Application Checklist for the 2024 RFA: Generating Knowledge and Tools to Promote Remyelination and Neuroprotection in Multiple Sclerosis

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? Applicants must be affiliated with a non-profit; hold an MD or PhD; cannot be in a postdoctoral or training position; and must have Principal Investigator status within the applicant’s institution.

☐ Have you completed the Contact Details section with PI information?

☐ Have completed the Project Details section? (This information can be changed in the full application)
  ❑ Title
  ❑ Brief Summary (500 words or less)
  ❑ RFA Alignment (500 words or less)
  ❑ Project Location information (location, country, state, city, zip 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 4-6 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 Principal Investigator and Institutional Official section?
  ❑ Principal Investigator information
  ❑ Institutional Signatory information
  ❑ Financial Officer information

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□ Have you completed the Research and Project Team section?
  □ Listed all professional staff in the Project Staff section?
  □ Have you uploaded Biographical Sketches for all professional staff on the project, including the PI?
□ Have you completed the Scientific Summary? (600 words or less)
□ Have you completed all questions for the Plain Language Description?
□ Have you uploaded your completed Proposal Narrative PDF?
  □ Research Plan Page Limit: 12 pages
    ▪ Specific Aims
    ▪ Background
    ▪ Preliminary Results
    ▪ Experimental Design and Methods
    ▪ Relevance to the RFA
    ▪ Facilities Available (limit: one page within the 12-page narrative)
    ▪ 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 all 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 completed all required items in the Human Subjects and/or Vertebrate Animals section?
□ Have you completed the Budget for all years of the proposed project?
  □ This RFA is open to projects for up to 3 years of support.
  □ There is no specific budget limit for this RFA; however, for proposals of over $1M it is expected the PI will reach out to the program officer directly to discuss the proposal before submitting the application to ensure it is appropriate for our RFA program.
  □ 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 uploaded Other Support for the PI and all professional staff on the project?
□ 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 RFA deadline?