

2012 Career Investigator Program

MSFHR ApplyNet Tutorial

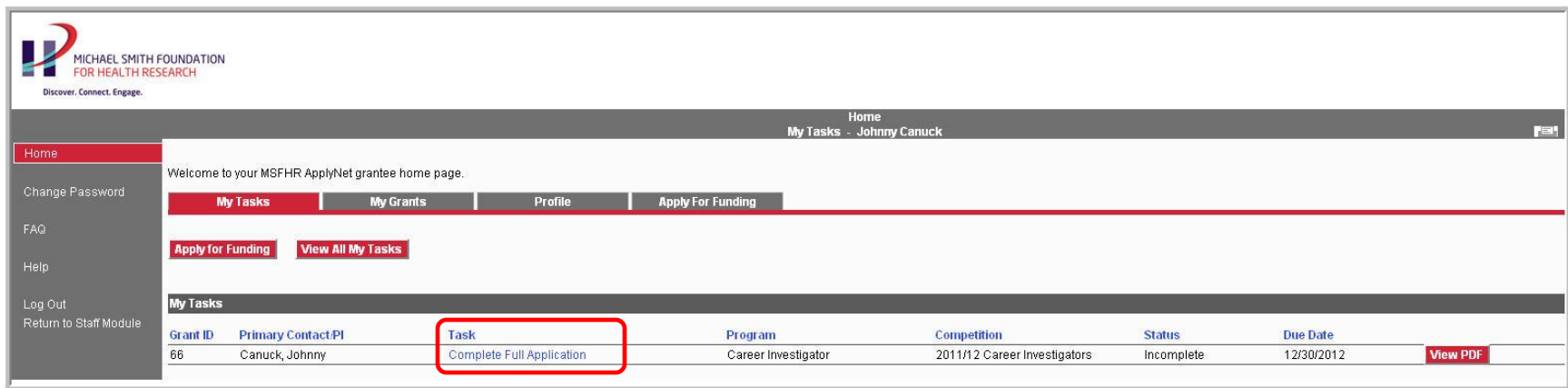
Full Application

Reminder: Please make sure you have read the [Career Investigator Instructions](#) before completing the Full Application.

Completing a Full Application

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

Once you have received an email stating that your LOI has been approved, a new task is generated and will be displayed on your MSFHR ApplyNet home page.

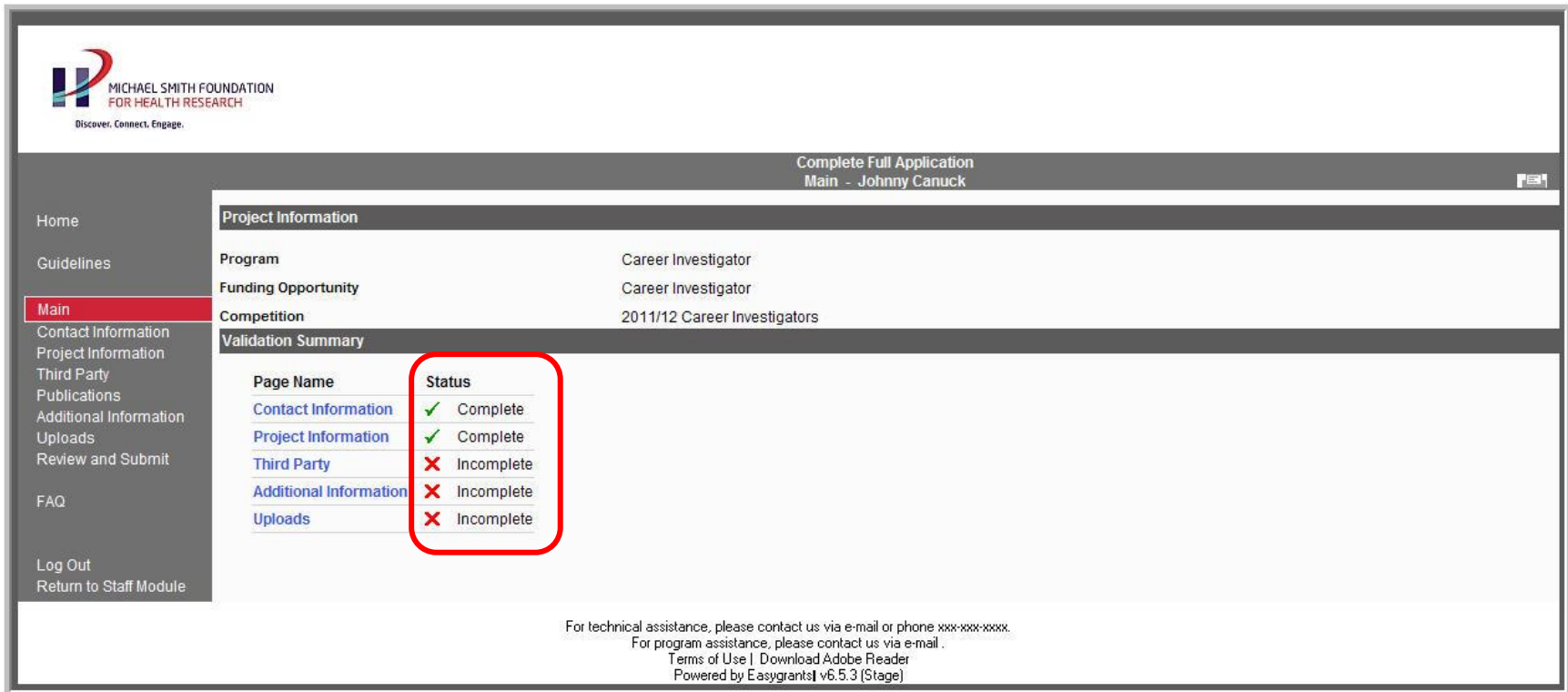


The screenshot shows the MSFHR ApplyNet System home page for a grantee named Johnny Canuck. The page includes a navigation menu on the left with options like Home, Change Password, FAQ, Help, Log Out, and Return to Staff Module. The main content area displays a welcome message and a table of tasks. The task 'Complete Full Application' is highlighted with a red box.

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Due Date	
66	Canuck, Johnny	Complete Full Application	Career Investigator	2011/12 Career Investigators	Incomplete	12/30/2012	View PDF

Selecting the [Complete Full Application](#) hyperlink will bring you to the main page of the Full Application.

Completing a Full Application



The screenshot shows the 'Complete Full Application' page for user 'Main - Johnny Canuck'. The left sidebar contains navigation links: Home, Guidelines, Main (highlighted), Contact Information, Project Information, Third Party, Publications, Additional Information, Uploads, Review and Submit, FAQ, Log Out, and Return to Staff Module. The main content area is titled 'Project Information' and includes the following details:

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

Below this is a 'Validation Summary' table:

Page Name	Status
Contact Information	✓ Complete
Project Information	✓ Complete
Third Party	✗ Incomplete
Additional Information	✗ Incomplete
Uploads	✗ Incomplete

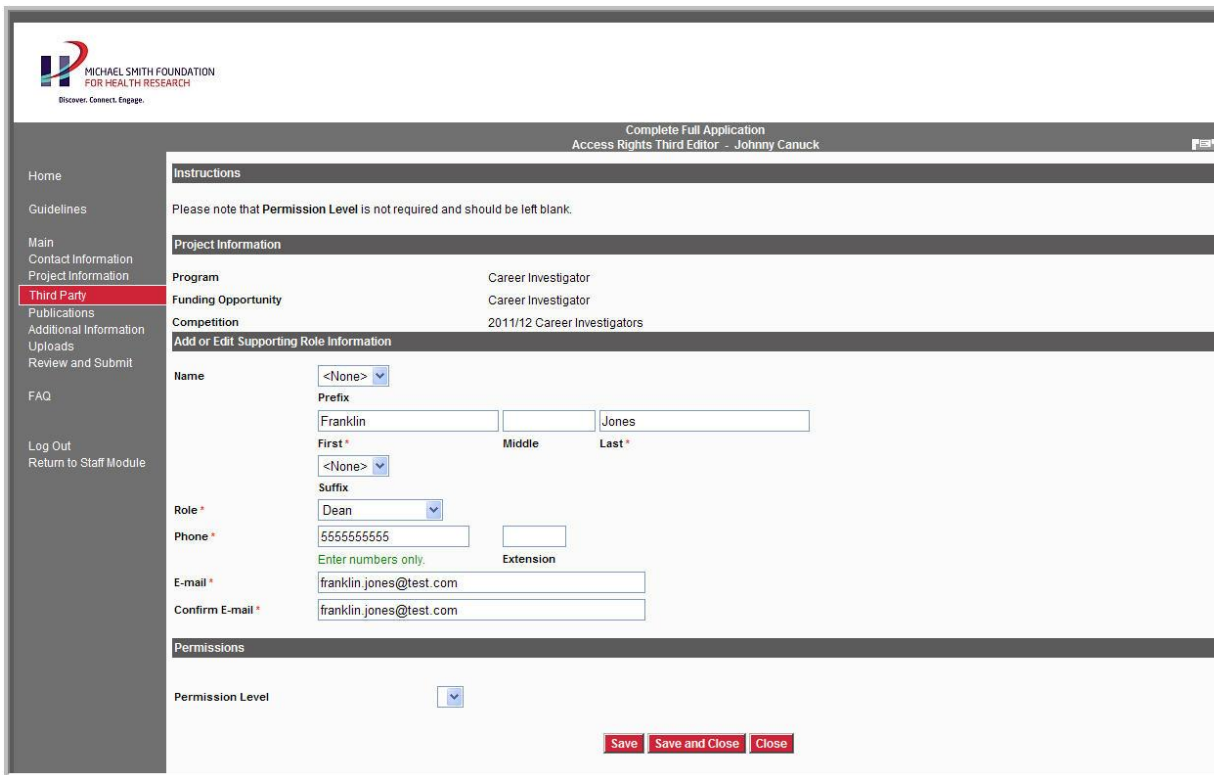
A red box highlights the 'Status' column in the table. At the bottom of the page, there is a footer with contact information and technical details: 'For technical assistance, please contact us via e-mail or phone xxx-xxx-xxxx. For program assistance, please contact us via e-mail. Terms of Use | Download Adobe Reader Powered by Easygrants! v6.5.3 (Stage)'.

Please note:

- Pages showing a **GREEN ✓** are completed with information that was submitted in the LOI.
 - It is your responsibility to confirm and update the information in these pages before submission.
- Pages showing a **RED X** are incomplete and must be filled out properly in order to submit your application.
- The **Publications** page is optional (up to 3 publications can be entered).

Entering Third Party Users

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



The screenshot shows the 'Add or Edit Supporting Role Information' section of the application. The form includes the following fields and options:

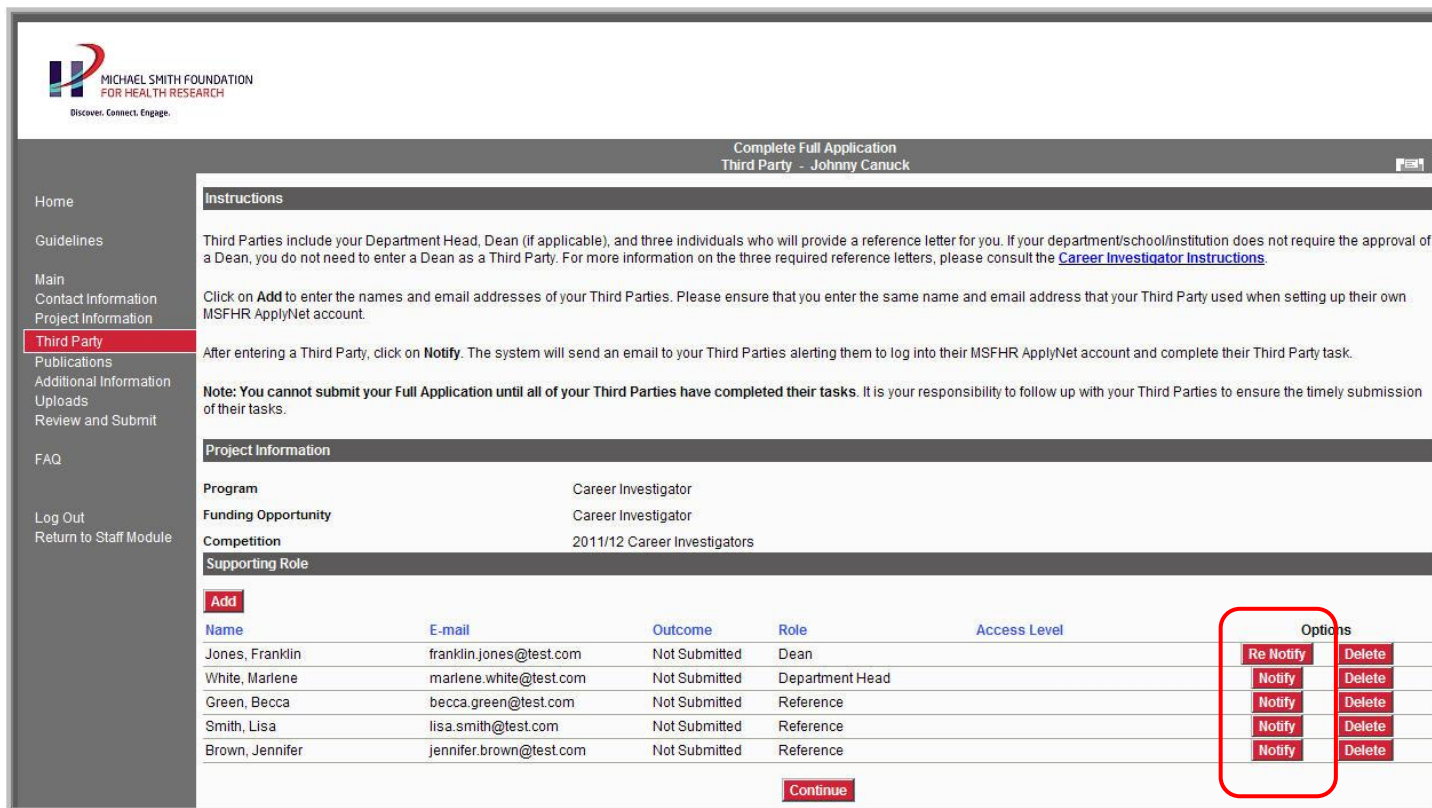
- Program:** Career Investigator
- Funding Opportunity:** Career Investigator
- Competition:** 2011/12 Career Investigators
- Name:**
 - Prefix: <None>
 - First: Franklin
 - Middle: (empty)
 - Last: Jones
- Role:** Dean
- Phone:** 5555555555 (with 'Enter numbers only'提示)
- E-mail:** franklin.jones@test.com
- Confirm E-mail:** franklin.jones@test.com
- Permissions:**
 - Permission Level: (dropdown menu)

Buttons at the bottom: Save, Save and Close, Close.

Click **Add** on the Third Party main page:

- Fill out your reference contact information, select their role (Dean, Department Head, and Reference).
- The Permission Level is not relevant for this section.
- Click **Save and Close** to retain the information that was entered — this will take you back to the **Third Party** main page so you can enter another contact.

Entering Third Party References



Complete Full Application
Third Party - Johnny Canuck

Instructions

Third Parties include your Department Head, Dean (if applicable), and three individuals who will provide a reference letter for you. If your department/school/institution does not require the approval of a Dean, you do not need to enter a Dean as a Third Party. For more information on the three required reference letters, please consult the [Career Investigator Instructions](#).

Click on **Add** to enter the names and email addresses of your Third Parties. Please ensure that you enter the same name and email address that your Third Party used when setting up their own MSFHR ApplyNet account.

After entering a Third Party, click on **Notify**. The system will send an email to your Third Parties alerting them to log into their MSFHR ApplyNet account and complete their Third Party task.

Note: You cannot submit your Full Application until all of your Third Parties have completed their tasks. It is your responsibility to follow up with your Third Parties to ensure the timely submission of their tasks.

Project Information

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

Add

Name	E-mail	Outcome	Role	Access Level	Options
Jones, Franklin	franklin.jones@test.com	Not Submitted	Dean		Re Notify Delete
White, Marlene	marlene.white@test.com	Not Submitted	Department Head		Notify Delete
Green, Becca	becca.green@test.com	Not Submitted	Reference		Notify Delete
Smith, Lisa	lisa.smith@test.com	Not Submitted	Reference		Notify Delete
Brown, Jennifer	jennifer.brown@test.com	Not Submitted	Reference		Notify Delete

Continue

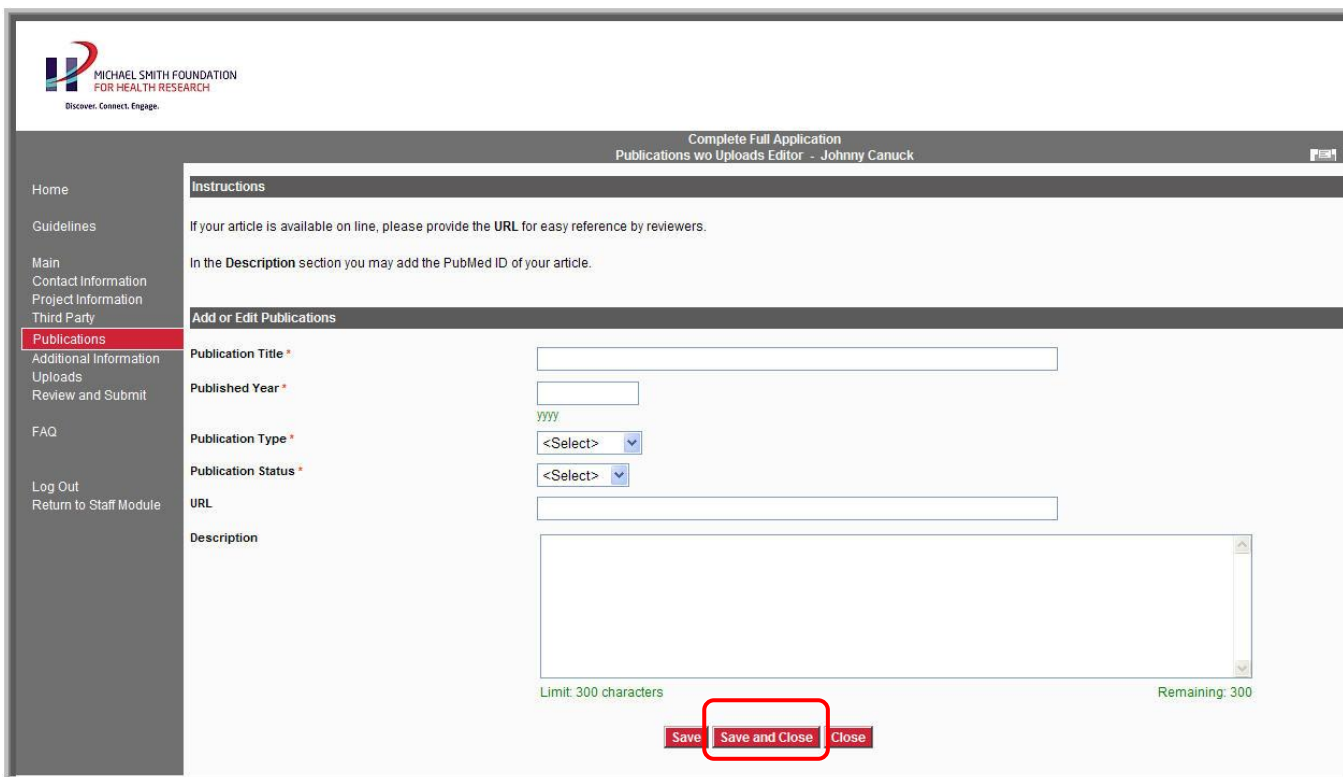
After entering all of your reference information, be sure to click **Notify** for each reference. This will generate an email that will be sent to your reference, indicating that they are now required to complete their task for your application.

- If your reference has not completed their task in a timely manner, you can return to this page in your application and click **Re Notify**
 - **It is the responsibility of the applicant to ensure that all external components of their application are submitted on time.**

Publications

Please refer to the [Career Investigator Instructions](#) section on the web form for more details.

Click **Add** and input relevant data into the fields. Be sure to select **Save and Close** to retain that information. Repeat for additional publication entries.



The screenshot shows the 'Add or Edit Publications' section of the MSFHR Career Investigator Program web form. The form is titled 'Complete Full Application Publications wo Uploads Editor - Johnny Canuck'. It includes a sidebar with navigation links: Home, Guidelines, Main, Contact Information, Project Information, Third Party, **Publications**, Additional Information, Uploads, Review and Submit, FAQ, Log Out, and Return to Staff Module. The main content area is divided into sections: 'Instructions' (providing URL and PubMed ID guidelines), 'Add or Edit Publications', and a form with the following fields: 'Publication Title *' (text input), 'Published Year *' (text input with 'yyyy' placeholder), 'Publication Type *' (dropdown menu), 'Publication Status *' (dropdown menu), 'URL' (text input), and 'Description' (text area). At the bottom of the form, there are three buttons: 'Save', 'Save and Close' (highlighted with a red box), and 'Close'. Character limits are shown as 'Limit: 300 characters' and 'Remaining: 300'.

Additional Info

Please refer to the instructional text available on this page or you may refer to [Career Investigator Instructions](#) for more details.

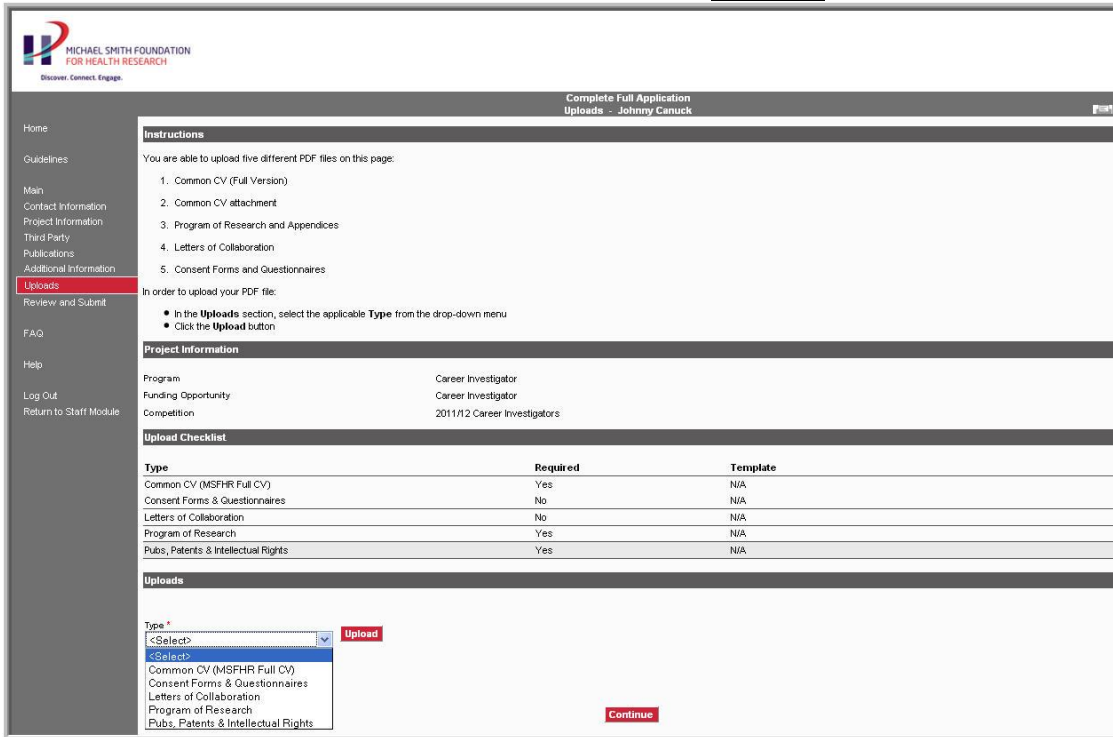
Important: If you are copying and pasting from a Word Document into MSFHR ApplyNet, please spell out all scientific and/or mathematical symbols as these will not be recognized and correctly displayed in either the text box or the PDF document.

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

Uploads

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

Select the upload **Type** from the dropdown menu, and click **Continue**.



Complete Full Application
Uploads - Johnny Canuck

Instructions

You are able to upload five different PDF files on this page:

1. Common CV (Full Version)
2. Common CV attachment
3. Program of Research and Appendices
4. Letters of Collaboration
5. Consent Forms and Questionnaires

In order to upload your PDF file:

- In the **Uploads** section, select the applicable **Type** from the drop-down menu
- Click the **Upload** button

Project Information

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

Upload Checklist

Type	Required	Template
Common CV (MSFHR Full CV)	Yes	N/A
Consent Forms & Questionnaires	No	N/A
Letters of Collaboration	No	N/A
Program of Research	Yes	N/A
Pub. Patents & Intellectual Rights	Yes	N/A

Uploads

Type *

<Select>

<Select>

Common CV (MSFHR Full CV)

Consent Forms & Questionnaires

Letters of Collaboration

Program of Research

Pub. Patents & Intellectual Rights

Upload

Continue

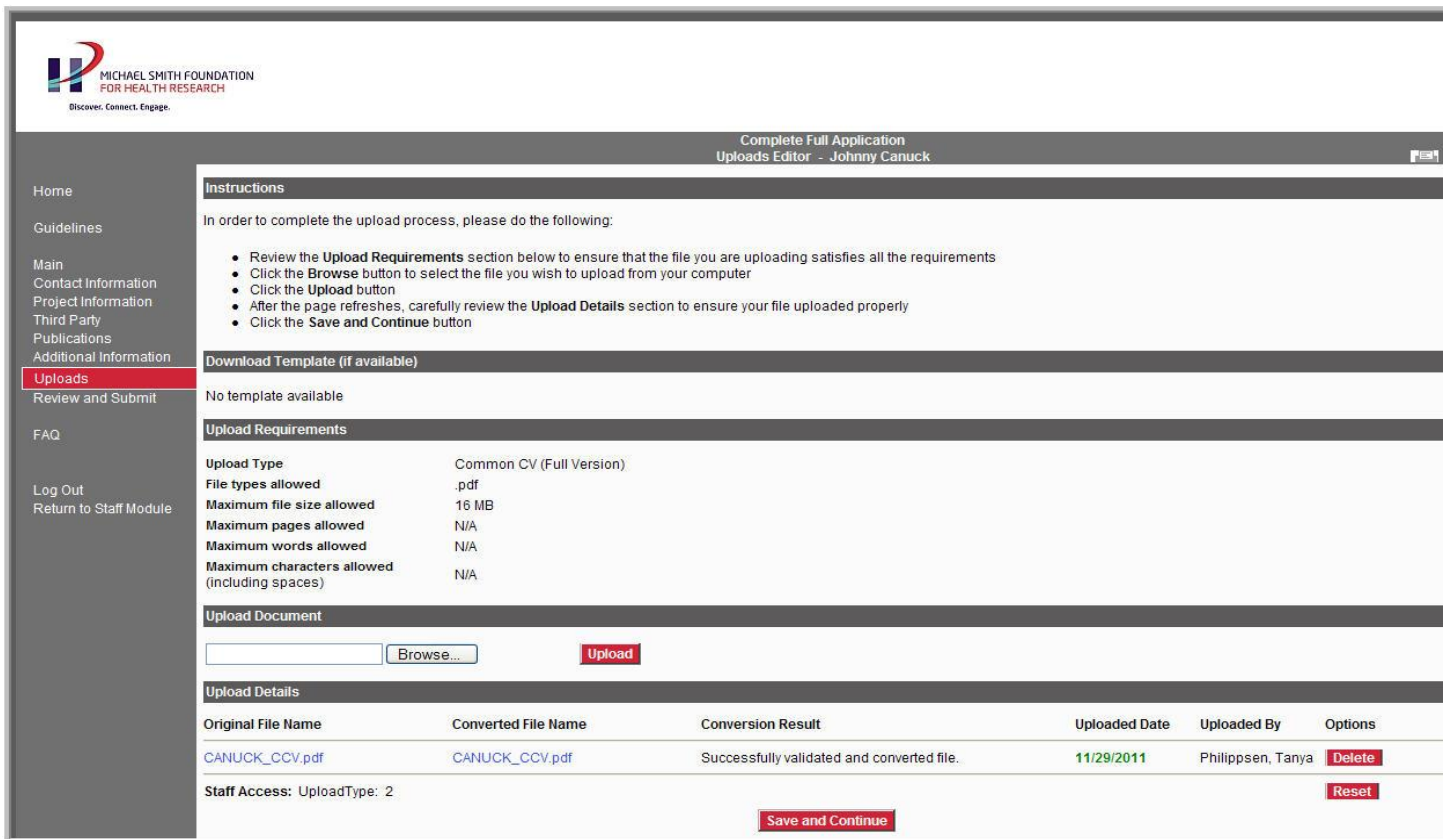
Please Note: Due to system enhancements, you are no longer required to do the following in the CCV System:

- 'Confirm my agency pin'
- Finalize & Submit your CCV
- Provide contribution details

Uploads (cont'd)

After a file has been uploaded, the page will refresh and the **Upload Details** will be displayed at the bottom of the page, indicating whether the upload has been successful.

- Click **Save and Continue** to return to the **Uploads** main page, repeat as needed.



Complete Full Application
Uploads Editor - Johnny Canuck

Home
Guidelines
Main
Contact Information
Project Information
Third Party
Publications
Additional Information
Uploads
Review and Submit
FAQ
Log Out
Return to Staff Module

Instructions

In order to complete the upload process, please do the following:

- Review the **Upload Requirements** section below to ensure that the file you are uploading satisfies all the requirements
- Click the **Browse** button to select the file you wish to upload from your computer
- Click the **Upload** button
- After the page refreshes, carefully review the **Upload Details** section to ensure your file uploaded properly
- Click the **Save and Continue** button

Download Template (if available)

No template available

Upload Requirements

Upload Type	Common CV (Full Version)
File types allowed	.pdf
Maximum file size allowed	16 MB
Maximum pages allowed	N/A
Maximum words allowed	N/A
Maximum characters allowed (including spaces)	N/A

Upload Document

Upload Details

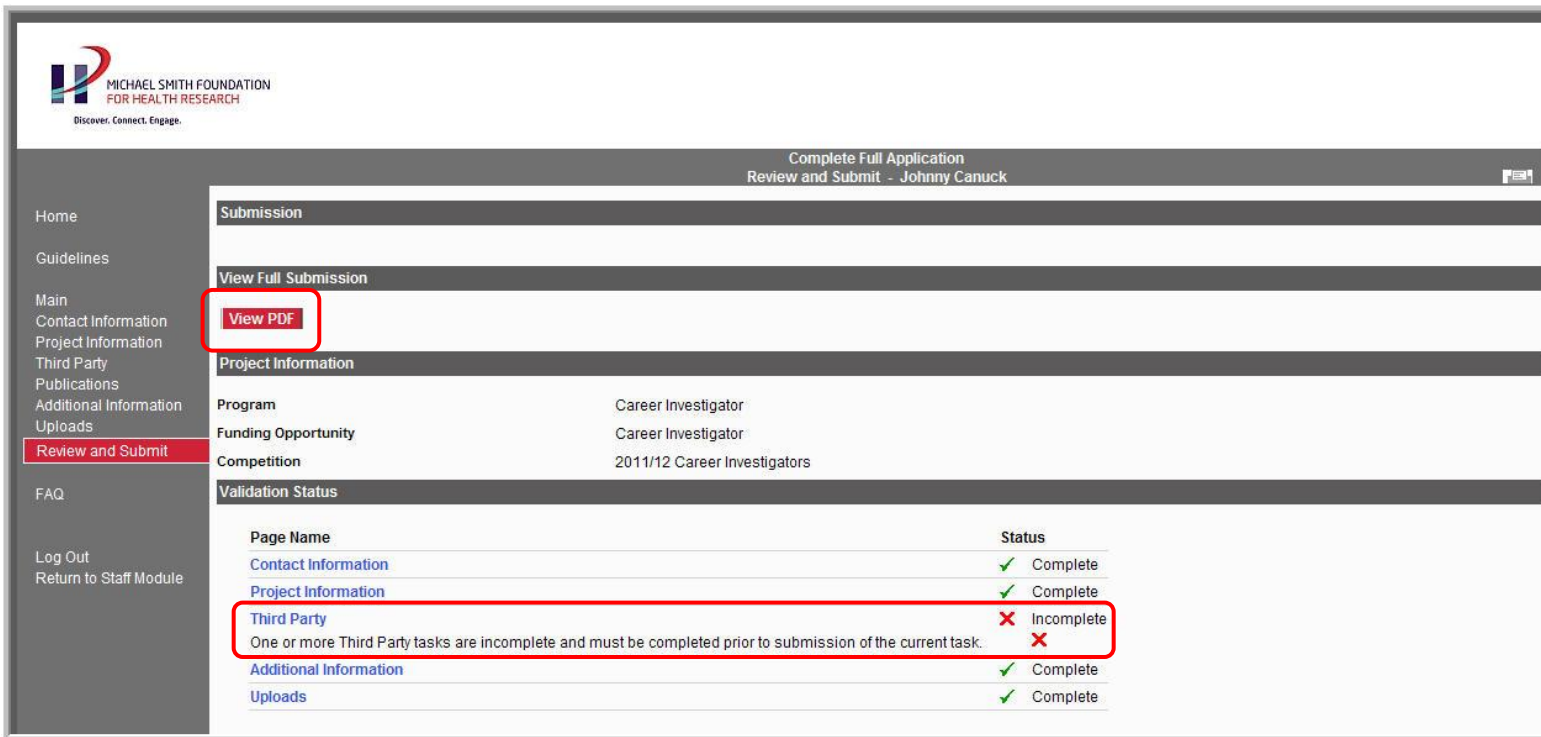
Original File Name	Converted File Name	Conversion Result	Uploaded Date	Uploaded By	Options
CANUCK_CCV.pdf	CANUCK_CCV.pdf	Successfully validated and converted file.	11/29/2011	Philippsen, Tanya	<input type="button" value="Delete"/>

Staff Access: UploadType: 2

Once done, please click **Continue**.

Review and Submit

Following completion of all required pages, the **Review and Submit** page will display the **Validation Status** with **GREEN ✓** except for Third Party marked with a **RED X**. You will be unable to submit your application until your Third Party references have completed their task.



Complete Full Application
Review and Submit - Johnny Canuck

Submission

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
Project Information	✓ Complete
Third Party One or more Third Party tasks are incomplete and must be completed prior to submission of the current task.	✗ Incomplete
Additional Information	✓ Complete
Uploads	✓ Complete

- Ensure that you have clicked **Notify** on each Third Party contact.
- **It is the applicant's responsibility to ensure that all external components of their application are submitted before the application deadline.**

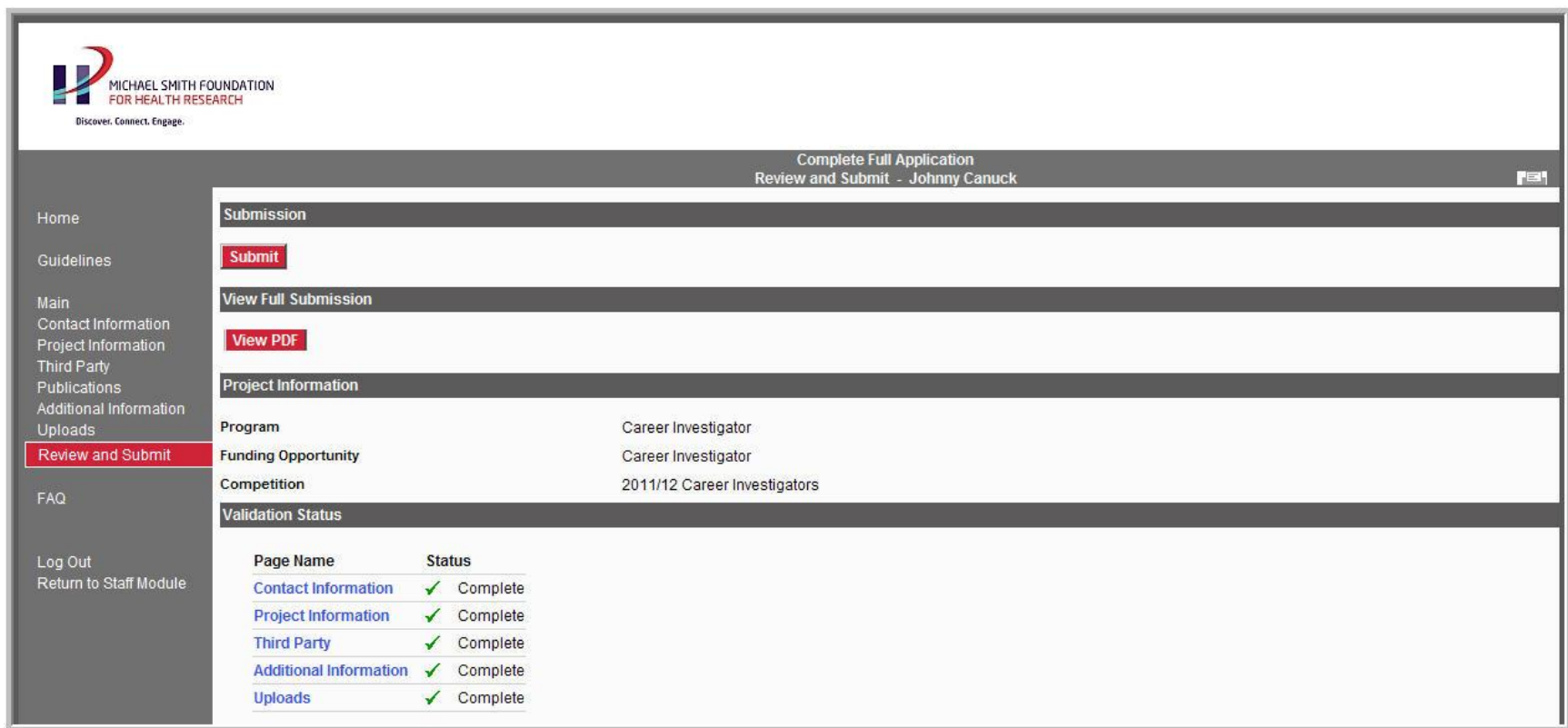
Review and Submit (cont'd)

Once the **Validation Status** displays the Third Party task as **Complete** (✓), go to **View Full Submission** and click on **View PDF**.

It is your responsibility to review the PDF copy of your application to ensure that all the data you have entered is complete and accurate.

Note that **no changes** can be made to the application once **submitted**.

After reviewing your Full Application, click **Submit**.



The screenshot shows the 'Complete Full Application' page for 'Johnny Canuck'. The interface includes a navigation menu on the left and a main content area with several sections:

- Submission**: Contains a **Submit** button.
- View Full Submission**: Contains a **View PDF** button.
- Project Information**:

Program	Career Investigator
Funding Opportunity	Career Investigator
Competition	2011/12 Career Investigators
- Validation Status**: A table showing the completion status of various application components.

Page Name	Status
Contact Information	✓ Complete
Project Information	✓ Complete
Third Party	✓ Complete
Additional Information	✓ Complete
Uploads	✓ Complete

View All My Tasks

Once you have submitted your Full Application, the **Complete Full Application** 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.

