Research Grants 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? 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 all be changed in the full application)
  - Title
  - Brief Summary (500 words or less) of your proposed project
  - 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

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- Have you completed the **Project Staff** section?
  - Listed all professional staff?
  - Have you uploaded **Biographical Sketches** for the PI and any Co-I, technical staff, and postdoctoral researchers listed on the proposal?

- 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**?
  - Introduction (resubmissions only) **Page Limit: 2 pages**
  - Research Plan **Page Limit: 12 pages**
    - Specific Aims
    - Background
    - Progress Report/Preliminary Results
    - Experimental Design and Methods
    - Relevance to the **Pathways to Cures Roadmap**
    - 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 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 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?
  - Any budget and term limits will be indicated on the Research Grants program page online for each funding cycle. 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 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 full application deadline?