

Procedure for submitting Surface3 Award applications

- Place your submission in a folder named: Surface3_lastname_firstname. (example: Surface3_berzowska_joanna)
- ZIP the folder to create a zipped file.
- Upload the zipped file using an FTP program like Cyberduck or Filezilla using the information below:

FTP Server: cdaftp.concordia.ca

User: SURFACE3

Password: nYceYRPb

Notes:

- You will only be able to upload zip files which can be created on Macs and PCs natively (without extra software).
- You will be able to list files so that you know that you successfully uploaded them.
- If you make a mistake, please re-upload the revised file or folder as Surface3_lastname_firstname_revised.