

2012 Career Investigator Program

MSFHR ApplyNet Tutorial

Third Party – Reference

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**.

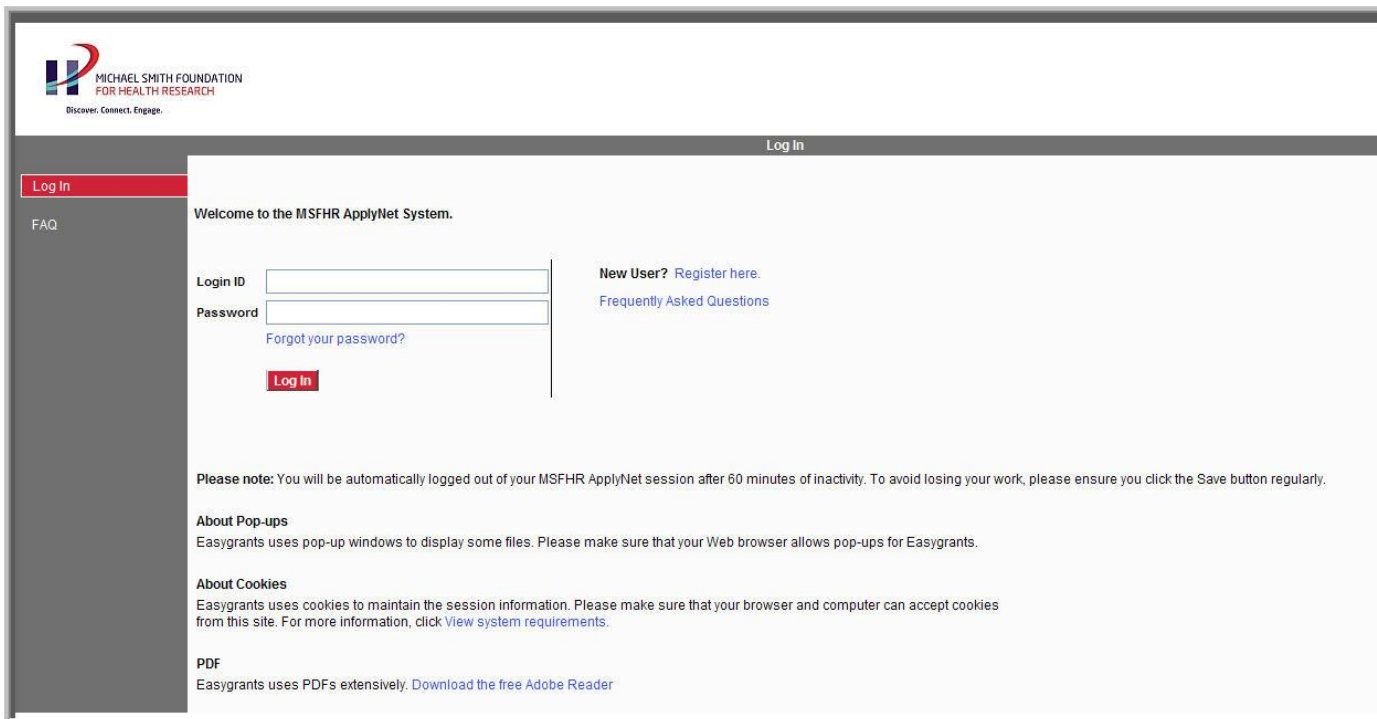
Each of the nominated Third Party users is required to complete an online form in order for the Career Investigator Applicant to submit the Full Application to the Host Institution for review and approval.

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.

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



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.". The page title is "Log In". A navigation menu on the left includes "Log In" (highlighted) and "FAQ". The main content area says "Welcome to the MSFHR ApplyNet System." and contains 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". Below the form, there is a "Please note" section about session inactivity, followed by "About Pop-ups" and "About Cookies" sections, and finally a "PDF" section with a link to "Download the free Adobe Reader".

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 logon to the MSFHR ApplyNet system.

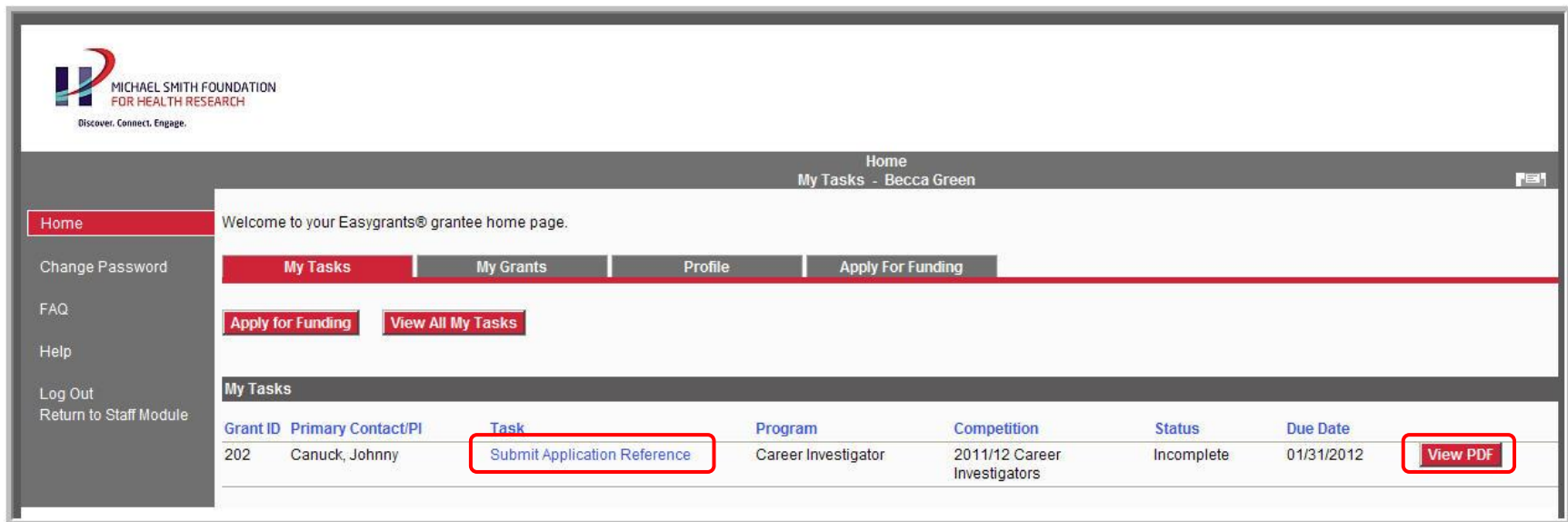
After logging in, the MSFHR ApplyNet System will automatically prompt you for a change of password information.

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

Submit Application Reference

Your *Home Page* will be populated with one task: select the **Submit Application Reference** hyperlink to complete your task.

- The **View PDF** button to the right of the task will bring up a document showing the uploads that you have submitted during this task.



The screenshot shows the user's home page in the MSFHR ApplyNet system. The page title is "Home My Tasks - Becca Green". A navigation menu on the left includes "Home", "Change Password", "FAQ", "Help", "Log Out", and "Return to Staff Module". The main content area displays a "My Tasks" table with the following data:

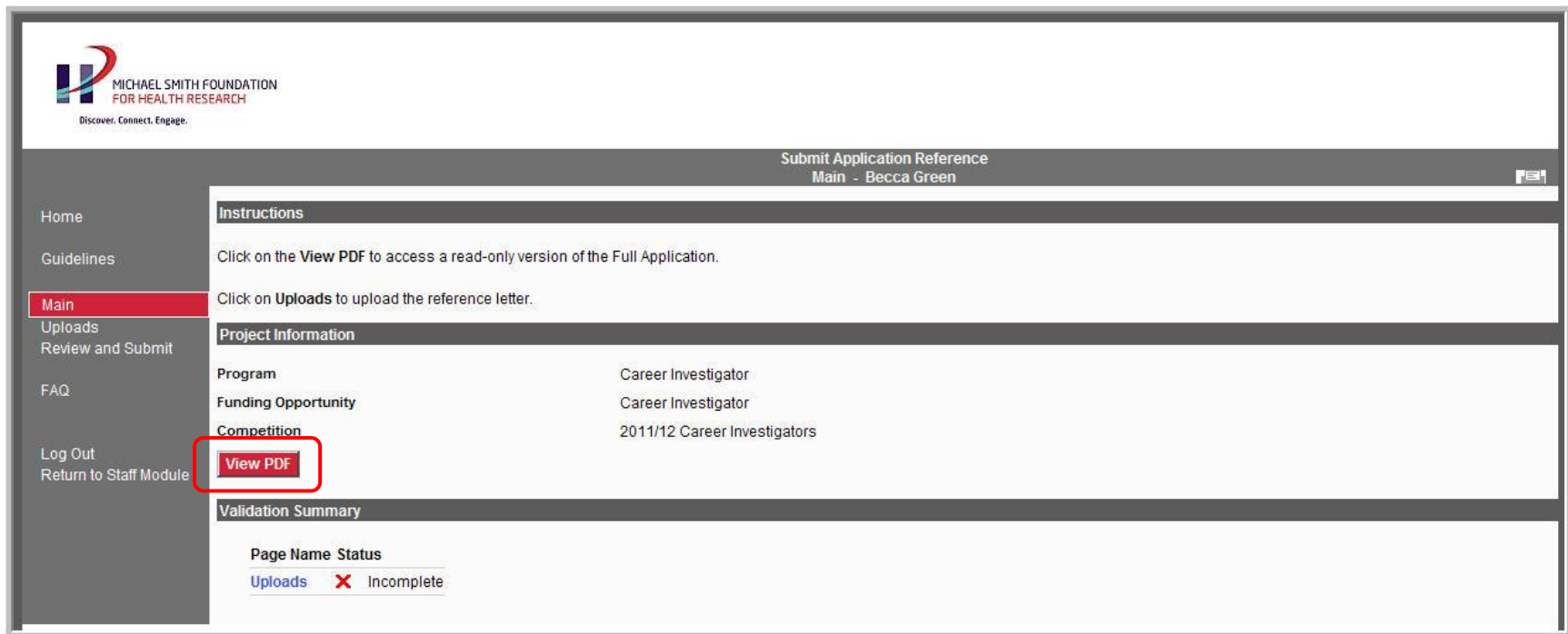
Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Due Date	
202	Canuck, Johnny	Submit Application Reference	Career Investigator	2011/12 Career Investigators	Incomplete	01/31/2012	View PDF

Submit Application Reference

The main page of the [Submit Application Reference](#) form has a left navigation pane with access to the *Uploads* and *Review and Submit* links.

One link found on the left navigation pane namely, *Uploads*, is 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 Application Reference
Main - Becca Green

Home
Guidelines
Main
Uploads
Review and Submit
FAQ
Log Out
Return to Staff Module

Instructions
Click on the **View PDF** to access a read-only version of the Full Application.
Click on **Uploads** to upload the reference letter.

Project Information

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

View PDF

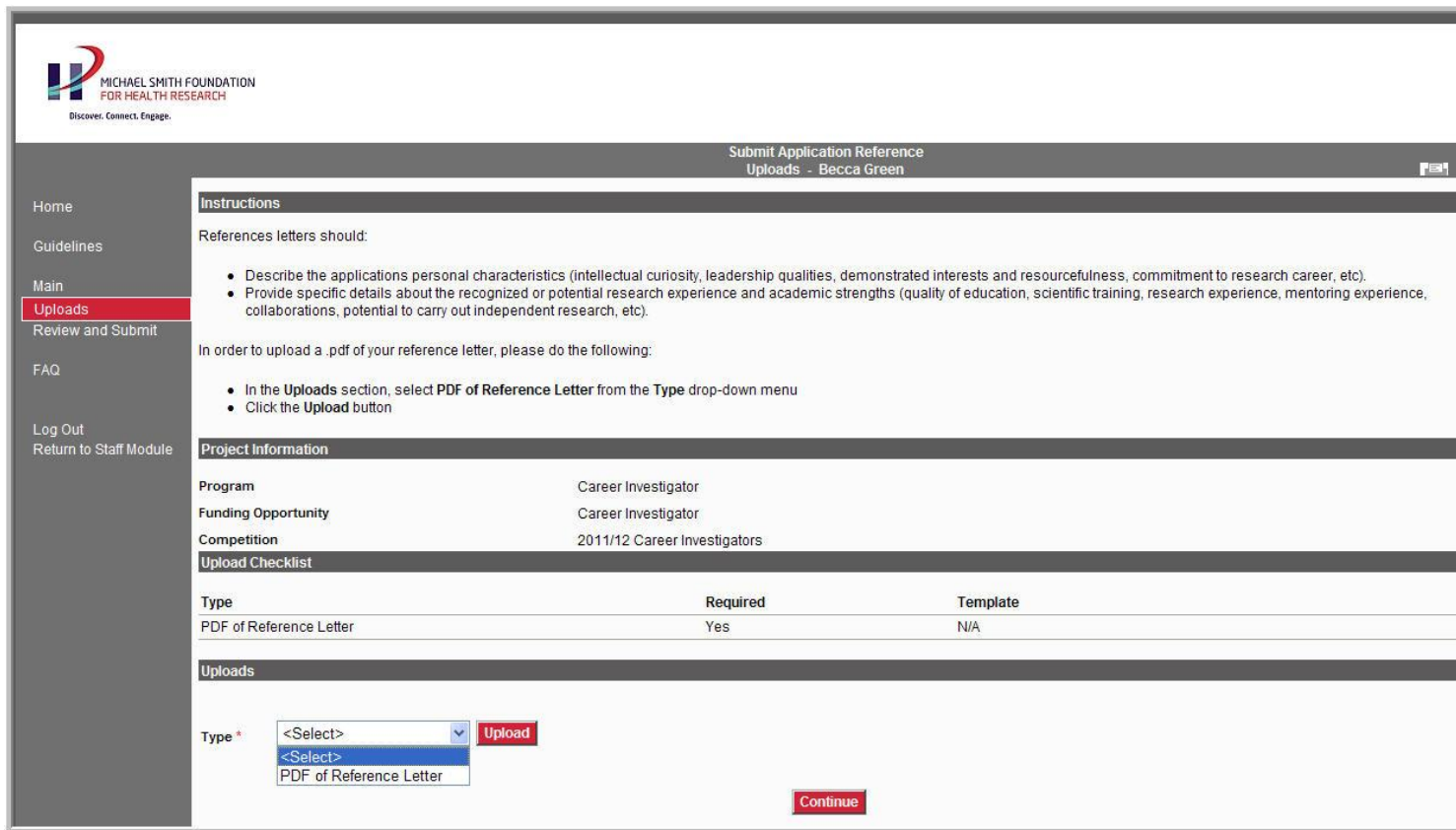
Validation Summary

Page Name	Status
Uploads	✘ Incomplete

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

Uploads

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



The screenshot shows the 'Submit Application Reference Uploads - Becca Green' page. The left sidebar contains navigation links: Home, Guidelines, Main, Uploads (highlighted), Review and Submit, FAQ, Log Out, and Return to Staff Module. The main content area includes instructions for reference letters, project information, and an upload checklist.

Instructions

References letters should:

- Describe the applications personal characteristics (intellectual curiosity, leadership qualities, demonstrated interests and resourcefulness, commitment to research career, etc).
- Provide specific details about the recognized or potential research experience and academic strengths (quality of education, scientific training, research experience, mentoring experience, collaborations, potential to carry out independent research, etc).

In order to upload a .pdf of your reference letter, please do the following:

- In the **Uploads** section, select **PDF of Reference Letter** from the **Type** 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
PDF of Reference Letter	Yes	N/A

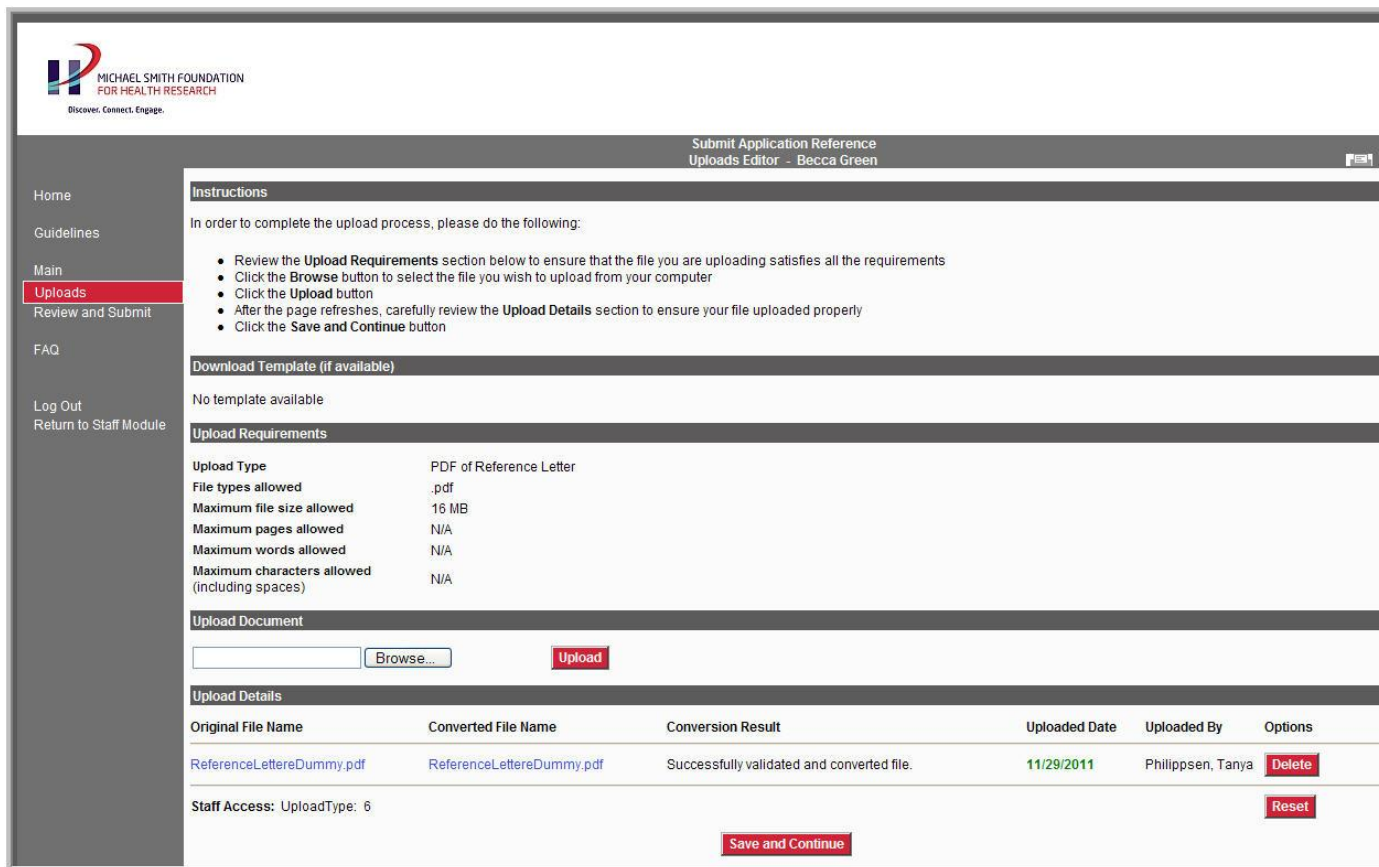
Uploads

Type *

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.

The file referred to here is your reference letter for the applicant that you have created outside the MFHR ApplyNet system.

Click **Save and Continue** to return to the **Uploads** main page.



The screenshot shows the 'Uploads Editor' interface for Becca Green. The page title is 'Submit Application Reference Uploads Editor - Becca Green'. The left sidebar contains navigation links: Home, Guidelines, Main, Uploads (highlighted), Review and Submit, FAQ, Log Out, and Return to Staff Module. The main content area is divided into several sections:

- Instructions:** A list of steps to complete the upload process, including reviewing requirements, clicking 'Browse' and 'Upload', reviewing 'Upload Details', and clicking 'Save and Continue'.
- Download Template (if available):** A message stating 'No template available'.
- Upload Requirements:** A table of requirements for the PDF of Reference Letter.
- Upload Document:** A form with a 'Browse...' button and an 'Upload' button.
- Upload Details:** A table showing the upload status of a file.
- Staff Access:** A field showing 'UploadType: 6' and a 'Reset' button.

At the bottom of the page, there is a 'Save and Continue' button.

Original File Name	Converted File Name	Conversion Result	Uploaded Date	Uploaded By	Options
ReferenceLetterDummy.pdf	ReferenceLetterDummy.pdf	Successfully validated and converted file.	11/29/2011	Philippsen, Tanya	Delete

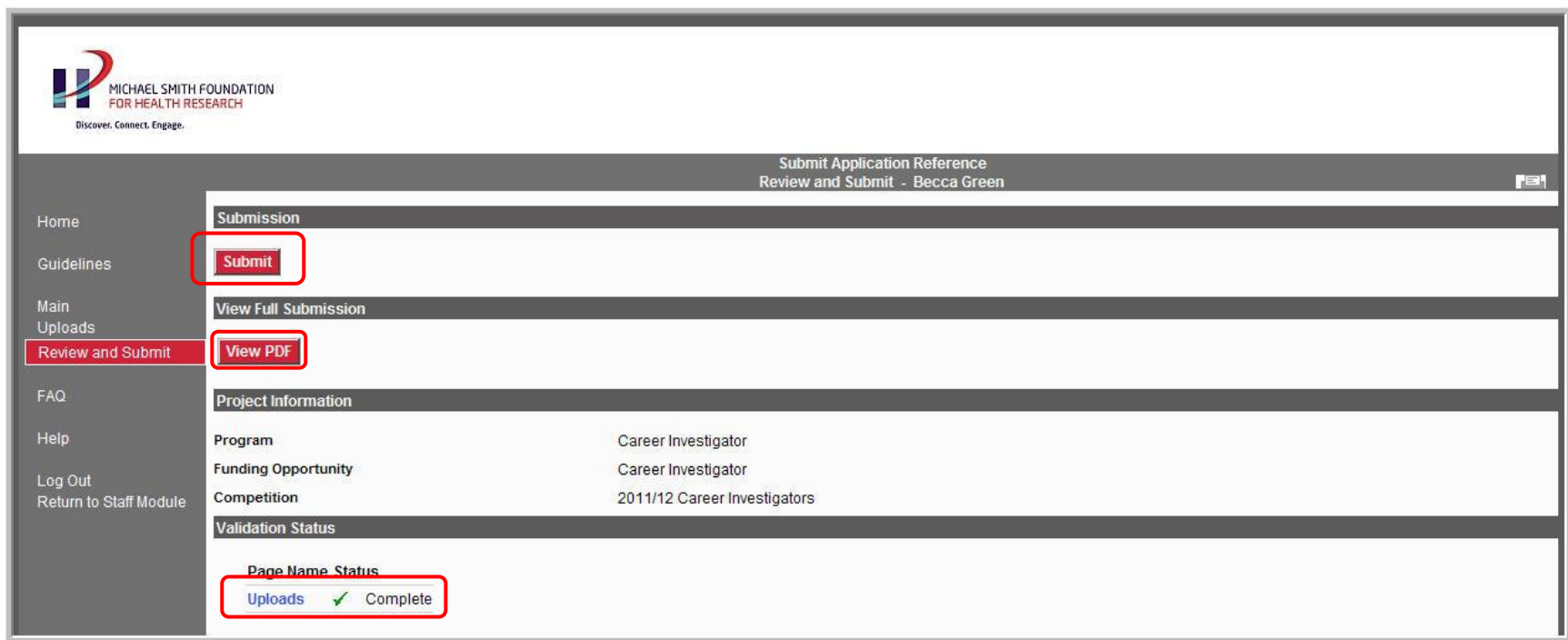
Review and Submit

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

Click **View PDF** to review the information you have entered.

Note that you will not be able to be able to upload a revised reference letter once you have **submitted**.

After reviewing, please click **Submit**.



Submit Application Reference
Review and Submit - Becca Green

Home
Guidelines
Main
Uploads
Review and Submit
FAQ
Help
Log Out
Return to Staff Module

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
Uploads	Complete ✓

View All My Tasks

Once you have submitted your Reference, the [Submit Application Reference](#) 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.

