



Applicants' Submission Process

Process	Key Requirements	Reference Documents
1. Review and identify the award(s) and scholarship(s) for which you are eligible and explain your qualifications for each award chosen.	Written explanations of qualifications must have 50 – 100 words per award.	2019 Awards and Scholarships Brochure 2019 Eligibility Guide Instructions for Explanations of Qualifications Application Review Process
2. Register to apply and pay the non-refundable \$25 application processing fee via PayPal. (PayPal account is NOT needed.)	Pay a one-time, non-refundable application processing fee of \$25. Only one fee is required per applicant, irrespective of the number of awards applied for.	2019 Awards and Scholarships Brochure
3. Prepare your career goals summary.	Career goals summary can have no more than 500 words.	Career Goals Summary Instructions
4. For a Research Award, submit your research proposal. For an award to fund a special project, upload a detailed project description.	A research project must be at the point of being ready for ethics review.	Research Proposal Instructions
5. Prepare and upload a resume.	A resume must be in the correct format as per the Resume Guidelines.	Resume Guidelines
6. If applicable, submit a list of your publications and/or completed research within the last five years.	This information can be excluded from your resume.	Resume Guidelines
7. Contact your two references and provide their organizational contact information.	Organizational contact information for your two references must be provided on the "References" tab of the application. References are subjected to random audits and checked for authenticity.	Reference Letter Guidelines – All letters of reference must be e-mailed as an attachment from the referee's professional e-mail address directly to info@rnfoo.org
8. Prepare a brief biography to be used for RNFOO publications.	Brief biography should have no more than 100 words. Use the "third person" when writing. All winners will be required to provide a photo.	<p>Key Dates</p> <p>The closing date for submitting the 2018 on-line Awards & Scholarships Application: Monday, January 21, 2019, 4 pm EST.</p> <p>All supplementary documentation must be received by Friday, February 8, 2019, 4 pm EST.</p> <p>Applications received after the deadline will not be reviewed. Allow at least 2 weeks for transcripts to be delivered from Ontario institutions, 2-4 weeks from outside of Ontario, and 4-6 weeks from outside of Canada.</p> <p>Contact Information</p> <p>Registered Nurses' Foundation of Ontario Awards & Scholarships Committee 7270 Woodbine Avenue, Suite 305 Markham, ON L3R 4B9 Phone: 905-752-0700 Fax: 905-513-1248 E-mail: info@rnfoo.org</p>
9. When you are ready to submit your application, go to the Application Status tab and set the Application Status field to Complete.	Be sure to set the Application Status field to Complete when you have entered all the required information.	
10. Submit proof of current (ie Winter Term) education enrollment. This document may be e-mailed (.pdf .doc .docx or .txt formats only) to info@rnfoo.org or sent by post.	Acceptable documentation consists of an official statement from the Nursing Program office or the Registrar's office of your university/college. Letters of admission or proof of payment documents are not acceptable as proof of current enrollment.	
11. Contact your current and prior university/college(s) to send your official transcripts directly to the RNFOO office or mail them to RNFOO in an officially sealed envelope.	All transcripts must be official documents that include your grades for the Fall 2018 term. Electronic or faxed transcripts must be clearly marked as official, and come directly from the educational institution.	