



**National  
Multiple Sclerosis  
Society**

# **Policies and Procedures: Research Funding Programs and Other Awards**

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## INTRODUCTION

### THE NATIONAL MULTIPLE SCLEROSIS SOCIETY

The National MS Society was organized in 1946 by people with a particular interest in multiple sclerosis, and it is chartered as a non-profit charitable agency under the laws of the State of New York. Our vision is A World Free of MS. The Society mobilizes people and resources so that everyone affected by multiple sclerosis can live their best lives as we stop MS in its tracks, restore what has been lost and end MS forever. To fulfill this mission, the Society funds cutting-edge research, drives change through advocacy, facilitates professional education, collaborates with MS organizations around the world, and provides services designed to help people with MS and their families move their lives forward.

Our Strategic Plan calls for expanding investments and worldwide collaboration to accelerate research progress toward this goal. The Society is empowered to make grants of money for use by individuals within lawfully established agencies or institutions to further its mission. The Society also emphasizes industry partnerships by providing milestone-driven drug development funding to private companies.

#### IMPORTANT THEMES IN MS RESEARCH\*

\* The Society is engaged in a research priority-setting exercise to gain input on priority areas that are considered critical to advancing breakthroughs that will identify solutions for people living with MS today and ultimately lead to prevention and a cure. These priorities will be announced when this exercise is completed, and they will replace the following Themes section of this manual.

#### **Stopping MS**

- Immunologic basis of MS
- Neuroprotection
- Understanding and preventing MS progression
- Measures of disease activity, imaging, surrogate and biomarkers
- Pathology of MS
- Health care delivery and policy
- Clinical trials, preclinical studies, including commercial partnerships

#### **Restoring What's Been Lost**

- Nervous system repair
- Biology of glia/myelin
- Cognitive and psychosocial issues
- Clinical trials, preclinical studies, including commercial partnerships
- Health care delivery and policy
- Patient management, care and rehabilitation

#### **Ending MS Forever**

- Infectious triggers and risk factors
- Genetics and gender differences
- Epidemiology

**ADMINISTRATION OF THE RESEARCH GRANTS AND TRAINING PROGRAMS**

The intention of the Society is to encourage and support only the highest quality research and training in areas related to multiple sclerosis. For investigator-initiated grants and training awards, the primary appointment of the principal investigator must be with a not-for-profit institution, and the payee must be a not-for-profit institution. The principal investigator must be authorized to submit an application under the terms of that institution. For Society-initiated research contracts, research at for-profit organizations may be eligible for support. Specific eligibility requirements are listed in descriptions of individual grant and fellowship programs.

The administration of research grants, contracts and training programs is the responsibility and function of the Research Programs team of the National MS Society, with the aid and advice of various standing and ad hoc peer review and oversight committees and other special consultants. These advisors are selected for their knowledge within their chosen fields and for their recognized accomplishments in research. All applications for support are reviewed and evaluated by the appropriate reviewing bodies.

***The payment of grants and awards approved for the support of these programs is contingent upon the availability to the Society of the necessary funds and the compliance of grantees with Society policies and reporting requirements.***

**Peer review and funding decisions:** The Society relies on the advice of leading scientists, physicians and other experts from virtually every field related to MS to review submitted research proposals. Peer review committee members evaluate applications in terms of the significance of the project, the relevance of the project to MS, the approach or methods to be used, the innovation of its concepts, the investigator's qualifications and available resources, and suitability of the proposed budget. The Research Programs Advisory Committee (RPAC) is a senior oversight committee that reviews the recommendations of the peer review committees and makes recommendations to the Society's CEO on which projects should receive funding. The Society's CEO, after considering advice, makes the final decision on the projects that will be advanced for funding.

**Notification:** All applicants are notified via email of the status of their applications, and are provided access to reviewers' comments in a timely fashion. For those approved for funding, the principal investigator will be notified electronically of the duration and amount of the award and will be provided with a budget that reflects acceptable types and amounts of expenditures for each award year. Payment for most awards will be remitted quarterly to the financial officer at the grantee institution. Pilot Research Awards are paid as a lump sum at the start of the award. For multi-year awards, payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports.

REVIEW AND AWARD SCHEDULE FOR APPLICATIONS

Type of Application	Deadline for Receipt of Application	Scientific Advisory Committee Review	Research Programs Advisory Committee Review	Official Notice (all dates subject to minor modification)	Earliest Possible Start Date
RESEARCH GRANTS	Early February	April/May	June	Late Jun/July	October 1
	Early August	October/November	January	February	April 1
MENTOR-BASED POSTDOCTORAL REHABILITATION AWARDS	Early August	October/November	January	February	July 1
HARRY WEAVER AWARDS	Mid-August	November/December	January	February	July 1
SENIOR FACULTY AWARDS (on hold)	Mid-August	November/December	January	February	July 1
SYLVIA LAWRY PHYSICIAN FELLOWSHIPS	Mid-August	November/December	January	February	July 1
NATIONAL MS SOCIETY-AAN MS CLINICIAN SCIENTIST	Mid-August	November/December	January	February	July 1
POSTDOCTORAL FELLOWSHIPS	Mid-August	November/December	January	February	July 1
PILOT RESEARCH	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
HEALTH CARE DELIVERY AND POLICY RESEARCH (HCDPR) CONTRACTS	Letter of Intent: October Application: January	March	June	Late June	October 1
CAREER TRANSITION FELLOWSHIPS	Preliminary application April/May, full application mid-August	November/December	January	February	July 1
COLLABORATIVE MS RESEARCH CENTER AWARDS	Early September	November/December	January	February	April 1
CLINICAL CARE FELLOWSHIPS	Mid-August	November/December	January	February	July 1
INSTITUTIONAL CLINICIAN TRAINING AWARDS (on hold)	Mid-August	November/December	January	February	July 1
COMMERCIAL RESEARCH OPPORTUNITIES	Variable	Variable	Variable	Variable	Variable

## BEFORE YOU APPLY

### REGISTERING WITH ONLINE GRANTS MANAGEMENT SYSTEM

- A grants management system called MSGrants is used for the preparation and submission of all research proposals to the Society. MSGrants can be found at <https://nmss.fluxx.io>. Research proposals may not be submitted to the Society in any other way.
- Compatible browsers include Chrome, Firefox, and Safari. Internet Explorer is not fully compatible and should be avoided. Check with your IT department for information on installing one of these browsers if you do not already have one.
- Passwords for accessing the site never expire, and a new password will not be needed for each cycle.
- Submission of proposals is exclusively electronic for all parts of the proposal, including institutional approval and appendix materials, and no paper copies of any part of the proposal will be sent to the Society.
- Institutional approval by your organization to submit your application is made electronically using the same online system.
- The application process itself consists of two parts, a short pre-application and the full application.

Detailed instructions for using the new system are available in the MSGrants system and on the Society's Website: <http://www.nationalmssociety.org/For-Professionals/Researchers/Apply-Online>

**How to Register with the Apply Online System:** If you do not already have a password, you will need to register and be approved for access to the Web site. Go to <https://nmss.fluxx.io/>, and once you are at the login page, click on "Register Now." Complete the online registration form and submit your registration by clicking on the words "Submit Request." This will submit your request for access to the site to the Research Programs staff of the Society. The staff will review your registration information to verify that you are qualified to apply for funding from the Society. If approved, you will receive an e-mail message containing your login credentials within two business days.

If you have a password from our previous apply online site, you do not need to register again; however, you will need to reset your password. Go to <https://nmss.fluxx.io>, and once you are at the login page, click on "Reset or Create Password". At the next screen, enter the e-mail address that you used in the old system and click on "Submit". The system will send you an e-mail with a link to reset your password. If the system does not recognize your e-mail address, you will need to register as if you are a new user.

Once you have obtained a user ID and password, go to <https://nmss.fluxx.io/> and log in at the login page. Once you log in, you will be able to see which funding opportunities are active along with the deadlines for each. You will also be able to begin the preparation of your application.

## APPLICATION PROCEDURES

Consult instructions downloadable from the MSGrants grants management system for a complete description of specific grant application and approval workflows.

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**The Pre-Application:** The Society encourages personal contact and discussion of possible ideas for proposals. In addition, in the online system this process has been formalized through the use of a "Pre-Application" step. For each funding opportunity, there is a pre-application that must be completed and submitted to the Society before the applicant can prepare a full application. For most programs, the pre-application must be submitted no later than one week prior to the posted application deadline. The pre-application is reviewed by a member of the Research Programs staff to ensure that the research idea is consistent with the mission of the Society. Once the idea is approved you will receive an automated message from the system, and you will be able to begin preparation of the full application. In some cases, Society staff may send the pre-application back to you for clarification or changes before final approval.

**NOTE:** Pre-applications for Health Care Delivery and Policy Research Contracts and for Career Transition Fellowships are handled differently. The pre-application for the HCDPR program includes a letter of intent in addition to the other components. The pre-application for the Career Transition Fellowships requires a summary of the proposed research along with biographical sketches of the applicant and mentor, as well as a letter of endorsement from the mentor. In both cases these pre-applications are reviewed by a peer review panel. Based on the recommendations of the panel, the applicant may or may not be invited to submit a full proposal. The full application is then due on or before the posted deadline.

**How to Complete the Pre-Application:** Once you are logged in, click on Funding Opportunities to see a list of available funding opportunities, along with information on the application deadlines. Find the funding opportunity to which you wish to apply and click on Apply Now. This will open the pre-application. Enter a title for your pre-application (this can be changed later) and complete the Eligibility Quiz. The Eligibility Quiz will establish whether you are eligible to apply for that funding opportunity. If you pass all of the eligibility criteria, the rest of the pre-application will open and you can begin to complete this step. If you fail one or more of the eligibility criteria, you will not be able to prepare and submit a pre-application for that program. You are welcome to contact Society staff if you need additional assistance. When you submit the pre-application, it will be reviewed by a program officer at the Society. You will receive notification of approval, disapproval, or the need for changes, within two business days. Read the full instructions for the funding opportunity to which you want to apply for further details. These are located in the Application Instructions section of the grantee portal.

**How to Complete the Full Application:** Once your pre-application has been approved (generally within two business days), you can log in and begin to prepare the full application. At the grantee portal, click on the Open Full Applications link, and then on Edit, to begin working on the full application. You can work on the various parts of your full application in any order you want, save your work, and return to continue working as many times as you want. Detailed instructions for completion of the full application including page limits are available in the grantee portal.

### DEVELOPING THE BUDGET

Please refer to the program description pages for additional budgeting instructions, especially for detailed accounting procedures that pertain to phases of Career Transition Fellowships.

**Disallowed Expenses:** Funds from the award may not be used to pay for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services. With the exception of some training programs, funds may not be used to offset any tuition or other similar fees, or dues to organizations such as federations or societies. No funds shall be budgeted as “contingency funds” except by special arrangement with the Society. **Unless prior approval in writing has been obtained from the Society, expenditures are likely to be disallowed for items that were not specifically included in the budget of the award.** See specific instructions provided for individual funding programs for further details.

Applicants to the **Pilot Research Program** are discouraged from requesting funds to purchase major items of equipment, and may not use funds to support travel to conferences. Travel necessary for the conduct of the study will be considered

**Equipment:** Permanent equipment may be requested in research proposals and will be considered only if essential to the successful execution of the proposed work. No equipment-only grants will be considered. Equipment is an article of tangible nonexpendable property having a useful life of more than one year. The definition of equipment is not driven by the cost of the item, so relatively inexpensive items that are designed to last more than one year should be considered equipment, and not supplies. Each item of equipment and its cost must be clearly detailed in the equipment section of the budget and justified in detail within the budget justification, including why said equipment is essential to the successful execution of the proposed work. There is no arbitrary cap on equipment requests, however, equipment requests that exceed 1% of the other direct costs of the proposed project will not normally be considered. Indirect costs are not allowed on equipment. In preparing the proposed budget, all equipment must be listed as equipment and not as consumable supplies. The Society does not recognize any dollar threshold to distinguish equipment vs. supplies.

Office equipment, computers, office supplies, books and journals may not be purchased with grant funds unless included in the application and specifically approved in the budget of the grant awarded. The cost of installing equipment purchased with funds of the grant is not allowed unless such funds were requested in the application and specifically approved in the budget of the grant awarded.

Equipment is intended for the sole use of the Principal Investigator, Co-Principal Investigator, project staff, and any collaborators listed as personnel on the award specifically to execute the approved scope of the project, unless cost-shared with another funding source. Title of the equipment purchased with National MS Society funds will be vested in the grantee institution conducting the research project. The grantee institution is explicitly responsible for the maintenance, control, and all associated costs of capital equipment in its custody and control.

**Indirect costs:** For several Society research funding programs, including Research Grants, Pilot Research Projects, Collaborative MS Center Awards Harry Weaver Neuroscience Scholar Awards, and Clinical Care Physician Fellowships, indirect cost will be automatically calculated by the system. Indirect cost is 10% of the direct costs, except that indirect costs are not allowed in connection with funds requested or expended for: (a) patient costs, or (b) purchase, modification or installation of equipment. Indirect costs will not be provided for grants awarded to institutions outside of the United States, or for most training awards. See specific instructions provided for individual funding programs for further details.

**Supplies:** Consumable supplies may be purchased with Society grant funds and may include any type of laboratory supplies, including purchase and maintenance of experimental animals.

**Limited Relocation Costs:** Funds to cover the cost of one-way travel to the institution where the training is provided are available but only for the investigator and not for family members or for transportation of household belongings. The relocation costs must be requested at the time the investigator is nominated, and the amount requested must be comparable to economy class transportation by air or equivalent. Relocation costs are available to awardees of the following award mechanisms: Mentor-Based Fellowship Program in Rehabilitation, Postdoctoral Fellowships, Sylvia Lawry Physician Fellowships, AAN Clinician-Scientist Fellows, Senior Faculty Awards, Institutional Clinician Training Awards, and Career Transition Fellowships.

**Travel:** Expenses for domestic or foreign travel related to the successful performance of the research may be charged to a grant only when justified in the application and within the amount specifically approved in the grant. In addition, expenses for one investigator to attend one domestic conference per year will be considered. Travel expenses whenever charged to grant funds shall be in accordance with grantee institutional policies and procedures.

**Other Expenses:** Any other expenditure directly related to the cost of conducting the proposed research may be requested in the application for a grant. However, construction or renovation costs are not permissible expenditures under any circumstances.

**Authorization (Institutional Approval):** Your application is not actually submitted to the Society until the Institutional Official approved submission of the application. The Institutional Official must be registered with the system and must be the individual designated by you in the Institutional Official section of the application. Once the principal investigator has submitted the application, a system message will be sent via e-mail to the Institutional Official stating that an application is pending authorization. The Institutional Official must then log on to the system, open the application, and complete the authorization. This must be completed prior to 5:00 PM Eastern Time on the date of the deadline.

## DURING THE AWARD PERIOD

The following policies apply to all funding programs unless otherwise indicated below and/or in program descriptions of individual funding opportunities.

**Annual Research Report:** Unless otherwise stated in the grant agreement or contract, a report of progress made on research projects and fellowships is due within 30 days after the anniversary date, along with a copy of the annual approval letter from the IRB and/or IACUC. For fellowships, a report from the mentor is also due within 30 days after of the anniversary date. A system-generated reminder will be sent to the principal investigator approximately 60



days prior to the report due date. This progress report includes an annual Report of Expenditures (see under "Annual Financial Reports") and reprints of all published papers and preprints in press or submitted related to results accomplished under the grant or fellowship. Manuscripts will be respected as privileged communications. See special provisions related to progress reporting for **Career Transition Fellowships**. Payment for continued support of a research project depends on the timely receipt, review, and approval of the annual research progress report. Failure to comply with annual reporting requirements within 60 days of the anniversary date may lead to suspension of payments or termination of award. All annual reports and associated documentation will be submitted using the MSGrants system.

**Final Research Report:** A final report of the progress on research projects is due within 30 days of the termination of a grant. This report is in addition to any interim progress report that may have been included in an application to the Society for further research support. Individuals who fail to comply with final reporting requirements will not be permitted to apply to the National MS Society for research support until requirements are satisfied. The final report will be submitted using the MSGrants system. A system generated reminder will be sent to the principal investigator 60 days prior to the report due date.

**Early Termination of Award:** If a grantee, fellow or mentor elects to terminate an award prior to the date indicated in the award notice, the Society must be notified immediately in writing. An award may also be revoked by the Society after the start date. The revocation of an award may not require return of funds previously expended or committed. Grounds for revocation of an award will be deemed to exist: (1) if the investigator requests, in writing, that the award be terminated for any reason; (2) if the investigator is unable to carry out the research or training 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, or a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance; (4) if the fellow's mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society is not named within 30 days by the sponsoring institution; (5) if, in the case of a Collaborative Center award, the base funding for the research group drops below the minimum required after the 6-month probationary period (see Collaborative Center section); (6) if the investigator fails to notify the Society of any change in his/her affiliation with the department or institution on record at the time the award was made; (7) if the investigator changes any aspect of the award from that which was originally approved by the Society, including significant changes in the specific aims of the research studies, without prior notification and approval by the Society; (8) if the progress is considered unsatisfactory after evaluation of a progress report, or the institution fails to submit a satisfactory expenditure report; (9) when annual reports of progress and recommendation for continuation are not received from the principal investigator within 60 days of the end of each award anniversary year; (10) if the investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (11) by action of the Board of Directors of the Society.

**Extension of Term:** An extension of the term of a grant without additional funds may be approved when requested and justified in writing. This is generally not permitted for Collaborative Center Awards. Extensions of term will be for either 6 or 12 months, and, except for unusual circumstances, only one extension will be given for any grant. A request for an extension must include: (1) the amount of money to be carried into the extension period; (2) a statement of why the funds were not used in the original grant period; (3) a statement of how the funds will be used during the extension; and (4) a report of the research progress and budget for the previous year, on forms provided by the Society. A request for an extension must be made at least 90 days before the termination date of a grant.

**Transfer of an Award:** The transfer of an award from one institution to another along with transfer of awardee cannot be made without prior approval in writing by the Society. For approval of such a transfer the Society requires a revised budget and updates to other information concerning the project along with signed acceptance of the new award by the new institution. For research involving human subjects and/or animals, written approval from the new institution's Institutional Review Board and/or the Animal Care and Use Committee must be received prior to initiation of payment. In addition, the original institution must approve the release of the award, submit an acceptable report of expenditures, and return all unexpended funds to the Society before a final transfer can be made. Transfer of equipment purchased with the award and necessary for the continuation and success of the project will be transferred to the new grantee institution consistent with institutional policy, and title vested in the new institution for use by the designated principal investigator and personnel listed on the project.

In the case of **Collaborative Center Awards**, any request for transfer to a new institution must clearly describe how the team will continue to collaborate and act cohesively as a team. No interruption of financial support should be involved if the request to transfer the award is received by the Society 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 Principal Investigator/Fellow:** In most cases, a grant terminates when the principal investigator becomes unable to continue supervision of the research. However, within 30 days after such an occurrence, the original institution may request that the grant be continued with the responsibility transferred to a new principal investigator until the grant can be terminated appropriately or until a new, complete application can be submitted by the new principal investigator. Such changes cannot be effected without prior approval in writing by the Society. The proposed transfer would require a revised budget, subject to approval by the Society. Fellowships, training and Harry Weaver Neuroscience awards may not be transferred to a different individual. In the event that a fellow is unable to continue with training, the fellowship award will be terminated prematurely.

**Change of Mentor:** (applies to Postdoctoral Fellowships, Sylvia Lawry Physician Fellowships, Clinician-Scientist Fellowships, and Career Transition Fellowships) If a fellow's mentor becomes unable to continue the supervision of the fellow's training, a replacement may be proposed by the sponsoring institution, subject to approval by the Society. Any fellow considering a change in mentor for other reasons must notify the Society in writing to obtain prior approval. In the event that the fellow is unable to continue with the approved research project with a new mentor, the fellowship award is non-transferable and the award will be terminated prematurely.

### Leaves

- a. **Vacations:** Vacations and absences will be subject to institutional policy.
- b. **Military Service:** The Society will consider reinstating an award that is interrupted by military service, provided the request is made (1) within three months of the awardee's discharge from military service, and (2) not more than three years after entering the armed forces or public health services.
- c. **Maternity/Paternity Leaves:** The Society will consider an unfunded extension of term or interruption and subsequent reinstatement of an award due to maternity/paternity leave.

**Publications and Reprints:** The Society expects that the results of research will be published in appropriate journals. The responsibility for publication lies with the principal investigator. The results of any work supported by a grant from the Society may be published without being reviewed by the Society. Therefore, responsibility for direction of the work is not to be ascribed to the Society. The Society must be acknowledged in all dissemination materials (e.g., publications, scientific exhibits, scientific presentations, press releases, etc.) related to research supported in full or in part by the Society. The following acknowledgment, or its equivalent, should be used: **“This investigation was supported (in part) by a [insert type of award] from the National Multiple Sclerosis Society.”**

As soon as a manuscript is accepted for publication, a copy of it, with the name of the journal and the expected date of publication, should be sent by email to the Associate Vice President of Research Information ([cathy.carlson@nmss.org](mailto:cathy.carlson@nmss.org)). Please notify the Society if a press release from the institution or journal is being prepared for distribution. Manuscripts will be respected as privileged communications.

**Tykeson Conference on MS for Society Fellows and Junior Faculty Awardees:** Through a generous contribution from Mr. Donald Tykeson (active volunteer and member of the Society's National Board of Directors), the National MS Society holds a meeting of Society's fellows and faculty awardees on alternate years. All Society fellows and faculty awardees whose awards are active at the time of the conference are required to attend at the Society's expense. The goal is to improve the sharing of research information among the Society's awardees, develop a sense of community among our investigators, strengthen their commitment to MS, and establish new collaborations among these researchers. **Investigators funded under the following funding mechanisms are required to attend:** Postdoctoral Fellowships, Sylvia Lawry Physician Fellowship Award, NMSS-AAN Clinician-Scientist Fellowships, Harry Weaver Junior Faculty Awards, Mentor-Based Postdoctoral Fellowship Program in Rehabilitation Research, and Career Transition Fellowships.

## BUDGETING AND ACCOUNTING

The grantee institution shall maintain complete and accurate books, records and accounts that, in reasonable detail, accurately document the use of the Award. The National MS Society shall have the right to have such books, records and accounts reviewed and audited at a mutually convenient time upon prior written notice to you.

Please refer to the program description pages for detailed accounting procedures that pertain to phases of the **Career Transition Fellowships**.

**Rebudgeting of Funds:** Transfers between and among categories of the budget approved in grants or fellowship may be made as follows: (1) transfers between personnel and consumable supplies categories may be made at the discretion of the grantee institution, but (2) no transfers may be made without prior approval in writing by the Society for patient costs, equipment costing more than \$1,000, travel, indirect costs, or other items not specifically identified in the approved budget. In rebudgeting personnel funds on a research grant, the percent effort of the Principal Investigator must maintain at least a 5% level of commitment, with or without salary, to the project. Unless prior approval in writing has been obtained from the Society, expenditures are likely to be disallowed for items not specifically included in the budget of the grant awarded.

For **Collaborative Center Awards**, rebudgeting throughout the term of the award may be done at the discretion of the principal investigator and the co-investigators. See special rules regarding rebudgeting of funds for **Harry Weaver Neuroscience Awards**.

**Annual Financial Reports:** A brief account of the expenses for each award is due within 30 days after the anniversary date during the term of a grant. Any unexpended funds remaining at the end of each year may be carried over to the next grant year; grantees must provide an explanation and receive approval from their Society program officers to carryover excessive unexpended funds. The Society may temporarily suspend payments for projects with excessive unexpended funds.

**Final Financial Reports:** A full account of all expenses made for a research project is due within 90 days of the termination of the grant. Unexpended funds remaining at the end of the grant must be returned to the Society if renewal support is not awarded. If renewal support is provided, remaining funds from the previous grant will be applied to the first payment of the renewal grant. Instructions for this report will be emailed to the grantee's institution prior to the end of the award. The Society is not responsible for over-expenditures of grants.

## AFTER THE AWARD PERIOD

**Fate of Equipment:** Upon termination of the award, all equipment purchased with National MS Society funds is permanently vested in the institution at award termination.

**Unexpended Funds:** Because budgets in applications for grants are estimates of the funds required to perform the research indicated, unexpended funds may remain at the end of each year and at the termination of the grant. Unexpended funds remaining at the termination of the grant must be returned to the Society if renewal support is not awarded. Refund checks should be wired or mailed to the Society (Attn: Research Administration, National MS Society, 733 Third Avenue, New York, NY 10017) and should be accompanied by a copy of the financial report. If renewal support is provided, remaining funds from the previous grant will be applied to the first and, if necessary, subsequent payments of the renewal grant and the renewal support budget will be reduced accordingly.

**Status Report:** The Society requests that career transition fellows submit a brief statement five (5) years after completion of an award, indicating changes in professional status during the intervening period, updates in contact information and the area of current research interest, and providing a bibliography plus pdf files of published articles of work conducted during the interval.

**Fellows Provide Updates:** The Society periodically (every 4-5 years) conducts surveys of its past fellows to assess their career output since their postdoctoral years. To assist the Society in keeping track of our former fellows, we request that the Society be notified of changes in their professional status, professional contact information, and the area of research interest.

## LEGAL AND REGULATORY POLICIES

**Bonded Financial Officer:** The Society requires that the financial officer administering grant funds be bonded. Unless otherwise indicated in the application for a grant, it is understood that such officials are bonded as a prerequisite to assumption of office.

**Research involving human subjects:** The Society will not support research involving human subjects without prior receipt of written approval of the specific research proposed from the grantee institution's Human Institutional Review Board (IRB or other appropriate Committee). This approval must be signed by the Chairperson of the Committee, and a copy of the letter must be received by the Society on an annual basis during the funding term of the research award. In addition, all studies involving humans must be performed in accordance with the guidelines stated in the Declaration of Helsinki as described in the Code of Federal Regulations, Title 45 and Part 46 (<http://www.hhs.gov/ohrp/policy/ohrpreulations.pdf>).

The National Multiple Sclerosis Society supports funding of biomedical research utilizing all types of human cells. The Society also supports adherence to the strictest ethical and procedural guidelines for the use of these cells.

**Research involving animals:** For research involving animals, written approval from the grantee's Institutional Animal Care and Use Committee (IACUC) must be received by the Society prior to the release of any funds. This approval must be signed by the Chairperson of the Committee, and a copy of the letter must be received by the Society on an annual basis during the funding term of the research award.

All biomedical research that involves the use of animals must adhere to the following principles:

1. Animals shall be used in biomedical research only when no other means of obtaining scientifically sound, valid and useful results are available.
2. The minimum number of appropriate animals required to obtain and validate results shall be used.
3. The acquisition, care and use of animals must be in accordance with all applicable federal, state and local laws and regulations.
4. Certifications must be received from research facilities prior to being approved for a research grant that the facility(ies), its researchers and employees adhere to the Animal Welfare Act, National Research Council *Guide for the Care and Use of Laboratory Animals*, and any appropriate U.S. Department of Agriculture or National Institutes of Health regulations and standards.
5. In cases requiring the death of an animal, only the most appropriate and humane form of euthanasia shall be used consistent with the purpose of the research.

The [Guide for the Care and Use of Laboratory Animals: Eighth Edition](#) is available as a [free download](#).

**Indemnification policy:** The National Multiple Sclerosis Society is not responsible for any claim, judgment, award, damages, settlement, negligence or malpractice arising from the Research Project or investigation related to this Award. The Awardee and Institution acknowledge responsibility for the conduct of research or investigations related to this Award, and release the MS Society from all claims or liability that may arise from the conduct of research or investigations related to this Award resulting from any act or omission on the part of the Awardee and Institution, their employees, agents or representatives to the extent allowed by applicable law.

**Invention policy and procedure:**

- 1) Recipients of research grants, center awards, postdoctoral training fellowships, transition awards, faculty awards, pilot awards, research contracts, and other research support vehicles (hereinafter known as "GRANTS") from the National Multiple Sclerosis Society shall adhere to the intellectual property policies of the grantee institution, including, if required, the assignment to the grantee institution of title in any invention work to which they have contributed. If the grantee institution has no intellectual property policy providing for such transfer, or elects to waive its rights in such intellectual property, the grantee or the grantee institution shall notify the National Multiple Sclerosis Society promptly and in sufficient time to protect the rights in such intellectual property. To the extent permitted by law, the grantee or the grantee institution shall promptly assign all rights in and to such invention to the National Multiple Sclerosis Society or to a third party designated by the National Multiple Sclerosis Society.

- 2) All inventions made with the support, in whole or in part, with GRANTS from the National Multiple Sclerosis Society shall be reported by the grantee institution in confidence to the National Multiple Sclerosis Society within one month of their disclosure to personnel at the grantee institution responsible for such matters. Both the grantee and the grantee institution will make reasonable efforts to refrain from any action that might reasonably impair the ability to obtain patent protection for any invention, such as submitting for publication a manuscript describing the invention or offering the invention for sale or public use prior to filing an application to patent the invention.
- 3) Unless prohibited by federal law, the National Multiple Sclerosis Society shall participate in income and other economic benefits derived from any such inventions by entering into an agreement with the grantee institution at the time of such disclosure. Such agreement shall provide that income derived from the invention shall be distributed in proportion to the contributions by the National Multiple Sclerosis Society, the grantee institution and, where applicable, other sponsoring agencies, after deductions of reasonable expenses incurred in obtaining intellectual property protection.
- 4) In the event that the grantee institution elects not to pursue patent protection for an invention as to which the grantee is named as an inventor or co-inventor, or to discontinue patent prosecution or maintenance for any such invention, the grantee institution will notify the National Multiple Sclerosis Society promptly and in a reasonable time to protect the intellectual property rights in and to such invention. To the extent permitted by law, the grantee institution shall promptly assign all rights in such invention to the National Multiple Sclerosis Society or to a third party designated by the National Multiple Sclerosis Society.
- 5) Upon issuance of a patent, the grantee institution shall itself through the identification of a license or through a licensee take appropriate steps to commercialize the invention in a timely fashion. The grantee institution shall include provisions in all exclusive licenses requiring diligent commercialization of the invention, setting appropriate milestones to measure licensee performance and permitting cancellation of the license (or conversion of the license to a nonexclusive license) in the event the licensee fails to achieve the required performance levels. If the grantee institution or its licensee has not taken effective steps, within five years after a U.S. patent issues on an invention supported by Society GRANTS and administered by the grantee institution, to commercialize the invention, the grantee institution shall assign title in and to such patent to the National Multiple Sclerosis Society or its designee, unless prohibited by law or unless the grantee institution can show reasonable cause as to why it should retain title.
- 6) The grantee institution shall report annually to the National Multiple Sclerosis Society on its commercialization efforts resulting from GRANTS, including the names of current licensees, the relevant terms of any licenses that have been executed and the receipt of any royalties due under such licenses.

**Commercial research/Fast Forward:** Fast Forward is a nonprofit organization, a separate and wholly-owned subsidiary of the National Multiple Sclerosis Society, established to accelerate the development of new treatments for MS. The Society is not obliged to provide funds through Fast Forward to pursue any invention that was developed originally from support, in whole or in part, with research grants, center awards, postdoctoral training fellowships, transition awards, faculty awards, pilot awards, research contracts, and other research support vehicles from the National Multiple Sclerosis Society. In addition, the Society does not forfeit its rights to any invention that was developed originally from support, in whole or in part, with National MS Society awards if the Society does not fund a project through Fast Forward.

**Equal opportunity regulations:** The National Multiple Sclerosis Society adheres to a policy of equal opportunity in employment and requires that all United States institutions to which its research or training awards are made adhere to federally mandated equal opportunity policies; institutions outside of the U.S. must adhere to locally applicable equal opportunity policies.

**Sharing of resources:** Investigators who receive funds from the National Multiple Sclerosis Society are expected to share, in a timely manner, research resources developed with the Society's support with qualified investigators. Examples of such resources include (but are not limited to) cell lines, antibodies, and model organisms (e.g. transgenic mice).

**Clinical Trials Registration and Data Sharing:** National Multiple Sclerosis Society-supported clinical trials must be registered on [www.clinicaltrials.gov](http://www.clinicaltrials.gov) or another public platform, and updated as stipulated by the information platform, including submission of results. The Society expects that the Principal Investigator(s) of Society-funded clinical trials to publish the results of the trial regardless of the outcome. The publication of disappointing or negative outcomes is important for the unbiased advancement of clinical research and also is an ethical imperative,

given the sacrifices of trial participants. The Society supports [National Academy of Medicine recommendations](#) for sharing clinical trials data, recognizing the need to protect the privacy and honor the consent of clinical trial participants; safeguard legitimate economic interests of sponsors; guard against invalid secondary analyses; and give researchers adequate time to analyze the data they have collected and appropriate recognition for their intellectual contributions. Applications for proposed clinical trials must include a plan for how and when data from the trial will be shared and should include data-sharing costs in budget requests, or provide an explanation for why data sharing is not possible. Awardees are expected to deposit data, including clinical trials data, into an appropriate public database, if such platform exists, upon publication of research results.

**Policy on scientific misconduct and fraud:** Any institution that receives funds from the National Multiple Sclerosis Society must have written policy guidelines on conflict of interest and scientific misconduct and fraud. It is the responsibility of the institution and the grantee/awardee to inform the National Multiple Sclerosis Society immediately, in writing, of any institutional investigation into the conduct of an investigator whose work is supported by Society, and to keep the Society informed in a timely manner of the progress and outcome of such investigation. A finding by the institutional investigation that the investigator was guilty of research fraud or misconduct is sufficient grounds to terminate Society support of a project, and may jeopardize future support for the investigator from the Society.

## DETAILS OF INDIVIDUAL FUNDING PROGRAMS

### RESEARCH GRANTS

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The Society welcomes investigator-initiated applications for support of studies with high relevance to multiple sclerosis and the Society's research priorities. The Society supports fundamental as well as applied studies, non-clinical or clinical in nature, including projects in patient management, care and rehabilitation. To be considered for funding, all projects must show relevance to the Society's mission.

#### ELIGIBILITY

**Principal Investigator:** It is expected that the person indicated as the principal investigator in an application for a grant is the one who is personally and actively responsible for the conduct of the research and who is considered eligible by his or her institution to apply for a research grant. The principal investigator need not be a United States citizen.

**Institution:** Institutions, except in unusual circumstances, are the official recipients of grants made for the support of specific research by the principal investigator. The sponsoring institution may be in any country permitted under United States policies. Applicants are also encouraged to apply for research funding from local sources.

#### PREPARATION AND REVIEW OF APPLICATIONS

##### **Definitions of Research Grant Applications:**

- A "New Application" is a research proposal that has not been previously submitted for funding to the National MS Society.
- A "Renewal Application" is a proposal that seeks follow-on funding to continue research leads generated from a recently completed grant. No grant is renewed automatically. Support beyond the term originally approved is dependent upon submission and approval of a renewal application for a new grant. Renewal applications must include in the narrative a summary of findings generated from the previous grant.
- A "Resubmission" is a research proposal that was previously reviewed through the Society's peer review process but not funded.

(When allowed, resubmissions must summarize substantial additions, deletions, and changes from a previous proposal and provide responses to reviewer comments. Responses to reviewers' comments do not count as part of the narrative page count. Details are provided in instructions on the MSGrants grants management system.)

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines> and specific award opportunities listed in the online MSGrants grants management system.

**Term:** The Society supports research grants for terms of one to five years. Projects proposed to be longer than three years must provide clear justification for the extended length of the project.

#### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Supplemental Funds:** During the term of a grant, supplemental funds may be requested. Such requests must be justified in writing. Depending on the size of the supplement, peer review of the request may be required.

#### GENERAL CATEGORIES OF EXPENDITURES

Investigators may request funds for the following categories of expenditure: salaries for professional and non-professional personnel, patient costs, permanent equipment, consumable supplies, travel, other expenditures not included under the above categories, and indirect costs.



**Personnel:** The salaries of all personnel paid from grant funds shall be in accordance with the prevailing policies of the grantee institution. However, budgets for multi-year studies cannot include cost-of-living or similar salary increases for personnel working on the project. Requested salaries are not to be used to replace salaries or portions of salaries already assured by institutional or other funds. Grant funds may not be used for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services, or student and tuition costs.

1) **Professional Support**

**Professional Salaries:** The principal investigator must spend at least 15% of his or her time working on the grant in order to request salary support. However, the salary support may not exceed 75% of the PI's salary. Regardless of salary support, the percent effort of the PI may not be less than 5% on any research grant supported by the National MS Society. The PI must maintain at least a 5% level of commitment to the project. Salary for other investigators associated with a grant may be requested in proportion to the time they spend directly on research supported by the grant.

**Salary Cap:** The Society will not pay pro-rated salaries that exceed \$199,700 per annum, prorated to percent effort.

2) **Postdoctoral Training Support**

Postdoctoral Research Associates may be supported on research grants, using [this salary scale](#) (pdf). The current annual salary for postdoctoral associates is determined by the number of FULL years of relevant postdoctoral experience at the time of application. Relevant experience may include research experience, internship, or residency. No departure from the established salary schedule will be allowable. A biographical sketch must be included for any postdoctoral associate listed on grants.

3) **Technical and Non-Professional Support:**

Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on research directly supported by the grant.

**Fringe Benefits:** Costs to the grantee institution of Social Security, retirement and group insurance plans may be requested in the application for persons whose salaries are to be paid from the grant. All such expenditures are to be in accordance with the prevailing policies of the grantee institution and proportional to the percentage of the employee's time devoted to the research for which the grant is made.

**Dues and Contingency Funds:** Dues to organizations such as federations or societies will not be allowed as charges against grant funds. No funds shall be budgeted as "contingency funds" except by special arrangement with the Society.

**Insurance Premiums:** In accordance with institutional practice, and if indicated by the nature of the research, the budget may include funds for payment of premiums on hazard and other insurance to protect personnel paid by the grant, but only after prior approval by the Society. No premium payments will be allowed for insurance of equipment and supplies, whether or not purchased with grant funds, or for malpractice insurance.

**Patient Costs:** Funds requested for hospitalization and/or professional medical services for study subjects may be granted if justification is presented in the application to show that such charges are needed for the research proposed and that the usual sources available for these costs are not adequate. All third-party payments received by the grantee institution for such services are to be used to offset the funds awarded in the grant for this purpose.

**Subcontracts:** A subcontract from another institution may be included in the proposal from the applicant institution. A separate budget and budget justification must be prepared for each subcontract. The grants management system will incorporate the subcontract direct and indirect costs into the main budget. There is no minimum requirement of effort for subcontractors. The combined total of indirect costs for the main budget and subcontract budgets cannot exceed 10% of the combined direct costs.

**Indirect Costs:** The grants management system will add indirect cost of 10% of the sum requested, except that indirect costs are not allowed in connection with funds requested or expended for: (a) patient costs, or (b) purchase, modification or installation of equipment. Indirect costs will not be provided for grants awarded to institutions outside of the United States.

### COMMERCIAL RESEARCH/FAST FORWARD AWARDS

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The National MS Society invites proposals from commercial organizations and academic institutions to establish research partnerships with Fast Forward to accelerate and support development of therapeutic and diagnostic strategies for MS.

#### ELIGIBILITY

Fast Forward provides funding to U.S. and non-U.S. commercial organizations. Funding to not-for-profit research institutions will also be considered if a majority of the work is conducted at reputable Contract Research Organizations with appropriate expertise. Fast Forward typically only considers opportunities responsive to annual requests for proposals (RFPs); however applicants whose projects do not fall within the scope of the annual RFPs should contact Fast Forward staff to determine eligibility for other funding.

#### APPLICATION PROCEDURE

Each year, RFPs are distributed via email and posted on our website, with an invitation to prospective applicants to submit an application. Applications undergo review by a panel comprised of National MS Society staff as well as external scientific and business advisors. On this basis, only those projects found to have suitable scientific merit and commercial development feasibility will be invited to full due diligence.

***For a copy of each year's RFPs, including program details and priority areas, contact the Director, Business and Partnership Development at National Multiple Sclerosis Society [mmerrell@nmss.org](mailto:mmerrell@nmss.org)***

#### PREPARATION AND REVIEW OF APPLICATIONS

For program details, including priority areas, application deadlines, available funds, timeline and evaluation criteria see <http://www.nationalmssociety.org/For-Professionals/Researchers/Society-Funding/Commercial-Research-Funding>.

Unless otherwise noted in the RFP, general categories of expenditures and other budgetary parameters for a Fast Forward award are the same as those stated in the "Research Grants" section of the policies and procedures document.

**Review Process:** The review of applications will be conducted by the Scientific and Business Advisory Committee (SBAC). The SBAC is composed of outside experts selected based on the thematic direction of the each RFP and typically includes individuals with backgrounds in drug discovery and development and the targeted areas of MS research. Selected applicants will be invited to participate in a teleconference with Fast Forward staff and members of the SBAC to discuss their application. Applicants that do not advance to teleconference stage of the review process will still receive a summary of comments provided by the SBAC.

Funding decisions will be made by the Fast Forward Board of Managers and will be based on the recommendations of the SBAC. Each award will be provided pursuant to a Sponsored Research Agreement (SRA) between recipients and the Society that covers project support through Fast Forward and terms of the financial return.

**Notification:** Applicants will be notified of final funding recommendations. A final funding decision by Fast Forward requires the following:

a) availability of funds; b) conversion of the proposal to a work plan, a process requiring modifications that reflect recommendations by the SBAC and contains defined milestones and deliverables, and c) negotiation and execution of a SRA with Fast Forward. Any distribution of funds will be contingent on successful conclusion of these steps and approval by the Fast Forward Board of Managers.

### CONDITIONS OF AWARD

Details concerning the conditions of a Fast Forward award can be found in the SRA, which will describe the recipient's responsibilities, milestones and deliverables associated with the funded project. This agreement will also describe the form and amount of the financial return that Fast Forward will receive from the recipient of the funding. The SRA will include certain terms and conditions, including, but not limited to the following:

**Research Plan:** The SRA will include a jointly negotiated research plan which details the milestones and deliverables associated with the funded project. Release of funding will generally occur in a stepwise fashion associated with the achievement of performance-based milestones. In the event the funding recipient is unable to achieve a performance-based milestone in a timely manner, Fast Forward reserves the right to work with the funding recipient to modify the research plan to address the concerns causing the delay or to terminate further funding if, in the opinion of Fast Forward and its advisors, the concerns jeopardize the viability of the funded program.

**Financial Return:** The Society seeks to participate in the success of projects funded through Fast Forward. As such, the SRA shall contain well-defined provisions for revenue sharing. Financial return to the Society is based upon achievement of significant commercial milestones in order to minimize financial impact to the funded entity.

**Conduct of the Research Plan:** For each funded project, details regarding conduct of the Research Plan will be governed by the SRA.

#### **Reporting Requirements:**

- 1. Progress Reports:** Progress reports are generally due every three months and are coincident with quarterly meetings held by teleconference. Reports will be submitted online via MSGrants. Progress reports will provide an update on progress and results of the Research Plan. Awardees are also expected to provide Fast Forward a comprehensive final report describing the results of the work conducted under the Research Plan within three months of a program's completion. Successful achievement of milestones will be used to determine continued funding. Funded investigators are expected to meet scheduled milestones and provide deliverables on time. Failure to meet milestones, furnish scheduled deliverables, including any reports, or to comply with the terms of the SRA may serve as a basis for termination of funding by Fast Forward at any time during the funded research term.
- 2. Financial Reporting:** Awarded organizations are expected to account for the funds expended under any Fast Forward SRA; any funds spent either not in accordance with the approved project or prior to pre-approval of any material change in the project may be (i) recoverable by and subject to restitution by the awarded organization to Fast Forward and (ii) may be cause for immediate termination of funding by Fast Forward. Each year of the SRA until the end of the work covered under the SRA, awarded organization will advise Fast Forward whether it holds any unspent portion of the funding, and if so, how much.

**RESEARCH IN PATIENT MANAGEMENT, CARE AND REHABILITATION – A SPECIAL NOTE**

The Society supports research projects dealing with psychosocial issues, management of symptoms, care and rehabilitation, bioengineering and other topics related to improving the quality of life for people with multiple sclerosis. The emphasis of proposals in these areas should be the development of new techniques or principles, rather than minor improvements of existing techniques.

Applications for support of research projects in these areas will be peer-reviewed by a panel with expertise in rehabilitation medicine, psychology, psychiatry, neurology, and biomedical engineering. Both the scientific merit and the relevance to multiple sclerosis will be considered in deciding which projects the Society will support. To be competitive, an application must address a significant problem related to the clinical care and management of people with multiple sclerosis, propose a testable hypothesis, have a defined protocol and appropriate methodology, and include appropriate controls and statistical analysis.

Depending on the scope of the proposed project, applicants for Patient Management, Care and Rehabilitation support should apply either for a Research Grant, a Pilot Research Grant, or one of several training awards described in the policies and procedures document.

# MENTOR-BASED POSTDOCTORAL FELLOWSHIP PROGRAM IN REHABILITATION RESEARCH

## MENTOR-BASED POSTDOCTORAL FELLOWSHIP PROGRAM IN REHABILITATION RESEARCH

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

### INTRODUCTION AND GOALS OF THIS AWARD

The Society welcomes applications for support of mentors and institutions that provide training of postdoctoral fellows in research related to multiple sclerosis rehabilitation that may serve to advance the mission of the Society.

This program provides support for a mentor-institution combination that is responsible for the recruitment, selection, and training of postdoctoral fellows to pursue a career in rehabilitation research applied to multiple sclerosis and similar disorders. The mentor should be an established and active researcher in MS or a related field. The fellowship will provide for support of a postdoctoral fellow who will work closely with the mentor. The mentor and fellow may come from a variety of different fields including medicine, physical, occupational, or speech therapy, psychology, rehabilitation engineering, nursing, or other fields. The research training may focus on fundamental as well as applied studies but must be relevant to both rehabilitation of individuals with MS and to the Society's mission.

The fellow selected by the mentor should hold a Ph.D., M.D., or equivalent degree. The program of training to be supported should enhance the likelihood that the trainee will: (a) perform meaningful and independent research relevant to multiple sclerosis rehabilitation and (b) obtain a suitable position that will enable him or her to do so. This award is made to a mentor-institution combination and not directly to the postdoctoral fellow. The award is designed to emphasize opportunities for new research training and broadening scientific competence of the postdoctoral fellow.

### ELIGIBILITY

**Mentor and Institution:** The mentor must hold a faculty appointment at an accredited institution and have adequate research funding and support to provide an appropriate training environment for the postdoctoral fellow. It is the responsibility of the mentor and institution to recruit and select one or more appropriate postdoctoral fellows and to provide an appropriate program of training and experience leading to independence in the conduct of rehabilitation research in multiple sclerosis. Once postdoctoral candidates are selected, their credentials will be submitted to the Society for final review and approval.

**Previous Training of Postdoctoral Fellows:** Fellows with 0-36 months of previous postdoctoral training may apply for this award. Applicants must hold, or be candidates for, a Ph.D., M.D., or equivalent degree. However, a fellowship under this program cannot be activated for a doctoral candidate until the Society has received written notification from a university or professional school that an appropriate doctoral degree has been awarded.

**Citizenship:** U.S. citizenship is not required either for mentors or postdoctoral fellows working at institutions in the United States. Mentors and institutions outside the United States may apply to this program but are requested to submit dual applications to governmental granting agencies and/or other non-profit funding agencies in their own country.

### REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

Completed applications, including all required supporting documents, received by the Society by the August deadline will be considered for activation on or after the following July.

**Application:** The mentor and organization are considered jointly to be the "applicant" and must provide: (1) a description of the facilities and environment available for training; (2) the academic qualifications of the proposed

## MENTOR-BASED POSTDOCTORAL FELLOWSHIP PROGRAM IN REHABILITATION RESEARCH

mentor; (3) a brief account of the nature of the ongoing research and training activities within the mentor's organization as they relate to the program of training proposed, including research projects available to the fellow; (4) a meaningful description of the proposed program of training, including the nature of the mentor/fellow relationship; and (5) an exact and itemized statement of all financial requirements, (under the limitations noted below). Supplemental grants are rarely made to cover costs not specifically requested in the original application.

In addition, the following elements should be incorporated in the application:

- Specific selection criteria for the postdoctoral fellow(s) to be trained
- Specification of the discipline(s) of the postdoctoral fellow(s) to be trained
- An emphasis on training for a career in a specific field of **rehabilitation research**
- A well-articulated training plan with enough specifics to allow for meaningful evaluation
- The major focus of training to be on **rehabilitation research** with exposure to other fields
- Evidence of the track record of the mentor(s) in training postdoctoral fellows, peer-reviewed research and publication
- A description of how the different disciplines represented in the training program will work together
- A statement to the effect that the fellow(s) will write and submit at least one grant and one scientific article during the course of the award

**Selection of the Postdoctoral Fellow:** It will be the responsibility of the mentor to identify and recruit the postdoctoral fellow and to submit the fellow's qualifications to the Society for approval. Information concerning the proposed fellow is **not** to be submitted as part of the original application for support. Instead, the mentor will submit the fellow's qualifications at some point **after** the application for support has been submitted. The qualifications for the proposed fellow can be submitted either: 1) prior to notification of the outcome of the review of the mentor's application for support or 2) after the mentor's application for support has been approved. This will provide the mentor with ample time and opportunity to identify and recruit the most promising candidate. The Society will review the qualifications of the proposed fellow when this is submitted and provide an answer to the mentor in a timely fashion. Funds to support the postdoctoral fellow will not be released until the Society has reviewed and approved the mentor's selection.

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Duration of Mentor-Based Award:** The mentor-based fellowship program will have a term of five years. However, the term of training of each postdoctoral fellow will be determined by the mentor based on the period of time required for the training needed for development of an independent investigator. Support for a given postdoctoral fellow will not usually be provided for more than three years. Each mentor-based fellowship award will provide sufficient funds to support a single postdoctoral fellow for five years. However, the mentor may divide this time in a variety of ways such as support for a single postdoctoral fellow for three years followed by a different fellow for two years. At its discretion, the awardee organization may consider requests for reinstatement of a fellowship interrupted by military service, maternity/paternity leave or other major events.

**Salary:** The salary levels requested for each year of the fellowship award must be based on the Society's salary scale plus a maximum of 25% for fringe benefits. The amount of the salary must relate to the applicant's professional status and previous training and experience. The current annual salary for postdoctoral trainees is determined by the number of FULL years of relevant postdoctoral experience at the time of appointment. Relevant experience may include research experience, internship, or residency. No additional costs for fringe benefits beyond the standard 25% are allowed. **Download [this salary scale \(.pdf\)](#) for current stipends.**

The salary paid to the fellow cannot be less than the approved scale but can be higher if the institution opts to supplement the funds granted by the Society. The salary for each additional full year of salary support is the next level in the salary structure.

Supplementation or additional support to offset the cost of living may be provided by the awardee's institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated when the

## **MENTOR-BASED POSTDOCTORAL FELLOWSHIP PROGRAM IN REHABILITATION RESEARCH**

postdoctoral fellow is nominated, and the Society must be notified of subsequent additional support. Fellows may spend up to 20% of their time in teaching or clinical duties, if appropriate, for example to meet requirements for licensure or certification. However, it is the intent of this fellowship award that the majority of the fellow's time will be spent on the approved Society's training program.

Similarly, Society postdoctoral salaries may be used to supplement other support to reach the total amount recommended by Society Advisory Committees. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society's training program.

Awards are paid to the training institution on a quarterly basis. The mentor, the grantee institution, and the fellow will each be advised electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports. Fellows are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

**Travel Allowance:** An allowance of no more than \$2,500 per year may be made to help institutions defray the costs of travel for the postdoctoral fellow to one or more scientific meetings.

**Mentoring Expenses:** An allowance of no more than \$10,000 per year may be made to help institutions defray the costs incurred by the mentor in the course of providing training and supervision to the postdoctoral fellow. The funds may be used for salary support, supplies or similar expense. However, these funds cannot be used for the purchase of equipment or for travel.

**Change of Mentor:** If the mentor 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 Society.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**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 twenty percent of their time in teaching or clinical duties, if appropriate.

### PROGRAM TO SUPPORT PILOT RESEARCH

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The National Multiple Sclerosis Society provides funds for limited short-term support of research in areas where preliminary data are scant or nonexistent. This program is designed to support unique or novel ideas with the potential to open significant new areas of research on multiple sclerosis. Projects that are simply extensions of on-going research or that already have ample supporting data will not be considered.

#### ELIGIBILITY

Investigators at established research institutions may apply to this program. It is expected that the person indicated as the principal investigator in an application for a grant is the one who is personally and actively responsible for the conduct of the research and who is considered eligible by his or her institution to apply for a research grant. The principal investigator need not be a United States citizen. Applicants are not eligible to apply if they have an existing National MS Society pilot research award that expires later than the application deadline. Applications for Pilot Research Projects under the direction of, or that request stipends for, postdoctoral fellows or for graduate students will not be accepted. Pilot awards must not be used to support dissertation work for a graduate student. Postdoctoral fellows are encouraged to apply for one of the Society's research training programs.

#### APPLICATION PROCEDURE

Pilot research applications are accepted on a quarterly basis. The application is brief, with the proposal narrative section strictly limited to two pages. Applications that are submitted are then peer-reviewed in an expedited manner.

**Resubmissions:** Applicants whose original pilot research proposals were not approved for funding are permitted one resubmission. Any applicant wishing to resubmit an application more than once must confer with a Society program officer.

#### CONDITIONS OF AWARD

See introduction for general information about conditions of Society awards.

Support for Pilot Research Projects is limited to a maximum of \$40,000 in direct costs for one year. Applicants to the Pilot Research Program are discouraged from requesting funds to purchase major items of equipment, and may not use funds to support travel to conferences. Travel necessary for the conduct of the study will be considered

**Indirect Costs:** The grants management system will add indirect cost of 10% of the sum requested, except that indirect costs are not allowed in connection with funds requested or expended for: (a) patient costs, or (b) purchase, modification or installation of equipment. Indirect costs will not be provided for grants awarded to institutions outside of the United States.

**Salary:** There is no requirement for principal investigators to request any salary support on pilot grants.

**Fringe Benefits:** Costs to the grantee institution of Social Security, retirement and group insurance plans may be requested in the application for persons whose salaries are to be paid from the grant. All such expenditures are to be in accordance with the prevailing policies of the grantee institution and proportional to the percentage of the employee's time devoted to the research for which the grant is made.

All other conditions of the Pilot Award are as stated under the Research Grants section of this manual.



## HEALTH CARE DELIVERY AND POLICY RESEARCH PROGRAM

### CONTRACTS IN MS HEALTH CARE DELIVERY AND POLICY RESEARCH

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The Society offers multi-year contracts to health services investigators.

Projects will be supported that address current priorities in the organization, funding, quality, outcomes, and costs of MS care. The ultimate purpose is to provide results that can be influential in improving government and private sector policies, service and benefit programs nation-wide.

#### ELIGIBILITY

Contracts are available to academic and medical institutions, government agencies at any level, community groups, public/private coalitions, voluntary and for-profit organizations, and multi-organizational consortia.

#### APPLICATION PROCEDURE

Each year, contract requests-for-proposals (RFPs) are distributed via email and posted on our website, with an invitation to prospective applicants to submit brief letters-of-intent. The RFP is generally distributed in early August with letters-of-intent due in late September or early October and full applications due in early January. Check the RFP or our website for exact dates. Letters are screened by an expert, independent peer review committee. On this basis, selected organizations are invited to submit full proposals. Peer review of full proposals is conducted in March.

***For a copy of each year's RFPs, targeting current research priorities, contact the Vice President of Health Care Delivery and Policy Research at the National Multiple Sclerosis Society.  
nicholas.larocca@nmss.org***

#### CONDITIONS OF AWARD

See introduction for general information about conditions of Society awards.

Details concerning the conditions of these awards can be found in the Request for Proposals distributed each year. Unless otherwise noted in the RFP, the allowable expenses and other budgetary parameters for these awards are the same as those stated in the "Research Grants" section of the policies and procedures document.

## COLLABORATIVE MS RESEARCH CENTER AWARDS

### COLLABORATIVE MS RESEARCH CENTER AWARDS

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The Society welcomes applications for support of Collaborative MS Research Centers that will help stimulate collaboration and interaction in MS research among independent investigators, strengthen the ties between basic and clinical research, and stimulate recruitment of researchers from other fields into MS research. This will serve to leverage already available research support by stimulating and sustaining interdisciplinary collaborations, by developing new ideas and discoveries, and by attracting more high-caliber investigators to the MS field.

While continuing a strong program of investigator-initiated and targeted research, the Society recognizes and wishes to encourage the potential additive value and synergy of research done in an environment where investigators focused on MS research create a collaborative environment to further understanding of MS, its causes and treatments. Any field of basic and applied research relating to multiple sclerosis is appropriate to this program. A clinical research component is highly desirable.

The awards are designed to encourage interaction among investigators with existing strong MS research base funding to test new research ideas; to adjust rapidly to mid-course findings in ongoing research programs; to recruit talented investigators to the MS field; to purchase shared equipment that will enhance productivity; or for any other purpose that enhances interaction/collaboration among the research groups. This support is not intended to be a substitute for substantial MS research or training support, which is available from other programs and sources. The program is designed to expand the horizons of MS research groups, and facilitate cooperation and collaboration, among investigators within the same or different institutions.

#### ELIGIBILITY

**Principal Investigator:** Each proposal must have a designated principal investigator (PI), holding an M.D., Ph.D., or equivalent degree, who will assume the scientific and administrative oversight for the operation of the collaborative effort. This individual must also be a principal investigator for one of the base funding projects. The PI should be an established, highly qualified scientist with adequate administrative and leadership experience and authority appropriate to managing the collaborative program.

**Co-investigators:** In addition to the principal investigator, at least 2 researchers (holding an M.D., Ph.D., or equivalent degree) with appropriate peer-reviewed base funding must be part of the program. To encourage recruitment of researchers into the field of MS, it is required that at least one of the collaborative investigators be conducting research in a non-MS research area.

**Base Funding Requirement:** At the time of application, and during the course of the entire funding period, the eligible research collaborative group must be comprised of at least 3 separate, independently funded investigators (with full peer-reviewed research grants providing the base funding level). At least two of the independent investigators, and their base funding research, must be related to the goals of the National MS Society. During the term of the award, the principal investigator must inform the National MS Society at the time that the base funding level falls below the minimum requirement.

**Eligible Institutions:** The awardee institution is where the principal investigator is located, and is the recipient of the funds. The awardee institution must be located in the United States and must be a non-profit research and/or clinical institution such as a university, college, hospital, or laboratory. Collaborative research among investigators within a given institution, or among investigators from different institutions will be considered, and if the latter, a subcontract may be included in the budget from the awardee institution. Subcontracts to institutions in any country are allowable. Steps to ensure coordination and communication among investigators must be specified. An institution can be the recipient of only one Collaborative Center Award from the National MS Society at any given time.

## COLLABORATIVE MS RESEARCH CENTER AWARDS

### PREPARATION AND REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Term and Amount of Award:** The maximum amount that can be requested from the Society made under this program is \$150,000 per year in direct costs, for a term of five years, for a total of \$750,000. Additional indirect costs will be applied according to applicable Society policies (refer to “Indirect Costs” section below).

**Application Contents:** The main area of the application focuses on the proposed center program. That section is limited to six pages. The Collaborative Plan should comprise of at least two pages of this section. Details of the application format are available on the MSGrants grant management system.

**Review Process:** The review of the applications will be conducted by a special review panel constituted by the Society. Award letters for successful applications will be issued after the final approval by the Research Programs Advisory Committee and the CEO/President of the Society, with funds available no sooner than April 1.

**Evaluation Criteria:** Since the base funding projects that constitute an eligible research group will already have been scientifically reviewed and funded by the Society and/or other funding agencies, review of these Collaborative MS Research Center proposals will be based on the vision of the Center to maximize collaborative research and the likelihood that funds will support the interface between basic and clinical research and address research topics and concepts that could not readily be approached through independent research.

The following criteria are among those that will be considered by the review committee:

- Significance of the overall project goals and its merit as a whole.
- Potential to enhance MS research – How relevant is the research program to the mission of the National MS Society and its strategic response? Will the project be likely to promote excellence in research that may lead to an increase in our understanding of MS?
- Potential for Interaction and Synergy – Evaluation of the research strengths, the multidisciplinary nature and the cohesiveness of the proposing group and the coordination and interrelationships of individual projects to a common theme.
- Investigators – Assessment of the leadership and scientific ability of the PI of the project: his/her ability to develop and manage a program of integrated research projects with a well-defined central research focus; and his/her commitment and ability to devote adequate time and effort to the program. Assessment of the qualities and capabilities of each of the group investigators.
- Training and career development plan, if proposed - Will the research setting permit research training and career development that will lead to commitment to MS research?
- Developmental research projects, if proposed - what is the ability of the group to pursue new and innovative ideas in MS research?
- Core facilities – Are the necessary core facilities available and adequate for any collaborative research proposed?
- Organization and communication – Will the organizational aspects of the center allow for regular communication among investigators? If the investigators are not all in the same institution, is there an adequate plan for communication among them?
- Institutional support – What is the institutional commitment to the project?

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Notification:** The principal investigator and the awardee institution will each be notified electronically of the duration and amount of the award provided. Payment of the award will be remitted quarterly to the financial officer at the awardee institution. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports.

## COLLABORATIVE MS RESEARCH CENTER AWARDS

**Allowable Expenses:** It is the intent of the Collaborative MS Research Center program that the funds remain flexible to allow the investigators to support a variety of activities that can enhance productivity and discovery. Allowable expenses may include the purchase of shared equipment, recruitment of new staff scientists and/or physicians with outstanding potential who are interested in working in MS, exploration of new ideas in MS research or clinical studies, short-term postdoctoral training support (this is not intended to replace independent Society or NIH postdoctoral fellowship support), travel that will enhance collaborations among the research group, or for any other activity/program that will enhance the synergy among a collaborative research group.

**Required Base Funding Level:** If at any time during the funding period the base funding for the research group drops below the minimum required (i.e., at least 3 separate, independently funded investigators with full peer-reviewed research grants), the principal investigator must inform the Society, and the award will enter into an interim probationary period of 6 months. After 6 months, if the investigator group has not been able to reestablish base funding or funding commitment, the award will be terminated.

**Renewal of Awards:** Competitive renewals are not allowed in order to further encourage new investigators to MS research. However, current and past recipients of National MS Society Center Awards may apply at the end of the award period with a new application in which at least two new investigators from a non-MS research field are included. Past Center Awardees should include a brief summary of the outcome of their previous award including a list of collaborative publications and a description of the success of the “new investigators to MS” resulting from the previous award. In addition, the applicant needs to indicate how the current application is unique and different from the previous funding.

**Unobligated Funds:** Because budgets in applications are estimates of the funds required to achieve the goals of the program, unexpended funds may remain at the end of each year and at the termination of the award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. However, unexpended funds remaining at the termination of the award must be returned to the Society if renewal support is not awarded.

**Extension of Term:** An extension of the term of an award without additional funds is not typically allowed with the Collaborative Center Awards.

**Change of Principal Investigator:** In most cases, an award terminates when the principal investigator becomes unable to continue supervision of the research. However, within 30 days after such an occurrence, the original awardee institution may request that the award be continued with the responsibility transferred to a new principal investigator until the award can be terminated appropriately or until a new, complete application can be submitted by the new principal investigator. Such changes cannot be effected without prior approval in writing by the Society.

### GENERAL CATEGORIES OF EXPENDITURES

Expenditures may be charged against this award with maximum flexibility at a total cost of \$150,000 per year in direct costs. Investigators may request funds for the following categories of expenditure: salaries for professional and non-professional personnel, patient costs, permanent equipment, consumable supplies, travel, costs related to the mechanism(s) used to enhance collaboration, other expenditures not included under the above categories, and indirect costs. Although the use of the funds provided with this award, and any rebudgeting throughout the term of the award, may be done at the discretion of the principal investigator and the co-investigators, the expenditures should be budgeted within the guidelines set forth by the National MS Society listed below.

**Personnel:** The salaries of all personnel paid from award funds shall be in accordance with the prevailing policies of the awardee institution. Requested salaries are not to be used to replace salaries or portions of salaries already assured by institutional or other funds.

#### 1) **Professional Support**

The principal investigator may request up to 75% of his or her salary in proportion to the time spent directly on the work supported by the award. Salary for other investigators associated with the award may be requested in proportion to the time they spend directly on research supported by the award. In all cases, the Society will not pay pro-rated annual salaries that exceed \$199,700. Please note that on Center Awards, the percent effort of the PI and of the other senior investigators is not expected, or

## COLLABORATIVE MS RESEARCH CENTER AWARDS

required. However, it is understood that the PI and the other senior investigators remain committed to the project and its completion.

### 2) **Postdoctoral Training Support**

Postdoctoral Research Associates may be supported on Collaborative Center Awards using [this salary scale](#) (.pdf). The current annual salary for postdoctoral associates is determined by the number of FULL years of relevant postdoctoral experience at the time of application. Relevant experience may include research experience, internship, or residency. No departure from the established salary schedule will be allowed. A biographical sketch must be included for any postdoctoral associate listed on the proposals.

### 3) **Technical and Non-Professional Support**

Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on research directly supported by the award.

**Fringe Benefits:** Costs to the awardee institution of Social Security, retirement and group insurance plans may be requested in the application for persons whose salaries are to be paid from the award. All such expenditures are to be in accordance with the prevailing policies of the awardee institution and proportional to the percentage of the employee's time devoted to the research for which the award is made.

**Equipment and Supplies:** Scientific equipment purchased with Society funds becomes the property of the awardee institution. Consumable supplies may include any type of laboratory supplies, including purchase and maintenance of experimental animals.

**Travel:** Expenses for domestic or foreign travel related to the successful performance of the program may be charged to the award. However, it is understood that all expenses for travel will be based on economy class airfares and other similar expenses within reason. Travel expenses whenever charged to award funds shall be in accordance with awardee institutional policies and procedures.

**Indirect Costs:** The awardee institution, through the officer signing the application, may add an amount for indirect costs up to 10% of the sum requested by the principal investigator except that indirect costs are not allowed in connection with funds requested or expended for: (a) patient costs, or (b) purchase, modification or installation of equipment. Although the awardee institution must be located in the United States, subcontracts to institutions in any country are allowable, but indirect costs to institutions outside the United States will not be provided.

### POSTDOCTORAL RESEARCH FELLOWSHIP

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The Society welcomes applications for support of training of postdoctoral fellows in studies related to multiple sclerosis that may serve to advance the mission of the Society.

The Society supports fundamental as well as applied studies, non-clinical or clinical in nature, including projects in patient management, care and rehabilitation. To be considered for funding, all projects must show relevance to the Society's mission.

The Society offers postdoctoral fellowship grants to unusually promising recipients of M.D., Ph.D. or equivalent degrees when it appears that the program of training to be supported by the grant will enhance the likelihood that the trainee will: (a) perform meaningful and independent research relevant to multiple sclerosis in the future, and (b) obtain a suitable position that will enable them to do so. Postdoctoral Fellowship Awards are not made to applicants seeking continuing support for the completion of an on-going research project or to those in a training program leading to a degree. The fellowship is for salary support only. The proposed postdoctoral program should emphasize opportunities for new research training and broadening scientific competence of the applicant.

#### ELIGIBILITY

**Previous Training:** Applicants with 0-36 months of previous postdoctoral training at the time of the application submission deadline may apply for this award. Applicants must hold, or be candidates for, an M.D., Ph.D. or equivalent degree. However, a fellowship will not be activated for a doctoral candidate until the Society has received written notification from a university or professional school that an appropriate doctoral degree has been awarded. The Society will consider applications from individuals with more than 36 months experience on a case-by-case basis. Individuals seeking such consideration should contact the Society.

**Citizenship:** U.S. citizenship is not required for applicants who desire training in institutions in the United States. However, applicants who plan training in other countries must be U.S. citizens. Applicants may submit dual applications to governmental granting agencies and other non-profit funding agencies.

**Mentor and Institution:** It is the responsibility of the applicant to make all arrangements for the proposed training with an appropriate mentor and institution, prior to formal application.

#### REVIEW OF APPLICATIONS

**Application:** The research proposal must provide: (1) a meaningful description of the proposed program of training, (2) the academic qualifications for both the proposed fellow and mentor, (3) letter of support from the mentor, including a brief account of the nature of the ongoing activities within the mentor's laboratory, especially as they relate to the program of training proposed, (4) an exact and itemized statement of all financial requirements, including salary, relocation costs of travel and institutional allowances (under the limitations noted below). In addition, three letters of recommendation must be submitted online. It is the responsibility of the applicant to ensure that all letters are received by the deadline, and an application may be considered incomplete without them.

**Interview:** Each applicant must agree to a phone interview with a member of the Advisory Committee on Fellowships or its designee. This is an integral part of the evaluation of all applications and may not be substituted with other means of communication.

**Review Group:** All applications are reviewed by the National MS Society's Advisory Committee on Fellowships.

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Term and Amount of Award:** Fellowship support will not be provided for more than three years. The Society is willing to consider requests for reinstatement of a fellowship interrupted by military service, maternity/paternity leave or other major events.

**Salary:** The salary levels requested for each year of the fellowship award must be based on the Society's salary scale. The amount of the salary must relate to the applicant's professional status and previous training and experience. The current annual salary for postdoctoral trainees is determined by the number of FULL years of relevant postdoctoral experience at the time of appointment. Relevant experience may include research experience, internship, or residency. No additional funds for fringe benefits or indirect costs are allowed. **Download [this salary scale \(.pdf\)](#) for current stipends.**

The salary for each additional full year of salary support is the next level in the salary structure. Institutions may not modify the salary schedule to provide support less than the salary levels listed above. However, institutions may supplement the fellow's salary. Supplementation or additional support to offset the cost of living may be provided by the awardee's institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated in the application, and the Society must be notified of subsequent additional support. Fellows may spend up to 10% of their time in teaching or clinical duties, if appropriate. However, it is the intent of this fellowship award that the majority of the fellow's time will be spent on the approved Society's training program.

Similarly, Society postdoctoral salaries may be used to supplement other support to reach the total amount recommended by Society Advisory Committees. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society's training program.

Awards are paid to the training institution on a quarterly basis. The fellow, the mentor, and the grantee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports. Fellows are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

**Institutional Allowance:** An allowance of no more than \$7,850 per year may be made to help institutions defray the costs of providing the fellow's training, but only when such funds are requested in the original application and approved by the Society. These funds should be used primarily to help underwrite the costs of individual medical insurance for the fellow, either by enrolling the fellow in a group plan, or turning over the funds to the fellow to help pay for his/her independent plan. These funds may not be used to cover medical insurance for the fellow's spouse or family members. Travel to scientific meetings, research supplies and related expenses may be paid from the balance of the institutional allowance. No other funds are provided to defray the costs of research or training. Funds may not be used to offset any tuition or other similar fees. Purchase of personal computers is not an allowable expense.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**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 allowed to spend up to ten percent of their time in teaching or clinical duties, if appropriate.

### CARRYOVER OF FUNDS TO A FACULTY POSITION

If a postdoctoral fellow obtains an independent position or its equivalent before the termination of the awarded fellowship period, remaining funds from the fellowship award may be carried over to the new position as a National MS Society research grant. Funds may be used for salary or rebudgeted for research expenses.

Prior to conversion to a research grant, the following documents must be submitted to the Society for review:

- 1) A formal request for conversion to a research grant
- 2) A final fellowship progress report, including a letter of support from the mentor confirming the faculty appointment and a final financial report from the postdoctoral institution.
- 3) A completed transfer document including a detailed budget for the faculty support period.
- 4) A letter of support from the chair of the department at the institution of employment, which details the nature of the appointment, the institutional resources, and the financial support provided to the new faculty member
- 5) Other supporting materials, including relevant institutional review body details (e.g. IRB and/or IACUC approvals, etc.)

If the conversion to a research grant is approved, it is expected that the fellow will continue the previously approved research plan.



### SYLVIA LAWRY PHYSICIAN FELLOWSHIP AWARD FOR TRAINING IN MS CLINICAL TRIALS

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

Sylvia Lawry, founder and long-time leader of the National MS Society and the International Federation of MS Societies, started her quest for a cure with one simple advertisement in The New York Times: “multiple sclerosis: will anyone recovered from it please contact patient.” From that humble start Sylvia Lawry founded the National MS Society, and until her death in 2001, garnered influence and resources and focused the attention of the public, medical and scientific communities worldwide to find the cause and cure of multiple sclerosis. To commemorate Sylvia Lawry’s life, passion and tenacious spirit, and as a living tribute to the difference one person can make, The National MS Society named the Physician Fellowship Program in her honor.

With the increasing number of new therapies being developed for use in MS, there is a need for physicians trained in conducting clinical trials. Clinical trials to test the safety and efficacy of therapies for multiple sclerosis are highly complex and require special expertise and knowledge to monitor this highly variable disease.

It is the intent of this program that the individual with an MD or equivalent medical degree will acquire formal training, under the tutelage of an established investigator, in a broad range of key elements associated with conducting clinical trials in MS. These may include design of study protocols, recruitment of patients, power calculations, randomization procedures, use of controls, identification of appropriate inclusion and exclusion criteria, identification of primary and secondary outcome measures, maintenance and assessment of blinding, informed consent, safety monitoring and evaluation, and data access and statistical analysis. These elements must be integrated in the plan of training.

The proposal must provide documentation that:

- the clinical fellow will be actively trained in multiple ongoing MS clinical trials, preferably at various phases to provide exposure to the recruitment stage through data analysis.
- a formal curriculum appropriate for clinical trial training, including courses in biostatistics, epidemiology, or other related courses is available at the institution and will be part of the fellowship experience. Although it is not required, the review committee looks favorably on a training plan that includes the completion of a Master’s degree in clinical research or another related research topic.

***Applicants are discouraged from including a detailed independent research project in the training proposal.***

#### ELIGIBILITY

**Previous Training:** Individuals must have received a MD or equivalent medical degree from an accredited institution and; must be licensed to practice medicine in the United States. Residents who have or will have received training in one of the medical specialties relating to multiple sclerosis, and who are in the PGY3 or PGY4 stage or beyond, are eligible to apply.

**Citizenship:** There is no citizenship requirement; however, the individual applying for the award must be licensed to practice medicine in the United States at the time of application.

**Activities and Time:** Clinical fellowships are awarded to support training in clinical trials and are not intended to support the completion of internship and/or specialty board certification. Similarly, this clinical fellowship cannot be used to provide support for individuals whose primary responsibility is teaching and/or clinical service. It is expected that supervised training in the clinical evaluation and treatment of MS patients will be obtained as part of the fellow’s involvement in clinical trials. Fellows may spend up to 10% of their time in teaching or other clinical duties, if appropriate, unrelated to the specific aims of the fellowship.

## SYLVIA LAWRY PHYSICIAN FELLOWSHIP AWARD

**Mentor and Institution:** Proposals may only be submitted by medical institutions in the United States where investigators are actively engaged in MS clinical research and where ongoing MS clinical trials are being conducted. The mentor's expertise must be established by previous participation in well-designed clinical trials in MS.

**Before submitting an application, a candidate must arrange for appointment to an appropriate U.S. institution and acceptance by a mentor who will oversee the training.** The application must be endorsed by the applicant's proposed mentor and the head of the department in which the training will be received. A plan of training must be formulated and agreed on by the mentor and the applicant, and described in detail in the application.

### REVIEW OF APPLICATIONS

The applicant and the mentor must provide an adequate description of the formal and informal training program, current or planned MS clinical trial(s), and how these essential elements are to be incorporated into the training plan. Applicants are discouraged from including a detailed independent research project in the training proposal. An itemized statement of all financial requirements, including salary, tuition, and relocation costs of travel must be included in the application. In addition, three letters of recommendation must be submitted online. It is the responsibility of the applicant to ensure that all letters are received by the deadline, and an application may be considered incomplete without them.

**Interview:** Each applicant must agree to a phone interview by a member of the Advisory Committee on Fellowships or its designee.

**Evaluation Criteria:** Applications will be evaluated on the following criteria:

- 1) the applicant's background, training, potential to develop into a productive physician scientist, and the phone interview
- 2) the environment in which the training program will be conducted, specifically, the qualification and the established expertise of the mentor in participation in well-designed clinical trials in MS, and the potential for intra- and inter-departmental/institutional interactions for the clinical fellow
- 3) description of the formal and informal training programs, including participation in ongoing clinical trials and the planned curriculum relevant to clinical trials, such as courses in biostatistics and/or epidemiology. Note that the inclusion of a detailed independent research plan may detract from the required elements of the training plan and result in a less favorable review
- 4) institutional commitment to the program, adequacy of existing resources and plans for use of institutional funds to augment training resources (for such costs as tuition, etc.)

**Review Group:** All applications are reviewed by the Fellowship Advisory Committee of the Society.

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Duration of Award:** This award may be made for a period of up to three years. The Society is willing to consider requests for reinstatement of a fellowship interrupted by military service, maternity/paternity leave or other major events. Successful applicants who applied in PGY3 or PGY4 are expected to begin their fellowships following completion of their residencies.

**Salary and Tuition Costs:** Up to \$65,000 per year may be requested for salary, fringe benefits and/or tuition costs. These funds may be allocated in any proportion in each of the award years as agreed upon by the fellow, mentor and the institution. Specifics of the allocation must be requested in the original application and reported in the annual financial reports.

The total salary of the fellow may be supplemented by funds from other sources to a level commensurate with the current pay scale of the sponsoring institution, and with the applicant's professional status and previous training and experience. The extent of this supplementation must be stated in the application, and the Society must be notified of subsequent additional support. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society's training program.

## SYLVIA LAWRY PHYSICIAN FELLOWSHIP AWARD

Awards are paid to the training institution on a quarterly basis. The fellow, the mentor, and the grantee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports. Fellows are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

No other funds are provided to defray the costs of training, and indirect costs are not allowed on this award.

**Unexpended Funds:** Any unexpended funds remaining at the end of each award year may be carried over to the next year. Unexpended funds remaining at the termination of the award must be returned to the Society.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

# NATIONAL MS SOCIETY-ABF CLINICIAN SCIENTIST DEVELOPMENT AWARD

## NATIONAL MS SOCIETY-AMERICAN BRAIN FOUNDATION MS CLINICIAN SCIENTIST DEVELOPMENT AWARD

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

### INTRODUCTION AND GOALS OF THIS AWARD

The National Multiple Sclerosis Society and the American Brain Foundation (ABF) wish to leverage their current interest and support in research training to attract additional clinicians to the field of MS research. To this end, the National MS Society and ABF have committed to support the training of outstanding residency-level clinicians in MS clinical research through the National MS Society-ABF MS Clinician-Scientist Development Award.

This National MS Society-ABF MS Clinician Scientist Development Award will support the training of young clinicians committed to careers in academic medicine with an emphasis on MS clinical research. The intent of this program is to support three years of research training in an environment where talented young clinicians address problems in multiple sclerosis with the most current scientific tools. It is expected that upon completion of the program, participants will be committed to a research or combined clinical/research career and will be in line to direct robust research programs relevant to MS in their clinical department.

### ELIGIBILITY

**Previous Training:** Applicants must hold an M.D., D.O. or equivalent clinical degree from an accredited institution, and must be licensed to practice medicine in the United States. Applicants must be at the PGY4 or PGY5 stage of an accredited residency program in the United States at the time of application. Fellowships will initiate upon completion of residency training.

**Citizenship:** There is no citizenship requirement; however, the individual applying for the award must be licensed to practice medicine in the United States at the time of application.

**Mentor and Institution:** The applicant must arrange a proposed training program with an appropriate mentor at a U.S. institution prior to submitting an application. Training may occur with the applicant's current institution or may take place at a new institution. A plan of training must be formulated and agreed on by the mentor and the applicant, and described in detail in the application.

### REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Application Materials:** Application instructions for each funding opportunity are made available on the MSGrants grants management system.

**Interview:** Each applicant must agree to a phone interview with a member of the Society's Advisory Committee on Fellowships or its designee.

**Review Process:** Applications for this program will be reviewed in two stages by both the Society's Advisory Committee on Fellowships and the ABF Research Council. The review process will encompass the following steps:

- 1) The Society's Fellowship Committee will review applications and interview applicants as a separate but integrated part of its annual fellowship review process. The Society's Fellowship Committee will meet during November/December following the application deadline and will make funding recommendations for the National MS Society-ABF Clinician Scientist Fellowships to the Society.
- 2) The Society will forward its funding recommendations for the National MS Society- ABF Clinician-Scientist Fellowship applications to the ABF.
- 3) The AAN Research Council will review the Society's-recommended applications and will recommend one fellow to receive the joint National MS Society-ABF Clinician Scientist Fellowship that provides a

## NATIONAL MS SOCIETY-ABF CLINICIAN SCIENTIST DEVELOPMENT AWARD

\$25,000 supplement to the standard Society clinician-scientist award. This stage of review will take place during December/January following the application deadline. Fellows not selected by the ABF, but still recommended for funding by the Society, will be eligible to receive Society fellowships that do not include the \$25,000 supplement.

**Evaluation Criteria:** Applications will be evaluated by both the Society's Fellowship Committee and the ABF Research Council using the following criteria:

- 1) The applicant's background, training and potential to develop into a productive physician scientist based on the research proposal, letters of recommendation, and the results of the phone interview;
- 2) The originality, quality, and MS relevance of the proposed research plan;
- 3) The environment in which the training program will be conducted, specifically, the qualification and the established expertise of the mentor in participation in clinical research in MS, and the potential for intra- and inter-departmental/institutional interactions for the clinical fellow, and the institutional resources available.

**Funding Decisions:** Only those applications recommended for funding by both the Society's and ABF review committees will be funded with an enhanced stipend as National MS Society-ABF Clinician-Scientist Fellows. Applications that are recommended by the Society's Fellowship committee but that are not recommended by the ABF Research Council will be considered for support through the Society's Postdoctoral Fellowship program with the standard Society's Postdoctoral Fellowship salary. Outcomes of the review will be distributed to applicants following final review by the Society's Research Programs Advisory committee and the ABF Research Council. Applicants will receive notification by February following the application deadline, and awards will begin on July 1 or thereafter.

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Activities and Time:** Fellows are expected to spend at least 75% of active time engaged in the research activities described in the application. Fellows may spend up to 25% of their time in teaching or clinical duties, if appropriate, unrelated to the specific aims of the fellowship. Fellowships awarded through this program are intended to support training in clinical research and may not be used to support individuals whose primary responsibility is teaching and/or clinical service.

**Duration of Award:** Applicants may request up to three years of support. Requests for reinstatement of an award interrupted by military service, maternity/paternity leave or other major events will be considered on a case-by-case basis.

### GENERAL CATEGORIES OF EXPENDITURES

**Financial Commitments:** The Society will provide a base salary for each year. **Download [this salary scale](#) (.pdf) for current applicants.** The base salary will be dependent on the PGY level of the applicant. The Society will also provide \$7,850 as an institutional allowance. The ABF will provide an additional \$25,000 to one fellow to supplement the base salary in each year. No additional funds for fringe benefits or indirect costs are allowed.

Supplementation of the award with other grants or by the fellowship institution is permissible, but fellows may not accept other fellowships, similar awards, or have another source of support for more than 50% of their research salary while holding this award. Supplementation to offset the cost of living may be provided by the awardee's institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated in the application (if known in advance of the application), and the Society must be notified of subsequent additional support. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society training program.

## NATIONAL MS SOCIETY-ABF CLINICIAN SCIENTIST DEVELOPMENT AWARD

Awards are paid to the training institution on a quarterly basis. The awardee, mentor, and the grantee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society and the ABF of annual financial and research progress reports. Awardees are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

**Institutional Allowance:** An allowance of no more than \$7,850 per year will be provided to institutions. These funds should be used primarily to help underwrite the costs of individual medical insurance for the fellow, either by enrolling the fellow in a group plan, or turning over the funds to the fellow to help pay for his/her independent plan. These funds may not be used to cover medical insurance for the fellow's spouse or family members. Travel to scientific meetings, research supplies and related expenses, may be paid from the balance of the institutional allowance. No other funds are provided to defray the costs of research or training. Funds may be used to offset any tuition or other similar fees. Purchase of personal computers is not an allowable expense.

**Personnel Policies:** Awardees are not considered employees of the National Multiple Sclerosis Society or the ABF but rather of the institution where the training is provided. The award is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**Non-Research Activities:** The award is made to support training in research and is 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, this award cannot be used to provide support for individuals whose primary responsibility is teaching and/or service.

## DANIEL HAUGHTON SENIOR FACULTY AWARD- ON HOLD

### DANIEL HAUGHTON SENIOR FACULTY AWARD **THIS PROGRAM IS ON HOLD**

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

Mr. Daniel J. Haughton was a member of the Board of Directors of the National Multiple Sclerosis Society from 1965 until his death in 1987. During his tenure on the Board, he served as Chair from 1973-1976 and as Chair Emeritus from 1976-1987. Throughout his association with the Society, Mr. Haughton displayed a special interest in the research aspects of multiple sclerosis and an unwavering commitment to support MS research that would provide the answers to the disease. In recognition of Mr. Haughton's commitment to the goals and mission of the Society, and in particular, for his dedication to the support of MS research, the Society named the Senior Faculty Award in his honor.

The Senior Faculty Award is granted to established MS investigators seeking support for specialized training in a field in which they are not currently an expert, inasmuch as such training will enhance their capacity to conduct research related to multiple sclerosis. Awards of this type, which are available annually, can be used for sabbatical support for qualified individuals.

#### ELIGIBILITY

**Citizenship:** U.S. citizenship is not required for applicants who desire training in institutions in the United States. However, applicants who plan training in other countries must be U.S. citizens.

#### REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

The applicant and the mentor must provide: (1) a meaningful description of the proposed program of training, (2) the academic qualifications of both the proposed awardee and the mentor, (3) a brief account of the nature of the ongoing activities within the mentor's laboratory, especially as they relate to the program of the training proposed, and (4) an exact and itemized statement of all financial requirements, including salary and fringe benefits, cost of travel to and from training institution and any other expenditures directly related to the cost of conducting the proposed research, e.g., consumable supplies. No indirect costs are provided. Current human subjects and animal use approvals must be provided, and the application must be cosigned by the relevant institutional financial officer.

**Review Group:** All applications are reviewed by the Fellowship Advisory Committee of the Society.

#### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Relationship between Candidate and Sponsoring Institution:** The candidate is personally responsible for conduct of the research program, while the sponsoring institution, except in unusual circumstances, serves as the official recipient of the award, both salary and grant. At the time of application, the candidate may request that the institution where he/she holds an academic appointment be named the official recipient of the award. The candidate will not in any sense be an employee of the National Multiple Sclerosis Society but rather of the institution.

**Duration of Award:** Senior Faculty awards are typically of short duration (6 months or less), but funding will be considered for up to a year.

**Salary:** Candidates may request partial underwriting of sabbatical support [including fringe benefits]. The amount of the salary must relate to the applicant's professional status, previous training and experience, and accomplishments in research.

## DANIEL HAUGHTON SENIOR FACULTY AWARD- ON HOLD

**Other Expenses:** A limited amount of funds may be requested to cover the cost of research, e.g., supplies, purchase and care of experimental animals, etc. No additional costs for indirect costs or overhead are allowed. Typical budgets are \$100,000 or less.

**Termination of Award:** A Senior Faculty 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; (3) if the awardee is found by an institutional investigation to have committed scientific misconduct or fraud; or (4) by action of the Board of Directors of the Society.

### PROGRESS REPORTS

The awardee and the mentor are expected to submit separately a final report of progress to the Society within 30 days following the termination of the award. Approximately one month before the termination date, the awardee will receive a notice requesting the report. Upload reprints or pdf files of all published reports as well as preprints of all submitted manuscripts, which include research results obtained under the award. Manuscripts will be respected as privileged communications.



## HARRY WEAVER NEUROSCIENCE SCHOLAR (JUNIOR FACULTY) AWARD

### HARRY WEAVER NEUROSCIENCE SCHOLAR AWARD

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

Harry Weaver, Ph.D., known worldwide for his contribution to neurosciences and multiple sclerosis research, was the Society's Director of Research from 1966-1977. Throughout his tenure with the Society and throughout his career, Dr. Weaver continued to encourage young investigators to enter and pursue MS research, and to broaden our understanding of basic and clinical aspects of MS. In recognition of Dr. Weaver's contribution to the neurosciences and MS research, and to his dedication to young researchers, the Society named this prestigious award in his honor.

A limited number of awards will be offered to highly qualified candidates who have concluded their research training and begun academic careers as independent investigators in an area related to multiple sclerosis. The awards are designed to provide salary and grant support for a five year period, thus permitting the awardee to establish competence in his/her chosen research area. Application must be made jointly by a candidate and the institution in which an appointment is held.

#### ELIGIBILITY

**Previous Training and Experience:** Candidates are eligible who hold a doctoral degree (M.D., Ph.D. or equivalent) and have received sufficient research training at the postdoctoral level to be capable of independent research. Individuals who have already conducted independent research for more than five years after postdoctoral training are ineligible.

**Sponsoring Institution:** Candidates must hold or have been offered an academic appointment at the assistant professor (or equivalent) level at an approved university, professional school or research institute in the United States at the initiation of the award.

**Citizenship:** U.S. citizenship is not required.

#### REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Concurrent Applications and Awards:** An applicant for a Weaver Award is not allowed to dual submit an application to the Society's regular research grant program at the same deadline date. However, at any time during the award's funding period, a Weaver awardee may submit an application to, and receive support from, the Society's research grant program provided there is no overlap of the research projects.

**Review Group and Criteria:** Each application will be reviewed by the Society's Advisory Committee on Fellowships. The committee will assess the applicant's qualifications and commitment to multiple sclerosis, the suitability of the institutional setting, and the scientific merit of the proposed research.

**Title:** Recipients of an award will be known as "Harry Weaver Neuroscience Scholars" of the National Multiple Sclerosis Society. This title will be used in publications, programs or other announcements in which an awardee's name appears during his/her tenure of an award. They are expected to hold simultaneously an academic title as determined by the nature of their institutional appointment.

## HARRY WEAVER NEUROSCIENCE SCHOLAR (JUNIOR FACULTY) AWARD

### CONDITIONS OF AWARD

See Introduction section for general information about conditions of Society awards.

**Research Program:** The applicant is expected to spend at least 75% of the working time on fundamental or clinical research, the remainder being reserved for patient care, teaching, or service. His/her research program is expected to concern one or more aspects of multiple sclerosis-related investigation. This may be in areas such as epidemiology, genetics, neurochemistry, neurobiology, neurophysiology, virology, immunology, or pharmacology, or patient management, care and rehabilitation, and may be carried out on MS patients, on animal models of MS, or on other model systems.

**Relationship between Candidate and Sponsoring Institution:** The candidate is personally responsible for conduct of the research program, while the institution, except in unusual circumstances, serves as the official recipient of the award, both salary and grant. The candidate will not in any sense be an employee of the National Multiple Sclerosis Society but rather of the institution. It is expected that the institution will develop plans for continuing the candidate's appointment and for continued salary support beyond the award. Included in the application must be a letter from the chair of the department expressing the department's commitment to the candidate in terms of laboratory space, time to conduct the research, and salary support.

**Term and Amount of the Award:** The award includes both salary and research support, for a non-renewable five-year period paid through the sponsoring institution. The principal investigator and the grantee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports.

- a) **Salary:** The candidate must spend at least 20% of his or her time working on the research award to request salary support. Up to 75% of annual salary support may be requested (but in no case exceed \$75,000 in the first year), with a 3% annual increase in each of the remaining 4 years. The total salary may be supplemented by funds from other sources (but not from private practice) to a level commensurate with the current pay scale of the sponsoring institution.

**Salary Cap:** The Society will not pay pro-rated salaries that exceed **\$199,700**.

Funds that were originally awarded for salary support of awardee may not be rebudgeted and used for any other purpose, e.g., to support salary of laboratory personnel. If funds are freed as a result of salary support from another resource, these released funds must be returned to the Society.

**Fringe benefits:** will be paid by the Society at the rate current in the sponsoring institution, on that part of the salary contributed by the Society.

- b) **Research Support:** The maximal direct costs that may be requested in the grant budget of the award is \$30,000 in the first year, increasing incrementally each year up to \$40,000 in the last year. The research budget may include laboratory personnel costs (excluding applicant's salary, which is requested separately), fringe benefits at the rate current in the sponsoring institution and proportional to that part of the salary contributed by the Society, patient costs directly relevant to the research and not obtainable from other sources, equipment and consumable supplies (including any type of laboratory supplies and purchase and maintenance of experimental animals), limited travel funds and occasionally other costs. The grantee institution holds title to equipment purchased with award funds.

Postdoctoral Research Associates may be supported by this award. **Download [this salary scale \(.pdf\)](#) for current stipends.** The current annual salary for postdoctoral associates is determined by the number of FULL years of relevant postdoctoral experience at the time of the application. Relevant experience may include research experience, internship, or residency. No departure from the established salary schedule will be allowable. Fringe benefits are not allowed on postdoctoral stipends. A biographical sketch must be included for any postdoctoral associate listed on awards.

## HARRY WEAVER NEUROSCIENCE SCHOLAR (JUNIOR FACULTY) AWARD

Expenses for domestic or foreign travel may be charged to a grant only when included in the application and within the amount specifically approved in the grant. Funds from the award may not be used to pay for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services. Funds may not be used to offset any tuition or other similar fees. Office equipment, computers and supplies and books and journals may not be purchased with award funds unless specifically requested in the application and approved in the budget of the award. Dues to organizations such as federations or societies will not be allowed as charges against award funds. No funds shall be budgeted as “contingency funds” except by special arrangement with the Society.

**Rebudgeting:** “Research Support” funds may be rebudgeted among budget categories, without prior approval from the Society. However, purchase of equipment costing more than \$1,000 or increasing the amount budgeted for travel requires prior written approval from the Society. Rebudgeting of "Salary" funds that were originally budgeted for the awardee's salary is not allowable. Requests to the Society for supplementation of the grant award are discouraged.

**Extension of Term of Award:** An awardee may request extension of the term of the award without commitment of further funds. See Introduction for details.

### MULTIPLE SCLEROSIS CLINICAL CARE PHYSICIAN FELLOWSHIP

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

Consistent with its mission to move toward a world free of multiple sclerosis, the National Multiple Sclerosis Society supports the professional development and training of physicians in the comprehensive care of people with MS. The MS Clinical Care Physician Fellowship program offers a one-year, post-residency program designed to train board eligible/certified neurologists or physiatrists in specialized MS clinical care. The program provides fellows with the opportunity to perform new patient consultations and follow-up evaluations under the supervision of an MS specialist physician. The fellows will also participate in multidisciplinary team activities, lectures, and professional meetings, leading to the acquisition of skills and knowledge necessary to provide the highest quality of care for individuals with MS.

The applicant and mentor are expected to propose a program that largely involves direct, supervised MS patient care, along with other activities that will expose the applicant to a multidisciplinary healthcare team and didactic activities. Please keep in mind that the focus of this fellowship is **clinical care**. It is not a research-focused fellowship.

Although the MS Clinical Care Physician Fellowship program is intended to provide a single year of clinical training, current clinical fellows may apply for an additional year of clinical fellowship training, but must provide a clear plan that describes the need, purpose and expected outcomes for the additional year of fellowship training.

After completing the fellowship program, the fellows will have acquired the skills and experience necessary to develop into physicians who:

- Provide high quality, state-of-the-art, comprehensive clinical care to patients with MS
- Become an active participant and future leader in the MS clinical community

Within two years of the fellowship experience, the fellows are expected to:

- Establish or join an active MS clinical practice in the United States
- Volunteer with the Society at a local chapter or the home office (e.g., as a member of the Clinical Advisory Committee, Chapter Programs Committee, or Board of Trustees, as a speaker at a patient or professional education program, etc.)
- Actively participate in related professional associations

#### ELIGIBILITY

**Previous Training:** Applicants must meet the following criteria:

- Hold a MD or DO degree (or equivalent)
- Be licensed to practice medicine in the United States

Residents who have or will have received training in neurology or physiatry in the United States, and who are in the PGY3 or PGY4 stage or beyond, are eligible to apply.

**Citizenship:** There is no citizenship requirement.

**Training Components, Activities and Time:** The applicant and mentor will propose a program of study that includes the following activities in the following proportions:

- 65% - Direct, supervised MS patient care. While the fellow may be involved in the conduct of a clinical research project, it is not expected or required that this be a training component.
- 20% - Exposure to the multidisciplinary healthcare team and activities, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electrodiagnostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings.

**Mentor and Institution:** It is the responsibility of the applicant to make arrangements for the proposed training with an appropriate mentor and institution prior to application. It is the expectation that the mentor will provide adequate supervision and training to achieve the objectives of the program.

### APPLICATIONS AND REVIEW

**Applications:** Application instructions for each funding opportunity are made available on the MSGrants grants management system.

**Interview:** All clinical fellowship applicants must agree to participate in a phone interview with a member of the Society's Clinical Care Fellowship Review Committee.

#### **Evaluation Criteria:**

Applications will be evaluated on the following criteria:

- 1) the applicant's background, training, potential to develop into a productive MS clinician, and the phone interview
- 2) the environment in which the training program will be conducted, specifically the qualifications and expertise of the mentor and the institutional commitment to the program, including adequacy of existing resources and plans for use of institutional funds to augment training resources (for such costs as tuition, etc.)
- 3) description of the formal and informal training programs, including direct supervised MS patient care, exposure to MS multidisciplinary healthcare team, and didactic activities

**Review Group:** All applications are reviewed by the National MS Society's Clinical Care Fellowship Review Committee.

### CONDITIONS OF AWARD

**Duration/Timing of Fellowship:** This fellowship is for a period of 12 months, starting July 1. Successful applicants who applied in PGY3 or PGY4 are expected to begin their fellowships following completion of their residencies.

**Stipend:** The stipend offered is \$65,000, payable to the institution, to cover the fellow's salary and fringe benefits, and institutional costs. (Note: Indirect/institutional costs may be added to the budget, not to exceed 10% of the award).

**Notification of Award:** Applicants will be notified by e-mail of their status, generally in January. Successful applicants will receive notification that their award notice is ready to be signed by the awardee and institution, and uploaded to the Society's apply online system.

**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 Society and will require re-submission of select application materials for review and approval by the Society. Contact the Society's Contact listed below for further information.

**Supplemental Funds:** Supplementation or additional support to offset the cost of living may be provided by the awardee's institution, but must not require any significant obligation from the trainee. The extent of anticipated supplementation should be stated in the application, and the Society must be notified of subsequent additional support.

**Change of Mentor:** If the fellow's mentor becomes unable to continue the supervision of the fellow's training, a replacement may be named by the sponsoring institution pending approval by the Society. However, in the event that the fellow is unable to continue with the training, the fellowship award is non-transferable.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society, but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacation days, sick leave, holidays, etc.

## CLINICAL CARE PHYSICIAN FELLOWSHIP

**Termination of Fellowship:** Whenever a fellow or a mentor elects to terminate a fellowship on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken. Grounds for revocation of the fellowship will be deemed to exist:

1. if a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow
2. if a fellow requests in writing that the fellowship be terminated for any reason
3. if the fellow's mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society is not named
4. if the fellow changes any aspect of the award from that which was originally approved by the Society, including the mentor, the department, and/or the institution without prior notification and approval by the Society
5. when reports of progress are not received from both the mentor and the fellow within one month of the date due
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.

### EVALUATIONS

The mentor will evaluate the fellow at the end of the 12-month term via a written evaluation submitted to the Society and the fellow. Upon completion of the program, the fellow will also evaluate the mentor and the training program via a written evaluation submitted to the Society. In addition, the Society will conduct follow-up surveys with the fellow to determine long-term outcomes of the program.

## INSTITUTIONAL MS CLINICIAN TRAINING AWARD

### INSTITUTIONAL CLINICIAN TRAINING AWARD (NOTE: This program is currently on hold)

(See Introduction for general policies, procedures and obligations related to awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

Consistent with its mission to move toward a world free of multiple sclerosis, the National Multiple Sclerosis Society supports the professional development and training of physicians in the comprehensive care of people with MS. The Society welcomes applications for support of mentors and institutions that will provide training for board-certified/eligible neurologists and psychiatrists in new patient consultations, treatment and follow-up evaluations under the supervision of an MS specialist physician, as well as participation in multidisciplinary team activities, lectures, and professional meetings. The goal is for fellows to acquire the skills and knowledge necessary to provide the highest quality of care for individuals with MS.

This program provides support for a mentor-institution combination that is responsible for the recruitment, selection, and training of postdoctoral fellows to pursue a clinical career specializing in the care of individuals with multiple sclerosis and similar disorders. The mentor should be an established and active clinician in the MS field. The fellowship will provide for support of a postdoctoral fellow who will work closely with the mentor.

The fellow selected by the mentor must hold a M.D., D.O. or equivalent degree, be licensed to practice medicine in the United States, have completed a residency in neurology or psychiatry in the U.S., and plan on practicing medicine in the U.S. following the fellowship. The program of training to be supported should enhance the likelihood that the trainee will: (a) Establish or join an active MS clinical practice in the United States to provide high quality, state-of-the-art, comprehensive clinical care to patients with MS and (b) become an active participant and future leader in the MS clinical community, including volunteer activities with the Society at a local chapter or the home office (e.g., as a member of the Clinical Advisory Committee, Chapter Programs Committee, or Board of Trustees, as a speaker at a patient or professional education program, etc.)

#### ELIGIBILITY

**Mentor and Institution:** The mentor must have an M.D. or equivalent degree, be board certified in neurology or psychiatry, hold a faculty appointment or the equivalent at an accredited institution such as a university or teaching hospital, spend a minimum of 25% time on MS clinical care, have a clinical practice that includes relationships with a multidisciplinary care team, and work in a setting that can support an appropriate training environment for the postdoctoral fellow. It is the responsibility of the mentor and institution to recruit and select one or more appropriate postdoctoral fellow(s) and to provide an appropriate program of training and experience leading to independence in the conduct of clinical care in multiple sclerosis. Once postdoctoral candidates are selected, their credentials will be submitted to the Society for final review and approval.

**Citizenship:** U.S. citizenship is not required either for mentors or postdoctoral fellows, but all training must occur at institutions in the United States, and both the mentor and the fellow must be licensed to practice medicine in the US.

#### REVIEW OF APPLICATIONS

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Application:** The mentor and organization are considered jointly to be the “applicant” and must provide: (1) a detailed description of the facilities and environment available for training; (2) the academic qualifications of the proposed mentor; (3) a thorough and meaningful description of the proposed program of training, including the nature of the mentor/fellow relationship; and (4) an exact and itemized statement of all financial requirements, (under the limitations noted below). Supplemental grants are rarely made to cover costs not specifically requested in the original application.

## INSTITUTIONAL MS CLINICIAN TRAINING AWARD

In addition to the above, the following elements should be incorporated in the application:

- Specific selection criteria for the postdoctoral fellow(s) to be trained
- A well-articulated training plan with enough specifics to allow for meaningful evaluation. As a guideline, it is expected that at least 50% of the fellow's time will be spent in direct, supervised MS patient care. There should be significant exposure to the multidisciplinary healthcare team, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electrodiagnostics. In addition, the fellow should be involved in didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, interaction with the Society, and professional meetings.
- Applications that include training related to underserved MS patient populations (rural, those with progressive disease, minorities, etc.) will be looked upon favorably.
- Evidence of the track record of the mentor(s) in training postdoctoral fellows
- A description of how the different disciplines represented in the training program will work together

**Selection of the Postdoctoral Fellow:** It will be the responsibility of the mentor to identify and recruit the postdoctoral fellow and to submit the fellow's qualifications to the Society for approval. Information concerning the proposed fellow is **not** to be submitted as part of the original application for support. Instead, the mentor will submit the fellow's qualifications at some point **after** the application for support has been submitted. The qualifications for the proposed fellow can be submitted either 1) prior to notification of the outcome of the review of the mentor's application for support, or 2) after the mentor's application for support has been approved. This will provide the mentor with ample time and opportunity to identify and recruit the most promising candidate.

The mentor must submit the name and qualifications to the Society prior to the start of the fellowship. The Society will review the qualifications of the proposed fellow when this is submitted and provide an answer to the mentor in a timely fashion. Funds to support the postdoctoral fellow will not be released until the Society has reviewed and approved the mentor's selection.

### CONDITIONS OF AWARD

**Duration of Award:** The Institutional Clinician Training Award will have a term of five years. However, the term of training of each postdoctoral fellow will be determined by the mentor based on the period of time required for the training needed for development of an independent clinician. Support for a given postdoctoral fellow will not usually be provided for less than one year or more than three years. At its discretion, the awardee organization may consider requests for reinstatement of a fellowship interrupted by military service, maternity/paternity leave or other major events.

**Salary:** The salary offered is \$75,000, payable to the institution, plus up to an additional 25% to cover fringe benefits. Supplementation or additional support to offset the cost of living may be provided by the awardee's institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated when the postdoctoral fellow is nominated, and the Society must be notified of subsequent additional support. It is the intent of this fellowship award that the majority of the fellow's time will be spent on the approved Society's training program.

Awards are paid to the training institution on a quarterly basis. The mentor, the grantee institution, and the fellow will each be advised of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each grant year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and progress reports. Fellows are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

The mentor must notify the Society if there will be no fellow for a given year. Any adjustment in the length of the grant will then be discussed and determined on an individual basis.



## INSTITUTIONAL MS CLINICIAN TRAINING AWARD

**Limited Relocation Costs:** Funds to cover the cost of travel to the institution where the training is provided are available but only for the fellow and not for family members or for transportation of household belongings. The relocation costs must be requested at the time the postdoctoral fellow is nominated and the amount requested must be comparable to economy class transportation by air or equivalent.

**Travel Allowance:** An allowance of no more than \$2,500 per year may be made to help institutions defray the costs of travel for the postdoctoral fellow to one or more professional meetings.

**Mentoring Expenses:** An allowance of no more than \$10,000 per year may be made to help institutions defray the costs incurred by the mentor in the course of providing training and supervision to the postdoctoral fellow. The funds may be used for salary support, supplies or similar expenses. However, these funds cannot be used for the purchase of equipment or computers, or for travel.

**Unexpended Funds:** Any unexpended funds remaining at the end of each award year may be carried over to the next year only upon approval by the Society. Unexpended funds remaining at the termination of the award must be returned to the Society.

**Change of Mentor:** If the mentor becomes unable to continue the supervision of the fellow's training, a replacement may be named by the sponsoring institution pending approval by the Society.

**Personnel Policies:** Fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**Other Activities:** The Institutional Clinician Training Award is intended to support specialized MS clinical training and not for the completion of internship and/or specialty board certification. Similarly, postdoctoral fellowships cannot be used to provide support for individuals whose primary responsibility is research, teaching and/or service, although fellows are encouraged to spend up to twenty percent of their time in research and/or teaching if appropriate.

### PROGRESS REPORTS

**Over the term of the award, the Society requires several different types of progress reports from recipients:**

- 1) **Annual Progress Reports:** The mentor must submit every twelve months an acceptable report of progress and recommendation for continuation. This report is due following each anniversary date during the term of an award along with a copy of the annual approval letter from the IRB and/or IACUC, if applicable. Prior to the anniversary date, the Society will provide forms and detailed instructions for completing the progress report. If applicable, attached to the report should be a PDF file of all published reports and preprints of all reports in press or submitted but not yet published of the results of any work accomplished under the fellowship. Manuscripts will be respected as privileged communications.

Award payments to the institution will be discontinued after each twelve-month period pending receipt of such reports, unless the Society receives prior notification of an acceptable reason for the delay of such reports. When such reports become overdue by one month, the postdoctoral fellowship grant will be terminated automatically as of the date when the report was due. Grants so terminated will not be reactivated.

- 2) **Final Progress Report:** The mentor is expected to submit a final report of progress to the Society within 15 days following the termination of the award. Approximately one month before the termination date, the Society will provide forms and detailed instructions for completing the progress report. The final report must include a summary of work conducted during the final year of support; and a statement describing the overall benefits of the training experience and future plans. To assist the Society in keeping track of our former fellows, we request that the Society be notified of changes in their professional address.

### CAREER TRANSITION FELLOWSHIP

(See Introduction for general policies, procedures and obligations related to applying for and receiving research awards.)

#### INTRODUCTION AND GOALS OF THIS AWARD

The National MS Society's National Board of Directors has determined that ending the devastating effects of MS will require a cadre of well-trained scientists engaged in MS-related research. The Society's Career Transition Fellowship addresses this need by fostering the development and productivity of young scientists who have potential to make significant contributions to MS research and help ensure the future and stability of MS research.

The Career Transition Fellowship targets current postdoctoral trainees who demonstrate both commitment and exceptional potential to conduct MS-related research. The award provides approximately \$550,000 over five years to support a two-year period of advanced postdoctoral training in MS research and the first three years of research support in a new faculty appointment.

#### ELIGIBILITY

**Previous Training:** Applicants must hold a doctoral degree (M.D., Ph.D. or equivalent) and must be in a research-oriented postdoctoral training program at an academic, government, or non-profit research institution. Individuals with less than two or more than five years of postdoctoral research experience at the time of application are ineligible for this award. Clinically related training periods such as medical residencies or sub-specialty fellowships will not be counted towards postdoctoral research experience.

**Citizenship:** There are no citizenship requirements for individuals applying from U.S. institutions. However, individuals seeking support for advanced postdoctoral training at foreign institutions must be U.S. citizens.

**Advanced Postdoctoral Period:** The applicant must arrange for the proposed advanced postdoctoral training with an appropriate mentor and institution prior to submitting an application. Whether this phase is proposed to occur with the applicant's current mentor and institution or take place with a new mentor and institution, the plan should demonstrate that new training will be obtained.

**Faculty Support Period:** The recipient of this fellowship must secure a faculty position at a research institution in the U.S. or abroad prior to completion of the two-year advanced training period. The faculty appointment may be at the same institution used for the advanced training period, providing that independence is demonstrated, or may be at a new institution.

#### APPLICATION AND REVIEW PROCESS

**The application process for this award involves two levels of review, a pre-application and a full application.**

##### *Preliminary Application*

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Requirements for Preliminary Applications:** A one-page summary detailing the proposed research activities to be conducted during the postdoctoral and faculty award periods; statement of career goals; a biographical sketch of the applicant and of the proposed mentor detailing prior graduate and postdoctoral training experience and publications; and a letter of endorsement from the proposed mentor and the current postdoctoral mentor (if different from the proposed mentor).

**Evaluation Criteria for Preliminary Applications:** The review committee will evaluate the following elements of the preliminary application:

- 1) The proposed research plan and its relevance to MS.
- 2) The applicant's research productivity as judged by the publication record from graduate and prior postdoctoral training and from information provided by the current postdoctoral mentor.
- 3) The likelihood that the candidate will develop an independent research career related to MS.

### ***Full Application***

Selected applicants will be invited to submit a 12-page proposal detailing research activities planned for a two-year period of advanced postdoctoral training and for the first three years of a faculty appointment. The proposed mentor must provide a letter of support with the application. In addition, letters of recommendation from three other additional individuals must be submitted online. It is the responsibility of the applicant to ensure that all letters are received by the deadline, and an application may be considered incomplete without them.

**Timing:** For application deadlines and timing of review and potential start dates, see <http://www.nationalmssociety.org/For-Professionals/Researchers/Deadlines>.

**Concurrent Applications:** Individuals invited to submit a full application for a Career Transition Fellowship may not dual submit an application for a Postdoctoral Fellowship.

**Review Group:** The Society's standing Advisory Committee on Fellowships will review full applications.

**Evaluation Criteria for Full Applications:** The review committee will evaluate the following elements of the full applications:

- 1) The personal and professional qualifications and future potential of the applicant as judged by the recommendation letters and past research productivity.
- 2) The scientific merit, significance and relevance of the training and research plan to MS.
- 3) The potential of the award to facilitate the applicant's development into an independent investigator committed to MS research.

### CONDITIONS OF AWARD – ADVANCED TRAINING PERIOD

See Introduction section for general information about conditions of Society awards.

**Duration of Advanced Training Period:** The duration of the advanced training period will be up to two years. The Society is willing to consider requests for reinstatement of the award if it is interrupted by military service, maternity/paternity leave or other major events.

**Salary:** The salary levels requested for each year of the training period must be based on the Society salary scale. The amount of the salary must relate to the applicant's professional status and previous training and experience. The current annual salary for postdoctoral trainees is determined by the number of FULL years of relevant postdoctoral experience at the time of appointment. Relevant experience may include research experience, internship, or residency. **Download [this salary scale \(.pdf\)](#) for current stipends.**

No additional costs for fringe benefits are allowed. No departure from the established salary schedule will be allowable. The salary for each additional full year of salary support is the next level in the salary structure.

Supplementation or additional support to offset the cost of living may be provided by the awardees institution but must not require any significant obligation from the trainee. The extent of supplementation must be stated in the application, and the Society must be notified of subsequent additional support. Fellows may spend up to 10% of their time in teaching or clinical duties, if appropriate. However, it is the intent of this fellowship award that the majority of the fellow's time will be spent on the approved Society training program.

Similarly, Society postdoctoral salaries may be used to supplement other support to reach the total amount recommended by Society Advisory Committees. Under no circumstances may the conditions of salary supplementation interfere with, detract from, or prolong the trainee's approved Society training program.

## CAREER TRANSITION FELLOWSHIP

Awards are paid to the training institution on a quarterly basis. The fellow, the mentor, and the awardee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each award year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports. Fellows are considered employees of the institution, and their salaries are paid by the institution according to the payment policy and schedule of the institution.

**Institutional Allowance:** An allowance of no more than \$7,850 per year may be made to help institutions defray the costs of providing the fellow's training, but only when such funds are requested in the original application and approved by the Society. These funds should be used primarily to help underwrite the costs of individual medical insurance for the fellow, either by enrolling the fellow in a group plan, or turning over the funds to the fellow to help pay for his/her independent plan. These funds may not be used to cover medical insurance for the fellow's spouse or family members. Travel to scientific meetings, research supplies and related expenses may be paid from the balance of the institutional allowance. No other funds are provided to defray the costs of research or training. Funds may not be used to offset any tuition or other similar fees. Purchase of personal computers is not an allowable expense.

**Indirect Costs:** Indirect costs are not allowed during the advanced training period.

**Research Allowance:** A research allowance of \$25,000 per year will be provided for the duration of the advanced training period. The research budget may include laboratory personnel costs (excluding applicant's salary, which is requested separately), including fringe benefits at the rate current in the sponsoring institution and proportional to that part of the salary contributed by the Society, patient costs directly relevant to the research and not obtainable from other sources, equipment and consumable supplies (including any type of laboratory supplies and purchase and maintenance of experimental animals), limited travel funds and occasionally other costs. The awardee's institution holds title to equipment purchased with award funds.

Expenses for domestic or foreign travel may be charged to an award only when included in the application and within the amount specifically approved in the award.

Funds from the award may not be used to pay for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services. Funds may not be used to offset any tuition or other similar fees. Office equipment, computers and supplies and books and journals may not be purchased with award funds unless specifically requested in the application and approved in the budget of the award.

Unless prior approval in writing has been obtained from the Society, expenditures are likely to be disallowed for items that were not specifically included in the budget of the award.

**Unexpended Funds:** Any unexpended funds remaining at the end of the first year of the training period may be carried over to the second year. Unexpended funds remaining at the termination of the training period must be returned to the Society.

**Personnel Policies:** Transition fellows are not considered employees of the National Multiple Sclerosis Society but rather of the institution where the training is provided. The transition fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacations, sick leaves, holidays, etc.

**Non-Research Activities:** Transition 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 the award. Similarly, transition fellowships cannot be used to provide support for individuals whose primary responsibility is teaching and/or service, although fellows are allowed to spend up to ten percent of their time in teaching or clinical duties, if appropriate.

**Termination of the Advanced Training Period:** The advanced training period will automatically terminate after two years, and subsequent payments will be placed on hold. It is expected that after two years the fellow will have secured a faculty appointment and requested activation of the Faculty Period of the award. If a faculty position is obtained prior to the end of the two years of advanced training, the remainder of the training period is forfeited, and any unexpended funds must be returned to the Society.

If a fellow or a mentor elects to terminate the training period on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken and of the date involved. Grounds for revocation of an transition period will be deemed to exist: (1) if a fellow is unable to carry out the research at the original institution; (2) if a mentor 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 mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society 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 Society, including the mentor, the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the Society; (6) when annual reports of progress and recommendation for continuation are not received from both the mentor and the fellow within one month of the end of each award anniversary year; or (7) for a cause established by due process of law; or as a consequence of institutional review committee's determination of fraud or malfeasance.

### ACTIVATION OF FACULTY SUPPORT PERIOD

Transition fellows must secure a faculty appointment at an academic or non-profit research organization prior to the end of the advanced training phase to initiate the faculty support phase of the award. Faculty appointments at the institution associated with the advanced postdoctoral training period will be allowed provided that fellows demonstrate their independence from the postdoctoral mentor. Upon acceptance of a faculty position at a new institution or promotion to a faculty-level title at the current institution, a fellow must immediately notify the Society to request the activation of the faculty phase of the award.

Prior to activation of the faculty period of the award, the following documents must be submitted the Society for review:

- 1) A formal request for initiation of the faculty support period.
- 2) A final progress report for the advanced postdoctoral period, including a final letter of evaluation from the mentor and a final financial report from the institution.
- 3) A completed transfer document including a detailed budget for the faculty support period.
- 4) A letter of support from the chair of the department at the institution of employment, confirming an independent faculty appointment and detailing the nature of the appointment, the institutional resources, and the financial support provided to the new faculty member.
- 5) Other supporting materials, including relevant institutional review body details (e.g., IRB and/or IACUC approvals, etc.).

The request for activation of the faculty support period will be reviewed in an expedited fashion by Society professional staff in consultation with members of the Advisory Committee on Fellowships and the Research Programs Advisory Committee, as needed.

It is expected that the fellow will continue the previously approved research plan during the faculty period. Under exceptional circumstances, the research plan, as outlined in the original application, may be reconsidered. In such instances, a revised research plan detailing the proposed changes and providing justification for the revisions must accompany the documents listed above. Society staff may request outside review of the revised research plan, and the Society may decline the request for activation of the faculty period if the revised research program is found to lack scientific merit or relevance to MS.

If a faculty appointment is not secured prior to completion of the advance postdoctoral training period, or if the required documentation is not submitted; or if the proposed research has changed to a degree that is not acceptable, funding for the faculty phase will not be initiated and the award will be terminated after the two-year advanced postdoctoral training period.

### CONDITIONS OF AWARD – FACULTY SUPPORT PERIOD

See Introduction section for general information about conditions of Society awards.

**Activation of Faculty Period:** Transition fellows must secure an independent faculty appointment at an academic or non-profit research organization to initiate the faculty support phase of the award. Faculty appointments at the

institution associated with the advanced postdoctoral training period will be allowed provided that transition fellow demonstrates independence from the postdoctoral mentor.

**Research Program:** The transition fellow is expected to spend at least 75% of the working time on fundamental or clinical research, the remainder being reserved for patient care, teaching, or service.

**Relationship between Fellow and Sponsoring Institution:** The awardee is personally responsible for conduct of the research program, while the institution serves as the official recipient of the award. The fellow will not in any sense be an employee of the National Multiple Sclerosis Society but rather of the institution. For the faculty phase of the award, it is expected that the institution will develop plans for continuing the recipient's appointment and for continued salary support beyond the award. Included in the request for activation of the faculty phase must be a letter from the chair of the department expressing the department's commitment to the fellow in terms of laboratory space, time to conduct the research, and salary support.

**Term and Amount of Award during Faculty Period:** The faculty period of the award provides \$125,000/year in direct costs, for a non-renewable three-year period paid through the sponsoring institution. The transition fellow and the awardee institution will each be notified electronically of the duration and amount of the award and will be provided with a budget that reflects the approved expenditures for each award year. Payment of subsequent years is dependent upon a) availability of funds; and b) receipt, review, and approval by the Society of annual financial and research progress reports.

### *General Categories of Expenditures*

Transition fellows may request funds for the following categories of expenditure: salaries for professional and non-professional personnel, patient costs, permanent equipment, consumable supplies, travel, other expenditures not included under the above categories, and indirect costs.

**Personnel:** The salaries of all personnel paid from award funds shall be in accordance with the prevailing policies of the awardee institution. Requested salaries are not to be used to replace salaries or portions of salaries already assured by institutional or other funds.

#### 1) **Professional Support**

- ◆ Professional Salaries: The transition fellow must spend at least 20% of his or her time working on the award to request salary support. However, the salary requested may not exceed 75% of the investigator's salary. Salary for other investigators associated with an award may be requested in proportion to the time they spend directly on research supported by the award.
- ◆ Funds that were originally awarded for salary support of the awardee may not be rebudgeted and used for any other purpose, e.g., to support salary of laboratory personnel. If funds are freed as a result of salary support from another resource, these released funds must be returned to the Society.
- ◆ Fringe benefits will be paid by the Society at the rate current in the sponsoring institution, on that part of the salary contributed by the Society.
- ◆ Salary Cap: The Society will not pay pro-rated salaries that exceed **\$199,700**.
- ◆ **Postdoctoral Research Associates** may be supported by this award. Download [this salary scale](#) (.pdf) for current stipends. The current annual salary for postdoctoral associates is determined by the number of FULL years of relevant postdoctoral experience at the time of the application. Relevant experience may include research experience, internship, or residency. No departure from the established salary schedule will be allowable. A biographical sketch must be included for any postdoctoral associate listed on awards.

#### 2) **Technical and Non-Professional Support**

Salaries for technical and non-professional personnel may be requested in proportion to the time they will spend on research directly supported by the award.

**Fringe Benefits:** Costs to the awardee institution of Social Security, retirement and group insurance plans may be requested in the application for persons whose salaries are to be paid from the award. All such expenditures are to be in accordance with the prevailing policies of the awardee's institution and proportional to the percentage of the employee's time devoted to the research for which the award is made.

**Dues and Contingency Funds:** Dues to organizations such as federations or societies will not be allowed as charges against award funds. No funds shall be budgeted as "contingency funds" except by special arrangement with the Society.

**Premiums on Hazard and Other Insurance:** In accordance with the institutional practice, and if indicated by the nature of the research, the budget may include funds for payment of premiums on hazard and other insurance to protect personnel paid by the award, but only after prior approval by the Society. No premium payments will be allowed for insurance of equipment and supplies, whether or not purchased with award funds, or for malpractice insurance.

**Patient Costs:** Funds requested for hospitalization and/or professional medical services for study subjects may be awarded if justification is presented in the application to show that such charges are needed for the research proposed and that the usual sources available for these costs are not adequate. All third-party payments received by the awardee institution for such services are to be used to offset the funds allocated in the award for this purpose.

**Equipment and Supplies:** Scientific equipment purchased with Society funds becomes the property of the awardee's institution. The cost of installing equipment purchased with funds of the award is not allowed unless such funds were requested in the application and specifically approved in the budget of the award.

Office equipment, computers, supplies, books and journals may not be purchased with award funds unless specifically requested in the application and approved in the budget of the award.

Consumable supplies may include any type of laboratory supplies, including purchase and maintenance of experimental animals.

**Travel:** Expenses for domestic or foreign travel related to the successful performance of the research may be charged to an award only when included in the request of activation and within the amount specifically approved in the award. Travel expenses whenever charged to award funds shall be in accordance with awardee institutional policies and procedures.

**Other:** Any other expenditure directly related to the cost of conducting the proposed research may be requested in the request for faculty phase activation. However, construction or renovation costs are not permissible expenditures under any circumstances. Award funds may not be used for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services, or student and tuition costs.

**Indirect Costs:** The awardee's institution, through the officer signing the application, may add an amount for indirect costs up to 10% of the sum requested by the fellow except that indirect costs are not allowed in connection with funds requested or expended for: (a) patient costs, or (b) purchase, modification or installation of equipment. For awards made to institutions outside the United States, indirect costs will not be provided. Indirect costs may only be requested for the faculty phase of the award.

### ACCOUNTING PROCEDURES FOR BOTH PHASES OF THE AWARD

**Annual Financial Reports:** A brief account of the expenses made for each phase of the Transition Fellowship award is due within 30 days after the anniversary date. Any unexpended funds remaining at the end of each award year may be carried over to the next year during the term of the advanced training period and the faculty period. Unexpended funds may not be transferred from the advanced training period to the faculty period. A notice requesting this report will be sent approximately 30 days before the anniversary date of the award.

**Final Financial Reports:** The two phases of the award are considered separately, and a full account of all expenses made are due within 90 days of the termination of the advanced training period and within 90 days after the end of the faculty period. Any unexpended funds remaining at the end of either the postdoctoral or faculty periods of the award must be returned to the Society. A notice requesting the final report will be sent to the financial officer of the awardee's institution.

### PROGRESS REPORTS FOR BOTH PHASES OF THE AWARD

Over the term of the award, the Society requires several different types of progress reports from recipients:

**Annual Progress Reports:** A report of research progress is due within 30 days of the anniversary date during the term of the award along with a copy of the annual approval letter from the IRB and/or IACUC. Approximately one month before the end of a funding cycle, you will receive a notice requesting the report. Upload reprints or pdf files of all published reports and preprints of all reports in press or submitted but not yet published of the results of research accomplished under the award. The mentor (during the advanced training period) or the Departmental Chairperson (during the faculty period) must also submit a letter of evaluation and report of progress prior to the start of a new funding cycle.

All progress reports are considered privileged communications, and their distribution is limited to the reviewing consultants and research staff of the Society.

Failure to comply with annual reporting requirements within 60 days of the anniversary date may lead to suspension of payments or termination of award. Awards so terminated will not be reactivated.

**Final Progress Report:** A final report of research progress is required within 30 days after termination of the award. This should cover the entire period of the award. Approximately one month prior to termination of award, the Society will email forms and instructions for completing the progress report. All progress reports are considered privileged communications, and their distribution is limited to the reviewing consultants and research staff of the Society. Individuals who fail to comply with final reporting requirements will not be permitted to apply to the National MS Society for research support until requirements are satisfied.



## SPECIAL PRIZES AND AWARDS

### THE JOHN DYSTEL PRIZE FOR MULTIPLE SCLEROSIS RESEARCH

In conjunction with the American Academy of Neurology, the National Multiple Sclerosis Society established the John Dystel Prize for Multiple Sclerosis Research in 1994 for the purpose of recognizing outstanding contributions to research in the understanding, treatment or prevention of multiple sclerosis. This annual prize is funded through the John Dystel Multiple Sclerosis Research Fund at the National Multiple Sclerosis Society.

All investigators who are actively engaged in fundamental or clinical research related to multiple sclerosis are eligible for nomination for this prize. The annual award will be made in the amount of \$15,000, to be used at the discretion of the winner. The selection of the prize winner will be in the hands of a special joint committee of the National Multiple Sclerosis Society and the American Academy of Neurology. The award will be presented at the annual meeting of the American Academy of Neurology, during an MS research symposium that will include a presentation by the winner on his/her research. Full recognition of the award will be made in Society publications and to the media.

All nomination materials must be submitted by November 1, annually. The Prize winner will be notified by February 1, annually. Further information is available from the Research Programs team of the National Multiple Sclerosis Society or from the "John Dystel Prize Subcommittee" at the American Academy of Neurology, 201 Chicago Avenue, St. Paul, Minnesota 55116, (800) 879-1960 or (612) 928-6000 (International).

### BARANCIK PRIZE FOR INNOVATION IN MS RESEARCH

The Barancik Prize for Innovation in Multiple Sclerosis Research recognizes an exceptional scientist or a team of scientists whose work in MS research has demonstrated outstanding innovation and originality. This annual prize, made possible by the generosity of the Charles and Margery Barancik Foundation, is \$100,000 to be used at the discretion of the recipient.

The goal of the prize is to recognize innovation in scientific research in the field of multiple sclerosis. Nominations must be submitted on behalf an individual, or team of individuals, by one or more colleagues or mentors. Self-nominations are not permitted. Nomination letters should include current institution and contact information of the nominee, and should address the nominee's scientific accomplishments with an emphasis on citing the innovative and impactful aspects of the nominee's work. A selection committee comprised of leaders in science, medicine, and MS advocacy will review nominees.

The committee will evaluate:

- Exceptional innovation and originality in scientific research relevant to MS
- Impact and potential of the research to lead to pathways for the treatment and cure for MS
- Scientific accomplishments that merit recognition as a future leader in MS research

**Eligibility:** Any investigator(s) active in MS research is eligible for the prize, and the nominee(s) may be from any institution or organization— public or private, government, as well as commercial entities. The award is intended for early to mid-career MS researchers. Nominees should have no more than 20 years of experience as an independent investigator or team leader to be eligible. There are no specific requirements for residency or citizenship. Nominees need not be current or past grantees of the National MS Society.

**Nominations/Deadline:** Nomination letters should be sent to [barancik.prize@nmss.org](mailto:barancik.prize@nmss.org) by an announced deadline each January for consideration for the annual prize. Nominees that exhibit qualities outlined in the prize criteria will be invited to submit a final application that will include an interview by the selection committee. Notification of the recipient shall occur by spring or early summer, followed by a public announcement.

**THE RALPH I. STRAUS AWARD FOR MULTIPLE SCLEROSIS**

The Ralph I. Straus Award for Multiple Sclerosis was established at the National Multiple Sclerosis Society in 1973 "...to be given to that scientist, or those scientists, of any nationality whatsoever, whose published research shall have resulted in the development of an effective and specific method of preventing or arresting multiple sclerosis in man." The donor of funds to create this award, the late Mr. Ralph I. Straus, was a well-known New York City philanthropist who was president of the National Multiple Sclerosis Society from 1948-1952.

In a statement at the time of his gift, Mr. Straus indicated that "the intent of the Award is to speed the conquest of multiple sclerosis through the enhancement in a realistic manner of the needed awareness of the vast social values inherent in the conduct of research in the biomedical sciences."

The award, when made, will be in the amount not less than the most recently awarded Nobel Prize in Physiology or Medicine. Recipient(s) of this award will be determined by a special committee appointed by the National Multiple Sclerosis Society, at a time deemed appropriate. Special criteria for the Ralph I. Straus Award for Multiple Sclerosis, consistent with the terms of Mr. Straus's wishes, have been developed by the National Multiple Sclerosis Society. Individuals interested in receiving a copy of the criteria for this award may contact the Research Programs team at the National Multiple Sclerosis Society, 733 Third Avenue, New York, NY 10017.