HIRN Catalyst Award



Submission Guide for Applicants

Objective: The goal of this document is to provide suggestions on how to utilize the Online application

system [SurveyMonkey Apply (SMA)] to submit an application for the HIRN Catalyst Award. The application portal is accessible at: <u>https://coh.smapply.org</u> and the landing screen will be displayed as shown in Screenshot 1.

Account Creation: First time users should should select the "Register" button in the top right corner to create an account. Returning users should select "Log In" in the top right corner. Once you have created an account you will login securely by utilizing the 'Sign In' functionality. (Refer to Screenshots 1 & 2)

Application Initiation: Once you login, the screen will display the application in progress. The first time you login it will say 'no applications' (*Refer to Screenshot 3*). To initiate a new application, click the green "View Programs" (*Refer to Screenshot 4*). Then, selec the "more" button under the HIREC Catalyst Initiative and then proceed to select the "Apply" button (*Refer to Screenshot 5*).

Screenshot 1

		Login	Register
	Applications Coordinated by City of Hope: HIRN & IIDP		
Integrated Islet Distribution Pro	gram (IDP)	intera (IICa) that can prov	vide the
highest quality human isolated in For more information, view the II	ilets and related tissues to the IIDP in a dependable, consistent , cost-effecti DP RFP page.	lve manner.	
Human Islet Research Network	(HRN)	d projects that will eatab	ra the field
and provide important advancer question that is distinct from cu	in topics of interest to the network. Applicants must propose aims focused rent HIRN funded research.	on an original scientific	idea or
For more information, view the C	atalyst Award page		
To apply create an account by cl	icking the "Register" button on the top right hand corner or click here.		
If you're having problems with re	ceiving the registration email, please check your spam folder.		

Screenshot 2



Screenshot 5



Screenshot 6

Application Forms: The submission is organized into two sections: (1) Applicant Information and (2) Proposal Information. You must complete both modules for the application to be complete and submitted (*Refer to Screenshot 6*). With each section details questions will be displayed and the response should be entered directly into the the online portal OR file upload. Once have completed

the section you will be asked to either "Save & continue editing" OR "Mark as complete". Once you select "Mark as Complete" you will be unable to edit further. Once you have completed the application you will need to select "Submit". The application has been submitted and you will receive a confirmation email.