MULTIPLE SCLEROSIS SOCIETY OF CANADA

endMS PERSONNEL AWARDS

POLICIES

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APPENDIX A
1. TERMS AND CONDITIONS

1.1. CONDITIONS OF THE endMS PERSONNEL AWARDS

**Notification:** The awardee will be advised of the term and amount of the award. A fully executed letter of agreement must be returned to the Multiple Sclerosis Society of Canada (MSSC) in order for the funds to be released. Payment of the award will be remitted as stated in the letter of agreement and accounting procedures.

**Additional Funding Term:** Awardees currently holding an endMS Personnel Award may be eligible to receive funding for an additional term. To receive additional funding, awardees must submit an endMS Personnel Award Progress Report in the Fall annual research competition by the November 1st deadline (or the first Monday if November 1st falls on a weekend). The following conditions must be met to receive additional funding: 1) The awardee must continue to meet MSSC’s eligibility criteria, 2) the awardee must submit a satisfactory progress report, 3) the progress report must be recommended for funding by the endMS Personnel Award review committee convened by the MSSC, and 4) MSSC must have funding to extend the award beyond the initial term. The table below highlights the maximum number of years that an awardee can request additional MSSC funding.

<table>
<thead>
<tr>
<th>Award</th>
<th>Max term</th>
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<tbody>
<tr>
<td>endMS Master’s Studentship Award</td>
<td>2 years (1 new, 1 renewal)</td>
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<tr>
<td>endMS Doctoral Studentship Award</td>
<td>4 years (1 new, 3 renewals)</td>
</tr>
<tr>
<td>endMS Postdoctoral Fellowship Award</td>
<td>3 years (1 new, 2 renewals)</td>
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</table>

The MSSC will provide a funding notification letter to the successful awardee at the beginning of each additional term provided the awardee qualifies for funding for an additional term. In the event the research project has changed without prior approval from the MSSC or no progress has been made, MSSC will terminate the award.

1.2. PROVISION OF FUNDS

**Unexpended Funds:** For awardees currently holding an endMS Personnel Award, any unexpended funds remaining at the end of the initial/previous award term may be carried over if an additional term is approved. All awardees must return unexpended funds remaining at the termination of the award to the MSSC within ninety (90) days.

**Supplemental Income:** An awardee may, with the approval of their supervisor(s), earn additional amounts from other sources, including research grants. The awardee may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Awardees may engage in non-research activities...
but only for a maximum of 200 hours per year, provided that this does not interfere with their research training progress.

**Personnel Policies:** Awardees are not considered employees of the MSSC but rather of the Institution where the training is provided. Awardees will be subject to all applicable policies of their Institution. No fiscal deductions are made at source by MSSC.

**Other Salary/Stipend Awards:** The MSSC does not permit awardees to hold an award from another agency while holding an MSSC award. Exceptions may be granted on a case-by-case basis provided that adequate justification has been given to and is approved by the MSSC and endMS Personnel Awards review committee if needed.

**Availability of Funds:** All funds are subject to the ongoing financial ability of the MSSC to meet such obligations. Upon a determination by the MSSC, in its sole discretion, that it does not have amounts readily available and designated to provide funds for the approved research project, the MSSC may elect not to advance any or all funds.

1.3. **AWARD CHANGES AND TERMINATION**

**Transfer of an Award:** The transfer of an endMS Personnel Award from one institution to another along with transfer of the trainee cannot be made without prior approval in writing by the MSSC. A written request signed by the awardee’s supervisor detailing the reasons for the change in institution must be made at least ninety (90) days prior to the anticipated transfer. The original institution must return all unexpended funds to the MSSC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the MSSC at least ninety (90) days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

**Change in Terms of the Award:** Any change to the conditions of an endMS Personnel Award, including a change in the direction of the research project or in the level of activity by the awardee or supervisor, requires prior approval by the MSSC. A written request signed by the awardee’s supervisor detailing the reasons for the change to the conditions of the award must be made at the earliest available opportunity. Failure to notify the MSSC will be considered grounds for revocation of an award.

**Change of Supervisor:** If the supervisor becomes unable to continue the supervision of the awardee, a replacement may be named by the sponsoring institution pending approval by the MSSC. However, in the event that the awardee is unable to continue with the research training under the new supervisor, the award is non-transferable and the agreement will be terminated.

**Illness Leave:** The MSSC will consider up to a one (1) year interruption of the award should
the awardee need to take illness leave. Upon return from illness leave, funding will be reinstated and the award term will be extended in proportion to the duration of the illness leave. A doctor’s note in addition to a letter from the awardee’s supervisor on institutional letterhead are required to accompany a request for illness leave. In order for the reinstatement of award to occur, the awardee must return to the same position and institution as held prior to the leave. The awardee must request illness leave as early as possible to ensure that the MSSC has time to review and approve the request. Illness leave cannot commence until the request has been approved by the MSSC.

**Parental Leave:** The MSSC will consider up to six (6) months for paid parental leave, and awardees can request up to an additional six (6) month unpaid interruption of the award for parental leave. Upon return of the awardee, funding will be reinstated (if parental leave is more than 6 months), and the award term will be extended in proportion to the duration of the parental leave. A letter from the awardee’s supervisor on institutional letterhead is required to accompany a request for parental leave. The awardee must request parental leave as early as possible to ensure that the MSSC has time to review and approve the request. Parental leave cannot commence until the request has been approved by the MSSC.

**Termination of an Award:** Whenever an awardee or supervisor elects to terminate an award on a date prior to that indicated in the letter of agreement, the MSSC must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of an award will be deemed to exist: (1) if a awardee is unable to carry out the research at the original institution; (2) if a supervisor requests in writing that the award be terminated because of unsatisfactory performance by the awardee; (3) if a awardee requests in writing that the award be terminated for any reason; (4) if the supervisor becomes unable to continue the supervision of the awardee and a replacement acceptable to the MSSC is not identified within 30 days by the institution; (5) if the awardee changes any aspect of the award from that which was originally approved by the MSSC, including the supervisor, department, institution and/or the specific aims of the research, without prior notification and approval by the MSSC; (5) if the awardee does not demonstrate satisfactory research progress in the progress report or (6) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

### 2. REPORTING AND ACCOUNTABILITY

#### 2.1. SCIENTIFIC PROGRESS

**endMS Personnel Awards Progress Report:** For endMS Personnel Award holders who are seeking funding for an additional term, a scientific progress report is due on November 1st or the first Monday if November 1 falls on a weekend. For endMS Personnel Award holders who are in the final year of their award, a final research report is due within thirty (30) days of the termination of the award (see Final Research Report).

The scientific progress report must include a written description of progress made in the previous funding year and the impact and relevance of the research outcomes to people living
with MS. The progress report must be completed in Easygrants; further instructions are provided in the endMS Person nel Awards Application Guidelines. Failure to submit a progress report by the due date will result in the MSSC not approving the additional term of funding and therefore resulting in the termination of the current award at the conclusion of the term as indicated in the letter of agreement.

**Final Research Report:** A final report of the research is due within thirty (30) days of the termination of the award for endMS Personnel Award holders who are in the final year of their award. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project. A template for the final research report will be provided.

### 2.2. FINANCIAL REPORTING

**Final Financial Report:** A full account of all funds disbursed to the awardee over the entire lifecycle of the award (including the initial term and any additional terms, where applicable) is due within thirty (30) days of the termination of the award. Unexpended funds remaining as of the termination of the letter of agreement or the end of the term must be returned to the MSSC.

### 2.3. PUBLICATIONS AND COMMUNICATION

**Publications:** The MSSC expects results of funded research to be published in appropriate journals. The responsibility for publications lies with the awardee. Once a manuscript is accepted for publication, the awardee must notify the MSSC’s Research Department (msresearchgrants@mssociety.ca) as early as possible with the name of the journal, title of article, expected date of publication and a copy of the manuscript which would be viewed only by MSSC staff to assist in developing communications.

**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 MSSC: “This investigation/work/study/project was supported (in part, if applicable) by an endMS Master’s Studentship, Doctoral Studentship or Postdoctoral Fellowship 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 acknowledgement.

**Media and Communications:** The support of the MSSC must be adequately acknowledged in any presentations, publications, press releases, or media announcements related to this research project. The MSSC expects that if an awardee’s institution and/or journal is preparing a press release or other media announcement related to a MSSC funded grant or award, the institution and/or publisher and the awardee must inform the MSSC’s Research Department.
Department with minimum advanced notice of 2 weeks, and share any materials in advance for review by MSSC staff. The MSSC may choose to participate in a joint media release and/or event at their discretion and be able to provide input on materials and promotional events created by the institution and media. Non-compliance with this term shall entitle MSSC to withhold further funds or terminate the award.

Knowledge Translation and Public Outreach: To help increase stakeholder awareness of the research funded by the MSSC, awardees may expect the MSSC to call upon them during the term of the award 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 awardee participates in public events that help raise awareness of the MSSC’s research program and impact of MSSC funded research. Non-compliance with this term shall entitle MSSC to withhold further funds or terminate the agreement and award.

Research Portal: MS Research Portal is an initiative from the MSSC to highlight research studies that are seeking participants. Awardees are encouraged to post recruitment information for their study online at http://msresearch.ca/ if they are seeking participants who are affected by MS. For more information, contact MSSC’s Research Department (msresearchgrants@mssociety.ca).

3. GENERAL PROVISIONS

3.1. 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 awardee’s institution’s 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 awardee’s institutional Animal Care and Use 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.

The MSSC request from awardees whose research involves humans or animals copies of up-to-date ethics approval certificates for each year of the award.
3.2. **INDEMNIFICATION POLICY**

The MSSC is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the research project or investigation related to the award. The awardee and Institution acknowledge responsibility for the conduct of research or investigation related to this award, and release of the MSSC from all claims or liability that may arise from the conduct of research or investigation related to the award resulting from any act or omission on the part of the awardee and Institution, their employees, agents or representatives to the extent allowed by applicable law.

3.3. **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.

3.4. **AVAILABILITY OF RESOURCES**

Investigators and awardees who receive funds from the MSSC 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.

3.5. **POLICY ON SCIENTIFIC MISCONDUCT AND FRAUD**

Any institution that receives funds from the MSSC must have written policy guidelines on conflict of interest and scientific misconduct and fraud. It is the responsibility of the Institution and the grantee/awardee to inform the MSSC immediately, in writing, of any institutional investigation into the conduct of an Investigator whose work is supported by the MSSC, and to keep the MSSC informed in a timely manner of the progress and outcome of such investigation. A finding by the institutional investigation that the Investigator was guilty of research fraud or misconduct is sufficient grounds to terminate MSSC support of a project, and may jeopardize future support for the Investigator from the MSSC.

3.6. **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 usable 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.”

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, MSSC funded principal investigators and awardees are required to make every effort to ensure that their peer-reviewed publications 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
c) Peer-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 awardees 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). Awardees 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.

Consents: In order for the MSSC to achieve the Open Access goals of this Policy, awardees 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 awardees 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.

Monitoring and Adherence: In accepting any grant or award from the MSSC, awardees accept the terms and conditions of the grant or award, which include the Open Access Requirements. In the event of any breach or non-compliance with this, the MSSC may take steps to
investigate the allegation, which may result in termination of funding at the sole discretion of the MSSC.

**Obligations under Law:** These Policies should be read in conjunction with all applicable laws including, without limitation, all applicable privacy and health information laws, government regulations and guidelines.

For any questions related to the MSSC endMS Personnel Award policies, contact msresearchgrants@mssociety.ca.

**APPENDIX A**

<table>
<thead>
<tr>
<th>Examples of research outputs and corresponding publicly accessible archive, repository or database*</th>
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<tbody>
<tr>
<td>Peer-reviewed journal publications: Publicly accessible archive or repository</td>
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<tr>
<td>PubMed Central Canada</td>
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<tr>
<td>Institutional Repositories at Canadian universities</td>
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<tr>
<td>Directory of Open Access Repositories (international)</td>
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</tr>
<tr>
<td>Research data</td>
<td>Public database or archive</td>
</tr>
<tr>
<td>Nucleic acid sequences</td>
<td>GenBank</td>
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<tr>
<td>Gene expression data</td>
<td>Gene Expression Omnibus</td>
</tr>
<tr>
<td>Structure data</td>
<td>Research Collaboratory for Structural Bioinformatics (RCSB) Protein Data Bank</td>
</tr>
<tr>
<td>Single nucleotide polymorphisms (SNPs)</td>
<td>The Single Nucleotide Polymorphisms Database</td>
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<tr>
<td>Molecular interaction data</td>
<td>International Molecular Exchange Consortium (IMEx) partners</td>
</tr>
<tr>
<td>DNA and clinical data related to the human major histocompatibility complex (MHC).</td>
<td>dbMHC</td>
</tr>
<tr>
<td>Data underlying scientific and medical publications</td>
<td>Dryad Repository</td>
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</table>
| Proteomics data (Deposition of proteomics data) | • **Proteomics IDEntifications database (PRIDE)**  
[European Bioinformatics Institute (EBI)]  
• **PeptideAtlas**  
[Institute for Systems Biology (ISB)]  
• **Global Proteomics Machine (GPM)** |