National
Multiple Sclerosis
Society

Policies and Procedures:

Research Funding Programs and Other Awards

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MISSION OF THE NATIONAL MULTIPLE SCLEROSIS SOCIETY

The Society's mission is: We mobilize people and resources to drive research for a cure and to address the challenges of everyone affected by MS. The 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. The Society is empowered to make grants of money for use by individuals within lawfully established agencies or institutions to further its mission.

IMPORTANT THEMES IN MS RESEARCH

The National MS Society has developed a strategic roadmap -- the Strategic Response: 2011-2015 (http://www.nationalmssociety.org/about-the-society/our-strategic-response/index.aspx) -- that strives to be a response to the brutal facts of living with MS and identifies what must be done to achieve a world free of MS. Through this response we strive to be a driving force of MS research and treatment to stop disease progression, restore function, and end MS forever. The five research objectives outlined in the Strategic Response were developed through recommendations from our Research Programs Advisory Committee and other stakeholders in the community including researchers, physicians, and people with MS. These objectives are:

• We better understand the mechanisms that lead to disease progression and we accelerate the development of new therapies.
• We pursue new avenues to discover how nerve cells are damaged and potentially repaired.
• We pursue new rehabilitation techniques and symptomatic treatments to restore neurological function and enhance quality of life.
• We identify risk and triggering factors that cause MS, and understand the biological interactions that lead to its development so that MS can be prevented.
• We expand and strengthen the quantity and quality of MS research worldwide to accelerate new discoveries and treatments for people with MS.

Going forward, we will be announcing program priorities, RFAs and other funding mechanisms to help us achieve these objectives. Some areas of interest include:

- Immunologic basis of MS
- CNS repair and neuroprotection
- Biology of glia/myelin
- Genetics and gender differences
- Understanding and preventing disease progression
- Infectious triggers and risk factors
- Cognitive and psychosocial issues
- Patient management, care and rehabilitation
- Pathology of MS
- Clinical trials
- Health care delivery and policy
- Measures of disease activity, imaging, surrogate and biomarkers

The Society also emphasizes industry partnerships by providing milestone-driven drug development funding to private companies. Read more about our Fast Forward initiative at: www.FastForward.org.

ADMINISTRATION OF THE RESEARCH GRANTS AND TRAINING PROGRAMS

The intention of the Society is to encourage and support only the highest quality of 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.

The administration of the Research Grant, Collaborative Center Award, Postdoctoral Fellowship, Physician Fellowship, Career Transition Fellowship, Senior Faculty Award and Weaver Award Programs as well as the Pilot Research and Health Care Delivery and Policy Research Programs is the responsibility and function of the Research Programs Department of the National Office of the Society, with the aid and advice of various permanent and ad hoc 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.

The Society has Changed Its Application Procedures

The following changes to the Society's application procedures have been implemented as of May 2011:

- A new Web site has been established for preparation and submission of proposals. The new Web site is www.mssocietyapplyonline.org
- Passwords for accessing the site never expire and a new password will not be needed for each cycle.
- Submission of proposals is now exclusively electronic for **all** parts of the proposal, including signature page and appendix materials, and no paper copies of any part of the proposal will be sent to the Society.
- The application process itself now consists of two parts, a short pre-application and the full application.
- The basic elements of the application remain largely unchanged but have been re-ordered and reformatted.

How to Register with the New 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 www.mssocietyapplyonline.org and once you are at the login page, click on "Register Here." Complete the online registration form and submit your registration by clicking on the word "Register." 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.

Once you have obtained a user ID and password, go to www.mssocietyapplyonline.org 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. In the new system your password never expires and you will not need to obtain a new password in order to apply for other funding programs or subsequent cycles.

The Pre-Application

In the past prospective applicants were required to contact a member of the Society's Research Programs staff to obtain clearance before submitting a proposal. While the Society still encourages personal contact and discussion of possible ideas for proposals, in the new system this process has been formalized somewhat 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. 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 e-mail message from the system and you will be able to begin preparation of the full application.

How to Complete the Pre-Application

Once you are logged in, click on "Funding Opportunities" and then on the funding opportunity for which you wish to apply. Once you are on the "Opportunity Details" page, the steps are as follows:

- Click on "Start a New Application"
- Complete the "General Information" page which consists of the name of the PI, the title of the study, and the name of the organization.
- Save the "General Information" page.
- Click on "Go to Application Forms."
- In the text box that opens, insert a paragraph or two that provides a "Brief Summary" of your idea.
- Save the "Brief Summary."
- Then click on "Mark as Complete" and "Submit."

When you submit the pre-application, it will automatically be sent to the appropriate program officer at the Society for review.

How to Complete the Full Application

Once your pre-application has been approved you can log in and begin to prepare the full application. When you log in, click on "Funding Opportunities." Then click on the name of the funding opportunity for which you are applying. This will take you to a page listing any applications that you have open for editing. Find the application that you wish to work on (this would be the pre-application that you submitted and which was approved by the Society) and click on the words "Apply Final" on the right side of the list. This will open the "General Information" section. Make any necessary changes and then click on "Save." When the next page appears, click on "Go to Application Forms." You are now ready to complete the remaining sections of the application.

Detailed instructions for completion of the full application are available in each of the funding opportunity sections of the Web site.

RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS

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.

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.

For research involving animals, written approval from the grantee's Institutional Animal Use and Care 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 which 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 document, entitled Principles for Use of Animals and Guide for the Care and Use of Laboratory Animals, is available from the Office for Protection from Research Risks, National Institutes of Health, Bethesda, Maryland 20892.

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.

REVIEW AND AWARD SCHEDULE FOR APPLICATIONS

Type of Application	Deadline for Receipt of Application	Scientific Advisory Committee Review	Council Review	Official Notice	Earliest Possible Start Date
RESEARCH GRANTS	Early February	April/May	June	Late June	October 1
	Mid-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	Mid-January	July 1
SENIOR FACULTY AWARDS	Mid-August	November/ December	January	Mid-January	July 1
PHYSICIAN FELLOWSHIPS	Mid-August	November/ December	January	Mid-January	July 1
NATIONAL MS SOCIETY-ABF MS CLINICIAN SCIENTIST	Mid-August	November/ December	January	Mid-January	July 1
POSTDOCTORAL FELLOWSHIPS	Mid-August	November/ December	January	Mid-January	July 1
PILOT RESEARCH	Quarterly	Quarterly	----------	2-3 months after Receipt	Immediate upon approval
HEALTH CARE DELIVERY AND POLICY RESEARCH (HCDPR) CONTRACTS	Letter of Intent: September Application: January	March	June	Late June	July 1
CAREER TRANSITION FELLOWSHIPS	Preliminary application April/May, full application mid-August	November/ December	January	Mid-January	July 1
COLLABORATIVE MS RESEARCH CENTER AWARDS	Early September	----------	January	Mid-January	April 1

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.

FAST FORWARD

Fast Forward is a nonprofit organization, a separate and wholly-owned subsidiary of the National Multiple Sclerosis Society, established in order to accelerate the development of new treatments for MS. Fast Forward will accomplish its mission by connecting university-based MS research with private-sector drug development and by funding small biotechnology and pharmaceutical companies to develop innovative new MS therapies and repurpose FDA-approved drugs as new treatments for MS. Proposals will be solicited from the companies. For more information, please visit the website: http://www.fastforward.org

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.

AVAILABILITY OF RESOURCES

Investigators who receive funds from the National Multiple Sclerosis Society are expected to share research resources developed with the Society's support with other qualified investigators working on multiple sclerosis. Examples of such resources include (but are not limited to) cell lines and clones, antibodies, and nucleotide and protein sequences. In addition, awardees are expected to deposit data into the appropriate public database 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.

RESEARCH GRANTS

The Society welcomes applications for support of studies related to multiple sclerosis which may serve in any way 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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

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; however, applicants are required to exhaust all local resources, including governmental granting agencies and other national multiple sclerosis societies, before coming to the National Multiple Sclerosis Society of the United States with a request to support research in a foreign country.

PREPARATION AND REVIEW OF APPLICATIONS

Application Procedure: The Society utilizes a Web-based facility for the submission of research grant applications. All applicants for regular research grants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

Timing: Deadlines for completed research grant applications will be established for each cycle. They will generally be in early February for projects to start on the following 1st of October and in early August for projects to start on the following 1st of April. Incomplete applications, or applications that arrive after a deadline, will not be accepted.

Term: The Society supports studies for terms of one to five years.

CONDITIONS OF AWARD

Notification: The principal investigator and the grantee institution will each be advised by letter of the duration and amount of the grant awarded and will be provided with a budget that reflects acceptable types and amounts of expenditures for each grant year. Payment of the grant will be remitted quarterly to the financial officer at the grantee 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.

Renewal Grants: 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.

If a renewal grant is approved for support, funds will not be made available until the Society has received and deemed to be reasonable and acceptable a report of all funds expended during the term of the previous project.

Unobligated 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.

Any unexpended funds remaining at the end of each grant year may be carried over to the next year. However, unexpended funds remaining at the termination 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 and the renewal support budget will be reduced accordingly.

Extension of Term: An extension of the term of a grant without additional funds may be approved when requested and justified in writing. 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.

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.

Transfer of a Grant: The Society retains the right to transfer a grant from one institution to another, along with the transfer of the principal investigator, upon the principal investigator's written request. For the approval of such a transfer, the Society requires a new application face sheet and budget request from, and must be signed 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the grant is received by the Society at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the old institution prior to the transfer date. Transfer of equipment, purchased with the grant, is encouraged, consistent with institutional policy.

Change of Principal Investigator: 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.

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**
   - **Tenured Faculty:** The Society will not pay salaries of tenured faculty unless the applicant provides written documentation of an institutional requirement that all faculty -- tenured and non-tenured -- must provide their own salary from grant funds.
   - **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**.

2) **Postdoctoral Training Support**
   Postdoctoral Research Associates may be supported on research grants, using the salary scale below. 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.

Salary Scale for Postdoctoral Research Associates

Full Years of Relevant Postdoctoral Experience	Salary
Less than 1	$39,264
1	$41,364
2	$44,340
3	$46,092
4	$47,820
5	$49,884
6	$51,582
7 or more	$54,180

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.

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 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.

Equipment and Supplies: Scientific equipment purchased with Society grant funds becomes the property of the grantee institution.

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.

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.

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 a grant only when included in the application and within the amount specifically approved in the grant. Travel expenses whenever charged to grant funds shall be in accordance with grantee institutional policies and procedures.

Other: 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.

Subcontracts: A subcontract from another institution may be included in the proposal from the applicant institution. A separate budget page and summary budget request should be prepared for each subcontract and the amounts requested for each subcontract should be entered as separate items under the Other Expenses category on the main budget page. The combined total of indirect costs for the main budget and subcontract budgets cannot exceed 10% of the combined direct costs.

Indirect Costs: The grantee 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. Indirect costs will not be provided for grants awarded to institutions outside the United States.

Rebudgeting of Funds: Transfers between and among categories of the budget approved in the grant 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. However, in rebudgeting personnel funds, the percent effort of the PI may not be less than 5%, with or without salary, on any research grant supported by the Society. The PI must maintain at least a 5% level of commitment 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.

Termination of Award: A research grant award may be terminated before the end of the project (1) if the principal investigator requests, in writing, that the award be terminated; (2) if the principal investigator is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the principal 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; (5) if the principal 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; (6) when annual reports of progress and recommendation for continuation are not received from the principal investigator within one month of the end of each award anniversary year; (7) if the principal investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the Society.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made for each research grant is due before each 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. Forms and instructions for this report will be sent to investigators, along with the forms for the annual research report (see below) about 30 days before the anniversary date of the grant.

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. Forms for this report will be sent to the financial officer of the grantee's institution with the final quarterly payment for the grant. These forms are self-explanatory. The Society is not responsible for over-expenditures of grants.

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.

PROGRESS REPORTS

Annual Research Report: A report of progress made on research projects is due before each anniversary date during the term of a grant along with a copy of the annual approval letter from the IRB and/or IACUC. Forms and instructions for the annual research report will be sent to investigators about 30 days before the anniversary date of the grant. This report includes a form to be used to submit an annual Report of Expenditures (see above under "Annual Financial Reports"). Payment for continued support of a research project beyond the anniversary date depends on the receipt, review, and approval of the annual research progress report.

Final Research Report: A final report of the progress on research projects is due within 15 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. Forms and instructions for the final research report will be sent to investigators about 30 days before the termination of a grant.

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 review by the Society. Therefore, responsibility for direction of the work is not to be ascribed to the 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 mail or FAX (212-986-7981) to the Senior Director of Research Information, Research Programs Department. Manuscripts will be respected as privileged communications. As soon as reprints of a published article are available, two copies should be sent to the Senior Director of Research Information, Research Programs Department. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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) grant(s) from the National Multiple Sclerosis Society."

RESEARCH IN PATIENT MANAGEMENT, CARE AND REHABILITATION

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 of experts 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 for either a Regular 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

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

This program provides support for a mentor-institution combination which 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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

GENERAL

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 which 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: The Society utilizes a Web-based facility for the submission of Mentor Based Postdoctoral Fellowship applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

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; (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 to the above, 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

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 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 listed below 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. The current salary scale for the Society's Postdoctoral Fellows is as follows:

Salary Scale for the National MS Society Postdoctoral Fellows

Years of Relevant Postdoctoral Experience	Salary
Less than 1	$41,576
1	$43,792
2	$46,954
3	$48,807
4	$50,635
5	$52,812
6	$54,899
7 or more	$57,361

The salary paid to the fellow cannot be less than the above 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 awardees 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. 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 by letter 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.

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 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.

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.

Change in Terms of the Award: Any change to the conditions of an award, including a change in the direction of the research training or in the level of activity by the fellow or mentor, requires prior approval by the Society. Failure to notify the Society will be considered grounds for revocation of a postdoctoral fellowship award.

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the mentor and fellow cannot be made without prior approval in writing by the Society. A new application face sheet and budget request will be required from, and must be approved 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the 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 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.

Termination of a Postdoctoral Fellowship: Whenever a fellow or a mentor elects to terminate a postdoctoral 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 and

of the date involved. Grounds for revocation of a postdoctoral fellowship will be deemed to exist: (1) if a fellow is unable to carry out the research at the original institution; (2) if a 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 training, 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 an institutional review committee's determination of fraud or malfeasance.

ACCOUNTING PROCEDURES

1) **Annual Financial Reports:** A brief account of the expenses made for each fellowship award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. Forms and instructions for this report will be sent to the financial officers about 30 days before the anniversary date of the award.

2) **Final Financial Reports:** A full account of all expenses made for a fellowship award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. Forms for this report will be sent to the financial officer of the awardee's institution with the final quarterly payment. These forms are self-explanatory.

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

PROGRESS REPORTS

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

1) **Annual Progress Reports:** For Fellowships awarded for more than one year, the fellow and the mentor must submit separately every twelve months an acceptable report of progress and recommendation for continuation. This report is due before each anniversary date during the term of an award along with a copy of the annual approval letter from the IRB and/or IACUC. Approximately two months before the end of a funding cycle, the Society will provide forms and detailed instructions for completing the progress report. Attached to the report should be two reprints 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 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 fellow and the mentor are expected to submit separately 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 (not to exceed three pages) 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 their 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.

3) **A Status Report:** The Society periodically (every 4-5 years) conducts surveys of its past postdoctoral 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 address, and the area of research interest.

PUBLICATIONS AND REPRINTS

All fellows are expected to send to the Society two preprints or reprints of each publication supported in whole or in part by the fellowship grant. As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to the Senior Director of Research Information in the Research Programs Department, accompanied by the name of the journal and the probable date of publication. Manuscripts or preprints will be respected as privileged communications. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 postdoctoral fellowship from the National Multiple Sclerosis Society."

PROGRAM TO SUPPORT PILOT RESEARCH

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.

APPLICATION PROCEDURE

The Society utilizes a Web-based facility for the submission of research grant applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

The application is brief, with the project description strictly limited to two pages. Applications that are submitted are then peer-reviewed in an expedited manner.

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 programs of research training.

CONDITIONS OF AWARD

Support for Pilot Research Projects is limited to a maximum of $40,000 in direct costs for one year. Funds to purchase major items of equipment are discouraged for this program, as are requests for travel funds. The grantee 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 any approved equipment. Indirect costs will not be provided for grants awarded to institutions outside the United States. All other conditions of the Pilot Award are as stated under the "Research Grants" section of the policies and procedures document.

A written report of the work accomplished during the Pilot Research Project and an account of expenditures are required within 30 days after a Pilot Research Project terminates. Forms and instructions for these reports will be sent to investigators as the end date for their project approaches.

PUBLICATIONS AND REPRINTS

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 mail or FAX (212-986-7981) to the Senior Director of Research Information, Research Programs Department. Manuscripts will be respected as privileged communications. As soon as reprints of a published article are available, two copies should be sent to the Senior Director of Research Information, Research Programs Department. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 Pilot Research Award from the National Multiple Sclerosis Society."

CONTRACTS IN MS HEALTH CARE DELIVERY AND POLICY RESEARCH

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.

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 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.

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.

CONDITIONS OF AWARD

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. In particular, investigators must use the Society's budget forms and format in preparing their budgets. Applications using a format inconsistent with the Society's format will not be accepted.

COLLABORATIVE MS RESEARCH CENTER AWARDS

The Society welcomes applications for support of Collaborative MS Research Centers which 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.

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 research mission to find the cause and cure for multiple sclerosis.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

GENERAL

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 group. 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 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 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.

PREPARATION AND REVIEW OF APPLICATIONS

Application Forms: The Society utilizes a Web-based facility for the submission of grant applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

Timing: Deadline for completed applications is early September with the earliest possible funding start date of the following April 1. Incomplete applications, or applications that arrive after the deadline, will not be accepted.

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: To facilitate the review of the application, the discussion of the Proposed Collaborative Research Center Plan should be organized in the following manner with the appropriate subtitles:

1. **Changes to Previous Application, if any (Page limit of this section is one page):** This section is only for a revised, resubmitted application and must summarize the substantial additions, deletions, and changes from previous proposal. The changes in the Collaborative Plan must be clearly marked by appropriate bracketing, indenting, or changing of typography, unless changes are so extreme as to include most of the text. This exception should be explained in the Introduction. Any changes should not be indicated by colored text or shading.

2. **New Proposals from Previous Society's Center Awardees (Page limit of this section is one page):** Competitive renewals are not allowed in order to further encourage new investigators to MS research. However, current and past recipients of Society's 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.

3. **Proposed Program (This section is divided by the following subtitles a-e, and the entire section should not exceed six pages. The Collaborative Plan (section c) should comprise of at least two pages of this section.):**

   a. Overall Goal and Theme: Describe the overall goal of the proposed collaboration program for a 5-year period. A diagram can be included to illustrate how the projects are integrated around a central theme.

   b. Research Team: Describe each member of the collaborative team highlighting the expertise that he/she would bring to the collaborative group. Include any information that will help establish the experience and competence of the investigators. This is especially true for the new investigators to the MS field and what their expertise is, and how will they interact.

   c. Collaborative Plan: Describe the plan for enhancing the collaboration among the investigators, including the vision of the group to maximize collaborative research across specific disciplines, how the goals of the collaborative group fit within the Society's mission, and the likelihood that funds will in fact be additive to the ongoing research efforts. The description should include statements about how the group will operate, how the collaboration will be encouraged, and how one can ensure that the direction of MS research by the non-MS investigator will continue. Since the base funding projects, which constitute an eligible research group, will already have been scientifically reviewed and funded, they can be very briefly summarized if relevant to the Center. If the projects are new ones, then they should be presented. The relevance of the project to MS should be apparent throughout the proposal. Describe how the award will support the interface between basic and clinical research, and address research topics and concepts, which could not readily be approached through independent research.

   d. Pilot Research Studies: A program for exploring pilot research that take maximum advantage of new research opportunities explored by this collaborative team must be described.

   e. Recruitment Plan: A recruitment plan for attracting students, postdoctoral fellows, and other young investigators to work in MS must be included. Describe the educational environment and the monitoring availability to train postdoctoral fellows, and share any success stories. Indicate how this recruitment plan for postdoctoral fellows will not substitute, but enhance the number of additional applicants to our regular fellowship program.

4. Supporting Information:
   - a brief description of each base funding project (title/abstract/funding term and amount). The minimum requirement is 3 separate, independently funded investigators with peer-reviewed research grants.
   - a brief *curriculum vitae* with bibliography for the principal investigator and each co-investigator, with a listing of all actively funded projects and their sources of funding.
   - a description of any currently shared facilities and currently shared activities (group seminars; retreats; etc.)

5. Budget Information:
   - a plan for anticipated expenditure of funds during the first year, and to the extent possible, subsequent years. It is the intent of the Collaborative MS Research Center program that the funds remain flexible to allow the investigators and co-investigators to support a variety of activities that can enhance productivity and discovery. Transfer of funds between and among budgetary items may be made at the discretion of the grantee institution.
   - Percent effort of principal investigators or of senior co-investigators: The principal investigator is responsible for determining the most efficient use of these funds to meet the objectives of the program. Percent effort of the P.I. and of the other senior investigators is not expected, or required. However, it is understood that the PI and the other senior investigators remain committed to the project and its completion.

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 which 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 which 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

Notification: The principal investigator and the awardee institution will each be advised by letter 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.

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.

Transfer of an Award: The Society retains the right to transfer an award from one institution to another, along with the transfer of the principal investigator, upon the principal investigator's written request. However, since the Center Award is very dependent upon the collaborative nature of the team of investigators, any request for transfer to a new institution must clearly describe how the team will continue to collaborate and act cohesively as a team. For the approval of such a transfer, the Society requires a new application face sheet and budget request from, and must be signed by the new institution. In addition, letters of documentation must be received from the principal investigator, each of the coinvestigators, and an official at the new institution ensuring that the transfer of the principal investigator to a new institution will not impede the work of the collaborative team and the overall goal of the Award. 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. The original institution must submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the Society at least 90 days prior to the anticipated date of transfer and the financial report is submitted from the old institution prior to the transfer date. Transfer of equipment purchased with the award is encouraged, consistent with institutional policy.

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.

Termination of Award: A research award may be terminated before the end of the project if (1) the principal investigator requests, in writing, that the award be terminated; (2) the principal investigator is unable to carry out the research at the original institution; (3) after the 6-month probationary period (see above), the base funding for the research group drops below the minimum required; (4) the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of academic appointment; (5) the principal 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; (6) the principal 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; (7) annual reports of progress are not received from the principal investigator within one month of the end of each award anniversary year; (8) the principal investigator is found by an institutional investigation to have committed scientific misconduct or fraud; or (9) by action of the Board of Directors of 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 coinvestigators, 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 $196,700. Please note that on Center Awards, the percent effort of the PI and of the other senior investigators is not expected, or 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 the salary scale below. 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.

Salary Scale for Postdoctoral Research Associates

Full Years of Relevant Postdoctoral Experience	Salary
Less than 1	$39,264
1	$41,364
2	$44,340
3	$46,092
4	$47,820
5	$49,884
6	$51,582
7 or more	$54,180

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.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made for each award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each year may be carried over to the next award year. Forms and instructions for this report will be sent to investigators, along with the forms for the annual research report (see below) about 30 days before the anniversary date of the award.

Final Financial Reports: A full account of all expenses made for an award is due within 90 days of the termination of the award. Unexpended funds remaining at the end of the award must be returned to the Society if renewal support is not awarded. If renewal support is provided, remaining funds from the previous award will be applied to the first payment of the renewal award. Forms for this report will be sent to the financial officer of the awardee's institution with the final quarterly payment for the award. These forms are self-explanatory. The Society is not responsible for over-expenditures of awards.

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

PROGRESS REPORTS

Annual Research Report: A report of progress made on the project is due before each anniversary date during the term of an award along with a copy of the annual approval letter from the IRB and/or IACUC. Forms and instructions for the annual research report will be sent to investigators about 30 days before the anniversary date of the award. This report includes a form to be used to submit an annual Report of Expenditures (see above under "Annual Financial Reports"). Payment for continued support of a research project beyond the anniversary date depends on the receipt, review, and approval of the annual research progress report.

Final Research Report: A final progress report is due within 15 days of the termination of an award. This report is in addition to any progress report that may have been included in an application to the Society for further research support. Forms and instructions for the final research report will be sent to investigators about 30 days before the termination of an award.

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 an award from the Society may be published without review by the Society. Therefore, responsibility for direction of the work is not to be ascribed to the 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 mail or FAX (212-986-7981) to the Senior Director of Research Information, Research Programs Department. Manuscripts will be respected as privileged communications. As soon as reprints of a published article are available, two copies should be sent to the Senior Director of Research Information, Research Programs Department. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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) Collaborative MS Research Center Award from the National Multiple Sclerosis Society."

POSTDOCTORAL FELLOWSHIPS

The Society welcomes applications for support of training of postdoctoral fellows in studies related to multiple sclerosis which 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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

GENERAL

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 which 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 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 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 are requested to submit dual applications to governmental granting agencies and other non-profit funding agencies. To support research by a U.S. citizen in a foreign country or by a non-U.S. citizen in the United States, applications should also be sent to other national multiple sclerosis societies before coming to the National Multiple Sclerosis Society of the United States with a request for funding.

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

Timing: The Society utilizes a Web-based facility for the submission of Postdoctoral Fellowship applications. All applicants are required to use this facility for the completion of their proposals In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.
Completed applications, including all required supporting documents, received by the Society by the August deadline will be considered for review.

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 be phone interviewed by 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

Duration of Fellowship: 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 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 listed below. 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. The current salary scale for Society's Postdoctoral Fellows is as follows:

Salary Scale for the National MS Society Postdoctoral Fellows

Years of Relevant Postdoctoral Experience	Salary
Less than 1	$41,576
1	$43,792
2	$46,954
3	$48,807
4	$50,635
5	$52,812
6	$54,899
7 or more	$57,361

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 (see below).

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'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 an annual quarterly basis. The fellow, the mentor, and the grantee institution will each be advised by letter 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.

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 of application and the amount requested must be comparable to economy class transportation by air or equivalent.

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 for 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.

Tykeson Conference on MS for National MS Society Fellows and 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 will hold a meeting of Society's fellows and faculty awardees on alternate years. All Society's 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 of this meeting 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 investigators.

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.

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

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society. A new application face sheet and budget request will be required from, and must be approved 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the 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 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 the prior 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 postdoctoral research project with a new mentor, the fellowship award is non-transferable and the award will be terminated prematurely.

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.

Termination of a Postdoctoral Fellowship: Whenever a fellow or a mentor elects to terminate a postdoctoral 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 and of the date involved. Grounds for revocation of a postdoctoral fellowship will be deemed to exist: (1) if a fellow is unable to carry out the research at the original institution; (2) if a 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 an institutional review committee's determination of fraud or malfeasance.

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.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made for each fellowship award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. Forms and instructions for this report will be sent with the annual progress report by 30 days before the anniversary date of the award.

Final Financial Reports: A full account of all expenses made for a fellowship award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. The form for this report will be sent with the final progress report and must be forwarded by the fellow to the financial officer of the awardee's institution. These forms are self-explanatory.

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

PROGRESS REPORTS

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

1) **Annual Progress Reports:** For Fellowships awarded for more than one year, the fellow must submit every twelve months an acceptable report of research progress. As part of this report, the mentor must submit a letter of evaluation with a recommendation for continuation. This report is due before each anniversary date during the term of an award along with a copy of the current approval letter from the IRB and/or IACUC. Approximately one month before the end of a funding cycle, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be reprints or pdf files of all published reports as well as preprints of all submitted manuscripts, which include research results obtained 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 three months, 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 fellow and the mentor are expected to submit separately 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 email forms and instructions for completing the progress report. The final report must include a summary of work conducted during the final year of support and the entire term, a statement describing the overall benefits of the training experience, future plans, and any new contact information.

3) **A Status Report:** The Society periodically (every 4-5 years) conducts surveys of its past postdoctoral 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 address, and email address.

PUBLICATIONS AND REPRINTS

All fellows are expected to send to the Society reprints or pdf files of each publication supported in whole or in part by the fellowship grant. As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to the Senior Director of Research Information in the Research Programs Department, accompanied by the name of the journal and the probable date of publication. Manuscripts or preprints will be respected as privileged communications. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 postdoctoral fellowship from the National Multiple Sclerosis Society."

SYLVIA LAWRY PHYSICIAN FELLOWSHIP AWARD FOR TRAINING IN MS CLINICAL TRIALS

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.

GENERAL

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 entrance 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 which 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

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

ELIGIBILITY

Previous Training: Individuals must have received a MD or equivalent medical degree from an accredited institution; must be licensed to practice medicine in the United States; and must have completed, in whole or part, residency-training in one of the medical specialties relating to multiple sclerosis.

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.

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

Timing: The Society utilizes a Web-based facility for the submission of Physician Fellowship applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

Completed applications, including all required supporting documents, received by the Society by the August deadline will be considered for review.

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

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 leave or other major events.

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.

Awards are paid to the training institution on a quarterly basis. The fellow, the mentor, and the grantee institution will each be advised by letter 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.

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 of application and the amount requested must be comparable to economy class transportation by air or equivalent.

Tykeson Conference on MS for National MS Society Fellows and 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 will hold a meeting of all Society's fellows and faculty awardees on alternate years. All Society's 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 of this meeting 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 their investigators.

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.

Change in Terms of the Award: Any change to the conditions of an award, including a change in the direction of the fellowship training or in the level of activity by the fellow or mentor, requires prior approval by the Society. Failure to notify the Society will be considered grounds for revocation of a physician fellowship award.

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society. In the event that the fellow is unable to continue with the training, the fellowship award is not transferable to another candidate at the institution and will be terminated prematurely.

In order for a transfer to be approved by the Society, a new application face sheet and budget request is required from, and must be approved by, the new institution. Written approval from the new institution's Institutional Review Board must be received prior to initiation of payment. In addition, the original institution must submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the 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 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. Any fellow considering a change in mentor for other reasons must notify the Society in writing to obtain prior approval. However, in the event that the fellow is unable to continue with the training period, the fellowship award is non-transferable and the award will be terminated prematurely.

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.

Termination of a Physician 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 and of the date involved. Grounds for revocation of a fellowship will be deemed to exist: (1) if a fellow is unable to carry out the research at the original institution; (2) the mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow; or (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 separately 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 an institutional review committee's determination of fraud or malfeasance.

ACCOUNTING PROCEDURES

1) **Annual Financial Reports:** A brief account of the expenses made for each fellowship award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. Forms and instructions for this report will be sent with the annual progress report by 30 days before the anniversary date of the award.

2) **Final Financial Reports:** A full account of all expenses made for a fellowship award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. The form for this report will be sent with the final progress report and must be forwarded by the fellow to the financial officer of the awardee's institution. These forms are self-explanatory.

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

PROGRESS REPORTS

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

1) **Annual Progress Reports:** For Fellowships awarded for more than one year, the fellow must submit every twelve months an acceptable report of progress. As part of this report, the mentor must submit a letter of evaluation with a recommendation for continuation. This report is due before each anniversary date during the term of an award along with a copy of the current approval letter from the IRB. Approximately one month before the end of a funding cycle, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be reprints or pdf files of all published reports as well as preprints of all submitted manuscripts, which include research results obtained 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 three months, the 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 fellow and the mentor are expected to submit separately 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 email forms and instructions for completing the progress report. The final report must include a summary of work conducted during the final year of support and the entire term, a statement describing the overall benefits of the training experience, future plans, and any new contact information.

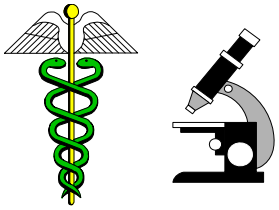
3) **A Status Report:** The Society periodically (every 4-5 years) conducts surveys of its past postdoctoral fellows to assess their career output since their postdoctoral years. To assist the Society in keeping track of our former fellows, we request that the Society be notified of changes in their professional status, professional address, and email address.

PUBLICATIONS AND REPRINTS

All fellows are expected to send to the Society reprints or pdf files of each publication supported in whole or in part by the fellowship grant. As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to the Senior Director of Research Information in the Research Programs Department, accompanied by the name of the journal and the probable date of publication. Manuscripts or preprints will be respected as privileged communications. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 Sylvia Lawry Physician Fellowship from the National Multiple Sclerosis Society."



NATIONAL MS SOCIETY-AMERICAN BRAIN FOUNDATION MS CLINICIAN SCIENTIST DEVELOPMENT 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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals and the goals of the American Brain Foundation.

GENERAL

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: The Society utilizes a Web-based facility for the submission of fellowship applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals and the goals of the American Brain Foundation. 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 1st.

Application Materials: Applicants will be required to submit the following materials as part of the application:

1) A three-page research proposal, including a brief statement of specific aims, background and significance, research design and methodology, and a statement of the proposal's relevance to MS. The research plan should be written by the applicant and should represent his/her original work. However, the applicant is expected to develop this plan based on extensive discussion and the support of the proposed mentor. It is entirely appropriate for the proposed work to be highly related to the mentor's ongoing research.
2) Biographical Sketches for both the applicant and the mentor.
3) 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.
4) A statement of support from the mentor detailing his/her support of and commitment to the applicant and to the proposed research and training program.
5) An itemized statement of all financial requirements, including salary and relocation costs (if needed).

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 ABF Research Council will review the Society's-recommended applications and will recommend one to receive the joint National MS Society-ABF Clinician Scientist Fellowship. This stage of review will take place during December/January following the application deadline.

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

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 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. 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 supplement the base salary in each year. No additional funds for fringe benefits or indirect costs are allowed. Recipients would also be eligible to apply for the Society's Dale McFarlin Travel Award, which provides up to $1,500 for a fellow to travel to a scientific meeting of their choosing.

National MS Society Base Salary

PGY Level	Salary
PGY-4	$50,635
PGY-5	$52,812
PGY-6	$54,899
PGY-7 or more	$57,361

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 awardees 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.

Awards are paid to the training institution on an annual quarterly basis. The awardee, mentor, and the grantee institution will each be advised by letter 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.

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 of application and the amount requested must be comparable to economy class transportation by air or equivalent.

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 for 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.

Tykeson Conference on MS for National MS Society Fellows and 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 will hold a meeting of all Society 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 of this meeting is to improve the sharing of research information among the Society awardees, develop a sense of community among our investigators, strengthen their commitment to MS, and establish new collaborations among these investigators.

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.

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

Transfer of a Fellowship Award: The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society and the ABF. A new application face sheet and budget request will be required from, and must be approved 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received 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 Mentor: If the mentor becomes unable to continue the supervision of the awardee's training, a replacement may be named by the sponsoring institution pending the prior approval by the Society and the ABF. Any fellow considering a change in mentor for other reasons must receive prior approval from the Society and the ABF. However, in the event that the awardee is unable to continue with the postdoctoral training, the fellowship award is non-transferable and the award will be terminated prematurely.

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.

Termination of Award: Whenever an awardee or a mentor elects to terminate the award 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 award will be deemed to exist: (1) if a grantee 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 awardee; (3) if an awardee requests in writing that the award be terminated for any reason; (4) if the 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 grantee 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 awarded 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 an institutional review committee's determination of fraud or malfeasance.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made for the award is due before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. Forms and instructions for this report will be sent with the annual progress report by 30 days before the anniversary date of the award.

Final Financial Reports: A full account of all expenses made for the award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. The form for this report will be sent with the final progress report and must be forwarded by the fellow to the financial officer of the awardee's institution. These forms are self-explanatory.

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

PROGRESS REPORTS

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

Annual Progress Reports: The awardee must submit every twelve months an acceptable report of progress. As part of this report, the mentor must submit a letter of evaluation with a recommendation for continuation. This report is due before each anniversary date during the term of an award along with a copy of the current approval letter from the IRB and/or IACUC. Approximately one month before the end of a funding cycle, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be reprints or pdf files of all published reports as well as preprints of all submitted manuscripts, which include research results obtained 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 three months, the postdoctoral fellowship grant will be terminated automatically as of the date when the report was due. Grants so terminated will not be reactivated.

Final Progress Report: The awardee and the mentor are expected to submit separately 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 email forms and instructions for completing the progress report. The final report must include a summary of work conducted during the final year of support and the entire term, a statement describing the overall benefits of the training experience, future plans, and any new contact information.

A Status Report: The Society periodically (every 4-5 years) conducts surveys of its past trainees to assess their career output since their training. To assist the Society in keeping track of our former trainees, we request that the Society be notified of changes in their professional status, professional address, and email address.

PUBLICATIONS AND REPRINTS

All fellows are expected to send to the Society and American Brain Foundation, reprints or pdf files of each publication supported in whole or in part by the fellowship grant. As soon as a manuscript is accepted for publication, a copy should be sent by email to the Senior Director of Research Information (msresearch@nmss.org) in the Research Programs Department, accompanied by the name of the journal and the probable date of publication. Manuscripts or preprints will be respected as privileged communications. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be emailed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis Society and the American Brain Foundation 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 National MS Society-ABF MS Clinician Scientist Development Award from the National Multiple Sclerosis Society and the American Brain Foundation."

DANIEL HAUGHTON SENIOR FACULTY AWARDS

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.

GENERAL

The Senior Faculty Award is granted to established MS investigators seeking support for specialized training in a field which they are not currently 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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

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: The Society utilizes a Web-based facility for the submission of Postdoctoral Fellowship applications. All applicants are required to use this facility for the completion of their proposals In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals. Completed applications, including all required supporting documents, received by the Society by the August deadline will be considered for review.

Application: 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

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.

Relocation Costs: Funds to cover the cost of travel to the training institution may be requested but only for the applicant and not for family members or for transportation of household belongings. The amount requested must be comparable to economy class transportation by air or equivalent.

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.

ACCOUNTING PROCEDURES

Financial Report: Accounting of all expenditures made under each award must be made to the Society within 90 days following the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. The form to be used is sent to the awardee who must forward it to the financial officer of the grantee institution. These forms are self explanatory and require no special or complicated accounting system for completion. Interim reports are not required by the Society and will be returned to the grantee institution.

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

PROGRESS REPORTS

The awardee and the mentor are expected to submit separately 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 email forms and instructions for completing the progress report. Attached to the report should be 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.

PUBLICATIONS AND REPRINTS

All awardees are expected to send to the Society reprints or pdf files of each publication supported in whole or in part by the faculty award. As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to the Senior Director of Research Information in the Research Programs Department, accompanied by the name of the journal and the probable date of publication. Manuscripts or preprints will be respected as privileged communications. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 an award from the National Multiple Sclerosis Society."

HARRY WEAVER NEUROSCIENCE SCHOLAR AWARDS

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.

GENERAL

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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

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: The Society utilizes a Web-based facility for the submission of Weaver Award applications. All applicants are required to use this facility for the completion of their proposals. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals. The completed application, including all requisite supporting documents, must be received by the Society by the deadline date in August in order to be considered for review.

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.

CONDITIONS OF AWARD

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.

Tykeson Conference on MS for National MS Society Fellows and 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 will hold a meeting of all Society 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 of this meeting is to improve the sharing of research information among the Society awardees, develop a sense of community among our investigators, strengthen their commitment to MS, and establish new collaborations among these investigators.

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 advised by letter 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 in order 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, using the salary scale below. 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.

Salary Scale for Postdoctoral Research Associates

Full Years of Relevant Postdoctoral Experience	Salary
Less than 1	$39,264
1	$41,364
2	$44,340
3	$46,092
4	$47,820
5	$49,884
6	$51,582
7 or more	$54,180

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.

c) **General Information:**

Indirect Costs - At a level of up to 10%, indirect costs will be paid by the Society on the direct costs of the grant 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.

Rebudgeting - "Research Support" funds may be rebudgeted among budget categories, without prior approval from the Society. However, purchase of equipment costing more than $500 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.

Change of Institution - 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. A new application face sheet and budget request will be required from, and must be approved 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the 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.

An award may not be transferred to a different individual at the original institution.

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.

Extension of Term of Award - An awardee may request extension of the term of the award without commitment of further funds. Otherwise, funds unexpended on the termination date are to be returned to the Society. 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 award 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.

d) **Early Termination of the Award:** Whenever an awardee or the institution elects to terminate an award on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken and of the date involved. The revocation of an award may not require return of funds previously expended. Grounds for revocation of a Weaver award will be deemed to exist: (1) if the sponsoring institution requests in writing that the award be terminated because of unsatisfactory performance of the awardee or termination of the academic appointment; (2) if the awardee requests in writing that the award be terminated for any reason; (3) if the awardee changes any aspect of the award from that which was originally approved by the Society, including the department, the institution and/or the specific aims of the research studies, without prior notification and approval by the Society; (4) if the awardee changes the focus of his/her research studies such that the work is no longer in an MS-related research area or if the progress is considered unsatisfactory after evaluation of a progress report; (5) when annual reports of progress are not received from the awardee within one month of the end of each award anniversary year; (6) if the institution fails to submit a satisfactory expenditure report; or (7) for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

e) **Vacations:** Vacations and absences will be subject to institutional policy.

f) **Military Service:** The Society will consider reinstating an award which 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.

g) **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.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made under both the salary and grant sections of the award must be submitted to the Society before each anniversary date during the term of an award. Any unexpended funds remaining at the end of each award year may be carried over to the next year. Forms and instructions for this report will be sent with the annual progress report by 30 days before the anniversary date of the award.

Final Financial Reports: A full account of all expenses made for a Weaver award is due within 90 days of the termination of the award. Any unexpended funds remaining at the end of the award must be returned to the Society. The form for this report will be sent with the final progress report and must be forwarded by the awardee to the financial officer of the awardee's institution. These forms are self-explanatory.

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

PROGRESS REPORTS

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

1) **Annual Progress Reports:** A report of research progress is due before each anniversary date during the term of the award along with a copy of the current approval letter from the IRB and/or IACUC. Approximately one month before the end of a funding cycle, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be reprints or pdf files of all published reports as well as preprints of submitted manuscripts, which include research results obtained under the award.

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

   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 three months, the Weaver award will be terminated automatically as of the date when the report was due. Grants so terminated will not be reactivated.

2) **Final Progress Report:** A final report of research progress is required within 15 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 provide 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.

3) **A Status Report:** The Society periodically (every 4-5 years) conducts surveys of its past awardees to assess their career output since their training. To assist the Society in keeping track of our former trainees, we request that the Society be notified of changes in their professional status, professional address, and email address.

PUBLICATIONS AND REPRINTS

The responsibility for publication lies with the awardee. The results of any work supported by an award from the Society may be published without review by the Society. Therefore, responsibility for direction of the work is not to be ascribed to the 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 mail or FAX (212-986-7981) to the Senior Director of Research Information, Research Programs Department. These manuscripts will be treated as privileged communications. As soon as an article is published, a reprint or pdf file should be sent to the Senior Director of Research Information, Research Programs Department. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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:

Harry Weaver Neuroscience Scholar of the National Multiple Sclerosis Society
and
"This investigation was supported (in part) by an award from the
National Multiple Sclerosis Society."

CAREER TRANSITION FELLOWSHIP

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.

GENERAL

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.

In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

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. In order to submit a proposal for research support, investigators must first register with our apply online site (www.mssocietyapplyonline.org) and complete a pre-application. Staff of the Research Programs Department will review the pre-application to determine whether the research plan is appropriate and relevant to our goals.

Preliminary Application

Timing: The pre-application is due in spring. These will be reviewed and selected candidates will be invited to submit full applications due at the following deadline.

Requirements for Preliminary Applications: A one-page summary detailing the proposed research activities being 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: Candidates will be invited to submit full applications by early June. Full applications will be due in August with the earliest possible start date of July 1 of the following year.

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.

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 in order 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 – ADVANCED TRAINING PERIOD

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 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 listed below. 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. The current salary scale for the Society's Postdoctoral Fellows is as follows:

Salary Scale for the National MS Society Postdoctoral Fellows

Years of Relevant Postdoctoral Experience	Salary
Less than 1	$41,576
1	$43,792
2	$46,954
3	$48,807
4	$50,635
5	$52,812
6	$54,899
7 or more	$57,361

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.

Awards are paid to the training institution on an annual quarterly basis. The fellow, the mentor, and the awardee institution will each be advised by letter 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.

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 of the application and the amount requested must be comparable to economy class transportation by air or equivalent.

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 for 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 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.

Tykeson Conference on MS for National MS Society Fellows and 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 will hold a meeting of all Society 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 of this meeting is to improve the sharing of research information among the Society awardees, develop a sense of community among our investigators, strengthen their commitment to MS, and establish new collaborations among these investigators.

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.

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

Transfer of a Fellowship: 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. A new application face sheet and budget request will be required from, and must be approved 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 submit an acceptable report of expenditures and return all unexpended funds to the Society before a final transfer can be made. No interruption of financial support should be involved if the request to transfer the award is received by the 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 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 the prior approval by the Society. Any fellow considering a change in mentor for other reasons must notify the Society in writing to obtain prior approval. However, in the event that the fellow is unable to continue with the training period, the fellowship award is non-transferable and the award will be terminated prematurely.

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.

Vacations: Vacations and absences will be subject to institutional policy.

Military Service: The Society will consider reinstating an award which 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.

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

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.

CONDITIONS OF AWARD – FACULTY SUPPORT PERIOD

Activation of Faculty Period: Transition fellows must secure an independent faculty appointment at an academic or non-profit research organization in order 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 advised by letter 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 in order to request salary support. However, the salary requested may not exceed 75% of the investigator's salary. Salary for other investigators associated with a 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 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, using the salary scale below. 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.

POSTDOCTORAL TRAINING SUPPORT

Postdoctoral Research Associates may be supported by this award, using the salary scale below. 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 awards.

Salary Scale for Postdoctoral Research Associates

Full Years of Relevant Postdoctoral Experience	Salary
Less than 1	$39,264
1	$41,364
2	$44,340
3	$46,092
4	$47,820
5	$49,884
6	$51,582
7 or more	$54,180

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 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 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.

Rebudgeting of Funds: Transfers between and among categories of the budget approved in the award may be made as follows: (1) transfers between personnel and consumable supplies categories may be made at the discretion of the awardee institution, but (2) no transfers may be made without prior approval in writing by the Society for patient costs, equipment costing more than $500, travel, indirect costs, or other items not specifically identified in the approved budget.

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 award.

Extension of Term of Award: An awardee may request extension of the term of the award without commitment of further funds. Otherwise, funds unexpended on the termination date are to be returned to the Society. 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 award 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.

Termination of Faculty Period: The faculty period of the award may be terminated before the end of the project (1) if the transition fellow requests, in writing, that the award be terminated; (2) if the transition fellow is unable to carry out the research at the original institution; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointment; (4) if the transition fellow 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; (5) if the transition fellow 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; (6) when annual reports of progress and recommendation for continuation are not received from the transition fellow within one month of the end of each award anniversary year; (7) if the transition fellow is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the Society.

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 before each anniversary date during the term of an award. 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. Forms and instructions for this report will be sent with the annual progress report by 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. The form for the final report will be sent with the final progress report and must be forwarded by the awardee to the financial officer of the awardee's institution. These forms are self-explanatory.

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

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 before each 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, the Society will email forms and detailed instructions for completing the progress report. Attached to the completed report should be 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.

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 three months, the transition fellowship award will be terminated automatically as of the date when the report was due. Awards so terminated will not be reactivated.

Final Progress Report: A final report of research progress is required within 15 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.

A Status Report: The Society also requests that the fellow 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.

PUBLICATIONS AND REPRINTS

The responsibility for publication lies with the awardee. The results of any work supported by an award from the Society may be published without review by the Society. Therefore, responsibility for direction of the work is not to be ascribed to the 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 mail or FAX (212-986-7981) to the Senior Director of Research Information, Research Programs Department. These manuscripts will be treated as privileged communications. As soon as an article is published, a reprint or pdf file should be sent to the Senior Director of Research Information, Research Programs Department. In addition, if a press release from the institution is being prepared for distribution, a confidential copy of the press release should be FAXed in advance to the Society's Senior Director of Research Information.

The National Multiple Sclerosis 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 Career Transition Fellowship from the National Multiple Sclerosis Society."

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 which 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 Department of the National Multiple Sclerosis Society or from the "John Dystel Prize Subcommittee" at the American Academy of Neurology, 1080 Montreal Avenue, St. Paul, Minnesota 55116, (800) 879-1960 or (651) 695-1940.

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 Department at the National Multiple Sclerosis Society, 733 Third Avenue, New York, NY 10017.