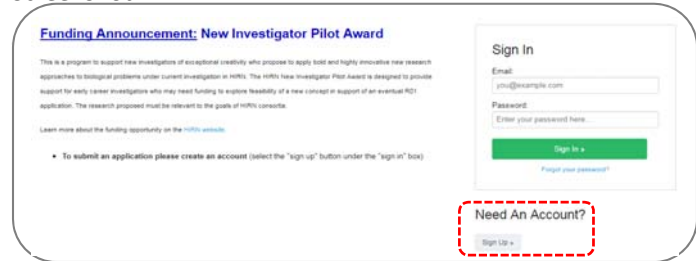# HIRN New Investigator Pilot Award

Submission Guide for the Online Application

Objective: The goal of this document is to provide suggestions on how to utilize the FluidReview Online Application for the HIRN New Investigator Pilot Award Submission.

Account Creation: Applicants will need to create a secure user account directly on the HIRN FluidReview Portal at: https://hirn.fluidreview.com . Applicants should select the 'Sign Up' button. Once you have created an account you will login securely by utilizing the 'Sign In' functionality. (*Refer to Screenshot 1*)

Screenshot 1

Application Initiation: Once you sign in an 'Awards' webpage will display. Select the 'View Awards' button. On the View Awards webpage, select the 'Create Submissions' button to start your application to the HIRN New Investigator Pilot Award. (*Refer to Screenshots 2 & 3*)

Screenshot 2

Screenshot 3

Screenshot 4

Application Forms: The submission is organized as a series of the following distinct entry forms. Each form requires either direct entry or document upload (PDF or Word). Select the 'edit' button to enter data into the application fields. Once the form has been populated the status will change from 'incomplete' to 'complete'. Upon completing each form the system will save therefore you can exit the system and return at another time to finish application submission. Additional actionable views include 'view' and 'delete'. (*Refer to Screenshot 4*)

- Applicant Information (data entry fields)
- Face Page[1] (upload of pre-populated PHS398 form)
- Detailed Budget for Initial Budget Period[1] (upload of pre-populated PHS398 form)
- Budget Justification (document upload; five (5) page maximum length)
- Investigator Biographical Sketch[2] (upload of pre-populated form)
- NIH Checklist[3] (upload of pre-populated NIH form)
- Research Plan – Part I (data entry fields) for:
  - Relationship to HIRN Goals (500 words)
  - Research Effort Commitment
  - Innovation (500 words)
 - Investigator Qualifications (500 words)
  - Resource sharing Plan
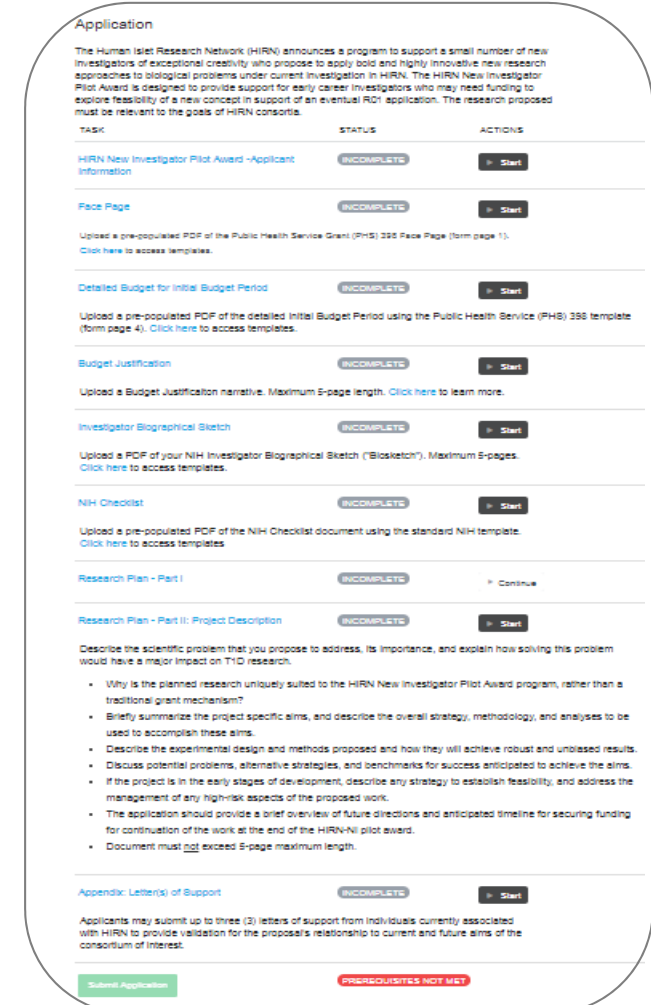
- ▪ Research Plan – Part II: Project Description (document upload; five (5) page maximum)
  - Description of scientific problem proposed, importance of the project, and explanation to solve problem.
- ▪ Appendix: Letter(s) of Support[4] (document upload; three (3) letters maximum)

Once the file has been uploaded a preview version of the file will display. To return to the entry fields select the 'Back' button near the top center of the displayed fields (not the Internet Browser back button). This will return you the main application screen with the entry forms. (*Refer to Screenshot #5*)
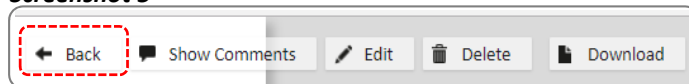
Progress: Applicants can view a visual representation of their completion progress and the percent submission via the 'Progress' option on the right side of the main Awards webpage. (*Refer to Screenshot #6*)
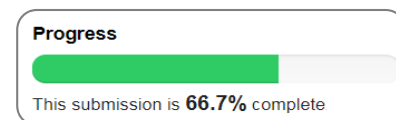
Application Download: Applicants can download a PDF of the application utilizing the 'Download submission' button located in the top right corner (above the 'Progress' display). (*Refer to Screenshot #7*)
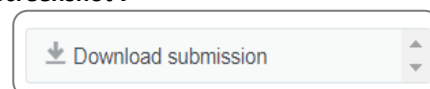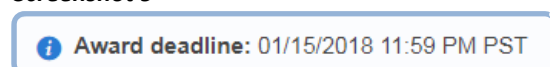
Submission: Once complete select the 'Submit Application' button. Once submitted you not be able to make further additions to the application. Upon submission, an email confirmation will be sent. (*Refer to Screenshot #8*)
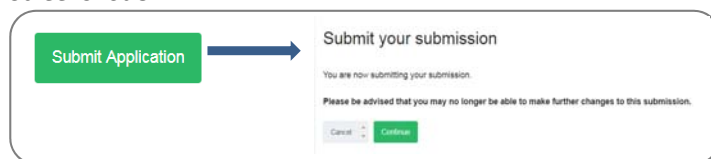
Deadline: All application materials must be submitted by 11:59 pm PST on Monday, January 15th, 2018. (*Refer to Screenshot #9*)

Footnotes:

[1] A pre-populated version of the Public Health Service (PHS) Grant 398 template must be submitted; template available at: https://grants.nih.gov/grants/funding/phs398/phs398.html

[2] A NIH formatted Biosketch must be submitted; template is available at: https://grants.nih.gov/grants/forms/biosketch.htm

[3] A pre-populated version of the NIH Checklist must be submitted; templates available at: https://grants.nih.gov/grants/funding/phs398/phs398.html

[4] Applicants are allowed to submit a total of three (3) letters of support with their application.