

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.

The screenshot shows the Harrington Discovery Institute website. The top navigation bar includes links for 'Harrington Discovery Institute Home' and 'Sign up for news and updates'. The main content area features a dark banner with the text 'Harrington Discovery Institute'. Below this, a text box states: '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.' To the right is a 'Login' form with fields for 'Email' and 'Password', a 'Login' button, and links for 'Forgot Password?' and 'Browser Compatibility'. Red arrows point to the 'Register Here' link in the login form and the 'Forgot Password?' link. At the bottom, there are 'Contact Us' and 'Our Mission' sections, and a copyright notice: '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

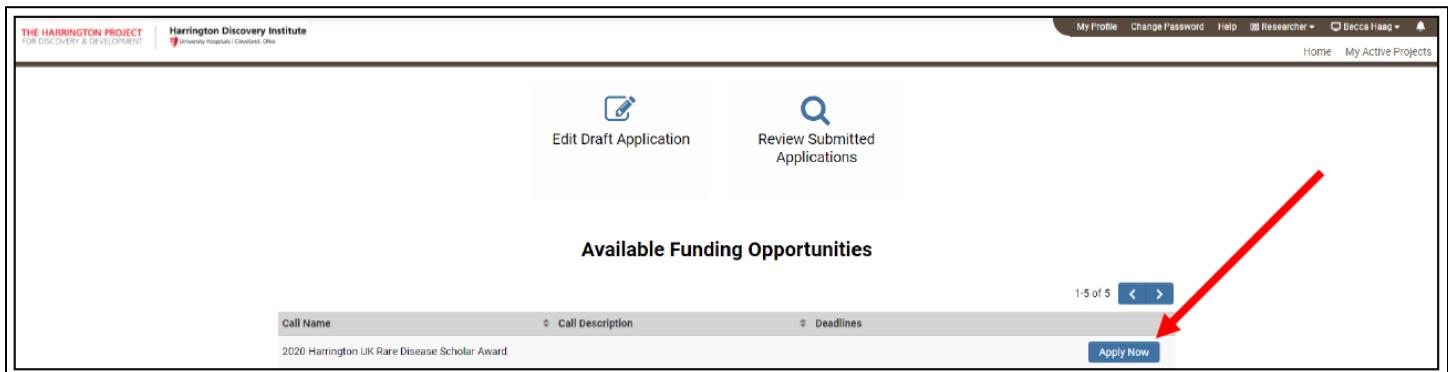
* Professional Title

Submit

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

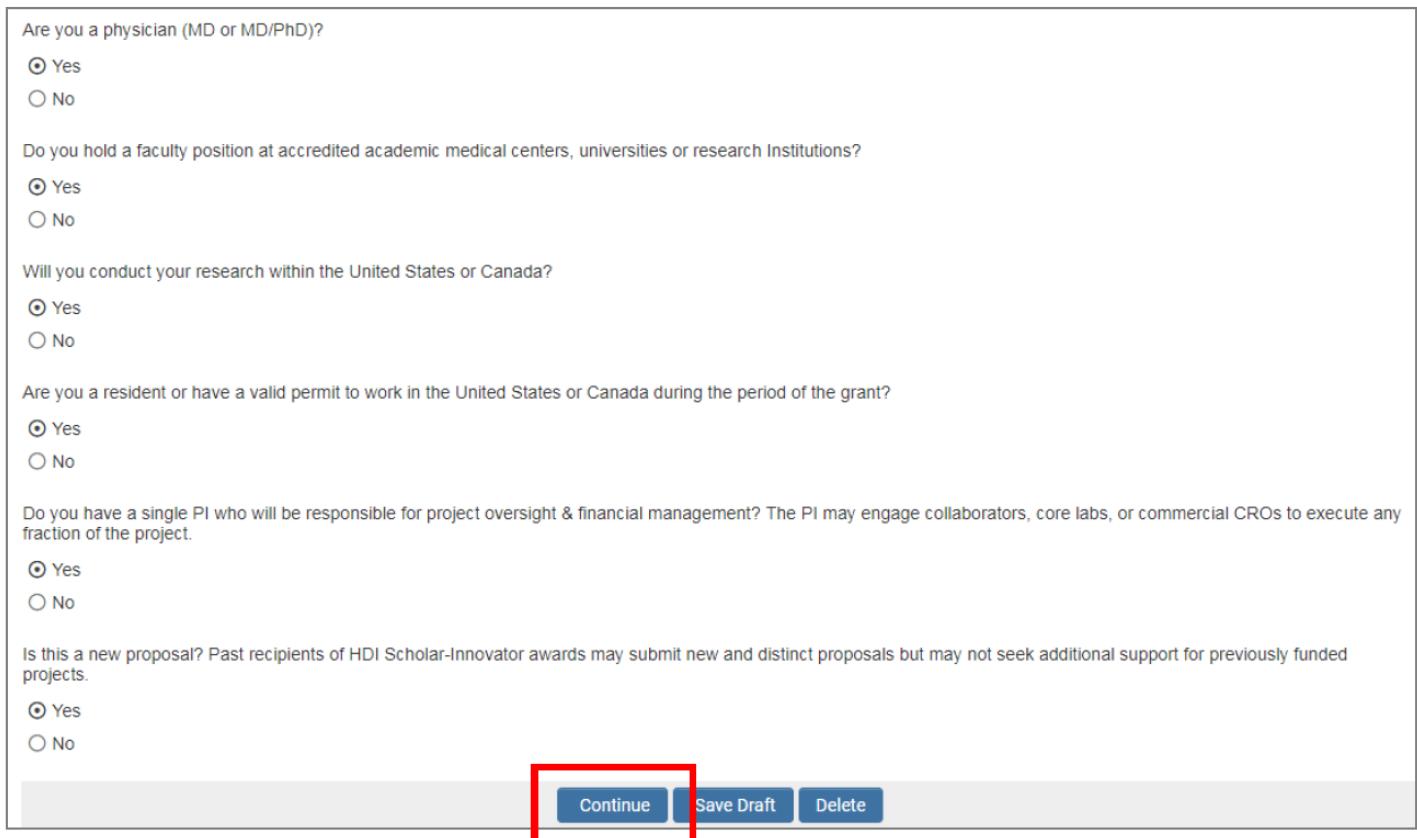
Completing a Full Application

- Once logged in, your screen should look similar to the below.
 - Click the 'Apply Now' button for the 2024 Oxford-Harrington Rare Disease Scholar Award.



The screenshot shows the Harrington Discovery Institute application portal. At the top, there are links for 'Edit Draft Application' and 'Review Submitted Applications'. Below that, a section titled 'Available Funding Opportunities' displays a list of grants. The first item in the list is the '2020 Harrington UK Rare Disease Scholar Award'. At the bottom of this list, there is a blue 'Apply Now' button. A thick red arrow points from the left towards this 'Apply Now' button.

- The next screen will include eligibility questions.
 - 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

- 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.
- 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.
- 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.

Email: Rebecca.Koopman@HarringtonDiscovery.org