

**MSSOC DONALD PATY CAREER DEVELOPMENT AWARDS:
POLICIES and PROCEDURES**

REVISED JULY 2011

The Multiple Sclerosis Society of Canada (MSSOC) wishes to support and attract researchers in the field of multiple sclerosis (MS). The intent of the Donald Paty Career Development award is to support the salary of an independent researcher whose research is relevant to MS.

ELIGIBILITY

Applicant: This award is open to those that hold a doctoral degree (Ph.D., M.D. or equivalent) and who have recently completed their training in research and are in the early stages of independent research relevant to MS. Individuals who have already conducted independent research for more than five years after postdoctoral training are ineligible. Applicants must hold a Canadian university faculty appointment and either holds an operating grant from the MSSOC or another funding agency. If the Applicant does not have an operating grant, they must also concurrently apply for a MSSOC operating grant and be successful in obtaining approval of their research operating grant.

PREPARATION AND REVIEW OF APPLICATIONS

Application Procedure: The MSSOC has converted to a Web-based apply online facility for the submission of research grant applications. This facility can be accessed through the MSSOC's website: <https://www.mscanadagrants.ca>. All Applicants for regular research grants are required to use the website for the completion of their proposal. All components of the application must be submitted through the online system. No hard copies of any documentation will be accepted.

Deadline: Deadlines for completed research grant applications is October 1st. Incomplete applications, or applications that arrive after a deadline, will not be accepted. This includes third party submissions (Letters of Recommendation).

NOTE: For the 2011 deadline, because October 1st, 2011 falls on a Saturday, the 2011 application deadline will be MONDAY OCTOBER 3rd, 2011 23:59 EDT.

Term: The MSSOC supports career development awards for three years, with the opportunity for renewal two additional times at 3 years each.

Amount: The amount provided per year for the award is \$50,000. The award can only be used towards salary and cannot be used for research operating grant costs or indirect costs.

CONDITIONS OF AWARD

Notification: The Applicant will be advised of the duration and amount of the grant awarded. A fully executed letter of agreement must be returned to the MSSOC in order for the funds to be released. Payment of the grant will be remitted as stated in the letter of

agreement and Accounting Procedures. Payment of subsequent quarters is dependent upon receipt, review and approval by the MSSOC of annual research progress reports.

Renewal: The award is not renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application.

Supplemental Income: An awardee is permitted to hold additional awards provided that the total monthly value of the additional awards during the period of overlap with the MSSOC award does not exceed 50 per cent of the monthly value of the MSSOC award. The awardee must inform the MSSOC of the other awards being held.

Research Program: The Applicant is expected to spend at least 75% of the working time on fundamental or clinical research related to MS.

Relationship between Applicant and Sponsoring Institution: The Applicant is personally responsible for conduct of the research program, while the institution serves as the official recipient of the award. The Applicant will not in any sense be an employee of the MSSOC but rather the institution. It is expected that the institution will develop plans for continuing the Applicant's appointment and for continued salary support beyond the award.

Changing of Institution: The transfer of an award from one institution to another along with the transfer of an awardee cannot be made without prior approval in writing by the MSSOC. The original institution must submit an acceptable report of expenditures and return all unexpended funds to the MSSOC before a final transfer can be made. The Applicant must request to transfer the award at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the original institution prior to the transfer date.

Maternity/Paternity and Illness Leaves: The MSSOC will consider a 6 month maximum of unfunded extension of term or interruption and subsequent reinstatement of an award due to maternity/paternity and illness leave. In order for the reinstatement of award to occur, the awardee must return to the same position and institution as held prior to the leave. The awardee must request to extend the award at least 90 days prior to the anticipated date of leave the leave cannot be made without prior approval in writing by the MSSOC.

Suspension of Award: If the awardee is to lose their operating grant(s) during the 3 year term of the award, the MSSOC will suspend payment of the award for a maximum of 1 year. If the awardee is unable to obtain an operating grant after the 1 year suspension, the MSSOC will terminate the award.

Unspent Funds: Unexpended funds remaining at the termination or end of the grant must be returned to the MSSOC within 6 months if renewal support is not awarded.

Termination of Award: Whenever an awardee or the institution elects to terminate an award on a date prior to that indicated in the letter of award, the MSSOC must be notified immediately in writing of the action taken and of the date involved. The revocation of an award may not require return of funds previously expended. A research grant award may be terminated before the end of the project: (1) if the awardee requests, in writing, that the award be terminated; (2) if the awardee is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the awardee changes the focus of his/her research studies such that the work is no longer in an MS-related research area or if the progress is considered unsatisfactory after evaluation of a progress report; (5) if the Principal Investigator changes any aspect of the award from that which was originally approved by the MSSOC, including significant changes in the specific aims of the research studies, without prior notification and approval by the MSSOC; (6) when annual reports of progress are not received from the Principal Investigator by March 31st of every year of each award anniversary year; (7) if the Principal Investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the MSSOC.

ACCOUNTING PROCEDURES

Final Financial Reports: A full account of all expenses incurred over the entire lifecycle of a research project is due within 90 days of the termination of the grant. Unexpended funds remaining as of the termination date of the grant must be returned to the MSSOC, if renewal support is not awarded. If renewal support is awarded, please see Unspent Funds. Grantees agree to return to the MSSOC remaining funds within six months following the termination date. Forms will be provided.

The MSSOC may from time to time, at its sole discretion and expense, retain the services of professional auditors to conduct an audit to review the propriety of reported financial expenditures in the context of a particular grant.

PROGRESS REPORTS

Annual Research Progress Report: A report of research progress is due March 31st of every year. The report must include a written description of progress made on the MS related project that is funded by another agency or the MSSOC. Compliance with this policy is necessary for ongoing funding of your research project. A template for the annual research progress report will be provided.

Final Research and Status Report: A final report of the progress is due within 30 days of the termination of the award. This report must include documentation of all milestones achieved during the entire award cycle with reference to the MS related project that is either funded by another funding agency or the MSSOC. The MSSOC also requests that the awardee submit information regarding changes in professional status, updates on contact information and the area of current research interest. Unexpended Funds remaining as of the termination of this Agreement or the end of the Term must be

returned to the MSSOC. A template for the final research and status report will be provided.

PUBLICATIONS AND COMMUNICATION

Publications: The MSSOC expects that the results of research will be published in appropriate journals. The responsibility for publications lies with the Principal Investigator. The results of any work supported by a grant from the MSSOC must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) The following acknowledgment or its equivalent should be used: “This investigation was supported (in part) by a grant(s) from the Multiple Sclerosis Society of Canada.” and/or “Donald Paty Career Development Awardee of the Multiple Sclerosis Society of Canada.” As soon as a manuscript is accepted for publication, it is expected that the grantee will inform the MSSOC’s Research Department (msresearchgrants@mssociety.ca) with the name of the journal, title of article and expected date of publication.

Media and Communications: The MSSOC expects that if an awardee’s host institution and/or publisher is preparing a press release or other media announcement related to an MSSOC funded grant, the institution and/or publisher and the researcher shall contact and inform the MSSOC’s Research Department (msresearchgrants@mssociety.ca) in advance.

Knowledge Translation: To help increase stakeholder awareness of the research funded by the MSSOC, the awardees may expect the MSSOC to call upon them during the term of the award to summarize research related activities to a lay audience or the media. It is also expected that the grantee participate in public awareness events that promote awareness the MSSOC’s research program.