



2024 endMS Summer School

PROGRAM and APPLICATION GUIDELINES

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Deadline date: February 15, 2024 at 4:00 pm EST

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These program guidelines have been prepared to provide information about the 2024 endMS Summer School, one of the endMS National Training Programs.

While every effort has been made to ensure that the information in this document is current, the endMS National Training Program reserves the right to modify policies and/or make changes in the program and requirements as required. The electronic version of this document available online is the most current version and should always be used for reference.

Welcome to the endMS Research and Training Network

MS Canada launched the endMS Research and Training Network in 2006 through funds related to the MS Scientific Research Foundation as the flagship investment of the \$60 million endMS capital campaign. The endMS Network has grown a dynamic community of researchers, clinicians and trainees with diverse interests and expertise. As an interdisciplinary group, we include a range of disciplines such as cellular and physiological sciences, health care and epidemiology, neuroscience, genetics, pharmacology, rehabilitation, immunology, imaging, sociology, anthropology, education, applied psychology as well as nursing science.

The endMS National Training Program (NTP) is an initiative of the endMS Network aimed to enhance knowledge and skills relevant to MS research, foster opportunities to conduct MS research in Canada and increase the intent amongst trainees to pursue MS research for the long term. The NTP has two main components: endMS Summer School and endMS Scholar Program for Researchers IN Training (SPRINT). It is led by Dr. Christina Wolfson, the Program Director, and Co-Directors: Drs. Marcia Finlayson and Nathalie Arbour, and funded via a directed grant from MS Canada.

Welcome to endMS Summer School

We are pleased that you are considering joining the program and are excited about the prospects of learning and working together with you to expand the community of trainee researchers who, over time, will become experts and leaders in the field of MS research.

The information in these Program Guidelines will help you to determine if you are eligible for the endMS Summer School Program and will assist you in preparing an application.

PROGRAM OVERVIEW

The endMS Summer School is an annual interactive education program that aims to enhance knowledge and skill in MS research, increase capacity for interdisciplinary research and establish a peer network among MS research trainees.

The endMS Summer School enables trainees from a variety of disciplines to come together in a small group setting to learn about MS relevant research topics. The Summer School's small group sessions are designed to facilitate networking, collaboration and information exchange among participants. While the focus alternates between basic science one year and clinical and population health research the next, sessions are developed to be of interest to all trainees irrespective of their background training. Emphasis is placed on creating an interdisciplinary agenda that strives to offer participants a more comprehensive understanding of the topic being discussed.

Message from the 2024 endMS Summer School Co-Hosts, Drs. Soheila Karimi and Chase Figley:

The University of Manitoba and Manitoba Multiple Sclerosis Research Centre (MMSRC) are very excited to host the **2024 endMS Summer School in Winnipeg, from June 10-13, 2024.**

Members of the MMSRC have close ties to both the Rady Faculty of Health Sciences at the University of Manitoba and the MS Clinic within Health Sciences Centre – Winnipeg (Manitoba's largest hospital), and include a range of basic scientists, translational scientists, and clinician scientists. Therefore, the theme for this year's Summer School will be ***MS Pathogenesis, Prognosis, and Repair.***

This will draw upon the broad range of expertise among MMSRC research groups, including pathogenesis and disease mechanisms, advanced genomics and bioinformatics, mechanisms of MS progression, structural and functional neuroimaging biomarkers, diagnosis and management of cognition, anxiety, and depression, treatment of MS and exacerbating comorbidities, and therapeutic approaches for white matter repair and regeneration.

Work is already underway to assemble an exciting program that will include various plenary sessions on the latest advances in MS research and clinical care, equity, diversity and inclusion workshop, career development sessions (focusing on opportunities and pathways both within and beyond traditional academic/university appointments), and various small group workshops. Time will also be devoted for each of this year's SPRINT teams to present their yearlong group projects, for participants to interact with and learn from people living with MS, and to meet and network with peers who will be coming from across Canada to learn together and share our collective passion for advancing MS research.

ELIGIBILITY

To be eligible, applicants **must be in one** of the following situations:

- enrolled full time in a graduate program at a Canadian university
- be a postdoctoral fellow or a clinical fellow at a Canadian university and have completed a PhD in the last 4 years or less at the time of the application
- completed graduate training and currently enrolled in an undergraduate program (e.g. M.D. program) at a Canadian university
- if applying from outside of Canada, applicant must be a recipient of a MSSOC Studentship or Fellowship and hold Canadian citizenship or permanent resident status.

If you have questions regarding eligibility, contact Ms. Anik Schoenfeldt at anik.schoenfeldt@affiliate.mcgill.ca

PREPARATION AND REVIEW OF APPLICATIONS

Application procedure: We share the MS Canada (MSC) online research grants and awards management system, called **ProposalCentral**. This system enables trainees to submit and review applications. The system can be accessed through the following website: <https://proposalcentral.com>. See page 5 for complete online application procedure.

Deadline: The deadline for completed applications is **February 15th, 2024 at 4:00 pm ET**. Incomplete applications and/or applications that arrive after the deadline will not be accepted.

SELECTION PROCESS

Participation in endMS Summer School is based on a competitive application process. Applications will be reviewed by a Review Committee and selected based on many factors including the reference letter, education and research experience. Due to the competitive nature and popularity of Summer School, preference may be given to those who have not already physically attended two previous Summer Schools. Preference may also be given to trainees whose supervisor has no more than 3 trainees accepted to Summer School in the same year.

Anticipated Notice of Decision: Mid-April 2024

TERMS AND CONDITIONS

Applicants accepted into the program will be provided with travel expense guidelines.

Participants will only be reimbursed for expenses for which they provide original receipts. Any additional travel costs incurred by participants not directly related to Summer School or stated as eligible expenses within the travel guidelines, will not be reimbursed by the endMS National Training Program.

Travel costs (transportation from the applicant's institution to Winnipeg, return), shared accommodation (hotel room with 2 beds and bathroom) for participants arriving from outside the Winnipeg region, meals during the program and course materials for all participants will be provided and paid by the endMS National Training Program.

Online Application Procedure

This section highlights components of the online application process and provides a description of what is required in order to submit an online application.

Online Application Procedure

The endMS National Training Program uses MS Canada's (MSC) online research grants and awards management system that enables trainees to submit and review applications. MSC uses a grants and awards management system called **ProposalCentral**, which can be accessed through the following website: <https://proposalcentral.com>.

IMPORTANT:

Interested applicants **must create a profile on ProposalCentral** through which they can complete the application process. Important things to note:

If you have already created a profile and forgot your login information, click on the "Forgot Your Password?" link. If you have any difficulties registering, logging in, or creating your application, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. See the ProposalCentral [FAQ](#) for additional information.

For new applicants, ensure that you complete your Professional and Institutional Profiles before starting an application. Completion of the following sections in your Professional Profile is mandatory: Contact Information, Degrees, Personal Data, and Account Information.

Applicants are required to connect their ORCID identifier, a persistent and unique digital identifier, to the ProposalCentral profile. ORCID will connect your iD with your professional information (e.g., grants, publications, funding, etc.). If you don't have an ORCID, you can easily create one in a few minutes.

Please ensure that your contact information (institution, address, phone number, e-mail) are correct and up to date.

Please review the endMS Summer School Program Guidelines carefully prior to submitting an application. If you have any questions regarding eligibility, please contact anik.schoenfeldt@affiliate.mcgill.ca.

It is the applicant's responsibility to ensure that all guidelines are followed and the submitted application contains all required components.

Deadline: The deadline for completed applications is **February 15, 2024 at 4:00 pm EST**.

Applications that are incomplete, do not adhere to the format and assigned PAGE LIMITS, or are submitted AFTER the deadline will be automatically disqualified from the competition.

The endMS National Training Program accepts applications in French. French applications might be translated into English for Reviewer's convenience.

endMS Summer School APPLICATION

To start your application, login to your ProposalCentral account, click on the Grant Opportunities button at the top right hand corner, and enter “MS Canada” in the search box. You must apply to the program called “endMS Summer School”.

Below is a list of required information and documents as part of the endMS Summer School application. Satisfactory completion and submission of all documents is required for consideration in the competition.

1. TITLE PAGE

This section contains the following fields that must be completed in ProposalCentral.

Program: Choose Summer School 2024 from the dropdown menu.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS

The endMS Summer School Program and Application Guidelines, and application templates can be downloaded. See Section 10 for instructions on how to complete and upload the templates provided (i.e., Required Signatures).

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL

This section is optional and not necessary.

4. APPLICANT/PI INFORMATION

Enter your name, institution, program details, and contact information directly into ProposalCentral. Some information may be pre-populated from your profile; please update the information as required.

5. INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY

The endMS National Training Program (NTP) is committed to fostering a research environment that respects and values diversity and provides equal opportunity for everyone. The collection of self-identification data is driven by this commitment. A harmonized self-identification data collection process allows the governance of the NTP to assess and to monitor the performance of its programs in relation to equity, diversity and inclusion.

The questionnaire is primarily based on the current Statistics Canada census standard, as well as the Employment Equity Act.

Please note that answering these questions is entirely voluntary. Choosing not to answer any or all of these questions will have no bearing on our application for Summer School or for SPRINT and indeed only aggregate data will be reported.

All information collected is kept strictly confidential by the NTP and will be used for statistical purposes only. Your name will not be attached to this questionnaire and it will not be shared with the Review Committee.

6. INSTITUTION

Enter your institution information directly into ProposalCentral. Some information may be pre-populated from your profile; please update the information as required.

7. KEY PERSONNEL

Enter the name(s) and email address(es) of your supervisor(s)

8. LETTER OF RECOMMENDATION

Provide the e-mail address of your supervisor. If you have not yet identified a supervisor, please provide the email address of a faculty member who is familiar with your work during the last 2 years. **Please ensure that you verify the e-mail address prior to entering into ProposalCentral.** The “Send E-mail” function will send a notification of your application to your supervisor(s) and referees via e-mail. The e-mail will contain instructions and a link to upload the Letter of Recommendation directly to the application. All Letters of Recommendation **must be on Institutional letterhead, dated, and signed by the referee.** The letter must also be submitted in the same language as the application (French or English). Letters of Recommendation are kept confidential and will not be visible to applicants although they will be able to track if they have been submitted.

It is the responsibility of the applicant to ensure that all documents are submitted by the deadline. Please notify your supervisor as early as possible to give them sufficient time to submit their Letter of Recommendation. Letters of Recommendation submitted after the application deadline may result in disqualification of the application.

9. EDUCATION AND TRAINING (required; maximum length: 700 words)

Please provide a summary of your education and training to date (include your current position) as they apply to the field of multiple sclerosis research and/or MS clinical care.

Please provide a description of how you anticipate that the endMS SUMMER SCHOOL will contribute to your education and training goals as well as how it will facilitate your career goals. Please also provide a list of any/all prior endMS Summer Schools that you have attended.

Current Training (required)

Please enter the details of your current training in progress including the start date and expected date of completion. If in transition, enter the degree/fellowship applied for, the department, the institution and expected date of completion.

10. UPLOAD ATTACHMENTS

To be eligible, the following documents must be uploaded. Note that some of the following uploads will have templates available (see Section 2). Do NOT upload any password protected, secured or encrypted documents as they will not upload properly to your application.

Required Uploads	Template Availability
Required Signatures	Yes
Supervisor Letter of Recommendation (blind)	*Instructions will be provided to referee

SIGNATURE PAGE

Signatures of the applicant and supervisor are required. If the applicant has not yet identified a supervisor, the Departmental Chair or delegate (e.g. program advisor, Director of Graduate Studies) should sign. Electronic signatures will be accepted. A template is provided in Section 2.

11. VALIDATE

Please review the application in full before submitting. Select “Validate” to check for any missing required information or files. It is the applicant’s responsibility to ensure the submitted application is complete, contains all required components, and adheres to the format and page or character limits assigned.

12. APPLICATION PDF

After you complete all the proposal sections, click one of the download buttons to open and download the application pages.

Before downloading, please use the 'Validate' option (in the navigation menu) to verify that you have entered all the required information.

13. SUBMIT

Changes cannot be made to an application once it is submitted. Select “Submit” to complete the submission. You will receive a confirmation email of your submission.

QUESTIONS, ADMINISTRATIVE AND TECHNICAL SUPPORT

For questions related to site technical support, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada) or by email at pcsupport@altum.com. Hours of operation are Monday – Friday between 9:00 to 16:00 ET.

The NTP accepts applications in French; please go to the [French application guidelines](#)

Any questions regarding the endMS Summer School or these guidelines should be directed to:
Ms. Anik Schoenfeldt, Program Manager Email: anik.schoenfeldt@affiliate.mcgill.ca
Hours of operation for administrative support are Monday - Friday from 8:00 to 16:00 ET