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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 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 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 application page involves submission of some general project information and a series of component uploads. To submit an application, you also need to add People Records for all relevant key project personnel and an institutional administrative official authorized to approve your application.

To return to the list of open solicitations and/or submitted/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. FPTR will not be responsible for late applications or materials under ANY circumstances. It is your responsibility to ensure that your application 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, 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 **Academy of Pediatric Physical Therapy Research Grant (PRG)** Application

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The **PRG** Application consists of four (4) sections: **Project Information, People, Attachments, and Approval**. 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 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."

**Abstract:** Provide a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project that can stand alone when read separate from the application. State the application's broad, long-term objectives and specific aims, including how the project relates to physical therapy. Describe concisely the research design and methods for achieving stated goals. Be sure to include the potential impact of the proposed study. **This field has a character limit of 4,000 (approx. one page).**

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### **II. PEOPLE**

A Person Record must be completed for you as the "Principal Investigator" and any other key project person involved in your grant project. **For each Person Record created, a biosketch and Human Subjects Training Completion Certificates will need to be included in the appropriate Attachment (except for the Institutional Official).**

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 describing the details of your grant project. The **ATTACHMENTS**

Section is divided into eleven (11) sub-sections:

- A. **PRG** Cover Letter
- B. **PRG** Narrative;
- C. **PRG** Human Subjects/Animal Welfare;
- D. **PRG** Environment/Resources;
- E. **PRG** Details;
- F. **PRG** Biosketches;
- G. **PRG** Approvals/Exemptions/Certifications;
- H. **PRG** Letters of Support/Collaboration;
- I. **PRG** Budget/Budget Justification;
- J. **PRG** Appendix 1: Publications;
- K. **PRG** Appendix 2: Project Supplements.

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### **A. PRG Cover Letter**

Submission of a cover letter is **required for grant and fellowship applications** (but is optional for scholarship applications) and it must be submitted on your institutional letterhead as a PDF or it may not be accepted.

The cover letter **must** include the following information at a **minimum**:

- a.** Name, date, address, and signature of the applicant
- b.** Project Title
- c.** Status of IACUC and/or IRB approval
- d.** Statement that all proposed research will be conducted according to the rules and regulations of the U.S. Department of Health and Human Services relevant to the ethical conduct of research on humans and/or animals.

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.**

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### **B. PRG Narrative**

Use the **PRG** Narrative Template provided. It has been pre-formatted to the preferences of **FPTR** – please do not alter. The **PRG** Narrative should have the following sections led by a header for each: **Specific Aims, Significance,**

**Innovation, Approach, and Citations.** Follow the instructions below as to the contents for each heading within the PRG Narrative.

**I. Specific Aims:** State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s). List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop a new technology). **This section is limited to one page in Adobe PDF.**

**II. Significance:** Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice within the field to address the identified problem or barrier. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved. **This section is limited to one page in Adobe PDF.**

**III. Innovation:** Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, instrumentation, or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions. **This section is limited to one page in Adobe PDF.**

**IV. Approach:** Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe a strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. Discuss any Preliminary Studies, data, and/or experience to this application. **This section is limited to eight (8) pages in Adobe PDF.**

**V. Citations:** Cite published experimental details in the Approach. 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. It is important to be concise and to select only those literature references pertinent to proposed research. There is no page limit for citations.

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

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### **C. PRG Human Subjects/Vertebrate Animals**

Use the PRG Human Subjects Vertebrate Animal Template provided. It has been pre-formatted to the preferences of FPTR – please do not alter. Address the Protection of Human Subjects Plan, along with Women, Minorities, and Children Inclusion OR Vertebrate Animals. Use section headers and follow the instructions below for contents of either.

### **STUDIES INVOLVING HUMAN SUBJECTS**

**I. Protection of Human Subjects Plan:** If research involving human subjects is determined by your Institutional Review Board (IRB) to be NON-EXEMPT and your institution has determined that IRB Approval is necessary, then you must provide sufficient information for reviewers to determine that the proposed research meets: 1) the requirements of the DHHS regulations to protect human subjects from research risks; and 2) the requirements of Foundation policy on inclusion of women, minorities, and children. If no human subjects are involved and your research has been determined to be EXEMPT, please state so. The Foundation does not provide IRB review or make

a determination regarding whether IRB Approval is necessary. Address each item within your Protection of Human Subjects Plan.

### **A. Risks to Human Subjects**

- 1. Human Subjects Involvement, Characteristics, and Design:** Describe the proposed involvement of human subjects outlined in the Narrative section. Describe and justify the characteristics of the subject populations, including their anticipated numbers, age range, and health status, if relevant. Describe and justify the sampling plan, as well as the recruitment and retention strategies and the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special vulnerable populations, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that “prisoners” includes all subjects involuntarily incarcerated (for example, detention centers) as well as subjects who become incarcerated after the study begins. If relevant to the proposed research, describe procedures for assignment to a study group. As related to human subjects protection, describe and justify the selection of an intervention’s dose, frequency, and administration. List any collaborating sites where human subjects research will be performed, and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data will be obtained, managed, and protected.
- 2. Sources of Materials:** Describe the research material obtained from living individuals in the form of specimens, records, or data. Describe any data that will be collected from human subjects for the project(s) described in the application. Indicate who will have access to individually identifiable private information about human subjects. Provide information about how the specimen records, and/or data are collected, managed, and protected as well as whether material or data that include individually identifiable private information will be collected specifically for the proposed research project.
- 3. Potential Risks:** Describe the potential risks to subjects (physical, psychological, financial, legal, or other) and assess their likelihood and seriousness to the human subjects. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits of alternative treatments and procedures, to participants in the proposed research.

### **B. Adequacy of Protection Against Risks**

- 1. Recruitment and Informed Consent:** Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed study will include children, describe the process for meeting requirements for parental permission and child assent. Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. If a waiver of some or all of the elements of informed consent will be sought, provide justification for the waiver. Informed consent documents need not be submitted unless requested.
- 2. Protections Against Risk:** Describe planned procedures for protecting against or minimizing potential risks, including risks to privacy of individuals or confidentiality of data, and assess their likely effectiveness. Research involving vulnerable populations must include additional protections. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in case of adverse effects to the subjects. Studies that involve clinical trials must include a general description of the plan for data and safety monitoring of clinical trials and adverse event reporting to the IRB and others as appropriate to ensure safety of subjects.
- 3. Potential Benefits of the Proposed Research to Human Subjects and Others:** Discuss the potential benefits of the research to research participants and others. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to research participants and others.
- 4. Importance of Knowledge to Be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to

the importance of the knowledge that reasonably may be expected to result.

**5. Data and Safety Monitoring Plan:** If the proposed research includes a clinical trial, include a Data and Safety Monitoring Plan. Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring. Describe the entity that will be responsible for monitoring and the process by which Adverse Events will be reported. Be succinct. The frequency of monitoring will depend on potential risks, complexity, and the nature of the trial; therefore, a number of options for monitoring trials are available. These can include, but are not limited to, monitoring by a: Primary Investigator (required); IRB (required); independent individual/safety officer; designated medical monitor; Internal Committee or Board with explicit guidelines; data and Safety Monitoring Board (see NIH requirements). A detailed Data and Safety Monitoring Plan must be submitted to the applicant's IRB and for approval prior to the accrual of human subjects.

## **II. Inclusion of Women, Minorities, and Children:**

### **A. Women and Minorities**

Address, at a minimum, the following four (4) points:

1. The targeted/planned distribution of subjects by sex/gender and racial/ethnic groups. If using existing specimens and/or data without access to information on the distribution of women and minorities, so state and explain the impact on the goals of the research as part of the rationale that inclusion cannot be described. Alternatively, describe the gender and minority composition of the population base from whom the specimens and/or data will be obtained.
2. A description of the subject selection criteria and rationale for selection of sex/gender and racial/ethnic group members in terms of the scientific objectives and proposed study design. The description may include, but is not limited to, information on the population characteristics of the disease or condition under study.
3. A compelling rationale for proposed outreach programs for recruiting sex/gender or racial/ethnic group.
4. A description of proposed outreach programs for equitable recruitment of members of sex/gender and racial/ethnic group as subjects.

### **B. Inclusion of Children**

Address, at a minimum, the following four (4) points:

1. Provide either a description of the plans to include children, or, if children will be excluded from the proposed research, application, or proposal, present an acceptable justification for the exclusion.
2. If children are included, the description of the plan should include a rationale for selecting a specific age range of children. The plan must also include a description of the expertise of the investigative team in working with children, the ages included, the appropriateness of the available facilities to accommodate the children, and the inclusion of a sufficient number of children to contribute to a meaningful analysis relative to the purpose of the study.
3. When children are involved in research, please address additional protections to children involved as subjects in research under Protections Against Risk.
4. Address any exclusion of any specific age group and justify the exclusion.

## **STUDIES INVOLVING ANIMAL RESEARCH**

**I. Vertebrate Animals:** Research protocols on animal subjects must be reviewed by an Institutional Animal Care and Use Committee (IACUC). If vertebrate animals are involved in the project, address each of the five (5) points



below. If all or part of the proposed research involving vertebrate animals will take place at alternate sites, identify those sites and describe the activities at those locations.

**A.** Provide a detailed description of the proposed use of the animals in the work outlined in the Narrative section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.

**B.** Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

**C.** Provide information on the veterinary care of the animals involved.

**D.** Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

**E.** Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the current recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations. If involvement of animals is indefinite, provide an explanation and indicate when it is anticipated that animals will be used.

**There is no page limitation for this section** but be succinct and do not use this section to circumvent the page limits of the PRG Narrative. **Once completed, save the template and submit the attachment as one (1) Adobe PDF file.**

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#### **D. PRG Environment/Resources Available**

Describe facilities, special equipment, consultative services, and other relevant resources available for the proposed project. This information is important in determining whether resources available are capable of supporting successful completion of proposed project. If any of these are to be obtained through collaborative arrangements, letters confirming arrangements must be included in application. Some aspects to discuss are:

- **Facilities:** Briefly identify types of facilities available and indicate their capacity, proximity and availability.
- **Equipment:** List special/important equipment already available for project.
- **Consultant and Secretarial Support Services:** Describe and list available consultant and secretarial support services available or planned for project.
- **Consortium/Contractual/Consulting Arrangements:** Explain programmatic, fiscal, and administrative arrangements to be made between applicant's organization and consortium organization(s). If consortium/ contractual activities represent a significant portion of overall project, explain why applicant organization, rather than ultimate performer of activities, should be grantee.

**There is no page limitation for this section** but be succinct and do not use this section to circumvent the page limits of the PRG Narrative. **Once completed, save the template and submit the attachment as one (1) Adobe PDF file.**

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#### **E. PRG Details Form**

Click to download the PRG Details form and save. You will answer questions regarding your PRG eligibility and proposed research details.

**AWARD REQUEST DURATION:** Indicate whether the grant project is for 1 year or 2 years. Please note that all PRG funded projects have a standard start date of January 1<sup>st</sup> and end December 31<sup>st</sup>. **If you require an exception to this start and completion date, you must contact the FPTR before application submission and receive approval to do so.**

**AWARD ELIGIBILITY:**

- Review and complete applicable eligibility information for questions 1 - 7.
- Review and complete specific award and Sponsoring Organization/Institution Eligibility Criteria.

**HUMAN SUBJECTS/ANIMAL WELFARE:**

- **Human Subjects:** Indicate if study includes human subjects data.
- **IRB Approval Conditional Approval, or Exemption:** Indicate if the study has received IRB approval or a waiver. A copy of approval, if received, must be included in the relevant attachment. IRB approval is not required at time of application submission. If award is made, payment will not be issued until IRB approval is received by the Foundation's Scientific Program Administrator.
- **Date of IRB Status:** If selected "Yes" to above, indicate date of IRB approval.
- **Human Subjects Protection Training Certificates:** Indicate if certificate(s) of completion of human subjects protection training is/are attached for ALL key personnel. See the relevant attachment for more information.
- **Institution Assurance Number:** If research includes human subjects, record institution's assurance number that indicates an assurance agreement guaranteeing compliance with Department of Health and Human Services' regulations governing protection of human subjects is in effect.
- **Assurance Type:** Indicate type of assurance agreement covering project (e.g., Multiple Project Assurance (MPA), Cooperative Project Assurance (CPA), Single Project Assurance (SPA), or Federal-wide Assurance (FWA). If research involves animal subjects, record assurance number, if available, indicating an agreement is on file with NIH's Office of Laboratory Animal Welfare (OLAW) to comply with Public Health Service's policy on humane care and treatment of laboratory animals.
- **Vertebrate Animals:** Indicate if study includes vertebrate animals.
- **If "Yes," Describe Animals to be Used:** Provide details on species and numbers.
- **IACUC Approval Conditional Approval, or Exemption:** Indicate if the study has received IACUC approval or a waiver. A copy of approval, if received, must be included in the relevant attachment. IACUC approval is not required at time of application submission. If award is made, payment will not be issued until IACUC approval is received by the Foundation's Scientific Program Administrator.
- **Date of IACUC STATUS:** If selected "Yes" to above, indicate date of IACUC approval.

**ENVIRONMENT:**

- **Practice Settings:** Indicate from provided list, all practice settings from which you will be recruiting patients for study, number of sites within that setting, and number of patients to be recruited.

**CHECKLIST AND CERTIFICATION STATEMENT:**

- Review and check that you have completed items for this submission.
- After having read statement, check box to indicate agreement to terms and conditions for application submission.

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

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#### **F. PRG Biosketches**

A biographical sketch must be provided for all key project personnel (individuals with Person Records in **II. PEOPLE**) except for the Institutional Official.

**Each biosketch is limited to 5 pages and must use/follow the format 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.

Scan all biosketches (ordered together by person) into one (1) Adobe PDF file.

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#### **G. PRG Approvals/Exemptions/Certifications**

Please review the below regarding:

- Institutional Review Board (IRB) review **and** Human Subjects Research Training Certification.
- **AND/OR** Institutional Animal Care Use Committee (IACUC) review, as appropriate.

**PLEASE NOTE: IRB/IACUC Approval is not required at time of application submission.** If approval or exemption has been received at time of application, include the letter/approval as described below. If an award is made, payment will not be issued until IRB/IACUC approval is received by the FPTR Scientific Program Administrator. If approval or exemption has not been received at time of application, include a description of plans for obtaining it.

**For Human Subjects research:**

**Human Subjects: Institutional Review Board (IRB) Approval:** If data is collected on human subjects or if data used in the project contains identifiable private information that can be linked to human subjects, a copy of IRB Approval or exemption (if already obtained) should be scanned into a PDF file and attached. If IRB Approval is needed but not currently obtained it must be before the start of the fellowship-funding period in September. Include a description of plans for obtaining approval/exemption if this is the case. Should an awarded project have IRB approval that will expire in September or later, re-approval must be received by the Foundation 30 days prior to the date of expiration. If the proposed project has more than one site, IRB approval or exemption must be obtained for every site in the project before funding. Finally, the institution sponsoring the project’s research must be covered by an assurance agreement indicating compliance with Department of Health and Human Services (DHHS) regulations governing the protection

of human subjects.

**Human Subjects: Research Training Certification:** ALL project personnel contributing to the execution of the project (i.e., anyone with a Person Record) must provide certificates demonstrating completion of human subject protections training. A certificate from a recognized credentialing agency (e.g., HPPERT, CITI) must be provided for **all individuals with Person Records in II. PEOPLE** (except the Institutional Official) or it will be considered INCOMPLETE, which could result in administrative disqualification. The documentation must also provide the period of validity for the training and the training must be valid according to the dates listed on the certificate. If you do not provide the period of validity for training or the dates on the certificate do not fall within the period of validity, your application will be considered INCOMPLETE, which could result in administrative disqualification. If a letter is submitted rather than a certificate, the application will be subject to administrative disqualification.

**For Vertebrate Animal Research:**

**Vertebrate Animals: Institutional Animal Care Use Committee (IACUC) Approval:** If vertebrate experimental animals are involved in the study, attach the institution's Animal Care Use Committee (IACUC) approval if currently obtained. Projects including animal subjects must follow APTA's Position on Biomedical Research.

**Scan relevant approval/exemption/certificate documents together and submit as one (1) Adobe PDF file.**

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**H. PRG Letters of Support and Collaboration**

Applicants must provide Letters of Support and Collaboration for the grant project. Your institution must provide Letters of Support for facilities, equipment, and personnel release time. Also, consortium investigator and authorized official at consortium institution(s) must provide a signed statement or confirming letters that appropriate programmatic and administrative personnel of each organization are necessary to complete project. Letters from all consultants must be obtained confirming roles in project. Consultant letters should include rate/charge for consulting services.

**Scan/combine all Support/ Collaboration/ Consortium/ Contractual/ Consultant(s) letters confirming role(s) in project and submit as one (1) Adobe PDF file.**

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**I. PRG Budget/Budget Justification**

Use the PRG Budget Form/Budget Justification Template provided. It has been pre-formatted to the preferences of FPTR – please do not alter. **Complete the Budget template for each year of your grant project (i.e., for 2-year projects complete the template twice, convert to PDF, and combine the files together).** Follow the instructions below as to the contents for each item.

**FPTR grant funding follows current NIH policies on investigator salaries caps. Please check with your Institutional Official to be sure your requests are in compliance with current limits. For reference, please see: [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)**

**Budget:** Insert all project expenses (in US dollars) into appropriate categories. Insert numbers only, no characters (i.e., dollars signs, percent signs, commas).

**Personnel:** List all individuals who will be participating in research project regardless of whether salary support has been requested. Indicate percentage of effort each will spend working directly on this research project. In all categories, indicate support requested from FPTR and total anticipated cost associated with project. Describe

specific role each individual will have on project in the Budget Justification.

**Consultant(s):** Related costs should not exceed 10% of total amount of Grant request. Regardless of whether costs are involved, provide information on all consultants involved with project. Briefly describe services to be performed and related costs in the Budget Justification.

**Equipment:** Observe limitation for use of funds (support for purchase of major pieces of permanent equipment is limited to 20% or less of the total award). Itemize equipment to be purchased and justify purchase in the Budget Justification. Requests for computers and major software packages must have a detailed justification clearly showing that such items are essential to project and not otherwise available.

**Supplies:** Itemize supplies in categories, not individually (i.e., software, copying supplies, office supplies, etc.). If animals are involved, state species, number, unit cost, cost of care, etc.

**Travel:** All requests for support of travel must be justified thoroughly in the Budget Justification. Requests may include reasonable travel in the 48 continental United States to present research results during period of funding. No funds may be used for travel to foreign countries unless it is specifically and directly related to conduct of proposed project.

**Patient Costs:** Indicate number of patients, number of treatments, and cost per treatment anticipated; indicate what charge is for (e.g., equipment use). In the Budget Justification, provide names of facilities to be used and amount requested for each location. Indicate basis for estimating costs in this category.

**Other:** Itemize by category. Section may include cost of publication, computer charges, rentals and leases, equipment maintenance, etc. Explain in the Budget Justification.

**Budget Justification:** Describe specific functions of personnel, consultants, equipment purchases, etc. Identify individuals with appointments of less than full-time. Provide detail for all categories of expenditure. If other proposals for funding this project are pending, describe in detail how the research plan, budget, and time allocation will be adjusted if both proposals are funded. **There is no page limitation for this section** but be succinct and do not use this section to circumvent the page limits of the **PRG** Narrative.

Once completed, save the template and convert to PDF, combine multi-year files, and submit the attachment as one (1) Adobe PDF file. You must ensure that all sections are unobscured in the conversion from Excel to PDF.

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#### **J. PRG Appendix 1: Publications**

Applicants can scan up to three (3) of the following types of publications only: manuscripts and/or abstracts accepted for publication but not yet published; manuscripts and/or abstracts published, but a free, online, publicly available journal link is not available; and patents directly relevant to the project into **one (1) Adobe PDF file** and upload here. In addition to these three publication types, a full listing of peer-reviewed publications or abstracts also may be included.

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#### **K. PRG Appendix 2: Project Supplements**

Applicants can scan surveys, questionnaires, data collection instruments, and clinical protocols into **one (1) Adobe PDF file** and upload here.

## **IV. APPROVAL**

### **Institutional Approval and Submission of your Application**

An authorized administrative official must approve your PRG Application. To initiate the institutional approval and submission process, click "Select your approval invitee" and find the individual who is responsible for this approval from the Person Records. **Remember, you must add this official in "II. PEOPLE."** Click "Create Approval."

After creating the approval record and clicking "SAVE AND FINALIZE," this official will be immediately sent an email and asked to review, validate, and submit your PRG Application. **Only click "SAVE AND FINALIZE" after you have reviewed your submission and are ready to submit your PRG Application to FPTR. Before clicking, make sure all your attachments are complete, include all requested information, and are in the correct format.** (For example, including human subjects training certificates for each individual with a Person Records/biosketches; or appropriately addressing IRB status or plans to obtain in your submitted content.) **Be sure to check that all attachments are your final versions as well.**

If you are missing any required information or attachments, a message will appear with a list of requirements needed. If all components are present/uploaded, the submission will be finalized and content cannot be changed (unless the institutional official declines approval). It is recommended that you locally save all the components of your submission.

When the Institutional Official accesses this link, reviews, attests to its validity, and approves your application by clicking the applicable boxes, your application will then be considered submitted to FPTR. It is the Applicant's responsibility to make sure the Institutional Official has enough time and approves the application before the submission deadline.

**APPROVAL OF YOUR APPLICATION MUST OCCUR BEFORE THE SUBMISSION DEADLINE (it is not considered fully submitted until approval is received).**

You will receive an email confirming approval once it is done. You can also check the status by logging onto the submission system and going to the mechanism and clicking on your submission link.

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