



2017 Research Trainee Program

INSTRUCTIONS

DEADLINES

Letter of Intent: Monday, February 6, 2017

Full Application: Monday, March 6, 2017

LAST UPDATED: FEBRUARY 15, 2017

Table of Contents

| | | |
|----|---|----|
| 1. | Before you Begin | 1 |
| 2. | Communicate with Third Parties | 1 |
| 3. | MSFHR ApplyNet | 2 |
| 4. | Eligibility Quiz | 3 |
| 5. | Complete Letter of Intent (LOI) | 3 |
| 6. | Complete Full Application | 8 |
| 7. | Research Trainee Program Application Checklist..... | 16 |
| 8. | Contact Information | 16 |



1. Before you Begin

1.1 Read the Guidelines

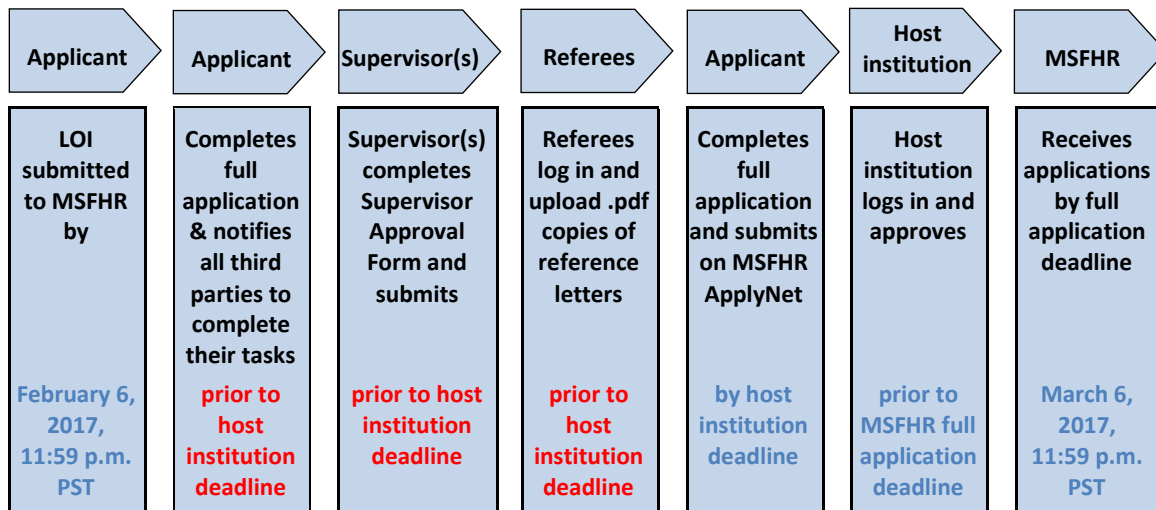
Read the [guidelines](#) to ensure you are eligible for an MSFHR Research Trainee Award.

1.2 Determine the Internal Deadline at your Host Institution

Your host institution will have a deadline for submission of your full application that is earlier than MSFHR’s deadline. This enables the host institution to review and approve your application in time to submit it by the MSFHR full application deadline.

1.3 Application Process Flow

The application process is composed of two mandatory stages, the letter of intent (LOI) to apply and the full application. The MSFHR ApplyNet system is accessed through our website’s home page www.msfhr.org.



2. Communicate with Third Parties

2.1 Communicate with your Supervisor(s)

Discuss your intent to apply to the Research Trainee Program with your supervisor(s) well in advance of the internal host institution deadline date, and review MSFHR’s deadlines and submission process with them.

If you are applying as a health professional applicant, discuss your intent to apply to the Research Trainee Program with your employer so that he/she can provide a sponsor letter to your BC university supervisor(s).

2.2 Contact Referees

The Research Trainee Program requires applicants to submit **two** letters of reference. Review the requirements for letters from the referees in the [program guidelines](#). **Referees must create an MSFHR ApplyNet system account email as they are required to upload the reference letters directly into MSFHR ApplyNet.** It is in your best interest to contact potential referees well in advance of the internal deadline at your Host Institution.

3. MSFHR ApplyNet

3.1 Create Account

- All applicants, supervisor(s) and referees must create an MSFHR ApplyNet account if they have not created one already from past competitions.
- To set up an account, log on to MSFHR ApplyNet. Contact MSFHR Help Desk at helpdesk@msfhr.org or 604.714.6609 if you encounter any problems. **IMPORTANT:** To maximize the use of MSFHR ApplyNet, we strongly recommend you use the following browser versions:
 - Internet Explorer 7+
 - Chrome 17+
 - Mozilla Firefox 10+
 - Safari 5.1.2+
 - Opera 11.61+
- Once registration is complete, you will receive an email notification from MSFHR ApplyNet.

3.2 Forgotten Password

If you have forgotten your login information and password, please contact MSFHR Help Desk at helpdesk@msfhr.org or 604.714.6609.

3.3 Tips about the MSFHR ApplyNet System

- Your browser's **pop-up blockers must be turned off** to successfully access the MSFHR ApplyNet system and open a .pdf copy of your forms.
- When copying and pasting from a Word document into an MSFHR ApplyNet text box, please spell out all scientific and mathematical symbols as these will not be recognized and correctly displayed in either the text box or the .pdf document.

- MSFHR ApplyNet text box character limits are approximate and may vary by 15-30 characters. If you are copying and pasting into a text box, please **View PDF** to confirm that all the text has copied over.
- 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**.

4. Eligibility Quiz

The first step in applying for the Research Trainee Program is to log into the MSFHR ApplyNet system, click on **Apply for Funding**, and select 2017 Research Trainee Program from the list of **Available Funding Opportunities**. Applicants must complete an eligibility quiz to determine if they are eligible to apply to the Research Trainee Program.

- A system-generated Grant ID is assigned by the MSFHR ApplyNet system the instant you launch the eligibility quiz.
- If you do not wish to complete the eligibility quiz at the present time, click **Cancel** and a corresponding **Complete Eligibility** task will show up on your homepage for you to complete at a later time.
- **Important:** Please proofread your answers carefully. You will not be able to revise your answers after submitting.
- Upon submission of the eligibility quiz, you will see the outcome:
 - If you are eligible to apply for the Research Trainee Program, you will have a **Complete Letter of Intent (LOI)** task on your home page.
 - If your answer resulted in an ineligible outcome and you would like to request an exception, please select the **Request an Exception** hyperlink and provide the reason why you think you are eligible. An email will be sent to MSFHR Help Desk. **DO NOT** launch another eligibility quiz.

5. Complete Letter of Intent (LOI)

IMPORTANT: Please ensure you read all instructional text at the top of each MSFHR ApplyNet screen.

Click on the hyperlink **Complete Letter of Intent (LOI)** and you will be presented with the **Validation Summary** screen on the main page. The summary provides a snapshot of the sections that need to be completed to enable you to submit your application. A red 'X' means that fields in that particular section may not have been completed. A green '✓' means that all the fields in that particular section have been completed.

5.1 Contact Information

Organization affiliations: This is the organization where you will hold your current or future appointment as a post-doctoral fellow upon receiving an MSFHR Research Trainee Award. Check it as **Primary**. Then select **Academic** from the drop-down list under **Type of Affiliation**.

Enter the name(s) of other organizations that you are affiliated with, if applicable.

Email: This is the email address that you used to register in the MSFHR ApplyNet system.

Address: Enter the address where you would prefer to receive all correspondence related to the research trainee award.

Phone: Enter the phone and fax numbers where you would prefer MSFHR staff contact you regarding your research trainee award.

Health professional: It is mandatory to complete this field. Enter your health professional credential, for example, “MD” or “Occupational Therapist”, etc.

If you are not a health professional licensed to practice in BC, please answer “Not Applicable” in the health professional text box.

5.2 Host Institution

The **Grant Administration Organization-Host institution** fields are pre-populated with the name of the organization that you selected as **primary** in the **Contact Information** screen.

The selected **host institution** must have a memorandum of understanding with MSFHR and is responsible for approving and administering the award funds. It is the responsibility of the applicant to be aware of the internal deadlines set by their **host institution**, which are usually before MSFHR’s deadline.

For the Research Trainee Program, you must select a host institution only from the list below:

- BC Cancer Agency
- British Columbia Institute of Technology
- Royal Roads University
- Simon Fraser University
- Thompson Rivers University
- Trinity Western University
- University of Fraser Valley
- University of British Columbia
- University of Northern British Columbia

- University of Victoria
- Vancouver Island University

If you are a health professional employed by a health authority that is not in the list of host institutions above, please provide the following:

Letter from sponsor: Health professional applicants employed by a health authority must have a commitment from their employer to support the protected time for research, available resources, facilities, etc. The sponsor letter from their employer should be provided to the BC institutional supervisor so that he/she can complete the Supervisor Approval Form in MSFHR ApplyNet.

The **Research Location** section is where you enter the name of the organization where you will be conducting the majority of your research activities:

www.msfhr.org/sites/default/files/ApplyNet_Institutions.pdf.

5.3 Project Information

Project title: This is a brief statement that summarizes the core research activities of your research project. Keep it short and succinct.

Brief description (lay summary): Describes key elements of the research project in lay language clear to the general public. MSFHR is encouraging applicants to include a range of appropriate knowledge translation (KT) activities, from traditional dissemination activities such as conference presentations and publications, to non-traditional activities such as development and implementation of toolkits; educational sessions with patients, practitioners, or policy makers; media engagement; or commercialization of scientific discoveries, in their research projects where applicable.

KT may be included in research projects in one of two ways:

- As components of a research project (the practice of KT)
- As the focus of the project (KT science)

Notes: If your research project is fully focused on KT science, the brief description should highlight the key elements. These applications will be evaluated with appropriate KT science criteria. KT science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in healthcare practice and policy.

The information in the brief description is used by MSFHR's Research Competitions staff in the selection of the peer review panel members. MSFHR's Communications department uses the information to inform the provincial government about the valuable research supported by public funds.

Scientific summary: The summary should provide an abstract that is understandable by a multi-disciplinary group of scientific reviewers. Summarize the objectives and their relevance to the work

proposed in the research project by providing the reviewers with the central key question being studied.

If you are submitting an application that is fully focused on KT science, the scientific summary must reflect the KT science focus.

5.4 BC Health System Priorities

In this section, you will identify the [BC health system priorities](#) that are addressed by the work proposed in your application. Identify the health priority by selecting the “Yes” radio button and enter “1” in the rank order box. If you have selected more than one priority area, please select the corresponding “Yes” radio button and rank them in order of importance from one to five in the rank order box (one being the most important; five being the least important). **Notes:** In order to **Submit** your application, please ensure the “NO” radio button is selected for the health priorities that are **not** applicable and that a rank order of **zero** is entered in the associated rank order box.

5.5 Theme and Keywords

Application theme: A clear link to human health must be evident from the research proposal. MSFHR classifies health research according to Canadian Institutes for Health Research (CIHR) four themes (www.cihr-irsc.gc.ca/e/34190.html#r), and only applications that fall into one of the four health research themes will be considered. Applicants are expected to specify which of the four themes, in their opinion, best describes their research. MSFHR reserves the right to make the final allocation. The descriptions of the four CIHR themes are:

Biomedical research

Research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole body levels, including development of tools and techniques to be applied for this purpose; developing new therapies or devices that improve health or the quality of life of individuals, up to the point where they are tested on human subjects. Studies on human subjects that do not have a diagnostic or therapeutic orientation.

Clinical research

Research with the goal of improving the diagnosis, and treatment (including rehabilitation and palliation), of disease and injury; improving the health and quality of life of individuals as they pass through normal life stages. Research on, or for the treatment of, patients.

Health services research

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organizational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care, and, ultimately, Canadians' health and well-being.

Population health

Research with the goal of improving the health of the Canadian population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status.

Keywords: Select only your **top five keywords** from the drop-down menu that best describes not only the research project that you are submitting with the current application, but also the general focus of your research background. Please ensure that you sort your keywords in order of priority before **SAVING** your entries. After saving your entries, the system will no longer allow you to rearrange the order of your keywords. The keywords are important as they drive the selection of the review panel members and external readers (if applicable).

5.6 Third Party

On this screen you will identify the following personnel:

- Primary supervisor
- Co-supervisor (if applicable)
- Referees

Primary supervisor must be an established researcher who holds a faculty appointment with a BC university.

Co-supervisor (if applicable) must also hold a faculty appointment with a BC university. However, the co-supervisor can be an adjunct professor or equivalent.

References: Enter the names of the **two** referees from each category below:

- PhD supervisor or for health professional applicants, an individual who can provide the information required in the reference letter **AND**
- An expert in your area of research and outside of your host institution **OR**
- A mentor

You must use the same email address of your primary supervisor and co-supervisor (if applicable) and referees that they used to create their MSFHR ApplyNet system account. Entering a different email will create a new account for your third parties. The tasks associated with your application will be misrouted, which may result in the third party tasks not being completed by the deadline date. The referees will also need to create an MSFHR ApplyNet system account to upload their reference letters. **Reference letters cannot be mailed or emailed to the Foundation.**

5.7 Additional Information

Date of degree completion: This is the date on which all requirements of the PhD degree have been met, including successful defense and submission of the corrected copy of the thesis. For health professionals, this is the date on which all requirements of the health professional degree have been met.

5.8 Career Interruptions

Explain the nature of any interruption/delay that may have an impact on the calculation of the number of years since your PhD degree or health professional degree. Examples of justified career interruptions since degree completion are parental leave for birth or adoption, medical leave, continuous non-research related clinical training (e.g. residency). For each interruption, provide the start and end date. **Do not enter interruptions that occurred prior to your degree completion.**

5.9 Review and Submit

The system will validate that all mandatory fields have been completed prior to submission of the LOI. You will be able to access a .pdf copy of the LOI to review the information that you have entered. It is your responsibility to review the .pdf copy of your application prior to submission to ensure that all the data you have entered is complete and accurate.

Please note that once you submit the LOI, it is final. Any changes to your application will have to be made in the Full Application Form. **LOI deadline is 11:59 p.m., Pacific Standard Time, February 6, 2017.**

When MSFHR Research Programs staff approves the LOI, you will receive an email within two business days indicating that the task **Complete Full Application** is available on your home page in MSFHR ApplyNet.

Note: With the exception of the keywords and research theme sections of the LOI, you will have the opportunity to update the information in all other sections in the Full Application Form.

6. Complete Full Application

IMPORTANT: Please ensure you read all instructional text at the top of each MSFHR ApplyNet page.

6.1 Contact Information

Most of the information on this screen will be pre-populated from the contact information data entered in the LOI. It is the applicant's responsibility to confirm and update the contact information before submission.

6.2 Host Institution

The **Grant Administration Organization-Host institution and Research Location** fields are pre-populated with the name of the organizations that you selected in the contact information screen in the LOI.

6.3 Project Information

Some fields will be pre-populated with the data entered in the LOI. You have the opportunity to update your project title, brief description, and scientific summary.

6.4 BC Health System Priorities

The **BC Health System Priorities** fields are pre-populated with the information that you submitted at the LOI stage.

6.5 Theme and Keywords

Please note that you do not have the ability to change the research theme or the keywords. Please send an email to traineeprogram@msfhr.org to request changes to these two fields.

6.6 Third Party

On this page you will identify your primary supervisor and co-supervisor (if applicable) and the two individuals who will provide the reference letters.

Note: The system will allow you to enter more third parties than is required. You **must** enter only one primary supervisor, one co-supervisor (if applicable), and two referees. Additional reference letters may be removed by MSFHR Research Competitions staff.

1. **You must use the same email address of your primary supervisor and co-supervisor and referees that they used to create their MSFHR ApplyNet system account.** Entering a different email will create a new account for your third parties. The tasks associated with your application will be misrouted, which may result in the third party tasks not being completed by the deadline date.
2. Individuals providing reference letters will also need to create an MSFHR ApplyNet system account to upload their reference letters. **Reference letters cannot be mailed or emailed to the Foundation.**

Once you have entered the names and email addresses of the third party individuals, click the **Create and Notify** icon. The system will send an email to your supervisor and co-supervisor (if applicable) and the two referees, prompting them to log in to the MSFHR ApplyNet system and complete their tasks.

When you click on the **Create and Notify** icon,

Primary supervisor and co-supervisor (if applicable) will:

- Receive an email with his/her login and password information requesting him/her to log into MSFHR ApplyNet and complete the task **Supervisor Approval**.
- Be given access to the Full Application Form.
- Complete the Additional Information section.
- Complete the Uploads section (MSFHR Full CCV and publications, patents and intellectual rights – for the **last five** years only).
- Go to **Review and Submit** page to click on the **Submit** icon.

The supervisor and co-supervisor (if applicable) provide the following information:

- Explanation of how the applicant's research project relates to his/her overall research program.
- Source of funds available for the applicant's project.
- Comments about the applicant's personal characteristics, recognized or potential research expertise, research environment, and commitment of 75 percent protected time for PhD applicants and 50 percent protected time for health professionals in active clinical service.

Referees (two) will:

- Receive an email requesting him/her to log into MSFHR ApplyNet and complete the task **Submit Application Reference**.
- Upload a .pdf copy of their signed reference letter from their personal desktop to MSFHR ApplyNet.
- Go to the **Review and Submit** page to click on the **Submit** icon to complete the upload.

The reference letters should:

- Describe the applicant's 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.).

Note: If you plan to submit a KT science focused program of research, inform your referees that they should comment on your potential to work with diverse user-groups.

Monitoring the third party progress

- Once your third parties have completed their tasks, the **Re-Notify** icon will change to **Submitted**.
- **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 well before the Host Institution's internal deadline (which is different for each host institution) and MSFHR's competition deadline, **March 6, 2017 at 11:59 p.m. Pacific Standard Time.**

6.7 Additional Information

Some sections on this screen are mandatory fields.

Most significant contributions: Identify a maximum of five contributions that best highlight your contributions to research, defining the impact and relevance of each (e.g. publication, conference abstract, patent, or intellectual property right, contract, etc.). Your description must include the organization, position or activity type and description, start and end dates, target audience and the basis on which this contribution is highly important. Include KT-related activities such as research user engagement and research dissemination.

Achievements: Include descriptions of both academic and non-academic achievements, as well as their impacts, that occurred throughout your career. Do not include supervisory experience as it is included in the Common CV – MSFHR Abbreviated Version. Specify the period of time involved for each activity.

Research goals and career development: Provide information on how the proposed research project complements your research career pathway. Describe how the project will help in realizing short and long-term career goals at the completion of the MSFHR Research Trainee Award.

Other activities: Other than direct work on the proposed research project, describe all other academic and non-academic activities you will be involved in (e.g. teaching, courses, supervision, seminars, clinical activities, etc.) throughout the period of the award term. Indicate the percentage of time spent on each activity using the time frame (per week/month/year) that best describes the involvement. If available, please include detailed information about your supervisory experience in this section.

- Consulting/contract activities
- Research development
- National and international collaborations
- Technology transfer (specify nature of the activity and target audience)
- Involvement in public, private, or non-profit sector activities
- Presentations (public or invited lectures)
- KT activities (e.g. partner engagement, research dissemination and/or research uptake activities)

Training plan: Describe your training plan during the award period and how your past and current training relate to your career goals.

- Provide an overview of how your previous training relates to your present position.
- Describe how the training you expect to acquire will contribute to your future research achievements and productivity, and how the award will enable you to establish yourself as an independent researcher.

If the main focus of your research proposal is KT science, state if your supervisor(s) hold KT science funding. Your supervisor(s) publication record should demonstrate a clear focus on KT science.

Training environment: Justify the choice of research location and describe the following:

- Fit between supervisor(s) overall research program and your research program and career pathway.
- Access to the research facilities at your training environment – office space, lab space, equipment, and personnel support.
- Project funding source: identify the source(s) of funding for your current research project.
- Researcher interaction: access to other researchers in your supervisor(s) lab/program of research for networking and mentoring purposes.

Justification for the same training environment: Provide justification if you are planning to hold this award in the same laboratory or with the same supervisor associated with your graduate training.

Requested award duration and justification: Please enter your requested MSFHR award duration (in months) and provide justification for this requested duration. Refer to the [research trainee guidelines](#) to determine your eligibility for the term of the award.

Health professionals: If you responded “Yes” to being a health professional, please provide a brief description of the nature of clinical service you provide, and the percentage of time spent in clinical services in a regular 40-hour week.

KT: If the program of research is fully focused on KT science, please provide a brief statement on how it aligns with MSFHR’s definition of KT science.

BC health system priorities description: Please briefly describe the [BC health system priority area\(s\)](#) your research project addresses and how it aligns with the specific priority area(s).

6.8 Career Interruptions

This section is pre-populated from the LOI. You have the ability to make updates to this section.

6.9 Uploads

Page format

All materials must be presented as follows:

- Use font size 11 point, Calibri (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin.
- All print must be black, of letter quality, and legible.

In this section you are required to upload .pdf versions of the following documents in the order provided below to allow the reviewers to access your application package in the correct sequence:

1. Canadian Common CV

- The applicant must complete the Common CV – MSFHR Abbreviated Version <https://ccv-cvc.ca> (enter information for entire career). The current MSFHR ApplyNet system is not linked with the Common CV system. To complete your requirement, please submit your CV, provide your consent, confirm your submission, then go to the history tab and save a .pdf copy of the Common CV – MSFHR Abbreviated Version.
- In your MSFHR ApplyNet account, go to the Uploads section of your Full Application Form and upload the .pdf copy of the Common CV – MSFHR Abbreviated Version.

2. Publications and Patents & Intellectual Property Rights

Research trainees should list all published and accepted publications throughout their career under the following suggested headings in a separate document. Categories may be added as needed. Combine the publication list into one single .pdf document, and upload to MSFHR ApplyNet. There is an eight-page limit for your publication list.

- Publications relevant to the submitted program of research (enter PubMed ID if available)
- Published refereed articles (including e-journals)
- Accepted or in press refereed papers (attach acceptance letters)
- Submitted refereed papers
- Published books and monographs (as author or editor)
- Presentations as guest speaker (at conferences, presentations, workshops intended for non-academic audience)
- Abstracts – accepted or in-press and submitted (include name of journal, title of article, and date submitted)
- Research reports or reports produced for the government
- Articles in professional or cultural journals without review
- Research or technical reports

Directions:

- For each multi-authored publication relevant to this application, define your role in the publication and indicate your percent contribution to the team effort. For example,
 - FA = first author: typically performed majority of the experiments/protocol in the manuscript and prepared the first draft
 - CA = contributing author: typically helped with the research question design, completed some of the experiments/protocol, and edited the draft manuscript
 - SA – senior author
- Underline the names of trainees whose work you have supervised.
- Provide additional CV information that could not be captured in the Common CV (e.g. activities, contributions).

Patents and Intellectual Property Rights: This section should include details of patents and intellectual property rights for technology transfer, products, and services. Where appropriate, include information regarding the title, patents, or intellectual property rights number and date, country(ies) of issue, name of the inventors and assignee(s), as well as relevance of the stated item.

3. Research project

This should ideally complement your education, experience, and career pathway. It will be evaluated as an integral part of your development as an independent researcher. Highlight the importance of the research question and feasibility in relation to your experience and training. MSFHR is encouraging applicants across all research themes to include a range of appropriate KT activities, from traditional dissemination activities such as conference presentations and publications, to non-traditional activities such as development and implementation of toolkits; educational sessions with patients, practitioners, or policy makers; media engagement; or commercialization of scientific discoveries, in their research projects, where applicable.

Notes: Applicants may submit research projects that are fully focused on KT science; these will be evaluated against set KT science evaluation criteria. KT science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in healthcare practice and policy.

Please include the following in your research project:

- Research questions
- Specific hypothesis (if applicable)
- Research objectives
- Research methodologies
- Your role on the project
- KT activities

- References

The research project should be:

- Maximum of four pages (three pages for the project and one page for references).
- Appendices are not included in the page limit for the research project and may include only tables, charts, figures, and photographs. Notes: from peer-review perspective, attaching crucial information regarding the research project in the appendices is not advisable. Reviewers are under no obligation to read the appendices other than references, tables, charts, figures and photographs.
- Combine the research project and references into one single .pdf document and upload it to MSFHR ApplyNet.

4. Letter from sponsor

Health professional applicants employed by a health authority that is not in the list of host institutions in section 5.2 must have a commitment from their employer to support the protected time for research, available resources, facilities, etc. The sponsor letter from their employer should be provided to the BC institutional supervisor so that he/she can complete the Supervisor Approval Form in MSFHR ApplyNet.

5. Proof of degree completion

Please upload a copy of your PhD degree or if you are a health professional in active service, proof of being engaged in active clinical service.

Updates: In order to ensure fairness in the evaluation of applications, each reviewer must be guaranteed equal time to assess each complete application. As a result, updates to applications (e.g. notices of final acceptance of publications, notices of other funding requested or received, etc.) will not be accepted after the application has been submitted to MSFHR ApplyNet, even if the submission was prior to the competition deadline.

6.10 Review and Submit

- The system will validate that all mandatory fields have been completed prior to submission of the full application.
- You will be able to access a .pdf copy of the full application to review the information you have entered.
- It is your responsibility to review the .pdf copy of your application prior to submission to ensure that all the data you have entered is complete and accurate.
- It is your responsibility to follow up or monitor the timely completion and submission of your third parties' tasks.

Please note that once you submit the Full Application, you will not be able to make any changes. This condition will hold true even if you contact MSFHR prior to the deadline of **11:59 p.m., Pacific Standard Time on March 6, 2017.**

7. Research Trainee Program Application Checklist

| Check | Action Required |
|--------------------------|---|
| <input type="checkbox"/> | Create your MSFHR ApplyNet system account email if you have not created one in previous years. |
| <input type="checkbox"/> | Communicate with your supervisor(s) and referees to ensure they have MSFHR ApplyNet system account email addresses. |
| <input type="checkbox"/> | Deadline for submitting LOI is February 6, 2017, 11:59 p.m., Pacific Standard Time. MSFHR Help Desk and Programs staff support is available up to 4:30 p.m. Pacific Standard Time on February 6, 2017. |
| <input type="checkbox"/> | Update your CV – MSFHR Abbreviated Version on the Canadian Common CV website. |
| <input type="checkbox"/> | Research trainee full application package: <ul style="list-style-type: none"> • Common CV (CCV) – MSFHR Abbreviated Version • Publications, Patents & Intellectual Property Rights • Research project • Letter of sponsor (if applicable) • Proof of degree completion |
| <input type="checkbox"/> | Proofread the .pdf documents prior to submission to ensure that all data entered into text fields in MSFHR ApplyNet are correctly displayed in the .pdf document. |
| <input type="checkbox"/> | Ensure that you meet your Host Institution’s internal review and signing deadline. |
| <input type="checkbox"/> | Ensure that your Third Parties complete and submit their tasks before the Host Institution internal deadline. |
| <input type="checkbox"/> | Deadline for the research trainee full application is March 6, 2017, 11:59 p.m., Pacific Standard Time. MSFHR Help Desk and Programs staff support is available up to 4:30 p.m. Pacific Standard Time on March 6, 2017. |

Incomplete applications will not be reviewed.

8. Contact Information

For questions on the MSFHR Research Trainee Program, please contact:

Rashmita Salvi
 Manager, Research Competitions
 604.714.2779
traineeprogram@msfhr.org

Yuliya Shapova
 Coordinator, Research Competitions
 604.714.2775
traineeprogram@msfhr.org



Discover. Connect. Engage.

For information about the ApplyNet system or help with login information, please contact:

Technical Questions

MSFHR Help Desk

604.714.6609

helpdesk@msfhr.org