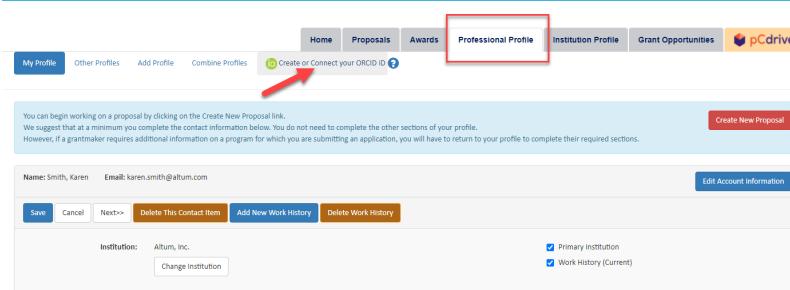

Welcome to the Foundation for Physical Therapy Research's (FPTR) online submission system!
proposalcentral.com

To start the letter of intent (LOI) submission process, register by clicking on "need an account" At the registration screen, either create an account using your ORCID iD or create a username, submit your first and last name, email address, create a password and choose a challenge question and answer. Please record these details, to log into the system in the future.

If you choose to create an ORCID iD (which will be required if you are awarded) click that link instead. Then follow the prompts behind, Don't have an ORCID iD yet? Register now

Per ORCID's [terms of use](#), you may only register for an ORCID iD for yourself. Already have an ORCID iD? Sign In

Once you have registered, return to the ProposalCentral main page. Click on the Applicant tab and provide the credentials you created with ProposalCentral. Once you are logged into ProposalCentral, navigate to the Professional Profile tab. Here you will link your created ORCID ID account with your ProposalCentral account.



After logging in and connecting your ORCID ID, you will navigate to the "Grant Opportunities" tab and enter "Physical Therapy" into the search box. This will take you to all the open solicitations with physical therapy in the title. Be sure to choose awards from the Foundation for Physical Therapy Research. Click the "Apply Now" button next to the mechanism of your choice. Fill in the information working from the top down and click save. You will see steps along the left side of the website to follow. To submit an LOI upload your biosketch to the system.

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 or NEXT"). 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 in the download templates and instructions link then each file, once prepared is uploaded to the Attachments tab.** These links 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 (LOI)

The **MFFRG** LOI Application consists of the following. Each section needs to be completed before your application is considered finished and officially submitted for consideration.

I. GENERAL INFORMATION

Project Name: Provide a title for your training project.

Amount Requested: Grant Funding level is \$100,000

What area best describes your application? choose from the drop-down or "other" if option is not provided

II. Download Templates and Instructions

Letter of Intent Instructions: These instructions.

Letter of Intent Cover Letter (Optional): Cover Letter Template (optional)

LOI Narrative Template: template to fill out and submit

Applicant Biosketch: NIH Biosketch Template

Citations: Citations Template

III. Enable Other Users to Access this Proposal

This screen allows you to give other users access to your grant application.

IV. Principal Investigator

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

For each profile include be sure to fill in all required fields noted by a red *

PI Name:

Prefix: Enter prefix

First: Enter first name

Middle: Enter middle initial

Last: Enter last name

Suffix: Enter suffix

PI Institution: Enter or verify institution is correct.

Highest Degree(s)

Other Degree(s), 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

Academic Rank

Division

Department: Enter current organizational affiliation/current employer

Address Street: Enter current organizational affiliation/current employer

Address City: Enter current organizational affiliation/current employer

City: Enter current organizational affiliation/current employer

State: Enter current organizational affiliation/current employer

Zip/Postal Code: Enter current organizational affiliation/current employer

Country: Enter current organizational affiliation/current employer

E-mail: Enter email address used for contact

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

ORCID iD: <https://...>

ORCID Authorization: Authorization of PC to add awards to ORCiD profile

V. Institution Details

PI's institution is pre-loaded as Lead Institution. To change, select from list below or Search all registered institutions. **Press button to confirm selection.** Click Edit Profile button to change institution information.

VI. Project Abstracts

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

Project Technical Abstract: The technical abstract includes all the parts of your proposed research. It includes your role in a short descriptive form. It will include: an understanding 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. Although inclusion of data is acceptable, report only those numbers that represent the most important information. Do not include citations or references here. 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).**

VII. ATTACHMENTS

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

MFFRG Letter of Intent Cover Letter (Optional);

MFFRG Letter of Intent Narrative;

MFFRG Applicant Biosketch.

MFFRG Citations Template

A. **MFFRG Letter of Intent Cover Letter (Optional)**

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

This attachment is limited to one page in Adobe PDF.

B. **MFFRG Letter of Intent Narrative**

Use the template provided to prepare the **MFFRG** 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. MFFRG 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>

D. MFFRG Citations Template

Submit one Adobe PDF file.

SUBMITTING YOUR MFFRG LETTER OF INTENT

Thoroughly review your **MFFRG** LOI before submission! You will not be able to modify your **MFFRG** 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 **MFFRG** LOI, click “VALIDATE.” If you are missing any required information or attachments, an error message will appear with the missing requirements. If this is complete you can then “SUBMIT” You will receive an email if your **MFFRG** LOI has been successfully submitted to **FPTTR**.

The Research Committee of **FPTTR**’s Board of Trustees will review all submitted Letters of Intent for appropriateness and relevance to the **MFFRG**’s objectives. Potential applicants will receive approval to submit full applications by end of June.

QUESTIONS?

For content questions and guidance, please contact: lizjackson@foundation4pt.org

For any technical assistance in using the submission site, please contact: pcsupport@altum.com
