

# NIH ASSIST Training

*SIU School of Medicine*

*Office of Grants & Contracts*

# NIH ASSIST

- ▶ **A**pplication
  - ▶ **S**ubmission
  - ▶ **S**ystem &
  - ▶ **I**nterface for
  - ▶ **S**ubmission
  - ▶ **T**racking
- 
- ▶ Electronic submission website
  - ▶ Set to become the only method of submission for NIH grants

# How do I access ASSIST?

- ▶ **ASSIST website:**  
<https://public.era.nih.gov/assist/public/login.do>
- ▶ **electronic Research Administration (eRA) website:**  
<https://era.nih.gov/>
- ▶ Use your eRA Commons ID & password to log-in
  - ▶ No separate log-in for ASSIST

# eRA website homepage



Home

Applicants

Grantees

Reviewers

## electronic Research Administration (eRA)



A program of the National Institutes of Health

### Other Web Resources

eRA Commons Registration & Accounts

eRA Training

Modules, User Guides & Documentation

Related NIH Guide Notices

PubRoster  
(Rosters of NIH Scientific Review Groups)

System-to-System

### Grants & Funding Info

NIH (OER)

AHRQ

CDC

FDA

SAMHSA

eRA provides critical IT infrastructure to manage over \$30 billion in research and non-research grants awarded annually by NIH and other grantor agencies in support of the collective mission of improving human health. eRA systems, including eRA Commons, ASSIST and IMPAC II modules, support the full grants life cycle and are used by applicants and grantees worldwide as well as federal staff at the NIH, AHRQ, the CDC, FDA, SAMHSA, and VA.

For Applicants

For Grantees

For Reviewers

### What's New?

- NIH eRA Items of Interest — March 2017 - 03/03/2017
- eRA Enhancements: Two More Prior Approval Requests Go Electronic March 2, 2017 - 02/28/2017
- eRA Information: Grants.gov Downtime Will Impact ASSIST Ext-UAT - 02/17/2017
- eRA Enhancements: New Features for xTRACT Coming February 16, 2017 - 02/14/2017

Click here:

Need Help?

eRA Commons FAQs

Subscribe!

eRA Deployment & Maintenance Calendar

eRA Video Tutorials

eRA COMMONS Log-in

ASSIST Log-in

eRA INTRANET Federal Staff

(NIH and Agency Partners)

# ASSIST Log-in

U.S. Department of Health & Human Services Help Desk Contact Us

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



**Login**

User Name

Password

[Forgot Password/Unlock Account?](#)

**Submit grant applications electronically to NIH and other Public Health Service Agencies...**

## eRA Commons Log-in

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.

**Federated Institutions/ Organizations**

Select Login Here

**Need Help?**

**Resources**

- 
- 

**WARNING NOTICE:** This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

# Can I use ASSIST for all NIH Application submissions?

- ▶ No: Your Program Announcement will state whether or not you can use ASSIST

Expiration Date

May 8, 2019

Due Dates for E.O. 12372

Not Applicable

## Required Application Instructions

It is critical that applicants follow the Research (R) instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed to do otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in [Section IV](#). When the program-specific instructions deviate from those in the Application Guide, the program-specific instructions apply. **Applications that do not comply with these instructions may be delayed or not accepted for review.**

There are three ways to submit your application through Grants.gov to NIH and Department of Health and Human Services partners.

1. Use the NIH ASSIST system to prepare, submit and track your application online.

[Apply Online Using ASSIST](#)

2. Use an institutional system to prepare and submit your application to Grants.gov and eRA Commons to track your application. Check with your institutional officials regarding availability.

3. Go to [Grants.gov](#) to download an application package to complete the application forms offline or create a Workspace to complete the forms online; submit your application to Grants.gov; and track your application in eRA Commons.

Learn more about the various [submission options](#).

# grants.gov PDF Package

- ▶ This is not the ASSIST button. This will bring you to the grants.gov PDF package download page.

Expiration Date July 6, 2017

Due Dates for E.O. 12372 Not Applicable

## Required Application Instructions

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed to do otherwise (in this FOA or in a Notice from the *NIH Guide for Grants and Contracts*). Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in Section IV. 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](#)

A compatible version of Adobe Reader is required for download. For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://www.grants.gov/web/grants/support.html>.

# Initiation and Search Applications

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



## INITIATE APPLICATION

Funding Opportunity Announcement #  
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

GO

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for](#) resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to search for FOAs.

**Grants Office can initiate with:**

- PA Number
- Project Title (can edit later)
- PI



SEARCH FOR APPLICATION

**After initiation, find your application here:**

Search Applications

# Searching for Application

## Search for Applications

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status:

(select all that apply)

- Work in Progress
- All Components Final
- Ready for Submission
- Submitted
- Submission Errors
- Abandoned

Hide Abandoned Applications?

Submission Date:

from   to  

Project Start Date:

Project End Date:

**Use any search field.  
Preferably:  
PI Last Name and  
Submission Status  
(Work in Progress)**

Search

Clear

# Opening the Application

Search for Application Results

21 - 25 of 25 records, Page 3 of 3

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
148117	sample	NIH		SOUTHERN ILLINOIS UNIVERSITY SCH OF MED	Work in Progress				Select
151214	Project Title	NIH		SOUTHERN ILLINOIS UNIVERSITY SCH OF MED	Work in Progress				Select

Select your project

# ASSIST Application

## Actions ?

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

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- COPY APPLICATION
- DELETE APPLICATION

Things you can do with your application

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

◀ Hide Navigation

## Application Information ?

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

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

Application components



### Application Information

Application Identifier:	151214
Application Project Title:	Project Title
PD/PI Name:	
Organization:	SOUTHERN ILLINOIS UNIVERSITY SCH OF MED
Project Period:	
Status:	Work in Progress <a href="#">Submit Application</a>
Status Date:	2017-03-10 05:09:35.000 PM EST



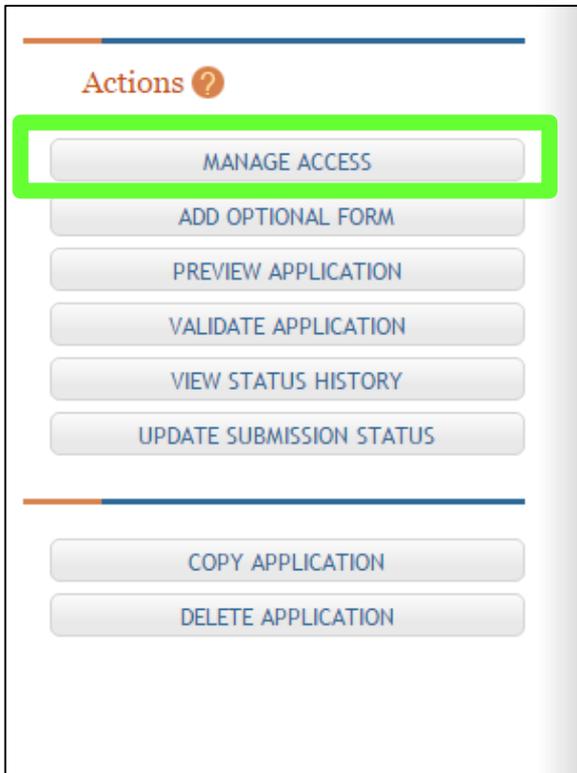
### FOA Information

FOA Number:	PA-16-160
Opportunity Title:	NIH Research Project Grant (Parent R01)
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	FORM5-D
Opportunity Open Date:	04/17/2016
Opportunity Close Date:	05/07/2019
Agency Contact:	eRA Service Desk Monday to Friday 7 am to 8 pm ET <a href="http://grants.nih.gov/support/">http://grants.nih.gov/support/</a>

SAM Registration Expiration Date:

An active SAM Registration is required to submit your application. [Click for SAM Registration Details](#)

# Managing Access



**Manage access to application for other users. (eRA Commons IDs)**

**Gabbie: gbroccardo  
Susan: sryherd  
Pam: pamburk**

# Application Components



APPLICATION FOR FEDERAL ASSISTANCE  
**SF 424 (R&R)**

PHS 398 Cover Page Supplement

RESEARCH & RELATED Other Project Information

Project/Performance Site Location(s)

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PHS 398 Research Plan

grants.gov  
PDF package

# Forms to Complete

ASSIST

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

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Research Plan
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## Select Forms to Complete

### Mandatory

[SF424 \(R & R\)](#)

[PHS 398 Cover Page Supplement](#)

[Research And Related Other Project Information](#)

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

[Research and Related Senior/Key Person Profile \(Expanded\)](#)

[PHS 398 Research Plan](#)

grants.gov  
PDF package

# Optional Forms

**ASSIST**

**Actions** ?

MANAGE ACCESS

**ADD OPTIONAL FORM**

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

**Add Optional Form**

Select the form you wish to add

**Submit** **Cancel**

© 2017 NIH. All Rights Reserved.  
Screen Rendered: 03/14/2017 09:23:00 EDT | Screen Id: ASSIST0038@3890  
Version:  
2.22.06

**grants.gov  
PDF package**

**Optional**

[Research & Related Budget](#)

[R & R Subaward Budget Attachment\(s\) Form 5 YR 30 ATT](#)

[PHS 398 Modular Budget](#)

[PHS 398 Inclusion Enrollment Report](#)

[PHS Assignment Request Form](#)

**Grants Office  
can help with  
additional,  
optional forms**

# Completing the ASSIST Application

- ▶ Must choose the “Edit” button to fill in information

The screenshot displays the ASSIST application interface with four sections. Each section has a navigation bar with tabs and an 'Edit' button highlighted in green:

- Section 1:** Navigation tabs include Summary, R&R Cover (selected), Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, and Research Plan. The section title is "Application for Federal Assistance" with the version "SF 424 (R&R) v2.0". The 'Edit' button is highlighted in green.
- Section 2:** Navigation tabs include Summary, R&R Cover, Cover Page Supplement (selected), Other Project Information, Sites, Sr/Key Person Profile, and Research Plan. The section title is "PHS 398 Cover Page Supplement" with the version "PHS398 CoverPageSupplement v3.0". The 'Edit' button is highlighted in green.
- Section 3:** Navigation tabs include Summary, R&R Cover, Cover Page Supplement, Other Project Information (selected), Sites, Sr/Key Person Profile, and Research Plan. The section title is "Research & Related Other Project Information" with the version "R&R OtherProjectInfo v1.3". The 'Edit' button is highlighted in green.

# Saving Progress



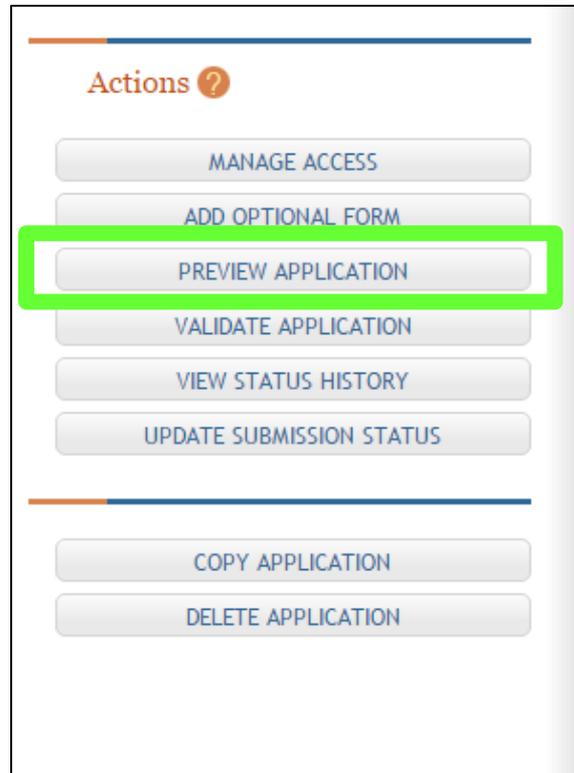
## Save and Keep Lock

- ▶ No other user can edit this page

## Save and Release Lock

- ▶ PREFERRED CHOICE
- ▶ Other users can access and edit the page, after progress has been saved

# Print Preview ASSIST App



# Print Preview ASSIST App

## 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
Broccardo, Gabriella Racine	Wed Mar 22 10:44:04 EDT 2017	Preview Available	<a href="#">View</a>

[Generate Preview](#)

## Preview Application ?

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- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Broccardo, Gabriella Racine	Wed Mar 22 10:44:04 EDT 2017	Preview Available	<a href="#">View</a>
Broccardo, Gabriella Racine	Wed Mar 22 11:18:55 EDT 2017	Waiting to Process	

[Refresh Status](#)

# Print Preview ASSIST App

## 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	
Broccardo, Gabriella Racine	Wed Mar 22 11:19:14 EDT 2017	Preview Available	<a href="#">View</a>

[Generate Preview](#)

# Grants Office Assistance

- ▶ Manage access
- ▶ Add necessary optional forms
- ▶ Grants Office will input budget numbers after approvals