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?

(Continued on next page)
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?