



UICC Young Leaders Programme Application Guidelines

Eligibility and Selection Criteria

UICC defines a young leader as being someone who:

- is up to and including 40 years of age at the application deadline (16th June 2019)
- is an emerging cancer control professional with demonstrated impact in their network/organisation
- is fluent in English (both spoken and written) for successful interaction at an international level
- is a self-starter with proven experience in community engagement and mobilisation
- has the ambition to scale their impact on a regional and global level

Application Deadline

The completed application along with all documents must be submitted online in English. Applications will be accepted from **Thursday 25th April** until **Sunday 16th June 2019**.

Electronic Submission

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- 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. **For this application, you are only required to fill in the following sections in the Professional Profile: Institution & Contact Info, Degrees, and Account Information.**
- To start an application, select the Grant Opportunities tab (grey tab furthest to the right). A list of applications will display. Search for the UICC Young Leaders Programme and click the 'Apply Now' link to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: pcsupport@altum.com.

Application Submission

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

- **Applicant CV**
- **Two professional reference letters**
- **Up to two supporting documents** (optional)

Overview of the Application Form

The application process is comprised of 10 steps:

- 1) Title Page
- 2) Application Guidelines
- 3) Enable Other Users to Access this Proposal
- 4) Applicant Profile
- 5) Background and Motivation
- 6) Application Attachments
- 7) Certification
- 8) Validate
- 9) Print Application
- 10) Submit

1. Title Page

a. Applicant Name

b. How did you hear about this programme? Please specify from the options provided

2. Application Guidelines

You can download the guidelines in this section.

3. Enable Other Users to Access this Proposal

Please skip this page as it is not relevant to the programme you are applying for. Click 'Next' to proceed.

4. Applicant Profile

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

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

5. Background and Motivation

This is the most important component of your application. You are asked to describe your motivation to apply, examples of relevant past work experience, and long-term aspirations.

6. Application Attachments

In this section you are asked to upload the following documents:

- Applicant CV
- Two professional reference letters
- Up to two supporting documents (optional)

7. Certification

I certify that the foregoing 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 grant already awarded. If this application is successful, I hereby declare that I shall attend the 2019 World Cancer Leaders' Summit in Nur-Sultana, Kazakhstan from 15-17 October 2019 and the 2020 World Cancer Congress in Muscat, Oman from 19-22 October 2020.

In the event that you decline, you will be unable to submit your application.

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8. Validate

The system checks that all parts of the application are in order, and highlights any empty fields that need to be completed before you submit.

9. Print Application

Allows you to print your application as a .pdf document.

10. Submit

Once you press submit, your application is submitted and you will receive a confirmation email from proposalCENTRAL.

Contact Information

All communication regarding the UICC Young Leaders Programme should be directed to the following address: education@uicc.org

For technical assistance regarding the application system, contact proposalCENTRAL at 1-800-875-2562 or 001 (703) 964-5840. You may also email Customer Support at pcsupport@altum.com.