



CVI Office of Research Development
American Heart Association: Established Investigator Award
Guidebook

AHA Established Investigator Award

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
Pre-Proposal (Letter of Intent)		
	Pre-proposal (letter of intent)	2 pages
	Applicant/PI Biosketch	NIH Format. 5 pages
Invited Full Proposal: Applicant		
	Abbreviated Proposal	8 pages
	Biosketch/Bibliography	5 pages
	Budget Justification	2 pages AHA template (attached)
	Literature Cited	4 pages
	Research Project Environment Form (DOC)	2 pages AHA template (attached)
	Vertebrate Animal Subjects	No page limit. Only upload if applicable.
Third Party Personnel		
	Co-Investigator Biosketch	NIH Format. 5 pages
	Co-Investigator's Letter	5 pages
	Consultant's Letter	5 pages
	Department Head's Letter	5 pages. Follow these instructions
	Reference Letter	3 letters, 4 pages each

Guidelines:

1. Page limit: 2 pages
2. Briefly describe why the AHA should invest in your proposal. Include the following:
 - Likelihood of transforming and advancing the future of CV and stroke science.
 - Potential to move your research into emerging and/or difficult areas of inquiry, being consistently at its forefront.
 - Ability to develop new tools and methods that support creative experimental approaches to questions, encompassing concepts or techniques from other disciplines.
 - Capacity to forge links between disparate disciplines.
 - Strong track record of collaboration with other distinguished scientists across disciplines.
 - Evidence of great promise for future original and innovative contributions.
 - Demonstrated commitment to the mission of the American Heart Association and to advancing the ideals and guiding principles through volunteer service.

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

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

Abbreviated Proposal

Guidelines:

- Page limit: 8 pages
- Describe past research accomplishments, the potential of the EIA to provide new directions and innovations, and broadly discuss projected research studies.
 - a. The proposal should not contain detailed protocols or focus heavily on the design or interpretation of individual experiments.
 - b. The applicant should clarify how this proposal differs from other funded projects, or how these funds will be used to expand upon other projects.
- Clarify how this proposal differs from other funded projects, or how these funds will be used to expand upon other projects.

BUDGET JUSTIFICATION (two-page limit)

Applicant's Name _____

The following items must be addressed. These are the only items to be addressed.
See page 2 for sample. DELETE sample page.
After completion, convert the completed form to Portable Document Format (pdf).

PERSONNEL:

List key personnel for the project. Give name, degree(s), percent of time to be devoted to project, and a description of the role in the project. All personnel receiving salary or consultant fees from the project should be listed, such as the Principal Investigator, Technicians/Postdoctoral Fellows, Consultants, Collaborating Investigators and Other Professionals.

COMPUTER EQUIPMENT AND EQUIPMENT COSTS:

The AHA does not, in general, favor project support requests wherein the budget is devoted primarily to equipment purchase. However, such costs may be allowed if the equipment is essential to the conduct of the proposed research, well justified, and approved by the peer review committee and Research Committee or otherwise stated within the Request For Applications. Any computer equipment cost equal to or greater than \$5,000 should be listed, with a brief justification. Total annual equipment costs (exclusive of computer equipment above) equal to or greater than \$10,000 should be listed, with a brief justification.

TRAVEL COSTS:

Travel to scientific meetings **does not** need to be included in the budget justification. The peer review committee will comment on the need for the additional travel funds; final approval will come from the Research Committee, if the application is funded, unless otherwise stated within the Request For Applications.

Other travel funds requested should be essential to the conduct of the project and must be described. For example, if requesting travel costs for human subject reimbursement purposes, provide a rationale here.

EXAMPLE:

BUDGET JUSTIFICATION

This is the format to be followed on Budget Justification form page.

To delete this page, choose Document > Delete Pages from the menu bar. Enter the page range to be deleted and click OK.

(Adapted from NIH modular budget justification page)

Personnel

John Smith, MD, PhD, Principal Investigator (30% effort) will be responsible for the overall administration and direction of the project. He will analyze reaction of soluble IV9-HLA-A*0201 complex with TCR on 88A62 anti-IV9CTL.

Helen Thomas, MD, Other Professional (25% effort) will focus on investigating the ability of various SL9-specific CD8 CTL clones from various HIV infection individuals whose T-cell receptors bind with different strength to the cognate pepMHC complex (SL9-HLA-A*0201) to suppress viral replication in HIV infected cells *in vitro*. In addition, Dr. Thomas will maintain initial preparation of the CTL clones and will characterize them on a regular basis to ensure maintenance of their initial quality.

Thomas Club, PhD, Technician/Postdoctoral Fellow (100% effort) will be involved in all the measurement of SD50 and SD25 for RT-and gag-derived peptides required to induce various responses of anti-HIV CTL. Most of his effort will be directed towards measurement of the intervals of epitope densities on target cells required for various responses of anti-HIV CTL.

Jane Jones, PhD, Technician/Postdoctoral Fellow (100%) will be responsible for the isolation and characterization of recombinant MHC class I molecules using *Drosophila Melanogaster* and *E.coli* expression systems and measurement of kinetics and affinity of reactions between soluble complex of immunodominant peptide SL9 with HLA-A*0201 soluble protein and TCR on various clones of live anti-SL9 CTL. Dr. Jones will also measure level of a,b-TCR and CD8 molecules on anti-SL9 CTL.

Equipment

Purchase of a Thermocycler (\$10,000) and HPLC Fraction Collector (\$15,000) is requested during the first year. The requested equipment is necessary for this project and will be used extensively to analyze IV9-HLA-A*0201 complex.

Literature Cited

Guidelines:

1. Page limit: 4 pages
2. List all literature cited in your research plan.
3. Literature citations should be marked in the text of the Proposed Research Plan. Letters or numbers can be used to mark the text, and can be a superscript or a bracket.
4. Each reference must list:
 - Corresponding mark in the Proposed Research Plan
 - Authors in the same order as they appear on the paper (list all or up to 15)
 - Full Title
 - Name of the book or journal
 - Volume number
 - Page numbers
 - Year of publication

AHA RESEARCH PROJECT ENVIRONMENT

This page is similar to the NIH SF424 (R&R) Facilities & Other Resources. You may copy and paste the information from the NIH document into this form. Upon completion, convert this form to Portable Document Format (pdf).

Two-page limit, unless noted below.

- **Collaborative Sciences Award** – Each co-PI is to upload a Research Project Environment (two-page limit each)
- **Merit Award** - One additional page may be used if a more extensive description is required, for a maximum of three pages
- **Predocctoral and Postdoctoral Fellowship Programs** - Sponsor's Research Environment has no page limit

Applicant's Name _____

FACILITIES:

(Specify the facilities to be used for the conduct of the proposed research. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the project.)

LABORATORY:

CLINICAL:

ANIMAL:

COMPUTER:

OFFICE:

OTHER:

(Identify support services and specify the extent to which they will be available to the project.)

MAJOR EQUIPMENT:

(List the most important items already available to this project, noting the location and pertinent capabilities of each.)

Department Head Letter

Guidelines:

1. Page limit: 5 pages
2. Include the following:
 - The applicant's promise and the impact the Established Investigator Award would have on the applicant's career
 - Your knowledge of the applicant's past scientific accomplishments and publications
 - The applicant's demonstrated commitment to cardiovascular and/or cerebrovascular diseases and/or brain health
 - The institution's commitment to the applicant
 - Date of applicant's last salary review
 - The salary for this applicant falls within the following percentile range for faculty at the same level in my department: 0-25th, 26th-50th, 51st-75th, 76th-100th
3. The letter will be uploaded by the applicant.

Please note: The applicant cannot submit their application without this letter.

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