

2026 Magistro Family Foundation Research Grant Letter of Intent Online Application Instructions using ProposalCentral.com

SET UP AN ACCOUNT

Applicants who already have a ProposalCentral account may skip this section. Select the “Applicant or Awardee” tab before you log in via the ProposalCentral.com website page.

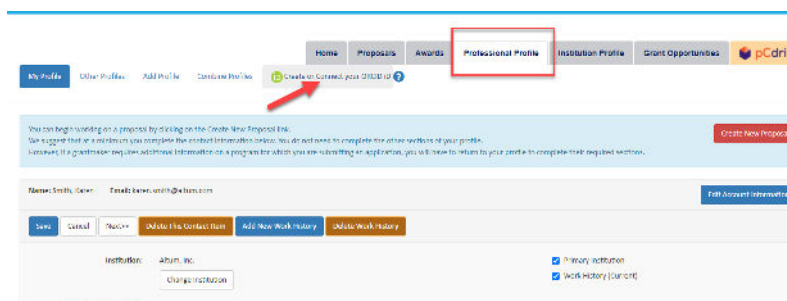
To complete and submit the required letter of intent (LOI) you must use the Foundation’s online application platform on ProposalCentral. This will also be the way you complete and submit your full application, should you be invited to do so.

If you do not have an account, go to the ProposalCentral.com website page. Choose the “Applicant or Awardee” tab. You have two options to create your account: Click on “Need an account,” then enter your first and last name, email address, create a password, choose a challenge question, and provide the answer to it. The other option is to create an account using your existing ORCID ID¹.

NAVIGATE TO THE LOI

Click on Applicant tab

If you have not linked your ORCID ID to your ProposalCentral account, click on the Professional Profile tab and connect your ID. If you are all set, skip this step, and proceed to click on the “Grant Opportunities” toward the right on the main tabs menu. **You must have an ORCID number to enter in the LOI application.**



Click on the Grant Opportunities tab

¹ If you want to create one while creating your ProposalCentral account, click on “Login with ORCID” button as your sign in. You will land on the ORCID sign in, where you will click on this link, “Don’t have an ORCID ID yet? Register now.” Once you have your number, you still need to create your ProposalCentral account and link your ORCID ID before you can use it to log on.

Navigate to the “Grant Opportunities” tab and enter “Foundation for Physical Therapy Research” into the search box. Find the Magistro Family Foundation Research Grant and click on it.

Click the “Apply Now” button

Click on that button and you will be taken to the template for the LOI.

Saving your Work, Exiting and Resuming

- Once you complete the first section of the LOI application (#1 General Information) and click on “Save,” you will be able to save your content whenever you click “Save” or “Next” on each page.
- After completing your work for a session, you may exit the application by clicking the “Exit” button.
- To resume your work, login to ProposalCentral.com, navigate to the “Home” tab and click on the application identifier number associated with the application you wish to resume.

When working on the LOI, you are able to work on portions, save, and return to it an unlimited number of times until you submit it (by clicking “Submit”).

Important Points

- **BEFORE YOU START, please review the [guidelines](#) for this grant before preparing your LOI.**
- No exceptions to the submission deadline will be made unless the reason is a technical problem that is verified by ProposalCentral support staff.
- Read all instructions carefully and follow them closely.
- Allow plenty of time to complete the online form and ensure that you have uploaded all required documents according to the instructions for them.

QUESTIONS

For questions about content, you are asked to provide, please contact info@foundation4PT.org.

For any technical assistance in using the Foundation’s application platform on ProposalCentral, please contact pcsupport@altum.com.

The instructions continue on the next page

Please read these instructions carefully to avoid missing important new or changed requirements.

Be sure to [sign up for](#) and read the FAQs, which also cover changes to the application and/or instructions.

The information in the sections below cover how to complete the LOI application form itself. Directions for completing attachment templates are in the templates themselves.

1. GENERAL INFORMATION

Provide the research project name.

Indicate your grant period of performance. The start period must be to January 1, 2027. The start date cannot be changed.

NEW: Due to the changed focus for this grant, the period of performance has changed. You may choose either 1 year, 2 years, or **3 years** as your period of performance. You cannot opt to start of end part way through a year. The level of funding remains the same, regardless of the period of performance chosen.

2. DOWNLOAD ATTACHMENT TEMPLATES AND INSTRUCTIONS

This section contains a list of all the templates you will need to complete and upload in your LOI application to complete it, with the exception of these instructions:

- **Letter of Intent instructions:** These instructions. Not required to be uploaded.
- **Research Narrative template:** You will follow the format in this template for your proposal narrative. We are asking you to upload this content two ways: (1) cut and paste the final content (still in MS Word) into Section 8 of the application form; (2) upload the PDF version as a required attachment in the Attachments section (10). **Both are required.**
- **PI Applicant biosketch template:** We are providing the “old” NIH biosketch template. Since NIH has postponed requiring the [SciENCv](#) version, we are not requiring it. You will upload it in Section 6. Do not upload it again in Section 10.
- **NEW! Biosketch template: CEA Lead.** This is a required document to be uploaded in Section 6. Do not upload it again in Section 10. **You do not upload any other biosketches for team members. You will not be able to submit your LOI application without meeting requirements for this team member.**
- **References template:** This template is how you will list full references, either AMA or APA style, for any citations provided in your research narrative. You are required to upload this document. If you did not use citations, you will indicate that information in the template and upload it to satisfy the ProposalCentral validation of required documents.

To find required attachments that have templates, click on either Section 2 (where you are now) or Section 10, Attachments.

This list of templates is not comprehensive of all required attachments, only the ones that have required templates. Please refer to **Section 10** below to see all of the ones we require you to submit.

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL

This section allows you to give other users access to your application. If you want them to work on your application, they must have **edit rights**. Follow the directions to add a name. When they are added, there is a box on the right that is defaulted to View. Click on the down arrow in the box to change that setting to Edit.

The system has automatically added your name. **You will add your signing official in Section 5. Do not add them here.**

4. APPLICANT/PRINCIPAL INVESTIGATOR

This profile should be completed ONLY for the Principal Investigator. All fields marked by a red asterisk (*) must be completed for you to submit your application.

Principal Investigator This field auto-populates based on the owner of the ProposalCentral account. Follow the instructions in the blue box on the form to change it.

***PI Name: Prefix:** Enter prefix (**Do not add it in your first name field!**) ***First:** Enter first name **Middle:** Enter middle initial (not required) **Last:** Enter last name (**DO NOT add your license or degree abbreviations here. You will add them below**) **Suffix:** enter suffix (not required and do not add in your last name field)

***ORCID ID:** You must provide one to apply.

ORCID authorization: If you have entered your ID, authorize ProposalCentral to add awards to your ORCID account.

***PI Institution:** Enter or verify that the auto-generated institution is correct.

***List your PT or PTA abbreviation first, followed by your post-graduate degree abbreviations:**

***Position Title:** Enter your current position title

Academic Rank: (if applicable)

Department: (if applicable)

***Street:** Institution address

***City:** Institution address

***State:** Institution address

***Zip Code:** Institution address

***E-mail:** Enter your email address

***Daytime phone:** Enter daytime phone number (format xxx-xxx-xxxx)

***APTA membership confirmation and number:** Please note that APTA membership is required to apply, and membership must be maintained through the life of the study.²

² You may become an APTA member [here](#).

5. SPONSORING INSTITUTION DETAILS AND SIGNING OFFICIAL

The institution that will be sponsoring your research grant is pre-loaded based on the institution you have listed in your profile. If this institution is not the one you want to use for this LOI, you may change it. To change it, click the blue “Change institution” button. You can then search all registered institutions within ProposalCentral. Select the appropriate institution and click save to update the institutional affiliation. The information for the institution will pre-populate for you.

IMPORTANT: At the bottom of this section, you **must** select your Signing Official from the those listed in the dropdown. If your Signing Official is not listed, you may enter the email address of your Signing Official and click on “Add.” This step ensures that they can sign your application.

6. Research Team

Please list the main members of your team. **You will only upload biosketches for yourself and the expert who will lead the CEA component. You may use either the “old” NIH biosketch (template provided) or one created using SciENcv. The page limit for either form is 5 pages.**

Starting with yourself, enter only the members who are essential for providing needed expertise and experience to implement your study. Enter the e-mail address of the person you wish to add. Click ‘Add’(icon below). Complete the contact form. (Note: If the person is already registered in ProposalCentral, some information will be pre-loaded into the contact form).

You must provide the following information for each listed team member:

- Name
- Their institution
- Role title in the study
- Main responsibilities in order of importance
- Percent effort (out of 100% of the effort needed to complete the study)

When done filling in the contact form, click on close window. **Only some** of their information will be listed on the form. For example, main responsibilities are not shown. This is a limitation in ProposalCentral. You will be able to see and check all of the information using print.

To delete a person from the table, click ‘Del.’

NOTE: Upload the two biosketches here. Do NOT upload them again in Section 10, Attachments.

7. PRINCIPAL INVESTIGATOR ELIGIBILITY QUESTIONS

These questions are based on the eligibility requirements detailed in the grant guidelines. Please review them carefully. Questions marked with an asterisk (*) must be “yes” answers to be eligible to apply.

1. *You are a licensed physical therapist or physical therapist assistant in the U.S. or its territories.
2. *Enter the issuing state and PT or PTA license number or date of expected licensure.
3. *Your study explicitly identifies and addresses one or more priority area in the [2023 APTA Research Agenda](#). Enter yes if you are referencing an Academy research priority that is not listed in the APTA Research Agenda that will be justified in your Research Narrative.
4. *You are in Good Standing with the Foundation, meaning you have never failed to complete the requirements of any prior scholarship award or research grant.
5. *You are a U.S. citizen or permanent U.S. resident with a Green Card. You will have to upload documents to show your status (see Section 10).
6. *You possess or will possess a relevant academic doctorate degree by August 31, 2026. If not, you will demonstrate in your biosketch how you attained sufficient coursework training in research design and methods, or you will identify a research team member who will meet this requirement and have responsibilities for design and methodological expertise.
7. *As Principal Investigator, you will have a substantive research and leadership role and be responsible for the implementation of the project.
8. *You are an employee of the Sponsoring Institution named in the LOI.
9. *Your Sponsoring Institution is a legally registered, domestically operating non-profit or for-profit U.S. organization or institution.
10. *Your Sponsoring Institution agrees not to charge **any** indirect (overhead or administrative) costs.
11. *All the research funded by the Foundation will be carried out entirely in the U.S.
12. *If awarded this grant, you agree to make the results publish and share data, in compliance with regulations and subject to restrictions imposed by the data source owners.

8. RESEARCH NARRATIVE

Section 8 in the LOI application contains directions and a text box for uploading your research narrative. The box in this section is where you will paste the contents of your 2-page narrative that you will also prepare and upload as an attachment in Section 10. Carefully follow the directions provided in the research narrative template (See Section 2 to download).

We require you to upload the PDF version because ProposalCentral cannot verify the 2-page maximum in the text box with 100% reliability. The PDF version is used in the application compliance stage to ensure the page limit was not exceeded. Thank you for your understanding in providing this information in two formats.

9. RESEARCH ABSTRACT AND KEYWORDS

Technical abstract. Avoid jargon. All abbreviations should be spelled out when first used. **This text box has a character limit of 2,000 (approximately a half page).**

The technical abstract summarizes all major parts of your proposed research. It will include why you want to conduct the study; how you plan to conduct it, what you hope to find out, and why this work is important.

Do not use citations in the abstract.

Keywords. Please choose the keywords that best apply to your research. They are the basis for matching your application to the reviewers with expertise in your area. We recommend using more keywords and choosing ones that are as detailed or specific as possible.

10. ATTACHMENTS

You will upload the following documents as attachments in Section 10:

- **Research Narrative:** Use the template provided. Follow the format and content requirements detailed in the template. **Do not exceed 2 pages for the research narrative.** Full references for your citations are uploaded in a separate template.
- **References:** Use the template provided. Include full references for all citations provided in your research narrative.
- **Proof of your right to work in the U.S.: There is no template for this upload, but the attachment must be a PDF.** As the applicant, you must provide adequate documentation of your right to work in the U.S.
 - If you are a U.S. citizen with a current passport, please provide a PDF of the biometric page (the one with your photo).
 - If you are a U.S. citizen who does not possess a current passport, you must have the relevant official in your institution confirm that your documents have been checked, and your citizenship confirmed. **This confirmation must be on letterhead and signed by the official, with their title provided below their signature.**
 - **Your U.S. driver's license is not valid proof.**
 - If you are not a U.S. citizen, you must upload a PDF copy of your passport biometric page (the one with your photo) and a copy of your Green Card documentation. Please combine this information into one PDF.

Note: You will have uploaded the Applicant/Principal Investigator's and CEA Lead's biosketches in the Research Team (Section 6). You do not upload them again here.

Attachments must be submitted in Adobe PDF format. 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. Once you have uploaded Adobe PDF files, make certain that the information has uploaded successfully by clicking on them to open them as a test.

11. CONFIDENTIAL DEMOGRAPHICS

This section is optional. Any information you provide will be used only in aggregate, deidentified compilations of data for monitoring and reporting. It is not used in any part of the review.

12-14. VALIDATE, PRINT, SIGN, AND SUBMIT

Review and Validate

To check that your LOI application is complete, click “Validate.” If you are missing any required information or attachments, an error message will appear that identifies the missing requirements. If you had to add any information, please click on “Validate” again to make sure that you have addressed ALL missing information.

Print and Required Signatures

You can print your document as many times as you wish.

You and the signing official (you added them as a user initially to be able to access and edit your application) must both sign before you can submit. Please allow plenty of time to get this signature. We will not hold open a submission because you do not have the second signature, and you will not be able to submit successfully without it.

Submission

When you are ready, you can then click “Submit.” Once you submit, you cannot make further changes. If you submit by mistake or want to make a change, **as long as the deadline has not passed**, you can contact Mary at info@foundation4pt.org. She can restore access to it.

Once you submit, you will receive an email from ProposalCentral confirming that your LOI has been successfully submitted. If you have submitted and do not receive an email, contact PCSupport@altum.com. Please check your spam folder before contacting the support team.

**This is the end of the 2026 Magistro Family Foundation Research Grant
LOI application instructions**