



How to Apply

Essential Information Before You Get Started Online Submission and Approval

Instructions

- Team Contact Details
- Team Name/Keywords/Synopsis
- Team Members
- Declaration of Researchers' Affiliations
- Training
- Proposed Budget
- Attachment - Team and Research Development Plan
- Attachment - Host Institution Letter of Support
- Signature and Submission

Inquiries and Further Information

How to Apply

Essential Information Before You Get Started

Team Leader Checklist

- Ensure that every Team member has an MSFHR ApplyNet account.
- Ask each Team member for his/her MSFHR system account e-mail. To link members to the application, you need to enter their MSFHR system account e-mail addresses in your application.
- Determine whether each Team member wishes to be affiliated with your Team as a Qualified Health Researcher (QHR) or as an Associated Health Researcher (AHR). See [Definitions](#).
- Consult with each Team member to determine what role s/he will play in your Team, and how this will contribute to the Team as a whole.
- Determine whether the Team members are associated with any other [funded MSFHR Teams and/or Research Units](#). In the online application, you will need to specify their affiliations with these Teams/Units (as a QHR or AHR) as well as a brief summary of their roles in these Teams/Units.

- Ensure that every QHR has created a Common CV – MSFHR Abbreviated Version and submitted it to MSFHR before the application is submitted. It is the QHRs' responsibility to check that the CCV contains relevant information; all CCVs will go to peer review as submitted. No changes or additions can be made after the application package is submitted.

The complete application package will consist of:

- MSFHR ApplyNet Team Start-up online application form
- Team and Research Development Plan (PDF attachment)
- Host institution Letter of Support (PDF attachment)
- Common CV - MSFHR Abbreviated Version for each QHR in the Team, including the Team Leader

Communicate with Team Members

The Team Start-up application must be submitted from the Team Leader's MSFHR ApplyNet account. Information about other Team members, which is required for the application, can only be entered from the Team Leader's account. Other Team members can view the application and its progress on their MSFHR ApplyNet Portfolio page using the Team Member Activity Table. Team members can view and print the application but are unable to make changes or submit the application.

All communication between Team members should occur before the Team Leader submits the application; changes cannot be made once the application has been submitted.

Review MSFHR ApplyNet User Tips and Tutorials

For detailed instructions on creating an MSFHR ApplyNet account and filling out MSFHR forms, review the User Tips and MSFHR ApplyNet Tutorial.

[User Tips](#)

[MSFHR ApplyNet Tutorial](#)

Review the Sample Application Form

Review the sample Team Start-up Application Form before you start. Note that the sample form does not include the attachments or the CCVs that must be submitted with the online application.

[Sample Team Start-up Application Form \(PDF\)](#)

Create an MSFHR ApplyNet Account

All applicants must have an MSFHR ApplyNet account. This includes the Team Leader as well as all QHRs and AHRs associated with the application. Team members who already have an MSFHR ApplyNet account do not need to create a new one.

Complete and Submit the Common CV – MSFHR Abbreviated Version

All QHRs (including the Team Leader) must complete and submit a Common CV – MSFHR Abbreviated Version from the Common CV (CCV) website. These CCVs will be linked to the application upon submission and will become part of the application package. The application cannot be submitted until the Team Leader and all QHRs have submitted a CCV – MSFHR Abbreviated Version. CCVs for AHRs are not required.

[Common CV](#)

Please Note: Due to recent changes made to the MSFHR version of the Common CV, only CCVs submitted after August 30, 2007 will be accepted.

Contact your Host Institution

You must attach an electronic copy of a signed letter of support from the Team's host institution. This attachment must be in PDF and should:

- confirm that the Team Start-up application has been reviewed
- confirm that the Team's plans fit with the Research Development Plan of the Team's host institution
- confirm that the Team's application is supported
- specify any funding that the host institution will provide (or is currently providing) to the Team towards its research activities.

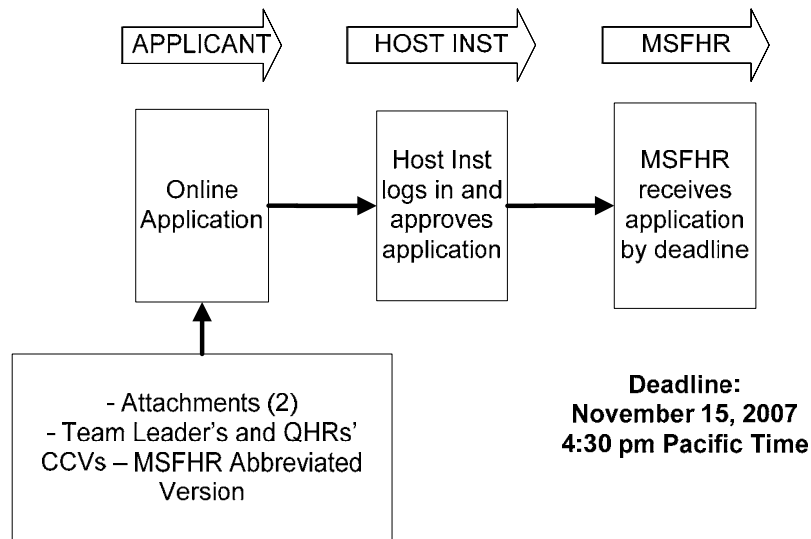
Online Submission and Approval

Complete and Submit the Online Application

The application form and attachments must be completed and submitted through MSFHR ApplyNet. No paper copies are required as the entire submission process is online. The status of the Team's application can be tracked on the MSFHR ApplyNet Portfolio page using the "Status" column in the "Application Activity" table.

The submission process of the application occurs in three stages:

1. The Team Leader completes and submits the application in MSFHR ApplyNet. Changes to the application package cannot be made after this submission.
2. Once submitted, the application is made available electronically to the host institution for approval. The host institution can preview and print the application while it is in progress, but cannot approve it until it is submitted by the Team Leader.
3. Once approved by the host institution, the application is automatically forwarded to MSFHR. This must happen by the deadline for host institution approval and submission: **November 15, 2007, 4:30 pm Pacific Time.**



Please Note: For the Team Start-up competition, MSFHR does not require signatures or electronic forms from department heads or deans. Please check the internal approval

processes and deadlines of the Team's host institution to ensure the application is submitted and approved by the MSFHR application deadline.

Instructions

Use the "Validate" button on each screen as you complete your online form to ensure that you have completed each page properly. It will produce an error message if you have missed a mandatory field on the page.

Team Contact Details

This is the first section in the online application. The purpose of this section is to capture contact information for the Team.

- The Team Leader's name pre-populates from his/her MSFHR ApplyNet account. The Team Start-up application must be submitted from the Team Leader's account; applications are not transferable to other accounts.
- Provide contact information for the Team Leader: address for correspondence, phone number, fax number, and contact e-mail address. This information does not have to be the same as that found in the Team Leader's Common CV or MSFHR ApplyNet account.
- Provide contact information for the Team administrative contact: address for correspondence, phone number, fax number, and contact e-mail address. For example, this person may be an administrative assistant, research assistant, etc., and will provide administrative support for the Team Leader.
- Provide contact information for the financial administrator of the Team: address for correspondence, phone number, fax number, and contact e-mail address. This person will be responsible for providing MSFHR with financial statements and responding to questions regarding the financial management of the award. Please contact your host institution for details on who would be the most appropriate person.
- Select the name of the Team's host institution from the drop-down list. The host institution is most commonly a publicly-funded BC health research institution or university, responsible for administering award funds on behalf of the successful award recipient in accordance with MSFHR's guidelines and policies. This institution may or may not be the same as the Team's research location. The host institution will electronically approve the application after submission.

Team Name/Keywords/Synopsis

The purpose of this section is to capture summary information about the Team's research focus and the basis for the infrastructure application.

- Specify the Team's name.
- Provide up to five keywords or terms that summarize the focus of the Team. It is strongly recommended that you avoid using abbreviations and acronyms.

- Provide a synopsis or summary of the Team Start-up application, of approximately 100 words, that provides reviewers with a clear understanding of the area(s) of study and highlights the key points and basis for the funding request. You will be able to expand on these issues in the attachment to the application.

Team Members

The purpose of this section is to identify the Team members. Each Team member must have an MSFHR ApplyNet account in order to be listed in the application. You may save and return to this section to add Team members' details any time prior to final submission of the application.

Identify whether each Team member is a QHR or AHR. For Team Start-up applications, the maximum number of QHRs is 10. Please note that the Team Leader is considered a QHR. The maximum number of AHRs is 20. For information on QHRs and AHRs see [Definitions](#).

- The Team Leader's name is pre-populated using the information provided during MSFHR ApplyNet account registration.
- To add a Team member:
 1. Enter the Team member's MSFHR system account e-mail address.
 2. Click the "Validate" button to ensure that this person has a valid MSFHR ApplyNet account. If the person does not have a valid MSFHR ApplyNet account, an error message will be displayed. The Team member will need to set up an account and advise you of the details before being added to the application.
 3. Indicate if the person is a QHR or an AHR in the Team.
 4. Click the "New Member" button to add additional Team members.
- The system will update the number of QHRs and AHRs as you enter and save each Team member's details.
- When previewing or printing this section, the Team members' names are automatically grouped into those who are QHRs and those who are AHRs, and sorted alphabetically within each group.

Declaration of Researchers' Affiliations

The purpose of this section is to identify whether the researchers in the current Team (including the Leader) are also members of other [Teams or Research Units](#) funded by MSFHR. The application review process will take this information into account when considering the contributions of researchers to the current Team. You should ask all QHRs and AHRs in the Team for their existing affiliations, to ensure this section is completed accurately.

At any one time, a researcher can be a QHR with one MSFHR-funded Team (Planning or Start-up) and two MSFHR-funded Research Units, including the current application. If the researcher is on any additional Teams or Units, s/he will need to be identified as an AHR. See [Definitions](#) for further information.

- The names of all QHRs and AHRs identified in the Team Members section, including the Team Leader, will be pre-populated in this section.
- For each researcher appearing in this section, use the “Yes” and “No” buttons to indicate whether s/he is affiliated with another MSFHR-funded Team and/or Research Unit.
- If the “No” affiliations button is selected, no additional data entry fields will appear. Proceed to the next researcher and indicate whether that person is affiliated with another MSFHR-funded Team or Research Unit.
- If the “Yes” affiliations button is selected, additional data entry fields are generated:
 1. Select the Team or Research Unit to which the researcher is affiliated by clicking the “List” button next to the “Affiliated with” field.
 2. Indicate if the researcher in the current Team is a QHR or AHR in the other Team or Research Unit.
 3. Provide a brief description of his/her role in the other Team or Research Unit.
 4. If the researcher in the current Team is affiliated with additional MSFHR-funded Teams and/or Research Units, select the “New Affiliation” button and repeat the above steps.
- This process must be repeated for all researchers listed in this section.
- If more researchers are subsequently added to the Team Members section, return to this section to complete a Declaration of Researchers’ Affiliations for these extra researchers, otherwise an error message will be generated upon submission.

Training

The purpose of this section is to indicate the number of graduate students and postdoctoral fellows currently being trained by each QHR in the Team, and the number of trainees who have completed training in the last two years. The numbers should refer only to trainees for whom the QHR is the primary supervisor.

- The names of all QHRs identified in the Team Members section will be pre-populated in this section.
- The total number for each trainee category will be added up automatically.

Proposed Budget

The purpose of this section is to describe the proposed budget over the three years of the award period, including justification for the items requested.

- Teams may apply for up to \$75,000 per year for three years.
- Do not include funding from other sources in this budget.
- Costs may be phased-in over the three-year period. You should also consider annual increments, for example, for salaries and benefits, to ensure adequate funding.

- Liaise with your host institution to ensure the requested funding is complementary to any existing infrastructure and funding support already provided.
- Provide details of how you propose to use the MSFHR funds. Refer to the list of example [eligible and ineligible expenses](#). The costs within each budget category (Personnel, Supplies, Services, and Other) will automatically add up and a total budget will be generated.
- Personnel expenditures
 - Separate data entry fields are available for research, technical and administrative personnel. See [Definitions](#). Only complete the sections that are relevant to the Team.
 - Indicate the type of position (e.g. Research Coordinator) and the Full Time Equivalent (FTE) for that position. See [Definitions](#).
 - Identify the estimated cost of that position.
 - Include a brief justification for the position (e.g. how the requested position will contribute to the activities of the Team).
 - If you wish to include more than one position in one of these personnel fields, click the “New Item” button and complete the details as above.
- Supplies, services and other items
 - Only complete the sections that are relevant to the Team.
 - Indicate the item you seek to fund (e.g. conference travel and registration). Avoid collective terms such as “workshop costs”; provide more specific terms such as catering, travel, accommodation, and printing.
 - Identify the estimated cost of each item.
 - Include a brief justification for the item (e.g. how the requested item will contribute to the activities of the Team). Note that a justification is not the same as a description of the item.
 - To include more than one item in the supplies, services or other fields, click the “New Item” button and complete the details as above.
- Financial Accountability
 - Briefly describe the mechanism(s) within your host institution by which the Team will be accountable for using MSFHR funds. MSFHR funds are paid to the Team’s host institution, and the Team Leader must work in conjunction with this organization to ensure appropriate use of the funds and reporting of expenditures. Please contact your host institution for the relevant financial reporting arrangements.
- Sustainability
 - Describe how funding of the Team’s infrastructure could be sustained beyond the MSFHR funding period. For example, do opportunities exist for your host institution to contribute to the Team’s infrastructure, or are alternate funding sources available that might be pursued in the future?

Attachments

Two attachments are required for the online application:

- Team and Research Development Plan
- Host Institution Letter of Support

Attachment - Team and Research Development Plan

In addition to the online application, a separate document must be attached that addresses the following nine topics:

- Research Focus
- Team Members – Roles and Contributions
- Team Cohesiveness and Governance Structure
- Research Development Plan
- Collaboration
- Training
- Infrastructure Support
- Knowledge Translation
- Performance Measures

To be eligible for review, this attachment must adhere to the following instructions for presentation and content. Except for the appendices, all materials must be presented as follows:

- PDF
- One (1) page for the Table of Contents, maximum of eight (8) pages for the Team and Research Development Plan, maximum of two (2) additional pages for appendices including references
- Letter size, 8½ x 11" (21.2 x 27.5 cm)
- Arial font (regular), minimum 11-point
- Single-spaced text
- 1" (2.54 cm) margin on all sides of each page
- A header on each page with the Team Leader's name in the top left-hand corner, and the page number in the top right-hand corner

The total number of pages for the Team and Research Development Plan attachment should not exceed eleven (11) pages. Reviewers will be instructed to ignore pages beyond this limit.

Research Focus

- Describe the Team's research theme/focus, including its goals, innovative characteristics, recent evolution and relevance to British Columbians.
- Indicate how the Team's research focus will contribute to the research priorities of the host institution.
- Ensure the Team's research theme/focus is clear and sufficiently specific so that reviewers will understand the area(s) of study.

Team Members – Roles and Contributions

- Provide a list of the Team's QHRs and, if applicable, a list of the AHRs.
- Sort the list alphabetically by surname, and provide a brief description of the role and expected contribution of each person to the Team's goals.

Team Cohesiveness and Governance Structure

- Describe the features of the Team that demonstrate a potential for cohesiveness, and how the Team will continue to build cohesiveness over the three-year funding period, for example, through joint planning, collaborative research initiatives, etc.

- Indicate what planning and management structures are in place, or planned, to ensure participation and integration of Team members, effective communication and decision-making processes and appropriate engagement of stakeholders.

Research Development Plan

- Describe the plan that will be implemented by the Team over the three-year funding period to develop the Team's research agenda. You may wish to structure your plan to include research sub-themes; this is optional.
- The plan may include, but is not limited to:
 - team development activities
 - development of research methodologies
 - development and implementation of specific research projects
 - development of stakeholder relationships.

Collaboration

- Describe how the infrastructure requested will benefit and facilitate ongoing and new collaborations between QHRs in the Team, as well as with other researchers in BC, across Canada and/or in other countries.
- Identify any other MSFHR-funded Teams or Units with which the Team might collaborate and briefly describe the purpose of such collaborations. (See [Award Recipients](#) for details on other MSFHR-funded Teams and Research Units.)

Training

- Provide a brief description of the training opportunities the Team offers/will offer to students and other trainees, emphasizing areas of specialty or uniqueness.

Infrastructure Support

- Briefly describe what new or different resources would be made available to the Team through MSFHR infrastructure funding, and how these resources will be made available to the Team's members and contribute to their activities.
- Indicate whether any infrastructure support is already available to the Team. If such support does exist, provide a brief summary of the existing infrastructure, and how the requested infrastructure support from MSFHR will complement this existing infrastructure.

Knowledge Translation

- Outline strategies that the Team will use during the three-year funding period to commence translation of research and research results to relevant target groups and areas.
- In most cases, strategies are expected to extend beyond reaching scientific colleagues and peers and may include:
 - patients, patient treatment, and patient behaviour
 - the behaviour of professionals working with patients
 - institutional and public policies
 - the community (general and specific stakeholders)
 - the media.

Performance Measures

- For each of the three years of funding, describe process and/or outcome measures that will be monitored and reported to MSFHR. These measures may be quantitative or qualitative, and should include indicators of the value added by MSFHR infrastructure funds to the Team's productivity and overall performance.
- Examples of such measures might include:

- recruitment of support staff funded by MSFHR infrastructure funds
- increases in collaborations and partnerships
- increases in funding proposals submitted and awarded
- increases in national and international funding
- increases in training capacity and/or numbers of trainees.
- Applicants should define annual targets, where appropriate.
- MSFHR reserves the right to review and negotiate performance measures with successful applicants.

Attachment - Host Institution Letter of Support

Attach one letter from your host institution. The letter must:

- confirm that the Team Start-up application has been reviewed
- confirm that the Team's plans fit with the Research Development Plan of the Team's host institution
- confirm that the Team's application is supported
- specify any funding that the host institution will provide (or currently provides) to the Team towards its research activities.

The attachment must be a PDF. Other letters of support cannot be attached.

Signature and Submission

The purpose of this section is to obtain an electronic signature from the Team Leader authorizing submission of the Team Start-up application and attachments.

Before submission, it is strongly recommended that you use the "Validate" function on each screen of the application as well as preview and print your application to ensure that it complies with all requirements and is as you intended.

The "Print/Preview" option generates a PDF version of your application that is formatted slightly differently from the online screens. All information provided in the online application is captured in this PDF version. In order to have a complete copy of all documents submitted, print out the CCVs separately.

Changes cannot be made to your application or attachments after submission.

Inquiries and Further Information

For further assistance, please contact the following:

For inquiries and help with MSFHR ApplyNet online applications or the Common CV, contact the MSFHR Help Desk:

[E-mail the Help Desk](#)

Local phone: 604.714.6609

Toll-free phone: 1.866.673.4722 (ask for the MSFHR Help Desk)

For inquiries and information about the Team Start-up Award and Team Start-up Guidelines:

[E-mail the Infrastructure Program](#)

Andrea McLean, Program Coordinator, Infrastructure, 604.714.6605
Dr. Angela Todd, Senior Director, Infrastructure, 604.714.5371