



National
Multiple Sclerosis
Society

Instructions for Submission via MSGrants *Clinical Mentorship for Psychology Graduate Students*

INTRODUCTION

Please read these instructions and follow them carefully.

The grants management system called **MSGrants** has been implemented for preparation and submission of proposals. 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.
- Passwords for accessing the site never expire.
- Submission of applications is exclusively electronic and no paper copies of any part of the application will be accepted by the Society.
- The full application must be submitted before the deadline.

GETTING STARTED

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**. You will receive an automated e-mail message containing your login credentials within **two business days**.

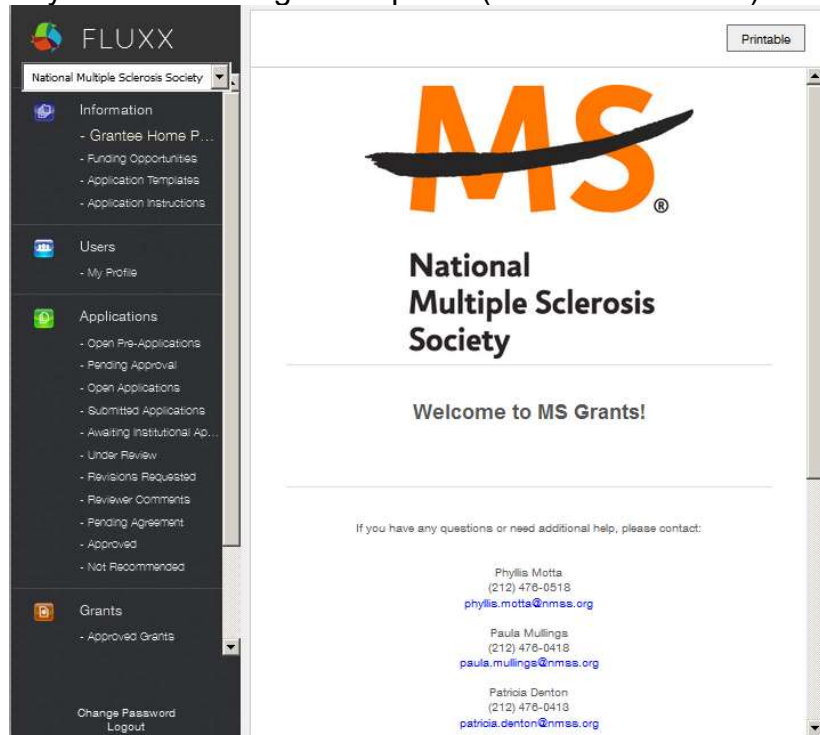
****Please note**, to ensure adequate time is available to complete all components of the final application, we recommend applicants register a minimum of one week in advance of the deadline.

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)

NAVIGATING MSGrants

When you log on you will see the grantee portal (screen shot below).



1. On the left navigation menu, click on **Funding Opportunities**
2. Scroll down to and click on **Clinical Mentorship for Psychology Graduate Students** and click on **Apply Now** to start your application.
3. Complete the online application and upload 2 letters of reference. A few notes:
 - Confidential recommendations can be emailed to Andrea.Arzt@nmss.org
 - Information about the site and start date are online here: <http://www.nationalmssociety.org/mentorship>.
 - If the Psychology Graduate Student Mentorship program is offered in-person there will be a \$2000 award granted to each accepted candidate. This award is meant to defray the cost of travel, rent, transportation, etc. However, if the program is offered virtually awards will not be provided.
4. Your application will be in the **Open Pre-Applications Folder**, so you can return to it and edit if you wish.
5. After the deadline date, all applications will be locked from further editing and transferred to the **Under Review Folder**.

Your application will be reviewed by a program review committee. You will be contacted no later than April 15 to inform you of your application status; you may also be contacted for a telephone interview prior to selection.

If you have questions, please contact Andrea.Arzt@nmss.org.