

Research Grants Applications Checklist National Multiple Sclerosis Society

To help you ensure that you have completed all the steps in the application process, here is a checklist for you to use when you are ready to submit your proposal.

Letter of Intent Checklist

- Have you checked the **eligibility criteria**?
 - Please review the eligibility criteria in our manual: [NMSS Research Grant Manual](#)

- Have you completed the **Letter of Intent**?
 - In the research proposal, please ensure each section has a description of the study (max. of 300 words).
 - Have you completed the **Contact Information** section?
 - Have you completed the **Background and Significance** section?
 - Please make sure you describe your adherence to the grant theme as clearly as possible.
 - Have you completed the **Study Objectives** section?
 - Have you completed the **Research Methods and Design** section?
 - Have you completed the **Potential Risk** section?
 - Please provide detailed information on any potential risks of your study and your mitigation strategies.
 - Have you completed the **Expected Outcome** section?
 - Have you completed the **Budget and Timeframe** section?
 - In this Letter of Intent stage, only a **high-level budget per annum** is required.
 - Have you completed the **References** section?

- Have you submitted the Letter of Intent by the **pre-application deadline**?
 - Please be aware that you cannot submit the Letter of Intent until all sections have been filled out.

Full Application Checklist

- Have you submitted all required items in the **Application Procedure** section?
 - Protocol/Proposal
 - Research Application Form: [DOH Research Application Form](#)
 - a. Exemption form if data is transferred outside the UAE
 - Funding and Budget Form: [DOH Grant Budget Form](#)
 - CVs/GCPs for the research team
 - Data collection sheet, if applicable
 - Consent form, if applicable
 - Survey/Questionnaire, if applicable

- Have you completed all required items in the **Application Form?**
 - Have you completed the **Application details** section?
 - Have you completed the **Applicant details** section?
 - Have you completed the **Grant History** section?
 - Have you completed the **Co-investigator details** section?
 - Have you completed the **Scientific Proposal** section? Please ensure to fill out the [DOH Research Application Form](#)
 - Have you completed the **Requested Budget** section? Please ensure to provide details on any co-funding and to include full details on funding in the separate grant funding form ([DOH Grant Budget Form](#))
 - Have you completed the **Layman Summary** section?

- Has the **Institutional Signatory** of your organization **authorized** submission of your application in NMSS Grant **by the full application deadline**?
- If the study involves collaborating institutions outside of Abu Dhabi, have you submitted **IRB approvals** from their relevant institutions? If IRB is in progress, please share available communication.