



CMSC One-Year Pilot Research Grants

Policies and Procedures

The Consortium of Multiple Sclerosis Centers (CMSC) welcomes applications for support of studies related to multiple sclerosis which may serve in any way to advance the mission of the CMSC.

The CMSC supports studies that are clinical in nature, including projects in patient management, care, and rehabilitation. To be considered for funding, all projects must show relevance to the CMSC's mission.

ELIGIBILITY

Principal Investigator: It is expected that the person indicated as the principal investigator (PI) 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 must be a member of the CMSC.

Institution: Institutions, except in unusual circumstances, are the official recipients of grants made for the support of specific research by the principal investor and must be a member of the CMSC.

PREPARATION AND REVIEW OF APPLICATIONS

The CMSC will request funding via online submission annually.

Members will be notified of the availability of funding via online notification.

CONDITIONS OF AWARD

Notification: The PI 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 the grant year. Payment of the grant will be remitted quarterly to the financial officer at the grantee institution.

Renewal Grants: No grant will be renewed automatically. Support beyond the term originally approved is dependent upon resubmission and funding availability.

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.

However, unexpended funds remaining at the termination of the grant must be returned to the CMSC.

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 PI until the grant can be terminated appropriately or until a new, complete application can be submitted by the new PI. Such changes cannot be effected without prior approval in writing by the CMSC.

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 administrative costs, maintenance services or student and tuition costs.

Rebudgeting of Funds: Transfer 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 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.

Unless prior approval in writing has been obtained from the CMSC, expenditures are likely to be disallowed for items not specifically included in the budget for the grant awarded.

Termination of Award: A research grant award may be terminated before the end of the project (1) if the PI requests in writing that the award be terminated; (2) if the PIO is unable to carry out the research at the original institute; (3) if the sponsoring institution requests in writing that the award be terminated because of the awardee's termination of his/her academic appointments; (4) if the PI fails to notify the CMSC of any change in his/her affiliation with the department or institution on record at the time the award was made; (5) if the PI changes any aspect of the award from that which was originally approved by the CMSC, including significant changes in the specific aims of the research studies, without prior notification and approval by the CMSC, (6) when annual reports of progress and recommendation for continuation are not received

from the PI within one month of the end of each award anniversary year; (7) if the PIO is found by an institutional investigation to have committed scientific misconduct or fraud; or (8) by action of the Board of Directors of the CMSC.

ACCOUNTING PROCEDURES

Annual Financial Reports: A brief account of the expenses made for each research grant is due 30 days after the anniversary date of a 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 CMSC.

Bonded Financial Officer: The CMSC 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

Final Research Report: A final report of the progress on research projects is due within 90 days of the completion of a grant.

PUBLICATIONS AND REPORTS

The CMSC 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 CMSC. The following acknowledgement or its equivalent should be used:

This investigation was supported (in part) by (a) grant(s) from the Consortium of Multiple Sclerosis Centers.