



## 2017 Research Trainee Program

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### **THIRD PARTY – REFERENCE**

#### **MSFHR APPLYNET TUTORIAL**

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



Discover. Connect. Engage.

The MSFHR ApplyNet system identifies Supervisors, Co-Supervisors, and Referees as **Third Party Users**.

The Referee is required to upload a signed reference letter in the ApplyNet system before the Research Trainee Applicant is allowed to submit their Full Application to the Host Institution for review and approval.

## Starting the Process

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**IMPORTANT:** If you have ever applied for funding from MSFHR, or have been a part of an MSFHR application, please contact the MSFHR help desk at [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org) or 604.714.6609 for your login and password information.

For **new** users, please make sure you provide your preferred email address and phone number to the Research Trainee PDF applicant so that they can nominate your information in the Third Party section of their Full Application forms. The process of nominating your information in the Full Application form which will generate your MSFHR ApplyNet Account and the corresponding online task “Submit Application Reference”.

Once the Research Trainee PDF applicant enters your information in the MSFHR ApplyNet system you will receive an email notification with the following information: MSFHR ApplyNet URL, your login, and temporary password information.

```
Server: DMZ-EGWEB
Build: Stage
To: gimli@lotr.com
Cc:
Bcc: EGAutoEmails@altum.com

Dear Gimli Gloin,

Mr. Frodo Baggins has identified you as being associated with his/her MSFHR 2015 Research Trainees application, Grant ID: 797.

Please log in to the MSFHR ApplyNet system and complete the task listed on your home page. Completion of your task is required in order for the application to proceed.

Please use the following login ID and password to log into the system.

MSFHR ApplyNet: https://applynet.msfhr.org

Login ID: gimli@lotr.com
Password: 46820806

Please note this information is confidential and should not be shared.

If you experience any difficulties accessing the system, please contact our MSFHR Help Desk at 604.714.6609, 1.866.673.4722, or helpdesk@msfhr.org

Best Regards,

The Michael Smith Foundation for Health Research

**Please do not reply to this e-mail. The account is not monitored.**
```

## Submit Application Reference

[Login to MSFHR ApplyNet System](#)



Log In

**Log In** Welcome to the Easygrants System.

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.

**FAQ**

**Return to Staff Module**

**Login ID**

**Password**

Remember Me?

[Forgot your password?](#)

[Log In](#)

**New User? Register here.**  
[Frequently Asked Questions](#)

On your *Home Page*, open the task called **Submit Application Reference**.

Discover. Connect. Engage. My Tasks - Fifth Tester - Home

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

**Home**

[Apply for Funding](#) | [View All My Tasks](#)

**My Tasks**

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Outcome	Due Date	
16781	Tester, Val	Submit Dean Approval	Career Investigator	2017 Scholar Program	Incomplete	Read Only Access	12/16/2016	<a href="#">View PDF</a>
16785	Tester, Yuliya	Submit Department Head Approval	Career Investigator	2017 Scholar Program	Resubmit	Read Only Access	12/16/2016	<a href="#">View PDF</a>
16906	Tester, June	<a href="#">Submit Department Head Approval</a>	Health Professional-Investigator Program	2017 Health Professional-Investigator Program	Resubmit	Read Only Access	2/17/2017	<a href="#">View PDF</a>
17029	Tester, First	<a href="#">Submit Application Reference</a>	Research Trainee	2017 Research Trainees	Incomplete	Not Submitted	3/6/2017	<a href="#">View PDF</a>

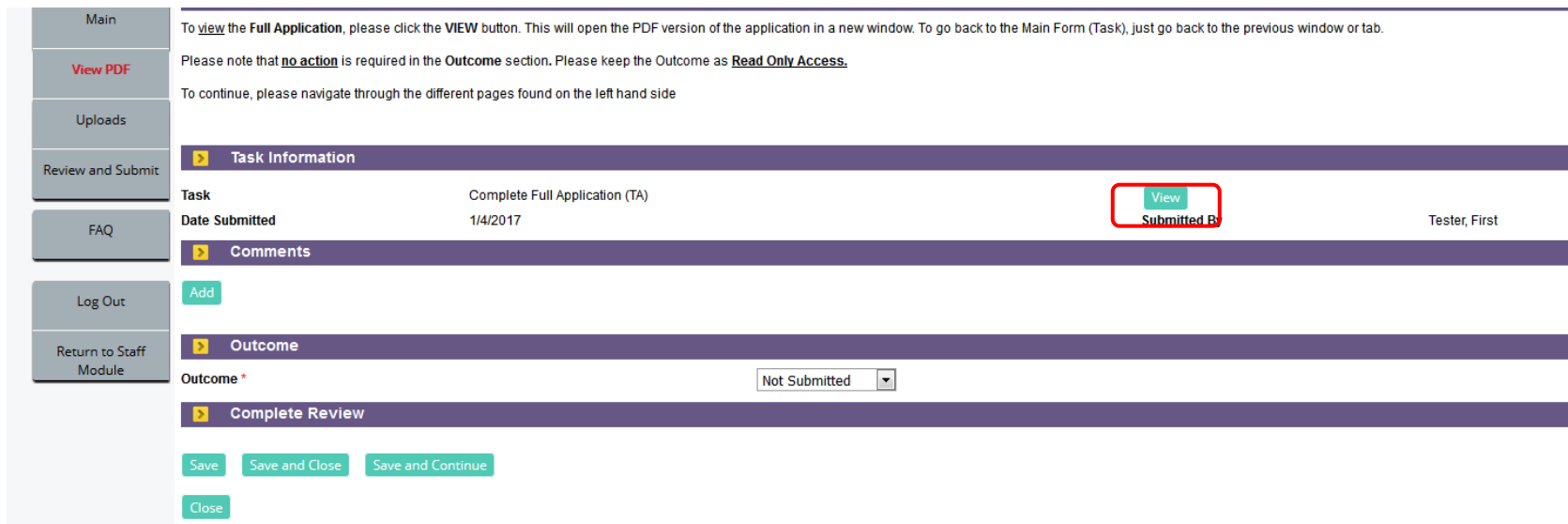
The **View PDF** button on this page displays the Referees' form. If the task has not been started yet, this form will be blank.

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Prepare your reference letter by reviewing the requirements and the applicant's full application.

To see the reference letter requirements, click on the [Uploads](#) hyperlink in the **Validation Summary** section.

To view the Applicant's Full Application, click [View PDF](#) button in the View PDF section.



The screenshot shows a web application interface for reviewing an application. On the left is a vertical navigation menu with buttons for 'Main', 'View PDF', 'Uploads', 'Review and Submit', 'FAQ', 'Log Out', and 'Return to Staff Module'. The main content area has several sections: 'Task Information' with a table showing 'Task: Complete Full Application (TA)', 'Date Submitted: 1/4/2017', and a 'View Submitted By' button next to the name 'Tester, First'. Below this is a 'Comments' section with an 'Add' button. The 'Outcome' section shows a dropdown menu currently set to 'Not Submitted'. At the bottom are 'Complete Review' buttons: 'Save', 'Save and Close', 'Save and Continue', and 'Close'.

Task Information	
Task	Complete Full Application (TA)
Date Submitted	1/4/2017
View Submitted By	Tester, First

Outcome \* Not Submitted

Complete Review

[Save](#) [Save and Close](#) [Save and Continue](#)

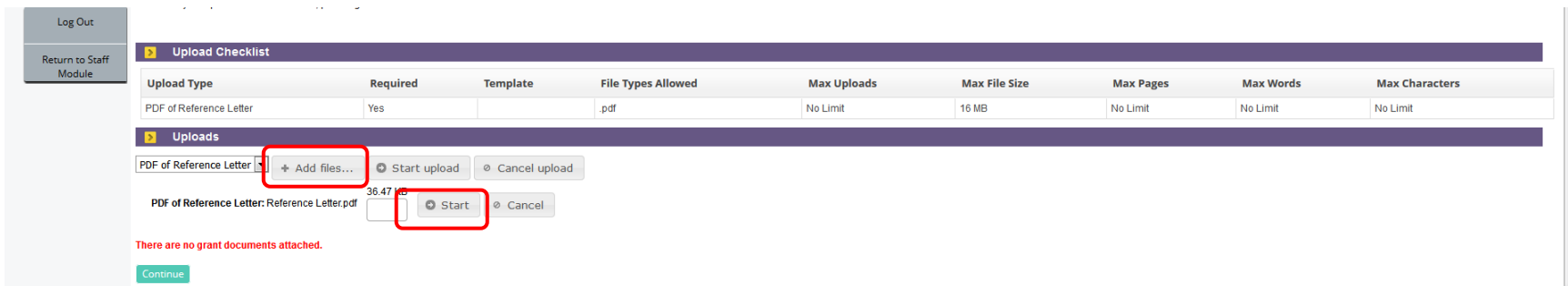
[Close](#)

## Uploads

**Important:** Documents must be in pdf format in order to be uploaded.

When you are ready to upload your **signed** reference letter, go back to the [Uploads](#) page and select the upload **Type** (PDF of Reference letter), click Add Files, select the file, and click Start.

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 process has been successful.



Upload Type	Required	Template	File Types Allowed	Max Uploads	Max File Size	Max Pages	Max Words	Max Characters
PDF of Reference Letter	Yes		.pdf	No Limit	16 MB	No Limit	No Limit	No Limit

Uploads

PDF of Reference Letter: Reference Letter.pdf 36.47 KB

Start Cancel

There are no grant documents attached.

Continue

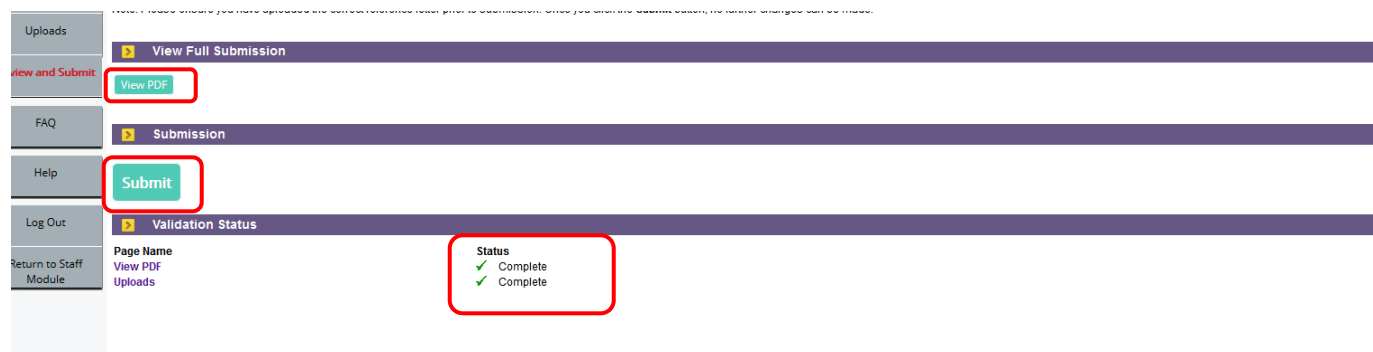
Click **Continue** to go to the Review and Submit section.

## Review and Submit

Following successful completion of all requirements, the **Review and Submit** page will display the **Validation Status** beside *Uploads* as '✓Complete'.

Click **View PDF** to review the document you have uploaded. After reviewing the PDF, click **Submit**.

**Important:** Note that you will not be able to upload a revised reference letter once it is **submitted**.



The screenshot shows a navigation menu on the left with the following items: Uploads, Review and Submit, FAQ, Help, Log Out, and Return to Staff Module. The main content area contains several buttons: 'View Full Submission' (under Uploads), 'View PDF' (under Review and Submit), 'Submission' (under FAQ), and 'Submit' (under Help). Below these is a 'Validation Status' section with a table:

Page Name	Status
View PDF	✓ Complete
Uploads	✓ Complete

## View All My Tasks

Once you have submitted your reference letter, the **Submit Application 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.