

Funding call 2021

Characterization of preneoplastic lesions and stratification of their evolving risks

EVA3 Application guide

Online Submission: <https://eva3-accueil.inserm.fr/sites/eva/appels-a-projets/pca/Pages/Pré-néoplasie.asp>

Deadline: 10th December 2020, **5pm**

Contact: cancerinserm.preneoplasie@inserm.fr

Information on Cancer Inserm:

Access our site via: <https://eva3-accueil.inserm.fr/sites/eva/appels-a-projets/pca/Pages/Pré-néoplasie.asp>

Click on Appel à Projets → Cancer:

You will reach the home page of Cancer with information on different funding calls of Cancer.



Scroll down for information on the funding call "**Characterization of pre-neoplastic lesions and stratification of their evolving risks**". Here you may **download the text of the funding call (in French and English version), the candidate guide for the process and the guide for EVA3 (in English and French version)**. You may as well find all the template documents required.



→ Also, you may find the instructions to create an account in the document "**Créer un compte**"

Registration

In order to register access our site EVA, <https://sp2013.inserm.fr/sites/eva/appels-a-projets/pca/Pages/3r.aspx>



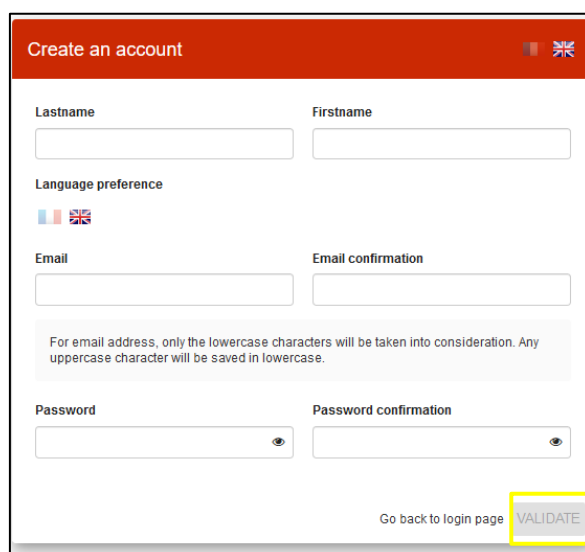
The screenshot shows the Inserm eva website. The navigation bar includes links: Concours | Recrutement Handicap | Appels à projets | Vie du chercheur | Vie des unités | Les instances d'évaluation | Contacts | **Créer un compte EVA3** | Se connecter à EVA3. The 'Créer un compte EVA3' link is highlighted with a yellow box. Below the navigation bar is a large image of green, elongated, rod-like structures. Below the image is a breadcrumb trail: Appels à projets > Cancer > Pré-néoplasie. On the left is a red sidebar with a menu: PCSI, FRFT, MIC (mathématiques et informatique), Equipement, and **Pré-néoplasie**. The main content area is titled 'Pré-néoplasie' and contains the following text:

Caractérisation des lésions pré-néoplasiques et stratification de leurs risques évolutifs

L'Institut Thématique Multi-Organisme (ITMO) Cancer d'Aviesan (Alliance nationale pour les sciences de la Vie et de la Santé) et l'Institut National du Cancer (INCa) souhaitent accompagner le développement de la recherche dans le domaine de la prévention de précision en réitérant un appel à projets permettant une caractérisation des pré-néoplasies et une meilleure stratification de leurs risques évolutifs.

Objectifs : Etude de lésions pré-néoplasiques, pédiatriques ou adultes, définies comme des états pré-cancéreux à l'échelle cellulaire, pour lesquelles il existe des preuves évidentes d'association avec un risque accru de cancer, ou partageant avec un type de cancer agressif des caractéristiques moléculaires et phénotypiques. Il s'agira de contribuer à une meilleure compréhension et modélisation de leur évolution (transition pré-maligne à maligne, stabilisation, régression) en caractérisant les mécanismes sous-jacents, la séquence de formation et les facteurs impliqués dans l'émergence et dans l'évolution du risque, afin de stratifier les lésions pré-néoplasiques en fonction de leurs risques d'évolution et d'identifier des cibles d'intervention.

Click on "Créer un compte EVA3". You will be redirected to our application EVA3 to register:



The screenshot shows the 'Create an account' form in the EVA3 application. The form has a red header with the title 'Create an account' and a small flag icon. The form fields are:

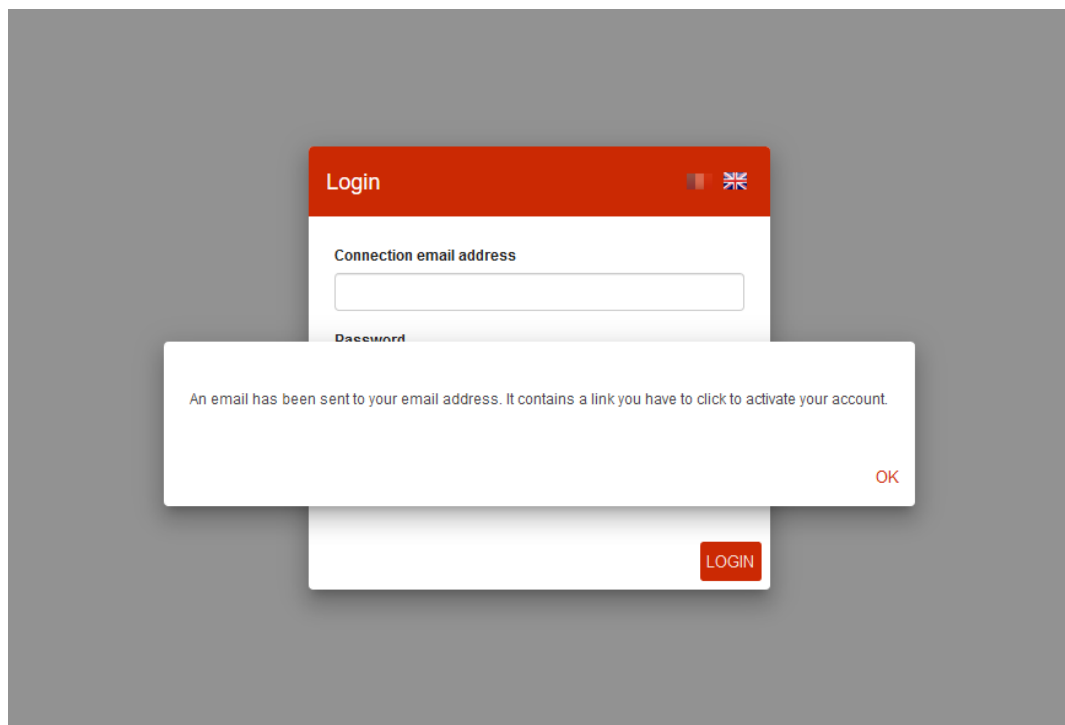
- Lastname:
- Firstname:
- Language preference: ☐ ☐
- Email:
- Email confirmation:
- Password:
- Password confirmation:

Below the Email and Email confirmation fields, there is a note: "For email address, only the lowercase characters will be taken into consideration. Any uppercase character will be saved in lowercase."

At the bottom right of the form, there is a button labeled 'VALIDATE' highlighted with a yellow box. To the left of the button is a link: "Go back to login page".

INSERM candidates may skip this step and login directly with the login and password details of their INSERM e-mail ID.

You may register with your first name, surname and email ID. Please click on validate and a mail shall be sent to your email address to activate your account. Remember you cannot change your mail ID later.

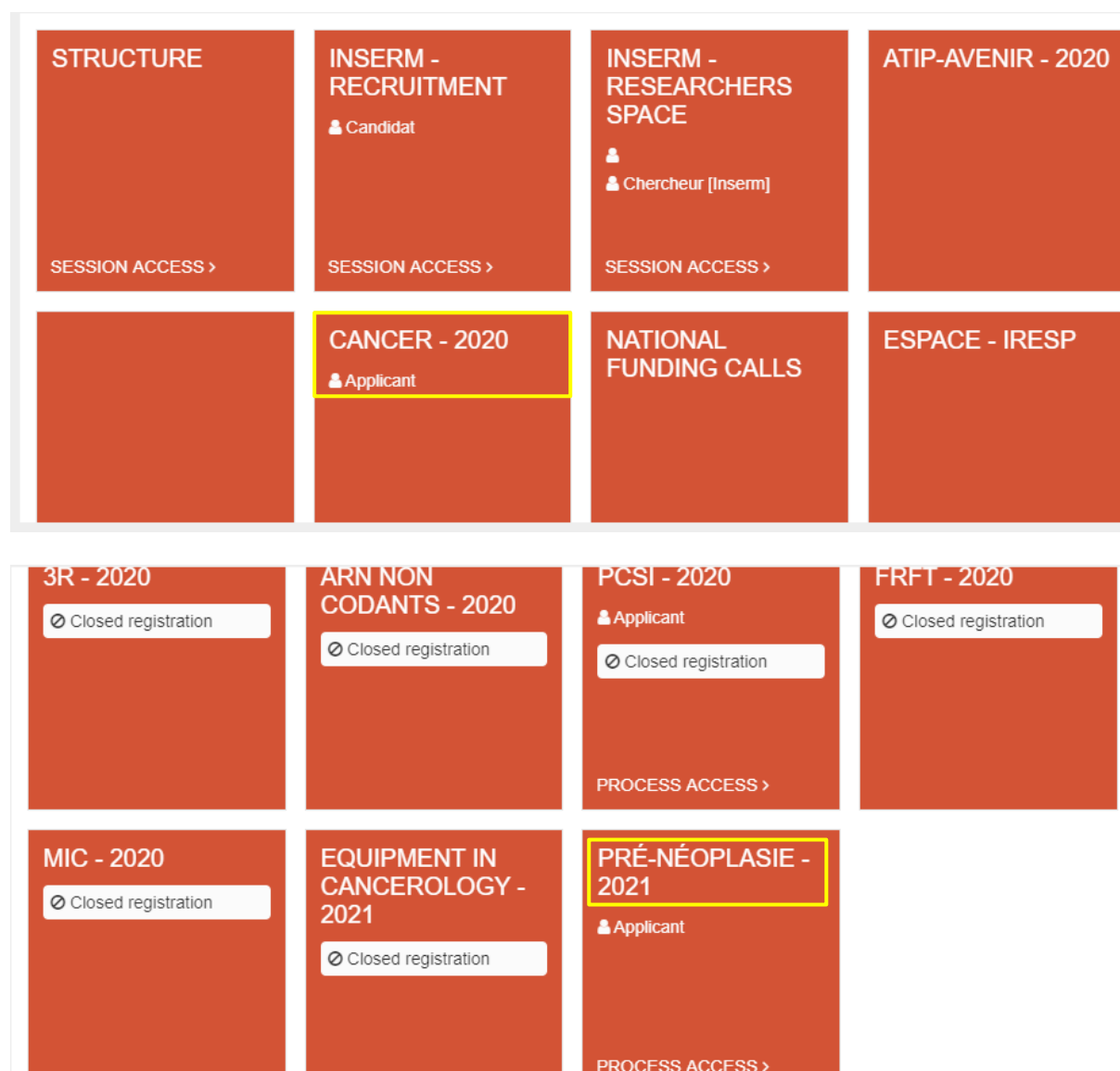


Click on the link that you have received in your e-mail and register with the login and password that you used to create your account. Now you can access your personal space.

A screenshot of a web application's connexion page. The page has a dark red header with the word "Connexion" and two small flags (French and UK). Below the header, there are two input fields: "Adresse email de connexion" and "Mot de passe". Below the "Mot de passe" field, there is a checkbox labeled "Se rappeler mes identifiants". Below the checkbox, there are two links: "Vous avez oublié votre mot de passe ?" and "Vous n'avez pas de compte ?". A red "CONNEXION" button is located at the bottom right of the form.

Your application

Select "Accès à la session" on the "Cancer 2020" square and "Session Access" on the "Register" of the "Pré-néoplasie" square to access your personal space in this process.



Click on validate and you will reach the home page of the process that indicates the different documents required for your application.

Your application consists of **scientific file, financial annex, CV of the coordinator and the group leaders of the consortium, bank details of the consortium and the online forms** (the latter as indicated on the left hand side in the orange band). You may download the templates for the scientific file, financial annex and CV at the home page of Pré-néoplasie (see below as indicated by arrows)

The candidate file comprises of:

- > Online forms,
- > Scientific file,
- > Financial annexe,
- > CV of the project co-ordinator and the project leaders of the associating teams,
- > Bank details (RIB) of the managing body/bodies.

Please find the link to download the template of the aforementioned documents (except Bank details/RIB) below. **The documents in your application should compulsorily be in accordance with the template furnished.**

The completed application needs to be validated before the deadline (**10th December 2020, 5pm**) for it to be eligible. It is possible to modify a validated application before the deadline of the funding call. You just have to login to your space and click on the Modify button. All modified applications need to be re-validated.

All incomplete or non-validated applications shall be deemed ineligible.

Please consult our Candidate guide before starting to fill in your application.

For additional information on scientific and administrative aspects, please contact : cancerinserm.preneoplasie@inserm.fr
 For additional information on financial aspects, please contact cancer.daf@inserm.fr
 For questions regarding EVA please contact eva@inserm.fr

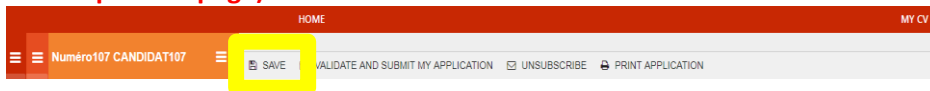
Click on each online form and please fill in the information required. Each completely filled in form is represented by a green tick mark against the form (in the orange band) and the contrary, when a form is incomplete; you will see a red attention symbol against the form (in the orange band).

You can change the language (or logout) of the EVA3 application using the button at the right top the page.

Identity Form /Fiche Identité

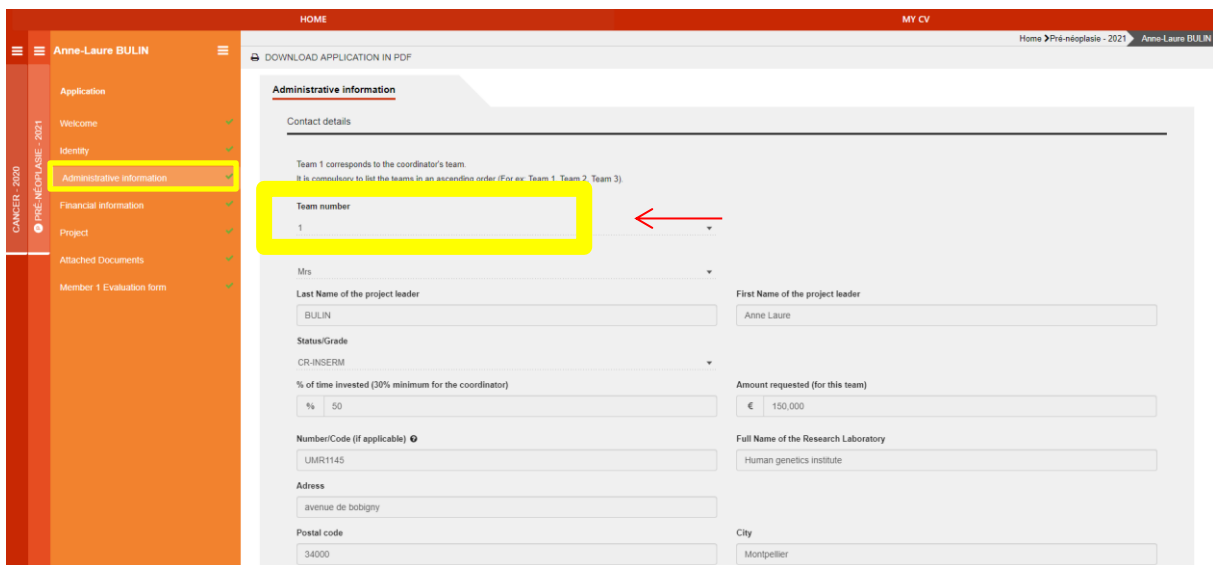
Information such as Solaris code, first name and surname are automatically recovered from your inscription. In this part, do not forget to enter your date of birth.

 Do not forget to save your information frequently by clicking on "Save" button (found at the top of the page)

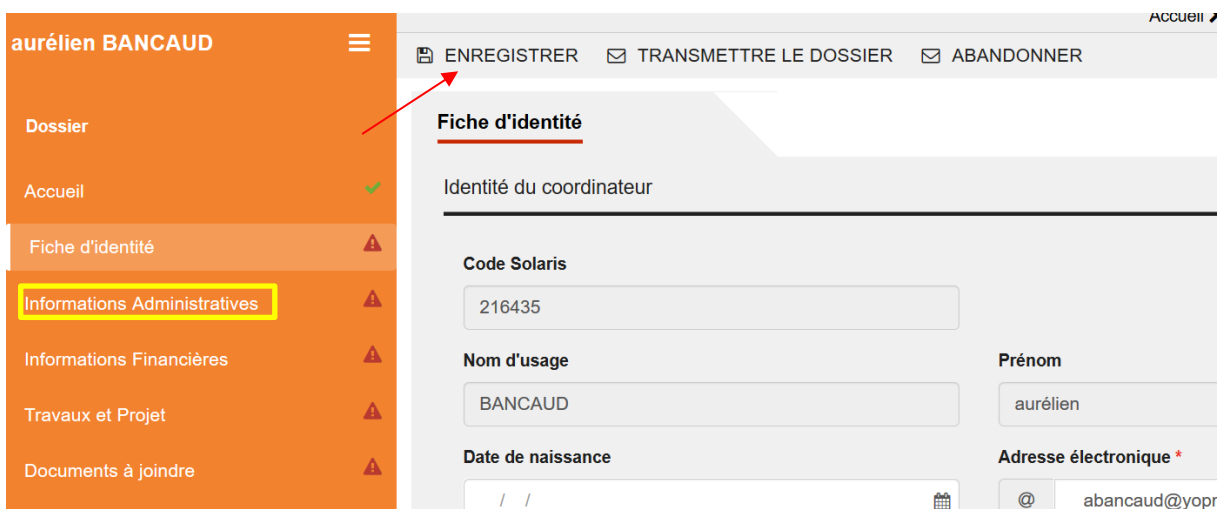


Administrative information Form/ Fiche Information Administratif

The teams in the consortium **need to be in numerical order** with team no.1 being that of the coordinator.



To add each team you need to click on Add element/Ajouter un élément. **This is a repetitive action for multi team consortiums. An application is considered ineligible if the details of all the teams are not entered.**



 Do not forget to save your information frequently by clicking on "Save" button.

Financial information Form/ Fiche Informations financières

To add each team you need to click on Add element/Ajouter un élément. **This is a repetitive action for multi team consortiums. An application is considered ineligible if the details of all the teams are not entered.** Remember there is a document called **financial annex**, to describe your budgetary expenses, that needs to be downloaded, filled in (with signatures and stamp) and uploaded (in PDF and Excel formats).

The screenshot shows the 'Financial information' form in the application portal. The left sidebar lists the application steps: Application, Welcome, Identity, Administrative information, Financial information (highlighted), Project, Attached Documents, and Member 1 Evaluation form. The main content area is titled 'Financial information' and contains the following fields:

- Team number: 1
- Affiliated administrative Structure (Employer): Inserm
- Legal Status (ex : EPST, EPIC...): EPST
- Administrator in charge: DR
- Last and First Name of the Legal Representative: Rep Bulin
- Title of the Legal Representative: Déléguée
- Address of the Managing Body: Route de ganges
- City of the managing body: Montpellier
- Postal Code of the Managing Body: 34000
- Phone Number of the Managing Body: 0425631789
- Fax Number of the Managing Body: (empty)

Project Form/ Fiche Travaux et Projet

Please fill in all the information required. Remember there is a document called **"Scientific file"** which needs to be downloaded and filled in and uploaded to elaborate more on your work.

The screenshot shows the 'Project' form in the application portal. The left sidebar lists the application steps: Application, Welcome, Identity, Administrative information, Financial information, Project (highlighted), Attached Documents, and Member 1 Evaluation form. The main content area is titled 'Project' and contains the following fields:

- Project title in English: New fields in Pre-neoplasia
- Project title in French: Avancement en Pré-neoplasie
- Project Acronym: Avapré
- Domain (Institut thematic(ITMO)): Cancer
- ITMO sub domain: genetic
- Key words of your research project (in French): tumeur, ADN, miam
- Key words of your research project (in English): tumor, DNA, mima

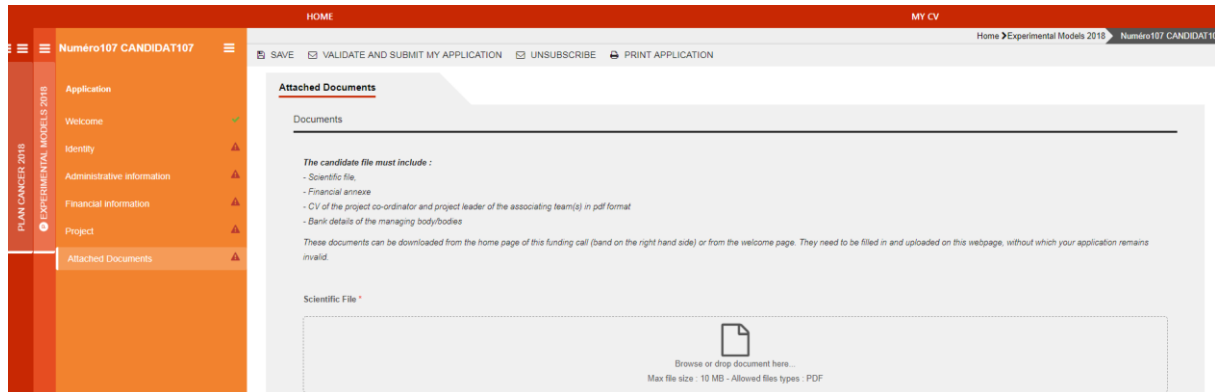
Only the references of **international experts** are acceptable (and you must propose at least one expert).



Do not forget to save your information frequently by clicking on "Save".

Attached documents Form/Fiche Documents à joindre

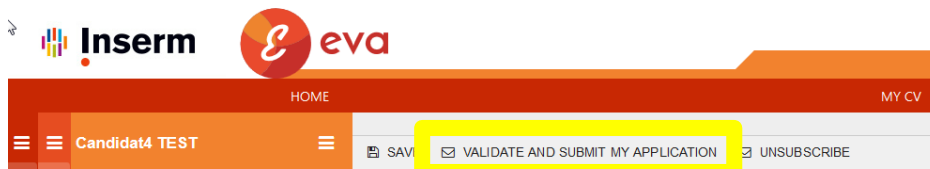
Download the documents (scientific file, financial annex (**in both PDF (with stamps and signatures) and Excel formats**), CV and other documents (eg: RIB), fill them in and upload them in the format (PDF/Excel) requested.



Do not forget to save your information frequently by clicking on "Save".

Validation of your application

Once your application is complete, which means you have filled in all the aforementioned online forms and the attached documents have been completed and uploaded and you are ready, please click "**Validate and submit my application/Valider et transmettre le dossier**". Following this, you will receive a confirmation email upon submission. In case you have not received this email please contact, eva@inserm.fr. You may modify your application after submission but only until the deadline. If this is the case, do not forget to validate your application after each modification, for your application to be accepted.



You may delete/cancel your application at any point before submission by clicking on the button **Unsubscribe/Abandonner** (next to the button "Validate").



A confirmation email will be sent after each action of submission / abandon / modification. In case, you have not received this mail please contact, eva@inserm.fr.



All incomplete files will automatically be deemed ineligible.