



# **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 policies and procedures related to eligibility and terms of MSSC grants and awards.

**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:** Approximately \$100,000 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 MSSC policies and procedures to determine what is deemed acceptable when developing a budget. If this is a new grant, you may apply for a maximum of 2 years of funding. If this is a renewal grant, you may apply for 3 years of funding.

***Uploads: Please note that some the following uploads will have templates available within the online system***

**Operating research proposal:** Provide a detailed research proposal not exceeding 10 pages. 12 point font size must be used and margins must be set to ½". Page limit does not include references, tables, charts, figures, or photographs.

**Operating grant scientific summary of research proposal:** One page maximum, single spaced, scientific summary of research proposal.

**Progress report:** One page maximum, single spaced, description stating 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.

**Addressing Reviewers' Recommendations:** One page maximum, single spaced. 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 re-applying.

**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:** You are required to upload the CV of the principal applicant and co-applicants. The MSSC endorses the Common CV, the template for which can be found at [http://www.commoncv.net/index\\_e.html](http://www.commoncv.net/index_e.html)

**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 Appendix.

**Operating Grant Required Signatures:** Signatures from the principal applicant, Head of Department and Dean of Faculty or Institution.

**Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

## **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 MSSC policies and procedures related to eligibility and terms of MSSC grants and awards.

**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 reference. Please note that it is the responsibility of the applicant to ensure that the letters of reference are submitted on time. You have the ability to check the submission status of each letter of reference when you are logged into your account.

***Uploads: Please note that some the following uploads will have templates available within the online system. Please login to your account to view the templates.***

**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 fellowship or similar awards held. Also, please indicate if you are proceeding with or planning on pursuing additional degrees.

**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.

**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.

**Scientific Research Proposal:** A detailed research proposal not exceeding 10 pages. Font size must be 12 points. Margins are ½". Page limit does not include references, tables, charts, figures, or photographs. This should include work that you propose to be engaged in during the next three years, including the objectives being sought. In addition, please provide a description of the methodology that will be used in the first two years of the award.

**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. If funding is from another agency, please upload a summary of the research proposal and the budget page for each grants in the ‘Other Grants’ upload option. Applicants must have an operating grant in order to be eligible for this award.

**Recommendation of Nominating University:** This form is to be filled out and signed by the Head of Department, Faculty or Institution.

**Required Signatures:** Signatures from the Principal Applicant, Supervisor and Head of Department or Dean of Faculty or Institution.

**Other grants:** If funding is from another agency, please upload a summary of the research proposal and the budget page for each of these grants.

**Transcripts:** Upload transcripts for all graduate degrees.

**Publication:** Upload a list of your publications. Full publications and/or manuscripts may be uploaded under the ‘Appendix’ section of your account.

**Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

## **POSTDOCTORAL FELLOWSHIPS**

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 to the policies and procedures related to eligibility and terms of MSSC grants and awards.

**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 reference. The 3 referees will be required to upload a letter of reference. Please note that it is the responsibility of the applicant to ensure that all documents are submitted on time. You have the ability to check the submission status of each letter of reference when you are logged into your account.

*Uploads: Please note some of the following uploads will have templates available within the system. Please login to your account to view the templates.*

**Postgraduate Experience:** List chronologically all postgraduate experience to date, including residency training and appointment held but excluding research experience. Indicate year, institution, supervisor when applicable, and fellowship or similar awards held. Also, indicate if you are proceeding or planning on additional degrees.

**Proposed Research Project:** Describe the proposed research project. Your description should not exceed 2 pages (this includes references and figures). Include a brief background, the questions to be addressed, the methods to be used and any relevant previous experience of the applicant and the host lab. Indicate the relevance of the proposed work to MS.

**Transcripts:** Upload transcripts from your graduate degrees.

**Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.

**Supervisor's CV:** Please upload your supervisor's CV. The MSSC endorses the Common CV, the template for which can be found at [http://www.commoncv.net/index\\_e.html](http://www.commoncv.net/index_e.html)

**Required Signatures:** Signatures from the Principal Applicant, Head of Department and Dean of Faculty or Institution

**Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

## **RESEARCH STUDENTSHIPS**

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 to the policies and procedures related to eligibility and terms of MSSC grants and awards.

**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 reference. Please note that it is the responsibility of the applicant to ensure that all documents are submitted on time. You have the ability to check the submission status of each letter of reference when you are logged into your account.

*Uploads: Please note some of the following uploads will have templates available. Please login to your account to view the templates.*

**Award Upload:** You are required to list and describe proposed studies, awards received, a record of publications, proposed location for research and research experience.

**Proposed Research Project:** Outline the proposed research project. Indicate how this project will help advance knowledge of MS. Your description should not exceed two full pages in length. Please note that the page limit includes references and figures.

**Transcripts:** Please upload transcripts from your undergraduate degree and current graduate degree.

**Supervisor's CV:** Please upload your supervisor's CV. The MSSC endorses the Common CV, the template for which can be found at [http://www.commoncv.net/index\\_e.html](http://www.commoncv.net/index_e.html)

**Required Signatures:** Signatures from the Principal Applicant, Supervisor and Head of Department or Dean of Faculty or Institution

**Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.