

# Phi Alpha Scholarship Application HOW TO

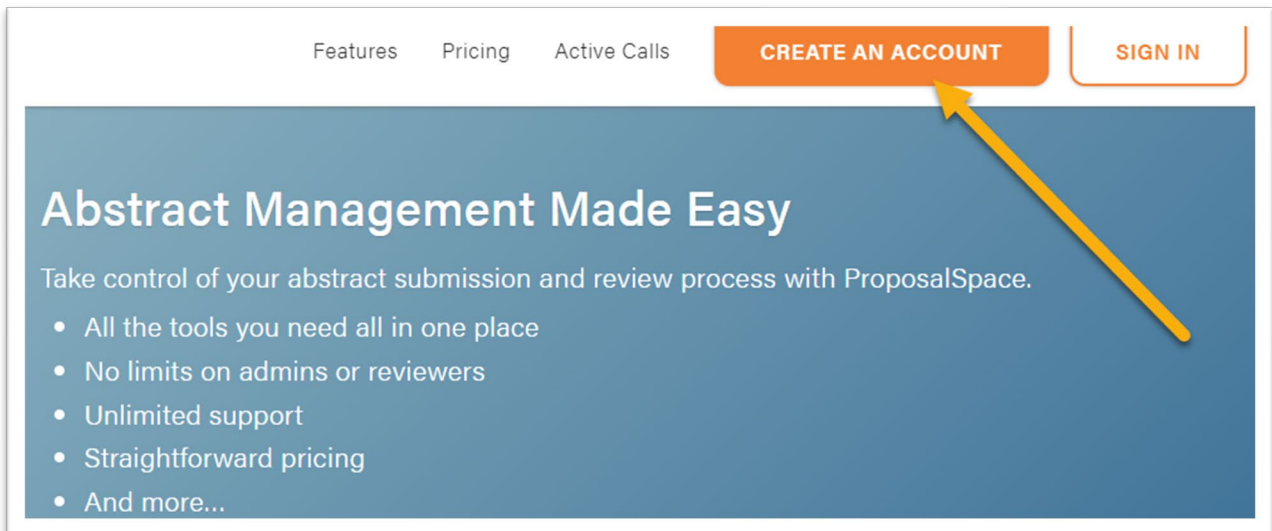
Phi Alpha Honor Society for Social Work offers three scholarships annually. These are offered only to members of Phi Alpha.

The applications are only accepted online through ProposalSpace.com. In 2025, the link is: <https://proposalspace.com/calls/d/1796>

## How Do I Get an Account on ProposalSpace?

This is the first step in your application

1. Go to ProposalSpace.com
2. Create an account and password. Securely save the email you used to create the account and your password. *We strongly recommend that you do not use your university email ending in .edu, but use a personal email address.*



3. At this time, make these two email addresses “safe senders” in your email system. This is sometimes called whitelisting. Add them to your contacts as well:
  - a. [support@mq.proposalspace.com](mailto:support@mq.proposalspace.com)
  - b. [proposalsphialpha@gmail.com](mailto:proposalsphialpha@gmail.com)
4. Once you create your account, log out and back in, and “click on your name in the upper right-hand corner.”



5. When you click on your name, you can complete your profile. This will autofill fields later.
6. Now you are ready to start your submission. Once started it automatically saves your work and you can leave it, come back and log in again, and continue to work on it until you are satisfied it is complete.
7. When complete, you must click the button “submit.” You will receive an email confirmation of your submission.
8. If you do realize an error after you submit, the administrator can “unsubmit it for you” up until the due date. Once unsubmitted, you may make the correction and then resubmit. To request an “unsubmit” please email [proposalsphialpha@gmail.com](mailto:proposalsphialpha@gmail.com) and provide your name, proposal title and proposal number.

## The Three Scholarships – You may apply for one

- Patty Gibbs Wahlberg BSW Scholarship: The Association of Baccalaureate Social Work Program Directors (BPD) and Phi Alpha Honor Society have partnered to deliver scholarship programs for undergraduate Phi Alpha members.
- MSW Scholarship Program: Phi Alpha Honor Society established a scholarship program for MSW graduate student Phi Alpha members.
- Doctoral Scholarship: Phi Alpha Honor Society established a scholarship program for student accepted into or currently enrolled in a doctoral program of study.

For each program, each year, three scholarships will be awarded. They are (1st) \$3,000, (2nd) \$2,000, and (3rd) \$1,000. Awards are intended to help students with expenses related to their education. The focus on the application is the student's service, scholarship, leadership and career plans and impact.

Winning submissions will be posted on the Phi Alpha website. Applications are due May 31st. Awards are announced by September 1st.

Use the online form to apply for one of the scholarships. You will select which one once you start the application.

1. For questions:
  1. About the content of your application, please contact [PhiAlphaInfo@etsu.edu](mailto:PhiAlphaInfo@etsu.edu)

2. About how to use this application portal, ProposalSpace.com, contact [ProposalsPhiAlpha@gmail.com](mailto:ProposalsPhiAlpha@gmail.com)
2. Please begin your application by titling your submission in this format: Suzie Que for *Student Leadership Award* would name her submission: **Suzie Q-Bachelors**. Please be prepared for this type of naming when you first start your submission. This name will automatically populate when you start the actual application form.

## Eligibility:

1. Applicants must be a member in good standing of Phi Alpha Honor Society.
2. Enrollment requirements:
  1. Bachelors Applicants: Must be a BSW student when submitting the application.
  2. Masters Applicants: Must be an MSW student when submitting the application.
  3. Doctoral Applicants: Must be a doctoral student when submitting the application.
3. Application Process
  1. Applications are only accepted through this submission management system. The system will require you to create a free account.
  2. There are four (4) content areas where you are asked to provide information. The system allows for pasting from a Word document.
  3. Applicants are asked to provide the name and contact information of their chapter advisor.
4. Conditions
  1. Chapter advisors from the winners' schools will be contacted prior to issuing funds. Advisors may be contacted during the judging process.
  2. Awards are given directly to the student.
  3. Incomplete applications will not be reviewed.
  4. Awards found to be made due to inaccuracies on the application will be revoked.
5. Program Dates
  1. Applications due May 31 each year
  2. Awards are announced September 1 each year

## What to Prepare

*We strongly recommend that you prepare your submission in a Word Document, review it for clarity, accuracy, grammar and so forth, and then add your answers into ProposalSpace. Save your work.*

1. Title as described above
2. The scholarship for which you are applying
3. What year are you currently enrolled
4. Expected graduation year
5. There will be four boxes with a 1,000-word limit for each.

- a. Service: Provide a brief description of your service experiences (may include community, university, organization, volunteer and paid experiences)
  - b. Scholarship: Provide a brief description of your scholarship (may include research, authorships, presentations, academic achievements, honors, awards and recognition)
  - c. Leadership: Provide a brief description of your leadership experience (may include leadership Phi Alpha, leadership positions held, contributions to activities and providing leadership to committees)
  - d. Career Plans & Impact: May include populations and/or organizations you hope to work with, activities you hope to be involved with, outcomes you hope your work achieves and future education goals.
6. You will need to certify the following:
- a. That all the information in your application is accurate to the best of your knowledge
  - b. That you understand that your advisor will be contacted
  - c. That you will use the scholarship for support your education
  - d. That you are enrolled and that you will provide proof of enrollment if you are a winner
  - e. That you are a member in good standing of Phi Alpha
7. You will give data on two people:
- a. Yourself:
    - i. Name
    - ii. University Name
    - iii. Address of your university or home (wherever you consistently receive your mail – if you anticipate changing universities, use your home address)
    - iv. Email you used in your ProposalSpace account (Best if this is a personal email and not a university email address).
    - v. Secondary email if you used a .edu email to create your ProposalSpace account
    - vi. Telephone number (mobile number preferred)
  - b. Your Advisor
    - i. Name
    - ii. University Name
    - iii. Email
    - iv. Phone number