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Application Submission System & Interface for Submission Tracking (ASSIST) User Guide

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The most current version of this document will be available on the eRA website: <http://era.nih.gov>.

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1 ASSIST

The Application Submission System & Interface for Submission Tracking (ASSIST) is a web-based system used to prepare multi-project (also known as multi-component or complex) applications using the SF424 Research & Related form set and to submit electronically through Grants.gov to NIH and other participating agencies.

ASSIST allows participants to do the following:

- Leverage current eRA Commons credentials to access ASSIST
- Delegate application preparation responsibilities to multiple users within and outside the applicant organization while maintaining appropriate access control and security
- Populate data from established eRA Commons profiles
- Run validations on federal-wide and agency business rules prior to submission
- Generate Table of Contents, headers, footers, page numbers, etc. automatically
- Print/Preview applications prior to submission in the format used by the agency
- Present to reviewers clear, color PDF images rather than scanned versions of the application
- Avoid the hassle of preparing and shipping multiple paper copies

1.1 *Application Format*

All electronic multi-project applications prepared in ASSIST will include:

- A single Overall Component: The Overall component describes the entire application and how each of the additional components fit together.
- Other Components: Some number of other component types (e.g., Admin Core, Project, Core) with predefined data collection requirements set by the agency when posting the opportunity in Grants.gov
- Summaries: Information compiled from the data provided in the individual components (e.g., component and categorical roll-ups of budget data).

Refer to the section of this document titled *Search for an Application on Page 64* for information on searching for applications.

Refer to the section of this document titled *Initiate an Application on Page 61* for information on initiating an application.

2 Logging into the Application

2.1 Logging In

ASSIST is a web-based system. Use your internet browser to access the system at the following URL: <https://public.era.nih.gov/assist>

ASSIST uses the same user authorization service as eRA Commons. All ASSIST users must use their existing eRA Commons IDs or work through their organization to obtain them. Commons IDs with any of the following roles can be used with ASSIST:

- Signing Official (SO)
- Administrative Official (AO)
- Principal Investigator (PI)
- Assistant Role (ASST)
- Account Administrator (AA)

1. In the **Username** field, type a valid eRA Commons username and press **Tab** to move to the **Password** field.
2. Type the eRA Commons password and click the **Login** button.

NOTE: If this is the first time using your eRA Commons username and password, log into eRA Commons first before attempting to access ASSIST. You can use the provided temporary password to log into eRA Commons for the first time. Once logged in, you will be prompted to change your password.

The system displays the *Home* page with your login information displayed in the upper right corner of the page.

eRA Commons allows up to six unsuccessful attempts to log in. After the 6th attempt the account is locked. You will then be prompted to change your eRA Commons password to gain access to ASSIST.

2.2 Logging Out

Select **Logout** at the upper right hand corner of the page to end your session.

2.3 Changing Your Password

You can change your password for many reasons including if you've forgotten it, if your password has expired, if your account has been locked, etc. When changing your password, remember that all passwords must follow the [NIH eRA Password Policy](#).

2.3.1 Forgot Password/Unlock Account

If you have forgotten your password or if your account has been locked, you can submit a request to reset your password. Submitting this request generates a new, temporary password, which is sent to the email address contained in your Commons personal profile. To reset your password:

1. From the ASSIST login page, select the **Forgot Password/Unlock Account** link.

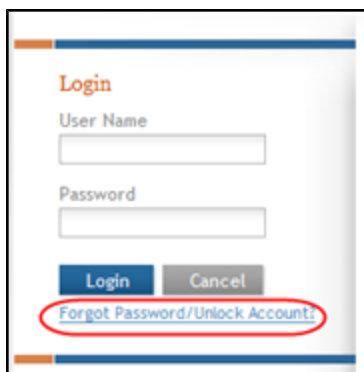


Figure 1: Forgot Password/Unlock Account Link

The Reset Password screen displays.

2. Enter your **User ID** (this is the same as your User Name) and **Email** address into the displayed fields. Both fields are required.
3. Select the **Submit** button.

Figure 2: Reset Password Screen

The system returns to the ASSIST login page. Check the email account associated with your profile for the new, temporary password. Once received, log into ASSIST again.

4. Use your existing User Name and the temporary password sent to you to log into ASSIST again.

5. At the prompt, enter a new password of your choosing for your account. Continue to use this password until it expires.

2.3.2 Expired eRA Password

If your eRA Commons password has expired you will be prompted to change their eRA Commons password when attempting to access the ASSIST system. Once the password is changed you will be able to access ASSIST.

Access the following link for more information regarding changing your password

http://era.nih.gov/commons/faq_commons.cfm#III3

3 Manage Access

Application access is controlled by assigning appropriate access levels or privileges to system users. An access level is a group of privileges. Privileges control the extent to which each person working on an application can view and/or edit application data.

Users from the applicant organization that log in to ASSIST using an eRA Commons ID with an SO or AO role automatically have the *Access Maintainer* privilege needed to manage privileges for other users. Users with the SO role can also assign the *Access Maintainer* privilege to other users within their institution.

Application access can be controlled across three variables:

1. Edit vs. View
2. Entire application vs. specific component within an application
3. Budget data vs. Non-Budget data

It is not necessary for all users who access an application to be affiliated with the applicant organization, although certain functions are only available to affiliated users. For example, only users affiliated with the applicant organization hold the *Access Maintainer* privilege for an application.

3.1 Privileges Automatically Available in ASSIST Based on eRA Commons Role

Some privileges are automatically available based on the organization and roles associated with the eRA Commons ID used to access ASSIST. Since these privileges cannot be individually granted or revoked with ASSIST, the Manage Access interface does not display all users that hold these automatic privileges.

Signing Official (SO) at the lead application organization:

- Initiate application
- Assign, modify, or revoke application access for other users
- Delegate ability to assign, modify, or revoke application access for other users
- Edit entire application
- Submit application (must be SO at lead applicant organization AND have valid Grants.gov Authorized Organization Representative credentials)
- Update the component status from WIP to Final (without setting it to Complete)

Administrative Official (AO) at the lead applicant organization:

- Initiate application
- Delegate ability to assign, modify, or revoke application access for others
- Edit entire application
- Update the component status from WIP to Final (without setting it to Complete)

Principal Investigator (PI) identified on an application:

- Edit entire application

IMPORTANT: Once the DUNS number is entered on the SF424 R&R for a component, then similar automatic privileges apply for that specific component. You cannot revoke the automatic access given to the SOs or AOs of the component through **Manage Access**. However, when the component is in any status other than *Work In Progress*, the component can only be edited by individuals that are granted edit access to the entire application (the automatic access provided at the component level alone is insufficient). This provides the applicant organization with the ability to limit editing as they are pulling together the application. Access can be restricted to the component lead through **Manage Access** at any time and when the component is in any status.

3.2 Add Access for a New User

ASSIST users with the appropriate authority can add access rights to new users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users. The Access Maintainer needs to know the eRA Commons ID of a user in order to grant them access to the application.

NOTE: You must first create the Overall component to Manage Access to the application.

To add access for a new user:

1. Select **Manage Access** from the **Actions** panel on the left side of the page.

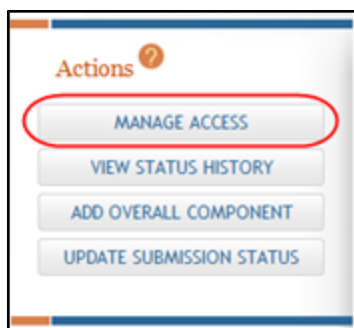


Figure 3: Manage Access Button on Actions Pane

The *User Access Summary* page displays.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

Figure 4: User Access Summary Page

2. Select the **Add User** button at the bottom of the page.

The *Add New User* page displays.

3. Enter the eRA Commons ID into the **Username** field of the **User Information** portion of the page.
4. Select the **Submit** button.

The matching **User** and **Primary Organization** information populate on the page.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

Add New User

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

Select Component Type

Overall

Core

949-Core (Sample Short Name)

662-Core (Another Sample Name)

705-Core

299-Core

600-Core

214-Core (Short Name)

USER INFORMATION

* Required field(s)

Username *

User: Austen, Jane

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	None	<input type="checkbox"/>	<input type="checkbox"/>
	Overall Component	None	None	None	<input type="checkbox"/>	
	949-Core: Pride & Prejudice and the Human Psyche	None	None	None	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	None	None	<input type="checkbox"/>	

Figure 5: Add New User Page

5. Select the appropriate access for the Overall Component and/or additional components or the Entire Application. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the Overall Component, specific component, or Entire Application. If you are assigning different access levels for Budget and Non-Budget information, use the individual drop-down lists for **Budget** and **Non-Budget**; however, when you are assigning the same access level for both Budget and Non-Budget data, you should use the **All** selection.
6. *Optional*: Select the checkbox for **Access Maintainer** if the user is being granted authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:

- Only an SO/AOR with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
 - Only an SO/AOR with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.
7. *Optional*: Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
- Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.
 - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).
 - The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.
8. Select the **Save** button to save the changes.

After saving the changes, the *User Access Summary* page displays. The added user and corresponding access information are included in the displayed table.

ASSIST automatically sends an email notification to the user assigned the access. The email notification informs the user of the access levels given, to which application or components of that application the access applies, and the user who granted the access.

3.3 Modify User Access for an Application or Individual Components

ASSIST users with the appropriate authority may view and modify the access of other users. Access can be assigned for editing the application or for only viewing it. In addition, users can be

restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users.

To view and modify access for an existing user:

1. Select the **Manage Access** button from the **Actions** panel on the left side of the page.

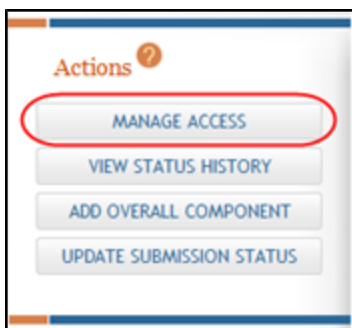


Figure 6: Modify Access Button on Actions Pane

The *User Access Summary* page displays.

U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

Home Logout Help Desk Contact Us

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

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

Figure 7: User Access Summary Page

- The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The *User Access Detail* page displays.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail

Actions

- MANAGE ACCESS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT

Select Component Type

- Overall
- Core
 - 949-Core (Sample Short Name)
 - 662-Core (Another Sample Name)
 - 705-Core
 - 299-Core

User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input type="checkbox"/>	<input type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

Save Revoke All Accesses Cancel

Figure 8: User Access Detail Page

- Make the appropriate changes by selecting the access for the Overall application, entire application, and/or additional components. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the

Overall Application or specific component.

4. *Optional:* Select the checkbox for **Access Maintainer** if you are granting authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
 - Only an SO/AOR associated with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
 - Only an SO/AOR associated with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
 - Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.
5. *Optional:* Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
 - Only an SO or AO from the Lead Applicant Organization can grant or revoke Status Maintainer access level.
 - By default, the Initiator of the application is given access to this level.
 - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).
6. Select the **Save** button to save the changes.

ASSIST automatically sends an email notification to the user whose access has been modified. The email notification informs the user of the changes made to the access levels, to which application or components of that application the access applies, and the user who changed the access.

NOTE: Select the **View User Access History** link on the *User Access Detail* page to view details about the access levels granted and revoked for this specific user. [Refer to the section of this document titled *User Access History* on Page 18](#) for more information.

[Refer to the section of this document titled *Revoke Access to an Entire Application or Component* on Page 13](#) for information on revoking a user's access to the application and components.

3.4 Revoke Access to an Entire Application or Component

ASSIST users with the appropriate authority may view and modify the access of other users, including revoking access to components or the entire application.

To revoke access for an existing user:

1. Select the **Manage Access** button from the **Actions** panel on the left side of the page.

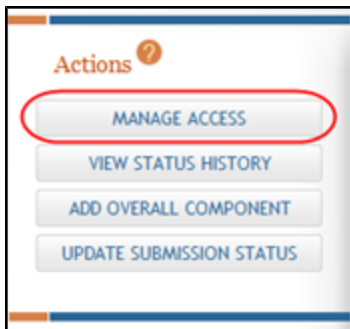


Figure 9: Manage Access Button on Actions Pane

The *User Access Summary* page displays.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

Figure 10: User Access Summary Page

- The **User** column displays names as hyperlinks. Select the name of the user whose access is being revoked.

The *User Access Detail* page displays.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

Select Component Type

+ Overall

- Core

949-Core (Sample Short Name)

662-Core (Another Sample Name)

705-Core

299-Core

User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input checked="" type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

Save Revoke All Accesses Cancel

Figure 11: User Access Detail Page

3. Revoke access in one of the following manners:

To revoke specific access: Update the **Budget**, **Non-Budget**, and/or **All** access by selecting **None** from the corresponding drop-down list and click the **Save** button to save the changes.

-OR-

To revoke access maintainer: Unselect the checkbox for **Access Maintainer** to remove this ability from a user and click the **Save** button to save the changes.

-OR-

To revoke status maintainer: Unselect the checkbox for **Status Maintainer** to remove this ability from a user. Click the **Save** button to save the changes.

-OR-

To revoke all set access levels: Select the **Revoke All Accesses** button. At the confirmation message *Are you sure you want to revoke access to the application from this user?* select the **Continue** button.

The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). For this reason, revoking an individual's Edit privilege for the entire application also removes that individual's Status Maintainer privilege (where applicable).

Users whose access has been revoked receive email notifications informing of the changes. The email includes the application, the person who revoked the access, and the access level revoked.

IMPORTANT: Some access levels cannot be revoked. The institution-based privileges automatically granted to SOs and AOs cannot be revoked. The PD/PIs for the application must have at least Entire Application Viewer access level, and the Project Lead must have at least the Component (All) Viewer access level.

3.5 User Access History Summary

ASSIST users with the appropriate privileges may view the access history of the entire application, Overall Application, and additional components. The access history provides details about the access granted or revoked for an application and its components. This detail includes such information as the username and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred. This information displays for each user/component combination.

To view the application and component access history for all users:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Action** panel.

The *User Access Summary* displays details of all users holding access to the application components.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

Figure 12: User Access Summary

3. Select **View Access History** link.

The *User Access History Summary* displays. This page provides a summary of the access granted and/or revoked to all users for the application. The information on this page includes:

- **User**
- **Primary Organization**
- **Action** taken (e.g., access granted or access revoked)
- **Access Level**
- **Component ID: Title**
- **Update User**
- **Date of Event**

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Username: SO_JOYCE from: UNIVERSITY

Application Submission System & Interface for Submission Tracking (ASSIST)

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Access History Summary

User Access History Summary

[View Access Summary](#)

1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Action	Access Level	Component ID: Title	Update User	Date of Event
SO_JOYCE	UNIVERSITY	Access Level Granted	Edit Application All	Entire Application	SO_JOYCE	Tue Oct 23 13:35:18 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Application Budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:02 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Application Non-budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:03 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Component All	Overall Component	SO_JOYCE	Thu Oct 25 09:55:23 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 10:39:00 EDT 2012
PI_AUSTEN	UNIVERSITY	Access Level Granted	Edit Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 11:18:15 EDT 2012

Figure 13: User Access History Summary Page

4. Select the **View Access Summary** link to return to the *User Access Summary* page.

3.6 User Access History

ASSIST users with the appropriate privileges may view a specific user's access history. The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

To view the access history for a specific user:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.

The *User Access Summary* displays details of all users who have access to the application and components.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

[Add User](#)

Figure 14: User Access Summary Page

3. Select the **Modify** button next to the user whose history you wish to view.

The *User Access Detail* page displays.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

Select Component Type

Overall

Core

949-Core (Sample Short Name)

662-Core (Another Sample Name)

705-Core

299-Core

User Information

[View User Access History](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	<input type="checkbox"/>	<input type="checkbox"/>
PD/PI	Overall Component	None	None	Edit	<input type="checkbox"/>	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	<input type="checkbox"/>	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	<input type="checkbox"/>	
	705-Core: The Tell-Tale Heart Disease	None	View	None	<input type="checkbox"/>	
	299-Core: A Study in Scarlet Fever	None	View	None	<input type="checkbox"/>	

Save Revoke All Accesses Cancel

Figure 15: User Access Detail Page

4. Select the **View User Access History** link.

The *User Access History* page displays for the selected user. Information regarding this user's access is included for the Overall Application and all additional components, regardless of which was selected from the *User Access Summary* in the steps above.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail > User Access History

User Access History

Actions

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

Select Component Type

- Overall
- Admin-Core

User Information

[User Access Detail](#)

User: PI_AUSTEN

Primary Organization: UNIVERSITY

One item found.

Action	Access Level	Component ID: Title	Update User	Date of Event
Access Level Granted	Edit Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 11:18:15 EDT 2012

Figure 16: User Access History

The information on this page includes:

- **User**
 - **Primary Organization**
 - **Action** taken (e.g., access granted or access revoked)
 - **Access Level**
 - **Component ID: Title**
 - **Update User**
 - **Date of Event**
5. To return to the *User Access Detail* page, select the **User Access Detail** link or use the breadcrumbs at the top of the page or **Actions** on the side of the page to navigate away.

4 Using ASSIST

To navigate through the application in ASSIST, select any of the buttons in the **Actions** section, the links in the **Component Type** section of the left-side navigation area, or other links located on the ASSIST pages.

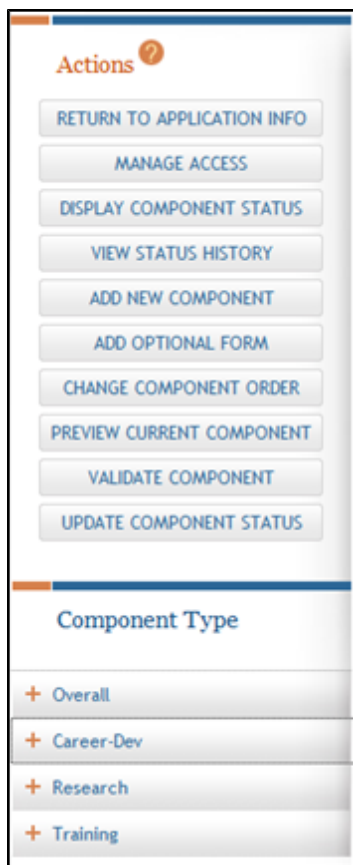


Figure 17: ASSIST Navigation Panel

4.1 Actions

The **Actions** section of the left-side navigation provides buttons for accessing the features available for the application or component currently displayed on the page. Some of these buttons remain regardless of whether the entire application or an individual component is currently being viewed (e.g., **Manage Access**). Other buttons are removed or added to this area depending on what is being viewed at the time. For example, the available buttons featured in **Actions** when the *Application Information* page is displayed differ from those featured when the *Core Information* page is displayed, because the actions taken against an entire application differ from those taken against an individual component (e.g., **Update Submission Status** vs. **Update Component Status**). The available **Actions** buttons also may change depending on the status of an application or component.

4.2 Component Type

The **Component Type** section of the left-side navigation lists the different component types included in the application. Components of the same type are grouped together and displayed under that specific component type heading (e.g., if three different Project components were initiated, all three are listed under the **Project** heading). To view all the components of a certain component type, click the component type heading, which is displayed next to a plus sign (+). To hide the components, select the component type heading when the minus sign (-) is displayed.

The components are listed with numeric identifiers, not the actual component title names; however optional component short names (when added to a component) display beneath the numeric identifier and can aid in keeping track of the different components.

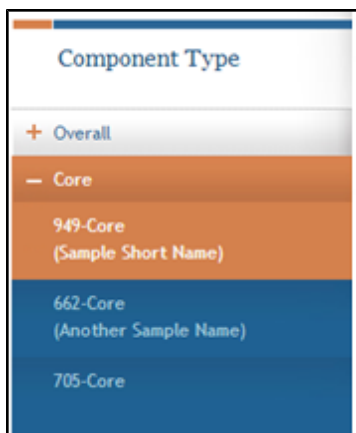


Figure 18: Component Navigation Pane

4.3 Breadcrumbs

The breadcrumb links at the top of the ASSIST page may be used to navigate back and forth through pages already visited. The breadcrumbs display a trail indicating how the current page was accessed. To view any of the prior pages, select the page name link within the breadcrumbs.

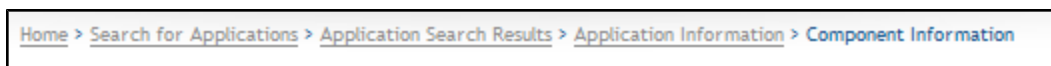


Figure 19: Online Help Breadcrumbs

4.4 Component Form Tabs

A component is a named, agency-defined collection of data elements that may be repeated within an application. When the Component Information is accessed for an Overall or individual component, the included forms for that component are listed across the page in tabs. Each tab displays the name of the particular form it represents. To navigate among the forms, select the form tab.



NOTE: The image above is a sample of component form tabs and does not reflect the forms available for every application.

Figure 20: Component Forms

4.5 Navigational Links

Across the top of every ASSIST page, next to the **Logout** link, are the links for accessing the ASSIST Home page (**Home**), for contacting system support (**Contact Us**), and for accessing help desk support information (**Help Desk**). Select the appropriate link to access this information.

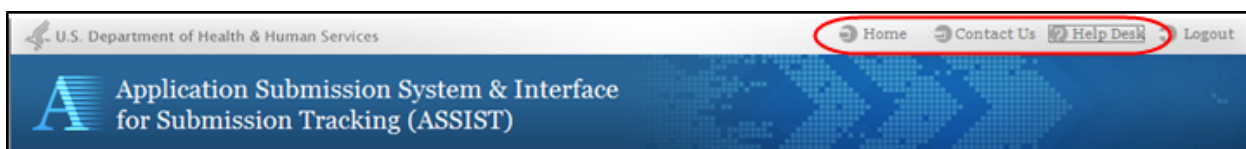


Figure 21: ASSIST Navigation Links

4.6 Online Help

Various sources of help exist for the ASSIST. The *Welcome* page **Resources** section contains links for the **Application Guide** and the **ASSIST User Guide**. In addition, the **Need Help?** icon launches the ASSIST online help feature in a separate browser window.

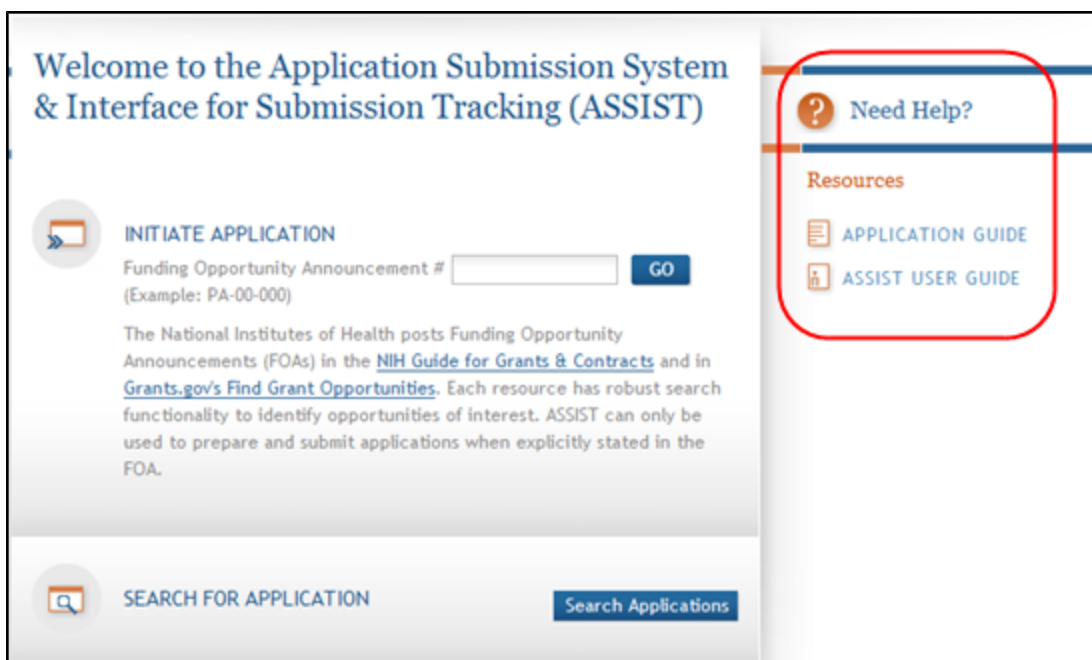


Figure 22: ASSIST Welcome Page Help Links

The online help feature is also available for specific topics by selecting the ? icon from the various pages in ASSIST. Selecting the icon from a specific page (rather than from the *Welcome* page) opens the online help for that specific topic.



Figure 23: ASSIST Online Help Icon

No matter how online help is accessed, all topics covered in the help system are accessible via the **Contents** list on the left side of the online help window.

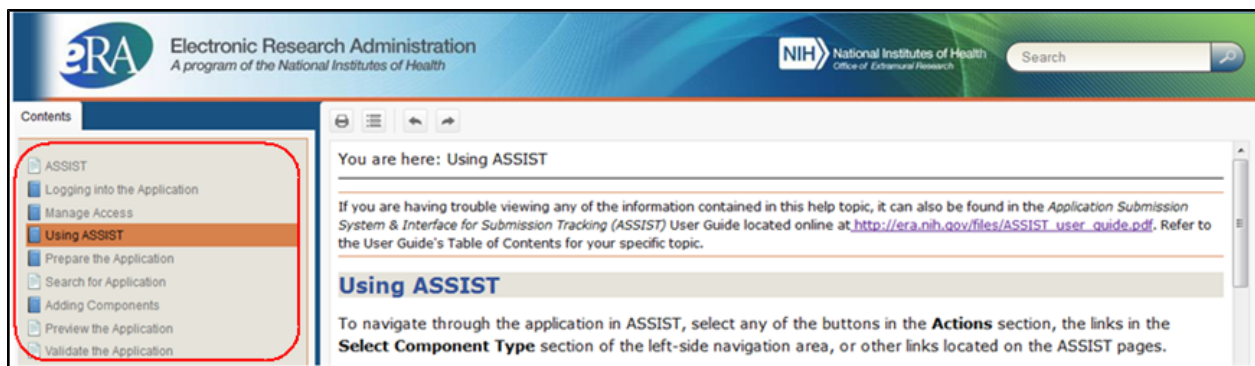


Figure 24: Online Help Table of Contents

Many help topics include figures or additional steps for those who need it. This information is hidden by default with togglers. Click the arrow icons or orange text when available to expand specific hidden text or figures; click again to hide it.

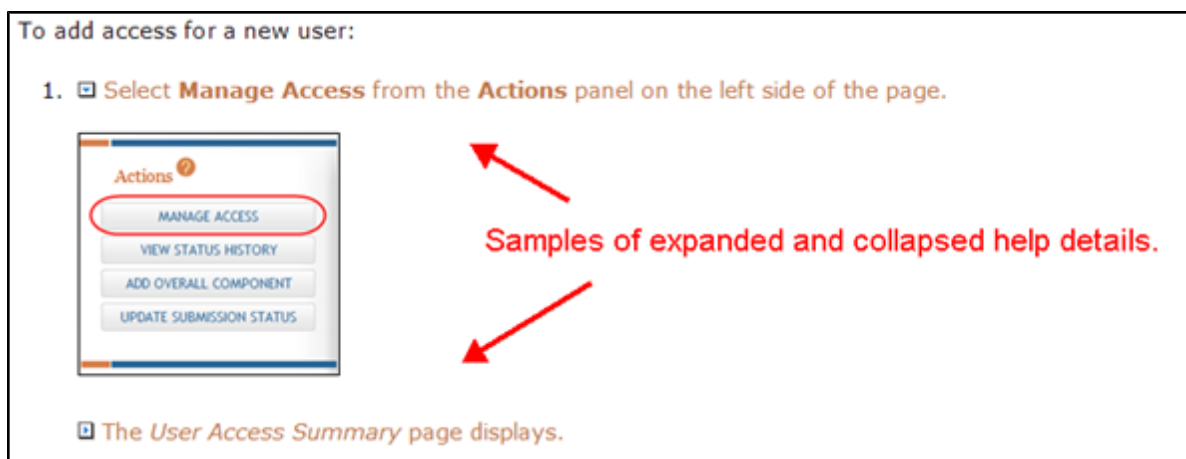


Figure 25: Sample of Online Help Expanded and Collapsed Toggles

The **Expand All/Collapse All** button located above the breadcrumbs at the top of each help screen expands (or collapses) all hidden text and images within the current topic.

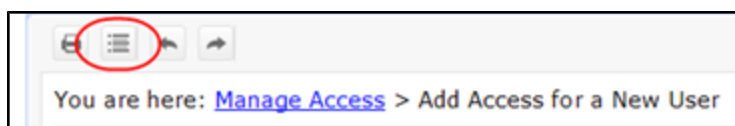


Figure 26: Online Help Expand All/Collapse All Button

4.7 Manage Attachments

Some form fields allow or call for attachments, which must be in the form of a PDF. Please review the NIH eRA PDF guidelines for further details and tips on successfully attaching documents.

http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm

Refer to the Application Guide for information on PDF creation:

[http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#2_3_2_Creating PDFs for Text](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#2_3_2_Creating_PDFs_for_Text)

[http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#2_6_Format Specifications for Text](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#2_6_Format_Specifications_for_Text)

IMPORTANT: You must use unique file names for multiple attachments within the same form. Duplicate file names can exist across multiple forms.

4.7.1 Add Attachment

To add an attachment:

1. From any area on a form with an attachment field, select the **Add Attachment** button.

14. Letters of Support	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
15. Resource Sharing Plan(s)	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
16. Appendix	<input type="text"/>	Add Attachment		

Figure 27: Add Attachment Buttons

A pop-up window opens providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.
3. With the file selected, click the **Submit** button.

Overall Component

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

PHS C
PHS C

OMB Numbers: 0925-0001
0925-0002

* Required field(s)

h:\my documents\Sample2 Dc **Browse...**

Submit Cancel

Delete Attachment View Attachment

Save and release Lock Cancel and release Lock Remove Form

Figure 28: Selecting a File for Attachment

For fields allowing a single attachment, the **Add Attachment** button on the form field is replaced by the **Replace Attachment**, **Delete Attachment**, and **View Attachment** buttons. The attached file name displays within the field.

Fields allowing multiple attachments display the files in a table. **Update** and **View** buttons display for each attached file.

4.7.2 Replace Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To replace an attachment from a field allowing only one attachment:

1. From any form field with an added attachment, select the **Replace Attachment** button.



Figure 29: Replace Attachment Button

A pop-up window opens providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.
3. With the file selected, click the **Submit** button.

The form field displays with the replaced attachment.

To replace an attachment from a field allowing multiple attachments:

1. Select the **Update** button in the **Update Attachment** column for the specific file.

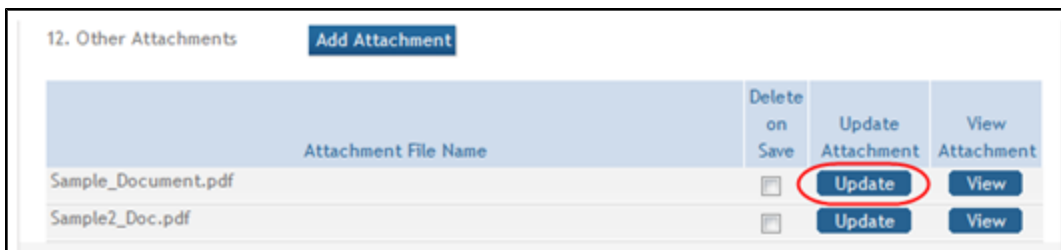


Figure 30: Replace Button for Forms with Multiple Attachments

A pop-up window opens for providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.
3. With the file selected, click the **Submit** button.

The table is updated with the new file.

4.7.3 Delete Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To delete an attachment from a field allowing only one attachment:

1. From any form field with an attachment, select the **Delete Attachment** button.

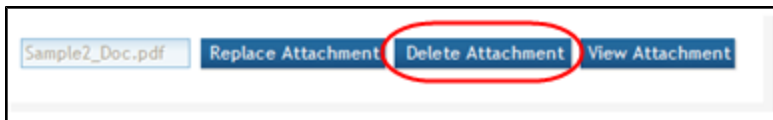


Figure 31: Delete Attachment Button

A delete confirmation window displays.

2. Confirm the deletion by selecting the **Continue** button.

To delete an attachment from a field allowing multiple attachments:

1. Click the checkbox in the **Delete on Save** column for the specific file.
2. Select the **Save and release Lock** button.

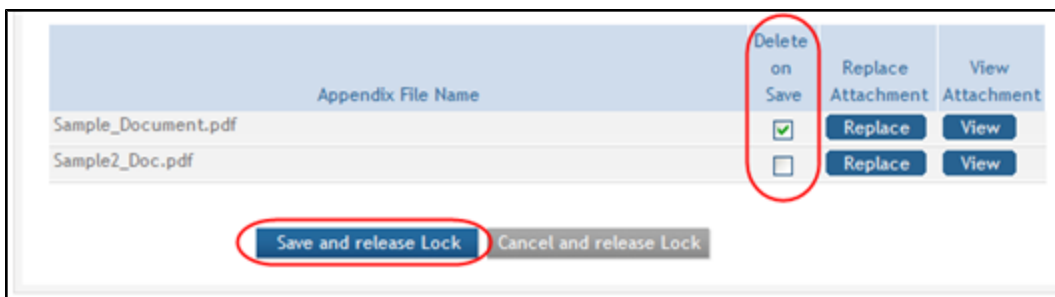


Figure 32: Checkboxes for Deleting from Forms with Multiple Attachments

The attachment is removed from the table.

4.7.4 View Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

1. *For fields allowing only one attachment:* From any area on a form with an attachment added, select the **View Attachment** button.



Figure 33: View Attachment Button

-OR-

From fields allowing multiple attachments: Select the **View** button in the **View Attachment** column for the specific file.

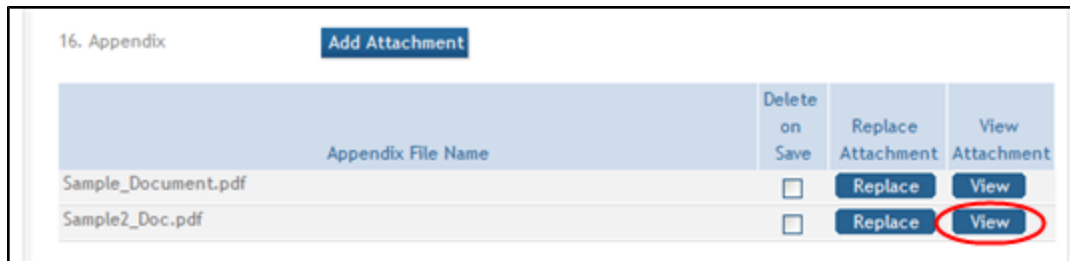


Figure 34: View Button for Forms with Multiple Attachments

2. Select the **Open** button to view the attached file or the **Save** button to save the file locally.

4.8 Application Information

The *Application Information* page is the ASSIST landing page for the entire application. This page is the first page seen when selecting a searched application or initiating a new application.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.

The *Application Information* page includes two sections: **Application Information** and **FOA Information**.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH

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:	759
Application Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKEY, FYODOR
Organization:	UNIVERSITY
Project Period:	09/02/2013 - 09/01/2015
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

FOA Information

FOA Number:	PA-00-000
Opportunity Title:	NIH Sample Opportunity Title for Complex Applications
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	08-16-12
Opportunity Open Date:	08/16/2012
Opportunity Close Date:	08/31/2013
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

Component Type

- Overall
- Career-Dev
- Research
- Training

Figure 35: Application Information Page

4.8.1 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application Identifier**
Unique, system-generated number assigned to the application in ASSIST.
- **Application Project Title**
Title of the application/project as entered by the person who initiated the application.

- **PD/PI Name**

Contact PI for the entire application.

- **Organization**

The lead applicant organization name of the submitting institution.

- **Project Period**

The start and end dates of the project.

- **Status**

The current status of the entire application.

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**

The date and time of the last status update.

When an application is in *Submitted* status, the **View Submission Status Details** link displays next to the status. Selecting this link displays the submission details for ASSIST, Grants.gov, and Agency when available.

4.8.2 FOA Information Section

The FOA Information section displays read-only summary information concerning the funding opportunity against which the application will be submitted. The following information is displayed:

- **FOA Number**

The Funding Opportunity Announcement number.

- **Opportunity Title**

The name of the announcement.

- **Agency**

The Agency offering the grant opportunity (e.g., NIH).

4.8.3 Delete the Application

If you are the Signing Official you have access to the Delete Application feature in ASSIST. The Delete Application feature allows you to permanently delete an entire application in any status.

IMPORTANT: Deleting an application is a permanent action. Once deleted, the application cannot be accessed, re-instated, or viewed. There is no way to recover a deleted application.

NOTE: ASSIST also has a Delete Component feature for deleting individual components of an application. Refer to the topic titled [Delete a Component on Page 38](#) for steps on deleting individual components.

To delete the entire application:

1. Open the *Application Information* page of the application you wish to delete.
2. From the Actions panel, select the **Delete Application** button.

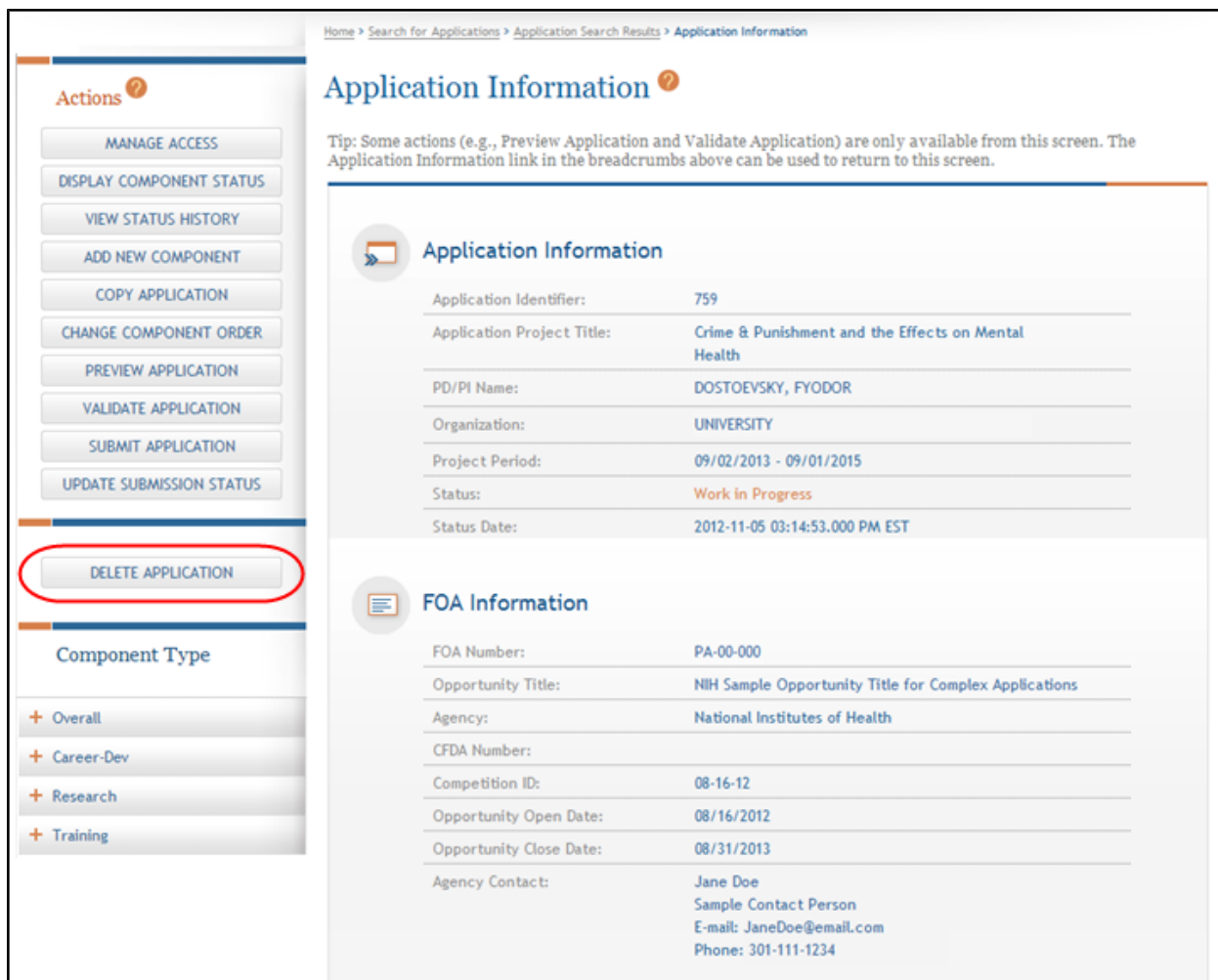


Figure 36: Delete Application Button

A confirmation message displays as follows: *You are about to delete this application. Once this application has been deleted you will no longer be able to re-instate or view it. Do you wish to continue with the delete?*

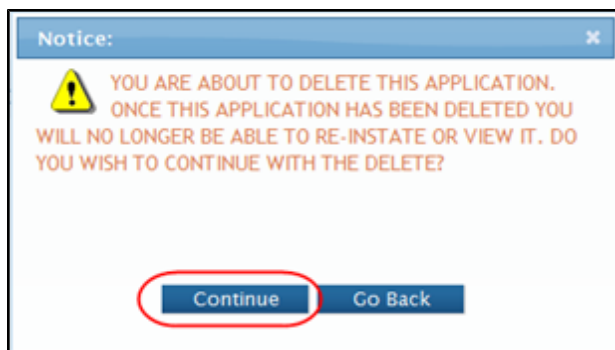


Figure 37: First Confirmation for Deleting an Application

3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: *Selecting Continue will delete this application permanently.*

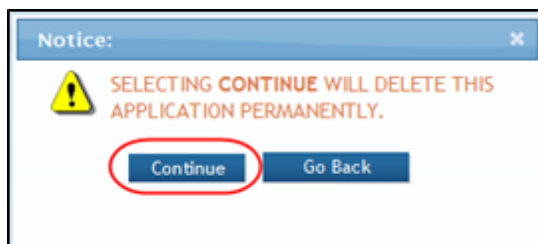


Figure 38: Second Confirmation for Deleting an Application

4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the application, select the Continue button. Remember that this action is irreversible. Once the application is deleted, you cannot re-instate it.

You cannot delete an application if one or more of the forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The application cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

Once you've successfully deleted the application, the ASSIST log in page displays with the message *Application successfully deleted*.

4.9 Component Information

The Component Information page is the ASSIST landing page for a specific component. This page is the first page seen when selecting a component from the **Component Type** navigation panel.

This page is also displayed when the **Summary** tab is selected for a component. The *Component Information* page includes two sections: **Component Information** and **Application Information**.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and the application title. The user is logged in as 'SO JOYCE' from 'UNIVERSITY'. The main content area is titled 'Core' and shows a 'Component Information' section with fields for Component Identifier (949-Core), Component Short Name (Sample Short Name), Component Type (Core), Component Title (Pride & Prejudice and the Human Psyche), Component Project Lead(s) (AUSTEN, JANE), Organization (Sample Organization), Status (Work in Progress), and Status Date (2013-03-29 09:39:17.000 AM EDT). Below this is an 'Application Information' section with fields for Application ID (759), FOA Number (PA-00-000), Project Title (Crime & Punishment and the Effects on Mental Health), PD/PI Name (DOSTOEVSKY, FYODOR), Organization (UNIVERSITY), Status (Work in Progress), and Status Date (2012-11-05 03:14:53.000 PM EST). A left sidebar contains 'Actions' and 'Component Type' sections.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

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

Core

Actions

RETURN TO APPLICATION INFO

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

COPY APPLICATION

CHANGE COMPONENT ORDER

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

DELETE COMPONENT

Component Type

+ Overall

- Core

949-Core (Sample Short Name)

662-Core (Another Sample Name)

705-Core

299-Core

600-Core

214-Core (Short Name)

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

R&R Subaward Budget

Research Plan

Component Information

Component Identifier: 949-Core

Component Short Name: Sample Short Name [\(Update Short Name\)](#)

Component Type: Core

Component Title: Pride & Prejudice and the Human Psyche

Component Project Lead(s): AUSTEN, JANE

Organization: Sample Organization

Status: Work in Progress

Status Date: 2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID: 759

FOA Number: PA-00-000

Project Title: Crime & Punishment and the Effects on Mental Health

PD/PI Name: DOSTOEVSKY, FYODOR

Organization: UNIVERSITY

Status: Work in Progress

Status Date: 2012-11-05 03:14:53.000 PM EST

Figure 39: Component Information Page

4.9.1 Component Information Section

The **Component Information** section reflects the information entered when the component was added to the application and is read-only. The information includes the following:

- **Component Identifier**

Unique, system-generated number assigned to the component in ASSIST.

- **Component Short Name** (not for Overall components)

The short name entered at the time the component was added. Select the **Update Short Name** link in this field to change the short name for this component.

- **Component Type**

The type (e.g., Core) selected from the list of component types when the component was added to the application.

- **Component Title**

The title given to the component when added to the application.

- **Component Project Lead**

The component lead(s) as entered on the **Sr/Key Person Profile** tab for the component.

- **Organization**

The organization name as added in the **R&R Cover** tab for the component.

- **Status**

The current status (e.g., Work in Progress, Complete) for the component.

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**

The date and time of the last status change for the component.

4.9.2 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application ID**

Unique, system-generated number assigned to the application in ASSIST.

- **FOA Number**

The Funding Opportunity Announcement number associated with the application.

- **Project Title**

Title of the application/project as entered by the person who initiated the application.

- **PD/PI Name**

Contact PI for the entire application.

- **Organization**

The lead applicant organization name of the submitting institution.

- **Status**

The current status of the entire application.

Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**

The date and time of the last status update.

4.9.3 Delete a Component

If you are the Signing Official, Administrative Official, or the PI of the lead organization -and/or- you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status from the application.

IMPORTANT: Deleting components is a permanent action. Once deleted, a component cannot be accessed, retrieved, or viewed. There is no way to recover the component.

NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled [Delete the Application on Page 32](#) for steps on deleting entire applications.

To delete a component:

1. Open the *Summary* tab of the component you wish to delete.
2. From the **Actions** panel, select the **Delete Component** button.

The screenshot displays the ASSIST web application interface. On the left, the 'Actions' panel is visible, containing a list of buttons: 'RETURN TO APPLICATION INFO', 'MANAGE ACCESS', 'DISPLAY COMPONENT STATUS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'COPY APPLICATION', 'CHANGE COMPONENT ORDER', 'PREVIEW CURRENT COMPONENT', 'VALIDATE COMPONENT', 'UPDATE COMPONENT STATUS', and 'DELETE COMPONENT'. The 'DELETE COMPONENT' button is highlighted with a red circle. Below the Actions panel is the 'Component Type' section, showing a tree view with 'Overall' and 'Core' categories. The 'Core' category is expanded, showing two sub-items: '949-Core (Sample Short Name)' and '662-Core (Another Sample Name)'. The main content area is titled 'Core' and features a 'Summary' tab. Below the tab is the 'Component Information' section, which displays details for the selected component: Component Identifier (949-Core), Component Short Name (Sample Short Name), Component Type (Core), Component Title (Pride & Prejudice and the Human Psyche), Component Project Lead(s) (AUSTEN, JANE), Organization (Sample Organization), Status (Work in Progress), and Status Date (2013-03-29 09:39:17.000 AM EDT). Below this is the 'Application Information' section, which displays details for the application: Application ID (759), FOA Number (PA-00-000), Project Title (Crime & Punishment and the Effects on Mental Health), PD/PI Name (DOSTOEVSKY, FYODOR), Organization (UNIVERSITY), Status (Work in Progress), and Status Date (2012-11-05 03:14:53.000 PM EST).

Figure 40: Delete Component Button

A confirmation message displays as follows: *You are about to delete this component. Once this component has been deleted you will no longer be able to retrieve or view it. Do you wish to continue with the delete?*

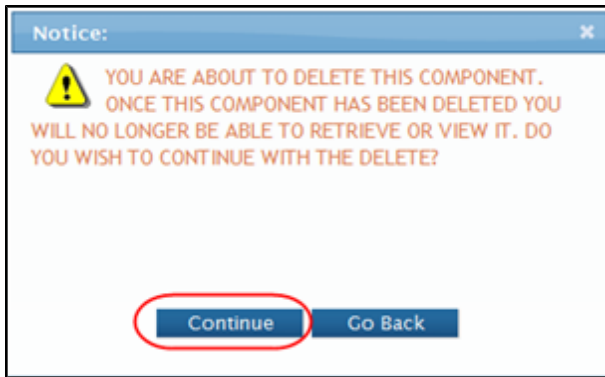


Figure 41: First Confirmation for Deleting a Component

3. Select the appropriate action:

You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: *Selecting Continue will remove this component permanently from the application.*

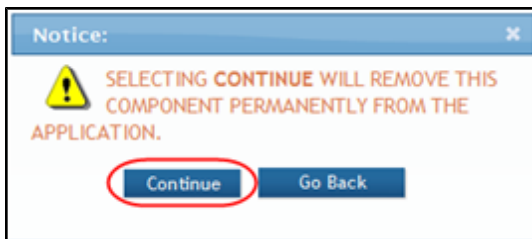


Figure 42: Second Confirmation for Deleting a Component

4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

–OR–

To confirm the action and permanently delete the component from the application, select the Continue button. Remember that this action is irreversible. Once the component is deleted, you cannot retrieve it.

NOTE: You cannot delete a component if one or more of its forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The component cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

The *Application Information* screen displays with the message *Component successfully deleted*. You will also notice that the component has been removed from the left-side panel of Component Types.

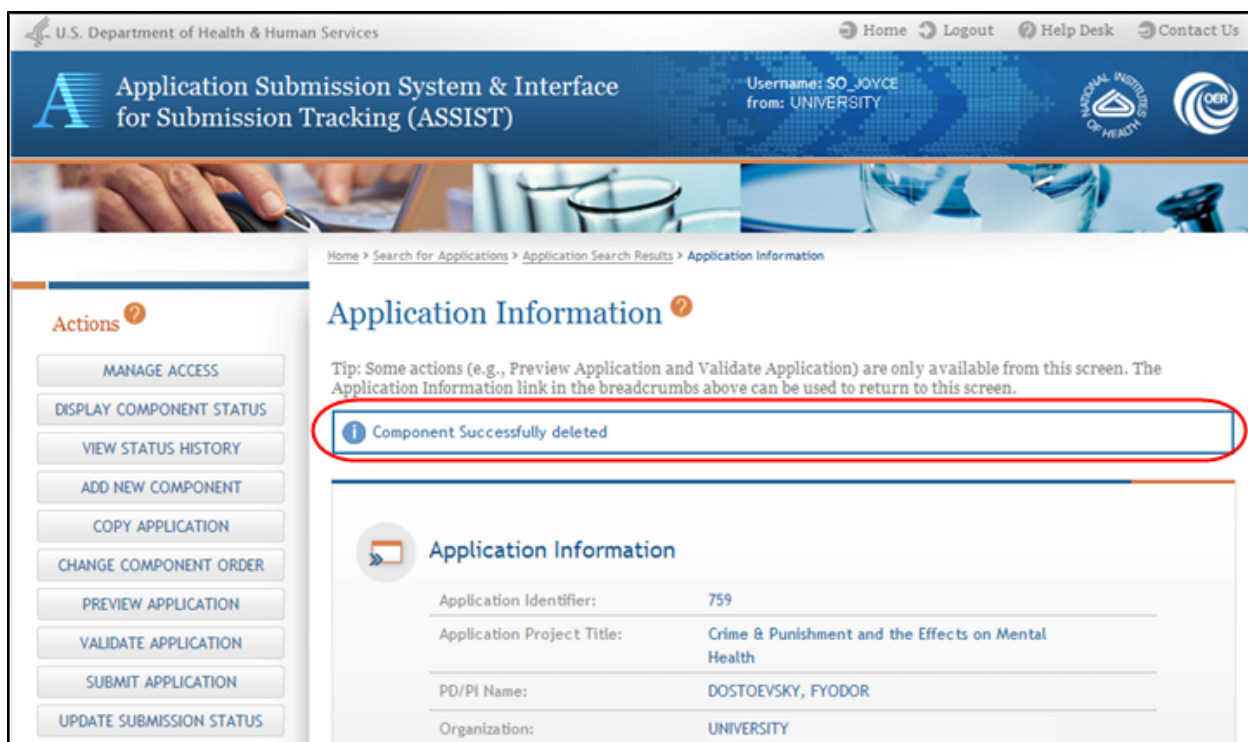
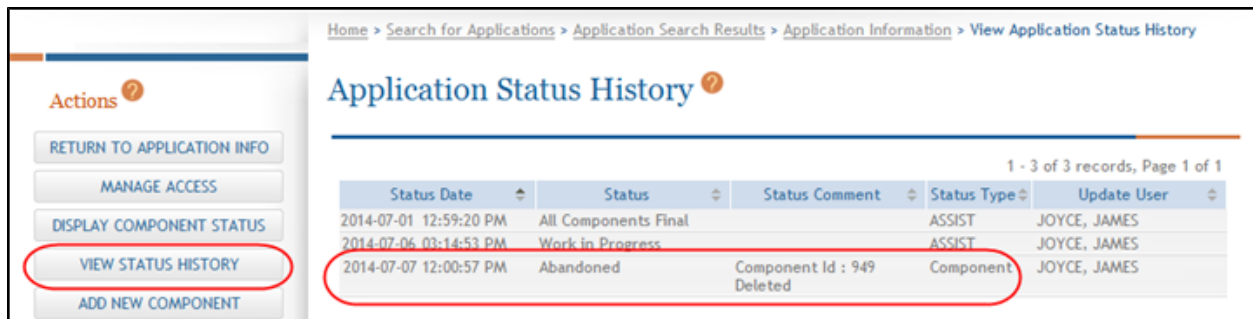


Figure 43: Component Successfully Deleted

When a component is deleted from an application, the *Application Status History* reflects this action. The **Status** in the history show as *Abandoned*. The **Status Comment** will indicate that the component was deleted by displaying the following *Component ID: <ID number> Deleted*, along with the name of the ASSIST user who performed the deletion.



Home > Search for Applications > Application Search Results > Application Information > View Application Status History

Application Status History

1 - 3 of 3 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2014-07-01 12:59:20 PM	All Components Final		ASSIST	JOYCE, JAMES
2014-07-06 03:14:53 PM	Work in Progress		ASSIST	JOYCE, JAMES
2014-07-07 12:00:57 PM	Abandoned	Component Id : 949 Deleted	Component	JOYCE, JAMES

Figure 44: Deleted Component in Application Status History

4.9.4 Updating the Component Short Name

The **Component Short Name** is an optional field which can be entered when a component is added to an application. The short name provides an alternative means for identifying the component in case the system-generated component identifier is not known. The short name is provided as a convenience and is used only in ASSIST. The **Component Short Name** field also can be entered for the first time or updated from the *Component Information* page.

To update the component short name:

1. Access the *Component Information* page by selecting the **Summary** tab for the component or by selecting the component from the **Component Type** navigational panel.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), the application title "Application Submission System & Interface for Submission Tracking (ASSIST)", the user login "Username: SO JOYCE from: UNIVERSITY", and logos for the National Institutes of Health and OER.

The main content area is titled "Core" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A left sidebar contains an "Actions" menu with buttons like "RETURN TO APPLICATION INFO", "MANAGE ACCESS", "DISPLAY COMPONENT STATUS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "COPY APPLICATION", "CHANGE COMPONENT ORDER", "PREVIEW CURRENT COMPONENT", "VALIDATE COMPONENT", "UPDATE COMPONENT STATUS", and "DELETE COMPONENT". Below this is a "Component Type" list with "Overall" and "Core" (selected), showing a list of component IDs and names.

The main content area displays "Component Information" for component 949-Core. The information is organized into two sections: "Component Information" and "Application Information".

Component Information	
Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information	
Application ID:	759
FOA Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

Figure 45: Component Information Showing Short Name

2. Click the **Update Short Name** link located in the **Component Short Name** field.
3. From the *Update Short Name* pop-up window, enter a new name 20 characters or less. The name must be unique, not used as the short name of another component on the application.

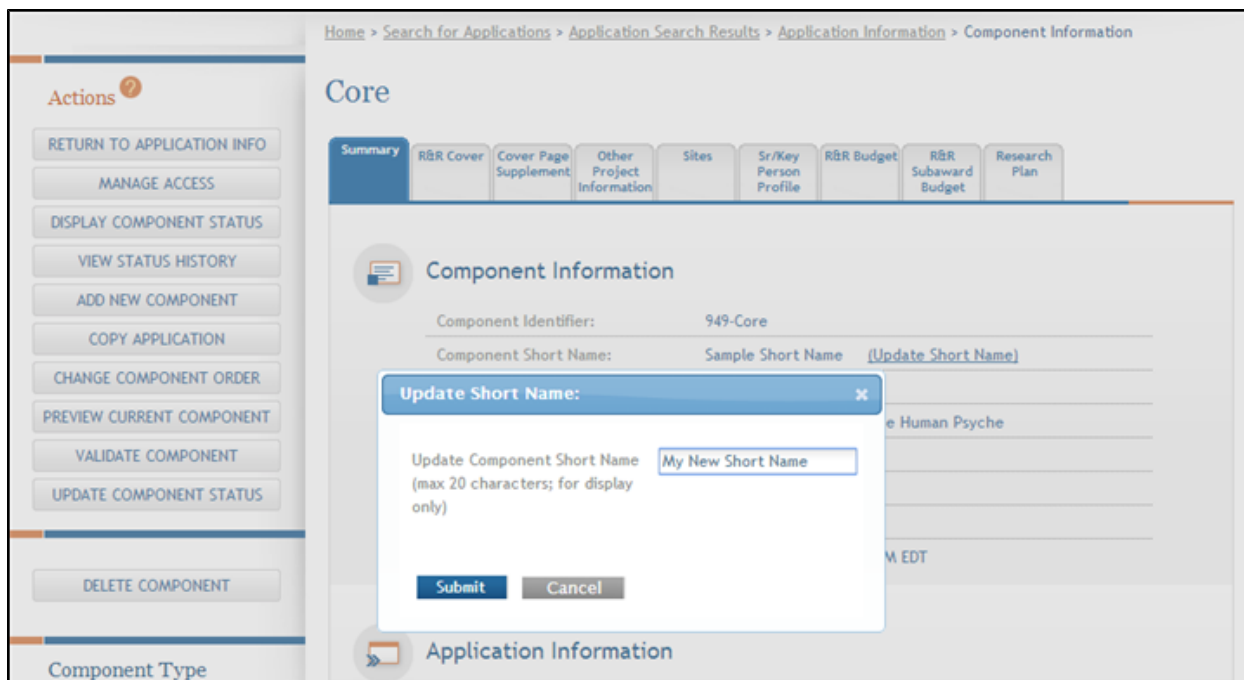


Figure 46: Update Short Name Pop-Up

4. Select the **Submit** button.

The *Component Information* updates with the new component short name.

4.10 Application & Component Status

4.10.1 Application Submission Status Workflow

As your multi-project application evolves, its status is updated to reflect the current stage in the submission process. This may be a manual status update or an automatic update performed by ASSIST (i.e., system-generated).

The following provides a definition of the various status levels of an application.

Work in Progress: Allows editing of an application

All Components Final: Indicates that all components are in a status of *Final* (if not *Abandoned*); also indicates that the application is ready for the Validate Application process

All Components Validated: System-generated status set when the Validate Application process runs error-free

Ready for Submission: Manual status which should be set after all internal reviews have taken place

Submitted: System-generated status set after submitting the application to Grants.gov

Submission Errors: System-generated status indicating that the validation process returned errors

Abandoned: Manual status applied to indicate that the application is no longer being worked on

NOTE: The ability to update an application's status is dependent on the status of its components. If an application's components are not in the proper status, certain application status updates cannot be made. Refer to the table in the [Update Application Submission Status](#) topic for the valid conditions for updating the application status.

The figure below provides a general overview of the typical flow of an application from *Work in Progress* to *Ready for Submission* status.

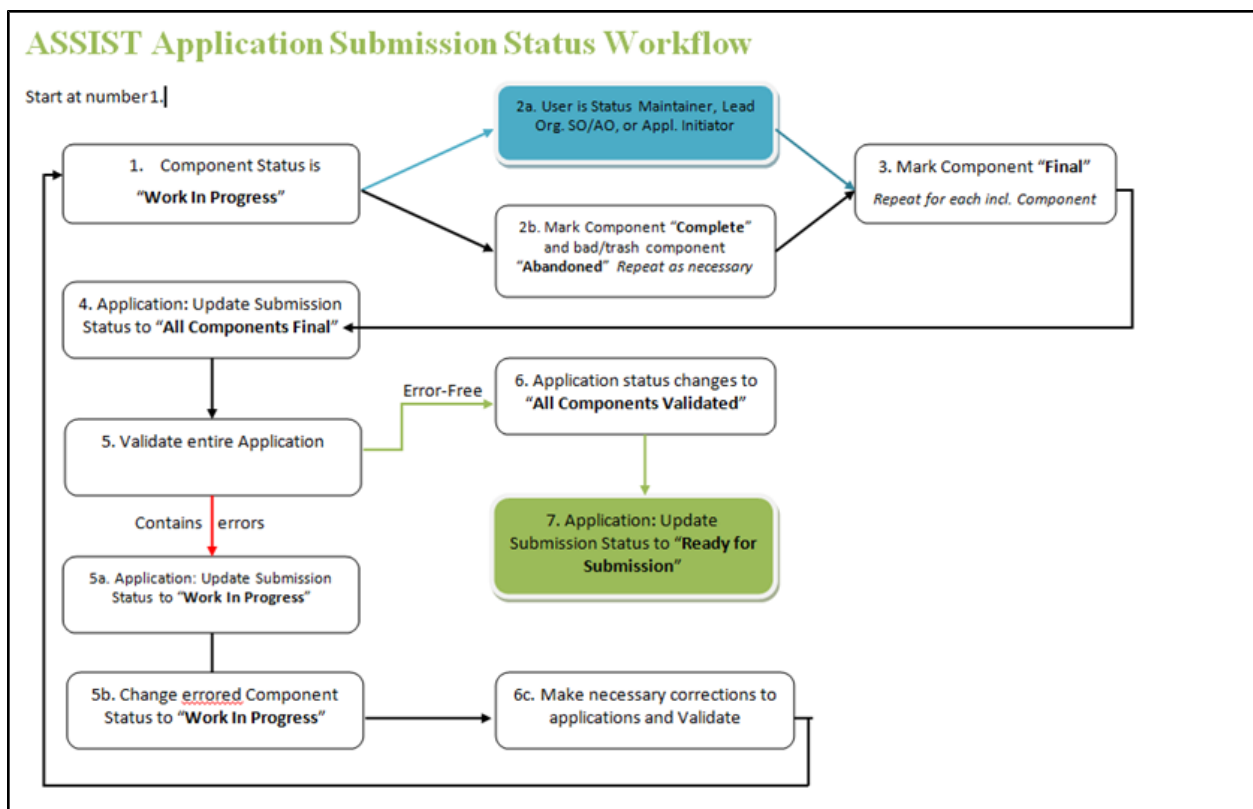


Figure 47: Application Submission Status Workflow

4.10.2 Display Component Status

Selecting the **Display Component Status** button from the **Actions** panel opens the *Status Summary*. This screen displays a status summary of the entire application and its components.

The information on the screen is as follows:

- **Component ID** (for individual components only)
- **Status**
- **Next Steps**

The **Next Steps** gives a description of what type(s) of status update can be performed against the component in its current status.

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

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 - 4 of 4 records, Page 1 of 1

Component ID	Status	Next Steps
Overall	Work in Progress	Work in progress status may be updated to: • Complete • Final
812-Career-Dev	Complete	Complete status may be updated to: • Final • Work in progress • Abandon
546-Research	Final	Final status may be updated to: • Work in Progress • Abandon
268-Training	Abandoned	Abandoned status may be updated to: • Work in progress

Figure 48: Status Summary Screen

4.10.3 Update Component Status

ASSIST users with the appropriate privilege may update the status of an individual component when necessary as follows:

Table 1: Valid Component Status Changes

From Status	Available To Status
Work in Progress	Complete Abandoned* Final

Table 1: Valid Component Status Changes

From Status	Available To Status
	*Note: An Overall component cannot be abandoned
Complete	Final Work in Progress
Final	Work in Progress
Abandoned	Work in Progress

NOTE: In order for an application to be submitted, at least one component of the application must be marked as *Final*. All other components must be in *Final* or *Abandoned* status.

To update the status of a component:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the Overall or other component type from the **Component Type** section of the navigation panel to display the list of components within the section.
3. Select a component.
4. Click the **Update Component Status** button.

The *Update Status* window opens.

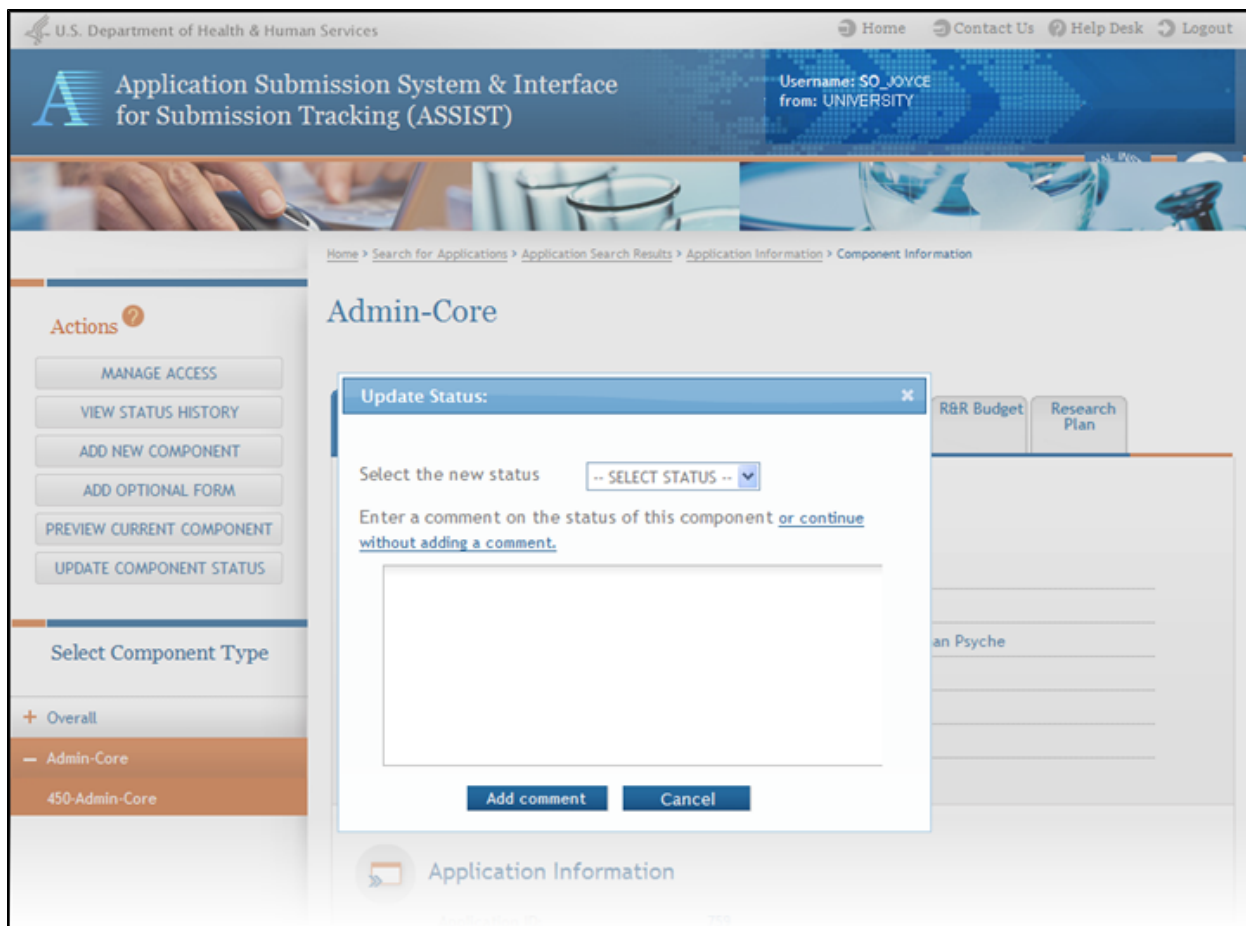


Figure 49: Update Status Window for Component Status Changes

5. Select the appropriate status from the **Select the new status** drop-down list.
 6. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.
- OR-
- c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

NOTE: When marking a component as *Final*, ASSIST validates if any senior/key persons with a bio-sketch exist on another component marked as *Final*. Only one bio-sketch may exist per senior/key person on an application. [Refer to the section of this document titled *Verify Senior/Key Personnel* on Page 192](#) for information on this topic.

4.10.4 Component Status History

From the *Component Information* page, select the **View Status History** button to display the *Component Status History* page.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO JOYCE from: UNIVERSITY). The main content area is titled 'Core' and features a 'Component Information' section with a table of details. On the left, an 'Actions' navigation pane contains several buttons, with 'VIEW STATUS HISTORY' highlighted by a red circle.

Component Information Table:

Component Identifier:	949-Core
Component Short Name:	Sample Short Name (Update Short Name)
Component Type:	Core
Component Title:	Pride & Prejudice and the Human Psyche
Component Project Lead(s):	AUSTEN, JANE
Organization:	Sample Organization
Status:	Work in Progress
Status Date:	2013-03-29 09:39:17.000 AM EDT

Application Information Table:

Application ID:	759
FOA Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

Figure 50: View Status History Button on Actions Navigation Pane for a Component

The *Component Status History* page displays the following information for each status change made to the component:

- **Status Date**

This is the time and date on which the status of the component was updated. Updates to the status are performed using the **Update Component Status** button for the specific component.

- **Status**

This field displays the status of the component.

- **Status Comment**

This field displays comments regarding the component status update. Comments are optional when updating the status; therefore, this field may be blank.

- **Update User**

This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and the application title "Application Submission System & Interface for Submission Tracking (ASSIST)". The user is logged in as "SO_JOYCE" from "UNIVERSITY".

The main content area is titled "Core Component Status History". It features a table with the following data:

Status Date	Status	Status Comment	Update User
2012-09-06 12:45:31 PM	Work in Progress	Initial component creation	SO_JOYCE
2012-09-07 12:19:26 PM	Complete		SO_AUSTEN
2012-09-07 12:30:58 PM	Final	We're finished!	SO_AUSTEN

On the left side, there is a sidebar with "Actions" (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT) and a "Select Component Type" section. The "Core" component type is selected, showing a list of components: 949-Core (Sample Short Name), 662-Core (Another Sample Name), 705-Core, 299-Core, 600-Core, and 214-Core (Short Name).

Figure 51: Component Status History Page

4.10.5 Update Application Submission Status

To update the submission status of the application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

The *Update Status* window opens.

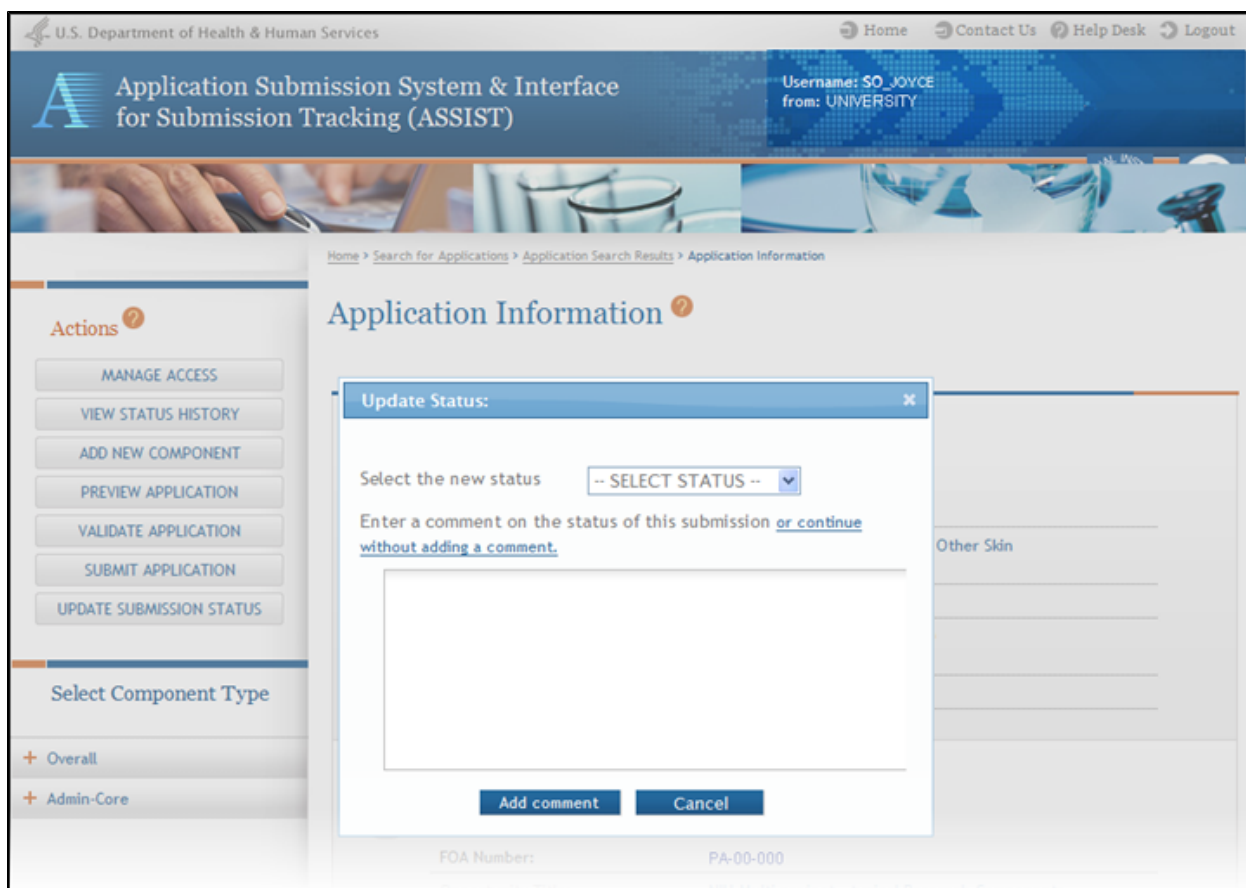


Figure 52: Update Status Window for Submission Status Changes

3. Select the appropriate status from the **Select the new status** drop-down list.
4. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.

-OR-

 - c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

The normal flow of status changes for a submitted application is as follows:

Work in Progress >> All Components Final >> All Components Validated >> Ready for Submission >> Submitted

The table below lists the valid application status changes and conditions.

Table 2: Valid Application Status Changes

Current Status	Valid Status Change	Special Conditions
Work in Progress	All Components Final	At least one component, including the Overall, must be marked as Final; All components must be marked as either Final or Abandoned
Work in Progress	Abandoned	
All Components Final	Work in Progress	
All Components Final	Abandoned	
All Components Final	All Components Validated	This status is set by ASSIST once an application in All Components Final status passes validations.
All Components Validated	Ready for Submission	
All Components Validated	Work in Progress	
All Components Validated	Abandoned	
Ready for Submission	Work in Progress	

Table 2: Valid Application Status Changes

Current Status	Valid Status Change	Special Conditions
Ready for Submission	Abandoned	
Submitted	Work in Progress	Agency status is Pending Verification or Refused
Submission Errors	Work in Progress	
Abandoned	Work in Progress	

Refer to the section of this document titled [Update Component Status on Page 46](#) for information on updating the status of individual components.

4.10.6 View Application Status History

From the *Application Information* page select the **View Status History** button to display the *Application Status History* page.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH

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:	759
Application Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSky, FYODOR
Organization:	UNIVERSITY
Project Period:	09/02/2013 - 09/01/2015
Status:	Work in Progress
Status Date:	2012-11-05 03:14:53.000 PM EST

FOA Information

FOA Number:	PA-00-000
Opportunity Title:	NIH Sample Opportunity Title for Complex Applications
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	08-16-12
Opportunity Open Date:	08/16/2012
Opportunity Close Date:	08/31/2013
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

Actions

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

Component Type

- Overall
- Core

Figure 53: View Status History Button on Actions Navigation Pane for the Application

The *Application Status History* page displays the following information for each status change to the application:

- **Status Date**

This is the time and date on which the status of the application was updated. Updates to the status are performed using the **Update Component Status** button for the specific component.

- **Status**

This field displays the status of the application. Depending on the type of status update, this field may display the submission status, Grants.gov processing status, or Agency status.

- **Status Comment**

This field displays comments regarding the status update. Depending on the type of status update, this field may display the comments entered upon submission or Grants.gov error details when applicable.

- **Status Type**

This field displays the type of status update performed -ASSIST, Grants.gov, or Agency.

- **Update User**

This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > View Application Status History

Application Status History

1 - 4 of 4 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2012-10-02 12:51:45 PM	All Components Final		Submission Status	Joyce, James
2012-10-02 12:52:07 PM	All Components Validated	Validated with No Errors	Submission Status	Joyce, James
2012-10-02 12:52:24 PM	Ready for Submission		Submission Status	Joyce, James
2012-10-02 12:53:12 PM	Submitted	Submitted to Grants.gov with Tracking Num: GRANT00123456	Submission Status	Joyce, James

Actions

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

Select Component Type

- Overall
- Core

Figure 54: Application Status History Page

4.11 Copy Application

If you are the Signing Official or Administrative Official of the lead organization and/or hold the Entire Application Editor privilege, you have access to the Copy Application feature in ASSIST.

The *Copy Application* screen is used to copy the components and data from the application currently opened in ASSIST to another application for a requested FOA. The feature allows you to copy the application's structure and data to be used for another application. The feature copies over the Overall component, component identifiers, any existing component short names, assigned access levels, and data (not including attachments).

When you copy an application in ASSIST, you are granted Entire Application Editor privileges for the new application. The submission status of the new application is set to Work in Progress, as is the component status of all included components.

IMPORTANT: The forms used in a copied application may not match the forms used for the FOA of the new application. In these cases, ASSIST will perform a best-effort match in which the system will copy fields within the form(s) that have matching names in the new form. Fields that do not exist in the new form will not be copied from the copied application.

NOTE: Submission date, certification, and Authorized Representative signature from submitted applications are never copied over to new applications. Application and component history also are not copied.

1. Use ASSIST to [search for and open](#) the application you are copying.
2. Select the **Copy Application** button on the **Actions** panel.

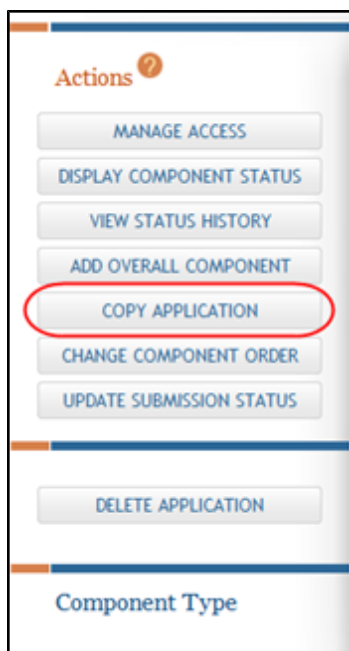


Figure 55: Copy Application Button

The *Copy Application* screen opens.

3. Enter the FOA for the new application into the **Copy to Funding Opportunity Announcement #** field and select the **Go** button.

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

Copy Application

Application to be Copied : 1225

Copy to Funding Opportunity Announcement #

(Example: PA-00-000)

Actions

- RETURN TO APPLICATION INFO
- MANAGE ACCESS
- DISPLAY COMPONENT STATUS
- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- COPY APPLICATION
- CHANGE COMPONENT ORDER

Component Type

- + Overall
- + Career-Dev
- + Research
- + Training

Figure 56: Copy Application Screen with FOA Prompt

Before copying the application, ASSIST performs certain validations against the entered FOA, including checks to determine if the FOA is valid and is for a multi-project award. Error messages will appear if these validations do not meet business and system rules.

After validating the FOA, the screen displays the components in the current application that can be copied to the new application. This information includes:

- **Copy from Component**

The unique identifier and short name (if existing) of the components in the copied application.

- **Project Title**

The project title of the components in the copied application.

- **Status**

The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **Project Lead**

Individual responsible for the scientific and technical direction of the component project in the as indicated in the copied application.

- **Copy to Component options**

A drop-down list of component types available in the new application based on the indicated FOA of the new application. It is possible to copy a component of a specific type in the original application to a different component type in the new application.

IMPORTANT: You must copy the Overall component and it must be copied to the Overall component of the new application. For this reason, the **Copy To Component Type** field for the Overall component is not editable.

Not all FOAs require or allow the same component types. When copying an application, ASSIST determines which component types are allowed in the FOA you provided for the new application. The options available in the **Copy to Component Type** drop-down list reflect this.

4. Select an option from the **Copy to Component Type** drop-down list for all components being copied to the new application and click the **Copy Selected Components** button.

NOTE: The default value of this field is *Do Not Copy*. Any components left with a value of *Do Not Copy* will not be copied to the new application. The Overall component will always be copied to the new application's Overall component.

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

Copy Application

Application to be Copied : 1225
 Copy to Funding Opportunity Announcement #
 (Example: PA-00-000)

Copy from Component	Project Title	Status	Project Lead	Copy To Component Type
Overall	My Sample Overall Component	Work in Progress	AUSTEN, JANE	Overall
812-Career-Dev (My Career Dev)	Sample Career Development	Complete	SHAKESPEARE, WILL	Do Not Copy
546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	Abandoned	AUSTEN, JANE	Do Not Copy
169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	Final	LEE, HARPER	Career-Dev
199-Research (Research 2)	This is my 2nd example of a Research component type project.	Complete	POE, EDGAR ALLAN	Research
893-Research (Research 4)	This is my 4th sample of a Research Component Type project	Final	LEE, HARPER	Research
268-Training (My Training2)	Sample Training	Complete	LEE, HARPER	Training

Figure 57: Components Selected to be Copied

A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

*The copy feature will do a **best effort** copy of form field data. Data loss is possible when copying from one announcement to another due to potential form differences. Application attachments will not be retained. Be sure to carefully check the new copy of the application for completeness.*

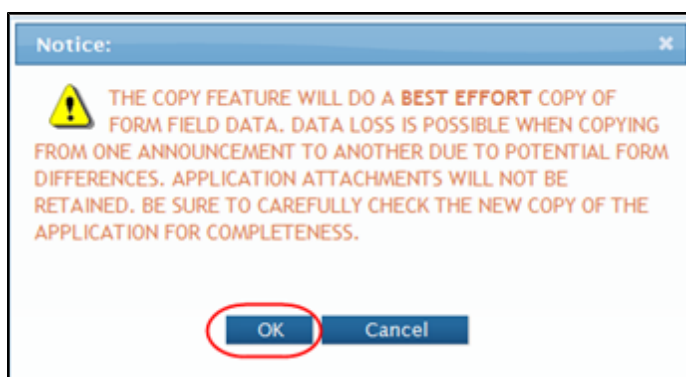


Figure 58: Copy Application Confirmation Message

5. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.

6. After confirming the copy, another pop-up box prompts you to choose which application you would like to display in ASSIST. The following prompt displays: *Please select OK to remain in the current application. To open the new application, select Continue.*

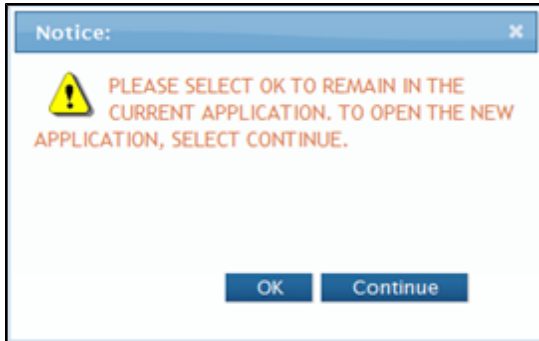


Figure 59: Navigation Prompt for Viewing New Application or Current One

Select the **OK** button to remain in the original application.

—OR—

Select the **Continue** button to display the newly created application.

5 Prepare an Application

The process for preparing an application include the following:

1. [Initiate the application](#)
2. [Add Overall component and enter data](#)
3. [Add additional components and enter data](#)
4. [Manage access](#)
5. Prepare applications for submission
6. [Search for the application](#)

5.1 Initiate an Application

Prior to initiating an application using ASSIST, applicants must identify a Funding Opportunity Announcement (FOA) to which they would like to apply. FOAs are posted in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov](#) **Find Grant Opportunities** link, each of which has robust search capabilities. The FOA text indicates whether ASSIST can be used to apply to that opportunity. The FOA number (e.g., PA-12-987) is required to initiate an application.

Anyone with an eRA Commons ID and one of the following roles can initiate an application:

- Administrative Official (AO)
- Signing Official (SO)
- Principal Investigator (PI)
- Assistant Role (ASST)
- Account Administrator (AA)

To initiate the application:

1. Log into the ASSIST system.
2. From the Welcome page, enter the FOA in the **Funding Opportunity Announcement #** field.
3. Select the **Go** button.

The *Initiation Application* page displays.

1. Fill in the required fields:

- a. Enter a title for the application in the **Application Project Title** field.

NOTE: This populates the **Descriptive Title of Applicant's Project** field on the SF424 RR Cover of the Overall component. The maximum number of characters for the **Application Project Title** is 200.

After initiating your application, you can update your project title by editing the **Descriptive Title of Applicant's Project** field.

- b. Make a selection from the drop-down menu **Lead Application Organization Name**.

NOTE: The list reflects the organizations affiliated with the user's eRA Commons ID. Selecting the appropriate organization populates the **Lead Applicant Organization** fields and the appropriate fields in the SF424 RR section of the Overall component.

- c. Review the **Lead Applicant Organization Address**.

- d. Review the **Lead Applicant Organization DUNS** number.

IMPORTANT: Once the DUNS is entered and saved on this form, it *cannot* be edited later, on this or on other forms. Take care to verify that the DUNS number in this field is correct and edit if necessary.

4. Select the **Initiate Application** button to continue.

NOTE: Selecting the **Cancel** button at any time cancels the initiation. A warning message, *Are you sure you want to cancel*, confirms the action. Select **Continue** to cancel the initiation or **Go Back** to return to the *Initiate Application* page.

The *Application Information* page displays as read-only with the status of the application as *Work in Progress*. The informational message *Application saved* appears at the top of the page.

After initiating the application the user has the ability to access:

[Manage Access](#)

[Add Overall Component](#)

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


A Application Submission System & Interface
for Submission Tracking (ASSIST) Username: SO_JOYCE
from: UNIVERSITY

Home > Initiate Application

Welcome SO_JOYCE

Initiate Application for FOA #: PA-00-000 ?

After initiation, the *Lead Application Organization Name* and *Lead Application Organization DUNS* cannot be changed.



FOA INFORMATION

* Required field(s)

FOA Number:	PA-00-000
Opportunity Title:	NIH Multi-project - typical Research Components
Offering Agency:	National Institutes of Health
CFDA Number:	93.396
CFDA Description:	
Competition ID:	MULTI-PROJECT
Opportunity Open Date:	09/13/2012
Opportunity Close Date:	09/13/2015
Agency Contact:	Jane Doe For NIH Testing Purposes E-mail: JaneDoe@email.com Phone: 301-111-1234
Application Identifier:	
Application Project Title * (describe title in 200 characters)	<input type="text"/>
Lead Applicant Organization: *	---- Choose Organization ----
Lead Applicant Organization Address:	<input type="text"/>
Lead Organization DUNS:	<input type="text"/>

Figure 60: Initiate the Application

6 Search for an Application

Applications initiated in ASSIST are saved online and are accessible by multiple users who have been given access to the application. In order for a previously initiated application to be accessed, a search for that application must be performed on the *Search for Application* page. Only those users granted permission to view or edit the application can locate it via the search function.

eRA Commons users with the Signing Official (SO) role can search and find any application within their own organization.

To search for an application:

1. Log into the ASSIST system.
2. From the welcome page, select the **Search Applications** button.

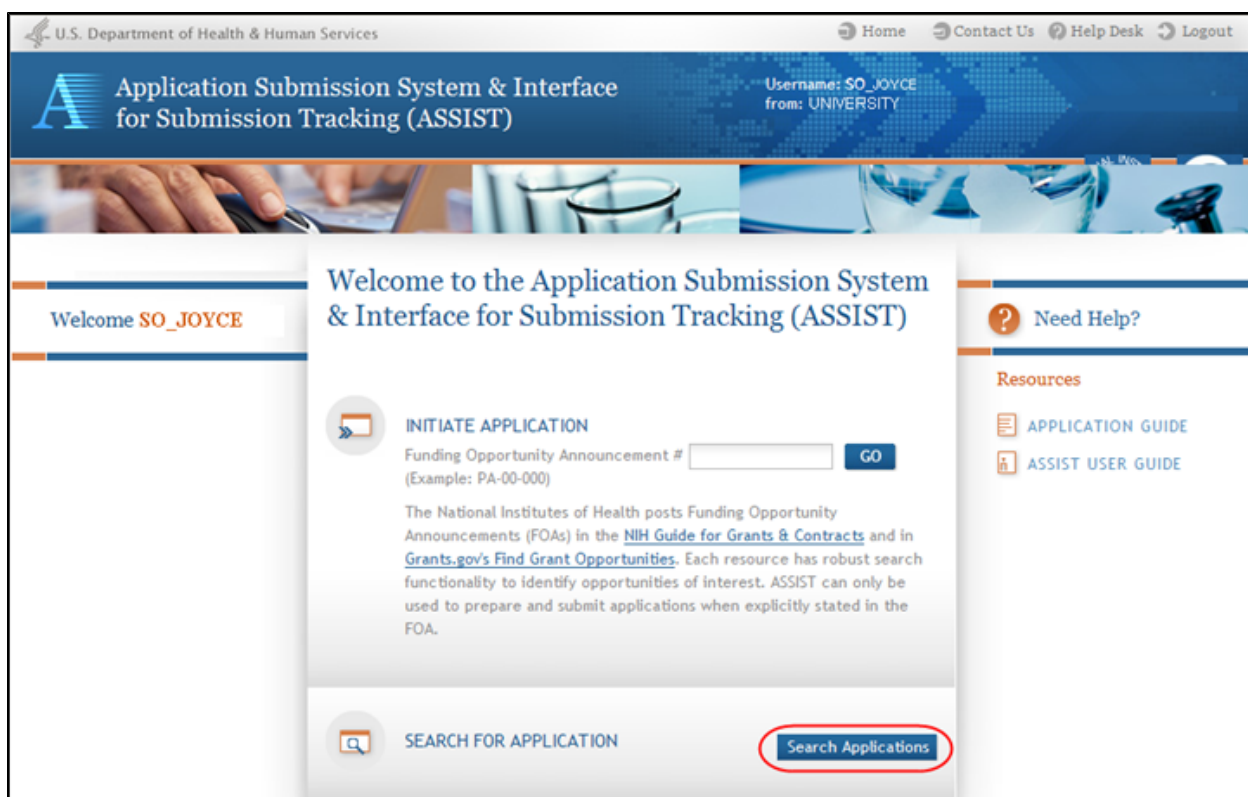


Figure 61: Search Applications Button

3. Enter any combination of optional search criteria on the *Search for Applications* page to locate the application.

- **Application Identifier**

This is the unique identifier for an application in ASSIST.

- **Application Project Title**

A partial title is acceptable. ASSIST searches for key words in the title name.

- **Agency**

Select a choice from the drop-down list.

- **PD/PI First Name**

- **PD/PI Middle Name**

- **PD/PI Last Name**

PD/PI name fields (First, Middle, and Last) can be used for any PD/PI in the complex application. When a search is conducted on a PD/PI name, ASSIST returns matching applications in which the PD/PI is a key person with the PD/PI role on the Overall component or exists on the SF424 R&R section under the PD/PI Contact Information Name.

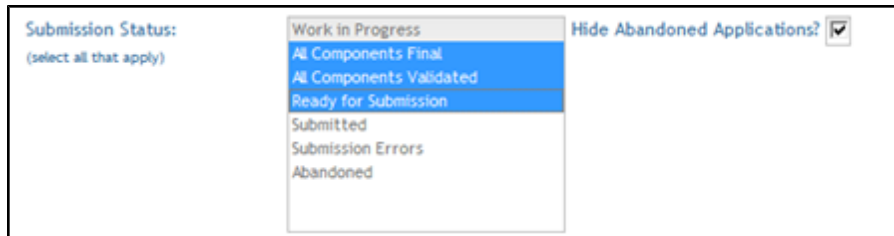
- **Lead Applicant Organization**

This is the name of the institution that has submitted - or will be submitting - the complex application. When searching by this field, ASSIST returns applications in which the organization is the lead organization on the Overall component.

- **Submission Status**

This is the status for the electronic grant submission. Users can search on more than one status by selecting multiple options from the list while using the Ctrl key.

The **Hide Abandoned Applications?** checkbox is selected by default and can be unchecked to include *Abandoned* status applications in search the results when no specific submission status is selected.



Submission Status:
(select all that apply)

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

Hide Abandoned Applications? ☒

Figure 62: Submission Status Search Criteria Field

- **Submission Date (from and to)**

When searching by submission date ranges, enter a date or select a date from the calendar.

- **Project Start Date**

This is the date when the project is scheduled to begin. Enter a date or select it from the calendar.

- **Project End Date**

This is the date when the project is scheduled to be completed. Enter a date or select it from the calendar.

When entering search parameters, it is important to note that all parameters are case insensitive and punctuation is ignored.

Entering search parameters is an optional step. When a search is performed without search parameters entered, ASSIST returns all applications for which the user has the privileges to access. If the number of records found exceeds the allowable limit, an error message displays. In this instance, use the parameters to narrow the search.

4. Select the **Search** button to display the closest matched applications.

Home > Search for Applications

Welcome **SO_JOYCE**

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: ☐ Hide Abandoned Applications? ☒

(select all that apply)

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

Submission Date: from to

Project Start Date:

Project End Date:

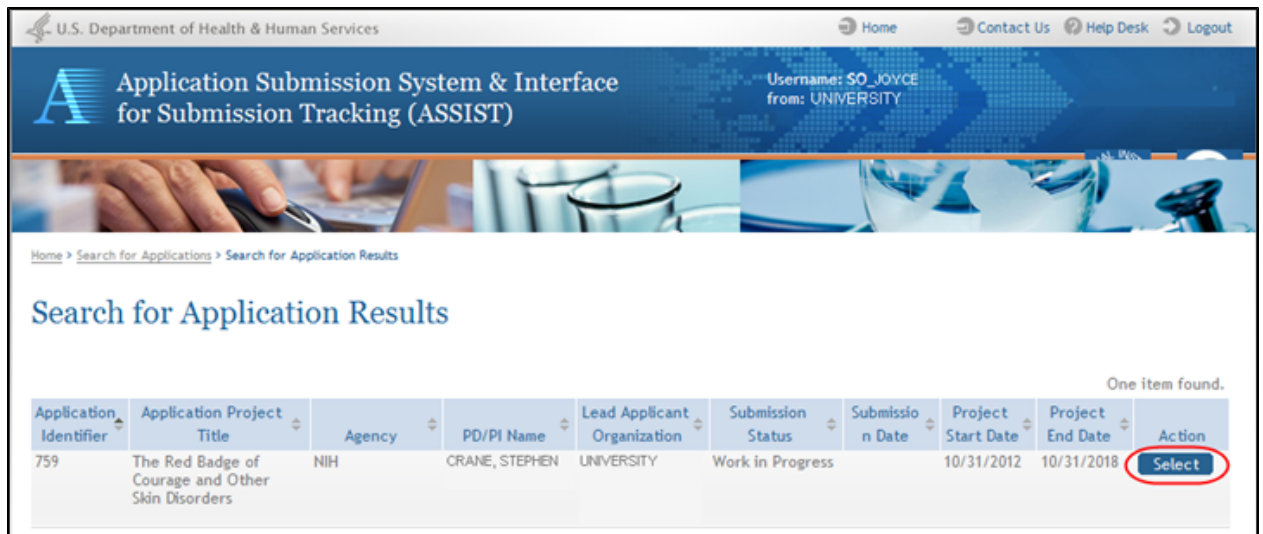
Search Clear

Figure 63: Search Button on the Search for Applications Page

Depending on the search parameters entered, multiple matching records may be found. These results can be sorted, by selecting the arrow in the appropriate column heading.

NOTE: Selecting the **Clear** button at any time will clear the fields.

- From the results listed on the *Search for Application Results* page, click the **Select** button in the **Action** column next to the appropriate application.



U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

Home > Search for Applications > Search for Application Results

Search for Application Results

One item found.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
759	The Red Badge of Courage and Other Skin Disorders	NIH	CRANE, STEPHEN	UNIVERSITY	Work in Progress	10/31/2012	10/31/2018	Select	

Figure 64: Search for Applications Results Page & Select Button

The *Application Information* page displays for the selected application.

Refer to the section of this document titled *Prepare an Application on Page 61* for details on completing an application.

7 Adding Components

Depending on the opportunity being applied for, a number of other component types (e.g., Admin Core, Project, Core) may exist with predefined data collection requirements set by the agency. These other components can be added to the application using ASSIST.

Refer to the Application Guide for more information on components.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#2_5
[Forms for an Application to](#)

7.1 Overall Component

The Overall component provides overview information for the application. The Overall component describes the entire application and explains how each of the additional components fit together. It is a special component type with a single occurrence in every complex application. The PD/PI and multi-PD/PIs for the entire application are captured in the Overall component. It is the only component that includes full SF424 R&R cover data collection. It does not include a budget.

The Overall component must be added first before additional components can be added. Adding the Overall component also adds its corresponding forms (e.g., *Cover Page*, *Checklist*).

If additional components are available, they can be added using the **Add New Component** button in the **Actions** section. [Refer to the section of this document titled *Other Components on Page 98*.](#)

IMPORTANT: The figures provided in these topics serve as examples only. They may not reflect what you see in your own applications and may not always represent valid data.

If you have specific questions about the forms available for your application, please refer to the [Application Guide](#).

7.1.1 Add Overall Component

The Overall component must be the first component added to an application. The data provided in the Overall component should reflect the entire application.

To add an Overall component:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Add Overall Component** button in the **Actions** panel.

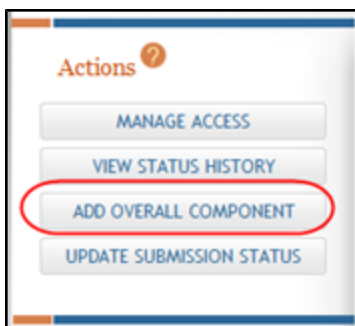


Figure 65: Add Overall Component Button in Actions Pane

The *Add Overall Component* page displays the **Project Information**, **Lead Applicant Organization**, and **Contact Project Director/Principal Investigator** sections.

3. Indicate the **Application Type** by selecting one of the following radio buttons:
 - **New**
 - **Resubmission**
 - **Renewal**
 - **Continuation** (not used by NIH)
 - **Revision**
4. Enter the **Project Start Date** (or select from the calendar tool).
5. Enter the **Project End Date** (or select from the calendar tool).
6. Review the **Application Project Title** provided at the time of the application initiation. Edit as needed.
7. The **Lead Applicant Organization** cannot be changed after it is provided in the initiation of the application.
8. Within the **Contact Project Director/Principal Investigator** section, enter the **Username** and select the **Populate Name from Username** button if the eRA Commons username is known.

-OR-

Enter the **First Name** and **Last Name** of the Contact PD/PI.

9. Select the **Save** button to add the overall component to the application and to display the forms associated with the Overall component.

NOTE: Selecting the **Cancel** button cancels the action without saving any information.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Application Information > Add Overall Component

Add Overall Component

After initiation, the *Lead Application Organization Name* and *Lead Application Organization DUNS* cannot be changed.

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD OVERALL COMPONENT

Select Component Type

Project Information

Application ID: 788

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

* Project Start Date: 11/01/2012

* Project End Date: 11/01/2017

* Application Project Title (describe title in 200 characters): The Red Badge of Courage and Other Skin Disorders

Lead Applicant Organization

* Lead Applicant Organization: UNIVERSITY

* Lead Applicant Organization DUNS: 12345678

Contact Project Director/Principal Investigator

Username: PI_Crane [Populate Name from Username](#)

* First Name: Stephen

Middle Name:

* Last Name: Crane

Save Cancel

Figure 66: Add Overall Component Page

The *Component Information* page for the Overall component displays the **Component Information** (as well as **Application Information**) as read-only with the status of the component as *Work in Progress*. Tabs across the top of the page provide access to the applicable component forms.

After adding the Overall component, you may perform the actions displayed under the **Actions** column, depending on your access level. Most likely, you can select one of the following:

[Update Overall Component Forms](#)

[Manage Access](#)

[Add New Component](#)

[Add Optional Form](#)

7.1.2 Edit Overall Component Forms

The forms of the Overall component may be edited when the component status is *Work in Progress*. The following lists the basic steps for navigating and enabling forms for editing. Before starting to enter data on a form, the user should be prepared to enter data marked with an asterisk (*). These data elements are required to save the form.

To edit component forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the Overall component from the **Component Type** section.
3. Select the Overall component.

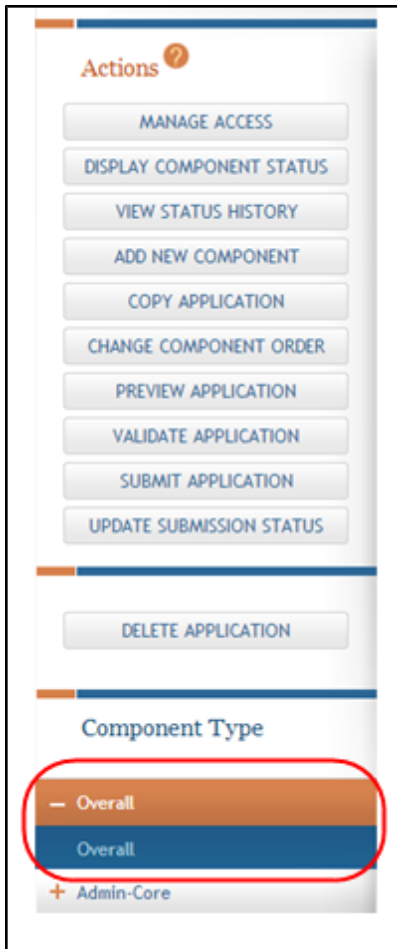


Figure 67: Select Component Type

The *Component Information* page displays for the Overall component.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTE OF HEALTH OER

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

Overall Component

Actions 2

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

Component Type

- Overall
- Overall
- + Admin-Core

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:	The Red Badge of Courage and Other Skin Disorders
Component Project Lead(s):	CRANE, STEPHEN
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-10-25 09:52:21.000 AM EDT

Application Information

Application ID:	759
FOA Number:	PA-00-000
Project Title:	Crime & Punishment and the Effects on Mental Health
PD/PI Name:	DOSTOEVSKY, FYODOR
Organization:	UNIVERSITY
Status:	Work in Progress
Status Date:	2012-10-23 01:35:15.000 PM EDT

Figure 68: Component Information Page for Overall Component

4. Select the tab for the appropriate form.

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

Figure 69: Overall Component Form Tabs

5. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.
6. For forms with grouped sections, all editable data fields are expanded by default, as shown by the selected **Expand All** checkbox. Unselect the checkbox to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

7. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. [Refer to the section of this document titled *Form and Field Level Validations on Page 172* for more information.](#)

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4
[Completing the SF424 Research](#)

[Refer to the section of this document titled *Overall Component on Page 69* for help with ASSIST \(e.g., navigating the forms, entering data into form fields, etc.\).](#)

8. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. *For multi-page forms only:* To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

9. Navigate to and complete the other forms by selecting the corresponding tabs and following the same steps.
10. *When unsaved data exists:* When navigating from tab to tab without saving the data, a warning message displays as follows:

Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

Return to the form to save the data.

- a. Select the **Go Back** button to return to the unsaved form.
- b. Select the button for a save option at the bottom of the form.
- c. Navigate to the next form again.

-OR-

Continue to next form without saving.

- a. Select the **Continue** button to move to the selected form without saving the changes entered onto the current form.
- b. Complete the new form as appropriate.
- c. Repeat steps for navigating to other forms.

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

7.1.3 SF424 R&R Cover for Overall Component

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_2_Cover_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). The main title is 'Application Submission System & Interface for Submission Tracking (ASSIST)'. Below the header, a breadcrumb trail reads: Home > Search for Applications > Application Search Results > Application Information > Component Information.

The main content area is titled 'Overall Component'. It includes a warning: 'All editable fields marked with ** must be entered in order to Save this form. Please gather these data before beginning your data entry.' Below this, there are tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', and 'Research Plan'. The 'R&R Cover' tab is selected.

Under the 'R&R Cover' tab, the form is titled 'Application for Federal Assistance' with the identifier 'SF 424 (R&R) v2.0'. An 'Edit' button is highlighted with a red circle. To the right of the form, the OMB Number (4040-0001) and Expiration Date (06/30/2016) are displayed.

On the left side, there is a sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Overall, Research).

The form fields are listed below the 'Edit' button:

- 1. * TYPE OF SUBMISSION
- 2. DATE SUBMITTED
- 3. DATE RECEIVED BY STATE
- 4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER
- 5. * APPLICANT INFORMATION
- 6. * EMPLOYER IDENTIFICATION (EIN) or (TIN)

At the bottom right of the form, there is an 'Expand All' button and a note '* Required field(s)'.

Figure 70: Edit Button on R&R Cover for Overall Component

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Some information, including the organization details in the **Applicant Information** section and the fields within the **Project Director/Principal Investigator Contact Information** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

The **Descriptive Title of Applicant's Project** is also carried over from the **Application Project Title** provided on the *Initiate Application* page; however, this field may be edited if necessary.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.1.4 PHS 398 Cover Page Supplement for Overall Component

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_3_Cover_Page_Supplement_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot displays the ASSIST system interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and the user's login information (Username: SO_JOYCE from: UNIVERSITY). The main title is 'Application Submission System & Interface for Submission Tracking (ASSIST)'. Below the header, a breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information.

The main content area is titled 'Overall Component'. It contains a message: 'It is recommended that you fill out the R&R Cover form before starting the Cover Page Supplement so that the Applicant Organization Contact data are forwarded populated here. The following data are required to save this form: 2. Human Subjects: Clinical Trial?; Applicant Organization Contact: First Name, Last Name, Title, Phone Number; Does the proposed project involve human embryonic stem cells?'. Below this message is a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement (selected), Other Project Information, Sites, Sr/Key Person Profile, and Research Plan.

The 'Cover Page Supplement' tab is active, showing the title 'PHS 398 Cover Page Supplement' and the version 'PHS398 CoverPageSupplement v2.0'. An 'Edit' button is circled in red. To the right of the title, the OMB Number is 0925-0001. Below the title, there is a section for '1. Project Director/Principal Investigator' with a note: 'The PD/PI Information on the PHS 398 Cover Page Supplement is populated from Project Director/Principal Investigator on the Research and Related Senior/Key Person Profile (Expanded) of this component. If you wish to change these items, please do so on the Research and Related Senior/Key Person Profile (Expanded) of this component; you will not be able to edit the response here.'

On the left side of the interface, there is a sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Research).

Figure 71: Edit Button on Cover Page Supplement for Overall Component

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Some information, including the **Project Director/Principal Investigator** section and the contact name within the **Applicant Organization Contact** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.1.5 Research & Related Other Project Information for Overall Component

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_4_Other_Project_Information

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

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

Overall Component

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

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

Research & Related Other Project Information

R&R OtherProjectInfo v1.3

OMB Number: 4040-0001
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

Figure 72: Edit Button on Other Project Information for Overall Component

2. Complete the required fields for each section. Required fields are marked with asterisks (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.1.6 Overall Component Sites

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_3
[Project Performance Site](#)

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.1.6.1 Primary Performance Site

1. Select the **Edit** button in the **Primary Performance Site** section of the page.

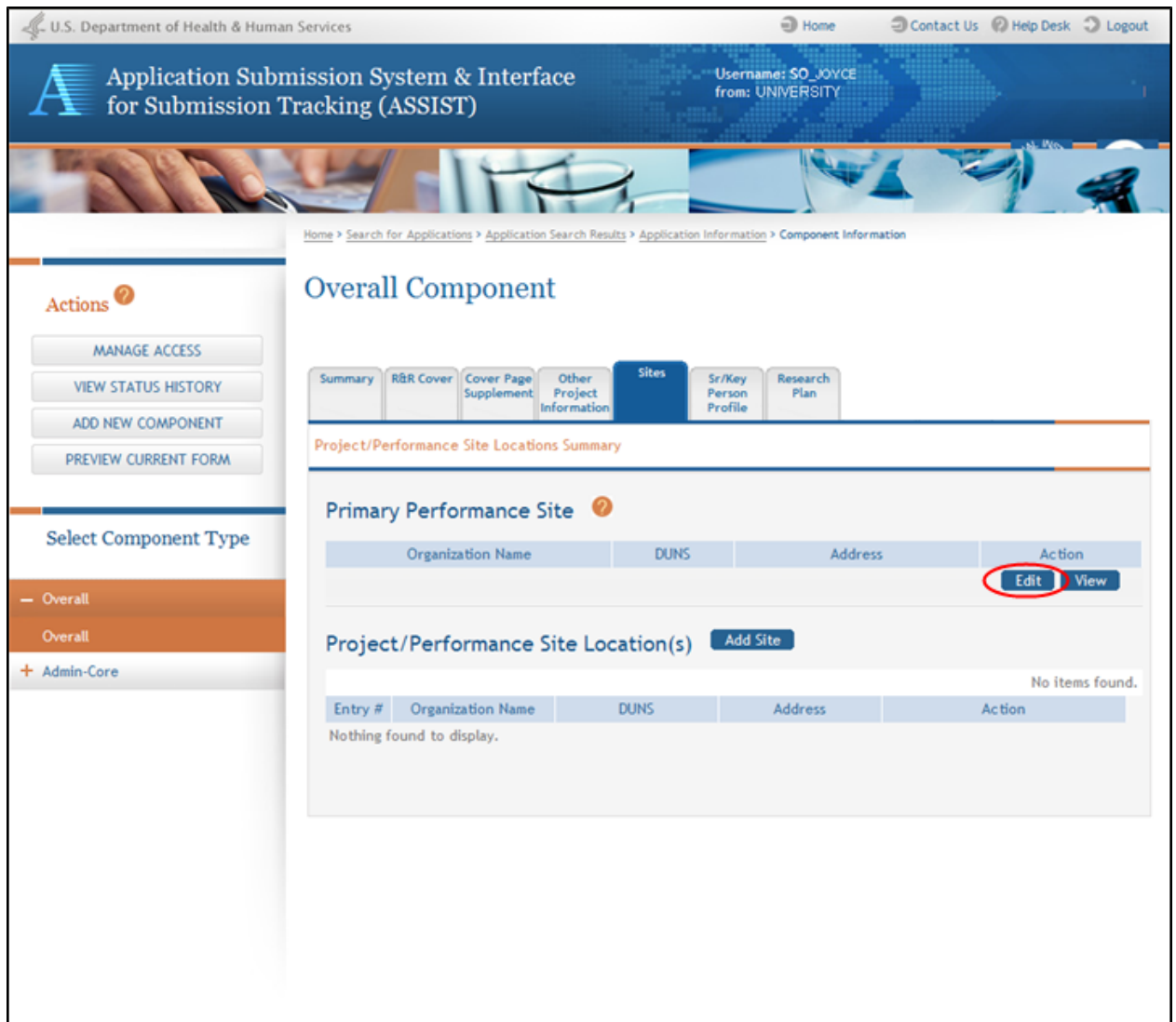


Figure 73: Primary Performance Site Edit Button (Overall Component)

The **Project Performance Site Primary Location** section opens for editing.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and the user's login information (Username: SO_JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)".

The left sidebar contains an "Actions" menu with buttons: MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. Below this is a "Select Component Type" section with a tree view showing "Overall" (selected) and "Core".

The main content area shows the "Overall Component" section. It includes a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A note states: "All editable fields marked with '*' must be entered in order to Save this form. Please gather these data before beginning your data entry." Below this is a tabbed interface with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, and Research Plan.

The "Sites" tab displays the "Project/Performance Site Locations Summary" section. It includes a "Project/Performance Site Location(s)" header with a "PerformanceSite v2.0" version indicator and an "Edit" button. To the right, it shows the OMB Number (4040-0010) and Expiration Date (08/31/2011). A note indicates "* Required field(s)".

Below this is a checkbox for "I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization". The "Project Performance Site Primary Location" section follows, with a button to "Populate from this component's R&R Cover".

The form fields for the "Project Performance Site Primary Location" are:

- Organization Name
- DUNS Number (e.g. 123456789 or 1234567891234)
- * Street 1
- Street 2
- * City
- County/Parish
- State (dropdown menu: --- Select State ---)
- Province
- * Country (dropdown menu: UNITED STATES)
- Zip/Postal Code (e.g. 123451234)
- Project/Performance Site Congressional District (e.g. CA-012, outside the U.S. enter 00-000)

At the bottom of the form are four buttons: "Save and Keep Lock", "Save and Release Lock", "Save and Add", and "Cancel and Release Lock".

Figure 74: Project Performance Site Primary Location Fields

2. *Optional:* Select the **Populate from this component's R&R Cover** button to populate the fields with the Applicant Information entry from the component's R&R Cover.
3. Complete the required fields and any other appropriate information. Required fields are marked with asterisks (*).
4. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit** and **View** buttons can be used to edit or view the added Primary Performance Site information.

7.1.6.2 Project/Performance Site Location(s)

1. Select the **Add Site** button in the **Project/Performance Site Location(s)** section to add additional sites.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

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

Overall Component

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

Project/Performance Site Locations Summary

Primary Performance Site

Organization Name	DUNS	Address	Action
			Edit View

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

No items found.

Entry #	Organization Name	DUNS	Address	Action
Nothing found to display.				

Figure 75: Project/Performance Site Location(s) Add Site Button (Overall Component)

The **Project Performance Site Location** section opens for editing.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH OER

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

Overall Component

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

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

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite v2.0

OMB Number: 4040-0010
Expiration Date: 08/31/2011

Edit

* Required field(s)

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization

Project Performance Site Location 1

Populate from this component's R&R Cover

Organization Name

DUNS Number
(e.g. 123456789 or 1234567891234)

* Street 1

Street 2

* City

County/Parish

State
--- Select State ---

Province

* Country
UNITED STATES

Zip/Postal Code
(e.g. 123451234)

Project/Performance Site Congressional District
(e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock Save and Release Lock Save and Add Cancel and Release Lock

Figure 76: Project Performance Site Location Fields

- Optional: Select the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.

3. Enter the required fields and any other appropriate information.
4. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit**, **Remove**, and **View** buttons can be used to edit, remove, or view a Project/Performance Site Location.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the application title. The user is logged in as SO_JOYCE from UNIVERSITY. The main content area is titled 'Overall Component' and shows a summary of Project/Performance Site Locations. A sidebar on the left contains 'Actions' (Manage Access, View Status History, Add New Component, Preview Current Form) and 'Select Component Type' (Overall, Core). The main table lists site locations with columns for Organization Name, DUNS, Address, and Action (Edit, View). One item is found: Entry # 1, Organization Name, DUNS, Address (15 Shawger Road, Denville, NJ 07834, UNITED STATES), and Action (Edit, Remove, View).

Organization Name	DUNS	Address	Action
Sample Primary Site Location		52 Memory Lane Denville, NJ 07834 UNITED STATES	Edit View

Entry #	Organization Name	DUNS	Address	Action
1			15 Shawger Road Denville, NJ 07834 UNITED STATES	Edit Remove View

Figure 77: Project/Performance Site Locations Summary for Overall Component

7.1.7 Senior/Key Person Profile for Overall Component

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_5_Senior_Key_Person_Profile

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.1.7.1 Profile - Project Director/Principal Investigator

The **Project Director/Principal Investigator** information is carried over from the details entered during the application initiation. Depending on the privileges assigned to you, this information can be edited and/or viewed.

To view the information, select the **View** button in the **Action** column for the PD/PI entry in the **PROFILE-Project Director/Principal Investigator** section of the page.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

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

Overall Component

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

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) Add Sr/Key

Figure 78: Project Director/Principal Investigator View Button

To edit the information, perform the following steps:

1. Select the **Edit** button in the **Action** column for the PD/PI entry.



Figure 79: Project Director/Principal Investigator Edit Button

The **Research & Related Senior/Key Person Profile (Expanded)** section displays for the PD/PI.

2. Update the appropriate fields. When adding a PD/PI, use one of the following methods:
 - a. Select a name from the **Add Sr/Key from other component** drop-down list to choose a person from another component and select the **Add** button.

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

Sr/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
R&R Key Person Expanded v2.0 Expiration Date: 06/30/2016

Edit * Required field(s)

PROFILE - Project Director/Principal Investigator

Add Sr/Key from other component: ---- Choose a Person ---- Add

Credential, e.g., agency login: Jane Austen William Shakespeare Harper Lee **Populate fields from Credentials**

Prefix: --- Select Suffix ---

* First Name: Stephen

Middle Name:

* Last Name: Crane

Suffix: --- Select Suffix ---

Position/Title:

Department:

Organization Name: UNIVERSITY

Figure 80: Add Sr/Key From Other Component for PD/PI Profile

-OR-

- b. Enter the Commons ID of a person into the **Credential** field and select the **Populate fields from Credentials** button to populate the information based on the Commons ID.

PREVIEW CURRENT FORM VALIDATE COMPONENT

Select Component Type

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

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

Sr/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
R&R Key Person Expanded v2.0 Expiration Date: 06/30/2016

Edit * Required field(s)

PROFILE - Project Director/Principal Investigator

Add Sr/Key from other component: ---- Choose a Person ---- Add

Credential, e.g., agency login: PI_Crane **Populate fields from Credentials**

Prefix: --- Select Prefix ---

* First Name:

* Last Name:

Figure 81: Populate Fields from Credentials Button for PD/PI Profile

-OR-

- c. Manually enter the first name, last name, address, and phone number information for the person.
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.1.7.2 Profile - Senior/Key Person(s)

Depending on the privileges assigned to you, actions are available for viewing, adding, editing, and/or removing senior/key persons on a project.

Adding Senior/Key Person

1. Select the **Add Sr/Key** button from the **PROFILE - Senior/Key Person(s)** section of the page.

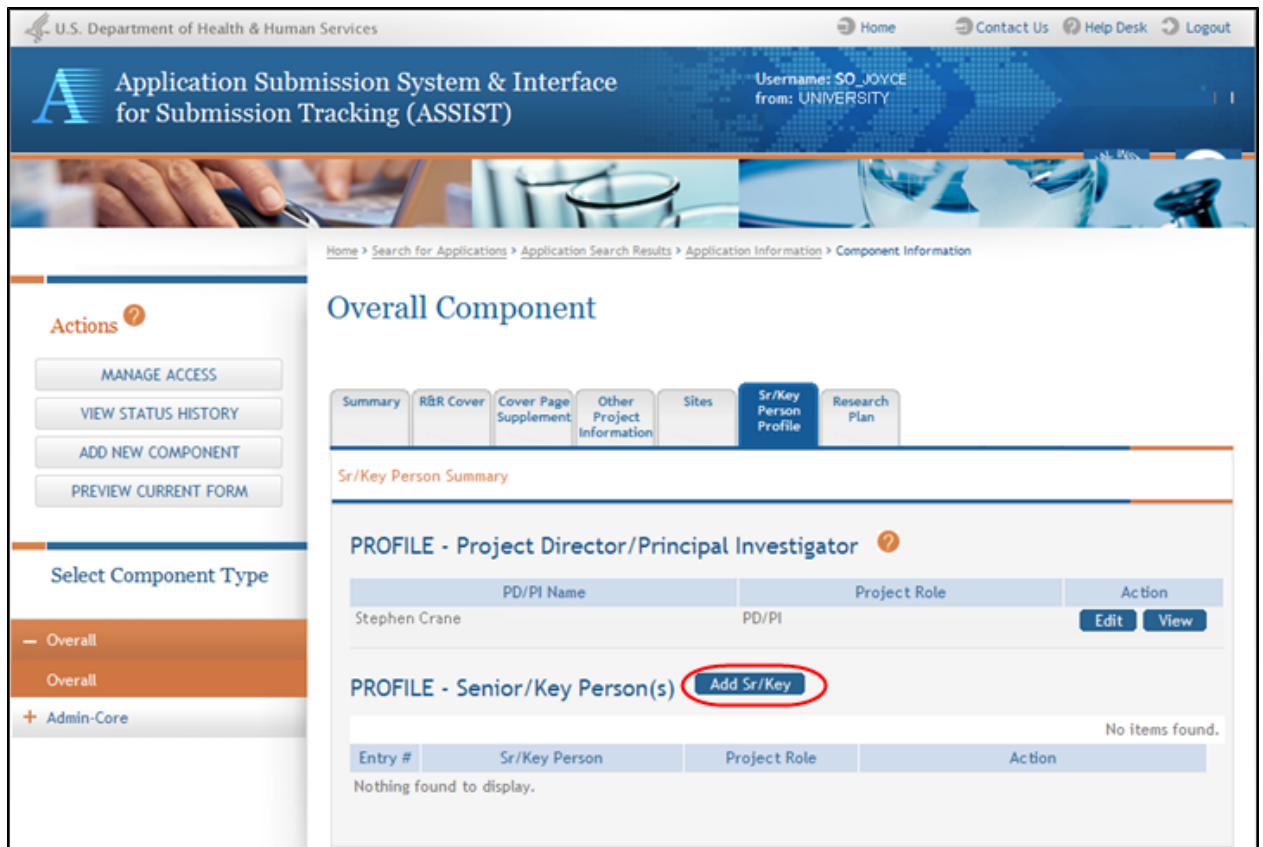


Figure 82: Add Sr/Key Button

The **Research & Related Senior/Key Person Profile (Expanded)** section displays for the new Senior/Key Person.

2. Enter the person information using one of the following methods:
 - a. Select a name from the **Add Sr/Key from other component** drop-down list to choose a person from another component and select the **Add** button.

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

Sr/Key Person Summary

Research & Related Senior/Key Person Profile (Expanded) OMB Number: 4040-0001
R&R Key Person Expanded v2.0 Expiration Date: 06/30/2016

Edit

* Required field(s)

PROFILE - Senior/Key Person 1

Add Sr/Key from other component

Credential, e.g., agency login

Prefix

* First Name

Middle Name

* Last Name

Suffix

Position/Title

Department

Organization Name

--- Choose a Person --- Add

--- Choose a Person ---

Jane Austen

William Golding

Harper Lee

William Shakespeare

Leo Tolstoy

Populate fields from Credentials

Figure 83: Add Sr/Key from Other Component for Senior/Key Person Profile

-OR-

- b. Enter the eRA Commons ID of a person into the **Credential** field and select the **Populate fields from Credentials** button to populate the information based on the eRA Commons ID.

Figure 84: Populate Fields from Credential Button for Senior/Key Person Profile

-OR-

- c. Manually enter the first name, last name, address, and phone number information for the person.
3. Select a role for the person from the **Project Role** drop-down list.
4. Complete any of the relevant optional fields.
5. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The entered person displays on the **Sr/Key Person Summary**.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the application title "Application Submission System & Interface for Submission Tracking (ASSIST)". The user is logged in as "SO JOYCE" from "UNIVERSITY".

The main content area is titled "Overall Component" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A sidebar on the left contains "Actions" (Manage Access, View Status History, Add New Component, Preview Current Form) and "Select Component Type" (Overall, Core).

The "Sr/Key Person Summary" section is active, showing a "PROFILE - Project Director/Principal Investigator" table with one entry: Stephen Crane, PD/PI. Below this is a "PROFILE - Senior/Key Person(s)" section with an "Add Sr/Key" button and a table showing one entry: William Shakespeare, Co-Investigator. The table has columns for Entry #, Sr/Key Person, Project Role, and Action (Edit, Remove, View).

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

Figure 85: Sr/Key Person Summary for Overall Component

Viewing & Editing Senior/Key Person(s)

Select the **View** button to view the details of the person entry.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

Overall Component

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

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s)

[Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

Figure 86: Senior/Key Person View Button

To edit the person entry, perform the following steps:

1. Select the **Edit** button for the person entry.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

Overall Component

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

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s)

[Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

Figure 87: Senior/Key Person Edit Button

2. Enter the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Removing Senior/Key Person(s)

To remove a senior/key person:

1. Select the **Remove** button for the person entry.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOVCE from: UNIVERSITY

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

Overall Component

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

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator

PD/PI Name	Project Role	Action
Stephen Crane	PD/PI	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Co-Investigator	Edit Remove View

Figure 88: Senior/Key Person Remove Button

A pop-up window displays confirming the deletion.

2. Select the **Continue** button to confirm the removal of the senior/key person entry (selecting **Go Back** returns the *Sr/Key Person Summary* without removing the entry).

The *Sr/Key Person Summary* updates with the selected person removed from the **PROFILE - Sr/Key Person(s)** list.

7.1.8 PHS398 Research Plan for Overall Component

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_5_PHS_398_Research_Plan_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

1. Select the **Edit** button to enable the form for editing.

The screenshot shows the ASSIST web interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and a user login area showing 'Username: SO_JOYCE from: UNIVERSITY'. Below the header is a banner image. The main content area is titled 'Overall Component' and includes a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information > Component Information'. On the left, there's a sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Research). The main form area shows 'PHS 398 Research Plan' with a version 'PHS398 Research Plan v2.0'. An 'Edit' button is circled in red. Below this, there's a section '1. Research Plan Attachments:' with instructions to attach applicable sections. Three attachment items are listed: '1. Introduction to Application (for RESUBMISSION or REVISION only)', '2. Specific Aims', and '3. Research Strategy'. Each item has a 'View Attachment' button. A note '* Required field(s)' is visible on the right.

Figure 89: Edit Button on Research Plan Form for Overall Component

2. Add the appropriate **Research Plan Attachments**. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2 Other Components

Multiple-project opportunities often require additional component types with pre-defined data collection requirements. Examples of these additional components include Admin Core, Core, Project, Construction, Career Development, and Training. The component types required for a multiple-project application differ depending on the Funding Opportunity Announcement (FOA).

The required component types for the FOA can be selected from ASSIST and added to the application. ASSIST *only* allows the required component types specific to the opportunity to be

added to the application. Adding a component also adds its corresponding forms (e.g., Cover Page, Checklist).

Please refer to the FOA for details on the application and component type requirements.

7.2.1 Add Additional Component Types

The additional component types available in ASSIST will vary by opportunity.

Users should add components for a specific component type in the order in which they should appear within the final application image used by the agency for funding consideration.

NOTE: The order of component types cannot be rearranged once they are added to the application.

To add additional component types:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page or the *Component Information* page, select the **Add New Component** button in the **Actions** panel.

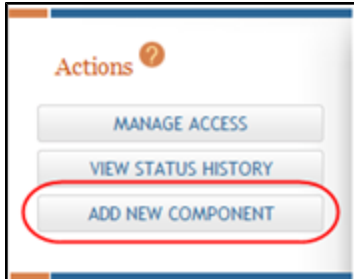


Figure 90: Add New Component Button on the Actions Pane

The *Add Component* page displays.

3. Select a **Component Type** from the drop-down list.

NOTE: Only component types available for the application's FOA display in the drop-down list.

4. Enter a **Component Start Date** or select one from the calendar tool. This field defaults to the project start date entered on the Overall component.
5. Enter a **Component End Date** or select one from the calendar tool. This field defaults to the project end date entered on the Overall component.

6. Enter a **Component Project Title**
7. *Optional:* Enter a **Component Short Name** (up to 20 characters) to help identify the component. This is not a required field.

Component short names -when existing- appear on the *Component Information* page as well as under the component identifier on the left-side **Component Type** navigation panel. Component short names must be unique to the project and can be updated from the *Component Information* page. Component short names are available only for your convenience in ASSIST and do not carry over to Grants.gov at the time of submission.



Figure 91: Component Short Name

8. Select the **Save** button to add the component to the application and display the forms associated with the component type selected.

NOTE: Selecting the **Cancel** button cancels the action without saving any information.

Figure 92: Add Component Page

The *Component Information* page displays the **Component Information** (as well as **Application Information**) as read-only with the status of the component as *Work in Progress*. Tabs across the top of the page provide access to the applicable component forms.

Tip: Check the Funding Opportunity Announcement text for component-specific instructions for preparing additional components.

After adding the component you have the ability to access:

[Update Component Forms](#)

[Manage Access](#)

[Add New Component](#)

[View Status History](#)

[Add Optional Form](#)

[Preview Current Component](#)

[Update Component Status](#)

7.2.2 Edit Additional Component Type Forms

The forms of the component may be edited when the status is *Work in Progress*. The following lists the basic steps for navigating and enabling forms for editing.

To edit component forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Expand the component type to display the components.
4. Select the appropriate component.

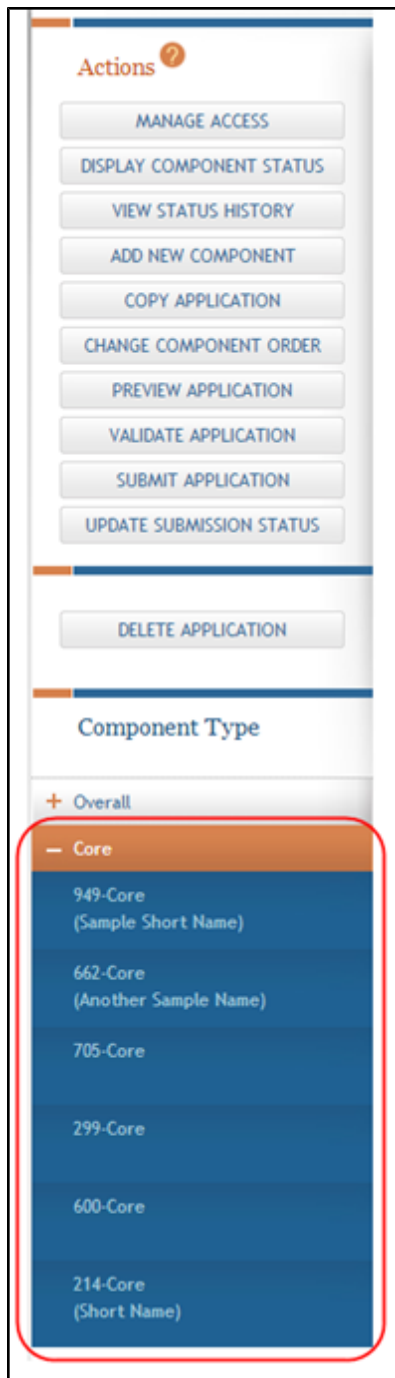


Figure 93: Select Component Type Navigation Pane

The *Component Information* page displays for the selected component.

U.S. Department of Health & Human Services

Home
Logout
Help Desk
Contact Us

Application Submission System & Interface
for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

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

Actions

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

DELETE COMPONENT

Component Type

+ Overall
- Core
949-Core
(Sample Short Name)
662-Core
(Another Sample Name)
705-Core
299-Core
600-Core
214-Core
(Short Name)

Core

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

Component Information

Component Identifier: 949-Core
Component Short Name: Sample Short Name [\(Update Short Name\)](#)
Component Type: Core
Component Title: Pride & Prejudice and the Human Psyche
Component Project Lead(s): AUSTEN, JANE
Organization: Sample Organization
Status: Work in Progress
Status Date: 2013-03-29 09:39:17.000 AM EDT

Application Information

Application ID: 759
FOA Number: PA-00-000
Project Title: Crime & Punishment and the Effects on Mental Health
PD/PI Name: DOSTOEVSKY, FYODOR
Organization: UNIVERSITY
Status: Work in Progress
Status Date: 2012-11-05 03:14:53.000 PM EST

Figure 94: Component Information Page

5. Select the tab for the appropriate form.

6. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.
7. For forms with grouped sections, all editable data fields are expanded by default as shown by the selected **Expand All** checkbox. Unselect the checkbox to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

8. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. [Refer to the section of this document titled *Form and Field Level Validations on Page 172* for more information.](#)

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4
[Completing the SF424 Research](#)

For system help with entering data into form fields, refer to the specific form help topic located in [Overall Component Forms](#) and/or [Other Components](#) section of the online help or User Guide.

9. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button
 - c. *For multi-page forms only:* To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

10. Navigate to the other forms by selecting the corresponding tabs.
11. *When unsaved data exists:* When navigating from tab to tab without saving the data, a warning message displays as follows:

Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

Return to the form to save the data.

- a. Select the **Go Back** button to return to the unsaved form.
- b. Select the button for a save option at the bottom of the form.
- c. Navigate to the next form again.

-OR-

Continue to next form without saving.

- a. Select the **Continue** button to move to the selected form without saving the changes entered onto the current form.
- b. Complete the new form as appropriate.
- c. Repeat steps for navigating to other forms.

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

7.2.3 SF424 Form Cover for Other Components

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_2_Cover_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot shows the ASSIST web interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and a user login area showing 'Username: SO_JOYCE from: UNIVERSITY'. Below the header is a banner image. The main content area has a left sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Research, 060-Research). The main panel is titled 'Research' and contains a tabbed interface with 'R&R Cover' selected. Below the tabs, it says 'Application for Federal Assistance SF 424 (R&R) v1.0'. An 'Edit' button is circled in red. To the right, it shows 'OMB Number: 4040-0001' and 'Expiration Date: 06/30/2016'. Below the 'Edit' button, there are three required fields: '1. * TYPE OF SUBMISSION', '2. DATE SUBMITTED', and '3. DATE RECEIVED BY STATE'. An 'Expand All' link and '* Required field(s)' are also visible.

Figure 95: Edit Button on RR Cover Form for Components

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Tip: You can use the **Populate from Overall component's R&R cover** button to auto-populate the fields in **Section 5** with information entered on the Overall component R&R Cover form.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.4 Component PHS 398 Cover Page Supplement

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_3_Cover_Page_Supplement_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). The main content area is titled 'Research' and contains a section for the 'PHS 398 Cover Page Supplement'. A sidebar on the left lists 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Research, 060-Research). The 'PHS 398 Cover Page Supplement' section shows a tabbed interface with 'Cover Page Supplement' selected. Below the tabs, the 'Edit' button is circled in red. The form title is 'PHS398 CoverPageSupplement v2.0' with an OMB Number of 0925-0001. The first section is '1. Project Director/Principal Investigator'.

Figure 96: Edit Button on Cover Page Supplement for Components

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Some information, including the **Project Director/Principal Investigator** section and the contact name within the **Applicant Organization Contact** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.5 Component Research & Related Other Project Information

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_4
[Other Project Information](#)

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot shows the ASSIST system interface. At the top, there's a header for the U.S. Department of Health & Human Services with navigation links: Home, Logout, Help Desk, and Contact Us. Below this is a blue banner with the ASSIST logo and the text 'Application Submission System & Interface for Submission Tracking (ASSIST)'. A user login area shows 'Username: SO_JOYCE from: UNIVERSITY'. On the right are logos for the National Institutes of Health and OHR.

The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. Below this is a 'Research' section with a note: 'All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.'

There's a row of tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information (selected), Sites, Sr/Key Person Profile, R&R Budget, Research Plan, Cumulative Inclusion Report, and Planned Enrollment Report.

The 'Other Project Information' tab is active, showing 'Research & Related Other Project Information' and 'R&R OtherProjectInfo v1.3'. An 'Edit' button is circled in red. To the right, it shows 'OMB Number: 4040-0001' and 'Expiration Date: 06/30/2016'. A note indicates '* Required field(s)'.

On the left side, there's a sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Research, 060-Research).

The form content includes:

- 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: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Figure 97: Edit Button on Other Project Information Form for Components

2. Complete the required fields for each section. Required fields are marked with asterisks (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.6 Component Sites

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_3
[Project Performance Site](#)

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.6.1 Primary Performance Site

1. Select the **Edit** button in the **Primary Performance Site** section of the page.

The screenshot displays the ASSIST system interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: SO JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)".

The left sidebar contains a section titled "Actions" with buttons for "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW CURRENT FORM", and "VALIDATE COMPONENT". Below this is a "Select Component Type" section with a tree view showing "Overall", "Admin-Core", and "Project" (selected). Under "Project", "421-Project" is listed.

The main content area is titled "Project" and shows a breadcrumb trail: "Home > Search for Applications > Application Search Results > Application Information > Component Information". Below the breadcrumb is a tabbed interface with tabs for "Summary", "R&R Cover", "Cover Page Supplement", "Other Project Information", "Sites" (selected), "Sr/Key Person Profile", "R&R Budget", and "Research Plan".

The "Sites" tab displays the "Project/Performance Site Locations Summary". It features a table with columns: "Organization Name", "DUNS", "Address", and "Action". The "Action" column contains two buttons: "Edit" (circled in red) and "View".

Below the table is a section titled "Project/Performance Site Location(s)" with an "Add Site" button. It shows a message "No items found." and a table with columns: "Entry #", "Organization Name", "DUNS", "Address", and "Action". The table is empty, with the text "Nothing found to display." below it.

Figure 98: Primary Performance Site Edit Button (Components)

The **Project Performance Site Primary Location** section opens for editing.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and the application title "Application Submission System & Interface for Submission Tracking (ASSIST)". The user is logged in as "SO JOYCE" from "UNIVERSITY".

The main content area is titled "Project" and includes a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A sidebar on the left contains "Actions" (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and a "Select Component Type" section with a tree view showing "Overall" and "Core" categories. Under "Core", several component types are listed, with "299-Core" highlighted.

The main form area is titled "Project/Performance Site Locations Summary" and includes a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, R&R Budget, and Research Plan. The "Sites" tab is active, showing the "Project/Performance Site Location(s)" section. The "PerformanceSite" component is selected, and an "Edit" button is visible. A note indicates that all editable fields marked with an asterisk (*) must be entered to save the form.

The "Project Performance Site Primary Location" section contains a "Populate from this component's R&R Cover" button and a form with the following fields:

- ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization
- Organization Name
- DUNS Number (e.g. 123456789 or 1234567891234)
- * Street 1
- Street 2
- * City
- County/Parish
- State (dropdown menu: --- Select State ---)
- Province
- * Country (dropdown menu: UNITED STATES)
- Zip/Postal Code (e.g. 123451234)
- Project/Performance Site Congressional District (e.g. CA-012, outside the U.S. enter 00-000)

At the bottom of the form, there are four buttons: "Save and Keep Lock", "Save and Release Lock", "Save and Add", and "Cancel and Release Lock".

Figure 99: Project Performance Site Primary Location Fields (Components)

2. *Optional:* Select the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.
3. Complete the required fields and any other appropriate information. Required fields are marked with asterisks (*).
4. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit** and **View** buttons can be used to edit or view the Primary Performance Site information.

7.2.6.2 Project/Performance Site Location(s)

1. Select the **Add Site** button in the **Project/Performance Site Location(s)** section to add additional sites.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the application title "Application Submission System & Interface for Submission Tracking (ASSIST)". The user is logged in as "SO JOYCE" from "UNIVERSITY".

The main content area is titled "Project" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A sidebar on the left contains an "Actions" section with buttons for "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW CURRENT FORM", and "VALIDATE COMPONENT". Below this is a "Select Component Type" section with a tree view showing "Overall", "Admin-Core", and "Project" (selected), with "421-Project" listed under "Project".

The main content area features a tabbed interface with tabs for "Summary", "R&R Cover", "Cover Page Supplement", "Other Project Information", "Sites" (active), "Sr/Key Person Profile", "R&R Budget", and "Research Plan". The "Sites" tab displays the "Project/Performance Site Locations Summary" section. This section includes a "Primary Performance Site" table with columns for "Organization Name", "DUNS", "Address", and "Action" (with "Edit" and "View" buttons). Below this is a "Project/Performance Site Location(s)" section with an "Add Site" button circled in red. The table below this button is empty, showing "No items found." and "Nothing found to display."

Figure 100: Project/Performance Site Location(s) Add Site Button (Components)

The **Project Performance Site Location** section opens for editing.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH OER

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

Project

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

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

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite

OMB Number: 4040-0010
Expiration Date: 08/31/2011

Edit

* Required field(s)

☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization

Project Performance Site Location 1

Populate from this component's R&R Cover

Organization Name

DUNS Number (e.g. 123456789 or 1234567891234)

* Street 1

Street 2

* City

County/Parish

State --- Select State ---

Province

* Country UNITED STATES

Zip/Postal Code (e.g. 123451234)

Project/Performance Site Congressional District (e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock Save and Release Lock Save and Add Cancel and Release Lock

Figure 101: Project Performance Site Location Fields (Components)

- Optional: Select the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.

3. Enter the required fields and any other appropriate information.
4. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit**, **Remove**, and **View** buttons can be used to edit, remove, or view a Project/Performance Site Location.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

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

Project

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW CURRENT FORM

VALIDATE COMPONENT

Select Component Type

+ Overall

+ Admin-Core

- Project

421-Project

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

Project/Performance Site Locations Summary

Primary Performance Site

Organization Name	DUNS	Address	Action
		52 Memory Lane Denville, NJ 00007834 UNITED STATES	Edit View

Project/Performance Site Location(s) Add Site

One item found.

Entry #	Organization Name	DUNS	Address	Action
1			15 Shawger Road Denville, NJ 00007834 UNITED STATES	Edit Remove View

Figure 102: Project/Performance Site Locations Summary (Components)

7.2.7 Senior/Key Person Profile for Other Components

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_5_Senior_Key_Person_Profile

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.7.1 Profile - Project Lead

When available, the **PROFILE - Project Lead** information is carried over from the details entered while adding the component. Depending on the privileges assigned, this information can be edited and/or viewed.

To view the information, select the **View** button in the **Action** column for the Project Lead entry in the **PROFILE-Project Lead** section of the page.

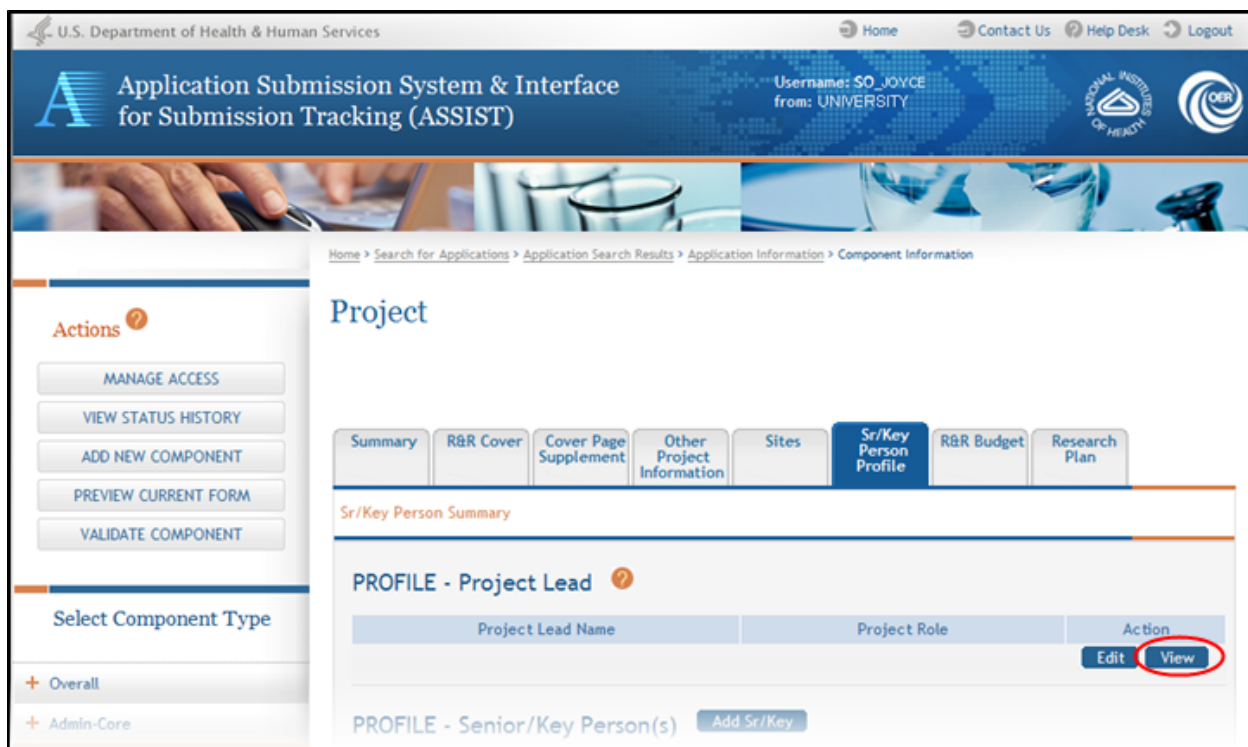


Figure 103: Project Lead View Button

To edit the information, perform the following steps:

1. Select the **Edit** button in the **Action** column for the Project Lead entry.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: SO_JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)". Below the header, a breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information. The left sidebar contains an "Actions" menu with buttons for MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. The main content area is titled "Project" and features a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile (selected), R&R Budget, and Research Plan. The "Sr/Key Person Profile" tab displays a "Sr/Key Person Summary" section. Below this, there is a "PROFILE - Project Lead" section with a table. The table has three columns: Project Lead Name, Project Role, and Action. In the Action column, there are two buttons: "Edit" (highlighted with a red circle) and "View". Below the table, there is a "PROFILE - Senior/Key Person(s)" section with an "Add Sr/Key" button.

Figure 104: Project Lead Edit Button

The **Research and Related Senior/Key Person Profile (Expanded)** section displays for the Project Lead.

2. Update the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.7.2 Profile - Senior/Key Person(s)

Depending on the privileges assigned, actions are available for viewing, adding, editing, and/or removing senior/key persons on a project.

Adding Senior/Key Person

To add a Senior/Key Person:

1. Select the **Add Sr/Key** button from the **PROFILE - Senior/Key Person(s)** section of the page.

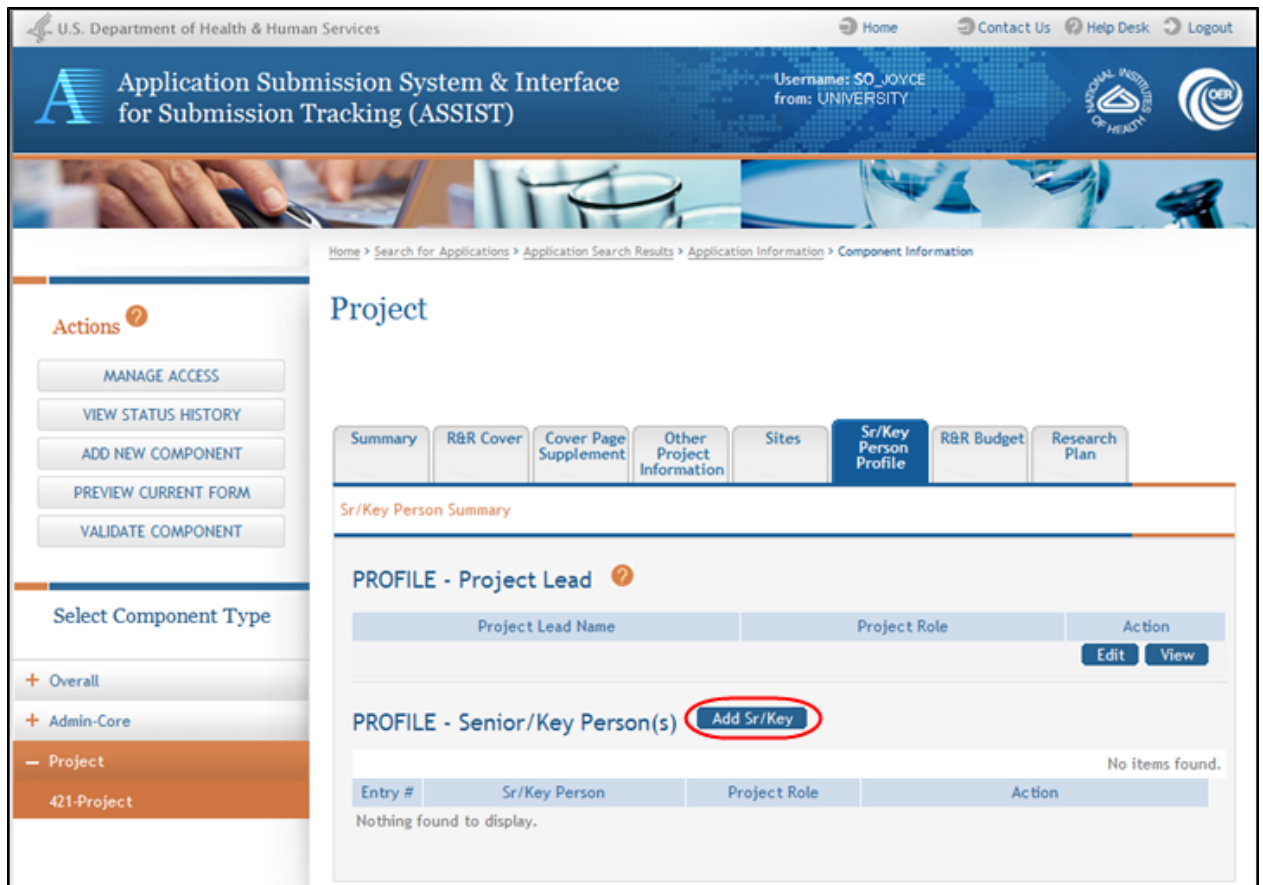


Figure 105: Add Sr/Key Button

The **Research & Related Senior/Key Person Profile (Expanded)** section displays for the new Senior/Key Person.

2. Enter the person information using one of the following methods:
 - a. Select a name from the **Add Sr/Key from other component** drop-down list to choose a person from another component.

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

[Sr/Key Person Summary](#)

Research & Related Senior/Key Person Profile (Expanded) OMS Number: 4040-0001
Expiration Date: 06/30/2011

R&R Key Person Expanded v1.2 ²

Edit and Get Lock

* Required field(s)

PROFILE - Senior/Key Person 1

Add Sr/Key from other component

Credential, e.g., agency login

Prefix

* First Name

Middle Name

* Last Name

Suffix

Position/Title

Department

Organization Name

--- Choose a Person --- Add

Populate fields from Credentials

Jane Austen

William Golding

Harper Lee

William Shakespeare

Leo Tolstoy

--- Select Suffix ---

Figure 106: Populate Fields from Credentials Button for Senior/Key Person (Components)

-OR-

- b. Enter the Commons ID of a person into the **Credential** field and select the **Populate fields from Credentials** button to populate the information based on the Commons ID.

Figure 107: Populate Fields from Credentials Button for Senior/Key Person (Components)

-OR-

- c. Manually enter the first name, last name, address, and phone number information for the person.
3. Select a role for the person from the **Project Role** drop-down list.
4. Complete any of the relevant optional fields.
5. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The entered person displays on the **Sr/Key Person Summary**.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: SO_JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)".

The left sidebar contains a section titled "Actions" with buttons for "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW CURRENT FORM", and "VALIDATE COMPONENT". Below this is a "Select Component Type" section with expandable categories: "Overall", "Admin-Core", and "Project" (which is expanded to show "421-Project").

The main content area is titled "Project" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A tabbed interface at the top of the main content area includes "Summary", "R&R Cover", "Cover Page Supplement", "Other Project Information", "Sites", "Sr/Key Person Profile" (which is selected), "R&R Budget", and "Research Plan".

The "Sr/Key Person Summary" section displays a "PROFILE - Project Lead" with a table showing the Project Lead Name (Harper Lee) and Project Role (Project Lead). Below this is a "PROFILE - Senior/Key Person(s)" section with an "Add Sr/Key" button. A table lists the Senior/Key Person(s) with one entry found:

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Consultant	Edit Remove View

Figure 108: Sr/Key Person Summary for Components

Viewing & Editing Senior/Key Person(s)

Select the **View** button to view the details of the person entry.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: SO_JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)".

The left sidebar contains a section titled "Actions" with buttons for "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW CURRENT FORM", and "VALIDATE COMPONENT". Below this is a "Select Component Type" section with expandable categories: "Overall", "Admin-Core", and "Project" (which is expanded to show "421-Project").

The main content area is titled "Project" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A tabbed interface at the top of the main content area includes tabs for "Summary", "R&R Cover", "Cover Page Supplement", "Other Project Information", "Sites", "Sr/Key Person Profile" (which is selected), "R&R Budget", and "Research Plan".

Under the "Sr/Key Person Profile" tab, there is a section titled "Sr/Key Person Summary". Below this, there are two profile sections:

- PROFILE - Project Lead**: A table with columns "Project Lead Name", "Project Role", and "Action". It lists "Harper Lee" as the Project Lead with "Project Lead" as the role. The "Action" column contains "Edit" and "View" buttons.
- PROFILE - Senior/Key Person(s)**: A section with an "Add Sr/Key" button. Below it, a table lists the Senior/Key Person(s). The table has columns "Entry #", "Sr/Key Person", "Project Role", and "Action". It shows one entry: "1", "William Shakespeare", "Consultant". The "Action" column contains "Edit", "Remove", and "View" buttons. The "View" button is circled in red.

Figure 109: Senior/Key Person View Button (Components)

To edit the person entry, perform the following steps:

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

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

Project

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

Sr/Key Person Summary

PROFILE - Project Lead

Project Lead Name	Project Role	Action
Harper Lee	Project Lead	Edit View

PROFILE - Senior/Key Person(s) [Add Sr/Key](#)

One item found.

Entry #	Sr/Key Person	Project Role	Action
1	William Shakespeare	Consultant	Edit Remove View

Figure 110: Senior/Key Person Edit Button (Components)

1. Select the **Edit** button for the person entry.
2. Enter the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Removing Senior/Key Person(s)

To remove a senior/key person:

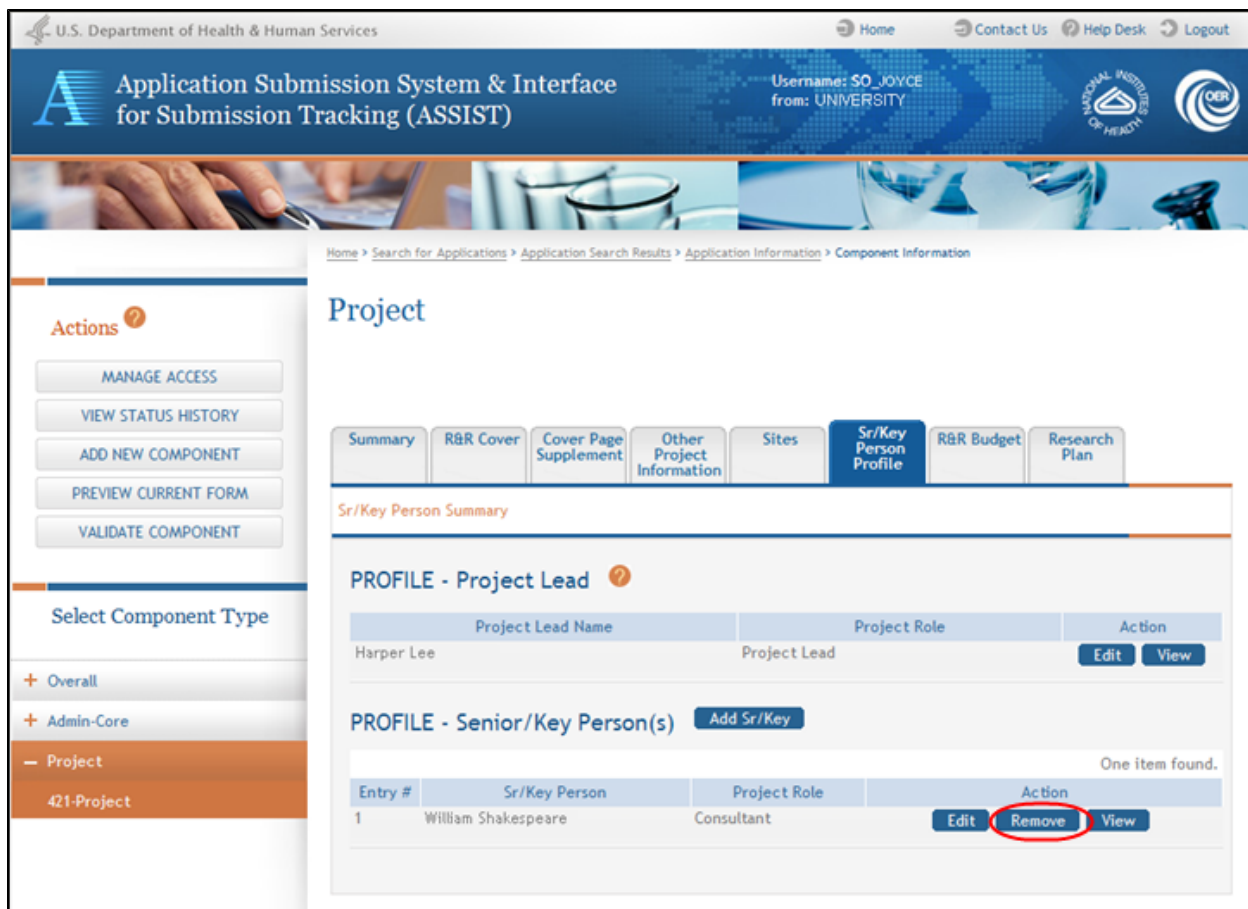


Figure 111: Senior/Key Person Remove Button (Components)

1. Select the **Remove** button for the person entry.

A pop-up window displays confirming the deletion.

2. Select the **Continue** button to confirm the removal of the senior/key person entry (selecting **Go Back** returns the *Sr/Key Person Summary* without removing the entry).

The *Sr/Key Person Summary* updates with the selected person removed from the **PROFILE - Sr/Key Person(s)** list.

7.2.8 Research & Related Budget for Other Components

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the R&R Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the R&R Budget tab does not display among the tabs for other component forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_7_RR_Budget_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.8.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and user information (Username: SO_JOYCE from: UNIVERSITY). The main content area is titled 'Project' and features a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget (selected), and Research Plan. Under the 'R&R Budget' tab, there is a section for 'Period 1' with a sub-tab 'Add Period'. Below this, the 'Research and Related Budget - Period 1' section is shown, including the 'R&R Budget v1.1' version and an 'Edit and Get Lock' button, which is circled in red. The interface also includes a left sidebar with 'Actions' (Manage Access, View Status History, Add New Component, Preview Current Form, Validate Component) and a 'Select Component Type' section with expandable categories (Overall, Admin-Core, Component-X, Project, 421-Project). A footer note explains that organizational DUNS and name information are populated from the applicant's SF 424 (R&R) cover and that required fields are marked with an asterisk (*).

Figure 112: Edit Button for R&R Budget

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.8.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the application title 'Application Submission System & Interface for Submission Tracking (ASSIST)'. The user is logged in as 'SO JOYCE from: UNIVERSITY'. The main content area shows a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information > Component Information'. The 'Project' section is active, displaying a 'Budget Period saved' message. Below this, a series of tabs are visible: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget (selected), and Research Plan. The 'R&R Budget' tab shows 'Period 1' with a 'Cumulative' button and an 'Add Period' button, which is circled in red. Below the tabs, the 'Research and Related Budget - Period 1' section is displayed, featuring the 'R&R Budget v1.1' label and an 'Edit and Get Lock' button. The bottom right corner includes an 'Expand All' checkbox and a note about required fields.

Figure 113: Add Period Button

Research and Related Budget - Period X displays (where X is the specific budget period being added).

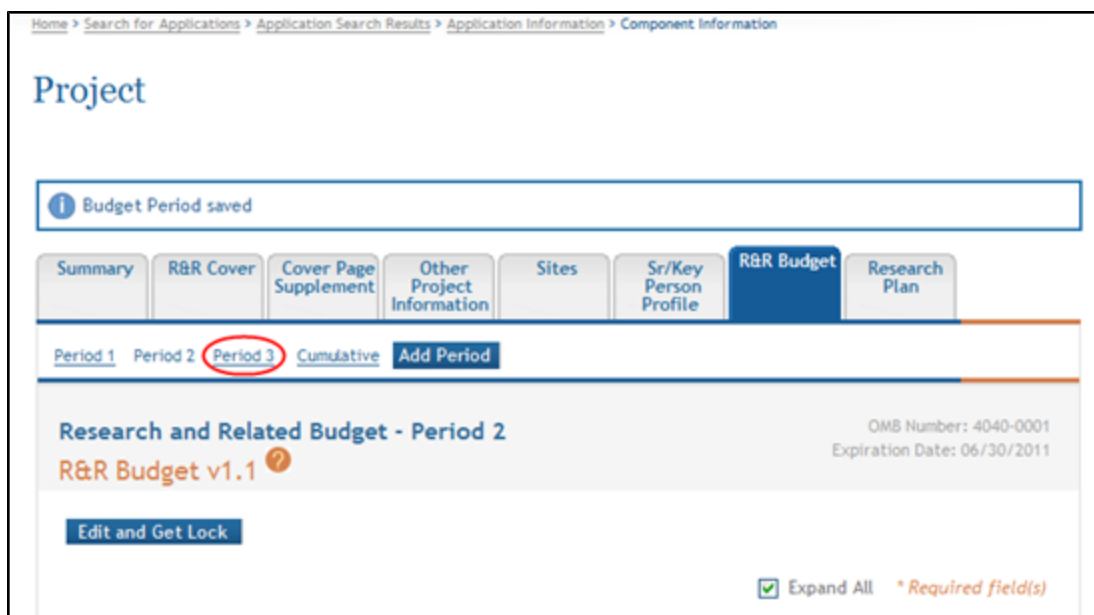
2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.8.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).



The screenshot shows the ASSIST application interface. At the top, there is a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. Below this, the word "Project" is displayed. A message box at the top left says "Budget Period saved". A navigation bar contains several tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget (which is highlighted), and Research Plan. Below the tabs, there is a row of links: Period 1, Period 2, Period 3 (circled in red), Cumulative, and Add Period. The main content area is titled "Research and Related Budget - Period 2" and shows "R&R Budget v1.1" with a question mark icon. Below this is an "Edit and Get Lock" button. On the right side, it says "OMB Number: 4040-0001" and "Expiration Date: 06/30/2011". At the bottom right, there is a checkbox for "Expand All" and a note "* Required field(s)".

Figure 114: Period Link for Accessing Added Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.8.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

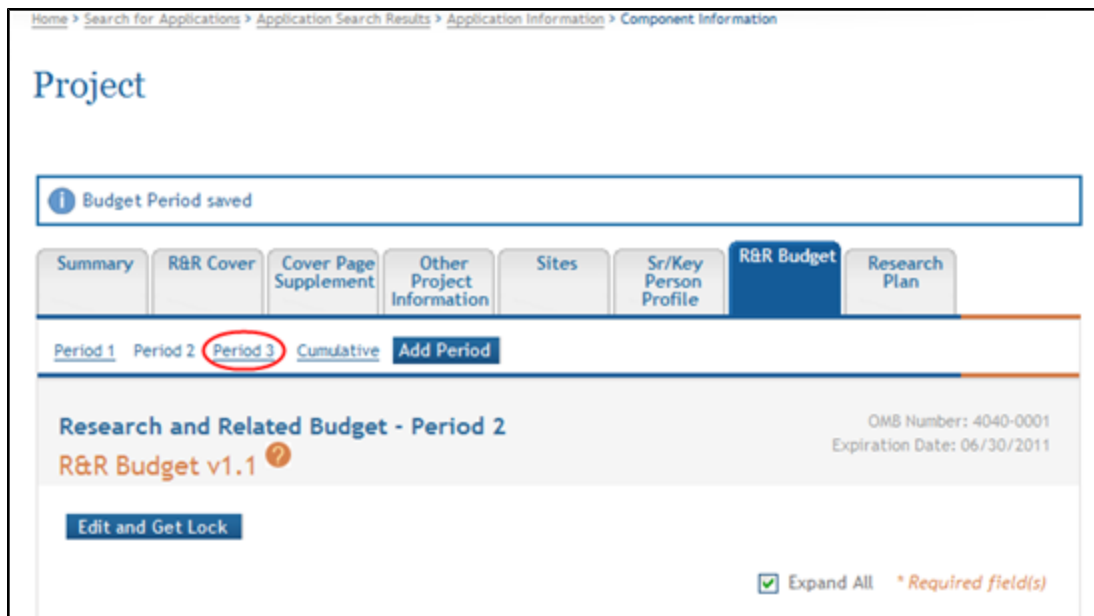


Figure 115: Accessing Added Budget Periods

2. Select the **Edit** button to enable editing.
3. Click the **Remove Budget Period** button.



Figure 116: Remove Budget Period Button

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *R&R Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

7.2.8.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

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

Project

i Budget Period saved

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

Period 1 Period 2 Period 3 **Cumulative** Add Period

Research and Related Budget - Period 2

R&R Budget v1.1

OMB Number: 4040-0001
Expiration Date: 06/30/2011

Edit and Get Lock

☒ Expand All * Required field(s)

Figure 117: Cumulative Link for Multiple Budget Periods

The **Research and Related Budget - Cumulative Budget** displays as read-only.

7.2.9 R&R Subaward Budget for Other Components

The R& R Subaward Budget form must be added to the component as an optional form. [Refer to the section of this document titled *Add Optional Forms to a Component* on Page 174.](#)

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#4_8
[Special Instructions for Preparing](#)

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.9.1 Adding a Subaward

To add a subaward:

1. Select the **Add New Subaward** button.

The screenshot shows the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the application title 'Application Submission System & Interface for Submission Tracking (ASSIST)'. The user is logged in as 'SO_JOVCE' from 'UNIVERSITY'. The breadcrumb trail indicates the current path: Home > Search for Applications > Application Search Results > Application Information > Component Information.

The main content area is titled 'Project' and displays a series of tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, **R&R Subaward Budget** (selected), and Research Plan. Below the tabs, a message states: 'Complete the subawardee budget(s) in accordance with the R&R Budget instructions.' Two buttons are visible: **Add New Subaward** (highlighted with a red circle) and 'Remove All Subawards'.

On the left side, there is a sidebar with 'Actions' (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and a 'Select Component Type' section with a tree view showing 'Overall', 'Admin-Core', 'Component-X', 'Project' (expanded), and '421-Project'.

Subaward	Organization	Action
Nothing found to display.		

Figure 118: Add New Subaward Button on R&R Subaward Budget Form

The *Research and Related Budget - Period 1* for Subaward <X> page displays.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the user's login information (Username: SO JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)".

The left sidebar contains an "Actions" section with buttons: MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. Below this is a "Select Component Type" section with a tree view showing "Overall", "Admin-Core", "Component-X", "Project" (selected), and "421-Project".

The main content area shows the "Project" information page. It includes a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. The "Project" title is prominently displayed. Below the title is a tabbed interface with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget (selected), R&R Subaward Budget, and Research Plan. The "R&R Budget" tab is active, showing "Period 1" and an "Add Period" button.

The "Subaward 1" section is titled "Research and Related Budget - Period 1" and "R&R Budget v1.1". It includes the OMB Number (4040-0001) and Expiration Date (06/30/2011). There is an "Edit and Get Lock" button and an "Expand All" checkbox. The form contains several required fields marked with an asterisk (*):

- * Organizational DUNS (text input)
- * Enter Name of Organization (text input)
- * Budget Type (radio buttons: Project, Subaward/Consortium)
- * Start Date (calendar input)
- * End Date (calendar input)
- A. * Senior/Key Person / B. Other Personnel (dropdown)
- C. Equipment Description (dropdown)
- D. Travel (dropdown)
- E. Participant/Trainee Support Costs (dropdown)
- F. Other Direct Costs (dropdown)
- G. Direct Costs (dropdown)
- H. Indirect Costs (dropdown)
- I. Total Direct and Indirect Costs (dropdown)
- J. Fee (dropdown)
- K. * Budget Justification (dropdown)

At the bottom of the form, there are three buttons: "Save and release Lock", "Cancel and release Lock", and "Remove Budget Period".

Figure 119: Subaward Budget Fields

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).

- To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

- Repeat steps, selecting **Add New Subaward** for each additional subaward.

The added subawards display in a table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

The screenshot displays the ASSIST web application interface. The top navigation bar includes links for Home, Contact Us, Help Desk, and Logout. The user is logged in as SO JOYCE from UNIVERSITY. The main header identifies the system as the Application Submission System & Interface for Submission Tracking (ASSIST). The breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information. The left sidebar contains an 'Actions' menu with buttons for Manage Access, View Status History, Add New Component, Preview Current Form, and Validate Component. Below this is a 'Select Component Type' section with expandable categories: Overall, Admin-Core, Component-X, Project (selected), and 421-Project. The main content area is titled 'Project' and features a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, R&R Subaward Budget (active), and Research Plan. A message states: 'Complete the subawardee budget(s) in accordance with the R&R Budget instructions.' Below this message are buttons for 'Add New Subaward' and 'Remove All Subawards'. A table, highlighted with a red border, displays the subaward summary:

Subaward	Organization	Action
Subaward1	University	Edit Remove View
Subaward2	MyOrganization	Edit Remove View

Figure 120: Subaward Summary Table

Adding Another Budget Period to a Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, select the **Add Period** button.

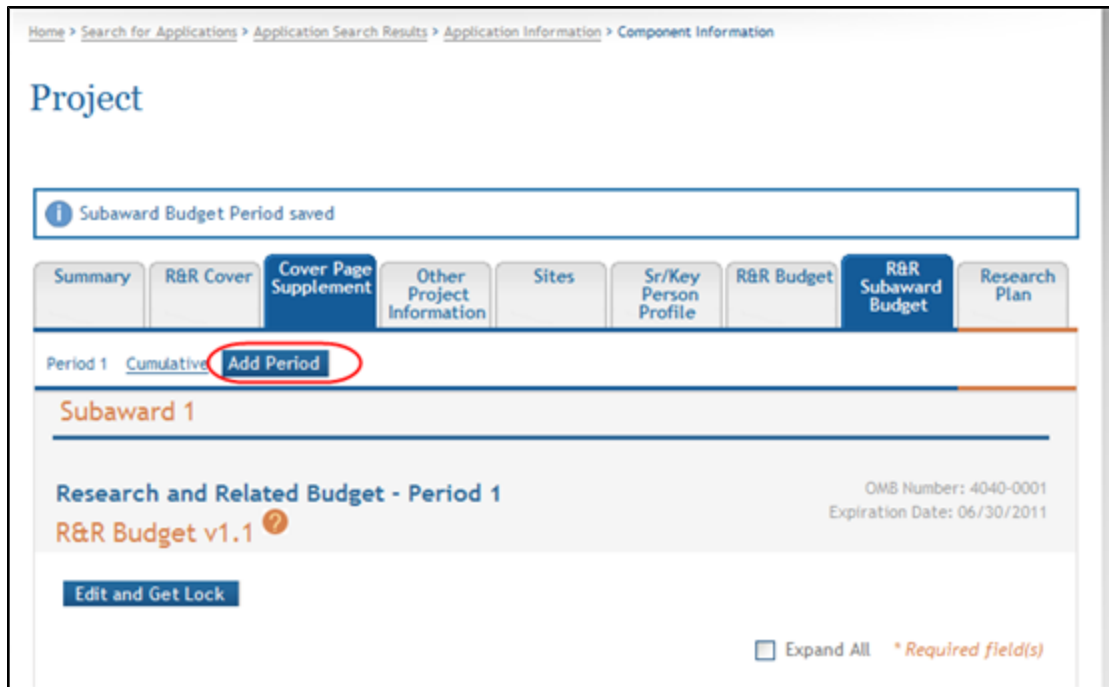


Figure 121: Add Period Button on R&R Subaward

The *Research and Related Budget - Period X* displays (where X is the specific budget period being added).

Figure 122: Subaward Form for Additional Budget Period

2. Enter the budget information for the specific period.
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Editing and Viewing an Entered Budget for a Subaward

To view and/or edit the subaward budget period:

1. From within the subaward form, select the link for the period to view or edit (e.g., **Period 3** link).

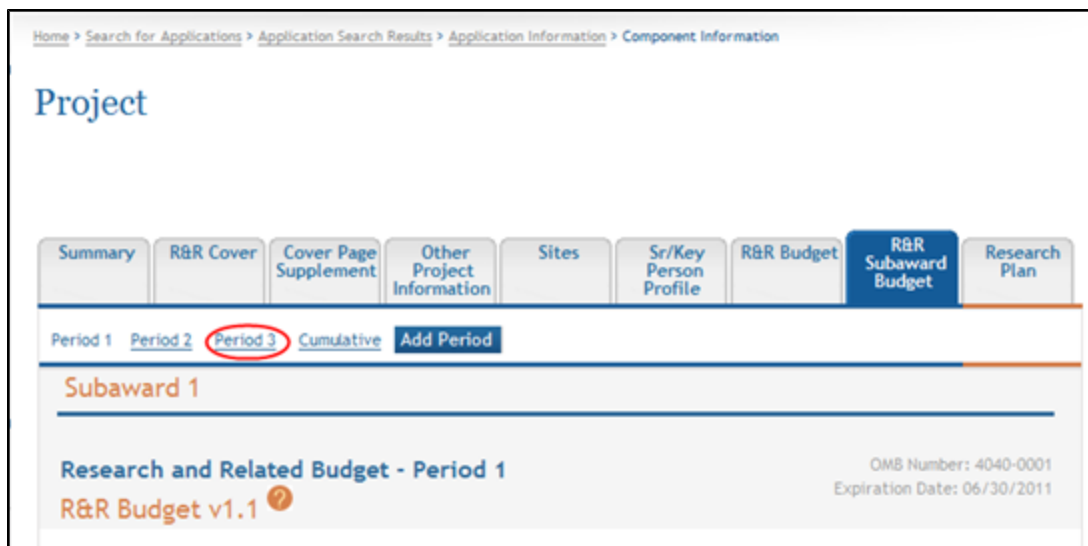


Figure 123: Subaward Period Link

2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Viewing Cumulative Budget for a Subaward

To view the cumulative budget for a particular subaward, access the form and select the **Cumulative** link.

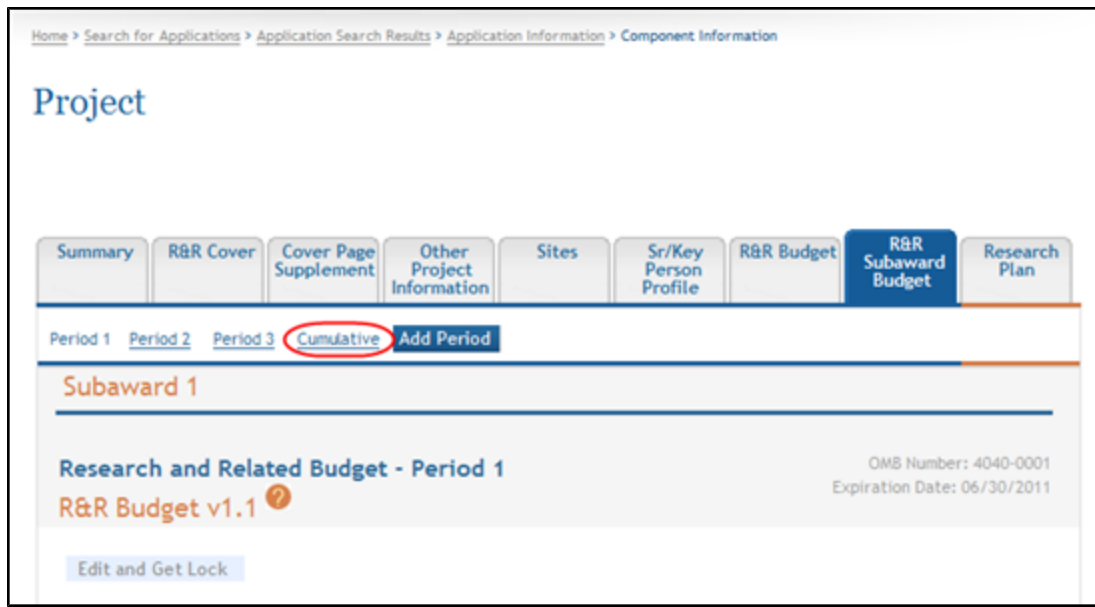


Figure 124: Cumulative Link for Subawards with Multiple Budget Periods

The *Research and Related Budget - Cumulative Budget* displays as read-only.

7.2.9.2 Removing Subawards

Subawards can be removed individually or all at once. The steps below provide detail for each method.

Removing an Individual Subaward

To remove an individual subaward:

1. Select the **Remove** button from the **Action** column for the particular subaward being removed.

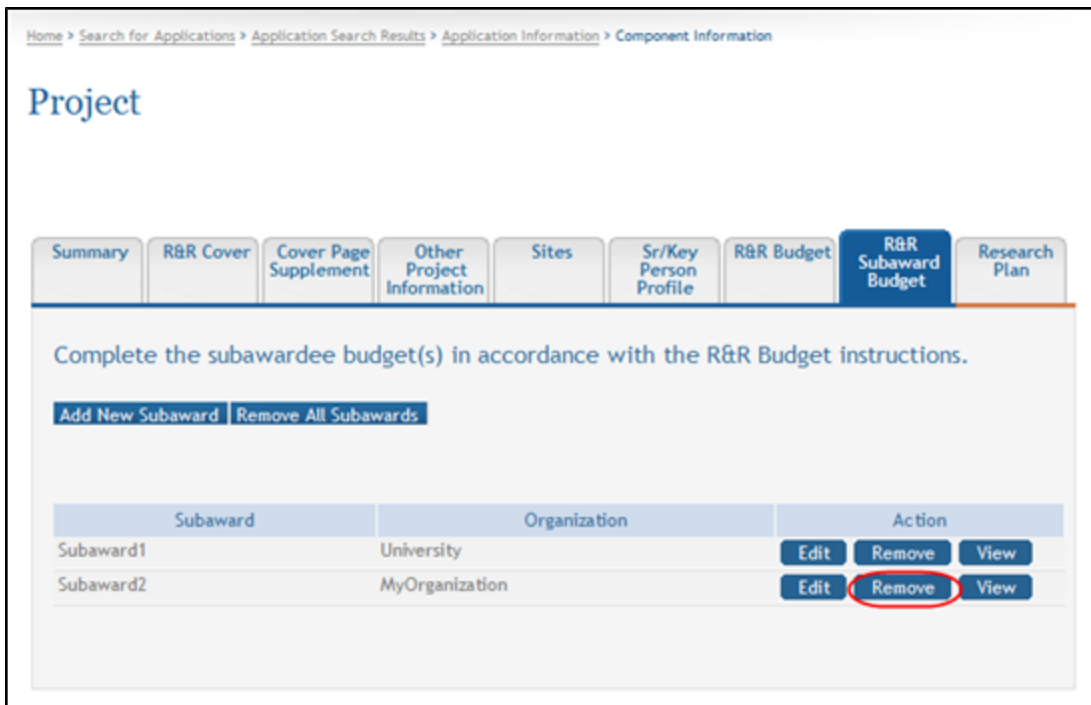


Figure 125: Remove Button for Removing Individual Subawards

A confirmation window displays.

2. Select the **Continue** button to complete the removal.

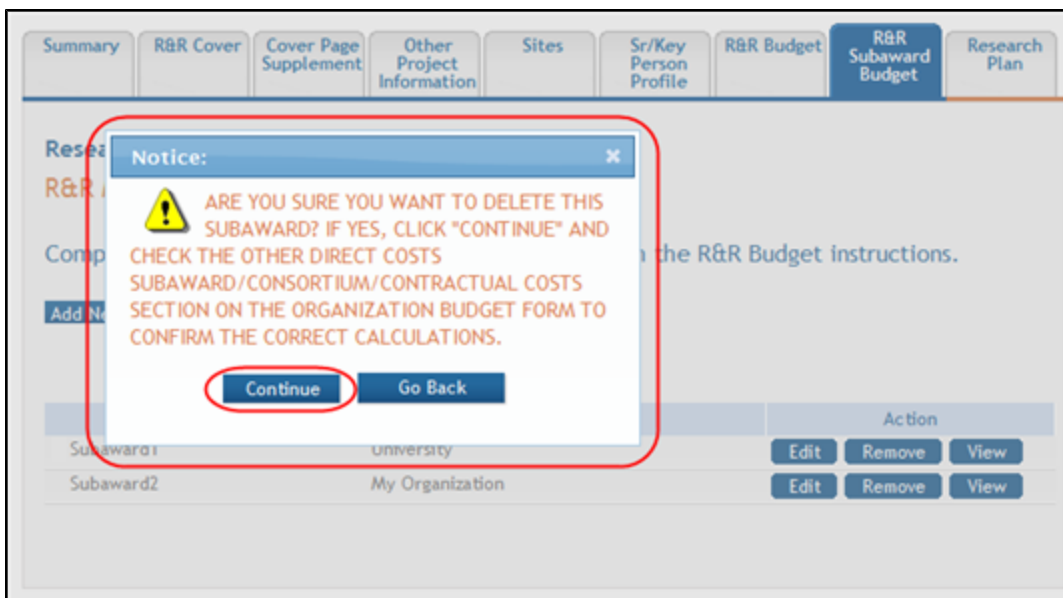


Figure 126: Individual Subaward Removal Confirmation

Removing All Subawards

To remove all subawards at one time:

1. Select the **Remove all Subawards** button from the **R&R Subaward Budget** tab main page.

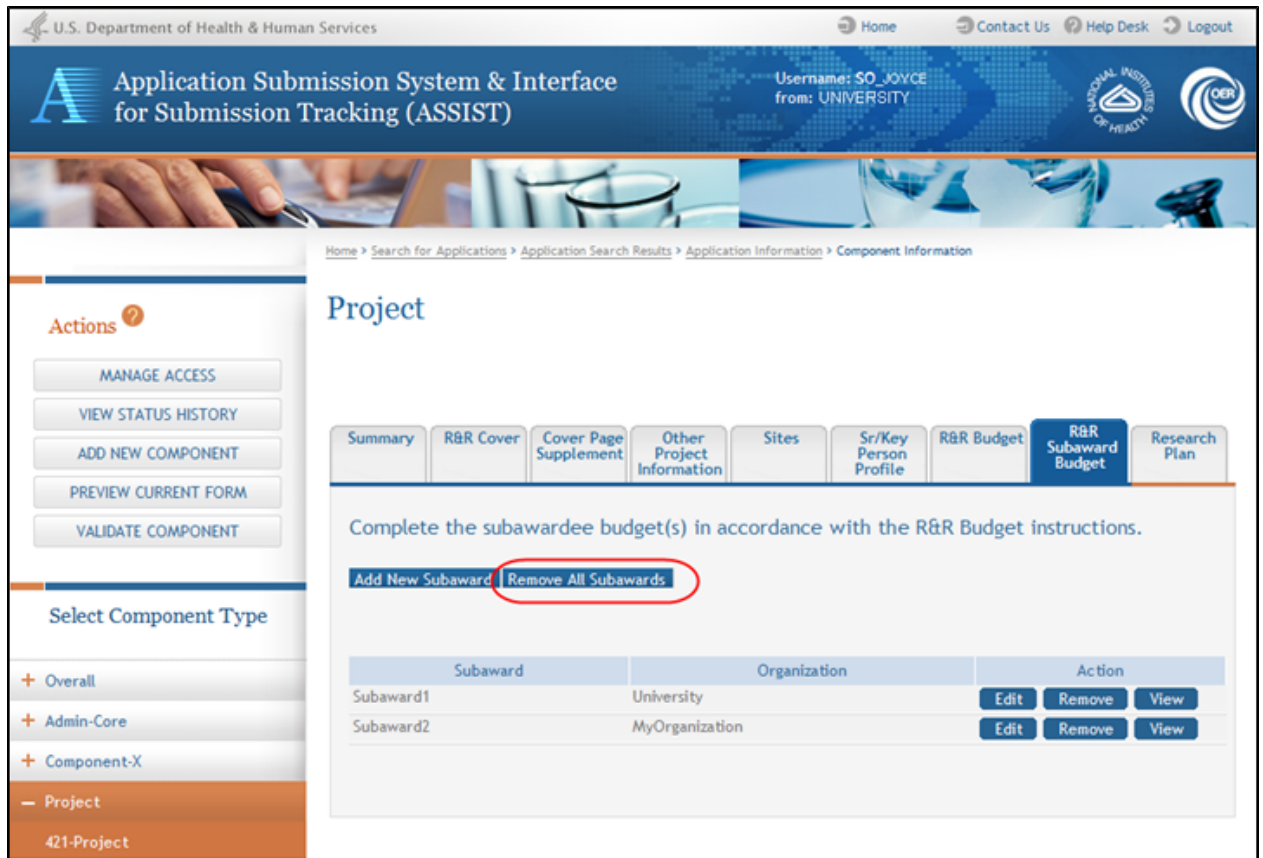


Figure 127: Remove All Subawards Button

A confirmation window displays.

2. Select the **Continue** button to move forward and delete the subawards. (Selecting **Go Back** cancels the action.)

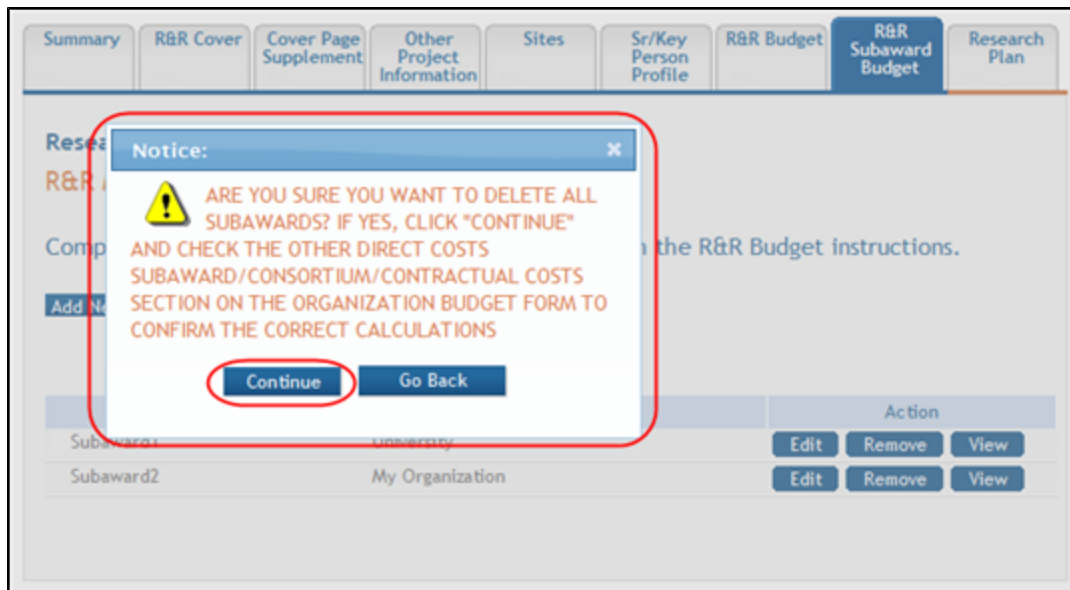


Figure 128: Remove All Subawards Confirmation

7.2.10 PHS398 Research Plan for Other Components

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_5_PHS_398_Research_Plan_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

1. Select the **Edit** button to enable the form for editing.

Figure 129: Edit Button on Research Plan Form for Components

2. Add the appropriate **Research Plan Attachments**. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.11 Cumulative Inclusion Enrollment Report for Other Components

The Cumulative Inclusion Enrollment Report form must be added to the component as an optional form. Refer to the section of this document titled *Add Optional Forms to a Component* on Page 174.

For assistance with the information required on the form, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_8_2_Cumulative_Inclusion_Enrollment

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.11.1 Adding a Cumulative Inclusion Enrollment Study

To add a cumulative inclusion enrollment study:

1. Select the **Add New Cumulative Inclusion Enrollment Study** button. If this is the first study you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

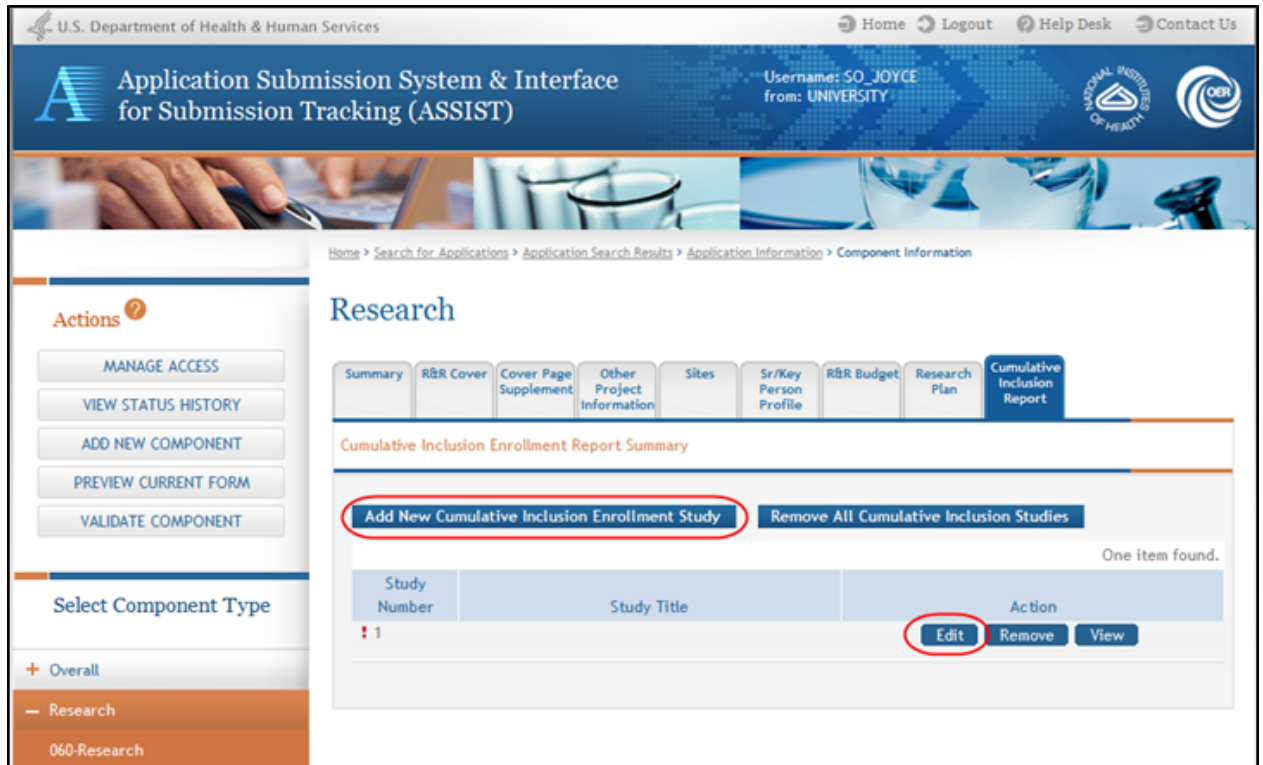


Figure 130: Adding a New Cumulative Inclusion Enrollment Study

The PHS398 Cumulative Inclusion Report opens for editing.

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

R&R Budget

Research Plan

Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Cumulative Inclusion Enrollment Report

PHS398_CumulativeInclusionReport v1.0 ?

OMB Number: 0925-0002

Edit

* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title

Comments

Racial Categories	Ethnic Categories									Total	
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity				
	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported		
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0	0	
Asian	0	0	0	0	0	0	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0	
Black or African American	0	0	0	0	0	0	0	0	0	0	
White	0	0	0	0	0	0	0	0	0	0	
More than One Race	0	0	0	0	0	0	0	0	0	0	
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	

Save and Keep Lock

Save and Release Lock

Save and Add

Cancel and Release Lock

Figure 131: PHS398 Cumulative Inclusion Report in Edit Mode

- Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).

3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Select the **Cumulative Inclusion Enrollment Report Summary** link to return to the table of enrollment studies.

The screenshot displays the ASSIST Research application interface. At the top, a breadcrumb trail reads: Home > Search for Applications > Application Search Results > Application Information > Component Information. Below this is a 'Research' header. A blue notification bar states 'Cumulative Inclusion Report updates saved'. A horizontal menu contains several tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, and Cumulative Inclusion Report. The 'Cumulative Inclusion Enrollment Report Summary' link is highlighted with a red circle. Below the menu, the main content area shows the title 'Cumulative Inclusion Enrollment Report' with the subtitle 'PHS398_CumulativeInclusionReport v1.0' and a question mark icon. An 'Edit' button is visible. A note states 'This report format should NOT be used for collecting data from study participants.' At the bottom, there is a table header with columns for '* Study Title' and 'Sample Component Level Study Title 1'.

Figure 132: Cumulative Inclusion Enrollment Report Summary Link

The added studies display in the table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

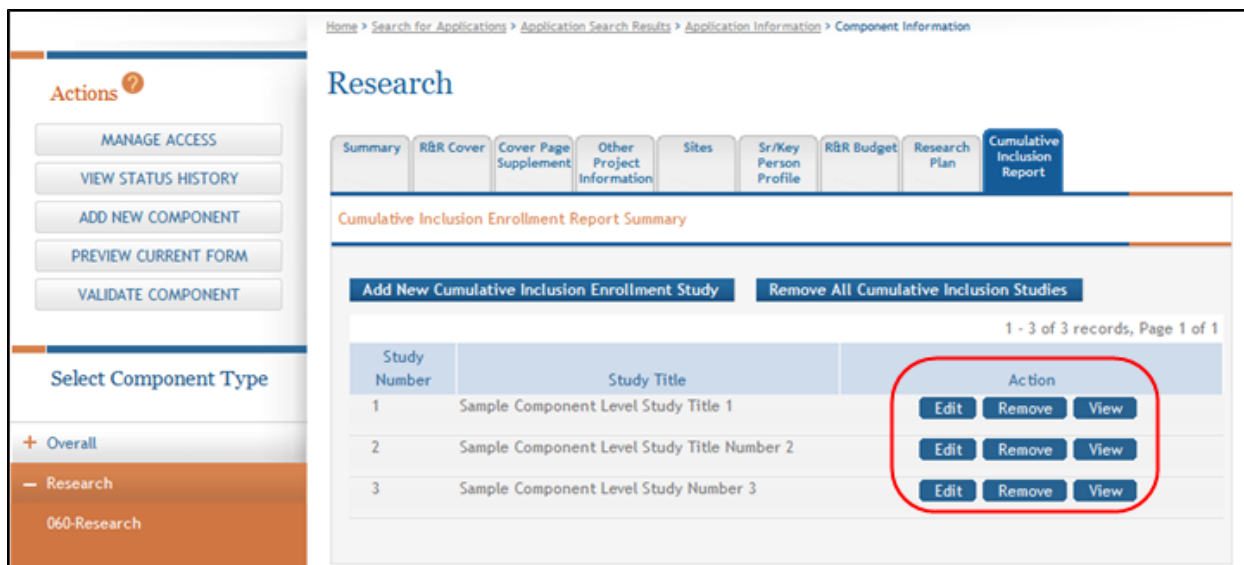


Figure 133: Cumulative Inclusion Enrollment Report Summary

7.2.11.2 Viewing and Editing the Enrollment Studies

To view and/or edit a cumulative inclusion enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

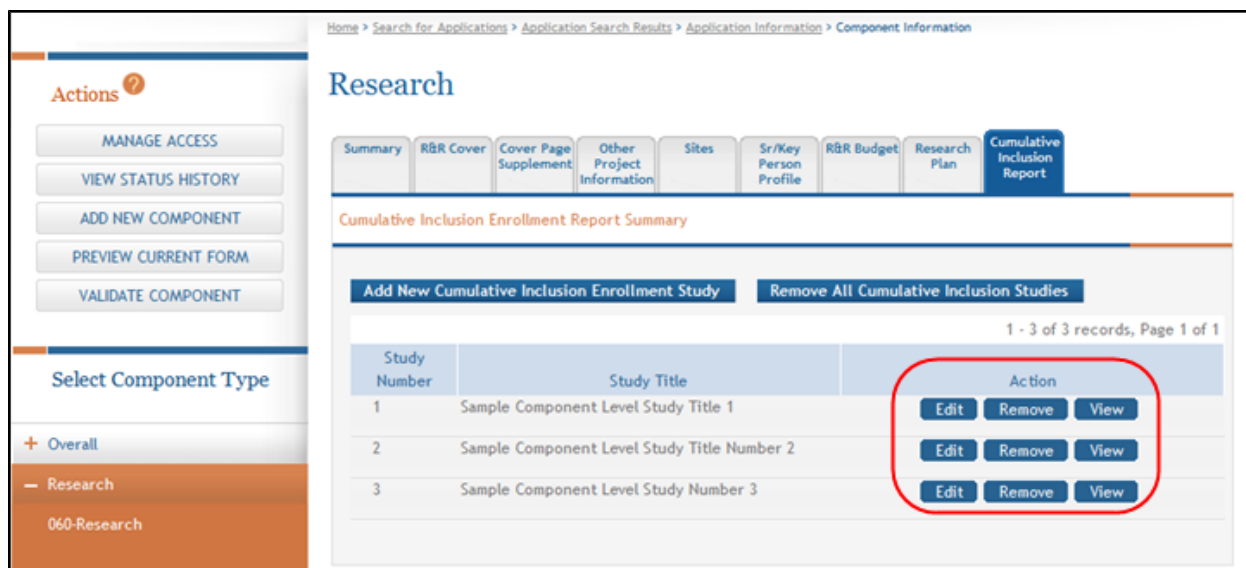


Figure 134: Edit and View Options for Cumulative Inclusion Enrollment Reports

To view the information:

- a. Select the **View** button to see the form in read-only.
- b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

- a. Select the **Edit** button for the study.
- b. Make your changes.
- c. Select one of the save options at the bottom of the form to save the data:
 - i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - ii. To save the information and close the form, select the **Save and Release Lock** button.
 - iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the **Cumulative Inclusion Enrollment Report Summary** link to return to the table of enrollment studies.

7.2.11.3 Removing Individual Cumulative Inclusion Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the **Remove** button for the specific study.

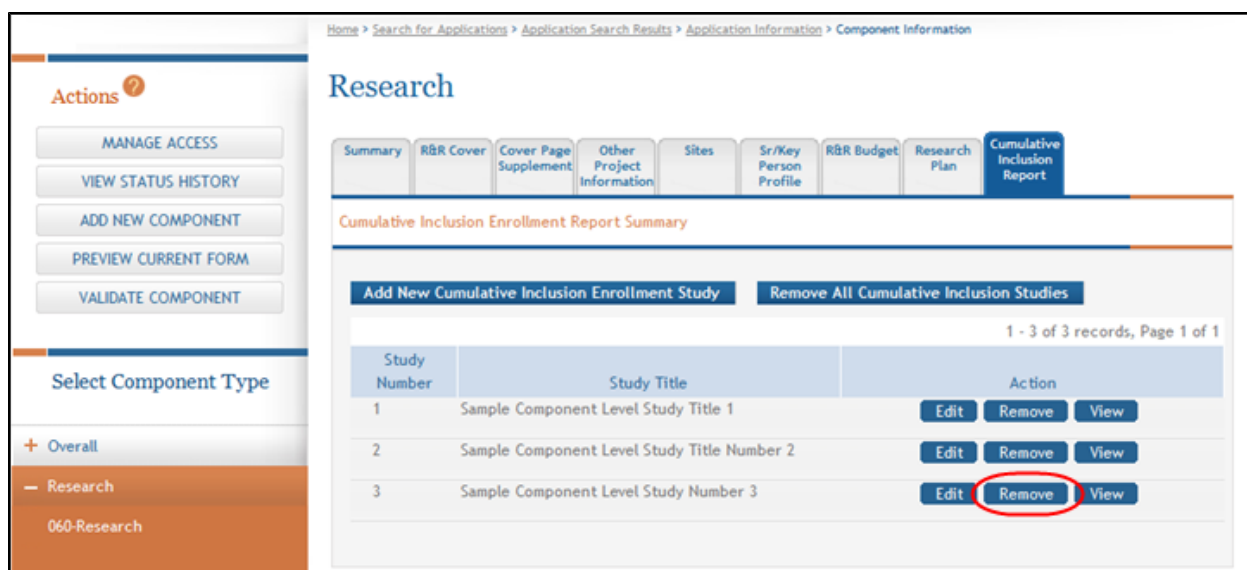


Figure 135: Removing an Individual Cumulative Inclusion Enrollment Report

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

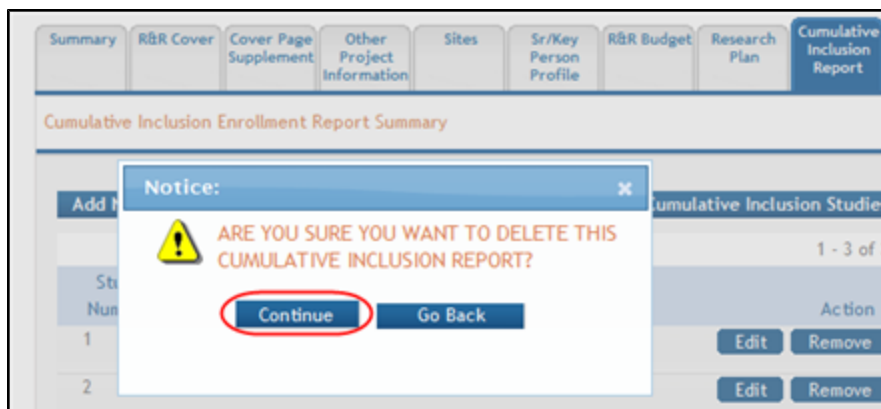


Figure 136: Confirmation Message for Deleting a Cumulative Inclusion Report

If you wish to cancel, select the **Go Back** button.

7.2.11.4 Removing All Cumulative Inclusion Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the **Remove All Cumulative Inclusion Studies** button at the top of the form.

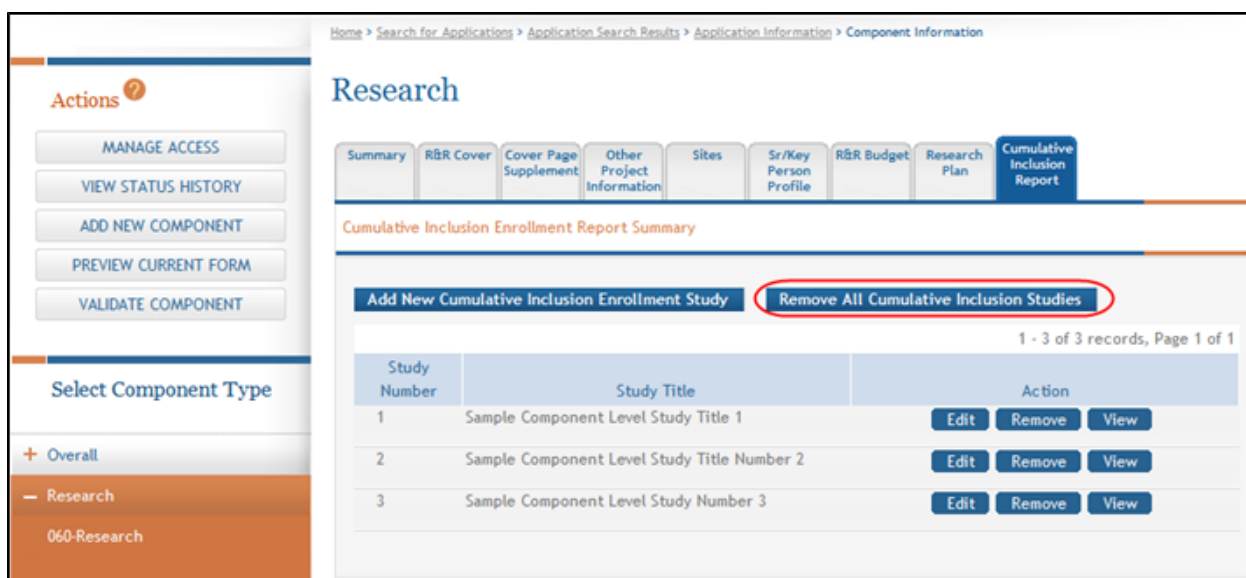


Figure 137: Deleting All Cumulative Inclusion Enrollment Reports

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

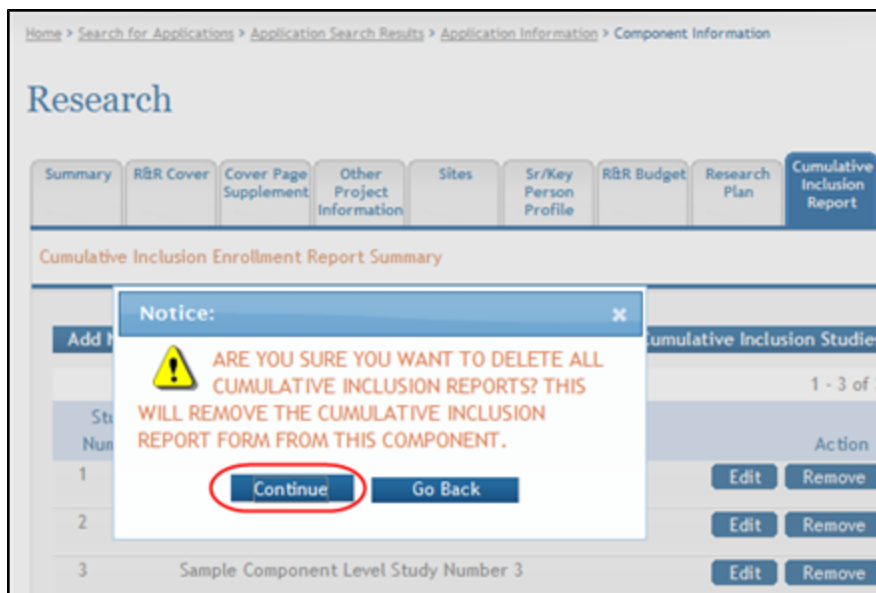


Figure 138: Confirmation Message for Deleting All Cumulative Inclusion Reports

If you wish to cancel, select the **Go Back** button.

7.2.12 Planned Enrollment Report for Other Components

The Planned Enrollment Report form must be added to the component as an optional form. [Refer to the section of this document titled *Add Optional Forms to a Component* on Page 174.](#)

For assistance with the information required on the form, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#5_8_1_Planned_Enrollment_Report

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.12.1 Adding a Planned Enrollment Study

To add a planned enrollment study:

1. Select the **Add New Planned Enrollment Study** button. If this is the first study you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), the application title "Application Submission System & Interface for Submission Tracking (ASSIST)", the user information "Username: SO_JOYCE from: UNIVERSITY", and logos for the National Institutes of Health and OHR.

The main content area is titled "Research" and shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A horizontal menu contains tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, Cumulative Inclusion Report, and Planned Enrollment Report. The "Planned Enrollment Report" tab is selected.

On the left sidebar, under "Actions", there are buttons for MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. Below this is a "Select Component Type" section with a tree view showing "Overall" and "Research" (expanded to show "060-Research").

The main content area displays the "Planned Enrollment Study Summary" section. It includes two buttons: "Add New Planned Enrollment Study" (highlighted with a red circle) and "Remove All Planned Enrollment Studies". Below these buttons, a table lists the studies. The table has columns for Study Number, Study Title, and Action. One study is listed with the number "1". The "Edit" button in the Action column for this study is also highlighted with a red circle.

Study Number	Study Title	Action
1		Edit Remove View

Figure 139: Adding New Planned Enrollment Study

The *Planned Enrollment Report* opens for editing.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

NATIONAL INSTITUTE OF HEALTH

OMB Number: 0925-0002

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

Research

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report **Planned Enrollment Report**

Planned Enrollment Report Summary

Planned Enrollment Report

PlannedReport v1.0

Edit

* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title

* Domestic/Foreign

-- Select --

Comments

Racial Categories	Ethnic Categories				Total
	Not Hispanic or Latino		Hispanic or Latino		
	Female	Male	Female	Male	
American Indian/Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	0	0	0	0	0
White	0	0	0	0	0
More than One Race	0	0	0	0	0
Total	0	0	0	0	0

Save and Keep Lock Save and Release Lock Save and Add Cancel and Release Lock

Figure 140: Planned Enrollment Study in Edit Mode

2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).

3. Select one of the save options at the bottom of the form to save the data:
 - a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - b. To save the information and close the form, select the **Save and Release Lock** button.
 - c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Select the **Planned Enrollment Report Summary** link to return to the table of enrollment studies.

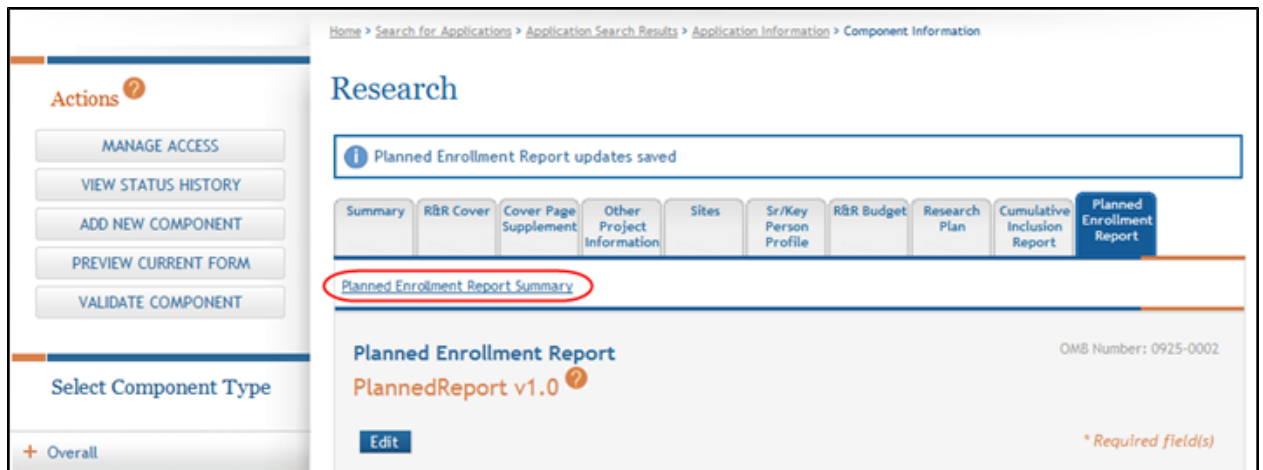


Figure 141: Planned Enrollment Report Summary Link

The added studies display in the table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), the user's login information (Username: SO_JOYCE from: UNIVERSITY), and logos for the National Institutes of Health and OER. The main content area is titled "Research" and features a "Planned Enrollment Study Summary" section. This section includes a table with three columns: "Study Number", "Study Title", and "Action". The table lists three studies, each with "Edit", "Remove", and "View" buttons in the "Action" column. A red circle highlights these buttons for the first study. To the left of the main content, there is a sidebar with "Actions" (MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and a "Select Component Type" section with a tree view showing "Overall" and "Research" (060-Research).

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH OER

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

Research

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Cumulative Inclusion Report Planned Enrollment Report

Planned Enrollment Study Summary

Add New Planned Enrollment Study Remove All Planned Enrollment Studies

1 - 3 of 3 records, Page 1 of 1

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

Select Component Type

+ Overall

— Research

060-Research

Figure 142: Planned Enrollment Study Summary

7.2.12.2 Viewing and Editing the Enrollment Studies

To view and/or edit a planned enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

The screenshot shows the ASSIST web interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). Below the header is a banner image. The main content area is titled 'Research' and contains a navigation bar with tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, R&R Budget, Research Plan, Cumulative Inclusion Report, and Planned Enrollment Report. The 'Planned Enrollment Report' tab is selected. Below the tabs, there's a section titled 'Planned Enrollment Study Summary' with two buttons: 'Add New Planned Enrollment Study' and 'Remove All Planned Enrollment Studies'. A table displays the studies, with 1 - 3 of 3 records shown on Page 1 of 1. The table has columns for Study Number, Study Title, and Action. The Action column contains 'Edit', 'Remove', and 'View' buttons for each study. These buttons are circled in red in the image.

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

Figure 143: Edit and View Options for Planned Enrollment Studies

To view the information:

- a. Select the **View** button to see the form in read-only.
- b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

- a. Select the **Edit** button for the study.
- b. Make your changes.
- c. Select one of the save options at the bottom of the form to save the data:
 - i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
 - ii. To save the information and close the form, select the **Save and Release Lock** button.
 - iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the **Planned Enrollment Report Summary** link to return to the table of enrollment studies.

7.2.12.3 Removing Individual Planned Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the **Remove** button for the specific study.

The screenshot shows the ASSIST Research application interface. On the left is a sidebar with 'Actions' and 'Select Component Type' sections. The main area displays the 'Planned Enrollment Study Summary' table. The table has three columns: 'Study Number', 'Study Title', and 'Action'. There are three rows of study data. The 'Remove' button for the third study is circled in red.

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

Figure 144: Removing an Individual Planned Enrollment Study

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

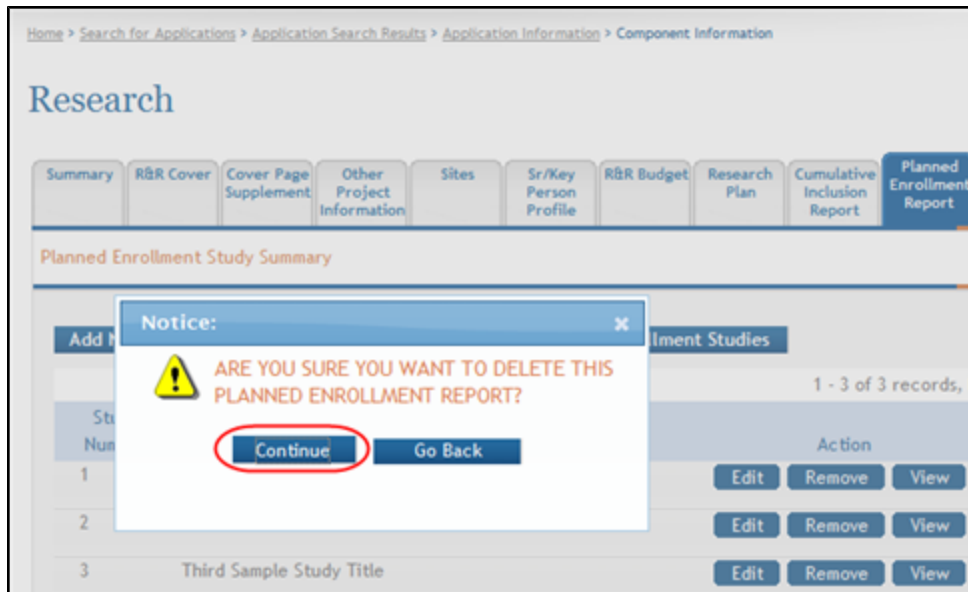


Figure 145: Confirmation Message for Deleting a Planned Enrollment Report

If you wish to cancel, select the **Go Back** button.

7.2.12.4 Removing All Planned Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the **Remove All Planned Enrollment Studies** button at the top of the form.

The screenshot shows the ASSIST web interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). Below the header is a banner image. The main content area is titled 'Research' and contains a 'Planned Enrollment Study Summary' section. This section has a table with three columns: 'Study Number', 'Study Title', and 'Action'. There are three rows of study data. Above the table, there are two buttons: 'Add New Planned Enrollment Study' and 'Remove All Planned Enrollment Studies'. The 'Remove All Planned Enrollment Studies' button is circled in red. To the left of the main content area, there is a sidebar with 'Actions' and 'Select Component Type' sections.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

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

Research

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile RBR Budget Research Plan Cumulative Inclusion Report Planned Enrollment Report

Planned Enrollment Study Summary

Add New Planned Enrollment Study Remove All Planned Enrollment Studies

1 - 3 of 3 records, Page 1 of 1

Study Number	Study Title	Action
1	Sample Enrollment Study for Individual Component	Edit Remove View
2	My Second Planned Enrollment Study	Edit Remove View
3	Third Sample Study Title	Edit Remove View

Select Component Type

+ Overall

- Research

060-Research

Figure 146: Removing All Planned Enrollment Studies

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

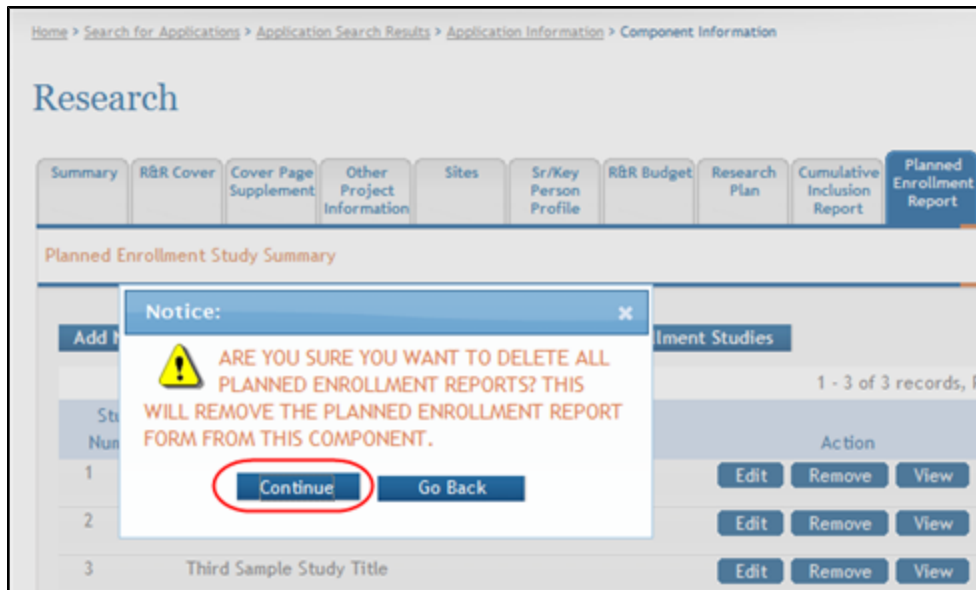


Figure 147: Confirmation Message for Removing All Planned Enrollment Reports

If you wish to cancel, select the **Go Back** button.

7.2.13 Career Development Award Supplemental

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#7_5_PHS_398_Career_Development

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). The main content area shows the 'Career-Dev' section with a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A sidebar on the left lists 'Actions' (RETURN TO APPLICATION INFO, MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, VALIDATE COMPONENT) and 'Select Component Type' (Overall, Career-Dev, 812-Career-Dev (My Career Dev), Training). The main form area is titled 'PHS 398 Career Development Award Supplemental Form' with a version number 'PHS398 CareerDevelopmentAwardSup v2.0'. An 'Edit' button is highlighted with a red circle. Below the form title, there are sections for 'Introduction (if applicable)' and 'Candidate Information', each with a 'View Attachment' button. A note indicates '* Required field(s)'.

Figure 148: Edit Button on PHS 398 Career Development Award Supplemental

2. Attach the applicable sections using the **Add Attachment** buttons.

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.14 PHS 398 Research Training Program Plan

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#8_7
[Research Training Program Plan](#)

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

The screenshot shows the ASSIST system interface. At the top, there's a header for the U.S. Department of Health & Human Services with navigation links: Home, Logout, Help Desk, and Contact Us. Below this is the 'Application Submission System & Interface for Submission Tracking (ASSIST)' banner. The user is logged in as 'SO JOYCE' from 'UNIVERSITY'. The main navigation bar includes links like 'Home', 'Search for Applications', 'Application Search Results', 'Application Information', and 'Component Information'. The left sidebar has an 'Actions' section with buttons: 'RETURN TO APPLICATION INFO', 'MANAGE ACCESS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW CURRENT FORM', and 'VALIDATE COMPONENT'. Below this is a 'Select Component Type' section with a tree view showing 'Overall' and 'Training' (selected). The main content area is titled 'Training' and shows a list of tabs: 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'Training Program Plan' (selected), 'Training Budget', and 'Training Subaward Budget'. The 'Training Program Plan' tab is active, displaying the 'PHS 398 Research Training Program Plan' with version 'v2.0'. An 'Edit' button is highlighted with a red circle. Below the 'Edit' button, there's a list of sections to attach: '1. Introduction to Application (for RESUBMISSION or REVISION only)', '2. Background', '3. Program Plan', '4. Recruitment and Retention Plan to Enhance Diversity', and '5. Plan for Instruction in the Responsible Conduct of Research'. Each section has a 'View Attachment' button. A note at the bottom right says '* Required field(s)'.

Figure 149: Edit Button on PHS 398 Research Training Program Plan

2. Attach the applicable sections of the research plan using the **Add Attachment** buttons.

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.15 PHS 398 Training Budget

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the Training Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the Training Budget tab does not display among the tabs for other component forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#8_5_PHS_398_Training_Budget

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.15.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.

The screenshot shows the ASSIST web application interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). Below the header is a banner image. The main content area is titled 'Training' and contains a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Program Plan, Training Budget (selected), and Training Subaward Budget. The 'Training Budget' tab is active, showing 'Period 1' and an 'Add Period' button. The form title is 'PHS 398 Training Budget - Period 1' with a version number 'PHS398 TrainingBudget v1.0'. An 'Edit' button is circled in red. Below the form title, there's a note about organizational DUNS and SF 424 (R&R) cover information. The form fields include 'Organizational DUNS', 'Organization Name', 'Budget Type' (with radio buttons for Project and Subaward/Consortium), 'Start Date' (09/30/2013), and 'End Date'. A legend indicates that fields marked with an asterisk (*) are required.

Figure 150: Edit Button for Training Budget

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.15.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

The screenshot shows the ASSIST web interface. At the top, there's a header with the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). Below the header is a banner image. The main content area is titled 'Training' and contains a tabbed interface with tabs for Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Program Plan, Training Budget (selected), and Training Subaward Budget. Under the 'Training Budget' tab, there's a section for 'Period 1' with a 'Cumulative' link and an 'Add Period' button circled in red. Below this, the title 'PHS 398 Training Budget - Period 1' is displayed, followed by 'PHS398 TrainingBudget v1.0' and an 'Edit' button. A sidebar on the left lists 'Actions' such as 'RETURN TO APPLICATION INFO', 'MANAGE ACCESS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW CURRENT FORM', and 'VALIDATE COMPONENT'. At the bottom of the sidebar is a 'Select Component Type' link. A note at the bottom right of the main content area states '* Required field(s)'.

Figure 151: Add Period Button for Training Budget

PHS 398 Training Budget - Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.15.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).



Figure 152: Period Link for Accessing Added Training Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

7.2.15.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

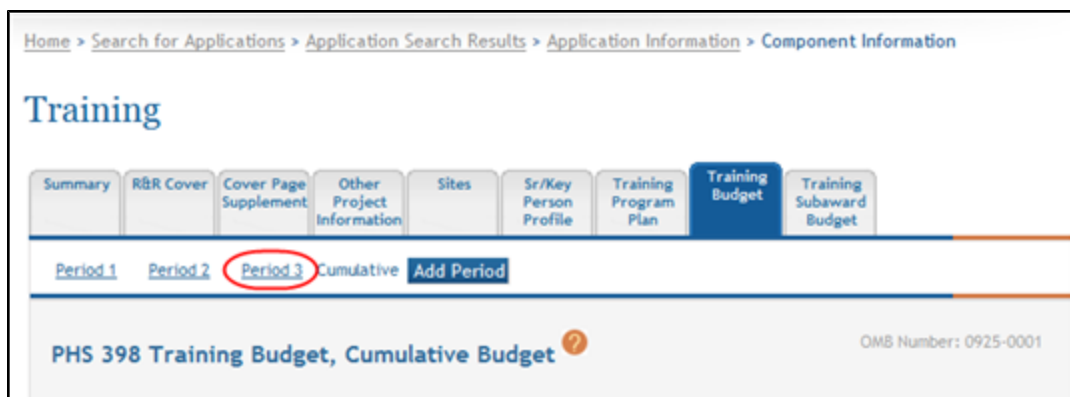


Figure 153: Accessing Added Training Budget Periods

2. Select the **Edit** button to enable editing.

- Click the **Remove Budget Period** button.



Figure 154: Remove Budget Period Button on Training Budget

A confirmation window displays.

- Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *PHS 398 Training Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

7.2.15.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

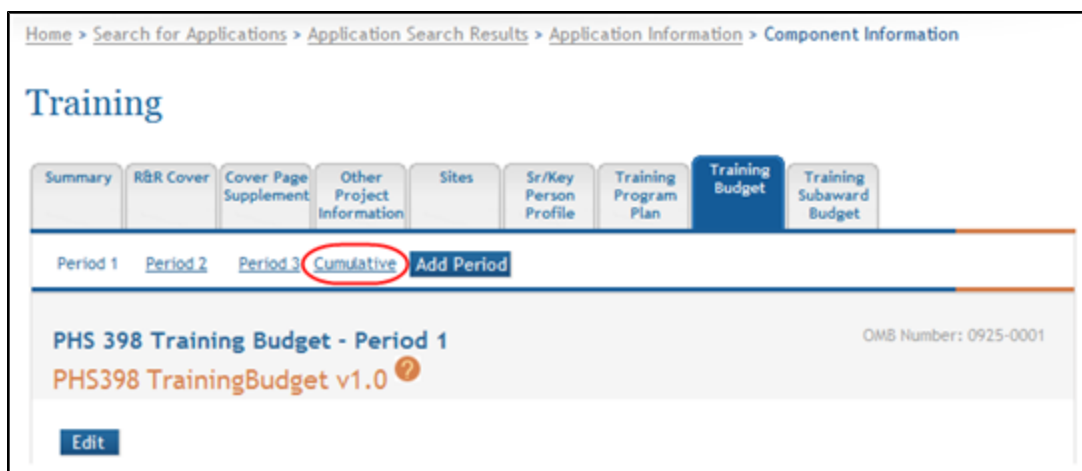


Figure 155: Cumulative Link for Multiple Training Budget Periods

The **PHS 398 Training Budget - Cumulative Budget** displays as read-only.

7.2.16 Training Subaward Budget

The Training Subaward Budget form must be added to the component as an optional form. [Refer to the section of this document titled *Add Optional Forms to a Component* on Page 174.](#)

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf#8_6_PHS_398_Training_Subaward_Budget

For guidance on completing the form in the ASSIST system, refer to the steps below.

7.2.16.1 Adding a Training Subaward

To add a subaward:

1. Select the **Add New Subaward** button.

The screenshot displays the ASSIST system interface for the Training Subaward Budget form. The header includes the U.S. Department of Health & Human Services logo, the title 'Application Submission System & Interface for Submission Tracking (ASSIST)', and user information: 'Username: SO_JOYCE from: UNIVERSITY'. The breadcrumb trail is: Home > Search for Applications > Application Search Results > Application Information > Component Information.

The main content area is titled 'Training' and contains a tabbed interface with the following tabs: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Program Plan, Training Budget, and Training Subaward Budget (which is the active tab). Below the tabs, the title 'Training Subaward Budget' is followed by 'Training Subaward Budget v2.0'. A message states: 'Complete the subawardee budget(s) in accordance with the Training Budget instructions.' Below this message, the 'Add New Subaward' button is highlighted with a red circle, and the 'Remove All Subawards' button is also visible. Below the buttons is a table with columns: Subaward, Organization, and Action. The table currently displays 'Nothing found to display.'

The left sidebar contains a section titled 'Actions' with the following buttons: RETURN TO APPLICATION INFO, MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM, and VALIDATE COMPONENT. Below this is a section titled 'Select Component Type' with a tree view showing 'Overall' and 'Training' (which is expanded to show '268-Training (My Training)').

Figure 156: Add New Subaward Button on Training Subaward Budget Form

The PHS 398 Training Budget- Period 1 for Subaward <X> page displays.

Figure 157: Subaward Training Budget Fields

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Repeat steps, selecting **Add New Subaward** for each additional subaward.

The added subawards display in a table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO JOYCE from: UNIVERSITY). The main title is "Application Submission System & Interface for Submission Tracking (ASSIST)". Below the header, a breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information. The left sidebar contains an "Actions" section with buttons like "RETURN TO APPLICATION INFO", "MANAGE ACCESS", "VIEW STATUS HISTORY", "ADD NEW COMPONENT", "PREVIEW CURRENT FORM", and "VALIDATE COMPONENT". Below this is a "Select Component Type" section with a tree view showing "Overall" and "Training" (268-Training (My Training)). The main content area is titled "Training" and features a tabbed interface with tabs for Summary, RBR Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Training Program Plan, Training Budget, and Training Subaward Budget. The "Training Subaward Budget" tab is active, showing a "Training Subaward Budget v2.0" section. This section includes instructions to "Complete the subawardee budget(s) in accordance with the Training Budget instructions." and buttons for "Add New Subaward" and "Remove All Subawards". Below this is a table with three columns: Subaward, Organization, and Action. The table contains two rows: "Subaward1" from "University" and "Subaward2" from "MyOrganization". Each row has three buttons: "Edit", "Remove", and "View".

Subaward	Organization	Action
Subaward1	University	Edit Remove View
Subaward2	MyOrganization	Edit Remove View

Figure 158: Training Subaward Summary Table

Adding Another Budget Period to a Training Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, select the **Add Period** button.

The screenshot shows the 'Training Subaward Budget' tab selected in the top navigation bar. Below the tabs, there is a 'Period' dropdown menu with an 'Add Period' button highlighted by a red circle. The main content area displays 'Subaward 1' and 'PHS 398 Training Budget - Period 1'. Below this, it says 'PHS398 TrainingBudget v1.0' with a question mark icon. An 'Edit' button is visible at the bottom left.

Figure 159: Add Period Button on Training Subaward

The *PHS 398 Training Budget - Period X* displays (where X is the specific budget period being added).

This screenshot shows the same form as Figure 159, but with the 'Period 2' dropdown menu selected and the 'Add Period' button highlighted by a red circle. The main content area now displays 'Subaward 1' and 'PHS 398 Training Budget - Period 2'. Below this, it says 'PHS398 TrainingBudget v1.0' with a question mark icon. An 'Edit' button is visible at the bottom left. At the bottom right, there is a red asterisk followed by the text '* Required field(s)'. Below this, there are input fields for 'Organizational DUNS', 'Organization Name', and 'Budget Type' (with radio buttons for 'Project' and 'Subaward/Consortium'). There are also input fields for 'Start Date' (11/01/2013) and 'End Date' (12/01/2013), each with a calendar icon.

Figure 160: Subaward Form for Additional Training Budget Period

2. Enter the budget information for the specific period.
3. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Editing and Viewing an Entered Training Budget for a Subaward

To view and/or edit the subaward training budget period:

1. From within the subaward form, select the link for the period to view or edit (e.g., **Period 3** link).

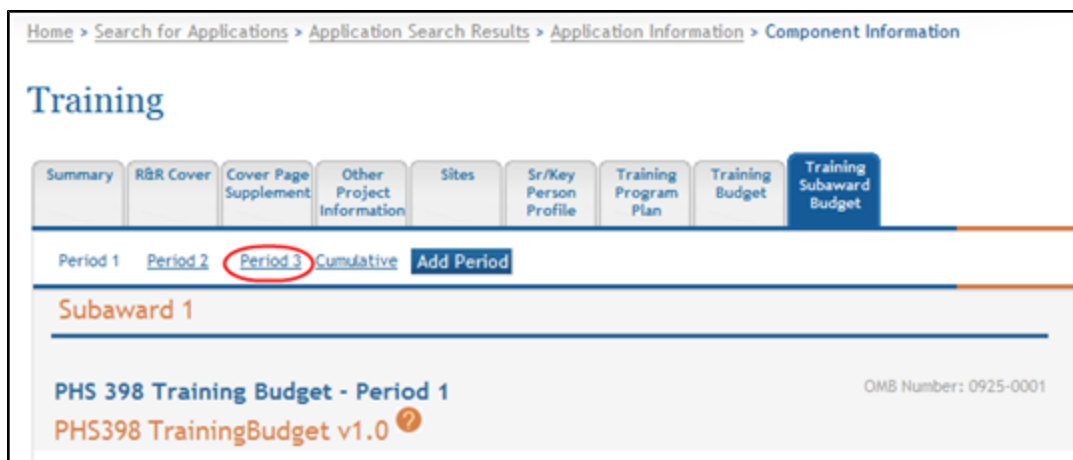


Figure 161: Subaward Period Link for Training Budget

2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

Viewing Cumulative Training Budget for a Subaward

To view the cumulative training budget for a particular subaward, access the form and select the **Cumulative** link.

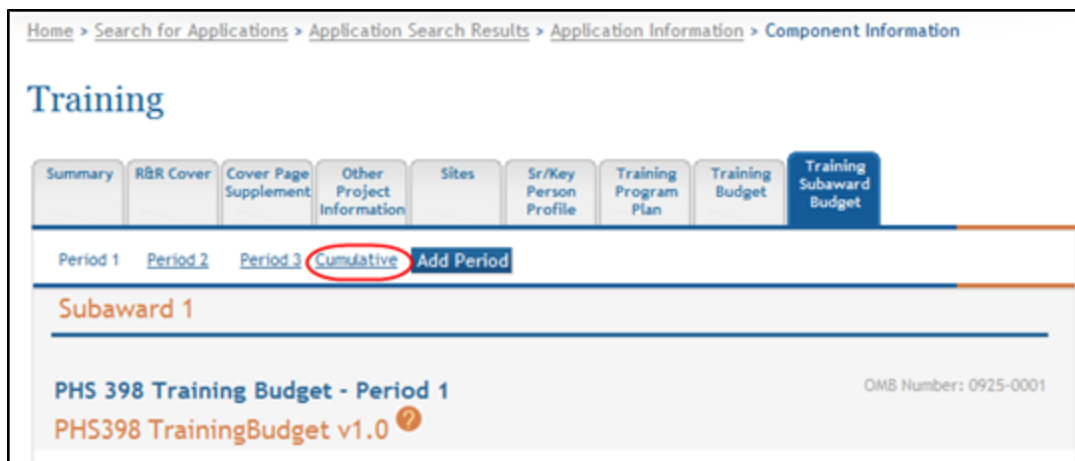


Figure 162: Cumulative Link for Subawards with Multiple Training Budget Periods

The *PHS 398 Training Budget - Cumulative Budget* displays as read-only.

7.2.16.2 Removing Training Budget Subawards

Training budget subawards can be removed individually or all at once. The steps below provide detail for each method.

Removing an Individual Training Budget Subaward

To remove an individual subaward:

1. Select the **Remove** button from the **Action** column for the particular subaward being removed.

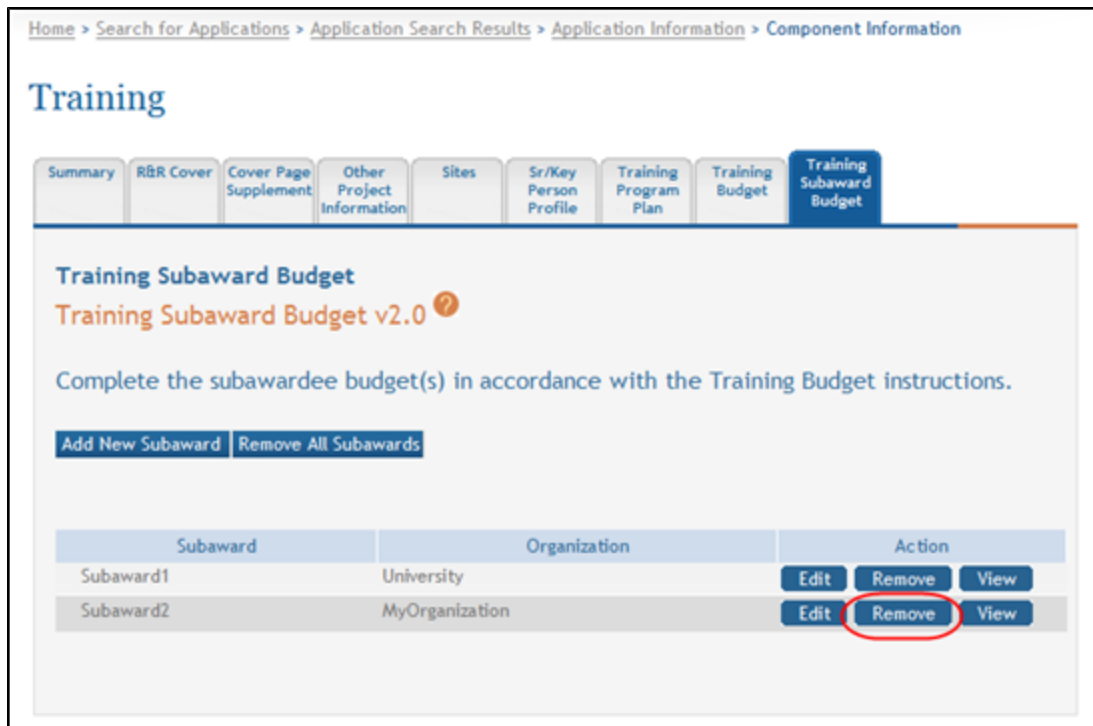


Figure 163: Remove Button for Removing Individual Training Budget Subawards

A confirmation window displays.

2. Select the **Continue** button to complete the removal.

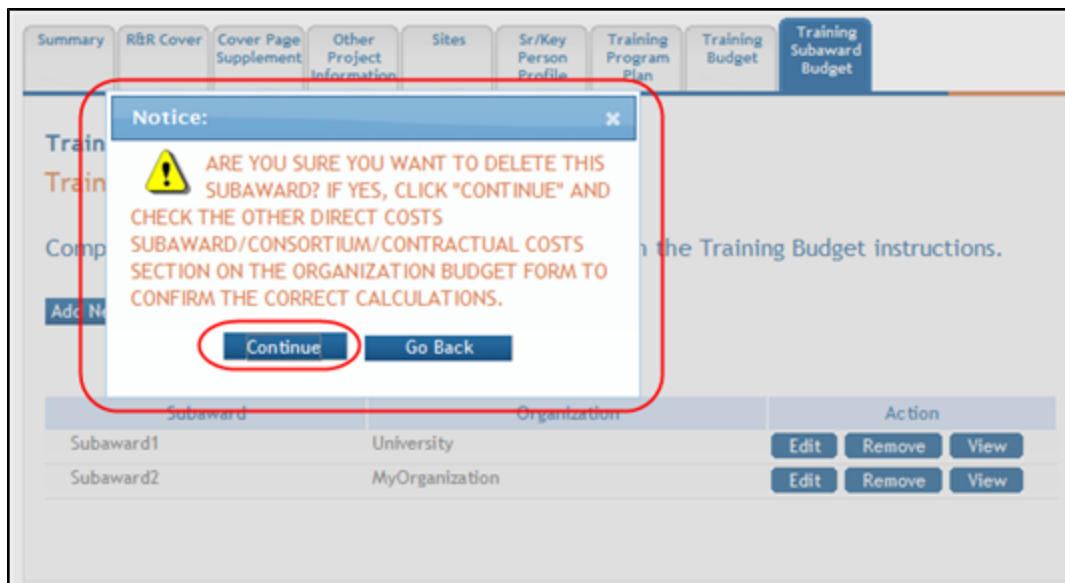


Figure 164: Confirmation for Removing an Individual Training Budget Subaward

Removing All Training Budget Subawards

To remove all subawards at one time:

1. Select the **Remove all Subawards** button from the **Training Subaward Budget** tab main page.

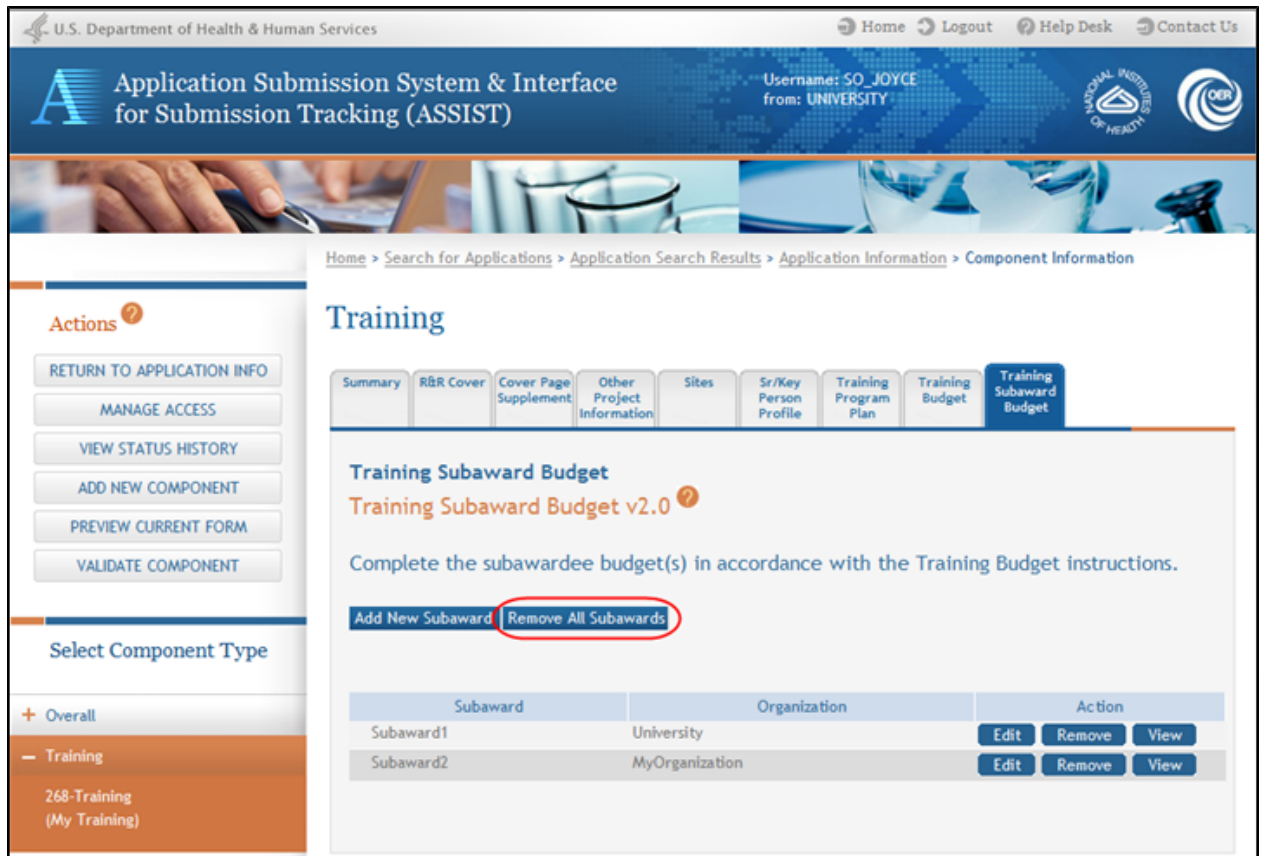


Figure 165: Remove All Subawards Button for Training Budget

A confirmation window displays.

2. Select the **Continue** button to move forward and delete the subawards. (Selecting **Go Back** cancels the action.)

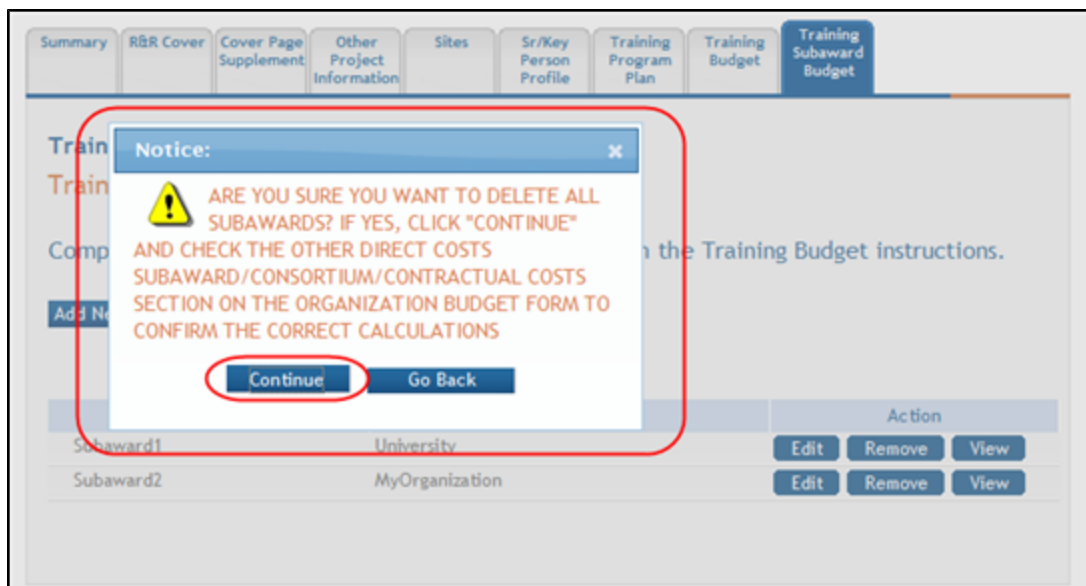


Figure 166: Confirmation for Removing All Subawards for Training Budget

7.3 Form and Field Level Validations

ASSIST component forms include validation features at the field level created to identify formatting errors or missing required data well in advance of the submission process. These checks are performed when information is first entered into a field or when the component form is saved.

NOTE: This topic discusses the validations for improperly formatted data and missing required data. This topic does not discuss validating the entire application for submission. [Refer to the section of this document titled *Validating the Application* on Page 188](#) for information on submission validation.

7.3.1 Field Data Format Validations

Many component forms contain fields requiring certain types of data (e.g., numeric data in salary fields). ASSIST features field level validation on many form fields to ensure that the information being entered is in the proper format. In these specific fields, ASSIST validates the data upon entry (or after moving the cursor from the field) and immediately displays a pop-alert indicating that the format is not as expected.

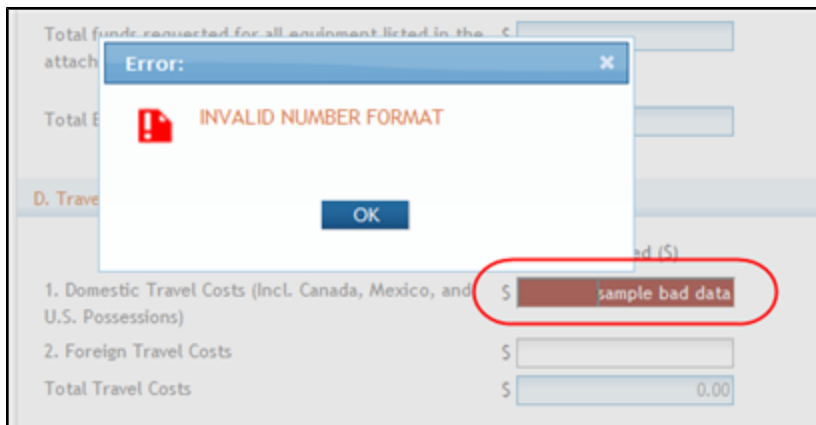


Figure 167: Invalid Format Error

When this occurs, read the error message and select the OK button. The field containing the error remains red - and cannot be navigated away from - until the erroneous data is fixed or cleared out.

7.3.2 Required Field Validations

Many of the component forms in ASSIST include fields requesting required information that must exist before the application can be submitted. Required fields are marked with a red asterisk (*). Although the information in these fields is required for submission, component forms can be saved without this information. This is useful when not all the required information is known at the time a form is started. A component form can be started, saved, and completed later when the information is known.

When saving a form with missing required fields, a notice displays indicating that data entry errors were found and providing the options to **Continue** saving the form as-is or to **Return to correct errors**.

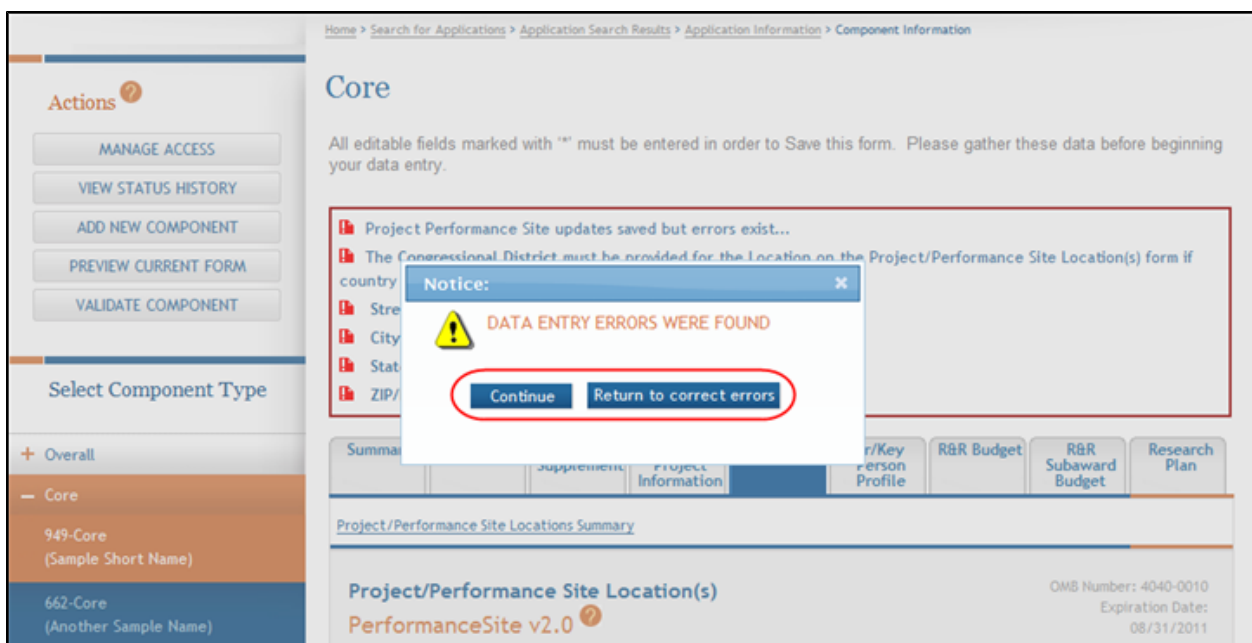


Figure 168: Data Entry Errors Notice

To aid in the identification of incomplete forms, ASSIST employs a missing information icon - a red exclamation point (!) - on the summary page of incomplete component forms. The icon indicates the section or field with missing data. If the icon is seen on the summary page, simply edit the appropriate section of the form and provide the required information before saving again.

NOTE: Not all forms contain summary pages.

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

Core

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

Project/Performance Site Locations Summary

Primary Performance Site ?

Organization Name	DUNS	Address	Action
		789 Main Street Anytown, IL 60614 UNITED STATES	Edit View

Project/Performance Site Location(s) Add Site

One item found.

Entry #	Organization Name	DUNS	Address	Action
1			null null, UNITED STATES	Edit Remove View

Figure 169: Red Exclamation Point Indicates Missing Data on the Form

NOTE: Missing required information can also be identified by performing a component validation. Refer to the section of this document titled [Validating an Individual Component on Page 189](#).

7.4 Add Optional Forms to a Component

To add optional forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

The *Component Information* page opens for the component.

4. Select the **Add Optional Form** button from the **Actions** navigation panel.

A pop-up window opens for selecting the form to be added.

5. Choose a form from the drop-down list.
6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

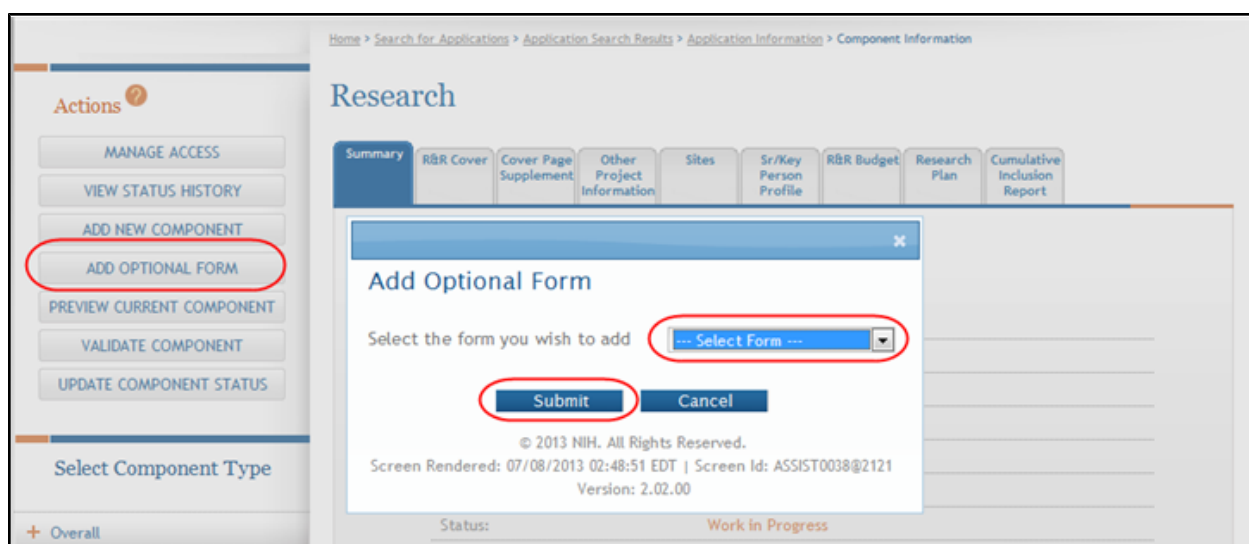


Figure 170: Adding an Optional Form

7. Select the tab of the corresponding form to enter information on the form.

7.5 Change Component Order

The *Change Component Order* screen is used to set the order in which your components appear in the submitted application (i.e., the PDF version) for each particular component type. For example, if your application contains four components of the component type *Research*, you can re-arrange those four components into any order you wish. The component order can be changed for components in the status of *Work in Progress*, *Complete*, or *Final*.

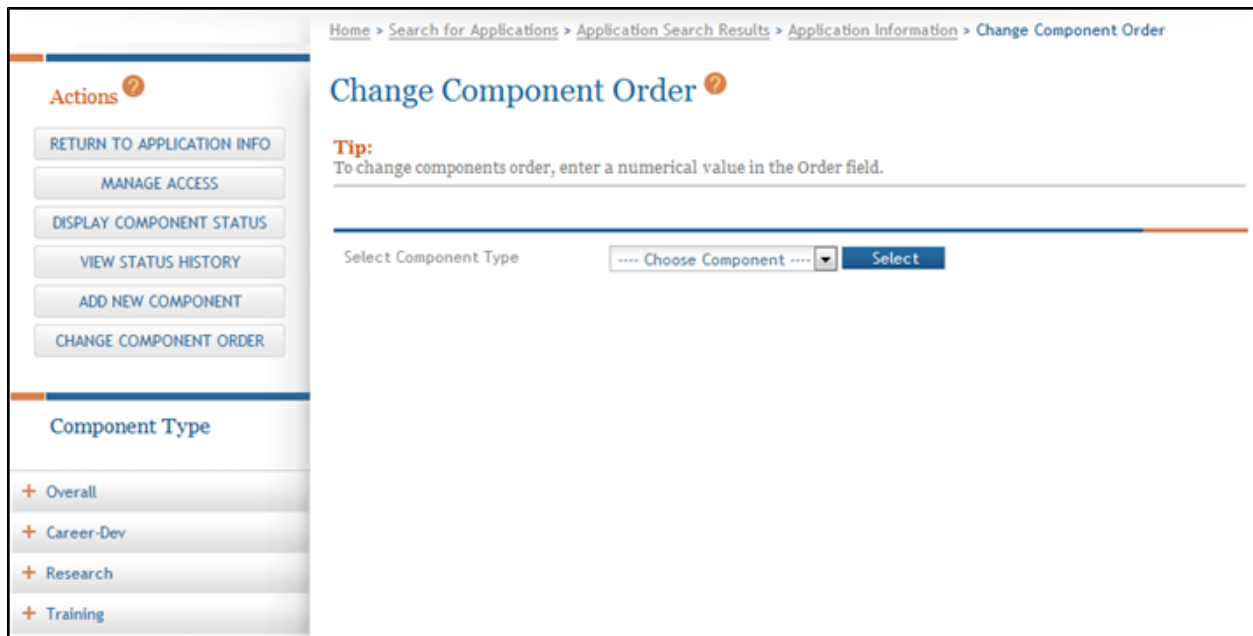


Figure 171: Change Component Order Screen

NOTE: Although components *within* a particular component type can be re-ordered, you cannot re-arrange the order of component types.

Access the *Change Component Order* screen by selecting the **Change Component Order** button on the **Actions** panel. Once the screen is opened, follow the steps below to update the order of components of a particular component type:

1. Select a component type from the **Select Component Type** drop-down list and click the **Select** button. The component types displayed in the list depend on your application's FOA.

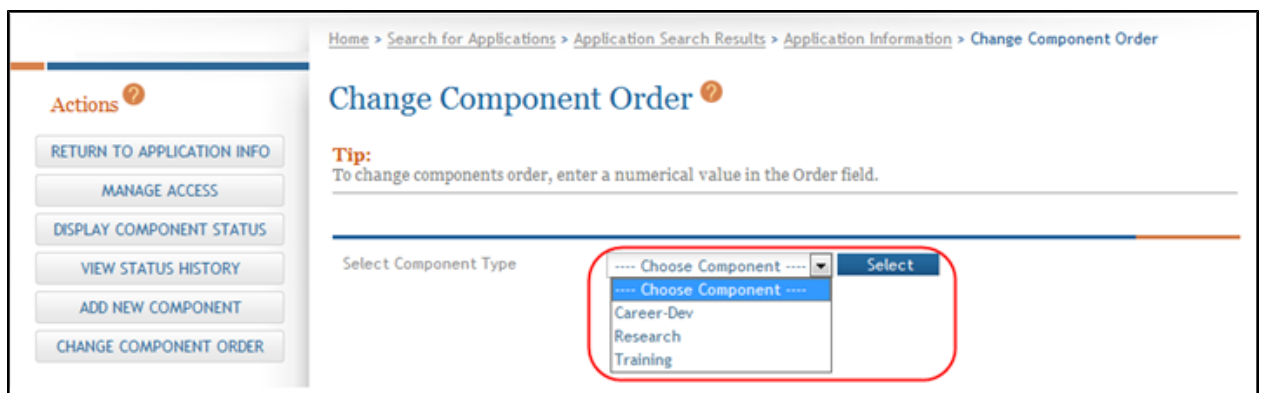


Figure 172: Choose a Component Type to Re-order Components

The screen updates to display the current **Order**, **Component**, **Project Title**, and **Project Lead** for each component of the selected component type. Components display in the order

in which they were added to the application until they are re-ordered using this feature. Once components have been re-ordered, they will display in the current (i.e., updated) order.

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

Change Component Order

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
<input type="text" value="3"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project	SHAKESPEARE, WILLIAM

Figure 173: Current Order of Components on Change Component Order Screen

2. Use the text box in the **Order** column for each component being re-ordered to enter an order value. Make sure to enter a unique value in each **Order** field. You will receive an error if you attempt to save the order of components with duplicate order values.

You may use decimal numbers (up to 2 places) and negative numbers to avoid re-numbering every component. For example, to re-order a particular component to appear between the first and second components, enter that component **Order** as *1.5*.

After updating the values, you can use the **Refresh** button to display the components in the updated order. Refreshing the displayed order does not save the order and you can always use the **Cancel** button to abort the action, even after refreshing the screen.

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

Change Component Order

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	AUSTEN, JANE
<input type="text" value="1.5"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project.	SHAKESPEARE, WILLIAM

Figure 174: Enter Values in the Order Field(s) to Re-order the Components

- When satisfied with the component order, select the **Save** button to save your results and return to the *Application Information* screen.

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

Change Component Order

Tip:
To change components order, enter a numerical value in the Order field.

Select Component Type:

Order	Component	Project Title	Project Lead
<input type="text" value="1"/>	546-Research (Research 1)	This is a sample of my 1st Research Component Type project.	WHITMAN, WALT
<input type="text" value="2"/>	169-Research (Research 3)	This is a sample of my 3rd Research Component Type project.	AUSTEN, JANE
<input type="text" value="3"/>	199-Research (Research 2)	This is my 2nd example of a Research component type project.	LEE, HARPER
<input type="text" value="4"/>	893-Research (Research 4)	This is my 4th sample of a Research Component Type project.	SHAKESPEARE, WILLIAM

Component Type

- Overall
- Career-Dev
- Research
 - 546-Research (Research 1)

Figure 175: Save Button on Change Component Order Screen

You can see your changes reflected in the **Component Type** panel.

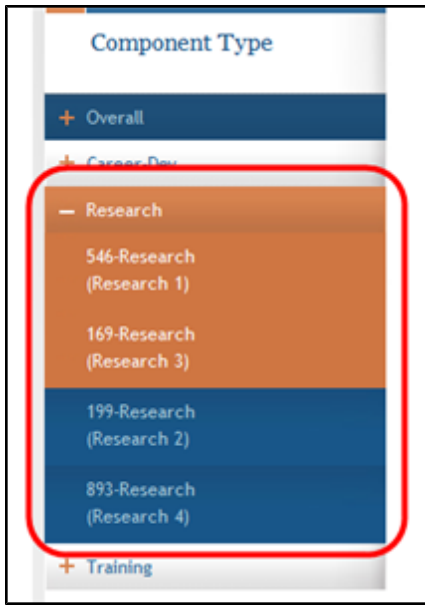


Figure 176: Re-ordered Components as Seen in Component Type Panel

8 Previewing the Application

8.1 Generating a Preview of the Entire Application

With the appropriate privilege(s), ASSIST users may view, print, and/or locally save a preview of the application image from the *Preview Application* screen.

From this screen, you may perform the following actions:

- Generate and view an initial image preview
- View a previously generated image preview
- Generate subsequent image preview(s)

The *Preview Application* screen is accessed by selecting the **Preview Application** button on the *Application Information* page **Actions** panel.

Tip: Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.

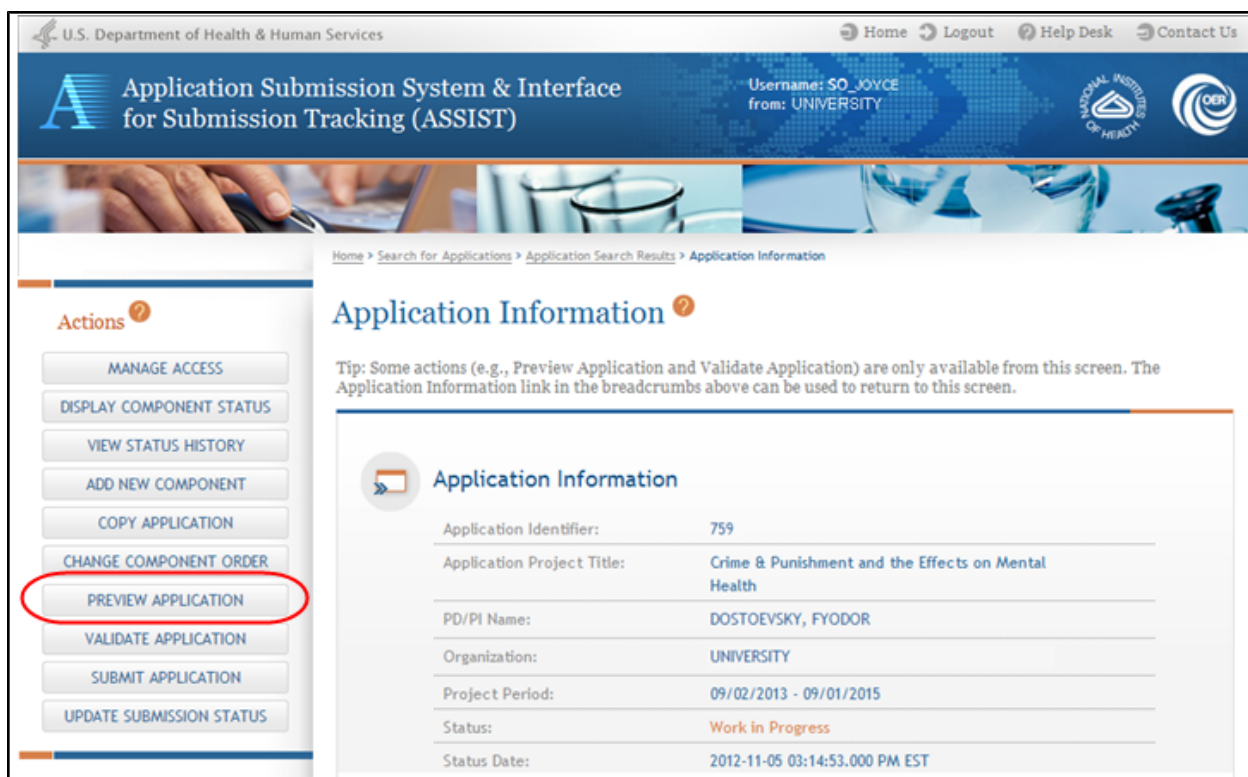


Figure 177: Preview Application Button on Application Information

8.1.1 Generating and Viewing the Initial Application Image

To generate an initial preview request:

1. Select the **Generate Preview** button from the *Preview Application* screen.

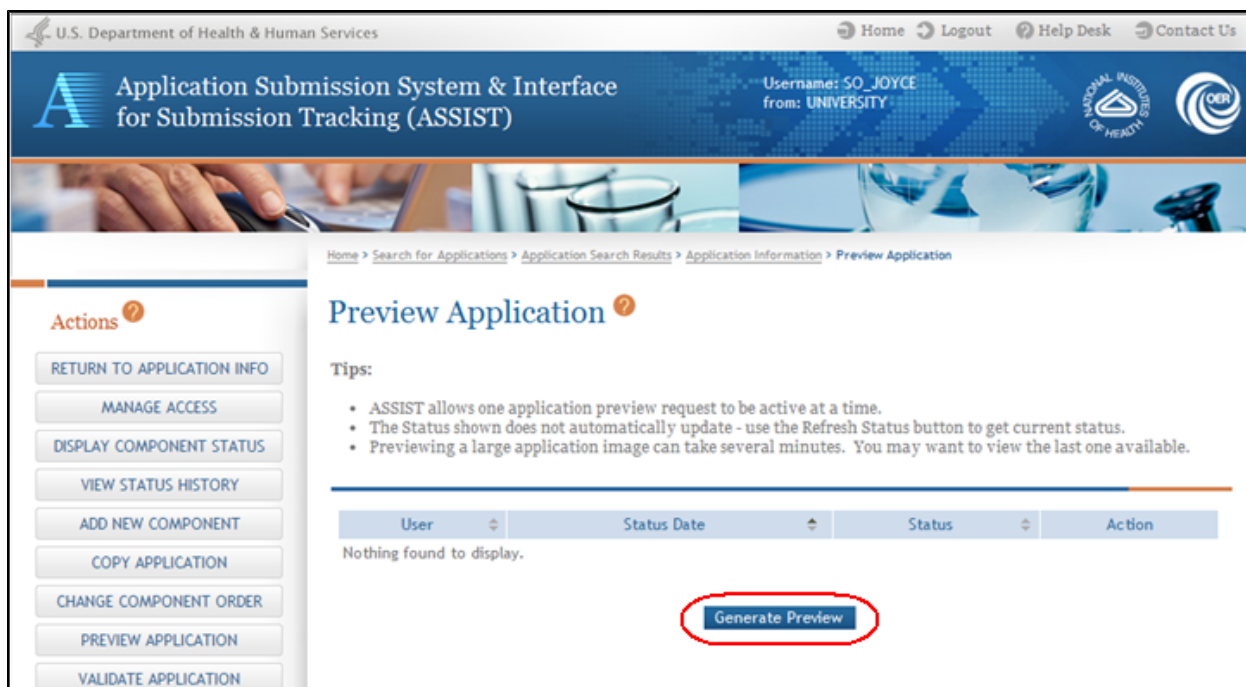


Figure 178: Generate Preview Button for an Initial Request

NOTE: If a preview request was generated prior to this request, information on that preview will display in the table. [Refer to the section of this document titled *Viewing a Previously Generated Image on Page 183* for more information.](#)

ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be *Waiting to Process*, *Processing*, *Failed*, and *Preview Available*.

While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column.

2. *Optional:* Use the **Refresh Status** button to update the status and monitor the progress until completed.

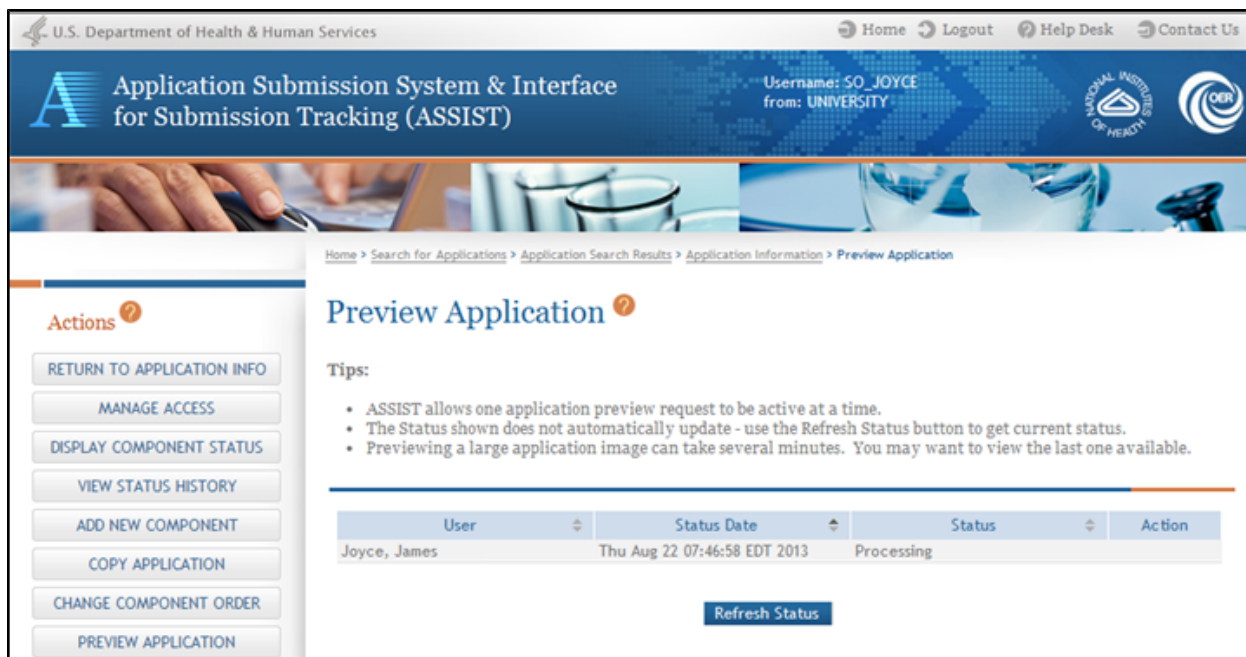


Figure 179: Preview Application Screen with a Processing Request

3. Select the **View** button to view the application image.

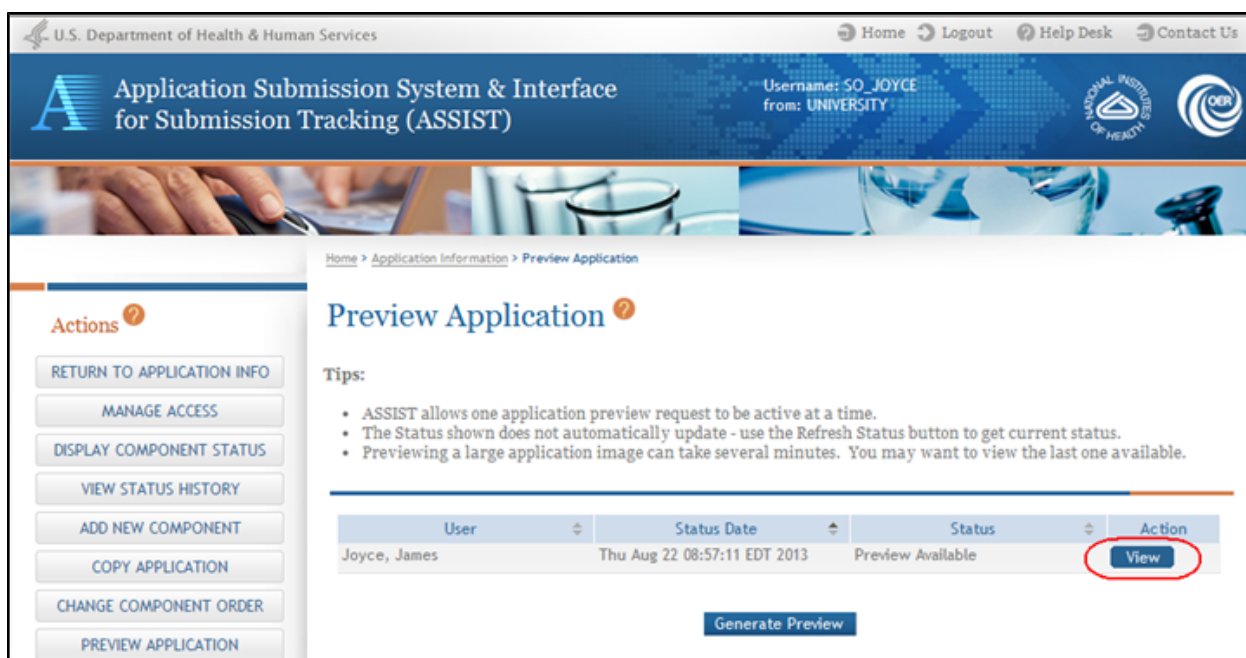


Figure 180: View Button on an Initial Preview Request

The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

4. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button while the other request is processing: *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

8.1.2 Viewing a Previously Generated Image

To view an application image previously generated:

1. Open the *Preview Application* screen.

The screen displays information about the prior preview request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. Select the **View** button to view the image.



Figure 181: Preview Application Screen with Previously Generated Image

The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

3. Close the window displaying the PDF.

8.1.3 Requesting a New Application Image

Even if an image currently exists, a new preview can be generated. To request a new preview:

1. Open the *Preview Application* screen.

The screen displays information about the prior request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. *Optional*: Select the **View** button to view the existing image.
3. Select **Generate Preview** button to generate the new request for an image.

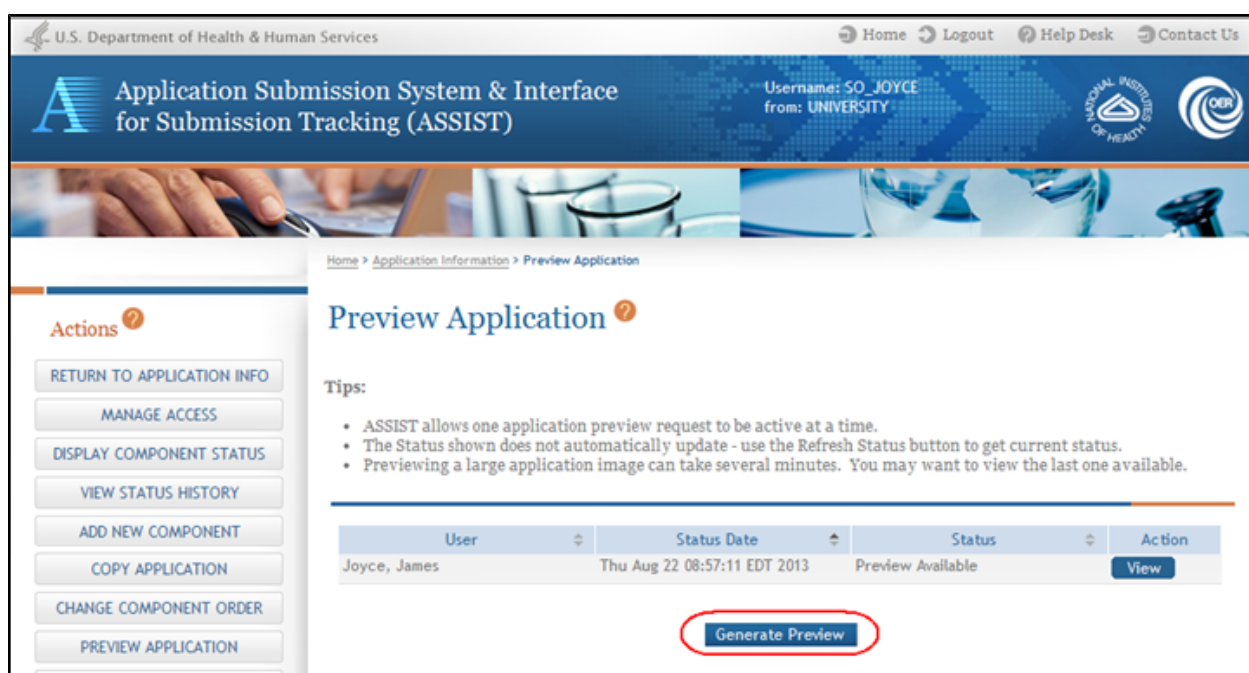


Figure 182: Generate Preview Button

ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be *Waiting to Process*, *Processing*, *Failed*, and *Preview Available*. This information is displayed beneath the previous request.

While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column. The new image replaces the previously generated one.

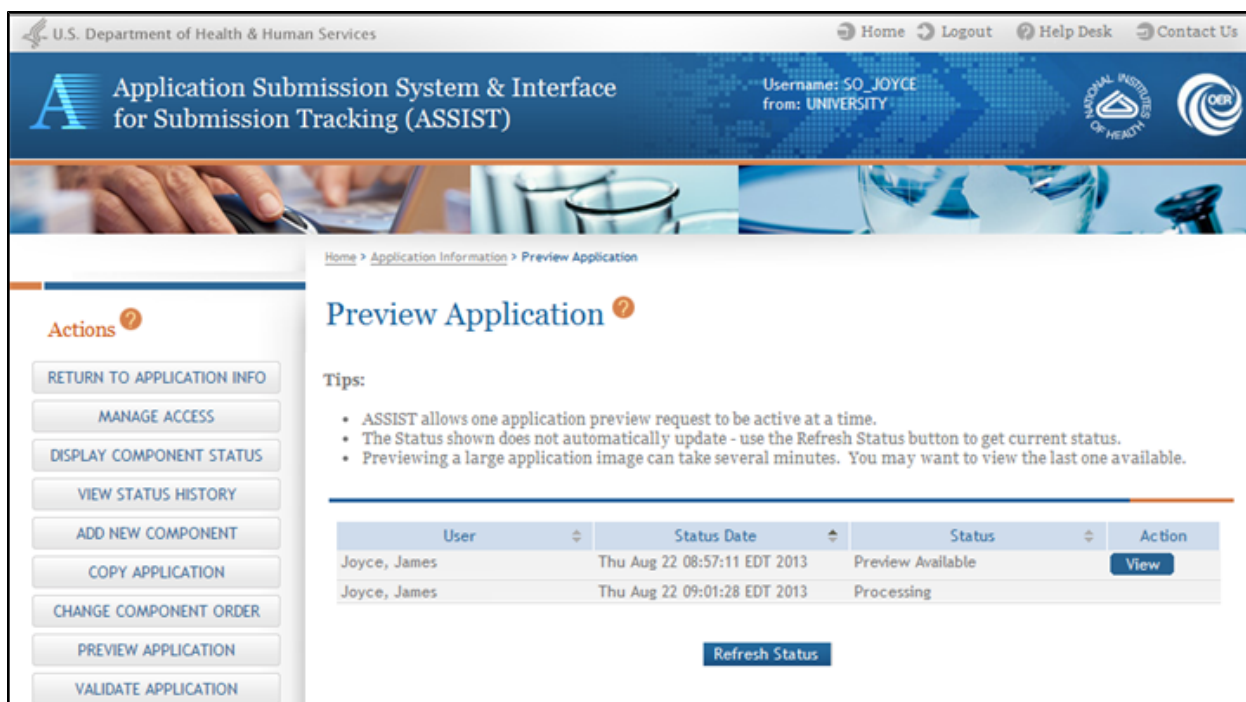


Figure 183: Processing a New Preview

4. Select the **View** button to view the application image.

The application image will display in a separate window. From here, you can review, print, and/or save the image locally if needed.

5. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button while the other request is processing: *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

8.2 Previewing a Component or Form

With the appropriate privilege(s), ASSIST users may view and print previews of the individual components of an application or their forms.

8.2.1 Previewing a Component

1. From the *Component Information* page, select the **Preview Current Component** button from the **Action** section.

A PDF version of the component is generated within a new browser window, showing the component forms and attachments.

NOTE: Application and component summaries and tables of contents are generated only when previewing the entire application, not for individual components. [Refer to the section of this document titled *Generating a Preview of the Entire Application* on Page 180](#) for information on previewing an entire application.

2. *Optional:* Select the print option to print the PDF or the save option to save the PDF locally.
3. Close the window displaying the PDF.

8.2.2 Previewing the Current Form

While working on a form of the Overall or other components of an application, you can open a preview of what that form looks like as a PDF document.

To preview the form you are working on:

1. Select the specific form to preview by clicking its tab.
2. From the **Actions** panel, select the **Preview Current Form** button.
3. Select the appropriate option to open the document file.

A PDF version of the specific component form is generated and displayed within a new browser window.

4. *Optional:* Select the print option to print the PDF or the save option to save the PDF locally.
5. Close the window displaying the PDF.

The screenshot displays the ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Logout, Help Desk, Contact Us), and user information (Username: SO_JOYCE from: UNIVERSITY). The main title is 'Application Submission System & Interface for Submission Tracking (ASSIST)'. Below the header, a breadcrumb trail shows the path: Home > Search for Applications > Application Search Results > Application Information > Component Information. The left sidebar contains an 'Actions' menu with buttons: MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW CURRENT FORM (highlighted with a red circle), and VALIDATE COMPONENT. Below the Actions menu is a 'Select Component Type' section with expandable categories: Overall and Core. The main content area is titled 'Project' and includes a warning: 'All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.' A tabbed interface shows various sections: Summary, R&R Cover, Cover Page Supplement, Other Project Information, Sites (selected), Sr/Key Person Profile, R&R Budget, and Research Plan. The 'Sites' tab displays 'Project/Performance Site Locations Summary' and 'PerformanceSite' with an 'Edit' button. On the right, OMB Number: 4040-0010 and Expiration Date: 08/31/2011 are shown. A note indicates '* Required field(s)'. At the bottom, a checkbox is labeled 'I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization'.

Figure 184: Preview Current Form Button

9 Validating the Application

Before an application can be submitted, it must pass various system and business validations at both the overall application and individual component levels. Validation checks are triggered automatically whenever the status of the application or component is updated by an ASSIST user; however, validation checks can also be run manually if chosen. ASSIST users can choose to validate the entire application or individual components as desired. To validate the entire application, a user must have the Entire Application Editor - All (both Budget and Non-Budget)

Access level. To validate a component, a user must have the Editor - All (both Budget and Non-Budget) Access level for that component. [Refer to the section of this document titled *Manage Access* on Page 5](#)

9.1 Validating the Entire Application

To perform validations on the entire application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. Navigate to the *Application Information* page.
3. Select the **Validate Application** button under **Actions**.

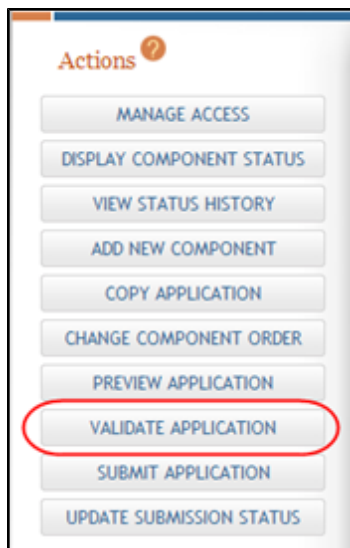


Figure 185: Validate Application Button on Actions Pane

The system begins validating the application. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. Errors must be corrected before the application can be submitted.

With no errors or warnings, a message displays as follows: *No errors or warnings were found.*

NOTE: ASSIST does not perform validations on components in *Abandoned* status.

Refer to the section of this document titled *Application Errors and Warnings Results* on Page 190 for information on displayed errors and warnings.

9.2 Validating an Individual Component

To perform validations on an individual component:

1. Navigate to the appropriate component by expanding it and selecting it from the **Component Type** section of the left-side navigation panel.
2. Select the **Validate Component** button under **Actions**.

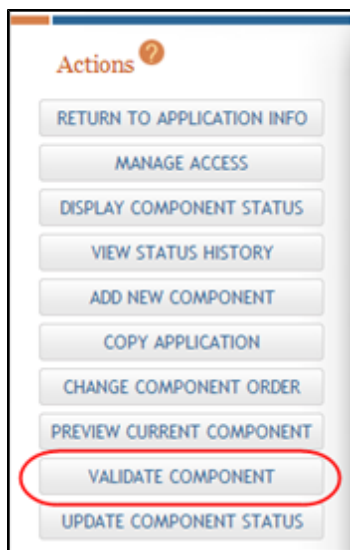


Figure 186: Validate Component Button on Actions Pane

The system begins to validate the Component. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window.

ASSIST cannot perform all validation checks on the application if required components or required forms are missing. When this occurs, error messages to this effect display on the *Application Errors and Warnings Results* page.

If no errors exist and no warnings are necessary, a message displays as follows: *No errors or warnings were found.*

10 Application Errors and Warnings Results

When an application or component fails validation, any errors and warnings are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. At the top portion of the page, ASSIST displays the application or component against which the validation was run.

The bottom portion of the page displays the errors or warnings found during validation. While warnings should be reviewed, errors must be addressed in order for an application to be submitted. The information in this table includes:

- **Component ID & Title**

Lists the component (Overall or other) for which the error or warning exists

- **Form Name**

Lists the form containing the field prompting the error or warning

- **Error Message**

Explains the issue causing the error or warning

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE
from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH

Home > Search for Applications > Application Search Results > Application Information > Application Errors and Warnings Results

Application Errors and Warnings Results

Application Information

Application Identifier:	759
FOA Number:	PA-00-000
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	Crane, Stephen
Organization:	UNIVERSITY

Errors

Component ID & Title	Form Name	Error Message
Overall	Checklist	Required form is missing. Please complete the required form so that all validations can be performed.
Overall	Sites	Required form is missing. Please complete the required form so that all validations can be performed.
Overall	Research Plan	Required form is missing. Please complete the required form so that all validations can be performed.
421-Project	Cover Page Supplement	Required form is missing. Please complete the required form so that all validations can be performed.
421-Project	Other Project Information	Required form is missing. Please complete the required form so that all validations can be performed.

Figure 187: Application Errors and Warnings Results Page

The information in the sections for errors and warnings is sortable by selecting the up/down arrows next to the table headings. Selecting the arrows sorts the information in numeric or alphabetic order based on the column heading selected.

11 Verify Senior/Key Personnel

ASSIST allows a biosketch to be uploaded for each senior/key person entry on a complex application. Only one biosketch may be submitted per senior/key person in the final application, even if that person is on multiple components within the application.

Upon updating a component to *Final* status, ASSIST checks to see whether a biosketch for a senior/key person exists on another component marked as *Final*. If a user has added two or more biosketches for the same Senior/Key Person, ASSIST requests that one of them be selected as the biosketch to include with the application.

ASSIST considers senior/key person entries to be the same person if the Senior/Key Person Profile or PD/PI Profile Credentials match. If senior/key person entries exist where credentials are not provided for both entries, then ASSIST considers senior/key persons to be a potential match if the First Name, Last Name, and Organization Name match.

When ASSIST finds that a bio-sketch for a senior/key person on the current component being set to *Final* potentially matches another senior/key person with a bio-sketch on an existing *Final* component, the *Select Senior/Key Person* page displays prompting you to indicate whether these are the same person before prompting you to choose which biosketch to use.

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Select Senior/Key Person

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

Identification Completed Cancel Status Change

Figure 188: Select Senior/Key Person Page Displays for Potential Match

Conversely, if ASSIST determines that the persons are a definite match, based on the same entered credentials, the system does not require you to indicate if the persons are the same, and automatically displays the *Select Biosketch* page instead.

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

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

Select Biosketch

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

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input checked="" type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

Submit Biosketches Cancel Status Change

Figure 189: Select Biosketch Page Displays for Definite Match

The steps for completing both pages are detailed in the sections that follow.

11.1 ASSIST Identifies Potentially Matched Persons

When ASSIST identifies two key persons as a potential match, the *Select Senior/Key Person* page displays. The page includes a table displaying the senior/key person of the current component (being marked as *Final*) next to the component previously marked as *Final* containing the potentially same senior/key person.

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO_JOYCE from: UNIVERSITY

Home > Search for Applications > Application Search Results > Application Information > Select Senior/Key Person

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

Identification Completed Cancel Status Change

Figure 190: Select Senior/Key Person Page

1. If the listed senior/key persons are different, leave the **Check if they are the same** checkbox unchecked.

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input type="checkbox"/>

Identification Completed Cancel Status Change

Figure 191: Senior/Key Person are Not the Same

-OR-

If the listed senior/key persons are the same person, click the **Check if they are the same** checkbox to place a checkmark in the box.

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input checked="" type="checkbox"/>

[Identification Completed](#)
[Cancel Status Change](#)

Figure 192: Senior/Key Persons are Same Person

NOTE: To cancel the action without completing the identification, click the **Cancel Status Change** button and the **Continue** button on the subsequent confirmation pop-up message. Selecting the cancel option results in the biosketch selections not being saved and the component not being updated to *Final*.

2. Select the **Identification Completed** button.

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

NATIONAL INSTITUTE OF HEALTH

OHR

Home > Search for Applications > Application Search Results > Application Information > Select Senior/Key Person

Select Senior/Key Person

The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The following Senior/Key Persons have been identified as potential matches to Senior/Key persons on another component already marked as Final. Please check if they have been identified correctly.

Senior/Key Person on 299-Core: A Study in Scarlet Fever	Senior/Key Person on other component already marked Final	Check if they are the same
Arthur Conan Doyle	949-Core: Pride & Prejudice and the Human Psyche	<input checked="" type="checkbox"/>

[Identification Completed](#)
[Cancel Status Change](#)

Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

Select Component Type

Overall

Core

600-Core

949-Core

299-Core

662-Core

705-Core

Figure 193: Identification Completed Button

The *Select Biosketch* page displays.

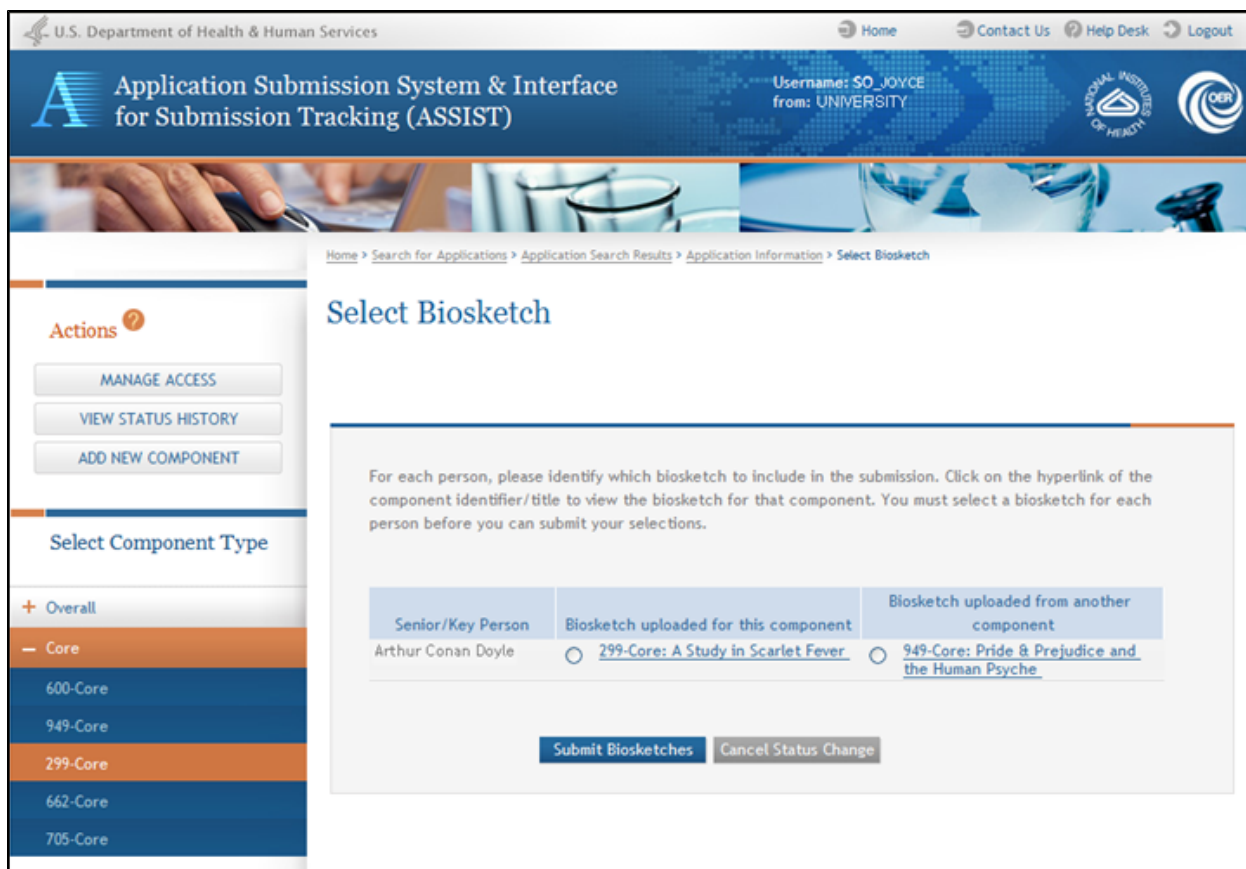


Figure 194: Select Biosketch Page Displays

3. Continue with the steps detailed below to complete the *Select Biosketch* page.

11.2 ASSIST Determines that Persons are a Match

ASSIST displays the Select Biosketch page after you indicate that potentially matching senior/key persons are the same person (on the *Select Senior/Key Person* page) -OR- when ASSIST determines that two senior/key persons have the same credentials and are therefore a match. This page lists the senior/key person and the titles of the components containing biosketches for that person. The biosketches are viewable by clicking the component title, which is displayed as a link.

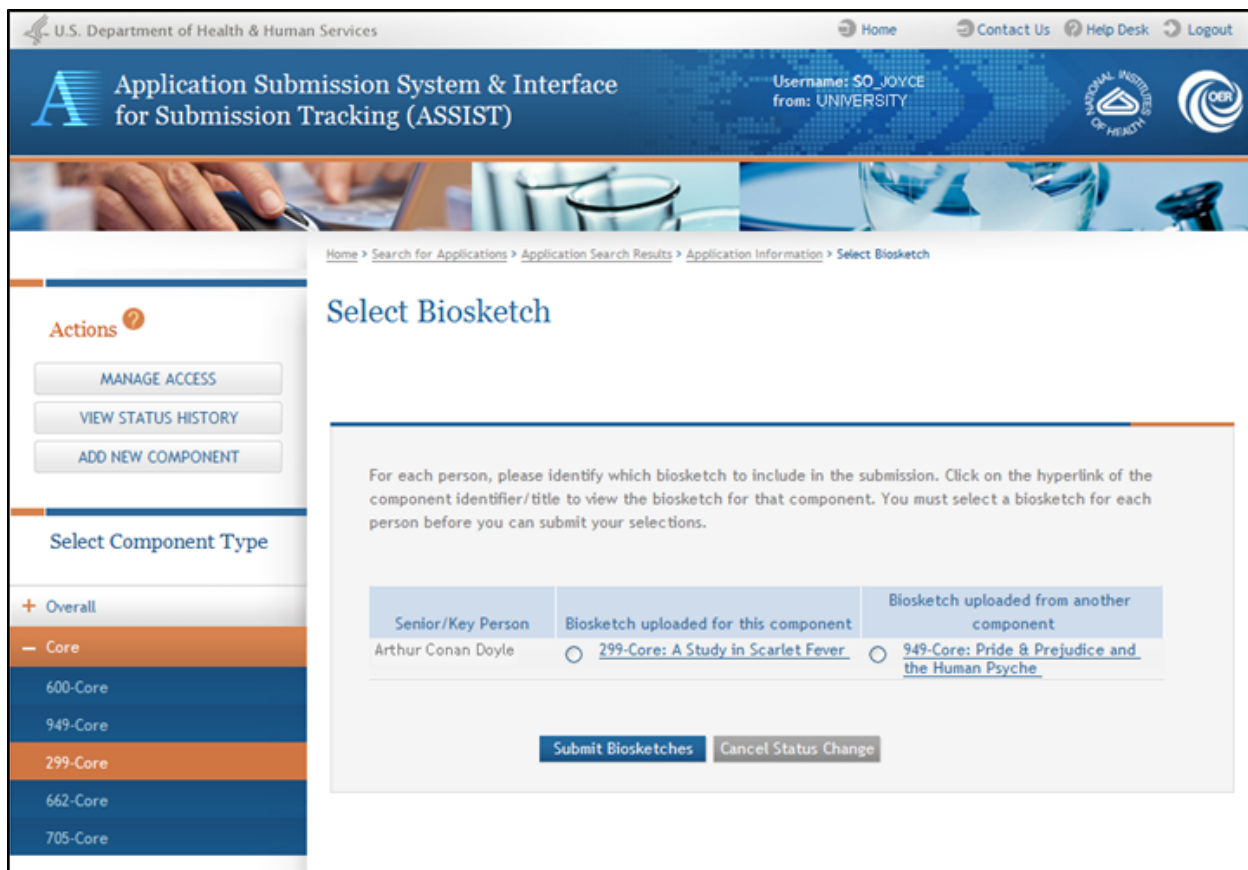


Figure 195: Select Biosketch for Senior/Key Person

1. *Optional:* Select the component title link listed under **Biosketch uploaded for this component** to view the biosketch for the current component being updated as *Final* or the component title link listed under **Biosketch uploaded from another component** to view the biosketch for the component previously set to *Final* status.

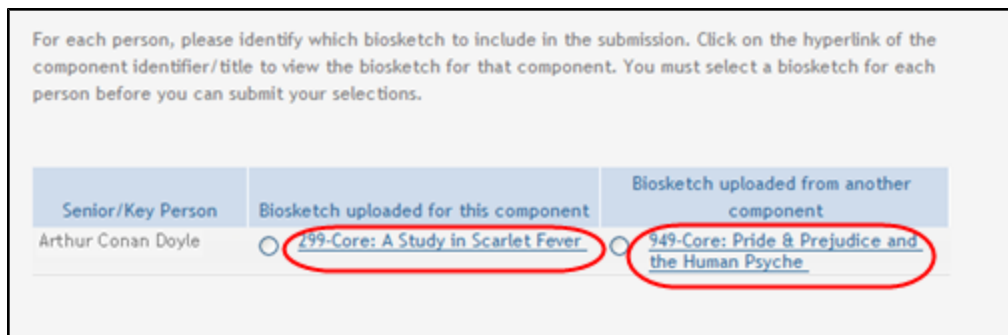


Figure 196: Component Titles Display as Hyperlinks

2. Select the biosketch to include in the application by either clicking the radio button for the

current component or the radio button for the previously finalized component. Selecting the current component indicates that the biosketch for the component being finalized should be used for the application, and the other one removed. Selecting the previously finalized component's radio button indicates that the biosketch on the component previously set to *Final* status should be used, and the one on the current component should be removed.

NOTE: Select the **Cancel Status Change** button to cancel the action without selecting a biosketch. Selecting the cancel option results in the biosketch selection not being saved and the component status not being updated to *Final*.

3. Select the **Submit Biosketches** button to complete the selection of which biosketch to submit with the application.

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Application Submission System & Interface for Submission Tracking (ASSIST)

Username: SO JOYCE from: UNIVERSITY

INSTITUTIONAL INSTITUTES OF HEALTH

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

Select Biosketch

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

Senior/Key Person	Biosketch uploaded for this component	Biosketch uploaded from another component
Arthur Conan Doyle	<input checked="" type="radio"/> 299-Core: A Study in Scarlet Fever	<input type="radio"/> 949-Core: Pride & Prejudice and the Human Psyche

Submit Biosketches **Cancel Status Change**

Figure 197: Submit Biosketches Button

The unselected biosketch is removed from the Senior/Key Personnel form the corresponding component.

12 Application Submission

When an application is complete, it needs to be submitted to the offering agency using the submit feature in ASSIST. An application can be submitted when it passes all validations and the status of the application is *Ready to Submit*. Only ASSIST users with the appropriate privileges can submit an application.

Refer to the section of this document titled *Validating the Application on Page 188* for information on performing validations.

Refer to the section of this document titled *Update Application Submission Status on Page 50* for information on updating the status of an application.

12.1 Submit the Application

Users with the proper privileges may electronically submit the application via ASSIST. In order for an application to be submitted, the application status must be *Ready for Submission*. An application can only be updated to *Ready for Submission* status when it has passed all system and business validations.

To prepare an application for submission:

1. Verify that at least one component of the application is in *Final* status and that the other components are in either *Final* or *Abandoned* status.
2. Verify that the status of the application is *All Components Final*.
3. Perform validations against the application using the **Validate Application** button from the **Actions** section.

When an application passes validations, its status is updated to *All Components Validated*.

4. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** section.

To submit an application:

Only a Signing Official for the Applicant Lead Organization, who is an Authorized Organizational Representative, can submit the application.

1. With the application in *Ready for Submission Status*, select the **Submit Application** button from the **Actions** area.

ASSIST prompts the user for the Grants.gov Authorized Organization Representative (AOR) credentials.

2. Enter the AOR credentials in the **Username** and **Password** fields and select the **Enter** button.

NOTE: These are the Grants.gov credentials and not the ASSIST or eRA Commons credentials.

The information is passed from ASSIST to the Grants.gov system for further processing. In ASSIST, the application is updated to a status of *Submitted*. The dates and times of the submission are recorded. These details can be viewed in the *View Status History* page. In addition, ASSIST sends notification to the appropriate parties to inform them that the application has been submitted. This includes the SO and PD/PI.

12.2 View Submission Details

After submitting an application to agency, ASSIST users may view the status details of the application. To view these details:

1. Perform a search to locate and select the application.

The *Application Information* page displays general information including the application **Status**. The **Grants.gov Tracking #** will be displayed in the **Application Information Summary** after Grants.gov has received the submission.

2. Select the **View Submission Status Details** link located next to the **Status** of the application.

The screenshot displays the ASSIST web interface. At the top, the header includes the U.S. Department of Health & Human Services logo, navigation links (Home, Contact Us, Help Desk, Logout), and the system title. A user login bar shows 'Username: SO JOYCE from: UNIVERSITY' and logos for the National Institutes of Health and OER. A breadcrumb trail reads: Home > Search for Applications > Application Search Results > Application Information.

The main content area is titled 'Application Information' and contains two sections:

- Application Information:** A table of application details.

Application Identifier:	759
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Status:	Submitted View Submission Status Details
Status Date:	2012-10-25 01:27:13.000 PM EDT
- FOA Information:** A table of funding opportunity details.

FOA Number:	PA-00-000
Opportunity Title:	NIH Multi-project - typical Research Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	MULTI_PROJECT
Opportunity Open Date:	09/13/2012
Opportunity Close Date:	09/13/2015
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

A left-hand sidebar contains an 'Actions' menu with buttons: MANAGE ACCESS, DISPLAY COMPONENT STATUS, VIEW STATUS HISTORY, ADD NEW COMPONENT, COPY APPLICATION, CHANGE COMPONENT ORDER, PREVIEW APPLICATION, VALIDATE APPLICATION, SUBMIT APPLICATION, UPDATE SUBMISSION STATUS, and DELETE APPLICATION. Below this is a 'Component Type' section with expandable options for 'Overall' and 'Core'.

Figure 198: View Submission Status Details Link on Application Information

The submission status details display for ASSIST, Grants.gov, and the Agency.

The screenshot shows a web application window titled "Application Information" with a question mark icon. The window displays submission details for an application. On the left, there is a sidebar with a navigation menu including "Actions" and "Components". The main content area is divided into sections: "Application Information", "ASSIST", "Grants.gov", and "Agency". Each section contains key-value pairs for various submission metrics. At the bottom, there is a "Close" button and copyright information.

Application Information	
Application Identifier:	759
FOA Number:	PA-00-000
Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Grants.gov Tracking #:	GRANT00123456
Last Status Check:	Thu Oct 25 13:30:53 EDT 2012

[Check for Status Updates](#)

ASSIST	
Submission Date:	Thu Oct 25 13:26:39 EDT 2012
Submitting AOR:	James Joyce
ASSIST Submission Status:	Submitted
Submission Status Date:	Thu Oct 25 13:27:13 EDT 2012

Grants.gov	
Grant.gov Tracking #:	GRANT00123456
Grants.gov Received Date:	Thu Oct 25 13:27:05 EDT 2012
Grants.gov Processing Status:	Received by Agency
Grants.gov Status Date:	Thu Oct 25 13:29:05 EDT 2012

Agency	
View any Agency Submission Warnings	
Agency Tracking #:	1234567 (To View Commons Status Details)
Agency Status:	PROCESSED
Agency Status Date:	Thu Oct 25 13:30:39 EDT 2012

[Close](#)

© 2012 NIH. All Rights Reserved.
 Screen Rendered: 12/07/2012 12:31:14 EST | Screen Id: ASSIST0042@2121
 Version: 2.00.00

Figure 199: Submission Status Information

Application Information

Application information is displayed above the submission status details. This information includes:

- **Application Identifier**

This field displays the unique identifier of the application in ASSIST.

- **FOA Number**

This field displays the Funding Opportunity Announcement number associated with the application.

- **Project Title**

This field displays the title of the project associated with the application.

- **PD/PI Name**

This field displays the name of the Contact PI for the application.

- **Organization**

This field displays the lead organization for the application.

- **Grants.gov Tracking #**

This field displays the Grants.gov tracking number. This field is blank if the Grants.gov has not yet received the application.

- **Last Status Check**

This field displays the date and time of the most recent successful request to check the status, either by a user or by the system.

- **Check for Status Updates** button

This button is used to perform an update of the status details.

ASSIST

ASSIST Status details include the following:

- **Submission Date**

This field displays the date and time at which the application was submitted in ASSIST.

- **Submitting AOR**

This field displays the name of the ASSIST user who submitted the application, based on the AOR credentials entered upon submission.

- **ASSIST Submission Status**

This is the ASSIST status of the application.

- **Submission Status Date**

This field displays the date and time at which the latest submission status update occurred.

Grants.gov

If information is available, Grants.gov status details include the following:

- **View Grants.gov Submission Errors** link

This link displays if there are submission errors detected at Grants.gov. Select the link to view a list of errors and warnings from Grants.gov.

- **Grants.gov Tracking #**

This field displays the Grants.gov tracking number. This field is blank if Grants.gov has not yet received the application.

- **Grants.gov Received Date**

This field displays the date and time at which Grants.gov received the application.

- **Grants.gov Processing Status**

This field displays the latest Grants.gov application processing status.

- **Grants.gov Status Date**

This field displays the date and time at which the latest Grants.gov status update occurred.

Agency

If information is available, Agency status details include the following:

- **View Agency Submission Errors and Warnings** link

This link displays if there are submission errors and/or warnings detected at the grantor Agency. Select the link to view a list of errors and warnings from the grantor Agency.

- **Agency Tracking #**

This field displays the unique identifier for the application given by the grantor Agency upon receipt of the application. Selecting the tracking number hyperlink opens the eRA Commons *Status Information* screen, from which you can view the agency generated application (e-Application).

Status Information											
General Grant Information Status: Application entered into system Institution Name: UNIVERSITY School Name: School Category: Division Name: Department Name: PI Name: CRANE, STEPHEN Application ID: 1P20- Proposal Title: PA-00-000 Proposal Receipt Date: 10/25/2012 Last Status Update Date: 10/25/2012 Current Award Notice Date: Application Source: Grants.gov Project Period Begin Date: 07/01/2014 Project Period End Date: 06/30/2019 eApplication Status: Submission Complete FOA: [PA00-000] - NIH Complex Research type components only NIH Appl. ID: 1234567											
Other Relevant Documents e-Application eSubmission Appendices eSubmission Cover Letter Additions for Review (0 documents)											
Correspondence Referral <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Date	Description	Action							
Date	Description	Action									
Status History <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Status Message</th> <th>Study Section</th> <th>Institute or Center</th> <th>Assignment Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Effective Date	Status Message	Study Section	Institute or Center	Assignment Date					
Effective Date	Status Message	Study Section	Institute or Center	Assignment Date							
Reference Letter(s) This list shows Reference Letters associated with this particular Grant Application. Principal investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons											
Contacts <table border="1"> <thead> <tr> <th>Administration</th> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Administration	Name	Phone	Email						
Administration	Name	Phone	Email								

Figure 200: eRA Commons Status Information Screen and e-Application Link

NOTE: If you are an unauthorized user, you will receive an error message when you attempt to access the link.

- **Agency Status**

This field displays the latest grantor Agency application processing status.

- **Agency Status Date**

This field displays the date and time at which the latest grantor Agency status update occurred.

12.3 View Post-Submission Errors

When an application is submitted, the offering agency performs certain validations against the application. If errors exist, the application is put into a status of *Submission Errors*. ASSIST users

with the proper authority can view these errors and make corrections before re-submitting the application to the Agency.

The errors and warnings returned by the Agency and Grants.gov are viewable from the status detail page for the application. To view post-submission errors on an application:

1. Perform a search to locate and select the application.
2. Select the View Submission Status Details link in the **Status** field of the *Application Information* page.

U.S. Department of Health & Human Services

Home Contact Us Help Desk Logout

Username: SO_JOYCE from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH

Application Submission System & Interface for Submission Tracking (ASSIST)

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

Application Information

Actions

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

Component Type

- + Overall
- + Core

Application Identifier:	759
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Status:	Submission Errors View Submission Status Details
Status Date:	2012-10-25 01:27:13.000 PM EDT

FOA Information

FOA Number:	PA-00-000
Opportunity Title:	NIH Multi-project - typical Research Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	MULTI_PROJECT
Opportunity Open Date:	09/13/2012
Opportunity Close Date:	09/13/2015
Agency Contact:	Jane Doe Sample Contact Person E-mail: JaneDoe@email.com Phone: 301-111-1234

Figure 201: View Submission Status Details Link

The application status details display in a separate window. [Refer to the section of this document titled *View Submission Details on Page 200*](#) for information about this page. When Grants.gov post-submission errors exist, the **View Grants.gov Submission Errors** link displays. If Agency errors and warnings exist, the **View Agency Submission Errors and Warnings** link displays.

3. Select the appropriate link to view the errors and warnings.

The screenshot shows a web application window titled "Application Information" with a close button (X) in the top right corner. The window is divided into several sections:

- Application Information:** Contains fields for Application Identifier (759), FOA Number (PA-00-000), Project Title (The Red Badge of Courage and Other Skin Disorders), PD/PI Name (CRANE, STEPHEN), Organization (UNIVERSITY), Grants.gov Tracking # (GRANT00123456), and Last Status Check (Thu Oct 25 13:30:53 EDT 2012). A "Check for Status Updates" button is located below these fields.
- ASSIST:** Contains fields for Submission Date (Thu Oct 25 13:26:39 EDT 2012), Submitting AOR (James Joyce), ASSIST Submission Status (Submission Errors), and Submission Status Date (Thu Oct 25 13:27:13 EDT 2012).
- Grants.gov:** Contains fields for Grant.gov Tracking # (GRANT00123456), Grants.gov Received Date (Thu Oct 25 13:27:05 EDT 2012), Grants.gov Processing Status (Received by Agency), and Grants.gov Status Date (Thu Oct 25 13:29:05 EDT 2012).
- Agency:** Contains a link "View Agency Submission Errors and Warnings" which is circled in red. Below this link are fields for Agency Tracking #, Agency Status (ERRORVAL), and Agency Status Date (Thu Oct 25 13:30:39 EDT 2012).

At the bottom of the window, there is a "Close" button and footer text: "© 2012 NIH. All Rights Reserved. Screen Rendered: 12/07/2012 12:31:14 EST | Screen Id: ASSIST0042@2121 Version: 2.00.00".

Figure 202: Application Status Information

12.3.1 Agency Errors and Warnings Results

The *Agency Errors and Warnings Results* page shows errors and warnings detected during application processing by the grantor Agency. The page is divided, showing Application Information on the top and separate sections for Errors and Warnings beneath. Errors must be corrected before the application can be re-submitted to Agency. Applications can be submitted when warnings exist, but those warnings should be reviewed and considered.

The **Errors** and **Warnings** tables include the following fields:

- **Component ID & Title**

This is the component for which the error or warning was detected

- **Form Name**

This is the specific form on which the error or warning was detected.

- **Error Message or Warning Message**

This is the error or warning message. For errors, this message contains details for the error with guidance for resolving the issue. For warnings, this message provides further explanation of the warning.

U.S. Department of Health & Human Services

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

Username: SO_JOVCE
from: UNIVERSITY

NATIONAL INSTITUTES OF HEALTH

Agency Errors and Warnings Results ?

Application Information

Application Identifier:	759
FOA Number:	PA-00-000
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY

Errors

Component ID & Title	Form Name	Error Message
Overall	R&R Cover	This application is a duplicate of a previous submission for the same council round. If this submission is in response to error(s)/warning(s), submit again using the 'Changed/Corrected Application' Type of Submission on the SF 424 RR cover page. If submitting to NIH, follow the NIH duplicate submission policy: NOT-OD-09-100. (001.1.2)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm . (005.24.1)
159-Admin-Core	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
159-Admin-Core	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm . (005.24.1)
159-Admin-Core	R&R Budget	Both academic and calendar months have been included for test test for budget year 1 on the 424 RR Budget page (section A&B). Please use either calendar months or a combination of academic and summer months. If effort does not change throughout the year, use the calendar months column. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. (006.14.1)

Figure 203: Agency Errors and Warning Results

12.4 Revise a Submitted Application

ASSIST users with the authority to edit an entire application may revise an application even after it has been submitted. This is necessary when an application is in *Submission Errors* or *Agency Errors* status and needs to be corrected and re-submitted.

To revise and resubmit an application:

1. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

The *Update Status* window displays.

2. Select the **Work in Progress** status from the **Select the new status** drop-down list.
3. Complete the status update:
 - a. Enter a comment in the provided text box.
 - b. Select the **Add comment** button.

-OR-

- c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.
4. Select the component needing revision from the **Component Type** section of the page.
 5. Select the **Update Component Status** button from the **Actions** section of the page.
 6. Update the status of the component to **Work in Progress** by selecting it from the drop-down box, entering comments, and selecting the **Add Comment** button.

Once the status of the component is *Work in Progress*, the appropriate component form(s) can be updated. Navigate to the appropriate forms, make the changes, and re-submit the application. [Refer to the section of this document titled *Submit the Application on Page 199* for information on submitting the application.](#)