

**RNFOO Application Check list**

<b><u>Item – Information for online application</u></b>	<b><u>Check</u></b>
1. Awards applying for	<input type="checkbox"/>
2. RNAO Membership Number (if applicable)	<input type="checkbox"/>
3. Credit Card (for administration fees)	<input type="checkbox"/>
4. Career Goals – ready to copy and paste into application – Max 500 words, if more wont be reviewed	<input type="checkbox"/>
5. Research Proposal – ready to copy and paste into application	<input type="checkbox"/>
6. Resume or CV – copy and paste? Or email to Tanya – must be 2 pages max, Times New Roman, size 12 font	<input type="checkbox"/>
7. Publications and/or completed research in last five years – ready to copy and paste into application (if applicable)	<input type="checkbox"/>
8. Brief biography max 100 words – ready to copy and paste – please use third person when writing	<input type="checkbox"/>
9. Read the sample application	<input type="checkbox"/>

<b><u>Item – to be mailed/sent to RNFOO Office</u></b> <b><u>No later than February 26<sup>th</sup>, 2010 at 4pm</u></b>	<b><u>Check</u></b>
1. Contacted University to send Official Transcripts to RNFOO office – Do not fax transcripts – Please allow 2 weeks to arrange, if from outside of Ontario allow 2-4 weeks and 4-6 weeks if outside of Canada	<input type="checkbox"/>
2. Mail, scan and email or drop a copy of RNAO membership card or RNAO receipt with # visible, off to the RNFOO office, please no faxing (if applicable)	<input type="checkbox"/>
3. Arranged with 2 referees to send 1 reference letter per applicant to <a href="mailto:reference@rnfoo.org">reference@rnfoo.org</a> Note: you require only 2 references in total regardless of the number of awards and scholarships you are applying to.	<input type="checkbox"/>
4. Proof of Enrollment – must be official letter from University or College confirming the program you are enrolled in.	<input type="checkbox"/>

Do not send:

- Faxed copy of RNAO membership Card
- Faxed copy of transcripts