the amount that you are requesting from UICC.
- Please provide a breakdown of the requested funds
- Provide the overall expected amount of the workshop
- If you have included an amount in the 'Other costs box', describe the nature of these costs under the section entitled 'Describe the nature of additional costs'.
- Other funding: Please inform us if you are receiving funding from other sources and if so, how much.
- List other funding sources and the amount that each funder is providing. Mention whether there is a potential conflict of interest linked with the funding.
- Travel cost estimates should be obtained from a reputable travel agent and should cover the least expensive international Economy two-way (return) air fare from gateway to gateway, or other appropriate form of transport.
- Once awarded, the funding cannot be increased.

Note: UICC does not fund indirect costs. Only cost items linked directly with the organization of the workshop will be considered.

10. Attachments

This is the section where you are asked to upload the following:

- The supporting letter from the sponsoring organisation
- The biosketches of the applicant and faculty
- The detailed agenda of the course

Note: You do not need to use the biosketch template provided if the information is available in a similar CV format however each Faculty biosketch should be limited to a **maximum** of 3 pages in length.

11. Certification

By submitting a grant request to UICC, the Applicant acknowledges that they may be requested to share workshop training materials such as handouts, slides, and flyers for evaluation purposes. This material may be shared online at no cost for further use during other courses.

Authorisation

Funding of a proposal authorises UICC to use the applicant's name and proposal in soliciting contributions to fund its cancer research and training programs.

CONTACT INFORMATION

All communication regarding the Grant and Fellowship Program should be directed to the following address: fellows@uicc.org

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