



**National  
Multiple Sclerosis  
Society**

## **Postdoctoral Fellowship Award 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 Summary** (500 words or less)
  - 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 and mentor(s) **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 **Scientific Summary**? (500 words or less).
- Have you uploaded your completed **Application Narrative** PDF? The application narrative should include:
  - Narrative
    - Pending applications
    - Career plans (**Page Limit: ½ page**)
    - Training plan (**Page Limit: ½ page**)
    - Relevance to the National MS Society's [Pathways to Cures Roadmap](#) (**Page Limit: ½ page**)
    - Research plan (**Page Limit: 3 pages**)
  - References and Literature (**No page limit**)
  - 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 uploaded **Other Support** for the PI and all professional staff on the project?
- Have you completed the **Budget** for your fellowship application?
  - Salaries for each year must be requested in accordance with specific Society postdoctoral fellowship salary scales (Please see the [website](#) for current National MS Society Base Salary).
  - The institutional allowance is fixed at \$7,850 per year. Additional fringe benefits may not be added to the request.
  - 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 **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**?