

## RSC Research Fund Frequently Asked Questions

### Membership requirements & details on how to upgrade membership.

All applicants must at least be Associate Level Members (AMRSC) or higher (\*see below).

Undergraduate Student Members (AFU) and Affiliate (AFF) are not an eligible category of membership for this grant. If you hold AFU or AFF membership you will need to upgrade to Associate or above. You can contact [membership@rsc.org](mailto:membership@rsc.org) and they will be able to assist you with this.

Please note that your membership must be successfully upgraded before the application deadline, and you should allow a couple of months for applications for both new and upgrades of membership to be processed.

#### \* Categories of Membership

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|---|---|
| Undergraduate student member<br>(Affiliate Ugrad AFU) | <b>Ineligible</b> : Requires upgrade to Associate or above. Needs to be approved by application deadline. |
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|               |                 |
|---------------|-----------------|
| (MRSC)        | <b>Eligible</b> |
| Fellow (FRSC) | <b>Eligible</b> |

If your membership login shows your membership status as “Web Applicant / Applicant” this means your Membership Application is still being processed and you have not yet been admitted as a member. Your Membership application must be approved by the grant deadline.

### How do I submit my application to the Grant?

Please carefully read the [Guidance for Applicants](#) document to ensure you are eligible and that you have all of the information you need to apply.

You will then need to log onto our online application system. If you have not used the SurveyMonkey Apply system before, you will need to create an account (this is not an RSC system and so your RSC membership login will not work). Once you have created an account, it will take you step-by-step through completing your application. ~~It will take you~~ ~~one~~ ~~day~~ ~~to~~ ~~complete~~ ~~your~~ ~~application~~.

As this is not an RSC site we are unable to reset or request for your password to be changed. If you follow the below instructions, SurveyMonkey staff will be able to assist you. Please bear in mind that they are based in Canada so response times may vary, but they are usually really quick to help.

In order to assist you further with accessing the site, please take the following steps:

- Go to the Support Contact Form (<https://roysocchem.smapply.io/helpdesk/>).
- Select from the available drop downs the options that best describe your issue, and review the suggested articles as they may help to resolve your concerns.
- If you are unable to find an answer to your question in one of the articles, click Request Support.
- Enter the Name and Email address that your account is registered under.
- Provide the subject of your email and a brief description of your issue.
- Click Submit.

Alternatively, you can also send SurveyMonkey an email directly at ([support@smapply.io](mailto:support@smapply.io)) from your account's email address, requesting login assistance. In order to maintain the security of your account the following conditions must be met when requesting login assistance:

- The request comes from the exact email address that you are using to login to SurveyMonkey Apply.
- There are no additional recipients on the email chain.

I am unable to access the next task on the application form.

Some tasks can only be started after you complete one or more previous tasks. Please note, you will not be able to submit your application until all sections have been completed including those that require other parties to provide letters or declaration of approval

