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](https://www.nationalmsociety.org) 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**?