



MULTIPLE SCLEROSIS SOCIETY OF CANADA

OPERATING GRANT POLICY ("Policy")

REVISED APRIL 2019

**Multiple Sclerosis Society of Canada
Research Department
250 Dundas Street West Suite 500
Toronto, Ontario M5T 2Z5
Telephone: 416-922-6065
Web site: www.mssociety.ca**

1. FINANCIAL ACCOUNTABILITY	3
1.1. FUNDING SCHEDULE	3
1.2. CONDITIONS OF FUNDING	3
1.3. MISCELLANEOUS FINANCIAL MATTERS	3
1.4. GENERAL CATEGORIES OF EXPENDITURES	4
2. REPORTING	5
2.1. FINANCIAL REPORTING	5
2.2. REPORTING SCIENTIFIC PROGRESS	6
3. PUBLICATIONS AND COMMUNICATION	6
4. GENERAL PROVISIONS	7
4.1. HOLDING MULTIPLE MSSC GRANTS.....	7
4.2. RESUBMISSIONS.....	7
4.3. OTHER FUNDING SOURCES.....	7
4.4. CHANGE OF GRANT RECIPIENT	8
4.5. NO COST EXTENSION OF OPERATING GRANT.....	8
4.6. TRANSFER OF AN OPERATING GRANT	8
4.7. RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS.....	8
4.8. EQUAL OPPORTUNITY REGULATIONS.....	9
4.9. AVAILABILITY OF RESOURCES	9
4.10. OPEN ACCESS TO RESEARCH OUTPUTS	9
APPENDIX A	11

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 installments, with the release of first and second quarterly installments of the Funds to the Institution on April 1st and July 1st, respectively, of the first year of the approved term of the Grant. For operating grants that are scientifically similar to a previous Grant funded by the MSSC, the funds from the previous grant must be expended in full prior to the release of funds for the new grant.

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 installments of Funds is dependent on (a) receipt, review, and approval by the MSSC of semi-annual financial reports referenced in Section 2.1 of this Policy; (b) receipt, review and approval by the MSSC of annual research progress reports referenced in Section 2.2 of this Policy; (c) 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 (d) compliance with all requirements and procedures outlined in the Agreement.

In order for the MSSC to release grant subsequent installments, the financial report submitted by the Grant Recipient must indicate that 75% or more of the Funds released to date have been expended. If so, the next two quarterly installments of Funds will be authorized and released. If 75% or more of the Funds released to date have not been spent, the MSSC will withhold subsequent payments until this condition has been met.

1.3. MISCELLANEOUS FINANCIAL MATTERS

Unspent Funds: Budgets in applications for grants are estimates of the funds required to perform the research indicated. Unexpended funds in a particular year may be carried over to the next year of the approved funding term without requiring the approval of the MSSC.

Carryover Funds: If a new Grant is scientifically similar to a previous Grant supported by the MSSC, the MSSC may allow unexpended funds from the previous grant be carried over to the new grant with MSSC's consent. A carryover request can be made that the remaining balance

is added to the new grant, however, the carryover of funds must be approved by the MSSC following review of a final financial report. Carryover requests must be made within 30 days of the end of the previous grant term.

1.4. GENERAL CATEGORIES OF EXPENDITURES

Eligible Categories: Grant Recipients may request funds for the following categories of expenditure: salaries for personnel, patient costs, permanent equipment (\$5,000 or less over the term of the grant), consumable supplies and travel (\$2,500 or less per year).

Indirect Costs: Funds cannot be used or requested for indirect costs or overhead costs in respect to the conduct of research (defined as costs associated with institution's ongoing operating expenses such as facilities and basic utilities, the purchase and repair of office equipment, administration fees, property, environmental assessment and safety compliance, eating, lighting, ethics reviews etc.). Costs that are not specific to individual research projects or programs or are considered fundamental support services for the operation of the institution and its research facilities are deemed to be ineligible costs.

Personnel: All personnel paid from grant Funds shall be in accordance with the prevailing policies of the Institution. However, budgets for multi-year studies cannot include cost-of-living or similar salary increases for personnel working on the project. Requested salaries are not to be used to replace salaries or portions of salaries already assured by institutional or other funds. Grant funds may not be used for purchasing, accounting, financial record keeping, laundry or student and tuition costs.

Stipend support from the operating grant for Postdoctoral Fellowships, Doctoral, and Master's Studentships as well as summer studentships are not permissible. Please visit the Funding Opportunities page for more information on the MS Society's endMS Studentships and Fellowships.

Professional Support: The MSSC will not pay salaries of the Grant Recipients or other collaborators or Faculty members. Grant Recipients are not considered employees of the MSSC but rather of the Institution.

Technical and Non-Professional Support: Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on the research directly supported by the Grant. All technical and non-professional personnel must be funded within a Canadian institution.

Equipment and Supplies: The MSSC allows a maximum request of \$5,000.00 per Grant for scientific equipment. The cost of installing equipment purchased with funds of the Grant is not allowed unless such funds were requested in the application and specifically approved in the budget of the grant awarded.

Office equipment, personal computers, office supplies, books, and journals may not be

purchased with grant funds unless included in the application and specifically approved in the budget of the grant awarded.

Consumable supplies may include any type of laboratory supplies, including purchase and maintenance of experimental animals.

Travel: Expenses for domestic or foreign travel related to the successful performance of the research may be charged to a grant only when included in the application and within the amount specifically approved in the grant (\$2,500 or less per year). Travel expenses whenever charged to grant funds shall be in accordance with grant recipient's institutional policies and procedures.

If the Grant Recipient chooses to extend their travel for personal reasons, the MSSC will only reimburse the costs associated with the business aspect of the trip. Additional nights in a hotel, flights, or any other expenses will not be covered. Travel to and from the business destination would be considered a business expense since the travel cost is not affected by extending the stay. In the event the researcher travels to a destination other than the business destination for personal reasons, the MSSC will not cover any additional travel expenses incurred, including travels between personal and business destinations.

Other: Any other expenses directly related to the cost of conducting the proposed research may be requested in the application for a Grant but must be properly justified. Construction or renovation costs are not permissible expenditures under any circumstances.

Reallocation of Funds: Transfers personnel and consumable supplies categories of the Budget may be made at the discretion of the Grant Recipient's Institution. However, transfers for equipment, travel, or other items not specifically identified in the approved budget may not be made without prior approval in writing by the MSSC. Unless prior written approval has been obtained from the MSSC, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

2. REPORTING

2.1. FINANCIAL REPORTING

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

Semi-Annual Financial Reports:

The MSSC requires the Grant Recipient to report on all expenses incurred on grant and must align with the approved budget of the grant on all categories including personnel, materials, supplies, services, travel, and equipment. The MSSC will only accept financial reports utilizing

the [financial statement template](#). The Grant Recipient is expected to submit a semi-annual report in April and October of each year or when one becomes available by their institution.

Final Financial Reports: A full account of all expenses incurred over the entire lifecycle of a research project is due within thirty (30) days of the termination of the grant.

2.2. REPORTING SCIENTIFIC PROGRESS

Annual Research Progress Report: An annual research progress report is due March 31st of every year unless otherwise directed by the MSSC. The report requires a written description of research progress, referring to the hypothesis and aims proposed in the original application. Compliance with this policy is necessary for ongoing funding of the grant. A template for the annual research progress report can be found on the MSSC's [website](#).

Final Research Report: A final report is due within thirty (30) days of the end of the grant term. This report must include documentation of all milestones achieved during the funding cycle, with reference to the initial hypothesis and aims of the research project. For no cost extensions, the Grant Recipient should submit an annual research progress report on March 31st and then a final research progress report within thirty (30) days of the end of the extension period. A template for the final research progress report can be found on the MSSC's [website](#). If a final research report is not submitted, payments for any future grants will be withheld until the final report is received.

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 a grant from the Multiple Sclerosis Society of Canada.”** If the award is being sponsored by an individual or organization, the appropriate named award as indicated in the agreement must be used in the acknowledgment.

Meet the Researchers: In an effort to highlight the success of the Grant Recipient, MSSC would like to feature the Award 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 the 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. HOLDING MULTIPLE MSSC GRANTS

A Grant Recipient can concurrently hold a maximum of two operating grants and one pilot grant.

4.2. RESUBMISSIONS

All applications that were unsuccessful in their previous submission to the MSSC grants and awards competition are considered resubmissions. Resubmitting an application is permitted under MSSC competition rules. An application is considered to be a resubmission if the overall research plan (hypothesis and aims) are similar to what was outlined in the first submission. The MSSC may choose to reclassify a new application as a resubmission if it is very similar to a previous application from the Grant Recipient. Resubmissions will be assessed according to the review criteria for a new application, and must include a "Response to the previous review" and should demonstrate substantive modification to the proposal addressing the reviewers' comments. An operating grant application can only be re-submitted twice, for a total of three submissions.

4.3. OTHER FUNDING SOURCES

MSSC operating grant recipients may receive funding from multiple sources for the same or similar projects funded by the MSSC if the funds will be used to expand the scope of their research projects. In this case, the Grant Recipient is requested to notify the MSSC and provide

a written justification highlighting the different scopes of the research projects to msresearchgrants@mssociety.ca.

4.4. CHANGE OF GRANT RECIPIENT

In most cases, a Grant terminates when the Grant Recipient becomes unable to continue supervision of the research. However, within thirty (30) days after such an occurrence, the Institution may request that the Grant be continued with the responsibility transferred to a new principal investigator other than the Grant Recipient until the Grant can be terminated appropriately or until a new and complete application can be submitted by the new investigator. Such changes must be approved by the MSSC prior to taking effect.

4.5. NO COST EXTENSION OF OPERATING GRANT

All requests for a no-cost extension must be in writing and provide justification for the request. Grant terms can be extended for either six (6) or 12 months and extensions can only be requested once per grant, except under extenuating circumstances and with proper justification provided to and approved by the MSSC. A no-cost extension request [form](#) must be completed and sent to the MSSC at msresearchgrants@mssociety.ca. The following information will be requested: (1) the amount of funds to be carried into the extension period; (2) a statement of why the funds were not used in the original grant period; (3) an outline on how the funds will be used during the extension, stating the aims/work from the approved project that needs to be completed; (4) an official up-to-date financial report. No cost extension requests must be made at least ninety (90) days before the termination date of a grant.

4.6. TRANSFER OF AN OPERATING GRANT

If the Grant Recipient wishes to request MSSC's approval to transfer the Grant to a new institution to which they will be transferring, the MSSC requires a letter of acknowledgment signed by the new institution on institutional letterhead agreeing to be bound by the terms of the Agreement. For research involving human subjects and/or animals, written approval from the new Institution's Research Ethics Board and/or the Animal Care and Use Committee must be received prior to initiation of payment. In addition, the original institution must submit an official financial report and return all unexpended funds to the MSSC before a final transfer can be made.

4.7. 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.

4.8. 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.

4.9. 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.

4.10. 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
- c) Reviewed papers in an online repository; or
- d) 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)