

2023 RNFOO Application Process

An Overview for Applicants



Overview of the session:

1. Preparing

1. Instructions & Hints
2. Brochure
3. Eligibility Guide for specific awards
4. Researching Scholarships

2. Applying

1. Registering, fee, login and entering information
2. Tabs on the application
3. Supplementary Documents

3. Q&A

Preparing to apply for RNFOO Awards and Scholarships

Click on 'Application Process' to access the Application Guidelines. There you will find everything you need to know about how to apply for RNFOO Awards and Scholarships.



The awards and scholarships administered by RNF (Registered Nurses' Association of Ontario (RNAO)) with a total value of more than \$72,000. Some awards information. We are grateful to all donors for their

Application Process

Welcome to the Registered Nurses Foundation of Ontario's Annual Awards portal.

Before you begin:

Please note: The \$30 application fee is non refundable. Be sure to understand the eligibility criteria and supporting documents required per below before you pay.

Are you eligible?

RNFOO Awards and Scholarships are available to:

There are links provided to sample documents throughout the Application Guidelines. You can find assistance with your resume, career goals, explanations of qualifications, references, and research proposals.

Applicants' Submission Process Chart

This is like an 'RDCV' of the Application Guidelines. You can use it as a checklist to help ensure that your application is complete.

 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.	Confirm that your program and interests meet the award criteria. Written explanations of qualifications must have 50 – 100 words per award.	2023 Awards and Scholarships Brochure 2023 Eligibility Guide Instructions for Explanations of Qualifications
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 \$30. Only one fee is required per applicant, irrespective of the number of awards applied for.	2023 Awards and Scholarships Brochure
3. Prepare your career goals summary.	Career goals summary can have no more than 500 words.	Career Goals Summary Instructions

Preparing - 3

The Awards Brochure describes all of the Awards and Scholarships that are available for this year. Read it carefully to determine the awards that fit your situation and skills. The brochure is posted on the home page of the RNFOO website: awards.rnfoo.org



REGISTERED NURSES'
FOUNDATION OF ONTARIO

2023 Awards & Scholarships Brochure

Some of the RNFOO 2022 Awards & Scholarships Winners



Preparing - 5



The awards and scholarships administered by RNFOO are funded by contributions from individuals, esta (Registered Nurses' Association of Ontario (RNAO) Interest Groups support many of the available awards with a total value of more than \$72,000. Some awards are still pending. We will update this document as information. We are grateful to all donors for their contributions.

[Application Process](#)

[Frequently Asked Questions](#)

[List of Awards](#)



You can read about the background for many of the awards on our website. This information can help you prepare your explanations of qualifications for the awards.



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Home >

Awards

Filter awards by: All | Undergrad Level | Any Level | Available to RNs or RPNs | Graduate Level | Rese



Anne L. Coghlan Scholarship

Section: **Available to RNs or RPNs**

Award Levels: **Undergrad Degree RPN to BScN, Graduate Degree Masters, Graduate Degree PhD**

2 awards of \$1,000



Charlotte Noesgaard Memorial Scholarship

Section: **Undergrad Level**

Award Levels: **Undergrad Degree 4 year BScN, Undergrad Degree 2nd level entry BScN**

1 award of \$2,000

Register and pay the applicant fee

In order to access the RNFOO Awards and Scholarships application process, you will need to register and pay a \$30 **non-refundable** fee. When your payment has been processed, you will receive an e-mail with login information and instructions for starting your application.

REGISTER & PAY FOR AWARD APPLICATION

Previous applicants should click on "login". First time applicants should click on "Sign up".

 Username

 Password

Remember Me

- [Forgot Login?](#)
- [Sign up](#)

Login

REGISTER & PAY FOR AWARD APPLICATION

Previous applicants should click on "login". First time applicants should click on "Sign up".





Remember Me

- [Forgot Login?](#)
- [Sign up](#)

Once you have paid your application fee, you will be able to log in to access your application. You can work on your application as often as needed. You only need to remember to mark your application as **“Complete”** on the Application Status tab before the January 23 deadline.



Entering your information



NAVIGATING THE APPLICATION

EDIT YOUR PROFILE

Click here to register for the Applicant Webinar on Monday, December 19th.



Message

You have successfully logged in



Edit Your Details

Contact

Academic

References

Career

Awards

Application Status

When you have logged in, the Login box will allow you to 'Edit' your application.

Edit/Complete your Application

Message ✕
You have successfully logged in

Edit Your Details

Contact Academic References Career Awards Application Status

NAVIGATING THE APPLICATION

EDIT YOUR PROFILE

Click here to register for the Applicant Webinar on Monday, December 19th.

When you log in, to add or edit information in your application, you need to click on **'Edit Your Profile'**. Every time you **update** (save) your information, the system will revert to 'View' status; you will be able to see your application, but not enter information. Click on **'Edit Your Profile'** to continue editing.

Provide your information

There are six tabs within the application that need to be complete in order for your application to be considered.

Edit Your Details

Contact

Academic

References

Career

Awards

Application Status

The Save button

Every time you add information to your application form, BEFORE you close the page or log out, you **must** click on the **'SAVE'** button in the bottom of the screen (toward the left corner). If you can't see the button, scroll down. If you do not **'SAVE'** your application, your information will not be saved, and your application will not be complete. When you have successfully updated your information you will see the message in the green box at the top of your page.

Message

Your settings have been saved.

Save

Cancel

The Academic tab

Your eligibility for awards is linked to the program in which you are enrolled. Be sure to answer all questions on this tab carefully.

Edit Your Details

Contact

Academic

References

Career

Awards

Application Status

Applicants are reminded that **official** transcripts must be received by the RNFOO office **by 4:00 pm February 6, 2023**. See [Step by Step Instructions](#), section 4 for details.

Program of studies



Type of program



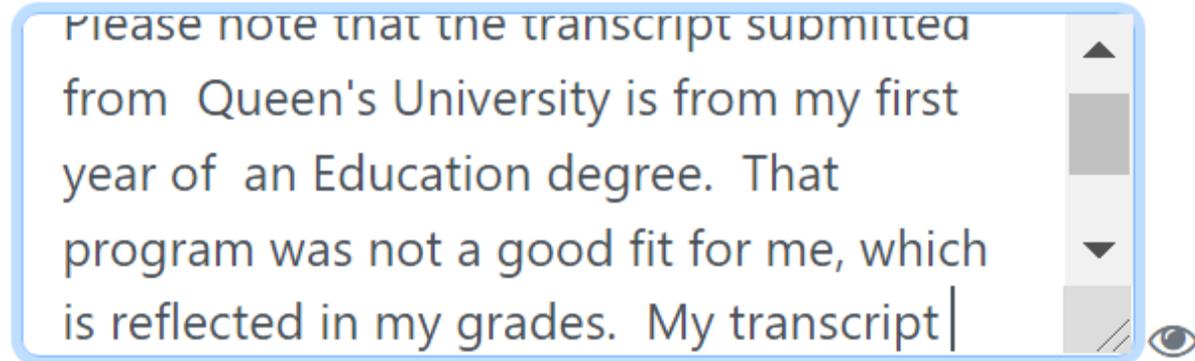
Name of institution



Additional Comment box

Additional Comments

Please note that the transcript submitted from Queen's University is from my first year of an Education degree. That program was not a good fit for me, which is reflected in my grades. My transcript |

A screenshot of a text input field with a light blue border. The text inside reads: "Please note that the transcript submitted from Queen's University is from my first year of an Education degree. That program was not a good fit for me, which is reflected in my grades. My transcript |". To the right of the text is a vertical scrollbar with a grey track and a white slider. Below the scrollbar is a small eye icon, indicating a visibility toggle.

Save

Cancel

This box is provided so that you have a place to explain any unusual situation or circumstance that might help the reviewers to understand your abilities better. For example, a deferred exam or even a school term missed because of illness.

The Career tab

Edit Your Details

Contact Academic References **Career** Awards Application Status

Applicants should refer to the [Career Goals Summary Instructions](#) for assistance. This statement factors heavily in the scoring of your application. Please type or paste your goal statement in the box below.

Career Goals

Resume Upload

Providing your resume allows reviewers to see how your education and experiences combine to support your goals. Consult the Resume Guidelines that match your level for suggestions: **Graduate**, **Undergraduate**, and **Diploma**.

Upload your current resume by using the dropdown menu. Different browsers show different options on this field. After choosing your file, you may see a blue 'Upload' button. If you don't see that button, go to the bottom of the page and click the 'Save' button.

Upload Resume

No change of file

You will need to write a statement about your career goals. This statement is **very** important to your application score. You must also upload your current resume.



Award Selections

Edit Your Details

- Contact Academic References Career Awards Application Status

Select the Award(s) and Scholarship(s) for which you are applying from the lists below. Note carefully the eligibility criteria for each section of awards.

Special note -- for EACH AND EVERY award selected, you must provide a **BRIEF (50 to 100 words)** explanation of how **YOUR** qualifications and/or experience are pertinent to **that particular award's criteria**.

Your explanations for the awards in each section should be entered into the text box at the bottom of each section.

It is highly recommended that you consult the [Instructions for Explanations of Qualifications](#) when writing your explanations.

Section 1: Undergrad and RPN

- Charlotte Noesgaard Memorial Scholarship
- Karim Moosa Memorial Scholarship
- Margaret Axelson Memorial Scholarship
- MCNIG Scholarship - Baccalaureate
- DNIG Northern Students Tuition Support Award
- Lucy Glass Memorial Scholarship
- Mary Brunning Harkin Scholarship
- Mildred Grace Harbour Memorial Scholarship

Select the awards you will apply for. Be sure to include your supporting explanations.

The explanation of your qualifications specific to each award are often the piece that distinguishes the award winner from the other applicants.

Requesting References

References

Career

Awards

Application Status

Read the Guidelines for [Reference Letters](#).

You must ask two people **to send** a reference letter to RNFOO to support your application. These letters must reach the RNFOO office **BY 4:00 pm, Monday, February 6, 2023**. Your referees should be individuals who can evaluate your commitment to the nursing profession, your leadership potential, your scholarship/academic potential, and your contributions (previous or potential) to the advancement of nursing practice.

One person must be an academic reference, which may include a faculty member, an academic advisor or a clinical instructor. Please advise referees to email completed letters **as an attachment** (.pdf, .docx or .doc formats only) directly to info@rnfoo.org. Reference letters forwarded by applicants will **not** be considered. Reference letters written by family members will not be considered. It is the applicant's responsibility to ensure that the letters arrive at the RNFOO office before the deadline. You can track our receipt of your documents on the Application Status tab.

Supplementary Documents: Letters from the people who are providing references for you must be sent **by** them **directly** to the RNFOO office. You can find more information on this topic by clicking the **Reference Letter Guidelines** link in the Application Guidelines.

Reference letters received from applicants or family members are not accepted

Adding your referee's contact information to the application

Reference Instructions

Read the Guidelines for [Reference Letters](#).

You must ask two people **to send** a reference letter to RNFOO to support your application. These letters must reach the RNFOO office **BY 4:00 pm, Monday, February 6, 2023**. Your referees should be individuals who can evaluate your commitment to the nursing profession, your leadership potential, your scholarship/academic potential, and your contributions (previous or potential) to the advancement of nursing practice.

One person must be an academic reference, which may include a faculty member, an academic advisor or a clinical instructor. Please advise referees to email completed letters **as an attachment** (.pdf, .docx or .doc formats only) directly to info@rnfoo.org. Reference letters forwarded by applicants will **not** be considered. Reference letters written by family members will not be considered. It is the applicant's responsibility to ensure that the letters arrive at the RNFOO office before the deadline. You can track our receipt of your documents on the Application Status tab.

You will find it helpful to send the information from the [Guidelines for Reference Letters](#) to your referees. We also recommend that you provide your referees with general information outlining the award(s) or scholarship(s) for which you are applying. You should make it clear that they are to submit **one letter** in support of your application, NOT one letter per award applied for.

Reference A

Enter the required information for your first reference below.

Full Name



Email



Marking your application “Complete”

Edit Your Details

Contact Academic References Career Awards Application Status

Application Status

Status Info

The application process closes on MONDAY, JANUARY 23, 2023 at 4:00 pm EST.

Beyond this date, you will not be able to add or change any information on your application.

If the box above is not marked "Complete" by this deadline, it will not be reviewed.

Selecting 'Complete' does not affect your access to the site; you can make changes until the deadline.

When you have completed the on-line portion of the application, you must change the Application Status field above to 'Complete'.

There is **no confirmation sent** when you complete the application. If it shows as complete, we will review it.

In the Application Status drop down menu select “Complete”

Application Status

Complete
Incomplete

Transcripts

From the Application Guidelines:

Transcripts: All applications must be supported by transcripts. All transcripts must be official documents that include your grades for the Fall 2022 term. Reviewers expect to see official transcripts from all nursing-related post-secondary education. Contact your university/college to send your official transcript directly to the RNFOO office. Some schools are able to send official transcripts electronically or by fax (contact information is below). Digital documents which are noted as “Issued by University/ College” and are received directly from the institution’s administrative account or are provided to us through a secure on-line platform to **info@rnfoo.org**, will be accepted as official. Printed transcripts may also be available. These must be mailed to the RNFOO office in an officially sealed envelope. You should allow at least two weeks for transcripts to be delivered from Ontario institutions.

If you are in a second degree or Graduate level program, **judges expect to see all previous transcripts** along with your current one.

For almost all RNFOO Awards and Scholarships your academic record is very important to the judging process. You should follow the instructions in this section of the Application Guidelines very carefully.

Special note to repeat applicants

From the Application Guidelines:

GRADUATE LEVEL STUDENTS: If you have submitted official transcripts for previous degrees in RNFOO applications submitted before this year, you may not have to order those transcripts again. You will still have to provide **an up-to-date transcript for your current studies**. Contact the RNFOO office to confirm that your previous transcripts are available.

Confirming your enrollment

From the Application Guidelines:

Confirmation of enrollment: For almost all awards, you will need to submit proof of enrollment in the Winter 2023 term. Acceptable documentation consists of an official statement from the Nursing Program office or the Registrar's office of your university/college, stating that you are enrolled in the Winter 2023 program. Many schools have documents available on-line that will confirm enrollment and are available without cost. Applicants should e-mail this document as an attachment to the message (.pdf .doc .docx or .txt formats only) to info@rnfoo.org. Letters of admission or proof of payment documents are not acceptable proof of enrollment.

The third type of supplementary document required is the Confirmation of Enrollment. *Most* of the Awards and Scholarships require that applicants be currently enrolled in an academic program. Many universities have this type of document available on-line. This document must confirm that you are enrolled in the **CURRENT** semester. Note that this, and all other supplementary documents **must** be received in the RNFOO office by 4:00 pm on **Monday February 6, 2023**

Tracking your documents

Please note: we are uploading supplementary documents as quickly as we can. If you have a concern about a document that isn't appearing, please email info@rnfoo.org providing the details of the document. We will respond as quickly as we can.

Applicants are responsible for ensuring that all documents reach the RNFOO office by **Monday, February 6, 2023 at 4:00 pm EST.**

Transcripts Received



Proof of Enrollment

No Yes



References Received



As your supporting documents arrive in the office, they will be uploaded to your application. All documents received by the office **will be uploaded by end of business on February 6.** If something is still missing from your application then, you should follow up with the sender and/or contact the RNFOO office.

Summary

Important reminders:

Read the Application Guidelines carefully. Use the Checklist/Chart.

Take note of all deadlines and ensure that you allow sufficient time for information and documents to reach the RNFOO office.

Be sure to mark your application 'Complete'.

If you have questions, you can contact RNFOO staff by email info@rnfoo.org or phone 905-752-0700 or 855-415-2220, ext 261 during regular business hours. Because of COVID-19, we may be working remotely. Your call will be returned as soon as possible.

