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**Community Representative Program**

**ProposalCentral Instructions Guide**

Revised March 2021

**ONLINE APPLICATION PROCEDURE**

The MS Society of Canada (MSSC) uses an online grants and awards management system called ProposalCentral that enables applicants to submit and review applications. All Community Representative application materials can be accessed [**HERE**](https://proposalcentral.com/ProposalGI.asp?SectionID=9688&ProposalID=-1).

**Step 1: Create a ProposalCentral account**

1. Visit the Community Representative application page [**HERE**](https://proposalcentral.com/ProposalGI.asp?SectionID=9688&ProposalID=-1).
2. Click on the **‘Create An Account Now’** button and follow the instructions provided. If you already have a ProposalCentral account and forgot your login information, click on the **‘Forgot Your Password?’** link.
3. Interested applicants **must create a profile on ProposalCentral** through which they can complete the application process. Important things to note:

* For new applicants, ensure that you complete your **Professional and Institutional Profiles** before starting an application.
* Completion of the following sections in your Professional Profile is mandatory: **Contact Information, Personal Data, and Account Information**.
* When completing your Institution Profile, please select **‘Multiple Sclerosis Society of Canada**’ as the name of your institution. You can submit your home address as the institution address.

**Step 2: Complete and submit your application**

Visit the Community Representative application page [**HERE**](https://proposalcentral.com/ProposalGI.asp?SectionID=9688&ProposalID=-1). To start your application, login to your ProposalCentral account.

Below is a list of required information for the MSSC Community Representative application.

1. **Title page**

This section contains the following fields that must be completed in ProposalCentral:

* **Application Title:** Please enter ‘Community Representative Program’
* **Applicant’s relationship to MS:** Select the most appropriate answer in the dropdown menu. Select ‘Save’ and ‘Next’ to get to next page.

1. **Enable Other Users to Access this Proposal**

This section is optional. You do not need to give anyone else permission to access your application. However, if you would like support from an additional person that is able to make changes to your application, you may enter their e-mail in the space provided.

1. **Applicant Information**

* Enter your name, institution and contact information directly into ProposalCentral. Some information may be pre-populated from your profile; please update the information as required by selecting ‘Edit Professional Profile’.
* Select the language you speak most at home.
* To confirm that the information in your application is true and accurate, please select ‘Yes’.

1. **Institution**

Enter the details of your primary institution (i.e., Multiple Sclerosis of Canada). This information may be pre-populated from your profile; please update the information as required by selecting ‘Edit Institution Profile’.

1. **Application Questions**

* Please answer all the questions in the blue text boxes (Personal Connection to MS, Interest in MS Research, Previous Work/Volunteer Work, Interest in the Review Committee, and Computer Access and Knowledge).
* Enter all your answers directly into ProposalCentral. You can save and modify your answers at any time before submitting your application.

1. **Demographic Information**

* Some information in this section may be pre-populated from your profile; please update the information as required by selecting ‘Edit Professional Profile’.
* Please note that your information will ONLY be seen by authorized MSSC staff. The data collected will only be used in aggregated form in order to protect the identity of individuals.

1. **Validate**

Select the ‘**Validate**’ button to indicate if there is any information missing before submitting your application.

1. **Submit**

Select “Submit” to complete your application.

If you have any difficulties registering, logging in, or creating your application on ProposalCentral, contact customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com). You may also refer to the ProposalCentral [FAQ](https://proposalcentral.com/FAQ/FrequentlyAskedQuestions.asp) for additional information.

For any questions regarding the application process, please contact [ms.grants@mssociety.ca](mailto:ms.grants@mssociety.ca).