

STRIDE Mentored Research Scholarship Application Stage

Click here to apply: <https://proposalcentral.com/ProposalGI.asp?SectionID=12256&ProposalID=-1>

You will need to create a Proposal central user account to apply. Click the following link to access the instructions 'AOTF ProposalCentral Instructions - How to Create a User Account'. You may download this file to keep for future reference.

1. Eligibility

- Are you a post-professional Master's (OT) graduate, an entry-level or post-professional OTD graduate, who has completed their program requirements, AND/OR an OT clinician? * **(YES/NO)**
- Are you from an under-represented background, with disabilities, and/or from under-resourced backgrounds? Please refer to the following NSF & HRSA links regarding information on underrepresented groups: [Minorities](#) & [Underrepresented Minority](#) **(YES/NO)**

*You are not eligible if you are currently a faculty member or a PhD student or accepted into a PhD program for the upcoming Fall/Spring semester.

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

2. Downloads & Templates

You can download application instructions and mentor biosketch/mentoring table blank forms and samples 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.

Please complete parts 1 (Institution & contact info.), 2 (Degrees), 4 (Personal Data for Applications; optional) of the 'Professional Profile'.

After updating your institution to your Professional Profile, go back to the proposal and click on the Applicant drop-down menu at the top and select it. This will auto-populate the "Organization/Employer" and below fields.

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

Name	First	Middle	Last
Highest Degree			

Organization/Employer	
Position/Title	
Mailing Street Address	
Mailing City	
Mailing State	
Mailing Zip Code	
Email Address	
Phone	Work, Lab/Alt. Work, Mobile
Social Media Handles (optional)	LinkedIn/Facebook/ Instagram/ Twitter
Please enter the name of the person to make the award check payable to here	Enter applicant's name here.
Attach Resume or Curriculum Vitae here	Attach/Upload applicant's Resume/CV here

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

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

Must include:

- Potential research related experience applicant is seeking*, why they chose it, and how this is related to the occupational therapy research work they anticipate doing in the future. Refer to examples of potential focus areas below.
 - *Applicant understands that the end result of this mentored scholarship is to reflect on their research experience as opposed to reporting on results of a research project.
- Applicant's research related course work and experience with examples.
- An explanation of how this research experience and scholarship will benefit the applicant academically, personally, and professionally.
- Description of how the applicant's lived experience reflects the principles of diversity, equity, and inclusion as an occupational therapist and/or occupational therapy student.

Examples of Potential Focus Areas

Research skills

- Develop expertise in the area of research that the applicant has identified:
 - Literature review of relevant theoretical work and empirical research
 - Appraisal of research literature
 - Designing study methods or protocols
 - Quantitative/Qualitative data processing methods and analysis
- Develop and refine research questions that can be used to develop research projects
- Identify and develop/design research methods pertinent to the research agenda
- Train in relevant research methods
- Able to develop research protocols and understand/adhere to ethical considerations and regulations
- Develop research skills: data collection, data processing, analysis, interpretation

Communication

- Communicating about goals and expectations
- Providing feedback, critiquing research work, asking questions, participating in lab discussions, presenting ideas and research work
- Collaborating with peers, supervisors, mentors, administrators
- Negotiating resources, supports, etc.
- Conflict resolution

Career development

- Identifying mentors, collaborators
- Articulating a research agenda and developing a plan for pursuing it
- Identifying training needs, supports, and environments for successful career development

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

7. Mentor Eligibility Criteria

Suggesting a mentor is not a requirement. However, if you choose to suggest a mentor, they should meet the following requirements.

If not suggesting a mentor, you will be matched with one by AOTF's STRIDE committee based on information received in this application, including areas of interest and expertise.

Research track record requirements:

- Mentor has a clear research agenda and documented skills pertaining to the research area of the mentee
- Mentor's track record of research is relevant to the mentee's interests.
- Mentor has a track record of successful research projects and has currently active research protocols (data collection, processing, analysis, etc.)
- Mentor has a track record of publications and presentations
- Mentor has been successful in securing funding as PI from foundation and/or government grants.
- Mentor can be successful in collaborative team research projects.


Mentorship skills/supports requirements:

- Mentor has a successful mentorship track record of masters' level, doctoral and may be post-doctoral students (review of the mentorship tables)

- Mentor has a support system of students, colleagues, collaborators (i.e. an active lab) to provide a rich experience for the mentee
- Mentor’s institution is supportive of the STRIDE like mentorship process (i.e. through trainings, assistance and guidance in mentorship, protected time etc.)
- Mentor’s professional service and organizational engagement within the field of Occupational Therapy and/or other related disciplines provide ample opportunities for networking for the mentee

8. Mentor Information

This section needs to be completed if you are suggesting a mentor.

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: Attach a ‘Letter of Commitment’ here.

You or your mentor will need to attach/upload ‘Mentor biosketch’ and ‘Mentoring tables’ in the Attachment section.

- A word version of the blank biosketch and a biosketch sample can be downloaded from ‘Samples & Templates’ included in ‘Attachment’ section of the application.
- A word version of the blank document and a sample for the research mentoring table and publications can be downloaded from ‘Samples & Templates’ included in ‘Attachment’ section of the application.

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

9. Budget Period detail

You may select the start & end date for the budget period based on the timeline provided on the AOTF’s STRIDE Mentored Research Scholarship webpage <https://www.aotf.org/Grants/STRIDE-Mentored-Research-Scholarship>

Detailed budget itemizing projected expenses and furnishing a rationale for expenditures. Funding may not be used to pay mentors or research participants.

1. Budget expenses can include applicant stipend, internet hotspots if the applicant needs to accommodate a hybrid research arrangement, and purchase of materials needed for a successful research experience. The scholarship fund does not cover living expenses (e.g. rent, groceries, etc.) and equipment (e.g. laptop).
2. For applicants who are incorporating in-person visits as a part of their experience, travel, food, and lodging are allowable expenses.
3. Applicants may include relevant expenses to prepare their final poster.
4. Applicants may include relevant expenses to attend and present their final poster at the AOTA INSPIRE 2027 conference. AOTF will allow awardees to budget up to \$1,400 for conference-related expenses. This includes 1-day of conference registration and meals, travel to conference, and 1 night hotel reservation.

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.

10. Budget Summary

This section will auto-populate after Section 9 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.

11. Attachments

Applicant Attachments

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

Current Resume or Curriculum Vitae

Required

Unofficial Transcript of the Last Degree

Required

Letter of Recommendation

Required.

A letter of recommendation from a faculty member at the student's institution or from the occupational therapy manager from applicant's current place of employment or an OT researcher who the applicant is currently working with. The letter should speak to the applicant's academic performance or professional experience, responsibility, initiative, motivation, and interest in research.

Hi-resolution photo of applicant (**required**)

Hi-resolution 300 dpi or higher jpg (no screenshots). Please use a neutral background and have photo display your head and shoulders.

Mentor Attachments- Required, only if suggesting a mentor

Mentor Biosketch

The NIH Biographical Sketch Format Page (Non-fellowship) must be submitted. A word version of the blank biosketch and a biosketch sample can be downloaded from 'Samples & Templates' included in 'Attachment' section of the application. The biosketch may not exceed five (5) pages. Do not use a font smaller than 12 pt.

Mentoring Tables

A word version of the blank document and a sample for the research mentoring table and publications can be downloaded from 'Samples & Templates' included in 'Attachment' section of the application.

Letter of Commitment from Mentor (should be uploaded under 'Mentor Information section')

Letter of commitment from mentor should clearly spell out their intended role and support of the applicant (i.e., biweekly mentorship meetings, review of mentee's work and feedback, suggesting coursework or seminars related to

the mentee's goals, etc.), outlines their confidence in the applicant's readiness to complete the intended research experience, include the contributions mentor intends to make and strategies they will employ to address potential problems that surface during this research experience. This letter is a primary assurance to the reviewers that the applicant has the support of an experienced researcher.

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

12. Applicant Data Sheet

Applicant 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.

13. Validate

Click the VALIDATE button below 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.

14. 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/readmain.html>

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

15. 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 June 29, 2026, at 11:59 EST to be eligible.

Criteria for Evaluation for Application

Application Review Criteria

Every application is reviewed by experienced researchers from the AOTF's STRIDE committee. They will be using a scoring rubric looking at various aspects including clarity of expression of a research question that is related to occupational therapy and relevant examples of applicant's experience and/or coursework, as follows:

- Clarity of goals: How clearly the applicant describes the research experience they are seeking, why they are pursuing it, and how it aligns with their future work in occupational therapy research.
- Relevant experience of coursework: Examples of prior research related experiences and/or relevant coursework
- Academic benefit: How the proposed research experience and scholarship will support applicant's academic development.
- Personal benefit; How this research experience and scholarship will contribute to the applicant's personal growth.

	<ul style="list-style-type: none">• Professional benefit: How this research experience and scholarship will enhance the applicant's professional goals in occupational therapy.• Commitment to diversity, equity, and inclusion: A clear description of applicant's lived/personal experience reflecting the principles of diversity, equity, and inclusion as an occupational therapist and/or an occupational therapy student• Quality of recommendation: The strength and relevance of the applicant's recommendation letter.
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