



MS CANADA

MS PERSONNEL AWARDS POLICY
(“Policy”)

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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 quarterly installments, with the release of first installment of the Funds to the Institution on July 1st (if not otherwise stated in the Agreement).

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, and 'Meet the Researcher' profile. Payment of subsequent installment of Funds is dependent on compliance with all requirements and procedures outlined in the Agreement.

1.3. MISCELLANEOUS FINANCIAL MATTERS

Unexpended Funds: All Grant Recipients must return unexpended funds remaining at the termination of the Grant to MSC within ninety (90) days.

Eligible Expenses: The award cannot be used for indirect costs or overhead costs (defined as costs associated with the Institution's ongoing expenses, such as facilities and basic utilities, the purchase and repair of office equipment, administration fees, etc.).

2. REPORTING

2.1. FINANCIAL REPORTING

Please reference the MS Canada Grant ID (ProposalCentral ID) on all your reports.

Final Financial Reports: A full account of all Funds disbursed to the Grant Recipient over the entire lifecycle of the Grant is due within thirty (30) days of the termination of the Grant. Unexpended Funds remaining as of the termination of the Agreement or the end of the term must be returned to MSC. MSC will only accept financial reports utilizing the Financial Report template available to download on ProposalCentral or [here](#).

2.2. REPORTING SCIENTIFIC PROGRESS

Renewal of endMS Personnel Awards: For endMS Personnel Award holders who are seeking to renew their funding within the current limits of their term, a Progress Report must be completed each Fall. The Progress Report will be reviewed and assessed as part of the annual research competition.

The Progress Report must include a written description of progress made in the previous funding year and the impact and relevance of the research outcomes to people living with MS. The Progress Report must be completed in ProposalCentral; further instructions are provided in the endMS Personnel Awards Program Guide. **Failure to submit a Progress Report by the due date will result in MSC not approving the renewal for an additional year of funding** and will result in the termination of the current Grant at the conclusion of the term of funding indicated in the letter of agreement.

If renewal for additional year has been awarded, an ‘Understanding Impact’ report and Financial Report will be due within thirty (30) days of the end of the term of funding. The ‘Understanding Impact’ report will describe the outputs and outcomes from the research over the past funding year, and the Financial Report will outline the Funds disbursed to the institution. Submissions must be completed using the templates available on ProposalCentral or [here](#) and must be submitted through ProposalCentral.

Final Progress Report: A final report of the research is due within thirty (30) days of the termination of the Grant for endMS Personnel Award holders who are in the final year of their Grant or for those who may need to terminate their Grant on a date prior to that indicated in the Letter of Agreement. This report must include documentation of all milestones achieved during the entire lifecycle of the Grant with reference to the initial hypothesis and aims of the research project. Final progress reports must be completed using the Final Progress Report template, which is available on ProposalCentral or [here](#) and must be submitted through ProposalCentral.

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 required 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 along with a PDF

copy of the 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 Personnel Awards: **“This investigation/work/study/project was supported (in part, if applicable) by an endMS Personnel Award from MS Canada.”** If the Grant is being sponsored by an individual or organization, the appropriate named Grant as indicated in the agreement must be used in the acknowledgement.

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

Research Portal: MS Research Portal is an initiative from MSC to highlight academic 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 are seeking 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 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. ADDITIONAL FUNDING OVER THE TERM

Grant Recipients are awarded funding for a twelve (12) month period. Grant Recipients holding an endMS Personnel Award may be eligible to receive an additional year of funding within the maximum allowable term. To receive subsequent funding, Grant Recipients must submit a Progress Report through ProposalCentral in the Fall. This Progress Report will be

reviewed as part of the annual research competition. The following conditions must be met to receive additional funding: 1) The Grant Recipients must continue to meet MSC's eligibility criteria, 2) the Grant Recipients must submit a satisfactory Progress Report, 3) the Progress Report must be recommended for funding by the endMS Personnel Awards review committee convened by MSC, and 4) MSC must have funding to extend the Grant beyond the initial grant term. The table below highlights the maximum number of years that a Grant Recipient can request additional MSC funding.

Award	Maximum term
endMS Doctoral Studentship Award	4 years (annual renewal required)
endMS Postdoctoral Fellowship Award	3 years (annual renewal required)

MSC will provide a funding notification letter to the successful Grant Recipient at the beginning of each additional term provided the Grant Recipient qualifies for funding for an additional term. In the event the research project has changed without prior approval from MSC or no progress has been made, MSC will terminate the Grant.

4.2. OTHER FUNDING SOURCES

Supplemental Income: A Grant Recipient may, with the approval of their supervisor(s) and aligned with their institution's policy, earn additional amounts from other sources, including research grants. The Grant Recipient may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Grant Recipients may engage in non-research activities but only for a maximum of 200 hours per year, provided that this does not interfere with their research training progress.

Personnel Policies: Grant Recipients are not considered employees of MSC, but rather of the Institution where the training is provided. Grant Recipients will be subject to all applicable policies of their Institution. No fiscal deductions are made at source by MSC.

Other Salary/Stipend Awards: MSC does not permit Grant Recipients to hold an award of equal (or relatively equal value) from another organization or funding agency while holding an MSC Grant. Exceptions may be granted to lower value awards (e.g. institutional awards) at MSC's discretion. Grant Recipients must disclose all other awards they receive to MSC upon acceptance and during the Grant term.

4.3. GRANT CHANGES AND TERMINATION

Transfer of a Grant: The transfer of an endMS Personnel Award from one Institution to another, along with transfer of the Grant Recipient, cannot be made without prior approval in writing by MSC. A written request signed by the Grant Recipient's Supervisor detailing the reasons for the change in institution must be made at least ninety (90) days prior to the anticipated transfer. The original institution must return all unexpended funds to MSC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the Grant is received by MSC at least ninety (90) days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

Change in Terms of the Grant: Any change to the conditions of an endMS Personnel Award, including a change in the direction of the research project or in the level of activity by the Grant Recipient or Supervisor, requires prior approval by MSC. A written request signed by the Grant Recipient's supervisor detailing the reasons for the change to the conditions of the Grant must be made at the earliest available opportunity. Failure to notify MSC will be considered grounds for revocation of a Grant.

Change of Supervisor: If the Supervisor becomes unable to continue the supervision of the Grant Recipient, a replacement may be named by the sponsoring institution pending approval by MSC. The new Supervisor must submit a letter to MSC at the earliest available opportunity, detailing the reasons for the change in supervision, their capacity to support the research and training of the Grant Recipient, and confirming potential changes (if any) to the scientific aims and direction of the research project. Failure to notify MSC will be considered grounds for revocation of a Grant. In the event that the Grant Recipient is unable to continue with the research training under the new Supervisor, the Grant is non-transferable and the Agreement will be terminated.

Changes in research project: Any change to the approved research project must be approved by MSC's Research Department. A written request signed by the Grant Recipient's Supervisor detailing the reason for the change should be sent to msresearchgrants@mscanada.ca at the earliest available opportunity. Failure to notify MSC will be considered grounds for revocation of a Grant.

Illness Leave: MSC will consider up to a one (1) year interruption of the Grant should the Grant Recipient need to take illness leave. Upon return from illness leave, funding will be reinstated and the Grant term will be extended in proportion to the duration of the illness leave. A doctor's note, in addition to a letter from the Grant Recipient's supervisor on institutional letterhead, are required to accompany a request for illness leave. In order for the

reinstatement of the Grant to occur, the Grant Recipient must return to the same position and institution as held prior to the leave.

Extenuating Circumstance Leave: MSC will consider up to one (1) year interruption of the Grant at the request of a Grant Recipient who is experiencing extenuating circumstances (i.e., displacement, visa or work permit delays) that may impact their ability to carry out the funded research. The Grant Recipient will need to provide the request in writing along with a letter of support from their supervisor on institutional letterhead, and any additional documentation requested by MSC. Requests will be reviewed on a case-by-case basis and approved at MSC's discretion. Upon approval and return, funding will be reinstated and the Grant term extended in proportion to the duration of the approved leave.

Parental Leave: Grant Recipients can request up to eighteen (18) months of unpaid interruption of the Grant for parental leave. Upon return of the Grant Recipient, funding will be reinstated, the Grant term will be extended in proportion to the duration of the parental leave. A letter from the Grant Recipient's Supervisor on institutional letterhead is required to accompany a request for parental leave. The Grant Recipient must request parental leave as early as possible to ensure that MSC has time to review and approve the request.

Termination of a Grant: Whenever a Grant Recipient or Supervisor elects to terminate a Grant on a date prior to that indicated in the Letter of Agreement, MSC must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of a Grant will be deemed to exist: (1) if a Grant Recipient completes their degree or training under the supervisor and institution specified in the application (for doctoral trainees, degree completion is defined as the final submission of the thesis following successful defense); (2) if a Grant Recipient is unable to carry out the research at the original institution; (3) if a Supervisor requests in writing that the Grant be terminated because of unsatisfactory performance by the Grant Recipient; (4) if a Grant Recipient requests in writing that the Grant be terminated for any reason; (5) if the Supervisor becomes unable to continue the supervision of the Grant Recipient and a replacement acceptable to MSC is not identified within 30 days by the institution; (6) if the Grant Recipient changes any aspect of the Grant from that which was originally approved by MSC, including the Supervisor, department, institution and/or the specific aims of the research, without prior notification and approval by MSC; (7) if the Grant Recipient does not demonstrate satisfactory research progress in the progress report; (8) for a cause established by due process of law; or (9) as a consequence of an institutional review committee's determination of fraud or malfeasance.

4.4. 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.

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 start of the project.

4.5. 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.

4.6. AVAILABILITY OF RESOURCES

Grant Recipients are expected to share research resources developed with MSC's support with other qualified investigators working on MS. Examples of such resources include (but are not limited to) cell lines and clones, antibodies, and nucleotide and protein sequences.

4.7. 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 Grant 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 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.

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 endMS Personnel Award policies, contact
ms.grants@mscanada.ca.