Application Submission System & Interface for Submission Tracking

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Why a New System?
The structure of NIH’s multi-project applications cannot be accommodated by Grants.gov’s downloadable forms.
We partnered with the Grants.gov team so NIH could develop **ASSIST**, a web-based submission system to accept NIH’s multi-project applications that *works in conjunction* with Grants.gov.
Essentially, ASSIST works as an alternate web front end to Grants.gov’s “Apply” for NIH’s multi-project applications, much like a system-to-system service provider might.

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

S2S Solution

GRANTS.GOV™

NIH

National Institutes of Health
Office of Extramural Research
ASSIST has allowed NIH to reach its goal of accepting all competing grant applications electronically!
Electronic Submission of Multi-Project Applications Using ASSIST
All ASSIST users must have eRA Commons credentials

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

- As of July 18, 2014, ASSIST will recognize accounts with any role
Registration – Submitting Application

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

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

**AND**

– an active Grants.gov Authorized Organization Representative (AOR) account
• Work within eRA Commons and Grants.gov to establish your accounts and be sure you can log in to those systems before using your accounts with ASSIST

• If you run into password or other account issues, return to eRA Commons or Grants.gov to work through those issues
Overview of Process

Find Opportunity

Find

Initiate application and create the application shell
Initiate

Enter application data for all components
Enter Data

Submit your application through Grants.gov to NIH
Submit

Plan

Get familiar with the process and create an application plan

Plan

Build Team

Define your team and provide application access
Build Team

Finalize components and prepare your application for submission
Finalize

Track status and view final application image
Track
Find Opportunity
Find Multi-project FOAs in...

NIH Guide for Grants & Contracts

Grants.gov Search Grants
**ASSIST – electronic application submission required**

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

**Required Application Instructions**

It is critical that applicants follow the instructions in the SF-424 (R&R) Application Guide, except where instructed to do otherwise (in this FOA or in a Notice from the NIH Guide for Grants and Contracts) and where instructions in the Application Guide are directly related to the Grants.gov downloadable forms currently used with most NIH opportunities. Conformance to all requirements (both in the Application Guide and the FOA) is required and strictly enforced. Applicants must read and follow all application instructions in the Application Guide as well as any program-specific instructions noted in Section IV. When the program-specific instructions deviate from those in the Application Guide, follow the program-specific instructions. Applications that do not comply with these instructions may be delayed or not accepted for review.

Apply for Grant Electronically

Grants.gov ‘Apply’

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 93.143: NIEHS Superfund Hazardous Substances_Basic Research and Education
Opportunity Number: RFA-ES-13-001: Superfund Hazardous Substance Research and Training Program (P42)
Competition ID: MULTI-PROJECT-PILOT
Competition Title: Multi-project Pilot - Use ASSIST to prepare and submit applications
Agency: National Institutes of Health
Opening Date: 03/08/2013
Closing Date: 04/10/2013

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, please click here.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions
2. Link to Agency Multi-Project System
Before jumping into ASSIST, take some time to learn about the new process
Section IV. Application and Submission Information of NIH FOAs includes important guidance for preparing your application in ASSIST.

The SF424 (R&R) Application Guide provides general instructions for completing application forms.
Agency-specific instructions are marked with the HHS logo.

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

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

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 package:

Updated July 25, 2013
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
Multi-project Application Assembly

Understand how your application image will be assembled by NIH

– The Overall component is presented first
  • Including system-generated data summaries

– Additional component types are presented in alphabetical order (e.g., Cores before Projects)
  • Components of the same type are grouped together
  • Components are identified by type and sequential number (e.g., Core-001, Core-002)

Check out this resource: http://grants.nih.gov/grants/ElectronicReceipt/files/multi-project_application_image.pdf
Create an Application Plan
Create an Application Plan

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

**Page Limitations**

<table>
<thead>
<tr>
<th>Component Types Available in ASSIST</th>
<th>Research Strategy/Program Plan Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>6</td>
</tr>
<tr>
<td>Admin Core</td>
<td>6</td>
</tr>
<tr>
<td>Core</td>
<td>6</td>
</tr>
<tr>
<td>Project</td>
<td>12</td>
</tr>
</tbody>
</table>

Additional page limits described in the SF424 Application Guide and the Table of Page Limits must be followed.

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

The following section supplements the instructions found in the SF 424 Application Guide, and should be used for preparing a multi-component application.

The application should consist of the following components:

- Overall: required
- Administrative Core: required
- Core: one or more optional
- Projects: minimum of 3 required
Define the Layout of Your Application

Think about the components you plan to include

– PD/PI(s) for entire application
– Organization lead for each component
– Project lead for each component
– Project Title for application/components
– Start/End dates for application/components
Create an Application Shell

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

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

**Overall Component**
- **PD/Pis:** Cher D. Money, Ben A. Round
- **Organization:** A
- **Project Title:** Research Center to Cure the Diseases of the World

**Component Type: Admin Core**
- **Admin Core-001**
  - **Project Title:** Administrative Core
  - **Project Lead:** Jed I. Knight
  - **Organization:** A

**Component Type: Core**
- **Core-001**
  - **Project Title:** Research Core
  - **Project Lead:** Ben A. Round
  - **Organization:** A

**Component Type: Project**
- **Project-001**
  - **Project Title:** Fabulous Research Focus 1
  - **Project Lead:** Cher D. Money
  - **Organization:** A

- **Project-002**
  - **Project Title:** Fabulous Research Focus 2
  - **Project Lead:** Quin T. Sential
  - **Organization:** B

- **Project-003**
  - **Project Title:** Fabulous Research Focus 3
  - **Project Lead:** Ima Doer
  - **Organization:** C
Initiate Your Application and Create an Application Shell
Log In to ASSIST

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

Use your eRA Commons credentials to access ASSIST.
Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

INITIATE APPLICATION

Funding Opportunity Announcement #: PA-40-201
(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

Search Applications
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.
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.
Required forms are presented for the component.

The **Overall Component** is added to the component navigation.
Applicants are presented with allowable component types as defined in the FOA. Add additional components.
Adding Components

Continue adding components to build out the application shell.
Define Your Team and Provide Application Access
ASSIST automatically provides application access to some individuals based on their Commons roles or role on the application

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

• Application access can be given to additional users with Commons IDs
  – Within or outside applicant organization

• Application access can be controlled across these variables:
  – Entire application vs. specific components
  – Read vs. Edit
  – Budget vs. Non-budget data
Signing Officials (SOs)

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
The Manage Access action can be used to provide access to additional users or modify access for existing users.
Use **Search Applications** to access your in-progress application.
Navigating to a Specific Component

Use the component navigation to identify the component you want to work on.
Every component has a Summary page.

Some actions are only available from the Summary page.
Click each tab to access form data entry screens.

Clicking **Edit** blocks other users from editing form.
ASSIST will validate entered data and provide errors at the top of the screen when you Save.
Adding Optional Forms

Select form and click **Submit**.

The form tab is added to navigation.
## Data Entry: R&R Cover

<table>
<thead>
<tr>
<th>Overall</th>
<th>All other components</th>
</tr>
</thead>
<tbody>
<tr>
<td>All form fields used</td>
<td>Subset of fields used:</td>
</tr>
<tr>
<td></td>
<td>• Field 5: Organization Information</td>
</tr>
<tr>
<td></td>
<td>• Field 7 (Optional): Type of Applicant</td>
</tr>
<tr>
<td></td>
<td>• Field 11: Descriptive Title of Applicant’s Project</td>
</tr>
<tr>
<td></td>
<td>• Field 12: Proposed Project Start/End Dates</td>
</tr>
</tbody>
</table>
### Data Entry: Other Project Information

<table>
<thead>
<tr>
<th>Overall Component</th>
<th>All other components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Subjects</strong>: Standard Application Guide instructions apply</td>
<td><strong>Human Subjects</strong>: Answer only the ‘Are Human Subjects Involved?’ and Is the Project Exempt from Federal regulations?’ questions.</td>
</tr>
<tr>
<td><strong>Vertebrate Animals</strong>: Standard Application Guide instructions apply</td>
<td><strong>Vertebrate Animals</strong>: Answer only the ‘Are Vertebrate Animals Used?’ question.</td>
</tr>
<tr>
<td><strong>Project Narrative</strong>: Used by NIH for statement of public health relevance; required</td>
<td><strong>Project Narrative</strong>: FOA may specify attachment is optional.</td>
</tr>
</tbody>
</table>
ASSIST prevents data entry of additional Human Subject and Vertebrate Animal info on components other than Overall.
## Data Entry: Research Plan

<table>
<thead>
<tr>
<th>Overall Component</th>
<th>All other components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachments:</strong> Describe the entire application.</td>
<td><strong>Attachments:</strong> Reflect the activity in the specific component.</td>
</tr>
<tr>
<td><strong>Introduction:</strong> Required for Resubmission/ Revision applications</td>
<td><strong>Introduction:</strong> See FOA instructions.</td>
</tr>
<tr>
<td><strong>Specific Aims:</strong> Required</td>
<td><strong>Specific Aims:</strong> Required</td>
</tr>
<tr>
<td><strong>Research Strategy:</strong> See FOA instructions for page limit.</td>
<td><strong>Research Strategy:</strong> See FOA instructions for page limit.</td>
</tr>
</tbody>
</table>
## Data Entry: Sr/Key Person Profile

<table>
<thead>
<tr>
<th>Overall Component</th>
<th>All other components</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use the Project Director/Principal Investigator section to designate the Contact PD/PI</td>
<td>• Use the Project Director/Principal Investigator section to designate the Project Lead</td>
</tr>
<tr>
<td>• Include any Multi-PD/PIs</td>
<td>• Must not use PD/PI role</td>
</tr>
<tr>
<td>• Project Role of PD/PI</td>
<td>• ASSIST defaults role to Other, Project Lead</td>
</tr>
<tr>
<td></td>
<td>• Follow FOA instructions</td>
</tr>
</tbody>
</table>

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.
Avoid Common Errors

• ASSIST screen tips
  – Found at the top of many data entry screens

• Application Guide

• Annotated form sets
  – http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms

• Ten Checks to Help Avoid Common Errors
  – http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10checks
As component data is entered several actions are available:

- Change Component Order
- Validate Component
- Preview Current Component
- Update Component Status

- Work In Progress – only status that allows editing
- Complete – component data entry is complete
- Final – component has been reviewed by applicant organization and incorporated into the application
Select Component Type to reorder.

Provide desired sequence.
Validating a Component

Errors andWarnings are displayed.
Errors & Warnings

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

Warnings do not stop application submission or processing and are corrected at the discretion of the applicant before the deadline.
Component preview does not include bookmarks, Table of Contents, data summaries or biosketches.
Updating Component Status to Complete

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
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.
Update the component status to **Final** once you are satisfied that the component is ready to be included in the final application.
ASSIST will check to ensure that only one biosketch is included for every Senior/Key person in the application. 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.
After all biosketch issues are reconciled, the component status is set to **Final**.
Provides all application and component status on a single screen.
Although the Status is set to **Final** for each component, the Application Information still shows a Status of **Work in Progress**.
Application Status Flow

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

Set the application status to **All Components Final**.
Before an application can be submitted, it must pass validations (Warnings are OK).
When the application passes validations, the application status is automatically updated to **All Components Validated**.
Before you submit you can **Preview the Application** and verify that everything is just the way you want it to go to review.
Once all internal reviews are complete, update the application status to **Ready for Submission**.
Submit Your Application
Error-free submission must be made by 5:00 p.m. local time (of submitting organization) on due date

- It takes time to prepare your application for submission
- Submit early (days, not minutes) to have time to address any unforeseen issues and to view your assembled application
Must be a Signing Official (SO) for the Lead Organization who is an Authorized Organizational Representative (AOR) to submit.

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

Applications are submitted from ASSIST to Grants.gov.

Enter your Grants.gov AOR credentials and click Enter.

Message will appear indicating the application was sent to Grants.gov.
Track Your Application
ASSIST sends out quite a few email notifications throughout the preparation and submission process to help you track your application:

- Application access changes, component/application updates, component/application status changes, submission status updates and more
- Notifications being reviewed to determine if they should be kept, consolidated or removed

Check out this resource:
ASSIST provides the ability to track both Grants.gov and NIH status

- ASSIST provides a link to the Commons Detailed Status Information to view your assembled application
After submitting to Grants.gov, submission status can be tracked in ASSIST.

Click **View Submission Status Details**.
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.
ASSIST, Grants.gov and Agency submission status are available.

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

Agency Tracking # link brings you to the detailed status screen in eRA Commons.
**Viewing Your Application in Commons**

**Status Information**

<table>
<thead>
<tr>
<th>General Grant Information</th>
<th>Other Relevant Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>e-Application</td>
</tr>
<tr>
<td></td>
<td>Component Appendices</td>
</tr>
<tr>
<td></td>
<td>eSubmission Cover Letter</td>
</tr>
<tr>
<td></td>
<td>Additions for Review (0 documents)</td>
</tr>
</tbody>
</table>

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

**eApplication** is the application image reviewers will use so check it carefully.
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!
It is your responsibility to carefully review the entire application to ensure it has been processed correctly!
### Automatic Data Summaries

#### Component Summary

<table>
<thead>
<tr>
<th>Components</th>
<th>Component Project Title</th>
<th>Organization Name</th>
<th>Contact PD/PI Name or Project Lead Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Research Center to Cure the Diseases of the World</td>
<td>Whatsamatta U</td>
<td>Money, Cher D</td>
</tr>
<tr>
<td>Admin-Core-001 (031)</td>
<td>Administrative Core</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Core-001 (465)</td>
<td>Research Core</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Core-002 (626)</td>
<td>Communications Core</td>
<td>Better Now</td>
<td></td>
</tr>
<tr>
<td>Project-001 (847)</td>
<td>Fabulous Research Project Focus 1</td>
<td>Whatsamatta U</td>
<td></td>
</tr>
<tr>
<td>Project-002 (667)</td>
<td>Fabulous Research Project Focus 2</td>
<td>Better Now</td>
<td></td>
</tr>
<tr>
<td>Project-003 (027)</td>
<td>Fabulous Research Project Focus 3</td>
<td>Cures R Us</td>
<td></td>
</tr>
</tbody>
</table>

#### Site Location(s) Summary

<table>
<thead>
<tr>
<th>Applicant Organization</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

#### Human Subjects Summary

<table>
<thead>
<tr>
<th>Components</th>
<th>Human Subjects</th>
<th>Clinical Trial</th>
<th>HESC Involved</th>
<th>Vertebrate Animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Admin-Core-001 (031)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Core-001 (495)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Core-002 (626)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Project-001 (847)</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Project-002 (667)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Project-003 (027)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

#### Senior/Key Personnel Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Role on Project</th>
<th>Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Money, Cher D</td>
<td>Whatsamatta U</td>
<td>PD/PI (Contact)</td>
<td>Overall</td>
</tr>
<tr>
<td>Round, Ben A</td>
<td>Whatsamatta U</td>
<td>PD/PI (MFI)</td>
<td>Overall</td>
</tr>
<tr>
<td>Dish, Pete R</td>
<td>Whatsamatta U</td>
<td>Faculty</td>
<td>Project-001 (847)</td>
</tr>
<tr>
<td>Doer, Ima</td>
<td>Cures R Us</td>
<td>Other Project Lead</td>
<td>Project-003 (027)</td>
</tr>
<tr>
<td>Dote, Ann T</td>
<td>Cures R Us</td>
<td>Post Doctoral Scholar</td>
<td>Project-003 (027)</td>
</tr>
<tr>
<td>Knight, Jed I</td>
<td>Whatsamatta U</td>
<td>Other Project Lead</td>
<td>Admin-Core-001 (031)</td>
</tr>
<tr>
<td>Kur, Raa</td>
<td>Better Now</td>
<td>Faculty</td>
<td>Project-003 (027)</td>
</tr>
<tr>
<td>Lead, Akh Tu</td>
<td>Better Now</td>
<td>Faculty</td>
<td>Project-003 (027)</td>
</tr>
</tbody>
</table>
## Composite Application Budget Summary

<table>
<thead>
<tr>
<th>Categories</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary, Wages and Fringe Benefits</td>
<td>414,313</td>
<td>414,313</td>
<td>414,313</td>
<td>414,313</td>
<td>414,313</td>
<td>2,071,585</td>
</tr>
<tr>
<td>Equipment</td>
<td>58,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>82,000</td>
</tr>
<tr>
<td>Travel</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Participant/Trainee Support Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Direct Costs (excluding Consortium)</td>
<td>87,500</td>
<td>87,500</td>
<td>87,500</td>
<td>87,500</td>
<td>87,500</td>
<td>437,500</td>
</tr>
<tr>
<td>Consortium Costs</td>
<td>1,580,755</td>
<td>1,360,755</td>
<td>1,360,755</td>
<td>1,360,755</td>
<td>1,360,755</td>
<td>7,023,775</td>
</tr>
<tr>
<td>Direct Costs</td>
<td>2,145,568</td>
<td>1,873,568</td>
<td>1,873,568</td>
<td>1,873,568</td>
<td>1,873,568</td>
<td>9,639,840</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1,250,000</td>
</tr>
<tr>
<td><strong>Total Direct and Indirect Costs</strong></td>
<td><strong>2,395,568</strong></td>
<td><strong>2,123,568</strong></td>
<td><strong>2,123,568</strong></td>
<td><strong>2,123,568</strong></td>
<td><strong>2,123,568</strong></td>
<td><strong>10,889,840</strong></td>
</tr>
</tbody>
</table>

## Total Direct Costs less Consortium F&A

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Direct Costs less Consortium F&amp;A</td>
<td>1,665,568</td>
<td>1,393,568</td>
<td>1,393,568</td>
<td>1,393,568</td>
<td>1,393,568</td>
<td>7,239,840</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Components</th>
<th>Categories</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin-Core-001 (031)</td>
<td>Salary, Wages and Fringe Benefits</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>91,000</td>
<td>455,000</td>
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<tr>
<td>Equipment</td>
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<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>5,000</td>
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<tr>
<td>Participant/Trainee Support Costs</td>
<td></td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
<td>0,000</td>
</tr>
<tr>
<td>Other Direct Costs (excluding Consortium)</td>
<td></td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>56,500</td>
<td>282,500</td>
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<tr>
<td>Consortium Costs</td>
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<td>0,000</td>
</tr>
<tr>
<td>Direct Costs</td>
<td></td>
<td>164,500</td>
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<td>154,500</td>
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<tr>
<td>Indirect Costs</td>
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<td>75,000</td>
<td>75,000</td>
<td>75,000</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td>229,500</td>
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### Categories Budget Summary

<table>
<thead>
<tr>
<th>Categories</th>
<th>Components</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;R Budget - Senior/Key Person Funds Requested</td>
<td>Admin-Core-001 (031)</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
<td>47,000</td>
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<tr>
<td>Core-002 (926)</td>
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<td>67,000</td>
<td>67,000</td>
<td>67,000</td>
<td>67,000</td>
<td>402,000</td>
</tr>
<tr>
<td>Project-001 (847)</td>
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<td>0,000</td>
<td>0,000</td>
</tr>
<tr>
<td>Project-002 (687)</td>
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<td>160,000</td>
<td>160,000</td>
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<tr>
<td>Project-003 (227)</td>
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<td>143,050</td>
<td>143,050</td>
<td>143,050</td>
<td>143,050</td>
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<tr>
<td><strong>TOTALS</strong></td>
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<td>620,218</td>
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<td>620,218</td>
<td>3,146,060</td>
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<tr>
<td>R&amp;R Budget - Other Personnel Funds Requested</td>
<td>Admin-Core-001 (031)</td>
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<td>44,000</td>
<td>44,000</td>
<td>44,000</td>
<td>220,000</td>
</tr>
</tbody>
</table>
SO can Reject application in Commons within viewing window and submit a Changed/Corrected application prior to the due date.
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.
Some Final Notes…

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
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
Help opens in a separate window at the location requested.

Click on question mark icon to access ASSIST help.

Search feature.

Help on form data entry screens provides access to Application Guide for additional guidance on field content information.
• ASSIST: public.era.nih.gov/assist

• Online help: era.nih.gov/erahelp/ASSIST/

• Applying Electronically Website for Multi-project Applications:
  grants.nih.gov/grants/ElectronicReceipt/com_index.htm

• Webinar for Applicants:
  http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm

• Annotated form set:
  grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf
eRA Commons Help Desk

Toll-free: 1-866-504-9552
Phone: 301-402-7469
Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Time
(Except for Federal holidays)

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

The eRA Commons Help Desk should be an applicant’s first stop for support.
We welcome continued feedback to help with a smooth transition to e-applications.

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

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

https://public.era.nih.gov/commons/help

• Choose ‘Other’ for the ‘I need help with question’
• Start your Description with ‘ASSIST Feedback’
QUESTIONS