

MSSOC DONALD PATY CAREER DEVELOPMENT AWARDS:
ONLINE GUIDELINES

REVISED JULY 2011

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.

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.

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.