

2012 Career Investigator Program

MSFHR ApplyNet Tutorial

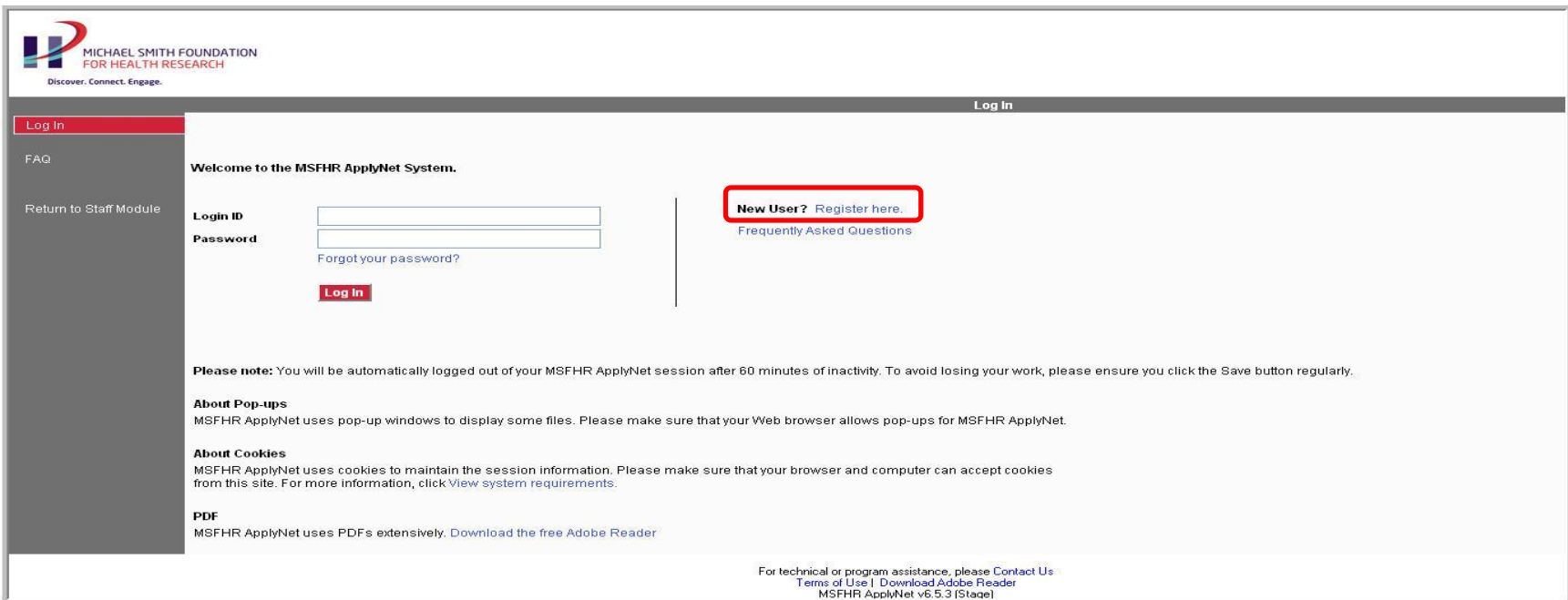
Letter of Intent

Reminder: Please read the [Career Investigator Instructions](#) before starting the Letter of Intent application.

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.



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.

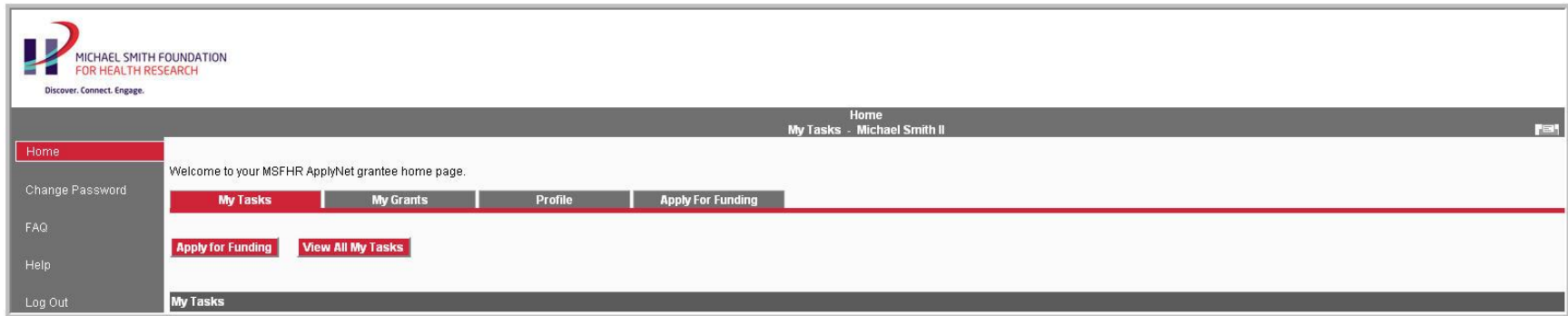
Exception: If you get a message saying that **your account already exists**, please check your email. A Research Trainee applicant in their full application form may have nominated you as a Supervisor or Co-Supervisor. This means that a contact data with your email address has already been created in the MSFHR ApplyNet System. Please use the login and temporary password in the email notification to logon to the MSFHR ApplyNet System. This will ensure that all your tasks are created in **one** grant file.

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**.

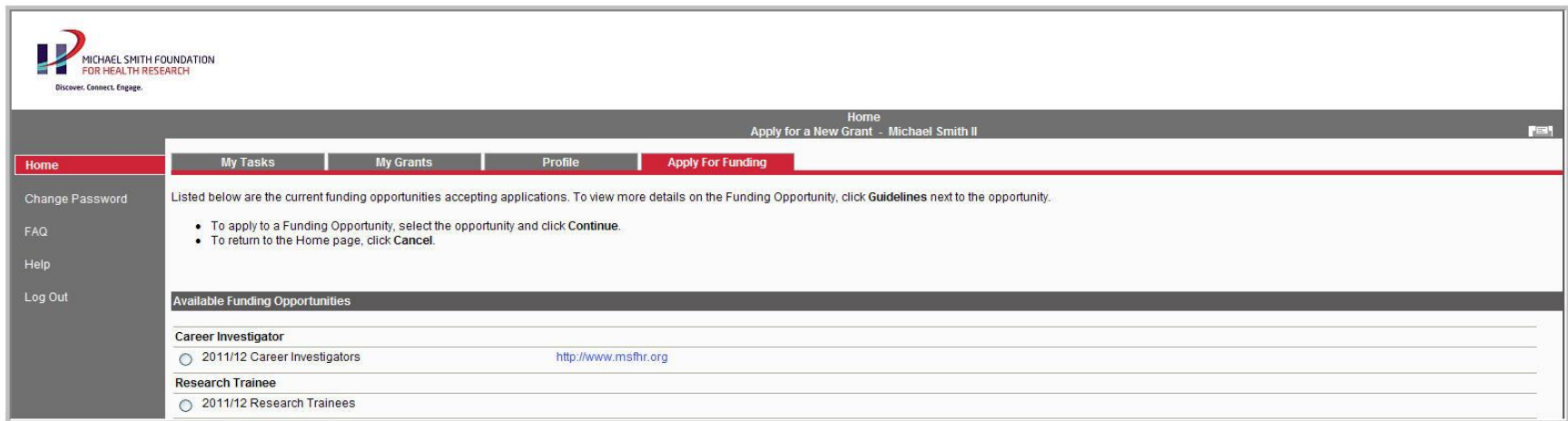
After logging in, the system will take you to the **Home Page**.

On the **Home** page click on **Apply for Funding**.



The screenshot shows the MSFHR ApplyNet Home Page. The top navigation bar includes "Home" and "My Tasks - Michael Smith II". A sidebar on the left contains links for "Home", "Change Password", "FAQ", "Help", and "Log Out". The main content area features a welcome message and a navigation menu with "My Tasks", "My Grants", "Profile", and "Apply For Funding". Below the menu, there are buttons for "Apply for Funding" and "View All My Tasks".

Select the program you wish to apply for from the list of **Available Funding Opportunities** and click **Continue**.



The screenshot shows the MSFHR ApplyNet Available Funding Opportunities page. The top navigation bar includes "Home" and "Apply for a New Grant - Michael Smith II". The sidebar on the left is the same as in the previous screenshot. The main content area displays instructions for applying to funding opportunities and a list of available opportunities. The instructions are:

- To apply to a Funding Opportunity, select the opportunity and click **Continue**.
- To return to the Home page, click **Cancel**.

The "Available Funding Opportunities" section lists the following:

Available Funding Opportunities	
Career Investigator	
<input type="radio"/> 2011/12 Career Investigators	http://www.msfr.org
Research Trainee	
<input type="radio"/> 2011/12 Research Trainees	

Launching the Eligibility Quiz

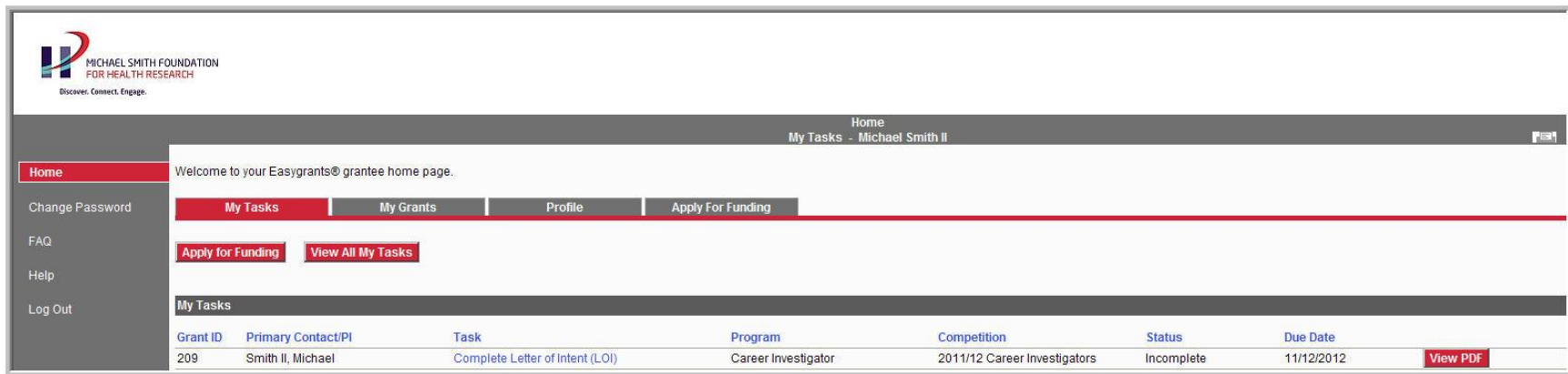
Complete the Eligibility Quiz.

If you are **ineligible**, you may request for an exception, by clicking the [click here to request an exception](#) hyperlink.

Important: Please refrain from launching another Eligibility Quiz, as this process will automatically generate another Grant ID in your account.

Processing of this request can take up to two business days.

If you are **eligible** or your request for exception is **approved**, a task called **Complete Letter of Intent (LOI)** will be generated on your home page.



Home
My Tasks - Michael Smith II

Welcome to your Easygrants® 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	
209	Smith II, Michael	Complete Letter of Intent (LOI)	Career Investigator	2011/12 Career Investigators	Incomplete	11/12/2012	View PDF

Complete Letter of Intent (LOI)

The **Main** page of the **Complete Letter of Intent** has a left navigation pane with access to the *Contact Information*, *Project Information*, *Additional Information*, and *Review and Submit* links.

Three of the links found on the left navigation pane namely, Contact Information, Project Information, and Additional Information are also under the **Validation Summary** section, marked with a **RED X**. This is a visual guide to monitor the progress of your LOI.



Complete Letter of Intent (LOI)
Main - Michael Smith II

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

Project Information

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

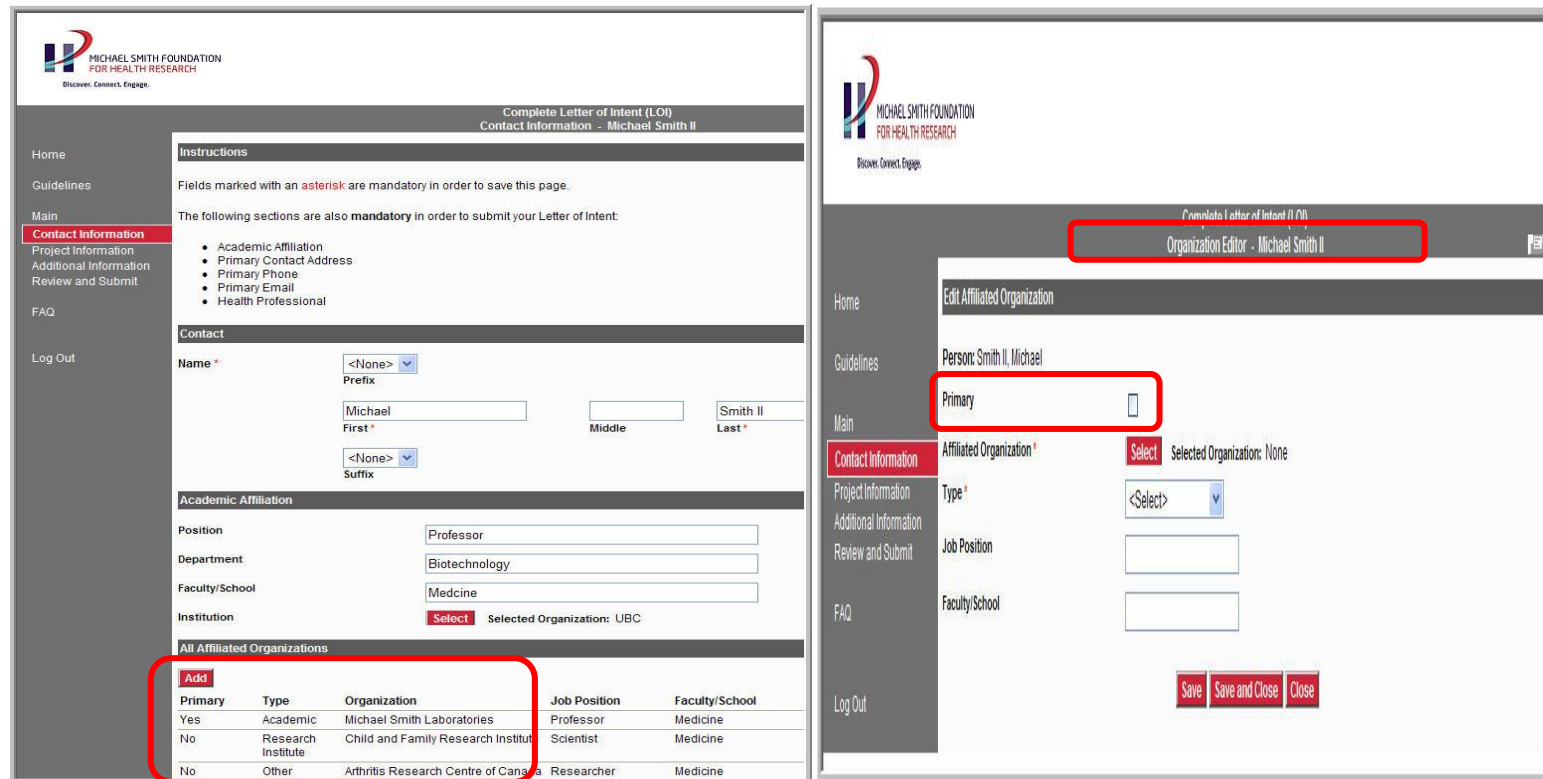
Validation Summary

Page Name	Status
Contact Information	✘ Incomplete
Project Information	✘ Incomplete
Additional Information	✘ Incomplete

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 your preferred primary record.



The left screenshot shows the 'Contact Information' page. It includes a sidebar with navigation links (Home, Guidelines, Main, Contact Information, Project Information, Additional Information, Review and Submit, FAQ, Log Out) and a main content area with instructions and a form. The form has sections for 'Contact' (Name, Prefix, First, Middle, Last, Suffix), 'Academic Affiliation' (Position, Department, Faculty/School, Institution), and a table of 'All Affiliated Organizations'. A red box highlights an 'Add' button in the table.

Primary	Type	Organization	Job Position	Faculty/School
Yes	Academic	Michael Smith Laboratories	Professor	Medicine
No	Research Institute	Child and Family Research Institut	Scientist	Medicine
No	Other	Arthritis Research Centre of Canada	Researcher	Medicine

The right screenshot shows the 'Organization Editor' page. It includes a sidebar with navigation links (Home, Guidelines, Main, Contact Information, Project Information, Additional Information, Review and Submit, FAQ, Log Out) and a main content area with a form. The form has sections for 'Person' (Name), 'Affiliated Organization' (Type, Job Position, Faculty/School), and buttons for 'Save', 'Save and Close', and 'Close'. A red box highlights the 'Primary' checkbox.

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

Project Information

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**.

Additional Information

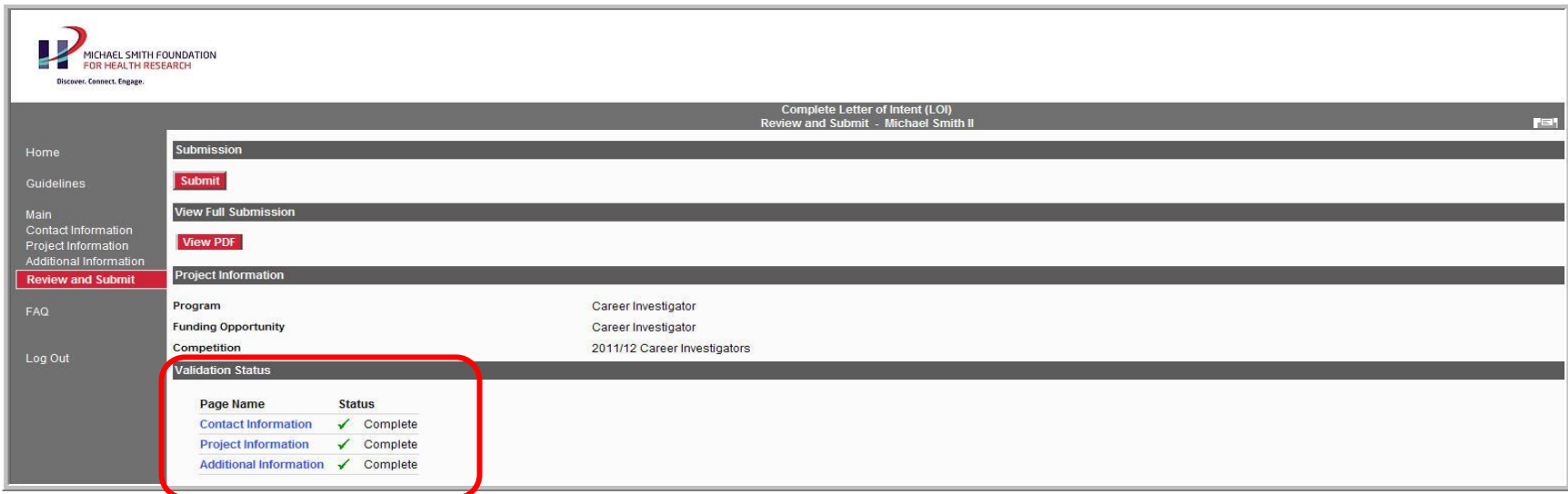
Please refer to the instructional text available on this page or you may refer to [Career Investigator Instructions](#) for more details.

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**.

Review and Submit

Following completion of all required pages, the **Review and Submit** page will display the **Validation Status** with **GREEN ✓** and the status will change to **Complete**.



Complete Letter of Intent (LOI)
Review and Submit - Michael Smith II

Home
Guidelines
Main
Contact Information
Project Information
Additional Information
Review and Submit
FAQ
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
Project Information	✓ Complete
Additional Information	✓ Complete

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

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. Go to **View Full Submission** and click on **View PDF**.

After reviewing your LOI, click **Submit**.

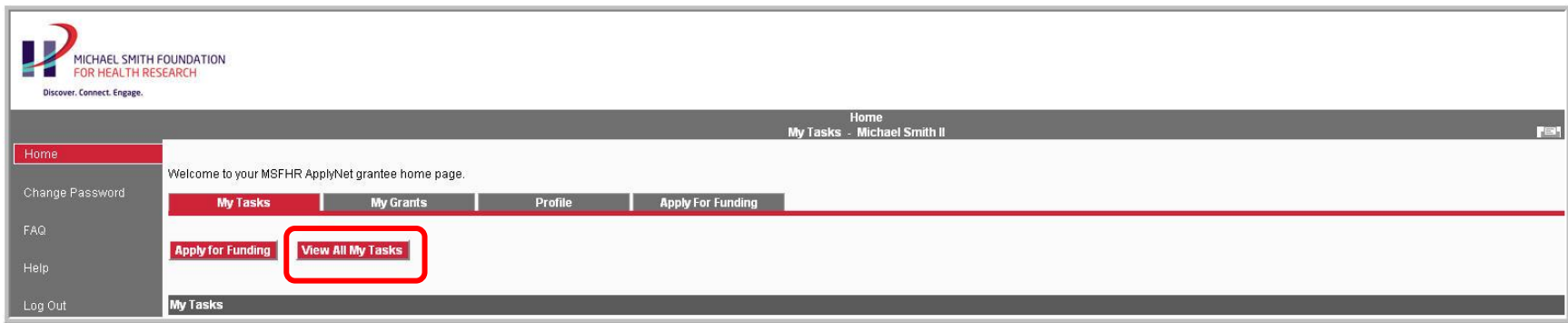
MSFHR Staff will review your LOI. If you are eligible to move to the next stage, you will receive a notification email and a new task called **Complete Full Application** will be generated on your home page.

View All My Tasks

Once you have submitted your LOI, the **Complete Letter of Intent (LOI)** 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. At the top left is the Michael Smith Foundation for Health Research logo and tagline. The main navigation bar includes 'Home', 'My Tasks - Michael Smith II', and a search icon. A secondary navigation bar contains 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding'. A left sidebar lists 'Home', 'Change Password', 'FAQ', 'Help', and 'Log Out'. The main content area shows a welcome message and a 'My Tasks' section with a 'View All My Tasks' button highlighted by a red box. Below this is an 'Apply for Funding' button and another 'My Tasks' section.