

2026 Postdoctoral Fellowship APPLICATION INSTRUCTIONS

You must use the Foundation's online application platform on [ProposalCentral.com](#) to submit your application by 4:59 p.m. EDT, March 30, 2026

Program name on the [ProposalCentral.com](#) list of Foundation applications:
Postdoctoral Fellowship

GETTING STARTED

Set up an Account

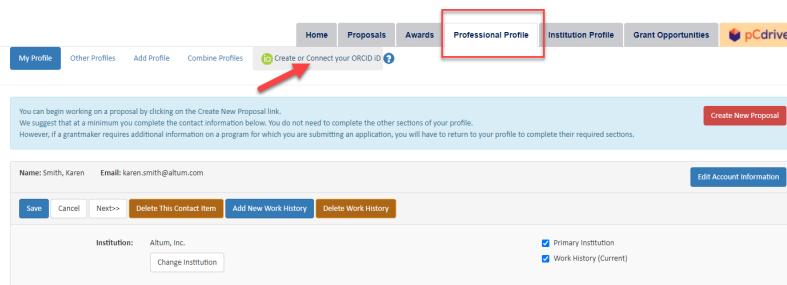
Applicants who already have a [ProposalCentral](#) account may skip this section. Select the "Applicant or Awardee" tab before you log in via the [ProposalCentral.com](#) website page.

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. One is to 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 ID.

Navigate to the Application Form

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.



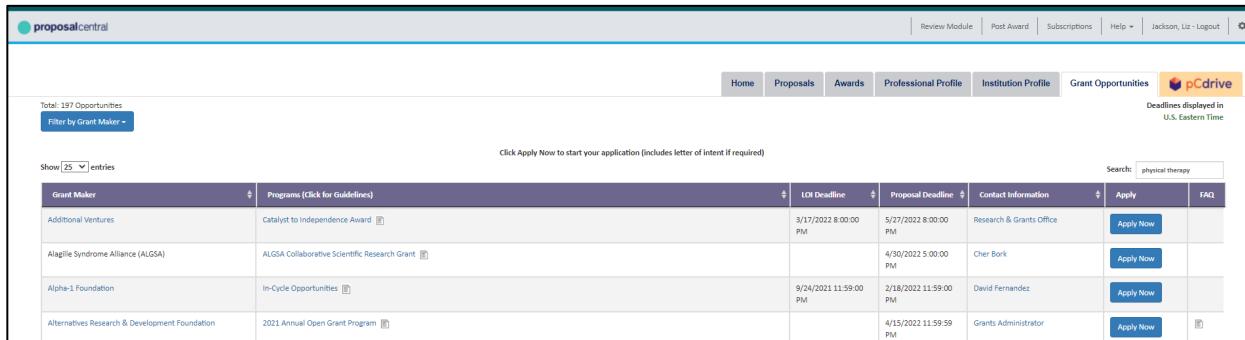
Note: you will be required to provide your ORCID ID in your application. If you do not have one, you will have to create an account and link it before you can submit your application.

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.

Click on the Grant Opportunities tab

Navigate to the “Grant Opportunities” tab and enter “Foundation for Physical Therapy Research” into the search box. You will get the list of all the Foundation grants.

Scroll down to find **Postdoctoral Fellowship** on the list and click the “**Apply Now**” button. You will be taken to the application. *If you scroll down and do not see it, look at the right corner below the list and click on the right arrow to go to the second page of Foundation opportunities.*



The screenshot shows the 'Grant Opportunities' section of the ProposalCentral website. The page header includes the PTR logo, a search bar, and navigation links for Home, Proposals, Awards, Professional Profile, Institution Profile, and Grant Opportunities. A 'pdrive' button is also present. The main content area displays a table of grants with columns for Grant Maker, Program (Click for Guidelines), LOR Deadline, Proposal Deadline, Contact Information, and Apply button. The 'Apply' button for the Postdoctoral Fellowship is highlighted in blue. The table shows grants from Additional Ventures, Alagille Syndrome Alliance (ALGSA), Alpha-1 Foundation, and Alternatives Research & Development Foundation.

Create your application

The way ProposalCentral is configured, you must complete the General Information section and save it to be able to advance further in the application. Once you have done so, your application is created, and you can exit and revisit it to work on until you are ready to submit.

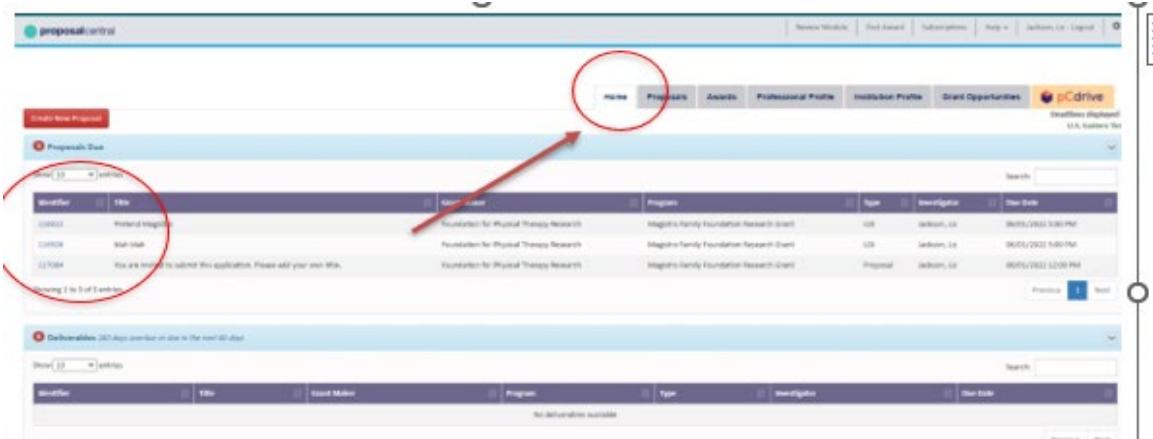
Save your Work and Exit

Once you complete the first section and have saved it, you will be able to save your content whenever you click “Save” or “Next” on each page.

After completing your work for a session and **saving it**, you may exit the application by clicking the “Exit” button. Any time you do not click save on a page, including navigating away from it and back, you lose any work done since the last save.

Resume Work on an Unfinished Application

To resume your work, login to ProposalCentral.com. You will land on the “Home” tab page or it. You will see your application listed. Click on the application identifier number associated with it to access the application.



You are able to work on any portion of the application as many times as you like until you click "Submit."

Quick Access to the Fellowship Guidelines

You can find a link to the fellowship guidelines in the box beneath the contents table on the left side of the application section.

Questions

For questions about the getting set up or about the guidelines, instructions, or the application itself, please contact info@foundation4pt.org. We strongly advise all applicants to sign up for our fellowship application emails, which will include being sent FAQs, which contain answers to questions we have received through our helpdesk. Sign up [here](#).

For any technical assistance because some aspect of the online application itself is not working, please contact pcsupport@altum.com or call **800-872-2562** or **703-964-5840**. Their support hours are 8:30 AM to 5:00 p.m EST, Monday through Friday.

Before you contact the Foundation or ProposalCentral

Please read these instructions carefully and [sign up](#) to get the latest version of the FAQs. We update and circulate them immediately when there is an urgent issue. Otherwise, we send them out to subscribers on Fridays when there are updates to share.

These instructions are for 2026 postdoctoral fellowship applicants only. They correspond to the **2026 Postdoctoral Fellowship** application form on [ProposalCentral.com](https://www.ProposalCentral.com). Applicants must create a new application if they are reapplying.

Overview

The multiple sections of the application are listed along the lefthand side of the screen once you open the application form. Each section has required information that must be entered or uploaded before your application is considered complete and can be submitted to the Foundation.

Do not hesitate to use the “Validate” button throughout the process to see a list of requirements for submission that still need to be completed.

Required fields are marked with a red asterisk*. If one of these fields are left blank, your application will not fully validate. You will not be able to submit your application until you enter the missing information.

SECTION 1: GENERAL INFORMATION

Project Title. [ProposalCentral](https://www.ProposalCentral.com) requires all applications to have a title in order to create an application form that can be saved. Consider a title that will reflect your training and research plans.

Start and end dates. The start date should not be earlier than July 1, 2026 and be no later than October 1, 2026 and the end date 12 months later. The start date cannot be later than October 1 without the Foundation’s agreement prior to submission or, if the delay happens after the award has been announced, the Foundation may consider a further delay only if it is short and only for a very limited number of reasons it considers justified. If in doubt about your timing, contact the Foundation.

Once you have entered a title and clicked on save, your application has been created on the [ProposalCentral](https://www.ProposalCentral.com) system, and you may exit or continue working on it by clicking next.

SECTION 2: DOWNLOAD TEMPLATES

This section provides all the MS Word® templates that you need to complete the application. Required templates have been pre-formatted and include instructions in the template itself. Copies of the training and research plans and mentor information templates are also available in the appendix to these instructions. **THE DOCUMENTS IN THE APPENDIX ARE FOR INFORMATION ONLY. DOWNLOAD THE TEMPLATES TO ENSURE YOU ARE USING CORRECTLY FORMATTED AND THE MOST UP-TO-DATE VERSIONS.** The Foundation does revise templates in the application form when needed. **Notification of those**

changes is only provided to applicants subscribed to the application update email service.

The instructions for completing the application are also provided in this list. The only templates that are optional are the ones for co-mentors, since not all applicants will have more than one mentor. If you have more than one, you must name one of them as your primary mentor who will complete the Mentor Information template.

SECTION 3: APPLICANT

Contact information from your Professional Profile that you set up when you created your account on ProposalCentral, including your primary institutional affiliation, is pre-loaded to this section of the application.

Note: If the required fields are incomplete or incorrect in this section, changes must be made to your Professional Profile, not in this section. You can go directly to it by clicking the button “Edit Professional Profile.” Alternatively, you may exit the Applicant section and use the Professional Profile tab in your ProposalCentral management window (located in a different ProposalCentral browser window than the application).

License and degrees. Please start with your PT license and follow it with your degrees, e.g., PT, DPT, PhD. Do NOT include any certifications. If you added this list in your last name field in your professional profile, please delete them from that field and enter them as requested in this section.

Date degree conferred. Please note that if you will not have your degree conferred by March 30, 2026, you are not eligible to apply this year. If you believe that an exception should be made, please contact the Foundation.

APTA membership. Membership is a requirement to submit your application. You do not need to enter a number to proceed with your application. However, the information must be entered for your application to validate and be submitted.

Attach your biosketch. You will need to attach your biosketch in this section or your application will not validate for submission. You will see your biosketch in Section 12 (Attachments) because that list tracks uploaded required templates. But that is not where you attach it.

SECTION 4: SPONSORING INSTITUTION AND CONTACTS

The institution is the one at which you are or will be employed for the 12 months of your fellowship. By default, the one you chose in the Applicant section will appear here automatically.

Note: Your sponsoring institution will have to complete and sign the confirmation of employment form. Your employment start date cannot be any later than the start date of your fellowship.

To change the Institution, choose from the list of institutions and press the button “Change Institution.” The initial list contains only the following: the current institution, the institutions that you listed in your Professional Profile, and any other institutions that include your UserID in their access list. Use the Search

option to search the other institution profiles available in ProposalCentral. Results of the Search will be added to the list of institutions. To change the Institution, choose from the new list of institutions and press the button “Change Institution.” If, after changing the Institution, you need to update the contact information that appears below it, you can click “Edit Institution Profile” to go directly to that Institution Profile (this button is only available if you have Edit access to the selected Institution Profile). If you cannot access that field, you must ask your institutional official for assistance.

Federalwide Assurances and Personnel policies. Your grants office will have this information.

Institution Contacts. You must enter the information for your Authorized Representative/Signing Official and Finance Officer. The authorized representative/signing officer will be the one who signs your application and the confirmation of employment form. The finance officer is the one who will be signing the electronic funds transfer from should you be awarded a fellowship. These contacts cannot be changed after submission but may be updated if an award is made.

SECTION 5: KEY PERSONNEL LIST AND BIOSKETCHES

You are required to add your mentor. If you name any co-mentor(s), you must also add them here. If you do not have any co-mentor(s), the system should allow you to proceed after adding your mentor. **Do not add the person(s) submitting a blinded letter of recommendation.** They are added in another section.

To start an entry, enter their email address and click the “Add” icon.

Each person you add will need to have the following information provided:

Role: Select the person's role from the list

Other Role: **Do not use.** You are only adding a mentor (required) and, if you wish, co-mentors (optional).

Effort: % effort this individual will provide. **You must provide this number.**

First Name: Enter first name.

Middle Name or initial: Optional.

Last Name: Enter last name. PUT ONLY THE LAST NAME HERE. Do NOT put any PT or degree abbreviations in this field! Please use the next field for that information.

Licenses, Degrees, and Certifications Obtained: List PT first, then degrees, **DO NOT ADD THESE IN THE LAST NAME FIELD** (Example: Jane Doe, PT, MPT, DPT, PhD). Do not put this information in the last name field.

Position Title: Enter current position title

Institution: Search and Select or manually enter your current employer or the employer who will be sponsoring your application, even if you have not started work yet.

Department: Provide the complete name

Street Address:

City:

State:

Zip Code:

Daytime phone: xxx-xxx-xxxx

Biosketch upload: The system label will automatically reflect the role you assigned. The mentor biosketch must be uploaded here. If you list any co-mentor(s), you will upload the corresponding co-mentor biosketch here. **The biosketch templates are labeled. If you use a biosketch provided by your mentor or co-mentor and not the one provided, please label the biosketch heading as mentor or co-mentor.**

Click Save and Close window once each person's information is complete. Repeat for each co-mentor if you are adding any.

Do not upload your biosketch in the key personnel section.
The applicant biosketch is loaded in the Applicant section of the application

SECTION 6: BLINDED LETTER(S) OF RECOMMENDATION

You must enter your doctoral dissertation advisor as the one mandatory letter to be provided.

Please enter the e-mail address of your dissertation advisor in the "enter email address" box. Then click the plus sign to add them. If this e-mail address is already in the system, an immediate option to 'Send E-mail' will appear. Click 'Send E-mail.'

If the e-mail is not in the ProposalCentral system, enter a first and last name when requested. Then click 'Send E-mail'). After 'Send E-mail,' click 'Close Window.'

The table will refresh listing the new person. An email will be sent to that person that will include a link to the ProposalCentral website and instructions for how to provide the recommendation letter. Only the blinded letter from your doctoral thesis advisor is required. You will not be able to validate and submit your application without this letter.

You may add a second person of your choice to submit a blinded letter of recommendation. It is optional. **Your optional choice cannot be your mentor or any co-mentor.**

You will be able to monitor responses to your invitation, but you will not be able to see the letters themselves.

Note: The link provided to them for uploading their letter expires after three clicks on it. If that happens, you will need to send them another invitation, which will generate a new link. Due to the way this system is set up, we strongly advise you to monitor the response(s) to your invitation(s) to ensure it is uploaded successfully before the submission deadline.

SECTION 7: ELIGIBILITY

You will be asked to respond eligible or ineligible to each of these questions:

1. Do you possess a valid U.S.-issued PT license?
2. Enter the license number and identify the state or territory of issue.

3. Was your academic doctoral degree conferred after June 1, 2024?
4. Do you intend to pursue a career as an independent physical-therapy researcher?
5. If you have previously received funds from the Foundation, are you in good standing?¹
6. If you currently receive Foundation funding, will it end by September 1, 2026?
7. Are you a U.S. Citizen or U.S. permanent resident in possession of a valid Green Card? **If you hold a J-1 visa for postdocs, you are not eligible to apply.**
8. Do you agree to remain an APTA member throughout your fellowship and for at least one year after your fellowship, should you receive one?

If you respond “ineligible” to any question, you are not eligible to apply for the fellowship. For question 6, if you are receiving Foundation funding, the period of performance must end no later than September 1, 2026. The Foundation allows funding from one program at a given time.

SECTION 8: ABSTRACT AND KEYWORDS

General Audience Abstract. This version should be written for a non-research audience. It may be used, in whole or in part in Foundation communication if you are awarded a fellowship. Do not include any confidential or proprietary information. **This field is limited to 2,500 characters or approximately 200 words.**

Technical Abstract. Provide the same abstract here that you will include in your research plan. Do not include proprietary or confidential information. Avoid jargon or abbreviations. Do not include citations. **This field is limited to 3,000 characters or 250 words or approximately one half-page.**

Research Keywords. Select **at least** five (5) keywords that describe the technical aspects, specialty areas of research, populations, and other main characteristics of your research plan. **The Foundation uses these keywords to match your application to appropriate reviewers. The more specific the keywords, the closer the match can be to reviewer expertise.** Click on the + sign to add words. You will be able to remove words that you decide not to keep on the list.

APTA Academy Membership(s). The list covers APTA components. Choose all of the ones of which you are a membership.

SECTION 9: BUDGET PERIOD DETAIL

You must enter the following information:

Start Date: Put the date you entered in Section 1.

End Date: A date that is 12 months after your chosen start date.

Personnel Costs: Enter your full name. Choose “Fellow” under Role.

Requested Support: \$75,000

You will fill out only Period 1 details.

¹ Good standing applies to any applicant who has held an award or grant from the Foundation. It means they have satisfied all obligations associated with that funding according to the terms and conditions of the contract.

The budget is in two sections: (1) Personnel Costs (for the Applicant) and (2) Non-Personnel Costs (Institutional Allowance).

- **Applicant.** You will be entering your name and your stipend amount of **\$62,000**. You will remain tax liable and responsible for knowing how to consider it in your taxes. The Foundation will not be providing any tax documents (e.g., 1099 MISC or any other).
- **Institutional Allowance.** This section lists all the allowable **direct** costs that your institution may apply to the fellowship budget, up to a total of **\$13,000**:
 - **Health Insurance.** It is mandatory to use the allowance to cover this cost if the fellow needs it, and it must cover the 12 months of the fellowship. Coverage can extend to the fellow's dependents at the discretion of the institution.
 - **Research Supplies.**
 - **Equipment.** Equipment charges exceeding \$1,000 must be approved by the Foundation prior to any commitment or purchase.
 - **Books and Miscellaneous Supplies.**
 - **Travel.** The minimum to be allocated is \$3,000 for use by the fellow only.
 - **Tuition.** The maximum is \$4,300.
 - **Other Direct Training-related Costs.** The maximum is \$5,000.

The institutional allowance costs cannot exceed \$13,000.

IMPORTANT NOTES

- Your institution cannot charge indirect costs under the institutional allowance. Other training-related costs are meant to capture some of the direct costs associated with supporting the fellowship that may not be specifically listed.
- Because the funding to the fellow is a stipend, fringe rates cannot be applied to it.

SECTION 10: BUDGET SUMMARY

This is section in ProposalCentral that is automatically generated based on the information provided in Period 1. It cannot be edited. You do not need to take any action.

SECTION 11: OTHER FINANCIAL SUPPORT

Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of the applicant's research and training endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional financial support. Recognition of achievement awards, prizes, or gifts do not need to be included.

If you do not have any other financial support during the fellowship period to report, check the box next to "no other support to report" and move to the next section.

If you do have other support to list, click on the blue + sign, which will open a dialog box for you to complete. You will be asked to indicate if you expect any overlap of the reported support and the fellowship period of performance. If yes, you must confirm that your grants office agrees that there is no conflict in your institution holding both contracts at the same time. If they respond yes, then you may not be eligible to apply. **If your institution confirms a possible conflict, please contact the Foundation before proceeding with your application.**

SECTION 12: ATTACHMENTS

We require you to submit your attachments in PDF, which means you must have the FREE Adobe Acrobat Reader installed. If you do not have it, [please download the latest version of](#) the Acrobat Reader.

Attention Apple/Mac users: The default Apple PDF viewer will not work properly for ProposalCentral applications.

Please keep these instructions in mind when completing the required templates and uploading them and any required or optional attachments that do not have templates. **If required templates exceed the page limit or are missing, your application will not validate.**

The blinded letter(s) of recommendation are not managed here. You will not see them, and you do not have to upload them.

Always use the templates provided in the online application. Do not use the copies of them provided in the appendix. The Foundation may fix an error in the online version, but the instruction version would not be updated.

- **Attachments must be submitted in Adobe PDF format.**
- **Page limits are set according to the PDF pages, not the Word pages.** Check your PDFs to make sure that you do not add blank pages inadvertently when converting from Word to PDF.
- **Templates and instructions** for application information requirements can be found in Section 2 of the application.
- **All required templates** have been pre-formatted and contain specific instructions for completing them. **Please follow those instructions closely.**
- **Do not change any formatting unless the template instructions tell you that a certain change is permitted.** If you change formatting for a template that has page limits, check that you do not exceed the limit when you convert to PDF

Required Templates

The following templates are forms that are provided to you to download, complete according to the directions, and upload into your application:

Confirmation of Employment. Please give this form to the Authorized Representative/Signing Official you added to your contacts list. They need to fill it out, sign it, and return it to you for uploading in your application.

Applicant Biosketch. Please be sure to use the template provided. The page limit is 5 pages.

Mentor Biosketch. The mentor's biosketch is limited to 5 pages. The template provided is labeled Mentor to aid reviewers. Please use it or label the one that your mentor provides.

Co-Mentor Biosketches. You are not required to have co-mentors. If you do, then they need to submit the co-mentor biosketch template. The page limit is 5 pages.

All required biosketches except the applicant's are uploaded in the Key Personnel section. The upload button appears at the end of the dialogue box when you are entering mentor information. You may proceed with completing your application without uploading your mentor's biosketch. However, you will have to upload it to validate and submit your application.

Co-Mentor Letter of Support. If you have one or more co-mentors, each co-mentor **must** submit a letter of support. The template you download contains the instructions a co-mentor should follow in preparing their letter of support. There is a 2-page limit. Mentors do NOT provide a separate letter of support.

Mentor Information. Your mentor completes this section. We expect your mentor to be involved in the development of your training and research plans, and that knowledge about them should inform the information they provide. There is a section where they can write a statement of support. Their award record is now part of this template, which is one reason the page limit has been increased. There is a 12-page limit.

Training Objectives and Plan. You need to complete this template and finalize it with your mentor. Make sure you have someone copyedit edit it. There is a 6-page limit.

Research Plan. You need to complete this template and finalize it with your mentor. Make sure you have someone copyedit edit it. There is a 12-page limit.

Note: Please read the instructions in the template carefully. There is a prohibition against using artificial intelligence.

Citations and References. In the first section, provide full references for all citations you used in your research plan. The second section is for listing full references of works that are directly relevant to your work, but you did not cite them. There is no page limit, but inclusion of references not directly relevant to your work in the second section will be viewed negatively by the reviewers.

Required attachments that do not have a template

Academic Doctoral Program Transcripts. Please provide copies of official transcripts that do not have any restricted formatting (e.g., access date expirations or permission controls). You will not be able to upload a PDF that has any restrictions on it. A simple way to overcome this problem, if you have it, is to open the PDF, use your print function, and choose 'save as PDF' and save it. Transcripts should be uploaded as a single PDF.

Note: you can see the full list of required documents (even though not all are uploaded in this section) by clicking on "Attach Files" and opening the pulldown menu.

Attachments That are not Required and that do not have a Template

We discourage adding supplemental materials that are not clearly and directly relevant to your research plan. However, if you have directly relevant graphics, for example, which cannot be included otherwise, then you can click on 'Attach files' and select Supplementary Materials from the dropdown menu and add one PDF, up to 10 pages, of this type of material. Reviewers will not reward extraneous information.

SECTION 13: DEMOGRAPHIC INFORMATION (OPTIONAL)

Should you choose to provide this information, it will be deidentified prior to any compilation for viewing by the Foundation. None of this information is ever shared with reviewers. The Foundation uses this information to monitor its commitments to diversity, equity, and inclusion.

SECTION 14: VALIDATE

This section is where you can ask the system to check for incomplete required information. You cannot submit your application if there are missing required information. The system will provide a list of any errors. As each one is fixed and the validation rerun, the list should get shorter. You can use this function at any time as you work on your application.

SECTION 15: REQUIRED SIGNATURES AND PRINT

You and your Authorized Representative/Signing Official must each e-sign your application to certify and submit it. Each signee must be logged into PropsalCentral with their own credentials in order to access the signature block and sign. No other person can be authorized to sign on behalf of either signatory.

Please read the text covering what your e-signature certifies.

Submit

You will be able to submit only when all required documents have been successfully uploaded and required information in the application has been provided and both signatories have e-signed. The validate function will identify anything that is missing.

Once you have submitted, you may unsubmit your application and continue to work on it up to the submission deadline. Once the deadline has passed, you will not be able to make any changes unless so directed by the Foundation during the compliance with requirements review.

For any questions about the application requirements or the templates, please send your query to info@foundation4pt.org. Responses are usually the same day, Monday-Friday, 8:00 – 16:00 EST. With regret, we cannot take phone calls.

For questions or problems using ProposalCentral, contact PCSupport@altum.com, Monday-Friday, 8:30 AM – 5:00 PM EST. By phone (toll-free): 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840.

**End of the instructions
The appendix starts on the next page**

APPENDIX: SAMPLES OF REQUIRED TEMPLATES

Not all attachments have been included. Please create an application on ProposalCentral to view all the templates.

Examples provided here:

- Training Plan
- Research Plan
- Mentor Information

What is not provided:

- Instructions for providing blinded letters of recommendation (dissertation advisor and a free choice option each have separate instructions)
- Instructions to co-mentors about what to include in their required letters of support (co-mentors are optional)
- Confirmation of Employment Form
- Biosketch templates

Do not use these samples in your application. Download and use the templates that have been pre-formatted.

EXAMPLE ONLY: TRAINING PLAN TEMPLATE

Directions for completing this template

- Do **not** change the margins (0.5 inch) or font (Arial 11 pt)
- Keep all headings
- Use single spacing
- **The required information is limited to a total of six (6) pages** once the Word document has been converted to PDF. Please double-check that the conversion does not create a seventh page. You will not be allowed to upload the document into your application if it exceeds the limit.
- **Delete** all grey highlighted instructions once you are finished and before you create the PDF for submission.

1. Research Career Goal

In one or two sentences, describe the research career goal that your training objectives help fulfill.

2. Training Objectives

Identify up to five main training objectives and explain how these objectives, when fulfilled, help ensure your research knowledge and skills will be significantly broadened, deepened, and/or expanded in demonstrable contributions to advancing your research career. Please ensure that your objectives are clear, objectively achievable in 12 months, and are not restatements with minor variations of each other.

3. Training Plan

- Use the table provided below. The body of the table is set to Arial 10 pt.
- Describe the activities in which you will be involved during your 12-month fellowship period.
- Estimate the percentage of time to be devoted to each activity. The percentage should total 100.
- Describe expected results, e.g., changes in technical and/or research skills, research design skills, research methodologies, and/or analytical methods, and/or knowledge (e.g., of a new PT area of focus, conceptual or theoretical frameworks or models) needed to improve your research capacities.
- If you have extra space, you may provide additional information that further details information in the table.

Activity	% time	Expected Results	Helps fulfill which objective(s)

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

- Explain why you chose this primary mentor and institution to accomplish your fellowship training and research goals. If you have a co-mentor(s), also explain why you chose them.
- If any part of the proposed training is to take place off-site from your employer's and mentor's institution, explain why and how the arrangement will work.

5. Respective Contributions of Your Mentor to Your Plans (1-page max)

- Describe the roles your mentor and any co-mentor(s) have played in the development, review, and editing of your training and research plans. *Reviewers expect that your mentor will provide these inputs to help ensure the quality (technical and editorial) and completeness of your plans.*

6. Responsible Conduct of Research Training Plan

- Your plan should reference at least 8 hours of face-to-face discussions with faculty.
- Provide a list of the coursework in your doctoral program that covers topics NIH considers integral to responsible conduct of research training. Any gaps need to be addressed in your plan.
- Online training alone will not be considered sufficient to fulfill expected training outcomes.
- Refer to the [NIH guidance](#) on responsible conduct of research training for more information of what the training should cover.

EXAMPLE ONLY: RESEARCH PLAN TEMPLATE

Directions for completing this template:

- Do not change the margins (0.5 inch) or font (Arial 11 pt)
- Use single spacing
- Keep all headings. You may add subheadings as you wish.
- Use in-text citations, e.g., (author year) or numbers. *Note: You will provide full references for any in-text citations and relevant literature in a separate attachment template. Do not provide them here.*
- **The required information is limited to 12 pages** once it has been converted to PDF. Please double-check that the conversion does not create a 13th page. You will not be allowed to upload the document into your application if it exceeds the limit.
- **DO NOT USE ARTIFICIAL INTELLIGENCE TO CREATE OR REFINE YOUR RESEARCH IDEAS OR YOUR PLAN.** The Foundation follows NIH policy on the use of AI.
- **Delete** all grey highlighted instructions once you are finished and before you create the PDF for submission.

1. **HOW DOES YOUR PROPOSED RESEARCH CONTRIBUTE TO THE DEVELOPMENT OF YOUR RESEARCHER CAPACITIES AND HELP ADVANCE YOUR RESEARCH CAREER GOALS (max 1 page)**
2. **HOW DOES YOUR RESEARCH RELATE TO RELEVANT PROJECTS OF YOUR MENTOR'S? (Max 250 words/half page)**
3. **What one or more priorities in the [2023 APTA Research Agenda](#) does your research address? Please state the priority specifically and provide a substantive link between it and your research plan.**
4. **ABSTRACT (same text as entered as the technical abstract in the main application)**
5. **SPECIFIC AIMS (max 1 page)**
6. **RESEARCH STRATEGY (max 10 pages)**
 - You may find the [NIH guidance](#) on fellowship applications, sections related to the research plan and NIH guidance on [writing a research plan](#) helpful. preparing your application research plan in preparing this section. The Foundation expects your mentor to provide technical and editorial feedback and guidance.
 - Keep these headings, and you may add subheadings
- 6.1. **Significance**
- 6.2. **Innovation**
- 6.3. **Approach**

EXAMPLE ONLY: MENTOR INFORMATION

Directions for completing this template:

- Do **not** change the margins (0.5 inch) or font (Arial 11 pt).
- Keep all headings.
- Use single spacing
- **Delete** all grey highlighted instructions once you are finished and before you create the PDF for submission.
- **Adhere to space maximums where one is indicated for a specific section,**
- **The total number of pages for all sections of this template cannot exceed 12 pages** once it has been converted to PDF. Please double-check that the conversion does not create a seventh page. You will not be allowed to upload the document into your application if it exceeds the limit.
- **The mentor is expected to complete this section in consultation with the applicant and take their training and research plans into account.**

1. Mentor Information

1.1. Mentor Name and Position Title

1.2. Training and Research Support Available to the Applicant

- In the table below, list only training and current and pending research support that will be available to the applicant during their 12-month fellowship period (unless otherwise noted: September 1, 2026– August 31, 2027).
- In the column labelled “How it Supports the Applicant’s Plans,” please include information such as amount of mentored time, equipment available, facilities, any work with subjects, or other resources.
- Add rows as needed. You may change the column widths. Font size has been set to Arial 10pt.

1.2.1. Data Sharing

Please identify any studies listed above that are NOT compliant with NIH data-sharing requirements and why.

1.3. Support for the Training Plan and Engagement with Mentee (max 2 pages)

With the applicant's training and research plans as reference, describe how you will support them in implementing their plans successfully. If the applicant is naming co-mentors, their roles must be described here but further details will be expected in their biosketches and letters of support. Please describe how you will engage regularly with the applicant (e.g., weekly, or monthly meetings via video, telephone or in person, team meetings, or email. If there will be co-mentors, briefly describe how you will coordinate with them about their contributions to the Applicant's plans.

1.4. Applicant's Qualifications and Potential for a Research Career (max 2 pages)

In lieu of providing a separate letter of support, describe here how the applicant is well suited (e.g., academic performance, research record). Please focus on the value the fellowship will add in terms of adding, deepening, or expanding capacities and competencies they will need to be a highly qualified, independent physical education researcher who will be successfully funded and have an impactful career.

1.5. Institutional Environment and Commitment to Training (1-page max)

- Describe the research-related strengths of your institution, your research program and/or lab, as it relates to the Applicant's training and research focal areas. Mention any equipment or facilities not already listed under training-related support (section 1.2. above).
- Describe opportunities for intellectual interactions and learning opportunities from sources other than your mentorship, such as courses or relevant training offered, journal clubs, seminars, and opportunities to make presentations or attend conferences.

1.6. Mentor's Previous Postdoctoral Fellow Training and Support Experience

- Select up to five mentees that are representative of your mentor experience. Complete the following table with their information. You may adjust column widths. The font has been set to Arial 10pt.
- Active is defined as being a PI or a co-I on at least one currently funded research project.

Total number of postdoctoral individuals for whom you have been the primary mentor? _____

Total number of postdoctoral individuals for whom you have been a co-mentor? _____

Name	Total mentorship time	Present title and place of employment	Active in research? (Yes or No)

2. Mentor's Grant Award Record (include only the past 3 years)

- Please list chronologically by grant status then from highest to lowest award amount (current first, then completed, then pending). You may change the column widths and add or delete rows.

Current Awarded Research Grants (note: can include provisionally awarded, not started yet)

Funding Agency and funding name or mechanism	Start-End Dates	Study Title	Role	Total award amount

Completed Research Grants

Agency (include mechanism if applicable)	Start-End Dates	Title	Role	Total award amount

Submitted Research Grant Applications

Agency (include mechanism if applicable)	Start-End Dates	Title	Role	Total award amount