



## 2022 MSHR-BC Scholar Program ApplyNet Submission Procedures

All applications to the [MSHR-BC Scholar Program](#) must be electronically submitted via ApplyNet. Please follow MSHR-BC's application procedures described in the "[Guidelines](#)" section of the funding opportunity.

### PROGRAM DEADLINES

- Letter of Intent Deadline (required): **December 6, 2021 at 4:30 pm PT**
- UBCO internal (RPIF) deadline (see procedure #3): **January 24, 2022 at 9:00 am PT**
- e-submission deadline (see procedure #4): Your final application should be submitted via ApplyNet: **January 28, 2022 at 12:00 pm PT**
- Sponsor deadline: **January 31, 2022 at 4:30 pm PT**

*While ORS makes every effort to submit all applications on time, applications submitted after the UBC internal deadline will not receive a guarantee of administrative review from ORS, which includes confirmation for application completeness and compliance. As ORS must forward each application to MSHR-BC after the applicant's final submission, we cannot guarantee that applications submitted after noon on the sponsor deadline day will be forwarded.*

### E-Submission Procedures:

#### 1. Application Preparation

The application must be prepared using [ApplyNet](#). Adhere to the acceptable application formats and attachments guidelines and MSHR-BC's version of the Canadian Common CV (Health Research BC Full Version). For more details on how to apply, see MSHR-BC's [How to Apply webpage](#) and [ApplyNet Quick Start Guides](#).

In the "Host Institution" field, it is critical that you list the University of British Columbia as your host institution to ensure your application is routed to UBC ORS for approval. Failure to do so will result in your application not being routed to ORS for approval. **This should be completed at the Letter of Intent and Full Application Stages.** You will also be asked to list your department affiliation and position type (e.g., Assistant Professor).

Your application must be prepared using [ApplyNet](#). Please identify your Third Parties as soon as possible. Note that you cannot submit your full application until all of your Third Parties have completed their tasks. It is your responsibility to follow up with your Third Parties to ensure the timely completion of their tasks. The final approval of your MSHR application will be made electronically by ORS.

**NEW FOR 2022:** Department Head form and Dean's forms are due one week prior to the agency full application deadline.

#### 2. UBC Signature requirements

Use the Research Project Information Form ([RPIF](#)) to obtain the required internal signatures, as per UBC's [Signature Policy](#):

- UBC Applicant (Principal Investigator)



- Department Head or Director of School or Institute (typically 4 days prior to ORS internal deadline)
- Dean or designate (typically 2 days prior to ORS internal deadline)

**\*NOTE:** Currently, Southern Medical Program submissions are served by our colleagues in Vancouver. Southern Medical Program applicants should refer to the [FoM MShHR Scholar instructions](#) for deadlines and procedures or contact the Office of Research Services at [ors@ors.ubc.ca](mailto:ors@ors.ubc.ca) for more information.

### 3. Submit required pages to the ORS for the Internal Deadline

Applicants must submit a complete and original digital copy of their application (see list of required pages below) and RPIF to the Office of Research Services for institutional approval. Digital copies can be sent to ORS administration via: [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca) by the internal deadline. Applicants are encouraged to check [ORS Funding Deadlines](#) for current deadlines.

As the ORS processes a large number of applications during MSHR competition periods, the internal deadline is intended to ensure that all applications receive administrative review prior to institutional support / signature (by ORS). Please ensure you have collected ALL required signatures prior to submitting to ORS (the full UBCO signature policy can be found [here](#)), and that the documents submitted to ORS are identical to your ApplyNet submission. The following items should be included:

- A signed [UBC Research Project Information Form \(RPIF\)](#).
- A PDF export of the draft full application from ApplyNet

### 4. Submit your application online (per the deadlines above)

Upon receiving notice by the ORS to do so, submit your full application online using the ApplyNet and Health Research BC Full Version CCV by the portal e-submission deadline. To do this, 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. If applicable, Complete the list, if applicable, and click "Submit to Host Institution" when done. Please notify ORS ([ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca) and [stacey.leavitt@ubc.ca](mailto:stacey.leavitt@ubc.ca)) when you have done so.

Note that ORS cannot view or approve your application until you have submitted it online. MSHR-BC will not follow up with PIs who submit an incomplete application; the application is simply withdrawn from the competition.

### 5. ORS approves and submits your application

If all requirements are met, ORS will approve your application in ApplyNet by the agency deadline. ORS has read-only access to your application and cannot make changes. If the application is not approved, ORS will return it to you for changes. ORS is no longer required to physically sign applications submitted on ApplyNet. Note that at this stage, ORS is unable to examine the application carefully for any problems.



Once ORS has approved your application, it can be submitted to the funding organization on your behalf. When ORS has submitted the application, the status will change to “Submitted to the Funding Organization.” The applicant will receive an email notifying them that the application was approved by the research institution and received by MSHR-BC.

Submitting an application is final; this action cannot be undone. Additionally, no changes can be made to your application once it has been submitted to MSHR-BC.

## 6. Useful Resources

For more information, see MSHR-BC’s [How to Apply and Quick Start Guides](#) and the [program guidelines, which can be found under “Application Resources”](#) on the Scholar Program webpage.

If you are experiencing technical difficulties with your ApplyNet account, or if you have any questions regarding the application process, please contact the MSHR-BC Help Desk by telephone at 604.714.6609 or toll-free at 1.866.673.4722 or by email at [helpdesk@healthresearchbc.ca](mailto:helpdesk@healthresearchbc.ca). Help Desk hours are 8 a.m. to 4:30 p.m. PST, Monday to Friday (excluding holidays).

If you have questions regarding the submission process, please email the Office of Research Services: [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca) or Stacey Leavitt (she, her) Research Development Officer, Health at [stacey.leavitt@ubc.ca](mailto:stacey.leavitt@ubc.ca).