Preparing, Submitting & Tracking Multi-project Applications Using

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June 2016
ASSIST is NIH's online system for the preparation, submission & tracking of grant applications through Grants.gov to NIH.
Key Benefits of ASSIST

- Secure, online data entry
- Collaboration of multiple users
- Pre-submission validation of many NIH and 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
- Ability to copy application to another opportunity
Electronic Submission Required

• NIH requires electronic submission for all multi-project applications

• Electronic submission options
  – ASSIST
  – Institutional system-to-system (S2S) solutions

Electronic submission is required. Using ASSIST is optional.
Before jumping into ASSIST, let’s take some time to get acclimated…
All electronic multi-project applications include:

- A single Overall component
- Some number of additional components
- Automatically prepared data summaries
- Single Overall component
- Provides an overview of the entire application
Multi-Project Application: Component Types

Some number of additional **component types**
- Component types vary by opportunity
- Funding opportunity announcements indicate the types of components expected in a responsive application
Some number of **components** within a **component type**

- Announcements indicate the required minimum and/or maximum number of components expected
Understand how your application image will be assembled by NIH for funding consideration

- The Overall component is presented first
  - Including system-generated data summaries

- Additional component types are presented in alphabetical order (e.g., Cores before Projects)
  - Components of the same type are grouped together
  - Components are identified by type and sequential number (e.g., Core-001, Core-002)

Check out this resource:
Overview of Process

Find Opportunity

Make a submission plan

Initiate application

Define team and provide application access

Enter application data

Finalize application and prepare for submission

Submit

Track status and view final application image
Find Opportunity
Find Multi-project FOAs in…

Find Funding - NIH Guide for Grants & Contracts

Grants.gov Search Grants
Section IV. Application and Submission Information of NIH FOAs includes important guidance for preparing your application in ASSIST.

Section IV. Application and Submission Information

1. Requesting an Application Package

Applicants can access the SF424 (R&R) application package associated with this funding opportunity using the “Apply for Grant Electronically” button in this FOA or following the directions provided at Grants.gov.

Most applicants will use NIH’s ASSIST system to prepare and submit applications through Grants.gov to NIH. Applications prepared and submitted using applicant systems capable of submitting electronic multi-project applications to Grants.gov will also be accepted.

2. Content and Form of Application Submission

It is critical that applicants follow the instructions in the SF424 (R&R) Application Guide, except where instructed in this funding opportunity announcement to do otherwise and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Non-conformance to the requirements in the Application Guide is required and strictly enforced. Applications that are out of compliance may be delayed or not accepted for review.

For information on Application Submission, see Grant Applications.

The SF424 (R&R) Application Guide provides general instructions for completing application forms.
General Instructions

Multi-project filtered view of General Instructions

Supplemental Instructions
**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 downloadable forms 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 POI 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 SF-424 (R&R) Application Guide, except where otherwise noted (in this FOA or in a Notice from the NIH Guide for Grants and Contracts) and where instructions in this FOA directly conflict with instructions in the Application Guide, follow the instructions in this FOA.

Applicants must follow all application instructions in the Application Guide as well as any program-specific instructions noted in this FOA. When the program-specific instructions diverge from those in the Application Guide, follow the program-specific instructions. Applicants that do not comply with these instructions may be delayed or not accepted for review.

Apply for Grant Electronically

1. Download Application Instructions
2. Link to Agency Multi-Project System

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 pre-approve 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. More are posted in the NIH guide for grants & contracts and in Grants.gov each of which has robust search capabilities. The FOA back will indicate whether ASSIST can be used to apply.
Multiple Organization Registrations Required

Allow a minimum of **6 weeks** to complete all registrations!

A **free** nine-digit identification number issued by Dun & Bradstreet (D&B) is used to uniquely identify your business/institution.

- **Dun & Bradstreet Data Universal Numbering System (DUNS)**
  - Begin the process at:
    - [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

- **After obtaining your DUNS, you can begin other registrations**
  - System for Award Management (SAM)
  - eRA Commons
  - SBA Company

**http://fedgov.dnb.com/webform**

**Telephone Number:**

866-705-5711
System for Award Management (SAM)

Register your entity (i.e., organization) to do business with the Federal Government

- Designate an E-Business Point-of-Contact (E-Biz POC)
- SAM registration and E-Biz POC needed for Grants.gov registration
- Annual SAM renewal needed to keep Grants.gov credentials active

www.sam.gov

Telephone Numbers:
US Calls: 866-606-8220
International Calls: 334-206-7828
DSN: 866-606-8220
Grants.gov

Federal-wide portal to find and apply for Federal grant funding

- Used by all 26 Federal grant-making agencies
- Prior to registering in Grants.gov you must obtain a DUNS number and register in SAM
- E-Biz POC approves Authorized Organization Representatives (AORs) to submit applications
- No registration needed to find opportunities or download forms

Telephone Numbers:
US Calls: 1-800-518-4726
International Calls: 606-545-5035
eRA Commons

Agency system that allows applicants, grantees and Federal staff to share application/grant information

- Used by NIH and a few other agencies
- Designate a Signing Official (SO)
  - Registers or affiliates Project Directors/Principal Investigators (PD/PIs) and other users
- NIH 2-week “good faith effort” for eRA Commons registration

Support:
http://grants.nih.gov/support/index.html
Already registered?
- Check with your Administrative Office before starting the process

New registrations
- Institution Registration Form: https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp
- Carefully follow ALL steps
  - Must respond to email verification messages
Who needs an eRA Commons account?

- At least one Signing Official (SO)
- Project Director/Principal Investigator (PD/PI) and any multiple-PD/PIs
- Component leads on a multi-project application
- Anyone doing data entry in ASSIST

- If awarded, additional individuals may need accounts for reporting purposes

Make a Submission Plan

- Decide how to distribute the work
  - Who will be doing the data entry?
  - Who will be responsible for ensuring the application moves through the process?
  - Who will ensure appropriate folks have access to the application?
    - Gather the Commons IDs for everyone who will be working on your application in ASSIST

- Carefully read the funding opportunity announcement
  - 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)

NIH National Institutes of Health
Office of Extramural Research
### Page Limitations

<table>
<thead>
<tr>
<th>Component Types Available in ASSIST</th>
<th>Research Strategy/Program Plan Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>6 pages</td>
</tr>
<tr>
<td>Admin Core</td>
<td>6 pages</td>
</tr>
<tr>
<td>Career Enhancement (use for Faculty/Researcher Enhancement Project and Student Career Enhancement Project)</td>
<td>6 pages per project</td>
</tr>
<tr>
<td>Project (use for Research Projects and Pilot Projects)</td>
<td>6 pages per project</td>
</tr>
<tr>
<td>Capacity Building (use for Capacity Building Project)</td>
<td>6 pages per project</td>
</tr>
</tbody>
</table>

Additional page limits described in the SF424 Application Guide and the Table of Page Limits must be followed.

### Instructions for the Submission of Multi-Component Applications

The following section supplements the instructions found in the SF424 (R&R) Application Guide, and should be used for preparing a multi-component application.

The application should consist of the following components:

- Overall: required
- Administrative Core: required, maximum of 1
- Faculty/Researcher Career Enhancement Project: optional
- Student Career Enhancement Project: optional
- Capacity Building Project: optional
- Research Project: optional; maximum = 5
- Pilot Project: optional; maximum = 5
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
Sample PAR-16-297 Application Layout

Overall Component

**PD/PIs:** Cher D. Money; Ben A. Round
**Organization:** A
**Project Title:** Research Partnership for Scaling Up Mental Health Interventions

Admin Core

**Title:** Administrative Core
**Lead:** Ben A. Round
**Organization:** A

Career Enhancement

**Title:** Faculty/Researcher Enhancement Project
**Lead:** Jed I. Knight
**Organization:** A

**Title:** Student Career Enhancement Project
**Lead:** Cher D. Money
**Organization:** A

Project

**Title:** Research Project 1
**Lead:** Ben A. Round
**Organization:** A

**Title:** Research Project 2
**Lead:** Abel Tu Lead
**Organization:** A

**Title:** Research Project 3
**Lead:** Ivy League
**Organization:** B

**Title:** Research Project 4
**Lead:** Ben A. Round
**Organization:** A

**Title:** Research Project 5
**Lead:** Cher D. Money
**Organization:** A

Subaward Budget

**Organization:** A

Capacity Building

**Title:** Capacity Building
**Lead:** Cher D. Money
**Organization:** A

**Title:** Pilot Project 1
**Lead:** Cher D. Money
**Organization:** A

**Title:** Pilot Project 2
**Lead:** Cher D. Money
**Organization:** A

**Title:** Pilot Project 3
**Lead:** Quin T. Sential
**Organization:** B

Subaward Budget

**Organization:** A

Subaward Budget

**Organization:** C
Initiate Your Application
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

Use your eRA Commons credentials to access ASSIST

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 & 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 to that opportunity. You will need the FOA number (e.g., PA-15-987) to initiate an application.

Active Grants.gov and eRA Commons credentials are required to prepare and submit applications using ASSIST.
Initiate Application

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

Welcome PENNYWISE

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

INITIATE APPLICATION

Funding Opportunity Announcement #
(Example: PA-00-001)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the NIH Guide for Grants & Contracts and in Grants.gov's Find Grant Opportunity functionality to identify opportunities used to prepare and submit applications.

SEARCH FOR APPLICATION

Important: The slides that follow are for reference. They use a sample opportunity (NOT PAR-16-297). Your screens will look slightly different based on PAR-16-174, but all concepts remain the same.

PAR-16-297
### FOA INFORMATION

**FOA Number:** PA-DD-201

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

**Offering Agency:** National Institutes of Health

**CFDA Number:** 93.855

**CFDA Description:** Allergy and Infectious Diseases Research

**Competition ID:** FORMS-D

**Opportunity Open Date:** 03/09/2016

**Opportunity Close Date:** 03/09/2019

**Agency Contact:** S2Support@mail.nih.gov

**Application Identifier:**

<table>
<thead>
<tr>
<th>* Application Project Title (describe title in 200 characters)</th>
<th>Research Center to Cure the Diseases of the World</th>
</tr>
</thead>
</table>

**Lead Applicant Organization:** * Whatsmatta U

**Lead Applicant Organization Address:** 6705 Rockledge Drive
Baltimore, MD 20817-1884

**Lead Organization DUNS:** 6162081090000

**Contact Project Director/Principal Investigator**

<table>
<thead>
<tr>
<th>Enter PD/PI Information below or</th>
<th>Pre-fill Application from Username</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name</td>
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</tr>
<tr>
<td>Middle Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

Access on-line help
Screen tips
ASSIST messages
Available actions vary based on application context and access
The Overall Component is added to the component navigation.

Form navigation for the selected component.
Adding Additional Components

Add New Component.

Allowable component types defined in the FOA are presented.

Continue adding components to build out the application shell.
Define Your Team and Provide Application Access
ASSIST automatically provides access to applications for some users:

- 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

- Based on role on the application
  - The application initiator has edit access for the entire application
  - All PD/PIs listed in the Overall component have edit access for the entire application once their eRA Commons IDs are provided
  - 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
The Manage Access action can be used to provide access to additional users or modify access for existing users.

**Modify access for existing user.**

**Give access to additional users.**
### USER INFORMATION

- **Username**: radaroriley
- **User**: Riley, Radar O
- **Primary Organization**: What'samatta U

To assign different access levels to Budget and Non-Budget data (e.g., for data migration), it is important to select the appropriate access. In this example, to assign the access data for both Budget and Non-budget data, the All select should be used. The user will be designated to manage access for the application or components.

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Component ID: Title</th>
<th>Budget</th>
<th>Non-Budget</th>
<th>Access Maintainer</th>
<th>Status Maintainer</th>
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</thead>
<tbody>
<tr>
<td>Entire Application</td>
<td>None</td>
<td>None</td>
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<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Overall Component</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>031-Admin-Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>485-Core: Research</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>828-Core: Communic</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>847-Project: Fabulous</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>687-Project: Fabulous</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>027-Project: Fabulous</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

- **Access**: Change View/Edit/None access for the application or components.
- **User**: Designated to manage access for the application or components.
- **Status**: Designated to change application status.
Enter Application Data
Use Search Applications to access your in-progress application.
Navigating to a Specific Component

Use the component navigation to identify the component you want to work on.
Every component has a **Summary** page.

Some actions are only available from the **Summary** page.
Click each tab to access form data entry screens.

Clicking **Edit** blocks other users from editing form.
ASSIST validates entered data and provides errors at the top of the screen when you Save.
Add Optional Form.

Select form and click **Submit**.

Form added to navigation.
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
Avoid Common Errors

• ASSIST screen tips
  – Found at the top of many data entry screens

• Application Guide

• Annotated form sets
# PHS 398 Research Plan

**OMN Number:** 0935-0001  
**Expiration Date:** 10/31/2019

## Introduction
1. **Introduction to Application (Resubmission and Revision)**  
   - Limited to 1 page. Overall: Required for resubmission and revision applications. Other components: optional unless otherwise stated in funding opportunity announcement.

## Research Plan Section
2. **Specific Aims**  
   - Required for all components. Limited to 1 page.
3. **Research Strategy**  
   - Required for all components. See Section IV of the funding opportunity announcement for Overall and component page limits. Typically 6, 12 or 30 pages.
4. **Progress Report Publication List**  
   - Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

## Human Subjects Section
5. **Protection of Human Subjects**  
   - FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes.
6. **Data Safety Monitoring Plan**  
   - FORMS-D: New attachment. Overall: Optional unless otherwise stated in FOA. Other components: Required if Clinical Trials is Yes on the PHS 398 Cover Page Supplement.
7. **Inclusion of Women and Minorities**  
   - FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes and exemption number is not 4.
8. **Inclusion of Children**  
   - FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes and exemption number is not 4.

## Other Research Plan Section
9. **Vertebrate Animals**  
   - FORMS-D: Rule change. Overall: Not collected. Other components: Required if Vertebrate Animals is Yes on the Other Project Information form.
10. **Select Agent Research**  
    - Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.
11. **Multiple PD/PI Leadership Plan**  
    - Overall: Required if more than one PD/PI is specified on R&R Sr/Key Person Profile form.
12. **Consortium/Contractual Arrangements**  
    - Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.
13. **Letters of Support**  
    - Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.
14. **Resource Sharing Plan(s)**  
    - Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.
15. **Authentication of Key Biological and/or Chemical Resources**  
   - FORMS-D: New attachment. Overall: Optional unless otherwise stated in FOA. Other components: Required if project involves key biological and/or chemical resources. Recommend 1 page, but no system validation enforcement of page limit.

## Appendix
16. **Appendix**  
   - Allows for up to 10 appendices. See Application Guide and announcement for restrictions.
   - Appendices are stored separately in the eRA Commons (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers.
   - DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at time of review. See NIH Guide notice NOT-OD-11-080.

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**Great resource to help you navigate system enforced form requirements.**
As component data is entered, several actions are available:

- Change Component Order
- Validate Component
- Preview Current Component
- Update Component Status
  - Work In Progress – only status that allows editing
  - Complete – component data entry is complete
  - Final – component has been reviewed by applicant organization and incorporated into the application
Select Component Type to reorder.

Provide desired sequence.
Errors and Warnings are displayed.

### Component Errors and Warnings Results

#### Component Information

- **Component Identifier:** Overall
- **Component Type:** Overall Component
- **Component Title:** Research Center to Cure All the Diseases of the World
- **Component Project Lead(s):** MONEY, CHER D ROUND, BEN A
- **Organization:** WHATSAMATTA U

#### Errors

<table>
<thead>
<tr>
<th>Component ID &amp; Title</th>
<th>Form Name</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Sr/Key Person Profile</td>
<td>The eRA Commons Username has not been specified in the &quot;Credential&quot; field on the Senior/Key Person page for PD/PI Bon Round (005.48.1)</td>
</tr>
<tr>
<td>Overall</td>
<td>Research Plan</td>
<td>The Research_Strategy.docx attachment is not in PDF format. All attachments must be provided to the agency in PDF format with a .pdf extension. (000.8)</td>
</tr>
</tbody>
</table>

#### Warnings

<table>
<thead>
<tr>
<th>Component ID &amp; Title</th>
<th>Form Name</th>
<th>Warning Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Other Project Information</td>
<td>In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)</td>
</tr>
</tbody>
</table>
Errors & Warnings

Errors stop application submission and processing and must be corrected before the due date

- Can’t submit until error-free

Warnings do not stop application submission or processing and are corrected at the discretion of the applicant before the due date
Component preview does not include bookmarks, Table of Contents, data summaries or biosketches.
Once a component is marked ‘Complete’ no additional edits can be made unless someone with appropriate authority (i.e. AO, SO, Status Maintainer, or Initiator) returns the status to ‘Work in Progress’.

Select status and enter comment for Status History.

Status on Summary page is updated.
Finalize Application & Prepare for Submission
Finalizing Components

• As components are marked ‘Complete’, the applicant organization can preview them and incorporate those that are ready into the final application by updating the component status to ‘Final’
  – Applicant organization AOs, SOs, users with Status Maintainer authority and application initiators have option to mark a component ‘Final’ directly from ‘Work in Progress’

• All components must be marked ‘Final’ before an application can be prepared for submission
Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.
ASSIST will check to ensure that only one biosketch is included for every Senior/Key person in the application.

If a biosketch is already included for any Sr/Key, you will have the option to view each biosketch and select the one you wish to keep.
After all biosketch issues are reconciled, the component status is set to Final.
Display Component Status

Provides all application/component status on a single screen

Application Status

To update a status start by selecting the Update Submission Status button in the left column from:
- Any form in an Application for the Application
- Component Summary for a Component

Component Statuses

<table>
<thead>
<tr>
<th>Component ID</th>
<th>Status</th>
<th>Next Steps</th>
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<tbody>
<tr>
<td>Overall</td>
<td>Work in Progress</td>
<td>Work in progress status may be updated to:</td>
</tr>
<tr>
<td></td>
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<tr>
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<td>- Final</td>
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<td>- Abandon</td>
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<tr>
<td>847-Project</td>
<td>Final</td>
<td>Final status may be updated to:</td>
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<tr>
<td>(Focus 1 - Money)</td>
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<td>- Abandon</td>
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</tr>
<tr>
<td>(Focus 2 - Sential)</td>
<td></td>
<td>- Work in Progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Abandon</td>
</tr>
<tr>
<td>027-Project</td>
<td>Final</td>
<td>Final status may be updated to:</td>
</tr>
<tr>
<td>(Focus 3 - Doer)</td>
<td></td>
<td>- Work in Progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Abandon</td>
</tr>
</tbody>
</table>
Although the Status is set to **Final** for each component, the Application Information still shows a Status of **Work in Progress**.
Submission Status Flow

• **Work In Progress** – Allows editing
• **All Components Final** – Can only be updated once each component status is Final
• **Ready for Submission** – Before status is changed, the system does a final validation check on your application
• **Submitted** – Automatically set after submitting to Grants.gov

Before changing your Submission Status, you may want to take another look at your application since you need to be in Work In Progress status to make any changes.
Validate Application

**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.

Submission status has been updated

**Application Errors and Warnings Results**

All Validations Passed
Application preview does not include Cover Letter, PHS Assignment Request Form or Appendices which are maintained separately post-submission.
If you like what you see, then it’s time to run through your internal approval process and take the final steps to prepare for submission.
You can prepare your application for submission once the status for all individual components has been set to **Final**.

Set the application status to **All Components Final**.
Once all internal reviews are complete, update the application status to **Ready for Submission**.
Before an application is changed to Ready for Submission status, it must pass validations (Warnings are OK).
Submit Your Application
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
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.
Enter your Grants.gov AOR credentials and click **Enter**.

Message will appear indicating the application was sent to Grants.gov.
Track Your Application
ASSIST sends out quite a few email notifications throughout the preparation and submission process to help you track your application

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

Check out this resource:
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
After submitting to Grants.gov, submission status can be tracked in ASSIST.

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.

Click View Submission Status Details
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.
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**

**eApplication** is the assembled application image reviewers and staff will see - check it carefully.

You will also want to check the **Cover Letter, PHS Assignment Request Form** and **Component Appendices** which are stored separate from the image.
Applicants have two (2) business days to view the assembled application image in eRA 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 - Review**

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

### Component Summary

<table>
<thead>
<tr>
<th>Components</th>
<th>Component Project Title</th>
<th>Organization Name</th>
<th>Contact PD/PI Name or Project Lead Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Research Center to Cure the Diseases of the World</td>
<td>Whatsamatta U</td>
<td>Money, Cher D</td>
</tr>
<tr>
<td>Admin-Core-001 (031)</td>
<td>Administrative Core</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Core-001 (485)</td>
<td>Research Core</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Core-002 (628)</td>
<td>Communications Core</td>
<td>Better Now</td>
<td></td>
</tr>
<tr>
<td>Project-001 (847)</td>
<td>Fabulous Research Project Focus 1</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Project-002 (687)</td>
<td>Fabulous Research Project Focus 2</td>
<td>Better Now</td>
<td></td>
</tr>
<tr>
<td>Project-003 (027)</td>
<td>Fabulous Research Project Focus 3</td>
<td>Cures R Us</td>
<td></td>
</tr>
</tbody>
</table>

### Applicant Organization Summary

<table>
<thead>
<tr>
<th>Applicant Organization</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

### Human Subjects

- Clinical Trial
- Human Embryonic Stem Cells
- Vertebrate Animals

<table>
<thead>
<tr>
<th>Components</th>
<th>Human Subjects</th>
<th>Clinical Trial</th>
<th>HESC Involved</th>
<th>Vertebrate Animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Admin-Core-001 (031)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Core-001 (485)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Core-002 (628)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-001 (847)</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-002 (687)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-003 (027)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

### Senior/Key Personnel Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Role on Project</th>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money, Cher D</td>
<td>Whatsamatta U</td>
<td>PD/PI (Contact)</td>
<td>Overall</td>
</tr>
<tr>
<td>Round, Ben A</td>
<td>Whatsamatta U</td>
<td>PD/PI (MFI)</td>
<td>Overall</td>
</tr>
<tr>
<td>Dish, Pete Re</td>
<td>Whatsamatta U</td>
<td>Faculty</td>
<td>Project-001 (847)</td>
</tr>
<tr>
<td>Doer, Ima</td>
<td>Cures R Us</td>
<td>Other Project Lead</td>
<td>Project-003 (027)</td>
</tr>
<tr>
<td>Dote, Ann T</td>
<td>Cures R Us</td>
<td>Post Doctoral Scholar</td>
<td>Project-003 (027)</td>
</tr>
<tr>
<td>Knight, Iad L</td>
<td>Whatsamatta U</td>
<td>Other Project Lead</td>
<td>Admin-Core-001 (031)</td>
</tr>
<tr>
<td>Kur, Raa</td>
<td>Better Now</td>
<td>Faculty</td>
<td>Overall</td>
</tr>
<tr>
<td>Lead, Abel Tu</td>
<td>Better Now</td>
<td>Faculty</td>
<td>Overall</td>
</tr>
</tbody>
</table>
The DUNS numbers on budget forms used to differentiate between applicant organization and subaward costs.
### Component Budget Summary

<table>
<thead>
<tr>
<th>Components</th>
<th>Categories</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin-Core-001 (031)</td>
<td>Salary, Wages and Fringe Benefits</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>455,000</td>
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<tr>
<td>Equipment</td>
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<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>30,000</td>
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<tr>
<td>Travel</td>
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<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Participant/Trainee Support Costs</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Direct Costs (excluding</td>
<td></td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>282,500</td>
</tr>
<tr>
<td>Consortium Costs</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Direct Costs</td>
<td></td>
<td>164,500</td>
<td>164,500</td>
<td>164,500</td>
<td>164,500</td>
<td>164,500</td>
<td>772,500</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>70,000</td>
<td>370,000</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>Total Direct and Indirect Costs</strong></td>
<td>229,500</td>
<td>229,500</td>
<td>229,500</td>
<td>229,500</td>
<td>229,500</td>
<td>1,147,500</td>
</tr>
<tr>
<td>Core-001 (485)</td>
<td>Salary, Wages and Fringe Benefits</td>
<td>171,333</td>
<td>171,333</td>
<td>171,333</td>
<td>171,333</td>
<td>171,333</td>
<td>850,005</td>
</tr>
</tbody>
</table>

### Categories Budget Summary

<table>
<thead>
<tr>
<th>Categories</th>
<th>Components</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;R Budget - Senior/Key Person</td>
<td>Admin-Core-001 (031)</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
<td>230,000</td>
</tr>
<tr>
<td>R&amp;R Budget - Other Personnel</td>
<td>Core-002 (929)</td>
<td>67,000</td>
<td>67,000</td>
<td>67,000</td>
<td>67,000</td>
<td>67,000</td>
<td>406,000</td>
</tr>
<tr>
<td>Funds Requested</td>
<td>Project-001 (847)</td>
<td>90,833</td>
<td>90,833</td>
<td>90,833</td>
<td>90,833</td>
<td>90,833</td>
<td>454,165</td>
</tr>
<tr>
<td>R&amp;R Budget - Other Personnel</td>
<td>Project-002 (897)</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>750,000</td>
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<tr>
<td>Funds Requested</td>
<td>Project-003 (2027)</td>
<td>143,050</td>
<td>143,050</td>
<td>143,050</td>
<td>143,050</td>
<td>143,050</td>
<td>715,250</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>029,210</td>
<td>029,210</td>
<td>029,210</td>
<td>029,210</td>
<td>029,210</td>
<td>3,146,080</td>
</tr>
<tr>
<td>R&amp;R Budget - Other Personnel</td>
<td>Admin-Core-001 (031)</td>
<td>44,000</td>
<td>44,000</td>
<td>44,000</td>
<td>44,000</td>
<td>44,000</td>
<td>220,000</td>
</tr>
</tbody>
</table>
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.
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.
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
You can easily make a copy of your application to:

- Work on a Resubmission application
- Move data to a different opportunity
- Move data to a different version of forms during a form update (e.g., FORMS-C to D)
- Take a snapshot, before heading in a different direction
Provide target FOA number.

Select target component type for each component.

Check box if you want to copy attachments.
ASSISTance
On-line ASSIST Help

Logistics of using ASSIST:
Click on question mark icon to access ASSIST help.

Search feature:

Access to application guide for additional guidance on field content information.
• ASSIST: public.era.nih.gov/assist

• Online help: era.nih.gov/erahelp/ASSIST/

• How to Apply – Application Guide

• Annotated form set

• eRA ASSIST Training page:
  http://era.nih.gov/era_training/assist.cfm
eRA Service Desk

Web: http://grants.nih.gov/support/
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 your first stop for support.
Questions