Preparing, Submitting & Tracking Applications Using

National Institutes of Health
Office of Extramural Research

April 21, 2016

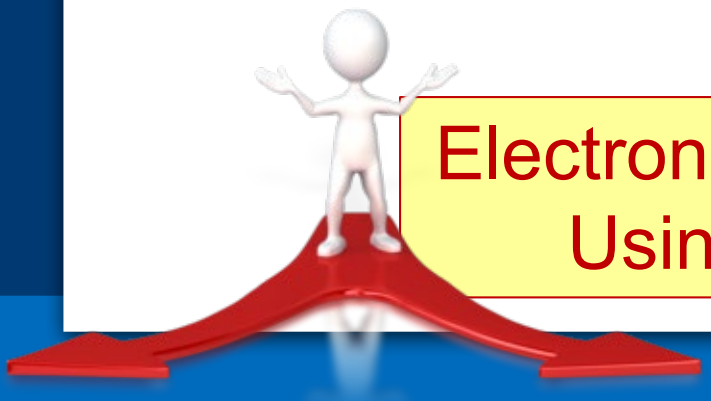
What is ASSIST?

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



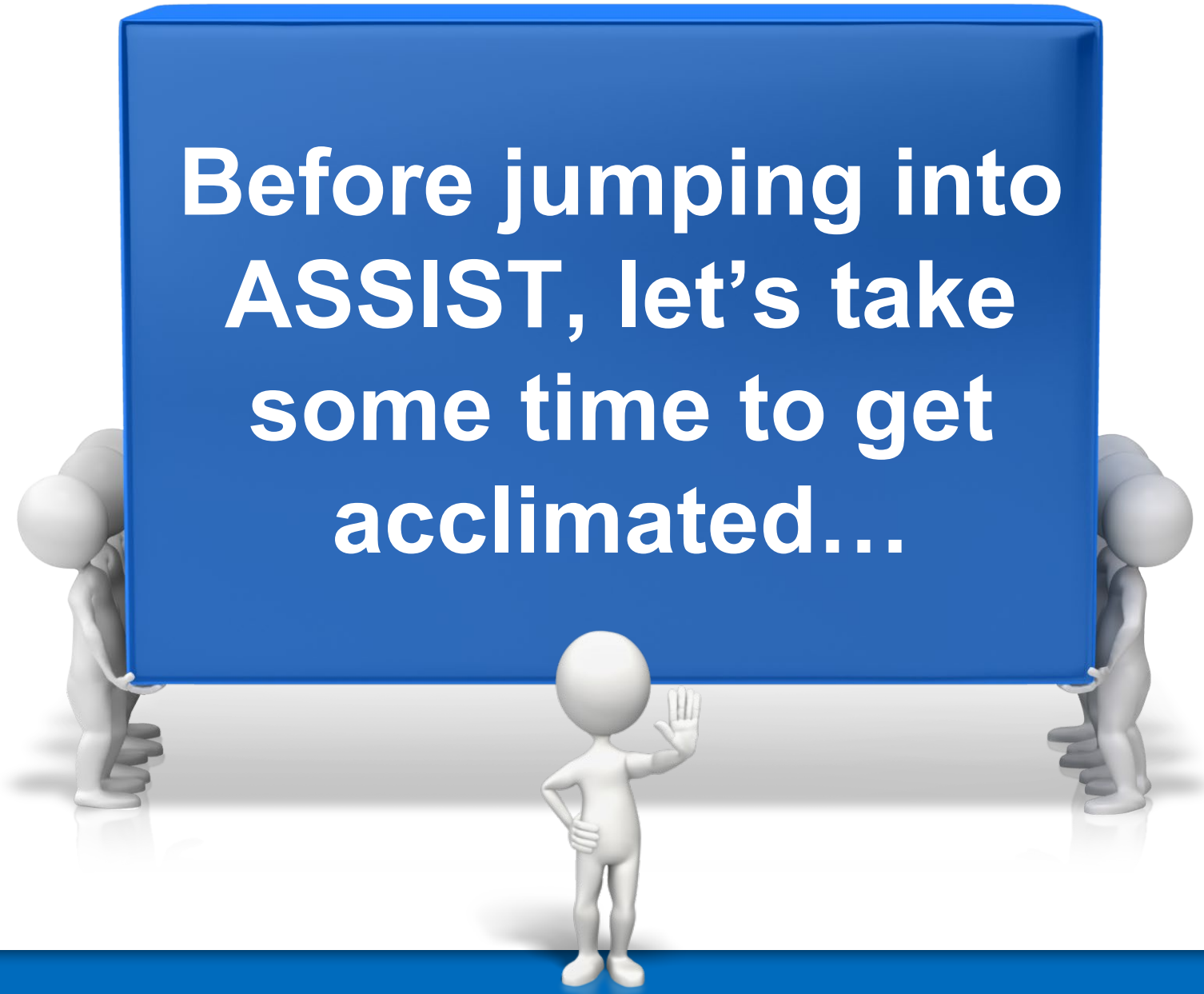
Electronic submission is required.
Using ASSIST is optional.

Submission Options

National Institutes of Health
Office of Extramural Research

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


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

Application Format

All electronic applications include:

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

Overview of Process

Find Opportunity

Initiate application

Enter application data

Submit

Find → **Plan** → **Initiate** → **Build Team** → **Enter Data** → **Finalize** → **Submit** → **Track**

Make a submission plan

Define team and provide application access

Finalize application and prepare for submission

Track status and view final application image

Find | Plan | Initiate | Build Team | Enter Data | Finalize | Submit | Track

FOAs Link You to ASSIST

NIH Guide for Grants & Contracts

****ASSIST – electronic application submission required****

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

Required Application Instructions

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

Apply for Grant Electronically

Grants.gov 'Apply'

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:

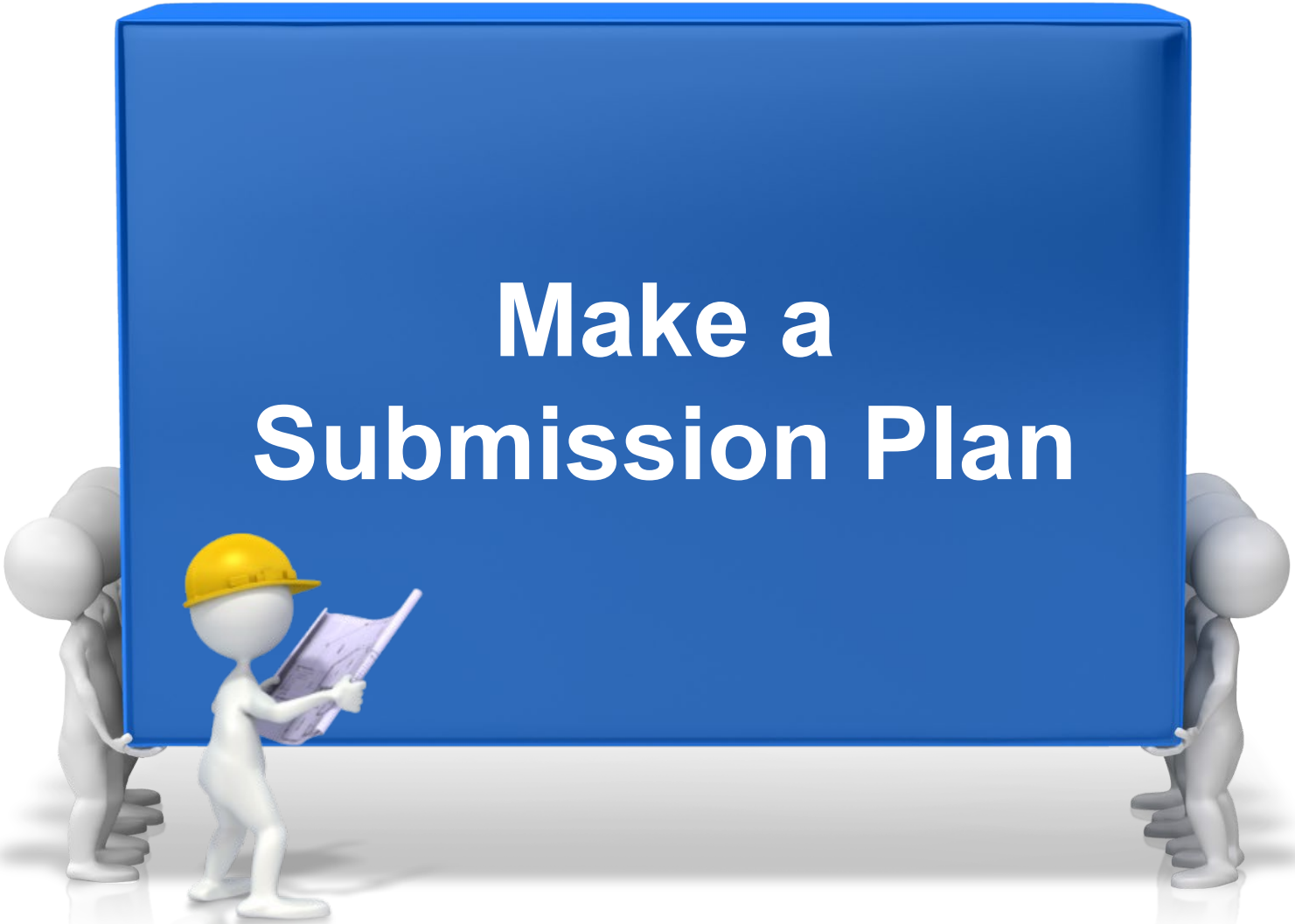
CFDA Number: 93.143: NIEHS Superfund Hazardous Substances_Basic Research and Education
Opportunity Number: RFA-ES-13-001: Superfund Hazardous Substance Research and Training Program (P42)
Competition ID: MULTI-PROJECT-PILOT
Competition Title: Multi-project Pilot - Use ASSIST to prepare and submit applications
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

Make a Submission Plan



Find | **Plan** | Initiate | Build Team | Enter Data | Finalize | Submit | Track

Make a Submission Plan

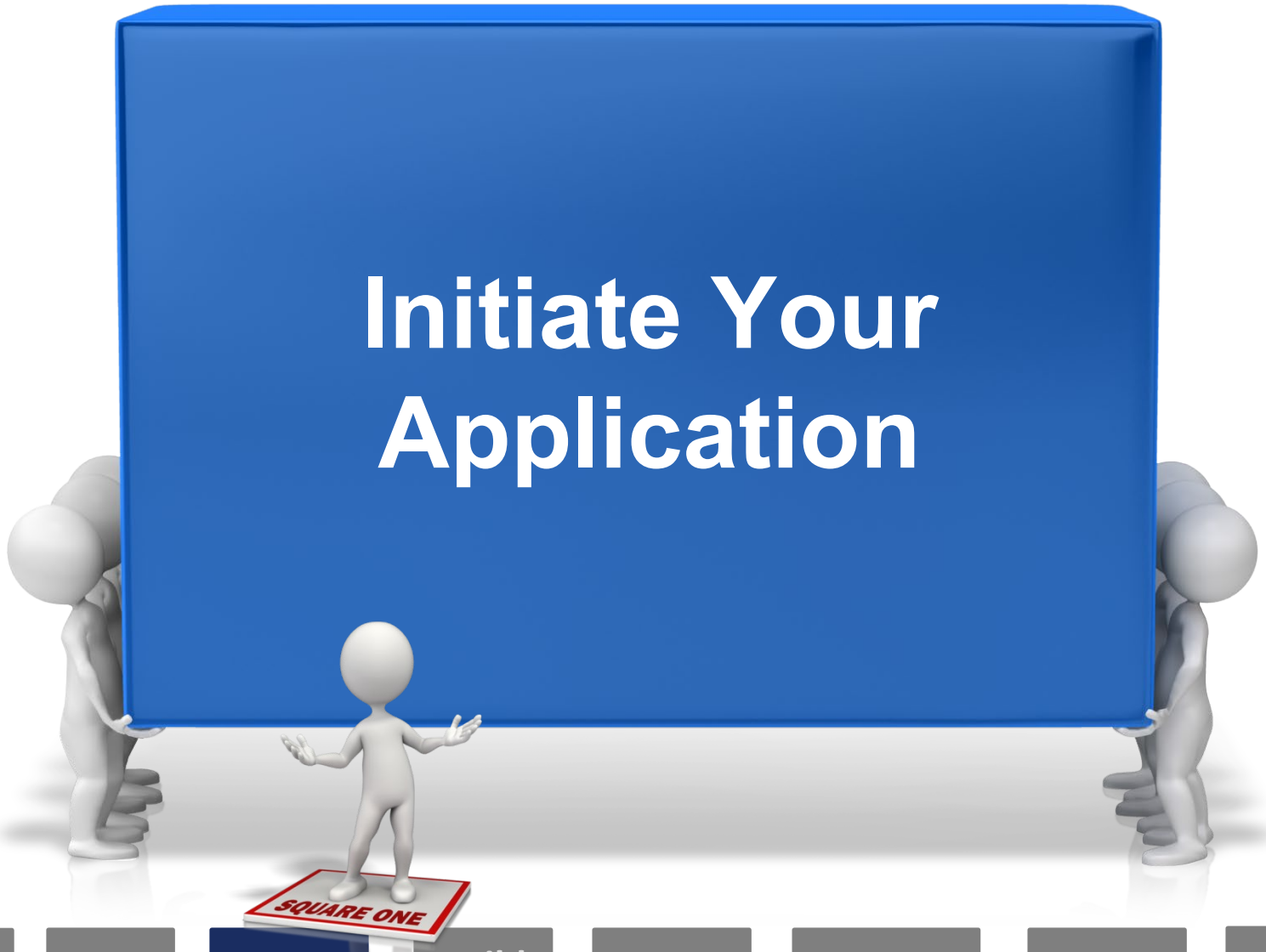
- Ensure all registrations are in place
  - All standard registrations requirements apply (DUNS, SAM, Grants.gov, eRA Commons)
    - NIH User Registration:
      - https://ras.research.cornell.edu/NIH/Registration/nih-reg.html
- Decide how to distribute the work
  - Gather the Commons IDs for everyone 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)

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

Initiate Your Application



Find | Plan | **Initiate** | Build Team | Enter Data | Finalize | Submit | Track

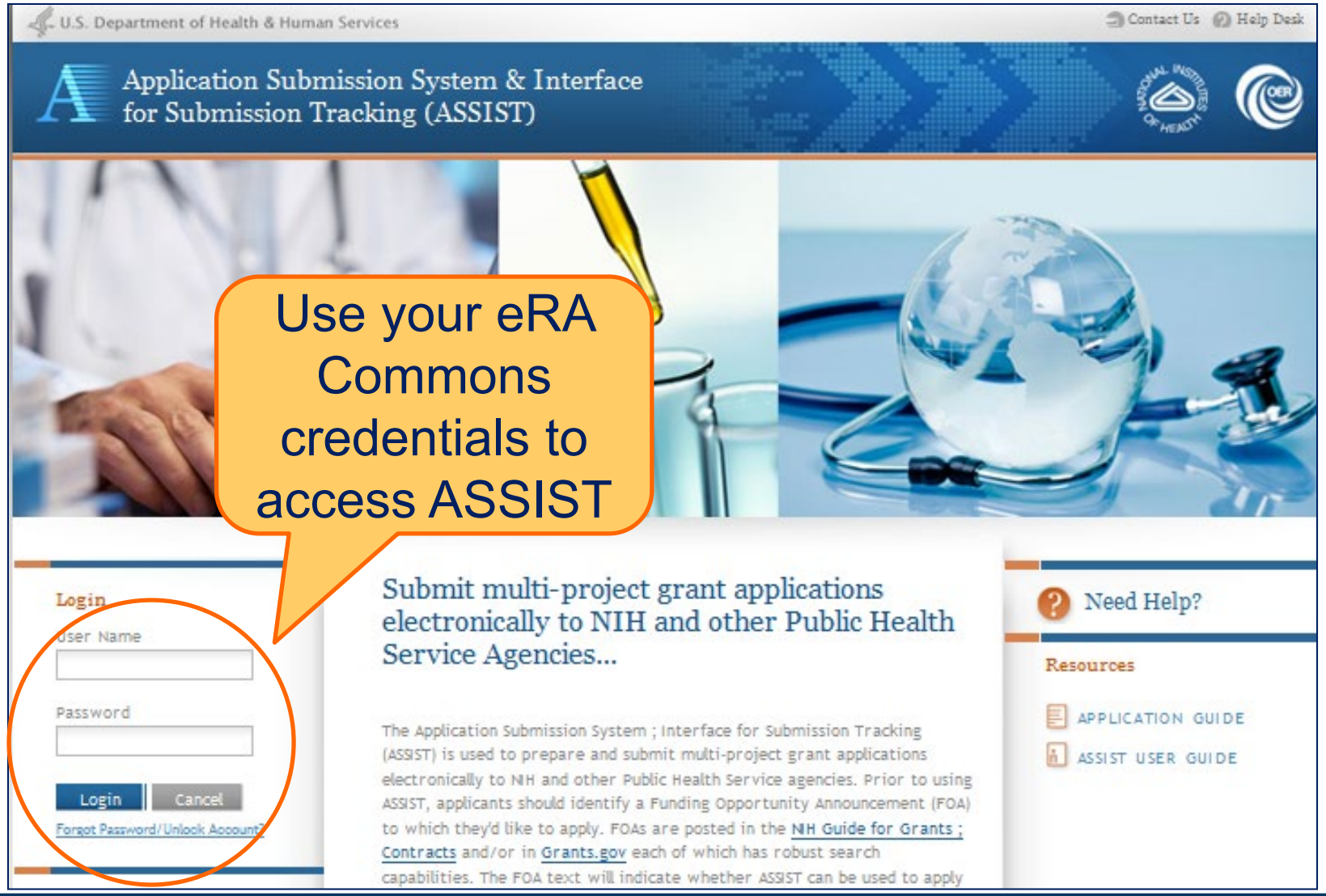
Create an Application Shell

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

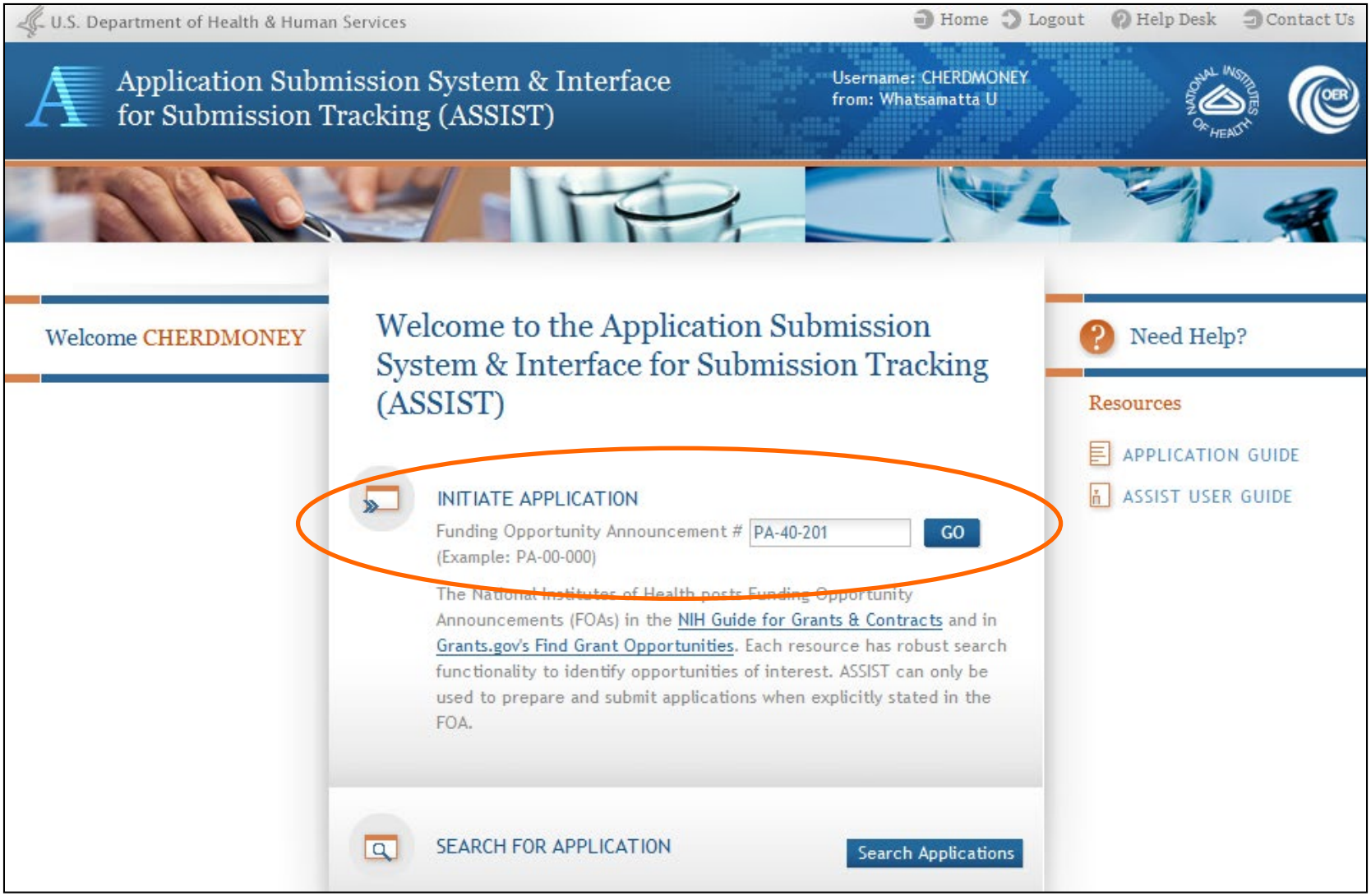
- Components can be rearranged, added, deleted or abandoned at any time
  - Applicants can rearrange components of the same type (e.g., have the third project entered in ASSIST appear first in the assembled application image)
  - Applicants cannot control the order in which the component types appear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

Log In to ASSIST

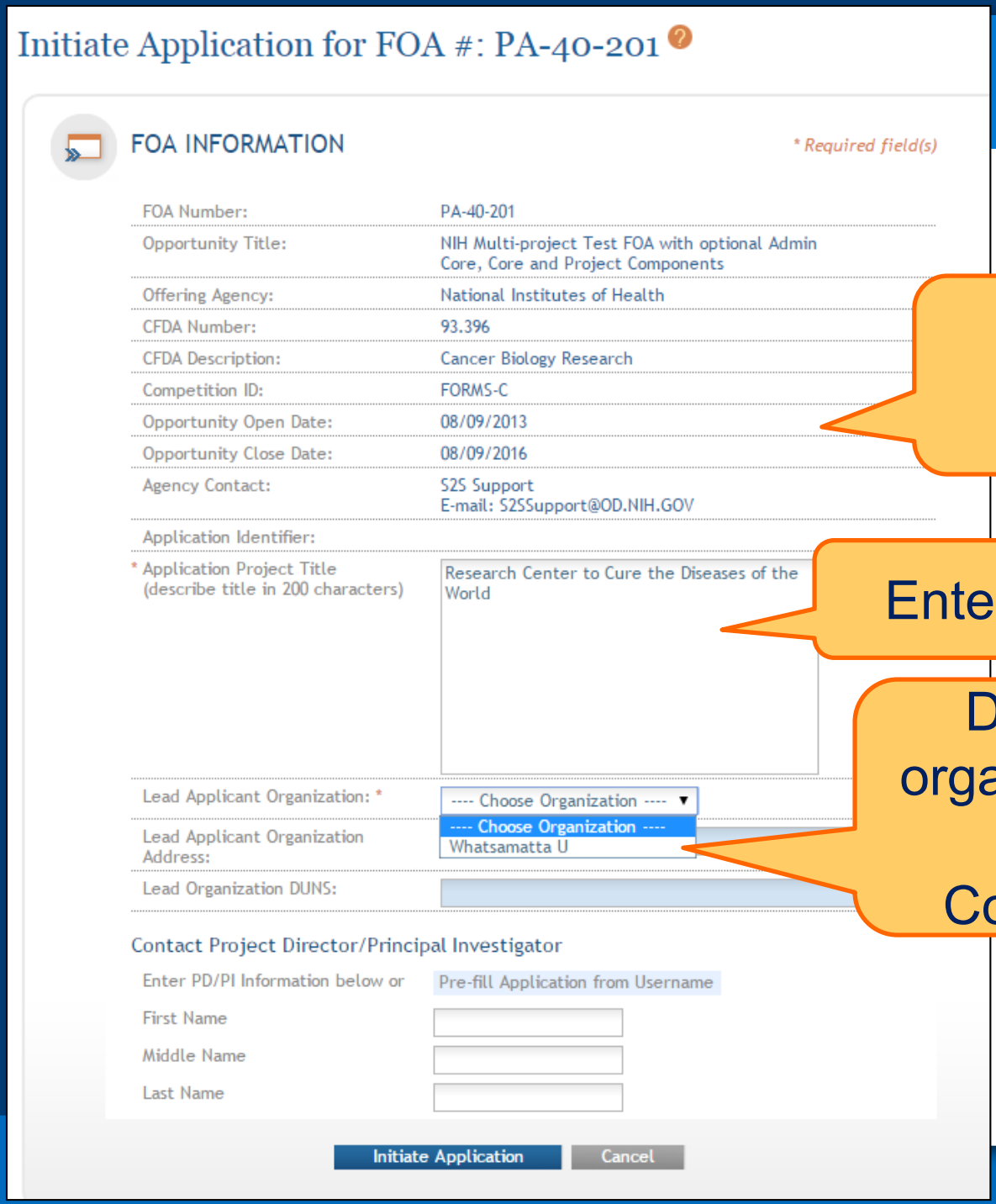
https://public.era.nih.gov/assist



Initiate Application



Initiate Screen

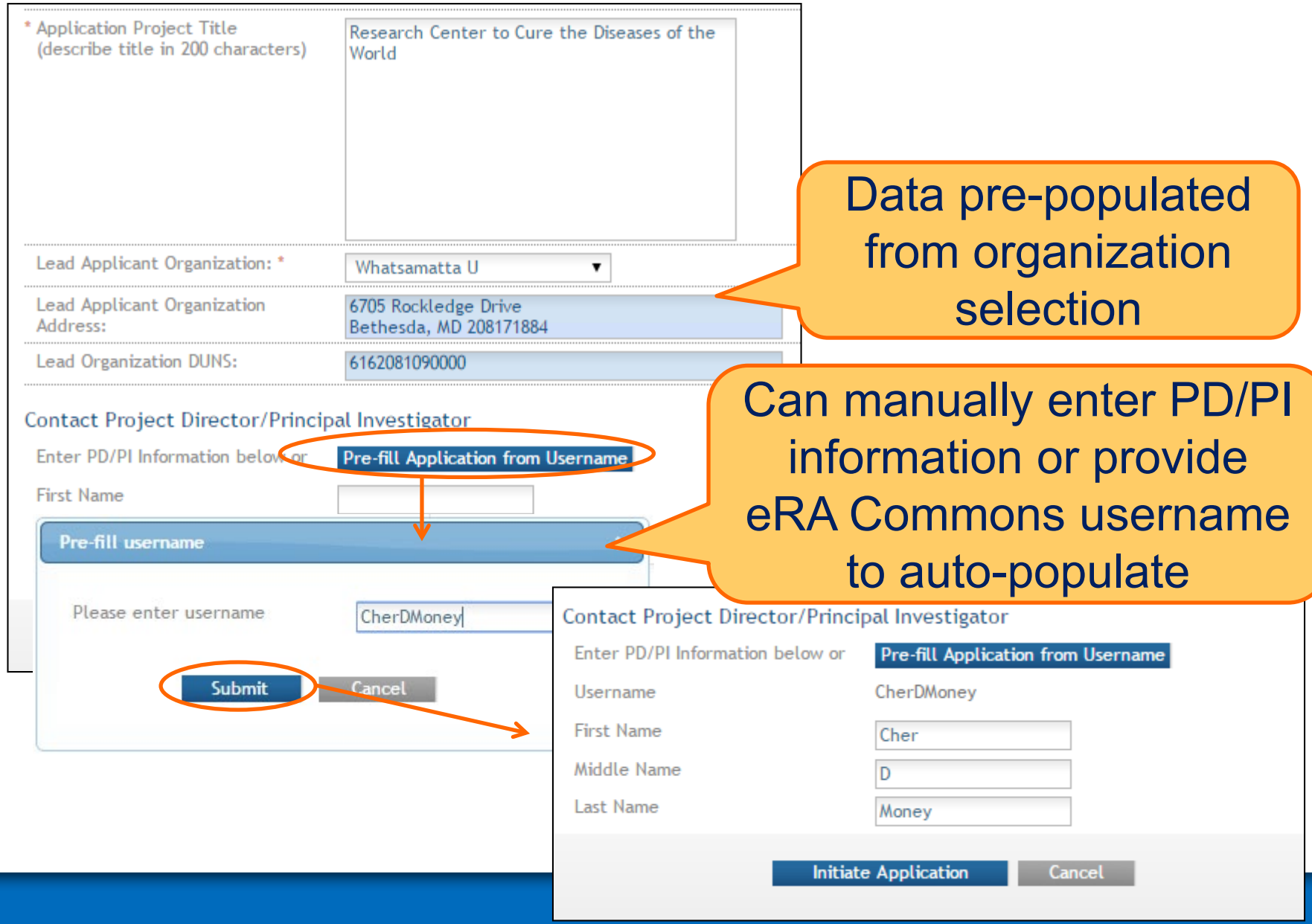


FOA information pulled from Grants.gov

Enter Project Title

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

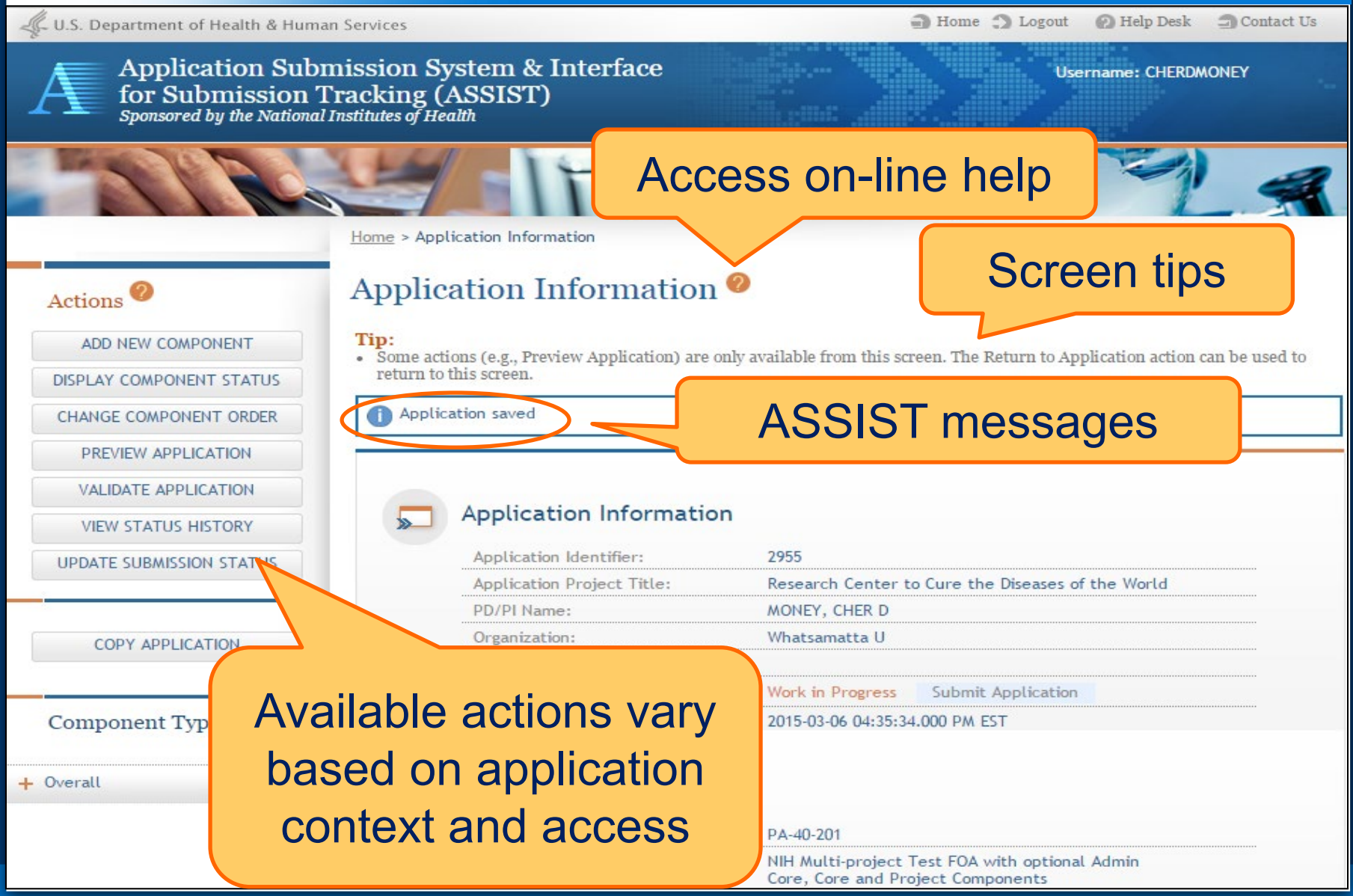
Initiate: Pre-population



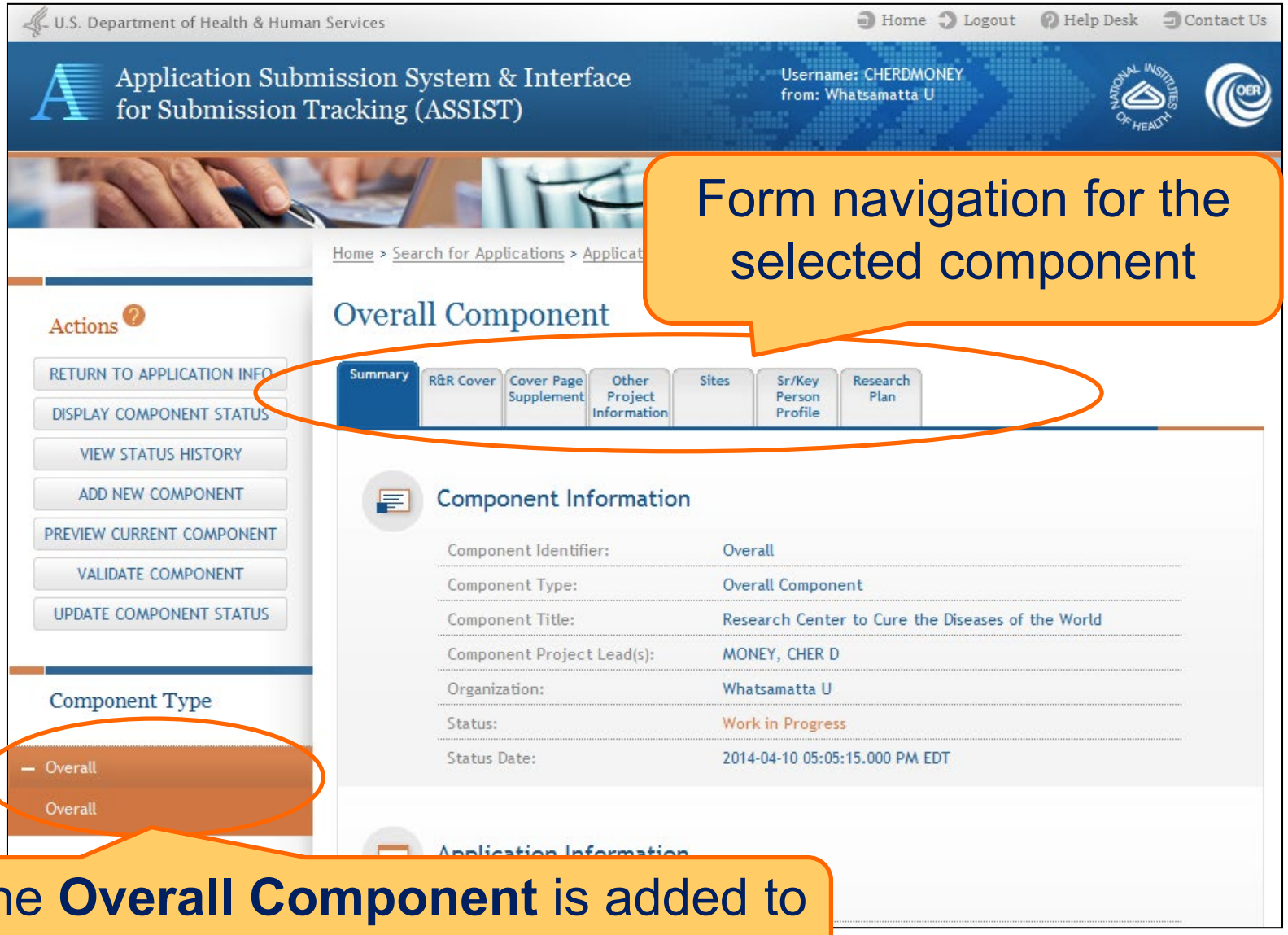
Data pre-populated from organization selection

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

Using ASSIST

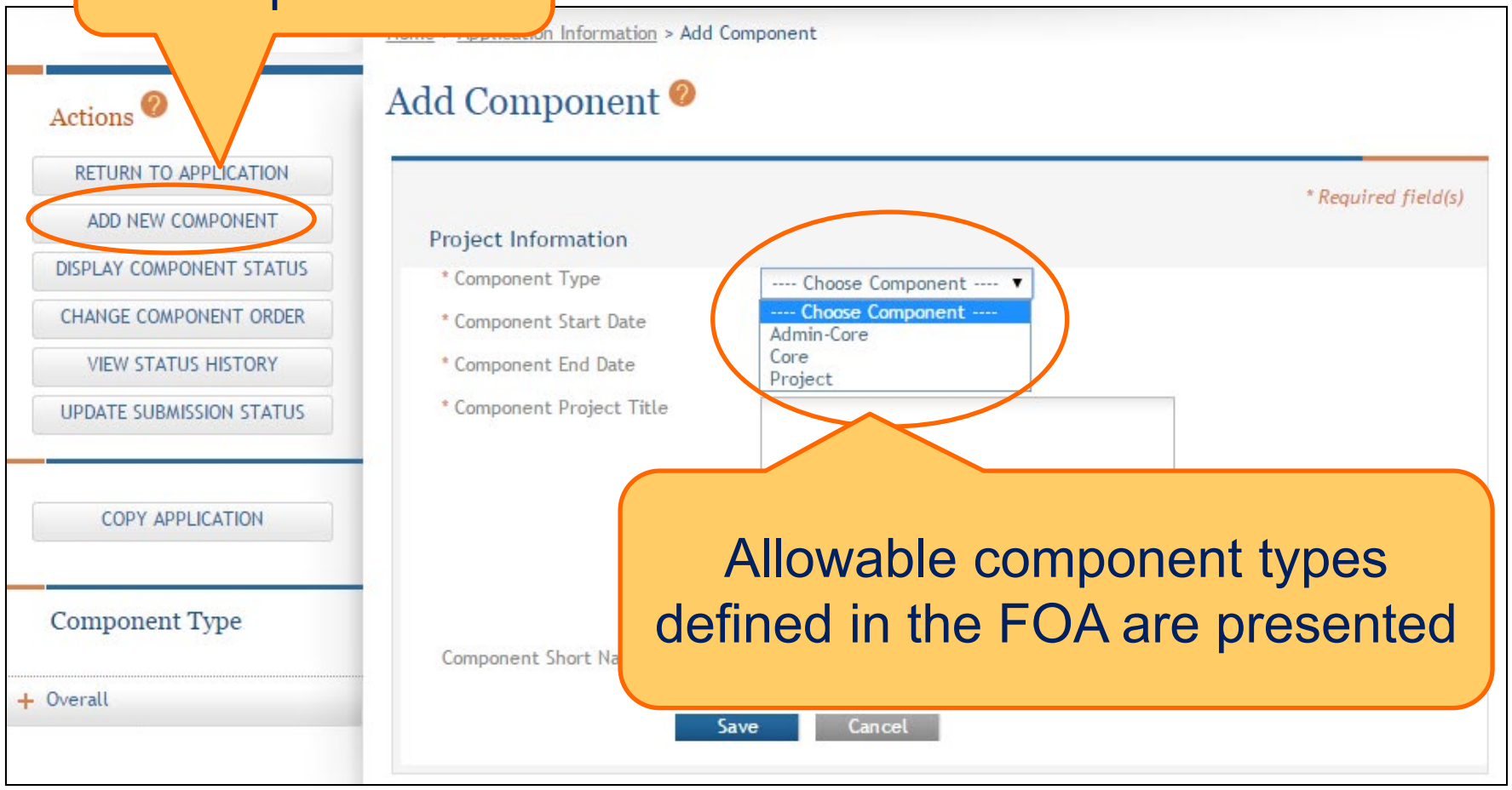


Using ASSIST



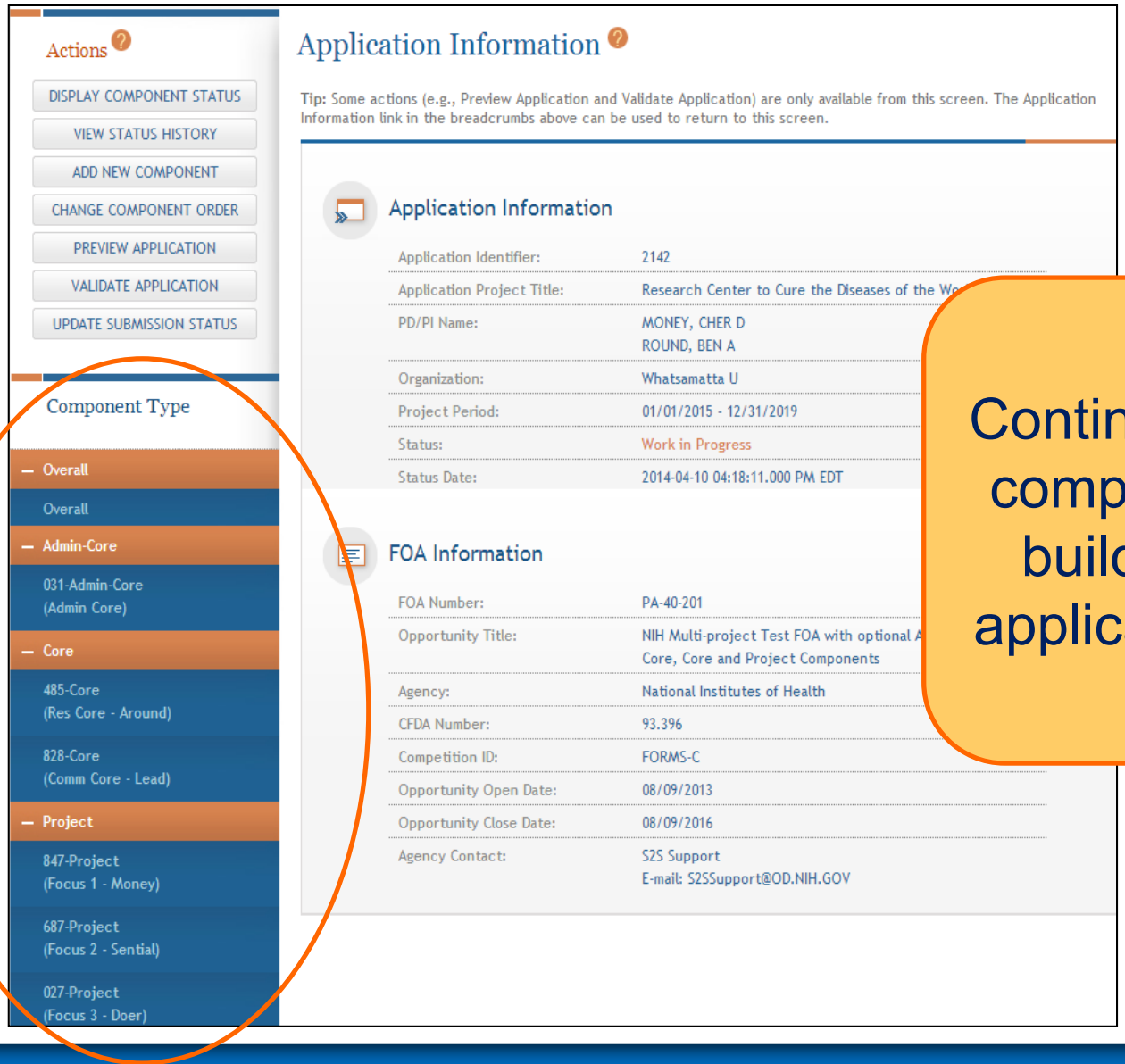
Adding Additional Components for Multi-Project Applications

Add additional components



Allowable component types defined in the FOA are presented

Adding Additional Components for Multi-Project Applications



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

Managing Access

- 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

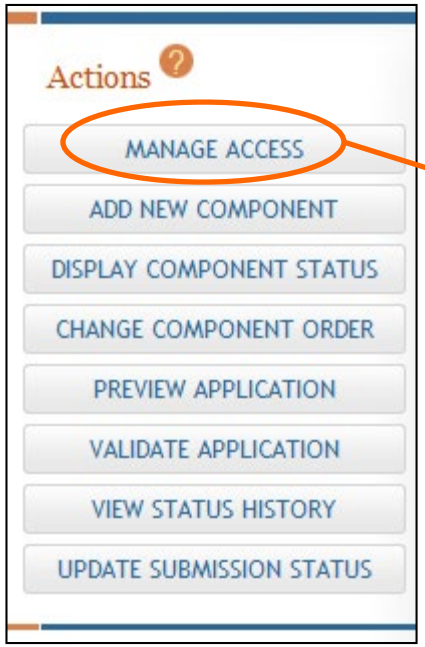
Signing Officials (SOs)

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.



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

1 2

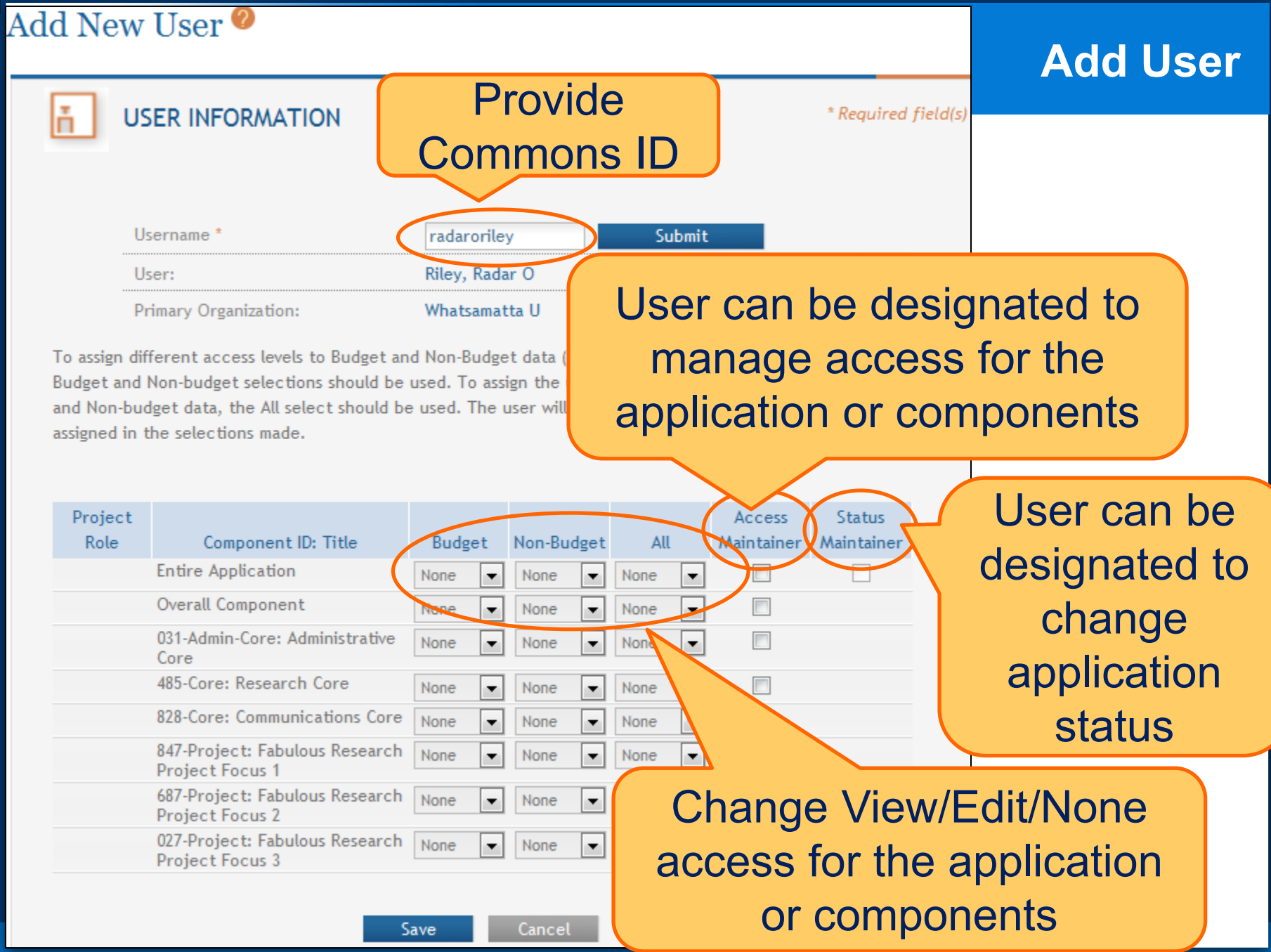
User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
ABELTULEAD	Whatsamatta U	Project Lead	828-Core: Communications Core	None	None	Edit	N	N
BENAROUND	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	N
BENAROUND	Whatsamatta U	Project Lead	485-Core: 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	Non				
QUINTSENTIAL	Whatsamatta U	Project Lead	687-Project: Fabulous Research Project Focus 2	Non				

Add User

Modify access for existing user

Give access to additional users

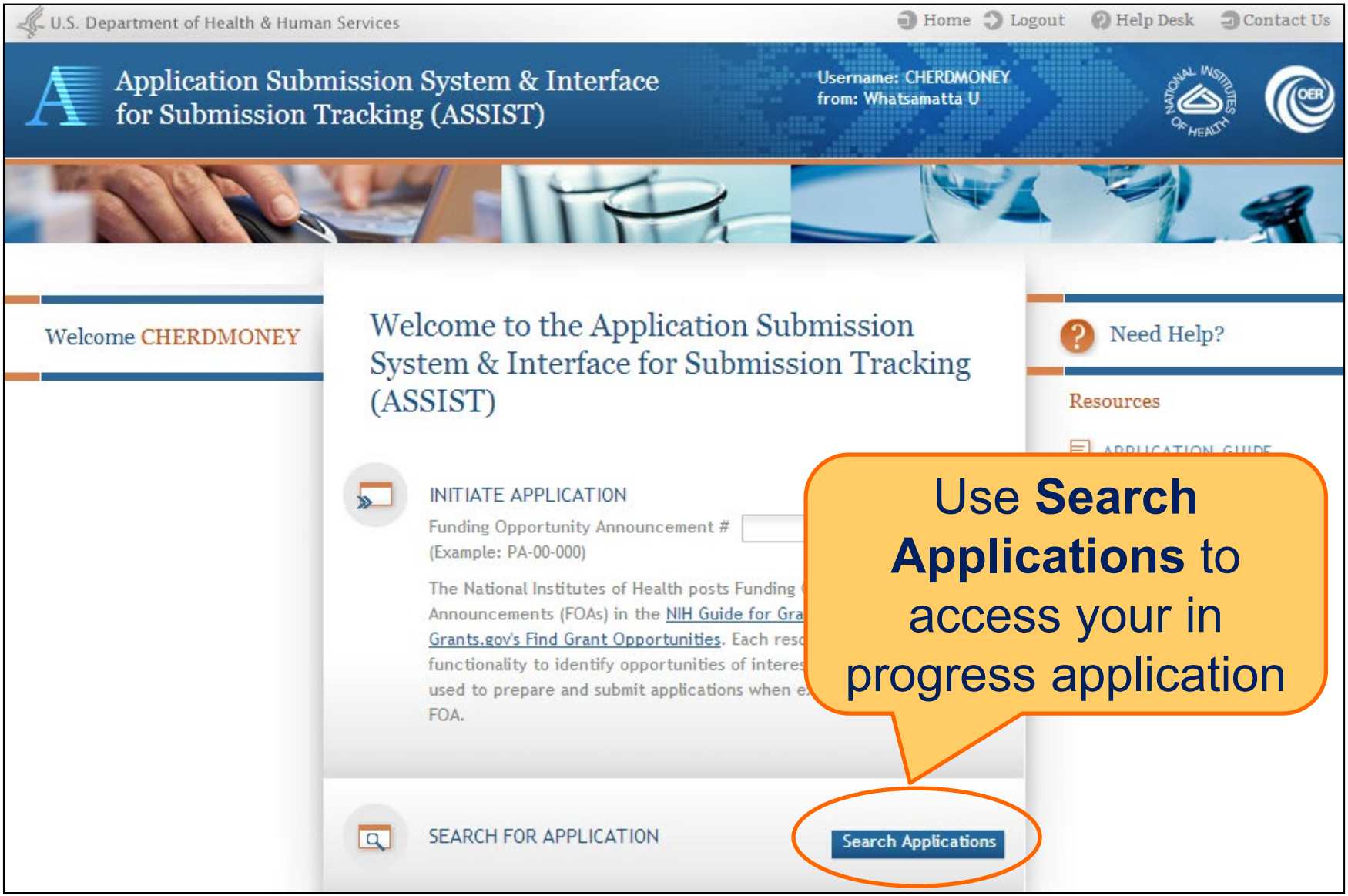
Add User


Add New User
USER INFORMATION
* Required field(s)
Provide Commons ID
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.
Project Role
Component ID: Title
Budget
Non-Budget
All
Access Maintainer
Status Maintainer
Entire Application
Overall Component
031-Admin-Core: Administrative Core
485-Core: Research Core
828-Core: Communications Core
847-Project: Fabulous Research Project Focus 1
687-Project: Fabulous Research Project Focus 2
027-Project: Fabulous Research Project Focus 3
None
Save
Cancel
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

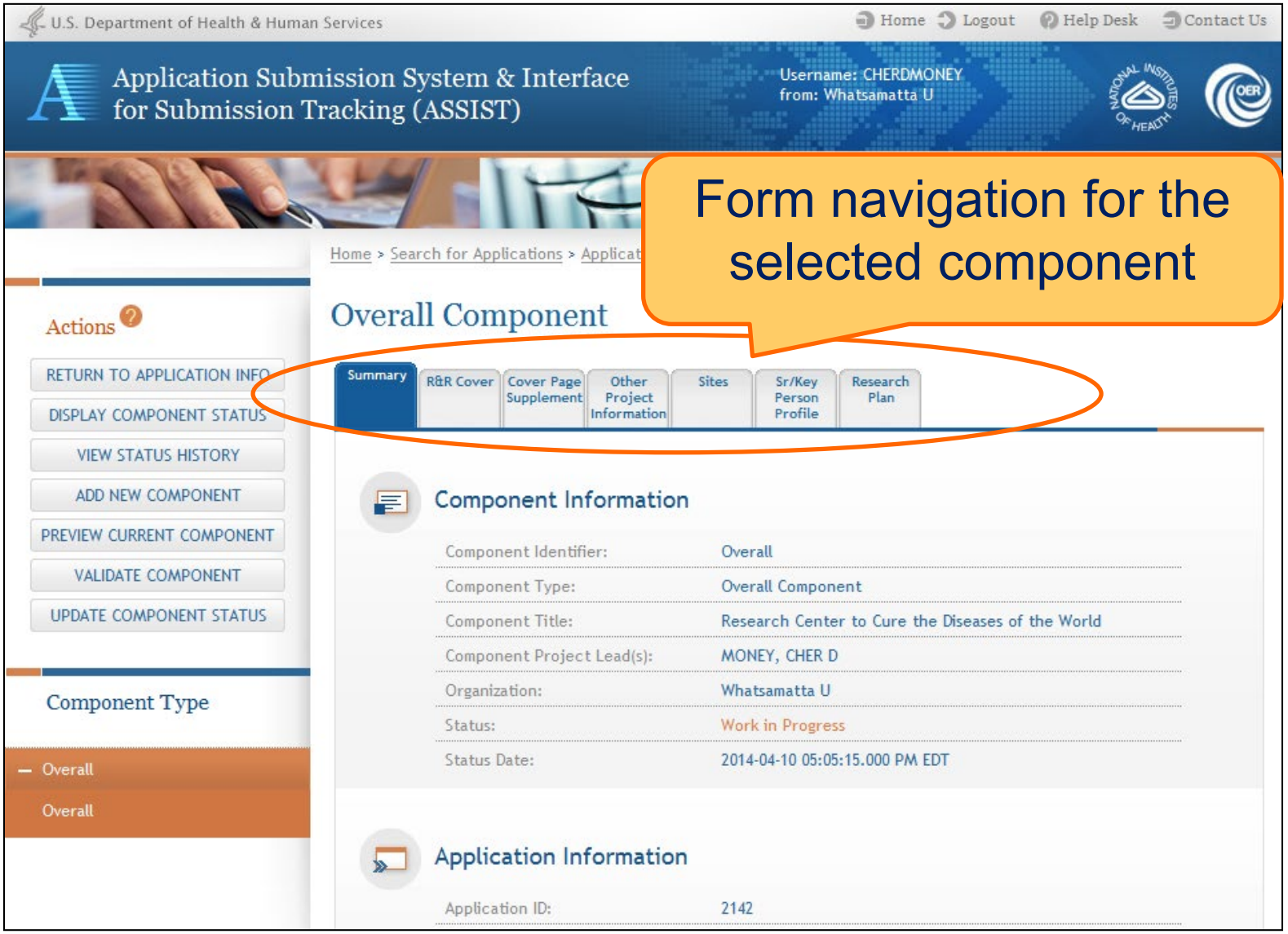
Enter Application Data

Find | Plan | Initiate | Build Team | **Enter Data** | Finalize | Submit | Track

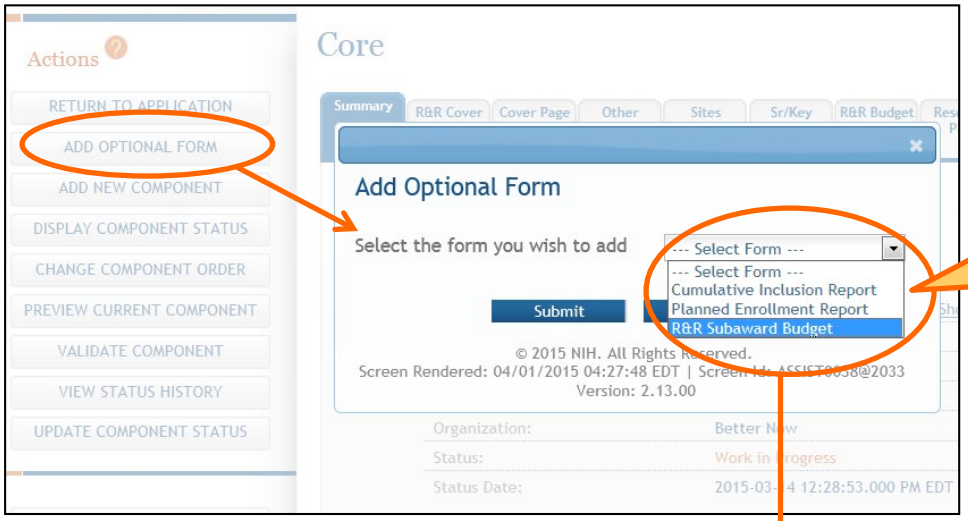
Searching for In-progress Applications



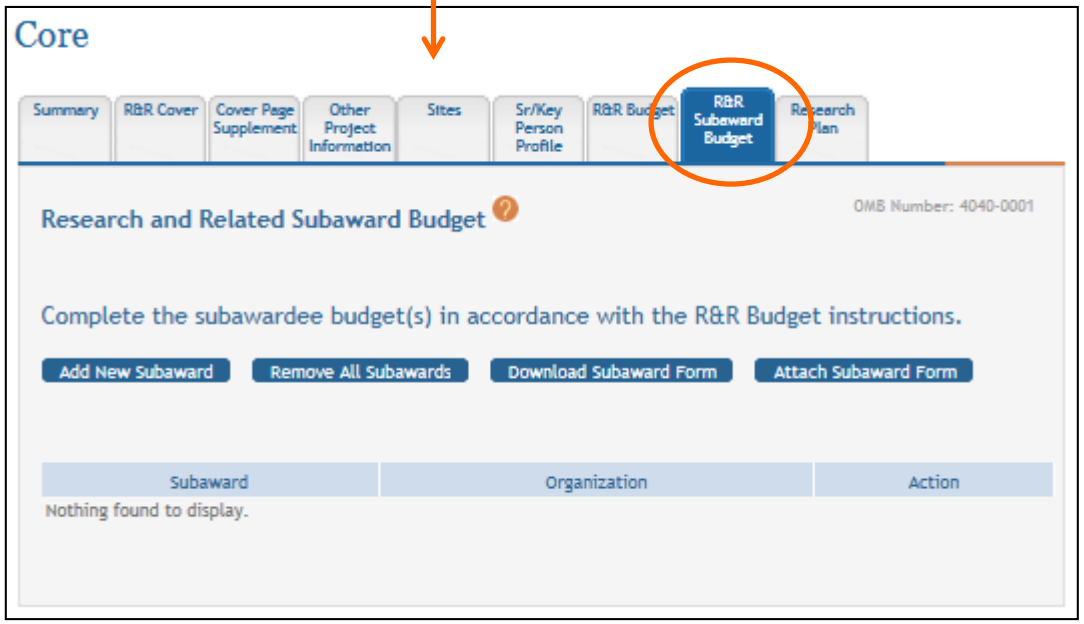
Using ASSIST



Adding Optional Forms



Select form and click **Submit**



Data Entry: General

- 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

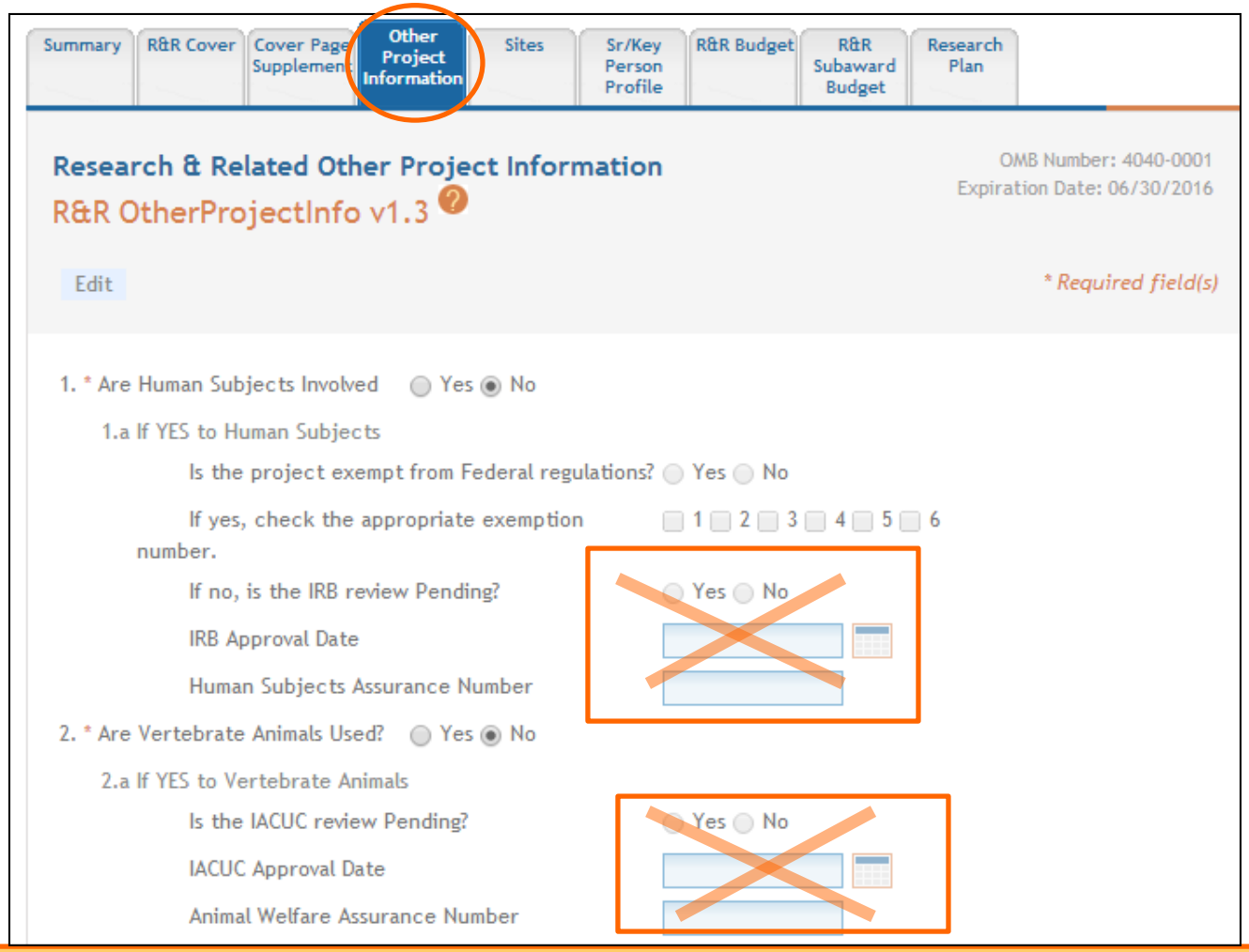
Data Entry: R&R Cover

- 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

Data Entry: Other Project Information



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.

Avoid Common Errors

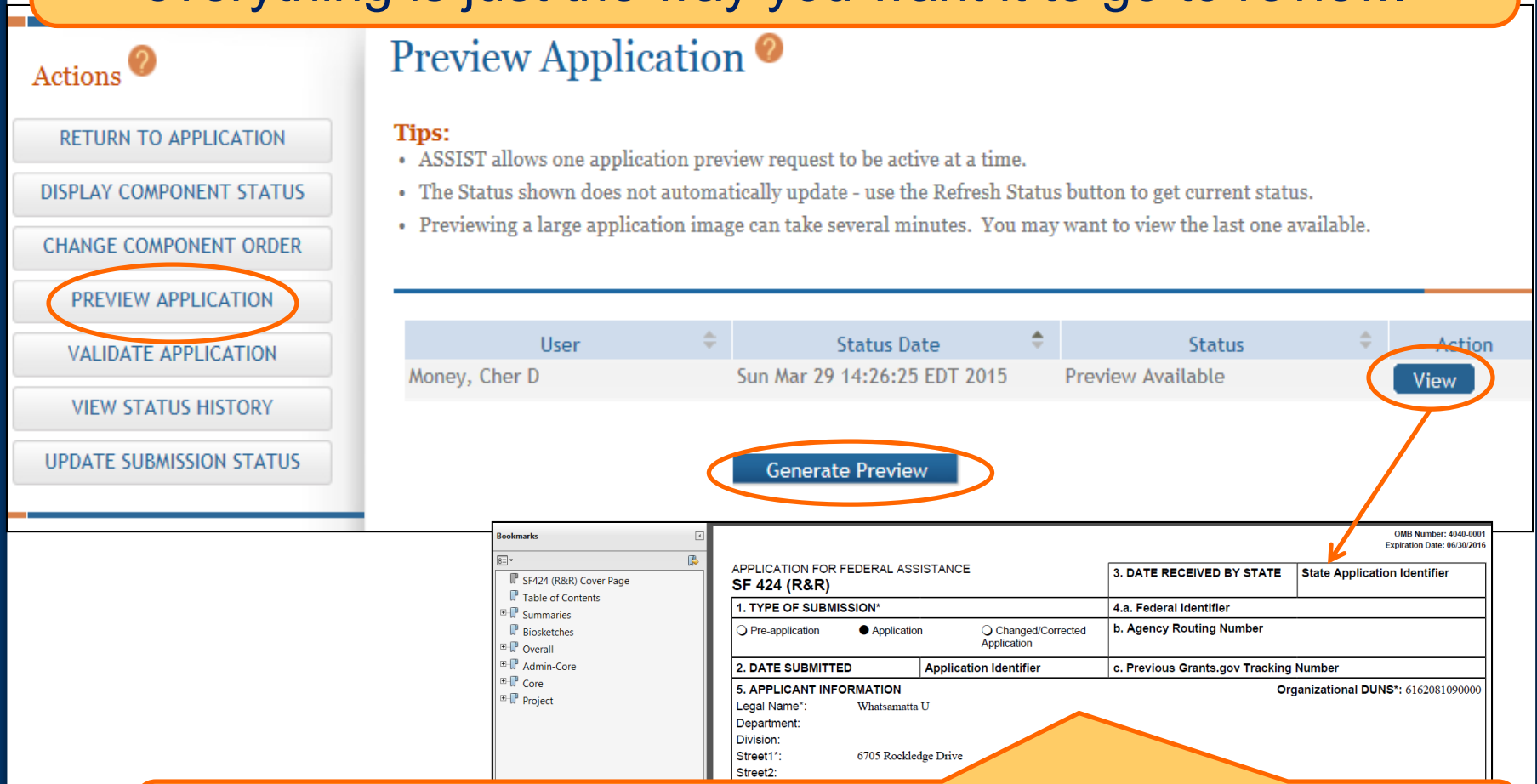
- ASSIST screen tips
  - Found at the top of many data entry screens
- Application Guide
- Annotated form sets
  - http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms
- Ten Checks to Help Avoid Common Errors
  - http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks

Finalize Application & Prepare for Submission

Find | Plan | Initiate | Build Team | Enter Data | **Finalize** | Submit | Track

Preview Application

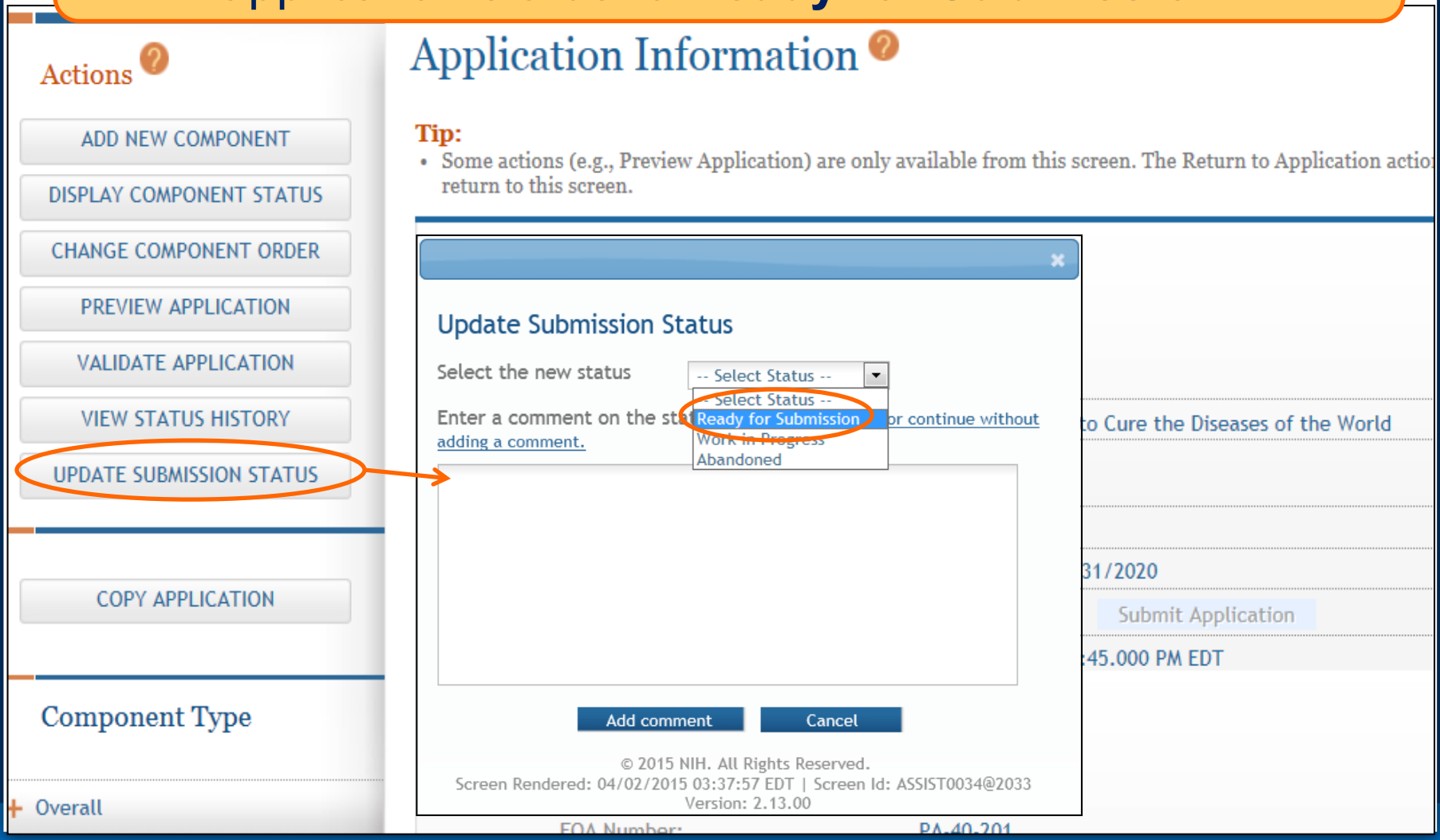
Before you submit, **Preview the Application** and verify that everything is just the way you want it to go to review.



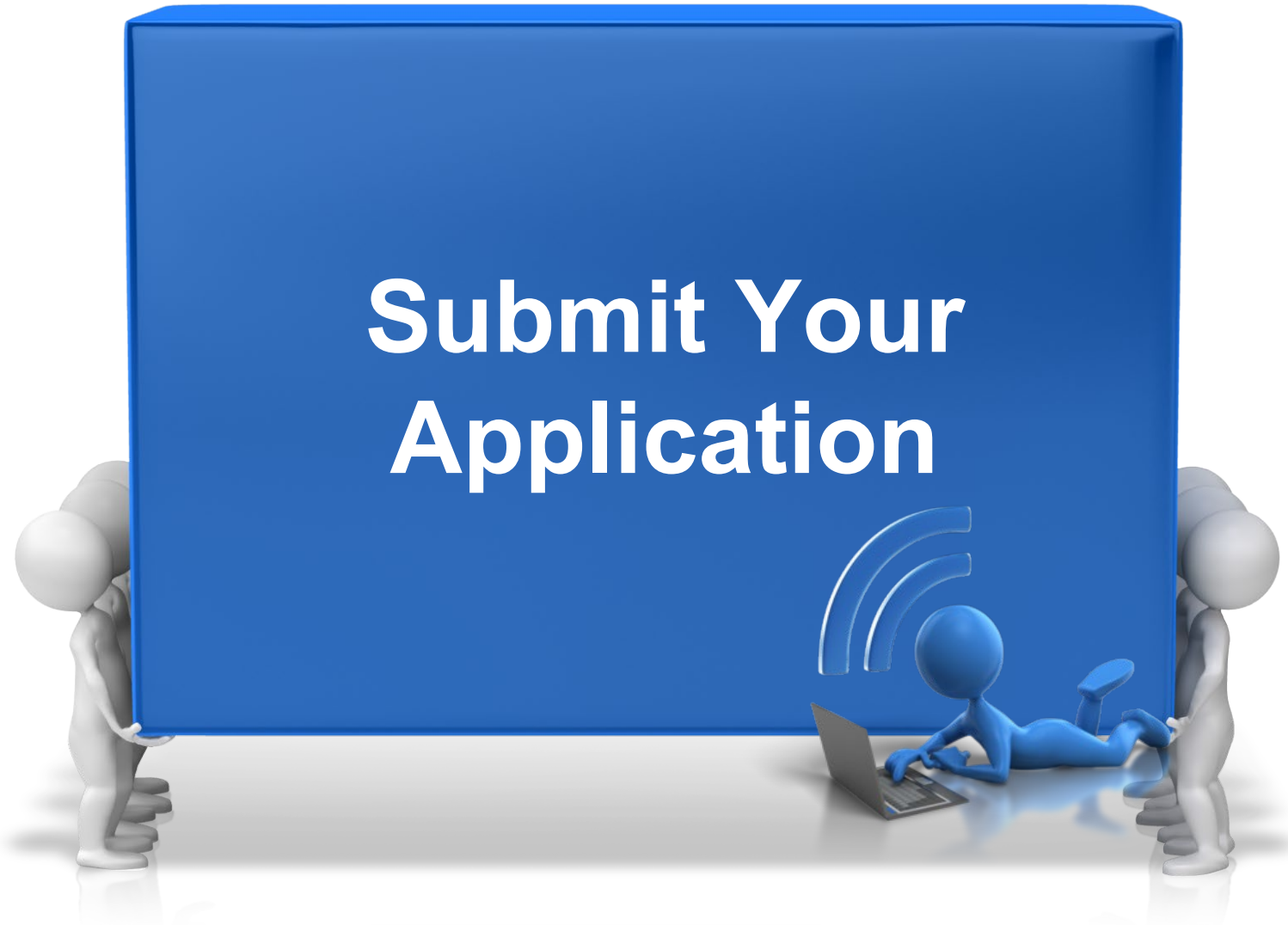
Application preview does not include Cover Letter or Appendices which are maintained separately post-submission

Ready for Submission

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



Submit Your Application



Find | Plan | Initiate | Build Team | Enter Data | Finalize | **Submit** | Track

On-time Submission

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

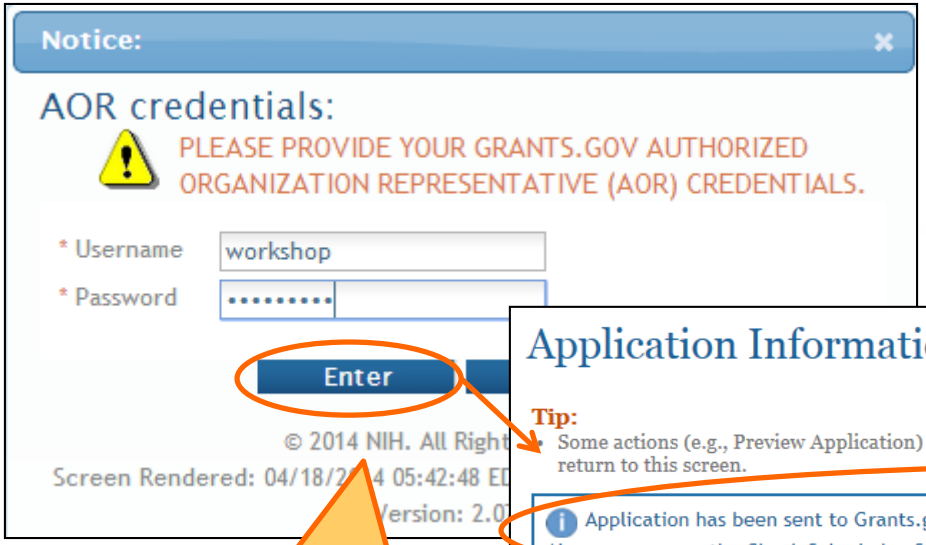
Submit Your Application

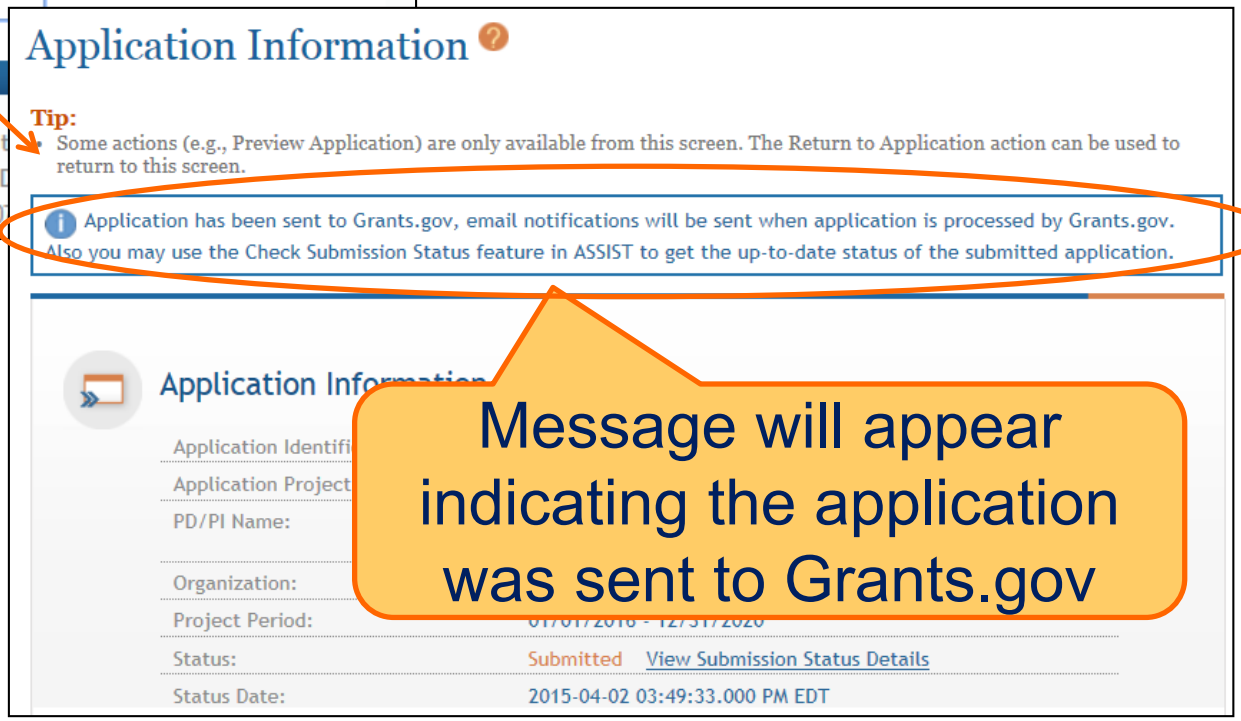
Must be a Signing Official (SO) in eRA Commons and an Authorized Organizational Representative (AOR) in Grants.gov to submit

Application Status must be set to **Ready for Submission**

Submit Your Application

Applications are submitted from ASSIST to Grants.gov.

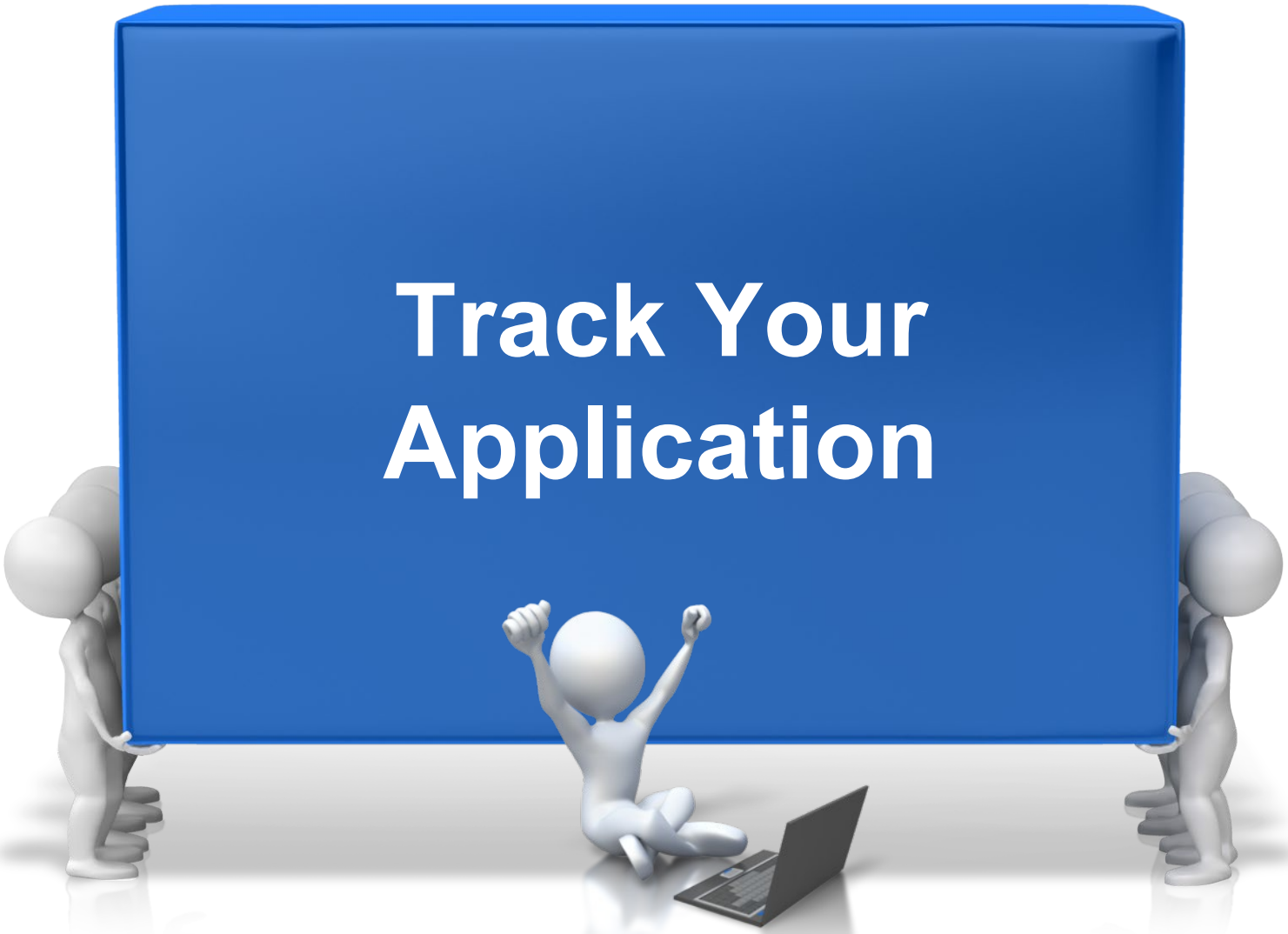




Enter your Grants.gov AOR credentials and click **Enter**

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

Track Your Application



Find | Plan | Initiate | Build Team | Enter Data | Finalize | Submit | **Track**

Notifications

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

Tracking Submission Status - ASSIST

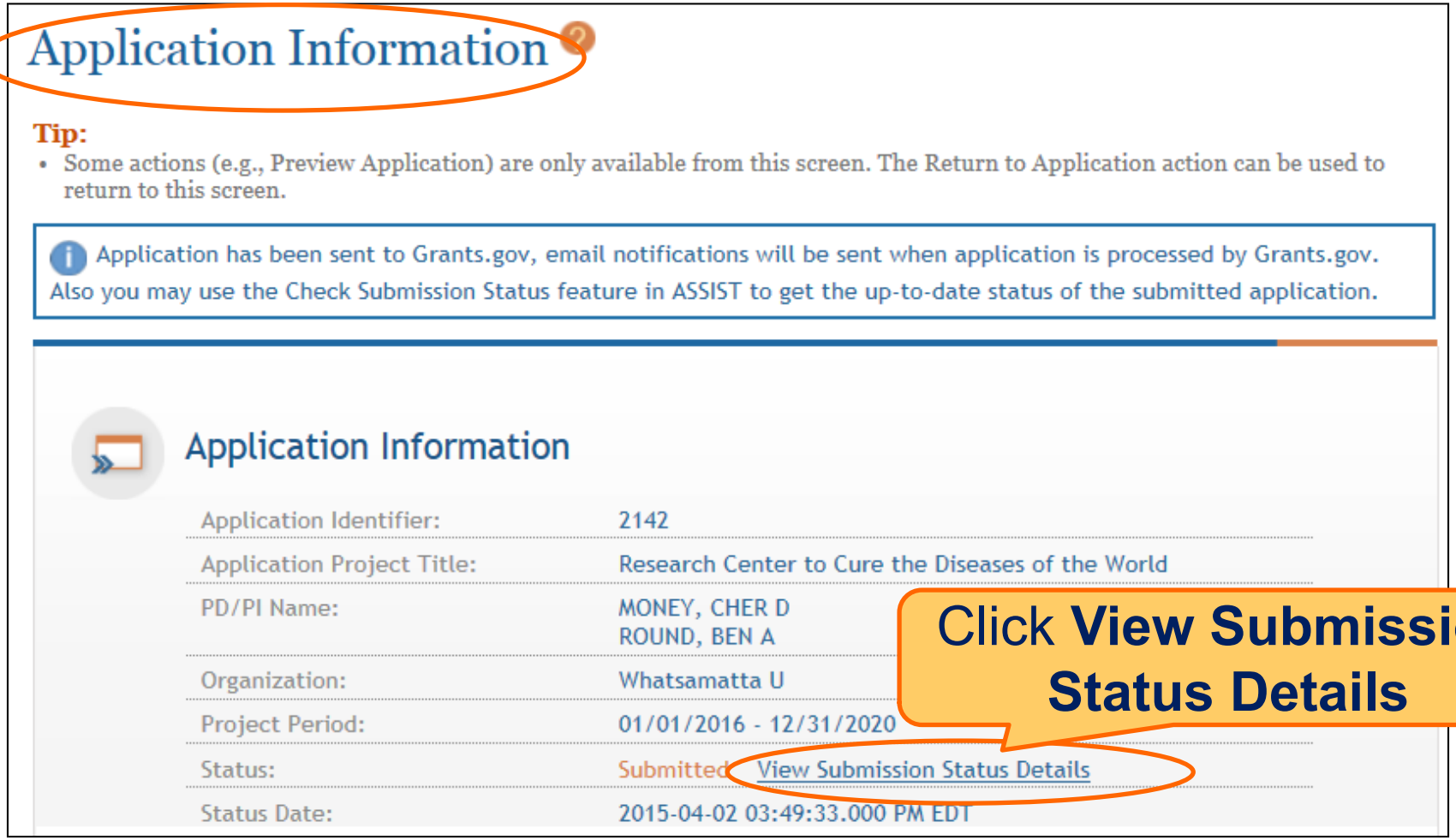
ASSIST provides the ability to track both Grants.gov and NIH status

- 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

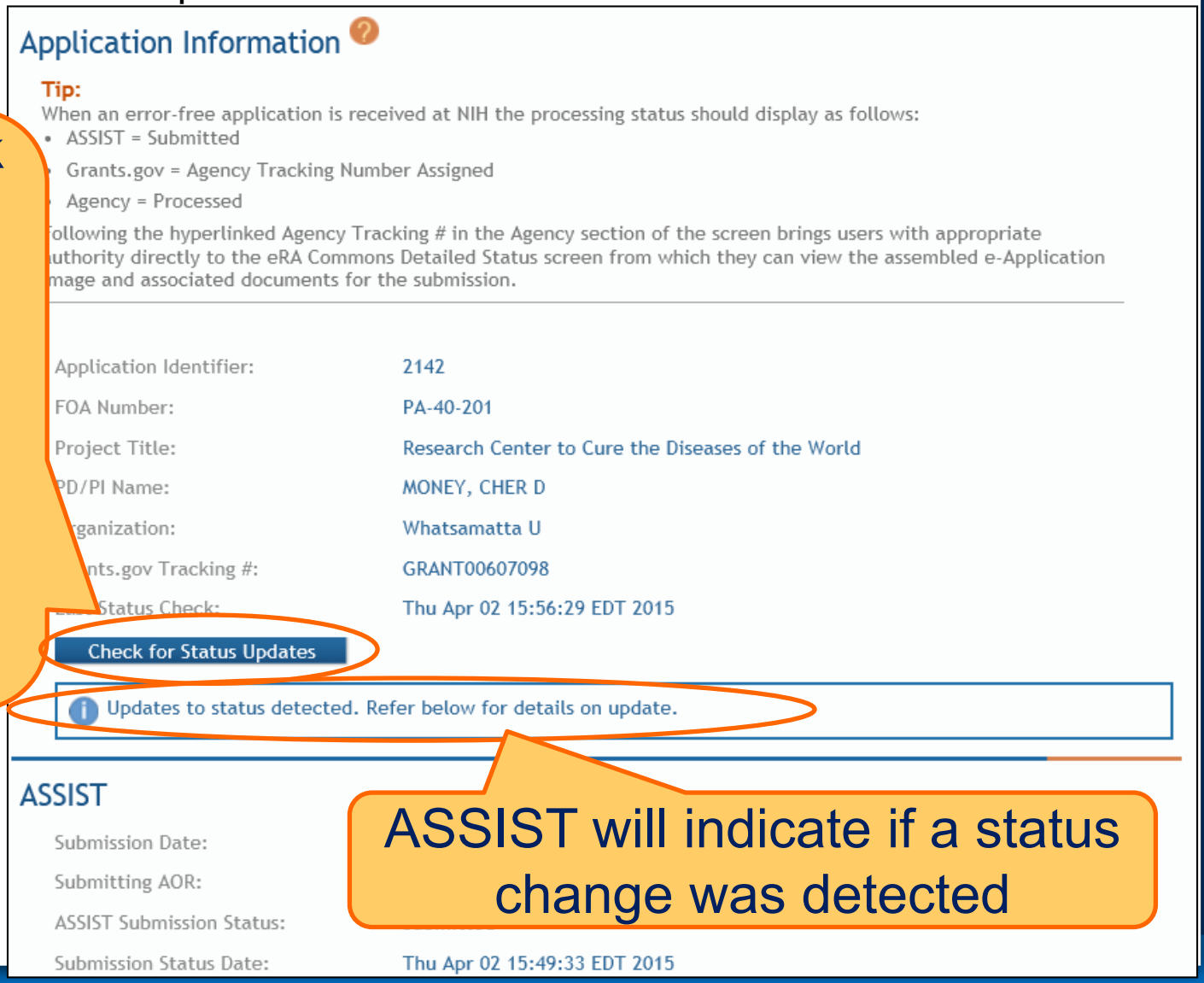
After submitting to Grants.gov, submission status can be tracked in ASSIST.



Click **View Submission Status Details**

Tracking Submission Status - ASSIST

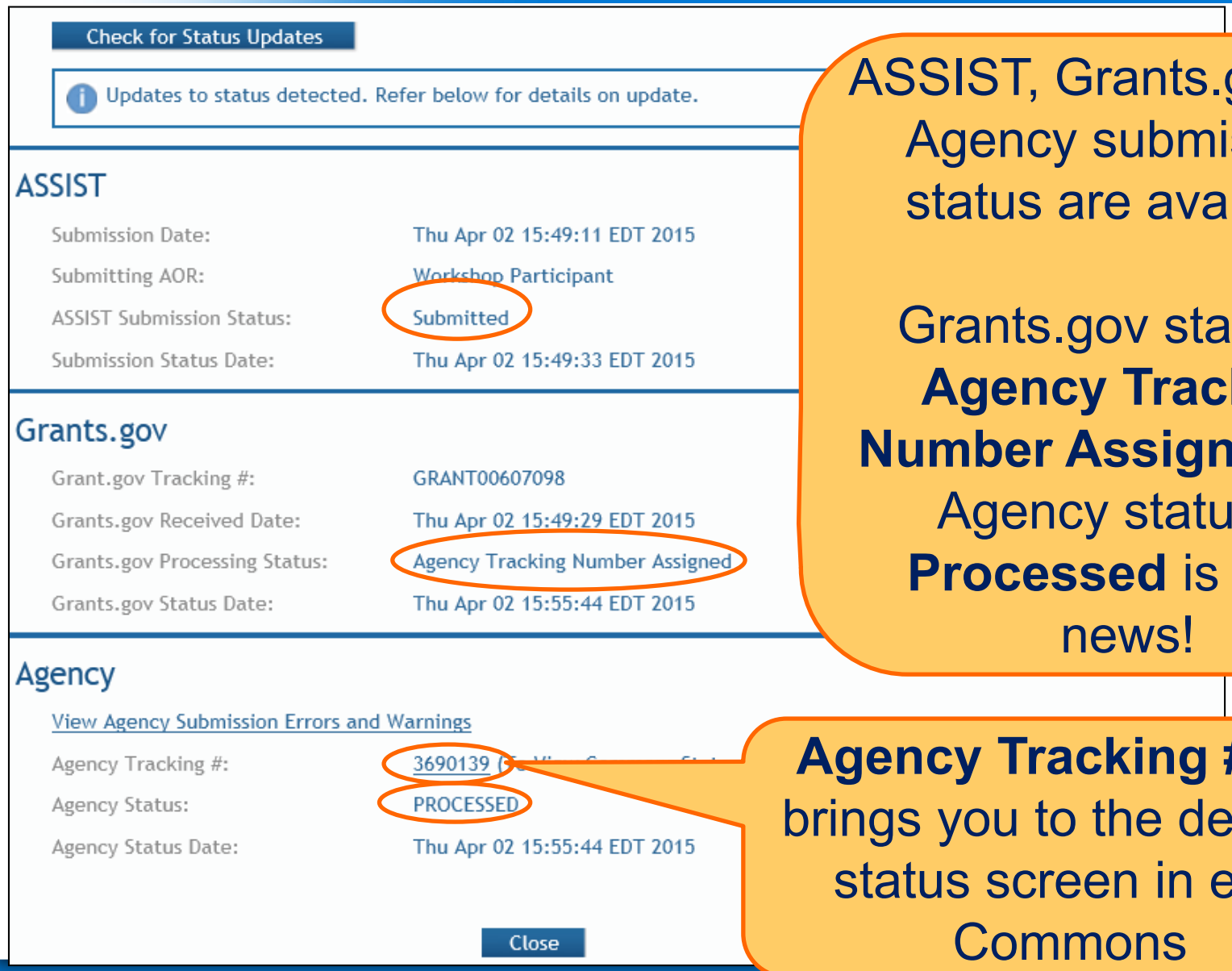
Top of screen



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

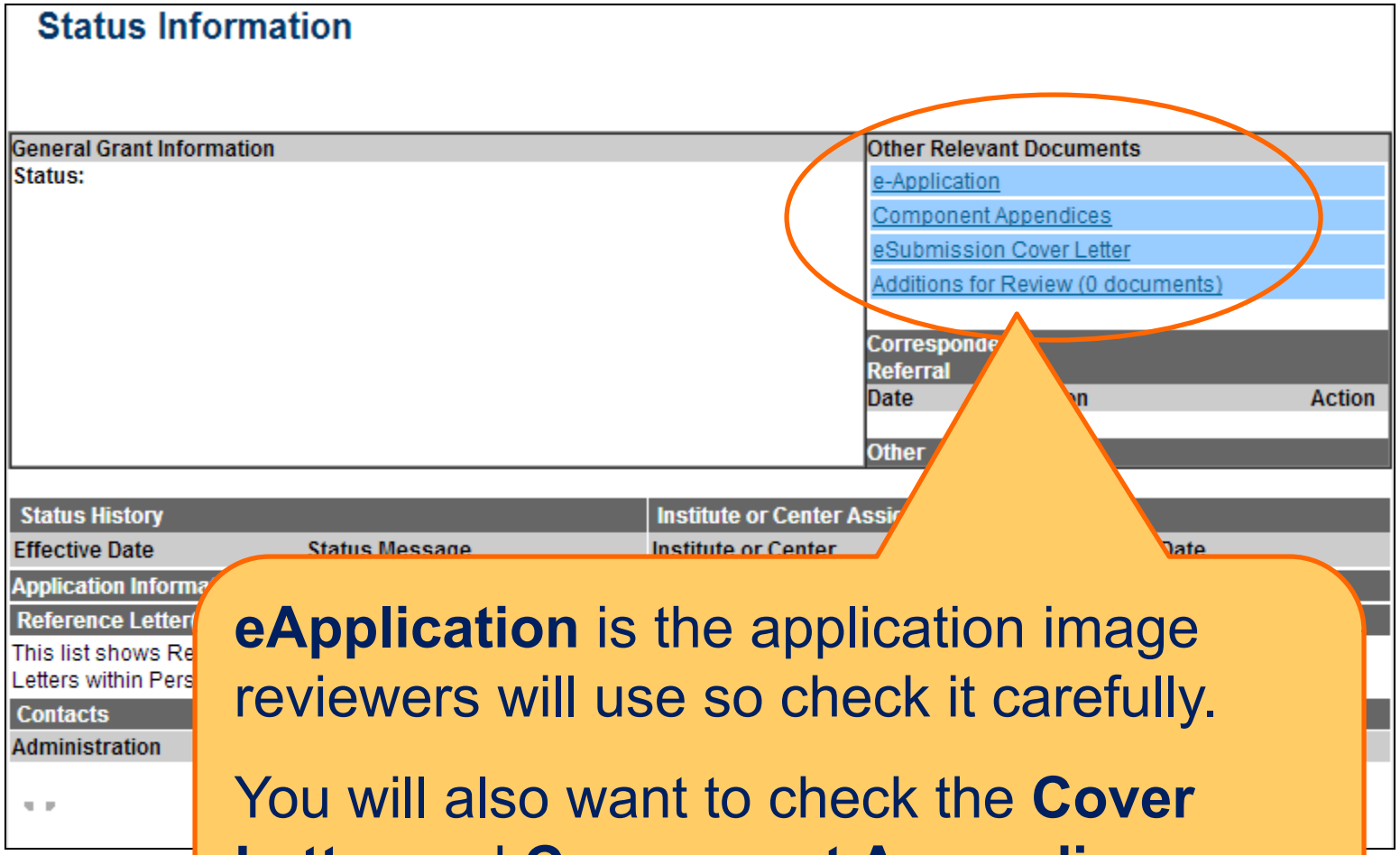


ASSIST, Grants.gov and Agency submission status are available

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

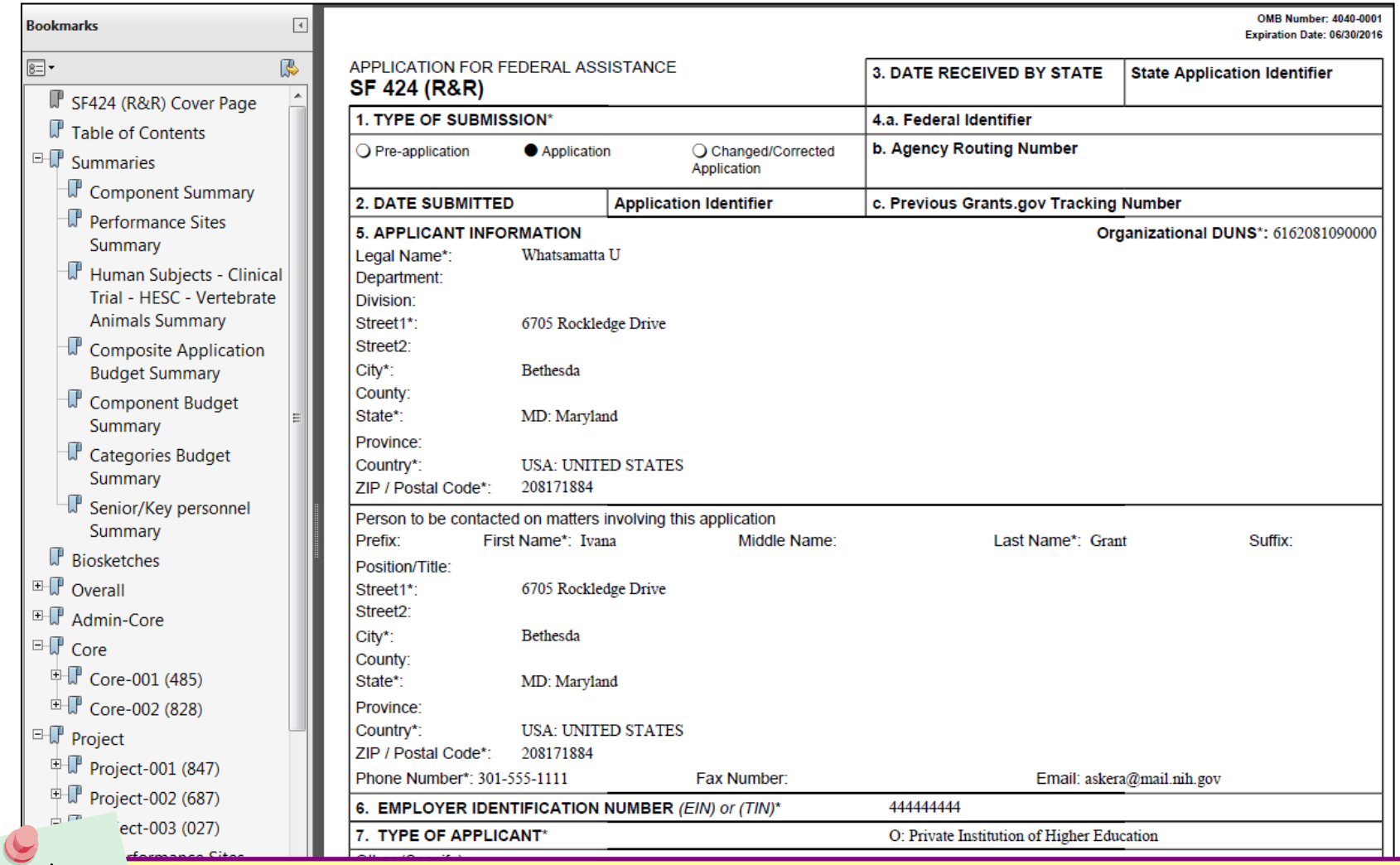


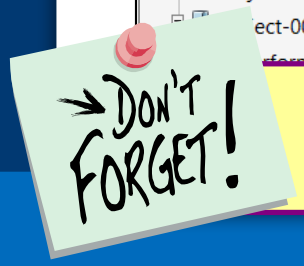
Application Viewing Window

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!

Viewing Your Application in Commons





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

Submission Complete!

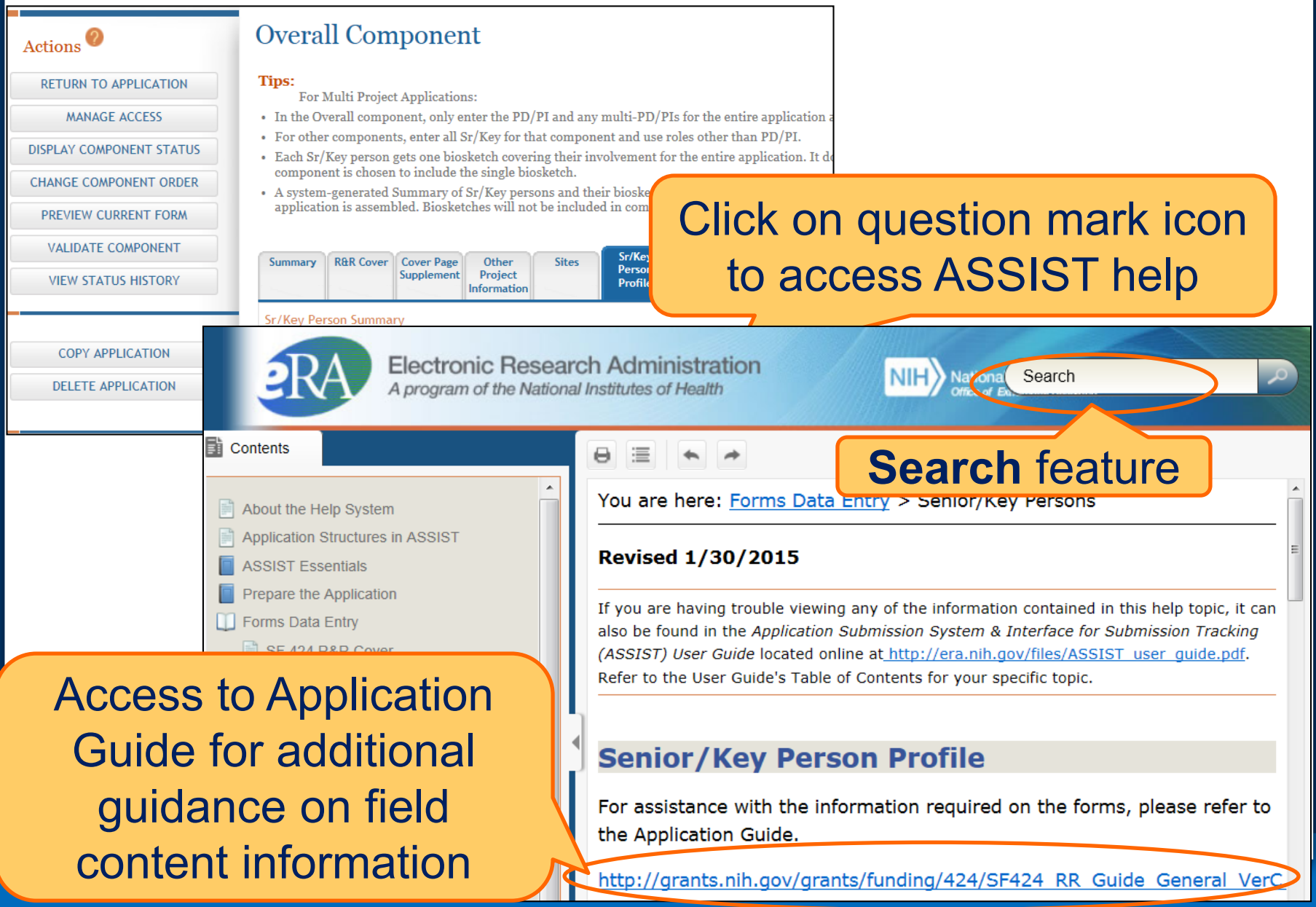
If no action is taken to reject the application during the two business day viewing window, the application automatically moves forward to NIH for further processing.

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

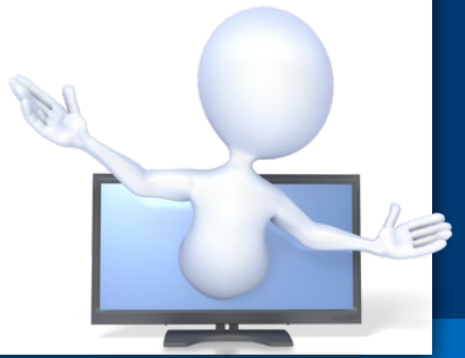
ASSISTance

On-line ASSIST Help



Links & Resources

- 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



National Institutes of Health
Office of Extramural Research

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.

QUESTIONS