## Application Guidebook

**Doctoral – 2022**

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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.

- After application deadline of **March 16th, 2022** 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 from **May-June**.
- The MFP Doctoral Advisory Committee meets in **July** to select fellowship candidates. Notification of selection decisions are sent out via e-mail in **August**.

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.

Applications must be submitted in Submittable by March 16, 2021, 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 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.
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.

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


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 16, 2022 at 5:00 pm ET.

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

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.
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.

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 2022 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.
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 (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, 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.
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.

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 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. The 2022 conference is to be held in Anaheim, CA. 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.

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 16, 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.

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All the best!