



National
Multiple Sclerosis
Society

**Multiple Sclerosis Clinical Care
Physician Fellowship Program**

Application deadline: August 15, 2012

Application website: mssocietyapplyonline.org

Award notification: early 2013

Award period: July 1, 2013—June 30, 2014

PROGRAM GUIDELINES AND INSTRUCTIONS:

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Comment: Please print this document and read it carefully. It provides helpful information about required documentation and about navigating the online system.

Note that the online system requires three steps, two of which involve a wait time. So, start early!

- **Registration – up to two business days for approval**
- **Pre-application – up to two business days for approval**
- **Application – must be completed by the date listed above**

PROGRAM DESCRIPTION AND GUIDELINES

The National Multiple Sclerosis Society (Society) offers a one year, post-residency MS clinical fellowship program designed to train board eligible/certified neurologists or physiatrists in specialized MS clinical care.

Consistent with its mission to move toward a world free of multiple sclerosis, the Society supports the professional development and training of physicians in the comprehensive care of people with MS. This program provides the fellows with the opportunity to perform new patient consultations and follow-up evaluations under the supervision of an MS specialist physician. The fellows will also participate in multidisciplinary team activities, lectures, and professional meetings, leading to the acquisition of skills and knowledge necessary to provide the highest quality of care for individuals with MS.

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 at a local chapter or the home office (e.g., as a member of the Clinical Advisory Committee, Chapter Programs Committee, or Board of Trustees, 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 electrodiagnostics.
- 15% - Didactic activities, such as producing a clinical paper, review, poster, etc., attending lectures, grand rounds, seminars, and professional meetings.

Duration of Fellowship

This fellowship is for a period of 12 months.

Stipend

The stipend offered is \$65,000, 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).

APPLICATION PROCESS

- Applications must be submitted via the Society's WebGrants system: mssocietyapplyonline.org
- Application materials must be submitted by 11:59 ET of the deadline date.
- Applications that are incomplete, exceed page limitations, or use undersize or condensed type will not be reviewed.

Application Materials

The application consists of the items listed below. Some of the items will be uploaded to the system as PDFs; others are submitted via data entry. Please view the application website for additional instructions.

- Complete contact information for the following:
 - Applicant
 - Proposed mentor and co-mentor (if applicable)
 - Institutional officers:
 - President
 - Financial Officer
 - Director of Sponsored Research
 - Payment information (to what entity the award check should be made payable)
- The name of the proposed training institution
- The name of the institution to which the award will be payable and the institution's federal tax ID
- 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 comments (optional)
- NIH biographical sketches for the applicant and mentor
- Applicant's personal statement (not to exceed one typewritten page), describing long and short-term career goals; how the fellowship will advance these goals; personal qualifications for the award
- Training plan (not to exceed two typewritten pages). Developed in collaboration with the mentor, this document will detail activities listed in the Components of Training (see above)
- Letter of support from mentor (signed and on official letterhead), to provide the following information:
 - Description of ongoing clinical activities at the MS clinic or practice
 - Description of multidisciplinary care team

- Description of any previous or current fellowship/trainees in the past five years
- Evaluation of the likelihood that the applicant will make a meaningful contribution to MS as a clinician after the fellowship training
- Contact information for three individuals (called “referees” in our web-based system) who will provide letters of reference/recommendation; one of the referees must be the applicant’s residency training director or department head. Note: the system will generate an e-mail to the referees providing them with instructions as to how to upload their letter (signed and on official letterhead) and a system-generated evaluation form which they will be instructed to complete. **It is advisable to consult with your referees well in advance, so that their letters and forms are received by the application deadline.**
- Medical school transcript (an unofficial copy may be submitted).
- Form titled “Certificate of Applicant and Sponsoring Institution,” must be signed by the applicant, mentor, financial officer, and official authorized to sign for the institution.

POLICIES AND PROCEDURES

Application Materials

- Applications must be submitted via the Society’s WebGrants system: mssocietyapplyonline.org
- Application materials must be submitted by 11:59 ET of the deadline date.
- Incomplete applications will not be reviewed.

Interview

When requested by the Society, each applicant must agree to be phone interviewed by a member of the Multiple Sclerosis Clinical Care Physician Fellowship Advisory Committee or its designee.

Notification of Award

Applicants will be notified by e-mail of their status on or about the date listed at the top of this document. By March 31 of the award year, awardees will receive a letter of agreement which must be to be signed by the awardee and returned to the Society contact listed below by April 15 of the award year.

Change in Terms of the Award

Any change to the conditions of an award, including a change in the training curriculum or in the level of activity by the fellow or mentor, requires prior approval by the Society. Failure to notify the Society will be considered grounds for revocation of the fellowship award.

Transfer of a Fellowship Award

The transfer of an award from one institution to another along with transfer of the fellow cannot be made without prior approval in writing by the Society and will require re-submission of select application materials for review and approval by the Society. Contact the Society’s Contact listed below for further information.

Supplemental Funds

Supplementation or additional support to offset the cost of living may be provided by the awardee's institution, but must not require any significant obligation from the trainee. The extent of anticipated supplementation should be stated in the application, and the Society must be notified of subsequent additional support.

Change of Mentor

If the fellow's mentor becomes unable to continue the supervision of the fellow's training, a replacement may be named by the sponsoring institution pending approval by the Society. However, in the event that the fellow is unable to continue with the training, the fellowship award is non-transferable.

Personnel Policies

Fellows are not considered employees of the National Multiple Sclerosis Society, but rather of the institution where the training is provided. The fellowship is to be administered in accordance with the prevailing policies of the sponsoring institution, including vacation days, sick leave, holidays, etc.

Termination of Fellowship

Whenever a fellow or a mentor elects to terminate a fellowship on a date prior to that indicated in the letter of award, the Society must be notified immediately in writing of the action taken. Grounds for revocation of the fellowship will be deemed to exist:

1. if a mentor requests in writing that the fellowship be terminated because of unsatisfactory performance by the fellow
2. if a fellow requests in writing that the fellowship be terminated for any reason
3. if the fellow's mentor becomes unable to continue the supervision of the fellow's training and a replacement acceptable to the Society is not named
4. if the fellow changes any aspect of the award from that which was originally approved by the Society, including the mentor, the department, and/or the institution without prior notification and approval by the Society
5. when reports of progress are not received from both the mentor and the fellow within one month of the date due
6. for a cause established by due process of law; or as a consequence of an institutional review committee's determination of fraud or malfeasance.

Publications

In the event the fellow publishes an article based on his/her experience in the Multiple Sclerosis Clinical Care Physician Fellowships Program, the fellow is expected to send to the Society reprints of each publication.

As soon as a manuscript is accepted for publication, a copy should be sent by mail or fax (212-986-7981) to Dr. Jennifer Stark, Director of Research Training Programs, National MS Society, 733 Third Avenue, NY, NY 10017 (or email to Jennifer.stark@nmss.org) accompanied by the name of the journal and the probable publication date. Manuscripts and preprints will be respected as privileged communications.

Support should be acknowledged by a footnote on the publication indicating that the work was supported by the Multiple Sclerosis Clinical Care Physician Fellowships Program sponsored by the National Multiple Sclerosis Society.

Evaluation

The mentor will evaluate the fellow at the end of the 12-months term via a written evaluation submitted to the Society and the fellow. Upon completion of the program, the fellow will also evaluate the mentor and the training program via a written evaluation submitted to the Society. In addition, the Society will conduct follow-up surveys with the fellow to determine long-term outcomes of the program.

Acknowledgement of Completion

Upon completion of the 12-month fellowship, documentation will be provided to the fellow acknowledging his/her participation in, and completion of, the program.

TIPS FOR USING THE ONLINE APPLICATION SYSTEM

Registration

Go to www.mssocietyapplyonline.org. Once you are at the login page, click on “Register Here.” Complete the online registration form.

Note the following:

- The request for school name and address and contact information refers to your present location.
- The organization information refers to the site where you propose to complete fellowship training.

Submit your registration by clicking on the word “Register.” This will submit your request for access to the site to the Clinical Programs staff of the Society. The staff will review your registration information. If approved, you will receive an automated e-mail message containing your assigned user ID and a temporary password. Allow two business days to receive your approval.

Note that the sender of the approval is webgrants@dullestech.com. If you do not see the e-mail, please check your junk mail and adjust your spam filter as appropriate.

Once you have obtained a user ID and temporary password, go to www.mssocietyapplyonline.org and log in. Once you have logged in, you may reset your password by clicking on the icon My Profile.

Funding Opportunities

Note: For each Society funding opportunity, a **pre-application** that must be completed and submitted before the applicant can prepare a full application. The pre-application for the Clinical Care Physician Fellowship is reviewed by a member of the Clinical Programs staff to confirm eligibility. Once eligibility is approved you will receive an automated message from the system and you will be able to begin preparation of the full application. Allow two business days for approval.

When you have successfully logged on, you will be able to view the list of current funding opportunities by clicking the icon Funding Opportunities.

- Select “Clinical Care Physician Fellowship,” which will take you to a page titled “Opportunity Details.”
- Click on “Start a New Application.”
- Complete the “General Information” page. Please provide the following information:
 - Principle Investigator – type your name and graduate degree(s), e.g., Jane Doe, MD
 - Title of the Study – type “Clinical Care Physician Fellowship”
 - Name of organization – type the name of the institution where you propose to complete your fellowship
- Click on “Go to Application Forms.”
- In the text box that opens, insert a paragraph or two that provides a “Brief Summary of Research Idea.”
- Save the “Brief Summary of Research Idea.”
- Then click on “Mark as Complete” and “Submit.”

When you submit the pre-application, it will automatically be sent to the appropriate program officer at the Society for review. Allow two business days to receive approval of your pre-application.

Note that the sender of the approval is webgrants@dullestech.com. If you do not see the e-mail, please check your junk mail and adjust your spam filter as appropriate.

COMPLETING THE FULL APPLICATION

Once your pre-application has been approved, you can log in and begin to prepare the full application. When you log in, click on “Funding Opportunities.” Then click on the “Clinical Care Physician Fellowship” funding opportunity.

This will take you to a page listing any applications that you have open for editing. Find the application that you wish to work on (this would be the pre-application that you submitted and which was approved by the Society) and click on the words “Apply Final” on the right side of the list.

This will open the “General Information” section. Make any necessary changes and then click **Save**.

When the next page appears, click “Go to Application Forms.” You are now ready to complete the remaining sections of the application.

Navigation and Data Entry Tips

There are two main areas of navigation and commands:

- Upper left area of the screen (under the National MS Society logo)
 - Menu – Click to return to the main menu (home page)
 - Help – Click to view system and funding opportunity information
 - Log out – Click to exit the program
- Upper right area of the screen (under the Fast Forward logo). *Note: The item in **boldface** are especially important to successfully completing your application.*
 - Back – Click to return to the previous page
 - Print – Click to allow printing of select pages
 - **Add – Click to upload requested information**
 - Delete – Click to delete requested information
 - Edit – Click to edit information
 - **Save – Click to save information**

There are two types of data entry sections in the application:

- Sections in which you select options or fill in text boxes
- Sections in which you upload one or more documents

Sections in which you select options or fill in text boxes

Complete the various fields, click “Save,” and then click “Go to Application Forms,” to return to the list of sections to be completed.

Sections in which you upload one or more documents

To upload documents, click “Add.” This will open a page that allows you to browse your computer to locate the file that you want to upload. You are also required to provide a description (e.g., Dr. Brown’s NIH biosketch from).

To upload click “Save” button. If you need to replace the document that was uploaded, you can delete the original one and upload the new one. You can complete the sections in any order you wish but all sections must be completed

before you can submit.

Editing, Marking Complete, Submitting

You may return to any section later and click “Edit” to change any of the information that you have entered.

Before submitting your application, you must click “Mark as Complete” for each section. Even if you mark a section as complete, you can still go back and edit the information in that section so long as the application has not been submitted.

SUBMISSION OF YOUR PROPOSAL

There are three commands on the “Application Forms” page that you can use as part of the submission process. Please note that all sections must be marked as “Complete” before you can submit your proposal.

Preview

Clicking on the “Preview” button shows you your complete proposal. You can scroll up and down through the proposal to check on the various sections that you have completed. This command can be used before all of the sections are marked as “complete” or after you have marked everything as complete.

Print Cover Page

This command allows you to print the coversheet of the proposal before all of the sections are completed so that you can obtain institutional signatures. In order for this to work you must have completed the “Project Information” and “Institutional Officers” sections.

Submit

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 submit your proposal to the Society. You must submit your proposal prior to 11:59 PM Eastern Time on the date of the deadline.

SOCIETY CONTACTS

Online submission system

Alicia Soto
National MS Society
733 Third Avenue, 3rd Floor
New York, NY 10017
Phone: 212-476-0457
E-mail: Alicia.Soto@nmss.org

Eligibility and application materials

Jennifer Stark, PhD
National MS Society
733 Third Avenue, 3rd Floor
New York, NY 10017
Phone: 212-476-0462
E-mail: jennifer.stark@nmss.org