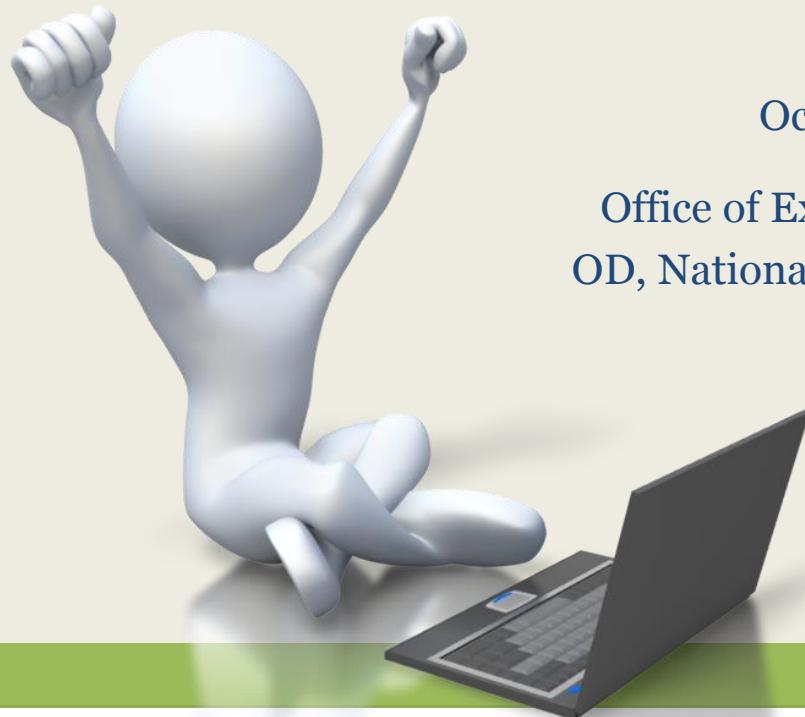


Interacting Electronically with NIH: Application Preparation & Submission



Sheri Cummins & Jessie Floura



October 2015

Office of Extramural Research
OD, National Institutes of Health



Today's Topics

2

- 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

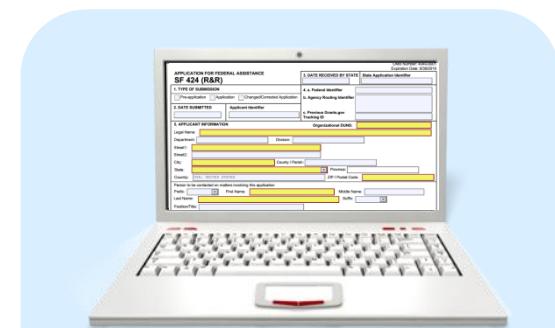
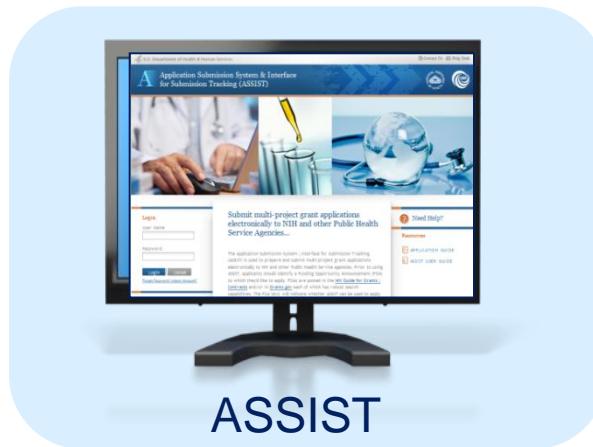


Application Submission Options

4



System-to-System



* Single-project only



ASSIST

5

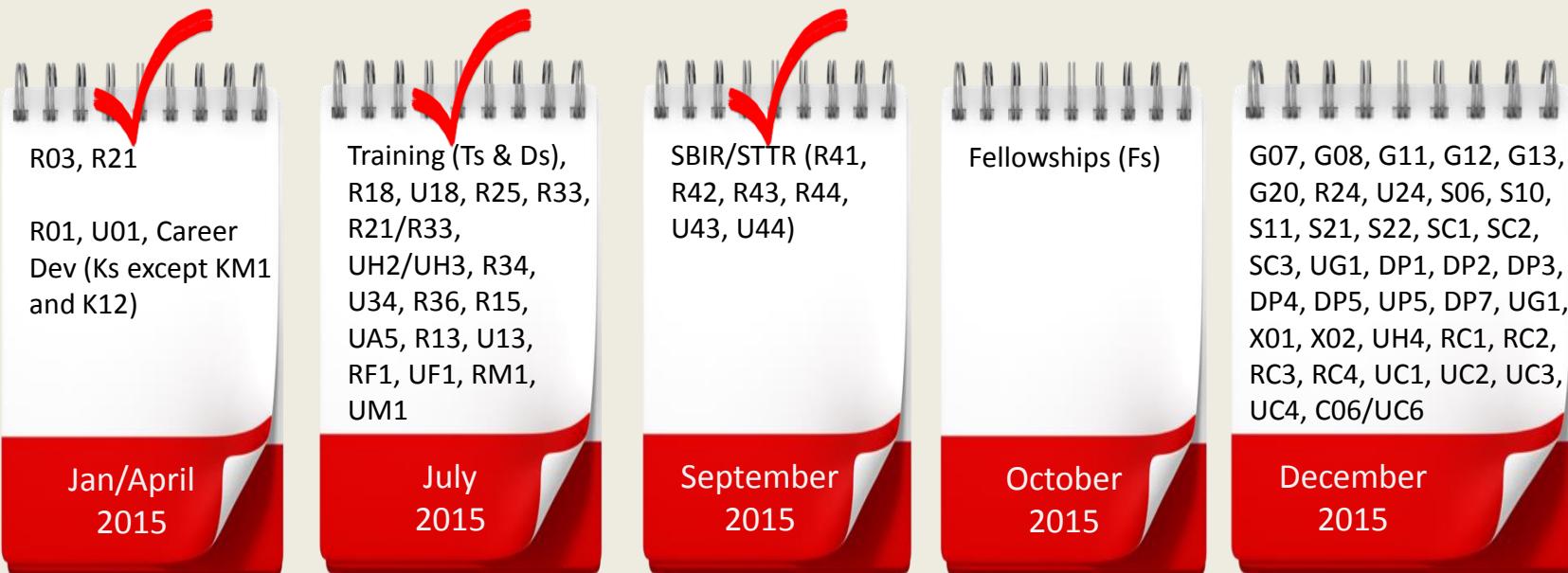


- Key features
 - Online data entry
 - Multiple user access
 - Pre-submission verification of application against many agency and Grants.gov business rules
 - Pre-submission preview of assembled application image in agency format
 - Tracking application status within single system
- Considerations
 - All ASSIST users working on an application must have eRA Commons accounts

ASSIST Support Target Timeline

6

- 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



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- 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...

9

- 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

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**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

11

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



Required Registrations

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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

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- 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

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- 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

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**FINDING OPPORTUNITIES
DOWNLOADING APPLICATION PACKAGE
APPLICATION INSTRUCTIONS**



Success is where preparation and opportunity meet.

-Bobby Unser

Find an Opportunity

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Office of Extramural Research
National Institutes of Health

HOME ABOUT GRANTS FUNDING FORMS & DEADLINES GRANTS POLICY NEWS

GRANTS & FUNDING

About Grants

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

Electronic Grants

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

New to NIH Grants?

FUNDING

Search NIH Guide for Grants and Contracts

Search

Funding Opportunities & Notices
Unsolicited Applications (Parent Announcements)

NIH Guide for Grants & Contracts

GRANTS.GOV™

FIND. APPLY. SUCCEED.

SEARCH: Grant C

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH

Find Grants

SEARCH Grants.gov for your federal grants by keywords or more specific criteria. Discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.

Search Grant Opportunities »

Find Open Grant Opportunities

NEWEST OPPORTUNITIES BROWSE CATEGORIES BROWSE AGENCIES BROWSE ELIGIBILITIES View More »

Funding Opportunity Number: DARPA-BAA-14-25 Opportunity Title: Innovative Systems for Military Missions Agency: DARPA - Tactical Technology Office

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/>

NIH National Institutes of Health
Office of Extramural Research

HOME ABOUT GRANTS FUNDING FORMS & DEADLINES GRANTS POLICY eRA
ABOUT OER

Grants & Funding

About Grants

- Grants Process Overview
- Grant Application Basics
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- Funding Strategies

Electronic Grants

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

New to NIH Grants?

FUNDING

Search NIH Guide for Grants and Contracts

Unsolicited Applications (Parent Announcements)

Use Announcement Number to link to FOA

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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)

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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	<ul style="list-style-type: none">August 06, 2014 - See Notice NOT-MH-14-007. NoticeJune 10, 2014 - Notice of NICHD's Interest in Supporting Technologies, and Intrauterine Assessment of PlacentaJune 4, 2014 - Notice NOT-14-074 supersedes initial noticeAugust 21, 2013: Removed reference to the R03August 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.

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)	<p>Standard dates apply, by 5:00 PM local time of applicant organization.</p> <p>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.</p>
AIDS Application Due Date(s)	<p>Standard AIDS dates apply, by 5:00 PM local time of applicant organization.</p> <p>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.</p>
Scientific Merit Review	Standard dates apply
Advisory Council Review	Standard dates apply
Earliest Start Date	Standard dates apply
Expiration Date	September 8, 2016

**Check for FOA updates
& new policy guidance**

Standard Due Dates

Standard AIDS Due Dates

FOA-Specific Application Information

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- 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

Table of Contents

[Part I Overview Information](#)

[Part II Full Text of Announcement](#)

[Section I. Funding Opportunity Description](#)

1. Research Objectives

[Section II. Award Information](#)

1. Mechanism of Support
2. Funds Available

[Section III. Eligibility Information](#)

1. Eligible Applicants
A. Eligible Institutions
B. Eligible Individuals
2. Cost Sharing or Matching
3. Other - Special Eligibility Criteria

[Section IV. Application and Submission Information](#)

1. Request Application Information
2. Content and Form of Application Submission
3. Submission Dates and Times
A. Submission, Review, and Anticipated Start Dates
1. Letter of Intent
B. Submitting an Application Electronically to the NIH
C. Application Processing
4. Intergovernmental Review
5. Funding Restrictions
6. Other Submission Requirements



FOA “Apply” Buttons

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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

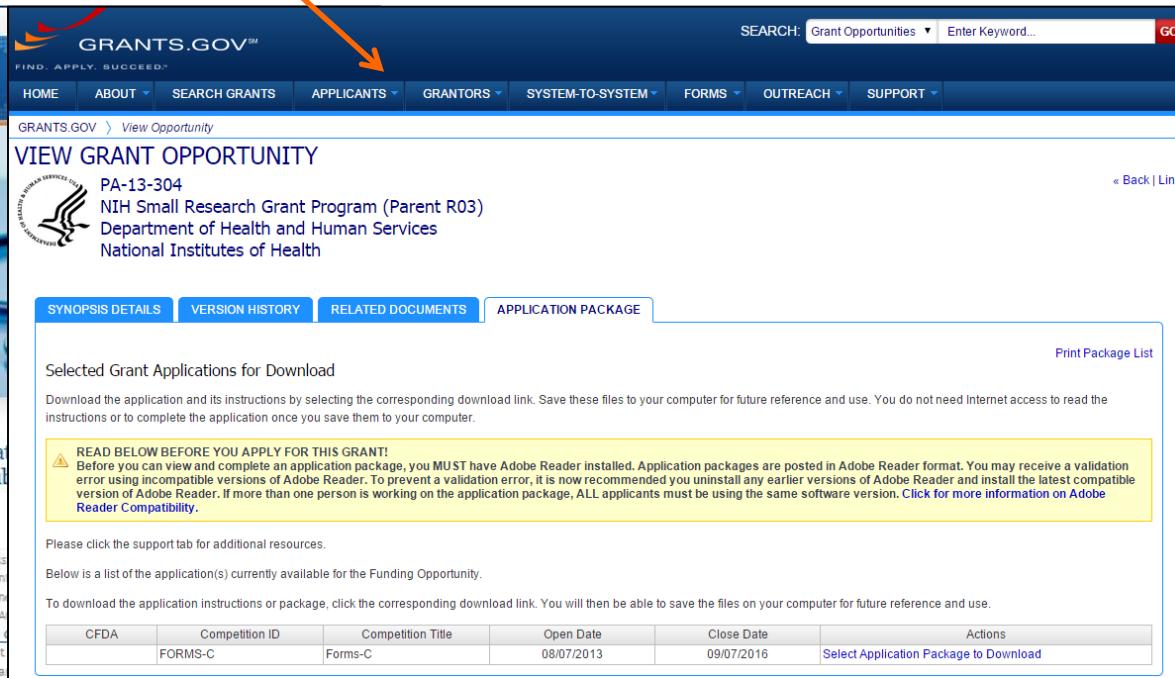


U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)

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

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



SEARCH: Grant Opportunities Enter Keyword... GO

GRANTS.GOV™ FIND. APPLY. SUCCEED.

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > View Opportunity

PA-13-304 NIH Small Research Grant Program (Parent R03)

Department of Health and Human Services National Institutes of Health

SYNOPSIS DETAILS VERSION HISTORY RELATED DOCUMENTS APPLICATION PACKAGE

Print Package List

Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, **ALL** applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files to your computer for future reference and use.

CFDA	Competition ID	Competition Title	Open Date	Close Date	Actions
FORMS-C	FORMS-C	Forms-C	08/07/2013	09/07/2016	Select Application Package to Download

Application Guide

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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

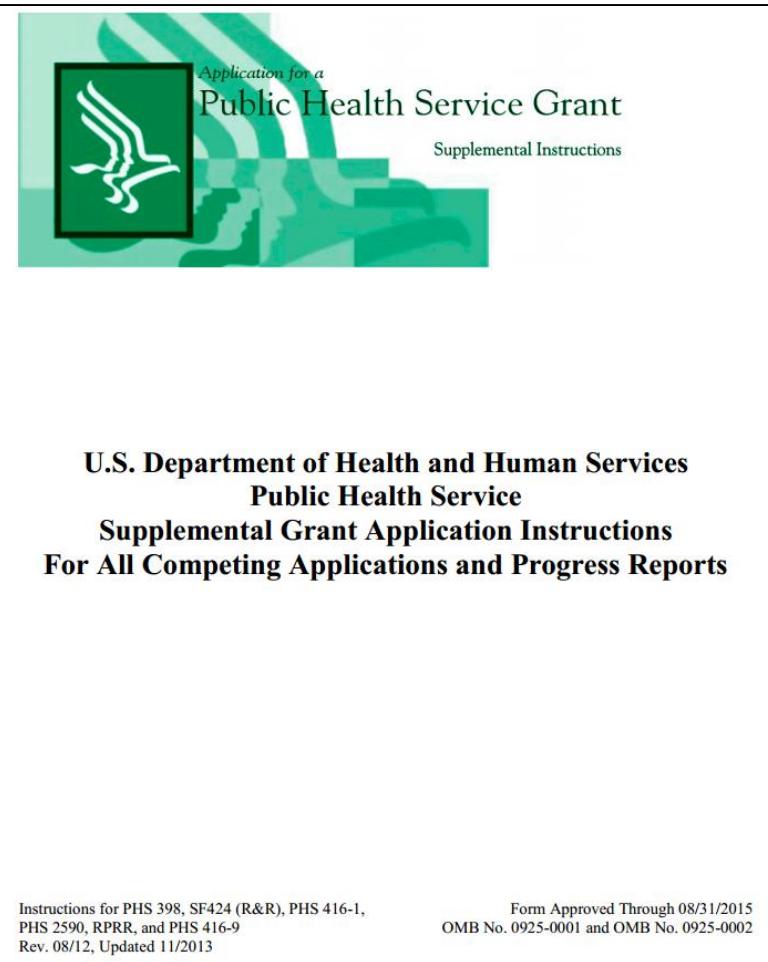
- Read and follow application guide instructions
 - Part I: Instructions for Preparing and Submitting an Application
- Agency-specific instructions are marked with the HHS logo



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

Supplemental Instructions

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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

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**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

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- 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

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

Avoid Common Errors – Sites DUNS

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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: Whatcom U

DUNS Number: **6162081090000**

* 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

Primary site DUNS is required by NIH

[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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title:	Department:			
Organization Name:	Division:			
* Street1:	Street2:			
* City:	County:	* State:	Province:	
* Country:	USA:	* Zip / Postal Code:		
* Phone Number		Fax Number	* E-Mail	
<input type="text"/> Enter PI Commons Username ←				
* Project Role:	PD/PI	Other Project Role Category:		
*Attach Biographical Sketch		<input type="text"/>	Add Attachment	Delete Attachment
Attach Current & Pending Support		<input type="text"/>	Add Attachment	Delete Attachment



eRA Commons
username must be
supplied in the
Credential field

PROFILE - Senior/Key Person 1

Prefix	* First Name	Middle Name	* Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Position/Title:	Department:			
Organization Name:	Division:			
* Street1:	Street2:			
* City:	County:	* State:	Province:	
* Country:	USA:	* Zip / Postal Code:		
* Phone Number		Fax Number		
<input type="text"/> Enter PI Commons Username ←				
* Project Role:	PD/PI	Other Project Role Category:		
*Attach Biographical Sketch		<input type="text"/>	Add Attachment	Delete Attachment
Attach Current & Pending Support		<input type="text"/>	Add Attachment	Delete Attachment

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

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[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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title:	<input type="text"/>	Department:	<input type="text"/>	
Organization Name:	Organization Name			
* Street1:	<input type="text"/>	Street2:	<input type="text"/>	
* City:	<input type="text"/>	County:	<input type="text"/>	* State: <input type="text"/> Province: <input type="text"/>
* Country:	<input type="text"/> USA: <input type="text"/>	* Zip / Postal Code:	<input type="text"/>	
* Phone Number		Fax Number	<input type="text"/>	
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	<input type="text"/> PD/PI	Other Project Role Category:	<input type="text"/>	
*Attach Biographical Sketch		<input type="text"/>	Add Attachment	Delete Attachment
Attach Current & Pending Support		<input type="text"/>	Add Attachment	Delete Attachment

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

PROFILE - Senior/Key Person 1

Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title:	<input type="text"/>	Department:	<input type="text"/>	
Organization Name:	Enter Organization Name			
* Street1:	<input type="text"/>	Street2:	<input type="text"/>	
* City:	<input type="text"/>	County:	<input type="text"/>	* State: <input type="text"/> Province: <input type="text"/>
* Country:	<input type="text"/> USA: <input type="text"/>	* Zip / Postal Code:	<input type="text"/>	
* Phone Number		Fax Number	* E-Mail	
<input type="text"/>				
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	<input type="text"/>	Other Project Role Category:	<input type="text"/>	



Avoid Common Errors - Biosketch

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title:	Department:			
Organization Name:	Division:			
* Street1:	Street2:			
* City:	County:	* State:	Province:	
* Country:	USA:	* Zip / Postal Code:		
* Phone Number		Fax Number	* E-Mail	
<input type="text"/> <input type="text"/> <input type="text"/>				
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	PD/PI	Other Project Role Category:	<input type="text"/>	
*Attach Biographical Sketch		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Attach Current & Pending Support		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
<input type="text"/>				
Prefix	* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position/Title:	Department:			
Organization Name:	Division:			
* Street1:	Street2:			
* City:	County:	* State:	Province:	
* Country:	USA:	* Zip / Postal Code:		
* Phone Number		Fax Number	* E-Mail	
<input type="text"/> <input type="text"/> <input type="text"/>				
Credential, e.g., agency login: <input type="text"/>				
* Project Role:	PD/PI	Other Project Role Category:	<input type="text"/>	
*Attach Biographical Sketch		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Attach Current & Pending Support		<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
<input type="text"/>				



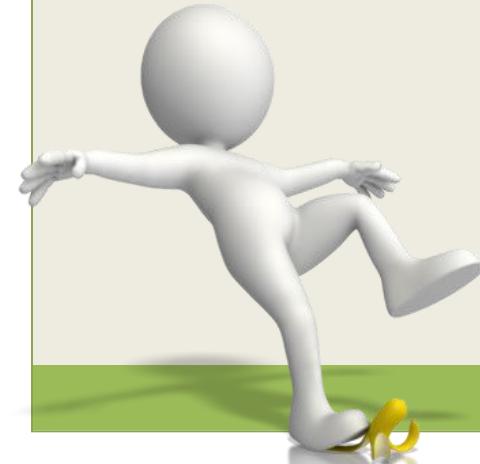
Biosketch required, but not marked required on federal-wide form.

Avoid Common Errors – Required Attachments

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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.

3. *Research Strategy

Required. Phase I SBIR/STTR: limited to 6 pages. Phase II: SBIR/STTR and Fast Track SBIR/STTR: limited to 12 pages.

4. Progress Report Publication List

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 and

7. Inclusion of Children

Required if Human Subjects is Yes and

Other Research Plan Sections

8. Vertebrate Animals

Required if Vertebrate Animals is Yes

9. Select Agent Research

10. Multiple PD/PI Leadership Plan

Required if more than one PD/PI is specified on Part C, Key Personnel form

11. Consortium/Contractual Arrangements

Letters of Support

13. Resource Sharing Plan(s)

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

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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

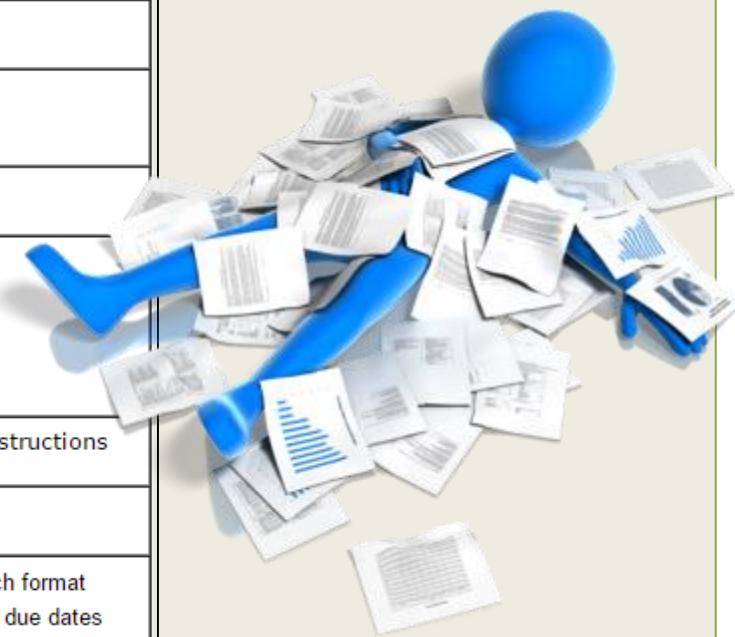


PDF Guidelines:

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

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).

Follow specified page limits.



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

36

- 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=GRANT00572563

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

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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...

39

Application



Successfully
• submitted
to NIH

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

Track & View Application

40

**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

41

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...

42

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

Electronic Research Administration

eRA Commons

Sponsored by National Institutes of Health

Welcome to the Commons

System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Online Resources:** Take advantage of our online [Self Help Resources](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

Commons Login

*Required field(s)

*Username

*Password

[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations

N/A

[Register Grantee Organization](#)

About the Commons:

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)

Track Application – Commons Status

43

Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status

Recent/Pending eSubmissions

- Applications that require action
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

Select Recent/Pending eSubmissions

List of Applications/Grants

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

GRANT00572570

Search

Clear

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

Track Application - Commons

44

Home Admin Institution Profile Personal Profile Status RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending eSubmissions ?

The following list of applications represents a res
Recent/Pending eSubmissions, please click Rec

Indicates eSubmission Error

do not see a complete list of your

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00572570		eSubmission Error	Incredible Research Project	MONEY, CHER D	2013-09-03 12:03:46	Show Prior Errors and Warnings

Export to Excel

Grants.gov tracking #

Errors/Warnings for Prior Failed eSubmissions

GRANT00572570 2013-09-03

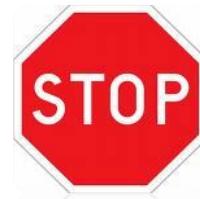
ERROR Senior/Key Person Cher Money, listed on the 424 RR Detailed Budget Page for budget year 1, must include effort of a value greater than zero in calendar months, academic months, or summer months. Note: use either calendar months or a combination of academic and summer months. For information about 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)

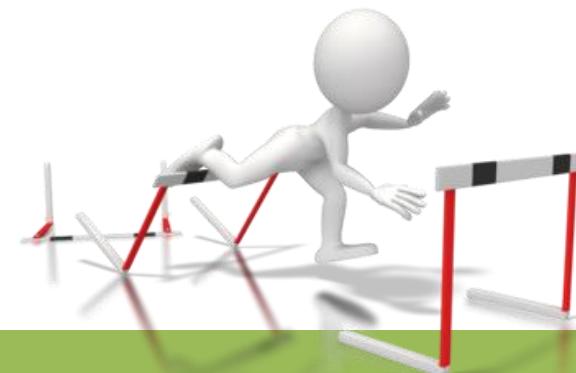
WARNING SBIR and STTR applicants applying to solicitations issued after 1/28/2013 are required to register with SBA through the <http://www.sbir.gov/registration> web site and must attach their registration confirmation files to their applications. The confirmation file (with the original file name from 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

46

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 FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. DATE RECEIVED BY STATE: _____

2. DATE SUBMITTED: _____

3. APPLICANT INFORMATION

4. PROJECT INFORMATION

5. FINANCIAL INFORMATION

6. EMPLOYEE IDENTIFICATION (EIN or TIN): _____

7. TYPE OF APPLICANT: _____

8. OTHER INFORMATION

9. NAME OF FEDERAL AGENCY: _____

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER (FD-508)

11. NATIONAL INSTITUTES OF HEALTH DRUGS

12. OTHER RESEARCH

Application Viewing Window

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- 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

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Home Admin Institution Profile Personal Profile **Status** RPPR xTrain Admin Supp eRA Partners
Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending

Status is Pending Verification

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again.

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00572577	AN:3043474	Pending Verification	Amazing Research Project	MONEY, CHER D	2013-09-03 12:35:07	Show Prior Errors and Warnings

Application ID links to detailed status info

Status Information

General Grant Information
Status:

Follow **e-Application** link to view assembled application image

Other Relevant Documents
[e-Application](#)
[eSubmission Cover Letter](#)
[Additions for Review \(0 documents\)](#)

Corr
Ref
Date

Letter Assignment
Letter

Advisory Council(AC) Information

View Appendices and Cover Letter

Reference Letter(s)
This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Contacts

Administration	Name	Phone	Email
----------------	------	-------	-------

View Application Image

49

OMB Number: 4040-0001
Expiration Date: 08/30/2018

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION* <input type="radio"/> Pre-application <input type="radio"/> Application <input checked="" type="radio"/> Changed/Corrected Application		4.a. Federal Identifier b. Agency Routing Number	
2. DATE SUBMITTED	Application Identifier	c. Previous Grants.gov Tracking Number GRANT00580365	
5. APPLICANT INFORMATION Legal Name*: Whatsamatta U Department: Division: Street1*: 123 My st Street2: City*: my city County: State*: MD: Maryland Province: Country*: USA: UNITED STATES ZIP / Postal Code*: 208921234		Organizational DUNS*: 616208109	
Person to be contacted on matters involving this application Prefix: First Name*: can Middle Name: b Position/Title: Street1*: my st City*: my city State*: MD: Maryland ZIP / Postal Code*: 208921234		Last Name*: group	Suffix:

→ DON'T
FORGET!

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

50

Pls: 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

The screenshot shows the eRA Commons Status page. At the top, there is a navigation bar with links for Home, Admin, Institution Profile, Personal Profile, Status (which is selected), eSNAP, xTrain, Links, eRA Partners, and Help. The status bar on the right shows 'Version 2.28.01', 'Welcome workshop', 'Institution: WHATSAMATTA U', 'Authority: SO' (which is circled in red), and a 'Log-out' link. On the left, a sidebar lists options: General Search, Just In Time, Pending Progress Report, Recently Awarded, Recent/Pending eSubmissions (which is circled in red), and Closeout. A red arrow points from the 'Recent/Pending eSubmissions' link in the sidebar to the 'Recent/Pending eSubmissions' search form. The search form is titled 'Recent/Pending eSubmissions' and contains fields for Accession Number, Grants.gov Tracking #, eSubmission Status (set to 'Pending Verification'), Received Date (with 'From' and 'To' fields and date pickers), and a 'Search' button (which is circled in red). A red box labeled 'Enter Search Criteria' surrounds the search form. A red box labeled 'Click Search' surrounds the 'Search' button. A large yellow box at the bottom labeled 'Select **Recent/ Pending eSubmissions**' covers the bottom of the sidebar and the bottom of the search form area.

Select **Recent/ Pending eSubmissions**

Reject eApplication Action

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

Status Result - Recent/Pending eSubmissions Search

Tips and Notes:

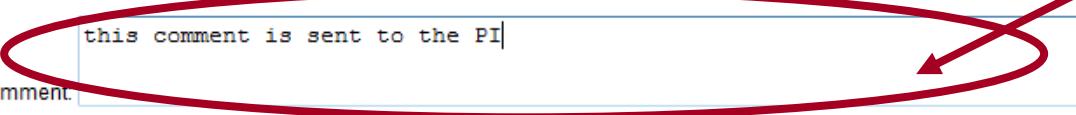
- PD/PI column shows Contact PI for multi-PI grants.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	ACTION
AN:3043474	GRANT00572577	Pending Verification	Amazing Research Project	MONEY, CHER D	2013-09-03 12:35:07	Show Prior Errors and Warnings	Transmittal Sheet Reject eApplication

Application Information

Grant Number: AN:3043474
PI Name: MONEY, CHER D
Proposal Title: Amazing Research Project

Reject eApplication

Required Comment: 

Enter comment to be sent with e-mail notification



Submission Complete!

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- 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

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**SERVICE DESKS
ON-LINE RESOURCES &WEB SITES**



Service Desks

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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
• eRA Commons Registration	• eRA warnings & errors
• Status of application	• 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

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- 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

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- 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

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**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

 U.S. Department of Health & Human Services

 Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: CHERDMONEY

Welcome CHERDMONEY

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

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

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

 SEARCH FOR APPLICATION

Need Help? 

Resources

 APPLICATION GUIDE
 ASSIST USER GUIDE

Initiate Application for FOA #: PA-13-304

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



FOA INFORMATION

* Required field(s)

FOA Number: PA-13-304
Opportunity Title: NIH Small Research Grant Program (Parent R03)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Competition ID: FORMS-C
Opportunity Open Date: 08/07/2013
Opportunity Close Date: 09/07/2016
Agency Contact: eRA Commons Help Desk
Monday to Friday 7 am to 8 pm ET
<http://grants.nih.gov/support/>

Application Identifier:

* Application Project Title
(describe title in 200 characters)

Curing the not so common cold

Lead Applicant Organization: *

---- Choose Organization ----

---- Choose Organization ----

WHATSAMATTA U

Lead Applicant Organization Address:

Lead Organization DUNS:

Contact Project Director/Principal Investigator

Enter PD/PI Information below or

Pre-fill Application from Username

First Name

Middle Name

Last Name

FOA information
pulled from
Grants.gov

Enter Project Title

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

Initiate: Pre-population

* Application Project Title
(describe title in 200 characters)

Curing the not so common cold

Lead Applicant Organization: * WHATSAMATTA U

Lead Applicant Organization Address: 6705 Rockledge Drive MLG
BETHESDA, MD 208171814

Lead Organization DUNS: 6162081090000

Data pre-populated from organization selection

Contact Project Director/Principal Investigator

Enter PD/PI Information below or

Pre-fill Application from Username

First Name

M

Pre-fill username

L

Please enter username

CherDMoney

Submit

Cancel

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

Contact Project Director/Principal Investigator

Enter PD/PI Information below or

Pre-fill Application from Username

CherDMoney

Cher

D

Money

Initiate Application

Cancel



Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: CHERDMONEY

**Access online help**[Home](#) > Application Information**Actions** [ADD OPTIONAL FORM](#)[PREVIEW APPLICATION](#)[VALIDATE APPLICATION](#)[VIEW STATUS HISTORY](#)[UPDATE SUBMISSION STATUS](#)**Application Information** **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

Screen tips**ASSIST messages****Form
navigation****Available actions
vary based on
application context
and access****Application Information**

Identifier: 19938

Project Title: Curing the not so common cold

Funding Source: MONEY, CHER D

Funding ID: WHATSAMATTA U

[Work in Progress](#) [Submit Application](#)

2015-02-26 11:21:50.000 AM EST

Automatic Application Access

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- 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

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- 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)

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- 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



Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

User Access Summary ?

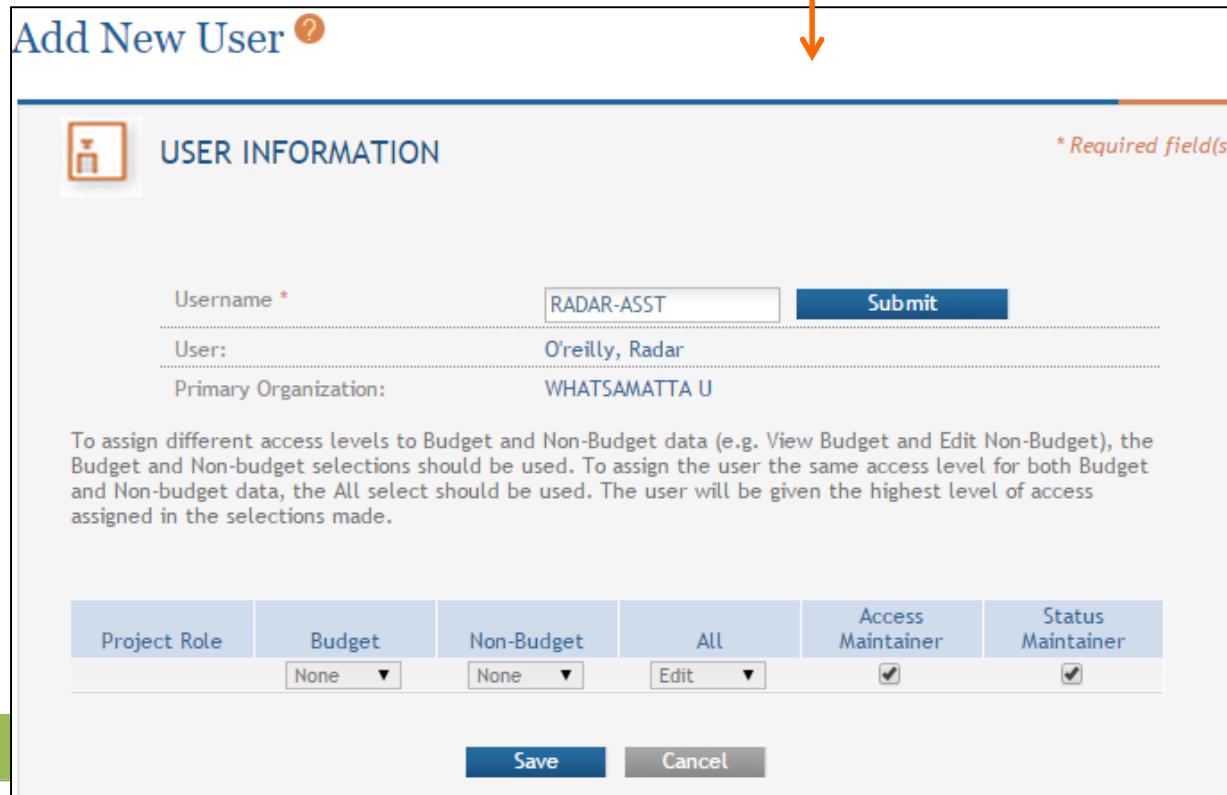
View Access History

Click on the User name to add access to other components for the user.

1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
BENAROUND	WHATSAMATTA U	PD/PI	None	None	Edit	N	N
CHERDMONEY	WHATSAMATTA U	PD/PI	None	None	Edit	N	Y

Add User



Add New User ?

USER INFORMATION * Required field(s)

Username * RADAR-ASST

User: O'reilly, Radar

Primary Organization: WHATSAMATTA U

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

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
None	None	Edit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Save Cancel

Data Entry

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Application Information 

Tips:

- Complete this form first. Some information is required for other forms.
- Multi-project applications - For the Overall Application, you must complete a subset of fields (Applicant Information, Project Information, Proposed Project Start/End Dates). Expanded information is available for each project.

Click each tab to access form data entry screens

R&R Cover 

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)*

Clicking Edit blocks other users from editing form

1. * TYPE OF ASSISTANCE
* Type of Assistance

2. DATE SUBMITTED
Date Submitted
Applicant Identifier

Adding Optional Forms

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The screenshot shows the 'Application Information' page. On the left, a sidebar titled 'Actions' contains buttons for 'RETURN TO APPLICATION', 'ADD OPTIONAL FORM' (which is circled in red), 'PREVIEW CURRENT FORM', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. Below this is a 'Summary' section with tabs for 'App', 'SF 424', '1. * Type', '2. DATA', and 'Data Summary'. The main content area is titled 'Application Information' and contains a 'Tips' section with instructions for completing the form. A blue dialog box titled 'Add Optional Form' is open, prompting the user to 'Select the form you wish to add'. A dropdown menu shows 'Modular Budget' as the selected option. A red arrow points from the 'ADD OPTIONAL FORM' button in the sidebar to the 'Submit' button in the dialog box. A large orange callout bubble on the right says 'Select form and click Submit'.

The screenshot shows the 'Application Information' page after adding the 'Modular Budget' optional form. The 'Actions' sidebar remains the same. The main content area now features a navigation bar with tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'Modular Budget' (which is circled in red), and 'Research Plan'. Below this is a section for 'Period 1' with buttons for 'Cumulative' and 'Add Period'. At the bottom, a message reads 'PHS 398 Modular Budget - Period 1'. A large orange callout bubble on the right says 'The form tab is added to navigation'.

Validate Application

Application Information 

Application Errors and Warnings Results 

Application Information

Application Identifier:	19938
FOA Number:	PA-13-304
Application Project Title:	Curing the not so common cold
PD/PI Name:	MONEY, CHER D ROUND, BEN A
Organization:	WHATSAMATTA U

Errors

Total Errors to be corrected before the application can be submitted: 3

Form Name	Error Message
Sr/Key Person Profile	The eRA Commons Username has not been specified in the "Credential" field on the Senior/Key Person page for PD/PI Ben Round (005.48.1)
Research Plan	The Research_Strategy.docx attachment is not in PDF format. All attachments must be provided to the agency in PDF format with a .pdf extension. (000.8)
Research Plan	The Multiple PI Leadership Plan attachment on the PHS 398 Research Plan must be included if multiple PD/PIs have been included on the Senior/Key Person Profile. (010.12.1)

Warnings

Total Warnings to be corrected at Applicant discretion: 1

Form Name	Warning Message
R&R Cover	The Employer Identification Number should be a length of 9 characters or 12 characters. The application will be accepted by the agency. (001.28.1)

Only be able to
ject and
001
016

**Errors and
Warnings
are displayed**

Generating Application Preview

69

Actions ?

ADD OPTIONAL FORM
PREVIEW APPLICATION
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS

COPY APPLICATION

Application Information ?

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.

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

Application Information

Preview Application ?

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status
- Previewing a large application image can take several minutes. You may

User Status Date Status Action
Money, Cher D Mon Mar 02 11:45:09 EST 2015 Preview Available View

Generate new preview

Generate Preview

View last preview

ASSIST: Submit Application (AOR only)

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Application Submission System & Interface
for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Home > Search for Applications > Application Search Results

Actions

- MANAGE ACCESS
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Application Information

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.

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

Application Information

Application Identifier:	2816
Application Project Title:	Curing the not so commons cold
PD/PI Name:	MONEY, CHER D
Organization:	Whatsamatta U
Project Period:	07/01/2016 - 06/30/2018
Status:	Ready for Submission
Status Date:	2015-03-02 12:55:22.000 PM EST

Submit Application

View Submission Status Details

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Actions ?

MANAGE ACCESS
PREVIEW APPLICATION
VALIDATE APPLICATION
VIEW STATUS HISTORY
UPDATE SUBMISSION STATUS

COPY APPLICATION
DELETE APPLICATION

Application Information ?

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.

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

Application Information

Application Identifier:	2816
Application Project Title:	Curing the not so commons cold
PD/PI Name:	MONEY, CHER D
Organization:	Whatsamatta U
Project Period:	07/01/2016 - 06/30/2018
Status:	Submitted
Status Date:	2015-03-02 09:34:00 PM EST

Click View Submission Status Details

Tracking Submission Status

Check for Status Updates

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

ASSIST

Submission Date:	Mon Mar 02 13:02:30 EST 2015
Submitting AOR:	Workshop Participant
ASSIST Submission Status:	Submitted
Submission Status Date:	Mon Mar 02 13:02:34 EST 2015

Grants.gov

Grant.gov Tracking #:	GRANT00604633
Grants.gov Received Date:	Mon Mar 02 13:02:34 EST 2015
Grants.gov Processing Status:	Agency Tracking Number Assigned
Grants.gov Status Date:	Mon Mar 02 13:05:59 EST 2015

Agency

[View Agency Submission Errors and Warnings](#)

Agency Tracking #:	3689345 (To View Commons Status Details)
Agency Status:	PROCESSED
Agency Status Date:	Mon Mar 02 13:05:59 EST 2015

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

Status Information

General Grant Information

Status:

Other Relevant Documents

- [e-Application](#)
- [Appendix: appendix_1.pdf](#)
- [eSubmission Cover Letter](#)
- [Additions for Review \(0 documents\)](#)

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.

This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Contacts

Administration

Name

Phone

Email

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Questions?

