

Proposal Central Registration and Application Process for Clinical Fellowships

Apply at proposalcentral.com. First-time users must create a new account, by following the instructions.

With your username and password: login; select the tab “Grant Opportunities”; filter list by GrantMaker “Cystic Fibrosis Canada”; find “Clinical Fellowship”; click “Apply Now”. The system will take you through the application process – clicking “Next” will save each section’s entry. You may choose to set up your profile first (with mailing address, etc.) before applying, or later in the process.

On the “Enable Other Users to Access this Proposal” screen, you may add supervisors who will assist with, or contribute to the completion of the on-line application. (This will require the supervisors also to be registered in the system; if they are not already in the system, they will have to create a profile with (at a minimum) first name, last name, and e-mail address).

Under “Applicant/PI”, click “Edit Professional Profile”. Find your institution; if not listed, please add it. Your profile includes information about your degrees (held or expected). Some sections, such as the addition of a biosketch, are not mandatory.

Under “Host Institution and Contacts” indicate your proposed supervisors’ e-mail addresses. If they are not in the system, user profiles must be created (either by them or you). The same process must be completed for the financial officer.

“Letters of Reference” – enter e-mail addresses of referees. They will be sent an e-mail message through the system, to notify them to submit letters of support for you.

To “Upload Attachments” (using the templates provided), describe, select and choose all required attachments – one at a time – from the location where they had been completed and saved on your computer. These include transcripts; Academic Background; Summary of Proposed Training; Request for a Fellowship outside of Canada (if applicable); Career Goals; Proposed Supervisor; and Signatory Page.

“Application PDF” creates a complete copy of your application that you may retain for your records.

Final steps: “Validate” and “Submit” your application.