



MS CANADA

**DISCOVERY RESEARCH GRANT POLICY
("Policy")**

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1. FINANCIAL ACCOUNTABILITY	3
1.1. FUNDING SCHEDULE	3
1.2. CONDITIONS OF FUNDING	3
1.3. MISCELLANEOUS FINANCIAL MATTERS	3
1.4. GENERAL CATEGORIES OF EXPENDITURES	4
2. REPORTING.....	5
2.1. FINANCIAL REPORTING	5
2.2. REPORTING SCIENTIFIC PROGRESS.....	6
3. PUBLICATIONS AND COMMUNICATION	6
4. GENERAL PROVISIONS.....	7
4.1. HOLDING MULTIPLE MSC GRANTS	7
4.2. RESUBMISSIONS	7
4.3. OTHER FUNDING SOURCES	8
4.4. CHANGE OF GRANT RECIPIENT.....	8
4.5. NO COST EXTENSION OF DISCOVERY RESEARCH GRANT.....	8
4.6. TRANSFER OF DISCOVERY RESEARCH GRANT	8
4.7. RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS.....	9
4.8. EQUAL OPPORTUNITY REGULATIONS.....	9
4.9. AVAILABILITY OF RESOURCES.....	9
4.10. OPEN ACCESS TO RESEARCH OUTPUTS	9

Capitalized terms not otherwise defined in this Policy shall have the meanings given to such terms in the Grant Recipient's Letter of Agreement and/or attached General Grant Terms and Conditions.

1. FINANCIAL ACCOUNTABILITY

1.1. FUNDING SCHEDULE

Subject to section 1.2 below, MS Canada (MSC) will release the Funds in installments, with the release of first semi-annual installment of the Funds to the Institution on April 1st of the first year of the approved term of the Grant. For Discovery Research Grants that are scientifically similar to a previous Grant funded by MSC, the funds from the previous grant must be expended in full prior to the release of funds for the new grant.

1.2. CONDITIONS OF FUNDING

Payment of the Grant will be remitted based on accounting procedures listed below. Payment of the initial installment of Funds is dependent upon MSC having received a fully executed copy of the Agreement, bank information, Meet the Researcher profile, active ethics certificate, and any other requirements requested. Payment of subsequent installments of Funds is dependent on (a) receipt, review, and approval by MSC of semi-annual financial reports referenced in Section 2.1 of this Policy; (b) receipt, review and approval by MSC of annual research progress reports referenced in Section 2.2 of this Policy; (c) for research involving humans and/or animals, receipt of certificate(s) demonstrating approval of the specific research proposed from the grant recipient's institution's Research Ethics Board and/or the Animal Care and Use Committee for each year of the grant as part of the progress report; and (d) compliance with all requirements and procedures outlined in the Agreement. **Failure to submit the required reports by the deadlines established by MSC may result in delays, suspension or withholding of subsequent funding installments until such requirements have been completed to MSC's satisfaction.**

Additionally, in order for MSC to release grant subsequent installments, the financial report submitted by the Grant Recipient must indicate that 75% or more of the Funds released to date have been expended. If so, the next semi-annual installments of Funds will be authorized and released. If 75% or more of the Funds released to date have not been spent, MSC will withhold subsequent payments until this condition has been met. If a financial report is not submitted, MSC is unable to disburse additional funding.

1.3. MISCELLANEOUS FINANCIAL MATTERS

Unspent Funds: Budgets in applications for grants are estimates of the funds required to perform the research indicated. Unexpended funds in a particular year may be carried over to the next year of the approved funding term without requiring the approval of MSC.

Carryover Funds: If a new Grant is scientifically similar to a previous Grant supported by MSC, MSC may allow unexpended funds from the previous grant be carried over to support the new grant with MSC's consent.

1.4. GENERAL CATEGORIES OF EXPENDITURES

Eligible Categories: Grant Recipients may request funds for the following categories of expenditure: salaries for personnel as detailed below, patient costs, permanent equipment (\$5,000 or less over the term of the grant), consumable supplies, and travel (\$2,500 or less per year).

Indirect Costs: Funds cannot be used or requested for indirect costs or overhead costs in respect to the conduct of research (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, property, environmental assessment and safety compliance, heating, lighting, ethics reviews, etc.). Costs that are not specific to individual research projects or programs or are considered fundamental support services for the operation of the institution and its research facilities are deemed to be ineligible costs.

Personnel: All personnel paid from grant Funds shall be in accordance with the prevailing policies of the Institution. 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, including those receiving endMS Personnel Awards. Grant funds may not be used for purchasing, accounting, financial record keeping, laundry or student and tuition costs.

Discovery Research Grants may provide support for trainees (i.e. master's and doctoral students, postdoctoral fellows) commensurate with the time they will spend on the research directly supporting the Grant.

Professional Support: MSC will not pay salaries of the Grant Recipients, Co-Principal Investigators, Collaborators or Faculty members. Grant Recipients are not considered employees of MSC 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 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. All technical and non-professional personnel must be funded within a Canadian institution.

Equipment and Supplies: MSC allows a maximum request of \$5,000.00 per Grant for 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. Exceptions to the maximum equipment budget may be made with proper

justification in the grant application and approval from the review panel.

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 (\$2,500 or less per year). Eligible travel expenses may include costs associated with registration, transportation, accommodation, and meals. Travel expenses whenever charged to grant funds shall be in accordance with the Grant Recipient's institutional policies and procedures.

If the Grant Recipient chooses to extend their travel for personal reasons, MSC will only reimburse the costs associated with the business-related travel. Additional nights in a hotel, flights, or any other expenses will not be covered. Travel to and from the business destination would be considered a business expense since the travel cost is not affected by extending the stay. In the event the researcher travels to a destination other than the business destination for personal reasons, MSC will not cover any additional travel expenses incurred, including travels between personal and business destinations.

Other: Any other expenses 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 for personnel and consumable supplies categories of the Budget may be made at the discretion of the Grant Recipient's Institution. However, transfers for equipment, travel, or other items not specifically identified in the approved budget may not be made without prior approval in writing by MSC. Unless prior written approval has been obtained from MSC, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

2. REPORTING

2.1. FINANCIAL REPORTING

Please reference the MS Canada Grant ID on all your financial reports and correspondence.

Semi-Annual Financial Reports: MSC requires the Grant Recipient to report on all expenses incurred on grant and must align with the approved budget of the grant on all categories

including personnel, materials, supplies, services, travel, and equipment. MSC will only accept financial reports utilizing the [financial statement template](#). The Grant Recipient is expected to submit a semi-annual report via ProposalCentral by April 30th and October 31st of each year or when one becomes available by their institution. **If a financial report is not submitted, MSC is unable to disburse additional funding.**

Final Financial Reports: A full account of all expenses incurred over the entire lifecycle of a research project is due within thirty (30) days of the termination of the grant.

2.2. REPORTING SCIENTIFIC PROGRESS

Annual Research Progress Report: An annual research progress report is due April 30th of every year unless otherwise directed by MSC. The report requires a written description of research progress, referring to the hypothesis and aims proposed in the original application. **Compliance with this policy is necessary for ongoing funding of the grant. If an annual research progress report is not submitted by the established deadline, MSC may delay, suspend or withhold additional funding.** Annual research progress reports must be completed using the [annual progress report template](#) and submitted via ProposalCentral.

Final Research Report: A final report is due within thirty (30) days of the end of the grant term. This report must include documentation of all milestones achieved during the funding cycle, with reference to the initial hypothesis and aims of the research project. For no cost extensions, the Grant Recipient should submit an [annual research progress report](#) on April 30th and then a final research progress report within thirty (30) days of the end of the extension period. Final research progress reports must be completed using the [final progress report template](#) and submitted via ProposalCentral. **If a final research report is not submitted, payments for current or future grants will be withheld until the final report is received. A final research report is required to release the final installment of grant funds.**

3. PUBLICATIONS AND COMMUNICATION

Publications: MSC expects that the results of the research will be published in appropriate journals. The responsibility for publications lies with the Grant Recipient. As soon as a manuscript is accepted for publication, it is expected that the Grant Recipient will inform MSC's Research Department (msresearchgrants@mscanada.ca) as early as possible with the name of the journal, title of the article and expected date of publication. **Failure to do so may result in suspension of the subsequent payments.**

Acknowledgment: The following acknowledgment or its equivalent should be used in publications, presentations, press releases and other media content, and any other materials promoting the outcomes of the research funded by the Discovery Research Grant: **"This investigation/work/study/project was supported (in part, if applicable) by a grant from MS**

Canada.” If the award is being sponsored by an individual or organization, the appropriate named award as indicated in the agreement must be used in the acknowledgment.

Meet the Researchers: In an effort to highlight the success of the Grant Recipient, MSC would like to feature the Award Recipient and/or Research Project on the MSC website. A Meet the Researcher profile must be submitted along with the signed Letter of Agreement for the release of payments.

Research Portal: MS Research Portal is an initiative from MSC to highlight research studies that are seeking participants. Grant Recipients are encouraged to post recruitment information for their MSC-funded study online on the [research portal](#) if they seek participants who are affected by MS.

Knowledge Translation and Public Outreach: To help increase stakeholder awareness of the research funded by MSC, the grant recipients may expect MSC to call upon them during the term of the grant to apply their research to improve health practice and policy, as well as summarize pertinent outcomes to a variety of audiences (e.g. the public, media, government, donors, researchers in other fields, healthcare professionals, etc.). It is also expected that the grant recipient participates in public events that help raise awareness of MSC’s research program and the impact of MSC funded research. Non-compliance with this term shall entitle MSC to withhold further funds or terminate the agreement and grant.

4. GENERAL PROVISIONS

4.1. HOLDING MULTIPLE MSC GRANTS

A Grant Recipient can concurrently hold a maximum of two (2) Discovery Research Grants (formerly known as an operating grant) and one (1) Catalyst Research Grant (includes Pilot Research Grants).

4.2. RESUBMISSIONS

All applications that were unsuccessful in their previous submission to MSC grants competition are considered resubmissions. Resubmitting an application is permitted under MSC competition rules. An application is considered to be a resubmission if the overall research plan (hypothesis, aims, and methodology) remain substantially similar to that of the original submission and the revised application incorporates reviewer feedback from a previous unfunded submission. An application is a new submission if the overall research plan (hypothesis, aims, and methodology) has changed significantly such that it is essentially a different project. MSC may choose to reclassify a new application as a resubmission if it is very similar to a previous application from the Grant Recipient. Resubmissions will be assessed according to the review criteria for a new application, must include a "Response to the previous review" section, and should demonstrate modifications to the proposal addressing the reviewers’ comments. A Discovery Research Grant application can only be re-

submitted twice, for a total of three submissions.

4.3. OTHER FUNDING SOURCES

MSC Discovery Research Grant recipients may receive funding from multiple sources for the same or similar projects funded by MSC, provided the funds will be used to expand the scope of their research projects. In such cases, applicants must disclose all additional project-related funding at the time of application submission on ProposalCentral and, if awarded, throughout the grant period by notifying MSC at msresearchgrants@mscanada.ca. Grant recipients will need to provide a written justification clearly outlining how MSC funds will support separate aims not covered by existing funding.

4.4. CHANGE OF GRANT RECIPIENT

In most cases, a Grant terminates when the Grant Recipient becomes unable to continue supervision of the research. However, within thirty (30) days after such an occurrence, the Institution may request that the Grant be continued with the responsibility transferred to a new principal investigator other than the Grant Recipient until the Grant can be terminated appropriately or until a new and complete application can be submitted by the new investigator. Such changes must be approved by MSC prior to taking effect.

4.5. NO COST EXTENSION OF DISCOVERY RESEARCH GRANT

All requests for a no-cost extension must be in writing and provide justification for the request. Grant terms can be extended for either six (6) or 12 months and extensions can only be requested once per grant, except under extenuating circumstances and with proper justification provided to and approved by MSC. A no-cost extension request [form](#) must be completed and sent to MSC at msresearchgrants@mscanada.ca. The following information will be requested: (1) the amount of funds to be carried into the extension period; (2) a statement of why the funds were not used in the original grant period; (3) an outline on how the funds will be used during the extension, stating the aims/work from the approved project that needs to be completed; (4) an official up-to-date financial report. No cost extension requests must be made at least ninety (90) days before the termination date of a grant. **If a no cost extension request is not submitted by the established deadline, the grant will terminate at its original end date as indicated in the Letter of Agreement.**

4.6. TRANSFER OF DISCOVERY RESEARCH GRANT

If the Grant Recipient wishes to request MSC's approval to transfer the Grant to a new institution to which they will be transferring, MSC requires a letter of acknowledgment signed by the new institution on institutional letterhead agreeing to be bound by the terms of the Agreement. For research involving human subjects and/or animals, written approval from the new Institution's Research Ethics Board and/or the Animal Care and Use Committee must be received prior to initiation of payment. In addition, the original institution must submit an official financial report and return all unexpended funds to MSC before a final transfer can be made.

4.7. RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS

MSC does not support research involving human subjects without proper approval of the specific research proposed from the Grant Recipient's Institution's Human Research Ethics Board. Such approval must be granted prior to the release of any funds from MSC. This approval must be signed by the Chairperson of the Committee.

MSC 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 and Canadian Institutes of Health Research (CIHR) guidelines.

For research involving animals, approval from the Grant Recipient's institutional Animal Use and Care Committee must be granted prior to the release of any funds from MSC. This approval must be signed by the Chairperson of the Committee.

MSC requires Grant Recipients whose research involves humans or animals to submit a copy of an up-to-date ethics approval certificate for each year of the grant or award as part of their annual research progress report. **Continued funding is contingent on an active ethics approval certificate.**

4.8. EQUAL OPPORTUNITY REGULATIONS

MSC 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 or provincially mandated equal opportunity policies. Institutions outside of Canada must adhere to locally applicable equal opportunity policies.

4.9. AVAILABILITY OF RESOURCES

Grant Recipients are expected to share research resources developed with MSC'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.

4.10. OPEN ACCESS TO RESEARCH OUTPUTS

MSC 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 MSC 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 MSC funded research to a broad audience. To learn more, see Canadian Institute of Health Research (CIHR) [Open Access Policy](#).

Research Outputs: MSC 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." Research outputs may include

peer-reviewed journal publications, research materials, and research data. Examples of research data include but are not limited to nucleic acid sequences, gene expression data, single nucleotide polymorphisms (SNPs), molecular interaction data, protein structure data, and omics data (i.e., genomics, epigenomics, proteomics, transcriptomics, metabolomics).

Application and Compliance with Open Access: The Open Access requirements under this Policy apply to all grants awarded after July 1, 2013, and onward, in whole or in part, from MSC. MSC encourages compliance of these Open Access requirements from research funded by MSC prior to July 1st, 2013.

All award recipients are required to make their research outputs publicly available as soon as possible and no later than 12 months after project completion or final publication.

Journal Publication: As previously noted, Grant Recipients are required to make every effort to ensure that peer-reviewed publications stemming from MSC funded research are freely accessible through an online repository as soon as possible and in any event within six (6) months of publication. This may be done by publishing research findings:

- a) To a non-subscription based journal;
- b) To a subscription-based journal where the authors may also self-archive peer reviewed papers in an online repository; or
- c) Through a “Hybrid” journal that also has open access publishing options (i.e., PubMed Central).

Research Data: MSC requires Grant Recipients to deposit all research data into an appropriate open access data sharing platform immediately upon publication of research results. Grant recipients are required to retain original data sets arising from MSC funded research for a minimum of five (5) years after the end of the term of their funding agreement with MSC. This applies to all data, whether published or not.

Publication Costs: Funding received through MSC may also be used by the Grant Recipient to pay expenses incurred in the publication of MSC funded research. These costs should be requested in the grant application and specifically approved in the Budget.

Consents: In order for MSC 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 MSC.

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.

For any questions related to MSC Discovery Research Grant policies, contact
ms.grants@mscanada.ca.