



**National
Multiple Sclerosis
Society**

Biostatistics/Informatics Junior Faculty Award: Applications Checklist National Multiple Sclerosis Society

To assist you in verifying that you have completed all steps in the application process, here is a checklist that you can use once you are ready to submit your proposal.

Pre-Application Checklist

- Have you completed the brief **Eligibility Quiz**?
- Have you completed the **Contact Details** section with the PI (Applicant) information?
- Have completed the **Project Details** section? (This information can all be changed in the full application)
 - Proposal Title**
 - Brief **Proposal Summary** (500 words or less) with a description of your proposal
 - Project Location** information (location, country, state, city, zip code)
 - Estimate of Funds Requested** in USD
- Have you uploaded the applicant **Biosketch**?
- Have you submitted the pre-application by the **pre-application deadline**?

Full Application Checklist

- Have you completed all required items in the **Project Information** section?
 - Confirmed Project Location information
 - Indicated one General Discipline
 - Identified 2-3 Keywords (a list of available keywords is available for download)
 - Identified categories for Materials/Subjects
 - Identified submission to other agencies
 - Identified whether the PI is a new investigator
- Have you completed all required items in the **Institutional Official** section?
 - Principal Investigator (Applicant) information
 - Institutional Signatory information
 - Financial Officer information
- Have you completed the **Project Staff** section with a list all professional staff working on the project?

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- Have you confirmed or uploaded **Biographical Sketches** for the PI and one or more members of the MS group with whom you propose to collaborate?
- Have you completed all questions for the **Plain Language Description**?
- Have you finalized the **Scientific Summary**? (500 words or less)
- Have you uploaded your completed **Proposal Narrative PDF**?
 - Overview of Research Program **Page Limit: 3 pages**: This section should provide an overview of the candidate's current activities and outline of the planned MS research collaboration. The applicant should list collaborators and describe the overarching themes of the planned MS research, long-term goals, and relevance to the National MS Society's [Pathways to Cures Roadmap](#).
 - Research Plan **Page Limit: 10 pages**: This section should consist of a proposed 3-year research project(s) that supports the candidate's overarching research program. This should include the following sections.
 - Specific aims
 - Background
 - Experimental design
 - Dataset(s) to be evaluated
 - Any preliminary data
 - Any other sources of support for this work
 - Images and figures included (**these count towards the page limit**)
 - References and Literature (**No page limit**: these do not count towards the page limit)
- Have you completed all required items in the **Human Subjects and/or Vertebrate Animals** section?
- If applicable, have you uploaded all of the **Letters** of support/collaboration from individuals whose support is necessary? This must include:
 - one or more letters from members of the MS group with whom you will collaborate
 - a letter of support from your department chair
- If applicable, have you uploaded any appendix materials in the **Materials Submitted** section?
 - Do not use this section to circumvent the narrative page limits
- Have you uploaded **Other Support** for the PI and all professional staff on the project?
- Have you completed the **Budget** for all years of the proposed project?
 - This award provides three years of partial salary or equivalent support, as well as some support for access to datasets. Specific guidelines are outlined in our policies [online](#).
 - Have you updated the **Amount Requested** to align with the final budget total?
- Have you completed the **Budget Justification** for all years of the proposed project?
- Have you completed the **Applicant Demographics** section? (This does not affect the consideration of your application)
- Has the **Institutional Signatory** of your organization **Authorized** submission of your application in MSGrants **by the application deadline**?