



**National
Multiple Sclerosis
Society**

Application Checklist

Multiple Sclerosis Clinical Care One-year Physician Fellowship Program

To assist you in verifying that you have completed all steps in the application process, here is a checklist that you can use once you are ready to submit your proposal.

Pre-Application Checklist

- Have you completed the brief **Eligibility Quiz**? Applicants must: be affiliated with a nonprofit in the U.S.; be licensed to practice medicine in the U.S.; hold an MD or equivalent; have or will have received training in neurology or psychiatry in the U.S.; and are entering your final year of residency or beyond.
- Have you completed the **Contact Details** section with the Organization and PI (Applicant) information?
- Have you completed your **Residency** information (type; completion date; institution; department)?
- Have completed the **Project Details** section? (This information can all be changed in the full application)
 - Enter a **Proposal Title** for your pre-application (the title can be changed later)
 - Indicate whether will you spend the majority of your time in adult or pediatric care in the **Clinical Type**
 - Brief **Proposal Summary** (500 words or less) with a description of your proposed MS clinical fellowship
 - Project Location** information (country, state, city, zip code)
 - Estimate of Funds Requested** in USD
- Have you completed the **Mentor Information** section with mentor/co-mentor contact information?
- Have you submitted the pre-application by the **pre-application deadline**?

Full Application Checklist

- Have you completed all required items in the **Project Information** section?
 - Confirmed Project Location information where the fellowship will take place
 - Confirmed the Clinical Type (Majority adult care vs. pediatric care)
 - Confirmed your proposal summary
 - Identified submission to other agencies

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- Confirmed your residency Information
- Have you completed all required items in the **Institutional Official** section?
 - Principal Investigator (Applicant) information
 - Institutional Signatory information
 - Financial Officer information
- Have you completed the **Mentor Information** section?
- Have you uploaded your **Mentor Letter of Support**? The letter should address the following information:
 - A description of the ongoing clinical activities at the MS clinic or practice.
 - A description of the multidisciplinary care team.
 - A description of any previous or current fellowship/trainees in the past 5 years.
 - An evaluation of the likelihood that the applicant will make a meaningful contribution to MS as a clinician after the fellowship training.
- Have you uploaded your completed **Personal Statement**? In narrative form, the personal statement should address the following (**Page limit: 1 page**):
 - Short and long-term career goals
 - How the fellowship will advance these goals
 - Training related to working with systematically disadvantaged populations
 - Personal qualifications for the award
- Have you uploaded your completed **Training Plan** on the given template? The training plan should cover the following activities in the following proportions (**Page limit: 3 pages**):
 - 60%—Direct, supervised MS patient care
 - 20%—Exposure to the multidisciplinary healthcare team and activities
 - 20%—Didactic activities
- Have you uploaded relevant **Biographical Sketches**?
 - Applicant
 - Mentor
 - Co-mentor (if applicable)
- Have you provided contact information for three (3) **References** (including a co-mentor if applicable)?
 - One letter must be from your (the applicant's) residency training director or department head.
 - Have all your reference letters been received in the **Reference Letters** section?
- Have you uploaded a copy of your medical school **Transcript**?
- Have you completed the **Budget** for your fellowship application?
 - Up to \$75,000 per year may be requested for salary, fringe benefits, and institutional costs. Institutional costs may not exceed 10% of the award (\$7,500).
 - Have you completed the **Budget Details** for the fellowship?
- Have you listed **Other Support** for the fellow or mentor(s) listed on the proposal?
- Have you completed the **Applicant Demographics** section? (This does not affect the consideration of your application)
- Has the **Institutional Signatory** of your organization **Authorized** submission of your application in MSGrants **by the application deadline**?