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

<https://proposalcentral.com/>

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To start the application submission process, create an account by clicking on "Need an account?" At the "Create an Account screen", create your username, enter your first name, last name, email address, and create a password. Select a challenge question and answer. Please record these details, as you can log into the system in the future OR you can create an Account using your ORCID iD. Then you can log in using your ORCID iD. Both options are acceptable choices. We do, however, ask when you are awarded that you create and use an ORCID iD.

Once you have registered, you will receive an email with a confirmation number. Open the email and copy the confirmation number. Return to proposalCENTRAL to login under Applicant or Awardee and provide the confirmation number when prompted from your email.

After logging in, you will be brought to your "Professional Profile" where you can add your institution\organization along with other personal information.

Chose "Grant Opportunities" from the list across the top of the page when you are logged in. Type "Foundation for Physical Therapy Research" into the search box on the right side of the page. Click "Apply Now" next to the mechanism that is correct for your application. Create a Title for your application and save it to move to the next parts of the application.

To return to the list of open solicitations and/or submitted/pending applications, click on the proposalCENTRAL icon located at the top of the screen and log back into the "Application Site".

Click the question mark icon for additional instructions on items where it appears

When working on an application, you can work on portions, save, and return to it an unlimited number of times until you submit it (by clicking "Validate" and "FINALIZE").

Be sure when making updates to items that you click SAVE after a new entry to ensure it is Saved and your application is updated. If you close a window and are taken to the landing page, choose Proposals and a list of proposals you created will be available to edit. Choose the one you want to work on. If you no longer need one, you started but never submitted you can delete it. FPTR staff nor proposalCENTRAL tech support can delete your titled and saved proposals.

Even once it is finalized, you can 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.
- 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.

- **Please note:** All page limits must be followed, and no appendices are allowed for the mechanisms discussed in the following pages.
  - **Regarding Attachments:**
    - **Attachments must be submitted in Adobe PDF format.**
    - **Note that, where applicable, the template or form to be used is located in the “Download Templates & Instructions” section.** 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 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 corrupt.
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## **Creating a Promotion of Doctoral Studies (PODS) I, II, or Combined PODS\_II-New Investigator Fellowship Training Initiative (NIFTI) Application**

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The Application consists of multiple sections in the system: They are listed along the left-hand side of the page once you login. Each section needs to be completed before your application is considered finished and officially submitted for consideration. Don't be afraid to use the “Validate” button throughout the process as it will inform applicants on requirements for submission. Once all items are validated the “submit” button can be clicked.

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### **I. PROJECT TITLE**

**Title of Project:** Provide a 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) that can be edited before submission. Once saved the full application opens.

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### **II. Download Templates & Instructions**

This section provides you with all the templates you will need to complete and submit with your award. Each template includes instructions related to that item for submission.

Be sure to follow the instructions regarding the use of FPTR letterhead for your submission.

### **III. Enable Other Users to Access this Proposal**

This screen allows you to give other users access to your grant application. If electronic signatures are required for submission, signatories will need at least Edit access on this screen. To facilitate the process, the system grants that access automatically when the contact is added to the Application. If any of your signatories have trouble accessing their signature, please confirm their access level on this page.

#### **IV. Applicant/PI**

The person who creates the application (letter of intent or proposal) is the default Applicant/Principal Investigator (PI). Contact information from this person's Professional Profile (My Profile), including primary institution affiliation, is pre-loaded to this section of the application. To change the Applicant/PI and the institution affiliation, choose from the list of available names. Note: if the required fields are incomplete or incorrect, changes must be made in the Applicant/PI's Professional Profile (Edit Professional Profile). You can go directly to the selected Applicant/PI's Professional Profile by clicking the button "Edit Profile." Alternatively, you may exit the Applicant/PI section and use the Professional Profile tab in your ProposalCentral management window (located in a different ProposalCentral browser window than the application).

#### **V. Institution Information & Contacts**

The lead institution is the institution that will have primary contractual responsibility for the grant if awarded. The institution of the Principal Investigator was selected as the default Institution. Institution information, from this institution's Institution Profile, is pre-loaded to this section of the application. Required fields are marked with a red asterisk \*. To change the Institution, choose from the list of institutions and press the button "Change Institution." Initially, the 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 (button only available if you have Edit access to the selected Institution Profile).

#### **VI. Key Personnel**

To add key personnel (i.e., primary PODS mentor, any PODS co-mentors, NIFTI mentor (if applicable), recommender (recommendation letter source), and other individuals essential to the candidates training such as a supporter), enter their email address and click the "Add" icon.

For each person create a record including:

**Role:** Select the person's role

**Other Role:** For a role not listed above

**Effort:** % effort this individual will provide on the application

**First Name:** Enter first name

**Middle Name or initial:** Enter middle initial or name

**Last Name:** Enter last name

**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)

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

**Institution:** Search and Select or Enter manually 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

**Country:** Enter current organizational affiliation/current employer

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

**Key Personnel Biosketch:** Attach completed biosketch

Click Save and Close window once complete. Repeat for each key personnel on the application

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

## **VII. Confirmation of Enrollment from Program Director**

- **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.

Please enter the e-mail address of the person who will provide the Confirmation of Enrollment Letter in the box below. Then click 'Add'. If this e-mail address is already in our system, you will get an immediate option to 'Send E-mail.' Click 'Send E-mail'. An email will be sent to the Program Director with a link to our website and instructions for how to provide the Confirmation of Enrollment Letter for your grant application. (If the e-mail is not in our system, enter a first and last name when requested. Then click 'Send E-mail'). After 'Send E-mail', click 'Close Window'. The table below will refresh listing the new person. Add another person, up to the maximum number listed below. Please be sure to add at least the minimum number of people required. When the Chair submits their Confirmation of Enrollment, the Response column below will be updated to Submitted.

## **VIII. Eligibility Questions**

Review and complete general applicable PODS eligibility information (e.g., regarding physical therapy license, enrollment in a post-professional doctoral program, etc.). Number 8 under Proposal Sections:

- **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?
- **Eligibility 4** – See guidelines related to “Good Standing” with FPTR
- **Eligibility 5** – Commitment to PT Profession in the US
- **Eligibility 6** – Residency status
- **Eligibility 7** – Candidate status
- **Eligibility 8** – Specific to PT Education research
- **Eligibility 9** - PODS II candidates only – choose a or b depending on your situation at the time of application.

Also, complete eligibility for either **PODS I or II**, as applicable:

- **PODS I:** PhD candidacy status has not been nor will be achieved before the start of the Scholarship Year (September 1st). The applicant will be ineligible for a PODS I scholarship if candidacy status (as defined by his/her institution) is achieved before the 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 before the 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, before the 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 (not available 2021-22):** At the 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 before the commencement of the NIFTI training.

## **IX. Project Summaries and Keywords**

- **Lay Abstract:** Please describe your work as if 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).**
- **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).**
- **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."

## **X and XI. Budget Period Detail and Budget Summary**

**Start Date:** 9/1/20XX (Year start will be the following year after the application is submitted)

**End Date:** 8/31/20XX (Year-end will be 1 full calendar year from start)

**Personnel Costs:** Enter name, Role (Student), Effort, requested support (\$7,500 PODS I, \$15,000 PODS II)

We are not asking for a full budget breakdown to apply for the PODS, if you already know what your costs will be you can add them under the Budget Period Detail but it is not required.

## **XII. ATTACHMENTS**

In this section, you will upload documents describing the details of your studies.

- PODS** Biosketch
- PODS** Background and Goals for Training
- PODS** Blind Confirmation of Enrollment
- PODS** Letter(s) of Recommendation/Support
- PODS** Mentoring and Training Plan
- PODS** Research Plan
- PODS** Transcripts

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### **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 positions, or small pilot grants, include

this information in the table, as well. Pending is defined as already being submitted. Indicate in the column labeled "Support for Applicant Research" how this funding will support the applicant's ability to complete their training.

| Mentor's Current funding                    |                                    |       |                 |   |   |
|---|------------------------------------|-------|-----------------|---|---|
| Project / Grant Title and identifier number | Funding Source and amount of award | PD/PI | Start/End Dates | Support for applicant research including: time, equipment, resources, subjects, | How will funding support the applicant's training plan? |
|   |                                    |       |                 |   |   |
| Mentor's Pending Funding                    |                                    |       |                 |   |   |
| Project / Grant Title and identifier number | Funding Source and amount of award | PD/PI | Start/End Dates | Support for applicant research including: time, equipment, resources, subjects, |   |
|   |                                    |       |                 |   |   |
| Applicant's Current Funding                 |                                    |       |                 |   |   |
| Project / Grant Title and identifier number | Funding Source and amount of award | PD/PI | Start/End Dates | Support for applicant research including: time, equipment, resources, subjects, |   |
|   |                                    |       |                 |   |   |
| Applicant's Pending Funding                 |                                    |       |                 |   |   |
| Project / Grant Title and identifier number | Funding Source and amount of award | PD/PI | Start/End Dates | Support for applicant research including: time, equipment, resources, subjects, |   |
|   |                                    |       |                 |   |   |

**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 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 the 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, **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 in order 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 Key Personnel Records (personnel) in section 6. Key Personnel for the individuals writing the letters. Please scan all your support letters together to be one (1) Adobe PDF file.**

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#### **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 the 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 the oldest are listed last. Do not submit a transcript with access date expirations 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.**

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#### **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 the 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.

### **VIII. 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.
- **Primary Race:** Please select
- **Ethnicity:** Please select if you consider your ethnicity to be Hispanic or Latino  
*\* Information requested by FPTR is for statistical tracking only. Completion of this section is optional*

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

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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 "VALIDATE". If you are missing any required information or attachments, an error message will appear with the missing requirements. Once validated, click "SUBMIT" under Submit option. 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](mailto:lizjackson@foundation4pt.org)

For any technical assistance in using the submission site, please contact: During normal business hours:  
**8:30am - 5:00pm Eastern Time (Monday through Friday)**  
by phone (toll-free): 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840 (Direct Dial International)  
by e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)