

MSSOC POSTDOCTORAL FELLOWSHIP AWARD: 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.

NEW APPLICANTS

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

References: You are required to provide contact information for your supervisor and 3 referees. The **Notify** function will allow you to send notification of your application to your referees. This notification will occur via email; your referees will receive an email providing them with login information for the online system and will describe what is requested of them. The supervisor will be instructed to complete an assessment form and upload a Letter of Recommendation. The 3 referees will be required to upload a Letter of Recommendation. All Letters of Recommendation must be on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **Please note that it is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation and you still must have 3 referees submit Letters of Recommendation.

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.

- **Proposed Research Project:** Describe the proposed research project. Your description should not exceed 2 pages (excluding references and figures). Include a brief background, the questions to be addressed, the methods to be used. Indicate the relevance of the proposed work to MS. Please indicate your commencement date for your Ph.D. or M.D. degree as well as if you would like to

be considered for the FRSQ-MSSOC award partnership. Font size must be Times New Roman 12 points. Margins are ½". Template provided online.

- **Postgraduate Experience:** List chronologically all postgraduate experience to date, including the titles and dates of all appointments and the institutions concerned; in the case of research experience (including M.Sc. or Ph.D. training) also give the name of your supervisor, subject of your research, a brief summary of your accomplishments and any awards held. Also, indicate if you are proceeding or planning on additional degrees. Template provided online.
- **Transcripts:** Provide the most up-to-date **official** transcripts of your complete academic record. The official transcripts must be provided by scanning each page (front and back) and uploading them as a document in the online application. **Hard copies will not be accepted.** In addition, please note that unofficial transcripts will **not** be accepted.
- **Publications:** Upload a list of your publications. Note that full publications and/or manuscripts may be uploaded under the Appendix.
- **Supervisor's CV:** Please upload your Postdoctoral Fellowship supervisor's CV. 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.
- **Supervisor's Publications:** Please upload a list your Postdoctoral Fellowship supervisor's publications (relevant to your project) from the past five years. Maximum one page.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department 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.

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.

RENEWAL APPLICANTS

Applicable for those applying for a first or second renewal of award.

Accessing the Renewal Task:

1. Log in to Easygrants (<https://www.mscanadagrants.ca>)
2. At the bottom of your homepage, under “To Do – Grants” click on **View my Grants**.
3. On the My Grants page, click **View Grant** to choose the grant you would like to renew by identifying it by its EGID number.
4. This brings up your “Grant Details Page” including links to your original application and any uploads you have previously submitted. Under “Grantee Requests/Actions”, use the “Select Request/Action” drop down menu to select **“Submit Renewal Application – Year X”**. Click **Request** and **OK**.
5. Back on your homepage, under “To Do – Grants”, click on the **“Submit Renewal Application – Year X)”** task to begin your renewal application.

On the Main Page for your renewal, in the “Validation Summary”, you will see the Page names and status of what needs to be completed. Some of the information will be pre-populated from your original application. **It is important to check the pre-populated information to ensure it is still accurate and up-to-date.** It is the applicant’s responsibility to update any information which may have changed since your last application.

Brief Project Description: This should be carried over from your original application. Please review your project description to verify that it still accurately reflects your project.

References: You are required to provide contact information for your supervisor. The **Notify** function will allow you to send notification of your renewal application to your supervisor. This notification will occur via email; your supervisor will receive an email providing them with login information for the online system and will describe what is requested of them. Your supervisor will be required to upload and submit a Letter of Recommendation. All Letters of Recommendation must be on Institution letterhead and be signed by the referee. Please note that your Letters of Recommendation should be submitted in the same language as your application. **It is the responsibility of the applicant to ensure that all documents are submitted by the deadline.** You have the ability to check the submission status of each Letter of Recommendation when you are logged into your account by clicking References on the left hand menu.

NOTE: If you have two (co-) supervisors, each supervisor must each submit a separate Supervising Letter of Recommendation.

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

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- **Research Progress Report:** Describe the progress made in your research project. Your description should not exceed ONE FULL PAGE (excluding references and figures). Include a brief background, the questions to be addressed and the status of your project. Indicate the relevance of this work to MS. Please also indicate the number of years you have held an MSSOC Postdoctoral Fellowship award, the commencement date of your Ph.D. or M.D. degree and if you would like to be considered for a FRSQ-MSSOC partnership award. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Postgraduate Experience:** List chronologically all postgraduate experience to date, including conferences, workshops and seminars attended as well as any other awards held. Also, indicate if you are proceeding or planning on additional degrees. Font size must be Times New Roman 12 points; margins are ½”. Template provided online.
- **Publications:** Upload a list of your publications. Full publications and or manuscripts may be uploaded under Appendix.
- **Required Signatures:** Signatures from the Applicant, Supervisor (and Co-Supervisor if applicable) and Head of Department 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.

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.

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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.