
















Welcome to the  
**RNFOO 2024**  
**Application Process:**  
An Overview for Applicants


RNFOO: Supporting Nurses  
and Nursing Students  
since 1972





# The Landing Page

← → ↻ [rnfoo.org/academic-awards-information/](https://rnfoo.org/academic-awards-information/)     ⋮

New Tab  CIO Association of...  RNFOO  PPNO  BCRNF  General  Stripe: Login  Canva Design site  Zoom Login  Google  Download muzak  tirechange.ca review...

 **REGISTERED NURSES'**  
FOUNDATION OF ONTARIO

Who We Are ▾ Ways to Help ▾ Awards ▾  

Donate Today

Home >

## Academic Awards Information

The awards and scholarships administered by RNFOO are funded by contributions from individuals, estates, corporations, and organizations (Registered Nurses' Association of Ontario [RNAO] Interest Groups support many of the available awards).

1 Introduction and How to Apply

Frequently Asked Questions


List of Awards

2 Pay and start the award process

3 If you have already paid, click here to log in

Username or Email Address

Password

  
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# Introduction and Instructions

- Are you eligible to apply?
- Are there scholarships or awards that you fit the criteria for?
- Have you noted the deadlines?
- Who will you ask to provide a reference for you?
- What do you need to order transcript(s)?

# Register and pay



🛒 \$30.00 CAD

## Pay with PayPal

With a PayPal account, you're eligible for Purchase Protection and Rewards.

Email or mobile number

Password

[Forgot password?](#)

Log In

or

Pay with a credit or Visa Debit card

RNFOO uses PayPal to process credit card payments. You do not need a PayPal account to use the service. Click on the bar below the login to pay the \$30 application fee without creating or using a PayPal account.

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# The Dashboard (landing page when you login)

## Annual Award Applicants

### Step 1: Learn more about the application process

If you have not read the application process or have questions about the process, read the Annual Award application details page.

[Learn more about the process](#)

[\\*Frequently Asked Questions\\*](#)

[Applicant Webinar Registration](#)

### Step 2: Start or continue your application

Applicants may start application here. You may **“Save and Continue”** at the bottom of the form page to resume later. Incomplete applications will be listed below and will be deleted by the system after 90 days. Incomplete applications after the application date will not be considered.

Once you submitted your application, it can no longer be edited. You can see or download your completed application in step 3.

[Start / Continue Application](#)

### Step 3: Await your results

Once you have submitted your application, you will see a submission ID below with the current status. You can also download a copy of your application in PDF.

No entries match your request.

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# It's a whole new ball game for 2024!

Highlights of the changes in the application process:

The content required is not different from previous years, but the format is new. Most people have found it easier to navigate than our former system.

In the new system, you must complete all required fields on a page before you can access the next page.

HOWEVER, you *can* go back and revise your answers at any time until you Submit.

Once you click on 'Submit', you will not be able to edit your application.

Office staff can't see any part of your application until you have clicked "Submit".

# Required Fields

## **Proof of enrolment** *(Required)*

Documents confirming current enrolment can be downloaded from your student portal.

No file chosen

Accepted file types: jpg, gif, png,

If you click 'Next' but remain on the same page, look for the required field that you haven't completed.

## **Proof of enrolment** *(Required)*

Documents confirming current enrolment can be downloaded from your student portal.

No file chosen

Accepted file types: jpg, gif, png, pdf, Max. file size: 20 MB.

This field is required.

# Sections of the Application

Personal Information

Academic Program

References

Career

Selecting Scholarships

Transcripts



# Entering information on your application

Step 1 of 5 – Personal Information

20%

## Personal Information

**Legal Name** *(Required)*

First

Middle

Last

**I prefer to be known as**

the name by which you are typically known

**Original or previously married name**

This is only required if you are submitting documents in another name

**Address** *(Required)*

Street Address

Address Line 2

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# Academic Program

**Name of the program in which you are enrolled** *(Required)*


Nurse Practitioner Preparation


**Type of Program** *(Required)*

- ☐ Practical Nursing
- ☐ Undergrad Degree – 4 year
- ☐ Undergrad Degree Post-RN BScN (inc IEN)
- ☐ Undergrad Degree RPN to BScN
- ☐ Undergrad Degree 2nd level entry/compressed
- ☒ Graduate Degree Masters
- ☐ Graduate Degree Doctorate

☒ Other (certificate, continuing education)

☒ Not currently enrolled

 If your program fits into one of the categories above, DO NOT select 'Other'.

 If you are 'not currently enrolled, it is unlikely that you are eligible for these awards.

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# Proof of **CURRENT** Enrollment

Applicants must upload documentation proving **CURRENT** (i.e. in the Winter 2024 term) enrollment in a recognized program.

Most schools have a down-loadable Confirmation of Enrollment document.

Some schools require that this document be provided by the registrar's office.

Applicants must ensure that the document includes their name and student number. (This is particularly important if you are taking a screen shot of a document.)

# References

## RNFOO – Reference Letter Guidelines for 2024 Awards & Scholarships Applications

### To the Applicant:

- Two reference letters must be submitted for your application to be complete. More than 2 letters cannot be accommodated and will not be attached to your application. If you wish to change a referee, contact [info@rnfoo.org](mailto:info@rnfoo.org).
- Choose your referees carefully. They should be able to evaluate and comment on your commitment to the nursing profession, leadership potential, scholarship/academic potential, and/or your contributions (previous or potential) to the advancement of nursing practice.
- One referee must be academic (faculty member, an academic advisor or a clinical instructor)
- Reference letters from family members will not be accepted
- Referees should email completed letters as an attachment directly to [info@rnfoo.org](mailto:info@rnfoo.org). (Reference letters sent from the applicant's e-mail address **will not** be considered.)
- Reference letters are due in the RNFOO office **BY 4:00 pm Monday, February 5, 2024.**

# Career

**Career goals** *(Required)*

This field is very important to the scoring of your application. Include medium and long-term goals.

## RNFOO Values

**Academic Achievement**  
**Partnerships**  
**Inclusiveness**  
**Accountability**

**Integrity**  
**Donor-Centered Stewardship**  
**Collaboration**

This table is found on page 9 of the 2024 Academic Awards & Scholarships Brochure

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# Selecting Awards

Your selection on the Academic Program page, and your reported status with the College of Nurses determine which awards you will be able to select from.

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Name of the program in which you are enrolled *(Required)*

Nurse Practitioner Preparation

Type of Program *(Required)*

- ☐ Practical Nursing
- ☐ Undergrad Degree – 4 year
- ☐ Undergrad Degree Post-RN BScN (inc IEN)
- ☐ Undergrad Degree RPN to BScN
- ☐ Undergrad Degree 2nd level entry/compressed
- ☒ Graduate Degree Masters
- ☐ Graduate Degree Doctorate
- ☐ Other (certificate, continuing education)
- ☐ Not currently enrolled



# Explanations of Qualifications

When you check the apply box, you will see the field for describing how your skills, knowledge, attributes, and/or experience make you an excellent candidate for this particular award.

## The RNFOO Tribute Scholarship

is made available through donations received to honour or (PN and BScN programs) who have completed at least 50% care, and describe a strong commitment to their future practice. Vicky Hui, RN; and the RNAO Board of Directors, and in memory of McMillan, RN; Marianne MacKinnon; Cathy Graham, RN; Aileen

### Tribute

☐ Apply

Previous

Submit

 Save and Continue

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### Tribute

☒ Apply

### Tribute Explanation of Qualifications *(Required)*

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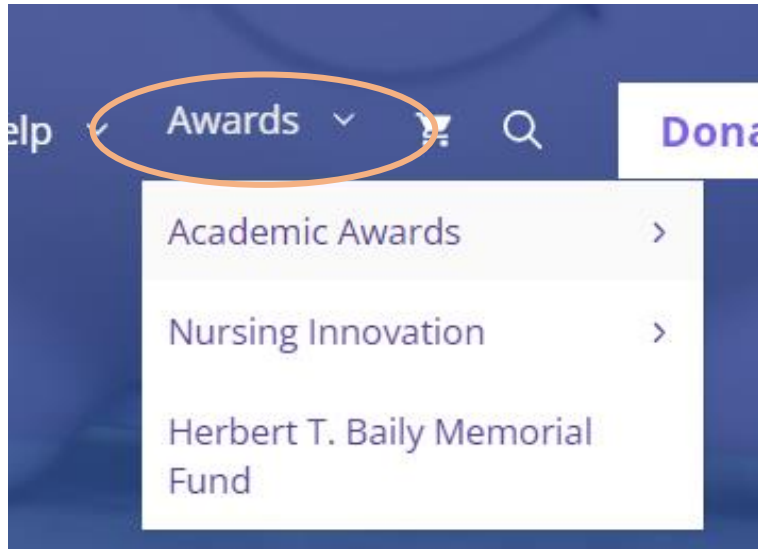




# Explanations of Qualifications

Your explanations for each award should be relevant to the specific criteria listed in the description.

Consult the Awards landing page for more details about the person honoured or the sponsoring group.



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filter awards by: All | Undergrad Level | Any Level | Available to RNs or RPNs | Graduate Le



Anne L. Coghlan  
Scholarship



Charlotte Noesgaard  
Memorial Scholarship





# Submit

## Step 3: Await your results

Once you have submitted your application, you will see a submission ID below with the current status. You can also download a copy of your application in PDF.

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[Download PDF](#)

**Note that once you have submitted your application, you will not be able to access it until we set up the mechanism for tracking receipt of supplementary documents (transcripts and reference letters). This will happen after January 22, 2024.**

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# Summary

## Deadlines:

Access to editing applications closes at **4:00 pm on Monday, January 22, 2024**

Reference letters and transcripts must reach the RNFOO office by **Monday, February 5, 2024**

If you have questions, consult the Application Guidelines, including the FAQs.

If your question is not answered there, you can contact RNFOO staff by phone or email.

(905) 752-0700, ext. 261

Email: [info@RNFOO.org](mailto:info@RNFOO.org)

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# Q & A

## Any questions?

Many of the questions raised at the How to Apply webinar are covered in the FAQ page of the website.

<https://www.rnfoo.org/academic-awards-information/awards-faq/>

Some of the other questions are pasted into the next slides.

(905) 752-0700, ext. 261  
Email: [info@RNFOO.org](mailto:info@RNFOO.org)

# Q&A

From H: Are international students with a valid SIN number from Ontario still eligible for the awards?

**Reply:** Yes, as long as a student has SIN and meets the other criteria, you are eligible you can apply.

From K: We need the most recent transcript, right?

**Reply:** Transcripts need to be current ie including marks from the Fall 2023 term.

From J: What does the application review process look like?

**Reply:** There is a link in the “Tips for Success” section on the Application Guidelines page that takes you to a description of the review process.

# Q&A

From L: Do graduate students need to be enrolled in an MN or MScN? Are other masters' programs acceptable (Advanced Health Care Practice - MHSc program)?

**Reply:** Some of the scholarships require that applicants be enrolled in a nursing program. Others accept degrees in related fields, such as Public Health, Informatics, and Business Administration

From L: As a Masters student, is it sufficient to request the official transcript from my current school that shows my grades in the fall term, or do I need to order and submit all transcripts from all undergrad programs at prior schools?

**Reply:** Reviewers expect to see transcripts from ***all*** nursing related programs.

# Q&A

From C: I attached my previous term enrollment; is that okay? Can I change it even though I hit “Submit”?

**Reply:** Part 1: Confirmations of enrollment must be for the Winter 2024 term.

Part 2: Applicants who have clicked on ‘Submit’ cannot make further changes to the application. In this situation, a replacement document can be sent to [info@RNFOO.org](mailto:info@RNFOO.org). Staff will ensure that it is loaded to the application.

From T: Can we apply to a few awards at the same time?

**Reply:** You should apply for as many awards as you meet the criteria for - there is no maximum. However, you should ensure that you meet ALL stated criteria, and that your statements of explanations are in line with your Career Goals statement.

# Q&A

From K: Does amount of time spent as a member of an interest group matter (for those awards that require it)? Or is it taken into consideration?

**Reply:** This depends on the interest group. You need to check the criteria for each award. Some groups state 'preference is given to members'. Some groups have different criteria for different awards that they sponsor. If there is no time limit stated in the award criteria, then as long as your membership is confirmed when we check with RNAO you meet the criteria.

From G: Can both referees be academic.

**Reply:** They can, but you should be looking for some balance. They should probably not teach the same course, and they should know enough about you to be specific about your qualifications.

# Q&A

From C: Will RNFOO staff send an email to my references asking for my reference?

**Reply:** No. Applicants must ask their references to submit letters to the RNFOO office. Read the instructions on references carefully to ensure that your application will be scored.

From H: I am in am virtual master's program. Is it ok to have 2 clinical references? I had only one course and my instructor does not know me well enough.

**Reply:** This is a difficult situation. If you can connect with a professor from your Baccalaureate program, that would be better than not having an academic reference.