



MULTIPLE SCLEROSIS SOCIETY OF CANADA

RESEARCH FUNDING PROGRAMS AND AWARDS ONLINE APPLICATION GUIDELINES

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OPERATING RESEARCH GRANTS

This document highlights components of the online application process and provides a description of what is required in order to submit an online application. Please login to <https://www.mscanadagrants.ca> to complete your application. FAQ are available within the online system for your reference. Additionally, please review the MSSOC Policies and Procedures related to eligibility and terms of MSSOC grants and awards. Questions not answered in this document can be directed to msresearchgrants@mssociety.ca.

Brief Project Description: In 100 words or less, provide a brief project description of the proposed research project.

Relevance to MS: In 200 words or less, describe the relevance of your research project to MS.

Lay Summary: In 200 words or less, provide a lay summary of your research project.

Budget: A maximum of \$100,000.00 CDN per year may be requested. The budget categories are divided in to Research Staff, Materials, Supplies and Services, Travel and Equipment. Please view the MSSOC Policies and Procedures to determine what is deemed acceptable when developing a budget. You may apply for a maximum of 3 years of funding.

Uploads: The documents that may be uploaded for this application are listed below:

Please note that some the following uploads will have templates available within the online system. Please login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates.

Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

- **Operating Grant List of Personnel:** List the name and institution for the Principal Applicant, Co-Principal Applicant(s), Co-Applicant(s) and Collaborator(s) (if applicable). See the MSSOC Policies and Procedures for the MSSOC personnel definitions.
- **Operating Grant Scientific Summary of Research Proposal:** Provide a scientific summary of the research proposal. One page maximum, single spaced, Font size must be Times New Roman 12 points; margins are ½". Template provided online.
- **Operating Research Proposal:** Provide a detailed research proposal not exceeding 10 pages. Font size must be Times New Roman 12 points; margins are ½". Page limit does not include references, tables, charts, figures, or photographs.

Applications exceeding the page limit will not be reviewed. Template provided online.

- **Progress Report:** Describe the progress of your research during the last funding period. **This page is compulsory for those seeking renewal.** For new applicants, this page may be used to highlight findings relevant to this proposal. One page maximum, single spaced. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Addressing Reviewers’ Recommendations:** State how the reviewers’ concerns, as outlined in the written critiques from a previous application, have been addressed in your current application. **This page is compulsory for those seeking renewal as well as those re-submitting a previously unsuccessful application.** One page maximum, single spaced. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Budget Justification:** Provide details and justification of all budget items relative to the proposed research. In this upload, you may include electronic copies of quotations and other information useful to the reviewers.
- **CV:** The applicant is required to upload the CV of the Principal Applicant, Co-Principal Applicant (if applicable) and Co-Applicants. The MSSOC requires CVs to be submitted using the Common CV format, the template for which can be found at http://www.commoncv.net/index_e.html. Please choose “MS Society” as the agency. Note that publications are uploaded as a separate upload. Please upload the CV documents **in the order that you would like them to appear** in your application.
- **Publications:** Upload a list of relevant publications. If this is a renewal application, please list all publications resulting from the last funding period. Full publications and or manuscripts may be uploaded under the Appendix. Please upload the publication lists **in the order that you would like them to appear** in your application.
- **Operating Grant Required Signatures:** Signatures from the Principal Applicant, Co-Principal Applicant (if applicable), Head of Department and Dean of Faculty or Institution are required. Electronic signatures will be accepted. Template provided online.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.
- **Suggested Reviewers:** Please provide UP-TO-DATE addresses (postal and e-mail), telephone and fax numbers for four external referees. Do not suggest individuals who are from the same institution or who have collaborated with the applicant in the past 3 years.

It is the applicant's responsibility to ensure the submitted application contains all required components. Be sure to review your application in full by clicking "View PDF" on the "Review and Submit" page BEFORE the final submission of your application.

You will receive a confirmation email of your submission. If you DO NOT receive this email after submitting your application you MUST contact msresearchgrants@mssociety.ca as soon as possible.

Donald Paty Career Development Awards

This document highlights components of the online application process and a description of what is required in order to submit an online application. Please login to <https://www.mscanadagrants.ca> to complete your application. FAQ are available within the online system for your reference. Additionally, please review the MSSOC Policies and Procedures related to eligibility and terms of MSSOC grants and awards. Questions not answered in this document can be directed to msresearchgrants@mssociety.ca.

Brief Project Description: In 100 words or less, provide a brief project description of the research project being proposed concurrently with this application or the research project that is currently funded as well as its relevance to MS.

References: You are required to provide contact information for 3 referees. The **Notify** function will allow you to send notification of your application to your referees. This notification will occur via email; your referees will receive an email providing them with login information for the online system and will describe what is requested of them. Referees will be instructed to upload a Letter of Recommendation. **Please note that it is the responsibility of the applicant to ensure that all Letters of Recommendation are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

Uploads: The documents that may be uploaded for this application are listed below:

Please note that some the following uploads will have templates available within the online system. Please login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates.

Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

- **Research Program Summary:** In 500 words or less, provide a title and summary of the research project you propose to be engaged in during the next three years, including the objectives being sought. Template provided online.
- **Scientific Research Proposal:** A detailed research proposal not exceeding 10 pages. Font size must be Times New Roman 12 points. Margins are ½". The page limit does not include references, tables, charts, figures, or photographs. Please include the work that you propose to be engaged in during the next three years, including the objectives being sought. In addition, the methodology to be used in the first two years should be given. Please also indicate if the proposal you are submitting has also been submitted to the MS Society Operating Grant Competition. Template provided online.

- **Research To Date:** Describe the type of the research in which you have been engaged, either before or after graduation, and the results obtained; indicate the date, institution, and name of your supervisor when applicable, and your contribution when the research was of a collaborative nature. Font size must be Times New Roman 12 points; margins are ½”. Template provided online
- **Current Funding:** Indicate the nature and extent of any funds presently held, requested, or are intending to request from other granting agencies for the support of your proposed research project. Please Note: Applicants must have an Operating Grant in order to be eligible for this award. Template provided online.
- **Postgraduate Experience:** List chronologically all postgraduate experience to date, including residency training and appointment held but excluding research experience. Indicate year, institution, and supervisor when applicable, as well as fellowships or similar awards held. Also, please indicate if you are proceeding with or planning on pursuing additional degrees. Template provided online.
- **CV:** The applicant is required to upload his/her CV. The MSSOC requires CVs to be submitted using the Common CV format, the template for which can be found at http://www.commoncv.net/index_e.html. Please choose “MS Society” as the agency. Note that Publications are uploaded as a separate upload.
- **Transcripts:** Provide the most up-to-date **official** transcripts of your complete academic record. The official transcripts must be provided by scanning each page (front and back) and uploading them as a single document in the online application. **Hard copies will not be accepted.** In addition, please note that unofficial transcripts will **not** be accepted.
- **Recommendation of Nominating University:** This form is to be filled out and signed by the Head of Department, Faculty or Institution. Template is provided online.
- **Required Signatures:** Signatures from the Applicant, Head of Department and Dean of Faculty or Director of Institution are required. Electronic signatures will be accepted. Template is provided online.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

It is the applicant’s responsibility to ensure the submitted application contains all required components. Be sure to review your application in full by clicking “View PDF” on the “Review and Submit” page BEFORE the final submission of your application.

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Postdoctoral Fellowship Award

This document highlights components of the online application process and provides a description of what is required in order to submit an online application. Please login to <https://www.mscanadagrants.ca> to complete your application. FAQ are available within the online system for your reference. Additionally, please review the MSSOC Policies and Procedures related to eligibility and terms of MSSOC grants and awards. Questions not answered in this document can be directed to msresearchgrants@mssociety.ca.

NEW APPLICANTS

Brief Project Description: In 100 words or less, please provide a brief description of the research project being proposed.

References: You are required to provide contact information for your supervisor and 3 referees. The **Notify** function will allow you to send notification of your application to your referees. This notification will occur via email; your referees will receive an email providing them with login information for the online system and will describe what is requested of them. The supervisor will be instructed to complete an assessment form and upload a Letter of Recommendation. The 3 referees will be required to upload a Letter of Recommendation. All Letters of Recommendation must be on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **Please note that it is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation and you still must have 3 referees submit Letters of Recommendation.

Uploads: The documents that may be uploaded for this application are listed below:

Please note that some the following uploads will have templates available within the online system. Please login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates.

Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

- **Proposed Research Project:** Describe the proposed research project. Your description should not exceed 2 pages (excluding references and figures). Include a brief background, the questions to be addressed, the methods to be used. Indicate the relevance of the proposed work to MS. Please indicate your

commencement date for your Ph.D. or M.D. degree as well as if you would like to be considered for the FRSQ-MSSOC award partnership. Font size must be Times New Roman 12 points. Margins are ½". Template provided online.

- **Postgraduate Experience:** List chronologically all postgraduate experience to date, including the titles and dates of all appointments and the institutions concerned; in the case of research experience (including M.Sc. or Ph.D. training) also give the name of your supervisor, subject of your research, a brief summary of your accomplishments and any awards held. Also, indicate if you are proceeding or planning on additional degrees. Template provided online.
- **Transcripts:** Provide the most up-to-date **official** transcripts of your complete academic record. The official transcripts must be provided by scanning each page (front and back) and uploading them as a document in the online application. **Hard copies will not be accepted.** In addition, please note that unofficial transcripts will **not** be accepted.
- **Publications:** Upload a list of your publications. Note that full publications and/or manuscripts may be uploaded under the Appendix.
- **Supervisor's CV:** Please upload your Postdoctoral Fellowship supervisor's CV. The MSSOC requires CVs to be submitted using the Common CV format, the template for which can be found at http://www.commoncv.net/index_e.html. Please choose "MS Society" as the agency.
- **Supervisor's Publications:** Please upload a list your Postdoctoral Fellowship supervisor's publications (relevant to your project) from the past five years. Maximum one page.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department are required. Electronic signatures will be accepted. Template provided online.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

It is the applicant's responsibility to ensure the submitted application contains all required components. Be sure to review your application in full by clicking "View PDF" on the "Review and Submit" page BEFORE the final submission of your application.

You will receive a confirmation email of your submission. If you DO NOT receive this email after submitting your application you MUST contact msresearchgrants@mssociety.ca as soon as possible.

RENEWAL APPLICANTS

Applicable for those applying for a first or second renewal of award.

Accessing the Renewal Task:

1. Log in to Easygrants (<https://www.mscanadagrants.ca>)
2. At the bottom of your homepage, under “To Do – Grants” click on **View my Grants**.
3. On the My Grants page, click **View Grant** to choose the grant you would like to renew by identifying it by its EGID number.
4. This brings up your “Grant Details Page” including links to your original application and any uploads you have previously submitted. Under “Grantee Requests/Actions”, use the “Select Request/Action” drop down menu to select **“Submit Renewal Application – Year X”**. Click **Request** and **OK**.
5. Back on your homepage, under “To Do – Grants”, click on the **“Submit Renewal Application – Year X)”** task to begin your renewal application.

On the Main Page for your renewal, in the “Validation Summary”, you will see the Page names and status of what needs to be completed. Some of the information will be pre-populated from your original application. **It is important to check the pre-populated information to ensure it is still accurate and up-to-date.** It is the applicant’s responsibility to update any information which may have changed since your last application.

Brief Project Description: This should be carried over from your original application. Please review your project description to verify that it still accurately reflects your project.

References: You are required to provide contact information for your supervisor. The **Notify** function will allow you to send notification of your renewal application to your supervisor. This notification will occur via email; your supervisor will receive an email providing them with login information for the online system and will describe what is requested of them. Your supervisor will be required to upload and submit a Letter of Recommendation. All Letters of Recommendation must be on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **It is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation.

Uploads: The documents that may be uploaded for this application are listed below:

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Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

- **Research Progress Report:** Describe the progress made in your research project. Your description should not exceed ONE FULL PAGE (excluding references and figures). Include a brief background, the questions to be addressed and the status of your project. Indicate the relevance of this work to MS. Please also indicate the number of years you have held an MSSOC Postdoctoral Fellowship award, the commencement date of your Ph.D. or M.D. degree and if you would like to be considered for a FRSQ-MSSOC partnership award. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Postgraduate Experience:** List chronologically all postgraduate experience to date, including conferences, workshops and seminars attended as well as any other awards held. Also, indicate if you are proceeding or planning on additional degrees. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department are required. Electronic signatures will be accepted. Template provided online.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

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Studentship Awards

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PLEASE NOTE: If you currently hold a Master Studentship and have transferred to a Doctoral program, you must submit a NEW application in order to qualify for Doctoral Studentship funding.

NEW APPLICANTS

Brief Project Description: In 100 words or less, provide a brief project description of the research project that is being proposed.

References: You are required to provide contact information for your supervisor and 2 referees. The **Notify** function will allow you to send notification of your application to your referees. This notification will occur via email; your referees will receive an email providing them with login information for the online system and will describe what is requested of them. The supervisor and referees will be required to upload a Letter of Recommendation. All Letters of Recommendation must be submitted on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **Please note that it is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation and you still must have 2 referees submit Letters of Recommendation.

Uploads: The documents that may be uploaded for this application are listed below:

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- **Proposed Research Project:** Describe the proposed research project. Your description should not exceed TWO FULL PAGES in length (excluding references and figures). Include a brief background, the questions to be addressed and the methods to be used. Indicate the relevance of the proposed work to MS. Please also indicate if you would like to be considered for FRSQ-MSSOC partnership award funding. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Research Experience:** List chronologically research or related experience. In addition, list the awards (undergraduate and graduate) you have received indicating where and when held. Please state if you have previously held an award from the Multiple Sclerosis Society of Canada. Template provided online.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Transcripts:** Please upload the most up-to-date **official** transcripts from your undergraduate degree, previous graduate degree (if applicable) and current graduate degree. The official transcripts must be provided by scanning each page (front and back) and uploading them as a single document in the online application. **Hard copies will not be accepted.** In addition, please note that unofficial transcripts will **not** be accepted.
- **Supervisor’s CV:** Please upload your supervisor’s CV. The MSSOC requires CVs to be submitted using the Common CV format, the template for which can be found at http://www.commoncv.net/index_e.html. Please choose “MS Society” as the agency.
- **Supervisor’s Publications:** Please upload a list your supervisor’s publications (relevant to your project) from the past five years. Maximum one page.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department are required. Electronic signatures will be accepted. Template provided online.
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RENEWAL APPLICANTS

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Applicable for those applying for a first, second or third renewal of award.

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3. On the My Grants page, click **View Grant** to choose the grant you would like to renew by identifying it by its EGID number.
4. This brings up your “Grant Details Page” including links to your original application and any uploads you have previously submitted. Under “Grantee Requests/Actions”, use the “Select Request/Action” drop down menu to select **“Submit Renewal Application – Year X”**. Click **Request** and **OK**.
5. Back on your homepage, Under “To Do – Grants”, click on the **“Submit Renewal Application – Year X)”** task to begin your renewal application.

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Brief Project Description: This should be carried over from your last application. Please review your description making sure it still accurately reflects your project.

References: You are required to provide contact information for your supervisor. The **Notify** function will allow you to send notification of your renewal application to your supervisor. This notification will occur via email; your supervisor will receive an email providing them with login information for the online system and will describe what is requested of them. Your supervisor will be required to upload a Letter of Recommendation All Letters of Recommendation must be submitted on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **Please note that it is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of

Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation.

Uploads: The documents that may be uploaded for this application are listed below:

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- **Research Progress Report:** Describe the progress made in your research project. Your description should not exceed ONE FULL PAGE (excluding references and figures). Include a brief background, the questions addressed, and status of your project. Indicate the relevance of the proposed work to MS. Please also indicate how many years you have held this specific MSSOC award and if you would like to be considered for FRSQ-MSSOC partnership funding. Font size must be 12 points. Margins are ½". Template provided online.
- **Research Experience:** List chronologically all graduate and relevant research experience to date, including conferences, workshops, seminars attended and awards received. Font size must be 12 points. Margins are ½". Template provided online.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department are required. Electronic signatures will be accepted. Template provided online.
- **Appendix:** Not Required. Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

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Administrative and Technical Support

The hours of the MSSOC's administrative and technical support for funding program enquiries are Monday through Friday 9:00 to 16:00 ET. Please direct all questions to msresearchgrants@mssociety.ca.

On Monday October 3rd, 2011, administrative and technical support will be available from 9:00 to 16:00 EDT only.

Troubleshooting: Internet Settings

If you are having difficulty opening the templates provided, please ensure you have all pop-up blockers OFF. It may help to hold the "CTRL" key down when clicking on a template link.

Additionally, ensure your computer is configured to the following settings:

1. Open Internet Explorer.
2. Go to Tools | Internet Options.
3. Click on the Security tab.
4. Click on Trusted sites and then the Sites button.
5. Add the Easygrants URL (<https://mscanadagrants.ca>) in the Add this website to the zone field and click on Add.
6. Ensure the Require server verification (https:) for all sites in this zone checkbox is unchecked.
7. Click on Close.
8. Go back to the Security tab and click on Custom level with the Trusted sites zone still selected.
 - a) Choose Enable for Automatic prompting for file downloads.
 - b) Choose Enable for File download.
 - c) Choose Enable for Font download.
9. Also under Settings, go to the Use Pop-up Blocker setting and choose Disable.
10. Click on OK in the Security Settings – Trusted Sites Zone dialog.
11. Click on OK in the Internet Options dialog.

If you continue to have issues opening the templates, please email msresearchgrants@mssociety.ca and be sure to include in your email the specifics of the operating system you are using along with the internet browser you are using.