

2024 Magistro Family Foundation Research Grant Letter of Intent Online Application Instructions using ProposalCentral.com

SET UP AN ACCOUNT

Applicants who already have a ProposalCentral account may skip this section. Select the “Applicant or Awardee” tab before you log in via the ProposalCentral.com website page.

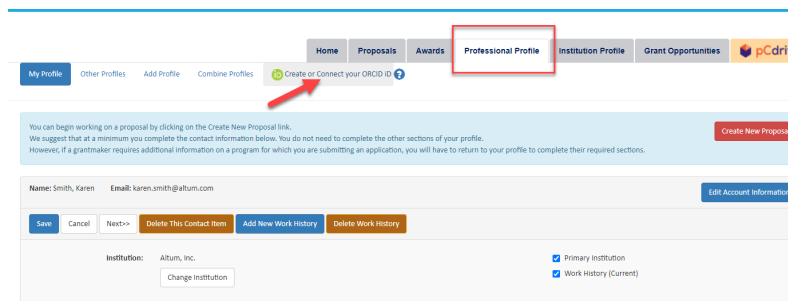
To complete and submit the required letter of intent (LOI) you must use the Foundation’s online application platform on ProposalCentral. This will also be the way you complete and submit your full application, should you be invited to do so.

If you do not have an account, go to the ProposalCentral.com website page. Choose the “Applicant or Awardee” tab. You have two options to create your account: Click on “Need an account,” then enter your first and last name, email address, create a password, choose a challenge question, and provide the answer to it. The other option is to create an account using your existing ORCID ID¹.

NAVIGATE TO THE LOI

Click on Applicant tab

If you have not linked your ORCID ID to your ProposalCentral account, click on the Professional Profile tab and connect your ID. If you are all set, skip this step and proceed to click on the “Grant Opportunities” toward the right on the main tabs menu.



¹ You will be required to have an ORCID ID if you are awarded a Foundation grant. If you want to create one while creating your ProposalCentral account, click on “Login with ORCID” button as your sign in. You will land on the ORCID sign in, where you will click on this link, “Don’t have an ORCID ID yet? Register now.” Once you have your number, you still need to create your ProposalCentral account and link your ORCID ID before you can use it to log on.

Click on the Grant Opportunities tab

Navigate to the “Grant Opportunities” tab and enter “Foundation for Physical Therapy Research” into the search box. Find the Magistro Family Foundation Research Grant and click on it.

Click the “Apply Now” button

Click on that button and you will be taken to the template for the LOI.

Saving your Work, Exiting and Resuming

- Once you complete the first section of the LOI application (#1 General Information) and click on “Save,” you will be able to save your content whenever you click “Save” or “Next” on each page.
- After completing your work for a session, you may exit the application by clicking the “Exit” button.
- To resume your work, login to ProposalCentral.com, navigate to the “Home” tab and click on the application identifier number associated with the application you wish to resume.

When working on the LOI, you are able to work on portions, save, and return to it an unlimited number of times until you submit it (by clicking “Submit”).

Important Points

- **BEFORE YOU START, please review [the guidelines for this grant](#) before preparing your LOI.**
- No exceptions to the submission deadline will be made unless the reason is a technical problem that is verified by ProposalCentral support staff.
- Read all instructions carefully and follow them closely.
- Allow plenty of time to complete the online form and ensure that you have uploaded all required documents according to the instructions for them.

QUESTIONS

For questions about content you are asked to provide, please contact berylleach@foundation4PT.org

For any technical assistance in using the Foundation’s application platform on ProposalCentral, please contact pcsupport@altum.com.

The instructions continue on the next page

MAGISTRO FAMILY FOUNDATION RESEARCH GRANT INSTRUCTIONS FOR COMPLETING A LETTER OF INTENT

1. GENERAL INFORMATION

- 1.1. Provide the research project name.
- 1.2. Indicate your grant period of performance (it must be either 1 year or 2 years). The start period is set to January 1, 2025.

2. DOWNLOAD ATTACHMENT TEMPLATES AND INSTRUCTIONS

This section contains a list of all the templates you will need to complete and upload in your LOI application to complete it:

- **Letter of Intent instructions:** These instructions.
- **LOI Research Narrative template:** You will follow the format in this template for your proposal narrative. This information will be uploaded in the required narrative format (follow the instructions in the template) into Section 8 of the online LOI application, as well as be uploaded as one of the required documents.
- **Applicant biosketch template:** This is the NIH biosketch template. If your biosketch is already in this format, you do not need to transfer that information into this attachment. Just upload your biosketch as a PDF. This is a required document to be uploaded.
- **References template:** This template is how you will list references for any citations provided in your application. You are required to upload this document. If you did not use citations, you will indicate that information in the template.

To find the templates, click on "Attachments" (#4 in the application table of contents on the left once you are in the LOI application).

This list is not comprehensive of all required attachments, only the ones that have required templates. Please refer to **Section 0** below to see all of the ones we require you to submit.

3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL

This section allows you to give other users access to your grant application. The Foundation does not require you to give access to other users at this stage. You will have to complete this step if you are invited to complete a full application. For questions or help completing this section, please contact PCSupport@altum.com.

4. PRINCIPAL INVESTIGATOR

This profile should be completed **ONLY** for the Principal Investigator. All fields marked by a red asterisk (*) must be completed for you to continue.

Principal Investigator This field auto-populates based on the owner of the ProposalCentral account. Follow the instructions in the blue box above to change it.

***PI Name: Prefix:** Enter prefix ***First:** Enter first name **Middle:** Enter middle initial (not required)

Last: Enter last name **Suffix:** enter suffix (not required)

ORCID ID: Provide if you have one

ORCID authorization: If you have entered your ID, authorize ProposalCentral to add awards to your ORCID account.

***PI Institution:** Enter or verify that the auto-generated institution is correct.

***Highest Awarded Degree(s)**

***Other Degree(s)** List all other awarded degrees currently held. List your PT degrees first, followed by other degrees. (Example: Jane Doe, PT, MPT, DPT, PhD)

***License Obtained or Date Expected:**

*** License Number or Date Expected:**

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

Academic Rank (if applicable):

Department: Enter current organizational affiliation/current employer

***Street:** 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:

E-mail: Enter your email address

Daytime phone: Enter daytime phone number (format xxx-xxx-xxxx)

***APTA membership number:** Please note that APTA membership is required to apply.²

Academy or Section: choose up to four Academies or Sections membership

5. SPONSORING INSTITUTION DETAILS

The institution that will be sponsoring your research grant is pre-loaded based on the institution you have listed in your profile. If this institution is not the one you want to use for this LOI, you may change it. To change it, click the blue "Change institution" button. You can then search all registered institutions within ProposalCentral. Select the appropriate institution and click save to update the institutional affiliation. The information for the institution will pre-populate for you.

6. ELIGIBILITY QUESTIONS

These questions are based on the eligibility requirements detailed in the grant guidelines. Please review them carefully. Questions marked with an asterisk (*) are required to be yes answers to continue.

1. You are a licensed physical therapist or physical therapist assistant.
2. Enter your license number or date of expected licensure.
3. *Your study addresses one or more priority area in the [2023 APTA Research Agenda](#)

² You may become an APTA member [here](#).

4. *You are in Good Standing with the Foundation, meaning you have never failed to complete the requirements of any prior scholarship or research grant.
5. *You are a U.S. citizen or permanent U.S. resident with the right to work or a non-immigrant foreign citizen with the right to work in the U.S. for the life of the project. You will have to upload documents to show your status (see Section 9).
6. *If you are a student, you will be awarded your degree no later than September 15, 2024.
7. *As Principal Investigator, you will have a substantive research and leadership role and be responsible for the implementation of the project.
8. You are an employee of the Sponsoring Institution named in the LOI.
9. Your Sponsoring Institution is a legally registered, domestically operating non-profit or for-profit U.S. organization or institution.
10. Your Sponsoring Institution agrees not to charge **any** indirect (overhead or administrative) costs.
11. All the research funded by the Foundation will be carried out entirely in the U.S.

7. RESEARCH ABSTRACTS

Lay Abstract. Please describe your proposed research in easily understandable language, as if you are speaking to someone who has some knowledge of physical therapy but not necessarily of research. Your descriptions and language should be suitable for a non-research audience. **This text box has a character limit of 2,000 (approximately a half page).**

Technical abstract and brief description of your role. Avoid jargon. All abbreviations should be spelled out when first used. **This text box has a character limit of 2,000 (approximately a half page).**

The technical abstract summarizes all major parts of your proposed research. It will include 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. End with a brief description of your role as Principal Investigator.

Use numbers or letters for citations. Do not include references here. They will be uploaded as a separate attachment. References are not counted against the length limitations for the abstract.

8. RESEARCH NARRATIVE

Section 8 in the LOI application contains directions and a text box for uploading your research narrative. The box is where you will paste the contents of your 2-page narrative that you will also prepare and upload as an attachment (see Section 9). Carefully follow the directions provided in the downloaded research narrative template (Section 2). Use that version to cut and paste it into the text box in this section. An overview of the narrative sections is provided below for reference only, not for use.

IMPORTANCE

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

2. Briefly explain the intervention you will study and how it addresses one or more of the APTA's Research Agenda items.

OBJECTIVES

3. Describe the specific primary and secondary aims of the study
 - a. Primary
 - b. Secondary

DESIGN AND METHODS

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

PRIOR SUBJECT RECRUITMENT EXPERIENCE

6. Experience: 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)?
7. Describe potential barriers to achieving the desired sample size and potential ways to overcome them.

ANTICIPATED IMPACT

8. If the proposed intervention is found to be effective, what factors will facilitate or impede its sustainability and scalability in real-world settings?

PERSONNEL

9. List all key personnel (first and last name, institution)

9. UPLOADING ATTACHMENTS

You will upload the following documents as attachments:

- **Research Narrative:** use the template provided. Follow the format and content requirements detailed in the template. **Do not exceed 2 pages for the research narrative.** References are uploaded separately and do not count in the page limit).
- **References:** use the template provided. Include references for all citations provided in your research narrative. References are not part of the Research Narrative 2-page limit.
- **Principal Investigator's Biosketch:** Use the [NIH biosketch format](#). Only the Principal Investigator's biosketch is allowed to be submitted for the LOI. **Your biosketch is limited to 5 pages using the NIH format.**
- **Proof of your right to work in the U.S.:** All applicants must upload their passport and,

additionally, if not a U.S. citizen, either a Green Card or other visa confirming your right to work in the U.S. for the duration of the project. There is no template for this upload.

Use the templates provided on ProposalCentral (see Section 2 to download them) except your biosketch if it is already in NIH format. They contain prompts for the information and also are preset to the required formatting settings.

Template margins must be ½ inch and the font Arial 10.

Attachments must be submitted in Adobe PDF format. 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.

You need to ensure that your Word document is set to ½ -inch margins and Arial 10 font. 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 successfully by clicking on them to open them as a test.

Attachments are uploaded in Section 8 of your LOI application.

10. PI CONFIDENTIAL DEMOGRAPHICS

The questions about your sex and gender are located in this section. You will choose one answer for each one.

Sex assigned at birth

Female

Male

Intersex

Current Gender Identity (how you describe yourself)

Female

Male

Transgender

Other

Prefer not to answer

11. VALIDATING AND SUBMITTING YOUR LOI

Review and Validate

Thoroughly review your completed LOI before submission. **Once you click “Submit” you will not be able to make any further changes.**

To check that your LOI application is complete, click “Validate.” If you are missing any required information or attachments, an error message will appear that identifies the missing requirements. If you had to add any information, please click on “Validate” again to make sure that you have

addressed ALL missing information.

If you encounter problems fixing missing information or uploading, please contact PCSupport@Altum.com. Please do not contact the Foundation. All we will do is refer you to the support team.

Until you click "Submit," you are able to modify your LOI.

Submission

When you are ready, you can then click "Submit." Once you submit, you cannot make further changes. If you submit by mistake, as long as the deadline has not passed, you can contact PCSupport@Altum.com and request that your LOI be unsubmitted. It will be accepted as a mistake if you report the problem as soon as it happens. You can make this request once. Requests made later, without clear justification, will not be allowed. No mistakes can be addressed if the submission deadline has passed.

Should you encounter any technical problems submitting your LOI application, contact PCSupport@Altum.com. Please do not contact the Foundation, as all we would do is refer you to that support team.

You will receive an email from ProposalCentral confirming that your LOI has been successfully submitted. If you have submitted and do not receive an email, contact PCSupport@altum.com. Please check your spam folder before contacting the support team.

This is the end of the Magistro Family Foundation Research Grant LOI application instructions