

# MSFHR ApplyNet Quick Start Guide #8: Host Institution Approval

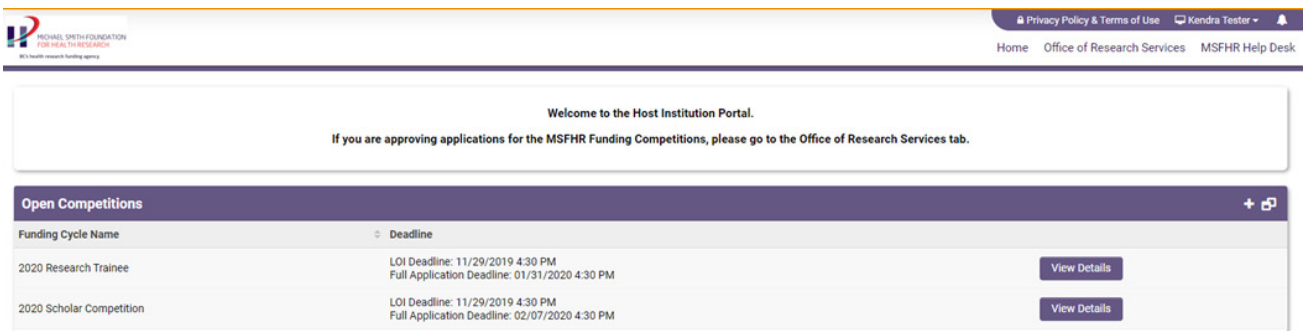
Welcome to the Host Institution Portal on [MSFHR ApplyNet](#).

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.

The host institution portal has three different pages.

The first is the **Home** page: you will be directed to the **Home** page, after logging in to MSFHR ApplyNet.

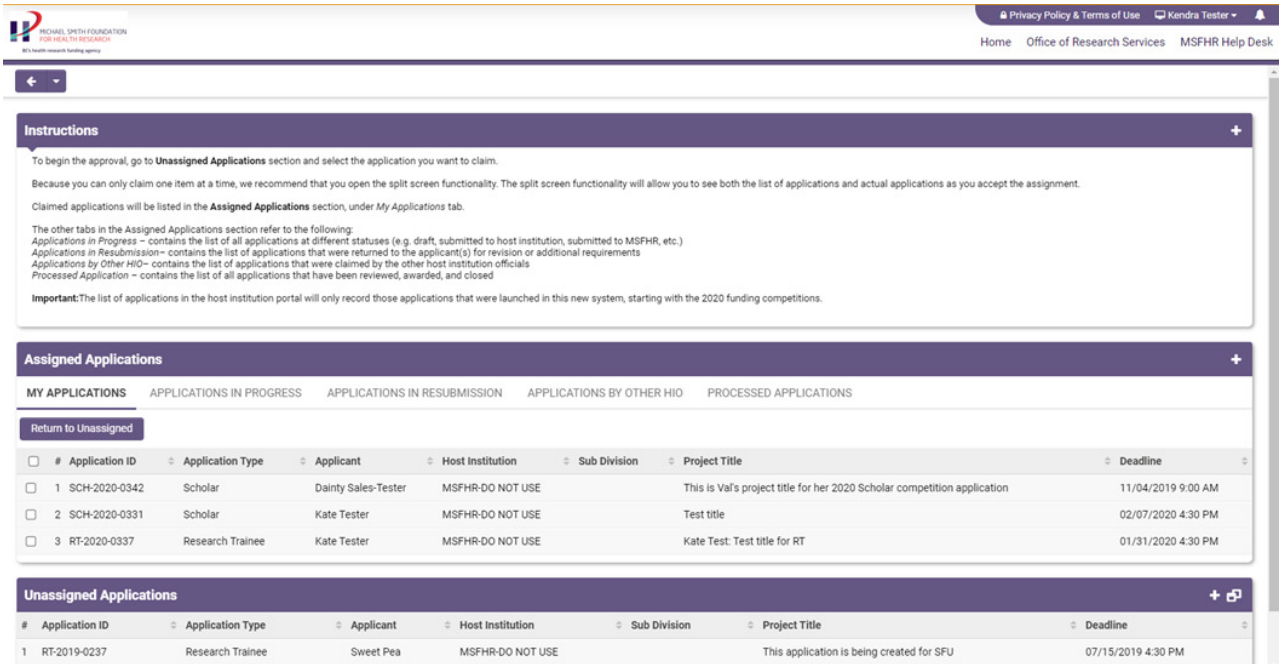
The **Home** page is where you will see a list of **Open Competitions** and where you can access program details.



The screenshot shows the MSFHR Host Institution Portal. At the top is a navigation bar with the MSFHR logo, a privacy policy/terms link, a user profile for Kendra Tester, and links to Home, Office of Research Services, and MSFHR Help Desk. Below the navigation bar is a welcome message: "Welcome to the Host Institution Portal. If you are approving applications for the MSFHR Funding Competitions, please go to the Office of Research Services tab." The main content area is titled "Open Competitions" and contains a table with two rows of funding cycles. Each row has a "View Details" button.

Funding Cycle Name	Deadline	
2020 Research Trainee	LOI Deadline: 11/29/2019 4:30 PM Full Application Deadline: 01/31/2020 4:30 PM	<a href="#">View Details</a>
2020 Scholar Competition	LOI Deadline: 11/29/2019 4:30 PM Full Application Deadline: 02/07/2020 4:30 PM	<a href="#">View Details</a>

The second page is the **Office of Research Services** page. This is the page where you can access the applications that are in progress or have been submitted to your organization for review and approval.

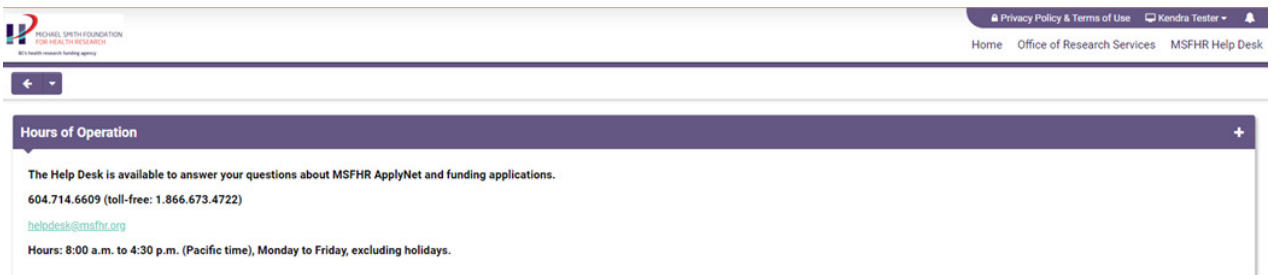


The screenshot shows the MSFHR Office of Research Services page. The top navigation bar includes links for Privacy Policy & Terms of Use, Kendra Tester, Home, Office of Research Services, and MSFHR Help Desk. The main content area is titled "Instructions" and provides guidance on how to use the system. Below the instructions, there is a section for "Assigned Applications" with tabs for MY APPLICATIONS, APPLICATIONS IN PROGRESS, APPLICATIONS IN RESUBMISSION, APPLICATIONS BY OTHER HIO, and PROCESSED APPLICATIONS. The "MY APPLICATIONS" tab is selected, showing a table of applications with columns for Application ID, Application Type, Applicant, Host Institution, Sub Division, Project Title, and Deadline. The table lists three applications: SCH-2020-0342, SCH-2020-0331, and RT-2020-0337. Below the table, there is a section for "Unassigned Applications" with a table listing one application: RT-2019-0237.

#	Application ID	Application Type	Applicant	Host Institution	Sub Division	Project Title	Deadline
1	SCH-2020-0342	Scholar	Dainty Sales-Tester	MSFHR-DO NOT USE		This is Val's project title for her 2020 Scholar competition application	11/04/2019 9:00 AM
2	SCH-2020-0331	Scholar	Kate Tester	MSFHR-DO NOT USE		Test title	02/07/2020 4:30 PM
3	RT-2020-0337	Research Trainee	Kate Tester	MSFHR-DO NOT USE		Kate Test: Test title for RT	01/31/2020 4:30 PM

#	Application ID	Application Type	Applicant	Host Institution	Sub Division	Project Title	Deadline
1	RT-2019-0237	Research Trainee	Sweet Pea	MSFHR-DO NOT USE		This application is being created for SFU	07/15/2019 4:30 PM

The third page, is the **MSFHR Help Desk** page. Here, you can email the help desk directly and find our contact numbers and hours of operations.



The screenshot shows the MSFHR Help Desk page. The top navigation bar includes links for Privacy Policy & Terms of Use, Kendra Tester, Home, Office of Research Services, and MSFHR Help Desk. The main content area is titled "Hours of Operation" and provides information about the help desk's availability. It includes the phone number 604.714.6609 (toll-free: 1.866.673.4722), the email address [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org), and the hours of operation: 8:00 a.m. to 4:30 p.m. (Pacific time), Monday to Friday, excluding holidays.

This guide focuses on navigating through the **Office of Research Services** page where the approval process takes place.

There are two sections in the **Office of Research Services** page:

The first section is the **Unassigned Applications** section. This section lists all applications that have been submitted to your organization. This is where the host institution official selects the applications they want to claim for processing.

Unassigned Applications							
Accept Assignments		1-2 of 2					
<input type="checkbox"/>	#	Application ID	Application Type	Applicant	Host Institution	Sub Division	Project Title
<input type="checkbox"/>	1	HPI-2020-0693	Health Professional-Investigator	Val Tester	MSFHR-DO NOT USE		This is Val's 2020 HP-I Project Title
<input type="checkbox"/>	2	HPI-2020-0686	Health Professional-Investigator	Yulya Tester	MSFHR-DO NOT USE		My project title

The second section is called the **Assigned Applications** section and this section is divided into five different tabs:

1. **My Applications:** this tab contains applications that are assigned to you.
2. **Applications in Progress:** this tab contains the list of all applications at different statuses (e.g. draft, submitted to host institution, submitted to MSFHR, etc.)
3. **Applications in Resubmission:** contains the list of applications that were returned to applicant(s) for revision or additional requirements.
4. **Applications by Other HIO:** contains the list of applications that were claimed by other host institution officials.
5. **Processed Applications:** contains the list of all applications that have been reviewed, awarded and closed.

Under the **"Applications in Progress"** tab, you can also search by application type and status to bring up a subset of data, or you can search by all types and statuses.

Assigned Applications

MY APPLICATIONS

APPLICATIONS IN PROGRESS (5)

APPLICATIONS IN RESUBMISSION

APPLICATIONS BY OTHER HIO

PROCESSED APPLICATIONS

Search

Research Trainee

Scholar

Select Values

Draft - Letter of Intent

Draft Resubmission - Letter of Intent

Submitted to Host Institution - Letter of Intent

Host Institution Review - Letter of Intent

Submitted to MSFHR - Letter of Intent

Panel Review - Letter of Intent

Pending Invitation - Letter of Intent

Philippe Tester

Fifth Tester

Deena End

Search

#

Application ID

Application Type

1

RT-2020-0459

Research Trainee

2

SCH-2020-0378

Scholar

3

SCH-2020-0354

Scholar

4

RT-2020-0345

Research Trainee

5

SCHSCH-2019-0328

Scholar

Status

Deadline

Draft - Letter of Intent

11/29/2019 4:30 PM

Draft - Letter of Intent

11/29/2019 4:30 PM

Draft - Letter of Intent

11/01/2019 4:36 PM

Draft - Letter of Intent

11/29/2019 4:30 PM

Draft - Letter of Intent

06/30/2020 3:43 PM

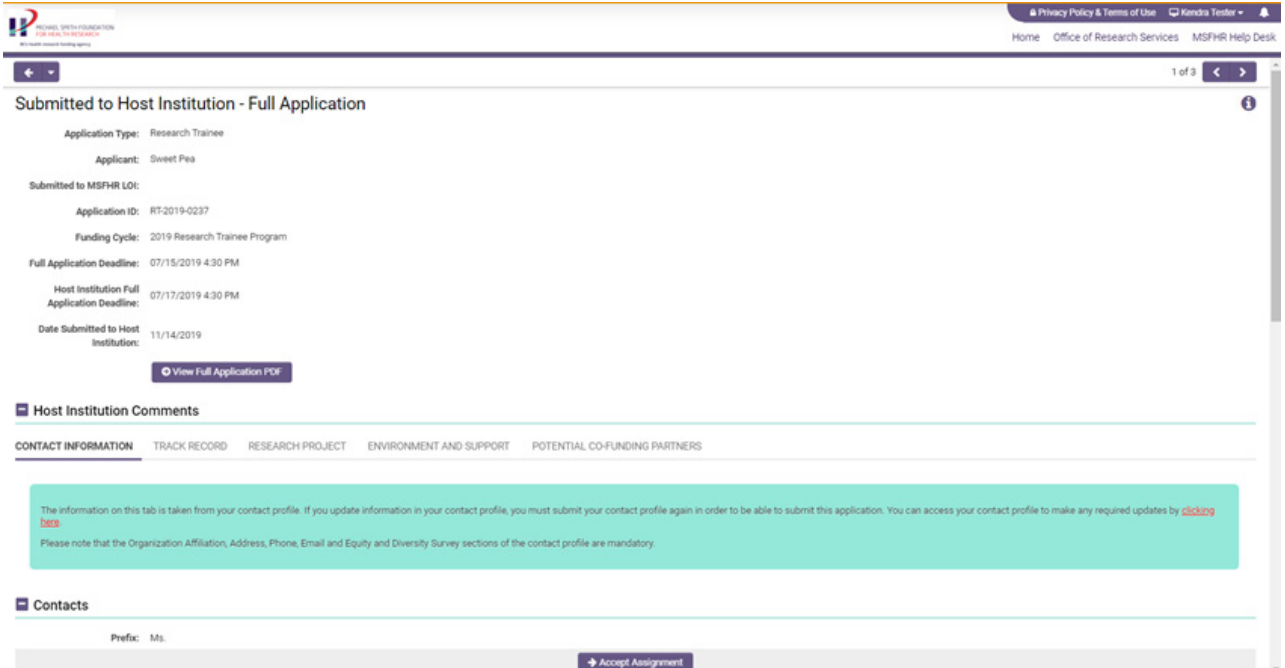
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Reviewing the Workflow

To begin, go to the **Unassigned Application** section to select the applications you want to claim or assign to yourself.

There are three ways you can claim an application.

1. By *opening the application*: this will allow you to see the details of the application form before accepting the assignment.



The screenshot displays the 'Submitted to Host Institution - Full Application' page in the MSFHR ApplyNet system. The page header includes the MSFHR logo, navigation links (Home, Office of Research Services, MSFHR Help Desk), and user information (Kendra Tester). The main content area shows application details for a 'Research Trainee' application by 'Sweet Pea'. Key information includes the Application ID (RT-2019-0237), Funding Cycle (2019 Research Trainee Program), Full Application Deadline (07/15/2019 4:30 PM), Host Institution Full Application Deadline (07/17/2019 4:30 PM), and Date Submitted to Host Institution (11/14/2019). A 'View Full Application PDF' button is available. Below this, the 'Host Institution Comments' section is expanded, showing a 'CONTACT INFORMATION' tab. A message states that contact information is taken from the user's profile and must be updated before submission. The 'Contacts' section shows a prefix of 'Ms.' and an 'Accept Assignment' button.

**Submitted to Host Institution - Full Application**

Application Type: Research Trainee

Applicant: Sweet Pea

Submitted to MSFHR LOI:

Application ID: RT-2019-0237

Funding Cycle: 2019 Research Trainee Program

Full Application Deadline: 07/15/2019 4:30 PM

Host Institution Full Application Deadline: 07/17/2019 4:30 PM

Date Submitted to Host Institution: 11/14/2019

[View Full Application PDF](#)

**Host Institution Comments**

**CONTACT INFORMATION** TRACK RECORD RESEARCH PROJECT ENVIRONMENT AND SUPPORT POTENTIAL CO-FUNDING PARTNERS

The information on this tab is taken from your contact profile. If you update information in your contact profile, you must submit your contact profile again in order to be able to submit this application. You can access your contact profile to make any required updates by [clicking here](#).

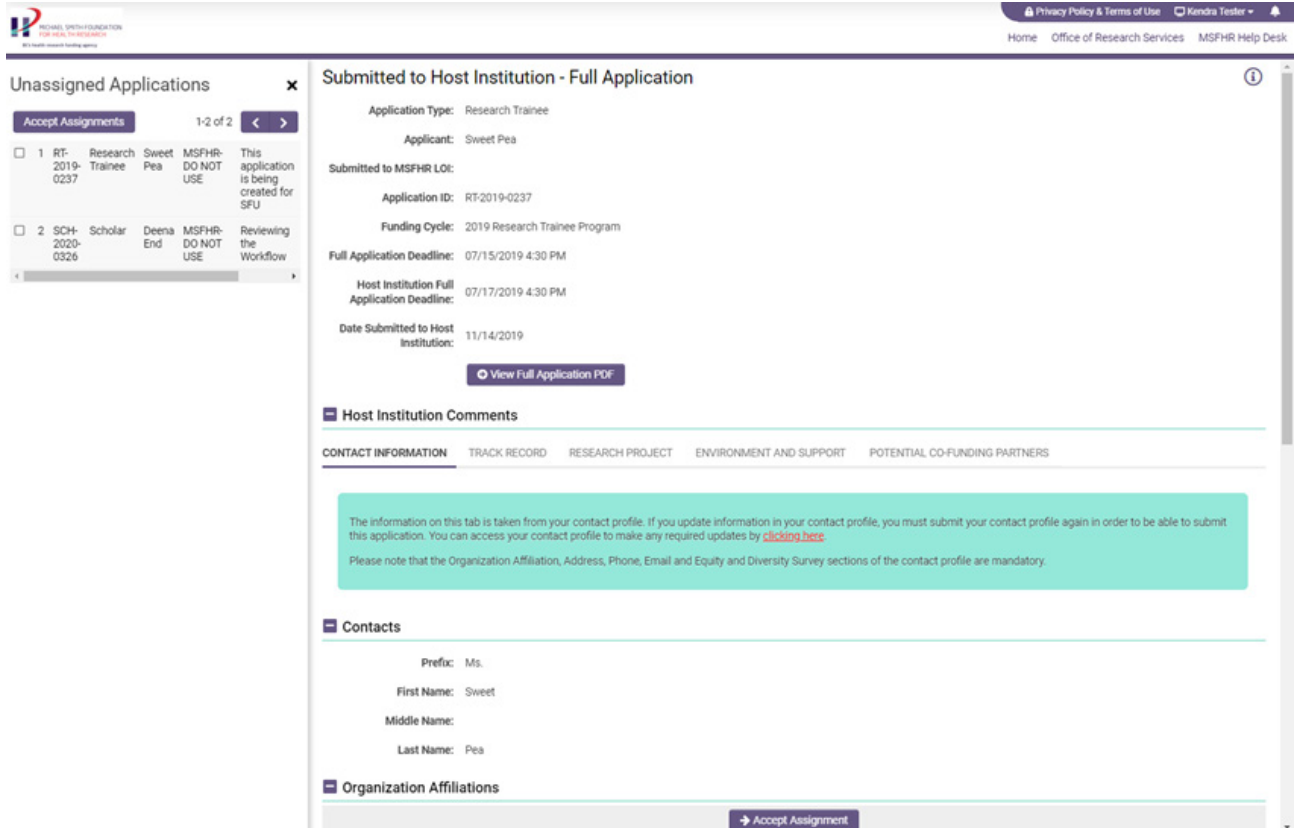
Please note that the Organization Affiliation, Address, Phone, Email and Equity and Diversity Survey sections of the contact profile are mandatory.

**Contacts**

Prefix: Ms.

[Accept Assignment](#)

2. By *selecting the split screen functionality*: this will allow you to see the list of all unassigned applications and the details of the application form as you scroll through the list.



The screenshot displays the MSFHR ApplyNet interface in a split-screen format. On the left, the 'Unassigned Applications' panel shows a list of two applications:

Application ID	Applicant	MSFHR-DO NOT USE	Status
1 RT-2019-0237	Research Trainee Sweet Pea	MSFHR-DO NOT USE	This application is being created for SFU
2 SCH-2020-0326	Scholar Deena End	MSFHR-DO NOT USE	Reviewing the Workflow

On the right, the 'Submitted to Host Institution - Full Application' panel shows details for application RT-2019-0237:

- Application Type:** Research Trainee
- Applicant:** Sweet Pea
- Submitted to MSFHR LOI:**
- Application ID:** RT-2019-0237
- Funding Cycle:** 2019 Research Trainee Program
- Full Application Deadline:** 07/15/2019 4:30 PM
- Host Institution Full Application Deadline:** 07/17/2019 4:30 PM
- Date Submitted to Host Institution:** 11/14/2019

Below the application details, there is a section for 'Host Institution Comments' with tabs for CONTACT INFORMATION, TRACK RECORD, RESEARCH PROJECT, ENVIRONMENT AND SUPPORT, and POTENTIAL CO-FUNDING PARTNERS. The 'CONTACT INFORMATION' tab is active, displaying a message about contact profile updates and a list of mandatory fields: Organization Affiliation, Address, Phone, Email, and Equity and Diversity Survey sections.

At the bottom of the 'CONTACT INFORMATION' section, there are fields for 'Prefix', 'First Name', 'Middle Name', and 'Last Name', followed by an 'Accept Assignment' button.

- By *bulk assignment* through the **Accept Assignment** button: this will allow you to select more than one of the application(s) without opening the application forms.

**Instructions**

To begin the approval, go to **Unassigned Applications** section and select the application you want to claim.

Because you can only claim one item at a time, we recommend that you open the split screen functionality. The split screen functionality will allow you to see both the list of applications and actual applications as you accept the assignment.

Claimed applications will be listed in the **Assigned Applications** section, under My Applications tab.

The other tabs in the Assigned Applications section refer to the following:

- Applications in Progress** - contains the list of all applications at different statuses (e.g. draft, submitted to host institution, submitted to MSFHR, etc.)
- Applications in Resubmission** - contains the list of applications that were returned to the applicant(s) for revision or additional requirements
- Applications by Other MID** - contains the list of applications that were claimed by the other host institution officials
- Processed Application** - contains the list of all applications that have been reviewed, awarded, and closed

**Important:** The list of applications in the host institution portal will only record those applications that were launched in this new system, starting with the 2020 funding competitions.

**Assigned Applications**

MY APPLICATIONS   APPLICATIONS IN PROGRESS (45)   APPLICATIONS IN RESUBMISSION   APPLICATIONS BY OTHER MID   PROCESSED APPLICATIONS

Return to Unassigned

#	Application ID	Application Type	Applicant	Host Institution	Sub Division	Project Title	Deadline
1	SCH-2020-0342	Scholar	Dainty Sales-Tester	MSFHR-DO NOT USE		This is Val's project title for her 2020 Scholar competition application	11/04/2019 9:00 AM
2	SCH-2020-0331	Scholar	Kate Tester	MSFHR-DO NOT USE		Test title	02/07/2020 4:30 PM
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**Unassigned Applications**


Accept Assignments

#	Application ID	Application Type	Applicant	Host Institution	Sub Division	Project Title	Deadline
1	RT-2019-0237	Research Trainee	Sweet Pea	MSFHR-DO NOT USE		This application is being created for SFU	07/15/2019 4:30 PM
2	SCH-2020-0326	Scholar	Deena End	MSFHR-DO NOT USE		Reviewing the Workflow	09/01/2020 4:00 PM

In order for the assigned applications to show up under the **My Applications** tab, the page needs to refresh. Simply, click the **Home** tab, and then the **ORS** tab.

To start the approval process, go to the **Assigned Applications** section and select an application from the **My Applications** tab.

Open the application and review the form by going through the different tabs: **Contact Information**, **Track Record**, etc.



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BC's health research funding agency

[Privacy Policy & Terms of Use](#)
[Kendra Tester](#)

Home   Office of Research Services   MSFHR Help Desk

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**Host Institution Review - Full Application**

Application Type: Scholar  
Applicant: Kate Tester  
Submitted to MSFHR LOI: 10/23/2019  
Application ID: SCH-2020-0331  
Funding Cycle: 2020 Scholar Competition  
Full Application Deadline: 02/07/2020 4:30 PM  
Host Institution Full Application Deadline: 02/14/2020 4:30 PM  
Date Submitted to Host Institution: 10/30/2019  
[View Full Application PDF](#)

**Host Institution Comments**

Comments for PI from Host Institution Official

CONTACT INFORMATION   TRACK RECORD   PROGRAM OF RESEARCH   ENVIRONMENT AND SUPPORT   POTENTIAL CO-FUNDING PARTNERS   CONTACT ACCELERATE APPLICATION

The information on this tab is taken from your contact profile. If you update information in your contact profile, you must submit your contact profile again in order to be able to submit this application. You can access your contact profile to make any required updates by [clicking here](#).

Please note that the Organization Affiliation, Address, Phone, Email and Equity and Diversity Survey sections of the contact profile are mandatory.

**Contacts**

Prefix: Dr.  
First Name: Kate

[Save My Work](#)   [Request Resubmission from PI](#)   [Return to Unassigned Applications](#)   [Submit to MSFHR](#)   [Not Approved](#)

To see the **Third Party Forms** such as department head, dean, supervisor, co-lead or co-applicant, click on the **View Full Application PDF** button and scroll to the end of the PDF.

Activity Type: Department Head

Third Party Name: October Tester

Date Submitted: 10/23/2019

Do you have formal training or credentials as a health professional?

Name of health profession:

Other Health Profession:

#### Confirmation of Appointment

Does the applicant have a current faculty appointment at your institution or if successful in receiving this MSFHR Scholar award, will they have a faculty appointment in place before July 1, 2020?

No

#### Protected Time

If successful in receiving this MSFHR award, will the applicant have at least 75% protected time as stipulated in the competition guidelines, for research activities for the duration of the award?

No

If you selected "no" to either of the questions above, please provide a brief explanation.

Explanation for why the answer is no.

#### Type of Academic Appointment

Research Associate

If the application meets all the host institution's requirements, click **Submit to MSFHR**.

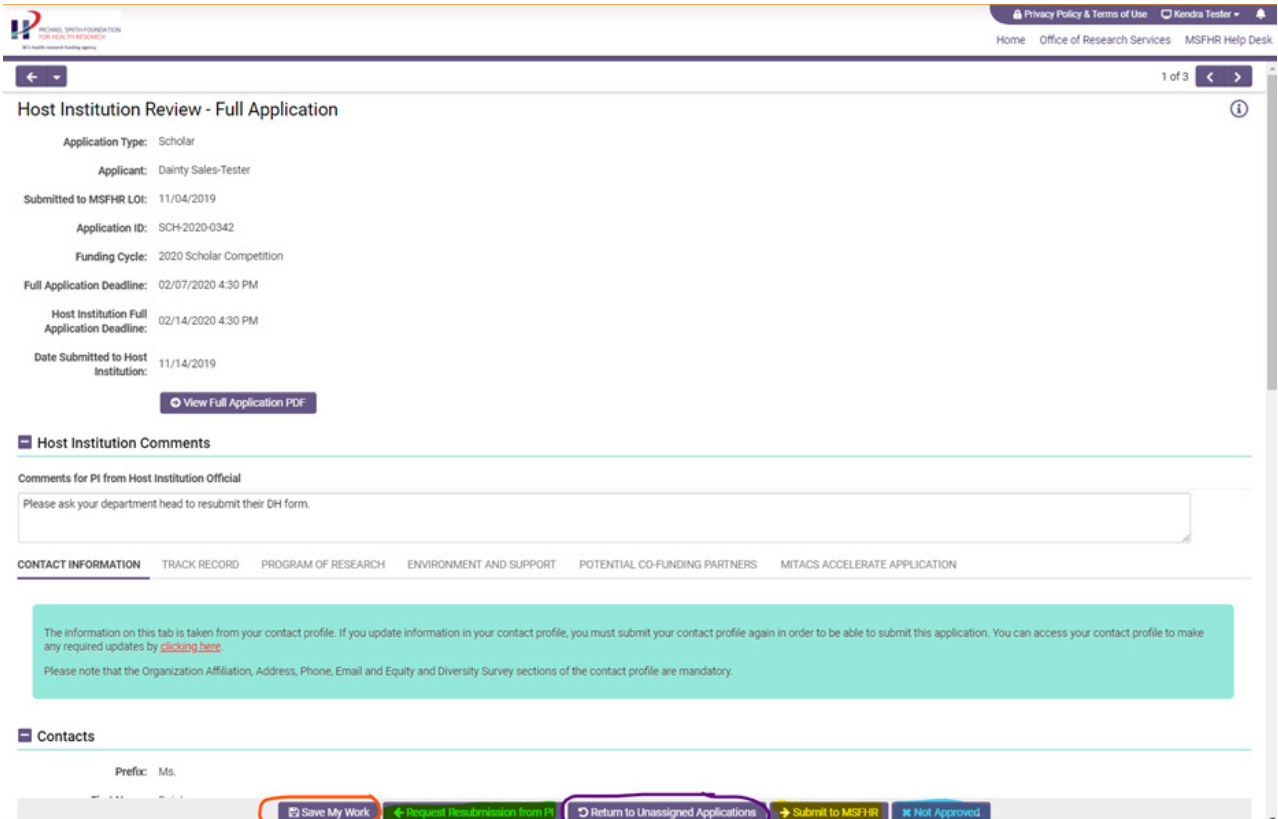
If the application fails to meet the host institution's requirements, click **Not Approved**.

Both of these actions will generate a notification email to the applicants.

If the additional information is required from the applicant, the host institution can request a resubmission.

In the **Host Institution Comments** section, please write a detailed description of the requested changes/revisions.

When done, click **Request Resubmission from PI**. This will send the applicant an email notification that their application has been returned.



**Host Institution Review - Full Application**

Application Type: Scholar  
 Applicant: Dainty Sales-Tester  
 Submitted to MSFHR LOI: 11/04/2019  
 Application ID: SCH-2020-0342  
 Funding Cycle: 2020 Scholar Competition  
 Full Application Deadline: 02/07/2020 4:30 PM  
 Host Institution Full Application Deadline: 02/14/2020 4:30 PM  
 Date Submitted to Host Institution: 11/14/2019

[View Full Application PDF](#)

**Host Institution Comments**

Comments for PI from Host Institution Official

Please ask your department head to resubmit their DH form.

[CONTACT INFORMATION](#) [TRACK RECORD](#) [PROGRAM OF RESEARCH](#) [ENVIRONMENT AND SUPPORT](#) [POTENTIAL CO-FUNDING PARTNERS](#) [MITACS ACCELERATE APPLICATION](#)

The information on this tab is taken from your contact profile. If you update information in your contact profile, you must submit your contact profile again in order to be able to submit this application. You can access your contact profile to make any required updates by [clicking here](#).  
 Please note that the Organization Affiliation, Address, Phone, Email and Equity and Diversity Survey sections of the contact profile are mandatory.

**Contacts**

Prefix: Ms.

[Save My Work](#) [Request Resubmission from PI](#) [Return to Unassigned Applications](#) [Submit to MSFHR](#) [Not Approved](#)

At the bottom of the page you will notice additional options:

- Use the **Save my Work** button to save any descriptions or details you enter in the Host Institution Comments text box.
- Use the **Return to Unassigned Applications** button if you would like to return an application to the **Unassigned** pool so that one of your colleagues can process it.

After the application has been resubmitted to the host institution, it will appear in the same host institution officials' **My Applications** tab.

Repeat the process until all claimed applications have been reviewed.

If you have questions, or encounter any issues, 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).