



**National
Multiple Sclerosis
Society**

Instructions for Applicants

National Multiple Sclerosis Society

1. GETTING STARTED

Please read these instructions and follow them carefully.

The grants management system called **MSGrants** has been implemented for preparation and submission of research proposals to the Society. MSGrants can be found at <https://nmss.fluxx.io>

Please note:

- Compatible browsers include **Chrome, Firefox, Safari (for Mac), Microsoft Edge, and Opera**. Check with your IT department for information on installing one of these browsers if you do not already have one.
- Passwords for accessing the site never expire and a new password will not be needed for each cycle.
- Submission of proposals is exclusively electronic for **all** parts of the proposal, including institutional approval and appendix materials, and no paper copies of any part of the proposal will be accepted by the Society.

Details concerning the grants management system and application process can be found in these instructions and on the MSGrants website itself. Details concerning the content for your application can be found in proposal guidelines specific to each funding opportunity, also available on the MSGrants website.

Applications that are incomplete, exceed the page limitations, or applications that use undersize or condensed type **will not be considered for funding by the Society**. The full application, including electronic institutional approval, must be submitted before the deadline.

1.1. Registration

If you have never submitted a proposal to the National Multiple Sclerosis Society, then you will need to register and be approved for access to MSGrants. Go to <https://nmss.fluxx.io> and once you are at the login page, click on **Register Now**. Complete the online registration form and submit your registration by clicking on the words **Submit Request**. This will submit your request

for access to the site to the Research Programs staff of the Society. The staff will review your registration information to verify that you are qualified to apply for funding from the Society. If approved, you will receive an automated e-mail message containing your login credentials within ***two business days***.

1.2. Password Reset

If you need to reset your password, please click on **Reset or Create Password** on the main login page for MSGrants or go to https://nmss.fluxx.io/forgot_password. At the next screen, enter the e-mail address that you used to register and click on **Submit**. The system will send you an e-mail with a link to reset your password. If the system does not recognize your e-mail address, you may need to register as if you are a new user.

Your password should contain at least one of each of the following:

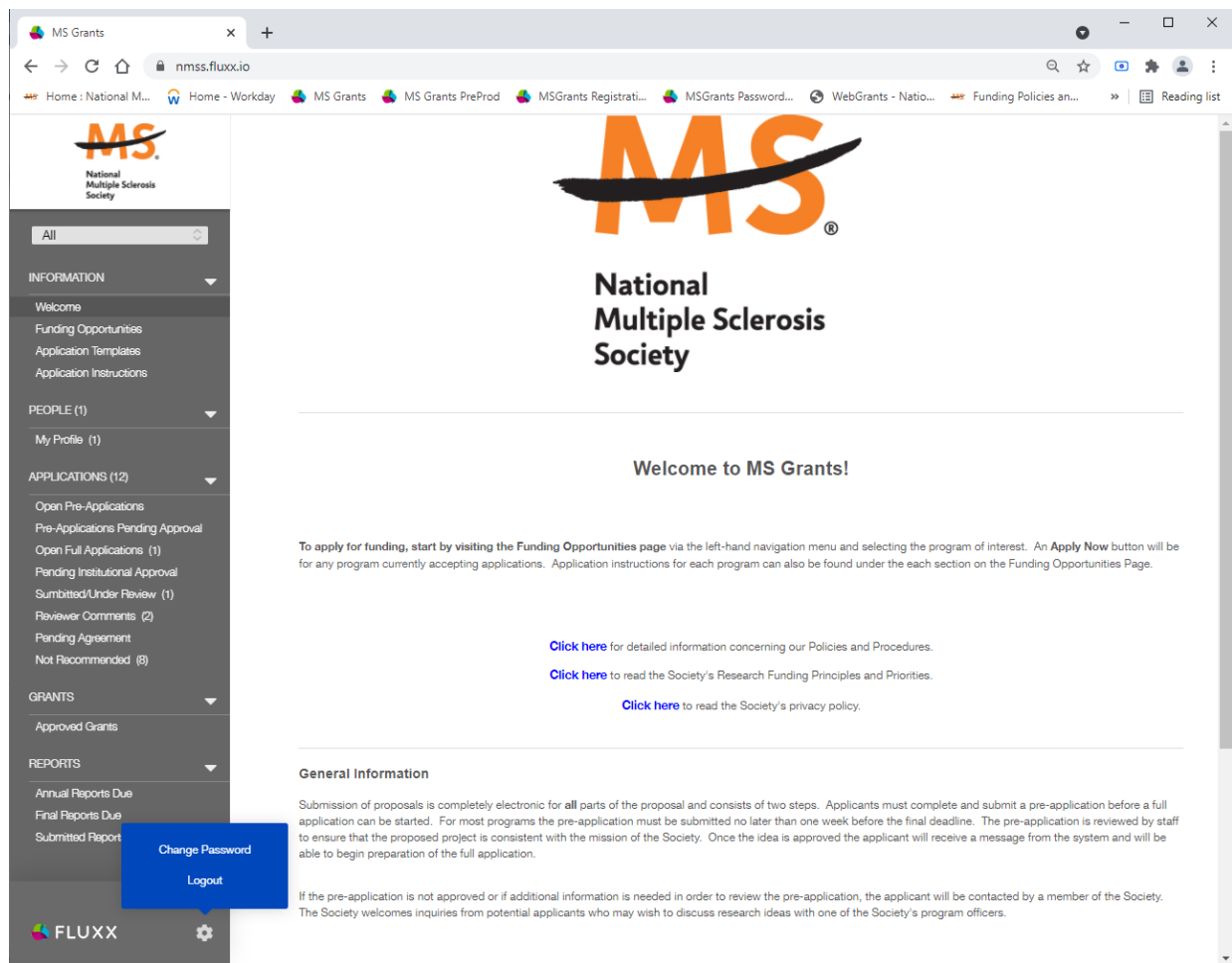
- Uppercase letter (A through Z)
- Lowercase letter (a through z)
- Number (0 through 9)

1.3. A Word about Passwords

It is important that you not share your password. Your password is linked directly to your account as a Principal Investigator and will provide access to all information used in your submissions to the National Multiple Sclerosis Society. When logged in, you will be able to use MSGrants for a variety of purposes in addition to preparation and submission of proposals, such as submission of your progress reports. Your password for MSGrants never expires and you will not need to obtain a new password to apply for other funding programs or subsequent cycles.

2. NAVIGATING MSGrants

When you log on you will see the grantee portal (illustrated below). A description of the main parts of the grantee portal, accessed through the left-hand navigation menu, follows.



2.1. Information

Welcome—This is the landing page/home page for the Applicant/Grantee Portal of MSGrants.

Funding Opportunities—The funding opportunities that are currently available and the application deadlines. Click on **Apply Now** to start a pre-application.

Application Templates—Various documents available for download that you may need/use in preparing your application. These include the following:

- Templates available to use for preparing specific funding opportunity narratives
- A Word template to use for preparing biographical sketches
- An example of a plain language summary
- A PDF file showing the keywords that you will also find in a dropdown list on applicable applications. This PDF file is provided to make it easier for you to see the entire list before making your selections.

Application Instructions—Instructions for all current funding opportunities

2.2. People

My Profile—Your individual user profile information is outlined in this section. Please make sure all contact information is current and edit this information to update your profile.

2.3. Applications

As your application moves through the various steps in the system, it will be listed under different sections of the grantee portal.

Open Pre-Applications—All new applications and pre-applications that have been started AND saved, but not yet submitted. These pre-applications can be edited.

Pre-Applications Pending Approval—Pre-applications that have been submitted for initial review by the Society are found in this section. These pre-applications cannot be edited.

Open Full Applications—Approved pre-applications become full applications and can be accessed in this section. Full applications can be edited and saved for continued revision later.

Pending Institutional Approval—Full applications have been submitted and are pending institutional approval can be found here. These applications in this section cannot be edited by anyone other than the Institutional Signatory identified in the application.

Submitted/Under Review—Applications that have been submitted can be found here. These applications will be screened by Society staff and advanced through the peer review process; applications in this section cannot be edited.

Reviewer Comments—Applications that have reviewer comments available will appear here. Applications in this section cannot be edited.

Pending Agreement—Applications that have been approved for funding, but which still require some additional processing and/or submission of documents can be found here.

Not Recommend—Applications that have previously been reviewed but were not recommended for funding.

2.4. Grants

Approved Grants— All granted applications that have been approved for funding can be found here for reference. Grants cannot be edited.

2.5. Reports

Annual Reports Due—All annual reports scheduled for multi-year grants can be found here. Reports in this section can be edited and saved for continued revision later.

Final Reports Due—All final reports for grants can be found here. Reports in this section can be edited and saved for continued revision later.

Submitted Reports—All reports submitted to Society staff can be found in this section. These reports cannot be edited.

3. THE PRE-APPLICATION

A brief pre-application is required to determine if a proposal is aligned with Society priorities for the specific funding opportunity.

3.1. How to Complete the Pre-Application

Once you are logged in, click on **Funding Opportunities** to see a list of funding opportunities, along with information on which opportunities are currently open and the application deadlines. Find the opportunity and click on **Apply Now** to open the pre- application form.

Once you have completed all sections of the pre-application, click on **Save** to save your work. At this point you can log out and return later to revise your pre-application by pressing the **Edit** button, or you can click on **Submit** to submit your pre-application to Society staff for approval. Saving your application does not send it to Society staff. You must click on **Submit** for it to be considered for approval. Once you press **Submit**, you will no longer be able to make changes, although you will be able to see your pre-application.

When you submit the pre-application, it will automatically be sent to the appropriate program officer at the Society for review.

3.2. Notification of pre-application approval

Once the pre-application is approved, usually within two business days, you will receive an automated message from MSGrants and will be able to begin preparation of the full application. In some cases, Society staff may send the pre-application back to you for clarification or changes before final approval.

4. THE FULL APPLICATION

Once your pre-application has been approved you can log in and begin to prepare the full application. In the grantee portal, click on the **Open Applications** link and then on **Edit** to begin working on the full application. You can work on the various parts of your full application in any order, save your work, and return later to continue working as many times as you want, but all sections must be completed before you submit.

4.1. Navigation Tips

Editing—Any time before you submit your proposal, you can click on the edit button in the **upper right corner** to open your proposal for further editing.

Save your work—It is a good idea to save as you complete each part of the application. This button is located at the **bottom** of the application when in edit mode.

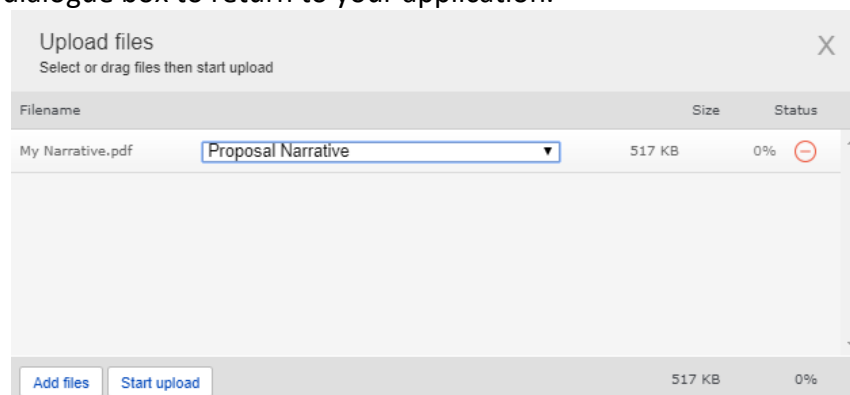
Expanding sections—Black triangles indicate the sections of the application that will expand to open when you click on the triangle. The default of the application is for each section to be collapsed so only section headers are visible. You should open each section and complete all the required components in the section. Clicking the triangle again minimizes that section.

Types of input—The section components can either be text boxes, text areas, drop-down menus, or sections where you need to upload one or more files. Some application sections will also ask you to list relevant items (ex. project staff; budget line items).

Uploading documents—Sections that require one or more files to be uploaded will have a document component, as shown below.




Click on the blue plus sign to open the upload dialogue box. Click on **Add Files** to browse for the file that you want to upload. Click on the dropdown menu to indicate the type of document you are uploading (ex. Biosketch or Proposal Narrative). Click on **Start Upload** to upload the file and exit out of the dialogue box to return to your application.



To change the document type or delete the file that you uploaded, position your cursor anywhere to the right of the name of the file and click on the pencil (edit) or the minus sign (delete) that appear.

Please note, any charts, diagrams and figures **MUST** be submitted as a PDF attachment. Additionally, paper copies will not be accepted and will be discarded if they are received by the Society.

Printing—You can click on the print button in the **upper right corner** () to obtain a PDF file of your application. This will not include the files attached.

Submitting—If you have completed and saved your application, you then can use the submit button located at the **bottom right** of the application to advance it to the next stage.

Withdrawing an application—If you do not wish to submit your proposal or continue working on it, you can use the withdraw button in the **bottom right**. Once you withdraw an application, it will not be considered. This option is generally used when an investigator has inadvertently started a duplicate application, or an application is not completed by the deadline.

5. SUBMISSION OF YOUR PROPOSAL

Once you are satisfied with your proposal and all sections are marked as complete, you can click on the **Submit** button, available at the bottom right of the application after the application is saved. This will lock your proposal from further editing and move it to the **Authorization** step that is completed by the Institutional Signatory.

5.1. Authorization (Institutional Approval)

Submitted applications are first routed to the Authorized Institutional Signatory or the Primary Signatory identified in the application for approval and final submission. This should be the individual who “signs off” on the application on behalf of your institution, thereby allowing the application to be submitted. Once you have submitted your application, an automatic message will be sent via e-mail to the Institutional Signatory stating that an application is pending authorization. The Institutional Signatory must log on to the system, open the application, and approve or authorize the application before it is received at the Society. This ***must*** be completed ***prior*** to the application deadline.

Please note, the Institutional Signatory must be registered with the system and must be the individual designated by you in the **Institutional Official** section of the application.

5.2. Confirmation

Once your Institutional Signatory has submitted the application, the Principal Investigator and Institutional Signatory will both receive an automated email confirming receipt of your application by the Society. When your application is successfully submitted, it will be available for review and printing in your portal under the section **Submitted/Under Review**.

6. HELP IS AVAILABLE

Basic questions about word processing functions such as copying and pasting, pagination, etc. and questions concerning PDF files should be referred to your organization's IT department or a colleague.

If you have any questions concerning the online application process such as using the online screens, file uploads and downloads; questions about National Multiple Sclerosis Society policy or the content of your proposal, please contact one of the following members of the Research team:

Program Officer Contacts

The program officer contacts are listed at the bottom of each funding opportunity page on our [website](#), and at the top of the application form in MSGrants.

Grant Administrator Contact

The grant administrator contact for each funding opportunity is listed at the top of the application, in the Application Instructions section, on MSGrants.

Please note that staff support is only available Monday through Friday from 9 A.M. to 5 P.M. Eastern Time.