Clinician Scientist Development 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)
  - 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 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 where the fellowship will take place
  - 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
☐ Have you completed all required items in the Institutional Official section?
  - Principal Investigator (Applicant) information
  - Institutional Signatory information
  - Financial Officer information

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

☐ Have you entered the Mentor’s Training Experience for your mentor’s predoctoral and postdoctoral trainees from the past 5 years?

☐ Have you uploaded the Biographical Sketches for yourself, your mentor(s), and anyone substantially involved in your fellowship?

☐ 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 Application Narrative PDF? The application narrative should include:
  - Narrative
    - Pending applications (No page limit)
    - Career plans (Page Limit: ½ page)
    - Training plan (Page Limit: ½ page)
    - Relevance to the National MS Society’s Pathways to Cures Roadmap (Page Limit: ½ page)
  - Research plan (Page Limit: 3 pages)
  - References and Literature (No page limit)
  - If this is a resubmitted application, an introduction of no more than ½ page is required to precede your training plan to briefly summarize the changes made in response to the criticisms and issues raised by the reviewers of your previous application.

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

☐ Have you uploaded Other Support for the PI and all professional staff on the project?

☐ Have you completed the Budget for your fellowship application?
  - Salaries for each year must be requested in accordance with specific Society postdoctoral fellowship salary scales (Please see the website for current National MS Society Base Salary).
  - The institutional allowance is fixed at $7,850 per year. Additional fringe benefits may not be added to the request.
  - Relocation costs may be requested for the first year.
  - Have you updated the Amount Requested to align with the final budget total?

☐ Have you provided your Mentor Letter?

☐ Have you provided contact information for three (3) References (the mentor letter is submitted above and cannot be counted as a reference)?

☐ If applicable, have you uploaded any Letters of Support/Collaboration from individuals whose support is necessary?

☐ 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?