

Preparing, Submitting & Tracking Multi-project Applications Using



ASSIST is NIH's
online system for the
preparation, submission & tracking
of grant applications through
Grants.gov to NIH



Key Benefits of ASSIST

- Secure, online data entry
- Collaboration of multiple users
- Pre-submission validation of many NIH and Grants.gov business rules
- Pre-population of data from eRA Commons profiles
- Pre-submission print/preview of application in NIH format
- Submission status tracking for both Grants.gov and eRA Commons within a single system
- Ability to copy application to another opportunity



National Institutes of Health
Office of Extramural Research

Electronic Submission Required

- NIH requires electronic submission for all multi-project applications
- Electronic submission options
 - ASSIST
 - Institutional system-to-system (S2S) solutions

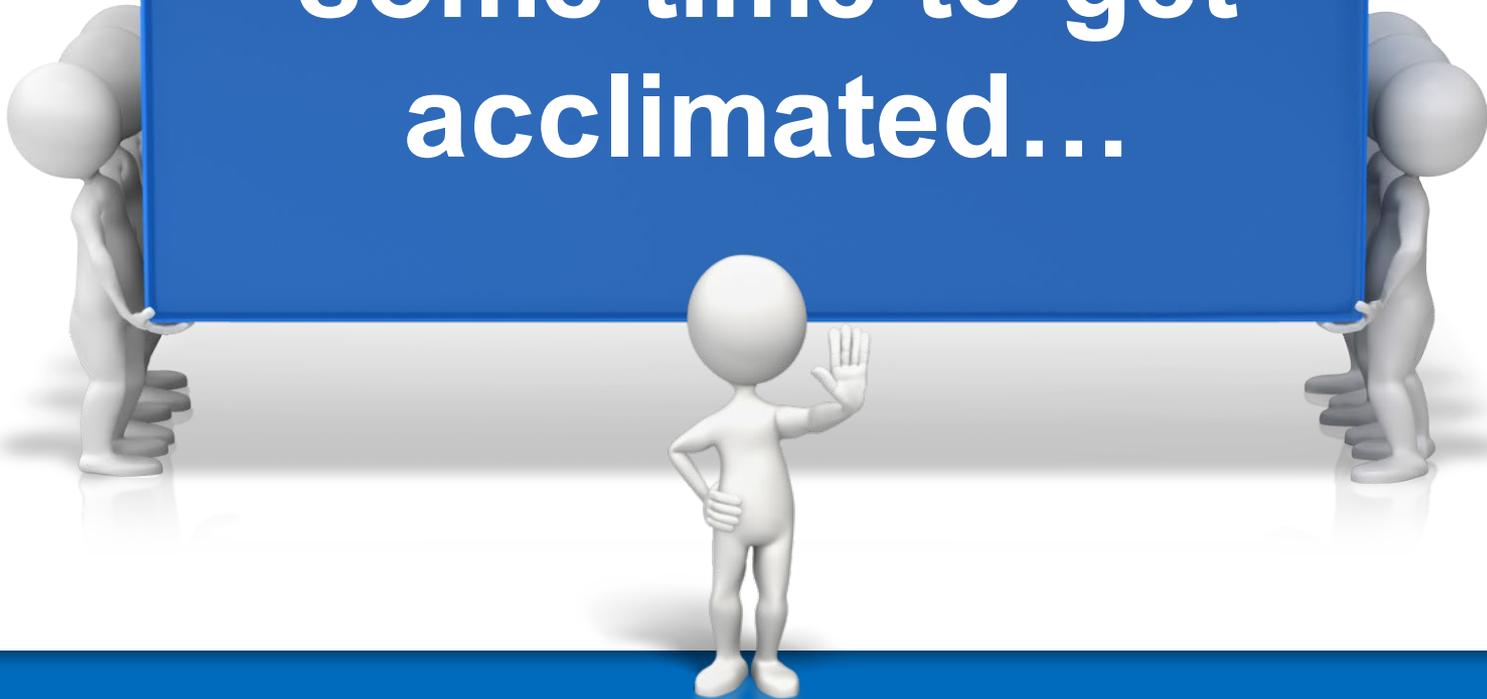


Electronic submission is required.
Using ASSIST is optional.

Submission Options



**Before jumping into
ASSIST, let's take
some time to get
acclimated...**



All electronic multi-project applications include:

- A single Overall component
- Some number of additional components
- Automatically prepared data summaries



Multi-Project Application: Overall Component

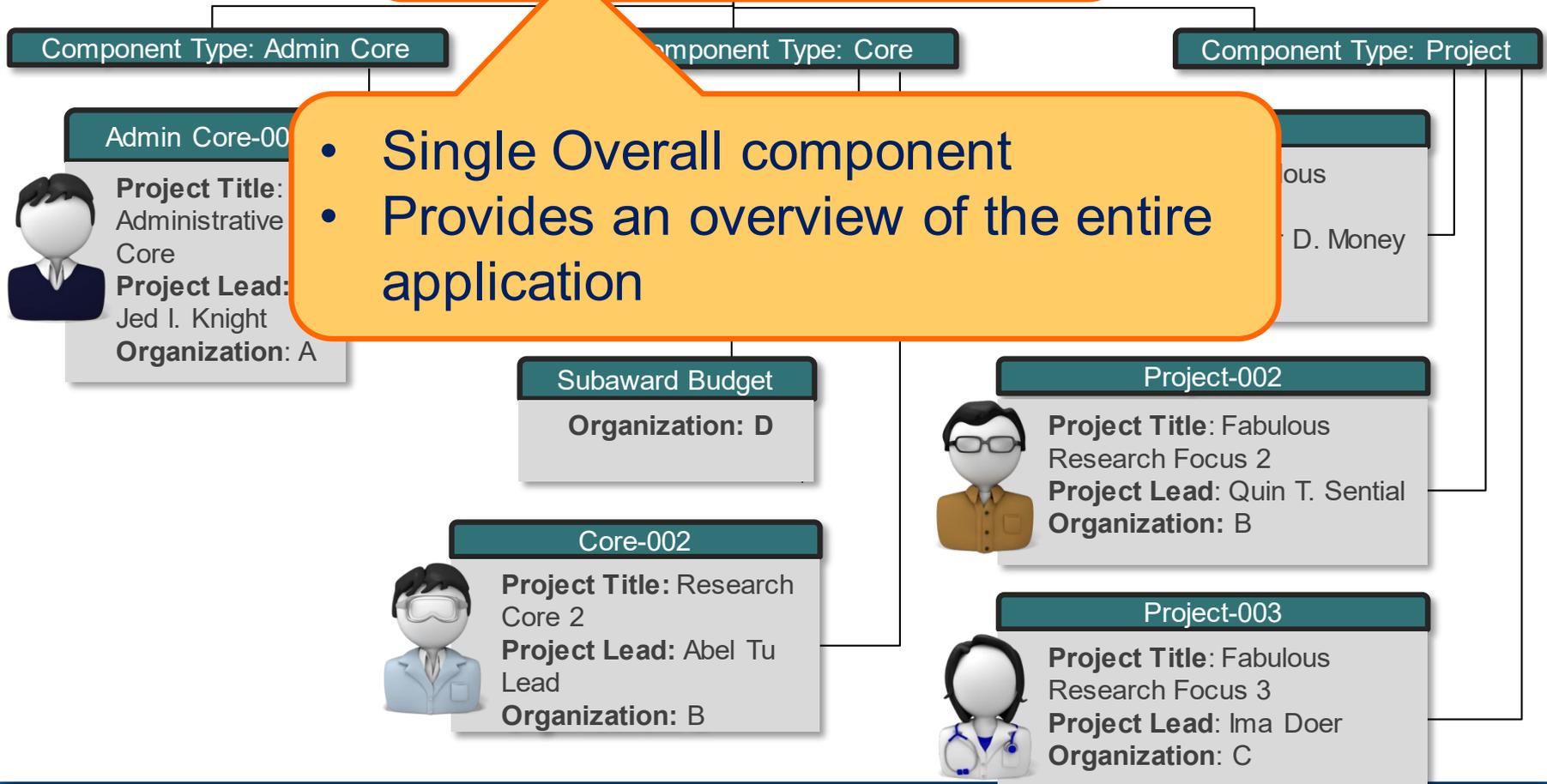
Overall Component



PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World



Examples:
P01, P20, P50, S06



Multi-Project Application: Component Types

Overall Component



PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World



Component Type: Admin Core

Component Type: Core

Component Type: Project

Admin Core-001



Project Title:
Admin
Co
Pr
Jec
Or

Research

Project-001



Project Title: Fabulous

Some number of additional **component types**

- Component types vary by opportunity
- Funding opportunity announcements indicate the types of components expected in a responsive application

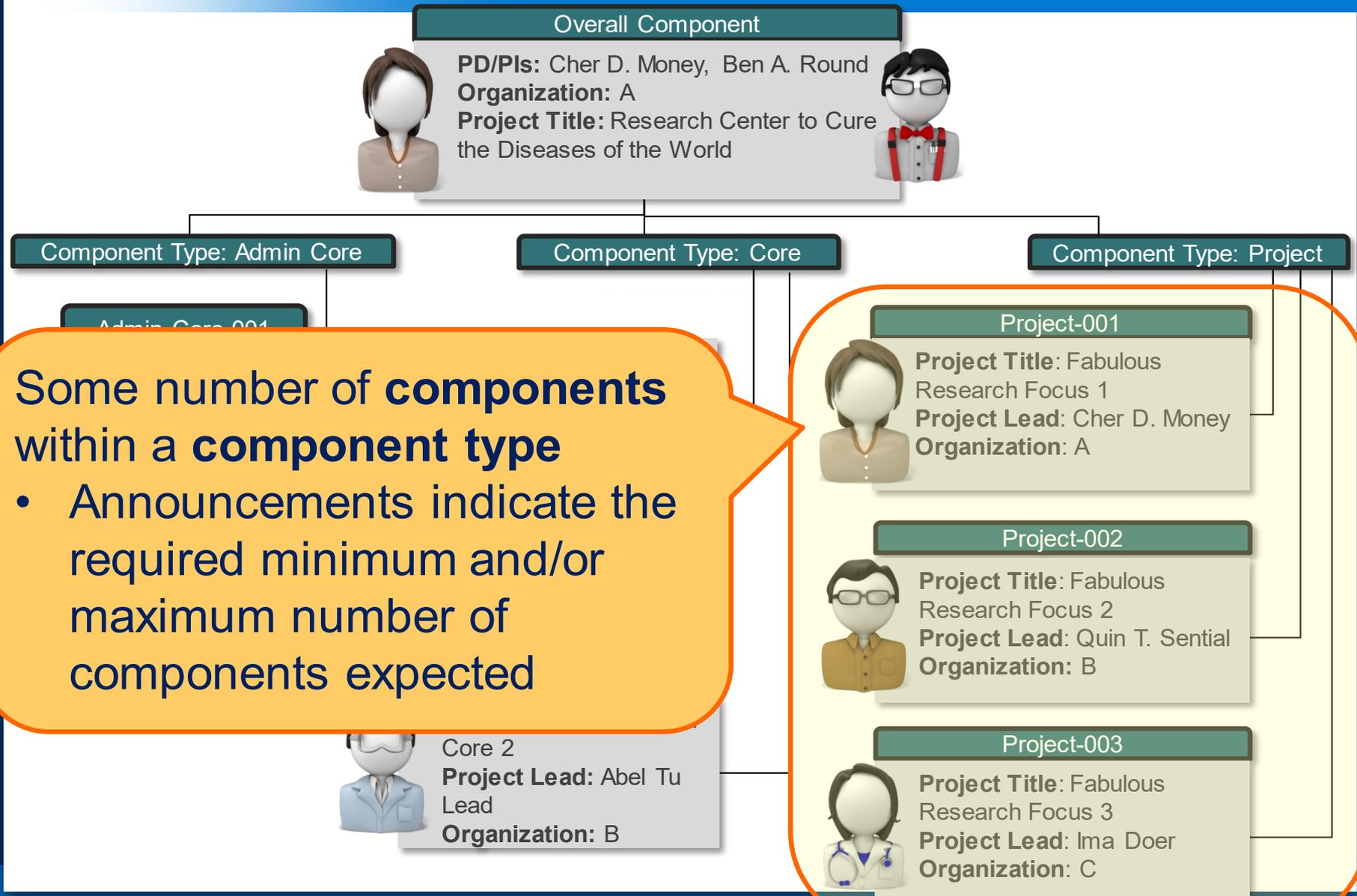


Core 2
Project Lead: Abel Tu
Lead
Organization: B

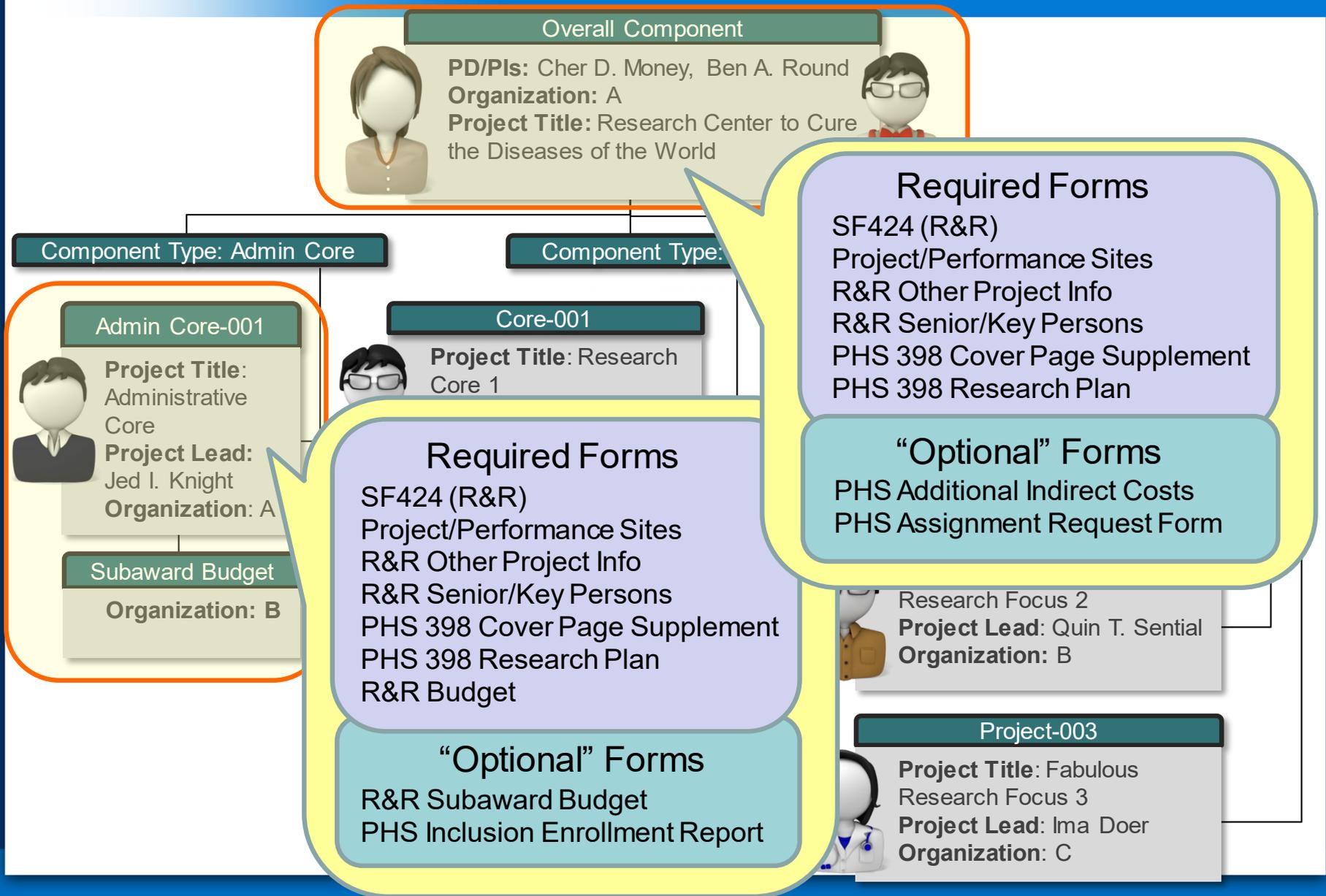


Project 003
Project Title: Fabulous
Research Focus 3
Project Lead: Ima Doer
Organization: C

Multi-Project Application: Components



Multi-project Application Forms



Multi-project Application Assembly

Understand how your application image will be assembled by NIH for funding consideration

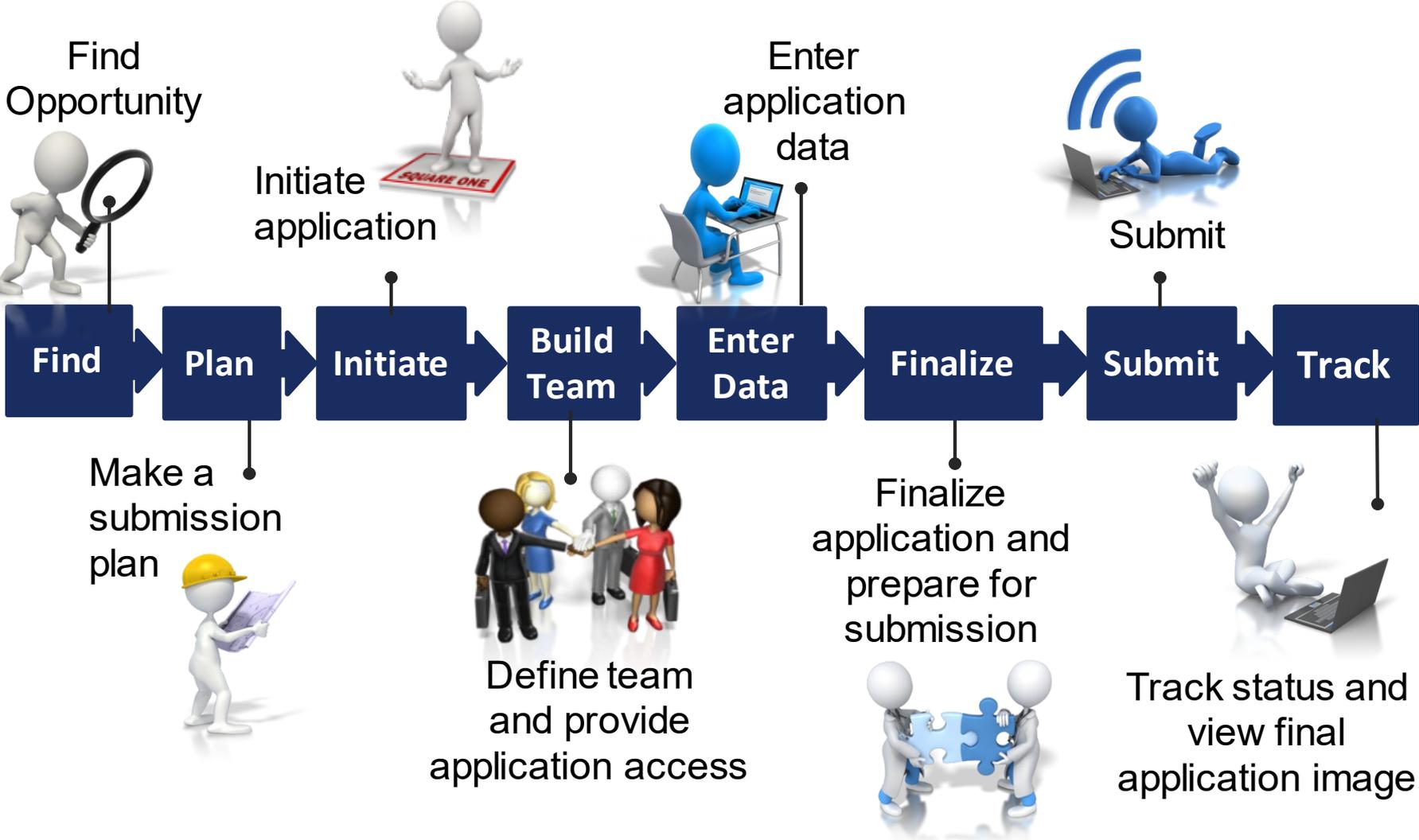
- The Overall component is presented first
 - Including system-generated data summaries
- Additional component types are presented in alphabetical order (e.g., Cores before Projects)
 - Components of the same type are grouped together
 - Components are identified by type and sequential number (e.g., Core-001, Core-002)



Check out this resource:

http://grants.nih.gov/grants/ElectronicReceipt/files/multi-project_application_image.pdf

Overview of Process



Find Opportunity



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Find Multi-project FOAs in...

NIH National Institutes of Health
Office of Extramural Research

Grants & Funding
NIH's Central Resource for Grants and Funding Information

HOME ABOUT GRANTS FUNDING POLICY & COMPLIANCE NEWS & EVENTS

Open Mike

- Building a Better Biomarker Glossary
- Innovating to Make it Easier for You to Find the NIH Grants Information You Need
- NIH and FDA Seek Feedback on Clinical Trial Protocol Template

Find Funding

How to Apply

Open Mike

About Grants

Policy and Compliance

Information for...

Find key resources just for you.

- Researchers

Find Funding -
NIH Guide for Grants & Contracts

GRANTS.GOV™

SEARCH GRANTS

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword:

Funding Opp #:

CFDA Number:

SEARCH

OPPORTUNITIES

Open (852)

Closed (35)

Archived (2,921)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (95)

Grant (757)

AGENCY: [X] National Institutes of Health

DATE RANGE: All Available

Funding Opportunity #	Opportunity Title	Agency	Open Date	Close Date
RFA-RM-14-002	Limited Competition: Renewal Applications for Technology Development for New Affinity Reagents Against the Human Proteome (UG1)	National Institutes of Health	02/12/2014	04/25/2014
PAR-14-097	NEI Clinical Vision Research: Resource Center Grant (UG1)	National Institutes of Health	02/12/2014	05/07/2017
PAR-14-098	NEI Clinical Vision Research: Chairman's Grant (UG1)	National Institutes of Health	02/12/2014	05/07/2017
PAR-14-099	NEI Clinical Vision Research: Clinical Center Grant (UG1)	National Institutes of Health	02/12/2014	05/07/2017
PAR-14-100	NEI Clinical Vision Research: Coordinating Center Grant (UG1)	National Institutes of Health	02/12/2014	05/07/2017
PAR-14-096	NEI Collaborative Clinical Vision Research Project Grant	National Institutes of Health	02/12/2014	05/07/2017

Grants.gov Search Grants



Section IV. Application and Submission Information of NIH FOAs includes important guidance for preparing your application in ASSIST

Section IV. Application and Submission Information

1. Requesting an Application Package

Applicants can access the SF424 (R&R) application package associated with this funding opportunity using the "Apply for Grant Electronically" button in this FOA or following the directions provided at [Grants.gov](https://www.grants.gov).

Most applicants will use NIH's ASSIST system to prepare and submit applications through Grants.gov to NIH. Applications prepared and submitted using applicant systems capable of submitting electronic multi-project applications to Grants.gov will also be accepted.

2. Content and Form of Application Submission

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed in this funding opportunity announcement to do otherwise and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Compliance to the requirements in the Application Guide is required and strictly enforced. Applications that are out of compliance may be delayed or not accepted for review.

For information on Application Submission, see [Grant Applications](#).

The **SF424 (R&R) Application Guide** provides general instructions for completing application forms

Application Guide

NIH National Institutes of Health Office of Extramural Research | Grants & Funding NIH's Central Resource for Grants and Funding Information

Entire Site Search this Site

eRA | Glossary & Acronyms | FAQs | Help

HOME ABOUT GRANTS FUNDING POLICY & COMPLIANCE NEWS & EVENTS ABOUT OER

Home » About Grants » How to Apply - Application Guide

How to Apply - Application Guide

Feedback on the application guide?

Use the application forms and guidance found with the Centers for Disease Control, the Food and Drug Administration

Forms Version D

Instructions for due dates on or after May 25, 2016

Prepare to Apply and Register

- Understand Key Systems and Roles
- Get Registered!
- Find and Understand Funding Opportunities
- Identify the Type of Application Submission
- Choose a Submission Option
- Obtain Software

Form Instructions

Forms Version C

Instructions for due dates on and between January 1, 2016 and February 28, 2016

Application Instructions

Application Instructions	Description	View	Download
General (G) Instructions	Comprehensive guidance for research, training, fellowship, career development, multi-project, and small business applications	HTML	PDF
Filtered views for your convenience:			
Research (R) Instructions	Guidance for research only		
Career Development (K) Instructions	Guidance for career development only		
Training (T) Instructions	Guidance for training only		
Fellowship (F) Instructions	Guidance for fellowship only		
Multi-Project (M) Instructions	Guidance for multi-project only		PDF
SBIR/STTR (B) Instructions	Guidance for small business only		
Supplemental Instructions	Instructions on preparing the protection of human subjects section of the research plan and human subjects research policy, as well as additional policies, assurances, definitions, and other information		PDF

Application Policies for Applicants Experiencing System

Staff at Other NIH Agencies

General Instructions

Multi-project filtered view of General Instructions

Supplemental Instructions

FOAs Link You to ASSIST

NIH Guide for Grants & Contracts

Grants.gov 'Apply'

ASSIST – electronic application submission required

This FOA uses NIH's new Application Submission System & Interface for Submission Tracking (ASSIST) for the preparation and submission of multi-project applications through Grants.gov to NIH. Applications to this FOA submitted electronically; paper applications will not be accepted. ASSIST replaces the Grants.gov download 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 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 instructions otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)) and where instructions in the Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Compliance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must follow all application instructions in the Application Guide as well as any program-specific instructions noted in the FOA. When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. **Applications that do not comply with these instructions may be delayed or not accepted for review.**

Apply for Grant Electronically



GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

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.

1. [Download Application Instructions](#)

2. [Link to Agency Multi-Project System](#)

U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE

Login

User Name

Password

Login Cancel

[Forgot Password/Unlink 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 [NIH 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

Plan



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Multiple Organization Registrations Required

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Allow a minimum of **6 weeks**
to complete all registrations!



DUNS

A **free** nine-digit identification number issued by Dun & Bradstreet (D&B) is used to uniquely identify your business/institution



- Dun & Bradstreet Data Universal Numbering System (DUNS)
 - Begin the process at:
 - ✦ <http://fedgov.dnb.com/webform>
- After obtaining your DUNS, you can begin other registrations
 - System for Award Management (SAM)
 - eRA Commons
 - SBA Company

<http://fedgov.dnb.com/webform>

Telephone Number:
866-705-5711

System for Award Management (SAM)

Register your entity (i.e., organization) to do business with the Federal Government



- Designate an E-Business Point-of-Contact (E-Biz POC)
- SAM registration and E-Biz POC needed for Grants.gov registration

★ Annual SAM renewal needed to keep Grants.gov credentials active



www.sam.gov

Telephone Numbers:

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220

Grants.gov

Federal-wide
portal to find and
apply for Federal
grant funding



- Used by all 26 Federal grant-making agencies
- Prior to registering in Grants.gov you must obtain a DUNS number and register in SAM
- E-Biz POC approves Authorized Organization Representatives (AORs) to submit applications
- No registration needed to find opportunities or download forms



Telephone Numbers:
US Calls: 1-800-518-4726
International Calls: 606-545-5035

eRA Commons

Agency system that allows applicants, grantees and Federal staff to share application/grant information



- Used by NIH and a few other agencies
- Designate a Signing Official (SO)
 - Registers or affiliates Project Directors/Principal Investigators (PD/PIs) and other users
- NIH 2-week “good faith effort” for eRA Commons registration



Commons

A program of the National Institutes of Health

Support:

<http://grants.nih.gov/support/index.html>

eRA Commons Organization Registration

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- Already registered?
 - Check with your Administrative Office before starting the process
 - Quick Query:
<https://public.era.nih.gov/chl/public/search/commonsRegisteredOrgs.era>
- New registrations
 - Institution Registration Form:
<https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>
 - Carefully follow ALL steps
 - ✦ Must respond to email verification messages

Individual eRA Commons Registrations

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Who needs an eRA Commons account?

- At least one Signing Official (SO)
- Project Director/Principal Investigator (PD/PI) and any multiple-PD/PIs
- Component leads on a multi-project application
- Anyone doing data entry in ASSIST

- If awarded, additional individuals may need accounts for reporting purposes

Make a Submission Plan

- Decide how to distribute the work
 - Who will be doing the data entry?
 - Who will be responsible for ensuring the application moves through the process?
 - Who will ensure appropriate folks have access to the application?
 - Gather the Commons IDs for everyone who will be working on your application in ASSIST
- Carefully read the funding opportunity announcement
 - Note the allowable types of required/optional components and any special instructions
 - Define the layout of your application (e.g., define components and who will lead each)



National Institutes of Health
Office of Extramural Research

Excerpt from FOA (section IV)

Page Limitations

Component Types Available in ASSIST	Research Strategy/Program Plan Page Limits
Overall	6 pages
Admin Core	6 pages
Career Enhancement (use for Faculty/Researcher Enhancement Project and Student Career Enhancement Project)	6 pages per project
Project (use for Research Projects and Pilot Projects)	6 pages per project
Capacity Building (use for Capacity Building Project)	6 pages per project

Additional page limits described in the SF424 Application Guide and the [Table of Page Limits](#) must be followed.

Instructions for the Submission of Multi-Component Applications

The following section supplements the instructions found in the SF424 (R&R) Application Guide, and should be used for preparing a multi-component application.

The application should consist of the following components:

- Overall: required
- Administrative Core: required, maximum of 1
- Faculty/Researcher Career Enhancement Project: optional
- Student Career Enhancement Project: optional
- Capacity Building Project: optional
- Research Project: optional; maximum = 5
- Pilot Project: optional; maximum = 5



Define the Layout of Your Application

Think about the components you plan to include

- PD/PI(s) for entire application
- Organization lead for each component
- Project lead for each component
- Project Title for application/components
- Start/End dates for application/components



National Institutes of Health
Office of Extramural Research

Sample PAR-16-297 Application Layout

Overall Component

PD/PIs: Cher D. Money; Ben A. Round
Organization: A
Project Title: Research Partnership for Scaling Up Mental Health Interventions




Admin Core

Career Enhancement

Project

Capacity Building

Admin Core-001

Title: Administrative Core
Lead: Ben A. Round
Organization: A



Project-001

Title: Research Project 1
Lead: Ben A. Round
Organization: A

Subaward Budget
Organization: B



Project-005

Title: Pilot Project 1
Lead: Cher D. Money
Organization: A



Capacity-Building-001

Title: Capacity Building
Lead: Cher D. Money
Organization: A



Career-Enhancement-001

Title: Faculty/Researcher Enhancement Project
Lead: Jed I. Knight
Organization: A



Project-002

Title: Research Project 2
Lead: Abel Tu Lead
Organization: A



Project-006

Title: Pilot Project 2
Lead: Cher D. Money
Organization: A



Career-Enhancement-002

Title: Student Career Enhancement Project
Lead: Cher D. Money
Organization: A



Project-003

Title: Research Project 3
Lead: Ivy League
Organization: B



Project-007

Title: Pilot Project 3
Lead: Quin T. Sential
Organization: B



Subaward Budget
Organization: A

Project-004

Title: Research Project 4
Lead: Ben A. Round
Organization: A



Subaward Budget
Organization: C

Initiate Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Create an Application Shell

Create an application shell by initiating the application and adding the components

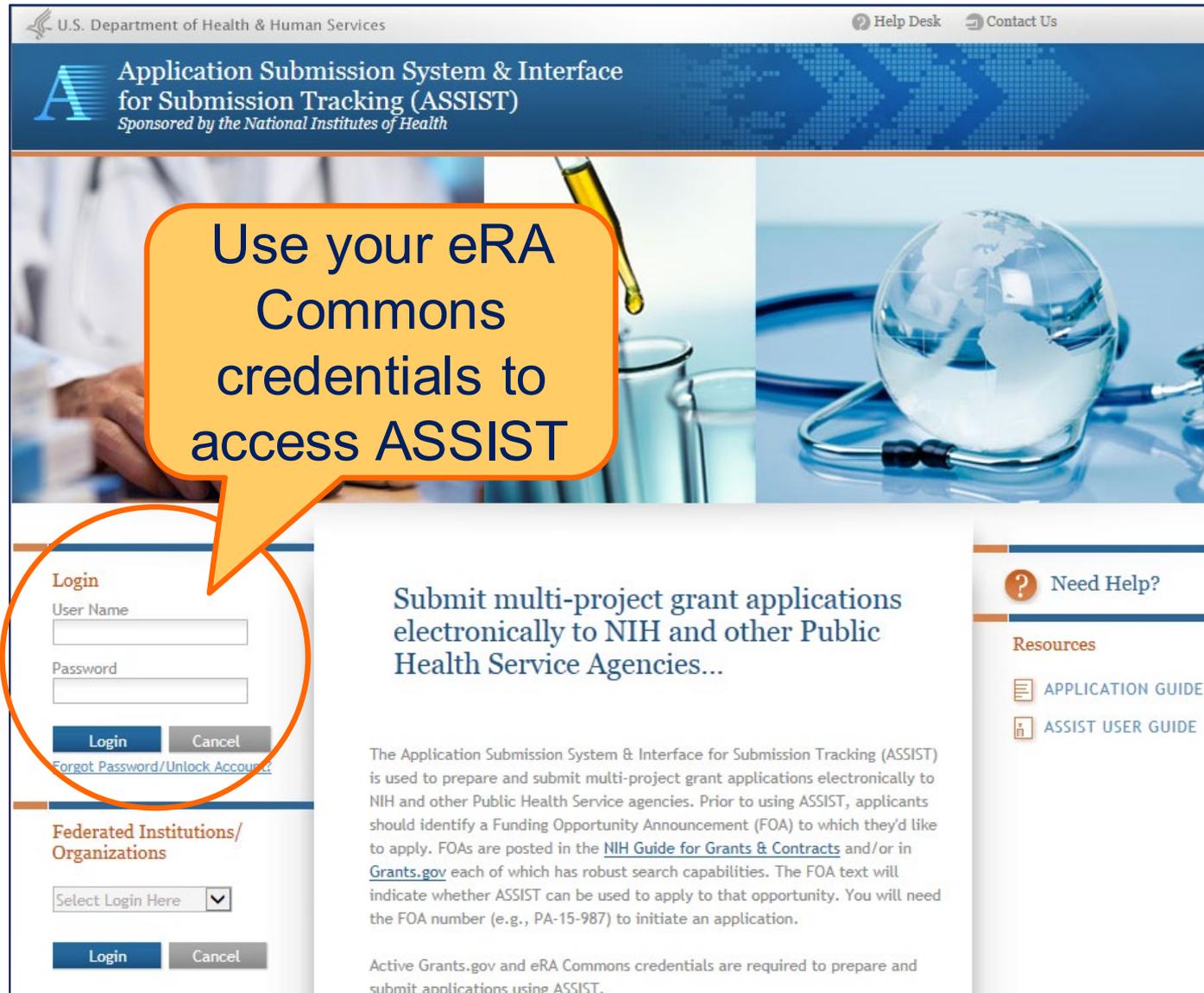
- Components can be rearranged, added, deleted or abandoned at any time
 - Applicants can rearrange components of the same type (e.g., have the third project entered in ASSIST appear first in the assembled application image)
 - Applicants cannot control the order in which the component types appear (e.g., Cores will always be before Projects)



National Institutes of Health
Office of Extramural Research

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

Log In to ASSIST



U.S. Department of Health & Human Services

Help Desk Contact Us

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

Use your eRA Commons credentials to access ASSIST

Login

User Name

Password

Login **Cancel**

[Forgot Password/Unlock Account](#)

**Federated Institutions/
Organizations**

Select Login Here

Login **Cancel**

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 [NIH 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 to that opportunity. You will need the FOA number (e.g., PA-15-987) to initiate an application.

Active Grants.gov and eRA Commons credentials are required to prepare and submit applications using ASSIST.

Need Help?

Resources

-  APPLICATION GUIDE
-  ASSIST USER GUIDE

Initiate Application

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: PENNYWISE

Welcome PENNYWISE

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE

INITIATE APPLICATION

Funding Opportunity Announcement #

(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#) functionality to identify opportunities used to prepare and submit applications for FOA.

SEARCH FOR APPLICATION

PAR-16-297

Important: The slides that follow are for reference. They use a sample opportunity (NOT PAR-16-297). Your screens will look slightly different based on PAR-16-174, but all concepts remain the same.

Initiate Screen



FOA INFORMATION

* Required field(s)

FOA Number: PA-DD-201

Opportunity Title: NIH Multi-project Test FOA with optional Admin Core, Core and Project Components

Offering Agency: National Institutes of Health

CFDA Number: 93.855

CFDA Description: Allergy and Infectious Diseases Research

Competition ID: FORMS-D

Opportunity Open Date: 03/09/2016

Opportunity Close Date: 03/09/2019

Agency Contact: S2SSupport@mail.nih.gov

FOA information pulled from Grants.gov

Application Identifier:

* Application Project Title (describe title in 200 characters)

Research Center to Cure the Diseases of the World

Enter Project Title

Lead Applicant Organization: * Whatsamatta U

Lead Applicant Organization Address: 6705 Rockledge Drive Bethesda, MD 208171884

Lead Organization DUNS: 6162081090000

Drop-down list of organizations affiliated with your eRA Commons account

Contact Project Director/Principal Investigator

Enter PD/PI Information below or Pre-fill Application from Username Clear

Username

First Name

Middle Name

Last Name

Initiate Application Cancel

Initiate: Pre-population

* Application Project Title (describe title in 200 characters)

Lead Applicant Organization: *

Lead Applicant Organization Address:

Lead Organization DUNS:

Data pre-populated from organization selection

Can manually enter PD/PI information or provide eRA Commons username to auto-populate

Contact Project Director/Principal Investigator

Enter PD/PI Information below or **Pre-fill Application from Username**

First Name

Pre-fill username

Please enter username

Submit Cancel

Contact Project Director/Principal Investigator

Enter PD/PI Information below or **Pre-fill Application from Username**

Username	CherDMoney
First Name	<input type="text" value="Cher"/>
Middle Name	<input type="text" value="D"/>
Last Name	<input type="text" value="Money"/>

Initiate Application Cancel

The screenshot shows the ASSIST web application interface. At the top, it displays the U.S. Department of Health & Human Services logo and navigation links for Home, Logout, Help Desk, and Contact Us. The main header identifies the system as the 'Application Submission System & Interface for Submission Tracking (ASSIST)', sponsored by the National Institutes of Health, with the user logged in as PENNYWISE. The breadcrumb trail indicates the current location: Home > Search for Applications > Application Information > Results > Application Information. The main content area is titled 'Application Information' and includes a 'Tip' section stating that some actions are only available from this screen. A message 'Application saved' is highlighted with a callout. The interface features a left-hand 'Actions' menu with various options like 'MANAGE ACCESS', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', and 'VALIDATE APPLICATION'. Below the actions menu, there are sections for 'Application Information' (showing Application Identifier: 4187) and 'FOA Information' (showing FOA Number: PA-DD-201 and Opportunity Title: NIH Multi-project Test FOA with optional Admin Core, Core and Project Components).

Access on-line help

Screen tips

ASSIST messages

Available actions vary based on application context and access

Overall Component

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

Overall Component

Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS

Component Type

- Overall
- Overall

Form navigation for the selected component.

The Overall Component is added to the component navigation.

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

Component Project Lead(s): Money, Cher D
Organization: Whatsamatta U
Status: Work in Progress
Status Date: 2016-04-20 08:17:45.000 AM EDT

Application Information

Application ID: 4187
FOA Number: PA-DD-201
Status Date: 2016-04-20 08:17:43.000 AM EDT

Adding Additional Components

Add New Component.

Allowable component types defined in the FOA are presented.

Provide name for easy reference during application preparation. Does not appear in image.

PAR-16-297

Project Information

- * Component Type
- * Component Start Date
- * Component End Date
- * Component Project Title

---- Choose Component ----
Admin-Core
Core
Project

---- Choose Component ----
Admin-Core
Capacity-Building
Career-Enhancement-
Project

Component Short Name

Save

Cancel

Actions ?

MANAGE ACCESS

ADD NEW COMPONENT

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Component Type

+ Overall

Home > Search for Applications > Application Search Results > Application

Add Component ?

Adding Components

Actions [?]

- MANAGE ACCESS
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

- COPY APPLICATION
- DELETE APPLICATION

Application Information [?]

Tip:

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

Application Information

Application Identifier:	4179
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	Money, Cher D Round, Ben A
Organization:	Whatsamatta U
Project Period:	01/01/2017 - 12/31/2021
Status:	Work in Progress Submit Application
Status Date:	2016-04-20 08:06:03.000 AM EDT

FOA Information

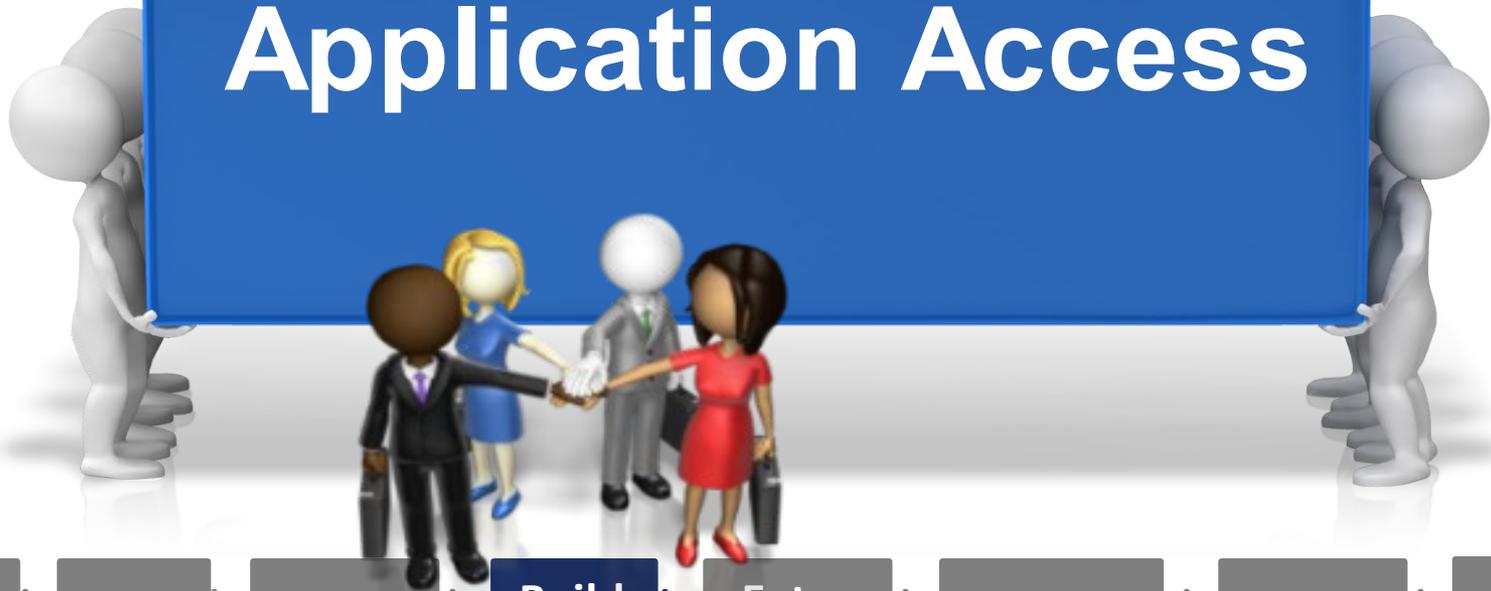
FOA Number:	PA-DD-201
Opportunity Title:	NIH Multi-project Test FOA with optional Admin Core, Core and Project Components
Agency:	National Institutes of Health
CFDA Number:	93.855
Competition ID:	FORMS-D
Opportunity Open Date:	03/09/2016
Opportunity Close Date:	03/09/2019
Agency Contact:	S2SSupport@mail.nih.gov

Component Type

- Overall
- Admin-Core
- 134-Admin-Core (Admin Core)
- Core
- 113-Core (Res Core - Around)
- 344-Core (Comm Core - Lead)
- Project
- 085-Project (Focus 1 - Money)
- 969-Project (Focus 2 - Sential)

Continue adding components to build out the application shell.

Define Your Team and Provide Application Access



Find

Plan

Initiate

**Build
Team**

Enter
Data

Finalize

Submit

Track

Automatic Application Access

ASSIST automatically provides access to applications for some users:

- Based on eRA Commons roles
 - All SOs and AOs at the applicant institution have irrevocable edit access for the entire application
 - All SOs and AOs at an organization leading a component have irrevocable edit access for their component
- Based on role on the application
 - The application initiator has edit access for the entire application
 - All PD/PIs listed in the Overall component have edit access for the entire application once their eRA Commons IDs are provided
 - The component Project Leads have edit access for their components



- Application access can be given to additional users with Commons IDs
 - Within or outside applicant organization
- Application access can be controlled across these variables:
 - Entire application vs. specific components
 - View vs. Edit
 - Budget vs. Non-budget data



SOs at the applicant institution can

- Manage application access for other users
- Manage application status all the way to Ready for Submission status
- Delegate **Access Maintainer** and **Status Maintainer** authority to other users within their institution
- Access the Submit action



Manage Access

The Manage Access action can be used to provide access to additional users or modify access for existing users.

Actions ?

- MANAGE ACCESS**
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

User Access Summary ?

[View Access History](#)

Click on the User name to add access to other components for the user.

1 - 10 of 11 records, Page 1 of 2

⏪ ⏩ 1 2 ⏪ ⏩

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
ABELTULEAD	Whatsamatta U	Project Lead	828-Core: Communications Core	None	None	Edit	N	N
BENAROUND	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	N
BENAROUND	Whatsamatta U	Project Lead	485-Core: Research Core	None	None	Edit	N	N
CHERDMONE	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	Y
Y								
CHERDMONE	Whatsamatta U	Project Lead	847-Project: Fabulous Research Project Focus 1	None	None	Edit	N	N
Y								
IMADOER	Whatsamatta U		Entire Application	None	None	View	N	N
IMADOER	Whatsamatta U	Project Lead	027-Project: Fabulous Research Project Focus 3	None	None	Edit	N	N
JEDIKNIGHT	Whatsamatta U		Entire Application	View	Edit	None	N	N
JEDIKNIGHT	Whatsamatta U	Project Lead	031-Admin-Core: Administrative Core	None	None	Edit	N	N
QUINTSENTI	Whatsamatta U	Project Lead	687-Project: Fabulous Research Project Focus 2	None	None	Edit	N	N
AL								

[Add User](#)

Modify access for existing user.

Give access to additional users.



USER INFORMATION

* Required field(s)

Username *

radaroriley

Submit

User:

Riley, Radar O

Primary Organization:

Whatsamatta U

To assign different access levels to Budget and Non-Budget data (Budget and Non-budget selections should be used. To assign the and Non-budget data, the All select should be used. The user will assigned in the selections made.

Provide Commons ID.

User can be designated to manage access for the application or components.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	None	<input type="checkbox"/>	<input type="checkbox"/>
	Overall Component	None	None	None	<input type="checkbox"/>	
	031-Admin-Core: Administrative Core	None	None	None	<input type="checkbox"/>	
	485-Core: Research Core	None	None	None	<input type="checkbox"/>	
	828-Core: Communications Core	None	None	None		
	847-Project: Fabulous Research Project Focus 1	None	None	None		
	687-Project: Fabulous Research Project Focus 2	None	None			
	027-Project: Fabulous Research Project Focus 3	None	None			

User can be designated to change application status.

Change View/Edit/None access for the application or components.

Save

Cancel

Enter Application Data

Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Searching for In-progress Applications

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES OF HEALTH OER

Welcome **CHERDMONEY**

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

INITIATE APPLICATION

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

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants.gov's Find Grant Opportunities](#). Each resource provides functionality to identify opportunities of interest used to prepare and submit applications when eligible for a FOA.

SEARCH FOR APPLICATION

Search Applications

Use Search Applications to access your in progress application.

Need Help?

Resources

APPLICATION GUIDE

Navigating to a Specific Component

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

Application Information ?

Tip:

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

Application Information

Application Identifier:	4179
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	Money, Cher D Round, Ben A
Organization:	Whatsamatta U
Project Period:	01/01/2017 - 12/31/2021
Status:	Work in Progress Submit Application
	2016-04-20 08:06:03.000 AM EDT

PA-DD-201
NIH Multi-project Test FOA with optional Admin Core, Core and Project Components
National Institutes of Health
93.855
FORMS-D
03/09/2016
03/09/2019
Agency Contact: 525Support@mail.nih.gov

Component Type

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

Actions ?

- MANAGE ACCESS
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE APPLICATION

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

Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

- Overall
- Overall
- + Admin-Core

Overall

Summary &R Cover

Component Information

Component Identifier:	Overall
Component Type:	Overall
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	Money, Cher D Round, Ben A
Organization:	Whatsamatta U
Status:	Work in Progress
Status Date:	2016-04-20 08:06:04.000 AM EDT

Application ID: 4179
FOA Number: PA-DD-201
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: 2016-04-20 08:06:03.000 AM EDT

Every component has a **Summary** page.

Some actions are only available from the **Summary** page.

Entering Application Data

Actions ?

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT FORM
- VALIDATE COMPONENT
- VIEW STATUS HISTORY

Component Type

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

Overall Component

Tips:

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For complete a subset of fields (App Proposed Project Start/End Date)

Click each tab to access form data entry screens.

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

Application for Federal Assistance

SF 424 (R&R) v2.0 ?

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

Edit

Expand All * Required field(s)

1. * TYP

* Type Corrected Application

2. DATE SUBMITTED

Date Submitted

Applicant Identifier

Clicking **Edit** blocks other users from editing form.

Data Entry Validation

ASSIST validates entered data and provides errors at the top of the screen when you Save.

Actions ?

RETURN TO APPLICATION

ADD NEW COMPONENT

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW CURRENT FORM

VALIDATE COMPONENT

VIEW STATUS HISTORY

COPY APPLICATION

Component Type

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

Overall Component

Tips:

- Complete this form first. Some information is...
- Multi-project applications - For the Overall component, you must complete a subset of fields (Applicant Information, Proposed Project Start/End Dates). Expand All

- R&R SF424 saved but errors exist...
- Congressional District of Applicant is required
- The Agreement and Certification Statement 'I agree' checkbox must be checked.

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

Application for Federal Assistance

SF 424 (R&R) v2.0 ?

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

Edit

Expand All * Required field(s)

1. * TYPE OF SUBMISSION ▲

* Type of Submission Pre-Application Application Changed/Corrected Application

Adding Optional Forms

Add Optional Form.

ADD OPTIONAL FORM

ADD NEW COMPONENT

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

VIEW STATUS HISTORY

UPDATE COMPONENT STATUS

Supplement Project Information Sr/Key Person Profile R&R Budget Research Plan

Add Optional Form

Select the form you wish to add

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

Submit Cancel

© 2016 NIH. All Rights Reserved.
Screen Rendered: 04/20/2016 08:47:49 EDT | Screen Id: ASSIST0038@2033
Version: 2.18.01

Select form and click Submit.

Form added to navigation.

Core

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 ² OMB Number: 4040-0001

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

Add New Subaward Remove All Subawards Download Subaward Form Attach Subaward Form

Subaward	Organization	Action
Nothing found to display.		

- Overall
 - Describe the entire application
 - Always completed with applicant organization information
- All Other Components
 - Reflect the activity in the specific component
 - Completed from the perspective of organization leading the component



- ASSIST screen tips
 - Found at the top of many data entry screens
- Application Guide
- Annotated form sets
 - <http://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm>



Introduction

1. Introduction to Application (Resubmission and Revision)

Limited to 1 page. Overall: Required for resubmission and revision applications. Other components: optional unless otherwise stated in funding opportunity announcement.

Research Plan Section

2. Specific Aims

Required for all components. Limited to 1 page.

3. *Research Strategy

Required for all components. See Section IV of the funding opportunity announcement for Overall and component page limits. Typically 6, 12 or 30 pages.

4. Progress Report Publication List

Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

Human Subjects Section

5. Protection of Human Subjects

FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes.

6. Data Safety Monitoring Plan

FORMS-D: New attachment. Overall: Optional unless otherwise stated in FOA. Other components: Required if Clinical Trials is Yes on the PHS 398 Cover Page Supplement.

7. Inclusion of Women and Minorities

FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes and exemption number is not 4.

8. Inclusion of Children

FORMS-D: Rule change. Overall: Optional unless otherwise stated in FOA. Other components: Required if Human Subjects is Yes and exemption number is not 4.

Other Research Plan Section

9. Vertebrate Animals

FORMS-D: Rule change. Overall: Not collected. Other components: Required if Vertebrate Animals is Yes on the Other Project Information form.

10. Select Agent Research

Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

11. Multiple PD/PI Leadership Plan

Overall: Required if more than one PD/PI is specified on R&R Sr/Key Person Profile form.

12. Consortium/Contractual Arrangements

Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

13. Letters of Support

Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

14. Resource Sharing Plan(s)

Choice to include in Overall, other components or both unless noted otherwise in the funding opportunity announcement.

15. Authentication of Key Biological and/or Chemical Resources

FORMS-D: New attachment. Overall: Optional unless otherwise stated in FOA. Other components: Required if project involves key biological and/or chemical resources. Recommend 1 page, but no system validation enforcement of page limit.

Appendix

16. Appendix

Allows for up to 10 appendices. See Application Guide and announcement for restrictions.

Appendices are stored separately in the eRA Commons (not as part of the application image) and are accessible to appropriate Agency staff and peer reviewers.

DO NOT use Appendix attachments to circumvent page limits in other sections of the application. Such actions will be noted at time of review. See NIH Guide notice NOT-OD-11-080.

Great resource to help you navigate system enforced form requirements.

As component data is entered several actions are available:

- Change Component Order
- Validate Component
- Preview Current Component
- Update Component Status
 - Work In Progress – only status that allows editing
 - Complete – component data entry is complete
 - Final – component has been reviewed by applicant organization and incorporated into the application



Change Component Order

Actions ?

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER**
- VIEW STATUS HISTORY

Change Component Order

Select Component Type

---- Choose Component ---- **Select**

- Choose Component ----
- Admin-Core
- Core
- Project**

Select Component Type to reorder.

Change Component Order

Select Component Type **Select**

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	847-Project (Focus 1 - Money)	Fabulous Research Project Focus 1	MONEY, CHER D
<input type="text" value="2"/>	687-Project (Focus 2 - Sential)	Fabulous Research Project Focus 2	SENTIAL, QUIN T
<input type="text" value="3"/>	027-Project (Focus 3 - Doer)	Fabulous Research Project Focus 3	DOER, IMA

Save **Refresh** **Cancel**

Provide desired sequence.

Validating a Component

Actions ?

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT**
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS

Overall Component

Component Errors and Warnings Results ?

Component Information

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

Total Errors to be corrected before the application can be submitted:	2
Total Warnings to be reviewed and corrected based on applicant discretion:	1

✖ Errors

Component ID & Title	Form Name	Error Message
Overall	Sr/Key Person Profile	The eRA Commons Username has not been specified in the "Credential" field on the Senior/Key Person page for PD/PI Ben Round (005.48.1)
Overall	Research Plan	The Research_Strategy.docx attachment is not in PDF format. All attachments must be provided to the agency in PDF format with a .pdf extension. (000.8)

⚠ Warnings

Component ID & Title	Form Name	Warning Message
Overall	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)

Errors and Warnings are displayed.



Errors stop application submission and processing and must be corrected before the due date

- **Can't submit until error-free**



Warnings do not stop application submission or processing and are corrected at the discretion of the applicant before the due date

Previewing a Component

Actions [?]

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT COMPONENT**
- VALIDATE COMPONENT
- VIEW STATUS HISTORY
- UPDATE COMPONENT STATUS

Overall Component

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

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

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION*		3. DATE RECEIVED BY STATE	State Application Identifier
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4.a. Federal Identifier	
2. DATE SUBMITTED		b. Agency Routing Number	
Application Identifier		c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION		Organizational DUNS*: 616208109000	
Legal Name*: Whatsamatta U			
Department:			
Division:			
Street1*: 6705 Rockledge Drive			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171884			
Person to be contacted on matters involving this application			
Prefix:	First Name*: Ivana	Middle Name:	Last Name*: Grant Suffix:
Position/Title:			
Street1*: 6705 Rockledge Drive			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171884			
Phone Number*: 301-555-1111		Fax Number: Email: askera@mail.nih.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)*		4444444444	
7. TYPE OF APPLICANT*		O: Private Institution of Higher Education	
Other (Specify):			
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).	

Component preview does not include bookmarks, Table of Contents, data summaries or biosketches.

Updating Component Status to Complete

The image shows two screenshots from a web application. The top screenshot is the 'Update Component Status' form. On the left, there is a sidebar with 'Actions' including 'UPDATE COMPONENT STATUS', which is circled in orange. An orange arrow points from this button to the main form. In the form, a dropdown menu is open, showing options: '-- Select Status --', 'Final', 'Complete' (highlighted in blue), and 'Abandoned'. An orange callout bubble points to the 'Complete' option with the text: 'Select status and enter comment for Status History.' Below the dropdown is a text area for 'Enter a comment on the status change, including a comment.' The bottom screenshot shows the 'Admin-Core' component summary page. A notification bar at the top says 'Component status has been updated'. Below this is a 'Component Information' section with a table of details. The 'Status' field is circled in orange and shows 'Complete'. An orange callout bubble points to this field with the text: 'Status on Summary page is updated.'

Actions

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

Update Component Status

Select the new status

-- Select Status --
Final
Complete
Abandoned

Enter a comment on the status change, including a comment.

Admin-Core

Component status has been updated

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

Component Information

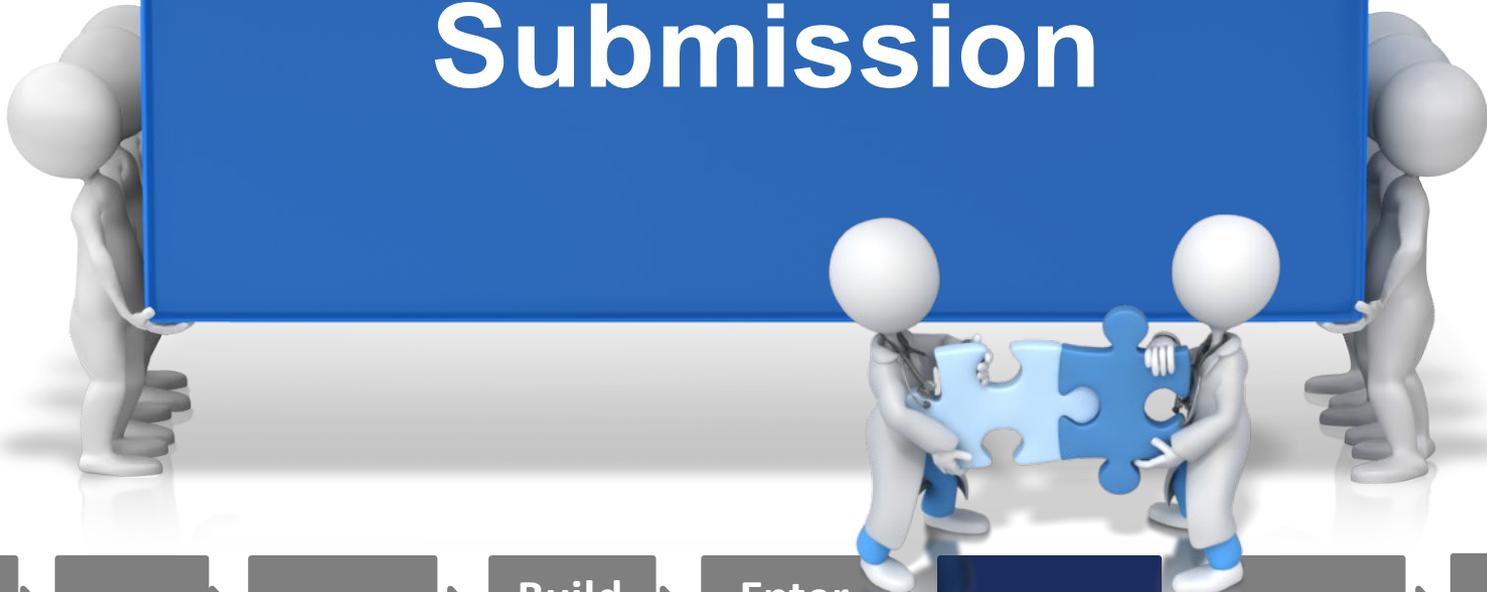
Component Identifier:	031-Admin-Core
Component Short Name:	Admin Core (Update)
Component Type:	Admin-Core
Component Title:	Administrative Core
Component Project Lead(s):	KNIGHT, JED I
Organization:	Whittematta U
Status:	Complete
Status Date:	2011-01-18 04:26:36.000 PM EDT

Once a component is marked 'Complete' no additional edits can be made unless someone with appropriate authority (i.e. AO, SO, Status Maintainer, or Initiator) returns the status to 'Work in Progress'.

Select status and enter comment for Status History.

Status on Summary page is updated.

Finalize Application & Prepare for Submission



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

- 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'
 - Applicant organization AOs, SOs, users with Status Maintainer authority and application initiators have option to mark a component 'Final' directly from 'Work in Progress'
- All components must be marked 'Final' before an application can be prepared for submission



Finalizing Components – Component Status

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'Actions', contains several buttons: 'RETURN TO APPLICATION', 'ADD NEW COMPONENT', 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'PREVIEW CURRENT COMPONENT', 'VALIDATE COMPONENT', 'VIEW STATUS HISTORY', 'UPDATE COMPONENT STATUS' (circled in orange with an arrow pointing to the right), 'DELETE COMPONENT', and 'COPY APPLICATION'. The main content area shows a dialog box titled 'Update Component Status'. It includes a dropdown menu for 'Select the new status' with options: '-- Select Status --', 'Final' (highlighted in blue and circled in orange), 'Work in Progress', and 'Abandoned'. Below the dropdown is a text input field for 'Enter a comment on the status change or continue without adding a comment.' and a blue 'Add comment' button. At the bottom of the dialog, there is a copyright notice '© 2015' and a timestamp 'Screen Rendered: 04/02/2015'. An orange callout box on the right contains the text: 'Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.'

Finalizing Components - Biosketch

ASSIST will check to ensure that only one biosketch is included for every Senior/Key person in the application.

Actions ?

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY

Component Type

- + Overall
- + Admin-Core
- Core
- 485-Core (Res Core - Around)

Select Biosketch

For each person, please identify which biosketch to include in the submission. Click on the hyperlink of the component identifier/title to view the biosketch for that component. You must select a biosketch for each person before you can submit your selections.

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Abel Tu Lead	<input type="radio"/> 828-Core: Communications Core	<input checked="" type="radio"/> 687-Project: Fabulous Research Project Focus 2

If a biosketch is already included for any Sr/Key, you will have the option to view each biosketch and select the one you wish to keep.

Finalizing Components – Final Status

Actions [?]

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

Component Type

- + Overall
- + Admin-Core
- Core
 - 485-Core (Res Core - Around)
 - 828-Core (Comm Core - Lead)**

Core

i Component status has been updated

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

Component Information

Component Identifier:	828-Core
Component Short Name:	Comm Core - Lead (Update Short Name)
Component Type:	Core
Component Title:	Communications Core
Component Project Lead(s):	LEAD, ABEL TU
Organization:	Better Now
Status:	Final
Status Date:	2014-04-18 05:01:25.000 PM EDT

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

After all biosketch issues are reconciled, the component status is set to **Final**.

Display Component Status

Provides all application/component status on a single screen

Actions [?]

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS**
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY

COPY APPLICATION

Component Type

- + Overall
- + Admin-Core
- + Core
- Project
 - 847-Project (Focus 1 - Money)
 - 687-Project (Focus 2 - Sential)
 - 027-Project (Focus 3 - Doer)

Application Status [?]

i To update a status start by selecting the Update Submission Status button in the left column from:

- Any form in an Application for the Application
- Component Summary for a Component

Status	Next Step
Work in Progress	Update status to All Components Final once all components are in a Final or Abandoned status.

Component Statuses

1 - 7 of 7 records, Page 1 of 1

Component ID	Status	Next Steps
Overall	Work in Progress	Work in progress status may be updated to: <ul style="list-style-type: none">CompleteFinal
031-Admin-Core	Work in Progress	Work in progress status may be updated to: <ul style="list-style-type: none">CompleteFinalAbandon
485-Core	Complete	Complete status may be updated to: <ul style="list-style-type: none">FinalWork in progressAbandon
828-Core	Work in Progress	Work in progress status may be updated to: <ul style="list-style-type: none">CompleteFinalAbandon
847-Project	Final	Final status may be updated to: <ul style="list-style-type: none">Work in ProgressAbandon
687-Project	Final	Final status may be updated to: <ul style="list-style-type: none">Work in ProgressAbandon
027-Project	Final	Final status may be updated to: <ul style="list-style-type: none">Work in ProgressAbandon

Updating Application Status

Actions ?

- RETURN TO APPLICATION
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY

- COPY APPLICATION

Component Type

- Overall
- Admin-Core
- Core
 - 485-Core (Res Core - Around)
 - 828-Core (Comm Core - Lead)
- Project

Application Status ?

i To update a status start by selecting the Update Submission Status button in the left column from:

- Any form in an Application for the Application
- Component Summary for a Component

Status	Next Step
Work in Progress	Update status to All Components Final once all components are in a Final or Abandoned status.

Component Status

Component ID	Status
Overall	Final
031-Admin-Core	Final
485-Core	Final
828-Core	Final
847-Project	Final
687-Project	Final
027-Project	Final

Final status may be updated to:

- Work in Progress
- Abandon

Although the Status is set to **Final** for each component, the Application Information still shows a Status of **Work in Progress**.

Submission Status Flow

- **Work In Progress** – Allows editing
- **All Components Final** – Can only be updated once each component status is Final
- **Ready for Submission** – Before status is changed, the system does a final validation check on your application
- **Submitted** – Automatically set after submitting to Grants.gov

Before changing your Submission Status, you may want to take another look at your application since you need to be in Work In Progress status to make any changes.



Validate Application

Actions ?

- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION**
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Application Information ?

Tip:

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

i Submission status has been updated

Application Information

Application Errors and Warnings Results ?

Application Information

Application Identifier:	2142
FOA Number:	PA-40-201
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	Whatsamatta U

All Validations Passed

Preview Application

Actions ?

RETURN TO APPLICATION

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

Preview Application ?

Tips:

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

User	Status Date	Status	Action
Money, Cher D	Sun Mar 29 14:26:25 EDT 2015	Preview Available	View

Generate Preview

Bookmarks

- SF424 (R&R) Cover Page
- Table of Contents
- Summaries
- Biosketches
- Overall
- Admin-Core
- Core
- Project

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

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE		State Application Identifier
1. TYPE OF SUBMISSION*		
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		
4.a. Federal Identifier		b. Agency Routing Number
2. DATE SUBMITTED		c. Previous Grants.gov Tracking Number
Application Identifier		Organizational DUNS*: 6162081090000
5. APPLICANT INFORMATION		
Legal Name*: Whatsamatta U		
Department:		
Division:		
Street1*: 6705 Rockledge Drive		
Street2:		

Application preview does not include Cover Letter, PHS Assignment Request Form or Appendices which are maintained separately post-submission.

If you like what you see, then it's time to run through your internal approval process and take the final steps to prepare for submission.



All Components Final

You can prepare your application for submission once the status for all individual components has been set to **Final**.

Application Information

Tip:
• Some actions (e.g., Preview Application) are only available when the application status is **Final**.
• Some actions (e.g., Preview Application) are only available when the application status is **Final**.
• Some actions (e.g., Preview Application) are only available when the application status is **Final**.

Actions ?

- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION

Update Submission Status

Select the new status

-- Select Status --

Select Status --

All Components Final

Abandoned

Enter a comment on the status change. You may also choose to continue without adding a comment.

Set the application status to **All Components Final**.

Add comment Cancel

Ready for Submission

Once all internal reviews are complete, update the application status to **Ready for Submission**.

Actions ?

- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION

Application Information

Tip:

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

Update Submission Status

Select the new status

-- Select Status --

Enter a comment on the status or continue without adding a comment.

Ready for Submission

Work in Progress

Abandoned

Add comment Cancel

to Cure the Diseases of the World

31/2020

Submit Application

45.000 PM EDT

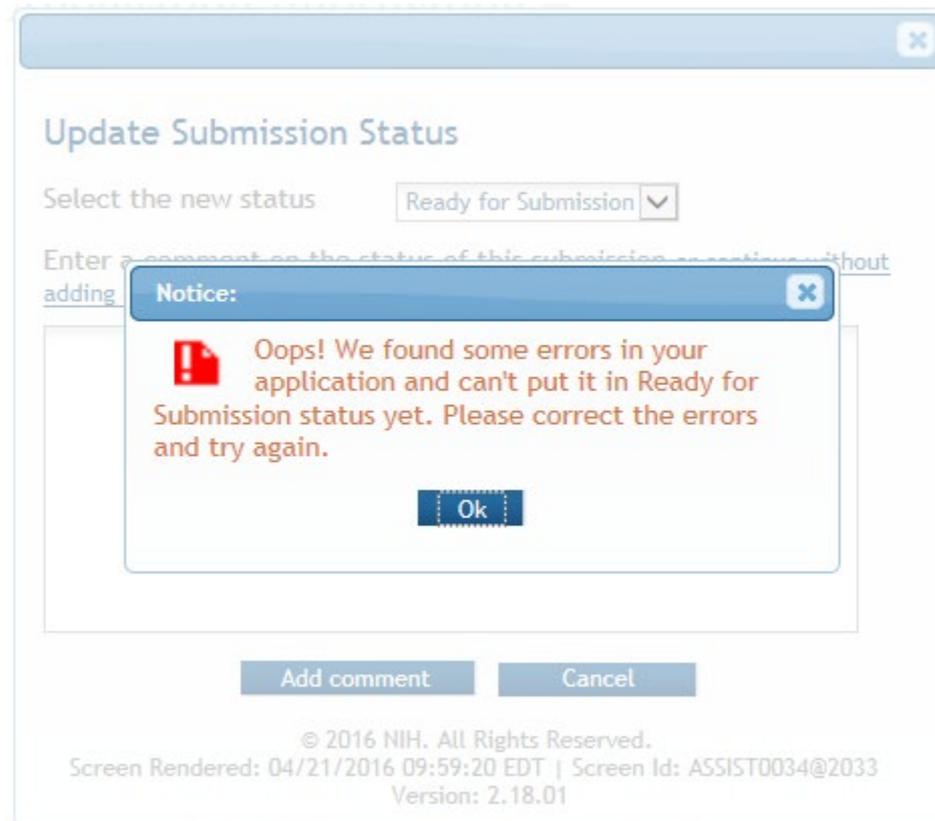
© 2015 NIH. All Rights Reserved.
Screen Rendered: 04/02/2015 03:37:57 EDT | Screen Id: ASSIST0034@2033
Version: 2.13.00

Overall

EOA Number: PA-40-201

Final Check for Errors

Before an application is changed to Ready for Submission status, it must pass validations (Warnings are OK).



The screenshot shows a web interface for updating a submission status. The main window is titled "Update Submission Status" and has a dropdown menu set to "Ready for Submission". Below this is a text input field with a placeholder "Enter a comment on the status of this submission... without adding...". A modal dialog box is open in the foreground, titled "Notice:", with a red exclamation mark icon. The message inside the dialog reads: "Oops! We found some errors in your application and can't put it in Ready for Submission status yet. Please correct the errors and try again." There is an "Ok" button at the bottom of the dialog. Below the main window, there are "Add comment" and "Cancel" buttons. At the bottom of the page, there is a copyright notice: "© 2016 NIH. All Rights Reserved. Screen Rendered: 04/21/2016 09:59:20 EDT | Screen Id: ASSIST0034@2033 Version: 2.18.01".



National Institutes of Health
Office of Extramural Research

Submit Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Error-free submission must be made by 5:00 p.m. local time (of submitting organization) on due date

- It takes time to prepare your application for submission
- Submit early (days, not minutes) to have time to address any unforeseen issues and to view your assembled application



Submit Your Application - Status

Must be a Signing Official (SO) in eRA Commons and an Authorized Organizational Representative (AOR) in Grants.gov to submit.

Username: PENNYWISE

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

Application Information ?

Tip:

- Some actions (e.g., Preview Application) are only available from the application details page. Return to this screen.



Application Information

Application Identifier:	2142
Application Project Title:	Research Ce
PD/PI Name:	MONEY, CHE ROUND, BEN
Organization:	Whatsamatta U
Project Period:	01/01/2016 - 12/31/2020
Status:	Ready for Submission Submit Application
Status Date:	2015-04-02 03:40:16.000 PM EDT

Application Status must be set to **Ready for Submission**.

Actions ?

MANAGE ACCESS

DISPLAY COMPONENT STATUS

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Submit Your Application - Credentials

Applications are submitted from ASSIST to Grants.gov.

Notice: ×

AOR credentials:

 PLEASE PROVIDE YOUR GRANTS.GOV AUTHORIZED ORGANIZATION REPRESENTATIVE (AOR) CREDENTIALS.

* Username:

* Password:

Enter

© 2014 NIH. All Rights Reserved
Screen Rendered: 04/18/2014 05:42:48 EDT
Version: 2.0

Application Information ?

Tip:

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

 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.

 Application Information

Application Identif...

Application Project

PD/PI Name:

Organization:

Project Period: 01/01/2016 - 12/31/2020

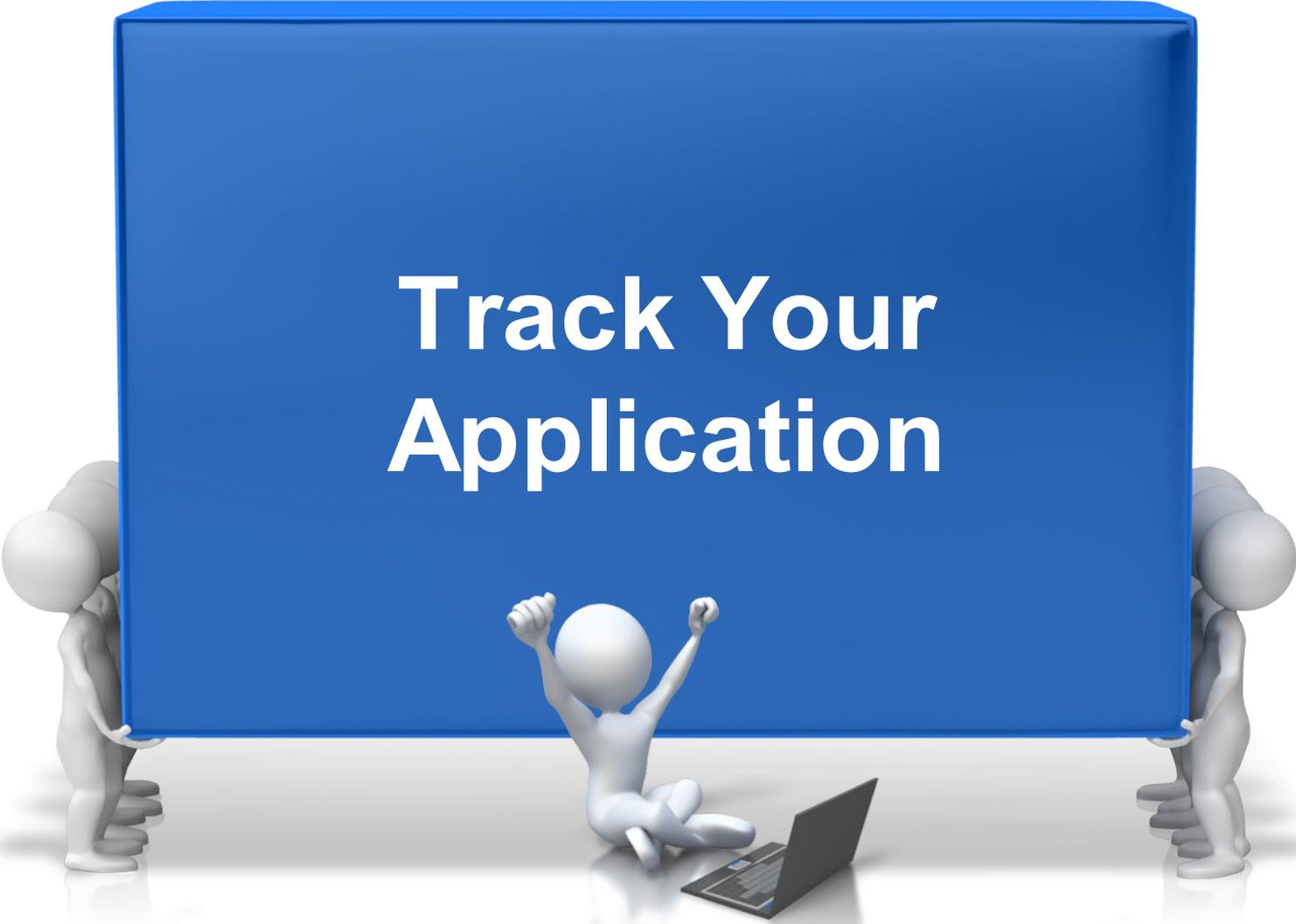
Status: Submitted [View Submission Status Details](#)

Status Date: 2015-04-02 03:49:33.000 PM EDT

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

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

Track Your Application



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

ASSIST sends out quite a few email notifications throughout the preparation and submission process to help you track your application

- Application access changes, component/application updates, component/application status changes, submission status updates and more



Check out this resource:

http://grants.nih.gov/grants/electronicreceipt/files/ASSIST_eNotifications.pdf

ASSIST provides the ability to track both Grants.gov and NIH status

- Links to the eRA Commons Detailed Status Information to view your assembled application



Tracking Submission Status – View Status

After submitting to Grants.gov, submission status can be tracked in ASSIST.

Application Information

Tip:

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

 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.



Application Information

Application Identifier:	2142
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	Whatsamatta U
Project Period:	01/01/2016 - 12/31/2020
Status:	Submitted View Submission Status Details
Status Date:	2015-04-02 03:49:33.000 PM EDT

Click **View Submission Status Details**

Tracking Submission Status – Check for Status Updates

Top of screen

Application Information

Tip:

When an error-free application is received at NIH the processing status should display as follows:

ASSIST = Submitted

Grants.gov = Agency Tracking Number Assigned

Agency = Processed

Following the hyperlinked Agency Tracking # in the Agency section of the screen brings users with appropriate authority directly to the eRA Commons Detailed Status screen from which they can view the assembled e-Application page and associated documents for the submission.

Application Identifier:	2142
FOA Number:	PA-40-201
Project Title:	Research Center to Cure the Diseases of the World
FO/PI Name:	MONEY, CHER D
Organization:	Whatsamatta U
Grants.gov Tracking #:	GRANT00607098
Status Check:	Thu Apr 02 15:56:29 EDT 2015

[Check for Status Updates](#)

 Updates to status detected. Refer below for details on update.

ASSIST

Submission Date:

Submitting AOR:

ASSIST Submission Status:

Submission Status Date:

Thu Apr 02 15:49:33 EDT 2015

You must click **Check for Status Updates** to force ASSIST to poll Grants.gov and NIH for status.

ASSIST will indicate if a status change was detected.

Tracking Submission Status – Agency Tracking

Check for Status Updates

 Updates to status detected. Refer below for details on update.

ASSIST

Submission Date: Thu Apr 02 15:49:11 EDT 2015
Submitting AOR: Workshop Participant
ASSIST Submission Status: **Submitted**
Submission Status Date: Thu Apr 02 15:49:33 EDT 2015

Grants.gov

Grant.gov Tracking #: GRANT00607098
Grants.gov Received Date: Thu Apr 02 15:49:29 EDT 2015
Grants.gov Processing Status: **Agency Tracking Number Assigned**
Grants.gov Status Date: Thu Apr 02 15:55:44 EDT 2015

Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #: **3690139** [View Agency Status](#)
Agency Status: **PROCESSED**
Agency Status Date: Thu Apr 02 15:55:44 EDT 2015

Close

ASSIST, Grants.gov and Agency submission status are available.

Grants.gov status of **Agency Tracking Number Assigned** and Agency status of **Processed** is good news!

Agency Tracking # link brings you to the detailed status screen in eRA Commons

Viewing Your Application in Commons

Status Information ?

General Grant Information Status:	Other Relevant Documents e-Application Component Appendices eSubmission-PHS Assignment Request Form eSubmission Cover Letter Additions for Review (0 documents)
Assignment	Assignment Date
Advisory Council(AC) Information	
Reference Letters within Personal Profile - Reference Letters section on eRA Commons	
Email	

3:58 EDT Version 2.00.01

 GRANTS.GOV™
FIND. APPLY. SUCCEED.™

eApplication is the assembled application image reviewers and staff will see - check it carefully.

You will also want to check the **Cover Letter, PHS Assignment Request Form and Component Appendices** which are stored separate from the image.

Application Viewing Window

Applicants have two (2) business days to view the assembled application image in eRA Commons before it automatically moves forward to NIH staff for further processing.



If you can't **VIEW** it, we can't **REVIEW** it!



National Institutes of Health
Office of Extramural Research

Viewing Your Application in Commons - Review

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

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION*		4.a. Federal Identifier	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		b. Agency Routing Number	
2. DATE SUBMITTED	Application Identifier	c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION		Organizational DUNS*: 6162081090000	
Legal Name*:	Whatsamatta U		
Department:			
Division:			
Street1*:	6705 Rockledge Drive		
Street2:			
City*:	Bethesda		
County:			
State*:	MD: Maryland		
Province:			
Country*:	USA: UNITED STATES		
ZIP / Postal Code*:	208171884		
Person to be contacted on matters involving this application			
Prefix:	First Name*: Ivana	Middle Name:	Last Name*: Grant Suffix:
Position/Title:			
Street1*:	6705 Rockledge Drive		
Street2:			
City*:	Bethesda		
County:			
State*:	MD: Maryland		
Province:			
Country*:	USA: UNITED STATES		
ZIP / Postal Code*:	208171884		
Phone Number*: 301-555-1111	Fax Number:	Email: askera@mail.nih.gov	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)*		444444444	
7. TYPE OF APPLICANT*		O: Private Institution of Higher Education	

→ DON'T FORGET!

It is your responsibility to carefully review the entire application to ensure it has been processed correctly!

Automatic Data Summaries

Component Summary

Components	Component Project Title	Organization Name	Contact PD/PI Name or Project Lead Name
Overall	Research Center to Cure the Diseases of the World	Whatsamatta U	Money, Cher D
Admin-Core-001 (031)	Administrative Core	Whatsamatta U	
Core-001 (485)	Research Core	Whatsamatta U	
Core-002 (828)	Communications Core	Better Now	
Project-001 (847)	Fabulous Research Project Focus 1	Whatsamatta U	
Project-002 (687)	Fabulous Research Project Focus 2	Better Now	
Project-003 (027)	Fabulous Research Project Focus 3	Cures R Us	

Project/Performance Site Location(s) Summary

Applicant Organization	City	State/Province	Country
Whatsamatta U	Bethesda	MD	UNITED STATES

Organization Name	City	State/Province	Country	Component
Better Now	Bethesda	MD	UNITED STATES	Core-002 (828)
		MD	UNITED STATES	Project-002 (687)
		MD	UNITED STATES	Project-003 (027)
		MD	UNITED STATES	Admin-Core-001 (031)
		MD	UNITED STATES	Core-001 (485)
		MD	UNITED STATES	Overall
		MD	UNITED STATES	Project-001 (847)

Human Subjects Clinical Trial Human Embryonic Stem Cells Vertebrate Animals Summary

Components	Human Subjects	Clinical Trial	HESC Involved	Vertebrate Animals
Overall	Y	N	N	Y
Admin-Core-001 (031)	N	N		
Core-001 (485)	N	N		
Core-002 (828)	N	N		
Project-001 (847)	Y	N		
Project-002 (687)	N	N		
Project-003 (027)	N	N		

Senior/Key Personnel Summary

Name	Organization	Role on Project	Components
Money, Cher D	Whatsamatta U	PD/PI(Contact)	Overall
Round, Ben A	Whatsamatta U	PD/PI(MPI)	Overall
Dish, Pete Ree	Whatsamatta U	Faculty	Project-001 (847)
Doer, Ima	Cures R Us	Other: Project Lead	Project-003 (027)
Dote, Ann T	Cures R Us	Post Doctoral Scholar	Project-003 (027)
Knight, Jed I	Whatsamatta U	Other: Project Lead	Admin-Core-001 (031)
Kur, Bea	Better Now	Faculty	Project-002 (687)
Lead, Abel Tu	Better Now	Other: Project Lead	Core-002 (828)

Automatic Data Summaries - DUNS

Composite Application Budget Summary

Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Salary, Wages and Fringe Benefits	414,313	414,313	414,313	414,313	414,313	2,071,565
Equipment	58,000	6,000	6,000	6,000	6,000	82,000
Travel	5,000	5,000	5,000	5,000	5,000	25,000
Participant/Trainee Support Costs	0	0	0	0	0	0
Other Direct Costs (excluding Consortium)	87,500	87,500	87,500	87,500	87,500	437,500
Consortium Costs	1,580,755	1,360,755	1,360,755	1,360,755	1,360,755	7,023,775
Direct Costs	2,145,568	1,873,568	1,873,568	1,873,568	1,873,568	9,639,840
Indirect Costs	275,000	275,000	275,000	275,000	275,000	1,375,000
Total Direct and Indirect Costs	2,420,568	2,148,568	2,148,568	2,148,568	2,148,568	11,014,840

Total Direct Costs less Consortium F&A

NIH policy (NOT-OD-05-004) allows applicants to exclude consortium/contractual F&A costs when determining if an application falls at or beneath any applicable direct cost limit. When a direct cost limit is specified in an FOA, the following table can be used to determine if your application falls within that limit.

Category	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Total Direct Costs less Consortium F&A	1,665,568	1,393,568	1,393,568	1,393,568	1,393,568	7,239,840

The DUNS numbers on budget forms used to differentiate between applicant organization and subaward costs.

Automatic Data Summaries Part 2

Component Budget Summary

Components	Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Admin-Core-001 (031)	Salary, Wages and Fringe Benefits	91,000	91,000	91,000	91,000	91,000	455,000
	Equipment	6,000	6,000	6,000	6,000	6,000	30,000
	Travel	1,000	1,000	1,000	1,000	1,000	5,000
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	56,500	56,500	56,500	56,500	56,500	282,500
	Consortium Costs	0	0	0	0	0	0
	Direct Costs	154,500	154,500	154,500	154,500	154,500	772,500
	Indirect Costs	75,000	75,000	75,000	75,000	75,000	375,000
TOTALS	Total Direct and Indirect Costs	229,500	229,500	229,500	229,500	229,500	1,147,500
Core-001 (485)	Salary, Wages and Fringe Benefits	171,333	171,333	171,333	171,333	171,333	856,665

Categories Budget Summary

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
R&R Budget - Senior/Key Person Funds Requested	Admin-Core-001 (031)	47,000	47,000	47,000	47,000	47,000	235,000
	Core-001 (485)	101,333	101,333	101,333	101,333	101,333	506,665
	Core-002 (828)	97,000	97,000	97,000	97,000	97,000	485,000
	Project-001 (847)	90,833	90,833	90,833	90,833	90,833	454,165
	Project-002 (887)	150,000	150,000	150,000	150,000	150,000	750,000
	Project-003 (027)	143,050	143,050	143,050	143,050	143,050	715,250
TOTALS		629,216	629,216	629,216	629,216	629,216	3,146,080
R&R Budget - Other Personnel Funds Requested	Admin-Core-001 (031)	44,000	44,000	44,000	44,000	44,000	220,000

Rejecting the Application

SO can Reject application in eRA Commons within viewing window and submit a Changed/Corrected application prior to the due date

- Action cannot be done within ASSIST

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
A program of the National Institutes of Health

NIH OEF

Welcome: Penny Wise
ID: PENNYWISE
Institution: WHATSAMATTA U
Roles: SO
[Logout](#) | [Contact Us](#) | [Help](#)

Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners

Status Result - Recent/Pending eSubmissions Search ?

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

1- 1 of 1 1

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3690139	GRANT00607098	Pending Verification	Research Center to Cure the Diseases of the World	MONEY, CHER D	2015-04-02 15:49:47	Show Prior Errors and Warnings	Transmittal Sheet Reject eApplication

If no action is taken to reject the application during the two business day viewing window, the application automatically moves forward to NIH for further processing.



National Institutes of Health
Office of Extramural Research

Dealing with System Issues



Follow NIH's standard 'system issue' procedure if you run into problems beyond your control that threaten your on-time submission:

<http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>

You can easily make a copy of your application to:

- Work on a Resubmission application
- Move data to a different opportunity
- Move data to a different version of forms during a form update (e.g., FORMS-C to D)
- Take a snapshot, before heading in a different direction



Copy Application

Copy Application ?

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

Provide target FOA number.

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

(Example: PA-00-000)

Application to be Copied: 4011

Application Title: Sheri's Multi-project FORMS-D Demo App - no errors

Organization: Whatsamatta U

PD/PI Name: Money, Cher D
Round, Ben A

Status : Work in Progress

Select target component type for each component.

Copy from Component	Project Title	Status	PD/PI or Component Lead	Copy To Component Type
Overall	Sheri's Multi-project FORMS-D Demo App - no errors	Work in Progress	Money, Cher D Round, Ben A	Overall Do Not Copy Admin-Core Core Project
402-Admin-Core (Admin Core)	Administrative Core	Work in Progress	Knight, Jed I	
958-Core (Res Core - Around)	Research Core	Work in Progress	Round, Ben A	
887-Core (Comm Core - Lead)	Communications Core	Work in Progress	Lead, Abel Tu	Do Not Copy ▼
048-Project (Focus 1 - Money)	Fabulous Research Project Focus 1	Work in Progress	Money, Cher D	Do Not Copy ▼
086-Project (Focus 2 - Sential)	Fabulous Research Project Focus 2	Work in Progress	Sential, Quin T	Do Not Copy ▼
602-Project (Focus 3 - Doer)	Fabulous Research Project Focus 3	Work in Progress		

Check box if you want to copy attachments.

Would you like the attachments to be copied to the new application?

ASSISTance



On-line ASSIST Help

Logistics of using ASSIST

Click on question mark icon to access ASSIST help

Overall Component

Tips:
For Multi Project Applications:

- In the Overall component, only enter the PD/PI and any multi-PD/Pis for the entire application
- 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 component is chosen to include the single biosketch.
- A system-generated Summary of Sr/Key persons and their biosketches will appear with the Overall 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** Additional Indirect Costs Research Plan

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name Project Role

Electronic Research Administration
A program of the National Institutes of Health

NIH National Institutes of Health
Office of Extramural Research

Search

Contents

- Welcome to ASSIST Online Help
- Application Structures in ASSIST
- ASSIST Essentials
- Prepare the Application
 - Initiate Application
 - Application Information
 - Search for Applications
 - Copy Application
 - Delete the Application
 - Add Optional Forms
- Multi-project Applications: Components
- Forms Data Entry

You are here: [Forms Data Entry](#) > Senior/Key Persons

Revised 4/15/2016

Refer to the [Application Submission System & Interface for Submission Tracking \(ASSIST\) User Guide](#) for a complete PDF version of this help.

Senior/Key Person Profile

For assistance with the information required on this form, please refer to the appropriate application guide on the [How to Apply](#) page.

Search feature

Access to application guide for additional guidance on field content information

- ASSIST: public.era.nih.gov/assist
- Online help: era.nih.gov/erahelp/ASSIST/
- How to Apply – Application Guide
<http://grants.nih.gov/grants/how-to-apply-application-guide.htm>
- Annotated form set
<http://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm>
- eRA ASSIST Training page:
http://era.nih.gov/era_training/assist.cfm



eRA Service Desk

Web: <http://grants.nih.gov/support/>

Toll-free: 1-866-504-9552

Phone: 301-402-7469

Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Time
(Except for Federal holidays)



Although we've worked closely with Grants.gov, ASSIST is a system developed and managed by NIH.

The eRA Service Desk should be your first stop for support.

Questions

