

## 2023 Harrington UK Rare Disease – Submission Instructions via SmartSimple

### IMPORTANT DATES

- [Call Opens for Letters of Intent \(LOI\)](#): 13 June 2022
- [Letter of Intent Submission Deadline](#): 18 July 2022
- [Full Application Deadline for those Invited](#): 10 October 2022

**\*\* Recommended Browsers: Google Chrome and Firefox \*\***

### Creating an Account or Logging into an Account

1. Go to the [SmartSimple home](#) page and click 'Register Here' to create an account.
  - a. If you are a past applicant and/or already have an account created, click 'Forgot Password' and a temporary password will be emailed to you.
  - b. If you have any questions, please contact Becca at [Rebecca.Koopman@HarringtonDiscovery.org](mailto:Rebecca.Koopman@HarringtonDiscovery.org).

The screenshot shows the website header with 'HDI Home' and 'Sign Up for HDI news and updates'. The main content area features the 'Harrington Discovery Institute' logo and a 'Login' section. The 'Login' section includes a 'New to this site? Register Here' link, email and password input fields, a 'Login' button, and 'Forgot Password?' and 'Browser Compatibility' links. Red arrows highlight the 'Register Here' and 'Forgot Password?' links. The footer contains contact information and the organization's mission statement.

**HDI Home** [Sign Up for HDI news and updates](#)

**THE HARRINGTON PROJECT**  
FOR DISCOVERY & DEVELOPMENT

**Harrington Discovery Institute**  
University Hospitals | Cleveland, Ohio

**Harrington Discovery Institute**

Harrington Discovery Institute strives to accelerate breakthrough discoveries into new medicines. The Harrington Discovery Institute at University Hospitals in Cleveland, Ohio—part of The Harrington Project for Discovery & Development—is dedicated to advancing new treatments in all areas of unmet therapeutic need. Our programs are designed to support and encourage bright, innovative MD and PhD researchers who want to help expand and improve the range of medications available to patients.

**Login**

New to this site? [Register Here](#)

Email:

Password:

[Forgot Password?](#)

[Browser Compatibility](#)

**Contact Us**

11407 Euclid Ave, 2nd Floor  
Cleveland, OH 44106  
[HDIQuestions@HarringtonDiscovery.org](mailto:HDIQuestions@HarringtonDiscovery.org)

**Our Mission**

*To advance discoveries by physician-scientists, and all scientists in areas of unmet therapeutic need, into medicines for the benefit of society.*

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2. If you need to create an account, complete the fields on the 'Register Here' page and click the 'Submit' button at the bottom of the page.

UH Home Sign Up for HDI news and updates

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### Organization and Applicant Information

 Please find your organization name by typing a keyword into the **Organization Name** field.  
If you're unable to find your organization, [click here](#) to register.  
If you are a returning user, [click here](#) to login.

\* Organization Name

\* Salutation

\* First Name

\* Last Name

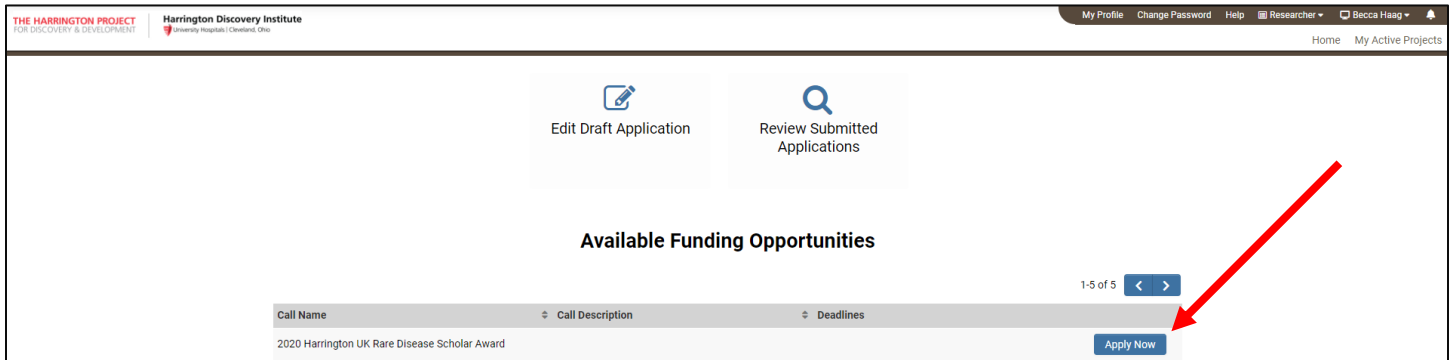
\* Email

\* Professional Title

3. Once you submit your registration, you can then log into the SmartSimple home page (Step 1).

## Completing a Letter of Intent

- Once you are logged into [SmartSimple](#), you will see your home screen similar to the below. Click the 'Apply Now' button for the 2023 Harrington UK Rare Disease Scholar Award.



The screenshot shows the SmartSimple home interface. At the top, there are navigation links: 'My Profile', 'Change Password', 'Help', 'Researcher', and 'Becca Haag'. Below this, there are two main action buttons: 'Edit Draft Application' and 'Review Submitted Applications'. The central section is titled 'Available Funding Opportunities' and features a table with columns for 'Call Name', 'Call Description', and 'Deadlines'. A red arrow points to the 'Apply Now' button for the '2020 Harrington UK Rare Disease Scholar Award' entry. The table also shows '1-5 of 5' entries and navigation arrows.

- The next screen will include eligibility questions. Please answer each question, and then click the 'Continue' button at the bottom of the page.

### Harrington UK Rare Disease Scholar Award

Do you have an MD, PhD, or equivalent?

Yes  
 No

Do you hold a faculty position at an accredited academic medical center, university, or research institution? Senior post-docs will also be considered.

Yes  
 No

Will you conduct your research within the United Kingdom? Collaborators outside of the UK are permitted.

Yes  
 No

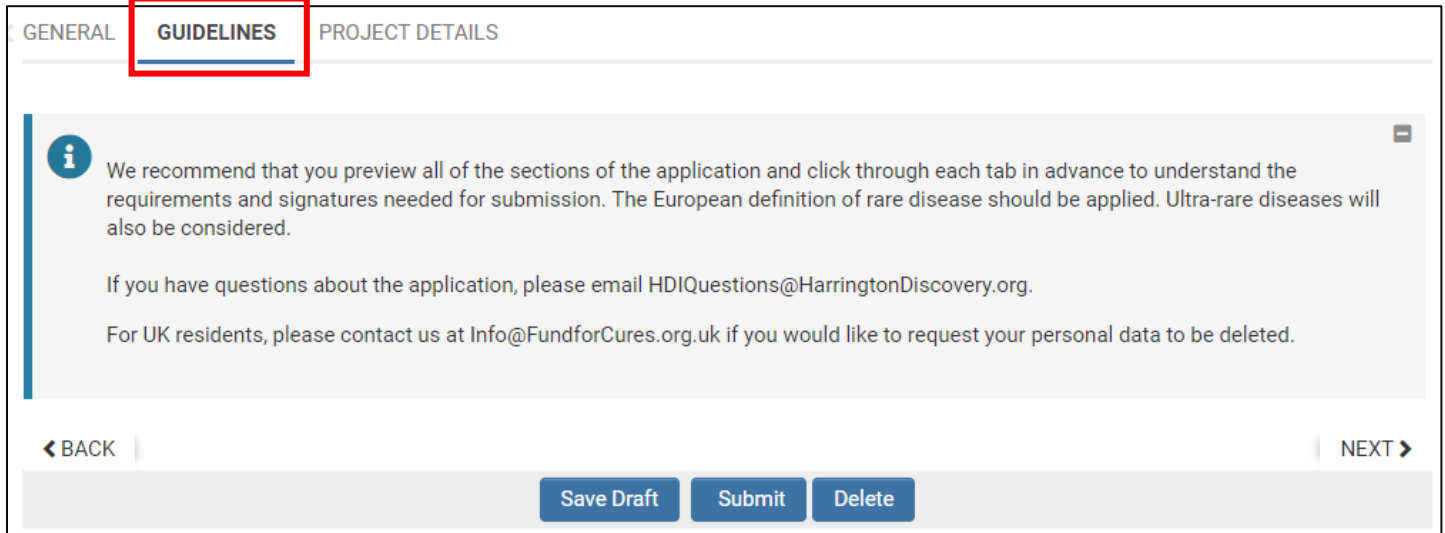
Are you a resident or have a valid permit to work in the United Kingdom during the period of the grant?

Yes  
 No

Do you have a single PI who will be responsible for the project oversight and financial management? The PI may engage collaborators, core labs, or commercial CROs to execute any part of the project.

Yes  
 No

6. Once you complete the eligibility questions, you will be taken to the '**Guidelines**' tab. This is where the letter of intent begins. We recommend that you preview all of the tabs and questions in advance, in order to understand the requirements and signatures needed for submission.

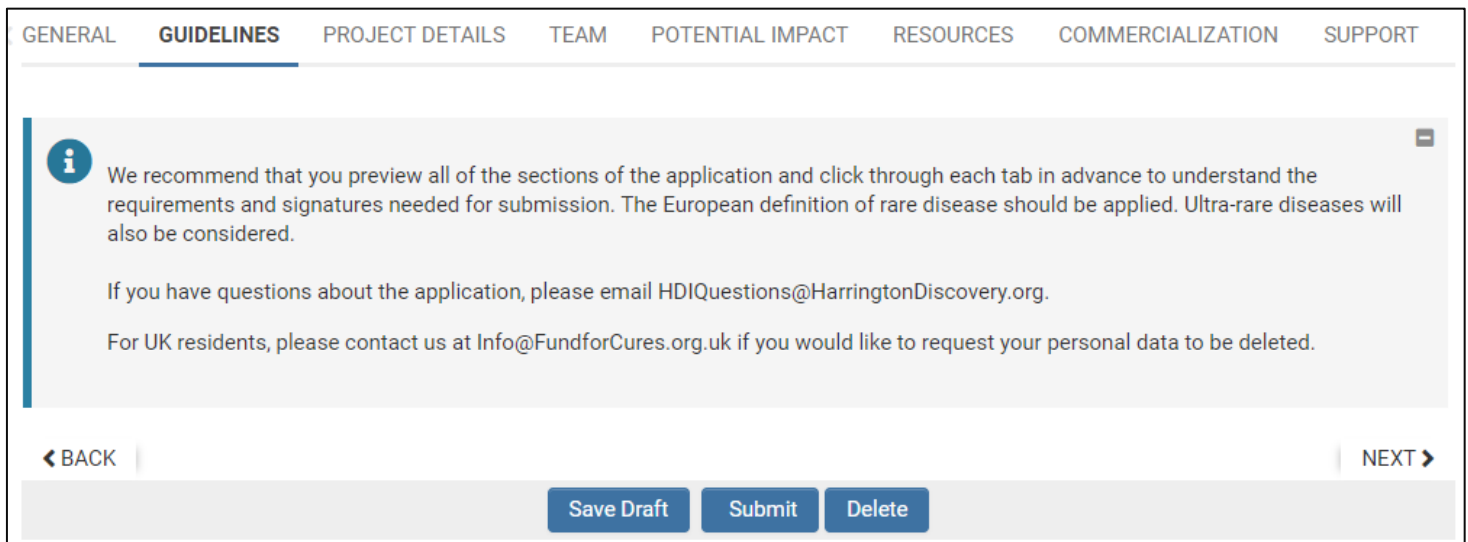


The screenshot shows a web interface with three tabs: 'GENERAL', 'GUIDELINES', and 'PROJECT DETAILS'. The 'GUIDELINES' tab is selected and highlighted with a red box. Below the tabs is a light gray information box with a blue vertical bar on the left. Inside this box, there is an information icon (i) and a paragraph of text: 'We recommend that you preview all of the sections of the application and click through each tab in advance to understand the requirements and signatures needed for submission. The European definition of rare disease should be applied. Ultra-rare diseases will also be considered.' Below this, there are two lines of text: 'If you have questions about the application, please email HDIQuestions@HarringtonDiscovery.org.' and 'For UK residents, please contact us at Info@FundforCures.org.uk if you would like to request your personal data to be deleted.' At the bottom of the information box, there are navigation links: '< BACK' on the left and 'NEXT >' on the right. Below the information box is a dark gray footer bar containing three buttons: 'Save Draft', 'Submit', and 'Delete'.

7. Once you have read the '**Guidelines**' tab, click the '**Project Details**' tab.
8. The '**Project Details**' tab contains all of the fields for the letters of intent to be completed.
  - a. Please note that the letter of intent is *brief*, and only asks for the project title, abstract, intellectual property summary, stage of development, therapeutic area, therapeutic modality, research and biographical sketch.
9. Once all questions have been answered, click the '**Submit**' button at the bottom of the page.

## Completing a Full Application (If Invited)

10. Once the Harrington Discovery Institute team review the letters of intent, the applicants who are invited to submit a full application will be notified.
11. If you are invited to submit a full application, we recommend that you preview all of the tabs in advance, in order to understand the requirements and signatures needed for submission.
12. Each of the tabs – **Project Details, Team, Potential Impact, Resources, Commercialization and Support** – contain all of the fields for the full application to be completed.
  - a. Please note that the full application is much longer than the letter of intent.

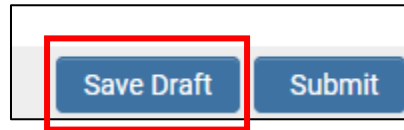


The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: GENERAL, GUIDELINES (which is currently selected and underlined), PROJECT DETAILS, TEAM, POTENTIAL IMPACT, RESOURCES, COMMERCIALIZATION, and SUPPORT. Below the navigation bar is a large light gray informational box. On the left side of this box is a blue circle containing a white lowercase letter 'i'. The text inside the box reads: "We recommend that you preview all of the sections of the application and click through each tab in advance to understand the requirements and signatures needed for submission. The European definition of rare disease should be applied. Ultra-rare diseases will also be considered." Below this text, there are two lines of smaller text: "If you have questions about the application, please email [HDIQuestions@HarringtonDiscovery.org](mailto:HDIQuestions@HarringtonDiscovery.org)." and "For UK residents, please contact us at [Info@FundforCures.org.uk](mailto:Info@FundforCures.org.uk) if you would like to request your personal data to be deleted." At the bottom left of the box is a "◀ BACK" link, and at the bottom right is a "NEXT ▶" link. Below the informational box is a light gray footer area containing three blue buttons: "Save Draft", "Submit", and "Delete".

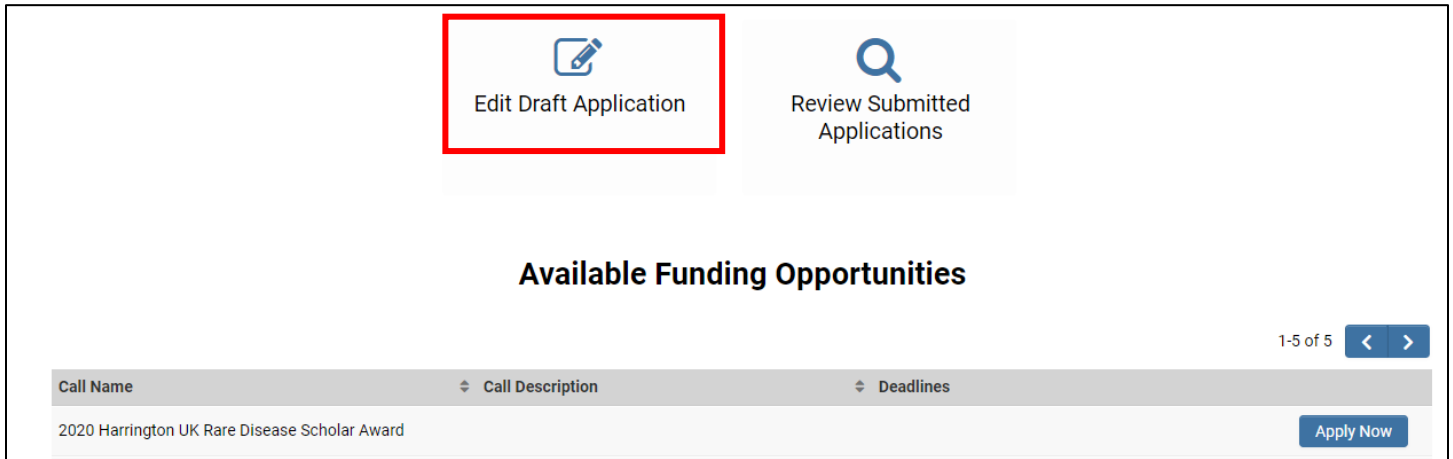
13. Once all questions have been answered, click the '**Submit**' button at the bottom of the page.

## Save Draft and Edit Application

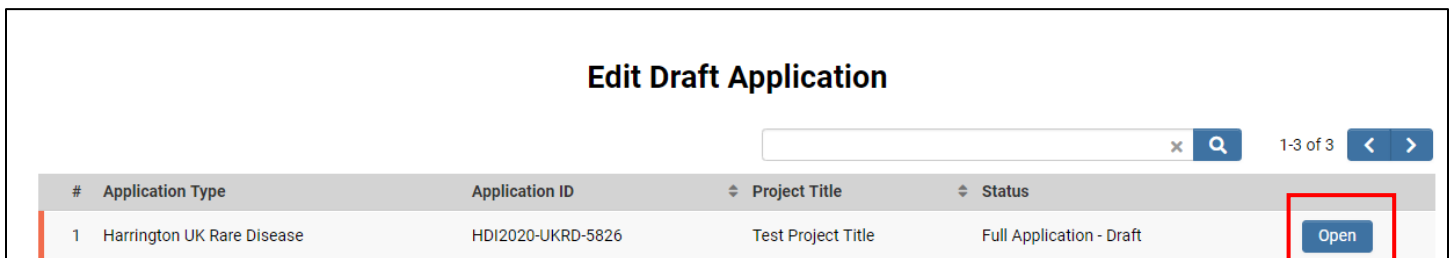
1. At any time, you can click **'Save Draft'** at the bottom of the page and return to your letter of intent or full application at a later time.



2. When you log back into SmartSimple to return to your letter of intent or full application, click the **'Edit Draft Application'** button at the top left, and see the items you have in 'draft' mode.



3. Click the **'Open'** button to the right of the item to edit, complete and submit.



If you have any additional questions or concerns, please contact Becca Koopman (Harrington Project Manager Associate, Programs):

Email: [Rebecca.Koopman@HarringtonDiscovery.org](mailto:Rebecca.Koopman@HarringtonDiscovery.org)