



**National  
Multiple Sclerosis  
Society**

## **Instructions for Submission via MSGrants Clinical Mentorship Programs**

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### **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**.

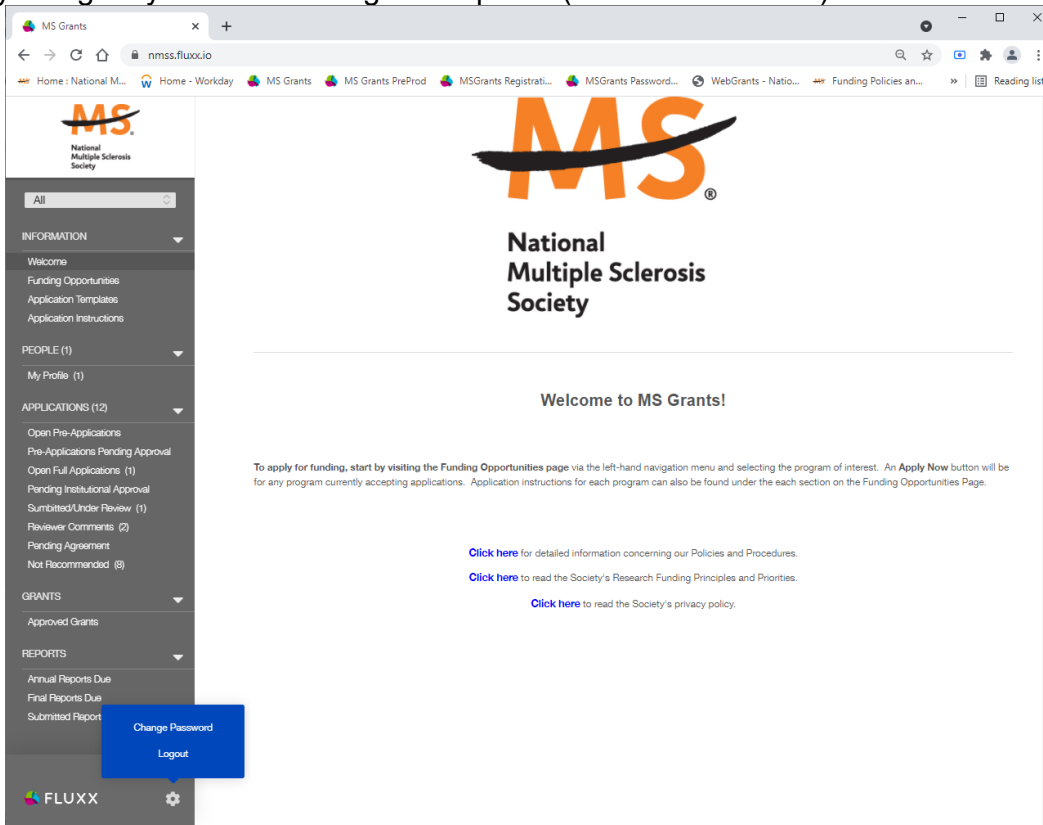
**\*\*Please note**, to ensure adequate time is available to complete all components of the final application, we recommend applicants register a minimum of one week in advance of the deadline.

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, a CV (e.g. biosketch), and a copy of your unofficial transcripts. A few notes:
  - Confidential recommendations can be emailed to Deszarae Busi at [deszarae.busi@nmss.org](mailto:deszarae.busi@nmss.org)
  - Information about the sites and start date are online here: <http://www.nationalmssociety.org/mentorship>.
5. Your 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 and 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 Deszarae Busi at [deszarae.busi@nmss.org](mailto:deszarae.busi@nmss.org).