

Applying for PA Foundation Scholarships in SmarterSelect: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for PA Foundation scholarships using the SmarterSelect platform.

Where to Apply

Start by navigating to the PA Foundation's website at <https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/>. You will see a list of scholarships being offered through the 2018 application cycle. Review the criteria and qualifications for each scholarship to determine whether you are eligible to apply.

An application link is provided for each individual scholarship. **You will need to click on the link for each scholarship for which you wish to apply and complete each application form individually.** Please note: when completing your first application, you will be asked to fill out several sections – “General Information,” “Academic Information,” “Financial Information,” and “Essays” – that are linked to each of the individual scholarships. For the subsequent applications you complete, **you will NOT be asked to complete these sections again**—that information will already be linked from the first application you submitted, and you will be taken directly to the scholarship-specific application questions.

Completing Your First Application

Decide which scholarship you wish to apply for first and click on the application link. You will be taken to the SmarterSelect overview page for that particular scholarship, which includes a description of the award, requirements, number of awards, and award amount. You can preview the application form before beginning the process by clicking the “Preview” link.

NOTE: If you applied for a PA Foundation scholarship during the 2017 application cycle, you already have an account and do not need to create a new one. Click the blue “Sign in” link instead and enter the email address you used to create the account and your password. If you cannot remember your password, click “Forgot Password?” If you are no longer using the email address used to create your account originally, you may choose to create a new account.

Click the green “Apply” button to begin.

You will be taken to the “Create New Account” screen to create your user account. This step only applies for the first scholarship to which you apply. **You will only be asked to create an account once.**

Create New Account

First Name *

Last Name *

Email Address *

Confirm Email

Preferred Language

English

Do you wish to receive text message notifications?

Yes

No

Password *

Confirm Password

Submit

This is an optional feature that will send you automatic text messages when you successfully submit an application, when you complete an application but it is still pending, when an information request has been received, and when an information request fails. The text messages will appear to come from several different phone numbers.

Fill in the requested information and click “Submit.”

1. General Information

You will be taken to the “General Information” page of the application, where you will first answer a series of qualification questions to determine your eligibility to apply for the scholarship program.

2018 PA Foundation Scholarship

Deadline: June 01 2018 at 05:00 AM EDT

1. General Information

Qualification Information

Are you a student member of AAPA? *

Yes

No

Do you attend an ARC-PA-accredited PA program? *

Yes

No

Are you in good academic standing? (Academic standing will be verified by program director or other designated faculty member.) *

Yes

No

Have you completed at least one term (semester or quarter) of PA school? *

Yes

No

Will you still be enrolled in PA school at the time the application period closes (May 31)? *

Yes

No

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PAGES

* General Information

Academic Information

Continue

Application Submiss...

Track your progress within the application by viewing the right-hand sidebar.

If you answer “yes” for all the qualification questions, you are eligible to apply for the scholarship program.

A section called “Applicant Information” will appear on the same screen.

The screenshot shows a form titled "Applicant Information". It includes fields for "AAPA Member ID" (with a placeholder box), "Date of Birth" (with a date input field and a calendar icon), "Address" (two input fields), "Address 2" (one input field), "City" (one input field), "State" (a dropdown menu with "Select one..." placeholder), "Country" (a dropdown menu with "Select one..." placeholder), "Zip Code" (one input field), "Main Phone Number" (three input fields separated by dashes), "Alternate Phone Number" (three input fields separated by dashes), "Gender" (radio buttons for Male, Female, and Prefer not to identify), and "Ethnicity" (a dropdown menu with "Select one..." placeholder). At the bottom are "Next →" and "Save Cancel" buttons. The "Save Cancel" button is circled in red.

You can click “Save” at any time while working through the application; however, note that you will be taken out of your current spot in the application and back to the main dashboard.

Fill in the requested information and click “Next” to continue.

Note: If you answer “no” to any of the questions in the “General Information” section, you will be taken to this screen after clicking “Next”:

2. Academic Information

You do not qualify for this scholarship. Thank you for your interest. Please click "Cancel" below.

Previous

Next →

[Save](#) [Cancel](#)

Click “Cancel” in order to end the application process.

2. Academic Information

After completing the “Applicant Information” screen and clicking “Next,” you will be taken to the “Academic Information” page. Fill in the requested information.

2. Academic Information

Applicant Information

Undergraduate Major *

Current Year in PA School *

Degree Pursuing *

PA School/Program Currently Attending *

Academic Status *

Expected Graduation Date *

How many terms (semesters/quarters) of PA school have you completed? *

You'll next be asked to fill out the “Program Director Information Request,” which asks you to provide contact information for your PA program director as well as an alternate contact (in case your program director does not reply). Once you complete this section of the form, your program director will receive a request to provide information via email, and he/she will complete that step externally.

Program Director Information Request

Please complete the fields below. Your PA program director will receive a request for information at the email address you provide. If you would like to notify your director prior to sending the request, do not complete this section until you have done so.

You are also asked to provide contact information for an alternate contact, who must be an official representative or designated faculty member of your PA program. In the case that your program director does not complete the information request, we will forward the information request to your alternate contact so that you are able to complete and submit your application.

Program Director's First Name *

Program Director's Last Name *

Program Director's Email Address *

Program Director's Phone Number

Program Director's Full Title

PA Program Name *

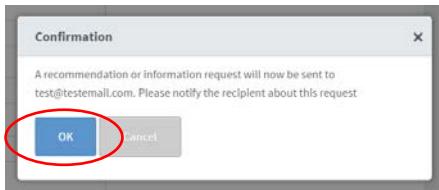
Alternate Contact First Name (must be official representative or designated faculty member from PA program) *

Alternate Contact Last Name (must be official representative or designated faculty member from PA program) *

Alternate Contact Email Address (must be official representative or designated faculty member from PA program) *

Click “Next” to continue.

A pop-up confirmation screen will appear, informing you that the information request will now be sent to your program director at the email address provided. **If you click “OK,” the email will be sent to your director immediately. If you wish to notify your director of the request before he/she receives the email, be sure to do that BEFORE completing this section of the application.**



If you wish to proceed, click “OK.” An email will be sent to your program director automatically.

3. Financial Information

You will be taken to the next page, “Financial Information.” Fill in the requested information in all three sections on the page. Please note: in the “Funding Available to Applicant” and “Applicant’s Expected PA School Expenses” sections, enter your funding/expenses for the *current academic year only*.

This screenshot shows the "3. Financial Information" page of an application form. It is divided into several sections:

- Applicant Information:** Includes fields for Marital Status (dropdown menu), Employment status (radio buttons for Yes/No), Dependents (radio buttons for Yes/No), and Tax Dependents (radio buttons for Yes/No).
- Funding Available to Applicant for One Academic Year:** Includes fields for total estimated annual income (\$), estimated annual savings for PA school (\$), expected annual family contribution (\$), tuition assistance from grants or fellowships (\$), tuition assistance from other scholarships (\$), tuition assistance from loans (\$), and other available financial resources for 2017-2018 (\$). A note states "Applicant's total funds available for one year of PA school: \$ 0".
- Applicant's Expected PA School Expenses for One Academic Year:** Includes fields for annual PA school tuition (\$), annual books, supplies, and fees (\$), annual program-related transportation costs (\$), annual room and board (\$), and annual medical insurance costs (\$). A note states "Applicant's total expected expenses for one year of PA school: \$ 0".

At the bottom, there are "Previous" and "Next →" buttons, with "Next →" being highlighted by a red circle.

Click “Next” to continue.

4. Essays

You will be taken to the next page, "Essays." Enter your two essay responses (maximum 500 words each). Click "Next" to continue.

4. Essays

Please provide an essay (maximum 500 words) concerning your decision to become a PA and what you expect to accomplish as a PA, including any specific clinical interest areas you may have. What do you hope to do as a PA? *

Maximum Number of Words: 500

In 500 words or less, please describe your involvement in relevant volunteer and/or community service activities. Do not include mentoring, shadowing and/or paid activities. Why did you choose these particular activities, and what do they mean to you? *

Maximum Number of Words: 500

[Previous](#) [Next →](#) [Save](#) [Cancel](#)

5. Instructions [PLACEHOLDER PAGE – DISREGARD]

You will be taken to a placeholder "Instructions" page. Click "Next" to continue.

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5. Instructions

Click "Next" to continue.

[Previous](#) [Next →](#) [Save](#) [Cancel](#)

6. Application Submission and Certification

You will be taken to the "Application Submission and Certification" page. Read the statement and type your name to indicate your agreement with the statement.

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6. Application Submission and Certification

By submitting this application, the undersigned hereby acknowledges the information provided on this application, including attachments, is true and correct to the best of his/her knowledge, and the information may be provided and disclosed to the PA Foundation Scholarship Review Committee and to any other person(s) authorized by the PA Foundation to review the information. Verification of what is presented in this application may be obtained from any source. Applicants agree they will meet the IRS conditions for this to be a tax-free scholarship. Signature below hereby releases from liability any person(s) submitting information to the PA Foundation for use in the selection of scholarship recipients.

Applicant name in the section below will serve as an electronic signature and indicate applicant agrees with the above statement.

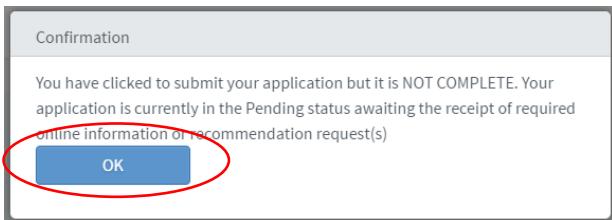
Please type your name below. *

! You must click the Submit button below to complete this form.

[Previous](#) [Save](#) [Cancel](#) [Submit](#)

Click the "Submit" button.

A pop-up confirmation screen will appear, informing you that your application is in “Pending” status awaiting receipt of the information request from your program director.



Click “OK.”

My Applications Dashboard

You will be taken to the “My Applications” dashboard, which shows you the current status of your application. It is currently marked “Pending” because your program director information request has not yet been completed.

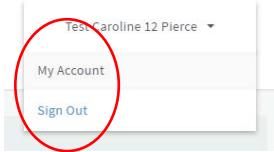
My Applications				
Program	Status	Deadline	App ID	Last Modified
2017 PA Foundation Scholarship	Pending	06/01/2017	1319845	Feb 13 2017 11:36

When your program director information request has been received, the application status will automatically change to “Submitted” and you will receive an email notification.

You can access this dashboard at any time while logged in by clicking on the “My Applications” link on the upper right-hand side of your screen.



To change your account settings or log out of your account, hover over your name in the upper right-hand corner and click one of the menu options.



Congratulations! You have completed your first application.

Note: you will receive several automatic email notifications from the SmarterSelect system throughout the application process. These are triggered when you create an application, when you complete an application but it is still pending, when an information request is sent, when an information request has been received, and when an application is successfully submitted. You will also receive text message notifications – which appear to come from several different phone numbers – if you sign up to receive them when you create your account.

Applying for Additional Scholarships

If you wish to apply for additional scholarships, go back to the [PA Foundation scholarship website](#) and click the link for the next scholarship. You will be taken to the program overview page for that scholarship.

In this example, we are applying for the AAPA Past Presidents Scholarship.

2018 AAPA Past Presidents Scholarship
Deadline: June 01 2018 at 05:00 AM EDT

» DESCRIPTION
Awarded to PA students who demonstrate service leadership through their PA program or through a community health organization/project.

» REQUIREMENTS
Eligibility Requirements:
- Be a student member of AAPA
- Attend an ARC-PA-accredited PA program
- Have successfully completed at least one term (semester or quarter) of PA studies and be in good academic standing
- Be enrolled in PA school at the time the application period closes (May 31)

Additional Requirements:
Applicant must demonstrate service leadership through his/her PA program or through a community health organization/project.

» NUMBER OF AWARDS
2

» AWARD AMOUNT
\$1,000

» TOTAL AMOUNT AWARDED
\$2,000

» PREVIEW
[Preview](#)

Apply Already have an application started? [Sign In](#)

Click the “Apply” button.

You will be taken to the “Qualification Questions” page. These are the qualifications/criteria that apply to this specific scholarship.

2018 AAPA Past Presidents Scholarship
Deadline: June 01 2018 at 05:00 AM EDT

Qualification Questions
Please answer the below question.

Have you demonstrated service leadership through your PA program or through a community health organization/project? *

Yes
 No

Submit

Answer the questions and click the “Submit” button.

If you are still logged into your SmarterSelect account, you will be given further instructions on the next screen based on your eligibility.

If you are NOT still logged into your SmarterSelect account, you will be taken to the account log-in screen. If the bolded text says “Create New Account,” toggle over to the “Sign In” tab to log into your existing account.

The screenshot shows a web page for account creation. At the top, there are two tabs: "Create New Account" and "Sign In". The "Sign In" tab is circled in red. Below the tabs, the text "Create New Account" is displayed. There are four input fields: "First Name" (with a red asterisk), "Last Name" (with a red asterisk), "Email Address" (with a red asterisk), and "Confirm Email".

Enter your user name and password and click “Sign In.”

The screenshot shows the sign-in page. It features two input fields: one for "Email" containing "test10@testemail.com" and one for "Password" containing "*****". Below these fields is a large blue "Sign In" button, which is circled in red.

You will be taken to a placeholder screen that says “Continue.” This is a placeholder screen.

The screenshot shows a placeholder screen for step 5. The title is "2018 AAPA Past Presidents Scholarship" and the deadline is "June 01 2018 at 05:00 AM EDT". The page number is "Page 5 of 7". The section title is "5. Continue". A message says "Click "Next" to continue." At the bottom, there are three buttons: "Previous", "Next →" (which is circled in red), and "Save & Cancel".

Click “Next.”

Depending on the specific application you're working on, you might be asked to provide additional information and/or additional essay responses.

In this case, you are asked to provide additional information by completing a short essay on leadership.

2018 AAPA Past Presidents Scholarship

Deadline: June 01 2018 at 05:00 AM EDT

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6. Additional Information

In 500 words or less, please describe how you have demonstrated service leadership through your PA program or through a community health organization/project.*

Maximum Number of Words: 500

Previous

Next →

Save Cancel

Complete the question and click "Next."

You will be taken to the "Application Submission and Certification" page. Read the statement again and type your name to indicate your agreement with the statement.

2018 AAPA Past Presidents Scholarship

Deadline: June 01 2018 at 05:00 AM EDT

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7. Application Submission and Certification

By submitting this application, the undersigned hereby acknowledges the information provided on this application is true and correct to the best of the applicant's knowledge, and the information may be provided and disclosed to the PA Foundation Scholarship Review Committee and to any other person(s) authorized by the PA Foundation to review the information. The applicant authorizes the PA Foundation to verify any information provided in the application. Signature below hereby releases from liability any person(s) submitting information to the PA Foundation for use in the selection of scholarship recipients.

Applicant name in the section below will serve as an electronic signature and indicate applicant agrees with the above statement.

Please type your name below.*



You must click the Submit button below to complete this form.

Previous

Save Cancel

Submit

Click the "Submit" button.

A pop-up confirmation screen will appear, either informing you that your application is in "Pending" status awaiting receipt of the information request from your program director OR saying "Success!" if your

information request has been received from your program director in the time since you completed your first application.

Click “OK.” You will be taken to your “My Applications” dashboard, where you will see a list of the applications to which you have applied and their current status (“Pending,” “Submitted,” “Incomplete,” etc.).

Follow this same process to apply for any other scholarships for which you are qualified and wish to apply.

Check to ensure that each application is marked as “Submitted” in the “Status” column on the “My Applications” page by the deadline.

Congratulations – you have finished applying for PA Foundation scholarships!

Contact Information

If you have any questions about the application process as you go, please contact:

Caroline Pierce, Communications and Program Manager

571-319-4510

cpierce@aapa.org

If any technical issues or glitches arise as you complete your applications, you are welcome to contact SmarterSelect support directly at support@smarterselect.zendesk.com.