Oxford-Harrington Rare Disease Scholar Award: SmartSimple Submission Instructions

** Recommended Browsers: Google Chrome and Safari **

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.

2. If you need to create an account, complete the fields on the 'Register Here' page.

3. Click the 'Submit' button at the bottom of the page.

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

1. Once logged in, your screen should look similar to the below.
   a. Click the 'Apply Now' button for the 2024 Oxford-Harrington Rare Disease Scholar Award.
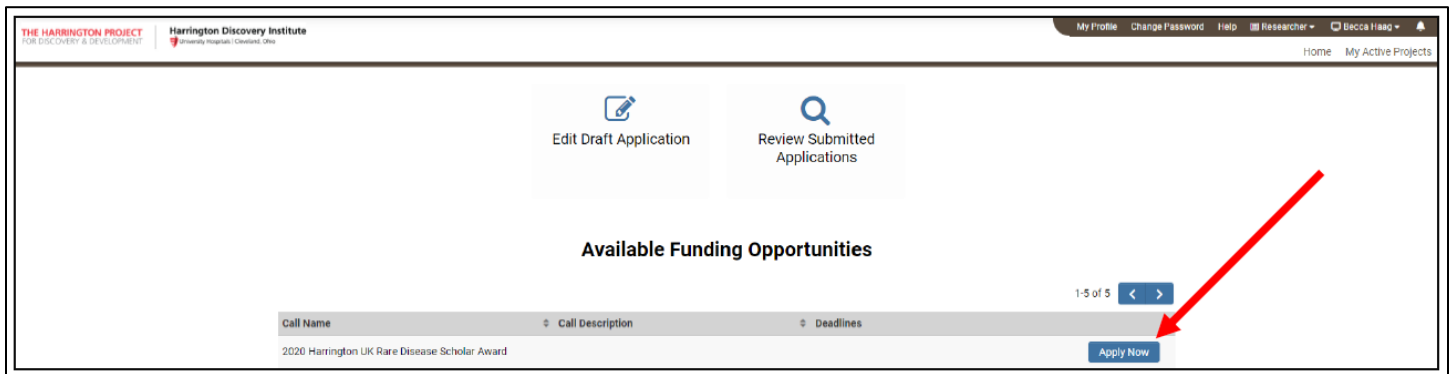
2. The next screen will include eligibility questions.
   a. Please answer the questions, then click the 'Continue' button at the bottom of the page.

3. Once you complete the eligibility questions, you will be taken to the full application. In order to complete the full application, we recommend that you preview all of the tabs in advance, in order to understand the requirements and signatures needed for submission.

4. 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.

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

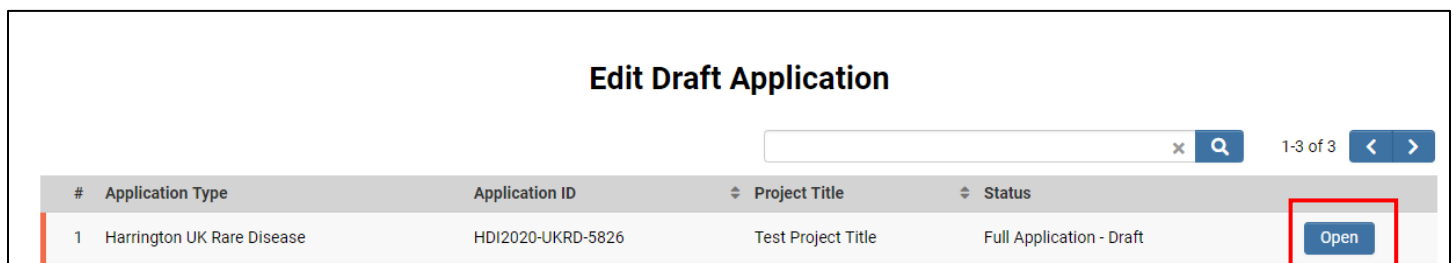1. At any time, you can click 'Save Draft' at the bottom of the page and return to your full application at a later time.

2. When you log back into SmartSimple to return to your full application, click the 'Edit Draft Application' button at the top left, and see the items you have in 'Draft' status.
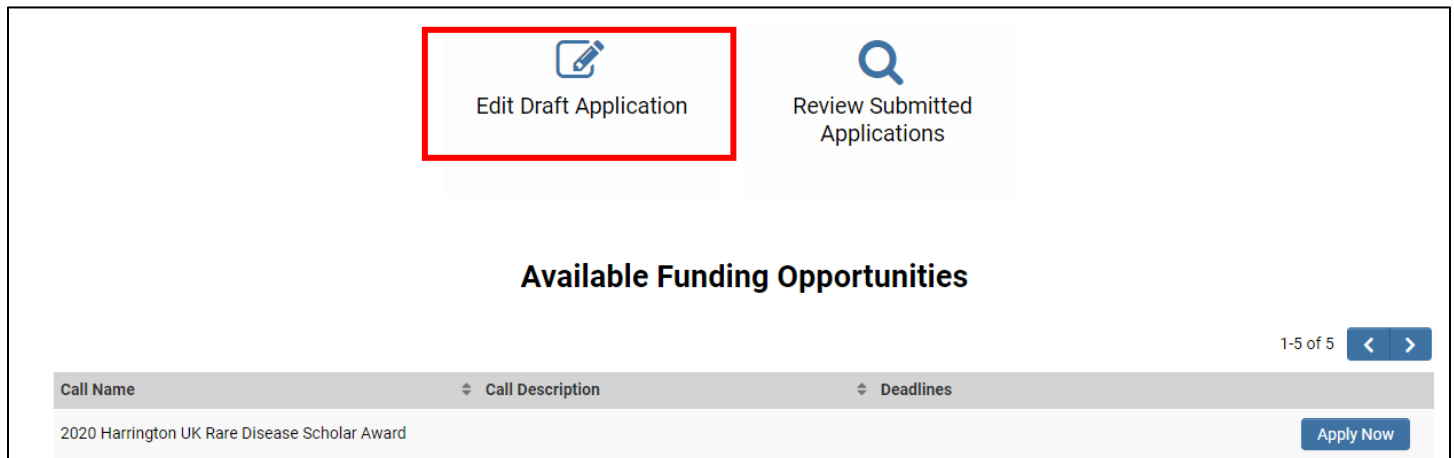
3. Click the 'Open' button to the right of the item to edit, complete and submit.

If you have any additional questions or concerns, please contact Becca Koopman, Harrington Discovery Institute Project Manager Associate of Programs.

Email: Rebecca.Koopman@HarringtonDiscovery.org