



2017 Research Trainee Program

SUPERVISOR / CO-SUPERVISOR FORM

MSFHR APPLYNET TUTORIAL

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

The MSFHR ApplyNet system identifies Supervisor, Co-Supervisor (if applicable), and Referees as **Third Parties**.

Each of the nominated Third Party users is required to complete an online form in order for the Research Trainee 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 ***your account already exists***, 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.

Supervisor Approval / Co-Supervisor Approval

Your Home page will display a task called [Supervisor Approval](#) or [Co-Supervisor Approval](#). Click this hyperlink to start your task.

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

Home | Change Password | Apply for Funding | View All My Tasks | FAQ | Log Out | Return to Staff Module

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
		Pre-Meeting Scores and Comments	Health Policy Fellowship	2017-A Health Policy Fellowship	Incomplete	Not Submitted	1/30/2017	View PDF
16921	Tester, Peerone	Supervisor Approval	Research Trainee	2017 Research Trainees	Incomplete	Read Access Only	3/6/2017	View PDF

The [\[VIEW PDF \]](#) button on the home page displays the Supervisor/Co-Supervisor form. If the task has not been started yet, this form will be blank.

The main page of the **Supervisor/Co-Supervisor Approval** form has a left navigation pane with access to: Contact Information, Additional Information, Uploads, and Review and Submit sections of the form.

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

- The contact information was pre-populated from a previous ApplyNet account (application, supervisor form, or department head form)
- The contact information was created when a trainee nominated your email address in the Third Party 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/Co-Supervisor Approval form.

Three of the links found on the left navigation panel namely, *Contact Information*, *Uploads*, and *Additional Information* are also under the **Validation Summary** section. This section is a visual guide for monitoring the progress of the task.

- To view the Applicant's Full Application, go to VIEW PDF section.

Contact Information

Please make sure your contact information is up-to-date.

Additional Information

Please complete the required text fields.

Refer to the [Research Trainee Instructions](#) for information on each section.

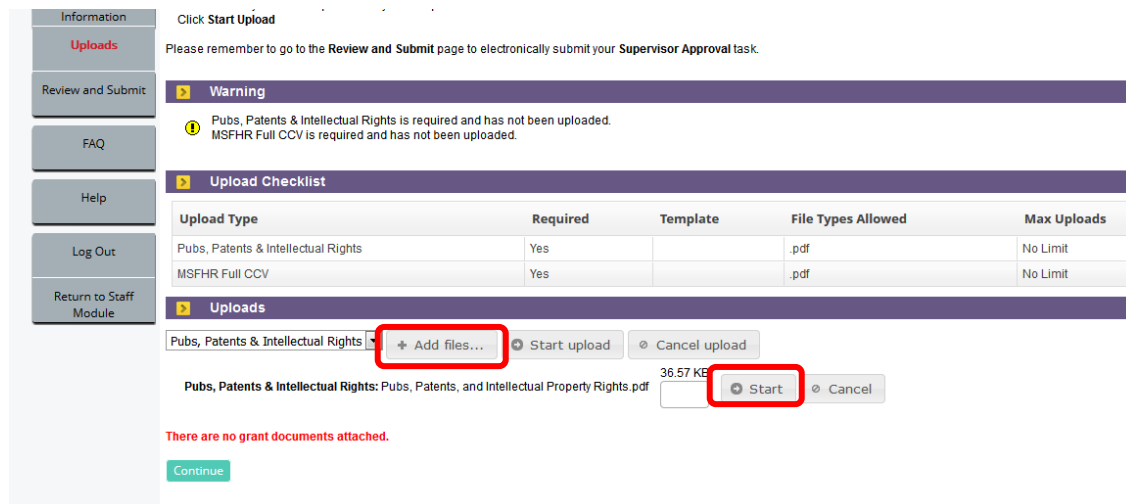
Important: If you are copying and pasting from a Word Document into the text fields within the MSFHR ApplyNet forms, please spell out all scientific and/or mathematical symbols as these special characters may not be recognized and/or correctly displayed in the text box and the PDF document.

Once done, click [\[CONTINUE \]](#)

Uploads

Supervisors are required to provide information regarding past funding, student supervision, etc. for **the past five (5) years only**.

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



Upload Type	Required	Template	File Types Allowed	Max Uploads
Pubs, Patents & Intellectual Rights	Yes		.pdf	No Limit
MSFHR Full CCV	Yes		.pdf	No Limit

Formatting: There is an eight-page limit for the publication upload. You may list multiple headings on one page. List your publications, patents and intellectual property rights from the last five years. List separately publications that are published, accepted or submitted under the following headings:

- Publications (refereed articles)
- Books and chapters
- Abstracts
- Research reports
- E-journals

Convert the publications, patents and intellectual property rights into PDF before uploading.

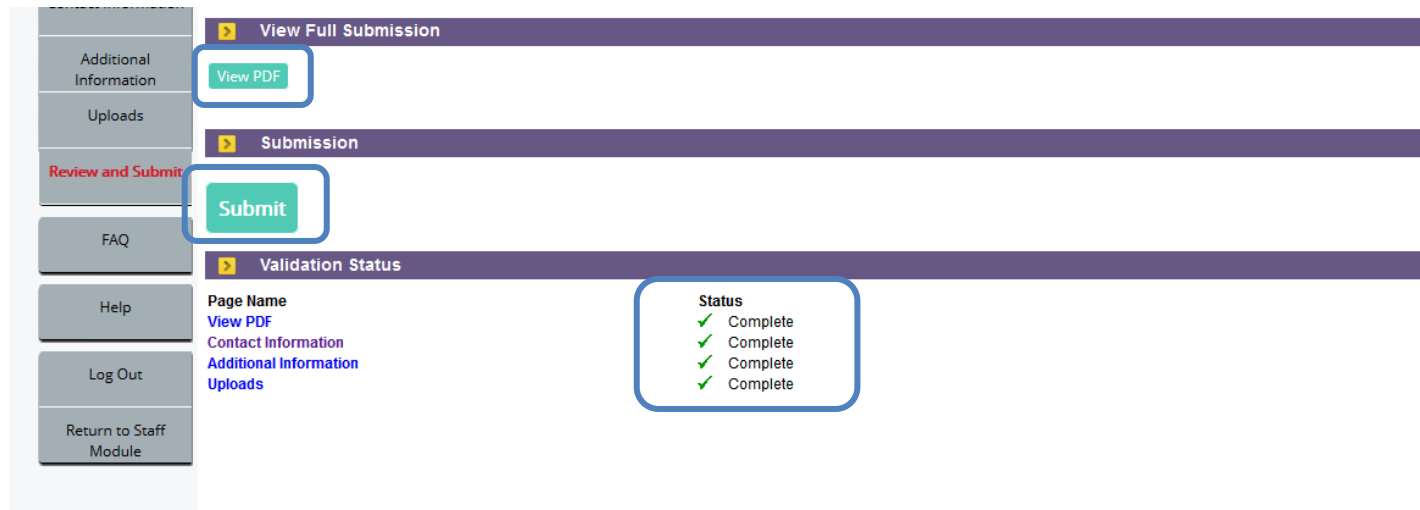
Please Note: The new Canadian Common CV (CCV) is now available at www.ccv-cvc.ca.

- Go to CCV
- Choose Funding → Source: MSFHR
- Choose CV Type: MSFHR Full 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 that the upload has been successful.

Review and Submit

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.



Page Name	Status
View PDF	✓ Complete
Contact Information	✓ Complete
Additional Information	✓ Complete
Uploads	✓ Complete

Important: Prior to submitting this task, please review the PDF copy of your form to ensure that all the data you have entered is complete and accurate by clicking the **[VIEW PDF]** button. You will **not** be able to make any changes to the form once it is submitted.

After reviewing the Supervisor/Co-Supervisor Form, click **[SUBMIT]** .

View All My Tasks

Once you have submitted your form, the **Supervisor Approval /Co-Supervisor Approval** 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.