

**MSSOC STUDENTSHIP AWARDS: ONLINE GUIDELINES**  
REVISED JULY 2011

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](mailto:msresearchgrants@mssociety.ca).

***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:

*Please note that some the following uploads will have templates available within the online system. Please login to your account to view the template 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 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](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.
- **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](mailto:msresearchgrants@mssociety.ca) as soon as possible.**

## **RENEWAL APPLICANTS**

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

**Applicable for those applying for a first, second or third 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 already 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. Be sure to update any information which may have changed since your last application.

**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:

*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.*

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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.

**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](mailto: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](mailto:msresearchgrants@mssociety.ca).

**On Monday October 3<sup>rd</sup>, 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](mailto: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.**