

Health Resources in Action (HRiA)
Award Manager
Online Application Instructions
Jeffress Trust Awards Program in Research
Advancing Health Equity 2026

Applications Due: February 25, 2026 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?	<p>If you have applied to an HRiA grant program before, then an account has already been created for you in the HRiA Award Manager.</p> <p>Please click the "Forgot Password?" link, set a new password for your HRiA Award Manager account, and then login.</p> <p>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.</p>
Are you a returning user to the HRiA Award Manager?	<p>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/</p>
Are you brand new to any of HRiA's online systems?	<p>If you are applying as a researcher, use the "Register" button to look up your organization by 501(c)(3) EIN or Organization name.</p> <p>If you are a research institutional official (Authorized Institutional Representative or Institutional Officer), email grants@hria.org to discuss account creation.</p> <p>Do not use the Register button.</p>



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 Jeffress 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.

<u>Role Name</u>	<u>Permissions and Requirements</u>
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.	<ul style="list-style-type: none">• 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. <i>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.</i>• 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.• For community-based organization applicants, the Authorized Institutional Representative may be the Chief Executive Officer/Executive Director or other senior leader and signs off on



	<p>the application to ensure that the lead applicant and project team have met the eligibility requirements.</p>
<p>Collaborator/ Multi-PI</p>	<ul style="list-style-type: none"> • Please refer to Program Guidelines for specific programmatic guidance regarding collaborations. Note that the Jeffress 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.



<p>Institutional Officer is typically the Fiscal Officer and receives award payments, prepares fiscal reports and oversees other financial requirements of the grant.</p>	<ul style="list-style-type: none"> • 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. • If awarded, this user will eventually be required to submit the ACH form. <p><i>NOTE: Awardee will not have view access to ACH form in order to safeguard institutional banking details.</i></p>
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Submitting an Application

Applications cannot be submitted until they are certified by an Authorized Institutional Representative. The applicant should add one Authorized Institutional Representative to their application, under the ‘Invitations’ tab (see Invitations Feature instructions above).

Once added, the Authorized Institutional Representative must accept the invitation and certify the application. We suggest that the applicant email the Authorized Institutional Representative outside of the system to alert them that they need to complete this step.

Note: The system will NOT alert the applicant when the application has been certified. The Authorized Institutional Representative should email the applicant outside of the system to let them know this step has been completed.

Once the Authorized Institutional Representative has certified the application and all other steps are complete, the applicant may submit the application.



Note: two users may not access the same system record at the same time. Please see FAQ below: I see an error message when I access my application that says, “This record is locked. Checked out by another user (Date, time)”.

Frequently Asked Questions:

How do I access the HRiA Award Manager online system?

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

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 Manager has been streamlined to reduce redundancy.

Does an applicant need to include collaborators? Is there a way to give my collaborators edit access to the online application?

Please refer to the Program Guidelines for specific programmatic guidance about collaborators.

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.



If an applicant does not wish to give collaborators access to edit the application, the applicant should not add the collaborator on the “Invitations” feature but still must list the individual under Key Personnel.

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 and Program Frequently Asked Questions for specific guidance.

How will I be notified about the outcome of my application?

Applicants will be notified of the outcome of the review process via system email.

Registration Issues

The 501(c)(3) lookup isn’t working.

Please make sure there is no dash within the EIN (e.g., 555555555, not 55-5555555) and try again.

The “Other Organization” lookup is not pre-populating the correct institution or organization.

This is a common issue for state universities and affiliated institutions that share a tax ID. If your organization isn’t suggested as an option in the “Other Organization” lookup, please click [here](#) to create it.

I still can’t find my organization in the HRiA Award Manager or otherwise can’t register. What should I do?

Email grants@hria.org for assistance.

I created an account, returned later, and now can’t log in.

Please click the “forgot password” button on the login page to have a password reset email sent to you.



I see an error message during new contact registration that says “A user matching the information you entered already exists. Please contact your system administrator.”

Try returning to the system login page and selecting “forgot password”.

I accidentally registered under the wrong institution or organization or EIN.

Email grants@hria.org to let us know, and in the meantime, feel free to work on the application.

The link to reset my password expired.

Please request another password reset link on the system login page.

Application Access Issues

I see an error message when I access my application that says, “This record is locked. Checked out by another user (Date, time)”.

Only one individual may access the application at a time. Please contact the other users who have been invited to the proposal and ask them to log out. This includes your Authorized Institutional Representative, Institutional Officer, and Collaborators.

Questions about Authorized Institutional Representative or Institutional Officer (specialized roles)

Clicking the “Register” button on the landing page of the system will only create an *applicant* account, not a specialized role.

To be added in a specialized role, the applicant must use the Invitations feature within their proposal and add you in the appropriate role, either Authorized Institutional Representative or Institutional Officer.

When you get welcome emails inviting you to join the proposal, you will be guided through a workflow to create your account with the specialized role.



- Authorized Institutional Representative (pre-award individual): must be invited to the application and must click “Accept” within the email invitation. Then must then Certify the proposal and log out before applicant may submit.
- Institutional Officer (post-award individual): must be invited to the application and must click “Accept” within the invitation before applicant may submit.

The Applicant and the Authorized Institutional Representative will not be able to see one another’s Certification checkboxes. Applicants should communicate with Authorized Institutional Representative outside of the system to ensure Certification is complete and user is logged out before Applicant may submit.

Who should I contact for technical support or any additional questions?

grants@hria.org

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