# **NECMHR Pre-Application Submission Instructions**

### Logging In to the Grant Management Portal

To Apply for a NECMHR Grant, log into the Grant Application Portal at: <a href="https://tcmhcc-grants.smapply.us/">https://tcmhcc-grants.smapply.us/</a>

			Log In	Register	0 -
TCMHCC - Administered by	tember Texas Child Mental Mealth Care Consortium The University	of Texas System			
Thank you for your interest in applying for a Tecas Child Mertal Heat you'r interested in below to begin the application process. Please no The Register button can be found in the upper right-hand corner of th	Ith Care Consortium tote that you will nee the page.	grant. Please click the More button for the Program cl to Register before you can Submit an application.			
Programs		Search programs.			
New 8. Emerging Children's Mental Health Researchers Accepting epilotinist from Kar's 2004 15:00 PM (ST) to Mar 21 5024 15:03 PM (ST) NEOM In the designations of an encourage, and memore pinkle for a second se					

You will be taken to the home screen where you will see the New & Emerging Children's Mental Health Researchers Initiative listed under Programs. Click More to see additional details and begin the application process.

#### **Registering for an Account**

Please note that you must Register before you will be able to submit an application.

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Texas Child Mental Health Care Consorti	ium		
New & Emerging Children's Mental Health Researchers Initiative	APPLY Opera Mar 3 2024 12:00 PM (CST) Deadline		
Scope of Research Proposals must align with the work of the TCMHCC or with research priorities defined by Hrk2 (5 durund in the NOFO).	Mar 21 2024 11:59 PM (CDT)		
<ol> <li>Preposale must foxus on improving the dilativity mental health option analysis chaltering mental health spreads provide in locas. The main health againing understanding of the causes of childhood psychiatric disorders. Proposals can also incube perindiar lessants that cashing vindersta and cautines the benefits to newborn and child health and wellbeing.</li> <li>Basic bean research and pharmaceutical childrativities and earlies the benefits funding.</li> <li>Preposals insure bit for one time funding of initiativities that are completed within two years and that serve as the basis to obtain future estramural funding from other sources.</li> </ol>			
Eligibility Criteria			
<ol> <li>Only those affiliated with one of TCMHCCs participating health related institutions are eligible to apply.</li> <li>Principal investigators may partner with Texas-based investigators at non- TCMHC institutions as water!</li> </ol>			

If you click the Register button in the right handcorner, you will be taken to the Registration page.

You will also need to validate your email before you will be able to submit your application. If you do not receive an email, your institution may be blocking the email from coming through. If you do not see it in your junk folder, reach out to <u>tcmhcc@utsystem.edu</u> and someone will get in touch to help troubleshoot.

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Apply

## **Creating Your Application**

If you click on the Apply button, it will ask you to provide a name for your application, then take you to the login screen. If you haven't registered yet, you can also Register from this screen by clicking on the Register button in the upper right-hand corner.

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		Texas Child Mental Health Care Consurtium		
	New & Emergin	Name your application	rations	
			1LY_	
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	Proposals must a defined by HHSC			
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	understand also include	CANCEL CREATE APPLICATION		
	2, Basic benchi funding	research and pharmaceutical clinical trials are not eligible for		
	3. Prioritization	will be eiven to applicants who have never been an NIH R-01 grant		
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After you've created your application by submitting a name, and either logged in or registered for a new account, you will be taken to the screen below where you must click on the Eligibility Check task to start the process. This is also where you can add Collaborators if you'd like to work on the application with others.

After you answer the questions provided, you must click the Mark as Complete button at the bottom to move to the next step.

**NOTE:** If you do not meet eligibility criteria and you submit your application at this stage, your application will be marked Not Eligible and no further options will be provided to you.

Texas Child Mental Health Care Consortium		🐥 Programs	🕈 My Applications 🛛 👻 LM Reed 👻
← Return to admin			You are currently logged in as: LM Reed
0 of 1 tasks complete Last edited: Mar 2 2024 07:20 AM (CST) <b>REVIEW</b> UBBMIT UM Reed (Owner) Lashellereed@hotmail.com Add collaborator	New & Emerging Children's Me   FY24000000007   Status: Pre-Application In Progress (Not Submitted)   APPLICATION   ACTIVITY   Your tasks	···	
ромеяед ву 🦚 Apply	Copyright © SurveyMonkey   Priva	cy   Terms	

If you are eligible, you will see additional tasks appear on the left-hand side of the screen. Click on each of these and complete the associated form and/or tasks. As tasks are completed, you will see a green checkbox appear next to them.

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	Upload resume(s) for PIs					
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	REVIEW SUBMIT	Job Title	Role on Grant			

You must click the 'Mark as Complete' button at the bottom of each task before they will be marked as complete.

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#### **Submitting the Pre-Application**

Once all tasks have been marked as complete, you have the option of Submitting your application by clicking on the Submit button.

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← Return to admin				You are currently I	ogged in a	s: LM Reed
	< Back to application	Upload resume(s) for PIs Completed Mar 2 2024 07:24 AM (CST) Deadline: Mar 25 2024 11:59 PM (COT) Task instructions <u>Hide</u> Please note that resumes must be in PDF format.  Please note that resumes must be in PDF format.  Test PI Resume 1 Filename: Test_PL_Resume_1_gE4D(bQ.pdf Added: Mar 2 2024 Minimum: 1   Maximum: 6	•••			

Once submitted, your application will be reviewed by the Chair of Psychiatry for your institution and given an initial high level score. Once all pre-applications have been received for your institution, the Chair will recommend up to 6 move forward with submission of a full application. You can expect to hear back from the Texas Child Mental Health Care Consortium's administrator (UT System) by April 3<sup>rd</sup> if you have been selected to submit a full application.