ASSIST / Workspace

ADR Office of Grants & Contracts Training Session

September 19, 2017

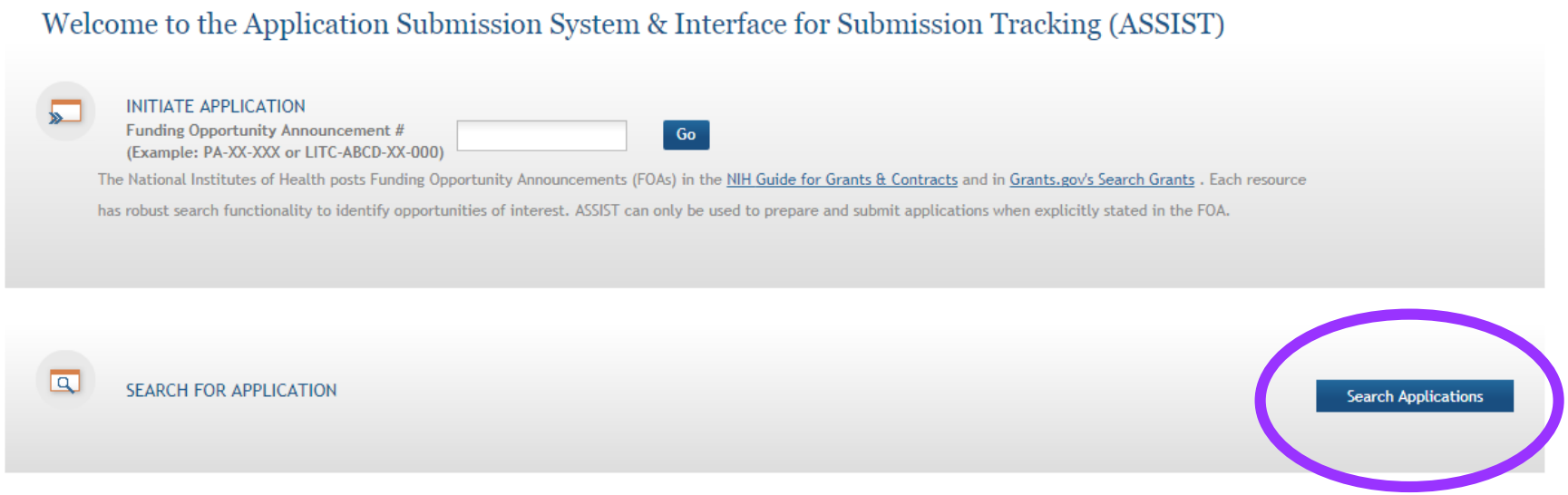
SIU MEDICINE
FORWARD. FOR YOU.

NIH ASSIST

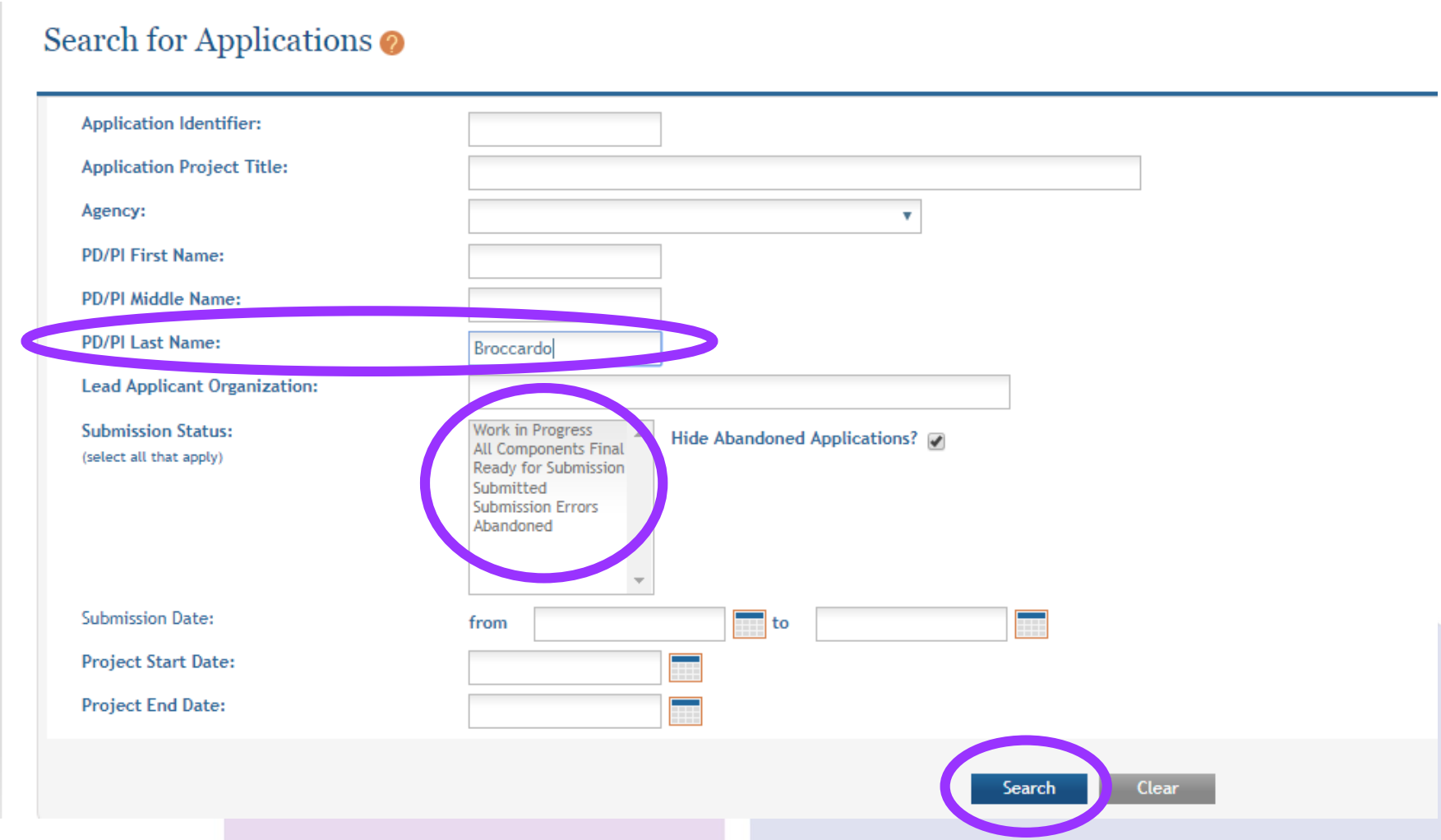
NIH ASSIST

- How to search and select your application
- How to edit your application
- How to save your completed work in your application
- How to print your application

SEARCH FOR ASSIST APPLICATION



SEARCH FOR ASSIST APPLICATION



Variety of methods to search, such as PI last name, application status, or just select the “Search” button, depending on the number of applications your assigned to in the system.

SELECT ASSIST APPLICATION

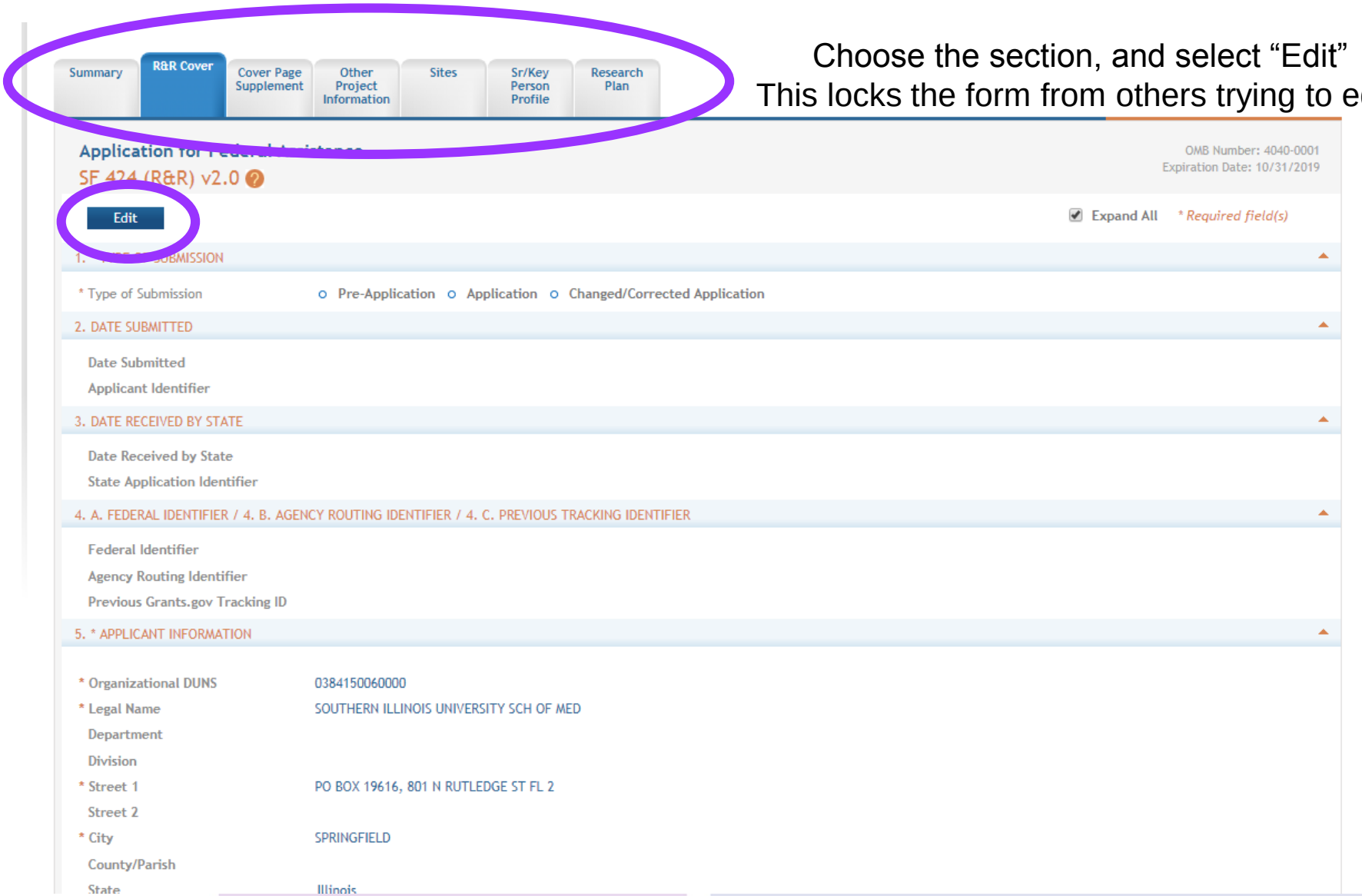
Search for Application Results

1 - 2 of 2 records, Page 1 of 1

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
191950	SAMPLE SBIR Application	NIH	Broccardo, Gabriella	SOUTHERN ILLINOIS UNIVERSITY SCH OF MED	Work in Progress				Select
202488	SAMPLE APPLICATION: ASSIST TRAINING 9/19/17	NIH	Broccardo, Gabriella	SOUTHERN ILLINOIS UNIVERSITY SCH OF MED	Work in Progress				Select

“Select” the application you’re working on.

WORKING IN ASSIST



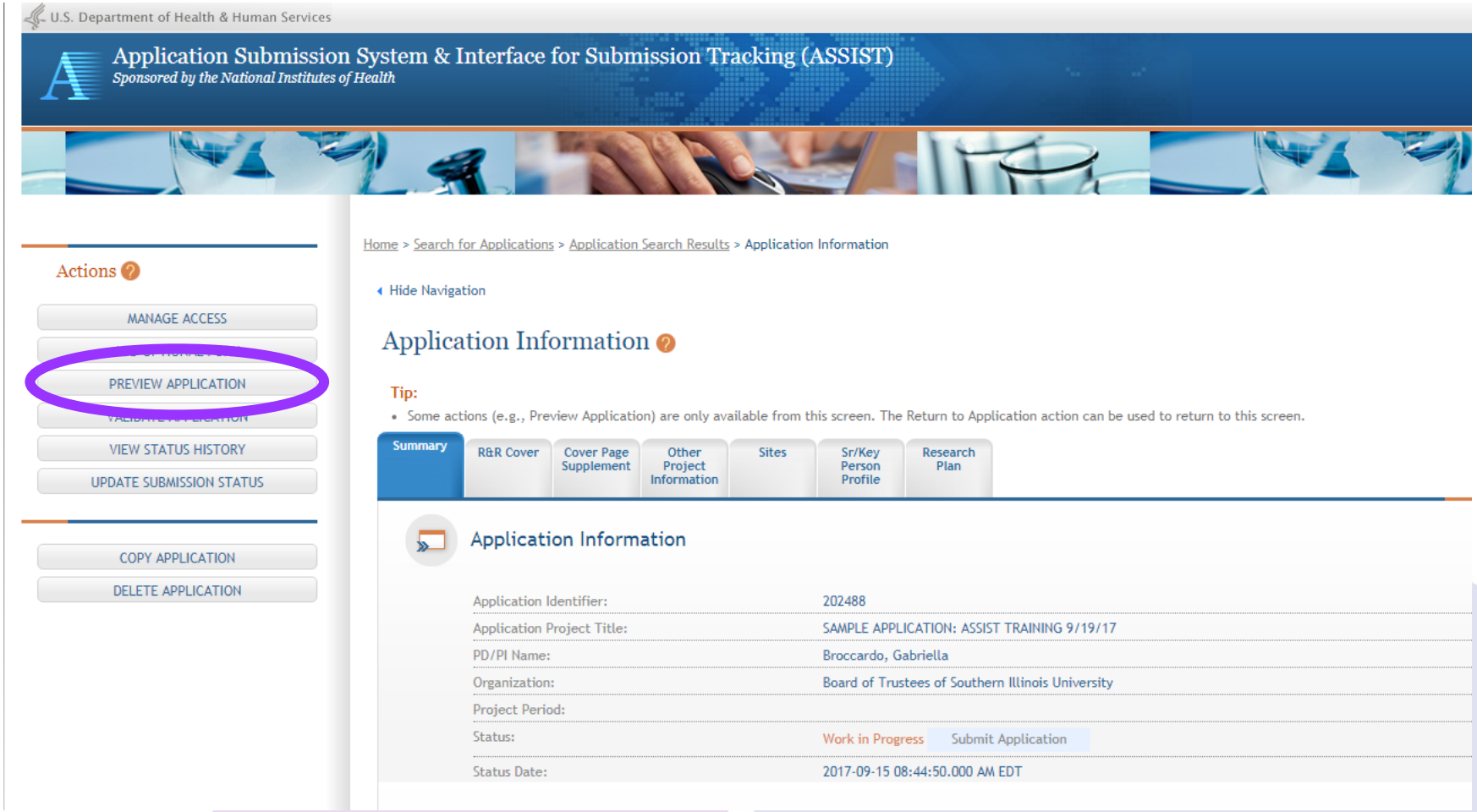
Choose the section, and select “Edit”
This locks the form from others trying to edit.

SAVING IN ASSIST

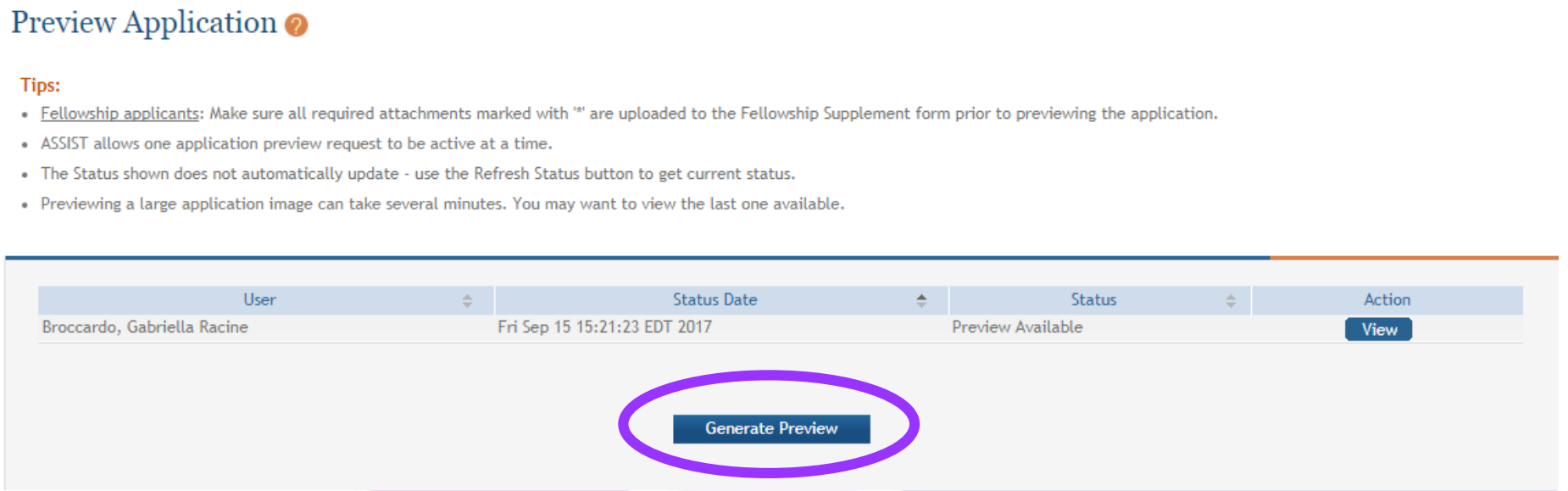
After you “Edit,” scroll down to the bottom of the screen and choose:

- **Save and Keep Lock**: Saves work and others cannot edit the form.
- **Save and Release Lock**: ALWAYS choose this selection, if you are not actively working on different parts of the grant. No one else will be able to access the form, even after you log out of the system.
- **Cancel and Release Lock**: Does not save any changes and brings you back to the “Edit” screen.

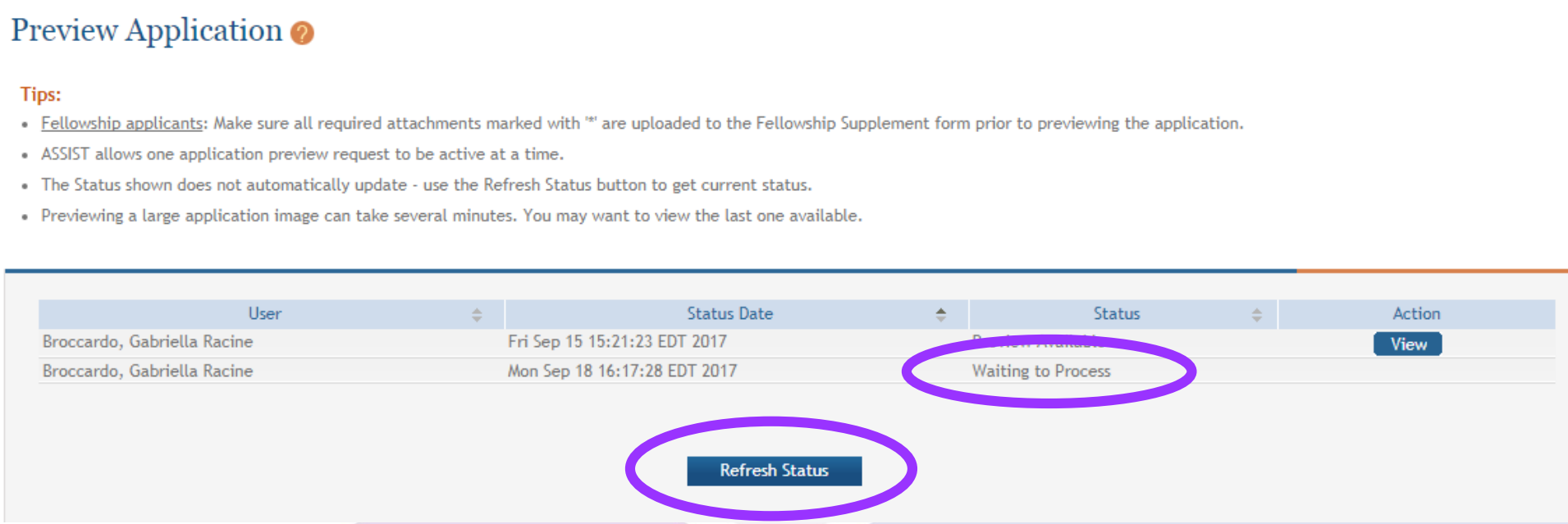
PRINTING ASSIST APPLICATION



PRINTING ASSIST APPLICATION



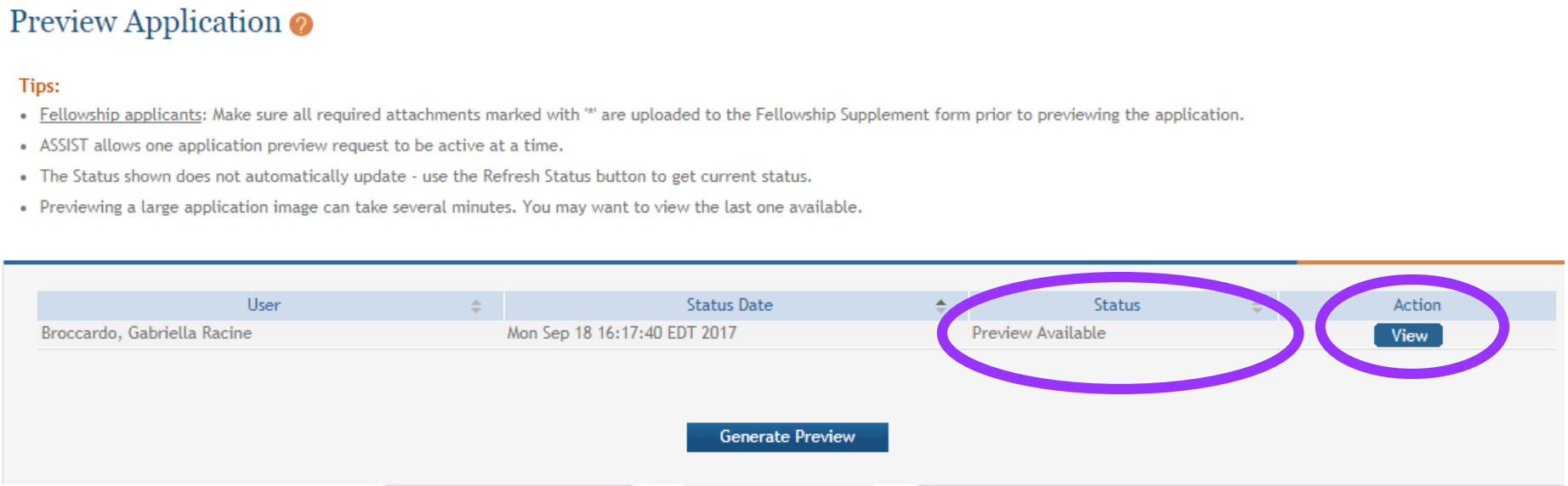
PRINTING ASSIST APPLICATION



Be patient, it may take a few minutes to generate the preview of the application depending on how many users are in the system.

After a few moments, choose "Refresh Status"

PRINTING ASSIST APPLICATION



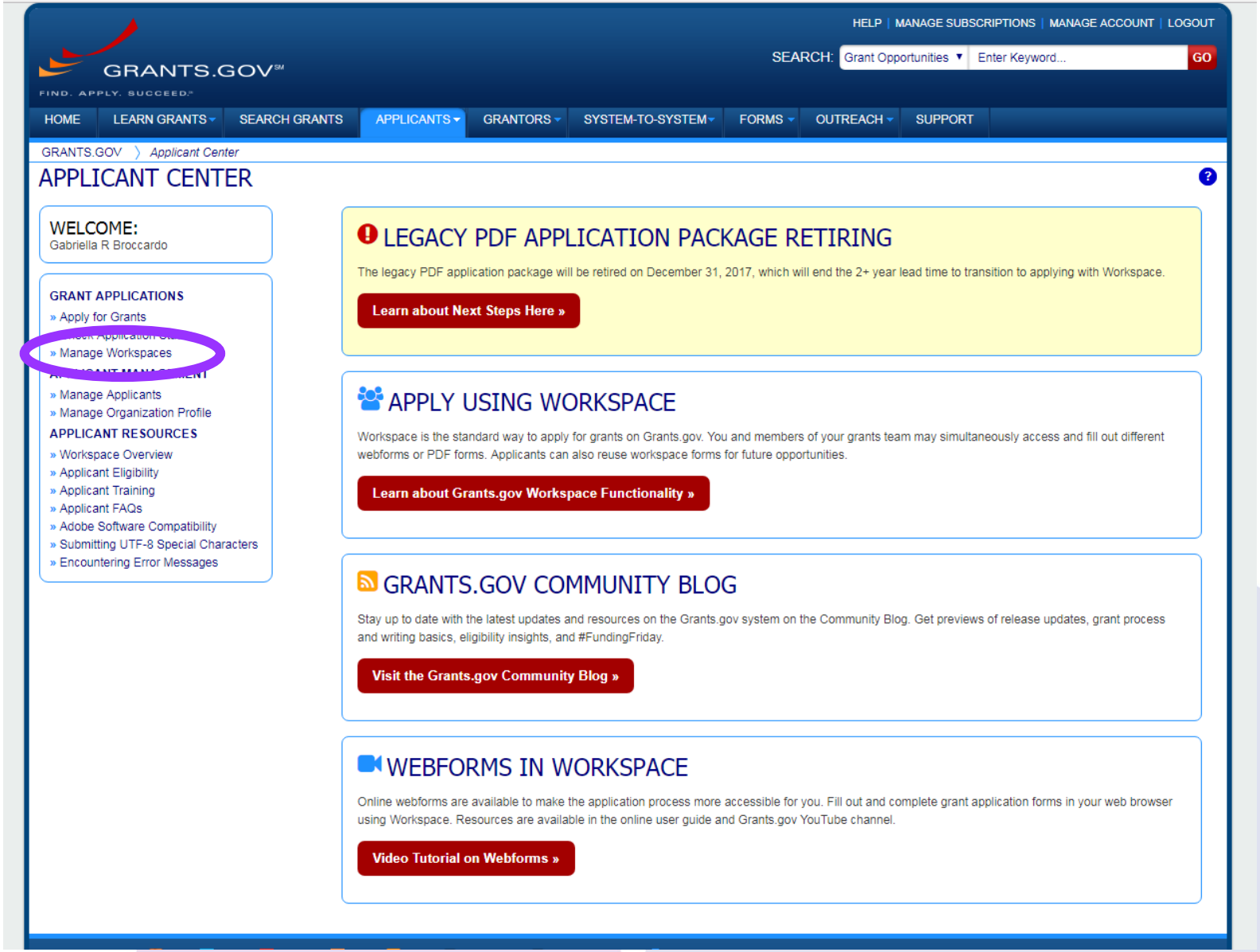
When the Preview is Available, choose the “View” button to open a PDF version of your grant application, which you can save to your computer or print.
The PDF will include the application and all attachments.

www.grants.gov Workspace

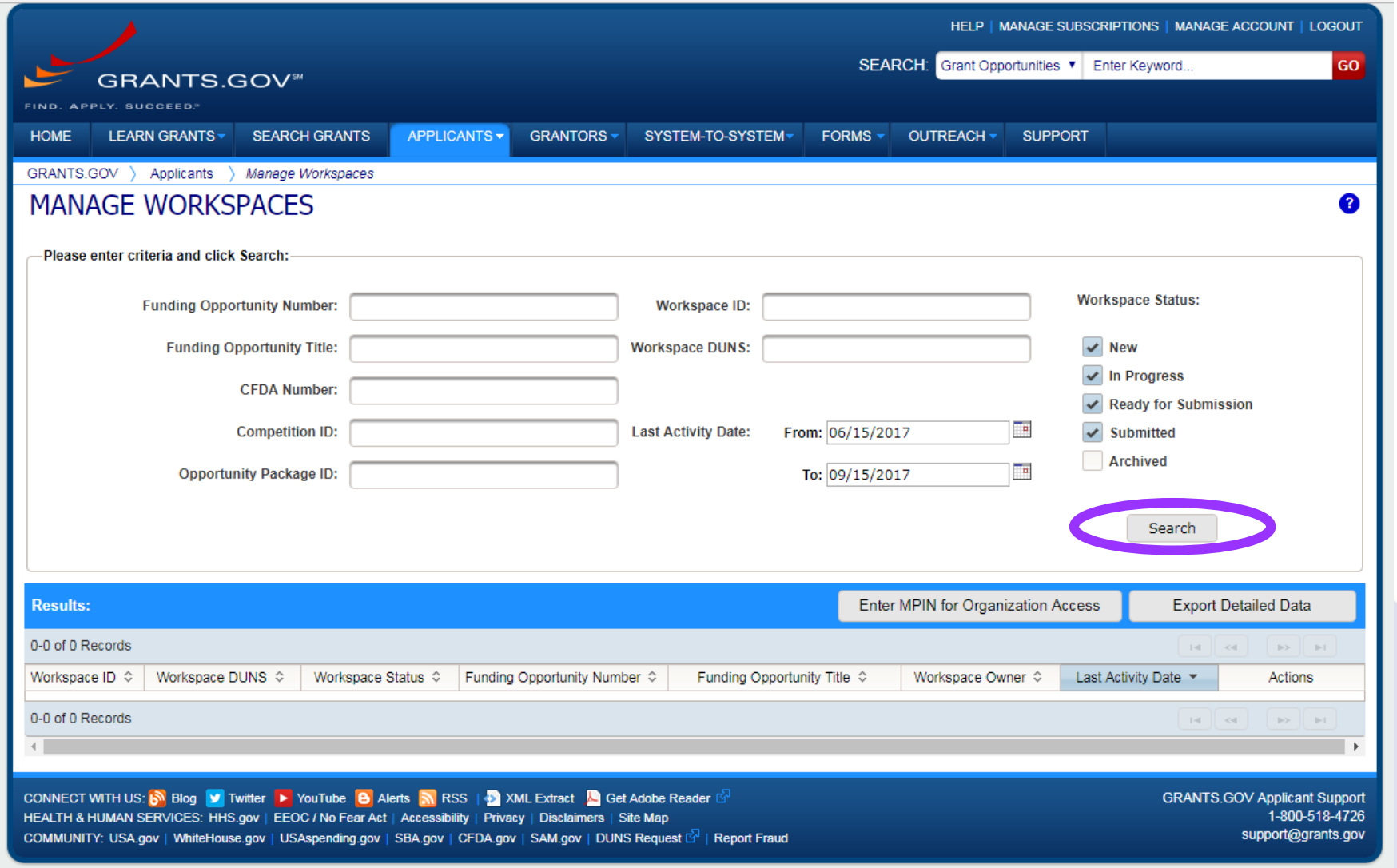
GRANTS.GOV WORKSPACE

- How to search and select your application (Manage Workspace)
- How to edit your application
- How to save your completed work in your application
- How to print your application

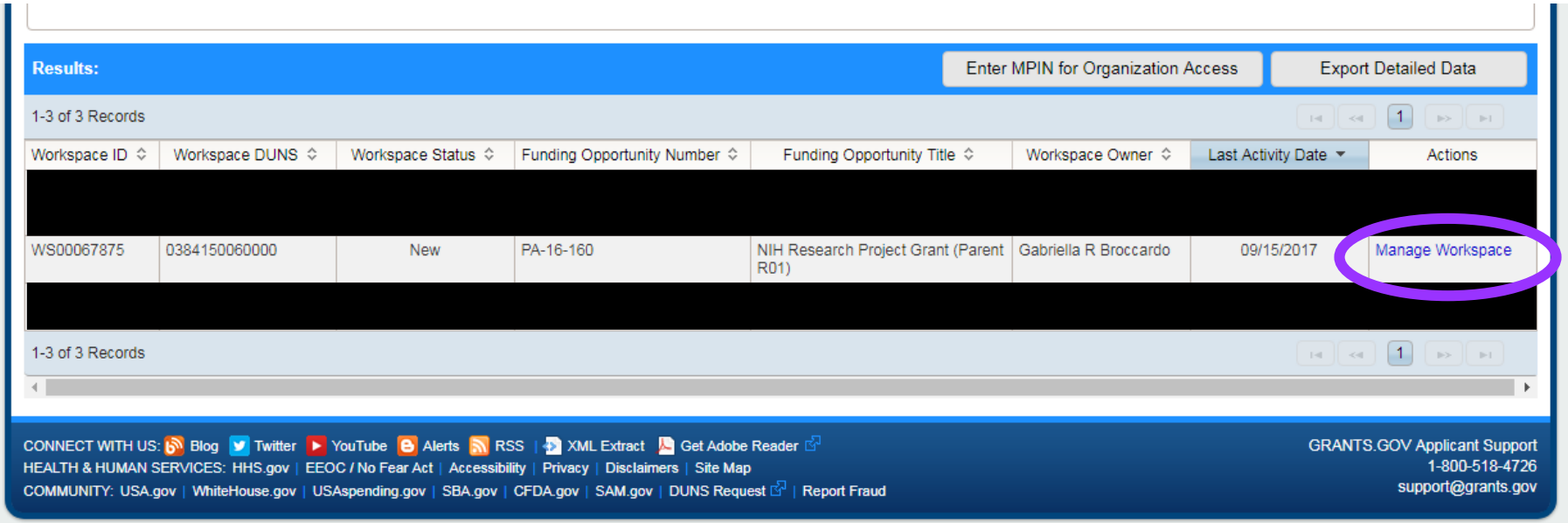
MANAGE WORKSPACES



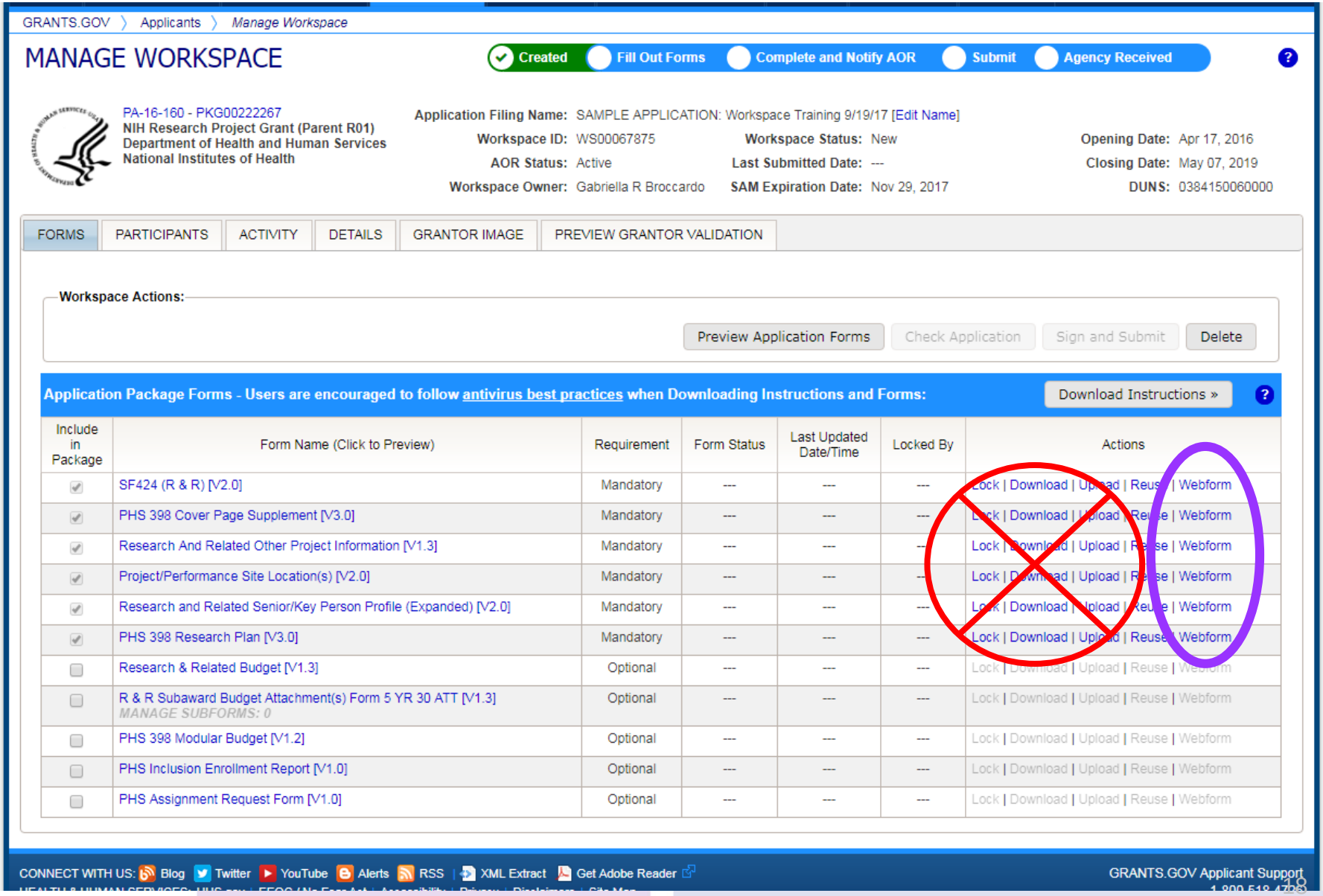
SELECT WORKSPACE



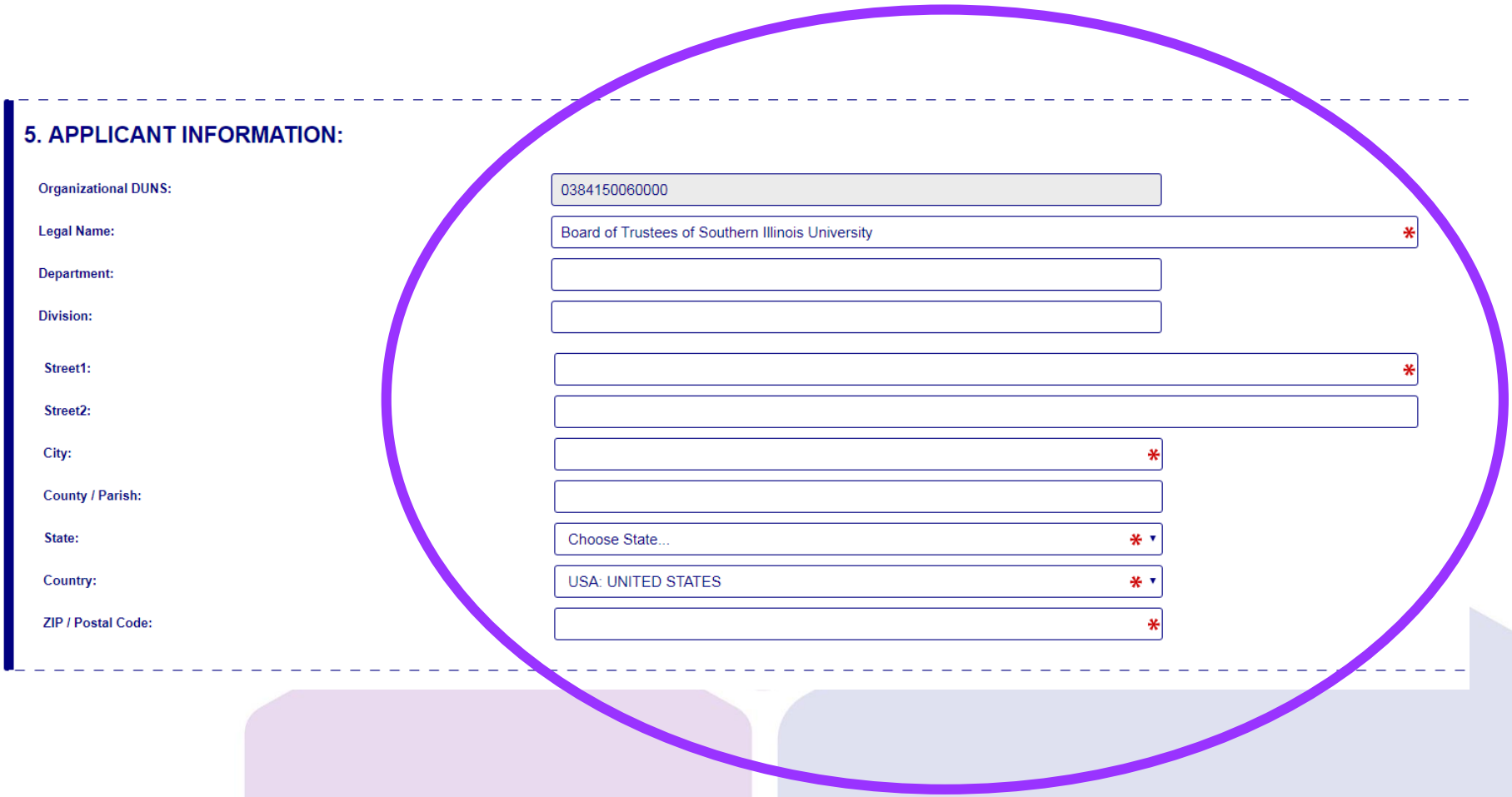
SELECT WORKSPACE



EDIT WORKSPACE



EDIT WORKSPACES



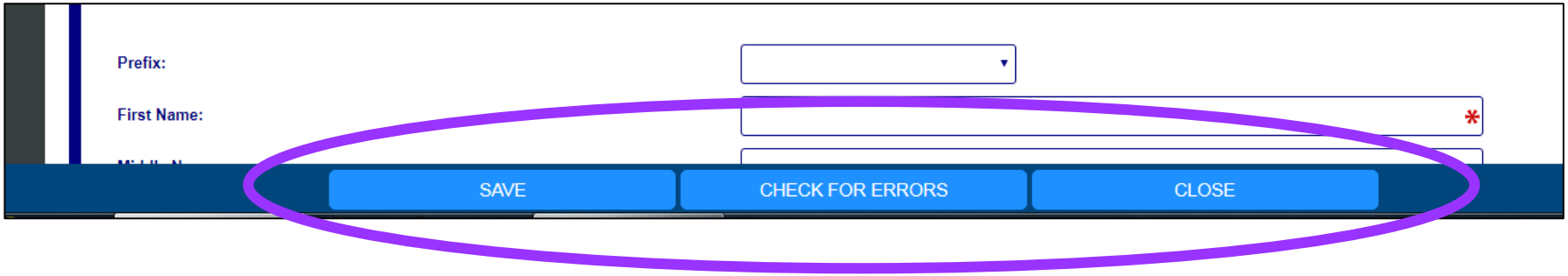
5. APPLICANT INFORMATION:

Organizational DUNS:	0384150060000
Legal Name:	Board of Trustees of Southern Illinois University *
Department:	
Division:	
Street1:	*
Street2:	
City:	*
County / Parish:	
State:	Choose State... *
Country:	USA: UNITED STATES *
ZIP / Postal Code:	*

Complete text boxes.

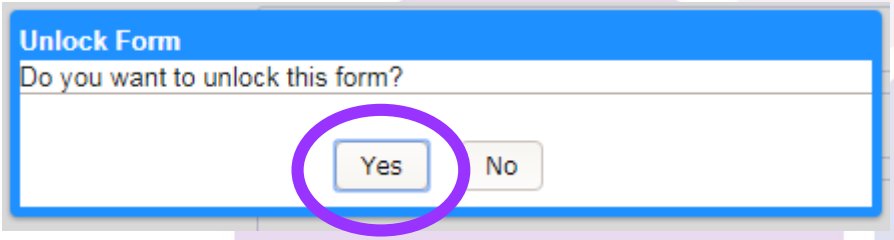
* = mandatory

SAVE WORKSPACE

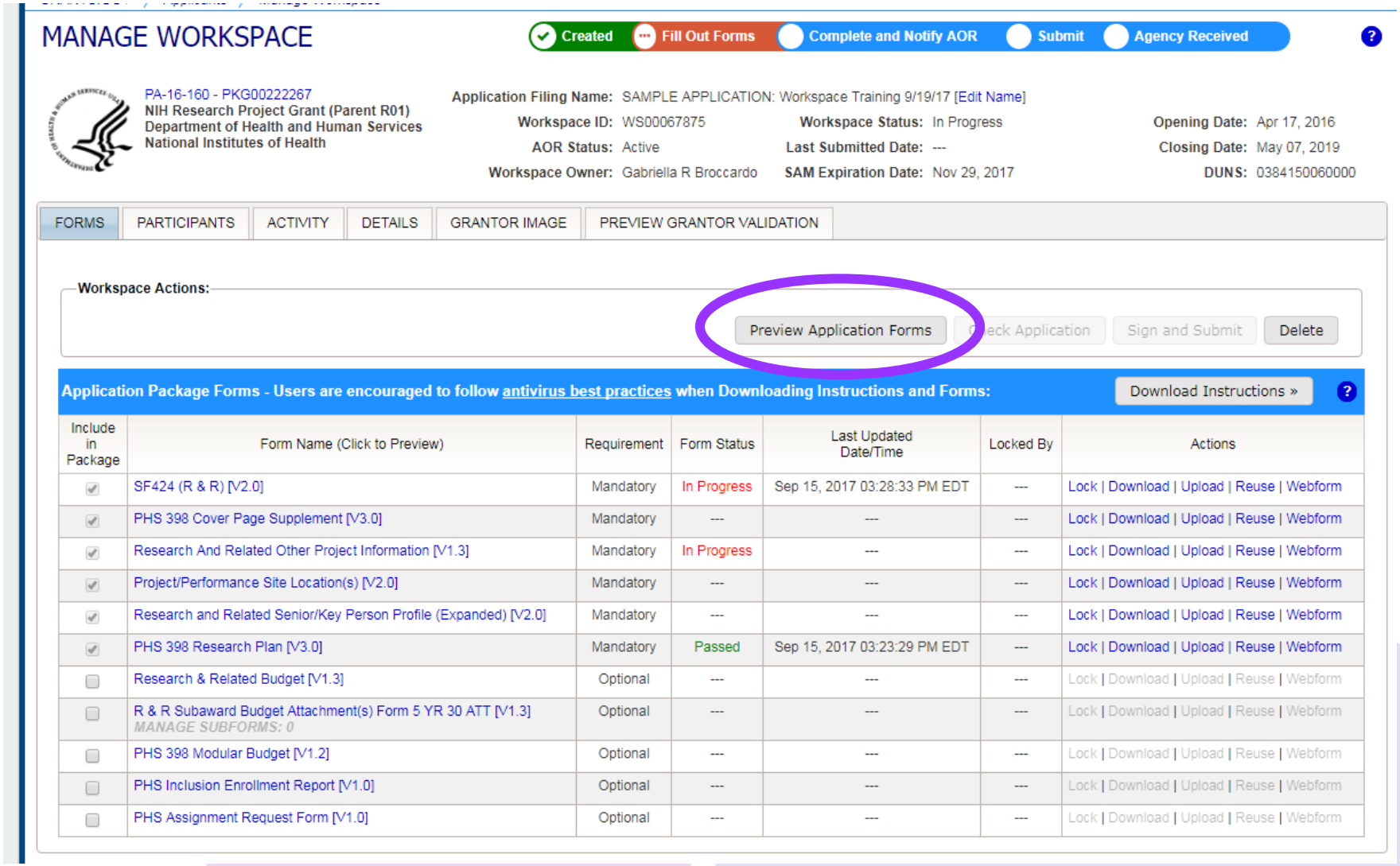


- **SAVE**: Saves work and continue in same form.
- **CHECK FOR ERRORS**: Ensures all mandatory fields are completed. However, does not check for accuracy based on Program Announcement mandatory fields.
- **CLOSE**: Exit out of form.

***DO NOT LOCK, unless actively working on form.



PRINT WORKSPACE APPLICATION



MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

PA-16-160 - PKG00222267
NIH Research Project Grant (Parent R01)
Department of Health and Human Services
National Institutes of Health

Application Filing Name: SAMPLE APPLICATION: Workspace Training 9/19/17 [Edit Name]
Workspace ID: WS00067875
Workspace Status: In Progress
Opening Date: Apr 17, 2016
AOR Status: Active
Last Submitted Date: ---
Closing Date: May 07, 2019
Workspace Owner: Gabriella R Broccardo
SAM Expiration Date: Nov 29, 2017
DUNS: 0384150060000

FORMS | PARTICIPANTS | ACTIVITY | DETAILS | GRANTOR IMAGE | PREVIEW GRANTOR VALIDATION

Workspace Actions:

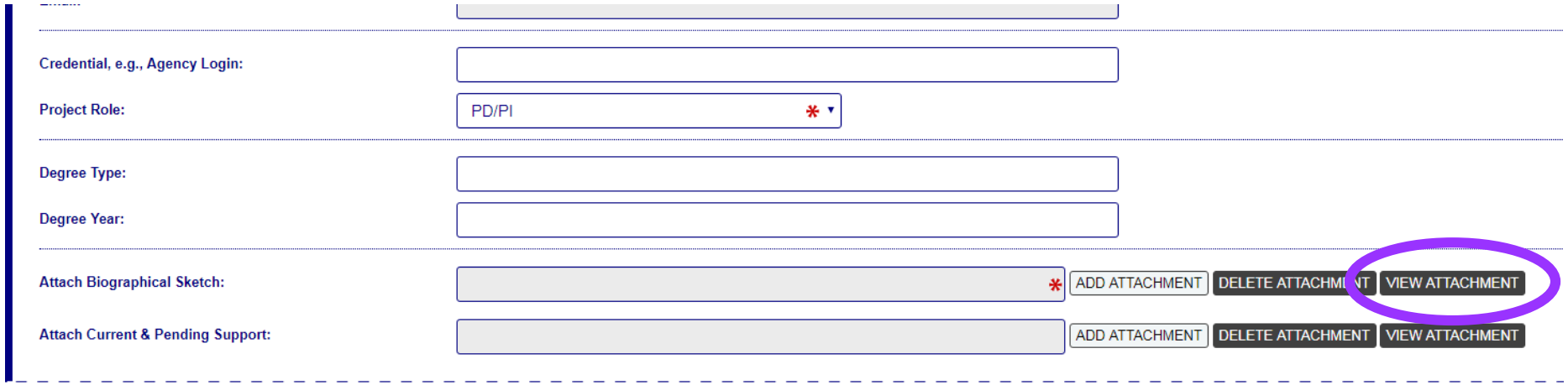
Preview Application Forms | Check Application | Sign and Submit | Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☑	SF424 (R & R) [V2.0]	Mandatory	In Progress	Sep 15, 2017 03:28:33 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	PHS 398 Cover Page Supplement [V3.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	In Progress	---	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	PHS 398 Research Plan [V3.0]	Mandatory	Passed	Sep 15, 2017 03:23:29 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☐	Research & Related Budget [V1.3]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] *MANAGE SUBFORMS: 0*	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	PHS Inclusion Enrollment Report [V1.0]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	PHS Assignment Request Form [V1.0]	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

The “Preview Application Forms” button only generates a PDF of the Application. It does not include attachments.

PRINT WORKSPACE APPLICATION



To print attachments, go to the respective section and choose the “View Attachment” button to open, save, or print a PDF of the attachment.

Questions?

Contact:
grants@siumed.edu

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