



**National  
Multiple Sclerosis  
Society**

## **Instructions for Submission:**

### **Multiple Sclerosis Clinical Care One-year Physician Fellowship Program**

Please read these instructions and follow them carefully. The application process itself consists of two parts, a short pre-application and the full application.

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, and Safari**. Internet Explorer is **not** fully compatible and should be avoided. 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 and 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. GETTING STARTED

### 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](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:

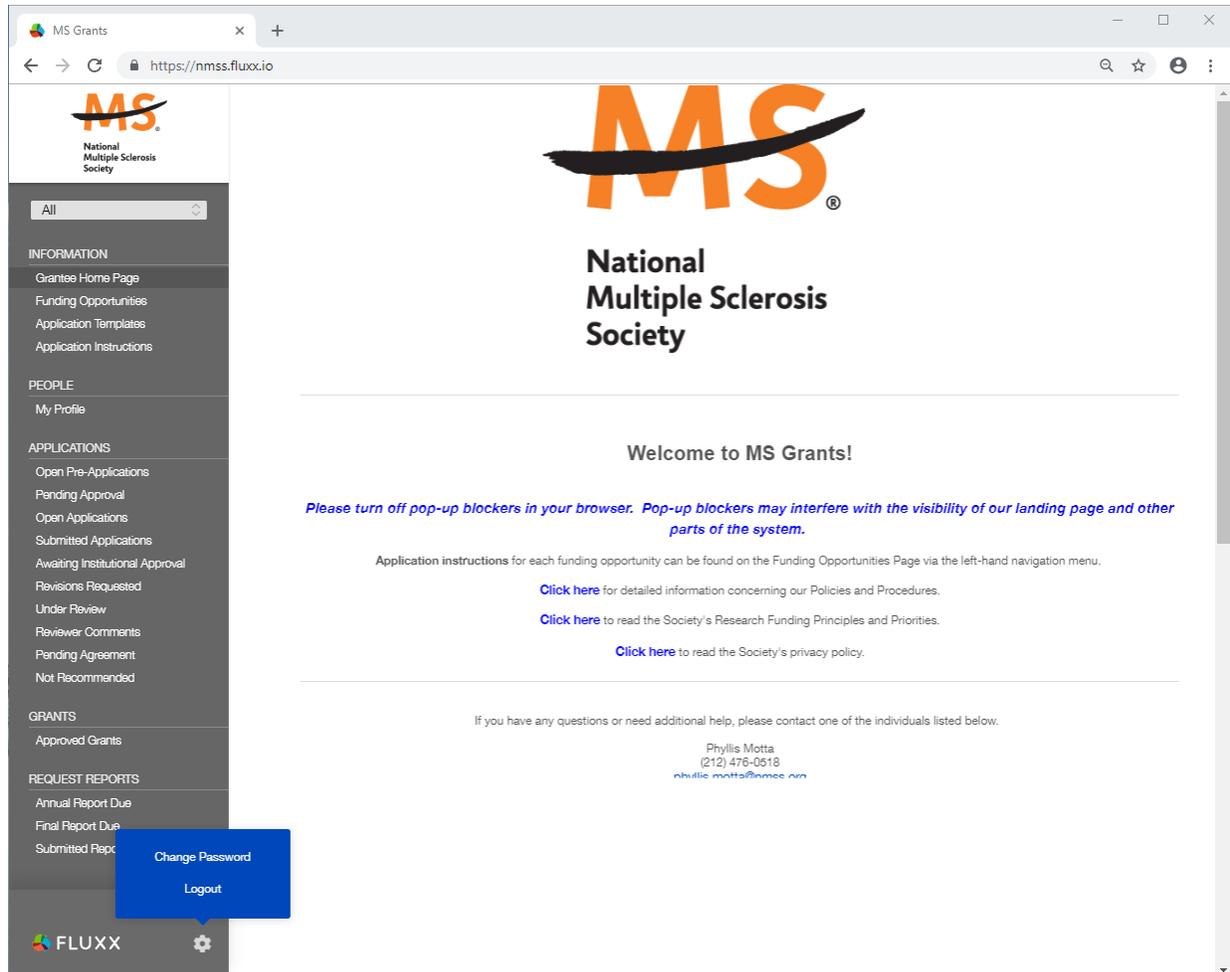
- Uppercase letter (A through Z)
- Lowercase letter (a through z)
- Number (0 through 9)

### 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 Principle 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

**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 lay 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. Users

**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.

**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 at a later time.

**Submitted Applications**—Full applications that have been submitted can be found here. These applications in this section cannot be edited.

**Awaiting Institutional Approval**—Full applications that are pending institutional approval for final submission can be found here.

**Under Review**—Applications that have been screened by Society staff and advanced to the peer review process can be found 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.

**Approved**—Active grants (applications that have been approved for funding and which require no further processing) can be found here.

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

### **3. PROGRAM DESCRIPTION AND GUIDELINES**

Consistent with its mission to move toward a world free of multiple sclerosis, the National Multiple Sclerosis Society supports the professional development and training of physicians in the comprehensive care of people with MS. The Society welcomes applications for support of fellows and mentors that will provide training for board-certified/eligible neurologists, and physiatrists in new patient consultations, diagnosis, treatment and follow-up evaluations under the supervision of an MS specialist physician, as well as participation in multidisciplinary team activities, lectures, and professional meetings. The goal is for fellows to acquire the skills and knowledge necessary to provide the highest quality of care for individuals with MS.

The applicant and mentor are expected to propose a detailed program that largely involves direct, supervised MS patient care, along with other activities that will expose the applicant to a multidisciplinary healthcare team and didactic activities. Please keep in mind that the focus of this fellowship is clinical care. This is not a research focused fellowship.

The program description should include what opportunities will be available to the fellow for exposure to underserved populations (people of color, people who are LGBTQ+, people living in rural areas, people diagnosed with progressive forms of the disease, etc.).

#### **3.1. Objectives**

After completing the fellowship program, the fellows will have acquired the skills and experience necessary to develop into physicians who:

- Provide high quality, state-of-the-art, comprehensive clinical care to patients with MS
- Become an active participant and future leader in the MS clinical community

#### **3.2. Expected Outcomes**

Within two years of the fellowship experience, the fellows are expected to:

- Establish or join an active MS clinical practice in the United States
- Volunteer with the Society in the local community (e.g., as a member of the Healthcare Provider Council, or Board of Trustees, as a participant or team for a Society event such as Walk MS or Bike MS, as a speaker at a patient or professional education program, etc.)
- Actively participate in related professional associations

#### **3.3. Eligibility**

Applicants must meet the following criteria:

- Hold a MD or DO degree (or equivalent)
- Be licensed to practice medicine in the United States
- Completed a residency program in neurology or physiatry in the United States within the past five years (exceptions will be considered)

### **3.4. Mentor and Institution**

It is the responsibility of the applicant to make arrangements for the proposed training with an appropriate mentor and institution prior to application. It is the expectation that the mentor will provide adequate supervision and training to achieve the objectives of the program, including supervised patient care, case management, and teaching.

### **3.5. Components of Training**

The applicant and mentor will propose a program of study that includes the following activities in the following proportions:

- 65% - Direct, supervised MS patient care. While the fellow *may* be involved in the conduct of a clinical research project, it is not *expected or required* that this be a training component.
- 20% - Exposure to the multidisciplinary healthcare team and activities, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electrodiagnostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings.

### **3.6. Phone Interview**

All clinical fellow applications accepted for review will require that the applicant schedule and participate in a 30 minute phone interview with a designated clinical fellowship review committee member.

### **3.7. Duration of Fellowship**

This fellowship is for a period of 12 months. However, if within the 12 month fellowship the fellow and mentor wish to consider an additional year of clinical fellowship training, they must make a new application and provide a clear plan that describes the need, the purpose and the expected outcomes for the additional year of fellowship training.

### **3.8. Stipend**

The stipend offered is \$75,000, payable to the institution, to cover the fellow's salary and fringe benefits, and institutional costs. (Note: Indirect/institutional costs may not exceed 10% of the award).

## 4. THE PRE-APPLICATION

For each funding opportunity, there is a pre-application that must be completed and submitted to the Society before the applicant can prepare a full application. The pre-application is reviewed by a member of the staff to determine that 1) the applicant and organization are eligible to receive funding and 2) the research idea is consistent with the Society's mission and research strategies and the nature of the specific funding opportunity.

Please reference the [Policies and Procedures](#) for more information.

### 4.1. 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 Pilot Research Grants opportunity and click on **Apply Now** to open the pre-application form.

- **Title:** Enter a title for your pre-application (this can be changed later)
- **Eligibility Quiz:** The Eligibility quiz will establish whether you are eligible to apply for that funding opportunity, as outlined above. If you pass the eligibility criteria, the rest of the pre-application will open, and you can complete this step. If you fail one or more of the eligibility criteria, you will not be able to prepare and submit a pre-application for this program.
- **Residency:** The applicant must have completed a neurology or psychiatry residency in the US prior to the start date of the proposed fellowship. Enter the information regarding your Residency in the text boxes provided.
- **Organization:** If you have only one organizational affiliation, the **Organization** field will be pre-populated. If you are affiliated with more than one organization, select the organization that will be the applicant organization from the drop-down list. If you have an incorrect affiliation or have moved, please contact the Society to change your affiliation.
- **Principal Investigator (Applicant):** In the **Principal Investigator** field, select your name from the drop-down list.
- **Institutional or Primary Signatory:** This is the individual who "signs off" on the application on behalf of your institution, thereby allowing the application to be submitted. If you do not know who this is, leave it blank, and you will be able to edit or input correct information before you submit your full application.
- **Project Details:** In the **Project Details** text box, insert a brief (500 words or less) description of your proposed project. You can type this in online or prepare it off line and copy and paste the text into the text box. Complete the Preliminary Proposal Details form and upload as a PDF document.
- **Project Zip Code:** In the **Project Zip Code** field enter the zip code (U.S. applications) where the work will actually be done. If more than one site is going to be used, this should be the Zip code of the primary or lead site.
- **Estimate of Amount Requested:** In the **Estimate of Amount Requested** field, enter your best estimate of the total cost of your proposed project. This figure will allow Society staff to gauge the overall amount of funding that is likely to be requested during a given cycle. This figure will not be used to evaluate whether or not to approve your pre-application and

you will be able to change this figure later.

- **Mentor/Co-mentor Information:** Enter Mentor and Co-Mentor (if applicable) name and contact information.
- **Proposed Training Site:** Enter the location of your proposed training site.

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.

## 5. 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.

### 5.1. 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 center** of the application when in edit mode.

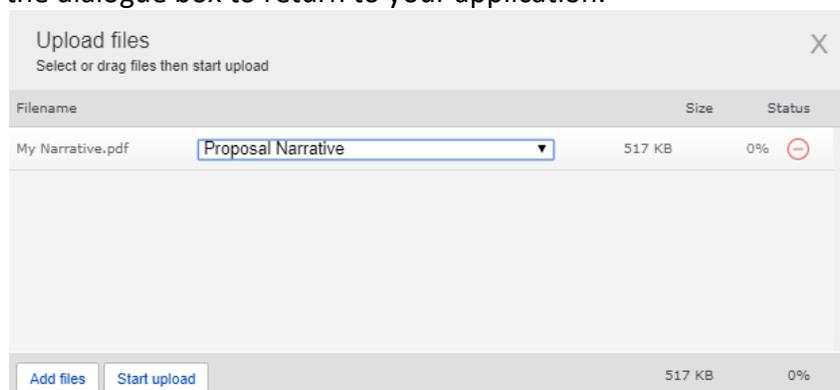
**Expanding sections**—Black triangles indicate the sections of the application that will expand to open when you click on the triangle. The default of the application is for each section to be collapsed so only section headers are visible. You should open each section and complete all the required components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

**Types of input**—The section components can either be drop-down lists, text boxes, or sections where you need to upload one or more files.

**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 your application, you can use the submit button located at the **bottom center** of the application while in edit mode 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 corner**. 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 submitted.

## 5.2. Project Information

This section includes basic information about the proposed project.

## 5.3. Institutional Official

- In this section you will indicate the institutional official who will be the Institutional Signatory for submission of your full application. This is the individual who “signs off” on the application on behalf of your institution, thereby allowing the application to be submitted. You indicate who this is by selecting the individual’s name from the drop-down list of appropriate individuals associated with you institution. The primary signatory must be registered with the system in order for you to make this selection from the drop-down list. If the primary signatory is not registered, this individual must go to the MSGrants log on page <https://nmss.fluxx.io> and register.
- Your application is not actually submitted to the Society until the Institutional Signatory has logged on to the system and authorized submission of the application. 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. Once you have submitted your application, a system message will be sent via e-mail to the Institutional Signatory stating that an application is pending authorization. The Institutional Signatory must then log on to the system, open the application, and complete the authorization. This must be completed prior to 5:00 PM Eastern Time on the date of the deadline.
- In this section you will also confirm the location of the project and the name of the principal investigator.
- Fill out the information for your Financial Officer. This information will be used if your

application is awarded.

#### **5.4. Mentor Information**

This section asks for information about your mentor and co-mentor (if applicable). It will be filled out with the information from the pre-application but can be updated if necessary.

#### **5.5. Mentor Letter of Support**

Upload a PDF of the Letter of Support from your proposed mentor. The letter should address the following information:

1. A description of the ongoing clinical activities at the MS clinic or practice.
2. A description of the multidisciplinary care team.
3. A description of any previous or current fellowship/trainees in the past 5 years.
4. An evaluation of the likelihood that the applicant will make a meaningful contribution to MS as a clinician after the fellowship training.

#### **5.6. Personal Statement**

Applicant's personal statement (not to exceed one typewritten page), clearly describing:

- short and long-term career goals
- how the fellowship will advance these goals
- training related to underserved MS patient populations (people of color, people who are LGBTQ+, people living in rural areas, people diagnosed with progressive forms of the disease, etc.)
- personal qualifications for the award

Unless you indicate otherwise, it is possible that all or portions of this personal statement may be released to the public, to donors, or to National MS Society staff. The document should be uploaded as a PDF

#### **5.7. Training Plan**

Developed in collaboration with the mentor, this document will detail the four components of training:

- 65% - Direct, supervised MS patient care. While the fellow may be involved in the conduct of a clinical research project, it is not expected or required that this be a training component.
- 20% - Exposure to the multidisciplinary healthcare team and activities, including physical medicine and rehabilitation, nursing, physical therapy, occupational therapy, speech therapy, social services, clinical and cognitive psychology, neuro-

urology, vocational rehabilitation, orthotics, neuroradiologic interpretation and electro-diagostics.

- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings activities listed in the Components of Training
- Other

Please limit to two pages. The Training Plan form can be found in the Application Templates section of the application portal. Please provide sufficient detail so that the reviewer has a clear understanding of the proposed training plan.

### **5.8. Biographical Sketches**

Mentor and co-mentor biographical sketches must be uploaded in PDF format. A biographical sketch template is provided for downloading in case you need one.

### **5.9. Reference Letters**

You must provide contact information for three individuals who will provide letters of reference/recommendation; one letter must be from the applicant's residency training director or department head. Please note, these reference letters are in addition to the Mentor Letter of Support.

Note: the system will generate an e-mail to the to the individuals indicated providing them with instructions as to how to upload their letter (signed and on official letterhead. It is advisable to consult with your you references well in advance, so that their letters and forms are received by the application deadline.

### **5.10. Transcripts**

Medical school transcript (an unofficial copy may be submitted). If you have multiple transcripts, upload them as a single PDF file.

### **5.11. Research with Human Subjects and/or Vertebrate Animals**

This section includes information on protection of human subjects and animals. This may not be applicable for the one-year clinical fellowship. However, if any documents concerning these assurances need to be included, such as IRB approval memos, they must be included along with any letters uploaded in PDF format as part of the application.

- **Research involving Human Subjects:** If your proposed research involves human subjects, you must provide a signed and dated approval letter from the Institutional Review Board or equivalent appropriate committee of your institution as part of the single PDF file uploaded in the Letters section. If approval is pending, indicate that the project has been submitted to the committee for review in the Human Subjects section. Payment for a successful

application will not begin until such signed and dated approval is received, reviewed and approved by the Society.

- **Research involving Vertebrate Animals:** If you plan research with experimental animals, you must provide certification that the institution complies with all federal, state and local regulations and with the standards established by the Animal Welfare Acts and the documents entitled "Principles for Use of Animals" and "Guide for the Care and Use of Laboratory Animals", available from the Office of Laboratory Animal Welfare at <http://grants.nih.gov/grants/olaw/olaw.htm>. If approval has been granted, a copy of the signed and dated approval letter must be submitted as part of the single PDF file uploaded in the Letters. If approval is pending, indicate that the project has been submitted to the committee for review in the Vertebrate Animals section. Payment for a successful application will not begin until such signed and dated approval is received, reviewed and approved by the Society.

#### **5.12. Budget**

The stipend offered is \$75,000, payable to the institution, to cover the fellow's salary and fringe benefits, and institutional costs.

Proposed budget (see Stipend information above) to include the following detail:

- Salary for fellow
- Fringe benefits package (itemized list and associated costs)
- Institutional costs (not to exceed 10% of the award)
- Other (itemized list and associated costs)
- Additional support provided to fellow by institution (if applicable)

#### **5.13. Budget Detail**

A detailed breakdown of Fringe Benefits Package line item of the budget.

#### **5.14. Other Support**

The Society requires detailed information concerning current and pending support for personnel listed on the application. This information is useful in evaluating any potential overlap with the current application and in identifying potential conflicts of interest. This should be uploaded as a single PDF document using the template provided.

#### **5.15. Applicant Demographics**

The Society is requesting this information to be used for internal purposes only, specifically to help inform the Society's Diversity, Equity, and Inclusions initiatives (please see our Cultural Values and Diversity, Equity, and Inclusion Statement online [here](#)). Your responses will be confidential and will not affect consideration of your application.



## 6. DUAL SUBMISSION TO OTHER AGENCIES

You are encouraged to apply to other appropriate agencies, in addition to the National Multiple Sclerosis Society. If you apply to another agency for support of the same or similar project, be sure to acknowledge the application(s) in the **Other Support** section and where indicated on the **Project Information Section** of the Apply Online system.

## 7. 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 center of the application while in edit mode. This will lock your proposal from further editing and move it to the **Authorization** step that is completed by the Institutional Signatory.

### 7.1. Authorization (Institutional Approval)

Submitted applications are first routed to the Institutional or Primary Signatory identified in the application for approval and final submission to the Society. Once you have submitted your application, a system 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 submitted to the Society. This must be completed prior to 5:00 PM Eastern Time on the date of the 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.

### 7.2. Confirmation

Once your Institutional Signatory has submitted the application, the Principle 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 **Under Review**.

## 8. APPLICATION CHECKLIST

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.

- Have you completed all required items in the **Project Information** section?
- Have you completed all required items in the **Institutional Official** section?
- Have you completed the **Mentor Information** section?
- Have you uploaded your **Mentor Letter of Support**?
- Have you uploaded your completed **Personal Statement**?
- Have you uploaded your completed **Training Plan**?
- Have you uploaded all the relevant **Biographical Sketches**?
- Have you provided contact information for your **References**?
- Have all your reference letters been received in the **Reference Letters** section?
- Have you uploaded your **Transcripts**?
- If applicable, have you completed the **Research with Human Subjects and/or Vertebrate Animals** section?
- Have you completed the **Budget** for all years of the proposed project?
- Have you completed the **Budget Details** for the proposed project?
- Have you listed **Other Support** for all professional staff on the project?
- Has the Primary Signatory of your organization **Authorized** submission of your application?

## 9. 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 Programs team:

### Contacts

Hope Nearhood, MPH, PMP                      [hope.nearhood@nmss.org](mailto:hope.nearhood@nmss.org)

Eileen Madray                                      [Eileen.madray@nmss.org](mailto:Eileen.madray@nmss.org)

Caryn Knutsen                                      [caryn.knutsen@nmss.org](mailto:caryn.knutsen@nmss.org)

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