

2012 Career Investigator Program

MSFHR ApplyNet Tutorial

Dean Form

Reminder: Please refer to the [Career Investigator Instructions](#) for more details.

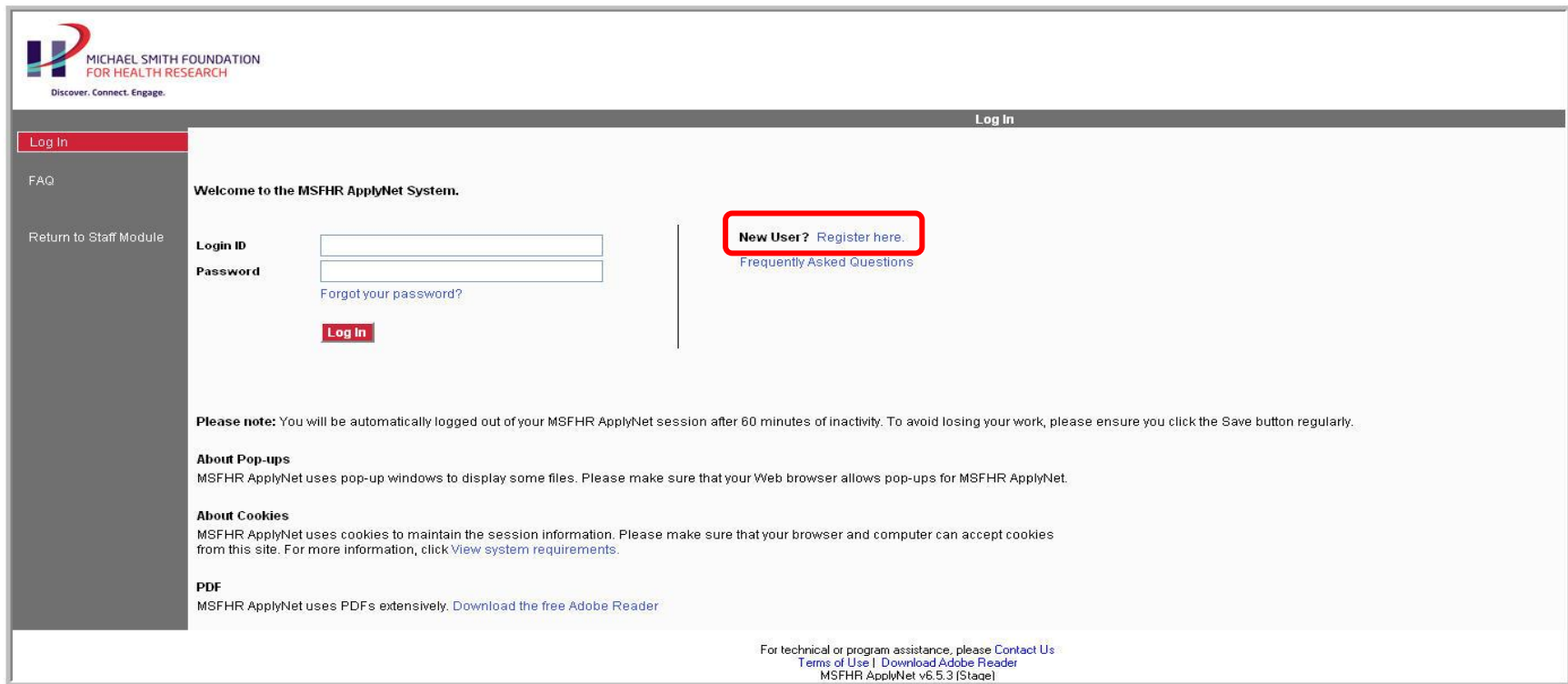
The MSFHR ApplyNet system identifies Deans, Department Heads, and Referees as **Third Party Users**.

Each of the nominated Third Party users is required to complete an online form in order for the Career Investigator Applicant to submit the Full Application to the Host Institution for review and approval.

Starting the Process

Log in to [MSFHR ApplyNet System](#).

To create an account, click on the **Register here** hyperlink on the log in page of the MSFHR ApplyNet system.



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FOR HEALTH RESEARCH
Discover. Connect. Engage.

Log In

Log In

Log In

FAQ

Return to Staff Module

Welcome to the MSFHR ApplyNet System.

Login ID

Password

Forgot your password?

Log In

New User? Register here.

Frequently Asked Questions

Please note: You will be automatically logged out of your MSFHR ApplyNet session after 60 minutes of inactivity. To avoid losing your work, please ensure you click the Save button regularly.

About Pop-ups
MSFHR ApplyNet uses pop-up windows to display some files. Please make sure that your Web browser allows pop-ups for MSFHR ApplyNet.

About Cookies
MSFHR ApplyNet uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies from this site. For more information, click [View system requirements](#).

PDF
MSFHR ApplyNet uses PDFs extensively. [Download the free Adobe Reader](#)

For technical or program assistance, please [Contact Us](#)
[Terms of Use](#) | [Download Adobe Reader](#)
MSFHR ApplyNet v6.5.3 [Stage]

Once registration is complete, you will receive an email notification from MSFHR ApplyNet.

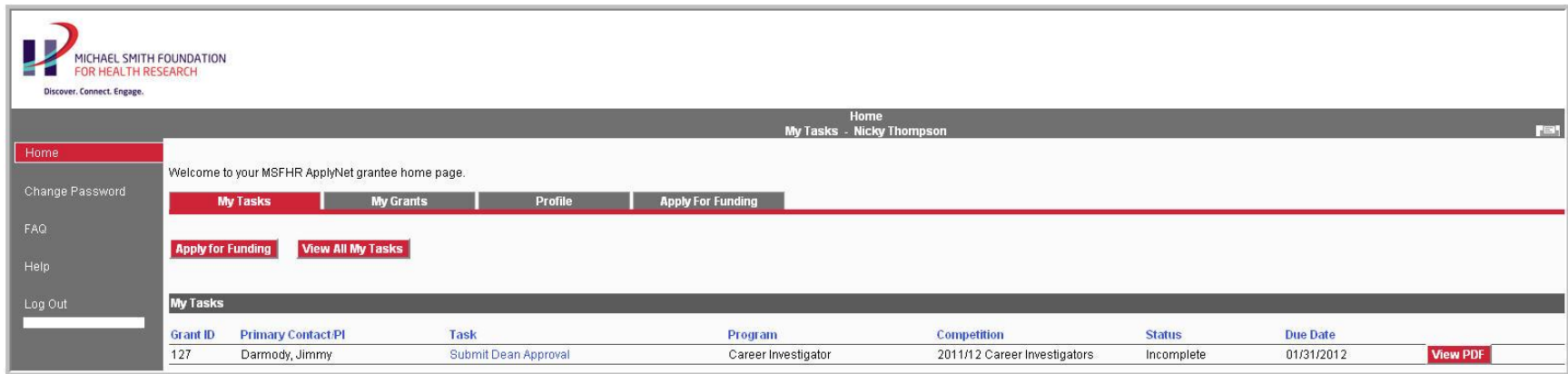
Exception: If you get a message saying that **your account already exists**, please check your email. A Career Investigator or a Research Trainee applicant in their full application form may have nominated you as a Third Party. This means that a contact data with your email address has already been created in the MSFHR ApplyNet System. Please use the login and temporary password in the email notification to log to the MSFHR ApplyNet system.

After logging in, the MSFHR ApplyNet System will automatically prompt you for a change of password information.

As soon as the password is changed, the system will transfer you to the **Home Page**.

After logging in, the system will take you to the **Home Page**.

Click on the task called **Submit Dean Approval**.



Home
My Tasks - Nicky Thompson

Welcome to your MSFHR ApplyNet grantee home page.

My Tasks My Grants Profile Apply For Funding

Apply for Funding View All My Tasks

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Due Date	
127	Darmody, Jimmy	Submit Dean Approval	Career Investigator	2011/12 Career Investigators	Incomplete	01/31/2012	View PDF

The main page of the **Submit Dean Approval** form has a left navigation pane with access to the Contact Information, Additional Information, and Review and Submit links.

Two of the links found on the left navigation pane namely, *Contact Information* and *Additional Information* are also under the **Validation Summary** section, marked with a **RED X**. The **Validation Summary** section is a visual guide for monitoring the progress of the task.

- To view the Applicant’s Full Application, select **View PDF** beneath **Project Information**



Submit Dean Approval
Main - Nicky Thompson

Home

Guidelines

Main

Contact Information

Additional Information

Review and Submit

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Instructions

Click on the **View PDF** to access a read-only version of the Full Application. It is recommended that you keep this PDF open and refer to it while you complete your task.

Project Information

Program	Career Investigator
Funding Opportunity	Career Investigator
Competition	2011/12 Career Investigators

View PDF

Validation Summary

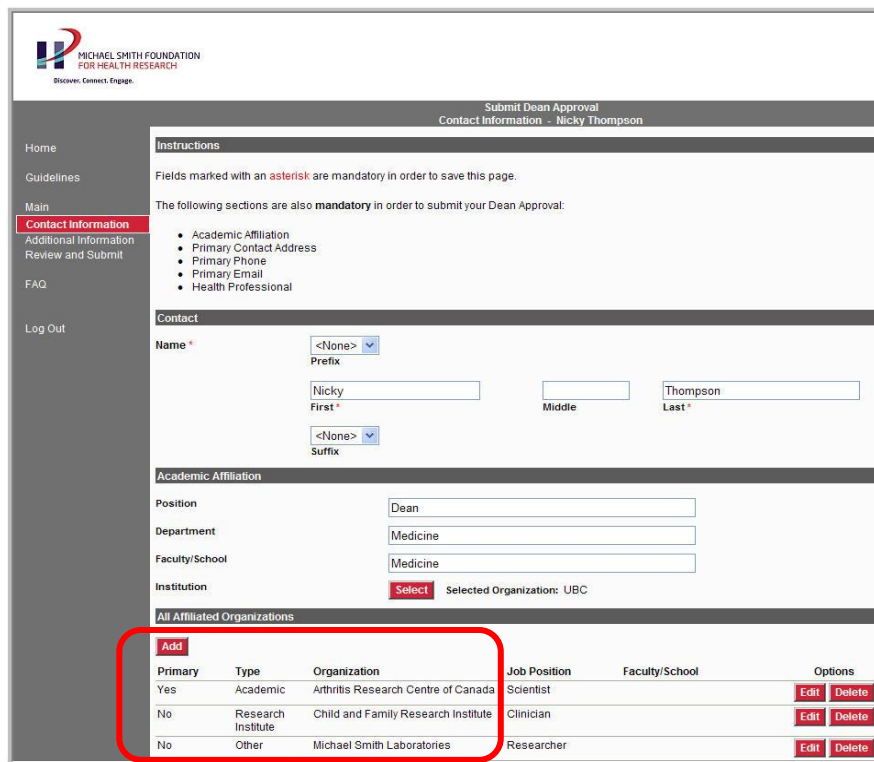
Page Name	Status
Contact Information	✘ Incomplete
Additional Information	✘ Incomplete

Click the link on the left navigation panel **or** the hyperlink provided under the validation summary section to complete the form.

Contact Information

When entering new or additional data into these categories **All Affiliated Organization**, **Contact Address**, and **Contact Phone and Fax** please note the following:

- In cases where there are multiple entries for a particular category, the ApplyNet system can only record **one** primary data.
- Leave the **primary** option **unchecked** in the **Editor** page so as not to replace the preferred primary record.



Submit Dean Approval
Contact Information - Nicky Thompson

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Instructions
Fields marked with an asterisk are mandatory in order to save this page.
The following sections are also **mandatory** in order to submit your Dean Approval:

- Academic Affiliation
- Primary Contact Address
- Primary Phone
- Primary Email
- Health Professional

Contact

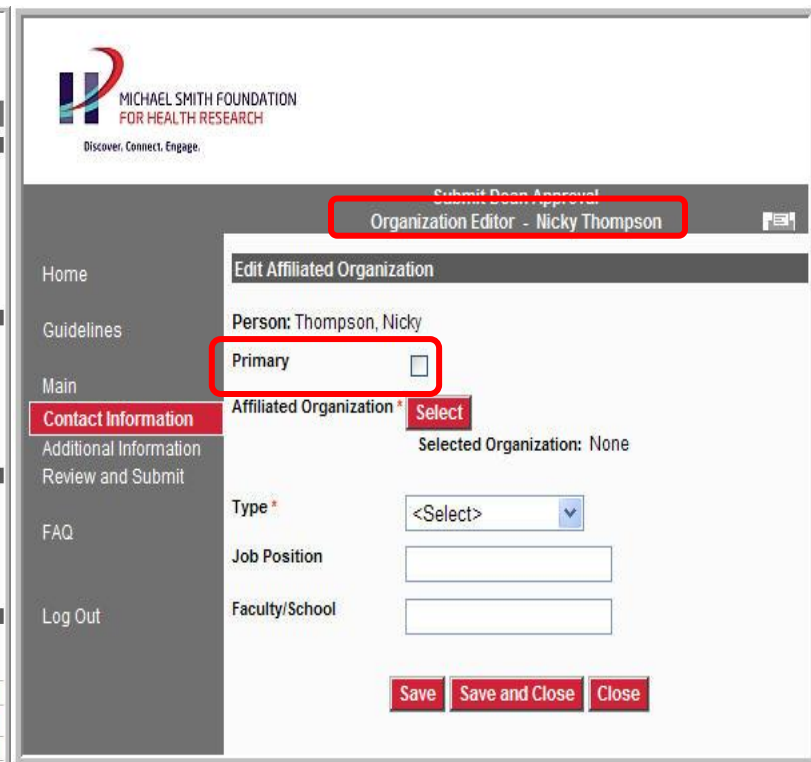
Name *
Prefix
First * Middle Last *
Suffix

Academic Affiliation

Position
Department
Faculty/School
Institution Selected Organization: UBC

All Affiliated Organizations

Primary	Type	Organization	Job Position	Faculty/School	Options
Yes	Academic	Arthritis Research Centre of Canada	Scientist		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
No	Research Institute	Child and Family Research Institute	Clinician		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
No	Other	Michael Smith Laboratories	Researcher		<input type="button" value="Edit"/> <input type="button" value="Delete"/>



Submit Dean Approval
Organization Editor - Nicky Thompson

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Edit Affiliated Organization

Person: Thompson, Nicky
Primary
Affiliated Organization *
Selected Organization: None
Type *
Job Position
Faculty/School

Once done, please click **Save and Continue**.

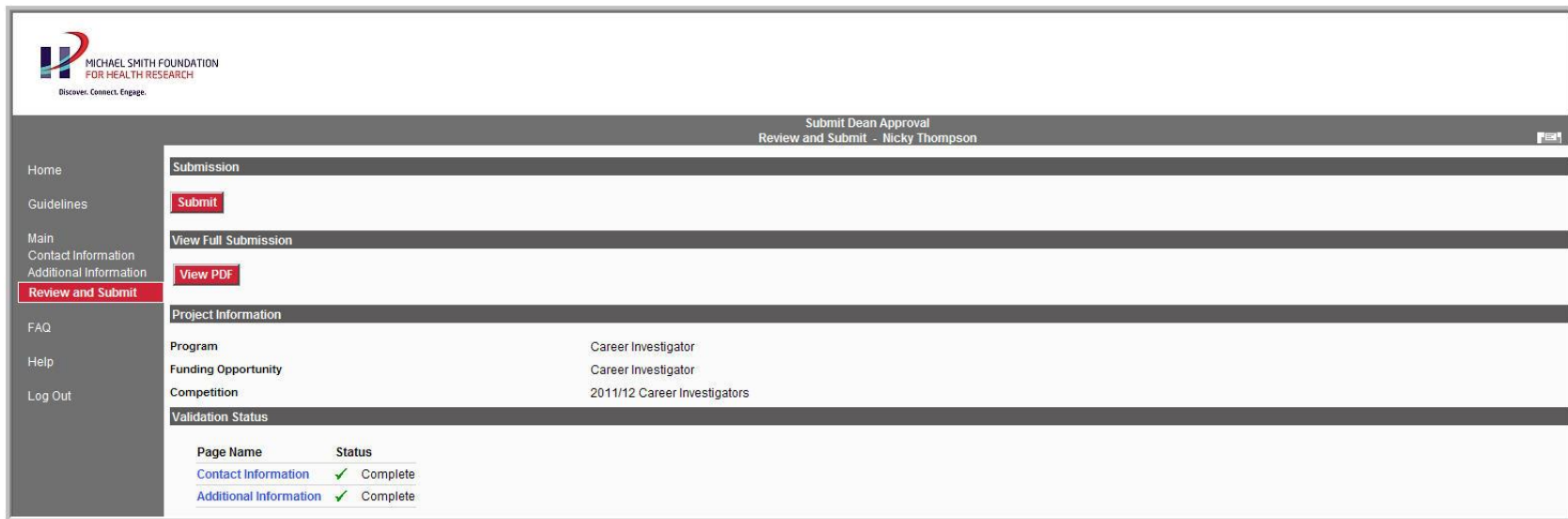
Additional Information

Please refer to the instructional text found in the “Dean’s comments about the applicant” section for more details.

Once done, please click **Continue**.

Review and Submit

Following completion of all required pages, the **Review and Submit** page will display the **Validation Status** Complete (**GREEN ✓**).



Submit Dean Approval
Review and Submit - Nicky Thompson

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Help
Log Out

Submission
Submit

View Full Submission
View PDF

Project Information

Program	Career Investigator
Funding Opportunity	Career Investigator
Competition	2011/12 Career Investigators

Validation Status

Page Name	Status
Contact Information	✓ Complete
Additional Information	✓ Complete

Important: Please review the PDF copy of your form to ensure that all the data you have entered is complete and accurate. Go to **View Full Submission** and click on **View PDF**.

Note that you will not be able to make any changes to the form once **submitted**.

After reviewing the Dean Form, please click **Submit**.

View All My Tasks

Once you have submitted your form, the [Submit Dean Approval](#) task will disappear from your home page.

To view your submission at a later date, click on [View All My Tasks](#) on your *Home Page*.

You will see the task you submitted as well as a [View PDF](#) button. This will bring up a PDF document containing the information you submitted.

