Application Submission System & Interface for Submission Tracking

August 2013
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!

That looks easier!
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 submissions through Grants.gov once their solutions support multi-project applications.
Behind the scenes…

S2S Solution

NIH

National Institutes of Health
Office of Extramural Research
ASSIST Features

- 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 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
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!**

- **P01, P20, P50, U19, P2C (new), U2C (new), R24**, **U24**
  - Due Dates on/after Sept. 25, 2013

- **G12, P30, P40, P41, P42, P51, P60, R28, S06, U10, U41, U42, U45, U56, UC7**
  - Due Dates on/after Jan. 25, 2014

- **U54, UM1**
  - Due Dates on/after May. 25, 2014

*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
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
• 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

1. Find Opportunity
   - Get familiar with the process and create an application plan

2. Plan
   - Define your team and provide application access

3. Initiate
   - Define your team and provide application access

4. Build Team
   - Define your team and provide application access

5. Enter Data
   - Finalize components and prepare your application for submission

6. Finalize
   - Finalize components and prepare your application for submission

7. Submit
   - Submit your application through Grants.gov to NIH

8. Track
   - Track status and view final application image

Find
Plan
Initiate
Build Team
Enter Data
Finalize
Submit
Track
Find Opportunity
Find Multi-project FOAs in...

NIH Guide for Grants & Contracts

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 PI fields of many agency business rules and the generation of data summaries in the application.

Required Application Instructions

It is critical that applicants follow the instructions in the SF424 (R&R) Application Guide, otherwise in this FOA or in a Notice from the NIH Guide for Grants and Contracts) and are directly related to the Grants.gov downloadable forms currently used with multi-project applications. All instructions (both in the Application Guide and the FOA) are required and must be followed. All applicants must read and 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, follow the program-specific instructions. Applications that do not comply with these instructions may be delayed or not accepted.

Apply for Grant Electronically

Grants.gov ‘Apply’

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.

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

- **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)
Overall Cover Page
Table of Contents
System generated summaries compiled from component data
Remaining Overall component data
Additional components grouped by type

Check out this resource:
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)

**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
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
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
Initiate Your Application and Create an Application Shell
Use your eRA Commons credentials to access ASSIST.

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

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.
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.
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

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
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.
– 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
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

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

Click Add User to provide access to others.
**Manage Access**

**Add New User**

**USER INFORMATION**

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

```
<table>
<thead>
<tr>
<th>Project Role</th>
<th>Component ID: Title</th>
<th>Budget</th>
<th>Non-Budget</th>
<th>All</th>
<th>Access Maintainer</th>
<th>Status Maintainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Application</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Component</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>088-Admin-Core: Administrative Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>180-Core: Research Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>849-Core: Communications Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>872-Project: Fabulous Research Project Focus 1</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>723-Project: Fabulous Research Project Focus 2</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>707-Project: Fabulous Research Project Focus 3</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Name and Organization pulled from Commons profile.

Edit access for the **Entire Application** can be granted by selecting **Edit** under **All**.
Access can be given for individual components instead of the entire application.

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Component ID: Title</th>
<th>Budget</th>
<th>Non-Budget</th>
<th>All</th>
<th>Access Maintainer</th>
<th>Status Maintainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Application</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Component</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>088-Admin-Core: Administrative Core</td>
<td>View</td>
<td>Edit</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>180-Core: Research Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>849-Core: Communications Core</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Different access levels can be selected for Budget and Non-budget data on a component.
SOs can give **Access Maintainer** and/or **Status Maintainer** authority to other users in their organization.
Enter Application Data
Use **Search Applications** to access your in-progress application.
Searching for In-progress Applications

Enter search parameters and click **Search**.

Select 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.

The Summary page shows status information.
Entering Application Data

Click each tab to access form data entry screens.

Many screens have useful tips – read them!

Clicking *Edit* locks out other users from editing a specific form.
**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.
ASSIST will validate entered data and provide errors at the top of the screen when you Save.
Adding R&R Subaward Budget & Optional Forms

The form tab is added to the component form navigation.

Select form and click **Submit**.
<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>
<tr>
<td>Overall Component</td>
<td>All other components</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Human Subjects:</td>
<td>Human Subjects:</td>
</tr>
<tr>
<td>• Standard Application Guide instructions apply</td>
<td>• Answer only the ‘Are Human Subjects Involved?’ and Is the Project Exempt from Federal regulations?’ questions.</td>
</tr>
<tr>
<td>Vertebrate Animals:</td>
<td>Vertebrate Animals:</td>
</tr>
<tr>
<td>• Standard Application Guide instructions apply</td>
<td>• Answer only the ‘Are Vertebrate Animals Used?’ question.</td>
</tr>
</tbody>
</table>
ASSIST prevents data entry of additional Human Subject and Vertebrate Animal info on components other than Overall.
<table>
<thead>
<tr>
<th>Overall Component</th>
<th>All other components</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachments:</strong></td>
<td><strong>Attachments:</strong></td>
</tr>
<tr>
<td>• Describe the entire application</td>
<td>• Reflect the activity in the specific component</td>
</tr>
<tr>
<td><strong>Introduction:</strong></td>
<td><strong>Introduction:</strong></td>
</tr>
<tr>
<td>• Required for Resubmission/Revision applications</td>
<td>• See FOA instructions</td>
</tr>
<tr>
<td><strong>Specific Aims:</strong></td>
<td><strong>Specific Aims:</strong></td>
</tr>
<tr>
<td>• Required</td>
<td>• Required</td>
</tr>
<tr>
<td><strong>Research Strategy:</strong></td>
<td><strong>Research Strategy:</strong></td>
</tr>
<tr>
<td>• See FOA instructions for page limit</td>
<td>• 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 PD/PI section to designate the Contact PD/PI and any Multi-PD/PIs</td>
<td>• Use the PD/PI section to designate the Project Lead</td>
</tr>
<tr>
<td>• Use Project Role PD/PI</td>
<td>• Must not use PD/PI role</td>
</tr>
<tr>
<td>• Must Provide Organization for all Sr/Key entries</td>
<td>• ASSIST defaults role to Other, Project Lead</td>
</tr>
<tr>
<td></td>
<td>• Must Provide Organization for all Sr/Key entries</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
- Annotated form sets
  - [http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms](http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms)
- Ten Checks to Help Avoid Common Errors
- PDF Guidelines:
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

Errors and Warnings are displayed.
Errors & Warnings

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
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.

• Prior to finalizing components it is a good practice to validate the application.
Validating the Application

The **Validate Application** action is only available from the **Application Information** screen.

Click **Validate Application**.
If Errors or Warnings are detected for a component in ‘Complete’ status it can be put back in ‘Work In Progress’ status for correction.

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

Multiple biosketch error can be addressed when finalizing the components.
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**.
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**.
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).

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**.
Before you submit you can **Preview Application** and verify that everything is just the way you want it to go to review.
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.
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 application image in Commons
Only a Signing Official (SO) for the Lead Organization who is an Authorized Organizational Representative (AOR) can submit an application.

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

Click **Submit**.
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.
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:
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.
After submitting to Grants.gov, submission status can be tracked in ASSIST.

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.

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

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

You will also want to check the **Cover Letter** and **Component Appendices** which are stored separate from the image.
It is your responsibility to carefully review the entire application to ensure it has been processed correctly!
Key for readers to match the component identifier assigned during application image assembly to the Component Project Title and PD/PI or Project Lead.

<table>
<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 (672)</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>
**Project/Performance Site Location Summary**

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

<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>

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Component</th>
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</thead>
<tbody>
<tr>
<td>Better Now</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Core-002 (849)</td>
</tr>
<tr>
<td>Better Now</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Project-002 (723)</td>
</tr>
<tr>
<td>Cures R Us</td>
<td>Curesville</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Project-003 (707)</td>
</tr>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Admin-Core-001 (088)</td>
</tr>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Core-001 (180)</td>
</tr>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Overall</td>
</tr>
<tr>
<td>Whatsamatta U</td>
<td>Bethesda</td>
<td>MD</td>
<td>UNITED STATES</td>
<td>Project-001 (672)</td>
</tr>
</tbody>
</table>
Easy identification of the components that include Human Subjects, Clinical Trials, HESC, or Vertebrate Animals.

<table>
<thead>
<tr>
<th>Components</th>
<th>Human Subjects</th>
<th>Clinical Trial</th>
<th>HESC Involved</th>
<th>Vertebrate Animals</th>
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<tbody>
<tr>
<td>Overall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Admin-Core-001 (083)</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Core-001 (180)</td>
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<td>N</td>
<td>N</td>
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<tr>
<td>Core-002 (849)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-001 (872)</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>Project-002 (723)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-003 (707)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
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.
All major budget categories defined on the budget forms are summarized for each component.

<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 (G8)</td>
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<td>01,000</td>
<td>01,000</td>
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</tr>
<tr>
<td></td>
<td>Participant/Trainee Support Costs</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>Other Direct Costs (excluding Consortium)</td>
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<td>56,500</td>
<td>57,500</td>
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<tr>
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<td>Consortium Costs</td>
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<td>260,333</td>
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</table>
Each budget category is summarized across components.

<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>
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<tbody>
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<td>R&amp;R Budget - Senior/Key Person Funds Requested</td>
<td>Admin-Core-001 (088)</td>
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<td>R&amp;R Budget - Other Personnel Funds Requested</td>
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<td>Core-002 (349)</td>
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<td>151,980</td>
<td>151,980</td>
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<td>759,900</td>
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PD/PIs for entire application listed first, followed by all other Senior Key personnel in alphabetical order.

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

Biosketches follow in same order.
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!
SO can Reject application in Commons within viewing window and submit a Changed/Corrected application *prior to the due date*, if needed.
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.
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
On-line ASSIST Help

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 easy access to Application Guide for additional guidance on field content information.
Applicant Links & Resources

- 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

NIH National Institutes of Health
Office of Extramural Research
You are welcome to use our non-production demo environment to ‘play’ with ASSIST

eRA Commons Help Desk

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’
Questions