SUBMITTING YOUR MERIT AWARDS APPLICATION (2023-2025) ON SURVEY MONKEY APPLY

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Anesthesiology & Pain Medicine
UNIVERSITY OF TORONTO

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Step 1. Complete Account Registration

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

For the 2023-2025 round, the Department of Anesthesiology & Pain Medicine is using the online portal, Survey Monkey Apply, to manage all applications. **Please note that only Faculty members can access the Merit Award application process.**

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 any email address that you prefer.
  - Please note that your UTORid is mandatory for the registration process.

- It is important that your password is strong and unique. Please ensure your password meets the following criteria.

Your password must contain at least:
- ✔ 8 characters
- ✔ One uppercase letter
- ✔ One lowercase letter
- ✔ One number
- ✔ One special character

- 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. At this point, you will receive a confirmation email with a registration link.

Register with

f | | 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

Welcome!

You have successfully registered for a SurveyMonkey Apply account for Department of Anesthesia, Faculty of Medicine, University of Toronto

We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.

Continue to site

Step 1. Complete Account Registration (continued)

To complete your account registration:

- Use the individual 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.
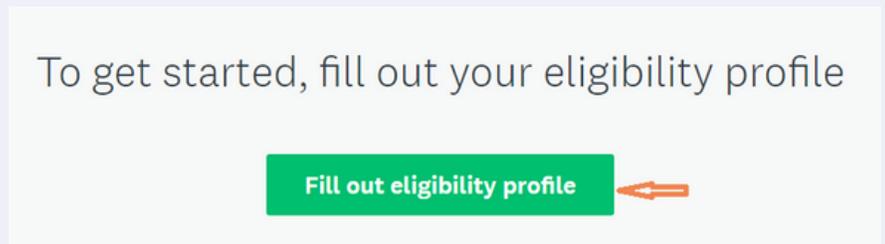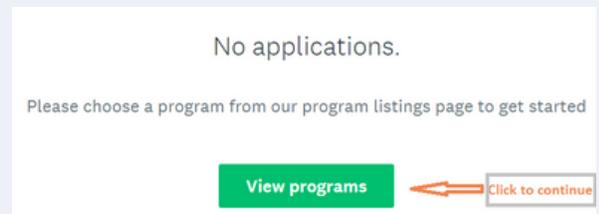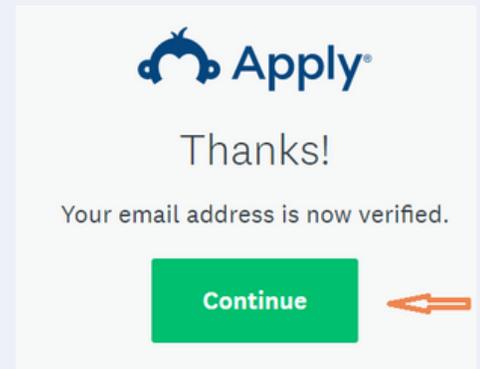
Step 2. Complete the Eligibility Quiz

- 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 [Save my profile] to be redirected to a new page.
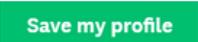
Step 2. Complete the Eligibility Quiz (continued):

- 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.

Department of Anesthesiology and Pain Medicine Survey Monkey Apply Platform

Dear Your Name

You have successfully registered for the following site, **Department of Anesthesiology and Pain Medicine Survey Monkey Apply Platform**, as a user.
You can click on the link below to take you to your user portal.

Thank you,

Department of Anesthesiology & Pain Medicine University of Toronto

Go to site

- You will be redirected to the Survey Monkey Apply home page. Please select ⚏ **Programs** from the top right corner of the page.
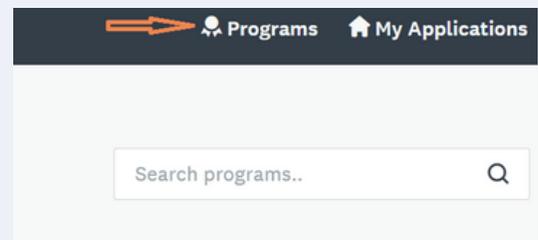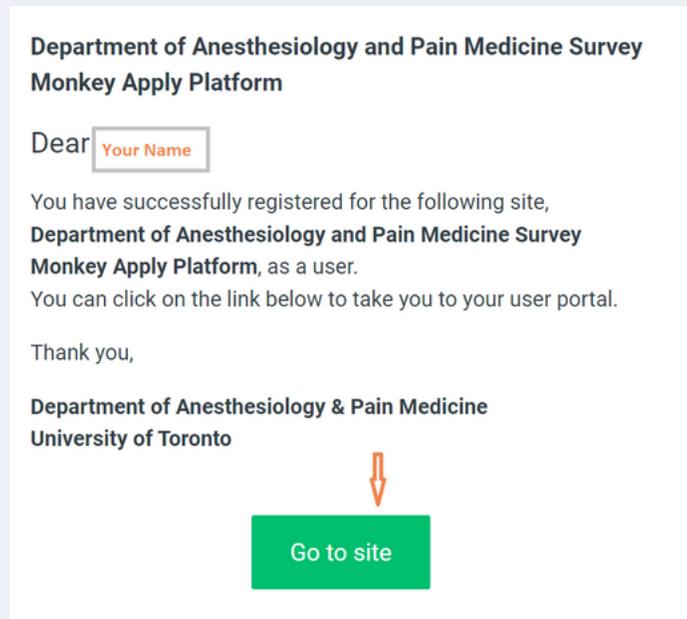
⚏ Programs   🏠 My Applications

Search programs..

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Step 3. Begin your Merit Awards Application

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

Merit Awards Program (2023-2025)

Accepting applications from Jan 6 2023 12:00 AM (EST) to Jan 19 2023 12:20 AM (EST)

Application and Reporting Portal

Please click more to access the Merit Award Application ➡ MORE >

APPLY

Opens

Deadline

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Step 4. Important Considerations

- The Pre-Application Questions must be completed first.

Before you begin this section, please consider:
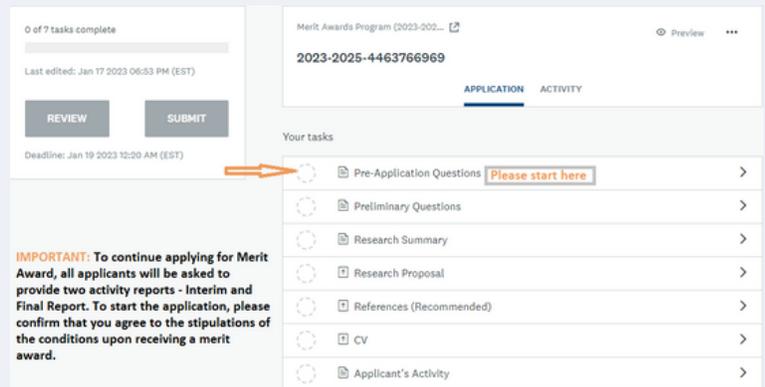
- All Merit Awards applicants will be asked to provide two activity reports - an Interim and a Final Report. **You must confirm that you agree to the stipulations of the conditions upon receiving a Merit Award.**

  - *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.*

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Step 5. Pre-Application Questions

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

- During the process, if at any time you 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, we're onto the research section which contains the summary of your research and space to upload your Research proposal.

- There are **five** sections regarding your Research Summary, each section has a 150 word limit.
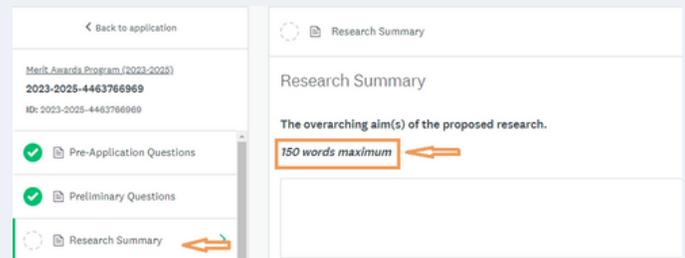
Next on the task list is the Research Proposal.
- For additional instructions, select **Task Instruction Show** as indicated below for more instructions for the submission.
- For a list of acceptable formats, please select **Show Acceptable Formats**.
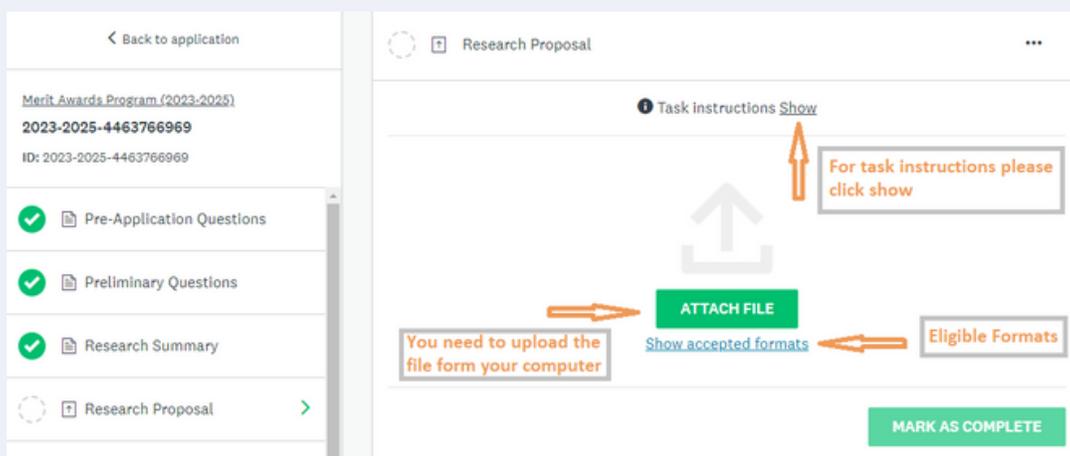
Step 7. References & CV

- Next, include your references.

  - *Please keep in mind that the references are recommended but not mandatory.*

Acceptable formats   pdf, doc, docx
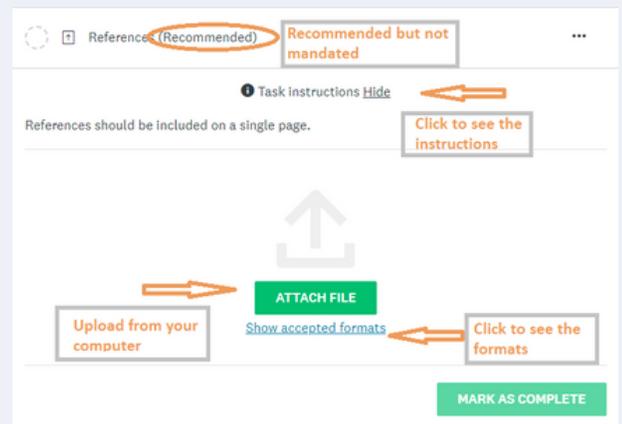
Now, you may upload your CV.

The CV section **requires two submissions**:
- A CV abstract that focuses on productivity over the last two years. (Recommended style: CIHR Bioskecth Guide)
- A complete CV. (**Recommended style:** https://anesthesia.utoronto.ca/sites/default/files/CV_Template_.doc & https://cihr-irsc.gc.ca/e/45641.html)
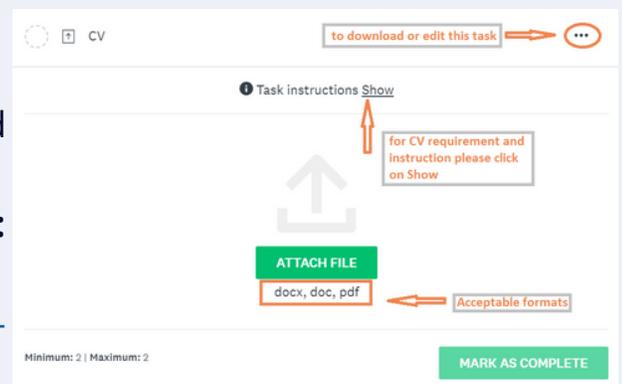
*Please note that reviewers will focus primarily on the CV abstract.

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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 eight operating grants that you have received between 2020 to 2023.
- **Applicant's Activity - Salary Awards**,
  - Here you may enter details for up to six of the listed Salary Awards and/or other Monetary Support.
- **Applicant's Activity - Activities and Publications**
  - Here you must answer four YES/NO questions for **Specific Research Activity Criteria (Related to This Award)** and seven 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

Congrats! This is the final step before you submit!

- To review your application before submission, please select REVIEW

- You may also revise your report after completion by selecting EDIT through the ellipsis on the right of each task.
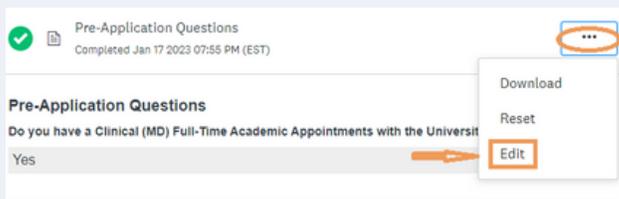
- Follow the instructions below to download a copy of this application for your records:
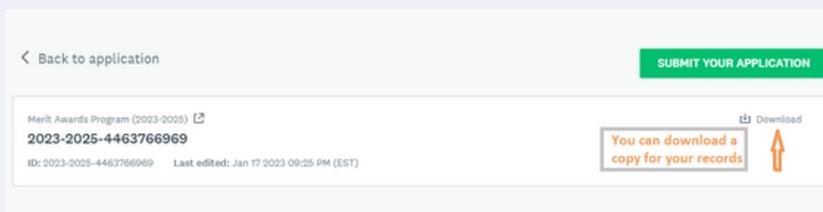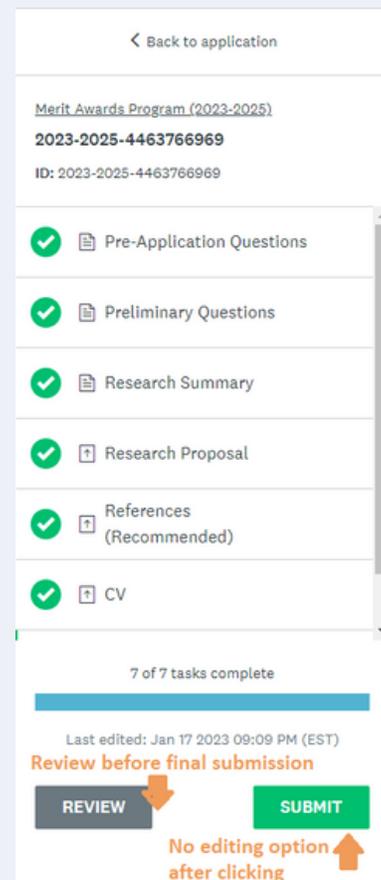
Step 10. Submitting your Merit Awards Program Application

Remember, your application **must be submitted** before the deadline (April 5, 2023).

- Select the SUBMIT button to the left top corner of the page to submit. **Please note that revisions are not allowed after submission.**
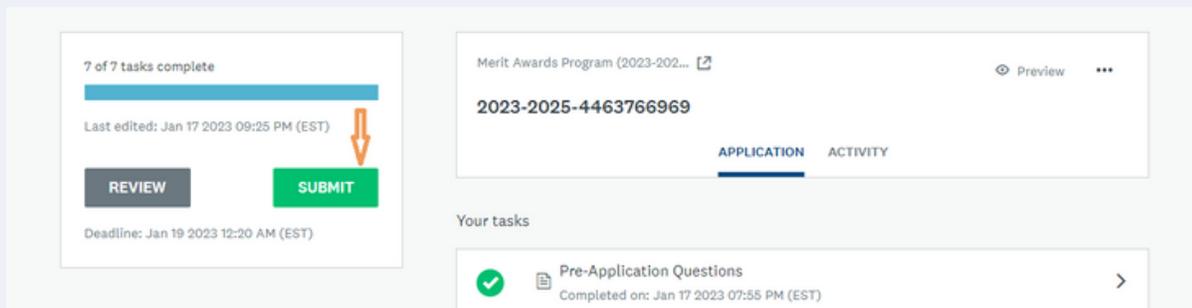
- After submission, you will receive a confirmation email from noreply@mail.smapply.net. (Please check the Spam/Junk folder if you cannot find this email).

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?