

**MSSOC POSTDOCTORAL FELLOWSHIP AWARD:**  
**POLICIES and PROCEDURES**

REVISED JULY 2011

The Multiple Sclerosis Society of Canada (MSSOC) welcomes applications for support of training of Postdoctoral Fellows in studies related to multiple sclerosis (MS). The Fellowships serve to attract and retain young researchers in the field of MS.

The proposed Postdoctoral program should emphasize opportunities for new research training and broadening scientific competence of the Applicant. There are two streams of research, biomedical and clinical and population health. All MSSOC Fellowship applications are reviewed by the Personnel Awards Review Committee.

**ELIGIBILITY**

**Applicant:** The Postdoctoral Fellowships are open to those that hold, or are candidates for a doctoral degree (Ph.D., M.D. or equivalent). M.D. Applicants must hold degrees that are recognized by the Canadian medical regulatory authority. A fellowship will not be activated for a doctoral candidate until the MSSOC has received written notification from a university or professional school that an appropriate doctoral degree has been granted. Applicants must have completed their doctoral degree in the last three years or less by the time of the competition deadline in order to be eligible. The MSSOC will not fund Postdoctoral training in the same laboratory under the same supervisor where a doctoral degree was obtained.

**Citizenship:** Applicants proposing to do fellowship training at a Canadian institution need not be Canadian, however, Applicants proposing to go abroad must be a Canadian citizen or permanent resident of Canada. The MSSOC reserves the right to request documentation indicating citizenship.

**Supervisor and Institution:** It is the responsibility of the Applicant to make all arrangements for the proposed training with an appropriate supervisor and institution, prior to formal application. Fellowships must be held in a recognized institution and the Applicant must be responsible to an appropriate supervisor who is in the field relevant to MS he/she wishes to study under.

**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 1<sup>st</sup>. 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 1<sup>st</sup>, 2011 falls on a Saturday, the 2011 application deadline will be MONDAY OCTOBER 3<sup>rd</sup>, 2011 23:59 EDT.**

**Term:** The MSSOC supports fellowships for 1 year, with the opportunity for 2 renewals at 1 year each.

**Amount:** The amount provided per year for the award is \$39,000 for a Ph.D. and \$48,500 for an M.D., the award cannot be used for 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.

**Unexpended Fund:** Any unexpended funds remaining at the end of a fellowship may be carried over to the next year if renewal is approved. Unexpended funds remaining at the termination of the award must be returned to the MSSOC within 6 months,

**Supplemental Income:** An awardee may, with the approval of their supervisor(s), earn additional amounts from other sources, including research grants. The awardee may engage in and accept remuneration for limited departmental activities that contribute to their development as independent researchers. Awardees 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. 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.

**Change in Terms of the Award:** Any change to the conditions of an award, including a change in the direction of the research project or in the level of activity by the fellow or supervisor, requires prior approval by the MSSOC. Failure to notify the MSSOC will be considered grounds for revocation of a Postdoctoral Fellowship award.

**Transfer of a Fellowship Award:** The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the MSSOC. A written request detailing the reasons for the change in

institution must be made at least 90 days prior to the anticipated transfer. The original institution must return all unexpended funds to the MSSOC before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the MSSOC 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.

**Change of Supervisor:** If the Fellow's supervisor becomes unable to continue the supervision of the Fellow's training, a replacement may be named by the sponsoring institution pending the prior approval by the MSSOC. However, in the event that the Fellow is unable to continue with the Postdoctoral training, the Fellowship award is non-transferable.

**Personnel Policies:** Fellows are not considered employees of the MSSOC but rather of the institution where the training is provided.

**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 and the leave cannot be made without prior approval in writing by the MSSOC.

**Non-Research Activities:** Postdoctoral Fellowships are awarded to support training in research and are not intended to support clinical training directed toward the completion of internship and/or specialty board certification or as a substitute for funding the conduct of research ordinarily provided by research grants. Similarly, Postdoctoral Fellowships cannot be used to provide support for individuals whose primary responsibility is teaching and/or service, although Fellows are encouraged to spend up to ten percent of their time in teaching or clinical duties, if appropriate.

**Termination of a Postdoctoral Fellowship:** Whenever a Fellow or a supervisor elects to terminate a Postdoctoral Fellowship 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. Grounds for revocation of a Postdoctoral Fellowship will be deemed to exist: (1) if a Fellow is unable to carry out the research at the original institution; (2) if a supervisor requests in writing that the Fellowship be terminated because of unsatisfactory performance by the Fellow; (3) if a Fellow requests in writing that the Fellowship be terminated for any reason; (4) if the Fellow's supervisor becomes unable to continue the supervision of the Fellow's training and a replacement acceptable to the MSSOC is not named within 30 days by the sponsoring institution; (5) if the Fellow changes any aspect of the award from that which was originally approved by the MSSOC, including the supervisor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the MSSOC; or (6) for a cause established by

due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

## **PROGRESS REPORTS**

**Annual Research Progress Report:** A report of research progress is due March 1<sup>st</sup> of every year. The report must include a written description of progress made, referring to the hypothesis and aims proposed in the original application. 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 Report:** A final report of the research is due within 30 days of the termination of your grant. This report must include documentation of all milestones achieved during the entire cycle with reference to the initial hypothesis and aims of the research project. A template for the final research report will be provided.

**Final Financial Report:** A full account of all expenses incurred over the entire lifecycle of the Award is due within 30 days of the termination of the Award. Unexpended Funds remaining as of the termination of this Agreement or the end of the Term must be returned to the MSSOC.

## **PUBLICATIONS AND COMMUNICATION**

**Publications:** The MSSOC expects that the results of research will be published in appropriate journals. The results of any work supported by an award 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 Postdoctoral Fellowship from the Multiple Sclerosis Society of Canada.” As soon as a manuscript is accepted for publication, it is expected that the awardee will inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto: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 the awardee’s host institution and/or publisher are preparing a press release or other media announcement related to an MSSOC funded award, the institution and/or publisher and the awardee shall contact and inform the MSSOC’s Research Department ([msresearchgrants@mssociety.ca](mailto:msresearchgrants@mssociety.ca)) in advance.

**Knowledge Translation:** To help increase stakeholder awareness of the research funded by the MSSOC, the awardee’s 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 encouraged that the awardee participate in public awareness events that promote awareness the MSSOC’s research program.