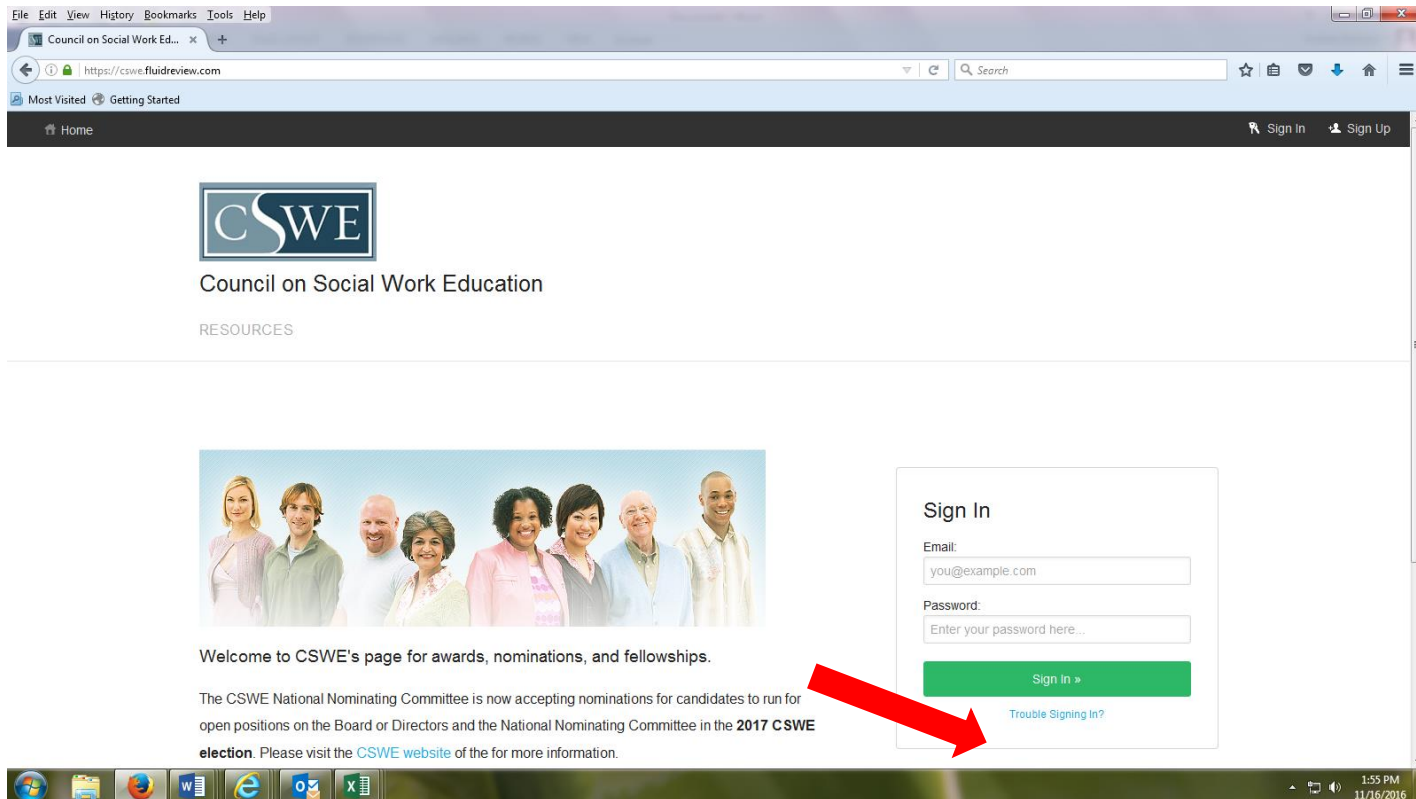


# Katherine A. Kendall Institute Request for Proposal

## FluidReview Instructions

**Step 1:** Sign in to the review system at <https://cswe.fluidreview.com>.



If it is your first time accessing the FluidReview system, click “Sign Up.” Please note that this account is not linked to your CSWE membership account. Fill out your information (photo not required) and click “Register.” Once you’ve created an account, there may be a slight delay in receiving the e-mail to confirm registration. Click on the link in your e-mail to activate your account.

**Step 2:** After signing in, click the “Start” button to access the eligibility requirements.

The screenshot shows a web browser window with the URL <https://cswe.fluidreview.com/awds/>. The page header includes the CSWE logo and navigation links: AWARDS, RESOURCES, HELP, and SETTINGS. Below the header, the page title is "Awards". Under "Your Tasks", there is a table with the following structure:

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	INCOMPLETE	<a href="#">Start</a>

A red arrow points to the "Start" button in the ACTIONS column. Below the table, a message states: "Not all required user tasks have been completed." The Windows taskbar is visible at the bottom of the browser window.

If you have submitted an application through CSWE’s FluidReview in the past, you will need to edit your eligibility requirements for the specific award you are applying for.

## Eligibility Requirements Section

**Step 3:** Select “2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals”. Click “Next.”

Return to Admin Home

Be inaccessible during this time.

Home » CSWE Eligibility Requirements

### CSWE Eligibility Requirements

Back to Account

0%

Which application are you interested in applying for?


- ☐ Carl A. Scott Book Scholarship (current application cycle closed)
- ☐ MFP Doctoral Fellowship (application cycle open January 29 - March 29)
- ☐ CSWE Election Nominations: Board of Directors (BOD)/National Nominating Committee (NNC) (application cycle October - November 2018)
- ☐ MFP Master's Fellowship (current application cycle closed)
- ☐ Policy Practice in Field Education (current application cycle closed)
- ☐ CSWE Commissions & Councils (current application cycle closed)
- ☐ Carl A. Scott Memorial Lecture Series (current application cycle closed)
- ☐ Hokenstad International Lecture (current application cycle closed)
- ☐ Partners in International Education Awards (current application cycle closed)
- ☐ 2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals

Save & Continue Editing Next

**Step 4:** CSWE Eligibility Requirements page: Confirm CSWE membership and ability to meet grant requirements. You cannot continue if you do not complete the eligibility question. Click “Save & Exit” to complete this portion of the nomination process.

Note: If you are not a current member, or your membership has lapsed, please contact [klord@cswe.org](mailto:klord@cswe.org). Your application will not be accepted if you do not hold a current CSWE membership.

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Council on Social Work Education  
[AWARDS](#) [RESOURCES](#) [HELP](#) [SETTINGS](#)

**CSWE Eligibility Requirements**

[Home](#) » CSWE Eligibility Requirements

60%

Are you a CSWE member?

☐ Yes 

☐ No

[Back](#) [Save & Continue Editing](#) [Save & Exit](#)

## Awards Section

**Step 5:** Click on the “View Awards” button at the bottom of the page.

The screenshot shows a web browser window with the URL `https://cswe.fluidreview.com/awds/`. The page layout includes a dark header bar with a 'Home' link and a user profile icon. The main content area is divided into two sections: 'Your Tasks' and 'Your Awards'.

**Your Tasks**

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Your Awards**

STATUS: Any SEARCH:  [Go](#)

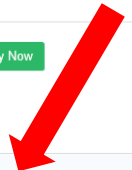
**No applications found**

[View Awards »](#)

The footer of the page features the text 'Powered by FluidReview®', 'Terms of Use', and 'Privacy Policy'. The Windows taskbar at the bottom displays icons for various applications including Internet Explorer, Firefox, Word, Outlook, Excel, and Adobe Reader.

**Step 6:** Find the “2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals” and click on the “Apply Now” button.


Return to Admin <a href="#">Home</a>				
<input type="checkbox"/> <a href="#">2018 Carl A. Scott Memorial Lecture Series</a>	... <a href="#">Full Description+</a>	Award (Internal)	OPEN 01/16/2018	<i>No longer available</i>
<input type="checkbox"/> 2018 CSWE Board of Directors/National Nominating Committee Elections	Nomination Form for 2018 CSWE Elections	Award (Internal)	OPEN 08/08/2017 CLOSED 10/03/2017	<i>No longer available</i>
<input type="checkbox"/> <a href="#">2018 Partners in International Education (PIE) Awards</a>	2018 Partners in International Education Awards	Award (Internal)	OPEN 03/27/2018 CLOSED 06/01/2018	<i>No longer available</i>
<input type="checkbox"/> <a href="#">2019 Carl A. Scott Memorial Lecture Series</a>	... <a href="#">Full Description+</a>	Award (Internal)	OPEN 01/14/2019 CLOSED 03/24/2019	<a href="#">Apply Now</a>
<input checked="" type="checkbox"/> <a href="#">2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals</a>	Grants that support international social work education	Award (Internal)	OPEN 02/15/2019 CLOSED 04/15/2019	<a href="#">Apply Now</a>



**Step 7:** There are two sections to the application. The first, titled “Application” includes contact information and the RFP prompts. The second is a budget, which requires an Excel or Word document. You must complete both to submit your application.

Scroll down and click on the “Start” button.

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2019 Katherine A. Kendall Institute for Social Work Education Grant Request for Proposals

**Award deadline:** 04/15/2019 11:59 PM EST

### Application Round

TASK	DEADLINE	STATUS	ACTIONS
<a href="#">Application</a>		INCOMPLETE	<a href="#">▶ Start</a>
<a href="#">Budget</a>		INCOMPLETE	<a href="#">▶ Start</a>

Please attach your itemized budget for the project. Include brief descriptions of the purpose of each item. We will accept Excel or Word files for this attachment.

[Submit Application](#) [PREREQUISITES NOT MET](#)

**Step 8:** Complete each required piece of the forms. All application materials must be submitted in English. Once each section is complete, click “Save and Exit” at the bottom of each page to be taken to your application home screen. “Save and Continue” will keep you on your current page. If you have to log out before completing the form, please save your work by clicking the “Save and Exit” button at the bottom of the page.

**Step 9:** When you return to the application page, the application status should read “Complete” for both sections. You may then click “Submit Application”.

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### Proposals

*i* Award deadline: 04/15/2019 11:59 PM EST

#### Application Round

TASK	DEADLINE	STATUS	ACTIONS
Application		COMPLETE	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Budget		COMPLETE	<a href="#">Edit</a>
Please attach your itemized budget for the project. Include brief descriptions of the purpose of each item. We will accept Excel or Word files for this attachment.			
UPLOADED FILE(S)	UPLOAD DATE		
<a href="#">Test Budget.xlsx</a>	02/15/2019 04:20 PM	<a href="#">Remove</a>	
<a href="#">Submit Application</a>		INCOMPLETE	

Congratulations! You have successfully submitted your application for the Katherine A. Kendall Institute 2019 Grant Cycle!

If you have questions, please contact [kaki@cswe.org](mailto:kaki@cswe.org).