

Characterization of preneoplastic lesions and stratification of their evolving risks

- ✓ ☐ Gather the necessary information of the call and download the required templates at:
<https://pro.inserm.fr/SD-Cancer>
- ✓ ☐ Create your account on eva3 platform (for non-Inserm applicants):
<https://www.eva3.inserm.fr/login>
- ✓ ☐ Fill in the online forms (they are obligatory*) at your personal space on the eva3 platform
- ✓ ☐ Fill in the scientific file (as per the template provided <https://pro.inserm.fr/SD-Cancer>). Some useful points to consider while writing this part as suggested by our reviewers during the course of different committees:

Make your application easy to read and understand

- Aim your scientific proposal at people who have specific expertise in your field as well as those who have broader research experience.
 - Provide a balanced overview of the background, rationale and supporting evidence. Refer to appropriate studies by others and use preliminary data, pilot studies and/or scoping research to support your research question(s).
 - Give enough detail that reviewers can understand what you are proposing, how it will be carried out and whether it is feasible (**section 2-1 of the scientific file**)
 - Request research costs that are necessary for your project. Make sure you are aware of what you can and cannot ask for – this information is available in the call text and on the first page of the template for financial annexe (**section 2-4 of scientific file, budget justification**).
 - Use a title that is specific and reflects the importance of the proposal. Structure the document with clear headings and subheadings.
 - Write in clear English and avoid repetitions of technical jargon where possible. Keep abbreviations and acronyms to a minimum – define them when they are first used.
 - List all references consistently (**section 2-5 of the scientific file**).
 - Use diagrams and figures where appropriate.
 - Proof read for spelling and grammar mistakes before submitting.
- ✓ ☐ Get the financial annex (as per the template provided <https://pro.inserm.fr/SD-Cancer>) filled in by the managing body in conformity to the financial regulations of the call text. This should be filled in for each participating team and should be signed and stamped by **the legal representative** of respective managing bodies.
 - ✓ ☐ The CV of the coordinator and that of the partners should be filled in as per the template <https://pro.inserm.fr/SD-Cancer> provided compiled into a single document.

- ✓ ☐ Provide a recent organisational chart of the coordinator's and the different partner's unit indicating the participating research teams. Your administrative office should be able to provide you the most recent chart.
- ✓ ☐ The Bank Identity Statement of each Managing Body, your managing body should be able to help you with it.
- ✓ ☐ Your response to committee feedback in the case of a resubmitted project. It is very important that you have taken into account the feedback from the previous year as the reviewers put in a lot of time and energy to go through each project. In case, the provided feedback is not pertinent, indicate why and how you think it is not pertinent.
- ✓ ☐ Administrative authorisation for the use of data included in the scientific file, in case its applicable