

2019 PA Foundation Student Scholarship Program: Applicant Instructional Guide

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 2019 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 a 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.

The scholarships available through the 2019 cycle are:

- [PA Foundation Scholarship](#)
- [NCCPA Endowed Scholarship](#)
- [AAPA Past Presidents Scholarship](#)
- [AAPA Rural Health Caucus Scholarship/Ron Nelson Memorial Scholarship](#)
- [Ron Pace Memorial Scholarship](#)
- [Timi Agar Barwick Scholarship for Humanism in Medicine](#)
- [William H. Marquardt Community Health Access Scholarship](#)

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.

2019 PA Foundation Scholarship
Deadlines: May 31 2019 at 11:59 PM EDT (Midnight)

DESCRIPTION
Open to all applicants who meet the general eligibility criteria.

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)

NUMBER OF AWARDS
13

AWARD AMOUNT
\$1,000

TOTAL AMOUNT AWARDED
\$13,000

PREVIEW
[Preview](#)

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

NOTE: If you applied for a PA Foundation scholarship during the 2018 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.**

The screenshot shows a 'Create New Account' form with the following fields and elements:

- Navigation tabs: 'Create New Account' (active) and 'Sign In'.
- Section header: 'Create New Account'.
- Form fields: 'First Name', 'Last Name', 'Organization', 'Login Email', and 'Confirm Email'.
- Language selection: A dropdown menu currently set to 'English'.
- Notification preference: A text prompt asking if the user wants text message notifications, with 'Yes' and 'No' radio buttons.
- Authentication: 'Password' and 'Confirm Password' fields, each with a 'SHOW' toggle.
- Terms and conditions: A checkbox and a paragraph of text regarding data storage and privacy.
- Buttons: A blue 'Submit' button and a red 'Sign In with Google' button.

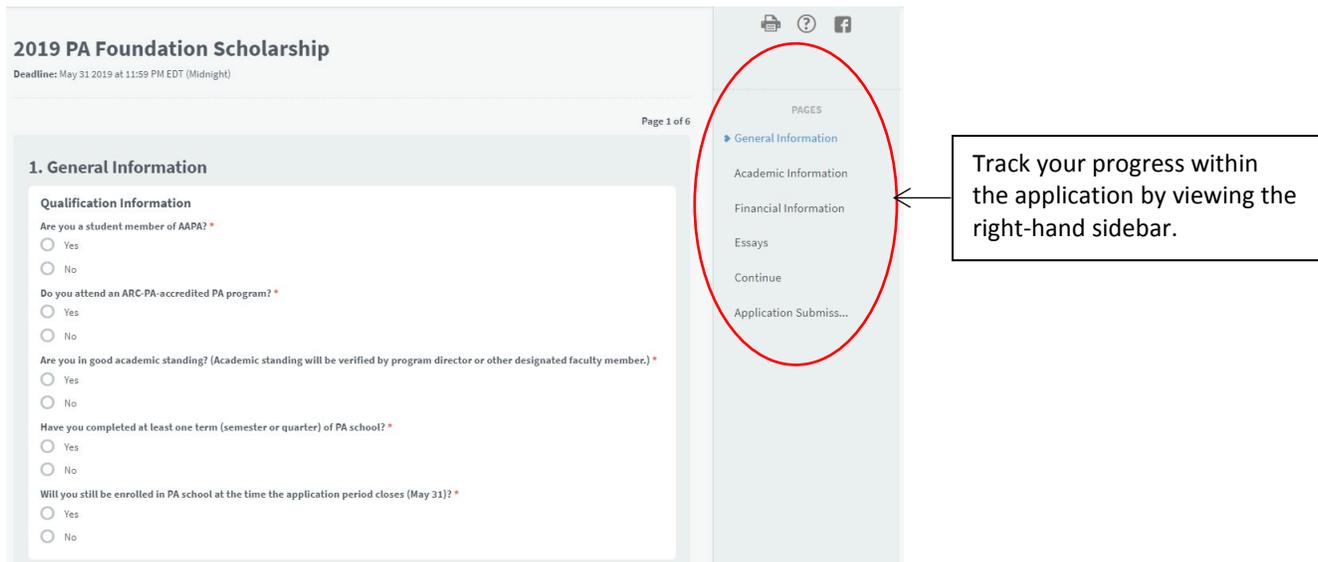
Red circles highlight the 'Preferred Language' dropdown and the 'Submit' button. A red oval encloses the notification preference section, with an arrow pointing to an explanatory text box.

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

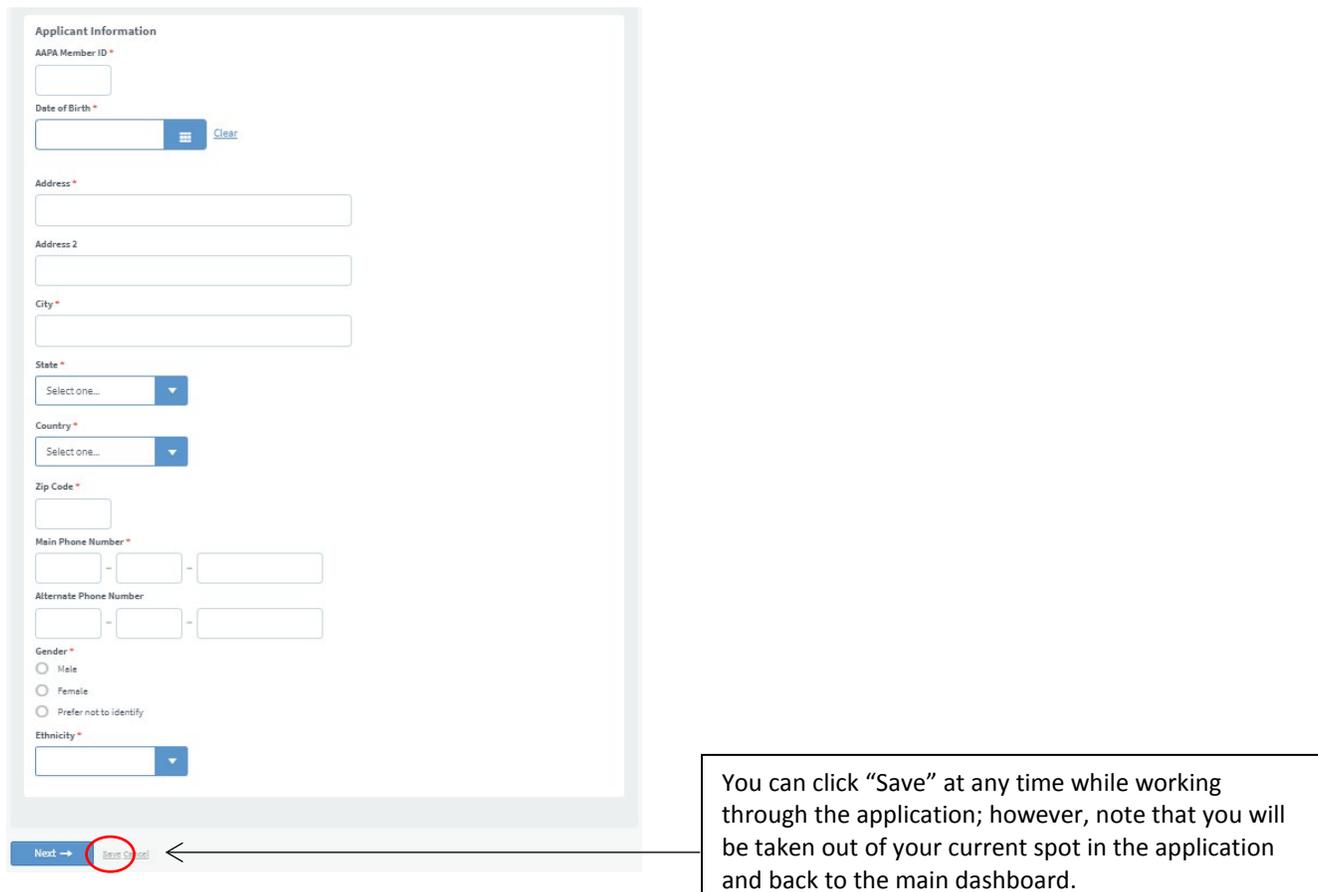
You will be taken to the “General Information” page of the application, where you will first answer a series of qualification questions to determine your eligibility to apply for the scholarship program.



The screenshot shows the '2019 PA Foundation Scholarship' application page. The main content area is titled '1. General Information' and contains a 'Qualification Information' section with several questions and radio button options. The right-hand sidebar, titled 'PAGES', contains a list of application sections: 'General Information', 'Academic Information', 'Financial Information', 'Essays', 'Continue', and 'Application Submis...'. A red circle highlights the 'General Information' link in the sidebar, and a callout box points to it with the text: '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.

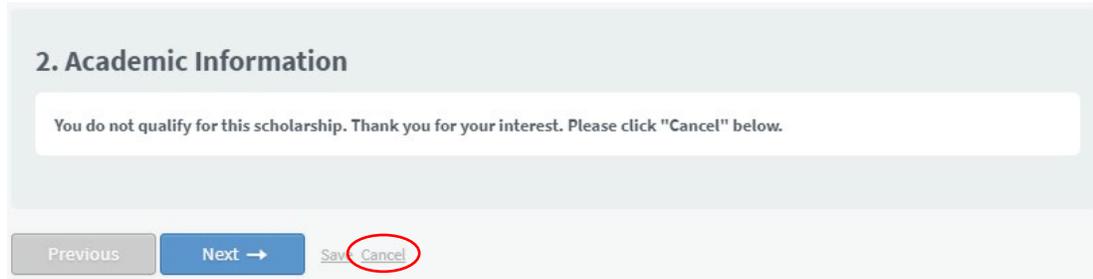
A section called “Applicant Information” will appear on the same screen.



The screenshot shows the 'Applicant Information' form. It includes fields for 'AAPA Member ID', 'Date of Birth', 'Address', 'Address 2', 'City', 'State', 'Country', 'Zip Code', 'Main Phone Number', 'Alternate Phone Number', 'Gender', and 'Ethnicity'. At the bottom of the form, there are 'Next' and 'Save' buttons. A red circle highlights the 'Save' button, and a callout box points to it with the text: '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

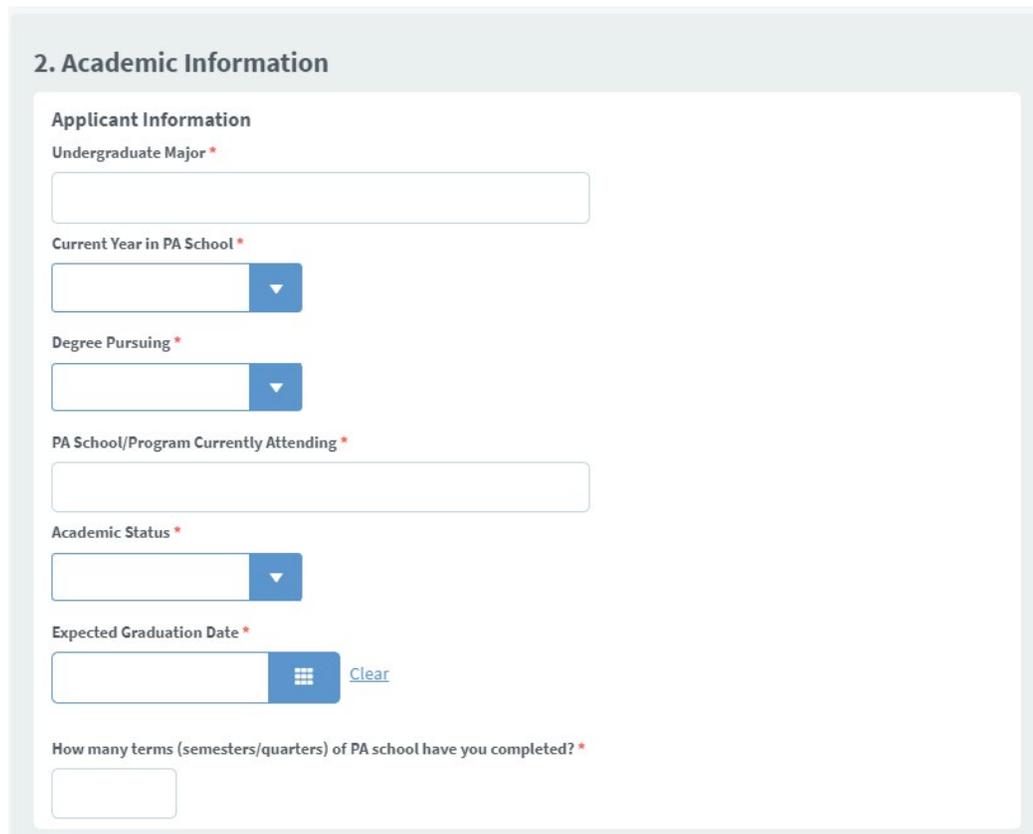
You do not qualify for this scholarship. Thank you for your interest. Please click "Cancel" below.

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 * Clear

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

Note: Based on the program guidelines, your expected graduation date must be on or after May 31, 2019 (as applicants must still be enrolled in PA school as of the cycle deadline). **If you enter a date prior to May 31, 2019, you will see a pop-up message saying you do not meet the eligibility criteria.** In addition, applicants must have completed at least one term of PA studies in order to qualify for the program. **If you have not completed a full semester/quarter (based on your program’s term structure), you are not eligible to apply.**

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) *

Previous **Next ->** Save Cancel

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.**

Confirmation [X]

A recommendation or information request will now be sent to test@testemail.com. Please notify the recipient about this request

OK Cancel

Special Notes on Program Director Requests:

- It's a good idea to check with your PD to confirm they received the request. If you've sent the request and they say they have not received it, ask them to check their junk mail. Some university spam filters block SmarterSelect emails. If it's not in their spam folder, ask them to reach out to PA Foundation staff to request a direct link. (cpierce@aapa.org)
- Your application will be marked as "Pending" in your dashboard until your program director submits the request.

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*.

3. Financial Information

Applicant Information

Marital Status *

Are you currently employed? *

Employment Status

Occupation *

Employer *

Do you claim any dependents on your taxes? *

How many dependents do you claim? *

Are you listed as a dependent for tax purposes by a parent(s) or guardian(s)? *

How many other dependents (aside from you) are listed as dependents by your parent(s)/guardian(s)? *

Funding Available to Applicant 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: *

Applicant's total funds available for one year of PA school:

Applicant's 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 room and board: *

Expected annual medical insurance costs: *

Applicant's total expected expenses for one year of PA school:

Previous **Next →** or Cancel

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 page with the header “Continue.” Click “Next” to continue.

Page 5 of 6

5. Continue

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.

Page 6 of 6

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.

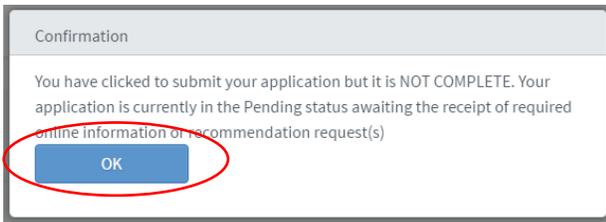
Please type your name below. *

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

Previous Save Cancel **Submit**

Click the “Submit” button.

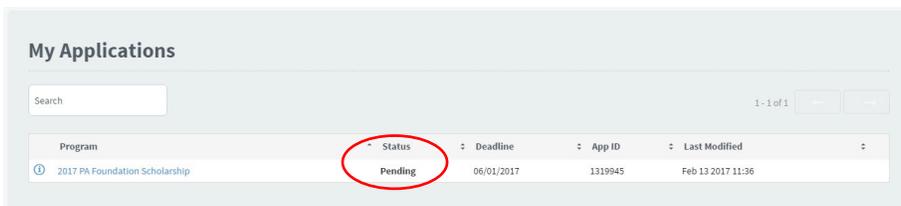
A pop-up confirmation screen will appear, informing you that your application is in “Pending” status awaiting receipt of the information request from your program director.



Click “OK.”

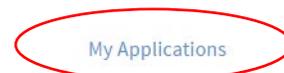
My Applications Dashboard

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.

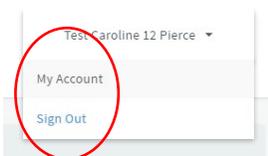


When your program director information request has been received, the application status will automatically change to “Submitted” and you will receive an email notification.

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.



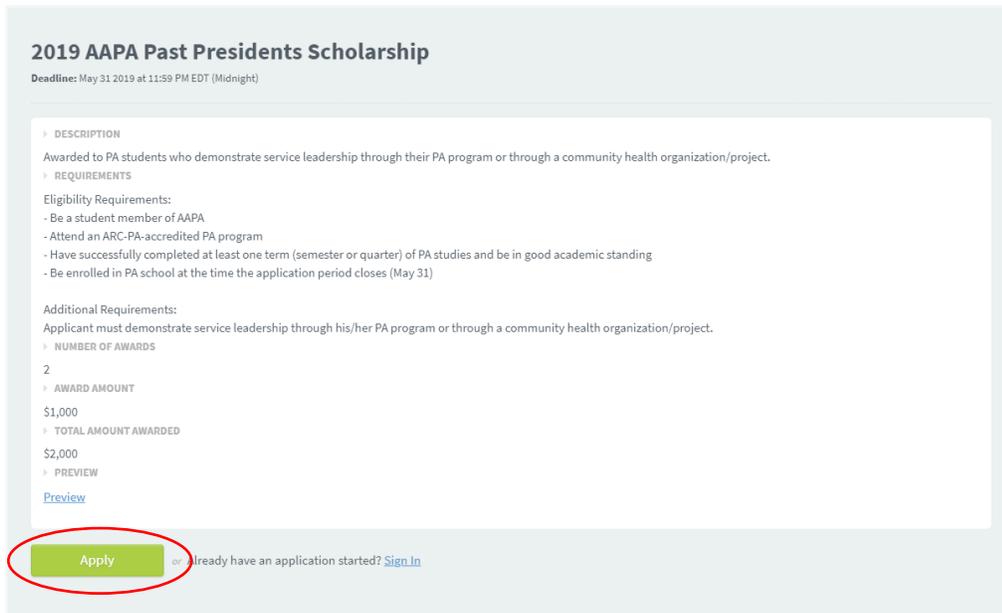
Congratulations! You have completed your first application.

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.



2019 AAPA Past Presidents Scholarship
Deadline: May 31 2019 at 11:59 PM EDT (Midnight)

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

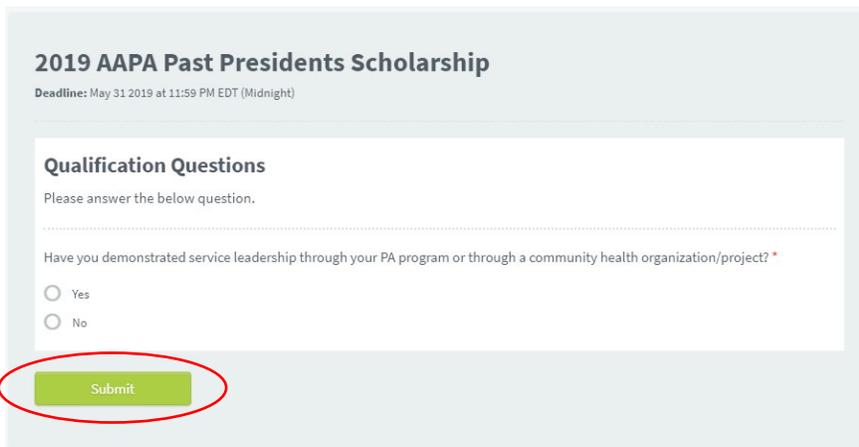
AWARD AMOUNT
\$1,000
TOTAL AMOUNT AWARDED
\$2,000

PREVIEW
[Preview](#)

Apply or 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.



2019 AAPA Past Presidents Scholarship
Deadline: May 31 2019 at 11:59 PM EDT (Midnight)

Qualification Questions
Please answer the below question.

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

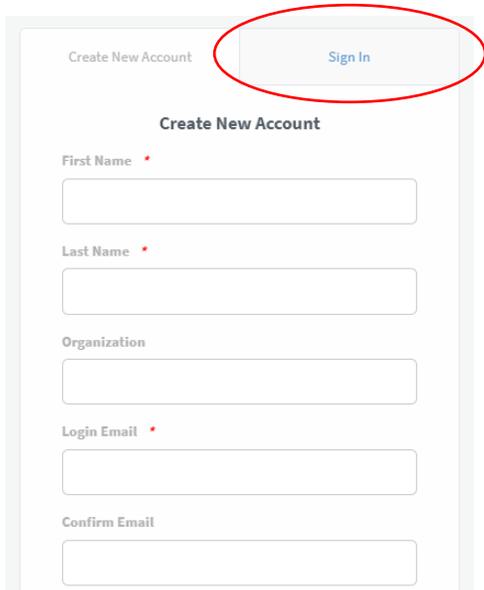
Yes
 No

Submit

Answer the questions and click the “Submit” button.

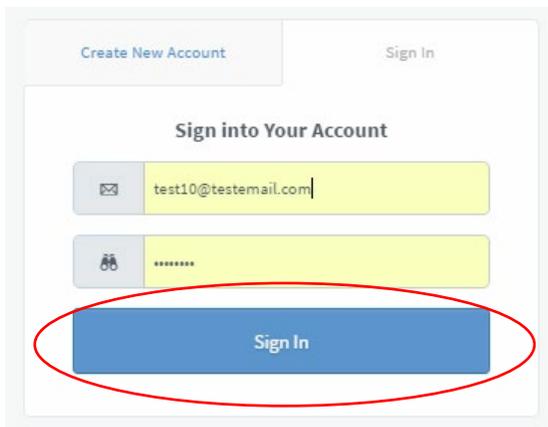
If you are still logged into your SmarterSelect account, you will be given further instructions on the next screen based on your eligibility.

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.



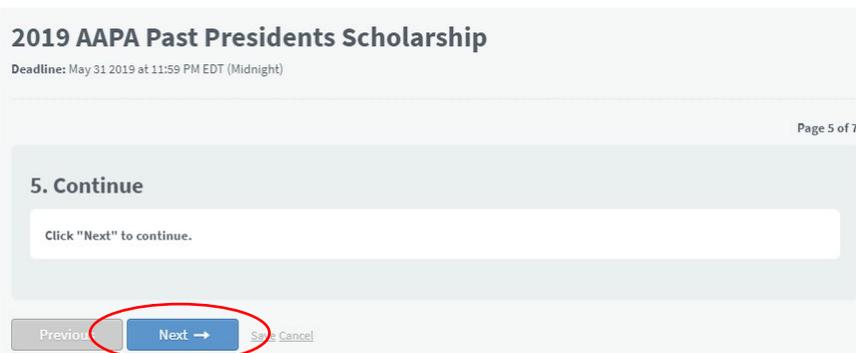
The screenshot shows a web form titled "Create New Account". At the top, there are two tabs: "Create New Account" and "Sign In". The "Sign In" tab is highlighted with a red oval. Below the tabs, the form has several input fields: "First Name", "Last Name", "Organization", "Login Email", and "Confirm Email". Each field has a red asterisk next to its label, indicating it is required.

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



The screenshot shows a web form titled "Sign into Your Account". At the top, there are two tabs: "Create New Account" and "Sign In". Below the tabs, there are two input fields: one for email (containing "test10@testemail.com") and one for password (containing "*****"). Below these fields is a large blue button labeled "Sign In", which is highlighted with a red oval.

You will be taken to a screen that says “Continue.” This is simply a placeholder screen – there is nothing for you to complete on this page.



The screenshot shows a page titled "2019 AAPA Past Presidents Scholarship". Below the title, it says "Deadline: May 31 2019 at 11:59 PM EDT (Midnight)". In the top right corner, it says "Page 5 of 7". The main content area is titled "5. Continue" and contains a text box with the instruction "Click 'Next' to continue." Below this text box, there are three buttons: "Previous", "Next →", and "Skip Cancel". The "Next →" button is highlighted with a red oval.

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.

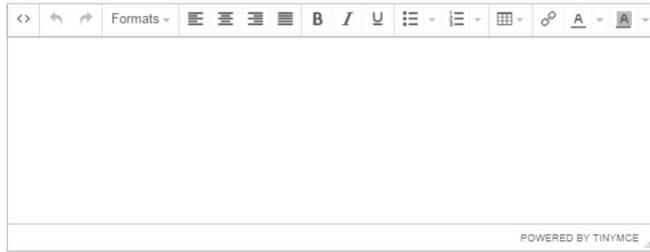
2019 AAPA Past Presidents Scholarship

Deadline: May 31 2019 at 11:59 PM EDT (Midnight)

Page 6 of 7

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. *



A rich text editor interface with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, and background color. Below the toolbar is a large text area for writing. At the bottom right of the text area, it says "POWERED BY TINYMCE". At the bottom center, it says "Max 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.

2019 AAPA Past Presidents Scholarship

Deadline: May 31 2019 at 11:59 PM EDT (Midnight)

Page 7 of 7

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.