

NIH ASSIST

Objectives

- Understand what you can do in ASSIST
- Create a new proposal that you can edit
- Preview and validate prior to submission

What is ASSIST?

- Application Submission System & Interface for Submission Tracking
- An online system to prepare applications to NIH and other PHS agencies
- Forms in ASSIST are the exact same forms that one would find in a grants.gov package

Benefits of ASSIST

- Saves time filling in forms ability to populate data from an eRA Commons user name
- No more tracking/saving versions of a grant package
- Allows multiple users to work on an application at the same time

Benefits of ASSIST

- Easy navigation to the different forms within the application (less scrolling up and down)
- Preview an application in the final format that is generated in the Commons
- Validate an application for warnings/errors in the Commons prior to submission

Getting Started with ASSIST

- ASSIST requires an eRA Commons user ID and password
 - Anyone serving as a PI must have a Commons user name
 - Anyone who needs to access the application must have a Commons user name
 - Accounts are created by your Sponsored Programs preaward coordinator

Getting Started with ASSIST

- Decide who will be responsible for initial data entry in ASSIST and gather eRA Commons IDs so access can be provided to everyone who needs it.
- Find a Funding Opportunity Announcement (FOA) though NIH website or grants.gov.

Getting Started with ASSIST

• Create from the FOA

Apply Online Using ASSIST

Apply Using Downloadable Forms

• Create from ASSIST

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

INITIATE APPLICATION

Funding Opportunity Announcement # (Example: PA-XX-XXX or LITC-ABCD-XX-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the <u>NIH Guide for Grants & Contracts</u> and in <u>Grants.gov's Search Grants</u>. 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.

GO

Parent R01

Logging into ASSIST

• eRA Commons & ASSIST:

https://era.nih.gov



Logging into ASSIST

• Enter your Commons ID and password and hit Login



Initiating & Finding Applications

2100		TP4	
Welcome ASCHREIBER2	Welcome to th	e Application Submissio	PN Need Help?
		rface for Submission Tra	
_	(ASSIST)		APPLICATION GUID
			ASSIST USER GUID
		nity Announcement # -XXX or LITC-ABCD-XX-000)	GO
		titutes of Health posts Funding Opportunit	
		(FOAs) in the <u>NIH Guide for Grants & Contr</u> <u>cch Grants</u> . Each resource has robust searc	
		dentify opportunities of interest. ASSIST ca and submit applications when explicitly st	
	SEARCH FOR AP	PPLICATION Search	Applications

 Once you have logged in, you can initiate a new application or search for an existing one

Finding an Existing Application

- You can search for applications using a number of criteria
- The results will only include those proposals to which you have been granted access

1019	14/11/			-
	Home > Search for Applications	I A		1
Welcome ASCHREIBER2	Search for Applica	tions 🤨		
	Application Identifier:			
	Application Project Title:			
	Agency:		*	
	PD/PI First Name:			
	PD/PI Middle Name:			
	PD/PI Last Name:			
	Lead Applicant Organization:			
	Submission Status: (select all that apply)	Work in Progress All Components Final Ready for Submission Submitted Submission Errors Abandoned		
			Hide Abandoned Applications?	
	Submission Date:	from	to	
	Project Start Date:			
	Project End Date:			

Initiating a New Application

Home > Initiate Application

Initiate Application for FOA #: PA-16-160 🥹

After initiation, the ${\it Lead}{\it Application}{\it Organization}{\it Name}{\it and}{\it Lead}{\it Application}{\it Organization}{\it DUNS}{\it cannot be}{\it changed}$

A INFORMATION	* Required
FOA Number:	PA-16-160
Opportunity Title:	NIH Research Project Grant (Parent R01)
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Competition ID:	FORMS-D
Opportunity Open Date:	04/17/2016
Opportunity Close Date:	05/07/2019
Agency Contact:	eRA Service Desk Monday to Friday 7 am to 8 pm ET http://grants.nih.gov/support/
Application Identifier:	
* Application Project Title (describe title in 200 characters)	
Lead Applicant Organization: *	UNIVERSITY OF NEBRASKA-LINCOLN V
Lead Applicant Organization Address:	151 Whittier Research Center 2200 Vine Street LINCOLN, NE 685830861
Lead Organization DUNS:	5554569950000

- Application project title must be completed upon initiating an application
- Use "TBD" if unknown in order to continue, but remember to go back and fill in the actual title later

Initiating a New Application

 Select "Pre-fill Application from Username" and then enter the Commons user name for the PI to prepopulate some sections of the application

Lead Applicant Organization: *	UNIVERSITY OF NEBRASKA-LINCOLN V
Lead Applicant Organization Address:	151 Whittier Research Center 2200 Vine Street LINCOLN, NE 685830861
Lead Organization DUNS:	5554569950000
5AM Registration Expiration Dat	
An active SAM Registration is required to submit your applicatio to the agency	
required to submit your applicatio	n
required to submit your applicatio to the agency	n
required to submit your applicatio to the agency Contact Project Director/Princ	n ipal Investigator
required to submit your applicatio to the agency Contact Project Director/Princ Enter PD/PI Information below or	n ipal Investigator Pre-fill Application from Username Clear

- All forms are the same as grants.gov package
- Each form is shown as tab at the top for easy navigation
 - Selecting "Edit" on a
 form opens the fields
 for editing and prevents
 other from editing it
 simultaneously

Actions 🧭	Application Information @	
RETURN TO APPLICATION	Tips: • Complete this form first. Some information is forward populated to other forms.	
MANAGE ACCESS	 Multi-project applications - For the Overall component, complete the entire form. For other components, 	you will only be able to
ADD OPTIONAL FORM	complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Appli Proposed Project Start/End Dates). Expand All will expose fields available for data entry.	.cant's Project and
PREVIEW CURRENT FORM		
VALIDATE APPLICATION	Summary Rite Cover Page Other Sites Sr/Key Research Project Project Person Plan Profile	
VIEW STATUS HISTORY	Information Profile	
UPDATE SUBMISSION STATUS		18 Number: 4040-0001 ion Date: 06/30/2016
COPY APPLICATION	Edit	
DELETE APPLICATION		
	🖉 Expand All	* Required field(s)
	1. * TYPE OF SUBMISSION	
	* Type of Submission O Pre-Application O Application O Changed/Corrected Appl	lication
	2. DATE SUBMITTED	
	Date Submitted	
	Applicant Identifier	
	3. DATE RECEIVED BY STATE	
	Date Received by State	
	State Application Identifier	
	4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER	
	Federal Identifier	
	Agency Routing Identifier	
	Previous Grants.gov Tracking ID	

Save and Keep Lock Saves the form and keeps it locked so others cannot edit RETURN TO APPLICATION MANAGE ACCESS

ADD OPTIONAL FORM PREVIEW CURRENT FORM

VALIDATE APPLICATION

UPDATE SUBMISSION STATUS

COPY APPLICATION DELETE APPLICATION

Save and Release Lock Saves the form and allows others to edit

Cancel and Release
Does not save changes and
allows others to edit

	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Research Plan			
Project/Pe	erformance Sit	e Locations S	ummary						
	ct/Perfor rmanceS			on(s)			E		ber: 4 <mark>040-000</mark> te: 06/30/201
Edit	t							* Req	uired field(s)
	ulate from	0201200-0201-0201-02							
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DUNS N (e.g. 12 * Street Street * City	lumber 13456789 or 1 1 2	12345678912	34)		t State]	7	
DUNS N (e.g. 12 * Street Street * City County	lumber 13456789 or: 1 1 2 /Parish	12345678912	34)		t State			T	
DUNS N (e.g. 12 • Street Street • City County State	lumber 13456789 or. 1 1 2 /Parish æ	12345678912	34)	Selec				v	
DUNS N (e.g. 12 * Street * City County State Provinc * County	lumber 13456789 or. 1 1 2 /Parish æ	12345678912	34)						

Pre-Populating Senior/Key Person Profiles

- Enter the person's Commons user ID into the Credential field and click the populate button
- The person's information will auto-fill into the form

Application Information 🥝

All editable fields marked with ****** must be entered in order to Save this form. Please gather these data before beginning your data entry.

	_	Supplement	Project Information	_	Person Profile	Budget	R&R Subaward Budget	Research Plan	
r/Key Persor	n Summary								
			nior/Key P nded v2.(rofile (E	xpanded))		Number: 4040-0001 1 Date: 06/30/2016
Edit								*	Required field(s)
PROFIL	LE - Pro	ject Dir	ector/Pr	incipal	Investig	gator	_		
Credentia	al, e.g., ag	ency login					pulate field	ls from Creden	tials
Prefix			Select F	Prefix 🔻			_		
First Nam	ne								
Middle Na	ame								

Optional Forms



Add Optional Form Select the form you wish to add Submit © 2016 NIH. All Righ Screen Rendered: 11/14/2016 01:53:24 E Version: 2.2 PD/PI Name: Balkus, Andrea

Allowing Access to the Application

- Automatic Edit access is given to:
 - All SOs and AOs at the applicant organization (i.e. Sponsored Programs)
 - The PIs designated on the application
 - The user that initiated the application
- Access can be given or revoked to additional users

	Home > Sea	rch for App	<u>lications</u> > <u>A</u>	pplication Se	earch Resu	<u>lts</u> > Applio	cation Information	
Actions 2	Applic	ation	Inform	nation	0			
MANAGE ACCESS		tions (e.g., P this screen		ication) are o	only availab	le from this	s screen. The Return	1 to Application action can be used to
PREVIEW APPLICATION	Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Research Plan	
VALIDATE APPLICATION		-		inormation		Tiome		
VIEW STATUS HISTORY								
UPDATE SUBMISSION STATUS	S	Applic	ation In	formatio	n			
	-	Applica	tion Identifi	en:	1198	96		
		Applica	tion Project	Title:	Test			
COPY APPLICATION		PD/PI N	ame:		Balk	us, Andrea		
DELETE APPLICATION		Organiz	ation:		UNIV	ERSITY OF	NEBRASKA-LINCOLN	
			Period:					

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

User Access Summary @

View Access History

Click on the User name to add access to other components for the user. One item found. Project 💠 Non-Budget 🗢 Access Status Budget 🗘 * \$ User Primary Organization All Maint Maint UNIVERSITY OF NEBRASKA-Edit None ASCHREIBER2 None N Y LINCOLN Add User

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

Add New User 🥝



Previewing the Application Forms



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

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.

Select "Generate Preview," then "Refresh Status," then "View" to see the entire application

User 🗢	Status Date		Status	÷	Action					
Nothing found to display.										
	Generate Preview		Home > Search for Ap			arch Results > <u>App</u> l	lication	n Information > Preview Ap	plication	
e	ate back to the			loes not aut	tomatically upda	te - use the Refresh	Status	button to get current status. want to view the last one av		
"Return to	o Application	• •	User		÷	Status Date	\$	Status	¢	Action
N Cluin U	5 Application		Balkus, Andrea		Mon Nov 1	4 14:07:08 EST 2016		Preview Available		View
in the	Actions pane	1	Balkus, Andrea		Mon Nov 1	4 14:11:29 EST 2016		Waiting to Process		
					Refrest	Status				

Validating the Application

• Provides a list of errors and/or warnings for the application



Errors

Total Errors to be corrected before the application can be submitted: 6

Form Name	Error Message
R&R Cover	Required form is incomplete. Please complete the required form so that all validations can be performed.
Cover Page Supplement	Required form is incomplete. Please complete the required form so that all validations can be performed.
Other Project Information	Required form is incomplete. Please complete the required form so that all validations can be performed.
Sites	Required form is incomplete. Please complete the required form so that all validations can be performed.
Sr/Key Person Profile	Required form is incomplete. Please complete the required form so that all validations can be performed.
Research Plan	Required form is incomplete. Please complete the required form so that all validations can be performed.

Submitting the Application

- Sponsored Programs must submit the application in ASSIST
- Two step process:
 - Change the application status to "Ready for Submission"
 - Submit the application
- This generates several emails to OSP and the PI

Tracking Application and Viewing the Assembled Application Image

• Use the View Submission Status Details link to track application status

Application Identifier:	ciated documents for the submission. 70728
FOA Number:	PAR-16-106
Project Title:	
PD/PI Name:	
Organization:	Board of Regents, Univ of Nebraska, Univ of Nebraska- Lincoln
Grants.gov Tracking #:	GRANT12148755
Last Status Check:	
Check for Status Updates	
SSIST	
Submission Date:	Wed Apr 20 17:42:04 EDT 2016
Submitting AOR:	Jeanne Wicks
ASSIST Submission Status:	Submitted
Submission Status Date:	Wed Apr 20 17:42:09 EDT 2016

GRANT12148755

Grants.gov

Grant.gov Tracking #: Grants.gov Received Date: Grants.gov Processing Status: Grants.gov Status Date:

Agency

Agency Tracking #: Agency Status: Agency Status Date:

authority directly to the e	Agency Tracking # in the Agency section of the screen brings users with appropriate RA Commons Detailed Status screen from which they can view the assembled e- ociated documents for the submission.
Application Identifier:	70728
FOA Number:	PAR-16-106
Project Title:	
PD/PI Name:	
Organization:	Board of Regents, Univ of Nebraska, Univ of Nebraska- Lincoln
Grants.gov Tracking #:	GRANT12148755
ast Status Check:	Wed Apr 20 17:42:53 EDT 2016
Grants.gov Tracking #: Last Status Check:	Lincoln GRANT12148755

ASSIST

Submission Date:	Wed Apr 20 17:42:04 EDT 2016	
Submitting AOR:	Jeanne Wicks	
ASSIST Submission Status:	Submitted	
Submission Status Date:	Wed Apr 20 17:42:09 EDT 2016	

Grants.gov

Grant.gov Tracking #:	GRANT12148755
Grants.gov Received Date:	Wed Apr 20 17:42:08 EDT 2016
Grants.gov Processing Status:	Validated
Grants.gov Status Date:	Wed Apr 20 17:42:31 EDT 2016

Agency

- Agency Tracking #:
- Agency Status:
- Agency Status Date:

 ASSIST = Submitted Grants.gov = Agency Tracking Number Assigned Agency = Processed 				
Following the hyperlinked Ag authority directly to the eRA	gency Tracking # in the Agency section of the screen brings users with appropriate A Commons Detailed Status screen from which they can view the assembled e- ated documents for the submission.			
Application Identifier:	70728			
FOA Number:	PAR-16-106			
Project Title:				
PD/PI Name:				
Organization:	Board of Regents, Univ of Nebraska, Univ of Nebraska- Lincoln			
Grants.gov Tracking #:	GRANT12148755			
Last Status Check: Wed Apr 20 17:43:59 EDT 2016				
Check for Status Updates				
SIST				
SIST Submission Date:	Wed Apr 20 17:42:04 EDT 2016			
	Wed Apr 20 17:42:04 EDT 2016 Jeanne Wicks			
Submission Date:				
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Submission Date: Submitting AOR: ASSIST Submission Status:	Jeanne Wicks Submitted			
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 Grants.gov = Agency Tracking Nu Agency = Processed 		
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FOA Number:	PAR-16-106	
Project Title:		
PD/PI Name:		
Organization:	Board of Regents, Univ of Nebraska, Univ of Nebraska- Lincoln	
Grants.gov Tracking #:	GRANT12148755	
Last Status Check:	Wed Apr 20 17:45:13 EDT 2016	
Check for Status Updates		
Indates to status detected	I. Refer below for details on update.	1
	. Refer below for details on update.	l
	, keler betow for details on update.]
SIST]
SIST Submission Date:	Wed Apr 20 17:42:04 EDT 2016]
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• When the application successfully processed to eRA Commons, the Agency Tracking # will be hyperlinked to the eRA Commons detailed status screen

Agency

View Agency Submission Errors and Warnings

Agency Tracking #:

Agency Status:

Agency Status Date:

3930252 (To View Commons Status Details)

PROCESSED

Wed Apr 20 17:44:35 EDT 2016

• Carefully check assembled application image and associated documents

Copying an Application

Application Information 🥝



Tip:

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

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

Application Identifier:	37017			
Application Project Title:	Test			
PD/PI Name:	Carlin, Kate			
Organization:	UNIVERSITY OF NEE			
Project Period:				
Status:	-	Submit Application		
Status Date:		2015-09-29 12:29:33.000 PM EDT		



Email Notifications from ASSIST

- Notification emails are automatically generated and cannot be restricted. Notices are received when:
 - Someone is given access to a proposal
 - Someone is designated as PD/PI for the application
 - Someone changes the status of the application
 - OSP submits the application

Thank You! Andrea Balkus | <u>abalkus2@unl.edu</u> | 402-472-4322 OSP Staff Directory (look up your OSP contacts): http://research.unl.edu/sponsoredprograms/staff-

directory/