

2012 Career Investigator Program

MSFHR ApplyNet Tutorial

Department Head Form

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

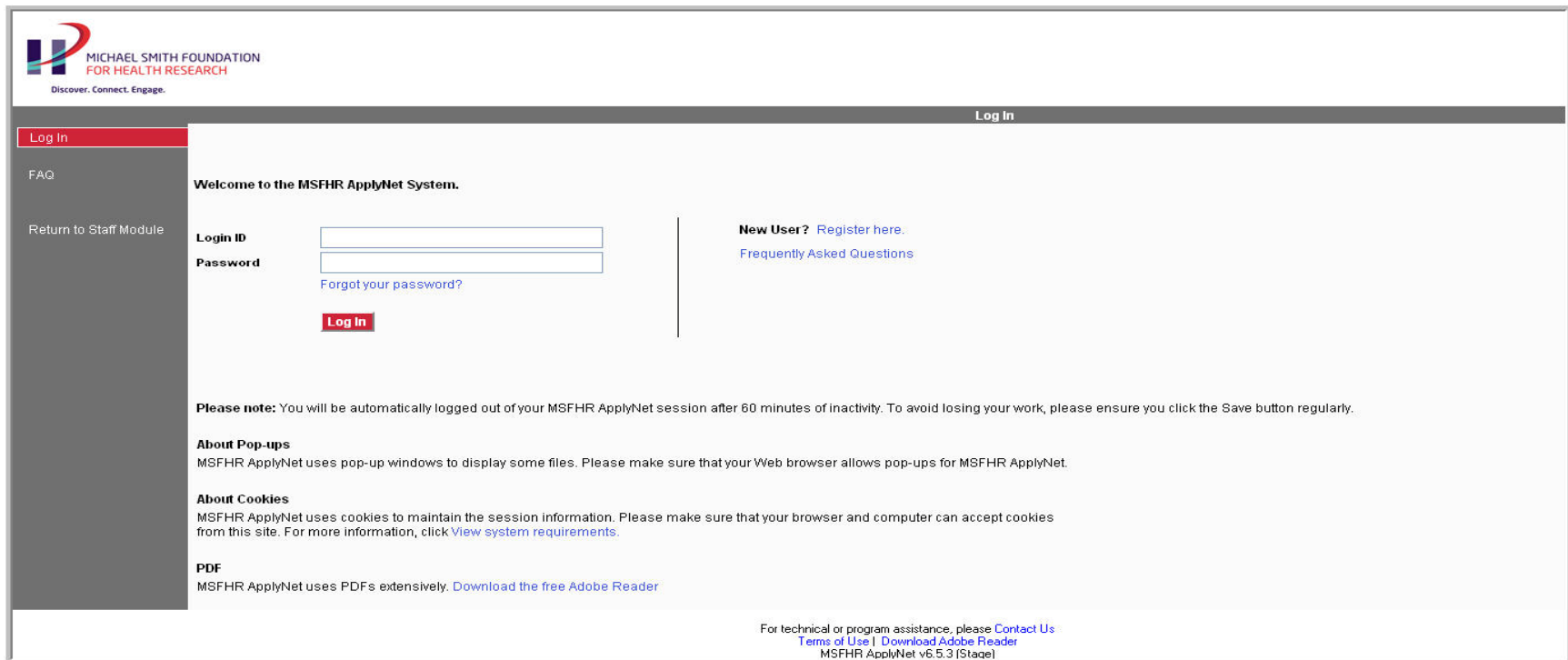
The MSFHR ApplyNet system identifies Deans, Department Heads, and Referees as **Third Party Users**.

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.



The screenshot shows the MSFHR ApplyNet System login page. At the top left is the Michael Smith Foundation for Health Research logo and tagline "Discover. Connect. Engage.". A "Log In" button is in the top right corner. On the left side, there is a navigation menu with "Log In" (highlighted), "FAQ", and "Return to Staff Module". The main content area features a "Welcome to the MSFHR ApplyNet System." message. Below this is a login form with fields for "Login ID" and "Password", a "Forgot your password?" link, and a "Log In" button. To the right of the form are links for "New User? Register here." and "Frequently Asked Questions". A "Please note" section states: "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." Below this are sections for "About Pop-ups" and "About Cookies", both providing instructions on browser settings. A "PDF" section mentions "Download the free Adobe Reader". At the bottom right, there are links for "Contact Us", "Terms of Use", "Download Adobe Reader", and "MSFHR ApplyNet v6.5.3 (Stage)".

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

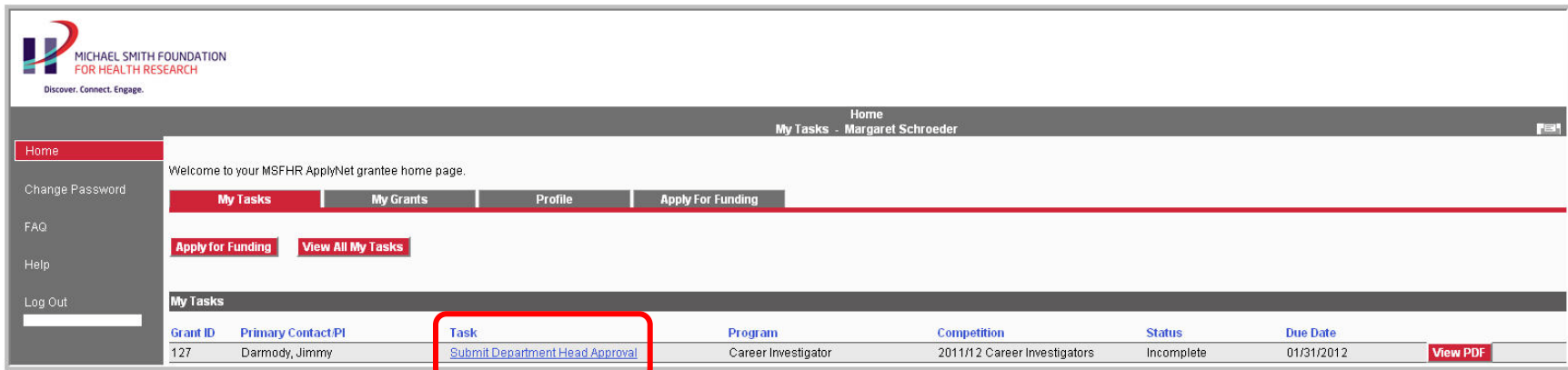
Exception: If you get a message saying that **your account already exists**, please check your email. A Career Investigator or a Research Trainee applicant in their full application form may have nominated you as a Third Party. This means that a contact data with your email address has already been created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



Home
My Tasks - Margaret Schroeder

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 Department Head Approval	Career Investigator	2011/12 Career Investigators	Incomplete	01/31/2012	View PDF

The main page of the **Submit Department Head Approval** 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 Department Head Approval
Main - Margaret Schroeder

Home
Guidelines
Main
Contact Information
Additional Information
Review and Submit
FAQ
Log Out

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

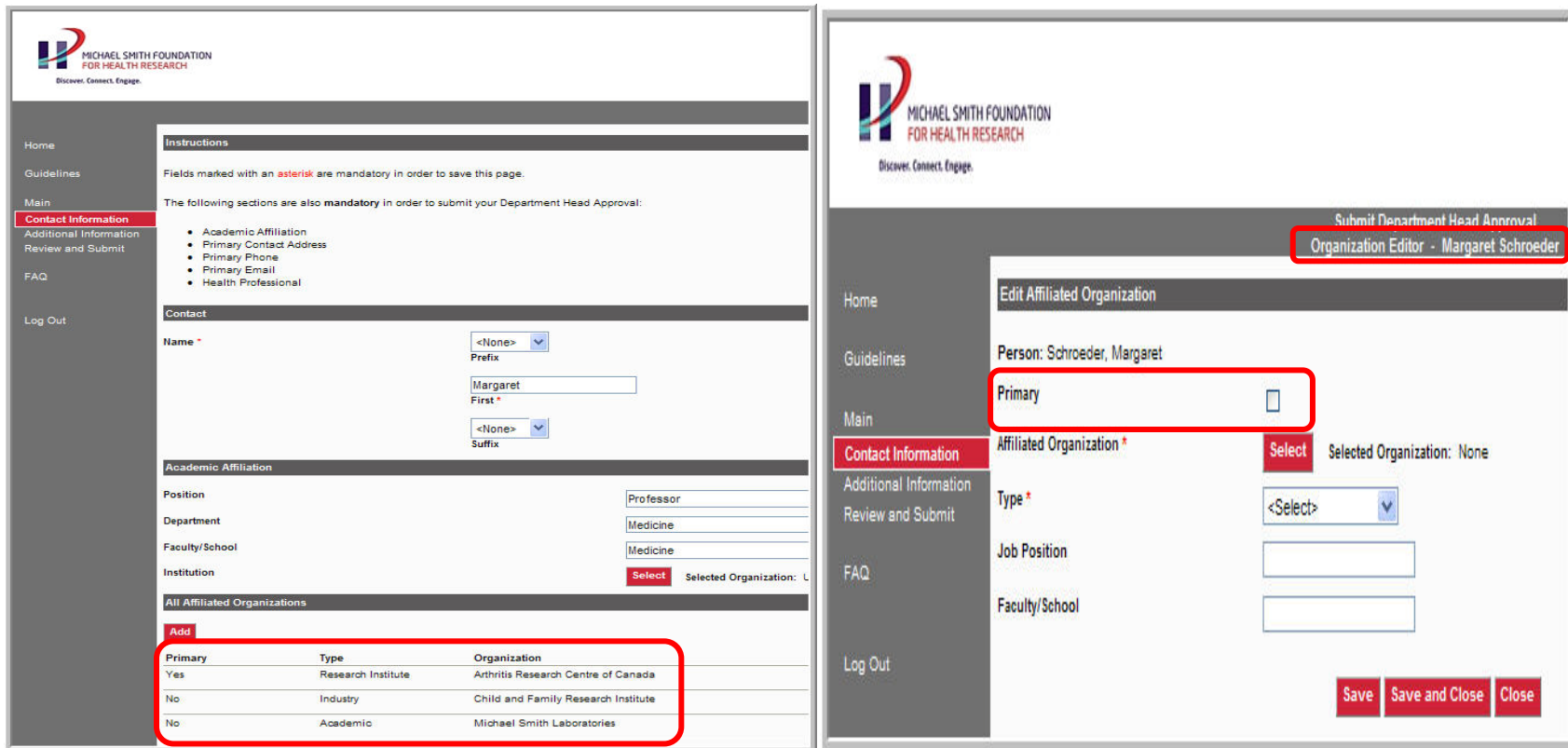
Click the link on the left navigation pane **or** the hyperlinks provided under the validation summary section to complete the form.

Kindly read the instructions on the **Main** page for a recommendation on how to facilitate completing your task.

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 MSFHR 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.



Left Screenshot: Contact Information Page

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 Department Head Approval:

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

Contact Information

Contact

Name *

Academic Affiliation

Position: Professor
Department: Medicine
Faculty/School: Medicine
Institution:

All Affiliated Organizations

Primary	Type	Organization
Yes	Research Institute	Arthritis Research Centre of Canada
No	Industry	Child and Family Research Institute
No	Academic	Michael Smith Laboratories

Right Screenshot: Edit Affiliated Organization Page

Submit Department Head Approval
Organization Editor - Margaret Schroeder

Person: Schroeder, Margaret

Primary

Affiliated Organization * Selected Organization: None

Type *

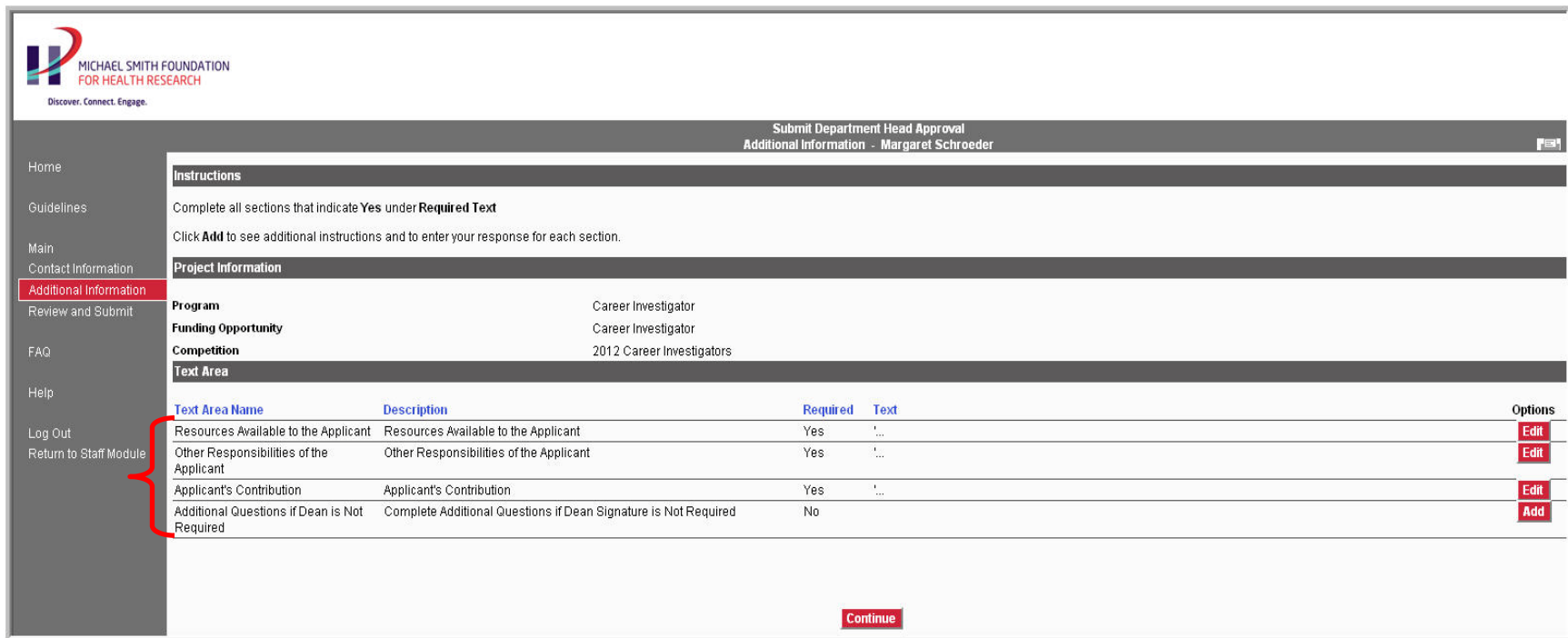
Job Position

Faculty/School

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

Additional Information

Please refer to the instructional text for each of the categories found in this section for more details.



The screenshot shows a web application interface for the Michael Smith Foundation for Health Research. The page title is "Submit Department Head Approval" and the user is identified as "Margaret Schroeder". A navigation menu on the left includes "Home", "Guidelines", "Main", "Contact Information", "Additional Information" (highlighted), "Review and Submit", "FAQ", "Help", "Log Out", and "Return to Staff Module".

The main content area is titled "Additional Information" and contains the following sections:

- Instructions:** Complete all sections that indicate **Yes** under **Required Text**. Click **Add** to see additional instructions and to enter your response for each section.
- Project Information:**
 - Program:** Career Investigator
 - Funding Opportunity:** Career Investigator
 - Competition:** 2012 Career Investigators
- Text Area:** A table with columns for Text Area Name, Description, Required, Text, and Options.

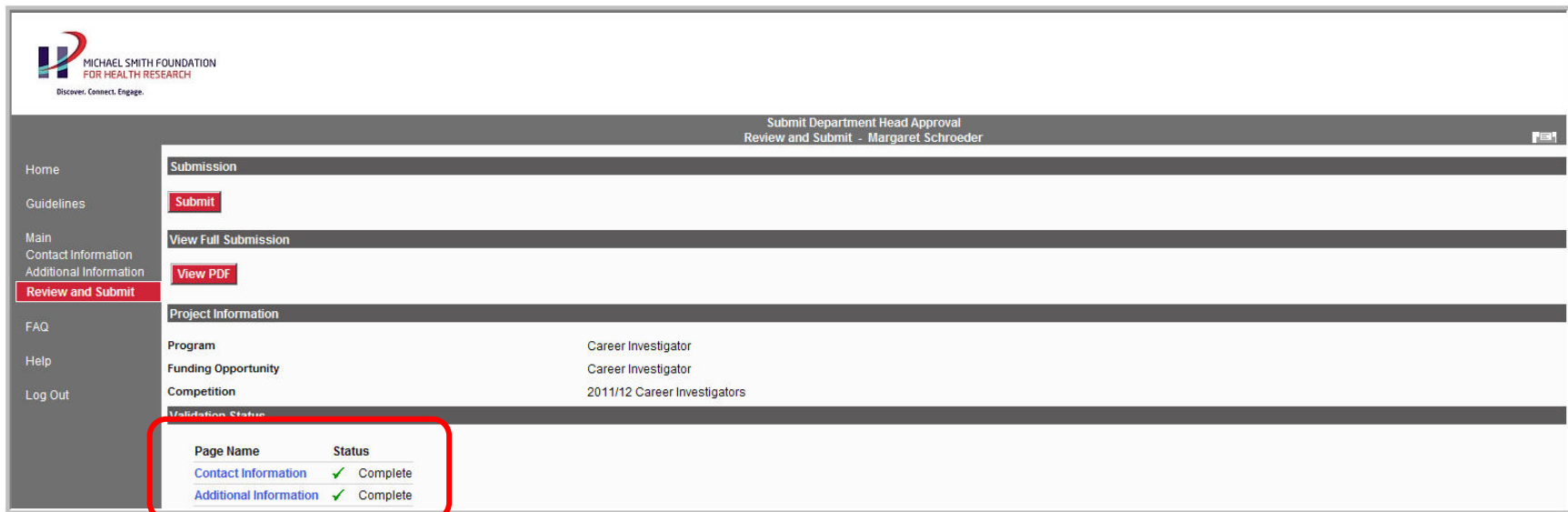
Text Area Name	Description	Required	Text	Options
Resources Available to the Applicant	Resources Available to the Applicant	Yes	...	Edit
Other Responsibilities of the Applicant	Other Responsibilities of the Applicant	Yes	...	Edit
Applicant's Contribution	Applicant's Contribution	Yes	...	Edit
Additional Questions if Dean is Not Required	Complete Additional Questions if Dean Signature is Not Required	No		Add

At the bottom of the form, there is a red "Continue" button.

Once done, please click **Continue**.

Review and Submit

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



Submit Department Head Approval
Review and Submit - Margaret Schroeder

Home
Guidelines
Main
Contact Information
Additional Information
Review and Submit
FAQ
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**.

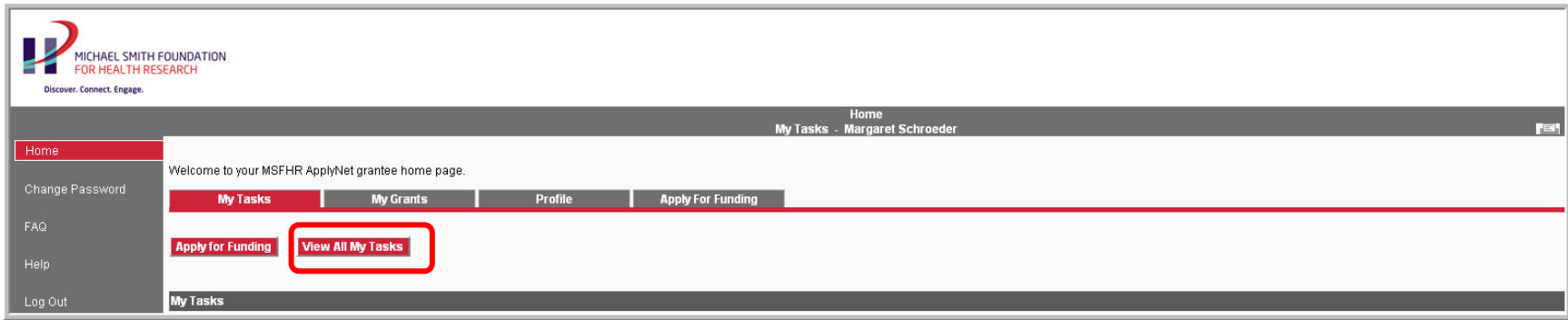
After reviewing the Department Head Form, please click **Submit**.

View All My Tasks

Once you have submitted your form, the [Submit Department Head 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.



The screenshot displays the MSFHR ApplyNet grantee home page. The header includes the Michael Smith Foundation for Health Research logo and the tagline "Discover. Connect. Engage." The user is logged in as Margaret Schroeder. The main navigation menu includes "Home", "Change Password", "FAQ", "Help", and "Log Out". The "My Tasks" section is highlighted, and the "View All My Tasks" button is circled in red. Other buttons visible include "Apply for Funding" and "My Grants".