

Pathway to Patient-Oriented Research (P2P) Award

MSFHR ApplyNet Tutorial

Patient Co-Lead

Reminder: Please refer to the [Pathway to Patient-Oriented Research \(P2P\) Award](#) for more details.

The MSFHR ApplyNet system identifies the **Patient Co-Lead** as a **Third Party Personnel**.

The nominated **Patient Co-Lead** is required to complete an online form in order for the Pathway to Patient-Oriented Research (P2P) Award principal applicant to submit the Full Application to the Host Institution for review and approval.

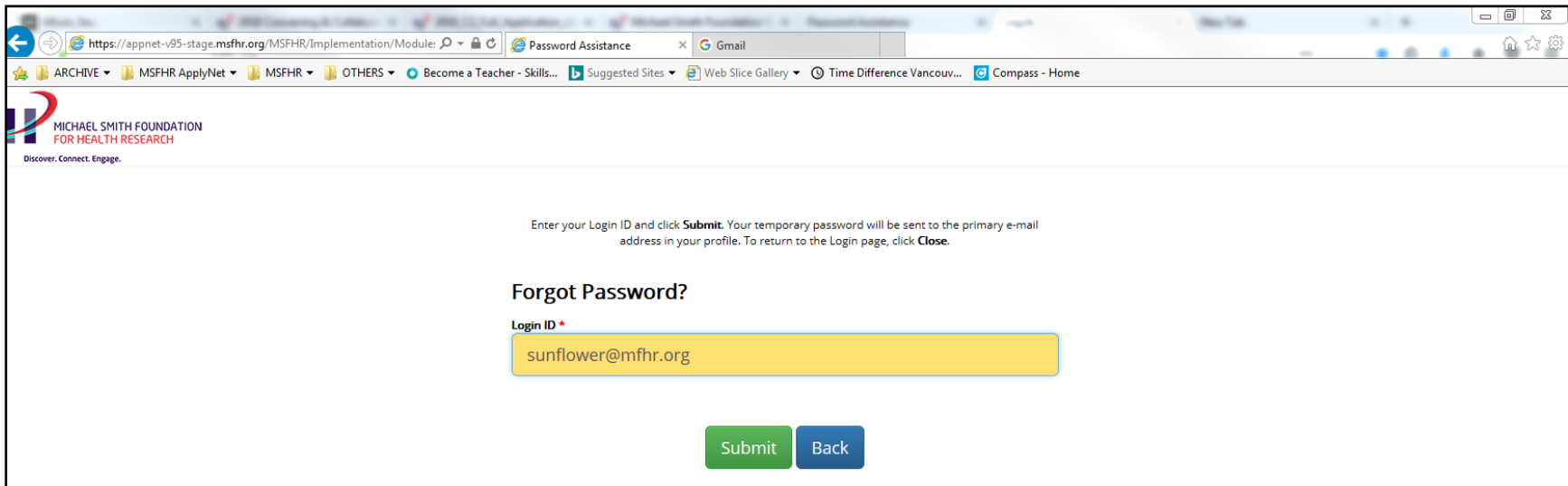
Starting the Process

Login to [MSFHR ApplyNet](#).

IMPORTANT:

If you have forgotten your login ID for your MSFHR ApplyNet account, please contact the MSFHR help desk at helpdesk@msfhr.org or call 604-714-6609.

If you have forgotten your password please click on the link, [Forgot Password?](#) Link. Enter your Login ID and click **Submit**.



https://appnet-v95-stage.msfhr.org/MSFHR/Implementation/Module: Password Assistance x Gmail

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FOR HEALTH RESEARCH
Discover. Connect. Engage.

Enter your Login ID and click **Submit**. Your temporary password will be sent to the primary e-mail address in your profile. To return to the Login page, click **Close**.

Forgot Password?

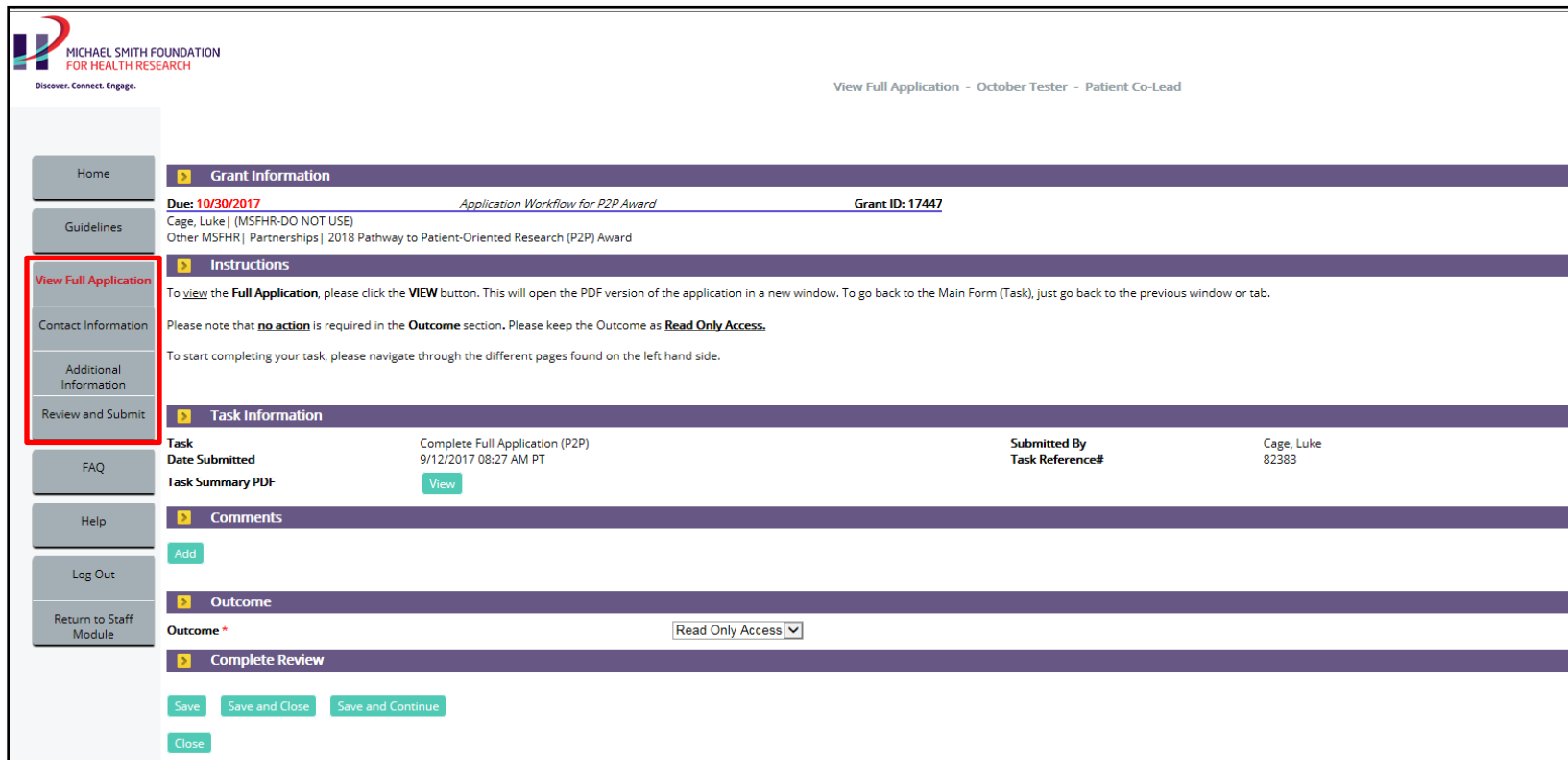
Login ID *

Submit Back

A password reset instruction will be sent to your email address.

Patient Co-Lead

The **Main** page of a Co Lead task has a left navigation pane with access to the different pages within the task. To start, click on **VIEW FULL APPLICATION**, this will provide you the access to the full application package. To proceed to the next page, click Save and Continue or click the Contact Information link on the left navigation pane.

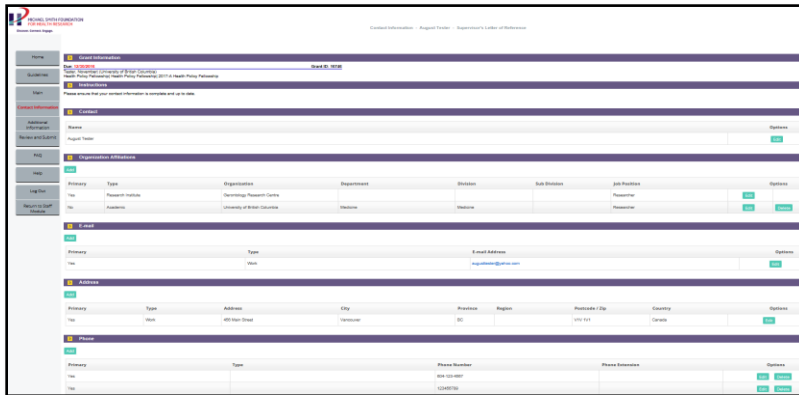


The screenshot shows the 'View Full Application - October Tester - Patient Co-Lead' page. The left navigation pane includes links for Home, Guidelines, **View Full Application** (highlighted with a red box), Contact Information, Additional Information, Review and Submit, FAQ, Help, Log Out, and Return to Staff Module. The main content area is divided into several sections:

- Grant Information:** Due: 10/30/2017, Application Workflow for P2P Award, Grant ID: 17447. Submitted by Cage, Luke | (MSFHR-DO NOT USE) Other MSFHR | Partnerships | 2018 Pathway to Patient-Oriented Research (P2P) Award.
- Instructions:** To view the Full Application, please click the VIEW button. This will open the PDF version of the application in a new window. To go back to the Main Form (Task), just go back to the previous window or tab. Please note that **no action** is required in the Outcome section. Please keep the Outcome as **Read Only Access**. To start completing your task, please navigate through the different pages found on the left hand side.
- Task Information:** Task: Complete Full Application (P2P), Date Submitted: 9/12/2017 08:27 AM PT, Submitted By: Cage, Luke, Task Reference#: 82383. A Task Summary PDF is available for viewing.
- Comments:** Includes an 'Add' button.
- Outcome:** Outcome * (Read Only Access dropdown).
- Complete Review:** Includes buttons for Save, Save and Close, Save and Continue, and Close.

Contact Information

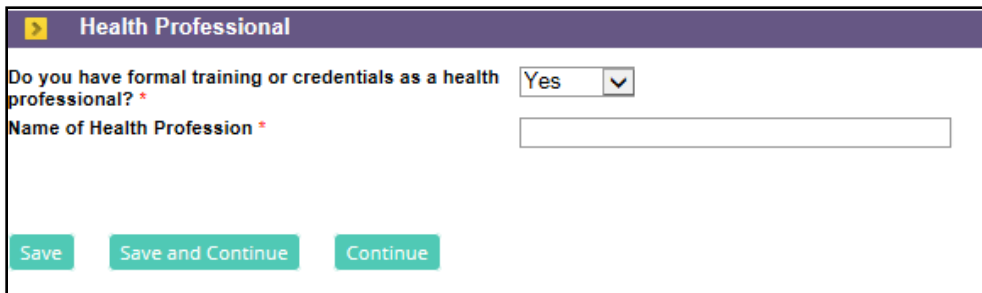
Please ensure that your contact information is complete and up to date.



The screenshot shows a profile page with several sections for contact information:

- 1. General Information:** Includes fields for Name, Email Address, and Phone Number.
- 2. Contact:** Includes fields for Project Title and Project Type.
- 3. Employment Information:** A table with columns for Primary, Type, Organization, Department, Division, Sub-Division, and Job Position. It shows a record for "University of British Columbia".
- 4. Email:** Includes fields for Primary, Type, and Email Address.
- 5. Address:** Includes fields for Primary, Type, Address, City, Province, Region, Postcode / Zip, and Country.
- 6. Phone:** Includes fields for Primary, Type, Phone Number, and Phone Extension.

In the Health Professional section under “**Do you have formal training or credentials as a health professional?**” please select **Yes** or **No**. Under “**Name of Health Profession,**” please type the name of your health profession in the text box. If you are not a health professional, please enter “N/A”.

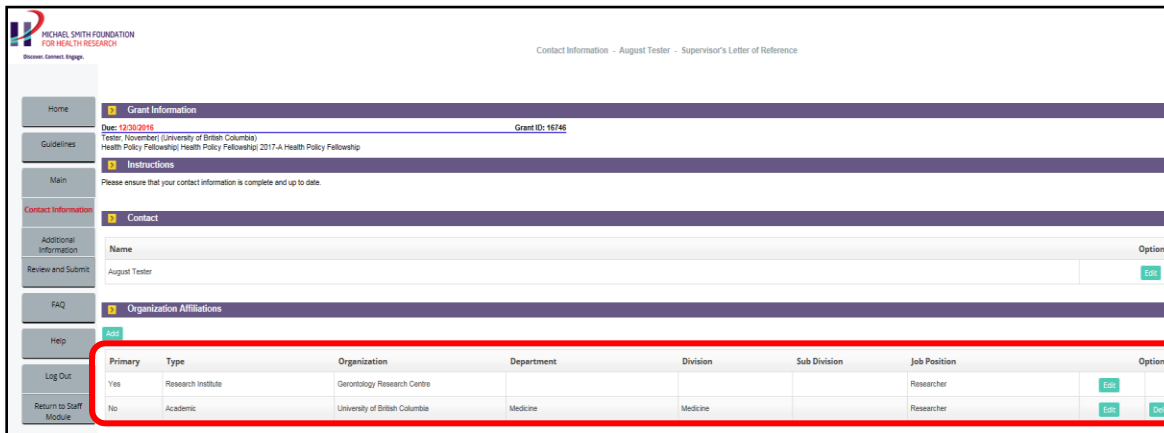


The screenshot shows the "Health Professional" section with the following fields:

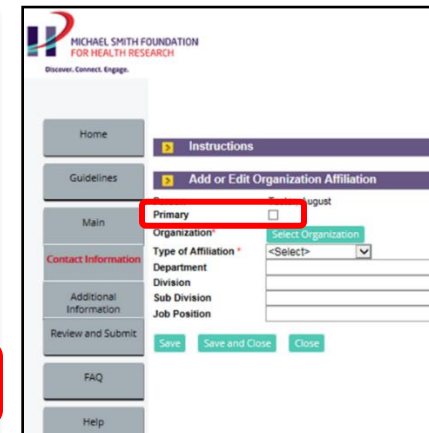
- Do you have formal training or credentials as a health professional? *** with a dropdown menu set to "Yes".
- Name of Health Profession *** with an empty text input box.
- Three buttons at the bottom: "Save", "Save and Continue", and "Continue".

Please note the following when entering new or additional data into the categories of **Organization Affiliations, Email, Address, and Phone**:

- In cases where there are multiple entries for a particular category, the MSFHR ApplyNet system can only record one primary data.
- If an entry is already marked as a primary record, please ensure the next entries are not selected as primary, otherwise the preferred primary record will be replaced.



| Primary | Type | Organization | Department | Division | Sub Division | Job Position | Options |
|---------|--------------------|--------------------------------|------------|----------|--------------|--------------|-------------|
| Yes | Research Institute | Gerontology Research Centre | | | | Researcher | Edit |
| No | Academic | University of British Columbia | Medicine | Medicine | | Researcher | Edit Delete |



Primary August

Organization

Type of Affiliation*

Department

Division

Sub Division

Job Position

Save Save and Close Close

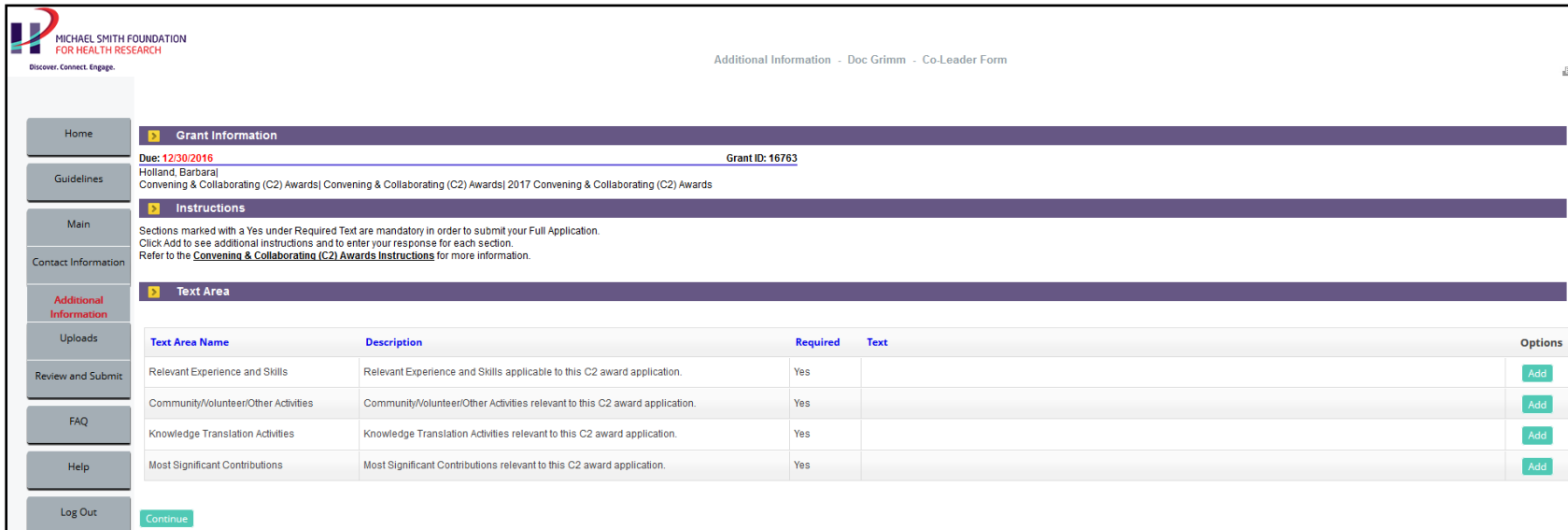
Once done, click **Save and Continue.**

Additional Information Section

Sections marked with a **Yes** under the column header **Required** are mandatory in order to submit your task.

Click **Add** to see additional instructions and to enter your response for each section.

Refer to the [Pathway to Patient-Oriented Research \(P2P\) Award page](#) for more information.



Additional Information - Doc Grimm - Co-Leader Form

Grant Information
Due: **12/30/2016** Grant ID: 16763
Holland, Barbara | Convening & Collaborating (C2) Awards | Convening & Collaborating (C2) Awards | 2017 Convening & Collaborating (C2) Awards

Instructions
Sections marked with a Yes under Required Text are mandatory in order to submit your Full Application. Click Add to see additional instructions and to enter your response for each section. Refer to the [Convening & Collaborating \(C2\) Awards Instructions](#) for more information.

Text Area

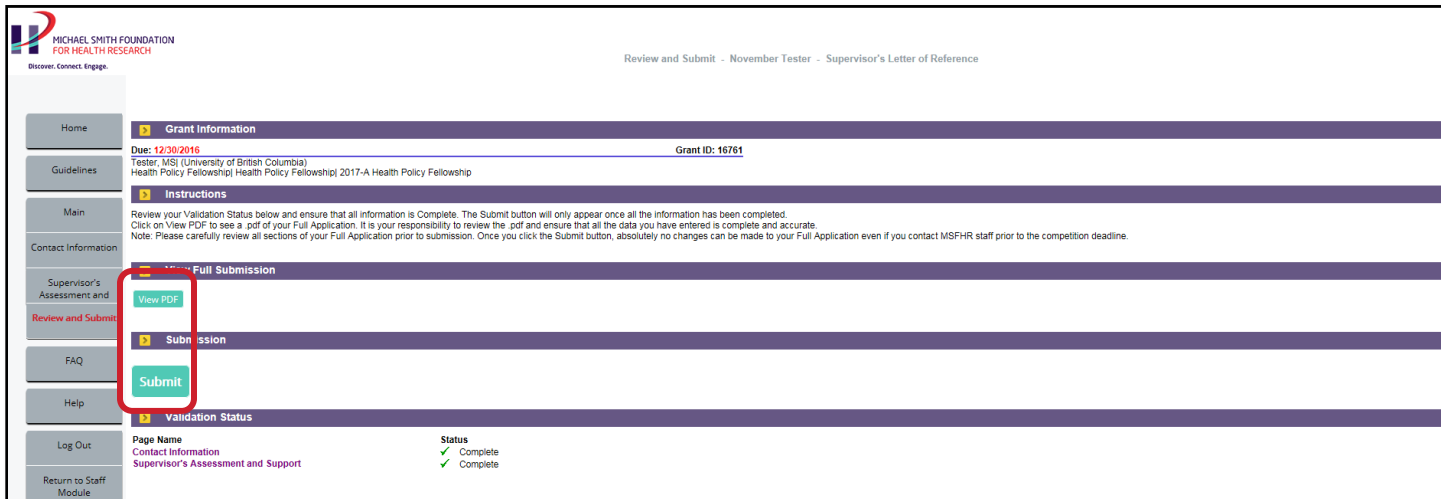
| Text Area Name | Description | Required | Text | Options |
|--------------------------------------|---|----------|------|---------------------|
| Relevant Experience and Skills | Relevant Experience and Skills applicable to this C2 award application. | Yes | | Add |
| Community/Volunteer/Other Activities | Community/Volunteer/Other Activities relevant to this C2 award application. | Yes | | Add |
| Knowledge Translation Activities | Knowledge Translation Activities relevant to this C2 award application. | Yes | | Add |
| Most Significant Contributions | Most Significant Contributions relevant to this C2 award application. | Yes | | Add |

[Continue](#)

Review and Submit

Review your **Validation Status** below and ensure that all information is “✓ Complete”. Following the completion of all required pages, each page name in the **Validation Status** section will display a **GREEN ✓**.

Click on **View PDF** to see a .pdf of your full application. It is your responsibility to review the .pdf and ensure that all the data you have entered are complete and accurate.



Review and Submit - November Tester - Supervisor's Letter of Reference

Home **Grant Information**
Due: 12/30/2016 Grant ID: 16761
Tester: MSJ (University of British Columbia)
Health Policy Fellowship; Health Policy Fellowship) 2017-A Health Policy Fellowship

Guidelines

Main **Instructions**
Review your Validation Status below and ensure that all information is Complete. The Submit button will only appear once all the information has been completed.
Click on View PDF to see a .pdf of your Full Application. It is your responsibility to review the .pdf and ensure that all the data you have entered is complete and accurate.
Note: Please carefully review all sections of your Full Application prior to submission. Once you click the Submit button, absolutely no changes can be made to your Full Application even if you contact MSFHR staff prior to the competition deadline.

Contact Information

Supervisor's Assessment and **Full Submission**
View PDF

Review and Submit **Submission**
Submit

FAQ

Help **Validation Status**

| Page Name | Status |
|-------------------------------------|------------|
| Contact Information | ✓ Complete |
| Supervisor's Assessment and Support | ✓ Complete |

Log Out

Return to Staff Module

Note: Please carefully review all sections of your full application prior to submission. Once you click the **Submit** button, absolutely no changes can be made to your full application, even if you contact MSFHR staff prior to the competition deadline.

Tip: If you are unable to view the .pdf of your application form, please check the following:

1. Your browser's pop-up blockers have been turned off.

2. PDF conversion result error message, if applicable. The error message will specify the section in your application that may contain the error. Errors are usually about invalid characters.

If item 2 happens, copy and paste the content of the text into a word document and turn on the paragraph marks (¶) to show hidden symbols. Delete these symbols, save, and copy and paste the text back into your application form. The most common symbols to look out for are the degree symbol (°) and the white square symbol (□).

View All My Tasks

Once you have submitted your form, the task will be removed from your **Home** page.

To view your submission at a later date, click on **View All My Tasks** on your **Home** page.

You will see the task you submitted, as well as a **View PDF** button. This will display the PDF document containing the information you submitted.

