



MULTIPLE SCLEROSIS SOCIETY OF CANADA

endMS PERSONNEL AWARDS POLICY
("Policy")

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Capitalized terms not otherwise defined in this Policy shall have the meanings given to such terms in the Grant Recipient's grant letter and/or attached General Grant Terms and Conditions.

1. FINANCIAL ACCOUNTABILITY

1.1. FUNDING SCHEDULE

Subject to section 1.2 below, the Multiple Sclerosis Society of Canada (MSSC) will release the Funds in semi-annual installments, with the release of first instalment of the Funds to the Institution on July 1st (if not otherwise stated in the Agreement).

1.2. CONDITIONS OF FUNDING

Payment of the Grant will be remitted based on accounting procedures listed below. Payment of the initial installment of Funds is dependent upon MSSC having received a fully executed copy of the Agreement. Payment of subsequent installment of Funds is dependent on (a) for research involving humans and/or animals, receipt of certificate(s) demonstrating approval of the specific research proposed from the grant recipient's institution's Research Ethics Board and/or the Animal Care and Use Committee for each year of the grant as part of the progress report; and (b) compliance with all requirements and procedures outlined in the Agreement.

1.3. MISCELLANEOUS FINANCIAL MATTERS

Unexpended Funds: All Grant Recipients must return unexpended funds remaining at the termination of the Grant to the MSSC within ninety (90) days.

2. REPORTING

2.1. FINANCIAL REPORTING

Please reference the MS Society Grant ID (EGID) on all your reports.

Final Financial Reports:

A full account of all Funds disbursed to the Grant Recipient over the entire lifecycle of the Grant is due within thirty (30) days of the termination of the Grant. Unexpended Funds remaining as of the termination of the Agreement or the end of the term must be returned to the MSSC. The MSSC will only accept financial reports utilizing the [financial statement](#)

[template.](#)

2.2. REPORTING SCIENTIFIC PROGRESS

endMS Personnel Awards Progress Report: For endMS Personnel Award holders who are seeking funding for an additional term, a scientific progress report is due in the Fall annual research competition. For endMS Personnel Award holders who are in the final year of their award, a final research report is due within thirty (30) days of the termination of the Grant (see **Final Research Report**).

The scientific progress report must include a written description of progress made in the previous funding year and the impact and relevance of the research outcomes to people living with MS. The progress report must be completed in [Easygrants](#); further instructions are provided in the **endMS Personnel Awards Program Guide**. Failure to submit a progress report by the due date will result in the MSSC not approving the additional term of funding and therefore resulting in the termination of the current Grant at the conclusion of the term as indicated in the letter of agreement.

Final Research Report: A final report of the research is due within thirty (30) days of the termination of the **Grant** for endMS Personnel Award holders who are in the final year of their **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. Please submit final research progress using the [Final Report template](#).

3. PUBLICATIONS AND COMMUNICATION

Publications: The MSSC expects that the results of the research will be published in appropriate journals. The responsibility for publications lies with the Grant Recipient. As soon as a manuscript is accepted for publication, it is expected that the Grant Recipient will inform the MSSC's Research Department (msresearchgrants@mssociety.ca) as early as possible with the name of the journal, title of the article and expected date of publication. Failure to do so may result in suspension of the subsequent payments.

Acknowledgment: The following acknowledgment or its equivalent should be used in publications, presentations, press releases and other media content, and any other materials promoting the outcomes of the research funded by the operating grant: **“This**

investigation/work/study/project was supported (in part, if applicable) by an endMS Personnel Award from the Multiple Sclerosis Society of Canada.” If the Grant is being sponsored by an individual or organization, the appropriate named Grant as indicated in the agreement must be used in the acknowledgement.

Meet the Researchers: In an effort to highlight the success of the Grant Recipient, MSSC would like to feature the Grant Recipient and/or Research Project on the MSSC website. The Meet the Researcher profile must be submitted along with the signed letter of agreement via Easygrants for the release of payments.

Research Portal: MS Research Portal is an initiative from the MSSC to highlight research studies that are seeking participants. Grant Recipients are required to post recruitment information for their MSSC-funded study online on the [research portal](#) if they seeking participants who are affected by MS.

Knowledge Translation and Public Outreach: To help increase stakeholder awareness of the research funded by the MSSC, the Grant Recipients may expect the MSSC to call upon them during the term of the grant to apply their research to improve health practice and policy, as well as summarize pertinent outcomes to a variety of audiences (e.g. the public, media, government, donors, researchers in other fields, healthcare professionals, etc.). It is also expected that the grant recipient participates in public events that help raise awareness of the MSSC’s research program and impact of MSSC funded research. Non-compliance with this term shall entitle MSSC to withhold further funds or terminate the agreement and grant.

4. GENERAL PROVISIONS

4.1. ADDITIONAL FUNDING TERM

Grant Recipients currently holding an endMS Personnel Award may be eligible to receive funding for an additional term. To receive additional funding, Grant Recipients must submit an endMS Personnel Award Progress Report in the Fall annual research competition. The following conditions must be met to receive additional funding: 1) The Grant Recipients must continue to meet MSSC’s eligibility criteria, 2) the Grant Recipients must submit a satisfactory progress report, 3) the progress report must be recommended for funding by the endMS Personnel Awards review committee convened by the MSSC, and 4) MSSC must have funding to extend the award beyond the initial term. The table below highlights the maximum number of years that a Grant Recipient can request additional MSSC funding.

Award	Max term
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endMS Master’s Studentship Award	2 years (annual renewal required)
endMS Doctoral Studentship Award	4 years (annual renewal required)
endMS Postdoctoral Fellowship Award	3 years (annual renewal required)

The MSSC will provide a funding notification letter to the successful Grant Recipient at the beginning of each additional term provided the Grant Recipient qualifies for funding for an additional term. In the event the research project has changed without prior approval from the MSSC or no progress has been made, MSSC will terminate the award.

4.2. OTHER FUNDING SOURCES

Supplemental Income: A Grant Recipient may, with the approval of their supervisor(s) and aligned with their institution’s policy, earn additional amounts from other sources, including research grants. The Grant Recipient may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Grant Recipients 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.

Personnel Policies: Grant Recipients are not considered employees of the MSSC but rather of the Institution where the training is provided. Grant Recipients will be subject to all applicable policies of their Institution. No fiscal deductions are made at source by MSSC.

Other Salary/Stipend Awards: The MSSC does not permit Grant Recipients to hold an award from another agency while holding an MSSC Grant. Exceptions may be granted on a case-by-case basis provided that adequate justification has been given to and is approved by the MSSC and endMS Personnel Awards.

4.3. GRANT CHANGES AND TERMINATION

Transfer of a Grant: The transfer of an endMS Personnel Award from one Institution to another along with transfer of the Grant Recipient cannot be made without prior approval in writing by the MSSC. A written request signed by the Grant Recipient’s Supervisor detailing the reasons for the change in institution must be made at least ninety (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 Grant is received by the MSSC at least ninety (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 in Terms of the Grant: Any change to the conditions of an endMS Personnel Award, including a change in the direction of the research project or in the level of activity by the Grant Recipient or Supervisor, requires prior approval by the MSSC. A written request signed by the Grant Recipient's supervisor detailing the reasons for the change to the conditions of the Grant must be made at the earliest available opportunity. Failure to notify the MSSC will be considered grounds for revocation of a Grant.

Change of Supervisor: If the Supervisor becomes unable to continue the supervision of the Grant Recipient, a replacement may be named by the sponsoring institution pending approval by the MSSC. However, in the event that the Grant Recipient is unable to continue with the research training under the new supervisor, the Grant is non-transferable and the Agreement will be terminated.

Changes in research project: Any change to the approved research project must be approved by members of the scientific review panel and MSSC. A written request signed by the Grant Recipient's Supervisor detailing the reason for the change should be sent to msresearchgrants@mssociety.ca at the earliest available opportunity. Failure to notify the MSSC will be considered grounds for revocation of a Grant.

Illness Leave: The MSSC will consider up to a one (1) year interruption of the Grant should the Grant Recipient need to take illness leave. Upon return from illness leave, funding will be reinstated and the Grant term will be extended in proportion to the duration of the illness leave. A doctor's note in addition to a letter from the Grant Recipient's supervisor on institutional letterhead are required to accompany a request for illness leave. In order for the reinstatement of the Grant to occur, the Grant Recipient must return to the same position and institution as held prior to the leave. The Grant Recipient must request illness leave as early as possible to ensure that the MSSC has time to review and approve the request. Illness leave cannot commence until the request has been approved by the MSSC.

Parental Leave: The MSSC will consider up to six (6) months for paid parental leave, and Grant Recipients can request up to an additional twelve (12) month unpaid interruption of the Grant for parental leave. Upon return of the Grant Recipient, funding will be reinstated (if parental leave is more than 6 months), the Grant term will be extended in proportion to the duration of the parental leave. A letter from the Grant Recipient's Supervisor on institutional letterhead is required to accompany a request for parental leave. The Grant Recipient must request parental leave as early as possible to ensure that the MSSC has time to review and approve the request. Parental leave cannot commence until the request has been approved by the MSSC.

Termination of a Grant: Whenever a Grant Recipient or Supervisor elects to terminate a Grant on a date prior to that indicated in the letter of agreement, the MSSC must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of a Grant will be deemed to exist: (1) if a Grant Recipient is unable to carry out the research at the original institution; (2) if a Supervisor requests in writing that the Grant be terminated because of unsatisfactory performance by the Grant Recipient; (3) if a Grant Recipient requests in writing that the Grant be terminated for any reason; (4) if the Supervisor becomes unable to continue the supervision of the Grant Recipient and a replacement acceptable to the MSSC is not identified within 30 days by the institution; (5) if the Grant Recipient changes any aspect of the Grant from that which was originally approved by the MSSC, including the Supervisor, department, institution and/or the specific aims of the research, without prior notification and approval by the MSSC; (6) if the Grant Recipient does not demonstrate satisfactory research progress in the progress report or (7) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

4.4. RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS

The MSSC does not support research involving human subjects without proper approval of the specific research proposed from the Grant Recipient's Institution's Human Research Ethics Board. Such approval must be granted prior to the release of any funds from the MSSC. 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 Canadian Institutes of Health Research (CIHR) guidelines.

For research involving animals, approval from the Grant Recipient'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.

MSSC requires Grant Recipients whose research involves humans or animals to submit a copy of an up-to-date ethics approval certificate for each year of the grant or award as part of their annual research progress report.

4.5. 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.

4.6. AVAILABILITY OF RESOURCES

Grant Recipients 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.

4.7. OPEN ACCESS TO RESEARCH OUTPUTS

The MSSC is strongly committed to enhancing the application of research results. This section on Open Access to Research Outputs' ("Open Access") has been adopted with the expectation that all research funded by the MSSC will be made freely accessible and useable for others in the international and national research community. The objective of Open Access is to enhance access to and disclosure of all MSSC funded research to a broad audience.

Research Outputs: The MSSC has adopted the definition of "research outputs" from the Canadian Institutes of Health Research (CIHR) definition as "conceptual or practical knowledge, data, information, and physical or biological materials developed during the course of a research project that are integral for building on research discoveries." For examples of research outputs, please see Appendix A below.

Application and Compliance with Open Access: The Open Access requirements under this Policy apply to all grants awarded after July 1, 2013 and onward, in whole or in part, from the MSSC. The MSSC encourages compliance of these Open Access requirements from research funded by the MSSC prior to July 1st, 2013.

Journal Publication: As previously noted, Grant Recipients are required to make every effort to ensure that peer-reviewed publications stemming from MSSC funded research are freely accessible through an online repository as soon as possible and in any event within six (6) months of publication. This may be done by publishing research findings:

- a) To a non-subscription based journal;

- b) To a subscription-based journal where the authors may also self-archive peer reviewed papers in an online repository; or
- c) Through a “Hybrid” journal that also has open access publishing options. (see Appendix “A” for examples of journals and research outputs)

Research Data: The MSSC requires Grant Recipients to deposit bioinformatics, atomic, and molecular coordinate data into an appropriate public database immediately upon publication of research results. (see Appendix “A” for examples of journals and research outputs). Grant recipients are required to retain original data sets arising from MSSC funded research for a minimum of five (5) years after the end of the term of their funding agreement with the MSSC. This applies to all data, whether published or not.

Publication Costs: Funding received through the MSSC may also be used by the Grant Recipient to pay expenses incurred in the publication of MSSC funded research. These costs should be requested in the operating grant application and specifically approved in the Budget.

Consents: In order for the MSSC to achieve the Open Access goals of this Policy, Grant Recipients are required to use their best efforts to acquire the appropriate level of consent from individual participants involved in any research funded, whether in whole or in part, by the MSSC.

All consents acquired by the Grant Recipients must be done in accordance with all applicable laws including, without limitation, all applicable privacy and health information laws, government regulations and Health Canada guidelines, including but not limited to the ICH Harmonised Tripartite Good Clinical Practice Consolidated Guideline, the Declaration of Helsinki, the 2nd edition of the Tri-Council Policy Statement, “Ethical Conduct for Research Involving Humans” and in accordance with generally accepted clinical practices.

For any questions related to the MSSC operating grant policies, contact msresearchgrants@mssociety.ca.

APPENDIX A

Examples of research outputs and corresponding publicly accessible archive, repository or database*	
Peer-reviewed journal publications: Publicly accessible archive or repository PubMed Central Canada Institutional Repositories at Canadian universities Directory of Open Access Repositories (international)	
<u>Research data</u>	<u>Public database or archive</u>
Nucleic acid sequences	GenBank
Gene expression data	Gene Expression Omnibus
Structure data	Research Collaboratory for Structural Bioinformatics (RCSB) Protein Data Bank
Single nucleotide polymorphisms (SNPs)	The Single Nucleotide Polymorphisms Database
Molecular interaction data	International Molecular Exchange Consortium (IMEx) partners
DNA and clinical data related to the human major histocompatibility complex (MHC).	dbMHC
Data underlying scientific and medical publications	Dryad Repository
Proteomics data (Deposition of proteomics data)	<ul style="list-style-type: none"> • PRoteomics IDentifications database (PRIDE) [European Bioinformatics Institute (EBI)] • PeptideAtlas [Institute for Systems Biology (ISB)] • Global Proteomics Machine (GPM)