



National
Multiple Sclerosis
Society

Instructions for Submission via MSGrants *Clinical Mentorship Program for Medical Students*

INTRODUCTION

Please read these instructions and follow them carefully.

The grants management system called **MSGrants** has been implemented for preparation and submission of proposals. MSGrants can be found at <https://nmss.fluxx.io>

Please note:

- Compatible browsers include **Chrome**, **Firefox**, and **Safari**. Internet Explorer is **not** fully compatible and should be avoided.
- Passwords for accessing the site never expire.
- Submission of applications is exclusively electronic and no paper copies of any part of the application will be accepted by the Society.
- The full application must be submitted before the deadline.

GETTING STARTED

Go to <https://nmss.fluxx.io> and once you are at the login page, click on **Register Now**. Complete the online registration form and submit your registration by clicking on the words **Submit Request**. You will receive an automated e-mail message containing your login credentials within **two business days**.

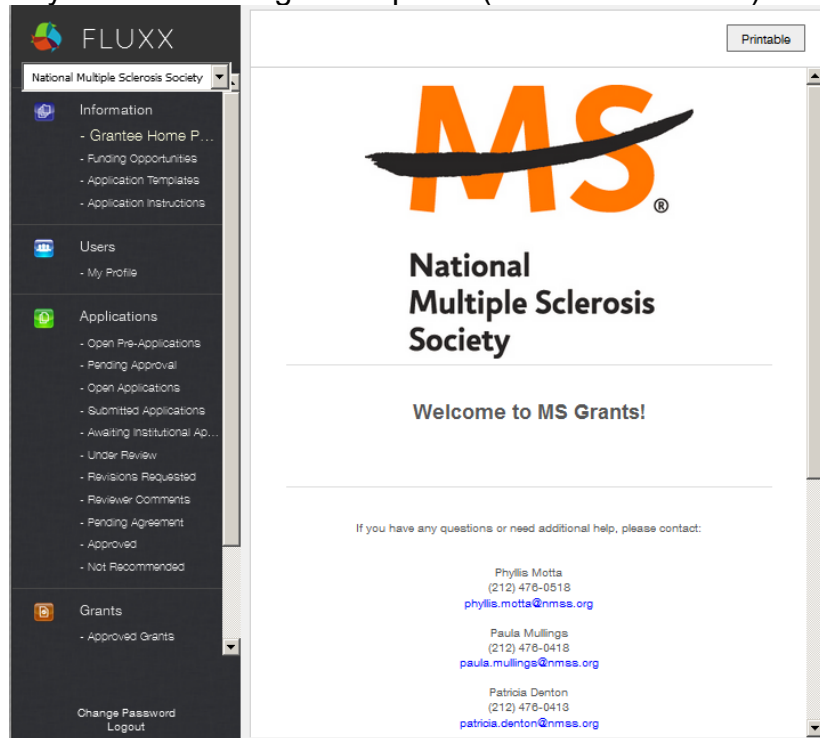
****Please note**, to ensure adequate time is available to complete all components of the final application, we recommend applicants register a minimum of one week in advance of the deadline.

Your password should contain at least one of each of the following:

- • Uppercase letter (A through Z)
- • Lowercase letter (a through z)
- • Number (0 through 9)

NAVIGATING MSGrants

When you log on you will see the grantee portal (screen shot below).



1. On the left navigation menu, click on **Funding Opportunities**
2. Scroll down to and click on **Clinical Mentorship Program for Medical Students** and click on **Apply Now** to start your application.
3. Complete the online application and upload 2 letters of reference. A few notes:
 - Confidential recommendations can be emailed to Deszarae Busi at deszarae.zohar@nmss.org
 - Information about the sites and start date can be found online here: <http://www.nationalmssociety.org/mentorship>.
4. Your application will be in the **Open Applications Folder**, so you can return to it and edit if you wish.
5. After the deadline date of March 1, all applications will be locked from further editing and transferred to the **Under Review Folder**.

Students can select between 25 different prestigious MS clinics spanning across the country from Boston to Seattle to Denver to San Francisco to New Orleans and more. Clinic sites are still being confirmed but we are accepting applications now. You will be able to select your first and second preferred clinic/city by early January.

You will be contacted no later than March 31 by the program manager of the site you selected to inform you of your application status; you may also be contacted for a telephone interview prior to selection.

If you have questions, please contact Deszarae Busi at deszarae.zohar@nmss.org.