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

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

To start the letter of intent (LOI) 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 LOI, you also need to add a People (personnel) Records yourself as the PI.

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 a LOI.
- 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 LOIs or materials. It is your responsibility to ensure that your LOI 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 LOI. 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 Magistro Family Foundation Research Grant (MFFRG) Letter of Intent

The **MFFRG** LOI consists of five (4) sections: **Title, Questions, People (personnel)**, and **Attachments**. Each section needs to be completed before your LOI is considered finished and officially submitted for consideration.

I. PROJECT TITLE

Title of Project: Provide a title for your training project.

II. PROJECT QUESTIONS

PROJECT INFORMATION:

- **Sponsoring Institution:** Provide primary institution/site of research where your training will occur.
- **Area(s) of Research:** Select area(s) of study for your research training project. You must select one area but no more than three. You may insert an unlisted sub-specialty in the field labeled "Other."

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, Private Practice, Research, Sports, Women's Health.

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
- * Information requested by **FPTR** is for statistical tracking only. Completion of this section is optional.*
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III. PEOPLE (Personnel)

A Person Record must be completed for you as the Principal Investigator. At the LOI stage, a Person Record should be completed **ONLY** for the Principal Investigator. You will need to attach a biosketch for the Person Record created.

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-xxx-xxxx)

Fax Number: Enter fax number (format xxx-xxx-xxxx) or N/A

Primary Email: Enter email address used for contact

III. ATTACHMENTS

In this section, you will upload documents concerning some details of your LOI. The ATTACHMENTS Section is divided into three (3) sub-sections:

PPPTRG Letter of Intent Cover Letter (Optional);

PPPTRG Letter of Intent Narrative;

PPPTRG Letter of Intent Biosketch.

A. PPPTRG Letter of Intent Cover Letter (Optional)

You may submit an introductory LOI Cover Letter in regards to your potential **PPPTRG** project if you would like. Submit your letter on your institutional letterhead.

This attachment is limited to one page in Adobe PDF.

B. PPPTRG Letter of Intent Narrative

Use the template provided to prepare the **PPPTRG** LOI Narrative. Follow the format and content requirements detailed below. Do not exceed 2 pages for the Narrative (citations are not included in the page limit).

IMPORTANCE

1. What is the precise question that your research is designed to address?

2. Briefly explain the intervention you will study and how it addresses one of the American Physical Therapy Association's Research Agenda items.

OBJECTIVES

3. Specific aims of the study
 - a. Primary:
 - b. Secondary:

METHODS

4. Describe:
 - a. Study design:
 - b. Population to be studied (including inclusion/exclusion criteria):
 - c. Study outcomes
5. What is the estimated sample size? Explain the rationale for this sample size.

PRIOR SUBJECT RECRUITMENT EXPERIENCE

6. What is your previous experience with recruiting and retaining study participants in studies of similar size and type and in the identified priority population(s)? Describe potential barriers to achieving desired sample size and potential methods to overcome these barriers.
 - a. Experience:
 - b. Potential Barriers/Mechanisms to Overcome:

ANTICIPATED IMPACT

7. If the proposed intervention is found to be effective, what factors will facilitate or impede its sustainability and scalability in real world settings?
 - a. Facilitate sustainability:
 - b. Scalability:

PERSONNEL

8. List all key personnel:
[First and Last Name (Institution)]
[First and Last Name (Institution)]
[First and Last Name (Institution)]

CITATIONS

Include any necessary citations. This section is not part of the 2-page Narrative limit.

Once completed, save the template and submit as one Adobe PDF File.

C. PPPTRG Letter of Intent Biosketch

You must provide your current biosketch – only the PI biosketch is allowed for the LOI.

Each biosketch is limited to 5 pages using the NIH format. Faculty should use the NIH biosketch form for non-fellowships. Use the biosketch templates here: <https://grants.nih.gov/grants/forms/biosketch.htm>

Submit one Adobe PDF file.

SUBMITTING YOUR **PPTRG** LETTER OF INTENT

Thoroughly review your **PPTRG** LOI before submission! You will not be able to modify your **PPTRG** LOI after it has been submitted. It is recommended that you locally save all the components of your submission.

When you are ready to submit your **PPTRG** LOI, 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 **PPTRG** LOI has been successfully submitted to **FPTR**.

The Research Committee of **FPTR**'s Board of Trustees will review all submitted Letters of Intent for appropriateness and relevance to the **PPTRG**'s objectives. Potential applicants will receive approval to submit full applications by mid-June.

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
