

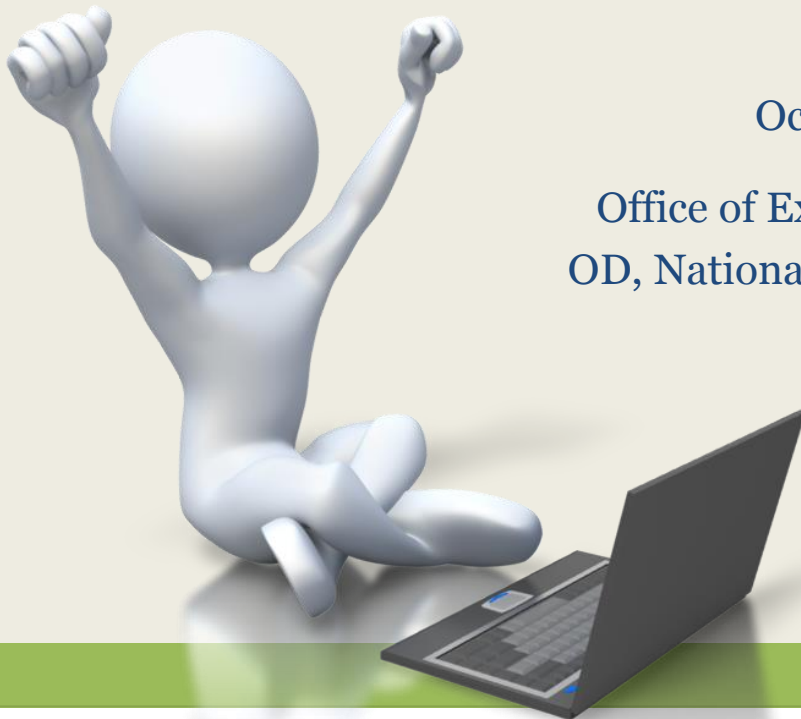
Interacting Electronically with NIH: Application Preparation & Submission



Sheri Cummins & Jessie Floura

October 2015

Office of Extramural Research
OD, National Institutes of Health



Today's Topics

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- 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

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**ASSIST
DOWNLOADABLE FORMS
SYSTEM-TO-SYSTEM SOLUTIONS**

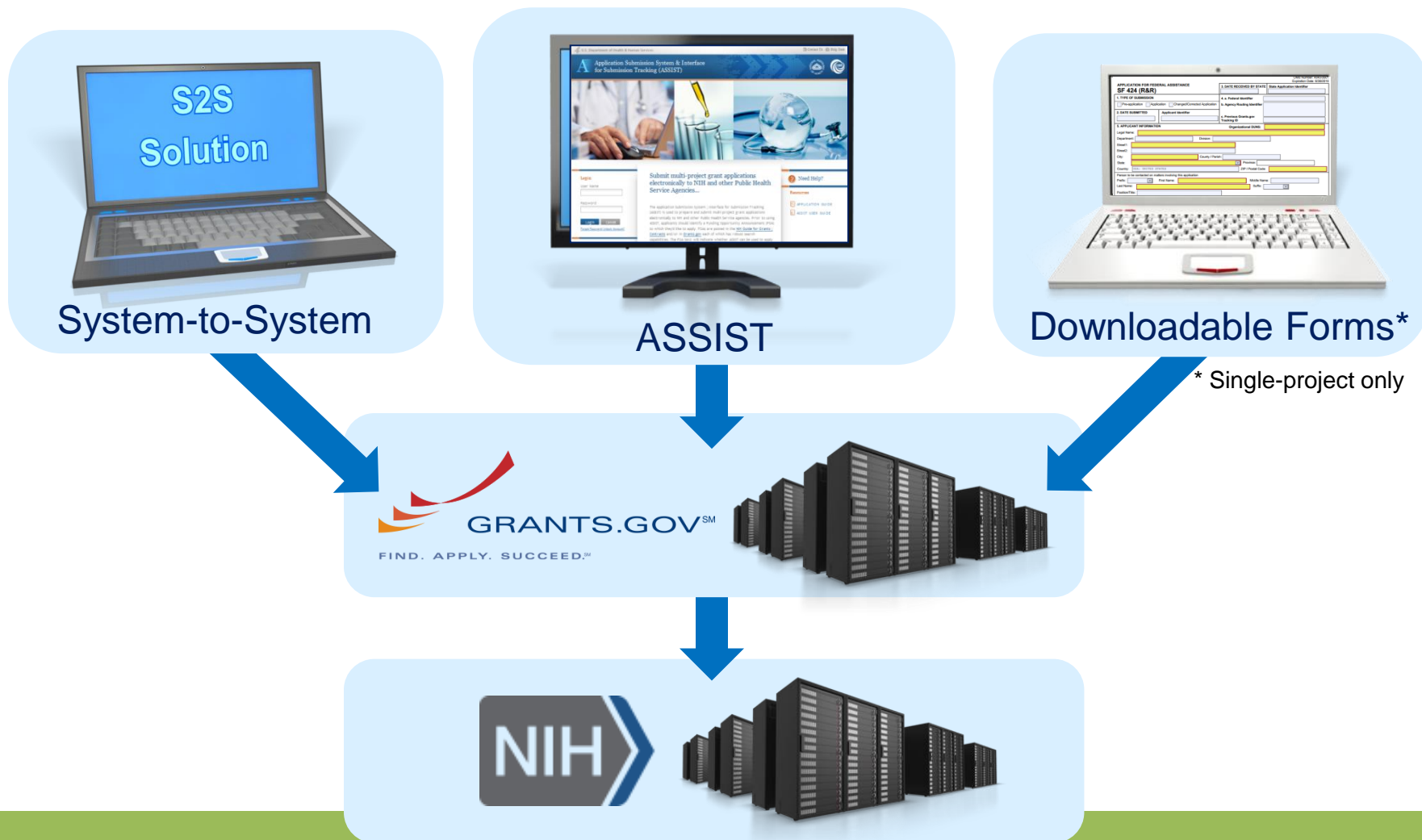
*It's easy to make good decisions when
there are no bad options.*

-Robert Half



Application Submission Options

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ASSIST



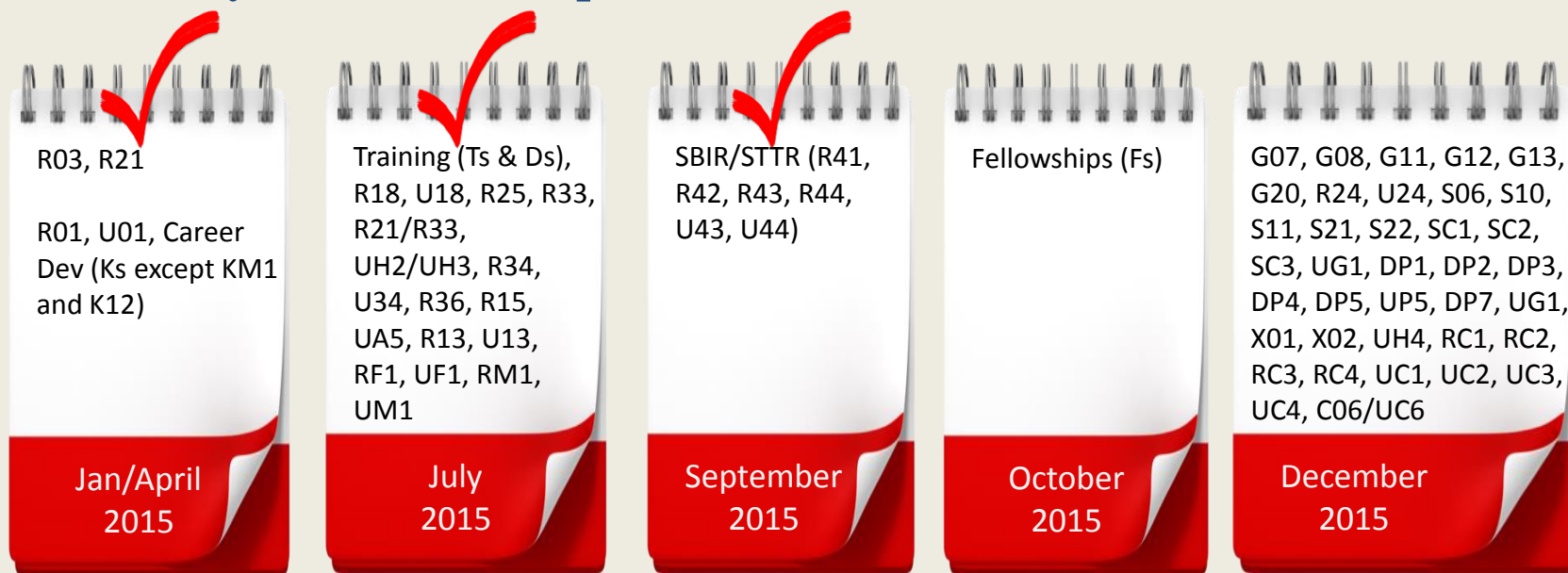
5

- 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

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- 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](http://grants.nih.gov/grants/ElectronicReceipt/files/Timeline%20for%20Single-Project%20ASSIST%20Support.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



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- 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...

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- 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

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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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The image shows two screenshots of government grant websites pinned to a light-colored board with blue pushpins. The left screenshot is from the Office of Extramural Research (OER) at the National Institutes of Health (NIH). It features a navigation bar with links like HOME, ABOUT GRANTS, FUNDING, FORMS & DEADLINES, GRANTS POLICY, and NEWS. Below this is a 'GRANTS & FUNDING' section with a sidebar for 'About Grants' and 'Electronic Grants'. A red circle highlights the 'FUNDING' section, which includes a search bar and the text 'Search NIH Guide for Grants and Contracts'. The right screenshot is from the GRANTS.GOV website. It has a navigation bar with links like HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, and OUTREACH. A red circle highlights the 'Search Grant Opportunities' button. Below this is a 'Find Open Grant Opportunities' section with a table of opportunities. The table has columns for 'Funding Opportunity Number', 'Opportunity Title', and 'Agency'. One opportunity is listed: 'DARPA-BAA-14-25' for 'Innovative Systems for Military Missions' by the 'DARPA - Tactical Technology Office'.

NIH Guide for Grants & Contracts

Grants.gov Search Opportunity

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

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

Electronic Grants

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

FUNDING

Search NIH Guide for Grants and Contracts

[Funding Opportunities & Notices](#)

[Unsolicited Applications \(Parent Announcements\)](#)


[Advanced Search](#)

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. Notice • June 10, 2014 - Notice of NICHD's Interest in Supporting Technologies, and Intrauterine Assessment of Placenta • June 4, 2014 - Notice NOT-14-074 supersedes NOT-14-074 • August 21, 2013: Removed reference to • 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)	<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

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)



Login

User Name:

Password:

[Login](#) [Cancel](#)

[Forgot Password/Unlock Account?](#)

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

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

GRANTS.GOV™

SEARCH: Grant Opportunities Enter Keyword... [GO](#)

[HOME](#) [ABOUT](#) [SEARCH GRANTS](#) [APPLICANTS](#) [GRANTORS](#) [SYSTEM-TO-SYSTEM](#) [FORMS](#) [OUTREACH](#) [SUPPORT](#)

GRANTS.GOV > View Opportunity

VIEW GRANT 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 on your computer for future reference and use.

CFDA	Competition ID	Competition Title	Open Date	Close Date	Actions
	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



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

<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.*

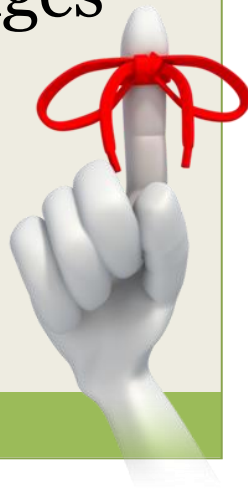
-Roy H. Williams, Businessman



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

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

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"/>		<input type="text"/>	<input type="text"/>	
Credential, e.g., agency login: <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"/>		<input type="text"/>	
Credential, e.g., agency login: <input type="text"/> Enter PI Commons Username			
* Project Role:		Select PD/PI for each PI	Other Project Role Category:
* Attach Biographical Sketch		<input type="text"/>	Add Attachment
Attach Current & Pending Support		<input type="text"/>	Add Attachment

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

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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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: <input type="text"/>		Division: <input type="text"/>		
* 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"/>	* Zip / Postal Code: <input type="text"/>			
* Phone Number <input type="text"/>		Fax Number <input type="text"/>		
Credential, e.g., agency login: <input type="text"/>				
* Project Role: <input type="text"/>		PD/PI <input type="text"/>	Other Project Role Category: <input type="text"/>	
* Attach Biographical Sketch <input type="text"/>		Add Attachment	Delete Attachment	View Attachment
Attach Current & Pending Support <input type="text"/>		Add Attachment	Delete Attachment	View 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: <input type="text"/>		Division: <input type="text"/>		
* 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"/>	* Zip / Postal Code: <input type="text"/>			
* Phone Number <input type="text"/>		Fax Number <input type="text"/>		* 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:	* Zip / Postal Code:			
* Phone Number		Fax Number	* E-Mail	
<input type="text"/>				
Credential, e.g., agency login:				
* Project Role: <input type="text"/> PD/PI <input type="text"/> Other Project Role Category: <input type="text"/>				
* Attach Biographical Sketch		<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
Attach Current & Pending Support		<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		

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

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



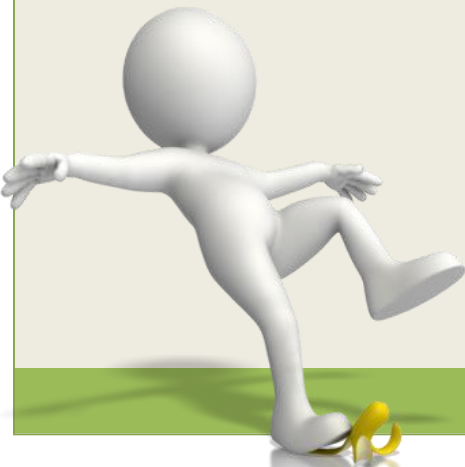
Biosketch required, but not marked required on federal-wide form.

Avoid Common Errors – Required Attachments

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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.

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 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

Add Attachment

10. Multiple PD/PI Leadership Plan

Required if more than one PD/PI is specified on the Grant Strategy & Goals Form

11. Consortium/Contractual Arrangements

Add Attachment

Delete Attachment

View Attachment

12. Letters 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

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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

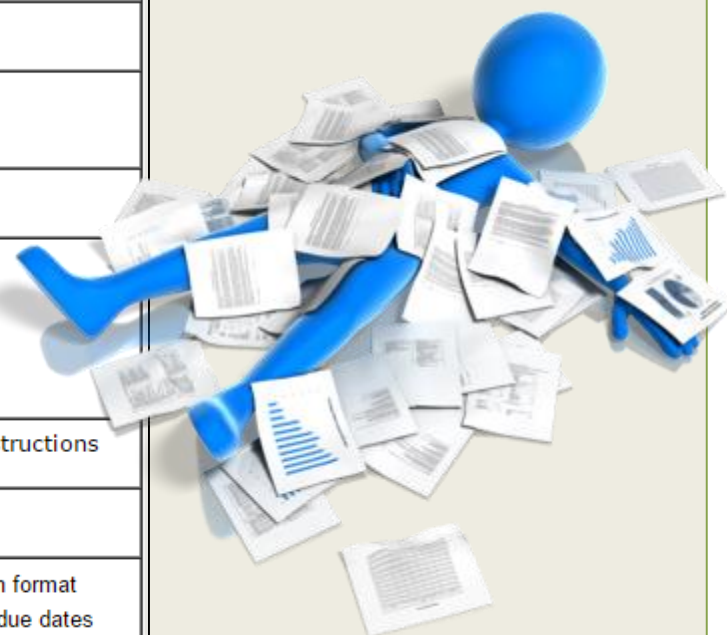


PDF Guidelines:

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

38



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

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**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>

The screenshot shows the eRA Commons website. At the top, the header includes the "Electronic Research Administration" logo with "eRA Commons" in large letters, and "Sponsored by National Institutes of Health". To the right are the "National Institutes of Health" and "OER" logos, along with "Contact Us" and "Help" links.

The main content area is divided into three columns:

- Left Column:** Contains the "Commons Login" section with fields for *Username and *Password, and "Login" and "Reset" buttons. Below these is a link for "Forgot Password/Unlock Account?". At the bottom is the "Federated Institutions/Organizations" section with a dropdown menu currently showing "N/A".
- Middle Column:** Features a "Welcome to the Commons" heading. Below it is a "System Notification Message" box stating "All systems are currently available." followed by a link to the "eRA Scheduled Maintenance Calendar". Further down is a "Support Related Resources" section with a bulleted list of links: "Electronic Submission", "Online Resources", "Electronic Application Submission", and "eRA Home Page".
- Right Column:** Includes a link to "Register Grantee Organization", an "About the Commons:" section with links to "Frequently Asked Questions" and "Latest Release Notes", and an "Additional Links" section with links to "RePORT", "Grants.gov", "iEdison", "National Institutes of Health", "Public Access Policy Page", and "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

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

Select Recent/Pending eSubmissions

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 recent/pending eSubmission. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions.

Indicates eSubmission Error

							1- 1 of 1 1
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

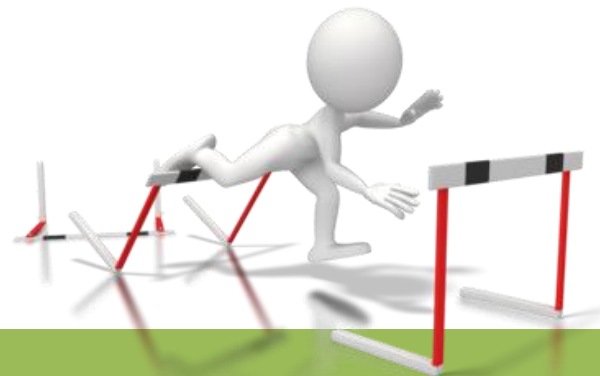
GRANT00572570 2013-09-03

- 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

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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

A screenshot of the eRA Commons application form for SF 424 (R&R). The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)" and includes various sections for applicant information, project details, and contact information. The form is partially filled out with text and checkboxes. The left sidebar shows a "Bookmarks" list with items like "Face Page", "Form Instructions", "Other Information", "Project Description", "Public Health Statement", "Key Personnel", "Budget & Financial Information", "List of Research Plan Attachments", "Specific Aims", "Research Strategy", and "Checklist". The main content area is divided into sections 1 through 9, each with specific fields and instructions. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)" and includes various sections for applicant information, project details, and contact information. The form is partially filled out with text and checkboxes. The left sidebar shows a "Bookmarks" list with items like "Face Page", "Form Instructions", "Other Information", "Project Description", "Public Health Statement", "Key Personnel", "Budget & Financial Information", "List of Research Plan Attachments", "Specific Aims", "Research Strategy", and "Checklist". The main content area is divided into sections 1 through 9, each with specific fields and instructions.

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 eSubmissions

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.

1-1 of 1 1

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

Status is Pending Verification

Application ID links to detailed status info

Status Information

General Grant Information
Status:

Other Relevant Documents

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

Status History
Effective Date

Application Information
Reference Letter(s)

Follow e-Application link to view assembled application image

View Appendices and Cover Letter

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	Name	Phone	Email
Administration			

View Application Image

49

Bookmarks << >>
8 ▾
SF424 (R&R) Cover Page
Table of Contents
Performance Sites
R&R Other Project Information
Project Summary/Abstract
Project Narrative
Facilities & Other Resources
Equipment
R&R Senior/Key Persons
Sketches

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

→ 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

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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

Electronic Research Administration

eRA Commons

Sponsored by National Institutes of Health

Version 2.28.01

Welcome Workshop
Institution: WHATSAMATTA.U
Authority: **SO** [Log-out](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) **[Status](#)** [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

Status ?

- [General Search](#)
- [Just In Time](#)
- [Pending Progress Report](#)
- [Recently Awarded](#)
- [Recent/Pending eSubmissions](#)**
- [Cross-out](#)

Recent/Pending eSubmissions

Accession Number	<input type="text"/>
Grants.gov Tracking #	<input type="text"/>
eSubmission Status	<input type="text" value="Pending Verification"/>
Received Date	From <input type="text"/> <input type="button" value="Calendar"/> To <input type="text"/> <input type="button" value="Calendar"/> (MM/DD/YYYY)

Enter Search Criteria

Click Search

Select *Recent/ Pending eSubmissions*

Reject eApplication Action

51

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.							
1-1 of 1 1							
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:	<input type="text" value="this comment is sent to the PI"/>
	<input type="button" value="Reject"/> <input type="button" value="Cancel"/>

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 |

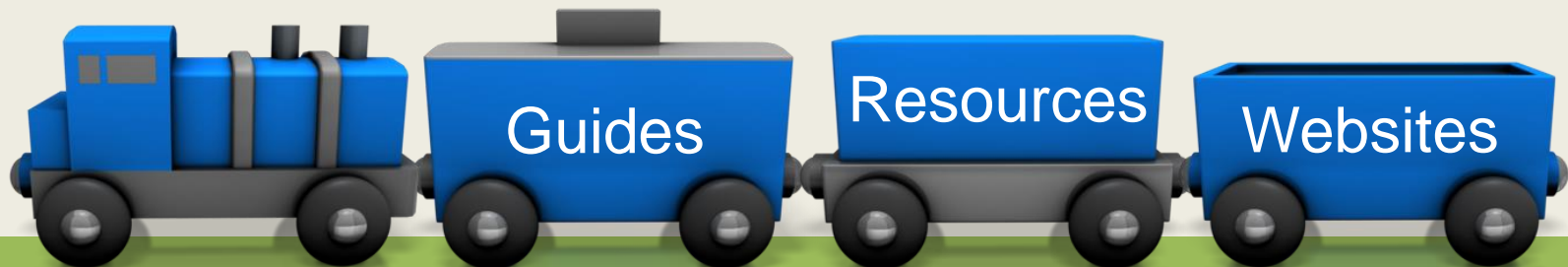
Grants.gov Contact Center

- 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

Home Logout Help Desk Contact Us


 **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 # **GO**
(Example: PA-00-000)
The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#). Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

 **SEARCH FOR APPLICATION** **Search Applications**

 **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 Application

Cancel

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

Li

Pre-fill username

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

Username

CherDMoney

First Name

Cher

Middle Name

D

Last Name

Money

Initiate Application

Cancel



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

Username: CHERDMONEY

Access online help

Screen tips

ASSIST messages

**Form
navigation**

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

[Home](#) > Application Information

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.

i Application saved

Summary

R&R Cover

Cover Page
Supplement

Other
Project
Information

Sites

Sr/Key
Person
Profile

Research
Plan



Application Information

Identifier: 19938

Project Title: Curing the not so common cold

PI: MONEY, CHER D

Project: WHATSAMATTA U

Mod:

Work in Progress

Submit Application

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

Automatic Application Access

62

- 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)

64

- 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

Submit

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

66

Actions ?

- RETURN TO APPLICATION
- ADD OPTIONAL FORM
- PREVIEW CURRENT FORM
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Application Information ?

Tips:

- Complete this form first. Some information is required.
- Multi-project applications - For the Overview, you must complete a subset of fields (Applicant Information, Proposed Project Start/End Dates). Expand the tabs to see the required fields.

Click each tab to access form data entry screens

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

Application for Federal Assistance OMB Number: 4040-0001
SF 424 (R&R) v2.0 ? Expiration Date: 06/30/2016

Edit

Clicking **Edit** blocks other users from editing form

☒ Expand All * Required field(s)

1. * TYPE OF APPLICATION

* Type of application

2. DATE SUBMITTED

Date Submitted

Applicant Identifier

Adding Optional Forms

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The screenshot shows the 'Add Optional Form' dialog box. On the left, the 'Actions' sidebar has 'ADD OPTIONAL FORM' highlighted with a red dashed circle and an arrow pointing to the dialog. The dialog has a title bar 'Add Optional Form' and a close button. Below the title bar, it says 'Select the form you wish to add'. A dropdown menu is open, showing 'Modular Budget' selected. Below the dropdown is a 'Submit' button, also circled with a red dashed line. At the bottom of the dialog, there is a copyright notice: '© 2015 NIH. All Rights Reserved. Screen Rendered: 03/02/2015 11:04:24 E Version: 2.12-02'.

Actions ?

- RETURN TO APPLICATION
- ADD OPTIONAL FORM**
- PREVIEW CURRENT FORM
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Application Information ?

Tips:

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For the Overall component, complete the entire form. For other components, you will only be able to complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

Add Optional Form

Select the form you wish to add

Modular Budget

--- Select Form ---

- R&R Subaward Budget
- R&R Budget
- Planned Enrollment Report
- Cumulative Inclusion Report
- Modular Budget**

Submit

© 2015 NIH. All Rights Reserved. Screen Rendered: 03/02/2015 11:04:24 E Version: 2.12-02

Select form and
click **Submit**

The screenshot shows the 'Application Information' page. The 'Actions' sidebar is on the left. The main content area has a tabbed interface. The 'Modular Budget' tab is selected and highlighted with a red dashed circle. Below the tabs, there is a 'Period 1' section with a 'Cumulative' button and an 'Add Period' button. The main content area displays 'PHS 398 Modular Budget - Period 1'.

Actions ?

- RETURN TO APPLICATION
- ADD OPTIONAL FORM
- PREVIEW CURRENT FORM
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

Application Information ?

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

! Period 1 Cumulative Add Period

PHS 398 Modular Budget - Period 1 ?

The form tab
is added to
navigation

Validate Application

Actions ?

RETURN TO APPLICATION

ADD OPTIONAL FORM

PREVIEW CURRENT FORM

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY 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)

Errors and Warnings are displayed

Generating Application Preview

69

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.

Actions ?

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

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

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 Preview

View last preview

Generate new preview

ASSIST: Submit Application (AOR only)

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The screenshot displays the ASSIST web interface. At the top, the header reads 'Application Submission System & Interface for Submission Tracking (ASSIST)' with a sub-header 'Sponsored by the National Institutes of Health'. A user is logged in as 'Pennywise'. The main content area is titled 'Application Information' and shows details for application 2816, titled 'Curing the not so commons cold'. The application status is 'Ready for Submission', and the 'Submit Application' button is highlighted. A sidebar on the left lists various actions available to the user.

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

Username: PENNYWISE

Home > Search for Applications > Application Search Results

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.

Actions

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

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

Must be an eRA SO and a Grants.gov AOR to submit.

Submit Application button is only active for SOs

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 View Submission Status Details
Status Date:	2015-03-02 02:34:00 PM EST

**Click View Submission
Status Details**

Tracking Submission Status

[Check for Status Updates](#)

 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 De

Agency Status:

PROCESSED

Agency Status Date:

Mon Mar 02 13:05:59 EST 2015

[Close](#)

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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[Close](#)

Questions?

