



2017 Research Trainee Program

FULL APPLICATION

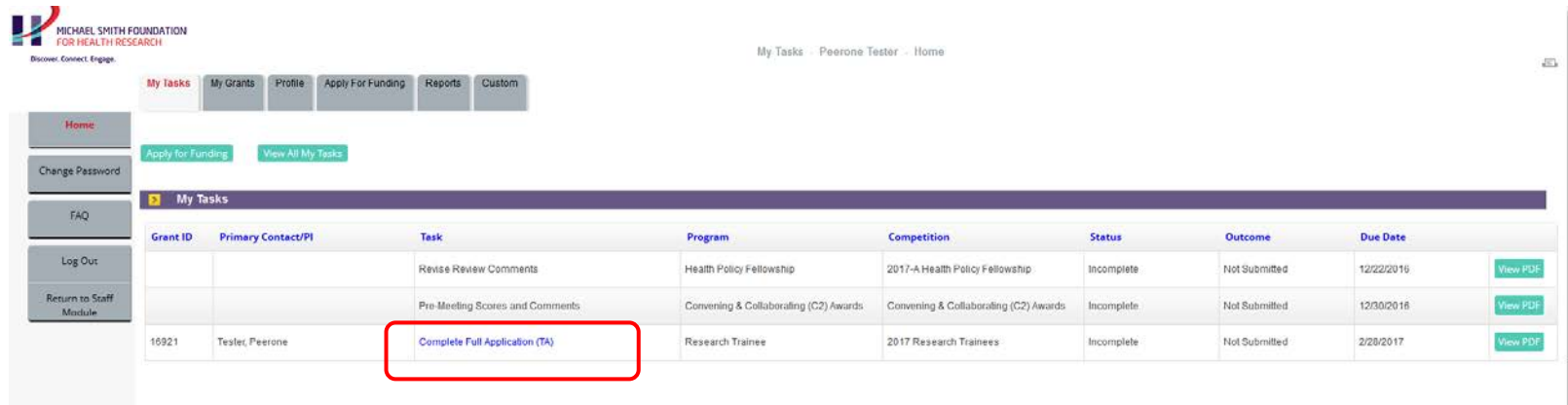
MSFHR APPLYNET TUTORIAL

Reminder: Please make sure you have read the [Research Trainee Instructions](#) before completing the Full Application

Completing a Full Application

Login to [MSFHR ApplyNet System](#).

Once you have received an email stating that your LOI has been approved, a new task is generated and will be displayed on your MSFHR ApplyNet home page.



My Tasks - Peerone Tester - Home

My Tasks | My Grants | Profile | Apply For Funding | Reports | Custom

Apply for Funding | View All My Tasks

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Outcome	Due Date	
		Revise Review Comments	Health Policy Fellowship	2017-A Health Policy Fellowship	Incomplete	Not Submitted	12/22/2016	View PDF
		Pre-Meeting Scores and Comments	Convening & Collaborating (C2) Awards	Convening & Collaborating (C2) Awards	Incomplete	Not Submitted	12/30/2016	View PDF
16921	Tealer, Peerone	Complete Full Application (TA)	Research Trainee	2017 Research Trainees	Incomplete	Not Submitted	2/28/2017	View PDF

Selecting the [Complete Full Application](#) hyperlink will bring you to the main page of the Full Application.

Completing the Full Application

Discover. Connect. Engage. Main - Peerone Tester - Complete Full Application (TA)

Home

Guidelines

Main

Contact Information

Host Institution

Project Information

BC Health System Priorities

Theme and Keywords

Grant Information

Due: 2/28/2017 **Project Title** Tester, Peerone] (Simon Fraser University)
Research Trainee] Research Trainee] 2017 Research Trainees **Grant ID:** 16921

Instructions

Please ensure that you review and update your contact information page if there have been changes.

Validation Summary

Page Name	Status
Contact Information	✓ Complete
Host Institution	✓ Complete
Project Information	✓ Complete
BC Health System Priorities	✓ Complete
Theme and Keywords	✓ Complete
Third Party	✗ Incomplete
Additional Information	✗ Incomplete
Career Interruptions	✓ Complete
Uploads	✗ Incomplete

Please note:

- Pages showing a **GREEN ✓** in the Validation Summary section are completed with information that was submitted in the LOI.
 - It is your responsibility to confirm and update the information in these pages before submission.
- Pages showing a **RED X** are incomplete and must be completed in order to submit your application.

Entering Third Party Users

Please refer to the [Research Trainee Instructions](#) for more details.

Please make sure that your Role is set to **Trainee**:

Note: 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.

Third Party ▼ **Contacts-Project Personnel (Primary Applicant)**

[Add](#)

Primary Person	Role	Name	Organization Name	Access Level	Outcome
Yes	Trainee	Dr. Peerone Tester	Simon Fraser University	Task Owner	

Third Party ▼

[Add](#)

Role	Name	Organization Name	Access Level	Outcome
Reference	Dr. Peerfour Tester			
Reference	Dr. Peertthree Tester			
Supervisor	Dr. Peertwo Tester			

[Continue](#)

You may change your references or supervisor at this stage. To do this, please use the [\[ADD \]](#) or [\[DELETE \]](#) buttons.

Third Party ▼

[Add](#)

Role	Name	Organization Name	Access Level	Outcome	Options
Reference	Dr. Peerfour Tester				Create and Notify Edit Delete
Reference	Dr. Peertthree Tester				Create and Notify Edit Delete
Supervisor	Dr. Peertwo Tester				Create and Notify Edit Delete

[Continue](#)

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To add a Third Party, click **[ADD]**. Select the Third Party role (Supervisor, Co-Supervisor, Reference) from the drop down box, then click **[SELECT]**.



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Personnel Editor - Peerone Tester - Complete Full Application (TA)

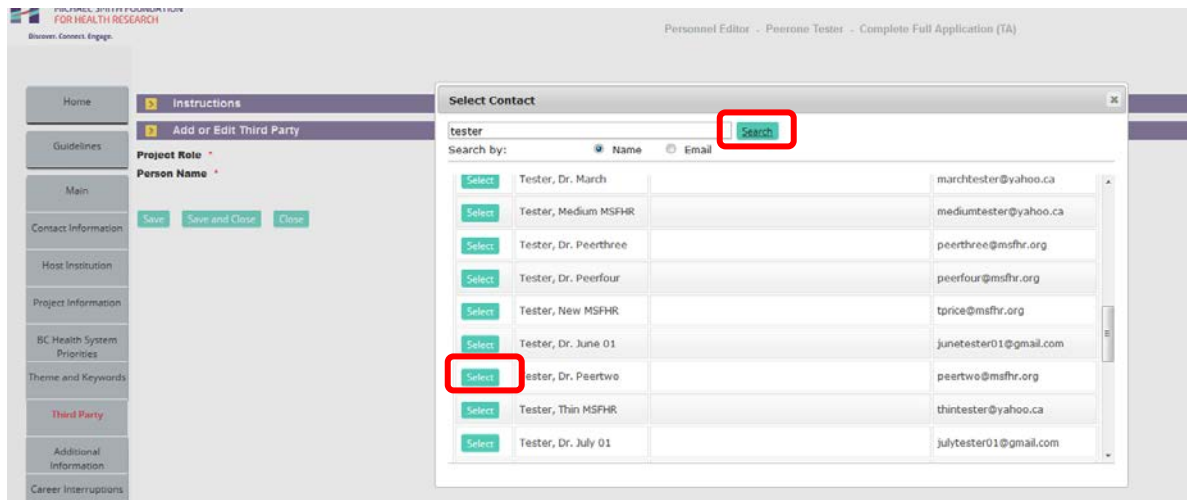
Home | Instructions | Add or Edit Third Party

Project Role *
Person Name *

Reference
None Select
Add New Person

Save Save and Close Close

Type the Third Party name or email address in the text box and click **[SEARCH]** then click **[SELECT]** next to the person's name.



FOR HEALTH RESEARCH
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Personnel Editor - Peerone Tester - Complete Full Application (TA)

Home | Instructions | Add or Edit Third Party

Project Role *
Person Name *

Save Save and Close Close

Host Institution
Project Information
BC Health System Priorities
Theme and Keywords
Third Party
Additional Information
Career Interruptions

Select Contact

tester
Search by: Name Email
[Search]

Select	Tester, Dr. March	marchbestor@yahoo.ca
Select	Tester, Medium MSFHR	mediumtester@yahoo.ca
Select	Tester, Dr. Peertthree	peertthree@msfhr.org
Select	Tester, Dr. Peertfour	peertfour@msfhr.org
Select	Tester, New MSFHR	tprice@msfhr.org
Select	Tester, Dr. June 01	junetester01@gmail.com
Select	Tester, Dr. Peerttwo	peerttwo@msfhr.org
Select	Tester, Thin MSFHR	thintester@yahoo.ca
Select	Tester, Dr. July 01	julytester01@gmail.com

If they don't already have an account in MSFHR ApplyNET, the search will come up blank. In this case, close the Search screen and click the [Add New Person](#) hyperlink to create an account for your Third Party in ApplyNet.



FOR HEALTH RESEARCH
Discover. Connect. Engage.

Personnel Editor - Peerone Tester - Complete Full Application (TA)

Home

Instructions

Guidelines

Add or Edit Third Party

Main

Contact Information

Project Role *

Person Name *

Reference

None Select

Add New Person

Save Save and Close Close

Fill out the Third Party Information in the form then click [\[SELECT ORGANIZATION \]](#) button and search for their organization. If the organization not located in British Columbia, please search for and select **“Not Applicable”**. Click [\[SAVE AND CLOSE \]](#) to save the information.

Once all of the Third Parties have been identified, click [\[CREATE AND NOTIFY \]](#) for each person. This will generate an email that will be sent to the third parties, prompting them to login to the MSFHR ApplyNet system and to complete their task.

- The system will **not** allow you to complete and submit your full application until all your third parties have completed and submitted their respective tasks.
- If your third parties have not yet completed their tasks, you can return to this page in your application and click [\[RE-NOTIFY \]](#). This will generate a new email reminder to your third parties prompting them to complete their task.
 - **It is the responsibility of the applicant to ensure that all external components of their application are submitted on time.**

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Uploads		Third Party				
Review and Submit	Add					
FAQ		Role	Name	Organization Name	Access Level	Outcome
Help		Reference	Dr. Peerfour Tester			Read Only Access
Log Out		Reference	Dr. Peerthree Tester			
Return to Staff Module		Supervisor	Dr. Peertwo Tester			
	Continue					
						Options
						Re Notify
						Edit
						Delete
						Create and Notify
						Edit
						Delete
						Create and Notify
						Edit
						Delete

Additional Information

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

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.

Once done, click **[SAVE AND CLOSE]**

Uploads

Please refer to the [Research Trainee Instructions](#) for more details.

Select the upload **Type** from the dropdown menu. Click ADD FILES, select the appropriate file, click START.

Additional Information

Career Interruptions

Uploads

Review and Submit

FAQ

Help

Log Out

Return to Staff Module

Upload Checklist

Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size
Research Project	Yes		.pdf	No Limit	16 MB
MSFHR Abbreviated CCV	Yes		.pdf	No Limit	16 MB
Pubs, Patents & Intellectual Rights	Yes		.pdf	No Limit	16 MB
Letter from Sponsor	No		.pdf	No Limit	16 MB
Proof of Degree Completion	No		.pdf	No Limit	16 MB

Uploads

MSFHR Abbreviated CCV + Add files... Start upload Cancel upload

MSFHR Abbreviated CCV: MSFHR Abbreviated CCV Updated.pdf 513.81 KB Start Cancel

There are no grant documents attached.

Continue

Please Note: The new Canadian Common CV (CCV) is now available at www.ccv-cvc.ca.

- Go to CCV
- Choose Funding
- Select Funding Source: MSFHR
- Choose CV Type: MSFHR Abbreviated CCV
- Click Submit
- Complete Consent Page
- Confirm Submission Process
- Click History
- Open/save a pdf copy of your CCV
- Upload copy of CCV to ApplyNet

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.

Review and Submit

Following the completion of all required pages, the **Review and Submit** page will display the **Validation Status** with **GREEN** ✓ for all pages except for Third Party marked with a **RED X**. You will be unable to submit your application until you have met all the requirements for the Third Party nomination and that your Third Parties have completed their assigned tasks.

It is the applicant's responsibility to ensure that all external components of their application are submitted before the application deadline.

Once the **Validation Status** displays the Third Party task as **Complete** (✓), go to **View Full Submission** and click [\[VIEW PDF \]](#)

It is your responsibility to review the PDF copy of your application to ensure that all the data you have entered is complete (have not been cut-off due to character limitations) and accurate.

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

After reviewing your Full Application, click [\[SUBMIT \]](#)

View All My Tasks

Once you have submitted your Full Application, the **Complete Full Application** 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 display the PDF document containing the information you submitted.