

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 format specifications (e.g., margins should be set at ½ inch and font should 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 *Promotion of Doctoral Studies (PODS) I or II* Application

The **PODS** Application, in the submission system, consists of five (5) sections: **Title, Questions, People (personnel), Attachments,** and **Supporting Material**. Each section needs to be completed before your application is considered finished and then submitted for consideration.

I. PROJECT TITLE

Title of Project: Provide title or working title for your line of research or dissertation research. This does not have to be the same title you would provide for your completed dissertation, but you **MUST** provide a title (for the research described in this application).

II. PROJECT QUESTIONS

AWARD ELIGIBILITY:

Review and check general applicable PODS eligibility information (e.g., regarding physical therapy license, enrollment in post-professional doctoral program, etc.).

Also, complete eligibility for either **PODS I or II**, as applicable:

- **PODS I:** PhD candidacy status has not been nor will be achieved prior to start of the Scholarship Year (September 1st). Applicant will be ineligible for a PODS I scholarship if candidacy status (as defined by his/her institution) is achieved prior to start of the Scholarship Year (September 1st).
- **PODS II:** At time of application, PhD candidacy status (as defined by his/her institution) has been achieved **or** PhD candidacy status will be achieved prior to start of the Scholarship Year (September 1st) for which proceeds will be used. A confirmation letter from faculty advisor will be submitted by August 1st, prior to start of the Scholarship Year. If candidacy is not achieved by the start of the Scholarship Year (September 1st) funding for Applicant will be withdrawn.

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.
- **Program Progress:** Enter the number of semesters or quarters of doctoral work completed by start of scholarship year (September 1st).
- **Expected Doctoral Candidacy Date:** Enter the date of doctoral candidacy.
- **Expected Completion Date:** Enter the date in which you expected to complete your program.
- **Teaching Plans:** Check if you are seeking advanced degrees to become teaching faculty in a physical therapy educational program. Your answer here will not affect your eligibility to apply or your review, but will determine your eligibility to have funds awarded to you from specific sources.
- **Areas of Study:** Check up to three (3) areas of study in which your program focuses on.
- **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.
- **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."
- **Technical Abstract**: Describe where you are in the educational process and your proposed area of research concentration for your PhD. 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. This 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).**

III. PEOPLE (Personnel)

A Person Record must be created for all key personnel (i.e., the applicant, primary mentor, recommender (recommendation letter source), and other individuals essential to the candidates training). **For each Person Record created, you will need to include a biosketch in the appropriate Attachments section (except the Recommender(s)).**

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 professional 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 studies. The ATTACHMENTS Section is divided into five (5) sub-sections:

- PODS** Application;
- PODS** Biosketches;
- PODS** Support Letters;
- PODS** Transcripts;
- PODS** Reports;

A. PODS Application

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

a. Past Research Experience and Motivation to Obtain PhD

Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed scholarship. 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: 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, if applicable.

c. Comprehensive Training Plan

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

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

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 (2 pages PODS I and 7 pages PODS II)

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 and its significance to the field of PT. If the proposed research is related to or based on the mentor's research, you will describe how in the next section.

PODS I Research Plan Section

Describe the significance of your research. The focus of this section is to highlight why the research you intend to do is significant. At this stage a general research question is required. Possible methods and potential problems that you may encounter can be included. (2 pages)

PODSII Research Plan Section

Specific Aims - 1 page

Research Strategy – Significance, Innovation, Research Strategy / Approach (6 pages)

The section is limited to 2 pages for PODS I, 7 pages for PODS II.

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.

b. Respective Contributions (1 page max)

Describe the collaborative process between you and your mentor/co-mentor(s) in the development, review, and editing of this Research and Training Plans. Also discuss your respective roles in accomplishing the proposed research. This should specifically include information on how your research relates to larger projects of your mentors and what portion is your dissertation.

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

1. Research Support Available to this project or trainee

In this table (below), 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 funding that is supporting their training include this in the table, as well. Include items such as graduate school fellowships or teaching assistant position or small pilot grants. Pending is defined as already being submitted.

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. Mentor's Previous Fellows/Trainees

State the total number of predoctoral individuals 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 mentoring team. Include a brief description of the plan for training.

4. Number of Fellows/Trainees to be Supervised During the Fellowship

Indicate how many pre- and/or post- doctoral fellows/trainees the Mentor/Co-mentor are expected to supervise during the award period. 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.**

B. PODS 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**).

Each biosketch is limited to 5 pages using the NIH format. Faculty should use the NIH biosketch form for non-fellowships. Applicants for PODs use the biosketch for fellowship.

Located at this link: <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. PODS Support Letters

- At least 1 support letter is required.
- Confirmation of enrollment completed by Program Director for the PhD program who can attest to standing in the program (see template on web site) is required.
- 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 are required to be have corresponding Person Records in section III. PEOPLE for the individuals writing the letters. Please scan all your support letters together to be one Adobe PDF file.

D. PODS 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 PODS Application may be disqualified.**

You should scan all your OFFICIAL transcripts together in a single Adobe PDF file. Scan these documents so that the most recent grades are listed first and oldest are listed last. 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 PODS Application may be disqualified.**

E. PODS Report (ONLY REQUIRED for past FPTR funding recipients)

If you received any previous PODS funding, please include a brief update on the progress/outcomes of the award(s). Use the **PODS** Reports template provided. This attachment is limited to one (1) page.

Once completed, save the template and submit the Report 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 scholarship / or PhD training based on your academic record and research experience level. Each Letter of Recommendation is limited to two pages.

Individuals Submitting a Letter of Recommendation on Your Behalf: 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 **PODS** Application without all Letters of Recommendation, you will receive an error message.

PLEASE NOTE: A **PODS** Application cannot be submitted until all Letters of Recommendation are submitted. Once submitted, recommendations cannot be altered. **Recommendation Submissions**: You will not be given an exception to **PODS** Application deadline because of late submissions of confirmations and recommendations, by either you or your letter writer(s). That includes last-minute submissions requiring technical assistance.

SUBMITTING YOUR PODS APPLICATION

Thoroughly review your **PODS** Application before submission and the deadline!

Make sure all your attachments are complete, include all requested information, and are in the correct format. Be sure to check that they are your final versions as well.

You will not be able to modify your **PODS** Application after the deadline passes. It is recommended that you locally save all the components of your submission.

When you are ready to submit your **PODS** Application, click “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 **PODS** Application has been successfully submitted to **FPTR**.

QUESTIONS?

For any technical assistance in using the submission site, please contact: foundation4pt@aibs.org
