

User Manual:

How to Submit Projects to the Global Cancer Project Map Website

gcpm2.globalonc.org

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Introduction

Thank you for sharing projects on the Global Cancer Project Map (GCPM) website. You are helping create a valuable tool for the global oncology community. If you have questions, please contact the GCPM team at data@globalonc.org. We are here to help.

BEFORE SUBMITTING A PROJECT...

Save time by checking if your project is already on the map. The projects on the GCPM came from a variety of sources. Before submitting a new project, please search the map at gcpm.globalonc.org to confirm it is not already included.

→ YES, I FOUND MY PROJECT!

Great! Please create a user account, login to your account, go to the project page and click “This is my project.” An administrator will help associate you with your projects.

→ NO, MY PROJECT IS NOT THERE.

Please follow the instructions in this manual to submit your project(s) for inclusion on the Global Cancer Project Map.

Preparing Your Information

Projects are submitted to the Global Cancer Project Map (GCPM) through an online form. Below is a list of the **project details** needed to complete the form.

A FEW NOTES AS YOU GATHER THE PROJECT INFORMATION

- Fields marked with (*) are required.
- If you do not have all the required information, contact an administrator at data@globalonc.org for assistance. We want to help include your projects.
- If your project includes an Organization, Project Lead, Funding Source, or Collaborator name that is *on the map website*, you will be able to select it from a list of autocomplete options when you enter it in the online form. If the name you are entering is not already on the website, you will be able to enter a new one.
- You will be able to update your projects after they are submitted.

PROJECT DETAILS

Start Date and End date* - If there are no formal start and end dates, please approximate

Title* - simple description of the project in 255 characters or less

Project Website - a web address for the project

Summary* - an abstract or brief description of the project

Funding Source* - Foundations, government agencies, institutes, or other entities that provide significant financial support to the project.

Project Type(s)* - The online form will have the following list of options. Make a note of all that apply so you can select them on the form.

Cancer detection	Palliative care
Cancer prevention	Research, basic
Cancer screening	Research, clinical
Cancer surveillance, cancer registries	Research, population-based
Cancer treatment	Training
Capacity building	

Cancer Type(s)* - The online form will have the following list of options. Make a note of all that apply so you can select them on the form.

All cancers but non-melanoma skin cancer	Hodgkin lymphoma	Multiple myeloma and immunoproliferative diseases	Prostate
Bladder	Kaposi sarcoma	Nasopharynx	Sarcoma
Brain, nervous system	Kidney, renal pelvis and ureter	Non-Hodgkin lymphoma	Stomach
Breast	Larynx	Non-Melanoma skin cancer	Testis
Cervix uteri	Leukaemia	Oesophagus	Thymus
Colorectum	Lip, oral cavity	Other pharynx	Thyroid
Corpus uteri	Liver and intrahepatic bile ducts	Ovary	Trachea, bronchus and lung
Gallbladder	Melanoma of skin	Pancreas	

Project Lead(s)* - The person(s) with primary responsibility for the project. This should be the named Principal Investigator on a grant-funded project. For other projects, it is a Program Director, Project Manager, or other leader. You will also be able to provide an optional position title and website.

Collaborators* - All additional individuals who play a leading role at a collaborating site and their affiliated organizations. You will also be able to provide an optional position title and website.

Email address(es)* - An email address for the Project Lead is required. It is preferred to have an email address for all collaborators, though they are optional.

Organization* - Name and address of the institutions affiliated with the project lead and collaborators.

Organization Type* - The online form will have the following list of options to choose from:

Company	Healthcare
Education	Nonprofit
Facility	Other
Government	

Latitude & Longitude* - This is automatically generated if the organization is already in the system. Otherwise, it needs to be acquired based on the Organization's address. These coordinates can be acquired from www.latlong.net or similar websites.

SAMPLE PROJECT INFORMATION

Title Raising Global Collaboration in Cancer Research and Cancer Control

Funding Source Global Oncology, Inc.

Summary

The Global Cancer Project Map aims to: 1) Facilitate the breaking down of silos and building of collaboration, 2) Accelerate the progress, ensure a balanced investment of resources, and align global cancer care and control efforts, and 3) Provide resources to view and better understand international efforts in cancer research and control.

Cancer Type Lung, Breast, and Prostate

Start Date 5/1/2015

End Date 5/1/2016

Project Lead Name and Email Address

John Smith, john@globalonc.org

Project Lead Organization

Global Oncology, Inc.

415 Main street. Cambridge, MA 02139 USA (Latitude: 42.37, Longitude: -71.06)

Type: Nonprofit, Other info: www.globalonc.org

Collaborators and their Organizations

Jossie Xiu, jxiu@globalonc.org

Global Oncology, Inc.

415 Main St, Cambridge, MA 02139 USA (Latitude: 42.37, Longitude: -71.06)

Type: Nonprofit, Website (optional): www.globalonc.org

Don Park, jpark@NHospital.org

Nairobi Hospital

12 Karen Road Nairobi, Kenya (Lat: -1.346654, Long: 36.714204)

Type: Nonprofit

How To Submit Projects

Projects are submitted by registered users using the online form on the Global Cancer Project Map website at gcpm2.globalonc.org.

AS FEW NOTES AS YOU SUBMIT YOUR PROJECT

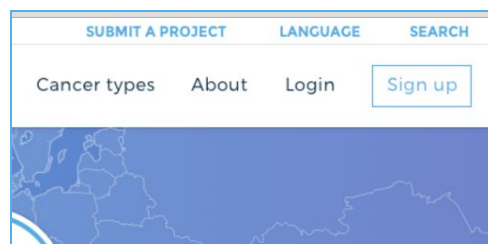
- You must accept the following **User Acknowledgement** terms at the bottom of the form to submit projects:

“Submitted information will be verified by the GCPM team to ensure data quality, and may be standardized and/or formatted for consistency before it is published. Checking this box acknowledges that you agree to share this information for public display on the Global Cancer Project Map.”

- If there are changes to a project, you can return to the form and update it.
- Have a large number of projects to submit? Contact data@globalonc.org to discuss additional submission options.

CREATE A USER ACCOUNT

1. On the GCPM homepage, click the **Sign Up** button in the upper right hand corner as shown on the right, and fill in your name and contact information to register, as shown below. You will receive a confirmation email with a link. Click on that link to complete your registration.



Sign up

MANDATORY FIELDS

E-MAIL*

NAME

OPTIONAL INFORMATION

ORGANIZATION

TITLE

JOIN NETWORK

2. Return to the GCPM website and follow the link to **Login** to your account, as shown on the right.

jenn@globalonc.org

☐ Remember me

LOGIN

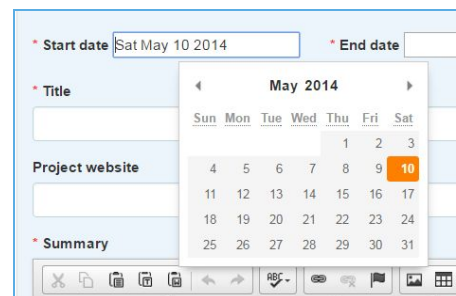
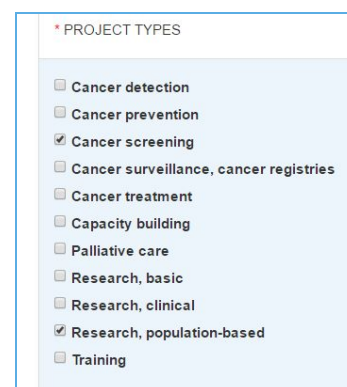
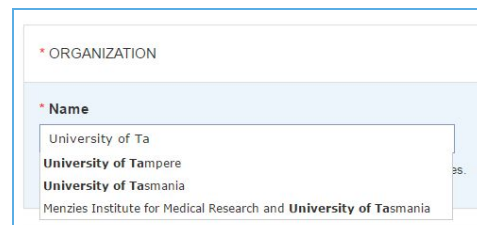
Sign up

Forgot your password?

3. Go click on the **Submit A Project** button to open the online form. Then **fill in the fields** as described in the next section.

COMPLETE THE ONLINE FORM

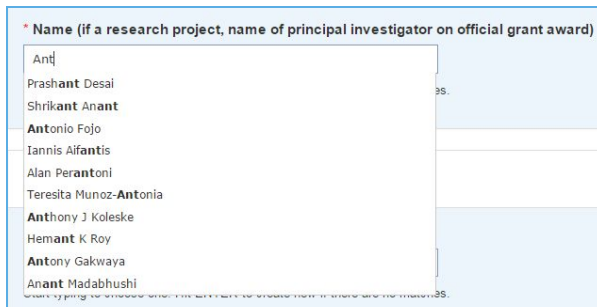
1. Enter the **Start Date** and **End Date** by a) typing them in or b) by clicking on the field to bring up a calendar and selecting it, as shown.
2. Enter the **Project Title** (255 character limit) and **Project website** (optional).
3. Enter a project **Summary** by typing it in or copying and pasting it from another source. This may be an abstract, executive summary, or other few paragraphs describing the design and goals.
4. Enter the **Cancer Type(s)** and **Project Type(s)** relevant to the project by clicking on the boxes next to the appropriate options as shown.
5. Begin typing the **Organization Name** affiliated with the Project Lead and a list of similar options will appear in a drop down list, as shown. If you see the Organization you are entering, select it and automatically fill in related fields.


If the organization is not on the list, continue filling in the complete organization name. When you push the enter button or tab out of the field, additional related fields will appear, as shown, to be filled in manually. Please fill in the address fields (required), latitude and longitude fields (required), organization type (required), and website (optional).

Latitude and **Longitude** coordinates can be acquired using the Organization address from www.latlong.net or similar websites.

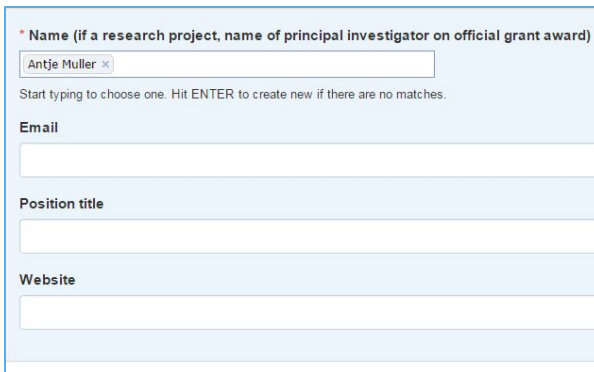
6. Begin typing the **Project Lead Name** and a list of similar options will appear in a drop down list, as shown. If you see the person's name you are entering, select it and automatically fill in related fields.



* Name (if a research project, name of principal investigator on official grant award)

Antje

- Prashant Desai
- Shrikant Anant
- Antonio Fojo
- Iannis Aifantis
- Alan Perantoni
- Teresita Munoz-Antonia
- Anthony J Koleske
- Hemant K Roy
- Antony Gakwaya
- Anant Madabhushi



* Name (if a research project, name of principal investigator on official grant award)

Antje Muller x

Start typing to choose one. Hit ENTER to create new if there are no matches.

Email

Position title

Website

If the name you are entering is not on the list, continue filling in the person's complete name. When you push the enter button or tab out of the field, additional related fields will appear, as shown, to be filled in manually. Please fill in an email address (required), and the person's position title and website (both optional), if available.

7. Enter the first **Funding Source** and a list of similar options will appear in a drop down list, as shown. If you see the funder you are entering, click to select it and automatically fill in related fields.



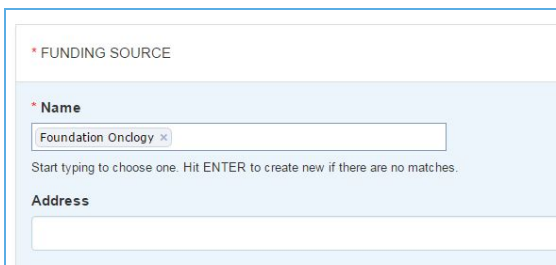
* FUNDING SOURCE

* Name

Foundation

- World Child Cancer Foundation
- ASCO - Conquer Cancer Foundation
- Bill & Melinda Gates Foundation | US NIH
- Florida Breast Cancer Coalition Research Foundation
- St. Baldrick's Foundation
- Farrah Fawcett Foundation Stand up to Cancer
- Teleton Foundation
- Vietnam Education Foundation
- Me foundation

Accept these terms



* FUNDING SOURCE

* Name

Foundation Oncology x

Start typing to choose one. Hit ENTER to create new if there are no matches.

Address

If the funder you are entering is not on the list, continue filling in the complete name. When you push the enter button or tab out of the field, address fields will appear, as shown, to be filled in manually. Repeat this process to add additional funders.

8. Read the **User Acknowledgement** and click the box if you agree to its terms. You must accept the terms to proceed and submit your project. If you accept

the terms, click the **Submit** button to bring up the option to add **Collaborators**.

9. If the project has **Collaborators**, click the Add Collaborators button to bring up additional fields.
10. Enter the **Collaborator Organization Name** and repeat the process described in step 5 for entering an Organization Name.
11. Begin typing the **Collaborator Name** and repeat the process described in step 6 for entering a Project Lead Name.

If you do not know the names of all of the collaborators, submit the project with the information you have available. When you get the name(s) for additional collaborators, or if the project collaborators change, return to the form to edit it as needed.

12. If you have another **Collaborator** to enter, click **Add Collaborator** and repeat steps 9 through 11 until all are entered.
13. When you have entered all of the project information and collaborators, click the **Submit** button.
14. To enter another project, click **Create a Project** at the top of your user account page and repeat the steps for completing the form.

15. To **Edit** a project you submitted, click **List your projects** at the top of your user account page, as show, to open the form for editing.

ID	TITLE	ORGANIZATION	INVESTIGATOR	ACTIVE	STATUS	ACTIONS
1846	Nationwide Cancer Prevalence in Ethiopia: an mHealth Verbal Autopsy Study	Advanced Clinical Consultation & Research Center	Yohannes Woldeamanuel	true	published	Edit Delete
1832	Retrospective Review of Liver Cancer Diagnosis, Treatment, and Outcomes at INCAN	Instituto de Cancerología	Eduardo Gharzouzi	false	published	Edit Delete

If you have questions,

please contact us at data@globalonc.org