

MSFHR ApplyNet Quick Start Guide #7: Completing Third Party Forms

When a third party accepts the invitation, an activity is generated in the MSFHR ApplyNet system.

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

The following instructions are for Third Parties:

Login to **MSFHR ApplyNet** by visiting our website: www.msfhr.org and clicking on the MSFHR ApplyNet link button in the upper right corner of your screen.

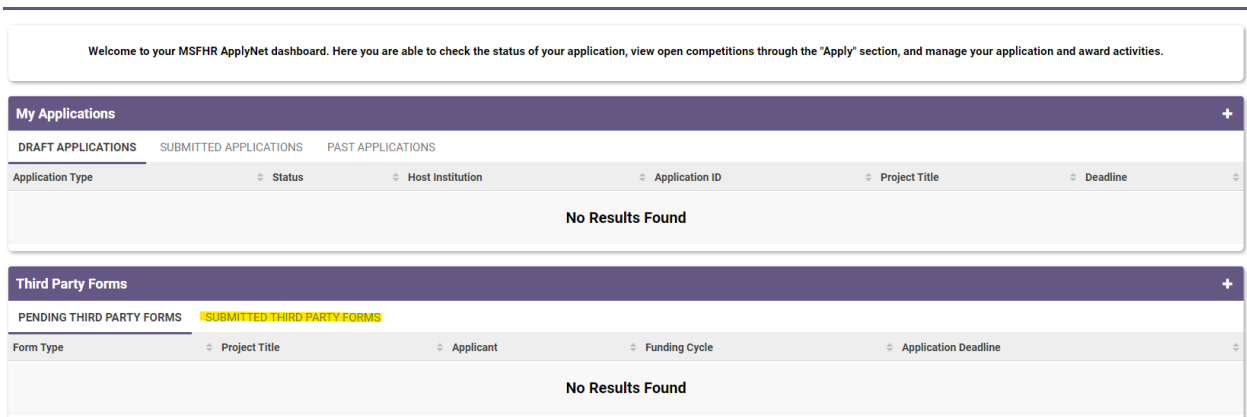
New users, please click on the **Register Here** button on the login page.

Complete the **Contact Information** sections and then click **Submit**. Once you have clicked **Submit** and completed the CAPTCHA, you will receive a notification that your registration is complete.

After completing your registration, an email confirmation will be sent to you with instructions on how to set your password. See our [Quick Start Guide #2 – Resetting Your Password](#), if you have any questions about this step.

Once you have reset your password and logged in, you'll be directed to your **Home** page.

On your **Home** page, go to the **Third Party Forms** 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 PAST 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				

Click on the form to open it.

Complete all required information.

To view the applicant's full application, click **View/Save Application**.

To view the third party form, click **View/Save Activity**.

BC's health research funding agency

Once you start entering information in your **Third Party Form**, please regularly save your work.

You may be asked to complete our Equity and Diversity survey.

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 C², 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".

For more information on our equity and diversity survey please visit 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.

When done, please click **View/Save Activity** to verify that all entries are complete and uploads are attached then click **Submit**.

To confirm that your activity has been successfully submitted, go back to your **Home** page.

In the **Third Party Forms** section, your activity will have been moved to the **Submitted Third Party Forms** tab.

Award applicants will receive notification when third parties complete their forms and will be able to see them on their application forms.

If you have questions, or encounter any issues, please contact the MSFHR Help Desk by emailing helpdesk@msfhr.org or calling 604.730.8322 (toll-free: 1.866.673.4722).