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.

Click the green “Apply” button to begin.

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.
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.**

Fill in the requested information and click “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.
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.

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.

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

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

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.

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.

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.

<table>
<thead>
<tr>
<th>Financial Information</th>
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<tbody>
<tr>
<td>Applicant Information</td>
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<tr>
<td>Marital Status:</td>
</tr>
<tr>
<td>Are you currently employed?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Employment Status:</td>
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<tr>
<td>Full-time</td>
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<tr>
<td>Employer:</td>
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<tr>
<td>Do you claim any dependents on your tax?</td>
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<tr>
<td>Yes</td>
</tr>
<tr>
<td>How many dependents do you claim?</td>
</tr>
<tr>
<td>Are you listed as a dependent for tax purposes by a parent(s) or guardian(s)?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>How many other dependents (other than you) are listed as dependents by your parent(s)/guardian(s)?</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Funding Available to Applicant for One Academic Year</th>
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</thead>
<tbody>
<tr>
<td>Applicant’s total estimated annual income:</td>
</tr>
<tr>
<td>Applicant’s estimated annual costings for PA school:</td>
</tr>
<tr>
<td>Expected annual family contribution to applicant’s PA school education:</td>
</tr>
<tr>
<td>Netted tuition assistance from granted scholarships:</td>
</tr>
<tr>
<td>Netted tuition assistance from other scholarships:</td>
</tr>
<tr>
<td>Netted tuition assistance from loans:</td>
</tr>
<tr>
<td>Other available financial resources for current academic year:</td>
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<tr>
<td>Applicant’s total funds available for one year of PA school:</td>
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<table>
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<tr>
<th>Applicant’s Expected PA School Expenses for One Academic Year</th>
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</thead>
<tbody>
<tr>
<td>Expected annual PA school tuition:</td>
</tr>
<tr>
<td>Expected annual books, supplies, and fees:</td>
</tr>
<tr>
<td>Expected annual program-related transportation costs:</td>
</tr>
<tr>
<td>Expected annual room and board:</td>
</tr>
<tr>
<td>Expected annual mandatory insurance costs:</td>
</tr>
<tr>
<td>Applicant’s total of expected expenses for one year of PA school:</td>
</tr>
</tbody>
</table>

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.

5. **Instructions [PLACEHOLDER PAGE – DISREGARD]**
You will be taken to a placeholder page with the header “Continue.” Click “Next” to continue.

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.

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.

Click the “Apply” button.

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

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.

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

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.

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.

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.

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!

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**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.