



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 (MSSC) was organized in 1948 by people with a particular interest in multiple sclerosis and is chartered as a non-profit charitable organization. The MSSC 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 MSSC will consider any bona fide request for research or training support relevant to the MSSC'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 MSSC 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 MSSC, 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 MSSC's National Board of Directors for the support of these programs is contingent upon the availability to the MSSC of the necessary funds. All awards are made in Canadian dollars.

RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS

The MSSC 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 MSSC 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 MSSC. This approval must be signed by the Chairperson of the Committee.

INDEMNIFICATION POLICY

The MSSC 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 MSSC 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 MSSC 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 MSSC are expected to share research resources developed with the MSSC'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 MSSC 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 MSSC immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by the MSSC, and to keep the MSSC 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 MSSC support of a project, and may jeopardize future support for the investigator from the MSSC.

OPERATING RESEARCH GRANTS

The primary aim of the MS Society of Canada (MSSC) is to stimulate and support research in multiple sclerosis (MS). The MSSC 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 MSSC welcomes applications for funds from researchers with studies related to MS which may serve in any way to advance the mission of the MSSC

There are two streams of research, biomedical and clinical and population health. All MSSC 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 Investigator: It is expected that the person indicated as the principal investigator 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 investigator need not be a Canadian citizen but must be conducting research in a Canadian institution.

Institution: Institutions, except in unusual circumstances, 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 MSSC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSC's website: <https://www.msacanadagrants.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 1st. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

Term: The MSSC supports operating grants for terms of one to three years. Three-year awards are normally granted to renewal applications only.

CONDITIONS OF RESEARCH GRANT AWARD

Notification: The principal investigator will be advised by letter of the duration and amount of the grant awarded. A copy of this letter, along with a signed copy of the applicant's acceptance letter will be sent to the specified financial officer at the grantee institution with the first payment of the grant. Payment of the grant will be remitted

quarterly to the financial officer at the grantee institution, if certain conditions are satisfied. Payment of subsequent years is dependent upon a) receipt, review, and approval by the MSSC of semi-annual financial reports and b) receipt, review and approval by the MSSC 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.

If a renewal grant is approved for support, funds will not be made available until the MSSC has received and deemed to be reasonable and acceptable a report of all funds expended during the term of the previous project.

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. If renewal support is provided, remaining funds from the previous grant will be applied to the first payment of the renewal grant and the renewal budget will be reduced accordingly. Only in certain circumstances will the renewal budget not be reduced.

However, unexpended funds remaining at the termination of the grant must be returned to the MSSC within 6 months if renewal support is not awarded.

Extension of Term: 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. 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 MSSC 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 MSSC 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 MSSC 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 MSSC 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 MSSC.

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 MSSC 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 MSSC, including significant changes in the specific aims of the research studies, without prior notification and approval by the MSSC; (6) when annual reports of progress are not received from the principal investigator by March 1st 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 MSSC.

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 MSSC will not pay salaries of the principal investigators, co-applicants and faculty members. Investigators are not considered employees of the MSSC 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 MSSC 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 MSSC'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 MSSC 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 MSSC for equipment, travel, or other items not specifically identified in the approved budget. Unless prior approval in writing has been obtained from the MSSC, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

ACCOUNTING PROCEDURES

Semi-Annual Financial Reports: As of April 1st 2009, the MSSC will release the first and second quarter of the first year of funding to the grantee. From that point forward, it is the responsibility of the grantee to demonstrate semi-annually that the majority (greater than 75%) of the funds previously provided are expended prior to release of the following quarter payments. Therefore, we request that a financial report be completed semi-annually and returned at least two weeks before the end of the half year (half years being end of September 30th and March 31st), if additional funds are required at this point. If the grantee has not expended at least 75% of the funds previously provided, the grantee will need to submit a financial report once 75% of the funds have been spent in order to receive the next two quarterly payments from the MSSC. Future quarterly payments will

continue to be contingent upon receiving confirmation bi-annually 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 MSSC has the right to withhold funds until further notice. Forms will be provided.

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 MSSC, if renewal support is not awarded. Grantees agree to return to the MSSC remaining funds within six months following the termination date. Forms will be provided.

The MSSC 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 1st 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 MSSC 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 MSSC 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 MSSC’s Research Department with the name of the journal, title of article and expected date of publication.

Media and Communications: The MSSC expects that if a grantee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSC funded grant, the institution and/or publisher and the researcher shall contact and inform the MSSC’s Research Department in advance. 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 MSSC, the grantees may expect the MSSC 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 MSSC's research program.

DONALD PATY CAREER DEVELOPMENT AWARDS

The Multiple Sclerosis Society of Canada (MSSC) 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 MSSC or another funding agency. If the applicant does not have an operating grant, they must also concurrently apply for a MSSC operating grant and be successful in obtaining approval of their research operating grant.

PREPARATION AND REVIEW OF APPLICATIONS

Application Procedure: The MSSC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSC'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 1st. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

Term: The MSSC 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 by letter of the duration and amount of the award. A signed copy of the applicant's acceptance letter will be sent to the specified financial officer at the applicant's institution with the first pay of the award. Payment of the award will be remitted quarterly to the financial officer at the applicant's institution.

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 MSSC award does not exceed 50 per cent of the monthly value of the MSSC award. The awardee must inform the MSSC 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 MSSC 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 MSSC. The original institution must submit an acceptable report of expenditures and return all unexpended funds to the MSSC 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.

Suspension of Award: If the awardee is to lose their operating grant(s) during the 3 year term of the award, the MSSC 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 MSSC will terminate the award.

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 MSSC 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 MSSC, including significant changes in the specific aims of the research studies, without prior notification and approval by the MSSC; (6) when annual reports of progress are not received from the principal investigator by March 1st 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 MSSC.

PROGRESS REPORTS

Annual Research Progress Report: A report of research progress is due March 1st 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 MSSC. 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 MSSC. The MSSC also requests that the awardee submit information regarding changes in professional status, updates on contact information and the area of current research interest. A template for the final research and status report will be provided.

PUBLICATIONS AND COMMUNICATION

Publications: The MSSC 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 MSSC 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 MSSC’s Research Department with the name of the journal, title of article and expected date of publication.

Media and Communications: The MSSC expects that if an awardee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSC funded grant, the institution and/or publisher and the researcher shall contact and inform the MSSC’s Research Department in advance.

Knowledge Translation: To help increase stakeholder awareness of the research funded by the MSSC, the awardees may expect the MSSC 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 MSSC’s research program.

POSTDOCTORAL FELLOWSHIPS

The Multiple Sclerosis Society of Canada (MSSC) 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 MSSC fellowship applications are reviewed by either the Biomedical Research Review Committee or Clinical and Population Health Research 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 MSSC has received written notification from a university or professional school that an appropriate doctoral degree has been granted. Individual with more than three-years post-doctoral training by competition deadline are ineligible. The MSSC 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.

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 MSSC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSC'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 1st. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

Term: The MSSC 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 by letter of the duration and amount of the award. A signed copy of the applicant's acceptance letter will be sent to the specified financial officer at the applicant's institution with the first pay of the award. Payment of the award will be remitted quarterly to the financial officer at the applicant's institution.

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 MSSC.

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 MSSC award does not exceed 50 per cent of the monthly value of the MSSC award. The awardee must inform the MSSC 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 MSSC. Failure to notify the MSSC 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 MSSC. 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 MSSC 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 MSSC 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 MSSC. 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 MSSC but rather of the institution where the training is provided.

Maternity/Paternity and Illness Leaves: The MSSC 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 MSSC.

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 MSSC 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 MSSC 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 MSSC, including the supervisor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the MSSC; 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 1st 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 MSSC expects that the results of research will be published in appropriate journals. The results of any work supported by an award from the MSSC 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 MSSC’s Research Department with the name of the journal, title of article and expected date of publication.

Media and Communications: The MSSC expects that if awardee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSC funded award, the institution and/or publisher and the awardee shall contact and inform the MSSC’s Research Department in advance.

Knowledge Translation: To help increase stakeholder awareness of the research funded by the MSSC, the awardee’s may expect the MSSC 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 MSSC’s research program.

RESEARCH STUDENTSHIPS

The Multiple Sclerosis Society of Canada (MSSC) 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 MSSC studentship applications are reviewed by either the Biomedical Research Review Committee or Clinical and Population Health Research 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 MSSC 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.

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.

PREPARATION AND REVIEW OF APPLICATIONS

Application Procedure: The MSSC has converted to a Web-based apply online facility for the submission of research grant applications. This new facility can be accessed through the MSSC'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 1st. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

Term: The MSSC 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 by email and letter of the duration and amount of the award. A signed copy of the applicant's acceptance letter will be sent to the specified financial officer at the applicant's institution with the first pay of the award. Payment of the award will be remitted quarterly to the financial officer at the applicant's institution.

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 MSSC.

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 MSSC award does not exceed 50 per cent of the monthly value of the MSSC award. The awardee must inform the MSSC 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 MSSC. Failure to notify the MSSC 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 MSSC. 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 MSSC 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 MSSC 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 MSSC. 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 MSSC but rather of the institution where the training is provided.

Maternity/Paternity and Illness Leaves: The MSSC 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 MSSC.

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 MSSC 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 MSSC 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 MSSC, including the supervisor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the MSSC; 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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PUBLICATIONS AND COMMUNICATION

Publications: The MSSC 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 an award from the MSSC 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 studentship 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 MSSC’s Research Department with the name of the journal, title of article and expected date of publication.

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