ArcticNet

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SurveyMonkey Apply User Guide for Applicant/Collaborator

1. Accessing the ArcticNet Call for Proposals Platform

- Opportunities can be found under arcticnet.smapply.ca.
- If you are a new user, click "Register" to create your account. Returning users can click "Log in" and log in using their email and password.

2. Creating Your profile

- After clicking on "Register", create your profile by providing your information.
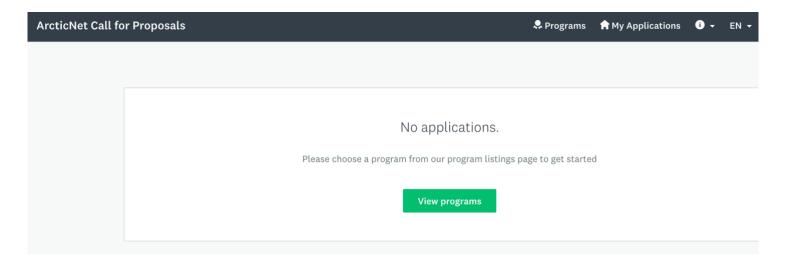

- You will receive an email requesting to verify your account email. **Make sure to check your inbox and verify your spam/junk folder.** Click on the link provided to verify your account.
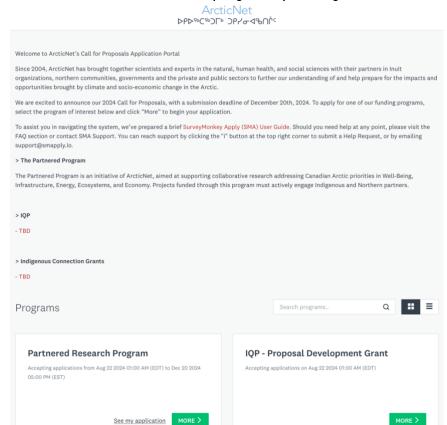
3. Dashboard Overview

- After logging in, you will see your Dashboard.
- Click on "Programs" on the top right or on "View programs" to see open and upcoming Calls.
- Click on "My Applications" on the top right to see your applications, if you have already initiated one.

4. Applying

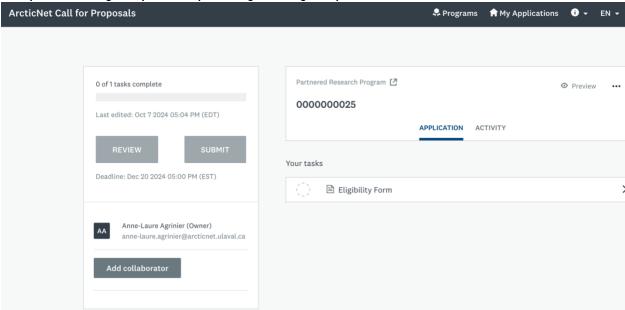- You can find more information on each program by clicking on "More".

- When you are on the page of the desired program, click "Apply" to start the application process.

- Complete the Eligibility Form by clicking on "Eligibility Form":
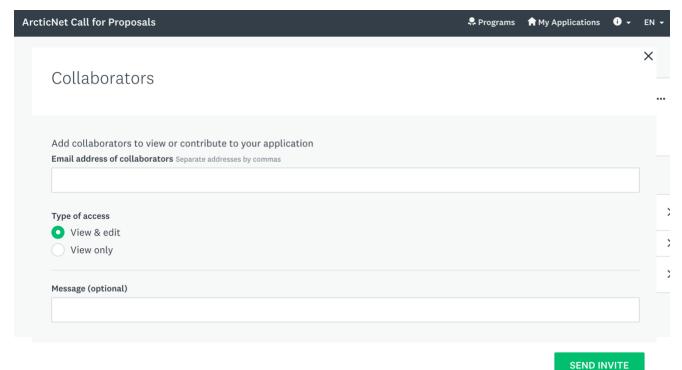

Note: If you are eligible, you will have access to the rest of the application. If you are not eligible, you won't be admitted into the application phase.

5. **Add collaborator to your proposal**
- After clicking on "My applications", select your application by clicking "Continue". Then click on "Add collaborator" to add collaborator.

- Provide the email address of the collaborator(s) and choose the type of access for the collaborator(s)

6. **Troubleshooting and Support**

- **FAQs and Help:**
  - SurveyMonkey Apply has a comprehensive **Help Center** accessible from the platform. You can find answers to frequently asked questions here.

- **Contacting Support:**
  - If you encounter technical issues, use the **Support** tab to submit a ticket. Be sure to describe your issue in detail for faster resolution.

- **Application-Specific Inquiries:**
  - For questions regarding the application content, eligibility, or requirements, please contact for the IQP Program: Aisha Sada at aisha.sada@arcticnet.ulaval.ca and for the Partnered Program: Anne-Laure Agrinier at anne-laure.agrinier@arcticnet.ulaval.ca.