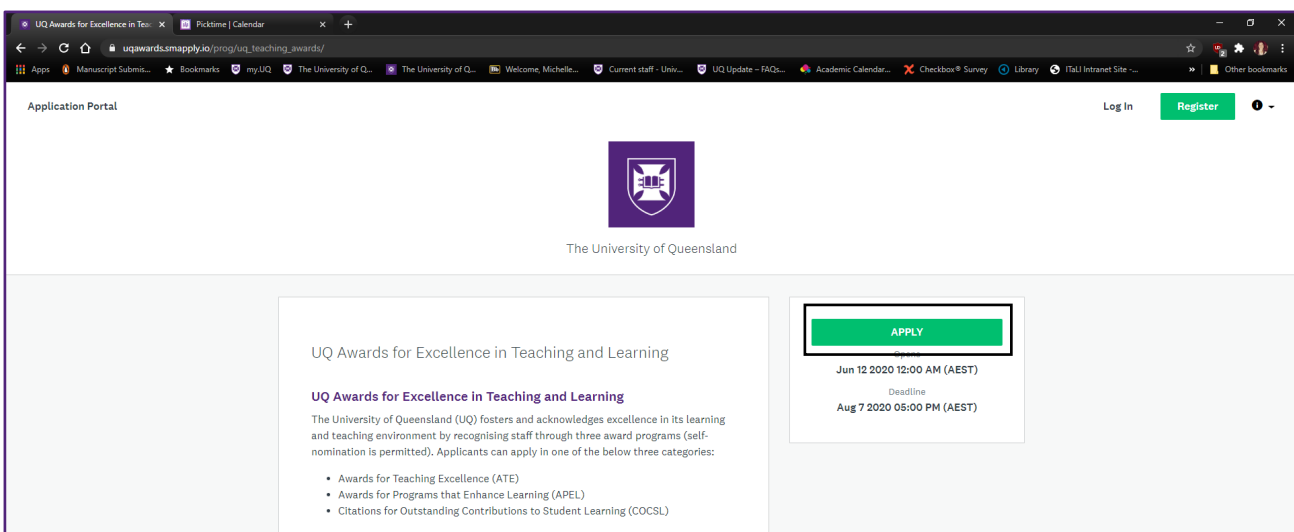
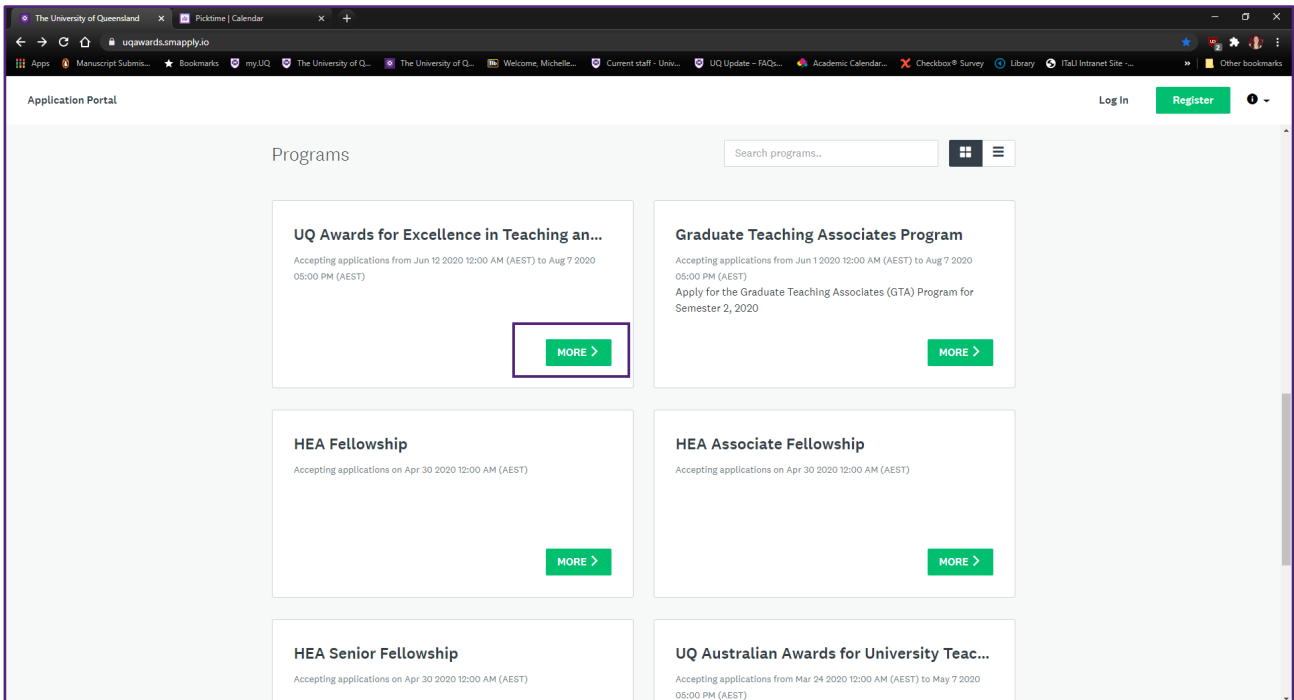


# How to Use SurveyMonkey Apply to Submit an Expression of Interest for the UQ Awards for Excellence in Teaching and Learning

## 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*

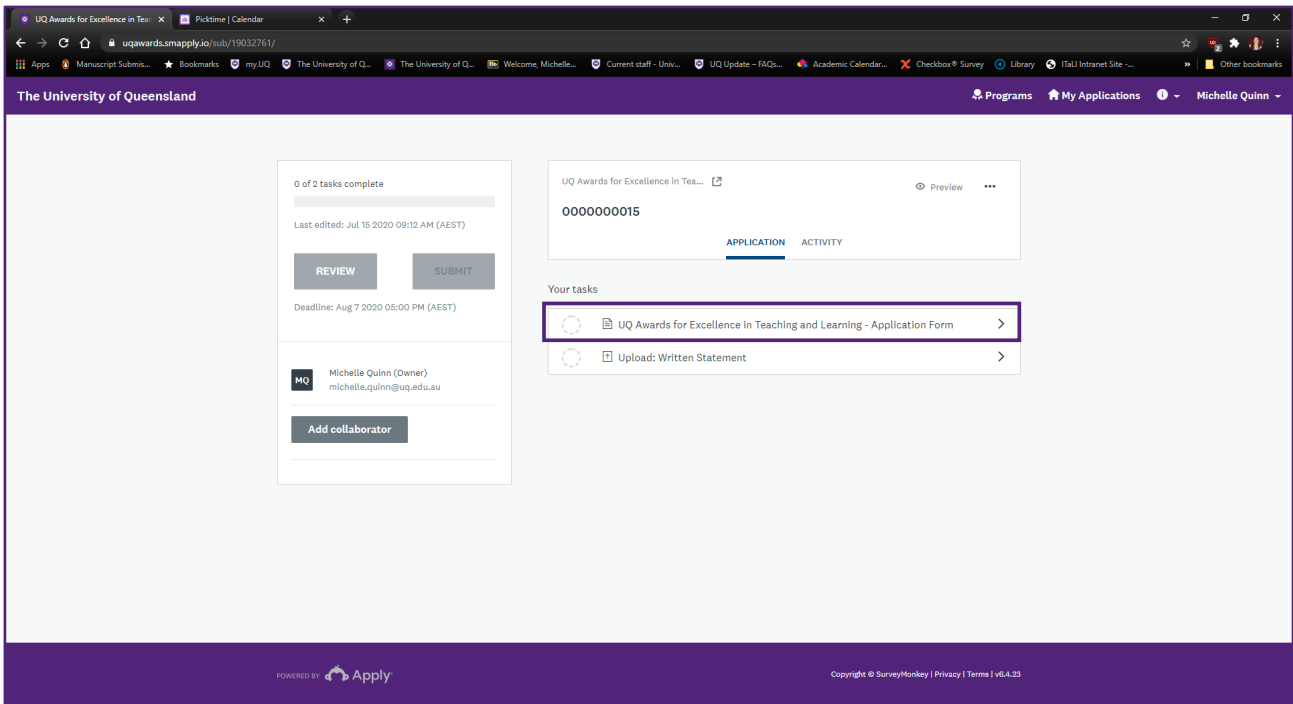


## Step 2

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**

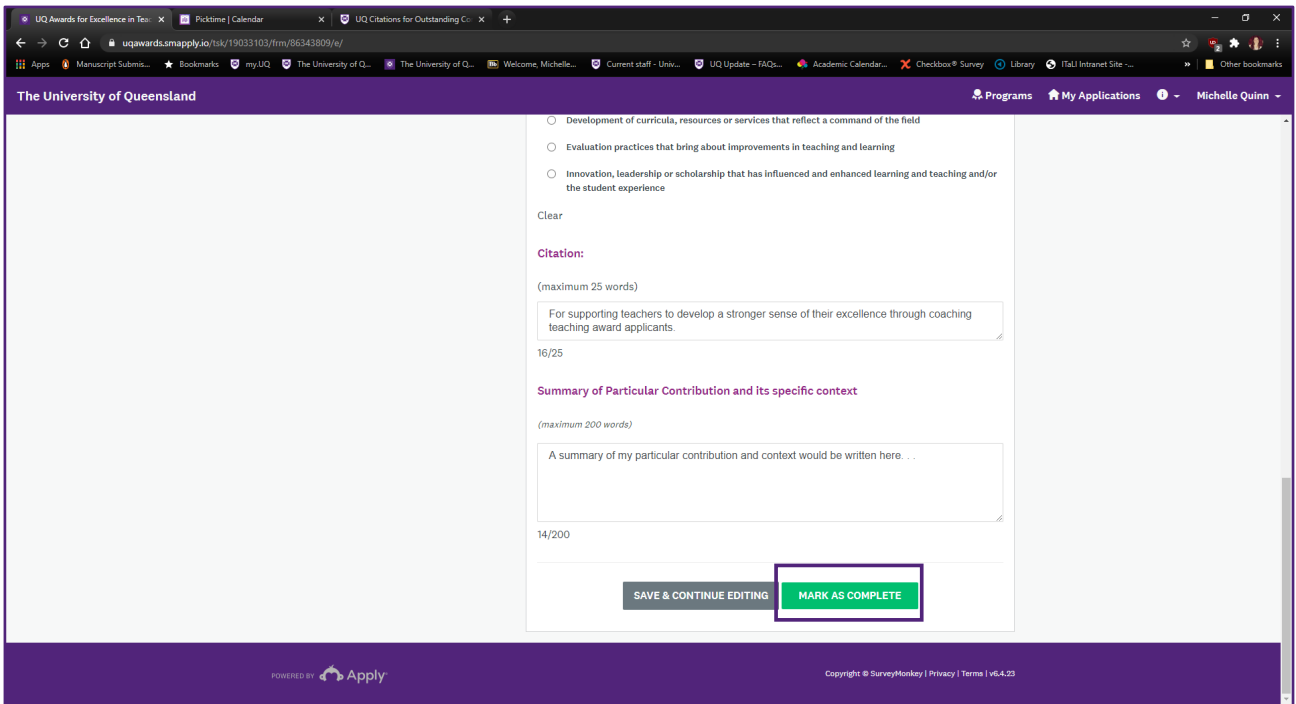
Complete the following details:

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 [Application Information and Instructions](#)).
3. Applicant Details (ALL Schemes: Your Name, School and Faculty, and Email address)

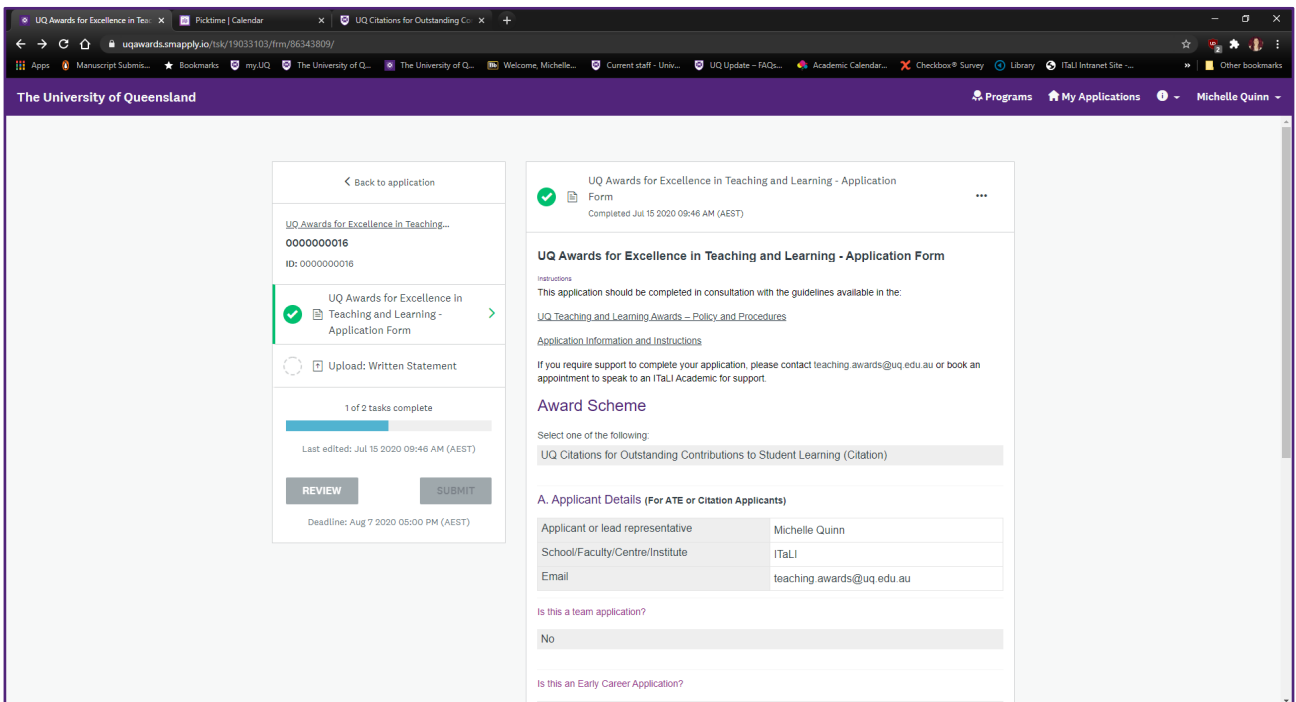
Citation	ATE	APEL
Indicate whether this is an Early Career Application Indicate your chosen criterion, Include: <ul style="list-style-type: none"> <li>• your 25 word Citation Statement</li> <li>• your 200 word Summary of Particular Contribution and Context</li> </ul>	Indicate your category Include: <ul style="list-style-type: none"> <li>• 200 Word Synopsis</li> </ul>	Indicate: <ul style="list-style-type: none"> <li>• Your Team/Project or Service details including: Title, Start Date and Team Name, Lead Applicant, School/Faculty and Email</li> </ul> Indicate your Category Include: <ul style="list-style-type: none"> <li>• 200 word synopsis</li> </ul>

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

When complete select: *Mark as Complete*

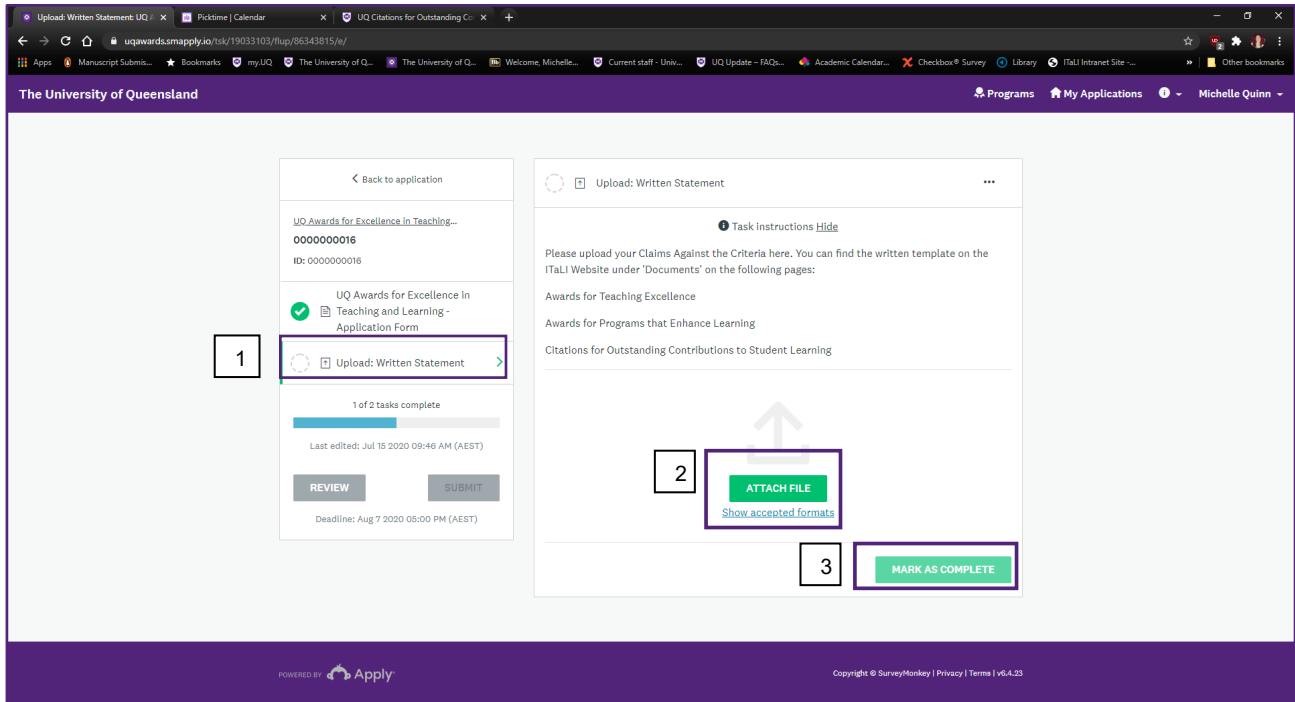


When marked complete, you will be returned to the task screen. You will be able to see your completed form.



## Step 4.

Select the next task: *Upload Written Statement (1)*



The screenshot displays the 'Upload: Written Statement' task interface. On the left, a task list shows 'Upload: Written Statement' with a green checkmark and a right-pointing arrow, highlighted by a box labeled '1'. The main panel on the right shows the task details, including a progress bar for '1 of 2 tasks complete' and a 'REVIEW' button. A box labeled '2' highlights the 'ATTACH FILE' button, which has a sub-link 'Show accepted formats' below it. A box labeled '3' highlights the 'MARK AS COMPLETE' button at the bottom right of the task details panel. The interface also includes a 'Task instructions' section with links to 'Awards for Teaching Excellence', 'Awards for Programs that Enhance Learning', and 'Citations for Outstanding Contributions to Student Learning'.

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](#)

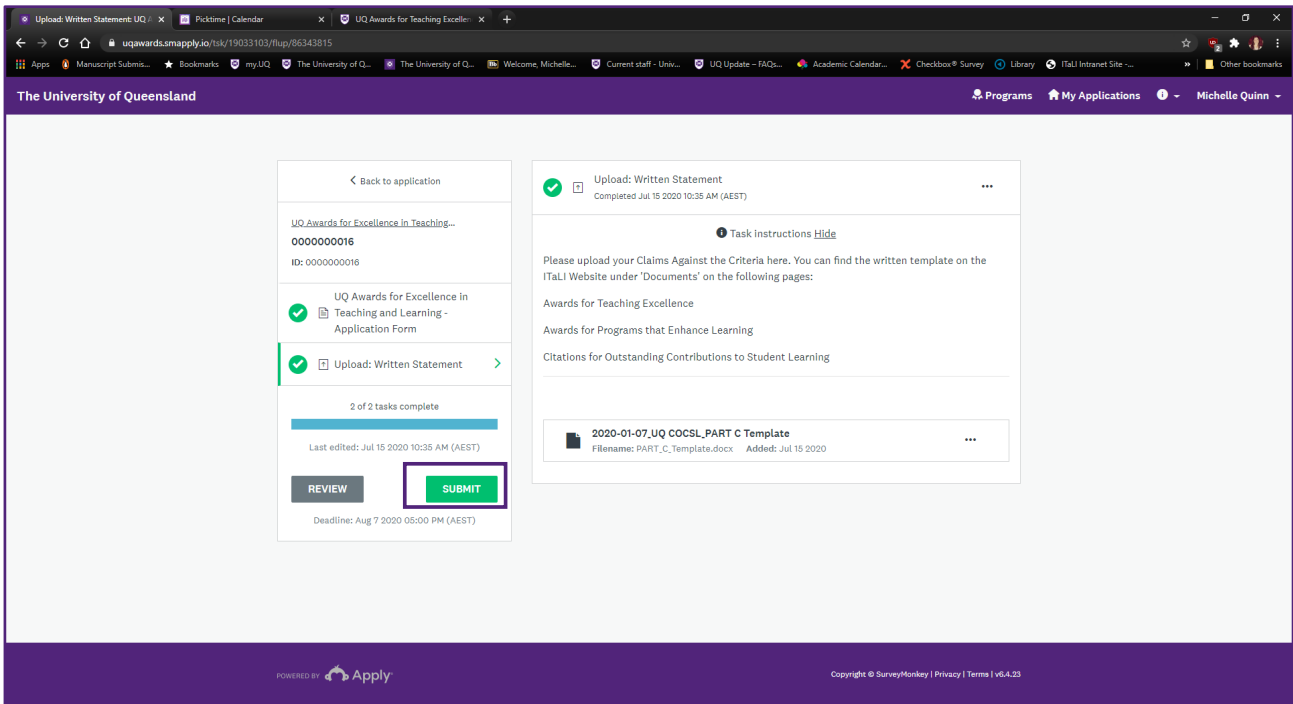
[ATE EOI Template](#)

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).

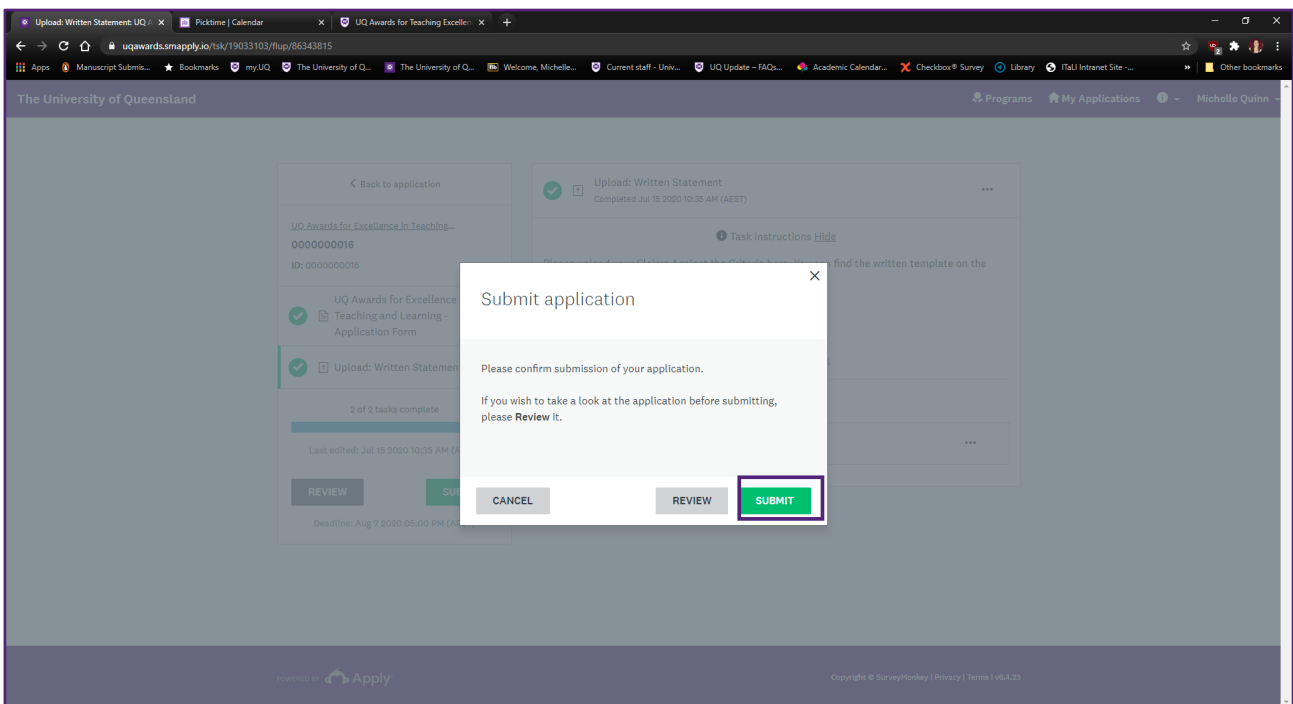
### Step 5.

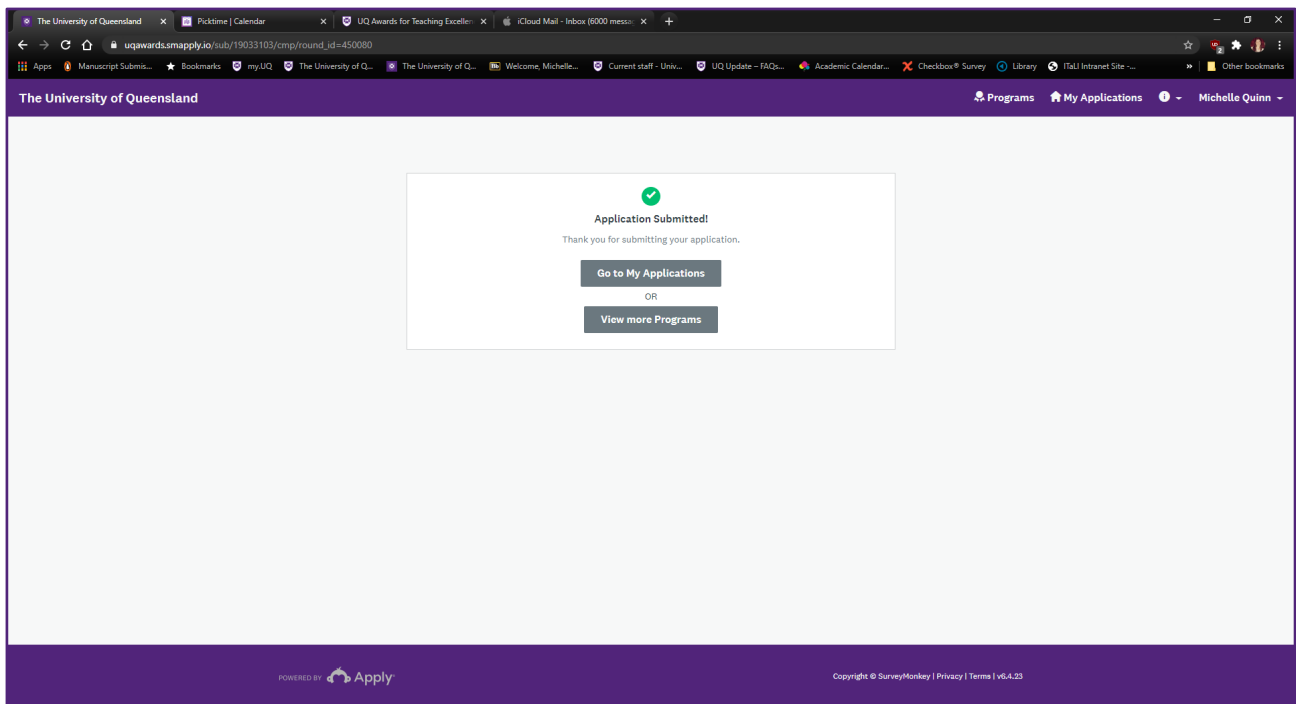
If all aspects of the expression of interest have been submitted correctly, the progress bar tracking your application completion will demonstrate 2 of 2 tasks complete, and you will be able to *Submit*.



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.





**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 [teaching.awards@uq.edu.au](mailto:teaching.awards@uq.edu.au). We can help.