# 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 :

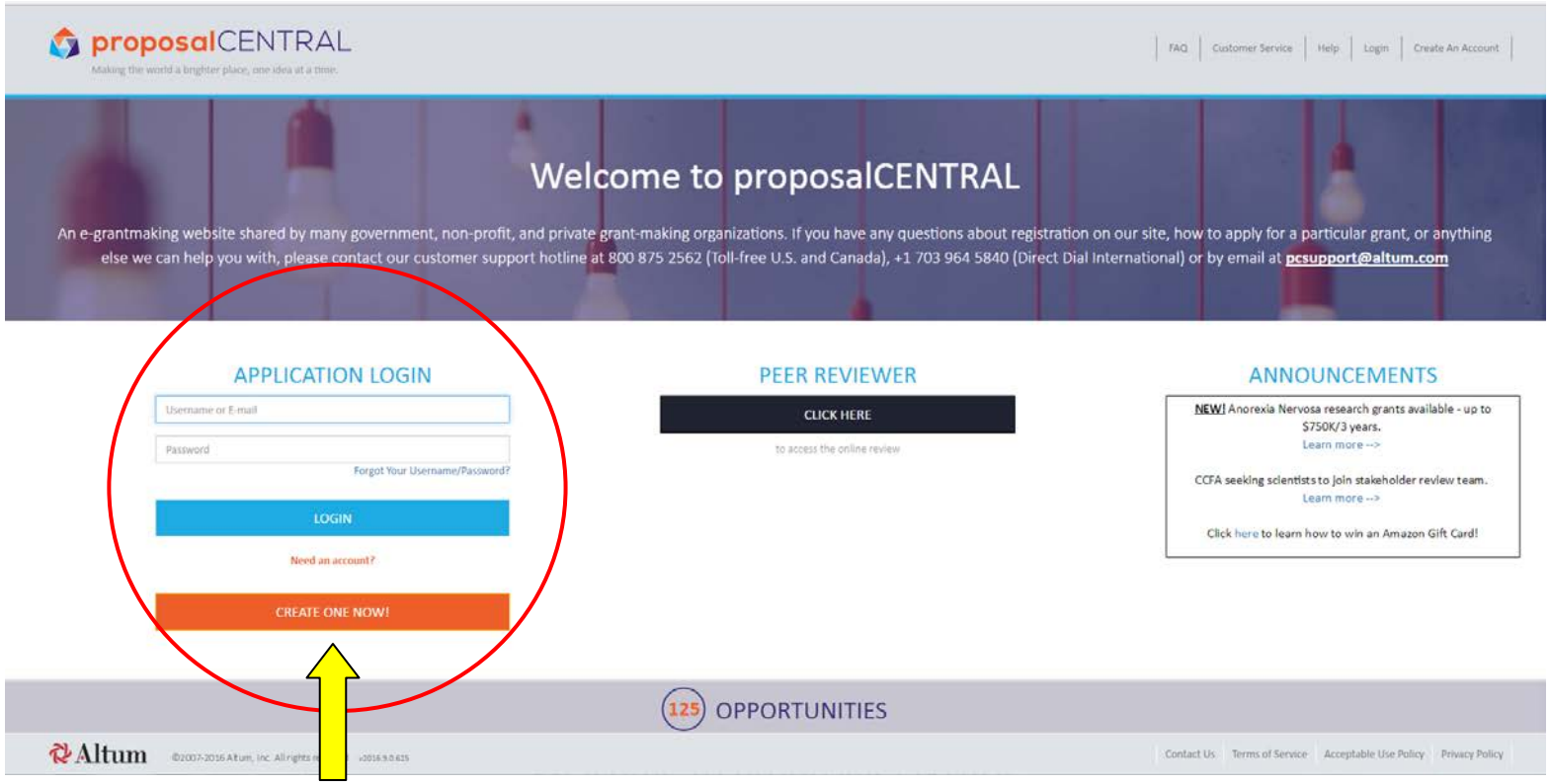
1. **Be sure to start the application process in good time**, do not leave it to the last minute before the deadline, as it is a lengthy process.
2. **Don't forget to save the information you have entered at each step of the application process by clicking "SAVE".**
3. Take note regarding the format 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

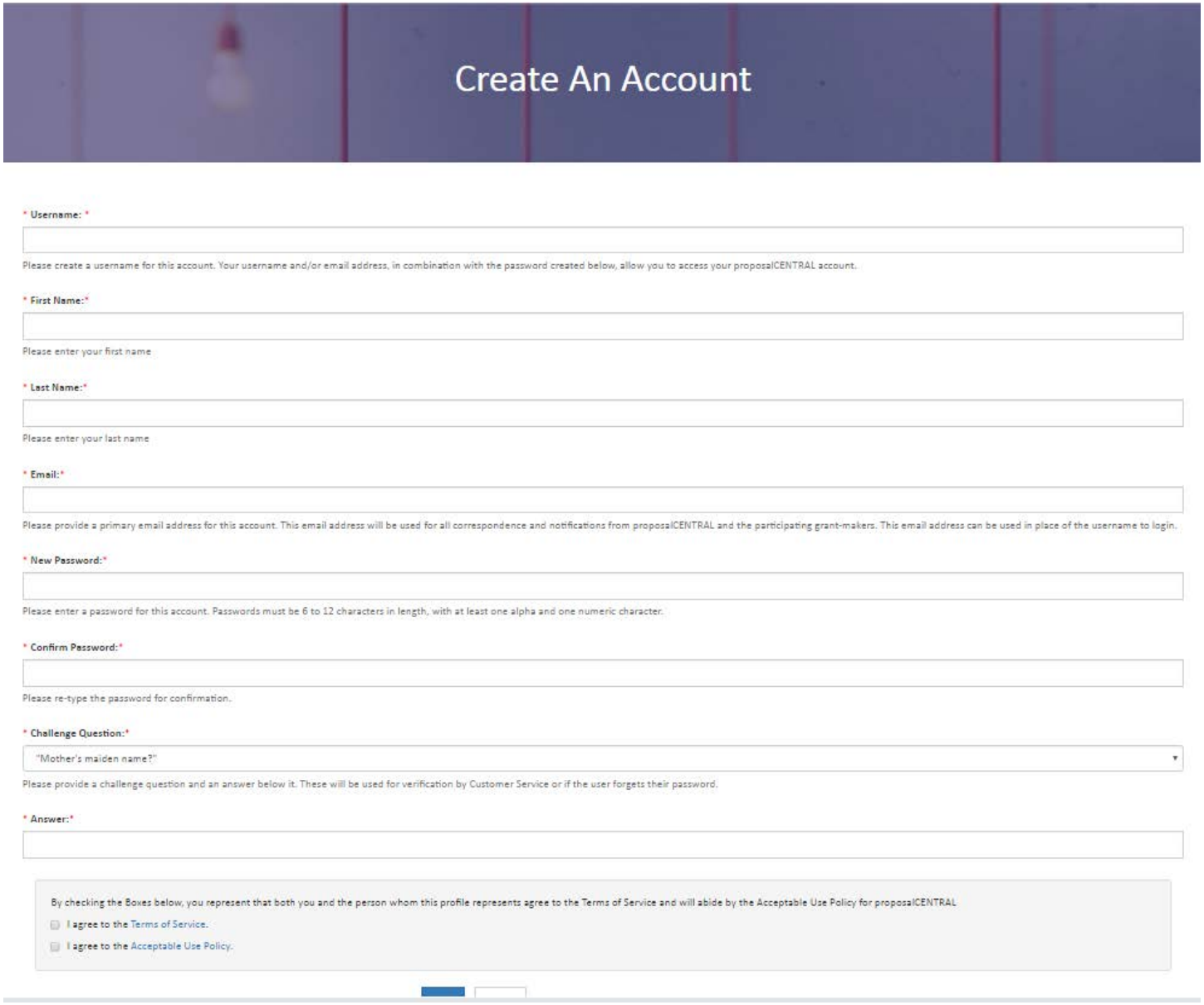
Contact us by email if you experience any problems: **fellows@uicc.org**

**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**

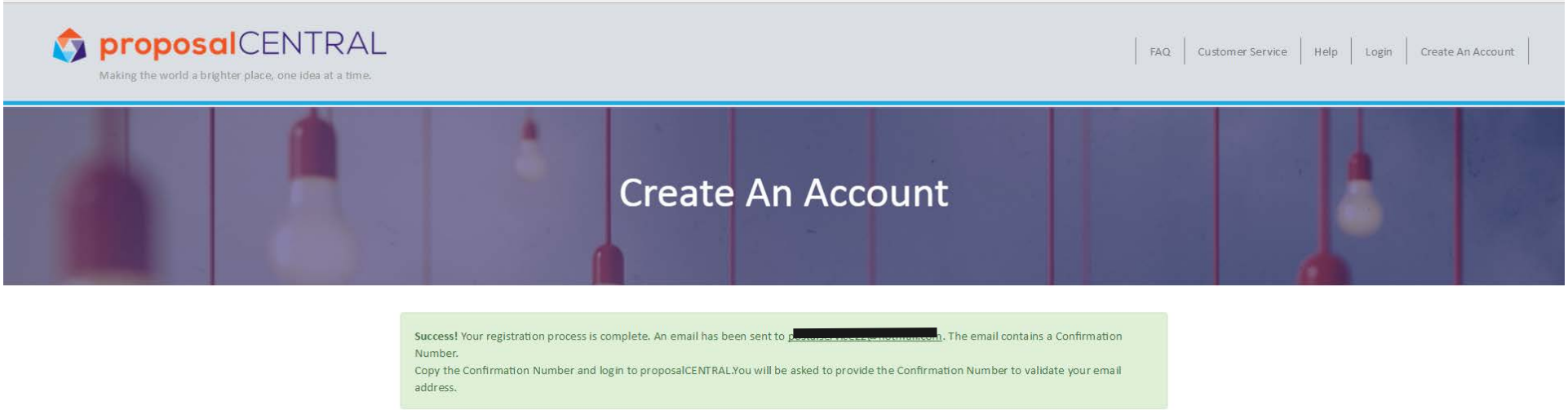
**2.-** To begin your application you need to first create an applicant account.




**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:

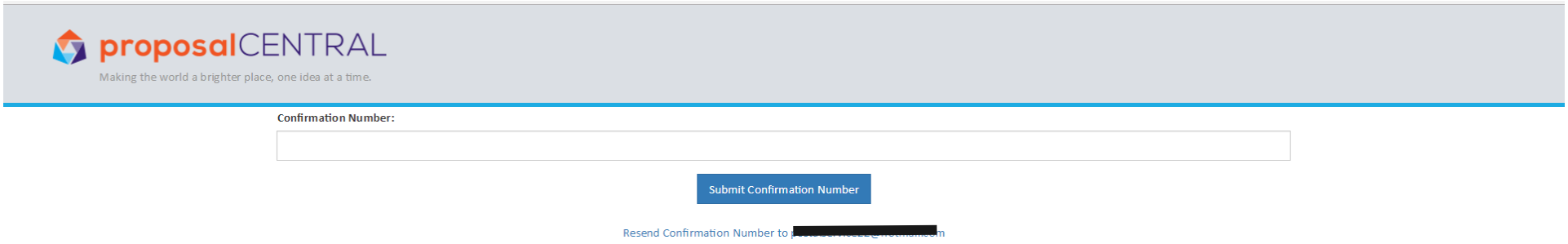

Create An Account
* Username: *
Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.
* First Name:*
Please enter your first name
* Last Name:*
Please enter your last name
* Email:*
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:*
"Mother's maiden name?"
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:

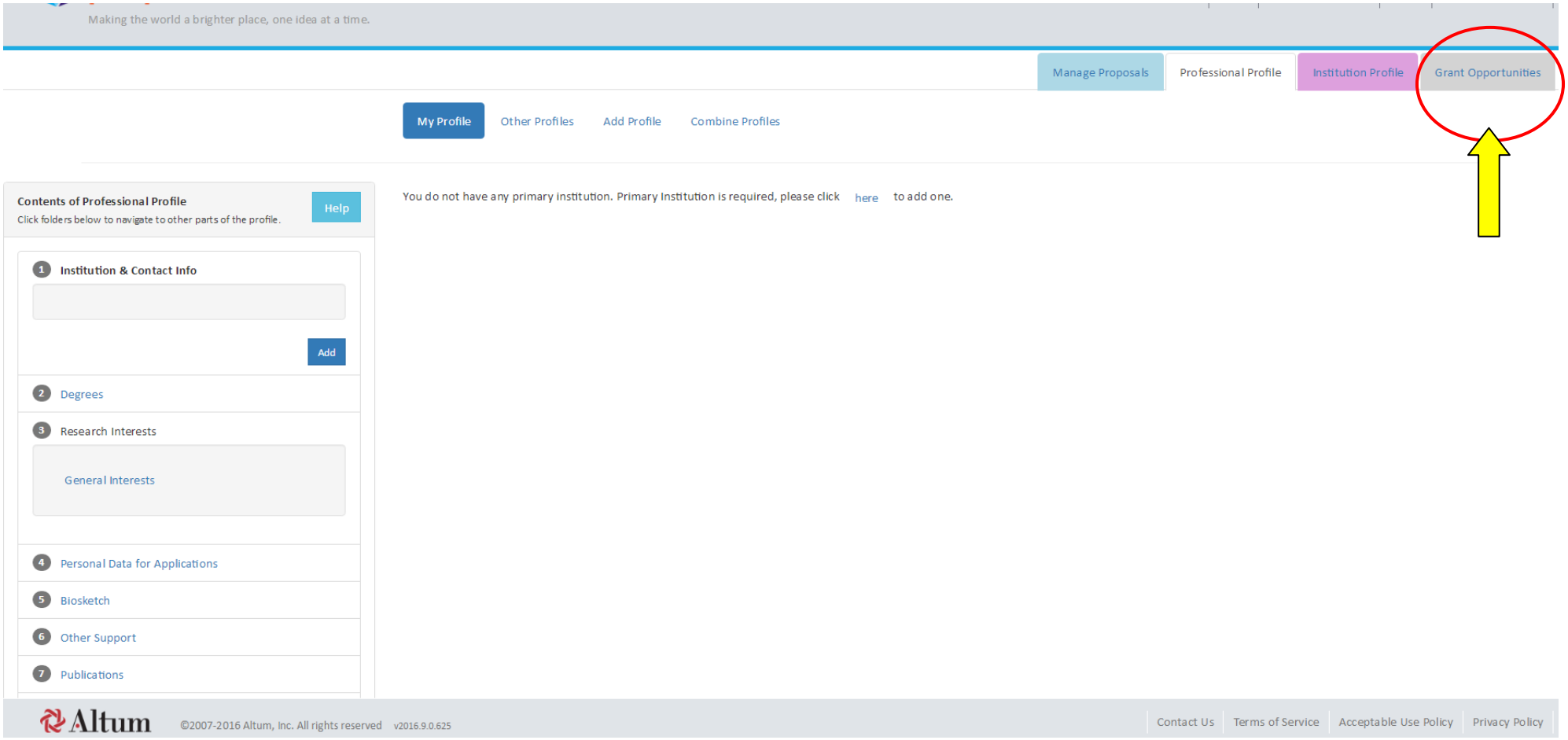



**5.-** Check your email inbox.  You should receive an email with a confirmation number. If you do not receive an email after a few minutes, please check it has not been filtered as SPAM.

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

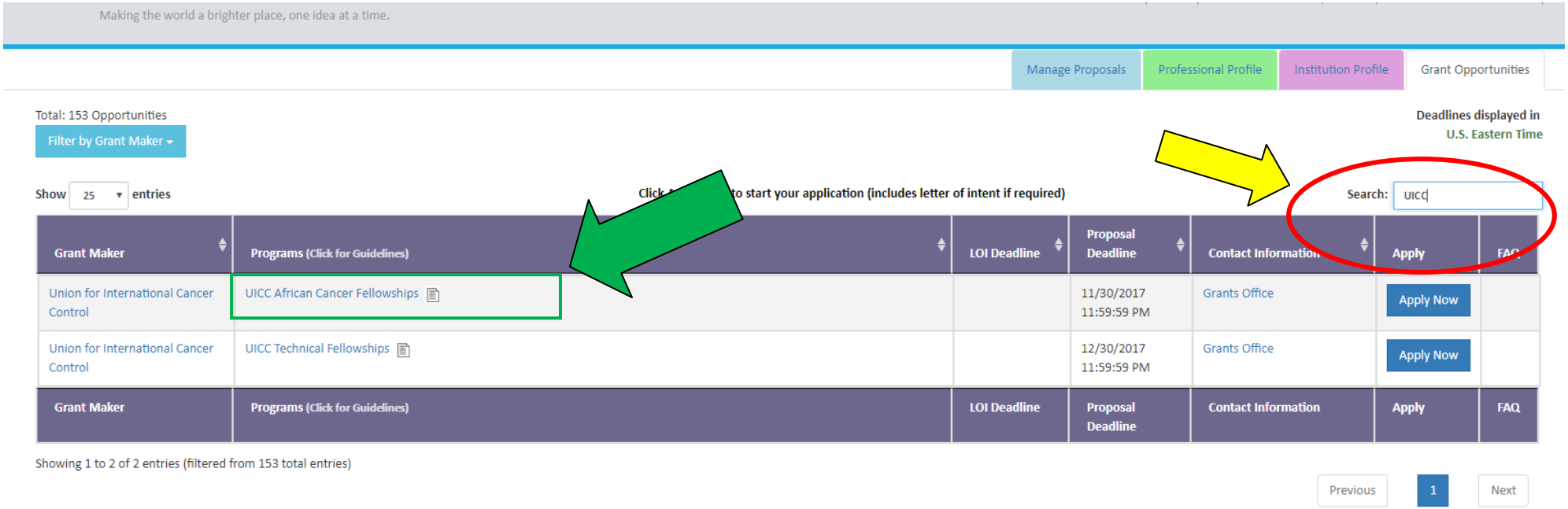


**7.-** Type in the **Confirmation Number**. A new page should appear as below:




**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.




**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**
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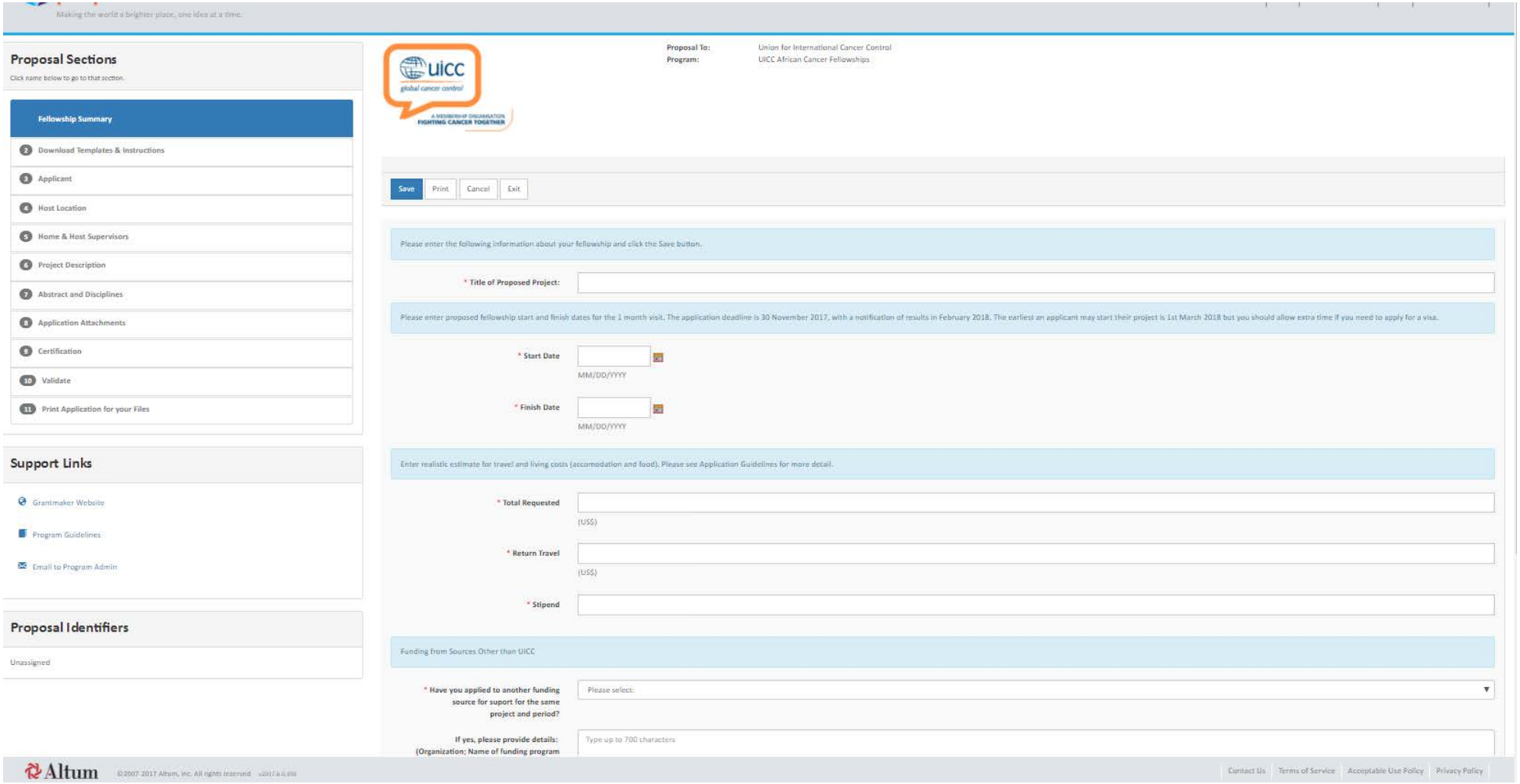
# 1) Fellowship Summary

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



- 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.

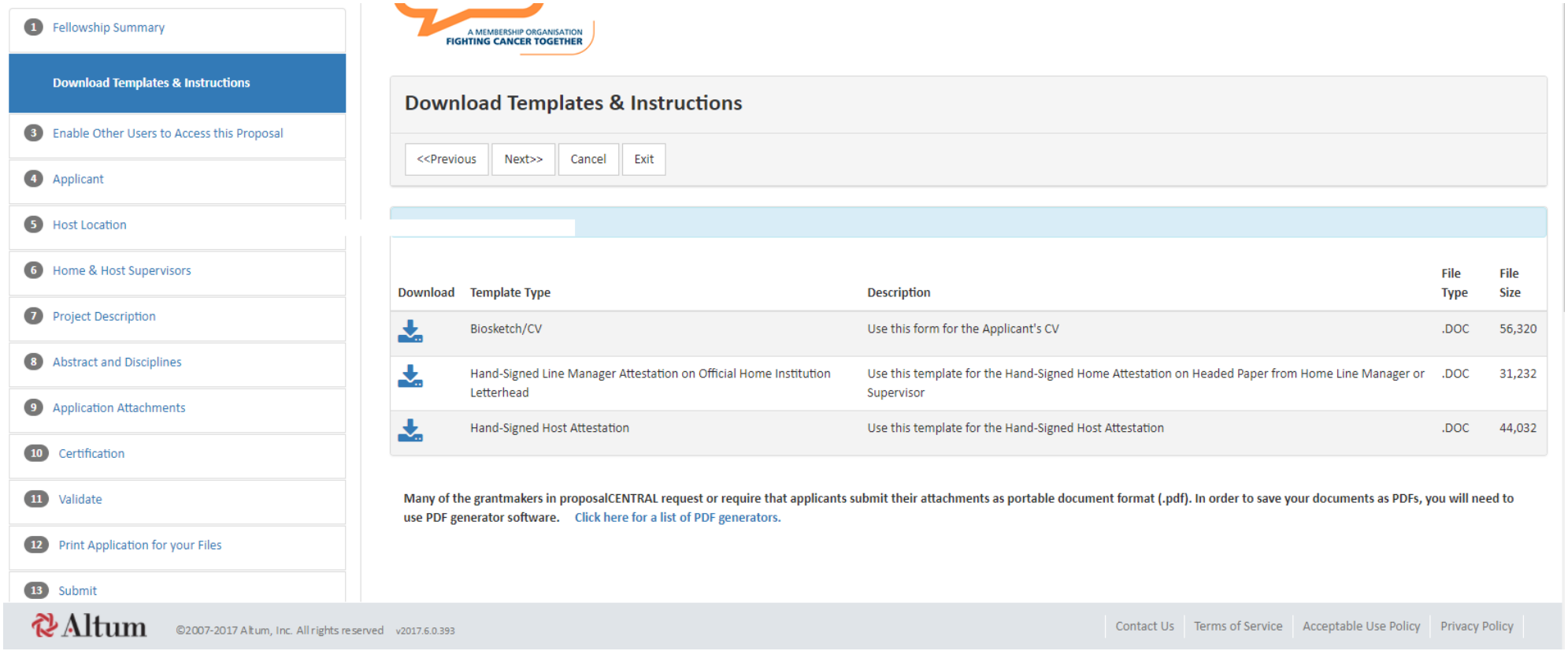
**c)** The total requested amount should be the sum of your travel and living stipend requests. Estimated travel costs should originate from a reputable travel agency or website and should cover the cost of the price of the least expensive return airline ticket between your nearest airport and that of 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

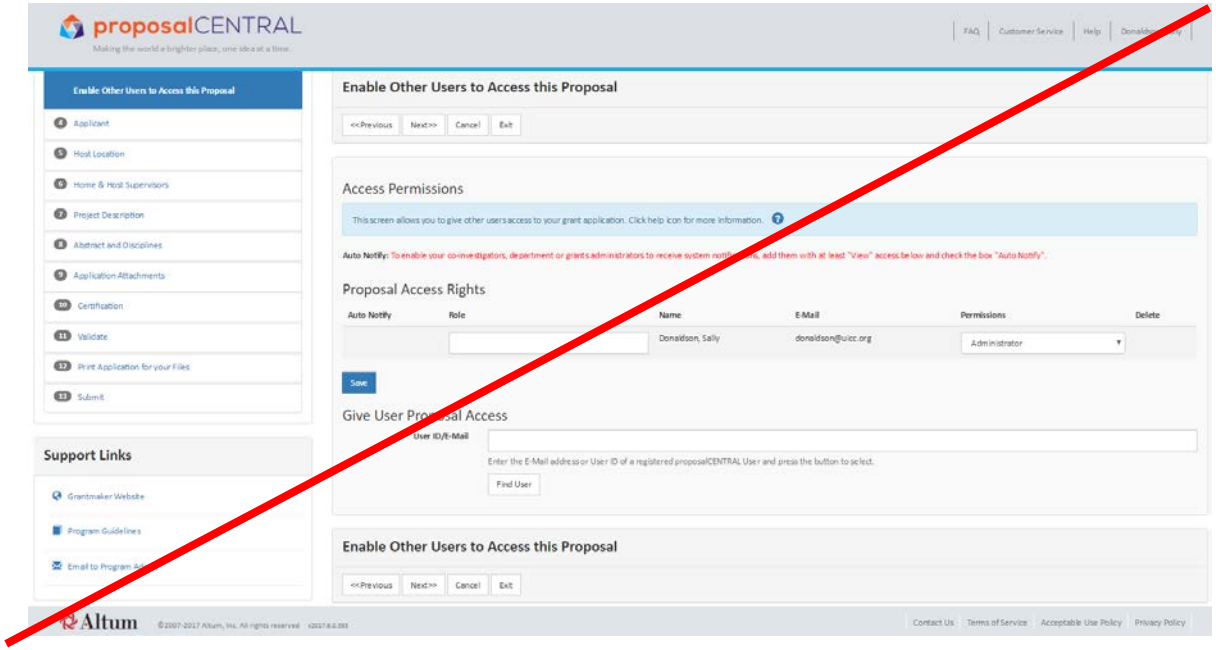
a) **13 –** Download the 3 Word templates and complete all 3 with the relevant information, ask the Home line manager or supervisor and Host to sign the appropriate attestations, then save all 3 as pdf documents, as well as the invitation letter from your host and upload them in step 9 of the application 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**".



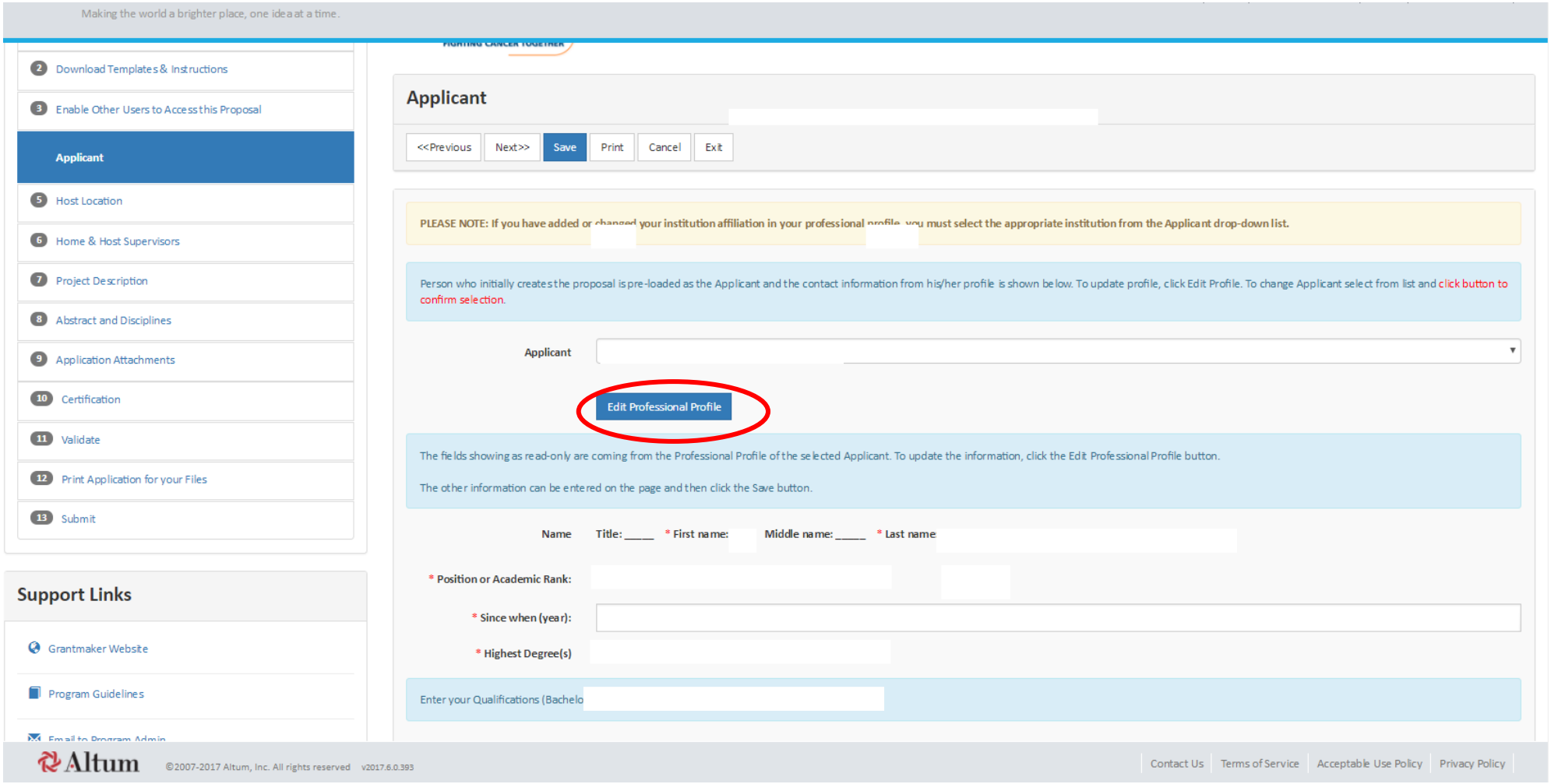
## 3) Enable Other Users to Access This Proposal

**14.-** Please Ignore this page, click on "**Next**".



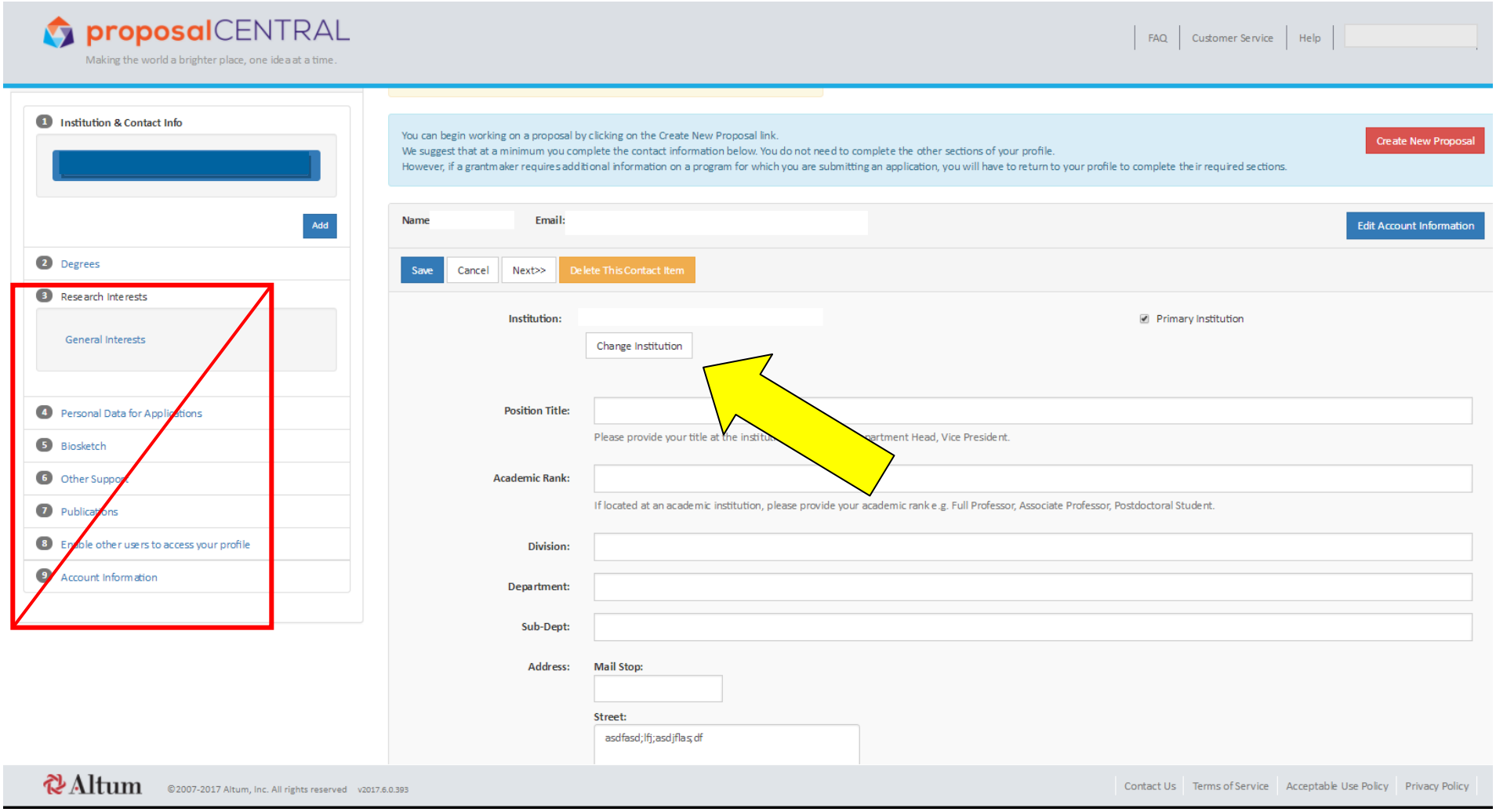
# 4) Applicant

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



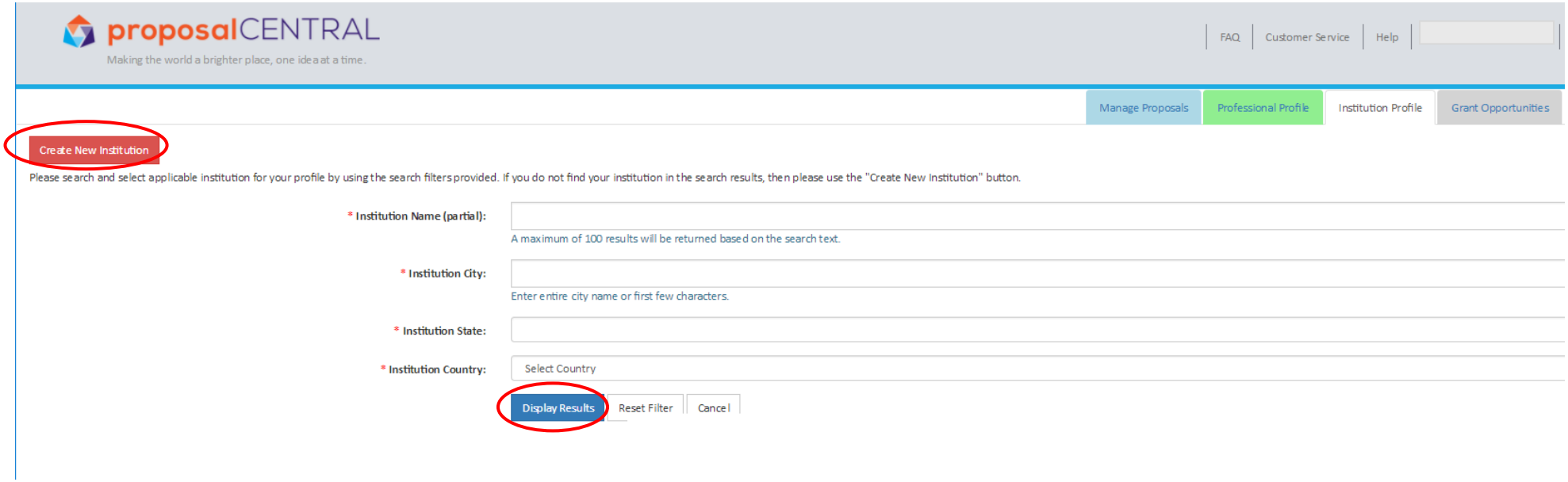
**16.-** Please click on the "**Edit Professional Profile**" button, this screen will be automatically filled with the information once you have completed your professional profile. A new screen will appear as shown below

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



**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:

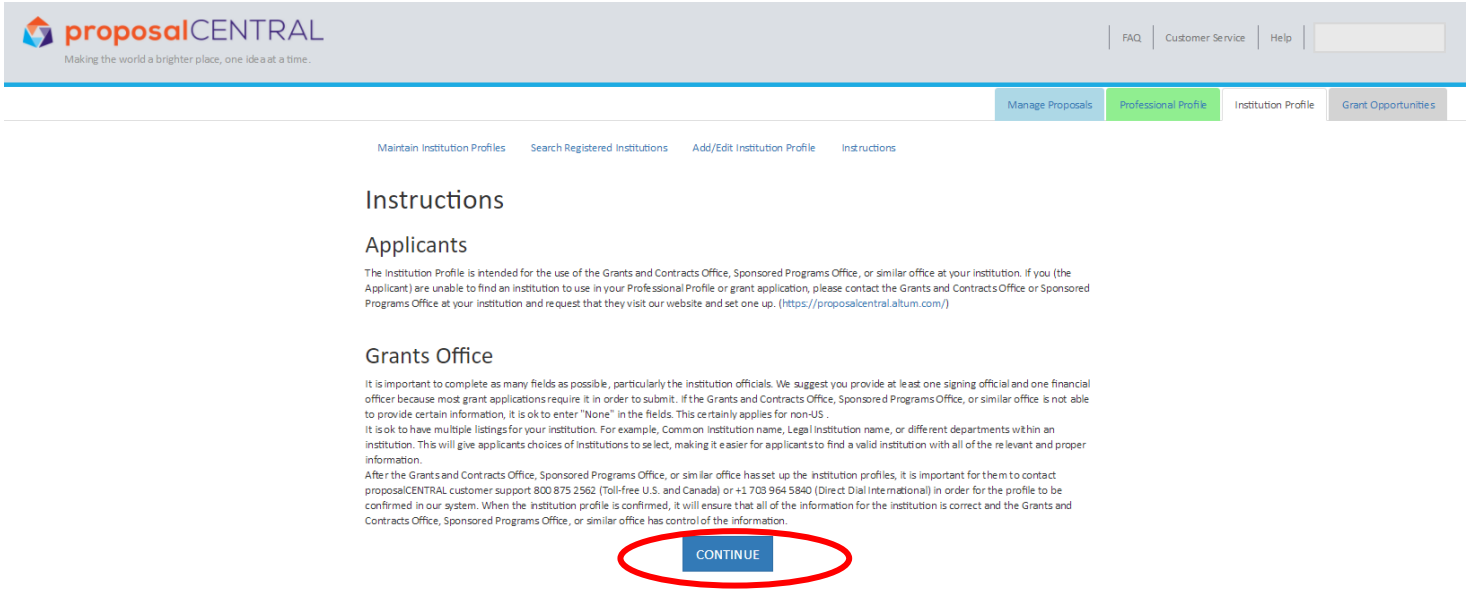



**20.-** You can now try to find your home institution by entering its name under “Institution Name (partial)” and then pressing “Display Results”. You can also try to find it by selecting your city or country and then pressing “Display Results”. Do not use “Institution State” as this term applies only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

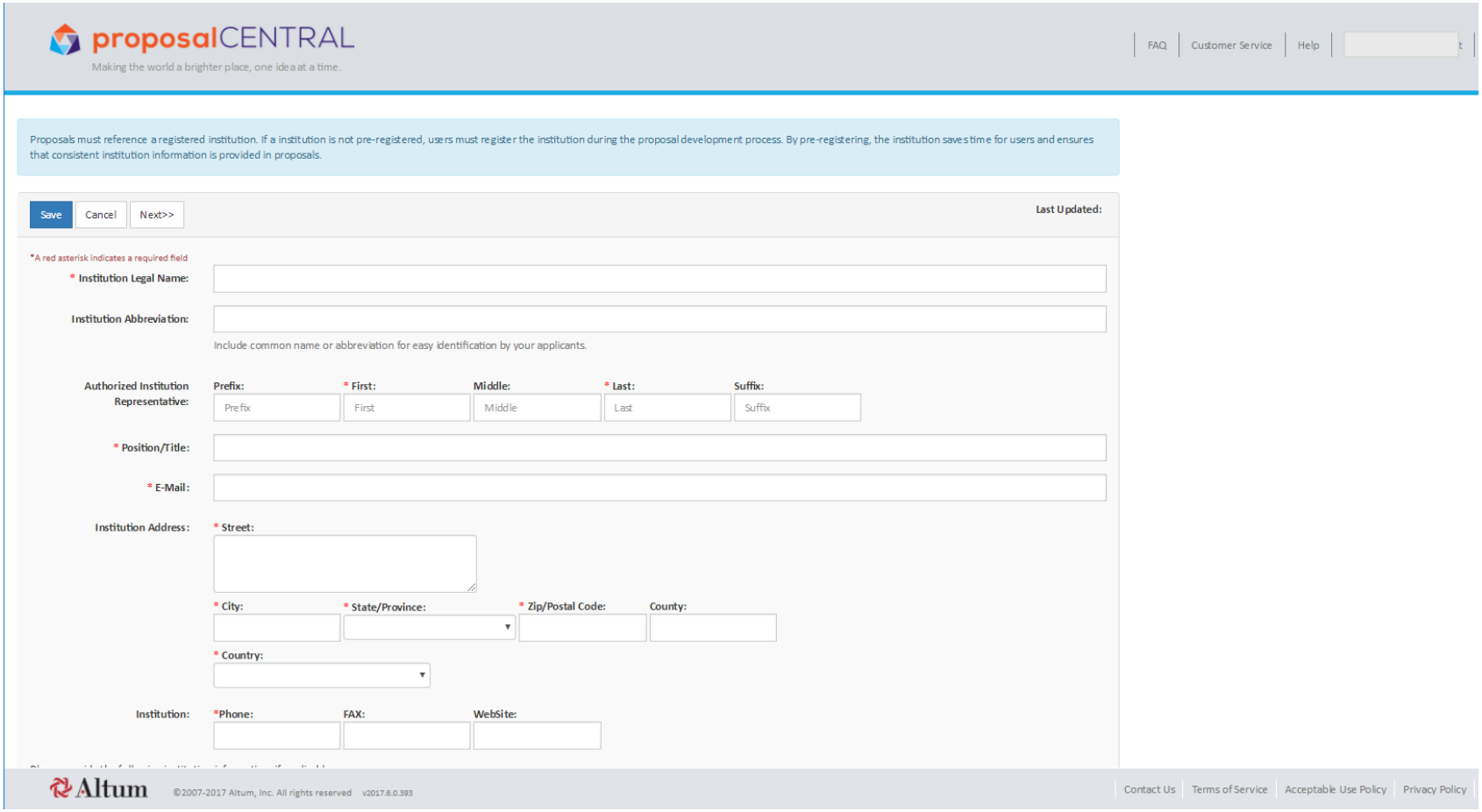
**21.-** If your institution is not displayed, click the red button « Create Institution » or contact us on: fellows@uicc.org

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

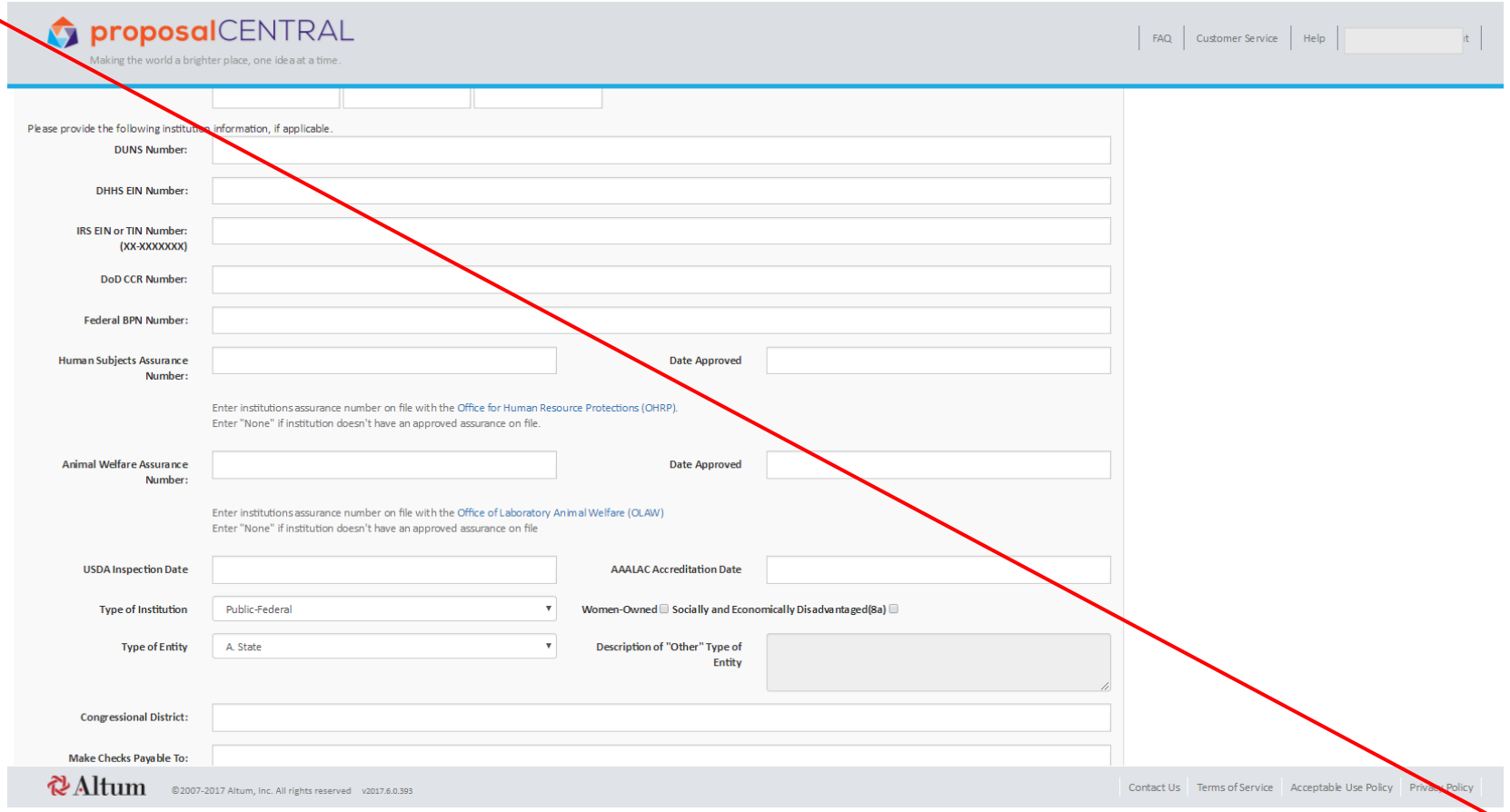
**23.-** Click on “**CONTINUE**”.



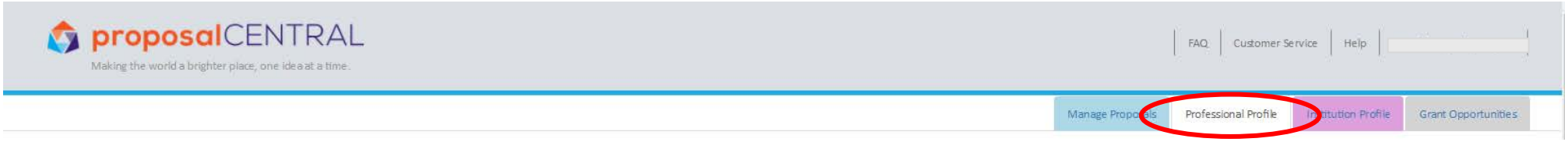
**24.-** The following screen will then appear:




**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.


proposalCENTRAL
Making the world a brighter place, one idea at a time.
FAQ
Customer Service
Help
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
Public-Federal
Women-Owned
Socially and Economically Disadvantaged(8a)
Type of Entity
A. State
Description of "Other" Type of Entity
Congressional District:
Make Checks Payable To:
Altum
©2007-2017 Altum, Inc. All rights reserved
v2017.6.0.393
Contact Us
Terms of Service
Acceptable Use Policy
Privacy Policy

**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:



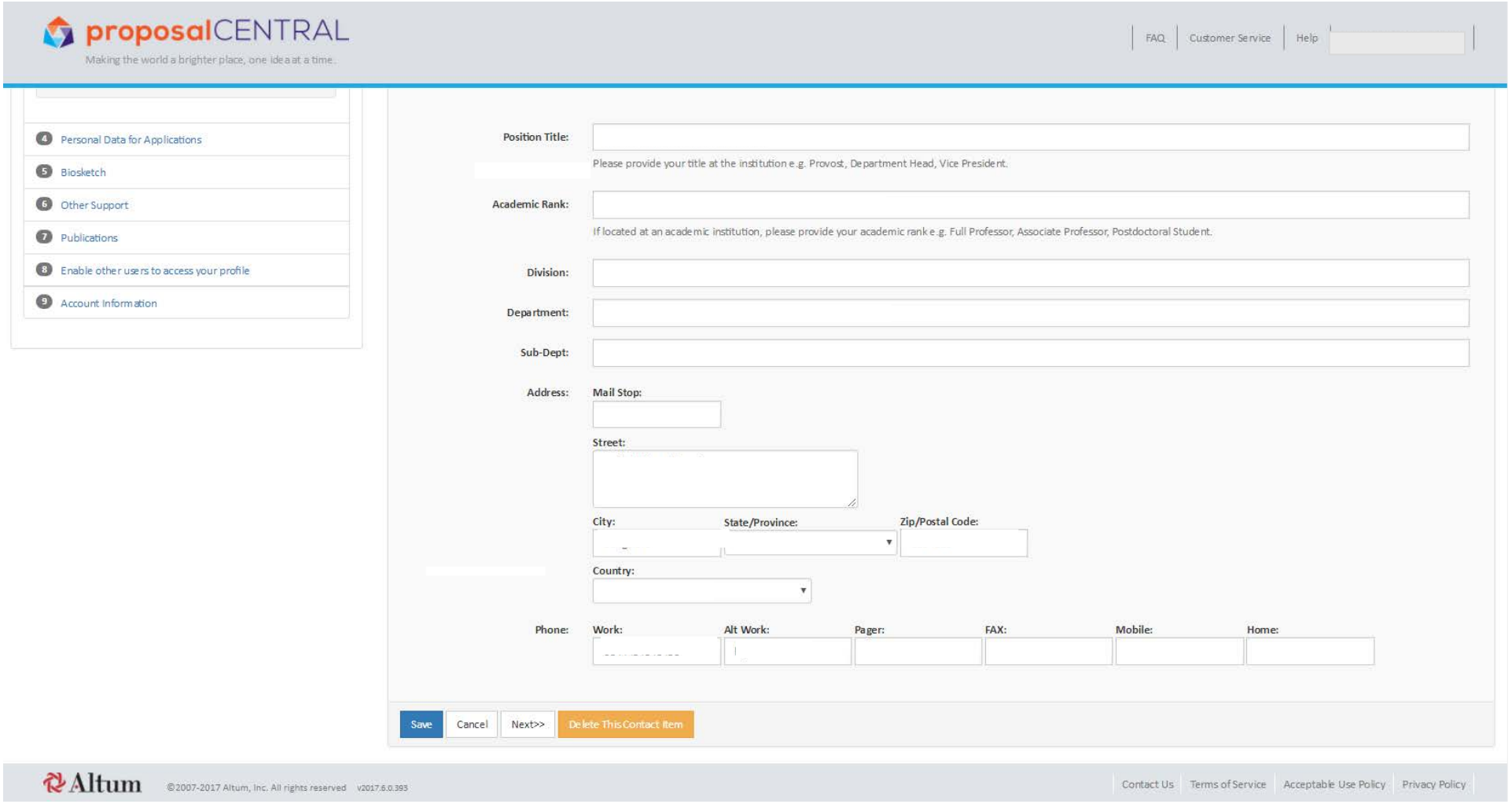

**27.-** Fill in the remaining fields to be completed that have not been automatically filled:

Position Title:

Academic Rank:

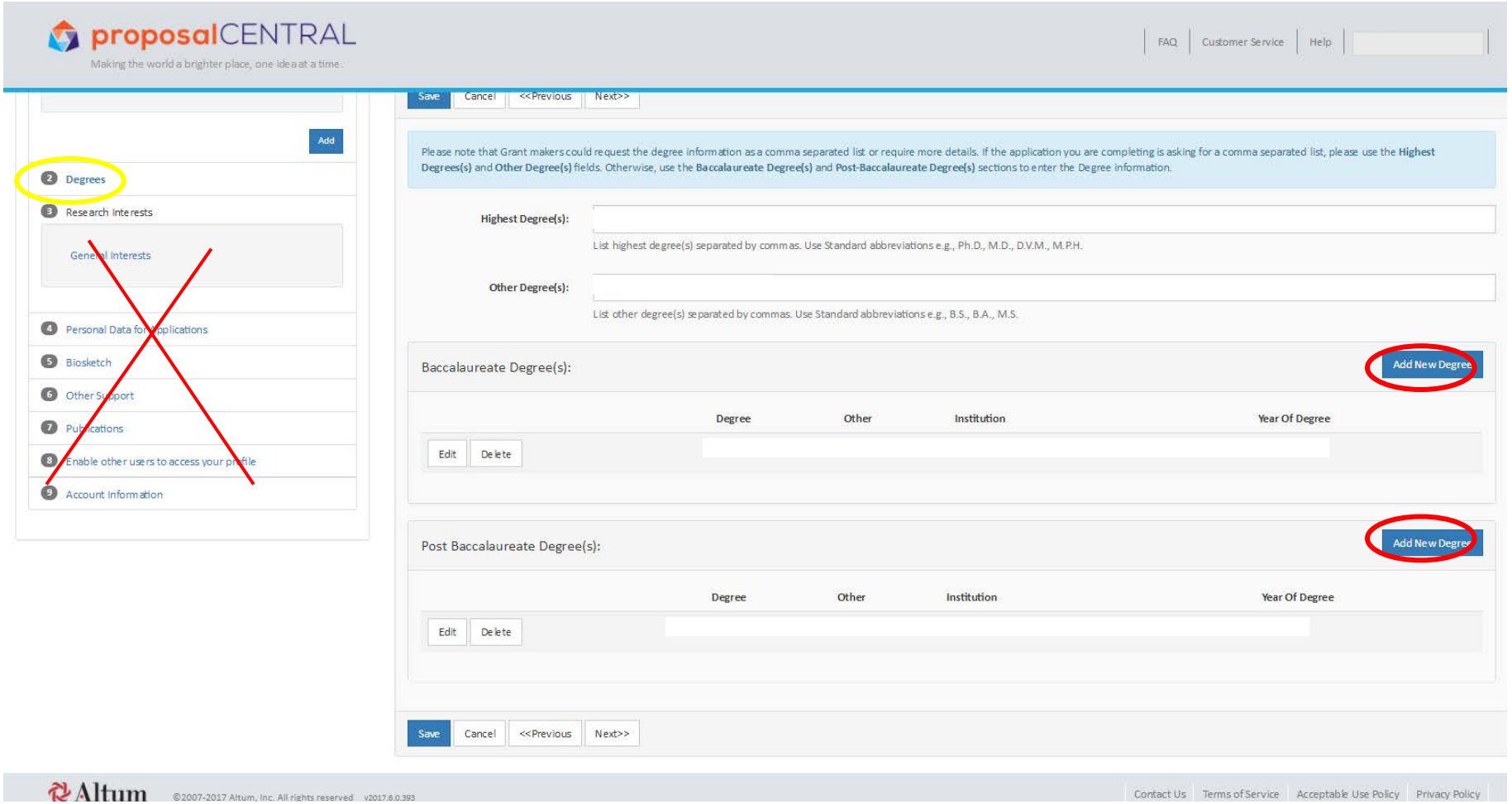
Department:

Phone Work:

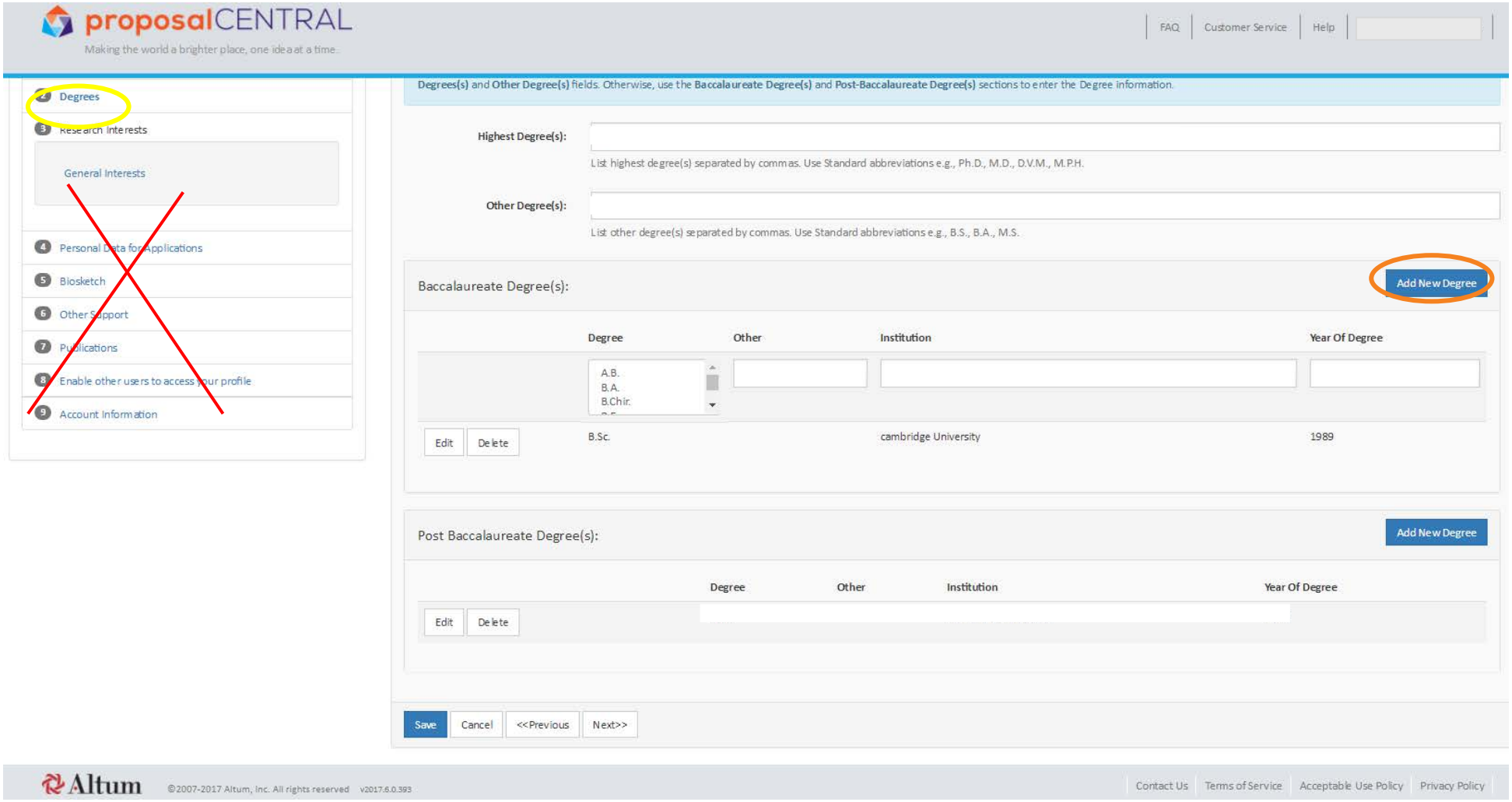



**28.-** Please click "**SAVE** "

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



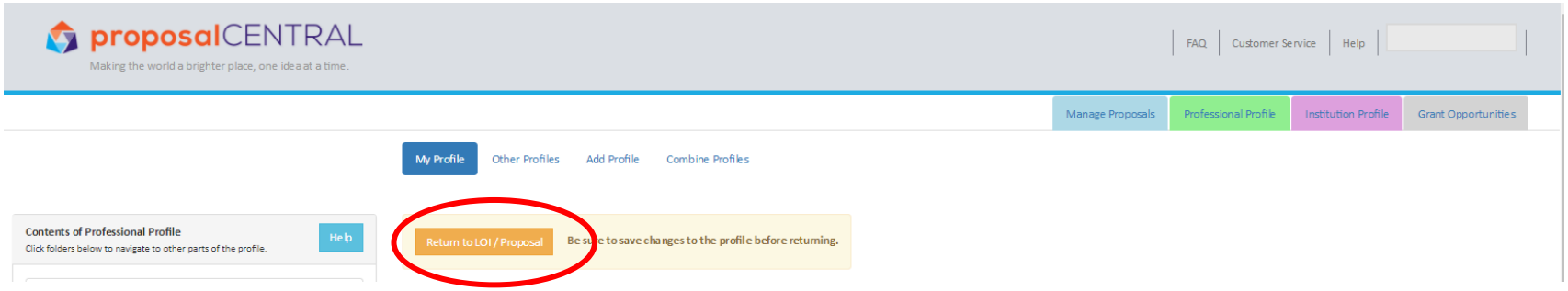
**30.-** Click on "**ADD NEW DEGREE**" marked by the red circle above to select the relevant abbreviation regarding your university and post graduate training and add the Institution and year of degree.



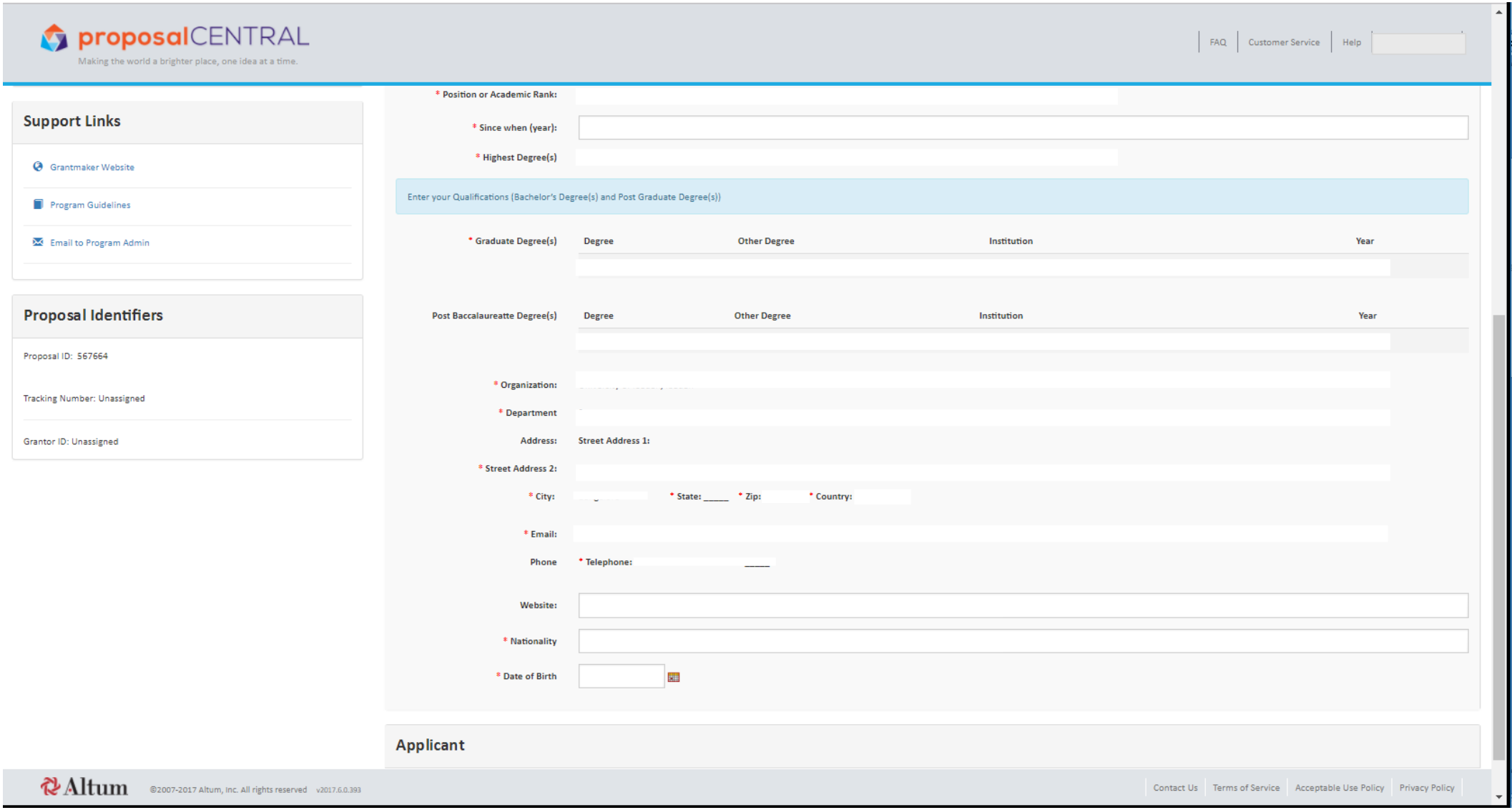
- Baccalaureate Degree refers to University Degree, and Post Baccalaureate Degree refers to Post graduate Degree, eg PhD, an MD or Masters. Click on

  « 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.



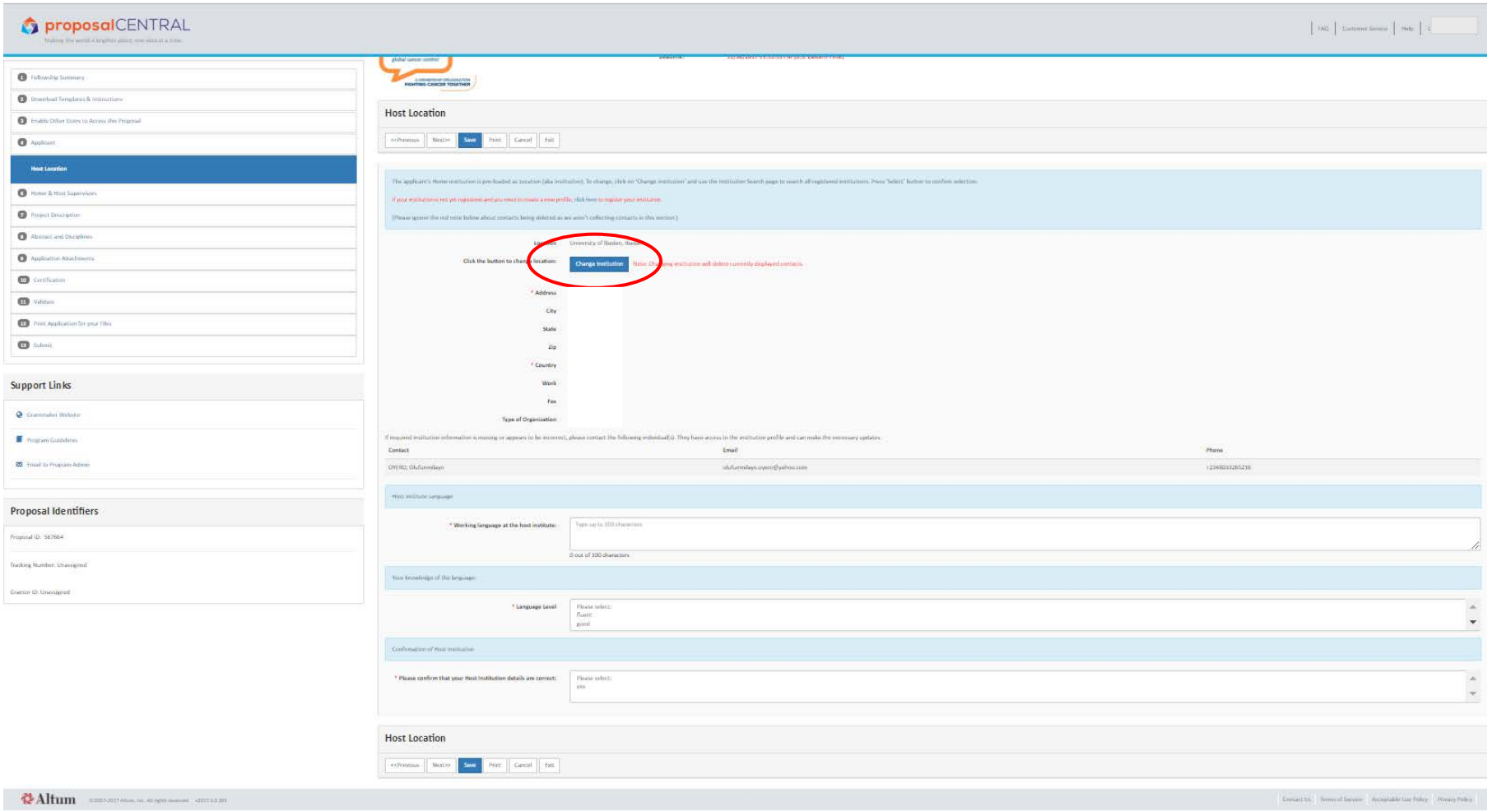
**32.-** You have now almost completed step 4, please fill in the remaining information, ensuring that all fields marked with a red asterisk* are filled in.



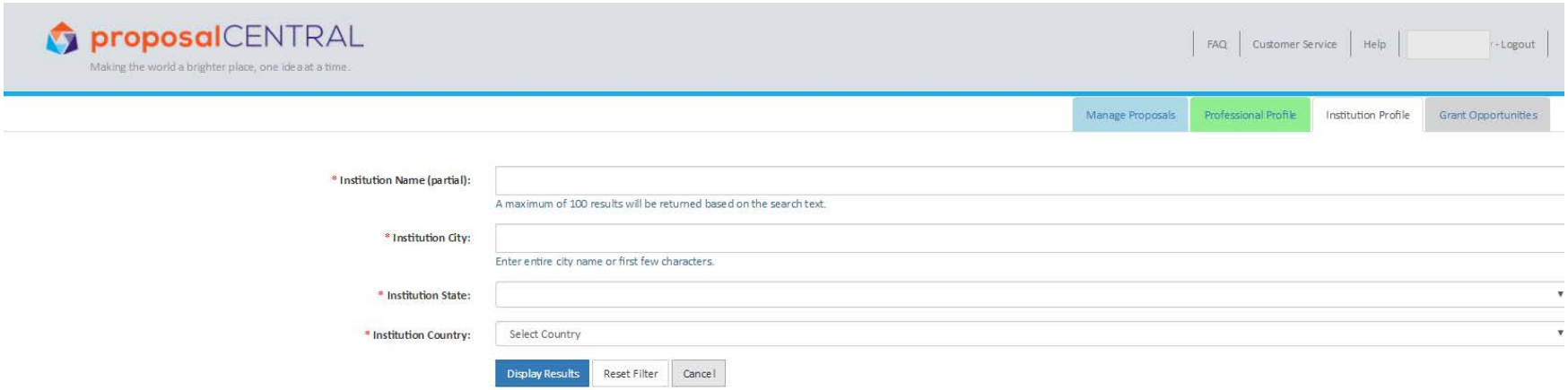
**33.-** Click “**Save**” and “**Next**”

## 5) Host Location

**34.-** Click on “**Change Institution**”, marked below in red.

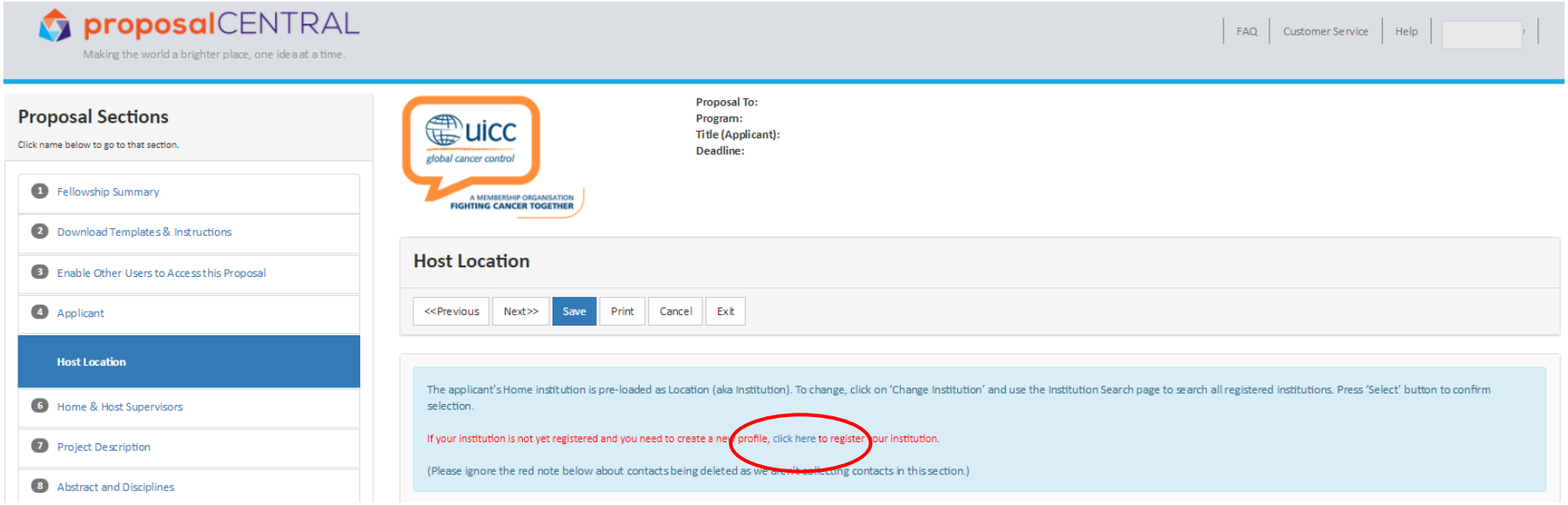


**35.-** The following page below will appear:




**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.

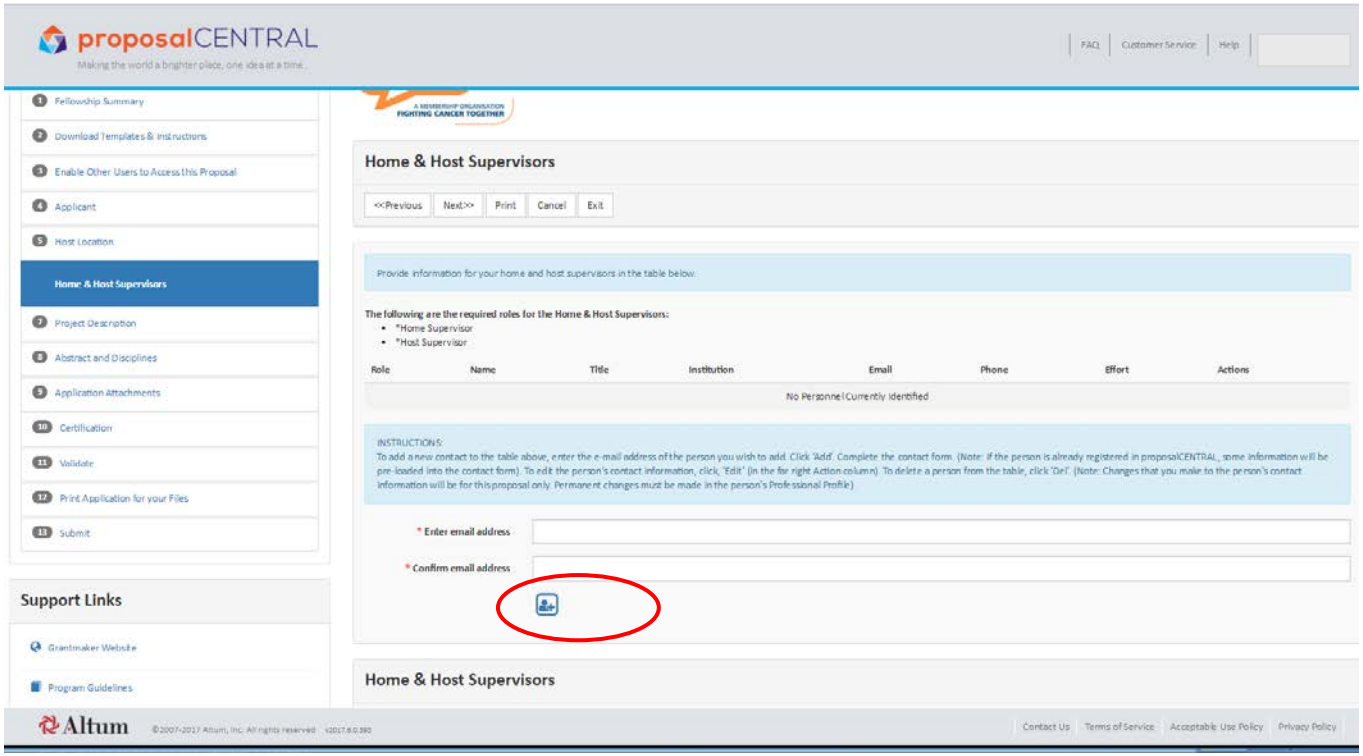



You will then need to add information about your host institution as explained in steps 23 to 25.

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

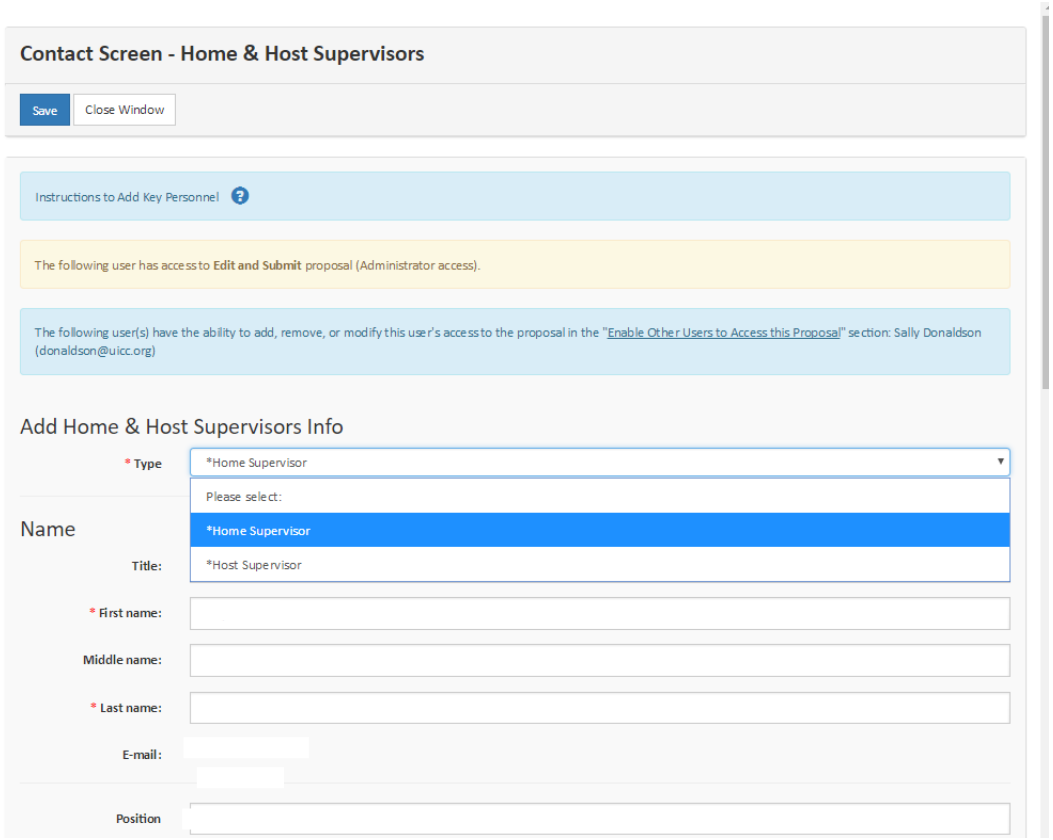
## 6) Home and Host Supervisors

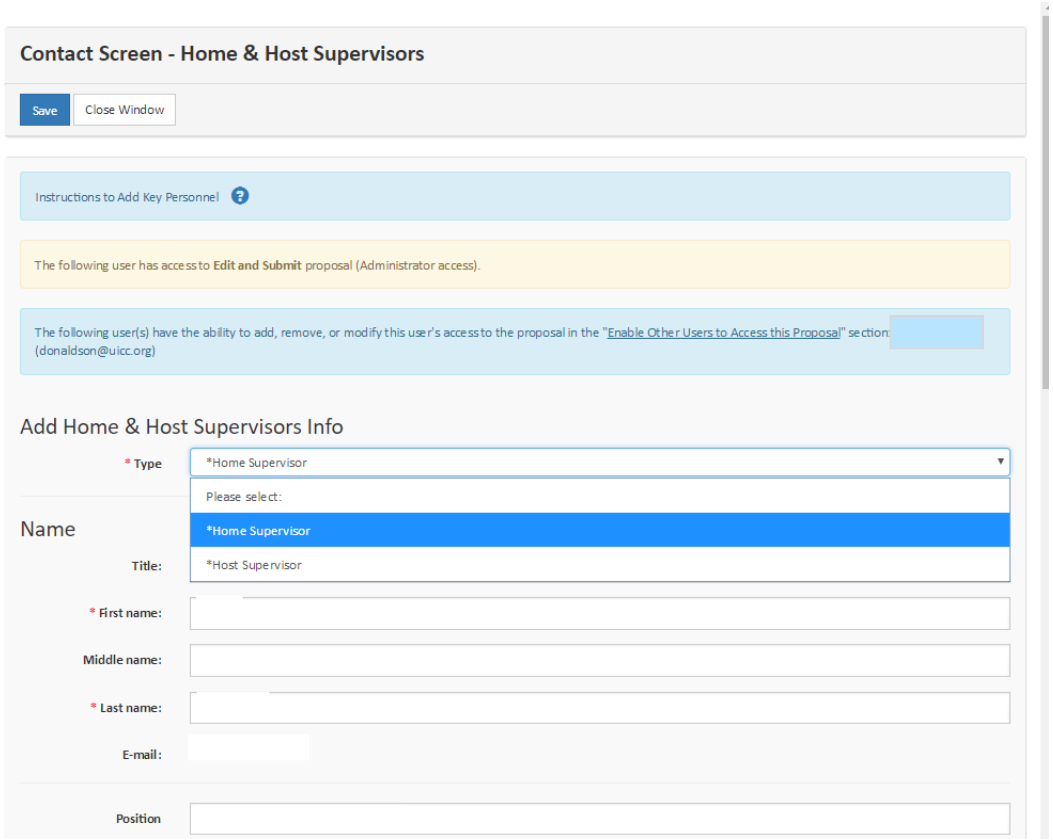
**39.-** Your are now at the Home and Host Supervisors page, as shown below:




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
*Home Supervisor
Please select:
*Home Supervisor
*Host Supervisor
Name
Title:
* First name:
Middle name:
* Last name:
E-mail:
Position



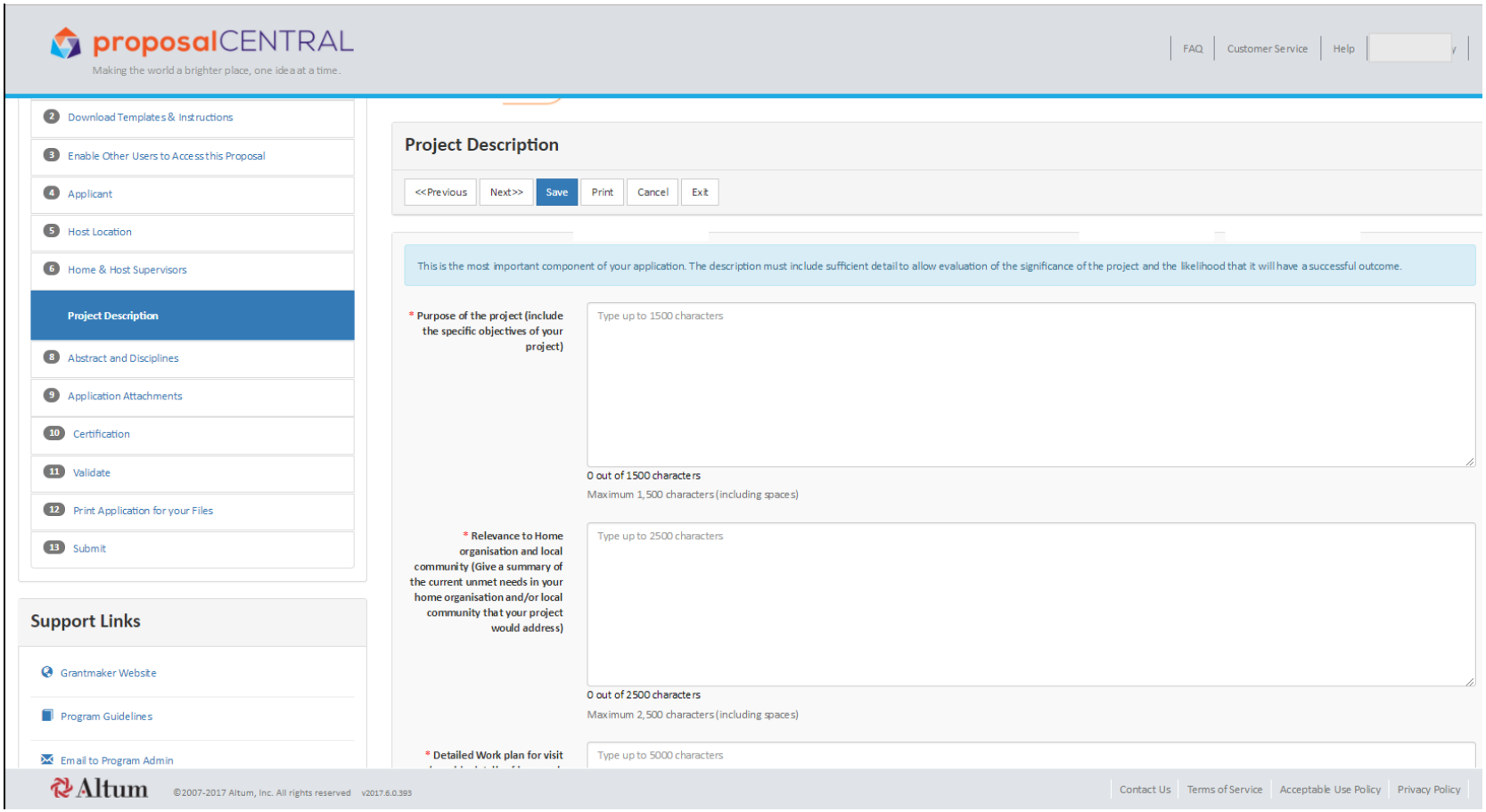

**41.-** Click on Type and select "**Home Supervisor**" then fill in the remaining fields with details about your home supervisor/line manager marked by a red asterisk.

**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

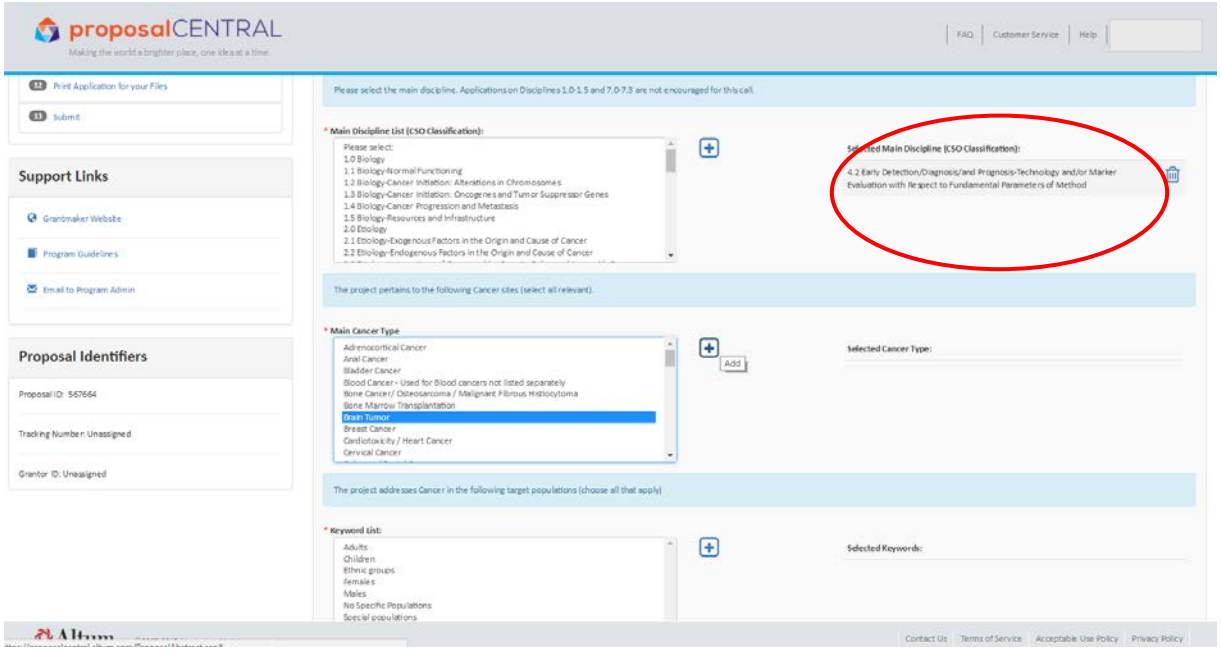
**44.-** You will now move on to **step 7,** the **Project Description**, as shown below. Please fill in all the required fields marked with a red asterisk then press "**Save**" and "**Next**".



## 8) Abstract and Disciplines

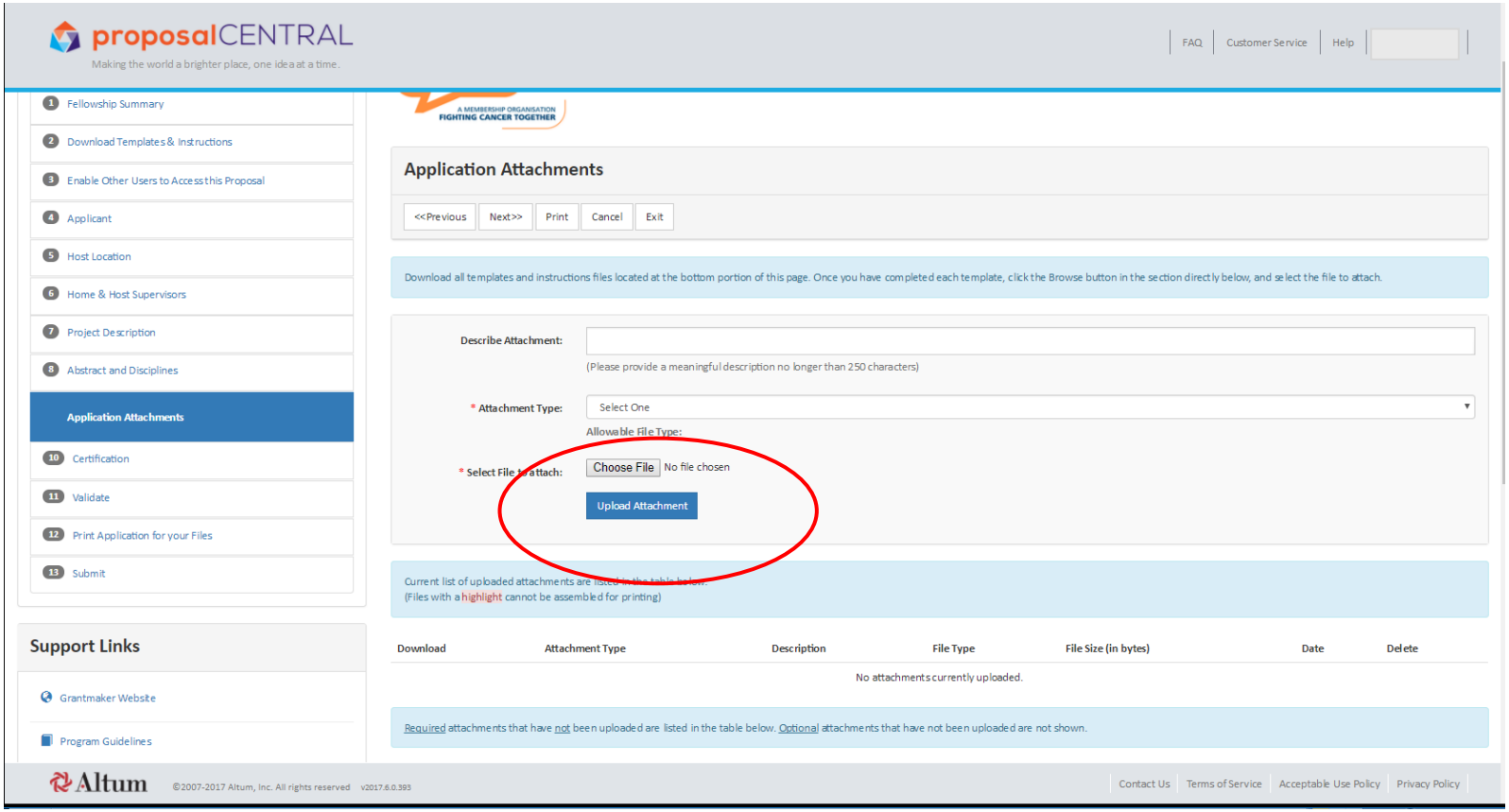
**45.-** You will next go to **Step 8** "**Abstract and Disciplines**". Please select your discipline and the site of the cancer and a keyword that your project relates to.

**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.



# 9) Application Attachments

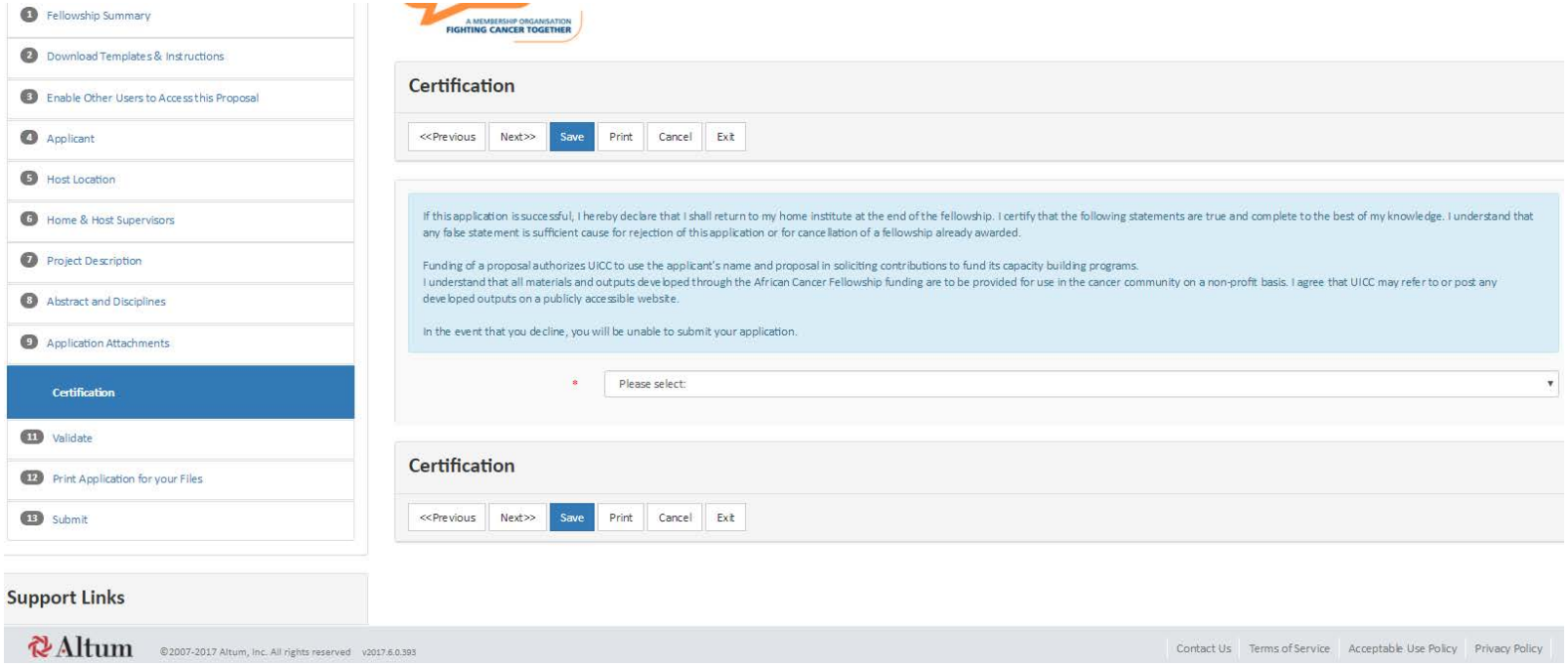
**47.-** You will then be directed to Step 9 "**Application Attachments**":



**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.

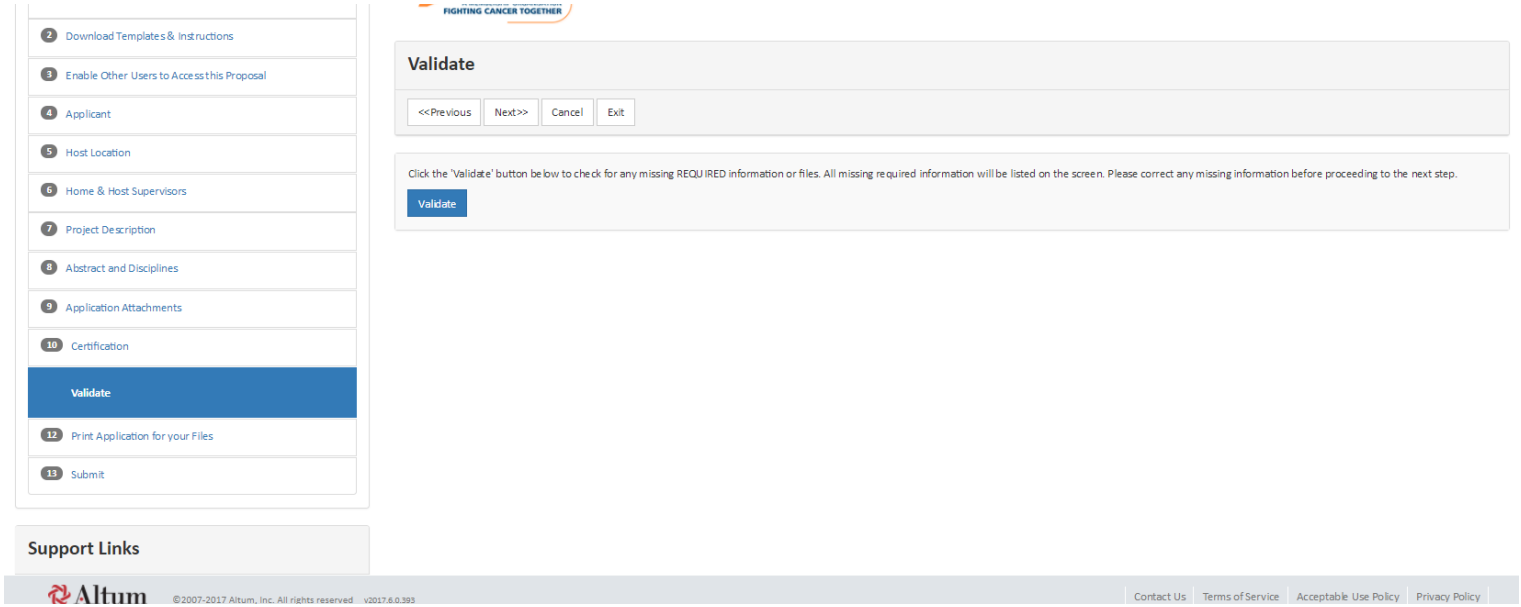
## 10) Certification

**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**”.



## 11) Validate

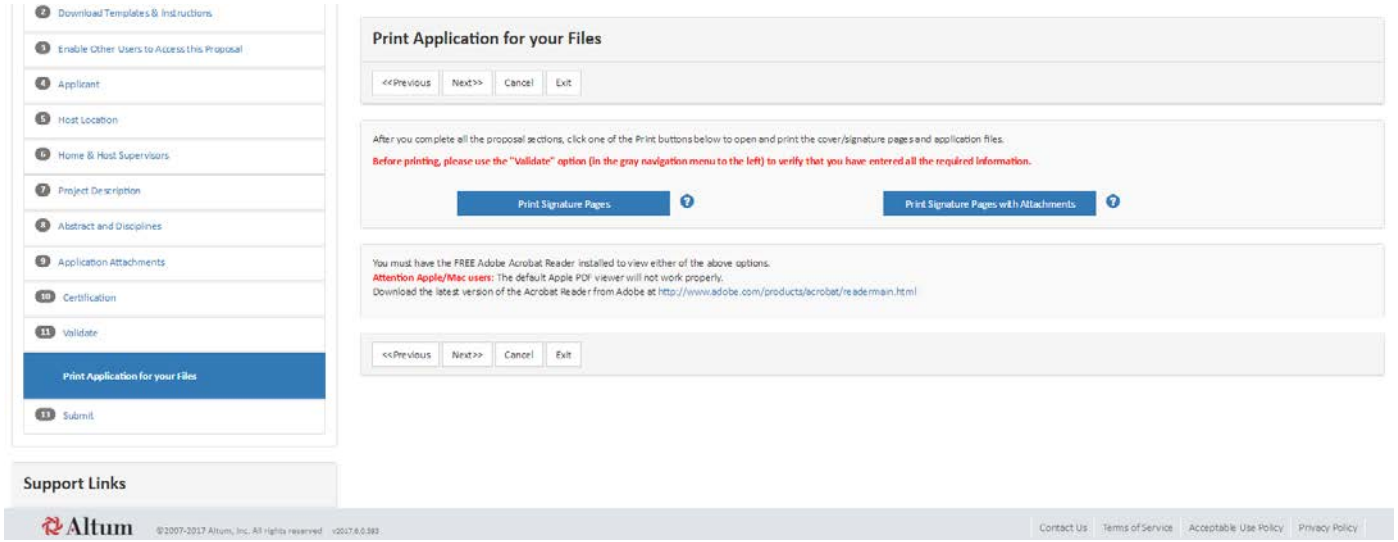
**50.-** The following screen will then appear:




**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.

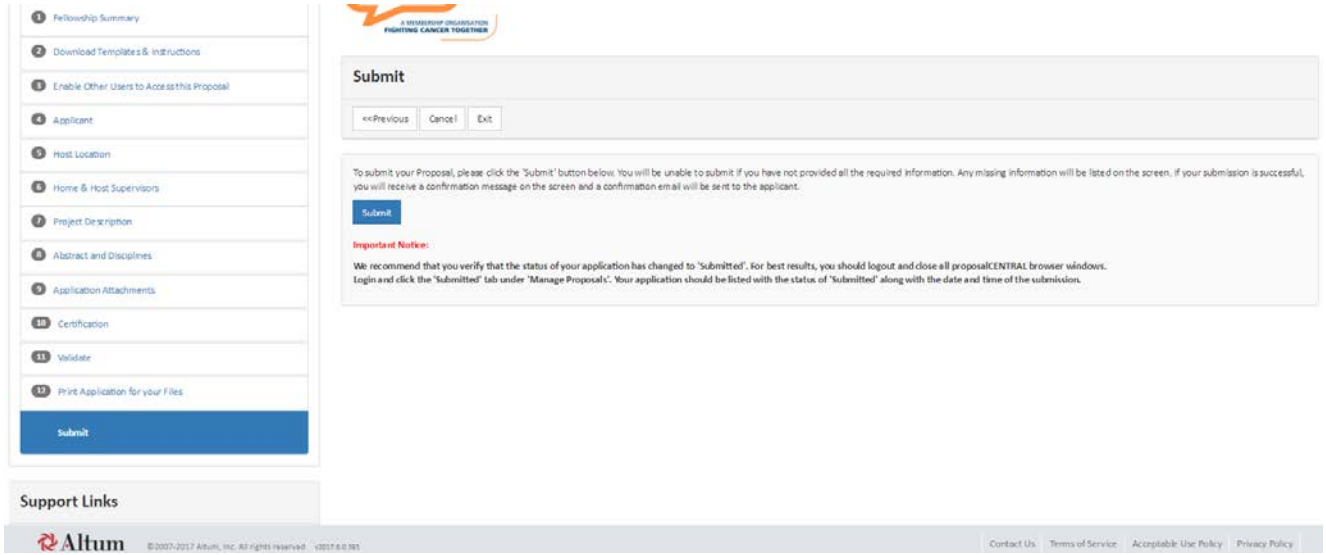
## 12) Print Application for your files




**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:




**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**