MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

MSFHR ApplyNet Peer Review Quick Start Guide: Stage 1: Conflicts and Preferences

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.

Starting the process

The Peer Review process has four main stages:

- Stage 1 – Conflicts and Preferences
- Stage 2 – Pre-Meeting Scores and Comments
- Stage 3 – Review Meeting and Final Scores
- Stage 4 – Revise Review Comments

This guide covers Stage 1. Separate guides are available for the other stages.

Please ensure that your browser's pop-ups are disabled when using MSFHR ApplyNet. You will not be able to open applications unless your pop-ups are disabled. **Here** is a quick guide on how to disable pop-ups in most browsers.

If your account was created by MSFHR, you will receive an email containing your login information and a temporary password.

When you log in to the **MSFHR ApplyNet System** for the first time, you will be prompted to change your password. Please ensure that your new password:

- Is a minimum of 8 characters long
- Contains alpha, numeric, and special characters
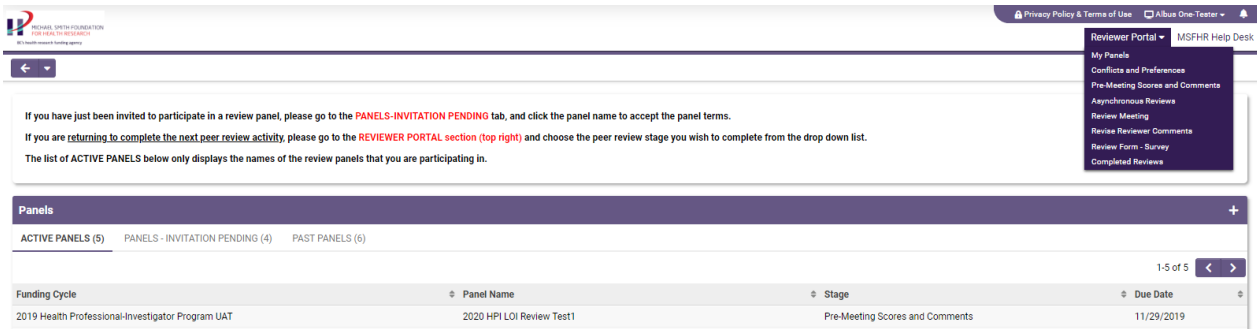 *Example: Reviewer1!*

If you have an existing account, but have forgotten your password, click **Forgot Password** on the MSFHR   ApplyNet Login page.

After logging in, the system will take you to your **Home** page

Accepting Panel Terms

Click on the **Reviewer Portal** in the top right hand corner of your screen. This will present a drop-down menu with a list of options. Select **My Panels.**

Under the **Panels** section, go to the **Panels – Invitation Pending** tab.

Select the review panel that you belong to.

Complete your contact profile, if you have not already done so, including completing or updating your Equity, Diversity and Inclusion survey. You will not be able to accept the panel terms until this is complete.

To complete your profile, click on the link to complete your profile in the instructions tab. This will open your Contact Profile in a new window. Please note that you will need to complete all fields marked with an asterisk in all the tabs in the profile. When you have completed all fields, click **Submit Profile.**
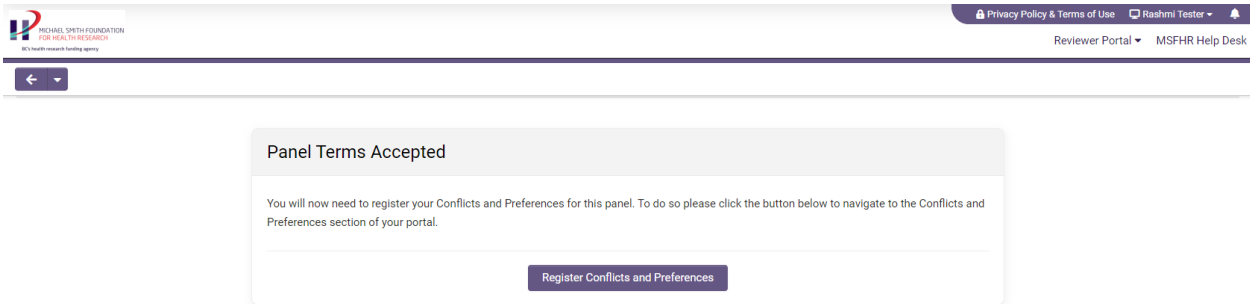
Return to **My Panels** by navigating through the **Reviewer Portal** tab.
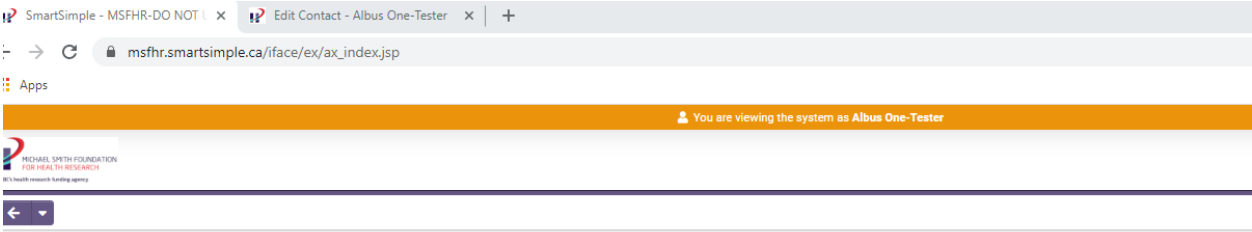
Review and complete the panel terms by going through the following sections:

- Conflicts of Interest Guidelines & Declaration
- Unconscious Bias Training
- Confidentiality and Non-Disclosure Agreement
- Expense Claim Reimbursement Payment

Click **Accept Panel Terms**.

A pop-up message will appear:

Panel Terms Accepted

You will now need to register your Conflicts and Preferences for this panel. To do so please click the button below to navigate to the Conflicts and Preferences section of your portal.

[Register Conflicts and Preferences]

Click on the **Register your Conflicts and Preferences** button.

Stage 1: Conflicts and Preferences

Clicking **Register Conflicts and Preferences** will take you to **Stage 1: Conflicts and Preferences**. You can also navigate to this stage from the Reviewer Portal drop-down menu in the top right corner.

This is the first peer review stage where you will be asked to assess whether you have expert knowledge, some knowledge, no knowledge or are in conflict with the applications for review within your panel.
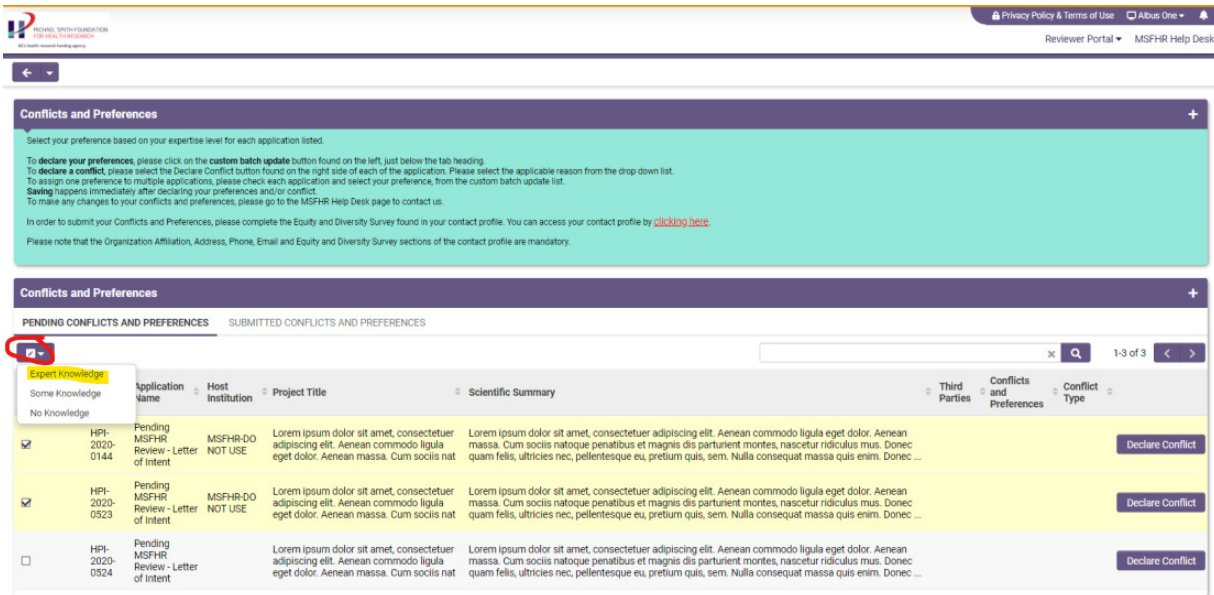
Please note that to load all applications in your panel, you must refresh the page. After you refresh the page, you will be returned to your **Home** page. Please navigate back to **Conflicts and Preferences** in your Reviewer Portal.

To declare your level of expertise:

1) Review the list of applications, paying particular attention to the applicant name and the scientific summaries.

2) Select applications using the check box and assign the appropriate option from the drop down button located underneath the **Pending Conflicts and Preferences** tab.

You can declare your expertise in batches. First select all the applications for which you have "Expert Knowledge," and choose that option in the dropdown menu. From the remaining applications in the list, select all the applications that you have "Some Knowledge," of the topic of research, and assign that option from the drop down menu. Finally, select all applications that you have "No Knowledge" of, and assign that option.

Please note that there is no **Submit** button. As soon you select your preferences, the applications move to the **Submitted Conflicts and Preferences** tab. If you make an error, please notify MSFHR Helpdesk so we can make any changes.

To declare a conflict for an application, click on the **Declare Conflict** button. This will display a list of conflict types (e.g. immediate department and research group in the last 6 years, collaborated/published/co-applicant in the last 6 years, etc.); select the most applicable.

When you are done, click the **Refresh** button or press **F5** to update your display. This will take you back to your **Home** page.

Click the **Reviewer Portal** button located on the upper right hand of the page, and select **Conflicts and Preferences** to go back.

You will know when you've completed the Conflicts and Preferences stage when the **Pending Conflicts and Preferences** page no longer list any applications.

Upon receipt of all reviewers' conflicts and preferences, MSFHR will assign and distribute the applications to each of the panel members.

You will be notified by MSFHR when the next peer review stage: Pre-Meeting Scores and Comments will begin.

If you have questions, or encounter an issue accessing your Applicant Portal Homepage, please contact the MSFHR Help Desk by emailing **helpdesk@msfhr.org** or calling 604.730.8322 (toll-free: 1.866.673.4722).