“HOW TO” GUIDE

Submitting an abstract, nomination for the 2020 Canadian Women’s Heart Health Advocacy Award or 2020 Canadian Women’s Heart and Brain Health Investigator Award via the University of Ottawa Heart Institute’s online FluidReview portal.

1. Visit the University of Ottawa Heart Institute’s online FluidReview portal to get started: https://uottawaheart.fluidreview.com/

2. If you don’t already have a profile in the University of Ottawa Heart Institute’s FluidReview portal, please create one by clicking on "Sign Up". You can use any email and any password to set up a profile.
3. After you sign up, please complete the **Eligibility Form** and select the **last option** on the dropdown list “**Applicants to 2020 CWHHS**”.

4. After completing the **Eligibility Form**, click on "**View Submission Opportunities**". **Please note:** the text box “**No applications found**” refers to your draft applications/submissions. This text box will be shown until you have selected whether you are submitting an **abstract**, **nomination** for the **Advocacy or Investigator Awards**.
5. You will see the "CWHHS" opportunity. Click on "Create Submissions". You will need to complete all sections prior to submitting your application.

6. The list of opportunities along with the application steps will be available based on your eligibility. **Please note:** If you decide to only apply for one opportunity at a particular time, you are still able to go back into your profile and apply to a separate opportunity at a later time as long as the submission is sent prior to its deadline.

*If you have any questions regarding your submission, please contact cwhhc@ottawaheart.ca.*