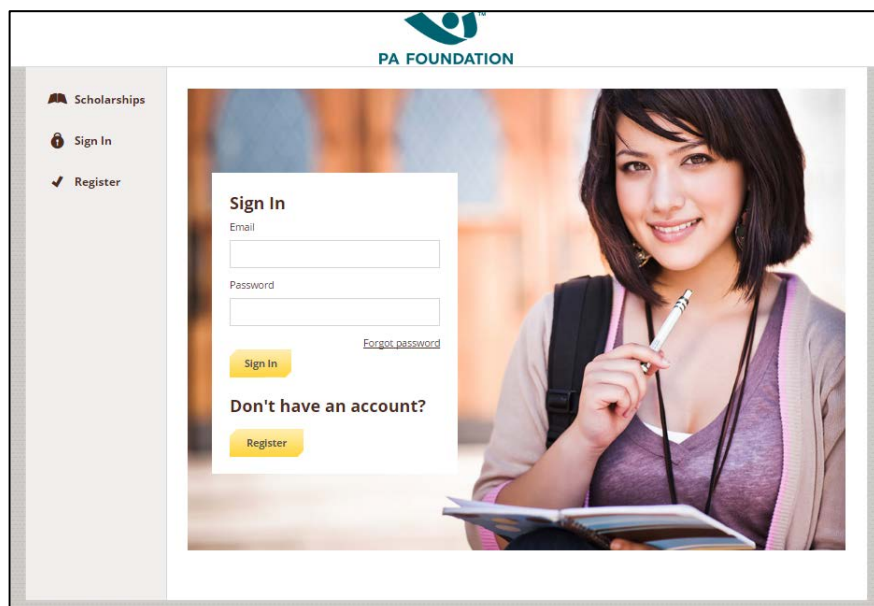


## Applying for PA Foundation Scholarships in AwardSpring: A Guide for Applicants

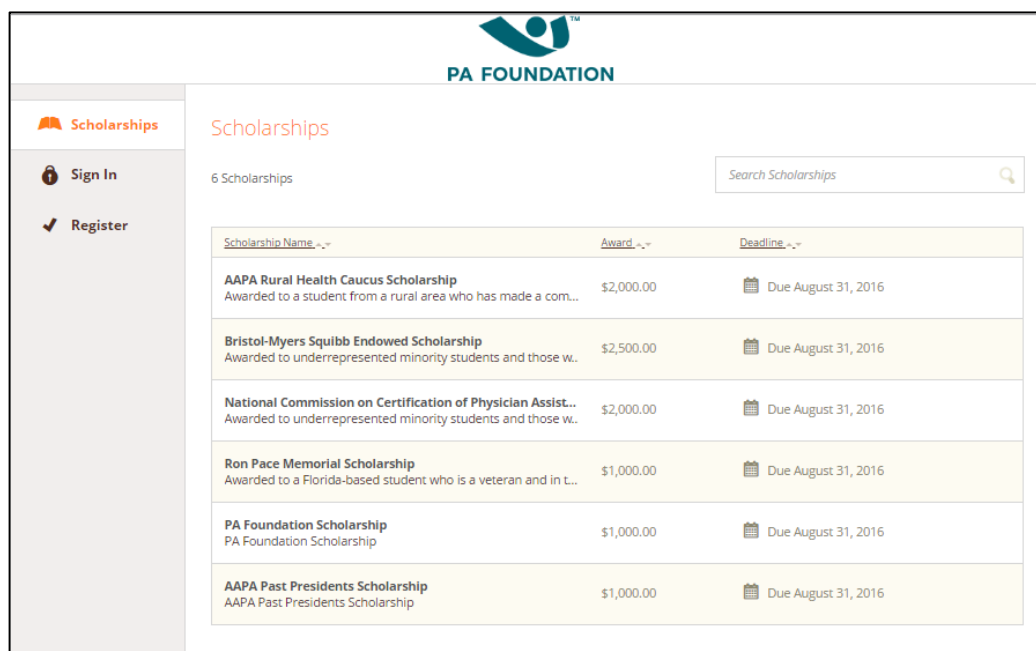
The purpose of this guide is to walk you through the process of applying for PA Foundation scholarships using the AwardSpring platform.

Start by navigating to the PA Foundation's AwardSpring site at <http://aapa.awardspring.com>. You will land on the sign-in page.



The screenshot shows the PA Foundation AwardSpring sign-in page. On the left is a vertical menu with three options: "Scholarships" (with a book icon), "Sign In" (with a person icon), and "Register" (with a checkmark icon). The main content area features a large background image of a smiling woman with dark hair, wearing a purple top and a black backpack, holding a pen and a notebook. Overlaid on this image is a white "Sign In" form. The form includes fields for "Email" and "Password", a "Sign In" button, a "Forgot password" link, and a "Don't have an account?" section with a "Register" button. The PA Foundation logo is at the top center.

In the left menu bar, "Scholarships" is a clickable button. Clicking "Scholarships" will show you a list of all scholarships that are being offered by the PA Foundation along with their respective award amounts and deadlines.



The screenshot shows the PA Foundation AwardSpring Scholarships page. The left menu is the same as in the previous image, but "Scholarships" is now selected and highlighted in orange. The main content area is titled "Scholarships" and shows "6 Scholarships". There is a search bar labeled "Search Scholarships" with a magnifying glass icon. Below the search bar is a table listing the scholarships.

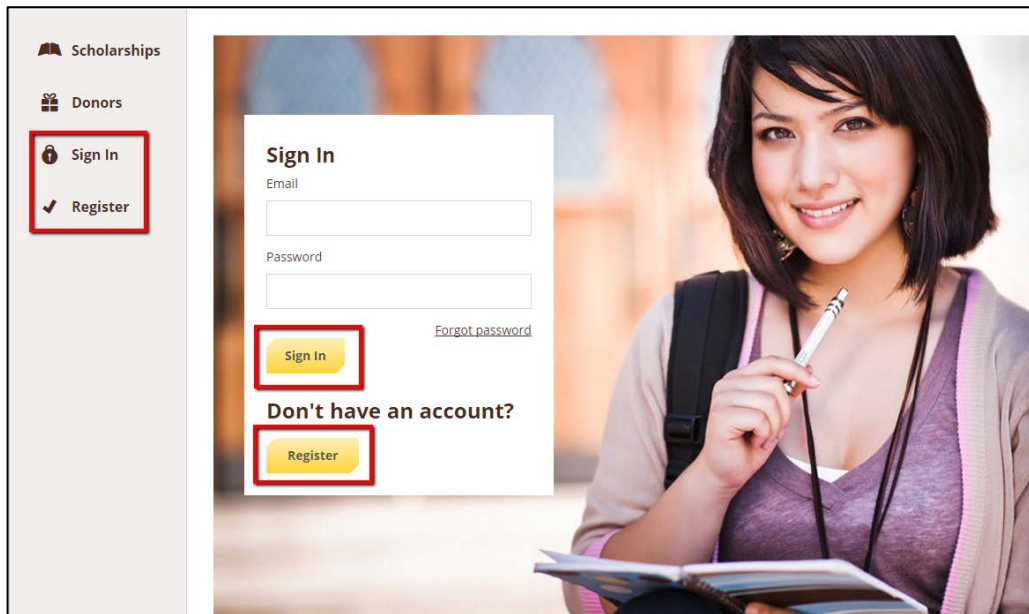
Scholarship Name ->	Award ->	Deadline ->
<b>AAPA Rural Health Caucus Scholarship</b> Awarded to a student from a rural area who has made a com...	\$2,000.00	Due August 31, 2016
<b>Bristol-Myers Squibb Endowed Scholarship</b> Awarded to underrepresented minority students and those w...	\$2,500.00	Due August 31, 2016
<b>National Commission on Certification of Physician Assist...</b> Awarded to underrepresented minority students and those w...	\$2,000.00	Due August 31, 2016
<b>Ron Pace Memorial Scholarship</b> Awarded to a Florida-based student who is a veteran and in t...	\$1,000.00	Due August 31, 2016
<b>PA Foundation Scholarship</b> PA Foundation Scholarship	\$1,000.00	Due August 31, 2016
<b>AAPA Past Presidents Scholarship</b> AAPA Past Presidents Scholarship	\$1,000.00	Due August 31, 2016

Click into a scholarship to see additional information.

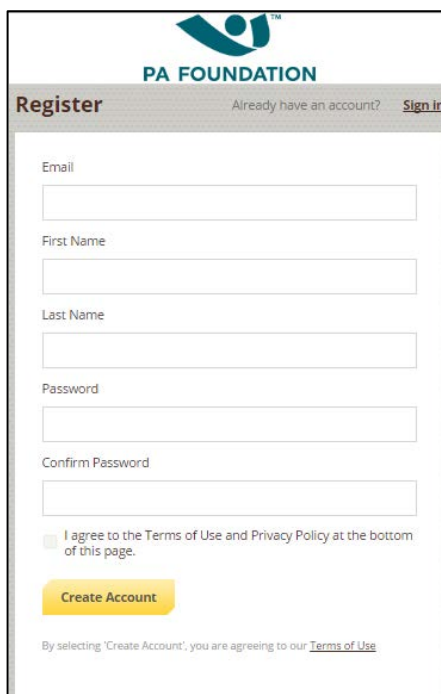
## TO LOG IN:

**Sign In:** If you already have an account, enter your email address and password and click the yellow “Sign In” button.

**Register:** If you do not already have an account, click the “Register” button. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the “Create Account” button.



The image shows a website interface with a sidebar on the left containing links for Scholarships, Donors, Sign In, and Register. The Sign In and Register links are highlighted with red boxes. The main content area features a 'Sign In' form with fields for Email and Password, a 'Forgot password' link, and a yellow 'Sign In' button. Below the form, there is a section titled 'Don't have an account?' with a yellow 'Register' button. The background of the page shows a smiling woman holding a pen and a notebook.



The image shows the PA Foundation Register form. The form is titled 'Register' and includes a link for 'Already have an account? Sign In'. The form fields are: Email, First Name, Last Name, Password, and Confirm Password. Below the fields is a checkbox for 'I agree to the Terms of Use and Privacy Policy at the bottom of this page.' and a yellow 'Create Account' button. At the bottom, there is a note: 'By selecting "Create Account", you are agreeing to our Terms of Use'.

After log-in/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

Click the “Start Application” button to begin filling out your application.

The screenshot shows the PA Foundation application dashboard. On the left is a sidebar with 'Dashboard', 'Scholarships', and 'Application' links. The main area is titled 'Application' and shows a progress bar at '0% COMPLETE'. A yellow box indicates '1 Item requiring completion'. A gray box states 'Scholarships closing in 85 days'. The 'Start Application' button is highlighted with a red box.

There are several tabs that make up the entire application. You must complete all of them in order to be able to submit your application.

The screenshot shows the PA Foundation application form. The left sidebar has 'Dashboard', 'Scholarships', and 'Application' links. The main area is titled 'Application' and shows a list of tabs: 'General Information' (highlighted with a red box), 'Academic Information', 'Financial Information', and 'Qualification Questions'. The 'General Information' tab is marked 'In Progress'. The form contains questions about AAPA membership and military status, with radio button options for 'Yes' and 'No'. There is also a text field for 'AAPA Member ID' and a date picker for 'Date of Birth'.

Fill in the information requested in the first tab, and then click “Next Step.”

The screenshot shows the application navigation bar. It contains three buttons: 'Previous Step' (gray), 'Next Step' (yellow, highlighted with a red box), and 'Submit Application' (gray).

Once you have completed all the required fields, the “Submit Application” button in the lower right-hand corner will turn yellow (rather than gray). Click it to submit your application.

The screenshot shows the application form with the 'Submit Application' button highlighted with a red box. The form contains questions about attending school in Florida, with radio button options for 'Yes' and 'No'. The navigation bar at the bottom shows 'Previous Step' (yellow), 'Next Step' (gray), and 'Submit Application' (yellow, highlighted with a red box).

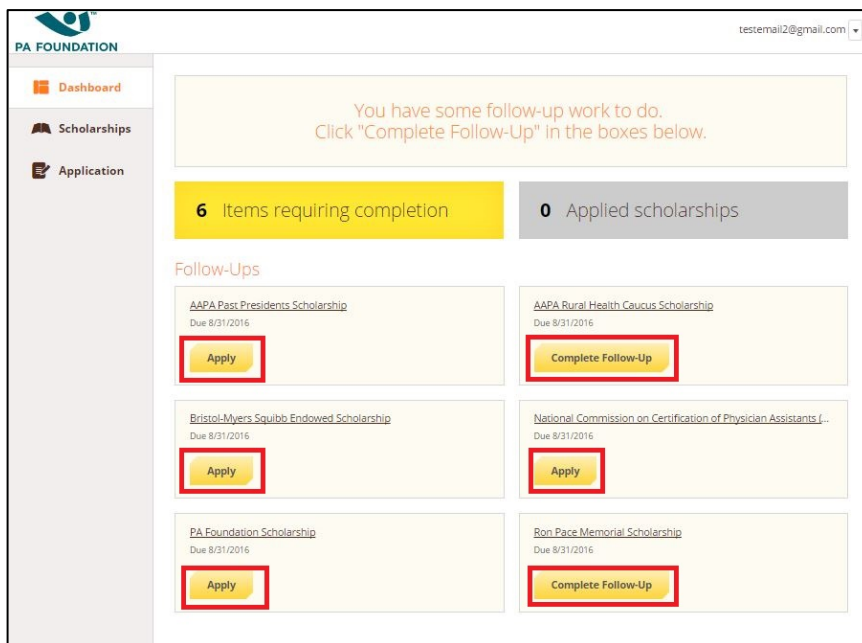
If you are missing information in a required field, you will need to click “Previous Step” in order to go back and fill in the requested information. “Submit Application” will be grayed out until all required fields have been completed.



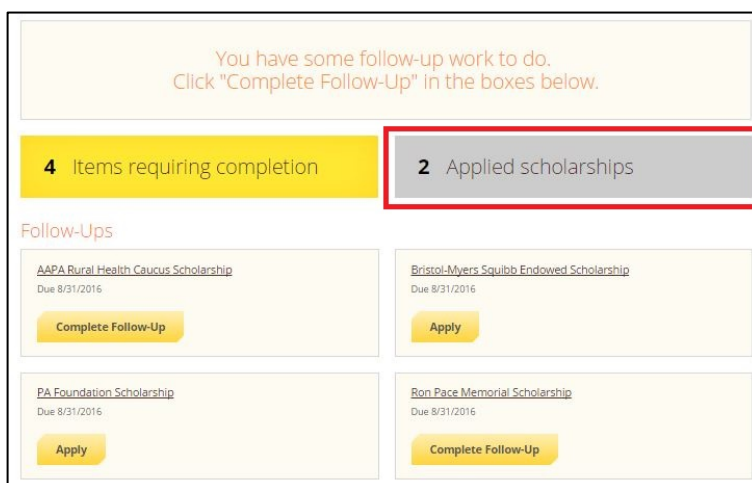
## REQUIRED NEXT STEPS

After submitting your application, you will be directed back to your Dashboard where you will see the number of items requiring completion in order to complete the application process.

**IMPORTANT:** In order to complete the application process, you **MUST** click “Apply” or “Complete Follow-Up” for each individual scholarship listed on the page.



For those that show the “Apply” button, all you need to do is click the button and you will be done. You can click on the gray “Applied Scholarships” box to view the scholarships you have applied for.



If you see a scholarship listed with a “Complete Follow-Up” button instead of an “Apply” button, you are eligible for a special focus scholarship that requires an additional follow-up step. Click the “Complete Follow-Up” button to provide the required responses and/or documentation.

**Follow-Ups**

<u>AAPA Rural Health Caucus Scholarship</u> Due 8/31/2016 <b>Complete Follow-Up</b>	<u>Bristol-Myers Squibb Endowed Scholarship</u> Due 8/31/2016 <b>Apply</b>
<u>PA Foundation Scholarship</u> Due 8/31/2016 <b>Apply</b>	<u>Ron Pace Memorial Scholarship</u> Due 8/31/2016 <b>Complete Follow-Up</b>

In this example, the applicant needs to respond to an essay question in order to complete his/her application for the AAPA Rural Health Caucus Scholarship.

**Scholarships - AAPA Rural Health Caucus Scholarship**

**Submit Application**

✓ Great! You have answered all required questions. Now click the Submit Application button.

**Overview**

Awarded to a student from a rural area who has made a commitment to serving a rural community.

**Qualifications**

- ✓ Applicant must be a student member of AAPA.
- ✓ Applicant must attend an ARC-PA-accredited PA program.
- ✓ Applicant must be in good academic standing.
- ✓ Applicant must be committed to serving a rural community.
- ✓ Applicant must have successfully completed at least one semester of PA school.

**Quick Facts**

Apply by Aug 31, 2016  
\$2,000.00

**Apply for this Scholarship**

Please describe your plans for practicing in a rural area. Be as specific as possible.

498 word(s) left

**B I U** [Formatting icons]

Test essay

✓ Great! You have answered all required questions. Now click the Submit Application button.

**Submit Application**

After completing the follow-up step for the scholarship, click the “Submit Application” button to submit your application.

Proceed through all follow-up items for the scholarships listed until you see “0 Items requiring completion” on your Dashboard.



Congratulations – you are all set! If you have any questions during the application process, please contact Caroline Pierce, Communications and Program Manager, at [cpierce@aapa.org](mailto:cpierce@aapa.org).