



# 2025 AHA Research Funding Application Instructions

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*Click a listing below to move to that section of this document.*

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Assistance

# AHA Funding Opportunities

Program descriptions of funding opportunities are generally posted on the AHA [website](#) several months prior to the proposal deadline. The program descriptions contain important information that will help you determine which program is right for you. Review the posted program descriptions to ensure that you have the most up-to-date program requirements. View descriptions of the AHA research programs.

AHA advises beginning the proposal

## Required AHA Professional Membership

Each applicant must be an AHA Professional Member. Join or renew when preparing a proposal in ProposalCentral, [online](#), or by phone at 972-349-5803 or 1-888-242-2453. Membership processing may take 3-5 days; *do not wait until the proposal deadline to renew or jos*





Save button within the Institution Profile to retain any changes. Once you are done, click the Return to LOI/Proposal button.

If you do not see Edit Institution Profile: Listed below the institution's information will be the name, e-mail address, and phone number of the person at your institution who created the profile and should have access to update it. Contact that person to make the necessary changes. If that person is no longer at your institution, contact Customer Support: 800-875-2562 (Toll-free U.S. & Canada), +1-703-964-5840 (Direct Dial International), or <mailto:pcsupport@altum.com> to ask about other individuals at your institution who can update the institution profile.

## Get an ORCID iD

You are not required to have an ORCID number to log into proposalCentral, however, it is now required to submit applications to the AHA. ORCID is a service that allows researchers to easily keep track of their publications, institutional associations, and other support. Once you create your ProposalCentral account you have the option to link it to your ORCID account. Information from (p)9 -1.265 TD

# Application Preparation

## Page Setup/Formatting

Most required documents may be prepared prior to creating the application in ProposalCentral. Adherence is mandatory to the page limits and format requirements below. No applicant should have an advantage over other applicants by providing more content in

## Multiple Submissions

A PI may submit only one application per program type in a fiscal year (July 1 through June 30).  
Exception: An applicant may submit more than one Innovative Project Award proposal, each with clearly distinct aims.

Regarding applications to different program types in the same fiscal year:

- € An individual may hold more than one AHA award concurrently but may only hold one award that is dependent on career stage (Career Development Award,



If you have one of the following training grants:

If you have an AHA Institutional Research Enhancement Award (AIREA), you may apply for:

|                                                     |
|-----------------------------------------------------|
| Collaborative Sciences Award                        |
| <i>and</i>                                          |
| Transformational Project Award                      |
| <i>and</i>                                          |
| Multiple Innovative Project Awards                  |
| <i>and</i>                                          |
| Strategically Focused Research Network Funding (6F) |
| <i>and</i>                                          |

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# The Application Sections in ProposalCentral

The sections of the application and the required document uploads vary by program. Required documents for each program are listed on the [Required Application Documents](#) page. To follow the standard flow of the proposal, click “Continue” at the bottom of each page. You may also select the section you wish to work on by clicking on it in the menu on the left side of the screen.

Question marks throughout the application contain instructions for each section. You must save each section as you complete it.

If you upload an incorrect document prior to submitting the application to your grants officer, repeat the upload task and select the correct document. The new document will replace old one upon saving.

## 1 Project Title

**Title:** You must first create a title of up to 120 characters.

**Start and End Dates:** The award start and end dates are set, according to the award type.

### Resubmission of a Proposal

Indicate if this is a resubmission. If a resubmission, indicate if the previous application was created in ProposalCentral or in another system, which you would choose for a proposal created in Grants@Heart. See Document Uploads, item G for Resubmission Modification instructions.

Some AHA programs permit resubmission of the same or similar application (similar aims) up to three times (the original plus two resubmissions). The same or similar application submitted for the fourth time will be withdrawn.

If major changes are made to the application or if this is an entirely different/new project, it should not be checked as a resubmission. It is not acceptable to resubmit an application originally submitted by another investigator. Such applications may be withdrawn or disapproved.

To have the benefit of critiques from the previous submission, a resubmitted application will be assigned to at least one of the primary reviewers that it was assigned to in the previous round, whenever possible. Reviewers for resubmitted applications will be provided with the critiques and scores from the previous round for reference.

### Programs eligible for resubmission

- |                                                          |                                  |
|----------------------------------------------------------|----------------------------------|
| - AHA Predoctoral Fellowship                             | - AHA Postdoctoral Fellowship    |
| - Career Development Award                               | - Collaborative Sciences Award   |
| - Established Investigator Award                         | - Transformational Project Award |
| - Institutional Award for Undergraduate Student Training |                                  |
| - AHA Institutional Research Enhancement Award (AIREA)   |                                  |

## 2 Download Templates & Instructions

Links in this tab go to this Instructions document and to lists of documents required of applicants and third-party personnel for each award type.

### 3 Enable Other Users to Access this Proposal

Access Permissions: This screen allows you to give other users access to your proposal.

You can give one of three levels of permissions:

- € View (View only. Cannot change any details.)
- € Edit (Can view and change information in the grant application. Cannot Submit or view this Access Permission screen)
- € Administrator (Can view, edit, and submit the application. Can give access rights to others.)

To Give Another Person Access to Your Grant Application:

- 1.





[consultants.](#)

#### *h. Co-Principal Investigator*

The Collaborative Sciences Award is the ONLY program that permits a Co-Principal Investigator. The applicant who initiates a Collaborative Sciences Award proposal must list himself/herself as a Co-PI in the Third-Party Personnel section to upload required documents.

The American Heart Association recognizes only one Principal Investigator for all other programs. An investigator contributing to your project may be listed as a Collaborating Investigator.

Useful Tool for Collaborative Sciences Applicants:

In the Third-Party section, next to each person listed are a Refresh icon and a Pages icon (highlighted in yellow in the screenshot below).

Refresh icon: A user may click this for themselves or their Co-PI(s) after adding or updating demographic information (including ORCID) to the proposal or to their profile. Clicking the Refresh icon will update the proposal so that it may be submitted.

Pages icon: Any user can click this icon to see missing demographic information that is needed to submit the proposal. Each user will only see their own icon to protect their privacy.

After updating information, a user must click the Refresh icon to update the proposal.

#### *i. Other*

AHA Institutional Research Enhancement Award (AIREA) applicants: Use this option to add the Provost or institutional official who will submit to you a one-page letter attesting to your institution's eligibility.

## 9 Letters of Reference

This section will appear for programs that require reference letters. The minimum and maximum number of referees will be indicated.

A mentor, co-mentor, department head, collaborating investigator or consultant contributing to the proposal may not serve as a referee. A referee is an individual familiar with the applicant's scientific interests and abilities. Letters should be composed by the referee and should not originate from the applicant. Any appearance of substantially similar language in reference letters will be factored into the score for the Evaluation of the Applicant, which will impact the overall score.

Visit the [Reference Information page](#) for information about the referee upload process and to download a template of the Reference Report form.

Each referee will receive an automated email request to submit a reference report on your behalf. If possible, select one referee who is not from your current department or organization.



(2500-character limit)

Write a concise description or abstract describing the proposed work. The project summary is a brief synopsis of the proposal and NOT the detailed Research Plan, which may contain proprietary information.

Note: This field will not accept special characters or keystrokes (such as superscript or subscripts, special characters, Greek symbols, quotation marks, italics, underlining, bolding, etc.) into this form field.

Please indicate your permission to share overview information about this proposal:

Periodically, donors (individuals and other organizations) wish to co-sponsor awards with NSF. 265 Tsh.

## 11 Budget Period Detail

Enter the projected costs for Personnel and Non-Personnel (equipment, supplies, travel, printing/publications, other). If the proposal

## 12 Budget Summary

This is a read-only display of the budget items entered in the Budget Period Detail section.

## 13 Alternative and Overlapping Funding

List all research project support available to you (active, approved, or pending) for funding. List NIH project grants, NIKH awards, portions of NIH program projects, SCOR or Center grants, NIH contracts, Veterans Administration funds, NSF grants, NASA grants, contracts from industry, grants from other non-federal health agencies (including AHA components), any funds available to you through other Investigators, and departmental/institutional support. For each entry, an overlap with this application and some description of the overlap could be requested. If so, please save that data to complete the support entry for submission.

To add an existing entry, click the '+' link and all entries previously saved in your Professional Profile will show. Please select the applicable support and save.

To add new Other Support entries, click the 'Create New Other Support' button. By default, this entry will be added to your profile, unless the option 'Add to Profile' is not selected.

AHA Policies on Alternative and Overlapping Funding:

Stipend Award Programs (AHA Predoctoral Fellowship, AHA Postdoctoral Fellowship, Institutional Award for Undergraduate Student Training, Research Supplement to Promote Diversity in Science):

Overlap (active or approved applications)

Alternative/Overlap designation by AHA Research Committee

Whether the applicant has declared an application as alternative or overlapping, the Research

25

## 14 Organization Assurances

Assurance numbers cannot be entered on this screen – they will appear only if properly entered in the institution profile (for the institution you selected in the institution section of the proposal). If no assurance number appears here, please contact your institution's grants and contacts office to have them add the assurance number to the institution profile. If you checked Pr5 (e)-8



*Convert your Word document to Portable Document Format (pdf) and upload in the “Upload Attachments” section. The system will only accept a .pdf file.*

*Institutional Award for Undergraduate Student Training Program Directors:*

*You do not need to upload this document into the proposal. Instead, please email it to [apply@heart.org](mailto:apply@heart.org) and reference your AHA Application ID number on the subject line.*

*A-TRAC Pilot Program applicants do not need to upload the file into the proposal.*

The AHA has adopted just-in-time IACUC assurances for animal subjects. Each applicant is strongly encouraged to submit his/her project to the appropriate animal care and use committee at the time of application. Funded applicants will have a maximum time of three months following the original activation date to submit the IACUC approval for their projects to the AHA. (For example, if the activation date is July 1, IACUC approval must be received prior to September 30.) If the IACUC approval is not provided to the AHA within three months of the originally posted activation date, the award must be relinquished. There are no exceptions.

Any significant change in the scientific research plan or scope/aims of the project after AHA submission must be reported to the AHA when submitting the just-in-time IACUC approval.

## 15 Upload Attachments

Attachments required for each program type –

## 17 Validate

Click the 'Validate' button below to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

## 18 Signature Page(s)

The AHA does not accept any printed application material.

**Printing:** If you wish to print After you complete all the proposal sections, click one of the Print buttons on this page to open and print the cover/signature pages and application files.

Click "Print Signatures Pages" to print only the signature pages. Clicking the print button will open the cover/signature pages in PDF format. Data that you entered in the other sections of the proposal are automatically included in the cover/signature pages. If information is missing in the cover/signature pages, it could be because you have not entered the information in one of the proposal sections OR the information is not required for this grant program.

Click "Print Signature Pages with Attachments" to print the signature pages with attachment files.

- € Before printing, please use the 'Validate' option (in the navigation menu to the left) to verify that you have entered all the required information.
- € You must have the FREE Adobe Acrobat Reader installed to view either of the above options.
- € Attention Apple/Mac users: The default Apple PDF viewer will not work properly. Download the latest version of the Acrobat Reader from Adobe at <http://www.adobe.com/products/acrobat/readermain.html>

**Signatures:** The Applicant and Grant Officer are to type their names in the signature box, exactly as it appears on this application. Click the "sign" button. If successful, the date and time signed will appear to the right of the signature line.

## 19 Submit

To submit your proposal, please click the 'Submit' button. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen, and a confirmation email will be sent to the applicant.

Once the application is submitted to AHA, no changes can be made.

After the application deadline, no supplementary material (additional preliminary data, new publications, etc.) will be accepted unless requested by AHA staff. However, if a publication listed as pending is accepted after the application is submitted, you may notify the AHA by email to [apply@heart.org](mailto:apply@heart.org) and attach the acceptance letter (but not the publication). You must first obtain consent fromfy

research funding program the applicant selected. The program cannot be changed once a proposal has been submitted.

**Important Notice:**

Verify that the status of your proposal has changed to "Submitted".

For best results, log out and close all ProposalCentral browser windows.

Log in and select the "Proposals" tab, and then select "Submitted" from the Proposal Status dropdown list. Once properly submitted, your proposal no longer appears on your Home tab.

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- € Long-term professional goals (such as positions desired or other specific professional goals, such as 'write a book').
- € Explicit short-term goals that contribute to long-term interests and the most important anticipated challenges that must be mitigated/overcome to reach these goals.
- € Timeline and 2-3 metrics that will define success in reaching each goal.
- € Describe training or experiences you will develop to contribute to and ensure that long term goals are achieved.
- € Describe which aspects of your current work/job will be delegated to others to accomplish the early career training and tasks necessary to achieve your goals



Proposed Research Plan Page Limits\*

| AHA Foundational Research Awards                                        | Pre-proposal<br>(letter of intent),<br>if required | Proposed<br>Research Plan |
|-------------------------------------------------------------------------|----------------------------------------------------|---------------------------|
| AHA Institutional Research Enhancement Award                            |                                                    | 8                         |
| ASA/Bugher Foundation Award                                             | 5                                                  | 17                        |
| Career Development Award                                                |                                                    | 8                         |
| Collaborative Sciences Award                                            | 3                                                  | 10                        |
| Established Investigator Award                                          | 2                                                  | 8                         |
| Innovative Project Award                                                | 1                                                  | 5                         |
| Institutional Award for Undergraduate Training<br>(Implementation Plan) |                                                    | 12                        |
| Merit Award                                                             | 2                                                  | 6                         |
| Predoctoral Fellowship                                                  |                                                    | 5                         |
| Postdoctoral Fellowship                                                 |                                                    | 5                         |
| Research Supplement to Promote Diversity                                |                                                    | 3                         |
| Transformational Project Award                                          |                                                    | 8                         |

AHA Predoctoral Fellowship and AHA Postdoctoral Fellowship  
Proposed Research Plan, 5-page limit

- € The trainee and mentor should collaboratively provide a thoughtfully planned, systematic proposal aimed at clearly answering an investigative question in cardiovascular, cerebrovascular or brain health research. A fellow must have primary responsibility for the writing and the preparation of the application, understanding the mentor will play a significant part in providing guidance to the applicant. Because the fellow receives only a stipend from the award, additional monetary support for the proposed work **MUST** come from the mentor's laboratory. Therefore, the proposal will likely be related to the mentor's currently funded work. The mentor should clarify the role the applicant played in developing the proposal, the relationship of the proposal to ongoing work in the mentor's laboratory, and how the proposal will contribute toward the training and career development of the applicant.
- € A new fellow may not have had adequate time to generate preliminary data; therefore, applicants may present preliminary data generated by the mentor. The assessment of preliminary data, whether generated by the mentor or the applicant, should be put into perspective so that bold new ideas and risk taking by beginning investigators are encouraged rather than stymied. Submission of an application to the AHA with identical or significantly similar content as a submission by another investigator is prohibited. Also, the submission of an application to the AHA with identical or significantly similar content from a mentor to a grant program and their fellow to fellowship program is prohibited. In such cases, both applications may be removed from funding consideration. If a grant application is submitted by the mentor of a fellowship application, both applications may be funded if there is no duplication of aims.

Type the research plan specifically following the outline below, in the same sequence. Address all items. Indicate N/A or None if not applicable to this proposal. The entire proposed research plan must not exceed the five-page limit.

*Important: If you are applying for only one year of support, state this in the research plan.*

1. Specific Aims - Provide a clear, concise summary of the aims of the work proposed and the project's relationship to your long-term goals. Note the significance and innovation of your research; then list two to three concrete objectives.

2. Research Strategy - Describe your research rationale and the experiments you will conduct to accomplish each aim. Structure as follows:

**Significance:** Sketch the background leading to this proposal. Summarize important results outlined by others in the same field, critically evaluating existing knowledge. Identify gaps that this project is intended to fill.

State concisely the importance and relevance of the research to cardiovascular and/or cerebrovascular function or disease, or to related fundamental problems. Also, it is incumbent upon the applicant to make a clear link between the project and the mission of the AHA. The significance section will be assessed in terms of potential impact on the AHA mission; this will be factored into the overall priority score as noted in the peer review criteria.

**Preliminary Studies:** Describe concisely previous work related to the proposed research by the applicant that will help to establish the experience and competence of the investigator to pursue the proposed project. Include pilot studies showing the work is feasible. (If none, so state.)



AHA Institutional Research Enhancement Award (AIREA)

Proposed Research Plan, 8-page limit

1. Specific Aims

Provide a clear, concise summary of the aims of the work proposed and its relationship to your long-term goals. State the hypothesis to be tested.

2. Background and Significance

Sketch the background leading to this proposal.

sampled must include a compelling scientific rationale for such research design as part of the proposed research plan. There is not a separate upload for this explanation; it must be included within the allowable page limit for your proposal.

## ASA/Bugher Foundation Awards

The intent of this initiative is to support a collaboration of basic, clinical and/or population researchers from different disciplines. The Centers within the Network will propose projects related to a specific, targeted topic of research. Refer to the RFA for specific details regarding the focused topic and program requirements.

Each applicant will submit a Center application and a

## Career Development Award

8-page limit -- Address the following topics, and how the members of your Mentoring Team will assist with each aspect.

1. Specific Aims

Provide a clear, concise summary of the aims of the work proposed and its relationship to your long-term goals. State the hypothesis to be tested.

2. Background and Significance

Sketch the background leading to this proposal. Summarize important results outlined by others in the same field, critically evaluating existing knowledge. Identify gaps that this project is intended to fill.

State concisely the importance and relevance of the research to cardiovascular and/or cerebrovascular function or disease, or to related fundamental problems. Also, it is incumbent upon the applicant to make a clear link between the project and the mission of the AHA. The significance section will be assessed in terms of potential impact on the AHA mission; this will be factored into the overall priority score as noted in the peer review criteria.

3. Preliminary Studies

Describe concisely previous work related to the proposed research by the applicant that will help to establish the experience and competence of the investigator to pursue the proposed project. Include pilot studies showing the work is feasible. (If none, so state.)

4. Research Design and Methods

Description of proposed tests, methods or procedures should be explicit, sufficiently detailed, and well defined to allow adequate evaluation of the approach to the problem. Describe any new methodology and its advantage over existing methodologies.

Clearly describe overall design of the study, with careful consideration to statistical aspects of

Pre-proposal (required letter of intent), 3-page limit

The pre-proposal must describe the specific inclusion of at least one early or mid-career Co-PI, and an innovative, collaborative approach to research which incorporates a novel grouping of investigators from at least two widely disparate disciplines and/or areas of expertise. The written summary must focus on the collaborative relationship of the investigators, such that the scientific objectives and goals are clearly defined and achievable. The summary should include a description of the collaborative relationship of the investigators, such that the scientific objectives and goals are clearly defined and achievable. The summary should include a description of the collaborative relationship of the investigators, such that the scientific objectives and goals are clearly defined and achievable.



## Established Investigator Award

### Pre-proposal (required letter of intent), 2-page limit

AHA will contact applicants with the highest-rated pre-proposals and invite them to submit a full proposal. Applicants will receive no reviewer feedback on letters of intent.

A Pre-proposal (letter of intent), limited to two (2) pages, should briefly describe why the AHA should invest in your proposed vision for the future in terms of the following:

- € Likelihood of transforming and advancing the future of CV and stroke science.
- € Potential to move your research into emerging and/or difficult areas of inquiry, being consistently at its forefront.
- € Ability to develop new tools and methods that support creative experimental approaches to questions, encompassing concepts or techniques from other disciplines.
- € Capacity to forge links between disparate disciplines.
- € Strong track record of collaboration with other distinguished scientists across disciplines.
- € Evidence of great promise for future original and innovative contributions.
- € Demonstrated commitment to the mission of the American Heart Association and to advancing the ideals and guiding principles through volunteer service.

### Proposed Research Plan, 8-page limit

After submitting a pre-proposal, if you are invited to submit a full proposal:

1. The Established Investigator Award (EIA) abbreviated proposal format is not the same as those used for other AHA grants or individual NIH research grants (R01). The eight (8)

## Innovative Project Award

### Pre-proposal (required letter of intent), 1-page limit

A pre-proposal, limited to one (1) page, will be required. This pre-proposal should briefly address the following points.

- € Clearly and explicitly articulate the project's innovation and the potential impact on cardiovascular and/or cerebrovascular research.
- € The Innovative Project Award (IPA) promotes unexplored ideas; therefore, if you include information about preliminary work, then the proposal is not innovative. You may refer to previous projects you have conducted to demonstrate that you possess a competency or technique that equips you to take on this new direction. Proposals may also refer to existing, unanalyzed datasets and the types of data they contain (e.g., geospatial, demographic, billing, molecular) that could be leveraged in conducting the proposed work, but there should be no preliminary descriptive summaries of the data itself.
- €

the approach, the adequacy of controls, and number of observations, as well as how results will be analyzed. Include details of any collaborative arrangements that have been made.

For all applications that include vertebrate animals or human subjects, applicants must explain how relevant biological variables, such as sex, are factored into the research design, analysis and reporting. Furthermore, strong justification from the scientific literature, preliminary data, or other relevant considerations, must be provided for applications proposing to study only one sex.

Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

Ethical aspects of the proposed research are to be addressed in the subject use approval documents.

## Institutional Award for Undergraduate Training

This program requires an Implementation Plan, as outlined below, 12-page limit

1. Provide a history of the institution's student training program. Include a description of institutional support that is available to mentors and students.
2. List the training opportunities available to students, including potential mentors. Provide brief details about each mentor's background, nature of work, training  
pl-2 (o)-7 '2.nep6 (u)4Tw [(m)-12.9 (e)-4  
-4/m66dg222otn4e2tn6ja073atiti 022g 0gtn12.8 1e mentor

## Merit Award

Pre-proposal (required letter of intent), 3-page limit

## Proposal, 6-page limit

After submitting a pre-proposal, if you are invited to submit a full proposal, refer to this web page for detailed application instructions: <https://professional.heart.org/en/research-programs/aha-funding-opportunities/merit-award/merit-award-invited-applicant-instructions>

Upload the following documents into the Science/Evaluation section

1. Major Research Achievements (1 pg. limit)  
A summary of the applicant's major research achievements. This should be written so that a non-scientist reviewer can readily understand the summary.
2. Ongoing and Planned Research Progress and Future Vision (8 pg. limit)  
A summary of the applicant's ongoing and planned research program and a statement of why the AHA should support the applicant's research (references and up to one page of figures are counted toward the 6-page limit).

This section should build upon the pre-proposal by focusing on how the proposed research would

€ transform and advance the future of cardiovascular and/or cerebrovascu3.5 ( p0 0 l (e)-13.4e0

## Research Supplement to Promote Diversity in Science

The documents required from the Mentor and the Fellow (applicant):

### Mentor:

€ Biosketch of Mentor and Co-







## D. Literature Cited

4-page limit

List all literature citations for your Research Plan. Citation references should be limited to relevant and current literature; be concise and select only those references cited in the Research Plan. This section is intended ONLY for your citations, and no other materials.

Literature citations should be marked in the text of the Proposed Research Plan. The mark may be a number or letter. You may use superscript, such as <sup>1</sup> or a bracket [1]. When citing specific sections or page numbers, you may indicate these with superscript, such as 1, pp. 345-361 or within the bracket [1, pp. 345-361]. The works cited should not be listed in the Proposed Research Plan. Full and complete citations with marks that correspond to those in the Proposed Research Plan are to be listed in this "Literature Cited" upload of up to four pages.

Standard abbreviations are acceptable with two exceptions: full titles and full paging must be provided.

Each reference must list:

- € Corresponding mark in the Proposed Research Plan
- € Authors in the same order as they appear on the paper (list all or up to 15)
- € Full Title
- € Name of the book or journal
- € Volume number
- € Page numbers
- € Year of publication

Upload your completed document within ProposalCentral as a PDF.

**Note: In the Personal Statement section of your Biosketch, you may cite up to four pre-prints, publications or research products that highlight your experience and qualifications for this project.**

## E. Research Project Environment

2-page limit, unless noted below

Use the AHA template on the next page. Address each topic listed.

The form is similar to NIH *SF424 (R&R) Facilities & Other Resources*. You may copy and paste information from a current Facilities & Other Resources document onto this form. Upon completion, convert the form to Portable Document Format (pdf).

Collaborative Sciences Award – All co-PIs are to upload a Research Project Environment to the proposal (2-page limit each).

Merit Award - One additional page may be used if a more extensive description is required, for a maximum of 3 pages.

Fellowship/Training Programs - Mentor's Research Environment has no page limit. This document should include the mentor's and co-mentor's (if applicable) facilities to be used for

## **AHA RESEARCH PROJECT ENVIRONMENT**

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### **FACILITIES:**

*(Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project.)*

### **LABORATORY:**

### **CLINICAL:**

### **ANIMAL:**

### **COMPUTER:**

### **OFFICE:**

### **OTHER:**

*(Identify support services and specify the extent to which they will be available to the project.)*

### **MAJOR EQUIPMENT:**

*(List the most important items already available to this project, noting the location and pertinent capabilities of each.)*

## F. Budget Justification Form

2-page limit

The Budget Justification form requires minimal narrative explanation of expenses proposed for the project. Follow the AHA template form, which outlines the information to include in this document. Access the template: [Budget Justification Template \(DOCX\)](#)

If the proposal is funded, the budget will be reviewed prior to award activation to confirm that budget items comply with AHA Guidelines and allowable expenditures.

Below is a list of Allowable and Non-allowable budget items. These are defined in the [AHA Award Guide \(PDF\)](#).

| Expense Types                             | Allowed                                          |
|-------------------------------------------|--------------------------------------------------|
| Alterations and Renovations               | No                                               |
| Books, Subscriptions                      | No                                               |
| Collaborating Investigator Salary/Fringes | Yes                                              |
| Computers                                 | Yes                                              |
| Consultative Services                     | May be requested, AHA approval required          |
| Data Network chargebacks                  | No                                               |
| Equipment                                 | Yes                                              |
| Expenses in Obtaining a Visa              | No                                               |
| Indirect Costs                            | Yes, up to 10% of total annual expenses reported |
| Malpractice Insurance                     | No                                               |

## G. Resubmission Modifications

2-page limit

Some AHA programs permit resubmission of the same or similar proposal (similar aims) as one submitted in a previous cycle, up to three times (the original plus two resubmissions). Resubmissions are accepted for the AHA Predoctoral Fellowship, AHA Postdoctoral Fellowship, Career Development Award, Collaborative Sciences Award, Established Investigator Award, Transformational Project Award, Institutional Undergraduate Student Fellowship Program, and AHA Institutional Research Enhancement Award (AIREA).

If your proposal is a resubmission of a proposal unfunded in a previous AHA review, you must create a document to explain the changes. In this document, specify significant changes made in response to major comments/criticisms from the scientific critiques, and explain how the proposal has been strengthened or modified (additions, deletions, revisions).

It is essential that this document complies exactly with the association's

# Peer Review

Assignment: When a proposal is submitted to the American Heart Association, it is assigned to a peer review committee based on the award type and the first major science classification choice of the proposal. Two scientists from the peer review committee provide an independent, in-depth review. A third reviewer is also assigned as a reader of the proposal, to assist with differences of opinions and to balance the discussion. Readers are not required to post critiques, but sometimes comment on the overall impression of the proposal. These scientists are assigned a proposal based upon their broad knowledge of the science and methods contained in the proposal. Each peer reviewer is assigned a limited number of proposals to review in detail. All peer reviewers may access all proposals in their committee, if not in conflict, and may review on their own initiative proposals not specifically assigned to them.

Summary for Non-scientists (lay summary): Proposals for research funding will be assessed for their potential impact on the AHA Mission, and on the applicant's ability to effectively describe the proposal and its potential outcomes to non-scientists. This potential impact assessment will be based primarily on the Summary for Non-scientists (lay summary) and any lay reviewers' impressions. This assessment will be factored into the Impact peer review criterion, which will account for 5-10% of the overall priority score.

A lay reviewer is an individual who does not have formal training as a scientist, and who has strong interest in advancing the prevention and/or management of cardiovascular and/or cerebrovascular disease and/or brain health. Lay reviewers specifically help evaluate how well the applicant explains the potential impact of the proposal. This assessment will be factored into the overall priority score, as noted in the peer review criteria.

Scoring: The committee meets and discusses the scientific merit of each proposal and then each committee member privately assigns a score. After a proposal is scored, the reviewer's individual

scores are averaged to determine the overall score for the proposal. The overall score is then used to determine the priority of the proposal. The overall score is calculated as follows: (Score 1 x 0.25) + (Score 2 x 0.25) + (Score 3 x 0.25) + (Score 4 x 0.25) = Overall Score. The overall score is then rounded to the nearest whole number. The overall score is then used to determine the priority of the proposal. The overall score is calculated as follows: (Score 1 x 0.25) + (Score 2 x 0.25) + (Score 3 x 0.25) + (Score 4 x 0.25) = Overall Score. The overall score is then rounded to the nearest whole number. The overall score is then used to determine the priority of the proposal.

## Funding Notification

When peer review is complete, the AHA Research Committee will meet to make funding decisions. An email notice will be sent to