



UICC Young Leaders Programme Application Guidelines

Eligibility Criteria

UICC defines a young leader as being someone who is:

- Up to and including 40 years of age at the application deadline (30th June 2017)
- An experienced cancer control professional with demonstrated impact in their network/organisation
- A self-starter with proven experience in community engagement and mobilisation
- Fluent in English (both spoken and written) for successful interaction at an international level

Application Guidelines

The completed application along with all documents must be submitted online in English. Applications will be accepted from **Monday 15th May** until **Friday 30th June 2017**.

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 only. In addition, several documents are to be uploaded as appendix to the application form:

- **Additional Information Form** (template provided online)
- **Applicant's CV**
- **Two Reference Letters**
- **Two Supporting Documents** (optional)

Overview of the Application Form

The application process is comprised of 10 steps:

- 1) Title Page
- 2) Download Templates & Instructions
- 3) Enable Other Users to Access this Proposal
- 4) Applicant
- 5) Project Description
- 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. Download Templates & Instructions

One template is provided:

a. Additional Information Form

The applicant must fill this and upload as an attachment in step 6. Please mark one answer only for each question.

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

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. Project Description

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 your contribution to the Young Leaders community.

6. Application Attachments

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

- Additional Information Form
- Your CV
- Two Reference Letters
- Two Supporting Documents (optional)

7. Certification

By submitting this grant request to UICC and if your application is successful, you agree to attend the 2017 World Cancer Leaders' Summit in Mexico City and the 2018 World Cancer Congress in Kuala Lumpur. You certify that the foregoing statements and information provided in your application is true and complete to the best of your knowledge. You

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understand that any false statement is sufficient cause for rejection of the application or for cancellation of a grant already awarded.

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.