MS | SP Canada

MS CANADA

endMS PERSONNEL AWARDS PROGRAM GUIDE

REVISED JULY 2025

1. GENERAL INFORMATION

1.1 MS CANADA

Established in 1948, MS Canada (MSC) is a charity dedicated to providing services to people affected by multiple sclerosis (MS) and funding the highest-quality research that seeks to understand the causes and disease mechanisms of MS and determine strategies to potentially prevent and treat MS. MSC is empowered to provide research funding in the form of grants and awards for researchers and trainees within lawfully established agencies or institutions to further its mission.

Our Vision: A world free of multiple sclerosis.
The Mission: To connect and empower the MS community to create positive change.

1.2 endMS PERSONNEL AWARDS

Support from an endMS Personnel Award provides an important platform for the training and broadening of scientific knowledge among graduate students and postdoctoral fellows who are keen to pursue research in MS. The endMS Personnel Awards attract and retain promising young trainees in the MS field, while providing them with the tools and resources required to advance their academic and clinical careers. The endMS Personnel Awards allow them to cultivate and sharpen their scientific skills, think innovatively about conducting research that will translate into real-world applications, and secure a bright future in MS research and healthcare.

MSC welcomes applications from trainees enrolled in graduate and post-graduate training, and who are conducting research in MS. They must be eligible under their host institution and MSC eligibility requirements to apply for an endMS Personnel Award.

1.2.1 DESCRIPTION OF AWARDS

The following awards are offered as part of the endMS Personnel Awards program:

- endMS Doctoral Studentship Award

- endMS Postdoctoral Fellowship Award

Applicants must be enrolled in the appropriate graduate and post-graduate level program at a recognized institution and under supervision of a principal investigator whose research focus is in MS (See Eligibility). Applicants whose research is focused in MS, may apply to this program.

MSC supports various research projects aligned with the new strategic plan. The strategic plan outlines four key impact areas:

- **Advance Treatment and Care:** Research that aims to advance treatment and care for people affected by MS (e.g. symptom management; diagnosis; developing new treatments and understanding their mechanisms, understanding and evaluating interventions to address mental

health, wellness/self-care, and rehabilitation in people living with MS; innovations in the provision of health services, clinical care practices and models of care; and advances in healthcare delivery/policy).

- **Enhance Well-being:** Research that aims to understand how to enhance the well-being of people affected by MS within communities (e.g. understanding the social determinants of health; assessing the health economics/cost benefit analysis on MS interventions and support structures and systems; evaluation of community-based programs; and advances in health systems research/policy).

- **Understand and Halt Disease Progression:** Research that aims to understand the etiology and mechanisms of MS, disease progression, progressive MS, and repair (e.g., myelin biology, neurobiology, neurophysiology, immunology, neuropathology, and imaging).

- **Prevent MS:** Research that aims to prevent MS (e.g., identifying new risk factors for disease, understanding the mechanisms of risk factors leading to disease including interactions and timing, developing risk assessment and screening tools for MS, understanding preclinical/prodromal MS, identifying biomarkers from initial immune dysfunction to clinical presentation, developing effective interventions for modifiable lifestyle risk factors, health economic/cost benefit analysis on prevention, and defining highest risk populations).

1.3 TERM AND FUNDING

endMS Personnel Award	Maximum Term	Award Amount/Year
endMS Doctoral Studentship Award	4 years (annual renewal required)	$22,000
endMS Doctoral Studentship Award (for M.D. holder)	4 years (annual renewal required)	$50,500
endMS Postdoctoral Fellowship Award (for Ph.D. holder)	3 years (annual renewal required)	$41,000
endMS Postdoctoral Fellowship Award (for M.D. holder)	3 years (annual renewal required)	$50,500

Submission deadline for endMS Personnel Award applications is **October 2nd at 4:00 PM Eastern time**.

MSC awards funding annually for Personnel Awards. Subsequent funding allowable within the maximum term limits (see above) will be issued upon demonstration of research progress as determined by MSC endMS Personnel review committee through an assessment of a Progress Report completed each year. Those eligible for an annual renewal will be contacted to complete a Progress Report. Progress Reports are due by **November 3rd at 4:00 PM Eastern time**.

1.4 FUNDING CONDITIONS

Annual Renewals: Awardees are eligible for renewals each year at MSC's discretion up to a maximum number of renewals as outlined in section 1.3. To qualify for additional funding beyond the initial year, the following criteria must be met:

A. The awardee must continue to meet MSC's eligibility criteria;
B. MSC must be satisfied with the progress of the research project, as recommended by the MSC review committee, and;
C. MSC must approve the Progress Report;
D. All renewals are subject to the availability of funds.

Funding conditions are subject to change without notice.

2. endMS PERSONNEL COMPETITION

2.1 ADMINISTRATION OF endMS PERSONNEL AWARDS

The administration of the endMS Personnel Awards program is the responsibility and function of MSC's Research Department at the National Office.

2.2 COMPETITION TIMELINE AND FUNDING SCHEDULE

Application: The deadline for submitting **new** applications is **October 2nd at 4:00 PM Eastern time.** The deadline for Progress Reports to **renew** awards is **November 3rd at 4:00 PM Eastern time.** Completion, receipt, and MSC approval of the Progress Report is mandatory for release of additional funding beyond the initial year. A letter of agreement will be issued to confirm that an additional year will be funded.

Funding Schedule: Once the award is approved and the letter of agreement is signed, funding begins on July 1st for new and renewal awards, unless otherwise stated in the agreement. Awardees can request a later start date, but it must be justified and approved by MSC. If requested, proof of degree must be provided to MSC prior to funds being released (see Eligibility). Payments are made to the institution on a quarterly basis every year; the institution is responsible for disbursing the funds to the awardee based on the institution's disbursement schedule.

2.3 ELIGIBILITY

2.3.1. endMS DOCTORAL AWARDS

Applicant: The endMS Doctoral Studentship Award competition is open to those that are working towards a doctoral or related degree pertaining to research in MS. M.D. applicants must hold degrees that are recognized by the medical regulatory authority in the Canadian province or territory where they practice. For students admitted to a doctoral program at the time of application but not yet enrolled, a Doctoral Studentship will only be activated once MSC has received written notification

from a university or professional school and/or supervisor that an appropriate transfer of degree, direct entry or Master's degree has been granted.

Citizenship: Applicants proposing to do graduate training at a Canadian institution need not be Canadian citizens; however, applicants proposing to go abroad must be a Canadian citizen or permanent resident of Canada. MSC reserves the right to request documentation indicating citizenship.

Supervisor and Institution: It is the responsibility of the applicant to make all arrangements for the proposed training with an appropriate supervisor and institution prior to submitting an application. Studentships must be held in a recognized post-secondary institution or their affiliated institutions including hospitals and research institutes. The applicant must be responsible to an appropriate supervisor who is in a field relevant to MS they wish to study.

2.3.2 endMS POSTDOCTORAL FELLOWSHIP AWARDS

Applicant: The Postdoctoral Fellowship Award competition is open to those that hold, or are candidates for, a doctoral degree (Ph.D., M.D. or equivalent). M.D. applicants must hold degrees that are recognized by the medical regulatory authority in the Canadian province or territory where they practice. A Fellowship will not be activated for a doctoral candidate who has been accepted to a postdoctoral position until MSC has received written notification from a university or professional school that an appropriate doctoral degree has been granted. Postdoctoral applicants must have completed their doctoral degree or medical training **within three years** of the competition deadline in order to be eligible. Leaves of absence (e.g., maternity and parental leave, sick leave, etc.) will not be included in calculating the three-year window. For questions related to postdoctoral eligibility, please contact the MSC Research Department.

Citizenship: Applicants proposing to do fellowship training at a Canadian institution need not be Canadian citizens; however, applicants proposing to go abroad must be a Canadian citizen or permanent resident of Canada. MSC reserves the right to request documentation indicating citizenship.

Supervisor and Institution: It is the responsibility of the Applicant to make all arrangements for the proposed training with an appropriate supervisor and institution prior to formal application. Fellowships must be held in a recognized post-secondary institution or their affiliated institutions including hospitals and research institutes. The applicant must be responsible to an appropriate supervisor who is in a field relevant to MS they wish to study. MSC will not fund postdoctoral training in the same laboratory under the same supervisor where a doctoral degree was obtained.

2.4 PARTNERSHIP FUNDING

MSC reserves the right to establish funding partnerships with relevant provincial and federal funding agencies for any or all of its funding opportunities. Applicants will be notified in a timely manner of partnership terms and conditions. The ratios for matching the partner's financial contribution (in cash and, if applicable, in kind) will vary depending on the funding opportunity. The letter of agreement will specify the amounts to be contributed by both MSC and the partner.

Current funding partnerships available include:

Fonds de Recherche du Québec (FRQ)

MSC and FRQ aim to support a greater number of doctoral and postdoctoral trainees by providing awards to outstanding individuals in Québec who wish to commence or pursue their research training in the field of MS. This support will be delivered through the co-funding of top endMS Personnel Awards applications submitted to the annual competitions of MSC and FRQ. All Awards will be co-funded by MSC and FRQ. Postdoctoral Fellowships offered to those who conduct their training outside of Canada will benefit from a supplement of $10,000 per year.

In order to be eligible for funding through this partnership, (1) applicants must apply to **both** FRQ and MSC annual competitions, (2) FRQ candidates must indicate in their application that they wish to be considered for an MSC partnership award and MSC candidates must indicate in their application to MSC that they have applied to the FRQ competition; (3) FRQ applications must be approved for relevance by MSC; and (4) candidates must receive a fundable score from the independent review of both FRQ and MSC research competitions.

Saskatchewan Health Research Foundation (SHRF)

MSC and SHRF aim to support a greater number of doctoral and postdoctoral trainees by providing awards to outstanding individuals in Saskatchewan who wish to commence, pursue or sustain their research program in the field of MS. This support will be delivered through the co-funding of excellent endMS Personnel Awards applications submitted to the annual competition of MSC. Awards will be co-funded by MSC and SHRF. Co-funded doctoral and postdoctoral awards may be eligible to receive a $10,000 top-up from SHRF.

In order to be eligible for this partnership funding, (1) an applicant must submit an application for MSC's endMS Personnel Awards competition, and (2) the applicant needs to be based in Saskatchewan and holding a position at an eligible research institution in Saskatchewan. Applications that are to be conducted at institutions located in Saskatchewan will be automatically considered for funding for an MSC-SHRF partnership award. If successful in the competition, each partner's contribution will be outlined in the letter of agreement with the Institution for the amount they contribute to the total award. A successfully executed letter of agreement is required to receive this funding.

3. REVIEW AND RESULTS

3.1 REVIEW PROCESS

3.1.1. INDEPENDENT REVIEW COMMITTEE

New applications and Progress Reports submitted to the endMS Personnel Awards competition are reviewed by members of an independent review committee selected by MSC. The overarching principles inherent in the allocation of MSC funds are excellence, equity of opportunity, and due diligence in the use of MSC funds.

MSC engages the scientific and clinical communities as well as the public in the review process. Individuals affected by MS who serve on the review committee are called Community Representatives. Involvement of Community Representatives ensures transparency of the review process and effective communication to public stakeholders. The committee also includes a Chair, an established researcher in the MS scientific community who oversees the entire process and presides over the review meetings to guide the committee to a consensus rating.

Scientific reviewers assess the scientific merit, feasibility, novelty, and the human and research impact of each new application and Progress Report. Community Representatives review aspects of the new application and Progress Report which are intended and have been prepared for a non-scientific audience. These sections describe the overall project, its relevance and potential impact on people affected by MS and in advancing the field, and information about the applicant and their motivations. Approval and funding of awards is subject to review and approval of the non-scientific sections by the Community Representatives and will be considered in making final funding decisions.

3.1.2. EVALUATION OF NEW APPLICATIONS AND PROGRESS REPORTS

Once all applications and progress reports have been submitted, MSC in collaboration with the review committee Chair assigns new applications and progress reports to the reviewers based on their expertise. Each application is reviewed by two scientific reviewers – referred to as the primary reviewer and secondary reviewer – and one Community Representative based on the following review criteria:

Review Criteria for Scientific Reviewers

Scientific reviewers will evaluate the full application based on the following criteria and weighting:

- Candidate's academic track-record and achievements: Academic achievements, productivity, and track record of the applicant (25%).
- Research environment: How the applicant will leverage the training environment in which the proposed research will be conducted (25%).
- Proposed Research Project: Scientific merit of the research project in terms of relevance to the field, feasibility, and appropriateness for the academic level (50%).

As part of the assessment, scientific reviewers will assess all three criteria in their evaluation. Scientific reviewers will place a greater weighting on the proposed research project.

Review Criteria for Community Representatives

For new endMS Personnel Award applications, Community Representatives review the Plain Language Summary and Training Overview sections of each application. For Progress Reports, Community Representatives will review the Plain Language Summary of the Progress Report. Community Representatives will also provide an enthusiasm level rating and comments based on the following:

- Relevance of the project to MS.
- Potential impact of the research on people affected by MS and on advancements in the MS field.
- Motivation and enthusiasm of the applicant for conducting the proposed research.
- Justification of additional skills and experience that will be gained through the project.
- The application's language and accessibility and comprehensibility to a non-scientific audience.

For guidance on how to write the plain language summary of your application, see Writing for a Non-Scientific Audience.

Scoring and Streamlining Applications

In addition to providing an evaluation, the scientific reviewers and community representatives assign a preliminary score or enthusiasm rating respectively for each application they review based on the scoring charts below. The Chair does not assign preliminary scores. The scientific scores provide MSC and Committee Chair with an indication of the quality of the proposals submitted. They also serve as benchmarks for determining which applications will be discussed at the review meeting. Any application that receives a score below 3.5 from **both** the primary and secondary reviewer, or below a suitable cut-off score as determined by MSC in discussion with the review committee Chair, may not be discussed at the review meeting. The Community Representative's enthusiasm rating provides an indication of the proposal's relevance and potential impact to people affected by MS.

Scientific Scoring Chart

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	**May Be Funded**
Excellent	4.0 – 4.4	
Good	3.5 – 3.9	
Fair	3.0 – 3.4	**Not Fundable**
Poor	0.0 – 2.9	

Community Representative Enthusiasm Level Chart

Overall Enthusiasm Level	Definition
High (3)	Highly relevant with potential to impact health and quality of life for people affected by MS; there is high enthusiasm for this project.
High/Medium (2.5)	High to moderate relevance with potential to impact health and quality of life for people affected by MS; there is high to medium enthusiasm for this project.
Medium (2)	Moderate relevance with potential to impact health and quality of life for people affected by MS; there is medium enthusiasm for this project.
Medium/Low (1.5)	Moderate to low relevance with unclear potential for impact on health and quality of life for people affected by MS; there is medium to low enthusiasm for this project.

Low (1)	Low relevance and impact on health and quality of life for people affected by MS. Based on the plain language documents, the proposed research is not addressing a critical need or challenge relevant to MS; there is low enthusiasm for this project.

Community Representatives will also assess the plain language summary of the application based on comprehension and accessibility. They will provide a rating (i.e., high, medium, low) and feedback that will allow applicants to potentially improve the plain language summary of their application and better articulate the impact and relevance of the proposed research.

Annual Progress Report Review Criteria

Each Progress Report will be evaluated by two scientific reviewers and a Community Representative. They will assess whether there has been any deviation from the original approved project and, if so, whether appropriate justification has been provided. No scoring will be provided for Progress Report reviews, only the recommendation to fund an additional term or to terminate funding. If the progress report and reference letters do not provide sufficient information on progress, this may jeopardize renewal of funding.

3.1.3. REVIEW MEETING AND FINAL RECOMMENDATIONS

Once the scientific reviewers and Community Representatives conduct their evaluation of each application, the review committee meets to engage in an open discussion about the applications. For each application, the primary and secondary reviewers and Community Representative discuss their comments and raise any issues that should be deliberated by the committee. The primary and secondary reviewers then agree on a consensus score, after which each scientific committee member (except for the Chair) votes within 0.5 points above or below the scientific consensus score. The committee Chair will re-engage the Community Representative and confirm if their enthusiasm level has changed as a result of the discussion. Community Representatives will then participate in the voting process by entering their overall enthusiasm level following the discussion.

Once all the scores are tallied, the committee discusses potential funding scenarios depending on the distribution of scores from both the scientific and community representative reviewers, which will be considered together. All applications recommended for funding must meet the scientific cut-off score to be considered fundable. Applications that fall above the designated cut-off score are recommended for funding subject to the availability of funds.

Committee members who identified a conflict of interest with a particular application do not participate in the review discussion or the scoring of that application.

3.1.4. FINAL APPROVAL

A recommendation for funding is presented to MSC's Medical Advisory Committee (MAC) – comprised of researchers and clinicians who provide strategic input and advice on scientific and medical matters that impact MSC and its stakeholders. The MAC reviews the review committee's recommendation

through a wider lens of emerging trends in research and the strategic priorities of MSC. MSC's National Board of Directors will make all final funding decisions.

3.2 COMMUNICATION OF RESULTS

All endMS Personnel Award applicants (new and those requesting renewal of funding) are informed of the funding status of their applications, regardless of the outcome. In addition, MSC provides each applicant with anonymized evaluations of their application from the scientific reviewers and Community Representatives.

For **successful applications only**, MSC will post limited information on the website (e.g. name of the applicant, department, institution, term, amount of award, and project title). MSC does not publish or otherwise disclose details related to unsuccessful applications.

4. APPLICATION GUIDELINES

4.1 ONLINE APPLICATION PROCEDURE

MSC uses an online research grants and awards management system called **ProposalCentral** that enables trainees to submit their applications. ProposalCentral can be accessed through the following website: https://proposalcentral.com.

IMPORTANT:

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

- If you have already created a profile and forgot your login information, click on the "Forgot Your Password?" link. If you have any difficulties registering, logging in, or creating your application, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. See the ProposalCentral FAQ for additional information.

- 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, Degrees, Personal Data, and Account Information.**

- Applicants are required to connect their ORCiD identifier, a persistent and unique digital identifier, to the ProposalCentral profile. ORCiD will connect your iD with your professional information (e.g., grants, publications, funding, etc.). If you don't have an ORCiD, you can easily create one in a few minutes.

- Please ensure that your contact information (institution, address, phone number, e-mail) are **correct** and **up to date**. Ensure that you input the institution that will receive funding. **Do not input your current institution if it is different than the one in which you will be conducting the project specified in your application**.

- Please review MSC Policies prior to submitting an application. If you have any questions regarding eligibility, please contact ms.grants@mscanada.ca.

- It is the applicant's responsibility to ensure that all guidelines are followed and the submitted application contains all required components.

- **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.**

- MSC accepts applications in French. French applications may be translated into English to align with reviewer expertise. If you intend to submit your application in French, please contact ms.grants@mscanada.ca.

4.2 endMS PERSONNEL AWARDS 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 "Personnel Award".

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

1. **TITLE PAGE**

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

   - **Project Title:** Ensure that the project title accurately and concisely captures the overall objective of your research project.

   - **Sub-program:** Select the type of endMS Personnel Award you are applying to (Doctoral, Doctoral MD, Postdoctoral, or Postdoctoral MD).

   - **Research stream:** Select the most appropriate stream for your research project:

     o **Biomedical Research:** Research that uncovers the biological, pathological, and mechanistic aspects of MS, and provides fundamental knowledge about the development, progression, prevention and treatment of MS disease. Studies can involve *in vitro*, animal, and/or human models.

     o **Clinical & Population Health:** Research with the goal of improving diagnosis, treatment, health outcomes, and/or quality of life of people with MS. This stream would include clinical research, population health research, health services research, and other research

that builds on our knowledge and understanding of the complex, biological, social, cultural and environmental interactions that influence the health and well-being of individuals and populations.

- Indicate if you are applying to or are eligible for partnership funding from Fonds de Recherche du Québec (FRQ) or Saskatchewan Health Research Foundation (SHRF).

2. ELIGIBILITY QUIZ

Applicants must successfully pass the Eligibility Quiz for the application to be considered. False information will result in an application being disqualified. Please answer the eligibility questions as they pertain to your sub-program (Doctoral, Doctoral MD, Postdoctoral, Postdoctoral MD) and select N/A for questions that do not apply to you.

3. DOWNLOAD TEMPLATES & INSTRUCTIONS

The endMS Personnel Award Policies, Program Guidelines, FAQ, and all application templates can be downloaded. See Section 11 for instructions on how to complete and upload the templates provided (i.e., Research Proposal, Plain Language Summary, Figures, References, Primary Applicant CV, Supervisor/Co-Supervisor CV, and Required Signatures). Please note that the application also requires uploads for which templates are not provided (i.e., Transcripts).

4. APPLICANT INFORMATION

- Enter your name, institution, program details, and contact information directly into ProposalCentral. Some information may be pre-populated from your profile; please update the information as required.
- Enter the start date and anticipated end date of your current degree (Doctoral or Postdoctoral).

5. INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY

Complete the Inclusion, Diversity, Equity, and Accessibility questionnaire. Some information may be pre-populated from your profile; please update the information as required.

Please note that your information will only be seen by authorized MSC staff. Chairs, Scientific Officers, and review committee members will NOT be able to see this information. The data collected will only be used in aggregated form in order to protect the identity and confidentiality of individuals. This data is important to evaluate and understand equity and diversity in our programs.

Your privacy is important to us, and MS Canada complies with applicable Canadian federal and provincial privacy laws. Our full privacy policy may be found [here](#).

6. **INSTITUTION**

Enter the details of your primary institution where funding will be received. Some information may be pre-populated from your profile; please update the information as required.

7. **SUPERVISORS AND CO-SUPERVISORS**

Enter the e-mail address of your supervisor (and co-supervisor(s)) and use the pop-up box to enter their name and professional affiliation. Please ensure that all information is correct and up to date.

8. **LETTERS OF RECOMMENDATION**

Provide the e-mail address of your supervisor(s), including co-supervisor(s), in addition to two (2) academic referees. **Please ensure that you verify the e-mail address prior to entering into ProposalCentral.** The "Send E-mail" function will send a notification of your application to your supervisor(s) and referees via e-mail. The e-mail will contain instructions and a link to upload the Letter of Recommendation directly to the application. All Letters of Recommendation **must be on Institutional letterhead, dated, and signed by the referee**. The letter must also be submitted in the same language as the application (French or English). Letters of Recommendation are kept confidential and will not be visible to applicants although they will be able to track if they have been submitted.

It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor(s), including co-supervisors, and referees as early as possible to give them sufficient time to submit their Letters of Recommendation. Letters of Recommendation submitted after the application deadline will result in disqualification of the application.

9. **PROJECT INFORMATION**

This section contains the following fields that must be completed in ProposalCentral. Ensure that all character limits are adhered to; additional characters will be removed.

- **Scientific Summary:** Provide a brief summary of the proposed research project. Maximum 300 words or equivalent character count.

- **Impact Goal Areas:** Select which MSC impact goal area best represents your research project:
  - **Advance Treatment and Care:** Research that aims to advance treatment and care for people affected by MS (e.g. symptom management; diagnosis; developing new treatments and understanding their mechanisms, understanding and evaluating interventions to address mental health, wellness/self-care, and rehabilitation in people living with MS; innovations in the provision of health services, clinical care practices and models of care; and advances in healthcare delivery/policy).

  - **Enhance Well-being:** Research that aims to understand how to enhance the well-being of people affected by MS within communities (e.g. understanding the social determinants of health; assessing the health economics/cost benefit analysis on MS interventions and

support structures and systems; evaluation of community-based programs; and advances in health systems research/policy).

- o **Understand and Halt Disease Progression:** Research that aims to understand the etiology and mechanisms of MS, disease progression, progressive MS, and repair (e.g., myelin biology, neurobiology, neurophysiology, immunology, neuropathology, and imaging).

- o **Prevent MS:** Research that aims to prevent MS (e.g., identifying new risk factors for disease, understanding the mechanisms of risk factors leading to disease including interactions and timing, developing risk assessment and screening tools for MS, understanding preclinical/prodromal MS, identifying biomarkers from initial immune dysfunction to clinical presentation, developing effective interventions for modifiable lifestyle risk factors, health economic/cost benefit analysis on prevention, and defining highest risk populations).

- **Priority Areas:** Select one research priority area that best represents your research project (e.g. Cause and risk factors of MS; Cognition and mental health; Diagnosis; Life-modifying therapies; Progression/progressive MS; Repair/remyelination).

10. APPLICANT TRAINING OVERVIEW

The applicant must address the following questions in everyday, non-scientific language:

- What motivated you to pursue research in the field of MS?
- What skills and experience will you bring to this research project?
- What new skills and experience do you hope to gain during the course of your research training?
- Describe how you will leverage your training environment to conduct your proposed research.
- For MD level applicants, clearly describe the percent time you will devote to the research project versus time spent providing clinical care.
- Maximum 500 words or equivalent character count.

11. UPLOADS

To be eligible, the following documents must be uploaded as part of the application. Note that some of the following uploads will have templates available (see below). **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**

Required Uploads	Template Availability	Required	Page Limit
A. Plain Language Summary	Yes	Yes	1
B. Research Proposal	Yes	Yes	2
C. Figures	Yes	No	N/A
D. References	Yes	Yes	N/A

E. Transcripts	No	Yes	N/A
F. CV (for Applicant and Supervisor/Co-Supervisor)	Yes	Yes	5 for Applicant 8 for Supervisor/Co-Supervisor
G. Required Signatures	Yes	Yes	N/A
H. Letters of Recommendation (blind)	*Instructions will be provided to referees	Yes	N/A

Formatting Instructions: Single spaced; font style and size must be Times New Roman 12 points; margins must be no less than ½"; pages in excess of the limit will not be reviewed.

A. Plain Language Summary:

- In non-scientific, everyday language, provide a summary of the proposed research and describe why it is important and relevant to people affected by MS. One (1) page maximum.
- This section will be reviewed by non-scientific reviewers on the review committee, referred to as Community Representatives. Community Representative reviews will be considered in making final funding decisions. Failure to meet the criteria of a satisfactory plain language summary as determined by the Community Representatives will result in the applicant resubmitting this section for approval. For guidance on how to write a plain language summary for your application, see Writing for a Non-Scientific Audience).
- Information included in this section may also be shared with various stakeholders – including people living with MS, MSC staff, volunteers, and donors - to describe the value of the research supported through our programs.

    Please address the following questions in your plain language summary:

    o What are the goals of the proposed research study and how will it address key gaps in the MS field and/or the needs of people affected by MS?
    o How will you conduct the proposed research study? For research involving human participants, please describe the participation requirements (i.e., frequency, timing, and length of visits; collection of biological samples; imaging scans; clinical measures).
    o What are the anticipated outcomes of the proposed research?
    o How will the outcomes of the proposed research impact or benefit people affected by MS?

B. Research Proposal: Ensure that you include the following information in the proposal:
- Describe the proposed research project. Include a brief background, questions to be addressed and their relevance to MS, describe research approaches and methodology, short- and long-term objectives, project timelines, anticipated results and outcomes, and include preliminary data (if available). Please cite relevant literature.
- Maximum of two (2) pages excluding references and figures, which can be uploaded separately. Pages in excess of the limit will not be reviewed.
- Note that scientific reviewers will place a greater weighting (50%) on the proposed research project.

C. **Figures:** Include tables, charts, figures, or photographs to support the proposed research project. There is no page limit. It is not mandatory to upload figures to the proposal.

   Please note if figures are included in the proposal, applicants **must** clearly specify their contributions to data generation and analysis within the figure legend.

D. **References:** Cite relevant references mentioned in the proposal. There is no page limit. Upload of references to the proposal is mandatory.

E. **Transcripts:** Important things to note:

   - Doctoral level applicants must provide the most **up-to-date official** transcripts of their **complete academic record** (this includes all undergraduate and graduate studies, and any studies that may be ongoing). Postdoctoral level applicants must provide the most **up-to-date official transcripts of their graduate studies**, and any studies that may be ongoing (undergraduate transcripts are not required).

   - The official transcripts must be provided by scanning each page (front and back) and uploading them as a document in the online application. **Hard copies will not be accepted**. **Please note that unofficial transcripts will not be accepted.** MSC considers transcripts issued by the Registrar's Office of the trainee's host institution and that bear the institution's stamp/letterhead to be official transcripts. Opening the envelope to scan the transcript will not render it unofficial for MSC purposes. **Transcripts printed from the candidate's personal university account are not considered to be official and will not be accepted.**

   - Applicants who attended international institutions are required to submit a certified true copy of their official transcript, with letter or numerical grades and transcript legend, in English or French. Transcripts in a language other than English or French must be translated to one of these two languages. Applicants must submit a certified true copy of the translation. A certified true copy is a duplicate of an original document that has been verified as true by a commissioner of oath, such as a notary or lawyer. The certified true copy must bear the original signature and stamp of the official authority.

   - MD applicants must hold degrees that are recognized by the medical regulatory authority in the Canadian province or territory where they practice.

F. **CV:** MSC requires that each applicant submit their CV as well as the CV of their supervisor and co-supervisor(s) (if applicable) using the template provided on ProposalCentral. Maximum of five (5) pages for primary applicant and (8) eight pages each for supervisor and co-supervisor(s). For instructions on how to complete the CV template, please see [here](#).

G. **Required Signatures:** Signatures of the applicant, supervisor(s), including co-supervisor(s), and Head of Department are required. Electronic signatures will be accepted. A template is provided in Section 3.

H. **Letters of Recommendation:** Letters of Recommendation are kept confidential and will not be visible to applicants although they will be able to track if they have been submitted.

12. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL
This section is **optional**.

4.3 endMS PERSONNEL AWARDS PROGRESS REPORT

Trainees currently holding an endMS Personnel Award are eligible for funding within the maximum term of their award based on availability of funds and demonstration of research progress. Research progress will be assessed by the review committee through the evaluation of a completed Progress Report. **The Progress Report must be completed by ALL endMS Personnel holders (Doctoral and Postdoctoral Awards) who are seeking a renewal.** Review the endMS Personnel Award Policies for more information on eligibility criteria.

Applicants who are eligible for an annual renewal will be contacted by MSC to complete and submit a Progress Report in ProposalCentral. This is a different process than for a new award. Below is a list of required information and documents as part of the Progress Report submission. Satisfactory completion and submission of all information in the Progress Report is required for consideration in the competition. **Progress reports that are incomplete, do not adhere to the format and assigned PAGE LIMITS, or are submitted AFTER the deadline will be automatically disqualified and not considered for subsequent funding.**

1. **TITLE PAGE**

   Complete the following fields in ProposalCentral. Please enter the information from your original application where applicable.

   - **Project Title:** Enter the title of your MSC funded research project.

   - **Sub-program:** Select the type of endMS Personnel Award you are renewing (Doctoral, Doctoral MD, Postdoctoral, or Postdoctoral MD).

   - **Research stream:** Select the most appropriate stream for your research project:

     o **Biomedical Research:** Research that uncovers the biological, pathological, and mechanistic aspects of MS, and provides fundamental knowledge about the development, progression, prevention and treatment of MS disease. Studies can involve *in vitro*, animal, and/or human models.

     o **Clinical & Population Health:** Research with the goal of improving diagnosis, treatment, health outcomes, and/or quality of life of people with MS. This stream would include clinical research, population health research, health services research, and other research that builds on our knowledge and understanding of the complex, biological, social,

cultural and environmental interactions that influence the health and well-being of individuals and populations.

- Indicate if you are receiving partnership funding from Fonds de Recherche du Québec (FRQ).

2. ELIGIBILITY QUIZ

Applicants must successfully pass the Eligibility Quiz for the application to be considered. False information will result in an application being disqualified. Please answer the Eligibility questions as they pertain to your sub-program (Doctoral, Doctoral MD, Postdoctoral, Postdoctoral MD).

3. DOWNLOAD TEMPLATES & INSTRUCTIONS

The endMS Personnel Award Policies, Program Guidelines, FAQ, and all application templates can be downloaded. See Section 11 for instructions on how to complete and upload the templates provided (i.e., Scientific Progress Report, Plain Language Summary, Figures, References, Applicant CV, and Required Signatures).

4. APPLICANT INFORMATION

The fields in this section (name, institution, contact information, etc.) may be pre-populated with information from your original application. Please enter any missing information and review the information to ensure that it is accurate and up to date.

5. INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY

Complete the Inclusion, Diversity, Equity, and Accessibility questionnaire. Some information may be pre-populated from your profile; please update the information as required.

Please note that your information will only be seen by authorized MSC staff. Chairs, Scientific Officers, and review committee members will NOT be able to see this information. The data collected will only be used in aggregated form in order to protect the identity of individuals. This data is important to evaluate and understand equity and diversity in our programs.

Your privacy is important to us, and MS Canada complies with applicable Canadian federal and provincial privacy laws. Our full privacy policy may be found here.

6. INSTITUTION

Enter the details of your primary institution where funding will be received. Some information may be pre-populated from your original application; please update the information as required.

7. SUPERVISORS AND CO-SUPERVISORS

Enter the e-mail address of your supervisor(s), including co-supervisor(s) if applicable, and use the pop-up box to enter their name and professional affiliation. Please ensure that all information is correct and up to date.

8. LETTERS OF RECOMMENDATION

The applicant's **supervisor** must submit a letter stating the **progress** made by the applicant during the last funding year (or period).

Provide the e-mail address of **your supervisor. Please ensure that you verify the e-mail address prior to entering into ProposalCentral.** The "Send E-mail" function will send a notification of your application to your supervisor via e-mail. The e-mail will contain instructions and a link to upload the letter directly to the application. Your supervisor's letter is confidential and will not appear in the full application submission.

It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor as early as possible to give them sufficient time to submit the letter. Letters submitted after the application deadline may result in disqualification of the application. Applications without a letter from the supervisor will be automatically disqualified.

9. PROJECT INFORMATION

The fields below are **to be completed** in ProposalCentral as part of the Progress Report. Ensure that all character limits are adhered to; additional characters will be removed.

- **Scientific Summary:** Enter a brief scientific description of your research project as outlined in your original application. Maximum 300 words or equivalent character count.

- **Impact Goal Areas:** Select which MSC impact goal area best represents your research project:

  - **Advance Treatment and Care:** Research that aims to advance treatment and care for people affected by MS (e.g. symptom management; diagnosis; developing new treatments and understanding their mechanisms, understanding and evaluating interventions to address mental health, wellness/self-care, and rehabilitation in people living with MS; innovations in the provision of health services, clinical care practices and models of care; and advances in healthcare delivery/policy).

  - **Enhance Well-being:** Research that aims to understand how to enhance the well-being of people affected by MS within communities (e.g. understanding the social determinants of health; assessing the health economics/cost benefit analysis on MS interventions and support structures and systems; evaluation of community-based programs; and advances in health systems research/policy).

  - **Understand and Halt Disease Progression:** Research that aims to understand the etiology and mechanisms of MS, disease progression, progressive MS, and repair (e.g., myelin biology, neurobiology, neurophysiology, immunology, neuropathology, and imaging).

- o **Prevent MS:** Research that aims to prevent MS (e.g., identifying new risk factors for disease, understanding the mechanisms of risk factors leading to disease including interactions and timing, developing risk assessment and screening tools for MS, understanding preclinical/prodromal MS, identifying biomarkers from initial immune dysfunction to clinical presentation, developing effective interventions for modifiable lifestyle risk factors, health economic/cost benefit analysis on prevention, and defining highest risk populations).

- **Priority Areas:** Select one research priority area that best represents your research project (e.g. Cause and risk factors of MS; Cognition and mental health; Diagnosis; Life-modifying therapies; Progression/progressive MS; Repair/remyelination).

10. APPLICANT TRAINING OVERVIEW

- Please provide details regarding your development as a trainee (i.e., courses taken, conferences attended, presentations), the skills and expertise acquired **during the past funding year (or period)**, and describe any achievements, awards, and challenges you are facing or have overcome. Maximum 500 words or equivalent character count.

- **Additional Comments (optional):** You may use this section to provide any additional comments beyond what is covered in the other sections of the Progress Report. This includes any obstacles or challenges you have encountered, or justification for lack of progress due to extenuating circumstances. Maximum 500 words or equivalent character count.

11. UPLOADS

To be eligible, the following documents must be uploaded as part of the Progress Report. Note that some of the following uploads will have templates available (see below). **Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.**

Required Uploads	Template Availability	Required	Page Limit
A. Plain Language Summary	Yes	Yes	1
B. Scientific Progress	Yes	Yes	1
C. Figures	Yes	No	1
D. References	Yes	Yes	N/A
E. CV (for Applicant)	Yes	Yes	5
F. Required Signatures	Yes	Yes	N/A
G. Supervisor Letter of Recommendation (blind)	*Instructions will be provided to referee	Yes	N/A

A. Plain Language Summary:

- In non-scientific, everyday language, provide a summary of your research progress in the past funding year (or period). One (1) page maximum.

- Please note this information may be shared with various stakeholders – including people living with MS, MSC staff, volunteers, and donors – to describe the value of the research supported through our programs.
- For guidance on how to write the plain language summary of your application, see [Writing for a Non-Scientific Audience](#).

Please address the following questions in your plain language summary:

- What are the goals of your research project and how will it address key gaps in the MS field and/or the needs of people affected by MS?
- How will the outcomes of your research project impact or benefit people affected by MS?
- What have you achieved in the past funding year, including key findings, and what are the next steps?
- Have there been any changes to your research project or research goals? If yes, please describe what changes were made and how do they impact the outcomes of your research project?

B. **Scientific Progress:** This report should include **details** of the work conducted in the past funding year (or period).

- Provide a brief description of your research project. Include a brief background, questions to be addressed and relevance to MS, research aims, and anticipated results and outcomes.
- Describe the progress achieved in the research project including key findings, as well as the objectives for the next funding year.
- If the original aims have changed, please indicate what changes were made, why did they occur, and how did these changes impact the research project.
- Maximum one (1) page, excluding references and figures which can be uploaded separately.
- All unpublished information should be identified as such, and will be treated as confidential.

C. **Figures:** Include tables, charts, figures, or photographs to support the scientific progress report. Maximum one (1) page limit. It is not mandatory to upload figures to the proposal.

Please note if figures are included in the proposal, applicants **must** clearly specify their contributions to data generation and analysis within the figure legend.

D. **References:** Cite relevant references mentioned in the proposal. There is no page limit. Upload of references to the proposal is mandatory.

E. **CV:** MSC requires that each applicant submit their CV using the template provided on ProposalCentral. Five (5) page maximum. For instructions on how to complete the CV template, please see [here](#).

F. **Required Signatures:** Signatures of the applicant, supervisor(s)/co-supervisor(s), and Head of Department are required. Electronic signatures will be accepted. A template is provided in Section 3.

G. **Supervisor Letter of Recommendation:** The Letter of Recommendation is kept confidential and will not be visible to applicants although they will be able to track if they have been submitted.

12. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL**
    This section is **optional**.

4.4 REVIEW AND SUBMISSION

Please review the application in full before submitting. Select "Validate" to check for any missing required information or files. It is the applicant's responsibility to ensure the submitted application is complete, contains all required components, and adheres to the format and page or character 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**.

5. QUESTIONS, ADMINISTRATIVE AND TECHNICAL SUPPORT

For questions related to site technical support, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. Hours of operation are Monday – Friday between 9:00 to 16:00 ET.

For all inquiries related to the endMS Personnel Award competition, please direct questions to ms.grants@mscanada.ca. Hours of operation for MSC's administrative support are Monday - Friday from 9:00 to 16:00 ET.