



**National  
Multiple Sclerosis  
Society**

## **Instructions for Submission: MSGrants Applications**

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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 and those on behalf of the International Progressive MS Alliance.

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 accepted.

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 proposal guidelines specific to each funding opportunity, also available on the MSGrants website.

Applications that are incomplete exceed the page limitations and applications that use undersize or condensed type **will not be considered for funding.** The full application, including electronic institutional approval, must be submitted before the deadline.

## 1. GETTING STARTED

### 1.1. Registration

If this is your first time using MSGrants then you will need to register. 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. Staff will review your registration information to verify that you are qualified to apply for funding. If approved, you will receive an automated e-mail message containing your login credentials within *two business days*.

### 1.2. Password Reset

If you need to reset your password, please click on **Reset or Create Password** on the main login page for MSGrants or go to [https://nmss.fluxx.io/forgot\\_password](https://nmss.fluxx.io/forgot_password). 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, please contact Society staff for assistance.

Your password should contain at least one of each of the following:

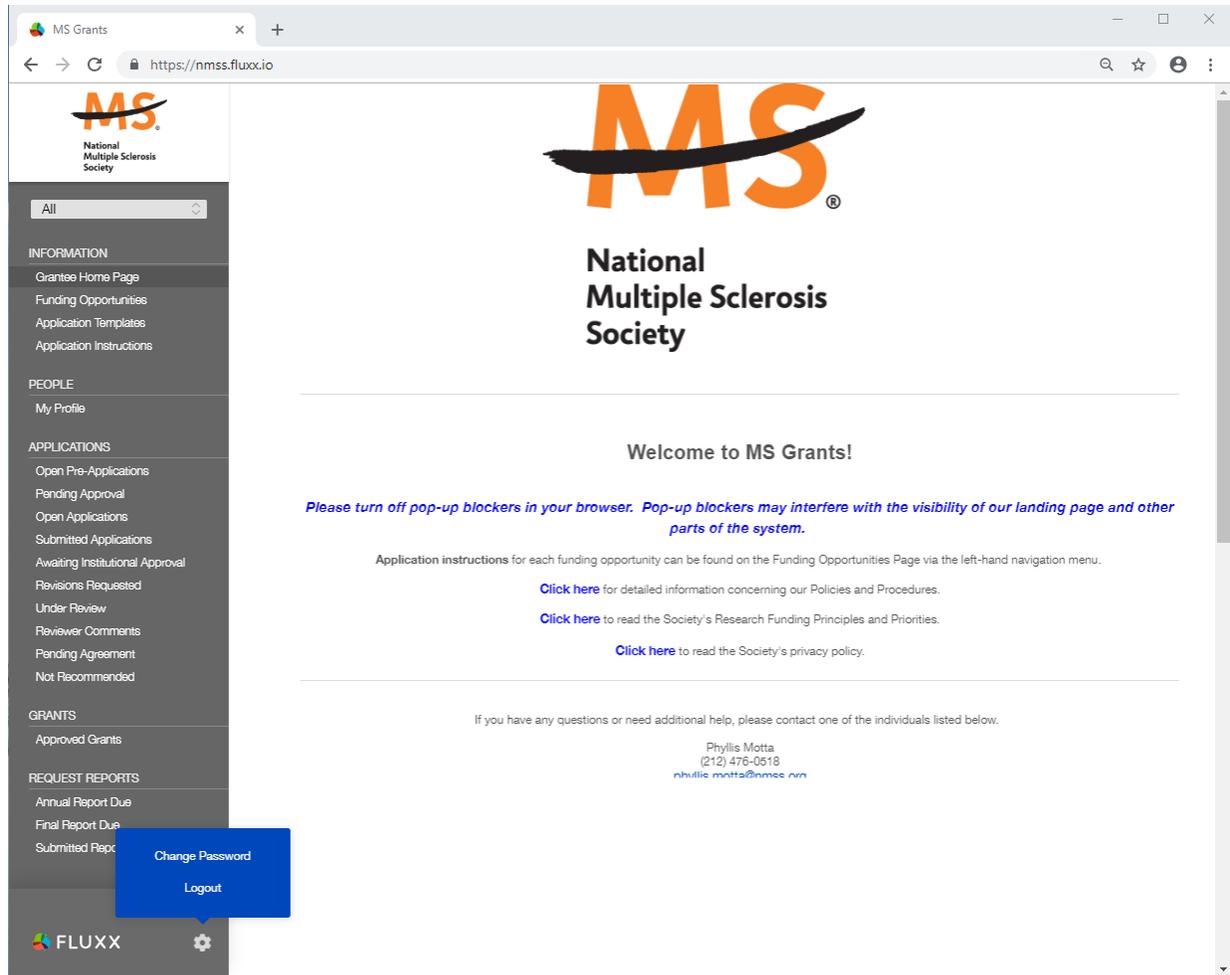
- Uppercase letter (A through Z)
- Lowercase letter (a through z)
- Number (0 through 9)

### 1.3. A Word about Passwords

It is important that you not share your password. Your password is linked directly to your account and will provide access to all information used in your submissions to MSGrants. When logged in, you will be able to use MSGrants for a variety of purposes in addition to preparation and submission of proposals, such as submission of your progress reports. Your password for MSGrants never expires and you will not need to obtain a new password to apply for other funding programs or subsequent cycles.

## 2. 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.



### 2.1. Information

**Grantee Home Page**—This is the landing page when you first log onto MSGrants. You can find contact information for Society staff here.

**Funding Opportunities**—The funding opportunities that are currently available and the application deadlines. Click on **Apply Now** to start a pre-application.

**Application Templates**—Various documents available for download that you may need/use in preparing your application. These include the following:

- Templates available to use for preparing specific funding opportunity narratives
- A Word template to use for preparing biographical sketches
- An example of a lay summary

- A PDF file showing the keywords that you will also find in a dropdown list on applicable applications. This PDF file is provided to make it easier for you to see the entire list before making your selections.

**Application Instructions**—Instructions for all current funding opportunities

## 2.2. Users

**My Profile**—Your individual user profile information is outlined in this section. Please make sure all contact information is current and edit this information to update your profile. If you need to change your institution, please contact Society staff listed on the Grantee Home Page.

## 2.3. Applications

As your application moves through the various steps in the system, it will be listed under different sections of the grantee portal.

**Open Pre-Applications**—All new applications and pre-applications that have been started AND saved, but not yet submitted. These pre-applications can be edited.

**Pre-Applications Pending Approval**—Pre-applications that have been submitted for initial review by the Society are found in this section. These pre-applications cannot be edited.

**Open Full Applications**—Approved pre-applications become full applications and can be accessed in this section. Full applications can be edited and saved for continued revision at a later time.

**Submitted Applications**—Full applications that have been submitted can be found here. These 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**—Applications that have been received and advanced to the peer review process can be found here. Applications in this section cannot be edited.

**Pending Agreement**—Applications that have been approved for funding and require some additional processing and/or submission of documents can be found here.

**Approved**—Active grants (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.

### **3. PRE-APPLICATION (Stage I)**

For each funding opportunity, there is a pre-application that must be completed and submitted before the applicant can prepare a full application. The pre- application is reviewed by a member of the Society or International Progressive MS Alliance staff to determine that 1) the applicant and organization are eligible to receive funding and 2) the research idea is consistent with the nature of the specific funding opportunity. All new applications and Stage I applications open as a pre-application in MSGrants.

**\*\*\*Please Note:** The pre-application deadline should be indicated on MSGrants and with the specific request for applications.

#### **3.1. How to Access and Complete a Pre-Application**

Once you are logged in, click on **Funding Opportunities** to see a list of funding opportunities, along with information on which opportunities are currently open and the application deadlines. Find the opportunity and click on **Apply Now** to open the pre-application form.

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 your application 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 or the relevant International Progressive MS Alliance officer.

#### **3.2. Notification of pre-application approval**

Once the pre-application 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, staff may send the pre-application back to you for clarification or changes before final approval.

#### **4. THE FULL APPLICATION (Stage II)**

Once your pre-application has been approved you can log in and begin to prepare the full application. In the grantee portal, click on the **Open Full 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, save your work, and return later to continue working as many times as you want, but all sections must be completed before you submit.

**Section 5** includes some tips on using MSGrants to complete the application. Please see the request for applications or program solicitation for details on content required for a specific program.

##### **4.1. Submission of Your Application**

Once you are satisfied with your proposal and all sections are marked as complete, you can click on the **Submit** button, available at the bottom center of the application while in edit mode. This will lock your proposal from further editing and move it to the **Authorization** step that is completed by the Institutional Signatory.

##### **4.2. Authorization (Institutional Approval)**

Submitted applications are first routed to the Authorized Institutional Signatory or the Primary Signatory identified in the application for approval and final submission. This should be the individual who “signs off” on the application on behalf of your institution, thereby allowing the application to be submitted. An automatic message will be sent via e-mail to the Institutional Signatory stating that an application is pending authorization. The Institutional Signatory must log on to the system, open the application, and approve or authorize the application before it is received at the Society. This **must** be completed **prior** to the application deadline.

Please note, 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.

##### **4.3. Confirmation**

Once your Institutional Signatory has submitted the application, the Principal Investigator and Institutional Signatory will both receive an automated email confirming receipt of your application by the Society. When your application is successfully submitted, it will be available for review and printing in your portal under the section **Under Review**.

## 5. NAVIGATION TIPS

**Editing**—Any time before you submit your proposal, you can click on the edit button in the **upper right corner** to open your proposal for further editing.

**Save your work**—It is a good idea to save as you complete each part of the application. This button is located at the **bottom** of the application when in edit mode.

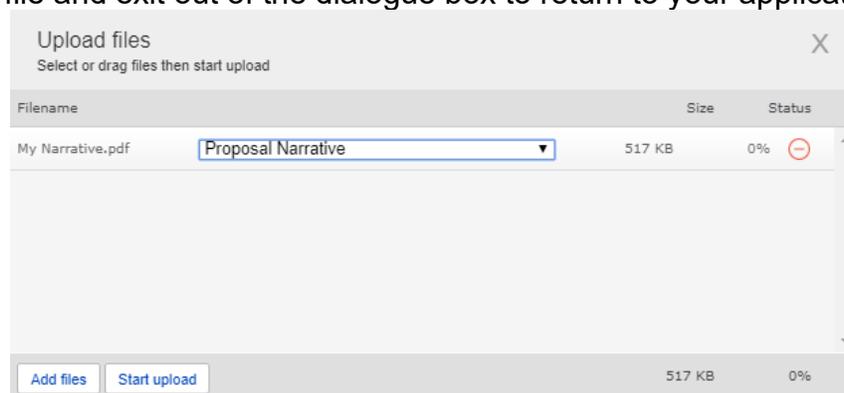
**Expanding sections**—Black triangles ► indicate the sections of the application that will expand to open when you click on the triangle. The default of the application is for each section to be collapsed so only section headers are visible. You should open each section and complete all the required components in the section. Clicking the triangle again minimizes that section.

**Types of input**—The section components can either be drop-down lists, text boxes, or sections where you need to upload one or more files.

**Uploading documents**—Sections that require one or more files to be uploaded will have a document component, as shown below.



Click on the blue plus sign to open the upload dialogue box. Click on **Add Files** to browse for the file that you want to upload. Click on the dropdown menu to indicate the type of document you are uploading (ex. Biosketch or Proposal Narrative). Click on **Start Upload** to upload the file and exit out of the dialogue box to return to your application.



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.

Please note, any charts, diagrams and figures **MUST** be submitted as a PDF attachment. Additionally, paper copies will not be accepted and will be discarded if they are received.

**Printing**—You can click on the print button in the **upper right corner** () to obtain a PDF file of your application. This will not include the files attached.

**Submitting**—If you have completed your application, you can use the submit button located at the **bottom** of the application while not in edit mode to advance it to the next stage. If you are in edit mode, you must first save the application and then submit the application.

**Withdrawing an application**—If you do not wish to submit your proposal or continue working on it, you can use the withdraw button in the **bottom right corner**. Once you withdraw an application, it will not be considered. This option is generally used when an investigator has inadvertently started a duplicate application or an application is not submitted.