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2018 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION



MSFHR APPLYNET TUTORIAL

Dean Approval

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

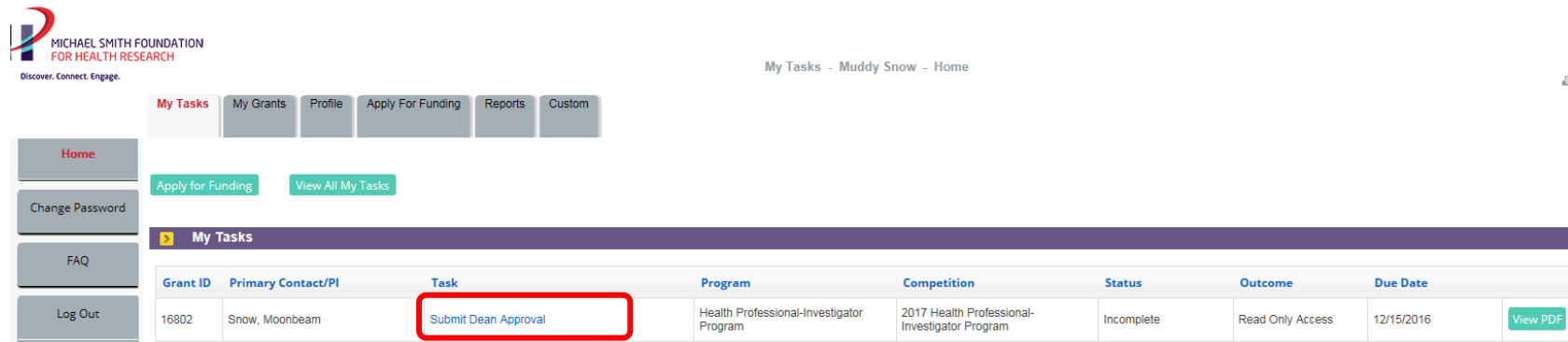
Each of the nominated Third Party users is required to complete an online form in order for the MSFHR applicant to submit the full application to the host institution for review and approval.

Starting the Process

After the MSFHR 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 Dean then logs in to the [MSFHR ApplyNet System](#).

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



The screenshot shows the user interface of the MSFHR ApplyNet system. The user is logged in as 'Muddy Snow' and is on the 'Home' page. The navigation menu includes 'My Tasks', 'My Grants', 'Profile', 'Apply For Funding', 'Reports', and 'Custom'. The 'My Tasks' section is active, showing a table of tasks. The 'Submit Dean Approval' task is highlighted with a red box.

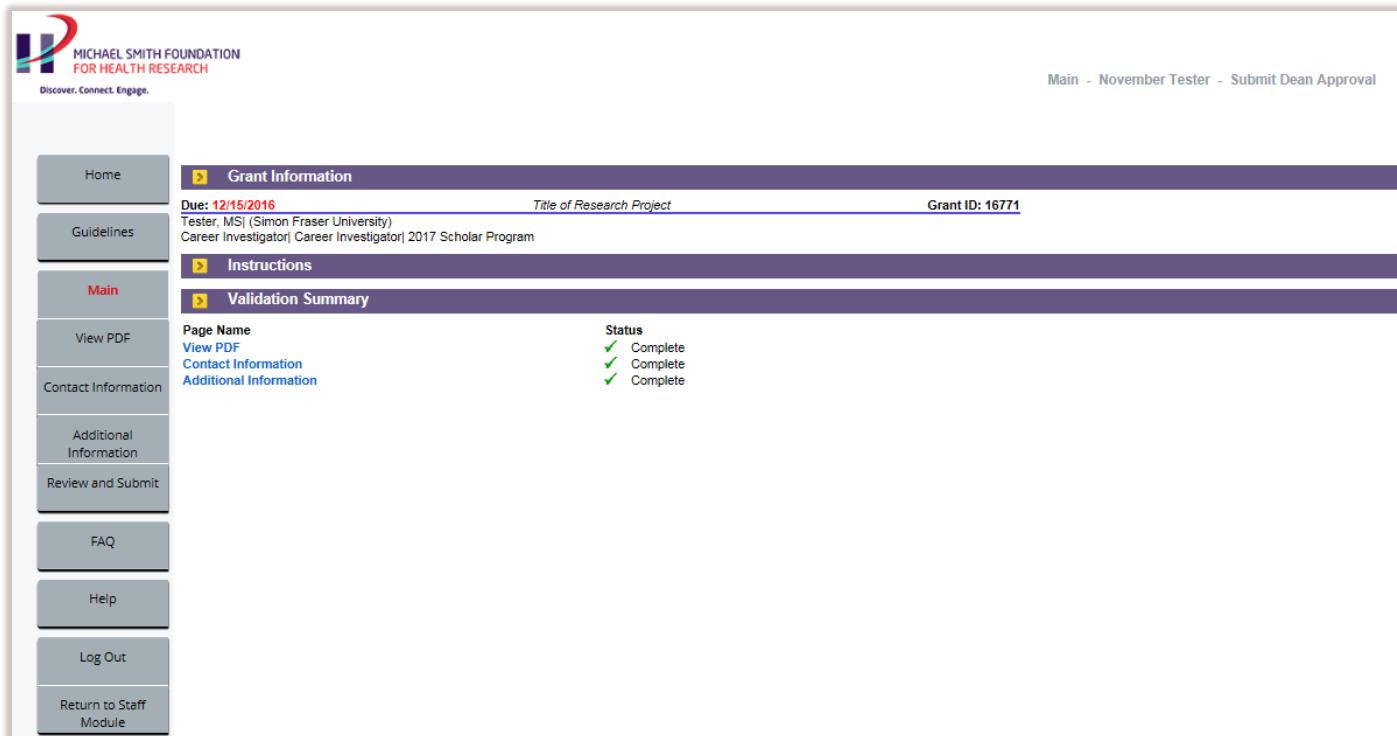
Grant ID	Primary Contact/PI	Task	Program	Competition	Status	Outcome	Due Date	
16802	Snow, Moonbeam	Submit Dean Approval	Health Professional-Investigator Program	2017 Health Professional-Investigator Program	Incomplete	Read Only Access	12/15/2016	View PDF



Main Page

The main page of the **Submit Dean 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.



The screenshot displays the 'Submit Dean Approval' page. On the left is a navigation menu with buttons for Home, Guidelines, Main (highlighted), View PDF, Contact Information, Additional Information, Review and Submit, FAQ, Help, Log Out, and Return to Staff Module. The main content area shows a header with the MSFHR logo and the text 'Main - November Tester - Submit Dean Approval'. Below the header, there are three main sections: 'Grant Information', 'Instructions', and 'Validation Summary'. The 'Grant Information' section includes a due date of 12/15/2016, the title of the research project, and the grant ID 16771. The 'Validation Summary' section contains a table with the following data:

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



Contact Information

Please note the following when entering new or additional data into these categories: **Organization Affiliations, 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	Edit	
No	Academic	University of Victoria	Department of Health Sciences	School of Population and Public Health		Research Associate	Edit	Delete

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*: Research Institute

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 found in the “DEAN – ADDITIONAL INFORMATION” section for more details.

Use the drop down menu to answer questions about the applicant. When you are finished, select **Save and Continue**, which will direct you to the **Review and Submit** page.

Grant Information

Due: 1/9/2018 04:30 PM PT Title of Testing Account Grant ID: 17467
Tester, Andrew | (MSFHR-DO NOT USE)
Health Professional-Investigator Program | Health Professional-Investigator Program | 2018 Health Professional-Investigator Program

DEAN - ADDITIONAL INFORMATION (HPI)

Questions about the applicant:

1) Has the applicant demonstrated, or shown potential for, innovative independent research? *

Yes ▾

2) Has the applicant contributed, or has the potential to, contribute collaboratively to multi-disciplinary research? *

Yes ▾

3) Has the application demonstrated, or shown potential for, leadership qualities? *

Yes ▾

In the “INFORMATION REQUIRED BY THE HOST INSTITUTION” section, please only complete this section only if detailed descriptions are required by your host institution. This section will not be evaluated by peer reviewers.



INFORMATION REQUIRED BY THE HOST INSTITUTION

Note to deans and department heads, please complete only if detailed descriptions are required by your host institution.

Note to peer reviewers - you are not required to evaluate this section.

Briefly describe the following about the applicant:

1) Potential for innovative independent research

Rich text editor for "Potential for innovative independent research". The editor includes a toolbar with options for bold, italic, strikethrough, text color, background color, font, size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and source. The main text area contains the placeholder text: <p>Character Limit: 2000 characters</p>. The bottom right corner shows "Characters: 39/2000".

2) Major research accomplishments

Rich text editor for "Major research accomplishments". The editor includes a toolbar with options for bold, italic, strikethrough, text color, background color, font, size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and source. The main text area contains the placeholder text: <p>Character Limit: 2000 characters</p>. The bottom right corner shows "Characters: 39/2000".

3) Ability to contribute collaboratively to multi-disciplinary or ongoing departmental research

Rich text editor for "Ability to contribute collaboratively to multi-disciplinary or ongoing departmental research". The editor includes a toolbar with options for bold, italic, strikethrough, text color, background color, font, size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and source. The main text area contains the placeholder text: <p>Character Limit: 2000 characters</p>. The bottom right corner shows "Characters: 39/2000".

4) Leadership qualities exhibited locally, nationally, and internationally

Rich text editor for "Leadership qualities exhibited locally, nationally, and internationally". The editor includes a toolbar with options for bold, italic, strikethrough, text color, background color, font, size, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and source. The main text area contains the placeholder text: <p>Character Limit: 2000 characters</p>. The bottom right corner shows "Characters: 39/2000".



Review and Submit

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

Home	Grant Information	Due: 12/15/2016	<i>Title of Research Project</i>	Grant ID: 16771								
Guidelines	Teater, MS (Simon Fraser University) Career Investigator Career Investigator 2017 Scholar Program											
Main	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.										
View PDF	Click on View PDF to see a PDF of your Dean Approval task. It is your responsibility to review the PDF and ensure that all the data you have entered is complete and accurate.											
Contact Information	Note: Please carefully review all sections prior to submission. Once you click the Submit button, no further changes can be made.											
Additional Information	View Full Submission	View PDF										
Review and Submit	Submission	Submit										
FAQ	Validation Status	<table border="0"> <tr> <td>Page Name</td> <td>Status</td> </tr> <tr> <td>View PDF</td> <td>✓ Complete</td> </tr> <tr> <td>Contact Information</td> <td>✓ Complete</td> </tr> <tr> <td>Additional Information</td> <td>✓ Complete</td> </tr> </table>			Page Name	Status	View PDF	✓ Complete	Contact Information	✓ Complete	Additional Information	✓ Complete
Page Name	Status											
View PDF	✓ Complete											
Contact Information	✓ Complete											
Additional Information	✓ Complete											
Help												
Log Out												

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 Dean Form, please click [Submit](#).



View All My Tasks

Once you have submitted your form, the **Submit Dean 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.

