

## Terms and Conditions of your MSIF McDonald Fellowship

### 1. Use of grant

#### a. What the grant can be used for

##### i. Individual

The grant provided by the MSIF McDonald Fellowship is primarily a salary for the Award Holder only, and can be used to cover the following costs that are incurred prior to or during the award period: travel to the host country and within the host country, visa-related expenses, accommodation, taxes, subsistence costs, insurance, utility bills, computer, phone/internet costs, and attendance at awards-related meetings/workshops/conferences.

The grant can be used to cover course fees for additional training courses if agreed with MSIF at the time of application.

##### ii. Host Institution

The grant provided by the MSIF McDonald Fellowship to the Host Institution can be used to offset research costs relevant to the work of the Award Holder e.g. lab consumables, open access publication fees. Part of the award in the second year **MUST** be used to support the Award Holder to attend the annual ECTRIMS Congress.

#### b. What records must be kept

An Expenditure Summary (logging costs by category - travel, accommodation, and other costs) must be kept by the Award Holder for the duration of the grant for reporting purposes and submitted to the MSIF Secretariat as part of the Final Report by 1 month after the completion of the Fellowship. Receipts are not required to be submitted to MSIF.

### 2. Conduct of the grant activities

#### a. Process of awarding the grant

Once the grant has been provisionally offered, a start date needs to be agreed between the Award Holder and MSIF. The Award Holder and Host Institution will subsequently be required to complete and sign payment forms. By signing the forms the Award Holder and Host Institution agree to adhere to these Terms and Conditions from the initial start date.

#### b. Notification of delay

If there is any delay to the agreed start date the Award Holder must notify MSIF as soon as possible, and a new start date will be mutually agreed. Delays of longer than 12 months to the start date will require approval from the Chair of the McDonald Fellowship Panel.

#### c. Responsibilities of Host (named person on the original application form)

The Host is required to supervise the Award Holder for the duration of the award period. This should include face-to-face or virtual meetings.

#### d. Responsibilities of Host Institution

The Host Institution is required to:

- 
- i. Provide all the facilities and resources needed for the Award Holder to carry out their research project, and to observe/experience clinical practice where relevant. They must also ensure necessary facilities and/or equipment is safe and well maintained.
  - ii. Provide training for the Award Holder appropriate to their research/clinical duties.
  - iii. Provide a safe working environment where all staff observe appropriate standards of workplace conduct.
  - iv. Take the necessary steps to manage any risks that could affect the physical or mental health of the Award Holder, including providing personal protective equipment as required.
  - v. Inability to adhere to these responsibilities regardless of the reason should be communicated with the MSIF research team on [research@msif.org](mailto:research@msif.org)

e. Use of animals or human biological samples

If the research carried out as part of the MSIF Award involves the use of animals or human biological samples, it is the Host Institution's responsibility to ensure that the appropriate ethical approval is in place, according to the regulations, standards and codes of practice of the country where the research is taking place. When using animals in research, we recommend that the Host Institution ensures that such activity gives due consideration to the refinement, reduction, and replacement of animals in research, regardless of the country in which the research is conducted (please refer to <https://www.nc3rs.org.uk/the-3rs>).

f. Grant payment

Two months prior to the end of the first year of the award period, Award Holders will be required to complete an annual report of activity, followed by a second year payment form. Only upon completion of a satisfactory annual report (see below) will MSIF transfer the grant. MSIF aims to transfer the grant one month before the start of the second year of the award, provided that payment information has been given in time to allow this to be done. Please note that each payment may take approximately 8 weeks to be processed, so provide all details promptly.

3. Reporting requirements

Two months before the end of the first year of the Fellowship, Award Holders will be asked to write a short report and provide an Expenditure Summary. After satisfactory completion of this report, MSIF will send you a year two payment form, and payment will be made. After the completion of the award period, Award Holders will be asked to complete a final report and provide a second year Expenditure Summary. Your templates for the reports will be provided by MSIF. MSIF also expects to receive electronic copies of any reports, papers, abstracts, and posters which have resulted from this award.

4. Legal compliance, research practice and governance

a. Applicable laws and regulations

The Host Institution must ensure that the research or clinical work is carried out in accordance with all applicable legal, health and safety, ethical and regulatory requirements, and that all licences and approvals necessary for the research are obtained, in accordance with the laws and regulations of the host country.

- 
- b. Dignity at work  
The Host Institution and the Award Holder should take reasonable steps to provide and maintain a workplace environment where everyone is treated with consideration, fairness, dignity and respect.
  - c. Research integrity  
The Host Institution and Award Holder must conduct the research or clinical work in accordance with the highest standards of research integrity, and in line with any standards mandated by the host country.
  - d. Data sharing  
It is good research practice for all researchers to consider how they will manage and share the data they will generate during the course of their research project, ensuring that the research has widest benefit to the scientific community and the public. Data should be shared in a timely and responsible manner and researchers who are providing and receiving data should adhere to any relevant regulatory requirements including those relating to the ethical use of data.
  - e. Open access  
Research publications that arise from research supported by an MSIF award, should where possible be published in open access peer-reviewed journals. This facilitates rapid sharing of knowledge and promotes innovation, with patients ultimately benefiting.
5. Publicity, publication and other research outputs
- a. Participation in publicity and fundraising  
Award Holders are required to submit a photo of themselves and consent for it to be used in various forms of MSIF publicity, including website, newsletters and social media. MSIF will also publish a short summary of the work of all MSIF Award Holders on its website. Award Holders may also be contacted during or after they have completed their grant or fellowship to take part in additional publicity or fundraising purposes.
  - b. Acknowledgement of MSIF support  
Papers, oral or poster presentations produced as a result of or in connection with research funded by MSIF Awards should acknowledge the McDonald Fellowship and the funder of the Fellowship (i.e. ECTRIMS or ARSEP). If possible, such acknowledgement should also reference the MSIF website: [msif.org](http://msif.org), and include the MSIF logo. The Award Holder should contact the MSIF Secretariat to obtain a high resolution logo to include in all presentations.

The acknowledgement to be written in full, in the funding portion of an article:

*If funded by ARSEP*

[Your name] was funded by the MS International Federation and ARSEP in the form of an MSIF-ARSEP McDonald Fellowship.

*If funded by ECTRIMS:*

[Your name] was funded by the MS International Federation and ECTRIMS in the form of an MSIF-ECTRIMS McDonald Fellowship.

---

## 6. Transfer and termination

### a. Transferring between institutions

The choice of Host and Host Institution form a key part of the decision to award the Fellowship. If the Award Holder wishes to transfer to a different institution before starting the award or during it (for example if their Host transfers to a new institution), then they must discuss this with the MSIF Secretariat at the earliest opportunity. The Chair of the McDonald Fellowship Panel will need to approve any change in Host Institution, and it is not guaranteed to be permitted.

### b. Terminating the award early

If the Fellowship project does not take place after the grant has been transferred from MSIF to the Award Holder and Host Institution, then the Award Holder and Host Institution must re-pay the grant in total.

If the Fellowship project ends earlier than the agreed award time period of 2 years, then the Award Holder must notify MSIF at the earliest opportunity to discuss ending the award. The Award Holder may be required to re-pay some of the grant.

## 7. Data protection

All information submitted by applicants, Award Holders and hosts during the application and reporting processes shall be subject to MSIF's *Data Protection and Data Security Policies* (available on request).

## Force Majeure

In the event of "force majeure" (as defined below), the Host Institution and/or the Award Holder may terminate the award early without liability to MSIF, provided they refund all amounts which MSIF has paid for grant activities not fully performed.

For purposes of these Terms and Conditions "force majeure" shall mean circumstances or occurrences beyond the Host Institution and/or Award Holder's control, whether or not foreseeable at the time of signing the payment form(s), in consequence of which the Host Institution and/or Award Holder cannot reasonably be required to complete the activities or otherwise perform their obligations. Such circumstances or occurrences include, but are not limited to: acts of God, war, civil war, insurrection, fires, floods, labour disputes, epidemics, governmental regulations and/or similar acts, embargoes, and non-availability of any permits, licenses and/or authorisations required by the relevant governmental authorities.

---

## **Signature of Approval**

By signing below you agree to adhere to all Terms and Conditions as specified in this document.

### **Signature Award Holder**

Date

### **Signature Host Institution**

Date