Instructions for Submission:

Multiple Sclerosis Clinical Care One-year Physician Fellowship Program

Please read these instructions and follow them carefully. The application process itself consists of two parts, a short pre-application and the full application.

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

Please note:
- Compatible browsers include **Chrome, Firefox,** and **Safari.** Internet Explorer and Microsoft Edge are **not** fully compatible and should be avoided. Check with your IT department for information on installing one of these browsers if you do not already have one.
- Passwords for accessing the site never expire and a new password will not be needed for each cycle.
- Submission of proposals is exclusively electronic for **all** parts of the proposal, including institutional approval and appendix materials, and no paper copies of any part of the proposal will be accepted by the Society.

Details concerning the grants management system and application process can be found in these instructions and on the MSGrants website itself. Details concerning the content for your application can be found in proposal guidelines specific to each funding opportunity**,** also available on the MSGrants website.

Applications that are incomplete, exceed the page limitations, and applications that use undersize or condensed type *__will not be considered for funding by the Society.__* The full application, including electronic institutional approval, must be submitted before the deadline.

1. GETTING STARTED

1.1. Registration

If you have never submitted a proposal to the National Multiple Sclerosis Society then you will need to register and be approved for access to MSGrants. 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.** This will submit your request for access to the site to the Research Programs staff of the Society. The staff will review your registration information to verify that you are qualified to apply for funding from the Society. If approved, you will receive an automated e-mail message containing your login credentials within *two business days*.

1.2. Password Reset

If you need to reset your password, please click on **Reset or Create Password** on the main login page for MSGrants or go to **https://nmss.fluxx.io/forgot_password.** At the next screen, enter the e-mail address that you used to register and click on **Submit.** The system will send you an e-mail with a link to reset your password. If the system does not recognize your e-mail address, you may need to register as if you are a new user.

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)

1.3. A Word about Passwords

It is important that you not share your password. Your password is linked directly to your account as a Principal Investigator/Applicant and will provide access to all information used in your submissions to the National Multiple Sclerosis Society. When logged in, you will be able to use MSGrants for a variety of purposes in addition to preparation and submission of proposals, such as submission of your progress reports. Your password for MSGrants never expires and you will not need to obtain a new password to apply for other funding programs or subsequent cycles.

2. NAVIGATING MSGrants

When you log on you will see the grantee portal (illustrated below). A description of the main parts of the grantee portal, accessed through the left-hand navigation menu, follows.
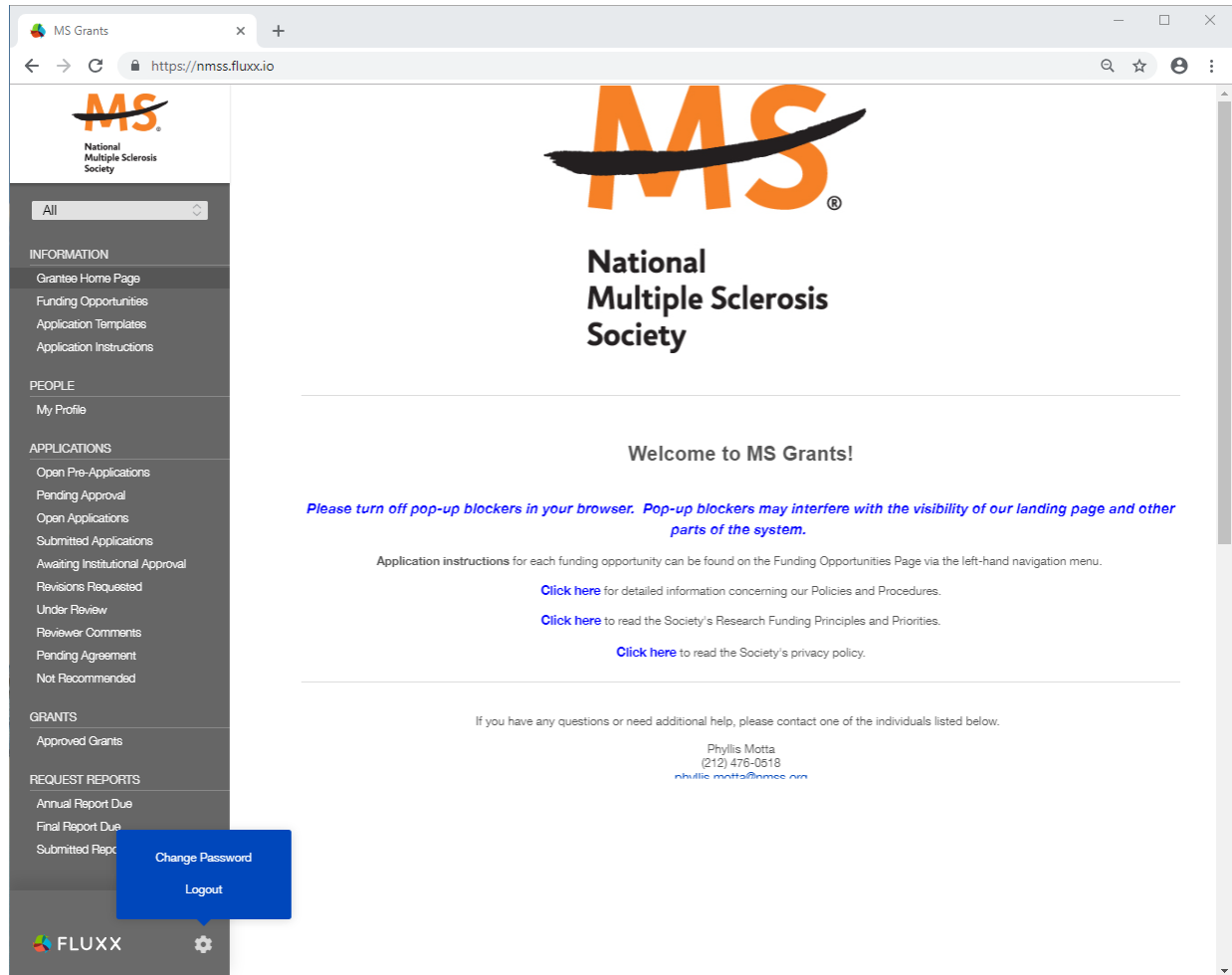
2.1. Information

Funding Opportunities—The funding opportunities that are currently available and the application deadlines. Click on **Apply Now** to start a pre-application.

Application Templates—Various documents available for download that you may need/use in preparing your application. These include the following:
- Templates for preparing specific funding opportunity narratives
- A Word template for preparing biographical sketches
- An example of a lay summary
- A PDF file showing the keywords that you will also find in a dropdown list on applicable applications. This PDF file is provided to make it easier for you to see the entire list before making your selections.

Application Instructions—Instructions for all current funding opportunities

2.2. <u>Users</u>

My Profile—Your individual user profile information is outlined in this section. Please make sure all contact information is current and edit this information to update your profile.

2.3. <u>Applications</u>

As your application moves through the various steps in the system, it will be listed under different sections of the grantee portal.

Open Pre-Applications—All new applications and pre-applications that have been started AND saved, but not yet submitted. These pre-applications can be edited.

Pending Approval—Pre-applications that have been submitted for initial review by the Society are found in this section. These pre-applications cannot be edited.

Open Full Applications—Approved pre-applications become full applications and can be accessed in this section. Full applications can be edited and saved for continued revision at a later time.

Submitted Applications—Full applications that have been submitted can be found here. Applications in this section cannot be edited.

Awaiting Institutional Approval—Full applications that are pending institutional approval for final submission can be found here.

Under Review—Applications that have been screened by Society staff and advanced to the peer review process can be found here. Applications in this section cannot be edited.

Pending Agreement—Applications that have been approved for funding, but which still require some additional processing and/or submission of documents can be found here.

Approved—Active grants (applications that have been approved for funding and which require no further processing) can be found here.

Not Recommend—Applications that have previously been reviewed but were not recommended for funding.

3. THE PRE-APPLICATION

For each funding opportunity, there is a pre-application that must be completed and submitted to the Society before the applicant can prepare a full application. The pre-application is reviewed by a member of the staff to determine that 1) the applicant and organization are eligible to receive funding and 2) the summary is consistent with the Society's mission and the nature of the specific funding opportunity.

Please reference the [Policies and Procedures](#) for more information.

3.1. How to Complete the Pre-Application

Once you are logged in, click on **Funding Opportunities** to see a list of funding opportunities, along with information on which opportunities are currently open and the application deadlines. Find the opportunity and click on **Apply Now** to open the pre- application form.

- **Eligibility Quiz:** The Eligibility quiz will establish whether you are eligible to apply for that funding opportunity, as outlined above. If you pass the eligibility criteria, the rest of the pre-application will open, and you can complete this step. If you fail one or more of the eligibility criteria, you will not be able to prepare and submit a pre-application for this program.
- **Residency:** The applicant must have completed a neurology or physiatry residency in the US prior to the start date of the proposed fellowship. Enter the information regarding your Residency in the text boxes provided.
- **Organization:** The **Organization** field will be pre-populated with the organization identified in your profile; This should be the organization where you will complete your fellowship. If you will complete your fellowship at a different organization than is currently linked to your MSGrants account, please contact the Society to change your organization.
- **Principal Investigator (Applicant):** In the **Principal Investigator** field, select your name from the drop-down list.
- **Institutional Signatory:** This is the individual who "signs off" on the application on behalf of your institution, meaning they have the legal authority to act and speak for the institution and are authorized to act on behalf of the institution and to assume the obligations. The Signatory will be responsible for authorizing the application in MSGrants to complete the application submission. If you do not know who this is, leave it blank, and you will be able to edit or input correct information before you submit your full application.
- **Project Title:** Enter a title for your pre-application (the title can be changed later)
- **Clinical Type:** Indicate whether will you spend the majority of your time in adult or pediatric care.
- **Brief Proposal Summary:** In the **Proposal Summary** text box, insert a brief (500 words or less) description of your proposed fellowship.
- **Project Zip Code:** In the **Project Zip Code** field enter the zip code (U.S. applications) where the work/fellowship will actually be done. If more than one site is going to be used, this should be the Zip code of the primary or lead site.
- **Estimate of Amount Requested:** In the **Estimate of Amount Requested** field, enter your best estimate of the total cost of your proposed fellowship. This figure will not be used to evaluate whether or not to approve your pre-application and you will be able to change this figure later.

- **Mentor/Co-mentor Information:** Enter Mentor and Co-Mentor (if applicable) name and contact information.

Once you have completed all sections of the pre-application, click on **Save** to save your work. At this point you can log out and return later to revise your pre-application by pressing the **Edit** button, or you can click on **Submit** to submit your pre-application to Society staff for approval. Saving your application does not send it to Society staff. You must click on **Submit** for it to be considered for approval. Once you press **Submit**, you will no longer be able to make changes, although you will be able to see your pre-application.

When you submit the pre-application, it will automatically be sent to the appropriate program officer at the Society for review.

4. THE FULL APPLICATION

Once your pre-application has been approved you can log in and begin to prepare the full application. In the grantee portal, click on the **Open Applications** link and then on **Edit** to begin working on the full application. You can work on the various parts of your full application in any order, save your work, and return later to continue working as many times as you want, but all sections must be completed before you submit.

4.1. Navigation Tips

Editing—Any time before you submit your proposal, you can click on the edit button in the **upper right corner** to open your proposal for further editing.

Save your work—It is a good idea to save as you complete each part of the application. This button is located at the **bottom center** of the application when in edit mode.

Expanding sections—Black triangles indicate the sections of the application that will expand to open when you click on the triangle. The default of the application is for each section to be collapsed so only section headers are visible. You should open each section and complete all the required components in the section. Clicking the triangle again minimizes that section.

Types of input—The section components can either be drop-down lists, text boxes, or sections where you need to upload one or more files.

Uploading documents—Sections that require one or more files to be uploaded will have a document component, as shown below.

Click on the blue plus sign to open the upload dialogue box. Click on **Add Files** to browse for the file that you want to upload. Click on the dropdown menu to indicate the type of document you are uploading (ex. Biosketch or Proposal Narrative). Click on **Start Upload** to upload the file and exit out of the dialogue box to return to your application.
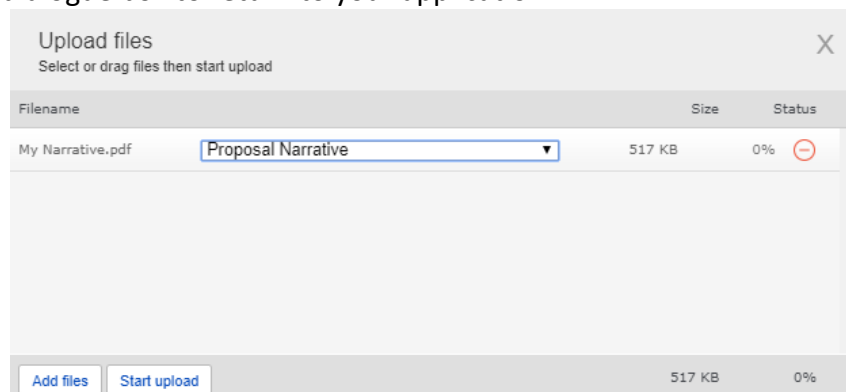
To change the document type or delete the file that you uploaded, position your cursor anywhere to the right of the name of the file and click on the pencil (edit) or the minus sign (delete) that appear.

Please note, any charts, diagrams and figures **MUST** be submitted as a PDF attachment.

Printing—You can click on the print button in the **upper right corner** (🖶) to generate a PDF file of your application. This will not include the files attached.

Submitting—When have completed your application, you can use the submit button located at the **bottom center** of the application while in edit mode to advance it to the next stage.

Withdrawing an application—If you do not wish to submit your proposal or continue working on it, you can use the withdraw button in the **bottom right corner**. Once you withdraw an application, it will not be considered for funding. This option is generally used when an investigator has inadvertently started a duplicate application or decided not to submit an application.

4.2.   Project Information

This section includes basic information about the proposed fellowship.

4.3.   Institutional Official

This section will be pre-populated from your pre-application, but you should confirm the Institutional Signatory. The Institutional Signatory is the individual who will be the signatory for submission of your full application. This is the individual who "signs off" on the application on behalf of your institution, thereby allowing the application to be submitted. You indicate who this is by selecting the individual's name from the drop-down list of appropriate individuals associated with your institution. The signatory must be registered with the system in order for you to make this selection from the drop-down list. If the signatory is not registered, this individual must go to the MSGrants log on page https://nmss.fluxx.io and register. The principal investigator (applicant) may not serve as the institutional signatory.

In this section you will also confirm the location of the project; the name of the principal investigator (the applicant), and the information for your Financial Officer. This information will be used if your application is awarded.

4.4.   Mentor Information

This section asks for information about your mentor and co-mentor (if applicable). It will be filled out with the information from the pre-application but can be updated if necessary.

4.5.   Mentor Letter of Support

Upload a PDF of the Letter of Support from your proposed mentor and label the file "Letters." The letter should address the following information:

1. A description of the ongoing clinical activities at the MS clinic or practice.
2. A description of the multidisciplinary care team.
3. A description of any previous or current fellowship/trainees in the past 5 years.
4. An evaluation of the likelihood that the applicant will make a meaningful contribution to MS as a clinician after the fellowship training.

Please note if there is a co-mentor their letter should be included in the Reference Letters section and will count towards the 3 letters of reference.

4.6. Personal Statement

Applicant's personal statement (not to exceed one typewritten page), clearly describing:

- short and long-term career goals
- how the fellowship will advance these goals
- 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.)
- personal qualifications for the award

Unless you indicate otherwise, it is possible that all or portions of this personal statement may be released to the public, to donors, or to National MS Society staff. The document should be uploaded as a PDF and label it "Proposal Narrative" from the dropdown menu.

4.7. Training Plan

Developed in collaboration with the mentor, this document will detail the four components of training:

- 65% - Direct, supervised MS patient care. While the fellow may be involved in the conduct of a clinical research project, it is not expected or required that this be a training component.
- 20% - Exposure to the multidisciplinary healthcare team and activities, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electro-diagostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings activities listed in the Components of Training
- Other

Please limit to two pages and select the label "Training Plan" for the file or you will not be able to submit your application. The Training Plan templates can be found in the Application Templates section of the application portal. Please be sure to use the appropriate form (Adult or Pediatric Care) and provide sufficient detail so that the reviewer has a clear understanding of the proposed training plan.

4.8.   Biographical Sketches

Applicant, mentor, and co-mentor biographical sketches must be uploaded in PDF format and label these as "Biosketch" from the dropdown menu. A biographical sketch template is provided for downloading in case you need one.

4.9.   Reference Letters

You must provide contact information for three individuals who will provide letters of reference/recommendation; one letter must be from the applicant's residency training director or department head. Please note, these reference letters are in addition to the Mentor Letter of Support. If there will be a co-mentor, then they should submit a reference letter, but it will count as one of the three letters in addition to the mentor letter. There should always 4 letters submitted in total.

Note: the system will generate an e-mail to the to the individuals indicated providing them with instructions as to how to upload their letter (signed and on official letterhead. It is advisable to consult with your references well in advance, so that their letters and forms are received by the application deadline. The applicant will receive an automatic confirmation email when a reference letter is submitted on their behalf.

4.10.   Transcripts

Medical school transcript (an unofficial copy may be submitted). If you have multiple transcripts, upload them as a single PDF file and label the file as "Other Document."

4.11.   Budget

The stipend offered is $75,000, payable to the institution, to cover the fellow's salary and fringe benefits, and institutional costs.

Proposed budget (see Stipend information above) to include the following detail:
- Salary for fellow
- Fringe benefits package (itemized list and associated costs)
- Institutional costs (not to exceed 10% of the award)
- Other (itemized list and associated costs)
- Additional support provided to fellow by institution (if applicable)

4.12.   Budget Detail

A detailed breakdown of Fringe Benefits Package line item of the budget.

4.13.   Other Support

The Society requires detailed information concerning current and pending support for personnel listed on the application. This information is useful in evaluating any potential overlap with the current application and in identifying potential conflicts of interest. This should be uploaded as a single PDF document using the template provided and labeled as "Other Document."

4.14.   Applicant Demographics

The Society is requesting this information to be used for internal purposes only, specifically to help inform the Society's Diversity, Equity, and Inclusion initiatives (please see our Cultural Values and Diversity, Equity, and Inclusion Statement online here). Your responses will be confidential and will not affect consideration of your application.

5. <u>DUAL SUBMISION TO OTHER AGENCIES</u>

You are encouraged to apply to other appropriate agencies, in addition to the National Multiple Sclerosis Society. If you apply to another agency for support of the same or similar project, be sure to acknowledge the application(s) in the **Other Support** section and where indicated on the **Project Information** section of your proposal.

6. SUBMISSION OF YOUR PROPOSAL

Once you are satisfied with your proposal and all sections are marked as complete, you can click on the **Submit** button, available at the bottom center of the application while in edit mode. This will lock your proposal from further editing and move it to the **Authorization** step that is completed by the Institutional Signatory.

6.1. Authorization (Institutional Approval)

Submitted applications are first routed to the Institutional Signatory identified in the application for approval and final submission to the Society. Once you have submitted your application, a system message will be sent via e-mail to the Institutional Signatory stating that an application is pending authorization. The Institutional Signatory must log on to the system, open the application, and approve or authorize the application before it is submitted to the Society. This *must* be completed *prior* to 5:00 PM Eastern Time on the date of the deadline.

Please note, the Institutional Signatory must be registered with the system and must be the individual designated by you in the **Institutional Official** section of the application.

6.2. Confirmation

Once your Institutional Signatory has submitted the application, the Principal Investigator and Institutional Signatory will both receive an automated email confirming receipt of your application by the Society. When your application is successfully submitted, it will be available for review and printing in your portal under the section **Under Review**.

7.   HELP IS AVAILABLE

Basic questions about word processing functions such as copying and pasting, pagination, etc. and questions concerning PDF files should be referred to your organization's IT department or a colleague.

If you have any questions concerning the online application process such as using the online screens, file uploads and downloads; questions about National Multiple Sclerosis Society policy or the content of your proposal, please contact one of the following staff members:

Contacts

Hope Nearhood, MPH, PMP   hope.nearhood@nmss.org

Eileen Madray   eileen.madray@nmss.org

Caryn Knutsen   caryn.knutsen@nmss.org

Please note that online and telephone support is only available Monday through Friday from 9 A.M. to 5 P.M. Eastern Time.