

## REGISTRATION

You must register for a **SurveyMonkey Apply** account. To register for an account, choose the “**Register and Apply**” button (see image below). You may register with a Social Media Account (Facebook, Twitter, Google) or with an email address at SurveyMonkey Apply. If you select a Social Media Account, you will be redirected to that platform to complete your registration. If you register with an email address, your email address will be your username, and you will create a password. You will need this information to return later to either complete your application or check its status. We will use this email address to communicate with you regarding the status of your application. We advise you to monitor your email account regularly.

*This is the screen you will see when registering or signing in.*

Summer Research Opportunities Program

Before initiating an online application, you must read through the [SROP Application Guide](#). This guide provides you details and instruction on how to prepare for the information required in the application.

The deadline to complete the online application is February 10.

Note: Recommendation letters will be accepted until March 1.

**First Time Users**

If you haven't started an SROP application for this year, you need to register with SurveyMonkey Apply. An application to the SROP will automatically be started. You will be able to complete the SROP application now, or return later to finish it. You will also be able to check the status of your application after you finish it.

**Register and Apply**

Already have an account? Sign in to continue editing your application.

**Sign In**

*Once you register for an account, you will be taken to this page.  
\*You will also get a confirmation email with a link to the application.*

⚠ Your email address has not been verified!  
You will not be able to submit applications or complete certain tasks until you have verified your email address. [Send verification link](#)

0 of 1 tasks complete

Last edited: Oct 24 2018 11:20 AM (CDT)

**REVIEW & SUBMIT**

Deadline: Feb 10 2019 12:00 AM (CST)

Summer Research Opportunities... [Preview](#) ...

SROP-0000000053  
Status: Application in Progress

APPLICATION ACTIVITY

Your tasks

TASK 1: Eligibility Form

**Please start with  
Task 1:  
Eligibility Form.**

## COMPLETING THE APPLICATION

The application consists of 6 sections:

- ◆ Task 1: Eligibility Form
- ◆ Task 2: Letters of Recommendation Waiver
- ◆ Task 3: Letters of Recommendation
- ◆ Task 4: Personal Information
- ◆ Task 5: Application
- ◆ Task 6: Transcripts

**NOTE:** You will not be able to start Task 3 prior to confirming your account at SurveyMonkey Apply. Once you confirm your email address via the email verification message, you can begin Task 3.

To make edits on any Task after you have selected **MARK AS COMPLETE**, go to the Task, click on the three dots to the right of the task header and choose “Edit”.

### TASK 1: ELIGIBILITY FORM

To be eligible to continue with the application, you must meet the following:

- ◆ Must have read through the SROP Application Guide
- ◆ Authorize the Big Ten Academic Alliance to share your personal and educational data provided in the online form
- ◆ Must have 3.0. overall G.P.A. or greater (on a 4.0 scale or equivalent)
- ◆ Must currently be a U.S. citizen OR permanent resident

### TASK 2: LETTERS OF RECOMMENDATION WAIVER

*The Family Educational Rights and Privacy Act of 1974 gives students the right to inspect letters of recommendation written in support of an application for admission and financial assistance. In addition, the law permits students to expressly waive the right to inspect letters submitted on their behalf, although such a waiver must be voluntary and cannot be a condition of admission, award, or employment. Remember this may be a deciding factor on if a recommendation is received.*

### TASK 3: LETTERS OF RECOMMENDATION

**NOTE:** Two letters of recommendation must be submitted via the online recommendation form by the people writing the letters. The deadline for your recommenders to submit letters of recommendation is March 1.

#### SEND A REQUEST

- ◆ You must submit two recommendation requests
- ◆ When sending a recommendation request, type in the contact information of the person you are asking to submit a recommendation in the “First name”, “Last name”, and “Email” fields

#### RESEND A REQUEST

- ◆ Click on the three dots on the line of the person to whom you want to resend the recommendation request.
- ◆ Choose “Resend request”.

## WITHDRAW & DELETE A REQUEST

- ◆ If an individual is not able to complete your recommendation request, return to **TASK 3**, click on the **three dots to the right of the task header and select “Edit”**.
- ◆ Click on the three dots on the line of the recommender to withdraw the recommendation request.
- ◆ Choose “Withdraw request”, and then choose “WITHDRAW” in the dialogue box that appears to confirm the withdrawal.
- ◆ Click on the three dots again, choose “Delete request”, and then choose “DELETE” in the dialogue box that appears to confirm the deletion.

## TASK 4: PERSONAL INFORMATION

Questions regarding your basic personal information.

## TASK 5: APPLICATION

Questions regarding your academic information.

## TASK 6: TRANSCRIPTS

Please upload a digital copy of all of your transcripts. A PDF document is preferred; however, some other image files will be accepted as well.

After uploading, click on the three dots to the right of the transcript file to see a preview of the transcript.

## SUBMITTING YOUR ONLINE APPLICATION

Once you have completed all sections of the application, select “REVIEW & SUBMIT” to view your complete application. You also have the option to download your application as a pdf. If you are satisfied with your responses, select “SUBMIT YOUR APPLICATION”. You will be able to view and download your application after submitting your application; however, you will **NOT** be able to make any changes.

**NOTE:** *If your application needs to be updated after it has been submitted, contact the SROP Coordinator.*

## CHECKING YOUR APPLICATION STATUS

You will receive an email notification once a recommender has accepted your recommendation and another once a recommender has completed a recommendation. You can also log into your application and check TASK 3 to view your recommendation status.

**NOTE:** *If you have submitted your application and need to withdraw, delete, and send a new recommendation request, contact the SROP Coordinator.*

## QUESTIONS?

Email Sharon Lee at [srop.coordinator@btaa.org](mailto:srop.coordinator@btaa.org).