Career Transition Fellowship Awards: 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 brief **Eligibility Quiz**? Applicants must be affiliated with a non-profit; hold an MD, PhD or equivalent; currently be in a research-oriented postdoctoral training program; must have at least two years but no more than five years of postdoctoral training; and either the fellowship must be completed at a U.S. institution or the applicant must be a U.S. citizen.

☐ Have you completed the **Contact Details** section with the PI (Applicant) information?

☐ Have completed the **Project Details**? (All information can be changed if you are invited to submit a full application)
- ❑ Title
- ❑ Application Type (new vs. resubmission)
- ❑ Brief Proposal Summary (500 words or less)
- ❑ Uploaded a 3-page **Career Transition Preliminary Proposal** PDF, and identified the document as "Preliminary Proposal" in the dropdown menu
  - ▪ Career Goals (1 page)
  - ▪ Proposed Research Project (1 page)
  - ▪ Relevance to MS (1 page)
- ❑ **Project Location** information (location, country, state, city, zip code)
- ❑ **Estimate of Funds Requested** in USD.

☐ Have you completed the **Mentor Information** section with mentor/co-mentor contact information?

☐ Have you uploaded **biosketches** for the applicant, mentor, and (if applicable) co-mentor?

☐ Have you added your mentor/co-mentor to the **Reference Letter Requests** section so they can submit a reference letter in MSGrants?
> **Note:** It is recommended applicants talk with their mentor(s) directly to ensure they are aware of the pre-application deadline and can submit on time.

☐ Have you submitted the pre-application by the **pre-application deadline?**

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Full Application Checklist

☐ Have you completed all required items in the **Project Information** section?
- ❑ Confirmed Project Location information where the fellowship will take place
- ❑ Confirmed Application Type (new vs. resubmission)
- ❑ Indicated one General Discipline
- ❑ Identified 2-3 Keywords (a list of available keywords is available for download)
- ❑ Identified categories for Materials/Subjects
- ❑ Identified any submissions to other funding agencies

☐ Have you completed all required items in the **Institutional Official** section?
- ❑ Principal Investigator (Applicant) information
- ❑ Institutional Signatory information
- ❑ Financial Officer information

☐ Have you confirmed your **Mentor Information** for your mentor/co-mentor contact details?

☐ Have you completed all required items in the **Human Subjects and/or Vertebrate Animals** section?

☐ Have you completed all questions for the **Plain Language Description**?

☐ Have you finalized the **Scientific Summary**? (600 words or less)

☐ Have you completed the **Project Staff** section?
- ❑ Listed all key personnel involved in the project?
- ❑ Confirm or update **Biographical Sketches** for the applicant and mentor/co-mentor?

☐ Have you completed the **Other Support** section and uploaded any Other Support documentation for the applicant and mentor/co-mentor?

☐ Have you uploaded the **Mentor's Training Experience** PDF?

☐ Have you provided contact information for **three (3) References** (in addition to the mentor and co-mentor, if applicable)?

☐ If applicable, have you uploaded any the **Letters** of support from collaborators?

☐ Have you uploaded your completed **Proposal Narrative** PDF?
- ❑ **For resubmissions only: Response to Reviewers** section responding to previous reviewer feedback and summarizing changes (**limit: two pages that are in addition to the Narrative section**)
- ❑ Narrative (**limit: 13 pages**)
  - ▪ Career and Training Plan **(limit: one page)**
    - • Career Plan (limit: 1/2 page
    - • Training Plan (limit: 1/2 page)
  - ▪ Research Plan **(limit: 12 pages)**
    - • Specific Aims
    - • Background
    - • Experimental Design and Methods
    - • Timeline
    - • Relevance to the Society's Pathways to Cures Roadmap
    - • Facilities Available (limit: one page within the 12-page Research Plan)
  - ▪ Note: All images and figures count towards the page limits
- ❑ References and Literature (**No page limit**: these do not count towards the page limit)

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☐ If applicable, have you uploaded any relevant **Materials Submitted**?
   Note: Do not use this section to circumvent the narrative page limits

☐ Have you completed the **Budget** for your fellowship application?
   ❑ For Postdoc Phase in years 1 and 2:
      ▪ The postdoc stipend during the first two years must be based on the Society's postdoctoral fellow stipend scale (see scale).
      ▪ An annual institutional allowance of $7,850 will be provided in years 1 and 2 of the award to defray the costs of providing the applicant's fringe benefits
      ▪ The direct costs for all items except the applicant's postdoc stipend and institutional allowance may not exceed $25,000 for each of the first two years. Funds requested for other personnel in the project years 1 and 2 may not be used to support other postdoctoral research associates.
      ▪ Note: Indirect costs are not permitted for years 1 and 2.
   ❑ For Faculty Phase in years 3-5
      ▪ The default budget is $125,000 per year plus indirect costs of 10%. This default should be included in the Other Costs section of the budget for years 3-5 so it is calculated within the total budget, but no itemization is required at this time.
      ▪ Note: Indirect costs for these expenses will automatically be included in the budget calculations.
   ❑ If applicable, have you included the **Subcontractor Budget** for any subcontracts?
   ❑ 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?
   ❑ If applicable, have you included a budget justification for any subcontracts?

☐ 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**?