

**Community Representative Program**

**Online Application Procedure**

Revised October 2024

**ONLINE APPLICATION PROCEDURE**

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

**Step 1: Create a ProposalCentral account**

1. ProposalCentral can be accessed through the following website: https://proposalcentral.com.
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 **‘MS Canada**’ as the name of your institution. Please submit your home address as the institution address.

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

To start your application, login to your ProposalCentral account. Click on the **‘Grant Opportunities’** button at the top right hand corner and enter **‘MS Canada’** in the search box. You must apply to the program called ‘**Community Representative Application’**.

Below is a list of required information for the MSC 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.
1. **Enable Other Users to Access this Proposal *(Optional)***
* You will have the option to give someone permission to access your application if you feel like you need support in completing or making changes to your application.
* To grant someone access to your application, enter their e-mail in the space provided. **NOTE:** The person MUST also have an account on ProposalCentral.



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., MS Canada). This information may be pre-populated from your profile; please update the information as required by selecting **‘Edit Institution Profile’**.

* Please update the address of your institution with your mailing address.

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1. **Application Questions**
* Please answer all the questions in the blue text boxes (Demographic Information, 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**
* Complete the demographic questionnaire. Some information 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 MSC 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 check if there is any missing required information before submitting your application.



1. **Submit**

Please note that changes cannot be made to an application once it is submitted. Select **‘Submit’** to complete your application. You will receive a confirmation email of your submission.

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.

For any questions regarding the application process or if you would like to request a PDF version or French version of the application, please contact ms.grants@mscanada.ca.