

CSWE Doctoral Minority Fellowship Program

Introduction

Thank you for considering the Council on Social Work Education's (CSWE's) Minority Fellowship Program (MFP) doctoral fellowship.

The Mental Health & Substance Abuse Fellowship is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). The mission of SAMHSA's Minority Fellowship Program is to increase the percentage of racial/ethnic minority professionals who are qualified to provide leadership in research, practice, education, and policy promulgation in government and private organizations that are central to the development and implementation of culturally specific and patient-centered programs for underserved racial/ethnic minority persons with mental health or substance abuse disorders.

Eligibility Requirements

- Must be an American citizen, noncitizen national, or have permanent residence status (international students, DACA students, and work visa holders are not eligible to apply)
- The fellowship is targeted to but not limited to minority racial/ethnic groups
- Must have a master's degree in social work from a CSWE-accredited program and be starting full-time study leading to a doctoral degree in social work or be currently enrolled as a full-time student in a doctoral social work program
- Demonstrate potential for assuming a leadership role providing mental health and substance abuse services to racial/ethnic minority individuals and communities, and potential for success in doctoral studies
- Cannot receive another source of federal funding during the fellowship year (federal loans excluded)
- Must be able to attend MFP training at CSWE's Annual Program Meeting (travel and other expenses covered by MFP)

Key Selection Criteria and Competitiveness

- Evidence of strong fit with and commitment to behavioral health services for underserved racial/ethnic populations
- Life experiences relevant to and/or volunteer or work experience with racial/ethnic populations
- High quality scholarly writing showing ability to think and write at the doctoral level
- Academic evidence of ability to achieve timely degree completion
- Behavioral health services or research agenda fit with MFP mission

In addition to the above applicant selection criteria, ***selection competitiveness is increased by the following factors that change each application cycle:***

- Number of applications (average range 70-85)
- Number of new fellowship openings, dependent upon number of renewing fellows and grant award amount (range 2-14)
- Strength of individual applicants

Review Process

- 1) After application deadline, all applications are reviewed by MFP staff to verify eligibility and completeness. Verified applications are assigned to MFP Review Committee members for review in the Spring.

- 2) The MFP Review Committee meets in early Summer to select fellowship candidates. Notification of selection decisions are sent out via e-mail shortly thereafter. All applicants with complete application packages will be notified of their status.

Please be advised that a notification of selection for a fellowship opening does not guarantee a fellowship award. All fellowship awards are subject to the program's receipt of sufficient funding from SAMHSA.

Individuals selected by the MFP Review Committee will be updated as soon as MFP receives the SAMHSA Notice of Award and determines the total number of new and renewed fellowships that can be awarded.

Instructions for Applicants

PLEASE READ THE INSTRUCTIONS THOROUGHLY AND CAREFULLY BEFORE COMPLETING THE APPLICATION IN THE FLUIDREVIEW SYSTEM. FAILURE TO SUBMIT A COMPLETE APPLICATION AS INSTRUCTED WILL RESULT IN NON-CONSIDERATION BY THE MFP REVIEW COMMITTEE.

If you then have questions regarding troubleshooting within the FluidReview application system, please contact support@fluidreview.com. If you have any questions about the application requirements, contact mfp@cswe.org.

Applications must be submitted in the FluidReview system by February 28, 2018, at 11:59 pm ET. Late applications, or components of applications, will NOT be accepted.

1) ACCESSING FLUID REVIEW

Go to www.cswe.fluidreview.com. If this is your first time accessing the system, click "Sign Up."



Welcome to CSWE's page for awards, nominations, and fellowships.

The following opportunities are currently available. Please note that CSWE offers multiple other awards during the year; visit www.cswe.org for more details.

1) CSWE Commissions and Councils

- For more info about this opportunity, click [here](#). Questions? Contact: awards@cswe.org.

2) Minority Fellowship Program - Youth Master's Fellowship

- For more info about this opportunity, [click here](#). Questions? Contact: mfp@cswe.org.

Sign In

Email:

Password:

[Sign In >](#)

[Trouble Signing In?](#)

Need An Account?

[Sign Up >](#)

2) REGISTERING

Fill out your information (photo not required) and click "Register." You will receive an email shortly after to confirm the registration. Click on the link in the email to activate your account.

Ready to go?

We just need a bit more information from you before you can start. Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!
If you already have an account, you can [log in here](#).

First name:
Jane

Last name:
Doe

Email:
you@example.com

Create a password:

3) CONFIRMING ELIGIBILITY

Click on the link in your email to be directed to the CSWE “Awards” home page. Before applying, you must fill out the “CSWE Eligibility Requirements.” Click “Start” under “Actions.”

Awards

Your Tasks

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	INCOMPLETE	Start

Under “Which application are you interested in applying for?” select “MFP Doctoral Fellowship” and click “Next.”

CSWE Eligibility Requirements

0%

Which application are you interested in applying for?

- MFP-Youth Master’s Fellowship (application cycle open April 12, 2016 - May 18, 2016)
- MFP Doctoral Fellowship (application cycle open December 15, 2016 - February 28, 2017, subject to change)
- CSWE Commissions and Councils (application cycle open April 4 - 30, 2016)
- Board of Directors (BOD)/National Nominating Committee (NNC) (application cycle open September - November 2016, subject to change)

[Save & Continue Editing](#) [Next](#)

Fill out the Eligibility Requirements, and select “No” to the “Is this a renewal?” question. Then click “Save and Exit.” **NOTE: If you do not meet one or more of the items, you are not eligible for this specific fellowship.**

CSWE Eligibility Requirements Back to Account

60%

MFP Doctoral Fellowship

Thank you for your interest. Please click the box next to the statement to indicate you meet each criteria. If you do not meet one or more of the items, you are not eligible for this specific fellowship.

- Be starting full-time study leading to a doctoral degree in social work or be currently enrolled as a full-time student in a doctoral social work program for the 2017-2018 school year
- Must have a master's degree in social work from a CSWE-accredited program
- An American citizen, noncitizen national, or permanent resident (international students and work visa holders are not eligible to apply)
- Commitment to a career providing mental health and/or substance abuse services to racially and ethnically diverse individuals and communities
- Must not receive another federally sponsored fellowship or similar federal award that provides a stipend or otherwise duplicates the provisions of this award (supplementation from federal loans and/or non-federal funds is permitted)

Is this a renewal?

Yes

No

4) VIEWING AWARD OPPORTUNITIES

Next, click “View awards.”

Awards

Your Tasks

TASK	STATUS	ACTIONS
CSWE Eligibility Requirements	COMPLETE	View Edit Delete

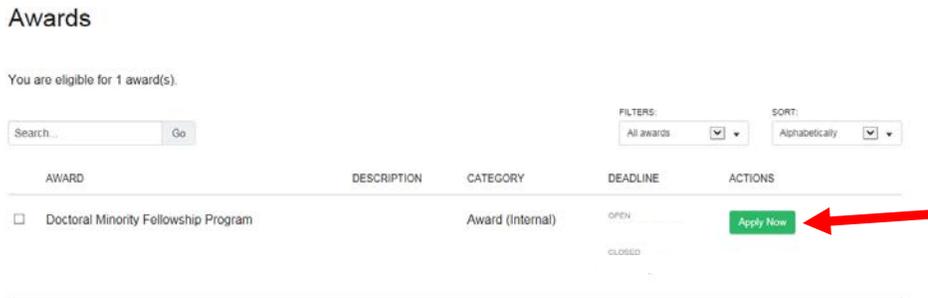
Your Awards

STATUS: Any SEARCH: Search... Go

No applications found

[View awards >](#) 

Check the box next to “Doctoral Minority Fellowship Program” and click “Apply Now.”



5) STARTING YOUR APPLICATION (SECTIONS 1-10)

On the next page, click “Start” to begin each required piece of the application process. Fill out each piece in its entirety. **All application materials must be submitted in English.** Once each piece is complete, click “Save and Exit” at the bottom of each page to be taken to your application home screen and continue to the next step. “Save and Continue” will keep you on the current page. Steps can be completed in any order, however, the information provided in Sections 1-10 will inform other sections, so we recommend completing those fields first.

Note: The Progress bar will not show 100% until all required tasks are completed AND the Submit button is pressed.



6) GETTING RECOMMENDATIONS

Once Sections 1-10 are completed, you will be on the “Get a Recommendation” steps, where three and **only** three recommendations will be accepted. Here, enter your recommender’s name, email, and your relationship. Note that a current CSWE MFP fellow will not be considered as a reference for an applicant unless the person has served as a supervisor for the applicant. Recommendations from CSWE MFP alumni are welcomed. Each of the recommendations should be completed by people knowledgeable of your qualifications for the fellowship. It is highly encouraged that you select recommenders from each of the following categories to have the most competitive application. While the recommendations are labeled with specific categories in the application system, you will not be disqualified if the recommendations do not match the specified categories.

- a. **Academic institution** (use your faculty advisor if currently enrolled, or another faculty member if you do not have an assigned advisor; if you are not currently enrolled use a faculty member from a previous degree program who is knowledgeable of your qualifications for the fellowship.)
- b. **Work setting** (e.g., professional colleague, employer, supervisor)
- c. **Community organization** (person with knowledge of your commitment or activities with racial/ethnic minority communities)

Once you "Submit" the request to a recommender, they will receive an email with a link and instructions. Simply click "Back" at bottom page to return to your application home screen and continue to the next step. Please immediately contact your recommenders to alert them a request is coming via email. **If they need assistance navigating the FluidReview system, similar instructions have been posted to the "Resources" page for Recommenders.** Please provide them with this document to assist them in the process.

NOTE: It is your responsibility to ensure your recommenders submit their recommendations before the deadline. The deadline for the recommenders is **February 27, 2018 at 11:59 pm** (24 hours before the due date of the full application), to give you time to finalize and submit your application package once recommendations are complete. You will not be able to submit your complete application until your recommenders have submitted their recommendations. Even if all other portions of your application are complete, **the application deadline will not be extended** if your recommendations are incomplete. Therefore, please provide your recommenders with ample time to complete their recommendations, and remind them in advance of the deadline, if necessary.

7) SCHOLARLY PAPER OR CONCEPTUAL WRITING SAMPLE

Demonstrate in the paper your ability to write and think critically at the doctoral level of study related to providing behavioral health services to underserved minority individuals and communities. If the document submitted does not meet the requirements below (double spacing, page limit (if applicable), properly referenced, written within the past 5 years) or is not one of the below formats it will not be accepted and will result in rejection of your application.

The applicant's name should be included on each page of the paper.

The Scholarly or Conceptual Paper is the only writing sample document that will be considered by the Review Committee. *Applicants should ask their advisor or another faculty member to read the paper and give feedback on whether the ability to think critically and conceptually at the doctoral level of study is clearly demonstrated.*

- Double spaced, properly referenced, written within the past 5 years
- Citations or references must be in a commonly accepted format such as APA
- Submit **only one** of the following demonstrating your ability to think critically at the doctoral level of study and your commitment to issues related to behavioral health services (mental health and/or substance abuse) for ethnic/racial minority populations in the areas of prevention, treatment, or recovery:
 - a. A term paper (*body of paper limited to 10-15 double spaced pages; this excludes tables, cover page, and references*)
 - b. An article published in a refereed journal of which you are **the sole author** (*submit double spaced final proof version of article, no page limit*)

- c. An original conceptual or theoretical paper presenting the foundation(s) of your approach to behavioral health services for racial/ethnic minority population(s) (*body of paper limited to 10-15 double spaced pages; this excludes tables, cover page, and references*)

Upload your writing sample in PDF format. Press “Submit.” You will be shown a preview of the document. Click “Back” to return to the application home screen and continue the next step.

8) PERSONAL STATEMENT/ESSAY

Submit an essay that explains why you want to obtain a doctoral degree in social work, why you are interested in the fellowship, your commitment to providing behavioral health services to underserved racial/ethnic minority communities, and the unique life experiences and professional and/or volunteer experiences that have prepared you for this purpose. The essay should engage the reviewer in getting to know who you are and why you stand out from other applicants as the best fit for the fellowship’s mission. This is a personal and professional narrative, *not a research statement*. **Applicants should ask their advisor or another faculty member to read the essay and give feedback on whether the essay is compelling.**

The Personal Statement/Essay should address such points as:

- Why you want to obtain a doctoral degree in social work, why you are interested in the fellowship, the relevance of your personal life experiences, professional interests, and professional work/practice or volunteer experiences to the fellowship mission.
- How your educational performance over time demonstrates potential for successfully completing doctoral studies.
- How your personal life and professional development over time demonstrate your strong commitment to providing culturally competent mental health and/or substance abuse services to underserved racial/ethnic minority individuals and communities.
- A description of your current and future potential for assuming a leadership role in the area of clinical practice, community consulting/training, policy development, administration, teaching, and/or research/evaluation (this should be an integrated reflection on past, present, and expected personal and professional growth).
- The essay supports but should not repeat information regarding your area of research addressed in the Scholarly Paper or Conceptual Writing Sample.

We **highly recommend** that you type your essay in Microsoft Word or a similar program first, and then paste into the box provided in the FluidReview system (word limit = 2,000). There is not an option to upload a separate document.

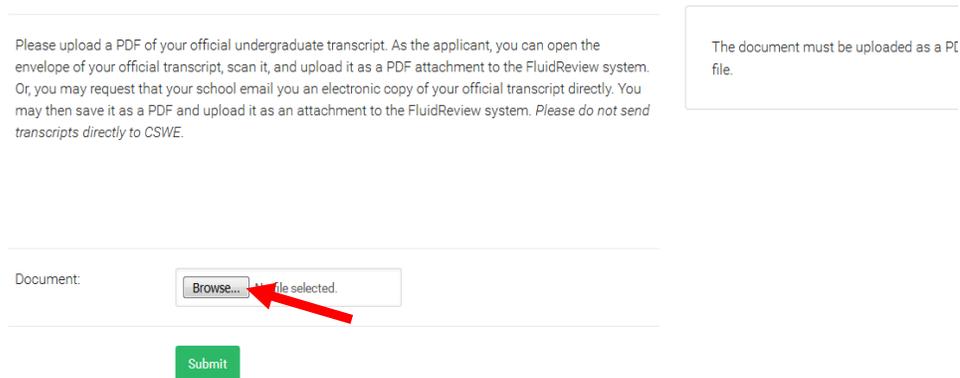
After pasting in your essay, click “Save & Exit.”

9) OFFICIAL UNDERGRADUATE & SOCIAL WORK MASTER'S TRANSCRIPTS

It is the applicant's responsibility to upload a PDF of their **official** undergraduate AND social work master's transcripts. As the applicant, you can open the envelope of your official transcript, scan it, and upload it as a PDF attachment to the FluidReview system. Alternatively, you may request that your school email you an electronic copy of your official transcript directly. Then, save it as a PDF and upload it as an attachment to the FluidReview system. **Do not send transcripts directly to CSWE.**

NOTE: If you received your undergraduate degree from the same school as your social work master's degree, and that information is combined into one transcript, you must upload that transcript twice: once for Undergraduate Transcript, and once for Master's Transcript.

Official Undergraduate Transcript



Please upload a PDF of your official undergraduate transcript. As the applicant, you can open the envelope of your official transcript, scan it, and upload it as a PDF attachment to the FluidReview system. Or, you may request that your school email you an electronic copy of your official transcript directly. You may then save it as a PDF and upload it as an attachment to the FluidReview system. *Please do not send transcripts directly to CSWE.*

The document must be uploaded as a PDF file.

Document: file selected.

Once you upload the file, it will appear as a preview on your screen. Simply click "Back" at the top of your screen to return to your application home screen and continue to the next step.

10) SOCIAL WORK DOCTORAL TRANSCRIPT – *Current Doctoral Students Only*

NOTE: This item only appears in the online application system once you have completed Sections 3-10 indicating that you are a current doctoral student. Incoming doctoral students will not have to complete this step.

If you are currently enrolled as a social work doctoral student, upload your Social Work Doctoral Transcript. **If you have an official version, that is preferred to be submitted now.** However, if you are unable to obtain an official doctoral transcript before the submission date, you can upload an unofficial version before the February 28 deadline and submit your application package, and then **you will be able to log into your application and access just this item until April 17, 2018 at 11:59 pm Eastern** to replace your unofficial transcript with an official version. **Applications by current doctoral students that are without an official doctoral transcript by this date will not be considered by the review committee.**

For official transcripts, applicants can open the envelope of their official transcript, scan it, and upload it as a PDF attachment to the FluidReview system. Or, you may request that your school email you an electronic copy of your official transcript directly. You may then save it as a PDF and upload it as an attachment to the

FluidReview system. Do **not** send transcripts directly to CSWE.

NOTE: If you received your undergraduate and/or social work master's degree from the same school in which you are working toward your social work doctoral degree, and that information is combined into one transcript, you must upload that transcript multiple times: once for each degree.

Once you upload the file, it will appear as a preview on your screen. Simply click "Back" at the top of your screen to return to your application home screen and continue to the next step.

11) DOCTORAL PROGRAM ACCEPTANCE VERIFICATION – *Incoming Doctoral Students Only*

Incoming doctoral students must submit a copy of their letter(s) of admission to their doctoral program, or other documentation of admission such as an acceptance e-mail or Verification of Enrollment.

If you are in the process of applying to a doctoral program and do not yet have a Letter of Admission/Acceptance, then you must complete info about where you have applied and when notification of acceptance is expected, in lieu of uploading the document. **NOTE: you will be able to log into your application and access just this item until April 17, 2018 at 11:59 pm Eastern** to upload your acceptance letter. **Applications by incoming doctoral students that are without an acceptance letter by this date will not be considered by the review committee.**

Press "Save & Exit" once you have completed the form.

12) RESUME

Applicants must submit a resume. Once you upload the file, it will appear as a preview on your screen. Simply click "Back" at the top of your screen to return to your application home screen and continue to the next step.

13) TRAINING REQUIREMENT & SIGNATURE AUTHORIZATION

The applicant's electronic signature is required, to verify that you understand that if awarded the fellowship, attendance at the MFP in-person training and participation in conference calls and webinars is required. Lack of signature will prevent an application from being considered.

Fellowship Training Requirement

The MFP is a federally sponsored training and mentoring fellowship, which requires fellows to attend in-person training at CSWE's Annual Program Meeting. The 2018 conference is in Orlando, Florida. The MFP-required activities occur November 7-11. Travel, food, and hotel expenses will be covered by the Minority Fellowship Program. Fellows are also expected to participate in conference calls and webinars.

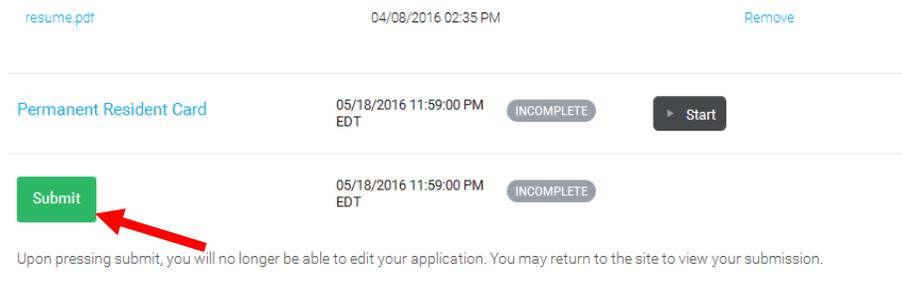
14) PERMANENT RESIDENT CARD

If you are a permanent resident, you must provide a PDF copy of your Permanent Resident Card (INS Form I-551). The copy must be signed and notarized by a notary public. *If you are an American citizen or noncitizen national, you may skip this step, as no upload is necessary.*

15) SUBMITTING YOUR APPLICATION

Once each part of your application is complete, you will be able to click on the green “Submit” button.

NOTE: The “Submit” button will not appear until all required components are complete. Even if you have completed all your sections, you will not be able to press the final “Submit” button if any of your Recommendations are still “Pending.” It is your responsibility to monitor your account and remind your recommenders as needed to ensure that their tasks have been completed before the February 27 Recommenders deadline. Ensure you provide all your Recommenders ample time to submit their task. You will not be able to see their submissions, but the system will tell you when they are completed.



You will be directed to a final submission page. Please be advised that you will no longer be able to make changes (except for forms noted above as editable after the deadline) after you click “Continue” to finalize your submission.

Submit your submission

You are now submitting your submission.

Please be advised that you may no longer be able to make further changes to this submission.



Submit Your submission

Your submission has been submitted.



You will land on a confirmation page that your submission is complete. The system will send you a confirmation email.

Congratulations, your fellowship application is complete!

**Applications must be submitted in the FluidReview system by
February 28, 2018, at 11:59 pm Eastern Time.
Late applications, or components of applications, will NOT be accepted.**