



**National
Multiple Sclerosis
Society**

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 or PhD; 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** section? (This information can all be changed in the full application)
 - Title
 - Brief Summary (500 words or less)
 - Uploaded a 3-page **Career Transitions Preliminary Proposal** PDF, and identified it as “Preliminary Proposal” in the dropdown menu
 - 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 the applicant and mentor/co-mentor **biosketches**?
- Have you added your mentor/co-mentor to the **Reference Letter Requests** section so they can submit a reference letter in MSGrants?
 - It is recommended applicants talk with their mentor(s) directly to ensure they can submit by the pre-application deadline.
- 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 where the fellowship will take place
 - Indicated one General Discipline

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- Identified 2-3 Keywords (a list of available keywords is available for download)
 - Identified categories for Materials/Subjects
 - Identified submission to other 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?
- 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?
- 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?
 - Confirmed **Biographical Sketches** for all professional staff on the project, including the applicant and mentor/co-mentor?
- Have you uploaded **Other Support** for all key personnel listed on the application?
- 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)?
- Have you uploaded your completed **Proposal Narrative** PDF?
 - For resubmissions only:** Introduction section including response to previous reviewer feedback and summarizing changes (**limit: two pages**)
 - 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)
- If applicable, have you uploaded any relevant **Materials Submitted**?
 - Do not use this section to circumvent the narrative page limits

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- Have you completed the **Budget** for your fellowship application?
 - For Postdoc Phase in years 1 and 2:
 - The PI (applicant) salary during the first two years must be based on the Society's postdoctoral fellow salary 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 principal investigator salary and institutional allowance may not exceed \$25,000 for each of the first two years.
 - Indirect costs are not permitted for the project years 1 and 2.
 - Funds requested for other personnel in the project years 1 and 2 may not be used to support other postdoctoral research associates.
 - For Faculty Phase in years 3-5
 - The default budget is \$125,000 per year plus indirect costs of 10%. The totals for these years should be included in the budget for calculating the total amount requested, but no itemization is required at this time.
 - 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**?