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## 2018 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION



### MSFHR APPLYNET TUTORIAL

Department Head Approval

Reminder: Please refer to the [2018 HP-I Competition Instructions](#) for more details.

Last updated: **November 27, 2017**

The MSFHR ApplyNet system identifies Deans, Department Heads, and Referees as **Third Party Users**.

Each of the nominated Third Party users is required to complete an online form in order for the Health Professional-Investigator applicant to submit the full application to the host institution for review and approval.

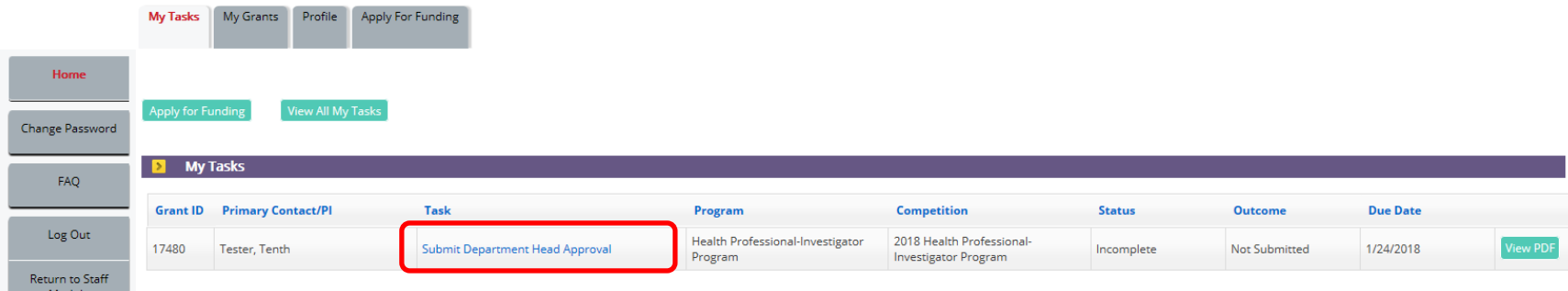
## Starting the Process

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After the Health Professional-Investigator applicant has nominated the third parties' email addresses in their Full Application form, an email notification is automatically generated and sent to the third parties with their login, password, and task information.

Using the login information from the email, the department head then logs in to the [MSFHR ApplyNet System](#).

The task called **Submit Department Head Approval** will be on the home page. To open the online form, click the link.



The screenshot shows the MSFHR ApplyNet system interface. At the top, there are navigation tabs: 'My Tasks' (highlighted), 'My Grants', 'Profile', and 'Apply For Funding'. Below these are buttons for 'Apply for Funding' and 'View All My Tasks'. A sidebar on the left contains links for 'Home', 'Change Password', 'FAQ', 'Log Out', and 'Return to Staff Module'. The main content area features a 'My Tasks' section with a table of tasks. The table has columns for Grant ID, Primary Contact/PI, Task, Program, Competition, Status, Outcome, and Due Date. A red box highlights the 'Submit Department Head Approval' task in the 'Task' column. A 'View PDF' button is visible at the end of the row.

Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Outcome	Due Date
17480	Tester, Tenth	Submit Department Head Approval	Health Professional-Investigator Program	2018 Health Professional-Investigator Program	Incomplete	Not Submitted	1/24/2018



## Main Page

The main page of the Submit Department Head Approval form has a left navigation pane with access to the View PDF, Contact Information, Additional Information, and Review and Submit pages. You can also access the same pages under the Validation Summary section.

To view the Applicant's Full Application, select **View** in the **View PDF** section.

Home	<b>Grant Information</b>									
Guidelines	<b>Due: 1/24/2018</b>	<b>Grant ID: 17480</b>								
<b>Main</b>	<p>Tester, Tenth   (MSFHR-DO NOT USE) <i>Title of Project</i></p> <p>Health Professional-Investigator Program   Health Professional-Investigator Program   2018 Health Professional-Investigator Program</p>									
View PDF	<b>Instructions</b>									
Contact Information	<ol style="list-style-type: none"> <li>To access a read-only version of the Full Application, please click on the <b>View PDF</b> on the left navigation pane.</li> <li>It is recommended that you keep this PDF open and refer to it while you complete the <b>Additional Information</b> section.</li> </ol>									
Additional Information	<b>Validation Summary</b>									
Review and Submit	<table border="1"> <thead> <tr> <th>Page Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">View PDF</a></td> <td>✓ Complete</td> </tr> <tr> <td><a href="#">Contact Information</a></td> <td>✓ Complete</td> </tr> <tr> <td><a href="#">Additional Information</a></td> <td>✓ Complete</td> </tr> </tbody> </table>	Page Name	Status	<a href="#">View PDF</a>	✓ Complete	<a href="#">Contact Information</a>	✓ Complete	<a href="#">Additional Information</a>	✓ Complete	
Page Name	Status									
<a href="#">View PDF</a>	✓ Complete									
<a href="#">Contact Information</a>	✓ Complete									
<a href="#">Additional Information</a>	✓ Complete									



## Contact Information

Please note the following when entering new or additional data into these categories: **Organization Affiliation, Contact Address, and Contact Phone and Fax**

- The MSFHR ApplyNet system can only save and recognize **one** primary record.
- Please ensure that you select “primary” only for the records that you would want your grant information to default to.

Organization Affiliations								
Primary	Type	Organization	Department	Division	Sub Division	Job Position	Options	
Yes	Research Institute	Vancouver Hospital & Health Sciences Centre (UBC Hospital)				Associate	<a href="#">Edit</a>	
No	Academic	University of Victoria	Department of Health Sciences	School of Population and Public Health		Research Associate	<a href="#">Edit</a>	<a href="#">Delete</a>

Home

Guidelines

Main

View PDF

Contact Information

Additional Information

Review and Submit

[Instructions](#)

[Add or Edit Organization Affiliation](#)

Person: Tester, November

Primary:

Organization\*: Vancouver Hospital & Health Sciences Centre (UBC Hospital) [Select Organization](#)

Type of Affiliation\*:

Department:

Division:

Sub Division:

Job Position: Associate

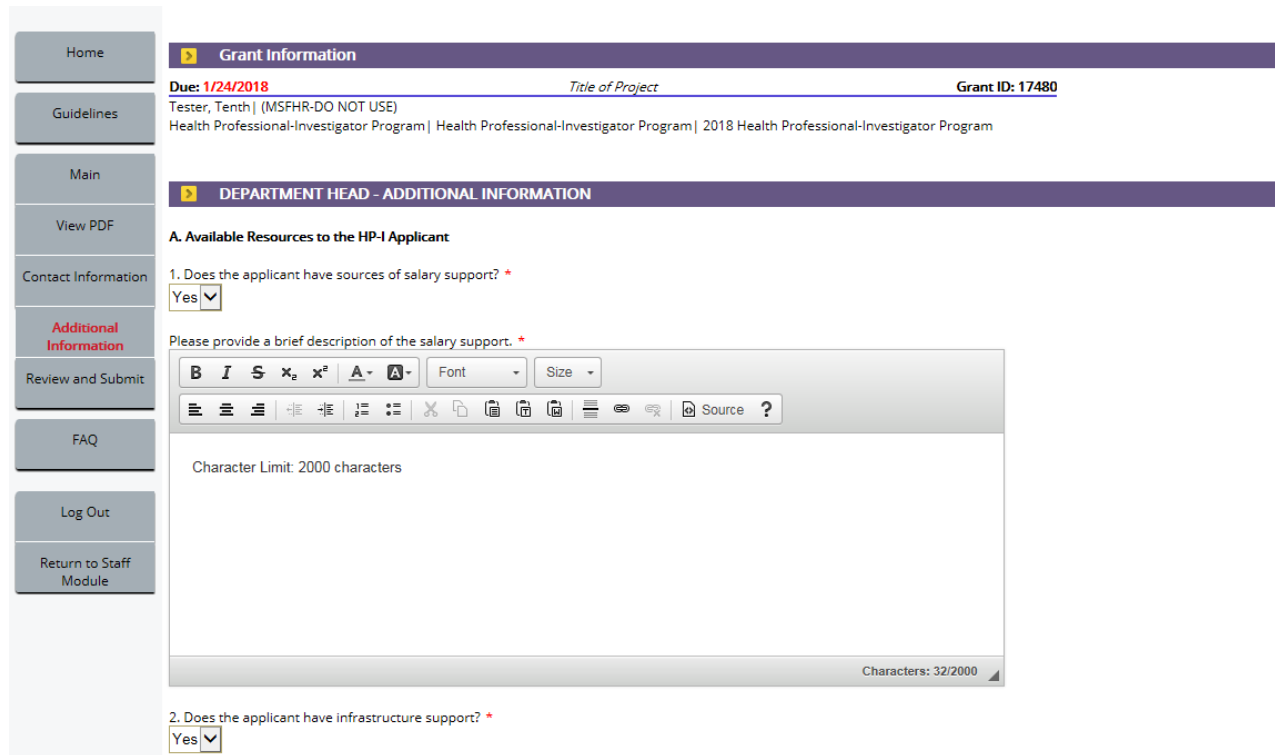
[Save](#) [Save and Close](#) [Close](#)

Once done, please click [Save and Continue](#),



## Additional Information

Please refer to the instructional text available on each of the drop down selections and text area boxes for more details.



The screenshot displays the MSFHR APPLYNET interface. On the left is a navigation menu with buttons for Home, Guidelines, Main, View PDF, Contact Information, Additional Information (highlighted in red), Review and Submit, FAQ, Log Out, and Return to Staff Module. The main content area shows the 'Grant Information' section with a due date of 1/24/2018 and Grant ID 17480. Below this is the 'DEPARTMENT HEAD - ADDITIONAL INFORMATION' section, which includes a question: '1. Does the applicant have sources of salary support?' with a 'Yes' dropdown selected. A text area for providing a description of salary support is shown with a rich text editor toolbar and a character limit of 2000. A second question, '2. Does the applicant have infrastructure support?', also has a 'Yes' dropdown selected.

Once done, please click [Continue](#).



## Review and Submit

Following completion of all required pages, the **Review and Submit** page will display the **Validation Status** as Complete (**Green ✓**).

Home	<b>Grant Information</b>								
Guidelines	Due: 1/24/2018 <span style="float: right;">Title of Project</span> <span style="float: right;">Grant ID: 17480</span> Tester, Tench   (MSFHR-DO NOT USE) Health Professional-Investigator Program   Health Professional-Investigator Program   2018 Health Professional-Investigator Program								
Main	<b>Instructions</b>								
View PDF	The <b>Submit</b> button will only appear once all the required information has been completed. Before you click "Submit", please click on <b>View PDF</b> to update the PDF of your Department Head Approval form. This step is crucial to ensuring your application are <b>regenerated</b> .								
Contact Information	It is your responsibility to review the data you have entered is complete and accurate before submitting your Department Head Approval task. Once you click the Submit button, absolutely <b>no</b> changes can be made to your Department Head Approval form even if you contact MSFHR staff prior to the competition deadline.								
Additional Information	<b>Tip:</b> If you are <b>unable</b> to VIEW the PDF of your form, please check the following: 1. Pop-up blockers of your browser has been turned off. 2. PDF conversion result error message, if applicable. The error message will specify the section in your application that may contain the error. Errors are usually about invalid characters. If item 2 happens, copy and paste the content of the text into a word document, turn on the paragraph marks (¶) to show hidden symbols. Delete these symbols, save, copy and paste the text back into your application for. The most commons symbols to look out for are: the degree symbol (°) and the white square symbol.								
<b>Review and Submit</b>									
FAQ	<b>View Full Submission</b>								
Help	<b>View PDF</b>								
Log Out	<b>Submission</b>								
Return to Staff Module	<b>Validation Status</b>								
	<table border="1"> <thead> <tr> <th>Page Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">View PDF</a></td> <td>✓ Complete</td> </tr> <tr> <td><a href="#">Contact Information</a></td> <td>✓ Complete</td> </tr> <tr> <td><a href="#">Additional Information</a></td> <td>✓ Complete</td> </tr> </tbody> </table>	Page Name	Status	<a href="#">View PDF</a>	✓ Complete	<a href="#">Contact Information</a>	✓ Complete	<a href="#">Additional Information</a>	✓ Complete
Page Name	Status								
<a href="#">View PDF</a>	✓ Complete								
<a href="#">Contact Information</a>	✓ Complete								
<a href="#">Additional Information</a>	✓ Complete								

**Important:** Please review the PDF copy of your form to ensure that all the data you have entered is complete and accurate. All scientific and/ or mathematical symbols have to be spelled out. Go to **View Full Submission** and click on **View PDF**.

Note that you will not be able to make any changes to the form once **submitted**.

After reviewing the Department Head Form, please click **Submit**.



## View All My Tasks

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Once you have submitted your form, the **Submit Department Head Approval** 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 bring up a PDF document containing the information you submitted.

