# MICHAEL SMITH FOUNDATION FOR HEALTH RESEARCH
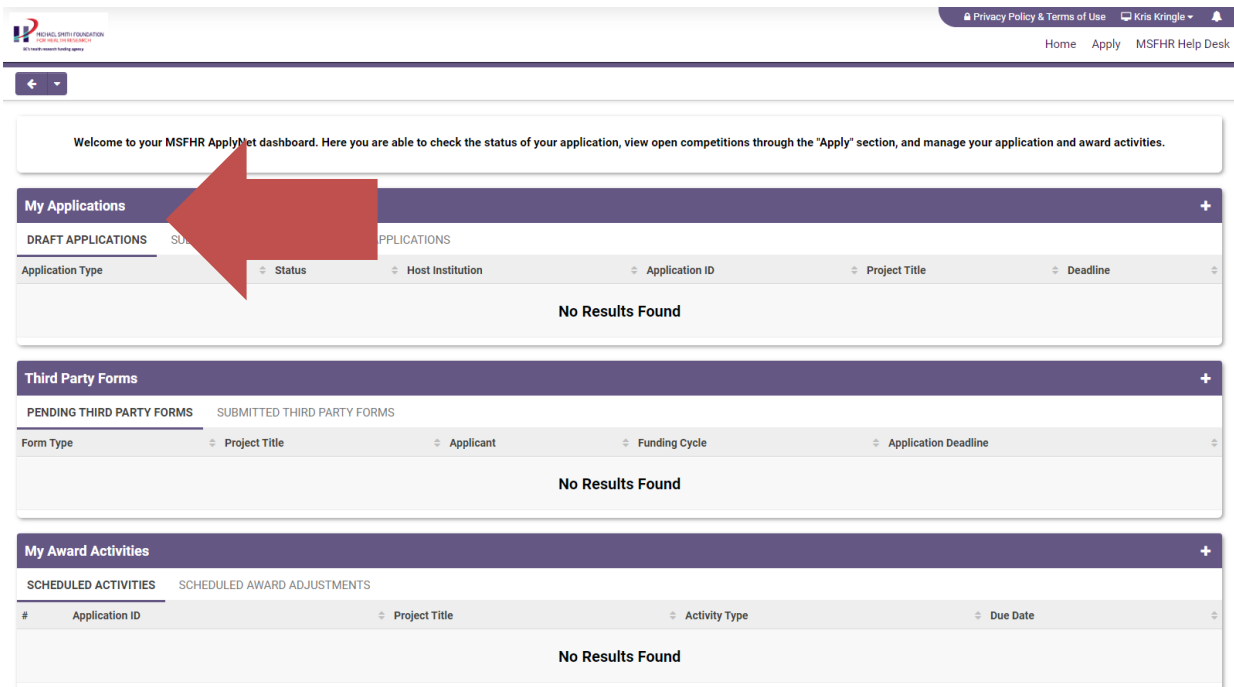
BC's health research funding agency

# MSFHR ApplyNet Quick Start Guide #6: Drafting your Full Application

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

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

On your home page, go to the **My Applications** section.



Click on the **Application Type**, to open the form.

The main section displays the information about the application and two additional fields:

- Host institution deadline
- PDF view of the LOI

**Draft - Full Application**

|  |  |
|---|---|
| **Application Type:** | Health Professional-Investigator |
| **Applicant:** | July Tester |
| **Application ID:** | HPI-2020-0189 |
| **Funding Cycle:** | 2019 Health Professional-Investigator Program UAT |
| **Full Application Deadline:** | 11/30/2019 4:30 PM |
| **Host Institution Full Application Deadline:** | 11/22/2019 4:30 PM |
| **Application:** | 🖫 View / Save |
|  | ⊕ View Letter of Intent PDF |

CONTACT INFORMATION    TRACK RECORD    RESEARCH PROJECT    ENVIRONMENT AND SUPPORT    POTENTIAL CO-FUNDING PARTNERS    MITACS ACCELERATE APPLICATION

Navigate through the application form by going into the different tabs and scrolling through the questions in each of the categories.

Please ensure that you complete all mandatory fields.

As you start entering information in your application form, please regularly save your work.

**Note**: You will not be able to submit your application to your host institution if your third parties have not submitted their tasks.

Third parties are individuals you link to your application who provide information that forms part of the application package. Third parties can be any of the following:
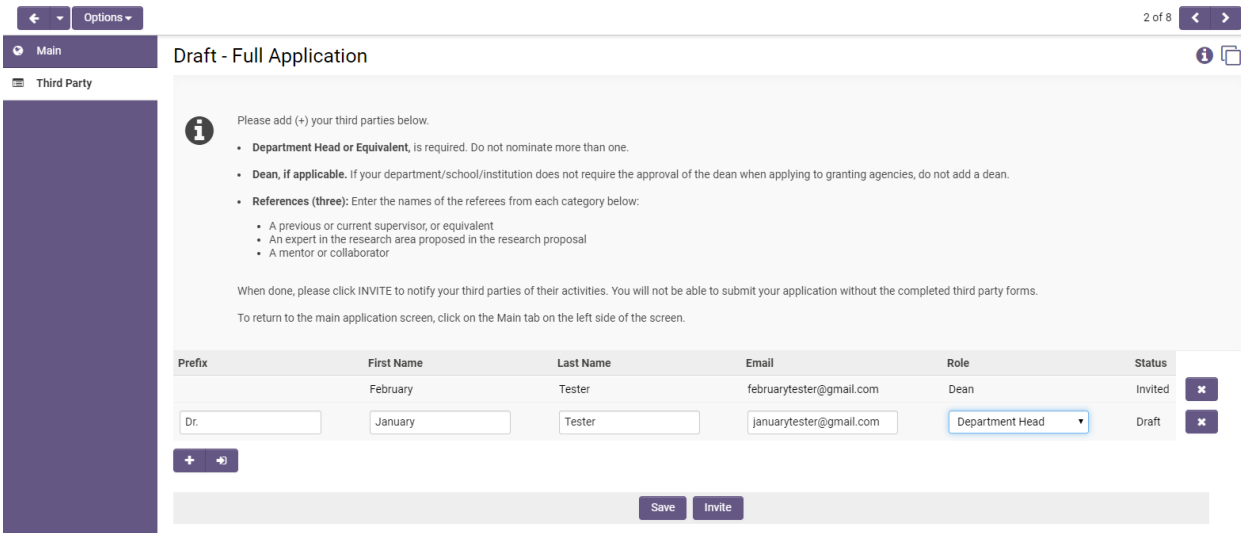
- dean, department head, supervisor, co-supervisor, co-lead, co-applicant, and referees.

To nominate your third parties, go to the **Third Party** tab found in the navigation pane on the left side of your screen.

Click the plus **(+)** button to add the information about your third parties and then select the appropriate role from the drop down list.

When done click **Invite**.

The system will prompt you, asking, "Are you sure you want to send these invitations?"

Click **Yes**.

A notification email will be sent to your specified third parties with a request to accept or decline the invitation.

Once you have entered your third parties, return to the main page using the navigation pane on the left side of your screen.

To verify that your third parties have accepted the invitation or submitted their tasks, go back to the main page of your application form and check the status from the appropriate tab.



When done, please click PDF view to verify that all entries are complete and uploads are attached then click **Submit to Host Institution**.

When you click **Submit to Host Institution**, the system will perform a validation check to identify if there are mandatory fields that have not been completed.

A list of the incomplete fields will be displayed as active hyperlink on top of the application form.

## Draft - Full Application

❌ **Please correct the following errors and try again.**

- Project Title is required and cannot exceed 190 characters.
- You will be unable to submit until the Dean has submitted their third party form.

| | |
|---|---|
| **Application Type:** | Health Professional-Investigator |
| **Applicant:** | July Tester |
| **Application ID:** | HPI-2020-0189 |
| **Funding Cycle:** | 2019 Health Professional-Investigator Program UAT |
| **Full Application Deadline:** | 11/30/2019 4:30 PM |
| **Host Institution Full Application Deadline:** | 11/22/2019 4:30 PM |
| **Application:** | 💾 View / Save |
| | ◐ View Letter of Intent PDF |

CONTACT INFORMATION · · · TRACK RECORD · · · **RESEARCH PROJECT** · · · ENVIRONMENT AND SUPPORT · · · POTENTIAL CO-FUNDING PARTNERS · · · MITACS ACCELERATE APPLICATION

**\* Project Title**

[                                                                    ]

❌ Project Title is required and cannot exceed 190 characters.  ✕

**\* Lay Summary**

Please provide a brief (200-300 words) plain language summary of your research project including the problem the project will address, an overview of the research itself, and the anticipated outcomes and potential

Complete the list, if applicable, and click **Submit to Host Institution** when done.