

AHA fee for Winter 2012 deadlines

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Dear Grants Officer - We wish to make you aware of a new requirement of AHA research applicants. Effective with the winter 2012 deadlines, each applicant is required to either be an American Heart Association Professional Member or to pay \$100 per application submission. This fee helps to defray the administrative cost of processing applications, making more funds available for research awards.

A new Membership/Application Fee page has been added to the AHA application form in Grants@Heart. From this page, one may click a link to renew or join AHA Professional Membership. Membership tiers start at \$75.

Applicants who opt to pay the \$100 application fee, instead of joining, will be required to enter credit card information prior to submitting their application to the grants officer (GO). Until an applicant joins/renews AHA Professional Membership or enters credit card information to pay the fee, s/he will not be able to submit the application to you, the GO.

As in the past, all applications are submitted to the institutional Grants Officer, who then approves and submits that application to AHA on behalf of the applicant and institution.

Questions about the new membership/application fee requirement may be directed to apply@heart.org.

Helpful Links

AHA Professional Membership Information: [AHA Professional Membership](#)

AHA's winter 2012 program offerings: [AHA winter 2012 Research Funding Opportunities](#)

Application forms and instructions: [Grants@Heart](#)

Following is a compilation of frequently asked questions for your information, and so that you may assist applicants within your institution.

1. As a fellowship applicant, may I use my sponsor's membership number?

Pre-and postdoctoral fellowship applicants are to comply with the membership/fee requirement. They are not covered under their sponsors' membership. AHA wants to more actively engage these training-level investigators to become involved with AHA professional councils and to explore the many opportunities available through the association.

Applicants to the Undergraduate Student and Western States Affiliate Medical Student Programs are exempt from the Membership/Application Fee requirement, due to the short duration and limited dollars for these awards.

2. How do I find my membership number and learn if my membership is still active? There are a number of ways to validate one's membership:

- Go to <http://my.americanheart.org/professional/registration/sendmembershipnumber.jsp> to search for membership info by entering last name and email address. You can obtain your membership number, expiration date, journal subscriptions, and change your password from this site.
- Your membership number can be found on the journal mailing label above your name, a membership renewal notice, in your original welcome packet and on your membership card.
- If you have a few days prior to the research application deadline, you can send a request via e-mail to ahaonline@lww.com. Please include your full name and address for confirmation. Response from this web site may take up to three days.
- Call AHA Customer Service during regular business hours 7:30 AM to 4:00 PM (Central Time) at 301-223-2307 or 800-787-8984.
- From your new Grants@Heart research application, go to the Membership/ Application Fee screen. Click "yes" to the question, "Are you an AHA Professional Member?" You will then see a link for those who forgot their membership number.
 - You must enter the email address that is associated with your Professional Membership, and your member number will be emailed to you.
- Contact the AHA's applicant assistance team at apply@heart.org

** In the meantime, you may complete the entire application, but you will not be able to submit it to your Grants Officer until you enter your membership information, join via the link in Grants@Heart, or enter your credit card information to pay the \$100 application fee.

3. My name has changed. Grants@Heart does not recognize my member number, because my new last name has been pre-populated. What should I do?

Please update your membership profile by following these steps:

- Login to <http://my.americanheart.org/professional>, and choose 'sign-in' at the top of the screen. Enter your username and password.
- Once logged in, select your name in the header.
- The membership badge will display.
- Scroll down and select 'Profile Update' link.
- The Profile Update page allows you to update your account information (i.e. name, email, password, etc.). The change is made to the database immediately.
- If you still cannot proceed, through your application, you may need to log off and back onto Grants@Heart.

4. I would like to join AHA, so that I may apply for free, but I am too close to the submission deadline to wait 3 days to receive membership confirmation after registering.

Use the link contained in the Grants@Heart application to be instantly recognized as a member. Follow these steps:

- Log onto Grants@Heart and open/begin your application.

- Go to the Membership/Application Fee screen and click the link to join from within the application. By using this link, you will be taken to the membership site.
- Complete the joining process.
- Click the 'continue' button to be routed back to your Grants@Heart application. Grants@Heart will recognize that you have gone through the process and you will be able to submit your application to your grants officer.

5. If my grants officer declines my application to allow me to make revisions, will my membership or payment information be saved?

- If your grants officer declines your application, all of your membership or payment information will be saved.
- If your membership has expired between the time you began your application and the time you submitted it to your grants officer, your membership information will not be saved.

6. If my grants officer misses the deadline, will I still be charged a fee?

- If the applicant decided not to submit and instructed his/her GO not to send it to AHA, then neither the application fee nor the membership dues will be refunded.
- If a grants officer will not allow the application to be submitted to AHA, then a refund of the \$100 application fee will be issued. Membership dues will not be refunded. Please send the applicant's name, phone number, email address, and the application ID number for which the applicant wants a refund to apply@heart.org.

7. How can I be sure that my fee was accepted and my credit card was charged?

For those who pay the fee, the transaction number will appear on the Membership/Application Fee page of your application. In addition, the AHA's credit card processing company will send email confirmation that your payment has been made.

8. I just joined (or renewed) my professional membership using the link from the Membership/Application Fee page in my Grants@Heart application. I had to log back onto Grants@Heart, and it *appears* that my membership sign-up did not work.

The applicant closed the membership page, instead of clicking on the 'continue' button.

- Go to the Membership/Application Fee page of your research application. Under 'Are you an AHA Professional Member?', click yes
- Select 'Forgot your member number'
- Use the option to search by membership username, and click 'verify membership' .
- "Processing" should now appear in the membership number field This confirms that the membership process was completed, and you may submit the proposal to your grants officer.

9. When I enter my membership number, I receive an error message that states **We could not verify membership with given details.**

There are several reasons for this error message:

- Be sure there is not an extra space at the end of the membership number or user ID you entered

- Verify that your membership has not expired by logging onto your Professional Membership account at www.my.americanheart.org to renew or view your membership
- Confirm that your last name is the same in your Grants@Heart application as it is on your Professional Membership account

10. Will my grants officer be able to see my credit card or membership information?

No, if you pay the application fee, the data fields will become blank after your payment has been received by AHA. You must log into your AHA Professional Membership account to see personal information.

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