

**Health Resources in Action (HRiA)**  
**Award Manager**  
**Online Application Instructions**  
**Charles A. King Trust Postdoctoral Research**  
**Fellowship Program 2026**

Full Stage Applications Due: March 25, 2026 at 2:00 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

<b>Have you applied to an HRiA grant program before?</b>	<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><b>NOTE:</b> 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 <a href="mailto:grants@hria.org">grants@hria.org</a>. Do not create a new account in HRiA Award Manager.</p>
<b>Are you a returning user to the HRiA Award Manager?</b>	<p>If you are a returning user or have already been given a temporary password to the HRiA Award Manager, please log in here: <a href="https://hria.us-1.smartsimple.com/">https://hria.us-1.smartsimple.com/</a></p>
<b>Are you brand new to any of HRiA's online systems?</b>	<p>If you are applying as a <b>researcher</b>, use the "Register" button to look up your organization by 501(c)(3) EIN or Organization name.</p> <p>If you are a <b>research institutional official</b> (Authorized Institutional Representative or Institutional Officer), email <a href="mailto:grants@hria.org">grants@hria.org</a> to discuss account creation.</p> <p><b>Do not use the Register button.</b></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 **King 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>
<b>Authorized Institutional Representative</b> 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"><li>• Applicant must invite ONE Authorized Institutional Representative to their Initial and Full Stage applications.</li><li>• Applications 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></li><li>• 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.</li></ul>



<p><b>Collaborator/ Multi-PI</b></p>	<ul style="list-style-type: none"> <li>• Please refer to Program Guidelines for specific programmatic guidance regarding collaborations. Note that the King Trust program does not allow Multi-PIs.</li> <li>• If the project incorporates collaborators, applicants must use the “Key Personnel” tab to identify their collaborators.</li> <li>• 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.</li> <li>• Applicant can add as many collaborators as desired but is not required to have any to submit the application.</li> <li>• Co-mentors may be included as Collaborators if they are NOT providing a Letter of Recommendation.</li> <li>• Grant writing support staff who need to access the online application should be added to the application as a Collaborator.</li> </ul>
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<p><b>Mentor</b> – Use this system designation for your Primary Mentor (who will guide the candidate in planning, directing, monitoring, and executing the proposed project.)</p>	<ul style="list-style-type: none"> <li>• Applicant must invite ONE Mentor to their application.</li> <li>• Please refer to Program Guidelines for specific programmatic guidance regarding designating mentors.</li> <li>• User assigned as Mentor will have view access to the application but may not edit or submit the application.</li> <li>• User assigned as Mentor must “Accept” the invitation and is required to upload the confidential Mentor’s Letter of Support before the Applicant may submit the application.</li> </ul> <p><i>See the Frequently Asked Questions section at the end of this document if you have multiple mentors or are otherwise unsure how to assign your mentoring team or recommenders.</i></p>
<p><b>Recommender</b></p>	<ul style="list-style-type: none"> <li>• If an applicant invites an individual as a Recommender, then the Letter of Recommendation must be uploaded prior to the applicant’s submission.</li> <li>• Users assigned as Recommender will not have view, edit, or submit access to the application.</li> <li>• Co-mentors may be included as Recommender if they are providing a Letter of Recommendation. They will not have view access to the application.</li> </ul>



<p><b>Institutional Officer</b> 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"> <li>• Applicant must invite ONE Institutional Officer to their application.</li> <li>• Application may not be submitted without Institutional Officer “Accepting” the invitation.</li> <li>• 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.</li> <li>• If awarded, this user will eventually be required to submit the ACH form.</li> </ul> <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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## 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](mailto: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 Manager has been streamlined to reduce redundancy. Additionally, uploads from the Initial Stage application will be pre-populated for the Full Stage application, further reducing redundancy.

### **Does an applicant need to include collaborators?**

Please refer to Program Guidelines for specific programmatic guidance regarding collaborations.

If an application proposes to include collaborators, then all collaborators **must** be named in the “Key Personnel” tab of the application.

### **Is there a way to give my collaborators edit access to the online application?**

An applicant may give collaborators edit access to the application but is not required to do so. If an applicant would like to give one or more 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.

**What should I do if my collaborators have changed between Initial Stage and Full Stage submissions?**

If collaborators change between Initial Stage and Full Stage applications, applicant must email program staff ([KingAwards@hria.org](mailto:KingAwards@hria.org)) to alert them of this change before making edits to Key Personnel or Invitations feature of online system.

**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.

**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.

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

Applicants will be notified whether they have been invited to submit a Full Stage proposal via system email.

**Who should I contact for technical support?**

[grants@hria.org](mailto:grants@hria.org)

**Full Stage Specific Questions:**





## How should I approach the online application if I have multiple mentors? How should I assign my other recommenders?

Your Primary Mentor's contact information must be provided in the "Institutional Contact Information" tab of the application form.

Please refer to the following chart to determine how to assign your mentoring and recommender team to your application using the Invitations feature. How you choose to assign each individual will depend on what access and permissions each should have.

Your Primary Mentor should be assigned in the system role of "Mentor". You may use your discretion with other assignments depending on the level of access needed by each individual. It is permissible to assign more than one individual in the system role of "Mentor" as long as your Primary Mentor adheres to the instructions about the Letter of Support in the Program Guidelines.

<b>If an individual is invited to your online application as a...</b>	<b>then they...</b>	<b>and before you can submit your application, they...</b>
Mentor	can view (but cannot edit or submit) application	must upload a letter.
Recommender	cannot view, edit, or submit application	must upload a letter.
Collaborator	can view and edit application but cannot submit;  cannot upload a letter.	N/A

Email Program Staff at [KingAwards@hria.org](mailto:KingAwards@hria.org) to discuss any specific questions about how to assign your mentoring and recommender team.

