Instructions for Submission via MS Grants
Fast Forward Proposals
December 2018

INTRODUCTION

Please read these instructions and follow them carefully.

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 sent to 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 the **Fast Forward Proposal Guidelines,** also available on the MSGrants website.

Applications that are incomplete, exceed the page limitations, or use undersized or condensed type ***will not be considered for funding by Fast Forward and the National Multiple Sclerosis Society.*** The full application, including electronic Institutional Approval, must be submitted before the deadline.

GETTING STARTED

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*.

Password Reset

If you need to reset your password, please click on **Reset or Create Password** on the main login page for MSGrants at **https://nmss.fluxx.io.** 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 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 logged 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, accessed through the left-hand navigation menu, follows.
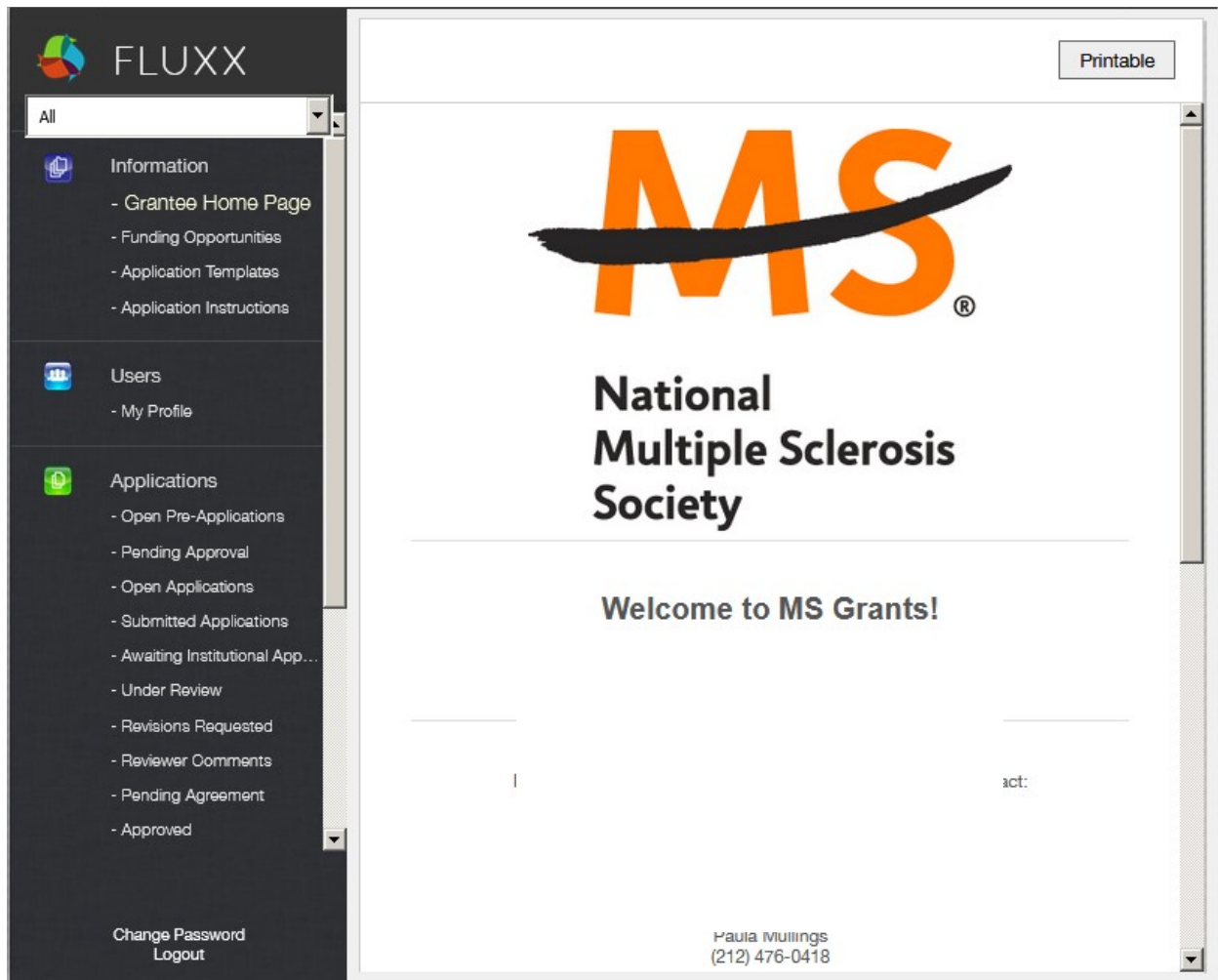
Information: Funding Opportunities

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.

Users: 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.

Applications: 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.

Applications: 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.

Applications: Open (Full) Applications

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

Applications: Submitted Applications

Full applications that have been submitted can be found by clicking on **Submitted Applications** section. Applications in this section cannot be edited.

Applications: Awaiting Institutional Approval

Full applications that are pending institutional approval for final submission can be found by clicking on **Awaiting Institutional Approval** section**.**

Applications: Under Review

Full applications that have been screened by Fast Forward staff and advanced to the peer review process can found by clicking the **Under Review** section. Applications in this section cannot be edited.

Applications: Revisions Requested

Both pre-applications and full applications that have been sent back to the applicant for changes requested by Fast Forward can be found under the **Revisions Requested** section. Applications in this section can be edited.

Applications: 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 by clicking on the **Pending Agreement** section.

Applications: Approved

Full applications that have been approved for funding and which require no further processing can be found under the **Approved** section.

THE PRE-APPLICATION

For this funding opportunity, a new application will automatically open as a pre-application that must be completed and submitted to Fast Forward before the applicant can prepare a full application. The pre-application is reviewed by a member of the Fast Forward staff to ensure that the research idea is consistent with Fast Forward and the National MS 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, Fast Forward staff may send the pre-application back to you for clarification or changes before final approval.

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.

- **Title:** Enter a title for your pre-application (this can be changed later).
- **Organization:** The **Organization** field will be pre-populated.
- **Primary Contact** field, select your name from the drop-down list. You will not be able to submit if you select a name other than your own.
- **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 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 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 during the full application stage.

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 Fast Forward for review. You will receive notification of approval, disapproval, or the need for changes 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.

Use the Fast Forward Proposal Guidelines as a guide for completing specific sections of the application.

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. **NOTE: Any charts, diagrams and figures <u>MUST</u> be submitted as a PDF attachment.**

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.
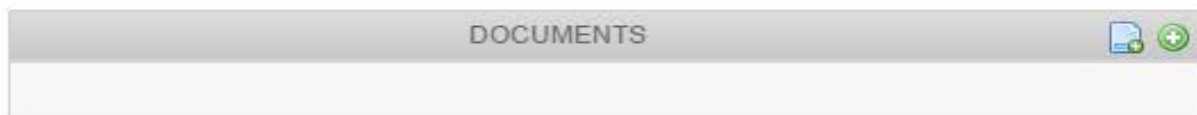
To change the document type or delete the file that you uploaded, position your cursor anywhere to the right of the name of the file and click on the pencil (edit) or the minus sign (delete) that appear.

DOCUMENTS	
FF Application - Attachment Test.pdf	
Added by Grantee User at 3:50 PM on January 8, 2016	

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

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 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 Fast Forward or the National Multiple Sclerosis Society policy or the content of your proposal, please contact one of the following members of the Fast Forward team:

Contacts

Maya Merrell	(212) 476-0443	maya.merrell@nmss.org
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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.