

## 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](mailto:Rebecca.Koopman@HarringtonDiscovery.org).

The screenshot shows the Harrington Discovery Institute website. At the top, there is a navigation bar with "Harrington Discovery Institute Home" on the left and "Sign up for news and updates" on the right. Below the navigation bar, the main header area contains the "Harrington Discovery Institute" logo and the text "University Hospitals | Cleveland, Ohio".

The main content area is divided into two columns. The left column features a section titled "Harrington Discovery Institute" with a description: "Harrington Discovery Institute is an international drug discovery and development organization established to address unmet therapeutic needs. It provides comprehensive support to leading scholars and entrepreneurs across academic centers in the US, UK, and Canada, with a focus on medical breakthroughs that show great promise but would not otherwise advance to clinical trials."

The right column contains a "Login" section. At the top of this section is a link "New to this site? [Register Here](#)". Below this are input fields for "Email:" and "Password:", followed by a "Login" button. At the bottom of the login section are two links: "[Forgot Password?](#)" and "[Browser Compatibility](#)". Two red arrows are overlaid on the image: one pointing to the "Register Here" link and another pointing to the "Forgot Password?" link.

The footer area contains two columns. The left column is titled "Contact Us" and includes the address "11407 Euclid Ave, 2nd Floor, Cleveland, OH 44106, United States" and the email "Questions@HarringtonDiscovery.org". The right column is titled "Our Mission" and includes the text "To accelerate promising discoveries into medicines for unmet needs."

At the very bottom, a copyright notice reads "Copyright © 2022 University Hospitals".

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.

**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

\* First Name

\* Last Name

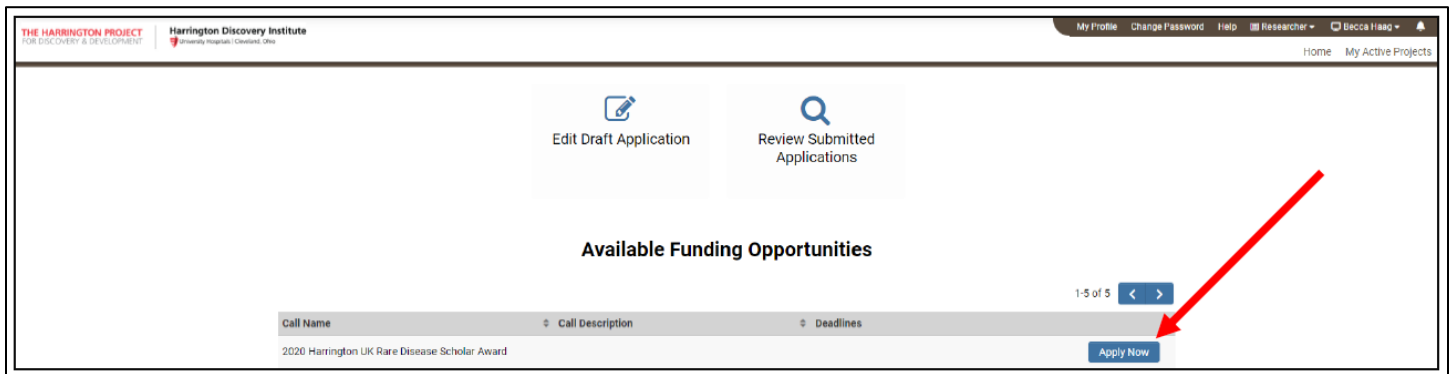
\* Email

\* Professional Title

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

## Completing a Full Application

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.

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

**Continue** **Save Draft** **Delete**

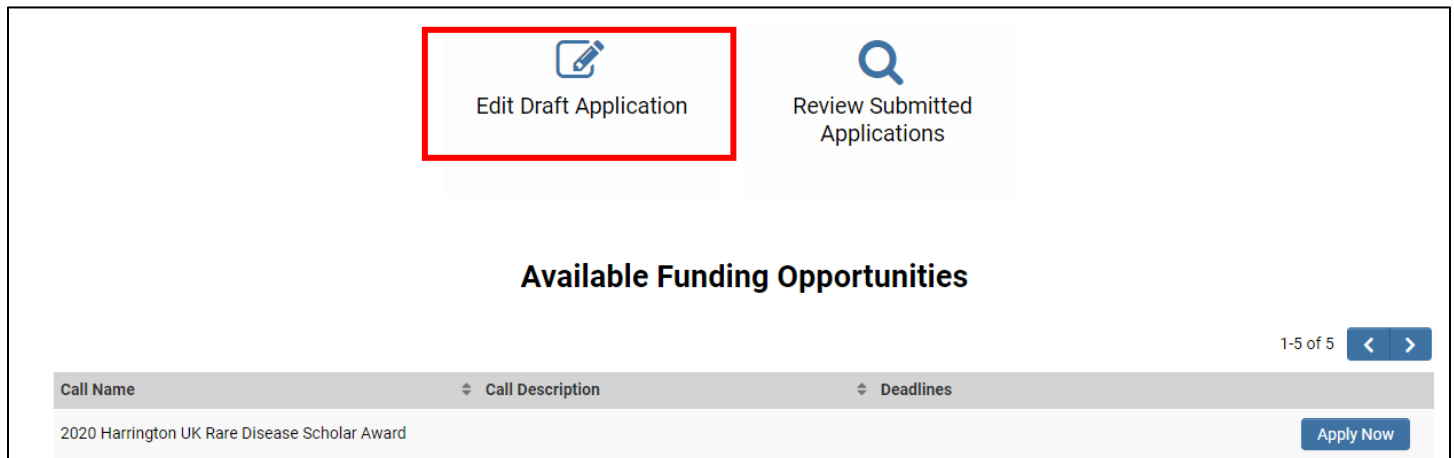
3. Once you complete the eligibility questions, you will be taken to the full application. In order to complete the full application, we recommend that you preview all of the tabs in advance, in order to understand the requirements and signatures needed for submission.
4. Each of the tabs – **Project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

## Save Draft and Edit Application

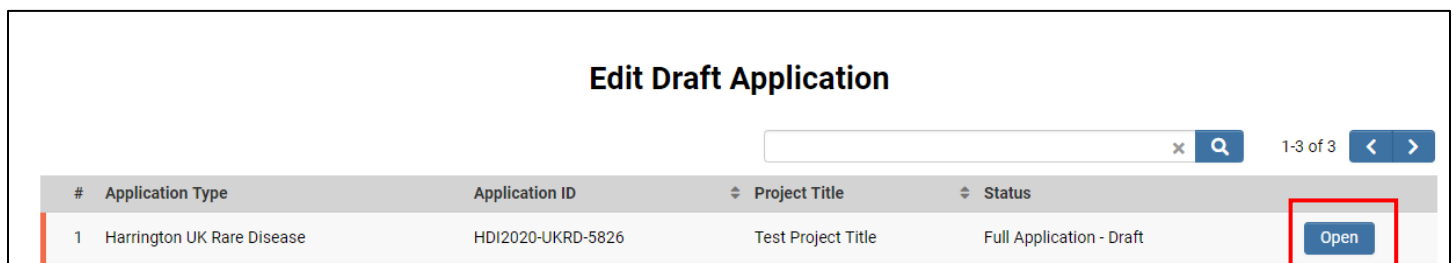
1. At any time, you can click '**Save Draft**' at the bottom of the page and return to your full application at a later time.



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.

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