Mentor-Based Postdoctoral Fellowship 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?
☐ 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?
(Continued on next page)
☐ 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?