



African Cancer Fellowship

Step by Step Guide of the online Application Process

Dear Applicant,

Thank you for your interest in the UICC fellowship programmes. In order to facilitate the application process for candidates, we have prepared the following step by step guidelines to follow, with accompanying screenshots and clarifications. We recommend that you consult this guide while you follow the application procedure on line.

Here is some practical advice for submitting your application online :

1. **Be sure to start the application process in good time**, do not leave it to the last minute before the deadline, as it is a lengthy process.
2. **Don't forget to save the information you have entered at each step of the application process by clicking "SAVE"**.
3. Take note regarding the format and size of the documents that you need to upload, prepare your home and host attestations and Biosketch/CV first and get the attestations and host invitation letter signed and in pdf format ready to upload (See Step2).
4. Take note that the fields marked with a red asterisk (*) are mandatory, if they are not completed the system will not allow you access to the next phase of the process.

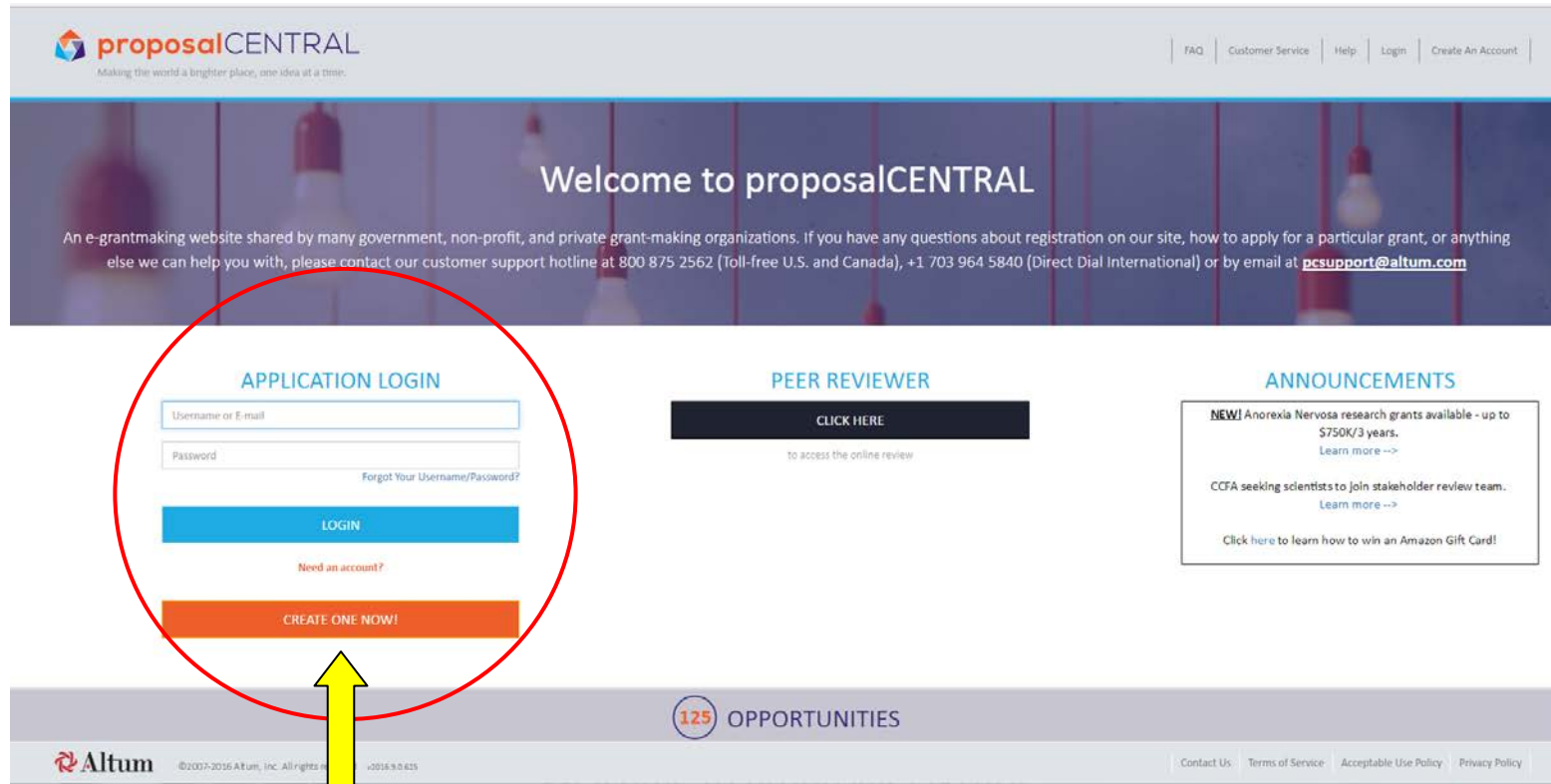
Please refer also to the application guidelines:

<http://www.uicc.org/sites/main/files/atoms/files/UICC%20African%20Cancer%20Fellowship%20Guidelines.pdf>

Contact us by email if you experience any problems: fellows@uicc.org

1.- Candidates must submit their applications for the African Cancer Fellowships online via proposalCENTRAL. To access the application system please press the following link: <https://proposalcentral.altum.com/default.asp>

2.- To begin your application you need to first create an applicant account.



3.- Click on the orange tab “**CREATE ONE NOW !**”. A new page will appear, as shown in the following screenshot and fill in the following information:

Create An Account

* Username: *

Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.

* First Name: *

Please enter your first name

* Last Name: *

Please enter your last name

* Email: *

Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This email address can be used in place of the username to login.

* New Password: *

Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character.

* Confirm Password: *

Please re-type the password for confirmation.

* Challenge Question: *

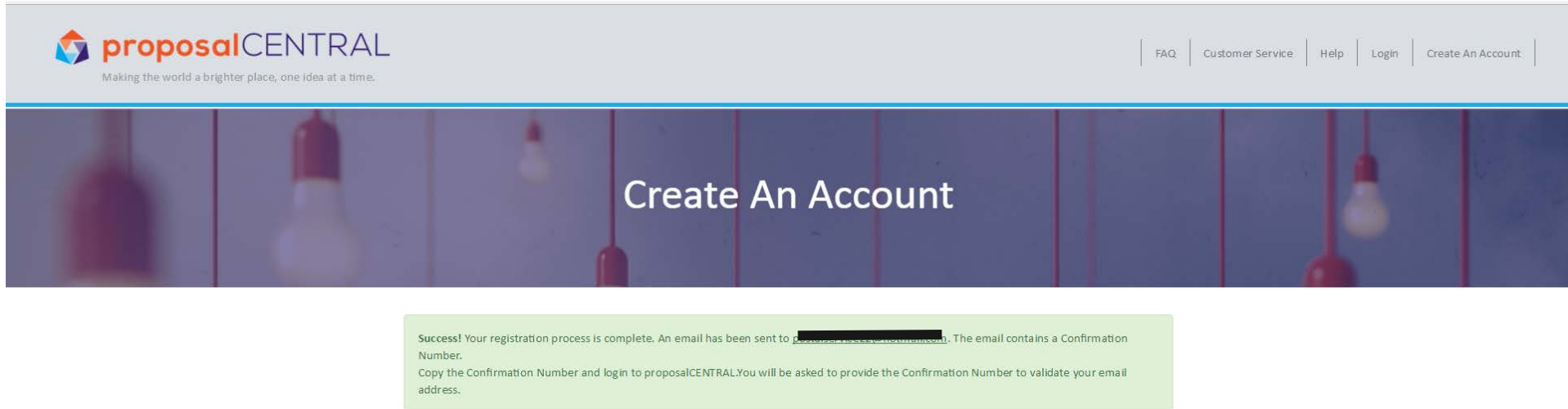
Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.

* Answer: *

By checking the Boxes below, you represent that both you and the person whom this profile represents agree to the Terms of Service and will abide by the Acceptable Use Policy for proposalCENTRAL

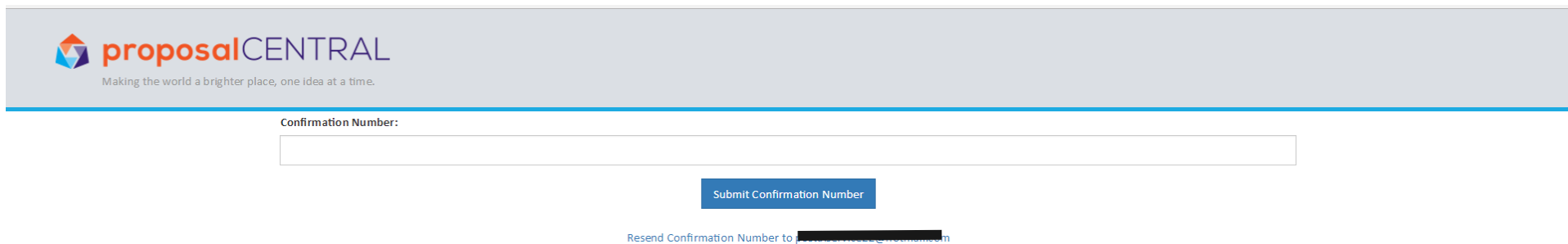
- I agree to the Terms of Service.
- I agree to the Acceptable Use Policy.

4.- Once you have finished completing the fields, click on the “SAVE” button and a new page will appear as follows:



5.- Check your email inbox. You should receive an email with a confirmation number. If you do not receive an email after a few minutes, please check it has not been filtered as SPAM.

6.- Return to the first page of proposalCENTRAL, insert your email address and password and the page below should appear:



7.- Type in the **Confirmation Number**. A new page should appear as below:

Making the world a brighter place, one idea at a time.

Manage Proposals Professional Profile Institution Profile **Grant Opportunities**

My Profile Other Profiles Add Profile Combine Profiles

Contents of Professional Profile [Help](#)

Click folders below to navigate to other parts of the profile.

- 1 Institution & Contact Info [Add](#)
- 2 Degrees
- 3 Research Interests [General Interests](#)
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support
- 7 Publications

You do not have any primary institution. Primary Institution is required, please click [here](#) to add one.

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8.- Click on “Grant Opportunities” as shown by the yellow arrow above.

9.- A new page will appear, as shown below. Write « UICC » in the search field as shown below.

Total: 153 Opportunities

Deadlines displayed in U.S. Eastern Time

Filter by Grant Maker

Show 25 entries

Click to start your application (includes letter of intent if required)

Search: uicq

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
Union for International Cancer Control	UICC African Cancer Fellowships		11/30/2017 11:59:59 PM	Grants Office	Apply Now	
Union for International Cancer Control	UICC Technical Fellowships		12/30/2017 11:59:59 PM	Grants Office	Apply Now	
Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ

Showing 1 to 2 of 2 entries (filtered from 153 total entries)

Previous 1 Next

10.- Among the search results you will find the « African Cancer Fellowships » as shown above by the green arrow.

11.- Click on the “Apply Now” Button.

Steps 1 to 13 of the Application Process

1) Fellowship Summary	8
2) Download Template and Instructions	10
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11) Validate	34
12) Print Application for your files	35
13) Submit	35

1) Fellowship Summary


12.- You will then be directed to the first step of the application process:

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Proposal Sections

Click name below to go to that section.

- Fellowship Summary**
- 2 Download Templates & Instructions
- 3 Applicant
- 4 Host Location
- 5 Home & Host Supervisors
- 6 Project Description
- 7 Abstract and Disciplines
- 8 Application Attachments
- 9 Certification
- 10 Validate
- 11 Print Application for your Files




Proposal To: Union for International Cancer Control
Program: UICC African Cancer Fellowships


Save Print Cancel Exit

Please enter the following information about your fellowship and click the Save button.

* Title of Proposed Project:

Please enter proposed fellowship start and finish dates for the 1 month visit. The application deadline is 30 November 2017, with a notification of results in February 2018. The earliest an applicant may start their project is 1st March 2018 but you should allow extra time if you need to apply for a visa.

* Start Date: 
MM/DD/YYYY

* Finish Date: 
MM/DD/YYYY

Enter realistic estimate for travel and living costs (accommodation and food). Please see Application Guidelines for more detail.

* Total Requested:
(US\$)

* Return Travel:
(US\$)

* Stipend:

Funding from Sources Other than UICC

* Have you applied to another funding source for support for the same project and period?
▼


If yes, please provide details:
(Organization; Name of funding program)

Support Links

- [Grantmaker Website](#)
- [Program Guidelines](#)
- [Email to Program Admin](#)

Proposal Identifiers

Unassigned



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- The buttons at the top and bottom of the screen allow you to save, print, cancel or exit the process.
- On the left hand side of the screen you will find a numbered list of the different steps in the application process, as you proceed through the process the step you are on will be highlighted in blue.

Before completing each field read the following :

a) Title of proposed project: should not be more than 80 characters and should accurately describe the topic of your fellowship (ie do not just type “Fellowship”).

b) Please select the start and finish dates of your one month visit by clicking on the 2 calendars, it will appear in American format, ie Month/Day/Year. The earliest

you may start their project is **1st March 2018** but you should allow extra time if you need to apply for a visa.


c) The total requested amount should be the sum of your travel and living stipend requests. Estimated travel costs should originate from a reputable travel agency or website and should cover the cost of the price of the least expensive return airline ticket between your nearest airport and that of your host institution. The monthly living costs stipend estimates should be established in consultation with the host organisation and be appropriate for the resource setting you are going to. The total amount requested should not exceed 3,000 USD.

d) Be sure to fill in all fields marked with a red asterisk then click “SAVE” then click on the “NEXT” button to proceed to the next step.

2) Download Template and Instructions




- a) **13** – Download the 3 Word templates and complete all 3 with the relevant information, ask the Home line manager or supervisor and Host to sign the appropriate attestations, then save all 3 as pdf documents, as well as the invitation letter from your host and upload them in step 9 of the application process. Go to this website to download pdf generators: <http://www.neh.gov/grants/grantsgov/pdf.html>
- b) To go back, click on the « Previous » button, to continue, click on “**NEXT**”.

- 1 Fellowship Summary
- Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant
- 5 Host Location
- 6 Home & Host Supervisors
- 7 Project Description
- 8 Abstract and Disciplines
- 9 Application Attachments
- 10 Certification
- 11 Validate
- 12 Print Application for your Files
- 13 Submit




Download Templates & Instructions

<<Previous Next>> Cancel Exit

Download	Template Type	Description	File Type	File Size
	Biosketch/CV	Use this form for the Applicant's CV	.DOC	56,320
	Hand-Signed Line Manager Attestation on Official Home Institution Letterhead	Use this template for the Hand-Signed Home Attestation on Headed Paper from Home Line Manager or Supervisor	.DOC	31,232
	Hand-Signed Host Attestation	Use this template for the Hand-Signed Host Attestation	.DOC	44,032

Many of the grantmakers in proposalCENTRAL request or require that applicants submit their attachments as portable document format (.pdf). In order to save your documents as PDFs, you will need to use PDF generator software. [Click here for a list of PDF generators.](#)

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3) Enable Other Users to Access This Proposal

14.- Please Ignore this page, click on “Next”.

The screenshot shows the 'proposalCENTRAL' interface. The main heading is 'Enable Other Users to Access this Proposal'. Below this, there are navigation buttons: '<<Previous', 'Next>>', 'Cancel', and 'Exit'. The 'Access Permissions' section contains a help icon and a note: '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".' The 'Proposal Access Rights' section features a table with columns for 'Auto Notify', 'Role', 'Name', 'E-Mail', 'Permissions', and 'Delete'. One row is visible for 'Donaldson, Sally' with 'Administrator' permissions. Below the table is a 'Save' button. The 'Give User Proposal Access' section has a 'User ID/E-Mail' input field and a 'Find User' button. The footer includes the Altum logo, copyright information, and links for 'Contact Us', 'Terms of Service', 'Acceptable Use Policy', and 'Privacy Policy'.

4) Applicant

15.- You will now arrive on the Applicant page, see below

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2 Download Templates & Instructions

3 Enable Other Users to Access this Proposal

Applicant

5 Host Location

6 Home & Host Supervisors

7 Project Description

8 Abstract and Disciplines

9 Application Attachments

10 Certification

11 Validate

12 Print Application for your Files

13 Submit

Support Links

- Grantmaker Website
- Program Guidelines
- Email to Program Admin

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FIGHTING CANCER TOGETHER

Applicant

<<Previous Next>> Save Print Cancel Exit

PLEASE NOTE: If you have added or changed your institution affiliation in your professional profile, you must select the appropriate institution from the Applicant drop-down list.

Person who initially creates the proposal is pre-loaded as the Applicant and the contact information from his/her profile is shown below. To update profile, click Edit Profile. To change Applicant select from list and click button to confirm selection.

Applicant

Edit Professional Profile

The fields showing as read-only are coming from the Professional Profile of the selected Applicant. To update the information, click the Edit Professional Profile button.

The other information can be entered on the page and then click the Save button.

Name Title: _____ * First name: _____ Middle name: _____ * Last name: _____

* Position or Academic Rank:

* Since when (year):

* Highest Degree(s)

Enter your Qualifications (Bachelo

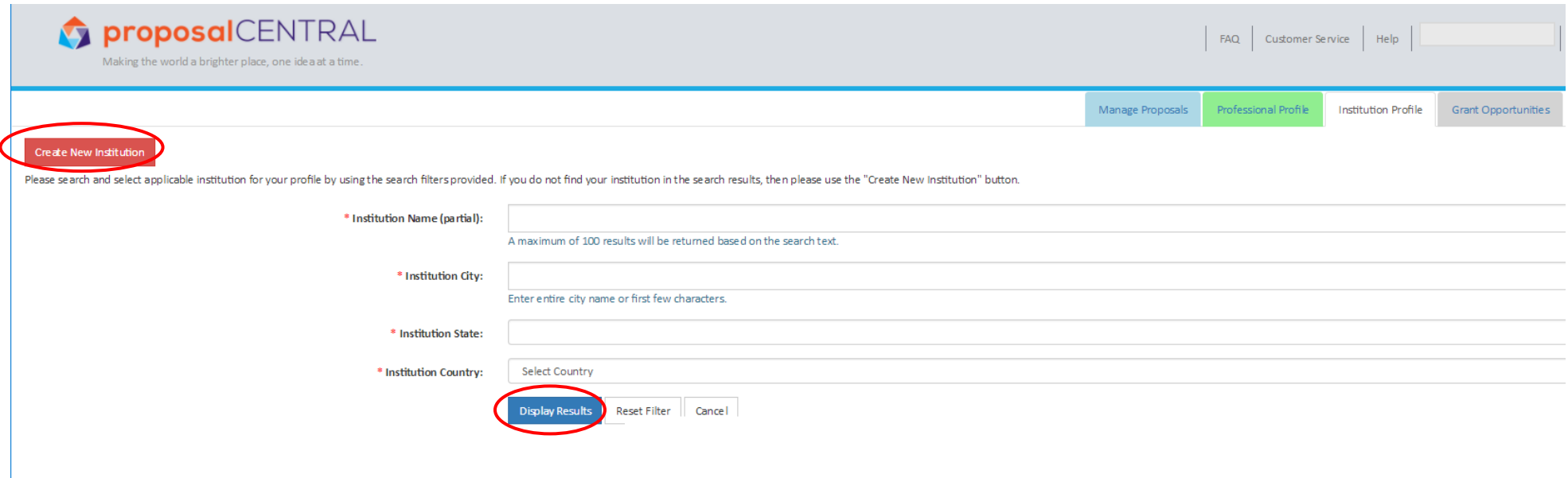
16.- Please click on the “**Edit Professional Profile**” button, this screen will be automatically filled with the information once you have completed your professional profile. A new screen will appear as shown below

17.- Now you are in the **Professional Profile section** of the Application system.

The screenshot displays the proposalCENTRAL Professional Profile section. The top navigation bar includes the logo, the tagline "Making the world a brighter place, one idea at a time.", and links for FAQ, Customer Service, and Help. The left sidebar contains a menu with nine items: 1. Institution & Contact Info, 2. Degrees, 3. Research Interests (highlighted with a red box), 4. Personal Data for Applications, 5. Biosketch, 6. Other Support, 7. Publications, 8. Enable other users to access your profile, and 9. Account Information. The main content area features a light blue banner with instructions and a "Create New Proposal" button. Below this is a form for adding a contact item, with fields for Name and Email, and buttons for Save, Cancel, Next>>, and Delete This Contact Item. The form includes sections for Institution (with a "Change Institution" button and a "Primary Institution" checkbox), Position Title, Academic Rank, Division, Department, Sub-Dept, and Address (with sub-fields for Mail Stop and Street). A yellow arrow points to the "Change Institution" button. The footer contains the Altum logo, copyright information, and links for Contact Us, Terms of Service, Acceptable Use Policy, and Privacy Policy.

18.- Click on the « Change/Add Institution » button, as shown by the yellow arrow. Please ignore the rest of the points, these are not needed.

19.- You will next be directed to the screen below:



The screenshot shows the proposalCENTRAL website interface. At the top left is the logo with the tagline "Making the world a brighter place, one idea at a time." On the top right are links for "FAQ", "Customer Service", and "Help", along with a search bar. Below the header is a navigation bar with buttons for "Manage Proposals", "Professional Profile", "Institution Profile", and "Grant Opportunities". A red circle highlights a "Create New Institution" button on the left side of the main content area. Below this button is a search instruction: "Please search and select applicable institution for your profile by using the search filters provided. If you do not find your institution in the search results, then please use the 'Create New Institution' button." The search filters include: "Institution Name (partial)" with a text input field and a note "A maximum of 100 results will be returned based on the search text."; "Institution City" with a text input field and a note "Enter entire city name or first few characters."; "Institution State" with a text input field; and "Institution Country" with a dropdown menu labeled "Select Country". At the bottom of the search filters are three buttons: "Display Results" (highlighted with a red circle), "Reset Filter", and "Cancel".

20.- You can now try to find your home institution by entering its name under “Institution Name (partial)” and then pressing “Display Results”. You can also try to find it by selecting your city or country and then pressing “Display Results”. Do not use “Institution State” as this term applies only to the US.

21.- If your institution is not displayed, click the red button « Create Institution » or contact us on: fellows@uicc.org

22.- By clicking “**Create Institution**”, a new page will appear as seen below.

23.- Click on “CONTINUE”.

The screenshot shows the top navigation bar of the proposalCENTRAL website. The logo is on the left, and navigation links for 'FAQ', 'Customer Service', and 'Help' are on the right. Below the navigation bar is a horizontal menu with four items: 'Manage Proposals', 'Professional Profile', 'Institution Profile', and 'Grant Opportunities'. The 'Professional Profile' item is highlighted in green. Below this menu is a secondary navigation bar with links for 'Maintain Institution Profiles', 'Search Registered Institutions', 'Add/Edit Institution Profile', and 'Instructions'. The main content area has a heading 'Instructions' followed by a sub-heading 'Applicants'. Below this is a paragraph of text explaining the Institution Profile. Another sub-heading 'Grants Office' is followed by two paragraphs of text. At the bottom of the page, a blue button labeled 'CONTINUE' is circled in red.

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FAQ | Customer Service | Help

Manage Proposals | Professional Profile | Institution Profile | Grant Opportunities

Maintain Institution Profiles | Search Registered Institutions | Add/Edit Institution Profile | Instructions

Instructions

Applicants

The Institution Profile is intended for the use of the Grants and Contracts Office, Sponsored Programs Office, or similar office at your institution. If you (the Applicant) are unable to find an institution to use in your Professional Profile or grant application, please contact the Grants and Contracts Office or Sponsored Programs Office at your institution and request that they visit our website and set one up. (<https://proposalcentral.altum.com/>)

Grants Office

It is important to complete as many fields as possible, particularly the institution officials. We suggest you provide at least one signing official and one financial officer because most grant applications require it in order to submit. If the Grants and Contracts Office, Sponsored Programs Office, or similar office is not able to provide certain information, it is ok to enter "None" in the fields. This certainly applies for non-US.

It is ok to have multiple listings for your institution. For example, Common Institution name, Legal Institution name, or different departments within an institution. This will give applicants choices of institutions to select, making it easier for applicants to find a valid institution with all of the relevant and proper information.

After the Grants and Contracts Office, Sponsored Programs Office, or similar office has set up the institution profiles, it is important for them to contact proposalCENTRAL customer support 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International) in order for the profile to be confirmed in our system. When the institution profile is confirmed, it will ensure that all of the information for the institution is correct and the Grants and Contracts Office, Sponsored Programs Office, or similar office has control of the information.

CONTINUE

24.- The following screen will then appear:

The screenshot shows the proposalCENTRAL website header with the logo and tagline "Making the world a brighter place, one idea at a time." Navigation links for "FAQ", "Customer Service", and "Help" are visible. A blue banner contains a note: "Proposals must reference a registered institution. If a institution is not pre-registered, users must register the institution during the proposal development process. By pre-registering, the institution saves time for users and ensures that consistent institution information is provided in proposals."

The main form area includes a "Save" button, "Cancel", and "Next>>" buttons. A "Last Updated:" label is present. A red asterisk indicates a required field. The form fields are:

- Institution Legal Name:** (Required)
- Institution Abbreviation:** (Include common name or abbreviation for easy identification by your applicants.)
- Authorized Institution Representative:**
 - Prefix
 - First:** (Required)
 - Middle
 - Last:** (Required)
 - Suffix
- Position/Title:** (Required)
- E-Mail:** (Required)
- Institution Address:**
 - Street:** (Required)
 - City:** (Required)
 - State/Province:** (Required)
 - Zip/Postal Code:** (Required)
 - County
 - Country:** (Required)
- Institution:**
 - Phone:** (Required)
 - FAX
 - WebSite

The footer includes the Altum logo, copyright information "©2007-2017 Altum, Inc. All rights reserved v2017.6.0.393", and links for "Contact Us", "Terms of Service", "Acceptable Use Policy", and "Privacy Policy".

25.- The screen is divided into 2 halves. The first half seen above must be completed, with the fields with red asterisks being mandatory, while the second half, seen below does not need to be completed.

Please provide the following institutional information, if applicable.

DUNS Number:

DHHS EIN Number:

IRS EIN or TIN Number:
(XX-XXXXXXX)

DoD CCR Number:

Federal BPN Number:

Human Subjects Assurance Number: Date Approved:

Enter institutions assurance number on file with the Office for Human Resource Protections (OHRP).
Enter "None" if institution doesn't have an approved assurance on file.

Animal Welfare Assurance Number: Date Approved:

Enter institutions assurance number on file with the Office of Laboratory Animal Welfare (OLAW).
Enter "None" if institution doesn't have an approved assurance on file.

USDA Inspection Date: AAALAC Accreditation Date:

Type of Institution: Women-Owned Socially and Economically Disadvantaged (8a)

Type of Entity: Description of "Other" Type of Entity:

Congressional District:

Make Checks Payable To:

26.- Please click **“SAVE”**, and you will return to the **“Professional Profile Page”**. You do this by clicking on the white tab at the top of your screen as seen below:



27.- Fill in the remaining fields to be completed that have not been automatically filled:

Position Title:

Academic Rank:

Department:

Phone Work:

- 1 Personal Information
- 2 Personal Information
- 3 Personal Information
- 4 Personal Data for Applications
- 5 Biosketch
- 6 Other Support
- 7 Publications
- 8 Enable other users to access your profile
- 9 Account Information

Position Title:

Please provide your title at the institution e.g. Provost, Department Head, Vice President.

Academic Rank:

If located at an academic institution, please provide your academic rank e.g. Full Professor, Associate Professor, Postdoctoral Student.

Division:

Department:

Sub-Dept:

Address: **Mail Stop:**

Street:

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

Country:

Phone: **Work:** **Alt Work:** **Pager:** **FAX:** **Mobile:** **Home:**

28.- Please click "SAVE "

29.- Next, click on “2) Degrees” on the left hand side. A new page will appear as shown below:

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FAQ | Customer Service | Help

Save Cancel <<Previous Next>>

Please note that Grant makers could request the degree information as a comma separated list or require more details. If the application you are completing is asking for a comma separated list, please use the Highest Degree(s) and Other Degree(s) fields. Otherwise, use the Baccalaureate Degree(s) and Post-Baccalaureate Degree(s) sections to enter the Degree information.

Highest Degree(s):
List highest degree(s) separated by commas. Use Standard abbreviations e.g., Ph.D., M.D., D.V.M., M.P.H.

Other Degree(s):
List other degree(s) separated by commas. Use Standard abbreviations e.g., B.S., B.A., M.S.

Baccalaureate Degree(s): **Add New Degree**

Degree	Other	Institution	Year Of Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Edit Delete

Post Baccalaureate Degree(s): **Add New Degree**

Degree	Other	Institution	Year Of Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Cancel <<Previous Next>>

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30.- Click on “ADD NEW DEGREE” marked by the red circle above to select the relevant abbreviation regarding your university and post graduate training and add the Institution and year of degree.

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FAQ | Customer Service | Help

1 Degrees
2 Research Interests
3 General Interests
4 Personal Data for Applications
5 Biosketch
6 Other Support
7 Publications
8 Enable other users to access your profile
9 Account Information

Degrees(s) and Other Degree(s) fields. Otherwise, use the Baccalaureate Degree(s) and Post-Baccalaureate Degree(s) sections to enter the Degree information.

Highest Degree(s):
List highest degree(s) separated by commas. Use Standard abbreviations e.g., Ph.D., M.D., D.V.M., M.P.H.

Other Degree(s):
List other degree(s) separated by commas. Use Standard abbreviations e.g., B.S., B.A., M.S.

Baccalaureate Degree(s): [Add New Degree](#)

Degree	Other	Institution	Year Of Degree
A.B. B.A. B.Chir.			
B.Sc.		cambridge University	1989

Edit Delete

Post Baccalaureate Degree(s): [Add New Degree](#)

Degree	Other	Institution	Year Of Degree

Edit Delete

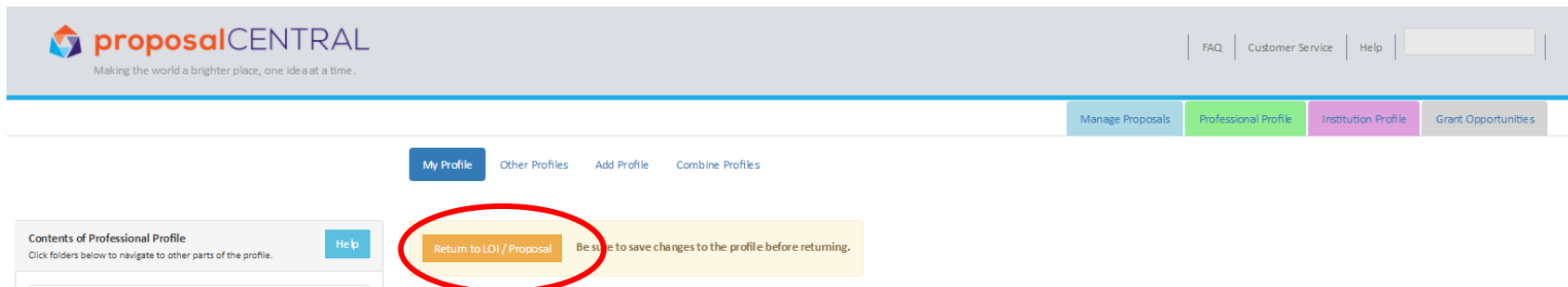
Save Cancel <<Previous Next>>

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- Baccalaureate Degree refers to University Degree, and Post Baccalaureate Degree refers to Post graduate Degree, eg PhD, an MD or Masters. Click on « Other » if your qualification is not on the list, then specify the title of your qualification in the field provided.

31.- Once you have finished, click “**SAVE**”. Then, click on the orange button “**RETURN TO LOI/Proposal**” to return to your application, as seen below.



32.- You have now almost completed step 4, please fill in the remaining information, ensuring that all fields marked with a red asterisk* are filled in.



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[FAQ](#) | [Customer Service](#) | [Help](#)

Support Links

[Grantmaker Website](#)

[Program Guidelines](#)

[Email to Program Admin](#)

Proposal Identifiers

Proposal ID: 567664

Tracking Number: Unassigned

Grantor ID: Unassigned

* Position or Academic Rank:

* Since when (year):

* Highest Degree(s)

Enter your Qualifications (Bachelor's Degree(s) and Post Graduate Degree(s))

* Graduate Degree(s)	Degree	Other Degree	Institution	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Baccalaureate Degree(s)	Degree	Other Degree	Institution	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Organization:

* Department

Address: Street Address 1:

* Street Address 2:

* City: * State: * Zip: * Country:

* Email:


Phone * Telephone:

Website:

* Nationality

* Date of Birth

Applicant



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33.- Click "Save" and "Next"

5) Host Location

34.- Click on "Change Institution", marked below in red.

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FAC | Customer Service | Help | 2

alpha server control

Host Location

Host Location

1 Follow-up Summary
2 Download Templates & Instructions
3 Enable Other Users to Access the Proposal
4 Applicant
5 **Host Location**
6 Prior & Host Supervisors
7 Project Description
8 Abstract and Disciplines
9 Application Abstracts
10 Certification
11 Validity
12 Print Application for your files
13 Submit

Support Links

Grammarly Webtor
Program Guidelines
Email to Program Admin

Proposal Identifiers

Proposal ID: 56784
Tracking Number: Unassigned
Division ID: Unassigned

The applicant's Home Institution is pre-loaded as location (aka institution). To change, click on "Change Institution" and use the Institution Search page to search all registered institutions. Please "Select" button to confirm selection.
If your institution has not yet registered and you need to create a new profile, click here to register your institution.
Please ignore the red note below about contacts being deleted as we aren't collecting contacts in this version.

Click the button to change location: **Change Institution** Note: Changing institution will delete currently displayed contacts.

* Address
City
State
Zip
* Country
Work
Fax
* Type of Organization

If required institution information is missing or appears to be incorrect, please contact the following individual(s). They have access to the institution profile and can make the necessary updates.

Contacts	Email	Phone
ONYKO, OksanaIgor	oksanaonyko@yale.edu	1204832264276

* Host Institution Language

* Working language at the host institution:
0 out of 100 characters

Your knowledge of the language:

* Language Level: Please select: Fluent, good

Confirmation of Host Institution

* Please confirm that your Host Institution details are correct: Please select: yes

Host Location

<< Previous Next >> **Save** Print Cancel Exit

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35.- The following page below will appear:

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FAQ | Customer Service | Help | [] - Logout

Manage Proposals | Professional Profile | Institution Profile | Grant Opportunities

* Institution Name (partial): []
A maximum of 100 results will be returned based on the search text.

* Institution City: []
Enter entire city name or first few characters.

* Institution State: []

* Institution Country: [Select Country]

Display Results | Reset Filter | Cancel

36.- Try to find your host institution by typing its name, city or country then clicking on “**Display results**”. Do not enter anything for Institution State – this is only relevant for the US. For the widest search, just select the country without putting the institution’s name.

37.- If you do not find the host institution via the search above, click the “**Cancel**” button and go to the page before, where you should click on “**Click Here**” to register the host institution, as shown below.

Proposal Sections

Click name below to go to that section.

- 1 Fellowship Summary
- 2 Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant
- Host Location**
- 6 Home & Host Supervisors
- 7 Project Description
- 8 Abstract and Disciplines



Proposal To:
Program:
Title (Applicant):
Deadline:

Host Location

<<Previous Next>> **Save** Print Cancel Exit

The applicant's Home institution is pre-loaded as Location (aka Institution). To change, click on 'Change institution' and use the Institution Search page to search all registered institutions. Press 'Select' button to confirm selection.

If your institution is not yet registered and you need to create a new profile, [click here to register your institution.](#)

(Please ignore the red note below about contacts being deleted as we aren't collecting contacts in this section.)

You will then need to add information about your host institution as explained in steps 23 to 25.

38.- Complete the remaining fields on the Host Location page marked by red asterisks, press “**Save**” then “**Next**”.

6) Home and Host Supervisors

39.- You are now at the Home and Host Supervisors page, as shown below:

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FAQ | Customer Service | Help

1 Fellowship Summary
2 Download Templates & Instructions
3 Enable Other Users to Access This Proposal
4 Applicant
5 Host Location
6 Home & Host Supervisors
7 Project Description
8 Abstract and Disciplines
9 Application Attachments
10 Certification
11 Validate
12 Print Application for your Files
13 Submit

Support Links
Grantmaker Website
Program Guidelines

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Home & Host Supervisors

<<Previous Next>> Print Cancel Exit

Provide information for your home and host supervisors in the table below.

The following are the required roles for the Home & Host Supervisors:


- *Home Supervisor
- *Host Supervisor

Role	Name	Title	Institution	Email	Phone	Effort	Actions
No Personnel Currently Identified							

INSTRUCTIONS:
To add a new contact to the table above, enter the e-mail address of the person you wish to add. Click 'Add'. Complete the contact form. (Note: if the person is already registered in proposalCENTRAL, some information will be pre-loaded into the contact form.) To edit the person's contact information, click 'Edit'. (In the far right Action column.) To delete a person from the table, click 'Del'. (Note: Changes that you make to the person's contact information will be for this proposal only. Permanent changes must be made in the person's Professional Profile.)

* Enter email address

* Confirm email address



Home & Host Supervisors

In this step you need to enter the email address of your home supervisor/line manager twice then press the blue icon marked with the red circle above.

40.- A new page will open as shown below:

Contact Screen - Home & Host Supervisors

Save Close Window

Instructions to Add Key Personnel ?

The following user has access to **Edit and Submit** proposal (Administrator access).

The following user(s) have the ability to add, remove, or modify this user's access to the proposal in the "[Enable Other Users to Access this Proposal](#)" section: Sally Donaldson (donaldson@uicc.org)

Add Home & Host Supervisors Info

* Type

Please select:

*Home Supervisor

Name

Title:

* First name:

Middle name:

* Last name:

E-mail:

Position

Contact Screen - Home & Host Supervisors

Save Close Window

Instructions to Add Key Personnel ?

The following user has access to **Edit and Submit** proposal (Administrator access).

The following user(s) have the ability to add, remove, or modify this user's access to the proposal in the "**Enable Other Users to Access this Proposal**" section: [redacted]
(donaldson@uicc.org)

Add Home & Host Supervisors Info

* Type: *Home Supervisor

Name: Please select:
*Home Supervisor

Title: *Host Supervisor

* First name: [redacted]

Middle name: [redacted]

* Last name: [redacted]

E-mail: [redacted]

Position: [redacted]

41.- Click on Type and select **"Home Supervisor"** then fill in the remaining fields with details about your home supervisor/line manager marked by a red asterisk.

42.- Repeat steps 38 to 40 for your host supervisor, starting by entering and confirming their email address then selecting **"Host Supervisor"** in the **"Type"** tab.

43.- After you have added the information about your 2 supervisors (host and home), the screen should appear both mentioned, press “**Save**” and “**Next**” to continue to the next step.

7) Project Description

44.- You will now move on to **step 7**, the **Project Description**, as shown below. Please fill in all the required fields marked with a red asterisk then press “**Save**” and “**Next**”.

The screenshot shows the 'Project Description' step in the proposalCENTRAL application. The interface includes a top navigation bar with the logo and tagline 'Making the world a brighter place, one idea at a time.', along with links for 'FAQ', 'Customer Service', and 'Help'. A left sidebar contains a progress indicator with 13 steps, where 'Project Description' is the current step. The main content area is titled 'Project Description' and features navigation buttons: '<<Previous', 'Next>>', 'Save', 'Print', 'Cancel', and 'Exit'. A light blue informational box states: 'This is the most important component of your application. The description must include sufficient detail to allow evaluation of the significance of the project and the likelihood that it will have a successful outcome.' Below this are three text input fields, each with a red asterisk indicating it is required:

- * Purpose of the project (include the specific objectives of your project)**: A text area with a character limit of '0 out of 1500 characters' and a maximum of '1,500 characters (including spaces)'. The placeholder text is 'Type up to 1500 characters'.
- * Relevance to Home organisation and local community (Give a summary of the current unmet needs in your home organisation and/or local community that your project would address)**: A text area with a character limit of '0 out of 2500 characters' and a maximum of '2,500 characters (including spaces)'. The placeholder text is 'Type up to 2500 characters'.
- * Detailed Work plan for visit**: A text area with a character limit of '0 out of 5000 characters' and a maximum of '5,000 characters (including spaces)'. The placeholder text is 'Type up to 5000 characters'.

At the bottom, there is a 'Support Links' section with links for 'Grantmaker Website', 'Program Guidelines', and 'Email to Program Admin'. The footer includes the Altum logo, copyright information '© 2007-2017 Altum, Inc. All rights reserved v2017.6.0.393', and links for 'Contact Us', 'Terms of Service', 'Acceptable Use Policy', and 'Privacy Policy'.

8) Abstract and Disciplines

45.- You will next go to **Step 8 “Abstract and Disciplines”**. Please select your discipline and the site of the cancer and a keyword that your project relates to.

46.- Add one element at a time from each list by clicking the “+” sign . The element should then appear on the right hand side as seen below circled in red. Press “**Save**” and “**Next**” when you have finished.

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12 Print Application for your Files
13 Submit

Support Links
Grantmaker Website
Program Guidelines
Email to Program Admin

Proposal Identifiers
Proposal ID: 567664
Tracking Number: Unassigned
Grantor ID: Unassigned

Please select the main discipline. Applications on Disciplines 1.0-1.5 and 7.0-7.3 are not encouraged for this call.

Main Discipline List (CSO Classification):
Please select:
1.0 Biology
1.1 Biology-Normal Functioning
1.2 Biology-Cancer Initiation: Alterations in Chromosomes
1.3 Biology-Cancer Initiation: Oncogenes and Tumor Suppressor Genes
1.4 Biology-Cancer Progression and Metastasis
1.5 Biology-Resources and Infrastructure
2.0 Etiology
2.1 Etiology-Exogenous Factors in the Origin and Cause of Cancer
2.2 Etiology-Endogenous Factors in the Origin and Cause of Cancer

Selected Main Discipline (CSO Classification):
4.2 Early Detection/Diagnosis/and Prognosis-Technology and/or Marker Evaluation with Respect to Fundamental Parameters of Method

The project pertains to the following Cancer sites (select all relevant):

Main Cancer Type
Adrenocortical Cancer
Anal Cancer
Bladder Cancer
Blood Cancer - Used for Blood cancers not listed separately
Bone Cancer / Osteosarcoma / Malignant Fibrous Histiocytoma
Bone Marrow Transplantation
Breast Cancer
Breast Cancer
Cardiovascular / Heart Cancer
Cervical Cancer

Selected Cancer Type:

The project addresses Cancer in the following target populations (choose all that apply):

Keyword List:
Adults
Children
Ethnic groups
Female s
Males
No Specific Populations
Special populations

Selected Keywords:

Alkerm
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9) Application Attachments

47.- You will then be directed to Step 9 “Application Attachments”:

proposalCENTRAL
Making the world a brighter place, one idea at a time.

FAQ | Customer Service | Help

1 Fellowship Summary
2 Download Templates & Instructions
3 Enable Other Users to Access this Proposal
4 Applicant
5 Host Location
6 Home & Host Supervisors
7 Project Description
8 Abstract and Disciplines
9 Application Attachments
10 Certification
11 Validate
12 Print Application for your Files
13 Submit

Application Attachments

<<Previous Next>> Print Cancel Exit

Download all templates and instructions files located at the bottom portion of this page. Once you have completed each template, click the Browse button in the section directly below, and select the file to attach.

Describe Attachment:
(Please provide a meaningful description no longer than 250 characters)

* Attachment Type: Select One
Allowable File Type:

* Select File to Attach: No file chosen

Current list of uploaded attachments are listed in the table below.
(Files with a highlight cannot be assembled for printing)

Download	Attachment Type	Description	File Type	File Size (in bytes)	Date	Delete
No attachments currently uploaded.						

Required attachments that have not been uploaded are listed in the table below. Optional attachments that have not been uploaded are not shown.

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48.- Please upload the documents that you downloaded in **Step 2**, completed and converted to pdf format. First select the relevant document type in the list, press “Choose File” to locate it on your computer then press “**UPLOAD ATTACHMENT**”. Be sure to upload all 4 documents: your Biosketch/CV, your home and host attestations duly signed by them and the letter of invitation from the host supervisor.

10) Certification

49.- Click on “**Next**” and the new page “**Certification**” will appear as shown below. If you agree with the statement, select “**accept**” then press “**Save**” and “**Next**”.

The screenshot displays the Altum application portal interface. On the left is a vertical navigation menu with 13 numbered steps: Fellowship Summary, Download Templates & Instructions, Enable Other Users to Access this Proposal, Applicant, Host Location, Home & Host Supervisors, Project Description, Abstract and Disciplines, Application Attachments, Certification (highlighted in blue), Validate, Print Application for your Files, and Submit. The main content area shows the 'Certification' page with the Altum logo at the top. Below the logo is a navigation bar with buttons for '<<Previous', 'Next>>', 'Save', 'Print', 'Cancel', and 'Ext'. The central text area contains a declaration: 'If this application is successful, I hereby declare that I shall return to my home institute at the end of the fellowship. I certify that the following statements are true and complete to the best of my knowledge. I understand that any false statement is sufficient cause for rejection of this application or for cancellation of a fellowship already awarded.' This is followed by two paragraphs of terms and conditions regarding UICC's use of the applicant's name and proposal, and a statement that declining the application will prevent submission. Below this text is a dropdown menu with a red asterisk and the text 'Please select:'. A second, identical 'Certification' page is shown below the first one, also with navigation buttons. At the bottom of the page, there is a 'Support Links' section and a footer containing the Altum logo, copyright information (©2007-2017 Altum, Inc. All rights reserved. v2017.6.0.393), and links for Contact Us, Terms of Service, Acceptable Use Policy, and Privacy Policy.

11) Validate

50.- The following screen will then appear:

The screenshot shows the Altum application interface. On the left is a vertical sidebar with 13 numbered steps: 2 Download Templates & Instructions, 3 Enable Other Users to Access this Proposal, 4 Applicant, 5 Host Location, 6 Home & Host Supervisors, 7 Project Description, 8 Abstract and Disciplines, 9 Application Attachments, 10 Certification, 11 Validate (highlighted in blue), 12 Print Application for your Files, and 13 Submit. Below the sidebar is a 'Support Links' section. The main content area is titled 'Validate' and features a header with the Altum logo and the slogan 'FIGHTING CANCER TOGETHER'. Below the header are navigation buttons: '<<Previous', 'Next>>', 'Cancel', and 'Exit'. A text box contains the instruction: 'Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.' A blue 'Validate' button is positioned below this text. At the bottom of the page is a footer with the Altum logo, copyright information '©2007-2017 Altum, Inc. All rights reserved v2017.6.0.393', and links for 'Contact Us', 'Terms of Service', 'Acceptable Use Policy', and 'Privacy Policy'.

51.- Click on “**Validate**”. If you have missed any information in any of the steps, you will be notified at this step. You should then return to the relevant step and complete the required field (all fields with red asterisks should be completed), then return to **Step 11** and press “**Validate**” again until the system tells you that you are ready to submit

Then click “**Next**” and the new page with **Step 12 “Print Application for your files”** will appear.

12) Print Application for your files

The screenshot shows the Altum application submission interface. On the left is a vertical navigation menu with 13 steps. Step 12, "Print Application for your files", is highlighted in blue. Below the menu is a "Support Links" section. The main content area is titled "Print Application for your Files" and contains the following elements:

- Navigation buttons: <<Previous, Next>>, Cancel, Exit.
- Instructions: "After you complete all the proposal sections, click one of the Print buttons below to open and print the cover/signature pages and application files. Before printing, please use the 'Validate' option (in the gray navigation menu to the left) to verify that you have entered all the required information."
- Two print buttons: "Print Signature Pages" and "Print Signature Pages with Attachments", both with question mark icons.
- System requirements: "You must have the FREE Adobe Acrobat Reader installed to view either of the above options. Attention Apple/Mac users: The default Apple PDF viewer will not work properly. Download the latest version of the Acrobat Reader from Adobe at <http://www.adobe.com/products/acrobat/readmain.html>".
- Bottom navigation buttons: <<Previous, Next>>, Cancel, Exit.

The footer of the page includes the Altum logo, copyright information (© 2007-2017 Altum, Inc. All rights reserved. v2017.8.0.393), and links for Contact Us, Terms of Service, Acceptable Use Policy, and Privacy Policy.

52.- Click **“Print signature pages with attachments”** to print a copy for your records. You do not need extra signatures at this point. Click on **“Next ”**

13) Submit

You will reach the final **Step 13 “Submit”**, as shown below:

1 Fellowship Summary
2 Download Templates & Instructions
3 Enable Other Users to Access this Proposal
4 Applicant
5 Host Location
6 Home & Host Supervisors
7 Project Description
8 Abstract and Disciplines
9 Application Attachments
10 Certification
11 Validate
12 Print Application for your Files

Submit

<<Previous Cancel Exit

To submit your Proposal, please click the 'Submit' button below. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Submit

Important Notice:
We recommend that you verify that the status of your application has changed to 'Submitted', for best results, you should logout and close all proposalCENTRAL browser windows. Login and click the 'Submitted' tab under 'Manage Proposal'. Your application should be listed with the status of 'Submitted' along with the date and time of the submission.

Support Links

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53.- Click the “**Submit**” button. You should receive a confirmation email to show that your application has been successfully submitted. If you do not receive this email, or if you have any difficulties along the way, please do not hesitate to contact us at the following email address: fellows@uicc.org