Proposal Central Step-by-Step Application Process for Summer Studentship Award

1. Apply at https://proposalcentral.altum.com. The application deadline is midnight on March 1st.
2. First time use: create a new account
3. Login
4. Select the tab "Grant Opportunities"
5. Filter List by GrantMaker: "Cystic Fibrosis Canada"
6. Find "Summer Studentship" and click "Apply Now"
7. The system will take you through the application process – clicking "Next" will save the previous sections entry. Note, you may choose to first set-up your profile (with mailing address, etc.) before applying). However, you can also do this later on (see step 10).
8. Enter your project title and proceed through the application process
9. On the "Enable Other Users to Access this Proposal", you may add your supervisor if they will assist you with completing your online application. This will require your supervisor to also be registered in the system. If they are not already in the system, they will have to create a profile with (at a minimum) their first name, last name, and email.
10. Under "Applicant", click "Edit Your Professional Profile". Note, you can choose to create your profile first (step 7). Find your institution. If your institution is not listed, please add it or contact Sandra Panditharatne (spanditharatne@cysticfibrosis.ca) to have your institution added to the system. Your profile includes information about your degrees (held or expected). Some sections, such as the addition of a biosketch, are not mandatory.
11. Under "Proposed Supervisor and Institution" enter your proposed supervisor's email. If they are not in the system, a user profile will have to be created (either by them or you). The same process must be completed for your financial officer.
12. Letter of Support – enter email of supervisor. They will be sent an email through the system to notify them to submit your letter of support.
13. Upload necessary documents (templates are provided): one-page research proposal drafted by your supervisor, proposed supervisor information, transcripts*, and signatory page (includes undertaking of host institution, undertaking of applicant, and undertaking of supervisor).
    * For applicants in 1st or 2nd year university, both high school and undergraduate transcripts are required. For applicants in 3rd or 4th year university, undergraduate transcripts only are required.
14. Validate your application and submit.