HOW TO SUBMIT AN APPLICATION TO THE AMERICAN HEART ASSOCIATION

The grants officer is responsible for completing the submission of the application to the American Heart Association (AHA). It is very important that the investigator selects the correct grants officer in Grants@Heart. If you are not the selected grants officer, you will not be able to complete the submission of the application.

Applications submitted late, even if it is just a few minutes late, will not be accepted. The system shuts down automatically at the designated time. Investigators should start early and submit early!

All deadlines for AHA programs will be 5:00 p.m. Central Time on the deadline date (ranges from 1 p.m. in Hawaii & Alaska to 6 p.m. in Maine). Application Deadline Dates appear with application information on each AHA application and on our website.

Grants Officer Dashboard

1. Log into Grants@Heart (research.americanheart.org). You must be registered as a grants officer to access this role in the system.*

2. Click on Application Administration in left navigation. View Application displays.

* If you are not registered as a grants officer in Grants@Heart and need assistance, please download the instructions on “How to register with Grants@Heart” from our website.
3. Click **View Application** in the left navigation, an Application Search screen displays.

**NOTE:** You will only be able to view the applications of the investigator that have selected you as the grants officer on their application.

To view a specific application, you may search by Application ID, First Name, or Last Name. To see all applications in a certain status or from a certain year, make a selection from the drop-down list.

Statues on the drop-down list:
- Applicant – application in preparation
- submitted ToGO – all applications pending your review and approval/disapproval
- submittedToAHA – submission complete to AHA
4. Enter your search criteria.

For example, select “submittedToGO” from the drop-down list. This will give you a list of the applications that are ready for your review and approval.

5. Click on the Application ID to review the sections of the application.
6. Click on the different application sections in the left navigation to review the information the investigator has entered in the section.

**NOTE:** It is a good idea to click on all the application sections and the links in the sections to be sure the document is visible and that the correct document was uploaded.
7. Click on the **Submit to AHA** section of the application to find the **Approve** and **Decline** buttons.

8. If you are ready to submit the application to the AHA, click on Approve button.

9. You will get a popup message to confirm that you really want to submit. If you do, click OK. If not, click Cancel.

**NOTE**: Once the application is submitted to the AHA, it cannot be modified.
10. If you or the investigator are not ready to submit the application to the AHA, click on the **Decline** button.

11. You will receive a popup message to confirm you want to reject the application. Click OK if you want to decline the submission or Cancel if you do not.

Declining an application returns it to applicant status and allows the investigator to make changes and corrections.
12. If you choose to **Decline** the application, a screen displays for you to add an explanation in the text box (**Reason for Decline**) that will be sent to the PI via email. This is a system-generated email and the status of the application will revert to Applicant / Application in Preparation.

If the application is declined before the deadline, the investigator will have an opportunity to make changes and submit the application back to you for review and approval.

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