



Application Submission System & Interface for Submission Tracking

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National Institutes of Health
Office of Extramural Research

Why a New System?



The structure of NIH's multi-project applications cannot be accommodated by Grants.gov's downloadable forms.



We partnered with the Grants.gov team so NIH could develop **ASSIST**, a web-based submission system to accept NIH's multi-project applications that **works *in conjunction* with Grants.gov.**



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Essentially, **ASSIST works as an alternate web front end to Grants.gov's "Apply"** for NIH's multi-project applications, much like a system-to-system service provider might.

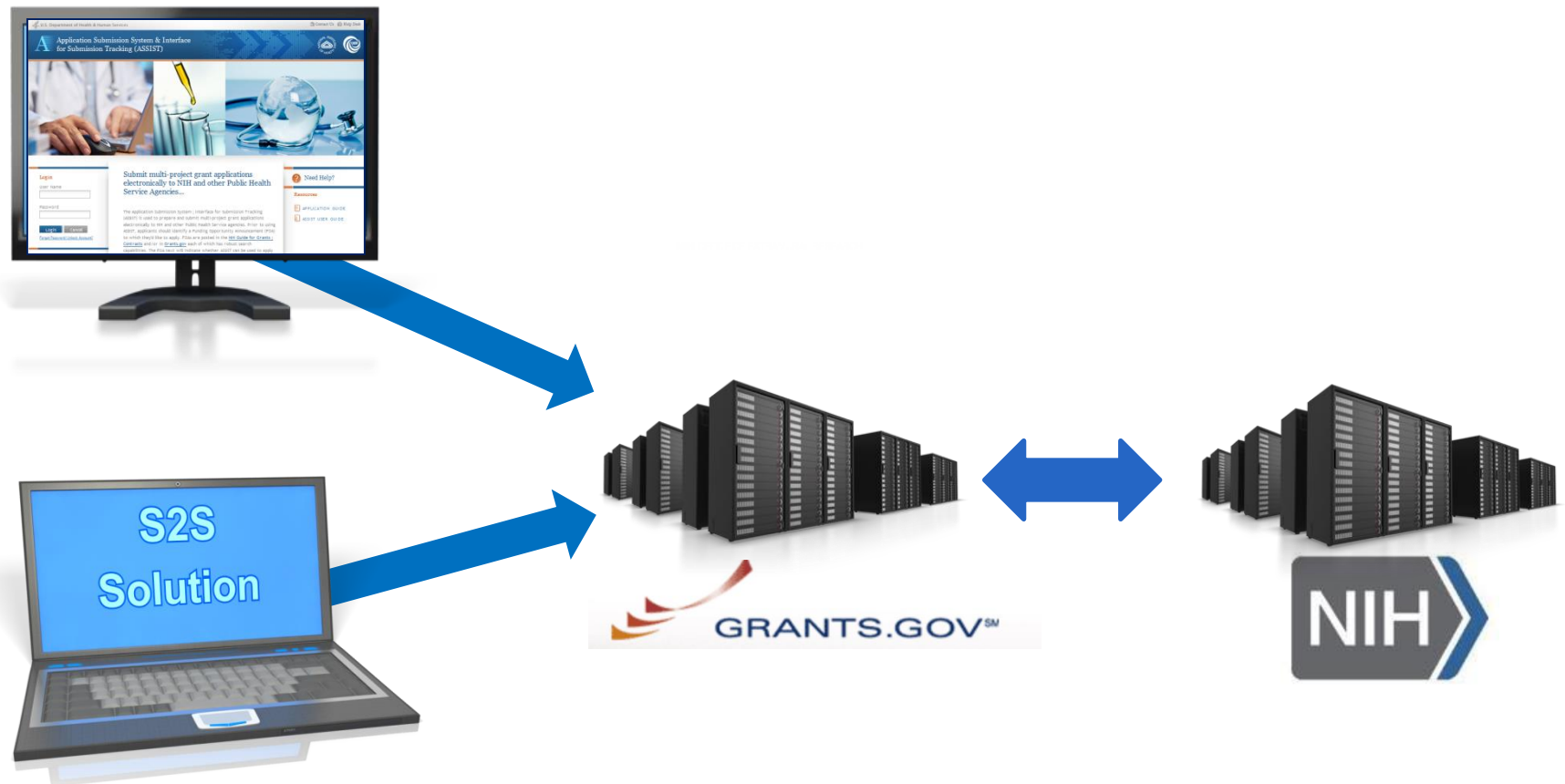
This approach allows system-to-system submitters to continue to send their submission through Grants.gov without using ASSIST.



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Behind the scenes...



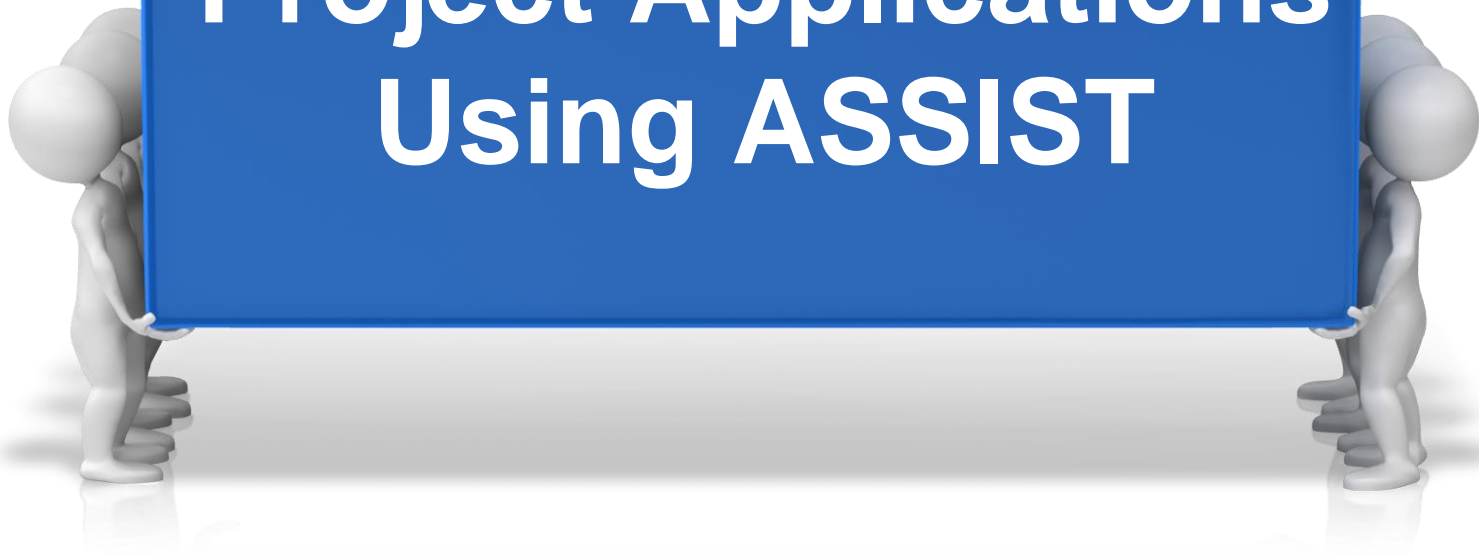
Electronic Submission Required!

ASSIST has allowed NIH to reach its goal of accepting all competing grant applications electronically!



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Electronic Submission of Multi- Project Applications Using ASSIST



All ASSIST users must have eRA Commons credentials

- Accounts with the following eRA Commons roles are currently recognized by ASSIST:
 - Signing Official (SO)
 - Administrative Official (AO)
 - Principal Investigator (PI)
 - Assistant (ASST)
 - Account Administrator (AA)



- As of July 18, 2014, ASSIST will recognize accounts with **any** role

To **submit** your application using ASSIST you will need:

- an eRA Commons account with the Signing Official (SO) role

AND

- an active Grants.gov Authorized Organization Representative (AOR) account

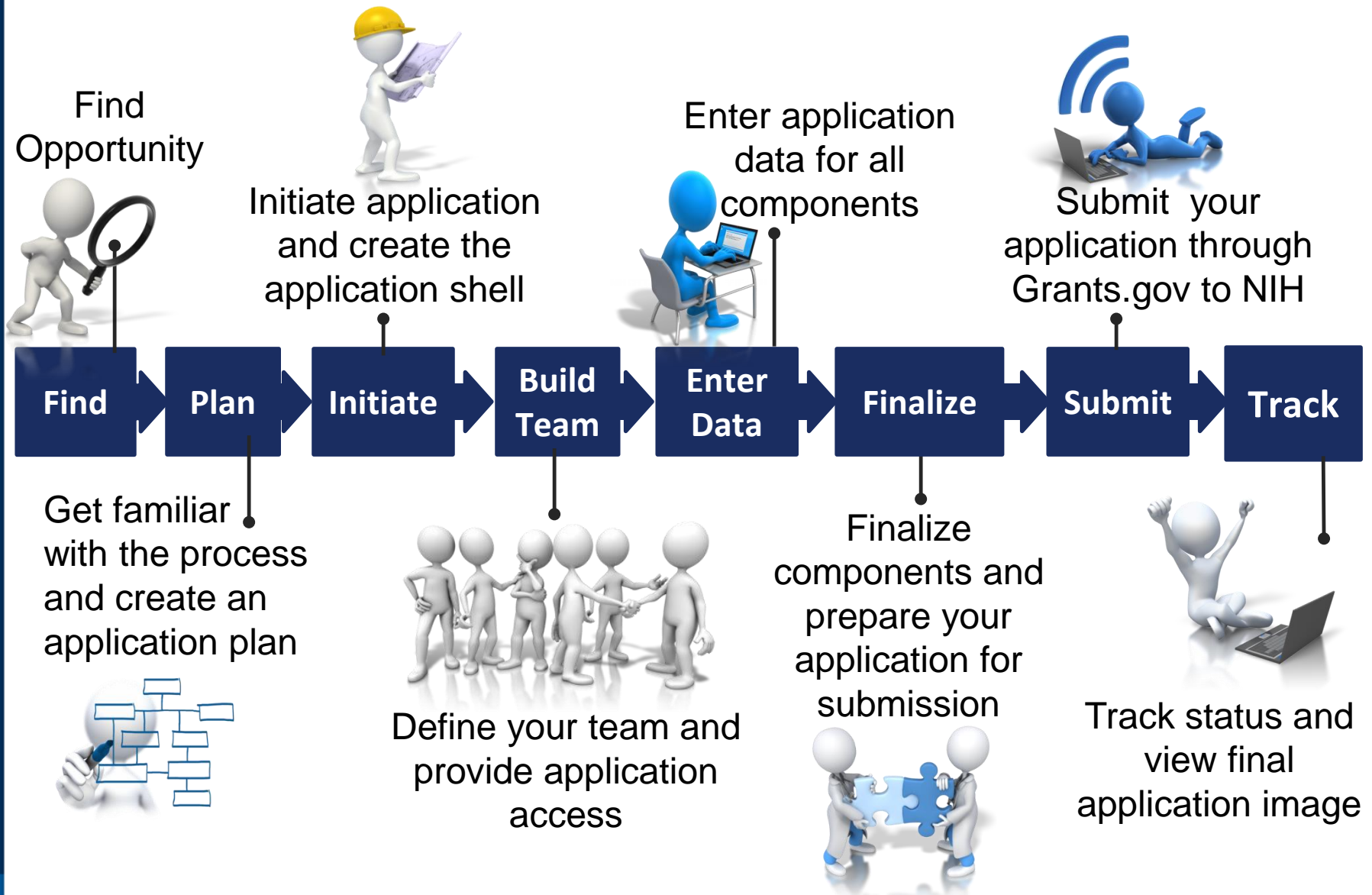


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- Work within eRA Commons and Grants.gov to establish your accounts and be sure you can log in to those systems before using your accounts with ASSIST
- If you run into password or other account issues, return to eRA Commons or Grants.gov to work through those issues



Overview of Process



Find Opportunity



Find

Plan

Initiate

Build
Team

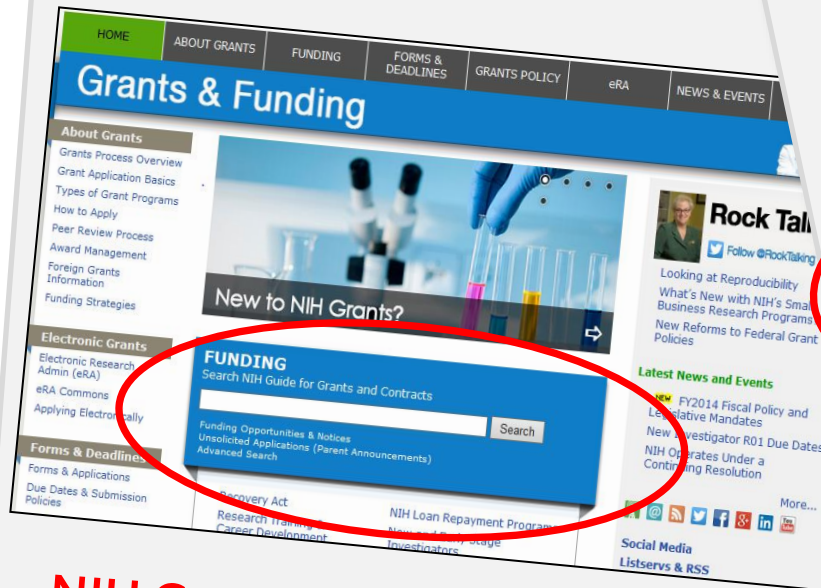
Enter
Data

Finalize

Submit

Track

Find Multi-project FOAs in...



NIH Guide for Grants & Contracts



Grants.gov Search Grants



NIH National Institutes of Health
Office of Extramural Research

NIH Guide for Grants & Contracts

****ASSIST – electronic application submission required****


This FOA uses NIH's new Application Submission System & Interface for Submission Tracking (ASSIST) for the electronic preparation and submission of multi-project applications through Grants.gov to NIH. Applications to this FOA must be submitted electronically; paper applications will not be accepted. ASSIST replaces the Grants.gov downloadable forms currently used with most NIH opportunities and provides many features to enable electronic multi-project application submission and improve data quality, including: pre-population of organization and PD/PI data, pre-submission validation of many agency business rules and the generation of data summaries in the application image used for review.

Required Application Instructions

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed to do otherwise (in this FOA or in a Notice from the [NIH Guide for Grants and Contracts](#)) and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well 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

Grants.gov 'Apply'

 GRANTS.GOVSMContact 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:

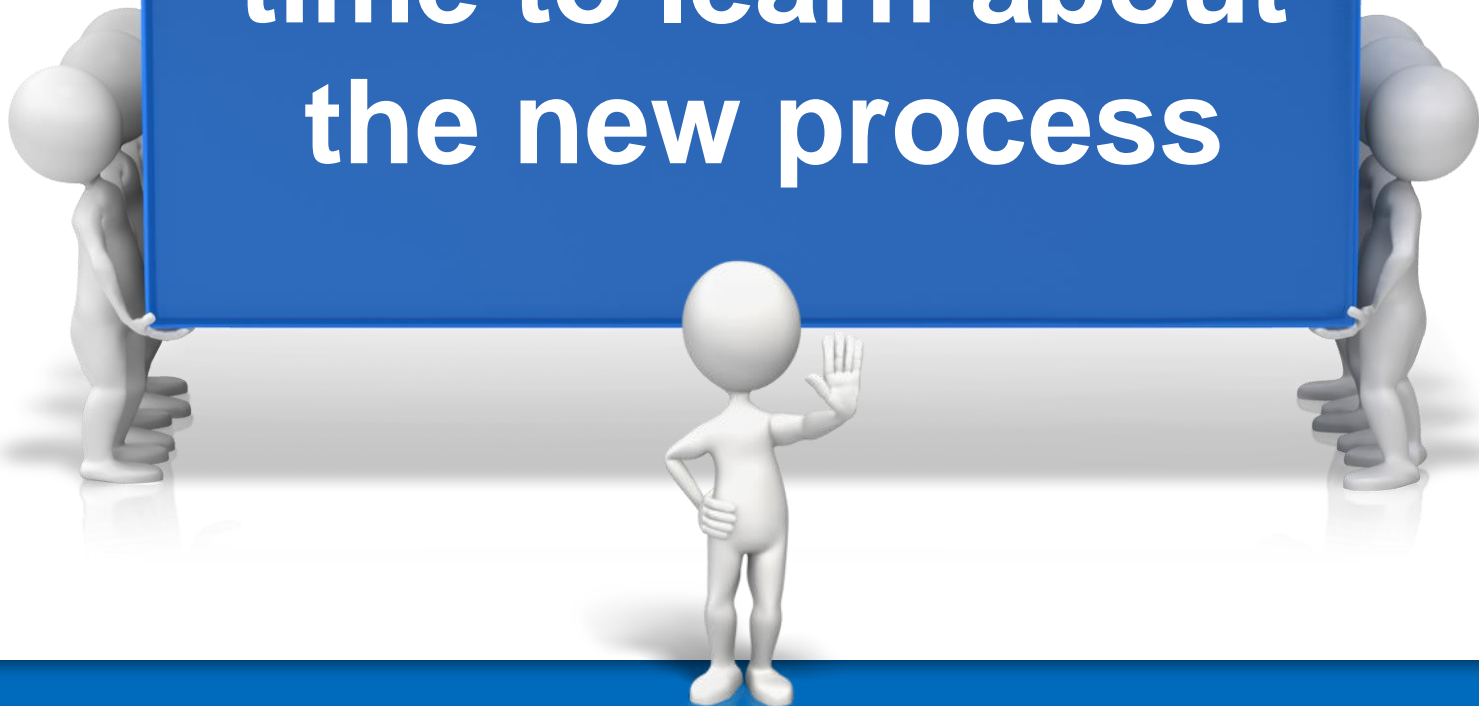
CFDA Number: 93.143: NIEHS Superfund Hazardous Substances_Basic Research and Education
Opportunity Number: RFA-ES-13-001: Superfund Hazardous Substance Research and Training Program (P42)
Competition ID: MULTI-PROJECT-PILOT
Competition Title: Multi-project Pilot - Use ASSIST to prepare and submit applications
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](#)

**Before jumping into
ASSIST, take some
time to learn about
the new process**



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.



U.S. Department of Health and Human Services
Public Health Service

SF424 (R&R) Application Guide for NIH and Other PHS Agencies

A guide developed and maintained by NIH for preparing
and submitting applications via Grants.gov to NIH and
other PHS agencies using the SF424 (R&R)

Forms Version C application packages

Updated July 25, 2013



Agency-specific instructions are marked with the HHS logo.

Pay special attention to Section 9 - Instructions for Preparing a Multi-Project Application.

Refer to Supplemental Grant Instructions as needed (human subjects, policies, assurances, definitions and more).

All electronic multi-project applications will include:

- A single Overall component
 - Provides overview of entire application
- Some number of additional components
 - Component types allowed will vary by opportunity
 - Announcements will clearly indicate the types of components expected in a responsive application
- Automatically prepared data summaries
 - Compiled from information included in components
 - Helps reviewers and staff work with the applications



National Institutes of Health
Office of Extramural Research

Understand how your application image will be assembled by NIH

- 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

Create an Application Plan



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

Create an Application Plan

- Carefully read the FOA and note the allowable types of required/optional components and any special instructions
- Decide how to distribute the work
- Ensure all eRA Commons and Grants.gov registrations are in place
 - Gather the Commons IDs for everyone who will be working on your application in ASSIST



Sample excerpt from FOA (section IV)

Page Limitations

Component Types Available in ASSIST	Research Strategy/Program Plan Page Limits
Overall	6
Admin Core	6
Core	6
Project	12

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 SF 424 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
- Core: one or more optional
- Projects: minimum of 3 required



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

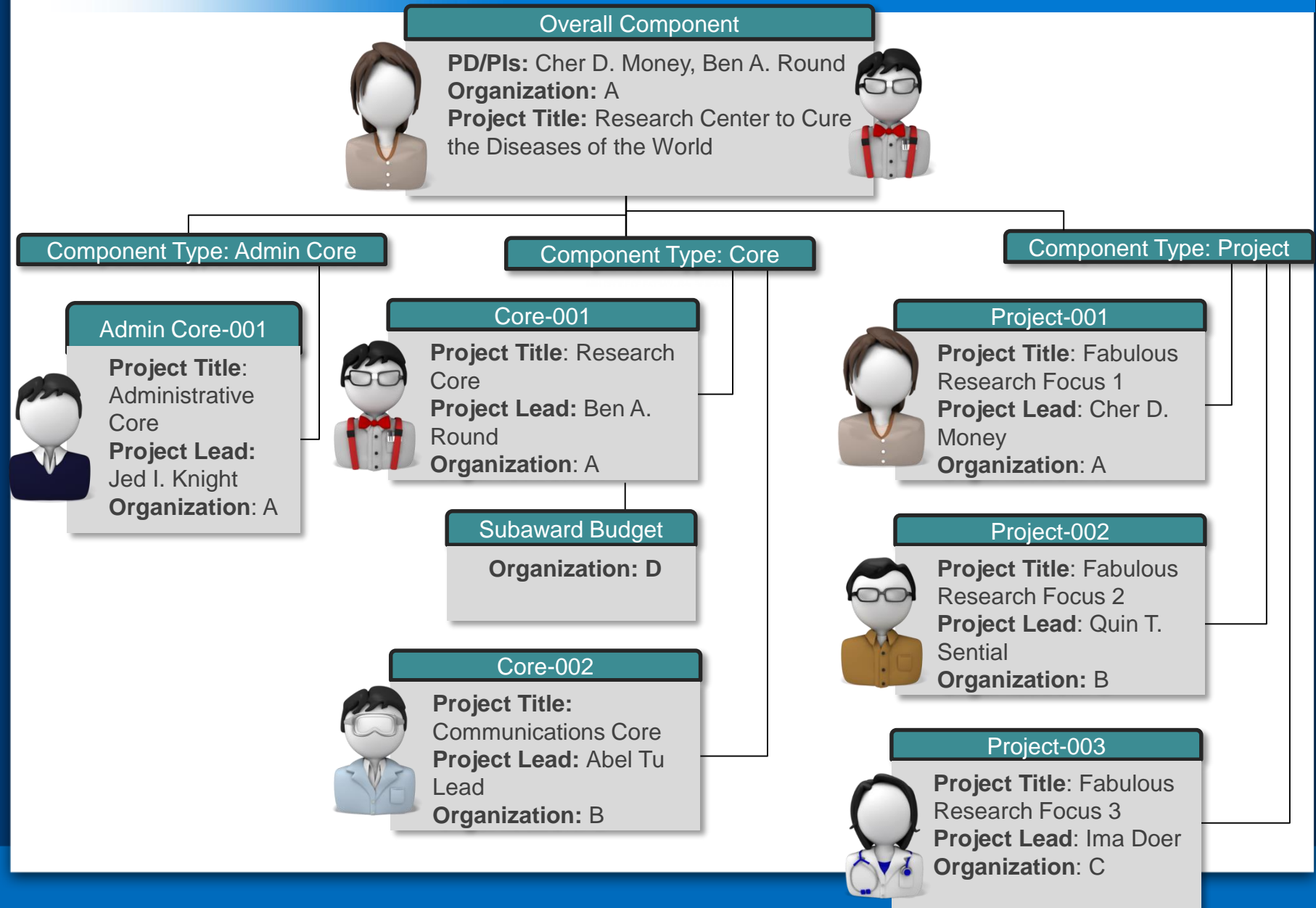


Create an application shell by initiating the application and adding the components in the order you would like them to appear

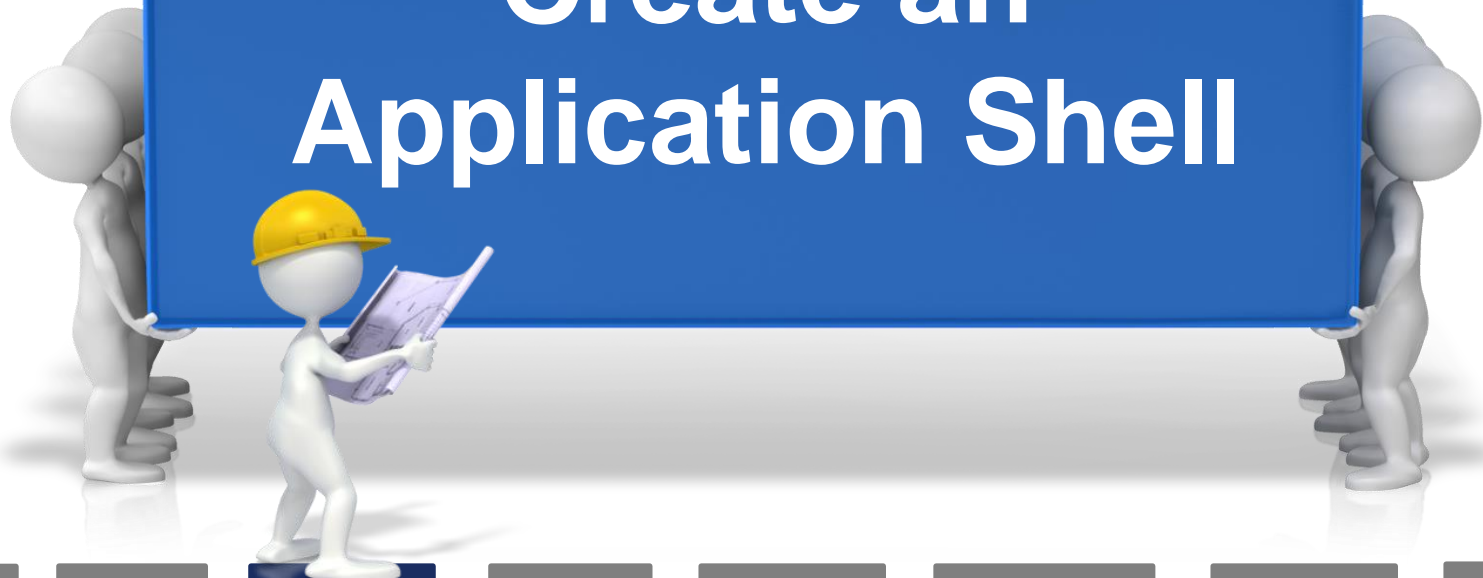


- As of April 25, 2014, applicants can rearrange components of the same type (e.g., have the third project entered in ASSIST appear first in the assembled application image)
- Components can be added or abandoned at any time

Sample Application Layout



Initiate Your Application and Create an Application Shell



Find

Plan

Initiate

Build
Team

Enter
Data

Finalize

Submit

Track

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

U.S. Department of Health & Human Services

Contact Us Help Desk

Application Submission System & Interface for Submission Tracking (ASSIST)

NATIONAL INSTITUTE OF HEALTH
OER

Use your eRA
Commons
credentials to
access ASSIST.

Login

User Name

Password

Login **Cancel**

[Forgot Password/Unlock Account?](#)

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


The Application Submission System ; Interface for Submission Tracking (ASSIST) is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the [NH Guide for Grants ; Contracts](#) and/or in [Grants.gov](#) each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply

? Need Help?


Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE



Initiate Application


 U.S. Department of Health & Human Services

HomeLogoutHelp DeskContact Us

 Application Submission System & Interface
for Submission Tracking (ASSIST)


Username: CHERDMONEY
from: Whatsamatta U





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 & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#). Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

 **SEARCH FOR APPLICATION**

 **Need Help?**

Resources

 [APPLICATION GUIDE](#)

 [ASSIST USER GUIDE](#)

Using ASSIST

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

Home > Application Information

Application Information

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

Application saved

Application Information

Application Identifier: 2142

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

Organization: Whatsamatta U

Status: Work in Progress

2014-04-10 04:18:11.000 PM EDT

Actions

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD OVERALL COMPONENT

UPDATE SUBMISSION STATUS

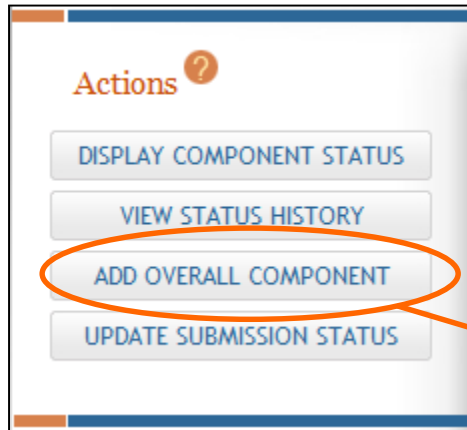
Component

Click on question mark icon to access ASSIST help.

ASSIST messages appear at top of screen.

Available actions vary based on application context and access.

Add Overall Component



Actions ?

DISPLAY COMPONENT STATUS

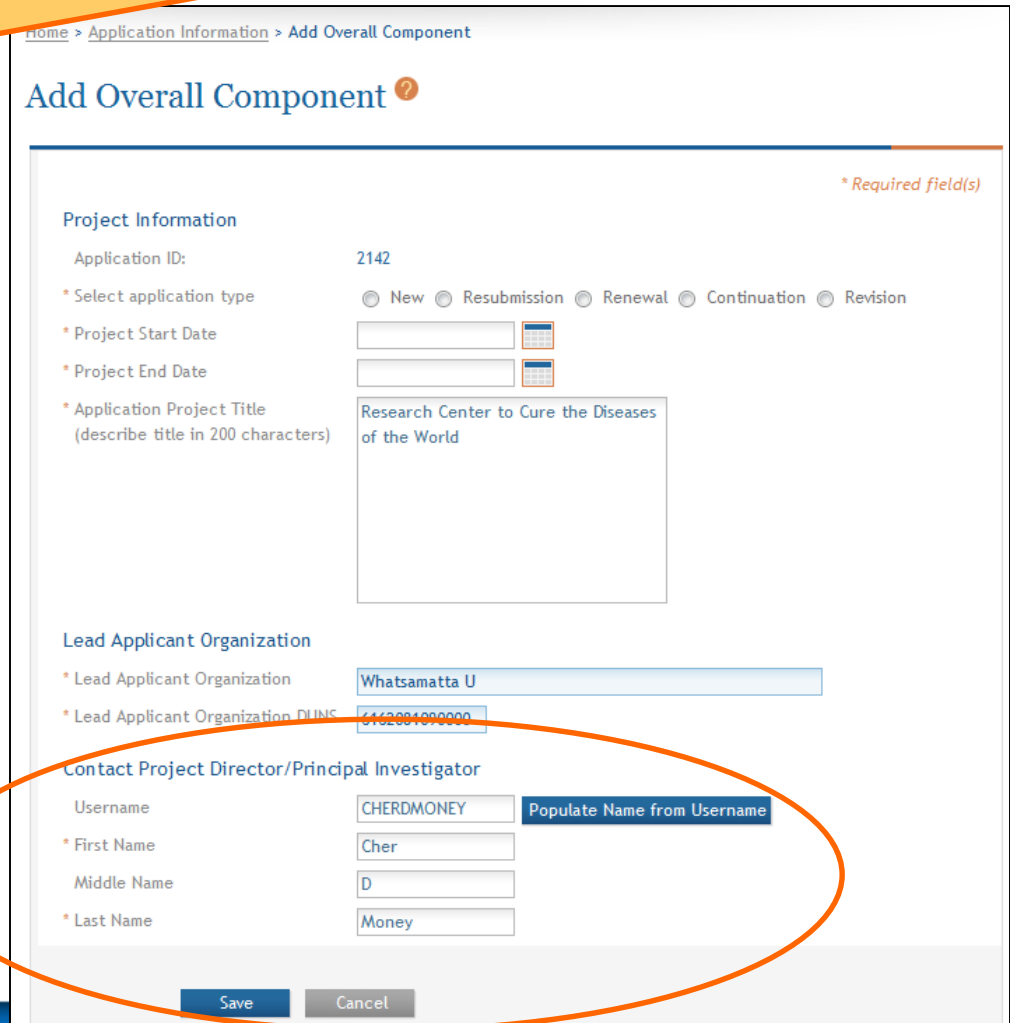
VIEW STATUS HISTORY

ADD OVERALL COMPONENT

UPDATE SUBMISSION STATUS

Click **Add Overall Component** to start building your application.

Enter the Commons Username for the contact PD/PI and use the **Populate Name from Username** button or type PD/PI name.



Home > Application Information > Add Overall Component

Add Overall Component ?

* Required field(s)

Project Information

Application ID: 2142

* Select application type ☐ New ☐ Resubmission ☐ Renewal ☐ Continuation ☐ Revision

* Project Start Date

* Project End Date

* Application Project Title (describe title in 200 characters)

Lead Applicant Organization

* Lead Applicant Organization

* Lead Applicant Organization DUNS

Contact Project Director/Principal Investigator

Username **Populate Name from Username**

* First Name

Middle Name

* Last Name

Overall Component

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

Home > Search for Applications > Application

Overall Component

Actions ?

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Component Type

- Overall
- Overall

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

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	MONEY, CHER D
Organization:	Whatsamatta U
Status:	Work in Progress
Status Date:	2014-04-10 05:05:15.000 PM EDT

Application Information

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

Adding Additional Components

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES
OF HEALTH

OER

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

Add Component

Actions

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

Project Information

* Component Type

* Component Start Date

* Component End Date

* Component Project Title

---- Choose Component ----

---- Choose Component ----

Admin-Core

Core

Project

* Required field(s)

Add
additional
components.

Applicants are presented with
allowable component types as
defined in the FOA.

Adding Components

Actions ?

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

UPDATE SUBMISSION STATUS

Component Type

— Overall

Overall

— Admin-Core

031-Admin-Core
(Admin Core)

— Core

485-Core
(Res Core - Around)

828-Core
(Comm Core - Lead)

— Project

847-Project
(Focus 1 - Money)

687-Project
(Focus 2 - Sential)

027-Project
(Focus 3 - Doer)

Application Information ?

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

Application Information

Application Identifier:

2142

Application Project Title:

Research Center to Cure the Diseases of th

PD/PI Name:

MONEY, CHER D
ROUND, BEN A

Organization:

Whatsamatta U

Project Period:

01/01/2015 - 12/31/2019

Status:

Work in Progress

Status Date:

2014-04-10 04:18:11.000 PM EDT

FOA Information

FOA Number:

PA-40-201

Opportunity Title:

NIH Multi-project Test FOA with optional Ad

Agency:

National Institutes of Health

CFDA Number:

93.396

Competition ID:

FORMS-C

Opportunity Open Date:

08/09/2013

Opportunity Close Date:

08/09/2016

Agency Contact:

S2S Support
E-mail: S2SSupport@OD.NIH.GOV

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

ASSIST automatically provides application access to some individuals based on their Commons roles or role on the application

- The person that initiates the application has edit access for the entire application
- All SOs and AOs at the applicant institution have irrevocable edit access for the entire application
- All PD/PIs listed on the Overall application have edit access for the entire application
- All SOs and AOs at an organization leading a component have irrevocable edit access for their component
- 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
 - Read 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



Managing Access

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

Actions ?

RETURN TO APPLICATION INFO

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

Component Type

+ Overall

+ Admin-Core

+ Core

+ Project

User Access Summary ?

View Access History

Click on the User name to add access to other components for the user. 1 - 8 of 8 records, Page 1 of 1

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	None	N	N
BENAROUND	Whatsamatta U	Project Lead	485-Core: Research Core	None	None	Edit	N	N
CHERDMONEY	Whatsamatta U	PD/PI	Entire Application	None	None	Edit	N	Y
CHERDMONEY	Whatsamatta U	Project Lead	847-Project: Fabulous Research Project Focus 1	None	None	Edit	N	N
IMADOER	Whatsamatta U	Project Lead	027-Project: Fabulous Research Project Focus 3	None	None	Edit	N	N
JEDIKNIGHT	Whatsamatta U	Project Lead	031-Admin-Core: Administrative Core	None	None	Edit	N	N
QUINTSENTIAL	Whatsamatta U	Project Lead	687-Project: Fabulous Research Project Focus 2	None	None	Edit	N	N

Add User

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

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


Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES
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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 and Notices](#). Each resource provides functionality to identify opportunities of interest and used to prepare and submit applications when eligible for FOA.

 **SEARCH FOR APPLICATION**

Search Applications

 **Need Help?**

Resources

 **APPLICATION GUIDE**

Use Search Applications to access your in progress application.

Navigating to a Specific Component

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: CHERDMONEY
from: Whatsamatta U

NATIONAL INSTITUTES
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OER

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

Application Information

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

Application Information

Application Identifier: 2142

Application Project Title: Research Center to Cure the Diseases of the World

CHERDMONEY, CHER D

AND, BEN A

Whatsamatta U

2015 - 12/31/2019

In Progress

04-10 04:18:11.000 PM EDT

201

Multi-project Test FOA with optional Admin

, Core and Project Components

National Institutes of Health

Actions

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

UPDATE SUBMISSION STATUS

Component Type

Overall

Overall

+ Admin-Core

+ Core

+ Project

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

Summary Page

The screenshot displays the 'Overall Component' summary page. On the left, the 'Actions' menu includes options like 'RETURN TO APPLICATION INFO', 'DISPLAY COMPONENT STATUS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'CHANGE COMPONENT ORDER', 'PREVIEW CURRENT COMPONENT', 'VALIDATE COMPONENT', and 'UPDATE COMPONENT STATUS'. The 'Component Type' section shows 'Overall' as the selected type. The main content area features a tabbed interface with 'Summary' as the active tab. Below the tabs, the 'Component Information' section lists details such as 'Component Identifier: Overall', 'Component Type: Overall Component', 'Component Title: Research Center to Cure the Diseases of the World', and 'Component Project Lead(s): MONEY, CHER D'. The 'Application Information' section at the bottom shows 'Application ID: 2142', 'FOA Number: PA-40-201', and 'Project Title: Research Center to Cure the Diseases of the World'. Two callouts provide additional context: one points to the 'Summary' tab stating 'Every component has a Summary page.', and another points to the 'UPDATE COMPONENT STATUS' action stating 'Some actions are only available from the Summary page.'

Actions ?

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

Component Type

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

Overall Component

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

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	MONEY, CHER D

0 PM EDT

Application Information

Application ID:	2142
FOA Number:	PA-40-201
Project Title:	Research Center to Cure the Diseases of the World

Every component has a **Summary** page.

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

Entering Application Data

Actions ?

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

Component Type

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

Overall Component

Tips:
? For the Overall component, click the R&R Cover tab to Save the form. Gather all information for the Overall component before clicking the Save button.
? For other components, click the appropriate tab to enter data. Applicant ? options are available for the Overall component.

Click each tab to access form data entry screens.

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

Application for Federal Assistance OMB Number: 4040-0001
SF 424 (R&R) v2.0 ? Expiration Date: 06/30/2016

Edit

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

Expand All * Required field(s)

1. *
* Ty
ected Application

2. DATE SUBMITTED

Date Submitted

Data Entry Validation

Actions ?

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Component Type

Overall

Overall

+ Admin-Core

+ Core

+ Project

Overall Component

Tips:

- ? For the Overall component, complete to Save the form. Gather this data before Save.
- ? For other components, you will only be able to save the component if the Overall component is saved. Applicant ? optional, Descriptive Title of component is required. Only the fields available for data entry.

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

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

ASSIST will validate entered data and provide errors at the top of the screen when you Save.

Adding Optional Forms

The screenshot shows the 'Core' application interface. On the left, the 'Actions' sidebar contains several buttons: 'RETURN TO APPLICATION INFO', 'DISPLAY COMPONENT STATUS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'ADD OPTIONAL FORM' (highlighted with an orange circle), 'CHANGE COMPONENT ORDER', 'PREVIEW CURRENT COMPONENT', 'VALIDATE COMPONENT', and 'UPDATE COMPONENT STATUS'. Below this is the 'Component Type' section with a tree view showing 'Overall', 'Admin-Core', and 'Core' (expanded to show '485-Core (Res Core - Around)'). The main content area is titled 'Core' and shows a 'Component Information' section with a 'Component Identifier' of '485-Core'. A modal dialog titled 'Add Optional Form' is open, prompting the user to 'Select the form you wish to add'. The dialog has a dropdown menu with options: '--- Select Form ---', '--- Select Form ---', 'R&R Subaward Budget' (highlighted with an orange circle), 'Cumulative Inclusion Report', and 'Planned Enrollment Report'. A 'Submit' button is also visible in the dialog.

Select form and
click **Submit**.

The screenshot shows the 'Core' application interface with the 'R&R Subaward Budget' form open. The form is titled 'Research and Related Subaward Budget' and 'R&R MP Subaward Budget'. It includes instructions: 'Complete the subawardee budget(s) in accordance with the R&R Budget instructions.' Below the instructions are two buttons: 'Add New Subaward' and 'Remove All Subawards'. At the bottom, there is a table with columns: 'Subaward', 'Organization', and 'Action'. The table is currently empty, with the text 'Nothing found to display.' below it. The 'R&R Subaward Budget' tab is highlighted in the navigation bar at the top of the form.

The form tab
is added to
navigation.

Overall	All other components
All form fields used	<p>Subset of fields used:</p> <ul style="list-style-type: none">• Field 5: Organization Information• Field 7 (Optional): Type of Applicant• Field 11: Descriptive Title of Applicant's Project• Field 12: Proposed Project Start/End Dates



National Institutes of Health
Office of Extramural Research

Data Entry: Other Project Information

Overall Component	All other components
Human Subjects: Standard Application Guide instructions apply	Human Subjects: Answer only the 'Are Human Subjects Involved?' and Is the Project Exempt from Federal regulations?' questions.
Vertebrate Animals: Standard Application Guide instructions apply	Vertebrate Animals: Answer only the 'Are Vertebrate Animals Used?' question.
Project Narrative: Used by NIH for statement of public health relevance; required	Project Narrative: FOA may specify attachment is optional.



National Institutes of Health
Office of Extramural Research

Data Entry: Other Project Information

The screenshot shows the ASSIST data entry interface. At the top, a navigation bar contains tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information (highlighted with an orange circle), Sites, Sr/Key Person Profile, R&R Budget, R&R Subaward Budget, and Research Plan. Below the navigation bar, the main heading is 'Research & Related Other Project Information' with a sub-heading 'R&R OtherProjectInfo v1.3' and a help icon. To the right, it displays 'OMB Number: 4040-0001' and 'Expiration Date: 06/30/2016'. An 'Edit' button is on the left, and a note '* Required field(s)' is on the right. The form contains two main sections: 1. 'Are Human Subjects Involved?' with radio buttons for Yes and No (No is selected). Sub-section 1.a 'If YES to Human Subjects' includes a question 'Is the project exempt from Federal regulations?' with Yes/No radio buttons, a question 'If yes, check the appropriate exemption number.' with checkboxes 1 through 6, and a question 'If no, is the IRB review Pending?' with Yes/No radio buttons. Below these are text input fields for 'IRB Approval Date' and 'Human Subjects Assurance Number'. Sub-section 2. 'Are Vertebrate Animals Used?' with radio buttons for Yes and No (No is selected). Sub-section 2.a 'If YES to Vertebrate Animals' includes a question 'Is the IACUC review Pending?' with Yes/No radio buttons, and text input fields for 'IACUC Approval Date' and 'Animal Welfare Assurance Number'. Two orange boxes with large 'X' marks are placed over the 'IRB Approval Date' and 'IACUC Approval Date' fields, indicating that data entry for these fields is prevented in this component.

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 & Related Other Project Information OMB Number: 4040-0001
R&R OtherProjectInfo v1.3 ? Expiration Date: 06/30/2016

Edit * Required field(s)

1. * Are Human Subjects Involved ☐ Yes ☒ No

1.a If YES to Human Subjects

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

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

If no, is the IRB review Pending? ☐ Yes ☐ No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? ☐ Yes ☒ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending? ☐ Yes ☐ No

IACUC Approval Date

Animal Welfare Assurance Number

ASSIST prevents data entry of additional Human Subject and Vertebrate Animal info on components other than Overall.

Data Entry: Research Plan

Overall Component	All other components
Attachments: Describe the entire application.	Attachments: Reflect the activity in the specific component.
Introduction: Required for Resubmission/ Revision applications	Introduction: See FOA instructions.
Specific Aims: Required	Specific Aims: Required
Research Strategy: See FOA instructions for page limit.	Research Strategy: See FOA instructions for page limit.



National Institutes of Health
Office of Extramural Research

Data Entry: Sr/Key Person Profile

Overall Component	All other components
<ul style="list-style-type: none">• Use the Project Director/Principal Investigator section to designate the Contact PD/PI• Include any Multi-PD/PIs<ul style="list-style-type: none">• Project Role of PD/PI	<ul style="list-style-type: none">• Use the Project Director/Principal Investigator section to designate the Project Lead• Must not use PD/PI role<ul style="list-style-type: none">• ASSIST defaults role to Other, Project Lead• Follow FOA instructions

Applications must include a single biosketch for each Sr/Key person regardless of the number of components they are listed on. Biosketch can be included with any entry – just pick one.

- ASSIST screen tips
 - Found at the top of many data entry screens
- Application Guide
- Annotated form sets
 - <http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>
- Ten Checks to Help Avoid Common Errors
 - http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks



National Institutes of Health
Office of Extramural Research

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 INFO

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

Change Component Order ?

Select Component Type

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

Select

Select Component Type to reorder.

Change Component Order ?

Select Component Type

Project

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 INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Component Type

Overall

Overall

Overall Component

Summary

R&R Co

Component Information

Component Identifier: Overall

Component Type: Overall Component

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

Component Project Lead(s): MONEY, CHER D
ROUND, BEN A

Organization: Whatsamatta U

Errors

Component ID & Title	Form Name	Error Message
Overall	Other Project Information	When Vertebrate Animals is "Yes", you must provide one of the following: (1) animal welfare assurance number + IACUC approval date, (2) animal welfare assurance number + an indication that IACUC approval is pending OR (3) the word 'None' on the Other Project Information component. (004.7.1)
Overall	Sr/Key Person Profile	The organization name for Key Person Ben Round must be provided on the Senior/Key Person page. (005.35.1)
Overall	Sr/Key Person Profile	The organization name for Key Person Cher, Money must be provided on the Senior/Key Person page. (005.8.1)
Overall	Research Plan	A Vertebrate Animals attachment must be included on the PHS 398 Research Plan page if the response to the Vertebrate/Animals Subject Used Question on the Other Project Information page is "Yes" (010.10.1)
Overall	Research Plan	A Protection of Human Subjects attachment must be included on the PHS 398 Research Plan page if the response to the Human Subjects question on the Other Project Information page is 'Yes'. (010.6.1)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	R&R Cover	The Employer Identification Number on the SF 424 RR Cover page should be a length of 9 characters or 12 characters. The application will be accepted by the agency. (001.28.1)

Errors and Warnings are displayed.



Errors stop application submission and processing and must be corrected before the deadline



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

Previewing a Component

Actions ²

RETURN TO APPLICATION INFO

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Overall Component

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

Co

Co

Co

Co

Co

Or

Sta

ta

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*

☐ Pre-application

☒ Application

☐ Changed/Corrected Application

4.a. Federal Identifier

b. Agency Routing Number

2. DATE SUBMITTED

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

☐ Women Owned

☐ 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 screenshot shows the 'Update Component Status' form in the Admin-Core application. On the left, a sidebar titled 'Actions' contains several buttons, with 'UPDATE COMPONENT STATUS' circled in orange. An orange arrow points from this button to the 'Update Component Status' form. The form has a tabbed interface with 'Summary' selected. It includes a dropdown menu for 'Select the new status' with options: '-- Select Status --', '-- Select Status --', Final, Complete, and Abandoned. The 'Complete' option is highlighted. Below the dropdown is a text field for 'Enter a comment on the status change' with a placeholder 'without adding a comment.' and a 'without adding a comment.' link.

Select status and enter comment for Status History.

Once a component is marked 'Complete' no additional edits can be made unless someone with entire application edit authority returns the status to 'Work in Progress'.

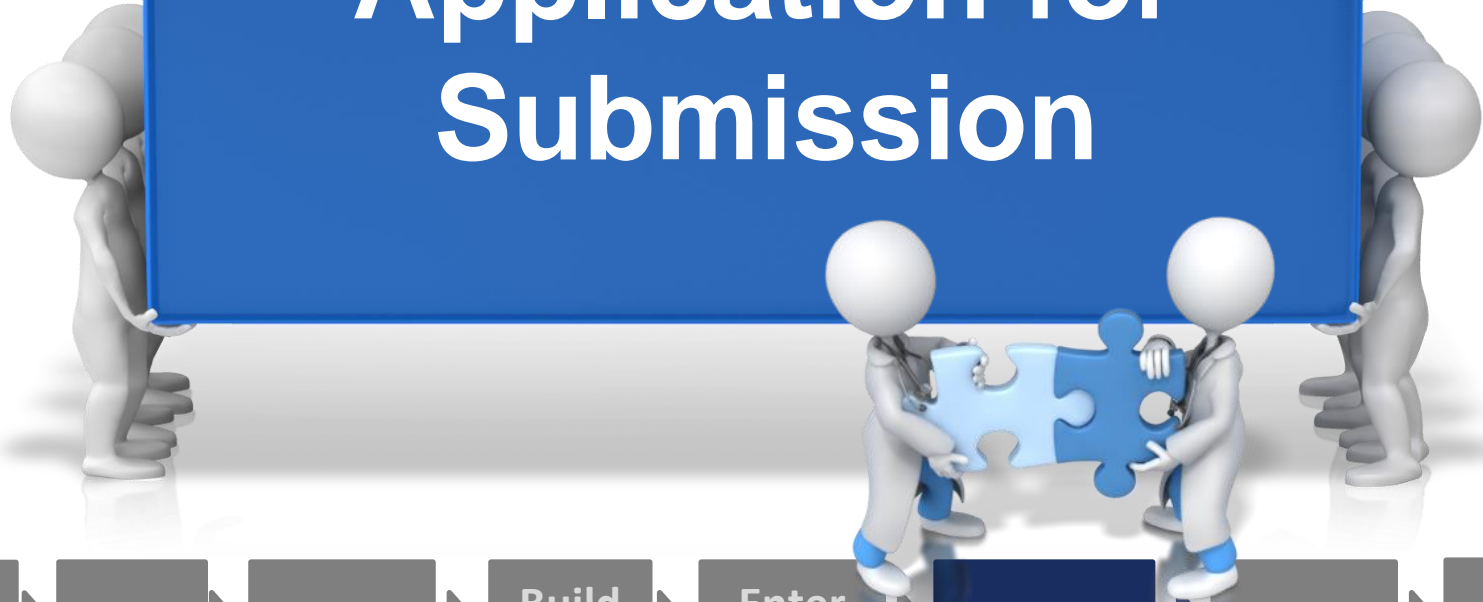
The screenshot shows the 'Component Information' page in the Admin-Core application. At the top, a message bar states 'Component status has been updated'. Below this is a tabbed interface with 'Summary' selected. The 'Component Information' section displays the following details:

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:	Whitman U
Status:	Complete
Status Date:	2014-04-18 04:26:36.000 PM EDT

The 'Complete' status is circled in orange. An orange arrow points from this status to a callout box.

Status on Summary page is updated.

Finalize Content & Prepare Your Application 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'.
- All components must be marked 'Final' before an application can be prepared for submission.

Finalizing Components

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

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Research Plan

Update Component Status

Select the new status

Final

-- Select Status --

Final

Work in Progress

Abandoned

Enter a comment on the status change

without adding a comment.

Add comment

Cancel

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Screen Rendered: 04/18/2014 04:59:16 EDT | Screen Id: ASSISTO

Version: 2.07.00

PD/PI Name:

MONEY, CHER D
ROUND, BEN A

Organization:

Whatsamatta U

Update component to **Final** once you are satisfied the component is ready to be included in final application

Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.

Finalizing Components

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

The screenshot shows the 'Select Biosketch' interface. On the left is a sidebar with an 'Actions' section containing buttons: 'RETURN TO APPLICATION INFO', 'MANAGE ACCESS', 'DISPLAY COMPONENT STATUS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', and 'CHANGE COMPONENT ORDER'. Below this is a 'Component Type' section with a '+ Overall' button. The main content area is titled 'Select Biosketch' and contains instructions: '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

At the bottom of the main area are two buttons: 'Submit Biosketches' and 'Cancel Status Change'.

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

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

Actions ?

RETURN TO APPLICATION INFO

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

Component Type

+ Overall

+ Admin-Core

+ Core

Application Status ?

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	Complete	Complete status may be updated to: <ul style="list-style-type: none">FinalWork in progressAbandon
485-Core	Work in Progress	Work in progress status may be updated to: <ul style="list-style-type: none">CompleteFinalAbandon
828-Core	Final	Final status may be updated to: <ul style="list-style-type: none">Work in ProgressAbandon
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

Provides all application and component status on a single screen.

Updating Application Status

Actions ?

RETURN TO APPLICATION INFO

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

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

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**.

Application Status Flow

- **Work In Progress** – Allows editing
- **All Components Final** – Can only be updated once each component status is Final; must Validate Application to move to next status
- **All Components Validated** – Automatically set once Application Validation is error-free
- **Ready for Submission** – Should be set after all internal reviews have taken place
- **Submitted** – Automatically set after submitting to Grants.gov



All Components Final

Home > Search for Applications > Application Search Results

Application Information

Tip: Some actions (e.g., Preview Application and Validate Application) can be used to prepare an application for submission. The [Application Information](#) link in the breadcrumbs above can be used to view the application information.

Update Submission Status

Select the new status

-- Select Status --

-- Select Status --

All Components Final

Abandoned

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

Actions

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

SUBMIT APPLICATION

UPDATE SUBMISSION STATUS

Component Type

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

Add comment **Cancel**

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Screen Rendered: 04/18/2014 05:18:24 EDT | Screen Id: ASSIST0034@2096
Version: 2.07.00

CFDA Number: 93.396

Competition ID: FORMS-C

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

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

Final Validation Check

Actions ?

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

SUBMIT APPLICATION

UPDATE SUBMISSION STATUS

Application Information ?

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

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:01/01/2015 - 12/31/2019

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

Before an application can be submitted, it must pass validations (Warnings are OK).

68

All Components Validated

Actions ?

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

SUBMIT APPLICATION

UPDATE SUBMISSION STATUS

Component Type

+ Overall

+ Admin-Core

+ Core

+ Project

Application Information ?

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

Application Information

Application Identifier:2142

Application Project Title:Research Center to Cure the Dis

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

Organization:Whatsamatta U

Project Period:01/01/2015 - 12/31/2019

Status:All Components Validated

Status Date:2014-04-16 09:23:40.000 PM EDT

FOA Information

FOA Number:PA-40-201

Opportunity Title:NIH Multi-project Test FOA with c
Core, Core and Project Componen

Agency:National Institutes of Health

CFDA Number:93.396

Competition ID:FORMS-C

Opportunity Open Date:08/09/2013

Opportunity Close Date:08/09/2016

Agency Contact:S2S Support
E-mail: S2SSupport@OD.NIH.GOV

When the application passes validations, the application status is automatically updated to **All Components Validated**.

Preview Application

Before you submit you can **Preview the Application** and verify that everything is just the way you want it to go to review.

The screenshot shows the 'Preview Application' page. On the left is an 'Actions' sidebar with buttons: RETURN TO APPLICATION INFO, MANAGE ACCESS, DISPLAY COMPONENT STATUS, VIEW STATUS HISTORY, ADD NEW COMPONENT, CHANGE COMPONENT ORDER, **PREVIEW APPLICATION** (circled in orange), VALIDATE APPLICATION, SUBMIT APPLICATION, and UPDATE SUBMISSION STATUS. The main area is titled 'Preview Application' and contains a table with columns: User, Status Date, Status, and Action. The table has one row: Money, Cher D | Fri Apr 18 08:52:00 EDT 2014 | Preview Available | **View** (circled in orange). Below the table is a 'Generate Preview' button (circled in orange). An orange arrow points from the 'View' button to the application preview form below. The form includes a 'Bookmarks' sidebar with links like SF424 (R&R) Cover Page, Table of Contents, Summaries, Biosketches, Overall, Admin-Core, Core, and Project. The main form area is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)' and contains fields for submission type, date, applicant information, and agency details. At the top right of the form, it says 'OMB Number: 4040-0001' and 'Expiration Date: 06/30/2016'.

Actions ?

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

Preview Application ?

User	Status Date	Status	Action
Money, Cher D	Fri Apr 18 08:52:00 EDT 2014	Preview Available	View

Generate Preview

Bookmarks

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

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

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

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				
Legal Name*: Whatsamatta U				
Department:				
Division:				
Street1*: 6705 Rockledge Drive				
Street2:				
City*: Bethesda				
County:				
State*: MD: Maryland				
Organizational DUNS*: 6162081090000				

Ready for Submission

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

The screenshot displays the 'Application Information' screen. On the left, under the 'Actions' section, the 'UPDATE SUBMISSION STATUS' button is circled in orange, with an arrow pointing to the 'Update Submission Status' dialog box. The dialog box has a title bar with a close button (X). Inside, the title is 'Update Submission Status'. Below the title, there is a label 'Select the new status' followed by a dropdown menu. The dropdown menu is open, showing options: 'Ready for Submission' (selected and circled in orange), '-- Select Status --', 'Ready for Submission', 'Work in Progress', and 'Abandoned'. Below the dropdown, there is a text input field with the placeholder text 'Enter a comment on the status change' and a link 'or continue without adding a comment.' Below the input field are two buttons: 'Add comment' and 'Cancel'. At the bottom of the dialog box, there is a footer with the text: '© 2014 NIH. All Rights Reserved. Screen Rendered: 04/18/2014 05:36:13 EDT | Screen Id: ASSIST0034@2096 Version: 2.07.00'.

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

Must be a Signing Official (SO) for the Lead Organization who is an Authorized Organizational Representative (AOR) to submit.

Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: PENNYWISE
from: Whatsamatta U

NATIONAL INSTITUTES
OF HEALTH

OER

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

Application Information

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

Application Identifier:	2142
Application Project Title:	Research Center to Cure
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	Whatsamatta U
Project Period:	01/01/2015 - 12/31/2019
Status:	Ready for Submission
Status Date:	2014-04-18 05:38:07.000 PM EDT

Actions

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

Component Type

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


Submit Your Application

Applications are submitted from ASSIST to Grants.gov.

The screenshot shows the ASSIST application submission interface. A 'Notice' box at the top left contains the following text:

Notice:

AOR credentials:

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

* Username:

* Password:

Enter **Cancel**

© 2014 NIH. All Rights Reserved
Screen Rendered: 04/18/2014 05:42:48 EDT
Version: 2.07

Application Information

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

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 Info

Component Type

- Overall
- Admin-Core

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
- Notifications being reviewed to determine if they should be kept, consolidated or removed



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

- ASSIST provides a link to the Commons Detailed Status Information to view your assembled application



Tracking Submission Status - ASSIST

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

Actions ?

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

Application Information ?

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

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:	01/01/2015 - 12/31/2019
Status:	Submitted View Submission Status Details
Status Date:	2014-04-21 10:35:45.000 AM EDT

Click **View Submission Status Details**.

Tracking Submission Status - ASSIST

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 image 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
PD/PI Name:	MONEY, CHER D
Organization:	Whatsamatta U
Grants.gov Tracking #:	GRANT00583917
Last Status Check:	Mon Apr 21 16:29:00 EDT 2014

Check for Status Updates

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

ASSIST


Submission Date:
Submitting AOR:

ASSIST will indicate if a status change was detected.

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

Tracking Submission Status - ASSIST

[Check for Status Updates](#)

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

ASSIST

Submission Date:

Mon Apr 21 08:34:56 EDT 2014

Submitting AOR:

Workshop Participant

ASSIST Submission Status:

Submitted

Submission Status Date:

Mon Apr 21 08:35:45 EDT 2014

Grants.gov

Grant.gov Tracking #:

GRANT00583917

Grants.gov Received Date:

Mon Apr 21 08:35:39 EDT 2014

Grants.gov Processing Status:

Agency Tracking Number Assigned

Grants.gov Status Date:

Mon Apr 21 08:44:45 EDT 2014

Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #:

[3681540](#) (To View Commons Status Details)

Agency Status:

PROCESSED

Agency Status Date:

Mon Apr 21 08:44:46 EDT 2014

[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

The screenshot shows a web interface for viewing an application. The main section is titled 'Status Information' and contains a 'General Grant Information' box with a 'Status:' label. To the right of this box is a section titled 'Other Relevant Documents' which contains four links: 'e-Application', 'Component Appendices', 'eSubmission Cover Letter', and 'Additions for Review (0 documents)'. An orange oval highlights these links, and an orange callout bubble points to them from the bottom. Below the 'Other Relevant Documents' section is a table with columns 'Correspondence', 'Referral', 'Date', and 'Action'. At the bottom of the page, there is a 'Status History' section with columns 'Effective Date', 'Status Message', 'Institute or Center Assigned', and 'Date'. To the left of the 'Status History' section is a sidebar with links: 'Application Information', 'Reference Letters', 'Contacts', and 'Administration'. The 'Reference Letters' link has a tooltip that says 'This list shows Reference Letters within Person'. The 'Contacts' link has a tooltip that says 'Administration'.

Correspondence	Referral	Date	Action
Other			

Status History	Institute or Center Assigned
Effective Date	Status Message
Institute or Center	Date

Application Information

Reference Letters

This list shows Reference Letters within Person

Contacts

Administration

eApplication is the application image reviewers will use so check it carefully.

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

Applicants have two (2) business days to view the assembled application image in 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

Bookmarks

- SF424 (R&R) Cover Page
- Table of Contents
- Summaries
 - Component Summary
 - Performance Sites Summary
 - Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
 - Composite Application Budget Summary
 - Component Budget Summary
 - Categories Budget Summary
 - Senior/Key personnel Summary
- Biosketches
- Overall
- Admin-Core
- Core
 - Core-001 (485)
 - Core-002 (828)
- Project
 - Project-001 (847)
 - Project-002 (687)
 - Project-003 (027)

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

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	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Direct and Indirect Costs	2,395,568	2,123,568	2,123,568	2,123,568	2,123,568	10,889,840

Total Direct Costs less Consortium F&A

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

*This application includes at least one component led by an organization that has a DUNS different than the Applicant Organization. The indirect cost calculation for the applicant organization may not include all allowed Indirect Costs for the first \$25K of requested consortium costs and, therefore, may appear less than expected. No action is required from the applicant; NIH will make any appropriate corrections to the budget calculations administratively. The application review will not be affected.

Automatic Data Summaries

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 Commons within viewing window and submit a Changed/Corrected application prior to the due date

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

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

NIH OER
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.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3681540	GRANT00583917	Pending Verification	Research Center to Cure the Diseases of the World	MONEY, CHER D	2014-04-21 08:40:13	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.



Be patient when Validating or Previewing a Component or Application and **resist the urge to click the action button again and again**. It will only increase the time to complete the action.

- Submitting again without doing a Changed/Corrected application can cause a 'duplicate' error



Dealing with System Issues



Applicants should follow NIH's standard 'system issue' procedure if they run into problems beyond their control that threaten their on-time submission:
<http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>

ASSISTance



On-line ASSIST Help

Help opens in a separate window at the location requested.

Click on question mark icon to access ASSIST help.

The screenshot displays the ASSIST help interface. On the left, a sidebar titled 'Actions' contains buttons: RETURN TO APPLICATION INFO, MANAGE ACCESS, DISPLAY COMPONENT STATUS, VIEW STATUS HISTORY, ADD NEW COMPONENT, CHANGE COMPONENT ORDER, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. Below this is a 'Component Type' section with 'Overall' selected. The main content area shows the 'Overall Component' screen with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile (selected), and Research Plan. A 'Sr/Key Person Summary' section is visible, followed by a 'PROFILE - Project Director/Principal Investigator' section with a table containing columns for PD/PI Name, Project Role, and Action. A search bar is located in the top right corner. A 'Contents' sidebar on the left lists various help topics, with 'Senior/Key Person Profile for Overall Component' highlighted. The main content area also displays this topic, including a 'Revised 2/27/2014' date and a link to the 'Application Submission System & Interface for Submission Tracking (ASSIST) User Guide'.

Search feature.

Help on form data entry screens provides access to Application Guide for additional guidance on field content information.

- ASSIST: public.era.nih.gov/assist
- Online help: era.nih.gov/erahelp/ASSIST/
- Applying Electronically Website for Multi-project Applications:
grants.nih.gov/grants/ElectronicReceipt/com_index.htm
- Webinar for Applicants:
http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm
- Annotated form set:
grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf



National Institutes of Health
Office of Extramural Research



eRA Commons Help Desk

Web: <http://era.nih.gov/help/>

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 Commons Help Desk should be an applicant's first stop for support.

We welcome continued feedback to help with a smooth transition to e-applications.

Unfortunately, we can't add as many bells and whistles as we might like, but we really want to know what is needed.

Have suggestions? Let us know through the eRA Help Desk web ticketing system

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

- Choose 'Other' for the 'I need help with question'
- Start your Description with 'ASSIST Feedback'



National Institutes of Health
Office of Extramural Research

