

Guide to the online application process

Welcome to the Canadian Nurses Foundation online application process! Please read this guide before you begin your application. You will find other useful hints in the PDF *Make Your Application Rock!* also uploaded to the website. Check out the FAQs as well.

Please note:

- There is a single non-refundable application fee each year for the awards, \$35 for the Scholarship applications, and \$20 for the Certification applications.
- Scholarship applications have several components; you will not be able to complete your application all at once
- The Certification award process is somewhat simpler; you need to complete the application form, upload your CV, tell us briefly about you, accept the terms and conditions, and make your application fee payment to CNF.
- For both types of awards, you must save your information before logging out or proceeding to the next page, or you will lose it, and have to re-enter.
- All mandatory fields in the online process must be complete, including your references

For the Scholarship awards, you will need to provide the following documents, scanned and uploaded

- Transcripts (preferably) or web-based grades from your academic institution; please ensure scanned and uploaded transcripts are legible
- Proof of indigenous heritage, if applicable
- Proof of Canadian citizenship or permanent resident status, if you are in a bridging program for internationally educated nurses
- Confirmation of your registration into the next semester of the program, i.e. the year the award would be applied to (this can be forwarded later, if you don't yet have it)
- Supporting relevant documentation if you believe it will make your application stronger (optional)

General Award Information

- You can only receive one scholarship award per annum
- If you received an award in a previous year, you may still apply for the current year
- Availability or value of the awards may change without notice
- If CNF receives funding for a new award after the deadline and before the Merit Review Panel meeting, all applications will be reviewed with reference to the new award criteria

If you need guidance about the content of the application, please email info@cnf-fiic.ca. If you have technical issues, please select the 'i' icon at the top of the screen to fill in a support request.

Overview of the process

- You will apply either for a scholarship award, or a CNA Certification award. On your first visit to the Survey Monkey Apply site, you will be asked to Create An Account. This is solely for the purpose of making the application.
- When you have created your account, you can log in and out, saving your information each time. You will be able to go back in to edit any page until you submit your application.
- You may copy and paste from your own documents into any text field asking for individual information, e.g. the CV template (résumé) or the Tell Us about Yourself task
- Please apply only for the awards for which you are eligible. Applying for everything, when some awards have very specific criteria, is time-wasting for you and for the reviewers.
- If you already have RN credentials, and are planning graduate or post-graduate studies in a field other than nursing (for example, MEd, MBA), you may apply for a CNF award that does not have restricted criteria. However, you must explain clearly in your application how your studies relate to the nursing profession.

References

- You will need two references; they will be used for all the awards you apply for. When you enter the recommenders' email addresses into your application, an email will be triggered immediately to give them instructions about how to log in and complete the appraisal form. You should contact them ahead of time, so they know to expect the email. If they do not receive it immediately, it is possible that it was detected as spam, so they should check their Junk folder.
- The Appraisal Form, when completed and submitted by the recommender, is attached electronically to your application, though you will not be able to view it. However, it will show as either Pending, or Complete, so you can follow up if necessary.
- The references must be complete before the deadline, so you can submit your application
- The recommenders must use the appraisal form supplied; other forms of reference will not be accepted. They may copy and paste from their own documents into the text fields.