

**‘The Dr. Carolyn Baum Cognitive Function in Daily Life Mentor Award’
Application Instructions**

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.

Project Title & Eligibility

In order to be eligible for ‘**Dr. Carolyn Baum Cognitive Function in Daily Life Mentor Award**’, the applicant must:

- Be a mid to senior level occupational therapy researcher who is at least 7 years post completion of their doctoral degree (PhD, ScD, DrPH, and other doctoral research degrees) and now in the Associate or Full Professor role.
- Be currently working in and have grant awards, publications, presentations in the area occupational therapy and functional cognition.
- Have a mentee who is at an assistant professor or post doc. fellow level (post PhD/OTD/DrOT /ScD) and requires mentorship in a functional cognition or related research project.
- Have an IRB approved or in process at time of application (*optional*).
- Agree to utilize the awarded funds to mentor the mentee specified in the application without any carryover to another project or mentee (*if awarded*).
- Conduct research at a U.S academic institution. This is applicable for both applicant and mentee.
- Be a U.S citizen or have appropriate residence/visa documents. This is applicable for both applicant and mentee

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

Downloads & Templates


You can download applicant biosketch template and sample, application instructions, award guidelines and mentee biosketch template and sample here.

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 and the mailing address here	Enter applicant's/Administrative Official's/Institution's name & mailing address for the award check here.
Attach Applicant Biosketch in 'Attachments' section.	Attach/Upload Applicant Biosketch in 'Attachments' section. A word version of the blank biosketch and a biosketch sample can be downloaded from 'Attachments' section of the application.

To SAVE your work, click SAVE or press NEXT to 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. 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.

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.

Research Essay


Character Limit: 6000 characters

Brief description of:

- Your research work in functional cognition and how this work has advanced the field of occupational therapy.
- Your research project with your mentee and how it relates to Dr. Carolyn Baum Occupational Therapy & Functional Cognition Award's focus on occupational therapy & functional cognition.
- The environment or the institutional/organizational resources available to the applicant to support their research work with their mentee and their overall mentoring efforts.

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

Mentee Information

To complete this section, mentee will be expected to be registered with proposal central. Once they are, applicant will be able to add their information by searching up their email and clicking 

Attachment:

You or your mentee will need to attach/upload their 'Mentee 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.

Budget Period detail**Start Date: March 1, 2026****End Date: February 28, 2027****Award: \$10,000.**

- Funds should be used exclusively to support the mentee/fellow's development in the area of functional cognition. Permissible expenses include:
 - Mentee's salary
 - Research training activities
 - Research-related resources
 - Research-related travel
 - Other professional or research-related expenses that directly contribute to the mentee/fellow's growth in this field.
- The applicant, co-investigators, and consultants can receive no compensation from this grant. Tuition expenses are also not allowed.
- No F&As/indirects are allowed.

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

- 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.****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.**Assurances and Protections**

*Does the proposed project involve Human Subjects? (Y/N)

If Yes, Status of IRB Approval (Approved/Pending/To Be Submitted/Exempt/Not Applicable)

To SAVE your work, press NEXT and go to the next proposal section.**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.
Mentee Biosketch	Required. The Biosketch may not exceed five (5) pages. Do not use a font smaller than 12. Use same template for both Mentor & Mentee.
Mentee Letter (written and submitted by the applicant): Define the mentee's current role in the research project, mentor-mentee relationship and the mentoring plan.	Required.
Hi-resolution photos of applicant and mentee	Required. 300 dpi or higher jpg
Proof of citizenship/Residence permit/Visa (applicant and mentee)	Required.
IRB approval	Optional.
To SAVE your work, press NEXT and go to the next proposal section.	

PI Data Sheet

PI Data Sheet includes the following sections: Gender, Race/Ethnicity, Disability, Socio-economic Background.

To SAVE your work, press NEXT and go to the next proposal 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 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 November 7, 2025, 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

The End