

Preparing, Submitting & Tracking Applications Using



ASSIST is NIH's
online system for the
preparation, submission & tracking
of grant applications through
Grants.gov to NIH



Electronic Submission Required

- NIH requires electronic submission for all single and multi-project applications
- Electronic submission options to Cornell
 - ASSIST
 - Grants.gov



Electronic submission is required.
Using ASSIST is optional.

Submission Options



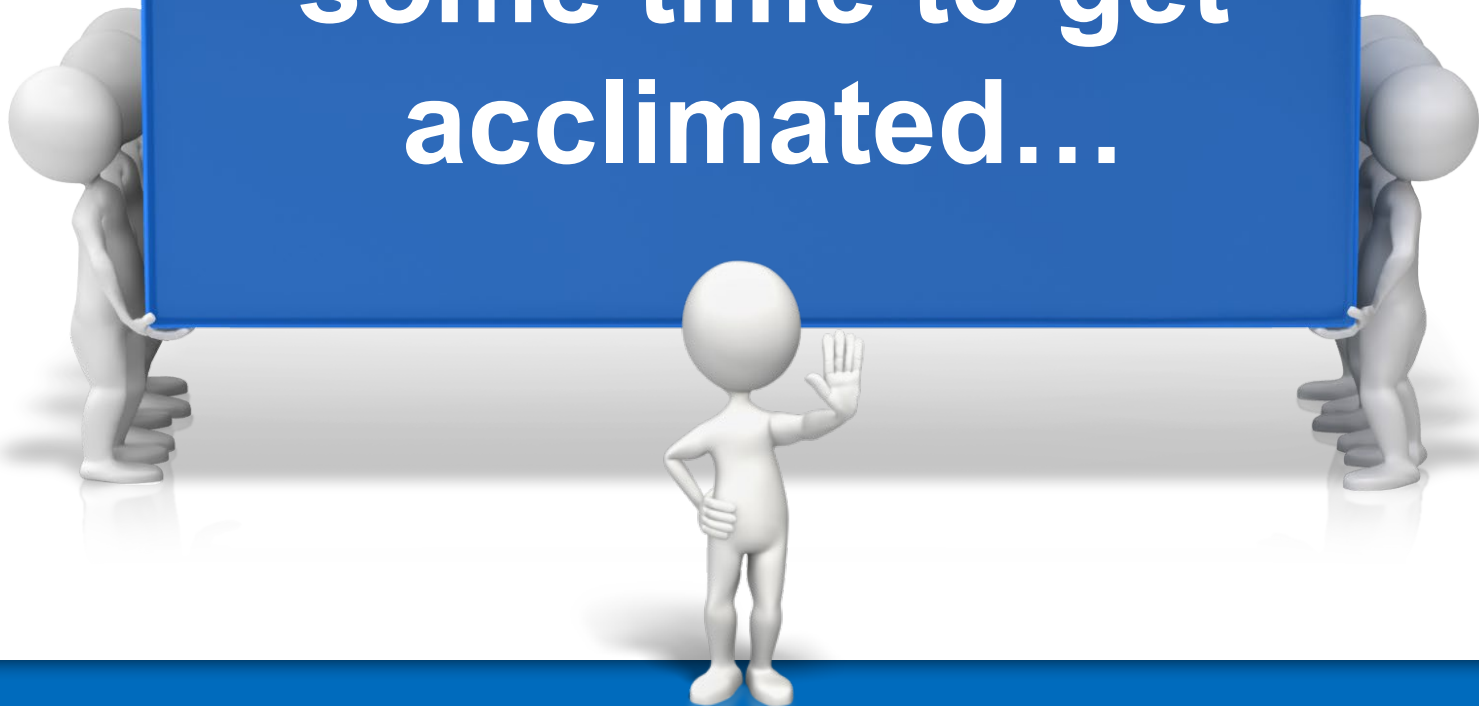
Key Benefits of ASSIST

- Secure, online data entry
- Collaboration of multiple users
- Pre-submission validation of NIH and key Grants.gov business rules
- Pre-population of data from eRA Commons profiles
- Pre-submission print/preview of application in NIH format
- Submission status tracking for both Grants.gov and eRA Commons within a single system



National Institutes of Health
Office of Extramural Research

**Before jumping into
ASSIST, let's take
some time to get
acclimated...**

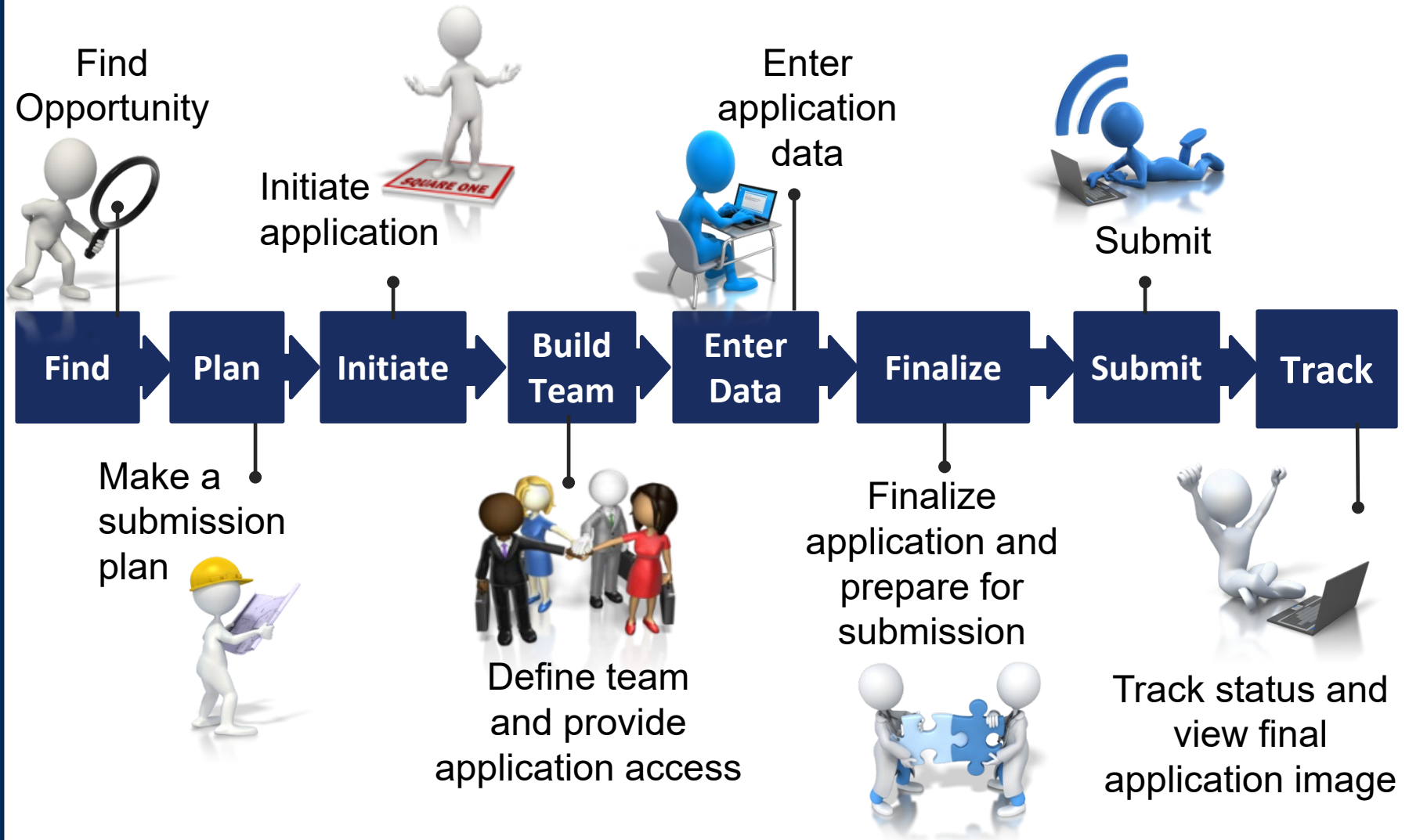


All electronic applications include:

- A single Overall component
- Some number of additional components
- Automatically prepared data summaries



Overview of Process



Find Opportunity



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

FOAs Link You to ASSIST

NIH Guide for Grants & Contracts

Grants.gov 'Apply'

ASSIST – electronic application submission required

This FOA uses NIH's new Application Submission System & Interface for Submission Tracking (ASSIST) for the preparation and submission of multi-project applications through Grants.gov to NIH. Applications to this FOA must be submitted electronically; paper applications will not be accepted. ASSIST replaces the Grants.gov download currently used with most NIH opportunities and provides many features to enable electronic multi-project application submission and improve data quality, including: pre-population of organization and PD/PI data, pre-submission of many agency business rules and the generation of data summaries in the application image used for review.

Required Application Instructions

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)) and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Compliance with all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must follow all application instructions in the Application Guide as well as any program-specific instructions noted in the FOA. When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. **Applications that do not comply with these instructions may be delayed or not accepted for review.**

[Apply for Grant Electronically](#)



GRANTS.GOV™

Contact Us SiteMap Help RSS Home

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You will be taken to an external site to download the application for the following opportunity:

CFDA Number: 93.143: NIEHS Superfund Hazardous Substances_Basic Research and Education

Opportunity Number: RFA-ES-13-001: Superfund Hazardous Substance Research and Training Program (P42)

Competition ID: MULTI-PROJECT-PILOT

Competition Title: Multi-project Pilot - Use ASSIST to prepare and submit applications

Agency: National Institutes of Health

Opening Date: 03/08/2013

Closing Date: 04/10/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here](#).

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)

2. [Link to Agency Multi-Project System](#)

U.S. Department of Health & Human Services

Contact Us Help Desk

Application Submission System & Interface for Submission Tracking (ASSIST)

NIH NATIONAL INSTITUTES OF HEALTH

CDER

Need Help?

Resources

APPLICATION GUIDE

ASSIST USER GUIDE

Login

User Name

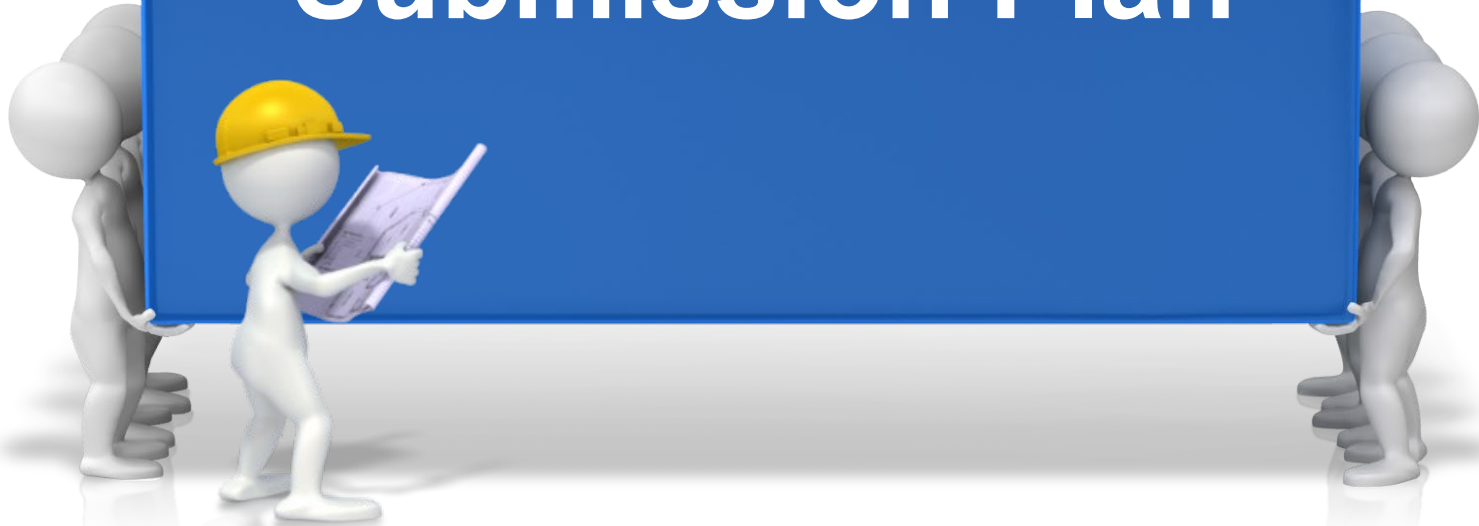
Password

Login Cancel

Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies...

The Application Submission System ; Interface for Submission Tracking (ASSIST) is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the NIH Guide for Grants :

Make a Submission Plan



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Make a Submission Plan

- Ensure all registrations are in place
 - All standard registrations requirements apply (DUNS, SAM, Grants.gov, eRA Commons)
 - NIH User Registration:
 - <https://ras.research.cornell.edu/NIH/Registration/nih-reg.html>
- Decide how to distribute the work
 - Gather the Commons IDs for everyone who will be working on your application in ASSIST
- Carefully read the FOA
 - Note the allowable types of required/optional components and any special instructions
 - Define the layout of your application (e.g., define components and who will lead each)



National Institutes of Health
Office of Extramural Research

Define the Layout of Your Application

Think about the components you plan to include

- PD/PI(s) for entire application
- Organization lead for each component
- Project lead for each component
- Project Title for application/components
- Start/End dates for application/components



National Institutes of Health
Office of Extramural Research

Initiate Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Create an application shell by initiating the application and adding the components

- Components can be rearranged, added, deleted or abandoned at any time
 - Applicants can rearrange components of the same type (e.g., have the third project entered in ASSIST appear first in the assembled application image)
 - Applicants cannot control the order in which the component types appear (e.g., Cores will always be before Projects)



<https://public.era.nih.gov/assist>

The screenshot shows the ASSIST login page. At the top, it says "U.S. Department of Health & Human Services" and "Application Submission System & Interface for Submission Tracking (ASSIST)". There are logos for the National Institutes of Health and OER. Below the header is a banner image with a stethoscope and a globe. The main content area has a heading "Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies..." and a paragraph of text. On the left, there is a "Login" form with fields for "User Name" and "Password", and buttons for "Login" and "Cancel". A "Forgot Password/Unlock Account?" link is also present. On the right, there is a "Need Help?" section with "Resources" including "APPLICATION GUIDE" and "ASSIST USER GUIDE". An orange callout bubble with a white background and black border contains the text "Use your eRA Commons credentials to access ASSIST" and points to the login form.

U.S. Department of Health & Human Services

Contact Us Help Desk

A Application Submission System & Interface for Submission Tracking (ASSIST)

NATIONAL INSTITUTES OF HEALTH OER

Use your eRA Commons credentials to access ASSIST

Login

User Name

Password

Login Cancel

[Forgot Password/Unlock Account?](#)

Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies...

The Application Submission System ; Interface for Submission Tracking (ASSIST) is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the [NH Guide for Grants ; Contracts](#) and/or in [Grants.gov](#) each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply

? Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE

Initiate Application

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us


A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES OF HEALTH OER


Welcome **CHERDMONEY**


Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

 **INITIATE APPLICATION**



Funding Opportunity Announcement # **GO**
(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#). Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

 **SEARCH FOR APPLICATION** **Search Applications**

 **Need Help?**

Resources

-  **APPLICATION GUIDE**
-  **ASSIST USER GUIDE**

Initiate Screen



FOA INFORMATION

* Required field(s)

FOA Number: PA-40-201

Opportunity Title: NIH Multi-project Test FOA with optional Admin Core, Core and Project Components

Offering Agency: National Institutes of Health

CFDA Number: 93.396

CFDA Description: Cancer Biology Research

Competition ID: FORMS-C

Opportunity Open Date: 08/09/2013

Opportunity Close Date: 08/09/2016

Agency Contact: S2S Support
E-mail: S2SSupport@OD.NIH.GOV

FOA information pulled from Grants.gov

Application Identifier:

* Application Project Title (describe title in 200 characters)

Research Center to Cure the Diseases of the World

Enter Project Title

Lead Applicant Organization: *

---- Choose Organization ---- ▾
 ---- Choose Organization ----
 Whatsamatta U

Drop-down list of organizations affiliated with your eRA Commons account

Lead Applicant Organization Address:

Lead Organization DUNS:

Contact Project Director/Principal Investigator

Enter PD/PI Information below or [Pre-fill Application from Username](#)

First Name

Middle Name

Last Name

[Initiate Application](#) [Cancel](#)

Initiate: Pre-population

* Application Project Title (describe title in 200 characters)

Lead Applicant Organization: *

Lead Applicant Organization Address:

Lead Organization DUNS:

Data pre-populated from organization selection

Can manually enter PD/PI information or provide eRA Commons username to auto-populate

Contact Project Director/Principal Investigator

Enter PD/PI Information below or

First Name

Pre-fill username

Please enter username

Contact Project Director/Principal Investigator

Enter PD/PI Information below or

Username

CherDMoney

First Name

Cher

Middle Name

D

Last Name

Money

Using ASSIST

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: CHERDMONEY

Access on-line help

Screen tips

ASSIST messages

Home > Application Information

Application Information ?

Tip:

- Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

i Application saved



Application Information

Application Identifier: 2955
Application Project Title: Research Center to Cure the Diseases of the World
PD/PI Name: MONEY, CHER D
Organization: Whatsamatta U

Work in Progress Submit Application

2015-03-06 04:35:34.000 PM EST

PA-40-201

NIH Multi-project Test FOA with optional Admin Core, Core and Project Components

Actions ?

ADD NEW COMPONENT

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

Component Type

+ Overall

Available actions vary based on application context and access

U.S. Department of Health & Human Services Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST) Username: CHERDMONEY from: Whatsamatta U NATIONAL INSTITUTES OF HEALTH OER

Home > Search for Applications > Application

Overall Component

Actions

- RETURN TO APPLICATION INFO
- DISPLAY COMPONENT STATUS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Component Type

- Overall
- Overall

Form navigation for the selected component

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	MONEY, CHER D
Organization:	Whatsamatta U
Status:	Work in Progress
Status Date:	2014-04-10 05:05:15.000 PM EDT

Application Information

The **Overall Component** is added to the component navigation

Adding Additional Components for Multi-Project Applications

Add additional components

The screenshot shows a web application interface for adding a component. On the left, an 'Actions' sidebar contains several buttons: 'RETURN TO APPLICATION', 'ADD NEW COMPONENT' (circled in orange), 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. The main form is titled 'Add Component' and includes a 'Project Information' section with the following fields: '* Component Type' (a dropdown menu circled in orange showing options: 'Admin-Core', 'Core', 'Project'), '* Component Start Date', '* Component End Date', and '* Component Project Title'. A note '* Required field(s)' is visible in the top right of the form area. At the bottom of the form are 'Save' and 'Cancel' buttons. A large orange callout at the bottom right contains the text: 'Allowable component types defined in the FOA are presented'.

Allowable component types defined in the FOA are presented

Adding Additional Components for Multi-Project Applications

Actions [?]

- DISPLAY COMPONENT STATUS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- UPDATE SUBMISSION STATUS

Component Type

- Overall
- Overall
- Admin-Core
- 031-Admin-Core (Admin Core)
- Core
- 485-Core (Res Core - Around)
- 828-Core (Comm Core - Lead)
- Project
- 847-Project (Focus 1 - Money)
- 687-Project (Focus 2 - Sential)
- 027-Project (Focus 3 - Doer)

Application Information [?]

Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.

Application Identifier:	2142
Application Project Title:	Research Center to Cure the Diseases of the Wo
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	Whatsamatta U
Project Period:	01/01/2015 - 12/31/2019
Status:	Work in Progress
Status Date:	2014-04-10 04:18:11.000 PM EDT

FOA Information

FOA Number:	PA-40-201
Opportunity Title:	NIH Multi-project Test FOA with optional A
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	FORMS-C
Opportunity Open Date:	08/09/2013
Opportunity Close Date:	08/09/2016
Agency Contact:	S2S Support E-mail: S2SSupport@OD.NIH.GOV

Continue adding components to build out the application shell

Define Your Team and Provide Application Access



Find

Plan

Initiate

**Build
Team**

Enter
Data

Finalize

Submit

Track

Automatic Application Access

ASSIST automatically provides application access to some individuals based on:

- eRA Commons roles
 - All SOs and AOs at the applicant institution have irrevocable edit access for the entire application
 - All SOs and AOs at an organization leading a component have irrevocable edit access for their component
- Role on the application
 - The application initiator has edit access for the entire application
 - All PD/PIs listed on the Overall application have edit access for the entire application
 - The component Project Leads have edit access for their components



- Application access can be given to additional users with Commons IDs
 - Within or outside applicant organization
- Application access can be controlled across these variables:
 - Entire application vs. specific components
 - View vs. Edit
 - Budget vs. Non-budget data



SOs at the applicant institution can

- Manage application access for other users
- Manage application status all the way to Ready for Submission status
- Delegate **Access Maintainer** and **Status Maintainer** authority to other users within their institution
- Access the Submit action



Managing Access

The Manage Access action can be used to provide access to additional users or modify access for existing users.

Actions ?

- MANAGE ACCESS**
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user.

1 - 10 of 11 records, Page 1 of 2

Navigation icons: Previous, Next, Page 1, Page 2, Refresh

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
ABELTULEAD	Whatsamatta U	Project Lead	828-Core: Communications Core	None	None	Edit	N	N
BENAROUND	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	N
BENAROUND	Whatsamatta U	Project Lead	485-Core: Research Core	None	None	Edit	N	N
CHERDMONEY	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	Y
CHERDMONEY	Whatsamatta U	Project Lead	847-Project: Fabulous Research Project Focus 1	None	None	Edit	N	N
IMADOER	Whatsamatta U		Entire Application	None	None	View	N	N
IMADOER	Whatsamatta U	Project Lead	027-Project: Fabulous Research Project Focus 3	None	None	Edit	N	N
JEDIKNIGHT	Whatsamatta U		Entire Application	View	Edit	None	N	N
JEDIKNIGHT	Whatsamatta U	Project Lead	031-Admin-Core: Administrative Core	None	None	Edit	N	N
QUINTSENTIAL	Whatsamatta U	Project Lead	687-Project: Fabulous Research Project Focus 2	None	None	Edit	N	N

[Add User](#)

Modify access for existing user

Give access to additional users



USER INFORMATION

* Required field(s)

Username *

radaroriley

Submit

User:

Riley, Radar O

Primary Organization:

Whatsamatta U

To assign different access levels to Budget and Non-Budget data (Budget and Non-budget selections should be used. To assign the and Non-budget data, the All select should be used. The user will assigned in the selections made.

Provide Commons ID

User can be designated to manage access for the application or components

User can be designated to change application status

Change View/Edit/None access for the application or components

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	None	<input type="checkbox"/>	<input type="checkbox"/>
	Overall Component	None	None	None	<input type="checkbox"/>	
	031-Admin-Core: Administrative Core	None	None	None	<input type="checkbox"/>	
	485-Core: Research Core	None	None	None	<input type="checkbox"/>	
	828-Core: Communications Core	None	None	None		
	847-Project: Fabulous Research Project Focus 1	None	None	None		
	687-Project: Fabulous Research Project Focus 2	None	None			
	027-Project: Fabulous Research Project Focus 3	None	None			

Save

Cancel

Enter Application Data



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Searching for In-progress Applications

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES OF HEALTH OER

Welcome **CHERDMONEY**

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

INITIATE APPLICATION

Funding Opportunity Announcement #
(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants.gov's Find Grant Opportunities](#). Each resource provides functionality to identify opportunities of interest used to prepare and submit applications when eligible for a FOA.

SEARCH FOR APPLICATION

Search Applications

Use Search Applications to access your in progress application

Need Help?

Resources

APPLICATION GUIDE

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY from: Whatsamatta U

NATIONAL INSTITUTES OF HEALTH OER

Home > Search for Applications > Application

Overall Component

Actions ?

- RETURN TO APPLICATION INFO
- DISPLAY COMPONENT STATUS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Component Type

- Overall
- Overall

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	MONEY, CHER D
Organization:	Whatsamatta U
Status:	Work in Progress
Status Date:	2014-04-10 05:05:15.000 PM EDT

Application Information

Application ID:	2142
-----------------	------

Form navigation for the selected component

Adding Optional Forms

The screenshot shows the 'Add Optional Form' dialog box. On the left, the 'Actions' sidebar has 'ADD OPTIONAL FORM' circled in orange. An arrow points from this button to the dialog box. Inside the dialog, a dropdown menu is open, showing options: '--- Select Form ---', '--- Select Form ---', 'Cumulative Inclusion Report', 'Planned Enrollment Report', and 'R&R Subaward Budget'. The 'R&R Subaward Budget' option is highlighted in blue. A 'Submit' button is visible below the dropdown. The background shows the 'Core' system interface with tabs for 'Summary', 'R&R Cover', 'Cover Page', 'Other', 'Sites', 'Sr/Key', 'R&R Budget', and 'Res'.

Select form and click **Submit**

The screenshot shows the 'Research and Related Subaward Budget' page. The 'R&R Subaward Budget' tab is circled in orange. The page title is 'Research and Related Subaward Budget' with a help icon and 'OMB Number: 4040-0001'. Below the title, there is a instruction: 'Complete the subawardee budget(s) in accordance with the R&R Budget instructions.' There are four buttons: 'Add New Subaward', 'Remove All Subawards', 'Download Subaward Form', and 'Attach Subaward Form'. At the bottom, there is a table with columns: 'Subaward', 'Organization', and 'Action'. The table content is 'Nothing found to display.'

- Overall
 - Describe the entire application
 - Always completed with applicant organization information
- All Other Components
 - Reflect the activity in the specific component
 - Completed from the perspective of organization leading the component



- Overall
 - All form fields used
- All Other Components
 - Subset of fields used
 - Field 5: Organization Information
 - Field 7 (Optional): Type of Applicant
 - Field 11: Descriptive Title of Applicant's Project
 - Field 12: Proposed Project Start/End Dates



Data Entry: Other Project Information

- Overall
 - **Human Subjects & Vertebrate Animals:** Answer all questions
 - **Project Narrative:** Required
- All Other Components
 - **Human Subjects:** Answer only the ‘Are Human Subjects Involved?’ and Is the Project Exempt from Federal regulations?’ questions
 - **Vertebrate Animals:** Answer only the ‘Are Vertebrate Animals Used?’ question
 - **Project Narrative:** FOA may specify attachment is optional



National Institutes of Health
Office of Extramural Research

Data Entry: Other Project Information

The screenshot shows the 'Other Project Information' tab selected in a navigation bar. The main content area is titled 'Research & Related Other Project Information' with a version number 'R&R OtherProjectInfo v1.3' and a help icon. It includes an 'Edit' button and a note about required fields. The form contains two main sections: '1. * Are Human Subjects Involved' and '2. * Are Vertebrate Animals Used?'. Each section has sub-questions and input fields. Two areas are highlighted with orange boxes and crossed out with orange X's: the 'IRB Approval Date' and 'Human Subjects Assurance Number' fields in section 1, and the 'IACUC Approval Date' and 'Animal Welfare Assurance Number' fields in section 2.

Summary R&R Cover Cover Page Supplement **Other Project Information** Sites Sr/Key Person Profile R&R Budget R&R Subaward Budget Research Plan

Research & Related Other Project Information OMB Number: 4040-0001
R&R OtherProjectInfo v1.3 ? Expiration Date: 06/30/2016

Edit * Required field(s)

1. * Are Human Subjects Involved Yes No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations? Yes No

If yes, check the appropriate exemption number. 1 2 3 4 5 6

If no, is the IRB review Pending? Yes No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? Yes No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending? Yes No

IACUC Approval Date

Animal Welfare Assurance Number

ASSIST prevents data entry of additional Human Subject and Vertebrate Animal info on components other than Overall.

Data Entry: Sr/Key Person Profile

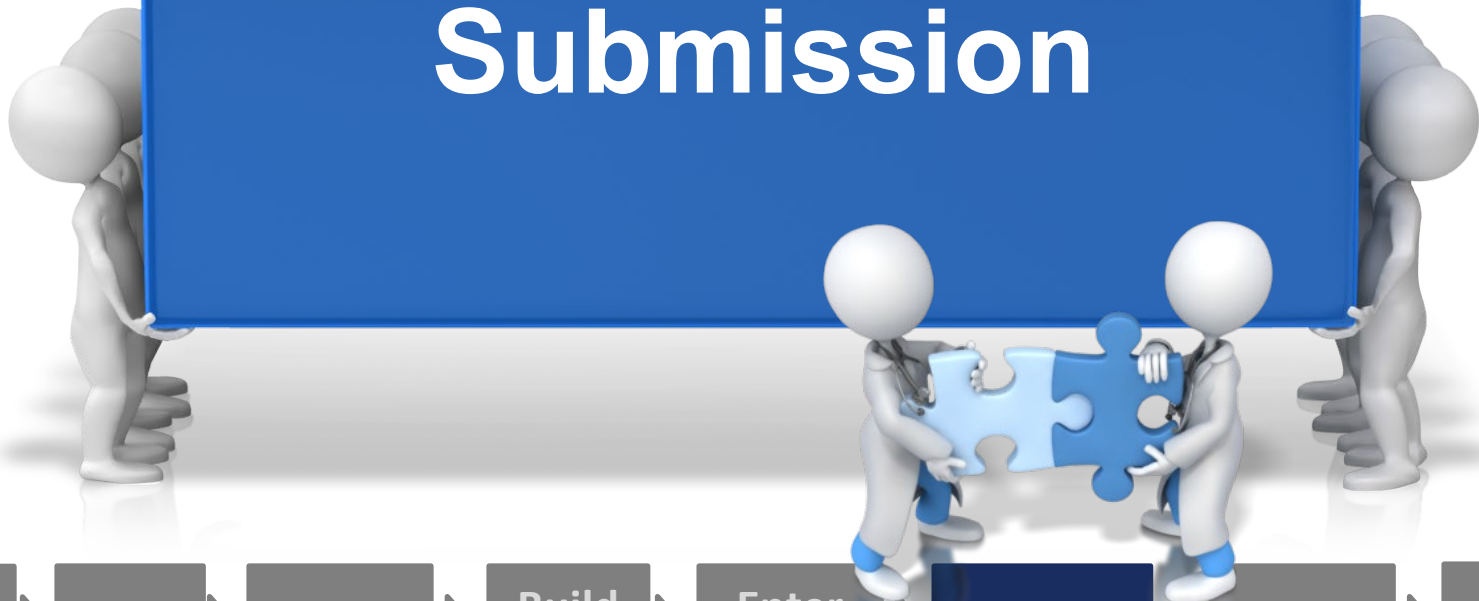
- Overall
 - Use the Project Director/Principal Investigator section to designate the Contact PD/PI
 - Include any Multi-PD/PIs
 - Use PD/PI Project Role
 - Do not include other Sr/Key personnel
- All Other Components
 - Use the Project Director/Principal Investigator section to designate the Project Lead
 - Must not use PD/PI Project Role
 - ASSIST defaults Project Role to Other, Project Lead
 - Follow FOA instructions
 - Include all Sr/Key personnel associated with the component

Applications must include a single biosketch for each Sr/Key person regardless of the number of components they are listed on. Biosketch can be included with any entry – just pick one.

- ASSIST screen tips
 - Found at the top of many data entry screens
- Application Guide
- Annotated form sets
 - <http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>
- Ten Checks to Help Avoid Common Errors
 - http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks



Finalize Application & Prepare for Submission



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Preview Application

Before you submit, **Preview the Application** and verify that everything is just the way you want it to go to review.

- Actions ?
- RETURN TO APPLICATION
 - DISPLAY COMPONENT STATUS
 - CHANGE COMPONENT ORDER
 - PREVIEW APPLICATION**
 - VALIDATE APPLICATION
 - VIEW STATUS HISTORY
 - UPDATE SUBMISSION STATUS

Preview Application ?

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Money, Cher D	Sun Mar 29 14:26:25 EDT 2015	Preview Available	View

Generate Preview

Bookmarks

- SF424 (R&R) Cover Page
- Table of Contents
- Summaries
- Biosketches
- Overall
- Admin-Core
- Core
- Project

OMB Number: 4040-0001
Expiration Date: 06/30/2016

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION*		3. DATE RECEIVED BY STATE	State Application Identifier
<input type="radio"/> Pre-application	<input checked="" type="radio"/> Application	4.a. Federal Identifier	
<input type="radio"/> Changed/Corrected Application		b. Agency Routing Number	
2. DATE SUBMITTED	Application Identifier	c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION		Organizational DUNS*: 6162081090000	
Legal Name*:	Whatsamatta U		
Department:			
Division:			
Street1*:	6705 Rockledge Drive		
Street2:			

Application preview does not include Cover Letter or Appendices which are maintained separately post-submission

Ready for Submission

Once all internal reviews are complete, update the application status to **Ready for Submission**.

Actions ?

- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION

Application Information

Tip:

- Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action return to this screen.

Update Submission Status

Select the new status

-- Select Status --

-- Select Status --

Ready for Submission

Work in Progress

Abandoned

Enter a comment on the status change or continue without adding a comment.

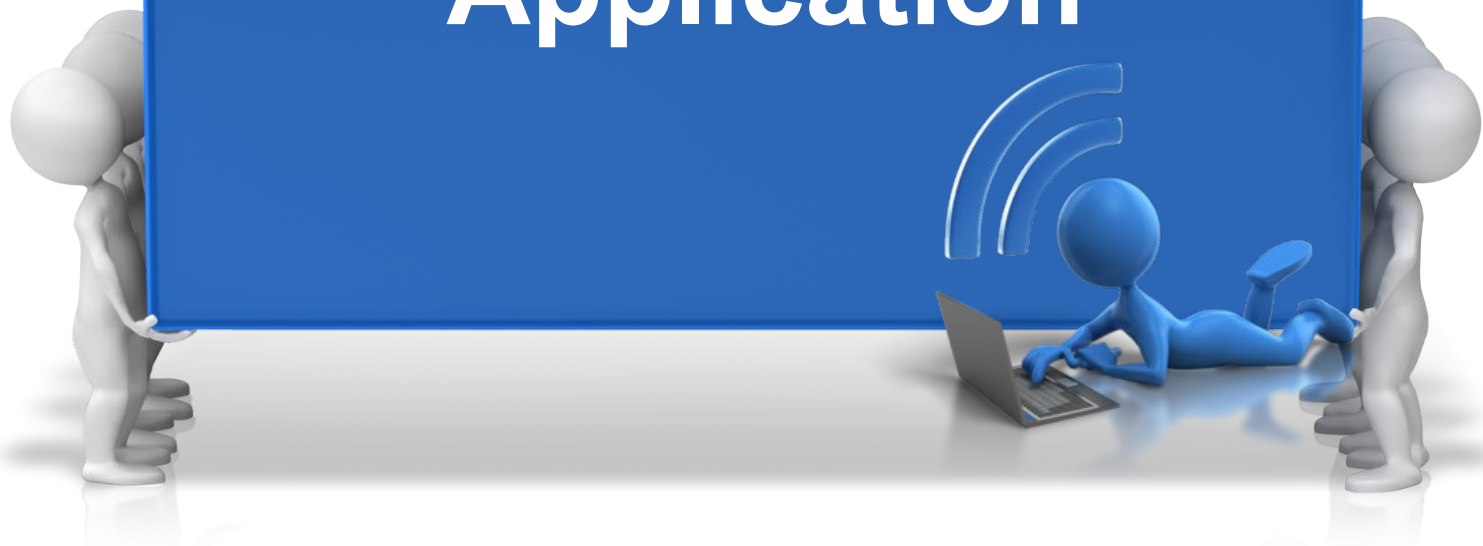
Add comment Cancel

© 2015 NIH. All Rights Reserved.
Screen Rendered: 04/02/2015 03:37:57 EDT | Screen Id: ASSIST0034@2033
Version: 2.13.00

Overall

EOA Number: PA-40-201

Submit Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Error-free submission must be made by 5:00 p.m. local time (of submitting organization) on due date

- It takes time to prepare your application for submission
- Submit early (days, not minutes) to have time to address any unforeseen issues and to view your assembled application



National Institutes of Health
Office of Extramural Research

Submit Your Application

Must be a Signing Official (SO) in eRA Commons and an Authorized Organizational Representative (AOR) in Grants.gov to submit

Username: PENNYWISE

Home > Search for Applications > Application Search Results > Application Information

Application Information ?

Tip:

- Some actions (e.g., Preview Application) are only available from return to this screen.

Application Identifier:	2142
Application Project Title:	Research C
PD/PI Name:	MONEY, CHE ROUND, BEN A
Organization:	Whatsamatta U
Project Period:	01/01/2016 - 12/31/2020
Status:	Ready for Submission Submit Application
Status Date:	2015-04-02 03:40:16.000 PM EDT

Application Status must be set to Ready for Submission

Actions ?

- MANAGE ACCESS
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE APPLICATION

Submit Your Application

Applications are submitted from ASSIST to Grants.gov.

The screenshot shows a web interface with a 'Notice' window at the top left. The notice is titled 'AOR credentials:' and contains a warning icon and the text: 'PLEASE PROVIDE YOUR GRANTS.GOV AUTHORIZED ORGANIZATION REPRESENTATIVE (AOR) CREDENTIALS.' Below the notice are two input fields: '* Username' with the value 'workshop' and '* Password' with a masked password. A blue 'Enter' button is positioned below the password field. To the right, the 'Application Information' section is visible, featuring a 'Tip' and a message box. The message box contains the text: 'Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.' Below this, the 'Application Information' details are shown in a table format.

Notice:

AOR credentials:

PLEASE PROVIDE YOUR GRANTS.GOV AUTHORIZED ORGANIZATION REPRESENTATIVE (AOR) CREDENTIALS.

* Username: workshop

* Password: [masked]

Enter

Application Information

Tip: Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.

Application Information

Application Identifi	
Application Project	
PD/PI Name:	
Organization:	
Project Period:	01/01/2016 - 12/31/2020
Status:	Submitted View Submission Status Details
Status Date:	2015-04-02 03:49:33.000 PM EDT

Enter your Grants.gov AOR credentials and click **Enter**

Message will appear indicating the application was sent to Grants.gov

Track Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

ASSIST sends out quite a few email notifications throughout the preparation and submission process to help track the application

- Application access changes, component/application updates, component/application status changes, submission status updates and more



Check out this resource:

http://grants.nih.gov/grants/electronicreceipt/files/ASSIST_eNotifications.pdf

ASSIST provides the ability to track both Grants.gov and NIH status

- Links to the eRA Commons Detailed Status Information to view your assembled application



National Institutes of Health
Office of Extramural Research


Tracking Submission Status - ASSIST

After submitting to Grants.gov, submission status can be tracked in ASSIST.

Application Information

Tip:

- Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

 Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.



Application Information

Application Identifier:	2142
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	Whatsamatta U
Project Period:	01/01/2016 - 12/31/2020
Status:	Submitted View Submission Status Details
Status Date:	2015-04-02 03:49:33.000 PM EDT

Click **View Submission Status Details**

Tracking Submission Status - ASSIST

Top of screen

Application Information ?

Tip:

When an error-free application is received at NIH the processing status should display as follows:

- ASSIST = Submitted
- Grants.gov = Agency Tracking Number Assigned
- Agency = Processed

Following the hyperlinked Agency Tracking # in the Agency section of the screen brings users with appropriate authority directly to the eRA Commons Detailed Status screen from which they can view the assembled e-Application image and associated documents for the submission.

Application Identifier:	2142
FOA Number:	PA-40-201
Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	MONEY, CHER D
Organization:	Whatsamatta U
Grants.gov Tracking #:	GRANT00607098
Status Check:	Thu Apr 02 15:56:29 EDT 2015

Check for Status Updates

i Updates to status detected. Refer below for details on update.

ASSIST

Submission Date:	
Submitting AOR:	
ASSIST Submission Status:	
Submission Status Date:	Thu Apr 02 15:49:33 EDT 2015

You must click **Check for Status Updates** to force ASSIST to poll Grants.gov and NIH for status

ASSIST will indicate if a status change was detected

Tracking Submission Status - ASSIST

Check for Status Updates

 Updates to status detected. Refer below for details on update.

ASSIST

Submission Date: Thu Apr 02 15:49:11 EDT 2015
Submitting AOR: Workshop Participant
ASSIST Submission Status: **Submitted**
Submission Status Date: Thu Apr 02 15:49:33 EDT 2015

Grants.gov

Grant.gov Tracking #: GRANT00607098
Grants.gov Received Date: Thu Apr 02 15:49:29 EDT 2015
Grants.gov Processing Status: **Agency Tracking Number Assigned**
Grants.gov Status Date: Thu Apr 02 15:55:44 EDT 2015

Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #: **3690139**
Agency Status: **PROCESSED**
Agency Status Date: Thu Apr 02 15:55:44 EDT 2015

Close

ASSIST, Grants.gov and Agency submission status are available

Grants.gov status of **Agency Tracking Number Assigned** and Agency status of **Processed** is good news!

Agency Tracking # link brings you to the detailed status screen in eRA Commons

Viewing Your Application in Commons

Status Information

General Grant Information
Status:

Other Relevant Documents

- [e-Application](#)
- [Component Appendices](#)
- [eSubmission Cover Letter](#)
- [Additions for Review \(0 documents\)](#)

Correspondence

Referral

Date Action

Other

Status History

Effective Date	Status Message	Institute or Center Assignment	Date

Application Information

Reference Letters

This list shows Reference Letters within Person

Contacts

Administration

..

eApplication is the application image reviewers will use so check it carefully.

You will also want to check the **Cover Letter** and **Component Appendices** which are stored separate from the image.

Application Viewing Window

Applicants have two (2) business days to view the assembled application image in Commons before it automatically moves forward to NIH staff for further processing



If you can't **VIEW** it, we can't **REVIEW** it!



National Institutes of Health
Office of Extramural Research

Viewing Your Application in Commons

OMB Number: 4040-0001
Expiration Date: 06/30/2016

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION*		4.a. Federal Identifier	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		b. Agency Routing Number	
2. DATE SUBMITTED	Application Identifier	c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION		Organizational DUNS*: 6162081090000	
Legal Name*:	Whatsamatta U		
Department:			
Division:			
Street1*:	6705 Rockledge Drive		
Street2:			
City*:	Bethesda		
County:			
State*:	MD: Maryland		
Province:			
Country*:	USA: UNITED STATES		
ZIP / Postal Code*:	208171884		
Person to be contacted on matters involving this application			
Prefix:	First Name*: Ivana	Middle Name:	Last Name*: Grant Suffix:
Position/Title:			
Street1*:	6705 Rockledge Drive		
Street2:			
City*:	Bethesda		
County:			
State*:	MD: Maryland		
Province:			
Country*:	USA: UNITED STATES		
ZIP / Postal Code*:	208171884		
Phone Number*: 301-555-1111	Fax Number:	Email: askera@mail.nih.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)*		444444444	
7. TYPE OF APPLICANT*		O: Private Institution of Higher Education	



It is your responsibility to carefully review the entire application to ensure it has been processed correctly!

Rejecting the Application

SO can Reject application in eRA Commons within viewing window and submit a Changed/Corrected application prior to the due date

- Action cannot be done within ASSIST

The screenshot shows the eRA Commons interface. At the top, there is a header for the U.S. Department of Health & Human Services with the URL www.hhs.gov. Below this, the eRA Commons logo is displayed, along with the NIH and OEF logos. A user welcome message is visible, stating: "Welcome: Penny Wise, ID: PENNYWISE, Institution: WHATSAMATTA U, Roles: SO, Logout | Contact Us | Help". A navigation bar contains links for Home, Admin, Institution Profile, Personal Profile, Status (selected), RPPR, xTrain, Admin Supp, and eRA Partners. The main content area is titled "Status Result - Recent/Pending eSubmissions Search" with a help icon. Below this, there is a "Tips and Notes" section with a bullet point: "PD/PI column shows Contact PI for multi-PI grants." At the bottom, there is a table with 8 columns: Application ID, Grants.gov Tracking #, eSubmission Status, Proposal Title, PD/PI Name, eSubmission Status Date, Show All Prior Errors, and Action. The table contains one row of data for application AN:3690139. The "Action" column for this row contains links for "Transmittal Sheet", "Reject eApplication", and "Show Prior Errors and Warnings". The "Reject eApplication" link is circled in orange.

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons A program of the National Institutes of Health NIH OEF

Welcome: Penny Wise
ID: PENNYWISE
Institution: WHATSAMATTA U
Roles: SO
Logout | Contact Us | Help

Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners

Status Result - Recent/Pending eSubmissions Search ?

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3690139	GRANT00607098	Pending Verification	Research Center to Cure the Diseases of the World	MONEY, CHER D	2015-04-02 15:49:47	Show Prior Errors and Warnings	Transmittal Sheet Reject eApplication

If no action is taken to reject the application during the two business day viewing window, the application automatically moves forward to NIH for further processing.



National Institutes of Health
Office of Extramural Research

Dealing with System Issues



Follow NIH's standard 'system issue' procedure if you run into problems beyond your control that threaten your on-time submission:

<http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>

ASSISTance



Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT FORM
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- COPY APPLICATION
- DELETE APPLICATION

Overall Component

Tips:
For Multi Project Applications:

- In the Overall component, only enter the PD/PI and any multi-PD/Pis for the entire application and
- For other components, enter all Sr/Key for that component and use roles other than PD/PI.
- Each Sr/Key person gets one biosketch covering their involvement for the entire application. It depends on which component is chosen to include the single biosketch.
- A system-generated Summary of Sr/Key persons and their biosketches will be included in the overall application is assembled. Biosketches will not be included in component biosketches.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile

Click on question mark icon to access ASSIST help

eRA Electronic Research Administration
A program of the National Institutes of Health

NIH National Institutes of Health

Search

Search feature

Access to Application Guide for additional guidance on field content information

You are here: [Forms Data Entry](#) > Senior/Key Persons

Revised 1/30/2015

If you are having trouble viewing any of the information contained in this help topic, it can also be found in the *Application Submission System & Interface for Submission Tracking (ASSIST) User Guide* located online at http://era.nih.gov/files/ASSIST_user_guide.pdf. Refer to the User Guide's Table of Contents for your specific topic.

Senior/Key Person Profile

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC

- ASSIST: public.era.nih.gov/assist
- Online help: era.nih.gov/erahelp/ASSIST/
- Applying Electronically Website:
<http://grants.nih.gov/grants/ElectronicReceipt/index.htm>
- Annotated form set:
grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf
- eRA ASSIST Training page:
http://era.nih.gov/era_training/assist.cfm



eRA Service Desk

Web: <http://era.nih.gov/help/>

Toll-free: 1-866-504-9552

Phone: 301-402-7469

Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Time
(Except for Federal holidays)



Although we've worked closely with Grants.gov, ASSIST is a system developed and managed by NIH.

The eRA Service Desk should be an applicant's first stop for support.

