

Field	Requirement*	Description	Example	Type	Max Size (Characters - unless specified otherwise)	Uses	Notes
AwardCode	Required	The award code, award id or other code that forms a unique identifier for each record, or group of related records.	CA12345	text	25	Web pages, Web searches, reports	Used with sponsor code to form unique identifier
AwardStartDate	Required	Award Start Date	20/12/2002	date	n/a	Web searches, reports	The start date for the entire award (as defined by the AwardCode). If you have multiple sub-projects, the AwardStartDate must be the same for all. This, with the AwardEndDate, determines whether an award is active in any given calendar year on the website search.
AwardEndDate	Required	Award End Date	20/12/2003	date	n/a	Web searches, reports	The end date for the entire award (as defined by the AwardCode). If you have multiple sub-projects, the AwardEndDate must be the same for all. This, with the AwardStartDate, determines whether an award is active in any given calendar year on the website search.
Sourceld	Optional	Any alternative identifier used in your database or files	20123	text	50	Data maintenance, reports	
AltId	Required	For single component awards, this can be identical to the AwardCode. For multi-component awards (e.g., Awards with multiple sub-projects or other categories), this is the unique identifier for the sub-project	5R01CA033148-16	text	35	Web searches, reports	Start and end dates for AltIDs are defined by BudgetStartDate and BudgetEndDate.
AwardTitle	Required	The title of the award	Laboratory Studies of Pain Control	text	550	Web pages, Web searches, reports	
Category	Optional	Parent, Sub-Project, Supplement, Renewal, Non-Competing or Other code can be used to describe relationships to other projects. Leave blank if the project has no relationship to other awards in the submission workbook.	Parent	text	25	Web pages, Web searches, reports	
AwardType	Required	Award type as follows: R = Research, T = Training, C = Clinical Trial	R,T,C	text	6	Web searches, reports	
Childhood	Optional	y/n. Please mark as y if of (any) relevance to Childhood or adolescent cancers	y	text	1	Web searches, reports	The data upload script will convert this to 1 (y) or 0 (n) in the database.
BudgetStartDate	Required	Budget Start Date	01/10/2002	date	n/a	Web pages, Web searches, reports	For single awards with no sub-projects, this can be identical to the AwardStartDate, or can reflect a different budgeting allocation if preferred. Multiple sub-projects related to one AwardCode can have different BudgetStartDates. ICRP calculates calendar year funding from AwardFunding, using BudgetStart and BudgetEnd dates to allocate appropriate amounts to each calendar year. Please ensure that the BudgetEndDate is equal to or later than the BudgetStartDate.
BudgetEndDate	Required	Budget End Date	30/12/2003	date	n/a	Web pages, Web searches, reports	For single awards with no sub-projects, this can be identical to the AwardEndDate, or can reflect a different budgeting allocation if preferred. Multiple sub-projects related to one AwardCode can have different BudgetEndDates. ICRP calculates calendar year funding from AwardFunding, using BudgetStart and BudgetEnd dates to allocate appropriate amounts to each calendar year. Please ensure that the BudgetEndDate is equal to or later than the BudgetStartDate.
CSOCodes	Required	CSO codes, separated by commas.	1,2,5,3	number	n/a	Web pages, Web searches, reports	Use the <i>CSO Codes</i> worksheet to determine codes. Enter only CSO codes--not names or descriptions. If your database is not set up to provide data in this format, use the old format (CSOCode1....8) and ICRP will convert for you. Most awards can be described with 2 CSO codes, but additional codes can be used for complex or multi-disciplinary awards.
CSORel	Optional	CSO percent relevance, separated by commas. If blank, CSOcodes will be equally weighted	50,50	number	n/a	Web pages, Web searches, reports	If blank, CSO codes will be assigned equal weighting during the upload process.

Field	Requirement*	Description	Example	Type	Max Size (Characters - unless specified otherwise)	Uses	Notes
SITECode	Required	Cancer Site codes, separated by commas	2,7,37,28	number	n/a	Web pages, Web searches, reports	Use codes from "Site Codes" worksheet. Enter only codes--not names or descriptions. If your database is not set up to provide data in this format, use the old format (CSOCode1....8) and ICRP will convert for you.
SITERelevance	Optional	Cancer Site percent relevance, separated by commas. If blank, Site codes will be equally weighted	25,25,25,25	number	n/a	Web pages, Web searches, reports	If blank, Site codes will be assigned equal weighting during the upload process.
AwardFunding	Flagged	Funded amount as Total Cost per Award, or per sub-project, supplement etc..	\$525,125	currency	n/a	Reports. Funding information is not displayed on the public web site.	Provide as your local currency (e.g., UK Pounds, US Dollars, etc.) and note the currency used in the Partner Information sheet. If providing multiple sub-projects, do not double-account by rounding up sub-projects and submitting the full amount in parent project also. Parent projects can be \$0 funding if necessary, but null values will not import into the database.
Annualized	Flagged	n' if the total project costs for the lifetime of the award are included, 'y' if additional funding lines will be	n	number	1	Reports.	The data upload script will convert this to 1 (y) or 0 (n) in the database.
FundingMechanism Code	Optional	Funding Mechanism Code	LA1	text	3	Web pages, reports	A code for the mechanism through which the project is coded.
FundingMechanism	Optional (required if FundingMechanismCode is provided)	Funding Mechanism Description	Link Award	text	200	Web pages, reports	
FundingOrg	Optional (see note)	Abbreviation of the Funding Organization name.	NCI	text	15	Web pages, Web searches, reports	Funding organization name
FundingDiv	Optional	Division, office, dept, or what not of the Funding Organization.	Department of Cancer Biology	text	75	Reports	
FundingDivAbbr	Optional (required if FundingDiv is provided)	Abbreviation or short name for the funding division	DCB	text	10	Reports	
FundingContact	Optional	Name of the funding org's award officer, grant manager, or other contact person	Smith, John Q.	text	75	Reports	
PILastName	Flagged	Last name of Principal Investigator	Smith	text	35	Web pages, Web searches, reports	Note: sub-projects (defined by AltID) can have different PI names
PIFirstName	Flagged	First name or initials of Principal Investigator	John or J.Q.	text	25	Web pages, Web searches, reports	Note: sub-projects (defined by AltID) can have different PI names
Institution	Flagged	Name of the institution receiving funds.	University of Southern California	text	75	Web pages, Web searches, reports	
City	Flagged	City of institution	Los Angeles	text	75	Web pages, Web searches, reports	
State	Flagged. If US, flagged if missing.	State of institution	CA	text	2	Web pages, Web searches, reports	
Country	Flagged	Country code of institution (use attached list)	US	text	2	Web pages, Web searches, reports	Use the attached list of Country Codes.
PostalZipCode	Optional	Postal or zip code for the Institution	LH7 2BT	text	15	Web pages	
InstitutionICRP	Office use only	De-duplicated institution name		text	75		De-duplicated Institution name - will be added by ICRP
Latitude	Office use only	Latitude of Institution	42	number	n/a		Mapped from ICRP tables
Longitude	Office use only	Longitude of institution	-41	number	n/a		Mapped from ICRP tables
GRID	Office use only	ID of Host institution		number	n/a		Mapped from ICRP tables

Field	Requirement*	Description	Example	Type	Max Size (Characters unless specified otherwise)	Uses	Notes
TechAbstract	Required	The award's technical abstract		text	2 gig	Web pages, Web searches, reports	Must be provided as ASCII or HTML text. Please insert English abstracts ONLY here. When saving your workbook, please select Tools/Web Options/Encoding/Save as Unicode(UTF-8) to preserve special characters.
LayAbstract	Optional	Lay or Non-English abstract if available		text	2 gig	Web pages	Must be provided as ASCII or HTML text. If you are providing an additional abstract in your organization's normal working language, please include this here. When saving your workbook, please select Tools/Web Options/Encoding/Save as Unicode(UTF-8) to preserve special characters.
RelatedAwardCode	Optional	The AwardCode of an award related to the current award that is in another organization's submission or in the current ICRP database. Please note that relationships within your own organization's submission can be described using AwardCode and AltID	12345	text	25	Web pages, reports	Please contact operations@icrpartnership.org to discuss if you wish to use this
RelationshipType	Required if a RelatedAwardCode is entered.	This award's role in the relationships (see note)	C (for child); S (for sibling)	text	1	Web pages, web searches, reports	Please contact operations@icrpartnership.org to discuss if you wish to use this
ORCID	Optional	If known, provide ORCID iD of Principal Investigator.	0000-0001-5000-0007	text	19	Links to ORCID system.	Follow format of example provided: nnnn-nnnn-nnnn-nnnn
OtherResearcherID	Optional	If an ID from another system (non-ORCID) is known, provide ID in same format as used on external system.		text	50	Links to other system.	Follow format adopted by other external system.
OtherResearcherIDType	Optional	Specific types will be added later, feel free to provide terse text description or name of the other researcher Id		text	50	Helps to identify other system to link to.	Free text, just provide name of other ID system, and web-team will build up a formal list of types as we establish them.
CSOCode1...8	Required	One or more columns of CSO Codes. One code per column. Although up to 8 columns will be accepted, no more than 2 CSO codes per award should be provided except for large multidisciplinary research efforts such as the NCI Cancer Centers, SPOREs, etc.	1.5	number	n/a	Web pages, Web searches, reports	Old format CSO codes. Header of each column to be CSOCode1, CSOCode2, etc. See template.
CSORel1...8	Optional			number	n/a	Reports. Relevance is not displayed on the web site.	Please leave blank if you are happy for multiple CSO codes to be equally allocated for percentage relevance. If you wish to allocate specific percentages (e.g., 50%, 25%, 25%) please indicate here.
SiteCode1...12	Required	One or more columns of Site Codes (see worksheet "Site Codes"). One code per column, up to 12 columns per award.	7	number	n/a	Web pages, Web searches, reports	Use codes from "Site Codes" worksheet. Enter only codes--not names or descriptions. Header of each column to be SiteCode1, SiteCode2, etc. See template.
SiteRel1...12	Optional	The percent (as a whole number) to which the award is relevant to each site code provided. One relevance per column, up to 12 columns per award.	75	number	n/a	Reports. Relevance is not displayed on the web site.	Header of each column to be SiteRel1, SiteRel2, etc. See template. Number of columns must match the number of SiteCodes provided.

*** Requirements**

The three levels of data requirements are as follows:

- Required

The element must be provided in acceptable format for the record to be entered into the database. If missing or if provided in an unacceptable format, the record will be rejected and the providing Partner Organization will be notified.
- Flagged

The element should be provided. If it is missing, the record will be accepted in the database but will be flagged for correction by the providing Partner organization. If provided, it must be in acceptable format or the record will be rejected. If not corrected, the record will remain in the database but it may not appear in search results as expected.
- Optional

The element is not required and, barring other complications, the record will be imported with or without it.