



MULTIPLE SCLEROSIS SOCIETY OF CANADA

2019-2020 endMS PERSONNEL AWARDS

ONLINE APPLICATION AND PROGRESS REPORT GUIDELINES

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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 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:

- 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.
- For new applicants ensure that you input the institution that will receive funding. **Do not input your current institution if it is different than the one in which you will be conducting the project specified in your application.**
- Please review the MSSC endMS Personnel Awards [Program Guide](#) and [Policies](#) prior to submitting an application. If you have any questions regarding eligibility, please contact msresearchgrants@mssociety.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.
- **Applications that are incomplete, or do not adhere to the format and assigned PAGE LIMITS, and are submitted AFTER the deadline will be automatically disqualified from the competition.**
- The MSSC accepts applications in French; please review the French endMS Personnel Award [Application Guidelines](#) for instructions on submitting a French application in Easygrants. French applications might be translated into English for Reviewer's convenience.

2. endMS PERSONNEL AWARDS APPLICATION

Below is a list of required information and documents as part of the endMS Personnel Awards application. Satisfactory completion and submission of all documents is required for consideration in the competition

2.1. endMS POSTDOCTORAL FELLOWSHIP AWARDS

ELIGIBILITY QUIZ

- Applicants must successfully pass the Eligibility Quiz to access the application.
- False information will result in an application being disqualified.

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.

CONTACT INFORMATION

- Enter your name and the institution/organization in which you will be conducting the proposed research and thus will receive the funding.
- If you cannot find your institution in the menu, contact msresearchgrants@mssociety.ca.
- Enter your contact information such as address, phone, email, etc.
- Please ensure that your contact information (institution, primary address, phone number and e-mail) is **correct** and **up to date**.
- Some information may be pre-filled; please update the information as required.

PROJECT INFORMATION

Project Title:

- Enter project title. Ensure that the title accurately and concisely captures the overall objective of your research project.

Brief Project Description:

- Provide a brief description of the research project being proposed.
- Maximum 100 words.

Project Subject and Research Area(s):

- **Required**, select either Clinical and Population Health OR Biomedical from the dropdown menu.
- **Required**, select additional subject area(s) that pertain to the project by selecting from the menu on the left and clicking the “Add” button.

SUMMARY INFORMATION

Please complete the “Lay Summary” and “Relevance to MS” sections. This information will be reviewed by the lay reviewers on the review committee, referred to as community representatives. The summaries are also used by the MSSC to inform stakeholders – including people living with MS, staff, volunteers, and donors about the valuable research supported through its funds.

Lay Summary:

- Provide a **project title** using clear, accessible language that can be understood by the general public.
- Describe your project in an engaging way, placing the person affected by MS at the center and providing details that are relevant to them and their lived experience with MS. Use non-technical everyday language. (See [Guide to Writing a Lay Summary](#)).
- Applicants who fail to write in accessible, everyday language will be required to resubmit their lay summary and receive the approval of community representative.
- Maximum 200 words.

Relevance to MS:

- Address the following questions, in non-technical everyday language:
 1. Why should the people affected by MS care about this research, and how it will address important unmet needs and improve their quality of life?
 2. What are the important outcomes of the research, such as advancing knowledge of the biological and/or clinical, psychosocial and societal impacts of MS, providing clues about the cause and progression of the disease, identifying new disease management strategies, etc.?
- Candidates who fail to write in accessible, everyday language will be required to resubmit their Relevance to MS section for the community representatives' approval.
- Maximum 200 words.

REFERENCES

- Provide contact information for **your supervisor** and **co-supervisor**, if applicable. Select Supervisor or Co-Supervisor (Required).
- Provide three (3) academic referees (this does not include supervisor/co-supervisor). Select Recommendation (Required). **Please ensure that you verify the contact information prior to entering into Easygrants.**
- The **Notify** function will send a notification of your application to your supervisor(s) and referees via email. Each referee will receive an email providing them with login information for Easygrants, and will describe what is requested of them when providing a reference. 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. **Additional referees beyond the 3 permitted will be removed from the application.**

Supervisor/Co-Supervisor

- The (co)-supervisor(s) will be instructed to complete an Assessment Form and upload a Letter of Recommendation. If you have two co-supervisors, each of them will have to complete an Assessment Form and upload a Letter of Recommendation.
- The MSSC **will not fund** postdoctoral training that occurs/will occur in the same laboratory under the same supervisor where the applicant's doctoral degree was obtained.

Academic References

- The 3 academic referees will each be required to upload a Letter of Recommendation.
- All Letters of Recommendation **must be on Institutional letterhead, dated and signed by the**

referee. Letters of Recommendation should be submitted in the same language as the application (French or English).

Status Verification

- Assessment Forms and Letters of Recommendation are confidential and will not appear in the full application submission.
- You can check the submission status of each Letter of Recommendation in Easygrants by selecting **References** on the left-hand menu: The status will appear as Submitted and Options will be Completed.
- Applicants can Re-Notify the supervisor(s) and academic references.
- Additional letters beyond the limits specified above will be removed from the application.
- **It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor, co-supervisors, and referees as early as possible to give them sufficient time to submit their Letters of Recommendation. Letters of Recommendation which are submitted after the application deadline may result in disqualification of the application.**

ADDITIONAL INFORMATION

- Indicate yes/no if you would like to be considered for FRQS-MSSC partnership funding.
- Indicate the date of convocation for your doctoral degree (format: DD/MM/YYYY).
- Select one of the following themes that best applies to your project. This information will be used to track funding trends over time.
 - **Symptom management and quality of life** (includes epidemiology, comprehensive care, pain and fatigue, exercise and diet, emotional wellbeing, cognition, etc.)
 - **Mechanisms of disease** (includes pathophysiology, inflammation, neurodegeneration, myelin repair, cell and animal models, etc.). If the theme of your project is mechanisms of disease, please specify if it relates to mechanisms of progression, repair processes or nerve damage and triggers of MS.
 - **Therapy and clinical tool development** (includes clinical trials, drug repurposing, diagnostics, imaging, health-based technological applications, etc.)
 - **Cause and Risk Factors** (includes genetic, lifestyle, environmental, biological, etc.)

PUBLICATIONS

- Please provide a list of all the research output in which you were involved, including papers (peer-reviewed and non-peer reviewed), meeting abstracts, presentations (scientific and lay) and manuscripts in preparation. Full publication may be uploaded in the uploads section.
- *Select the following for **Publication Type**:*
 - *Peer-reviewed publications*
 - *Non- peer-reviewed publications*
 - *Presentations*
 - *Book Chapter*

UPLOADS

The following documents must be uploaded as part of the application. Note that some of the following uploads will have templates available within the online system. Please log in to your account to view the

templates in the Uploads section. Ensure that all pop-up blockers are off when accessing the templates. **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**

Upload Format: Single spaced, 12-point font size, Times New Roman font style and margins that are ½” must be used for all uploads. *Pages in excess of the limit will not be reviewed.* **All uploads must contain relevant headers within the documents; e.g. Proposed Research Project, Training Overview, etc.**

Proposed Research Project:

- Describe the proposed research project. Include a brief background, questions to be addressed, and methods to be used. Expand on the relevance of the proposed work to MS.
- Maximum two (2) pages (excluding references and figures).
- **Pages in excess of the limit will be removed.**

References and Figures:

- Include references, tables, charts, figures, or photographs, if applicable.
- There is no page limit.

Training Overview:

In everyday, non-scientific language, describe:

- What motivated you to pursue research training in the field of MS?
- What skills and experience will you bring to your research project?
- What new skills and experience do you hope to gain during the course of your research training?
- Maximum one (1) page.

This section will be reviewed by the community representative assigned to your application.

Research Experience:

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

1. Choose “MSSOC” as the agency and select “MSSC_Personnel Award CV template”, then click “Load”.
2. Select and fill each required section with all the relevant and necessary information and click “Done”. A validation will automatically be performed and errors, if any, will be displayed.
3. Once all the required sections are completed, review the CCV data online via a preview of the PDF.
4. When complete, click on “Submit”.
5. Record the confirmation number that is displayed with the status message (which can also be found under the “History” tab and on the first page of the CCV PDF).

CCV SECTIONS TO BE COMPLETED:

- **Education and Degrees:** every degree, including Bachelor's, 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)
- **Recognitions:** indicate any recognitions received, including honours, distinctions, prizes, awards (competitive or not, monetary or not, declined, etc.) and citations.
- **Employment, Leaves of Absence and Impact on Research:** explain any gaps in 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.
- **Research Funding History:** if applicable, include research funding opportunities where you were formally recorded as a principal applicant, principal investigator, principal knowledge user, co-applicant, co-investigator, co-knowledge user, collaborator, decision maker, or policy maker. This should not duplicate awards listed under Recognitions.
- **Activities:** include both academic and non-academic activities and contributions and define *impacts*.
- **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.

Transcripts:

- Upload your complete academic record including:
 - Undergraduate Transcript
 - Master's Transcripts (if applicable)
 - Doctoral Transcript

IMPORTANT INFORMATION REGARDING THE TRASCRIPT:

- Provide the most **up-to-date official** transcripts of your complete academic record (this includes all undergraduate and graduate studies, and any studies that may be ongoing). The official transcripts must be provided by scanning each page (front and back) and uploading them as a document in the online application. **Hard copies will not be accepted. Please note that unofficial transcripts will not be accepted.**
- MSSC considers transcripts issued by the Registrar's Office of the trainee's host institution and

that bear the institution's stamp/letterhead to be official transcripts. Opening the envelope to scan the transcript will not render it unofficial for MSSC's purposes. **Transcripts printed from the candidate's personal university account are not considered to be official.**

- 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.

M.D. applicants must hold degrees that are recognized by the medical regulatory authority in the Canadian province or territory where they practice.

Publications:

- Upload any relevant publications and/or manuscripts
- Any additional manuscripts that have been accepted for publication after the personnel award submission deadline must be submitted by e-mail to msresearchgrants@mssociety.ca **no later than January 7, 2019** to be considered.
- No page limits

Supervisor/Co-Supervisor's CV:

For Canadian Supervisors/Co-supervisors

- Upload your **Canadian Postdoctoral Fellowship supervisor's** CV (and co-supervisor's, if applicable).
 - The MSSC requires Supervisors/Co-supervisors (if applicable) to have their CVs be submitted using the **Common CV format**, the template for which can be found at <https://ccv-cvc.ca>.
1. Please choose "MSSC" as the agency and select Supervisor Template, click next. Save the Common CV to your Desktop and upload it in Easygrants.
 2. The CV **must include** a list of the supervisor's (and co-supervisor's, if applicable) publications (relevant to your project) from within the past five (5) years.
 3. Enter all the relevant and necessary information and click "**Done**". A validation will automatically be performed and errors, if any, will be displayed.
 4. Review the CCV data online via a preview of the PDF.
 5. When complete, click on "Submit".
 6. Record the confirmation number that is displayed with the status message (which can also be found under the "History" tab and on the first page of the CCV PDF).

For International Supervisors/Co-supervisors

- Upload your **International Postdoctoral Fellowship supervisor's** CV (and co-supervisor's, if applicable). The CV can be in the supervisor's country's format and **must include** a list of the supervisor's (and co-supervisor's, if applicable) publications that relevant to your project from within the past five (5) years.

Required Signatures:

- Signatures of the applicant, supervisor (and co-supervisor, if applicable) and Head of

- Department are required.
- Electronic signatures will be accepted.
- A template is provided in the Uploads section.

2.2. endMS MASTER’S AND DOCTORAL STUDENTSHIP AWARDS

PLEASE NOTE: If you currently hold an endMS Master’s Studentship and have transferred to a Doctoral program, you must submit a NEW application in order to qualify for endMS Doctoral Studentship funding.

ELIGIBILITY QUIZ

- Applicants must successfully pass the Eligibility Quiz to access the application.
- False information will result in an application being disqualified.

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.

CONTACT INFORMATION

- Enter your name and the institution/organization in which you will be conducting the proposed research and thus will receive the funding.
- If you cannot find your institution in the menu, contact msresearchgrants@mssociety.ca.
- Enter your contact information such as address, email, etc.

PROJECT INFORMATION

Project Title:

- Enter project title. Ensure that the title accurately and concisely captures the overall objective of your research project.

Brief Project Description:

- Provide a brief description of the research project being proposed.
- Maximum 100 words.

Project Subject and Research Area(s)

- For “Research Area”, select either Clinical and Population Health OR Biomedical from the dropdown menu.
- Indicate additional subject area(s) that pertain to the project by selecting from the menu on the left and clicking the “Add” (Required).

SUMMARY INFORMATION

Please complete the “Lay Summary” and “Relevance to MS” sections. This information will be reviewed by the lay reviewers on the review committee, referred to as community representatives. The summaries are also used by the MSSC to inform stakeholders – including people living with MS, staff, volunteers, and donors - about the valuable research supported through its funds.

Lay Summary:

- Provide a **project title** using clear, accessible language that can be understood by the general public.
- Describe your project in an engaging way, placing the person affected by MS at the centre and providing details that are relevant to them and their lived experience with MS. Use non-technical everyday language. (See [Guide to Writing a Lay Summary](#)).
- Applicants who fail to write in accessible, everyday language will be required to resubmit their lay summary and receive the approval of community representative.
- Maximum 200 words.

Relevance to MS:

- Address the following questions, in non-technical everyday language:
 1. Why should the people affected by MS care about this research, and how it will address important unmet needs and improve their quality of life?
 2. What are the important outcomes of the research, such as advancing knowledge of the biological and/or clinical, psychosocial and societal impacts of MS, providing clues about the cause and progression of the disease, identifying new disease management strategies, etc.?
- Candidates who fail to write in accessible, everyday language will be required to resubmit their Relevance to MS section as per the community representatives' approval.
- Maximum 200 words.

REFERENCES

- Provide contact information for **your supervisor(s)** and **co-supervisor**, if applicable. Select Supervisor or Co-Supervisor (Required).
- Provide two (2) academic referees (this does not include supervisor/co-supervisor). Select Recommendation (Required). **Please ensure that you verify the contact information prior to entering into Easygrants.**
- The **Notify** function will allow you to send a notification of your application to your supervisor(s) and each of your referees. This notification will occur via email; each referee will receive an email providing them with login information for Easygrants, and will describe what is requested of them. 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. **Additional referees beyond the 2 permitted will be removed from the application.**

Supervisor/Co-Supervisor

- The (co)-supervisor(s) will be instructed to upload a Letter of Recommendation. If you have two co-supervisors, each of them will have to upload a letter of recommendation.

Academic References

- The 2 academic referees will each be required to upload a Letter of Recommendation.
- All Letters of Recommendation **must be on Institution letterhead, dated and signed by the referee.** Letters of Recommendation should be submitted in the same language as the application (French or English).

Status Verification

- Letters of Recommendation are confidential and will not appear in the full application submission.
- You can check the submission status of each Letter of Recommendation in Easygrants by selecting **References** on the left hand menu: The status will appear as Submitted and Options will be Completed.
- Applicants can Re-Notify the supervisor(s) and academic references.
- Additional letters beyond the limits specified above will be removed from the application. **It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor, co-supervisors and referees as early as possible to give them sufficient time to submit their Letters of Recommendation. Letters of Recommendation which are submitted after the application deadline may result in disqualification of the application.**

ADDITIONAL INFORMATION

- Indicate yes/no if you would like to be considered for FRQS-MSSC partnership funding.
- Select one of the following themes that best applies to your project. This information will be used to track funding trends over time.
 - **Symptom management and quality of life** (includes epidemiology, comprehensive care, pain and fatigue, exercise and diet, emotional wellbeing, cognition, etc.)
 - **Mechanisms of disease** (includes pathophysiology, inflammation, neurodegeneration, myelin repair, cell and animal models, etc.). If the theme of your project is mechanisms of disease, please specify if it relates to mechanisms of progression, repair processes or nerve damage and triggers of MS.
 - **Therapy and clinical tool development** (includes clinical trials, drug repurposing, diagnostics, imaging, health-based technological applications, etc.)
 - **Cause and Risk Factors** (includes genetic, lifestyle, environmental, biological, etc.)

PUBLICATIONS

- Please provide a list of all the research output in which you were involved, including papers (peer-reviewed and non-peer reviewed), meeting abstracts, presentations (scientific and lay) and manuscripts in preparation. Full publication may be uploaded in the upload section.
- *Select the following for **Publication Type**:*
 - *Peer-reviewed publications*
 - *Non- peer-reviewed publications*
 - *Presentations*

UPLOADS

The following documents will be uploaded as part of the application. Note that some the following uploads will have templates available within the online system. Please log in to your account to view the templates in the Uploads section. Ensure that all pop-up blockers are off when accessing the templates. **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**

Upload Format: *Single spaced; font style and size must be Times New Roman 12 points; margins must be ½"; pages in excess of the limit will not be reviewed.* **All uploads must contain relevant headers within the**

documents; e.g. Proposed Research Project, Training Overview, etc.

Proposed Research Project:

- Provide a project title that is in a language clear to the general public
- Describe the proposed research project. Include a brief background, questions to be addressed, and methods to be used. Indicate the relevance of the proposed work to MS.
- Two (2) page maximum (excluding references and figures see below). Pages in excess of the limit will not be reviewed.

References and Figures:

- Include references, tables, charts, figures, or photographs, where applicable.
- There is no page limit

Training Overview:

In everyday, non-scientific language, describe:

- What motivated you to pursue research training in the field of MS?
- What skills and experience will you bring to your research project?
- What new skills and experience do you hope to gain during the course of your research training?
- Maximum one (1) page

Research Experience (CV):

The MSSC requires that each applicant submit their CV using the **Common CV format**. The template can be found at <https://ccv-cvc.ca>. Applicable areas are highlighted in the online form.

Please note the following steps:

1. Choose "MSSC" as the agency and select Personnel template, then click "Next". Please save the Common CV to your Desktop and upload it in Easygrants.
2. Enter all the relevant and necessary information and click "Done". A validation will automatically be performed and errors, if any, will be displayed.
3. Review the CCV data online via a preview of the PDF.
4. When complete, click on "Submit".
5. Record the confirmation number that is displayed with the status message (which can also be found under the "History" tab and on the first page of the CCV PDF).
6. Enter the recorded confirmation number under the "Identify Participants" section on ResearchNet.

CCV SECTIONS TO BE COMPLETED:

- **Education and Degrees:** every degree, including Bachelor's, 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)
- **Recognitions:** indicate any recognitions received, including honours, distinctions, prizes, awards (competitive or not, monetary or not, declined, etc.) and citations.
- **Employment, Leaves of Absence and Impact on Research:** explain any gaps in 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.
- **Activities:** included both academic and non-academic activities and contributions and define *impacts*.
- **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.

Transcripts:

- Upload your complete academic record including:
 - Undergraduate Transcript
 - Master's transcript and/or Doctoral Transcript

IMPORTANT INFORMATION REGARDING TRANSCRIPTS:

- Provide the most **up-to-date official** transcripts of your complete academic record (this includes all undergraduate and graduate studies, and any studies that may be ongoing). The official transcripts must be provided by scanning each page (front and back) and uploading them as a document in the online application. **Hard copies will not be accepted. Please note that unofficial transcripts will not be accepted.**
- MSSC considers transcripts issued by the Registrar's Office of the trainee's host institution and that bear the institution's stamp/letterhead to be official transcripts. Opening the envelope to scan the transcript will not render it unofficial for MSSC's purposes. **Transcripts printed from the candidate's personal university account are not considered to be official.**
- 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.

Publications:

- Upload any relevant publications/manuscripts for which you have been listed as an author.

- Any additional manuscripts that have been accepted for publication after the operating grant submission deadline must be submitted by e-mail to msresearchgrants@mssociety.ca by **January 7th** to be considered.
- No page limits.

Supervisor/Co-Supervisor's CV:

For Canadian Supervisors/Co-supervisors

- Upload your **Canadian Master's or Doctoral** supervisor's CV (and co-supervisor's, if applicable).
 - The MSSC requires Supervisors/Co-Supervisors (if applicable) to have their CVs be submitted using the **Common CV format**, the template for which can be found at <https://ccv-cvc.ca>.
1. Please choose "MSSC" as the agency and select Supervisor Template, click next. Save the Common CV to your Desktop and upload it in Easygrants.
 2. The CV **must include** a list of the supervisor's (and co-supervisor's, if applicable) publications (relevant to your project) from within the past five (5) years.
 3. Enter all the relevant and necessary information and click "**Done**". A validation will automatically be performed and errors, if any, will be displayed.
 4. Review the CCV data online via a preview of the PDF.
 5. When complete, click on "Submit".
 6. Record the confirmation number that is displayed with the status message (which can also be found under the "History" tab and on the first page of the CCV PDF).
 7. Enter the recorded confirmation number under the "Identify Participants" section on ResearchNet.

For International Supervisors/Co-supervisors

- Upload your **International Master's or Doctoral** supervisor's CV (and co-supervisor's, if applicable). The CV can be in the supervisor's country's format and **must include** a list of the supervisor's (and co-supervisor's, if applicable) publications that are relevant to your project from within the past five (5) years.

Required Signatures:

- Signatures of the applicant, supervisor (and co-supervisor, if applicable) and Head of Department are required.
- Electronic signatures will be accepted.
- A template is provided in the Uploads section.

2.3. endMS PERSONNEL AWARDS PROGRESS REPORT

Trainees currently holding an endMS Personnel Award are eligible for funding for a subsequent term based on availability of funds and demonstration of research progress in the previous funding year. Research progress will be assessed by the review committee through the evaluation of a completed endMS Personnel Awards Progress Report (referred to herein as progress report). **The progress report must be completed by ALL endMS Personnel Award holders (Postdoctoral Fellowships, Master's Awards and Doctoral Awards) who are seeking funding for an additional term.** Review the endMS Personnel

Award [Policies](#) for more information on eligibility criteria.

Below is a list of required information and documents as part of the progress report. Satisfactory completion and submission of all information in the progress report is required for consideration in the competition. **Progress reports that are incomplete, do not adhere to the format and assigned PAGE LIMITS, and are submitted AFTER the deadline will be automatically disqualified and not considered for subsequent funding.**

CONTACT INFORMATION

The fields in this section (name, institution, etc.) have been prepopulated with information you provided in your original application. Please review the information to ensure that it is accurate and up to date.

PROJECT INFORMATION

The fields in this section (project title, brief project description, etc.) have been prepopulated with information you provided in your original application. Please review the information to ensure that it is accurate and up to date.

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

Lay Summary:

- Provide a brief summary of your project's in a way that is accessible, relevant and engaging to a lay audience, in non-technical everyday language. (See [Guide to Writing a Lay Summary](#)).
- please provide the following information:
 - a) Project summary (What are the hypothesis or objectives your research project aims to address?)
 - b) Project description (How you are conducting the study?)
 - c) Research findings and updates (What has been accomplished in the past funding year?)
- Candidates who fail to write in accessible, everyday language will be required to resubmit their lay summary and receive the approval of the community representatives.
- Maximum 200 words.

Impact and Relevance:

- Using every day, non-technical language, describe the key achievements or finding resulting from the project during the past funding year and explain the impact of this/these outcome(s) for people affected by MS and for the MS field.
- Describe other important outcomes of the research, such as advancing knowledge of the biological and/or clinical, psychosocial and societal impacts of MS, providing clues about the cause and progression of the disease, identifying new disease management strategies, etc.
- Explain how your research fit in the bigger picture and how the results of your study will influence the lives of people affected by MS?)
- Maximum 500 words.

Additional Comments (optional):

- You may use this section to provide any additional comments beyond what is covered in the other sections of the progress report. This includes any obstacles or challenges you have encountered, or justification for lack of progress due to extenuating circumstances. You can also address any reviewer comments from your original application or previous progress report, if applicable.
- Maximum 500 words.

PUBLICATIONS AND RESEARCH OUTPUT

- Please provide a list of all research output during the past funding year related to this project, including papers (peer-reviewed and non-peer reviewed), meeting abstracts, presentations (scientific and lay) and manuscripts in preparation. Full publication may be uploaded in the upload section.
- *Select the following for **Publication Type**:*
 - *Peer-reviewed publications*
 - *Non peer-reviewed publications*
 - *Presentations*
 - *Book Chapter*

REFERENCES

A letter of support will need to be submit by your **supervisor** and **co-supervisor** (if applicable). The letter of support will need to state the progress made by the candidate during the last funding term.

- Provide contact information for **your supervisor(s)** and **co-supervisor**, if applicable. Select Supervisor or Co-Supervisor (Required).
- **Please ensure that you verify the contact information prior to entering into Easygrants.**
- The **Notify** function will allow you to send a notification of your application to your supervisor(s) and each of your referees. This notification will occur via email; each referee will receive an email providing them with login information for Easygrants, and will describe what is requested of them. 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. **Additional referees beyond the 2 permitted will be removed from the application.**

Supervisor/Co-Supervisor

- The (co)-supervisor(s) will be instructed to upload a Letter of Recommendation. If you have two co-supervisors, each of them will have to upload a letter of recommendation.

Status Verification

- Letters of support are confidential and will not appear in the full application submission.
- You can check the submission status of each Letter of Support in Easygrants by selecting **References** on the left hand menu: The status will appear as Submitted and Options will be Completed.
- Applicants can Re-Notify the supervisor(s).
- Additional letters beyond the limits specified above will be removed from the application.

It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor, co-supervisors and referees as early as possible to give them sufficient time to submit their Letters of Recommendation. Letters of Recommendation which are submitted after the application deadline may result in disqualification of the application.

UPLOADS

The following documents will be uploaded as part of the progress report.

Scientific Progress:

- Describe the progress achieved in the research project during the past funding year, as well as objectives for the next funding year. What changes, if any, were made to the original research aims outlined in your project description, why did these changes occur and how did these changes impact the research project?
- Figures can be added to support the narrative as **Annex (1 page max)**
- If the original aims have changed, please indicate the changes and the reasons.
- Briefly describe the objectives for the following year.

- Maximum 1 page.

Training Overview: (Renewal year 2 and year 3)

- Please provide details regarding the progression of your formation, the skills and expertise acquired during the last year and what are the major achievements obtained as well as the challenges faced carrying out the research project.
- Max ½ page.

Publications:

- Upload any relevant publications/manuscripts for which you have been listed as an author.
- Any additional manuscripts that have been accepted for publication after the operating grant submission deadline must be submitted by e-mail to msresearchgrants@mssociety.ca by **January 7th** to be considered.
- No page limits.

Research Experience (CV):

The MSSC requires that each applicant submit their CV using the **Common CV format**. The template can be found at <https://ccv-cvc.ca>. Applicable areas are highlighted in the online form.

Please note the following steps:

1. Choose "MSSC" as the agency and select Personnel template, then click "**Next**". Please save the Common CV to your Desktop and upload it in Easygrants.
2. Enter all the relevant and necessary information and click "**Done**". A validation will automatically be performed and errors, if any, will be displayed.
3. Review the CCV data online via a preview of the PDF.
4. When complete, click on "Submit".
5. Record the confirmation number that is displayed with the status message (which can also be found under the "History" tab and on the first page of the CCV PDF).

Required Signatures:

- Signatures of the applicant, supervisor (and co-supervisor, if applicable) and Head of Department are required.
- Electronic signatures will be accepted.
- A template is provided in the Uploads section.

3. REVIEW AND SUBMISSION

- Please review the application or progress report 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/progress report is complete, contains all required components, and adheres to the format and page or word limits assigned. **Changes cannot be made to an application once it is submitted.**
- Select “**Submit**” to complete the submission. **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.

4. ADMINISTRATIVE AND TECHNICAL SUPPORT

The hours of the MSSC’s administrative and technical support for all enquiries related to research funding opportunities are: **Monday - Friday from 9:00 to 16:00 ET**

Please direct all questions to msresearchgrants@mssociety.ca.

5. 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.