



2017-B Health Policy Fellowship Program

INSTRUCTIONS

DEADLINE:
April 3, 2017

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1. Before you Begin

1.1 Read the Guidelines

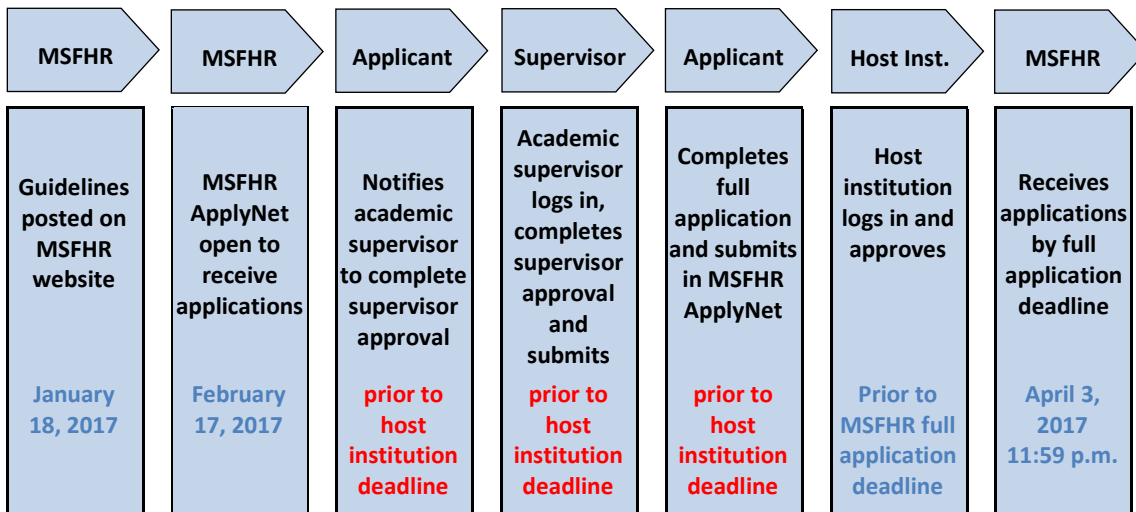
Read the guidelines to ensure you are eligible for an MSFHR Health Policy Fellowship Award.

1.2 Determine the Internal Deadline at your Host Institution

Your host institution will have a deadline for submitting your 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 MSFHR's full application deadline.

1.3 Application Process Flow

The MSFHR ApplyNet system is accessed through our website's home page www.msfhr.org.



2. Communicate with Third Party

2.1 Communicate with your Academic Supervisor

Discuss your intent to apply to the health policy fellowship with your academic supervisor well in advance of the internal host institution deadline date, and review MSFHR's deadline dates and submission process with them.

3. MSFHR ApplyNet

3.1 Create Account

- All applicants and academic supervisors 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 System Information

- 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 or 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**.
- **Always** save the screen before continuing to the next screen.

4. Eligibility Quiz

The first step in applying for the health policy fellowship award is to log into the MSFHR ApplyNet system, click on **Apply for Funding**, and select 2017 Health Policy Fellowship from the list of **Available Funding Opportunities**. Applicants must complete an eligibility quiz to determine if they are eligible to apply to the health policy fellowship competition.

- Select **Apply** in the **Confirmation** section. A Grant ID is assigned by the MSFHR ApplyNet system the instant you launch the eligibility quiz.
- If your answers resulted in an ineligible outcome, please select the **Request an Exception** hyperlink and provide the reason why you think you are eligible. **DO NOT** launch another 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 home page for you to complete at a later time.
- **Important:** Please proof read 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 Health Policy Fellowship Program, you will have a **Complete Full Application (HPF)** task on your home page.
 - If you are not eligible to apply, you will have the opportunity to **request an exception**. This will launch a screen where you can explain the circumstances. An email is sent to MSFHR Help Desk.

5. Complete Full Application (HPF)

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

Click on the hyperlink **Complete Full Application (HPF)** and you will be presented with the **Validation Summary** screen. The summary provides a snapshot of the screens that need to be completed to enable you to submit your application. A red 'X' means that all the fields in that particular screen have not been completed. A green '✓' means that all the fields in the screens have been completed. A **Submit** button will appear at the top left-hand corner enabling you to submit your application.

5.1 Contact Information

Organization Affiliations: This is the organization where you hold your current appointment as a post-doctoral fellow. 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. Select **Primary only** for the organization where you hold your current post-doctoral fellow appointment.

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 health policy fellowship award. Select **Primary** in order for the address to be displayed in the .pdf copy.

Phone: Enter the phone number where you would prefer MSFHR staff contact you regarding your health policy fellowship 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 “No” in the health professional text box.

5.2 Host Institution and Research Location

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

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

For the Health Policy Fellowship 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

The **Research Location** field is where you enter the name of the organization where you will be completing the policy assignment – www.msfhr.org/sites/default/files/MOU_List.pdf.

5.3 Third Party Personnel

On this screen you will identify your academic supervisor.

In the section **Contacts-Project Personnel (Primary Applicant)** please **Edit** and select the role of health policy fellow against your name.

Once you have entered the name and email address of your academic supervisor, click the **Create and Notify** icon. The system will send an email to the academic supervisor, prompting them to log in to the MSFHR ApplyNet system and complete their task **Supervisor's Letter of Reference**.

Academic supervisor will:

- Receive an email with their login and password information requesting them to log into MSFHR ApplyNet and complete the task **Supervisor's Letter of Reference**.
- Be given access to the Full Application (HPF) Form.
- Complete the **Additional Information** section.
- Go to **Review and Submit** page to click on the **Submit** icon.

The academic supervisor will provide the following information:

- Provide specific details about the personal characteristics of the applicant (intellectual curiosity, leadership qualities, demonstrated interests, research experience, resourcefulness, interest in policy research, commitment to a research career, etc.).
- Confirm approval to place current academic post-doctoral fellowship training on hold for the period of the policy assignment.

You cannot submit your Full Application until your Third Party has completed their task. It is your responsibility to follow up with your third party to ensure the timely submission of their task well before the host institution's internal deadline (which is different for each host institution) and MSFHR's competition deadline, **11:59 p.m., Pacific Daylight Time on April 3, 2017.**

5.4 Career Interruptions

Explain the nature of any interruption/delay that may have had an impact on your academic career to explain any gaps in your CV. If you did not have any career interruptions, answer "No", save, and continue to the next section.

Examples of career interruptions 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.

5.5 Additional Information

In this section, you will be providing information that ties in your research training and background, career goals with the expectations of the training and experience you wish to gain from the policy assignment that you have selected.

Policy Assignment Information: A complete listing of the policy assignments will be available on our website in mid-February.

You must select **ONLY ONE** policy assignment. Cut and paste the selected policy assignment title and summary from MSFHR's website into their respective text area boxes in MSFHR ApplyNet.

Notes: Multiple selection of policy assignments will render the application ineligible as the content of the application will be dependent upon the specific policy assignment chosen. This will help reviewers and policy assignment supervisors determine an applicant's suitability and fit for a specific policy assignment.

Research Activities and Contributions: Describe academic and non-academic activities, and contributions you are involved in, entering only those activities and contributions that you did not capture in the MSFHR Abbreviated CV. For example:

- Teaching
- Supervision
- Seminars
- Clinical activities
- Volunteer activities
- Community engagement
- Committee participation
- Extracurricular activities outside the realm of normal scholarship
- Editorships

Indicate the percentage of time that you spent on each activity using the time frame (per week/month/year) that best describes the involvement. You may also highlight your contribution to research, for example, in a publication, government report, conference, patent or intellectual property right, contract, etc.

Career Development and Goals: Explain how this policy assignment complements your research interests and career pathway, and indicate any individual plans for incorporating your Fellowship experience into specific career goals. For example, your goal is to make the delivery of care safer and more efficient and to design and improve the performance of the health system. With that goal in mind, how will the policy assignment help you acquire more knowledge and experience in achieving your goal(s)?

Fellowship Expectations: Explain how you would be a good fit for this fellowship opportunity and for the selected policy assignment. Provide an overview of your current research and knowledge translation interests and any previous policy experience. Describe how your research knowledge and experience might apply to the policy assignment to which you are applying.

Lived Aboriginal Experience: Please describe any lived Aboriginal experience you have. If not, please enter “not applicable” in the text box to meet the mandatory requirement.

5.6 Uploads

In this section you will upload .pdf versions of the following documents:

- MSFHR Abbreviated Version – Canadian Common CV (CCV) (enter information for entire career)
- Publications, patents and intellectual property rights
- Proof of degree completion (PhD or health professional degree)

MSFHR Abbreviated CCV: The applicant must complete the MSFHR Abbreviated CCV <https://ccv-cvc.ca>. Download a .pdf copy of the completed CCV and upload it to MSFHR ApplyNet.

Publications:

There is an eight-page limit for this section. If you have no pertinent information for a specific heading, type the heading along with N/A (e.g. Patents and Intellectual Property Rights – N/A). You may list multiple headings on one page.

List your publications and patents from your **entire career** under the following headings:

- Published refereed articles (including e-journals)
- Submitted, accepted or in press refereed papers (attach acceptance letters)
- Published books and chapters (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
- Patents and intellectual property rights

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.
- Provide additional CV information that could not be captured in the MSFHR Abbreviated CCV

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: typically conceived the experiment/protocol approach, supervised the writing of the manuscript, corresponding author on the paper.

Patents and Intellectual Property Rights: This section (one page maximum) should include details of patents and intellectual property rights for technology transfer, products, and services.

Descriptions of patents/copyrights might include the title, patent/copyright number, and date, country of issue, as well as the relevance or impact of this item and any inventor name(s) that pertain to it.

Proof of degree completion (PhD or health professional degree): Please upload a copy of your PhD degree or if you are a health professional in active service, proof of being licensed to practice.

5.7 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 with your academic supervisor to ensure the completion and submission of the third party task.

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 Daylight Time on April 3, 2017.**

6. Health Policy Fellowship 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 academic supervisor to ensure they have an MSFHR ApplyNet system account email address.
<input type="checkbox"/>	Update your CV – MSFHR Abbreviated Version on the Canadian Common CV website.
<input type="checkbox"/>	Health policy fellowship full application package: <ul style="list-style-type: none"> • MSFHR Abbreviated Version – Common CV (CCV) • Publications, patents and intellectual property rights • 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 party (academic supervisor) has completed and submitted his/her task before the host institution internal deadline.
<input type="checkbox"/>	Deadline for the health policy fellowship full application is April 3, 2017, 11:59 p.m., Pacific Daylight Time. MSFHR Help Desk and Research Competitions staff support is available up to 4:30 p.m. Pacific Daylight Time on April 3, 2017.

Incomplete applications will not be reviewed.

7. Contact Information

For questions regarding the application and submission process, please contact:

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

Yuliya Shapova
 Research Competitions Coordinator
 604.714.2775
HealthPolicyFellow@msfhr.org

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

MSFHR Help Desk
 604.714.6609
helpdesk@msfhr.org