Health Resources in Action (HRiA) Award Manager Online Application Instructions

Harold S. Geneen Charitable Trust Awards Program for Coronary Heart Disease Research

Applications Due: July 8, 2025 at 12 PM ET

Access the HRiA Award Manager: https://hria.us-1.smartsimple.com/

Your application will be submitted via the Health Resources in Action (HRiA) Award Manager. Upon access to the Award Manager, you will be able to:

- Submit grant applications for our program portfolio

- Check on the status of your application

- Submit reports and project modifications for your awarded grants

Registration Instructions

Have you applied to an HRiA grant program before?	If you have ever applied to an HRiA grant program before, then an account has already been created for you in the HRiA Award Manager. Please click the "Forgot Password?" link, set a new password for your HRiA Award Manager account, and then login. **NOTE:** The password reset email will be sent to the email address associated with HRiA's old online system. If you no longer have access to that email address, please contact grants@hria.org. Do not create a new account in HRiA Award Manager.
Are you a returning user to the HRiA Award Manager?	If you are a returning user or have already been given a temporary password to the HRiA Award Manager, please log in here: https://hria.us-1.smartsimple.com/
Are you brand new to HRiA's online systems?	If you are applying as a **researcher**, use the "Register" button to look up your organization by 501(c)(3) EIN or Organization name. If you are **a research institutional official** (Authorized Institutional Representative or Institutional Officer), email grants@hria.org to discuss account creation. **Do not use the Register button.**

Finding the Funding Opportunity

Upon logging in, applicant may click "My Profile" to update their personal information and demographics.

Click "Funding Opportunities" to see the list of Grant Programs. Find **Geneen Charitable Trust** and click "Apply Now".

Applicants will immediately be asked to save their draft application as a system failsafe. Click "Save Draft" to begin the application. **Please note that there is no auto-saving feature in the system.**

Using the Invitations Feature

Applicants must use the "Invitations" menu within their individual application to add users to their application. Please review the following role types, permissions, and requirements.

Role Name	**Permissions and Requirements**
Authorized Institutional Representative is responsible for research oversight and is often in the Office of Sponsored Programs. This person signs off on the application to ensure that Applicant and Institution have met the eligibility requirements.	• Applicant must invite ONE Authorized Institutional Representative to their application. • Application may not be submitted without Authorized Institutional Representative "Accepting" the invitation and completing Certification within application. *NOTE: Authorized Institutional Representative's Certification section is not visible to applicant, but system will trigger an error message if applicant tries to submit before Certification is completed.* • Users assigned as Authorized Institutional Representative will have edit permission on the application (needed in order to complete Certification) but may not submit the application.

Collaborator/ Multi-PI	- Please refer to Program Guidelines for specific programmatic guidance regarding collaborations. Note that the Geneen program does not allow Multi-PIs. - If the project incorporates collaborators, applicants must use the "Key Personnel" tab to identify their collaborators. - Should the applicant wish to invite one or more collaborators to edit the proposal, applicant may use the "Invitations" feature to give access. Users added as a Collaborator via the "Invitations" feature will have edit access to the application but may not submit the application. - Applicant can add as many collaborators as desired but is not required to have any to submit the application. - Collaborators may include anyone who will help you write/edit this grant. This may include grantwriting/pre-award staff and/or project personnel.
Institutional Officer is typically the Fiscal Officer and receives award payments, prepares fiscal reports and oversees other financial	- Applicant must invite ONE Institutional Officer to their application. - Application may not be submitted without Institutional Officer "Accepting" the invitation. - Users assigned as Institutional Officer will have edit permissions on the application (needed in order to complete ACH form if awarded) but may not submit.

requirements of the grant.	• If awarded, this user will eventually be required to submit the ACH form. *NOTE: Awardee will not have view access to ACH form in order to safeguard institutional banking details.*

Frequently Asked Questions:

How do I access the HRiA Award Manager online system?

https://hria.us-1.smartsimple.com/

I can't find my organization in the HRiA Award Manager. What should I do?

Email grants@hria.org for assistance.

Previous cycles required an application cover page with applicant and Authorized Institutional Representative signature. Is this still required?

No. The online application system features a Certification process, which is required before submission and will take the place of the cover sheet signature.

Previous cycles required duplicated materials (e.g., online application text fields to match sections of the PDF upload). Is this still required?

Please refer to the Program Guidelines for specific guidance regarding requirements, but generally no. The online application within the HRiA Award Manger has been streamlined to reduce redundancy.

I have a pre-award grant writer helping me submit my application. How should they access the application draft?

Please add this individual as a "Collaborator" using the Invitations feature of the online application. They do not need to be listed under the "Key Personnel" tab unless they have a significant, additional programmatic contribution to the proposed project.

Does an applicant need to include collaborators?

Please refer to [Program Guidelines](#) for specific programmatic guidance regarding collaborations.

If an application proposes to include project collaborators (i.e., not grant preparation staff), then all collaborators **must** be named in the "Key Personnel" tab of the application.

Additionally, an applicant may give collaborators edit access to the application but is not required to do so. If an applicant would like to give collaborators edit access, they should use the "Invitations" feature within the HRiA Award Manager.

Does the online application have an auto-save feature?
No. Please save frequently to avoid losing your work.

Do I need to submit a Letter of Recommendation?
Please refer to the [Program Guidelines](#) for specific guidance.

How will I be notified about the outcome of my application?
Applicants will be notified about the outcome of the application via system email.

Who should I contact for technical support?
grants@hria.org