WELCOME to ProposalCentral, the NEW Council Awards platform!

We have moved to a new vendor to manage council awards and FAHA applications. Some of you may be familiar with the vendor if you have applied for any AHA Research awards. ProposalCentral is a vendor platform that houses grant and award opportunities from hundreds of organizations and offers some flexibility that wasn't available in our previous system.

The documents included with this introduction provide detailed instructions for using the ProposalCentral platform. Let's get started!

How to Register as a ProposalCentral User

1. On the Professional Heart Daily (PHD) awards page, select the award for which you are applying or submitting a nomination. Click the link for the Council Awards System.
2. You will be asked to login with your PHD Single Sign On (SSO) login. You will then be redirected to the ProposalCentral landing page.
3. The first time you login to ProposalCentral, you will be asked to create an account or login. You will need to follow the directions to complete your account. If you logged in from an AHA page through SSO, a portion of your profile will be imported from PHD. Complete the remaining portions. (If you have used ProposalCentral before, you want to login from the AHA page so that you can login with SSO. You will then want to link your SSO login with your current account on ProposalCentral).
4. The attached document, *How to Register as a ProposalCentral User*, will give detailed instructions on registering/creating a ProposalCentral profile.

How to Create an Application in Proposal Central

1. After your initial ProposalCentral profile is set up, you have the option to login through the AHA Council Awards System or to login directly through https://proposalcentral.com/.
2. The first time you login to create a new award application, you will need to login through the AHA Council Award System so that you will be logged in with your SSO account and your AHA membership can be validated. Most AHA awards require membership and may require specific membership tiers and/or length of time as a member. This can only be validated by going through the AHA Council Awards System with your SSO ID.
3. After you have logged in to ProposalCentral, you will see a line of tabs across the top. The labels may be a bit confusing on first glance. Because this platform is used mostly for grant funding across many organizations, we are unable to change the labels for AHA Council Awards and FAHA applications.
4. From the grey tabs, select **Grant Opportunities**
5. Select the blue button to the left of the screen above the table to Filter by Grant Maker.
6. You will see two American Heart options, for council awards and FAHA applications, you will select **American Heart Association Council Awards**. The other American Heart option goes to research opportunities.

7. Look at the 2nd column under the Programs heading. Here is where you will find open awards to select from. Do not click the award name to begin an application. Clicking the award name will take you back to the PHD awards page for information about the award you've selected.
8. To select an award and start the application, click the **Apply Now** button under the Apply heading at the right side of the screen.
9. On the left side of application screen, you will see **Proposal Sections**. Start at number 1 and complete each section until you have submitted the application. (It is not necessary to complete the application in one sitting. Make sure you save your application often during the submission process.)

For more detailed information, you may review the *How to Create an Application Using ProposalCentral* document that is attached.