

2018 Pathway to Patient-Oriented Research (P2P) Award

INSTRUCTIONS

DEADLINE:
October 30, 2017
4:30 PM PT

Program development and award administration support
for the P2P Awards provided by:



Table of Contents

2.	Before you Begin	3
3.	Communicate with Third Parties	4
4.	MSFHR ApplyNet	4
5.	Eligibility Quiz.....	5
6.	Complete Full Application (P2P)	6
7.	2018 P2P Award Competition Application Checklist.....	12
8.	Contact Information	12



1. Preface

The Michael Smith Foundation for Health Research (MSFHR), a partner of the BC SUPPORT Unit, empowers BC's best and brightest health researchers to pursue world-class innovation and stretch the bounds of what health research can achieve. The Foundation helps BC's health research community discover solutions to our greatest health challenges; connect knowledge and action on provincial priorities; and engage partners to improve the research enterprise. Learn more at www.msfhr.org.

Drawing on its role as an expert funder with extensive knowledge of the health research system, changing landscape, and emerging needs, MSFHR is working with the BC SUPPORT Unit to provide expertise in the development of the Pathway to Patient-Oriented Research (P2P) award program and to provide award administration services (application receipt, peer review, and management of the award) services.

2. Before you Begin

2.1 Read the Guidelines

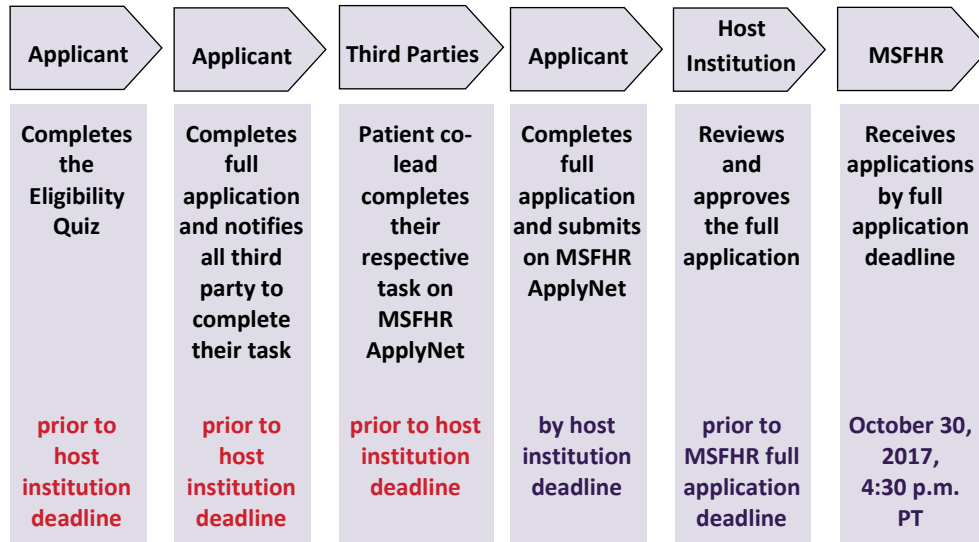
Read the [guidelines](#) to ensure you are eligible for a BC SUPPORT Unit's Pathway to Patient-Oriented Research (P2P) Award.

2.2 Determine the Internal Deadline at your Host Institution

Your host institution will have a deadline for submitting your application that is **earlier** than the BC SUPPORT Unit's deadline. This enables the host institution to review and approve your application in time to submit it by the BC SUPPORT Unit's application deadline.

2.3 Application Process Flow

The application process is composed of two mandatory stages, the Eligibility Quiz and the full application. The MSFHR ApplyNet system is accessed through the MSFHR website's home page www.msfhr.org.



3. Communicate with Third Parties

3.1 Communicate with your Patient Co-Lead

Discuss your intent to apply for a P2P award with your patient co-lead well in advance of the internal host institution deadline date, and review the BC SUPPORT Unit’s deadline dates and submission process with them.

4. MSFHR ApplyNet

4.1 Create Account

- The principal applicant (must be a BC-based researcher) and the BC-based patient co-lead must create an MSFHR ApplyNet account if they have not already created one from past MSFHR competitions.
- To set up an account, log on to [MSFHR ApplyNet](#).
- Contact MSFHR Help Desk at helpdesk@msfhr.org or 604.714.6609 if you encounter any problems.

- Once registration is complete, you will receive an email notification from MSFHR ApplyNet. **IMPORTANT:** To maximize the use of MSFHR ApplyNet, we strongly recommend you use the following web browser versions:
 - Internet Explorer v9 – v11
 - Chrome v40 – v55
 - Mozilla Firefox v30 – v50
 - Safari v5.1.7, v6 – v8
 - Opera v25 – v31

4.2 Forgotten Password

If you have forgotten your login information and password, please contact MSFHR Help Desk at helpdesk@msfhr.org or 604.714.6609.

4.3 Tips about the MSFHR ApplyNet System

- **Your browser's pop-up blockers must be turned off** to successfully access the MSFHR ApplyNet system and open a .pdf copy of your forms.
- When copying and pasting from a Word document into a MSFHR ApplyNet text box, please spell out all scientific and mathematical symbols as these will not be recognized and correctly displayed in either the text box or the .pdf document.
- MSFHR ApplyNet text box character limits are approximate and may vary by 15-30 characters. Please refer to the instructional text for the specific character limits. If you are copying and pasting into a text box, please **View PDF** to confirm that all the text has copied over.
- It is your responsibility to review the .pdf copy of your application to ensure that all the data you have entered is complete and accurate. Go to **View Full Submission** and click on **View PDF**.

5. Eligibility Quiz

Note: The principal applicant, i.e. the one who launches the eligibility quiz and submits the full application, must be the BC-based researcher co-lead.

- 1) The first step in applying for a P2P award is to log into the [MSFHR ApplyNet](#) system, click on **Apply for Funding**, and select the radio button beside 2018 Pathway to Patient-Oriented Research (P2P) Award from the list of **Available Funding Opportunities**. Click "Continue" and then "Apply" on the next screen.
- 2) Applicants must complete the eligibility quiz to determine if they are eligible to apply to the Pathway to Patient-Oriented Research (P2P) Award competition.

- A system generated Grant ID is assigned by the MSFHR ApplyNet system the instant you launch the Eligibility Quiz.
- If you do not wish to complete the eligibility quiz at the present time, click **Cancel** and a corresponding **Complete Eligibility** task will show up on your home page for you to complete at a later time.
- **Important:** Please proofread your answers carefully. You will not be able to revise your answers after submitting.
- Upon submission of the eligibility quiz, you will see the outcome:
 - If you are eligible to apply for the 2018 P2P Award competition, you will have a **Complete Full Application (P2P)** task on your home page.
 - If your answer resulted in an ineligible outcome and you would like to request for an exception, please select the **Request an Exception** hyperlink and provide the reason why you think you are eligible. An email is the sent to MSFHR Help Desk. **DO NOT** launch another eligibility quiz.

6. Complete Full Application (P2P)

IMPORANT: Please ensure you read all instructional text at the top of each MSFHR ApplyNet screen.

Click on the hyperlink **Complete Full Application (P2P)** and you will be presented with the **Validation Summary** screen on the main page. The summary provides a snapshot of the sections that need to be completed to enable you to submit your application. A red “X” means that fields in that particular section are not complete. A green “✓” means that all the fields in that particular section have been completed.

6.1 Contact Information

- a) **Health Professional:** Select Yes or No from the drop down to answer the question – this is a mandatory field.

In the **Name of Health Profession** text box, enter your health professional credential (e.g., MD, occupational therapist, etc.) or ‘Not Applicable’ if you are not a health professional licensed to practice in BC.

- b) **Organization Affiliations:**

- Enter the primary organization where the principal applicant or researcher co-lead (the one who initiated the application) is affiliated with. Check it as **Primary**. Then, from the drop-down list under **Type of Affiliation**, select the appropriate type. For example, you may select “academic”, or “research centre” or “health authority”.
- Click **Add** and enter the name(s) of **ALL** other [organizations](#) that you are affiliated with.

- c) **Email:** This is the email address that you used to register in the MSFHR ApplyNet system.
- d) **Address:** Enter the address where you would prefer to receive all correspondence related to the 2018 P2P Award competition application. Select **Primary** in order for the address to be displayed in the .pdf copy.
- e) **Phone:** Enter the phone number where you would prefer BC SUPPORT Unit staff contact you regarding your 2018 P2P Award competition application.

6.2 Host Institution

- a) The **Grant Administration Organization- Host Institution** fields are pre-populated with the name of the organization that you selected as **primary** in the **Contact Information** screen.

The selected **host institution** must have a memorandum of understanding with MSFHR and is responsible for approving and administering the award funds.

For the 2018 P2P Award competition, you must select a host institution **only** from the list of current eligible institutions; see www.msfhr.org/sites/default/files/MOU_List.pdf.

Note: It is the applicant's responsibility to be aware of internal deadlines set by their **host institution**, which are usually **before** the BC SUPPORT Unit's deadline.

- b) The **Research Location** section is not required; please leave this section blank.

6.3 Activity Information

- a) For **Project Title**, please enter the title of your proposed activity.
- b) For **Brief Summary**, please enter a short description of your proposed activity, highlighting key elements and outcomes you hope to achieve. The brief description will guide BC SUPPORT Unit and MSFHR staff in the facilitation of the peer review process, and provide reviewers with an overview of your proposed work.

6.4 Keywords

Please provide five (5) keywords to identify the research focus of the proposed work for this P2P application.

6.5 Researcher & Patient Co-lead

In the **Researcher & Patient Co-lead** section, you will identify the **BC-based patient co-lead**, referred to as third party.

Contacts-Project Personnel (Primary Applicant)

In the Contacts-Project Personnel (Primary Applicant) section, ensure the principal applicant or researcher co-lead role is assigned to **RESEARCHER**.

Third Party

In the **Third Party** section, please add your **Patient Co-Lead**. Note: Do not add your trainee team member(s) in this section.

- a) To nominate your patient co-lead, click **Add** to enter their information.
 - You must identify the role of your third party as **Patient Co-Lead** from the drop down menu.
- b) After nominating your patient co-lead, click **Create and Notify**.
- c) When you click on the **Create and Notify**, the patient co-lead:
 - **Will** receive an email with their login and password information requesting them to log into MSFHR ApplyNet and complete the task **Patient Co-Lead**.
 - Must complete the **Contact Information** screen including all mandatory sections.
 - Must complete the **Additional Information** section. Sections that are marked with a **Yes** under the **Required** column are mandatory. They will need to click on the **Add** icon to access the different sections and follow the instructions on the individual sections to enter their responses. There are three entries for this section:
 - i. Role on team – provide a brief description of your role on the team.
 - ii. Relevant experience and skills – provide any relevant experience and skill you have applicable to this application.
 - iii. Community/Volunteer/Other Activities – List any community/volunteer/other activities you are engaged in, or have engaged in, relevant to this application.
 - Will be required to click the **Submit** icon on the **Review and Submit** page to click in order to submit their forms. The **Submit** icon is only available when the **Validation Status** section has a **green “✓”** against all the required fields.

Important: All third party tasks associated with your full application must be **completed** before you can submit your full application.

6.6 Additional Information

In this section, you will provide information about your team.

- a) **Team Description**
 - Describe your role in the planning and execution of the proposed work.
 - List all additional team members involved in the planning and execution of the proposed work beyond the other co-leads, including each member's:
 - Name and position
 - Organization affiliation

- Whether a team member is a researcher or research user
 - Role in the project
 - Justification for their inclusion
- b) **Information About the Team**
- If the team has worked together previously, provide evidence of successful partnerships (e.g., description of previous successful partnerships).
 - If the team has not worked together previously, provide the rationale for why this new partnership is likely to succeed.
- c) **Trainee's Role**
- Describe how the trainee(s)'s participation will enhance their experience and skills in patient-oriented research.
 - List and briefly describe the primary expected outcomes and/or outputs of the proposed work. Explain how your team will measure and evaluate these outcomes and/or outputs.

6.7 Uploads

Page format

All materials must be presented as follows:

- Use font size 11 point, Calibri (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page.
- All print must be black, of letter quality and legible.

Uploads

Upload .pdf versions of the following documents:

1. Proposed Work Plan

- Provide a 5-page work plan that includes the following four headings:
 - 1) Background and Importance
 - 2) Goals/Research Aims
 - 3) Methods/Approaches
 - 4) Expected Outcomes
- The **maximum page count** for the work plan must not exceed **five pages**. Additional pages beyond the maximum will be removed and will not be included as part of the application package.

2. MSFHR Full CCV (last five years)

- The applicant must complete the Common CV – MSFHR Full Version <https://ccv-cvc.ca/>. The current MSFHR ApplyNet system is not linked with the Common CV system. To

complete this requirement, please **Submit your CV**, provide your consent, confirm your submission, then go to the history tab and save a .pdf copy of your CCV.

- In your MSFHR ApplyNet account, go to the **Uploads** section of your Full Application (P2P) form and upload the .pdf copy of the Common CV – MSFHR Full Version.

3. Publications, Patents, and Intellectual Property Rights (last five years)

There is an eight-page limit for this section. If you have no pertinent information for a specific heading, type the heading along with N/A (e.g. Patents and Intellectual Property Rights – N/A). You may list multiple headings on one page.

- a) List your publications and patents from your entire career under the following headings:
 - Published refereed articles (including e-journals).
 - Submitted, accepted or in press refereed papers (attach acceptance letters).
 - Published books and chapters (as author or editor).
 - Presentations as guest speaker (at conferences, presentations, workshops intended for non-academic audience).
 - Abstracts – accepted or in press and submitted (include name of journal, title of article, and date submitted).
 - Research reports or reports produced for the government.
- b) Direction:
 - For each multi-authored publication relevant to this application, define your role in the publication and indicate your percent contribution to the team effort.
 - Underline the names of trainees whose work you have supervised.
 - Provide additional CV information that could not be captured in the Common CV.
- c) Examples:
 - FA = first author: typically performed majority of the experiments/protocol in the manuscript and prepared the first draft.
 - CA = contributing author: typically helped with the research question design, completed some of the experiments/protocol, and edited the draft manuscript.
 - SA = senior author: typically conceived the experiment/protocol approach, supervised the writing of the manuscript, corresponding author on the paper.

Patents and Intellectual Property Rights: This section (one page maximum) should include details of patents and intellectual property rights for technology transfer, products, and services.

Descriptions of patents/copyrights might include the title, patent/copyright number and date, country of issue, as well as the relevance or impact of this item and any inventor name(s) which pertain to it.

4. Letter(s) of support (if applicable, of in-kind or other resources)

Letter(s) of support to confirm cash or in-kind support, or other resources should be signed by one individual. The letter must clearly articulate the signatory's knowledge of and interest in the outcomes of the proposed work. Please combine multiple letters of support into one PDF file for upload.

5. Budget

Using the provided P2P budget template:

- List details on costs for all human resources, services and supplies, travel, and other eligible expenses.
- The budget should **include appropriate tax**.

See the [2018 P2P Award Eligible Expenses](#) for a list of eligible and ineligible expenses.

The completed budget template must be converted to a .pdf prior to being uploaded to MSFHR ApplyNet.

6.9 Review and Submit

- The **Submit** button will only appear once all the required information has been completed.
 - The system will validate that all mandatory fields have been completed prior to submission of the full application.
- **IMPORTANT:** Before you click "Submit", please click on **View PDF** to update the PDF of your Full Application. This step is **crucial** to ensuring that all changes/revisions made to your application are **regenerated** and provides you with the opportunity to review your entries and uploads to the system.
 - Note: It is your responsibility to review the .pdf copy of your application prior to submission to ensure that all the data you have entered and uploaded are complete and accurate.
- It is your responsibility to follow up with your third party to ensure completion and submission of the third party task.

Please note that once you submit the full application, you will **NOT** be able to make any changes. This condition will hold true even if you contact the MSFHR prior to the deadline of **4:30 p.m., Pacific Time on October 30, 2017**.

7. 2018 P2P Award Competition Application Checklist

Check	Action Required
<input type="checkbox"/>	Create your MSFHR ApplyNet system account email if you have not created one in previously.
<input type="checkbox"/>	Communicate with your patient co-lead to ensure they have an MSFHR ApplyNet system account email addresses.
<input type="checkbox"/>	Communicate with your partners/contributors if you plan to upload letters of support relevant to your P2P Award application.
<input type="checkbox"/>	Update your CV – MSFHR Full Version on the Canadian Common CV website.
<input type="checkbox"/>	The P2P Award full application package consists of the following uploads: 1) Work plan 2) Common CV (MSFHR Full Version) 3) Publications 4) Letters of support (confirmation of cash or in-kind support), if applicable 5) Completed budget Review the PDF copy of your application package to ensure all your uploads are properly attached.
<input type="checkbox"/>	Proofread the .pdf documents prior to submission to ensure that all data entered into text fields in MSFHR ApplyNet are correctly displayed in the .pdf document.
<input type="checkbox"/>	Ensure you meet your host institution’s internal review and signing deadline.
<input type="checkbox"/>	Deadline for submitting the full application is October 30, 2017 at 4:30 p.m., Pacific Standard Time.

Note: Incomplete applications will NOT be reviewed.

8. Contact Information

For questions regarding eligibility and program objectives of this funding opportunity, please contact:

Primary Contact

Dr. John Ward
 Performance Measurement Lead
 BC SUPPORT Unit
 236-521-2069
jward@bcsupportunit.ca

Secondary Contact

Dr. Stirling Bryan
 Scientific Director
 BC SUPPORT Unit
 236-521-2064
 c/o Sara Lima Branco
sbranco@bcsupportunit.ca

For more information about the ApplyNet system or help with login information, and the application and submission process, please contact

MSFHR Help Desk
604.714.6609
helpdesk@msfhr.org