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SurveyMonkey Apply User Guide for Applicant/Collaborator

WITH FUNDING FROM





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1. Accessing the ArcticNet Call for Proposals Platform

- Opportunities can be found under <u>arcticnet.smapply.ca</u>.
- 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 Regist

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ArcticNet Call for Proposals

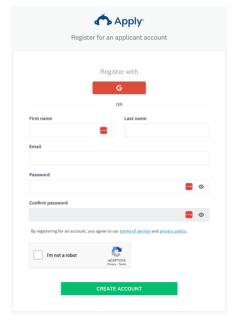
Welcome to ArcticNet's Call for Proposals Application Portal

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.

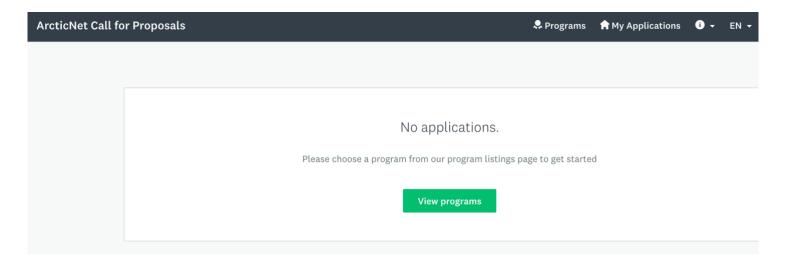


You will receive an email requesting to verify your account email. Make sure to check
your inbox and verify your spam/junk folder. Click on the link provided to verify your
account.

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3. Dashboard Overview

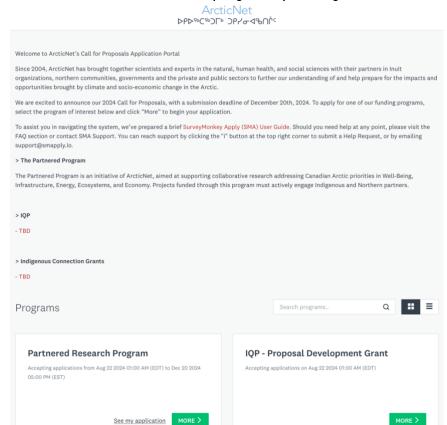
- After logging in, you will see your Dashboard.
- Click on "Programs" on the top right or on "View programs" to see open and upcoming Calls.
- Click on "My Applications" on the top right to see your applications, if you have already initiated one.



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4. Applying

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



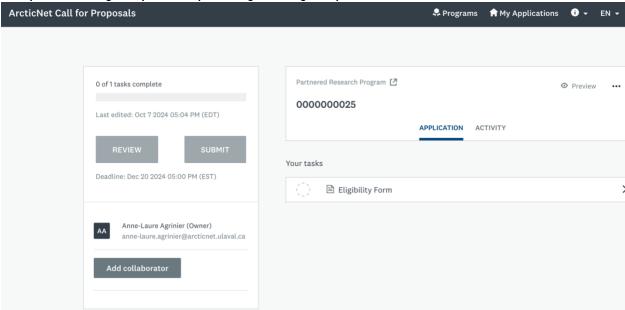
 When you are on the page of the desired program, click "Apply" to start the application process.





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

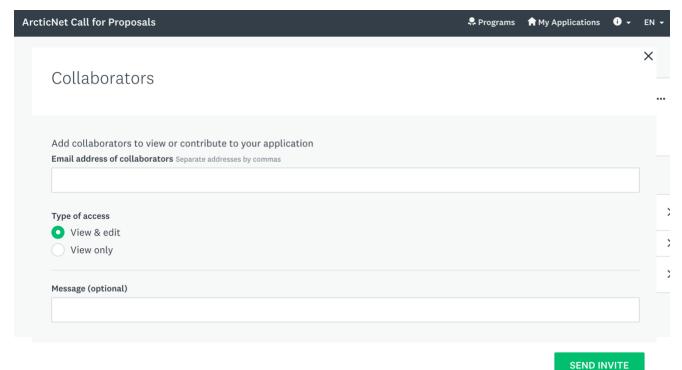


Note: If you are eligible, you will have access to the rest of the application. If you are not eligible, you won't be admitted into the application phase.

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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 <u>Help Center</u> accessible from the platform. You can find answers to frequently asked questions here.

• Contacting Support:

 If you encounter technical issues, use the <u>Support</u> 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 <u>aisha.sada@arcticnet.ulaval.ca</u> and for the Partnered Program: Anne-Laure Agrinier at <u>anne-laure.agrinier@arcticnet.ulaval.ca</u>.