



HOW TO USE THE ANESTHESIA EDUCATION & INNOVATION GRANT PORTAL ON SURVEY MONKEY APPLY

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HOW TO USE THE ANESTHESIA EDUCATION & INNOVATION GRANT PORTAL ON SURVEY MONKEY APPLY

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Step 1. Complete account registration using your UofT email address

The Department of Anesthesiology & Pain Medicine has launched an online portal for the Anesthesia Education & Innovation Grant using the Survey Monkey Apply platform.

To access, please use the link:

https://uoft-dapm.smapply.io/prog/anesthesia_education_grant

Register using your UofT email address to begin the application process.

Register with

G

OR

First name

Last name

Email

Password

Confirm password

UTORid

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

I'm not a robot 

CREATE ACCOUNT





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Step 1. Complete account registration using your UofT email address

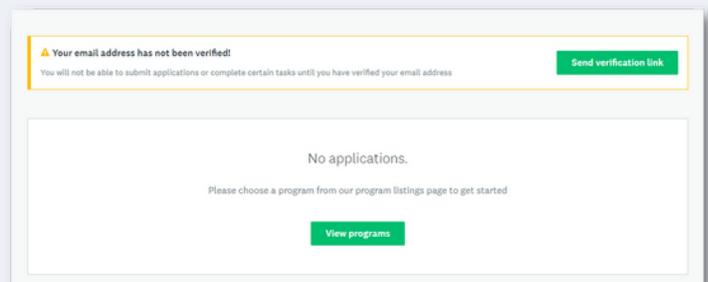
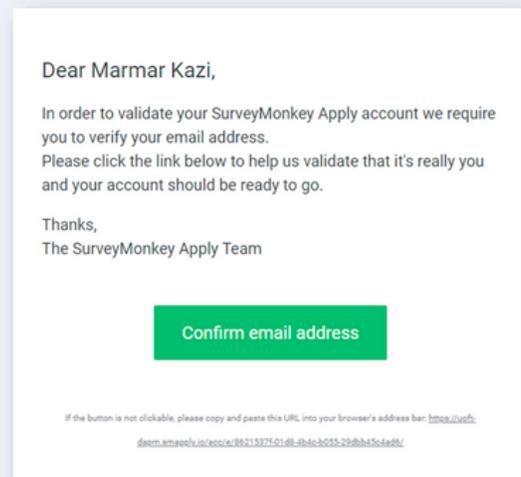
Once you complete the registration form, you will receive an email from **Survey Monkey Apply** asking you to verify your email address. The email will be sent from [<noreply@mail.smapply.net>](mailto:noreply@mail.smapply.net)

Note: If you cannot find the verification email, please check your spam/junk mail folder.

Follow the instructions in the verification email to complete the registration process.

TIP: Check out the following FAQ page to find out how to change your email address after completing your registration:

[How do I change my Name or Email Address \(Survey Monkey Apply FAQ\)](#)





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Step 2. Complete the eligibility quiz

To begin your application, please complete the eligibility quiz.

Kindly note: **Only faculty** appointed to the Department of Anesthesiology & Pain Medicine are **eligible** to apply for this grant.

Eligibility Quiz

Eligibility

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

Faculty

Trainee

Hospital Administrator

Other (Please specify)

Clear

I'll do this later [Save my profile](#)





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Step 3. Begin your application

To begin your application:

1. Log into Survey Monkey Apply. If you completed the eligibility quiz, follow the given directions to continue through the application steps.

Platform URL: <https://uoft-dapm.smapply.io/>

2. Click the "My Applications"  icon in the top menu bar.
3. Select the Anesthesia Education & Innovation Grant application.

Education Innovation Application	APPLY
	Opens Sep 15 2023 10:00 AM (EDT)
	Deadline Nov 30 2023 12:00 AM (EST)
Department of Anesthesiology and Pain Medicine	

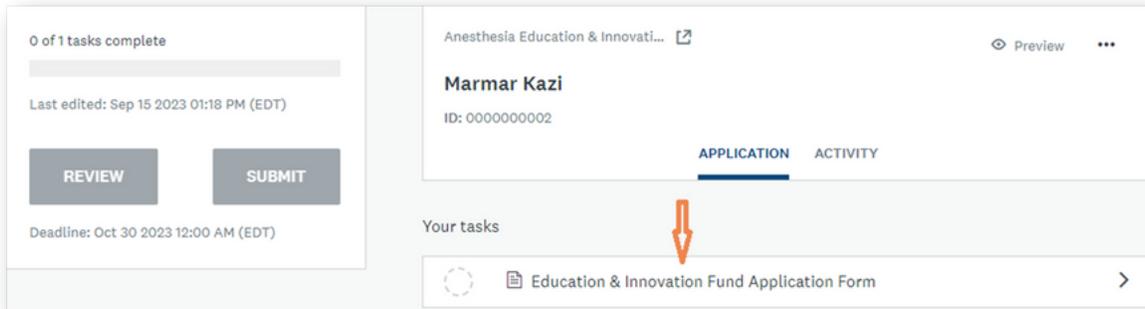




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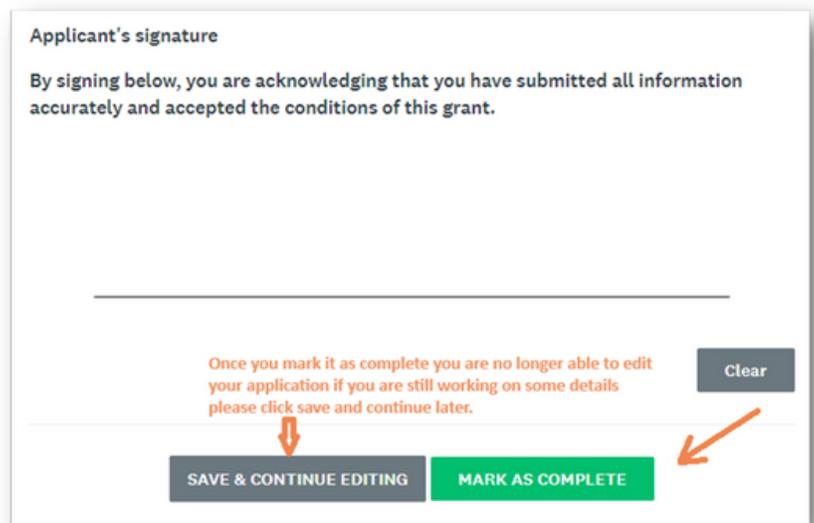
5

4. On the application page, you can start by clicking on the **Education & Innovation Application Form**.



5. Once you have completed all questions you have an option to save and review later.

Please note that once you choose the **“Mark as Complete”** option, you will not be able to edit your application anymore.





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6. When you're finished, select the **"Mark as Complete"** option.

Now, you can submit your application for review.

A screenshot of the application form interface. At the top, there is a back arrow and the text "Back to application". Below this, the application title "Anesthesia Education and Innovation ..." is displayed in a blue link, followed by the word "test" and the ID "ID: 0000000017". A green checkmark icon is visible next to the application title. Below the title, there is a section titled "Education & Innovation Grant Application Form" with a right-pointing arrow. A progress bar shows "1 of 1 tasks complete". Below the progress bar, the text "Last edited: Sep 20 2023 03:39 PM (EDT)" is displayed. At the bottom, there are two buttons: a grey "REVIEW" button and a green "SUBMIT" button. Below the buttons, the text "Deadline: Oct 30 2023 12:00 AM (EDT)" is displayed.



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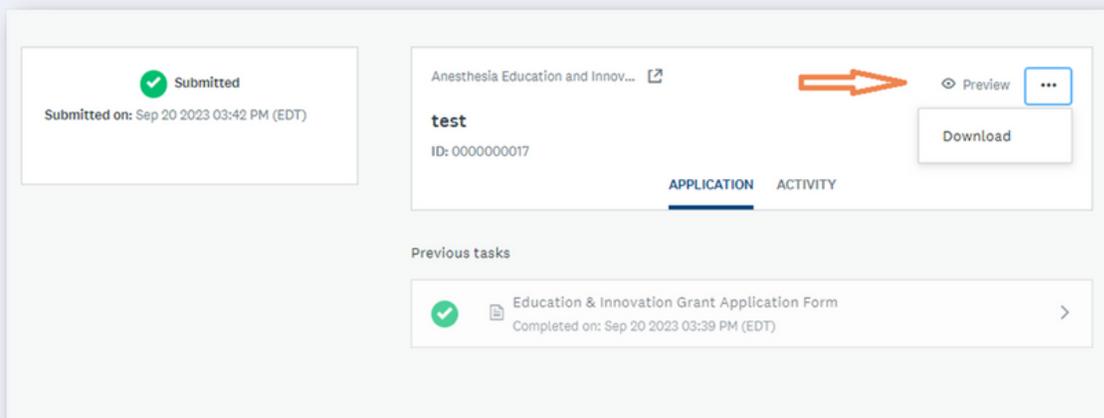
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Step 4. Check the review result

The department will notify you of the review result once it is completed.

When you receive the notification for the review result, you can:

1. Log into your Survey Monkey Apply account.
2. Go to your application and select "Review".
3. Select  to check the details of your review result.





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Appendix Survey Monkey Apply FAQ Page

Please visit the link below for any questions about the application/report submission.

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

The "application" in our Interim Report of Merit Awards Program setting refers to the interim report.

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?

