

# Online Application Tips

## AIHS New Online Application System

- These pages highlight the following key sections of the AIHS Postgraduate Fellowship 2016 online application:
  - Creating an account
  - Starting an application
  - Providing mentorship advisor biographical sketches
  - Providing letters of reference (\*only portion of application package that is not online)
  - Checking institutional requirements BEFORE you hit Submit
  - E-Signature process AFTER you hit Submit

# New Online System

## Create Account

[Online Application Link](#) is on the AIHS Postgraduate Fellowship webpage

### Alberta Innovates - Health Solutions

Welcome to the Alberta Innovates – Health Solutions (AIHS) online application portal. To apply for the Community Engagement and Conference grant competition, please use this online tool which has replaced our paper-based form. If you are a new user, please be sure to register in order to access and submit the application.

To find out more about AIHS please visit our website at [www.aihealthsolutions.ca](http://www.aihealthsolutions.ca)

[Register here](#)

1) Register Here

### 2) Login

#### Login



We have detected that you are using a pop-up blocker. To use some features, you will need to allow pop-ups or disable your pop-up blocking software.

Email:

Password:

[Login](#)

[Forgot Password?](#)

# New Online System

## Funding Opportunities

### Opportunity Details

#### Postgraduate Fellowship

Deadline:03/10/2016

[Apply Now](#)

#### Community Engagement Conference Grant

Deadline:29/07/2016

**Deadline Passed**

## My Applications

In Progress Submitted Approved Declined

#	Primary Contact	Application Type
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No results found

Once you create a draft application it will become visible under 'My Applications' on the Home page

## Requires Attention

In Progress Submitted

#	Primary Contact	Project Title	Activity Type
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No results found

# Mentorship Advisors – Biographical sketches



- Personal Information
  - Program Details
  - Applicant Background
  - Letters of Reference
  - Mentorship Advisors**
  - Academic & Career Details
  - Research Training Environ
- Significance & Relevance Summary
  - Research Abstract
  - Detailed Proposed Research Project

Please Click on each of the buttons below to add the relevant information.

Add Mentorship Advisors

Add names and contact information

Provide the Biographical Sketch Information for each Mentorship Advisor, including the primary research supervisor and co-supervisor (if applicable), co-mentor and career advisor. Please attach the Biographical Sketch cover page and additional pages as a [single PDF](#) for each mentorship advisor.

The Biographical Sketch Information forms can be downloaded from the [AIHS Website](#).

### Primary Research Supervisor

Attach Primary Supervisor BioSketch

### Co-Supervisor (if applicable)

Attach Co-Supervisor BioSketch

### Co-Mentor

Attach Co-Mentor BioSketch

### Career Advisor

Attach Career Advisor BioSketch

Add each separate Biosketch document

Previous

Save Draft

Submit

# Letters of Reference

\*only portion of the application package submitted separately from the online system



Postgraduate Fellowship (Kari Larson - Application Record Number: 201610020)

View Application Summary

Personal Information

Program Details

Applicant Background

**Letters of Reference**

Mentorship Advisors

Academic & Career Details

Research Training

Significance & Relevance Summary

Research Abstract

Detailed Proposed Research Project

Identify the three individuals who have been asked to submit a letter of reference on your behalf. The primary research supervisor may be one of the three

Letters of reference should highlight the applicant's strengths as they relate to the suitability and experience for the proposed work in this training environment (e.g. originality skills, etc.) and the benefit that the proposed experience would provide the applicant towards their career goals.

Click to Add References

Add names and contact information

These letters of reference are submitted in a confidential manner to AIHS solely for the purpose of supporting the application for a competitive award. Therefore, mail in a sealed and signed envelope, or (b) as a signed letter in pdf format sent directly from the referee to [grants.health@albertainnovates.ca](mailto:grants.health@albertainnovates.ca). Please note that AIHS will accept electronically scanned, facsimile or original signatures.

*Please have your references letters mailed to:*

Training and Early Career Development Programs  
Alberta Innovates - Health Solutions  
1500, 10104 103 Avenue NW  
EDMONTON, AB T5J 4A7

2 ways to send letters:

- 1) Letter mail
- 2) Email directly from referee

Previous

Save Draft

Submit



# Application Submission



Postgraduate Fellowship (Kari Larson - Application Record Number: 201610020)

View Application Summary

Personal Information

Program Details

Applicant Background

Letters of Reference

Mentorship Advisors

Academic & Career Details

Significance & Relevance Summary

Research Abstract

**Detailed Proposed Research Project**

\* The applicant is to provide a detailed description of the proposed research project for the period during which the award is to be held of the proposed research within the context of the current knowledge of the field. The research plan outlining the proposed project should and the defined key milestones or deliverables to be achieved

500 words left

List of Project References

List the references related to your research project.

Previous

**BEFORE YOU HIT THE 'SUBMIT' BUTTON**

**Check university internal requirements (signatures from supervisor, department, faculty) and deadlines**

Ensure that you have already met **institutional internal requirements**, as changes CANNOT be made to the application after pressing 'Submit'

Save Draft

Submit



# Application Signatures

AFTER YOU HIT THE 'SUBMIT' BUTTON

Two Email Signatures:

- 1) Applicant
- 2) University Research Services Office

- Research Services Office will not e-sign unless application has met their internal requirements; AIHS applications are not complete without the RSO e-signature

## SIGNORITY

Dear Mike Christen,

You have been sent the document '**Grant Agreement(1285350) on 12.17.2015**' by [AIHS-ca](#) to sign using an electronic signature service. Please retrieve the document

[Review Document >](#)

If the above link does not work, you can paste the following address into your browser address bar:

<https://sign.signority.com/UI//documentDesigner.html?iid=7b482387-7ac1-4730-8e42-7e7638caedb6&lang=en>

Regards,

The Signority Team

# Postgraduate Fellowship competition:

**Deadline: October 3, 2016  
at 4:00 pm**

*Institutional deadlines will differ, please contact your institution regarding their requirements*

## ***Internal Deadlines:***

***University of Lethbridge September 19, 2016***

***University of Alberta September 26, 2016***

***University of Calgary September 16 and 29, 2016***