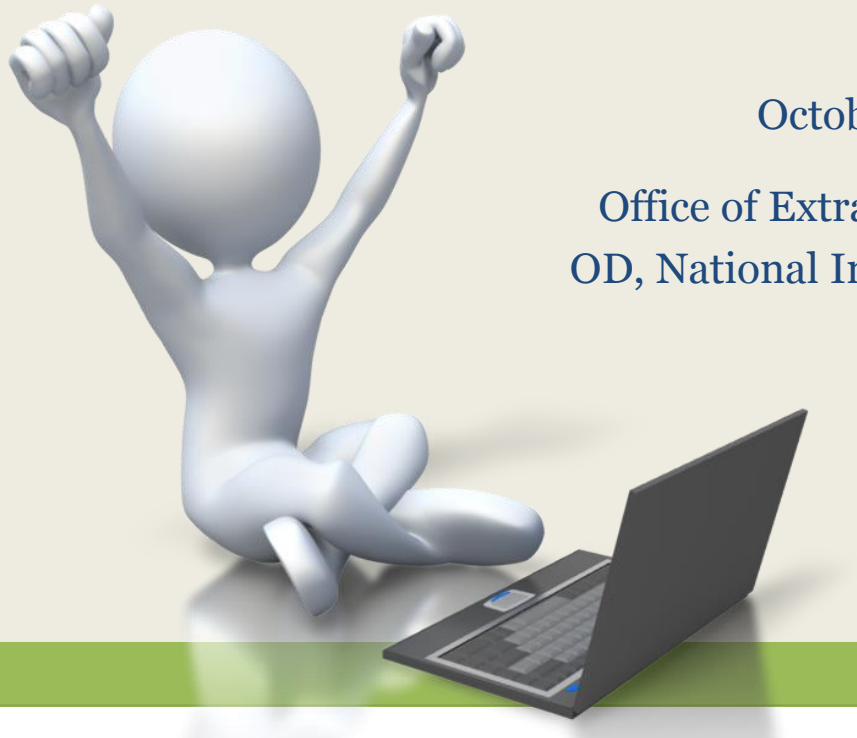
Interacting Electronically with NIH: Application Preparation & Submission

Sheri Cummins & Jessie Floura



October 2015

Office of Extramural Research
OD, National Institutes of Health

NIH National Institutes of Health
Office of Extramural Research

Today's Topics

- Submission Options
- Prepare to Apply & Register
- Find Opportunity & Initiate Your Application
- Prepare Your Application
- Submit
- Track & View Your Application
- Finding Help & Resources
- ASSIST Demo

Submission Options

3

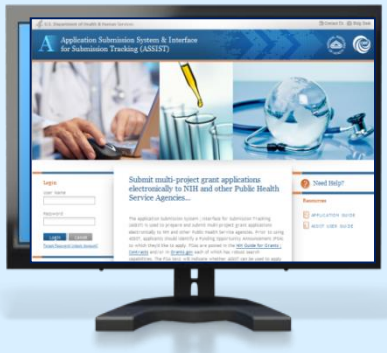
ASSIST
DOWNLOADABLE FORMS
SYSTEM-TO-SYSTEM SOLUTIONS

It's easy to make good decisions when there are no bad options.

-Robert Half

Application Submission Options

System-to-System



ASSIST

Downloadable Forms*

* Single-project only

GRANTS.GOV℠

FIND. APPLY. SUCCEED.℠

NIH

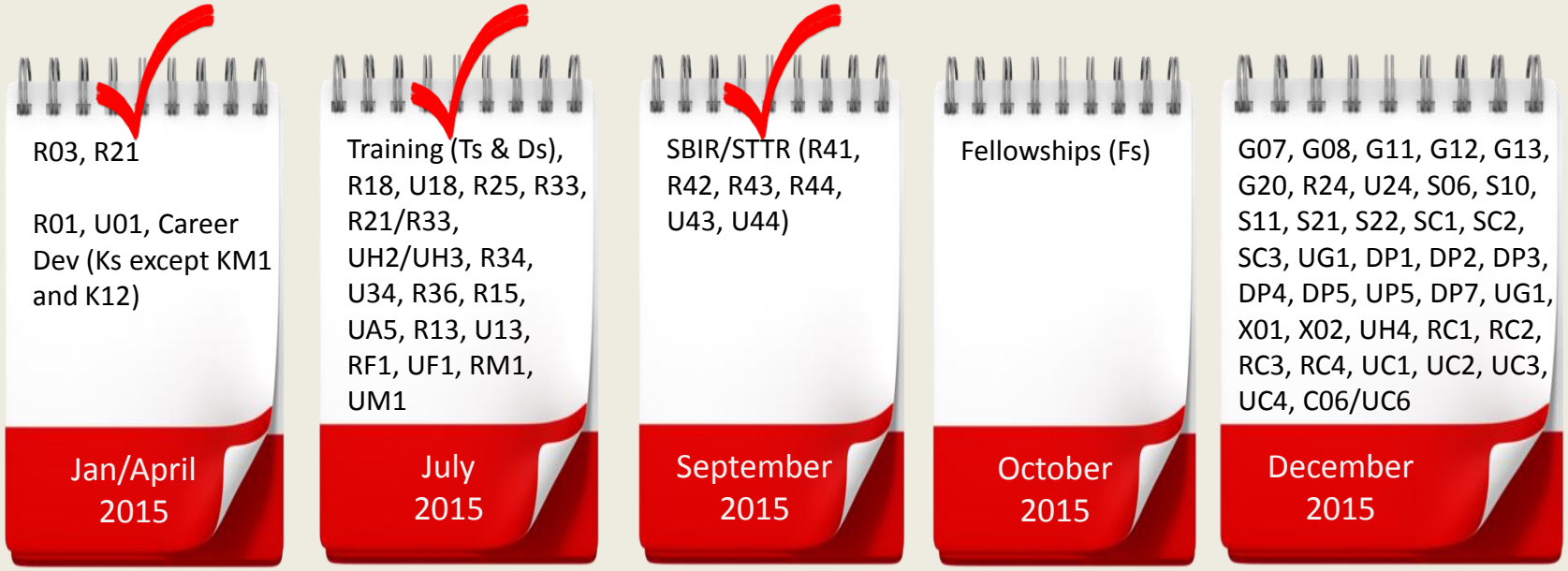
ASSIST

- Key features
  - Online data entry
  - Multiple user access
  - Pre-submission verification of application against many agency and Grants.gov business rules
  - Pre-submission preview of assembled application image in agency format
  - Tracking application status within single system

- Considerations
  - All ASSIST users working on an application must have eRA Commons accounts

ASSIST Support Target Timeline

- Available for all multi-project programs
- Available for all single-project programs by end of 2015
  - NIH Guide notices will announce ASSIST availability for each set of activity codes once in place



Timeline:
http://grants.nih.gov/grants/ElectronicReceipt/files/Timeline_for_Single-Project_ASSIST_Support.pdf

Grants.gov Downloadable Forms

- Key features
  - Offline data entry
    - Especially good option when Internet connectivity is unreliable
  - No registration required to begin application data entry (unless using new “workspace” feature)
- Considerations
  - Single-project applications only
  - Requires a Grants.gov compatible version of Adobe Reader
  - Applicants must track the application status in separate eRA Commons system after submitting to Grants.gov
  - No pre-submission verification of application against agency business rules
  - Unable to preview assembled application image in agency format prior to submission

System-to-System Solutions

- Key features
  - Features vary by solution
  - Some integrate with institutional databases and grant systems
  - Some provide pre-submission verification of application against agency business rules
  - Some provide pre-submission preview of assembled application image in agency format
- Considerations
  - Consult your institutional officials for preferred method of submission

Your Application will be…

- Subject to the same registration requirements
- Completed with the same data items
- Routed through Grants.gov
- Validated against the same NIH business rules
- Assembled in a consistent format for review consideration
- Tracked in eRA Commons

…regardless of submission option used.

Prepare to Apply & Register

REGISTRATIONS
SOFTWARE NEEDED
SUBMISSION PLAN

Success depends upon previous preparation, and without such preparation there is sure to be failure.

-Confucius

Multiple Organization Registrations Required

Allow a minimum of **6 weeks** to complete all registrations!

http://grants.nih.gov/grants/ElectronicReceipt/files/registration_handout.pdf

Required Registrations

Registration	Organization	Individuals
DUNS	All	
SAM	All	E-Biz POC*
Grants.gov	All	E-Biz POC Authorized Organization Representative (AOR)
eRA Commons	All	Signing Official (SO)* PD/PI Multi-project Component Leads Fellowship Sponsor Diversity Supplement Candidate Data Entry in ASSIST
SBA	Small Business Only	

*Designated as part of organization registration

Obtain Software

- Browser
  - Internet Explorer, Mozilla Firefox – fully supported & tested
    - https://era.nih.gov/browser_support_ext.cfm
  - Many others work fine
- Adobe Reader
  - Versions compatible with Grants.gov downloadable forms
    - http://www.grants.gov/web/grants/support/technical-support/recommended-software.html
- PDF conversion program
  - All application attachments must be converted to PDF format

Make a Submission Plan

- Application preparation responsibilities
- Sharing applications in progress
- Internal review & approval process
- Internal deadlines
- Post-submission responsibilities
  - How to deal with errors/warnings
  - Who will verify application in eRA Commons?

Make a plan before you need one!

Find Opportunity & Initiate an Application

15

FINDING OPPORTUNITIES
DOWNLOADING APPLICATION PACKAGE
APPLICATION INSTRUCTIONS

Success is where preparation and opportunity meet.

-Bobby Unser

Find an Opportunity

NIH Guide for Grants & Contracts

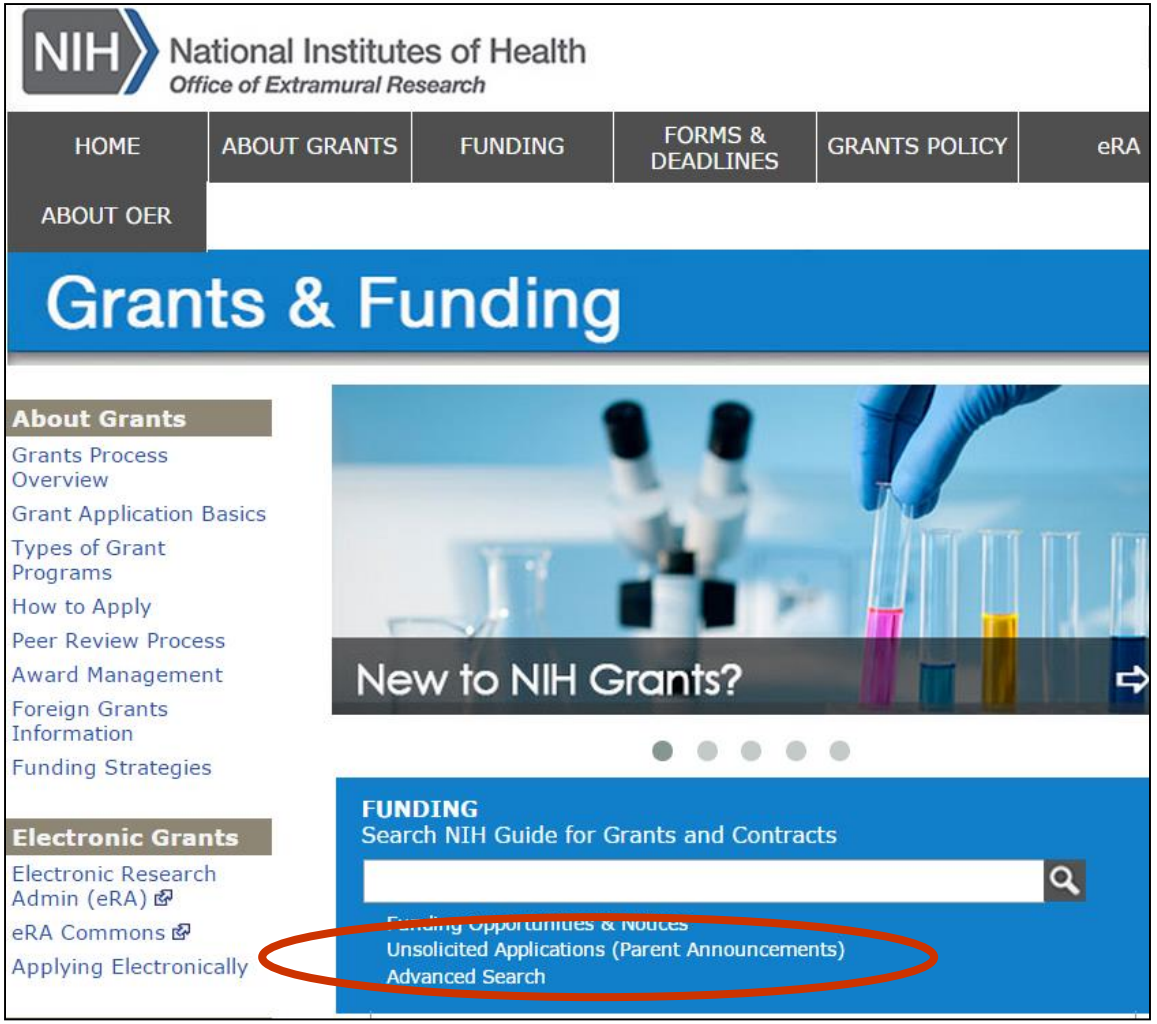
Grants.gov Search Opportunity

Parent FOAs

Used for investigator-initiated research.

Select Parent FOA for your chosen grant program (i.e. R01, R03, R21, etc.).

http://grants.nih.gov/



Use Announcement Number to link to FOA

HOME | ABOUT GRANTS | FUNDING | FORMS & DEADLINES | GRANTS POLICY | eRA | NEWS & EVENTS | ABOUT OER

Grants & Funding

Parent Announcements (For Unsolicited or Investigator-Initiated Applications)

NIH and other agencies serviced by eRA Commons want your investigator-initiated applications. Electronic grant applications must be submitted in response to a Funding Opportunity Announcement (FOA)**. We have developed Parent announcements for use by applicants who wish to submit what were formerly termed investigator-initiated or 'unsolicited' applications. Apply using the electronic application package for your chosen mechanism, listed in the table below. Read More About Parent Announcements. Not all Institutes and Centers participate in all FOAs. Please read announcements carefully to determine participation.

The following Parent Announcements are available (sorted by Activity Code):

[Research (R) | Research Training (T) | Career Development (K) | Fellowships (F) | Admin Supplements | Post-award Administrative Action]

Research (R) Announcements

Activity Code(s)	Title	Announcement Number	Issuing Organization	Release Date	Opening Date (SF424 Only)	Expiration Date
R01	Research Project Grant (Parent R01)	PA-13-302	NIH	08/02/2013	08/07/2013	09/08/2016
R03	NIH Small Research Grant Program (Parent R03)	PA-13-304	NIH	08/02/2013	08/07/2013	09/08/2016
R13,U13	NIH Support for Conferences and Scientific Meetings (Parent R13/U13)	PA-13-347	NIH	09/11/2013	11/12/2013	09/08/2016
R15,	Academic Research Enhancement Award (Parent R15)	PA-13-313	NIH	09/11/2013	09/25/2013	09/08/2016
R21	NIH Exploratory/Developmental	PA-13-303	NIH	08/02/2013	08/07/2013	09/08/2016

Funding Opportunity Announcement (FOA)

Funding Opportunity Title	**NIH Small Research Grant Program (Parent R03)**
Activity Code	R03 Small Grant Program
Announcement Type	Reissue of PA-11-262
Related Notices	• August 06, 2014 - See Notice NOT-MH-14-007. Notice • June 10, 2014 - Notice of NICHD's Interest in Supportin Technologies, and Intrauterine Assessment of Placenta • June 4, 2014 - Notice NOT-14-074 supersedes in • August 21, 2013: Removed reference t • August 7, 2013 - Use this funding opportunity announce
Funding Opportunity Announcement (FOA) Number	**PA-13-304**
Companion Funding Opportunity	None
Number of Applications	See Section III. 3. Additional Information on Eligibility.
Catalog of Federal Domestic Assistance (CFDA) Number(s)	93.113; 93.273; 93.286; 93.866; 93.853; 93.856; 93.855; 93.172; 93.242; 93.865; 93.279
Funding Opportunity Purpose	The National Institutes of Health (NIH) Investigator-Initiated Small Research Grant (R03) funding opportunity supports small research projects that can be carried out in a short period of time with limited resources. The R03 activity code supports different types of projects including pilot and feasibility studies; secondary analysis of existing data; small, self-contained research projects; development of research methodology; and development of new research technology.

Check for FOA updates & new policy guidance

Key Dates

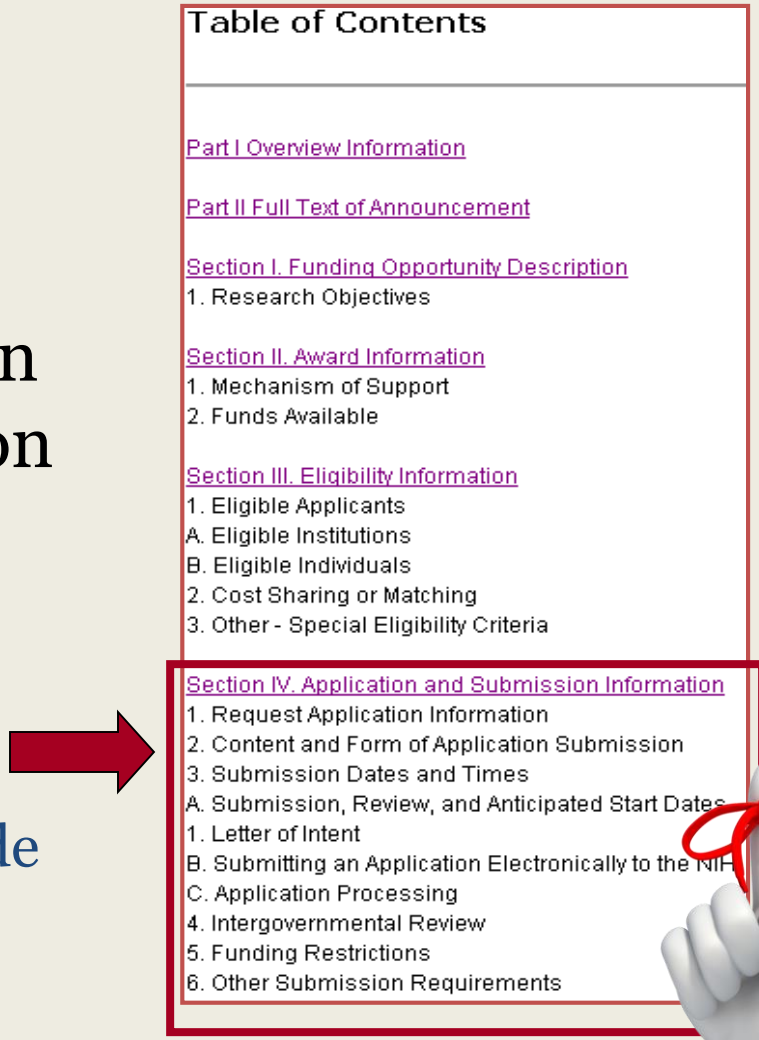
Posted Date	August 2, 2013
Open Date (Earliest Submission Date)	August 7, 2013
Letter of Intent Due Date(s)	Not Applicable
Application Due Date(s)	Standard dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.
AIDS Application Due Date(s)	Standard AIDS dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.
Scientific Merit Review	Standard dates apply
Advisory Council Review	Standard dates apply
Earliest Start Date	Standard dates apply
Expiration Date	September 8, 2016

Standard Due Dates

Standard AIDS Due Dates

FOA-Specific Application Information

- Read and follow all announcement instructions
- Pay special attention to Section IV. Application and Submission Information
  - Includes FOA-specific submission instructions
  - Instructions in FOA supersede instructions in the application guide

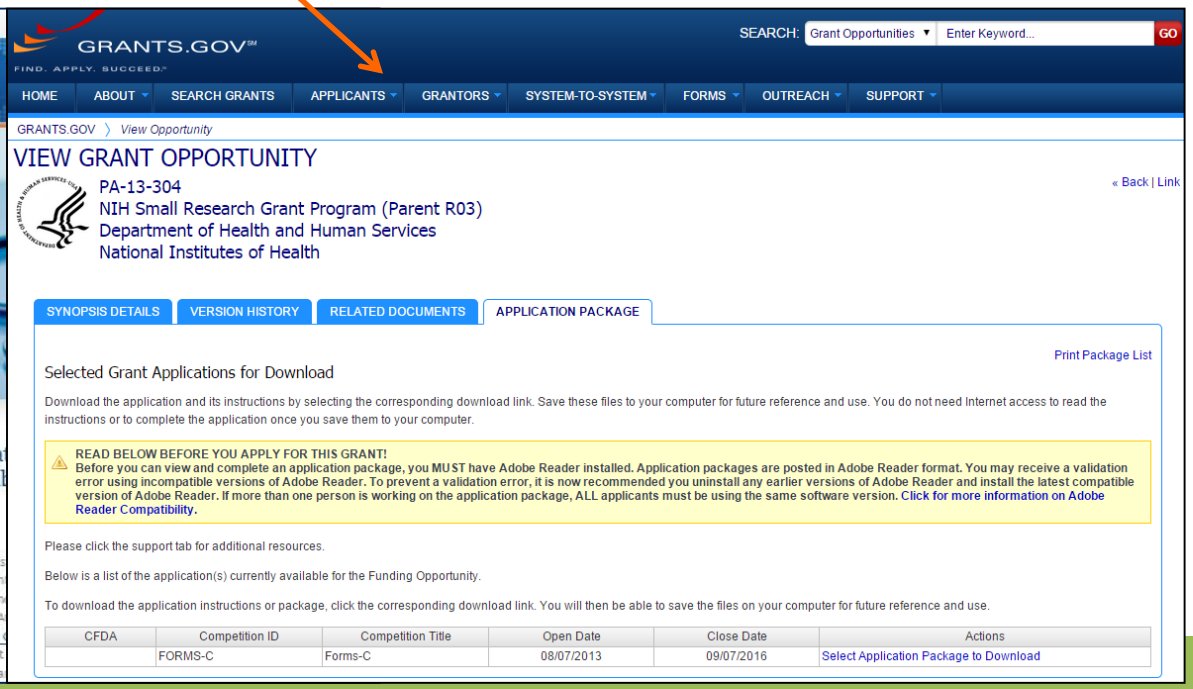


FOA "Apply" Buttons

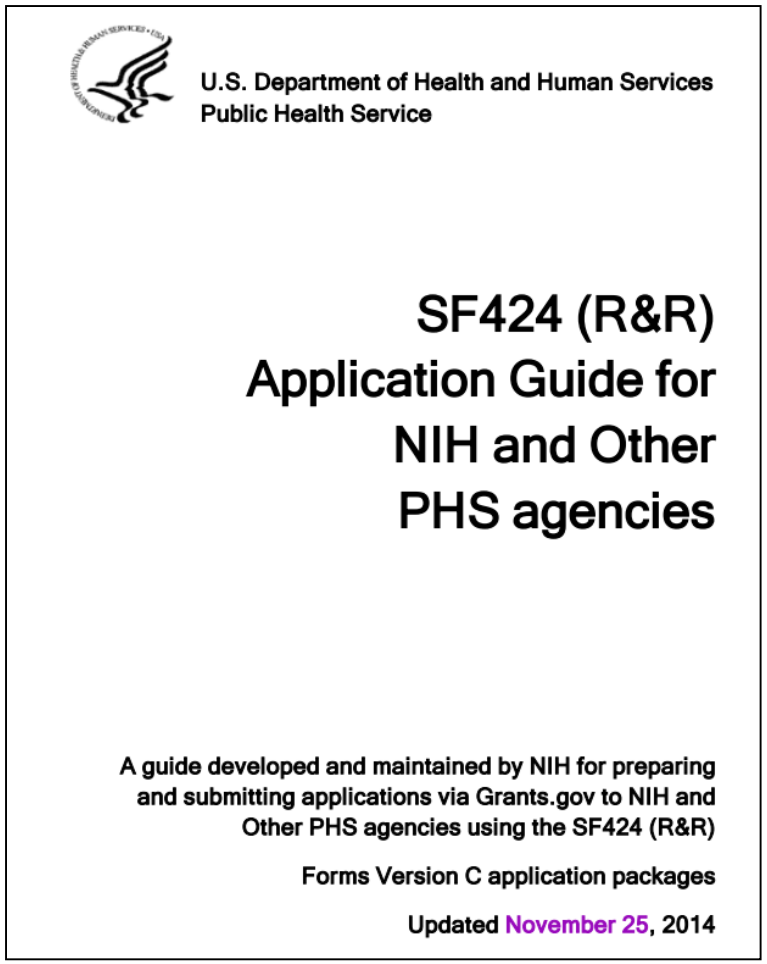
Excerpt from single-project FOA in NIH Guide…

There are several options to submit your application to the agency through Grants.gov. You can use the ASSIST system to prepare, submit and track your application online. You can download an application package from Grants.gov, complete the forms offline, submit the completed forms to Grants.gov and track your application in eRA Commons. Or, you can use other institutional system-to-system solutions to prepare and submit your application to Grants.gov and track your application in eRA Commons. Learn more.

Apply Online Using ASSIST | **Apply Using Downloadable Forms**



Application Guide



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

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

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

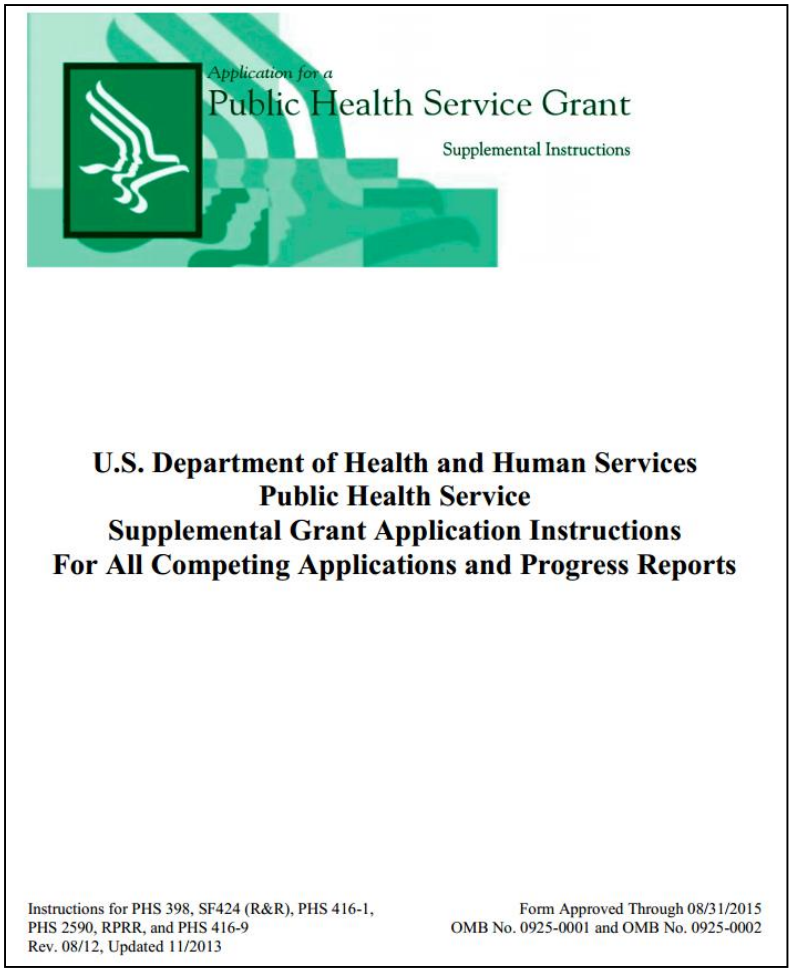
Forms Version C application packages

Updated November 25, 2014

- Read and follow application guide instructions
  - Part I: Instructions for Preparing and Submitting an Application
- Agency-specific instructions are marked with the HHS logo

http://grants.nih.gov/grants/funding/424/index.htm

Supplemental Instructions



Application for a
Public Health Service Grant
Supplemental Instructions

U.S. Department of Health and Human Services
Public Health Service
Supplemental Grant Application Instructions
For All Competing Applications and Progress Reports

Instructions for PHS 398, SF424 (R&R), PHS 416-1, PHS 2590, RPRR, and PHS 416-9
Rev. 08/12, Updated 11/2013

Form Approved Through 08/31/2015
OMB No. 0925-0001 and OMB No. 0925-0002

Refer to Supplemental Instructions as needed

- Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of Research Plan
- Part III: Policies, Assurances, Definitions and Other Information

http://grants.nih.gov/grants/funding/424/index.htm

Prepare Your Application

WORKING WITH GRANTS.GOV'S DOWNLOADABLE FORMS
WORKING WITH ASSIST
AVOIDING COMMON ERRORS

A smart man makes a mistake, learns from it, and never makes that mistake again. But a wise man finds a smart man and learns from him how to avoid the mistake altogether.

-Roy H. Williams, Businessman

Tips

- Follow FOA-specific (e.g., special attachments, specific section headings) and application guide requirements
  - eRA systems will catch many, but not all errors – some items are checked by staff post-submission
- Take advantage of posted 'Additional Format Pages'
  - http://grants.nih.gov/grants/funding/424/index.htm

Avoid Common Errors - DUNS

- Make sure the DUNS number on the SF424 (R&R) cover form matches the DUNS number used for all registrations.
- Submitter must be authorized to submit applications for organization DUNS.

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION ☐ Pre-application ☐ Application ☐ Changed/Corrected Application	3. DATE RECEIVED BY STATE State Application Identifier
2. DATE SUBMITTED Applicant Identifier	4. a. Federal Identifier b. Agency Routing Identifier c. Previous Grants.gov Tracking ID
5. APPLICANT INFORMATION Legal Name:	Organizational DUNS:

Avoid Common Errors – Sites DUNS

Watch out for fields required by NIH that are not marked required on forms used federal-wide.

View Burden Statement

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

Project/Performance Site Location(s)

Project/Performance Site Primary Location

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

Organization Name: Whatcomette U

DUNS Number: 6162081090000

Primary site DUNS is required by NIH

* Street1: 123 Easy Street

Street2:

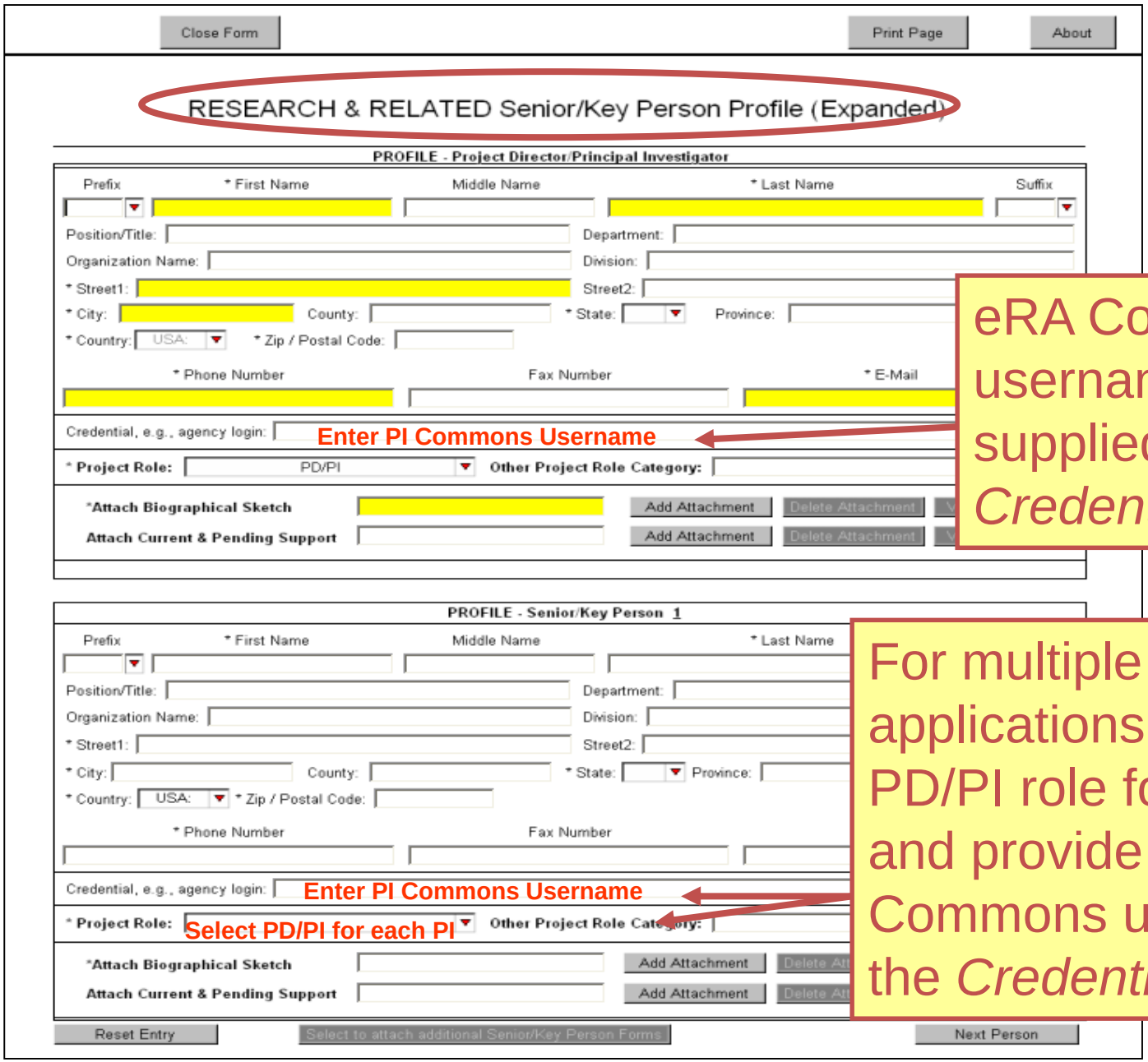
* City: Bethesda County:

* State: MD: Maryland

Province:

* Country: USA: UNITED STATES

* ZIP / Postal Code: 20817-1852 * Project/ Performance Site Congressional District: MD-005



eRA Commons username must be supplied in the *Credential* field

For multiple PD/PI applications, select the PD/PI role for each PI and provide their eRA Commons username in the *Credential* field

Avoid Common Errors - Organization

Close Form | Print Page | About

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix | * First Name | Middle Name | * Last Name | Suffix

Position/Title: | Department:

Organization Name: **Organization Name** | Division:

* Street1: | Street2:

* City: | County: | * State: | Province:

* Country: USA: | * Zip / Postal Code:

* Phone Number | Fax Number

Credential, e.g., agency login:

* Project Role: PD/PI | Other Project Role Category:

*Attach Biographical Sketch | Add Attachment | Delete Attachment | View Attachment

Attach Current & Pending Support | Add Attachment | Delete Attachment | View Attachment

PROFILE - Senior/Key Person 1

Prefix | * First Name | Middle Name | * Last Name | Suffix

Position/Title: | Department:

Organization Name: **Enter Organization Name** | Division:

* Street1: | Street2:

* City: | County: | * State: | Province:

* Country: USA: | * Zip / Postal Code:

* Phone Number | Fax Number | * E-Mail

Credential, e.g., agency login:

* Project Role: | Other Project Role Category:

NIH requires the Organization name for all Sr/Key listed.

Avoid Common Errors - Biosketch

Close Form | Print Page | About

RESEARCH & RELATED Senior/Key Person Profile (Expanded)

PROFILE - Project Director/Principal Investigator

Prefix | * First Name | Middle Name | * Last Name | Suffix

Position/Title: | Department:

Organization Name: | Division:

* Street1: | Street2:

* City: | County: | * State: | Province:

* Country: USA: | * Zip / Postal Code:

* Phone Number | Fax Number | * E-Mail

Credential, e.g., agency login:

* Project Role: PD/PI | Other Project Role Category:

*Attach Biographical Sketch — Add Attachment | Delete Attachment | View Attachment

Attach Current & Pending Support — Add Attachment | Delete Attachment | View Attachment

PROFILE - Senior/Key Person 1

Prefix | * First Name | Middle Name | * Last Name | Suffix

Position/Title: | Department:

Organization Name: | Division:

* Street1: | Street2:

* City: | County: | * State: | Province:

* Country: USA: | * Zip / Postal Code:

* Phone Number | Fax Number | * E-Mail

Credential, e.g., agency login:

* Project Role: | Other Project Role Category:

*Attach Biographical Sketch — Add Attachment | Delete Attachment | View Attachment

Attach Current & Pending Support — Add Attachment | Delete Attachment | View Attachment

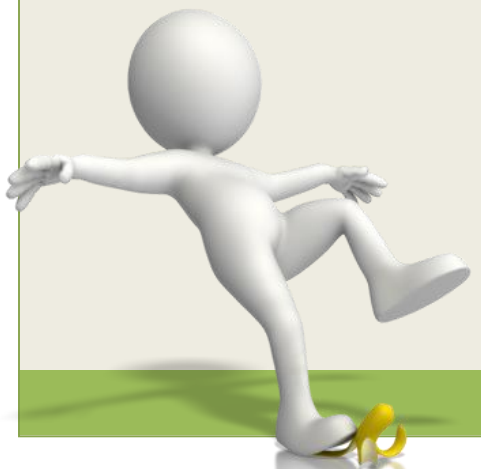
Reset Entry | Select to attach additional Senior/Key Person Forms | Next Person

Biosketch required, but not marked required on federal-wide form.

Avoid Common Errors – Required Attachments

Include all required attachments

- Whether an attachment is required or not is often based on how you answer specific questions throughout the application
  - Example: Human Subjects = Yes, then Human Subjects section of the PHS 398 Research Plan is required



PHS 398 Research Plan

Please attach applicable sections of the research plan, below.

OMB Number: 0925-0001

1. Introduction to Application (for RESUBMISSION or REVISION only)	Limited to 1 page. Required for Resubmission and Revision applications.			
2. Specific Aims	Required. Limited to 1 page.	Attachment	Delete Attachment	View Attachment
3. *Research Strategy	Required. Phase 1 SBIR/STTR: limited to 6 pages. Phase II: SBIR/ STTR and Fast Track SBIR/STTR: limited to 12 pages.			Attachment
4. Progress Report Publication List		Add Attachment	Delete Attachment	View Attachment

Human Subjects Sections — Attachments typically required if Human Subjects= Yes on the Other Project Information form.

5. Protection of Human Subjects	Required if Human Subjects is Yes.			
6. Inclusion of Women and Minorities	Required if Human Subjects is Yes ar			
7. Inclusion of Children	Required if Human Subjects is Yes a			

Other Research Plan Sections

8. Vertebrate Animals	Required if Vertebrate Animals is Yes			
9. Select Agent Research		Add Att		
10. Multiple PD/PI Leadership Plan	Required if more than one PD/PI is s			
1. Consortium/Contractual Arrangements		Add Attachment	Delete Attachment	View Attachment
tters of Support		Add Attachment	Delete Attachment	View Attachment
13. Resource Sharing Plan(s)		Add Attachment	Delete Attachment	View Attachment

Annotated form sets are a great resource for helping identify many conditional requirements.

Annotated form sets:

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

Avoid Common Errors – PDF Format

All application attachments must be in PDF format

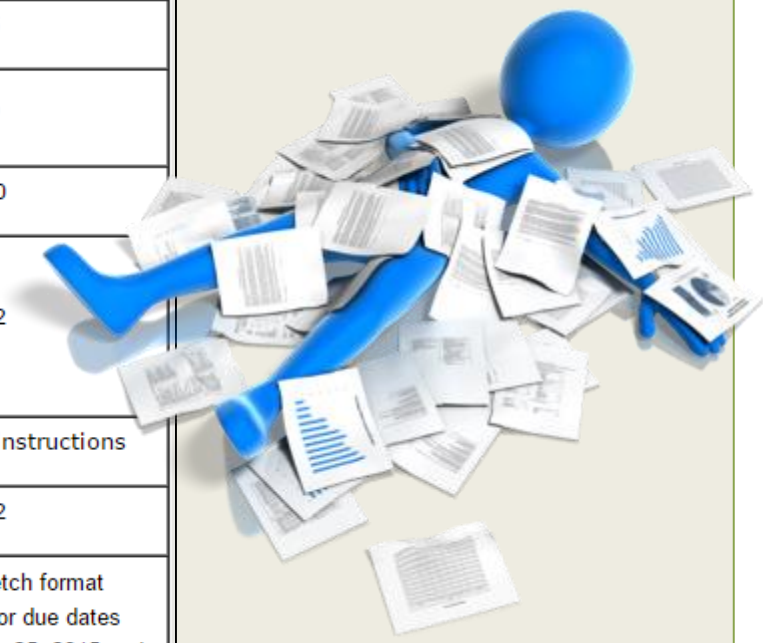
- Use simple PDF-formatted files
  - Do not use Portfolio or similar feature to bundle multiple files into a single PDF
  - Disable security (e.g., password protection, encryption)
- Keep file names to 50 characters or less
- Use meaningful filenames
- Do not include headers or footers
  - Section headings as part of the text (e.g., Significance, Innovation, Approach) are encouraged
- Follow guidelines for fonts and margins

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

Follow specified page limits.

For R01, R03, R21, and all other Applications

Section of Application	Activity Codes	Page Limits * (if different from FOA, FOA supersedes)
Introduction to Resubmission and Revision Applications	For all Activity Codes (including each applicable component of a multi-component application)	1
Specific Aims	For all Activity Codes that use an application form with the Specific Aims section (including each component of a multi-component application)	1
Research Strategy	For Activity Code DP1	5
	For Activity Codes R03, R13, U13, R13, U13, R21, R36, R41, R43, SC2, SC3, X01[1]	6
	For Activity Code DP2	10
	For Activity Codes R01, R15, R18, U18, R21/R33, R24, U24, R28, R33, R34, U34, R42, U42, R44, U44, DP3, DP5, G08, G11, G13, SC1, SI2, U01, UH2, UH3, UG1, UC4, UH2/UH3, X01[1], X02, RC2, UC2, RC4, RF1, UF1, U2C	12
	For all other Activity Codes	Follow FOA instructions
Commercialization Plan	For R42 and R44	12
Biographical Sketch	For all Activity Codes except DP1 and DP2	New biosketch format encouraged for due dates on/after January 25, 2015 and required for due dates on/after May 25, 2015 (NOT-OD-15-032).



Page Limits:
http://www.grants.nih.gov/grants/forms_page_limits.htm#other

Submit

35

SUBMITTING AN APPLICATION
ON-TIME SUBMISSION
DEALING WITH SYSTEM ISSUES

I love deadlines. I like the whooshing sound they make as they fly by.

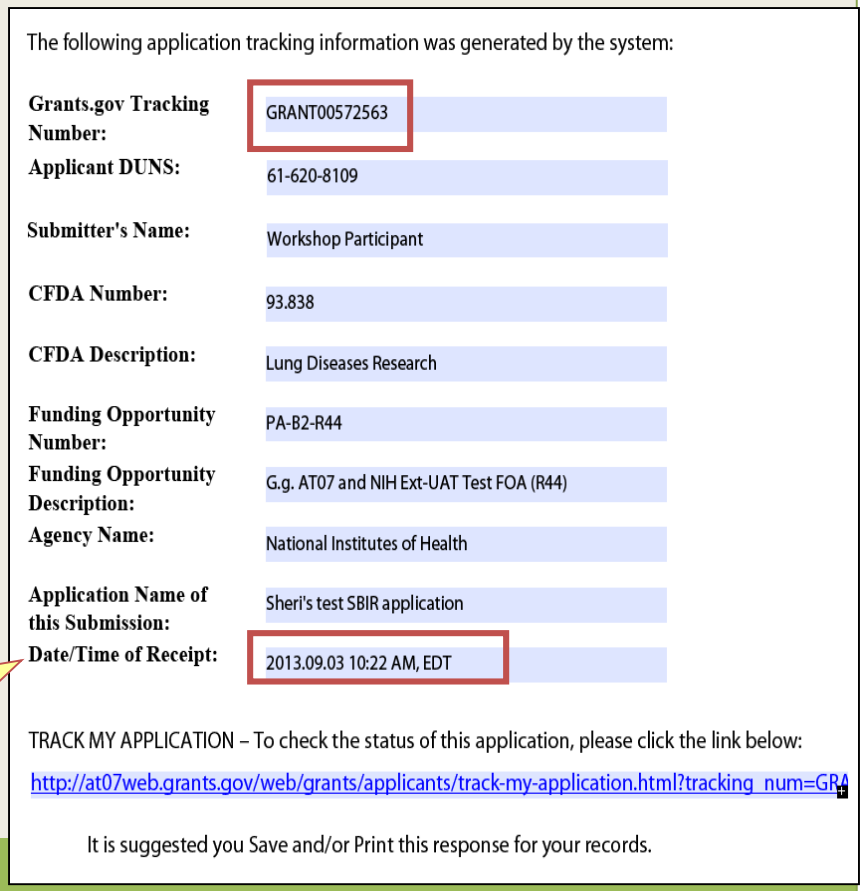
-Douglas Adams

Submitting an Application

- All NIH Applications Route Through Grants.gov regardless of submission option

- Your Grants.gov timestamp is used to determine "on-time" submission

Date/Time Stamp - due 5 p.m. local time of the applicant organization on deadline date even though timestamp recorded in Eastern Time



The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT00572563
Applicant DUNS:	61-620-8109
Submitter's Name:	Workshop Participant
CFDA Number:	93.838
CFDA Description:	Lung Diseases Research
Funding Opportunity Number:	PA-B2-R44
Funding Opportunity Description:	G.g. AT07 and NIH Ext-UAT Test FOA (R44)
Agency Name:	National Institutes of Health
Application Name of this Submission:	Sheri's test SBIR application
Date/Time of Receipt:	2013.09.03 10:22 AM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

http://at07web.grants.gov/web/grants/applicants/track-my-application.html?tracking_num=GRA

It is suggested you Save and/or Print this response for your records.

On-time Submission

Error-free applications must be accepted by Grants.gov with a time stamp **on or before 5:00 p.m.** local time of the submitting organization **on the due date.**

- Important reminders:
  - **NIH recommends submitting early (days, not minutes!)** to allow time to correct any unexpected issues
  - NIH's late policy does not allow corrections after the due date
  - All registrations must be completed before the due date

Dealing with System Issues

You must follow NIH's standard 'system issue' procedure if you run into problems beyond your control that threaten your on-time submission: http://grants.nih.gov/grants/ElectronicReceipt/support.htm#guidelines

You're Not Finished Yet…

Submitting to Grants.gov is NOT the last step in the process!

Track & View Application

TRACKING YOUR APPLICATION IN ERA COMMONS
VIEWING YOUR APPLICATION IN COMMONS
REJECTING AN APPLICATION
SUBMISSION COMPLETE – HAPPY DANCE!

Trust, but verify.

-Ronald Reagan

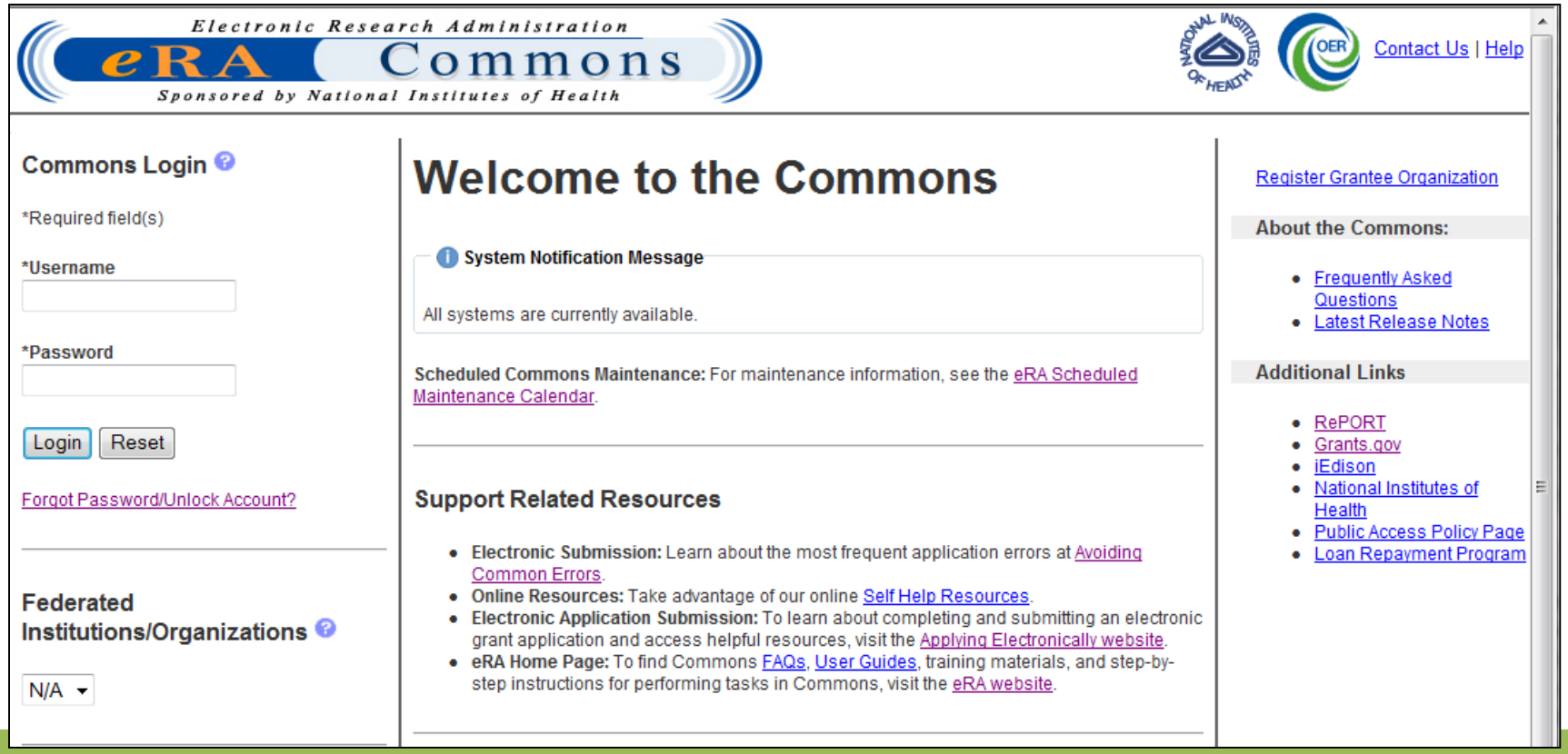
Email is Unreliable

Many email notifications are sent throughout the process

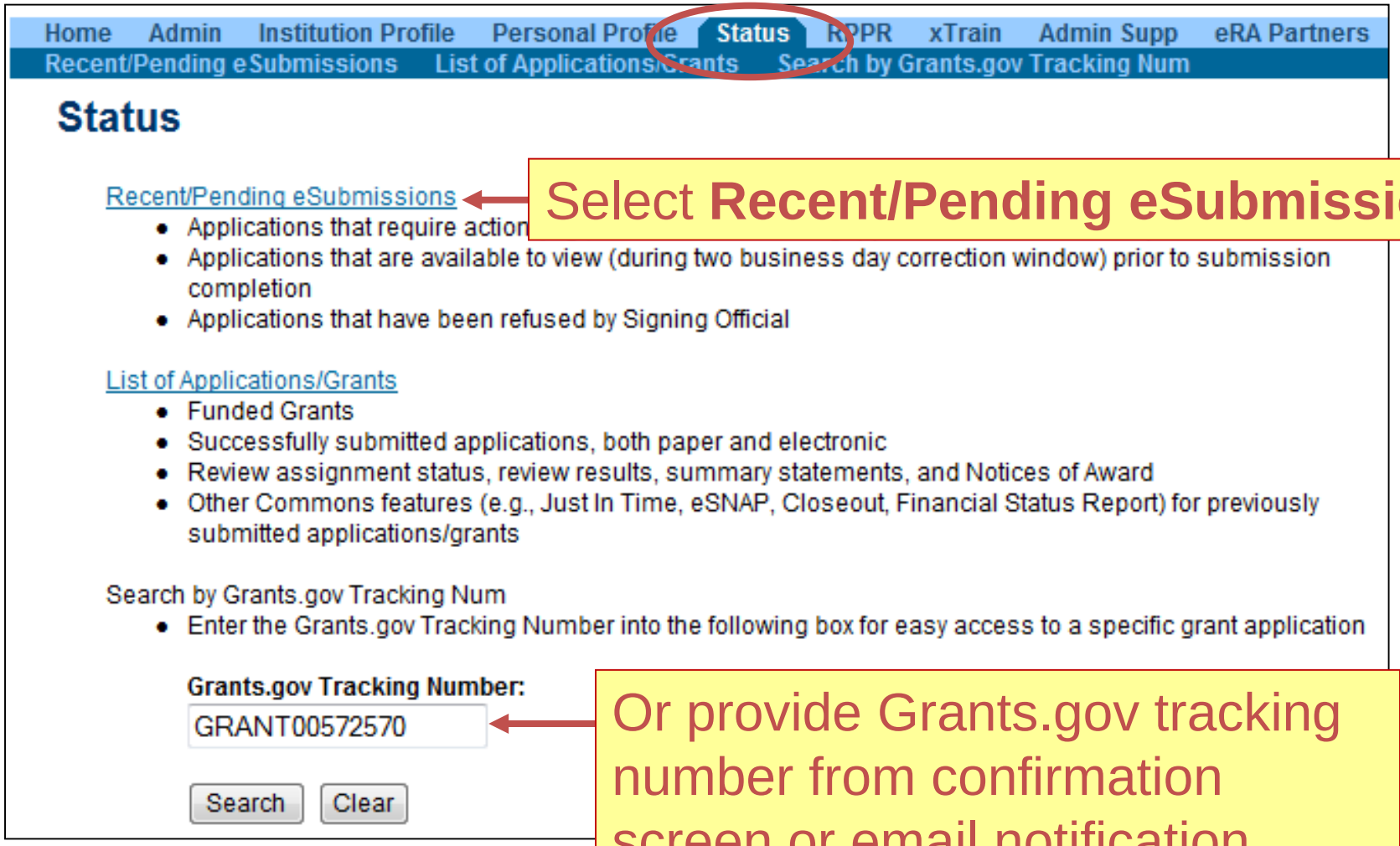
- DO NOT depend solely on email notifications, it is YOUR responsibility to proactively check your application status in eRA Commons

Time to Go to eRA Commons…

eRA Commons:
https://public.era.nih.gov/commons



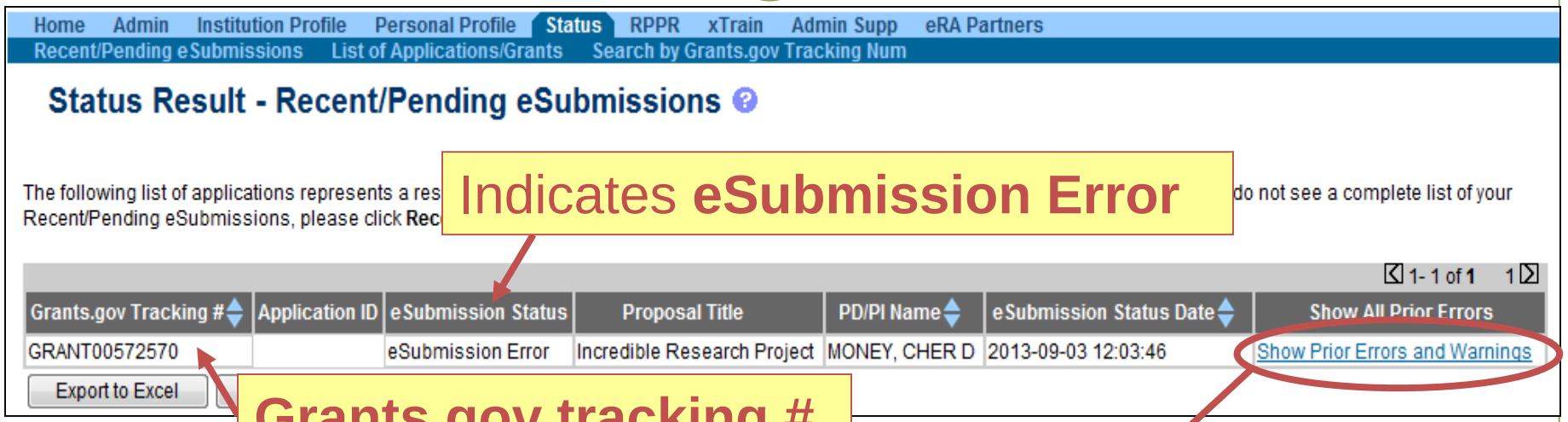
Track Application – Commons Status



Select **Recent/Pending eSubmissions**

Or provide Grants.gov tracking number from confirmation screen or email notification

Track Application - Commons



Errors/Warnings for Prior Failed eSubmissions

GRANT00572570 2013-09-03

ERROR	Senior/Key Person Cher Money, listed on the 424 RR Detailed Budget Page for budget year 1, must include effort of a value greater than zero in calendar months, academic months, or summer months. Note: use either calendar months or a combination of academic and summer months. For information about calculating person months, see http://grants.nih.gov/grants/policy/person_months_faqs.htm. (5.9.1)
ERROR	The DUNS Number for the Primary Location is required on the Project/Performance Site Location(s) form. Please make sure the 'Submit an application as an individual' selection is not checked. (2.19.1)
WARNING	SBIR and STTR applicants applying to solicitations issued after 1/28/2013 are required to register with SBA through the http://www.sbir.gov/registration web site and must attach their registration confirmation files to their applications. The confirmation file (with the original file name from the SBA) must be attached as a PDF file to the Other Attachments section of the R Other Project Information form. Please follow application guide and FOA instructions for the registration attachment on this requirement. If applying to SBIR/STTR solicitations issued prior to 1/28/2013, please ignore this warning. This warning will not stop your application from being received and processed and will not affect its peer review. However, you will be required to submit the SBA registration confirmation prior to award. (3.18.36)
WARNING	No degrees are listed in the Commons Profile or have been submitted on the RR Senior/Key Profile form for the Contact PD/PI. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm. (4.29.1)

Corrective submissions must be made BEFORE the submission deadline and overwrite previous submissions.

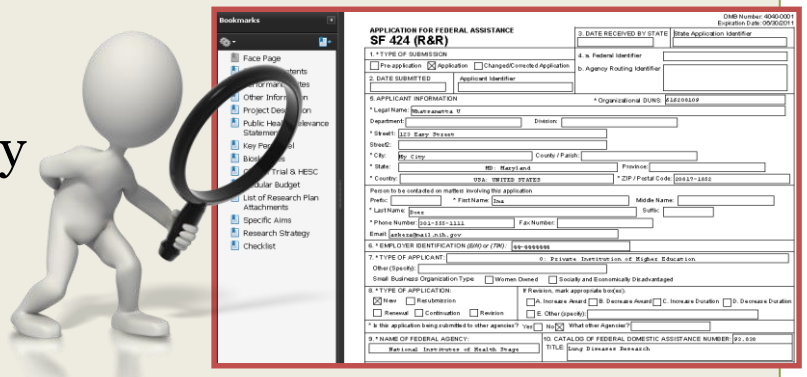
- Errors stop application processing and must be corrected

- Warnings do not stop application processing and are corrected at the discretion of the applicant

Assembled Application Image

Once an error-free application is received by NIH, the eRA system will:

- Assemble the grant application image
- Insert headers (PI name) and footers (page numbers) on all pages
- Generate Table of Contents and bookmark important sections
- Post the assembled application image in the PD/PI's eRA Commons account
- Send notifications
  - Email can be unreliable – proactively check eRA Commons for status

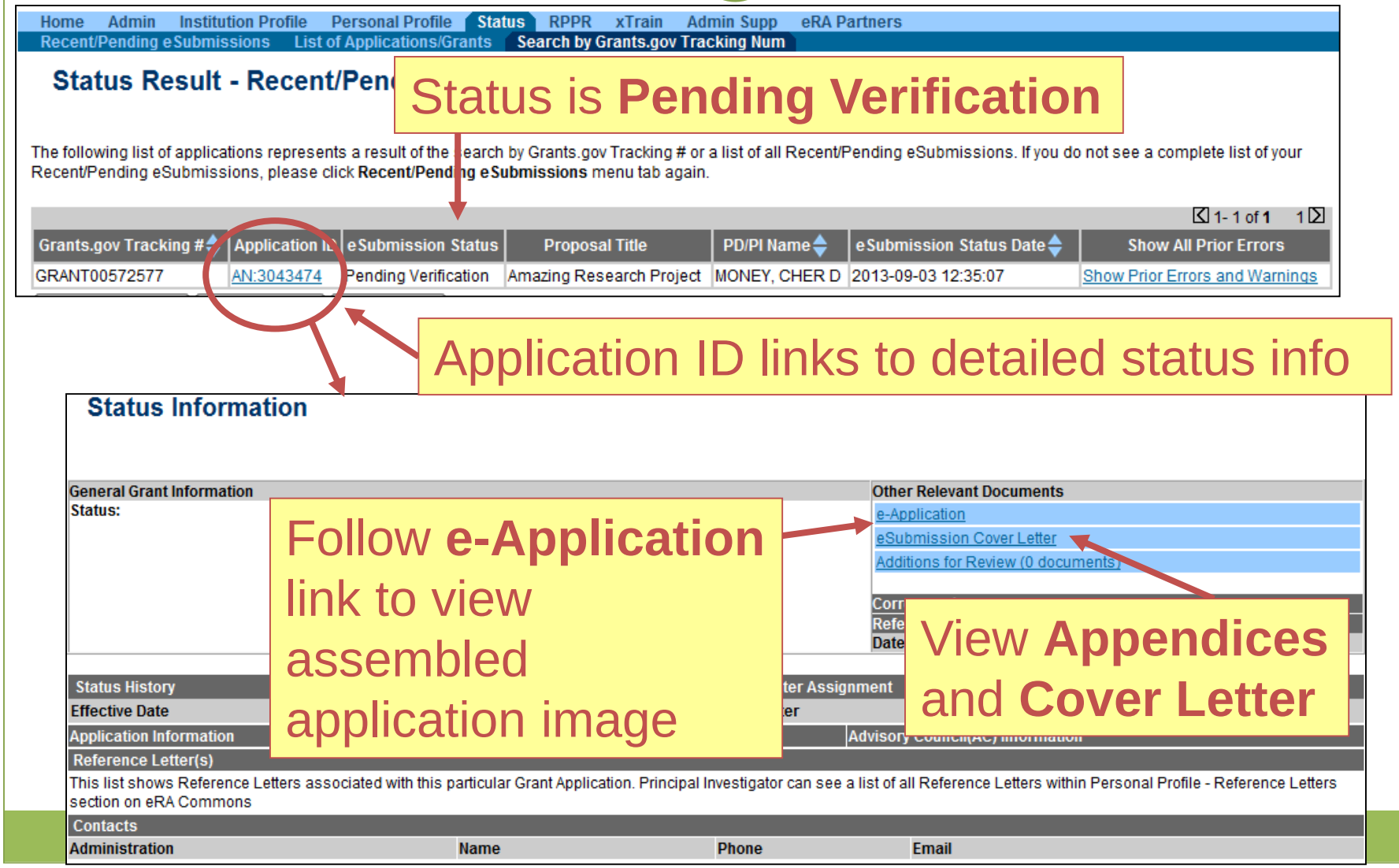


Application Viewing Window

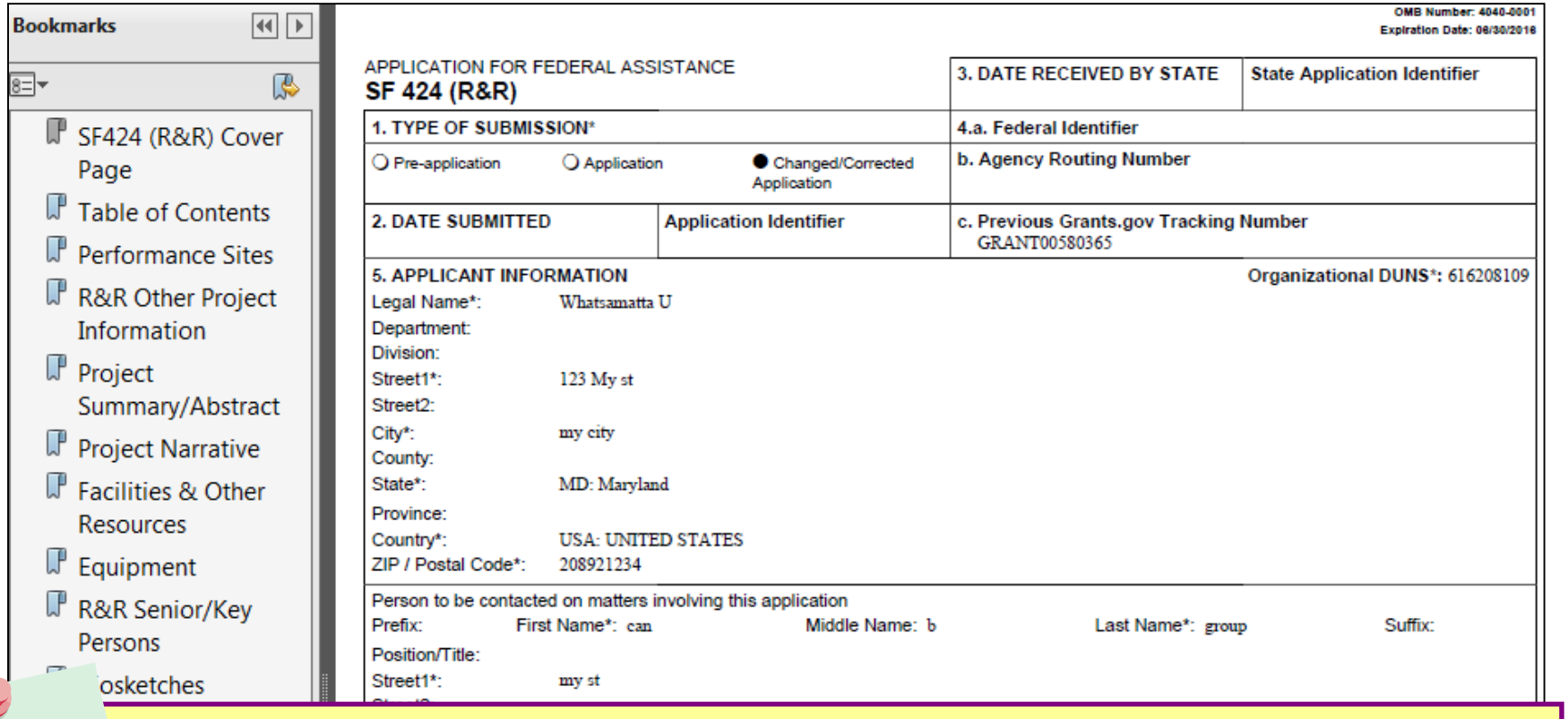
- Applicants have two (2) business days to view the assembled application image before the application automatically moves forward for further processing
- SO can Reject application within viewing window and submit a Changed/Corrected application **before** the submission deadline

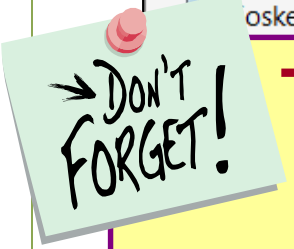
If you can't **VIEW** it, we can't **REVIEW** it!

View Application Image in Commons



View Application Image



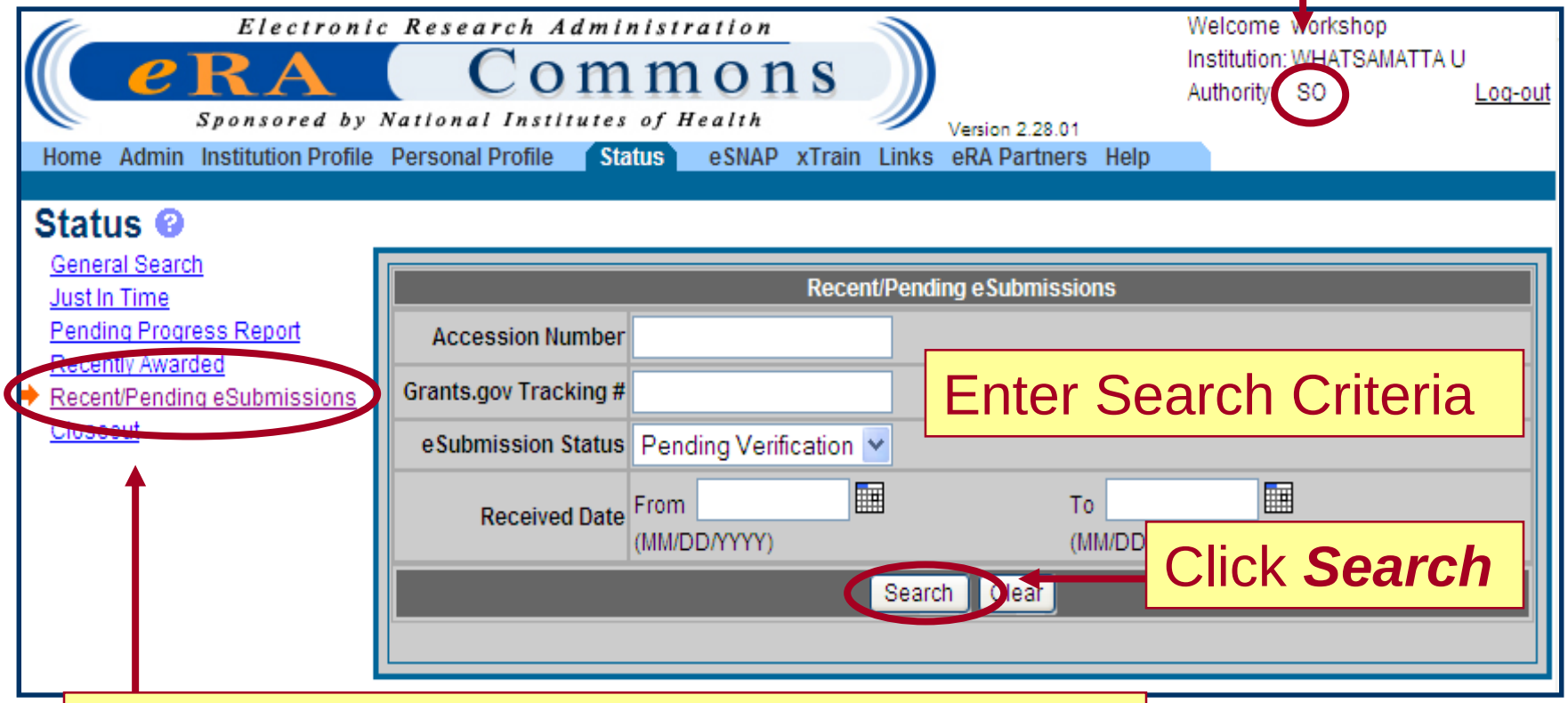


TIP: Carefully review the entire application. This is your chance to view/print the same application image that will be used by Reviewers!

Reject eApplication

PIs: If the application image in the eRA Commons does not properly reflect the submitted material, work with your SO to reject the application!

Must have ***SO*** role

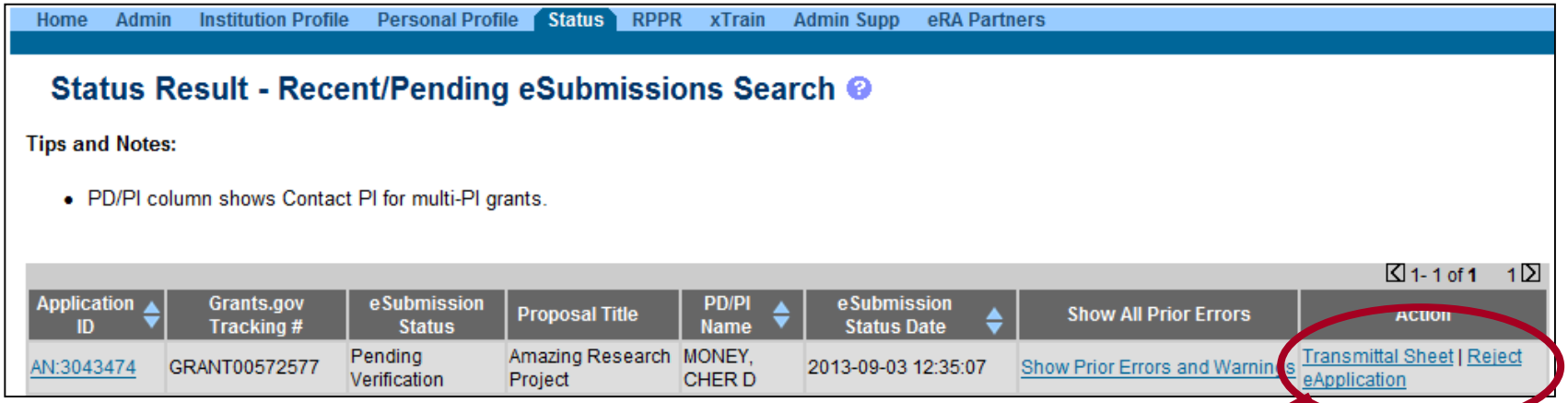


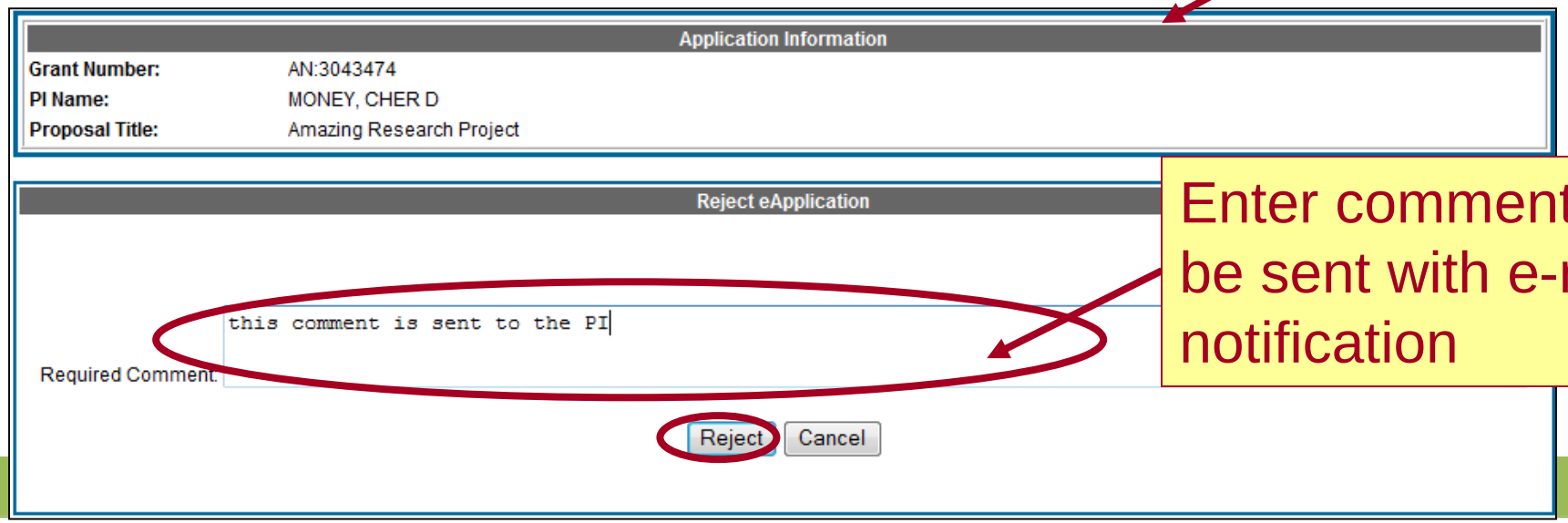
Enter Search Criteria

Click ***Search***

Select ***Recent/ Pending eSubmissions***

Reject eApplication Action





Submission Complete!

- If no action is taken during the two business day viewing window, the application automatically moves forward for further processing at NIH
- Any subsequent application changes are subject to the NIH policy on late submission of grant applications and the NIH policy on post-submission application materials

Finding Help

SERVICE DESKS
ON-LINE RESOURCES &WEB SITES

Service Desks

eRA Service Desk

- Web: http://grants.nih.gov/support/index.html
- Phone: 1-866-504-9552
- Hours : Mon-Fri, 7a.m. to 8 p.m. ET

Contact for assistance with:

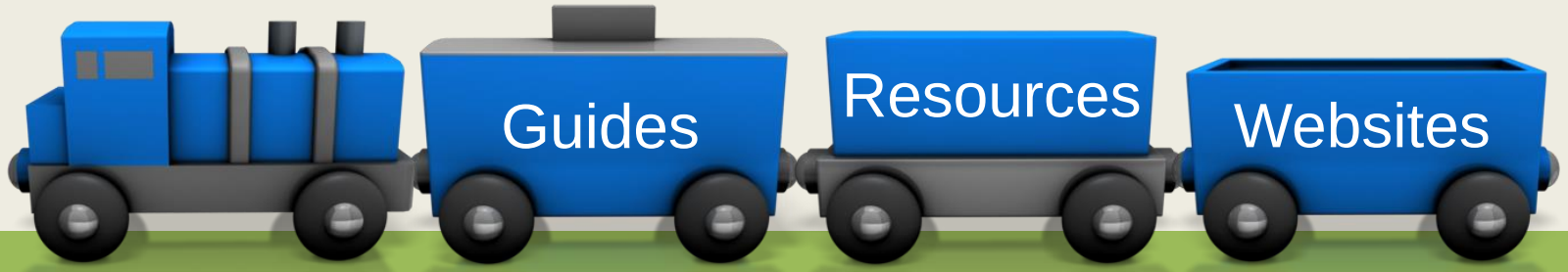
- ASSIST
- eRA Commons Registration
- Status of application
- eRA Commons
- eRA warnings & errors
- Post-award administration

Grants.gov Contact Center

- Toll-free: 1-800-518-4726
- Hours : 24x7 (Except Federal Holidays)
- Email : support@grants.gov
- Help Resources: http://www.grants.gov/web/grants/support.html

Take Advantage of Available Resources to Avoid Common Errors

- Application guide, supplemental instructions, format pages:
  - http://grants.nih.gov/grants/funding/424/index.htm
- Annotated Form Set:
  - http://grants.nih.gov/grants/ElectronicReceipt/communication.htm#forms
- Avoiding Common Errors Web page:
  - http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm
- PDF Guidelines:
  - http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm



Websites

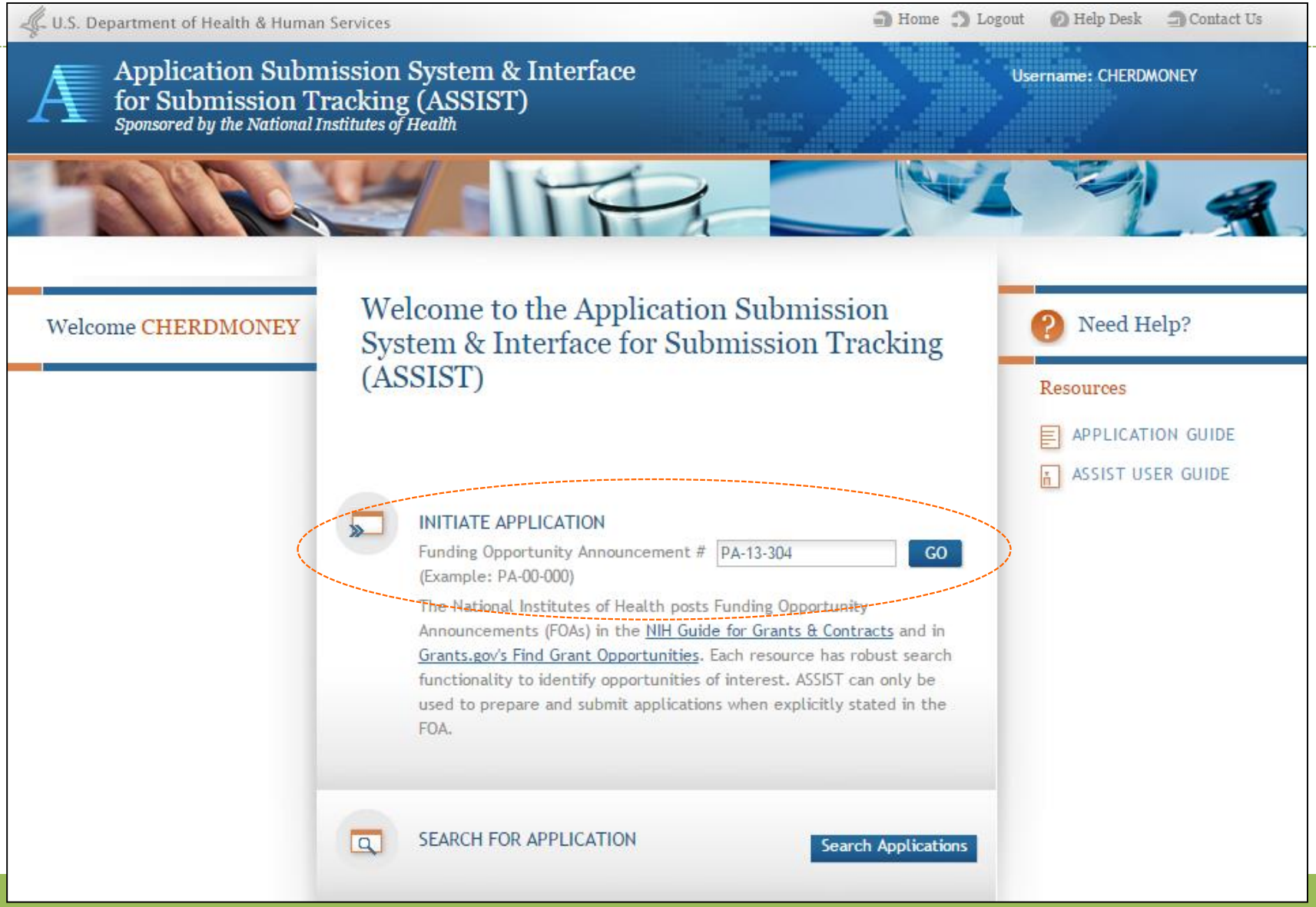
- eRA Commons: https://commons.era.nih.gov/commons/
- Electronic Research Administration: http://era.nih.gov/
- Applying Electronically: http://grants.nih.gov/grants/ElectronicReceipt/
- NIH About Grants: http://grants.nih.gov/grants/oer.htm

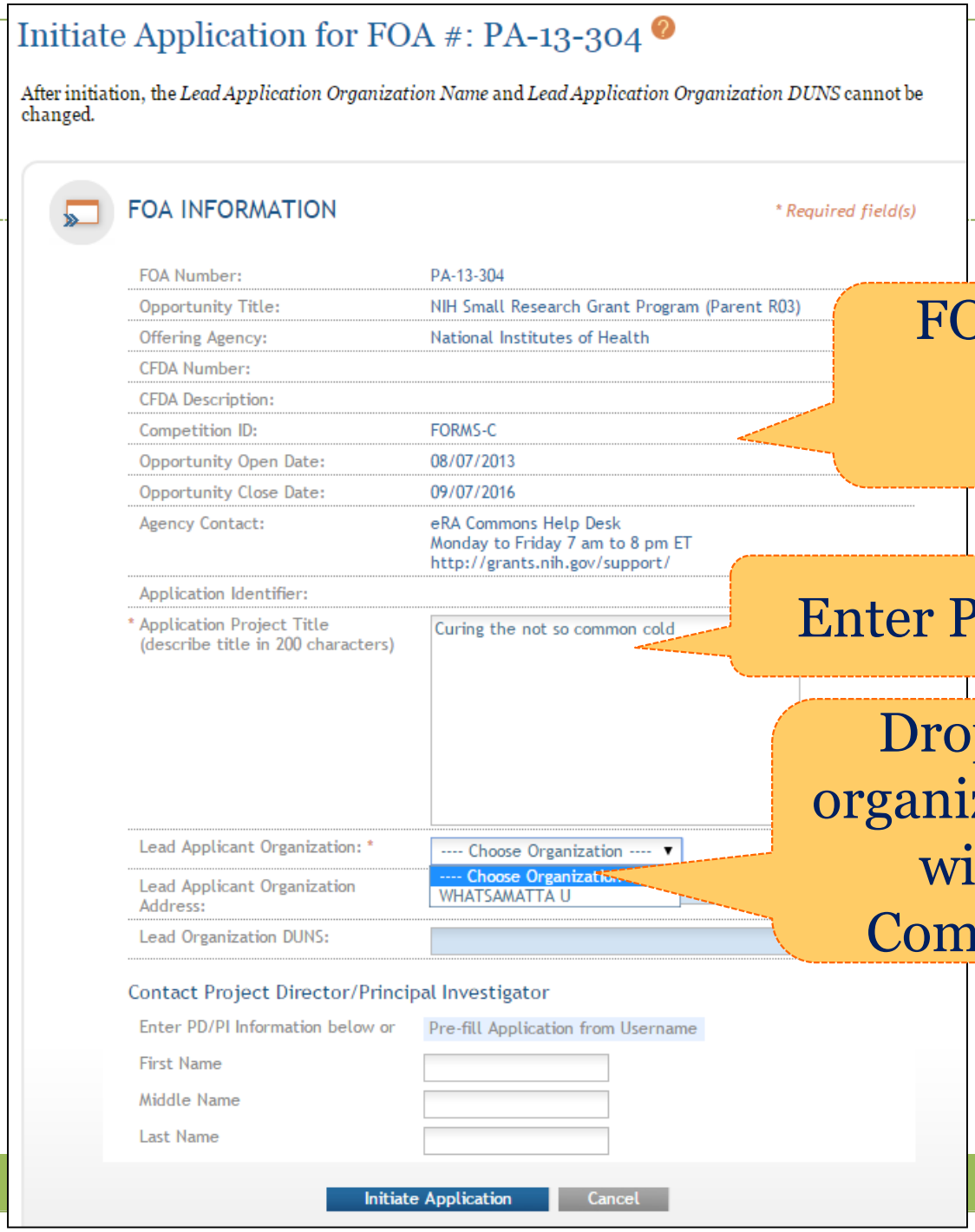
Live ASSIST Demo

INITIATE APPLICATION
MANAGE ACCESS
FORM NAVIGATION & DATA ENTRY
PRE-SUBMISSION VALIDATION
PRE-SUBMISSION PREVIEW
TRACKING SUBMISSION STATUS

Remaining slides are for notes only & will be covered during demo.

Initiate Application



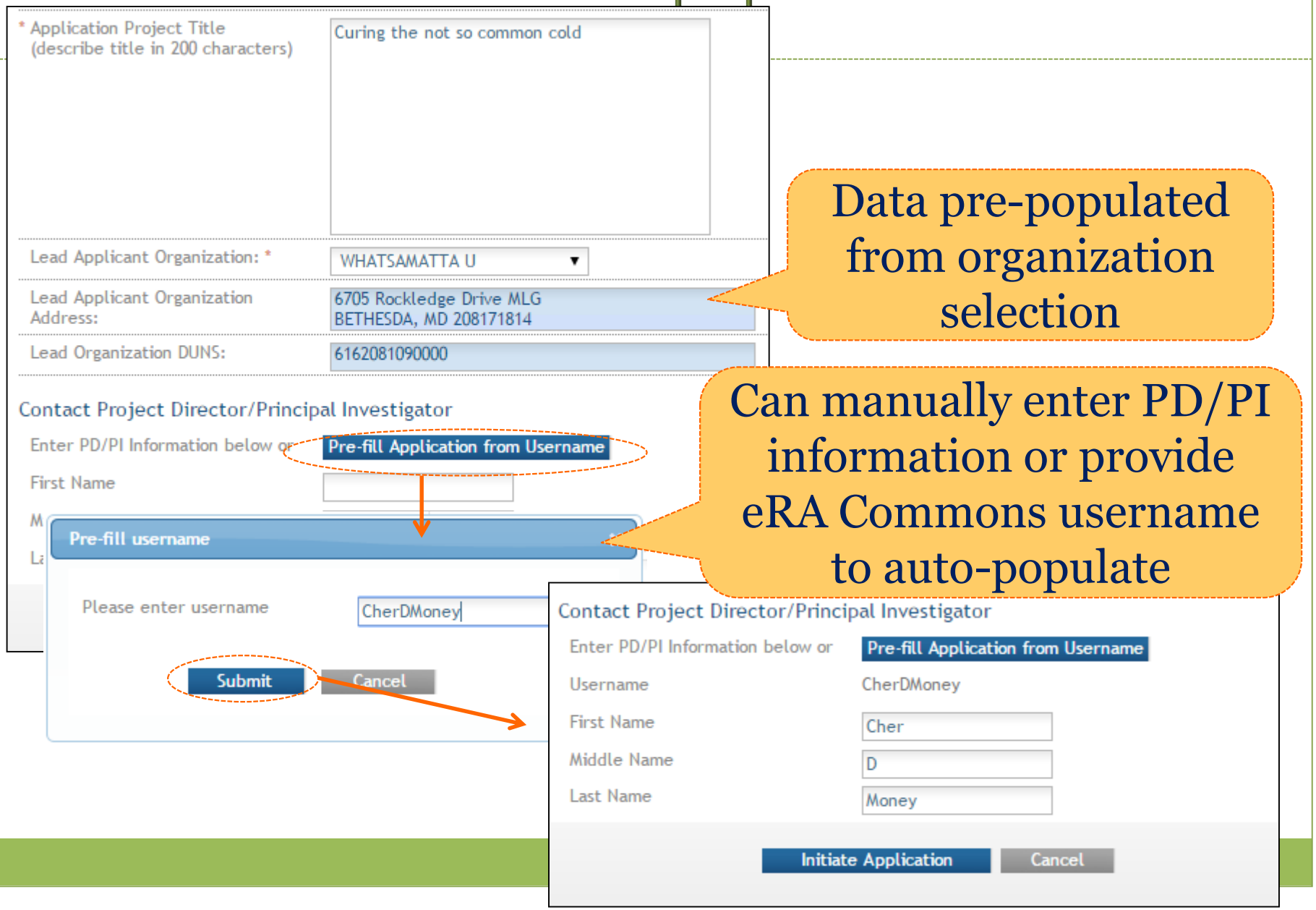


FOA information pulled from Grants.gov

Enter Project Title

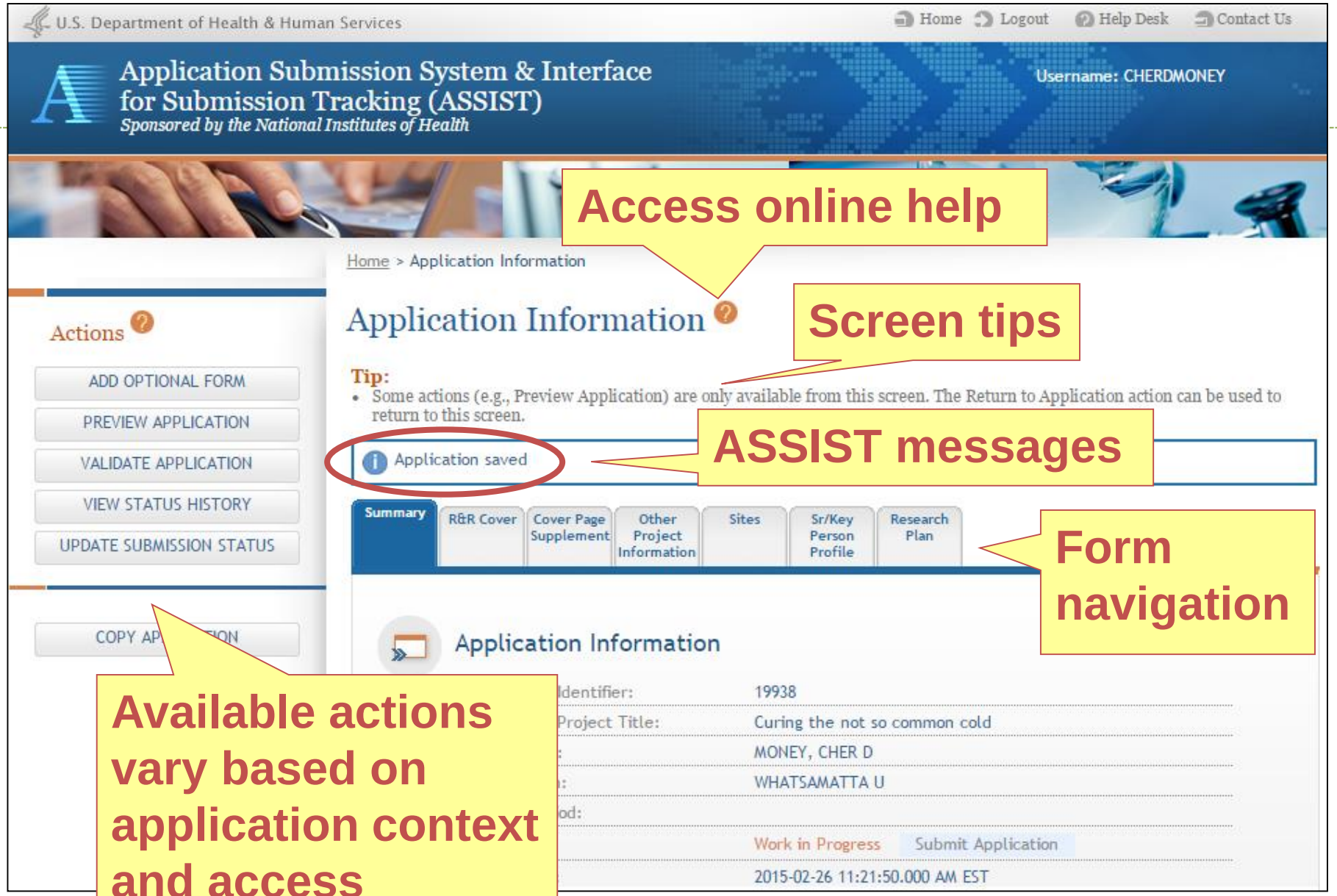
Drop-down list of organizations affiliated with your eRA Commons account

Initiate: Pre-population



Data pre-populated from organization selection

Can manually enter PD/PI information or provide eRA Commons username to auto-populate


U.S. Department of Health & Human Services
Home
Logout
Help Desk
Contact Us
Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health
Username: CHERDMONEY
Access online help
Home > Application Information
Application Information
Screen tips
Actions
ADD OPTIONAL FORM
PREVIEW APPLICATION
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS
COPY AP ION
Tip:
Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.
Application saved
ASSIST messages
Summary
R&R Cover
Cover Page Supplement
Other Project Information
Sites
Sr/Key Person Profile
Research Plan
Form navigation
Application Information
Identifier:
19938
Project Title:
Curing the not so common cold
MONEY, CHER D
WHATSAMATTA U
od:
Work in Progress
Submit Application
2015-02-26 11:21:50.000 AM EST
Available actions vary based on application context and access

Automatic Application Access

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

- Examples:
  - Users with Commons accounts that have the Signing Official (SO) or Administrative Official (AO) role have access to all applications for their organization
  - All PD/PIs listed in the Overall component of the application have edit access for the entire application

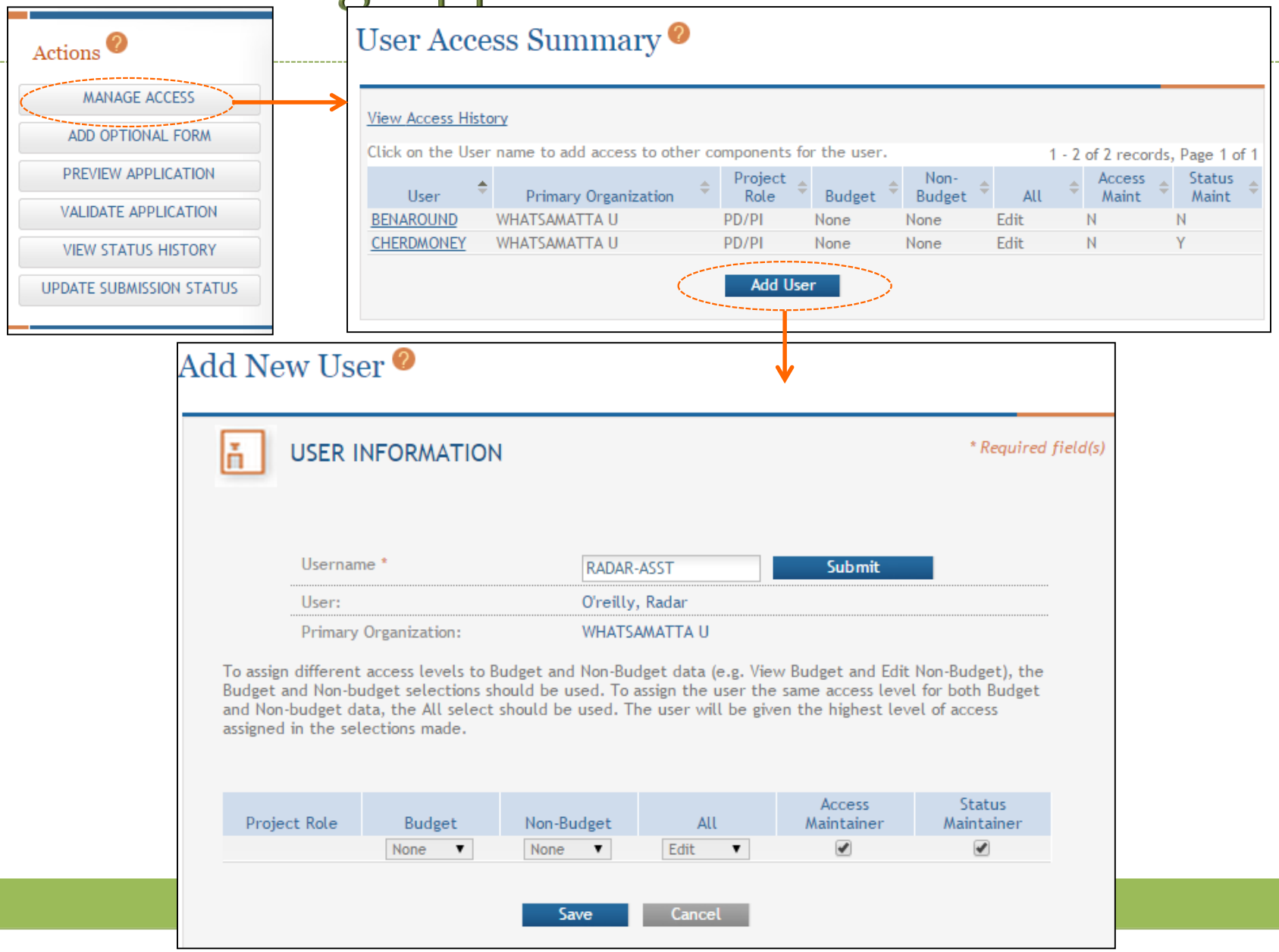
Manage Access

- Application access can be given to additional users with Commons IDs
- Application access can be controlled across these variables:
  - Read vs. Edit
  - Budget vs. Non-budget data
  - Entire application vs. specific components (multi-project)

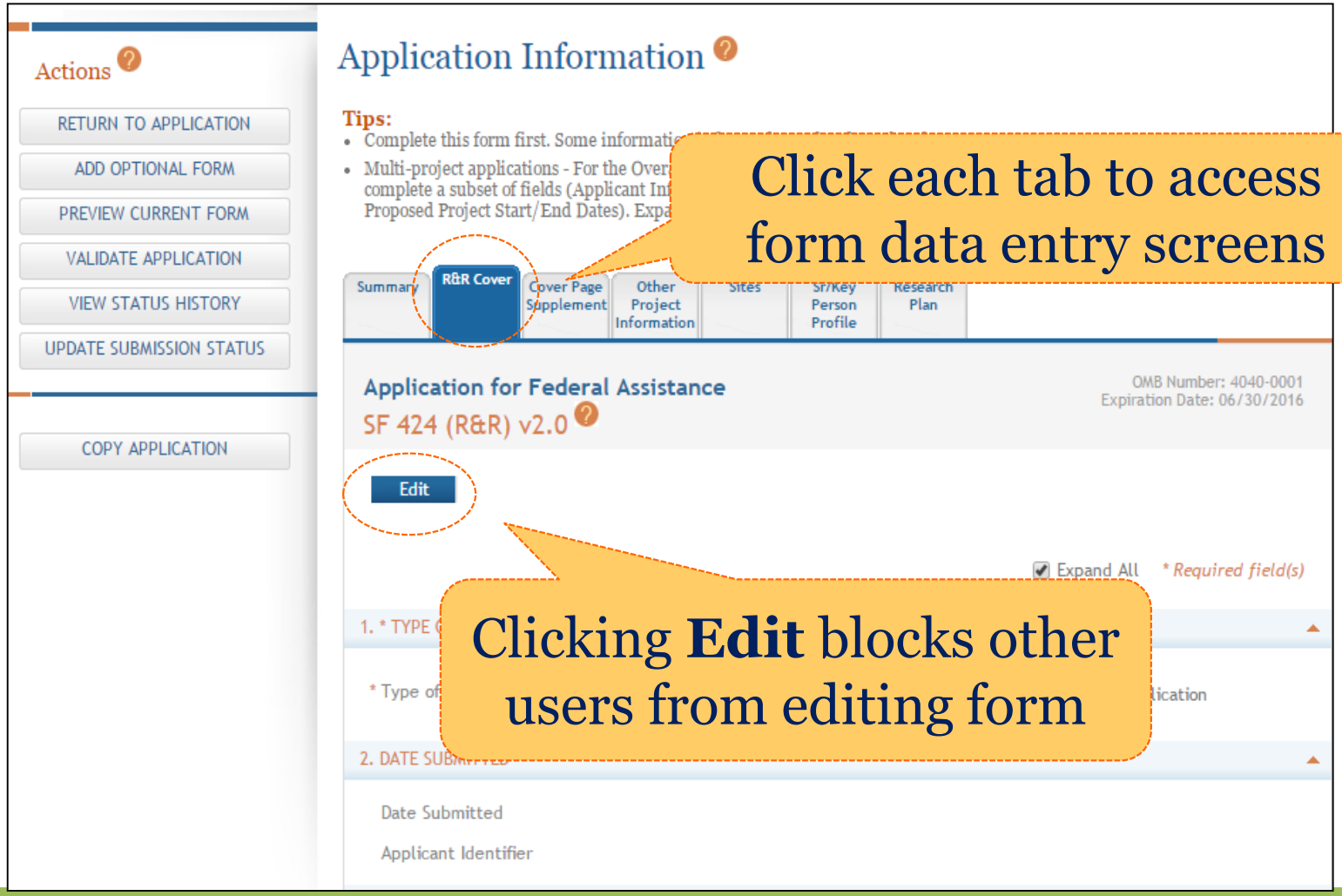
ASSIST: Signing Officials (SOs)

- SOs at the applicant institution can
  - Manage application access for other users
  - Manage application status
  - Delegate **Access Maintainer** and **Status Maintainer** authority to other users within their institution
  - Access the Submit action

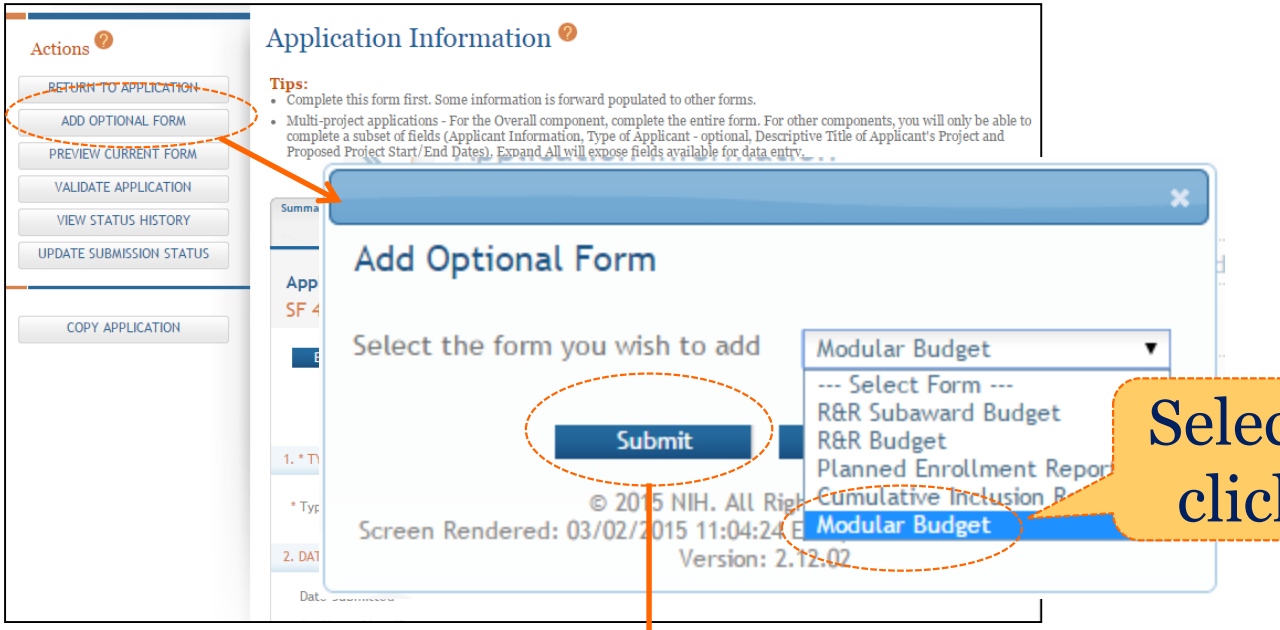
Providing Application Access to a User



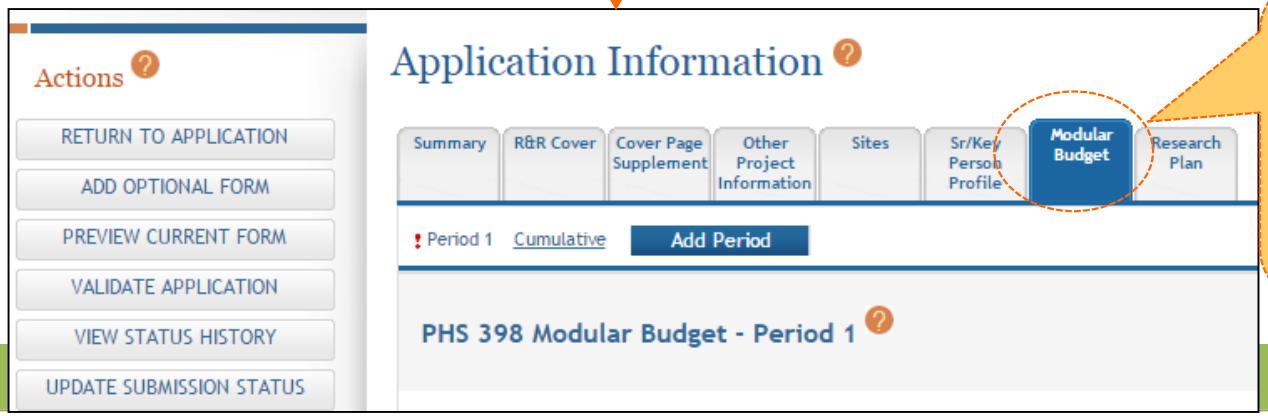
Data Entry


Actions
RETURN TO APPLICATION
ADD OPTIONAL FORM
PREVIEW CURRENT FORM
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS
COPY APPLICATION
Application Information
Tips:
Summary
R&R Cover
Cover Page Supplement
Other Project Information
Sites
Sr/Key Person Profile
Research Plan
Application for Federal Assistance
SF 424 (R&R) v2.0
OMB Number: 4040-0001
Expiration Date: 06/30/2016
Edit
Expand All
* Required field(s)
Date Submitted
Applicant Identifier
Click each tab to access form data entry screens
Clicking Edit blocks other users from editing form

Adding Optional Forms

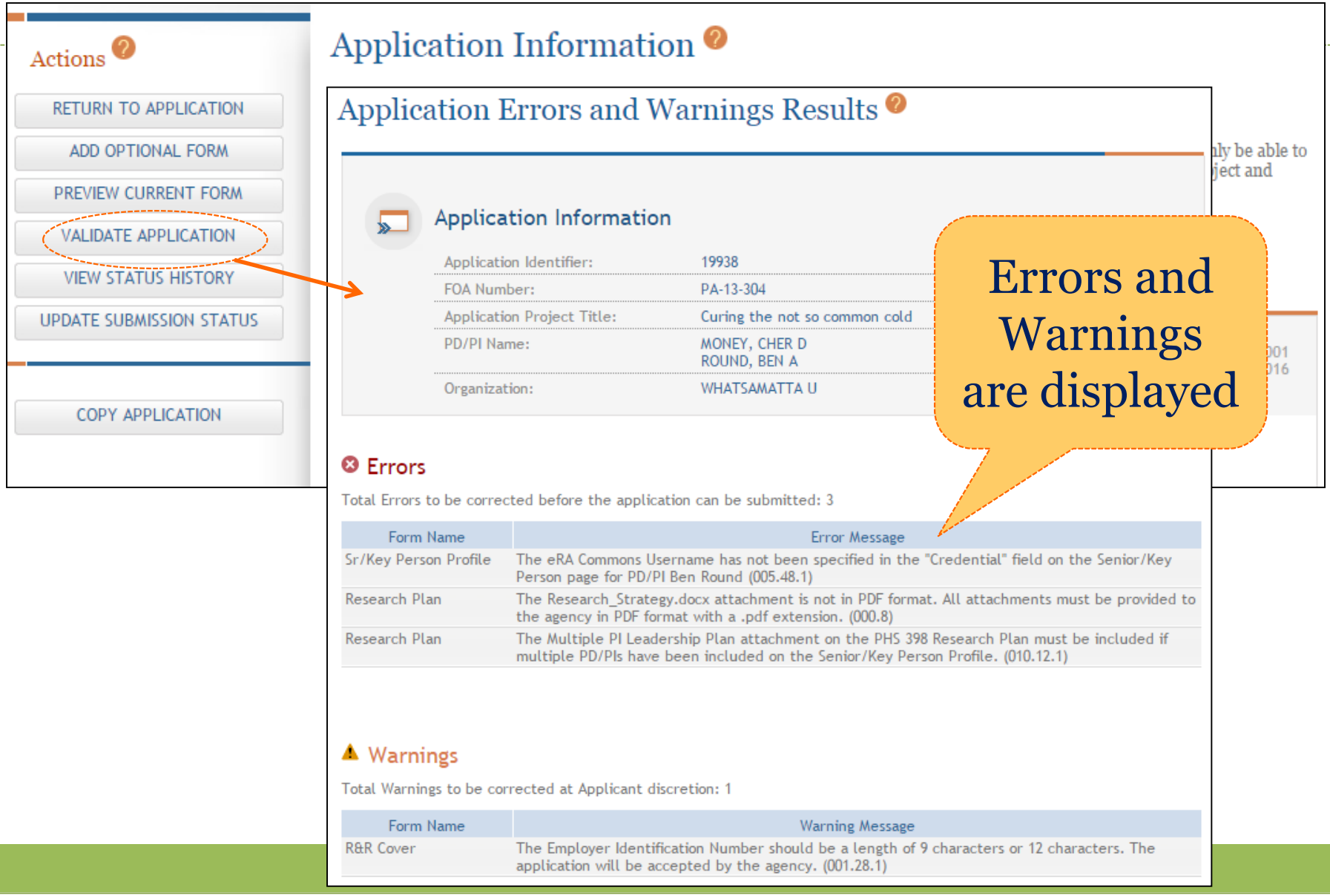


Select form and click **Submit**



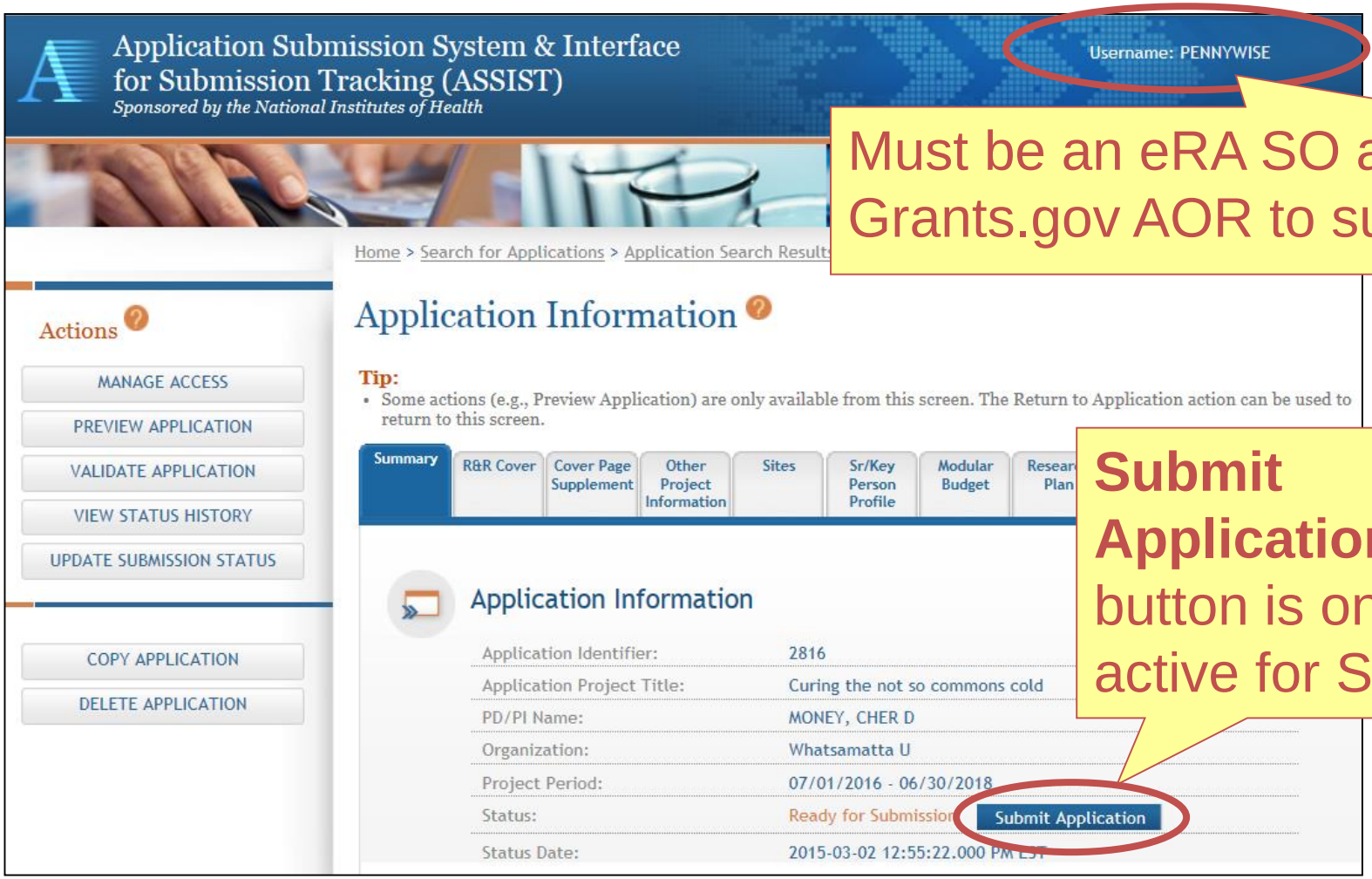
The form tab is added to navigation

Validate Application

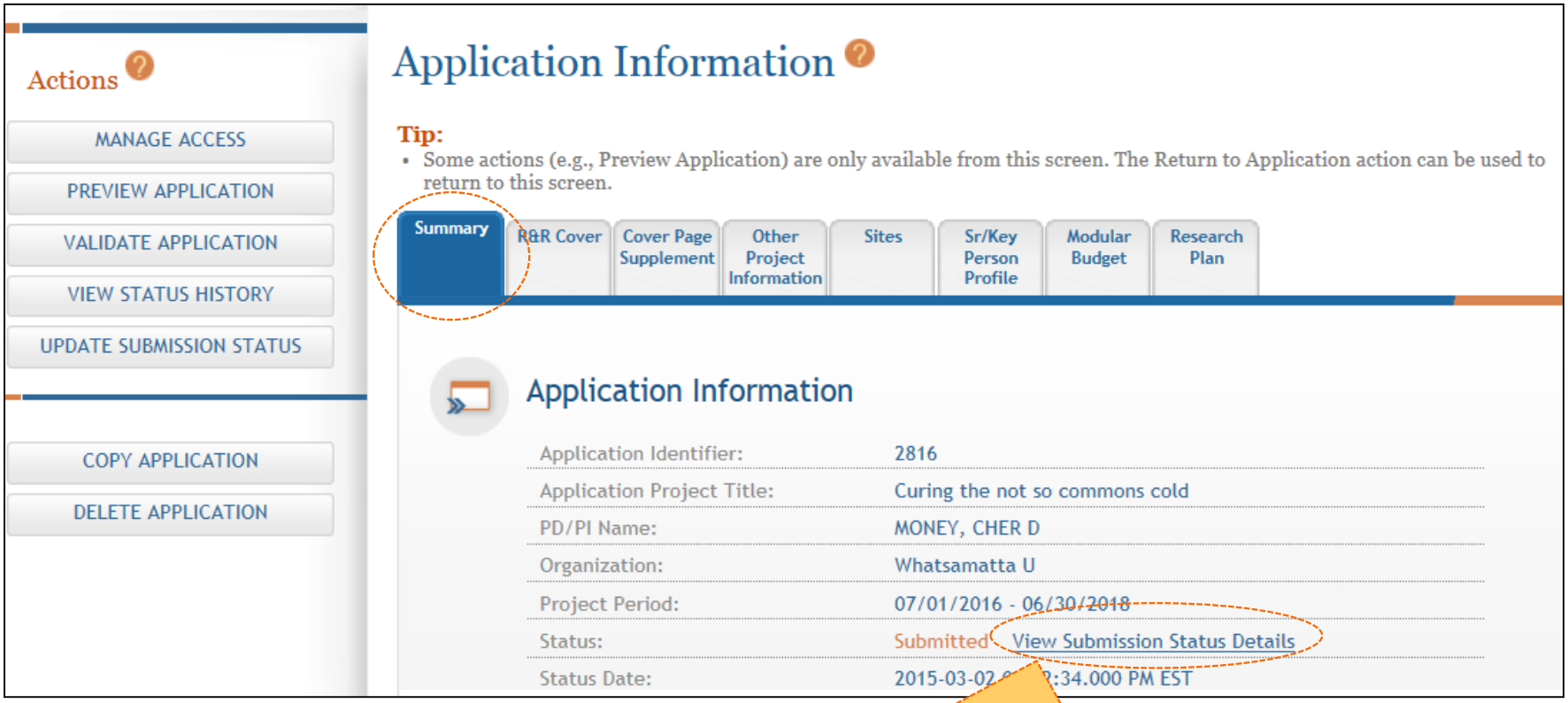


Generating Application Preview

ASSIST: Submit Application (AOR only)

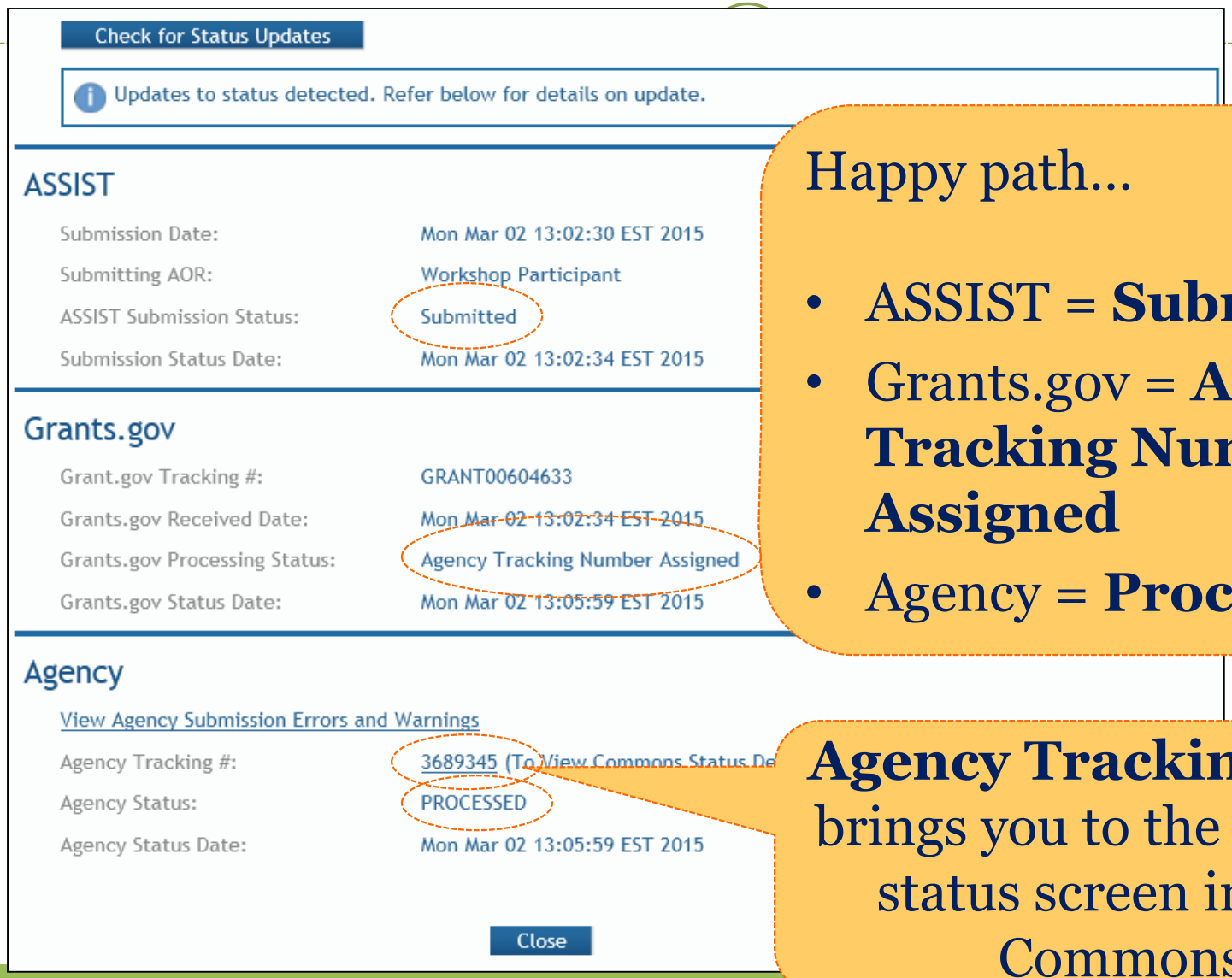


View Submission Status Details



Click **View Submission Status Details**

Tracking Submission Status

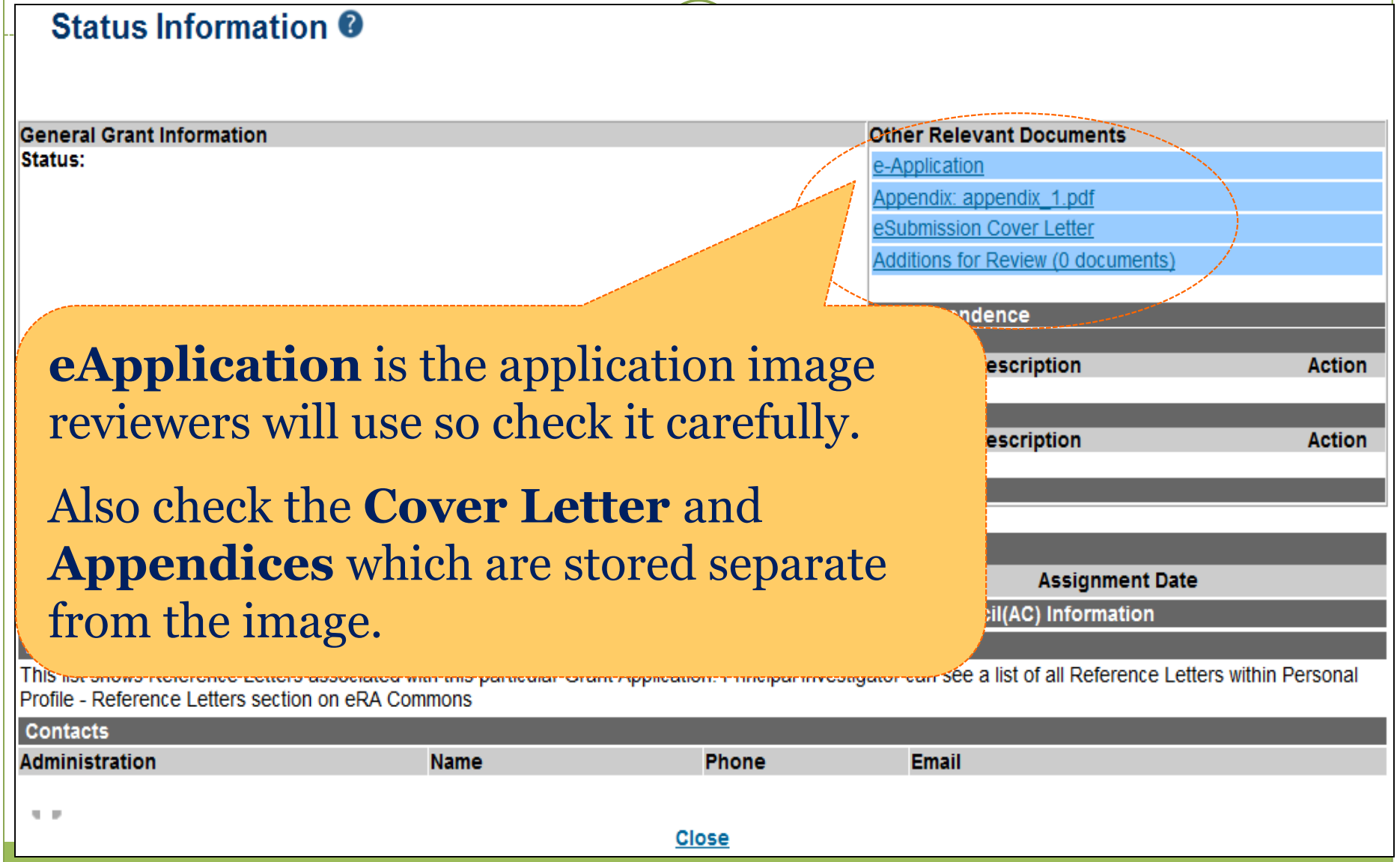


Happy path…

- ASSIST = **Submitted**
- Grants.gov = **Agency Tracking Number Assigned**
- Agency = **Processed**

Agency Tracking # link brings you to the detailed status screen in eRA Commons

Viewing Your Application in Commons



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

Also check the **Cover Letter** and **Appendices** which are stored separate from the image.

Questions?