



**National  
Multiple Sclerosis  
Society**

## **Mentor-Based Postdoctoral Fellowship Applications Checklist National Multiple Sclerosis Society**

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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**?
- Have you completed the **Contact Details** section with PI information?
- Have completed the **Project Details** section? (This information can all be changed in the full application)
  - Project Title
  - Brief Summary (500 words or less) of your proposed training program
  - Project Location information (location, country, state, city, postal code)
  - Estimate of Funds Requested in USD.
- Have you submitted the pre-application by the **pre-application deadline**, 1 week prior to the full 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 **Principal Investigator and Institutional Official** section?
  - Principal Investigator information
  - Institutional Signatory information
  - Financial Officer information
- Have you completed all required items in the **Human Subjects and/or Vertebrate Animals** section?

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- 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 completed the **Scientific Summary**?
- Have you completed the **Project Staff** section?
  - Listed all professional staff working on the proposal?
  - Have you uploaded **Biographical Sketches** for all key personnel working on the proposal?
- Have you uploaded **Other Support** for the PI and all professional staff on the project?
- Have you uploaded your completed **Proposal Narrative PDF**?
  - Introduction (resubmissions only) **Page Limit: 2 pages**
  - Narrative **Page Limit: 12 pages**
    - Mentor's training experience
    - Mentor's research interests and experience
    - Projects available to the fellow
    - Training plan
    - Relevance to the [Pathways to Cures Roadmap](#)
    - Images and figures included (**these count towards the page limit**)
  - References and Literature (**No page limit**: these do not count towards the page limit)
- 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 completed the **Budget** for all years of the proposed project?
  - This award provides funds to support a single postdoctoral fellow for five years. Information about our budget categories are outlined in our policies available [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 full application deadline**?