How to Apply for an MCHRI Grant

Step 1: Create Application Record

Click here to select the funding mechanism. Please note that all applications must be completed and submitted by the applicant themselves as all steps are SUNet authenticated.

Click on “Online Submission Link” and you will be routed to the following page:

Your Name, Email Address, Department and Org ID will auto-fill. Please select the Program you are applying for and depending on the program the form will populate a drop down menu to select your Applicant Title. If you are required to have a primary mentor and a Mentor Support Form, there will be a space for you to enter your Mentor’s SUNet once you have selected your Applicant Title. Please be advised to access the Mentor Support Form, the mentor will also need to enter their SUNet, which is case-sensitive. It will need to match how the SUNet is on StanfordWho. Please also ensure this is entered correctly in Step 1: Create Application Record.
A primary mentor is not required for Associate Professor and Professor ranks. The Mentor Support Form is optional. However, if you select ‘yes’ and choose to designate a primary research mentor, your mentor will be required to submit the Mentor Support Form.
Once you click submit, you will receive an email with the link to your application. Please note: if you or your mentor are unable to find either email, please contact the MCHRI Administration via email or 650-724-6891. **Do not create a new application record, as this will delay the processing of your application.** If required or selected your mentor will receive a separate email with a link to the Mentor Support Form, which is SUNet authenticated.

**Application Link:**

```plaintext
Wed 1/24/2018 1:30 PM
chri_admin@stanford.edu
Application

To

Dear

...

You may open the survey in your web browser by clicking the link below:

Application

If the link above does not work, try copying the link below into your web browser:
https://radcap.stanford.edu/surveys/?s=TdTY799Yfy

This link is unique to you and should not be forwarded to others.
```

**Mentor Support Form Link:**

```plaintext
Dear

You have been selected as the Primary Research Mentor for applicant. Please go to the link below to complete the MCHRI Mentor Support Form.

MCHRI Mentor Support

This link is unique to you and should not be forwarded to others. You will be asked to enter your SUNet to get into the form. This form can be saved and edited at a later time. Please only submit once the form is fully completed. The form is due by the application deadline.

Thank you,
MCHRI Administration
```
Step 2: Submit Application

The link in the email will take you here, please enter your SUNet used to create the application record.

You will then get to your application. Once you select the program you are applying for it will trigger an upload function for appropriate application materials based on the funding mechanism. Please note FY is the Fiscal Year you are applying for, which should be indicated in the RFA.
Mentor Support Form

The link in the email to your mentor will go to the form below. Please note mentors will need to select the acknowledgment that they have read your grant and spent the time necessary to review the scientific aspects of the proposal. To access the form, mentors will also need to enter their SUNet, which is case-sensitive. It will need to match how the SUNet is on StanfordWho. Please also ensure this is entered correctly in Step 1: Create Application Record.

Please be aware that if you are required to have a Mentor Support Form that your application is not complete until both your application and the form are submitted. If either is submitted after 5:00pm on the application due date, they will not be accepted.

For any questions or technical difficulties, please contact MCHRI Administration via email or call 650-724-6891.