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The Graduate Division cannot assume responsibility for errors in the applicant’s submission. We will do our best to review the format of your proposal; however final responsibility for format, content, and completeness rests with the applicant.
Before you begin your application:

1. Apply through the correct central office:
   - If the applicant is a single-degree seeking student enrolled in a graduate program, Graduate Division will process the application. However, if the student is enrolled in a professional degree program (i.e. PharmD, PharmD/PhD, or MD/PhD program), the applicant will need to contact the Office of Contracts and Grants.

2. Note that this Fellowship requires you to either be an American Heart Association Professional Member or pay $250 per application submission (some memberships are lower than $100).

3. To apply for the AHA fellowship you will use the Proposal Central application portal.
   - You will also need an ORCID account in order to apply.

4. Search for grant opportunities on the right-hand side, enter American Heart Association Predoctoral Fellowship.
   - Select the correct application package, depending on the amount of years of support you will select. If you pick the wrong application package or change your mind about how many years of support you will request, you will need to start a new application.

Campus Requirements:

In order to submit a AHA predoctoral fellowship application you will need a Kuali Record number (created by your mentor’s fund manager). You and your mentor will also need to submit Kuali Conflict of Interest Forms. The conflict of interest forms will be made available through the Kuali.

Formatting Requirements

Formatting can disqualify your application, please look at the formatting regulations before continuing on. Each section must be uploaded separately, do not try to combine the attachments.

- Document must be single-spaced.
- No more than 15 characters per inch (cpi) or an average of no more than 15 cpi (cpi includes symbols, punctuation, and spaces).
- No less than ¾” page margins on all four sides.
- Maximum of 60 lines per page. (The average number of lines per page using the font and point size below will be 50-55 lines.)
- Arial Font style, 12-point font size for Windows users; Helvetica Font style, 12-point font size for Macintosh users.
- Only PDF files are accepted
- It is not necessary to number your pages or to put your name on every page.
- Internet Web site addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites. Moreover, AHA reviewers are cautioned not to directly access an Internet site, as it could compromise their anonymity. The only place a URL may be used is in the biographical sketch as described in the instructions for that form.

Reference Letters

Each applicant must obtain three letters of reference. Those providing the references must upload them into Proposal Central by the deadline date. The proposal cannot be submitted without the reference reports. A sponsor, co-sponsor, collaborating investigator or consultant contributing to the proposal may not serve as a referent.

A referent is an individual familiar with the applicant’s scientific interests and abilities. Letters should be composed by the referent and should not originate from the applicant.
Instructions to Provide to Referees
As a general best practice, it is helpful to provide your referees with a copy of your application so they can tailor their recommendation for your proposal. Remember, the best recommenders are those that can speak to your abilities to carry out the proposed project.

Reference Letter Submission Process
For more information visit: https://professional.heart.org/en/research-programs/application-information/required-application-documents/reference-information

Submission
This application allows for the student to submit their application directly to the agency in the portal. However, prior to submission the student must obtain a signature from the Graduate Division Dean in order to submit. In order to request this signature please follow all internal deadlines on the Graduate Division website. If you do not meet these internal deadlines, the Graduate Division cannot guarantee on time submission. We will do our best to accommodate, however, delayed submission of materials may result in errors that take time to fix, which then result in a late submission.

Continue to application guide below.
## Proposal Sections

### 1. Project Title

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Enter application title</td>
</tr>
<tr>
<td>Project Start Date</td>
<td>Field should populate automatically, depending on the kind of submission package you selected</td>
</tr>
<tr>
<td>Project End Date</td>
<td>Field should populate automatically</td>
</tr>
<tr>
<td>Resubmission</td>
<td>If you have submitted an AHA predoctoral fellowship application before, answer yes. If this is your first application to AHA award, answer no.</td>
</tr>
</tbody>
</table>

### 2. Download Templates and Instructions

Download application instructions and supporting documents guides provided by AHA.

### 3. Enable Other Users to Access this proposal

To provide Graduate Division access to your application, enter the user ID/E-mail gradadvisor@ucsd.edu. You may also provide access to any fund managers, mentors, or graduate mentors assisting you with the application.

### 4. Accept Program Requirements

This will take you through a list of eligibility requirements for the fellowship. If you cannot check off one of these boxes, you may not be eligible for the fellowship.

### 5. Applicant/PI

For this fellowship, you are considered the PI.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI Select</td>
<td>This should auto-populate the section below with information about your AHA Member ID, Expiration Date, Status, ORCID iD, and ORCID Authorization. The information below will also auto-populate from your profile. If you need to make adjustments click Edit Profile above.</td>
</tr>
<tr>
<td>PI Name</td>
<td>Your name</td>
</tr>
<tr>
<td>PI Institution</td>
<td>University of California San Diego</td>
</tr>
<tr>
<td>Highest Degree</td>
<td>Enter the highest degree you have received</td>
</tr>
<tr>
<td>Other Degree</td>
<td>Not required</td>
</tr>
<tr>
<td>Position/Title</td>
<td>Graduate Student Researcher</td>
</tr>
<tr>
<td>Academic Rank</td>
<td>Graduate Student</td>
</tr>
<tr>
<td>Other Academic Rank</td>
<td>Skip</td>
</tr>
<tr>
<td>Primary Job Function</td>
<td>Other-Predoctoral Student</td>
</tr>
<tr>
<td>Other Primary Job Function</td>
<td>Skip</td>
</tr>
<tr>
<td>Department</td>
<td>Enter your academic home department, this is the department you were admitted to, not your advisor’s department.</td>
</tr>
<tr>
<td>Division</td>
<td>General Campus</td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>Enter relevant contact information</td>
</tr>
<tr>
<td>Baccalaureate Degree</td>
<td>Enter degree information</td>
</tr>
<tr>
<td>Post Baccalaureate Degree</td>
<td>Enter degree information</td>
</tr>
<tr>
<td>Percent Effort of PI</td>
<td>100%</td>
</tr>
<tr>
<td>Administration</td>
<td>0% (suggested)</td>
</tr>
<tr>
<td>Patient Care</td>
<td>0% (suggested)</td>
</tr>
<tr>
<td>Research</td>
<td>100% (suggested)</td>
</tr>
<tr>
<td>Teaching</td>
<td>0% (suggested)</td>
</tr>
<tr>
<td>Coursework</td>
<td>0% (suggested)</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Other</td>
<td>0% (suggested)</td>
</tr>
</tbody>
</table>

### 6. PI Demographics

This section should auto-populate, review information and move to next section. If you need to make changes, edit your profile information.

### 7. Institution and Personnel

Select the Lead Institution “The Regents of the University of California, San Diego.” The information that populates should look like this:

**Lead institution**
- **Address:** 9500 Gilman Drive, Dept 0934
- **City:** La Jolla
- **State:** CA
- **Zip:** 92093-0934
- **Country:** United States
- **Type of Institution:** Public-Federal
- **Socially and Economically Disadvantaged:** No
- **Women-owned:** No
- **Type of Entity:** State
- **Duns Number:** 80-435-5790
- **IRS EIN or TIN:** 95-6006144

There should also be a long list of institutional contacts at the end that begin with Orantes Wilma, Brown Michael, etc.

**Contacts**
- **Grants Officer:** Enter gradadvisor@ucsd.edu. This should populate the Graduate Division Dean’s information (James Antony).
- **Fiscal Officer:** From the list, select Mark Cooper – Financial Officer

### 8. Third Party Personnel

You will need to add your mentor/advisor, co-mentor, and department head in this section.

**Sponsor**
Enter the email address of your mentor/advisor and select the + button below. Choose “sponsor” for your mentor/advisor.

**Co-Sponsor**
If applicable, enter the email address of your co-mentor/co-advisor and select the + button below. Choose “co-sponsor” for your co-mentor/co-advisor. Co-sponsors are not required.

**Department Head**
Enter the email address of your Department Chair and select the + button below. Choose “department head” for your department chair. This should be the chair of the department you were admitted to, not your mentor’s department. See list of program contacts here.

**Third Party Personnel Uploads**
(Upload in this section ONLY, the uploads will be repeated in uploads attachment section if done correctly. You should be able to upload this documents after creating an entry for each key person. These documents should also meet the formatting requirements for AHA, the only document that you does not need to meet AHA formatting requirements are biosketches)

- Biographical Sketch of Sponsor (5 pages)
- Biographical Sketch of Co-Sponsor, if one has been named (5 pages)
- Reference Report (3 count, 4 pages each)

**For the following three items, AHA now requires one document from the sponsor that also includes information for the co-sponsor, if one has been named.**

- Sponsor’s and Co-Sponsor’s Past and Current Trainees (3 pages per sponsor)
- Training Plan of Sponsor and Co-Sponsor (3 pages)
- Research Project Environment of Sponsor and Co-Sponsor (no page limit)

**Optional third-party personnel:**
- Collaborating Investigator’s Biographical Sketch (5 pages)
9. Letters of Reference

List referees’ emails here. See reference letter section.

10. Project and Non-Scientist Summaries, Classifications

You will need to provide a non-scientist summary and a project summary.

**Non-Scientist Summary**

Describe your work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It might help to imagine that you are explaining your work to a new acquaintance who does not work in the science field.

Address the following points:
1. What is the major problem being addressed by this study?
2. What specific questions are you asking and how will you attempt to answer them? Please do not list your specific aims - this is a brief overview targeted for a lay audience
3. What is the potential overall impact of this work on the mission of the AHA? For example: What major therapeutic advance(s) might it lead to, such as new drug(s), a surgical technique/procedure, a diagnostic tool/test, a previously undetected risk factor, etc.

**Project Summary**

Write a concise description or abstract describing the proposed work. This should be as brief as possible, since you also will be required to upload a separate letter of intent document. 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.

**PI Permission Forms**

Select accordingly.

**Classifications**

Select accordingly.

11. Budget Period Detail

Enter your name under Personnel Cost, Name.

This section should auto-populate based on the application package you selected in the beginning.

**One-year Budget**

If you are applying for one year, only one-year Project Period should appear.

**Two-year Budget**

If you are applying for two, you should see Project Period 1 and Project Period 2.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12. Budget Summary</strong></td>
<td>This summarizes the last budget period detail tab. For one year, you should see a total of $31,520. For two years of funding you should see $63,040.</td>
</tr>
<tr>
<td><strong>13. Alternative and Overlapping Funding</strong></td>
<td>List all research project support available to you (active, approved, or pending) for funding. For example, if you have applied for an NIH F31, this would be considered a pending source. List NIH project grants, NIHK 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 example, if you are receiving funding from your mentor through a T32, etc.</td>
</tr>
<tr>
<td><strong>14. Organization Assurances</strong></td>
<td>Answer questions about IRB and IACUC accordingly. For additional campus resources about IRB: <a href="https://irb.ucsd.edu/Home.FWx">https://irb.ucsd.edu/Home.FWx</a> For additional campus resources about IACUC: <a href="https://blink.ucsd.edu/sponsor/iacuc/">https://blink.ucsd.edu/sponsor/iacuc/</a></td>
</tr>
<tr>
<td><strong>15. Upload Attachments</strong></td>
<td>Upload required documentation. <strong>Applicant documents</strong> These are the documents you are responsible for, download AHA’s Application instructions for more detail. You can find information for each attachment in the page listed next to the document. Keep the formatting requirements in mind. • Proposed Research Plan (5 pages) Page 33 of the AHA Application Instructions • Biographical Sketch (5 pages) Page 26 of the AHA Application Instructions • Literature Cited (4 pages) Page 45 of the AHA Application Instructions • Vertebrate Animal Subjects (no page limit) Page 23, letter f of the AHA Application Instructions • Resubmission Modifications (if applicable, 2 pages) Page 49 of the AHA Application Instructions</td>
</tr>
<tr>
<td><strong>16. Validate</strong></td>
<td>By clicking this validate button, it will run a quick check over your materials and let you know if you your application can be submitted. This is a very superficial review, so double check your work and attachments.</td>
</tr>
<tr>
<td><strong>17. Signature Pages</strong></td>
<td>The student should sign the signature page first, then email the Graduate Fellowship Advisor that the application is ready for review on the internal deadline. After the review, the application will be signed and the student may submit to the agency.</td>
</tr>
<tr>
<td><strong>18. Submit</strong></td>
<td>Click submit!</td>
</tr>
</tbody>
</table>

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