

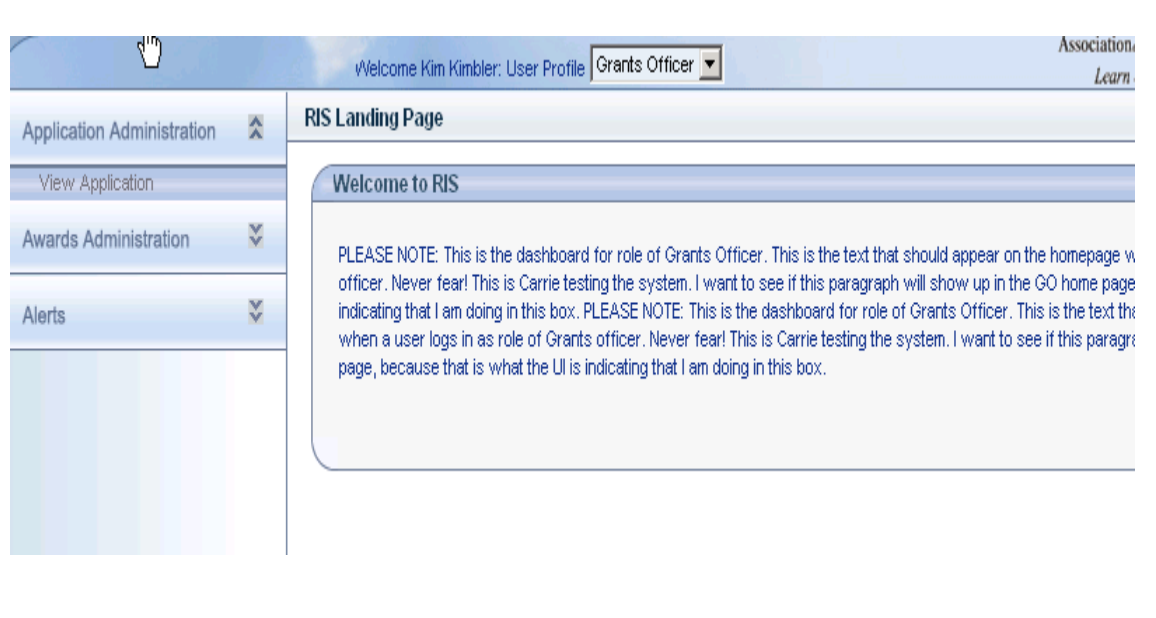
HOW TO SUBMIT AN APPLICATION TO THE AMERICAN HEART ASSOCIATION

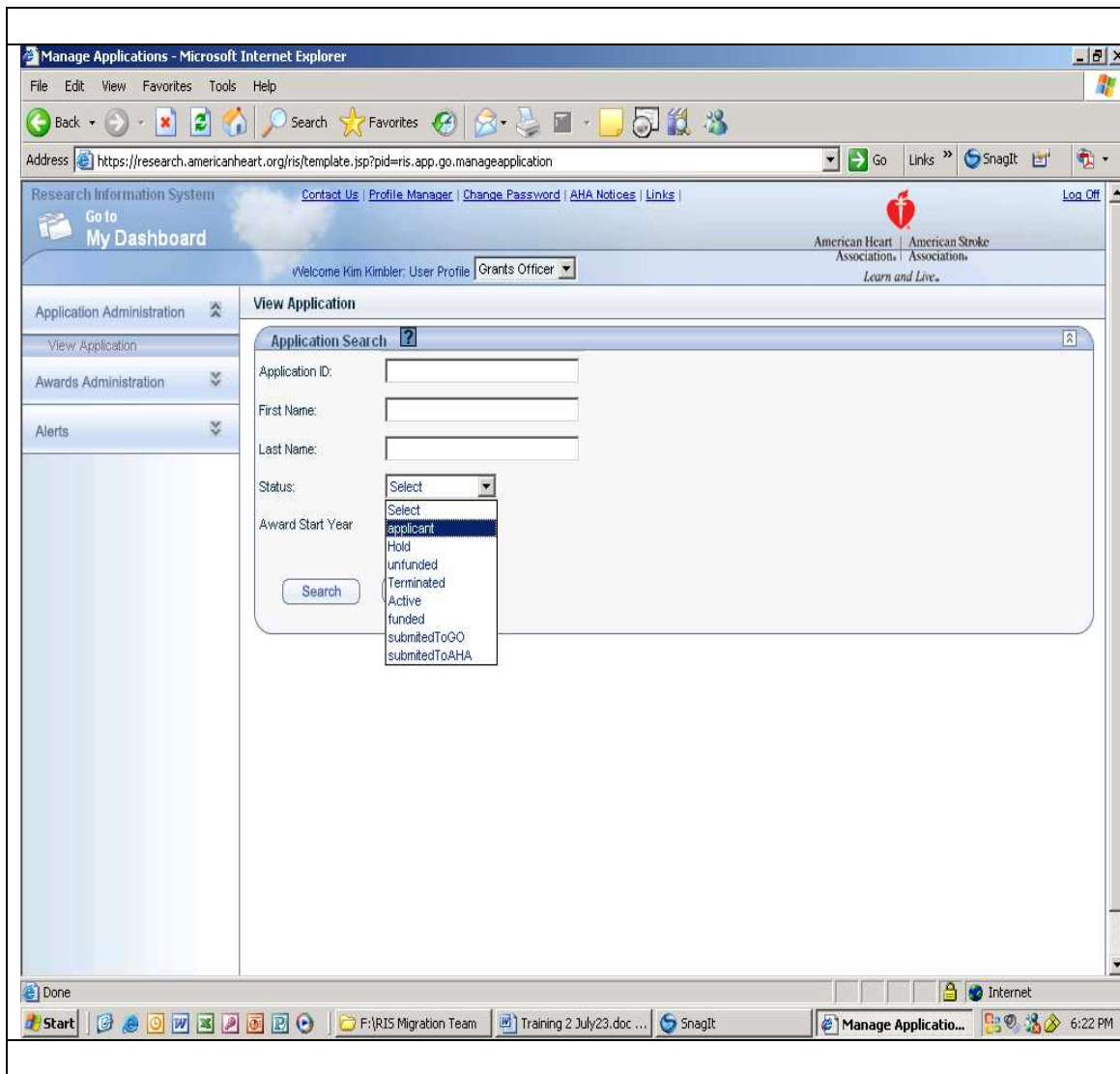
The grants officer is responsible for completing the submission of the application to the American Heart Association (AHA). It is very important that the investigator selects the correct grants officer in Grants@Heart. If you are not the selected grants officer, you will not be able to complete the submission of the application.

Applications submitted late, even if it is just a few minutes late, will not be accepted. The system shuts down automatically at the designated time. Investigators should start early and submit early!

All deadlines for AHA programs will be 5:00 p.m. Central Time on the deadline date (ranges from 1 p.m. in Hawaii & Alaska to 6 p.m. in Maine). Application Deadline Dates appear with application information on each AHA application and on our website.

Grants Officer Dashboard

	<ol style="list-style-type: none">1. Log into Grants@Heart (research.amercianheart.org). You must be registered as a grants officer to access this role in the system.*2. Click on Application Administration in left navigation. View Application displays. <p>* If you are not registered as a grants officer in Grants@Heart and need assistance, please download the instructions on “How to register with Grants@Heart” from our website.</p>
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3. Click **View Application** in the left navigation, an Application Search screen displays.

NOTE: You will only be able to view the applications of the investigator that have selected you as the grants officer on their application.

To view a specific application, you may search by Application ID, First Name, or Last Name. To see all applications in a certain status or from a certain year, make a selection from the drop-down list.

Statuses on the drop-down list:

- Applicant – application in preparation
- submitted ToGO – all applications pending your review and approval/disapproval
- submittedToAHA – submission complete to AHA

Welcome Kim Kimbler: User Profile Grants Officer

Application Administration

View Application

Awards Administration

Alerts

View Application

Application Search

Application ID:

First Name:

Last Name:

Status: **submittedToGO**

Award Start Year:

4. Enter your search criteria.

For example, select “submittedToGO” from the drop-down list. This will give you a list of the applications that are ready for your review and approval.

5. Click on the Application ID to review the sections of the application.

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View Application

Application Search

Application ID	Principal Investigator	Status	Start Date	1 - 1
08POST2110000	Missy Impossible	submittedToGO	07/23/2008	

my Dashboard American Heart Association | American Stroke Association
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Application Administration

- View Application
- Advanced Profile
- Project Summary
- Institutional Personnel
- Third Party Personnel
- Co-Authors
- Budget
- Funds Available
- Research Subjects/Assurances
- Science/Evaluation Information
- Supporting Documentation
- Research Classification
- Science Classification

Awards Administration

Alerts

Budget

Application Info

Application ID:	08GRNT2080001
Funding Component Name:	Midwest Affiliate
Program Name:	UAT Midwest GIA
Principal Investigator Name:	Missy Impossible
Status:	Submitted to GO
Award Start Date:	07/23/2008
Project Title:	Cholesterol lowering drugs
Award End Date:	07/22/2010
Application Deadline Date:	07/11/2008

Budget Details

Details	Year 1	Year 2
1. Salary/Fringe	\$ 30000	\$ 30000
2. Project Support	\$ 35000	\$ 35000
3. Indirect Costs	\$ 6500	\$ 6500
Sub Total	\$ 71500	\$ 71500
Total	\$ 143000	

6. Click on the different application sections in the left navigation to review the information the investigator has entered in the section.

NOTE: It is a good idea to click on all the application sections and the links in the sections to be sure the document is visible and that the correct document was uploaded.



7. Click on the **Submit to AHA** section of the application to find the **Approve** and **Decline** buttons.
8. If you are ready to submit the application to the AHA, click on Approve button.
9. You will get a popup message to confirm that you really want to submit. If you do, click OK. If not, click Cancel.

NOTE: Once the application is submitted to the AHA, it cannot be modified.

and health services research

Is the project **translational**?

This is my explanation!

Explanation:

Microsoft Internet Explorer

Are you sure you want to Reject the Application

OK Cancel

Science Classification	
Major Science Classification(1)	Sub-Classification(s)
Cardiac Biology/Regulation	1. Cardiomyopathies 2. Clinical Hypertension 3. Hypertrophy
Major Science Classification(2)	Sub-Classification(s)
Microbiology & Microbial Pathogenesis	1. Bioinformatics and Systems Biology 2. Microbial Chemistry 3. Stem Cell Biology

Back Approve Decline

- If you or the investigator are not ready to submit the application to the AHA, click on the **Decline** button.
 - You will receive a popup message to confirm you want to reject the application. Click OK if you want to decline the submission or Cancel if you do not.
- Declining an application returns it to applicant status and allows the investigator to make changes and corrections.

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View Application

Decline Application

Principal Investigator: Missy Impossible
Project Title: Cholesterol lowering drugs
Award Start Date: 07/23/2008

Reason for Decline:
Please add that our institution also has AAAAC approval under the Research Subjects/Assurances section. If you need details, call me at 214-360-6000.
Kim Kimbler

Submit Cancel

12. If you choose to **Decline** the application, a screen displays for you to add an explanation in the text box (Reason for Decline) that will be sent to the PI via email. This is a system-generated email and the status of the application will revert to Applicant /Application in Preparation.

If the application is declined before the deadline, the investigator will have an opportunity to make changes and submit the application back to you for review and approval.

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