

# How to Use SurveyMonkey Apply to Submit an Expression of Interest for the UQ Awards for Excellence in Teaching and Learning

# Step 1.

Go to: https://uqawards.smapply.io/ Application Portal

Scroll down to the list of programs and select the Program that you wish to apply for: **UQ Awards for Excellence in Teaching and Learning** by clicking *more* > and then *apply* 

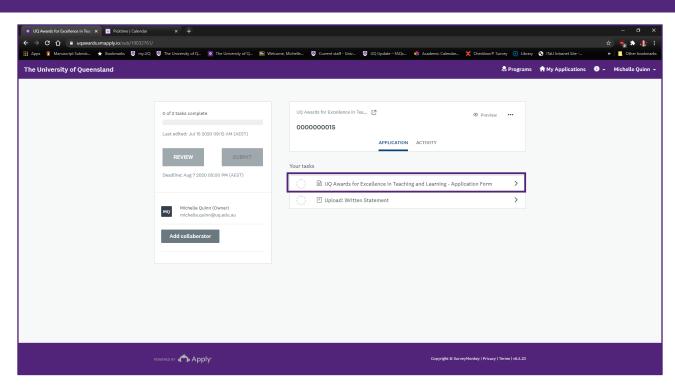
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	UQ Awards for Excellence in Teaching an Accepting applications from Jun 12 2020 12:00 AM (AEST) to Aug 7 2020 05:00 PM (AEST)	Graduate Teaching Associates Program Accepting applications from Jun 1 2020 12:00 AM (AEST) to Aug 7 2020 05:00 PM (AEST) Apply for the Graduate Teaching Associates (GTA) Program for Semester 2, 2020		
	HEA Fellowship Accepting applications on Apr 30 2020 12:00 AM (AEST) MORE >	HEA Associate Fellowship Accepting applications on Apr 30 2020 12:00 AM (AEST) MORE 3		
	HEA Senior Fellowship Accepting applications on Apr 30 2020 12:00 AM (AEST)	UQ Australian Awards for University Teac Accepting applications from Mar 24 2020 12:00 AM (AEST) to May 7 2020 05:00 PM (AEST)		×
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	UQ Awards for Excellence in Teaching and Learn UQ Awards for Excellence in Teaching and Learning The University of Queenaland (UQ) fosters and acknowledges exceller and teaching environment by recognising staff through three award pr nomination is permitted). Applicants can apply in one of the below th • Awards for Teaching Excellence (ATE) • Awards for Programs that Enhance Learning (APEL) • Citations for Ottastanding Contributions to Student Learning (CCC	Jun 12 2020 12:00 AM (AEST) Deadline Aug 7 2020 05:00 PM (AEST) ograms (self- ree categories:		

#### Step 2

After selecting Apply, you will be prompted to login or register for a new account. If you do not already have an account, please create one using your UQ Email address (if possible). If you already have an account and are returning to complete your application, please Sign In.

Once you have done this and verified your email address, you will be redirected to the application form:





Select the Task 'UQ Awards for Excellence in Teaching and Learning - Application Form'

#### Step 3

Complete the following details:

- 1. Award Scheme (Awards for Teaching Excellence, Awards for Programs that Enhance Learning, Citations)
- 2. Is this a team application (Yes/No) NB. Team nominations can be submitted in all Award Schemes.

If yes, you will be prompted to enter your team name and a list of team members and to upload the team member statement of contribution (for more details please refer to the <u>Application Information</u> and Instructions).

3. Applicant Details (ALL Schemes: Your Name, School and Faculty, and Email address)

Citation	ATE	APEL
<ul> <li>Indicate whether this is an Early Career Application</li> <li>Indicate your chosen criterion,</li> <li>Include:</li> <li>your 25 word Citation Statement</li> <li>your 200 word Summary of Particular Contribution and Context</li> </ul>	Indicate your category Include: • 200 Word Synopsis	Indicate: • Your Team/Project or Service details including: Title, Start Date and Team Name, Lead Applicant, School/Faculty and Email Indicate your Category Include: • 200 word synopsis

You can, at any time, save and continue editing your application by selecting the grey button.

When complete select: Mark as Complete



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When marked complete, you will be returned to the task screen. You will be able to see your completed form.

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# Step 4.

Select the next task: Upload Written Statement (1)

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Templates for the written statements can be found on the ITaLI website and can be accessed from the links below:

Citations EOI Template

APEL EOI Template

ATE EOI Template

The accepted file formats are doc or docx only. Select Attach File and complete the upload (2).

Once your complete written statement has been uploaded, mark the task complete (3).



# Step 5.

If all aspects of the expression of interest have been submitted correctly, the progress bar tracking your application completion will demonstrate 2 of 2 tasks complete, and you will be able to *Submit*.

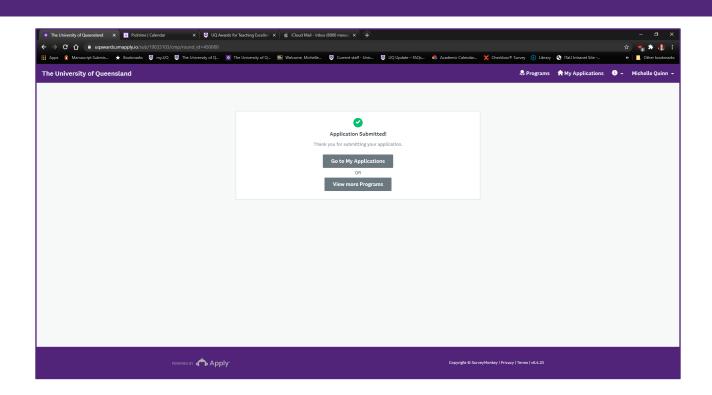
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Click Submit.

At this point you'll be prompted to review your application before finalising your submission. Once you have reviewed, and you are ready, click *Submit* again.

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### Important:

Please note that Survey Monkey Apply is a third party website. The application process is being conducted for UQ using Survey Monkey, which is based in the United States of America. Information you provide as part of the Sign Up and application process will be transferred to Survey Monkey's servers in Canada, and potentially other countries such as the USA. By completing this application you agree to this transfer.

If you have any questions or experience any difficulties using SM Apply, please contact <u>teaching.awards@uq.edu.au</u>. We can help.