

# CSWE Doctoral Minority Fellowship Program

## *Introduction*

Thank you for considering the Council on Social Work Education (CSWE) Minority Fellowship Program (MFP). The fellowship is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The CSWE MFP doctoral fellowship is targeted to, but not limited to, racial/ethnic minority individuals pursuing a doctoral degree in social work. An applicant must hold a social work master's degree from a CSWE-accredited program. The applicant's career goal must be to provide leadership in practice, research, teaching, and policy promulgation in government or private organizations serving underrepresented and underserved persons with or at risk for mental health and/or substance abuse disorders.

The purpose of the program is to reduce health disparities and improve health-care outcomes of racially and ethnically diverse populations by increasing the number of culturally competent behavioral health professionals with doctoral degrees available to underserved populations in the public and private nonprofit sectors.

### **Eligibility Requirements**

- Must be an American citizen, noncitizen national, or have permanent residence status (international students, DACA students, and work visa holders are not eligible to apply)
- The fellowship is targeted to but not limited to minority racial/ethnic groups
- Must have a master's degree in social work from a CSWE-accredited program and 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
- Demonstrate potential for assuming a leadership role providing mental health and substance abuse services to racial/ethnic minority individuals and communities, and potential for success in doctoral studies
- Cannot receive another source of federal funding during the fellowship year (federal loans excluded)
- Must be able to attend MFP training at CSWE's Annual Program Meeting (travel and other expenses covered by MFP)

### **Key Selection Criteria and Competitiveness**

- Evidence of strong fit with and commitment to behavioral health services for underserved racial/ethnic populations
- Life experiences relevant to 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

In addition to the above applicant selection criteria, selection competitiveness is increased by the following factors that change each application cycle:

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

**Review Process**

- 1) After application deadline, all applications are reviewed by MFP staff to verify eligibility and completeness. Verified applications are assigned to MFP Volunteer Readers and Doctoral Advisory Committee members for review in the spring.
- 2) The MFP Doctoral Advisory Committee meets in the summer to select fellowship candidates. Notification of selection decisions are sent out via e-mail shortly thereafter. All applicants with complete application packages will be notified of their status.

**Please be advised that a notification of selection for a fellowship opening does not guarantee a fellowship award. All fellowship awards are subject to the program's receipt of sufficient funding from SAMHSA.**

Individuals selected by the MFP Doctoral Advisory Committee will be updated 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

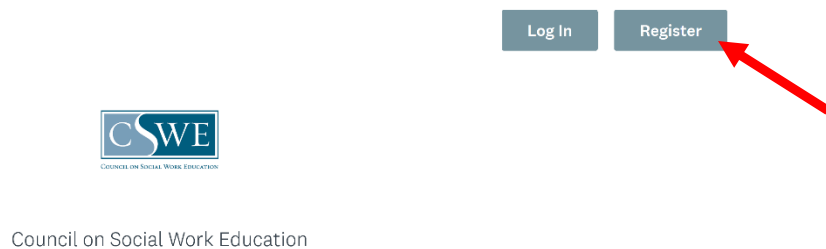
Please read the instructions carefully before completing the application in SurveyMonkey Apply. Failure to submit a complete application as instructed will result in non-consideration by the MFP Review Committee.

If you then have questions regarding troubleshooting within SurveyMonkey Apply, please “Contact Support” under the Help icon in SurveyMonkey Apply. If you have any questions about the application requirements, contact [mfp@cswe.org](mailto:mfp@cswe.org).

**Applications must be submitted in SurveyMonkey Apply by March 16, 2021, at 5:00 pm Eastern Time. Recommendations are due the day before the application. Late applications, or components of applications, will not be accepted.**

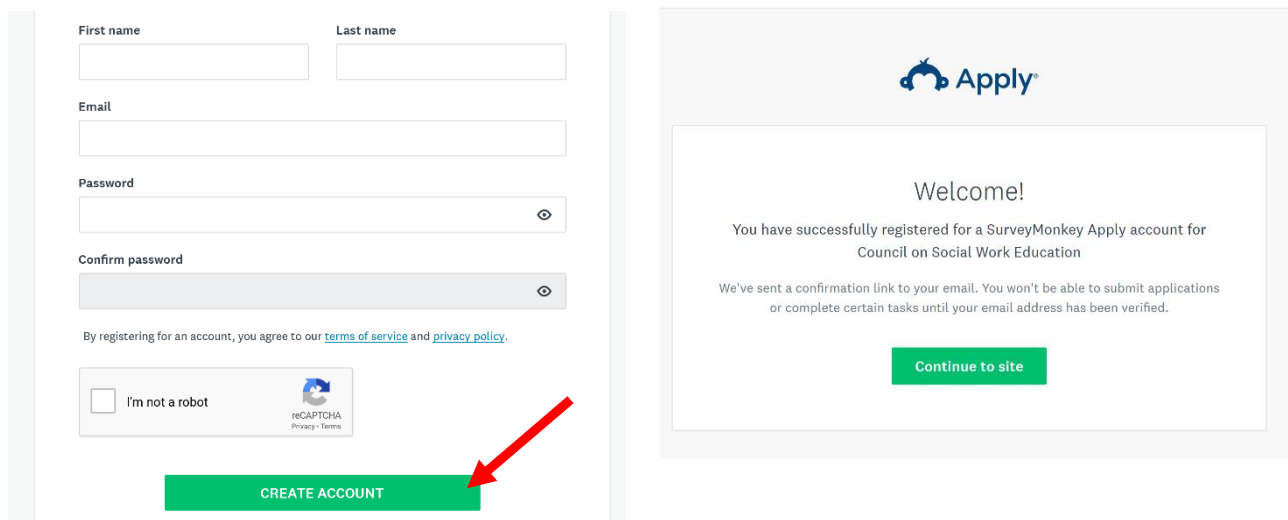
### 1) ACCESSING SURVEYMONKEY APPLY

Go to [www.cswe.smapply.org](http://www.cswe.smapply.org). If this is your first time accessing the system, click “Register.”



### 2) REGISTERING

Fill out your information and click “Create an Account.” You will receive an email shortly after (from [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io)) to confirm registration. Click the “confirm email” link to activate your account.

A composite image showing two parts of the registration process. On the left is the registration form, which includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Below these fields is a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A green 'CREATE ACCOUNT' button is at the bottom, with a red arrow pointing to it. On the right is a confirmation page with the 'Apply' logo at the top. The text on the page reads: 'Welcome!', 'You have successfully registered for a SurveyMonkey Apply account for Council on Social Work Education', and 'We've sent a confirmation link to your email. You won't be able to submit applications or complete certain tasks until your email address has been verified.' A green 'Continue to site' button is at the bottom of the confirmation page.

### 3) CONFIRMING ELIGIBILITY

Click on the link in your email to be directed to your unique homepage. Click, “View programs.” Next, click “Fill out eligibility profile” to confirm that you are eligible for the doctoral fellowship award.

No applications.  
Please choose a program from our program listings page to get started

[View programs](#)



To get started, fill out your eligibility profile

[Fill out eligibility profile](#)



Under “Which application are you interested in applying for?” click “MFP Doctoral Fellowship” and “Next.”

Which application are you interested in applying for?

- Carl A. Scott Book Scholarship (application cycle open July 26 - August 23, 2019)
- MFP Doctoral Fellowship (application cycle open January 28 - March 17, 2020)
- 2020 CSWE Election Nominations (September 23, 2019 - November 5, 2019)
- MFP Master's Fellowship (application cycle closed)
- Policy Practice in Field Education (application cycle closed)
- CSWE Commissions & Councils (application cycle closed)
- Partners in International Education Awards (application cycle closed)
- 2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals (application cycle closed)
- Carl A. Scott Memorial Lecture Series
- Hokenstad International Lecture
- Call for Advisory Board Member Nominations - Katherine A Kendall Institute for International Social Work Education

I'll do this later [Next](#)



Fill out the Eligibility Requirements. **Select “No” to the “Is this a renewal?” question.** Then click “Save My Profile.” **If you do not meet one or more of the items, you are not eligible for this specific fellowship.**

#### MFP Doctoral Fellowship

Thank you for your interest. Please click the box next to the statement to indicate you meet each criteria. If you do not meet one or more of the items, you are not eligible for this specific fellowship.

- 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 for the 2020-2021 school year
- Must have a master's degree in social work from a CSWE-accredited program
- An American citizen, noncitizen national, or permanent resident (international students, DACA students, and work visa holders are not eligible to apply)
- Commitment to a career providing mental health and/or substance abuse services to racially and ethnically diverse individuals and communities
- Must not receive another federally sponsored fellowship or similar federal award that provides a stipend or otherwise duplicates the provisions of this award during the fellowship year (supplementation from federal loans and/or non-federal funds is permitted)
- Must be able to attend MFP training at CSWE's Annual Program Meeting in Denver, CO, November 11-15, 2020 (travel and other expenses covered by MFP)

#### Is this a renewal?

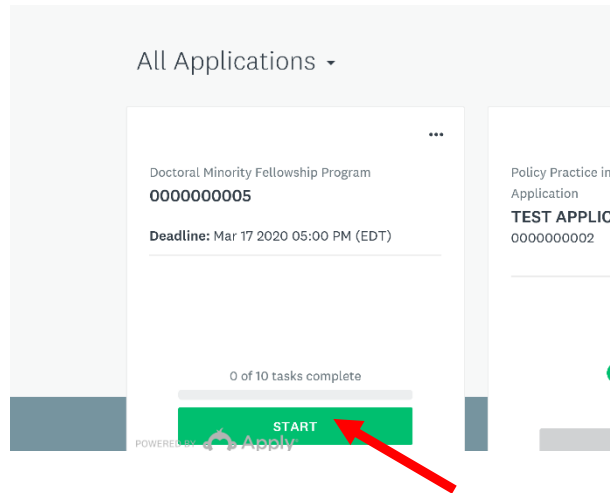
Current fellows who are renewing for a second or third year, check YES.  
Applicants who are not currently fellows, select NO, even if you have previously applied.

- Yes
- No



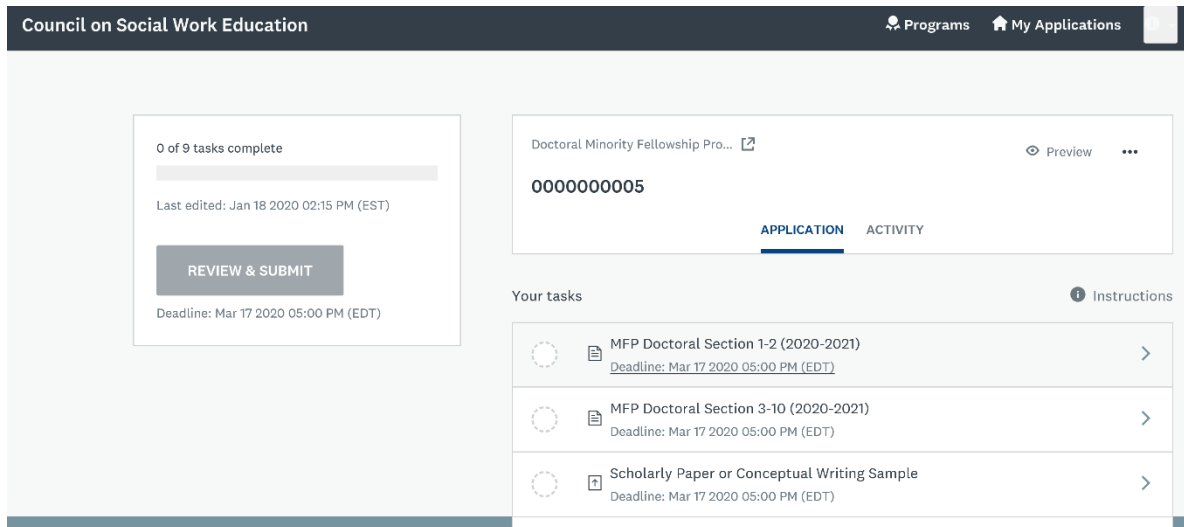
#### 4) STARTING YOUR APPLICATION

After clicking the “My Applications” tab at top, you will see your award opportunities. Click “Start” to begin your doctoral fellowship application.

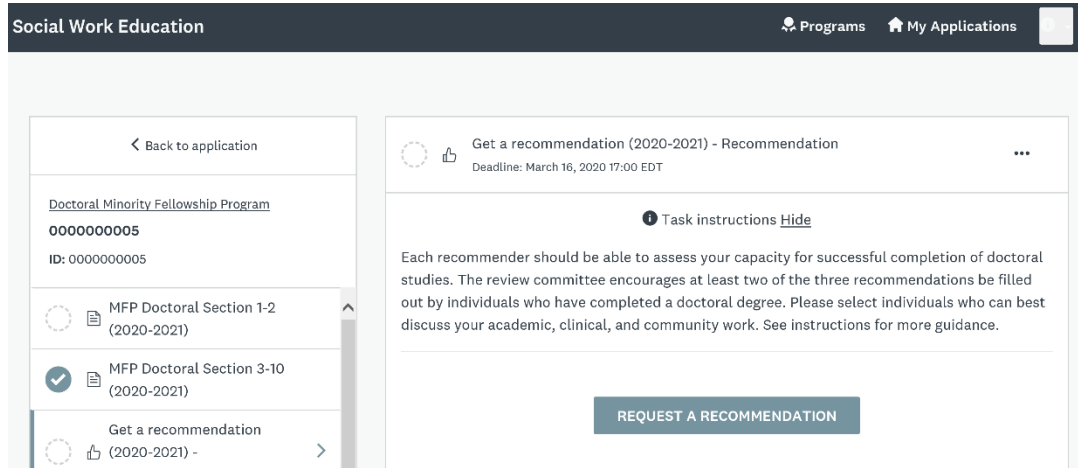


#### 5) STARTING YOUR APPLICATION (SECTIONS 1-10)

Click “Start” to begin each required piece of the application process. Fill out each piece in its entirety. All application materials must be submitted in English. Once each piece is complete, click “Mark as Complete” at the bottom of each page to continue to the next step. “Save and Continue” will keep you on the current page. **Steps can be completed in any order, but information you provide in Sections 1-10 will trigger other tasks to appear (such as your doctoral transcript or letter of admission), so we recommend completing those fields first.**



## 6) GETTING RECOMMENDATIONS



Once Sections 1-10 are completed, you will be on the “Get a Recommendation” step, where three recommendations will be accepted. **Click “Request a Recommendation,” fill out the information, and click “Send Request.”**

Enter your recommender’s name, email, and your relationship. These individuals should be able to assess your capacity for successful completion of doctoral studies. **The review committee encourages at least two of the three recommendations be filled out by individuals who have completed a doctoral degree.** 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. **Please immediately contact your recommenders to alert them a request is coming from SurveyMonkey Apply** ([noreply@mail.smapply.io](mailto:noreply@mail.smapply.io) with Subject line “Request for Recommendation”). If they need assistance navigating the SurveyMonkey Apply system, similar instructions are provided to them via email.

The deadline for the recommenders is **March 15, 2021 at 5:00 pm ET. It is your responsibility to ensure your recommenders submit their recommendations before the deadline. You can monitor the status under your “Get a recommendation” task. Once all three are submitted, you MUST click “Mark as complete” at the bottom of your recommendation task page!** This provides you time to finalize and submit your application package once recommendations are complete. You will not be able to submit your complete application until your recommenders have submitted their recommendations and you have marked the task as complete. Even if all other portions of your application are complete, **the application deadline will not be extended if your recommendations are incomplete.** Please provide your recommenders with ample time to complete their recommendations and remind them in advance of the deadline.

## 7) SCHOLARLY PAPER OR CONCEPTUAL WRITING SAMPLE

Demonstrate in the paper your ability to write and think critically at the doctoral level of study related to providing behavioral health services to underserved minority individuals and communities. If the document submitted does not meet the requirements below (double spacing, page limit (if applicable), properly referenced, written within the past 5 years) or is not one of the below formats it will not be accepted and will result in rejection of your application.

**The applicant's name should be included on each page of the paper.**

The Scholarly or Conceptual Paper is the only writing sample document that will be considered by the Review Committee. **Applicants should 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.**

- Double spaced, properly referenced, written within the past 5 years
- Citations or references must be in a commonly accepted format such as APA
- Submit **only one** of the following demonstrating your ability to think critically at the doctoral level of study and your commitment to issues related to behavioral health services (mental health and/or substance abuse) for ethnic/racial minority populations in the areas of prevention, treatment, or recovery:
  - a. 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.**
  - b. An article published in a refereed journal of which you are **the sole author** (*submit double spaced final proof version of article, no page limit; co-authored works will not be considered.*)
  - c. 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.*)

Upload your writing sample as a PDF. Press "Mark as Complete" and move to the next task.

## 8) Short Answer Responses

The Minority Fellowship Program (MFP) aims to reduce health disparities and improve health-care outcomes of racially and ethnically diverse populations by addressing gaps in the behavioral healthcare workforce. More specifically, the MFP's purpose is to increase the number of culturally competent behavioral health professionals with doctoral degrees available to underserved populations in the public and private nonprofit sectors.

In the short-answer prompts to follow, 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.

1. Describe your educational journey and career plans. Why do you want to obtain a doctoral degree in social work? What aspects of the MFP would transform/help your academic and career trajectory?

2. What are your mental health and/or substance use disorder clinical training goals specifically related to the Substance Abuse and Mental Health Services Administration's (SAMHSA's) [goals](#) for the MFP?
3. How do you define antiracism and how does it show up in your personal and professional life? How do you intend to center antiracism in providing culturally competent mental health and/or substance use services to underserved racial/ethnic minority individuals and communities?

The essay supports 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.

After pasting in your short answer responses, click "Mark as Complete."

## 9) UNDERGRADUATE & SOCIAL WORK MASTER'S TRANSCRIPTS

It is the applicant's responsibility to upload a PDF of their **unofficial** undergraduate AND **unofficial** 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 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.

Click "Mark as "Complete" and continue to the next task.

## 10) UNOFFICIAL SOCIAL WORK DOCTORAL TRANSCRIPT – *Current Doctoral Students Only*

This item only appears in the online application system once you have completed Sections 3-10 indicating that you are a current doctoral student. Incoming doctoral students will not complete this step.

**Upload your 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 to SurveyMonkey Apply. **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 have started your doctoral program after January 2021 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.

### 11) 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 SurveyMonkey Apply. You will be granted access to this specific item only. **You have until April 19, 2021 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.

Click “Mark as “Complete” and continue to the next task.

### 12) RESUME

Applicants must submit a resume as a PDF.

### 13) TRAINING REQUIREMENT & SIGNATURE AUTHORIZATION

The applicant's electronic signature is required, to verify that you understand that if awarded the fellowship, attendance at the MFP in-person training and participation in conference calls and webinars is required. Lack of signature will prevent an application from being considered.

#### **Fellowship Training Requirement**

The MFP is a federally sponsored training and mentoring fellowship, which requires fellows to attend in-person training at CSWE's Annual Program Meeting. The 2021 conference is to be held in Orlando, Florida. The MFP-required activities occur in November. Travel, food, and hotel expenses will be covered by the Minority Fellowship Program. Fellows are also expected to participate in conference calls and webinars.

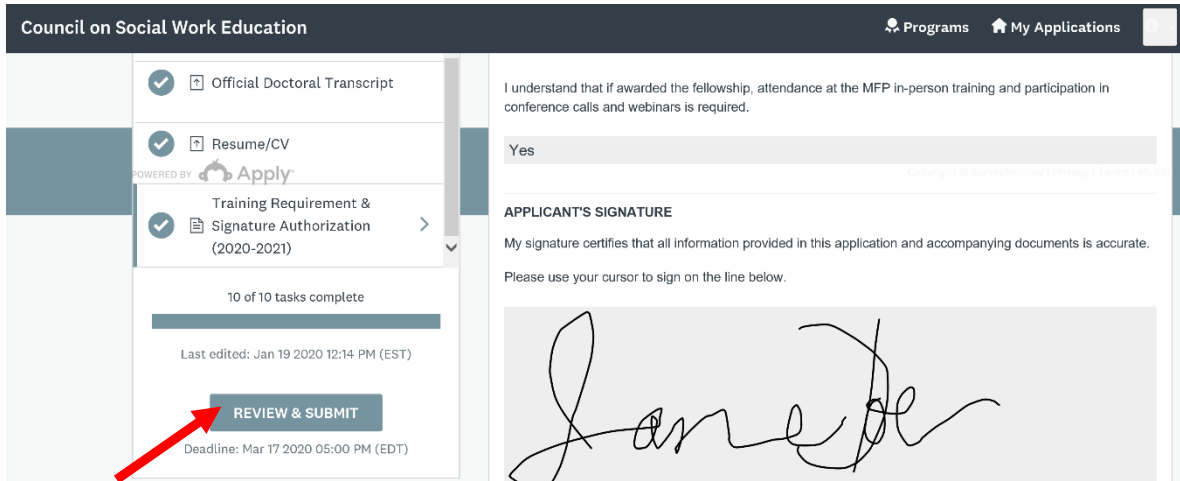
### 14) PERMANENT RESIDENT CARD

If you are a permanent resident, you must provide a PDF copy of your Permanent Resident Card (INS Form I-551). The copy must be signed and notarized by a notary public. **If you are an American citizen or noncitizen national, you may skip this step, as no upload is necessary.**

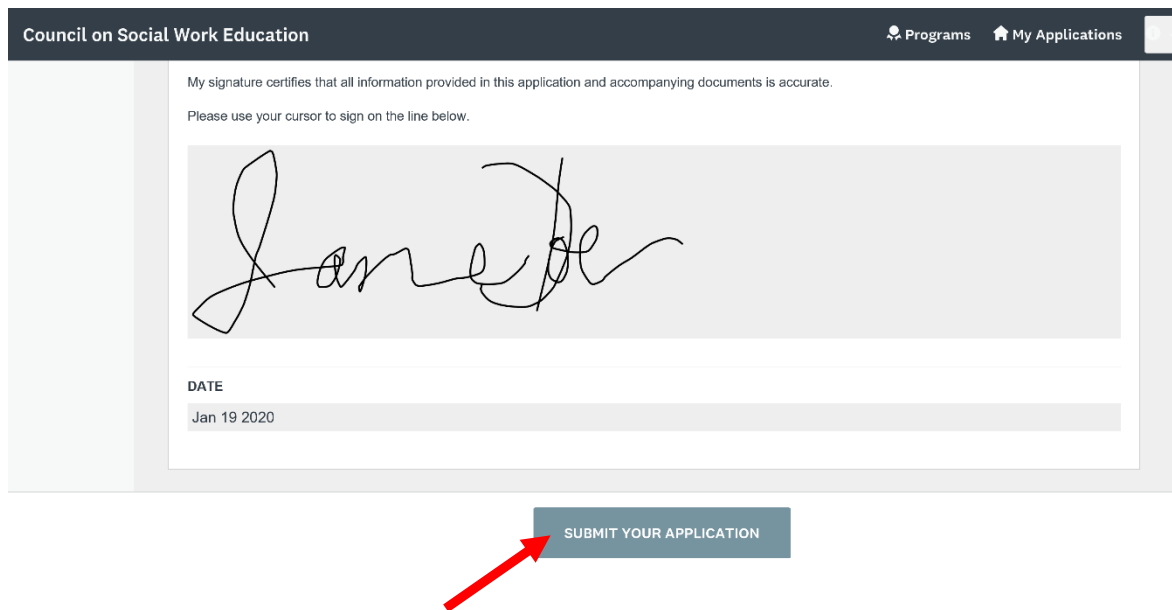
### 15) SUBMITTING YOUR APPLICATION

Once each part of your application is complete, you will be able to click on the “Review & Submit” button.

The “Review & Submit” button will not appear until all required components are complete. Even if you have completed all your sections, you will not be able to press the final “Submit” button if any of your Recommendations are still pending. It is your responsibility to monitor your account and remind your recommenders as needed to ensure that their tasks have been completed before the March 15<sup>th</sup> Recommenders deadline. Ensure you provide all your Recommenders ample time to submit their task. You will not be able to see their submissions, but the system will tell you when they are completed.



You will be directed to a final submission page where you can review all tasks. Please be advised that you will no longer be able to make changes after you click “Submit Your Application” to finalize your submission.



On the far-left side of your screen, you will see a date/time stamp of when your application was submitted. The system will send you a confirmation email. Congratulations, your fellowship application is complete!

**Applications must be submitted in SurveyMonkey Apply by March 16, 2021, at 5:00 pm Eastern Time. Late applications, or components of applications, will NOT be accepted.**