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

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

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To start the Letter of Intent (LOI) submission process, register by clicking on "create a login." At the registration screen, submit 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 the 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 mechanism you would like by clicking on "begin submission." The LOI page involves submission of some general project information and a series of component uploads. To submit an LOI you also need to add a People Record for yourself.

To return to the list of submitted and/or pending LOIs, click on "Home," located at the top of the screen. When working on an LOI, 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. FPTR will not be responsible for late LOIs or materials under ANY circumstances. It is your responsibility to ensure that your LOI is ready for submission in a timely manner. Plan to allow adequate time for technical assistance to resolve issues if needed.
- Read all instructions carefully and follow them closely.
- **Regarding Attachments:**
  - **Attachments must be submitted in Adobe PDF format.** You can print Word files to PDF or use free software to convert files to PDF that is available at [www.cutepdf.com/](http://www.cutepdf.com/). Adobe has an inexpensive online conversion service at <http://www.adobe.com/products/catalog.html>. FPTR 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 contain the desired formatting settings (e.g., margins should be set at ½ inch and font should only be Arial, size 11 or 12). **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 **Magistro Family Foundation Research Grant (MFFRG)** Letter of Intent

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The **MFFRG** LOI consists of three (3) sections: **Project Information, People, and Attachments**. Each section needs to be completed before your **MFFRG** LOI is considered finished and then submitted for consideration.

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### **I. PROJECT INFORMATION**

**Title of Project:** Provide title of project.

**Sponsoring Institution:** Provide primary institution/site of research.

**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."

### **II. PEOPLE**

A Person Record must be completed for you as the Principal Investigator. At the LOI stage, a Person Record should be completed **ONLY** for the Principal Investigator. You will need to attach a biosketch for the Person Record created.

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

**Previous Names:** Enter any maiden names, etc.

**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 organizational affiliation/current employer

**Address One (Street):** Enter current organizational affiliation/current employer

**Address Two (Rm, Bldg, etc.):** Enter current organizational affiliation/current employer

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

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

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

**Zip Code:** Enter current organizational affiliation/current employer

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

**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

**Secondary Email:** Enter back up email address used for contact (for applicants only; and either the primary or secondary email must be an institutional email address)

**Current/active PT license number:** Enter current PT license number (N/A for institutional official)

**Current/active PT license state:** Select current PT license state (or N/A for institutional official)

**Current/active PT license expiration date:** Enter current PT license expiration date (formatted as mm/dd/yyyy or N/A for institutional official)

\*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 PI/Applicant 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.

**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 and Upper Extremity
- 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 FPTR is for statistical tracking only. Completion of this section is optional.*

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### III. ATTACHMENTS

In this section, you will upload documents concerning some details of your LOI. The ATTACHMENTS Section is divided into three (3) sub-sections:

- MFFRG Letter of Intent Cover Letter (Optional);
- MFFRG Letter of Intent Narrative;
- MFFRG Letter of Intent Biosketch.

#### **A. MFFRG Letter of Intent Cover Letter (Optional)**

You may submit an introductory LOI Cover Letter in regards to your potential MFFRG project if you would like. Submit your letter on your institutional letterhead. **This attachment is limited to one page in Adobe PDF**

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#### **B. MFFRG Letter of Intent Narrative**

Use the template provided to prepare the MFFRG LOI Narrative. Follow the format and content requirements detailed below. Do not exceed 2 pages for the Narrative (citations are not included in the page limit).

##### IMPORTANCE

1. What is the precise question that your research is designed to address?
2. Briefly explain the intervention you will study and how it addresses one of the American Physical Therapy Association's Research Agenda items.

##### OBJECTIVES

3. Specific aims of the study
  - a. Primary:
  - b. Secondary:

##### METHODS

4. Describe:
  - a. Study design:
  - b. Population to be studied (including inclusion/exclusion criteria):
  - c. Study outcomes
5. What is the estimated sample size? Explain the rationale for this sample size.

##### PRIOR SUBJECT RECRUITMENT EXPERIENCE

6. What is your previous experience with recruiting and retaining study participants in studies of similar size and type and in the identified priority population(s)? Describe potential barriers to achieving desired sample size and potential methods to overcome these barriers.
  - a. Experience:
  - b. Potential Barriers/Mechanisms to Overcome:

##### ANTICIPATED IMPACT

7. If the proposed intervention is found to be effective, what factors will facilitate or impede its sustainability and scalability in real world settings?
  - a. Facilitate sustainability:
  - b. Scalability:

##### PERSONNEL

8. List all key personnel:  
[First and Last Name (Institution)]  
[First and Last Name (Institution)]

[First and Last Name (Institution)]

## CITATIONS

Include any necessary citations. This section is not part of the 2-page Narrative limit.

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

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## **C. MFFRG Letter of Intent Biosketch**

You must provide your current biosketch – only the PI biosketch is allowed for the LOI. The biosketch is limited to 5 pages and must use/follow the format indicated in the template provided. **The template is the current NIH biosketch template** with some [FPTR](#) content requests:

Under “**Positions and Honors**”

- You **must** list your current title, start year, institution, and department, even if you are a student.

Under “**Additional Information: Research Support and/or Scholastic Performance**”

- List **all** Pending, Current, and Completed (at least the last 5 years) Support; include **all** past or current support received from [FPTR](#). If you list only the last 5 years of completed support, then you **must** include your top 10 highest dollar amount awarded grants regardless of agency, mechanism, or year (even if long ago).
- Each research support listing **must include the following**: Role, Agency, Mechanism, and Total Dollar Amount.
- If you are a student, do not include listings of your grades here.

**Submit one (1) Adobe PDF file.**

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## **SUBMITTING YOUR MFFRG LETTER OF INTENT**

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Thoroughly review your [MFFRG](#) LOI before submission! You will not be able to modify your [MFFRG](#) LOI 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 [MFFRG](#) LOI, 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 [MFFRG](#) LOI has been successfully submitted to [FPTR](#).

The Research Committee of [FPTR](#)’s Board of Trustees will review all submitted Letters of Intent for appropriateness and relevance to the [MFFRG](#)’s objectives. Potential applicants will receive approval to submit full applications by mid-June.

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