

AMERICAN HEART ASSOCIATION (AHA) GUIDANCE

Revised June 11, 2024

PRE-AWARD

System:

AHA proposals are submitted and managed via [ProposalCentral](#).

- **Access** is granted by creating an account via ProposalCentral website by following [instructions](#). Make sure to complete the appropriate set of instructions, depending on your current ProposalCentral and AHA status.

Guidelines:

Resource websites

- [General application resource website](#)
- [Application instructions PDF](#)
- [Required application documents](#)
- Make sure to also read any specific guidelines for your PI's specific submission, if applicable

Budget Guidance: (reference [section 11. Budget Period Detail](#) of Application Instructions)

Overhead/Indirect Costs/Facilities & Administration (F&A)

- **10% total direct costs (TDC), for most awards**
- **0% TDC** for Predoctoral & Postdoctoral Fellowships/Undergraduate Student Training Awards
- Double check your [specific research grant funding opportunity announcement](#)

List of Allowable/Non-allowable Budget Items

- **GAEL insurance and Technology Infrastructure Fee (TIF) is not allowed.** Do not include in budget. Both must be manually removed from ledgers if proposal is awarded. See Post-Award section.

Expense Types	Allowed
Alterations and Renovations	No
Books, Subscriptions	No
Collaborating Investigator Salary/Fringes	Yes
Computers	Yes
Consultative Services	May be requested, AHA approval required
Data Network chargebacks	No
Equipment	Yes
Expenses in Obtaining a Visa	No
Malpractice Insurance	No
Meeting Registration	Yes
Other Personnel Salary/Fringes	Yes
Overhead/Indirect Costs	Grant Programs: Up to 10% of total annual expenses, unless otherwise noted. Fellowships/Training Programs: No, AHA does not pay overhead on awards that are mostly salary support.
Parking Fees	No
Patient Care, Hospitalization, Diagnostic Laboratory	No
Patient Transportation	Yes
Payment of Human Subjects	Yes
Personnel Recruitment	No
PI Salary/Fringes	Yes
Postage - Overnight Mail related to Project	Yes
Publication Costs and Reprints	Yes
Receptions and Meals	No
Service Contracts	Yes
Subcontracts	Yes (managed post-award)
Supplies	Yes
Telephone - Service related to Project	Yes
Travel—Domestic, Foreign	Yes
Tuition Costs	No
Uniforms, Wearing Apparel	No

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Proposal Routing:

1. Give "Administrator" access to the proposal in Proposal Central (PC) to the OCGA Proposal Intake Team, proposals@research.ucla.edu
2. Submit the EPASS to OCGA when ready for review
3. Proposal Intake Team will assign to someone on their team
4. Once OCGA has reviewed and approved the proposal, they will add their signature to the proposal in PC. PI cannot submit without OCGA signature
5. It is then up to the PI to submit the proposal via PC before the deadline

POST-AWARD

Award Document Resources:

- [Award resource website](#)
- [AHA Award Guide](#)

Nuances/Hints & Tips:

- AHA does **not issue Notices of Award for continuation years**. Usually it takes an email from the FM to OCGA for OCGA to issue a new Snapshot
- **Carryforwards** are usually **very restricted**. They will usually approve 1 year, with strong justification, but expect carryforward continuation year funds to be completely spent in following year.
- **Award Agreement:** How to obtain all the signatures. Here are the steps:
 1. PI signs via DocuSign
 2. Dept Head (Division Chief) signs via DocuSign
 3. Send Award Agreement to OCGA Award Intake Team
 4. OCGA will sign once all the ducks are in a row (IRB/ARC approvals, internals, Royalty agreement, etc)
 5. Yoon Lee will sign after OCGA authorizes her to do so (i.e. all the ducks are in a row)
- **AHA IPL Royalty Sharing Agreement** (OCGA will require this form after #4 above.) Who signs:
 1. PI signs via DocuSign
 2. Dept Chair (Division Chief) signs via DocuSign
 3. Send to Rosely and Dion, with a cc to Dr. Abel. Rosely will obtain Dr. Boutros' signature.
Do NOT send via DocuSign

Unallowable Expenses:

- **No pre-award spending**, even between budget periods/continuation years. [Award Guide Section C](#).
 - Expenditures and obligations are limited to the amount awarded for each fiscal period.
- **GAEL Insurance** charges must be removed, minimally, on an annual basis via submission of [Benefit Cost Transfer](#) to [EFM](#) onto the Division/Dept's GAEL redirect FAU.
 - If you are unsure what the GAEL redirect FAU is, you can look it up via [Financial Web Reports](#) (Financial Systems > Tables > GAEL Redirect FAU Report).
 - DOM = 441026-2X-07427-add AHA fund # to project code
- **TIF** must be removed via non-payroll expenditure adjustment request ([NPEAR](#)) onto the PI's unrestricted funding source.
 - If the PI has no personal unrestricted funds, speak with your MSO to obtain appropriate Division/Dept unrestricted funding source.
- **Other unallowable expenses:** See table in pre-award section of this document. [Award Guide Section H](#).

Rebudgeting: [Award Guide Section G](#)

To allow Investigators maximum flexibility on grants, **funds may be re-budgeted between allowable categories of the budget without AHA approval**. Such changes must be within the specified limits for each category.

- Deficit balances are not allowed except under the following special circumstances. A Principal Investigator on a grant may submit a request to carry a deficit balance under special circumstances (e.g., purchase of equipment). The request must be submitted in advance of incurring the deficit balance and must be reviewed by AHA Leadership before a deficit balance is incurred.

Scientific Report:

- **Each year** during the Award Period, on or before the date in the Award letter, or in the last 30 days of each Award year period if no date is set in the Award letter, the Awardee must submit a Scientific Report of the Awardee's accomplishments and activities. Additional reporting may be required as determined by the AHA.
- Completed in [ProposalCentral](#).

Financial Report/Closeout:

- Complete the [AHA Financial Report Template](#) & email to your [EFM Accountant](#)