NIH ASSIST
Objectives

1. Understand what you can do in ASSIST
2. Create a new proposal that you can edit
3. Preview and validate prior to submission
What is ASSIST?

Application Submission System & Interface for Submission Tracking (ASSIST)

An online system to prepare applications using the SF424 R&R forms and submit through grants.gov to NIH and other PHS agencies.  [https://public.era.nih.gov/assist/](https://public.era.nih.gov/assist/)

Forms in ASSIST are the exact same forms that one would find in a grants.gov package.

Applications that can be submitted through ASSIST:
R01, R03, R21, U01, F series, T series, K12, D series, small business grant applications, and various others (i.e. other R series, U series, etc.)
Benefits of ASSIST

• Saves time filling in forms - ability to populate data from an eRA Commons user names.
• No more tracking/saving versions of a grant package - allows multiple users to work on a package at the same time.
• 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.
1. Gaining Access to ASSIST

- eRA Commons user ID and password.

- Department/College liaisons will be set up with a role of Assistant (ASST). PIs, post docs, Graduate Research Assistants, etc. will be set up with their own corresponding role. Anyone serving as a PI must have a Commons user name.
2. Creating an Application

1. Find a Funding Opportunity Announcement (FOA)
   - Grants.gov

2. Make a submission plan
   - 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.
3. Log in to Assist

• [https://era.nih.gov](https://era.nih.gov) eRA Commons & ASSIST

NIH's eRA systems provide applicants, grantees and federal staff the tools necessary for electronic processing of grants. Used by NIH, AHRQ, CDC, FDA, SAMHSA and the VA, the eRA Commons and IMPAC II systems support the full grants life cycle from receipt to award to closeout.

What's New?

• eRA Information: Ext-UAT for ASSIST and Commons Demo Will be Unavailable Friday AM, November 6, 2015
  November 03, 2015
• eRA Enhancements: Highlights of eRA Commons’ Upcoming Release &
4. Initiate your application

- Use the *Initiate Application* feature in your FOA number to get started…

...or, initiate from within ASSIST
Searching for an Already Created Application

On the home page you can search for an application: main search options include the application’s 5 digit identifier or PI name.
5. Enter application data

- 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.

- Select “Pre-fill Application from Username” and then enter the Commons user name for the PI. This populates PI’s name and pre-fills other sections of the application.
• All the forms are the same as the grants.gov package
• Each section is in a tab across the top of an application for easy navigation to each page.
• Selecting “Edit” on a form opens the fields for editing and prevents other from editing it simultaneously.
Save and Keep Lock

- saves the form and keeps it locked so others cannot edit.

Save and Release Lock

- saves the form and opens the form for editing by others.

Cancel and Release

- does not save changes and opens the form for editing by others.
Pre-Populating Senior/Key Profiles

- Use the **Credential** field to enter Commons user ID
- Populate button next to that field.
Optional Forms

This button can be found in the Actions panel on the left hand side.

- Budget forms: R&R or modular
- R&R subaward budget (if applicable)
- Cumulative Inclusion and Planned Enrollment reports (if applicable).
6. Allowing others access to the application

Under the Actions panel, select “Manage Access.”
1. Select “Add User” and enter the Commons user name.
2. Select the appropriate level of access for the application.
   • Access options include: ALL, NONE, EDIT, and VIEW.
   • Access Maintainer check box: provide and control access to other users.
   • Status Maintainer check box: allow user the ability to update the status of the entire application.
7. Finalize application, prepare for submission

To preview a specific form within the application
- “Preview Current Form.”

To preview entire application
- “Preview Application” which will pull all forms and attachments together.
Previewing whole application:

- Select "Generate Preview" to refresh for any changes made to the application. Then select "Refresh Status" and then "View" to preview the entire application.

- To navigate back to the application for editing or other reasons, select "Return to Application" under the Actions panel.
Previewed Application

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

<table>
<thead>
<tr>
<th>1. TYPE OF SUBMISSION*</th>
<th>3. DATE RECEIVED BY STATE</th>
<th>State Application Identifier</th>
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<tbody>
<tr>
<td>☐ Pre-application</td>
<td>a. Federal Identifier</td>
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<tr>
<td>☐ Application</td>
<td>b. Agency Routing Number</td>
<td></td>
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<tr>
<td>☐ Changed/Corrected Application</td>
<td>c. Previous Grants.gov Tracking Number</td>
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<table>
<thead>
<tr>
<th>2. DATE SUBMITTED</th>
<th>Application Identifier</th>
</tr>
</thead>
</table>

5. APPLICANT INFORMATION

- **Legal Name**: UNIVERSITY OF NEBRASKA-LINCOLN
- **Department**: LINCOLN
- **Street1**: 151 Whittier Research Center
- **Street2**: 2200 Vine Street
- **City**: LINCOLN
- **State**: NE: Nebraska
- **Country**: USA: UNITED STATES
- **ZIP / Postal Code**: 685830861

- **Person to be contacted on matters involving this application**
  - **Prefix**
  - **First Name**: First Name*
  - **Middle Name**: Middle Name*
  - **Last Name**: Last Name*
  - **Suffix**
  - **Position/Title**:
  - **Street1**: Street1*
  - **Street2**: Street2*
  - **City**: City*
  - **County**: County*
  - **State**: State*
  - **Province**: Province*
  - **Country**: Country*
  - **ZIP / Postal Code**: ZIP / Postal Code*
  - **Phone Number**: Phone Number*
  - **Fax Number**: Fax Number*
  - **Email**: Email*
Validating an Application

“Validate Application” provides a list of any errors or warnings for the application.
Application Status

Three statuses used:
1) Work in Progress
2) Ready for Submission
3) Submitted
8. Submit your application

Use the *Submit* button on the summary tab to submit to the agency via grants.gov (Only active for users logged into ASSIST with a eRA Commons account with the SO role)
9. Track application status and view assembled application image

• Use the View Submission Status Details link to track application status
  o If your application successfully processed through to eRA Commons, the 7-digit Agency Tracking # will be hyperlinked to the eRA Commons detailed status screen
  o Carefully check assembled application image (e-Application) and associated documents in the Other Relevant Documents section of the screen
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 from “work in progress” to “ready for submission” and vice versa.
- OSP submits the application.
Next time…

• How to copy an application
Copy Application?

Tips:
- Copy Application copies free-text form fields only (not attachments).
- A ‘best effort’ copy is done. Carefully review all aspects of the copied application for completeness.

Copy as much information as possible from the following application using Funding Opportunity Announcement # 3531

<table>
<thead>
<tr>
<th>Application to be Copied:</th>
<th>3531</th>
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<tr>
<td>Application Title:</td>
<td>This project is totally awesome</td>
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<tr>
<td>Organization:</td>
<td>University of Nebraska-Lincoln</td>
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<tr>
<td>PD/PI Name:</td>
<td>Nelkin Pedersen, Kacey</td>
</tr>
<tr>
<td>Status:</td>
<td>Work in Progress</td>
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(Example: PA-00-000)
ASSIST Demo site!

‘Playing’ with ASSIST

• Set up Test eRA Commons account
  eRA Commons Demo site:

• Both SO and PI test accounts
  ASSIST Demo site:
  https://public.uat.era.nih.gov/assist/
Questions?

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