endMS Scholar Program for Researchers IN Training (2021-2022 SPRINT)

ONLINE APPLICATION GUIDELINES
Last Updated: January 6, 2021

<u>Deadline date</u>: **February 24, 2021 at 4:00 pm EST**

Multiple Sclerosis Society of Canada
Research Department
500-250 Dundas Street West
Toronto (Ontario) M5T 2Z5
Telephone: 416-922-6065
Web Site: www.mssociety.ca/trainingprogram
Application Web Site: https://proposalcentral.com
Email: ms.grants@mssociety.ca

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.

Online Application Procedure

The Multiple Sclerosis Society of Canada (MSSC) uses an online research grants and awards management system that enables trainees to submit and review applications. In November 2020, the MSSC launched a new grants and awards management system called **ProposalCentral**, which can be accessed through the following website: https://proposalcentral.com. Note that the EasyGrants system will no longer be used.

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

If you have already created a profile and forgot your login information, click on the "Forgot Your Password?" link. If you have any difficulties registering, logging in, or creating your application, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. See the ProposalCentral FAQ for additional information.

For new applicants, ensure that you complete your Professional and Institutional Profiles before starting an application. Completion of the following sections in your Professional Profile is mandatory: Contact Information, Degrees, Personal Data, and Account Information.

Applicants are required to connect their ORCiD identifier, a persistent and unique digital identifier, to the ProposalCentral profile. ORCiD will connect your iD with your professional information (e.g., grants, publications, funding, etc.). If you don't have an ORCiD, you can easily create one in a few minutes.

Please ensure that your contact information (institution, address, phone number, e-mail) are correct and up to date.

Please review the endMS SPRINT Program Guidelines carefully prior to submitting an application. If you have any questions regarding eligibility, please contact anik.schoenfeldt@mail.mcgill.ca.

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, do not adhere to the format and assigned PAGE LIMITS, or are submitted AFTER the deadline will be automatically disqualified from the competition.

The MSSC accepts applications in French. French applications might be translated into English for Reviewer's convenience.

endMS SPRINT APPLICATION
To start your application, login to your ProposalCentral account, click on the Grant Opportunities button at the top right hand corner, and enter "Multiple Sclerosis Society of Canada" in the search box. You must apply to the program called "endMS SPRINT".

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.

1. TITLE PAGE
This section contains the following fields that must be completed in ProposalCentral.
Program: Choose SPRINT 2021-2022 from the dropdown menu.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS
The endMS SPRINT Policies, Program Guidelines, and application templates can be downloaded. See Section 8 for instructions on how to complete and upload the templates provided (i.e., Required Signatures).

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL
This section is optional and not necessary for signatures.

4. APPLICANT INFORMATION
Enter your name, institution, program details, and contact information directly into ProposalCentral. Some information may be pre-populated from your profile; please update the information as required.

5. INSTITUTION
Enter the details of your primary institution (where funding will be received). Some information may be pre-populated from your profile; please update the information as required.

6. LETTER OF RECOMMENDATION

Provide the e-mail address of your supervisor. **Please ensure that you verify the e-mail address prior to entering into ProposalCentral.** The "Send E-mail" function will send a notification of your application to your supervisor(s) and referees via e-mail. The e-mail will contain instructions and a link to upload the Letter of Recommendation directly to the application. All Letters of Recommendation **must be on Institutional letterhead, dated, and signed by the referee**. The letter must also be submitted in the same language as the application (French or English). Letters of Recommendation are kept confidential and will not be visible to applicants although they will be able to track if they have been submitted.

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

7. **EDUCATION AND TRAINING** (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.

Current Training (required)

Please enter the details of your current training in progress including the start date and expected date of completion.   If in transition, enter the degree/fellowship applied for, the department, the institution and expected date of completion.

8. **UPLOAD ATTACHMENTS**

To be eligible, the following documents must be uploaded. Note that some the following uploads will have templates available (see Section 2). Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

Required Uploads	Template Availability
Required Signatures	Yes
Supervisor Letter of Recommendation (blind)	*Instructions will be provided to referee
Transcripts	No
Common CV	No

Required Signatures: Signatures of the applicant and supervisor are required. Electronic signatures will be accepted. A template is provided in Section 2.

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 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 <u>not</u> be accepted.

ii. Applicants 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.

<u>Candidate's Common Curriculum Vitae: CCV</u> (required)

Applicant 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:

o Choose "MSSC" as the agency and select the "Personnel" template. Enter all relevant and necessary information and click "Done". Review the CCV data online via a preview of the PDF and submit when complete. 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). Save the Common CV to your Desktop and upload it in ProposalCentral. Please do not submit a draft of your CCV.

The following sections of the CCV must be completed:
o **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 information: 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).
o **Recognitions**: Indicate any recognitions received, including honours, distinctions, prizes, awards (competitive or not, monetary or not, declined, etc.) and citations.
o **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.
o **Activities**: Include both academic and non-academic activities and contributions and define impacts.
o **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.

9. VALIDATE

REVIEW AND SUBMISSION
Please review the application in full before submitting. Select "Validate" to check for any missing required information or files. 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 character 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.

QUESTIONS, ADMINISTRATIVE AND TECHNICAL SUPPORT

For questions related to site technical support, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. Hours of operation are Monday – Friday between 9:00 to 16:00 ET.

For all inquiries related to the endMS SPRINT program competition, please direct questions to anik.schoenfeldt@mail.mcgill.ca. Hours of operation for administrative support are Monday - Friday from 9:00 to 16:00 ET

The MSSC accepts applications in French; please follow the French application guidelines on the SPRINT page.

IMPORTANT NOTE: Unsuccessful SPRINT applications will **not** automatically be considered for acceptance into the 2021 endMS Summer School. There is a separate review process for each competition. **SPRINT applicants are advised to also submit an application for the 2021 endMS Summer School so that if the SPRINT application is unsuccessful SPRINT applicants can be considered for admission to 2021 endMS Summer School.**