



CVI Office of Research Development
American Heart Association: Research Supplement to Promote
Diversity Guidebook

AHA Research Supplement to Promote Diversity

ProposalCentral 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	Section	Notes
Fellow/Trainee		
	Proposed Research Plan	3 pages
	Biosketch	NIH format. 5 pages
	Lay Summary	Submitted via entry in ProposalCentral
Mentor		
	Biosketch of Mentor	NIH format. 5 pages
	Biosketch of Co-Mentor	If applicable. NIH format. 5 pages
	Past & Current Trainees	3 pages per mentor
	Research Project Environment	
	Training Plan of Mentor (and Co-Mentor if applicable)	3 pages

Refer to [Sponsor/Mentor Information](#) for more details.

Proposed Research Plan

Guidelines:

- Page limit: 3 pages
- Work with your mentor to collaboratively develop a thoughtfully planned, systematic proposal aimed at answering an investigative question in cardiovascular or cerebrovascular research related to the mentor's existing AHA award.
- Additional monetary support for the proposed work **MUST** come from the mentor's laboratory. The proposal will likely be related to the mentor's currently funded work. The mentor should address the relationship of the proposal to ongoing work in their laboratory, and how the proposal will contribute toward the fellow's training and career development.

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

Fellow/trainee - Tailor this section to your specific application. Share how your unique background and experiences make you suited for this research supplement.

For mentor - specifically mentoring underrepresented groups.

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

Tips for how to write an AHA Lay 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 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 <https://www.elsevier.com/connect/authors-update/in-a-nutshell-how-to-write-a-lay-summary> for more tips

Mentor's List of Past and Current Trainees

Guidelines:

Primary and Secondary Mentors only

Limit of 3 pages

Predoctoral Trainees of [Mentor's Name]

Past / Current Trainee	Trainee Name (Where Training Occurred)	Training Period (Degree)	Prior Academic Degree Institution(s)	Prior Academic Degree(s)	Prior Academic Degree Year(s)	Title of Research Project	Current Position of Past Trainees / Source of Support of Current Trainees
Past	Jones, K (Harvard)	94-99 (PhD)	U. of MD	BA	94	Role of Transcription Factor X in Synaptic Plasticity	Asst. Scientist, Scripps Research Foundation

Postdoctoral Trainees of [Mentor's Name]

Past / Current Trainee	Trainee Name (Where Training Occurred)	Postdoc Research Training Period	Prior Academic Degree(s)	Prior Academic Degree Year(s)	Prior Academic Degree Institution(s)	Title of Research Project	Current Position of Past Trainees / Source of Support of Current Trainees
Current	Jones, T. (Cornell)	18-22	MD/PhD	18	U. of MD	Role of Transcription Factor X in Synaptic Plasticity	Asst. Scientist, Scripps Research Foundation

Guidelines:

- No Page Limit
- Only one document from the primary mentor that includes information from the co-mentor
- Include facilities and resources (similar to NIH Facilities & Other Resources)
- Use the subheadings:
 - Laboratory
 - Clinical
 - Animal
 - Computer
 - Office
 - Major Equipment (already available for use)
 - Other

Primary Mentor Training Plan

Guidelines:

1. Page Limit: 4 pages
2. No more than 15 characters per inch (cpi) or an average of no more than 15 cpi (cpi includes symbols, punctuation and spaces)
3. No less than ¾" margins on all four sides
4. Maximum of 50 lines per page
5. Arial font style, 12-point font size for Windows users; Helvetica font style, 12-point font size for Macintosh users
6. Only Portable Document Format (pdf) files are accepted

Detail your plan for:

- Proposed research training of this applicant
- Assessment of the applicant's skills
- Assessment of the primary mentor's skills that will be applied/learned by the applicant
- Funds available to the applicant from the primary sponsor

Include the following:

1. Describe research in progress in the mentor's lab.
2. Describe your plan to develop the applicant's research capabilities. Include:
 - Mentor's role and personal commitment to the applicant
 - Trainee's accessibility to the mentoring team
 - The sequence in which the applicant will be given increasing personal responsibility for the conduct of research
3. List related training or course work that will be required for specific technical skills or methods the applicant will expect to master (include the names, degrees and titles of other individuals who will be involved in training the applicant). Specify timelines for course work and training completion.
4. Title a separate section, "Instruction in responsible conduct of research and rigor and reproducibility". Evaluation of the application will include adequacy of the proposed training in relation to a sufficiently broad selection of subject matter, such as conflict of interest, authorship, data management, human subjects and animal use, laboratory safety, research misconduct, research ethics. AHA does not require submission of the NIH RCE form.
 - Include the names, degrees and titles of all individuals who will be involved in training the applicant in the responsible conduct of research.
 - List the specific characteristics of the training program (i.e., the level of trainee experience, and the circumstances of the trainees).
5. Address the relationship of the research training plan to the career goals laid out in the applicant's career development plan.
6. Provide your assessment of the applicant.
7. Title a separate section, "Mentor's Qualifications". Address:
 - What special skills or perspective can you offer to the applicant?
 - How do you intend to support the growth of the applicant's academic career (e.g., supporting subsequent grant applications; developing research ideas; writing manuscripts; guiding the applicant to reach independent goals; facilitating professional activities outside of the

- institution [regional, state, national organizations], creating a network of peers and advisors)?
- Ideas for teaching the values, rules and operating procedures in academic medicine, such as how the merit and promotion system works and helping the applicant advance to the next level.
 - A testimonial of what mentoring support has meant to you while establishing your career. Give specific examples of anything attributable to mentorship you received, such as goals attained, projects completed, promotions, grants or awards earned, obstacles overcome, etc.
 - What do you value most about mentorship, and what do you find to be most rewarding about it?
8. Resources: Describe the space and source of all funds (external and internal) available to the applicant, including departmental and institutional funds.