



## 2019 endMS Summer School

# ONLINE APPLICATION GUIDELINES

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This document highlights components of the online application process and provides a description of what is required in order to submit an online application.

**Completing the Application** - [www.mscanadagrants.ca](http://www.mscanadagrants.ca)

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**A. Online Application**

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:

- Interested applicants must first create a profile on Easygrants. If you have already created a profile and forgot your password, please contact [msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca) or select **Forgot Your Password?** on the home page.
- Please review the endMS Summer School Guidelines carefully prior to submitting an application. If you have any questions regarding eligibility, please contact [anik.schoenfeldt@mail.mcgill.ca](mailto:anik.schoenfeldt@mail.mcgill.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. **Failure to submit all**

**required documents will result in an incomplete application and it will be disqualified from the competition.**

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

## **B. Applicant Information**

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.

### 1. Contact Information

Candidates are responsible for verifying the accuracy of this information before submitting the application.

- i. Enter your name and your institution/organization. If you cannot find your institution in the menu, contact [msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca).
- ii. Enter your contact information such as address, email, etc.

### 2. Project Information

- i. Project Title:  
This section **should not** be completed for this application. Please **enter "N/A"** in the space provided.
- ii. Brief Project Description:  
This section **should not** be completed for this application. Please **enter "N/A"** in the space provided.
- iii. Research Area:  
This section **is required** for this application. Select the appropriate Research Area and the most relevant Subject Area(s) for your research training to date.

## **C. References**

### 1. References

**One** academic referee **is required**; must be the applicant's current supervisor.

- i. Select Recommendation. **(Required)**
- ii. Provide contact information for your supervisor. **(Required)**  
**Please ensure that you verify the contact information prior to entering into Easygrants.**
- iii. The **Notify** function will allow you to send notification of your application to your referees. This notification will occur via email; your referees will receive an email providing them with login information for Easygrants and will describe what is requested of them. **(Required)**

- iv. The applicant's supervisor will be **required** to upload a Letter of Recommendation. All Letters of Recommendation must be submitted on **institutional official letterhead with the referee's signature block**.
- v. 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.

## 2. Status Verification

- i. Letters of Recommendation remain confidential and are not to be reviewed by the applicant. These letters will not appear in the full application submission.
- ii. Check the submission status of your Letter of Recommendation when you are logged into your account by clicking References on the left hand menu: Status will be Submitted and Options will be Completed. **It is the responsibility of the applicant to ensure that all documents, including Letters of Recommendation, are submitted by the deadline.**
- iii. You can Re-Notify your referee.
- iv. **Additional letters beyond the limits specified above will be removed from the application.**

## D. Uploads/Documents

The following documents must be uploaded as part of the application.

- i. Complete and attach all required documents using Times New Roman, 12 pt. font.
- ii. Some of the following uploads will have templates required and provided within the online system.
- iii. Login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates. If you experience difficulties opening the templates, please view the "Troubleshooting: Internet Settings" on page 5 of this document.
- iv. **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**

### 1. Education and Training Summary (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 endMS SUMMER SCHOOL will contribute to your education and training goals as well as how it will facilitate your career goals. Please also provide a list of any/all prior endMS Summer Schools that you have attended.

### 2. Current Training (required; template provided)

Please enter the details of your current training in progress including the expected date of completion.

3. **SUMMER SCHOOL Signature Page** (required: template provided)

This form is to be signed by the applicant and by the applicant's current supervisor. If the applicant has not yet identified a supervisor the form should be signed by the Departmental Chair or delegate (e.g., program advisor, Director of Graduate Studies).

4. **Appendix** (optional)

- a. Additional relevant documents such as **links** to publications and/or manuscripts can be uploaded here. Do not upload full publications and/or manuscripts.
- b. There is no page limit.

**E. Review and Submission**

- Please review the application 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.
- **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](mailto:msresearchgrants@mssociety.ca) as soon as possible.

**F. Administrative and Technical Support**

- The hours of the MSSC's administrative and technical support for all enquiries related to the endMS Summer School application are: **Monday - Friday from 9:00 to 16:00 ET**
- Please direct all questions to [msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca).

The MSSC accepts applications in French; please follow the French application guidelines on the [Summer School page](#).

**G. 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](mailto:msresearchgrants@mssociety.ca). Include in the email details about the operating system and internet browser you are using.