

**PLANNING FOR THE ADRC COMPETING RENEWAL USING
ASSIST ONLINE SUBMISSION:
THE LONG, WINDING, AND BUMPY ROAD**

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ADMINISTRATORS' MEETING
SPRING, 2013

Disclosures

- Dana has previously done single component electronic submissions. Mary has never done an electronic submission.
- In a survey of administrators, 10/20 have never done an electronic submission.

ADRC Competing Renewal

- RFA was published March 1st
- Letter of Intent May 10th
- Due Date June 11th
- [Electronic Online Submission](#) via ASSIST
- Due 5:00 pm local time on due date
- Must use [SF424 \(R&R\) Application Guide](#)
- Read/Digest the RFA!

ASSIST/Key Features

- Replaces Grants.gov for multiple-component applications.
- Web-based. It is not downloadable to your local computer.
- Leverages data from eRA Commons.
- Validates business rules of NIH and Grants.gov at the component section level and at the final form level.
- Preview available of the entire NIH application image as reviewers see it.
- Auto-generates Data Summaries, Overall Budget.
- Tracks submission through both grants.gov and eRA Commons.

General Information

- Section IV (Application instructions) of the RFA supersedes SF424 instructions
 - RFA states types of components, page limits, etc.
 - Names of Cores and order
- All those who access ASSIST online must:
 - Must have an eRA Commons role.
 - Use the same version of Adobe software for their PDF uploads. This includes the SO all the way down to the ASST.
- The applicant is responsible for the page limit. It is suggested that even though you upload the components in sections, you need to merge the PDF files locally to make sure they don't exceed the page limit.



Define the Layout of Your Application

Think about the components you plan to include

- **PD/PIs for entire application**
- **Project lead for each component**
- **Organization lead for each component**
- **Project Title for each component**
- **Start/End dates**

Determine the order you want the components to appear in the final application image

Create the application shell

Distribution of Work

Managing access

- SO, PI, AO, ASST, Access maintainer (delegated by SO)
- Your role determines what you see on the application.
- Whom do you want to have access to work online in ASSIST? Others view only?

Initiating the Application

- Start from the RFA – AG-13-019.
- Look for the **Apply for Grant Electronically** link.
- This will take you to the ASSIST login page <https://public.era.nih.gov/assist>
- A minimal amount of information is required to Initiate and Save.
- ❖ **Mary tried to initiate their application using her PI eRA Commons login, it wouldn't work. She called the Commons HELP desk and after a long process learned that only the SO can initiate the application. (contradicts the ASSIST tutorial).**



NIH Guide for Grants & Contracts

Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Institute of Environmental Health Sciences (NIEHS)
Funding Opportunity Title	Superfund Hazardous Substance Research and Training Program (P42)
Activity Code	P42 Hazardous Substances Basic Research Grants Program
Announcement Type	Reissue of RFA-ES-12-003
Related Notices	None
Funding Opportunity Announcement (FOA) Number	RFA-ES-13-001

Announcement text clearly indicates electronic submission is required.

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

This FOA uses NIH's new Application Submission System & Interface for Submission Tracking (ASSIST) for the electronic 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 PD/PI data, pre-submission validation 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 [SF424 \(R&R\) Application Guide](#), except where instructed to do otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)) and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used. Applicants must follow all requirements (both in the Application Guide and the FOA) is required. When the program-specific instructions deviate from those in the Application Guide, applicants must follow all application instructions in the Application Guide as well as the program-specific instructions. **Applications that do not comply with these instructions**

Apply for Grant Electronically button brings you to the ASSIST site.

Apply for Grant Electronically

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

Superfund Hazardous Substance Research and Training Program (P42)

Synopsis Full Announcement **Application**

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **11/15/2012**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity, click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.143	RFA-ES-13-001	MULTI-PROJECT-PILOT	Multi-project Pilot - Use ASSIST to prepare and submit applications	National Institutes of Health	download

Click *Application* button.

Click *Download*.

Clicking the *Link to Agency Multi-project System* will bring you to ASSIST.

GRANTS.GOV™

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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.

- [Download Application Instructions](#)
- [Link to Agency Multi-Project System](#)

Log In To ASSIST

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

Use your eRA Commons credentials to access ASSIST.

The screenshot shows the ASSIST login page. At the top, it says "U.S. Department of Health & Human Services" and "Application Submission System & Interface for Submission Tracking (ASSIST)". There are logos for the National Institutes of Health and eRA Commons. Below the header is a banner image of a laboratory setting. The main content area has a heading "Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies..." and a paragraph of text. On the left, there is a "Login" form with fields for "User Name" and "Password", and "Login" and "Cancel" buttons. A callout bubble points to this form. On the right, there is a "Need Help?" section with "Resources" including "APPLICATION GUIDE" and "ASSIST USER GUIDE".

Initiate Your Application

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY4 from: WHATSAMATTA U

NATIONAL INSTITUTES OF HEALTH

OER

Welcome
CHERDMONEY4

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

Need Help?

Resources

APPLICATION GUIDE

ASSIST USER GUIDE

INITIATE APPLICATION

Funding Opportunity Announcement # PA-40-100 GO

(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NH Guide for Grants & Contracts](#) and [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.

SEARCH FOR APPLICATION

Search Applications

Find FOA of interest in NIH Guide or Grants.gov Find.

Enter FOA # and click **Go** to initiate your application.

Initiate Your Application

Bottom of Initiate screen requests the minimal information needed to save the application.

Agency Contact: Sheri Cummins
For NIH Testing Purposes
E-mail: CumminsS@OD.NIH.GOV
Phone: 301-496-3405

Application Identifier:
Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: *
Lead Applicant Organization Address:
Lead Organization DUNS:

Initiate Application Cancel

Enter Project Title.
NIH truncates at 81 characters.

Choose organization from list to populate organization name, address and DUNS.

Click **Initiate Application** to complete the initiation and save the application.

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: *
Lead Applicant Organization Address:
Lead Organization DUNS:

Initiate Application Cancel

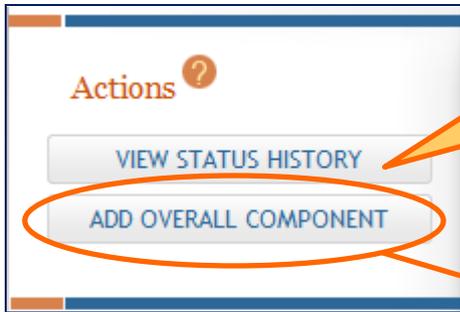
Assembling the Image

- Overall
- Summaries
- Components in alpha-order
 - Cores come before Projects
 - Within a component, order is based on order of entry.
- ❖ **Once a component is entered, its order in the application cannot be changed. It can only be abandoned, requiring other components to be re-entered.**

Setting Up Your Shell

- Initiate application ✓
- Add Overall component
- Add Admin component
- Add all Cores in order stated on the RFA
- Add all Projects
- Each Core/Project will be given a name/# and also a title.

Add Overall Component



Click **Add Overall Component** to start building your application.

The **Add Overall Component** screen requests the minimal information needed to save the component.

Enter the Commons Username for the contact PD/PI and use the **Populate Name from Username** button or type PD/PI name.

A screenshot of the 'Add Overall Component' form. The form is titled 'Add Overall Component' with a question mark icon. It contains several sections: 'Project Information' with fields for Application ID (376), application type (New, Resubmission, Renewal, Continuation, Revision), Project Start Date, Project End Date, and Application Project Title (Research Center to Cure the Diseases of the World); 'Lead Applicant Organization' with fields for Lead Applicant Organization (WHATSAMATTA U) and Lead Applicant Organization DUNS (616208109); and 'Contact Project Director /Principal Investigator' with fields for Username (CHERDMONEY4), First Name (Cher), Middle Name (D), and Last Name (Money). A 'Populate Name from Username' button is next to the Username field. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in orange, and an orange arrow points from it to the 'Click Save.' text box.

Click **Save.**

Overall Component

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY4
from: WHATSAMATTA U

NATIONAL INSTITUTES OF HEALTH

NIH

Home • Application Information • Component Information

Overall Component

Actions

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- ADD OPTIONAL FORM
- PREVIEW CURRENT COMPONENT
- UPDATE COMPONENT STATUS

Select Component Type

- Overall
- Overall

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

Component Information

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

In Progress

12 02:54:13.000 PM EST

The required forms are presented for the component.

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

Overall

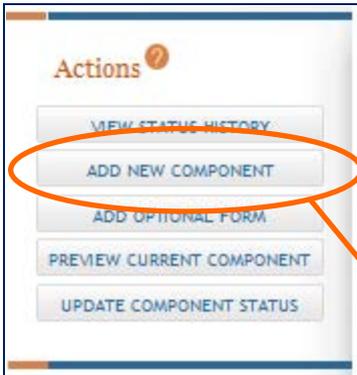
The Overall Component is added to the component navigation.

Add Component

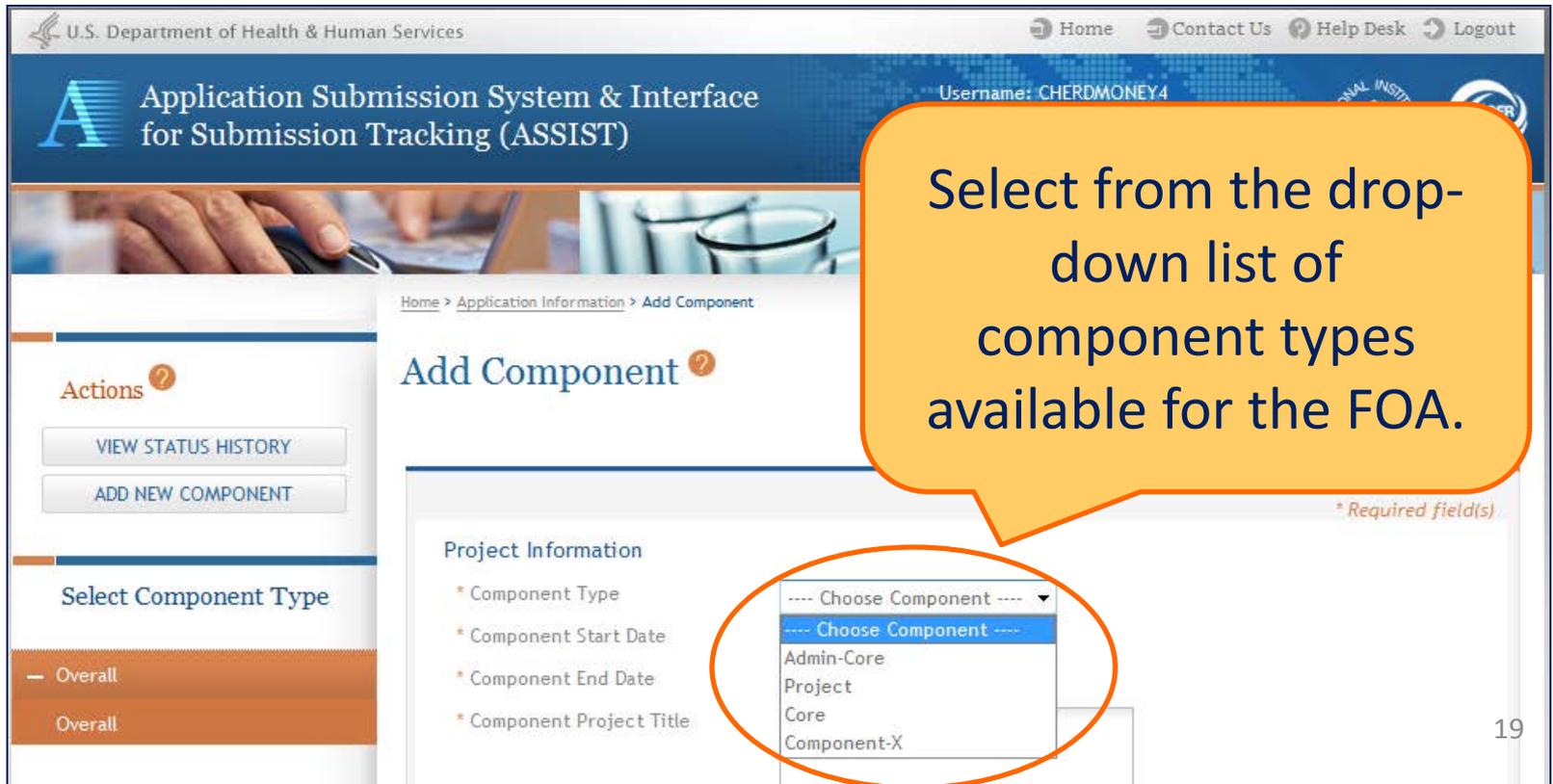
The **Add Component** screen requests the minimum information needed to save the component.

Click **Save**.

Adding Additional Components



Click **Add New Component** to continue building your application.



Select from the drop-down list of component types available for the FOA.

Adding Components

Continue adding components to build out the application shell.

The screenshot displays the ASSIST application interface. On the left, there is a sidebar with an 'Actions' menu containing buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT COMPONENT', and 'UPDATE COMPONENT STATUS'. Below this is a 'Select Component Type' section with a list of component types: 'Overall', 'Admin-Core', 'Core', 'Project', '990-Project', '478-Project', and '965-Project'. The 'Project' type is currently selected and highlighted in blue. The main content area is titled 'Project' and features a tabbed interface with tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'R&R Budget', and 'Research Plan'. The 'Summary' tab is active, showing 'Component Information' for a component with the identifier '965-Project', type 'Project', and title 'Fabulous Research Focus 3'.

Components are grouped by component type.

Click the '+' or '-' next to each component type to expand or collapse list of components under each type.

Basic Sections of Each Component

- Cover
- Research & Related Other Project Information
 - Includes Facilities and Other Resources
- Project/Performance Site Location(s)
- Research & Related Senior/Key Person Profile
 - 1 PD/PI for overall center (no multiple PIs)
 - ASSIST allows for only 1 biosketch per person
- Budget
 - Detailed composite budget for all requested support categories for the proposed award period will be system-generated based on budget period data



Basic Sections of Each Component

- Research Plan
 - Specific Aims (1 page)
 - **Research Strategy (12 pages)**
 - Significance
 - Innovation
 - Approach (include progress report here)
 - Inclusion Enrollment Report (if applicable to component)
 - Progress Report Publication List
 - Protection of Human Subjects
 - Inclusion of Women and Minorities
 - Targeted/Planned Enrollment (if applicable to component)
 - Inclusion of Children

Basic Sections of Each Component

- Research Plan (continued)
 - Vertebrate Animals (if applicable)
 - Select Agent Research (if applicable)
 - Consortium/Contractual Agreements (if applicable)
 - Resource Sharing Plan
 - Appendix

Appendix

- Do NOT use Appendix to circumvent page limits
- Materials allowed in the Appendix
 - Up to 3 of the following types of publications (for EACH core/project)
 - Manuscripts and/or abstracts accepted for publication but not yet published
 - Published manuscripts and/or abstract ONLY when a free, online, publicly available journal link unavailable
 - Patent materials directly relevant to the project
 - Other: Surveys, questionnaires, data collection instruments, clinical protocols, and informed consent documents
- IRB approval letter (JIT) is NOT part of appendix



Entering Application Data

- To whom do you want to give this access?
- PI and Administrator?
- PI and All Core Leaders?
- Collect all Component documents as Word docs, convert to pdf and a selected individual or two uploads all data?

Entering Application Data

The screenshot shows the ASSIST application interface. At the top, the header includes the U.S. Department of Health & Human Services logo and navigation links for Home, Contact Us, Help Desk, and Logout. Below the header is a banner for the 'Application Submission System & Interface for Submission Tracking (ASSIST)'. A breadcrumb trail is visible: Home > Search for Applications > Application Search Results > Application Information > Component Information. The main content area is titled 'Overall Component' and features a series of tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Checklist, Sites, Sr/Key Person Profile, and Research Plan. The 'R&R Cover' tab is selected. Below the tabs, the application title is 'Application for Federal SF 424 (R&R) v1.2'. A callout points to the 'Edit and Get Lock' button. Another callout points to the 'Expand All' checkbox, which is currently unchecked. The left sidebar contains an 'Actions' section with buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', and 'PREVIEW CURRENT FORM'. Below this is a 'Select Component Type' section with a tree view showing 'Overall' (selected), 'Admin-Core', 'Core', and 'Project'.

Breadcrumbs provide quick and easy navigation.

Click each tab to access form data entry screens.

Click **Edit and Get Lock** to edit data.

Click **Expand All** to expose all data fields.

Entering Application Data

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an internet site where you may find instructions.

18. SFLLL OR OTHER EXPLANATORY DOCUMENTATION

19. * AUTHORIZED REPRESENTATIVE

20. PRE-APPLICATION

[Save and Release Lock](#) [Cancel and Release Lock](#)

Once all data is entered. Click **Save and Release Lock**.

ASSIST will validate entered data and provide any errors at the top of the screen. Errors must be corrected before saving.

Home • Search for Applications • Application Search Results • Application Information • Component Information

Overall Component

- Congressional District of Applicant is required
- Employer Identification must be alphanumeric and 9 to 30 characters.

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

Application for Federal Assistance
SF 424 (R&R)

OMB Number: 4040-0001
Expiration Date: 06/30/2011

[Edit and Get Lock](#)

Component Actions

As component data is entered several actions are available:

- Validate Component
- Preview Current Component
- Update Component Status
 - ✓ *Work In Progress*
 - ✓ *Complete*
 - ✓ *Final*

Navigating to a Component

The screenshot displays the ASSIST (Application Submission System & Interface) web application. At the top, it identifies the user as 'CHERDMONEY4' from 'WHATSAMATTA U'. The main navigation area includes a sidebar with 'Actions' (VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW APPLICATION, VALIDATE APPLICATION, UPDATE SUBMISSION STATUS) and a 'Select Component' menu. The 'Overall' component is highlighted in blue. The main content area shows 'Application Information' for application 376, titled 'Research Center to Cure the Diseases of the World', with a status of 'Work in Progress' and a timestamp of '2012-11-12 02:38:34.000 PM EST'. The opportunity title is 'NH Multi-project - typical Research Components'.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY4 from: WHATSAMATTA U

NATIONAL INSTITUTE OF HEALTH OER

Home • Search for Applications • Application Search Results • Application Information

Application Information

Actions

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- UPDATE SUBMISSION STATUS

Select Component

- Overall
- + Admin-Core
- + Core
- + Project

Application Information

Application Identifier:	376
Application Project Title:	Research Center to Cure the Diseases of the World
	MONEY, CHER D
	WHATSAMATTA U
	Work in Progress
	2012-11-12 02:38:34.000 PM EST
	PA-40-100
Opportunity Title:	NH Multi-project - typical Research Components

Use the component navigation to identify the component you want to work on.

Validating a Component

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

Admin-Core

Actions ?

- MANAGE ACCESS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- ADD OPTIONAL FORM
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT**
- UPDATE COMPONENT STATUS

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

397-Admin-Core

Click **Validate Component**.

Application Errors and Warnings Results ?

Application Information

Application Identifier: 376

FOA Number: PA-40-100

Application Project Title: Research Center to Cure the Diseases of the World

PD/PI Name: MONEY, CHER D
ROUND, BEN A

Organization: WHATSAMATTA U

Warnings

Component ID & Title	Form Name	Warning Message
397-Admin-Core	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
397-Admin-Core	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available

Errors and Warnings are displayed.

Previewing a Component

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

Overall Component

Actions ?

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

ADD OPTIONAL FORM

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

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

Component Information

Component Identifier: Overall

Component Type: Overall Component

Component Title: Research Center to Cure the Diseases of the World

Click Preview Current Component to view the information included in that component.

OMB Number: 4040-0001 Expiration Date: 06/30/2011	
APPLICATION FOR FEDERAL ASSISTANCE	
SF 424 (R&R)	
Remarks: Go to specific points of interest using bookmark	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	3. DATE RECEIVED BY STATE State Application Identifier
2. DATE SUBMITTED Application Identifier	4.a. Federal Identifier
5. APPLICANT INFORMATION * Organizational DUNS:6162081090000	
* Legal Name: WHATSAMATTA U	
Department:	Division:
* Street1: 6705 Rockledge Drive	Street2:
* City: Bethesda	County:
Province:	* State: MD: Maryland
* Country: USA: UNITED STATES	* ZIP / Postal Code: 208171814
Person to be contacted on matters involving this application	
Prefix: * First Name: Middle Name: * Last Name: Suffix:	
* Phone Number: 301-496-3405	Fax Number: Email: cumminss@mail.nih.gov
6. * EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN):	444444444
7. * TYPE OF APPLICANT	<input type="radio"/> Private Institution of Higher Education
Other (Specify):	
<input checked="" type="radio"/> Small Business Organization Type <input type="radio"/> Women Owned <input type="radio"/> Socially and Economically Disadvantaged	
8. * TYPE OF APPLICATION:	If Revision, mark appropriate box(es).
<input checked="" type="radio"/> New <input type="radio"/> Resubmission	<input type="radio"/> A. Increase Award <input type="radio"/> B. Decrease Award <input type="radio"/> C. Increase Duration

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**'.

All components must be marked '**Final**' before an application can be prepared for submission.

Prior to finalizing components it is good practice to validate the application.

Application Status Flow

- **Work In Progress** – Allows editing
- **All Components Final** – Can only be updated once each component status is Final
- **All Components Validated** – Automatically set once Application Validation is error-free
- **Ready for Submission** – Should be set after all internal reviews have taken place
- **Submitted** – Automatically set after submitting to Grants.gov

Validating the Application

Application Submission System & Interface for Submission Tracking (ASSIST)

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

Application Information

Actions

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW APPLICATION
- VALIDATE APPLICATION**
- UPDATE SUBMISSION STATUS

Application Information

Application Identifier:	376
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	WHATSAMATTA U
Status:	Work in Progress
Status Date:	2012-11-12 02:38:34 000 PM EST

Click **Validate Application**.

The **Validate Application** action is only available from the **Application Information** screen.

Validating the Application

Application Errors and Warnings Results

Application Information

Application Identifier: 376

FOA Number: PA-40-100

Application Project Title: Research Center to Cure the Diseases of the World

PD/PI Name: MONEY, CHER D
ROUND, BEN A

Organization: WHATSAMATTA U

Errors

Component ID & Title	Form Name	Error Message
Overall	Sr/Key Person Profile	The organization name for Key Person Ben Round must be provided on the Senior/Key Person page. (005.35.1)
Overall	Sr/Key Person Profile	If specified for a key person with a PD/PI role, the Commons account must have a PI role associated with it (may have other roles as well). (005.48.2)
Overall	Research Plan	The Multiple PI Leadership Plan attachment on the PHS 398 Research Plan must be included if multiple PIs have been included on the Senior/Key Person page. (010.12.1)
478-Project	Sr/Key Person Profile	The Senior/Key Person Biosketch for the PD/PI, Quin Sentral, is longer than four pages. (005.26.1)
589-Core	Sr/Key Person Profile	The organization name for Key Person Ben, Round must be provided on the Senior/Key Person page. (005.8.1)
965-Project	Sr/Key Person Profile	The Senior/Key Person Biosketch for the PD/PI, Ima Doer, is longer than four pages. (005.26.1)
990-Project	Sites	The DUNS Number for the Primary Location is required on the Project/Performance Site Location(s) page. (003.3.1)
990-Project	Sr/Key Person Profile	The Senior/Key Person Biosketch for the PD/PI, Ima Doer, is longer than four pages. (005.26.1)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	Sr/Key Person Profile	No degrees are listed for the PD/PI on the Senior/Key Person Profile. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at http://www.era.nih.gov/ehp/faq/faq_005_006_007_008_009_010_011_012_013_014_015_016_017_018_019_020_021_022_023_024_025_026_027_028_029_030_031_032_033_034_035_036_037_038_039_040_041_042_043_044_045_046_047_048_049_050_051_052_053_054_055_056_057_058_059_060_061_062_063_064_065_066_067_068_069_070_071_072_073_074_075_076_077_078_079_080_081_082_083_084_085_086_087_088_089_090_091_092_093_094_095_096_097_098_099_100_101_102_103_104_105_106_107_108_109_110_111_112_113_114_115_116_117_118_119_120_121_122_123_124_125_126_127_128_129_130_131_132_133_134_135_136_137_138_139_140_141_142_143_144_145_146_147_148_149_150_151_152_153_154_155_156_157_158_159_160_161_162_163_164_165_166_167_168_169_170_171_172_173_174_175_176_177_178_179_180_181_182_183_184_185_186_187_188_189_190_191_192_193_194_195_196_197_198_199_200_201_202_203_204_205_206_207_208_209_210_211_212_213_214_215_216_217_218_219_220_221_222_223_224_225_226_227_228_229_230_231_232_233_234_235_236_237_238_239_240_241_242_243_244_245_246_247_248_249_250_251_252_253_254_255_256_257_258_259_260_261_262_263_264_265_266_267_268_269_270_271_272_273_274_275_276_277_278_279_280_281_282_283_284_285_286_287_288_289_290_291_292_293_294_295_296_297_298_299_300_301_302_303_304_305_306_307_308_309_310_311_312_313_314_315_316_317_318_319_320_321_322_323_324_325_326_327_328_329_330_331_332_333_334_335_336_337_338_339_340_341_342_343_344_345_346_347_348_349_350_351_352_353_354_355_356_357_358_359_360_361_362_363_364_365_366_367_368_369_370_371_372_373_374_375_376_377_378_379_380_381_382_383_384_385_386_387_388_389_390_391_392_393_394_395_396_397_398_399_400_401_402_403_404_405_406_407_408_409_410_411_412_413_414_415_416_417_418_419_420_421_422_423_424_425_426_427_428_429_430_431_432_433_434_435_436_437_438_439_440_441_442_443_444_445_446_447_448_449_450_451_452_453_454_455_456_457_458_459_460_461_462_463_464_465_466_467_468_469_470_471_472_473_474_475_476_477_478_479_480_481_482_483_484_485_486_487_488_489_490_491_492_493_494_495_496_497_498_499_500_501_502_503_504_505_506_507_508_509_510_511_512_513_514_515_516_517_518_519_520_521_522_523_524_525_526_527_528_529_530_531_532_533_534_535_536_537_538_539_540_541_542_543_544_545_546_547_548_549_550_551_552_553_554_555_556_557_558_559_560_561_562_563_564_565_566_567_568_569_570_571_572_573_574_575_576_577_578_579_580_581_582_583_584_585_586_587_588_589_590_591_592_593_594_595_596_597_598_599_600_601_602_603_604_605_606_607_608_609_610_611_612_613_614_615_616_617_618_619_620_621_622_623_624_625_626_627_628_629_630_631_632_633_634_635_636_637_638_639_640_641_642_643_644_645_646_647_648_649_650_651_652_653_654_655_656_657_658_659_660_661_662_663_664_665_666_667_668_669_670_671_672_673_674_675_676_677_678_679_680_681_682_683_684_685_686_687_688_689_690_691_692_693_694_695_696_697_698_699_700_701_702_703_704_705_706_707_708_709_710_711_712_713_714_715_716_717_718_719_720_721_722_723_724_725_726_727_728_729_730_731_732_733_734_735_736_737_738_739_740_741_742_743_744_745_746_747_748_749_750_751_752_753_754_755_756_757_758_759_760_761_762_763_764_765_766_767_768_769_770_771_772_773_774_775_776_777_778_779_780_781_782_783_784_785_786_787_788_789_790_791_792_793_794_795_796_797_798_799_800_801_802_803_804_805_806_807_808_809_810_811_812_813_814_815_816_817_818_819_820_821_822_823_824_825_826_827_828_829_830_831_832_833_834_835_836_837_838_839_840_841_842_843_844_845_846_847_848_849_850_851_852_853_854_855_856_857_858_859_860_861_862_863_864_865_866_867_868_869_870_871_872_873_874_875_876_877_878_879_880_881_882_883_884_885_886_887_888_889_890_891_892_893_894_895_896_897_898_899_900_901_902_903_904_905_906_907_908_909_910_911_912_913_914_915_916_917_918_919_920_921_922_923_924_925_926_927_928_929_930_931_932_933_934_935_936_937_938_939_940_941_942_943_944_945_946_947_948_949_950_951_952_953_954_955_956_957_958_959_960_961_962_963_964_965_966_967_968_969_970_971_972_973_974_975_976_977_978_979_980_981_982_983_984_985_986_987_988_989_990_991_992_993_994_995_996_997_998_999_1000

If Errors or Warnings are detected for a component in 'Complete' status it can be put back in 'Work In Progress' status for correction.

Each Error or Warning includes the Component and Form where the problem was identified.

Finalizing Components

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: CHERDMONEY4 from: WHATSAMATTA U). The main content area shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A modal dialog box titled "Update Status:" is open, prompting the user to "Select the new status" and "Enter a comment on the status" (with an option to "without adding a comment"). A dropdown menu is open, showing options: "-- SELECT STATUS --", "Final", "Work in Progress", and "Abandoned". The "Final" option is highlighted with an orange circle. In the background, a sidebar contains an "Actions" menu with buttons for "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "ADD OPTIONAL FORM", "PREVIEW CURRENT COMPONENT", and "UPDATE COMPONENT STATUS", which is also circled in orange with an arrow pointing to the dialog. Other buttons like "Sr/Key Person Profile" and "Research Plan" are visible on the right.

Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.

Submitting Your Application

Only a Signing Official (SO) for the Lead Organization who is an Authorized Organizational Representative (AOR) can submit an application.

Click Submit Application.

Application Status must be set to **Ready for Submission** before you can submit.

Ready for Submission

Click Submit.

Notice: ×

 PLEASE CONFIRM YOU WANT TO SUBMIT THIS APPLICATION TO GRANTS.GOV

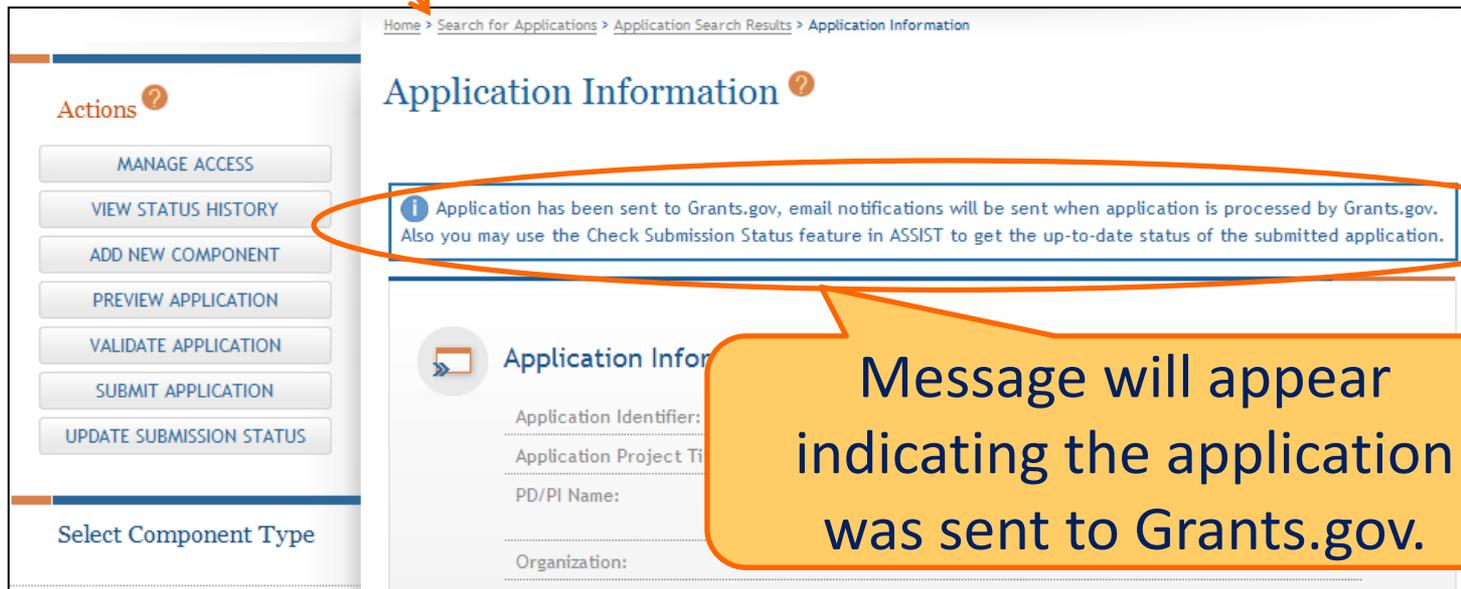
Submitting Your Application

Applications are submitted from ASSIST to Grants.gov.



A notice dialog box with a yellow warning icon. The text reads: "PLEASE PROVIDE YOUR GRANTS.GOV AUTHORIZED ORGANIZATION REPRESENTATIVE (AOR) CREDENTIALS." Below the text are two input fields: "Username" with the value "cumminss_prod" and "Password" with masked characters. At the bottom are two buttons: "Enter" and "Cancel". The "Enter" button is circled in orange.

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



A screenshot of the "Application Information" page in the ASSIST system. The page title is "Application Information" with a help icon. A blue information message box is highlighted with an orange oval and contains the text: "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." Below the message, the "Application Information" section is partially visible, showing fields for "Application Identifier:", "Application Project Title:", "PD/PI Name:", and "Organization:". On the left side, there is a sidebar with an "Actions" menu containing buttons for "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW APPLICATION", "VALIDATE APPLICATION", "SUBMIT APPLICATION", and "UPDATE SUBMISSION STATUS".

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

Features that Have Changed from Single Component Electronic Submission

- ASSIST is **ONLINE**. You will be uploading PDF files or completing data fields directly into the application itself.
- ASSIST will allow up to 100 Sr./Key Personnel.
- ASSIST will allow up to 300 performance sites.
- ASSIST will automatically:
 - Pre-populate more sections of more pages
 - Prepare data summaries and composite budget from all components
- When you add a period (Years 2-5) to your budget, entries will carry over from the last period. All will be editable.
- Lots of built in error checks at the section/component and entire application level.



Our Advice

- Go slowly. Plan ahead to save time later.
- Watch the tutorial on ASSIST and ask your SO to do so as well.
- Plan access and roles in the application process before you start the application.
- Allow plenty of time for the submission in case there are problems.
- Use online resources available including the eRA Commons HELP desk.



Last minute advice

Based on a conversation with someone who submitted a Udall grant in 1/2013 using ASSIST

- ASSIST is very user friendly
- If the RFA is very specific about each component, you are better off. i.e. Specific Aims not being stated as necessary for each Core – but it is a required part of the component.

- Summary tables are generated from many parts of the application. Not all the information was accurately pulled in. In this case, the SO, felt that since their individual component info was correct, this was not really significant.
- The Overall component has lots of information that now has to be duplicated in each component. It needs to be pulled in.
- *Make sure Sr./Key Personnel profiles are all updated in the Commons. These will be pulled into the application using their logins.*
- In each component there is an “Edit and Get Lock” button which prevents anyone else working on the same document at the same time. This takes 48 hours to reset after you “Save and Release Lock”!!!

- Overall Component can have the only copy of Resource Sharing and Human Subjects/Vertebrate Animals if RFA permits this.
- Biosketch for persons in multiple Cores/Projects – You will be asked which one is the 1^o Core.
- Core are given a name and # like Core 001 and also a random number is assigned. There may be multiple Core 001 but with different random numbers. These are different components. Naming components has changed so this may be fixed.
- Validation of the entire application to find errors – Takes a full day! Even when all Components were validated as error free, errors appeared in full application validation. i.e. Congressional District was identified as an error.

- Submission: Was done on Jan 21st and was not processed until Jan 25th. Due date was Jan 23rd. Site needed proof it was submitted by the due date and OK.
- Didn't see on the Commons until the following week.

Useful Links

- ASSIST: <https://public.era.nih.gov/assist>
- Online help: <http://era.nih.gov/erahelp/ASSIST/>
- Applying Electronically Website for Multi-project Applications: http://grants.nih.gov/grants/ElectronicReceipt/com_index.htm
- Annotated Form Set: http://grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf
- Webinar for ASSIST: http://grants.nih.gov/grants/webinar_docs/webinar_20121213.htm
- Transcript of Webinar: http://grants.nih.gov/grants/webinar_docs/webinar_transcript_20121213.pdf



Useful Links

- Applying electronically – avoiding common errors:
http://grants.nih.gov/grants/electronicreceipt/avoiding_errors.htm
- PDF Guidelines:
http://grants.nih.gov/grants/electronicreceipt/pdf_guidelines.htm
- NIH Grants and Funding FAQ section D – involving use of Adobe Reader:
http://grants.nih.gov/grants/electronicreceipt/faq_full.htm
- eRA Commons HELP Desk: <http://era.nih.gov/help/>
 - Toll free – 1-866-504-9552
 - Phone – 301-451-5939
 - Hours: M-F 7am-8pm EST