

# MSFHR ApplyNet Peer Review Quick Start Guide: Stage 2: Pre-Meeting Scores and Comments

Welcome to the Host Institution Portal on MSFHR ApplyNet.

Login to **MSFHR ApplyNet** by visiting our website: <u>www.msfhr.org</u> and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

# **Pre-Meeting Scores and Comments**

The Peer Review process has four main stages:

- Stage 1 Conflicts and Preferences
- Stage 2 Pre-Meeting Scores and Comments
- Stage 3 Review Meeting and Final Scores
- Stage 4 Revise Review Comments

*This guide covers Stage 2*. Separate guides are available for the other stages.

**Please ensure that your browser's pop-ups are disabled when using MSFHR ApplyNet.** You will not be able to open applications unless your pop-ups are disabled. <u>Here</u> is a quick guide on how to disable pop-ups in most browsers.

After logging in to MSFHR ApplyNet, go to the **Reviewer Portal** navigation tab.

Select Pre-Meeting Scores and Comments from the drop-down menu.

This will display two sections:

- Assigned Applications displays a list of applications that have been assigned to you for your evaluation. Click on the application to access a fillable form.
- Unassigned Applications displays a list of the rest of applications in your panel. Click on "View Full Application PDF" to access and view a copy of the application package.



	AD, SPITH FOUNDATION HEATTH RESEARCH HIGH Software							A Privacy Policy & Terma Home Apply Review	of Use ■March Tester • er Portal • MSFHR Help	
÷ +	•									
Once	you have completed and su	bmitted your scores and	comments, it will disappear from y	our Assigned Application section.						
The U	Inassigned Applicationssec	tion will list all other app	lications in your review panel.							
_										
Assig	ned Applications								+ 🗗	
									1-12 of 12 < >	
Panel		Applicant	# Host Institution	Project Title		Review Status	Reviewer Role	Application Stage	≎ Due Date ≎	
	SCH-2019-0231	Honey Tester		Really confusing and difficult to unders	tand what it means	Scheduled	Panel Member	Full Application	06/26/2019	
	RT-2019-0254	July Tester		Research Trainee project title - Yuliya		Scheduled	Primary Reviewer	Full Application	07/07/2019	
	RT-2019-0257	October Tester		This is my trainee proposal		Scheduled	Primary Reviewer	Full Application	07/07/2019	
	SCH-2019-0172	February Tester	r	The best science proposal		Submitted	Primary Reviewer	Full Application	07/05/2019	
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to unders	tand what it means	Submitted	Primary Reviewer	Full Application	07/05/2019	
	SCH-2019-0172	February Tester	r	The best science proposal		Scheduled	Primary Reviewer	Full Application	07/05/2019	
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to unders	tand what it means	Scheduled	Primary Reviewer	Full Application	07/05/2019	
	SCH-2019-0172	February Tester	r	The best science proposal		Scheduled	Primary Reviewer	Full Application	11/30/2019	
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to unders	tand what it means	Scheduled	Primary Reviewer	Full Application	11/30/2019	
	HPI-2020-0144	Holly Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetu	rer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Scheduled	Reviewer	LOI	12/13/2019	
	HPI-2020-0523	Hero Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectet	er adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Scheduled	Reviewer	LOI	12/13/2019	
	HPI-2020-0524	Harry Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectet	ær adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Scheduled	Reviewer	LOI	12/13/2019	
Unas	signed Applications	1							+ 0	
									1-8 of 8 < >	
Applica	ation ID	\$ App	plicant	# Host Institution	Project Title	\$				
SCH-2019-0230		Harper Tester			O View Fu	III Application PDF				
SCH-2019-0181		October Tester			O View Fu	III Application PDF				
SCH-2019-0179		August Tester			View Full Application PDF					
SCH-20	019-0177	Jun	ne Tester		The best science proposal	O View Fu	III Application PDF			

To begin, go to the **Assigned Applications** section.

Open the application you wish to review.

Under the **Application Details** section, you will see two buttons:

- View/Save Activity this opens the pdf of the reviewer form in a new window in your browser
- View Application PDF this opens the full application package in a new window in your browser

If you have selected either of these buttons and want to keep the window for reference, just switch over to the previous browser tab to go back to your reviewer form.



	- 0 ×
	0 + 0 :
👔 Aos 🗧 Mir Personal Linis 🤐 MishRa Rool Met Santa 🐹 Loo In - Confluence 🕩 MSHR Rool Met Santa S	
Let viewing the system as March Teter	
	🔒 Privacy Policy & Terms of Use 🛛 March Tester 👻 🌲
No start and the second se	Home Apply Reviewer Portal • MSFHR Help Desk
e •	2 of 12 < >
Draft - Review	
Activity Type: 2019 RT HSR UAT Review	
Status: Scheduled	
Reviewer: March Tester	
Dee Date: 07/07/2019	
To be joy us complete your Pre-Methoding Scores and Comments, please refer to the following resources:	
Applicant: July Tester	
Host Institution:	
Project Tilde: Research Trainee project title - Yuliya	
Application ID: RF2019-0254	
Application Stage: Full Application	
Reviewer Role: Primary Reviewer	
El View / Save Activity V	

Additional resources are available and accessible in the instructions sections to help you with your assessment, such as:

- Evaluation Criteria
- Review Process
- Rating Scale

Complete the form by entering your scores and comments in the text boxes provided for each of the evaluation criteria.

Please regularly click Save my Work.

When all your scores have been entered, you can view your total score for each application at the bottom of the page.

If you would like to review your scores and comments in a pdf format, click the **View/Save Activity** button.

When your review is done, click **Submit**. You will receive an alert ensuring you wish to submit. Please note that once you have submitted your scores and comments, you will not be able to revise them. To make any revisions after submission, please contact MSFHR Help Desk.

To navigate from one application to the next, click on the arrows located on the upper right hand, beneath the MSFHR Help Desk section.



🛓 You are serving the system as March Tester								
	A Privacy Policy & Terms of Use 🛛 March Tester + 🌲							
a construction of the second s	Home Apply Reviewer Portal • MSFHR Help Desi							
	2 of 12 < >							
Draft - Review	$\smile$							
Reviewer Rote: Primary Reviewer								
B) View / Save Activity 0								
O View Application POF								
Pre-Meeting Scores and Comments								
Tack Record (40.00%) Assessment Offeria: Preservefer to the applicant's Canadian Common CV and the following sections in the full application to assess and rate the applicant's track record:								
Mod SpinScale Contributions and Other Activities     Conter (Development)     Paciation Activity     Paciation Activity     Paciation Activity								
* Score (0.9 - 4.9)								

You can also navigate through all your assigned applications through the split screen functionality. This will allow you to see a list of applications and an open application at the same time. The split screen button is located on the **Pre-Meeting Scores and Comments** page, on the right hand side.

2					Privacy Policy & Term	is of Use 🛛 March Tester 🗸
FOR HEALTH RESEARCH BO Institutional Leafing agency	~				Home Apply Review	wer Portal 👻 MSFHR Help
<b>←</b> •						
Instructions		_				+
To begin, please go t	to the Assigned Appli	cations section.				
There are a couple o	f ways you can perfor	rm your evaluatio	on. The first one is by opening each application. The second one is by using the split screen functionality (square icon found on the right aide). The split screen will allow you to see both the list of applications and actual application forms as you eva	uate and navigate from one applica	tion to another.	
Once you have comp	pleted and submitted	your scores and	comments. It will disappear from your Assigned Application section.			
The Unassigned App	dicationssection will	list all other app	slications in your review panel.			
Annineed Annilia						
Assigned Applic	ations					1 12 01 12
Panel	ID ≙ A	policant	A Host Institution      A Project Title     A Review S	atus 😄 Reviewer Role	Application Stage	Due Date
SCH-2	019-0231 H	onev Tester	Really confusing and difficult to understand what it means Scheduler	Panel Member	Full Application	06/26/2019
RT-20	19-0254 J	ulv Tester	Research Trainee project title - Yuliva Schedule	Primary Review	er Full Application	07/07/2019
				Privacy Policy & Term Home Apply Review	s of Use	*
Assigned Appl	ications	×	Scheduled - Review			-
	1-12 of 12	< >	Activity Type: SCH BICM UAT Review			
SCH- Honey	Really	Scheduled	Status: Scheduled			
2019- Tester 0231	and difficult		Reviewer: March Tester			
	understand what it means		Due Date: 06/26/2019			
RT- July 2019. Texter	Research	Scheduled	To help you complete your Pre-Meeting Scores and Comments, please refer to the following resources: • Evaluation Criteria			
0254	project title - Yuliya		Balas of Benjewers			
RT- October 2019- Tester	This is my trainee	Scheduled	Rating Scale: Outstanding (4.5-4.9) Exemption: (4.0.4.0)			
0257 RCH Exhautry	proposal The best	Future	Very Good (25:3:0) Far (10:3:4)			
2019- Tester 0172	proposal	Guarrine	Less Than Adequate (0.0-2.9)			
SCH- Heaven 2019- Tester 0228	Really confusing and difficult	Submitted	For Scholar, Research Tailnes, and Health Professional Investigator Pall Application will be expendence as so or an posture. For Scholar, Research Tailnes, and Health Professional Investigator Pall Application relieve only. To request for an enternal reader to support your evaluation, please select the Request External Reader button at the bottom of	f the page.		
	to understand what it means		Application Details			
SCH- February 2019- Tester	The best science	Scheduled	Applicant: Honey Tester			
0172	proposal	Constituted	Host Institution:			
2019- Tester 0228	confusing and difficult	scheduled	Project Title: Really confusing and difficult to understand what it means			
	to understand		Application ID: 50H-2019-0231			
	what it means		Application Stage: Full Application			
SCH- February 2019- Tester	The best science	Scheduled	Kevnewer Kook: Fahre Member BUView / Save Activity			
0172 SCH- Heaven	Really	Scheduled	© View Application PDF			
2019- Tester 0228	confusing and difficult to		Cutamel Dender Commente			
	understand what it		External Reader Comments			
UDI Lially MO	means	Reheduled	Friend Roader Commonits			
	A COLUMN A COMPANY OF A COLUMN					

Please do not click the Request External Reader option at the bottom of the screen. This feature is currently not operational. If you wish to request an external reader, please contact your program coordinator at MSFHR immediately.

MSFHR ApplyNet Peer Review User Quick Guide Stage 2: Pre-Meeting Scores and Comments



If an application you are reviewing has an external reader submitting their evaluation form, their comments will automatically appear at the top of your pre-meeting scores and comments evaluation form. External readers do not provide a score. Their comments are meant to provide an additional expert assessment to inform your own review if you wish. The comments will also be provided to applicants in their reviewer feedback package.

The external reader comments will still appear in your pre-meeting scores and comments evaluation form even after you have submitted your form and will be provided to the applicant.

		acy Polic	y & Terms of Use	DMarch Tes	ter 👻 🐥
With an advances of the second sec	Home	Apply	Reviewer Porta	I▼ MSFHR	Help Desk
<del>(</del> • •				2 of 12 💙	>
Scheduled - Review					
External Reader Comments					
External Reader Comments					
Track Record: Juan 21, 2020: This is my comment for the Track Record. Assessment Criteria: Please refer to the applicant's Canadian Common CV and the following sections in the full application to assess and rate the applicant's track record:					
Research Project: Jan 21, 2020: This is my comment for the Research Project Assessment Criteria: The applicant's proposed research project should cover the full duration of the award. Elements to consider in assessing the research project inclu-	ıde:				
:					
Quality of External Reader Assessment					
v v					
Pre-Meeting Scores and Comments					
Track Record (40.00%) Assessment Criteria: Please refer to the applicant's Canadian Common CV and the following sections in the full application to assess and rate the applicant's track record:					
- Most Significant Contributions and Other Activities - Career Development - Publication Activity - Reference Letters					
* Score (0.0 - 4.9)					
4.00					
* Comments					

Continue completing your evaluation, if you have requested for an external reader, please provide a rating for the quality of the external reader assessment. This will help us ensure that we are inviting readers with the required expertise.

Repeat the process until all your assigned applications have been completed and submitted to MSFHR.

You will know when you have completed all your assigned applications once the status of the applications have changed from **Scheduled** to **Submitted**.

Instructions +												
To begin, please go to the Assigned Applications section.												
There are a couple of ways you can perform your evaluation. The first one is by opening each application. The second one is by using the split screen functionality (square icon found on the right side). The split screen will allow you to see both the list of applications and actual application forms as you evaluate and navigate from one application to another.												st of
Once you have comp	Once you have completed and submitted your scores and comments, it will disappear from your Assigned Application section.											
The Unassigned App	licationssection will	list all other app	lications in your review	panel.								
					_		_					
Assigned Applic	ations											+ 🗗
										1	-3 of 3	< >
Panel 👙	Grant ID 🔶	Applicant \$	Host Institution	Project Title	\$	Review Status	\$	Reviewer Role	¢ ;	Application Stage	\$	Due Date 🗘
	HPI-2020-0523	Hero Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat		Scheduled		Reviewer		LOI		12/13/2019
	HPI-2020-0524	Harry Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat		Scheduled		Reviewer		LOI		12/13/2019
2020 HPI LOI Review Test1	HPI-2020-0144	Holly Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat		Submitted		Reviewer		LOI		12/13/2019



Please review the applications under the **Unassigned Applications** section before the scheduled in-person review meeting to familiarize yourself with applications. This will enable fulsome discussions and guide your assignment of a final score for each application at the meeting.

Access to **Assigned** and **Unassigned Applications** will remain available in your **Pre-meeting Scores and Comments** page until the Review Meeting stage opens. At which point access to all applications, except those that you conflict with, will be moved to the **Review Meeting** page.

The Review Meeting stage is a live panel meeting. During the meeting, the primary and secondary reviewers will provide their detailed evaluation of their assigned applications. All panel members, including Chair and Scientific Officer, will provide a final score for each application during the meeting.

The Review Meeting stage usually opens a few days before the actual in person meeting to allow reviewers to access their respective pre-meeting scores and comments as well as the other lead reviewers' pre-meeting scores and comments.

On the day of the meeting additional instructions will be provided on how the discussion will proceed and including how to assign the final scores.

Please ensure you have access to a computer and internet during the peer review meetings.

If you have questions, or encounter an issue accessing your Reviewer Portal Homepage, please contact the MSFHR Help Desk by emailing <u>helpdesk@msfhr.org</u> or calling 604.730.8322 (toll-free: 1.866.673.4722).