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## Welcome to the *Foundation for Physical Therapy's (FPT)* online submission system!

<https://foundation4pt.aibs.org/>

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To start the application submission process, register by clicking on “create a login.” At the registration screen, submit your first and last name, and email address (which is your username for the site) and create a password. Please record these details, as you can log into the system in future with your email and password.

Once you have registered, return to the main page by clicking “Home.” “Home” is located at the top of the screen. On the Home page, you can log into the site using your details.

After logging in, you will be brought to a list of all open solicitations. Access the application you would like by clicking on “begin submission.” The application requires submission of some general project information and a series of application component uploads. To submit an application you also need to add Person Records for yourself and for individuals that are submitting a Letter of Recommendation on your behalf.

To return to the list of submitted and/or pending applications, click on “Home”, located at the top of the screen. When working on an application, you are able to save and return to it an unlimited number of times until you submit it (clicking “SAVE AND FINALIZE”). Once submitted, no changes can be made.

### Important Points:

- Review this solicitation’s corresponding Guidelines document before preparing an application.
- To ensure that you do not lose any information, save your work often. The “SAVE AND FINISH LATER” button is to be used when you want to exit the system. You can return to your submission by clicking “continue submission” under the mechanism on the Home page.
- No exceptions to the submission deadline will be made. **FPT will not be responsible for late applications or materials under ANY circumstances.** It is your responsibility to assure that your application is ready for submission in a timely manner. Plan to allow adequate time for technical assistance issues to be resolved if needed. **DO NOT WAIT TO SUBMIT!**
- Read all instructions carefully and follow them closely.
- Regarding Attachments:
  - **Please submit all attachments in Adobe PDF format.** If a specific form is provided, margins should be set at ½ inch and font should only be Ariel, size 11 or 12. Free software to convert files to PDF is available at [www.freepdfconvert.com/](http://www.freepdfconvert.com/). Adobe has an inexpensive online conversion service at <http://www.adobe.com/products/catalog.html>. **FPT** does not recommend or endorse either product. Remember to save your application before you access either of these sites to download software as you will need to re-boot your machine once download is complete.
  - Note that, where applicable, the template or form to be used is located above the link where each attachment file is to be uploaded. These files contain prompts for the information and also have formatting (font style, font size, margin settings, etc.) for each section. **Label the start of each section with the appropriate heading title.** We strongly recommend that you download and use the form when completing your application. Word files should then be converted to Adobe PDF for uploading.
  - **Please note** that page limits defined in each section are for the Adobe PDF file, not the Microsoft Word document prior to conversion to Adobe PDF. When creating Adobe PDF files, do not alter default font and margins. Once you have uploaded Adobe PDF files, make certain that the information has uploaded correctly and files are not corrupted.

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## **Filling out the *Florence P. Kendall Doctoral Scholarship (FPKS) Application***

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The **FPKS** Application consists of four (4) sections: **Project Information**, **People**, **Attachments**, and **Recommendations**. Each section needs to be completed before your application is considered finished and then submitted for consideration.

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### **I. PROJECT INFORMATION**

**Title of Project:** Provide title or working title for your dissertation research.

**Institution of Enrollment:** Provide name of the institution in which you are enrolled.

**Area(s) of Research:** Select area(s) of study for the project. You must select one area but no more than three. You may insert an unlisted sub-specialty in the field labeled "Other."

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### **II. PEOPLE**

A Person Record must be completed for you, as "Applicant," your "Advisor/Mentor," and any other individual ("Supporter") you would like to submit a Letter of Recommendation on your behalf. At least two (2) Letters of Recommendation must be submitted on your behalf, one (1) of which should be from your Advisor/Mentor (that includes a Confirmation of Enrollment). You may submit more than two (2) Letters of Recommendation, but they must be from individuals that will be substantially involved in your program of studies and contribute in a mentor role to your development as an independent scientist. A biosketch for all Person Records created must be included in the Attachments section.

For each person create a record including:

**Role:** Select the person's role

**First Name:** Enter first name

**Middle Initial:** Enter middle initial

**Last Name:** Enter last name

**Degrees Obtained:** List all degrees, including PT or PTA, currently held. List PT degree first, followed by other degrees. (Example: Jane Doe, PT, MPT, DPT, CSC)

**Position/Title:** Enter current position/title

**Organization:** Enter current organizational affiliation/current employer

**Department:** Enter current department

**Address One (Street):** Enter current address

**Address Two (Rm, Bldg, etc.):** Enter current address

**City:** Enter current city

**State:** Enter current state

**Region:** Enter current region as applicable

**Zip Code:** Enter current zip code

**Country:** Enter current country

**Phone Number:** Enter daytime phone number (format xxx-xxx-xxxx)

**Fax Number:** Enter fax number (format xxx-xxx-xxxx) or N/A

**Primary Email:** Enter email address used for contact

**PT License Number or PTA License Number(s):** Provide your PT or PTA license number with state of issue (or enter N/A). If you have more than one license, include each one. If you are a PTA who has graduated from a fully accredited PTA program and reside in a state or jurisdiction that does not require licensure (Hawaii, Colorado, and Michigan), indicate that you have attached copy of certificate of completion of studies in ATTACHMENTS.

**For Applicants only:**

**APTA MEMBERSHIP: Are you currently a member of the American Physical Therapy Association (APTA)?:** Select either YES/NO. Please note that APTA membership is not required to apply for the **FPKS**.

**If applicable, please select from the following the Sections in which you are a member:**

- Acute Care
- Aquatics
- Cardiovascular and Pulmonary
- Clinical Electrophysiology & Wound Management
- Education
- Federal
- Geriatrics
- Hand Rehabilitation
- Health Policy & Administration
- Home Health
- Neurology
- Oncology
- Orthopaedics
- Pediatrics
- Private Practice
- Research
- Sports
- Women's Health

**\*Optional PI/Applicant Data:**

**Race:** Please check the race you most strongly identify with from the selections listed: African-American or Black (not of Hispanic origin), American Indian or Alaskan Native, Asian-American or Pacific Islander, Hispanic/Latino, Caucasian or White (not of Hispanic origin), Other.

**Gender:** Please select the gender you most strongly identify with: Female/Male

\* Information requested by **FPT** is for statistical tracking only. Completion of this section is optional.

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### **III. ATTACHMENTS**

In this section, you will upload documents describing the details of your studies. The ATTACHMENTS Section is divided into four (5) sub-sections:

- A. FPKS** Cover Letter (optional);
- B. FPKS** Details;
- C. FPKS** Narrative;
- D. FPKS** Biosketches;
- E. FPKS** Transcripts.

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#### **A. FPKS Cover Letter (Optional)**

You may choose to include any of the following information in your cover letter if it applies to you. These are just examples. This is not an exhaustive list. You may want to explain or clarify special circumstances, such as:

- a. You have a pending proposal at another agency that includes some of the same aims;
- b. You are considering moving institutions or have already begun planning to do so;
- c. Your primary mentor (for mentored research projects) is at a different institution than the applicant (if the applicant is a student or postdoctoral fellow);
- d. Some of your research equipment, tools, products, or other similar materials, are patent pending, or have already been issued a patent;
- e. Your proposed research has received local or national media coverage;
- f. Your proposed research has been written about in a recent lay publication, such as *Scientific American*, or has been published recently in a peer-reviewed journal, such as *PTJ*.

Please **do not** use the cover letter to summarize your project or to circumvent the page limit of the Narrative or Appendices. **The Cover Letter is limited to two (2) Adobe PDF pages.**

## **B. FPKS Details Form**

Click to download the **FPKS** Details form and save. You will answer questions regarding your eligibility for the **FPKS** and your status within your program of enrollment.

**Award Eligibility:** Review and check applicable eligibility information.

### **Program Information:**

- **Degree Sought:** Enter the degree in which you are seeking to earn.
- **Program Enrollment Date:** Enter the date you officially enrolled in your program.
- **Expected Completion Date:** Enter the date in which you expected to complete your program.
- **Areas of Study:** Check up to three (3) areas of study in which your program focuses on.

**Advisor/Mentor:** Enter the name and institution of your advisor/primary mentor.

**Certification Statement:** After having read statement, check the box to indicate agreement to the terms and conditions for **FPKS** Application submission.

**Once completed, save the form and submit as one (1) Adobe PDF file.**

## **C. FPKS Narrative**

Use the **FPKS** Narrative Template provided. It has been pre-formatted to the preferences of **FPT** – please do not alter. The **FPKS** Narrative should have the following sections led by a header for each: Abstract, Objective of Graduate Studies, Significance of Research, Selection of Mentor, Plan of Study, and Citations. Follow the instructions below as to the contents for each heading within the **FPKS** Narrative.

**I. Abstract:** Describe where you are in the educational process and your proposed area of research concentration. Be as specific as possible given the current phase of your education. Include a description of how your research concentration relates to the science supporting physical therapist practice. Use language that can be understood by lay public. Be as specific as possible while avoiding jargon or abbreviations. **This section is limited to one page in Adobe PDF.**

**II. Objective of Graduate Studies:** Provide a statement explaining your objectives of graduate study. The objectives may include a description of the skills and techniques you will learn during your studies and how those will assist in your development as a researcher in the physical therapy profession. **This section is limited to one page in Adobe PDF.**

**III. Significance of Research:** Outline how your research direction is important to physical therapy theory and practice and its relationship, if any, to the APTA Research Agenda. **This section is limited to one page in Adobe PDF.**

**IV. Selection of Mentor:** List the faculty member(s) who will serve as your mentor(s) in the program and indicate why they are particularly well suited to serve as such in this role. Give the total number of pre-doctoral and post-doctoral trainees that your primary research mentor(s) have trained or are currently training. If those trainees have graduated, choose up to 5 representative trainees and list their present employing organizations and position titles or occupations. If your dissertation advisor has not been identified, provide this information for person(s) who are mentoring you in the program currently. Describe the research environment including available research facilities and equipment and opportunities for interaction with other groups and scientists. Discuss how the environment will enable you to achieve your objectives of graduate study. **This section must not to exceed five (5) Adobe PDF pages.**

**V. Plan of Study:** Provide a detailed description of the activities in which you will participate that will enable you to achieve each of your Objectives of Graduate Studies. Include required courses (with credits), elective course (with credits), projected work on required research (Dissertation), comprehensive or qualifying examinations to be taken, other graduate work (e.g., non-credit practicum), concurrent employment, and professional activities. Provide a realistic picture of when and how you expect to fulfill remaining degree requirements.

For applicants who are employed outside of any work required by their educational program more than 20 hours a week, please provide a letter from that employer demonstrating its willingness to grant release time to allow you to pursue post-professional doctoral studies. The percentage of time released, and the duration of the release time, must be specified in the letter. Include a scanned copy of this letter in the Plan of Study. This letter will not count toward the page limitation. **This section must not exceed five (5) Adobe PDF pages. If a Release Time letter is included, it is limited to six (6) Adobe PDF pages.**

**VI. Citations:** Cite published experimental details in the Plan of Study. Provide full reference in the Bibliography and References cited section. List all references. Each reference must include title, names of all authors, book, or journal, volume number, page numbers, and year of publication. References should be limited to relevant and current literature. Be concise and select only those references pertinent to proposed research. There is no page limit for this section.

**Once completed, save the template and submit the attachment as one (1) Adobe PDF file.**

## **D. FPKS Biosketches**

**A biosketch must be provided for all key personnel (individuals with Person Records in II. PEOPLE).**

You must provide your current biosketch. A biosketch must be provided for your advisor/mentor providing Confirmation of Enrollment and a Letter of Recommendation **AND** each person providing a Letter of Recommendation.

Also, it is highly recommended that you include a biosketch of any individual that is substantially contributing to your education and training program and is named within the Narrative of your application. You may also choose to ask them for a Letter of Recommendation, and hence, list them in **II. PEOPLE**, but this is your option as only two (2) letters of recommendation are required. A biosketch of individuals such as this is recommended so the Scientific Review Committee can see what skills and knowledge they bring to your program. *For more information regarding additional biosketches, please refer to the Foundation's website and read Frequently Asked Questions.*

**Each biosketch is limited to 5 pages and must use/follow the format in the template provided. Scan all biosketches (ordered together by person) into one (1) Adobe PDF file.**

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## **E. FPKS Transcripts**

ALL of your academic transcripts (including undergraduate, previous graduate study, and any from your current institution of enrollment) must be submitted as one (1) Adobe PDF. There should be a transcript for every academic institution listed in your Biosketch. You must also include a transcript of the previous semester's classes and grades at the time of application deadline. **If there is not an official transcript for each academic institution listed in Biosketch and/or last semester's transcript with grades, your FPKS Application may be disqualified.**

**You should scan all your OFFICIAL transcripts together to be one Adobe PDF file.** Scan these documents so that the order makes sense – either beginning with your current program concluding with undergraduate, or vice versa. Do not submit a transcript with access date expirations or permission controls. The transcripts can be copies but must be OFFICIAL transcripts with seals and registrar signatures. Printouts of grades from student accounts are NOT acceptable. You need to ensure that transcripts are legible. If reviewers cannot read your transcripts, this will be reflected in your review. **If the transcripts are not OFFICIAL, your FPKS Application may be disqualified.**

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## **IV. RECOMMENDATIONS**

Two (2) Letters of Recommendation are required (including one from your Advisor/Mentor and one from a supporter). You may have more than two (2) Letters of Recommendation. Letters should include how you are suited for this scholarship based on your academic record and research experience level, including how the proposed studies and the expertise of the Advisor/Mentor will assist in producing an independent researcher. If you have not yet chosen an academic advisor, choose a faculty member who can provide the information requested. **Each Letter of Recommendation is limited to 6,000 characters (approximately equal to two pages).**

A FPKS Application cannot be submitted until all recommendations from your Advisor/Mentor and other Supporter(s) are submitted. Once submitted, recommendations cannot be altered.

**Late Confirmation or Recommendation Submissions:** You will not be given an exception to FPKS Application deadline because of late submissions of confirmations and recommendations, by either you or your Advisor/Mentor and Supporter(s). That includes last-minute submissions requiring technical assistance.

**A. Advisor/Mentor:** to request Confirmation of Enrollment/Letter of Recommendation from your **primary** advisor/mentor, click "Select an invitee" and for "Recommender," find your advisor/mentor's name from the available Person Records that you had entered in "**II. PEOPLE**." Select "Confirmation and Recommendation" from the "Kind" drop-down menu and then click "Create a Recommendation", an email will immediately be sent to that individual requesting him or her to confirm your enrollment and submit a Letter of Recommendation. The email will direct him or her to a link with a download for the **specific template form** for confirmation of enrollment and a recommendation letter. When a completed form been uploaded and submitted, you will receive email notification. This is a required part of your FPKS Application and if all information within the form is not completed, your FPKS Application will be ineligible for funding. If you attempt to save and finalize your FPKS Application without your Confirmation of Enrollment/Letter of Recommendation, you will receive an error message. Make certain that you and your advisor are fully aware of eligibility requirements for the FPKS Award - particularly if you are carrying credits over to your post-professional doctoral program.

**B. Supporter (Individuals Submitting a Letter of Recommendation on Your Behalf):** to request a Letter of Recommendation click “Select an invitee” and for “Recommender,” find your supporter’s name from the available Person Records that you had entered in “II. PEOPLE.” Select “Recommendation” from the “Kind” drop-down menu and then click “Create a Recommendation”, an email will immediately be sent to that individual requesting him or her to submit a Letter of Recommendation. The email will direct him or her to a link with a download for the **specific template form** for a recommendation letter. When a completed form has been uploaded and submitted, you will receive email notification. A **FPKS** Application cannot be saved and finalized until all requested letters have been received. If you attempt to save and finalize your **FPKS** Application without all Letters of Recommendation, you will receive an error message.

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## **SUBMITTING YOUR **FPKS** APPLICATION**

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Thoroughly review your **FPKS** Application before submission! You will not be able to modify your **FPKS** Application after it has been submitted. It is recommended that you locally save all the components of your submission.

When you are ready to submit your **FPKS** Application, click “SAVE AND FINALIZE”. If you are missing any required information or attachments, an error message will appear with the missing requirements. You will receive an email if your **FPKS** Application has been successfully submitted to **FPT**.

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## **QUESTIONS?**

For any technical assistance in using the submission site, please contact: [foundation4pt@aibs.org](mailto:foundation4pt@aibs.org).

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