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?

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☐ 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 MSGGrants by the **application deadline**?