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 Promotion of Doctoral Studies (PODS) I, II, or Combined PODS II-New Investigator Fellowship Training Initiative (NIFTI) Application

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

I. PROJECT TITLE

Title of Project: Provide title or working title for your line of PODS 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 complete general applicable PODS eligibility information (e.g., regarding physical therapy license, enrollment in post-professional doctoral program, etc.).

- Eligibility 1 – chose appropriate answer based on licensure
- Eligibility 1.5 — enter PT/PTA License number or date expected of licensure
- Eligibility 2 — Is your program accredited?
- Eligibility 3 – Does your project address the APTA research Agenda see end of award guidelines to review located here
- Eligibility 4 – See guidelines related to “Good Standing” with FPTR
- Eligibility 5 – Commitment to PT Profession in US
- Eligibility 6 – Residency status
- Eligibility 7 – Candidate status

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.

- **Combined PODS II-NIFTI**: At time of application, the candidate must be in the last year of pre-doctoral training, and the candidate will complete all PhD requirements within one year and prior to the commencement of the NIFTI training.
PODS 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 PODS 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
  - Pelvic Health
  - Private Practice
  - Research
  - Sports

- **If applicable, please provide your APTA membership number**

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, non-binary/third gender, self-described, prefer not to say.

*Information requested by FPTTR is for statistical tracking only. Completion of this section is optional.*
PODS PROJECT INFORMATION:

- **Sponsoring Institution:** Provide primary institution/site of PODS research.
- **Area(s) of Research:** Select area(s) of study for the PODS 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 you 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).
- **Combined PODS II-NIFTI:** the applicant must complete all PhD requirements within one year and prior to the commencement of the NIFTI training.

III. **PEOPLE (Personnel)**

A Person Record must be created for all key personnel (i.e., the applicant, primary PODS mentor, any PODS co-mentors, program director (confirmation of enrollment source), NIFTI mentor (if applicable), recommender (recommendation letter source), and other individuals essential to the candidates training such as a supporter). **For each Person Record created, you will need to include a biosketch in the appropriate Attachments section (except the Recommender(s) and program director).**

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-xxxx-xxxx)
- **Fax Number:** Enter fax number (format xxx-xxxx-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 six (6) sub-sections:

- **PODS Application:**
- **PODS** Biosketches;
- **PODS** Support Letters;
- **PODS** Transcripts;
- **PODS** Reports (as needed);
- **COMBINED PODS II-NIFTI** Application

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A. **PODS Application**

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

a. **Past Research Experience and Motivation to Obtain Degree**

Briefly summarize your past research experience, results, and conclusions, and describe how that experience relates to the proposed scholarship. In some cases, a proposed scholarship 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. **Objective 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, if applicable.

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 (2 pages PODS I and 7 pages PODS II)

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

**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)

**PODS II 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 Plan. 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 (not all of the mentor’s funding)**
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 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.

<table>
<thead>
<tr>
<th>Mentor’s Current funding</th>
<th>Project / Grant Title and identifier number</th>
<th>Funding Source and amount of award</th>
<th>PD/PI</th>
<th>Start/End Dates</th>
<th>Support for applicant research including: time, equipment, resources, subjects,</th>
<th>How will funding support applicant’s training plan?</th>
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<th>Mentor’s Pending Funding</th>
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### Application Instructions

PODS I, II, or Combined PODS II-NIFTI

<table>
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<tr>
<th>Project / Grant Title and identifier number</th>
<th>Funding Source and amount of award</th>
<th>PD/PI</th>
<th>Start/End Dates</th>
<th>Support for applicant research including: time, equipment, resources, subjects,</th>
</tr>
</thead>
</table>

**Applicant’s Current Funding**

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<tr>
<th>Project / Grant Title and identifier number</th>
<th>Funding Source and amount of award</th>
<th>PD/PI</th>
<th>Start/End Dates</th>
<th>Support for applicant research including: time, equipment, resources, subjects,</th>
</tr>
</thead>
</table>

**Applicant’s Pending Funding**

<table>
<thead>
<tr>
<th>Project / Grant Title and identifier number</th>
<th>Funding Source and amount of award</th>
<th>PD/PI</th>
<th>Start/End Dates</th>
<th>Support for applicant research including: time, equipment, resources, subjects,</th>
</tr>
</thead>
</table>

### 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. Mentor/Mentee Relationship

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

A biographical sketch must be provided for all key project personnel (individuals with Person Records in section III. PEOPLE, including your NIFTI mentor (if you are submitting a Combined PODS II-NIFTI)). Biosketches are NOT needed if the individual is only providing your confirmation of enrollment or 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 PODS mentors’ biosketch the following information is needed only for the primary PODS 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

Support letters concern the planned research, not the candidate. They are not recommendation letters.

- These letters should be from supporters who are collaborator(s), contributor(s), and consultant(s) that are mentioned in the application as providing some training, data/tools, or financial/equipment support.
  - These should not be provided by the primary mentor as they have provided details in the mentoring plan.
  - These should not be provided by any co-mentors as they will submit a separate letter (see below).
- 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 must have corresponding Person Records (personnel) in section III. PEOPLE for the individuals writing the letters. Please scan all your support letters together to be one (1) 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.
expiration 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.

E. COMBINED PODS II-NIFTI Application (OPTIONAL)

Provide a NIFTI project title, review and check applicable combined PODS II-NIFTI eligibility information and enter the name and institution of your NIFTI advisor/mentor.

Research Plan Section:
Interest in NIFTI training summary—(3 pages max)—that include:

1. A description of overall career goals and how continuation on to post-doctoral training fits in with that career goal.
2. How will pre-doctoral training relate to and support your post-doctoral training.
3. Overview of the planned training activities for the NIFTI
4. Overview of the planned research activities for the NIFTI
5. 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.

Detailed timeline:
1 page describing overall training and research activities anticipated over two years.

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.

NIFTI Mentor Letter:
This letter must address:

- The applicant is guaranteed at least 50% release time to work on his/her project
- The mentor must provide assistance with the research training of the applicant as well as his/her leadership for and mentoring of the applicant
- The mentor or Sponsoring Institution will provide the equipment required for the NIFTI Research Project

The mentor letter is limited to 2 pages.

Once completed, save the template and submit the Report attachment as one (1) Adobe PDF file.
V. SUPPORTING MATERIALS (CONFIRMATION OF ENROLLMENT & RECOMMENDATIONS & CO-MENTOR STATEMENTS)

- **ONE (1) Confirmation of enrollment is required** from your PODS Program Director for the PhD program who can attest to standing in the program is required.

- If applicable, **each PODS co-mentor is required to submit a letter** describing their role and commitment to your training plan. Each letter is limited to two pages.

- **One (1) Letter of Recommendation is required.** You may submit a maximum of two (2) Letters of Recommendation. Letters should focus on you as a candidate 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 Supporting Materials:** to request a submission click “Create and send an invitation” and for “Recommender,” find the relevant 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 their material. The email will provide a link to upload their material. If there is a template form provided, it must 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 supporting materials, you will receive an error message.

**PLEASE NOTE:** A **PODS** Application cannot be submitted until all required supporting materials are submitted. Once submitted, these components cannot be altered. **Supporting Materials 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.

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**SUBMITTING YOUR PODS I, II, or Combined PODS II-NIFTI APPLICATION**

Thoroughly review your **PODS I, II, or Combined PODS II-NIFTI** 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**.

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**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