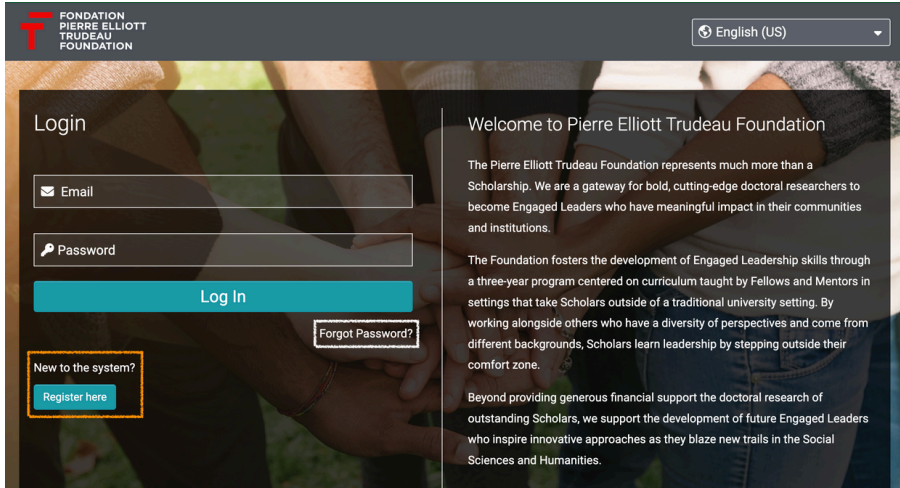


# Smart Simple How-to

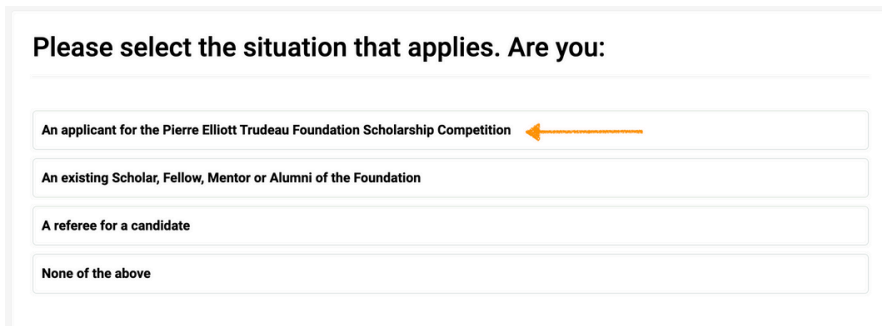
Step 1: Register on the platform or sign in using your email.

If you have previously applied or registered and do not remember your login details, please click on 'Forgot Password' to reset your credentials.



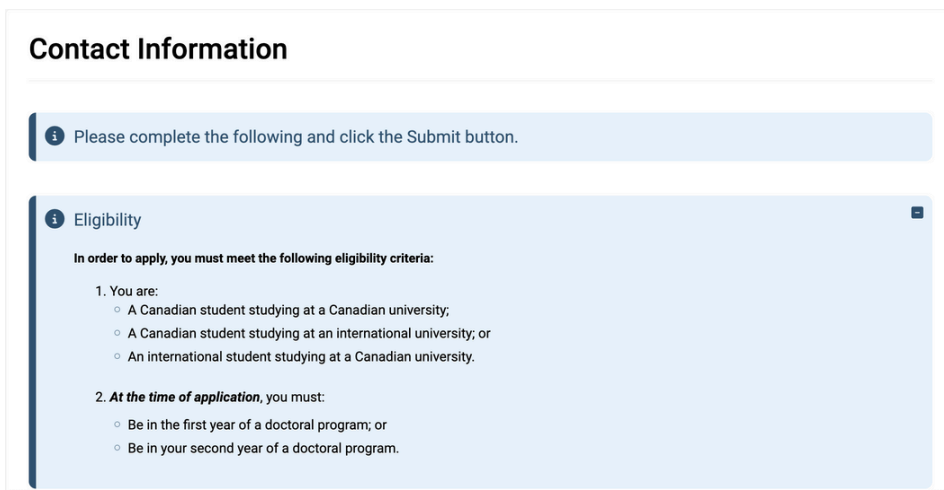
The screenshot shows the homepage of the Pierre Elliott Trudeau Foundation. At the top left is the foundation's logo, and at the top right is a language dropdown menu set to 'English (US)'. The main content area is split into two columns. The left column is titled 'Login' and contains input fields for 'Email' and 'Password', a 'Log In' button, a 'Forgot Password?' link, and a 'New to the system? Register here' link. The right column is titled 'Welcome to Pierre Elliott Trudeau Foundation' and contains two paragraphs of text about the foundation's mission and a third paragraph about its support for scholars.

Step 2: Select the appropriate category.



The screenshot shows a form titled 'Please select the situation that applies. Are you:'. It has four radio button options: 'An applicant for the Pierre Elliott Trudeau Foundation Scholarship Competition', 'An existing Scholar, Fellow, Mentor or Alumni of the Foundation', 'A referee for a candidate', and 'None of the above'. An orange arrow points to the first option.

Step 3: Confirm your eligibility and fill out the contact information form



The screenshot shows a form titled 'Contact Information'. It has a blue header bar with an information icon and the text 'Please complete the following and click the Submit button.' Below this is a section titled 'Eligibility' with a blue background. It contains the text 'In order to apply, you must meet the following eligibility criteria:' followed by two numbered lists. List 1 is 'You are:' with three bullet points: 'A Canadian student studying at a Canadian university;', 'A Canadian student studying at an international university; or', and 'An international student studying at a Canadian university.' List 2 is 'At the time of application, you must:' with two bullet points: 'Be in the first year of a doctoral program; or' and 'Be in your second year of a doctoral program.'

Step 4: An email will be sent to confirm your email and set your password.

If you do not receive an email, you are already in our system. Please return to the main page and select 'Forgot Password'


Please take down this information, it will be required at each log in.

## Registration Complete


Thank you for registering. You will receive an email with a link to set your password and login in the next 5 minutes. If you do not receive this email, please check your spam folder.

[Return to homepage](#)

Step 5: After confirming your email and password, you will have access to your grant (application). Please 'Save Draft' at the bottom of the page.

 Please click on "Save Draft" before starting the application.

**INTERNAL** HISTORY/DEMOGRAPHICS ESSAY QUESTIONS DOCTORAL RESEARCH AND THEMES ACHIEVEMENTS/EXPERIENCE REFERENCES CONFIRMATION

 General Information

Save Draft

✓ Submit

Step 6: Fill out all the necessary sections of the application.

Please note, Smart Simple **DOES NOT** automatically save the information added to your application. It is crucial that you **SAVE AS YOU GO**.

History / Demographics - Basic information about the candidate

Essay Questions - Please read the questions attentively and respect the word limits.

Doctoral Research - Share the specifics about your research (university / supervisors). Describe the link between your work and the Foundation's Four Themes.

Achievements / Experience - Include transcripts, scholarships, awards, publications, conferences, and other relevant experience.

References - See Step 7

Confirmation - Review the content of your application, go through the submission checklist and submit.

## Step 7: Reference section

All the necessary instructions are presented at the top of the page.

Please follow the required steps to invite your three (3) referees to communicate their observations.

Invitations

Invitation Instructions

- Click on the + button to add a new referee.
- Enter the First Name, Last Name, and Email of the referee.
- Once you have entered the details for your referee(s), click on the "Invite" button to send their invitations.
- You can return to this page at any time to change or re-send an invitation
- Please note that the status listed on this page applies only to the acceptance of the invitation, and not to the completion of the reference itself. Please refer to the "Reference Status" section on the application form for the current status of your references.

Prefix	First Name	Last Name	Email	Role	Status
<div>+ ↗</div>					
<div>Save Invite</div>					

### REFERENCES - IMPORTANT REMINDERS

You will NOT be able to see the content of the letters submitted. You will only see the status.

You CANNOT submit your application without the three (3) letters.

Status - 1) Invited (awaiting a response from the referee); 2) Draft (the referee is writing the letter); 3) Submitted (the letter has been submitted).

Referees CANNOT submit their letter to the Foundation directly. They MUST proceed with the aforementioned steps.

\*\* Should you have any further questions about the process, please consult the [Scholarship FAQ](#).