

Grants@Heart Newsletter

December 19, 2008



American Heart Association | American Stroke Association

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Welcome to the second issue of the Grants@Heart newsletter. We hope this information helps you as you get close to completing your application. The first column is information for the applicant; the shaded area is for the Grants Officer/Fiscal Officer.

For the Applicant . . .

Helpful Tips

- Your Grants Officer is required to submit your application on your behalf. Be sure to check with your office of sponsored programs to find out your institution's internal deadline!
- PC users must use Internet Explorer, and Mac users must use Safari...other browsers will not work with Grants@Heart.
- The user ID login and password are **case sensitive**. This is important to remember as it can cause problems with user access to Grants@Heart.
- When doing a search using your award ID# the letter at the end of the award ID MUST be capitalized or the search won't work.
- If you have had activity with AHA in the past (before we launched G@H), please do not create yourself as a new user. [Contact AHA staff](#) for assistance.
- If you are having problems with typing information in the form fields or saving the information, it probably means your pop-up blocker is turned on. To turn off the pop-up blocker, do the following:
For Internet Explorer users, open your web browser. Click on Tools > Pop-up Blocker. If sub-navigation says "Turn On Pop-up Blocker", click it and it will change to "Turn Off Pop-up Blocker".



For Safari users, open the web browser.
> Click on Safari menu in the upper-left hand corner of the screen.
> You can then toggle the popup blocker to off by un-checking Block Pop-up Windows.

For the GO/FO . . .

Helpful Tips

These tips appeared in the first issue but we think they are worth repeating.

- 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.
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- The user ID login and password are **case sensitive**. This is important to remember as it can cause problems with user access to Grants@Heart

More . . .

- Many institutions have multiple listings in the G@H search box. You must add these institutions to your account so that your name will be associated with each. To add an institution code to your account do the following:
 - > Log into your Grants@Heart account.
 - > Click on Profile Manager at the top of the page.
 - > Select "Update Personal Information"
 - > Scroll down to "Search for Institution" and click the Search button
 - > Type in part of your institution's name and click Search. The results will include your search words.
 - > Select the radio button next to the entry you wish to associate with your account.
 - > Click "Update" at the bottom of your Personal Information page.Repeat steps if you wish to add more than one institution.
Upon completion, an auto-generated request will be sent to AHA for approval.

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For the Applicant . . . *continued*

What is a resubmission?

An applicant who is unsuccessful in competition may submit the same or similar application three times (the original plus two resubmissions). The AHA's definition of three submissions of the same or similar application is determined by application deadline cycles. An applicant may submit the same science project in one cycle to two AHA funding sources (for example, an affiliate Beginning Grant-in-Aid and a National Scientist Development Grant for the January deadline cycle), and this will be counted as one submission. If major changes are made to the application or if this is a different/new project, it is not considered a resubmission. Also, a resubmission can be across most program categories. For instance, a former Beginning Grant-in-Aid application can be resubmitted as a Grant-in-Aid. There are a few exceptions, such as the Established Investigator Award, which cannot be resubmitted to a different program due to the abbreviated proposal required for the EIA.

What is the process for applying for a resubmission?

After you answer the questionnaire, you will be asked if you want to copy a previous application. Select "yes" to copy a previous application. The second question will ask if you want to copy for a resubmission. By clicking yes, you will be given a list of all your previous applications. Choose the one that is being resubmitted. This creates a link for the reviewers to the previous critiques, and it creates a spot for you to upload a two page [resubmission modifications](#) document. You will still need to complete a new research plan, save it as a pdf (portable document format) file and upload it into Grants@Heart.

About the Deadline

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



Contact Information for [PI's](#) and [GO/FO's](#).



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.

Use the following links for [information about funding opportunities, program descriptions, etc.](#), or to access [Grants@Heart](#).

For the GO/FO . . . *continued*

- If you have had activity with AHA in the past (before we launched G@H), please do not create yourself as a new user. [Contact AHA staff](#) for assistance.



Frequently Asked Questions

Q. Why isn't my physical address required when I register at Grants@Heart?

A. We do not capture this information as we don't expect to ever send postal mail to an institutional address.

Q: My institution has multiple listings that I would like to change to one specific name. I'm trying to change the Institutional Profile and it won't let me add the new name.

A: We do not list institutions in any particular way within the institutional database in our system. This is because we have many users who access Grants@Heart in many different capacities to upload documents in support of proposals that are to be submitted (department chairs, references, sponsors/mentors, collaborating investigators) in addition to the PI's and institutional officers themselves. Also, peer reviewers access Grants@Heart to review the proposals and to submit their critiques. Each of these users must also be associated with the correct institution(s) in our database to ensure that Conflict of Interest checking works correctly. Please use the "search institution" function to type a partial name (e.g., 'Michigan') and select the most appropriate choice from the list.