### Instructions for Completing the Global Emergency Medicine Fellowship Consortium Standardized Application Form

# **For Applicants:**

## Login Instructions

Log in to your SAEM Account by clicking here: <u>SAEM Application Portal Login</u> OR go to :"Log In" and choose "SAEM.org Member Login"

- a. If you do not remember your username and password, you can contact **HelpDesk** at <u>helpdesk@saem.org</u> to have it reset for you.
- b. If you do not have an SAEM.org user account, you will need to create one at <u>www.saem.org/login</u> before proceeding on the SAEM Application Portal.
- c. Please DO NOT create a new account on SurveyMonkey Apply.

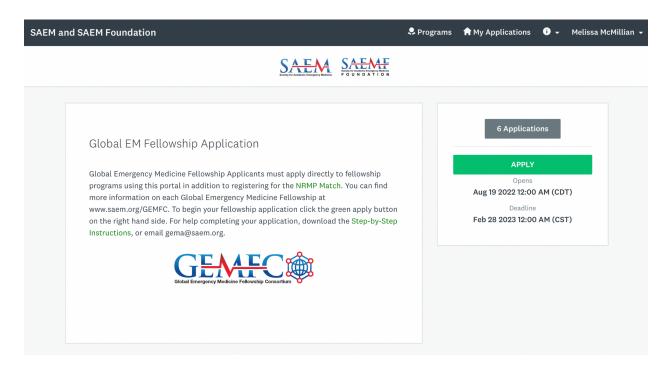
Once you have logged in, click on Programs at the top of the screen.

SAEM and SAEM Foundation	♣ Programs
SAEM	SALME
Programs	Search programs Q
Accepting applications from Mar 3 2021 12:00 PM (CST) to Aug 1 2022 05:00 PM (CDT) Apply for SAEM Foundation grants in partnership with SAEM academies.	Research and Education Grants Accepting applications from Feb 8 2022 05:00 AM (CST) to Oct 28 2022 05:00 PM (CDT) Apply for SAEM Foundation research or education grants.
<b>Fellowship Approval Program</b> Accepting applications on Mar 16 2022 12:00 AM (CDT) Apply for SAEM approval of your fellowship program.	<b>Emergency Medicine Interest Group Gran</b> Accepting applications from Nov 2 2021 12:00 AM (CDT) to Jan 31 2022 05:00 PM (CST)
<u>3 Applications</u> MORE >	MORE >

Then scroll down to find the Global EM Fellowship Application card. Click More.



Then click Apply on the right hand side of the screen.



## **Application Instructions**

#### Step 1: Name your application

Enter your last name (surname) and the name of the fellowship program you are applying to with this application. This will help you keep track of your applications to multiple universities and will allow fellowship directors to identify your application easily. Click Create Application.

## Name your application

75 characters maximum		
		75 characters maximun

## Step 2: Program Selection

Click on the first task in the middle of the screen called Application Form.

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0 of 4 required tasks complete	Global Emergency Medicine F 🖸 📀 Preview	•••
Last edited: Oct 14 2022 09:42 AM (CDT)	McMillian Test Chicago	
REVIEW SUBMIT		
	Your tasks	
	Your tasks	>
		>
	C E Application Form	•
Deadline: Feb 28 2023 12:00 AM (CST)	Application Form Image: Operation Form Image: Operation Form	>

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Select the Fellowship Program for which you wish to apply using the drop down menu. Click the green Next button to continue. Your application will automatically save every few seconds throughout the application process.

() E Application Form	
Application Form	✓ Draft saved 🖻
Program Selection	
Select the Fellowship Program for which you wish to apply:	
THE UNIVERSITY OF CHICAGO MEDICAL EDUCATION FELLOWSHIP	
SAVE & CONTINUE EDITING	EXT

#### Step 3: Complete the Application Form

Fill in the information on the main application form. After you have completed one full application, you will be able to autofill the fields for any new applications you create. Just start typing in the first field, and the autofill options will appear. The remaining tasks for you to complete are listed on the left hand side of the screen. When the green bubble is completely filled in, that task has been completed. You cannot submit the application until all of the tasks have been completed.

Global Emergency Medicine Fellowshi   McMillian Test Chicago   Ib: 000000006     Ib: 0000000006     Ib: 0000000006     Ib: 000000006     Ib: 000000006     Ib: 000000006     Ib: 000000006     Ib: 000000006     Ib: 000000006     Ib: 000000000000000     Ib: 00000000000000000000000 </th <th></th>	
<ul> <li>Application Form</li> <li>Upload your Curriculum Vitae</li> <li>Upload your Personal Statement</li> <li>Upload your Personal Statement</li> <li>Upload Other Documents - Program Specific Requirements (optional)</li> <li>Applicant Contact Information</li> <li>M</li> <li>Preferred name</li> <li>Melissa McMillian Melissa McMillian</li> <li>Cell Phone Number</li> <li>Address</li> </ul>	
Upload your Curriculum   Upload your Personal   Upload your Personal   Statement     Preferred name     Melissa McMillian   Melissa McMillian     Melissa McMillian <td></td>	
Vitae Full Name     Upload your Personal Statement     Preferred name     Preferred name     Preferred pronoun     Columnation        Upload Other Documents -   Program Specific   Requirements   (optional)     Address	
Statement     Preferred name     Melissa McMillian	
Composition     Melissa McMillian       Melissa McMillian     Preferred pronoun       Composition     Cell Phone Number       Program Specific     Requirements       Requirements     Address	
Becommendation     Cell Phone Number       Program Specific     Address       Requirements     Address	
Upload Other Documents - Program Specific Requirements (optional) Address	
Image: Control of the second secon	
0 of 4 required tasks complete Is your residency program a 3-year or 4-year program?	
Last edited: Oct 14 2022 09:47 AM (CDT)	
Medical School	
REVIEW SUBMIT Location Years	
Deadline: Feb 28 2023 12:00 AM (CST)	

## **Contact Information**

Applicant Contact Information:

- Full Name
- Preferred name and pronouns (optional)
- Email
- Cell Phone Number
- Address
- Residency Program Name
- Is your residency program a 3-year or 4-year program? (Dropdown)
- Medical School (location + years)
- Other Residencies Completed or Participated in (location + years) (optional)
- Prior Fellowship Training (location + years) (optional)
- Undergraduate Degree (degree + location + years)
- Other Graduate Degrees (degree + location + years) (optional)

## Citizenship

Are you a United States citizen or permanent resident? [Yes/No]

- If no, please enter your country of citizenship.
- Please list which Visa you currently hold. [write in]

Additional comments: [write in]

## **Board Certification**

Are you ABEM or AOBEM certified? [Yes/No] If not, will you be ABEM or AOBEM eligible by July 1, 2024? [Yes/No] Additional comments: [write in]

## Education Commision for Foreign Medical Graduates Certification

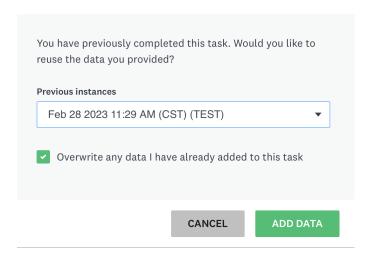
Are you certified by the ECFMG? If so, what is your ECFMG number?

Once you have completed all of the fields, click Mark as Complete. You can always go back and edit a task after it has been completed.

## \*Pro Tip\*

Once you have completed the initial application form, you can reuse the same data for all subsequent applications. When you begin a new application and click on the application form, you will see a popup box that asks if you want to reuse the data from a prior application you completed. Select the application data you want to reuse in the Previous Instances dropdown menu. Then, click "Add data" to autofill the new application with your previous data. If you do not wish to reuse previous data, click cancel.

## Reuse data



### Step 4: Upload Non-program Specific Documents

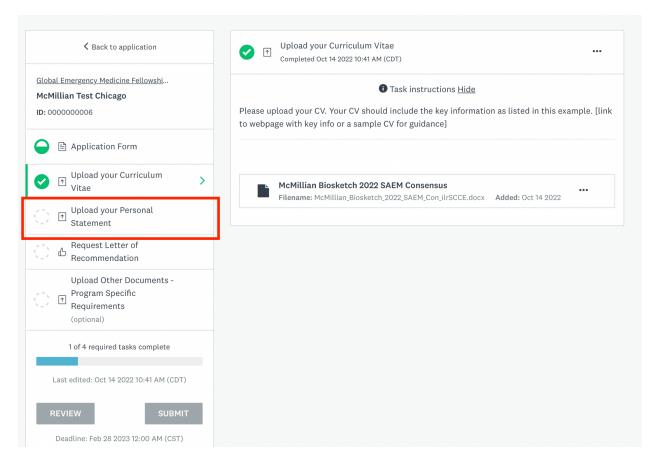
After you have completed the application form and marked it as complete, the next task will be to upload your CV.

## **Curriculum Vitae (CV)**

Click the green Attach button to find your CV file on your computer and attach it to your application. <u>View a sample CV</u> here. When the file has been uploaded, click Mark as Complete.

C Upload your Curriculum Vitae	•••
Task instructions <u>Hide</u>	
Please upload your CV. Your CV should include the key information as outlined in the AAMO to Preparing Your Curriculum Vitae.	C guide
ATTACH FILE	
Show accepted formats	
MARK AS COMPL	ETE

Next, click on the Upload your Personal Statement task on the left hand side of the screen.



## **Personal Statement**

Click the green Attach button to upload your Personal Statement. This statement should describe why you want to complete a GEM fellowship and does not need to be program-specific (as opposed to the Letter of Intent). One page maximum. Once uploaded, click the green Mark as Complete button.

## Step 5: Request Letters of Recommendation

#### Letters of Recommendation (max 3)

The first time you complete an application, you will click on the green Request a Recommendation button.

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	Task instructions <u>Hide</u>
recommendation letter(s). There is receive an email from noreply@mai Once the recommender has uploade	dress for the person(s) that will be submitting your a maximum of 3 letters allowed. The recommender will l.smapply.net with instructions on how to upload the letter. ed the documents and marked it as complete, you will see the You must mark it complete in order to complete your
RE	QUEST A RECOMMENDATION
Recommendations	You will not be able to review the contents of received recommendations.
<b>O recommendations</b> Minimum: 1   Maximum: 3	MARK AS COMPLETE

A popup will appear for you to send an email to request the letter be uploaded from someone else. One letter should be from either **your residency program director** (for current residents) or **your department chair or medical director** (for applicants currently employed post-residency). Please see each individual program requirements for the number of letters required.

## Send recommendation

#### Task instructions <u>Hide</u>

Please enter the name and email address for the person(s) that will be submitting your recommendation letter(s). There is a maximum of 3 letters allowed. The recommender will receive an email from noreply@mail.smapply.net with instructions on how to upload the letter. Once the recommender has uploaded the documents and marked it as complete, you will see the letter available in your application. You must mark it complete in order to complete your application and submit it.

Taylor		
ast name		
Schagrin		
mail		
tschagrin@saem.org		٩
lessage		
my global EM fellowship our last meeting? You or	he letter of recommendatio applications that we discus ily have to upload the letter my applications. I will not b letter, but the fellowship di	ssed at r once be able

Please enter the name and contact information for the person that will be uploading the first letter of recommendation in support of your application. You can also include a message that will be sent in the email generated to the recommender. The email will be sent to them from noreply@mail.smapply.net with instructions on how to upload the letter. They will only have to complete the upload <u>one time</u> for each applicant. The applicant can then reuse the same letter for all of their applications.

Please note, applicants cannot view the content of the letters of recommendation once they are uploaded. However, the applicant can see that the letter is uploaded and will need to still mark the task as complete.

## **Reusing Previous Letters of Recommendation**

If you have already completed and submitted a global EM fellowship application previously, you reuse the same letter of recommendation in your new application. When you begin the Request Letter of Recommendation task, a popup will appear asking you if you would like to reuse letters from a previous application. You can then select which application you want to reuse them from from the dropdown menu. Then click Add Recommendations.

STRUCTIONS HI

Reuse data	×
You have previously completed reuse the recommendations yo <b>Previous instances</b>	-
Oct 2 2022 01:46 PM (CDT)	(McMillian - UCSF) 🔻
CANCEL	ADD RECOMMENDATIONS

The letters will then appear in your task. Click Mark as Complete to finish this task. If you accidentally canceled this popup, or want to reuse a letter from a different application than the one you selected, you can reuse another letter by clicking the Reuse data button at the top of the screen on this task.

## Withdrawing a Request for a Letter of Recommendation

To withdraw a letter request from an application, simply click on the three dots next to the letter you requested and select withdraw application.

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Reuse data
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• Task instructions <u>Hide</u>
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Please enter the name and email address for the person(s) that will be submitting your recommendation letter(s). There is a maximum of 3 letters allowed. The recommender will receive an email from noreply@mail.smapply.net with instructions on how to upload the letter. Once the recommender has uploaded the documents and marked it as complete, you will see the letter available in your application. You must mark it complete in order to complete your application and submit it.

	REQUEST A RECOMMENDATION	
Recommendations	You will not be able to review the cont	ents of received recommendations.
Taylor Schagrin tschagrin@saem.org	Requested: Oc	t 14 2022 •••
Grants Manager grants@saem.org	Requested: Oc	t 14 2022 •••
0 recommendations		MARK AS COMPLETE
Minimum: 1   Maximum: 3		

You can add a message to the email that will be sent to the letter writer informing them of the withdrawal. Then click the green Withdraw button.

## Withdraw recommendation

A		
Are you sure you want to request to:	o withdraw your recommendat	lon
Grants Manager		
grants@saem.org		
Include a message abou	t the withdrawal (optional)	

## Edit Task After Completion

To add a new letter after the task has already been marked complete, use the three horizontal dots at the top of the screen to open the task menu and click Edit.

Completed Oct 14 2022 0		•••
	Task instructions Hide	Download
		Reset
	ail address for the person(s) that will be subr re is a maximum of 3 letters allowed. The rec	Edit
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plication and submit it.		
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## Deleting a Letter That Is Already Uploaded

To delete a letter that has already been submitted, click the three horizontal dots next to the letter you wish to remove and click delete.

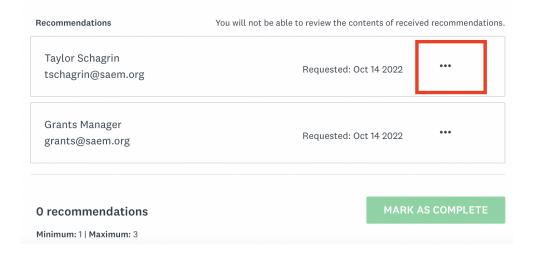
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Reuse data 🚺
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Task instructions <u>Hide</u>

Please enter the name and email address for the person(s) that will be submitting your recommendation letter(s). There is a maximum of 3 letters allowed. The recommender will receive an email from noreply@mail.smapply.net with instructions on how to upload the letter. Once the recommender has uploaded the documents and marked it as complete, you will see the letter available in your application. You must mark it complete in order to complete your application and submit it.

**REQUEST A RECOMMENDATION** 



#### **Submit Letters of Recommendation**

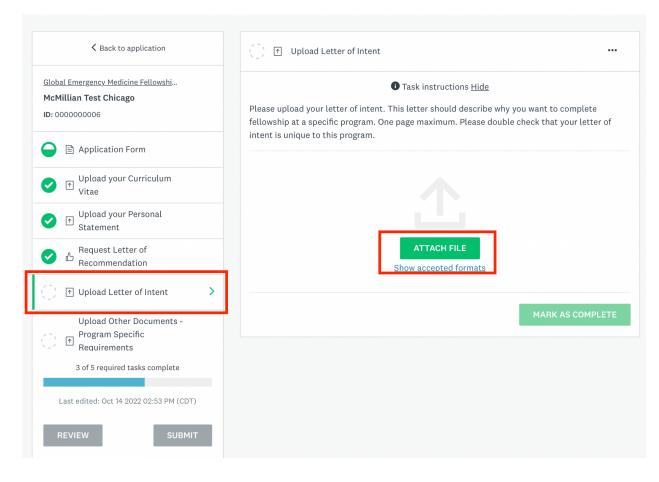
When all letters have been uploaded, click Mark as Complete to finish this task.

#### **Recommender:**

Please view the instructions on how to upload a letter of recommendation.

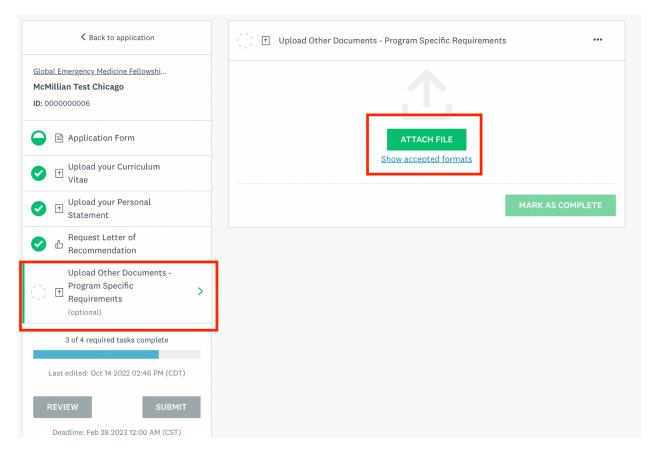
#### Step 6: Letter of Intent - Program Specific

Click on the task called Upload Letter of Intent on the left side of the screen. Then click Attach File to upload any files from your computer. Please upload your letter of intent. This letter should describe why you want to complete fellowship at a specific program. One page maximum. Please double check that your letter of intent is unique to this program. Then click Mark as Complete once uploaded.



## Step 7: Upload Other Documents - Program Specific Requirements

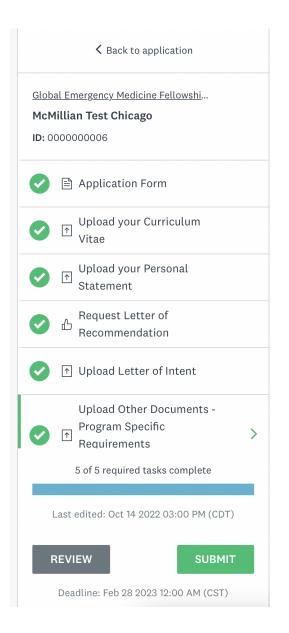
Some programs may require additional information not otherwise included in the standard application form. Make sure to <u>check each program's requirements</u> and upload any program-specific requirements in this section. Click on the task called Upload Other Documents - Program Specific Requirements on the left side of the screen. Then click Attach File to upload any files from your computer.



Please note that although this task is optional in the system, some fellowship programs **REQUIRE these documents to be uploaded.** Check the <u>program requirements</u> for details (e.g. additional letters of recommendation, board scores, transcript, etc).

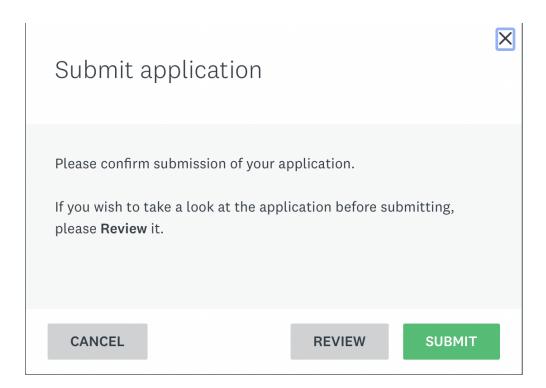
## Step 8: Submit Application

Once all of the tasks are completed, and the green bubbles are all filled in, the submit button will illuminate green. Click Submit. You will get a chance to review your application before it's submitted.



### **Review your application**

A popup will appear for you to review your application one last time before you submit. Click Review to see your full application as the fellowship directors will see it.



AEM and SAEM Foundation	🐥 Programs 🏫 My Applications 🕕 🖌 Melissa McMillian
K Back to application	SUBMIT YOUR APPLICATION
Global Emergency Medicine Fellowship Application 🖸 McMillian Test Chicago ID: 000000006 Last edited: Oct 14 2022 03:00 PM (CDT)	也 Download
Your tasks	
Application Stage	100.0% complete Last edited: Oct 14 2022 03:00 PM (CDT)
Application Form	Completed: Oct 14 2022
Application Form Program Selection Select the Fellowship Program for which you wish to apply:	
THE UNIVERSITY OF CHICAGO MEDICAL EDUCATION FELLOWS	HIP
Applicant Contact Information	
Full Name	Melissa McMillian
Preferred name	Melissa McMillian
Preferred pronoun	(No response)

#### Submit

After you have reviewed your application and ensured everything is accurate, click the green Submit Your Application button at the top right hand corner of the screen. A final popup window will ask you to confirm submission. Click Submit to send your application. You will receive an email confirmation that your application was successfully submitted.

