



**National
Multiple Sclerosis
Society**

Instructions for Submission: Institutional Clinician Training Award

National Multiple Sclerosis Society

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:

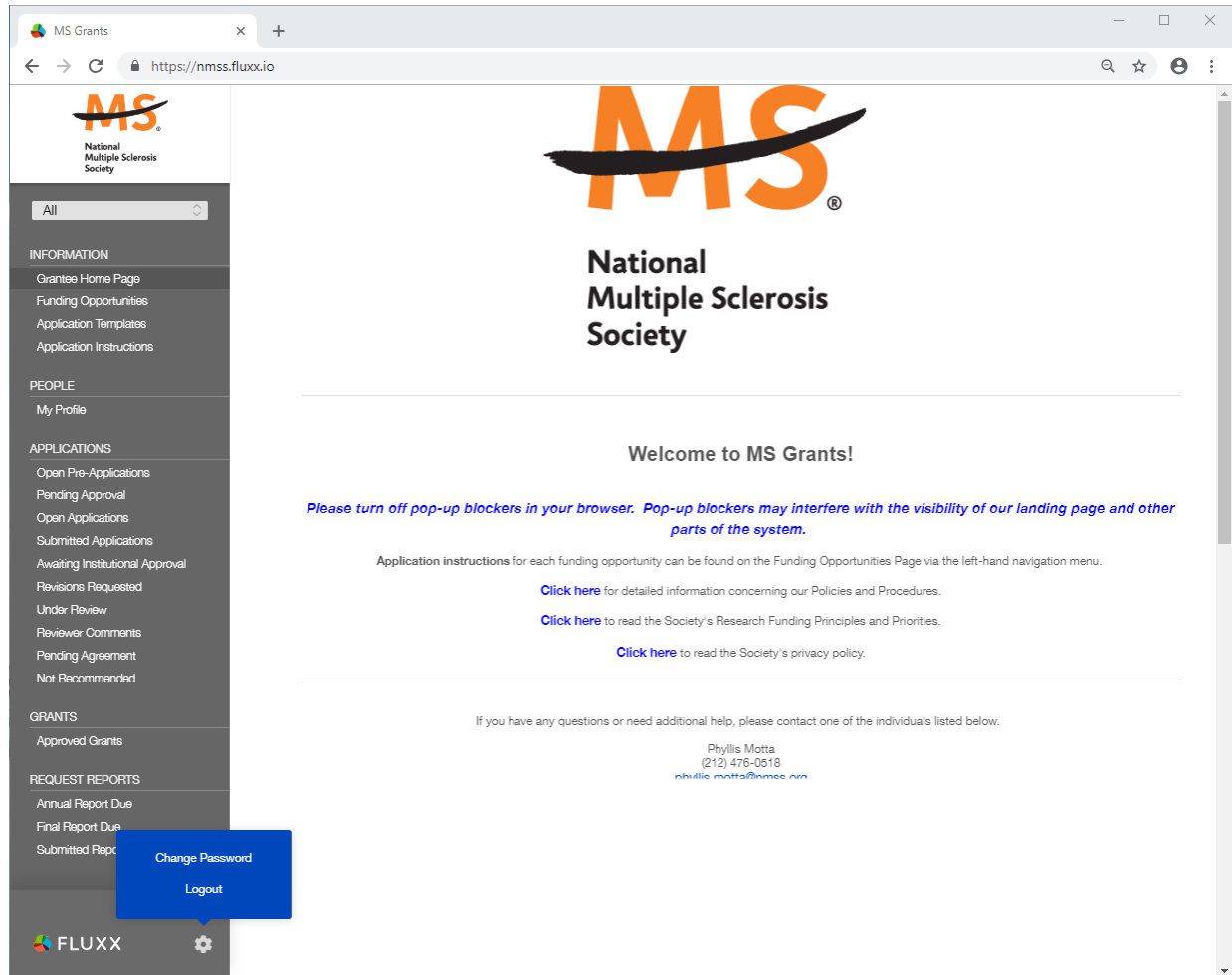
- Uppercase letter (A through Z)
- Lowercase letter (a through z)
- Number (0 through 9)

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 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 plain language 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. Users

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. Applications

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 pre-applications that have been started AND saved, but not yet submitted. These pre-applications can be edited.

Pre-Applications 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 later.

Pending Institutional Approval—Full applications have been submitted and are pending institutional approval can be found here. Applications in this section cannot be edited by anyone other than the Institutional Signatory identified in the application.

Submitted/Under Review—Applications that have been submitted can be found here. These applications will be screened by Society staff and advanced through the peer review process; 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.

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

2.4. Grants

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

2.5. Reports

Annual Reports Due—All annual reports scheduled for multi-year grants can be found here. Reports in this section can be edited and saved for continued revision later.

Final Reports Due—All final reports for grants can be found here. Reports in this section can be edited and saved for continued revision later.

Submitted Reports—All reports submitted to Society staff can be found in this section. These reports cannot be edited.

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.
- **Organization:** The **Organization** field will be pre-populated with the organization identified in your profile. If you have an incorrect affiliation or have moved, please contact the Society to change your affiliation.
- **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.
- **Title:** Enter a title for your pre-application (this can be changed later)
- **Summary:** In the **Brief Summary of Proposed Training Program** text box, insert a brief (500 words or less) description of your proposed training program.
- **Project Zip Code:** In the **Project Zip Code** field enter the zip code (U.S. applications) where the work/training program 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 proposal. 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.

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.

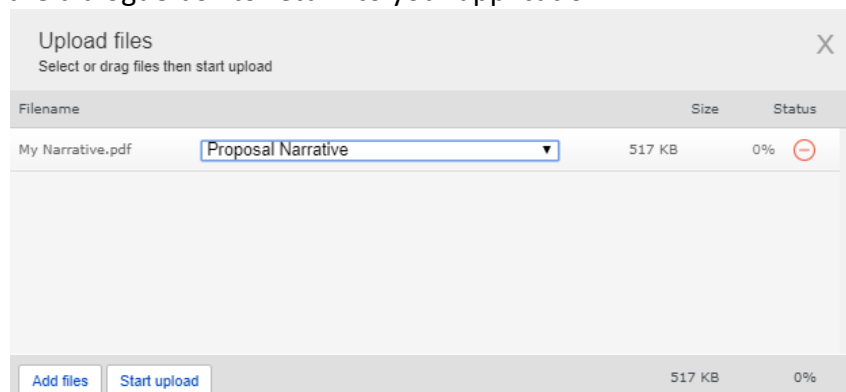
Expanding sections—Black triangles ► indicate the sections of the application that will expand to open when you click on the triangle. The default of the application is for each section to be collapsed so only section headers are visible. You should open each section and complete all the required components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

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 organization; 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. Letters Submitted with Application

This is the section where letters submitted with your application are uploaded, such as letters of collaboration or support from any individuals whose cooperation is necessary for the

proposal. Letters must be converted to PDF format and should be combined and uploaded as a single PDF file.

4.5. Fellowship Training Staff

Key professional personnel involved or supported by this training award should be listed. This will assist the Society in more effectively tracking all the researchers and clinicians who participate in Society-funded projects.

Biographical Sketches—NIH style is preferred but a biographical sketch template is available for downloading on the Application Templates section in case you need one. A biographical sketch is required for the PI. No more than 4 biosketches for training staff should be included and additional training staff should be outlined in the narrative. All biographical sketches must be uploaded in PDF format.

4.6. Proposal Narrative

The proposal narrative is the heart of the application. Keep in mind that this is a clinical fellowship and research activities are not the priority. In order to have a meaningful review, it is very important to provide sufficient information and description of the training environment, and how the fellow will be exposed to and participate in the comprehensive care of people with MS.

Details concerning the preparation of the proposal narrative appear below. A template in Microsoft Word format is provided on the Grantee Home page for downloading. Specifications are up to 12 pages single spaced (not including references), 11 point or larger font, and half-inch margins on all sides. Once the narrative is completed, it must be converted to PDF format and uploaded in this section. Applicants who are resubmitting an application must include up to 2 pages detailing their response to the reviewers' comments from the prior submission. These 2 pages are in addition to the 12 pages of the narrative itself.

The narrative should clearly describe:

- a detailed description of the facilities and environment available for training;
- the academic qualifications of the proposed mentor;
- 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.).

4.7. Plain Language Description of Proposed Project

The plain language description should describe your proposal in language suitable for a news

release to the lay public. This is important information for the society, and we please ask that applicants do not repurpose a scientific abstract for the plain language description. The plain language description is broken into several sections. In each section you are required to address a different element of your proposal. Please read these instructions carefully and ensure that you address each element. Please note that the questions are the same for all funding programs and the language is project focused. Clinical fellowship mentors should address the questions with reference to their training plan, rather than describing a specific clinical trial or research project. Applicants are advised to utilize the many resources the Society had provided on how to write a successful Plain Language Description [found here](#) (.pdf). If your proposal is funded, Society staff may make editorial changes to the summary to enhance its clarity.

4.8. Materials Submitted with Application

This is the section where appendix materials submitted with your application are uploaded. Appendix materials must be in PDF format and can be uploaded as either a combined file or multiple PDF files. Do not use this section to circumvent the page limits of the narrative section. Putting information here that belongs in the narrative may result in a more negative assessment by the peer review panel.

Items commonly included in the appendix are:

- **Publications:** Reprints, preprints, manuscripts, etc. that are relevant to the proposed project can be included as part of the appendix.
- **Clinical Trial Protocols:** In some cases, a proposal submitted to the Society may involve a study that is an add-on to a clinical trial that has been funded by another agency. Although the clinical trial itself is not the focus of the proposal, it is essential for the peer-review panel to have detailed information about the trial. If the above scenario describes your proposal, you must include a copy of the clinical trial protocol as part of the appendix.
- **Other Materials:** If your proposed study utilizes questionnaires or other types of printed assessment instruments, you may want to include these as part of the appendix. Many other types of materials could potentially be included in the appendix. However, keep in mind that reviewers have a great deal of material to review and so you should choose your appended materials carefully.

4.9. Budget

The Society requires a detailed budget for all years of the proposed project. The budget must be prepared using our online facility. The budget module is divided into sections such as "Personnel," "Equipment," "Supplies," etc. and project years. To add a line item to the budget, click on the green "+" button to open the form. The system will calculate the total budget per year after each line item has been added to the application. Please note, it is recommended that you save the application after each budget section has been completed to expedite the calculation process. The budget module automatically calculates direct costs, indirect costs, and totals. Please note that you cannot edit the indirect cost section. This section is calculated

by the system based on your entries and is not editable by applicants.

Note: Please review the NMSS Policies and Procedures for information regarding General Categories of Expenditures.

Sub-Contractor Budget: The online system also includes the ability to calculate subcontract budgets and integrate them into the main budget. Like the overall budget, any subcontractor budgets should provide budget detail for all years of the project. The Society will pay up to 10% indirect costs on subcontracts to US institutions, with the usual exclusions for equipment and patient costs. As with the main project budget, only the direct costs should be entered and the system will calculate indirect costs automatically.

4.10. Budget Justification

The budget justification can be typed directly into the text box online or copy and pasted into the text box from a word processor.

4.11. 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."

4.12. 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. DUAL SUBMISSION TO OTHER AGENCIES

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 it is 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 automatically 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 step ***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 **Submitted/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.