



## AI & MS Discovery Grant

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## 1. ONLINE APPLICATION PROCEDURE

The MS Society of Canada (MSSC) uses an online research grants and awards management system that enables researchers 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>

Interested applicants must create a profile on Easygrants through which they can complete the application process. Templates for the required documents for the Full Application can be downloaded from Easygrants, completed and uploaded in an applicant's profile. All required documents must be fully completed and uploaded on Easygrants prior to the due date for the application to be considered for review. Before you begin your application, please ensure that your contact information (name of institution, primary address, phone number and e-mail) are accurate and up to date. It is the applicant's responsibility to ensure the submitted application contains all required components. Be sure to review your application in full by clicking "View PDF" on the "Review and Submit" page BEFORE the final submission of your Full Application.

You will receive a confirmation e-mail of your submission. If you DO NOT receive this e-mail within one hour after submitting your application you MUST contact [msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca) as soon as possible.

## 2. FULL APPLICATION

### Full Application Requirements

- ✓ **Brief Project Description:** Provide a brief description of the proposed research project that outlines the hypothesis and scientific questions to be addressed, why they are important, and the methodology and study design that will be undertaken to address these questions. **Maximum 100 words.**
- ✓ **Lay Summary:** Describe your project in a way that is accessible, relevant and engaging to a lay audience, in non-technical, everyday language. **Maximum 200 words.**
- ✓ **Relevance to MS Description:** In non-technical, everyday language, describe how and why the proposed research is important to people affected by MS and how it will influence their quality of life in the short and/or long term. Describe any other important outcomes of the proposed research (e.g., advancing knowledge of the biological and/or societal impacts of MS, providing clues about the cause and progression of the disease, developing tools for clinical trials, identifying new disease management strategies, etc.) **Maximum 200 words.**
- ✓ **Other personnel:** List the names of the Lead PI, Co-PI(s), Collaborator(s), Co-Applicants, and trainees (Postdoctoral Fellows, Doctoral and Master's Candidates), and their institutions.
- ✓ **Budget:** Budget categories are divided into Research Staff, Materials, Supplies, Services, Travel and Equipment. Note that a dedicated portion of the funds must be used towards public outreach and

knowledge translation activities. You may apply for up to 3 years of funding. If funding is needed beyond 3 years, you must provide justification for the additional years required to complete the research activities. Refer to **Budget and Additional Years Justification** under Uploads.

## Uploads

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 log in to your account to view the templates and ensure all pop-up blockers are off when accessing the templates.*

**Format (applies to all Uploads):** 12-font size, single-spaced and page margins of at least 0.75 inches. Page limits do not apply to references, tables, or figures. Figure and table legends should be succinct.

- ✓ **Detailed Scientific Research Proposal:** Describe the background, objectives, hypothesis, scientific questions, personnel and methodology pertaining to the research project. Clearly state how the research can lead to major advances and have a direct impact on understanding and treating MS and improving the quality of life of people affected by MS. Describe the anticipated value of the results, highlighting the relevance of the scientific or technical advances, as well as new expertise and innovative techniques that will be developed. The proposal must identify the existing data set that will be utilized and provide a detailed outline of the research objectives and methodologies that will be applied. The proposal must clarify if the PI/Co-PIs currently has access to the data set and/or how they will obtain access to the data set for the purposes of this research. **Maximum 10 pages.**
- ✓ **References and Figures:** Include references, tables, charts, figures, and/or photographs. There is no page limit.
- ✓ **Scientific Plan:** Describe the major scientific and operational milestones that will be achieved during the duration of the grant. Additionally, list key deliverables and explain how the deliverables will help to advance the project towards achievement of the milestones and desired project outcomes. Milestones and Deliverables Charts summarizing the information provided in the scientific plan must also be completed. Funding of the grant will be contingent on successful completion of project deliverables and milestones as determined by quarterly check-in calls with the MSSC. *\*Template provide online*
- ✓ **Public Engagement and Involvement:** Using clear, non-scientific language, clearly demonstrate how the researchers will engage members of the public, specifically people who are affected by MS, in the research process. Public engagement strategies that can be explored include involving the public in prioritization and decision-making throughout the study, convening an advisory board or steering committee that includes people affected by MS, gathering public input on and/or involving the public in the study design, implementation and data interpretation, etc. **Maximum 1 page.**

- ✓ **Impact and Translation:** Describe the potential impact of this research. Outline the longer-term objectives and outcomes of this research beyond the term of the grant. Describe the extent to which knowledge generated by the study will be mobilized effectively into meaningful outcomes that will impact the lives of people affected by MS. Describe how the researchers will engage with partners (e.g. healthcare delivery organizations, industry, government, translational research organizations, etc.) to assist in the translation of research discoveries stemming from the grant into impactful outcomes. **Maximum 2 pages.**
  
- ✓ **Budget and Additional Years Justification:** Provide additional details and justification of all budget items pertaining to the proposed research activities. In this upload, you may include electronic copies of quotations and other information that may be of use to the reviewers. If funding support is required beyond a 3-year term, please provide adequate justification to explain why the project cannot be completed in 3 years. **Note that applicants cannot request more than \$1,000,000 for the entire term of the grant.**

**Funding requests for the Grant may include:**

- Research operating costs for the proposed research study.
- Purchase of equipment and maintenance contracts for common services and shared facilities.
- Costs of data collection, database maintenance, and data access directly related to the Grant.
- Costs of regional, national and international networking activities, including collaboration, planning, and knowledge exchange activities, directly related to Grant.
- Salaries of research assistants and technicians who will enhance the research and collective productivity of the team; **Lead PI and Co-PI salaries are not eligible for funding.**
- Salary of a professional coordinator and/or administrative assistant that will be directly involved in supporting the study.
- Costs involved in linkage with, and dissemination of, research findings to those who use the results, as appropriate for the research program (including other researchers, the public, practitioner and policy communities, and the industrial sector).

**Funding requests for the Grant may NOT include:**

- Indirect costs, such as institutional overhead, purchase and repair of office equipment, basic utilities, and other costs that are not specific to the individual research project and are therefore considered fundamental support services for the operation of the institution(s) and its research facilities.
- Research activities whose objectives are distinct from the grant and that are covered under the individual operating grants of the Lead PI, Co-PIs, or Collaborators.
- Salaries of the Lead PI, Co-PI(s), or Collaborators.

- ✓ **CV:** The applicant is required to provide the CV of the Lead PI, Co- PIs and Collaborators. The MS Society of Canada endorses the Common CV and all applicants working at a Canadian Institution must submit a Common CV. The template can be found at <https://ccv-cvc.ca/indexresearcher-eng.frm> (please choose MS Society as the agency).
- ✓ **Full Publications:** Full-text versions of publications from the past five years, relevant to the proposal, may be uploaded. A maximum of 10 publications may be uploaded.
- ✓ **Required Signatures:** *\*Template provided online*

**The following signatures are required:**

- The Lead PI and all Co-PIs.
  - Head of Department of Institution for Lead PI and each Co-PI.
  - Dean of Faculty or Director of Institution for Lead PI and/or each Co-PI.
- ✓ **Letters of Collaboration:** Include letters of support from the study collaborators outlining how they will contribute to the research project. Letters must be on institutional letterhead and signed by the investigators.
  - ✓ **Appendix:** Additional supporting documents and publications may be added here.

### **3. REVIEW AND SUBMISSION**

Please review the application in full by selecting “View PDF” on the “Review and Submit” page BEFORE the submission.

It is the applicant’s responsibility to ensure that 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](mailto:msresearchgrants@mssociety.ca) as soon as possible.