

## AOTF Doctoral Scholarships Application Stage

**You will need to create a Proposal central user account to apply.** Click the following link to access the instructions Create an account with Proposal Central '[AOTF ProposalCentral Instructions - How to Create a User Account](#)'. You may download this file to keep for future reference.

### 1- Eligibility

Select which scholarship you are applying for.

To be eligible, you must:

- Be an occupational therapist enrolled in a research doctoral program (PhD, ScD, DrPH, and other doctoral research degrees will be considered)
- Have completed all department and institutional coursework requirements except for writing and defense of the dissertation.
- Have scheduled and/or successfully defended your dissertation proposal at this time (official documentation of dissertation defense scheduling is required upon application) \*  
\*Funds will not be released until your dissertation proposal has been successfully defended (if awarded). However, may use the funds for a research study (in the scholarship's focus area) other than their dissertation study.
- Have IRB approved or in process at the time of completing the application. Scholarship funds will not be released until the IRB approval is received (if awarded).
- If awarded, should agree to utilize scholarship funds during your time as a doctoral candidate without carryover thereafter.
- Have a mentor who has expertise in the area of their proposed research study/work.
- Conduct research at a U.S academic institution.
- Be a U.S citizen or have appropriate residence/visa documents

If you are applying for 'Bonita Kraft Occupational Therapy Doctoral Student Scholarship',

- Your research should focus on the treatment, rehabilitation, prevention services and/or wellness research for chronic conditions of serious mental illness in adults

If you are applying for the 'Dr. A. Jean Ayres Occupational Therapy Doctoral Candidate Research Scholarship',

- Your research should be used to aid, support, or pay for expenses related to their dissertation or another research study focused on sensory integration and processing.

**To SAVE your work, check eligibility, then press SAVE.**

### 2- Downloads & Templates


You can download applicant biosketch template and sample, application instructions and mentor biosketch template and sample [here](#).

### 3- Applicant Information

The person who initially creates the Applicant’s profile is pre-loaded as the Applicant. Contact information from this person’s Professional Profile (My Profile), including primary institution affiliation, is pre-loaded to this section of the application.

To update profile, click EDIT PROFESSIONAL PROFILE on this page.

After updating parts 1 (Institution & contact info.), 2 (Degrees) and 4 (Personal Data for Applications; optional) of the ‘Professional Profile’, go back to the proposal and click on the Applicant drop-down menu at the top and select your institution. This will auto-populate all the fields.

For more detailed instructions on how to complete this section, click the help icon  in the right corner.

Please enter the name of the person to make the award check payable to here

Enter applicant’s/Administrative Official’s/Institution’s name here.

Attach Applicant Biosketch here.

Attach/Upload Applicant Biosketch here. A word version of the blank biosketch and a biosketch sample can be downloaded from ‘Attachment’ section of the application.

**To SAVE your work, click SAVE or press NEXT to go to the next section.**

### 4- Enable Other Users to Access this Proposal

#### Access Permissions

This screen allows you to give other users access to your grant application. To facilitate the process, the system grants access automatically when the contact is added to the Application. If any of your signatories/mentors have trouble accessing their signature, please confirm their access level on this page.

Click on the help icon  for more information.

When you give a person access to your grant application, you can give them one of three levels of permissions using the drop-down menu.

These include:

- View (View only. Cannot change any details.)

- Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- Administrator (Can view, edit and submit the application. Can give access rights to others.)

Steps to Give Another Person Access to Your Grant Application:

1. Make sure each person is registered: To grant access to another person, that person must be registered as a "user" in the Proposal Central system. If they are not registered, direct them to register the same way that you did. They do not need to completely fill out their Professional Profile - only the required fields of first and last name.
2. Enter the "User ID" or the "Email" of the person you wish to give access to in the "User ID/Email" field of the "Proposal Access User Selector" section at the bottom of the screen, then click the "Find User" button. The person will now be added to the list at the top of the page of users who have access to your application. The default access permission is "View."
3. Finally, select the permissions level for the person you have just added - View, Edit, or Administrator - then click the "Save" button.

Note: This process only gives access to your application. Access to your Professional Profile must be done separately from within the Professional Profile.

**To SAVE your work, press NEXT and go to the next proposal section.**

## 5- Organization/Employer

The Applicant's organization is pre-loaded as Lead Organization. To change, click 'Change Institution' button to change institution information.

Enter the Organization Social Media Profiles (optional)

**To SAVE your work, press NEXT and go to the next proposal section.**

## 6- Research Essay

**Character Limit: 6000 characters**

- **Dr. Gary Kielhofner Doctoral Research Scholarship in Occupation Therapy**

Brief description of your research and how it relates to the 'Dr. Gary Kielhofner Doctoral Research Scholarship in Occupation Therapy's focus on dedication to establishing a research agenda to impact the advancement of science for the field of occupational therapy through investigation/development of:

- Models/approaches addressing social justice, human volition, or methods to bridge the gaps between research or practice
- Extension of theoretical foundations of occupational therapy, including client-centered, occupation-based innovations and/or
- Novel and innovative intervention techniques; and/or
- Methods to use existing data, testing measures, or intervention approaches

- **Bonita Kraft Occupational Therapy Doctoral Student Scholarship**

Brief description of your research and how it relates to the Bonita Kraft Occupational Therapy Doctoral Student Scholarship in Occupation Therapy's focus on:

- Establishing a research agenda in the areas of mental health and serious mental illness.
- Providing a tool for an outstanding emerging OT scientist to acquire his/her degree and help increase the visibility of occupational therapy in mental health for adults.
- Treatment, rehabilitation, prevention services and/or wellness research for chronic conditions of serious mental illness in adults.
- Preference will be given to students with studies focused on: schizophrenia, psychosis, depression, bipolar disorder, mood disorders and other personality disorders.


- **Dr. A. Jean Ayres Occupational Therapy Doctoral Candidate Research Scholarship**

Brief description of your research and how it relates to the Dr. A. Jean Ayres Occupational Therapy Doctoral Candidate Research Scholarship's focus on:

- Conducting research in the areas of sensory integration and processing.
- Contributing to the field of occupational therapy and improving the delivery of care.

**SAVE your work, then press NEXT and go to the next proposal section.**

### 7- Mentor Information

To complete this section, make sure your mentor is registered with proposal central. If they are, you will be able to add their information by searching up their email and clicking 

**Attachment:**

You or your mentor will need to attach/upload 'Mentor biosketch' in the Attachment section.

- A word version of the blank biosketch and a biosketch sample can be downloaded from 'Attachment' section of the application.

**To SAVE your work, press NEXT and go to the next proposal section.**

### 8- Budget Period detail

**Scholarship amount: \$5,000**

Detailed budget itemizing projected expenses and furnishing a rationale for expenditures related to the proposed research project only.

- Funding may **not** be used to pay salary for self or mentor.
- No F&As/indirects are allowed.

- Budget justification should be included for all categories and items of expenditure.

**Character limit: 6000 characters.**

**To SAVE your work, press NEXT and go to the next proposal section.**

## 9- Budget Summary

This section will auto-populate after Section 8 is complete and saved.

Check to ensure that the expenses are accurate. They will be categorized as "personal" and "non-personal" costs.

**To SAVE your work, press NEXT and go to the next proposal section.**

## 10- Attachments

### Applicant Attachments

All required documents must be uploaded in order to submit the application.

Applicant Biosketch	Required. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12.
Mentor Biosketch	Required. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12.
Proof of successful dissertation proposal defense	Required. Eligible candidates will need to have successfully defended their dissertation proposal at the time of their application. Proof of successful defense such as a letter from the doctoral committee chair or a dissertation proposal defense form signed by the committee is required.
Letter of Recommendation (from the mentor)	Required. A letter of recommendation from the applicant's mentor.
Hi-resolution photo of applicant	300 dpi or higher jpg
Proof of citizenship/Residence permit/Visa	

IRB approval	Optional at the time of application submission, however, required for funding ( <i>if awarded</i> ).
<b>To SAVE your work, press NEXT and go to the next proposal section.</b>	

<b>11- PI Data Sheet</b>
PI Data Sheet includes the following sections: Gender, Race/Ethnicity, Disability, Socio-economic Background.
<b>To SAVE your work, press NEXT and go to the next proposal section.</b>
<b>12- Validate</b>
<p>Click the VALIDATE button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step - SUBMISSION.</p> <p>Validating the proposal DOES NOT submit the application to the funder. You must proceed to the submission page and click the Submit button there to complete the process.</p>

<b>13- Signature Page</b>
<b>Required E-Signatures</b>
Applicant must sign the Application prior to submitting it to The American Occupational Therapy Foundation.
<p><b>Before printing, please use the 'Validate' option (in the navigation menu to the left) to verify that you have entered all the required information.</b></p> <p><b>After you complete all the proposal sections, click on the “Print Application Pages with Attachments” button to open and print the cover/signature pages and application files.</b></p> <p>You must have the FREE Adobe Acrobat Reader installed to view either of the above options.  <b>Attention Apple/Mac users:</b> The default Apple PDF viewer will not work properly.  Download the latest version of the Acrobat Reader from Adobe at  <a href="http://www.adobe.com/products/acrobat/readermain.html">http://www.adobe.com/products/acrobat/readermain.html</a></p>

**To SAVE your work, press NEXT and go to the next proposal section.**

**14- Submit**

**To submit your Application, please click the 'Submit' button.**

You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email from [pcsupport@altum.com](mailto:pcsupport@altum.com) will be sent to the applicant. **Please add [pcsupport@altum.com](mailto:pcsupport@altum.com) to your safe senders list to ensure receipt of your submission.**

**Important Notice:**

We recommend that you verify that the status of your application has changed to 'Submitted'.

For best results, you should logout and close all ProposalCentral browser windows.

**Login and select the "Proposals" tab and select "Submitted" from the Proposal Status dropdown list.**

**Once properly submitted, your application no longer appears on your Home tab.**

**Application must be submitted by February 20, 2026, at 11:59 PM EST to be eligible.**

If you are having difficulties with Proposal Central platform, please contact their Support Desk.

**CUSTOMER SUPPORT:**

800-875-2562 (Toll-free U.S. & Canada)

+1-703-964-5840 (Direct Dial International)

[pcsupport@altum.com](mailto:pcsupport@altum.com)

**The End**