



# Application Submission System & Interface for Submission Tracking

August 2013



National Institutes of Health  
Office of Extramural Research

**Dealing with paper-based, multi-project applications can be an overwhelming task for our applicants and NIH staff...**



# Multi-project apps are the last remaining paper submissions

These can be very complex!

- Often large programs or centers
  - Umbrella application describing overall effort
  - Equivalent of full application for each component
- Vary in size (from 2-200+ components)
- Multi-tiered budgets (overall, component, consortia)
- Can have large number of key personnel
- May require form pages for different types of components in single application
  - Research, Training, Career Development, etc.



# It's time for electronic submission!



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



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



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

This approach allows system-to-system submitters to continue to send their submissions through Grants.gov once their solutions support multi-project applications.



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# Behind the scenes...



- Leverages existing eRA Commons accounts
- Pre-populates data from eRA Commons profiles
- Validates Grants.gov and NIH business rules before you submit
- Provides preview of NIH application image
- Generates table of contents, headers & footers
- Tracks Grants.gov and eRA Commons submission status



- ASSIST has been 'piloted' with selected multi-project FOAs since November 2012
  - Thanks go out to all pilot applicants that provided feedback and suggestions for system improvements!
- Systems are ready to begin activity-code based transitions to electronic submission Fall 2013
  - Paper to electronic format
  - PHS 398 to SF424 Research & Related (R&R) data set



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# Transition Timeline

Once an activity code transitions, all applications (new, resubmission, renewal, and revision) to an FOA for that code must be submitted electronically

**– NO PAPER APPLICATIONS WILL BE ACCEPTED!**



\*Transitioning to single-project [Grants.gov](http://Grants.gov) downloadable forms model. R24 and U24 multi-project programs will move to alternate activity codes (e.g., P2C, U2C).

# Registration – Two Separate but Linked Systems

## Grants.gov

- Federal-wide portal to find and apply for Federal grant funding
- Organization registration required
  - System for Award Management (SAM) registration and annual renewal also required



## eRA Commons

- Agency system for applicants, grantees and Federal staff to share application/grant info
- Organizations, Principal Investigators and component leads must be registered

**IMPORTANT:** If not yet registered, start now!

[http://era.nih.gov/files/Registrations\\_Needed\\_Submit\\_Applications\\_NIH.pdf](http://era.nih.gov/files/Registrations_Needed_Submit_Applications_NIH.pdf)

All ASSIST users must have eRA Commons credentials with one of the following roles:

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



To submit your application using ASSIST you will need:

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

AND

- active Grants.gov Authorized Organization Representative (AOR) credentials



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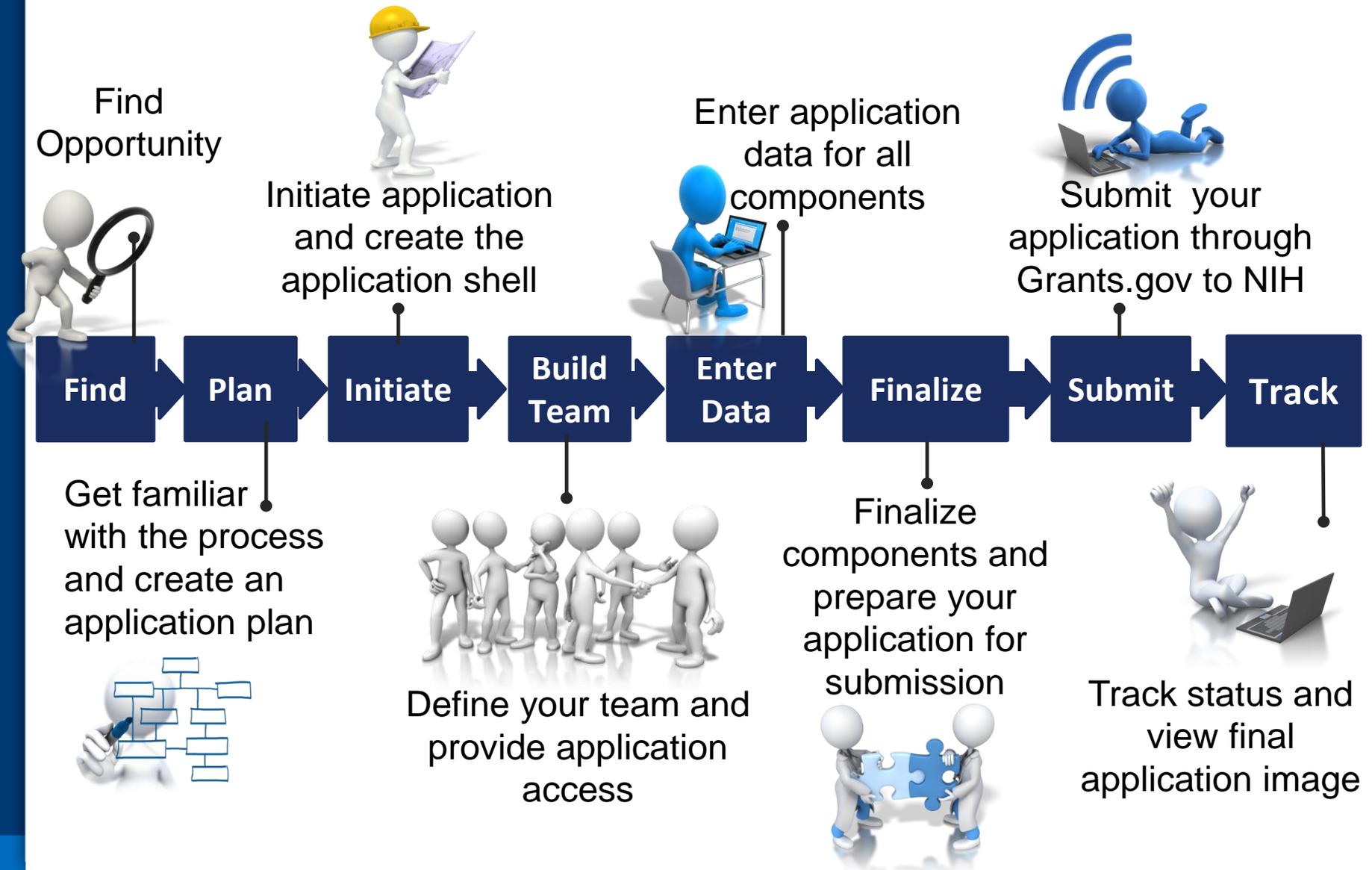
- Work within eRA Commons and Grants.gov to establish your accounts and be sure you can log in to those systems before using your accounts with ASSIST
- If you run into password or other account issues, return to eRA Commons or Grants.gov to work through those issues





**Electronic  
Submission of Multi-  
Project Applications  
Using ASSIST**

# Overview of Process



# Find Opportunity



Find

Plan

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

# Find Multi-project FOAs in...

Office of Extramural Research  
National Institutes of Health

HOME ABOUT GRANTS FUNDING FORMS & DEADLINES GRANTS POLICY NEWS

## GRANTS & FUNDING

**About Grants**

- Grants Process Overview
- Grant Application Basics
- Types of Grant Programs
- How to Apply
- Peer Review Process
- Award Management
- Foreign Grants Information
- Funding Strategies

**Electronic Grants**

- Electronic Research Admin (eRA)
- eRA Commons
- Applying Electronically

**FUNDING**

Search NIH Guide for Grants and Contracts

Search

**NIH Guide for Grants & Contracts**

GRANTS.GOV<sup>SM</sup>

Search Contact Us Site Map

Home » For Applicants » Find Grant Opportunities

## FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to find grant opportunities. However, once you are ready to apply for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

**FOR APPLICANTS**

- Applicant Login
- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information

**Search Grant Opportunities**

Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.

Search by a variety of categories of funding activities.

Basic Search >>

Browse by Category >>

**Grants.gov Find**



# FOAs Link You to ASSIST

## NIH Guide for Grants & Contracts

### \*\*ASSIST – electronic application submission required\*\*

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

### Required Application Instructions

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#) and/or the [NIH Guide for Grants and Contracts](#) and/or the [Grants.gov Downloadable Forms](#) currently used with most NIH opportunities (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must follow all application instructions in the Application Guide as well as any program-specific instructions. When the program-specific instructions deviate from those in the Application Guide, the program-specific instructions apply. **Applications that do not comply with these instructions may be delayed or rejected.**

[Apply for Grant Electronically](#)



## Grants.gov 'Apply'

**GRANTS.GOV™**

### DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATIONS

You will be taken to an external site to download the application for the following opportunity:

**CFDA Number:** 93.143: NIEHS Superfund Hazardous Substances\_Basic Research  
**Opportunity Number:** RFA-ES-13-001: Superfund Hazardous Substance Research  
**Competition ID:** MULTI-PROJECT-PILOT  
**Competition Title:** Multi-project Pilot - Use ASSIST to prepare and submit applications  
**Agency:** National Institutes of Health  
**Opening Date:** 03/08/2013  
**Closing Date:** 04/10/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. For more information, [please click here](#).

Download the instructions and application by selecting the download links below. You may open directly, you may save the files to your computer for future reference and use to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Link to Agency Multi-Project System](#)

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

The Application Submission System & Interface for Submission Tracking (ASSIST) is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the [NIH Guide for Grants & Contracts](#) and/or in [Grants.gov](#) each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply to that opportunity. You will need the FOA number (e.g., PA-12-987) to initiate an application.

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

**Need Help?**

**Resources**

- [APPLICATION GUIDE](#)
- [ASSIST USER GUIDE](#)

**Login**

User Name:

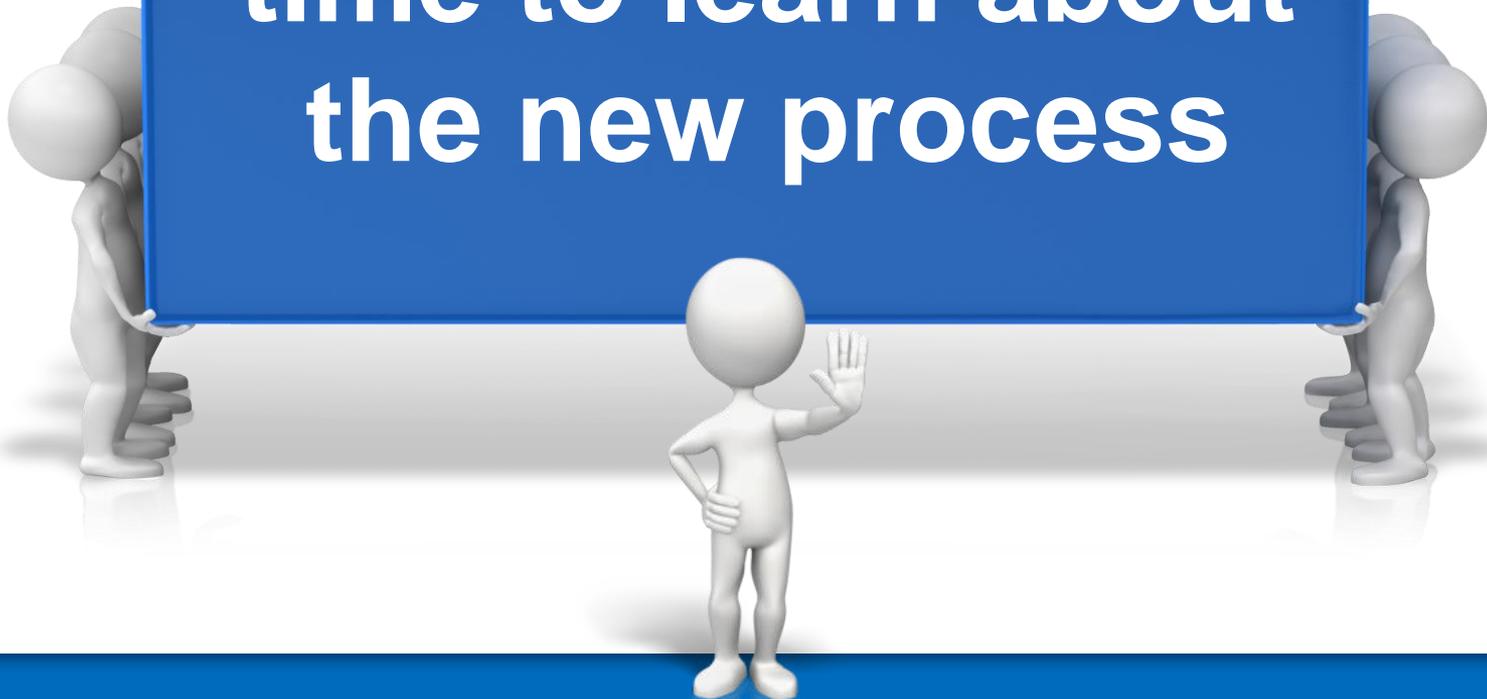
Password:

[Forgot Password/Unlock Account?](#)

**Federated Institutions/Organizations**

N/A

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



**Section IV. Application and Submission Information** of NIH FOAs includes important guidance for preparing your application in ASSIST.

## Section IV. Application and Submission Information

### 1. Requesting an Application Package

Applicants can access the SF424 (R&R) application package Electronically" button in this FOA or following the directions

Most applicants will use NIH's ASSIST system to prepare a submitted using applicant systems capable of submitting

### 2. Content and Form of Application Submission

It is critical that applicants follow the instructions in the [SF424 \(R&R\) Application Guide](#), except where instructed in this funding opportunity announcement to do otherwise and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Conformance to the requirements in the Application Guide is required and strictly enforced. Applications that are out of compliance with these instructions may be delayed or not accepted for review.

For information on Application Submission and Receipt, visit [Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications](#).

The **SF424 (R&R) Application Guide** provides general instructions for completing application forms.

**Check out  
new section  
for multi-  
project  
applications**

Health and Human Services

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

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

Forms Version C application packages

Updated July 25, 2013

Agency-specific instructions are marked with the HHS logo.



When instructions in the Application Guide conflict with instructions in the FOA, the FOA wins.



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- Multi-project Application
  - Single submission with multiple, interrelated **components** that share a common focus or objective
- Component
  - A distinct, reviewable part of a multi-project application for which there is a business need to gather detailed information
  - Each component includes the data collection identified for its specific **component type**
  - Typically involves people, sites, work and budget



- **Component Type**
  - A named, agency-defined collection of **forms** that may be repeated within an application
    - Examples: Project, Admin Core, Core, Training, Career Dev, Construction
  - ‘Overall’ is a special component type with a single occurrence in every complex application
    - Provides overview information for the entire application
- **Form**
  - A named collection of data fields approved by the Office of Management and Budget (OMB)



All electronic multi-project applications will include:

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



## Understand how your application image will be assembled by NIH

- The Overall component is presented first
  - Including system-generated data summaries
- Additional component types are presented in alphabetical order (e.g., Cores before Projects)
  - Components of the same type are grouped together and presented in the order created in ASSIST
  - Components are identified by type and sequential number (e.g., Core-001, Core-002)



# Multi-project Application Assembly

The image shows a screenshot of a web-based application assembly interface. On the left is a 'Bookmarks' sidebar with a list of components. On the right is a form titled 'APPLICANT INFORMATION' with various fields. Five orange callout boxes point to specific elements:

- Overall Cover Page**: Points to the top of the main form area.
- Table of Contents**: Points to the 'Table of Contents' item in the bookmarks list.
- System generated summaries compiled from component data**: Points to the 'Component Summary' item in the bookmarks list.
- Remaining Overall component data**: Points to the 'Overall' item in the bookmarks list.
- Additional components grouped by type**: Points to the 'Core' and 'Project' items in the bookmarks list.

The 'Bookmarks' list includes: SF424 (R&R) Cover Page, Table of Contents, Component Summary, Performance Sites Summary, Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary, Composite Application Budget Summary, Component Budget Summary, Categories Budget Summary, Senior/Key personnel Summary, Biosketches, Overall, Core, and Project.

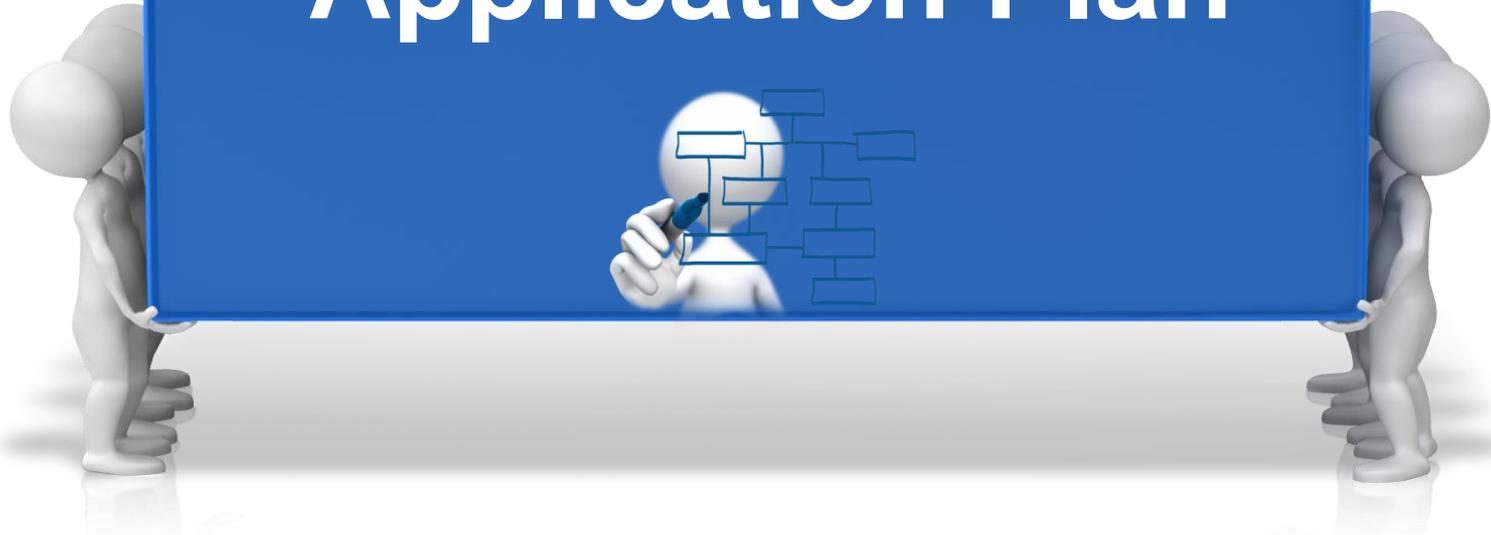
The main form contains fields for: APPLICANT INFORMATION, FEDERAL IDENTIFIER, ADDRESS, PHONE NUMBER, FAX NUMBER, EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN), and TYPE OF APPLICANT.

**Check out this resource:**

[http://grants.nih.gov/grants/ElectronicReceipt/files/Electronic\\_Multi-project\\_Application\\_Image\\_Assembly.pdf](http://grants.nih.gov/grants/ElectronicReceipt/files/Electronic_Multi-project_Application_Image_Assembly.pdf)



# Create an Application Plan



Find

**Plan**

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

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



## Sample excerpt from FOA (section IV)

### **Instructions for the Submission of Multi-Component Applications**

The application should consist of the following components:

- Overall: required
- Administrative Core: required
- Cores

Note: Cores will be listed in the final application in the order in which they were entered in ASSIST.

- Research Core: required
- Communications Core: required

- Projects

Note: Projects will be listed in the final application in the order in which they were entered in ASSIST.

- 2-5 research projects are required



# Define the Layout of Your Application

Think about the components you plan to include

- PD/PI(s) for entire application
- Organization lead for each component
- Project lead for each component
- Project Title for application/components
- Start/End dates for application/components



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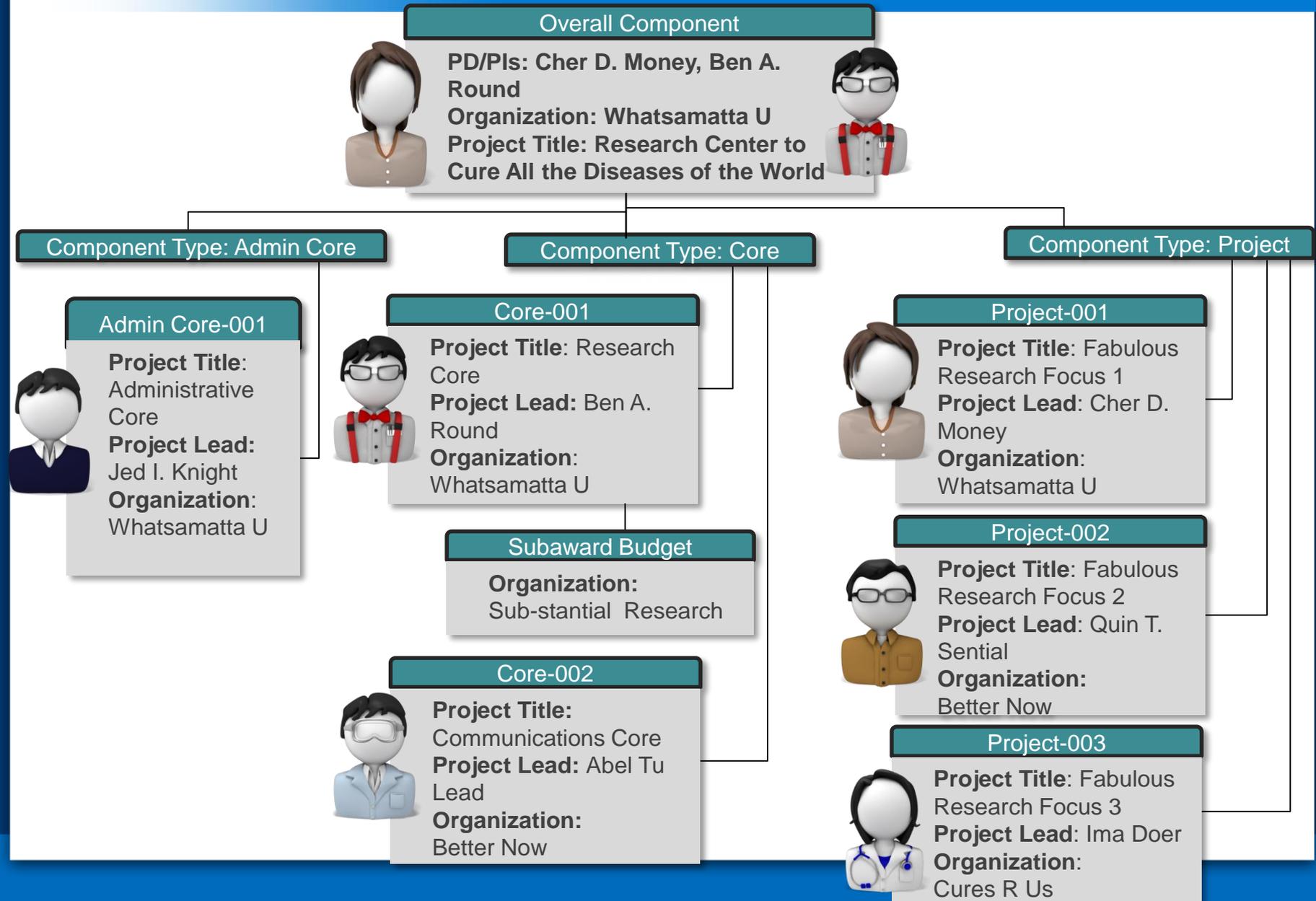
# Define the Layout of Your Application

- Determine the order you want the components to appear in the final application image
- Create the application shell by initiating the application and adding the components in the appropriate order
  - Remember that components will display in the final application image in the order created



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# Sample Application Shell Layout



# Initiate Your Application and Create an Application Shell

Find

Plan

**Initiate**

Build  
Team

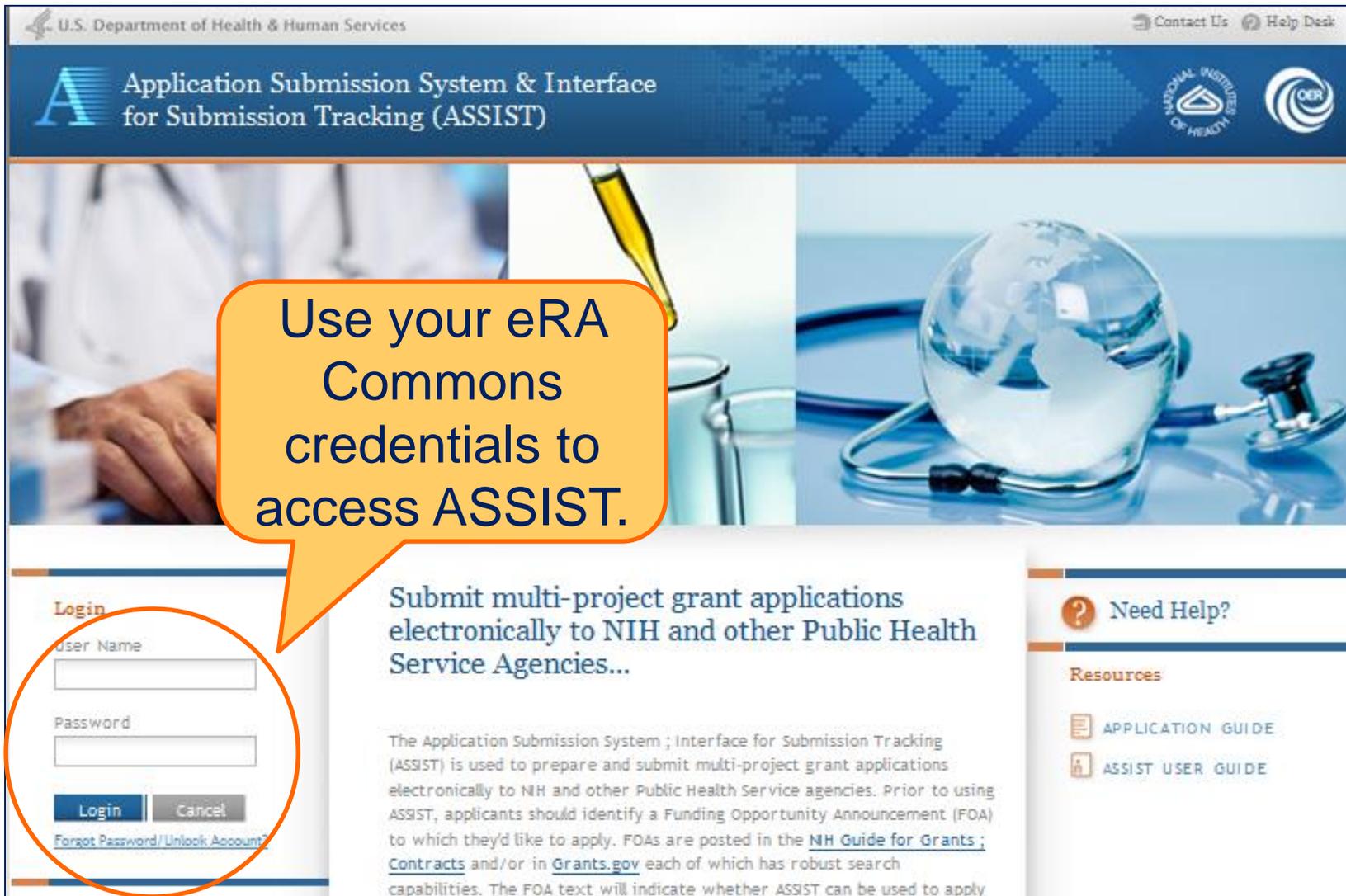
Enter  
Data

Finalize

Submit

Track

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



The screenshot shows the ASSIST login page. At the top, it says "U.S. Department of Health & Human Services" and "Application Submission System & Interface for Submission Tracking (ASSIST)". There are logos for the National Institutes of Health and OER. The main content area features a background image of a laboratory setting with a stethoscope and a globe. A large orange callout bubble with a white border contains the text "Use your eRA Commons credentials to access ASSIST." and points to the login form. The login form has fields for "User Name" and "Password", and buttons for "Login" and "Cancel". Below the form is a link for "Forgot Password/Unlock Account?". To the right of the form is a section titled "Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies..." followed by a paragraph of text. Further right is a "Need Help?" section with a "Resources" list containing "APPLICATION GUIDE" and "ASSIST USER GUIDE".

U.S. Department of Health & Human Services

Contact Us Help Desk

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

NATIONAL INSTITUTES OF HEALTH OER

Use your eRA Commons credentials to access ASSIST.

**Login**

User Name

Password

Login Cancel

[Forgot Password/Unlock Account?](#)

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

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

**? Need Help?**

**Resources**

- APPLICATION GUIDE
- ASSIST USER GUIDE

# Initiate Application

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

**A** Application Submission System & Interface for Submission Tracking (ASSIST) Username: CHERDMONEY4 from: WHATSAMATTA U  

Welcome **CHERDMONEY4**

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

 **INITIATE APPLICATION**  
Funding Opportunity Announcement #    
(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#). Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

 **SEARCH FOR APPLICATION**

 **Need Help?**

**Resources**

-  [APPLICATION GUIDE](#)
-  [ASSIST USER GUIDE](#)

The screenshot shows the ASSIST web application interface. At the top, the U.S. Department of Health & Human Services logo is on the left, and navigation links for Home, Logout, Help Desk, and Contact Us are on the right. The main header displays the application title 'Application Submission System & Interface for Submission Tracking (ASSIST)', the user's login information 'Username: CHERDMONEY4 from: WHATSAMATTA U', and logos for the National Institutes of Health and OER.

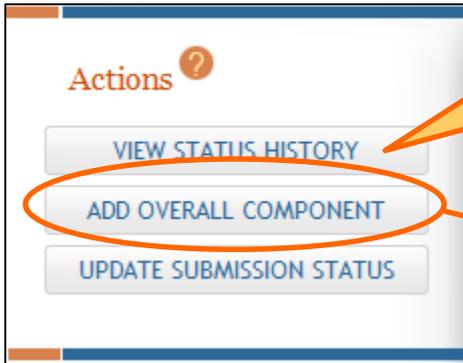
The main content area is titled 'Application Information' and includes a breadcrumb trail 'Home > Application Information'. A tip message states: 'Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.' Below the tip, a message box indicates 'Application saved'. The left sidebar contains an 'Actions' section with buttons for 'VIEW STATUS HISTORY', 'ADD OVERALL COMPONENT', and 'UPDATE SUBMISSION STATUS'. The main content area shows a form for 'Application Information' with fields for 'Number' (931), 'Project Title' (Research Center to Cure All the Diseases of the World), 'Organization' (WHATSAMATTA U), and 'Status' (Work in Progress). The submission date is '2013-08-09 05:00:32.000 PM EDT'. At the bottom, there is a 'FOA Information' link.

**Click on question mark icon to access ASSIST help.**

**ASSIST messages appear at top of screen.**

**Available actions vary based on application context and access.**

# Add Overall Component



Actions <sup>?</sup>

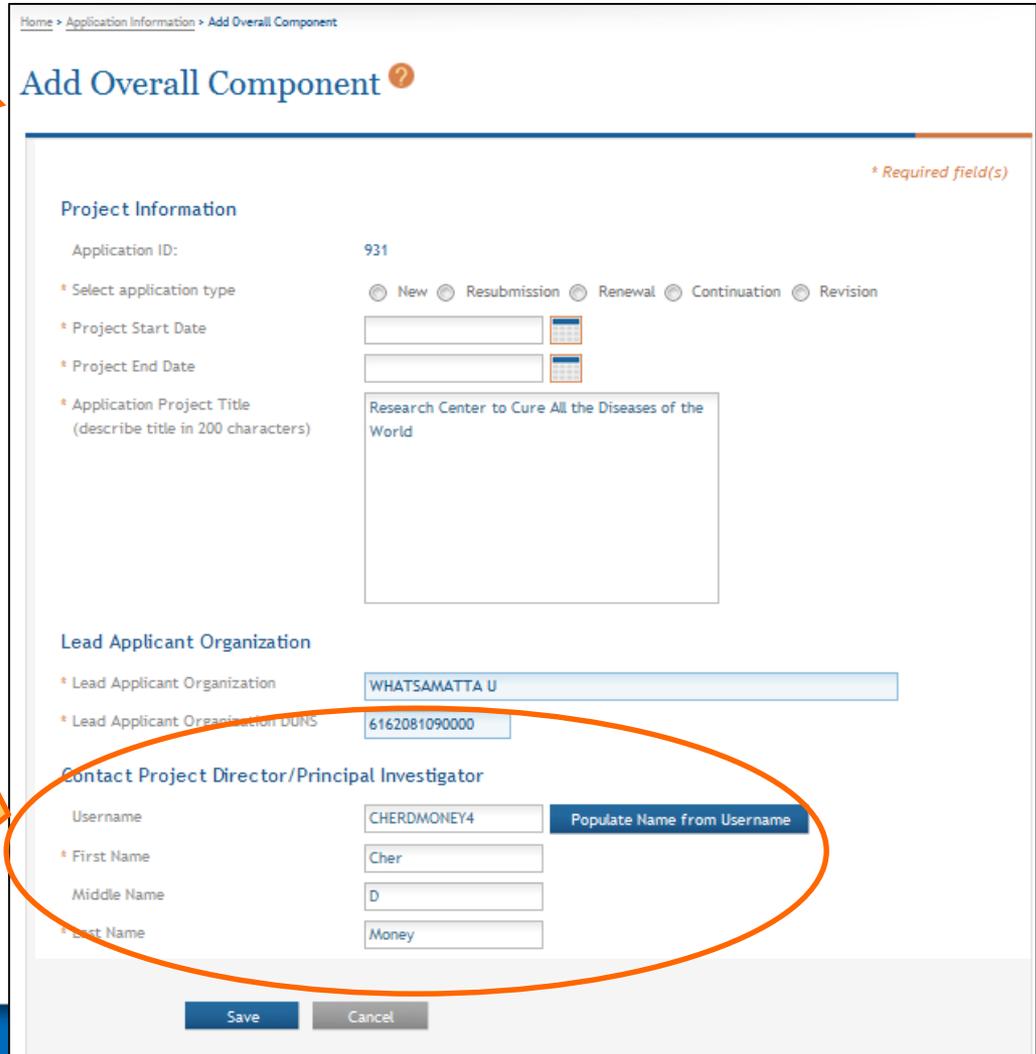
VIEW STATUS HISTORY

**ADD OVERALL COMPONENT**

UPDATE SUBMISSION STATUS

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

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



Home > Application Information > Add Overall Component

## Add Overall Component <sup>?</sup>

\* Required field(s)

**Project Information**

Application ID: 931

\* Select application type  New  Resubmission  Renewal  Continuation  Revision

\* Project Start Date

\* Project End Date

\* Application Project Title (describe title in 200 characters)  
Research Center to Cure All the Diseases of the World

**Lead Applicant Organization**

\* Lead Applicant Organization

\* Lead Applicant Organization DUNS

**Contact Project Director/Principal Investigator**

Username  **Populate Name from Username**

\* First Name

Middle Name

\* Last Name

Save Cancel

# Overall Component

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CHERDMONEY4

Home > Search for Applications > Application Search Results > Application

## Overall Component

Actions ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Select Component Type

- Overall
- Overall

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

### Component Information

Component Identifier: \_\_\_\_\_

Component Type: \_\_\_\_\_

Component Title: \_\_\_\_\_

Component Project Lead(s): \_\_\_\_\_

Organization: WHATSAMATTA U

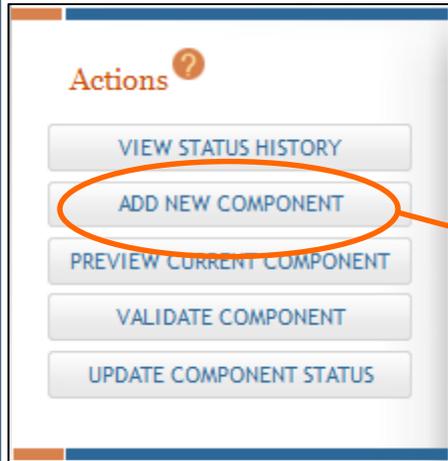
Status: Work in Progress

The required forms are presented for each component.

*Where's the budget?*  
Budget forms roll up to create the Overall budget.

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

# Adding Additional Components



## Add Component

### Project Information

- \* Component Type
- \* Component Start Date
- \* Component End Date
- \* Component Project Title

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

Component Short Name

Save

Cancel

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

Applicants can define a short (20-char) name to identify the component during application preparation.

# Adding Components

PREVIEW CURRENT COMPONENT

VALIDATE COMPONENT

UPDATE COMPONENT STATUS

Select Component Type

- Overall
- Overall
- Admin-Core
- 088-Admin-Core  
(Admin Core - Knight)
- Core
- 180-Core  
(Research - Round)
- 849-Core  
(Communication - Lead)
- Project
- 872-Project  
(Focus 1 - Money)
- 723-Project  
(Focus 2 - Sential)
- 707-Project  
(Focus 3 - Doer)

## Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure All the Diseases of the World
FOA Number:	PA-40-201
Project Title:	Research Center to Cure All the Diseases of the World
PD/PI Name:	MONEY, CHER D
Organization:	WHATSAMATTA U

Continue adding components to build out the application shell.

Both the user-defined short name and the ASSIST-generated component identifier are displayed in the navigation.

# Define Your Team and Provide Application Access



Find

Plan

Initiate

**Build  
Team**

Enter  
Data

Finalize

Submit

Track

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

- All SOs and AOs at the applicant institution have edit access for the entire application
- All PD/PIs listed on the Overall application have edit access for the entire application
  - Can be reduced to View access using Manage Access action
- The person that initiates the application has edit access for the entire application

## Automatic Application Access (cont.)

- For components led by collaborating institutions
  - All SOs and AOs at the lead institution have edit access for their component once DUNS is provided on the R&R Cover form
- Component Project Leads have edit access for their components once Commons ID is provided on the Sr/Key Person Profile form

Application access can be granted to additional users and controlled across these variables:

- Entire application vs. specific components
- Read vs. Edit
- Budget vs. Non-budget data



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## SOs at the applicant institution can

- Manage application access for other users
- Manage application status all the way to Ready for Submission status
- Delegate **Access Maintainer** and **Status Maintainer** authority to other users within their institution
- Access the Submit action



# Manage Access

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Username: CLAIREVOYANT4  
from: WHATSAMATTA U

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

Application Information

Tip: Some actions (e.g., Preview Application and Validate Application) are available for applications in certain statuses. The Application Information link in the breadcrumbs above can be used to view application details.

Actions

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

Select Component Type

Overall

Application Number:	931
Project Title:	Research Center to Cure All the Diseases of the World
PD/PI Name:	MONEY, CHER D
Organization:	WHATSAMATTA U
Project Period:	07/01/2014 - 06/30/2019
Status:	Work in Progress
Status Date:	2013-08-09 05:00:32.000 PM EDT

CLAIREVOYANT4 is an SO at Whatsamatta U

Click Manage Access

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

# Manage Access

Users with automatic access based on application role are listed on the User Access Summary page and their access can be changed.

### Actions ?

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

### User Access Summary ?

[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 7 of 7 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
<a href="#">ABELTULEAD-PI</a>	Better Now	Project Lead	849-Core: Communications Core	None	None	Edit	N	N
<a href="#">BENAROUND4</a>	WHATSAMATTA U	Project Lead	180-Core: Research Core	None	None	Edit	N	N
<a href="#">CHERDMONE Y4</a>	WHATSAMATTA U	PD/PI	Entire Application	None	None	Edit	N	Y
<a href="#">CHERDMONE Y4</a>	WHATSAMATTA U	Project Lead	872-Project: Fabulous Research Project Focus 1					
<a href="#">IMADOER-PI</a>	Cures R Us	Project Lead	707-Project: Fabulous Research Project Focus 3					
<a href="#">JEDIKNIGHT4</a>	WHATSAMATTA U	Project Lead	088-Admin-Core: Administrative Core					
<a href="#">QUINTSENTIAL</a>	Better Now	Project Lead	723-Project: Fabulous Research Project Focus 2					

[Add User](#)

Click Add User to provide access to others

# Manage Access

## Add New User ?



### USER INFORMATION

\* Required Field

Username \*

radar4

Submit

User:

Primary Organization:

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), 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"/>	
	088-Admin-Core: Administrative Core	None	None	None	<input type="checkbox"/>	
	180-Core: Research Core	None	None	None	<input type="checkbox"/>	
	849-Core: Communications Core	None	None	None	<input type="checkbox"/>	
	872-Project: Fabulous Research Project Focus 1	None	None	None	<input type="checkbox"/>	
	723-Project: Fabulous Research Project Focus 2	None	None	None	<input type="checkbox"/>	
	707-Project: Fabulous Research Project Focus 3	None	None	None	<input type="checkbox"/>	

Save

Cancel

Provide the Commons Username of the person to be given access and click Submit

## Add New User ?



### USER INFORMATION

Username \*

User:

Primary Organization:

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Budget and Non-budget selections should be used. To assign the user the same access level to 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"/>	
	088-Admin-Core: Administrative Core	None	None	Edit	<input type="checkbox"/>	
	180-Core: Research Core	None	None	None	<input type="checkbox"/>	

Name and Organization pulled from Commons profile.

Edit access for the **Entire Application** can be granted by selecting **Edit** under **All**.

## Add New User ?



### USER INFORMATION

\* Required field(s)

Username \*

radar4

Submit

User:

O'Reilly, Radar

Primary Organization:

WHATSAMATTA U

Access can be given for individual components instead of the entire application.

t Non-Budget), the  
el for both Budget  
el of access.

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"/>	
	088-Admin-Core: Administrative Core	View	Edit	None	<input type="checkbox"/>	
	180-Core: Research Core	None	None	None	<input type="checkbox"/>	
	849-Core: Communications Core	None	None	None	<input type="checkbox"/>	

Different access levels can be selected for Budget and Non-budget data on a component.

## Add New User ?



### USER INFORMATION

\* Required field(s)

Username \*

User: O'Reilly, Radar

Primary Organization: WHATSAMATTA U

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"/>	
	088-Admin-Core: Administrative	None	None	Edit		

SOs can give **Access Maintainer** and/or **Status Maintainer** authority to other users in their organization.

# Enter Application Data



Find

Plan

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

# Searching for In-progress Applications

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: CHERDMONEY4  
from: WHATSAMATTA U

NATIONAL INSTITUTES OF HEALTH OER

Welcome **CHERDMONEY4**

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

**Need Help?**

**Resources**

APPLICATION GUIDE

**INITIATE APPLICATION**

Funding Opportunity Announcement #   
(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants.gov's Find Grant Opportunities](#). Each resource provides functionality to identify opportunities of interest used to prepare and submit applications when an FOA.

**SEARCH FOR APPLICATION**

**Search Applications**

**Use Search Applications to access your in progress application.**

# Searching for In-progress Applications

## Search for Applications ?

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status:  
(select all that apply)

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

Submission Date: from  to

Project Start Date:

Project End Date:

Enter search parameters and click **Search**.

Home Logout Help Desk Contact Us

System & Interface (ASSIST)

Username: CHERDMONEY4  
from: WHATSAMATTA U

NATIONAL INSTITUTE OF HEALTH OER

Home > Search for Applications > Search for Application Results

## Search for Application Results

One found.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
931	Research Center to Cure All the Diseases of the World	NIH	MONEY, CHER D	WHATSAMATTA U	Work in Progress		07/01/2014	06/30/2019	<input type="button" value="Select"/>

Select application.

# Navigating to a Specific Component

The screenshot shows a web application interface. On the left, there is a sidebar with an 'Actions' section containing buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', and 'UPDATE SUBMISSION STATUS'. Below this is a 'Select Component Type' section with a tree view: 'Overall' (selected and circled in orange), 'Admin-Core', 'Core', and 'Project'. The main content area has a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information'. The title is 'Application Information' with a help icon. A tip states: '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.' Below the title is a section for 'Application Information' with a right-pointing arrow icon. It lists: 'Application Identifier: 931', 'Research Center to Cure All the Diseases of the World', 'MONEY, CHER D', 'WHATSAMATTA U', '07/01/2014 - 06/30/2019', 'Work in Progress', and '2013-08-09 05:00:32.000 PM EDT'. A large orange callout box with a white border and a tail pointing to the 'Overall' component type contains the text: 'Use the component navigation to identify the component you want to work on.'

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: 931

Research Center to Cure All the Diseases of the World

MONEY, CHER D

WHATSAMATTA U

07/01/2014 - 06/30/2019

Work in Progress

2013-08-09 05:00:32.000 PM EDT

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

# Summary Page

Overall Component

Summary | RdR Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Research Plan

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure All the Diseases of the World
Component Project Lead(s):	MONEY, CHER D
Organization:	WHATSAMATTA U
Status:	Work in Progress
Last Updated:	2012-08-09 05:06:41.000 PM EDT

Application ID:  
FOA Number:

Actions ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Select Component Type

- Overall
- Over
- + Adm
- + Cor
- + Pro

Every component has a **Summary** page.

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

The **Summary** page shows status information.

# Entering Application Data

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

## Overall Component

Actions <sup>?</sup>

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT FORM
- VALIDATE COMPONENT

Select Component Type

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

Tips:

- For the Overall component, complete all fields and click Save to Save the form. Gather this data before beginning your data entry.
- For other components, you will only be able to complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

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

### Application for Federal Assistance

SF 424 (R&R) v2.0 <sup>?</sup>

**Edit**

Expand All \* Required field(s)

Application  Changed/Corrected Application

Callout 1: Many screens have useful tips – read them!

Callout 2: Click each tab to access form data entry screens.

Callout 3: Clicking **Edit** locks out other users from editing a specific form.

# Form Save Options

20. PRE-APPLICATION

Pre-application  **Add Attachment** Delete Attachment View Attachment

21. COVER LETTER ATTACHMENT

Cover Letter Attachment  **Add Attachment** Delete Attachment View Attachment

**Save and Keep Lock** **Save and Release Lock** Cancel and Release Lock

**Save and Keep Lock** saves your data and allows you to continue working on the form.

**Save and Release Lock** saves your data and allows other users to edit the form.

**Cancel and Release Lock** leaves the form without saving and allows other users to edit the form.

# Data Entry Validation

The screenshot displays the ASSIST data entry interface. On the left, there is a sidebar with an 'Actions' menu containing buttons for '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' (expanded), 'Admin-Core', and 'Core'. The main content area is titled 'Overall Component' and includes a 'Tips' section with two bullet points. Below the tips, a red-bordered box highlights two validation error messages: 'R&R SF424 updates saved but errors exist...' and 'Congressional District of Applicant is required'. The interface also features a tabbed navigation system with 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 currently active. At the bottom of the screen, a yellow callout box contains the text: 'ASSIST will validate entered data and provide errors at the top of the screen when you Save.'

**Actions** ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT FORM
- VALIDATE COMPONENT

Select Component Type

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

## Overall Component

Tips:

- For the Overall component, complete the entire form. All editable fields marked with "\*" must be entered in order to Save the form. Gather this data before beginning your data entry.
- For other components, you will only be able to complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

R&R SF424 updates saved but errors exist...

Congressional District of Applicant is required

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

Applicant Information SF 4040-0001 6/30/2016

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

# Adding R&R Subaward Budget & Optional Forms

**Actions** ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- ADD OPTIONAL FORM**
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Select Component Type

- + Overall
- + Admin-Core
- Core
  - 180-Core (Research - Round)

**Core**

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

**Component Information**

## Add Optional Form

Select the form you wish to add

--- Select Form ---  
--- Select Form ---  
Cumulative Inclusion Report  
Planned Enrollment Report  
**R&R Subaward Budget**

Submit

© 2013 NIH. All Rights Reserved  
Screen Rendered: 08/10/2013 03:51:45 EDT | Screen Id: ASSIST0038@209  
Version: 2.02.00

Select form and click **Submit**.

The form tab is added to the component form navigation.

**Core**

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

## Research and Related Subaward Budget

### R&R MP Subaward Budget ?

## Overall

All form fields used

## All other components

Subset of fields used:

- Field 5: Organization Information
- Field 7 (Optional): Type of Applicant
- Field 11: Descriptive Title of Applicant's Project
- Field 12: Proposed Project Start/End Dates



National Institutes of Health  
Office of Extramural Research

# Data Entry: Other Project Information

## Overall Component

### Human Subjects:

- Standard Application Guide instructions apply

### Vertebrate Animals:

- Standard Application Guide instructions apply

## All other components

### Human Subjects:

- Answer only the 'Are Human Subjects Involved?' and 'Is the Project Exempt from Federal regulations?' questions.

### Vertebrate Animals:

- Answer only the 'Are Vertebrate Animals Used?' question.

# Data Entry: Other Project Information

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

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

Edit \* Required field(s)

1. \* Are Human Subjects Involved  Yes  No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations?  Yes  No

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

If no, is the IRB review Pending?  Yes  No

IRB Approval Date

Human Subjects Assurance Number

2. \* Are Vertebrate Animals Used?  Yes  No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending?  Yes  No

IACUC Approval Date

Animal Welfare Assurance Number

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

### Overall Component

#### **Attachments:**

- Describe the entire application

#### **Introduction:**

- Required for Resubmission/ Revision applications

#### **Specific Aims:**

- Required

#### **Research Strategy:**

- See FOA instructions for page limit

### All other components

#### **Attachments:**

- Reflect the activity in the specific component

#### **Introduction:**

- See FOA instructions

#### **Specific Aims:**

- Required

#### **Research Strategy:**

- See FOA instructions for page limit

## Data Entry: Sr/Key Person Profile

### Overall Component

- Use the PD/PI section to designate the Contact PD/PI and any Multi-PD/PIs
- Use Project Role PD/PI
- Must Provide Organization for all Sr/Key entries

### All other components

- Use the PD/PI section to designate the Project Lead
- Must not use PD/PI role
  - ASSIST defaults role to Other, Project Lead
- Must Provide Organization for all Sr/Key entries

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

- ASSIST screen tips
  - Found at the top of many data entry screens
- Annotated form sets
  - <http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms>
- Ten Checks to Help Avoid Common Errors
  - [http://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm#10checks](http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks)
- PDF Guidelines:
  - [http://grants.nih.gov/grants/ElectronicReceipt/pdf\\_guidelines.htm](http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm)

As component data is entered several actions are available:

- Validate Component
- Preview Current Component
- Update Component Status
  - Work In Progress – only status that allows editing
  - Complete – component data entry is complete
  - Final – component has been reviewed by applicant organization and incorporated into the application



# Validating a Component

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

**Actions** <sup>?</sup>

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT**
- UPDATE COMPONENT STATUS

Select Component Type

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

### Component Errors and Warnings Results

#### Component Information

Component Identifier: Overall

Component Type: Overall Component

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

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

Organization: WHATSAMATTA U

#### Errors

Component ID & Title	Form Name	Error Message
Overall	Research Plan	The Specific Aims attachment is required on the PHS398 Research Plan. (010.2.1)

#### Warnings

Component ID & Title	Form Name	Warning Message
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted for Senior/Key Person Money, Cher. If the degrees listed in the Commons account are not current, please update them in the Commons. (005.24.1)
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted for Senior/Key Person Round, Ben. If the degrees listed in the Commons account are not current, please update them in the Commons. (005.51.1)

**Errors and Warnings are displayed.**



Errors stop application processing and must be corrected before the deadline



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



**Check out this resource:**

[http://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm](http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm)

# Previewing a Component

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

## Overall Component

**Actions** ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT**
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS

Select Component Type

Overall

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

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

APPLICATION FOR FEDERAL ASSISTANCE <b>SF 424 (R&amp;R)</b>		3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION*		4.a. Federal Identifier	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		b. Agency Routing Number	
2. DATE SUBMITTED	Application Identifier	c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION			
Legal Name*: WHATSAMATTA U		Organizational DUNS*: 6162081090000	
Department:			
Division:			
Street1*: 6705 Rockledge Drive			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171814			
Person to be contacted on matters involving this application			
Prefix:	First Name*: Hugh	Middle Name:	Last Name*: Bolt      Suffix:
Position/Title:			
Street1*: 6705 Rockledge Dr			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171814			
Phone Number*: 301-555-1111		Fax Number:	Email: askera@mail.nih.gov
6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)*		44444444	
7. TYPE OF APPLICANT*		O: Private Institution of Higher Education	
Other (Specify):			
<input checked="" type="radio"/> Small Business Organization Type <input type="radio"/> Women Owned <input type="radio"/> Socially and Economically Disadvantaged			

Component preview does not include bookmarks, Table of contents, data summaries or biosketches.

72

# Updating Component Status to Complete

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

## Overall Component

Update Status: [x]

Select the new status: -- SELECT STATUS --

Enter a comment on the status: Complete or continue without adding a comment.

**Actions** ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW CURRENT COMPONENT
- VALIDATE COMPONENT
- UPDATE COMPONENT STATUS**

Select Component Type

Component status has been updated

Summary	R&R Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Research Plan
<b>Component Information</b>						
Component Identifier:	Overall					
Component Type:	Overall Component					
Component Title:	Research Center to Cure World					
Component Project Lead(s):	MONEY, CHER D ROUND, BEN A					
Organization:	WHATSAMATTA					
Status:	<b>Complete</b>					
Status Date:	2013-08-12 08:47:09.000 AM EDT					

Select status and enter comment for Status History.

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

**Status** on Summary page is updated.

# Finalize Content & Prepare Your Application for Submission



Find

Plan

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

## Finalizing Components

- As components are marked 'Complete', the applicant organization can preview them and incorporate those that are ready into the final application by updating the component status to 'Final'.
- All components must be marked 'Final' before an application can be prepared for submission.
- Prior to finalizing components it is a good practice to validate the application.



National Institutes of Health  
Office of Extramural Research

# Validating the Application

The screenshot shows a web application interface. On the left is a sidebar with an 'Actions' menu containing buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', and 'UPDATE SUBMISSION STATUS'. The 'VALIDATE APPLICATION' button is circled in orange. A callout bubble points to it with the text 'Click *Validate Application*.' The main content area has a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information'. The 'Application Information' link in the breadcrumbs is circled in orange. A large callout bubble points to it with the text 'The *Validate Application* action is only available from the *Application Information* screen.' Below the breadcrumb is a 'Tip' and a section titled 'Application Information' with a list of application details. Below that is a section titled 'FOA Information' with a list of FOA details.

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 the Application Information link in the breadcrumbs above can be used to...

### Application Information

Application Identifier:	931
Application Project Title:	Research World
Name:	MONEY ROUND
Organization:	WHATSAMATTA U
Project Period:	07/01/2014 - 06/30/2019
Status:	Work in Progress
Status Date:	2013-08-09 05:00:32.000 PM EDT

### FOA Information

FOA Number:	PA-40-201
Opportunity Title:	NIH Multi-project Test FOA with optional Admin Core, Core and Project Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	FORMS-C

# Application Validation Results

## Application Errors and Warnings Results <sup>?</sup>

 **Application Information**

Application Identifier: 931

FOA Number: PA-40-201

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

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

Organization: WHATSAMATTA U

### Errors

Component ID & Title	Form Name	Error Message
Entire Application	Sr/Key Person Profile	The grantor agency allows only one biosketch per Senior/Key Person to be submitted with this application. The application contains more than one biosketch for Senior/Key Person(s): ROUND, BEN on components Overall: Research Center to Cure All the Diseases of the World,180-Core: Research Core; (000.21)
Overall	Research Plan	The Multiple PI Leadership Plan attachment on the PHS 398 Research Plan must be included if multiple PIs have been included on the Senior/Key Person page. (010.12.1)
Overall	Research Plan	A Protection of Human Subjects attachment must be included on the PHS 398 Research Plan page if the response to the Human Subjects question on the Other Project Information page is 'Yes'. (010.6.1)
872-Project	Research Plan	A Protection of Human Subjects attachment must be included on the PHS 398 Research Plan page if the response to the Human Subjects question on the Other Project Information page is 'Yes'. (010.6.1)

### Warnings

Component ID & Title	Form Name	Warning Message
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted for Senior/Key Person Knight, Jed. If the degrees listed in the Commons account are not current, please update them in the Commons. (005.51.1)
Overall	Sr/Key Person Profile	No degrees are listed in the Commons Profile or have been submitted for Senior/Key Person Knight, Jed. If the degrees listed in the Commons account are not current, please update them in the Commons. (005.24.1)

If Errors or Warnings are detected for a component in '**Complete**' status it can be put back in '**Work In Progress**' status for correction.

Multiple biosketch error can be addressed when finalizing the components.

Each Error or Warning includes the component and form where the problem was identified.

# Finalizing Components

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: CHERDMONEY4, from: WHATSAMATTA U). The main content area shows a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. A modal dialog box titled 'Update Status:' is open, prompting the user to 'Select the new status' and 'Enter a comment on the status or continue without adding a comment.' A dropdown menu is open, showing options: '-- SELECT STATUS --', 'Final', 'Work in Progress', and 'Abandoned'. The 'Final' option is highlighted with an orange circle. In the background, a sidebar menu under 'Actions' has the 'UPDATE COMPONENT STATUS' button circled in orange, with an arrow pointing to the dialog box. A large orange callout box at the bottom contains the text: 'Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.'

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

# Finalizing Components

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

## 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
Ben A Round	<input type="radio"/> <a href="#">180-Core: Research Core</a>	<input checked="" type="radio"/> <a href="#">Overall: Research Center to Cure All the Diseases of the World</a>

Click **Submit Biosketch.**

**Submit Biosketches** Cancel Status Change

If a biosketch is already included for any Sr/Key, you will have the option to view each biosketch and select the one you wish to keep.

# Finalizing Components

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 Research Plan

### Component Information

Component Identifier:	180-Core
Component Short Name:	Research - Round <a href="#">(Update Short Name)</a>
Component Type:	Core
Component Title:	Research Core
Component Project Lead(s):	ROUND, BEN A
Organization:	Whatsamatta U
Status:	<b>Final</b>
Status Date:	2013-08-12 08:56:39.000 AM EDT

**After all biosketch issues are reconciled, the component status is set to *Final*.**

# Updating Application Status

Home > Search for Applications > Application Search Results > Application Info

**Application Information** ?

Tip: Some actions (e.g., Preview Application and Validate Application) in the breadcrumb above can be used to re-

**Application Information**

Application Identifier:	931
Application Project Title:	Research World
PD/PI Name:	MONEY, ROUND,
Organization:	WHATSAM
Project Period:	07/01/2014 - 06/30/2015
Status:	Work in Progress
Status Date:	2015-08-09 05:00:32.000 PM EDT

**FOA Information**

FOA Number:	PA-40-201
Opportunity Title:	NIH Multi-project Test FOA with optional Admin Core, Core and Project Components
Agency:	National Institutes of Health
CFDA Number:	93.396
Competition ID:	FORMS-C

**Actions** ?

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

Select Component Type

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

Although the Status shown in the Component Information for each component is set to **Final**. The Application Information still shows a Status of **Work in Progress**.

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



# All Components Final

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

The screenshot shows the 'Application Information' page. The breadcrumb trail is 'Home > Search for Applications > Application Search Results > Application Information', with 'Application Information' circled in orange. The left sidebar has an 'Actions' section with buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', and 'UPDATE SUBMISSION STATUS', with the last one circled in orange. Below the actions is a 'Select Component Type' section with expandable categories: Overall, Admin-Core, Core, and Project. The main content area shows application details: Application Identifier: 931, Application Project Title: Research Center to Cure All the Diseases of the... A modal window titled 'Update Submission Status' is open, showing a dropdown menu for 'Select the new status' with 'All Components Final' selected and circled in orange. A text input field for a comment is also visible. At the bottom of the modal are 'Add comment' and 'Cancel' buttons. A callout bubble points to the selected status in the dropdown.

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: 931

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

Update Submission Status

Select the new status: All Components Final

Enter a comment on the application or continue without adding a comment.

Add comment Cancel

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

# Final Validation Check

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

The screenshot displays the 'Application Errors and Warnings Results' page in the ASSIST system. On the left, a sidebar contains an 'Actions' menu with buttons for 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION' (circled in orange), and 'UPDATE SUBMISSION STATUS'. Below this is a 'Select Component Type' section with expandable categories: '+ Overall', '+ Admin-Core', '+ Core', and '+ Project'. The main content area shows the 'Application Information' section with the following details:

Application Identifier:	931
FOA Number:	PA-40-201
Application Project Title:	Research Center to Cure All the Diseases of the World
PD/PI Name:	
Organization:	

At the bottom of the main content area, the text 'All Validations Passed' is circled in orange. A callout box on the right contains the text: 'ASSIST runs the same checks that NIH eRA systems do post-submission.'

# All Components Validated

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

## Actions

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW APPLICATION

VALIDATE APPLICATION

UPDATE SUBMISSION STATUS

## Select Component Type

+ Overall

+ Admin-Core

+ Core

+ Project

## Application Information

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



### Application Information

Application Identifier:	931
Application Project Title:	Research Center to Cure All the Diseases of the World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	WHATSAMATTA U
Project Period:	07/01/2014 - 06/30/2019
Status:	All Components Validated
Status Date:	2013-08-12 09:13:35.000 AM EDT



### FOA Information

FOA Number:	PA-40-201
-------------	-----------

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

**Actions** ?

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW APPLICATION**
- VALIDATE APPLICATION
- UPDATE SUBMISSION STATUS

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.

**Select Component Type**

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

**Bookmarks**

- SF424 (R&R) Cover Page
- Table of Contents
- Component Summary
- Performance Sites Summary
- Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
- Composite Application Budget Summary
- Component Budget Summary
- Categories Budget Summary
- Senior/Key personnel Summary
- Biosketches
- Overall
- Admin-Core
- Core
- Project

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

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

<b>3. DATE RECEIVED BY STATE</b>		<b>State Application Identifier</b>	
<b>1. TYPE OF SUBMISSION*</b>		<b>4.a. Federal Identifier</b>	
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		<b>b. Agency Routing Number</b>	
<b>2. DATE SUBMITTED</b>		<b>c. Previous Grants.gov Tracking Number</b>	
<b>5. APPLICANT INFORMATION</b>		<b>Organizational DUNS*: 6162081090000</b>	
Legal Name*: WHATSAMATTA U			
Department:			
Division:			
Street1*: 6705 Rockledge Drive			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171814			
Person to be contacted on matters involving this application			
Prefix:	First Name*: Hugh	Middle Name:	Last Name*: Bolt
			Suffix:
Position/Title:			
Street1*: 6705 Rockledge Dr			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171814			
Phone Number*: 301-555-1111	Fax Number:	Email: askera@mail.nih.gov	

# Preview Application Request Mock-up

Coming in late August...Preview Application action will bring users to page where they can look at previous generated preview or request a new preview.

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Preview Application. The main heading is 'Preview Application' with a help icon. Below the heading is the text 'This is some managed text'. A table displays application data with columns for User, Status Date, Status, and Action. The table contains two rows of data. Below the table is a 'Refresh Status' button. On the left side, there is a sidebar with an 'Actions' section containing several buttons: MANAGE ACCESS, VIEW STATUS HISTORY, ADD NEW COMPONENT, PREVIEW APPLICATION, VALIDATE APPLICATION, SUBMIT APPLICATION, and UPDATE SUBMISSION STATUS. At the bottom of the sidebar, there is a 'Select Component Type' section and a '+ Overall' link.

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

## Preview Application ?

This is some managed text

User	Status Date	Status	Action
Logan, Lane L	Mon Aug 12 15:33:58 EDT 2013	Preview Available	<a href="#">View</a>
Logan, Lane L	Mon Aug 12 15:36:13 EDT 2013	Waiting to Process	

[Refresh Status](#)

**Screen Mock-up**

Actions ?

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

Select Component Type

+ Overall

# Ready for Submission

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

The screenshot displays the 'Application Information' page with a modal dialog box titled 'Update Submission Status'. In the background, the 'Actions' sidebar has the 'UPDATE SUBMISSION STATUS' button circled in orange. The dialog box contains a dropdown menu for 'Select the new status' with 'Ready for Submission' selected and circled in orange. Below the dropdown is a text input field for 'Enter a comment on the status change' and a 'or continue' link. At the bottom of the dialog are 'Add comment' and 'Cancel' buttons.

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

## Application Information

Tip: Some actions require additional information.

**Actions**

- VIEW STATUS HISTORY
- ADD NEW COMPONENT
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- UPDATE SUBMISSION STATUS**

Select Component Type

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

### Update Submission Status

Select the new status

Enter a comment on the status change [or continue](#)

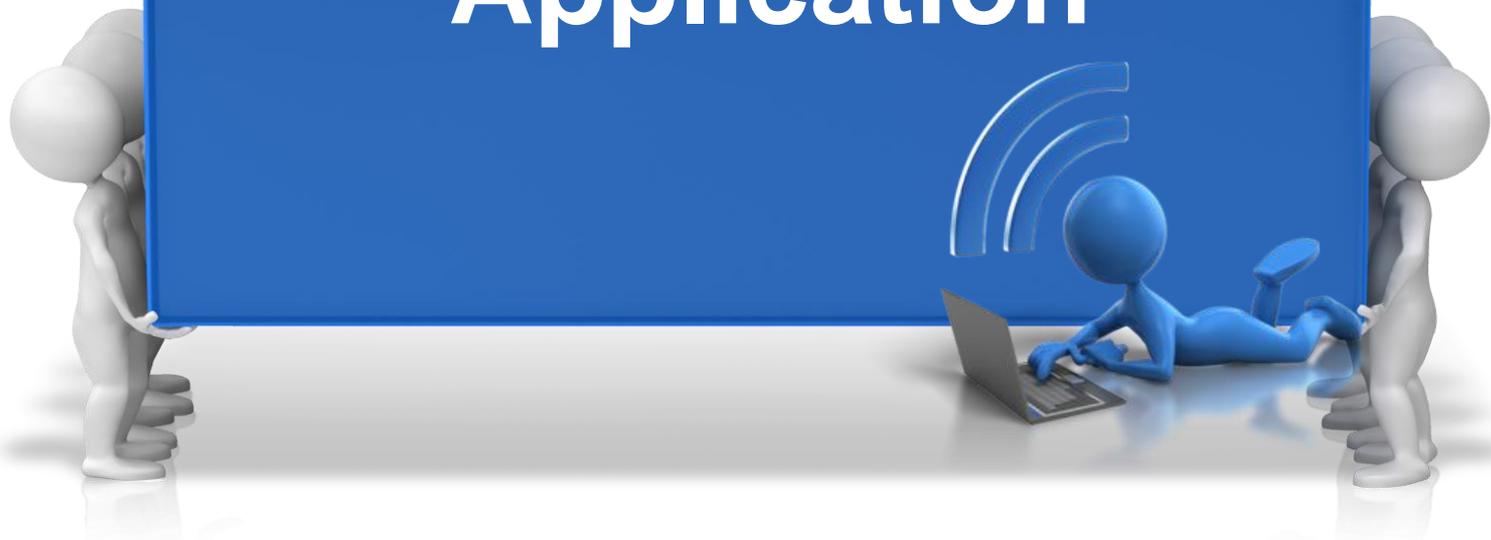
without adding a comment.

-- Select Status --

- Select Status --
- Ready for Submission**
- Work in Progress
- Abandoned

Add comment Cancel

# Submit Your Application



Find

Plan

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

Error-free submission must be made by 5:00 p.m. local time (of submitting organization) on due date

- It takes time to prepare your application for submission
- Submit early (days, not minutes) to have time to address any unforeseen issues and to view your application image in Commons



National Institutes of Health  
Office of Extramural Research

# Submit Your Application

Only a Signing Official (SO) for the Lead Organization who is an Authorized Organizational Representative (AOR) can submit an application.

 Application Submission System & Interface  
for Submission Tracking (ASSIST)

Username: CLAIREVOYANT4  
from: WHATSAMATTA U



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

## Application Information

Tip: Some actions (e.g., Preview Application and Validate Application) can be used to return to the Application Information link in the breadcrumbs above can be used to return

### Actions

MANAGE ACCESS

VIEW STATUS HISTORY

ADD NEW COMPONENT

PREVIEW APPLICATION

VALIDATE APPLICATION

**SUBMIT APPLICATION**

UPDATE SUBMISSION STATUS

### Notice:



PLEASE CONFIRM YOU WANT TO SUBMIT  
THIS APPLICATION TO GRANTS.GOV

Submit

Cancel

Application Status  
must be set to  
**Ready for  
Submission** before  
you can submit.

Click **Submit**.

07/01/2014 - 06/30/2019

Ready for Submission

Status Date:

2013-08-12 09:40:58.000 AM EDT

+ Overall

+ Admin-Core

# Submit Your Application

Applications are submitted from ASSIST to Grants.gov.

Notice: ×

**AOR credentials:**

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

\* Username

\* Password

© 2013 NIH. All Rights Reserved.  
Screen Rendered: 08/12/2013 09:51:12 EDT | Screen Id: ASSIST0039@2096

Enter your Grants.gov AOR credentials and click **Enter**.

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.

**i** Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.

App

Appl

Appl

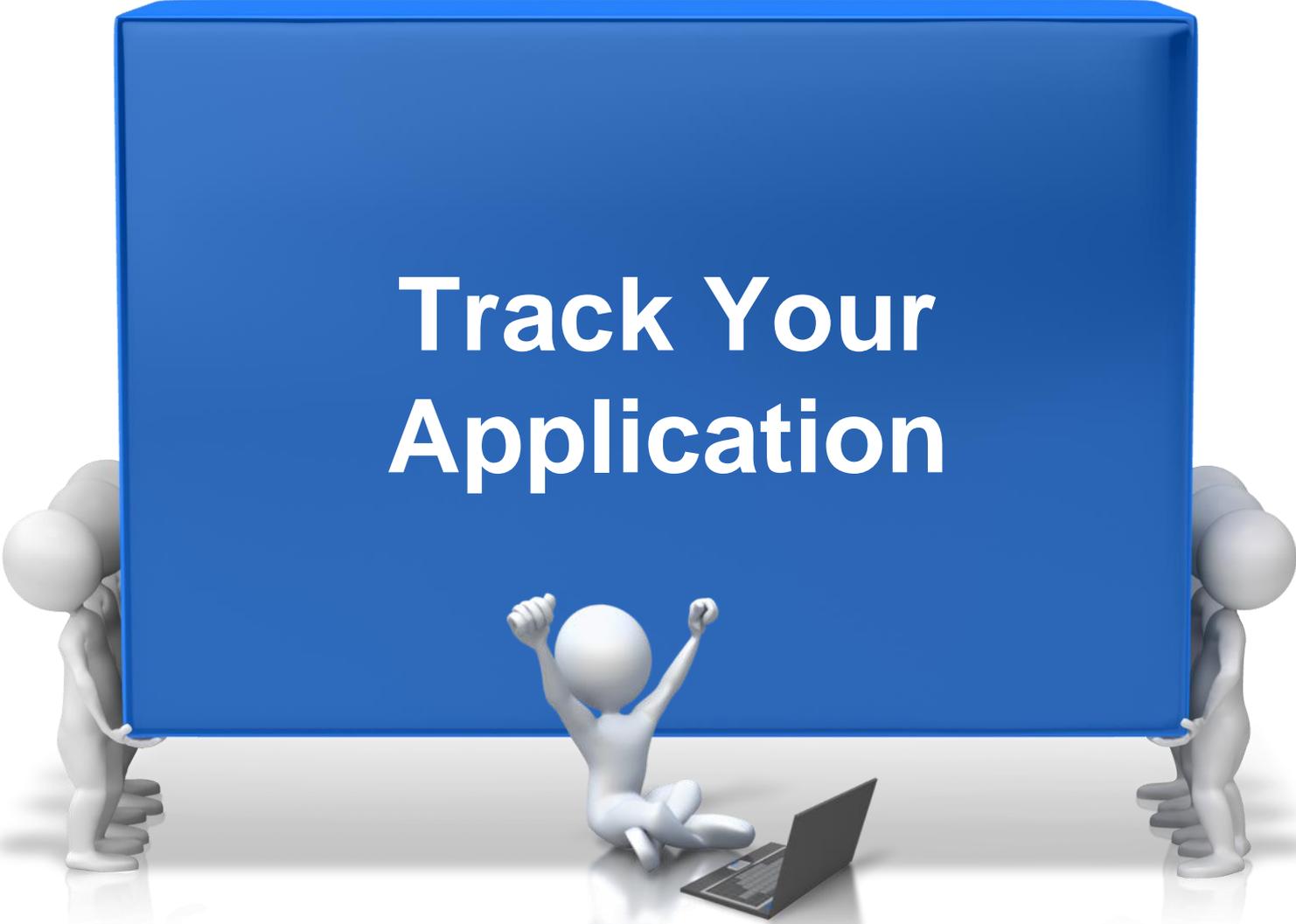
PD/PI

ROUND, BEN A

+ Overall

Message will appear indicating the application was sent to Grants.gov.

# Track Your Application



Find

Plan

Initiate

Build  
Team

Enter  
Data

Finalize

Submit

Track

ASSIST sends out quite a few email notifications throughout the preparation and submission process to help you track your application

- Application access changes
- Component/application updates
- Component/application status changes
- Submission status updates
- More...



**Check out this resource:**

[http://grants.nih.gov/grants/electronicreceipt/files/ASSIST\\_eNotifications.pdf](http://grants.nih.gov/grants/electronicreceipt/files/ASSIST_eNotifications.pdf)

## Tracking Submission Status - ASSIST

- ASSIST provides the ability to track both Grants.gov and NIH Agency status
- ASSIST provides a link to the Commons Detailed Status Information to view your application



National Institutes of Health  
Office of Extramural Research

# Tracking Submission Status - ASSIST

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

The screenshot displays the ASSIST interface for tracking a submission. On the left, there is a sidebar with an 'Actions' menu containing buttons for 'MANAGE ACCESS', 'VIEW STATUS HISTORY', 'ADD NEW COMPONENT', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'SUBMIT APPLICATION', and 'UPDATE SUBMISSION STATUS'. Below this is a 'Select Component Type' section with expandable categories: Overall, Admin-Core, Core, and Project. The main content area shows the breadcrumb path: Home > Search for Applications > Application Search Results > Application Information. The title is 'Application Information'. A tip states: '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.' An information box notes: 'Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.' The application details are as follows:

Application Identifier:	931
Application Project Title:	Research Center to World
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	WHATSAMATTA U
Project Period:	07/01/2014 - 06/30/2019
Status:	Submitted <a href="#">View Submission Status Details</a>
Status Date:	2013-08-12 10:04:29.000 AM EDT

An orange callout bubble points to the 'View Submission Status Details' link, with the text: 'Click View Submission Status Details.'

# Tracking Submission Status - ASSIST

Application Information <sup>?</sup>

Application Identifier:	931
FOA Number:	PA-40-201
Project Title:	Research Center to Cure All the Diseases World
PD/PI Name:	MONEY, CHER D
Organization:	WHATSAMATTA U
Grants.gov Tracking #:	GRANT00570862
Last Status Check:	Mon Aug 12 10:11:58 EDT 2013

[Check for Status Updates](#)

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

---

### ASSIST

Submission Date:	Mon Aug 12 10:03:30 EDT 2013
Submitting AOR:	Workshop Participant
ASSIST Submission Status:	Submitted
Submission Status Date:	Mon Aug 12 10:04:29 EDT 2013

---

### Grants.gov

Grant.gov Tracking #:	GRANT00570862
Grants.gov Received Date:	Mon Aug 12 10:04:22 EDT 2013
Grants.gov Processing Status:	Received by Agency
Grants.gov Status Date:	Mon Aug 12 10:07:32 EDT 2013

---

### Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #:	<a href="#">3041843</a> (To View Commons Status Details)
Agency Status:	PROCESSED
Agency Status Date:	Mon Aug 12 10:11:10 EDT 2013

[Close](#)

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

ASSIST will indicate if a status change was detected.

# Tracking Submission Status - ASSIST

## Application Information ?

Application Identifier: 931  
FOA Number: PA-40-201  
Project Title: Research Center to Cure All the Diseases of the World  
PD/PI Name: MONEY, CHER D  
Organization: WHATSAMATTA U  
Grants.gov Tracking #: GRANT00570862  
Last Status Check: Mon Aug 12 13:37:12 EDT 2013

[Check for Status Updates](#)

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

## ASSIST

Submission Date: Mon Aug 12 10:03:30 EDT 2013  
Submitting AOR: Workshop Participant  
ASSIST Submission Status: **Submitted**  
Submission Status Date: Mon Aug 12 10:04:29 EDT 2013

## Grants.gov

Grant.gov Tracking #: GRANT00570862  
Grants.gov Received Date: Mon Aug 12 10:04:22 EDT 2013  
Grants.gov Processing Status: **Agency Tracking Number Assigned**  
Grants.gov Status Date: Mon Aug 12 10:11:58 EDT 2013

## Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #: **3041843** (To View Commons Status Details)  
Agency Status: **PROCESSED**  
Agency Status Date: Mon Aug 12 10:11:59 EDT 2013

[Close](#)

ASSIST, Grants.gov and Agency submission status are available.

Grants.gov status of **Agency Tracking Number Assigned** and Agency status of **Processed** is good news!

# Tracking Submission Status - ASSIST

**Agency**

[View Agency Submission Errors and Warnings](#)

Agency Tracking #: [3041843 \(To View Commons Status Details\)](#)

Agency Status: PROCESSED

Agency Status Date: Mon Aug 12 10:11:10 EDT 2013

[Close](#)

If the application is processed without error, then the **Agency Tracking #** will be linked to the detailed Status Information page in Commons.



**Status Information**

**General Status:**

***e-Application*** is the application image reviewers will use so check it carefully.

**Other Relevant Documents**

- [e-Application](#)
- [Component Appendices](#)
- [Additions for Review \(0 documents\)](#)

**Confidence**

Description	Action

**Status History**

**Effective Date**

**Application Information**

**Reference Letter(s)**

This list shows Reference Letters section on eRA

**Contacts Administration**

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

# Viewing Your Application in Commons

<b>Bookmarks</b> SF424 (R&R) Cover Page Table of Contents Component Summary Performance Sites Summary Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary Composite Application Budget Summary Component Budget Summary Categories Budget Summary Senior/Key personnel Summary Biosketches Overall Admin-Core Core Project	Division: Street1*: 6705 Rockledge Drive Street2: City*: Bethesda County: State*: MD: Maryland Province: Country*: USA: UNITED STATES ZIP / Postal Code*: 208171814
	Person to be contacted on matters involving this application Prefix: First Name*: Hugh Middle Name: Position/Title: Street1*: 6705 Rockledge Dr Street2: City*: Bethesda County: State*: MD: Maryland Province: Country*: USA: UNITED STATES ZIP / Postal Code*: 208171814 Phone Number*: 301-555-1111 Fax Number: Email: askera@mail.nih.gov
	6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN)*
	7. TYPE OF APPLICANT* Other (Specify): <input type="radio"/> Small Business Organization Type <input type="radio"/> Women Owned <input type="radio"/> Socially and Economically Disadvantaged
	8. TYPE OF APPLICATION* <input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision If Revision, mark appropriate box(es). <input type="radio"/> A. Increase Award <input type="radio"/> B. Decrease Award <input type="radio"/> C. Increase Duration <input type="radio"/> D. Decrease Duration <input type="radio"/> E. Other (specify):
	Is this application being submitted to other agencies?* <input type="radio"/> Yes <input checked="" type="radio"/> No What other Agencies?
	9. NAME OF FEDERAL AGENCY* National Institutes of Health
	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 93.396 TITLE: Cancer Biology Research
	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT* Research Center to Cure All the Diseases of the World
	12. PROPOSED PROJECT Start Date* 07/01/2014 Ending Date* 06/30/2019
	13. CONGRESSIONAL DISTRICTS OF APPLICANT md-004

**It is your responsibility to carefully review the entire application to ensure it has been processed correctly!**

**→ DON'T FORGET!**

# Component Summary

Key for readers to match the component identifier assigned during application image assembly to the Component Project Title and PD/PI or Project Lead.

<ul style="list-style-type: none"><li>SF424 (R&amp;R) Cover Page</li><li>Table of Contents</li><li><b>Component Summary</b></li><li>Performance Sites Summary</li><li>Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary</li><li>Composite Application Budget Summary</li><li>Component Budget Summary</li><li>Categories Budget Summary</li><li>Senior/Key personnel</li></ul>	<p style="text-align: center;"><b>Component Summary</b></p> <table border="1"><thead><tr><th>Components</th><th>Component Project Title</th><th>Contact PD/PI Name or Project Lead Name</th></tr></thead><tbody><tr><td>Overall</td><td>Research Center to Cure All the Diseases of the World</td><td>Money, Cher D</td></tr><tr><td>Admin-Core-001 (088)</td><td>Administrative Core</td><td>Knight, Jed I</td></tr><tr><td>Core-001 (180)</td><td>Research Core</td><td>Round, Ben A</td></tr><tr><td>Core-002 (849)</td><td>Communications Core</td><td>Lead, Abel Tu</td></tr><tr><td>Project-001 (872)</td><td>Fabulous Research Project Focus 1</td><td>Money, Cher D</td></tr><tr><td>Project-002 (723)</td><td>Fabulous Research Project Focus 2</td><td>Sential, Quin T</td></tr><tr><td>Project-003 (707)</td><td>Fabulous Research Project Focus 3</td><td>Doer, Ima</td></tr></tbody></table>	Components	Component Project Title	Contact PD/PI Name or Project Lead Name	Overall	Research Center to Cure All the Diseases of the World	Money, Cher D	Admin-Core-001 (088)	Administrative Core	Knight, Jed I	Core-001 (180)	Research Core	Round, Ben A	Core-002 (849)	Communications Core	Lead, Abel Tu	Project-001 (872)	Fabulous Research Project Focus 1	Money, Cher D	Project-002 (723)	Fabulous Research Project Focus 2	Sential, Quin T	Project-003 (707)	Fabulous Research Project Focus 3	Doer, Ima
Components	Component Project Title	Contact PD/PI Name or Project Lead Name																							
Overall	Research Center to Cure All the Diseases of the World	Money, Cher D																							
Admin-Core-001 (088)	Administrative Core	Knight, Jed I																							
Core-001 (180)	Research Core	Round, Ben A																							
Core-002 (849)	Communications Core	Lead, Abel Tu																							
Project-001 (872)	Fabulous Research Project Focus 1	Money, Cher D																							
Project-002 (723)	Fabulous Research Project Focus 2	Sential, Quin T																							
Project-003 (707)	Fabulous Research Project Focus 3	Doer, Ima																							

# Project/Performance Site Location Summary

Shows the Overall primary site followed by a table of all additional sites in alphabetical order by organization name.

- 📄 SF424 (R&R) Cover Page
- 📄 Table of Contents
- 📄 Component Summary
- 📄 **Performance Sites Summary**
- 📄 Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
- 📄 Composite Application Budget Summary
- 📄 Component Budget Summary
- 📄 Categories Budget Summary
- 📄 Senior/Key personnel Summary
- 📄 Biosketches

Project/Performance  
Site Location(s) Summary

Applicant Organization	City	State/Province	Country
WHATSAMATTA U	Bethesda	MD	UNITED STATES

Organization Name	City	State/Province	Country	Component
Better Now	Bethesda	MD	UNITED STATES	Core-002 (849)
Better Now	Bethesda	MD	UNITED STATES	Project-002 (723)
Cures R Us	Curesville	MD	UNITED STATES	Project-003 (707)
Whatsamatta U	Bethesda	MD	UNITED STATES	Admin-Core-001 (088)
Whatsamatta U	Bethesda	MD	UNITED STATES	Core-001 (180)
Whatsamatta U	Bethesda	MD	UNITED STATES	Overall
Whatsamatta U	Bethesda	MD	UNITED STATES	Project-001 (872)

# Human Subject, Clinical Trial, Stem Cell, and Vertebrate Animals Summary

Easy identification of the components that include Human Subjects, Clinical Trials, HESC, or Vertebrate Animals.

- SF424 (R&R) Cover Page
- Table of Contents
- Component Summary
- Performance Sites Summary
- Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary**
- Composite Application Budget Summary
- Component Budget Summary
- Categories Budget Summary
- Senior/Key personnel Summary

## Human Subjects Clinical Trial Human Embryonic Stem Cells Vertebrate Animals Summary

Components	Human Subjects	Clinical Trial	HESC Involved	Vertebrate Animals
Overall	Y	N	N	N
Admin-Core-001 (088)	N	N	N	N
Core-001 (180)	N	N	N	N
Core-002 (849)	N	N	N	N
Project-001 (872)	Y	N	N	N
Project-002 (723)	N	N	N	N
Project-003 (707)	N	N	N	N

# Composite Application Budget Summary

Compiled based on component budget data. Data collected on all budget forms with the same DUNS as the applicant organization are summarized as the applicant budget. Budget data collected on forms with different DUNS are included under Consortium Costs.

- 📄 SF424 (R&R) Cover Page
- 📄 Table of Contents
- 📄 Component Summary
- 📄 Performance Sites Summary
- 📄 Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
- 📄 **Composite Application Budget Summary**
- 📄 Component Budget Summary
- 📄 Categories Budget Summary

Composite Application Budget Summary

Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Salary, Wages and Fringe Benefits	414,313	414,313	414,313	414,313	414,313	2,071,565
Equipment	58,000	6,000	6,000	6,000	6,000	82,000
Travel	5,000	5,000	5,000	5,000	5,000	25,000
Participant/Trainee Support Costs	0	0	0	0	0	0
Other Direct Costs (excluding Consortium)	87,500	87,500	87,500	87,500	88,500	438,500
Consortium Costs	1,578,955	1,258,955	1,258,955	1,258,955	1,258,955	6,814,775
Direct Costs	2,143,768	1,771,768	1,771,768	1,771,768	1,772,768	9,231,840
Indirect Costs	250,000	235,000	235,000	235,000	235,000	1,190,000
Total Direct and Indirect Costs	2,393,768	2,006,768	2,006,768	2,006,768	2,007,768	10,421,840

# Component Budget Summary

All major budget categories defined on the budget forms are summarized for each component.

- 📖 SF424 (R&R) Cover Page
- 📖 Table of Contents
- 📖 Component Summary
- 📖 Performance Sites Summary
- 📖 Human Subjects - Clinical Trial - HESC - Vertebrate Animals Summary
- 📖 Composite Application Budget Summary
- 📖 Component Budget Summary
- 📖 Categories Budget Summary
- 📖 Senior/Key personnel Summary
- 📖 Biosketches
- ⊕ 📖 Overall
- ⊕ 📖 Admin-Core
- ⊕ 📖 Core
- ⊕ 📖 Project

Component Budget Summary

Components	Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Admin-Core-001 (088)	Salary, Wages and Fringe Benefits	91,000	91,000	91,000	91,000	91,000	455,000
	Equipment	6,000	6,000	6,000	6,000	6,000	30,000
	Travel	1,000	1,000	1,000	1,000	1,000	5,000
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	56,500	56,500	56,500	56,500	57,500	283,500
	Consortium Costs	0	0	0	0	0	0
	Direct Costs	154,500	154,500	154,500	154,500	155,500	773,500
	Indirect Costs	75,000	75,000	75,000	75,000	75,000	375,000
<b>TOTALS</b>	<b>Total Direct and Indirect Costs</b>	<b>229,500</b>	<b>229,500</b>	<b>229,500</b>	<b>229,500</b>	<b>230,500</b>	<b>1,148,500</b>
Core-001 (180)	Salary, Wages and Fringe Benefits	171,333	171,333	171,333	171,333	171,333	856,665
	Equipment	0	0	0	0	0	0
	Travel	2,000	2,000	2,000	2,000	2,000	10,000
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	9,000	9,000	9,000	9,000	9,000	45,000
	Consortium Costs	3,000	3,000	3,000	3,000	3,000	15,000
	Direct Costs	185,333	185,333	185,333	185,333	185,333	926,665
	Indirect Costs	75,000	75,000	75,000	75,000	75,000	375,000
<b>TOTALS</b>	<b>Total Direct and Indirect Costs</b>	<b>260,333</b>	<b>260,333</b>	<b>260,333</b>	<b>260,333</b>	<b>260,333</b>	<b>1,301,665</b>

# Categories Budget Summary

Each budget category is summarized across components.

SF424 (R&R) Cover Page

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Component Summary

Performance Sites Summary

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Composite Application Budget Summary

Component Budget Summary

**Categories Budget Summary**

Senior/Key personnel Summary

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Overall

Admin-Core

Core

Project

Categories Budget Summary

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
R&R Budget - Senior/Key Person Funds Requested	Admin-Core-001 (088)	47,000	47,000	47,000	47,000	47,000	235,000
	Core-001 (180)	101,333	101,333	101,333	101,333	101,333	506,665
	Core-002 (849)	97,000	97,000	97,000	97,000	97,000	485,000
	Project-001 (872)	90,833	90,833	90,833	90,833	90,833	454,165
	Project-002 (723)	150,000	150,000	150,000	150,000	150,000	750,000
	Project-003 (707)	143,050	143,050	143,050	143,050	143,050	715,250
<b>TOTALS</b>		<b>629,216</b>	<b>629,216</b>	<b>629,216</b>	<b>629,216</b>	<b>629,216</b>	<b>3,146,080</b>
R&R Budget - Other Personnel Funds Requested	Admin-Core-001 (088)	44,000	44,000	44,000	44,000	44,000	220,000
	Core-001 (180)	70,000	70,000	70,000	70,000	70,000	350,000
	Core-002 (849)	21,000	21,000	21,000	21,000	21,000	105,000
	Project-001 (872)	61,147	61,147	61,147	61,147	61,147	305,735
	Project-002 (723)	116,505	116,505	116,505	116,505	116,505	582,525
	Project-003 (707)	81,200	81,200	81,200	81,200	81,200	406,000
<b>TOTALS</b>		<b>393,852</b>	<b>393,852</b>	<b>393,852</b>	<b>393,852</b>	<b>393,852</b>	<b>1,969,260</b>
R&R Budget - Section A & B. Total Salary, Wages and Fringe Benefits (A+B)	Admin-Core-001 (088)	91,000	91,000	91,000	91,000	91,000	455,000
	Core-001 (180)	171,333	171,333	171,333	171,333	171,333	856,665
	Core-002 (849)	118,000	118,000	118,000	118,000	118,000	590,000
	Project-001 (872)	151,980	151,980	151,980	151,980	151,980	759,900

# Senior/Key Personnel Summary & Biosketches

PD/PIs for entire application listed first, followed by all other Senior Key personnel in alphabetical order.

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- Composite Application Budget Summary
- Component Budget Summary
- Categories Budget Summary
- Senior/Key personnel Summary
- Biosketches

Senior/Key Personnel Summary

Name	Organization	Role on Project	Components
Money, Cher D	WHATSAMATTA U	PD/PI(Contact)	Overall
Round, Ben A	Whatsamatta U	PD/PI(MPI)	Overall
Dish, Pete Ree	Whatsamatta U	Faculty	Project-001 (872)
Doer, Ima	Cures R Us	Other: Project Lead	Project-003 (707)
Dote, Ann T	Cures R Us	Post Doctoral Scholar	Project-003 (707)
Knight, Jed I	Whatsamatta U	Other: Project Lead	Admin-Core-001 (088)
Kur, Bea	Better Now	Post Doctoral	Project-002 (723)
Kurem, Will U	Whatsamatta U	Faculty	Core-001 (180)
Lead, Abel	Better Now	Other: Project Lead	Core-002 (849)
Money, Cher D	WHATSAMATTA U	Other: Project Lead	Project-001 (872)
Round, Ben A	Whatsamatta U	Other: Project Lead	Core-001 (180)
Sential, Quin T	Better Now	Other: Project Lead	Project-002 (723)
Sumthin, Tellum	Better Now	Other: Communications Specialist	Core-002 (849)

Biosketches follow in same order.

# Application Viewing Window

Applicants have two (2) business days to view the assembled application image in Commons before it automatically moves forward to NIH staff for further processing



If you can't **VIEW** it, we can't **REVIEW** it!



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Office of Extramural Research

# Rejecting the Application

SO can Reject application in Commons within viewing window and submit a Changed/Corrected application **prior to the due date**, if needed.

U.S. Department of Health & Human Services [www.hhs.gov](http://www.hhs.gov)

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Welcome: Claire Voyant  
ID: CLAIREVOYANT4  
Institution: WHATSAMATTA U  
Roles: SO  
[Logout](#) | [Contact Us](#) | [Help](#)

Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners

### Status Result - Recent/Pending eSubmissions Search

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
<a href="#">AN:3041843</a>	GRANT00570862	Pending Verification	Research Center to Cure All the Diseases of the World	MONEY, CHER D	2013-08-12 10:05:41	<a href="#">Show Prior Errors and Warnings</a>	<a href="#">Reject eApplication</a>

If no action is taken to reject the application during the two business day viewing window, the application automatically moves forward to NIH for further processing.



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

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



# Dealing with System Issues

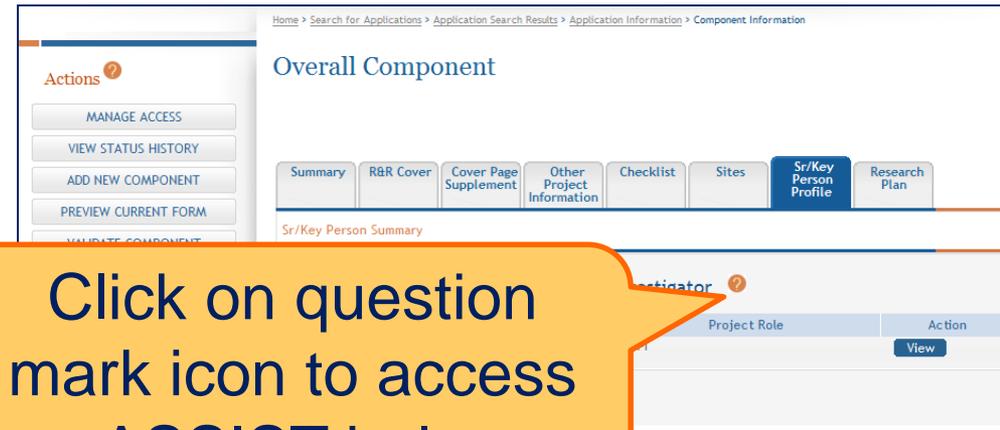


There could be bumps with a new system. Applicants should follow NIH's standard 'system issue' procedure if they run into problems beyond their control that threaten their on-time submission: <http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines>

# ASSISTance



# On-line ASSIST Help



Click on question mark icon to access ASSIST help.

Help opens in a separate window at the location requested.

Contents

- ASSIST
- Logging into the Application
- Manage Access
- Using ASSIST
- Prepare the Application
- Search for Application
- Adding Components
  - Overall Component
    - Add Overall Component
    - Edit Overall Component Forms
    - Overall SF424 R&R Cover
    - Overall R&R Cover Letter

Search

You are here: [Adding Components](#) > [Overall Component](#) > [Overall Component](#)

## 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\\_VerB.pdf#4.5\\_Senior\\_Key\\_Person\\_Profile](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerB.pdf#4.5_Senior_Key_Person_Profile)

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

### Profile - Project Director/Principal Investigator

Details entered during the application process are displayed and/or viewable in the PROFILE-

Search feature.

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

# Applicant Links & Resources

- ASSIST: [public.era.nih.gov/assist](http://public.era.nih.gov/assist)
- Online help: [era.nih.gov/erahelp/ASSIST/](http://era.nih.gov/erahelp/ASSIST/)
- Application Guide:  
<http://grants.nih.gov/grants/funding/424/index.htm>
- Applying Electronically Website for Multi-project Applications:  
[grants.nih.gov/grants/ElectronicReceipt/com\\_index.htm](http://grants.nih.gov/grants/ElectronicReceipt/com_index.htm)
- Annotated form set:  
[grants.nih.gov/grants/ElectronicReceipt/files/annotated\\_multi-project.pdf](http://grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf)



You are welcome to use our non-production demo environment to 'play' with ASSIST

– Instructions:

[http://grants.nih.gov/grants/ElectronicReceipt/files/playing\\_ASSIST\\_applicants.pdf](http://grants.nih.gov/grants/ElectronicReceipt/files/playing_ASSIST_applicants.pdf)



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## eRA Commons Help Desk

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

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Time  
(Except for Federal holidays)



Although we've worked closely with Grants.gov, ASSIST is a system developed and managed by NIH.

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

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

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

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

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

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



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