Documents Required for HERN Submission

[Format/Type Requirements for All Documents](#)

Project Grant Applicant

- Applicant/PI Biosketch (5 pages)
- Template for [Budget Justification (2 pages)](#) (document)
- Template for [Research Project Environment (2 pages)](#) (document)
- [Research Plan](#) (12 pages) – See Peer Review Phase I below for the criteria against which the proposal will be evaluated
- [Literature Cited in Proposal](#) (4 pages) – see below
- Coordinating Center Vision and Approach to Foster Synergy and Collaboration (8 pages) - Obtain from Coordinating Center PI
- [Submitted Pre-Proposal Form and Institutional Letter](#) (4 pages) - Obtain from Coordinating Center PI
- Summary for Non-scientists/Lay Summary - The lay summary is not a document to be uploaded, rather it is entered through form fields in ProposalCentral. We list it here so the applicant may be aware that this is required.
- All project professionals listed in third party (i.e., Co-PIs, Co-Is, Collaborators) personnel must submit a biosketch

Please note for ANY Biosketch: The AHA will accept biosketches with or without the NIH's changes that took effect on January 25, 2022. Use your NIH biosketch NIH OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 approved through 02/28/2023). It is not necessary to reformat to AHA page specifications.

Coordinating Center Applicant

- Applicant/PI Biosketch (5 pages)
- Template for [Budget Justification (2 pages)](#) (document)
- [Infrastructure to Support Coordinating Center](#) (2 pages)
- [Coordinating Center Vision and Approach to Foster Synergy and Collaboration](#) (8 pages)
- [Coordinating Center PI Qualifications](#) (2 pages)
- [Literature Cited in Proposal](#) (4 pages)
- All project professionals listed in third party (i.e., Project PIs, Collaborating Investigators, Consultants) personnel must submit a biosketch
- [Submitted Pre-Proposal Form and Institutional Letter](#) (4 pages)
- Summary for Non-scientists/Lay Summary - The lay summary is not a document to be uploaded, rather it is entered through form fields in ProposalCentral. We list it here so the applicant may be aware that this is required.

Please note for ANY Biosketch: The AHA will accept biosketches with or without the NIH's changes that took effect on January 25, 2022. Use your NIH biosketch NIH OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 approved through 02/28/2023). It is not necessary to reformat to AHA page specifications.

Format/Type Requirements

The Research Plan must be created as a Word-processed document, converted to a Portable Document Format (PDF) file, and uploaded to ProposalCentral. Only PDF files will be accepted. When creating the Research Plan, you must comply exactly with the association's format/type requirements and page limits below. Failure to comply will result in the administrative withdrawal (disqualification) of the application.

- Only Portable Document Format (PDF) files will be accepted.
- File must be single-spaced.
- No more than 15 characters per inch (cpi) or an average of no more than 15 cpi (cpi includes symbols, punctuation and spaces).
- No less than ¾" margins allowed.
- Sixty lines per page is the maximum allowed.
- Arial Font style, 12 point font size for Windows users; Helvetica Font style, 12 point font size for Macintosh users
- Figures, charts, tables, graphics and legends may be smaller in size but must be clear and legible

Users of other word processing programs must adjust settings appropriately and should measure text after saving and printing as a PDF. Type requirements should be checked using a standard measuring device (such as a ruler), rather than relying on the font selected for a particular word processing/printer combination. Type size specifications must be observed in the text of your research plan or the application will not be reviewed and will be withdrawn. Adherence to font and margin requirements is necessary. No applicant should have an advantage over other applicants by providing more content in his/her application by using smaller, denser type. The AHA has the responsibility to make the final determination of conformance to format requirements and the authority to withdraw applications. This decision is final and not subject to appeal.

Internet Web site addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites. Moreover, the reviewers are cautioned not to directly access an Internet site as it could compromise their anonymity.

The only place a URL may be used is in the biographical sketch as described in the instructions for that form. Provide a URL to a full list of your published work as found in a publicly available digital database such as SciENcv or My Bibliography, which are maintained by the US National Library of Medicine.

HERN Proposed Research Plan

Type the research plan specifically following the outline given below, in the same sequence. All items should be addressed. Indicate N/A or None if not applicable to this application. The entire proposed research plan must not exceed the 12-page limit.

- **Specific Aims**
  Provide a clear, concise summary of the aims of the work proposed. State the *hypothesis to be tested.*

- **Background and Significance** Sketch the background leading to this application. Summarize important results outlined by others in the same field, critically evaluating existing knowledge. Literature referenced will be included in the Literature Cited upload (4-page limit).

  Identify gaps which this project is intended to fill. If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced?

  State concisely the importance on advancing the understanding of approaches and factors underlying the crisis of health inequities in rural America. How will the studies improve this area?

- **Previous Work of Applicant**
  Concisely describe previous work related to the proposed research by the applicant that will help to establish the experience and competence of the investigator to pursue the proposed project. If applicable, include pilot studies showing the work is feasible.

- **Research Design and Methods**
  Description of proposed tests, methods or procedures should be explicit, sufficiently detailed, and well defined to allow adequate evaluation of the approach to the problem. Describe any new methodology and its advantage over existing methodologies.

  Clearly describe overall design of the study, with careful consideration to statistical aspects of the approach, the adequacy of controls, and number of observations, as well as how results will be analyzed. Include any collaborative arrangements that have been made.

  Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

- All proposed projects **must include human subjects who are underrepresented and/or underserved regarding healthcare delivery. The proportion of subjects should be reflective of their representation in the community and must focus on bringing forward possible solutions for the disparity in health of rural populations.**

- **Ethical aspects of the proposed research**
  Describe any special consideration you have given to all ethical issues involved in your proposed investigations (biohazards or human subjects, etc.), identifying risks and management. Be sure to address this topic. Discuss the nature of the informed consent that will be obtained if the research involves human subjects. If the proposed project involves no ethical questions, indicate "none."

  Notice: A document that exceeds the page limit or file type will be rejected by ProposalCentral.

Literature Cited (4-page maximum)

List all literature citations for your Project Plan. Citation references should be limited to relevant and current literature; be concise and select only those references cited in the Project Plan. This section is intended ONLY for your citations, and no other materials.

Literature citations should be marked in the text of the Proposed Project Plan. The mark may be a number or letter. You may use superscript, such as1 or a bracket [1]. When citing specific sections or page numbers, you may indicate these with superscript, such as 1, pp. 345-361 or within the bracket [1, pp. 345-361]. The works cited should not be listed in the Proposed Project Plan. Full and complete citations with marks that correspond to those in the Proposed Project Plan are to be listed in this "Literature Cited" upload of up to four pages.

Standard abbreviations are acceptable with two exceptions: full titles and full paging must be provided.

Each reference must list:
- Corresponding mark in the Proposed Project Plan
- Authors in the same order as they appear on the paper (list all or up to 15)
- Full Title
- Name of the book or journal
- Volume number
- Page numbers
- Year of publication

Upload your completed document within ProposalCentral as a PDF.

Note: In the Personal Statement section of your Biosketch, you may cite up to four publications or research products that highlight your experience and qualifications for this project.

Infrastructure to Support Coordinating Center (2-page maximum)

Provide information on the administrative structure of the proposed Coordinating Center. Describe coordination and integration of activities, lines of accountability regarding management and oversight for use of funds, and evaluation of the program.

Convert your document to Adobe PDF and upload into [ProposalCentral].

Coordinating Center Vision and Approach to Foster Synergy and Collaboration (8-page maximum)

This document will be uploaded in the Coordinating Center PI's applications and it should be sent to each Project PI applicant for uploading into their proposals, as well .

- **Summary of Proposed Center**
  Provide a very brief summary of what this proposed Coordinating Center has to offer. Describe current research programs related to the topic of the network, and any history of successes in this research. Illustrate any events that led to the current application, and other projects not included in this application that would contribute to the intellectual environment. Describe unique strengths in faculty, student programs or the institution that would make a flagship Coordinating Center feasible.

- **Synergy among individual projects**
   High-level summary only. Each project proposal should describe this in greater detail.

Provide a clear vision of the scientific direction. A Health Equity Research Network should be viewed as a group of interrelated projects, each of which is individually scientifically meritorious, and also complementary to the other projects and contributes to an integrating theme. Describe

the rationale for the total program. Explain the strategy to achieve the objectives of the overall program and how each individual project relates to the strategy.

The peer review group must be convinced that exciting and significant research directions are being realistically planned. The proposal will be reviewed by experts who can judge, collectively, all areas represented in the proposal but who may not be familiar, individually, with each area of research. This description should be concise, yet explicit enough to enable experts in related areas to understand the main goal of each project.

Describe the synergies and interactions among projects and their investigators. What collaborations do you envision between investigators working on individual projects?

Coordinating Center PI Qualifications (2-page maximum)

- Describe the Coordinating Center PI's experience/expertise in clinical or population research related to the topic on advancing the understanding of the factors underlying health inequities in rural communities.

- Provide the PI's administrative experience in program direction.

- Address the PI's history and/or abilities in building collaborative groups and collaborating with various disciplines.

- Emphasize strengths not reflected in the PI's Biographical Sketch, which is to be uploaded in a different section of the application.

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