Welcome to the Host Institution Portal on MSFHR ApplyNet.

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.

The host institution portal has three different pages.

The first is the Home page: you will be directed to the Home page, after logging in to MSFHR ApplyNet.

The Home page is where you will see a list of Open Competitions and where you can access program details.
The second page is the Office of Research Services page. This is the page where you can access the applications that are in progress or have been submitted to your organization for review and approval.

The third page is the MSFHR Help Desk page. Here, you can email the help desk directly and find our contact numbers and hours of operations.

This guide focuses on navigating through the Office of Research Services page where the approval process takes place.
There are two sections in the Office of Research Services page:

The first section is the Unassigned Applications section. This section lists all applications that have been submitted to your organization. This is where the host institution official selects the applications they want to claim for processing.

The second section is called the Assigned Applications section and this section is divided into five different tabs:

1. **My Applications**: this tab contains applications that are assigned to you.
2. **Applications in Progress**: this tab contains the list of all applications at different statuses (e.g. draft, submitted to host institution, submitted to MSFHR, etc.)
3. **Applications in Resubmission**: contains the list of applications that were returned to applicant(s) for revision or additional requirements.
4. **Applications by Other HIO**: contains the list of applications that were claimed by other host institution officials.
5. **Processed Applications**: contains the list of all applications that have been reviewed, awarded and closed.

Under the “Applications in Progress” tab, you can also search by application type and status to bring up a subset of data, or you can search by all types and statuses.

To begin, go to the Unassigned Application section to select the applications you want to claim or assign to yourself.
There are three ways you can claim an application.

1. By opening the application: this will allow you to see the details of the application form before accepting the assignment.
2. By selecting the split screen functionality: this will allow you to see the list of all unassigned applications and the details of the application form as you scroll through the list.
3. By bulk assignment through the Accept Assignment button: this will allow you to select more than one of the application(s) without opening the application forms.

In order for the assigned applications to show up under the My Applications tab, the page needs to refresh. Simply, click the Home tab, and then the ORS tab.

To start the approval process, go to the Assigned Applications section and select an application from the My Applications tab.

Open the application and review the form by going through the different tabs: Contact Information, Track Record, etc.
To see the Third Party Forms such as department head, dean, supervisor, co-lead or co-applicant, click on the View Full Application PDF button and scroll to the end of the PDF.

If the application meets all the host institution’s requirements, click Submit to MSFHR.

If the application fails to meet the host institution’s requirements, click Not Approved.

Both of these actions will generate a notification email to the applicants.

If the additional information is required from the applicant, the host institution can request a resubmission.
In the **Host Institution Comments** section, please write a detailed description of the requested changes/revisions.

When done, click **Request Resubmission from PI**. This will send the applicant an email notification that their application has been returned.

At the bottom of the page you will notice additional options:

- Use the **Save my Work** button to save any descriptions or details you enter in the Host Institution Comments text box.
- Use the **Return to Unassigned Applications** button if you would like to return an application to the **Unassigned** pool so that one of your colleagues can process it.

After the application has been resubmitted to the host institution, it will appear in the same host institution officials’ **My Applications** tab.

Repeat the process until all claimed applications have been reviewed.

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).