

## Swiss MS Society Research Grants Guidelines

The Swiss Multiple Sclerosis Society supports MS research in Switzerland with considerable financial resources. The Scientific Grant Committee (SGC) is an independent, neutral body. It reviews incoming project applications together with external experts and makes a funding recommendation to the Board of the Swiss MS Society. This ensures independent and transparent funding of Swiss research projects.

### 1. Aim

In accordance with its statutes, the Swiss MS Society supports research in the field of MS to improve understanding of the causes and development of the disease, to further develop treatment options, and to improve quality of life for people with MS and their families.

### 2. Exclusion

MS Research Grants are funded through donations by the general public and foundations. They are only possible through intense fundraising campaigns by the Swiss MS Society.

Therefore, if an institution engages in competing fundraising activities, it will not be possible to consider applications from this institution.

Further, researchers working at industrial companies are not eligible to apply.

### 3. Application procedure

Applications must be submitted by completing the online application form and uploading the requested documents on [www.multiplesklerose.ch](http://www.multiplesklerose.ch): «[Grant Applications](#)». Applications must be submitted in English (except for the lay summary and video).

- 3.1. Deadline: February 28 (every two years)
- 3.2. Estimated beginning of funding: September 1 (every two years)
- 3.3. Timeframe of funding: 2 years
- 3.4. One application per principal investigator (PI)
- 3.5. Applications of previously funded researchers will only be considered if the reporting for their projects has been completed and acknowledged by the Scientific Grant Committee.
- 3.6. Applications with incomplete content and/or incorrect format will not be considered.

#### **4. Contents of the application**

##### **4.1. Principal investigator (PI)**

##### **4.2. Co-investigator(s)**

Up to 3 co-investigators are allowed.

As PI you may not be listed as co-investigator in any other grant application.

##### **4.3. Title of your project**

##### **4.4. Collaborations**

Institutions or persons you collaborate with on this project.

##### **4.5. Requested amount**

The requested amount may not exceed the maximum for the 2-year funding period.

The amount should be rounded to whole thousands.

##### **4.6. Additional funding sources**

Received or pending additional funding sources for your project.

##### **4.7. Approvals:**

Ethics approval and/or animal experimentation permit.

If a document is pending, it needs to be submitted immediately upon receipt.

##### **4.8. Have you received a Swiss MS Society grant before?**

Indicate the years of funding (up to 3 years back).

Please attach the final reports of these previous grants.

##### **4.9. Keywords**

Up to 4 keywords that best describe your project.

##### **4.10. Enclosures**

Please add the following documents to your application as PDF:

###### **4.10.1. Lay summary (template)**

In German, French or Italian. Intended for the Board of the Swiss MS Society and the lay public – if your project is funded, the lay summary will be published on the website of the Swiss MS Society and in its social media channels.

###### **4.10.2. Video (see video guidelines)**

In German, French or Italian. Intended for the Board of the Swiss MS Society and

the lay public – if your project is funded, the video will be published on the website of the Swiss MS Society and in its social media channels.

**4.10.3. Scientific part (template)**

The scientific part should not exceed 10 pages. Please follow this structure:

- Summary (1 page)
- Background (2 pages)
- Rationale, hypothesis and specific aims (1 page)
- Experimental plans including own previous results and methodology (3 pages)
- Significance for persons with MS (1 page)
- References (1 page)

**4.10.4. Financial Plan (template)**

Detailed overview on how the requested funds will be used.

**4.10.5. Fundraising declaration (template)**

Dated and signed confirmation of your institution that it does not engage in fundraising activities competing with the Swiss MS Society.

**4.10.6. Ethics approvals and/or animal experimentation permits**

Attach the requested documents if applicable.

**4.10.7. Curriculum vitae & list of the PI's most relevant publications**

Publication list: most relevant publications to the project (max. 10)

**4.10.8. Additional documents**

If necessary, you may add further documents as pdf.

**4.11. Acknowledgement**

Confirm that you have filled out the application truthfully and agree to comply with these guidelines.

**5. Evaluation**

Each application is evaluated by two external experts and given a score from 3 – 6. In addition, the applications are evaluated by the Scientific Grant Committee.

Based on these evaluations, the Scientific Grant Committee submits their funding proposal to the Board of the Swiss MS Society which makes the final decision.

## 6. Communication

All communication from the Swiss MS Society is addressed to the PI. It is the PI's responsibility to inform any co-investigators or other members of the research team.

## 7. Agreement

If the grant application has been approved by the Swiss MS Society Board, an agreement will be signed between the Swiss MS Society and the PI.

## 8. Payment

50% of the allocated amount will be issued immediately after signing the agreement. 25% will be issued after the intermediate report has been acknowledged by the Scientific Grant Committee and the final 25% after submission and acknowledgement of the final report, including resulting publication(s).

For all payments the Swiss MS Society needs an invoice by the PI's institution.  
The grant is tax exempt.

## 9. Usage of the grant

The grant may be used for the applied project only. It may not be used for overheads.

## 10. Report procedure

A progress report must be submitted by September 1 of each year following the application year until the project is completed, using the template on [www.multiplesklerose.ch](http://www.multiplesklerose.ch): «[Grant Applications](#)». Please add all publications arising in the context of the project. The report is reviewed by the Scientific Grant Committee and basis for further payment of the grant.

## 11. Contents of the Report

- 11.1. Scientific report, including intermediate results or the conclusion of the project and resulting publications (5 to 10 pages).
- 11.2. Detailed financial report on how the grant was used (approved by the responsible administration of the PI's institution).
- 11.3. Lay summary (template)  
In German, French or Italian. Intended for the Board of the Swiss MS Society and the lay public – it will be published on the website of the Swiss MS Society and in its social media

channels. Attractive lay summaries are essential to communicate to the public the outcome of the funded projects and to emphasize the importance of MS research.

**11.4. With the final report: Video (see video guidelines)**

In German, French or Italian. Intended for the Board of the Swiss MS Society and the lay public – the video will be published on the website of the Swiss MS Society and in its social media channels. Attractive videos are essential to communicate to the public the outcome of the funded projects and to emphasize the importance of MS research.

**12. Project extension**

No-cost extensions are only granted in exceptional cases. Formal requests need to be submitted to the Scientific Grant Committee by September 1, the template may be obtained at [sgc@multiplesklerose.ch](mailto:sgc@multiplesklerose.ch)

An interim report must still be submitted by September 1.

**13. Open Access**

The Swiss MS Society follows the guidelines on open access publications for results obtained with a research grant from the Swiss MS Society according to the regulations of the Swiss National Science Foundation: <https://oa100.snf.ch/en/home-en/>

**14. Presentations and Webinars**

Grant receivers are expected to interact with persons with MS and the Swiss MS Society and to actively support the Swiss MS Society's research communications efforts.

**14.1. Oral / Poster presentations**

Grant receivers are requested to present relevant results in short oral presentations or posters at the «Swiss MS Society General Assembly» (held annually in June, for lay audience) and the «MS State of the Art Symposium» (held annually in January, for scientific audience).

**14.2. Webinars**

Grant receivers may be asked to conduct webinars for persons with MS.

**14.3. Further contributions**

Grant receivers may be asked for further contributions related to their projects and intended for the lay public.

#### 15. Mention of the Swiss MS Society

The Swiss MS Society must be mentioned in all publications and presentations related to the granted research project: «Research Grant No. xxx, funded by the Swiss Multiple Sclerosis Society».

#### 16. Test persons for clinical trials

The Swiss MS Society cannot actively recruit test persons for clinical trials related to a project.

However, a general reference is made on [www.multiplesklerose.ch](http://www.multiplesklerose.ch) to the portal for clinical trials in Switzerland (SNCTP).

Researchers may also publish their call for test persons in the Swiss MS Society's discussion forum «MS Community»: <https://community.multiplesklerose.ch>

#### 17. Inability to complete the research project

If the PI is not able to fully complete the research project (due to personal reasons, change of job etc.), and someone else steps in to continue the project, the Swiss MS Society must be informed about this change. If the project is not continued, a certain amount of the grant must be reimbursed to the Swiss MS Society.

#### 18. Further Information and templates

These guidelines, further information and all templates are available on [www.multiplesklerose.ch](http://www.multiplesklerose.ch): «[Grant Applications](#)».

#### 19. Contact

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