

Instructions for Applicants

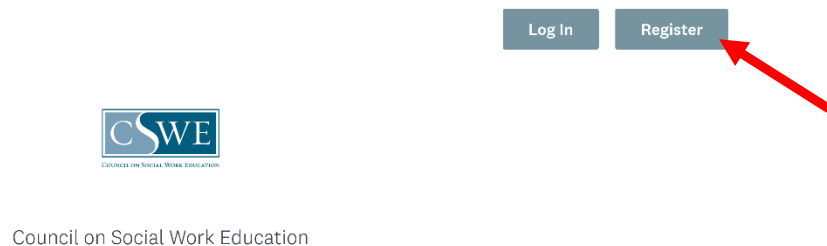
Please read the instructions carefully before completing the application in SurveyMonkey Apply. Failure to submit a complete application as instructed will result in non-consideration by the MFP Review Committee.

If you have questions regarding troubleshooting within SurveyMonkey Apply, please access their [Help Desk](#). If you have questions about the application requirements, contact mfp@cswe.org.

Applications must be submitted in SurveyMonkey Apply by D^o 202^o 5:00 WD Eastern Time. Late applications, or components of applications, will not be accepted.

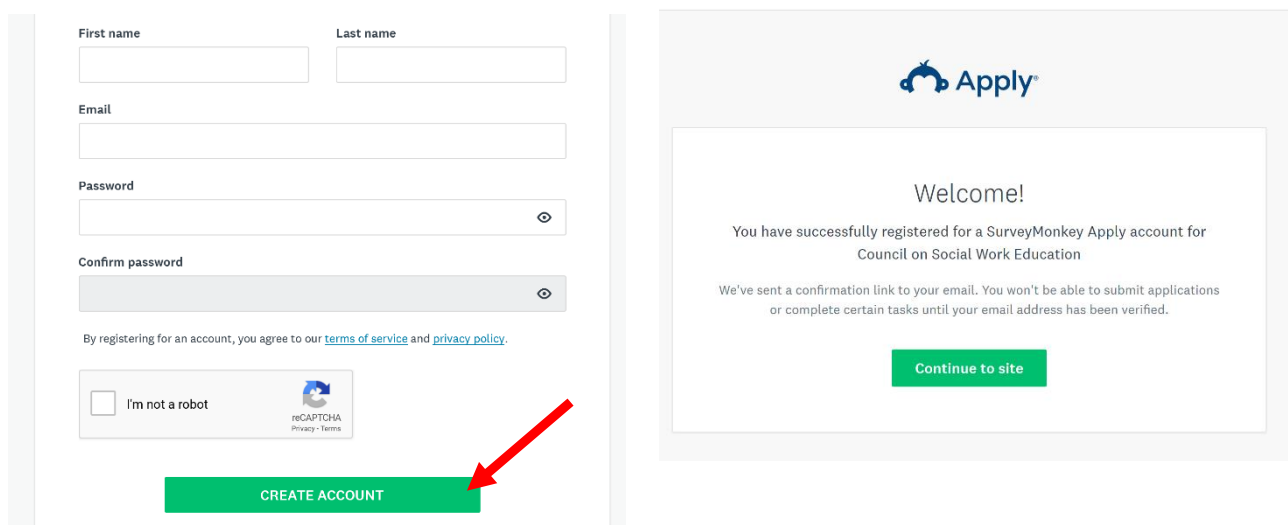
1) ACCESSING SURVEYMONKEY APPLY

Go to www.cswe.smapply.org. If this is your first time accessing the system, click "Register."



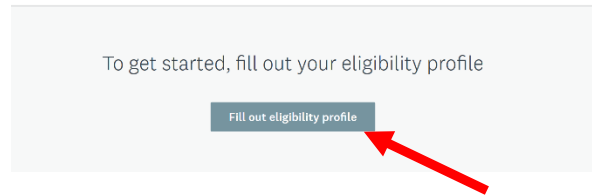
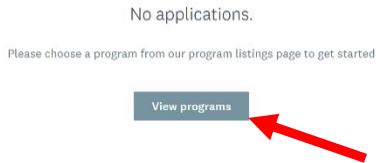
2) REGISTERING

Fill out your information and click "Create an Account." You will receive an email shortly after (add noreply@mail.smapply.io to your safe senders list, in case it goes to spam) to confirm registration. Click the "confirm email" link to activate your account.

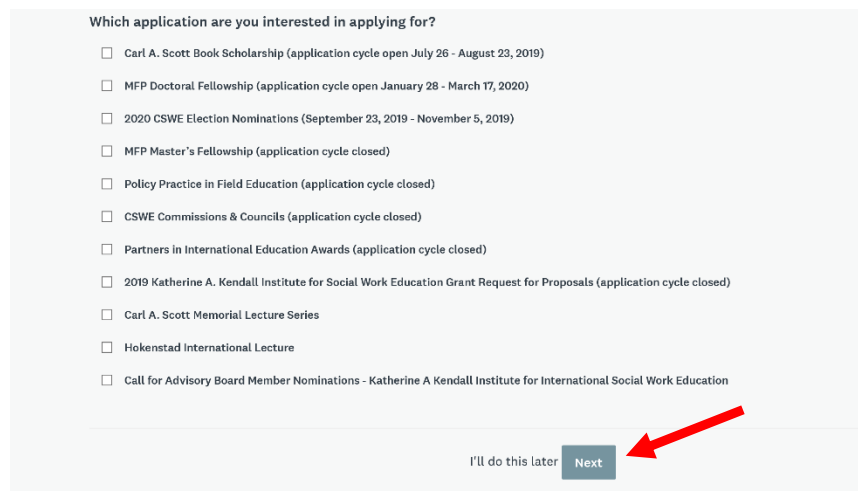


3) CONFIRMING ELIGIBILITY

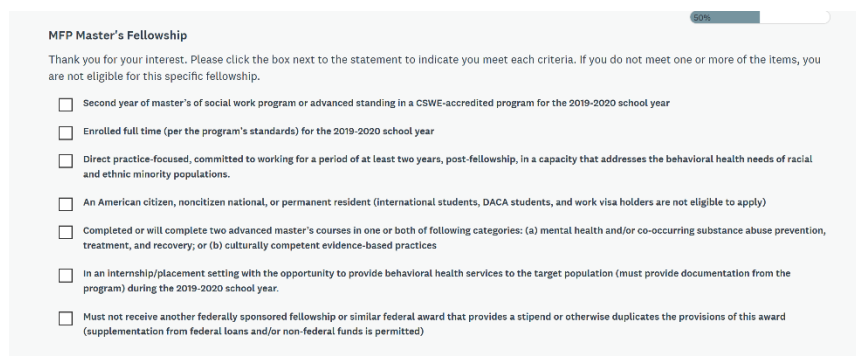
Click on the link in your email to be directed to your unique homepage. Click, "View programs." Next, click "Fill out eligibility profile" to confirm that you are eligible for the master's fellowship award.



Under "Which application are you interested in applying for?" click "MFP Master's Fellowship" and "Next."

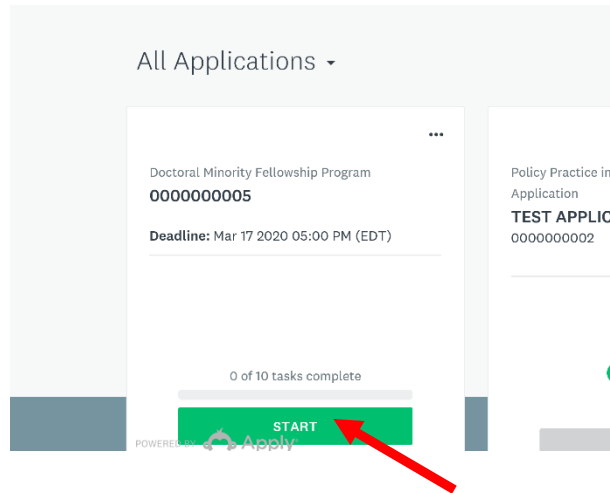


Fill out the Eligibility Requirements. Then click "Save My Profile." **If you do not meet one or more of the items, you are not eligible for this specific fellowship.**



4) STARTING YOUR APPLICATION

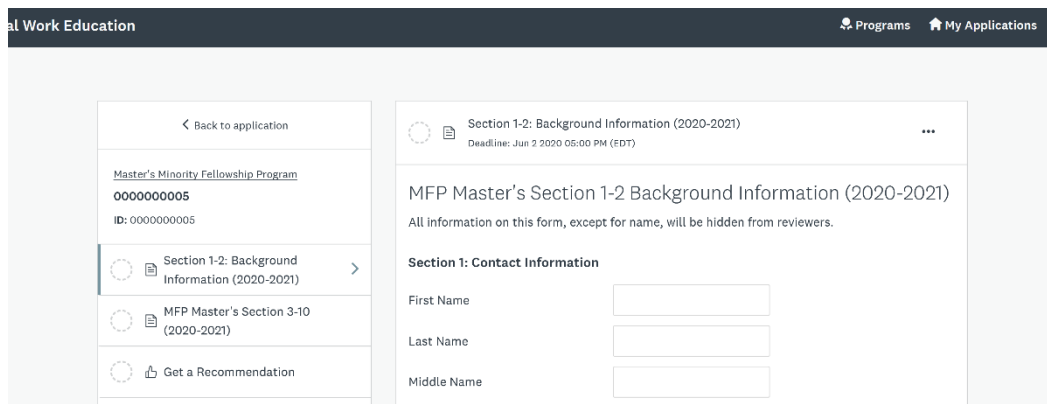
After clicking the “My Applications” tab at top, you will see your award opportunities. Click “Start” to begin your master’s fellowship application.



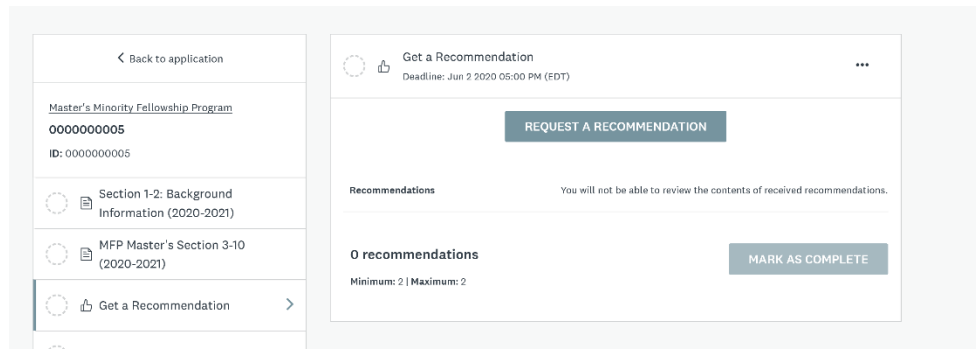
5) STARTING YOUR APPLICATION (SECTIONS 1-10)

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 master’s transcript or letter of admission), so complete these sections first.**

Section 10 requires the applicant's electronic signature, 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. The training is traditionally a 2.5-day event in March, held in Alexandria, VA. **Considering COVID-19 disruptions, CSWE MFP is currently in the process of finalizing dates for the in-person training and will provide additional details and dates when possible.** All travel, food, and hotel expenses will be covered by the Minority Fellowship Program.



6) GETTING RECOMMENDATIONS



Please do this step ASAP to provide recommenders ample time to complete.

Two recommendations are required. **You are strongly encouraged to get one academic recommendation (i.e., from a professor) and one practice recommendation (i.e., someone who has supervised you in a clinical setting).**

A current CSWE MFP master's or doctoral fellow will not be considered as a reference for an applicant unless the person has served as a professor or supervisor for the applicant. Recommendations from CSWE MFP alumni are welcomed.

Click "Request a Recommendation," fill out the information, and click "Send Request." 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 with Subject line "Request for Recommendation"). If they need assistance navigating the SurveyMonkey Apply system, similar instructions are provided to them via email.

It is your responsibility to ensure your recommenders submit their recommendations before their deadline. You can monitor the status under your "Get a recommendation" task. **Once both are submitted, you must click "Mark as complete" at the bottom of your recommendation task page.**

The deadline for the recommenders is May 10, 2021 by the end of the day to give you time to finalize and submit your application package. 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.**

7) FIELD PLACEMENT VERIFICATION

For this step, you will indicate your Field Director's name and email. The Field Director is the person affiliated with your academic institution. Once you "Submit" the request to your Field Director, they will receive an email with a link and instructions. Simply click "Back" at bottom page to return to your application home screen and continue to the next step. We also highly recommend that you contact your Field Director to alert them a request is coming via email. If they need assistance navigating the system, similar instructions. **In light of challenges facing field education departments during the COVID-19 pandemic, this task is optional as part of the application. If awarded the fellowship, field placement verification will be required at the time of appointment.**

8) ESSAY

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 masters 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

In Section 3, you will be asked about your "Enrollment Status." Based upon your response, you will be provided with a place to upload either your Social Work Master's Transcript or your Official Letter of Acceptance.

It is the applicant's responsibility to upload a PDF of their undergraduate transcript and social work master's transcript (if applicable). **Official transcripts are preferred, but unofficial transcripts will be accepted** this application cycle, considering COVID-19 disruptions to college/university registrar offices.

Unofficial transcripts must clearly include the applicant's full name. Please ensure it is a transcript and not a grade report or other format.

If you have a secured PDF transcript, you (the applicant) can open the document and select “Print” as a PDF; the resulting, new version will be unsecured and can now be uploaded to SurveyMonkey Apply. Alternatively, you can print out a hard copy, scan it as an unsecured PDF, and upload to SurveyMonkey Apply.

If you have a sealed, hard copy transcript, you (the applicant) can open the envelope, scan the transcript, 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.**

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) MASTER'S PROGRAM ACCEPTANCE VERIFICATION – *Applicable only to Incoming Master's Students/BSW graduates*

Incoming master's students (i.e., BSW graduates who are entering as advanced-standing students) for the 2021—2022 academic year must submit a copy of their letter of admission to their master's program, or other documentation of admission such as an acceptance email or Verification of Enrollment.

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

11) RESUME

Applicants must submit a resume as a PDF.

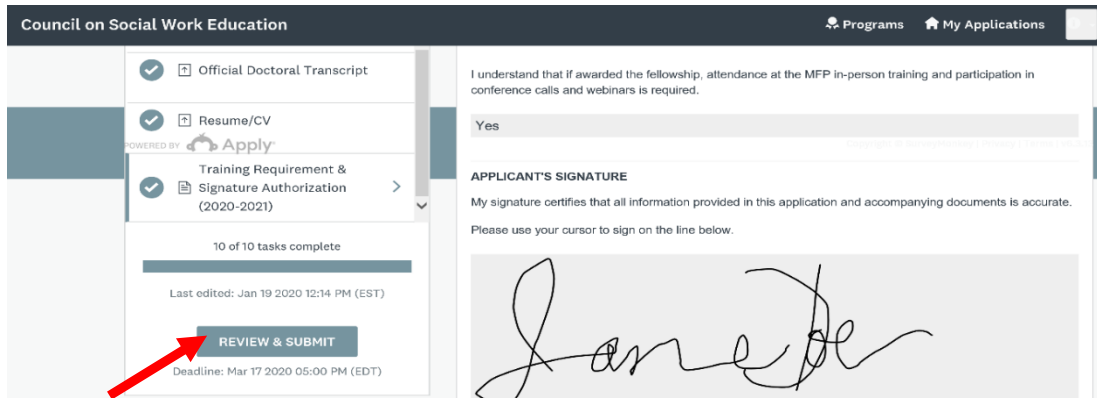
12) PERMANENT RESIDENT CARD

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.**

13) 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 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
May 11, 2021, at 5:00 pm Eastern Time.
Late applications, or components of applications, will NOT be accepted.**