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

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

If you have not already registered (in which case, you can login with the credentials you used to submit that previous funding application), to start the reporting 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 logged in or registered, you will be automatically brought to the “Home” page, which is a listing of all open funding application solicitations. Reporting Portals are displayed at the bottom of the page, under any active application solicitations. Find the appropriate portal for your award and click “begin submission.”

The Reporting submission page involves some general project information and a series of report component attachment uploads. To submit a report, you also need to add a Person Record for yourself.

When working on a report, you are able to save and return to it an unlimited number of times until you submit it (clicking “FINALIZE”). Once submitted, no changes can be made.

**Important Points:**

- Only “begin a submission” when you are ready to submit a new interim or final report.

- 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.

- Please adhere to the submission deadline provided to you. It is your responsibility to assure that your report is ready for submission in a timely manner. Plan to allow adequate time for technical assistance issues to be resolved if needed.

- Read all instructions carefully and follow them closely.

**Regarding Attachments:**

- Attachments must be submitted in Adobe PDF format.
Completing a Grant Report

The grant report, in the submission system, consists of four (4) sections: **Title, Questions, People (personnel), and Attachments**. Each section needs to be completed before your report is considered finished.

I. PROJECT TITLE

**Title of Project**: Provide title

II. PROJECT QUESTIONS

The report has several short project questions for: **GRANT TYPE, INTERIM OR FINAL REPORT, PERFORMANCE PERIOD START/END DATE, SPONSORING INSTITUTION, IACUC/IRB STATUS, NO COST EXTENSION**.

The report also has several longer text answer questions on the status of the project including: **SUMMARY, ACCOMPLISHMENTS, PROBLEMS, DEVIATIONS, CHANGES**. Each of these sections has a 1,500-character limit.

There is a field on for listing **AWARD ABSTRACTS, PRESENTATIONS, AND PUBLICATIONS** (2,000-character limit). Please provide a citation list as you would in a biosketch. Full copies of such works should be uploaded in the appropriate attachment (described below).

Finally, there is a field for listing **SURVEY/MEASUREMENT INSTRUMENTS** (2,000-character limit). Full copies of such works should be uploaded in the appropriate attachment (described below).

**Be sure to save all fields.**

III. PEOPLE (Personnel)

A Person Record must be completed ONLY for you as the Awardee/Principal Investigator for the report.

**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 for your report.

A- Grant Report IRB/IACUC Approval

If applicable, submit a copy of your IRB/IACUC approval as a PDF file and upload here.

B- Grant Report Supplementary Material

Scan/combine abstracts, publications, survey/measurement instruments, or any other new relevant project material into one (1) PDF file and upload here.

C- Grant Financial Report – ONLY FOR FINAL REPORTS

If you are submitting a Grant Final Report, use the template provided to report on award financial activity.

SUBMITTING YOUR GRANT REPORT

Thoroughly review your report before submission!

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.

When you are ready to submit your report, 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 report has been successfully submitted to FPTR.

FPTR will review all submitted reports for adherence to previous agreements and indicated work. You will be contacted if there are any questions or concerns.

QUESTIONS?

For content questions and guidance, please contact: lizjackson@foundation4pt.org
For any technical assistance in using the submission site, please contact: foundation4pt@aibs.org