

2017-A Health Policy Fellowship

MSFHR ApplyNet Tutorial

Academic Supervisor's Letter of Reference

Reminder: Please refer to the [Health Policy Fellowship Instructions](#) for more details.

The MSFHR ApplyNet system identifies the Academic Supervisor as **Third Party Personnel**.

The nominated Academic Supervisor is required to complete an online form in order for the Health Policy Fellowship Applicant to submit the Full Application to the Host Institution for review and approval.

Starting the Process

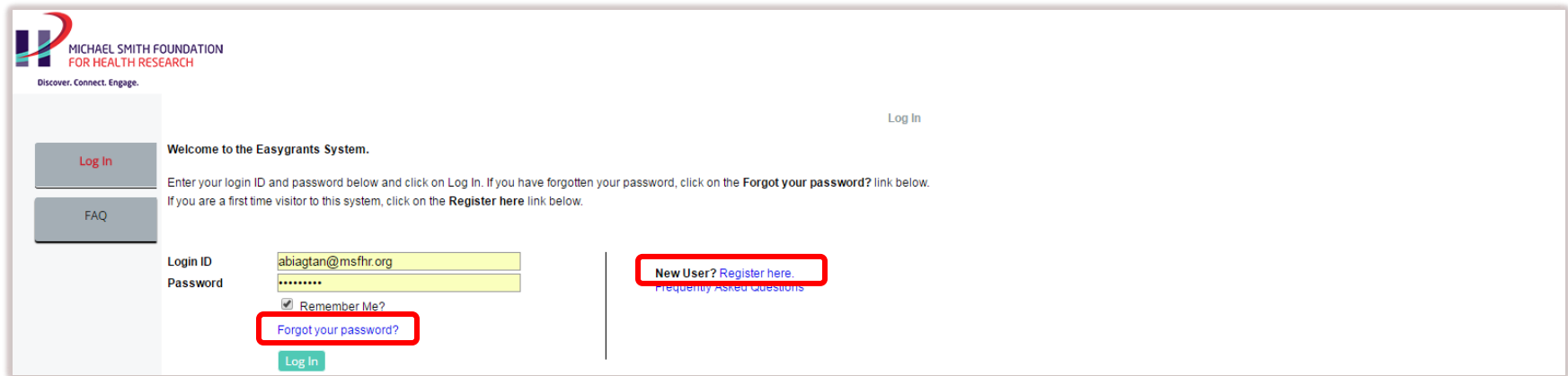
Login to [MSFHR ApplyNet System](#)

IMPORTANT: If you have ever applied for funding from MSFHR, or been part of an MSFHR application, or receive a message **The e-mail address you entered already exists in the system**, please contact the MSFHR help desk at helpdesk@msfhr.org or 604-714-6609.

For **new** users, please create an account, by clicking the [Register here](#) hyperlink on the log in page of the MSFHR ApplyNet system.

If you have forgotten your password, select the [Forgot your password?](#) hyperlink on the login page. The system will ask you to enter your login ID (email address) and a temporary password will be sent to your primary email address.

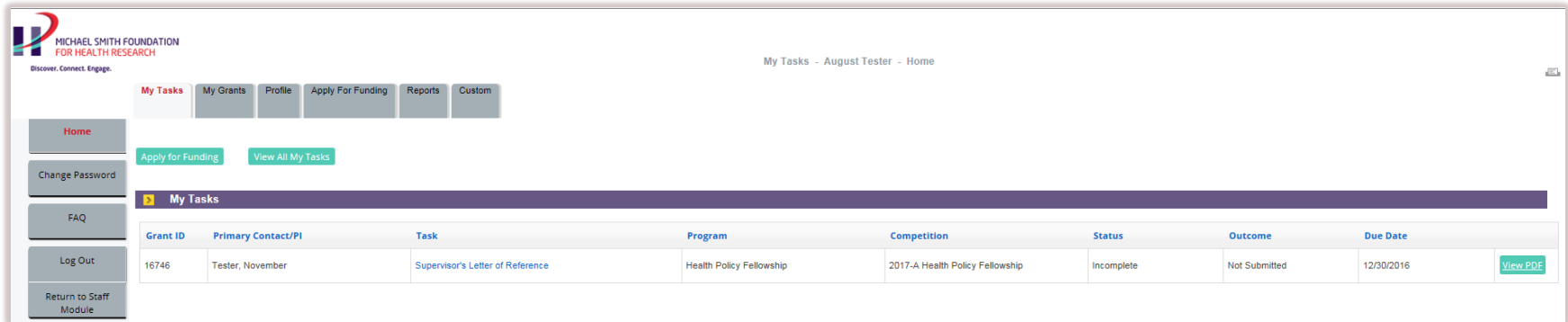
Once registration is complete, you will receive an email notification from MSFHR ApplyNet with further instructions.



The screenshot shows the MSFHR ApplyNet login interface. At the top left is the logo and tagline "Discover. Connect. Engage.". On the right, there is a "Log In" link. The main content area has a "Welcome to the Easygrants System." message. Below this, there are instructions: "Enter your login ID and password below and click on Log In. If you have forgotten your password, click on the [Forgot your password?](#) link below. If you are a first time visitor to this system, click on the [Register here](#) link below." There are two input fields: "Login ID" containing "abiagtan@msfhr.org" and "Password" containing "*****". A "Remember Me?" checkbox is checked. A "Forgot your password?" link is highlighted with a red box. A "Log In" button is at the bottom. On the right side, a "New User? Register here." link is also highlighted with a red box, with "Frequently Asked Questions" below it.

Supervisor's Letter of Reference

Your Home page will display a task called [Supervisor's Letter of Reference](#). Click this hyperlink to start your task.



The screenshot shows the user interface for the Michael Smith Foundation for Health Research. The top navigation bar includes 'My Tasks', 'My Grants', 'Profile', 'Apply For Funding', 'Reports', and 'Custom'. The 'My Tasks' section is highlighted, and a table lists the tasks. The task 'Supervisor's Letter of Reference' is shown with a 'View PDF' button.

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Outcome	Due Date	
16746	Tester, November	Supervisor's Letter of Reference	Health Policy Fellowship	2017-A Health Policy Fellowship	Incomplete	Not Submitted	12/30/2016	View PDF

The [View PDF](#) button on the home page displays the Supervisor's Letter of Reference Form. If the task has not been started yet, this form will be blank.

The main page of the **Supervisor's Letter of Reference** form has a left navigation pane with access to: Contact Information, , Supervisor's Assessment and Support, and Review and Submit sections of the form.

The contact information section may display a "✓ Complete" status. This is because of the following reasons:

1. The contact information was pre-populated from a previous MSFHR ApplyNet application
2. The contact information was created when a Health Policy Fellowship applicant nominated your email address in the Third Party Personnel section in their current application.

In both instances, the contact information may be outdated or incorrect. Please **ensure** that you review and update your contact details before moving on to the next section of the Supervisor's Letter of Reference task.

Two of the links found on the left navigation panel namely, *Contact Information* and *Supervisor's Assessment and Support* are also under the **Validation Summary** section. This section is a visual guide for monitoring the progress of the task.

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



The screenshot shows the application interface for the Michael Smith Foundation for Health Research. The top navigation bar includes the logo and the text "MICHAEL SMITH FOUNDATION FOR HEALTH RESEARCH" and "Discover. Connect. Engage.". The main content area is titled "Main - August Tester - Supervisor's Letter of Reference".

The left navigation panel contains the following items:

- Home
- Guidelines
- Main
- Contact Information
- Additional Information
- Review and Submit
- FAQ

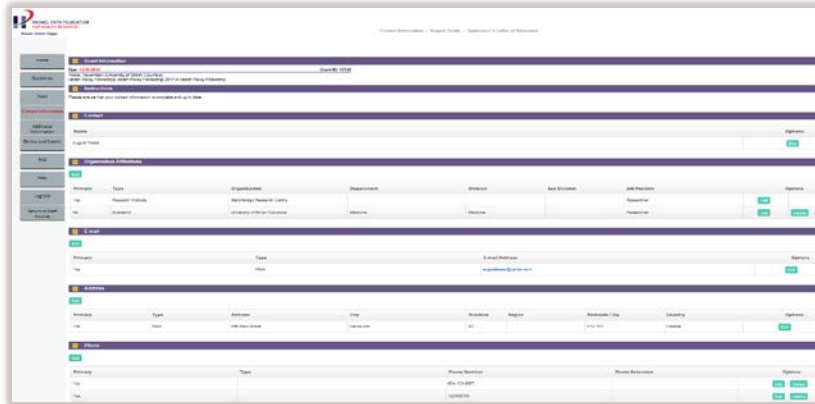
The main content area displays the following information:

- Grant Information**: Due: 12/30/2016, Grant ID: 16746
- Instructions**: Tester, November (University of British Columbia) Health Policy Fellowship| Health Policy Fellowship| 2017-A Health Policy Fellowship
- Validation Summary**: A table showing the status of various sections.

Page Name	Status
Contact Information	✓ Complete
Additional Information	✓ Complete

Contact Information

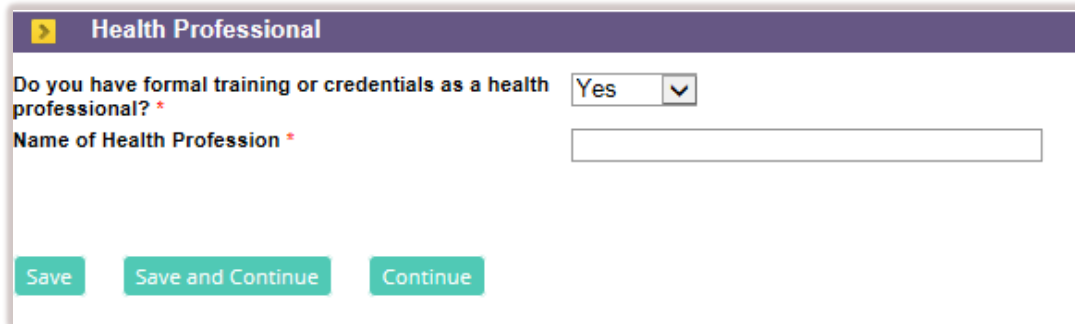
Please ensure that your contact information is complete and up to date.



The screenshot shows a web form with several sections:

- Email:** A section with a dropdown for 'Email' and a text input field.
- Phone:** A section with a dropdown for 'Phone' and a text input field.
- Physical Address:** A section with a dropdown for 'Address' and a text input field.
- Work:** A section with a dropdown for 'Work' and a text input field.
- Home:** A section with a dropdown for 'Home' and a text input field.
- Mobile:** A section with a dropdown for 'Mobile' and a text input field.

In the Health Professional section under **“Do you have formal training or credentials as a health professional?”** please select **Yes** or **No**. Under **“Name of Health Profession”**, please type the name of your health profession in the text box. If you are not a health professional, please enter **“N/A”**.

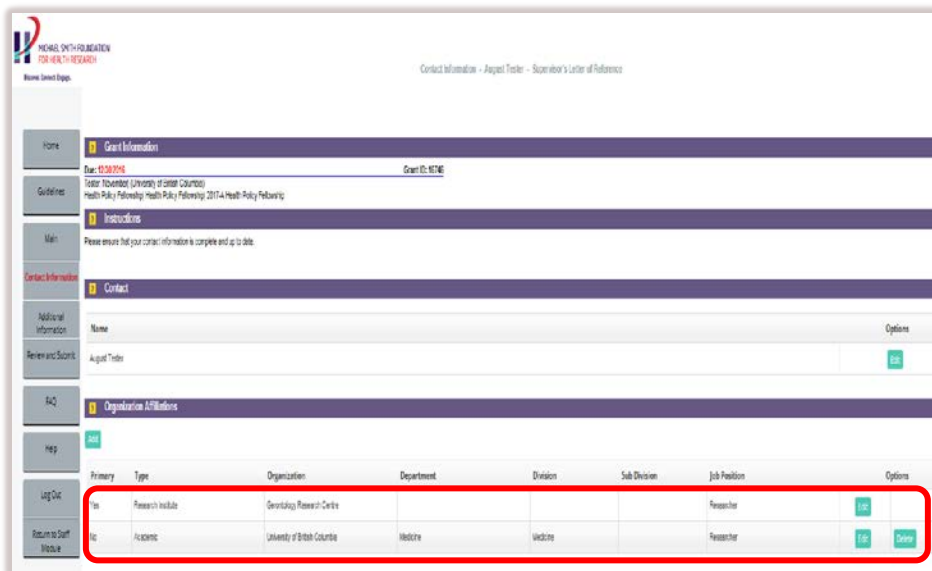


The screenshot shows the 'Health Professional' section of the form. It includes a dropdown menu for 'Do you have formal training or credentials as a health professional?' with 'Yes' selected. Below it is a text input field for 'Name of Health Profession'. At the bottom, there are three buttons: 'Save', 'Save and Continue', and 'Continue'.

Contact Information (cont'd)

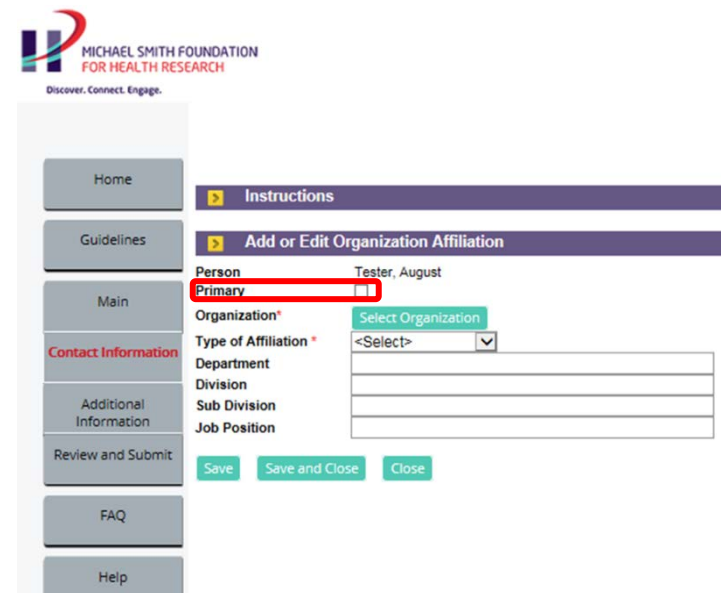
Please note the following when entering new or additional data into the categories of **Organization Affiliations, E-mail, Address, and Phone**:

- In cases where there are multiple entries for a particular category, the MSFHR ApplyNet system can only record **one** primary data.
- If an entry is already marked as a **primary** record, please ensure the next entries are not selected as 'Primary' otherwise the preferred primary record will be replaced.



Primary	Type	Organization	Department	Division	Sub Division	Job Position	Options
<input type="checkbox"/>	Research Institute	Genitourinary Research Centre				Researcher	<input type="checkbox"/>
<input type="checkbox"/>	Academic	University of British Columbia	Medicine	Medicine		Researcher	<input type="checkbox"/> <input type="button" value="Delete"/>

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



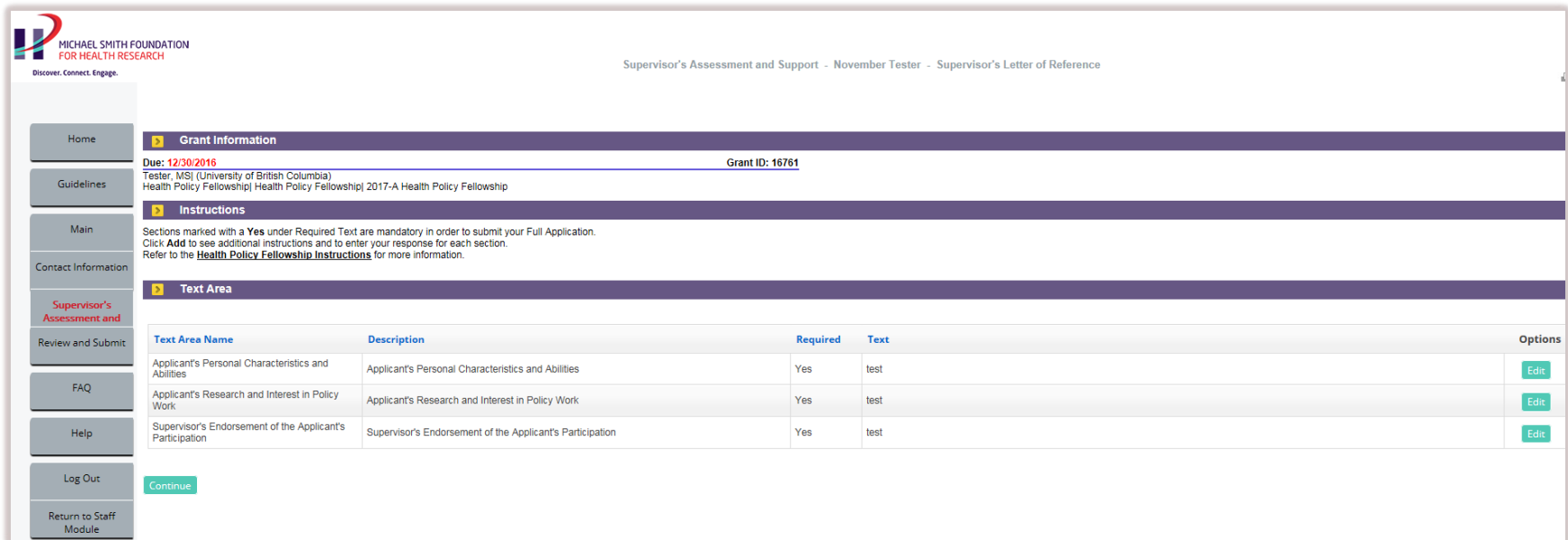
Instructions
 Add or Edit Organization Affiliation
 Person: Tester, August
Primary
 Organization*:
 Type of Affiliation*:
 Department:
 Division:
 Sub Division:
 Job Position:

Supervisor's Assessment and Support

Sections marked with a **Yes** under the column header "Required" are mandatory in order to submit your task.

Click **Add** to see additional instructions and to enter your response for each sections.

Refer to the [Health Policy Fellowship Instructions](#) for more information



The screenshot shows the application interface for the Supervisor's Assessment and Support task. The page title is "Supervisor's Assessment and Support - November Tester - Supervisor's Letter of Reference". The left sidebar contains navigation links: Home, Guidelines, Main, Contact Information, Supervisor's Assessment and Support (highlighted), Review and Submit, FAQ, Help, Log Out, and Return to Staff Module. The main content area is divided into sections: Grant Information, Instructions, and Text Area. The Text Area section contains a table with the following data:

Text Area Name	Description	Required	Text	Options
Applicant's Personal Characteristics and Abilities	Applicant's Personal Characteristics and Abilities	Yes	test	Edit
Applicant's Research and Interest in Policy Work	Applicant's Research and Interest in Policy Work	Yes	test	Edit
Supervisor's Endorsement of the Applicant's Participation	Supervisor's Endorsement of the Applicant's Participation	Yes	test	Edit

At the bottom of the Text Area section, there is a [Continue](#) button.

The following sections should be completed:

Applicant's Personal Characteristics and Abilities

Please comment on the following:

1. The applicant's personal characteristics (motivation, intellectual capacity, maturity, etc.) and academic strengths.
2. The applicant's recognized or potential research expertise, competence and abilities.
3. The applicant's communication, leadership and research user engagement skills.

Applicant's Research and Interest in Policy Work

Explain how the applicant's participation in the Health Policy Fellowship program would:

1. Benefit the applicant's academic research program.
2. Benefit your or your group's research program.

Supervisor's Endorsement of the Applicant's Participation

Briefly provide a statement of endorsement of the applicant's participation in the Health Policy Fellowship program. Briefly comment on how the applicant's academic research will be affected by an interruption caused by participation in the Health Policy Fellowship program, and the plan in place to resume postdoctoral fellow duties following the end of the award.

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

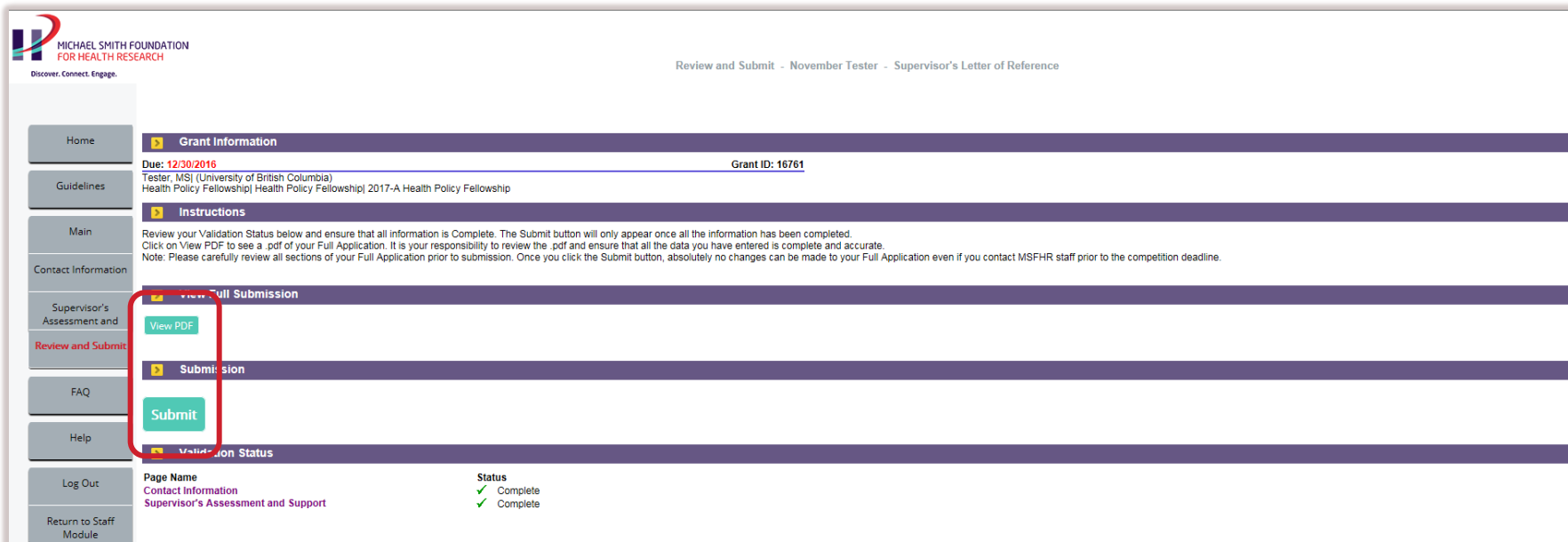
Should you wish to make changes to your responses please click the [Edit](#) button.

Once done, click [Continue](#).

Review and Submit

Review your Validation Status below and ensure that all information is Complete. Following the completion of all required pages, the **Review and Submit** page will display a **GREEN ✓** in the **Validation Status** section and change the status to Complete.

Click on **View PDF** to see a PDF of your Full Application. It is your responsibility to review the PDF and ensure that all the data you have entered is complete and accurate.



The screenshot shows the 'Review and Submit' page for a November Tester. The page title is 'Review and Submit - November Tester - Supervisor's Letter of Reference'. The main content area is divided into several sections:

- Grant Information:** Due: 12/30/2016, Grant ID: 16761. Tester: MSI (University of British Columbia) Health Policy Fellowship| Health Policy Fellowship| 2017-A Health Policy Fellowship.
- Instructions:** Review your Validation Status below and ensure that all information is Complete. The Submit button will only appear once all the information has been completed. Click on View PDF to see a .pdf of your Full Application. It is your responsibility to review the .pdf and ensure that all the data you have entered is complete and accurate. Note: Please carefully review all sections of your Full Application prior to submission. Once you click the Submit button, absolutely no changes can be made to your Full Application even if you contact MSFHR staff prior to the competition deadline.
- Full Submission:** Contains a 'View PDF' button.
- Submission:** Contains a 'Submit' button.
- Validation Status:** A table showing the completion status of various sections.

Page Name	Status
Contact Information	✓ Complete
Supervisor's Assessment and Support	✓ Complete

Note: Please carefully review all sections of your Full Application prior to submission. Once you click the **Submit** button, absolutely no changes can be made to your Full Application even if you contact MSFHR staff prior to the competition deadline.

View All My Tasks

Once you have submitted your form, the [Supervisor's Letter of Reference](#) task will be removed 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 display the PDF document containing the information you submitted.

