

STEP-BY-STEP GUIDE: MERIT AWARDS APPLICATION

Table of Contents

Title	Page
Step 1. Complete Account Registration	1
Step 2. Complete the Eligibility Quiz	4
Step 3. Begin your Merit Awards Application	6
Step 4. Important Considerations	7
Step 5. Pre-Application Questions	8
Step 6. Research Summary & Research Proposal	9
Step 7. References & CV	10
Step 8. Applicant's Activity	11
Step 9. Editing and Downloading your Merit Awards Program Application	12
Step 10. Submitting your Merit Awards Program Application	13
Appendix	14

Step 1. Complete Account Registration

Congratulations on taking the first step toward starting your Merit Awards application!

For the 2025-2027 cycle, the Department of Anesthesiology & Pain Medicine is using the online platform, Survey Monkey Apply, to manage all applications. **Please note that only active full-time faculty members can submit an application.**

These step-by-step instructions will guide you through the application process:

- Use this link to begin registering your account:
<https://uoft-dapm.smapply.ca/>
- In the top right corner, click the **Register** button:

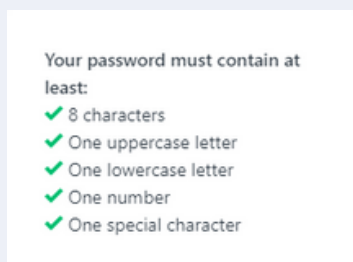


- You will be redirected to the registration tab to continue.



Step 1. Complete Account Registration (continued)

- When prompted, enter your full name, email address and UTORid.
 - You can use either your UofT or hospital email address.
- It is important that you create a strong password that is unique. Please ensure your password meets the following criteria.



Register with

f | t | G

OR

First name | Last name

Email
You can use any e-mail

Password

Confirm password

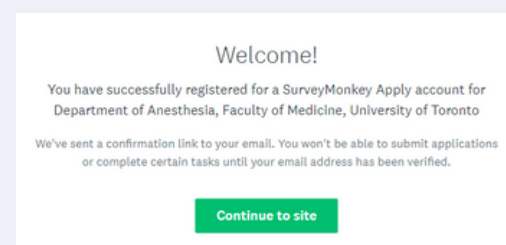
UTORid
Mandatory

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot

CREATE ACCOUNT

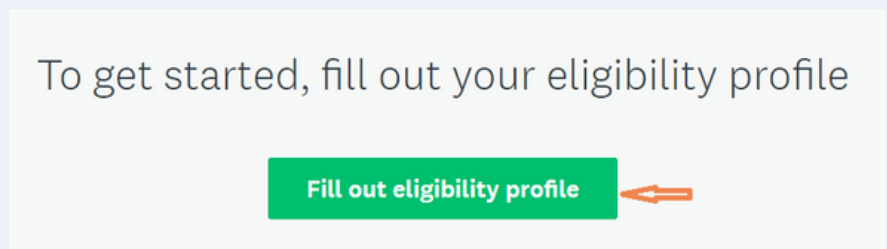
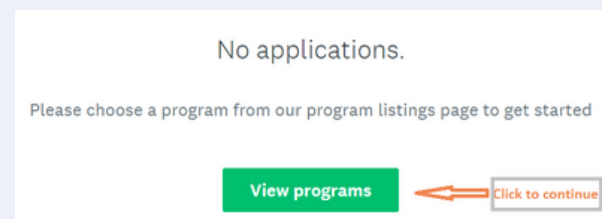
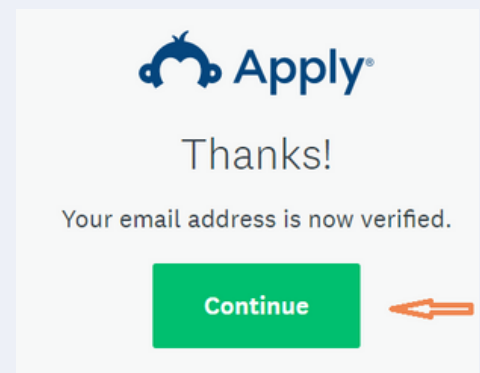
- Once you have completed all required fields, click on the **CREATE ACCOUNT** icon to be directed to a page indicating that you have successfully registered for a Survey Monkey Apply account. You will receive a confirmation email with a registration link.



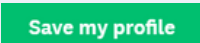
Step 1. Complete Account Registration (continued)

To complete your account registration:

- Use the unique link sent in the confirmation email to verify your Survey Monkey Apply account.
 - *If you cannot find the email, please check the Spam/Junk folder). The email will be sent from noreply@mail.smapply.net.*
 - **Please note that you cannot begin the application process until your account is verified.**
- Once you confirm your e-mail address, click the **Continue** button to the Survey Monkey Apply page and begin your application.
- Select "View Programs" to complete your eligibility profile on a new page.




Step 2. Complete the Eligibility Quiz

- Once your account is registered, you may want to complete the Eligibility Quiz at another time. To pause your registration select the **I'll do this later**, option.
 - This option will allow you to resume your registration by using this link: <https://uoft-dapm.smapply.ca/>*
- Once you've completed the Eligibility Quiz, select  to be redirected to a new page.

Eligibility Quiz

Eligibility

Before submitting an application/report, please identify your role with the department.


Faculty  Only Faculty have access to the Merit Award Application


Trainee

Hospital Administrator

Other (Please specify)

Clear

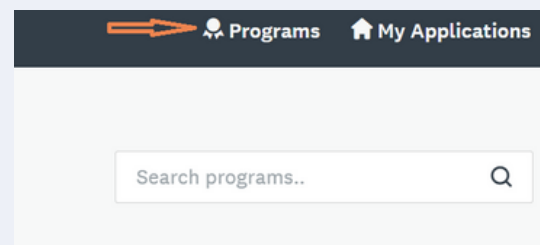
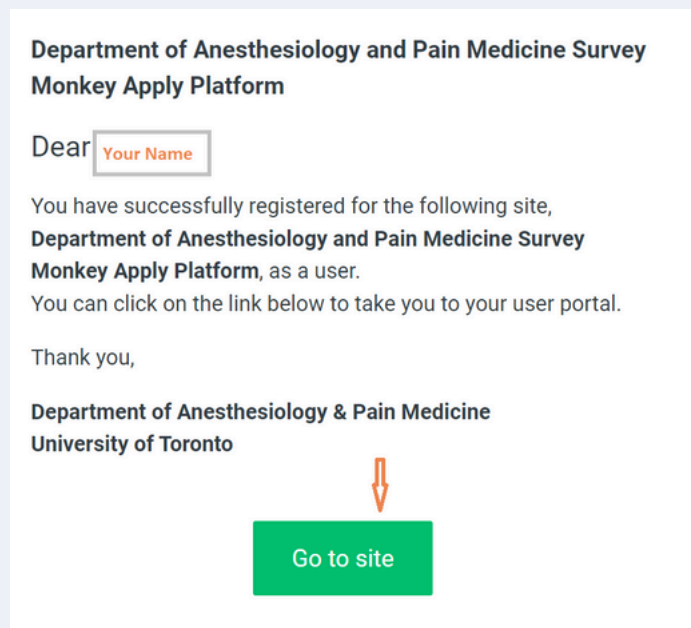
I'll do this later  If you choose i'll do this later, you won't be able to continue to the application

Save my profile  Once you saved your profile, you will be able to start with the Merit Award application



Step 2. Complete the Eligibility Quiz (continued):

- You will receive a confirmation email confirming that the Eligibility Quiz was saved and that you've successfully registered as a user.
 - *This email will be sent from noreply@mail.smapply.net.*
 - *If you cannot find the email, please check the Spam/Junk folder.*
- To continue, click the "**Go to Site**" button to begin your application.
- You will be redirected to the Survey Monkey Apply home page. Please select **Programs** from the top right corner of the page.



Step 3. Begin your Merit Awards Application

- Select **MORE** and then **APPLY** to begin your Merit Award Application.

Merit Awards Program

Accepting applications from Feb 25 2025 00:00 (EST) to Apr 4 2025 23:59 (EDT)

Application and Reporting Portal

[See my application](#)

MORE >



APPLY

Opens

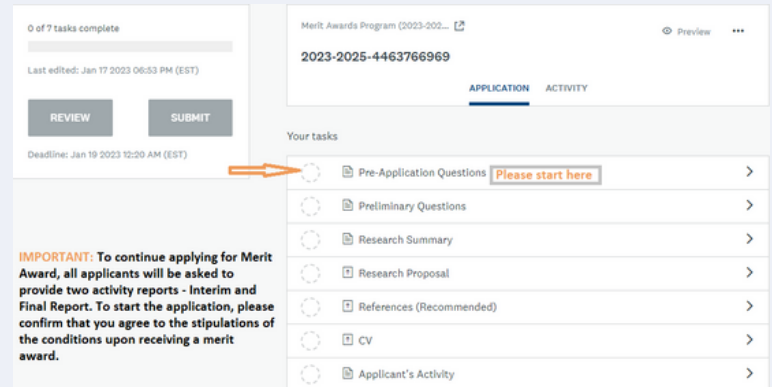
Deadline



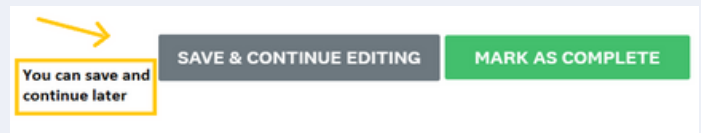
Step 4. Important Considerations

- The Pre-Application Questions must be completed first.

Before you begin this section, please consider:



- All Merit Award recipients will be asked to provide two activity reports (e.g. Interim and Final Report). **You must confirm to agree to the stipulations of the conditions upon receiving a Merit Award.**
 - Please note that you can save your application at any time and continue later. You may also choose to mark your application as complete throughout the process.*



- You may also make revisions to your application at any time by clicking selecting the ellipsis **...** in the main menu and then selecting **EDIT**. You may also reset the application and start again.*



Step 5. Pre-Application Questions

On the application home page, there will be a task list. **Begin with the Pre-Application Questions.**

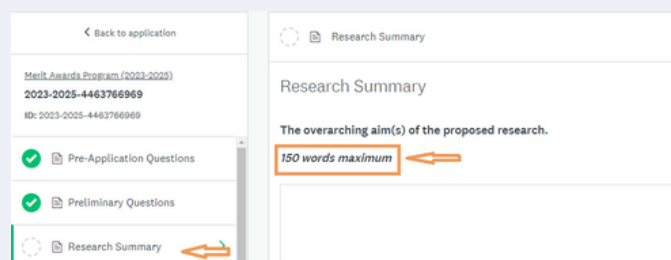
- At any time you want to pause your application, select **Save & Continue Editing**, a half-full green circle will appear beside the task in the left toolbar.
- Once you have completed the Pre-Application Questions, a green check mark will appear beside the task in the toolbar, indicating that this step has been completed.

- **To edit before the final submission, select the EDIT button in the right navigation bar.**
 - *Please note that revisions are allowed for all application steps before final submission.*



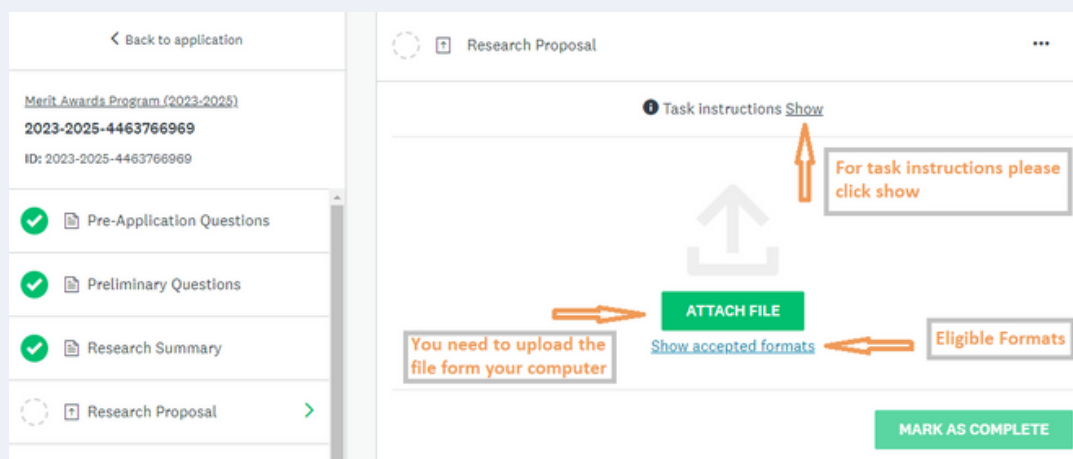
Step 6. Research Summary & Research Proposal

Now, you are onto the research section which contains the summary of your research and space to upload your Research proposal.



Next on the task list is the Research Proposal.

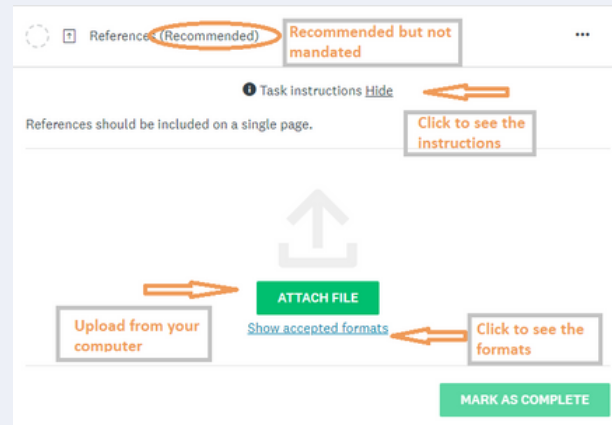
- For additional instructions, select **Task Instruction Show** as indicated below for more instructions for the submission.
- For a list of acceptable formats, please select **Show Acceptable Formats**.



Step 7. References & CV

- Next, include your references.
 - *Please keep in mind that the references are recommended but not mandatory.*

Acceptable formats pdf, doc, docx



Now, you may upload your CV.

The CV section **requires two submissions:**

- A CV abstract that focuses on productivity over the last two years.
 - (Recommended style: [CIHR Biosketch Guide](#))
- A complete CV
 - (**Recommended style:** [UofT Template](#) & [CIHR Template](#))



***Please note that reviewers will focus primarily on the CV abstract.**



Step 8. Applicant's Activity

The final task is the Applicant's Activity, which includes the following sections:

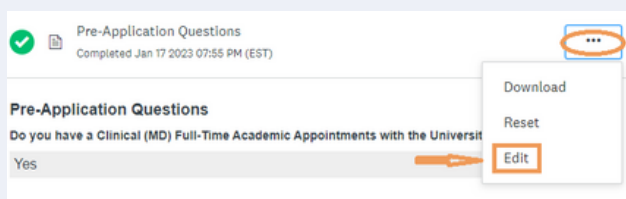
- **Applicant's Activity - Operating Grants**
 - Here, you may enter up to 8 operating grants that you have received between 2020 to 2025.
- **Applicant's Activity - Salary Awards,**
 - Here you may enter details for up to 6 of the listed Salary Awards and/or other Monetary Support.
- **Applicant's Activity - Activities and Publications**
 - Here you must answer YES/NO questions for **Specific Research Activity Criteria (Related to This Award)** and YES/NO questions for **General Research Engagement Criteria**.
- Now, you will be asked to provide your **H-index** as specified by the Web of Science.
- You must also provide details of your **Peer-Reviewed Publications** in this section.
- The final question requires you to complete the **Additional Academic Activities**.
- Finally, sign the application using your mouse or trackpad.



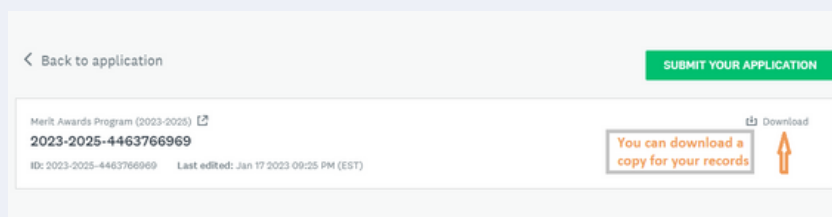
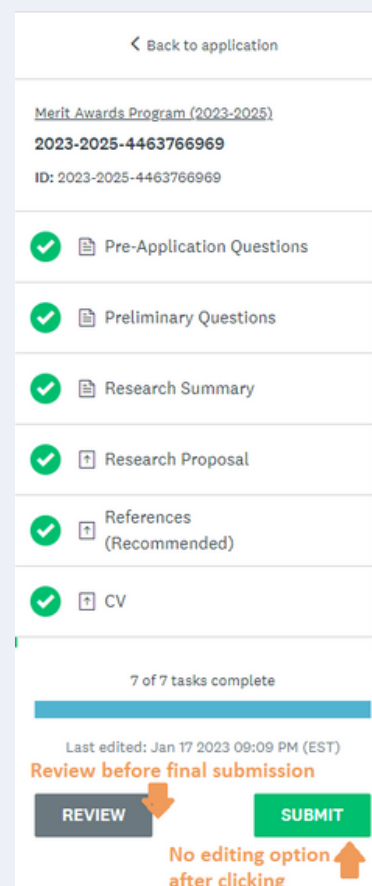
Step 9. Editing and Downloading your Merit Awards Program Application

This is the final step before you submit your application.

- To review your application before submission, please click **Review**.
- You can also revise your application after completion by selecting EDIT through the ellipsis on the right of each task.



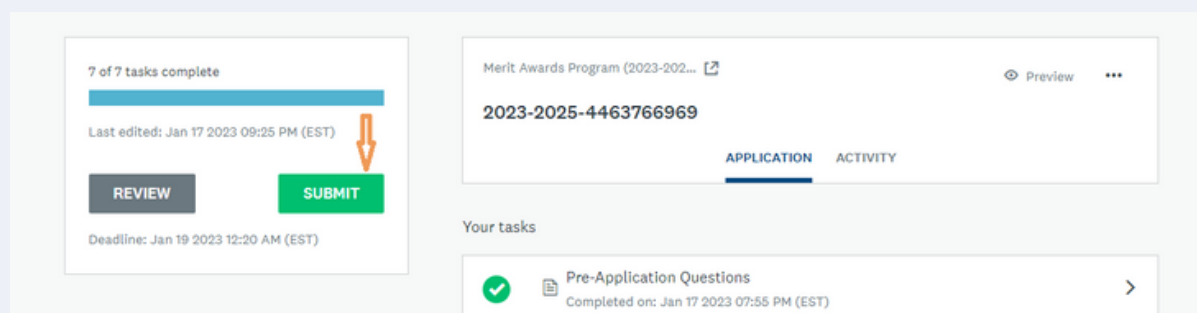
- Follow the instructions below to download a copy of this application for your records:



Step 10. Submitting your Merit Awards Program Application

Remember, your application **must be submitted** before the deadline (April 4, 2025).

- Select the **SUBMIT** button to the left top corner of the page to submit. **Please note that revisions are not allowed after submission.**



- After submission, you will receive a confirmation email from noreply@mail.smapply.net. (Please check the Spam/Junk folder if you cannot find this email).
- If you have any questions, please email: research.anesthesia@utoronto.ca

Congratulations you have submitted your Merit Awards application!



Appendix

Survey Monkey Apply FAQ Page

Please look at the link below for questions about the application/report submission.

- *FAQ Page URL: <https://help.smapply.io/hc/en-us/articles/115001445354-Completing-an-Application-FAQ>*

The information page covers but is not limited to the following topics:

Application/Report Submission FAQs

- How do I create a new application/report?
- How do I delete my application/report?
- How do I submit my application/report?
- How do I preview my application/report?
- Can I print/download my online application/report?
- How do I edit a completed task?
- Why can't I edit my task?

Email FAQs

- How do I change my notification preferences?
- Why am I not receiving any emails from the site?

