

# Grants@Heart Newsletter

December 5, 2008



American Heart Association | American Stroke Association

*Learn and Live...*

It is now about thirty days since we launched our new electronic application, Grants@Heart. In this issue we hope to address frequently asked questions, as well as provide you with tips that will help you along the way. The first column is information for the applicant; the shaded area is for the Grants Officer/Fiscal Officer.

## For the Applicant . . .

### Helpful Tips:

- Be clear with your Grants Officer about his/her internal deadline. Remember . . . only your institutional Grants Officer can submit your application to the AHA.
- If you exceed the page limit (of document you upload) or budget maximum the system will give you an error.
- If the program you are applying to requires a reference report, please remind your referent to download the template provided in G@H, fill it out and upload it. DO NOT use the text box. The template requires pdf software to complete.
- Once you fill in third party names in the application fields and hit "save", they will receive an auto-generated email.



### Frequently Asked Questions

**Q:** Are you providing written instructions for application preparation?

**A:** No. Instructions are embedded within the electronic application. Click on the "?" icons provided.

**Q:** What happens if the GO/FO changes during the application process? Do they just switch to the new one?

**A:** The PI would need to choose the new one and save it on the application. (If the GO/FO registered and was approved, of course.)

**Q:** What if I decide to cancel an application?

**A:** Delete the application that you have begun but do not intend to complete and submit. *Note: if third parties have uploaded documents they will receive an auto email once you delete the application.*

**Q:** Is there a role for a departmental administrator?

**A:** No, there is not. It is expected that the GO will submit the application.

## For the Grants Officer . . .

### Helpful Tips:

- Set an internal deadline that will allow you time to review and submit applications by 11:59 p.m. Central Time on the deadline date. Take also into account that you may need to reject an application for correction by the PI.
- Grants@Heart will shut down at midnight on the deadline date.
- You can login to Grants@Heart at any time to see an application in process and also those completed and submitted.
- Once an application is submitted to the AHA it can no longer be modified. At this point it changes to a "view only" status. There is no window for corrections like NIH.



### Frequently Asked Questions

**Q:** Is there a role for a departmental administrator?

**A:** No, there is not.

**Q:** Several of our Division of Sponsored Programs staff members are authorized to approve applications on behalf of our institutional Grants Officer. Can more than one of us be logged into the system at the same time, reviewing and submitting applications? If so, can we all use the single login established for our Grants Officer?

**A:** Any/all approved GO's can be logged into G@H simultaneously...and each GO can VIEW applications from all PI's at the institution from which they are associated in G@H. However, only the one assigned GO named in any particular PI's application can approve and submit to AHA.

# Grants@Heart Newsletter

December 5, 2008 – page 2



American Heart Association® | American Stroke Association®

*Learn and Live.*

## For the Grants Officer . . . *continued*

**Q:** Will the Grants Officer be able to make edits to the administrative or other information within an application, or must the application be rejected and returned to the PI for any required changes?

**A:** Any changes to the data or content of an application must be completed by the PI. We consciously made the decision to have only one person responsible for content, due to recommended best practice and to ensure data integrity. Likewise, we implemented the new system to accommodate the need/desire of institutions to have the appropriate institutional official provide the “sign-off” by completing the online submission to AHA through their login role.

**Q:** Will submitted applications, funded and unfunded, remain accessible through the G@H system once the review cycle is completed? If so, for how long?

**A:** Yes, past application records will remain accessible through G@H indefinitely.

### *About the Deadline*

The 11:59 p.m. Central Time deadline for applicants means the time Grants@Heart will close.

## For the Grants Officer . . . *continued*

**Q:** Once the GO's information is registered in G@H will the GO information auto-populate when an applicant selects our institution, ensuring the application reaches the right officer/email for review and submission?

**A:** When the applicant is completing the Institutional Personnel section of the application, it requires a GO and an FO be named. The PI must select a name from a drop-down list, which displays only GO's and FO's for his/her institution who have registered with G@H and are recognized by G@H. So, the applicant must choose his/her appropriate Grants Officer and Fiscal Officer – which auto-populates the name, title, phone number and e-mail address based upon the GO's registration data. Once this data is saved by the PI, the application will be available for the GO to view as the application is being built – if the GO wants to look at it at this point.

**Q:** Does the Fiscal Officer refer to the person who will oversee the account and prepare financial reports (the Grant Accountant), or to the individual with authority to approve the reports (our Controller)?

**A:** This should be the choice of the institution, to meet their needs. Only one FO may be assigned to each application/award record within G@H. The institution may choose to instruct the PI to name the person in charge of preparing/submitting the annual financial reports. While any/all approved FO's in G@H may VIEW awards from PI's at the institution from which they are associated in G@H, only the one assigned FO may actually submit financial reports for the principal investigator's award.



Call (214) 360-6104, -6106 or -6113, or email [ncrp@heart.org](mailto:ncrp@heart.org) with questions.



### Holiday Hours –

The American Heart Association will be closed for the holidays on the following dates: December 24, 25, 26, 29, 30 and January 1. Although staff will not be available to assist you, Grants@Heart can be accessed 24/7.

[www.my.americanheart.org](http://www.my.americanheart.org) (click on Research Awards tab)