

Innovative Projects Fund: SurveyMonkey Apply How-To-Guide for Applicants

Overview

Application submissions for the **Innovative Projects Fund (IPF)** are now available through [SurveyMonkey Apply](#).

To enhance the applicant's experience and streamline the submission process, applicants can now submit their applications online. This new online platform will automate tasks and streamline workflows, simplifying the process and providing the following system benefits:

- **Smart and structured application process** that will catch missing fields or formatting issues to ensure that applicants know exactly what is required
- **Real-time status updates** to track progress from submission to final decision in a centralized dashboard anytime, anywhere
- **Enhanced privacy and security** that will protect sensitive personal data and reduce risk of accidental exposure or phishing scams

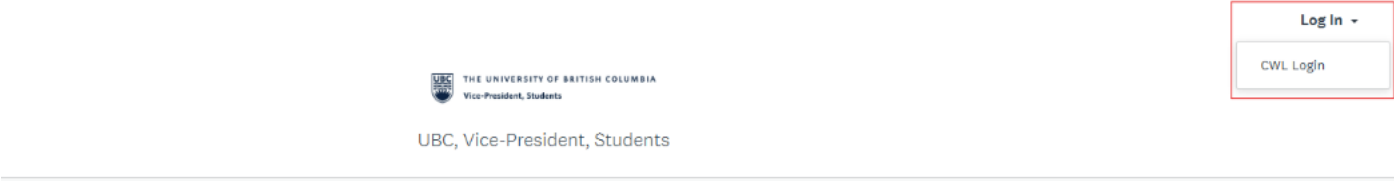
To support and ensure all **Applicants** know how to use Innovative Projects Fund's new [SurveyMonkey Apply](#) platform, this how-to-guide will serve as a tool for applicants to refer to and use. Each section of this training manual is separated by important stages of the application process. They are as follows:

- How to create an account and log in (pages 2-3)
- How to apply for the IPF (pages 4-8)
- How to add collaborators (co-applicants) (pages 9-10)
- How to review your application (page 11)
- How to update your application (page 12)
- How to submit your application (pages 12-16)

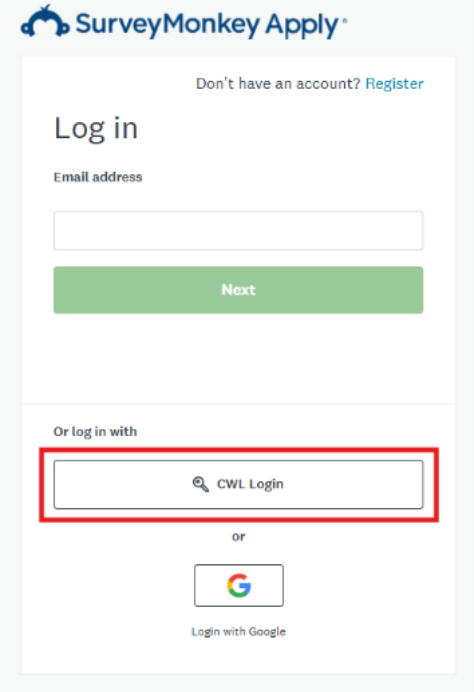
Contact

Issues, including questions and concerns, can be sent to vpsassist@mail.ubc.ca.

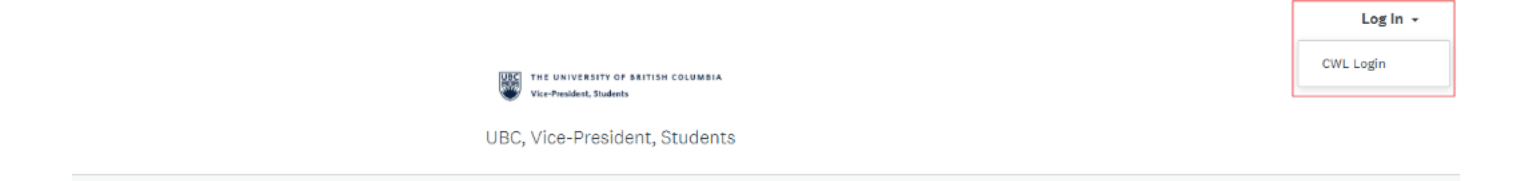
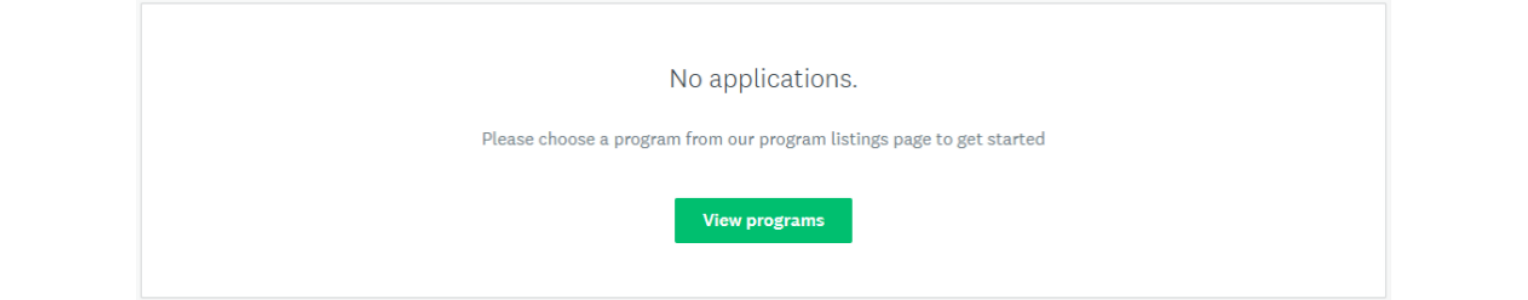
How to Create an Account and Log In

Instructions	Screenshots
<p>To create an account, visit https://apply.vpstudents.ubc.ca and click on 'Log In' >> CWL Login (right-hand corner).</p> <p>To log in, follow the same instructions. Your CWL will remain linked to your SurveyMonkey Apply account.</p>	 <p>The screenshot shows the top portion of a web page. In the center, there is the UBC logo and the text "THE UNIVERSITY OF BRITISH COLUMBIA Vice-President, Students" and "UBC, Vice-President, Students". On the right side, there is a "Log In" dropdown menu with a downward arrow, and below it, a "CWL Login" button. A red rectangular box highlights the "Log In" dropdown menu and the "CWL Login" button.</p>

Additional Notes

Instructions	Screenshots
<p>There may be a scenario where you will land on a login page that asks you to log in with your email, CWL, or Google account.</p> <p>Important: Please select the CWL option only. As a reminder, your CWL will remain linked to your SurveyMonkey Apply account.</p>	

How to Apply for the IPF

Instructions	Screenshots
<p>Visit https://apply.vpstudents.ubc.ca and click on Log In >> CWL Login to log in.</p>	
<p>Click on the View Programs button.</p>	

lick on the **More** button under the Innovative Projects Fund.

The screenshot shows a web interface titled "Programs". At the top right, there is a search bar with the text "Search programs.." and a magnifying glass icon, followed by a grid icon and a hamburger menu icon. Below the search bar, there are three program cards. The first card is titled "VPS Strategic Initiatives Fund" and has a green "MORE >" button at the bottom right. The second card is titled "VPS Employee Awards" and also has a green "MORE >" button at the bottom right. The third card is titled "Innovative Projects Fund" and has a green "MORE >" button at the bottom right, which is highlighted with a red rectangular box. At the bottom center of the page, there is a pagination indicator that reads "1 - 3 of 3 Programs".

After reviewing the summary of the fund, click on the **Apply** button.

Innovative Projects Fund

BACKGROUND

Established in 1996, the Innovative Project Fund (IPF) is an annual fund of approximately \$35,000 provided by the University of British Columbia (UBC) and administered by the Alma Mater Society (AMS). The IPF supports the development of programs, projects, and ideas that enrich and enhance the university experience for students.

ELIGIBILITY

Applications will be accepted from current UBC students, campus community groups led by student organizations or clubs affiliated with the Alma Mater Society (AMS), the Graduate Student Society (GSS), UBC Faculties, or other officially recognized UBC organizations.

Applications must be submitted by UBC students as project leads, please note collaboration with faculty and staff is highly encouraged. All projects should prioritize student involvement and focus on student-led initiatives.

APPLY

Opens

Here is where you can begin your application. You will need to complete a few sections, the first one being the **Eligibility Quiz**.

Important: Only current UBC students can apply.

0 of 1 tasks complete

Last edited:

REVIEW

SUBMIT

 [Redacted] (Owner)


Add collaborator

Innovative Projects Fund 

 Preview 

APPLICATION **ACTIVITY**

Your tasks

 Innovative Projects Fund: Eligibility Quiz 

← Back to application

Innovative Projects Fund

ID:

Innovative Projects Fund: Eligibility Quiz

0 of 1 tasks complete

Last edited:

REVIEW SUBMIT

Innovative Projects Fund: Eligibility Quiz

*Are you a student at the University of British Columbia?

Yes

No

SAVE & CONTINUE EDITING MARK AS COMPLETE

Once you have successfully completed the eligibility quiz, you can begin your application.

1 of 2 tasks complete

Last edited:

REVIEW SUBMIT

ID: [REDACTED] (Owner)

Add collaborator

Innovative Projects Fund

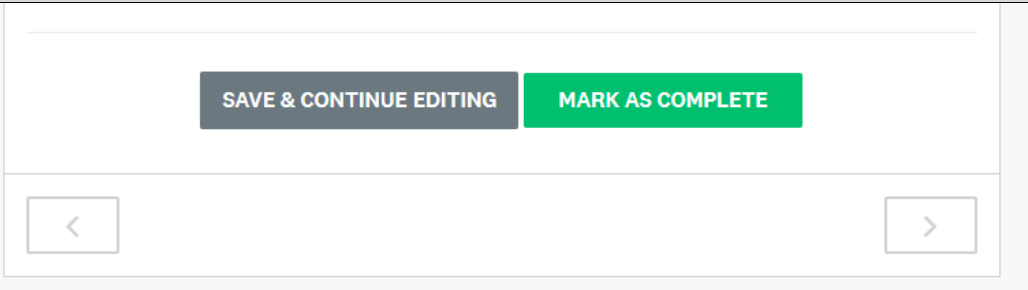
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APPLICATION ACTIVITY

Your tasks

- Innovative Projects Fund: Eligibility Quiz
Completed on: Nov 18 2025 02:31 PM (PST)
- Innovative Projects Fund: Application

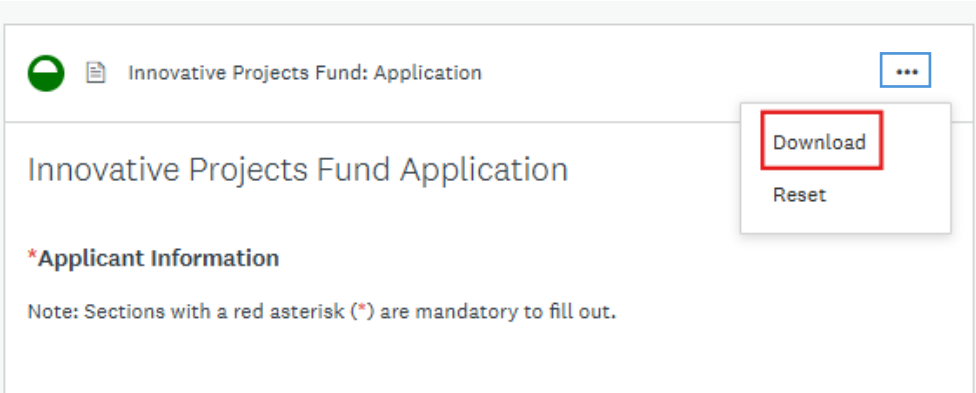
Additional Notes

Instructions	Screenshots
<p>You can save your application and complete it at a later time. To do this, you will need to scroll down and click on the Save & Continue Editing button at the bottom of the page.</p>	

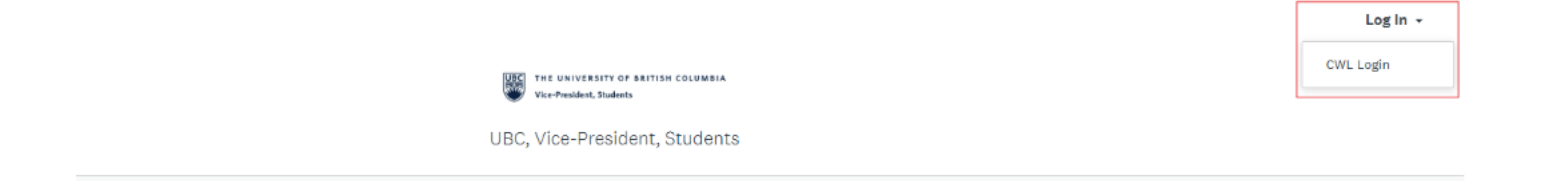
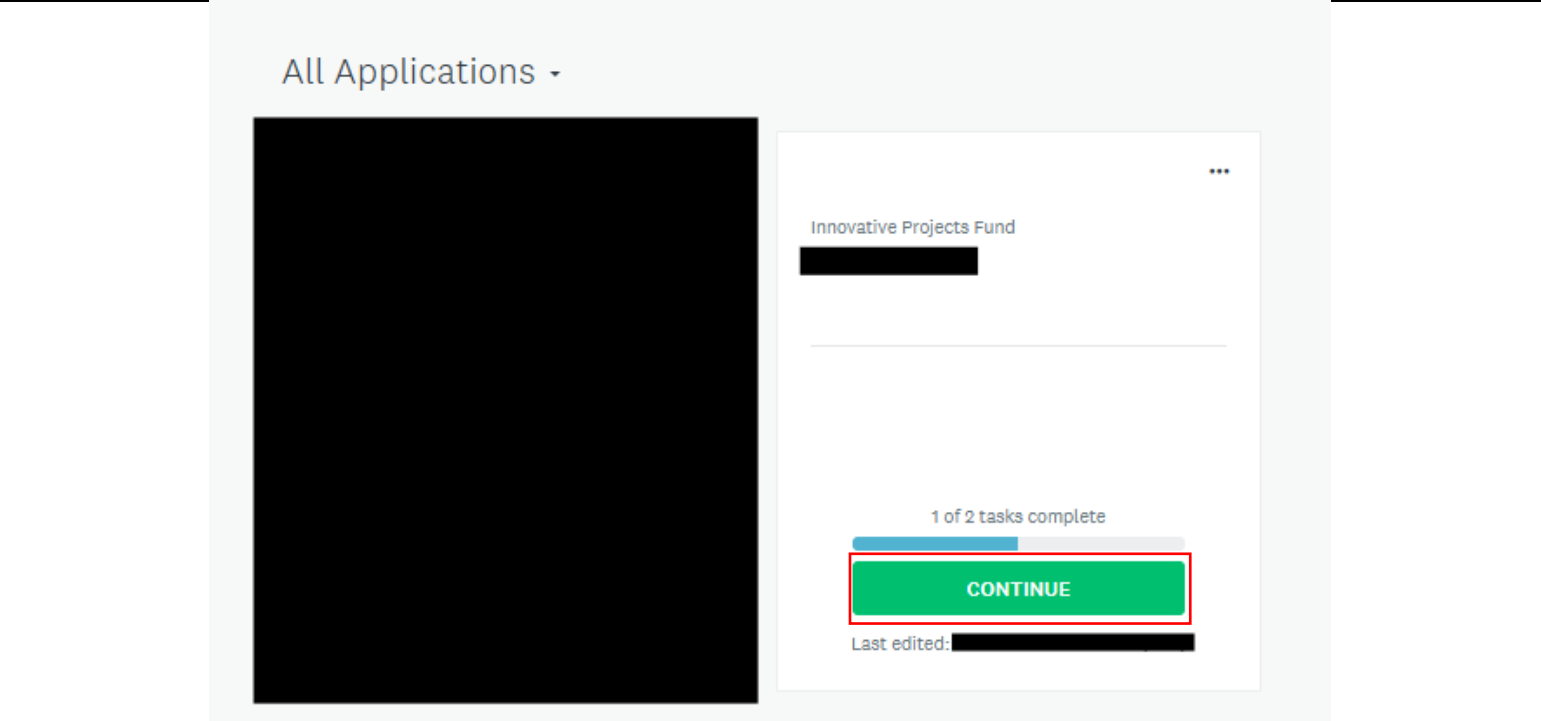
How to Add Co-applicants

Instructions	Screenshots
<p>To add a co-applicant, indicate how many co-applicants you are including in the dropdown menu and list their name, title and contact information through the textboxes provided.</p> <p>Note: You can include a maximum of 3 co-applicants.</p>	<p>How many co-applicants do you have? (Optional)</p> <p>If you'd like any of your collaborators to be able to edit your application, please click Back to Application and invite them as collaborators.</p> <p><i>If you do not have any co-applicants, please skip this question.</i></p> <p>1 ▾</p> <p>Co-applicant 1</p> <p>Full Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Affiliation with UBC</p> <ul style="list-style-type: none"><input type="radio"/> Student<input type="radio"/> Faculty Member<input type="radio"/> Staff Member

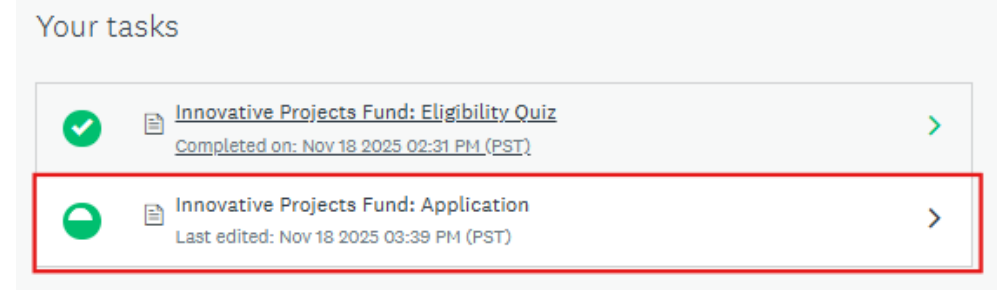
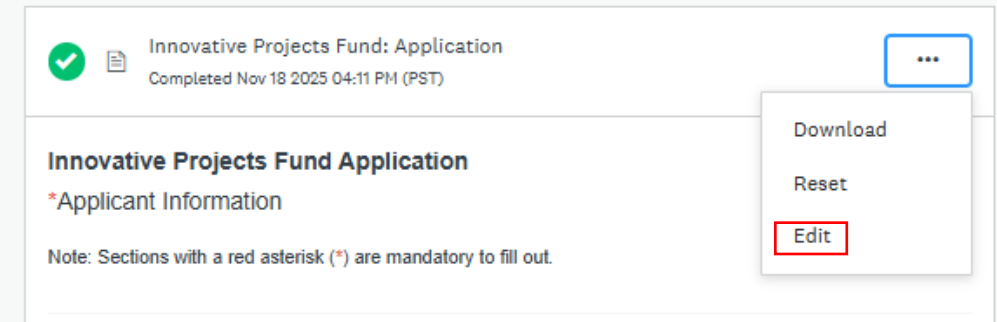
Additional Notes

Instructions	Screenshots
<p>Because your co-applicant will not be able to edit or update your application, you can download your empty, partially completed, or completed application form and send it to your co-applicant for them to review and provide suggestions.</p> <p>To do this, scroll to the top of the application form and click on the 3 horizontal dots at the top right-hand corner of the page and click on Download</p>	 <p>The screenshot shows a web browser window titled "Innovative Projects Fund: Application". The page content includes the heading "Innovative Projects Fund Application" and a section titled "*Applicant Information". A note below the section states: "Note: Sections with a red asterisk (*) are mandatory to fill out." In the top right corner of the browser window, a menu is open, showing two options: "Download" and "Reset". The "Download" option is highlighted with a red rectangular box.</p>

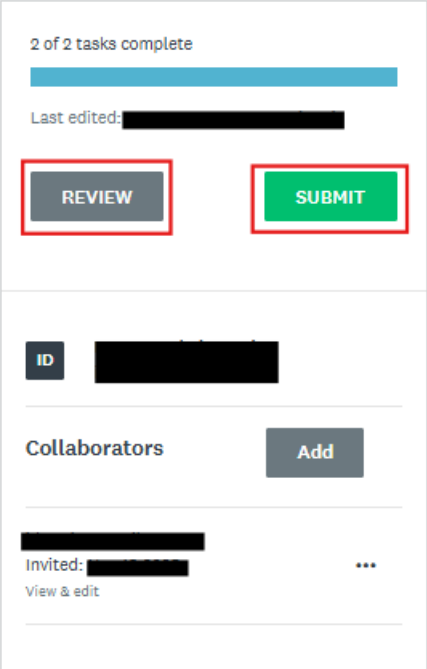
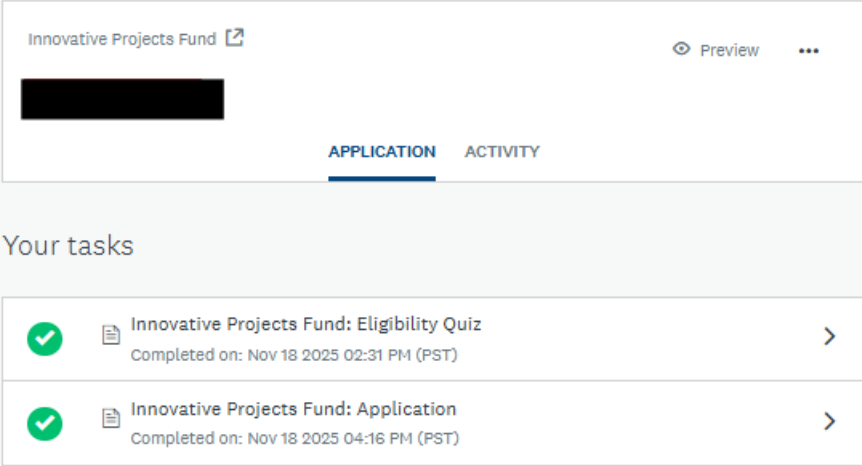
How to Review Your Application

Instructions	Screenshots
<p>Visit https://apply.vpstudents.ubc.ca and click on Log In >> CWL Login to log in.</p>	
<p>After logging in, you will be able to see your application. To review it, click on the Continue button.</p>	

How to Update Your Application

Instructions	Screenshots
<p>If you have not yet submitted your application but marked as complete, click on the Application option under Your tasks in your homepage.</p>	 <p>The screenshot shows a 'Your tasks' section with two items. The first item is 'Innovative Projects Fund: Eligibility Quiz' with a green checkmark and a right arrow. The second item is 'Innovative Projects Fund: Application' with a green circle containing a white checkmark and a right arrow. This second item is enclosed in a red rectangular box.</p>
<p>Beside the Innovative Projects Fund header, click on the 3 horizontal dots and select Edit. From there, you will be able to edit your application.</p>	 <p>The screenshot shows the 'Innovative Projects Fund Application' page. At the top right, there is a blue button with three horizontal dots. A dropdown menu is open, showing three options: 'Download', 'Reset', and 'Edit'. The 'Edit' option is highlighted with a red rectangular box.</p>
<p>If you have already submitted your application, you will not be able to edit your application.</p> <p>If you need to update something, please email vpsassist@mail.ubc.ca.</p>	

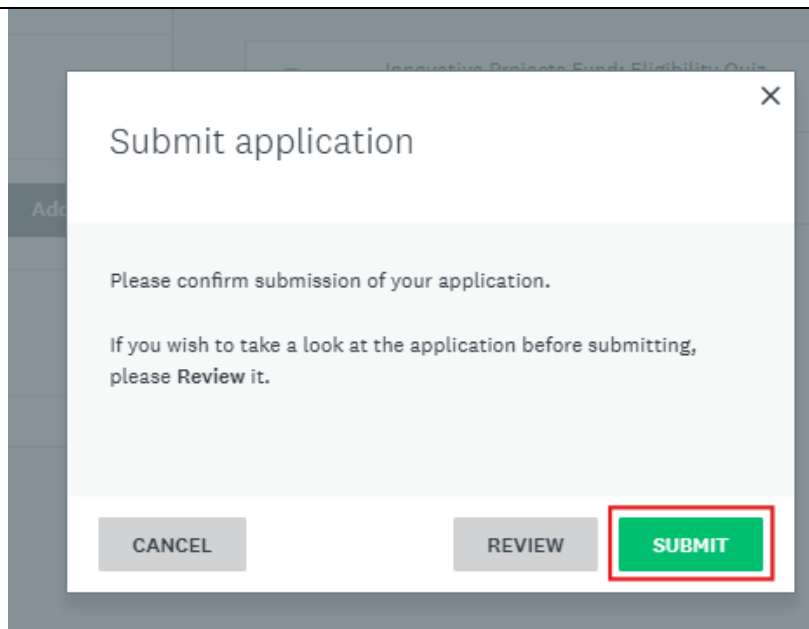
How to Submit Your Application

Instructions	Screenshots
<p>After you finish reviewing and editing all your tasks, go back to your homepage.</p> <p>From there, you will be able to Review your application as a whole and Submit it.</p>	 <p>The screenshot shows a progress bar at the top indicating '2 of 2 tasks complete'. Below it is a 'Last edited:' field with a redacted name. Two buttons, 'REVIEW' and 'SUBMIT', are highlighted with red boxes. Below these are sections for 'ID' (redacted), 'Collaborators' (with an 'Add' button), and 'Invited:' (with a redacted name and a 'View & edit' link).</p>
	 <p>The screenshot shows the 'Innovative Projects Fund' page with a 'Preview' button and a redacted title. Below are tabs for 'APPLICATION' and 'ACTIVITY'. Under 'Your tasks', there are two items: 'Innovative Projects Fund: Eligibility Quiz' (Completed on: Nov 18 2025 02:31 PM (PST)) and 'Innovative Projects Fund: Application' (Completed on: Nov 18 2025 04:16 PM (PST)).</p>

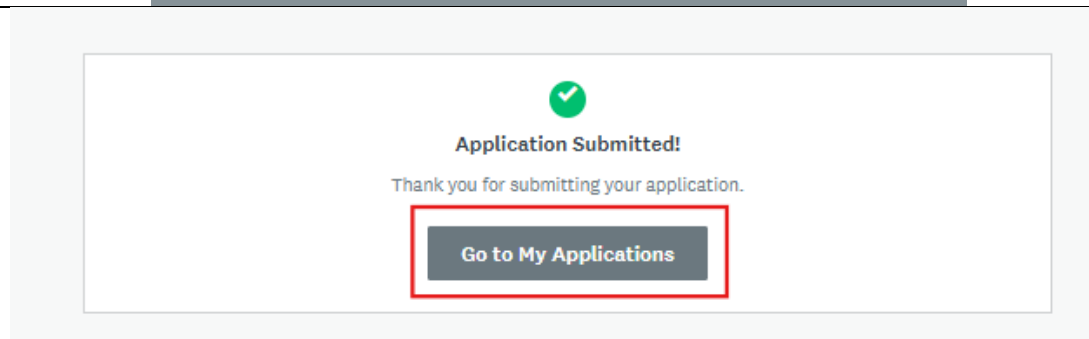
Click on the **Submit** button to submit your application.

Important: Once you submit your application, it will be marked as completed. You will not be able to edit your application once you submit it.

If you would like to update your application, please email vpsassist@mail.ubc.ca.

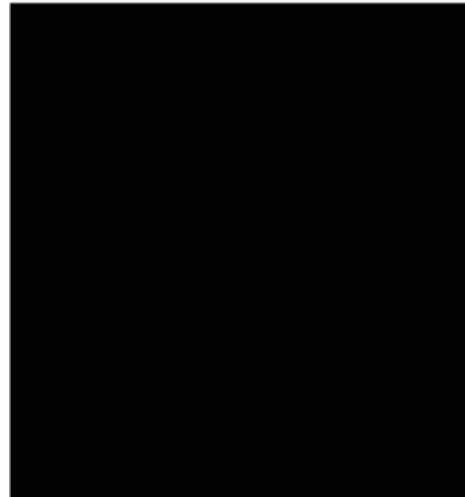


Click on the **Go to My Applications** to view your submitted applications.




Once you have submitted your application, you will be redirected to your homepage, which will note that your application has been successfully submitted.

All Applications ▾



Innovative Projects Fund
[REDACTED]

 SUBMITTED

[VIEW](#)

Submitted on: [REDACTED]

1 - 2 of 2 Applications

You will also receive an email that will confirm that your application has been successfully submitted.

UBC, Vice-President, Students

Dear [REDACTED],

Thank you for submitting your application to the Innovative Projects Fund (IPF). We have received your submission and appreciate the time and thought you put into your proposal.

The adjudication committee will review all applications, and we will be in touch if any additional information is needed or to share a decision once the review process is complete.

If you have any questions, please contact the Office of the Vice President, Students at 604-822-3644 or email vpsassist@mail.ubc.

Sincerely,
Office of the Vice President Students