



# SurveyMonkey Apply User Guide

## for Applicant/Collaborator

WITH FUNDING FROM

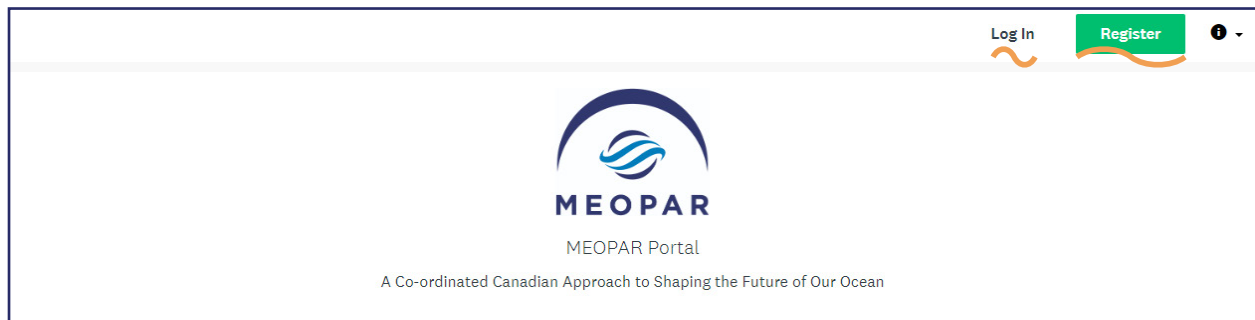
Canada





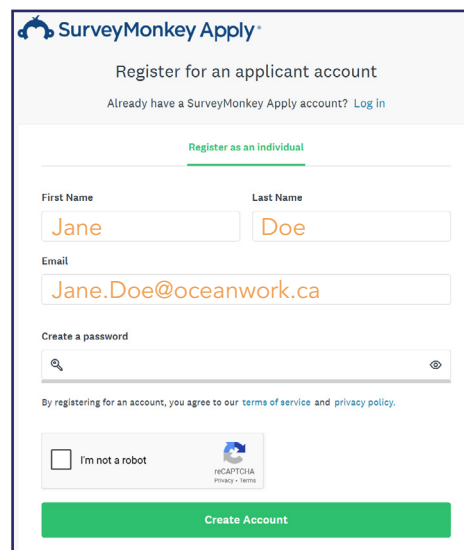
## 1. Accessing the MEOPAR Portal Call for Proposals

- ~ Opportunities can be found at [meopar.smapply.ca](https://meopar.smapply.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

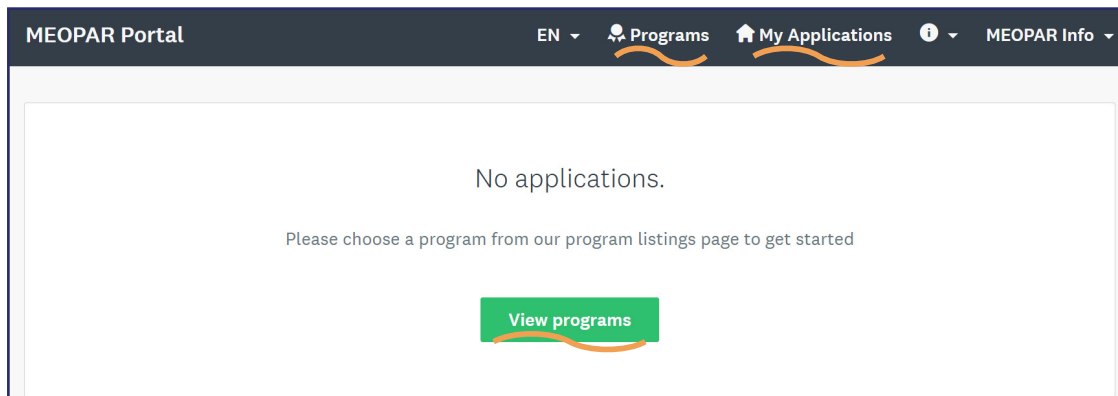
- ~ After clicking on "Register", create your profile by providing your information.



- ~ 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. Also, add [MEOPARfunding@meopar.ca](mailto:MEOPARfunding@meopar.ca) and [noreply@mail.smapply.net](mailto:noreply@mail.smapply.net) to your email whitelist to ensure that you receive all emails from the MEOPAR Portal.
- ~ Click on the link provided to verify your account.

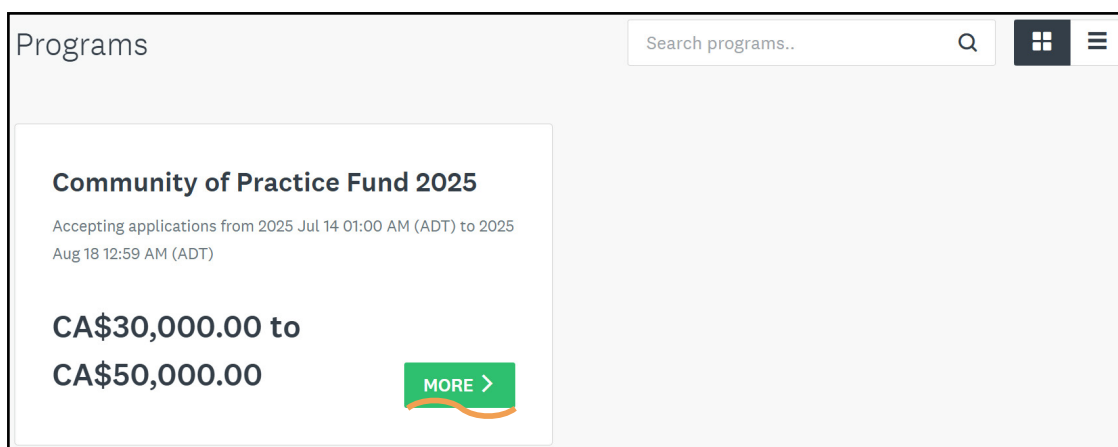
### 3. Dashboard Overview

- ~ 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

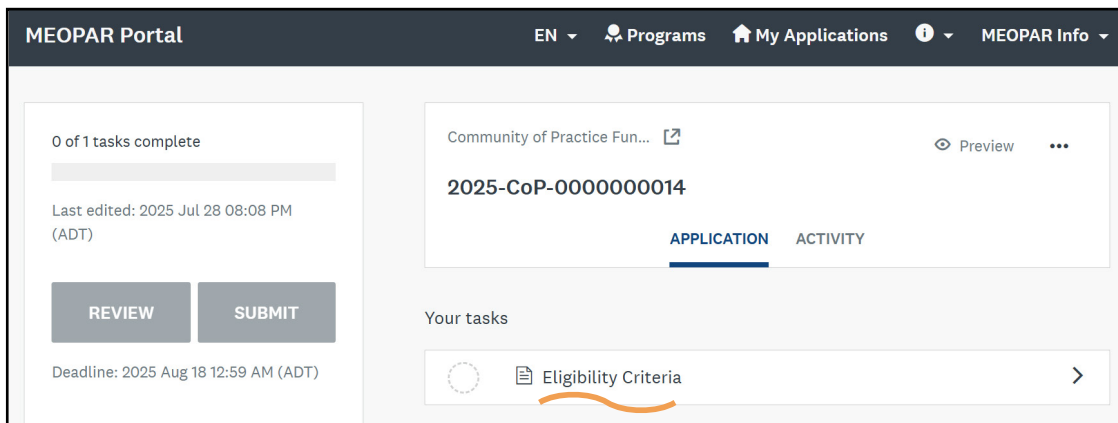
- ~ You can find more information about each program by clicking on “More”.



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

<p>Community of Practice Fund 2025</p> <p>MEOPAR (Marine Environmental Observation, Prediction and Response Network) is a Canadian not-for-profit organization that supports research, training, and communication related to the ocean through funding programs. MEOPAR supports Canadian-based <b>Communities of Practice (CoP)</b> across multiple disciplines that mobilize knowledge, enrich research, and encourage collaboration between academics, community groups, early career researchers and professionals, Indigenous groups, NGOs, practitioners, and policymakers.</p> <p>For the purposes of this call for proposals a CoP is a group of people who share a common concern, set of problems, and/or passion about a topic, and who deepen their</p>	<p>Value</p> <p><b>CA\$30,000.00 to CA\$50,000.00</b></p> <p><b>APPLY</b></p> <p>Opens</p> <p><b>2025 Jul 14 12:00 AM (EDT)</b></p> <p>Deadline</p> <p><b>2025 Aug 17 11:59 PM (EDT)</b></p>
--	--

- ~ Determine your eligibility by clicking on “Eligibility Criteria”.



MEOPAR Portal

EN Programs My Applications MEOPAR Info

0 of 1 tasks complete

Last edited: 2025 Jul 28 08:08 PM (ADT)

**REVIEW** **SUBMIT**

Deadline: 2025 Aug 18 12:59 AM (ADT)

Community of Practice Fun... [Preview](#)

**2025-CoP-0000000014**

**APPLICATION** **ACTIVITY**

Your tasks

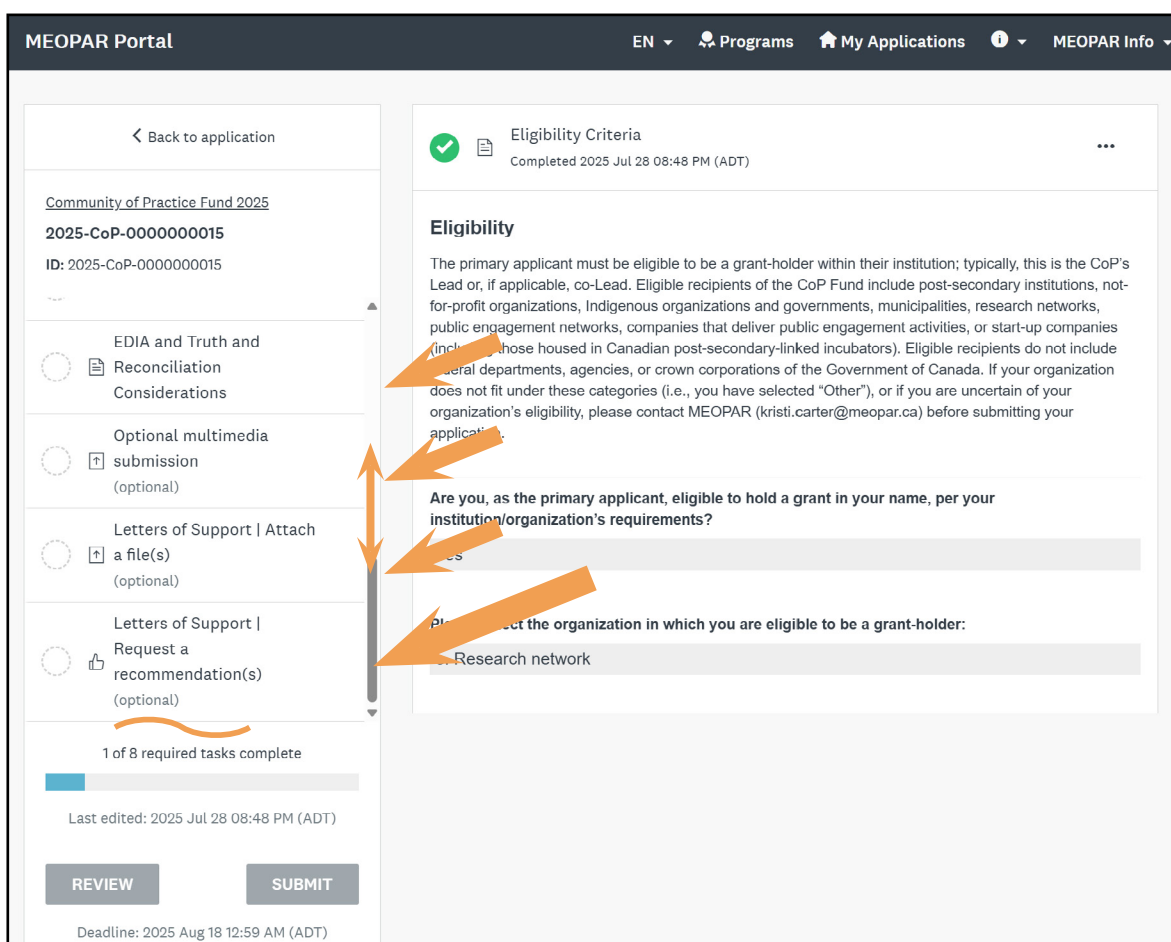
[Eligibility Criteria](#)

- ~ If eligible, the rest of the application sections become visible in the left column. These sections may be completed in any order.



~ NOTE:

- If Letters of Support/Recommendations are required, they must be uploaded before you can submit your application. We strongly recommend completing the "Letters of Support" section as early as possible to avoid delays.
- If Letters of Support/Recommendations are optional, you'll be able to submit your application without letters of support added, even if you've sent a request to a Recommender. Your Recommender will be able to submit a letter to your application until the application deadline.



~ At any time, sections may be saved as a draft by clicking "Save & Continue Editing" at the bottom.

SAVE & CONTINUE EDITING

MARK AS COMPLETE

- ~ All fields are required, unless marked Optional or If Applicable, and must be completed before you can click "Mark As Complete".

Letters of Support | Attach

↑

a file(s)

(optional)

f. CoP website (if applicable):

SAVE & CONTINUE EDITING

MARK AS COMPLETE

- ~ Failure to complete all fields will earn you this warning:

An answer to this question is required.

- ~ When filling out the longform sections, you will not receive an alert that you have exceeded a word count until after you have clicked on "Save & Continue editing" or "Mark as complete". We suggest writing text in a separate program and then copying and pasting into the system. You will lose formatting, so copy and paste plain text.

max 200 words

Maximum 200 words.

Uptae dit doluptae verior sim de etur alignam faccupi  
ssimagniatia sint quam ea dus.  
Xercimus. Restem ilibusam, sincto cus doluptaquam  
quas que labor apellab orerchi llaborerum in et que is  
molorit, simcore listotaspit omnit harum et doluptatis  
earum sae verenti nciatur, ius nis explaborum volo  
tem ea volorpora ra dolum cor aut eturia plant, solupid

- ~ For PDF uploads, documents must be single-spaced (no more than six lines per inch), 12-point font, with margins of 0.75". These requirements are for the benefit of the volunteer review committee. Failure to follow them may result in application rejection.

- ~ When all of the required application tasks are complete, the submission button will turn green. Review your entries accordingly, then click to submit.

8 of 8 required tasks complete

Last edited: 2025 Jul 11 06:20 PM (PDT)

**REVIEW** **SUBMIT**

Deadline: 2025 Aug 17 08:59 PM (PDT)

## 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.

0 of 1 tasks complete

Last edited: 2024 Dec 18 12:08 PM (PST)

**REVIEW** **SUBMIT**

Deadline: 2025 Jan 17 08:59 PM (PST)

**MF** MEOPAR Funding (Owner)  
meoparfunding@meopar.ca

**Add collaborator**

### Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Jordan.Doe@oceanwork.ca

Type of access

☒ View & edit

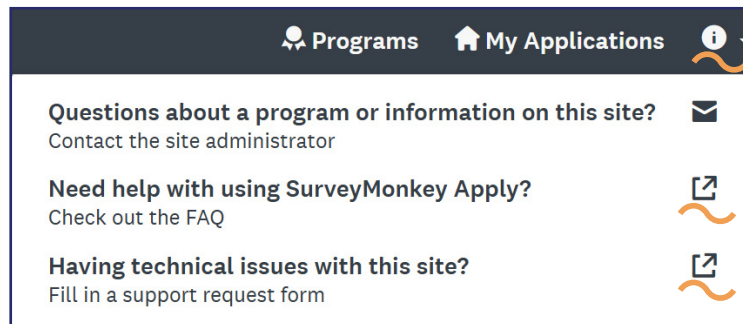
☐ View only

Message (optional)

Can you collaborate with me on this application?

**SEND INVITE**





## 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.

### *Did not receive confirmation email:*

- ~ If you did not receive the confirmation email or have been feeling that you should have gotten an email, but have not, please check your spam / junk folder. Also, add [MEOPARfunding@meopar.ca](mailto:MEOPARfunding@meopar.ca) and [noreply@mail.smaply.net](mailto:noreply@mail.smaply.net) to your email whitelist to ensure that you receive all emails from the MEOPAR Portal.