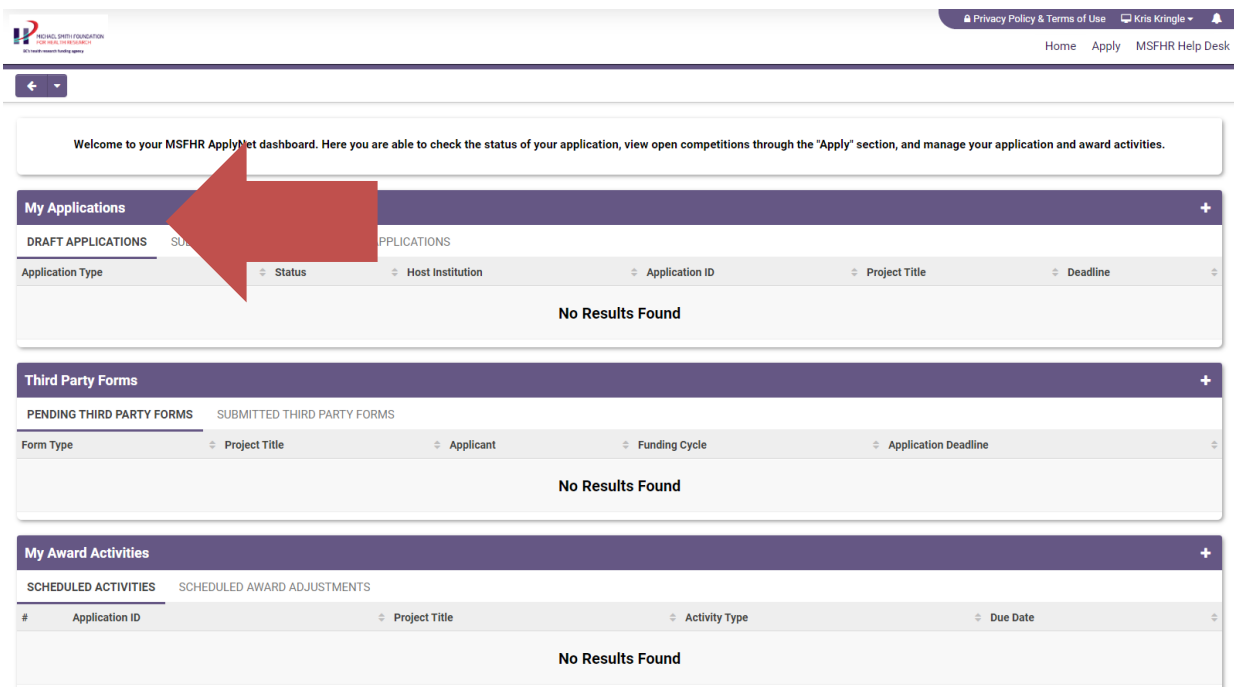


# MSFHR ApplyNet Quick Start Guide #5: Drafting Your Letter of Intent

[ApplyNet](#) is MSFHR's online grants management system.

Login to MSFHR ApplyNet by visiting our website: [www.msfhr.org](http://www.msfhr.org) and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

On your home page, go to the **My Applications** section.



Welcome to your MSFHR ApplyNet dashboard. Here you are able to check the status of your application, view open competitions through the "Apply" section, and manage your application and award activities.

**My Applications**

DRAFT APPLICATIONS   SUBMITTED APPLICATIONS

Application Type	Status	Host Institution	Application ID	Project Title	Deadline
No Results Found					

**Third Party Forms**

PENDING THIRD PARTY FORMS   SUBMITTED THIRD PARTY FORMS

Form Type	Project Title	Applicant	Funding Cycle	Application Deadline
No Results Found				

**My Award Activities**

SCHEDULED ACTIVITIES   SCHEDULED AWARD ADJUSTMENTS

#	Application ID	Project Title	Activity Type	Due Date
No Results Found				

Applications in progress will be listed under **Draft Applications**.

To open, click on the application name.

You will be asked to complete our **equity and diversity survey** and submit a **Letter of Intent**.

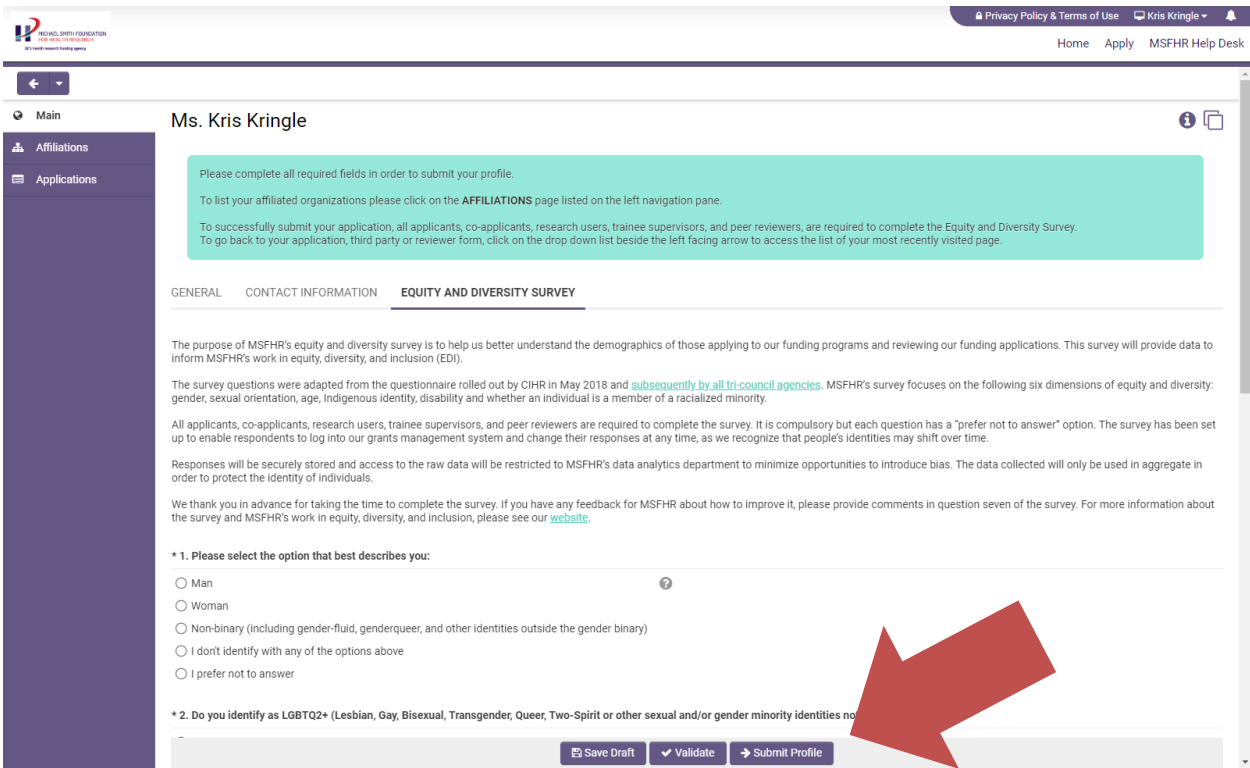
*Beginning with our 2020 competitions, MSFHR will require applicants, co-applicants, research users, trainee supervisors and peer reviewers to complete our equity and diversity survey. For our team-based awards, such as Reach and C<sup>2</sup>, all researcher and research user co-leads will be required to complete the survey.*

*The survey consists of six questions that ask applicants to share their gender, age, Indigenous identity, racialized identity, sexual orientation and disability status. Each question has the option to respond "I prefer not to answer".*

*Please note that you will not be able to submit your letter of intent until you have completed the survey.*

BC's health research funding agency

For more information on our equity and diversity survey on our website (<https://www.msfhr.org/our-work/equity-diversity-and-inclusion-edi>). If you have any questions about the survey, please contact the MSFHR Help Desk.



Ms. Kris Kringle

Please complete all required fields in order to submit your profile.

To list your affiliated organizations please click on the **AFFILIATIONS** page listed on the left navigation pane.

To successfully submit your application, all applicants, co-applicants, research users, trainee supervisors, and peer reviewers, are required to complete the Equity and Diversity Survey. To go back to your application, third party or reviewer form, click on the drop down list beside the left facing arrow to access the list of your most recently visited page.

GENERAL CONTACT INFORMATION **EQUITY AND DIVERSITY SURVEY**

The purpose of MSFHR's equity and diversity survey is to help us better understand the demographics of those applying to our funding programs and reviewing our funding applications. This survey will provide data to inform MSFHR's work in equity, diversity, and inclusion (EDI).

The survey questions were adapted from the questionnaire rolled out by CIHR in May 2018 and [subsequently by all tri-council agencies](#). MSFHR's survey focuses on the following six dimensions of equity and diversity: gender, sexual orientation, age, Indigenous identity, disability and whether an individual is a member of a racialized minority.

All applicants, co-applicants, research users, trainee supervisors, and peer reviewers are required to complete the survey. It is compulsory but each question has a "prefer not to answer" option. The survey has been set up to enable respondents to log into our grants management system and change their responses at any time, as we recognize that people's identities may shift over time.

Responses will be securely stored and access to the raw data will be restricted to MSFHR's data analytics department to minimize opportunities to introduce bias. The data collected will only be used in aggregate in order to protect the identity of individuals.

We thank you in advance for taking the time to complete the survey. If you have any feedback for MSFHR about how to improve it, please provide comments in question seven of the survey. For more information about the survey and MSFHR's work in equity, diversity, and inclusion, please see our [website](#).

\* 1. Please select the option that best describes you:

Man

Woman

Non-binary (including gender-fluid, genderqueer, and other identities outside the gender binary)

I don't identify with any of the options above

I prefer not to answer

\* 2. Do you identify as LGBTQ2+ (Lesbian, Gay, Bisexual, Transgender, Queer, Two-Spirit or other sexual and/or gender minority identities no

Save Draft Validate Submit Profile

Once you have completed the survey, click **Submit Profile**. If you would like to save and finish it later, click **Save Draft**.

To return to your application, click **Home** in the upper right corner.

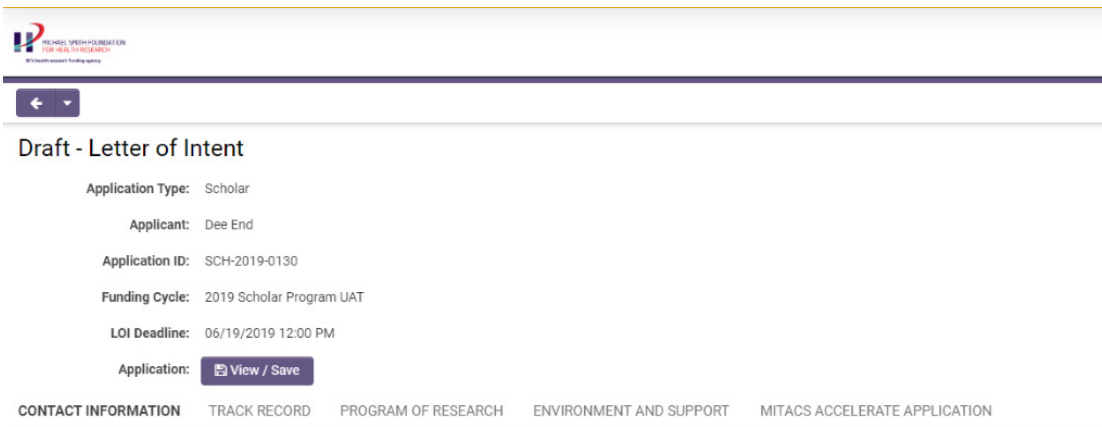
The next step is to complete your **Letter of Intent (LOI)**.

BC's health research funding agency

The LOI displays the following at the top of each page:

- The status of the application, which is the main header (e.g. Draft - Letter of Intent).
- The application type.
- The application ID—please make a note of this, as future correspondence will always require this information.
- The funding cycle or competition name.
- The LOI deadline.
- The access to view a pdf copy of your application (**View/Save**).

The application form is organized into different tabs that correspond to the review criteria of the funding program as laid out in the *Competition Guidelines*.



MICHAEL SMITH FOUNDATION  
FOR HEALTH RESEARCH  
BC's health research funding agency

←

### Draft - Letter of Intent

Application Type: Scholar

Applicant: Dee End

Application ID: SCH-2019-0130

Funding Cycle: 2019 Scholar Program UAT

LOI Deadline: 06/19/2019 12:00 PM

Application: [View / Save](#)

[CONTACT INFORMATION](#) [TRACK RECORD](#) [PROGRAM OF RESEARCH](#) [ENVIRONMENT AND SUPPORT](#) [MITACS ACCELERATE APPLICATION](#)

To navigate through the LOI form, click on the different tabs.

As you start entering information in your LOI form, please regularly save your work.

When done, please click the **Application View/Save** button at the top of the page to verify that all entries are complete and uploads are attached then click **Submit to MSFHR**.

When you click **Submit to MSFHR**, the system will perform a validation check to identify if there are any mandatory fields that have not been completed.

A list of the incomplete fields will be displayed as active hyperlinks on top of the application form. Click on the incomplete field hyperlinks to be directed to the incomplete questions.

## Draft - Letter of Intent

**✘ Please correct the following errors and try again.**

- Number of Career Interruptions cannot be empty.
- Please attach at least 1 file to Canadian Common CV
- Project Title is required and cannot exceed 190 characters.
- Are you interested in applying for Mitacs Accelerated funding for intern support? cannot be empty.
- Most Significant Contributions are required.

**Application Type:** Health Professional-Investigator

**Applicant:** July Tester

**Application ID:** HPI-2020-0355

**Funding Cycle:** 2019 Health Professional-Investigator Program UAT

**LOI Deadline:** 11/30/2019 4:30 PM

**Host Institution LOI  
Deadline:** 11/30/2019 4:30 PM

**Application:**  View / Save

CONTACT INFORMATION

TRACK RECORD

**RESEARCH PROJECT**

ENVIRONMENT AND SUPPORT

MITACS ACCELERATE APPLICATION

\* Project Title

**✘ Project Title is required and cannot exceed 190 characters.** ✘

\* Lay Summary

Once you complete the LOI, click **Application View/Save** again to ensure all entries are updated, captured and displaying properly, then click **Submit to MSFHR** when done.

We recommend that you export a copy for your files.

Please note that once you submit your LOI, you will no longer be able to make any edits to your application form.

To see a read only copy of your application form, go to your home page, under **My Applications**, go to the **Submitted Applications** tab.

Once MSFHR has reviewed your LOI, you will receive an email notification of the outcome. If you are eligible, the email will advise you on next steps to access the full application. If you are not eligible, the email will contain the reasons for why you are not eligible to proceed.

For more information about the new MSFHR ApplyNet system and useful resources, including video tutorials, please visit our [website](#).

Should you require any assistance, please contact us at [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org) or call 604.714.6609 Monday to Friday from 8 a.m. to 4:30 p.m. PT (excluding holidays).