



COUNCIL ON SOCIAL WORK EDUCATION
MINORITY FELLOWSHIP PROGRAM

Application Guidebook

Masters – 2022

Contents

Introduction	2
Eligibility Requirements	2
Key Selection Criteria	2
Review Process	3
Instructions for Applicants	4
Access Submittable	4
Create an Account	4
Confirm Eligibility	5
Proceed to Application	5
Recommendations	5
Short Answer Responses	7
Undergraduate Transcripts	8
MSW Transcripts – Current MSW Students	8
Letter of Admission – Incoming MSW Students	9
Resume/CV	9
Training Requirement and Checkbox Verification	10
Review	10
Submit	10

Introduction

Thank you for your interest in applying to the Council on Social Work Education's (CSWE) Minority Fellowship Program (MFP), funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The MFP's goal is to reduce health disparities and improve the health-care outcomes that diverse communities experience. The fellowship aims to do so by increasing the number of culturally competent mental health professionals with MSW degrees available to meet the mental health and substance use treatment needs of underserved populations in the public and private nonprofit sectors.



Eligibility Requirements

- ✓ Must be an American citizen, noncitizen national, or have permanent residence status.
- ✓ Must be pursuing a master's degree in social work from a CSWE-accredited program
- ✓ Must be a final-year MSW student - either an advanced standing student or a student in their final year of a 2-year program - with a graduation date between March 2023 and December 2023.
- ✓ Career goal must be to lead practice, research, teaching, and policy in government or private organizations serving underrepresented and underserved persons with or at risk for mental health and/or substance abuse disorders.
- ✓ Must demonstrate potential for success in masters studies
- ✓ Cannot receive another source of federal funding during the fellowship year (loans excluded)
- ✓ Must attend MFP trainings and webinars (travel and other expenses covered for in person training by MFP). *In person requirements may be flexible given the state of the coronavirus pandemic.*

Key Selection Criteria and Competitiveness

- ✓ Evidence of strong fit with and commitment to mental health services for BIPOC communities.
- ✓ Life experiences and/or volunteer or work experience with BIPOC communities.
- ✓ High quality scholarly writing showing ability to think and write at the masters level
- ✓ Academic evidence of ability to achieve timely degree completion
- ✓ Mental health services trajectory that fits with MFP mission

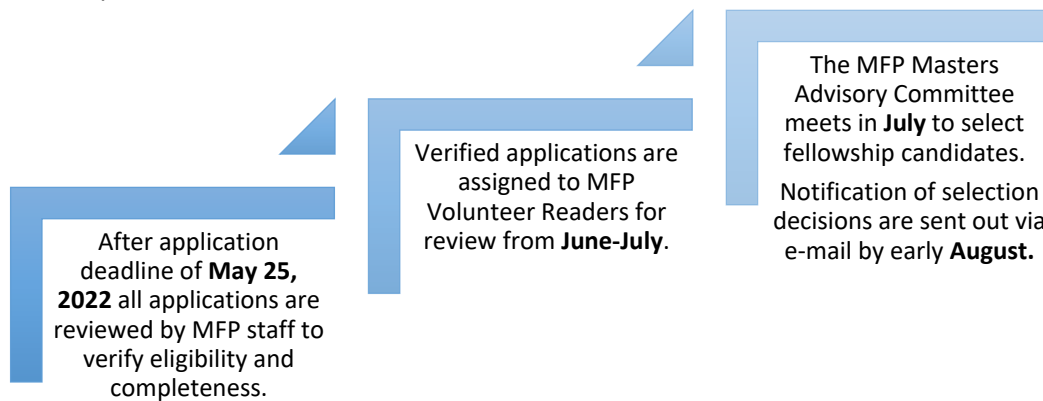
Note: In addition to the above applicant selection criteria, factors that change each application cycle impact the competitiveness of the fellowship application process. These factors include:

- ✓ Number of applications received

- ✓ Number of new fellowship openings, dependent upon number of renewing fellows and grant award amount
- ✓ Strength of individual applicants

Review Process

All applicants with complete application packages will be notified of their status at the conclusion of the 3-tiered review process, summarized below.



Individuals selected by the MFP Masters Advisory Committee will receive notification by email as soon as MFP receives the SAMHSA Notice of Award and determines the total number of new and renewed fellowships that can be awarded.

Instructions for Applicants

Please read the instructions carefully before completing the application. If you then have questions regarding *troubleshooting within Submittable*, please [contact their support team](#). If you have any questions about *application requirements*, contact mfp@cswe.org.

Applications must be submitted in Submittable by May 25, 2022, at 5:00 pm Eastern Time. Late applications, or components of applications, will not be accepted. Failure to submit a complete application in its entirety as instructed below will result in non-consideration by the MFP Review Committee.

1. Access Submittable

Use [this link](#) to find the MFP Masters 2022-2023 application



2. Sign Up for an Account

Select "Create Your Account" and input your email address, choice of password, and first and last name, to sign up for free. Confirm your email address by following a link that Submittable will send to the email address you entered.

 A screenshot of the CSWE Submittable sign-up form. The form is titled "Welcome!" and includes the following fields: "Email", "Password", "Confirm Password", "First name", and "Last name". There is a "Sign Up" button at the bottom. Below the button, it says "By signing up you agree to our Terms of Service and Privacy Policy." At the very bottom, it says "Powered by Submittable".

3. Confirm Eligibility

Please respond to all questions asked as part of the application's "Eligibility Checkpoint". Then, select "submit form". If you are deemed eligible to apply for the MFP based on your responses to the eligibility checkpoint questionnaire, you'll be brought to the application.

MFP Masters Fellowship Eligibility

MFP Masters Fellowship Eligibility Checkpoint

Please complete the questions below to confirm your eligibility to apply for the Council on Social Work Education's Minority Fellowship Program prior to accessing the application.

I am committed to working for a period of at least two years, post-fellowship, in a capacity that addresses the mental health and/or substance use treatment needs of BIPOC communities.

Which of the following best describes your academic status for the 2022-2023 academic year, beginning Fall 2022. *

Enrolled as a full time student in a Council on Social Work Education (CSWE) accredited MSW program.
 Enrolled as a full time student in an MSW program NOT yet accredited by the Council on Social Work Education (CSWE).
 Pursuing another degree type in a field related to social work.
 Pursuing a degree part time.
 Other.

Uncertain about your school's accreditation status? Verify it using CSWE's [Accreditation Directory](#).

Which of the following best describes your progress towards degree completion for the 2022-2023 academic year, beginning Fall 2022. *

First year
 Advanced Standing
 Final year
 Other.

Which of the following best describes your field placement for the 2022-2023 academic year, beginning Fall 2022. *

Setting WITH the opportunity to provide mental health/substance use services to diverse populations
 Setting WITHOUT the opportunity to serve the mental health and/or substance use needs of diverse communities
 Undetermined setting - Pursuing a placement WITH the opportunity to provide mental health/substance use services to diverse populations
 Undetermined setting - Pursuing a placement WITHOUT the opportunity to serve the mental health and/or substance use needs of diverse communities.

Which of the following fits your present legal status in the U.S.? *

American Citizen
 Non citizen national
 Permanent Resident
 International Student
 DACA Student
 Unknown/Other

Masters MFP Application 2022-23

SECTION 1: CONTACT INFORMATION

Except for your name, the information in Sections 1-2 will not be visible to reviewers.

First Name *

Last Name *

Middle Name

Suffix

Previous Legal Name

Such as a Maiden name

Social Security Number *

Current Street Address *

Country

Select...

Address

Address Line 2 (optional)

4. Proceed to Application

Review the application in full and assess which sections are likely to be the most time intensive.

The application itself begins with the following 10 sections: Contact information 2. Demographics 3. Education information 4. Employment 5. Volunteer and Internship Experience 6. Licensure 7. Recommendations 8. Referral Sources 9. Financial Support 10. Focus Area.

Applicants are asked to submit responses to 4 short answer questions, undergraduate transcripts, masters transcripts (or masters letter of admittance if incoming advanced standing student), and a resume/CV.

a. Recommendations

Two recommendations are required. Enter your recommender's name and email address in the spaces provided. Please select recommenders who can best discuss your academic, clinical, and/or community work. A current CSWE MFP fellow will not be considered as a reference for an applicant unless the person has served as a supervisor for the applicant. Recommendations from CSWE MFP alumni are welcomed. Once you submit the request to

a recommender, they will receive an email with a link and instructions. Contact your recommenders separately to alert them a request is coming from Submittable (notifications@email.submittable.com) with Subject line "You have received a request from (your name)". Below, you will see the rating assessment your recommenders are asked to complete. **The deadline for recommenders is May 25, 2022 at 5:00 pm ET.** *It is the applicant's responsibility to ensure recommenders submit recommendations before the deadline.*

SECTION 2: RATING ASSESSMENT

Education & Academic Potential

Please rate the applicant on the following indicators of education and academic potential.

Academic achievements *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Attaining learning objectives, acquiring desired skills and competencies, etc.

Academic contributions *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Contributions to to aid others in their work, to education, to mentoring, to practice, to community building.

Ability to think and communicate that is consistent with graduate level studies *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

[Bloom's Taxonomy of Educational Objectives](#) includes Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation. The categories after Knowledge are "skills and abilities," with the understanding that knowledge was the necessary precondition for putting these skills and abilities into practice. You're requested to apply this framework as you evaluate applicants' abilities to think and communicate in a way that is consistent with doctoral studies.

Mental Health/Substance Use Experience

Please rate the applicant on the following indicators of mental health and/or substance use experience.

Motivation to address mental health/substance use needs of BIPOC communities *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Involvement in/for/with BIPOC communities *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Involvement can be in a personal, academic, volunteer, professional, and/or volunteer capacity.

Clinical Social Work Skills *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Leadership Potential

Please rate the applicant on the following indicators of leadership potential.

Leadership experience *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

In an organization, in a volunteer capacity, in research efforts, or in other project/activities related to mental health, substance abuse, communities of color, DEI, anti-racism, cultural competence or topics related to the MFP program.

Leadership Potential

Please rate the applicant on the following indicators of leadership potential.

Leadership experience *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

In an organization, in a volunteer capacity, in research efforts, or in other project/activities related to mental health, substance abuse, communities of color, DEI, anti-racism, cultural competence or topics related to the MFP program.

Leadership Trajectory *

- Excellent
 Good
 Fair
 Poor
 Unable to judge

Based on your knowledge and understanding of applicant's goals.

Written Comments *

Limit: 500 words

Please provide any written comments to address the following points:

1. How long and in what capacity have you known the applicant?
2. Elaborate, with examples, on your rating assessments in the previous section as they relate to academic promise, substance use.
3. Describe applicant's promise as a social work doctoral student.
4. Discuss applicant's major strengths and relevant growth areas.

Note: Text box is limited to 500 words.

By checking this box, I certify that all information provided in this recommendation is accurate to the best of my knowledge and reflects my honest assessment of this applicant. *

Save Draft

Submit Form

c. Short Answer Responses

In the short-answer section you will be asked to demonstrate how your **personal, academic, and professional attributes, experiences and goals** align with the MFP mission and the Substance Abuse and Mental Health Services Administration's (SAMHSA's) goals for the MFP. These short-answer responses should engage reviewers in getting to know who you are and why you stand out from other applicants as the best fit for the fellowship. In other words, this section is intended to build a personal and professional narrative. It is advised that applicants ask a faculty member and/or advisor to review responses and offer feedback prior to submission.

Type your short responses in Microsoft Word or a similar program first, and then paste into the boxes provided in SurveyMonkey Apply (word limit = 500). The textbox is set to allow a maximum of 500 words. There is not an option to upload a separate document.

The image shows a screenshot of a SurveyMonkey application form. It contains four text input boxes, each with a word limit of 350 words. The questions are as follows:

- Describe your academic journey and career plans as they relate to 1) res. teaching, and/or 3) practice. In doing so, please speak to how these align v. SAMHSA's mission for the MFP to a) advance social justice with BIPOC commu. by addressing issues related to mental health challenges and/or substance use.**
- Describe how being part of the MFP would impact/support your career trajectory as it relates to 1.) research, 2.) teaching, and/or 3. practice related to mental health and/or substance use in BIPOC communities. ***
- Please outline 1-3 mental health and/or substance use disorder clinical training "SMART" goals, making sure to address how these goals relate to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) goals for the MFP. ***
- How do you define antiracism? What behaviors in your personal and professional life support your antiracist definition and interactions? In other words, how do your antiracist beliefs "show up" in your personal and/or professional life? How might your practice philosophy and interventions demonstrate your antiracist commitment? ***

Each text box includes a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, and link. A word count indicator at the bottom right of each box shows "Limit: 350 words".

d. Undergraduate Transcripts

It is the applicant's responsibility to upload a PDF of their undergraduate transcripts. As the applicant, you can open the envelope of your official transcript, scan it, and upload it as a PDF attachment to Submittable. Alternatively, you may request that your school email you an electronic copy of your official transcript directly. Then, save it as a PDF and upload it as an attachment. *Do not send transcripts directly to CSWE.*

NOTE: If you received your undergraduate degree from the same school as your social work master's degree, and that information is combined into one transcript, you must upload that transcript twice: once for Undergraduate Transcript, and once for Master's Transcript.

Undergraduate Degree Transcript *

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Please upload a PDF of your unofficial undergraduate transcript.

As the applicant, you can open the envelope of your official transcript, scan it, and upload it as a PDF attachment to Submittable. Or, you may request that your school email you an electronic copy of your official transcript directly. You may then save it as a PDF and upload it as an attachment. Note, if you receive an encrypted digital transcript, you may have to print a hard copy, and scan a non-encrypted PDF before being able to upload. *Please do not request that your school send transcripts directly to CSWE.*

If you received your undergraduate degree from the same school in which you are working toward your social work master's degree, and that information is combined into one transcript, you must upload that transcript twice: once for Undergraduate Transcript, and once for Master's Transcript.

If you have multiple undergraduate degrees, and would like to submit more than one undergraduate transcript, you must scan them together as one PDF file before uploading. The document must be uploaded as a PDF file.

Masters Degree Transcript *

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

* upload a PDF of your unofficial master's transcripts. Note, if you have an encrypted official PDF transcript, you must print out a hard copy and then scan it as a non-encrypted PDF before uploading to the application. The document must be uploaded as a PDF file.

e. Social Work Masters Transcript – Current MSW Students Only

This item only appears in the online application system once you indicate you are a current masters student. Incoming students (advanced standing) will not complete this step.

Upload your most recent social work masters transcript as a PDF.

If you have started your masters program after January 2022 and do not have access to a doctoral transcript yet, upload a copy of your letter of admission to your masters program, or other documentation of admission such as an acceptance e-mail or Verification of Enrollment.

If you received your undergraduate and/or non-social work master's degree from the same school in which you are working toward your social work masters degree, and that information is combined into one transcript, you must upload that transcript multiple times: once for each degree.

Letter of Admission

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

This form is for applicants who will be incoming doctoral students for the 2022-2023 academic year.
If you already have your letter of acceptance from your program, please upload it here.
If you are in the process of applying to a doctoral program and do not yet have documentation of admission, then you must complete info about where you have applied and when notification of acceptance is expected. Then, complete the following:

- Once you receive your official acceptance, email it to mfp@cswe.org (Subject line: "Official Acceptance Letter Access_LAST NAME").
- You have until April 15, 2022 at 5:00 pm ET to submit it. This is the only portion of your application that will be accepted after the March 16th deadline.

The fellowship application will not be considered by the MFP review committee unless you have been admitted to a doctoral social work program and submitted verification.

Please fill out the Doctoral Program Application Details chart with the program(s) you have applied to. *

	School You Applied to	Date Doctoral Application Submitted	Date Notification Expected from School
1			
2			
3			

The please fill out the doctoral program application details chart with the program(s) you have applied to. field is required.

This is required of all incoming doctoral students applying to MFP.

Use this field for any additional comments you may like to add regarding application(s) and admittance letter(s)

f. Masters Program Acceptance Verification – Incoming MSW Students Only

Incoming doctoral students must submit a copy of their letter(s) of admission to their doctoral program, or other documentation of admission such as an acceptance e-mail or Verification of Enrollment.

If you are in the process of applying to a program and do not yet have documentation of admission, then you must complete info about where you have applied and when notification of acceptance is expected. Once you receive your official acceptance, email mfp@cswe.org (Subject line: "Official Acceptance Letter Access_LAST NAME") to request access to upload it to Submittable. You have until July, 1 2022 at 5:00 pm ET to submit it, so please email MFP staff with at least 24 hours of lead-time to grant you access. Applications by incoming doctoral students that are without an acceptance letter by this date will not be considered by the review committee.

g. Resume/CV

Applicants must submit a resume as a PDF.

Please upload a current resume or curriculum vitae (CV) *

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .pdf

The document must be uploaded as as PDF file.

h. Training Requirement & Checkbox Verification

Check the box to verify that you understand fellowship training requirement and to confirm that all information and documents provided as part of your application are accurate.

I understand that if awarded the fellowship, attendance at the MFP in-person training (or online equivalent in light of the pandemic) and participation in conference calls and webinars is required. *

Yes
 No

The MFP is a federally sponsored training and mentoring fellowship. Fellows are asked to attend in-person training at CSWE's Annual Program Meeting. The 2022 conference is in Anaheim, California Anaheim, CA, November 10-13. Travel, food, and hotel expenses will be covered by the Minority Fellowship Program. Fellows are also expected to participate in conference calls and webinars. While the in-person training has historically been required of all fellows, in light of COVID this requirement may be flexible. Fellows are required to participate in all other conference calls and webinars for the duration of the fellowship year.

By checking this box, I certify that all information provided in this application and accompanying documents is accurate. *

Fellowship Training Requirement

The MFP is a federally sponsored training and mentoring fellowship. Fellows are asked to attend in-person training once during the fellowship year in Washington D.C. The training is being planned for March 2023. Travel, food, and hotel expenses will be covered by the Minority Fellowship Program. Fellows are also expected to participate in conference calls and webinars.

Save Draft

Submit

5. Review and Submit

Congratulations, your fellowship application is complete! Be sure to click “submit” to submit your completed application before the deadline of **May 25, 2022, at 5:00 pm Eastern Time**. *Late applications, or components of applications, will NOT be accepted.*

You will receive an email notification confirming receipt of your application shortly after submitting.

All the best!
