



**National
Multiple Sclerosis
Society**

Harry Weaver Scholar 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 all professional staff on the project?
- Have you confirmed or uploaded **Biographical Sketches** for the PI and any other professionals working on the project?

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- 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**?
 - Introduction (resubmissions only) **Page Limit: 2 pages**
 - Overview of Research Program **Page Limit: 3 pages**: This section should be similar to a personal research statement; the applicant should state the overarching “big picture” themes of their research, long-term goals, and how their work will advance the Society’s research priorities.
 - Research Plan **Page Limit: 10 pages**: This section should consist of a proposed 5-year research project that supports the candidate’s overarching research program. This should include the following sections.
 - Specific aims
 - Background
 - Preliminary Results
 - Experimental design and methods
 - Relevance to the [Pathways to Cures Roadmap](#)
 - Images and figures included (**these count towards the 10-page limit**)
 - Facilities Available (Optional section) **Page limit: 1 page**
 - Literature cited (**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?
 - Have you provided contact information for **four (4) References**, including one from your department chairperson?
- If applicable, have you uploaded all of the **Letters** of support/collaboration from individuals whose support is necessary?
- 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 five years of partial salary or equivalent support, as well as some support for access to datasets. Specific guidelines are outlined in our policies [online](#).
 - 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**?