



**MEOPAR**

**SurveyMonkey Apply User Guide  
for Applicant/Collaborator**

WITH FUNDING FROM

**Canada**



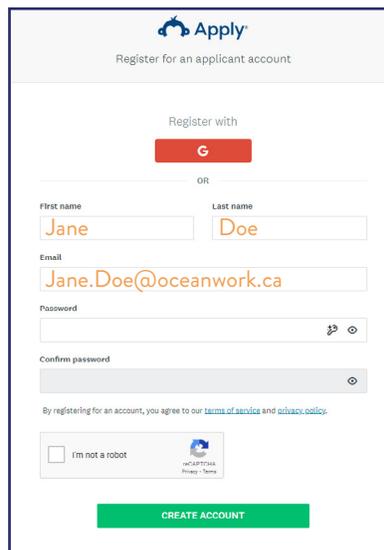
## 1. Accessing the MEOPAR Portal Call for Proposals

- ~ Opportunities can be found at [meopar.smapplyly.ca](https://meopar.smapplyly.ca)
- ~ If you are a new user, click “Register” to create your account. Returning users can click “Log in” and log in using their email and password.
- ~ Note: If you have used Survey Monkey Apply in other settings, you may use the same log in and password.



## 2. Creating your profile

- ~ After clicking on “Register”, create your profile by providing your information.

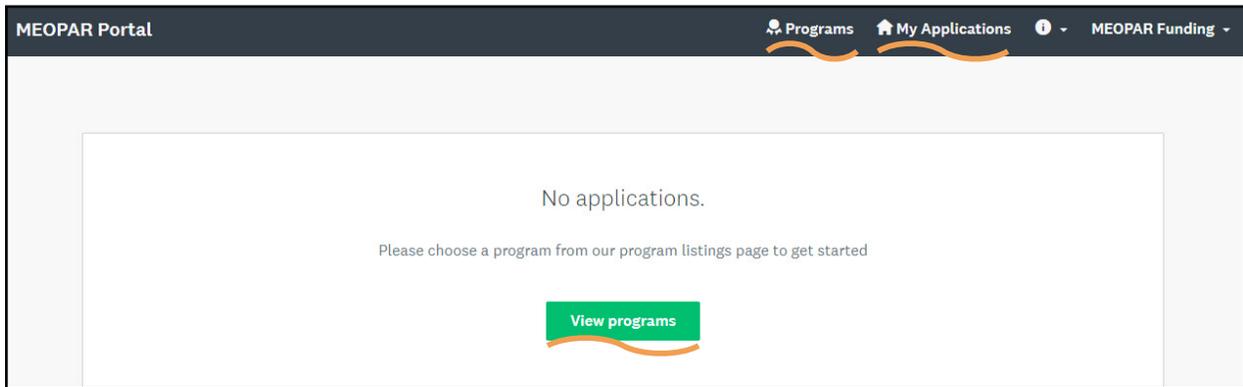


The screenshot shows the registration form for an applicant account. The form includes a "Register with" button, a "OR" separator, and input fields for "First name" (Jane), "Last name" (Doe), "Email" (Jane.Doe@oceanwork.ca), "Password", and "Confirm password". There is also a checkbox for "I'm not a robot" and a "CREATE ACCOUNT" button at the bottom.

- ~ You will receive an email requesting you to verify your email account. If you did not receive this email, from [MEOPARFunding@meopar.ca](mailto:MEOPARFunding@meopar.ca), please check your spam or junk folder.
- ~ Click on the link provided to verify your account.

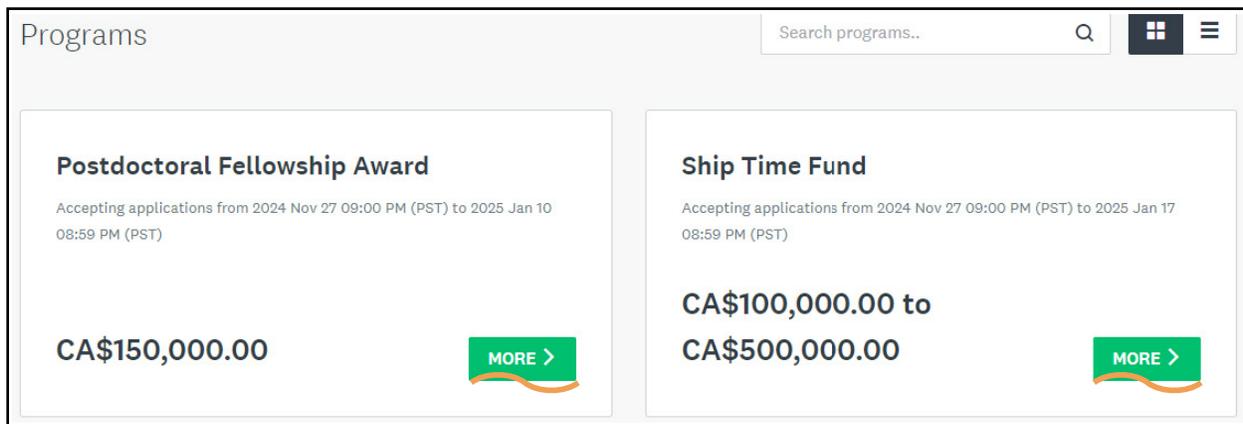
### 3. Dashboard Overview

- ~ After logging in, you will see your Dashboard.
- ~ Click on “Programs” on the top right or on “View Programs” to see open and upcoming Calls for Proposals.
- ~ Click on “My Applications” on the top right to see your applications, if you have initiated one.



### 4. Applying

- ~ You can find more information about each program by clicking on “More”.



- ~ To start the application process, navigate to the desired funding program information page, and click on “Apply” on the upper right side.

### Postdoctoral Fellowship Award

The inaugural Postdoctoral Fellowship (PDF) Award program offers opportunities for outstanding early career PhD-holders to join MEOPAR network and conduct innovative, full time, and collaborative research aligned with federal priorities in Canada. The purpose of this inaugural PDF Award is to bring new leaders contributing to address challenges in the ocean sector (including social sciences and humanities, STEM – Science, Technology, Engineering and Mathematics, health sciences) in areas aligned with federal priorities into the MEOPAR community.

Value

## CA\$150,000.00

**APPLY**

Opens

**2024 Nov 27 09:00 PM (PST)**

Deadline

**2025 Jan 10 08:59 PM (PST)**

- ~ Complete the Eligibility Form by clicking on “Eligibility Form”. If you are eligible for the program, your answer will reveal the rest of the application stages.

MEOPAR Portal
Programs
My Applications
MEOPAR Funding

0 of 1 tasks complete

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Last edited: 2024 Dec 18 12:07 PM (PST)

REVIEW

SUBMIT

Deadline: 2025 Jan 10 08:59 PM (PST)

Postdoctoral Fellowship Award
Preview

2024-PDF-0000000021

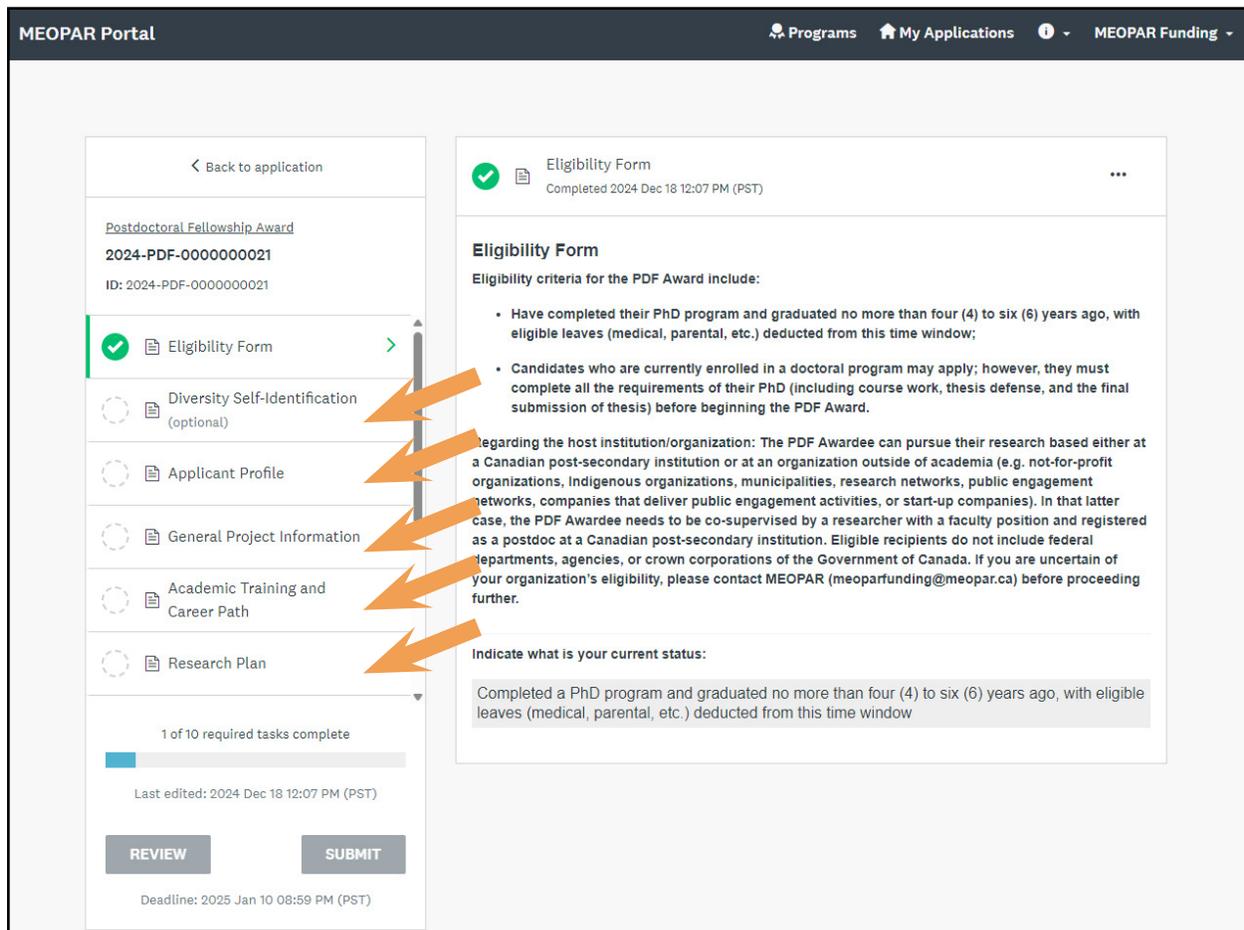
APPLICATION
ACTIVITY

Your tasks

Eligibility Form

>

- ~ If eligible, the rest of the application sections become visible in the left column. These sections may be completed in any order.
- ~ NOTE: For programs requiring Letters of Support / Recommendations, these must be uploaded before the application may be submitted. We strongly recommend you complete the section “Letters of Support” as soon as possible to facilitate a smooth submission.



MEOPAR Portal

Programs My Applications MEOPAR Funding

Postdoctoral Fellowship Award  
2024-PDF-0000000021  
ID: 2024-PDF-0000000021

Eligibility Form

Completed 2024 Dec 18 12:07 PM (PST)

**Eligibility Form**

Eligibility criteria for the PDF Award include:

- Have completed their PhD program and graduated no more than four (4) to six (6) years ago, with eligible leaves (medical, parental, etc.) deducted from this time window;
- Candidates who are currently enrolled in a doctoral program may apply; however, they must complete all the requirements of their PhD (including course work, thesis defense, and the final submission of thesis) before beginning the PDF Award.

Regarding the host institution/organization: The PDF Awardee can pursue their research based either at a Canadian post-secondary institution or at an organization outside of academia (e.g. not-for-profit organizations, Indigenous organizations, municipalities, research networks, public engagement networks, companies that deliver public engagement activities, or start-up companies). In that latter case, the PDF Awardee needs to be co-supervised by a researcher with a faculty position and registered as a postdoc at a Canadian post-secondary institution. Eligible recipients do not include federal departments, agencies, or crown corporations of the Government of Canada. If you are uncertain of your organization's eligibility, please contact MEOPAR (meoparfunding@meopar.ca) before proceeding further.

Indicate what is your current status:

Completed a PhD program and graduated no more than four (4) to six (6) years ago, with eligible leaves (medical, parental, etc.) deducted from this time window

1 of 10 required tasks complete

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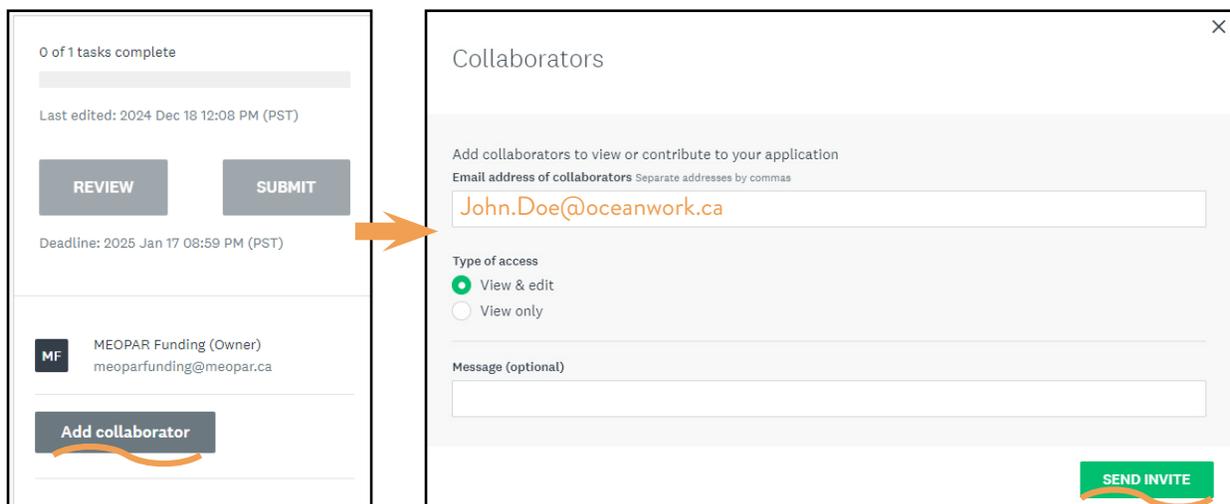
REVIEW SUBMIT

Deadline: 2025 Jan 10 08:59 PM (PST)

- ~ When all of the required application sections are complete, the submission button will turn green. Click to submit.

## 5. Add a Collaborator to your proposal

- ~ For certain programs, you may invite a collaborator to view or contribute to your application. To do this, open your application, then click on “Add collaborator” in the lower left column to add a collaborator.
- ~ You will be prompted to enter their email address.
- ~ Select what type of access the collaborator should have to your application.
- ~ Add a message to your collaborator, if you wish.



## 6. Troubleshooting and Support

### FAQs and Help:

- ~ SurveyMonkey Apply has a comprehensive [Help Centre](#) accessible from the platform. you may find answers to many frequently asked questions within.

### Contacting Support:

- ~ If you have technical problems, use the Support tab to submit a [ticket](#). The Survey Monkey support team typically responds within 24 hours, but may be delayed on weekends.

### Application-specific questions:

- ~ For questions regarding the application content, eligibility, or requirements, please contact the MEOPAR Program Managers at: [MEOPARFunding@meopar.ca](mailto:MEOPARFunding@meopar.ca). A member of our team familiar with the program will respond in a timely manner.

