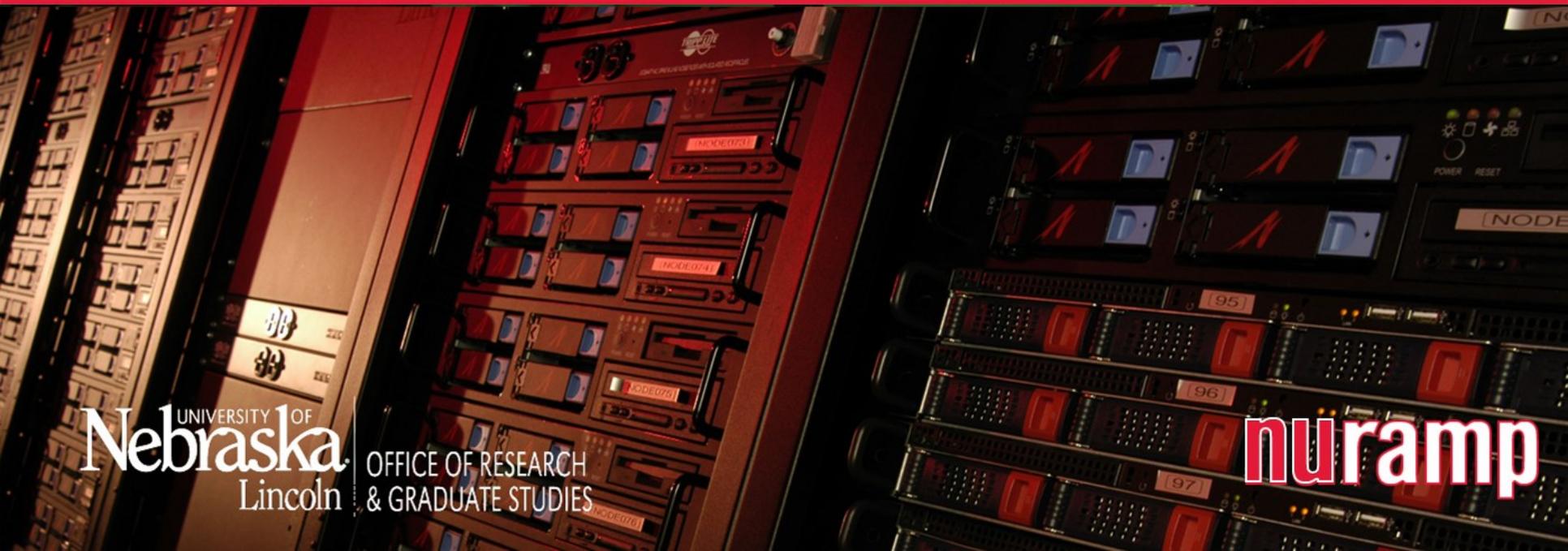




NIH ASSIST



UNIVERSITY OF
Nebraska
Lincoln

OFFICE OF RESEARCH
& GRADUATE STUDIES

nuramp

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/>

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)

- <http://grants.nih.gov/grants/guide/index.html>
- Grants.gov

Apply Online Using ASSIST

Apply Using Downloadable Forms

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> eRA Commons & ASSIST

electronic Research Administration (eRA)

eRA
A program of the National Institutes of Health

Other Web Resources

- eRA Commons Registration & Accounts
- eRA Training
- Modules, User Guides & Documentation
- Related NIH Guide Notices
- PubRoster (Rosters of NIH Scientific Review Groups)

Grants & Funding Info

- NIH (OER)
- AHRQ
- CDC

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.

For Applicants **For Grantees** **For Reviewers**

What's New?

- eRA Information: Ext-UAT for ASSIST and Commons Demo Will be Unavailable Friday AM, November 6, 2015
- eRA Enhancements: Highlights of eRA Commons' Upcoming Release &

Need Help?

- eRA Commons FAQs
- Subscribe!
- eRA Deployment & Maintenance Calendar
- eRA Video Tutorials

COMMONS Log-in

ASSIST Log-in

INTRANET Federal Staff



4. Initiate your application

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

Apply Online Using ASSIST

Apply Using Downloadable Forms

...or, initiate from within ASSIST



INITIATE APPLICATION

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

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



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.

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. At the top, it identifies the user as KCARLIN2 and provides navigation links for Home, Logout, Help Desk, and Contact Us. The main search area is titled "Search for Applications" and includes a sidebar with a "Welcome KCARLIN2" message. The search form contains the following fields:

- 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
 - All Components Validated
 - Ready for Submission
 - Submitted
 - Submission Errors
 - Abandoned
- Hide Abandoned Applications?
- Submission Date: from to
- Project Start Date:
- Project End Date:

At the bottom of the search area are "Search" and "Clear" buttons.



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.

FOA INFORMATION * Required field(s)

FOA Number: PA-13-302
Opportunity Title: Research Project Grant (Parent R01)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Competition ID: FORMS-C
Opportunity Open Date: 08/07/2013
Opportunity Close Date: 09/07/2016
Agency Contact: eRA Commons Help 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
Lead Applicant Organization Address: 151 Whittier Research Center
2200 Vine Street
LINCOLN, NE 685830861
Lead Organization DUNS: 5554569950000

Contact Project Director/Principal Investigator
Enter PD/PI Information below or **Pre-fill Application from Username**
Username
First Name
Middle Name
Last Name

- 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.

The screenshot displays the 'Application Information' section of the grants.gov portal. On the left, an 'Actions' sidebar contains buttons for 'RETURN TO APPLICATION', 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT FORM', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area features a horizontal tabbed interface with tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. The 'R&R Cover' tab is selected and highlighted with a red oval. Below the tabs, the application title is 'Application for Federal Assistance SF 424 (R&R) v2.0', with OMB Number 4040-0001 and Expiration Date 06/30/2016. An 'Edit' button is highlighted with a red oval. The form content includes sections for '1. * TYPE OF SUBMISSION' (with radio buttons for Pre-Application, Application, and Changed/Corrected Application), '2. DATE SUBMITTED', '3. DATE RECEIVED BY STATE', and '4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER'. A '5. * APPLICANT INFORMATION' section is partially visible at the bottom. A 'Required field(s)' indicator is present in the top right of the form area.



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.

RETURN TO APPLICATION
MANAGE ACCESS
ADD OPTIONAL FORM
PREVIEW CURRENT FORM
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS

COPY APPLICATION
DELETE APPLICATION

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

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

Project/Performance Site Locations Summary

Project/Performance Site Location(s) PerformanceSite v2.0 [?] OMB Number: 4040-0001 Expiration Date: 06/30/2016

Edit * Required field(s)

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization

Project Performance Site Primary Location

Populate from R&R Cover

Organization Name
DUNS Number (e.g. 123456789 or 1234567891234)
* Street 1
Street 2
* City
County/Parish
State
Province
* Country
Zip/Postal Code
Project/Performance Site Congressional District (e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock **Save and Release Lock** **Save and Add** **Cancel and Release Lock**



Pre-Populating Senior/Key Profiles

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

Actions ?

RETURN TO APPLICATION
MANAGE ACCESS
ADD OPTIONAL FORM
PREVIEW CURRENT FORM
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS

COPY APPLICATION
DELETE APPLICATION

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.

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

Sr/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
R&R Key Person Expanded v2.0 ? Expiration Date: 06/30/2016

Edit * Required field(s)

PROFILE - Senior/Key Person 1

Credential, e.g., agency login

Prefix

* First Name

Middle Name

* Last Name

Suffix

Position/Title

Department

Organization Name

Division

* Street 1

Street 2

* City

County/Parish

State

Province

* Country

* Zip/Postal Code

* Phone Number



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).

The screenshot displays a web interface for managing applications. On the left, the 'Actions' panel contains several buttons: 'MANAGE ACCESS', 'ADD OPTIONAL FORM' (circled in red), 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main area is titled 'Application Information' and includes a 'Tip' section stating that some actions are only available from this screen. Below the tip is a navigation bar with tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. The 'Application Information' section shows the following details:

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



6. Allowing others access to the application

Under the Actions panel, select “Manage Access.”

The screenshot displays a web interface for managing applications. On the left is the 'Actions' panel, which contains several buttons: 'MANAGE ACCESS' (circled in red), 'ADD OPTIONAL FORM', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main area is titled 'Application Information' and includes a 'Tip' and a 'Summary' section. The 'Summary' section has tabs for 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. The 'Application Information' section shows the following details:

Application Identifier:	37017
Application Project Title:	Test
PD/PI Name:	Carlín, Kate
Organization:	UNIVERSITY OF NEBRASKA-LINCOLN
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2015-09-29 12:29:33.000 PM EDT



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.

 **USER INFORMATION** * Required field(s)

Username *

User: **Carlín, Kate**

Primary Organization: **UNIVERSITY OF NEBRASKA-LINCOLN**

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

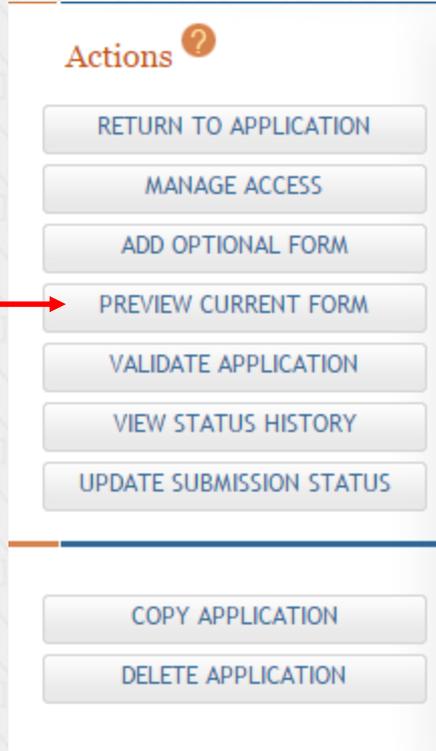
Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="Edit"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



7. Finalize application, prepare for submission

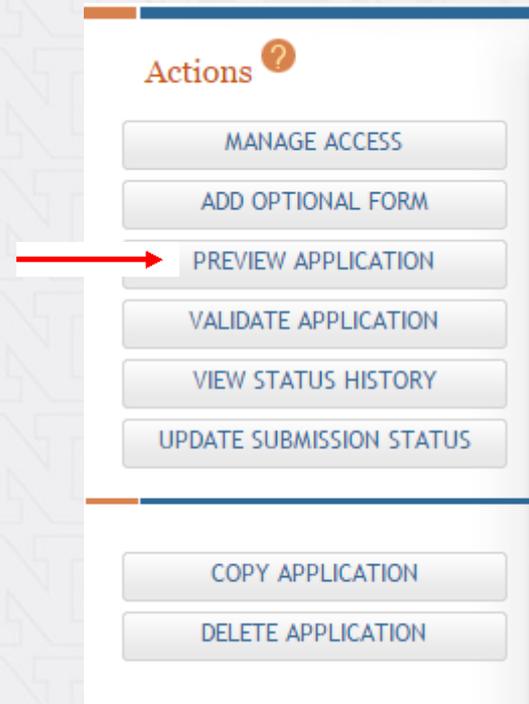
To preview a specific form within the application

- “[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.

Preview Application

Tips:

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

User	Status Date	Status	Action
Carlin, Kate	Thu Oct 01 13:00:32 EDT 2015	Preview Available	View

[Generate Preview](#)

Preview Application

Tips:

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

User	Status Date	Status	Action
Carlin, Kate	Thu Oct 01 13:00:32 EDT 2015	Preview Available	View
Carlin, Kate	Mon Oct 05 17:07:43 EDT 2015	Waiting to Process	

[Refresh Status](#)



Previewed Application

applicationImage (3).pdf - Adobe Acrobat Pro
 File Edit View Window Help

Open Create [Icons] 108% [Icons] Tools Fill & Sign Comment

Bookmarks

- SF424 (R&R) Cover Page
- Table of Contents
- R&R Other Project Information
- R&R Senior/Key Persons
- PHS Cover Page Supplement

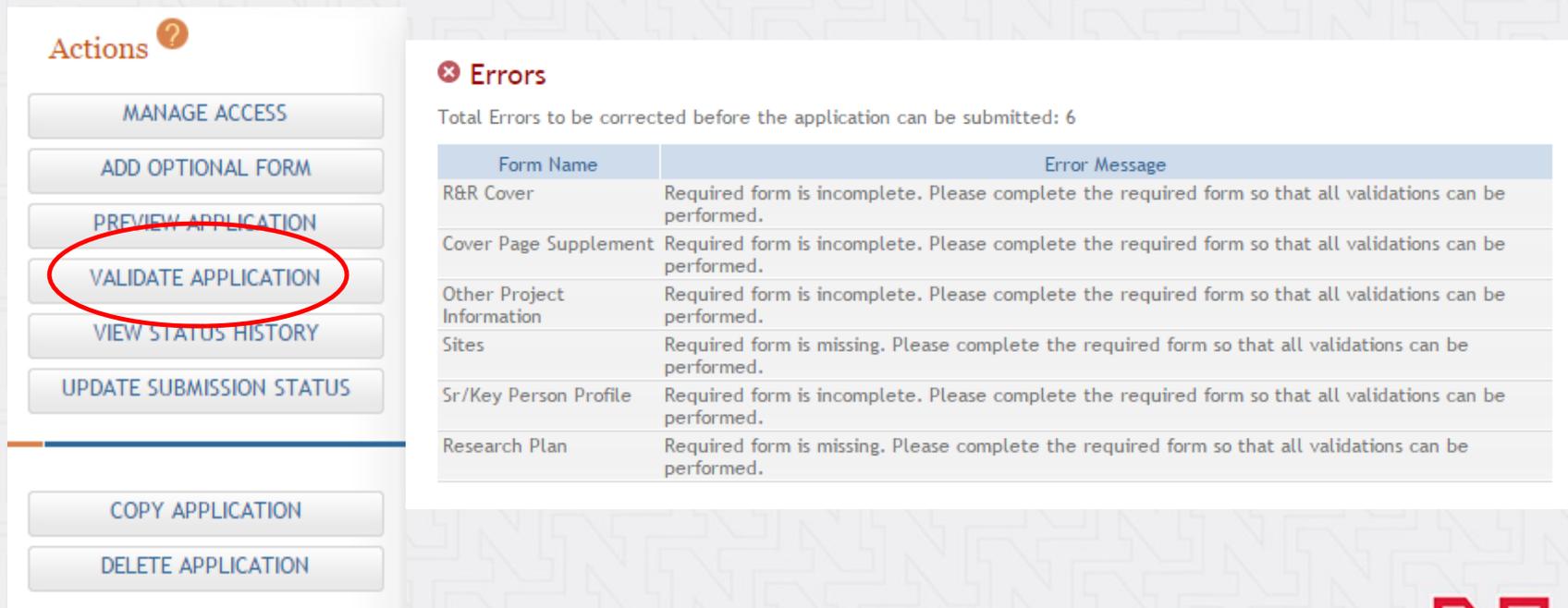
OMB Number: 4040-0001
Expiration Date: 06/30/2016

APPLICATION FOR FEDERAL ASSISTANCE		3. DATE RECEIVED BY STATE	State Application Identifier
SF 424 (R&R)		4.a. Federal Identifier	
1. TYPE OF SUBMISSION*		b. Agency Routing Number	
<input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application		c. Previous Grants.gov Tracking Number	
2. DATE SUBMITTED	Application Identifier	Organizational DUNS*: 5554569950000	
5. APPLICANT INFORMATION			
Legal Name*:	UNIVERSITY OF NEBRASKA-LINCOLN		
Department:			
Division:			
Street1*:	151 Whittier Research Center		
Street2:	2200 Vine Street		
City*:	LINCOLN		
County:			
State*:	NE: Nebraska		
Province:			
Country*:	USA: UNITED STATES		
ZIP / Postal Code*:	685830861		
Person to be contacted on matters involving this application			
Prefix:	First Name*:	Middle Name:	Last Name*:
			Suffix:
Position/Title:			
Street1*:			
Street2:			
City*:			
County:			
State*:			
Province:			
Country*:			
ZIP / Postal Code*:			
Phone Number*:	Fax Number:	Email:	



Validating an Application

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



The screenshot displays a user interface for application management. On the left, under the heading "Actions" with a question mark icon, there is a vertical list of buttons: "MANAGE ACCESS", "ADD OPTIONAL FORM", "PREVIEW APPLICATION", "VALIDATE APPLICATION" (circled in red), "VIEW STATUS HISTORY", "UPDATE SUBMISSION STATUS", "COPY APPLICATION", and "DELETE APPLICATION". On the right, under the heading "Errors" with a red 'x' icon, it states "Total Errors to be corrected before the application can be submitted: 6". Below this is a table with two columns: "Form Name" and "Error Message".

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 missing. 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 missing. Please complete the required form so that all validations can be performed.



Application Status

Three statuses used:

- 1) Work in Progress
- 2) Ready for Submission
- 3) Submitted

Actions [?]

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION
- DELETE APPLICATION

Update Submission Status

Select the new status

Enter a comment on the status of this submission [or continue without adding a comment.](#)



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)

The screenshot displays the ASSIST application interface. On the left is a sidebar with an 'Actions' menu containing buttons for 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area is titled 'Application Information' and features a tabbed interface with 'Summary' selected. Below the tabs is a table of application details:

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

The 'Submit Application' button is circled in red. A red 'N' logo is visible in the bottom right corner of the interface.

9. Track application status and view assembled application image

- Use the *View Submission Status* Details link to track application status
 - If your application successfully processed through to eRA Commons, the 7-digit Agency Tracking # will be hyperlinked to the eRA Commons detailed status screen
 - 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

Actions ?

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION**
- DELETE APPLICATION

Application Information

Tip:

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

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

Application Information

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



Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: KNELKPEDERSEN



Home > Application Information > Copy Application

Copy Application

Actions

RETURN TO 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 #

Copy Application

Clear

(Example: PA-00-000)

Application to be Copied:	3531
Application Title:	This project is totally awesome
Organization:	University of Nebraska-Lincoln
PD/PI Name:	Nelkin Pedersen, Kacey
Status :	Work in Progress



ASSIST Demo site!

Playing with ASSIST

- Set up Test eRA Commons account

eRA Commons Demo site:

<https://public.uat.era.nih.gov/commons/public/createDemoAcct.do?mode=create>

- 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

