

MSSOC OPERATING RESEARCH GRANTS: ONLINE GUIDELINES

REVISED JULY 2011

This document highlights components of the online application process and provides a description of what is required in order to submit an online application. Please login to <https://www.mscanadagrants.ca> to complete your application. FAQ are available within the online system for your reference. Additionally, please review the MSSOC Policies and Procedures related to eligibility and terms of MSSOC grants and awards. Questions not answered in this document can be directed to msresearchgrants@mssociety.ca.

Brief Project Description: In 100 words or less, provide a brief project description of the proposed research project.

Relevance to MS: In 200 words or less, describe the relevance of your research project to MS.

Lay Summary: In 200 words or less, provide a lay summary of your research project.

Budget: A maximum of \$100,000.00 CDN per year may be requested. The budget categories are divided into Research Staff, Materials, Supplies and Services, Travel and Equipment. Please view the MSSOC Policies and Procedures to determine what is deemed acceptable when developing a budget. You may apply for a maximum of 3 years of funding.

Uploads: The documents that may be uploaded for this application are listed below:

Please note that some the following uploads will have templates available within the online system. Please login to your account to view the templates and ensure all pop-up blockers are off when accessing the templates.

Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

- **Operating Grant List of Personnel:** List the name and institution for the Principal Applicant, Co-Principal Applicant(s), Co-Applicant(s) and Collaborator(s) (if applicable). See the MSSOC Policies and Procedures for the MSSOC personnel definitions.
- **Operating Grant Scientific Summary of Research Proposal:** Provide a scientific summary of the research proposal. One page maximum, single spaced, Font size must be Times New Roman 12 points; margins are ½". Template provided online.
- **Operating Research Proposal:** Provide a detailed research proposal not exceeding 10 pages. Font size must be Times New Roman 12 points; margins are ½". Page limit does not include references, tables, charts, figures, or photographs.

Applications exceeding the page limit will not be reviewed. Template provided online.

- **Progress Report:** Describe the progress of your research during the last funding period. **This page is compulsory for those seeking renewal.** For new applicants, this page may be used to highlight findings relevant to this proposal. One page maximum, single spaced. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Addressing Reviewers’ Recommendations:** State how the reviewers’ concerns, as outlined in the written critiques from a previous application, have been addressed in your current application. **This page is compulsory for those seeking renewal as well as those re-submitting a previously unsuccessful application.** One page maximum, single spaced. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Budget Justification:** Provide details and justification of all budget items relative to the proposed research. In this upload, you may include electronic copies of quotations and other information useful to the reviewers.
- **CV:** The applicant is required to upload the CV of the Principal Applicant, Co-Principal Applicant (if applicable) and Co-Applicants. The MSSOC requires CVs to be submitted using the Common CV format, the template for which can be found at http://www.commoncv.net/index_e.html. Please choose “MS Society” as the agency. Note that publications are uploaded as a separate upload. Please upload the CV documents **in the order that you would like them to appear** in your application.
- **Publications:** Upload a list of relevant publications. If this is a renewal application, please list all publications resulting from the last funding period. Full publications and or manuscripts may be uploaded under the Appendix. Please upload the publication lists **in the order that you would like them to appear** in your application.
- **Operating Grant Required Signatures:** Signatures from the Principal Applicant, Co-Principal Applicant (if applicable), Head of Department and Dean of Faculty or Institution are required. Electronic signatures will be accepted. Template provided online.
- **Appendix:** Additional relevant documents such as full manuscripts, publications, and letters of support may be uploaded here.
- **Suggested Reviewers:** Please provide UP-TO-DATE addresses (postal and e-mail), telephone and fax numbers for four external referees. Do not suggest individuals who are from the same institution or who have collaborated with the applicant in the past 3 years.

It is the applicant's responsibility to ensure the submitted application contains all required components. Be sure to review your application in full by clicking "View PDF" on the "Review and Submit" page BEFORE the final submission of your application.

You will receive a confirmation email of your submission. If you DO NOT receive this email after submitting your application you MUST contact msresearchgrants@mssociety.ca as soon as possible.

ADMINISTRATIVE AND TECHNICAL SUPPORT

The hours of the MSSOC's administrative and technical support for funding program enquiries are Monday through Friday 9:00 to 16:00 ET. Please direct all questions to msresearchgrants@mssociety.ca.

On Monday October 3rd, 2011, administrative and technical support will be available from 9:00 to 16:00 EDT only.

TROUBLESHOOTING: INTERNET SETTINGS

If you are having difficulty opening the templates provided, please ensure you have all pop-up blockers OFF. It may help to hold the "CTRL" key down when clicking on a template link.

Additionally, ensure your computer is configured to the following settings:

1. Open Internet Explorer.
2. Go to Tools | Internet Options.
3. Click on the Security tab.
4. Click on Trusted sites and then the Sites button.
5. Add the Easygrants URL (<https://mscanadagrants.ca>) in the Add this website to the zone field and click on Add.
6. Ensure the Require server verification (https:) for all sites in this zone checkbox is unchecked.
7. Click on Close.
8. Go back to the Security tab and click on Custom level with the Trusted sites zone still selected.
 - a) Choose Enable for Automatic prompting for file downloads.
 - b) Choose Enable for File download.
 - c) Choose Enable for Font download.
9. Also under Settings, go to the Use Pop-up Blocker setting and choose Disable.
10. Click on OK in the Security Settings – Trusted Sites Zone dialog.
11. Click on OK in the Internet Options dialog.

If you continue to have issues opening the templates, please email msresearchgrants@mssociety.ca and be sure to include in your email the specifics of the operating system you are using along with the internet browser you are using.