



## **MULTIPLE SCLEROSIS SCIENTIFIC RESEARCH FOUNDATION (MSSRF)**

### **MULTI-CENTRE, COLLABORATIVE TEAM GRANT (Team Grant)**

### **TERMS, CONDITIONS & POLICIES**

Revised July 2015

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## 1. TERMS AND CONDITIONS

- a) Conditions of Team Grant:** The Principal Investigator (PI) will be advised of the duration and amount of the grant awarded. A fully executed Letter of Agreement (Agreement) must be returned to the MSSRF in order for the funds to be released. Payment of the grant will be remitted as outlined in the Agreement. Payment of subsequent quarters is dependent upon a) receipt, review, and approval by the MSSRF of the semi-annual financial reports and b) receipt, review and approval by the MSSRF of annual research progress reports.
- b) Leverage Funding** The approved PI(s) may demonstrate that they have obtained or will obtain funding from other funding sources other than those within one's institution.
- c) No-cost extension:** An extension of the Team Grant may be requested at least 90 days before the termination of the grant. The request for a no-cost extension must be submitted in writing. The MSSRF permits an extension period of 6 or 12 months and may only be requested once per Team Grant. A request for an extension must include: (1) the amount of money to be carried into the extension period; (2) a statement of why the funds were not used in the original grant period; (3) a statement of how the funds will be used during the extension. PIs can only apply for one no-cost extension.
- d) Modifications when holding a Team Grant:**

**Transfer of a Team Grant:** If the PI of the Team Grant relocates to a different institution, the MSSRF retains the right to transfer funds for the Team Grant to the new institution, provided the following:

- That the new institution is Canadian
- Receipt of a written request from the PI
- Receipt of a letter of acknowledgment signed by the new institution
- Receipt of written approval from the new institution's Institutional Review Board and/or the Animal Care and Use Committee prior to initiation of payment for research involving human subjects and/or animals
- Receipt of an acceptable report of expenditures from the original institution
- The original institution returns all unexpended funds to the MSSRF before a final transfer can be made

The transfer request for the Team Grant must be received and processed by the MSSRF at least 90 days prior to the anticipated date of transfer to avoid interruption of financial support.

**Change of Principal Investigator:** Generally, a grant is terminated when the PI becomes unable to continue supervision of the research. In this instance, the original institution may request that the Team Grant be continued with the responsibility transferred to a new PI until the grant can be

terminated appropriately or until a new, complete application can be submitted and approved by the new PI. Such changes cannot be effected without prior approval in writing by the MSSRF within 30 days.

**Termination of grant:** A Team Grant may be terminated before the end of the term: (1) if the PI requests, in writing, that the award be terminated; (2) if the PI is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the PI fails to notify the MSSRF of any change in his/her affiliation with the department or institution on record at the time the award was made; (5) if the PI changes any aspect of the award from that which was originally approved by the MSSRF, including significant changes in the specific aims of the study, without prior notification and approval by the MSSRF; (6) when annual progress reports are not received from the PI at the designated due date; (7) if the PI is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the MSSRF.

## 2. REPORTING AND ACCOUNTABILITY

### a) Financial Accountability

**Semi-Annual Financial Report:** Upon initiation of the grant, the MSSRF will release the first and second quarter of the first year of funding to the grantee. It is the responsibility of the grantee to demonstrate that the majority (greater than 75%) of the funds previously provided are expended prior to release of the following quarter payments. Therefore, we request that a financial report be completed semi-annually and demonstrate that at least 75% of the funds previously released have been spent in order to receive the next two quarterly payments. Future quarterly payments will continue to be contingent upon confirmation semi-annually that at least 75% of funds previously provided have been spent. If it is determined that the funds are not expended or properly expended, the MSSRF has the right to withhold funds until further notice.

**Final Financial Report:** A full account of all expenses incurred over the grant term is due within 90 days of the termination of the grant. Remaining unspent funds at termination must be returned to the MSSRF. Grantees must return remaining funds to the MSSRF within 6 months of termination.

### b) General categories of expenditure

PIs may request funds for the following categories of expenditure: salaries for professional and non-professional personnel, patient costs, permanent equipment (within a reasonable limit), and consumable supplies and travel. The grant budget cannot include indirect costs or overhead costs (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, etc.)

**Personnel:** All personnel paid from grant funds shall be in accordance with the prevailing policies of the grantee institution. Trainee salary support shall be for a period of one to two years, with the expectation that such trainees would be suitable candidates for doctoral or post-doctoral fellowship programs. Trainee support will be provided at the rate specified by the MS Society. 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.

**Professional Support:** The MSSRF will not pay salaries of the PIS, Co-PIS, Collaborators and Faculty members. Investigators are not considered employees of the MSSRF but rather of the institution where the research is conducted. The research grant is to be administered in accordance with the prevailing policies of the sponsoring institution, including policies regarding statutory deductions, vacations, sick leaves, holidays, etc.

**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.

**Equipment and Supplies:** The MSSRF does allow for purchase of 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. Travel expenses whenever charged to grant funds shall be in accordance with grantee institutional policies and procedures.

**Other:** Any other expenditure 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 between and among categories of the budget approved in the grant may be made as follows: (1) transfers between personnel and consumable supplies categories may be made at the discretion of the grantee institution, but (2) no transfers may be made without prior approval in writing by the MSSRF for equipment, travel, or other items not specifically identified in the approved budget. Unless prior written approval has been obtained from the MSSRF, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

### c) Reporting Scientific Progress

**Annual Reporting:** The Annual Report includes a written report and oral presentation to the MAC. The written report will discuss progress made, referring to the hypothesis and scientific questions outlined in the original application and an update on progress of the milestones outlined in the application under the **Research Management Plan**. The Lead-PI or Co-PI will present a midterm report to the MAC demonstrating progress to date and if required and depending on study timelines, check-in calls will be scheduled to review progression and/or completion of additional milestones. Satisfactory completion of the Annual Report is necessary for ongoing funding of study. A template for the written report will be provided.

**Final Progress Report:** A final report of the progress is due within 90 days of the termination of the grant. This report must include documentation of all milestones achieved during the grant term, with reference to the initial hypothesis and scientific questions outlined in the original application and Annual Progress Reports. A template will be provided.

### d) Publications and Communication

**Publications:** Results of research stemming from the Team Grant are expected to be published in peer-reviewed journals in a timely manner. The responsibility for publications lies with the PI. Any materials discussing the research supported by the Team Grant (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) must acknowledge the MSSRF using the following signature:

**“This investigation was supported (in part) by a grant(s) from the Multiple Sclerosis Society of Canada and the Multiple Sclerosis Scientific Foundation.”**

As soon as a manuscript is accepted for publication, it is expected that the PI or Co-PIs will inform the MSSRF citing the name of the journal, title of article and expected date of publication.

**Media and Communications:** If the institution of the PI and/or Co-PIs is preparing a press release or other media announcement related to the Team Grant, it is expected that the institution, publisher and PI notify the MSSRF in advance. All media and communication materials must be approved by the MSSRF before being made publically available.

**Knowledge Translation:** To help increase awareness of the research funded by the MSSRF, the PIs may expect the MSSRF to call upon them during the grant term to summarize research related activities to a lay audience or the media. It is also expected that the PIs participate in public awareness and education events that promote the work supported by the MSSRF. A portion of the funds from the Team Grant must be dedicated to public outreach and knowledge translation activities. Activities include:

- Conference presentations
- Educational seminars for people living with MS, caregivers
- Engaging and sharing information with stakeholders, policy makers, health care professionals
- Training events and workshops

### 3. POLICIES

**Research Involving Human Subjects or Animals:** The MSSRF will not support research involving human subjects without proper approval of the specific research proposed from the grantee institution's human institutional review board. This approval must be signed by the Chairperson of the Committee. The MSSRF 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. For research involving animals, approval from the grantee's institutional animal use and care committee must be approved prior to the release of any funds from the MSSRF. This approval must be signed by the Chairperson of the Committee.

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

**Equal Opportunity Regulations:** The MSSRF 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 mandated equal opportunity policies; institutions outside of Canada must adhere to locally applicable equal opportunity policies.

**Open access to Research Outputs:** The MSSRF 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 MSSRF 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 MSSRF funded research to a broad audience.

**Research Outputs:** The MSSRF 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." Collaborations should be explored to facilitate co-mingling of research outputs for the broader research community. See Appendix A.

**Application and Compliance with Open Access:** The Open Access requirements under this Policy apply to all grants awarded after July 1st, 2011 and onward, in whole or in part, from the MSSRF. The MSSRF encourages compliance of these Open Access requirements from research funded by the MSSRF prior to July 1st, 2011

**Journal Publication:** As previously noted, PI(s) 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 months of publication.

**This may be done by publishing research findings:**

- to a non-subscription based journal;
- to a subscription based journal where the authors may also self-archive peer reviewed papers in an online repository; or
- through a “Hybrid” journal that also has open access publishing options

**(see Appendix “A” for examples of journals and research outputs)**

**Research Data:** The MSSRF 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). PIs are required to retain original data sets arising from MSSRF funded research for a minimum of five years after the end of the term of their funding agreement with the MSSRF. This applies to all data, whether published or not.

**Publication costs:** Funding received through the MSSRF may also be used by the PI to pay expenses incurred in the publication of MSSRF funded research.

**Consents:** In order for the MSSRF 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 MSSRF.

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.

**Resource Sharing:** Investigators who receive funds from the MSSRF are expected to share research resources developed with the MSSRF’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.

**Policy on Scientific Misconduct and Fraud:** Any institution that receives funds from the MSSRF 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 MSSRF immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by the MSSRF, and to keep the MSSRF and the MS Medical Advisory Council (MAC) 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 MSSRF support of a project, and may jeopardize future support for the investigator from the MSSRF.

**Monitoring and Adherence:** In accepting any grant from the MSSRF, Grant Recipients accept the terms and conditions of their grant, which include the Open Access Requirements of this Policy. In the event of

any breach or non-compliance with this, the MSSRF may take steps to investigate the allegation, which may result in termination of funding, grants or awards at the sole discretion of the MSSRF.

**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.

## Appendix A

Examples of research outputs and corresponding publicly accessible archive, repository or database*	
Peer-reviewed journal publications: Publicly accessible archive or repository	
<a href="#">PubMed Central Canada</a> <a href="#">Institutional Repositories at Canadian universities</a> <a href="#">Directory of Open Access Repositories (international)</a>	
<u>Research data</u>	<u>Public database or archive</u>
Nucleic acid sequences	<a href="#">GenBank</a>
Gene expression data	<a href="#">Gene Expression Omnibus</a>
Structure data	<a href="#">Research Collaboratory for Structural Bioinformatics (RCSB) Protein Data Bank</a>
Single nucleotide polymorphisms (SNPs)	<a href="#">The Single Nucleotide Polymorphisms Database</a>
Molecular interaction data	<a href="#">International Molecular Exchange Consortium (IMEx) partners</a>
DNA and clinical data related to the human major histocompatibility complex (MHC).	<a href="#">dbMHC</a>
Data underlying scientific and medical publications	<a href="#">Dryad Repository</a>
Proteomics data (Deposition of proteomics data)	<ul style="list-style-type: none"> <li>• <a href="#">PRoteomics IDentifications database (PRIDE)</a> [European Bioinformatics Institute (EBI)]</li> <li>• <a href="#">PeptideAtlas</a> [Institute for Systems Biology (ISB)]</li> <li>• <a href="#">Global Proteomics Machine (GPM)</a></li> </ul>



\* As provided for in the CIHR 'Policy on Access to Research Outputs'.