

ArcticNet

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SurveyMonkey Apply User Guide for
Applicant/Collaborator

WITH FUNDING FROM





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.

EN ▾

Log In

Register



Welcome to ArcticNet’s Call for Proposals Application Portal

Since 2004, ArcticNet has brought together scientists and experts in the natural, human health, and social sciences with their partners in Inuit organizations, northern communities, governments and the private and public sectors to further our understanding of and help prepare for the impacts and opportunities brought by climate and socio-economic change in the Arctic.

We are excited to announce our 2024 Call for Proposals, with a submission deadline of December 20th, 2024. To apply for one of our funding programs, select the program of interest below and click “More” to begin your application.

2. Creating Your profile

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

The screenshot shows the registration page on the 'Apply' platform. At the top, it says 'Register for an applicant account'. Below that, there is a 'Register with' section with a red 'G' logo. Underneath is an 'OR' separator. The form includes input fields for 'First name' and 'Last name', an 'Email' field, a 'Password' field with a strength indicator and visibility toggle, and a 'Confirm password' field. A checkbox labeled 'I'm not a robot' with a CAPTCHA icon is present. At the bottom, there is a green 'CREATE ACCOUNT' button. A line of text at the bottom of the form states: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).'

- 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.

ArcticNet Call for Proposals

Programs My Applications i EN

No applications.

Please choose a program from our program listings page to get started

[View programs](#)



4. Applying

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

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To assist you in navigating the system, we've prepared a brief [SurveyMonkey Apply \(SMA\) User Guide](#). Should you need help at any point, please visit the FAQ section or contact SMA Support. You can reach support by clicking the "?" button at the top right corner to submit a Help Request, or by emailing support@smapply.io.

> The Partnered Program

The Partnered Program is an initiative of ArcticNet, aimed at supporting collaborative research addressing Canadian Arctic priorities in Well-Being, Infrastructure, Energy, Ecosystems, and Economy. Projects funded through this program must actively engage Indigenous and Northern partners.

> IQP
- TBD

> Indigenous Connection Grants
- TBD

Programs Search programs...

Partnered Research Program Accepting applications from Aug 22 2024 01:00 AM (EDT) to Dec 20 2024 05:00 PM (EST) See my application MORE >	IQP - Proposal Development Grant Accepting applications on Aug 22 2024 01:00 AM (EDT) MORE >
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- When you are on the page of the desired program, click "Apply" to start the application process.

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ArcticNet Call for Proposals

Partnered Research Program Partnered Program The Partnered Program supports projects that address ArcticNet's key priorities in Well-Being, Infrastructure, Energy, Ecosystems, Economy. Eligible recipients include:	APPLY Opens Aug 22 2024 12:00 AM (EST) Deadline Dec 20 2024 05:00 PM (EST)
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- Complete the Eligibility Form by clicking on “Eligibility Form”:

ArcticNet Call for Proposals

Programs My Applications EN

0 of 1 tasks complete

Last edited: Oct 7 2024 05:04 PM (EDT)

REVIEW SUBMIT

Deadline: Dec 20 2024 05:00 PM (EST)

Partnered Research Program [↗](#) Preview ...

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APPLICATION ACTIVITY

Your tasks

Eligibility Form

AA Anne-Laure Agrinier (Owner)
anne-laure.agrinier@arcticnet.ulaval.ca

Add collaborator

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.

The screenshot shows a web form titled 'Collaborators' with a close button (X) in the top right. The form contains the following elements: a header 'ArcticNet Call for Proposals' and navigation links 'Programs', 'My Applications', a user icon, and 'EN'; a sub-header 'Collaborators' with a close button; a descriptive text 'Add collaborators to view or contribute to your application'; a label 'Email address of collaborators' with a note 'Separate addresses by commas' and an empty text input field; a section 'Type of access' with two radio buttons: 'View & edit' (which is selected) and 'View only'; and a label 'Message (optional)' with an empty text input field.

SEND INVITE

- 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.