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**?