AOTF Research Grants: Full Application Stage
Downloads & Templates
You can download PI biosketch template and sample, mentor biosketch template and sample, mentoring table template and sample and application instructions here.
To go to the Title Page, press Next.
Title page
Include your Project Title, choice of which of the three AOTF grants you are applying for, proposal type (new/supplement), information on whether this is a resubmission, anticipated start and end dates. Note: IR may last one or two years. IRG may only last one year. CERG may only last two years. *AOTF defines a resubmission as an application that went through and completed AOTF full application review process but was not funded. All resubmissions require the submission of a new LOI This should auto-populate from your LOI application. Complete the sections that are not auto-populated.
SAVE your work, then press NEXT and go to the next section.
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', save your changes and click on the orange 'Return to LOI/Proposal' button on the top of the page. Click 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 OT license (State) information here- **Optional**	Enter which state the license is held in, license number and license renewal date.
Attach PI Biosketch here.	Attach/Upload PI Biosketch here. A word version of the blank biosketch and a biosketch sample can be downloaded directly from this section, as well as the 'Download Instructions & Templates' and 'Attachment' sections of the application. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12.

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

Enable Other Users to Access this Proposal

Access Permissions

This screen allows you to give other users access to your grant application. You may use this feature to provide access to your mentor/Co-I to add their info. and upload required documents. The person you are giving access to must be a registered Proposal Central user. They may use 'AOTF ProposalCentral Instructions - How to Create a User Account' to register as a Proposal Central user.

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 "Give User Proposal Access" 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.

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

Organization

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

You are required to complete the 'Verification by Applicant Organization' form and upload it under 'Attachments' tab. A blank version of the form can be downloaded from the 'Download Instructions & Templates' or 'Attachment' sections of the application.

Enter the email addresses of the Signing Official (required), Financial Officer (required), and the Administrative Official (optional)

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

Key Personnel

Please provide information for your mentor (required), any co-investigators and/or significant contributors to your project. All studies require a mentor and CERG requires a community partner in addition to the mentor. (Note: For CERG, a mentor with experience in community-engaged research will be preferred). The required documents depend on the chosen role. Mentor attachments includes: mentor *biosketch*, *mentoring table*, and *letter of commitment*. Community partner attachments (required for CERG applicants) include *Biosketch or CV* and *Letter of Engagement.* Make sure to complete and upload **all** components. If the study has more than one partner and/or Co-I, please upload all CVs as a single file and all letters of engagement as a single file

To complete this section, make sure your mentor/other key personnel is registered with proposal central. If they are, you will be able to add their information by searching up their email and clicking the plus button to open a pop-up window. In the pop-up window, select their role in the proposed project. If they did not previously have a ProposalCentral account, you will need to enter their information.

Mentor: You will be required to upload the following:

- Mentor Table: A word version of the blank document, instructions and a sample for the research mentoring table and publications can be downloaded in the 'Download Instructions & Templates' section of the application.
- Mentor Biosketch: A word version of the blank biosketch, biosketch instructions and a biosketch sample can be downloaded in the 'Download Instructions & Templates' section of the application.
- A Letter of Commitment from the mentor: Please include a mentor letter of commitment that clearly spells out their intended role and support of the researcher/PI. The letter should outline mentor's confidence in the applicant's ability to complete the intended research, lists the contribution mentor intends to make, and their

commitment to the work. This letter is a primary assurance to the reviewers that the early investigator has the support of an experienced researcher.

Community Partner: You will be required to upload the following if your proposed project involves a community partner. **These documents are required for CERG applicants.**

- A Letter of Engagement: Should clearly spell out the Community partner/Co-I's understanding of and availability for their contribution to development and execution of the proposed study.

- Community partner Biosketch/CV: Must reflect 1) how the community partner has demonstrated lived experience that is reflective of the identified community and 2) how the community partner has demonstrated commitment to the research process and/or topic.

Co-Investigator: You will be required to upload the following if your proposed project involves co-investigators

- Co-I Biosketch

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

Project Cover Letter

Include a cover letter for your proposal. Character limit: 3500

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

Abstracts & Keywords

This should auto-populate from your LOI application. Complete the sections that are not auto-populated.

A. Check to ensure the following are selected for your proposal:

   - Research Priority Population(s)
   - AOTF Research Priorities
   - Research Approach
   - Research Objectives
   - Elements of Community-Engaged Research

B. Provide a **general audience summary** of your proposed project for dissemination to the public. **2,500 characters max**, including spaces. Text only. No special characters or formatting.

C. Provide a **description of your research for a technical audience. 6,000 characters max**, including spaces. The description should include 1) The proposed research 2) How it applies to the priorities and one or more of the objectives for this RFA. Text only. No special characters or formatting.

D. **Community Engagement Plan**
Provide the Community Engagement plan (Required for CERG applicants; Optional for IR & IRG applicants). **6,000 characters max, including spaces**. A description of how the project will engage with the community, including the roles of community partners, how Community Partner/Stakeholder will be part of the development and execution of the proposed project and how the findings will be disseminated and implemented within the community. Text only. No special characters or formatting. (Write-in)

E. List succinctly the **specific objectives/aims** of the research proposed and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s). **Character Limit: 5000**

F. Practice Settings
Select the practice setting from the drop-down menu that best aligns with your proposal. If you'd like to include additional practice settings, you may type them into the text box below.

Select from the following practice settings options:

- Academic or research center
- Community-based program
- Health and wellness facility
- Home/Homecare
- Hospital
- Industry
- Other
- Outpatient facility or clinic
- School system

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

Research Proposal

Includes the following sub sections:

- Research Strategy/Plan- **To be uploaded. Character Limit: 20,000.**
- Plan for Future Studies and Funding
- Community Partner/Stakeholder Inclusion:
- Resources Available/Plan
- References and Literature Cited
- Consortium, Contractual, Consulting Arrangements

Research Strategy/Plan:

Organize the Research Strategy in the specified order using the instructions provided below. All documents must be created in a text editor of your choice (i.e. Microsoft Word) using Times New Roman font, no smaller than size 12, single spaced, with ½ inch borders with the heading 'Research Strategy/Plan and the name of the PI (Last Name, First Name)' attached as a single file in the 'Attachments' section of this application. Character limit: 20,000.

Start each section with the appropriate section heading: SIGNIFICANCE, INNOVATION, and APPROACH.

SIGNIFICANCE:

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
- Discuss how the proposed research addresses an AOTF Research Priority

B. INNOVATION:

- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

C. APPROACH:

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in Item 5.5.15, include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.

Within the research strategy/plan: Discuss how the proposed research addresses other AOTF Research Objectives. (Note: All applications must address the first three objectives).

AOTF Research Objectives:

- Lay the necessary groundwork for larger studies to evaluate the effectiveness of occupational therapy interventions on occupation, participation, and health.
- Align with future funding priorities and intended sources of funding.
- Develop interventions that are client-centered, occupation-based, theory-driven, and manualized.
- Lead to efficacy (research under tightly controlled conditions) or effectiveness (research under real-world
- conditions) trials.
- Cultivate interdisciplinary research teams and partner with communities.
- Include underserved and diverse populations in research.
- Mentor new investigators and researchers.

AOTF will give preferential consideration to applications that utilize common data elements and include in their grant applications where appropriate. NIH encourages the use of common data elements (CDEs) in clinical research, patient registries, and other human subject research in order to improve data quality and opportunities for comparison and combination of data from multiple studies and with electronic health records. Information can be located on their website: https://cde.nlm.nih.gov/

Plan for Future Studies and Funding

State how the proposed research lays the necessary groundwork for larger intervention studies and identify specific funding opportunities/notices and sources that will be pursued upon completion of an AOTF Intervention Research Grant

Award. Include details on any work that has already been done related to the proposed project and how this project will build on such previous work. **Character Limit: 4200**

Resources Available/Plan

Describe facilities, special equipment, consultative services and other relevant resources available for project and directly applicable to the proposed work. Describe other in kind or matching support for this project. This information is important in determining whether resources available are capable of supporting successful completion of proposed project.

Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements.

For Early Stage Investigators, describe institutional investment in the success of the investigator, e.g., resources for classes, travel, training; collegial support such as career enrichment programs, assistance and guidance in the supervision of trainees involved with the ESIs project, and availability of organized peer groups; logistical support such as administrative management and oversight and best practices training; and financial support such as protected time for research with salary support.

If any of these resources are to be obtained through collaborative arrangements, letters confirming arrangements must be included in 'Attachments' section.

Character Limit: 8000

References and Literature Cited

List all references cited in the Research Plan using APA style. Each reference must include title, names of all authors, title of book or article, name of journal and volume number and page numbers, and year of publication. References should be limited to relevant and current literature. It is important to be concise and to select only those literature references pertinent to the proposed research.

Character Limit: 8000

Consortium, Contractual, Consulting Arrangements

Summarize and explain any programmatic, fiscal, and administrative arrangements to be made between applicant's organization and consortium organization(s), contractual services, and consultants. If consortium/ contractual/consultant activities represent a significant portion of overall project, explain why applicant organization, rather than ultimate performer of activities, should be grantee. Additionally, upload any letters or agreements related to Consortium, Contractual, Consulting Arrangements as a single file in 'Attachments' section.

Character Limit: 8000

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

Budget Period detail

Direct Cost: The research mentor can receive no compensation from the IR program. For the IRG program, up to 20% of grant funds may be used towards mentor compensation. For the CERG program, up to 10% of grant funds may be used towards mentor compensation. For CERG, community partners' compensation is not capped.

- Identify the PI and all co-investigators regardless of whether salary will be requested. Identify role on project, type of appointment, appointment months, total percent effort spent working on the project, salary requested and fringe benefits requested.

- Identify all consultants, regardless of whether salary will be requested. Consultants should not exceed 10% of total award.
- Itemize all equipment requested. Equipment is limited to 20% of total award and does not include computers or major software.
- Itemize all supplies requested.
- Itemize all travel money requested.
- Itemize all subjects/participants costs requested.

Indirect Costs: Include all Indirect costs requested. Indirect costs cannot exceed 10% of direct costs.

Budget Justification

Provide details for all categories and items of expenditures. Describe specific functions of each personnel, consultants, equipment purchases, travel, etc. Identify individuals with appointments of less than full time. If other proposals for funding this project are pending, describe in detail how the research plan, budget, and time allocation will be adjusted if both proposals are funded. Include the support your Organization is providing.

Describe the specific role of each individual on the project regardless of whether salary will be requested. Tuition is not a direct cost. **Character limit: 8000 characters.**

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

Budget Summary

This section will auto-populate after Section 10 is complete and saved. Check to ensure that the expenses are accurate. They will be categorized as 'personnel Costs', 'non-personnel Costs' and 'Indirect Costs'.

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

Current and Pending Support

In this section, you add all of your existing and pending Support. For each entry, an overlap with this application and some description of the overlap could be requested. If so, please save that data in order to complete the support entry for submission.

The AOTF grants are ideally targeted to principal investigators (PI) who do not currently have substantial extramural research awards as an independent principal investigator (e.g., R01, PCORI, Research Program Project Grant, Veterans Administration Merit Award, Field-Initiated Project). Typically, the PI will have a funding history associated with early stage, emerging, or early midcareer investigators that may include small research grants and training-related or mentored career awards.

To add your entries, please click the "+" link and all entries previously saved in your Professional Profile will show. Please select the applicable support, and save. If your Key Personnel have granted you at least View access to their profile, you can select Other Support from their profile as well.

To add new Other Support entries, click the "Create New Other Support" button. By default, this entry will be added to your profile, unless the option "Add to Profile" is not selected. If you have Edit or Admin access to your Key Personnel's profile, you can add new Other Support entries on their behalf to this application and update their profile as well.

Assurances & Protections

Human Subject Assurance

Does the proposed project involve Human Subjects of human subjects' data? If yes, status of IRB approval? Approved or pending date? Type? * IRB approval is not required at time of application submission. If award is made, payment will not be issued until IRB approval is received by AOTF. Award period dates are fixed and projects will not be extended due to a delay in IRB approval submission.

Make sure that the certificates of completion for human subjects protection training attached for ALL co-investigators and other key personnel in the 'Attachments' section.

Upload the Protection of Human Subjects Plan in the 'Attachments' section:

If no human subjects are involved and your research has been determined to be EXEMPT by your Institutional Review Board (IRB), please state so.

If research involving human subjects is determined by your Institutional Review Board (IRB) to be NON-EXEMPT and your institution has determined that IRB Approval is necessary, then you must provide sufficient information for reviewers to determine that the proposed research meets 1) the requirements of the DHHS regulations to protect human subjects from research risks and 2) the requirements of Foundation policy on inclusion of women, minorities, and children.

The Foundation does not provide IRB review or make a determination regarding whether IRB Approval is necessary.

A. Risks to Human Subjects.

1. **Human Subjects Involvement, Characteristics, and Design:** Describe the proposed involvement of human subjects outlined in the Research Strategy section. Describe and justify the characteristics of the subject populations, including their anticipated numbers, age range, and health status if relevant. Describe and justify the sampling plan, as well as the recruitment and retention strategies and the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special vulnerable populations, such as fetuses, neonates, pregnant women, children, prisoners, institutionalized individuals, or others who may be considered vulnerable populations. Note that "prisoners" includes all subjects involuntarily incarcerated (for example, detention centers) as well as subjects who become incarcerated after the study begins. If relevant to the proposed research, describe procedures for assignment to a study group. As related to human subjects' protection, describe and justify the selection of an intervention's dose, frequency, and administration. List any collaborating sites where human subjects research will be performed, and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data will be obtained, managed, and protected.

2. **Sources of Materials:** Describe the research material obtained from living individuals in the form of specimens, records, or data. Describe any data that will be collected from human subjects for the project(s) described in the application. Indicate who will have access to individually identifiable private information about human subjects. Provide information about how the specimens' records, and/or data are collected, managed, and protected as well as whether material or data that include individually identifiable private information will be collected specifically for the proposed research project.

3. **Potential Risks**: Describe the potential risks to subjects (physical, psychological, financial, legal, or other) and assess their likelihood and seriousness to the human subjects. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits of alternative treatments and procedures, to participants in the proposed research.

B. Adequacy of Protection against Risks.

1. **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects (where appropriate) and the process for obtaining informed consent. If the proposed study will include children, describe the process for meeting requirements for parental permission and child assent. Include a description of the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. If a waiver of some or all of the elements of informed consent will be sought, provide justification for the waiver. Informed consent documents need not be submitted unless requested.

C. **Protections against Risk:** Describe planned procedures for protecting against or minimizing potential risks, including risks to privacy of individuals or confidentiality of data, and assess their likely effectiveness. Research involving vulnerable populations must include additional protections must include additional protections. Where appropriate, discuss plans for ensuring necessary medical or professional intervention in case of adverse effects to the subjects. Studies that involve clinical trials must include a general description of the plan for data and safety monitoring of clinical trials and adverse event reporting to the IRB and others as appropriate to ensure safety of subjects. **Potential Benefits of the Proposed Research to Human Subjects and Others:** Discuss the potential benefits of the research to research participants and others. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to research participants and others.

D. **Importance of Knowledge to Be Gained**. Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the importance of the knowledge that reasonably may be expected to result.

E. **Data and Safety Monitoring Plan:** If the proposed research includes a clinical trial, include a Data and Safety Monitoring Plan. Provide a general description of a monitoring plan that you plan to establish as the overall framework for data and safety monitoring. Describe the entity that will be responsible for monitoring and the process by which Adverse Events (AEs) will be reported. Be succinct. The frequency of monitoring will depend on potential risks, complexity, and the nature of the trial; therefore, a number of options for monitoring trials are available. These can include, but are not limited to, monitoring by a: Primary Investigator (required); IRB (required); independent individual/safety officer; designated medical monitor; Internal Committee or Board with explicit guidelines; data and Safety Monitoring Board (see NIH requirements). A detailed Data and Safety Monitoring Plan must be submitted to the applicant's IRB and for approval prior to the accrual of human subjects.

<u>Vertebrate Animals</u>

Does the proposed project involve Vertebrate Animals? If Yes, status of IACUC approval? Approved or pending date? *IACUC approval is not required at time of application submission. If award is made, payment will not be issued until IACUC approval is received by AOTF.

Animal Welfare Assurance: Add the institution's animal welfare assurance number.

Upload Vertebrate Animals Protections:

If the project does NOT include research on vertebrate animals, please state so.

If the project includes research on vertebrate animals, please address the following areas. Research protocols on animal subjects must be reviewed by Institutional Animal Care Use Committee (IACUC). If vertebrate animals are involved in the project, address each of the five (5) points below. If all or part of the proposed research involving vertebrate animals will take place at alternate sites, identify those sites and describe the activities at those locations. Failure to address the following points will result in the application being designated as incomplete.

A. Use of Animals. Provide a detailed description of the proposed use of the animals in the work outlined in the Research Strategy Plan section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.

B. Justification. Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

C. Veterinary Care. Provide information on the veterinary care of the animals involved.

D. Procedures. Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

E. Euthanasia. Describe any method of euthanasia to be used and the reasons for its selection. State whether this method is consistent with the recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations.
If involvement of animals is indefinite, provide an explanation and indicate when it is anticipated that animals will be used.

Inclusion of Women, Minorities, Children
Will the study include women, children and/or minorities? If yes, address each item within your Inclusion of Women, Minorities, and Children.

If the project does NOT include human subjects for research, please state so.

A. Inclusion of Human Subjects: If the project includes human subjects for research, please summarize the following.
Character Limit: 1500

Address, at a minimum, the following four (4) points.

a. The targeted/planned distribution of subjects by sex/gender and racial/ethnic groups. If using existing specimens and/or data without access to information on the distribution of women and minorities, so state and explain the impact on the goals of the research as part of the rationale that inclusion cannot be described. Alternatively, describe the gender and minority composition of the population base from whom the specimens and/or data will be obtained.

b. A description of the subject selection criteria and rationale for selection of sex/gender and racial/ethnic group members in terms of the scientific objectives and proposed study design. The description may include, but is not limited to, information on the population characteristics of the disease or condition under study.

c. A compelling rationale for proposed outreach programs for recruiting sex/gender or racial/ethnic group.

d. A description of proposed outreach programs for equitable recruitment of members of sex/gender and racial/ethnic group as subjects.

B. Inclusion of Children: Address, at a minimum, the following four (4) points.

a. Provide either a description of the plans to include children, or, if children will be excluded from the proposed research, application, or proposal, present an acceptable justification for the exclusion.

b. If children are included, the description of the plan should include a rationale for selecting a specific age range of children. The plan must also include a description of the expertise of the investigative team for working with children, the ages included, of the appropriateness of the available facilities to accommodate the children and the inclusion of a sufficient number of children to contribute to a meaningful analysis relative to the purpose of the study.

c. When children are involved in research, please address additional protections to children involved as subjects in research under Protections Against Risk.

d. Address any exclusion of any specific age group and justify the exclusion

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

Attachments

All required documents must be uploaded to submit the application. All additional attachments should be uploaded as needed.

PI 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.
Letter of Commitment (from the mentor)	Required. Letter of Commitment from the mentor should clearly spells out mentor's intended role and support of the PI. The letter should outline mentor's confidence in the applicant's ability to complete the intended research, lists the contribution mentor intends to make, and their commitment to the work.

	This letter is a primary assurance to the reviewers that the early investigator has the support of an experienced researcher. A letter of recommendation from the PI's mentor. Letter of Commitment from the mentor should clearly spell out mentor's intended role and support of the researcher/PI. The letter should outline mentor's confidence in the applicant's ability to complete the intended research, list the contribution mentor intends to make, and their commitment to the work. This letter is a primary assurance to the reviewers that the early investigator has the support of an experienced researcher.
Mentoring table	Mentoring table samples and templates can be downloaded from the 'Download Instructions & Templates' or 'Attachment' sections of this application.
Co-Investigator Biosketch	Use the same template as PI Biosketch. Must be attached when you complete co-investigator part in 'Key personnel' section.
Community partner Biosketch/CV (from the Community partner; Required for CERG applicants)	Required for CERG applicants Must reflect 1) how the community partner has demonstrated lived experience that is reflective of the identified community and 2) how the community partner has demonstrated commitment to the research process and/or topic.
Letter of Engagement/Support (from the Community partner; Required for CERG applicants)	Required for CERG applicants Should clearly spell out the Community partner/Co-I's understanding of and availability for their contribution to development and execution of the proposed study.
Research Strategy/Plan	Look under 'Research Proposal' section for detailed instructions regarding this attachment.
Verification by Applicant Organization	Upload the completed form. Blank form is available to download in this section.
Human subjects Research Training Certificates	Upload as a single file for all key personnel.
Institutional Letter of Support for Facilities/Equipment/Personnel Time Release	Provide institutional Letters of Support for facilities, equipment, and personnel release time. *Requirements: File must begin with a cover letter listing letters included with name, organization, and purpose; Cover Letter and Letters of Support should be uploaded as a single file.*

Consortium, Contractual, Consulting Arrangements	Upload any letters or agreements related to Consortium, Contractual, Consulting Arrangements as a single file in 'Attachments' section.

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

PI Demographics

PI Demographics includes the following sections: Gender, Race, Ethnicity, Citizenship, US veteran status *(optional)*.

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

Validate

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.

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.

Signature Page

Required E-Signatures

Applicant must sign the Application prior to submitting it to The American Occupational Therapy Foundation.

Before printing, please use the 'Validate' option (in the navigation menu to the left) to verify that you have entered all the required information.

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.

You must have the FREE Adobe Acrobat Reader installed to view either of the above options.

Attention Apple/Mac users: The default Apple PDF viewer will not work properly.

Download the latest version of the Acrobat Reader from Adobe at
http://www.adobe.com/products/acrobat/readermain.html

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

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 will be sent to the applicant. **Please add 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 Proposal Central 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 November 21, 2025, at 11:59 PM ET 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

The End