

1. Introduction

This document explicates the instructions for submission of a project full-proposal within the ATTRACT call (<u>https://www.attract-call.com</u>).

The electronic submission system, the Grant Management System (GMS, see <u>https://gms.kwf.nl/</u>) of KWF Kankerbestrijding (KWF) will be used for submission, processing and review of the proposals. It guides you through the actual submission of a project full-proposal form and the applicable fields in GMS.

The ATTRACT call is organized as a two stage submission procedure. Applicants invited for the full proposal phase will receive recommendations of the Scientific Evaluation Committee and the Patient Advocacy Committee (PAC). The PAC will formulate recommendations for adjustment of the project proposal regarding patient centricity, participation and burden, if applicable.

For the full proposal phase, the following documents must be filled in and uploaded in GMS:

- Completed full proposal application form
- Reference list
- Completed budget sheet
- If applicable: Letters of Intent/Commitment
- If applicable: Quotations of external inclusion centers
- Study protocol

For the application form, the budget sheet and the reference list, templates can be downloaded from GMS. Additional information on parties of the projects and the budget must be filled in the applicable tabs in GMS, see paragraph 5.

If you have any questions concerning GMS, please contact the scientific review and grants administration department of KWF (available at work days).

Phone:	+31 (0)20 5700 450
E-mail:	bestedingen@kwf.nl
Website:	https://www.kwf.nl/onderzoek

2. General tips & tricks

The text boxes in GMS do not support copying from external word processors since importing formatted text into GMS is not supported. We therefore recommend to edit your text layout with the text editor in GMS. Before submitting, please check and verify the layout by clicking the print form - view button on the tab Project Details. Disclaimer: not all special characters

might be rendered correctly in the PDF and some information on the application form is not displayed in the PDF.

3. General GMS navigation tips

Below, you can find the general instructions to navigate in GMS.

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A=>the tab where you will go to upon clicking is bold and underlined B=>You can go direct to a sub section by clicking on it C=>Using this button you can open and close the "Jump to" function D=>Click on the green arrow to close the section

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E=>Click on the green arrow to open this section F=>Click on the "i " icon to show or hide instructions. G=>With this button you will go to previous project tab H=>With this button you will go to the next project tab

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I=>click on the *Back button* to return to the previous screen J=>With the button *Recently visited* you can view your history and navigate to a specific form

5. Portal layout

How to login:

Go to the url <u>https://gms.kwf.nl/</u>

Fill in your registered e-mail address and your password you have received from KWF You can get a new password in the in log screen if needed.

The portal Principal Investigator:

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Explanation:

User menu (1) with the following functions:

- Change password
- Profile: to adjust your profile and to find your PIN
- Info; instructions and information

- Notifications of KWF, these can be found also under the alarm icon
- Logout
- Portals: only applicable in case you have other roles in GMS, you can select the applicable portal
- Privacy & security; information regarding the rules of KWF

Pages (2); subdivided into Home (principal Investigator), Requested, Granted, Rejected

• On Home (principal Investigator) you can find shortcuts to frequently used actions

and are dependent on the chosen page (2), may have multiple tabs

For example, you can find in the page *Requested* the following items:

- Application in progress (3), your project
- My requested Applications: an overview of your applications:
 - In preparation: your draft applications to be submitted
 - Submitted: your applications that are under review
 - Non active: your applications that are no longer active
 - *Withdrawn*: you application that are withdrawn on your request before the review & decision period was completed

6. Full proposal form & budget excel sheet download

In case you are invited to the full proposal phase, your project is transferred and can be found in "applications in preparation" after the re-opening of the call 4th of April, 12.00h CET.

In GMS you can find the application form and budget sheet template:

Go to "application in preparation" (3 in the figure above)

At the tab project proposal, you can download the template of the full proposal application form and the template for the references.

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	Project Proposal WORD Template	
	Download the Project Proposal WORD template provided for your research proposal. Please fill in this template and separate the references from the Project Proposal. Upload a PDF version of the Project Proposal in the "Project Proposal PDF field below. The references are uploaded separately in the "Beferences PDF" upload field below. Note that each upload field is restricted to a single PDF.	
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Within the full-proposal application form there are 2 parts:

- The form to be reviewed by Scientific Evaluation Committee (SEC)
- The form to be reviewed by the Patient Advocacy Committee (PAC)

In the document "Guidelines for Applicants", available on the website of ATTRACT <u>https://www.attract-call.com</u>), more information on the requirements of full proposal application is present, also on patient involvement. The guidelines for the patient involvement will be provided to you by e-mail together with the recommendations/advice of the SEC/PAC.

In the Word template, instructions on the contents of the project pre-proposal are provided (word count). Please use at least Verdana font size 9, with set margins (2.5 cm side and 2.5 cm top and bottom), and single line spacing. Please add your name and the number of the project in the footer of the template. For the references list, please download the template for the references in GMS.

After filling in the full-proposal Word template, please convert the document into a PDF format in order to upload it. Please note that the references need to be provided in a separate PDF document for which a template can be found on the "project proposal tab" in GMS. Do take care that the headers and footers of the references section are identical to the main document.

All full proposals that do not meet the above criteria, on margins, font size etc. are <u>not</u> eligible for funding.

To generate a PDF file from the full proposal form, please ensure that the security settings of PDF documents are disabled (e.g. password-protection or any other encryption). For uploading of the PDF, go to the green button (arrow).

Beside the full-proposal application form, you also have to complete the requested information in the tabs Parties of the Project, Budget and Dutch summary in GMS.

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	Lead Institute	
	* Letters of commitment	
	In a letter of commitment the organization specifies the contribution they will make to the project, e.g. incash contribution, costs of man-hours, material resources and number of patients to be included, etcetera. The letter includes how their contribution fits within the project proposal/planning. You can upload the letter as attachment (PDF file) to the Application.	
	Letters of commitment must contain the type of letter in the name. For example: "letters of commitment from cofunder, A pdf". Letters of commitment from cofunders or private participants with own contribution are obligatory, if these parties are included in the project proposal. Letters of commitment from advisors are optional. Letters of recommendation are not required.	
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At the tab Parties of the project, GMS has generated the project leader as "Scientific Employment". This form can be submitted after filling in the FTE per year. Other scientific personnel do not have to be registered under the (Scientific) Employment section, but rather under the section support staffing.

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A new grant activity screen will open (the application is still available)

The following project roles can be selected from the dropdown list:

- (Research) support Personnel (do not select)
- Project Manager (will have to be selected)
- Advisor
- Regulatory-Officer
- Scientific personnel
- PhD student
- Technician
- Other

Project Employment

* Project Role	
	~
(Research) Support Personnel	
Project Manager	
Advisor	
Regulatory-Officer	
Scientific Personnel	
PhD student	
Technician	
Other	

Complete the required fields and submit to register the personnel and their FTE. To continue to the next personnel registration the current grant activity screen needs to be closed. The personnel registration can be edited or discarded by reopening the grant activity screen. The role Other should be specified in the budget template.

* Project Role				
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Note: For the role Project Manager please select the option <u>NO</u> at the section Request FTE Funding by KWF. By selecting no, you will not be prompted to select a salary scale which is only applicable for Dutch institutes. The FTE per year needs to be filled in and will be shown in the project as own contribution. However, since funding for a Project Manager is being requested in the ATTRACT call, please specify this in the budget template.

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Once the Scientific	Employments and Support S	Staffing personnel are submitte	d, the Lead II	nstitute and the Particip	pating Institute(s) will be automatically a	dded.	
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Complete the table of parties of projects by clicking on open (this will open in a new screen). Using the + icon you can add the parties of project (including inclusion centers outside B, ESP, F and NL. In case there is a pop-up of GMS regarding the institute of the party; select the applicable institute for this party. If the institute of the party is not present in the list; please fill you own institute as main applicant.

Fill in all information and save.

With the button clear you can remove information.

After completion, click save and close and you will return to your application.

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Institute Name Co-funders Co-funders	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit Save Clear

Letter of intent/commitment can be uploaded in the tab parties of project.

•	Letters of commitment
	In a letter of commitment the organization specifies the contribution they will make to the project, e.g. in-cash contribution, costs of man-hours, material resources and number of patients to be included, elcetera. The letter includes how their contribution fits within the project proposal/planning. You can upload the letter as attachment (PDF file) to the Application.
l	Letters of commitment must contain the type of letter in the name. For example: "letters of commitment from cofunder, A pdf". Letters of commitment from cofunders or private participants with own contribution are obligatory, if these parties are included in the project proposal. Letters of commitment from advisors are optional. Letters of recommendation are not required.
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	Have vou received any materials, data, et ceters, from a third party to use in this project?	_	
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	If available, please submit the contract with this third party below (e.g. MTA, DTA, etcetera).		
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	Is this project a part of an ongoing collaborative project with a signed agreement?		
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	If yes, please submit the signed agreement below.		
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Budget information and excel sheet; you can download the template at the budget tab.

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	And upload the completed Budget Template below.		
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	Click on the button. Specify Requested Budget, here below to specify the requested budget for the categories Personnel Costs, Material and Services per budget year. Please be aware to first add the Project Duration in the Tab Project Details.		
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Please Note: The budget template must be downloaded from and uploaded to GMS once completed.

Basic information:

Prior to completing this budget template, please review the 2023-ATTRACT Call Guidelines (available at the webpage of ATTRACT).

The budget template is composed of 7 tabs:

- Fill in GMS --> The budget shown here (automatically calculated) should be entered in GMS. Note: The GMS budget only goes until year 8. Therefore, all values entered in years 9 and 10 will automatically be added in year 8.
- Total Budget --> Here, the total budget requested will be calculated by financing organization in addition to the total budget for external inclusion centers outside of Belgium, Spain, France and the Netherlands.
- 3) **Budget (KWF)** --> To be completed for the main applicants and/or partners from the Netherlands.
 - a. Additional personal budget (NL Only), is set at € 750 per year, per FTE for scientific personnel (i.e. PhD student, etc.).
- 4) **Budget (Kom op tegen kanker)** --> To be completed for the main applicants and/or partners from Belgium.
- 5) **Budget (FC AECC)** --> To be completed for the main applicants and/or partners from Spain.
- 6) **Budget (Fondation ARC)** --> To be completed for the main applicants and/or partners from France.
- 7) **Budget (external incl centers)** --> Here, the budget and details for external inclusion centers located outside B, ESP, F and NL should be completed.

Note: The budget requirements for each funding organization will differ. Only white cells must be filled, blue cells (main applicant) and grey cells (partners) will be calculated automatically. This includes the first table in the tab for the total requested budget for all applicants in that country. Additional rows can be inserted for specification of materials, services providers, ect.

In GMS:

On the budget tab the completed budget template must be uploaded at the designated area. The categories personnel total, additional personal budget (NL Only) (both under Personnel costs other roles), materials total, service providers should be filled out per year. While the categories open access and travel (in GMS: International internship for capacity building) do not need to be filled out per year.

Personnel Costs Other Roles		
Description	Year 1	Total
Total personnel costs	0.00	0.00
Total additional personal budget (NL only)	0.00	0.00
	0.00	0.00
← Materials		
Description	Year 1	Total
Total Material Costs	0.00	0.00
	0.00	0.00
✓ Services		
Description	Year 1	Total
Total Service costs	0.00	0.00
	0.00	0.00

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	Please upload the quotation for each Service Provider and for each Inclusion Center listed in the Parties of the Project Tab and listed in the Budget Form.	
	± Ø	
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	Please indicate the cost for publishing in open access journals.	
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Quotations for Service Provider and or external inclusion centers can be uploaded at the Budget tab.

Service Provider & Inclusion Center Quotes

Please upload	the quotation for each Service Provider and for each Inclusion Center listed in the Parties of the Project Tab and listed in the Budget Form	η.	
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	✓ Suggested Reviewers		Suggested Reviewers
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	Please provide at least 2 national and at least 5 international independent experts that can review this proposal. Members of the scientific board should not be included. You can find an overview of the scientific board here		Acknowledgement
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	Persons or clinical study groups excluded from reviewing		
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Finally, the study protocol must be uploaded in GMS. Click on the tab Dutch Summary, you can find the location for uploading your study protocol in this page, at "projectplan schema". Please fill in the title of your application. Upload your study protocol as pdf.

Since the patient involvement is already in the application form, at the requested information at patient "participatie", select: no

Also at "toelichting": n/a.

You can view the completed full proposal from using the "View" button at *Print Form.*

It is not necessary to complete your form immediately, you can save your draft form by clicking on the "*Save Draft*" button. We strongly recommend to click regularly on *Save draft* to avoid your work is lost. You can find your draft in the tab *In Preparation* at *My Applications*.

Please use the button *Validate* during the preparation of your application, all obligatory fields will automatically be checked and you can correct any errors. Please note that errors will be displayed one by one, so to solve issue can take some time. We strongly advise you to do this timely before the submission deadline, **27-6-2023**, **12.00 CET (noon)**.

You can finally submit your proposal in the system by clicking on the button **Submit**. An email to confirm you submission will be send to you and you can find your application in **Submitted** at **My Applications**

All your applications are stored in the portal, including the ones where you are registered as co-Principal Investigator.

The full proposal will be reviewed by the SEC, external reviewers and PAC. Thereafter, you will be invited for a rebuttal. See for the timelines the ATTRACT website. The results of the review process will be communicated in november 2023. Selected proposals will be invited to submit a full proposal.