



ASSISTed Living

Mary P. Sundsmo, MBA
Administrator

UC San Diego
HEALTH SCIENCES

Agenda



Access to ASSIST

- Everyone who currently has access to the eRA Commons has access to use ASSIST
 - A university signing Official (SO) will grant access to the application based on roles and will initiate the application in ASSIST.
- ASSIST offers the following roles:
 - Principal Investigator (PI): access to edit the entire application
 - Assistant (ASST): can have Budget, Non-Budget, Component or Overall Application access
 - Account Administrator (AA):

Access to ASSIST

- Access to the application in ASSIST can be granted and controlled across three variables:
 - Edit vs. View
 - Entire application vs. specific component within an application
 - Budget data vs. Non-Budget data

Read your RFA:

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.

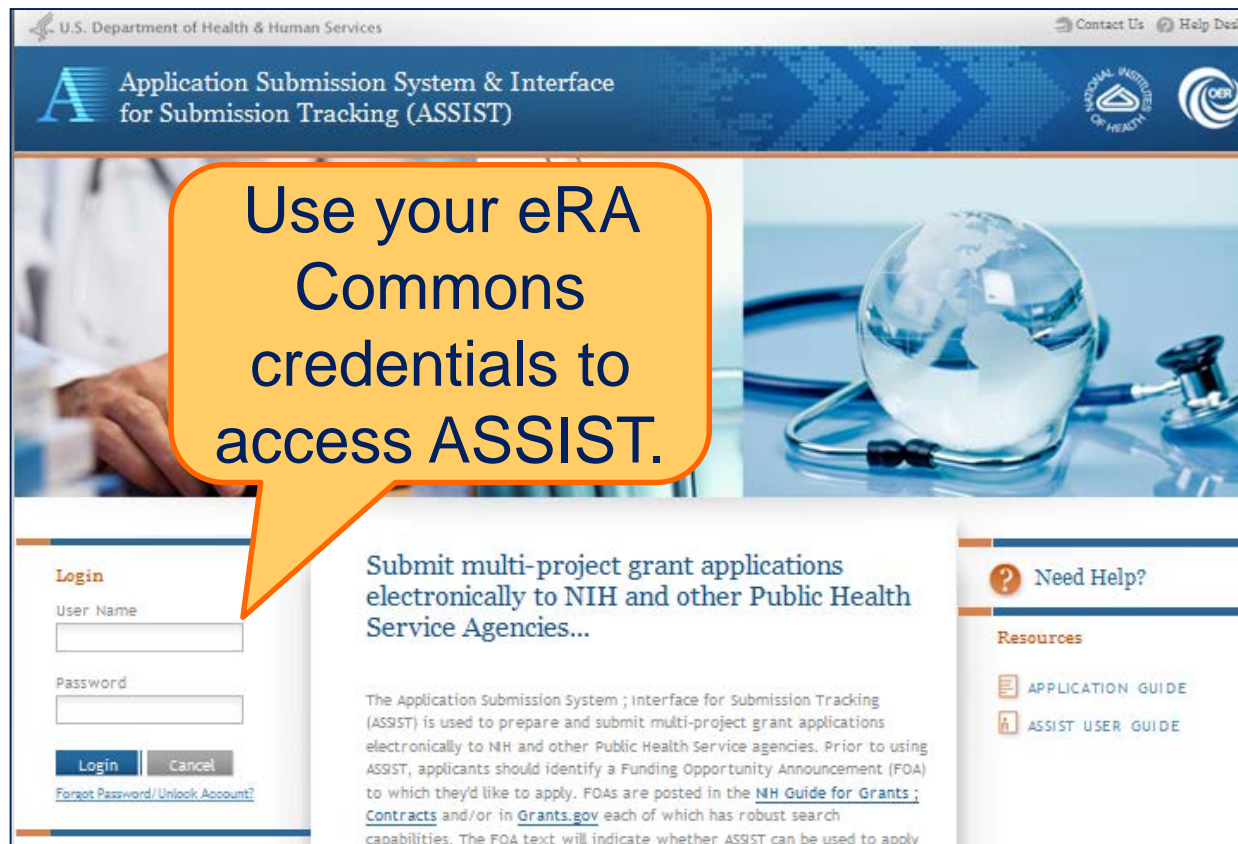
Required Application Instructions

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 with most NIH opportunities. Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well. When the program-specific instructions deviate from those in the instructions. **Applications that do not comply with these instructions will not be accepted.**

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

Apply for Grant Electronically

Log in to 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 links for "Contact Us" and "Help Desk". The main header features the NIH and OER logos. Below the header, there are two images: a doctor's hands and a stethoscope over a globe. A large orange callout box with a speech bubble tail pointing to the login form contains the text: "Use your eRA Commons credentials to access ASSIST." The login form has fields for "User Name" and "Password", with "Login" and "Cancel" buttons. Below the form is a link: "Forgot Password/Unlock Account?". To the right of the form, there is a section titled "Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies..." followed by a paragraph explaining the system. On the far right, there is a "Need Help?" section with a "Resources" link, which points to "APPLICATION GUIDE" and "ASSIST USER GUIDE".

U.S. Department of Health & Human Services

Contact Us Help Desk

Application Submission System & Interface
for Submission Tracking (ASSIST)

NIH OER

Use your eRA Commons credentials to access ASSIST.

Login

User Name

Password

Login Cancel

[Forgot Password/Unlock Account?](#)

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 [NH 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

Need Help?

Resources

[APPLICATION GUIDE](#)

[ASSIST USER GUIDE](#)

Initiate your application

The screenshot shows the ASSIST web interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the system title 'Application Submission System & Interface for Submission Tracking (ASSIST)'. The user is logged in as 'CHERDMONEY4' from 'WHATSAMATTA U'. The main content area has a 'Welcome CHERDMONEY4' message and a section titled 'Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)'. Under the 'INITIATE APPLICATION' heading, there is a form for 'Funding Opportunity Announcement #' with the example 'PA-40-100' and a 'GO' button. Below this, a paragraph explains that the NIH posts FOAs in the NH Guide for Grants & Contracts and in Grants.gov's Find Grant Opportunities. At the bottom right, there is a 'Search Applications' button. Two orange callout boxes provide instructions: one points to the 'GO' button, stating 'Your SO will enter the FOA # and click Go to initiate your application.', and the other points to the 'Search Applications' button, stating 'When you go into ASSIST after initiation use the Search Application button'.

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

WELCOME CHERDMONEY4

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

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 in [Grants.gov's Find Grant Opportunities](#). Each resource has robust information to identify opportunities of interest. ASSIST can help you find and submit applications when explicitly

Need Help?

Resources

[APPLICATION GUIDE](#)

[ASSIST USER GUIDE](#)

When you go into ASSIST after initiation use the Search Application button

Your SO will enter the FOA # and click Go to initiate your application.

Search Applications

Preparing an Application

Home • Search for Applications

Search for Applications ?

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

Submission Date: from to

Project Start Date:

Project End Date:

You can add as little as your PI's last name.

Preparing an Application

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: CHERDMONEY4
from: WHATSAMATTA U

NATIONAL INSTITUTES
OF HEALTH

OER

Home • Search for Applications • Search for Application Results

Search for Application Results

One item found.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
376	Research Center to Cure the Diseases of the World	NH	MONEY, CHER D	WHATSAMATTA U	Work in Progress		09/01/2013	09/01/2018	Select

Let's get started

 U.S. Department of Health & Human Services

[Home](#) [Logout](#) [Help Desk](#) [Contact Us](#)

 **Application Submission System & Interface
for Submission Tracking (ASSIST)**

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF
CALIF., UNIV. OF CALIF., SAN DIE



[Home](#) > [Search for Applications](#) > [Application Search Results](#) > [Application Information](#)

Application Information ?

Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.

Actions ?

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW APPLICATION

VALIDATE APPLICATION

UPDATE SUBMISSION STATUS

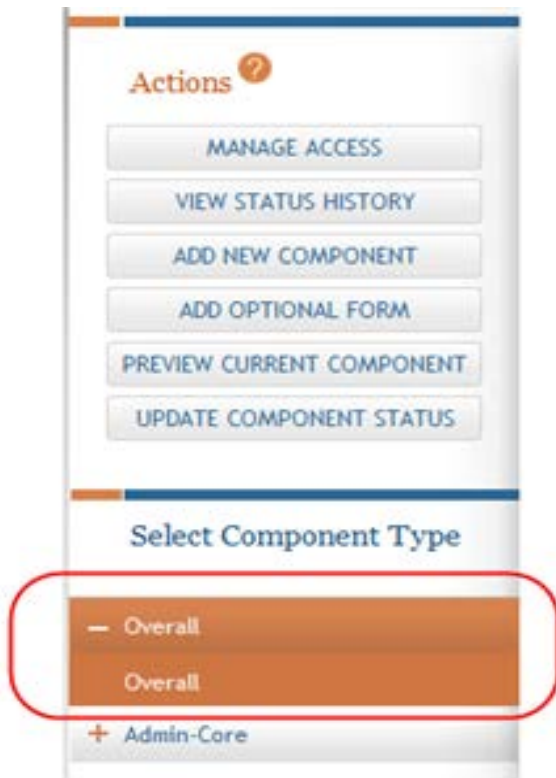
Component Type

+ Overall

 **Application Information**

Application Identifier:	6901
Application Project Title:	UCSD Awesome Alzheimer's Disease Research Center
PD/PI Name:	GALASKO, DOUGLAS R
Organization:	THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE
Project Period:	04/01/2015 - 03/31/2020
Status:	Work in Progress
Status Date:	2014-04-08 01:56:32.000 PM EDT

Navigating ASSIST

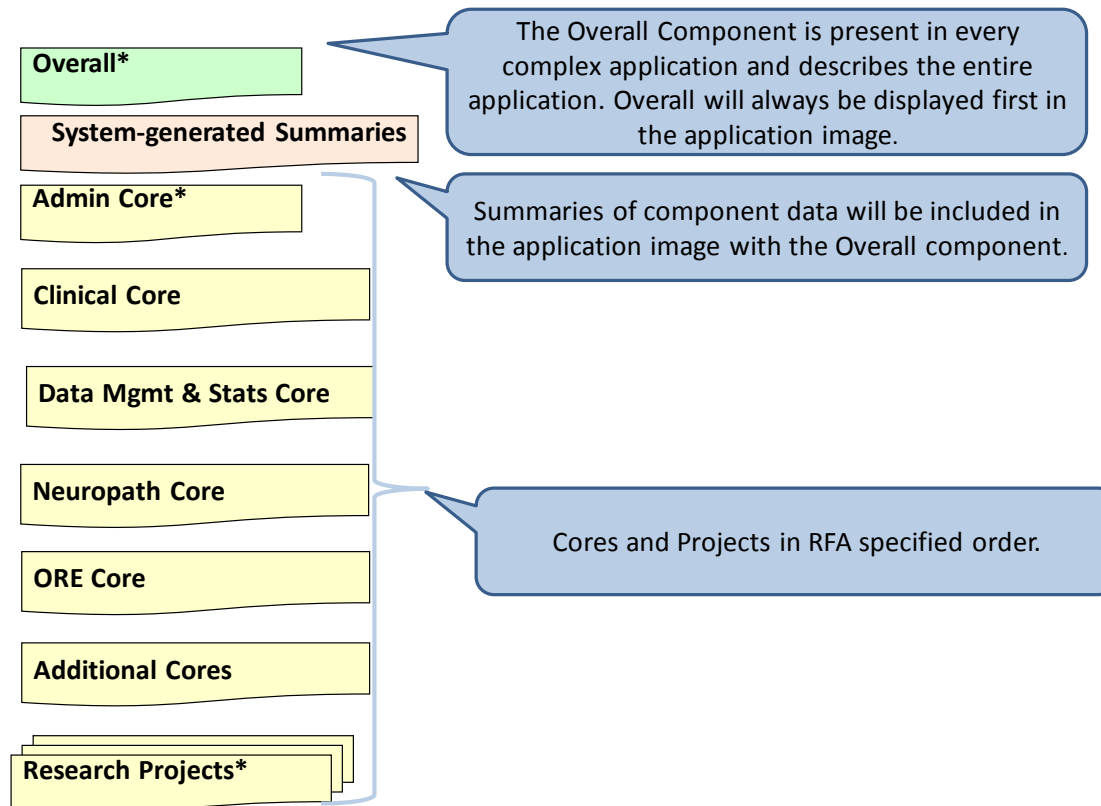


- To navigate through the system, any of the tabs in the Actions section can be selected
- Some of the items remain and others appear or are hidden depending on what part of the application is being worked on

Preparing an Application: Hints

- It's important to create your shell first.
- Add New Components by clicking on add new component button under Actions.
- Cores are added first followed by Projects.
- The Add Component screen requests minimum information needed to save the component.
- When creating cores and projects, each component can be titled (Core A, Project 1 etc.)
- Make sure to Click save after entering any information.

Preparing an Application: the Format



Adding components

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

Add Component ?

Actions ?

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

Select Component Type

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

Project Information

- * Component Type: Admin-Core
- * Component Start Date: 09/01/2013
- * Component End Date: 08/31/2018
- * Component Project Title: Administrative Core

Save **Cancel**

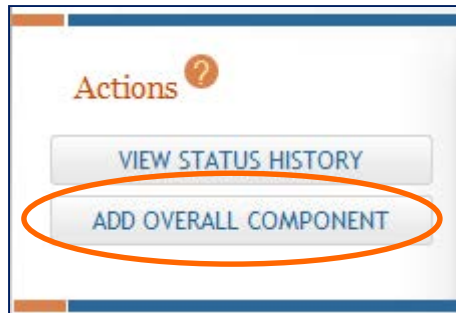
Select from the drop-down list of component types available for the FOA.

Click Save.

All Cores and Projects are assigned a random number identifier.

Research Strategy.....	200
Inclusion Enrollment Report.....	212
Progress Report Publications List.....	213
Human Subjects Section.....	215
Protection of Human Subjects.....	215
Women & Minorities.....	221
Planned Enrollment Table.....	222
Children.....	223
Vertebrate Animals.....	224
Select Agent Research.....	225
Bibliography & References Cited.....	226
Consortium/Contractual.....	227
Letters Of Support.....	228
Resource Sharing Plans.....	234
Core.....	
Core-001 (316) - Clinical Core.....	238
Performance Sites.....	239
Research & Related Other Project Information.....	240
Project Summary/Abstract(Description).....	241
Facilities & Other Resources.....	242
Equipment.....	243
Research & Related Senior/Key Person.....	244
Research & Related Budget Year - 1.....	247
Research & Related Budget Year - 2.....	250
Research & Related Budget Year - 3.....	253
Research & Related Budget Year - 4.....	256

Add Overall 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', 'Lead Applicant Organization', and 'Contact Project Director/Principal Investigator'. The 'Project Information' section includes fields for 'Application ID' (376), 'Select 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). The 'Lead Applicant Organization' section includes fields for 'Lead Applicant Organization' (WHATSAMATTA U) and 'Lead Applicant Organization DUNS' (616208109). The 'Contact Project Director/Principal Investigator' section includes 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. The 'Save' button is circled in orange.

Click **Save**.

Preparing an application: Overall

- 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 the username button or type PD/PI.
- Click Save.

Preparing an Application: Overall

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

Overall Component

Home • Application Information • Component Information

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
Status:	Work in Progress

2012-11-12 02:54:13.000 PM EST

The required forms are presented for the component.

The **Overall Component** is added to the component navigation.

Preparing an Application: Components

- Required forms will be presented for each component at the top of the page by tabs.
- Every component has a summary page.
- The Overall component does not require an R&R budget.
- Each component (except Overall) is given a random 3-digit system-generated number for identification.

Preparing an Application

Home > Application Information > Component Information

Admin-Core

Required Forms

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Research Plan

Component Information

Component Identifier:	397-Admin-Core
Component Type:	Admin-Core
Component Title:	Administrative Core
Component Project Lead(s):	
Organization:	
Status:	Work in Progress
Status Date:	2012-11-12 03:04:30.000 PM EST

Actions ?

VIEW STATUS HISTORY

ADD NEW COMPONENT

ADD OPTIONAL FORM

PREVIEW CURRENT COMPONENT

UPDATE COMPONENT STATUS

Select Component Type

+ Overall

- Admin-Core

397-Admin-Core

Common mistake!

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTE OF HEALTH OER

Home > Search for Applications > Application Search Results > Application

Admin-Core

Tips:

- For the Overall component, only enter the PD/PI and any multi-PD/PIs for the entire application and use the PD/PI role for each.
- For other components, enter all Sr/Key for that component and use roles other than PD/PI.
- Each Sr/Key person gets one biosketch covering their involvement for the entire application. It does not matter which component is chosen to include the single biosketch.
- A system-generated Summary of Sr/Key persons and their biosketches will appear with the Overall component when the application is assembled. Biosketches will not be included in component previews.

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

Sr/Key Person Summary

PROFILE - Project Lead

Project Lead Name	Project Role	Action
!		Edit View

PROFILE - Senior/Key Person(s)

[Add Sr/Key](#)

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Component Type

+ Overall

- Admin-Core

591-Admin-Core

Read the TIPS!

Research Plan

- Specific Aims (1 page)
- **Research Strategy (6 or 12 pages)**
 - Significance
 - Innovation
 - Approach (include progress report here)
- Progress Report Publication List
- Protection of Human Subjects
- Inclusion of Women and Minorities
- Inclusion of Children
- Vertebrate Animals (if applicable)
- Select Agent Research (if applicable)
- Multiple PD/PI Leadership Plan
- Consortium/Contractual Agreements (if applicable)
- Letters of Support
- Resource Sharing Plan
- Appendix

Check
the RFA

Entering application data

- To whom do you want to give this access?
- PI and Administrator?
- PI and All Core Leaders?
- Suggestion: Collect all Component documents as Word docs, convert to pdf and a selected individual or two uploads all data?
- Exception: For Projects, let the PI create the pdf due to embedded figures etc.

Entering application data

- Start with adding data on the Overall Component. The data provided in the Overall component should reflect the entire application.
- Select the Edit button at the top of the form to open form fields for editing.
- Make sure to click Expand All: doing this shows you the required fields that need to be filled out.
- ASSIST will validate entered data and provide any errors at the top of the screen. Errors must be corrected before submission.

Entering Application Data

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: CHERDMONEY4
from: WHATSAMATTA.U.

NATIONAL INSTITUTE OF HEALTH

NIH

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

Overall Component

Actions

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

Select Component Type

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

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) v1.2

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

Edit and Get Look

☐ Expand All * Required field(s)

1. TYPE OF SUBMISSION

Type of Submission

Pre-Application Application Changed/Corrected Application

2. DATE SUBMITTED

3. DATE RECEIVED BY STATE

4. a. Federal Identifier / 4. b. Agency Routing Identifier

5. APPLICANT INFORMATION

Entering application data

Breadcrumbs provide quick and easy navigation.

The screenshot shows the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the U.S. Department of Health & Human Services logo and the title 'Application Submission System & Interface for Submission Tracking (ASSIST)'. A breadcrumb trail at the top reads: Home > Search for Applications > Application Search Results > Application Information > Component Information. On the left, an 'Actions' sidebar contains 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'. The main content area is titled 'Overall Component' and features a tabbed interface with tabs for 'Summary', 'R&R Cover' (selected), 'Cover Page Supplement', 'Other Project Information', 'Checklist', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. Below the tabs, the application title 'Application for Federal SF 424 (R&R) v1.2' is displayed, followed by an 'Edit and Get Lock' button. At the bottom, there are expandable sections for '4. a. Federal Identifier / 4. b. Agency Routing Identifier' and '5. - APPLICANT INFORMATION'. An orange callout bubble points to the 'Edit and Get Lock' button with the text 'Click Edit and Get Lock to edit data.' Another orange callout bubble points to the tabs with the text 'Click each tab to access form data entry screens.'

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

Click each tab to access form data entry screens.

Other Project Information Tab

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF
CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTES
OF HEALTH

OER

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

Actions ?

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Core

Tips:
Human Subjects: Answer only the 'Are Human Subjects Involved?' and 'Is the Project Exempt from Federal regulations?' questions for non-Overall components.
Vertebrate Animals: Answer only the 'Are Vertebrate Animals Used?' question for non-Overall components.
Project Narrative: Required for Overall component. Check FOA instructions for all other components.

Summary R&R Cover Cover Page Supplement **Other Project Information** Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report Planned Enrollment Report

Research & Related Other Project Information

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

R&R OtherProjectInfo v1.3 ?

Edit

* Required field(s)

1. * Are Human Subjects Involved ☒ Yes ☐ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations? ☐ Yes ☒ No

If yes, check the appropriate exemption ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Other Project Information tab

- Make sure you read the TIPS
- If you enter too much information regarding Human Subjects and Vertebrate Animals, it will come back as an error!
- Project Narrative – OVERALL component ONLY

Entering Application Data: Performance Sites

- Sites: Primary Performance Site
 - Select the Edit button in the Primary Performance Site section of the page to open the Project Performance Site Primary Location section for editing.
 - Select the Populate from this component R&R Cover button to populate the fields with the Application Information entry from the component's R&R Cover button.
- Project Performance Site Locations
 - You can add up to 300 sites.

Entering Application Data: Performance Sites

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTE OF HEALTH OER

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

Project

Actions 2

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Select Component Type

+ Overall

+ Admin-Core

- Project

421-Project

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

Project/Performance Site Locations Summary

Primary Performance Site 2

Organization Name	DUNS	Address	Action
			Edit View

Project/Performance Site Location(s) [Add Site](#)

No items found.

Entry #	Organization Name	DUNS	Address	Action
Nothing found to display.				

Entering Application Data: Sr./Key Personnel

- Sr/Key Person Profile Tab: Overall Component
 - Use the Project Director/Principal Investigator section to designate the Contact PD/PI
 - Include any Multi-PD/PIs
 - Use project role of PD/PI
 - The biographical sketch for the PD/PI and Multi PD/PIs should be uploaded in the overall component.

Entering Application Data: Sr./Key Personnel

- Sr/Key Person Profile Tab: Other components
 - Use the Project Director/Principal Investigator section to designate the Project Lead
 - Must use role other than PD/PI. ASSIST defaults role to Other Project Lead.
 - The same person can be listed as senior/key on multiple components but only one biosketch should be uploaded in the application. Example: Dr. Jones is Lead on Project 1 and a Co-Investigator on Core A = his biosketch should only be uploaded once in Project 1.

Entering Application Data

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH
OEPR

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

Project

Actions ?

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

Select Component Type

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

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

Sr/Key Person Summary

PROFILE - Project Lead ?

Project Lead Name	Project Role	Action
		Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

No items found.

Entry #	Sr/Key Person	Project Role	Action
Nothing found to display.			

Senior/Key Personnel Summary

ASSIST Final P50 AG005131-31.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

45 / 795 107% [Icons]

Tools Comment Share

Bookmarks

- SF424 (R&R) Cover Page
- Project Summary/Abstract
- Project Narrative
- Research Strategy
- Table of Contents
- Performance Sites Summary
- Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
- Composite Application Budget Summary
- Component Budget Summary
- Categories Budget Summary
- Senior/Key personnel Summary**
- Biosketches
- Overall
- Admin-Core
- Core
- Project
- PHS Checklist

Contact PD/PI: GALASKO, DOUGLAS, R

Senior/Key Personnel Summary

Name	Organization	Role on Project	Components
GALASKO, DOUGLAS R	THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE	PD/PI(Contact)	Overall
Aisen, Paul S.	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Consultant	Admin-Core-001 (939)
BONDI, MARK W	VA SAN DIEGO HEALTHCARE SYSTEM	Co-Investigator	Core-001 (316)
Cleveland, Don W	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Consultant	Project-002 (304)
COREY-BLOOM, JODY	UNIV OF CALIFORNIA AT SAN DIEGO	Other: Core Leader	Core-004 (842)
EDLAND, STEVEN DYAL	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Core Leader	Core-002 (520)
GALASKO, DOUGLAS R	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Core Leader	Admin-Core-001 (939)
GALASKO, DOUGLAS R	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Core Leader	Core-001 (316)
GOLDSTEIN, LAWRENCE S	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Project Lead	Project-001 (532)
Gollan, Tamar H	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Core Leader	Core-005 (424)
KOO, EDWARD H.	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Co-Investigator	Admin-Core-001 (939)
KOO, EDWARD H.	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Co-Investigator	Core-001 (316)
KOO, EDWARD H.	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Project Lead	Project-003 (242)
LACIER, JOUDENNE, CLAUDE	UNIVERSITY OF CALIFORNIA, SAN DIEGO	Other: Project Lead	Project-003 (242)

Entering Application Data: Budgets

- Research & Related Budget: Project and Cores
 - When adding Budget Period 1 select the Edit button
 - Complete the budget information
 - When adding additional budget periods, the information from budget period 1 is carried over and auto-populated into other periods and can be edited as necessary.
 - To add another budget period select the Add Period button.
 - A user may remove entire budget periods from a component.
 - ASSIST automatically generates the cumulative budget and displays as read-only.

Sample: Cumulative Budget

Components	Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Project-001 (532)	Salary, Wages and Fringe Benefits	85,632	88,341	91,086	93,922	96,854	455,835
	Equipment	0	0	0	0	0	0
	Travel	0	0	0	0	0	0
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	39,368	36,659	33,914	31,078	28,146	169,165
	Consortium Costs	0	0	0	0	0	0
	Direct Costs	125,000	125,000	125,000	125,000	125,000	625,000
	Indirect Costs	32,500	32,500	32,500	32,500	32,500	162,500
TOTALS	Total Direct and Indirect Costs	157,500	157,500	157,500	157,500	157,500	787,500

Tricky things: How to avoid pulling your hair out!

- How do I add a Subaward Budget?
 - To add a subaward within a Component (Core or Project) select the Summary tab at the top.
 - Under Actions select Add Optional Form.
 - Select the R&R subaward budget.
 - The R&R subaward budget will be added to the Tabs at the top of the page.
- How do I add a Cumulative Inclusion Enrollment Report?
 - Same as above, select Cumulative Enrollment Report or Planned Enrollment Report .
- How do I add a 2nd Enrollment Report?

Add an Optional Form

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The interface includes a top navigation bar with links for Home, Logout, Help Desk, and Contact Us. The main header shows the user's login information: Username: MSUNDSMO, from: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE. The left sidebar contains a list of actions, with 'ADD OPTIONAL FORM' highlighted by a yellow arrow. The main content area shows the 'Component Information' section for a component named '929-Core', which is currently in 'Work in Progress' status. The 'Application Information' section below it provides details about the application, including the ID (6901), FOA Number (RFA-AG-15-002), and Project Title (UCSD Awesome Alzheimer's Disease Research Center).

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE

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

Core

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

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

ADD OPTIONAL FORM

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Component Type

+ Overall

+ Admin-Core

- Core

233-Core (Clinical Core)

245-Core (Data Core)

Component Information

Component Identifier: 929-Core

Component Short Name: Hispanic Core (Update Short Name)

Component Type: Core

Component Title: Hispanic Core

Component Project Lead(s):

Organization:

Status: Work in Progress

Status Date: 2014-04-18 12:58:58.000 PM EDT

Application Information

Application ID: 6901

FOA Number: RFA-AG-15-002

Project Title: UCSD Awesome Alzheimer's Disease Research Center

PD/PI Name: GALASKO, DOUGLAS R

Organization: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF

Add Optional Form

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: MSUNDSMD
from: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTES OF HEALTH

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

Core

Actions

- RETURN TO APPLICATION INFO
- DISPLAY COMPONENT STATUS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- ADD OPTIONAL FORM
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Component Type

- Overall
- Admin-Core
- Core
 - 233-Core (Clinical Core)
 - 245-Core (Data Core)

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

Component Information

Component Identifier: 929-Core

Component Short Name: Hispanic Core (Update Short Name)

Add Optional Form

Select the form you wish to add

- Select Form ---
- Select Form ---
- Cumulative Inclusion Report
- R&R Subaward Budget
- Planned Enrollment Report

Submit

© 2014 NIH. All Rights Reserved.
Screen Rendered: 04/18/2014 01:00:24 EDT | Screen Id: ASSIST0038@3584
Version: 2.06.00

Application ID: 6901

FOA Number: RFA-AG-15-002

Project Title: UCSD Awesome Alzheimer's Disease Research Center

PD/PI Name: GALASKO, DOUGLAS R

Organization: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF

Add Optional Form: Sub Award Budget

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, Logout, Help Desk, Contact Us), and a user login banner for 'MSUNDSMO' from 'THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE'. The breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information. The main heading is 'Project'. A horizontal menu contains tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, **R&R Subaward Budget** (highlighted with an orange arrow), and Research Plan. On the left sidebar, under 'Actions', there are buttons for 'RETURN TO APPLICATION INFO', 'DISPLAY COMPONENT STATUS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW CURRENT FORM', and 'VALIDATE COMPONENT'. Below this is the 'Component Type' section with a tree view showing 'Overall', 'Admin-Core', 'Core', and 'Project' (expanded to show '900-Project (Prevention)'). The main content area is titled 'Research and Related Subaward Budget' and 'R&R MP Subaward Budget'. It contains instructions: 'Complete the subawardee budget(s) in accordance with the R&R Budget instructions.' and two buttons: 'Add New Subaward' and 'Remove All Subawards'. At the bottom, a table with columns 'Subaward', 'Organization', and 'Action' is shown, with the message 'Nothing found to display.'

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE

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

Project

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

Research and Related Subaward Budget

R&R MP Subaward Budget

Complete the subawardee budget(s) in accordance with the R&R Budget instructions.

Add New Subaward Remove All Subawards

Subaward	Organization	Action
Nothing found to display.		

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Component Type

- Overall
- Admin-Core
- Core
- Project
 - 900-Project (Prevention)

Add Optional Form: Inclusion & Enrollment Reports

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF
CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTES
OF HEALTH

OER

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

Core

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report Planned Enrollment Report

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

ADD OPTIONAL FORM

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Component Type

Component Information

Component Identifier: 233-Core

Component Short Name: Clinical Core [\(Update Short Name\)](#)

Component Type: Core

Component Title: Clinical Core

Component Project Lead(s):

Organization:

Status: **Work in Progress**

Status Date: 2014-04-08 03:08:28.000 PM EDT

Add Optional Form: Second Inclusion Report

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF
CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTES
OF HEALTH

OER

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

Core

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan **Cumulative Inclusion Report** Planned Enrollment Report

Cumulative Inclusion Enrollment Report Summary

Add New Cumulative Inclusion Enrollment Study Remove All Cumulative Inclusion Studies

One item found.

Study Number	Study Title	Action
! 1		Edit Remove View

Component Type

Overall

Add Optional Form: Second Inclusion Report

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: MSUNDSMO
from: THE REGENTS OF THE UNIV. OF
CALIF., UNIV. OF CALIF., SAN DIE

NATIONAL INSTITUTES
OF HEALTH

OER

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

Core

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan **Cumulative Inclusion Report** Planned Enrollment Report

Cumulative Inclusion Enrollment Report Summary

Add New Cumulative Inclusion Enrollment Study Remove All Cumulative Inclusion Studies

1 - 2 of 2 records, Page 1 of 1

Study Number	Study Title	Action
1	Cumulative Enrollment Report (1984-2014)	Edit Remove View
2	Current Enrollment Report (2013-2014)	Edit Remove View

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Component Type

+ Overall

+ Admin-Core

Add
Titles

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 obtain this list, is contained in the announcement or agency specific 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) ?

Edit and Get Lock

QWS Number: 4040-0001

Expiration Date: 06/30/2011

Component Actions

Where discoveries are delivered.SM

UC San Diego
HEALTH SCIENCES

Component Actions

- As component data are entered several actions are available:
 - Validate Component
 - Preview Current Component
 - Update Component Status
 - Work in Progress
 - Complete
 - Final

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

Click Validate Component.

Errors and Warnings are displayed.

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

Previewing a component

Actions ?

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

ADD OPTIONAL FORM

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

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

Overall Component

SummaryR&R CoverCover Page SupplementOther Project InformationChecklistSitesSr/Key Person ProfileResearch Plan

Component Information

Component Identifier:Overall

Component Type:Overall Component

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

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

APPLICATION FOR FEDERAL ASSISTANCE

SF 424 (R&R)

arks: Go to specific points of interest using bookmark

☐ Pre-application☒ Application☐ Changed/Corrected Application

2. DATE SUBMITTED

Application Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

4.a. Federal Identifier

b. Agency Routing Number

5. APPLICANT INFORMATION

* Legal Name: WHATSAMATTA U

Department:

* Street1: 6705 Rockledge Drive

* City: Bethesda

Province:

Division:

Street2:

County:

* State: MD: Maryland

* Country: USA: UNITED STATES

* ZIP / Postal Code: 208171814

* Organizational DUNS:6162081090000

Person to be contacted on matters involving this application

Prefix: * First Name: Sheri

Middle Name:

* Last Name: Cummins

Suffix:

* Phone Number: 301-496-3405

Fax Number:

Email: cumminss@mail.nih.gov

6. * EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN):

44444444

7. * TYPE OF APPLICANT

☐ Private Institution of Higher Education

Other (Specify):

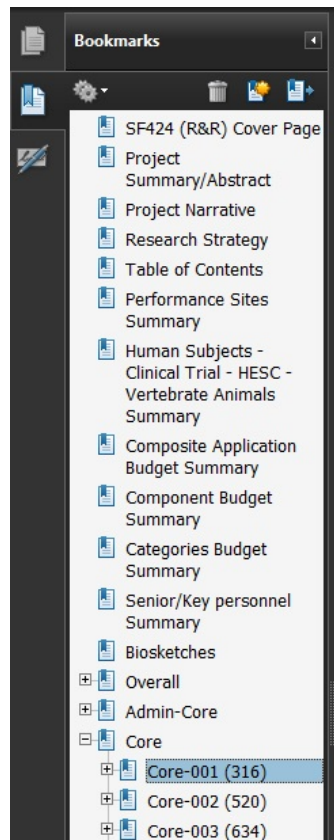
☐ Small Business Organization Type☐ Women Owned☐ Socially and Economically Disadvantaged

8. * TYPE OF APPLICATION:

☒ New☐ Resubmission

If Revision, mark appropriate box(es).
☐ A. Increase Award☐ B. Decrease Award☐ C. Increase Duration

Check that your sections are easily identifiable



Contact PD/PI: GALASKO, DOUGLAS, R Core-001 (316)

CORE B: CLINICAL - ABSTRACT

The Clinical Core clinically and neuropsychologically characterizes cognitively-normal elderly control (NC) subjects and patients with Mild Cognitive Impairment (MCI), Dementia with Lewy bodies (DLB), Parkinson's disease, Frontotemporal dementia (FTD) or other dementing disorders. We collect blood, plasma, DNA, fibroblasts, CSF) from these subjects and facilitate their use. Core has provided well-characterized subjects, clinical and laboratory data, local, national and international research that has contributed to understanding AD in its earliest (even pre-clinical) stages, differential diagnosis, natural course of AD over time, and testing new treatment approaches. Core are to: (1) Maintain and follow a panel of about 500 well-characterized subjects with AD, MCI, DLB/PDD, or FTD, and age- and education-matched controls with high autopsy rate (i.e., greater than 75%). (3) Perform annual

The Entire Application

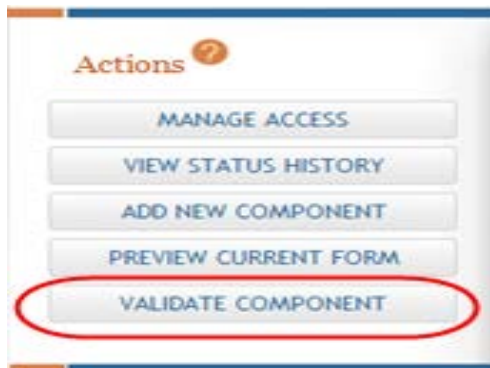
Where discoveries are delivered.SM

UC San Diego
HEALTH SCIENCES

Validating the Application

- Before an application can be submitted, it must pass various system and business validations at both the overall application and individual component levels.
- Validation checks are triggered automatically whenever the status of the application or component is updated by an ASSIST user.
- Validation checks can also be run manually if chosen.
- Errors and Warnings are displayed in a separate window.
 - Hint: Validate Individual components first then overall application.

Validating the Application Components



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

Validating the Entire Application

 Application Submission System & Interface
for Submission Tracking (ASSIST)


Username: CHERDMONEY4
from: WHATSAMATTA U





[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 Type

[+ Overall](#)



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

Previewing An Application

- Previewing a Component
 - From the Component Information page, select the Preview Current Component button from Actions.
 - A PDF version of the component will be generated in a new browser window.
 - Application and component summaries and tables of contents are generated only when previewing the entire application, not for individual components.
 - While working on a current form within the overall component or individual component you can preview the form.

Previewing an Application

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

A Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTE OF HEALTH OER

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

Project

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 R&R Budget Research Plan

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite

OMS Number: 4040-0010
Expiration Date: 08/31/2011

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

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Select Component Type

+ Overall

- Core

949-Core
(Sample Short Name)

Preparing Application for Submission

- Marking a Component “Complete”
 - Click Update Component Status under Actions
 - Select status and enter the comment Complete
 - Status on the Summary page is updated
 - IMPORTANT: Once a Component is marked Complete, **no** additional edits can be made unless someone with entire application edit authority returns the status to “Work in Progress”

Preparing Application for Submission

- Verifying Senior/Key Personnel:
 - When marking a component as FINAL, ASSIST will check to see whether a biosketch for senior/key person exists in another component (twice within the application).
 - If a user has added two or more biosketches for the same Senior/Key Person, ASSIST will request that one them be selected as the biosketch to include in the application.

Preparing Application for Submission

- As components are marked “Complete” the user can mark those that are ready to include in the final application by updating the component status to Final.
 - Before finalizing components, it is good practice to validate the application.
- All individual components must be marked Final before an application can be submitted.
- To finalize the application, go to the Application Information page, click update submission status under Actions and set the application status to All Components Final.

Preparing Application for Submission

- Once all Components are marked “FINAL” it is important to Validate one more time.
- When the application passes validations, the application status is automatically updated to All Components Validated.
- Before you mark application “Ready to Submit” preview the application and verify that everything is just the way you want it to go to review.
- Your SO will receive an e-mail stating that the application is Ready for Submission.

Submission of Application

- Your SO will submit application and e-mails will be sent to your SO on status of submission.
- Application is submitted through ASSIST to grants.gov.
- Final application can be viewed in NIH Commons.

Resources



Helpful Links

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-074.html>

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-075.html>

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

http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm

http://grants.nih.gov/grants/ElectronicReceipt/faq_full.htm

http://era.nih.gov/files/ASSIST_user_guide.pdf

<http://era.nih.gov/erahelp/ASSIST/>

http://grants.nih.gov/grants/ElectronicReceipt/files/Electronic_Multi-project_Application_Image_Assembly.pdf

Best Practices & Tips for Success!



Best Practices & Tips for Success!

- Please make sure to always read the FOAs and pay attention to the details!

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

****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 in use. The Application Guide contains all requirements (both in the Application Guide and the FOA) is required to follow all application instructions in the Application Guide as well as any program-specific instructions. When the program-specific instructions deviate from those in the Application Guide, the program-specific instructions apply. Applications that do not comply with these instructions may not be accepted.

[Apply for Grant Electronically](#)

Announcement text clearly indicates electronic submission is required.

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

Best Practices & Tips for Success!

- It's important to create your shell first creating the order of your components – **these cannot be reordered later on in the process or can it?**
- Only allow a few individuals access to application. The more individuals that have access, the more room there is for errors.
- Make sure all Sr/Key have an updated profile. You can make changes in their profile tab online but it is certainly easier if they do it correctly and you can pull it in from the Commons. Be sure and read the Tips at the top of the page.
- Put a title on every new section. For example:
 - OVERALL: SPECIFIC AIMS
 - OVERALL: BIBLIOGRAPHY & REFERENCES CITED
 - CORE A: CLINICAL – RESEARCH STRATEGY
 - When you look at your Preview, you will see these titles and know where you are. Without them, you will have a string of pages with no divisions. [These names can be different than your file names. NO one sees the file names except you when you upload or look back at your application through ASSIST]. The files in the preview are in a strange order, so having a title on each section is really important.

Best Practices & Tips for Success!

- Preview: Use this frequently. It is in the top action box on every page. You can preview each component or preview the entire package. You have to have enough uploaded for this to be useful. When you do this you will see the summary tables up front – like the sites, the Sr/Key and which components they are associated with. When you use the preview you can get an idea of what might be missing or look funny.
- Linked pages: There are many instances of pages that are linked – one will be editable and one will not. For example, the R&R Cover will let you edit #5 Applicant Information and that automatically appears on the R&R Budget. If you are doing a subcontract, this might be an issue (or we thought it was).
- RFA – If a file is not needed as stated in the RFA, don't put it in: Project Narrative for anything except OVERALL.
- Appendices: You can link files together in a single pdf, if you need more appendices than you are allowed. Appendices don't show up in the Preview or the final pdf. They DO show up on the Commons.
- Biosketches: Only one per Sr/Key – so pick your location wisely. If you do enter the Biosketch in multiple places, you'll be asked to remove all except one, when you do the final validation.

Best Practices & Tips for Success!

- Letters of Support – Will need to string them together for each Component. In Overall, we placed a Summary of all Letters and their locations.
- Commons Help Desk: use them if you get stuck. They like you to do an online request for tracking purposes. Once you do this, if the problem is intrinsic to ASSIST [hopefully these will all be worked out soon] and not yours, you will be given extra time to complete your application (past the deadline if needed) until the problem is resolved.
- VALIDATIONS: Can be done on OVERALL and each Component as many times as you wish. Can also be done for the entire package through the breadcrumb “Application Information” [at the very top of each page] ACTION “VALIDATE APPLICATION”. Contrary to rumors, from the time my SO started looking at the package (I had done all the validations and marked everything FINAL), it took her only 5 minutes to revalidate everything and submit the application.

Hot Off the Press!

From the ***eRA Enhancements: Highlights of eRA Commons' Upcoming Release & Scheduled Downtime for Thursday, April 24 (4/21/2014)***

Updates in eSubmission: Reorder Components in ASSIST

- ASSIST now provides the option to set the order of different components within a component type. Previous to this release, components had to be created in the order in which you wanted them to appear in the final application image. You didn't have a lot of options if you entered 6 projects and then decided that you wanted the fourth project to appear first. Starting with this release, the order of the components (e.g., Project-001, Project-002, etc.) can be controlled and modified before final submission.
- Refer to the [online help for ASSIST](http://era.nih.gov/erahelp/ASSIST/Default.htm) [<http://era.nih.gov/erahelp/ASSIST/Default.htm>] for more information regarding this and all ASSIST features.
- http://era.nih.gov/news_and_events/news_eRA.cfm



Questions?

Questions?

Questions?

Questions?

Questions?

Questions?

Questions?

Questions?

Questions?