2023 Harrington UK Rare Disease – Submission Instructions via SmartSimple

** 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.

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
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.

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

4. 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.

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

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.

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