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

https://proposalcentral.com/

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 Account using your ORCID iD. Then you can login using your ORCID iD. Both options are acceptable choices. **It is required when you are awarded by us 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 are able to 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 **?** icon for additional instructions on items where it appears.

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 "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. Foundation staff nor proposalCENTRAL tech support can delete your titled and saved proposals.

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 an application.

- To ensure that you do not lose any information, save your work often.

- No exceptions to the submission deadline will be made. The Foundation 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 <u>no appendices</u> 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.

Creating a Promotion of Doctoral Studies (PODS) I or II Application

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.

I. PROJECT TITLE

Title of Project: Provide 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) which can be edited prior to submission. Once saved the full application opens.

II. Download Templates & Instructions

This section provides the templates needed to complete and submit the application. Each template includes instructions related to that item for submission.

We have removed the headers and footers that were previously required. They are no longer required.

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.
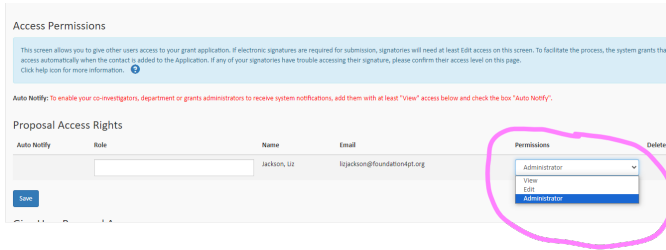
IV. Applicant/PI

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). Required fields are marked with a red asterisk *.

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).

Institution Contacts

Director of Sponsored Programs (optional) – this person is responsible if your award is paid through your institution who will want to be made aware of the award to process the set up and payment to you related to the award. Only include this person if you have determined with your mentor they are to be notified, you already notified them and you intend to take the award funds through your institution. If you have not determined their involvement with your mentor enter only your mentor's email here.

Program Director or Department Chair – this is the person who directs the PhD program at your institution. It could be a chair or a director of doctoral studies.

Post Award Financial Contact – this is the person who is responsible for making sure the funds are received by the institution. Typically, this is an accountant or financial professional from sponsored programs accounting.

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 Street: Enter current organizational affiliation/current employer
City: Enter current organizational affiliation/current employer
State: Enter current organizational affiliation/current employer
Zip Code: Enter current organizational affiliation/current employer
Country: Enter current organizational affiliation/current employer
Phone Work: Enter daytime phone number (format xxx-xxx-xxxx)
Key Personnel Biosketch: Attach completed biosketch (a biosketch is
not required for a recommender) It is required for all other Key
Personnel.

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

- **ONE (1) Confirmation of enrollment is required** from your PhD Program Director or Chair for the PhD program who can attest to standing in the program is required (this is uploaded in the attachments section).

- **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 (these are uploaded in the attachments section as a single pdf).

VII. Blinded Letter(s) of Recommendation

Please enter the e-mail address of the person who will provide the Blinded Letter or Recommendation in the enter email address box. Then click the plus sign to add them. If this e-mail address is already in our system, an immediate option to 'Send E-mail' will appear. Click 'Send E-mail'. An email will be sent to the person who will submit this letter with a link to the proposalCENTRAL website and instructions for how to provide the Recommendation Letter for your scholarship application. (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 below will refresh listing the new person. Add another person, up to the maximum number listed. Please be sure to add at least the minimum number of people required. When the Referee submits their Letter of Recommendation, the Response column will update to Submitted.

VIII. Eligibility Questions

Review and complete general applicable PODS eligibility information (e.g., regarding physical therapy license, enrollment in 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](#)?
- **Eligibility 4** – See guidelines related to "Good Standing" with the Foundation
- **Eligibility 5** – Commitment to PT Profession in US
- **Eligibility 6** – Residency status
- **Eligibility 7** – Candidate status

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

- **PODS I**: PhD candidacy status <u>has not</u> been nor will be achieved prior to start of the Scholarship Year (September 1st). Applicant will be ineligible for a PODS I scholarship if candidacy status (as defined by his/her institution) is achieved prior to start of the Scholarship Year (September 1st).

- **PODS II**: At time of application, PhD candidacy status (as defined by his/her institution) <u>has</u> been achieved **or** PhD candidacy status will be achieved prior to 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, prior to 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.

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 Foundation 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 3,000 (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 (Principal Investigator)), 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.

The Budget Summary will reflect the Budget Detail entered.

XII. ATTACHMENTS

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

> **PODS** Applicant's Biosketch
> **PODS** Background and Goals for Training
> **PODS** Blinded Letter(s) of Recommendation
> **PODS** Confirmation of Enrollment
> **PODS** Letter (s) of Support

XIII. <u>DEMOGRAPHIC INFORMATION</u>

This information will only be used in general terms not identifying any one person specifically. Award recommendations continue to be determined by peer review with final decisions made by our board of trustees.

XIV: <u>VALIDATE</u>

Utilize this button throughout your process to confirm you have included all required items.

XV: <u>Required Signature(s) and Print</u>

Fill in your signature to accept and certify your submission.
Ask you Program Director or Chair to do the same.

XVI: <u>Submit</u>

This will either let you know what additional items are needed or submit your application to us for consideration. Verify that your application status has changed to submitted.

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)
>
> **PODSII 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 <u>not</u> 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 position or small pilot grants, include this information in the table, as well. Pending is defined as already being submitted. Indicate in the column labelled "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 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 own 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 (Works Cited):
Provide full reference in the Works Cited for all sections of the application using AMA style. It is important to be concise and to select only those literature references pertinent to 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 <u>only</u> 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 <u>all</u> Pending, Current, and Completed (the last 3 years) Support; include <u>all</u> past or current support received from Foundation.
- If you list only the last 3 years of completed support, then you <u>must</u> include your top 10 highest dollar amount grants awarded regardless of agency, mechanism, or year (even if long ago).
    - <u>Each</u> research support listing <u>must</u> <u>include the following:</u> Role, Agency, Mechanism, and Total Dollar Amount.

Biosketches are uploaded on the bottom of each key personnel page.

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.
    - Support letters from co-mentors are optional and can be added as an attachment by clicking the blue "Attach Files" button in the Attachments section (12) of the application. Then choose "Co-Mentor's Letter of Support" from the drop-down list next to *Attachment Type:
- 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.

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 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 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 (contact us if transcripts will not be available until after application due date).**

E. PODS Report (ONLY REQUIRED for past Foundation funding recipients)

If you received any previous PODS funding, include a brief update on the progress/outcomes of the award(s). That you can updated and finalize once your award is complete. Use the **PODS** Reports template provided in the eligibility section. If your responses do not fit then you can add an attachment. This attachment is limited to one (1) page.

Once completed, save the template or submit the Report attachment as one (1) Adobe PDF file.

The submission of this update with your application does not replace the submission of a final report for your award.

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 the Foundation is for statistical tracking only. Completion of this section is optional*

SUBMITTING YOUR PODS I or PODS II APPLICATION

Thoroughly review your **PODS I or II** 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 the Foundation. You can also verify in the system that your application status changed to submitted.

QUESTIONS?

For content questions and guidance, please contact: **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