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2018 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION



MSFHR APPLYNET TUTORIAL

Submit Application Reference

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**.

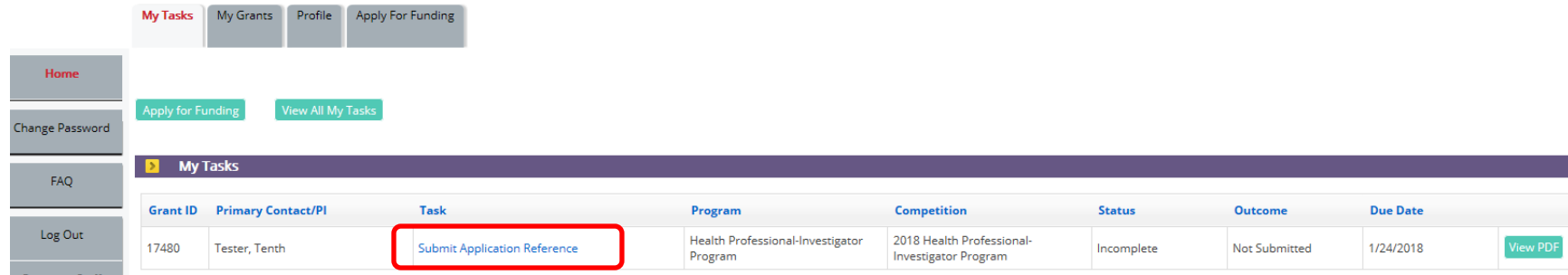
Each of the nominated Third Party users is required to complete an online form in order for the Health Professional-Investigator applicant to submit the full application to the host institution for review and approval.

Starting the Process

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

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



The screenshot shows the 'My Tasks' section of the MSFHR ApplyNet system. The 'Submit Application Reference' task is highlighted with a red box. The table below shows the details of this task.

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

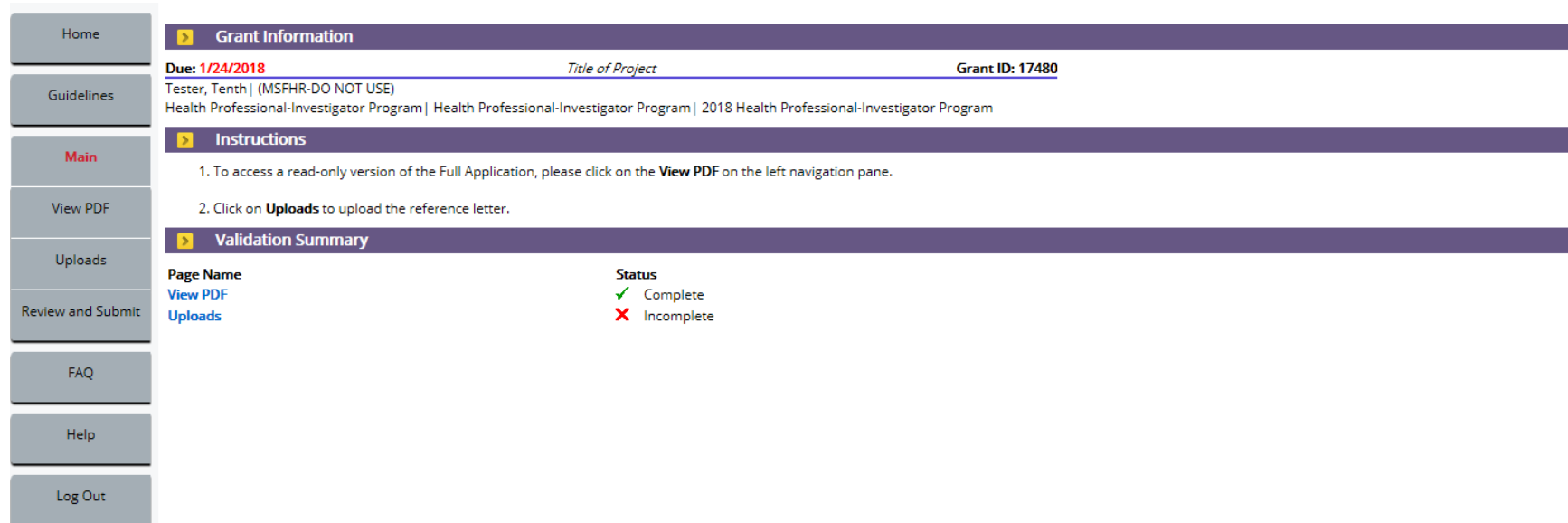


Main Page

The main page of the **Submit Application Reference** form has a left navigation pane with access to the View PDF, *Uploads* and *Review and Submit* links.

The **View PDF** and **Uploads** pages can be accessed through the left navigation pane or through the **Validation Summary** section.

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



The screenshot shows a web application interface with a left navigation pane and a main content area. The navigation pane includes links for Home, Guidelines, Main (highlighted), View PDF, Uploads, Review and Submit, FAQ, Help, and Log Out. The main content area is divided into sections: Grant Information, Instructions, and Validation Summary. The Grant Information section displays the due date (1/24/2018), project title (Tester, Tenth | (MSFHR-DO NOT USE)), and grant ID (17480). The Instructions section provides two steps: clicking on View PDF and clicking on Uploads. The Validation Summary section shows a table of page names and their completion status.

Page Name	Status
View PDF	✓ Complete
Uploads	✗ Incomplete



Uploads

In the Uploads subsection, select **PDF of Reference Letter** from the dropdown menu, and click **Start Upload**.

Home

Guidelines

Main

View PDF

Uploads

Review and Submit

FAQ

Help

Log Out

Return to Staff Module

Grant Information

Due: 1/24/2018 **Grant ID:** 17480

Title of Project

Tester, Tenth | (MSFHR-DO NOT USE)
Health Professional-Investigator Program | Health Professional-Investigator Program | 2018 Health Professional-Investigator Program

Instructions

References letters should:

- Describe the applicant's personal characteristics (intellectual curiosity, leadership qualities, demonstrated interests and resourcefulness, commitment to research career, etc).
- Include specific details about the recognized or potential research experience and strengths (quality of education, research experience, mentoring experience, collaborations, potential to carry out independent research, etc).
- If the applicant has submitted a KT-Science program of research, please comment on the applicant's potential to work with diverse user-groups.

In order to upload a .pdf of your reference letter, please do the following:

- In the **Uploads** section, select **PDF of Reference Letter** from the **Type** drop-down menu
- Click the **Upload** button

Upload Checklist

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 ▾ + Add files... ⬇ Start upload ⬇ Cancel upload

	Upload Type	Original File Name	Converted File Name	Status	Uploaded Date (Desc)	Uploaded By	Options
<input type="checkbox"/>	PDF of Reference Letter	Reference Letter.pdf	Reference Letter.pdf	Successfully validated and converted file.	9/27/2017	Blagtan, Andrew	Edit Delete

Select All [Reset All Selected](#) | [Delete All Selected](#)

Viewing Records 1 - 1 of 1 Page size 25 ▾ First | Previous | Next | Last

After a file has been uploaded, the page will refresh and the **Upload Type** will be displayed at the bottom of the page, indicating whether the upload has been successful.

Click **Continue** to take you to the Review and Submit page.

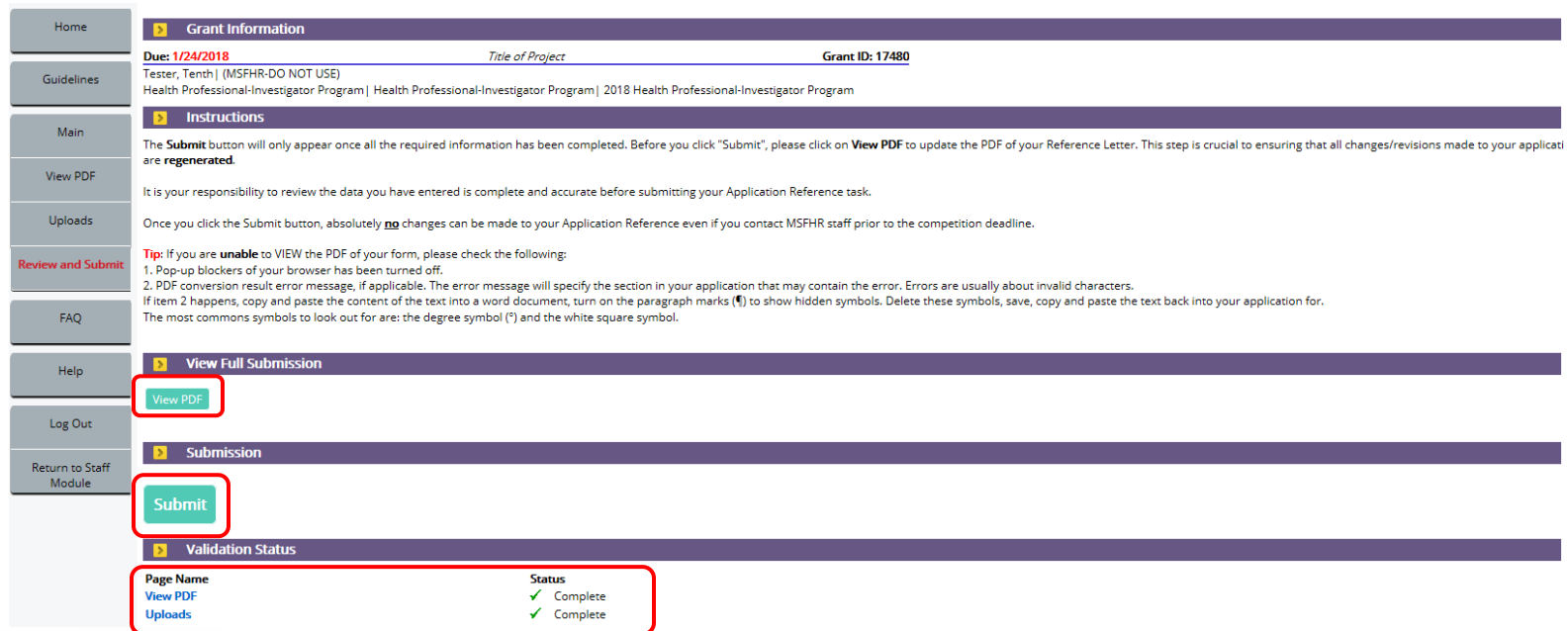


Review and Submit

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

Click **View PDF** to review the letter you have uploaded. Note that you will not be able to upload a revised reference letter once you have **submitted** the task.

After reviewing the letter, please click **Submit**.



Page Name	Status
View PDF	✓ Complete
Uploads	✓ Complete



View All My Tasks

Once you have submitted your Reference, the **Submit Application Reference** 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.

