PA FOUNDATION™

2022 PA Foundation Student Scholarship Program: Applicant Instructional Guide

Open date: March 1, 2022
Deadline: May 31, 2022

The purpose of this guide is to walk you through the process of applying for PA Foundation scholarships using Wizehive, our online application platform.

Where to Apply
Start by navigating to the PA Foundation's website. You will see the general eligibility criteria, as well as a list of scholarships being offered for the 2022 application cycle. Review the criteria and qualifications for each scholarship to determine whether you are eligible to apply.

The scholarships available for the 2022 cycle are:

- PA Foundation Scholarship
- AAPA Past Presidents Scholarship
- AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Scholarship (these two awards share the same eligibility criteria/application form)
- NCCPA Endowed Scholarship/Timi Agar Barwick Scholarship for Humanism in Medicine (these two awards share the same eligibility criteria/application form)
- Ron Pace Memorial Scholarship
- William H. Marquardt Community Health Access Scholarship
- Joyce Nichols Memorial Scholarship

Applicants must meet the following criteria in order to be eligible to apply:

- Be a student member of AAPA
- Attend an ARC-PA-accredited PA program (programs with "Accreditation – Provisional" status qualify)
- Have successfully completed at least one term of PA studies (semester or quarter) and be in good academic standing
- Be enrolled in PA school at some point during the application cycle (March 1-May 31, 2022)

The Foundation is offering one application cycle for all eligible applicants in 2022.

Accessing the Application Platform
The link to access the scholarship application platform, Wizehive, is posted on the PA Foundation's website. There is **only one link** to access all application forms and complete the entire application process.

Creating a Wizehive Account
You will be prompted to create a Wizehive account/profile the first time you access the platform. Per the instructions on the page, enter your email address and create a password, and then click "Sign Up." You will then be guided into the application process.

Sign In/Sign Up Instructions
Chrome is the recommended browser for this portal.

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

[Log In]   Forgot your password?

Need an Account?

[Sign Up]

You will use the email address/password you created when you first created your account to sign into the portal moving forward. If you forget your password, click "Forgot your password?" and follow the prompts to reset your password.

Completing the Application Process
After creating an account, you will be directed to your homepage/dashboard, which prompts you to create a profile.

PA Foundation Scholarship Program   Welcome,   ⚙

Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".
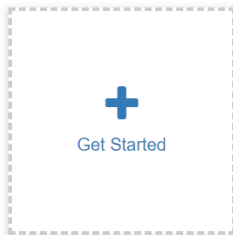You cannot move forward until you have completed your Profile.

Create a Profile to Get Started

Click "Create a Profile to Get Started." You will be taken into the Profile page. Enter your responses and click "Create Profile" to continue.

PA School/Program Currently Attending *

Academic Status *

What is your expected graduation date? *

Save Draft   [Create Profile]

After creating your profile, you will see instructions to begin your application.

Click the "Get Started" tile to continue.

You will be taken to a screen with "Application" at the top.

Application Form
To begin your application, click the "Open" button in the Application box. This will take you into the application form.

You will see a set of instructions at the top of the page. **Please read these instructions carefully before continuing.** Note that you can click "Save Draft" at the top or bottom of the page at any time to save your progress and return to the application at a later time.

At the top of the application form, you will be asked to answer a set of eligibility questions. If you answer affirmatively and meet all the eligibility criteria, you will automatically be directed into the PA Foundation Scholarship application. You must complete this application first. If you enter any

"no" responses, and thus do NOT meet the eligibility criteria, you will see a message that says "Based on your responses, you are not eligible to apply for PA Foundation scholarships at this time." You will not be able to continue in the application process.

If you are eligible to apply, all of the sections of the application form will be visible. Go through the application and enter information as required (outlined below).

The PA Foundation Scholarship application includes the following sections:

- **Financial Information**
    - You will be asked to provide the following information and answer the following questions: Marital Status; Are you currently employed?; Do you claim any dependents on your taxes?; Are you listed as a dependent for tax purposes by a parent(s) or guardian(s)?
        - Funding Available for One Academic Year:
        Applicant's Total Estimated Annual Income; Applicant's Estimated Annual Savings for PA School; Expected Annual Family Contribution to Applicant's PA School Education; Annual Tuition Assistance from Grants or Fellowships; Annual Tuition Assistance from Other Scholarships; Annual Tuition Assistance from Loans; Other Available Financial Resources for Current Academic Year
        - Expected PA School Expenses for One Academic Year:
        Expected Annual PA School Tuition; Expected Annual Books, Supplies, and Fees; Expected Annual Program-Related Transportation Costs; Expected Annual Housing Expenses; Expected Annual Medical Insurance Costs

        NOTE: Please pay careful attention to the questions and confirm the information you enter in each field is accurate. Applicants who enter incorrect data (for example, total PA school tuition rather than tuition only for the current academic year) will be disqualified.

- **Essays**
    - There are two essay prompts. Each essay has a maximum word limit of 500 words. The prompts are:
        - 1) Please write an essay 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?
        - 2) 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?

        NOTE: Essays will be evaluated for technical quality (including spelling, grammar, and other technical components) in addition to content quality. **Do not include personally identifiable information in your response (i.e. your name, address, academic institution, etc.).** If applying to other PA Foundation scholarships, do not duplicate essay responses. Duplication of responses will result in the duplicate response receiving the lowest possible score.

After the Essay section, you will see text that says, "This concludes the PA Foundation Scholarship application."

You will then see a section labeled "Additional Scholarships," with a question that asks, "Which of the following additional scholarships would you like to apply for?" **You may select as many scholarships as you wish to apply for.** Hold CTRL (or Command) to select multiple options.

Additional Scholarships

Which of the following additional scholarships would you like to apply for? (May select as many as you qualify for; additional scholarship-specific eligibility criteria apply.) Hold CTRL or Command and click to select multiple options. *

AAPA Past Presidents Scholarship
AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Rural Scholarship
Joyce Nichols Memorial Scholarship
NCCPA Endowed Scholarship/Timi Agar Barwick Scholarship for Humanism in Medicine
Ron Pace Memorial Scholarship

Hold CTRL or Command and click to select multiple options.

For each scholarship you select, eligibility questions will appear below. If you answer the questions affirmatively and meet the eligibility criteria, additional scholarship-specific questions/prompts may appear (depending on the requirements for that scholarship). If you enter any "no" responses, and thus do NOT meet the eligibility criteria, you will see a message that says "Based on your responses, you are not eligible to apply for [*scholarship name*]."

Enter your responses to the additional questions/prompts as instructed.

You will see sections at the bottom of the form labeled "Attestations" and "Application Submission and Certification."

Attestations

Please read the following statements and confirm your understanding below.

I understand I must provide accurate financial information for each of the fields in the "Financial Information" section, such as total estimated annual income. Failure to provide the information requested, or providing information that is clearly inaccurate/implausible, will result in disqualification from the application process. *

○ Yes, I understand/agree.
○ No, I do not understand/agree.

I understand it is my responsibility to ensure my recommender has received the recommendation request email and is aware of the recommendation deadline. A missing/incomplete recommendation will result in disqualification from the application process. *

○ Yes, I understand/agree.
○ No, I do not understand/agree.

I understand each scholarship application will be reviewed as part of the same review process. Duplication of an essay response will result in the duplicate response receiving the lowest possible score. *

○ Yes, I understand/agree.
○ No, I do not understand/agree.

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.

Typing your name below constitutes a legal signature. *

Complete the attestation questions and enter your digital signature to confirm your understanding and acknowledgement of the statement provided.

When you have finished completing the application, click the "Mark Complete" button. Note: You can still edit after clicking "Mark Complete."

Save Draft   Mark Complete   Close

Recommendation Request

You are required to have a completed recommendation from your PA program director or other designated program administrator in order for your application to be considered complete.

To fill out the recommendation request, click the "Open" button in the Recommendation Request box on the homepage.

You will be taken into a Recommendation Request screen. Click the "+ New Request" button.

You will be taken into the Recommendation Request form. Fill in the required fields.

Read the information at the bottom and click "Send" when you are ready to send the request to your recommender. By clicking "Send," an email will be sent to your designated recommender asking them to complete the request (a short online form – no letter required). If you are NOT ready to send the request right away, click "Save Draft" to return to it at a later time.

NOTE: Some institutions/universities have strict firewalls/spam filters that may prevent the recommendation request email from showing up in your recommender's main email inbox. It is your responsibility to follow up with your recommender to confirm they have received the recommendation email. If the recommendation is not completed by the cycle deadline, your application will be marked as ineligible.

After you have sent the request, you will see a "Remind" button on the homepage. You can use this to send a reminder to your recommender.

When the recommendation request has been submitted, you will receive an email and see a message on the recommendation request page indicating that the request was completed (date/time).
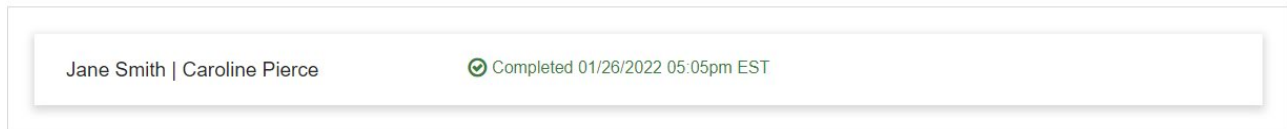
Submitting Your Application

When every step in the application process is complete – your application and recommendation request – the "Submit" button on your homepage will become green and clickable.
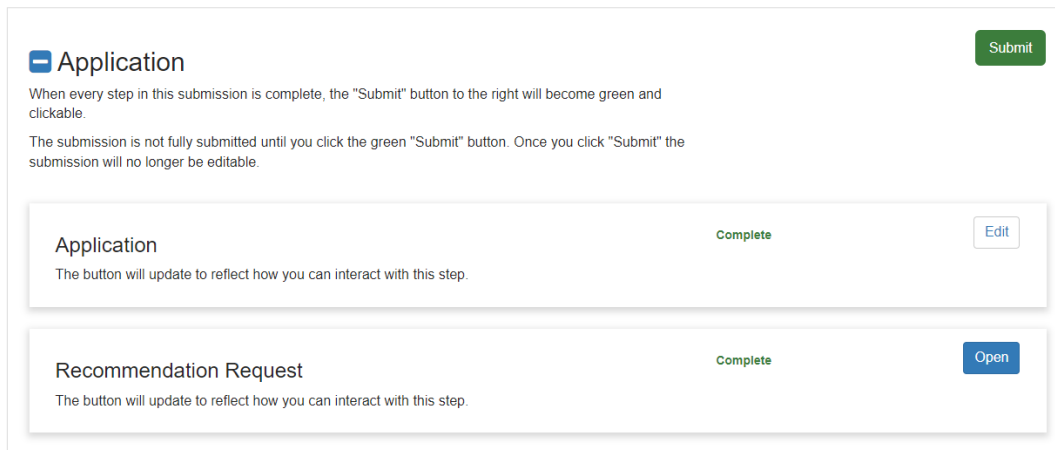
Click the green "Submit" button. Your application is NOT fully submitted until you click this button. Once you click "Submit," the submission will no longer be editable.

Contact Information

For general questions about the PA Foundation Scholarship Program (award criteria, eligibility questions, etc.), the Wizehive platform, OR to report technical issues with the application, please contact:

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571-319-4415