

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

<https://proposalcentral.com/>

## I. Overview

To start the reporting submission process, login by either entering your credentials or clicking on "need an account" At the create an account 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 or Awardee 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.

Home Proposals Awards **Professional Profile** Institution Profile Grant Opportunities pCdrive

My Profile Other Profiles Add Profile Combine Profiles [Create or Connect your ORCID ID](#)

You can begin working on a proposal by clicking on the Create New Proposal link.  
We suggest that at a minimum you complete the contact information below. You do not need to complete the other sections of your profile.  
However, if a grantmaker requires additional information on a program for which you are submitting an application, you will have to return to your profile to complete their required sections.

Create New Proposal

Name: Smith, Karen Email: karen.smith@altum.com Edit Account Information

Save Cancel Next>> Delete This Contact Item Add New Work History Delete Work History

Institution: Altum, Inc. ☒ Primary Institution ☒ Work History (Current)  
Change Institution

After logging in and connecting your ORCID ID, you will navigate to the "Home" tab and choose the Deliverables for which you are submitting a report. To submit a report for an award, Click on the Identifier next to it.

proposalcentral | Review Module | Post Award | Subscriptions | Help | Jackson, Liz - Logout

Create New Proposal

Home | Proposals | Awards | Professional Profile | Institution Profile | Grant Opportunities | pCdrive

Deadlines displayed U.S. Eastern Time

### Proposals Due

Show 10 entries

Identifier	Title	Grant Maker	Program	Type	Investigator	Due Date
116922	Pretend Magistro	Foundation for Physical Therapy Research	Magistro Family Foundation Research Grant	LOI	Jackson, Liz	06/01/2022 5:00 PM
116926	blah blah	Foundation for Physical Therapy Research	Magistro Family Foundation Research Grant	LOI	Jackson, Liz	06/01/2022 5:00 PM
117084	Case study of mild cerebral palsy patient and care-giver support	Foundation for Physical Therapy Research	Magistro Family Foundation Research Grant	Proposal	Jackson, Liz	08/01/2022 12:00 PM

Showing 1 to 3 of 3 entries

### Deliverables 180 days overdue or due in the next 60 days

Show 10 entries

Identifier	Title	Grant Maker	Program	Type	Investigator	Due Date
117179	Test proposal for testing deliverables	Foundation for Physical Therapy Research	Promotion of Doctoral Studies I	Interim Report	Jackson, Liz	03/01/2022 12:00 AM

Showing 1 to 1 of 1 entries

### My unread Messages

Show 10 entries

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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 a report, you are able to work on portions, save, and return to it an unlimited number of times until you submit it (by clicking "Submit to Grant Maker as Final"). Even once it is finalized, you are able to modify and re-submit your uploaded report 30 days prior to its due date and 30 days after it, you must 'un-submit' your uploaded report first and "Submit to Grant Maker as Final" when complete. If it is a webform submission contact either [info@foundation4pt.org](mailto:info@foundation4pt.org) or [pCsupport@altum.com](mailto:pCsupport@altum.com) to unsubmit it, make corrections, add your signature and "submit to Grant Maker as Final" Once the deadline passes, no changes can be made.

## Report submission page "Deliverables"

FPTR FOUNDATION FOR PHYSICAL THERAPY RESEARCH | Home | Access Awards | Rolodex | Report Manager | Options | Payments | FAQ | Customer Service | Help | Review Module | Application Site | Logout

proposalcentral | Jackson, Liz

Back To Home | Award Details | Deliverables | Budget | Payments | Correspondence - Notes | Contacts | Outcomes | Outputs | Abstract - Keywords | Application - Review Information | Research Subjects - Assurance

Fundraising Development Resources | Grant Donors

PI	Jackson, Liz	Award ID	117179
Institution	Foundation for Physical Therapy Research	Program	Promotion of Doctoral Studies I
Award Amount	\$50,000.00	Project Title	Test proposal for testing deliverables
Award Start - Award End	7/1/2022 - 6/30/2023		0%
Expenditures	\$0.00		0%
Paid (Less Refunds)	\$0.00		0%
Expenditures Less Paid	\$0.00		0%
Project Title	Test proposal for testing deliverables		
Interim Report - Interim Progress Report for PODS			

Submit to Grant Maker As Final

Save Cancel

\* Please provide a brief summary of the overall program and work completed during the specified PODS Award Period, including coursework and other training activities. In addition, please also include a description of the results of your dissertation studies, if completed. (1,000 character limit.)

(Do not exceed 1000 characters, including spaces)

\* Please discuss any objectives accomplished during the specified PODS Award Period as compared to the original timeline described in your application. (1,000 character limit.)

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Interim Report - Interim Progress Report for PODS

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\* Please provide a brief summary of the overall program and work completed during the specified PODS Award Period, including coursework and other training activities. In addition, please also include a description of the results of your dissertation studies, if completed. (1,000 character limit.)

(Do not exceed 1000 characters, including spaces)

\* Please discuss any objectives accomplished during the specified PODS Award Period as compared to the original timeline described in your application. (1,000 character limit.)

(Do not exceed 1000 characters, including spaces)

\* Please discuss any major problems encountered during the specified PODS Award Period. (1,000 character limit.)

(Do not exceed 1000 characters, including spaces)

\* Have there been any deviations from the original plan of action as submitted with your PODS application? If so, please provide a DETAILED explanation and justification for any deviations or enter N/A. (1,000 character limit.)

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The Reporting submission page reflects some general project/award information and a series of text boxes to enter your answers to the questions.

There is a section titled ORCiD Authorization where you are able to attach your publications to your ORCiD profile. To do so click the button "Click Here to Authorize" and login into ORCiD with your credentials. OR you can do this below in the publications section of your report.

**FPTR** FOUNDATION FOR  
PHYSICAL THERAPY  
RESEARCH

**proposalcentral**

Jackson, Liz - Logo

**Publications**

Provide any publication material that has been submitted/published from scholarship funding

☐ No Publications to report

Citation Year	Status	PMID	Title	Journal	Source	Action
+						

**ORCID Authorization**

proposalCENTRAL is not authorized to add funding records to the ORCID profile. [Click Here to Authorize](#)

**\*Electronic Signatures**

**\* Enter Electronic Signature 1**

Assigned To : PI

Please sign when the report has been completed and ready to submit.

Liz Jackson  [Save](#)

[Submit to Grant Maker As Final](#)

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The upload button for additional updated information or publication outputs that result from your award from the foundation (i.e., updated IRB status, publications that resulted from this work, other supplementary items can be included here).

DeliverableWebForm

proposalcentral.com/ProposalCentral/AwardMgmt/AwdDeliverables/DeliverablesWebForm.aspx?AwardDeliverableId=1291372&WhereFrom=postaward

GoogleAltum proposalCENSIRIUS Satellite Rad...DEMOProposal Cen...Altum proposalCEN...CCA School DistrictWatch TV and mov...sim3 gaming tipsYouTubeSOME INTERESTIN...SettingsLaunch Zoom - Zoo...Registration Thank...

(Do not exceed 1500 characters, including spaces)

Please provide a COMPLETE citation list for all ABSTRACTS, PRESENTATIONS, and PUBLICATIONS supported in full or part by this Grant award. FPTR's support should be acknowledged. Remember to submit ALL copies of such material in the "Upload" section below

(Do not exceed 2000 characters, including spaces)

List any survey or measurement instruments developed or used in the course of this research. Submit copies of any such items in the "Upload" attachment below

(Do not exceed 2000 characters, including spaces)

SaveCancel

Upload

Upload any of the following:  
IRB IACUC Approvals  
Grant Supplementary Materials  
Allowable File Types: .pdf

Drag & drop your file to upload, or [click here to browse](#).  
File size must be 150 MB or less.

Publications

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3:28 PM  
4/1/2022

## II. UPLOAD

In this section, you will upload documents for your report.

## A- Grant Report IRB/IACUC Approval

If applicable, submit a copy of your IRB/IACUC approval as a PDF file and upload here.

## B- Grant Report Supplementary Material

Scan/combine abstracts, publications, survey/measurement instruments, or any other new relevant project material into one (1) PDF file and upload here.

## C- Grant Financial Report – ONLY FOR FINAL REPORTS

If you are submitting a PODS or Grant Final Report, and you submitted your original application on the previous platform, use the template provided to report your expenditures. If you are submitting a PODS or Grant final report, and you submitted your original application to us through proposalCENTRAL, enter your expenditures into the final financial report that is part of the system behind the deliverables tab. Note – best practice is to enter from the Home Screen as it provides a dashboard showing what is due.

The screenshot shows the FPTR website interface. The top navigation bar includes links like Home, Access Awards, Rolodex, Report Manager, Options, Payments, FAQ, Customer Service, Help, Review Module, Application Site, and Logout. The user is logged in as 'Jackson, Uz'.

The main content area is divided into three sections:

- My Awards With Recent Activity**: Shows a table with columns: Award ID, New Activity, Title, Program, Investigator, Status, Award Amount, Start Date, and End Date. It indicates 'No data available in table'.
- Currently Assigned Critiques and Deliverables**: Shows a table with columns: Award ID, Task, Type, Submitted Deliverable, Deliverable Description, Deliverable Submitted Date, Deliverable Due date, and Program. Two entries are listed for Award ID 117179:
 

Award ID	Task	Type	Submitted Deliverable	Deliverable Description	Deliverable Submitted Date	Deliverable Due date	Program
117179	Deliverable	Final Report		Final PODS Report	3/30/2022	3/30/2022	Promotion of Doctoral Studies I
117179	Deliverable	Financial Report (Period 1)		Enter the expenses for the period indicated.	3/30/2022	3/30/2022	Promotion of Doctoral Studies I
- Prior Critiques**: Shows a table with columns: Award ID, Type, Avg Score, Critique Submitted By, Program, Deliverable Submitted Date, Deliverable Due Date, and Description. It indicates 'No data available in table'.

## D – Publications

Please provide a COMPLETE citation list for all ABSTRACTS, PRESENTATIONS, and PUBLICATIONS supported in full or part by this Grant award. FPTR's support should be acknowledged. Remember to submit ALL copies of such material in the "publications and citations" section of this form.

Click the + sign to add publications from an existing profile. Be sure to utilize the ? for more information on how to access and attach publications from various sources (i.e. PMID, DOI, PMCID, Journal)

If this box does not open enable your pop-up blocker to allow pop-ups from this website

(Do not exceed 4000 characters, including spaces)

Save Cancel

Upload ?

If applicable, submit a copy of:  
Your dissertation  
Combine abstracts, presentations, survey/measurement instruments, or any other relevant materials.  
Allowable File Types: .pdf

Publications

Provide any publication material that has been submitted/published from scholarly journals, books, or other sources.  
☐ No Publications to report

Citation Year	Status	Action

ORCID Authorization

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staging.proposalcentral.com/ProposalCentral/AwardMgmt/AwdDeliverables/AddProfilePublication.aspx?deliverableid=1755448...

Save and Close Cancel Create New Publication

**Active and Pending Publications**

INSTRUCTIONS: Select the appropriate Publications. The drop down below allows you to select the profile that should be accessed for the Publication entries. It will include the PI and any Key Personnel Contact added to this grant.

Select Publication from: Liz Jackson

Publications ☐ Select All

Save and Close Cancel Create New Publication

Select or Create New Publications to attach or check the box next No Publications to report

### Create a new publication

staging.proposalcentral.com/ProposalCentral/AwardMgmt/AwdDeliverables/AddProfilePublication.aspx?deliverableid=1755448...

Save and Close Cancel

INSTRUCTIONS: Enter the requested information below for each publication. If you know the DOI, PMID, or PMID enter the value and click Submit to populate the data available based on the permanent identifiers. When you are done, click Save and Close.

Add to your Profile ☒

Digital Object Identifier (DOI):  Submit

PubMed Identifier (PMID):  Submit

PubMed Central Identifier (PMCID):  Submit

\* Title:

Status: Published in journal

URL:

Authors:

Work Type: Select

Submit to Grant Maker As Final

Save Cancel

Be sure to fill in the Title it is required as noted by the red asterisk\*

### III. SUBMITTING YOUR GRANT REPORT

Thoroughly review your report before submission!

**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.**

When you are ready to submit your report, add your electronic signature click "Save", look everything over one more time and click, "SUBMIT to GRANT MAKER as FINAL". 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 report has been successfully submitted to FPTR.

If you make a mistake you will have to contact the foundation for your report to be unsubmitted to allow for edits. Be sure when you click "SUBMIT to GRANT MAKER as FINAL" it truly is final. You will also have to notify FPTR when you resubmit as your account will be put into delinquent status and can only be updated by FPTR administrator.

FPTR will review all submitted reports for adherence to previous agreements and indicated work. You will be contacted if there are any questions or concerns. If a balance is due on a submitted final financial report be sure to follow up on that process to ensure funds are returned to the Foundation for PT Research Attn: Jordan Rochon 3030 Potomac Ave., Suite 110, Alexandria, VA 22305-3085

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### ***QUESTIONS?***

For content questions and guidance, please contact: [Info@foundation4pt.org](mailto:Info@foundation4pt.org) or by phone **800.875.1378**

For any technical assistance in using the submission site, please contact:  
[pcsupport@altum.com](mailto:pcsupport@altum.com) or by phone **800.875.2562**

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