

## 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 2017 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.

### 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.

**2017 PA Foundation Scholarship**  
Deadline: June 01 2017 at 03:00 AM EDT

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 of PA studies and be in good academic standing  
- Be enrolled in PA school at the time the application period closes

NUMBER OF AWARDS  
9

AWARD AMOUNT  
\$1,000

TOTAL AMOUNT AWARDED  
\$9,000

PREVIEW  
[Preview](#)

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

Click the green “Apply” button to begin.

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

This is an optional feature that will send you automatic text messages regarding application status updates and other program-related reminders/notifications. The text messages will appear to come from several different phone numbers.

Fill in the requested information and click “Submit.” Note: you have the option to sign up to receive text message notifications. If you select this option, you will receive 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.

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.

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

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.

Click “Next.”

If you answer “yes” for all the qualification questions, you are eligible to apply for the scholarship program. A new section labeled “Applicant Information” will appear on the screen.

Applicant Information

ABPA Member ID \*

Date of Birth \*

Address \*

Address 2 \*

City \*

State \*

Country \*

Zip Code \*

Main Phone Number \*

Alternate Phone Number \*

Gender \*

Ethnicity \*

Next → Save & Continue

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

You will be taken to the next page, “Academic Information.” Fill in the requested information, including contact information for your PA program director. Your program director will receive a request to provide information via email, and he/she will complete that step externally.

2. Academic Information

Applicant Information

Undergraduate Major \*

Degree Pursuing \*

Current Year in PA School \*

Current GPA \*

PA School/Program Currently Attending \*

Academic Status \*

Expected Graduation Date \*

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

Program Director Statement

Please upload a signed statement from your PA Program Director on program letterhead. The statement should attest that:

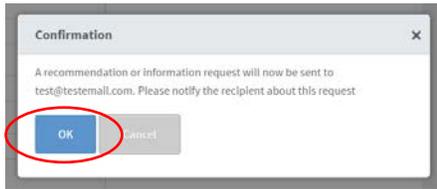
- You have successfully completed at least one term of PA school
- You are in good academic standing
- You are in good behavioral standing and meet standards of professional conduct \*

Select File No file attached

Previous Next → Cancel

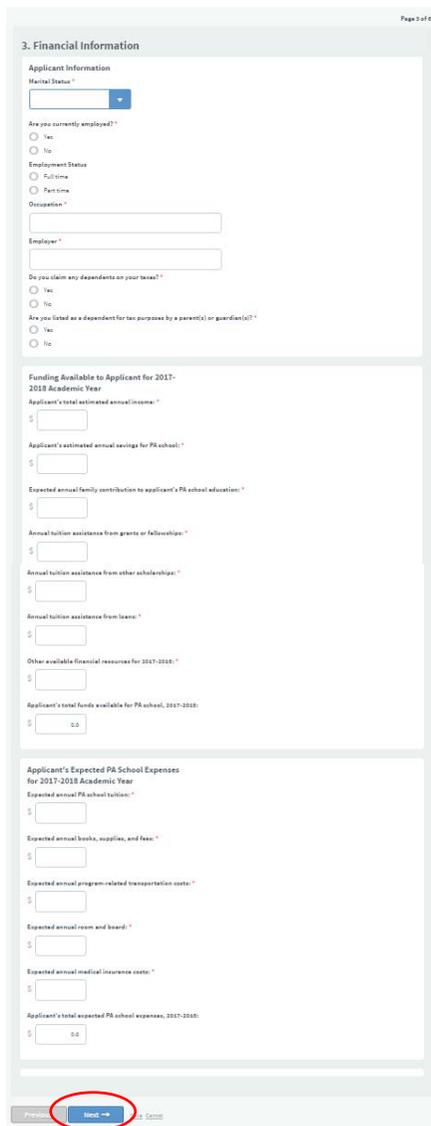
Click “Next” to continue.

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.**



Click “OK” to continue. An email will be sent to your program director automatically.

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*.

A screenshot of a web form titled "3. Financial Information" (Page 3 of 6). The form is divided into three main sections: "Applicant Information", "Funding Available to Applicant for 2017-2018 Academic Year", and "Applicant's Expected PA School Expenses for 2017-2018 Academic Year". The "Applicant Information" section includes fields for Marital Status, Are you currently employed?, Employment Status, Occupation, Employer, Do you claim any dependents on your tax?, and Are you listed as a dependent for tax purposes by a parent(s) or guardian(s)?. The "Funding Available" section includes fields for 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 2017-2018, and Applicant's total funds available for PA school, 2017-2018. The "Expected PA School Expenses" section includes fields for 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, and Applicant's total expected PA school expenses, 2017-2018. At the bottom of the form, there are three buttons: "Previous" (disabled), "Next" (highlighted with a red circle), and "Cancel".

Click “Next” to continue.

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

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#### 4. Essays

Please provide an essay (maximum 500 words) concerning your decision to become a PA; where and in what setting you would like to practice after graduation and why; and what you expect to accomplish as a PA, including any specific clinical interest areas you may have.\*

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.\*

Maximum Number of Words: 500

Previous Next -> Save Cancel

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

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.

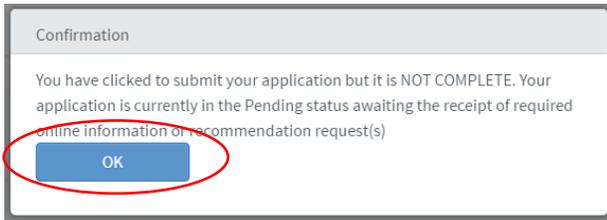
Please type your name below.\*

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

Previous Save Cancel Submit

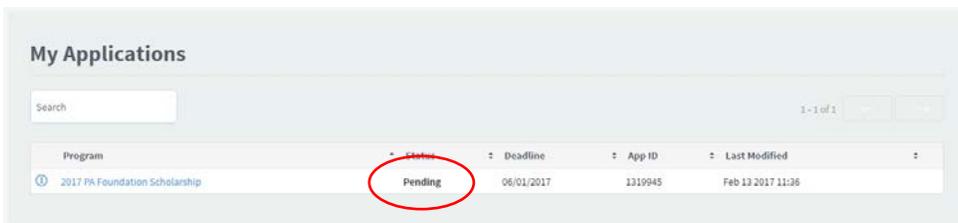
Click the "Submit" button.

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.



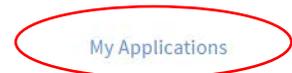
Click “OK.”

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.

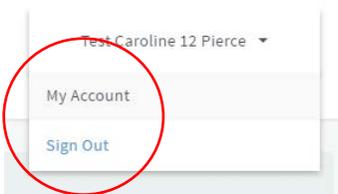


When your program director information request has been received, the application status will automatically change to “Submitted” and you will receive an email notification.

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.

**2017 NCCPA Endowed Scholarship**  
Deadline: June 01 2017 at 03:00 AM EDT

DESCRIPTION  
Awarded to underrepresented minority students and/or those who are economically and/or educationally disadvantaged.

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

Additional Requirements:  
- Must be an underrepresented minority and/or economically and/or educationally disadvantaged (see definitions of these criteria here: <https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/scholarship-criteria-definitions>).

NUMBER OF AWARDS  
2

AWARD AMOUNT  
\$2,000

TOTAL AMOUNT AWARDED  
\$4,000

PREVIEW  
[Preview](#)

**Apply**

Click the “Apply” button.

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

**2017 NCCPA Endowed Scholarship**  
Deadline: June 01 2017 at 03:00 AM EDT

**Qualification Questions**  
Please answer the below questions.

Are you an underrepresented minority? (See definition here: <https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/scholarship-criteria-definitions>) \*

Yes  
 No

Are you economically disadvantaged? (See definition here: <https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/scholarship-criteria-definitions>) \*

Yes  
 No

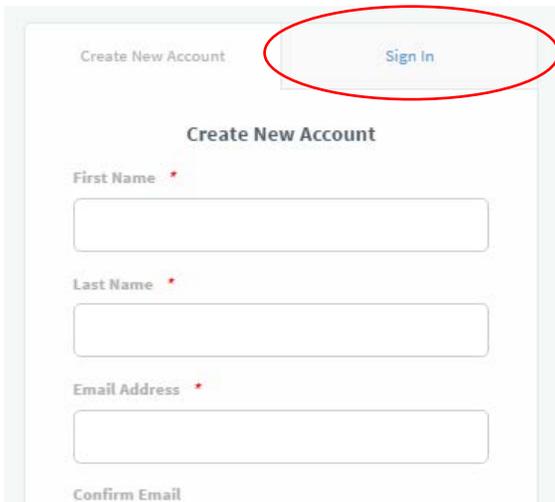
Are you from an educationally disadvantaged background? (See definition here: <https://pa-foundation.org/scholarships-fellowships/pa-student-scholarships/scholarship-criteria-definitions>) \*

Yes  
 No

**Submit**

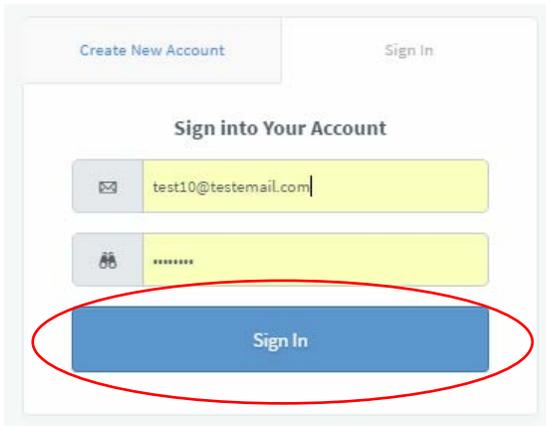
Answer the questions and click the “Submit” button. If you are still logged into your SmarterSelect account, you will be given further instructions on the next screen based on your eligibility.

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,” click 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 three input fields: "First Name", "Last Name", and "Email Address", each with a red asterisk indicating a required field. There is also a "Confirm Email" label at the bottom.

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 an email address (containing "test10@testemail.com") and one for a password (containing "\*\*\*\*\*"). A blue "Sign In" button is located below the input fields and is highlighted with a red oval.

You will be taken to the “Instructions” screen to complete the next steps in the application.

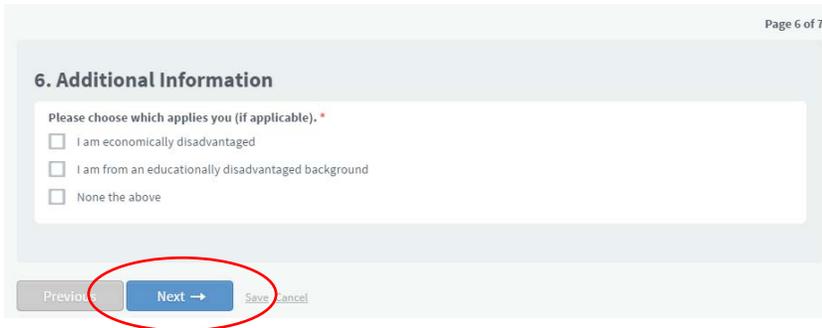


The screenshot shows a page titled "2017 NCCPA Endowed Scholarship" with a deadline of "June 01 2017 at 05:00 AM EDT". The page is labeled "Page 5 of 7". The main content area is titled "5. Instructions" and contains a text box with the instruction "Click 'Next' to continue." At the bottom, there are three buttons: "Previous", "Next →", and "Sign 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 answering a checkbox question.



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### 6. Additional Information

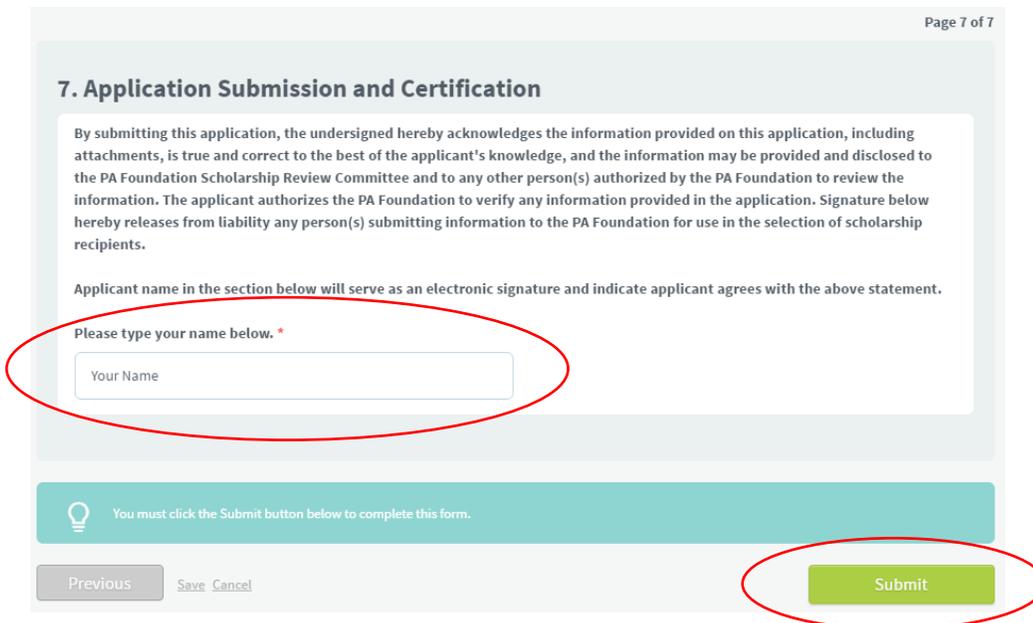
Please choose which applies you (if applicable). \*

- I am economically disadvantaged
- I am from an educationally disadvantaged background
- None the above

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.



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### 7. 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 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](mailto: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](mailto:support@smarterselect.zendesk.com).