Instructions for Application Submission
Multiple Sclerosis Clinical Care
One-year Physician Fellowship Program
July 2018

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 such as rural populations, racial or ethnic minorities, economically challenged individuals, patients with progressive forms of MS, etc.

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

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

**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)

**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.

**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 electrodagnostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings.

**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.
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.

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).
INSTRUCTIONS FOR FELLOWSHIP APPLICATION IN THE MS GRANTS SYSTEM

INTRODUCTION

Please read these instructions and follow them carefully. Applications that are incomplete exceed the page limitations, or use undersize or condensed type will not be considered for funding by the Society.

The following changes to the Society’s application procedures have been implemented:

- 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
- 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 sent to the Society.
- In place of the former coversheet, institutional approval by your organization to submit your application will be made electronically using the same online system.
- The application process itself consists of two parts, a short pre-application and the full application.
- The basic elements of the application remain largely unchanged but have been re-ordered and reformatted compared to our former system.
- The full application, including electronic Institutional Approval, must be submitted before the deadline.

Details concerning the grants management system and application process can be found in these instructions and on the system’s Web site itself.
GETTING STARTED

If you have already been issued a password for MSGrants, you can skip the next two sections.

Registration for New Users

If you did not have a password for our previous system, mssocietyapplyonline, you will need to register and be approved for access to the new system. 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.

Registration for Existing Users

If you have a password for our previous system, you do not need to register again, however you will need to reset your password. Go to https://nmss.fluxx.io and once you are at the login page, click on Reset or Create Password. At the next screen, enter the e-mail address that you used in the old system 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 will need to register as if you are a new user.

Your password should contain at least one of the following:

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

A Word about Passwords

Once you have obtained a user id and password, go to https://nmss.fluxx.io and log in. Once you log in, you will be able to see which funding opportunities are active along with the deadlines for each. You will also be able to begin the preparation of your pre-application. In the system your password never expires and you will not need to obtain a new password in order to apply for other funding programs or subsequent cycles. You will be using MSGrants for a variety of purposes in addition to preparation and submission of proposals. For example, progress reports will be prepared and submitted through MSGrants as well and you will be able to view proposals that you have prepared on the system. It is important that you not share your password with others and it is not possible for two different people to apply for funding opportunities using a single password.
NAVIGATING MSGrants

When you log on you will see the grantee portal (illustrated below). A description of the main parts of the grantee portal follows below.

**Funding Opportunities**

Click on this item to see the funding opportunities that are currently available and the application deadlines. Click on **Apply Now** to start a pre-application.

**Application Templates**

Click on this item to download any of several documents that you are likely to use in preparing your application. These include the following:

- A PDF file showing the keywords that you will also find in a drop down list in the application. This PDF file is provided to make it easier for you to see the entire list before making your selections.
• A Word template to use for preparing the narrative for the clinical fellowship grant, research grant and Health Care Delivery and Policy Research contract applications.
• A Word template to use for preparing biographical sketches.
• An example of a lay summary

Application Instructions

Instructions for all of the current funding opportunities

My Profile

Clicking on My Profile will open your individual record. Once open, click on Edit to modify your profile. Please make sure all contact information is current.

Open Pre-Applications

As your application moves through the various steps in the system, it will be listed under different sections of the grantee portal. Once you have started a pre-application and saved it, you can retrieve the application to continue to work on it by clicking on the Open Pre-Applications link.

Pending Approval

Once you have submitted a pre-application you can find it by clicking on the Pending Approval section. Pre-applications listed in this section cannot be edited.

Open Full Applications

Once your pre-application has been approved to move on to a full application, you can access the full application forms here. Full applications that you have worked on and saved can also be found here. These applications can be edited.

Submitted Applications

Full applications that have been submitted can be found here. 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
Full 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.

**Revisions Requested**

Both pre-applications and full applications that have been sent back to the applicant for changes requested by Society staff can be found here. Applications in this section can be edited.

**Pending Agreement**

Full applications that have been approved for funding but which still require some additional processing and/or submission of documents can be found here.

**Approved**

Full 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.

**Copying a Previously Declined Submission**

If you would like to resubmit a previously declined submission, the application can be found in the Not Recommended section. Click on the application you wish to resubmit and Click Copy. A new pre-application will be created. You can then make any changes you'd like at that point and/or Submit. When the pre-application is approved, the full application will have all of the previous information not including the narrative or budget. These will need to be added to the application.
THE PRE-APPLICATION

In the past prospective applicants were required to contact a member of the Society’s Research Programs staff to obtain clearance before submitting a proposal. While the Society still encourages personal contact and discussion of possible ideas for proposals, in the current system this process has been formalized through the use of a "Pre-Application" step. 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 Research Programs staff to ensure that the research idea is consistent with the Society’s mission and research strategies and the nature of the specific funding opportunity. Once the idea is approved you will receive an automated message from the system and you 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.

***Please Note:*** the Society has enacted a deadline for pre-applications. The pre-proposal must be submitted *1 week prior to the deadline*

**How to Complete the Pre-Application**

Once you are logged in, click on **Funding Opportunities** to see a list of available funding opportunities, along with information on the application deadlines. Find the funding opportunity to which you wish to apply and click on **Apply Now.** This will open the pre-application. Enter a title for your pre-application (this can be changed later) and complete the **Eligibility Quiz.** The Eligibility quiz will establish whether you are eligible to apply for that funding opportunity. If you pass all of the eligibility criteria, the rest of the pre-application will open and you can begin to 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 that program.

- **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 in the top left-hand corner of the page.
- **Residency Details:** The applicant must have completed a neurology or physiatry residency in the US prior to the start date of the proposed fellowship. Enter the information regarding your Residency in the text boxes provided.
- **Principal Investigator:** In the **Principal Investigator** field, select your name from the drop-down list.
- **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, just leave it blank and you will have another opportunity to complete this field during the 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 offline and copy and paste the text into the text box.
• **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. The maximum budget for the one-year individual fellowship is $75,000.

• **Mentor and Co-Mentor**: Enter Mentor Name and co-Mentor, if applicable, name and contact information for this project.

• **Proposed Training Institution Site**: Enter the information regarding the Institution.

• 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. You will receive notification of approval, disapproval, or the need for changes generally within **two business days**.
THE FULL APPLICATION

Once your pre-application has been approved (generally within two business days) you can log in and begin to prepare the full application. At 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 you want, save your work, and return to continue working as many times as you want.

Navigation Tips

There are two types of sections in the application: 1) sections in which you select options or fill in text boxes; and 2) sections in which you upload one or more documents. It is a good idea to click on Save as you complete each part of the application.

Black triangles ➤ indicate the sections of the application that will open when you click on the triangle. The default of the application is for each section to be collapsed. You should open each section and complete all of the required components in the section.

The section components can either be drop-down lists, text boxes, or sections where you need to upload one or more files. After you complete a given section, clicking on the triangle again closes that section.

Sections that require one or more files to be uploaded will have a white plus sign on a green background. Click on the plus sign to open the upload dialogue. Click on Add Files to browse for the file that you want to upload. Click on the black triangle to indicate the type of document you are uploading. Click on Start Upload to upload the file.

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.

You can complete the sections in any order you wish but all sections must be completed before you can submit.

Required Fields

This section is a list of required field for the application. There is no action to take within
this section, it is simply a reminder for the application of the fields that must be completed before the application can be submitted.

**Project Information**

This section includes basic information about the proposed project. To assist you in selecting the **Keywords** that are a required part of this section, a list of available keywords can be downloaded from the Grantee Home Page.

**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 your 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](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. For the one-year clinical fellowship, enter your name.

- Fill out the information for your Financial Officer. This information will be used if your application is awarded.

**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.

**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.

- **Collaborative Arrangements** - Letters of collaboration/support from all individuals whose cooperation is necessary for the proposed research should be included as part of the single PDF file uploaded in the Letters section.

- **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](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.

**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)

**Budget Detail**

A detailed breakdown of Fringe Benefits Package line item of the budget.
Mentor's Biographical Sketch

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

Principal Investigator's Biographical Sketch

A biographical sketch template is provided for downloading in case you need one. Biographical sketches must be uploaded in PDF format.

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
- 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.

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 electrodiagnostics.
- 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.

Reference Letters
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.

Note: the system will generate an e-mail 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 references well in advance, so that their letters and forms are received by the application deadline.**

**Transcripts**

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

**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.
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.

SUBMISSION OF YOUR PROPOSAL

Once you have completed the preparation of your proposal, there are several options.

Edit

If you have not as yet submitted your proposal, you can click on the Edit button in order to open your proposal for further editing.

Printable

You can click on the Printable button in order to see your proposal as a single document which can be printed or outputted as a PDF file using standard browser commands.

Submit

If you have completed preparation of your application, you can submit it.

Save

If you are not ready to submit your application, you can save it to work on it later.

Withdraw (application)

If you do not wish to submit your proposal or continue working on it, you can Withdraw it. Once you withdraw an application, it cannot be recovered and so consider this option carefully. This option is generally used when an investigator has inadvertently started a duplicate application.

The Submission Process

Once you are satisfied with your proposal and all sections are marked as “complete,” you can click on the “Submit” button. This will lock your proposal for further editing and move it to the Authorization step.

Cover Page

In our system there is no cover page, cover sheet, or signature page. In place of the former cover page, the system uses an online Authorization step that is completed by the Primary Signatory.
Authorization (Institutional Approval)

Your application is not actually submitted to the Society until the Primary Signatory has logged on to the system and approved submission of the application. The Primary 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 Primary Signatory stating that an application is pending authorization. The Primary 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.
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 Contact Information section?
☐ Have you completed all required items in the Human Subjects and/or Vertebrate Animals section?
☐ Have you completed the Budget for the proposed project?
☐ Have you uploaded Biographical Sketches for all professional staff on the project?
☐ Have you uploaded Personal Statement?
☐ Have you uploaded your completed Training Plan?
☐ Have you filled out the contact information for your Reference Letters?
☐ Have you uploaded your Transcript(s)?
☐ Have you uploaded the Mentor Letter(s) of Support for the proposed project?
☐ Has the Institutional Signatory of your organization Authorized submission of your application?
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

Paula Mullings    (212) 476-0418   paula.mullings@nmss.org
Kathleen Costello, MS,ANP-BC  (212) 476-0462  kathleen.Costello@nmss.org
Niicholas G. LaRocca, Ph.D.   (207) 443-4299   nicholas.larocca@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.