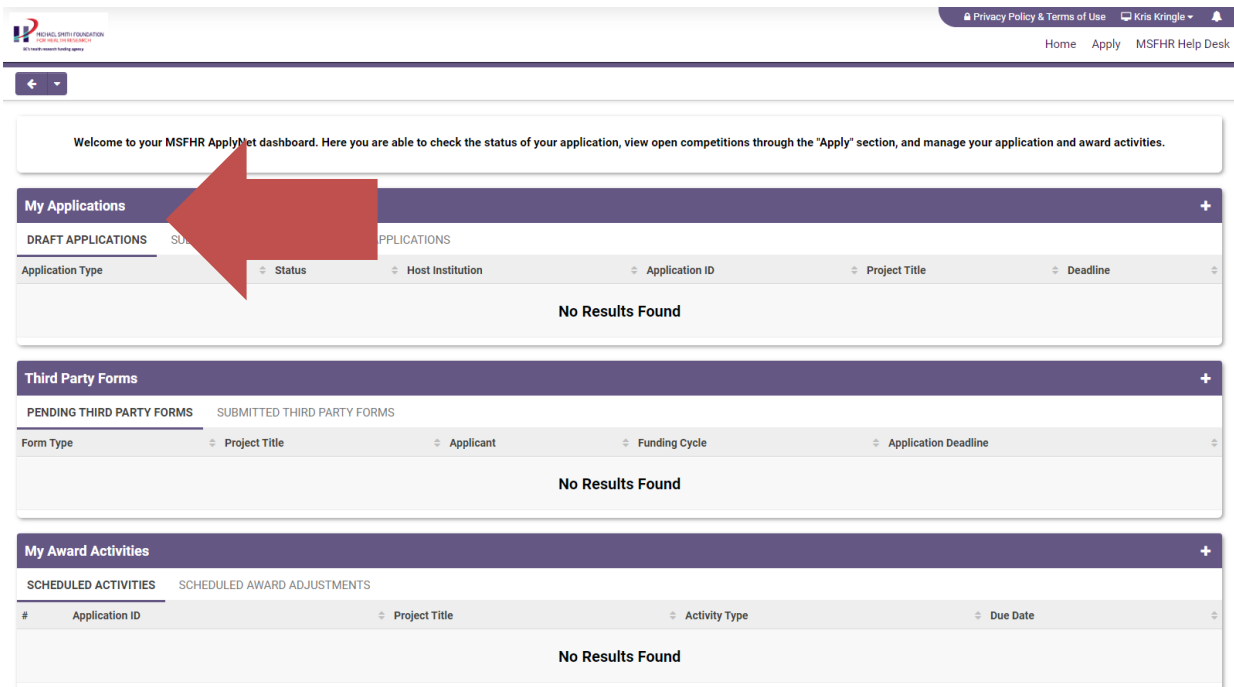


# MSFHR ApplyNet Quick Start Guide #6: Drafting your Full Application

[ApplyNet](#) is the Michael Smith Foundation for Health Research'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				

Click on the **Application Type**, to open the form.

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The main section displays the information about the application and two additional fields:

- Host institution deadline
- PDF view of the LOI

### Draft - Full Application



Application Type: Health Professional-Investigator

Applicant: July Tester

Application ID: HPI-2020-0189

Funding Cycle: 2019 Health Professional-Investigator Program UAT

Full Application Deadline: 11/30/2019 4:30 PM

Host Institution Full Application Deadline: 11/22/2019 4:30 PM

Application: [View / Save](#) [View Letter of Intent PDF](#)



**CONTACT INFORMATION** TRACK RECORD RESEARCH PROJECT ENVIRONMENT AND SUPPORT POTENTIAL CO-FUNDING PARTNERS MITACS ACCELERATE APPLICATION

Navigate through the application form by going into the different tabs and scrolling through the questions in each of the categories.

Please ensure that you complete all mandatory fields.

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

**Note:** You will not be able to submit your application to your host institution if your third parties have not submitted their tasks.

Third parties are individuals you link to your application who provide information that forms part of the application package. Third parties can be any of the following:

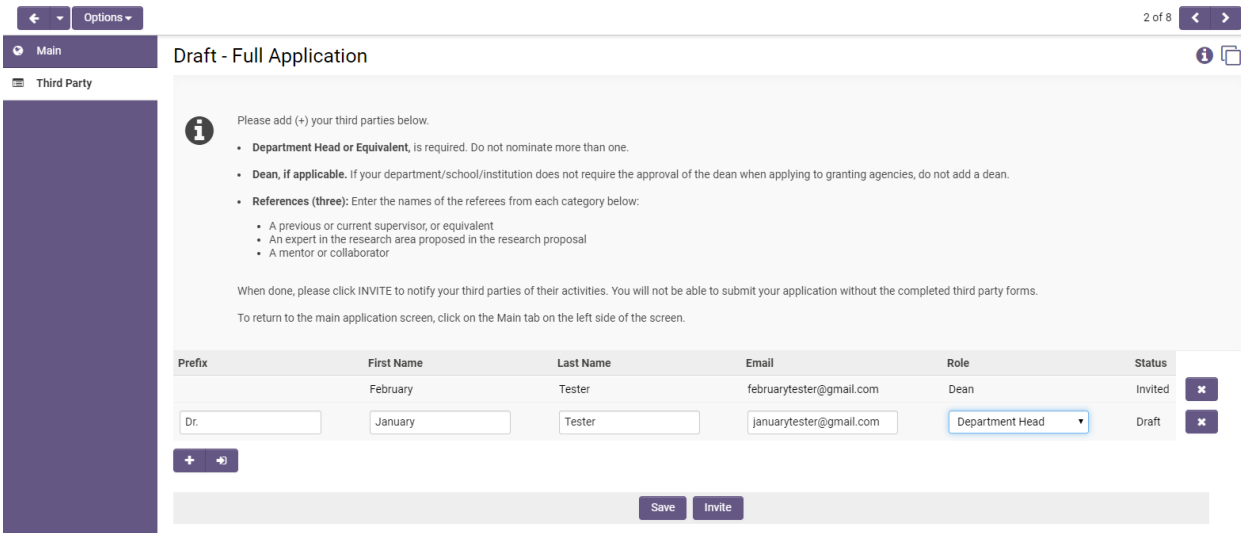
- dean, department head, supervisor, co-supervisor, co-lead, co-applicant, and referees.

To nominate your third parties, go to the **Third Party** tab found in the navigation pane on the left side of your screen.

Click the plus (+) button to add the information about your third parties and then select the appropriate role from the drop down list.

When done click **Invite**.

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Please add (+) your third parties below.

- **Department Head or Equivalent**, is required. Do not nominate more than one.
- **Dean, if applicable**. If your department/school/institution does not require the approval of the dean when applying to granting agencies, do not add a dean.
- **References (three)**: Enter the names of the referees from each category below:
  - A previous or current supervisor, or equivalent
  - An expert in the research area proposed in the research proposal
  - A mentor or collaborator

When done, please click INVITE to notify your third parties of their activities. You will not be able to submit your application without the completed third party forms.  
To return to the main application screen, click on the Main tab on the left side of the screen.

Prefix	First Name	Last Name	Email	Role	Status
	February	Tester	februarytester@gmail.com	Dean	Invited ✕
Dr.	January	Tester	januarytester@gmail.com	Department Head	Draft ✕

[Save](#) [Invite](#)

The system will prompt you, asking, “Are you sure you want to send these invitations?”

Click **Yes**.

A notification email will be sent to your specified third parties with a request to accept or decline the invitation.

Once you have entered your third parties, return to the main page using the navigation pane on the left side of your screen.

To verify that your third parties have accepted the invitation or submitted their tasks, go back to the main page of your application form and check the status from the appropriate tab.

**Awarded**

CONTACT INFORMATION **TRACK RECORD** PROGRAM OF RESEARCH ENVIRONMENT AND SUPPORT POTENTIAL CO-FUNDING PARTNERS MITACS ACCELERATE APPLICATION

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**References**

Name	Email	Invitation Status	Activity Status
March Tester	marchtester2019@yahoo.com	Accepted	Submitted
April Tester	apriltester01@gmail.com	Accepted	Submitted
May Tester	maytester2019@yahoo.com	Accepted	Submitted

When done, please click PDF view to verify that all entries are complete and uploads are attached then click **Submit to Host Institution**.

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

A list of the incomplete fields will be displayed as active hyperlink on top of the application form.

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Draft - Full Application



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

- Project Title is required and cannot exceed 190 characters.
- You will be unable to submit until the Dean has submitted their third party form.

**Application Type:** Health Professional-Investigator  
**Applicant:** July Tester  
**Application ID:** HPI-2020-0189  
**Funding Cycle:** 2019 Health Professional-Investigator Program UAT  
**Full Application Deadline:** 11/30/2019 4:30 PM  
**Host Institution Full Application Deadline:** 11/22/2019 4:30 PM  
**Application:** [View / Save](#)  
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CONTACT INFORMATION   TRACK RECORD   **RESEARCH PROJECT**   ENVIRONMENT AND SUPPORT   POTENTIAL CO-FUNDING PARTNERS   MITACS ACCELERATE APPLICATION

\* Project Title

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

\* Lay Summary

Please provide a brief (600-800 words) title to ensure summary of your research project including the problem the project will address, an overview of the research itself, and the anticipated outcomes and impact.

Complete the list, if applicable, and click **Submit to Host Institution** when done.