

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

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

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 the Home icon. It is located at the top right 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 new 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 (personnel) Records for all relevant key project personnel.

To return to the list of open solicitations and/or submitted/pending applications, click on the Home icon located at the top of the screen. When working on an application, you are able to work on portions, save, and return to it an unlimited number of times until you submit it (by clicking "FINALIZE"). Even once it is finalized, you are able to modify and re-submit your application until the submission deadline, however, you must 'un-submit' your application first and re-validate to finalize. Once the deadline passes, 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 (click "SAVE ALL QUESTION ANSWERS"). You can return to your submission by clicking "resume" 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. 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.**
- **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.

Creating a New Investigator Fellowship Training Initiative (NIFTI) Application

The **NIFTI** Application consists of six (6) sections: **Title, Questions, People (personnel), Attachments, Supporting Material,** and **Approval** Each section needs to be completed before your application is considered finished and officially submitted for consideration.

I. PROJECT TITLE

Title of Project: Provide a title for your training project.

II. PROJECT QUESTIONS

AWARD ELIGIBILITY:

Review and complete applicable eligibility information (e.g., regarding physical therapy license, time at institution; dedicated time for project, etc.).

- Key specific **NIFTI** eligibility criteria:
 - A) The applicant must have completed a research experience as part of their post-professional doctoral education.
 - B) The applicant must have received the required post-professional doctoral degree or the professional education degree in physical therapy (for those already holding a post-professional doctoral degree), no earlier than five years prior to the year of application and no later than June 30th of the year of application. (Evidence of receipt of the degree must be received by the Foundation by July 15th). Enter the year that this post-professional doctorate was received.
 - C) Be a true Postdoctoral Fellow conducting supervised research, under appropriate mentorship, in an area of study relevant to physical therapy. Enter the year that this postdoctoral training was initiated and also indicate at what institution.
 - D) The applicant must receive permission from the Scientific Program Administrator PRIOR TO application if this fellowship training will be in addition to or after any other funded post-professional, postdoctoral training experience that extends post-professional post-doctoral training beyond three years in total.

HUMAN SUBJECTS/ANIMAL WELFARE:

- **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 attachments. 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 Institutional Review Board 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 **Attachments** 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 attachments. IACUC 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 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,
- Practice number of sites within that setting.
- Practice number of patients to be recruited.

PROGRAM INFORMATION:

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

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 Academy or Section(s) 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

DEMOGRAPHIC INFORMATION (OPTIONAL*):

- **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.

PROJECT INFORMATION:

- **Sponsoring Institution:** Provide primary institution/site of research where your training will occur.
- **Area(s) of Research:** Select area(s) of study for your research training project. You must select one area but no more than three. You may insert an unlisted sub-specialty in the field labeled "Other."
- **Technical 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. Be as specific as possible while avoiding jargon or abbreviations. Do not include citations in this field. **This field has a character limit of 2,000 (approx. half page).**
- **Lay Abstract:** Please describe your work as if are speaking to someone who has some knowledge of your work but in simple understandable terms. The summary could be posted on the FPTR website and should not contain proprietary information. **This field has a character limit of 2,000 (approx. half page).**
- **Data Type/Plan:** The Foundation for Physical Therapy Research is dedicated to the goal of improving the quality and delivery of patient care. The foundation accomplishes this by providing support to emerging investigators to promote scientifically based and clinically relevant research related to the effectiveness of physical therapy practice. The main output of research is new knowledge.

To ensure this knowledge can be accessed, read, applied, and built upon in fulfillment of these goals, The Foundation for Physical Therapy Research encourages researchers to share data with the research community and expects it researchers to publish their findings, including but not limited to publication in peer reviewed journals.

The Foundation for Physical Therapy Research is aware of the need to provide flexibility in the assessment of Data Sharing Plans. The foundation recognizes that disciplines differ widely in their practices and expectations. The foundation encourages you to help shape effective implementation of this evolving issue.

In developing your plan, you may want to consult with university officials as many universities have explicit data sharing policies.

For additional guidance related to this topic please refer to: <https://grants.nih.gov/policy/sharing.htm>

Please address the following questions:

- 1. What data will be generated by your research? Examples include data (including sequencing and data), software, algorithms, curriculum materials and other materials that will be produced in the course of the project.
- 2. What is your plan for sharing the data? What will be your policies for access and sharing the data during the life of your award and after award closeout? What will be the format, mode of delivery and timetable for data distribution (e.g., posting data on institutional or personal websites, posting on a currently available national or public database such as (e.g., dbGaP, GEO, SRA, Genomics Hub or through a data archive)? Please include any provisions for appropriate protection of privacy, confidentiality, security, or intellectual property.

These two fields each have a character limit of 2,000 (approx. half page).

III. PEOPLE (Personnel)

A Person Record must be created for all key personnel, including you, as “Applicant,” your “Advisor/Mentor,” “Recommender” (recommendation letter source), and any other individual who are critical to your training). You will also need to create a Person Record for the Institutional Official who is authorized to approve your application. **For each Person Record created, you will need to include a biosketch and training certificate in the appropriate Attachments section (except the Recommender(s) and 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, Licenses and Certifications 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

IV. ATTACHMENTS

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

NIFTI Application;

NIFTI Biosketches;

NIFTI Support Letters;

NIFTI Approvals/Exemptions/Certifications;

NIFTI Scientific Rigor and Transparency

A. NIFTI Application

Applicant's Background and Goals for Training Section (4 pages)

a. Past Research Experience and Motivation to complete PhD

Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed fellowship. In some cases, a proposed fellowship may build directly on previous research experiences, results, and conclusions. In other situations, past research experiences may lead a candidate to apply for a fellowship in a new or different area of research. Do not list academic courses in this **section**.

b. Training Goals and Objectives

i. Objectives of studies: Provide a statement explaining your objectives of graduate study and how those will assist in your development as a researcher in the physical therapy profession.

ii. Training Goals: Describe your overall training goals for the duration of the award and how the proposed award will enable the attainment of these goals. Identify the skills, theories, conceptual approaches, etc. to be learned or enhanced during the award. Discuss how the proposed research will facilitate your transition to the next career stage.

c. Comprehensive Training Plan

Describe, by year, the activities (research, coursework – with credit hours, professional development, clinical activities, etc.) you will be involved in during the proposed award. Estimate the percentage of time to be devoted to each activity. The percentage should total 100 for each year.

Describe the research skills and techniques that you intend to learn during the award period.

Provide a timeline detailing the proposed research training, professional development, and clinical activities for the duration of the fellowship award. The timeline you provide here should be related to your training not a specific project.

Include completed activities and indicate when completed and any outcomes such as posters, papers, etc.

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.

This section is limited to four (4) pages.

Research Plan Section (7 pages)

A Research Plan is required for all types of fellowship awards and is a major part of the fellowship application. It is important to relate the proposed research to the applicant's scientific career goals. Explain the relationship between the applicant's research on the fellowship award and the mentor's ongoing research program.

Specific Aims - 1 page

Research Strategy - (using NIH sections, 6 pages)

Mentoring and Training (6 pages)

a. Selection of Mentor and Institution (1-page max)

Describe the rationale/justification for the selection of both the mentor and the institution. Explain why the mentor, co-mentor (if any), and institution were selected to accomplish the research training goals. If the proposed research training is to take place at a site other than the applicant organization, provide an explanation here.

NIFTI Applicants requesting training at their Doctorate or Current Institution: Training is expected to broaden a fellow's perspective. Therefore, if you are requesting training at either your doctorate institution or any institution where you have been training for more than a year, you must explain why further training at that institution would be valuable. Individuals applying for senior fellowships who are requesting training at the institution at which they are employed should provide a similar explanation.

b. Respective Contributions (1 page max)

Describe the collaborative process between you and your mentor(s)/co-mentor(s) in the development, review, and editing of this Research Training Plan. Also discuss your respective roles in accomplishing the proposed research.

c. Mentor Statement (3 page max) *to be completed by the mentor and submitted by applicant

1. Research Support Available to this project or trainee (not all of the mentor's funding)

In this table, list all current and pending research and research training support specifically available to the applicant for this particular training experience. Do not list all the mentor's funding, only that which supports the applicant directly. If the applicant has independent funding that is supporting their training, such as graduate school fellowships or teaching assistant position or small pilot grants, include this information in the table, as well. Pending is defined as already being submitted. Indicate in the column labelled "Support for Applicant Research" how this funding will support the applicant's ability to complete their training.

Mentor's Current funding					
Project / Grant Title and identifier number	Funding Source and amount of award	PD/PI	Start/End Dates	Support for applicant research including: time, equipment, resources, subjects,	How will funding support applicant's training plan?
Mentor's Pending Funding					
Project / Grant Title and identifier number	Funding Source and amount of award	PD/PI	Start/End Dates	Support for applicant research including: time, equipment, resources, subjects,	
Applicant's Current Funding					
Project / Grant Title and identifier number	Funding Source and amount of award	PD/PI	Start/End Dates	Support for applicant research including: time, equipment, resources, subjects,	
Applicant's Pending Funding					
Project / Grant Title and identifier number	Funding Source and amount of award	PD/PI	Start/End Dates	Support for applicant research including: time, equipment, resources, subjects,	

2. Mentors Previous Fellows/Trainees

State the total number of predoctoral individual and postdoctoral individuals mentored. Select up to five that are representative, and for those five, provide information on their time spent in the lab, their present employing organizations, and their present position titles or occupations.

3. Training Plan and Environment

Describe how the mentor/co-mentors will set up a training plan and environment that will support the trainee. Describe the role of each member of the mentor team. Include a brief description of the plan for training.

4. Mentor/Mentee Relationship

How will this mentor engage with the applicant (i.e. weekly meetings (via video, telephone, email etc), monthly, team meetings...)

5. Applicant's Qualifications and Potential for a Research Career

Describe how the applicant is suited for this research training opportunity based on his/her academic record and research experience level. Include information about how the Research Plan, and your own expertise as a mentor, will assist in producing an independent researcher.

d. Institutional Environment and Commitment to Training Section (1 page max)

Document a strong, well-established research program related to the candidate's area of interest. Describe opportunities for intellectual interactions with other individuals in training and other investigators, including courses offered, journal clubs, seminars, and presentations. Indicate the facilities and other resources that will be made available for both career enhancement and the research proposed in this application.

Citations:

Provide full reference in the Bibliography for all sections of the application using AMA style. It is important to be concise and to select only those literature references pertinent to proposed research. **There is no page limit for this section.**

Upload your completed template as one (1) Adobe PDF file.

B. NIFTI Biosketches

A biographical sketch must be provided for all key project personnel (**individuals with Person Records in section III. PEOPLE but not if they are only providing you a letter of recommendation or is the Institutional Official**).

Each biosketch is limited to 5 pages using the NIH format. Faculty should use the NIH biosketch form for non-fellowships. Applicants use the biosketch for fellowship. <https://grants.nih.gov/grants/forms/biosketch.htm>

In Addition to the mentor's biosketch the following information is needed only for the primary mentor (or co-mentors if applicable) – No page limit (separate page):

List all Pending, Current, and Completed (the last 3 years) Support; include all past or current support received from FPTR. If you list only the last 3 years of completed support, then you must include your top 10 highest dollar amount grants awarded 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.

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

C. NIFTI Support Letters

- At least 1 support letter is required.
- **Institution Letter of Support:** Provide a statement of support from your institution on official letterhead stating that (at least) 50% release time will be guaranteed for the research training associated with this award. **This letter is limited to one (1) page.**

- A letter is also required for each collaborator(s), contributor(s), and consultant(s) that is mentioned in the application as providing some training, mentoring, or financial/equipment support.
 - These should **not** be provided by the primary mentor as they have provided details in the mentoring plan.
- 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.
- Letters should be on institutional letterhead.

All letters submitted must have corresponding Person (personnel) Records in III. PEOPLE for the individuals writing the letters. Please scan all your support letters together to be one (1) Adobe PDF file.

D. NIFTI 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, but a description of plans is needed if not obtained yet. 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 [FPT 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 III. PEOPLE** (except Recommenders) and 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.

E. NIFTI Scientific Rigor and Transparency

For additional guidance related to this, please visit: <https://grants.nih.gov/policy/reproducibility/index.htm>
Describe how your experimental design and methods will achieve robust and unbiased results

Use no more than 1-page total. Once completed, save the template and submit the attachment as one (1) Adobe PDF file.

V. SUPPORTING MATERIALS (RECOMMENDATIONS)

One (1) Letter of Recommendation is required in addition to the support letters described above. You may submit a maximum of two (2) Letters of Recommendation. Letters should include the individual's past experience/interaction with you and how you are suited for this fellowship / or PhD training based on your academic record and research experience level. Each Letter of Recommendation is limited to two pages.

To request a Letter of Recommendation, click "Select an invitee" and for "Recommender," find the individual's name from the available Person Records that you had entered in "III. PEOPLE (Personnel)." 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. The template form provided should be used. When a completed form has been uploaded and submitted, you will receive email notification. If you attempt to save and finalize your **NIFTI** Application without all Letters of Recommendation, you will receive an error message.

PLEASE NOTE: A NIFTI Application cannot be saved and move to VI. Approval until all recommendations are submitted from your Recommender(s). Once submitted, recommendations cannot be altered. **Late Recommendation Submissions:** You will not be given an exception to **NIFTI** Application deadline because of late submissions of Letters of Recommendations.

VI. APPROVAL

Institutional Approval and Submission of your Application

An authorized administrative official must approve your **NIFTI** Application. This should be done after all your Letters of Recommendation are submitted. 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 "III. PEOPLE (Personnel)."** Click "Create Approval."

After creating the approval record and clicking "FINALIZE," this official will be immediately sent an email and asked to review, validate, and submit your **NIFTI** Application. **Only click "FINALIZE" after you have reviewed your submission and**

are ready to submit your NIFTI 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 all needed human subjects training certificates; 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, attachments, or Letters of Recommendation, 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
