NIH ASSIST

- Application
- Submission
- System &
- Interface for
- Submission
- Tracking

- Electronic submission website
- Set to become the only method of submission for NIH grants
How do I access ASSIST?

- **ASSIST website:**

- **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

NIH National Institutes of Health
Office of Extramural Research

Electronic Research Administration (eRA)

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.

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:
ASSIST Log-in

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

eRA Commons Log-in

Submit 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-15-187) to initiate an application.

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

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.

Click here:

Apply Online Using ASSIST

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

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.
Initiation and Search Applications

Grants Office can initiate with:
- PA Number
- Project Title (can edit later)
- PI

After initiation, find your application here:
Searching for Application

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

Select your project
ASSIST Application

Things you can do with your application

Application components
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)

grants.gov
PDF package

PHS 398 Research Plan
Forms to Complete

ASSIST

grants.gov PDF package

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
Optional Forms

ASSIST

grants.gov PDF package

Grants Office can help with additional, optional forms
Completing the ASSIST Application

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

<table>
<thead>
<tr>
<th>User</th>
<th>Status Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broccardo, Gabriella</td>
<td>Wed Mar 22 10:44:04 EDT</td>
<td>Preview Available</td>
<td>View</td>
</tr>
<tr>
<td>Racine</td>
<td>2017</td>
<td></td>
<td></td>
</tr>
</tbody>
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Generate Preview

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<tr>
<td>Racine</td>
<td>2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broccardo, Gabriella</td>
<td>Wed Mar 22 11:18:55 EDT</td>
<td>Waiting to Process</td>
<td>View</td>
</tr>
<tr>
<td>Racine</td>
<td>2017</td>
<td></td>
<td></td>
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Refresh Status
Print Preview ASSIST App

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<tbody>
<tr>
<td>Broccardo, Gabriella Racine</td>
<td>Wed Mar 22 11:19:14 EDT 2017</td>
<td>Preview Available</td>
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</table>

Generate Preview

View
Grants Office Assistance

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