FAQS for Transition from Grants@Heart to ProposalCentral

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TRANSITION FROM GRANTS@HEART TO PROPOSALCENTRAL

Why did AHA transition to ProposalCentral?

The Grants@Heart system was more than ten years old, and evolving technology dictated the necessity to adopt a new system to manage research applications, peer review, and awards. ProposalCentral is a popular e-grantmaking website shared by many government, non-profit, and private granting organizations. It integrates with the ORCID system, which provides every researcher with a unique digital id (ORCID). Moving to a new system allows AHA to retire older technology tools and more readily integrate with external systems and other AHA systems.

When did the AHA transition from Grants@Heart to ProposalCentral?

The transition occurred in June 2020.

Was all my information transferred to ProposalCentral?

The following records were transferred to ProposalCentral:
- Applications submitted to AHA for which funding status has not yet been announced
- Current and past awards
- Unfunded applications since 2015
  This includes Principal Investigator, Fiscal Officer, Grants Officer and Sponsor names and uploads, if applicable
- Activity as a peer reviewer since 2009

Can I go back to Grants@Heart?

No. Grants@Heart is no longer be accessible. Key data was migrated and AHA staff can assist you, as well.

LOGGING IN

How do I access ProposalCentral?

For most Grants@Heart users, there is no need to create an account in ProposalCentral. Instructions can be found on the AHA ProposalCentral login page. You need only do the linking

step one time. If you already have an existing ProposalCentral account from working with other funders, you will link it to your AHA account the first time you login after the transition.

Should I create a ProposalCentral account?

The AHA has set up a ProposalCentral account for most of you with your Grants@Heart data. You should have received an email from AHA when we transitioned to ProposalCentral that explained how to activate your new account.

Do I need an AHA Single Sign On (SSO) account to use ProposalCentral?

An AHA single sign on (SSO) account gives you access to all your AHA activities using just one username and password combination. The account includes your research applications and awards, peer review and membership activity, mentoring opportunities, access to journals, job boards, meeting attendance, abstract submission, and continuing education/online learning courses. It will also ease the transition to Proposal Central.

> ***See if Your Account is an SSO – or sign up now!***
>
> *Visit https://professional.heart.org*
> *At the top right corner of the page, select **Sign In***

> **Sign In**
> *– If you are able to sign in, then you already have an AHA SSO account!*
> *- If you were not able to sign in, click **Create an Account** and follow the prompts.*

ORCID

Am I be required to have an ORCID iD?

An ORCID iD is a digital profile of all an investigator's work. You are not required to have an ORCID iD to log into ProposalCentral, but **AHA will require an ORCID iD to submit applications** for funding.
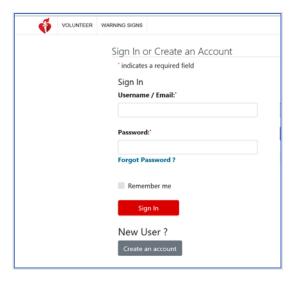
Please follow these instructions AFTER you have activated your account in ProposalCentral and linked it to your AHA account. (see Logging In section of this document.)

How do I get an ORCID iD?

To create an ORCID iD, go to https://ProposalCentral.com and click "iD LOGIN using ORCID" under the Application Login. This redirects you to orcid.org.

1. Click on the blue Register Now link at the top of the page. Under Visibility settings, select Everyone to allow for information to be visible in ProposalCentral.

2. Once you click Register, a pop-up may appear if your name is similar to others that have created an account. If none are you, click None of these are me, and it takes you to the next page to authorize linking to a ProposalCentral account.

3. Click the blue Authorize button.

4. Then on the next page, click the blue "Click here to create ProposalCentral account and link to ORCID" if you do not have a ProposalCentral account, or you can select "Click here to go back to ProposalCentral"

5. Once you successfully sign into ORCID you are re-directed back to the ProposalCentral registration page, where your ORCID, First Name, Last Name, and Email will auto-populate from ORCID. Complete the rest of your details and continue the registration process as described in the previous section "Create an Account"

6. To link an ORCID account:

a. Go to the green "Professional Profile" tab and click the link that says "Create or Connect your ORCID iD"

b. You are directed to the ORCID login screen. If you already have an account, then login with your ORCID iD and password. If you do not have an ORCID account but would like to establish one, then click the "Register Now" link.

c. When you connect your ORCID iD with your ProposalCentral profile, you can easily transfer information from your ORCID record to ProposalCentral and take some of the pain out of online form-filling. Instead of re-keying the same information every time you submit a grant application, ProposalCentral can retrieve relevant data, where available, directly from your ORCID record. All you wi'll need to do is verify that it's correct!

Why is AHA requiring an ORCID iD with applications?

In Grants@Heart, only awardees were required to have ORCID iD. In ProposalCentral, and an ORCID iD is required to submit a proposal.

An ORCID iD is a digital profile of all an investigator's work, instead of being limited to a few relevant publications in the limited space provided in a biosketch. ORCID makes it easier to prepare proposals. Setting up an ORCID iD enables an applicant to set up a proposal in ProposalCentral faster and with more accuracy.

Information in the ORCID profile will automatically transfer to an investigator's ProposalCentral account. This information includes profile data, such as demographics, educational background, employment history, publications and awards. Your ORCID iD is a digital identifier that enables you to synchronize updates to your profile information and pull publication data into proposals, as needed. We hope you will allow AHA to be a trusted source for your ORCID account so we can put information about any future AHA awards on your record. You always control what appears in your ORCID record and who can see it.

Do I need additional information in my ORCID record, or do I just need the ORCID iD?

Verifying that your ORCID profile information is correct and that your publications are complete and up to date can be done immediately and can save you the effort of entering that information again within ProposalCentral.

ASSISTANCE

Contact ProposalCentral for login or technical help
pcsupport@altum.com or (800) 875-2562 (toll-free U.S. and Canada) or +1 (703) 964-5840 (direct dial international)

Sample issues for ProposalCentral assistance:
- I cannot access my ProposalCentral account.
- I cannot find the proposal/LOI that I just started.

- I receive an error message when I try to access a page in my application.
- I keep getting an error message when I upload a PDF file.
- The link to provide my reference letter does not work.
- I need to update my institution and contact information but I'm not sure how.
- The institution that I put in my profile is not a confirmed institution. What do I do?
- It seems that I have more than 1 login for ProposalCentral. Can I merge them?
- I validated my application but the submit button is still not available.

American Heart Association Resources

Award program eligibility details and deadlines: Visit professional.heart.org/FundingOpportunities

Navigation through a proposal and details about required documents: Consult [AHA Application Instructions](#)

Application questions or AHA Professional Partnership/Membership: apply@heart.org or (214) 360-6107 (option 1)

Awards: Please submit your question to awards@heart.org or (214) 360-6107 (option 2)

Peer Review: Please email PeerReview@heart.org or leave a voice message at (214)360-6108

APPLICANT QUESTIONS

How do I locate AHA funding opportunities in ProposalCentral?

After logging into ProposalCentral, AHA funding opportunities will be listed on the *Grant Opportunities* tab. Search American Heart Association to find applications that are available for funding.

Will I be able to start an application if I am not an AHA member?

Yes, you can start an application, but you will not be able to submit without membership verification.

Will I be able to see all my past applications that were submitted in Grants@Heart?

You will be able to view past applications that were submitted since 2015.

What budget details are required when applying to AHA through ProposalCentral?

Full budget detail is required at submission. This is different from Grants@Heart, which required projections for broad categories and just in time budgets for funded awards.

Will my sponsor/mentor have access to my reviewer critiques?

An applicant to any program that requires a sponsor or mentor should grant access to the proposal. This will enable mentors/sponsors access to critiques. Do this through the Enable Other Users to Access this Proposal" tab.

For a resubmission, how do I find previous application information?

Previous applications (since 2015) are located on the PI's ProposalCentral home dashboard. Click the Proposals tab at the top of the screen.

How do I change my personal (profile) information?

Personal information can be changed by logging into ORCID. Changes made in ORCID will automatically update your ProposalCentral profile. In ORCID, select "Professional Profile".

Must I be an AHA Professional Member/Partner to apply?

You must be an active AHA Professional Member/Partner by the time you submit your application. Awardees are required to maintain their membership/partnership for the duration of their award. It is strongly recommended that you join or renew your membership/partnership online (vs. calling) to have the most updated information available in our system.

AWARDEE QUESTIONS

Will a budget need to be submitted at the beginning of an award?

For grant projects, a detailed budget is required in the application in ProposalCentral. The AHA will give you an opportunity at the beginning of the award to adjust your planned spending for the approved project. The budget is subject to the review and approval of the AHA grants manager. The budgets for fellowship awards are fixed and cannot be adjusted.

Can I view my past awards?

Yes, if you accepted funding from AHA, you will be able to see your past project. Go to the Proposals tab at the top of your ProposalCentral dashboard. The amount of information and details available will depend on the amount of data that was available in Grants@Heart and migrated to ProposalCentral.

INSTITUTIONAL OFFICE QUESTIONS

How do I see applications that have been submitted for my institution?

Applicants are required to name a Grants Official to each application. The assigned Grants Official will receive an email notifying them that the application has been started for the institution and will be required to sign the application before it can be submitted.

Can I set a different internal deadline for AHA proposals?

Yes, you can set an internal deadline within your institutional system, but you cannot change the AHA's deadline.

How do I track which GO is added to my Institution's proposals?

Once you are logged into ProposalCentral, select Institution Profile. If you are listed as an institution administrator for your institution, you will see the institution information on this page. Click on the Edit button in the left column. Under section 2, there is a list of Institution Officials for the institution. Click Add Official to add other officials.

How do I add/delete/edit institutional officers' information?

Once you are logged into ProposalCentral, select Institution Profile. If you are listed as an institution administrator for your institution, you will see the institution information on this page. Click on the Edit button in the left column. Under section 2, there is a list of Institution Officials for the institution. Click Add Official to add other officials.

Will the grants officer be copied on all application actions?

To be copied on all application actions and have full access to the application, the applicant must add the GO in the Enable Other Users

How do I add my institution to ProposalCentral?

Before adding your institution in ProposalCentral, please search for your institution to see if a profile already exists to ensure that a duplicate institution isn't created. Click Search Registered Institutions at the top of the page. Type your institution name and click Display Results. A list of matches will appear along with the Institution Status in the far-right column. If your institution is listed and Confirmed, please use this profile for all applications from your institution. If you do not see your institution in this list, click Add/Edit Institution Profile and click Continue. This will allow you to enter the institution information, GOs and any other information needed for applications into the Institution Profile. If you need to be added as an Institution Administrator or Grants Official, please contact pcsupport@altum.com.