



CVI Office of Research Development
American Heart Association: Institutional Award for
Undergraduate Student Training Guidebook

AHA Institutional Award for Undergraduate Student Training

Proposal Central Components

Done	Section	Notes
	Stanford PIF	SeRA system form to work with Derek Harrison
	Project Title	Up to 120 Characters Start & End Dates
	Personnel	Added directly through application portal
	Letters of Reference	
	Summary for Non-Scientists (Lay Summary)	2500-character limit Written at a 10 th grade level
	Project Summary	2500-character limit
	Budget Period Detail	Refer to the AHA Award Guide for a list of Allowable and Non-allowable budget items.
	Budget Summary	Read-only display of the budget items entered in the Budget Period Detail section.
	Alternative & Overlapping Funding	
	Organization Assurances	
	Data Sharing Plan	Research Output (2050-character limit) Explain any limits to data sharing that might be required. (1000-character limit)

Documents to upload

Done	Document	Notes
Applicant (Program Director)		
	Implementation Plan	12 pages
	Biosketch	NIH Format. 5 pages
	Resubmission Modifications	2 pages. Only if applicable
Third Party Personnel (if listed)		
	Biosketch of Sponsor	NIH format. 5 pages each. Up to 5 sponsors
	Sponsor's past/current trainees	Up to 5 sponsors. 3 pages each

Implementation Plan

Guidelines:

- Page limit: 12 pages
- Include the following:
 - Provide a history of the institution's student training program. Include a description of institutional support that is available to mentors and students.
 - List the training opportunities available to students, including potential mentors. Provide brief details about each mentor's background, nature of work, training plan for a student, and research project environment
 - Outline how potential student awardees will be identified and recruited.
 - Detail the enrichment activities that will be available to the student trainees.
 - Submit a plan for obtaining annual feedback from current and former trainees to assess the quality and effectiveness of the fellowship experience.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement

Tailor this section to your specific application. Share how your unique background and experiences make you suited to carry out this proposal.

B. Positions, Scientific Appointments, and Honors**C. Contributions to Science**

Tips for how to write an AHA Non-Scientist Summary

Address the following points:

1. What is the major problem being addressed by this study?
2. What specific questions are you asking and how will you attempt to answer them?
3. Please **do not** list your specific aims - this is a brief overview targeted for a lay audience.
4. What is the potential overall impact of this work on the mission of the AHA?

Note: The AHA recommends that the lay summary be written at an *8th grade level*.

- Click on Home → Editor → Insights → Document Stats → Readability → Flesch Kincaid Grade Level to find your summary's readability grade.

Address the: who/what/where/when/how many/why?

- Justify your research - predict and cover the “so what?” factor. Why does it matter?
- Give some background and context to the research. What prompted you to do it?
- Follow a logical order. This may not always coincide with a temporal order.
- Explain the impact of the work – what is going to change (especially in relation to wider society)
- Use short and simple sentences. Imagine you're talking to a high school student who's just stepped into an introductory class or a distant family member who works in an unrelated field
- Avoid jargon unless absolutely necessary
- Use first person and active voice (“we agreed” instead of “it was agreed”).
- Use positive sentences: “You will have repeat appointments at least once a fortnight”

Refer to this [article](#) for more tips