



# **MULTIPLE SCLEROSIS SOCIETY OF CANADA**

## **RESEARCH FUNDING PROGRAMS AND AWARDS POLICIES AND PROCEDURES**

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## **INTRODUCTION**

### **MISSION OF THE MULTIPLE SCLEROSIS SOCIETY OF CANADA**

To be a leader in finding a cure for multiple sclerosis and enabling people affected by MS to enhance their quality of life.

The Multiple Sclerosis Society of Canada (MSSOC) was organized in 1948 by people with a particular interest in multiple sclerosis and is chartered as a non-profit charitable organization. The MSSOC is empowered to make grants of money for use by individuals within lawfully established agencies or institutions to further its mission.

### **IMPORTANT THEMES IN MS RESEARCH**

The MSSOC will consider any bona fide request for research or training support relevant to the MSSOC's mission. Research and training with direct applicability to individuals with multiple sclerosis (MS) is encouraged wherever practical and possible.

For investigator-initiated support requests, no topic restrictions are imposed, other than the required demonstration of relevance to MS. The grants and awards that are available fall under two main streams that seek an understanding of the cause, prevention and cure:

#### **BIOMEDICAL RESEARCH**

Biomedical research grants are available to encourage studies into the biomedical aspects of multiple sclerosis, myelin biology and neurobiology, with a focus on basic and applied knowledge that will lead to control of myelin breakdown, neuroprotection, restoration of myelin and neurophysiologic and functional recovery, immunologic basis of MS, including pathophysiology, measures of disease activity, including imaging technology and the identification and use of surrogate markers.

#### **CLINICAL AND POPULATION HEALTH RESEARCH**

Clinical and population health research grants are available to encourage research studies into the population health aspects of MS, such as studies of epidemiology, outcomes research, health economics, monitoring of disease activity and treatment, susceptibility to MS, including genetic, gender-related, and other factors, health care delivery/policy, cognitive, psychosocial and rehabilitation research aimed at improving quality of life for those affected by MS.

## **ADMINISTRATION OF THE RESEARCH GRANTS AND TRAINING PROGRAMS**

The intention of the MSSOC is to encourage and support only the highest quality of research and training in areas related to MS. For investigator-initiated grants and training awards, the primary appointment of the principal investigator must be with a not-for-profit institution, and the payee must be a not-for-profit institution. The principal investigator must be authorized to submit an application under the terms of that institution.

The administration of Operating Research Grants, Donald Paty Career Development Awards, Postdoctoral Fellowships and Research Studentships, is the responsibility and function of the Research Department of the National Office of the MSSOC, with the aid and advice of various permanent and ad hoc committees and other special consultants. These advisors are selected for their knowledge within their chosen fields and for their recognized accomplishments in research. All applications for support are reviewed and evaluated by the appropriate reviewing bodies.

The payment of grants and awards approved by the MSSOC's National Board of Directors for the support of these programs is contingent upon the availability to the MSSOC of the necessary funds. All awards are made in Canadian dollars.

## **RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS**

The MSSOC will not support research involving human subjects without proper approval of the specific research proposed from the grantee institution's human institutional review board. This approval must be signed by the Chairperson of the Committee.

The MSSOC believes that there is evidence of important benefits to people with MS through stem cell research. Accordingly, it will consider funding research on all types of human cells if that research follows Federal Government legislation and CIHR guidelines.

For research involving animals, approval from the grantee's institutional animal use and care committee must be granted prior to the release of any funds from the MSSOC. This approval must be signed by the Chairperson of the Committee.

## **INDEMNIFICATION POLICY**

The MSSOC is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the research project or investigation related to this grant. The Grantee and Institution acknowledge responsibility for the conduct of research or investigation related to this grant, and release of the MSSOC from all claims or liability that may arise from the conduct of research or investigation related to this grant or award resulting from any act or omission on the part of the Grantee and Institution, their employees, agents or representatives to the extent allowed by applicable law.

## **AWARD SCHEDULE FOR APPLICATIONS**

**Operating Research Grants:** deadline October 1st of each year, with funding beginning April 1st

**Donald Paty Career Development Awards:** October 1st of each year, with funding beginning July 1st

**Postdoctoral Fellowships:** October 1st of each year, with funding beginning July 1st

**Research Studentships:** October 1st of each year, with funding beginning July 1st

## **EQUAL OPPORTUNITY REGULATIONS**

The MSSOC adheres to a policy of equal opportunity in employment and requires that all Canadian institutions to which its research or training awards are made adhere to federally or provincially mandated equal opportunity policies; institutions outside of Canada must adhere to locally applicable equal opportunity policies.

## **AVAILABILITY OF RESOURCES**

Investigators who receive funds from the MSSOC are expected to share research resources developed with the MSSOC's support with other qualified investigators working on multiple sclerosis. Examples of such resources include (but are not limited to) cell lines and clones, antibodies, and nucleotide and protein sequences.

## **POLICY ON SCIENTIFIC MISCONDUCT AND FRAUD**

Any institution that receives funds from the MSSOC must have written policy guidelines on conflict of interest and scientific misconduct and fraud. It is the responsibility of the institution and the grantee/awardee to inform the MSSOC immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by the MSSOC, and to keep the MSSOC informed in a timely manner of the progress and outcome of such investigation. A finding by the institutional investigation that the investigator was guilty of research fraud or misconduct is sufficient grounds to terminate MSSOC support of a project, and may jeopardize future support for the investigator from the MSSOC.

## **OPERATING RESEARCH GRANTS**

The primary aim of the MS Society of Canada (MSSOC) is to stimulate and support research in multiple sclerosis (MS). The MSSOC welcomes applications that are fundamental as well as applied studies, non-clinical or clinical in nature, including projects in patient management, care and rehabilitation. In order to carry this out, the MSSOC welcomes applications for funds from researchers with studies related to MS which may serve in any way to advance the mission of the MSSOC

There are two streams of research, biomedical and clinical and population health. All MSSOC grant applications are reviewed by either the Biomedical Research Review Committee or Clinical and Population Health Research Review Committee, and additionally, are externally reviewed. Applicants are encouraged to submit the names and email addresses of those who would be suitable and appropriate external reviewers.

## **ELIGIBILITY**

**Principal Applicant:** It is expected that the person indicated as the principal applicant in an application for a grant is the one who is personally and actively responsible for the conduct of the research and who is considered eligible by his or her institution to apply for a research grant. The principal applicant need not be a Canadian citizen but must be conducting research in a Canadian institution. The Principal Applicant is autonomous regarding their research activities, has an academic or research appointment which allows the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding and is to supervise trainees and to publish research activities.

- A **Principal Applicant** is defined by the MSSOC as an individual who is responsible for the direction of the proposed research project and is the main contact person for the grant.
- A **Co-Principal Applicant** is defined as an individual who shares responsibility for the direction of the proposed research project with the Principal Applicant and meets the eligibility criteria of a Principal Applicant.
- A **Co-Applicant** is defined as an individual who contributes to the proposed research project.
- A **Collaborator** is defined as an individual whose role in the proposed research project is to provide a specific service (e.g., access to equipment, training in a specialized technique, statistical analysis etc.).

**Institution:** Institutions are the official recipients of grants made for the support of specific research by the principal investigator.

## **PREPARATION AND REVIEW OF APPLICATIONS**

**Application Procedure:** The MSSOC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSOC's website: <https://www.mscanadagrants.ca>. All applicants for regular research grants are required to use the website for the completion of their proposal.

**Timing:** Deadlines for completed research grant applications is October 1<sup>st</sup>. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

**Term:** The MSSOC supports operating grants for terms of one to three years.

## **CONDITIONS OF RESEARCH GRANT AWARD**

**Notification:** The principal investigator will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement must be returned to the MSSOC in order for the funds to be released. Payment of the grant will be remitted as stated in the letter of agreement and Accounting Procedures. Payment of subsequent quarters is dependent upon a) receipt, review, and approval by the MSSOC of the semi-annual financial reports and b) receipt, review and approval by the MSSOC of annual research progress reports.

**Renewal Grants:** Grants are not renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application for a new grant.

**Unspent Funds:** Budgets in applications for grants are estimates of the funds required to perform the research indicated, unexpended funds may be carried over to the next year of the approved funding term.

If a renewal grant is approved for support, remaining funds from the previous grant may be carried over to the renewal grant, however, the carry over of funds must be approved by the MSSOC following review of the Final Financial Report. The Final Financial Report must be submitted within 30 days of the funding term or the MSSOC may withhold future payments on the renewal grant. The MSSOC reserves the right to not allow carry over of the funds from the previous grant if the residual funds are determined by the MSSOC to be excessive.

Unexpended funds remaining at the termination of the grant must be returned to the MSSOC within 6 months if renewal support is not awarded.

**No Cost Extension of Award:** An extension of the term of a grant without additional funds may be approved when requested and justified in writing. Extensions of term will be for either 6 or 12 months and may only be requested once for any given grant. A request for an extension must include: (1) the amount of money to be carried into the

extension period; (2) a statement of why the funds were not used in the original grant period; (3) a statement of how the funds will be used during the extension; (4) an official up-to-date financial report. A request for an extension must be made at least 90 days before the termination date of a grant.

**Transfer of a Research Grant Award:** The MSSOC retains the right to transfer a grant from one institution to another (only if the institution is Canadian), along with the transfer of the principal investigator, upon the principal investigator's written request. For the approval of such a transfer, the MSSOC requires a letter of acknowledgment signed by the new institution. For research involving human subjects and/or animals, written approval from the new institution's Institutional Review Board and/or the Animal Care and Use Committee must be received prior to initiation of payment. In addition, the original institution must submit an acceptable report of expenditures and return all unexpended funds to the MSSOC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the grant is received by the MSSOC at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the old institution prior to the transfer date.

**Change of Principal Investigator:** In most cases, a grant terminates when the principal investigator becomes unable to continue supervision of the research. However, within 30 days after such an occurrence, the original institution may request that the grant be continued with the responsibility transferred to a new principal investigator until the grant can be terminated appropriately or until a new, complete application can be submitted by the new principal investigator. Such changes cannot be effected without prior approval in writing by the MSSOC.

**Termination of Research Grant Award:** A research grant award may be terminated before the end of the project: (1) if the principal investigator requests, in writing, that the award be terminated; (2) if the principal investigator is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the principal investigator fails to notify the MSSOC of any change in his/her affiliation with the department or institution on record at the time the award was made; (5) if the principal investigator changes any aspect of the award from that which was originally approved by the MSSOC, including significant changes in the specific aims of the research studies, without prior notification and approval by the MSSOC; (6) when annual reports of progress are not received from the principal investigator by March 1<sup>st</sup> of every year of each award anniversary year; (7) if the principal investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the MSSOC.

## **GENERAL CATEGORIES OF EXPENDITURES**

Investigators may request funds for the following categories of expenditure: salaries for professional and non-professional personnel, patient costs, permanent equipment

(generally \$5,000 or less), consumable supplies and travel. The grant budget cannot include indirect costs.

**Personnel:** All personnel paid from grant funds shall be in accordance with the prevailing policies of the grantee institution. However, budgets for multi-year studies cannot include cost-of-living or similar salary increases for personnel working on the project. Requested salaries are not to be used to replace salaries or portions of salaries already assured by institutional or other funds. Grant funds may not be used for, purchasing, accounting, financial record keeping, laundry or student and tuition costs. Postdoctoral fellows and students cannot be included on an operating grant.

**Professional Support:** The MSSOC will not pay salaries of the principal investigators, co-investigators, collaborators and faculty members. Investigators are not considered employees of the MSSOC but rather of the institution where the research is conducted. The research grant is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**Postdoctoral and Student Training Support:** The MSSOC does not allow the salaries of postdoctoral fellows and graduate students to be paid through the operating grant. Postdoctoral fellows and graduate students are encouraged to apply to the MSSOC's fellowship and studentship awards.

**Technical and Non-professional support:** Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on the research directly supported by the grant.

**Equipment and Supplies:** The MSSOC allows a maximum request of \$5000.00 per grant for scientific equipment. The cost of installing equipment purchased with funds of the grant is not allowed unless such funds were requested in the application and specifically approved in the budget of the grant awarded.

Office equipment, personal computers, office supplies, books and journals may not be purchased with grant funds unless included in the application and specifically approved in the budget of the grant awarded.

Consumable supplies may include any type of laboratory supplies, including purchase and maintenance of experimental animals.

**Travel:** Expenses for domestic or foreign travel related to the successful performance of the research may be charged to a grant only when included in the application and within the amount specifically approved in the grant. Travel expenses whenever charged to grant funds shall be in accordance with grantee institutional policies and procedures.

**Other:** Any other expenditure directly related to the cost of conducting the proposed research may be requested in the application for a grant but must be properly justified.

However, construction or renovation costs are not permissible expenditures under any circumstances.

**Rebudgeting of Funds:** Transfers between and among categories of the budget approved in the grant may be made as follows: (1) transfers between personnel and consumable supplies categories may be made at the discretion of the grantee institution, but (2) no transfers may be made without prior approval in writing by the MSSOC for equipment, travel, or other items not specifically identified in the approved budget. Unless prior approval in writing has been obtained from the MSSOC, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

## **ACCOUNTING PROCEDURES**

**Semi-Annual Financial Reports:** the MSSOC will release the Funds in quarterly instalments, with the first and second quarterly instalments of the Funds to the Institution on April 1<sup>st</sup> and July 1<sup>st</sup> respectively. In order for the MSSOC to release future Funds, the Award Recipient and the Institution must submit a financial report indicating that 75% or more of the Funds released to date have been expended. If so, the next two quarterly instalments of Funds will be authorized and released. The semi-annual financial reports are to be submitted at least 2 weeks before the end of every 6 month cycle (October 1<sup>st</sup> and April 1<sup>st</sup>). Financial statements that do not demonstrate that 75% or more of the Funds have been spent will result in the MSSOC withholding payment of additional Funds until 75% of the released Funds have been shown to be expended. Future quarterly payments will continue to be contingent upon receiving confirmation that at least 75% of Funds previously provided have been spent. If it is determined that the Funds are not expended or properly expended, the MSSOC has the right to withhold Funds until further notice or terminate this Agreement with no further obligation to provide Funds.

**Final Financial Reports:** A full account of all expenses incurred over the entire lifecycle of a research project is due within 90 days of the termination of the grant. Unexpended funds remaining as of the termination date of the grant must be returned to the MSSOC, if renewal support is not awarded. If renewal support is awarded, please see Unspent Funds. Grantees agree to return to the MSSOC remaining funds within six months following the termination date. Forms will be provided.

The MSSOC may from time to time, at its sole discretion and expense, retain the services of professional auditors to conduct an audit to review the propriety of reported financial expenditures in the context of a particular grant.

## **PROGRESS REPORTS**

**Annual Research Progress Report:** An annual research progress report is due March 31<sup>st</sup> of every year. The report must include a written description of progress made, referring to the hypothesis and aims proposed in the original application. Compliance with this policy is necessary for ongoing funding of your research project. A template for the annual research progress report will be provided.

**Final Research Report:** A final report of the progress is due within 90 days of the termination of your grant. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project. A template for the final research report will be provided.

## **PUBLICATIONS AND COMMUNICATION**

**Publications:** The MSSOC expects that the results of research will be published in appropriate journals. The responsibility for publications lies with the principal investigator. The results of any work supported by a grant from the MSSOC must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) The following acknowledgment or its equivalent should be used: “This investigation was supported (in part) by a grant(s) from the Multiple Sclerosis Society of Canada.” As soon as a manuscript is accepted for publication, it is expected that the grantee will inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) with the name of the journal, title of article and expected date of publication.

**Media and Communications:** The MSSOC expects that if a grantee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSOC funded grant, the institution and/or publisher and the researcher shall contact and inform the MSSOC’s Research Department in advance ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)). Failure to do so, may result in suspension of the subsequent payments.

**Knowledge Translation:** To help increase stakeholder awareness of the research funded by the MSSOC, the grantees may expect the MSSOC to call upon them during the term of the grant to summarize research related activities to a lay audience or the media. It is also expected that the grantee participate in public awareness events that promote awareness the MSSOC’s research program.

## **DONALD PATY CAREER DEVELOPMENT AWARDS**

The Multiple Sclerosis Society of Canada (MSSOC) wishes to support and attract researchers in the field of multiple sclerosis (MS). The intent of the Donald Paty Career Development award is to support the salary of an independent researcher whose research is relevant to MS.

### **ELIGIBILITY**

**Applicant:** This award is open to those that hold a doctoral degree (Ph.D., M.D. or equivalent) and who have recently completed their training in research and are in the early stages of independent research relevant to MS. Individuals who have already conducted independent research for more than five years after postdoctoral training are ineligible. Applicants must hold a Canadian university faculty appointment and either holds an operating grant from the MSSOC or another funding agency. If the applicant does not have an operating grant, they must also concurrently apply for a MSSOC operating grant and be successful in obtaining approval of their research operating grant.

### **PREPARATION AND REVIEW OF APPLICATIONS**

**Application Procedure:** The MSSOC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSOC's website: <https://www.mscanadagrants.ca>. All applicants for regular research grants are required to use the website for the completion of their proposal.

**Timing:** Deadlines for completed research grant applications is October 1<sup>st</sup>. Incomplete applications, or applications that arrive after a deadline, will not be accepted. This includes third party submissions.

**Term:** The MSSOC supports career development awards for three years, with the opportunity for renewal two additional times at 3 years each.

**Amount:** The amount provided per year for the award is \$50,000. The award can only be used towards salary and cannot be used for research operating grant costs or indirect costs.

### **CONDITIONS OF AWARD**

**Notification:** The applicant will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement must be returned to the MSSOC in order for the funds to be released. Payment of the grant will be remitted as stated in the letter of agreement and Accounting Procedures. Payment of subsequent quarters is dependent upon receipt, review and approval by the MSSOC of annual research progress reports.

**Renewal:** The award is not renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application.

**Supplemental Income:** An awardee is permitted to hold additional awards provided that the total monthly value of the additional awards during the period of overlap with the MSSOC award does not exceed 50 per cent of the monthly value of the MSSOC award. The awardee must inform the MSSOC of the other awards being held.

**Research Program:** The applicant is expected to spend at least 75% of the working time on fundamental or clinical research related to MS.

**Relationship between Applicant and Sponsoring Institution:** The applicant is personally responsible for conduct of the research program, while the institution serves as the official recipient of the award. The applicant will not in any sense be an employee of the MSSOC but rather the institution. It is expected that the institution will develop plans for continuing the applicant's appointment and for continued salary support beyond the award.

**Changing of Institution:** The transfer of an award from one institution to another along with transfer of awardee cannot be made without prior approval in writing by MSSOC. The original institution must submit an acceptable report of expenditures and return all unexpended funds to the MSSOC before a final transfer can be made. The applicant must request to transfer the award at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

**Maternity/Paternity and Illness Leaves:** The MSSOC will consider a 6 month maximum of unfunded extension of term or interruption and subsequent reinstatement of an award due to maternity/paternity and illness leave. In order for the reinstatement of award to occur, the awardee must return to the same position and institution as held prior to the leave. The awardee must request to extend the award at least 90 days prior to the anticipated date of leave the leave cannot be made without prior approval in writing by the MSSOC.

**Suspension of Award:** If the awardee is to lose their operating grant(s) during the 3 year term of the award, the MSSOC will suspend payment of the award for a maximum of 1 year. If the awardee is unable to obtain an operating grant after the 1 year suspension, the MSSOC will terminate the award.

**Unspent Funds:** Unexpended funds remaining at the termination or end of the grant must be returned to the MSSOC within 6 months if renewal support is not awarded.

**Termination of Award:** Whenever an awardee or the institution elects to terminate an award on a date prior to that indicated in the letter of award, the MSSOC must be notified immediately in writing of the action taken and of the date involved. The revocation of an award may not require return of funds previously expended. A research grant award may be terminated before the end of the project:(1) if the awardee requests, in writing, that the

award be terminated; (2) if the awardee is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the awardee changes the focus of his/her research studies such that the work is no longer in an MS-related research area or if the progress is considered unsatisfactory after evaluation of a progress report; (5) if the principal investigator changes any aspect of the award from that which was originally approved by the MSSOC, including significant changes in the specific aims of the research studies, without prior notification and approval by the MSSOC; (6) when annual reports of progress are not received from the principal investigator by March 31<sup>st</sup> of every year of each award anniversary year; (7) if the principal investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the MSSOC.

### **ACCOUNTING PROCEDURES**

**Final Financial Reports:** A full account of all expenses incurred over the entire lifecycle of a research project is due within 90 days of the termination of the grant. Unexpended funds remaining as of the termination date of the grant must be returned to the MSSOC, if renewal support is not awarded. If renewal support is awarded, please see Unspent Funds. Grantees agree to return to the MSSOC remaining funds within six months following the termination date. Forms will be provided.

The MSSOC may from time to time, at its sole discretion and expense, retain the services of professional auditors to conduct an audit to review the propriety of reported financial expenditures in the context of a particular grant.

### **PROGRESS REPORTS**

**Annual Research Progress Report:** A report of research progress is due March 31<sup>st</sup> of every year. The report must include a written description of progress made on the MS related project that is funded by another agency or the MSSOC. Compliance with this policy is necessary for ongoing funding of your research project. A template for the annual research progress report will be provided.

**Final Research and Status Report:** A final report of the progress is due within 30 days of the termination of the award. This report must include documentation of all milestones achieved during the entire award cycle with reference to the MS related project that is either funded by another funding agency or the MSSOC. The MSSOC also requests that the awardee submit information regarding changes in professional status, updates on contact information and the area of current research interest. Unexpended Funds remaining as of the termination of this Agreement or the end of the Term must be returned to the MSSOC. A template for the final research and status report will be provided.

## **PUBLICATIONS AND COMMUNICATION**

**Publications:** The MSSOC expects that the results of research will be published in appropriate journals. The responsibility for publications lies with the principal investigator. The results of any work supported by a grant from the MSSOC must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) The following acknowledgment or its equivalent should be used: “This investigation was supported (in part) by a grant(s) from the Multiple Sclerosis Society of Canada.” and/or “Donald Paty Career Development Awardee of the Multiple Sclerosis Society of Canada.” As soon as a manuscript is accepted for publication, it is expected that the grantee will inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) with the name of the journal, title of article and expected date of publication.

**Media and Communications:** The MSSOC expects that if an awardee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSOC funded grant, the institution and/or publisher and the researcher shall contact and inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) in advance.

**Knowledge Translation:** To help increase stakeholder awareness of the research funded by the MSSOC, the awardees may expect the MSSOC to call upon them during the term of the award to summarize research related activities to a lay audience or the media. It is also expected that the grantee participate in public awareness events that promote awareness the MSSOC’s research program.

## **POSTDOCTORAL FELLOWSHIP AWARD**

The Multiple Sclerosis Society of Canada (MSSOC) welcomes applications for support of training of postdoctoral fellows in studies related to multiple sclerosis (MS). The fellowships serve to attract and retain young researchers in the field of MS.

The proposed postdoctoral program should emphasize opportunities for new research training and broadening scientific competence of the applicant. There are two streams of research, biomedical and clinical and population health. All MSSOC fellowship applications are reviewed by the Personnel Awards Review Committee.

### **ELIGIBILITY**

**Applicant:** The post-doctoral fellowships are open to those that hold, or are candidates for a doctoral degree (Ph.D., M.D. or equivalent). M.D. applicants must hold degrees that are recognized by the Canadian medical regulatory authority. A fellowship will not be activated for a doctoral candidate until the MSSOC has received written notification from a university or professional school that an appropriate doctoral degree has been granted. Applicants must have completed their doctoral degree in the last three years or less by the time of the competition deadline in order to be eligible. The MSSOC will not fund post-doctoral training in the same laboratory under the same supervisor where a doctoral degree was obtained.

**Citizenship:** Applicants proposing to do fellowship training at a Canadian institution need not be Canadian, however, applicants proposing to go abroad must be a Canadian citizen or permanent resident of Canada. The MSSOC reserves the right to request documentation indicating citizenship.

**Supervisor and Institution:** It is the responsibility of the applicant to make all arrangements for the proposed training with an appropriate supervisor and institution, prior to formal application. Fellowships must be held in a recognized institution and the applicant must be responsible to an appropriate supervisor who is in the field relevant to MS he/she wishes to study under.

### **PREPARATION AND REVIEW OF APPLICATIONS**

**Application procedure:** The MSSOC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSOC's website: <https://www.mscanadagrants.ca>. All applicants for regular research grants are required to use the website for the completion of their proposal.

**Timing:** Deadlines for completed research grant applications is October 1<sup>st</sup>. Incomplete applications, or applications that arrive after a deadline, will not be accepted. This includes third party submissions.

**Term:** The MSSOC supports fellowships for 1 year, with the opportunity for 2 renewals at 1 year each.

**Amount:** The amount provided per year for the award is \$39,000 for a Ph.D. and \$48,500 for an M.D., the award cannot be used for indirect costs.

### **CONDITIONS OF AWARD**

**Notification:** The applicant will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement must be returned to the MSSOC in order for the funds to be released. Payment of the grant will be remitted as stated in the letter of agreement and Accounting Procedures. Payment of subsequent quarters is dependent upon receipt, review and approval by the MSSOC of annual research progress reports.

**Renewal:** The award is not renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application.

**Unexpended Fund:** Any unexpended funds remaining at the end of a fellowship may be carried over to the next year if renewal is approved. Unexpended funds remaining at the termination of the award must be returned to the MSSOC within 6 months,

**Supplemental Income:** An awardee may, with the approval of their supervisor(s), earn additional amounts from other sources, including research grants. The awardee may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Awardees may engage in non-research activities but only for a maximum of 200 hours per year, provided that this does not interfere with their research training progress. An awardee is permitted to hold additional awards provided that the total monthly value of the additional awards during the period of overlap with the MSSOC award does not exceed 50 per cent of the monthly value of the MSSOC award. The awardee must inform the MSSOC of the other awards being held.

**Change in Terms of the Award:** Any change to the conditions of an award, including a change in the direction of the research project or in the level of activity by the fellow or supervisor, requires prior approval by the MSSOC. Failure to notify the MSSOC will be considered grounds for revocation of a postdoctoral fellowship award.

**Transfer of a Fellowship Award:** The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the MSSOC. A written request detailing the reasons for the change in institution must be made at least 90 days prior to the anticipated transfer. The original institution must return all unexpended funds to the MSSOC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the MSSOC at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

**Change of Supervisor:** If the fellow's supervisor becomes unable to continue the supervision of the fellow's training, a replacement may be named by the sponsoring institution pending the prior approval by the MSSOC. However, in the event that the fellow is unable to continue with the postdoctoral training, the fellowship award is non-transferable.

**Personnel Policies:** Fellows are not considered employees of the MSSOC but rather of the institution where the training is provided.

**Maternity/Paternity and Illness Leaves:** The MSSOC will consider a 6 month maximum of unfunded extension of term or interruption and subsequent reinstatement of an award due to maternity/paternity and illness leave. In order for the reinstatement of award to occur, the awardee must return to the same position and institution as held prior to the leave. The awardee must request to extend the award at least 90 days prior to the anticipated date of leave and the leave cannot be made without prior approval in writing by the MSSOC.

**Non-Research Activities:** Postdoctoral fellowships are awarded to support training in research and are not intended to support clinical training directed toward the completion of internship and/or specialty board certification or as a substitute for funding the conduct of research ordinarily provided by research grants. Similarly, postdoctoral fellowships cannot be used to provide support for individuals whose primary responsibility is teaching and/or service, although fellows are encouraged to spend up to ten percent of their time in teaching or clinical duties, if appropriate.

**Termination of a Postdoctoral Fellowship:** Whenever a fellow or a supervisor elects to terminate a postdoctoral fellowship on a date prior to that indicated in the letter of award, the MSSOC must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of a postdoctoral fellowship will be deemed to exist: (1) if a fellow is unable to carry out the research at the original institution; (2) if a supervisor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow; (3) if a fellow requests in writing that the fellowship be terminated for any reason; (4) if the fellow's supervisor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the MSSOC is not named within 30 days by the sponsoring institution; (5) if the fellow changes any aspect of the award from that which was originally approved by the MSSOC, including the supervisor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the MSSOC; or (6) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

## **PROGRESS REPORTS**

**Annual Research Progress Report:** A report of research progress is due March 1<sup>st</sup> of every year. The report must include a written description of progress made, referring to the hypothesis and aims proposed in the original application. Compliance with this policy

is necessary for ongoing funding of your research project. A template for the annual research progress report will be provided.

**Final Research Report:** A final report of the research is due within 30 days of the termination of your grant. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project. A template for the final research report will be provided.

## **PUBLICATIONS AND COMMUNICATION**

**Publications:** The MSSOC expects that the results of research will be published in appropriate journals. The results of any work supported by an award from the MSSOC must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) The following acknowledgment or its equivalent should be used: “This investigation was supported (in part) by a postdoctoral fellowship from the Multiple Sclerosis Society of Canada.” As soon as a manuscript is accepted for publication, it is expected that the awardee will inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) with the name of the journal, title of article and expected date of publication.

**Media and Communications:** The MSSOC expects that if the awardee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSOC funded award, the institution and/or publisher and the awardee shall contact and inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) in advance.

**Knowledge Translation:** To help increase stakeholder awareness of the research funded by the MSSOC, the awardee’s may expect the MSSOC to call upon them during the term of the award to summarize research related activities to a lay audience or the media. It is also encouraged that the awardee participate in public awareness events that promote awareness the MSSOC’s research program.

## **STUDENTSHIP AWARDS**

The Multiple Sclerosis Society of Canada (MSSOC) welcomes applications for support of training students in studies related to multiple sclerosis (MS). The studentships serve to attract and retain young trainees early in their academic research career. The studentship provides the opportunity to gain research experience in the field of MS.

The proposed studentship program should emphasize opportunities for research training and broadening scientific understanding of MS for the applicant. There are two streams of research, biomedical and clinical and population health. All MSSOC studentship applications are reviewed by the Personnel Awards Review Committee.

## **ELIGIBILITY**

**Applicant:** This award is open to those that are working towards a M.Sc., Ph.D. or related degrees pertaining to research in MS. However, a studentship will not be activated for a doctoral candidate until the MSSOC has received written notification from a university or professional school and/or supervisor that an appropriate transfer of degree or Masters degree has been granted.

**Citizenship:** Applicants proposing to do graduate training at a Canadian institution need not be Canadian, however, applicants proposing to go abroad must be a Canadian citizen or permanent residents of Canada. The MSSOC reserves the right to request documentation indicating citizenship.

**Supervisor and Institution:** It is the responsibility of the applicant to make all arrangements for the proposed training with an appropriate supervisor and institution, prior to formal application. Studentships must be held in a recognized institution and the applicant must be responsible to an appropriate supervisor who is in the field relevant to MS he/she wishes to study under.

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**Timing:** Deadlines for completed research grant applications is October 1<sup>st</sup>. Incomplete applications, or applications that arrive after a deadline, will not be accepted. This includes third party submissions.

**Term:** The MSSOC supports studentships for 1 year, with the opportunity for 3 renewals at 1 year each.

**Amount:** The amount provided per year for the award is \$18,000 for M.Sc. training, \$20,000 for Ph.D. training and \$48,500 for an M.D. pursuing Ph.D. training (M.D. applicants must hold degrees that are recognized by the Canadian medical regulatory authority.) The award cannot be used for indirect costs.

### **CONDITIONS OF AWARD**

**Notification:** The applicant will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement must be returned to the MSSOC in order for the funds to be released. Payment of the grant will be remitted as stated in the letter of agreement and Accounting Procedures. Payment of award will be remitted quarterly.

**Renewal:** The award is not renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application.

**Unexpended Fund:** Any unexpended funds remaining at the end of a studentship may be carried over to the next year if renewal is approved. Unexpended funds remaining at the termination of the award must be returned to the MSSOC within 6 months.

**Supplemental Income:** An awardee may, with the approval of their supervisor(s), earn additional amounts from other sources, including research grants. The awardee may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Awardees may engage in non-research activities but only for a maximum of 200 hours per year, provided that this does not interfere with their research training progress. An awardee is permitted to hold additional awards provided that the total monthly value of the additional awards during the period of overlap with the MSSOC award does not exceed 50 per cent of the monthly value of the MSSOC award. The awardee must inform the MSSOC of the other awards being held.

**Change in Terms of the Award:** Any change to the conditions of an award, including a change in the direction of the research project or in the level of activity by the student or supervisor, requires prior approval by the MSSOC. Failure to notify the MSSOC will be considered grounds for revocation of a studentship award.

**Transfer of a Fellowship Award:** The transfer of an award from one institution to another along with transfer of the student cannot be made without prior approval in writing by the MSSOC. A written request detailing the reasons for the change in institution must be made at least 90 days prior to the anticipated transfer. The original institution must return all unexpended funds to the MSSOC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the MSSOC at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

**Change of Supervisor:** If the student's supervisor becomes unable to continue the supervision of the student's training, a replacement may be named by the sponsoring institution pending the prior approval by the MSSOC. However, in the event that the student is unable to continue with the graduate training, the studentship award is non-transferable.

**Personnel Policies:** Students are not considered employees of the MSSOC but rather of the institution where the training is provided.

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**Termination of a Studentship:** Whenever a student or a supervisor elects to terminate a studentship on a date prior to that indicated in the letter of award, the MSSOC must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of a studentship will be deemed to exist: (1) if a student is unable to carry out the research at the original institution; (2) if a supervisor requests in writing that the studentship be terminated because of unsatisfactory performance by the student; (3) if a student requests in writing that the studentship be terminated for any reason; (4) if the student's supervisor becomes unable to continue the supervision of the student's training and a replacement acceptable to the MSSOC is not named within 30 days by the sponsoring institution; (5) if the student changes any aspect of the award from that which was originally approved by the MSSOC, including the supervisor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the MSSOC; or (6) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

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**Final Research Report:** A final report of the research is due within 30 days of the termination of your grant. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project. A template for the final research report will be provided.

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