MULTIPLE SCLEROSIS SOCIETY OF CANADA

OPERATING GRANT

ONLINE APPLICATION GUIDELINES

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Multiple Sclerosis Society of Canada
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1. ONLINE APPLICATION PROCEDURE

The MS Society of Canada (MSSC) uses an online research grants and awards management system that enables researchers to submit, and review, applications on the Web. The system is called Easygrants and can be accessed through the following website: https://www.mscanadagrants.ca

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

- Interested applicants must first create profile on Easygrants. 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.

- Please review the MSSC Operating Grant 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 the submitted application contains all required components.

2. OPERATING GRANT APPLICATION

Below is a list of required information and documents as part of the operating grant application. Satisfactory completion and submission of all documents is required for consideration in the competition. Failure to submit all required documents will result in an incomplete application and it will be disqualified from the competition.

2.1. FIELDS TO BE COMPLETED IN EASYGRANTS

ELIGIBILITY QUIZ

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

The following fields are to be completed in Easygrants. Ensure all word limits are adhered to, additional words will be removed. Do not copy and paste fields into Easygrants.
CONTACT INFORMATION

- Enter the applicant’s name, institution (if this is not found, contact msresearchgrants@mssociety.ca), address, email, etc. (Input the institution that will receive funding)

PROJECT INFORMATION

Project Title:
- Enter project title

Brief Project Description:
- Provide a brief description of the research project being proposed.
- Maximum 100 words.

Project Subject and Research Area(s)
- Required, select Clinical and Population Health OR Biomedical Research from dropdown menu. Please do not select OTHER.
- Required, select additional subject area(s) that pertain to the project by selecting from the menu on the left and clicking the “Add”.

BUDGET

- Enter the budget per year, maximum 3 years.
- Amount requested per year is approximately $100,000
- Use the Notes section to provide a Budget Justification
  o Provide details and justification of all budget items relative to the proposed research.
  o In the Appendix, applicants may include electronic copies of quotations and other information useful to the reviewers.
  o The MSSC does not fund indirect costs. Consult the MSSC Operating Grant Policies for all eligible expenditures.
  o If the research proposal is a clinical trial, the MSSC will consider a term longer than 3 years if appropriately justified; however, the amount requested must be approximately $300,000 for the full grant term.

OTHER PERSONNEL

- Enter the names and institutions Co-Principal Investigator(s), Co-Applicant(s) and Collaborator(s) (if applicable), Collaborators
- Consult the MSSC Operating Grant Policies and Program Guide for personnel definitions

ADDITIONAL INFORMATION

- Indicate whether this is a New, Renewal (include EGID of previous grant) or Resubmission
• Select one of the following themes that apply to the project. This information will be used to track funding trends over time.
  1. **Symptom management and quality of life** (epidemiology, comprehensive care, pain and fatigue, exercise and diet, cognition, etc.)
  2. **Mechanisms of disease** (pathophysiology, inflammation, neurodegeneration, myelin repair, cell and animal models, etc.)
  3. **Therapy and clinical tool development** (clinical trials, drug repurposing, diagnostics, imaging, health-based technological applications, etc.)
  4. **Cause and Risk Factors** (genetic, lifestyle, environmental, biological, etc.)

2.2. UPLOADS

The documents that may be uploaded for this application are listed below. Note that some uploads will have templates available in Easygrants. Please log in to your account to view the templates in the Uploads section. Ensure 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.

**Format:** Single spaced, Times New Roman 12 points; margins are ½”; Pages in excess of the limit will not be reviewed. All uploads must contain relevant headers within the documents; e.g. Scientific Summary of Research Proposal, Research Proposal, Impact and Relevance to MS etc.

**Scientific Summary of Research Proposal**

• Provide a scientific summary of the research proposal.
• One (1) page maximum.

**Research Proposal**

• Provide a detailed research proposal including rationale, overview of preliminary data and findings, hypotheses, scientific aims, and methodology.
• Ten (10) pages maximum. Any content beyond ten (10) pages will be removed from the application and will not be reviewed.

**References and Figures**

• Include references, tables, charts, figures, or photographs.
• There is no page limit.

**Impact and Relevance to MS**

• Describe your project using non-scientific, plain language. Provide clear key messages about your research and the outcomes of the project, ensuring that they are relevant to people affected by MS and address important unmet needs and challenges faced by the MS community.
• Indicate how the proposed research can improve the health and quality of life of people affected by MS, uncover important knowledge of the biological, clinical,
psychosocial and societal impacts of MS, and how it will advance the field overall.

- This information will be reviewed by the lay reviewers on the review committee, referred to as community representatives. The summaries are also is used by the MSSC to inform stakeholders – including people living with MS, staff, volunteers, and donors - about the valuable research supported through its funds. Failure to meet the criteria of a satisfactory lay and relevance summary as determined by the community representatives will result in the applicant resubmitting this section for approval.
- One (1) page maximum.

Addressing Reviewers’ Recommendations (for resubmissions only)

- Compulsory for resubmissions. An operating grant application that was unsuccessful in the previous competition is considered a resubmission. A grant application can only be submitted a total of three times (1 submission and 2 resubmissions). See MSSC Operating Grant Program Guide for further details.
- State how the reviewers’ concerns (both scientific and lay), as outlined in the written critiques from the previous competition, have been addressed in the current application. The previous reviewers’ comments will be provided to the review committee to ensure that concerns have been addressed.
- Two (2) page maximum.

CV

The applicant is required to upload the CV of the Principal Investigator, Co-Principal Investigator (if applicable) and Co-Applicants. The MSSC requires CVs to be submitted using the Common CV format, the template for which can be found at https://ccv-cvc.ca. Before completing and uploading a CV, please review the instructions provided on the Canadian Common CV website. In particular please note the following steps:

1. Once you are on the website, select a preferred language, click "Login" on the top right-hand corner and Register a new account or Login to an existing account
2. Beside the "Welcome" tab, click on "CV" followed by "Funding"
3. Please select “MSSOC” as the agency and select the Operating Grant Template. Click “Load”.
4. Enter all the relevant and necessary information in the form. The CV must include publications (relevant to your project) from the past five (5) years.
5. Once the information is filled in, click "Done". A validation will automatically be performed and errors, if any, will be displayed.
6. Review the CCV via a preview of the PDF. This step will download a copy of the CCV on your computer. Do not upload this version in Easygrants as it is in draft form.
7. Once the CCV review is complete, click "Submit". A confirmation number will be provided for your records.
8. Go to the "History" tab to find your completed CCV and download it on your computer as a PDF.
9. In Easygrants, upload the saved CCV in the appropriate section of the application.
Publications

- Full publications and or manuscripts may be uploaded.
- Please upload the relevant publications in the order that you would like them to appear in your application from within the past 5 years.
- Any additional manuscripts that have been accepted for publication after the operating grant submission deadline must be submitted by e-mail to mresearchgrants@mssociety.ca at least two weeks before the in-person review committee meeting to be considered.

Operating Grant Required Signatures

- Signatures from the Principal Investigator, Co-Principal Investigator (if applicable), Head of Department and Dean of Faculty or Institution are required.
- Electronic signatures will be accepted.
- Template is provided on Easygrants

Appendix

- Additional relevant documents such as letters of support, quotes etc. may be uploaded in the Appendix.

2.3. REVIEW AND SUBMISSION

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

- It is the applicant’s responsibility to ensure that the submitted application is complete, contains all required components, and adheres to the format and page or word limits assigned. 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 mresearchgrants@mssociety.ca as soon as possible.

3. 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 9:00 to 16:00 ET

Please direct all questions to mresearchgrants@mssociety.ca.
The MSSC accepts applications in French; please refer to the MSSC Operating Grants Application Guidelines for more information.

4. TROUBLESHOOTING

Accessing templates: If you experience difficulty opening the templates, please ensure that all pop-up blockers 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 the specifics of the operating system you are using as well as the internet browser you are using.