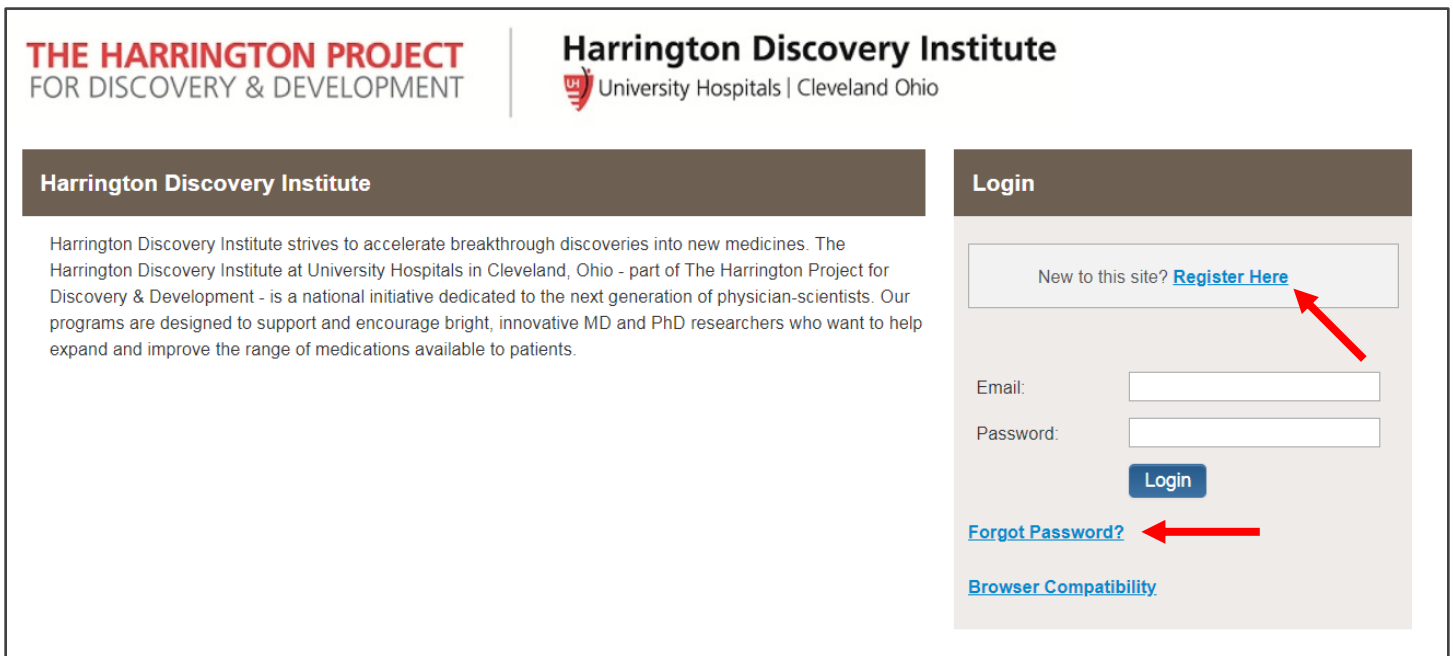


# Harrington Brain Health Medicines Scholar Award: SmartSimple Submission Instructions

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

## Creating 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 you 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 displays the website interface for the Harrington Discovery Institute. On the left, the logo for 'THE HARRINGTON PROJECT FOR DISCOVERY & DEVELOPMENT' is shown alongside the 'Harrington Discovery Institute' logo, which includes the University Hospitals | Cleveland Ohio logo. Below the logos, a dark header reads 'Harrington Discovery Institute', followed by a paragraph of text describing the institute's mission. On the right, a 'Login' section is visible, featuring a 'New to this site? Register Here' link with a red arrow pointing to it. Below this are input fields for 'Email:' and 'Password:', a 'Login' button, and a 'Forgot Password?' link with a red arrow pointing to it. At the bottom of the login section is a 'Browser Compatibility' link.

2. Complete the fields on the 'Register Here' page and click 'Submit' at the bottom of the page.

UH Home Sign Up for HDI news and updates

**THE HARRINGTON PROJECT**  
FOR DISCOVERY & DEVELOPMENT

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

### Organization and Applicant Information

**i** 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  
Sir ▼

\* First Name

\* Last Name

\* Email

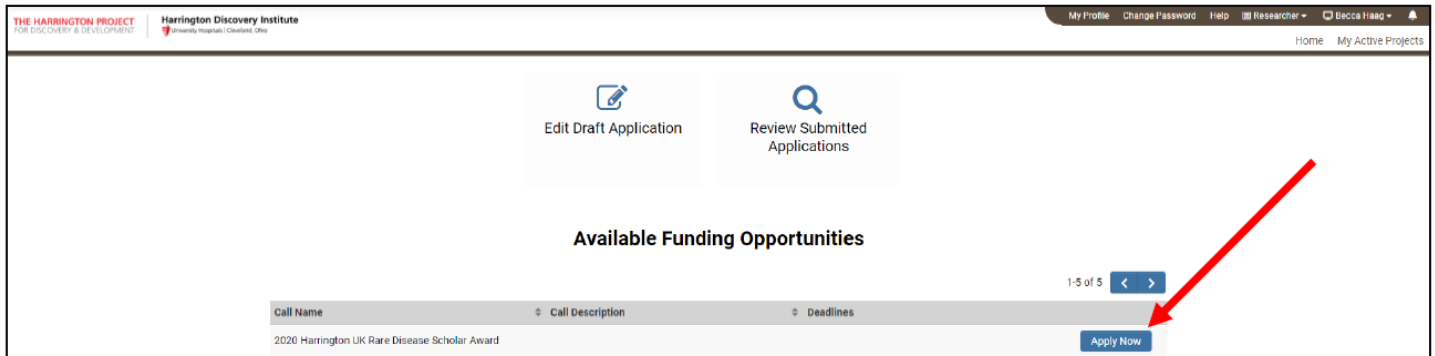
\* Professional Title

**Submit**

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

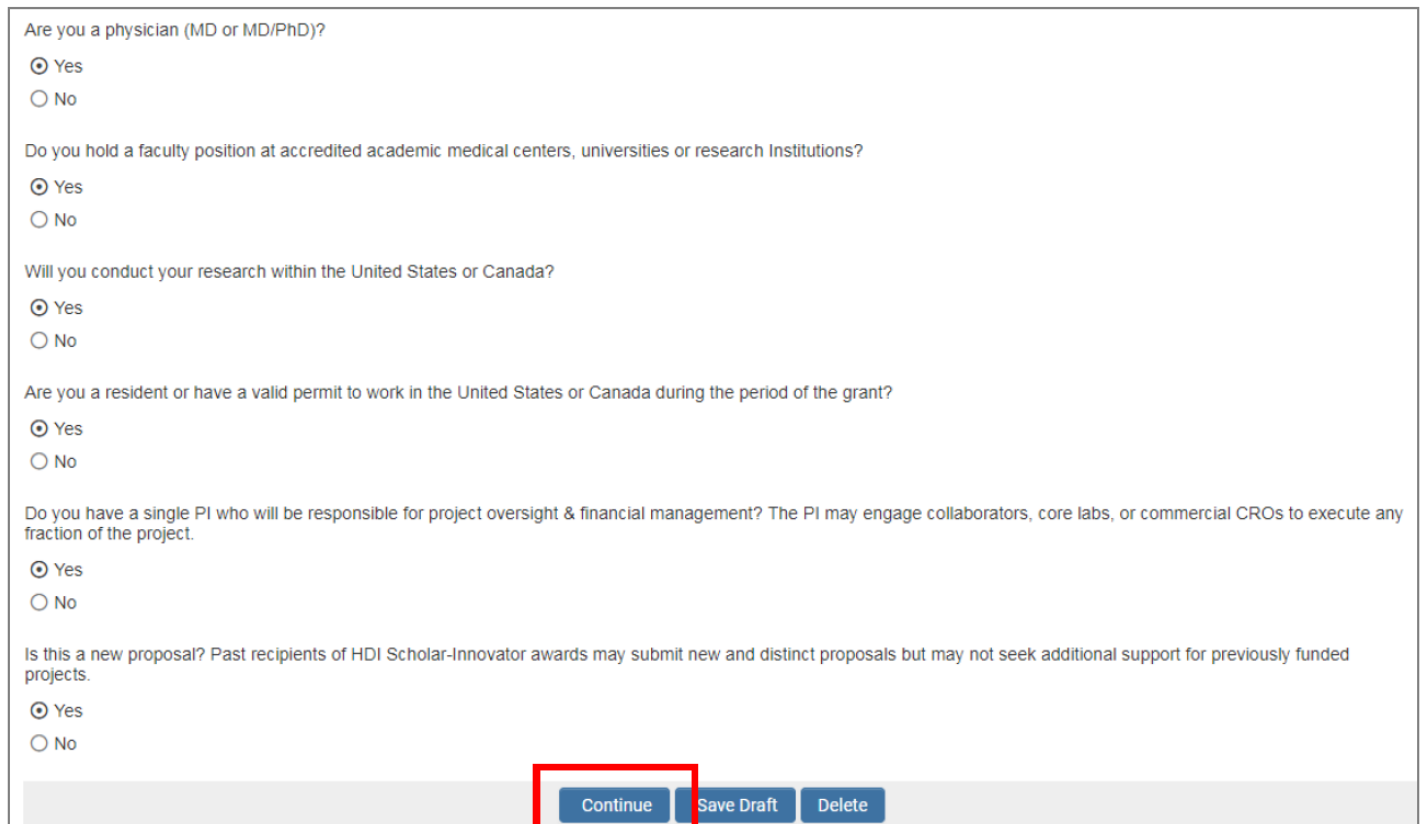
## Starting an Application

- Once logged in, your screen should look similar to the below. Click the 'Apply Now' button for the Brain Health Medicines Scholar Award.



The screenshot shows the user interface of the Harrington Discovery Institute application portal. At the top, there is a navigation bar with the logo for 'THE HARRINGTON PROJECT FOR DISCOVERY & DEVELOPMENT' and 'Harrington Discovery Institute'. The user is logged in as 'Becca Haag'. Below the navigation bar, there are two main action buttons: 'Edit Draft Application' and 'Review Submitted Applications'. The main content area is titled 'Available Funding Opportunities' and displays a table with columns for 'Call Name', 'Call Description', and 'Deadlines'. The first entry in the table is '2020 Harrington UK Rare Disease Scholar Award'. An 'Apply Now' button is located at the bottom right of the table, and a red arrow points to it.

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

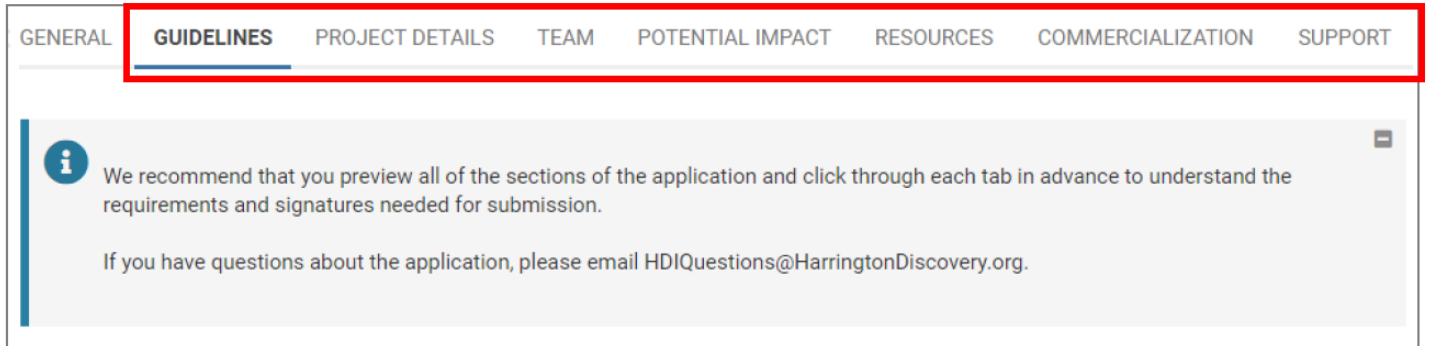


The screenshot shows a form with several eligibility questions. Each question has two radio button options: 'Yes' and 'No'. The questions are:

- Are you a physician (MD or MD/PhD)?  
 Yes  
 No
- Do you hold a faculty position at accredited academic medical centers, universities or research institutions?  
 Yes  
 No
- Will you conduct your research within the United States or Canada?  
 Yes  
 No
- Are you a resident or have a valid permit to work in the United States or Canada during the period of the grant?  
 Yes  
 No
- Do you have a single PI who will be responsible for project oversight & financial management? The PI may engage collaborators, core labs, or commercial CROs to execute any fraction of the project.  
 Yes  
 No
- Is this a new proposal? Past recipients of HDI Scholar-Innovator awards may submit new and distinct proposals but may not seek additional support for previously funded projects.  
 Yes  
 No

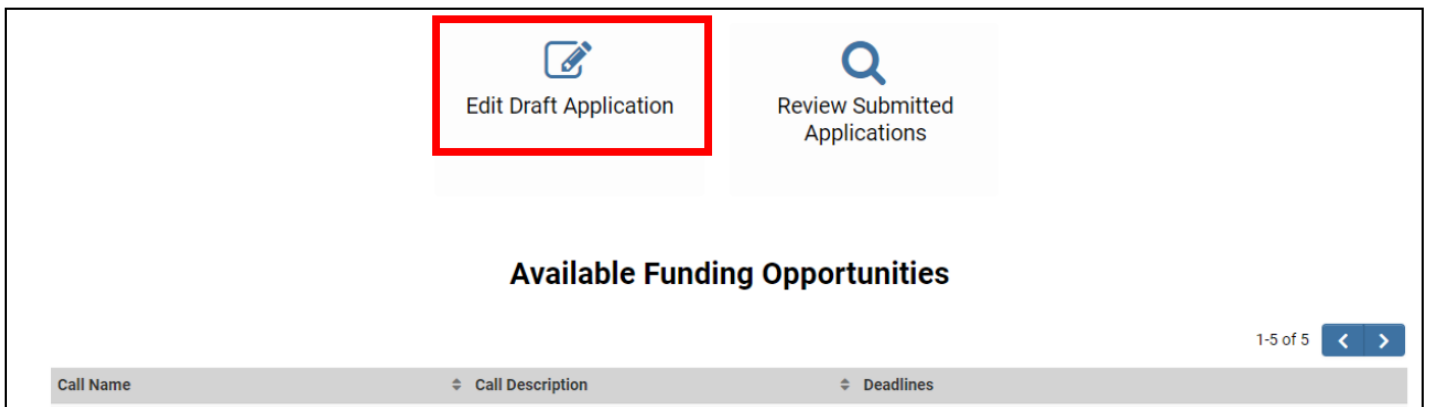
At the bottom of the form, there are three buttons: 'Continue', 'Save Draft', and 'Delete'. The 'Continue' button is highlighted with a red box.

6. Once you complete the eligibility questions, you will be taken to the 'Guidelines' tab. This is where the full application (FA) 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. Once all questions have been answered, click the 'Submit' button at the bottom of the screen to complete your full application.



### Save Draft and Edit Application

7. At any time, you can click 'Save Draft' at the bottom of the page and return to your application at a later time.
8. When you log back into SmartSimple to return to your application, click the 'Edit Draft Application' button on the top, and see the application(s) you have in 'Draft' status.



9. Click the 'Open' button to the right of the application to edit, finalize and submit when complete.

