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 (<u>resubmissions only</u>) **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**?