



endMS Scholar Program for Researchers IN Training (2019-2020 SPRINT)

ONLINE APPLICATION GUIDELINES

Last Updated: November 29, 2018

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endMS Scholar Program for Researchers IN Training (SPRINT)

This document highlights components of the online application process and provides a description of what is required in order to submit an online application.

Completing the Application - www.mscanadagrants.ca

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A. Online Application

The MS Society of Canada (MSSC) uses an online research grants and awards management system that enables trainees to submit and review applications on the Web. The system is called **Easygrants** and can be accessed through the following website: <https://www.mscanadagrants.ca>

IMPORTANT:

Interested applicants must create a profile on Easygrants through which they can complete the application process. Important things to note:

- Interested applicants must first create a profile on Easygrants. If you have already created a profile and forgot your password, please contact msresearchgrants@mssociety.ca or select **Forgot Your Password?** on the home page.
- Please review the endMS SPRINT Program Guidelines, found in the "Application and Program Guidelines" section on our [website](#), carefully prior to submitting an application. If you have any questions regarding eligibility, please contact anik.schoenfeldt@mail.mcgill.ca
- Please ensure that your contact information (institution, primary address, phone number and e-mail) are **correct** and **up to date**.
- It is the applicant's responsibility to ensure that all guidelines are followed and the submitted application contains all required components. **Failure to submit all required documents will result in an incomplete application and it will be disqualified from the competition.**

Below is a list of **required information and documents** as part of the endMS SPRINT application. Satisfactory completion and submission of all documents is required for consideration in the competition. **Applications that are incomplete, do not adhere to the format and assigned PAGE**

LIMITS, or are submitted AFTER the deadline will be automatically disqualified from the competition.

B. Applicant Information

The fields below are to be completed in Easygrants. Ensure that all word limits are adhered to; additional words will be removed. Do not copy and paste fields into Easygrants.

1. Contact Information

Candidates are responsible for verifying the accuracy of this information before submitting the application.

- i. Enter your name and your institution/organization. If you cannot find your institution in the menu, contact msresearchgrants@mssociety.ca.
- ii. Enter your contact information such as address, email, etc.

2. Project Information

- i. Project Title:
This section **should not** be completed for this application. Please **enter "N/A"** in the space provided.
- ii. Brief Project Description:
This section **should not** be completed for this application. Please **enter "N/A"** in the space provided.
- iii. Research Area:
This section **is required** for this application. Select the appropriate Research Area and the most relevant Subject Area(s) for your research training to date.

C. References

1. References

Two academic referees **are required**; one must be the applicant's current supervisor and a second should be a faculty member who is familiar with the applicant's work during the last 2 years.

- i. Select Recommendation. **(Required)**
- ii. Provide contact information for your supervisor and for an additional referee. **(Required)**
Please ensure that you verify the contact information prior to entering into Easygrants.
- iii. 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 Easygrants and will describe what is requested of them. **(Required)**
- iv. The applicant's supervisor and additional referee will be **required** to upload a Letter of Recommendation. All Letters of Recommendation must be submitted on **institutional official letterhead with the referee's signature block**.
- v. You can delete a referee/supervisor after they have been notified or you can choose not to send the notification. This list must be updated prior to submission.

2. Status Verification

- i. Letters of Recommendation remain confidential and are not to be reviewed by the applicant. These letters will not appear in the full application submission.
- ii. Check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu: Status will be Submitted and Options will be Completed. **It is the responsibility of the applicant to ensure that all documents, including Letters of Recommendation, are submitted by the deadline.**
- iii. You can Re-Notify your referees.
- iv. **Additional letters beyond the limits specified above will be removed from the application.**

D. Uploads/Documents

The following documents must be uploaded as part of the application.

- i. Complete and attach all required documents using Times New Roman, 12 pt. font.
 - ii. Some of the following uploads will have templates required and provided within the online system.
 - iii. Login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates. If you experience difficulties opening the templates, please view the "Troubleshooting: Internet Settings" on page 5 of this document.
 - iv. **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**
1. **Education and Training Summary** (required: maximum length: 1000 words)
Please provide a summary of your education and training to date as they apply to the field of multiple sclerosis research and/or MS clinical care. Include your current position and where you see yourself in 5-10 years. Please provide a description of how you anticipate that the overall endMS program experience and SPRINT specifically, will contribute to your education and training goals as well as how it will facilitate your career goals.

2. **Candidate's Common Curriculum Vitae: CCV** (required)

The MSSC requires that each applicant submit their CV using the **Common CV format**. The template can be found at <https://ccv-cvc.ca>. Please note the following steps:

- i. Choose "MSSC" as the agency and select Personnel template, then click "Next".
- ii. Please save the Common CV to your Desktop and upload it in Easygrants.
- iii. Enter all the relevant and necessary information and click "**Done**". A validation will automatically be performed and errors, if any, will be displayed.
- iv. Review the CCV data online via a preview of the PDF.
- v. When complete, click on "Submit".

CCV sections to be completed:

- a. **Education and Degrees**

Every degree, including Bachelor, Master's and Doctorate, must be recorded whether they are complete or in progress. Indicate **In Progress**, if the degree has not been obtained at the time of application. Also include the following:

- Degree Type
- Degree Name
- Specialization
- Organization
- Degree Status
- Degree Start Date (YYYY/MM)
- Degree Received Date / Degree Expected Date (YYYY/MM) (if applicable)
- Supervisor(s) (if applicable)

- b. **Recognitions**

Indicate any recognitions received, including honours, distinctions, prizes, awards (competitive or not, monetary or not, declined, etc.) and citations.

- c. **Employment, Leaves of Absence and Impact on Research**

Use this section to explain any gaps in the order of your experience. Please describe any special considerations that have had an effect on your performance or productivity, if applicable. Include any considerations that may have resulted in delays in disseminating your research results, such as health problems, family responsibilities, disabilities or other circumstances, etc.

d. **Research Funding History**

If applicable, include research funding opportunities where you were formally recorded as co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, policy maker, principal applicant, principal investigator or principal knowledge user. This should not duplicate awards listed under Recognitions.

e. **Activities**

Include both academic and non-academic activities and contributions and define *impacts*.

f. **Contributions**

Include publications (both peer-reviewed and non peer-reviewed), poster and/or oral presentations at conferences, and commercialization activities and intellectual property, if applicable.

3. **Current Training** (required; template provided)

Please enter the details of your current training in progress including the expected date of completion.

4. **Transcripts** (required)

Provide the most up-to-date **official** transcripts of your academic record as follows:

Following completion of a graduate degree, applicants enrolled in an MD program are required to provide:

Prior graduate program (PhD and/or MSc) transcripts and current medical school transcripts

Applicants enrolled in a Residency program are required to provide:

Medical school transcripts

Applicants enrolled in a MSc program are required to provide:

MSc and undergraduate transcripts

Applicants enrolled in a PhD program are required to provide:

PhD transcript AND

MSc transcripts (if applicable) or undergraduate transcripts

Applicants enrolled as Postdoctoral Fellows are required to provide:

PhD transcripts

Applicants enrolled as Clinical Fellows are required to provide:

Medical school transcripts

IMPORTANT:

- i. The **official** transcripts must be provided by scanning both sides of each page and uploading them as a document in the online application. In addition, please note that unofficial transcripts will not be accepted.
- ii. Students who have attended international institutions are required to submit a certified true copy of their official transcript in English or French. Transcripts in a language other than English or French must be translated to one of these two languages. Students must submit a certified true copy of the translation. A certified true copy is a duplicate of an original document that has been verified as true by a commissioner of oath, such as a notary or lawyer. The certified true copy must bear the original signature and stamp of the official authority.

5. **SPRINT Signature Page** (required: template provided)
This form is to be signed by the applicant and by the applicant's current supervisor. If the applicant has not yet identified a supervisor the form should be signed by the Departmental Chair or delegate (e.g., program advisor, Director of Graduate Studies).
6. **Appendix** (optional)
 - i. Additional relevant documents such as **links** to publications and/or manuscripts can be uploaded here. Do not upload full publications and/or manuscripts.
 - ii. There is no page limit.

E. Review and Submission

- Please review the application in full by selecting “**View PDF**” on the “**Review and Submit**” page BEFORE submission.
- It is the applicant's responsibility to ensure the submitted application is complete, contains all required components, and adheres to the format and page or word limits assigned.
- **You will receive a confirmation email of your submission.** If you **DO NOT** receive this email after submitting your application, you **MUST** contact msresearchgrants@mssociety.ca as soon as possible.

F. Administrative and Technical Support

- The hours of the MSSC's administrative and technical support for all enquiries related to SPRINT applications are: **Monday - Friday from 9:00 to 16:00 ET.**
- Please direct all questions to msresearchgrants@mssociety.ca.

The MSSC accepts applications in French; please follow the French application guidelines on the webpage under : [\(Lignes directrices pour une demande de candidature au Programme de perfectionnement d'études stopSP destiné aux chercheurs en formation\)](#)

G. Troubleshooting

- **Accessing templates:** If you experience difficulty opening the templates, please ensure that all pop-up blockers are turned OFF. It may help to hold the “CTRL” key down when clicking on a template link.
- Additionally, ensure your computer is configured to the following settings:
 1. Open Internet Explorer.
 2. Go to Tools | Internet Options.
 3. Click on the Security tab.
 4. Click on Trusted sites and then the Sites button.
 5. Add the Easygrants URL (<https://mscanadagrants.ca>) in the Add this website to the zone field and click on Add.
 6. Ensure the Require server verification (https:) for all sites in this zone checkbox is unchecked.
 7. Click on Close.
 8. Go back to the Security tab and click on Custom level with the Trusted sites zone still selected.
 9. Choose Enable for Automatic prompting for file downloads.
 10. Choose Enable for File download
 11. Choose Enable for Font download.
 12. Also under Settings, go to the Use Pop-up Blocker setting and choose Disable.
 13. Click on OK in the Security Settings – Trusted Sites Zone dialog.
 14. Click on OK in the Internet Options dialog.

- If you continue to experience issues opening the templates, please email msresearchgrants@mssociety.ca. Include in the email details about the operating system and internet browser you are using.

IMPORTANT NOTE: Unsuccessful SPRINT applications will **not** automatically be considered for acceptance into the 2019 endMS Summer School. There is a separate review process for each competition. **SPRINT applicants are advised to also submit an application for the 2019 endMS Summer School so that if the SPRINT application is unsuccessful SPRINT applicants can be considered for admission to 2019 endMS Summer School.**