

CFUW Fellowships and Awards for the Academic Year 2022-2023

Instructions for Applying Online

STEP 1 - ONLINE APPLICATION FORM

1. Instructions regarding the online application form

1.1 The online application and the personal information consent (page 2 of the online application form) is available in the *Survey Monkey Apply* portal on the CFUW websites (www.cfuwcharitabletrust.ca; www.cfuw.org). Once you have registered in the portal, you can easily select your preference of language by using the [Toggle] button to choose English or French.

1.2 After logging in to the *Survey Monkey Apply* homepage, go to **Programs**, and click on [**CFUW Fellowship Award Application 2021**] to gain access to the fellowships and awards available in the current competition.

1.3 Click on the [**APPLY**] button to open the Applicant Portal. Go to **Your tasks**, and click on [CFUW Fellowships and Awards Application Form].

1.4 The online application form must be completed first. This triggers the online system to give the applicant full access to seven (7) tasks involving upload files and other actions. All tasks are mandatory and must be completed to enable the application submission process.

1.5 The applicant may save and continue editing work during the completion of a task. The onus is on the applicant to decide when each task is fully completed and to indicate this by clicking the [**MARK AS COMPLETE**] button.

1.6 Confirmation of enrollment in a graduate program from the host institution – the online application has an **Upload Task** to allow for uploaded file(s) confirming enrollment.

1.7 Letter of Acceptance into the program of proposed study from the host institution, if not enrolled at the time of application – the online application has an **Upload Task** to allow for uploaded file(s). If the applicant is enrolled at the time of application, the confirmation of enrollment document (**1.6**) can be uploaded for completion of task (**1.7**).

1.8 Confirmation of ethics application/approval, or approximate date of projected application, if required by the host institution. The online application has an **Upload**

Task to allow for uploaded file(s). If you are uncertain about whether you need to obtain approval by the Research Ethics Board, please consult the host institution. **IMPORTANT:** For the Proof of Ethics application/approval task in the Applicant portal, uploading a document for completion of this task is mandatory. If the task is not marked as complete in the Applicant portal, the applicant is unable to complete the application and pay the filing fee. When research or projects do **not** require ethics review and approval, the applicant can simply upload a PDF stating that ethics approval is not required.

1.9 There is no limit on the number of different categories of fellowship or award that an applicant may apply for. However, an applicant is not eligible to apply for the same fellowship or award more than once in the current competition.

1.10 The application deadline is **January 17, 2022**, by 11:59 p.m. EST.

STEP 2 - TWO SECTIONS OF REQUIRED INFORMATION FOR THE ONLINE APPLICATION

2. Instructions regarding the two sections of required information for the Upload Task

2.1 Section I – STATEMENT OF INTENT. The online application requires the completion of a Statement of Intent written by an applicant. Section I requires specific format and content, as outlined:

2.1.1 MAXIMUM of TWO PAGES, single-spaced, Arial 12 pt font, margins .75 inches (1.9 cm). Clearly indicate your name and the CFUW Fellowship or Award for which you are applying.

2.1.2 Please use the following ***Headings** in your Statement of Intent:

- * Title of thesis or a project plan for the non-thesis applicant -
- Description of your research topic or project plan including clear objectives -
- Clear explanation of methodology or project plan for the non-thesis applicant -
- Projected application of your research topic or project plan -
- Personal motivation for embarking on your research or study -
- Research and professional goals following completion of your research or study -

2.1.3 Statement of Intent must be easily understood by a non-technical reader. If references are cited, include this list of references on a separate page.

2.1.4 Statement of Intent must be written in French for the Bourse Georgette LeMoyne application.

2.2 Section II – CURRICULUM VITAE. The online application requires the completion of Curriculum Vitae written by an applicant. Section II requires specific format and

content, as outlined:

2.2.1 Point form, single-spaced, margins .75 inches (1.9 cm), Arial 12 pt font. There is no page restriction.

2.2.2 List from most recent to earliest:

1. Summary of education: academic, technical, professional, and special study; provide:
 - names of universities attended with dates
 - degrees and diplomas
 - title of thesis
2. Scholarships, awards, distinctions, etc. previously and/or currently held; provide:
 - name and monetary value of awards(s)
 - sponsor and place of award(s)
 - date(s) of award(s)
 - period of tenure
3. Publications relevant to: current program of study/research area or most recent academic degree obtained. Indicate if publication is in press and include a letter of confirmation. For each of the following, use the standard bibliographical format:
 - a) Academic papers indicating i) Refereed or ii) Non-refereed;
 - b) Books/Chapters in books;
 - c) Conference and poster presentations;
 - d) Juried and gallery showings, concerts, musical compositions, etc.
4. All work experience, especially that which relates to the project or research area.
5. Community and volunteer activities [and involvement].
6. **IMPORTANT: If you are applying for the CFUW Aboriginal Women's Award (AWA)**, please indicate your Aboriginal Ancestry (Self-Declared).

_____First Nations

_____Inuit

_____Métis

2.2.3 Curriculum Vitae may require **Appendix A**. Please see instructions **3.6**.

STEP 3 – GET A REFERENCE-2021

3. Instructions regarding the recommendations

3.1 There must be three (3) recommendations to support each separate application.

3.2 The online application system has an email template for an applicant to complete a request for a recommendation from a referee. The email request received by the referee has an embedded URL link for the referee to access the **Referee Assessment Form** for completing the form online. **IMPORTANT:** The referee must register an account or log in to Survey Monkey Apply with the same email address that the applicant used to send their request for a recommendation to the referee. If the referee registers an account or logs in with social media such as Facebook, Twitter, or Google, they are automatically redirected to the Survey Monkey Apply homepage and its content instead of having access to the secured portal for completing the **Referee Assessment Form** online.

3.3 The **Referee Assessment Form** must be completed online by the referee, signed, and dated.

3.4 The online application system has a **Reuse Data** feature for getting recommendations for more than one application submission. When an applicant first applies to an award or fellowship and the three (3) recommendations are received for that initial application, the online system automatically saves and uploads the same three (3) Referee Assessment Forms for additional applications.

3.5 The applicant may change a reference, by clicking the [More Options Menu] (button with 3 dots image) beside **Reuse Data**. The next step is to select [Edit task]. Then, go to the [More Options Menu] beside the name of referee and select [Delete task].

3.6 An applicant **must** include an explanatory note appended to **Section II** of the application if her current Faculty Advisor cannot provide a reference and/or her application is not supported by at least one academic reference. The explanatory note must be given the heading **Appendix A**.

3.7 For a PDF file sample of the online Referee Assessment Form [click here](#).

STEP 4 - APPLICATION FEES AND PAYMENTS

4. Instructions regarding the filing fee payment

4.1 There is a filing fee of \$60.00 for **each** CFUW Fellowship or Award application. The fee for filing a fellowship or award application has been modified to reflect that the CFUW must collect 13% Harmonized Sales Tax (HST).

4.1.1 The application fee with applicable HST is outlined here:

Subtotal Application Filing Fee	\$53.10 per application
Ontario - Harmonized Sales Tax (HST) 13%	\$6.90
Total Application Filing Fee	\$60.00 per application

4.2 OPTION 1 - Online Payment of filing fees by credit card – Visa, MasterCard, and American Express are accepted. The filing fee payment is listed as a task in the online application. The online application system integrates with the e-commerce service provider, Stripe (Canada).

4.2.1 The information that is required when making your payment for filing fees using Stripe (Canada) platform includes: credit card number, expiry date, and CVV (3 digit number found on the reverse side of the card beside the signature panel). You will receive an email confirmation of the approved transaction for your online filing fee payment by credit card.

4.3 OPTION 2 – Manual Payment by cheque or money order – you must complete an Upload Cheque/Money Order Form

4.3.1 Clearly indicate the CFUW Fellowship or Award for which you are applying. Please mail cheque or money order with a copy of the payment form to the CFUW National Office. If you are applying to more than one fellowship or award, you may issue one payment cheque or money order for the total amount of filing fees. Cheque or money order is payable to: **Canadian Federation of University Women.**

4.4 Notes Regarding the Filing Fees. Filing fees are non-refundable.

FINAL STEP - SUBMIT YOUR APPLICATION

To submit your application, click the [**SUBMIT**] button. You will receive an email confirmation of your online application submission to the CFUW. Once an application is

submitted, the applicant can **View** the application but cannot edit the forms.

QUESTIONS?

Any inquiries may be directed to the CFUW Fellowships Program Manager.

Email: fellowships@cfuw-fcfd.ca

Phone: 613-234-8252 Ext. 104; Toll-free: 1-888-220-9606