



ATTRACT CALL

Instructions for the submission of a project full-proposal in the KWF Grant management system (GMS)

1. Introduction

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

The electronic submission system, the Grant Management System (GMS, see <https://gms.kwf.nl/>) 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>

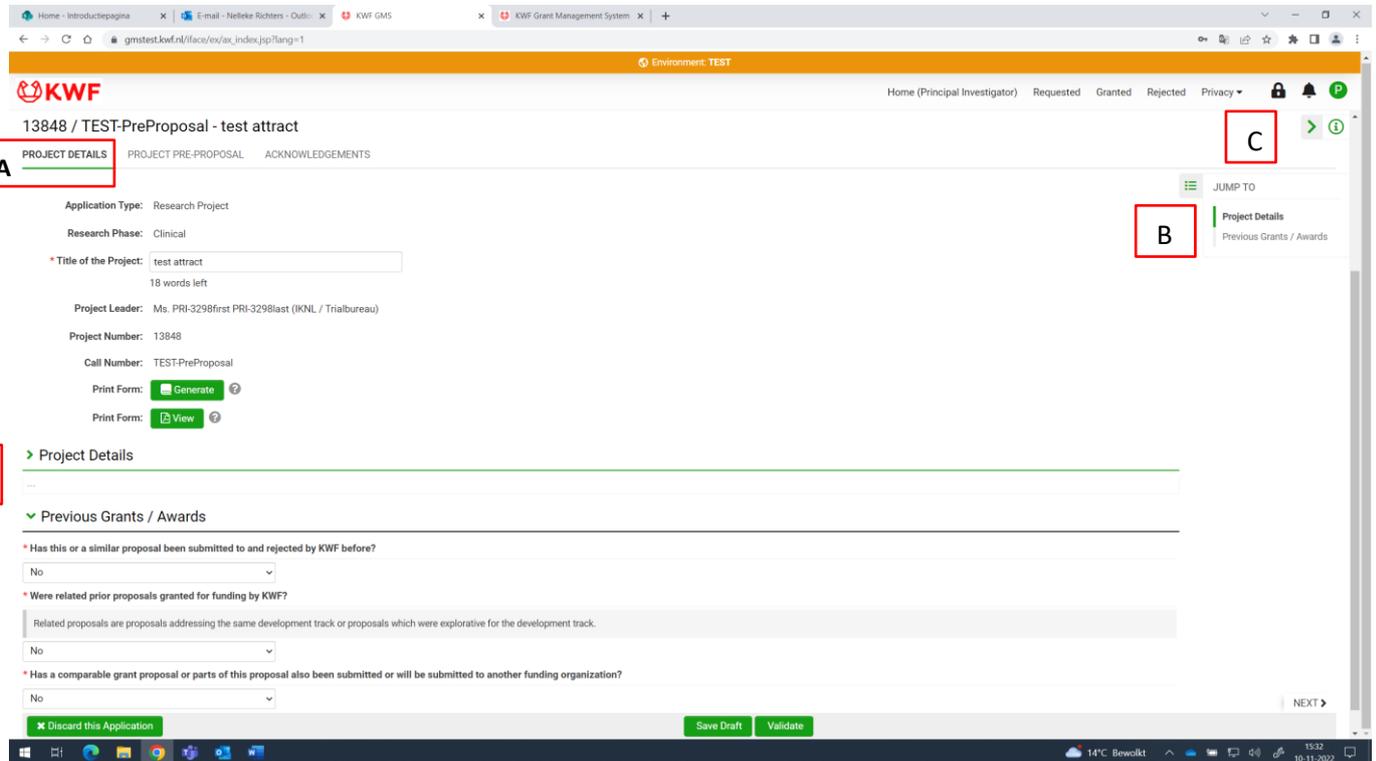
2. General tips & tricks

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

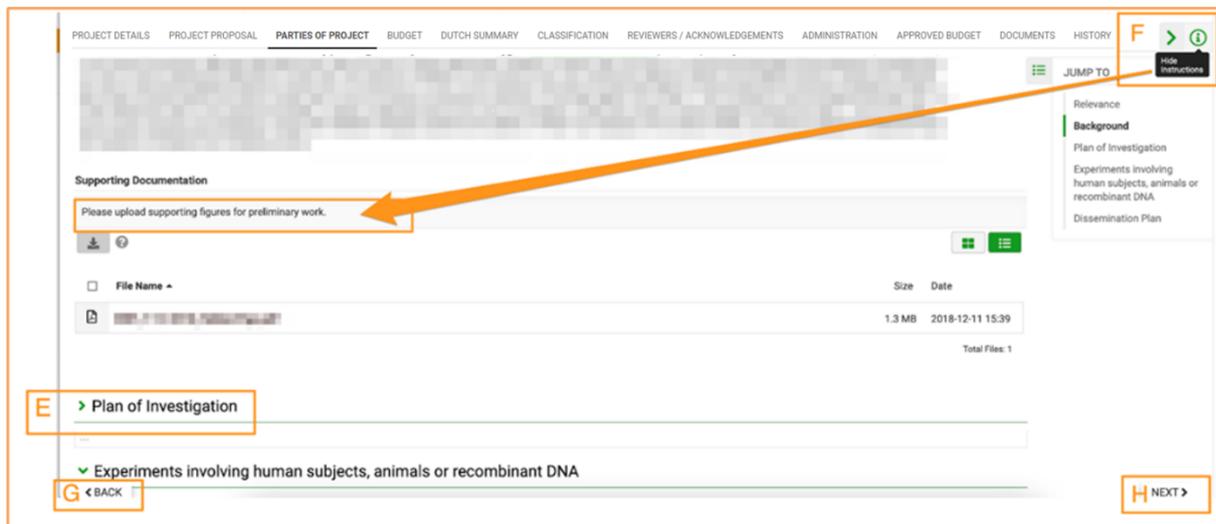
might be rendered correctly in the PDF and some information on the application form is not displayed in the PDF.

3. General GMS navigation tips

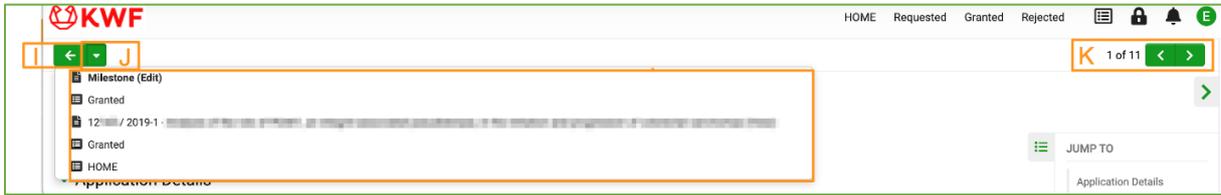
Below, you can find the general instructions to navigate in GMS.



- 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



- 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



- 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

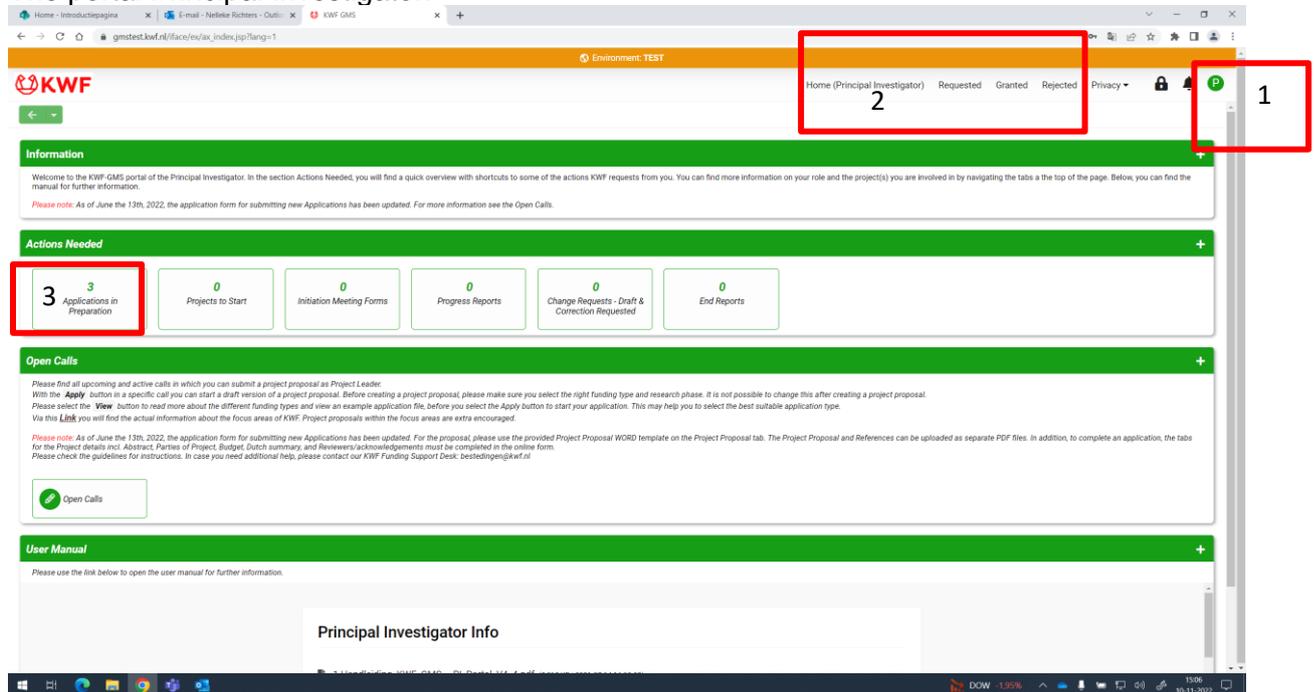
How to login:

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

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:



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*: your 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 “application 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.

The screenshot displays the KWF GMS web application interface. The browser address bar shows the URL: gmstest.kwf.nl/ifa/ev/as_index.jsp?lang=1. The page title is "13973 / 2023-3 - TEST alt. project roles - Project alt. project roles". The main content area is titled "13973 (Full Proposal Draft)" and includes a "Submission Deadline: 2023-05-15 00:00" and a "Call for submissions is open" message. Below this, there are tabs for "PROJECT DETAILS", "PROJECT PROPOSAL", "PARTIES OF PROJECT", "BUDGET", "DUTCH SUMMARY", and "REVIEWERS / ACKNOWLEDGEMENTS". The "PROJECT PROPOSAL" tab is active, showing a "Project Proposal WORD Template" section with instructions and a "References_template.docx" file (12.4 KB, 2023-03-24 11:23). There are also fields for "Project Proposal PDF" and "References PDF" with upload buttons. At the bottom, there are buttons for "Discard this Application", "Save Draft", "Validate", and "Submit".

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 (<https://www.attract-call.com>), 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 **not** 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.

The screenshot shows the KWF GMS web application interface. The main content area is titled "13973 / 2023-3 - TEST alt. project roles - Project alt. project roles". The "PARTIES OF PROJECT" tab is highlighted with a red box. Below the tab, there are instructions and a table for "Scientific Employment".

Scientific Employment

Use the + button to create a Scientific Employment form for each person that will execute scientific work for this project. One is automatically created for the Projectleader. Each Scientific Employment form should be submitted by the Projectleader.

#	Open	Institute / Department	Name	Role	Request FTE Funding by KWF	FTE Requested	Salary Scale	FTE Own Contribution	Status
1	Open	Dutch Cancer Society /	Matthijs Hamel	Project Leader		0.00		0.00	Draft

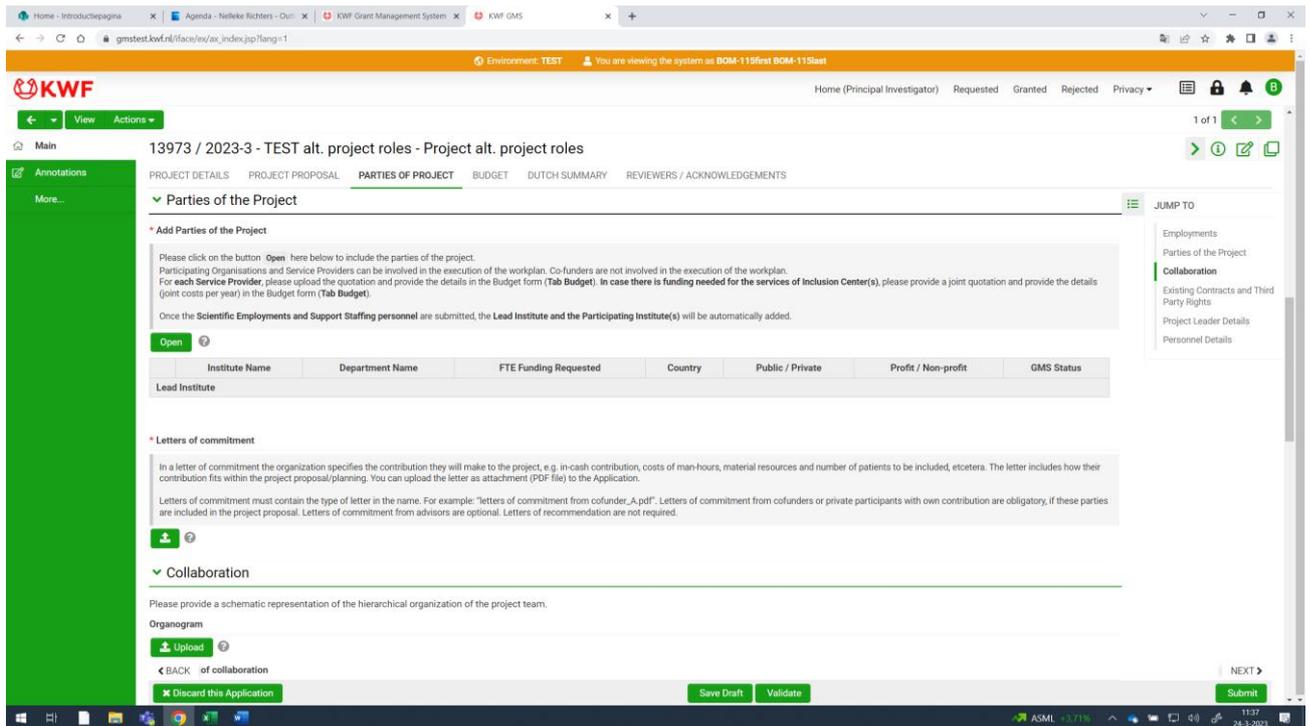
* Commitment to FTE Requirement

Is there at least one scientific researcher (e.g. PhD student, postdoctoral researcher, medical specialist) working on the project at a minimum of 0.5 FTE per year during the term of the project?

Support Staffing

Use the + button to create a Support Staffing form for each person that will execute non-scientific / supporting work for this project.

Buttons: Discard this Application, Save Draft, Validate, Submit



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.

PROJECT DETAILS PROJECT PROPOSAL **PARTIES OF PROJECT** BUDGET DUTCH SUMMARY REVIEWERS / ACKNOWLEDGEMENTS HISTORY

Scientific Employment

Use the + button to create a Scientific Employment form for each person that will execute scientific work for this project. One is automatically created for the Projectleader. Each Scientific Employment form should be submitted by the Projectleader.

1-1 of 1

#	Open	Institute / Department	Name	Role	Request FTE Funding by KWF	FTE Requested	Salary Scale	FTE Own Contribution	Status
1	Open	Dutch Cancer Society /		Project Leader	No	0.00		0.05	Submitted

Registration under Support Staffing:

PROJECT DETAILS PROJECT PROPOSAL **PARTIES OF PROJECT** BUDGET DUTCH SUMMARY REVIEWERS / ACKNOWLEDGEMENTS HISTORY

Support Staffing

Use the + button to create a Support Staffing form for each person that will execute non-scientific / supporting work for this project. Each Support Staffing form should be submitted by the Projectleader.

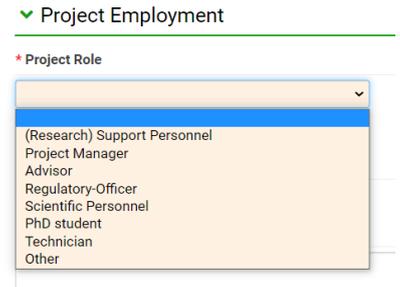
1-1 of 1

#	Open	Institute / Department	Name	Role	Request FTE Funding by KWF	FTE Requested	Salary Scale	FTE Own Contribution	Status
1	Open			Vacancy Regulatory-Officer	Yes	1.00		0.00	Submitted

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



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

Regulatory-Officer

Named Vacancy

Participating Institute / Department

If you cannot find the institute or department in this field, please move to the next question. If you select the option not to request any FTE funding by KWF, you will be able to provide information on the institute/department that has not yet been registered. If you wish to request FTE funding by KWF, you need to select an institute/department from the predefined list.

* Request FTE Funding by KWF

Yes No

* FTE per year

Please specify the FTE requested and FTE own contribution per year, for the duration of the project.

	Year 1	Year 2	Year 3	Year 4
FTE Requested	1.00	1.00	1.00	1.00
FTE Own Contribution	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00

* Average FTE Requested

1.00

Note: For the role Project Manager please select the option **NO** 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.

* Project Role

Project Manager

Named Vacancy

* Request FTE Funding by KWF

Yes No

* FTE per year

Please specify the FTE own contribution per year, for the duration of the project.

The FTE per year can be filled in by clicking on open

Parties of the Project

Add Parties of the Project

Please click on the button **Open** here below to include the parties of the project.
 Participating Organisations and Service Providers can be involved in the execution of the workplan. Co-funders are not involved in the execution of the workplan.
 For each **Service Provider**, please upload the quotation and provide the details in the Budget form (**Tab Budget**). In case there is funding needed for the services of **Inclusion Center(s)**, please provide a joint quotation and provide the details (joint costs per year) in the Budget form (**Tab Budget**).
 Once the **Scientific Employments and Support Staffing personnel** are submitted, the **Lead Institute** and the **Participating Institute(s)** will be automatically added.

Open

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.

Participating-Organisations requesting only materials funding
 If a Participating Organisation only requests funding for material, please specify this. The list of Participating Organisations is derived from the Scientific Employments and Support Staffing personnel.

Institute / Department	Material Description
+	

Internal Service Providers
 Service providers are parties that have an active role in the execution of the work plan, but do not benefit from the project results, apart from receiving payment for their services.

Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
+					

Internal Inclusion Centers
 An Internal Center is a department of the lead institute or participating organisation that only includes patients for clinical studies and has no active research role in the project. It has no right to the project results. A quotation for their services is obligatory.

Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
+					

External Service Providers
 Service providers are parties that have an active role in the execution of the work plan, but do not benefit from the project results, apart from receiving payment for their services.

Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
+					

External Inclusion Centers
 An External Inclusion Center is an organisation that only includes patients for clinical studies and has no active research role in the project. It has no right to the project results. A quotation for their services is obligatory.

Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
+					

Co-funders
 Co-funders are parties that contribute in cash (funding or providing materials) to the project and are not involved in the execution of the workplan.

Institute Name	Department Name	Contact Person	Country	Public / Private	Profit / Non-profit
+					

Save Clear

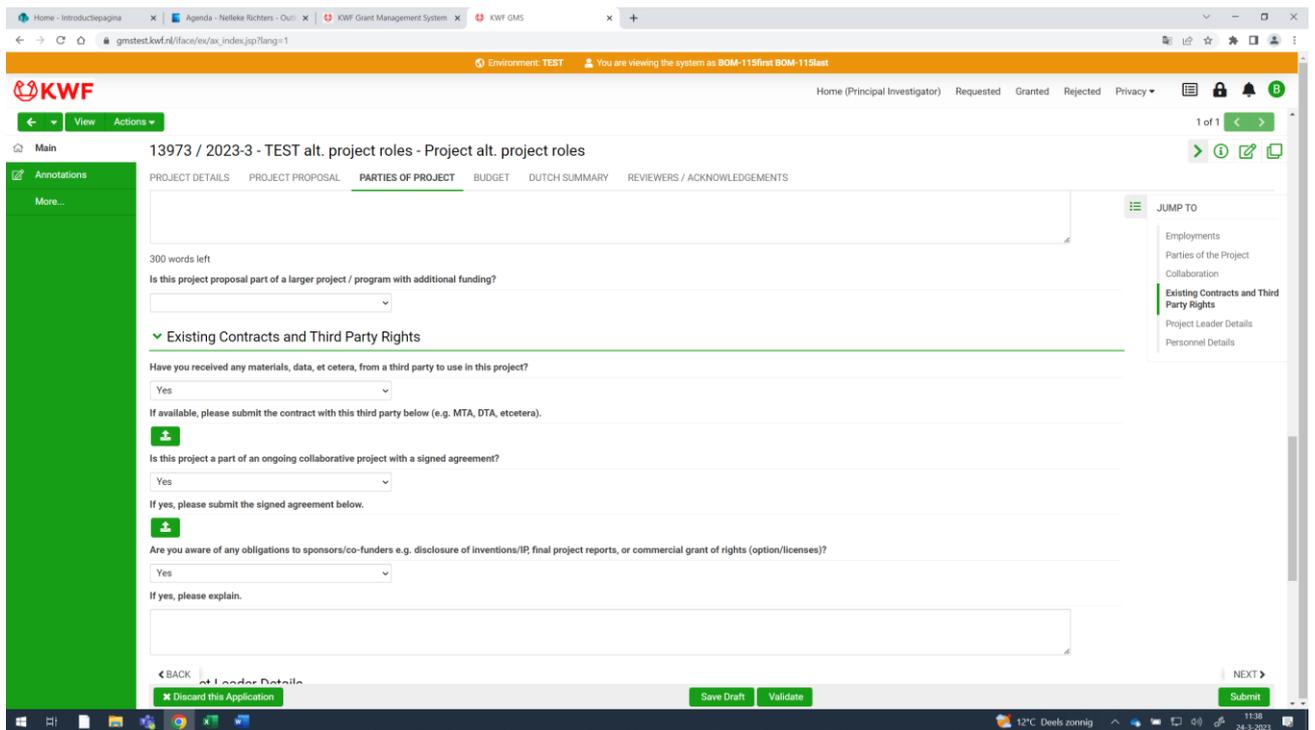
Letter of intent/commitment can be uploaded in the tab parties of project.

*** Letters of commitment**

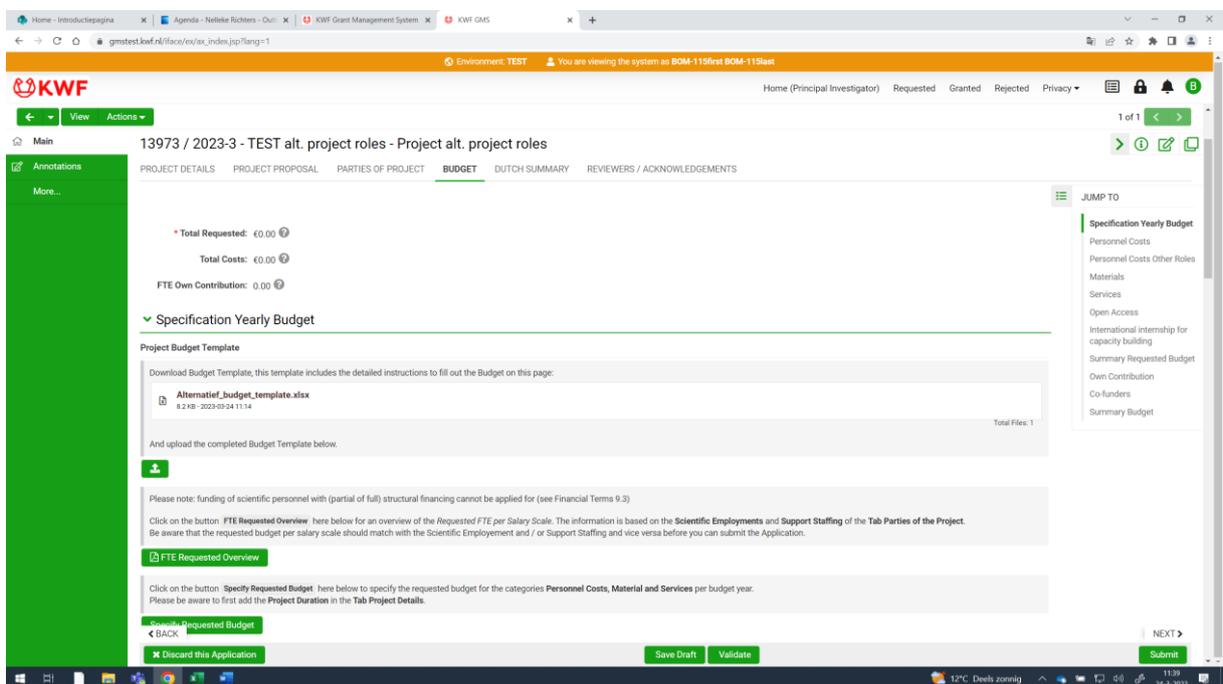
In a letter of commitment the organization specifies the contribution they will make to the project, e.g. in-cash contribution, costs of man-hours, material resources and number of patients to be included, etcetera. The letter includes how their contribution fits within the project proposal/planning. 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.

+



Budget information and excel sheet; you can download the template at the budget tab.



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:

- 1) **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.
- 2) **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.

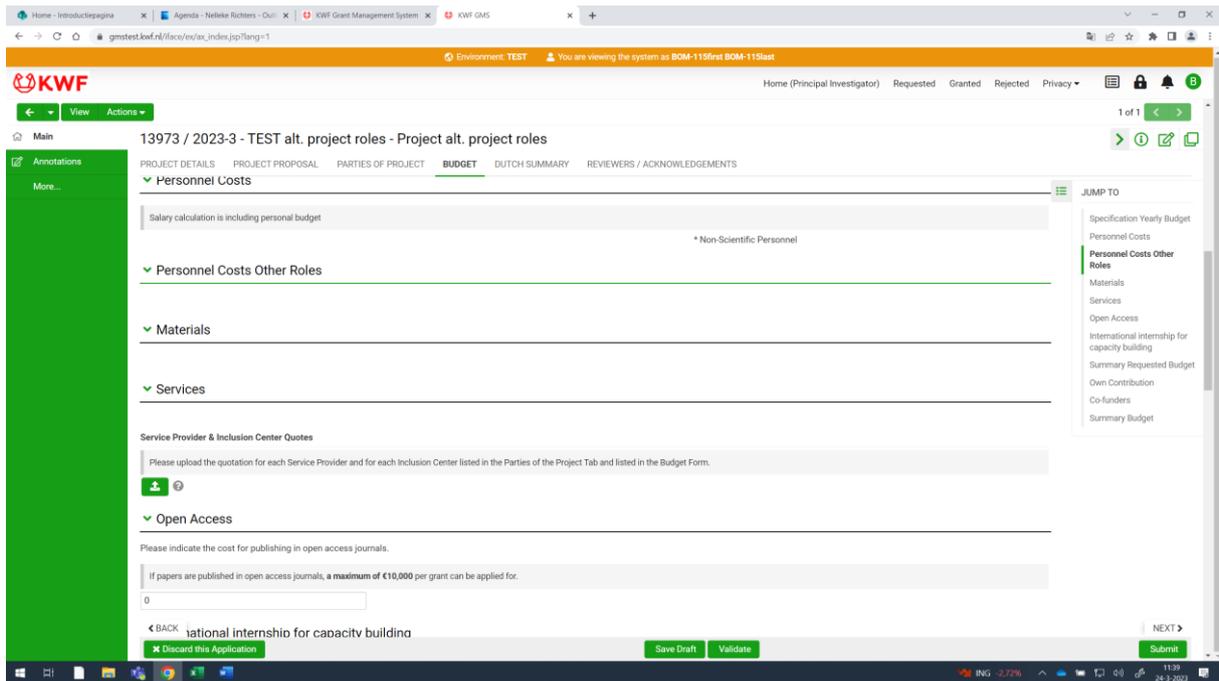
In GMS:

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	

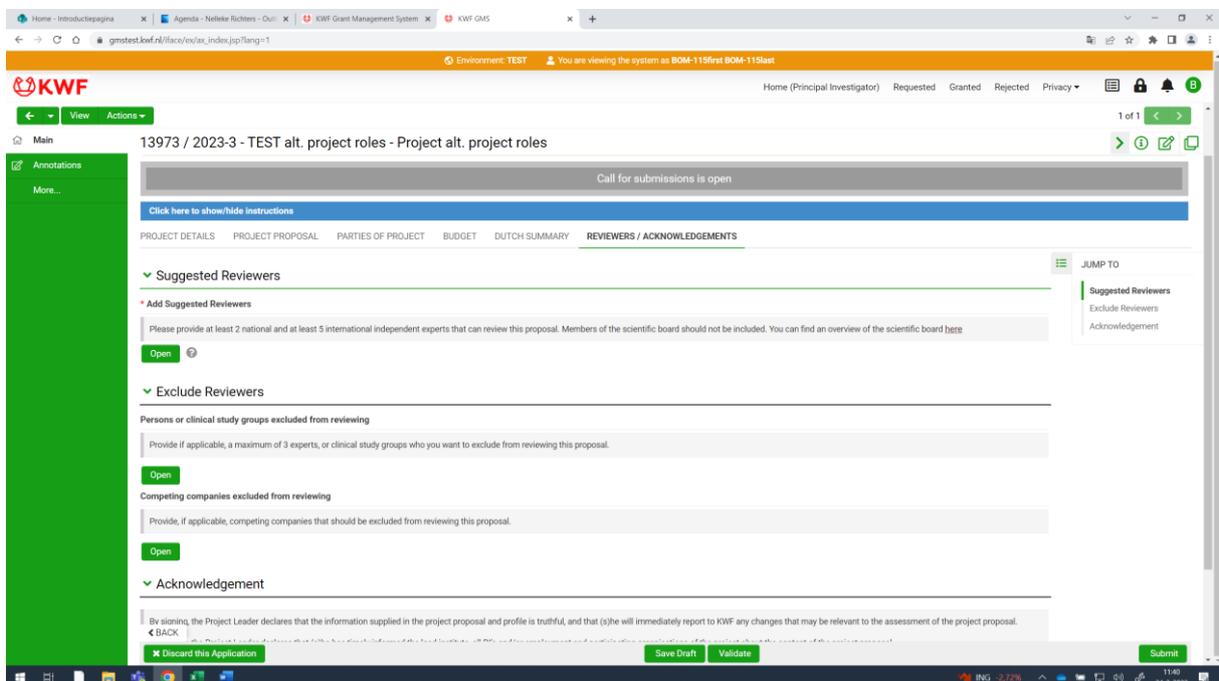
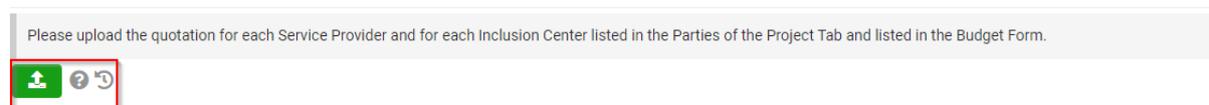
Materials			
Description	Year 1	Total	
Total Material Costs	0.00	0.00	
	0.00	0.00	

Services			
Description	Year 1	Total	
Total Service costs	0.00	0.00	
	0.00	0.00	



Quotations for Service Provider and or external inclusion centers can be uploaded at the Budget tab.

Service Provider & Inclusion Center Quotes



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.