



COUNCIL ON SOCIAL WORK EDUCATION  
MINORITY FELLOWSHIP PROGRAM

# Application Guidebook

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*Doctoral – 2023*

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## 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 doctoral 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 have a master's degree in social work from a CSWE-accredited program
- ✓ Must be starting full-time study leading to a doctoral degree in social work OR be currently enrolled as a full-time student in a doctoral social work program
- ✓ 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 doctoral studies
- ✓ Cannot receive another source of federal funding during the fellowship year (loans excluded)
- ✓ Must attend MFP training at CSWE's Annual Program Meeting (travel and other expenses covered by MFP). *This requirement may be flexible given the state of the coronavirus pandemic.*

## Key Selection Criteria and Competitiveness

- ✓ Evidence of strong fit with and commitment to behavioral health services for underserved racial/ethnic populations
- ✓ Life experiences and/or volunteer or work experience with racial/ethnic populations
- ✓ High quality scholarly writing showing ability to think and write at the doctoral level
- ✓ Academic evidence of ability to achieve timely degree completion
- ✓ Behavioral health services or research agenda fit with MFP mission

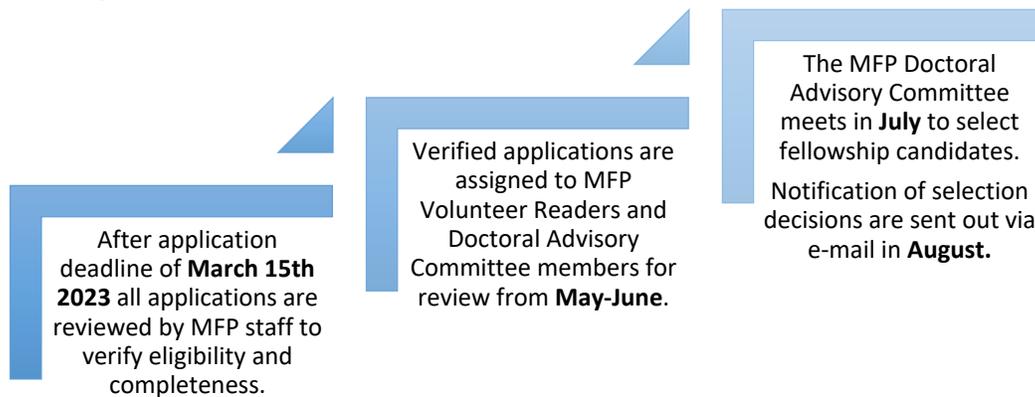
*Note: In addition to the above applicant selection criteria, factors that change each application cycle impact the competitiveness of the fellowship application process. These factors include:*

- ✓ 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 Doctoral 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 support” under the help icon in Submittable. If you have any questions about *application requirements*, contact [mfp@cswe.org](mailto:mfp@cswe.org).

*Applications must be submitted in Submittable by March 15, 2023, 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 Doctoral 2023-2024 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 page features the CSWE logo and the text 'COUNCIL ON SOCIAL WORK EDUCATION'. Below the logo, there are two tabs: 'Sign Up' (selected) and 'Sign In'. The main content area features a 'Welcome!' message and the text 'Create your free Submittable account to get started.' Below this, there are five input fields: 'Email', 'Password', 'Confirm Password', 'First name', and 'Last name'. At the bottom of the form, there is a blue 'Sign Up' button. Below the button, there is a small disclaimer: 'By signing up you agree to our Terms of Service and Privacy Policy.' At the very bottom of the page, there is a small logo and the text '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 Doctoral Fellowship Eligibility**

**MFP Doctoral 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 pursuing a career providing mental health and/or substance use services to racially and ethnically diverse individuals and communities.

Which of the following best describes your educational background? \*

Masters in Social Work (MSW) from a Council on Social Work Education (CSWE) accredited program

Masters in Social Work (MSW) from program NOT yet accepted by the Council on Social Work Education (CSWE)

Masters degree in a related field (Not Social Work Masters Degree)

Other

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

Starting full time study leading to a doctoral degree in social work

Currently enrolled as a full time student in a doctoral social work program

Pursuing another degree type in a field related to social work

Pursing a degree part time

Other

Doctoral degree in social work can include PhD and DSW programs.

Which of the following fits your present legal status in the US? \*

American Citizen

Non (DHS) national

Permanent Resident

International Student

DACA Student

Work Visa Holder

Other

Responses to this question, and all questions asked as part of the MFP's Doctoral Fellowship application eligibility screening, will be kept anonymous and internal to the Council on Social Work Education.

Are you or will you be receiving a federally sponsored fellowship or similar federal award that provides stipends or otherwise duplicates what's provided by the MFP award during the fellowship year? \*

Yes

No

\*responses from federal loans and/or non federal loans is permitted. For questions regarding this eligibility requirement please contact info@cswe.org

**CSWE**  
COUNCIL ON SOCIAL WORK EDUCATION

**MFP Doctoral 2022-2023**  
Ends on March 16, 2022

**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/Maiden Name**

**Social Security Number \***

**Date of Birth \***

**Current Street Address \***

Country

### 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 a scholarly/conceptual writing sample, responses to 4 short answer questions, masters and doctoral transcripts (or doctoral letter of admittance if incoming student), and a resume/CV.

#### a. Recommendations

Three recommendations are required. Enter your recommender's name and email address in the spaces provided. Recommenders should be able to assess your capacity for successful completion of doctoral studies. Please select individuals who can best discuss your academic, clinical, and 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)”. The deadline for recommenders is March 15, 2023 at 5:00 pm ET.

*It is the applicant’s responsibility to ensure recommenders submit recommendations before the deadline.*

**RECOMMENDERS**

Recommendations are required from three individuals. These individuals should be able to assess your cap, successful completion of doctoral studies. Please select individuals who can best discuss your academic, clinical, community work. List their name, title, and contact information in the spaces provided.

**Note:** Recommendations must be received by the application due date 3/16/23. It is the responsibility of the applicant to follow up with recommenders and ensure recommendations are submitted in a timely manner.

**Recommender 1 \***

Reference Email Address  
  
 Enter the email address of the person you'd like to serve as a reference.  
 Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

[Send Request Now](#)

**Recommender 2 \***

Reference Email Address  
  
 Enter the email address of the person you'd like to serve as a reference.  
 Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

[Send Request Now](#)

**Recommender 3 \***

Reference Email Address  
  
 Enter the email address of the person you'd like to serve as a reference.  
 Add Personal Message (optional)

reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

**MFP Doctoral Scholarly Paper or Conceptual Writing Sample (2021-2022) \***

[Choose File](#)

Upload a file. No files have been attached yet.

## b. Writing Sample

Submit **one** of the following demonstrating your ability to think critically at the doctoral level of study and your commitment to issues related to mental health services (mental health and/or substance abuse) for ethnic/racial minority populations in the areas of prevention, treatment, or recovery:

- ✓ A term paper (*body of paper is limited to 15 double spaced pages (this excludes tables, cover page, and references)*). **Applications with term papers exceeding the limit will not be considered.**
- ✓ An article published in a refereed journal of which you are **the sole author** (*submit double spaced final proof version of article; co-authored works will not be considered.*)
- ✓ An original conceptual or theoretical paper presenting the foundation(s) of your approach to behavioral health services for racial/ethnic minority population(s). (*Body of paper limited to 15 double spaced pages; this excludes tables, cover page, and references.*)

It is *essential* that the document you submit meets the requirements below:

- ✓ The applicant’s name should be included on each page of the paper.

- ✓ Double spaced, properly referenced, written within the past 5 years
- ✓ Citations or references must be in a commonly accepted format such as APA
- ✓ Uploaded as a PDF

It is advised that applicants ask their advisor or another faculty member to read the paper and give feedback on whether the ability to think critically and conceptually at the doctoral level of study is clearly demonstrated.

### c. Short Answer Responses

In the short-answer prompts 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, rather than to convey a research statement. It is advised that applicants ask a faculty member and/or advisor to review responses and offer feedback prior to submission.

These responses support but should not repeat information regarding your area of research addressed in the Scholarly Paper or Conceptual Writing Sample.

**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 with four text input boxes. Each box has a word limit of 350 words. The prompts 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 w. 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? \*

#### d. Undergraduate & Social Work Master's Transcripts

It is the applicant's responsibility to upload a PDF of their undergraduate AND social work master's transcripts. As the applicant, you can open the envelope of your official transcript, scan it, and upload it as a PDF attachment to SurveyMonkey Apply. 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 \***

[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

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 SurveyMonkey Apply. 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 \***

[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

Please upload a PDF of your unofficial master's transcripts. Note, if you have an encrypted official PDF transcript, you may have to 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 Doctoral Transcript – Current Doctoral Students Only

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

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

If you have started your doctoral program after January 2023 and do not have access to a doctoral transcript yet, upload a copy of your letter of admission to your doctoral program, or other documentation of admission such as an acceptance e-mail or Verification of Enrollment.

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

**Doctoral Transcript \***

Choose File

Upload a file. No files have been attached yet.

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

Please upload your official or unofficial social work doctoral transcript as a PDF. For official transcripts, applicants can open the envelope of their official transcript, scan it, and upload it as a PDF. 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. If you have an encrypted official PDF transcript, you may have to print out a hard copy and then scan it as a non-encrypted PDF before uploading it. Do not send transcripts directly to CSWE - MFP.

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

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

**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, .wpf, .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](mailto: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. Doctoral Program Acceptance Verification – Incoming Doctoral 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 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. Once you receive your official acceptance, email [mfp@cswe.org](mailto:mfp@cswe.org) (Subject line: "Official Acceptance Letter Access\_LAST NAME") to request access to upload it to Submittable. You will be granted access to do so. You have until April 15, 2023 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 at CSWE's Annual Program Meeting. The 2023 conference is in Atlanta, GA, October 26-October 29, 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. 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 **March 15, 2023, 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.

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*All the best!*

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