

BC's health research funding agency

## MSFHR ApplyNet Quick Start Guide #4: Completing the Eligibility Quiz

ApplyNet is the Michael Smith Foundation for Health Research's online grants management system.

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

Click **Apply**, in the upper right corner of your screen.

Please select the funding cycle you wish to apply to from the list of open competitions.

Click View Details.

If you wish to proceed, click Apply.

Then click Complete Eligibility Quiz and follow the prompts.

Once you submit your Eligibility Quiz, the item will appear as "submitted" in your **My Eligibility Quizzes** section. Please note, once you have submitted your Eligibility Quiz, you cannot go back to make further edits; if you notice an error on your submission, please contact the Help Desk.

If you are eligible, you may click **Begin Application**.

If you are not eligible, you may request for an exception.

To request an exception, please provide the details for the request using the text box.

## Click Submit Request for Exception.

You will be notified within one business day if your request has been approved.

If your exception has been approved, you will immediately be granted access to the next application stage.

## Click the **Begin Application** button.

For more information about the new MSFHR ApplyNet system and useful resources, including video tutorials, please visit our <u>website</u>.

Should you require any assistance, please contact us at <a href="helpdesk@msfhr.org">helpdesk@msfhr.org</a> or call 604.714.6609 Monday to Friday from 8 a.m. to 4:30 p.m. PT (excluding holidays).