

## Scientific Review Committee Role and Responsibilities and How to Volunteer

### Overview

The Board has set up the Scientific Review Committee (SRC) to ensure that expert peer reviewers evaluate applications for scholarships, fellowships, and research grants. They operate in an objective and rigorous process that ensures independence, integrity, ethics, and lack of bias that fully reflects the Foundation's values. The SRC is a vital element in the Foundation's mission to support highly qualified investigators as principal investigators on a track to have a successful career as independent physical therapy researchers.

All members are volunteers. They only review applications where there are no conflicts of interest and where the member has sufficient experience and expertise. Membership terms are for three years. Members rotate off the committee after six years of continuous service. They may be reappointed.

All nominations for membership are reviewed by the Research Committee, which then recommends candidates to the Board of Trustees for approval. The Foundation manages the SRC and the application review process for all funding opportunities. The SRC chair is identified by the Foundation and approved by the Board of Trustees.

SRC members may apply for a Foundation grant while members, but they would not be allowed to review or listen to any discussions about applications for that grant. If they are awarded a grant, they will resign from the SRC.

### Responsibilities

Members agree to follow the Foundation's confidentiality, data security, and conflict of interest policies, undertake bias mitigation training, and follow the Foundation's operational guidelines for reviewing, discussing, and scoring applications.

Two reviewers are assigned to each application. Members agree to review between four and eight applications each review round and attend up to four or five online review discussion meetings each round. No review meetings are held in person.

Members will suggest qualified candidates for membership to Foundation staff for follow-up.

Members will provide advice and feedback to the Foundation after each review round to suggest ways to improve the peer review process for both applicants and reviewers.

## Criteria for SRC membership

To be eligible for nomination, a candidate must meet the following requirements:

1. Be able to commit the time needed each year to review applications from the doctoral scholarship and postdoctoral fellowship programs (February-May) and the research grant program (late August-October).
2. Serve on subcommittees, if mutually agreed, to review postdoctoral fellowship applications and LOIs for three research grants.
3. Be a licensed physical therapist.
4. Be a full and active member of APTA and also be a member of an academy, section, state chapter, or SIG.
5. Hold an academic doctoral degree from an accredited university or have sufficient formal coursework in a master's or certification program in research designs, analytical frameworks, and relevant methodologies.
6. Have substantive experience conducting high-quality research as a principal investigator, as evidenced by successful competitive grant awards and by a sustained publication record in peer-reviewed journals or books.
7. If accepted as an early-career reviewer, agree to undertake peer review training if available and have a senior SRC mentor for at least the first year of membership.
8. Have experience reviewing grant proposals for funding by NIH, NSF, DOD, VA, AHRQ or other national funding agencies, associations, or foundations. If an early-career reviewer, there can be flexibility in this requirement.
9. For research grants, have expertise in one or more specialty areas for which the Foundation awards research grants and have expertise in relevant research methodologies.
10. For scholarships, have relevant experience teaching in PT academic doctoral education, mentoring doctoral students, and reviewing graduate scholarship applications. For early-career members, recent academic experiences can be applied to this requirement.

## How to Volunteer

Please send your CV and covering note detailing which PT specialty areas you can cover and your experience mentoring academic doctoral students and candidates (e.g., PhD, EdD, DSc) and/or postdoctoral fellows. Your CV should include funding awards, sources, total funding awarded, and your roles (e.g., PI, co-I, site PI). Send your email to [info@foundation4pt.org](mailto:info@foundation4pt.org).