

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

<u>Full Years of Relevant Postdoctoral Experience</u>	<u>Salary</u>
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 email to the Associate Vice President of Research Information (cathy.carlson@nmss.org). Manuscripts will be respected as privileged communications. As soon as reprints of a published article are available, or if a press release from the institution is being prepared for distribution, please send to cathy.carlson@nmss.org.

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."

