



National  
Multiple Sclerosis  
Society

## Instructions for Submission: Career Transition Fellowship Applications National Multiple Sclerosis Society *April 2018*

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### 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 application process itself consists of two parts, a short pre-application and the full application. The pre-application must be submitted by May 9, 2018 and the full application will be due on August 15, 2018 and is by invitation only following review of the pre-application.
- The grants management system called **MSGrants** is used 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 no paper copies of any part of the proposal will be sent to the Society.
- Institutional approval by your organization to submit your application will be made electronically using the same online system.
- The full application, including electronic Institutional Approval, must be submitted before the August 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**

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***.

### **Resetting Passwords**

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 your email address 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:

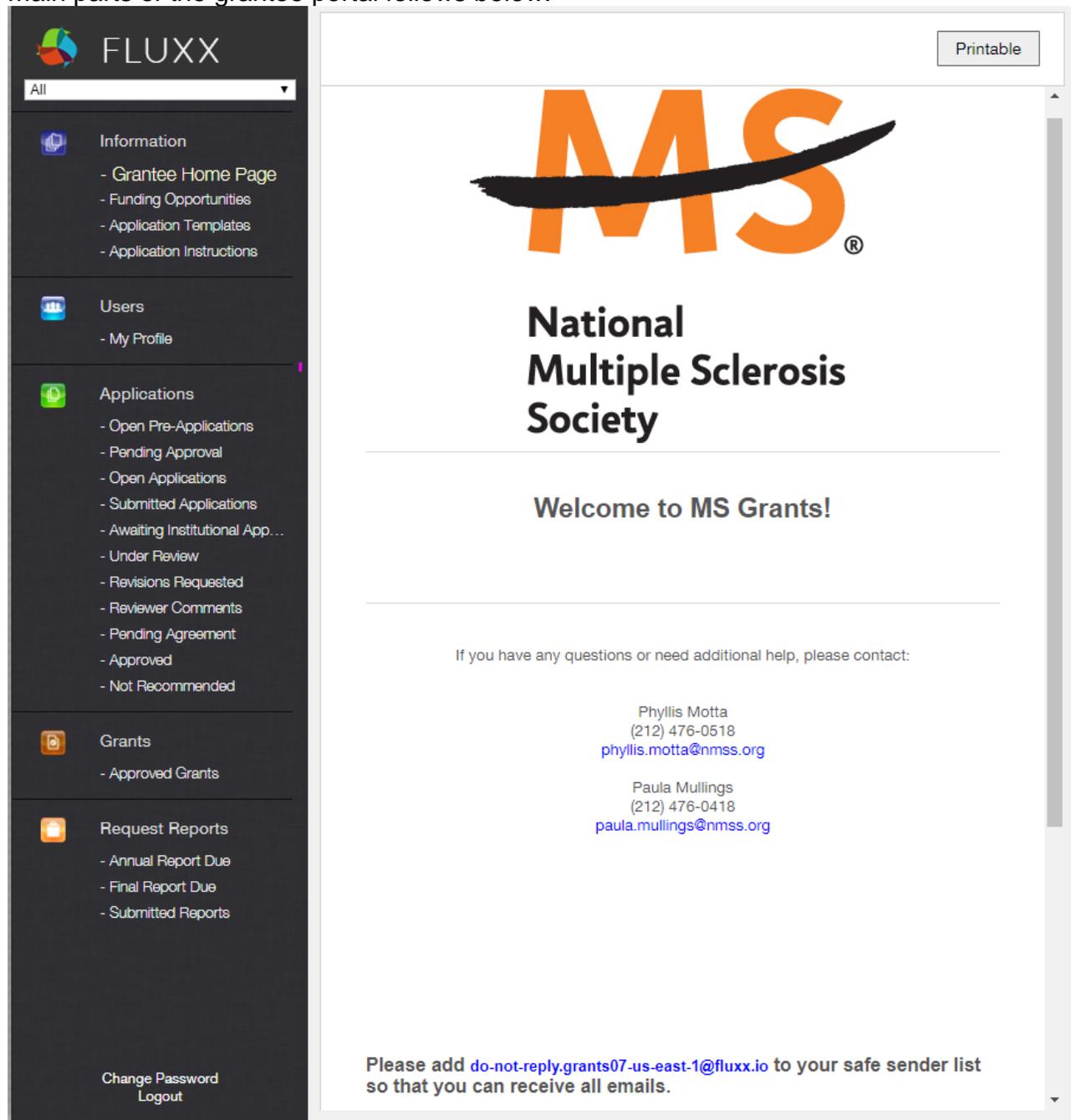
- Uppercase letter (A through Z)
- Lowercase letter (a through z)
- Number (0 through 9)

### **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 email address.

## 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.



The screenshot displays the FLUXX MSGrants portal. On the left is a dark sidebar with the FLUXX logo and a search bar set to 'All'. The sidebar is organized into sections: Information (Grantee Home Page, Funding Opportunities, Application Templates, Application Instructions), Users (My Profile), Applications (Open Pre-Applications, Pending Approval, Open Applications, Submitted Applications, Awaiting Institutional App..., Under Review, Revisions Requested, Reviewer Comments, Pending Agreement, Approved, Not Recommended), Grants (Approved Grants), and Request Reports (Annual Report Due, Final Report Due, Submitted Reports). At the bottom of the sidebar are links for 'Change Password' and 'Logout'. The main content area features the MS logo (orange letters with a black brushstroke), the text 'National Multiple Sclerosis Society', and a 'Welcome to MS Grants!' message. A 'Printable' button is in the top right. Below the welcome message, contact information is provided for Phyllis Motta (212) 476-0518, phyllis.motta@nmss.org and Paula Mullings (212) 476-0418, paula.mullings@nmss.org. A footer note asks users to add do-not-reply.grants07-us-east-1@fluxx.io to their safe sender list.

## 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 Career Transition applications.
- A Word template to use for preparing biographical sketches.
- Instructions for submission
- An example of a lay summary

## **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 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.

## **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-applications for the **Career Transition Fellowship** will undergo a competitive review to determine which applicants will be invited to submit a full application. In some cases, Society staff may send the pre-application back to you for clarification or changes before review.

### **How to Complete the Pre-Application**

Once you are logged in, click on **Application Information** 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.
- **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 later.

- **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, including 10% indirect costs. Indirect costs are only allowed on U.S. based projects. This figure is just to 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.
- **Biosketch Upload:** Upload PDF files of biosketches for principal investigator (you), mentor, and co-mentor (if applicable). In the document type drop-down box, you must select Mentor Biosketch for one of the uploads or you will receive an error message.
- **Reference Letter Requests:** Enter name and e-mail address of mentor and co-mentor (if applicable) and submit reference request. Individuals will receive an e-mail giving details about uploading a reference letter. Additional reference letters will be required if the applicant is selected to submit a full application.
- 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** in order 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. Pre-applications will be reviewed and applicants selected to submit a full application will be notified in early June.

## **THE FULL APPLICATION**

If your pre-application is approved 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**

- 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 05:00 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.

## **Mentor/Co-mentor Information**

Enter Mentor and Co-Mentor (if applicable) name and contact information.

## **Human Subjects and/or Vertebrate Animals**

This section includes information on protection of human subjects and animals. 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. (See next section)

## **Letters Submitted with Application**

This is the section where letters submitted with your application are uploaded. Letters must be converted to PDF format and uploaded as a single PDF file. Paper copies will not be accepted and will be discarded if they are received by the Society. Most letters to be submitted fall into the following three categories:

- **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>. 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.

### **Lay Language Summary of Proposed Project**

The lay language summary should describe your proposed research in language suitable for a news release to the lay public. The lay summary is broken into several sections. In each section you are required to address a different element of your proposed project. Please read these instructions carefully and ensure that you address each element. You can type directly into the online text boxes or copy and paste each section that you have prepared using a word processor. If your project is funded, Society staff may make editorial changes to the summary to enhance its clarity.

### **Scientific Summary of Proposed Project**

This summary should capture in condensed form the rationale, specific aims, methods, anticipated outcomes, and potential significance of the proposed research to any of the National MS Society's [five Research Priority Areas](#). You can type this into the online text box directly or copy and paste a summary that you have prepared using a word processor.

### **Project Staff**

Since the PI's information is already captured elsewhere, it does not need to be entered here. However other key professional personnel should be listed. This will assist the Society in more effectively tracking all of the researchers and clinicians who participate in Society-funded projects.

## **Biographical Sketches**

A biographical sketch template is provided for downloading on the Grantee Home Page in case you need one. NIH style is acceptable. If you already have a current biographical sketch, you can convert it to PDF format and upload it. Biographical sketches are required for all professional personnel working on the project and make sure to include your own biosketch. All biographical sketches must be uploaded in PDF format.

## **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.

## **Mentor's Training Experience**

Enter names, training dates, and current position for mentor trainees in the past 5 years.

## **References**

In addition to mentor and co-mentor (if applicable) letters of support, 3 other reference letters must be requested for the full application. Enter names and e-mail addresses of the individuals you would like to include as references and they will receive an e-mail giving details about uploading a reference letter.

## **Proposal Narrative**

The proposal narrative is the heart of the application. Details concerning the preparation of the proposal narrative appear below. A template in Microsoft Word format is provided on the Grantee Home page for downloading. This template parallels NIH format. Specifications are 12 pages single spaced (not including references), 11 point or larger font, and half-inch margins on all sides. Once the narrative is completed, it must be converted to PDF format and uploaded in this section. Applicants who have a narrative prepared for a NIH application can use this if it conforms to the above dimensions. Applicants who are resubmitting an application must include up to 2 pages detailing their response to the reviewers' comments from the prior submission. These 2 pages are in addition to the 12 pages of the narrative itself.

## **ORGANIZING YOUR NARRATIVE**

To facilitate the review of your application, it is strongly recommended that you organize the discussion of your proposed research using the following guidelines:

### **Introduction (for resubmissions only)**

Use this section only for a revised, resubmitted application. In a revised application, there must be substantial changes in the content of the application. This section must summarize the substantial additions, deletions, and changes. The Introduction must also

include responses to the criticisms and issues raised by the reviewers of your previous application. The changes in the Research Plan must be clearly marked by appropriate bracketing, indenting, or changing of typography, unless changes are so extensive as to include most of the text. This exception should be explained in the Introduction. Do not indicate changes by colored text or shading. Work accomplished since the original application was submitted should be included in the "Progress Report/Preliminary Results" section. **PAGE LIMIT: two pages (This can be in addition to the 12 page limit.) If you exceed two pages, your application may be rejected.**

### **Research plan**

Include all text, figures, and data tables related to the research plan in this section. The individual subsections below may be any length as long as the total for the entire research plan does not exceed the **PAGE LIMIT of twelve pages** (not including the list of literature references).

- **Specific Aims** - Provide a concise statement of each objective of the proposed research project.
- **Background** - Provide a brief summary of the background for this project, including existing knowledge in the area and long-term goals of your research.
- **Experimental Design and Methods** - Describe the design of experiments and the procedures used to undertake the proposed studies. Where appropriate, include possible outcomes, pitfalls, and alternative plans.
- **Timeline** - Provide a specific timeline for the research project that clearly indicates the work to be accomplished during the postdoctoral training period (years 1-2) and the faculty period (years 3-5) of the award.
- **Relevance to the National MS Society's Research Priorities** - Describe how the proposed research addresses any of the National MS Society's [five Research Priority Areas](#).
- **Facilities Available** – Describe the facilities available for the conduct of the proposed research, and list major items of equipment that are available for use in the project. **PAGE LIMIT: one page. Please note that the 12-page limit includes this page.**

### **Literature cited**

To facilitate the review of your application, give the full title and bibliographic reference for all work cited in your application. **Please note that the 12-page limit for the narrative does not include the references, i.e., the references can go beyond the 12-page limit.**

## **Materials Submitted with Application**

This is the section where appendix materials submitted with your application are uploaded. Appendix materials must be in PDF format and can be uploaded as multiple PDF files. Paper copies, CD's, etc. will not be accepted and will be discarded if they are received by the Society. Items commonly included in the appendix are:

- **Publications – A maximum of 3** reprints or preprints can be included as part of the appendix.
- **Clinical Trial Protocols** – In some cases, a proposal submitted to the Society may involve a study that is an add-on to a clinical trial that has been funded by another agency. Although the clinical trial itself is not the focus of the proposal, it is essential for the peer-review panel to have detailed information about the trial. If the above scenario describes your proposal, you must include a copy of the clinical trial protocol as part of the appendix.
- **Other Materials** – If your proposed study utilizes questionnaires or other types of printed assessment instruments, you may want to include these as part of the appendix. Many other types of materials could potentially be included in the appendix. However keep in mind that reviewers have a great deal of material to review and so you should choose your appended materials carefully.
- **Caution** – Do not use this section to circumvent the page limits of the narrative section. Putting information here that belongs in the narrative may result in a more negative assessment by the peer review panel.

## **Budget**

The budget must be prepared using our online facility. The budget module is divided into sections such as "Personnel," "Equipment," "Supplies," etc. and project years. To add a line item to the budget, click on the green "+" button to open the form. The system will calculate the total budget per year after each line item has been added to the application. Please note, it is recommended that you save the application after each budget section has been completed to expedite the calculation process. The budget module automatically calculates direct costs, indirect costs, and totals. Please note that you cannot edit the indirect cost section. This section is calculated by the system based on your entries and is not editable by applicants.

Budget items must be entered for each project year. The principal investigator salary during the first two years must be based on the Society's postdoctoral fellow salary scale (see table in Application Templates section). For applicants with residency experience, each full year of residency training can be counted as the equivalent of a year of postdoctoral training.

An annual institutional allowance of \$7,850 will be provided in years 1 and 2 of the award to defray the costs of providing the applicant's fringe benefits, in particular health insurance. Additional fringe benefits may not be added to the request.

Other key points:

- The direct costs for all items except the principal investigator salary and institutional allowance may not exceed \$25,000 for each of the first two years.
- Indirect costs are not permitted for the project years 1 and 2.
- Funds requested for other personnel in the project years 1 and 2 may not be used to support postdoctoral research associates.
- For project years 3-5, the default budget is \$125,000 per year plus indirect costs of 10%. The totals for these years should be included in calculating the total amount requested. No itemization is required at this time. During activation of the faculty phase of the award, the principal investigator will be required to submit an itemized budget for years 3-5 which will be reviewed prior to approval of the continuation of funding.

### **Budget Justification**

The budget justification can be typed directly into the text box online or copy and pasted into the text box from a word processor.

### **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 05:00 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 all required items in the **Human Subjects and/or Vertebrate Animals** section?
- If applicable, have you uploaded all of the **Letters** of support/collaboration/approval?
- Have you completed the **Lay Language Summary**?
- Have you completed the **Scientific Summary**?
- Have you completed the Mentor/Co-mentor section?
- Have you uploaded **Biographical Sketches** for all professional staff on the project?
- Have you listed **Other Support** for all professional staff on the project?
- Have you uploaded your completed **Proposal Narrative**?
- If applicable, have you uploaded all of the **Materials** in the appendix?
- Have you completed the **Budget** for all years of the proposed project?
- Have you completed the **Budget Justification** for all years of the proposed project?
- Has the Primary Signatory of your organization **Authorized** submission of your application?
- Have you submitted your proposal prior to 11:59 PM Eastern Time on the date of the deadline?

## **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	<a href="mailto:Paula.Mullings@nmss.org">Paula.Mullings@nmss.org</a>
Phyllis Motta	(212) 476-0518	<a href="mailto:Phyllis.Motta@nmss.org">Phyllis.Motta@nmss.org</a>
Douglas Landsman, Ph.D.	(212) 476-0536	<a href="mailto:Douglas.Landsman@nmss.org">Douglas.Landsman@nmss.org</a>

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