

Discovery Grant Frequently Asked Questions

Updated January 14, 2019

1. Can I submit two applications as Principal Investigator?

You can submit only one application as a Principal Investigator or Co-Principal Investigator in this competition.

2. Can I be a Principal Investigator on one application and a Co-Investigator on another application?

For this competition, you can be named as a Principal Investigator (or Co-Principal Investigator) on only one application. You can be named as a Co-Investigator or collaborator on any number of applications.

3. What is required by the Registration deadline; are CVs or a Letter of Intent or Expression of Interest required?

The November 30 deadline is registering your intent to submit a Full Application. You need to complete the registration page in the online application. This includes information about the Principal Investigator, the Host Institution, additional team members, project title, keywords, suggested reviewers and reviewers to exclude. NO CVs or ATTACHMENTS ARE REQUIRED.

4. When is the Application deadline?

The deadline for the Full Application is Thursday, January 17, 2019 at 5 pm Eastern, but you must have created and completed the Registration portion of the application before November 30 at 5 p.m. Eastern to be able to proceed and submit an application.

5. How do you calculate eligibility for New vs. Established researchers. Can I subtract my maternity leave or sabbatical leave?

If your appointment was on or after April 1, 2014 you qualify as a **New Investigator**. The window of eligibility may be extended if your career has been interrupted for reasons such as parental leave, illness or health-related family responsibilities. Extensions will be made on a case-by-case basis. If you would like to apply for an eligibility extension please contact the research team at research@prostatecancer.ca to discuss the process. To proceed with the application while your extension is considered, please select **Established Investigator** to satisfy the system's calculation.

6. I applied in the 2017 Discovery Grant competition, can I submit a re-application?

All applications this year will be considered as New Applications; we felt that too much time had elapsed since the last competition for the re-submission option to be effective.

7. Are there specific subheadings I should include in the research proposal section of the proposal?

We don't specify what sections/subheadings you should cover. Please consult the Program Description for more information the goals and evaluation criteria for this grant. You can also find more grant writing tips later in this document.

8. [Can I have a Co-PI or Co-Investigator from another country on my proposal \(I will be PI\)?](#)

Each PI, Co-PI and Co-I must each be an independent investigator(s) who has an academic or research appointment at an eligible Canadian institution. Additional contributors may be named as Collaborators. It is not necessary to qualify as an independent investigator for the Collaborator role; this includes independent investigators from outside Canada, graduate students, post-doctoral fellows, clinical fellows, research associates, project coordinators. Collaborators are named in the Full Application.

9. [Can part of the funding be allocated to an Investigator from another country on my proposal?](#)

Funding from Prostate Cancer Canada grants is intended to be spent at eligible Canadian institutions. An exception would be if someone you were hoping to work with was doing something that is not available in Canada; they could be reimbursed for work that is a fee-for-service in nature.

10. [Can we change the organization in the online system?](#)

PCC staff will have to make the change for you. Please send us the institution name and we can change it for you.

11. [Do the team members have to be finalized at the registration phase?](#)

Additional team members can be added after the registration phase, however it is preferable to be as precise as possible and have your team members, Co-PI's and Co-Investigators, entered into the system by the registration deadline. PCC staff use the information provided at registration to recruit reviewers that have the appropriate expertise to match the registration information you have provided. All Collaborators are added at the Full Application stage.

12. [Can we change the application title slightly post-registration?](#)

It is best to be as precise as possible; PCC staff use the information provided at registration to recruit reviewers that have the appropriate expertise to match the registration information you have provided. Changes can be made to the title up to the final submission.

13. [Are there page limits for figures, tables and references?](#)

There is no limit; however the attached must be relevant to the application and cannot be used to add to the text of the proposal.

14. [What are the font type and size/margin specifications?](#)

There is no font type and size or margin specification for attachments or the application. Some application sections are limited by the number of words.

15. Is the 3-page limit for CVs a hard limit?

As stated, 3 pages is an approximation, although it is best to be as precise as possible. Recent publications and grants can be in addition to the basic information provided. Please avoid lengthy CVs.

This document will be updated as additional questions are posed. If you have any other questions please contact us at research@prostatecancer.ca

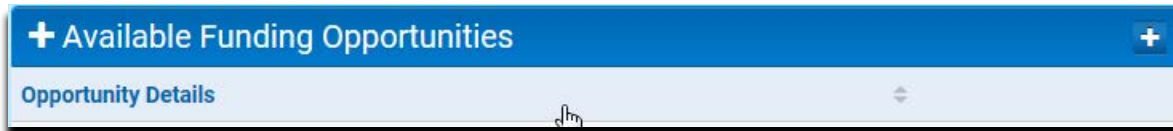
Discovery 2019 - Tipsheet

Go to: <https://pccgrants.smartsimple.ca>

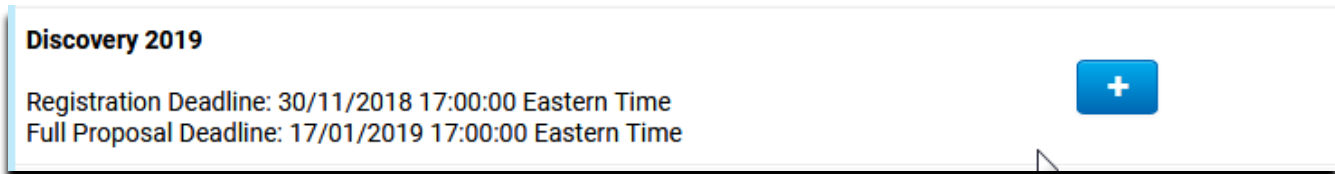
Q: What are the word limits in the application sections?

A: Research Proposal – 3,000 words, Innovation – 400 words, Case for Support – 250 words, Scientific Abstract – 250 words

Our competitions and your applications

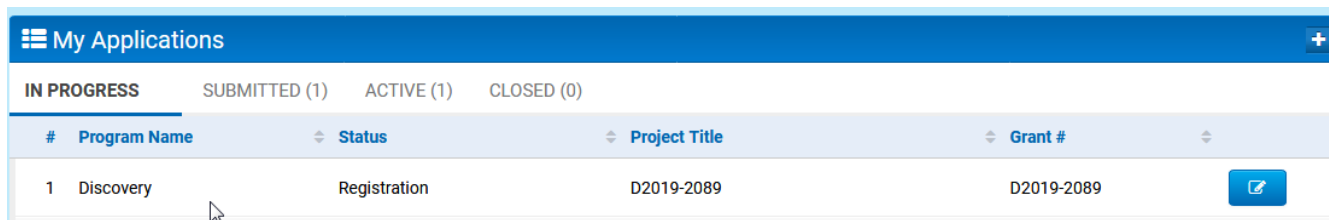


From your home page, on the left side of the screen you will see a list of competitions. This is where you will create an application.



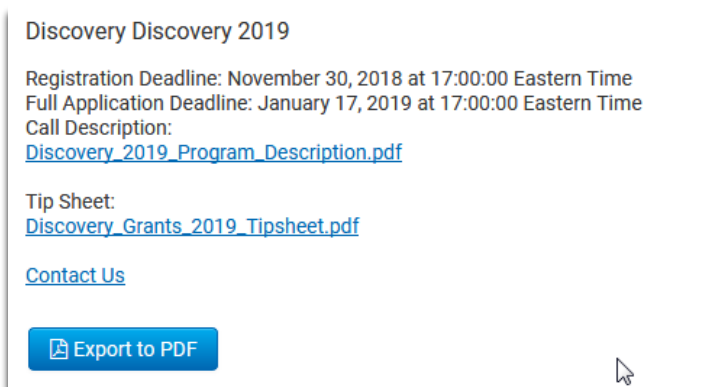
Click on the blue button and answer the eligibility questions in order to create your application.

On the right side, you will find lists of your applications; “In Progress”, “Submitted” and “Active”



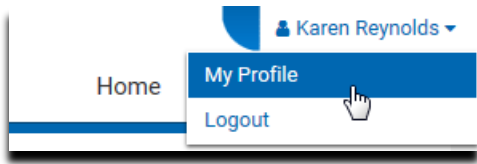
To work on your application, click on the blue button to the right of the application.

Support Documentation



See the linked documents and our contact information to help you through the process.

My Profile - Look in the upper right corner of the screen and highlight your name:



Click on "My Profile", you will find information about yourself.

The first item is your PIN (copy and paste to share with colleagues who require this; include all of the Xs at the end).

A screenshot of the "My Profile" page. At the top, it says "My PIN: BC03 28S6 F100 3BDX XXXX X". Below this, there are two input fields. The first is labeled "* First Name:" and contains the text "Karen". The second is labeled "Middle Name:" and contains the text "J". A mouse cursor is pointing at the "First Name" field.

An asterisk * means this field is required information, update and save your profile:

A screenshot of the "My Profile" page showing a list of fields. The fields are: "My PIN:", "* First Name:", "Middle Name:", "* Last Name:", "* Email:", "Title:", "* Prefix:", "Suffix:", and "* Phone:". The asterisk indicates that the fields are required.

...

A screenshot of the "My Profile" page showing a list of fields. The fields are: "* Date of first academic/research appointment:", "Place of Birth:", "City/Town Raised:", and "Languages Spoken:".

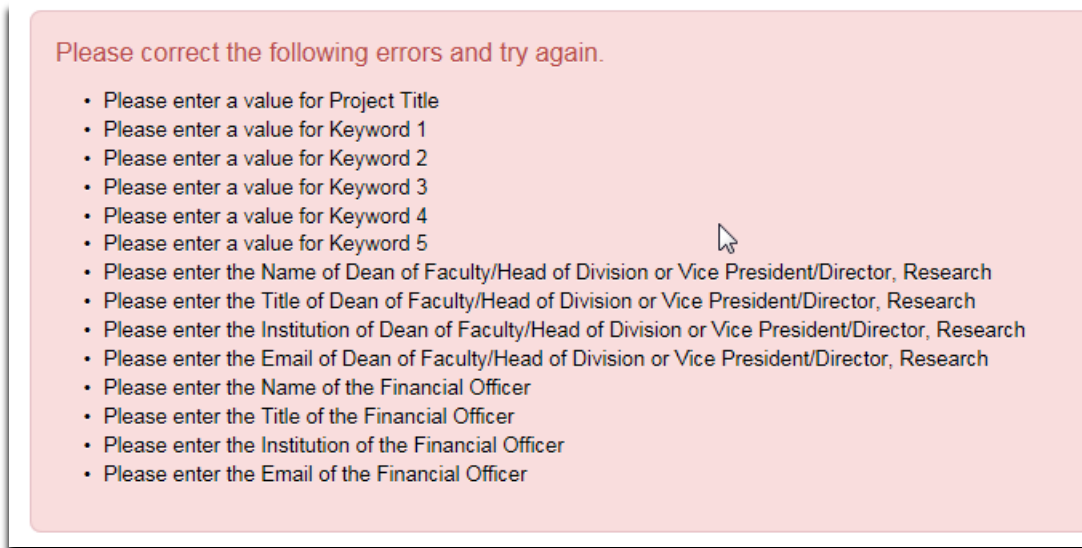
Registration

A screenshot of the "Registration" page showing two buttons: "Save Draft" and "» Register".

“Save Draft” – press to save your additions and changes.

Once you’ve completed the required details on **Registration** page (you do not have to attach any files yet); press **“Register”**. If you are missing any information, an error message will list deficiencies.

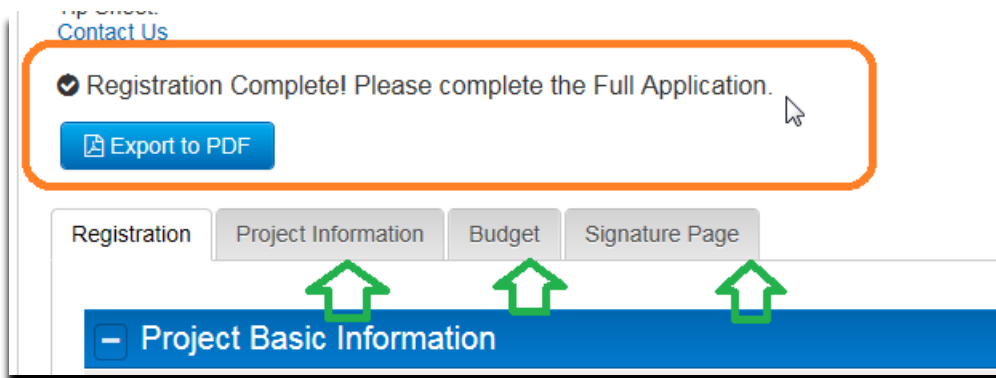
NOTE: Error messages may not show all deficiencies at once.



You must complete the information in the required fields on the Registration page by the Registration deadline. **No attachments are required** to complete the **Registration** phase (CVs are attached prior to submitting the Full Application).

You can tell that Registration has been completed successfully when:

- there are no error messages and you receive the following message on your application:



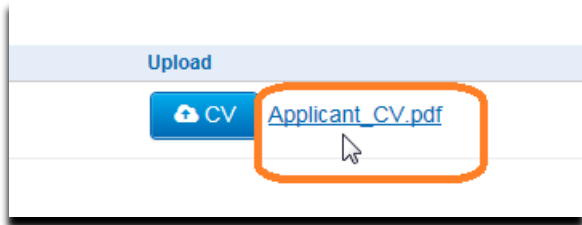
- AND - Now you can see additional tabs on the application; these are the required fields to complete the **Full Application**.

Full Application

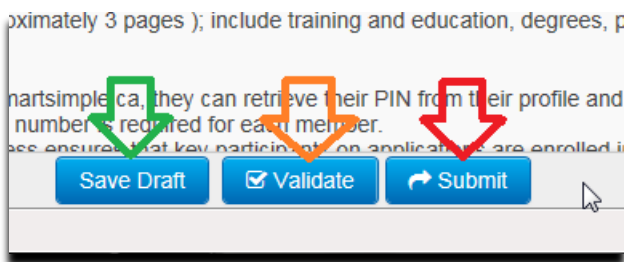
Once Registration is complete, you will have access to the rest of the application form; **Project Information**, **Budget** and **Signature Page** tabs.

You can also use the **Export to PDF** button to create a copy of your application at any time during the process.

NOTE: While you have completed the **Registration** page, you will need to return to it to attach CVs etc.

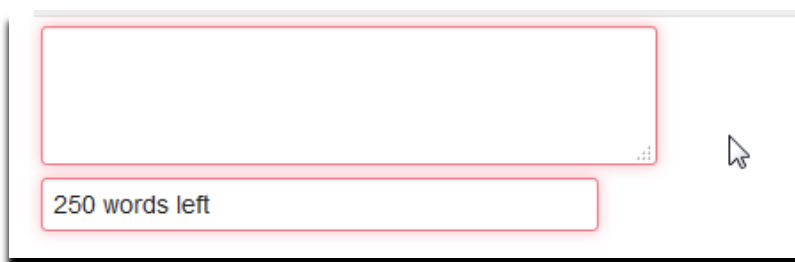
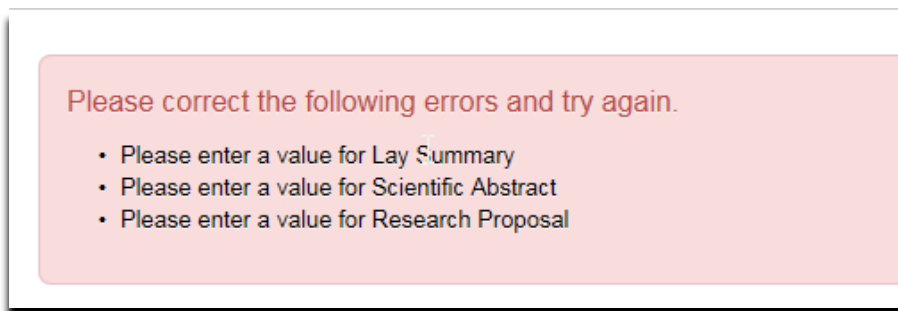


Can't see the files you've just uploaded? Press "Save Draft" and the files will show up.



"Save Draft" – press to save your additions and changes as you work through your application.

"Validate" – when pressed, the system will review your application and provide a list of required items that must be completed before your application can be submitted. NOTE: Error messages may not show all deficiencies at once.



Deficiencies will also be highlighted in red. If the field appears as a reduced size, press "Save Draft" to return to full-width view.

TIP: Review the PDF of your application. This is what the reviewers will see. While we have inserted some pages for groups of documents that you have uploaded, ensure that the reviewers will be able to easily identify each attachment as they review your application; you may want to add a title to the top of each page.

“Submit” – press only when your application is complete and when all required attachments have been provided. **This action is final – you will not be able to revise your application once it has been submitted.**
This action must be completed before the stated **Full Application** deadline.