



## **endMS PERSONNEL AWARDS**

### **FREQUENTLY ASKED QUESTIONS**

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## 1. WHEN DO I NEED TO SUBMIT MY APPLICATION?

The submission deadline for **new** endMS Personnel Awards is **October 2 at 4:00 PM Eastern time**. **Progress Reports for renewals** of current endMS Personnel Awards are due **November 3 at 4:00 PM Eastern time**. The online system will not accept applications after the deadline. All required documents must be completed and submitted prior to the deadline, including letters of reference. In addition, any documents that surpass the assigned page limits or fail to adhere to the formatting guidelines will be excluded from the application.

## 2. WHERE DO I SUBMIT MY APPLICATION?

All applications must be submitted in the online grants management and application system, [ProposalCentral](#).

Interested applicants must create a profile on ProposalCentral before they can proceed with the application process. Applicants are required to connect their [ORCID identifier](#), a persistent and unique digital identifier, to your 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 refer to the Program Guide for endMS Personnel Awards for further details.

## 3. AM I ELIGIBLE FOR ADDITIONAL RENEWAL FUNDING?

endMS Personnel award holders who are eligible for renewal funding must: 1) continue to meet MS Canada (MSC)'s eligibility criteria to hold a Studentship or Fellowship award; 2) submit a completed Progress Report by November 3; and 3) demonstrate sufficient progress in the initially proposed research as determined by an independent review panel. Failure to submit a Progress Report will result in termination of the award.

## 4. IS RENEWAL FOR MY AWARD AUTOMATIC?

MSC does not provide automatic renewal of funding each year over the term of the award. It is the responsibility of the trainee to apply for a renewal of their current endMS Personnel Award through submission of a Progress Report that is submitted annually and subject to review. Letters of Agreement will continue to be issued every year within the maximum term limits (4 years for doctoral awards, 3 years for postdoctoral awards), and is dependent on the availability of funds and upon demonstration of research progress.

## 5. I FORGOT TO APPLY FOR A RENEWAL OF MY AWARD IN THE PREVIOUS COMPETITION. CAN I APPLY FOR A RENEWAL THIS YEAR?

Trainees who did not submit a Progress Report and experienced an interruption in funding must re-apply as a new applicant. If the application is successful, the awardee will be awarded funding for a new award through a fully executed Letter of Agreement.

**6. MY AWARD DOES NOT HAVE A START DATE OF JULY 1. SHOULD I STILL APPLY FOR A RENEWAL?**

We kindly ask all trainees to submit a Progress Report even if your current award does not follow the typical start date of July 1. This is to ensure that you will not experience an interruption in funding in the subsequent year. MSC will also ensure that specific instructions and consideration will be provided to the reviewers upon assessment of your Progress Report.

**7. IF I AM A DOCTORAL STUDENT, OR A MASTER'S TRANSFERRING TO A DOCTORAL PROGRAM, HOW MANY YEARS MUST I BE ENROLLED IN THE PROGRAM IN ORDER TO BE ELIGIBLE TO APPLY FOR A STUDENTSHIP AWARD?**

The endMS Studentship Award is open to those who are working towards a doctoral or equivalent degree and are conducting research in MS. For master's students who are transferring to a doctoral program, the Doctoral Studentship Award will not be initiated until MSC has received written notification from a university or professional school and/or supervisor that an appropriate transfer of degree or master's degree has been granted.

**8. IF I AM A POSTDOCTORAL FELLOW, HOW LONG AFTER OBTAINING A PHD OR MD DEGREE AM I ELIGIBLE TO APPLY FOR A FELLOWSHIP AWARD?**

The endMS Postdoctoral Fellowship Award competition is open to those that hold, or are candidates for, a doctoral degree (Ph.D., M.D. or equivalent). Postdoctoral applicants must have completed their doctoral degree or medical training, including residency, **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.

M.D. applicants must hold MD degrees that are recognized by the medical regulatory authority in the Canadian province or territory where they practice. An endMS Postdoctoral Fellowship Award will not be initiated for a doctoral candidate who has been accepted to a postdoctoral position until MSC has received written notification from a university or professional school or equivalent proof that the doctoral degree has been granted.

**9. IF I AM NOT A CITIZEN OR PERMANENT RESIDENT OF CANADA, WHAT TYPE OF DOCUMENTATION DO I NEED TO TRAIN IN A CANADIAN INSTITUTION?**

Applicants must be accepted for training at a Canadian university to apply to the endMS Personnel Awards. If not a Canadian citizen or permanent resident, graduate student applicants must have a valid student visa, and postdoctoral level applicants must have a valid work permit to be eligible.

## **10. CAN I TRAIN OUTSIDE OF CANADA?**

Applicants can choose to do their graduate studies or postdoctoral fellowship outside of Canada if they are a Canadian citizen or a permanent resident of Canada. MSC reserves the right to request documentation indicating citizenship and residency.

## **11. DOES MY SUPERVISOR NEED TO HOLD A MSC DISCOVERY OR CATALYST RESEARCH GRANT FOR ME TO APPLY TO A STUDENTSHIP OR FELLOWSHIP?**

No, your supervisor does not need to hold an MSC grant, but the supervisor must have the needed resources and support for the applicant to effectively execute the proposed research. The supervisor must hold a position in a recognized research institution and should be involved in multiple sclerosis (MS) research. If your research is related in part (or in full) to a MSC Discovery or Catalyst Research Grant or other funding from the MS Canada, the Supervisor should mention this in the letter of reference, however this is not a requirement for funding.

## **12. MY WORK IS OVERSEEN BY TWO SUPERVISORS OR CO-SUPERVISORS. WHAT DOCUMENTS HAVE TO BE SUBMITTED?**

Applicants must ensure that all documents required for the supervisor(s) are submitted for supervisor(s)/co-supervisor(s). For instance, all supervisors, whether they are a supervisor or a co-supervisor, must submit a letter of reference and provide their CV. Note that two additional reference letters are needed from academic mentors who are not identified as your supervisor or co-supervisor. Failure to submit documents for supervisor(s)/co-supervisor(s) can lead to disqualification from the competition. Please refer to the Program Guide for more information.

## **13. WHAT FORMAT OF THE CV IS REQUIRED?**

MSC requires CVs to be submitted using the template provided on ProposalCentral for Primary Applicants and Key Personnel (i.e., Supervisor, Co-Supervisor). For instructions on how to complete the CV template, please see [here](#).

## **14. DO I NEED TO SUBMIT AN OFFICIAL TRANSCRIPT OR WILL AN UNOFFICIAL COPY FROM THE INSTITUTION'S REGISTRATION WEBSITE MEET YOUR REQUIREMENTS?**

MSC requires that you upload the most up-to-date official transcripts from the degrees specified in the Program Guide. The official transcripts must be provided by scanning each page (front and back) and uploading them as a single document in the online application. All transcripts must contain a grade legend (instructions/details on how to interpret the grading system). Hard copies will not be accepted. Failure to submit official, complete transcripts will result in a disqualification from the competition.

Students who have attended international institutions are required to submit a certified true copy of their official transcript, with letter or numerical grades, in English or French. Transcripts in a language other than English or French must be translated to one of these two languages and students 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.

## **15. WHICH TRANSCRIPTS ARE REQUIRED?**

Doctoral level applicants must provide transcripts from their undergraduate degree and graduate studies, including courses taken with grades. Postdoctoral level applicants must provide transcripts from their graduate degree. Applications submitted without the appropriate transcript(s) will not be considered eligible. Please refer to the Program Guide for more information.

## **16. ARE THERE SPECIFIC REQUIREMENTS ON WHO CAN PROVIDE LETTERS OF RECOMMENDATION?**

Letters of recommendation for Personnel Awards must come from the academic supervisor(s)/co-supervisor(s) and academic referees who have knowledge of the applicant's research activities and potential. All letters must be on institutional letterhead, dated, and signed. For more information on the number of letters of recommendation required, please refer to the Program Guide. Additional recommendation letters beyond those requested will not be accepted.

## **17. ARE ELECTRONIC SIGNATURES SUFFICIENT FOR THE SIGNATURE PAGE OF THE APPLICATION, OR DOES MSC REQUIRE AN INK SIGNATURE PAGE?**

Electronic signatures on a scanned copy of the Signature Page are sufficient for the application process. The Signature Page can be downloaded from the online application.

## **18. CAN I TRANSFER MY AWARD TO ANOTHER INSTITUTION AND/OR SUPERVISOR?**

You must obtain written permission from MSC to transfer an endMS Personnel Award to a different institution or supervisor. Please see the endMS Personnel Award Policies for more information.

## **19. AM I ABLE TO HOLD AN AWARD FROM ANOTHER FUNDING INSTITUTION OR AGENCY?**

MSC does not permit awardees to hold an award of equal (or relatively equal value) from another organization or funding agency while holding an MSC award. Exceptions may be granted to lower value awards (e.g. institutional awards) at MSC's discretion. Award recipients must disclose all other awards they receive to MSC by sending an email to [msresearchgrants@mscanada.ca](mailto:msresearchgrants@mscanada.ca) upon acceptance and during the award term. Please see the Policies for more information.

## **20. ARE BENEFITS SUCH AS VACATION PAY INCLUDED IN MY AWARD?**

endMS Personnel Award recipients are not considered employees of MSC but rather of the institution where the research is conducted. The research award is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

## **21. DOES MY AWARD INCLUDE A RESEARCH OR TRAVEL ALLOWANCE?**

No, MSC does not provide a research or travel allowance for recipients of the endMS Personnel Awards.

*If the FAQ Guide did not answer your question, please direct inquiries and questions to [ms.grants@mscanada.ca](mailto:ms.grants@mscanada.ca)*