

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

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Welcome to the Host Institution Portal on [MSFHR ApplyNet](#).

Login to **MSFHR ApplyNet** by visiting our website: [www.msfhr.org](http://www.msfhr.org) and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

## Pre-Meeting Scores and Comments

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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. [Here](#) is a quick guide on how to disable pop-ups in most browsers.

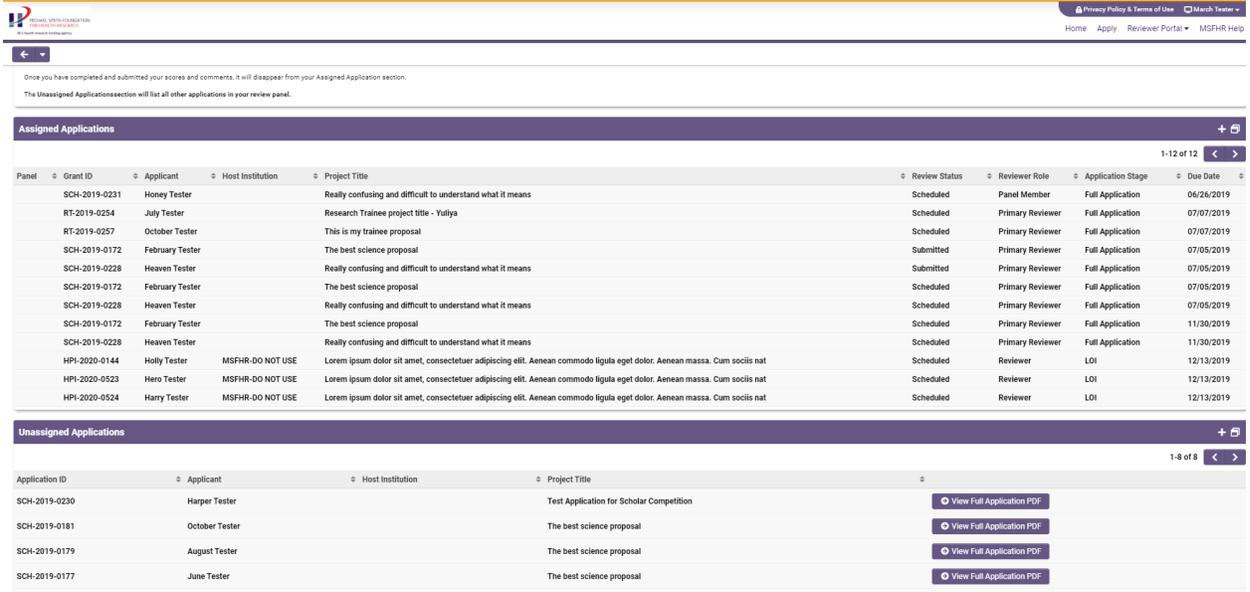
After logging in to MSFHR ApplyNet, go to the **Reviewer Portal** navigation tab.

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.

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The screenshot shows the MSFHR ApplyNet Peer Review User interface. At the top, there is a navigation bar with links for Privacy Policy & Terms of Use, Search Tester, Home, Apply, Reviewer Portal, and MSFHR Help. Below the navigation bar, there is a message: "Once you have completed and submitted your scores and comments, it will disappear from your Assigned Application section. The Unassigned Applications section will list all other applications in your review panel." The main content area is divided into two sections: "Assigned Applications" and "Unassigned Applications".

**Assigned Applications**

Panel	Grant ID	Applicant	Host Institution	Project Title	Review Status	Reviewer Role	Application Stage	Due Date
	SCH-2019-0231	Honey Tester		Really confusing and difficult to understand 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		The best science proposal	Submitted	Primary Reviewer	Full Application	07/05/2019
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to understand what it means	Submitted	Primary Reviewer	Full Application	07/05/2019
	SCH-2019-0172	February Tester		The best science proposal	Scheduled	Primary Reviewer	Full Application	07/05/2019
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to understand what it means	Scheduled	Primary Reviewer	Full Application	07/05/2019
	SCH-2019-0172	February Tester		The best science proposal	Scheduled	Primary Reviewer	Full Application	11/30/2019
	SCH-2019-0228	Heaven Tester		Really confusing and difficult to understand 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, consectetur 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, consectetur 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, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Scheduled	Reviewer	LOI	12/13/2019

**Unassigned Applications**

Application ID	Applicant	Host Institution	Project Title	Action
SCH-2019-0230	Harper Tester		Test Application for Scholar Competition	<a href="#">View Full Application PDF</a>
SCH-2019-0181	October Tester		The best science proposal	<a href="#">View Full Application PDF</a>
SCH-2019-0179	August Tester		The best science proposal	<a href="#">View Full Application PDF</a>
SCH-2019-0177	June Tester		The best science proposal	<a href="#">View Full Application PDF</a>

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

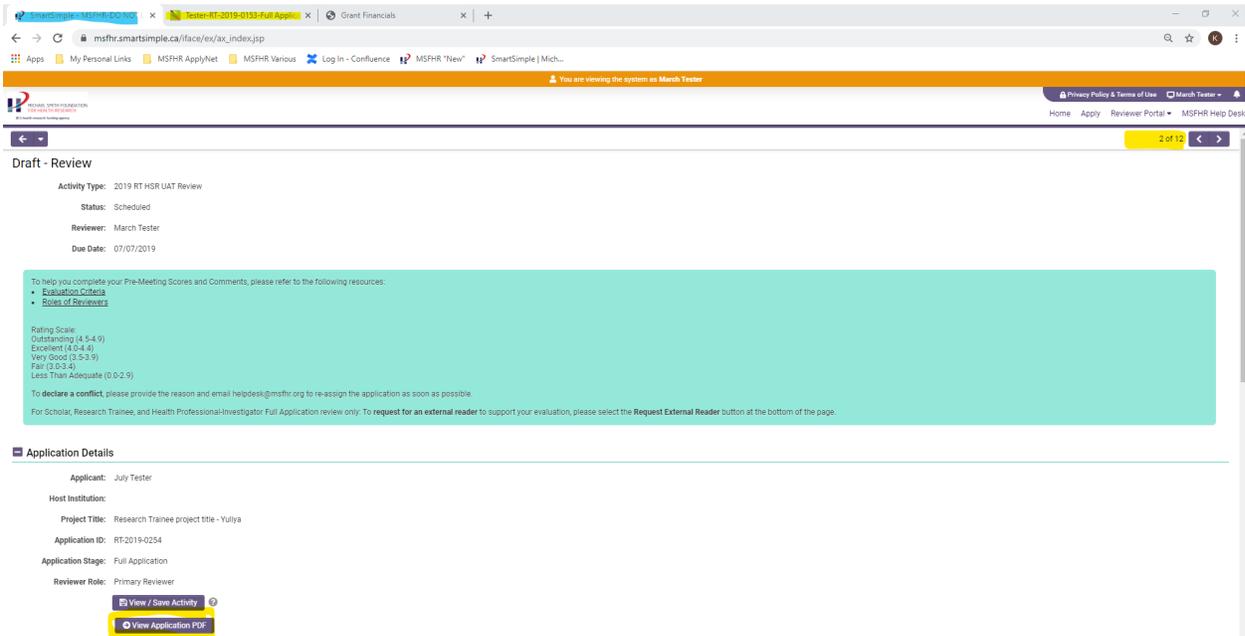
Open the application you wish to review.

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.

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**Draft - Review**

Activity Type: 2019 RT HSR UAT Review  
 Status: Scheduled  
 Reviewer: March Tester  
 Due Date: 07/07/2019

To help you complete your Pre-Meeting Scores and Comments, please refer to the following resources:

- [Evaluation Criteria](#)
- [Roles of Reviewers](#)

**Rating Scale**  
 Outstanding (4.5-4.9)  
 Excellent (4.0-4.4)  
 Very Good (3.5-3.9)  
 Fair (3.0-3.4)  
 Less Than Adequate (0.0-2.9)

To declare a conflict, please provide the reason and email helpdesk@msfhr.org to re-assign the application as soon as possible.  
 For Scholar, Research Trainee, and Health Professional-Investigator Full Application review only. To request for an external reader to support your evaluation, please select the **Request External Reader** button at the bottom of the page.

**Application Details**

Applicant: July Tester  
 Host Institution:  
 Project Title: Research Trainee project title - Yulyia  
 Application ID: RT-2019-0254  
 Application Stage: Full Application  
 Reviewer Role: Primary Reviewer

[View / Save Activity](#)  
[View Application PDF](#)

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**.

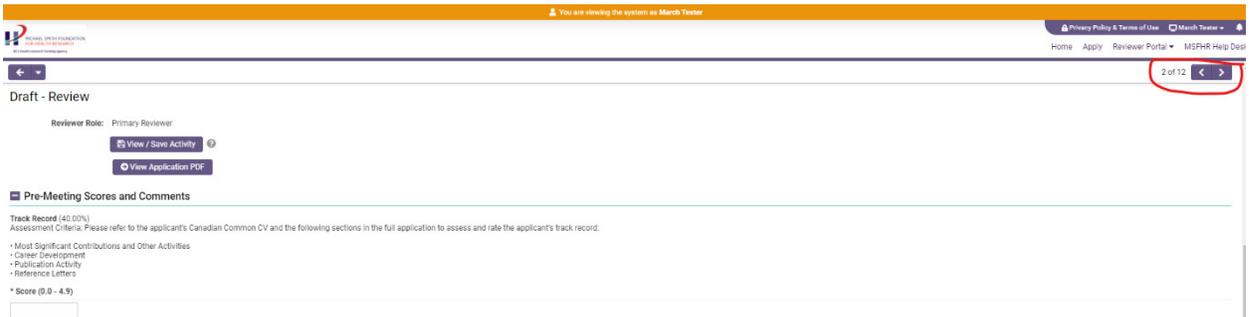
When all your scores have been entered, you can view your total score for each application at the bottom of the page.

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

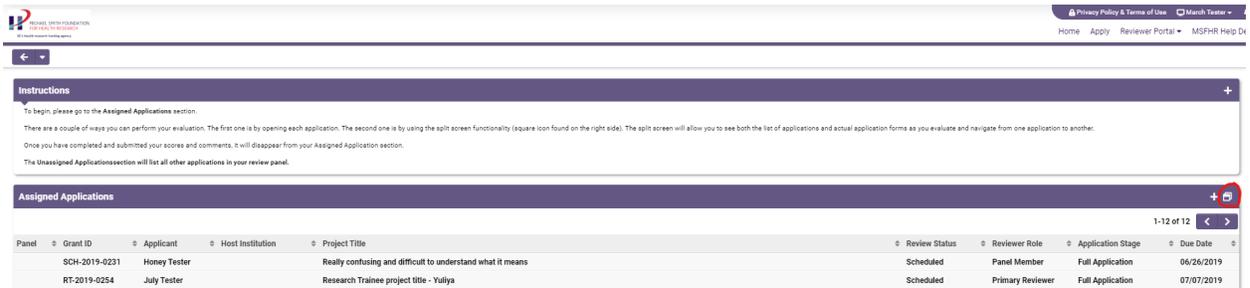
When your review is done, click **Submit**. You will receive an alert ensuring you wish to submit. Please note that once you have submitted your scores and comments, you will not be able to revise them. To make any revisions after submission, please contact MSFHR Help Desk.

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

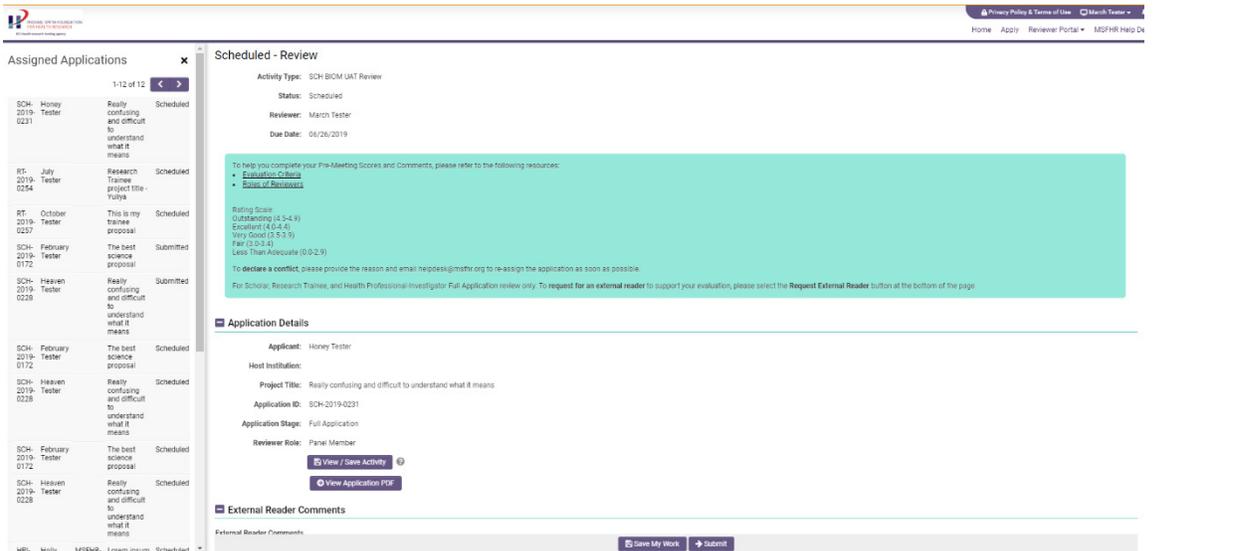
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You can also navigate through all your assigned applications through the split screen functionality. This will allow you to see a list of applications and an open application at the same time. The split screen button is located on the **Pre-Meeting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



Grant ID	Applicant	Host Institution	Project Title	Review Status	Reviewer Role	Application Stage	Due Date
SCH-2019-0231	Honey Tester		Really confusing and difficult to understand what it means	Scheduled	Panel Member	Full Application	06/26/2019
RT-2019-0254	July Tester		Research Trainee project title - Yulya	Scheduled	Primary Reviewer	Full Application	07/07/2019

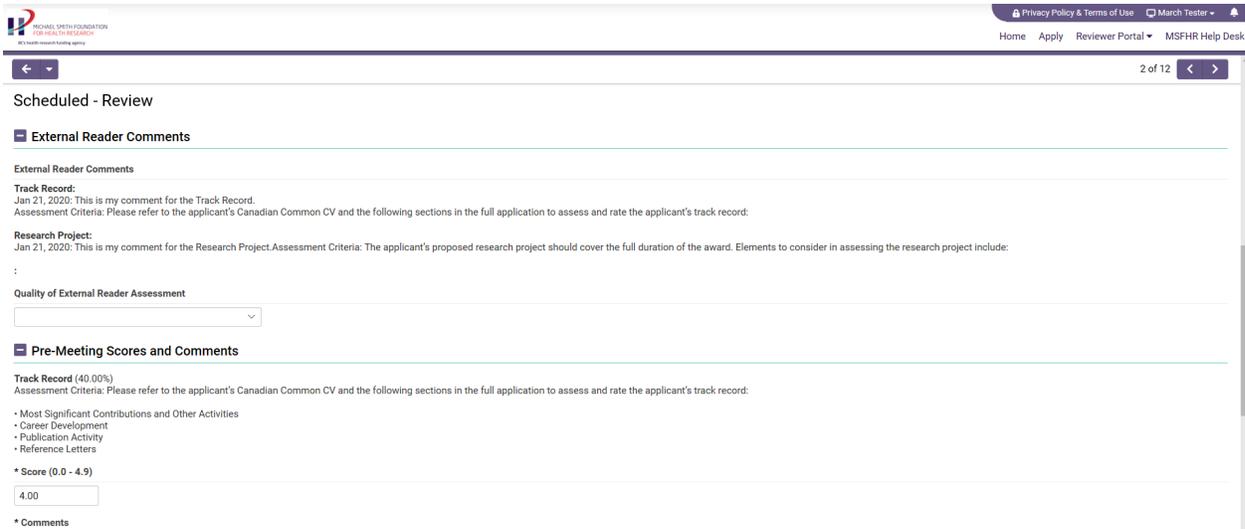


Please do not click the Request External Reader option at the bottom of the screen. This feature is currently not operational. If you wish to request an external reader, please contact your program coordinator at MSFHR immediately.

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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.

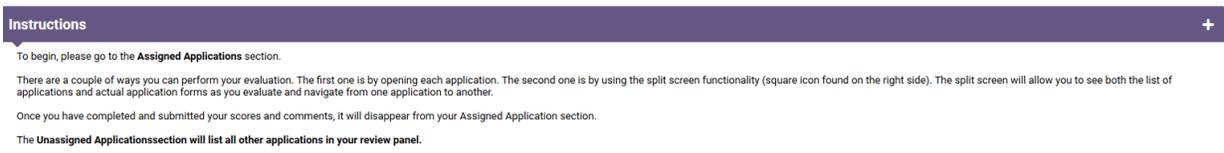
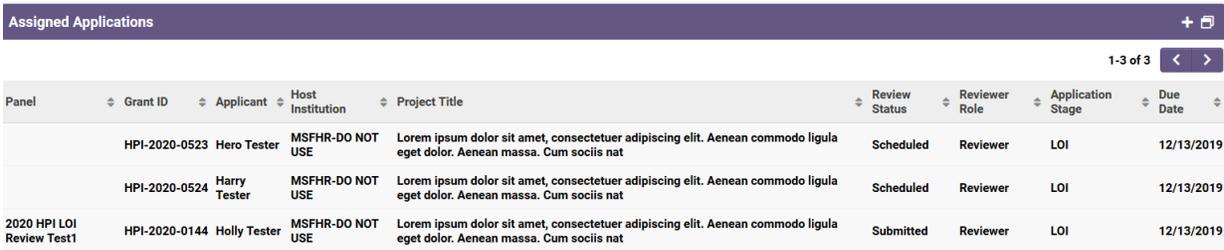
The external reader comments will still appear in your pre-meeting scores and comments evaluation form even after you have submitted your form and will be provided to the applicant.



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**.

Panel	Grant ID	Applicant	Host Institution	Project Title	Review Status	Reviewer Role	Application Stage	Due Date
2020 HPI LOI Review Test1	HPI-2020-0523	Hero Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetur 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, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Scheduled	Reviewer	LOI	12/13/2019
	HPI-2020-0144	Holly Tester	MSFHR-DO NOT USE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis nat	Submitted	Reviewer	LOI	12/13/2019

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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 [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org) or calling 604.730.8322 (toll-free: 1.866.673.4722).