National Multiple Sclerosis Society

Instructions for Submission via MSGrants
Clinical Mentorship Programs

INTRODUCTION

Please read these instructions and follow them carefully.

The grants management system called **MSGrants** has been implemented for preparation and submission of proposals. MSGrants can be found at **https://nmss.fluxx.io**

Please note:
- Compatible browsers include **Chrome, Firefox,** and **Safari.** Internet Explorer is **not** fully compatible and should be avoided.
- Passwords for accessing the site never expire.
- Submission of applications is exclusively electronic and no paper copies of any part of the application will be accepted by the Society.
- The full application must be submitted before the deadline.

GETTING STARTED

Go to **https://nmss.fluxx.io** and once you are at the login page, click on **Register Now.** Complete the online registration form with your contact and university/school affiliation information. Then submit your registration by clicking on the words **Submit Request.** You will receive an automated e-mail message containing your login credentials within *two business days*.
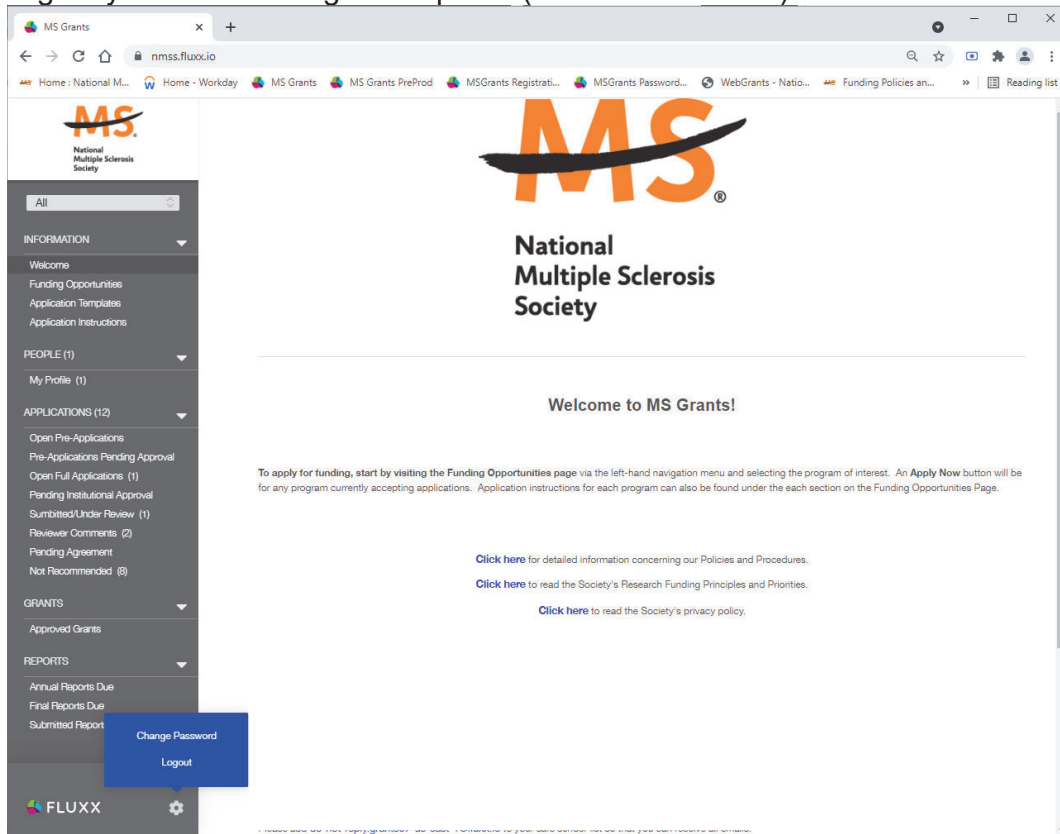
**Please note, to ensure adequate time is available to complete all components of the final application, we recommend applicants register a minimum of one week in advance of the deadline.

Your password should contain at least one of each of the following:
- • Uppercase letter (A through Z)
- • Lowercase letter (a through z)
- • Number (0 through 9)

NAVIGATING MSGrants

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

1. On the left navigation menu, click on **Funding Opportunities**
2. Scroll down to and click on **Clinical Mentorship Program for Medical Students** or the **Clinical Mentorship for Psychology Graduate Students**
3. Click on **Apply Now** to start your application.
4. Complete the online application and upload 2 letters of reference and a CV (e.g. biosketch). A few notes:
   - Confidential recommendations can be emailed to NMSS Staff indicated below.
   - Information about the sites and start date are online.
5. Your saved application will be in the **Open Pre-Applications Folder**, so you can return to it and edit if you wish.
6. After the deadline date, all applications will be locked from further editing. Complete applications will be transferred to the **Under Review Folder.**

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

If you have questions, please contact the appropriate staff:
Medical Student Mentorship Program: Cheryl DuFore, Cheryl.Dufore@nmss.org
Psychology Graduate Student Program: Mary Gossett, Mary.Gossett@nmss.org