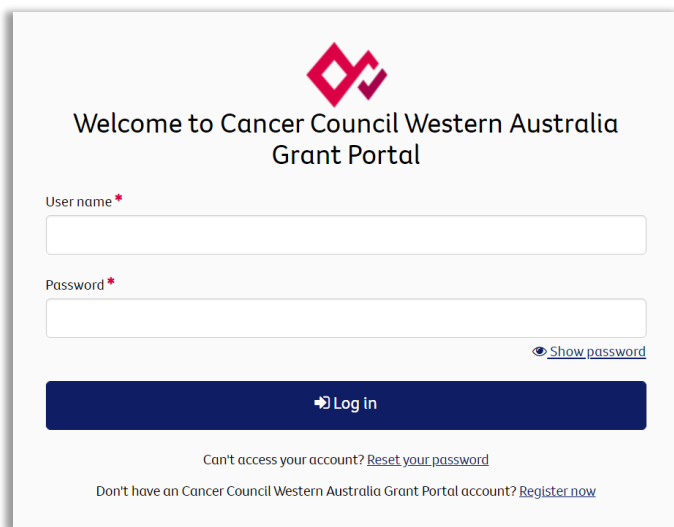


Guide to completing online applications

Cancer Council WA

Step 1.

Set up your login and password and sign into the portal



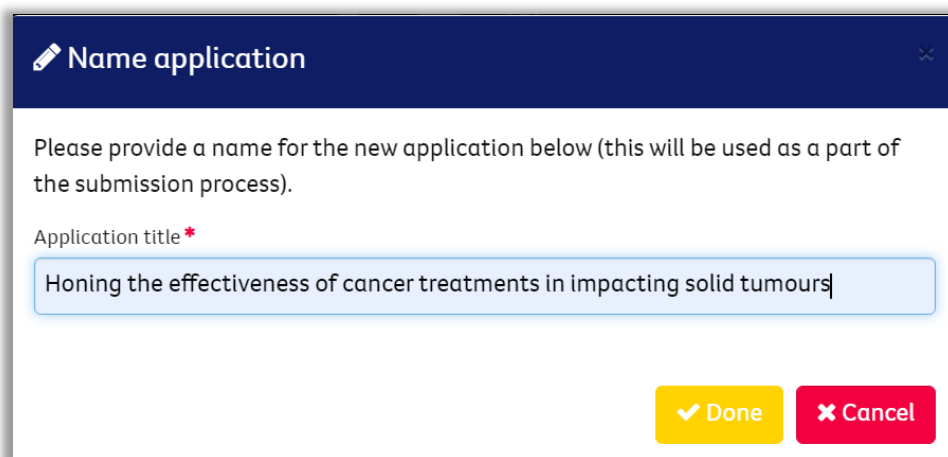
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top, there is a red logo consisting of two overlapping squares. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name*" and "Password*", both with red asterisks indicating they are required. Below the password field is a "Show password" link with an eye icon. A dark blue "Log in" button is positioned below the fields. At the bottom, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an Cancer Council Western Australia Grant Portal account? [Register now](#)".

Set up your login and password by clicking on [Register now](#) at the bottom of the page.

Step 2.

Complete the Application Title.

This must be the same as the scientific title for your research project. The field for your scientific title in Stage 4 – Research Proposal will automatically be populated with the title you give your application¹.

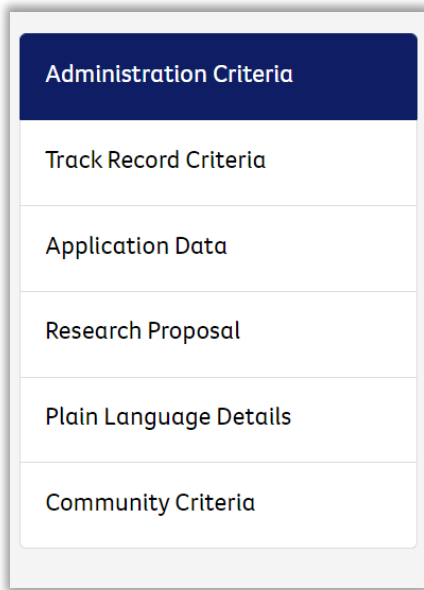


The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button. The text inside reads: "Please provide a name for the new application below (this will be used as a part of the submission process)." Below this is the label "Application title*" with a red asterisk. A text input field contains the text "Honing the effectiveness of cancer treatments in impacting solid tumours". At the bottom right, there are two buttons: a yellow "Done" button with a checkmark and a red "Cancel" button with an 'X'.


¹ To change the scientific title, link to ['How to copy your application'](#)


Step 3.

There are 6 stages to complete before your application can be submitted²



This menu is located on the left hand side of your application.

When you complete a section, it is recorded  as a tick.

When a section is not completed, it is recorded  as a cross.

You can move between one section and another by clicking on the menu item section you want to work on. **You do not need to complete the previous section in order to work on the next one.**

Step 4.

Complete your basic information

The Administration Criteria requires that you complete information such as (but not limited to);

Your personal details

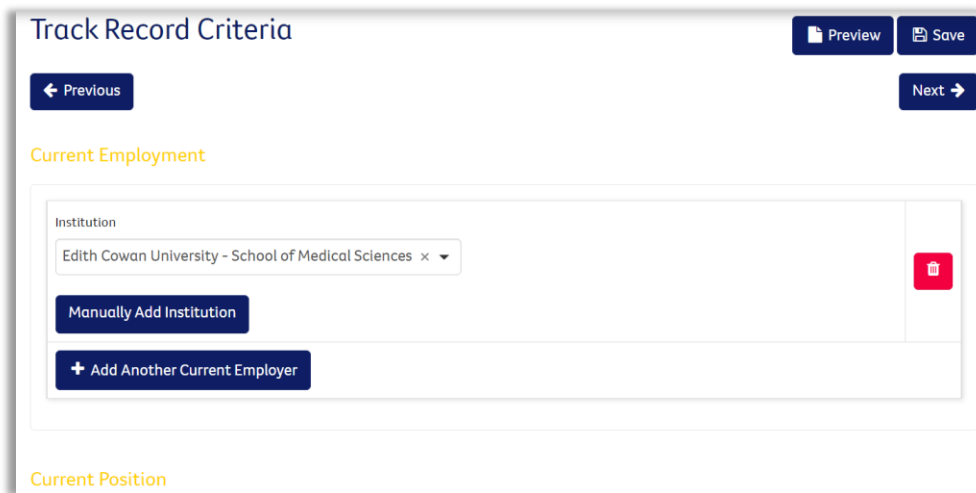
The details of your Administering Institution Officer

The Institution from which your research will be conducted

² Please note that some applications may have fewer stages to complete, and/or the stages may require a section to be attached as a PDF to the application.

Step 5.

Complete your information regarding your track record



The Track Record Criteria includes (but is not limited to) your:

Current employment

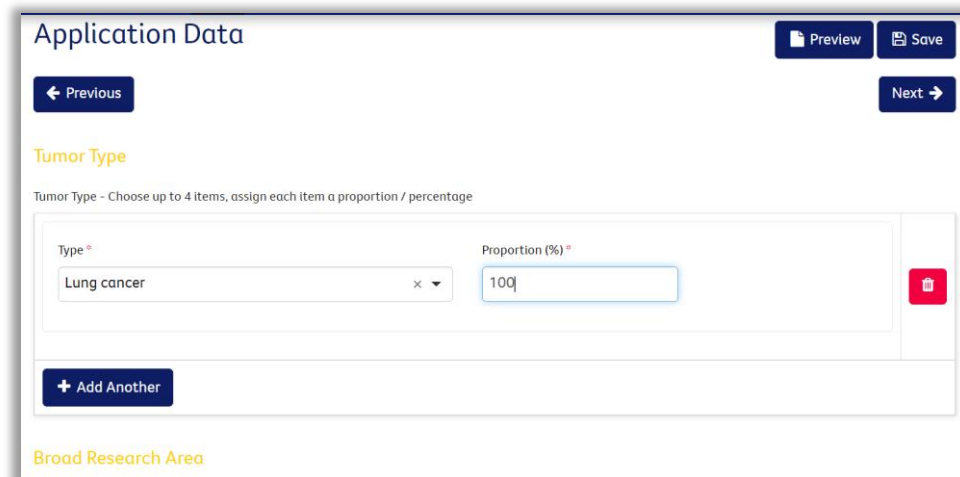
Academic Qualifications

Publications

Research translation & training

Step 6.

Complete details of the essential data for your research proposal³



Research Proposal Data includes (but is not limited to) your:

Broad research area

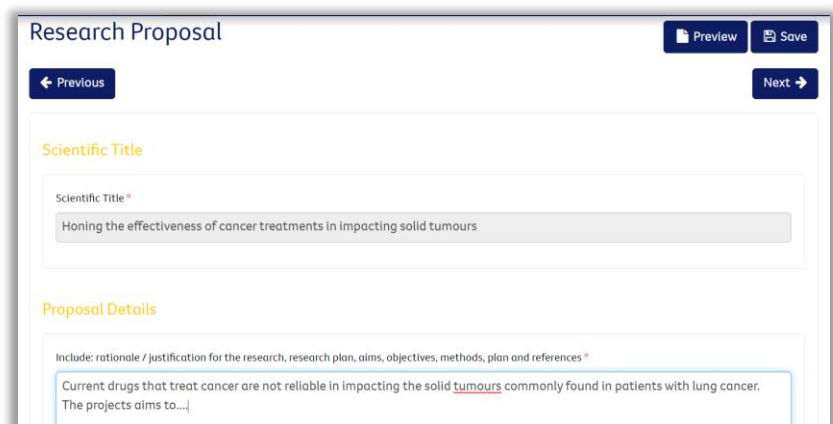
Common Scientific Outline

Step 7.

Complete your information regarding your research proposal

The Research Proposal requires you complete the important components that define your project including (but not limited to) your;

Scientific Title



³ Your selections may disappear from this page, or look different to what you have selected, this information will still be captured by the internal portal.

- Details of your Proposal
- Innovation Statement
- Knowledge Production
- Research Translation
- Research/Supervisory Team

Step 8.

Complete the Plain Language Details

General Information

Important Information

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- Answers should take into consideration that reviewers are members of the community who have been trained to assess research grant applications but are not researchers and do not have expertise in the specific field of the proposed research.
- We recommend reading Cancer Council WA's 'Plain Language Summary guide' before completing the next two sections and use the checklist within the document to ensure you have completed this section correctly

Plain Language Title

Provide a title using plain language that can be understood by the general public.

Plain Language Title *

- These include;
- Plain language title
- Plain Language Summary
- Plain Language Aim

Step 9.

Complete the Community Criteria

General Information

Important Information

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- All questions are compulsory. A written response addressing each question must be provided. Any application that does not respond to a question or indicates that any question is 'not applicable'/'not relevant' (or equivalent) or uses the response to the question to justify why the proposed research does not address the criteria will score zero for that criteria and risks being deemed ineligible for funding.
- Please refer to the 'Community Review Criteria Guidelines' available on our website before completing this SECTION.

Research Outcomes and the Extent of Potential Benefit (Impact)

Describe the anticipated direct outcomes of your proposed research, and with reference to the WA Cancer Plan 2020-2025 describe how these outcomes have the potential to have a direct, beneficial impact on either the incidence or impact of cancer on the Western Australian community. This includes short, medium and long term outcomes.

Research outcomes and the extent of potential benefit (impact) *

- These include (but not limited to);
- Research Outcomes and the Extent of Potential Benefit (Impact)
- Pathways for Realising the Benefit (Translation)

- Equity
- Community Involvement

Step 10.

Complete your Application with the Certification by the Responsible Officer of your Institution and your Certification.

Certifications

Certification by Applicant


I have read the document 'Advice to Applicants' and understand my obligations to Cancer Council Western Australia if I am awarded the Postdoctoral fellowship.

Certification by Applicant *

Yes

No

Date *

dd-MM-yyyy 

Certification by Responsible Officer at Administering Institution

Name *


Position *

Responsible Officer from Administering Institution Has Provided Authorisation *

Yes

No

Date *

dd-MM-yyyy 

You will need to share your application with the Responsible Officer (see 'How to share your application' section below)

The Responsible Officer will need a user account

The Responsible Officer must be signed into their user account to provide authorisation

Authorisation is needed to submit your application (Note: this section may not be active, if the Responsible Officer is unable to complete this section you should still be able to submit the application if all other sections have been completed correctly)

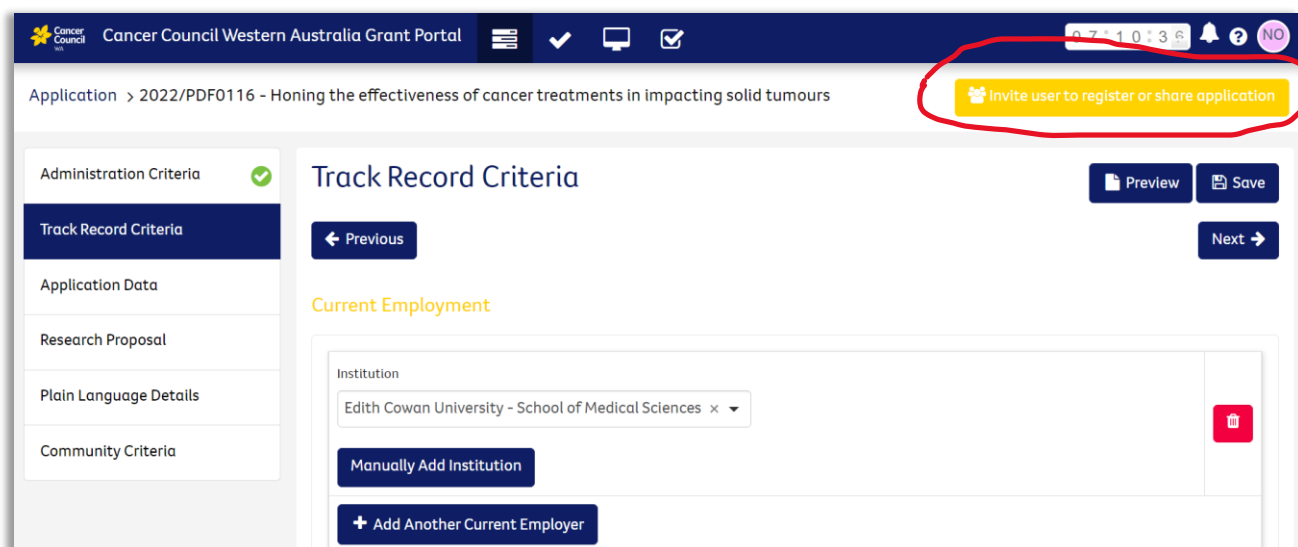
The Responsible Officer must be on the application as the Administering Institution Officer (see Step 3)

Then Press;

Submit

How to share your application

Invitation user to register or share your application



At any time, you can share your application with others for their review.

How change the scientific title on your application

You can rename your application, however this does not change the Scientific Title, to change the scientific title you will need to copy your application.

How to copy your application

In your External Portal click on the Applications tab (top of the page) for a list of applications, then click on the Identifier of the relevant application to reveal a box - within the box are a number of options including Copy application and Delete in-progress version.

Click Copy application, and then Click on New application – you can then enter a new title. You should be able to Delete any versions you don't need.

<input type="checkbox"/>	2022/ECI0002	ECI AN Test 2	1.00
<input type="checkbox"/>	2022/ECI0000	Test AN 1	1.00
Application information			
Copy application			Identifier 2022/ECI0000
Invite user to register or share application			Title Test AN 1
Rename application			Version 1.0
Delete application			Organisation

Application Identifier