



**National
Multiple Sclerosis
Society**

Sylvia Lawry Physician Fellowship Awards: 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 the brief **Eligibility Quiz**?
- Have you completed the **Contact Details** section with the PI (Applicant) information?
- Have completed the **Project Details** section? (This information can all be changed in the full application)
 - Proposal Title**
 - Brief **Proposal Summary** (500 words or less) with a description of your proposed training plan
 - Project Location** information (location, country, state, city, zip code)
 - Estimate of Funds Requested** in USD
- Have you completed the **Mentor Information** section with mentor/co-mentor contact information?
- Have you uploaded the applicant **Biosketch**?
- Have you submitted the pre-application by the **pre-application deadline**?

Full Application Checklist

- Have you completed all required items in the **Project Information** section?
 - Confirmed Project Location information where the fellowship will take place
 - 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
- Have you completed all required items in the **Institutional Official** section?
 - Principal Investigator (Applicant) information
 - Institutional Signatory information
 - Financial Officer information
- Have you confirmed your **Mentor Information** for your mentor/co-mentor?
(Continued on next page)

- Have you entered the **Mentor's Training Experience** for your mentor's predoctoral and postdoctoral trainees from the past 5 years?
- Have you uploaded the **Biographical Sketches** for yourself, your mentor(s), and anyone substantially involved in your fellowship?
- Have you completed all questions for the **Plain Language Description**?
- Have you finalized the **Proposal Summary** (500 words or less) with a description of your proposed training plan?
- Have you uploaded your completed **Application Narrative** PDF?
 - The application narrative should include:
 - mentor clinical trial participation
 - career plans (maximum ½ page)
 - training plan outlining the formal and informal training that will be included in the fellowship (maximum 3 pages including figures)
 - literature cited
 - If this is a **resubmitted application**, an introduction of no more than ½ page is required to precede your training plan to briefly summarize the changes made in response to the criticisms and issues raised by the reviewers of your previous application.
- Have you completed all required items in the **Human Subjects and/or Vertebrate Animals** section?
- Have you completed the **Budget** for your fellowship application?
 - Up to \$75,000 per year may be requested for salary, fringe benefits and/or tuition costs (allocated as agreed upon by the fellow, mentor, and the institution).
 - Relocation costs may be requested for the first year.
 - Have you updated the **Amount Requested** to align with the final budget total?
- Have you provided your **Mentor Letter**?
- Have you provided contact information for **three (3) References** (the mentor letter is submitted above and **cannot** be counted as a reference)?
- If applicable, have you uploaded any **Letters of Support/Collaboration** from individuals whose support is necessary?
- 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 application deadline**?