



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.

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 into 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.

- **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:** One page maximum, single spaced, scientific summary of research proposal.
- **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.
- **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:** The applicant is required to upload the CV of the Principal Applicant, Co-Principal Applicant (if applicable) and Co-Applicants. The MSSOC endorses the Common CV, the template for which can be found at 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 the Appendix.
- **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.
- **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 MSSOC Policies and Procedures related to eligibility and terms of MSSOC 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 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.

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.

- **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". The 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.
- **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.
- **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. Applicants must have an operating grant in order to be eligible for this award.

- **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.
- **CV:** The applicant is required to upload his/her CV. The MSSOC endorses the Common CV, the template for which can be found at http://www.commoncv.net/index_e.html
- **Transcripts:** Provide the most up-to-date official transcripts of your complete academic record. The official transcripts must be provided by scanning each page 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.
- **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, Head of Department and Dean of Faculty or Institution are required.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

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.

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. 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.

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.

- **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. Font size must be 12 points. Margins are ½”.
- **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.
- **Transcripts:** Provide the most up-to-date official transcripts of your complete academic record. The official transcripts must be provided by scanning each page 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. Full publications and/or manuscripts may be uploaded under the Appendix.
- **Supervisor’s CV:** Please upload your supervisor’s CV. The MSSOC endorses the Common CV, the template for which can be found at http://www.commoncv.net/index_e.html
- **Required Signatures:** Signatures from the Principal Applicant, Head of Department and Dean of Faculty or Institution are required.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

RENEWAL APPLICANTS

Accessing the Renewal Task:

1. Log in to Easygrants (<https://www.mscanadagrants.ca>)
2. Under “To Do – Grants”, click on **View my Grants**.
3. Under “Grant History”, 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.” Click **Request** and **OK**.
5. Under “To Do – Grants”, click ‘**Submit Renewal Application**’ 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. 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 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. 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 your Letter of Recommendation when you are logged into your account.

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.

- **Research Progress Report:** Describe the progress made in your research project. Your description should not exceed 1 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. Font size must be 12 points. Margins are ½”.
- **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.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Required Signatures:** Signatures from the Principal Applicant, Head of Department and Dean of Faculty or Institution are required.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.

STUDENTSHIP AWARDS

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Please note: If you currently hold a Master's 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. 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.

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.

- **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. Font size must be 12 points. Margins are ½".
- **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 with the MSSOC.
- **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 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.
- **Supervisor’s CV:** Please upload your supervisor’s CV. The MSSOC endorses the Common CV, the template for which can be found at 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 are required.
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RENEWAL APPLICANTS

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5. Under “To Do – Grants”, click ‘**Submit Renewal Application**’ 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. 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 your Letter of Recommendation when you are logged into your account.

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.

- **Research Progress Report:** Describe the progress made in your research project. Your description should not exceed 1 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. Font size must be 12 points. Margins are 1/2".
- **Research Experience:** List chronologically all graduate and relevant research experience to date, including conferences, workshops, seminars attended and awards received.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Required Signatures:** Signatures from the Principal Applicant, Supervisor and Head of Department or Dean of Faculty or Institution are required.
- **Appendix:** Not Required. Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.