



## Application Checklist: Institutional Clinician Training Award

---

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 non-profit; hold an MD, PhD or equivalent; have principal investigator status; be board certified in either neurology or psychiatry; be licensed to practice medicine in the U.S.; and spend at least 25% time on direct clinical care of MS patients.
- ☐ Have you completed the **Contact Details** section with the Organization and PI (Mentor) 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)
  - ☐ Brief **Proposal Summary** (500 words or less) with a description of the proposed MS clinical training program
  - ☐ **Project Location** information (country, state, city, zip code)
  - ☐ **Estimate of Funds Requested** in USD
- ☐ Have you submitted the pre-application by the **pre-application deadline**?

### Full Application Checklist

- ☐ Have you completed all items in the **Project Information** section?
  - ☐ Confirmed Project Location information where the fellowship will take place
  - ☐ Indicated Application Type (new or resubmission)
  - ☐ Identified submission to other agencies
- ☐ Have you completed all required items in the **Institutional Official** section?
  - ☐ Principal Investigator (Applicant) information
  - ☐ Institutional Signatory information
  - ☐ Financial Officer information

*(Continued on next page)*

- ☐ Have you uploaded the **Letters** of support/collaboration from individuals whose support is necessary?
- ☐ Have you uploaded all the relevant **Biographical Sketches**? No more than 5 biosketches for training staff should be included; additional training staff should be outlined in the narrative.
- ☐ Have you uploaded your **Proposal Narrative**? The narrative should clearly describe:
  - ☐ **Proposal Narrative (Page limit: 12 pages):**
    - a detailed description of the facilities and environment available for training
    - the academic qualifications of the proposed mentor
    - a description of all training staff involved or supported by this training award (all core training staff and multidisciplinary care training staff)
    - a thorough and meaningful description of the proposed program of training including training related to working with systematically disadvantaged populations (rural populations, people from diverse racial and ethnic groups, low socioeconomic populations, Veterans and military servicemembers, people who are LGBTQ+, people with progressive MS, etc.)
  - ☐ If this is a **resubmitted application**, an introduction of no more than **2 pages** is required to respond to the reviewers' comments from the prior submission.
- ☐ Have you completed the **Plain Language Description** section?
- ☐ If applicable, have you uploaded any additional **Materials Submitted**?
- ☐ Have you completed the **Budget** for all years of the proposed project?
  - ☐ This award will provide funds to support a single fellow for three (3) years. Information about our budget categories are outlined in our policies available [online](#).
  - ☐ Have you updated the **Amount Requested** to align with the final budget total?
- ☐ Have you completed the **Budget Justification** for the proposed project?
- ☐ Have you listed **Other Support** for all fellowship training staff on the project?
- ☐ 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**?