Instructions for Submission via MSGrants

Clinical Mentorship Programs

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 with your contact and university/school affiliation information. Then 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 or the Clinical Mentorship for Psychology Graduate Students
3. Click on Apply Now to start your application.
4. Complete the online application and upload 2 letters of reference and a CV (e.g. biosketch). A few notes:
   - Confidential recommendations can be emailed to NMSS Staff indicated below.
   - Information about the sites and start date are online.
5. Your saved application will be in the Open Pre-Applications Folder, so you can return to it and edit if you wish.
6. After the deadline date, all applications will be locked from further editing. Complete applications will be transferred to the Under Review Folder.

Your application will be reviewed by a program review committee. You will be contacted no later than April 15 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 the appropriate staff:
Medical Student Mentorship Program: Cheryl DuFore, Cheryl.Dufore@nmss.org
Psychology Graduate Student Program: Mary Gossett, Mary.Gossett@nmss.org