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Office of Extramural Research

Application Submission System & Interface for Submission Tracking (ASSIST) User Guide

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The most current version of this document will be available on the eRA website: http://era.nih.gov.

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1 ASSIST

The Application Submission System & Interface for Submission Tracking (ASSIST) is a web-based system used to prepare applications using the SF424 Research & Related form set and to submit electronically through Grants.gov to NIH and other participating agencies.

ASSIST allows participants to do the following:

- Leverage current eRA Commons credentials to access ASSIST
- Delegate application preparation responsibilities to multiple users within and outside the applicant organization while maintaining appropriate access control and security
- Populate data from established eRA Commons profiles
- Run validations on federal-wide and agency business rules prior to submission
- Generate Table of Contents, headers, footers, page numbers, etc. automatically
- Print/Preview applications prior to submission in the format used by the agency
- Present to reviewers clear, color PDF images rather than scanned versions of the application
- Avoid the hassle of preparing and shipping multiple paper copies

ASSIST can support both single-project and multi-project (also known as multi-component or complex) applications with features presented differently depending on the type of application, as determined by the entered Funding Opportunity Announcement (FOA).

1.1 Application Format

All electronic single -project applications prepared in ASSIST will include:

- All required forms necessary for the application package
- All optional forms available for the application package

All electronic multi-project applications prepared in ASSIST will include:

- A single Overall Component: The Overall component describes the entire application and how each of the additional components fit together.
- Other Components: Some number of other component types (e.g., Admin Core, Project, Core) with predefined data collection requirements set by the agency when posting the opportunity in Grants.gov
- Summaries: Information compiled from the data provided in the individual components (e.g., component and categorical roll-ups of budget data).

Refer to the section of this document titled *Search for an Application* on Page 53 for information on searching for applications.

Refer to the section of this document titled *Initiate an Application* on Page 44 for information on initiating an application.

2 Using ASSIST

To navigate through the application in ASSIST, select any of the buttons in the **Actions** section, the links in the **Component Type** section of the left-side navigation area (for multi-project applications only), or other links located on the ASSIST pages.

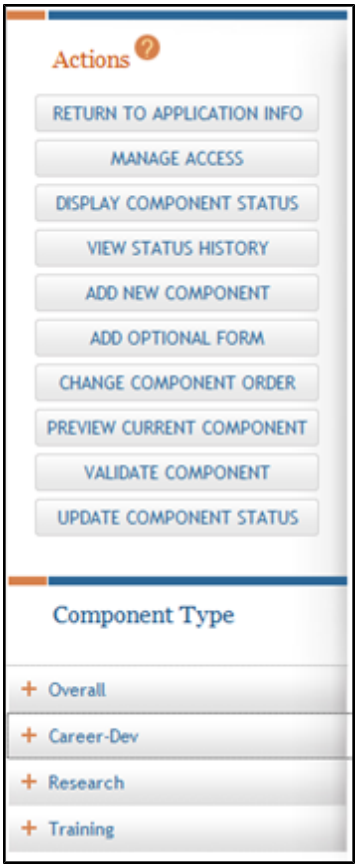


Figure 1: ASSIST Navigation Panel

2.1 Actions

The **Actions** section of the left-side navigation provides buttons for accessing the features available for the application (or multi-project component) currently displayed on the page. Some of these buttons remain on the screen at all times. Other buttons are removed or added to this area depending on what is being viewed at the time. For example, for multi-project applications, the available buttons featured in **Actions** when the *Application Information* page is displayed differ from those featured when the *Core Information* page is displayed, because the actions taken against an entire application differ from those taken against an individual component (e.g., **Update Submission Status** vs. **Update Component Status**). The available **Actions** buttons also may change depending on the status of an application or component.

2.2 Component Type

The **Component Type** section of the left-side navigation appears only for multi-project applications and lists the different component types included in the application. Components of the same type are grouped together and displayed under that specific component type heading (e.g., if three different Project components were initiated, all three are listed under the **Project** heading). To view all the components of a certain component type, click the component type heading, which is displayed next to a plus sign (+). To hide the components, select the component type heading when the minus sign (-) is displayed.

The components are listed with numeric identifiers, not the actual component title names; however optional component short names (when added to a component) display beneath the numeric identifier and can aid in keeping track of the different components.

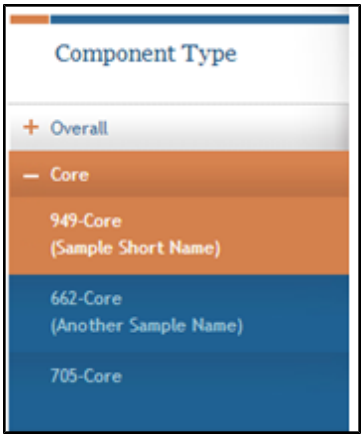


Figure 2: Component Navigation Pane

2.3 Breadcrumbs

The breadcrumb links at the top of the ASSIST page may be used to navigate back and forth through pages already visited. The breadcrumbs display a trail indicating how the current page was accessed. To view any of the prior pages, select the page name link within the breadcrumbs.

Figure 3: Online Help Breadcrumbs

2.4 Component Form Tabs

A component is a named, agency-defined collection of data elements that may be repeated within an application. When the Component Information is accessed for an Overall or individual component, the included forms for that component are listed across the page in tabs. Each tab displays the name of the particular form it represents. To navigate among the forms, select the form tab.

NOTE: The image above is a sample of component form tabs and does not reflect the forms available for every application.

Figure 4: Component Forms

2.5 Navigational Links

Across the top of every ASSIST page, next to the **Logout** link, are the links for accessing the ASSIST Home page (**Home**), for contacting system support (**Contact Us**), and for accessing help desk support information (**Help Desk**). Select the appropriate link to access this information.

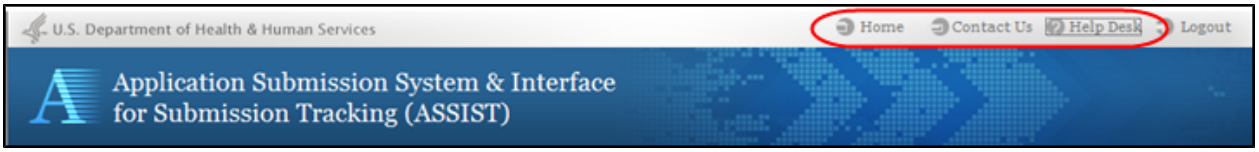


Figure 5: ASSIST Navigation Links

2.6 Online Help

Various sources of help exist for the ASSIST. The *Welcome* page **Resources** section contains links for the **Application Guide** and the **ASSIST User Guide**. In addition, the **Need Help?** icon launches the ASSIST online help feature in a separate browser window.

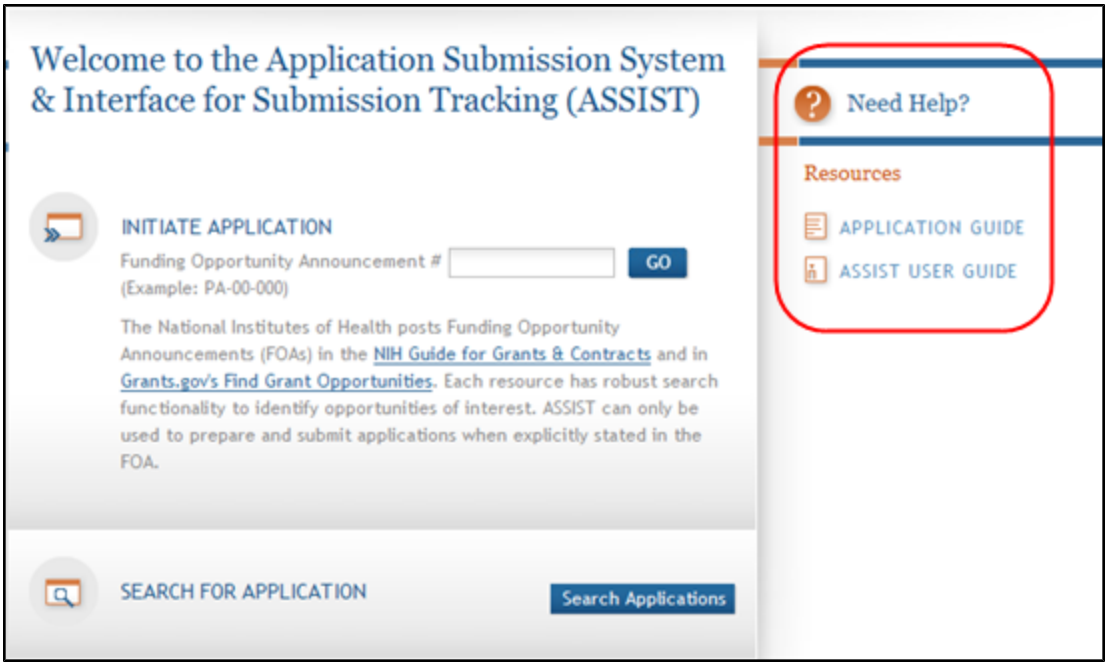


Figure 6: ASSIST Welcome Page Help Links

The online help feature is also available for specific topics by selecting the **?** icon from the various pages in ASSIST. Selecting the icon from a specific page (rather than from the *Welcome* page) opens the online help for that specific topic.

Figure 7: ASSIST Online Help Icon

No matter how online help is accessed, all topics covered in the help system are accessible via the **Contents** list on the left side of the online help window.

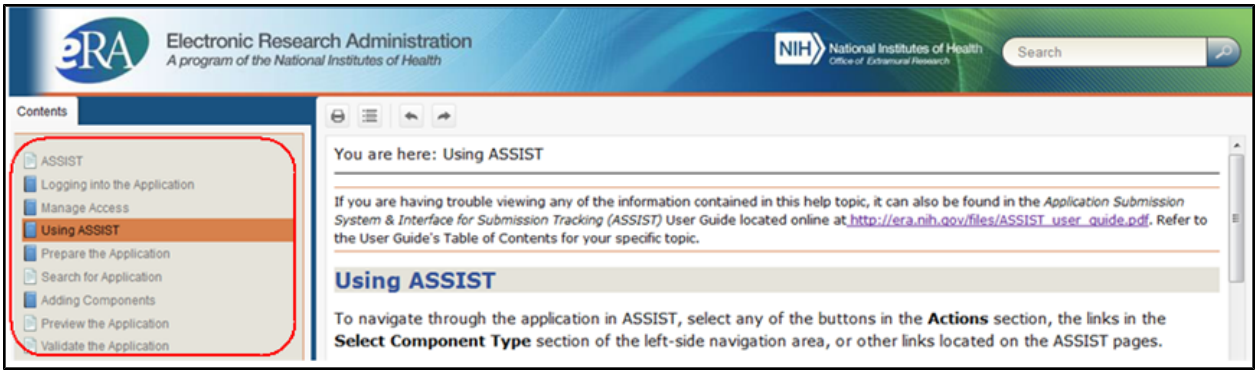


Figure 8: Online Help Table of Contents

Many help topics include figures or additional steps for those who need it. This information is hidden by default with togglers. Click the arrow icons or orange text when available to expand specific hidden text or figures; click again to hide it.

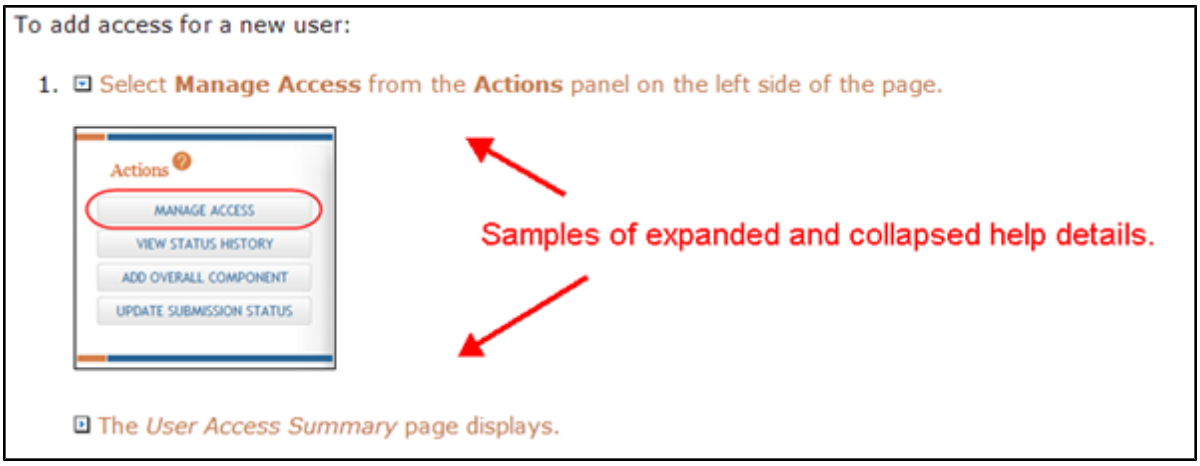


Figure 9: Sample of Online Help Expanded and Collapsed Togglers

The **Expand All/Collapse All** button located above the breadcrumbs at the top of each help screen expands (or collapses) all hidden text and images within the current topic.

Figure 10: Online Help Expand All/Collapse All Button

2.7 Logging into the Application

2.7.1 Logging In

ASSIST is a web-based system. Use your internet browser to access the system at the following URL: https://public.era.nih.gov/assist

ASSIST uses the same user authorization service as eRA Commons. All ASSIST users must use their existing eRA Commons IDs or work through their organization to obtain them. Anyone with a Commons ID can access ASSIST and initiate an application.

1. In the **Username** field, type a valid eRA Commons username and press **Tab** to move to the **Password** field.
2. Type the eRA Commons password and click the **Login** button.

NOTE: If this is the first time using your eRA Commons username and password, log into eRA Commons first before attempting to access ASSIST. You can use the provided temporary password to log into eRA Commons for the first time. Once logged in, you will be prompted to change your password.

The system displays the *Home* page with your login information displayed in the upper right corner of the page.

eRA Commons allows up to six unsuccessful attempts to log in. After the 6th attempt the account is locked. You will then be prompted to change your eRA Commons password to gain access to ASSIST.

2.7.2 Logging Out

Select **Logout** at the upper right hand corner of the page to end your session.

2.7.3 Changing Your Password

You can change your password for many reasons including if you've forgotten it, if your password has expired, if your account has been locked, etc. When changing your password, remember that all passwords must follow the NIH eRA Password Policy.

2.7.3.1 Forgot Password/Unlock Account

If you have forgotten your password or if your account has been locked, you can submit a request to reset your password. Submitting this request generates a new, temporary password, which is sent to the email address contained in your Commons personal profile. To reset your password:

1. From the ASSIST login page, select the **Forgot Password/Unlock Account link**.

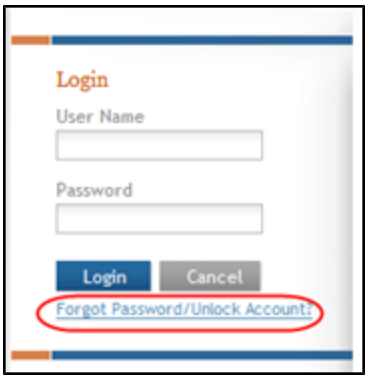


Figure 11: Forgot Password/Unlock Account Link

The Reset Password screen displays.

2. Enter your **User ID** (this is the same as your User Name) and **Email** address into the displayed fields. Both fields are required.
3. Select the **Submit** button.

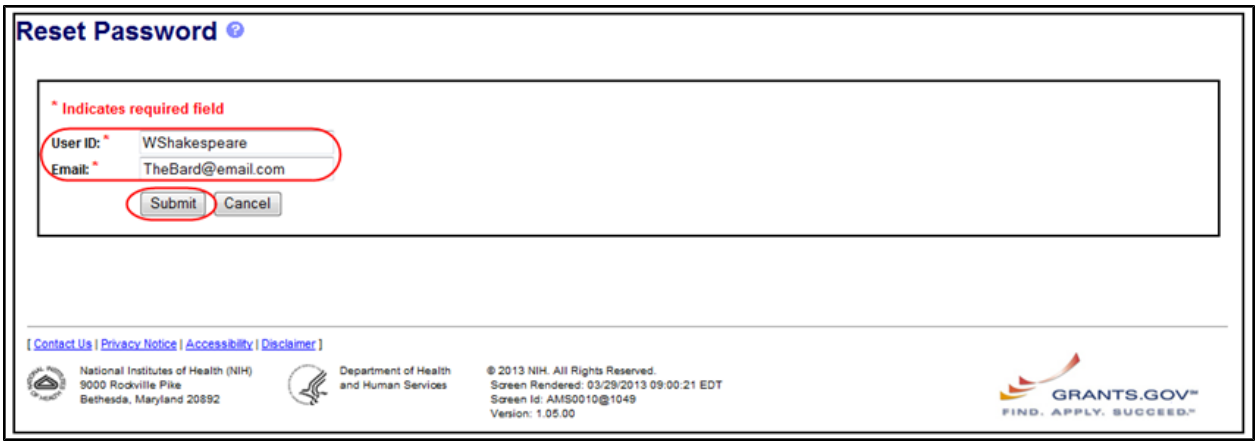


Figure 12: Reset Password Screen

The system returns to the ASSIST login page. Check the email account associated with your profile for the new, temporary password. Once received, log into ASSIST again.

4. Use your existing User Name and the temporary password sent to you to log into ASSIST again.
5. At the prompt, enter a new password of your choosing for your account. Continue to use this password until it expires.

2.7.3.2 Expired eRA Password

If your eRA Commons password has expired you will be prompted to change their eRA Commons password when attempting to access the ASSIST system. Once the password is changed you will be able to access ASSIST.

Access the following link for more information regarding changing your password http://era.nih.gov/commons/faq_commons.cfm#III3

2.8 Manage Access

Application access is controlled by assigning appropriate access levels or privileges to system users. An access level is a group of privileges. Privileges control the extent to which each person working on an application can view and/or edit application data.

Users from the applicant organization that log in to ASSIST using an eRA Commons ID with an SO or AO role automatically have the *Access Maintainer* privilege needed to manage privileges for other users. Users with the SO role can also assign the *Access Maintainer* privilege to other users within their institution.

Application access can be controlled across three variables:

1. Edit vs. View
2. Entire application vs. specific component within an application (for multi-project applications)
3. Budget data vs. Non-Budget data

It is not necessary for all users who access an application to be affiliated with the applicant organization, although certain functions are only available to affiliated users. For example, only users affiliated with the applicant organization hold the *Access Maintainer* privilege for an application.

2.8.1 Privileges Automatically Available in ASSIST Based on eRA Commons Role

Some privileges are automatically available based on the organization and roles associated with the eRA Commons ID used to access ASSIST. Since these privileges cannot be individually granted or revoked with ASSIST, the Manage Access interface does not display all users that hold these automatic privileges.

Signing Official (SO) at the lead application organization:

- Initiate application
- Assign, modify, or revoke application access for other users
- Delegate ability to assign, modify, or revoke application access for other users
- Edit entire application
- Submit application (must be SO at lead applicant organization AND have valid Grants.gov Authorized Organization Representative credentials)
- Update the component status from WIP to Final (without setting it to Complete)

Administrative Official (AO) at the lead applicant organization:

- Initiate application
- Delegate ability to assign, modify, or revoke application access for others
- Edit entire application
- Update the component status from WIP to Final (without setting it to Complete)

Principal Investigator (PI) identified on an application:

- Edit entire application

IMPORTANT: In the case of multi-project applications, once the DUNS number is entered on the SF424 R&R for a component, then similar automatic privileges apply for that specific component. You cannot revoke the automatic access given to the SOs or AOs of the component

through **Manage Access**. However, when the component is in any status other than *Work In Progress*, the component can only be edited by individuals that are granted edit access to the entire application (the automatic access provided at the component level alone is insufficient). This provides the applicant organization with the ability to limit editing as they are pulling together the application. Access can be restricted to the component lead through **Manage Access** at any time and when the component is in any status.

2.8.2 Add Access for a New User

ASSIST users with the appropriate authority can add access rights to new users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users. The Access Maintainer needs to know the eRA Commons ID of a user in order to grant them access to the application.

To add access for a new user for single-project or multi-project applications, follow the appropriate steps as listed below.

2.8.2.1 Access for Multi-Project Applications

1. Select **Manage Access** from the **Actions** panel on the left side of the page.

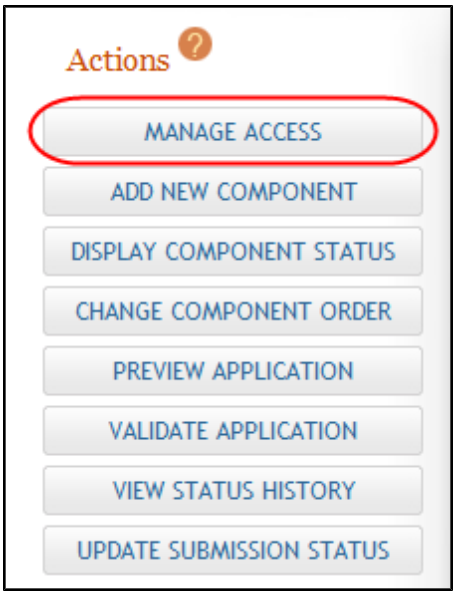


Figure 13: Manage Access Button on Actions Pane

The *User Access Summary* page displays.

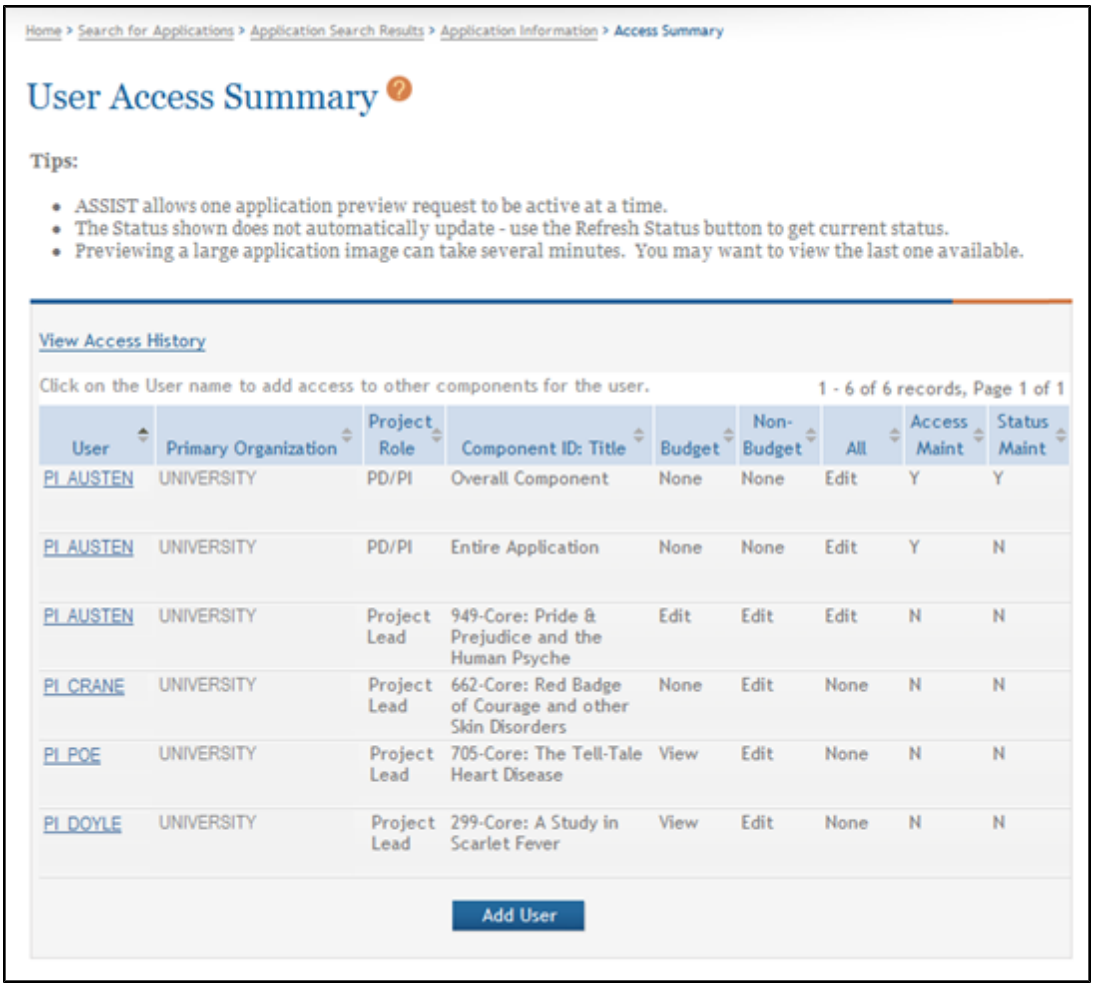


Figure 14: User Access Summary Page

2. Select the **Add User** button at the bottom of the page.

   The *Add New User* page displays.

3. Enter the eRA Commons ID into the **Username** field of the **User Information** portion of the page.

4. Select the **Submit** button.

   The matching **User** and **Primary Organization** information populate on the page.

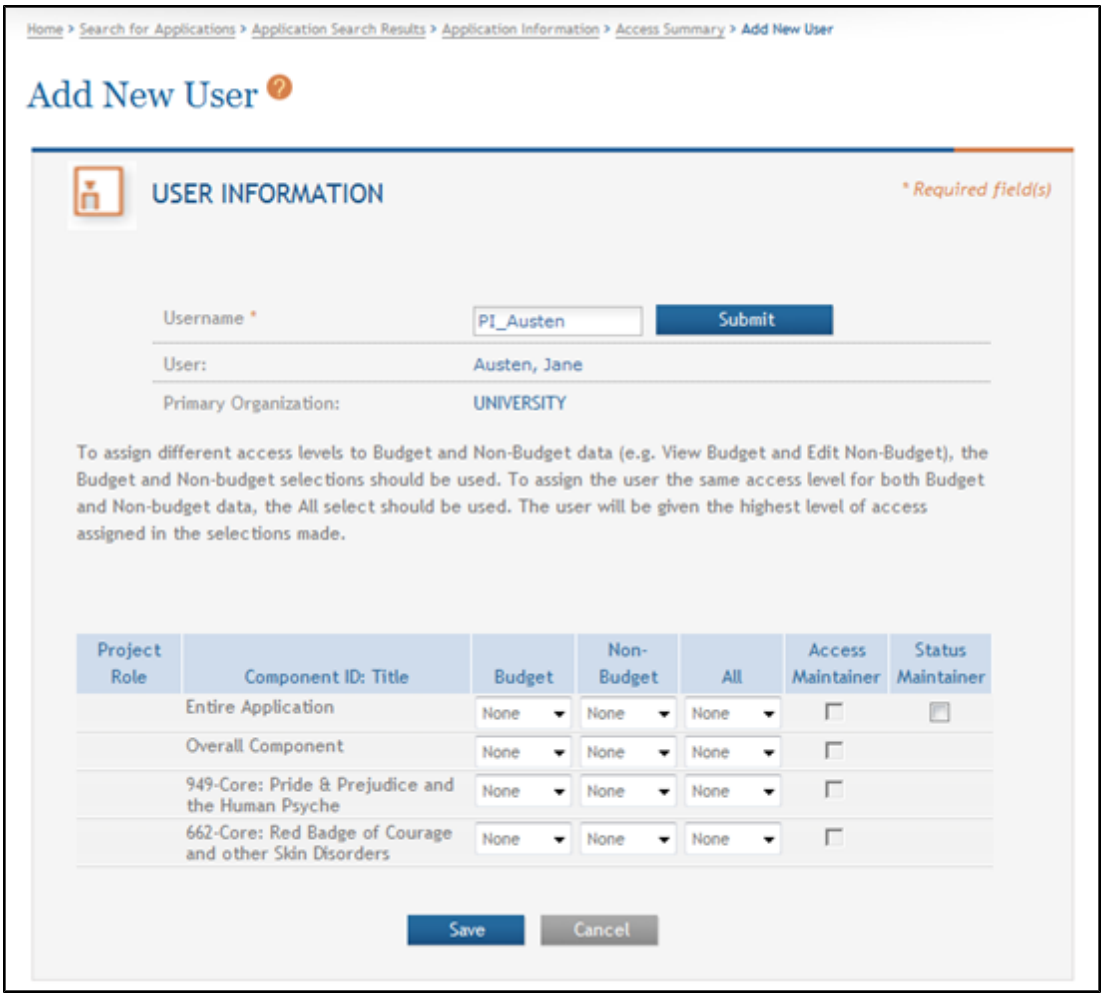


Figure 15: Add New User Page

5. Select the appropriate access for the Overall Component and/or additional components or the Entire Application. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the Overall Component, specific component, or Entire Application. If you are assigning different access levels for Budget and Non-Budget information, use the individual drop-down lists for **Budget** and **Non-Budget**; however, when you are assigning the same access level for both Budget and Non-Budget data, you should use the **All** selection.

6. *Optional*: Select the checkbox for **Access Maintainer** if the user is being granted authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
   - Only an SO/AOR with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.

- Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
- Only an SO/AOR with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
- Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.

7. *Optional*: Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
   - Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
   - By default, the Initiator of the application is given access to this level.
   - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).
   - The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.

8. Select the **Save** button to save the changes.

After saving the changes, the *User Access Summary* page displays. The added user and corresponding access information are included in the displayed table.

ASSIST automatically sends an email notification to the user assigned the access. The email notification informs the user of the access levels given, to which application or components of that application the access applies, and the user who granted the access.

2.8.2.2 Access for Single-Project Applications

1. Select **Manage Access** from the **Actions** panel on the left side of the page.

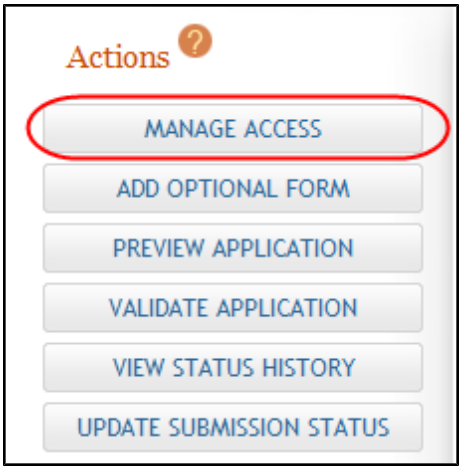


Figure 16: Manage Access Button on Actions Pane

The *User Access Summary* page displays.

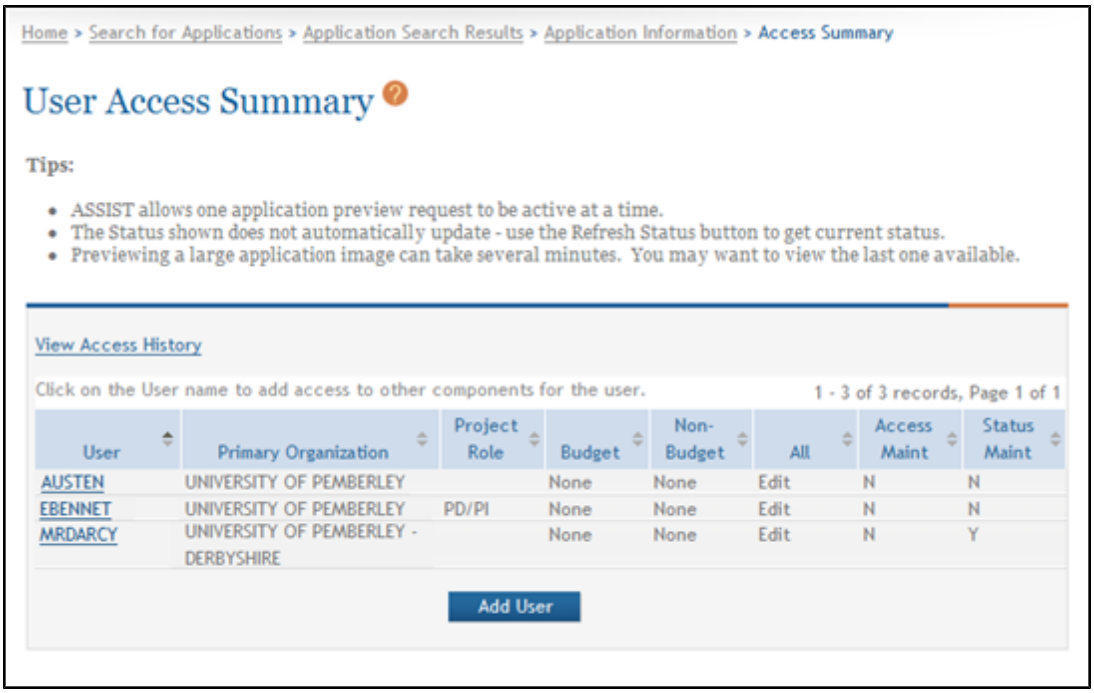


Figure 17: User Access Summary Page

2. Select the **Add User** button at the bottom of the page.

3. On the displayed *Add New User* page, enter the eRA Commons ID into the **Username** field of the **User Information** portion of the page.

4. Select the **Submit** button.

   The matching **User** and **Primary Organization** information populate on the page.

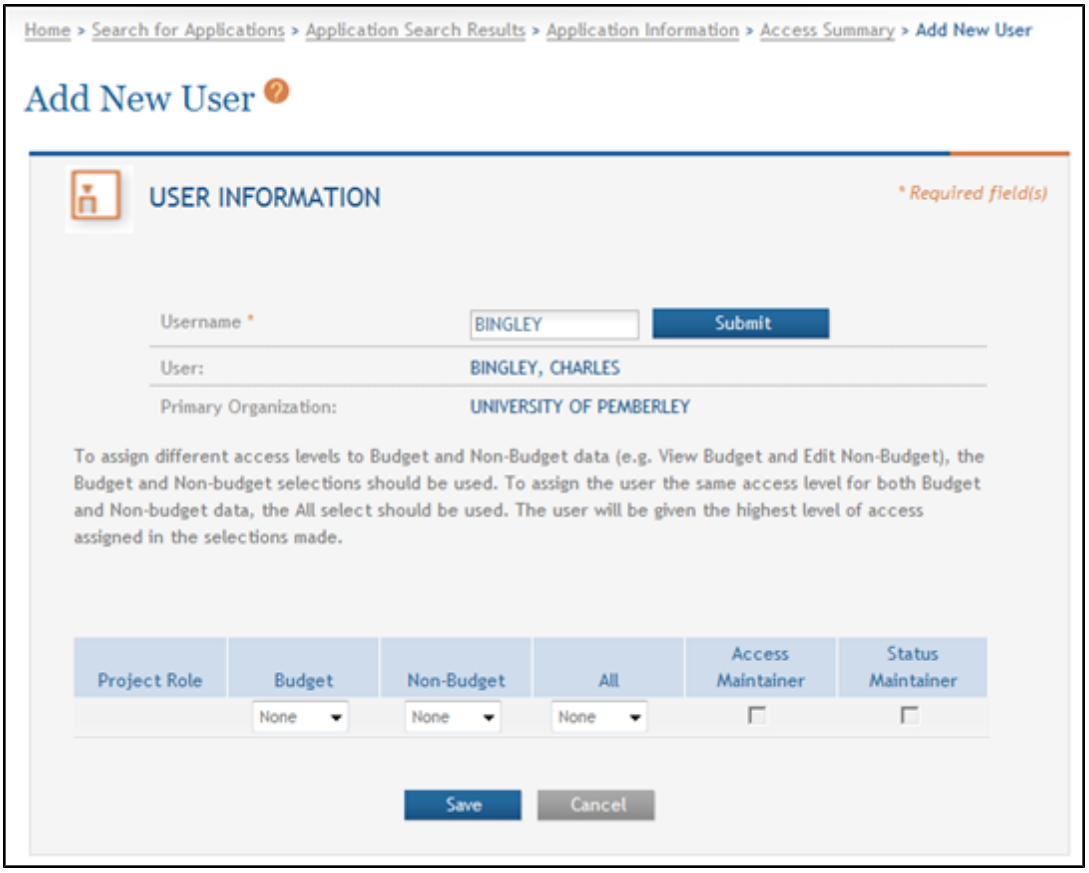


Figure 18: Add New User Page

5. Select the appropriate access for the application. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists. If you are assigning different access levels for Budget and Non-Budget information, use the individual drop-down lists for **Budget** and **Non-Budget**; however, when you are assigning the same access level for both Budget and Non-Budget data, you should use the **All** selection.

6. *Optional*: Select the checkbox for **Access Maintainer** to grant the authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:

- Only an SO/AOR with the Applicant Lead Organization can grant or revoke the Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
- Any user holding the Access Maintainer access level has the ability to grant access levels – other than the Access Maintainer level – to any AA, AO, ASST, PI, or SO.

7. *Optional*: Select the checkbox for **Status Maintainer** if the user is being granted authority to update the status for the entire application.
   - Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
   - By default, the Initiator of the application is given access to this level.
   - The Status Maintainer privilege for an application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.

8. Select the **Save** button to save the changes.

After saving the changes, the *User Access Summary* page displays. The added user and corresponding access information are included in the displayed table.

2.8.3 Modify User Access for an Application

ASSIST users with the appropriate authority may view and modify the access of other users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain access to other users.

To view and modify access for an existing user for single-project or multi-project applications, follow the appropriate steps as listed below.

2.8.3.1 Modify Privileges for Multi-Project Applications

1. Select the **Manage Access** button from the **Actions** panel on the left side of the page.

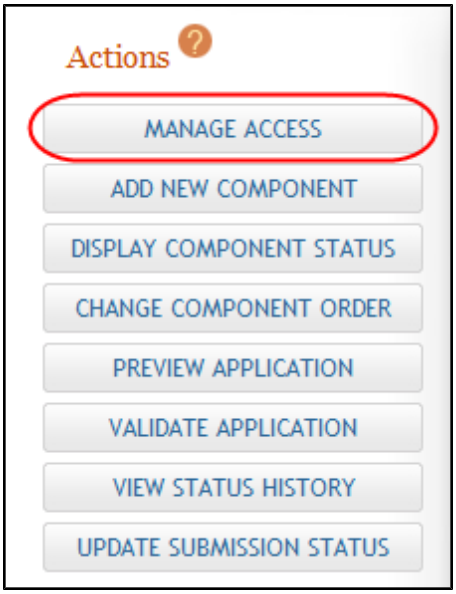


Figure 19: Modify Access Button on Actions Pane

The *User Access Summary* page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

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

View Access History

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

Add User

Figure 20: User Access Summary Page

2. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

   The *User Access Detail* page displays.

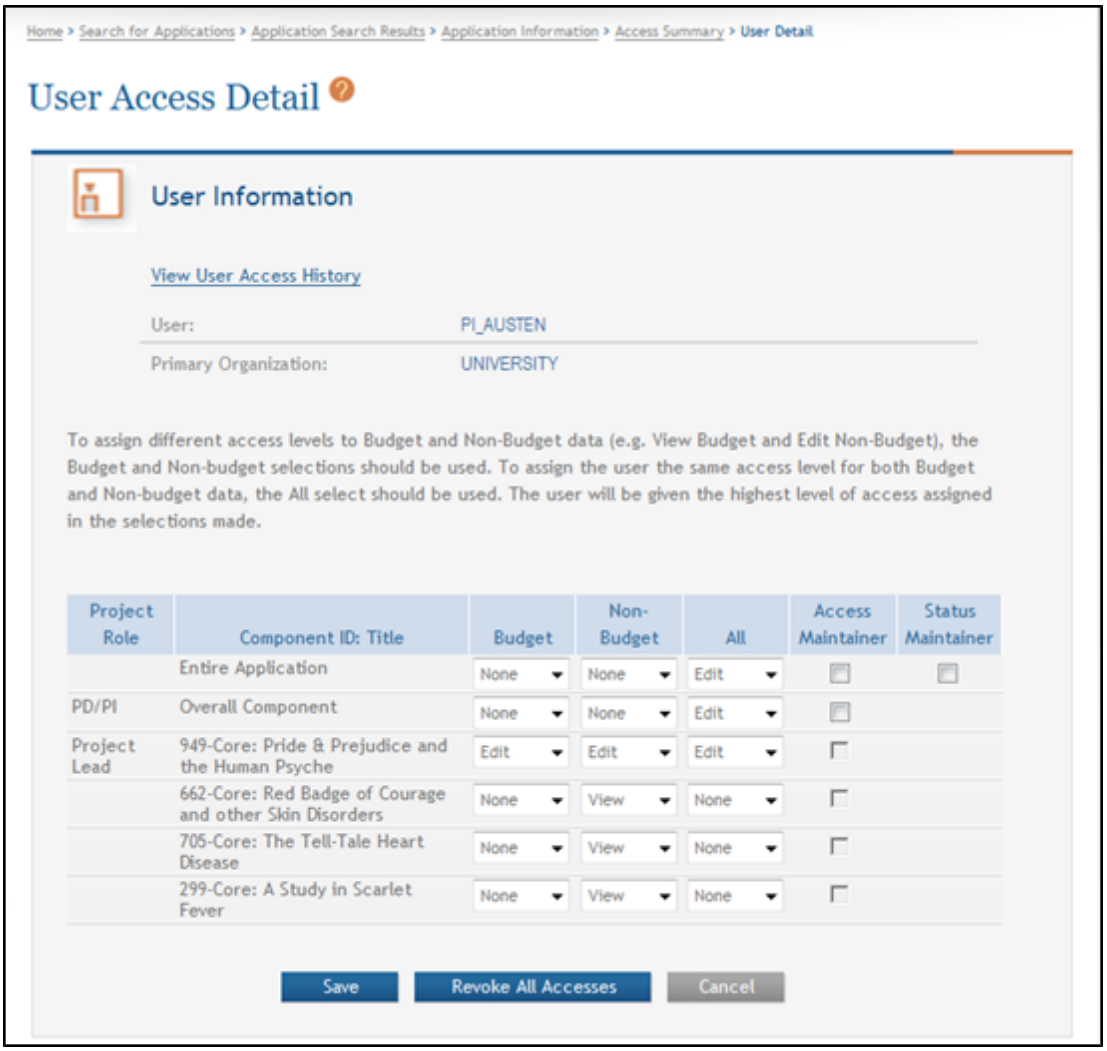


Figure 21: User Access Detail Page

3. Make the appropriate changes by selecting the access for the Overall application, entire application, and/or additional components. Access is assigned by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists for the Overall Application or specific component.

4. *Optional*: Select the checkbox for **Access Maintainer** if you are granting authority to provide and control access to other users. The following rules govern the Access Maintainer privileges:
   - Only an SO/AOR associated with the Applicant Lead Organization can grant or revoke the Entire Application Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.

- Any user holding the Entire Application Access Maintainer access level has the ability to grant Entire Application Access levels – other than the Entire Application Access Maintainer level – to any AA, AO, ASST, PI, or SO.
- Only an SO/AOR associated with the Component Lead Organization can grant or revoke the Component Access Maintainer level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
- Any user holding the Component Access Maintainer access level has the ability to grant any Component Access levels – other than Component Access Maintainer – to any AA, AO, AST, PI, or SO.

5. *Optional*: Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
   - Only an SO or AO from the Lead Applicant Organization can grant or revoke Status Maintainer access level.
   - By default, the Initiator of the application is given access to this level.
   - Status Maintainer level includes the ability to update the status of an individual component (Complete, Final, Abandoned, WIP) as well as the status of the entire application (All Components Final, Abandoned, Ready for Submission).

6. Select the **Save** button to save the changes.

ASSIST automatically sends an email notification to the user whose access has been modified. The email notification informs the user of the changes made to the access levels, to which application or components of that application the access applies, and the user who changed the access.

NOTE: Select the **View User Access History** link on the *User Access Detail* page to view details about the access levels granted and revoked for this specific user. Refer to the section of this document titled *User Access History* on Page 33 for more information.

Refer to the section of this document titled *Revoke Access to an Application* on Page 24 for information on revoking a user's access to the application and components.

2.8.3.2 Modify Privileges for Single-Project Applications

1. Select the **Manage Access** button from the **Actions** panel on the left side of the page.

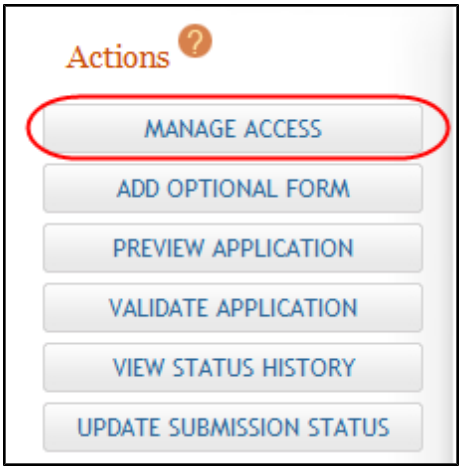


Figure 22: Modify Access Button on Actions Pane

The *User Access Summary* page displays.

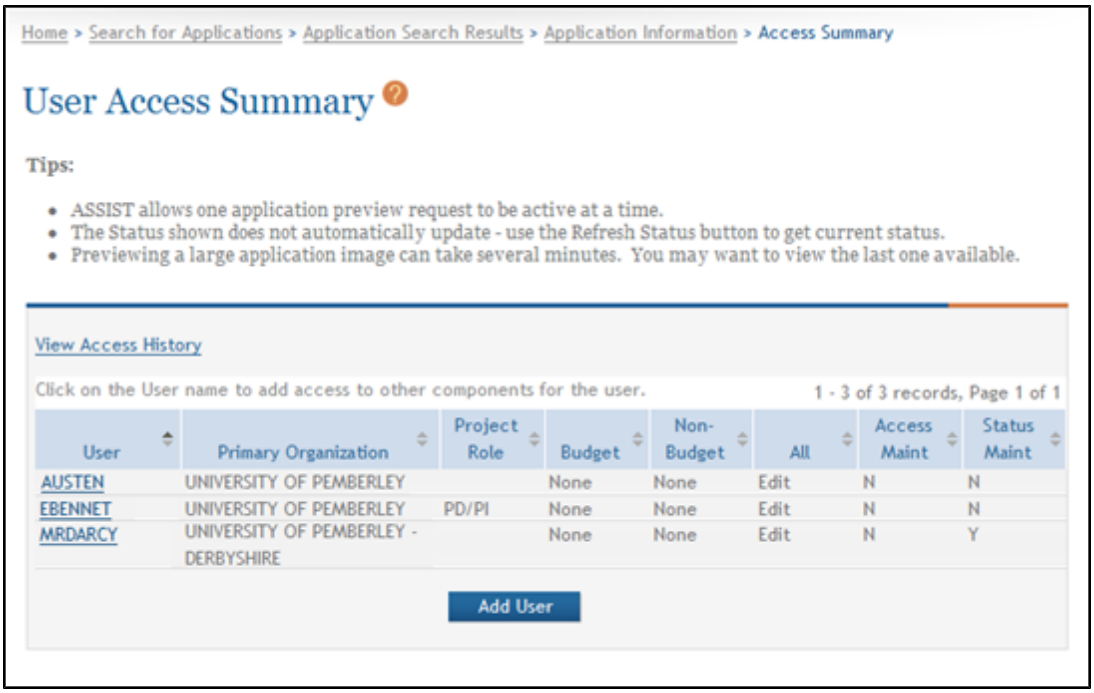


Figure 23: User Access Summary Page

2. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

The *User Access Detail* page displays.

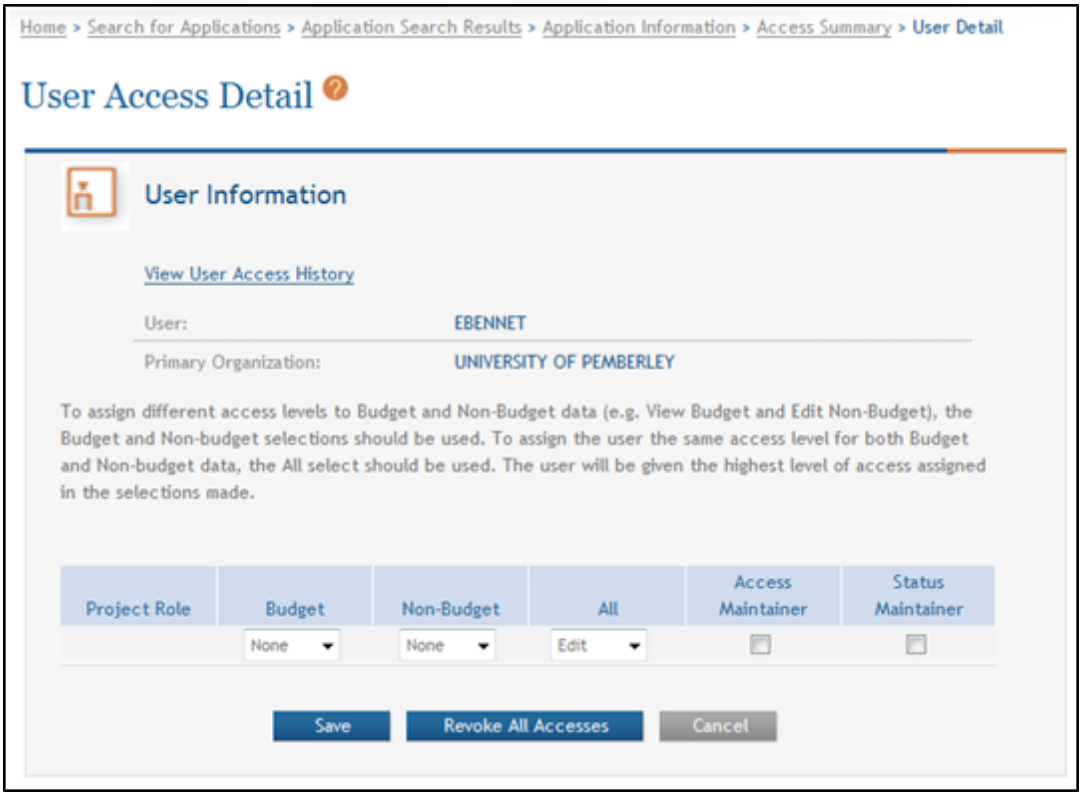


Figure 24: User Access Detail Page

3. Make the appropriate changes by selecting one of the options - **None**, **Edit**, or **View** - from the **Budget**, **Non-Budget**, and **All** drop-down lists.

4. *Optional*: Select the checkbox for **Access Maintainer** if you are granting authority to provide and to control access to other users. The following rules govern the Access Maintainer privileges:
   - Only an SO/AOR associated with the Applicant Lead Organization can grant or revoke the Access Maintainer access level. This can only be granted to a PI or ASST associated with the institution of the SO/AOR.
   - Any user holding the Access Maintainer access level has the ability to grant Application Access levels – other than the Access Maintainer level – to any AA, AO, ASST, PI, or SO.

5. *Optional*: Select the checkbox for **Status Maintainer** if the user is being granted authority to update the status for the entire application.
   - Only an SO or AO from the Lead Applicant Organization can grant or revoke Status Maintainer access level.

- By default, the Initiator of the application is given access to this level.
- The Status Maintainer privilege for an application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). The checkbox for the **Status Maintainer** privilege is disabled until the Edit privilege is added for that individual.

6. Select the **Save** button to save the changes.

2.8.4 Revoke Access to an Application

ASSIST users with the appropriate authority may view and modify the access of other users, including revoking access to components or the entire application.

NOTE: There are sample figures in this topic for both single-project and multi-project applications. When referencing a figure, please verify it is the appropriate image for your type of application.

To revoke access for an existing user:

1. Select the **Manage Access** button from the **Actions** panel on the left side of the page.

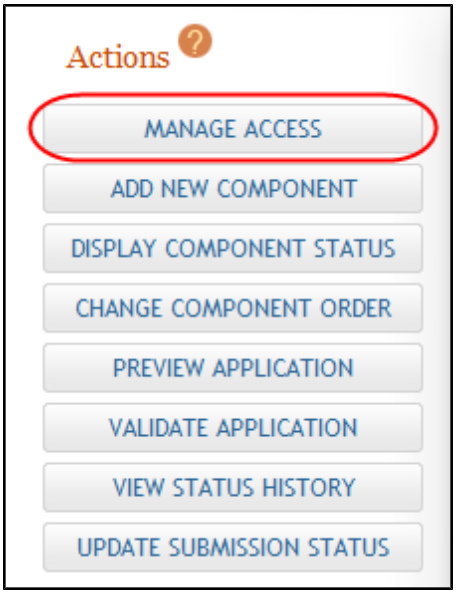


Figure 25: Manage Access Button on Actions Pane

The *User Access Summary* page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

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

View Access History

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

Add User

Figure 26: User Access Summary Page for Multi-Project Application

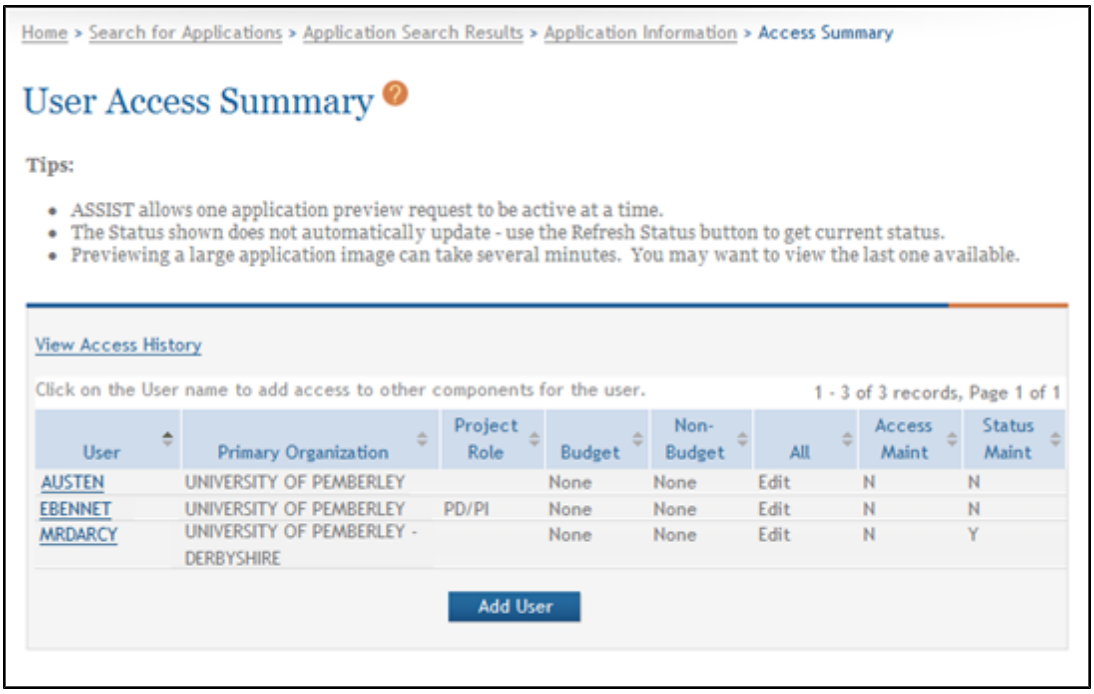


Figure 27: User Access Summary Page for Single-Project Application

2. The **User** column displays names as hyperlinks. Select the name of the user whose access is being revoked.

   The *User Access Detail* page displays.

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail

User Information

View User Access History

User: PI_AUSTEN

Primary Organization: UNIVERSITY

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	Component ID: Title	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	Entire Application	None	None	Edit	☐	☐
PD/PI	Overall Component	None	None	Edit	☐	
Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	☐	
	662-Core: Red Badge of Courage and other Skin Disorders	None	View	None	☐	
	705-Core: The Tell-Tale Heart Disease	None	View	None	☐	
	299-Core: A Study in Scarlet Fever	None	View	None	☐	

Save | Revoke All Accesses | Cancel

Figure 28: User Access Detail Page for Multi-Project Application

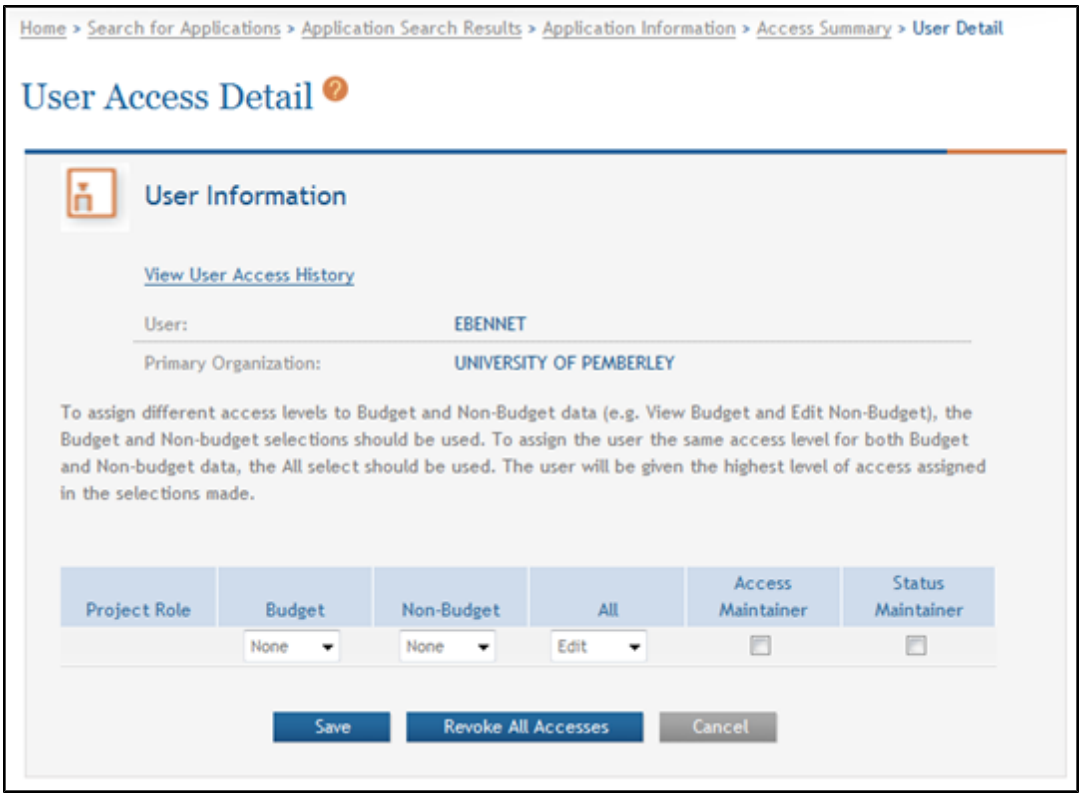


Figure 29: User Access Detail Page for Single-Project Application

3. Revoke access in one of the following manners:

   To revoke specific access: Update the **Budget**, **Non-Budget**, and/or **All** access by selecting **None** from the corresponding drop-down list and click the **Save** button to save the changes.

   -OR-

   To revoke access maintainer: Unselect the checkbox for **Access Maintainer** to remove this ability from a user and click the **Save** button to save the changes.

   -OR-

   To revoke status maintainer: Unselect the checkbox for **Status Maintainer** to remove this ability from a user. Click the **Save** button to save the changes.

   -OR-

   To revoke all set access levels: Select the **Revoke All Accesses** button. At the confirmation message *Are you sure you want to revoke access to the application from this user?* select the **Continue** button.

The Status Maintainer privilege for an entire application cannot be granted to an individual who does not hold the entire application Edit privilege as well (i.e., **All** column, option **Edit**). For this reason, revoking an individual's Edit privilege for the entire application also removes that individual's Status Maintainer privilege (where applicable).

Users whose access has been revoked receive email notifications informing of the changes. The email includes the application, the person who revoked the access, and the access level revoked.

IMPORTANT: Some access levels cannot be revoked. The institution-based privileges automatically granted to SOs and AOs cannot be revoked. The PD/PIs for the application must have at least Entire Application Viewer access level, and the Project Lead must have at least the Component (All) Viewer access level.

2.8.5 Manage Access History

ASSIST users with the appropriate privileges may view the access history of the entire application (including Overall and additional components for multi-project applications). Refer to the steps below for single-project or multi-project applications as appropriate.

2.8.5.1 Manage Access History for Multi-Project Applications

The access history provides details about the access granted or revoked for an application and its components. This detail includes such information as the username and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred. This information displays for each user/component combination.

To view the application and component access history for all users:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Action** panel.

   The *User Access Summary* displays details of all users holding access to the application components.

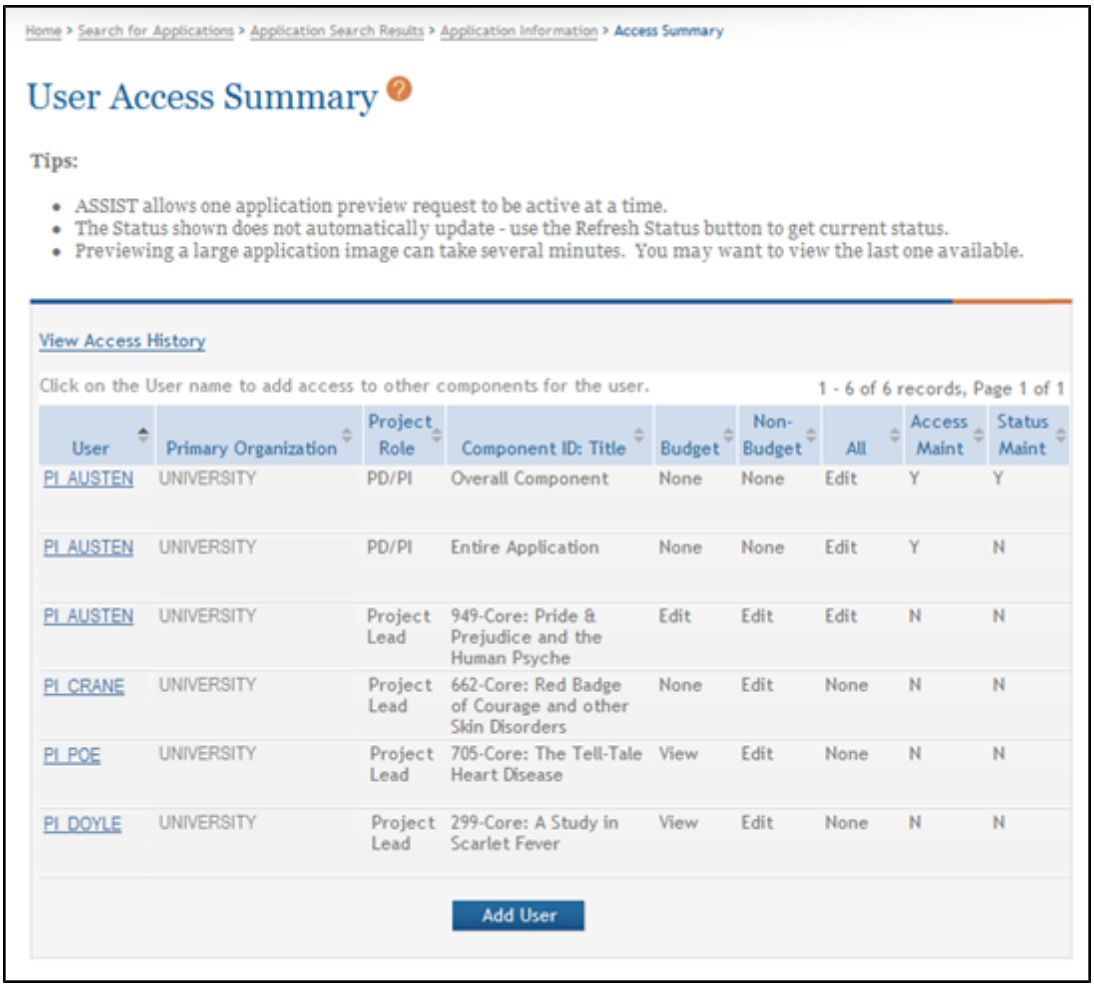


Figure 30: User Access Summary

3. Select **View Access History** link.

   The *Manage Access History* displays. This page provides a summary of the access granted and/or revoked to all users for the application. The information on this page includes:

   - **User**
   - **Primary Organization**
   - **Action** taken (e.g., access granted or access revoked)
   - **Access Level**
   - **Component ID: Title**
   - **Update User**
   - **Date of Event**

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Manage Access History

Manage Access History

View Access Summary

1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Action	Access Level	Component ID: Title	Update User	Date of Event
SO_JOYCE	UNIVERSITY	Access Level Granted	Edit Application All	Entire Application	SO_JOYCE	Tue Oct 23 13:35:18 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Application Budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:02 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Application Non-budget	Entire Application	SO_JOYCE	Thu Oct 25 09:50:03 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	Edit Component All	Overall Component	SO_JOYCE	Thu Oct 25 09:55:23 EDT 2012
PI_CRANE	UNIVERSITY	Access Level Granted	View Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 10:39:00 EDT 2012
PI_AUSTEN	UNIVERSITY	Access Level Granted	Edit Component All	450-Admin-Core: Pride & Prejudice and the Human Psyche	SO_JOYCE	Wed Oct 31 11:18:15 EDT 2012

Figure 31: User Access History Summary Page

4. Select the **View Access Summary** link to return to the *User Access Summary* page.

2.8.5.2 Manage Access History for Single-Project Applications

The access history provides details about the access granted or revoked for an application. This detail includes such information as the username and organization, the action taken against the account, the access level granted, username of the person who granted the access, and the date on which the action occurred.

To view the application access history for all users:

1. Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Action** panel.

   The *User Access Summary* displays details of all users holding access to the application.

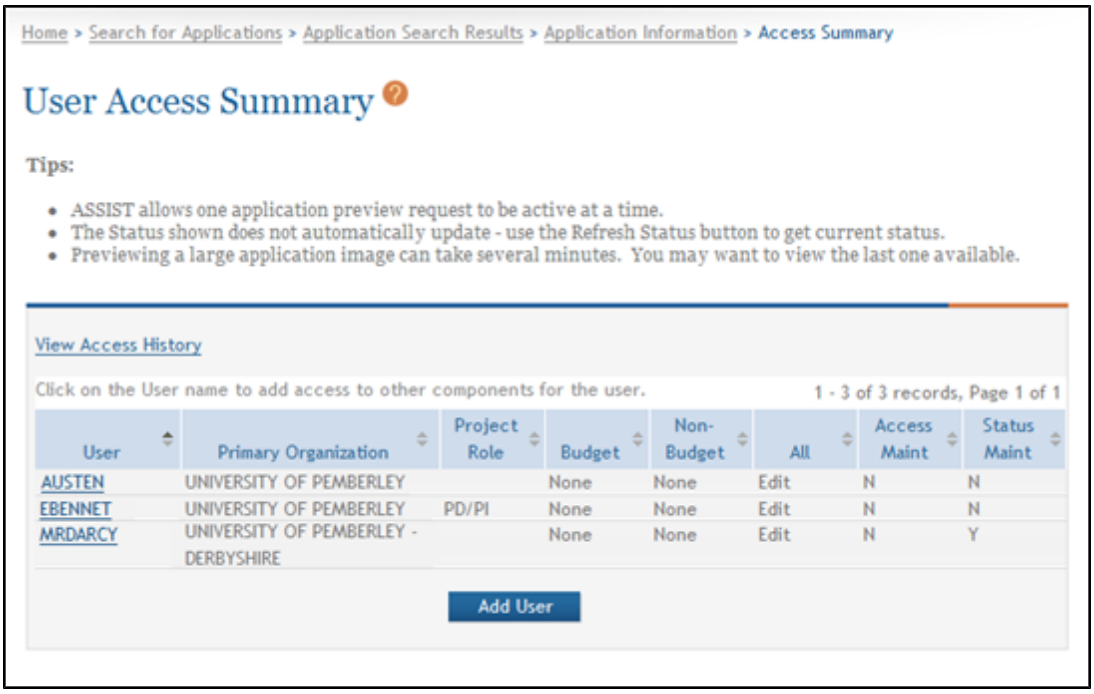


Figure 32: User Access Summary for Single-Project Application

3. Select **View Access History** link.

   The *Manage Access History* displays. This page provides a summary of the access granted and/or revoked to all users for the application. The information on this page includes:

   - **User**
   - **Primary Organization**
   - **Action** taken (e.g., access granted or access revoked)
   - **Access Level**
   - **Update User**
   - **Date of Event**

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Manage Access History

Manage Access History

View Access Summary

1 - 10 of 10 records, Page 1 of 1

User	Primary Organization	Action	Access Level	Update User	Date of Event
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	View Application Budget	AUSTEN	Thu Jan 08 10:30:49 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:30:50 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Revoked	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:49:14 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Revoked	View Application Budget	AUSTEN	Thu Jan 08 10:49:14 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application Non-budget	AUSTEN	Thu Jan 08 10:49:46 EST 2015
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	View Application Budget	AUSTEN	Thu Jan 08 10:49:46 EST 2015
AUSTEN	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Edit Application All	AUSTEN	Wed Jan 07 10:59:43 EST 2015
AUSTEN	UNIVERSITY OF PEMBERLEY - DERBYSHIRE	Access Level Granted	Manage Application Status	AUSTEN	Wed Jan 07 10:59:44 EST 2015
EBENNET	UNIVERSITY OF PEMBERLEY	Access Level Granted	Edit Application All	AUSTEN	Wed Jan 07 10:59:47 EST 2015
EBENNET	UNIVERSITY OF PEMBERLEY	Access Level Granted	View Commons Details	AUSTEN	Thu Jan 08 10:47:53 EST 2015

Figure 33: User Access History Summary Page

4. Select the **View Access Summary** link to return to the *User Access Summary* page.

2.8.6 User Access History

ASSIST users with the appropriate privileges may view a specific user's access history. Refer to the steps below for single-project or multi-project applications as appropriate. The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

2.8.6.1 Use Access History for Multi-Project Applications

The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

To view the access history for a specific user:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.
   The *User Access Summary* displays details of all users who have access to the application and components.

Home > Search for Applications > Application Search Results > Application Information > Access Summary

User Access Summary

Tips:

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

View Access History

Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI_AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI_AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI_AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and the Human Psyche	Edit	Edit	Edit	N	N
PI_CRANE	UNIVERSITY	Project Lead	662-Core: Red Badge of Courage and other Skin Disorders	None	Edit	None	N	N
PI_POE	UNIVERSITY	Project Lead	705-Core: The Tell-Tale Heart Disease	View	Edit	None	N	N
PI_DOYLE	UNIVERSITY	Project Lead	299-Core: A Study in Scarlet Fever	View	Edit	None	N	N

Add User

Figure 34: User Access Summary Page

3. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

   The *User Access Detail* page displays.

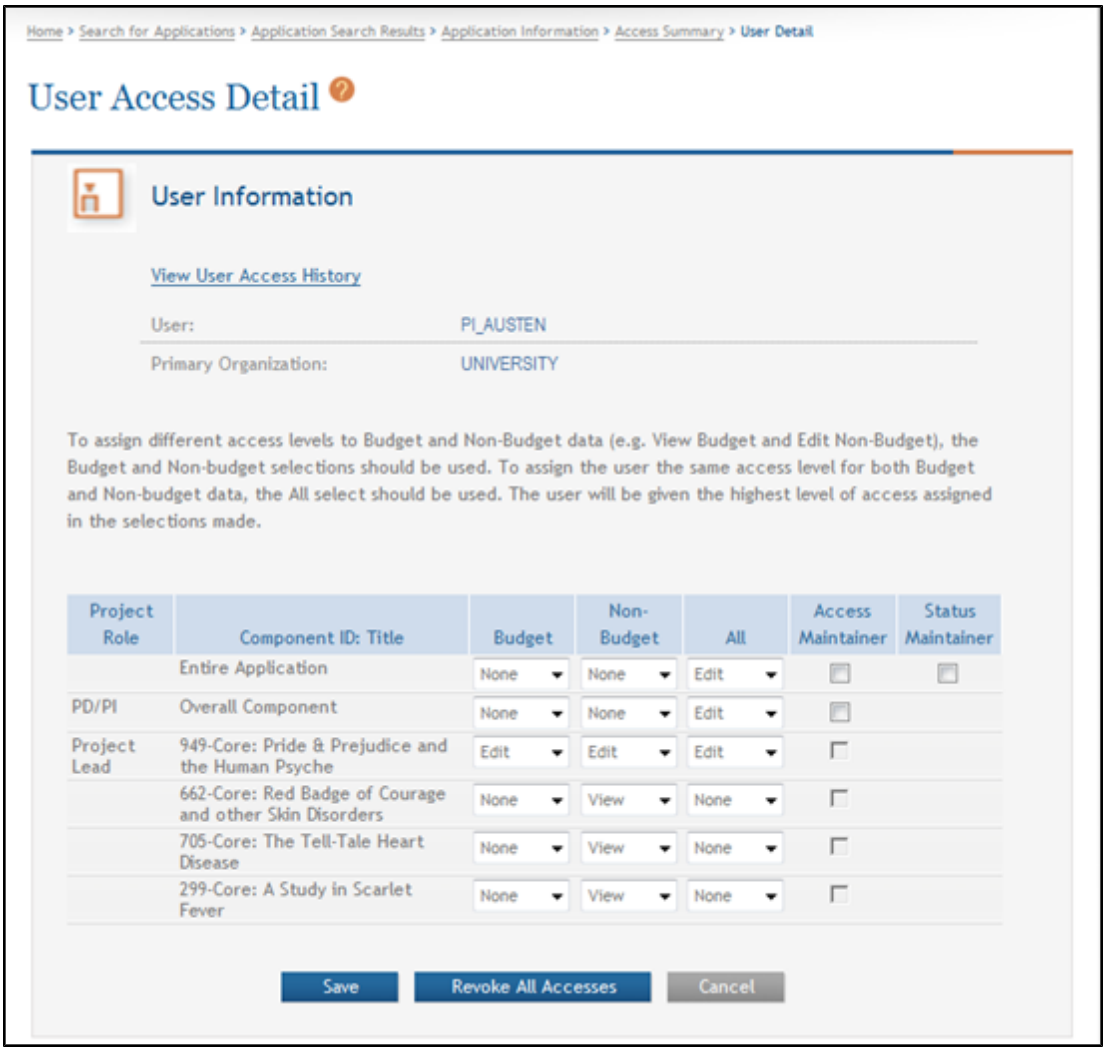


Figure 35: User Access Detail Page

4. Select the **View User Access History** link.

   The *User Access History* page displays for the selected user. Information regarding this user's access is included for the Overall Application and all additional components, regardless of which was selected from the *User Access Summary* in the steps above.

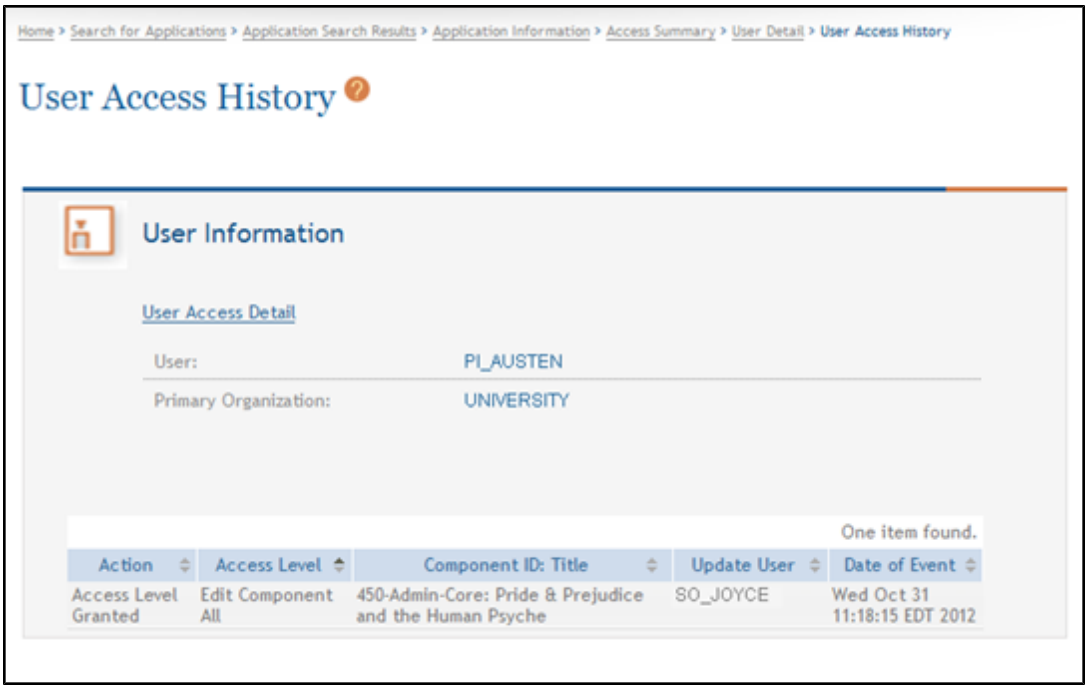


Figure 36: User Access History

The information on this page includes:

- **User**
- **Primary Organization**
- **Action** taken (e.g., access granted or access revoked)
- **Access Level**
- **Component ID: Title**
- **Update User**
- **Date of Event**

5. To return to the *User Access Detail* page, select the **User Access Detail** link, or use the breadcrumbs at the top of the page or the **Actions** on the side of the page to navigate away.

2.8.6.2 Use Access History for Single-Project Applications

The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

To view the access history for a specific user:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.

2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.

   The *User Access Summary* displays details of all users who have access to the application and components.

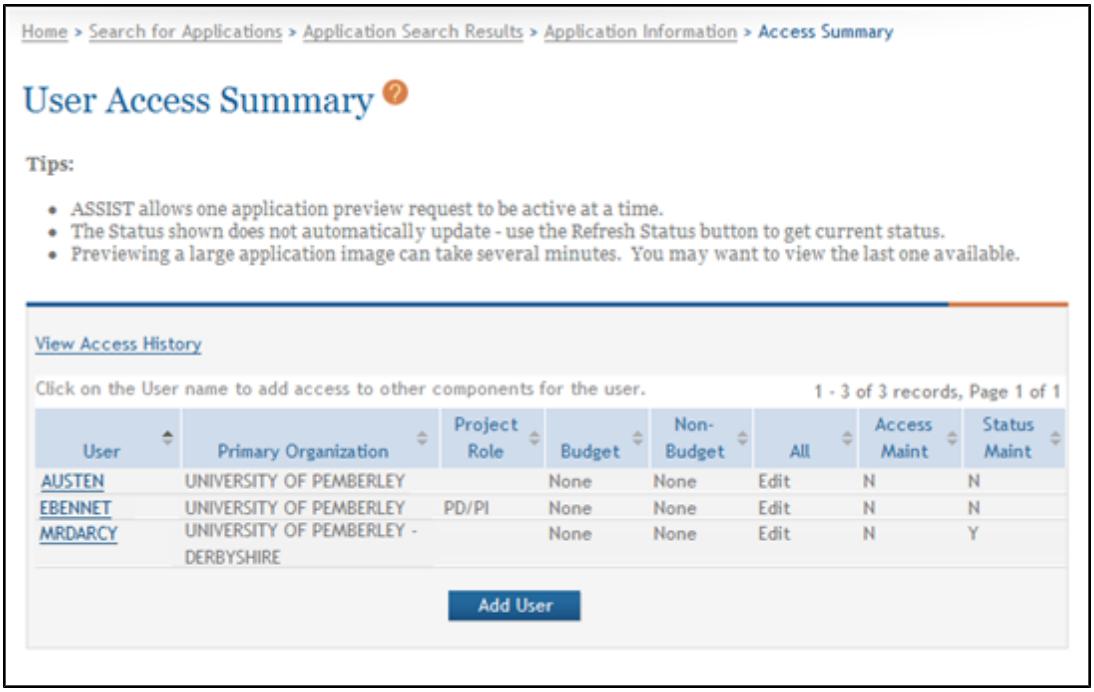


Figure 37: User Access Summary Page

3. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

   The *User Access Detail* page displays.

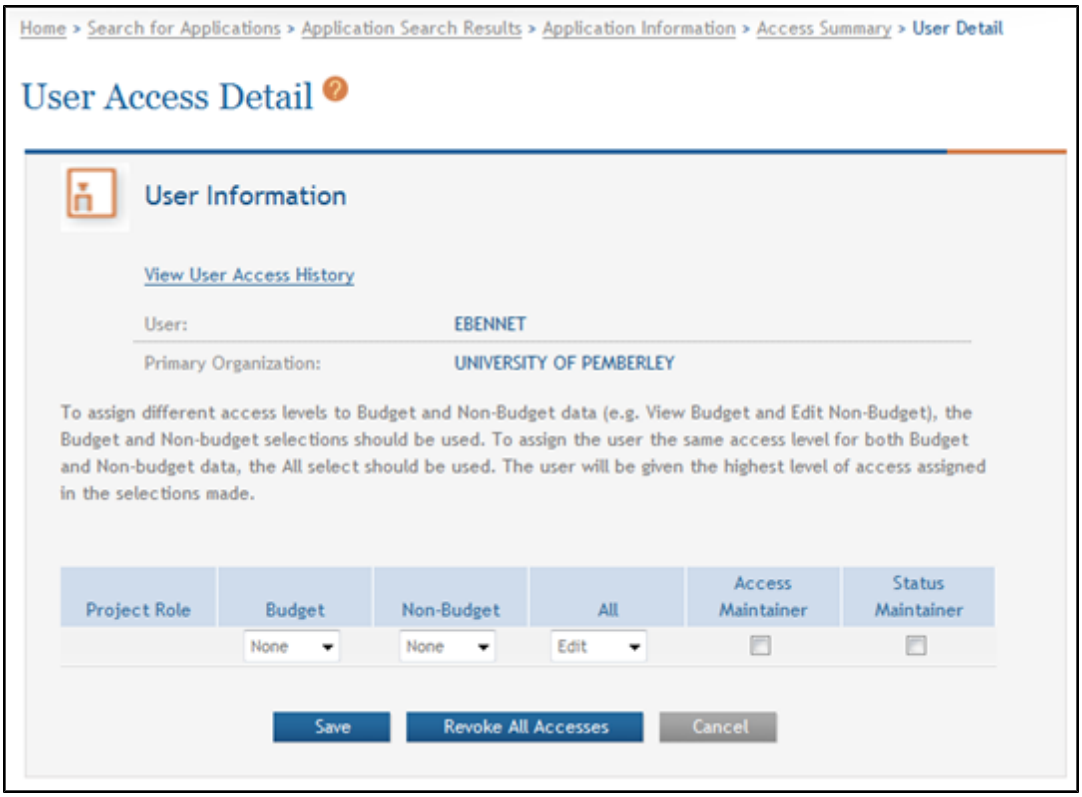


Figure 38: User Access Detail Page

4. Select the **View User Access History** link.

   The *User Access History* page displays for the selected user.

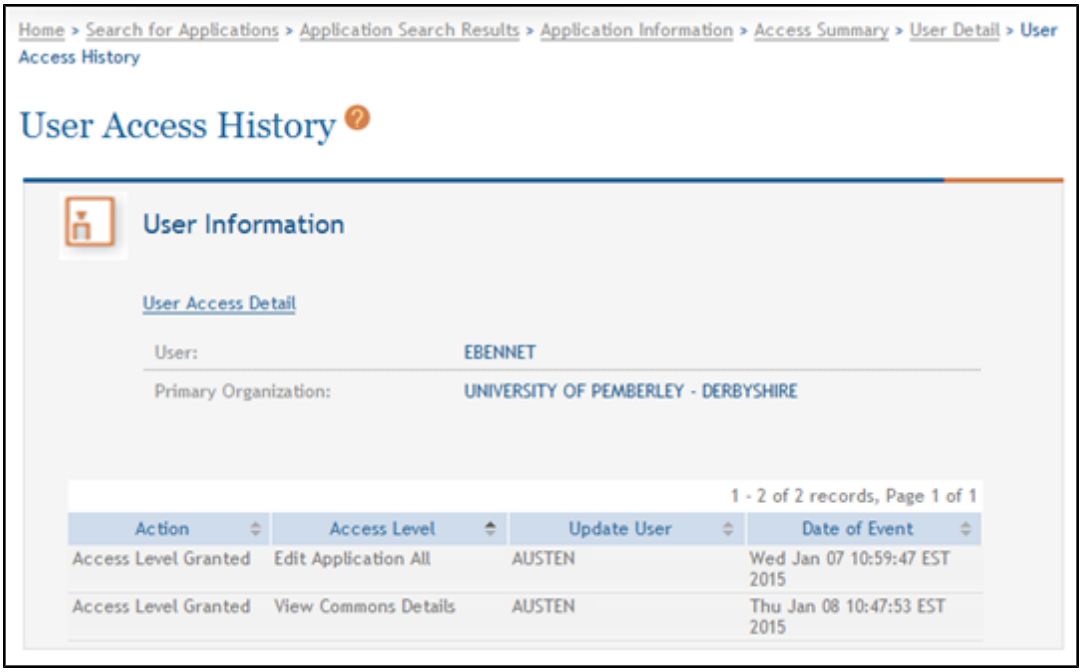


Figure 39: User Access History

The information on this page includes:

- **User**
- **Primary Organization**
- **Action** taken (e.g., access granted or access revoked)
- **Access Level**
- **Update User**
- **Date of Event**

5. To return to the *User Access Detail* page, select the **User Access Detail** link, or use the breadcrumbs at the top of the page or the **Actions** on the side of the page to navigate away.

2.9 Actions

The **Actions** section of the left-side navigation provides buttons for accessing the features available for the application (or multi-project component) currently displayed on the page. The buttons available to an individual ASSIST user vary depending on such conditions as the privileges granted to the user, the stage in the work flow, the status of the application, whether a single- or multi-project application, the part of the application being worked on, etc.

This help topic lists the potential **Actions** buttons available to an ASSIST user. Click on the links below for information on the specific button, keeping in mind that not all are applicable to your application.

Add New Component

Add Optional Form

Change Component Order

Copy Application

Delete Application

Delete Component

Display Component Status

Manage Access

Preview Application

Preview Current Component

Preview Current Form

Return to Application Information

Submit Application

Update Component Status

Update Submission Status

Validate Application

Validate Component

View Status History (for the application)

View Status History (for a component of a multi-project application)

2.10 Manage Attachments

Some form fields allow or call for attachments, which must be in the form of a PDF. Please review the NIH eRA PDF guidelines for further details and tips on successfully attaching documents.

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

Refer to the Application Guide for information on PDF creation:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#2_3_2_Creating_PDFs_for_Text_Attachments

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#2_6_Format_Specifications_for_Text

IMPORTANT: You must use unique file names for multiple attachments within the same form. Duplicate file names can exist across multiple forms.

2.10.1 Add Attachment

To add an attachment:

1. From any area on a form with an attachment field, select the **Add Attachment** button.

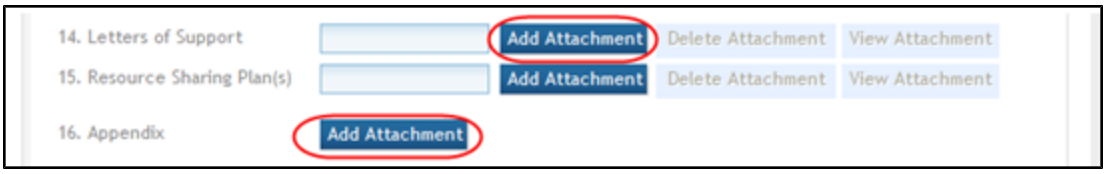


Figure 40: Add Attachment Buttons

A pop-up window opens providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.
3. With the file selected, click the **Submit** button.

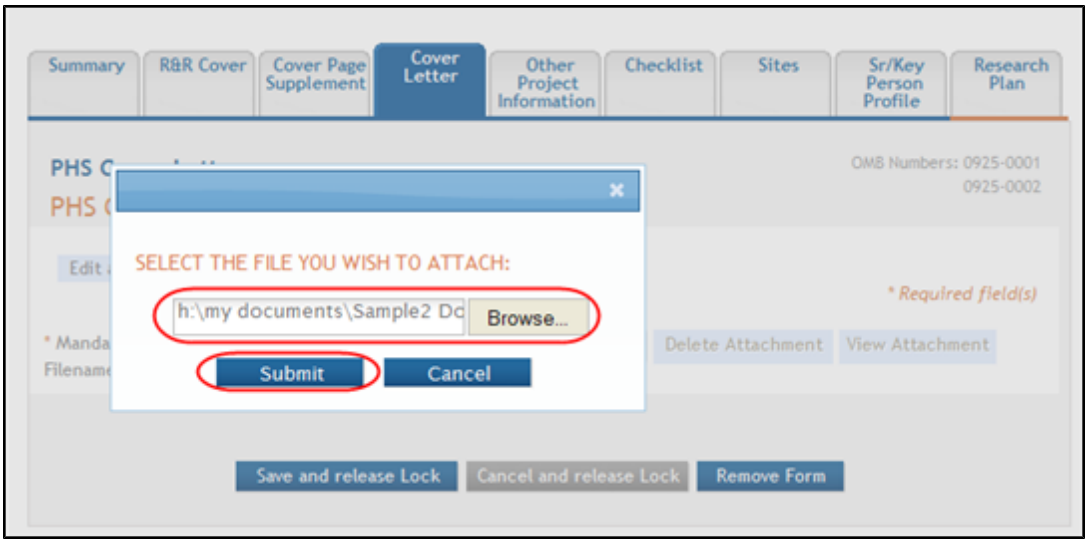


Figure 41: Selecting a File for Attachment

For fields allowing a single attachment, the **Add Attachment** button on the form field is replaced by the **Replace Attachment**, **Delete Attachment**, and **View Attachment** buttons. The attached file name displays within the field.

Fields allowing multiple attachments display the files in a table. **Update** and **View** buttons display for each attached file.

2.10.2 Replace Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To replace an attachment from a field allowing only one attachment:

1. From any form field with an added attachment, select the **Replace Attachment** button.

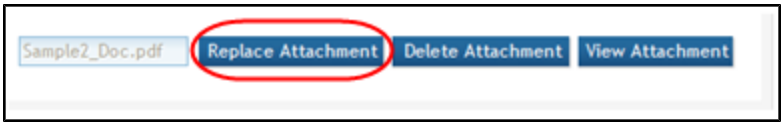


Figure 42: Replace Attachment Button

A pop-up window opens providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.

3. With the file selected, click the **Submit** button.

   The form field displays with the replaced attachment.

To replace an attachment from a field allowing multiple attachments:

1. Select the **Update** button in the **Update Attachment** column for the specific file.

Figure 43: Replace Button for Forms with Multiple Attachments

   A pop-up window opens for providing the ability to search for the file.

2. Use the **Browse** button within the pop-up window to search for the PDF file.

3. With the file selected, click the **Submit** button.

   The table is updated with the new file.

2.10.3 Delete Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

To delete an attachment from a field allowing only one attachment:

1. From any form field with an attachment, select the **Delete Attachment** button.

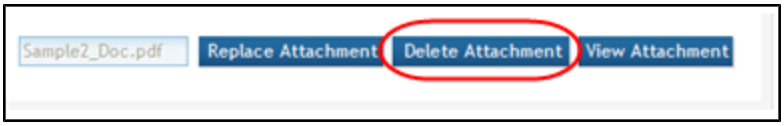


Figure 44: Delete Attachment Button

   A delete confirmation window displays.

2. Confirm the deletion by selecting the **Continue** button.

To delete an attachment from a field allowing multiple attachments:

1. Click the checkbox in the **Delete on Save** column for the specific file.

2. Select the **Save and release Lock** button.

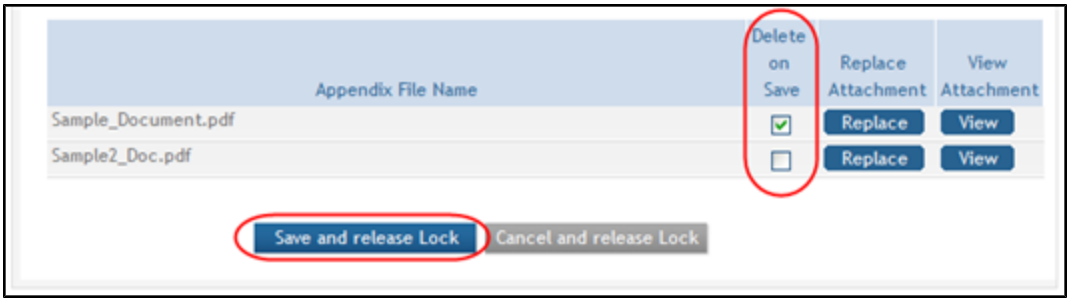


Figure 45: Checkboxes for Deleting from Forms with Multiple Attachments

The attachment is removed from the table.

2.10.4 View Attachment

File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

1. *For fields allowing only one attachment:* From any area on a form with an attachment added, select the **View Attachment** button.

Figure 46: View Attachment Button

-OR-

From fields allowing multiple attachments: Select the **View** button in the **View Attachment** column for the specific file.

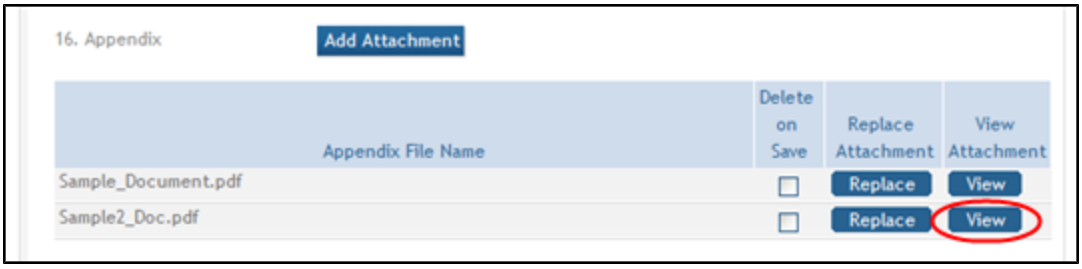


Figure 47: View Button for Forms with Multiple Attachments

2. Select the **Open** button to view the attached file or the **Save** button to save the file locally.

3 Prepare an Application

The process for preparing an application include the following:

1. Initiate the application
2. Update Overall component (for multi-project applications only)
3. Add additional components and enter data (for multi-project applications only)
4. Manage access
5. Prepare applications for submission
6. Search for the application

3.1 Initiate an Application

Prior to initiating an application using ASSIST, applicants must identify a Funding Opportunity Announcement (FOA) to which they would like to apply. FOAs are posted in the NIH Guide for Grants & Contracts and in Grants.gov**Find Grant Opportunities** link, each of which has robust search capabilities. The FOA text indicates whether ASSIST can be used to apply to that opportunity. The FOA number (e.g., PA-12-987) is required to initiate an application.

NOTE: Anyone with an eRA Commons ID can initiate an application.

To initiate the application:

1. Log into the ASSIST system.
2. From the Welcome page, enter the FOA in the **Funding Opportunity Announcement #** field.
3. Select the **Go** button.

   The *Initiation Application* page displays.

   1. Fill in the required fields:

      a. Enter a title for the application in the **Application Project Title** field.

      NOTE: This populates the **Descriptive Title of Applicant's Project** field on the SF424 RR Cover. The maximum number of characters for the **Application Project Title** is 200.

      After initiating your application, you can update your project title by editing the **Descriptive Title of Applicant's Project** field.

b. Make a selection from the drop-down menu **Lead Applicant Organization Name**.

NOTE: The list reflects the organizations affiliated with the user's eRA Commons ID. Selecting the appropriate organization populates the **Lead Applicant Organization** fields and the appropriate fields in the SF424 RR.

c. Review the **Lead Applicant Organization Address**.

d. Review the **Lead Applicant Organization DUNS** number.

4. *Optional*: Enter the fields for **Contact Project Director/Principal Investigator**.

Tip: If the Contact PD/PI's username is known, click the **Pre-fill Application from Username** button, enter the username in the presented pop-up, and select **Submit**. This will automatically populate the contact's name. This pre-fill button will not become enabled until a Lead Applicant Organization is added.

5. Select the **Initiate Application** button to continue.

NOTE: Selecting the **Cancel** button at any time cancels the initiation. A warning message, *Are you sure you want to cancel*, confirms the action. Select **Continue** to cancel the initiation or **Go Back** to return to the *Initiate Application* page.

The *Application Information* page displays as read-only with the status of the application as *Work in Progress*. The informational message *Application saved* appears at the top of the page.

NOTE: For multi-project applications, the Overall component is created at the time of initiation and can be accessed from the **Component Type** section of the navigation panel.

After initiating the application the user has the ability to access:

Manage Access

Edit Forms

Add New Component (applies to multi-project applications only)

Home > Initiate Application

Initiate Application for FOA #:PA-00-000

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

FOA INFORMATION

* Required field(s)

FOA Number:	PA-00-000
Opportunity Title:	Sample Opportunity Announcement Title
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Competition ID:	ABCD-E
Opportunity Open Date:	01/01/2014
Opportunity Close Date:	12/31/2020
Agency Contact:	Emma Coco Sample Contact Person Email: k9names@email.com Phone: 301-555-1234
Application Identifier:	
* Application Project Title (describe title in 200 characters)	
Lead Applicant Organization: *	---- Choose Organization ----
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	

Initiate Application Cancel

Figure 48: Initiate the Application

3.2 Application Information

The *Application Information* page is the ASSIST landing page for the entire application. This page is the first page seen when selecting a searched application or initiating a new application.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.

The *Application Information* page includes two sections: **Application Information** and **FOA Information**.

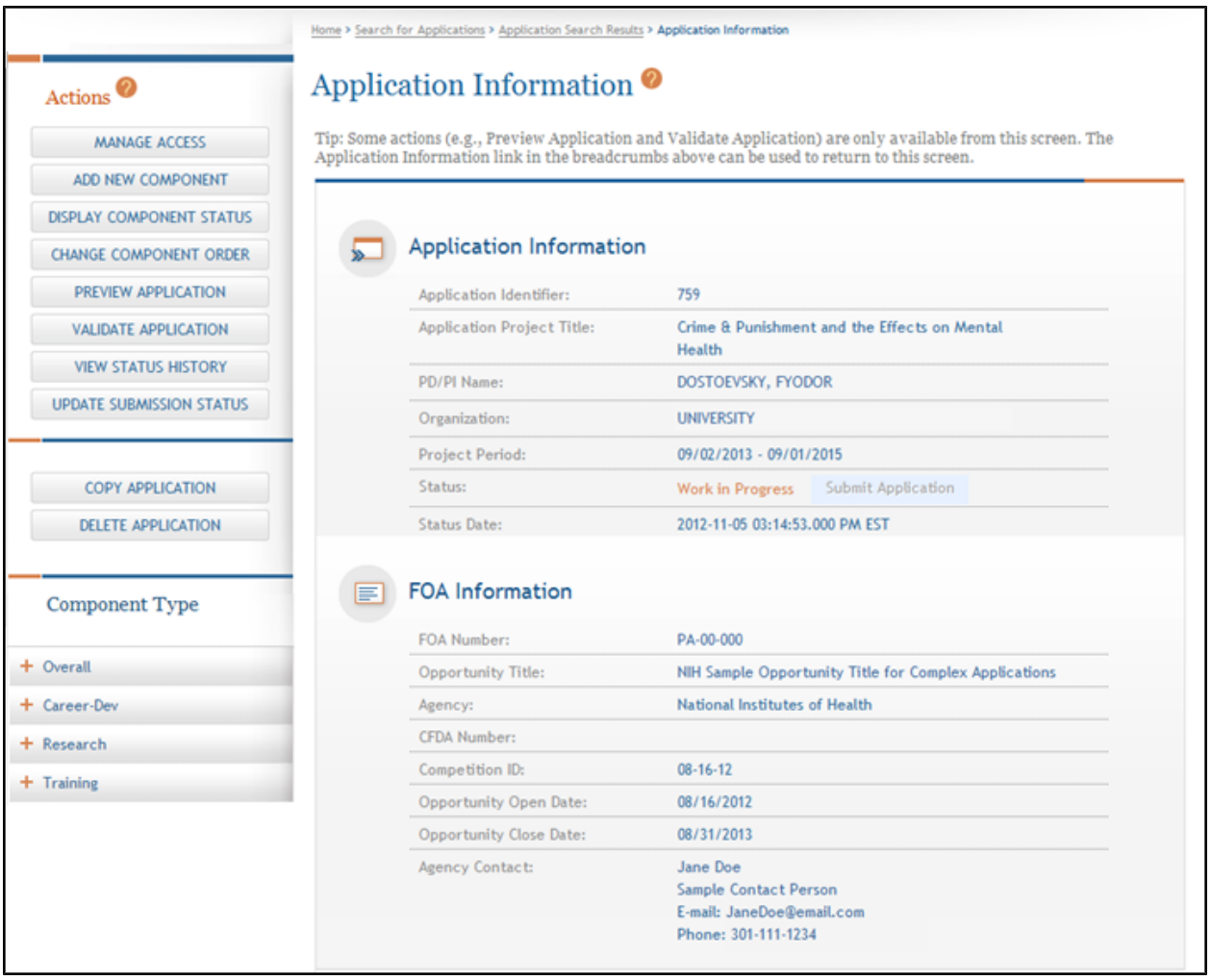


Figure 49: Sample of Application Information Page for a Multi-Project Application

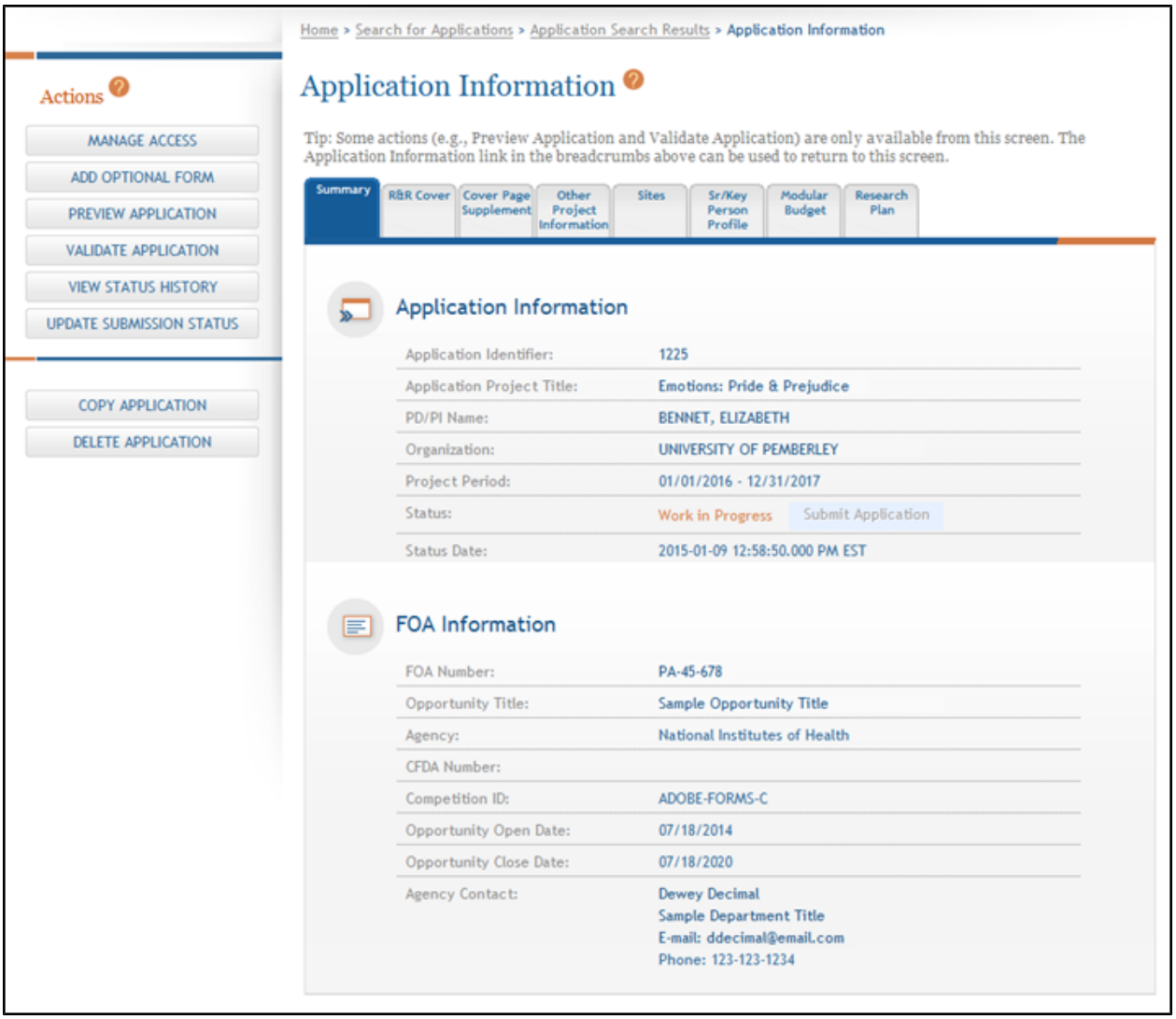


Figure 50: Sample of Application Information Page for a Single-Project Application

3.2.1 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application Identifier**
  Unique, system-generated number assigned to the application in ASSIST.
- **Application Project Title**
  Title of the application/project as entered by the person who initiated the application.
- **PD/PI Name**
  Contact PI for the entire application.
- **Organization**
  The lead applicant organization name of the submitting institution.

- **Project Period**
  The start and end dates of the project.
- **Status**
  The current status of the entire application. The **Submit Application** button is also located here. It is disabled until the application is ready to be submitted. For information on submitting the application refer to the topic titled *Submit the Application* on Page 195.

  Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**
  The date and time of the last status update.

  When an application is in *Submitted* status, the **View Submission Status Details** link displays next to the status. Selecting this link displays the submission details for ASSIST, Grants.gov, and Agency when available.

3.2.2 FOA Information Section

The FOA Information section displays read-only summary information concerning the funding opportunity against which the application will be submitted. The following information is displayed:

- **FOA Number**
  The Funding Opportunity Announcement number.
- **Opportunity Title**
  The name of the announcement.
- **Agency**
  The Agency offering the grant opportunity (e.g., NIH).

3.2.3 Delete the Application

If you are the Signing Official you have access to the Delete Application feature in ASSIST. The Delete Application feature allows you to permanently delete an entire application in any status.

IMPORTANT: Deleting an application is a permanent action. Once deleted, the application cannot be accessed, re-instated, or viewed. There is no way to recover a deleted application.

NOTE: ASSIST also has a Delete Component feature for deleting individual components of a multi-project application. Refer to the topic titled *Delete a Component* on Page 70 for steps on deleting individual components.

To delete the entire application:

1. Open the *Application Information* page of the application you wish to delete.
2. From the Actions panel, select the **Delete Application** button.

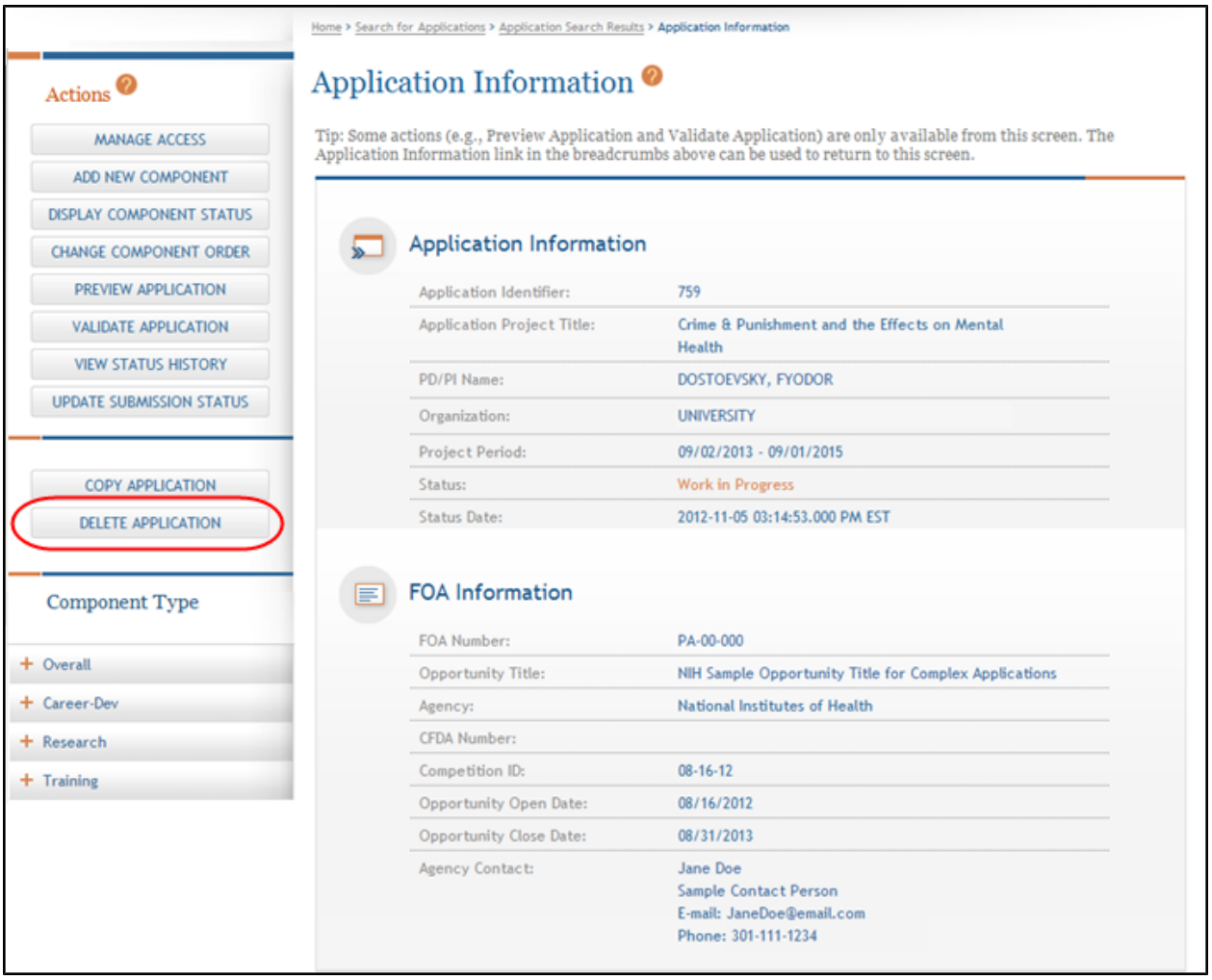


Figure 51: Delete Application Button for Multi-Project Application

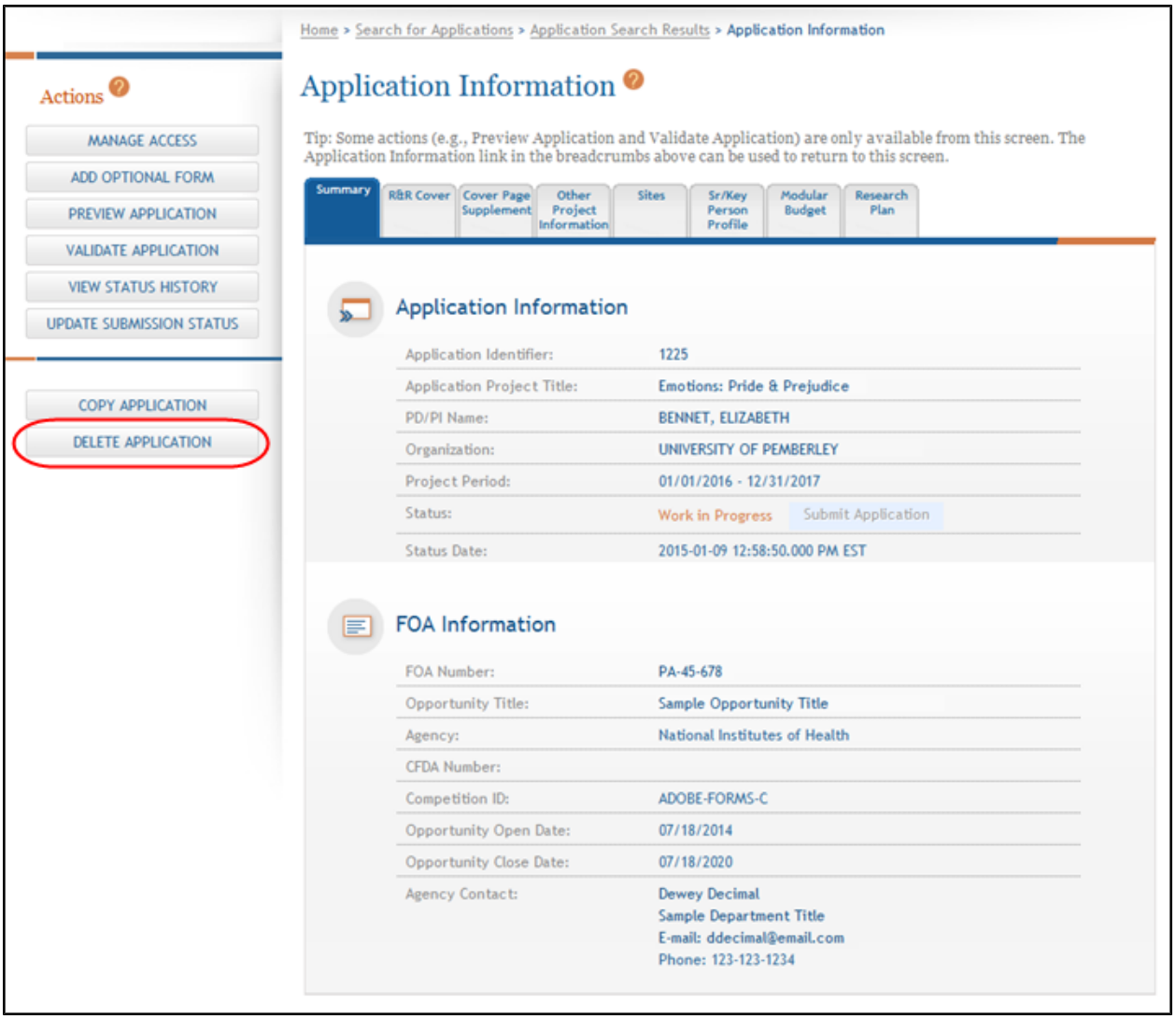


Figure 52: Delete Application Button for Single-Project Application

A confirmation message displays as follows: *You are about to delete this application. Once this application has been deleted you will no longer be able to re-instate or view it. Do you wish to continue with the delete?*

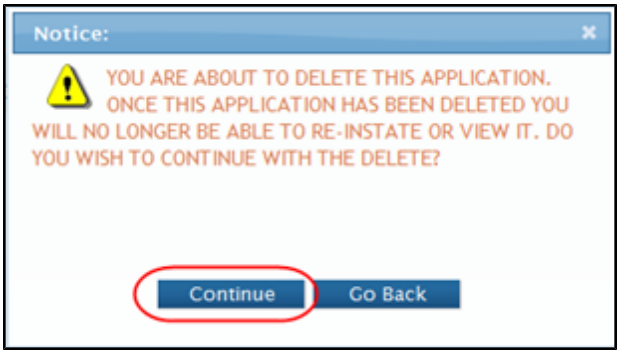


Figure 53: First Confirmation for Deleting an Application

3. Select the appropriate action:

   You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

   –OR–

   To continue with the deletion, select the Continue button.

   Upon continuing, a second confirmation displays as follows: *Selecting Continue will delete this application permanently.*

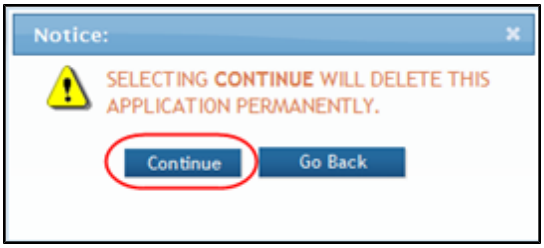


Figure 54: Second Confirmation for Deleting an Application

4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

   To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

   –OR–

   To confirm the action and permanently delete the application, select the Continue button. Remember that this action is irreversible. Once the application is deleted, you cannot re-instate it.

You cannot delete an application if one or more of the forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The application cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

Once you've successfully deleted the application, the ASSIST log in page displays with the message *Application successfully deleted.*

3.3 Search for an Application

Applications initiated in ASSIST are saved online and are accessible by multiple users who have been given access to the application. In order for a previously initiated application to be accessed, a search for that application must be performed on the *Search for Application* page. Only those users granted permission to view or edit the application can locate it via the search function.
eRA Commons users with the Signing Official (SO) role can search and find any application within their own organization.

To search for an application:

1. Log into the ASSIST system.

2. From the welcome page, select the **Search Applications** button.

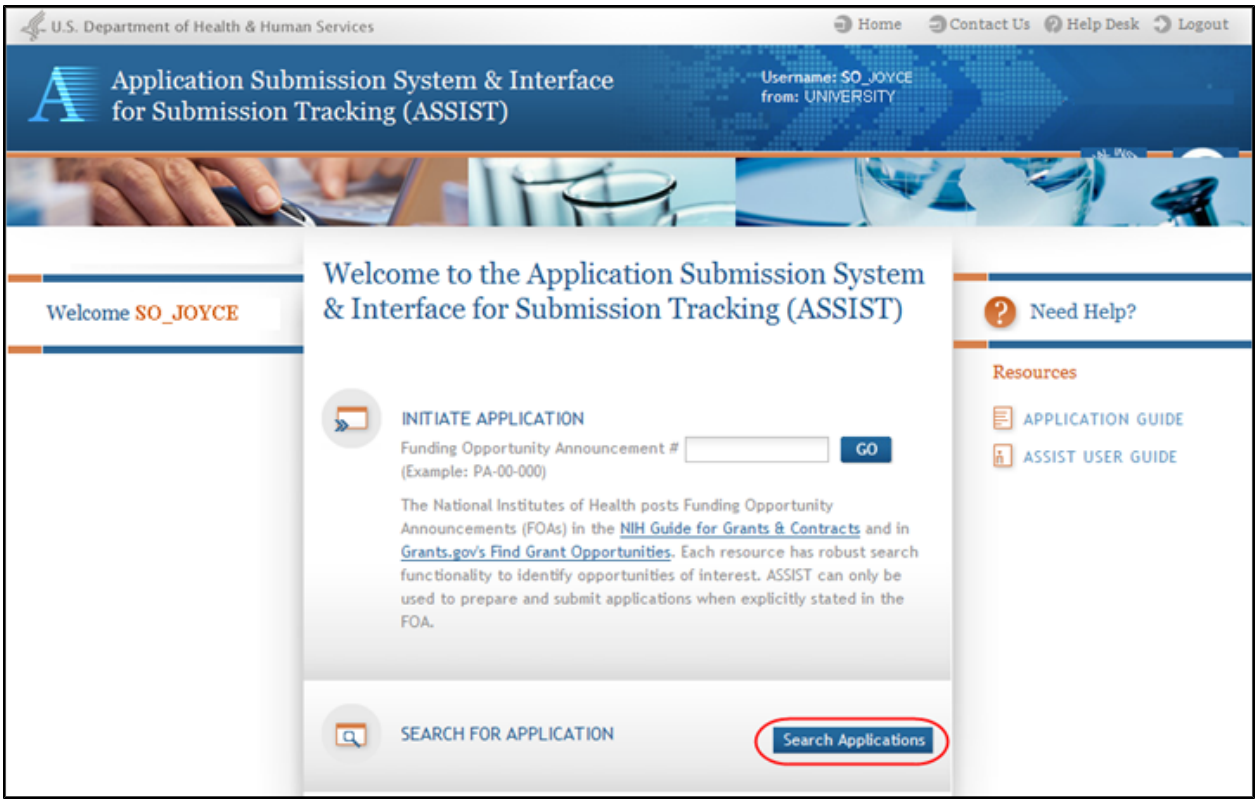


Figure 55: Search Applications Button

3. Enter any combination of optional search criteria on the *Search for Applications* page to locate the application.

   - **Application Identifier**

     This is the unique identifier for an application in ASSIST.

- **Application Project Title**

  A partial title is acceptable. ASSIST searches for key words in the title name.

- **Agency**

  Select a choice from the drop-down list.

- **PD/PI First Name**
- **PD/PI Middle Name**
- **PD/PI Last Name**

  PD/PI name fields (First, Middle, and Last) can be used for any PD/PI in the complex application. When a search is conducted on a PD/PI name, ASSIST returns matching applications in which the PD/PI is a key person with the PD/PI role on the Overall component or exists on the SF424 R&R section under the PD/PI Contact Information Name.

- **Lead Applicant Organization**

  This is the name of the institution that has submitted - or will be submitting - the complex application. When searching by this field, ASSIST returns applications in which the organization is the lead organization on the Overall component.

- **Submission Status**

  This is the status for the electronic grant submission. Users can search on more than one status by selecting multiple options from the list while using the Ctrl key.

  The **Hide Abandoned Applications?** checkbox is selected by default and can be unchecked to include *Abandoned* status applications in search the results when no specific submission status is selected.

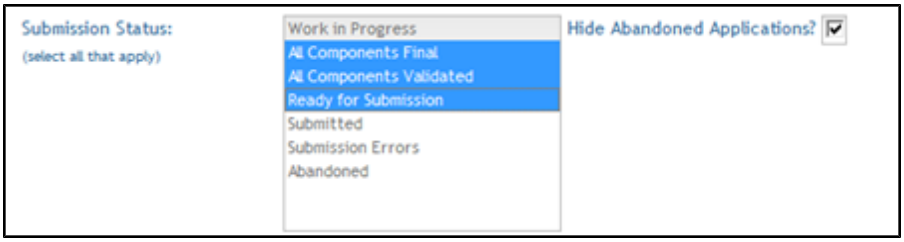


Figure 56: Submission Status Search Criteria Field

- **Submission Date** (**from** and **to**)

  When searching by submission date ranges, enter a date or select a date from the calendar.

- **Project Start Date**

  This is the date when the project is scheduled to begin. Enter a date or select it from the calendar.

- **Project End Date**

  This is the date when the project is scheduled to be completed. Enter a date or select it from the calendar.

When entering search parameters, it is important to note that all parameters are case insensitive and punctuation is ignored.

Entering search parameters is an optional step. When a search is performed without search parameters entered, ASSIST returns all applications for which the user has the privileges to access. If the number of records found exceeds the allowable limit, an error message displays. In this instance, use the parameters to narrow the search.

4. Select the **Search** button to display the closest matched applications.

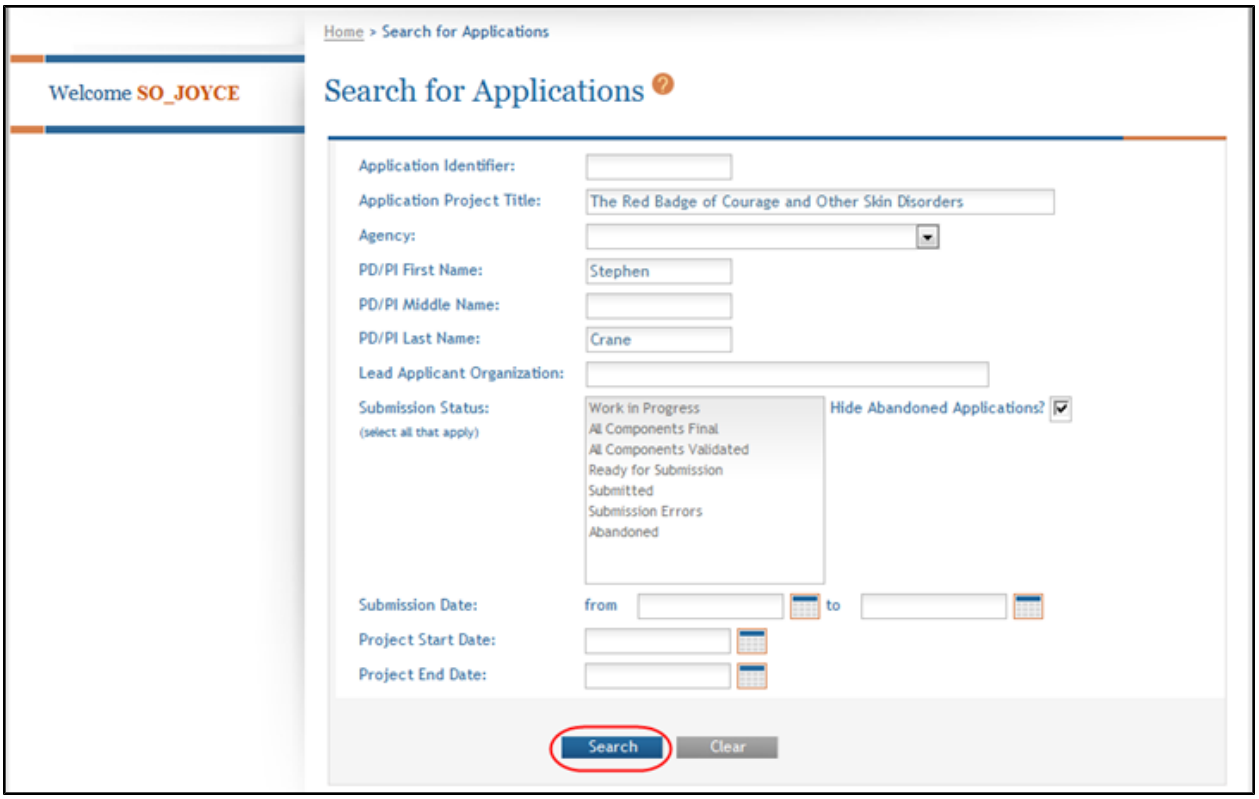


Figure 57: Search Button on the Search for Applications Page

Depending on the search parameters entered, multiple matching records may be found. These results can be sorted, by selecting the arrow in the appropriate column heading.

NOTE: Selecting the **Clear** button at any time will clear the fields.

---

5. From the results listed on the *Search for Application Results* page, click the **Select** button in the **Action** column next to the appropriate application.

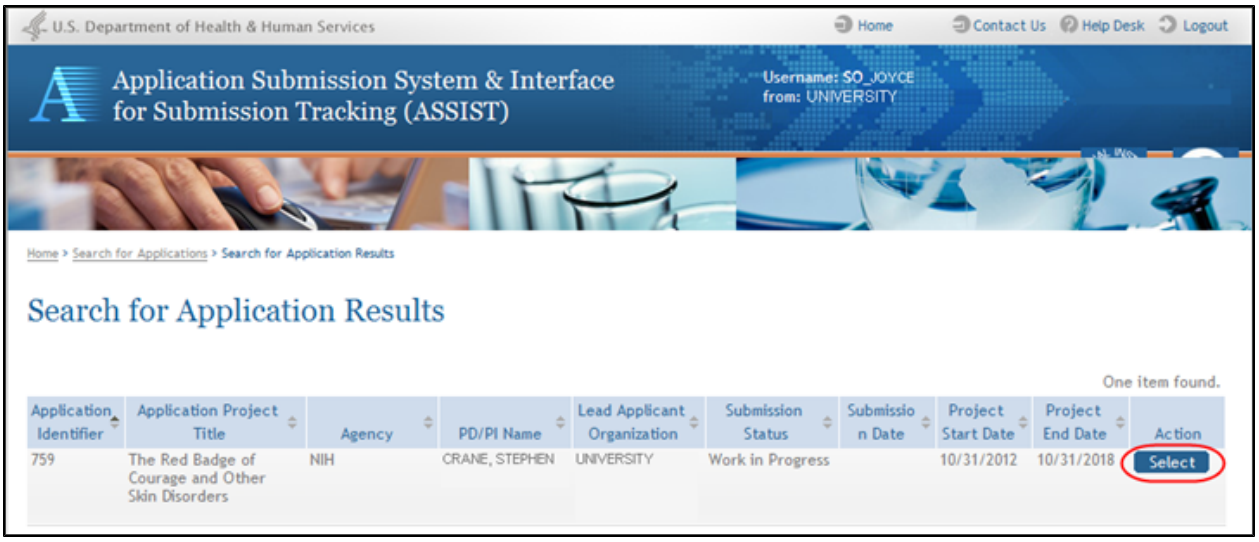


Figure 58: Search for Applications Results Page & Select Button

The *Application Information* page displays for the selected application.

Refer to the section of this document titled *Prepare an Application* on Page 44 for details on completing an application.

3.4 Copy Application

If you are the Signing Official or Administrative Official of the lead organization and/or hold the Entire Application Editor privilege, you have access to the Copy Application feature in ASSIST.

The *Copy Application* screen is used to copy the components (multi-projects) and data from the application currently opened in ASSIST to another application for a requested FOA. The feature allows you to copy the application's structure and data to be used for another application. For multi-project applications, the feature copies over the Overall component, component identifiers, any existing component short names, assigned access levels, and data (not including attachments).

When you copy an application in ASSIST, you are granted Entire Application Editor privileges for the new application. The submission status of the new application is set to *Work in Progress*, as is the component status of all included components (for multi-project applications).

IMPORTANT: The forms used in a copied application may not match the forms used for the FOA of the new application. In these cases, ASSIST will perform a best-effort match in which the system will copy fields within the form(s) that have matching names in the new form. Fields that do not exist in the new form will not be copied from the copied application.

NOTE: Submission date, certification, and Authorized Representative signature from submitted applications are never copied over to new applications. Application and component history also are not copied.

1. Use ASSIST to search for and open the application you are copying.
2. Select the **Copy Application** button on the **Actions** panel.

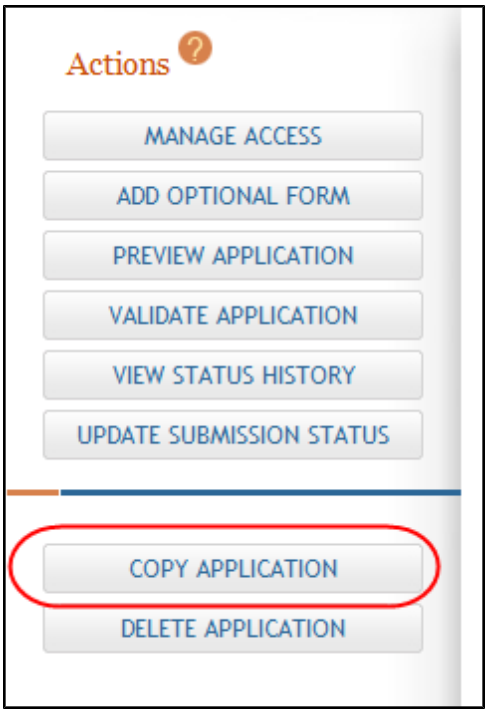


Figure 59: Copy Application Button

The *Copy Application* screen opens.

3. Enter the FOA for the new application into the **Copy to Funding Opportunity Announcement #** field and select the **Go** button.

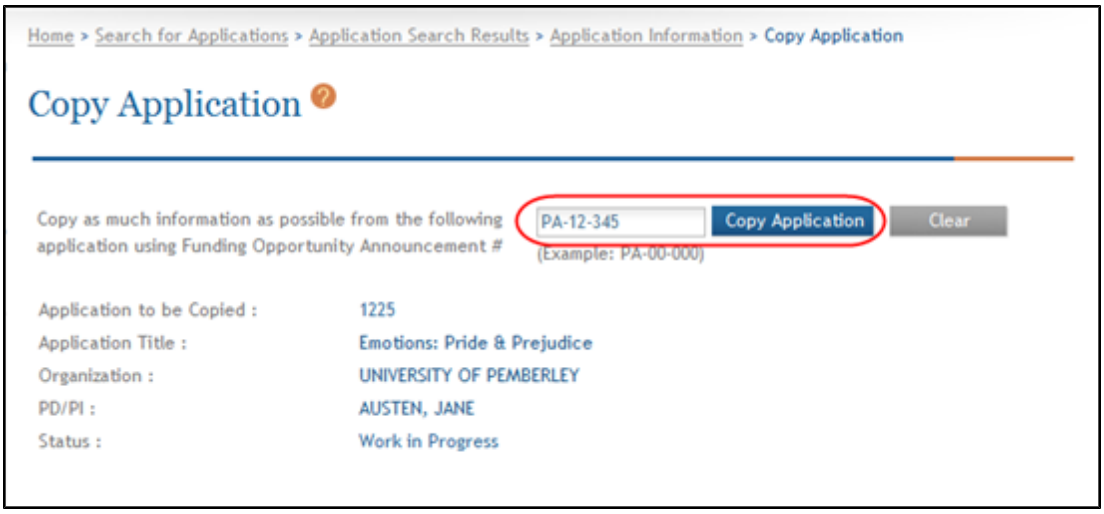


Figure 60: Copy Application Screen with FOA Prompt

Before copying the application, ASSIST performs certain validations against the entered FOA, including checks to determine if the FOA is valid and is for a multi-project or single-project submissions as appropriate. A single-project application cannot be copied over to a multi-project FOA and vice versa. Error messages will appear if these validations do not meet business and system rules.

Follow the steps below for copying a multi-project or single-project application.

Copying a Multi-project Application

After validating the FOA, the screen displays the components in the current application that can be copied to the new application. This information includes:

- **Copy from Component**

  The unique identifier and short name (if existing) of the components in the copied application.

- **Project Title**

  The project title of the components in the copied application.

- **Status**

  The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **Project Lead**

  Individual responsible for the scientific and technical direction of the component project in the as indicated in the copied application.

- **Copy to Component** options

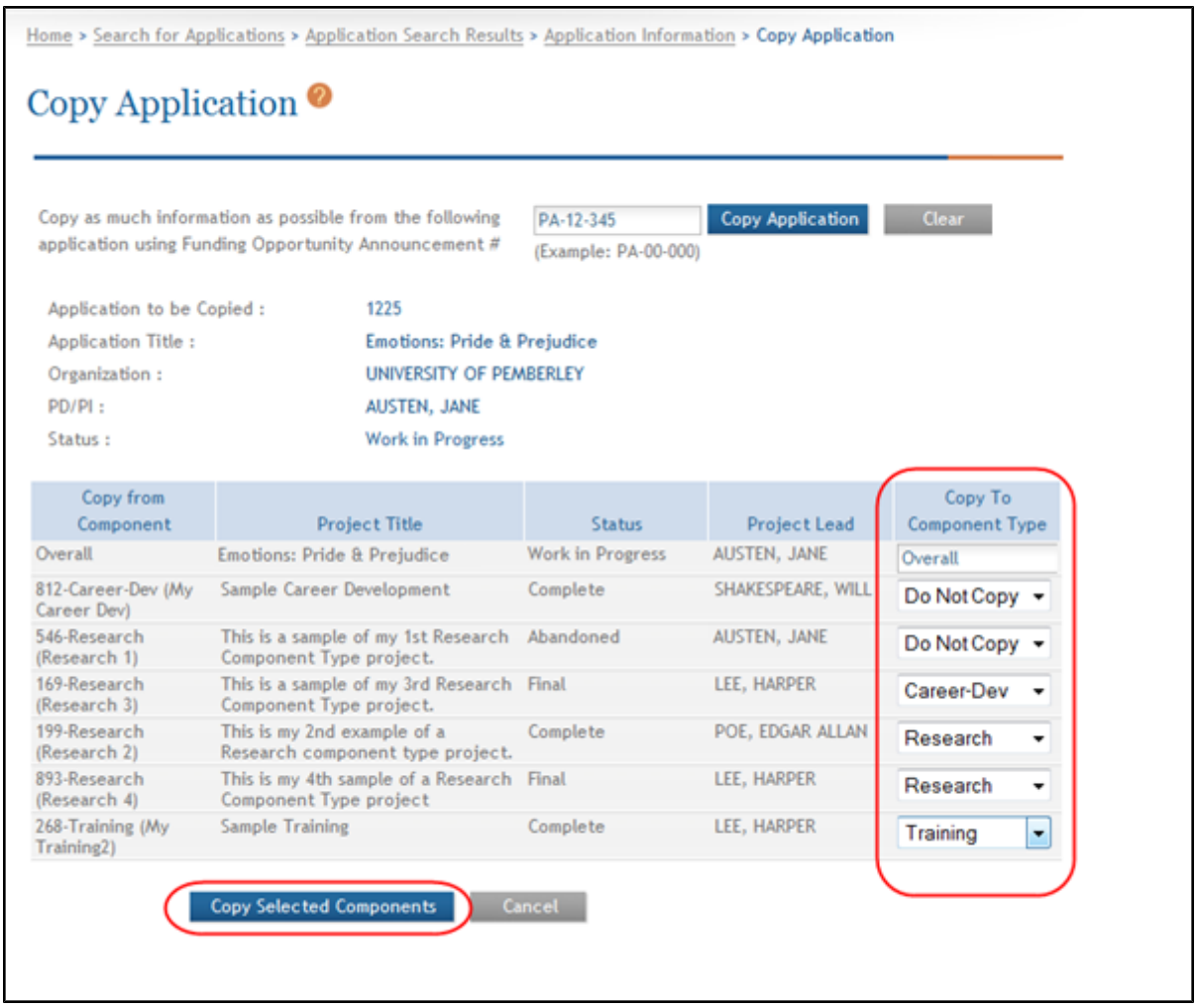
  A drop-down list of component types available in the new application based on the indicated FOA of the new application. It is possible to copy a component of a specific type in the original application to a different component type in the new application.

> **IMPORTANT:** You must copy the Overall component and it must be copied to the Overall component of the new application. For this reason, the **Copy To Component Type** field for the Overall component is not editable.

Not all FOAs require or allow the same component types. When copying an application, ASSIST determines which component types are allowed in the FOA you provided for the new application. The options available in the **Copy to Component Type** drop-down list reflect this.

1. Select an option from the **Copy to Component Type** drop-down list for all components being copied to the new application and click the **Copy Selected Components** button.

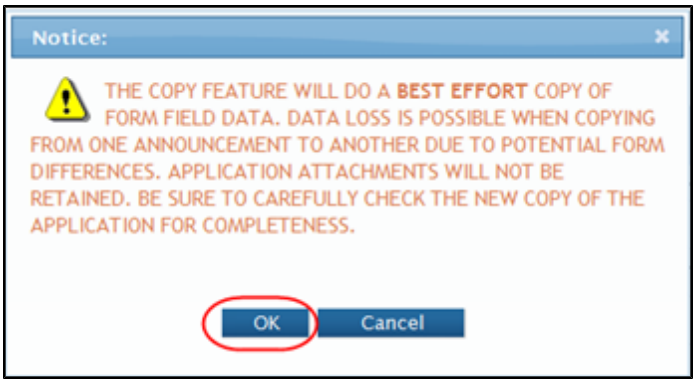
   The default value of this field is *Do Not Copy*. Any components left with a value of *Do Not Copy* will not be copied to the new application. The Overall component will always be copied to the new application's Overall component.



Components Selected to be Copied

A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

The copy feature will do a **best effort** copy of form field data. Data loss is possible when copying from one announcement to another due to potential form differences. Application attachments will not be retained. Be sure to carefully check the new copy of the application for completeness.



Copy Application Confirmation Message

2. Select the **OK** button to confirm the copy. Selecting **Cancei** will return you to the *Copy Application* screen without completing the copy.
3. After confirming the copy, another pop-up box prompts you to choose which application you wold like to display in ASSIST. The following prompt displays: *Please select OK to remain in the current application. To open the new application, select Continue.*

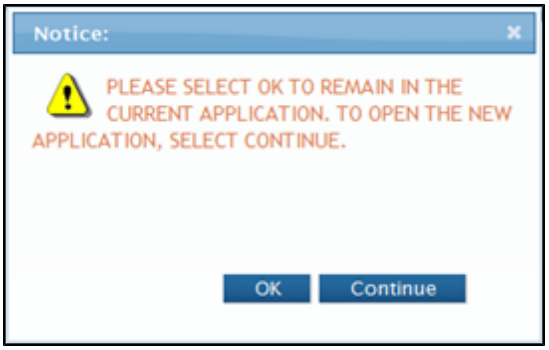


Figure 61: Navigation Prompt for Viewing New Application or Current One

Select the **OK** button to remain in the original application.

–OR–

Select the **Continue** button to display the newly created application.

Copying a Single-project Application

After validating the FOA, the screen displays the information for the current application being copied to the new application. This information includes:

- **Project Title**

  The project title of the components in the copied application.

- **Status**

  The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **Project Lead**

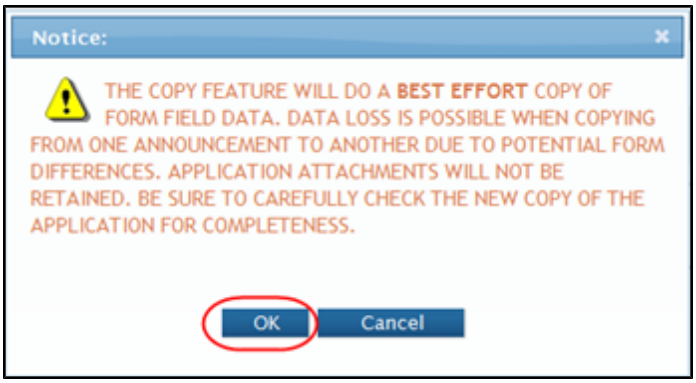
  Individual responsible for the scientific and technical direction of the component project in the as indicated in the copied application.

1. Select the **Copy Application** button.

Components Selected to be Copied

A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

The copy feature will do a **best effort** copy of form field data. Data loss is possible when copying from one announcement to another due to potential form differences. Application attachments will not be retained. Be sure to carefully check the new copy of the application for completeness.



Copy Application Confirmation Message

2. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.
3. After confirming the copy, another pop-up box prompts you to choose which application you wold like to display in ASSIST. The following prompt displays: *Please select OK to remain in the current application. To open the new application, select Continue.*

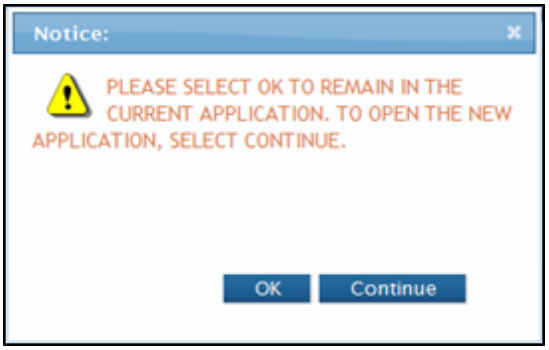


Figure 62: Navigation Prompt for Viewing New Application or Current One

Select the **OK** button to remain in the original application.

–OR–

Select the **Continue** button to display the newly created application.

3.5 Other Components of Multi-Project Applications

Multiple-project opportunities often require additional component types with pre-defined data collection requirements. Examples of these additional components include Admin Core, Core, Project, Construction, Career Development, and Training. The component types required for a multiple-project application differ depending on the Funding Opportunity Announcement (FOA).

The required component types for the FOA can be selected from ASSIST and added to the application. ASSIST *only* allows the required component types specific to the opportunity to be added to the application. Adding a component also adds its corresponding forms (e.g., Cover Page, Checklist).

Please refer to the FOA for details on the application and component type requirements.

Refer to the Application Guide for more information on components.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#2_5_Forms_for_an_Application_to

3.5.1 Overall Component

The Overall component provides overview information for the application. The Overall component describes the entire application and explains how each of the additional components fit together. It is a special component type with a single occurrence in every complex application. The PD/PI and multi-PD/PIs for the entire application are captured in the Overall component. It is the only component that includes full SF424 R&R cover data collection. It does not include a budget.

The Overall component with corresponding forms (e.g., *Cover Page*, *Checklist*) is automatically created when you initiate your application.

If additional components are available, they can be added using the **Add New Component** button in the **Actions** section. Refer to the topic titled *Other Components of Multi-Project Applications* on Page 64 for more information.

IMPORTANT: The figures provided in these topics serve as examples only. They may not reflect what you see in your own applications and may not always represent valid data.

If you have specific questions about the forms available for your application, please refer to the Application Guide.

3.5.2 Add Additional Component Types

The additional component types available in ASSIST will vary by opportunity.

Users should add components for a specific component type in the order in which they should appear within the final application image used by the agency for funding consideration.

NOTE: The order of component types cannot be rearranged once they are added to the application.

To add additional component types:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.

2. From the *Application Information* page or the *Component Information* page, select the **Add New Component** button in the **Actions** panel.

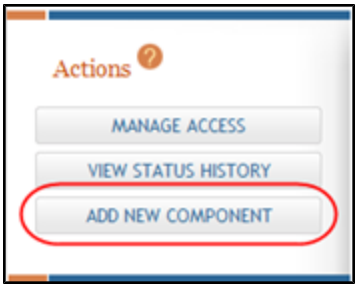


Figure 63: Add New Component Button on the Actions Pane

The *Add Component* page displays.

3. Select a **Component Type** from the drop-down list.

NOTE: Only component types available for the application's FOA display in the drop-down list.

4. Enter a **Component Start Date** or select one from the calendar tool. This field defaults to the project start date entered on the Overall component.
5. Enter a **Component End Date** or select one from the calendar tool. This field defaults to the project end date entered on the Overall component.
6. Enter a **Component Project Title**
7. *Optional*: Enter a **Component Short Name** (up to 20 characters) to help identify the component. This is not a required field.

   Component short names -when existing- appear on the *Component Information* page as well as under the component identifier on the left-side **Component Type** navigation panel. Component short names must be unique to the project and can be updated from the

Component Information page. Component short names are available only for your convenience in ASSIST and do not carry over to Grants.gov at the time of submission.

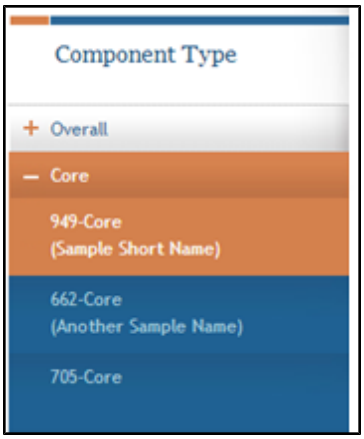


Figure 64: Component Short Name

8. Select the **Save** button to add the component to the application and display the forms associated with the component type selected.

NOTE: Selecting the **Cancel** button cancels the action without saving any information.

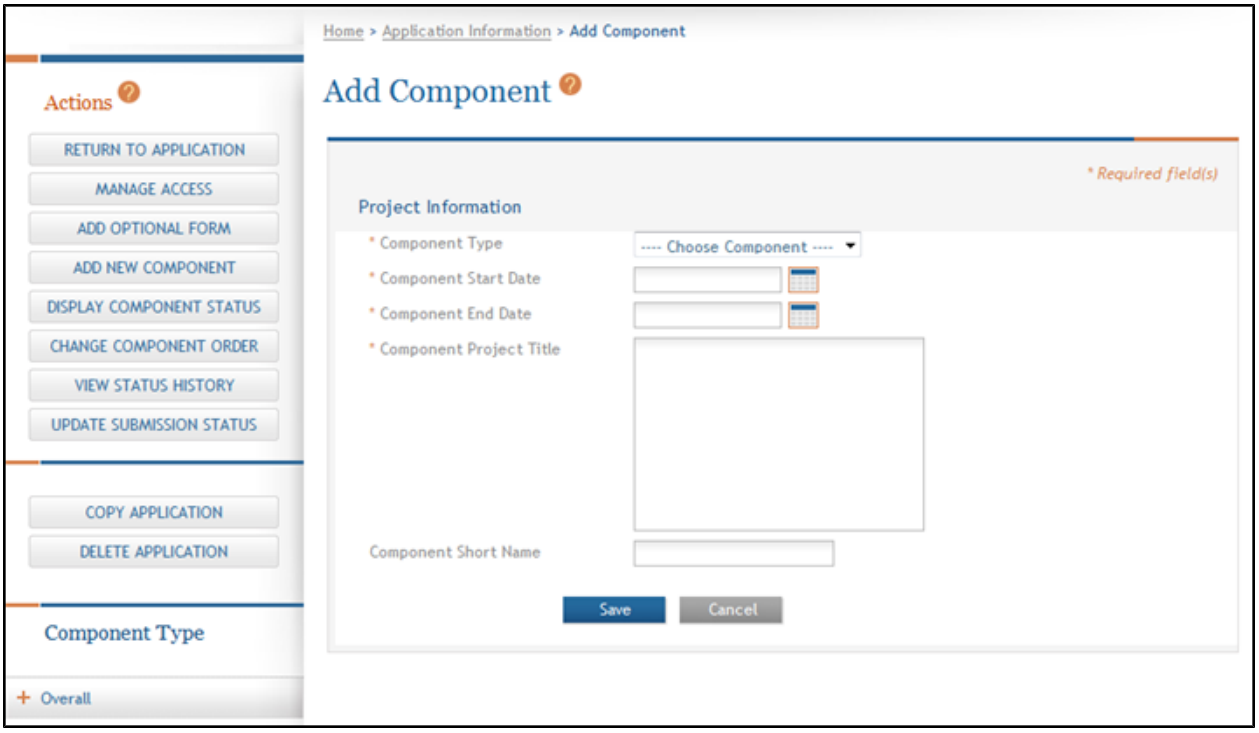


Figure 65: Add Component Page

The *Component Information* page displays the **Component Information** (as well as **Application Information**) as read-only with the status of the component as *Work in Progress*. Tabs across the top of the page provide access to the applicable component forms.

Tip: Check the Funding Opportunity Announcement text for component-specific instructions for preparing additional components.

After adding the component you have the ability to access:

Update Component Forms

Manage Access

Add New Component

View Status History

Add Optional Form

Preview Current Component

Update Component Status

3.5.3 Component Information

The Component Information page is the ASSIST landing page for a specific component of a multi-project application. This page is the first page seen when selecting a component from the **Component Type** navigation panel. This page is also displayed when the **Summary** tab is selected for a component. The *Component Information* page includes two sections: **Component Information** and **Application Information**.

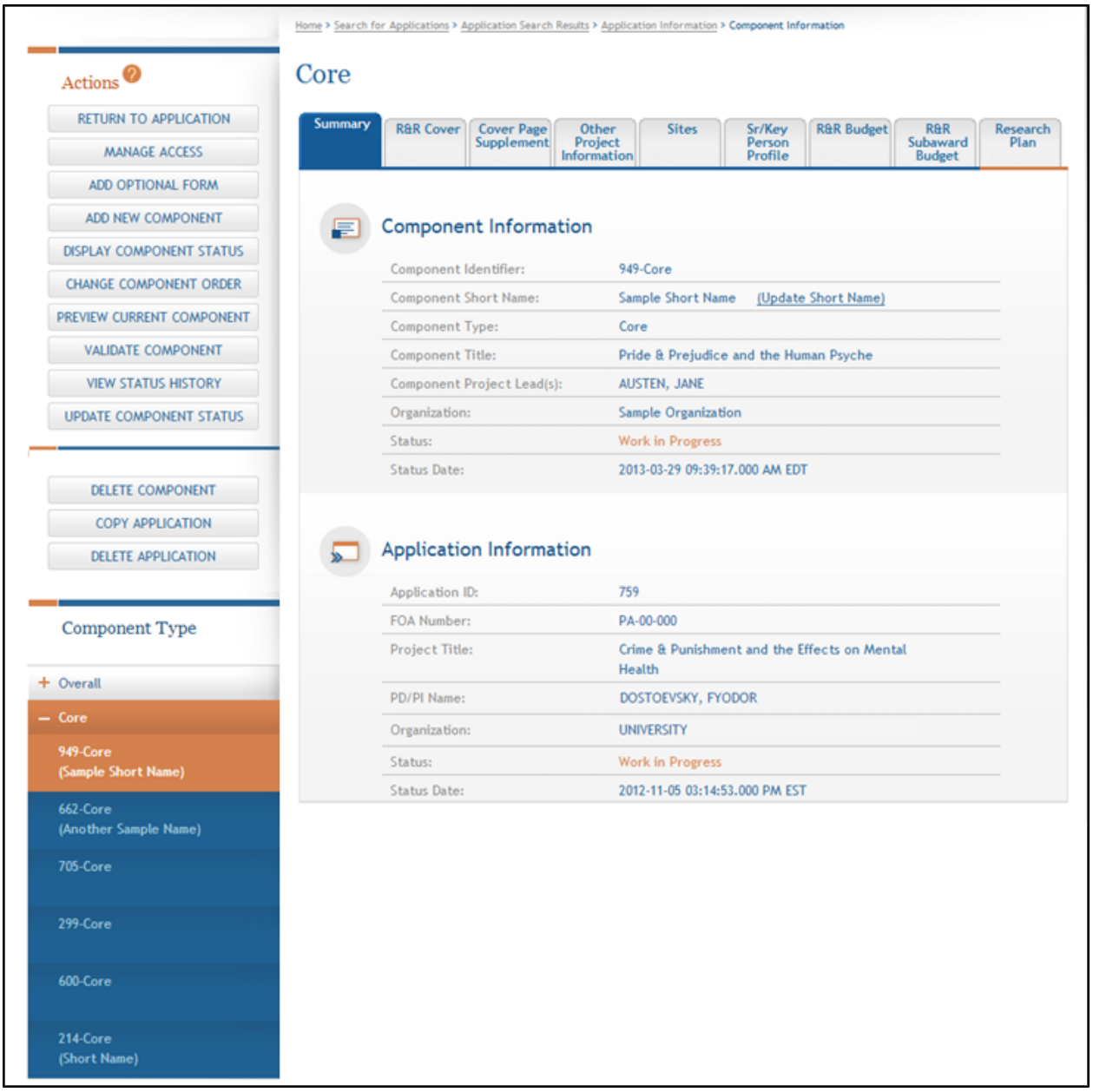


Figure 66: Component Information Page

3.5.3.1 Component Information Section

The **Component Information** section reflects the information entered when the component of a multi-project application was added to the application and is read-only. The information includes the following:

- **Component Identifier**

  Unique, system-generated number assigned to the component in ASSIST.

- **Component Short Name** (not for Overall components)
  The short name entered at the time the component was added. Select the **Update Short Name** link in this field to change the short name for this component.
- **Component Type**
  The type (e.g., Core) selected from the list of component types when the component was added to the application.
- **Component Title**
  The title given to the component when added to the application.
- **Component Project Lead**
  The component lead(s) as entered on the **Sr/Key Person Profile** tab for the component.
- **Organization**
  The organization name as added in the **R&R Cover** tab for the component.
- **Status**
  The current status (e.g., Work in Progress, Complete) for the component.

  Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**
  The date and time of the last status change for the component.

3.5.3.2 Application Information Section

The **Application Information** section reflects the information entered during the initiation process and is read-only.

- **Application ID**
  Unique, system-generated number assigned to the application in ASSIST.
- **FOA Number**
  The Funding Opportunity Announcement number associated with the application.
- **Project Title**
  Title of the application/project as entered by the person who initiated the application.
- **PD/PI Name**
  Contact PI for the entire application.
- **Organization**
  The lead applicant organization name of the submitting institution.
- **Status**
  The current status of the entire application.

  Tip: Hover over the status with your mouse for a short description of the status.

- **Status Date**
  The date and time of the last status update.

3.5.3.3 Delete a Component

IMPORTANT: This topic is applicable only to multi-project applications.

If you are the Signing Official, Administrative Official, or the PI of the lead organization -and/or- you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status from the application.

IMPORTANT: Deleting components is a permanent action. Once deleted, a component cannot be accessed, retrieved, or viewed. There is no way to recover the component.

NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled *Delete the Application* on Page 49 for steps on deleting entire applications.

To delete a component:

1. Open the *Summary* tab of the component you wish to delete.
2. From the **Actions** panel, select the **Delete Component** button.

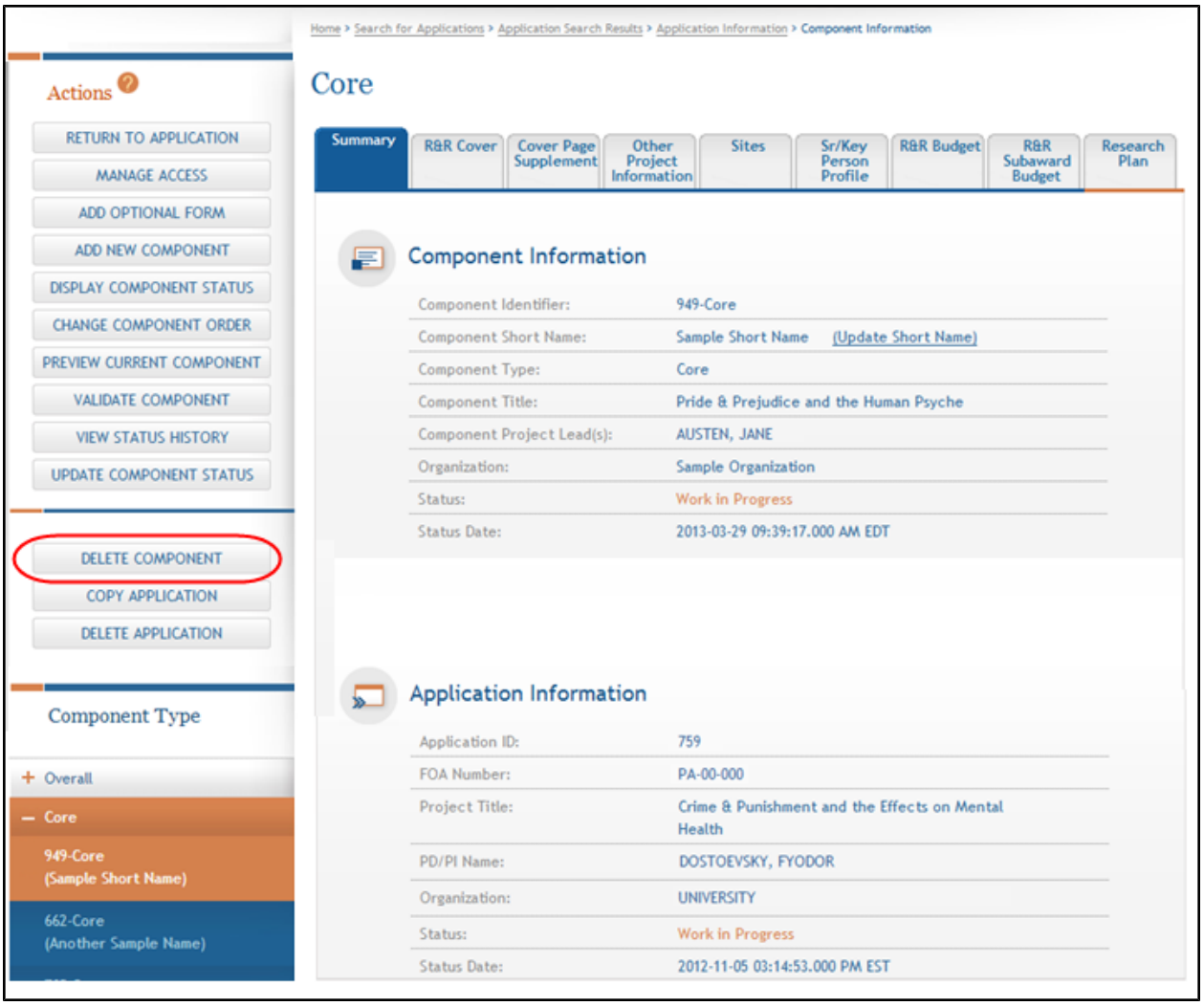


Figure 67: Delete Component Button for Multi-Project Applications

A confirmation message displays as follows: *You are about to delete this component. Once this component has been deleted you will no longer be able to retrieve or view it. Do you wish to continue with the delete?*

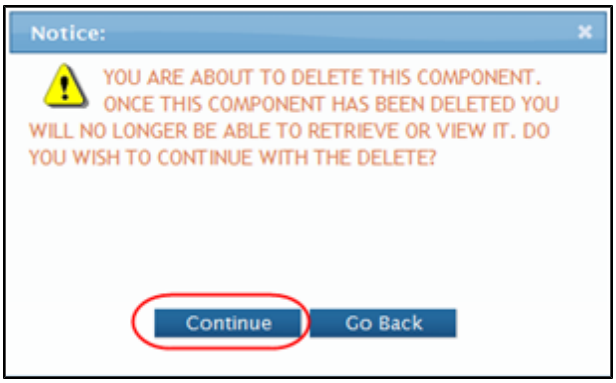


Figure 68: First Confirmation for Deleting a Component

3. Select the appropriate action:

   You may cancel the action at this point by selecting the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

   –OR–

   To continue with the deletion, select the Continue button.

Upon continuing, a second confirmation displays as follows: *Selecting Continue will remove this component permanently from the application.*

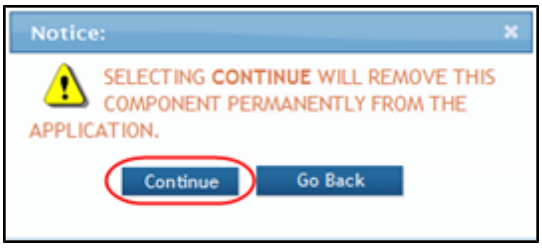


Figure 69: Second Confirmation for Deleting a Component

4. This warning provides a final means of aborting the deletion. Carefully select the appropriate action:

   To stop the deletion process, select the **Go Back** button. If you choose **Go Back**, the delete process ends, you return to the summary tab from which you began, and the following steps are no longer applicable.

   –OR–

To confirm the action and permanently delete the component from the application, select the Continue button. Remember that this action is irreversible. Once the component is deleted, you cannot retrieve it.

NOTE: You cannot delete a component if one or more of its forms are locked by yourself or another ASSIST user. If a form is locked, you will see the following error on your screen after continuing from the second confirmation screen:

The component cannot be deleted as the following form(s) are currently locked by <User ID> in: <application ID>: <locked form>

The *Application Information* screen displays with the message *Component successfully deleted*. You will also notice that the component has been removed from the left-side panel of Component Types.

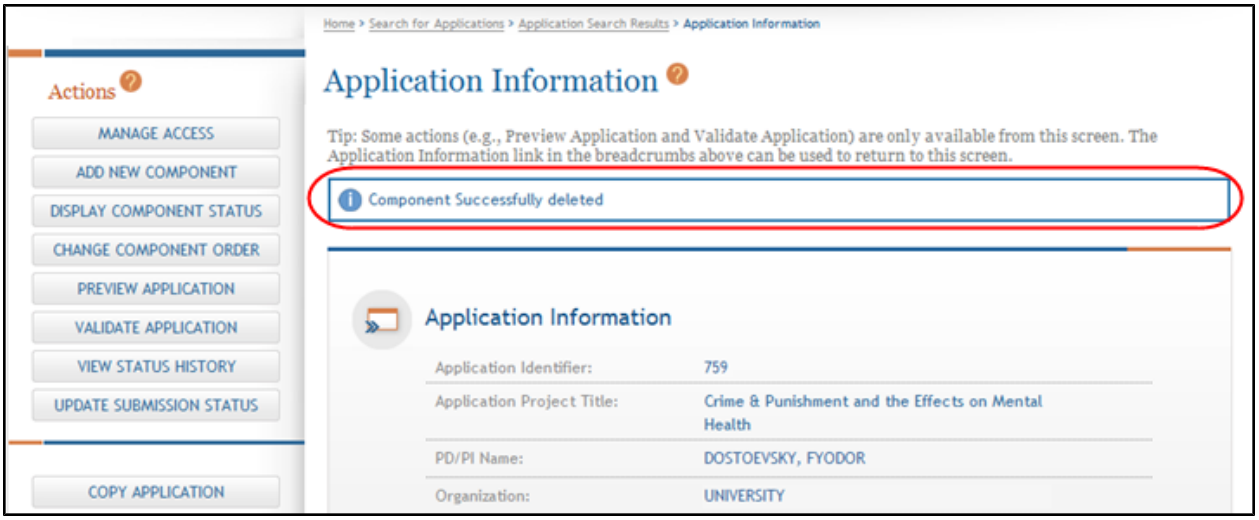


Figure 70: Component Successfully Deleted

When a component is deleted from an application, the *Application Status History* reflects this action. The **Status** in the history show as *Abandoned*. The **Status Comment** will indicate that the component was deleted by displaying the following *Component ID: <ID number> Deleted*, along with the name of the ASSIST user who performed the deletion.

Figure 71: Deleted Component in Application Status History

3.5.3.4 Updating the Component Short Name

The **Component Short Name** is an optional field which can be entered when a component is added to an application. The short name provides an alternative means for identifying the component in case the system-generated component identifier is not known. The short name is provided as a convenience and is used only in ASSIST. The **Component Short Name** field also can be entered for the first time or updated from the *Component Information* page.

To update the component short name:

1. Access the *Component Information* page by selecting the **Summary** tab for the component or by selecting the component from the **Component Type** navigational panel.

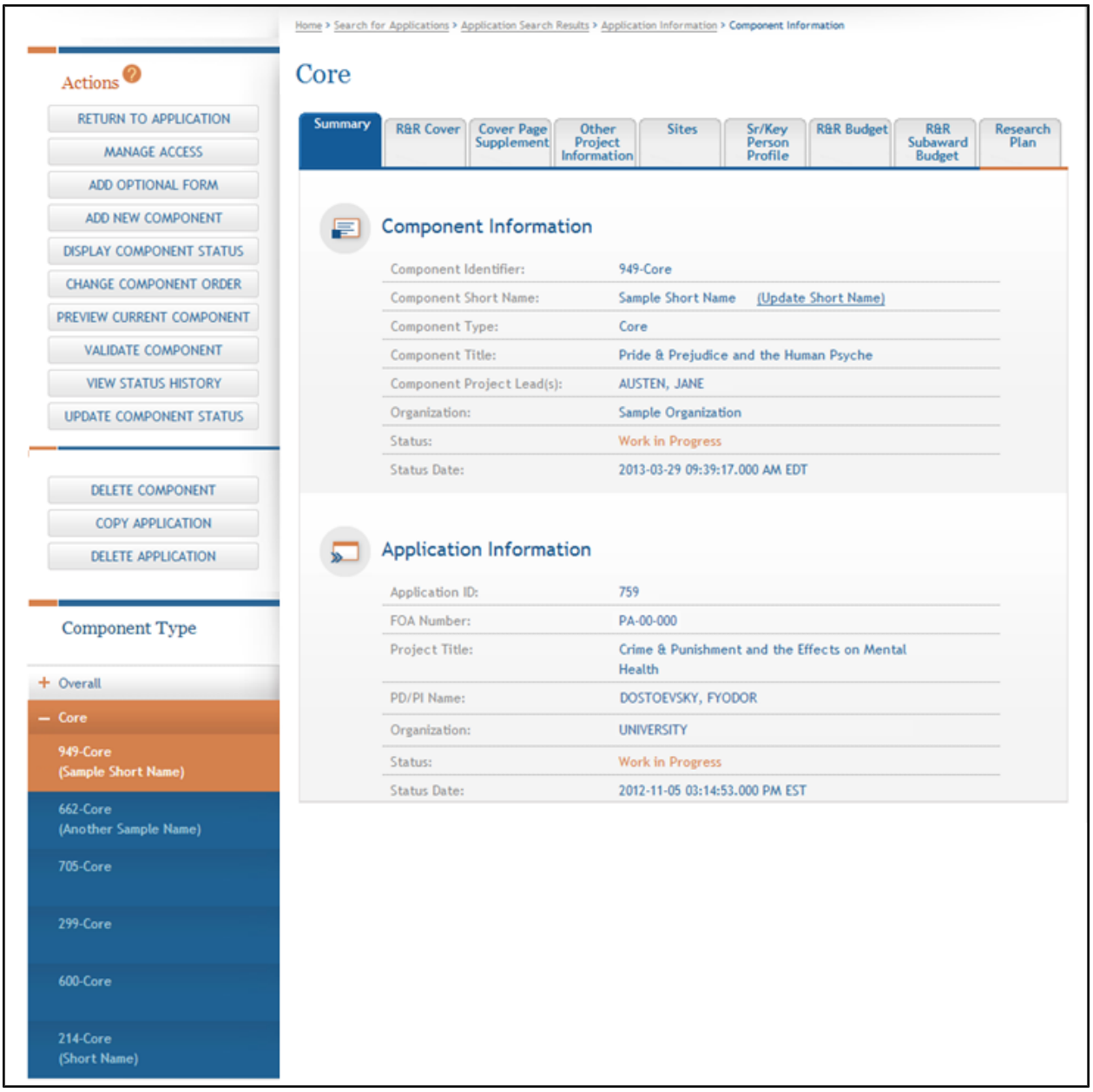


Figure 72: Component Information Showing Short Name

2. Click the **Update Short Name** link located in the **Component Short Name** field.
3. From the *Update Short Name* pop-up window, enter a new name 20 characters or less. The name must be unique, not used as the short name of another component on the application.

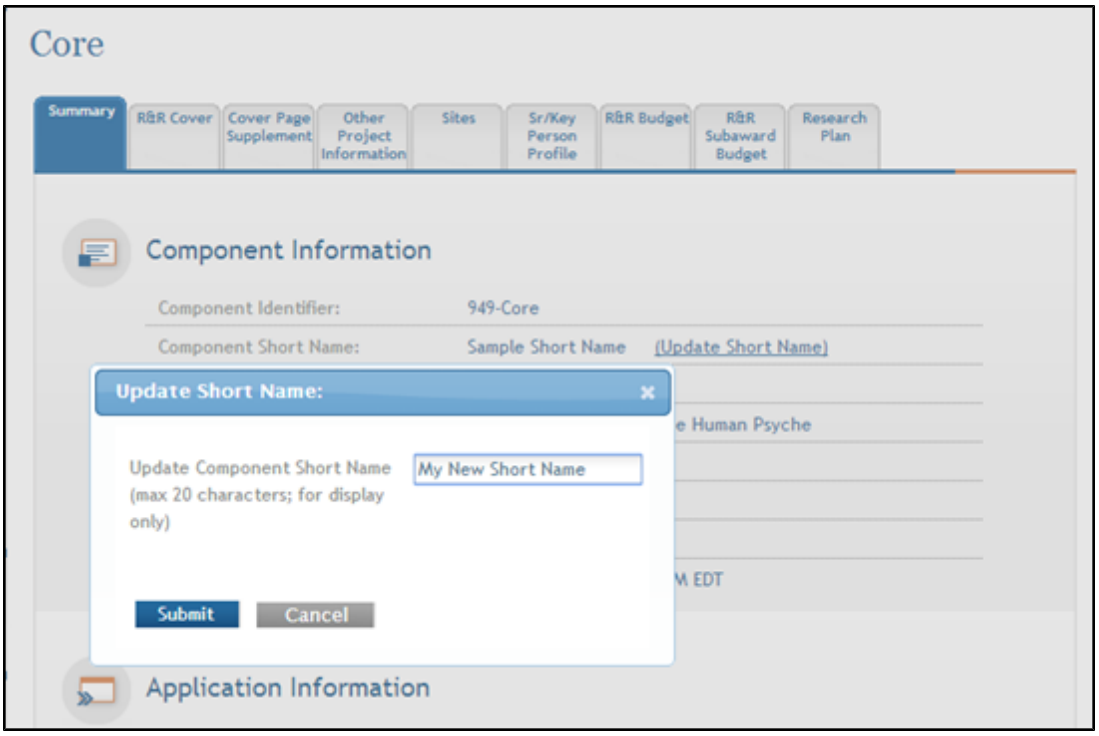


Figure 73: Update Short Name Pop-Up

4. Select the **Submit** button.

The *Component Information* updates with the new component short name.

3.5.4 Change Component Order

IMPORTANT: This topic is applicable only to multi-project applications.

The *Change Component Order* screen is used to set the order in which your components appear in the submitted application (i.e., the PDF version) for each particular component type. For example, if your application contains four components of the component type *Research*, you can re-arrange those four components into any order you wish. The component order can be changed for components in the status of *Work in Progress*, *Complete*, or *Final*.

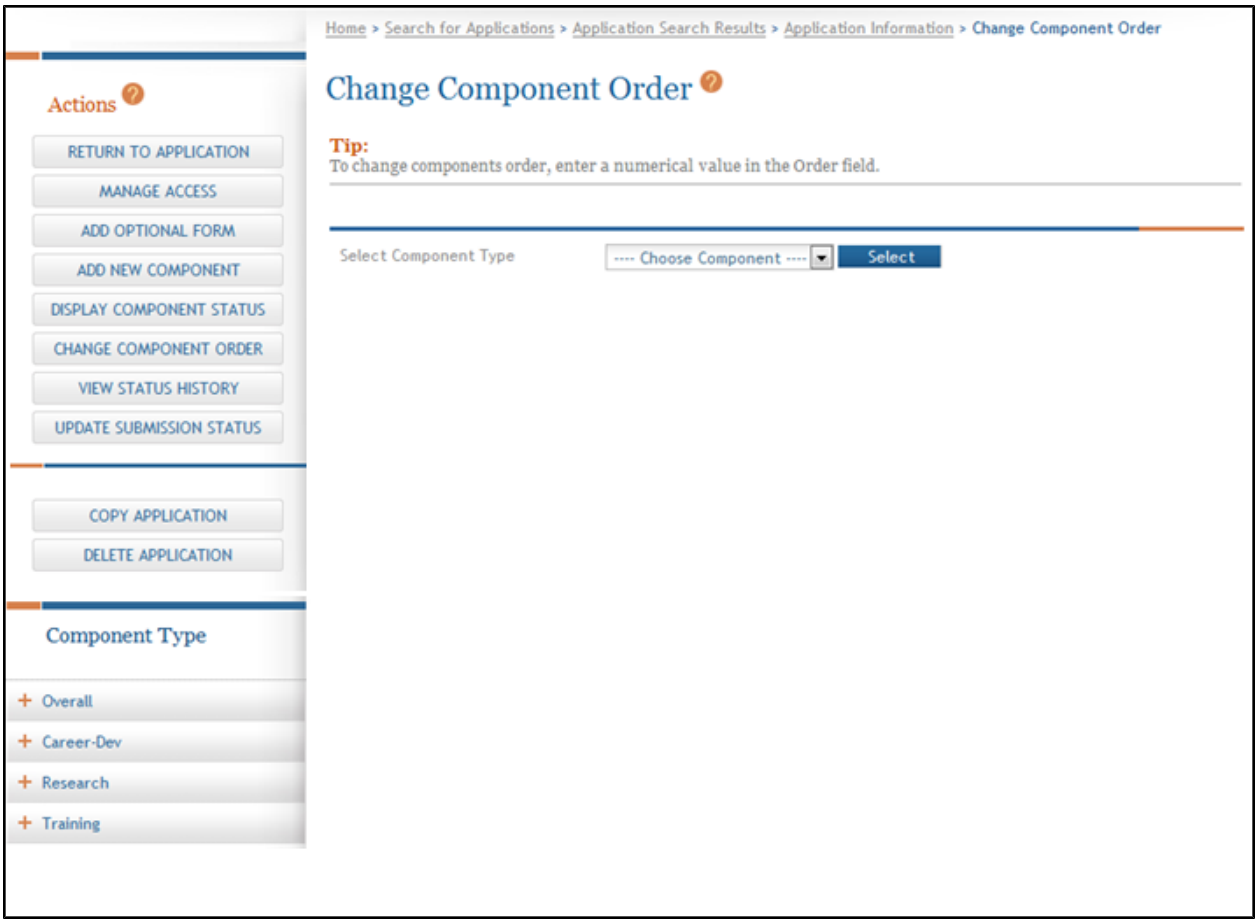


Figure 74: Change Component Order Screen

NOTE: Although components *within* a particular component type can be re-ordered, you cannot re-arrange the order of component types.

Access the *Change Component Order* screen by selecting the **Change Component Order** button on the **Actions** panel. Once the screen is opened, follow the steps below to update the order of components of a particular component type:

1. Select a component type from the **Select Component Type** drop-down list and click the **Select** button. The component types displayed in the list depend on your application's FOA.

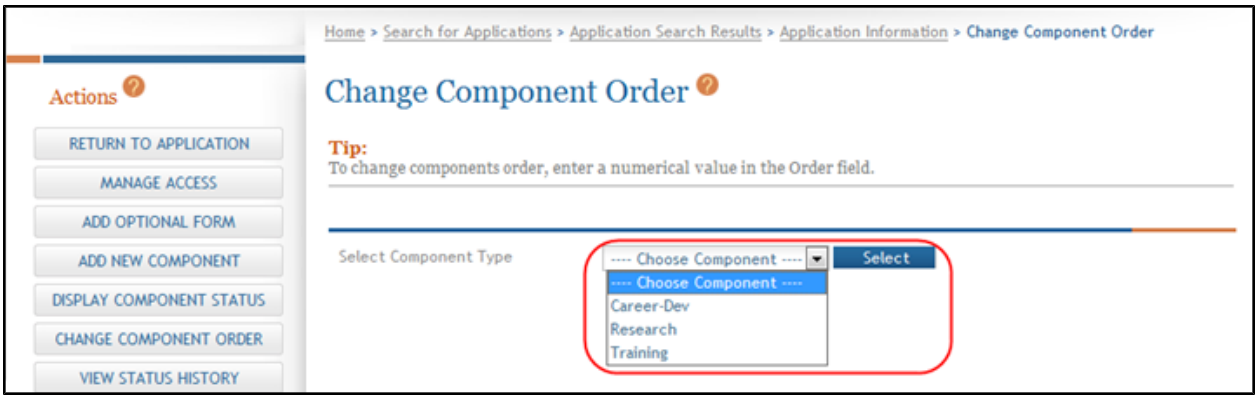


Figure 75: Choose a Component Type to Re-order Components

The screen updates to display the current **Order**, **Component**, **Project Title**, and **Project Lead** for each component of the selected component type. Components display in the order in which they were added to the application until they are re-ordered using this feature. Once components have been re-ordered, they will display in the current (i.e., updated) order.

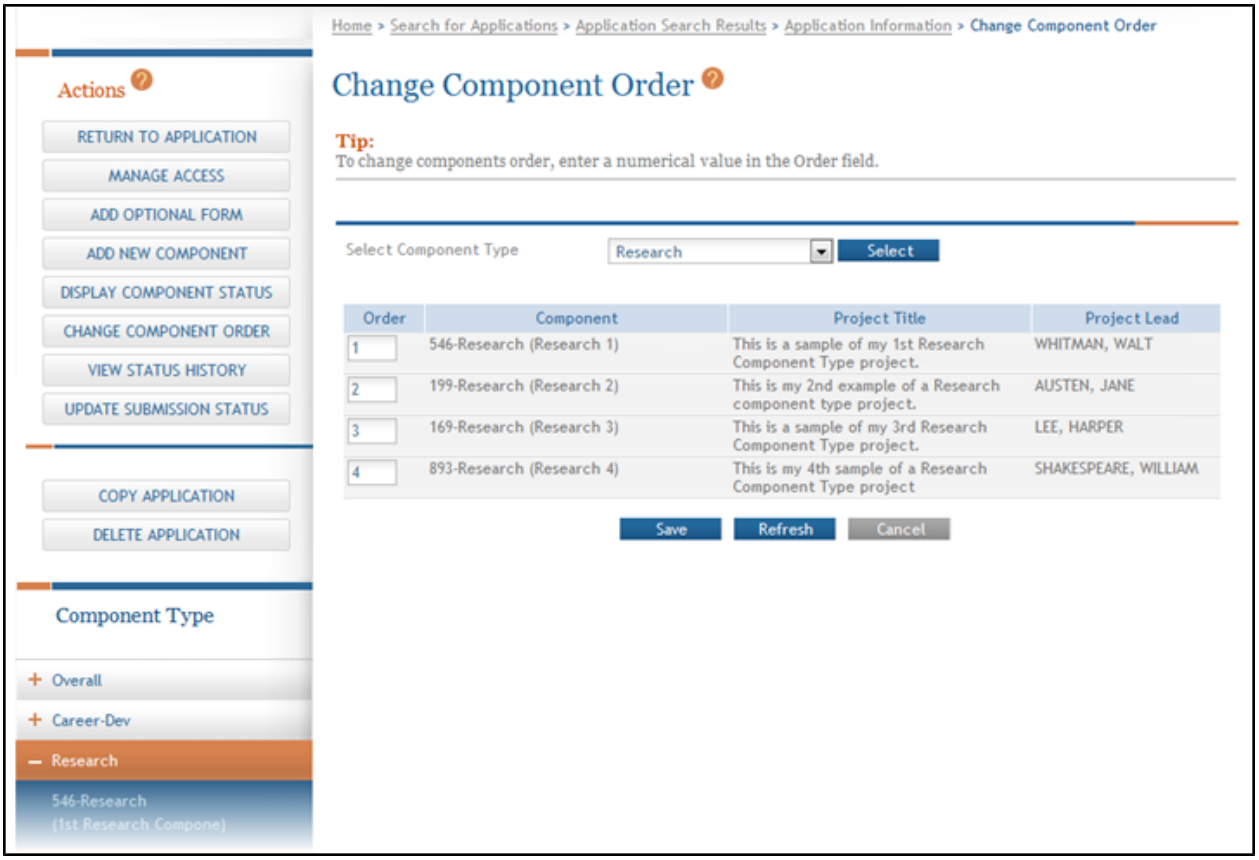


Figure 76: Current Order of Components on Change Component Order Screen

2. Use the text box in the **Order** column for each component being re-ordered to enter an order value. Make sure to enter a unique value in each **Order** field. You will receive an error if you attempt to save the order of components with duplicate order values.

   You may use decimal numbers (up to 2 places) and negative numbers to avoid re-numbering every component. For example, to re-order a particular component to appear between the first and second components, enter that component **Order** as *1.5*.

   After updating the values, you can use the **Refresh** button to display the components in the updated order. Refreshing the displayed order does not save the order and you can always use the **Cancel** button to abort the action, even after refreshing the screen.

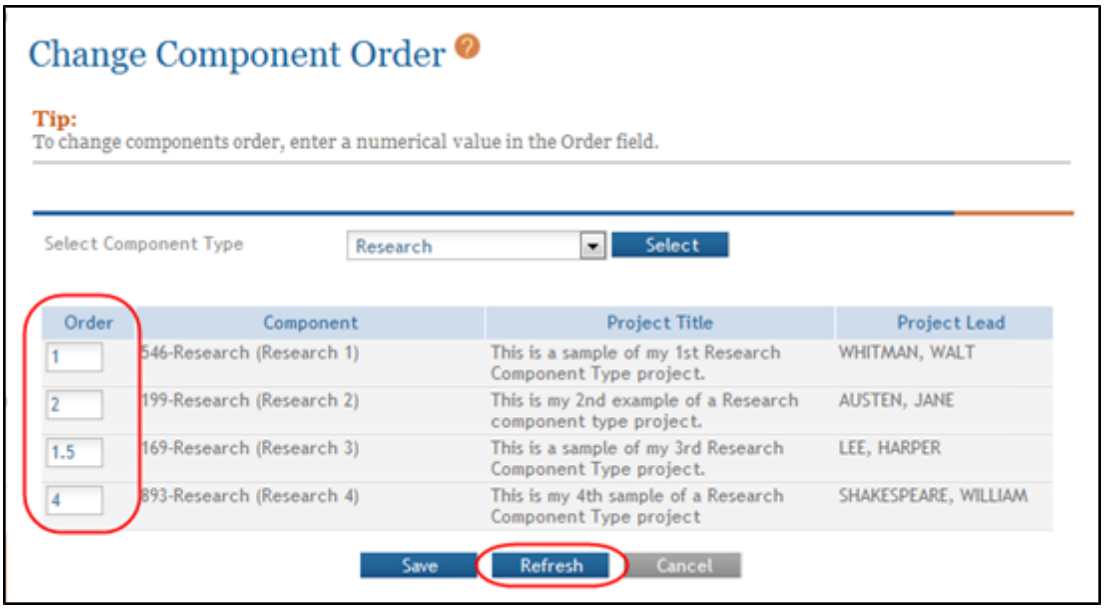


Figure 77: Enter Values in the Order Field(s) to Re-order the Components

3. When satisfied with the component order, select the **Save** button to save your results and return to the *Application Information* screen.

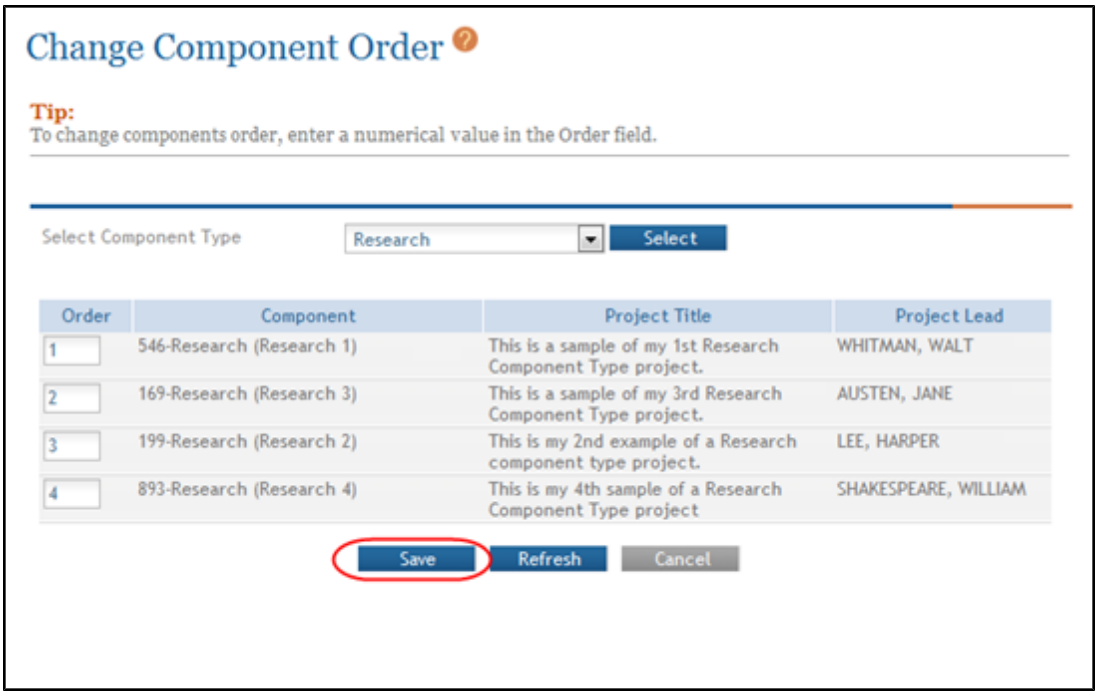


Figure 78: Save Button on Change Component Order Screen

You can see your changes reflected in the **Component Type** panel.

Figure 79: Re-ordered Components as Seen in Component Type Panel

3.5.5 Add Optional Forms to a Component

Depending on the funding opportunity, optional forms may exist for both single- and multi-project applications. You can add optional forms using the **Add Optional Form** feature. Only the optional

forms available for the specific funding opportunity can be added.

To add optional forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

   The *Component Information* page opens for the component.
4. Select the **Add Optional Form** button from the **Actions** navigation panel.

   A pop-up window opens for selecting the form to be added.
5. Choose a form from the drop-down list.
6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

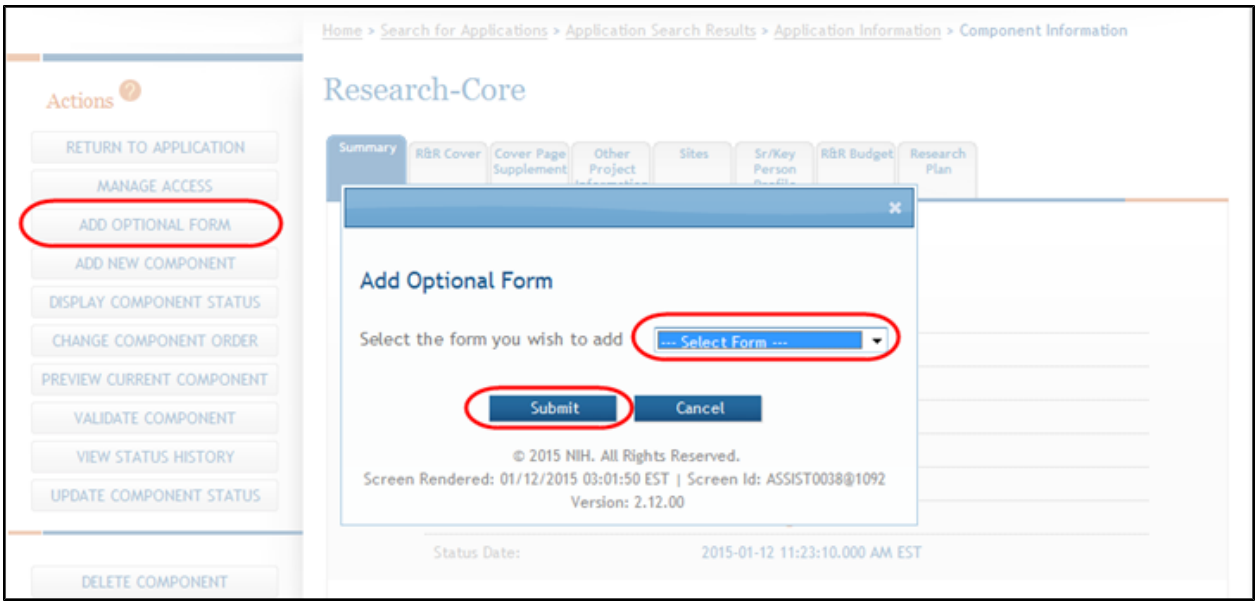


Figure 80: Adding an Optional Form

7. Select the tab of the corresponding form to enter information on the form.

3.5.6 Edit Additional Component Type Forms

The forms of the component may be edited when the status is *Work in Progress*. The following lists the basic steps for navigating and enabling forms for editing.

To edit component forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Expand the component type to display the components.
4. Select the appropriate component.

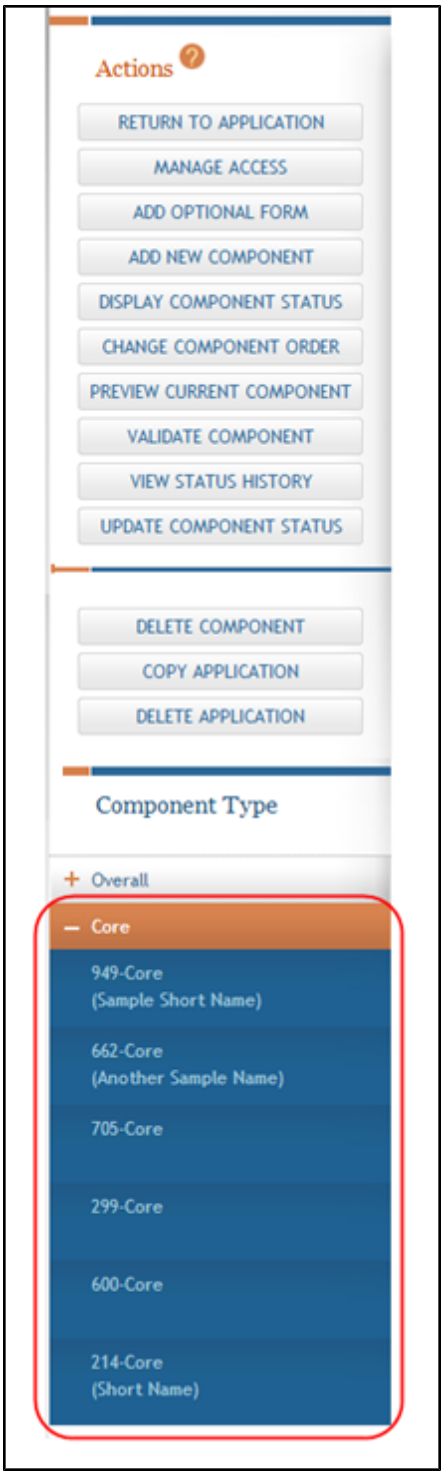


Figure 81: Select Component Type Navigation Pane

The *Component Information* page displays for the selected component.

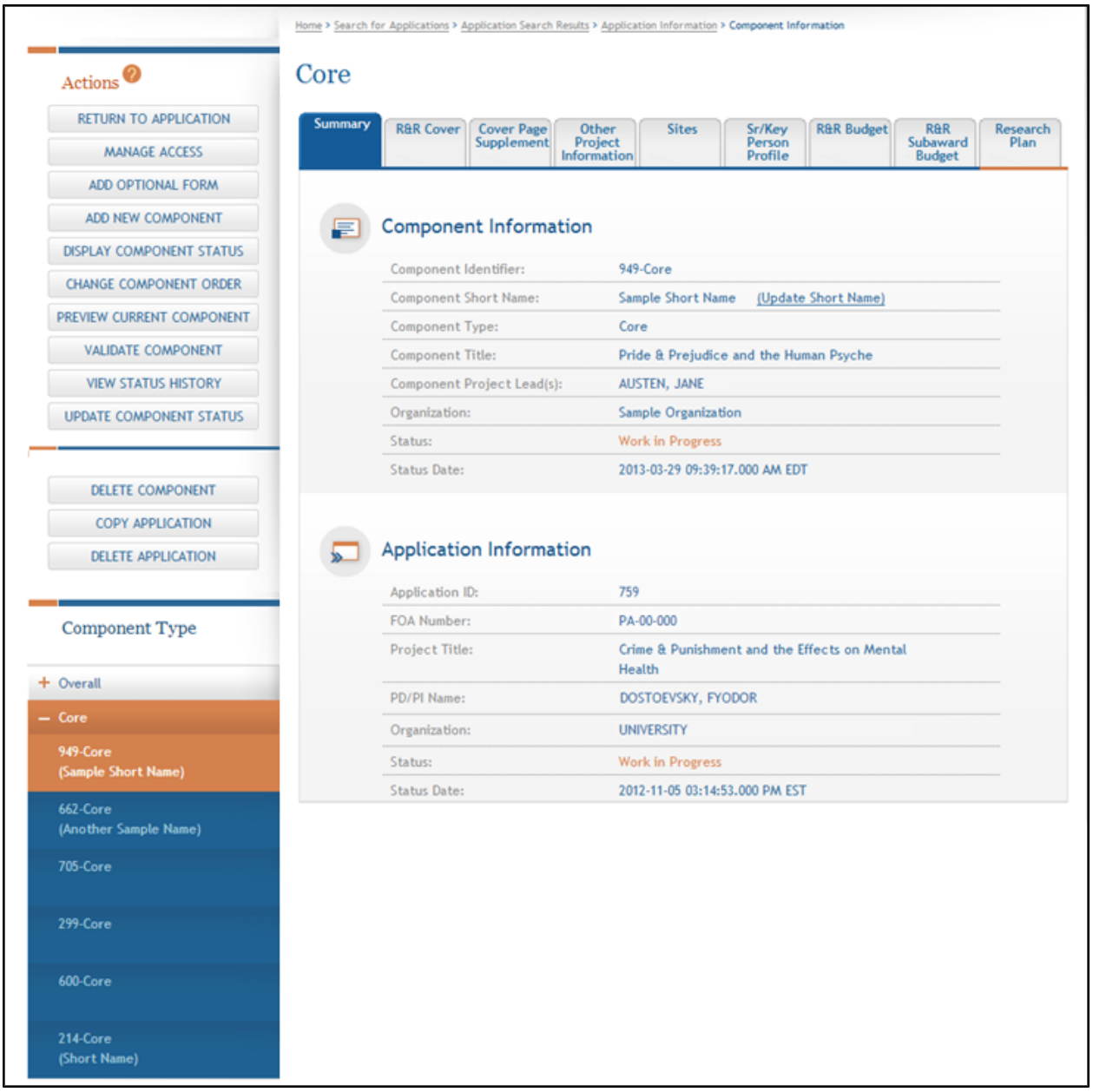


Figure 82: Component Information Page

5. Select the tab for the appropriate form.
6. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.
7. For forms with grouped sections, all editable data fields are expanded by default as shown by the selected **Expand All** checkbox. Unselect the checkbox to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

8. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. Refer to the section of this document titled *Form and Field Level Validations* on Page 160 for more information.

   For assistance with the information required on the forms, please refer to the Application Guide.

   http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4__Completing_the_SF_424_Research

   For system help with entering data into form fields, refer to the specific form help topic located in Overall Component Forms and/or Other Components section of the online help or User Guide.

9. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release Lock** button
   c. *For multi-page forms only*: To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

10. Navigate to the other forms by selecting the corresponding tabs.
11. *When unsaved data exists*: When navigating from tab to tab without saving the data, a warning message displays as follows:

    Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

    Return to the form to save the data.

    a. Select the **Go Back** button to return to the unsaved form.
    b. Select the button for a save option at the bottom of the form.
    c. Navigate to the next form again.

-OR-

Continue to next form without saving.

a. Select the **Continue** button to move to the selected form without saving the changes entered onto the current form.
b. Complete the new form as appropriate.
c. Repeat steps for navigating to other forms.

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

4 Forms Data Entry

The forms of an application can be edited when the status of the application (or of a multi-project component) is *Work in Progress*. This topic lists the basic steps for navigating and enabling forms for editing. Before starting to enter data on a form, be prepared to enter data marked with an asterisk (*) as these data elements are required to save the form.

To edit application forms:

1. Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.
2. If you are working on a single-project application, refer to Step 3. For multi-project applications:

    1. From the *Application Information* page expand and select the appropriate component from the **Component Type** section. After being selected, the component will display on the *Component Information* screen.

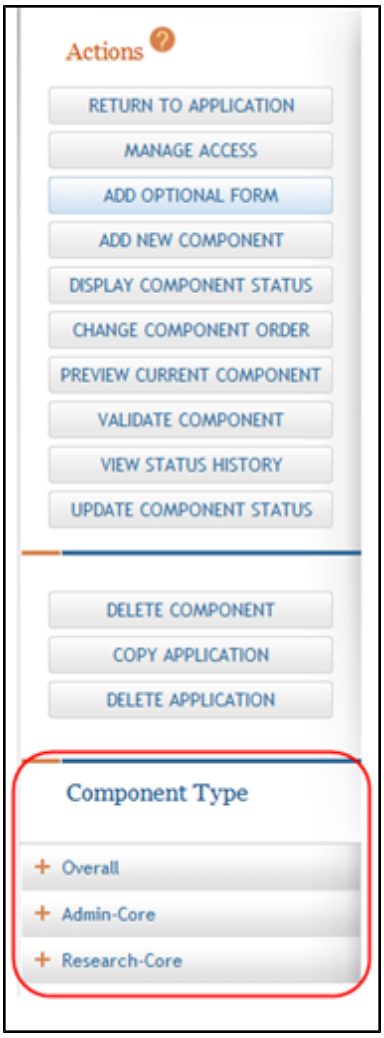


Figure 83: Select Component Type

3. Select the tab for the appropriate form.

Figure 84: Application Form Tabs

4. Select the **Edit** button at the top of the form to open the fields for editing. Selecting this button reserves the form, enables it for editing, and prevents others from editing it simultaneously.
5. For forms with grouped sections, all editable data fields are expanded by default, as shown by the selected **Expand All** checkbox. Unselect the checkbox to collapse the fields on the form.

NOTE: Individual fields can be expanded (when applicable) by selecting the down arrow on the right side of the field and collapsed by selecting the up arrow.

6. Complete the forms as necessary, paying attention to the validation warnings. These validations exist to ensure that the proper and required information is entered correctly. Refer to the section of this document titled *Form and Field Level Validations* on Page 160 for more information.

   For assistance with the information required on the forms, please refer to the Application Guide.

   http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4__Completing_the_SF_424_Research

7. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release Lock** button.
   c. *For multi-page forms only*: To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button. The **Save and Add** button is not available on all forms.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

8. Navigate to and complete the other forms by selecting the corresponding tabs and following the same steps.
9. *When unsaved data exists*: When navigating from tab to tab without saving the data, a warning message displays as follows:

   Exiting without saving will result in losing the data entered. Do you wish to save before exiting?

   Return to the form to save the data.

   a. Select the **Go Back** button to return to the unsaved form.
   b. Select the button for a save option at the bottom of the form.
   c. Navigate to the next form again.

   -OR-

Continue to next form without saving.

a. Select the **Continue** button to move to the selected form without saving the changes entered onto the current form.
b. Complete the new form as appropriate.
c. Repeat steps for navigating to other forms.

For security reasons, ASSIST employs a session time-out feature which logs you out of ASSIST when the system determines that there has been no activity for a specific amount of time. Before doing so, ASSIST displays a warning message indicating the remaining amount of time until the automatic logout occurs. To prevent the automatic time-out, select the **Continue Working** button from the warning screen.

4.1 SF 424 R&R Cover

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_2_Cover_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

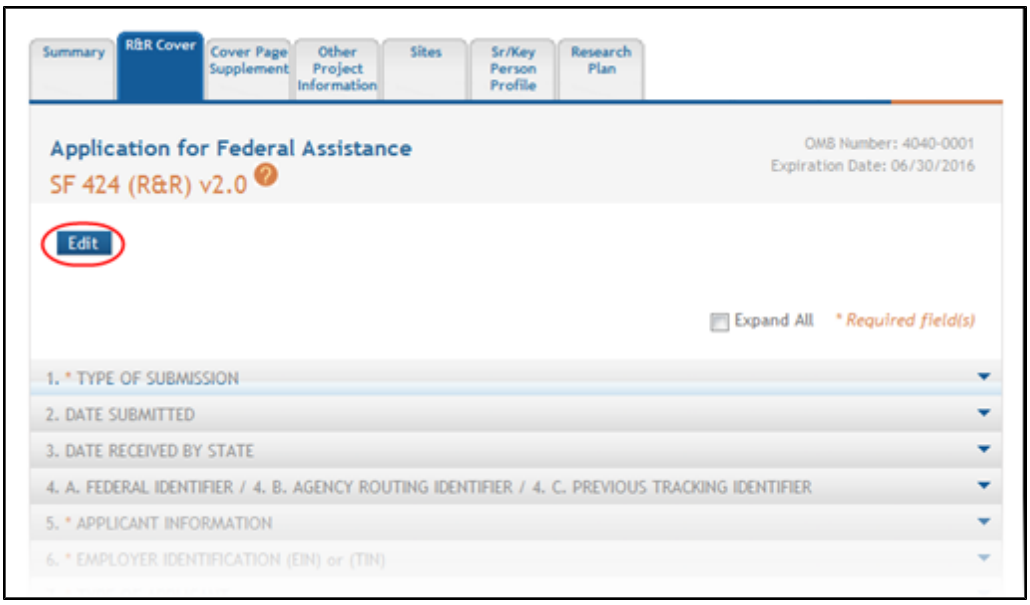


Figure 85: Edit Button on R&R Cover

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

Some information, including the organization details in the **Applicant Information** section and the fields within the **Project Director/Principal Investigator Contact Information** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

The **Descriptive Title of Applicant's Project** is also carried over from the **Application Project Title** provided on the *Initiate Application* page; however, this field may be edited if necessary.

Tip: For components in multi-project applications, you can use the **Populate from Overall component's R&R cover** button to auto-populate the fields in **Section 5** with information entered on the Overall component R&R Cover form.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.2 PHS 398 Cover Page Supplement

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#5_3_Cover_Page_Supplement_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

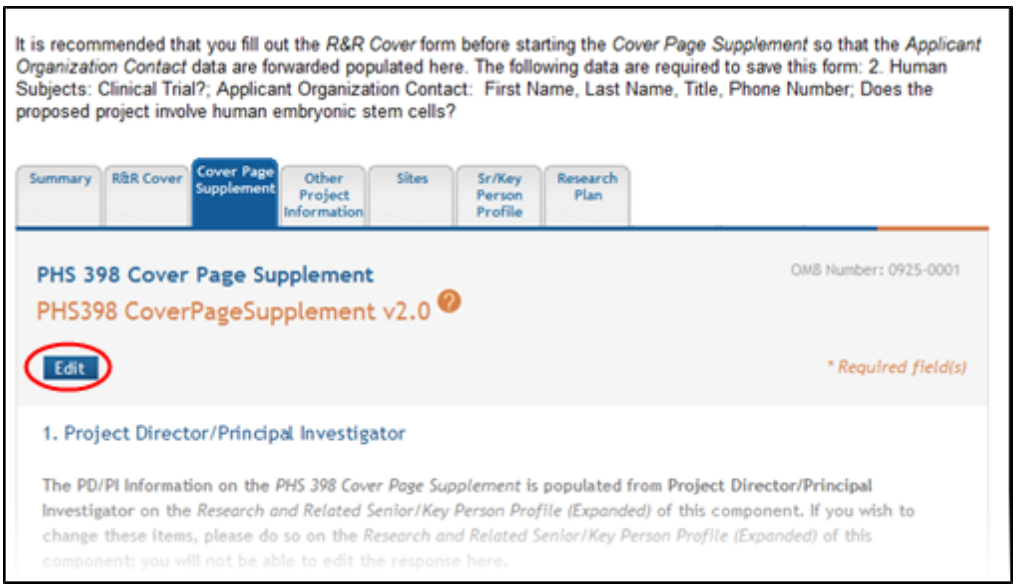


Figure 86: Edit Button on Cover Page Supplement

2. Complete the required fields for each section. Required fields are marked with asterisks (*).

   Some information, including the **Project Director/Principal Investigator** section and the contact name within the **Applicant Organization Contact** section, is carried over from the application initiation. These fields are disabled for editing and are read-only.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.3 Research & Related Other Project Information

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_4_Other_Project_Information_Form

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

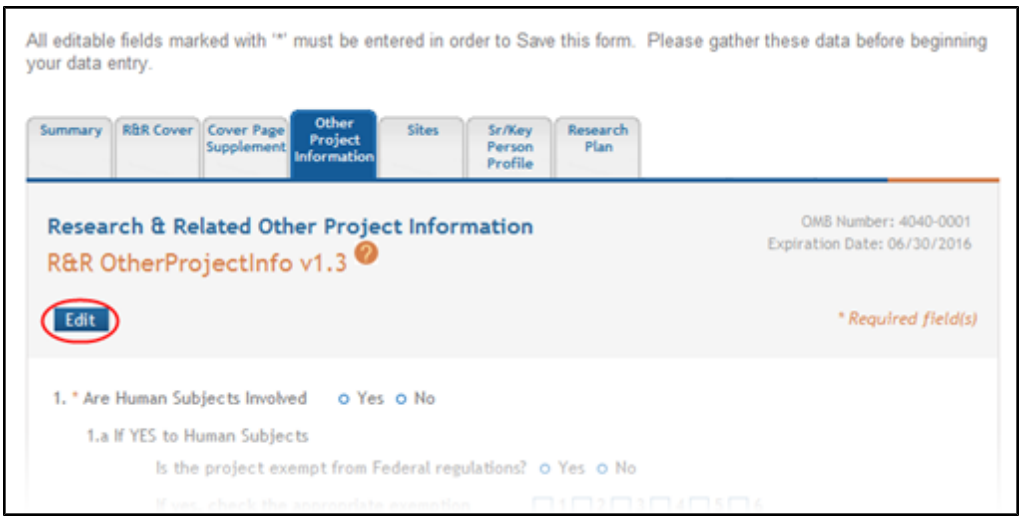


Figure 87: Edit Button on Other Project Information

2. Complete the required fields for each section. Required fields are marked with asterisks (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.4 Overall Component Sites

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_3_Project_Performance_Site_Locations

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.4.1 Primary Performance Site

1. Select the **Edit** button in the **Primary Performance Site** section of the page.

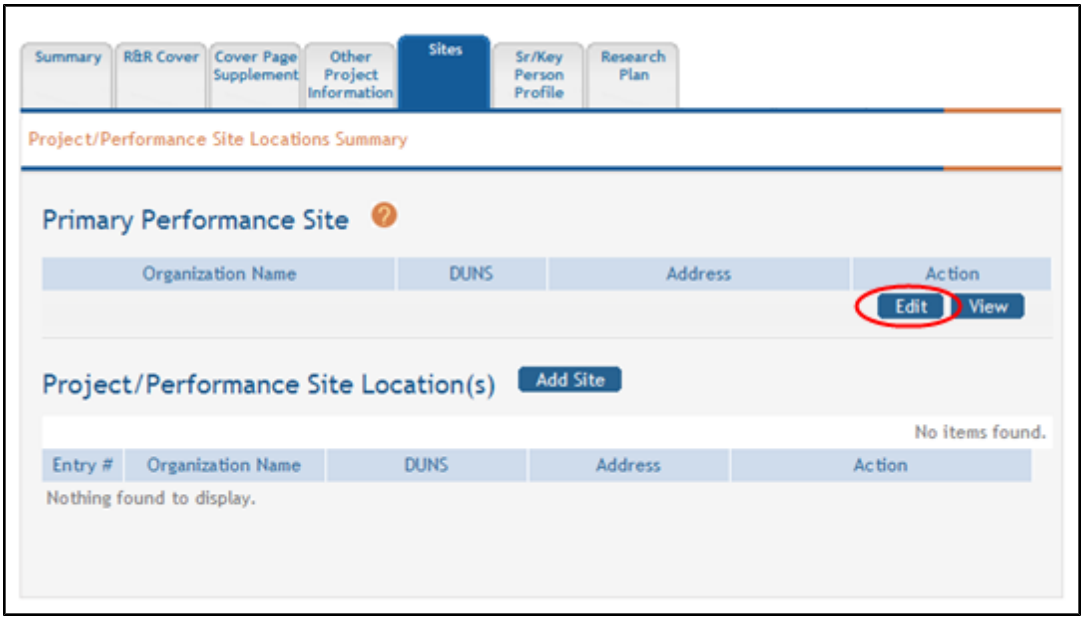


Figure 88: Primary Performance Site Edit Button

The **Project Performance Site Primary Location** section opens for editing.

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

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

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite v2.0

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

Edit

* Required field(s)

☐ 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

Project Performance Site Primary Location

Populate from this component's R&R Cover

Organization Name

DUNS Number
(e.g. 123456789 or 1234567891234)

* Street 1

Street 2

* City

County/Parish

State --- Select State ---

Province

* Country UNITED STATES

Zip/Postal Code
(e.g. 123451234)

Project/Performance Site Congressional District
(e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock | Save and Release Lock | Save and Add | Cancel and Release Lock

Figure 89: Project Performance Site Primary Location Fields

2. *Optional*: Select the **Populate from this component's R&R Cover** button to populate the fields with the Applicant Information entry from the application's R&R Cover.
3. Complete the required fields and any other appropriate information. Required fields are marked with asterisks (*).

4. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep** button.
   b. To save the information and close the form, select the **Save and Release** Lock button.
   c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit** and **View** buttons can be used to edit or view the added Primary Performance Site information.

4.4.2 Project/Performance Site Location(s)

1. Select the **Add Site** button in the **Project/Performance Site Location(s)** section to add additional sites.

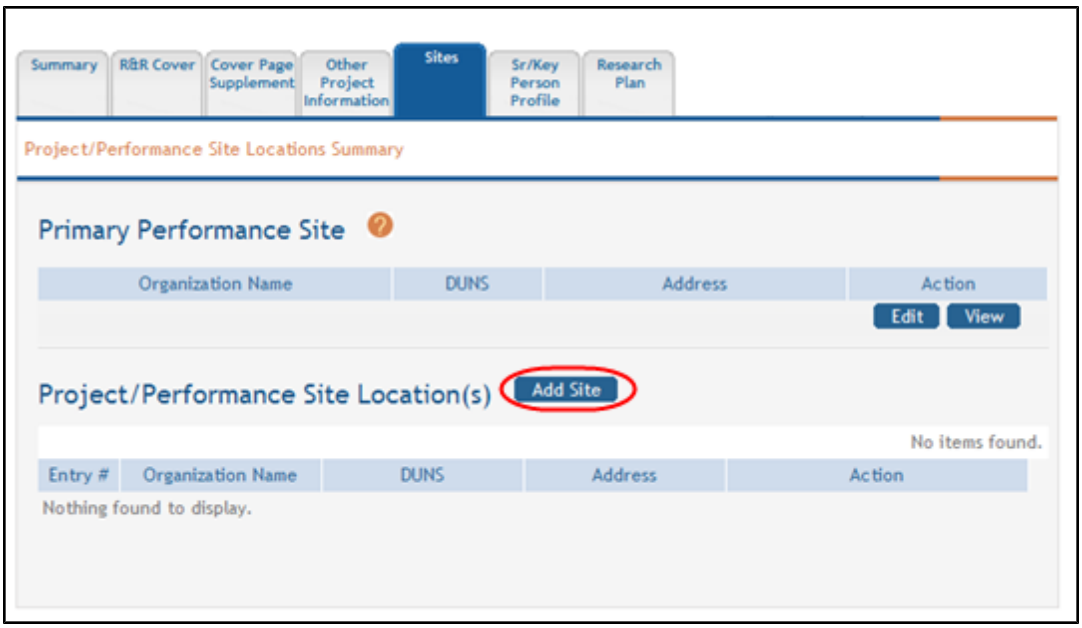


Figure 90: Project/Performance Site Location(s) Add Site Button

The **Project Performance Site Location** section opens for editing.

All editable fields marked with "*" must be entered in order to Save this form. Please gather these data before beginning your data entry.

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

Project/Performance Site Locations Summary

Project/Performance Site Location(s)

PerformanceSite v2.0

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

Edit

* Required field(s)

☐ 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

Project Performance Site Location 1

Populate from this component's R&R Cover

Organization Name

DUNS Number
(e.g. 123456789 or 1234567891234)

* Street 1

Street 2

* City

County/Parish

State --- Select State ---

Province

* Country UNITED STATES

Zip/Postal Code
(e.g. 123451234)

Project/Performance Site Congressional District
(e.g. CA-012, outside the U.S. enter 00-000)

Save and Keep Lock | Save and Release Lock | Save and Add | Cancel and Release Lock

Figure 91: Project Performance Site Location Fields

2. *Optional*: Select the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.
3. Enter the required fields and any other appropriate information.
4. Select one of the save options at the bottom of the form to save the data:
    a. To save the information and keep the form open for further editing, select the **Save and Keep** button.

b. To save the information and close the form, select the **Save and Release** Lock button.
c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The **Edit**, **Remove**, and **View** buttons can be used to edit, remove, or view a Project/Performance Site Location.

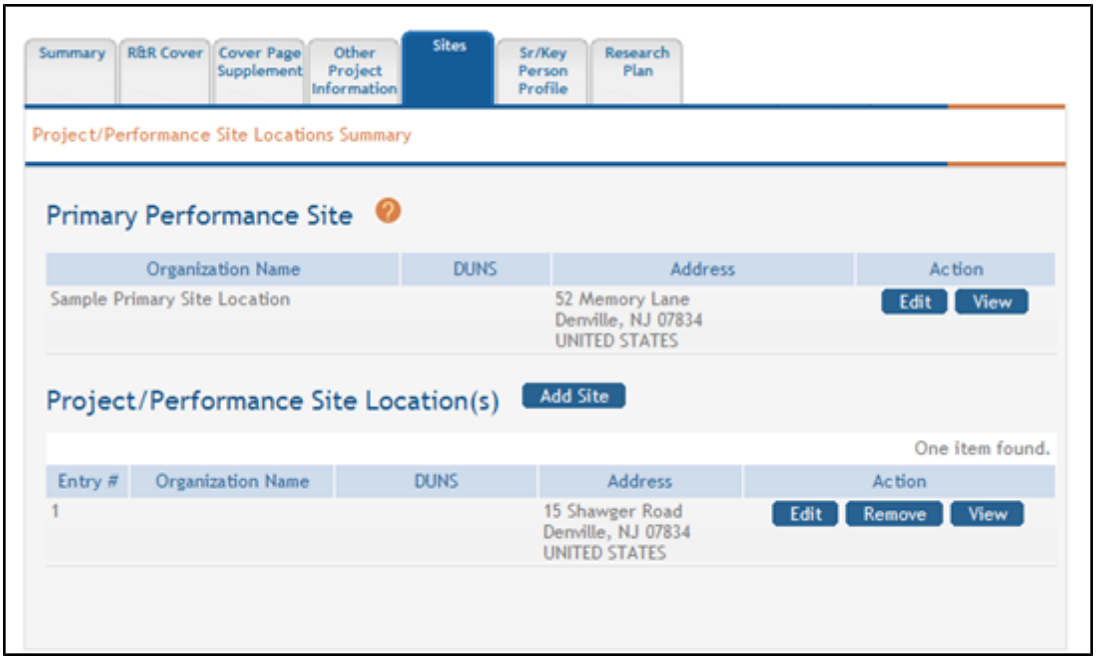


Figure 92: Project/Performance Site Locations Summary

4.5 Senior/Key Person Profile

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_5_Senior_Key_Person_Profile

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.5.1 Profile - Project Director/Principal Investigator (Project Lead)

The **Project Director/Principal Investigator** (**Project Lead** for components of a multi-project application) information is carried over from the details entered during the application initiation. Depending on the privileges assigned to you, this information can be edited and/or viewed.

To view the information, select the **View** button in the **Action** column for the PD/PI entry in the **PROFILE-Project Director/Principal Investigator** section of the page.

Figure 93: Project Director/Principal Investigator View Button

To edit the information, perform the following steps:

1. Select the **Edit** button in the **Action** column for the PD/PI or (Project Lead) entry.

Figure 94: Project Director/Principal Investigator Edit Button

The **Research & Related Senior/Key Person Profile (Expanded)** section displays for the PD/PI (or Project Lead).

2. Update the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release Lock** button.

c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.5.2 Profile - Senior/Key Person(s)

Depending on the privileges assigned to you, actions are available for viewing, adding, editing, and/or removing senior/key persons on a project.

4.5.2.1 Adding Senior/Key Person

1. Select the **Add Sr/Key** button from the **PROFILE - Senior/Key Person(s)** section of the page.

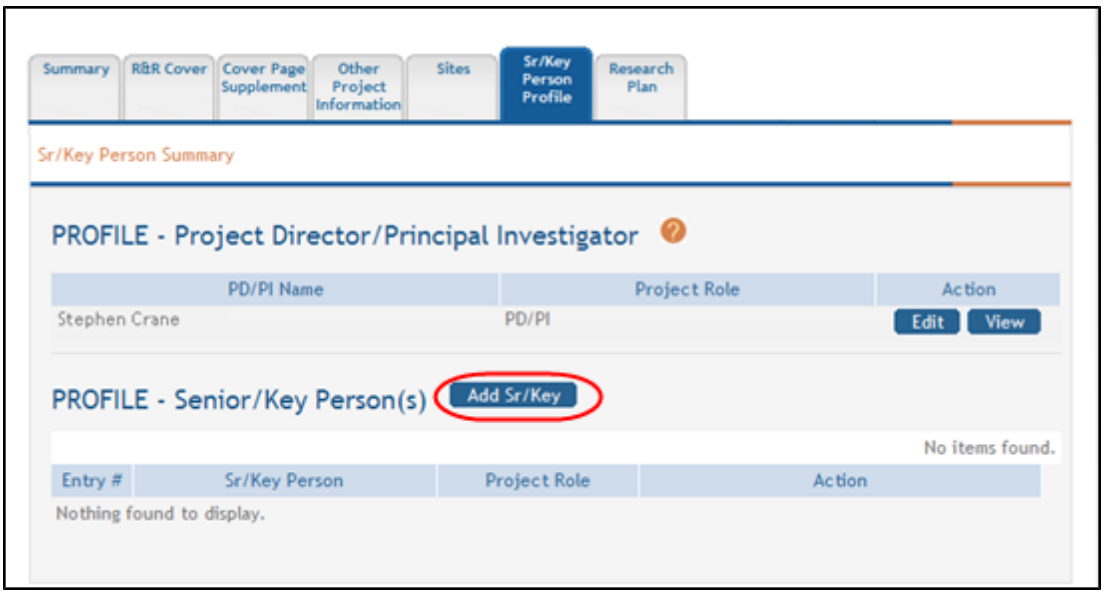


Figure 95: Add Sr/Key Button

The **Research & Related Senior/Key Person Profile (Expanded)** section displays for the new Senior/Key Person.

2. Enter the person information using one of the following methods:
   a. Select a name from the **Add Sr/Key from other component** drop-down list to choose a person from another component and select the **Add** button.

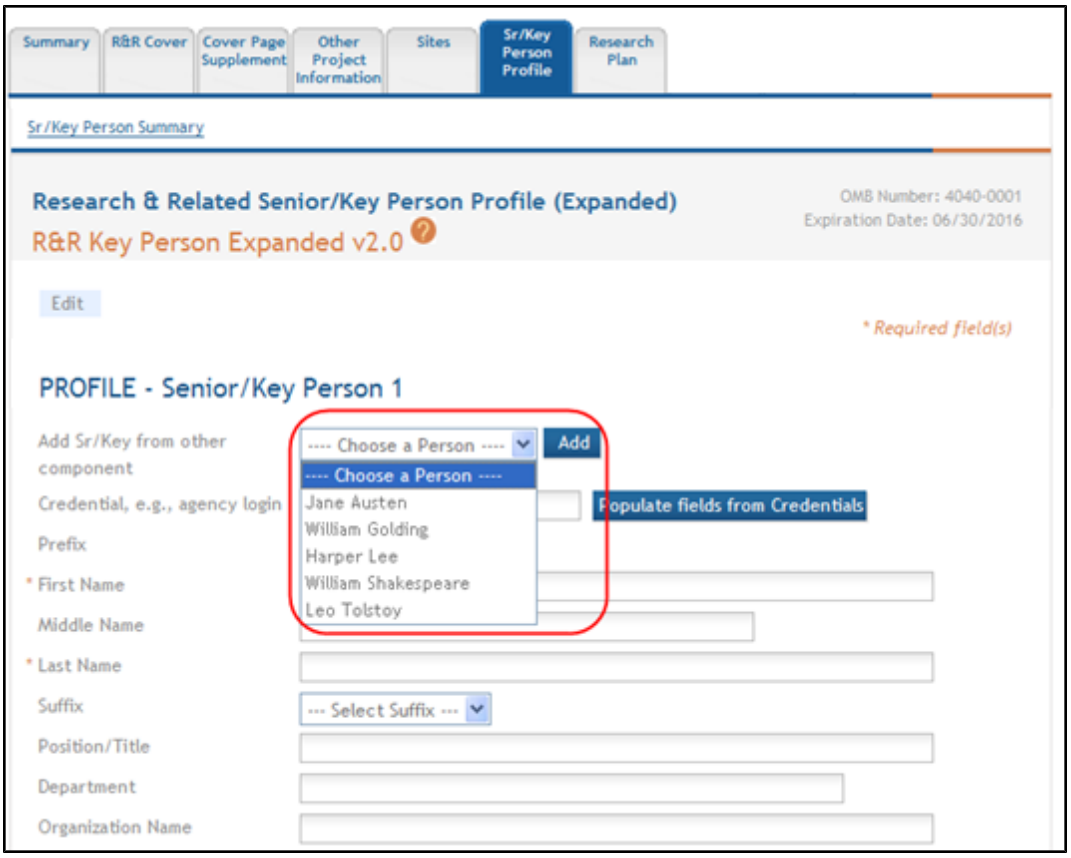


Figure 96: Add Sr/Key from Other Component for Senior/Key Person Profile

-OR-

b. Enter the eRA Commons ID of a person into the **Credential** field and select the **Populate fields from Credentials** button to populate the information based on the eRA Commons ID.

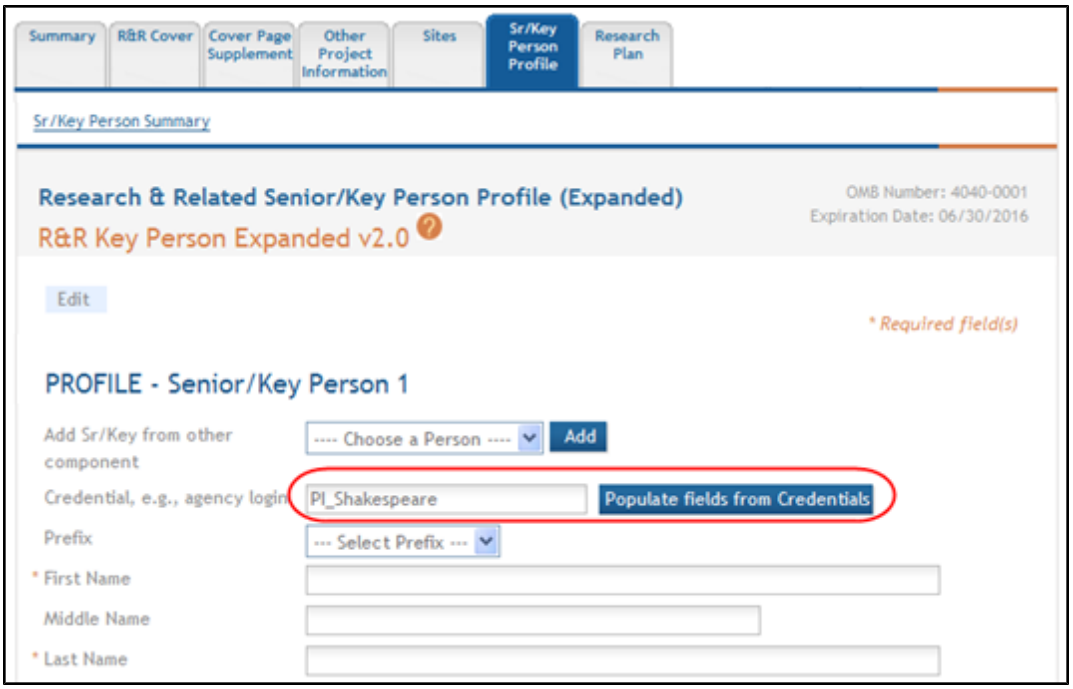


Figure 97: Populate Fields from Credential Button for Senior/Key Person Profile

-OR-

c. Manually enter the first name, last name, address, and phone number information for the person.

3. Select a role for the person from the **Project Role** drop-down list.
4. Complete any of the relevant optional fields.
5. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release Lock** button.
   c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

The entered person displays on the **Sr/Key Person Summary**.

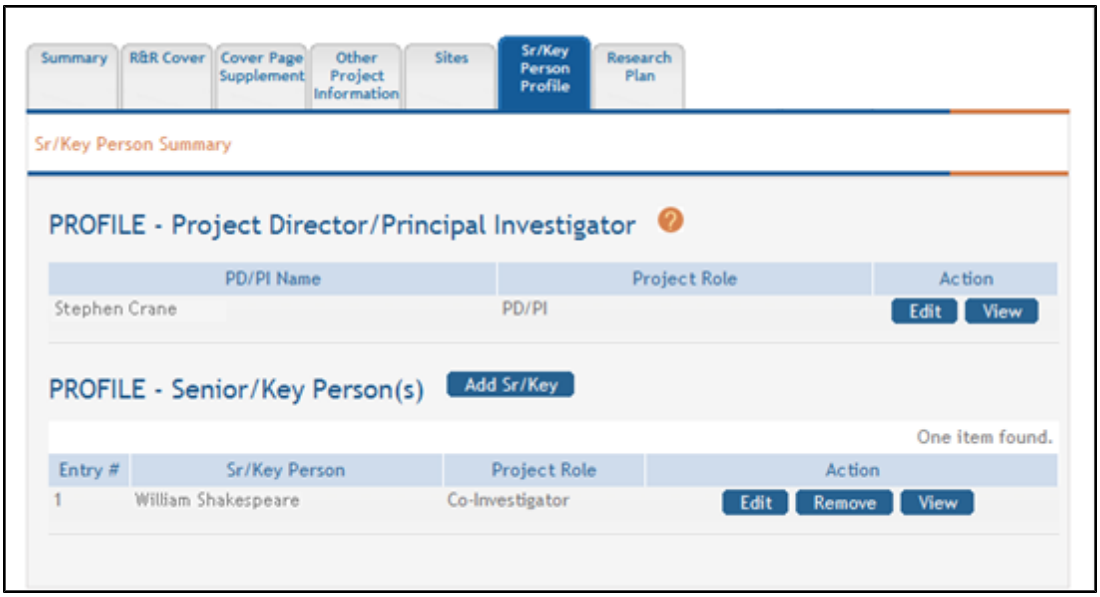


Figure 98: Sr/Key Person Summary

4.5.2.2 Viewing & Editing Senior/Key Person(s)

Select the **View** button to view the details of the person entry.

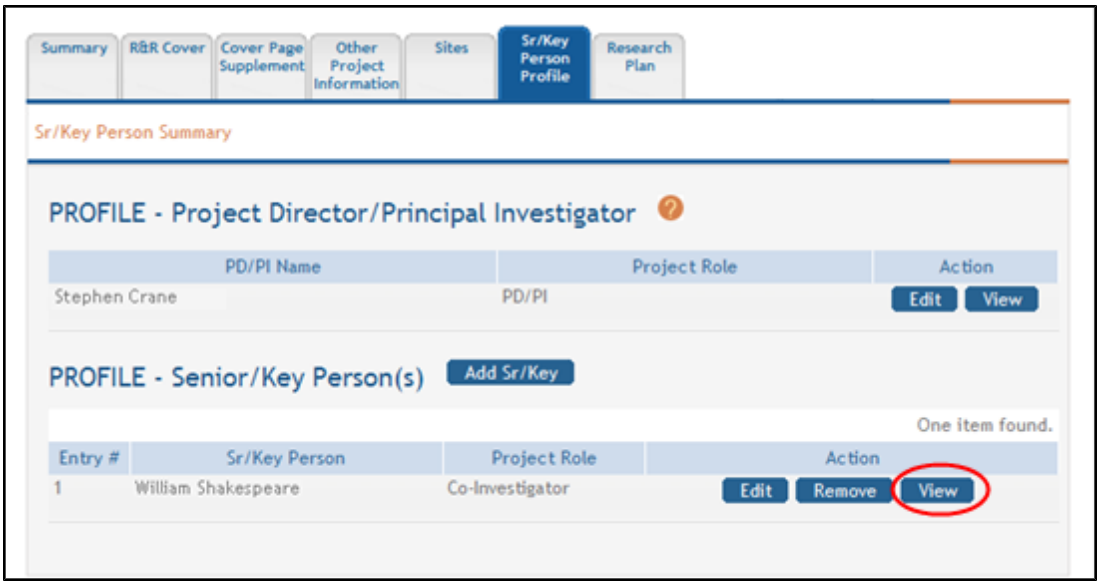


Figure 99: Senior/Key Person View Button

To edit the person entry, perform the following steps:

1. Select the **Edit** button for the person entry.

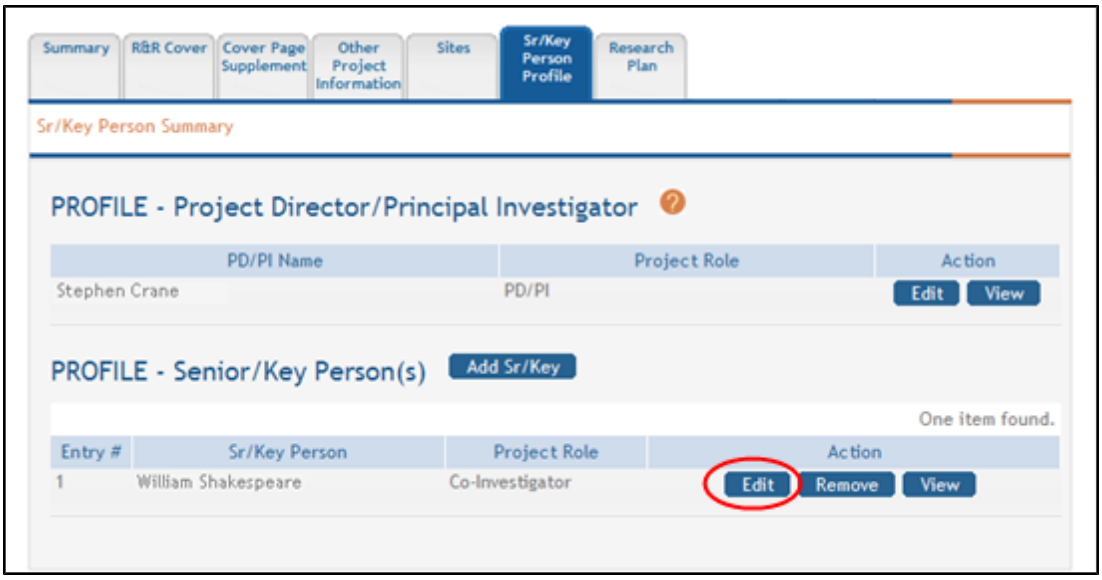


Figure 100: Senior/Key Person Edit Button

2. Enter the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release Lock** button.
   c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.5.2.3 Removing Senior/Key Person(s)

To remove a senior/key person:

1. Select the **Remove** button for the person entry.

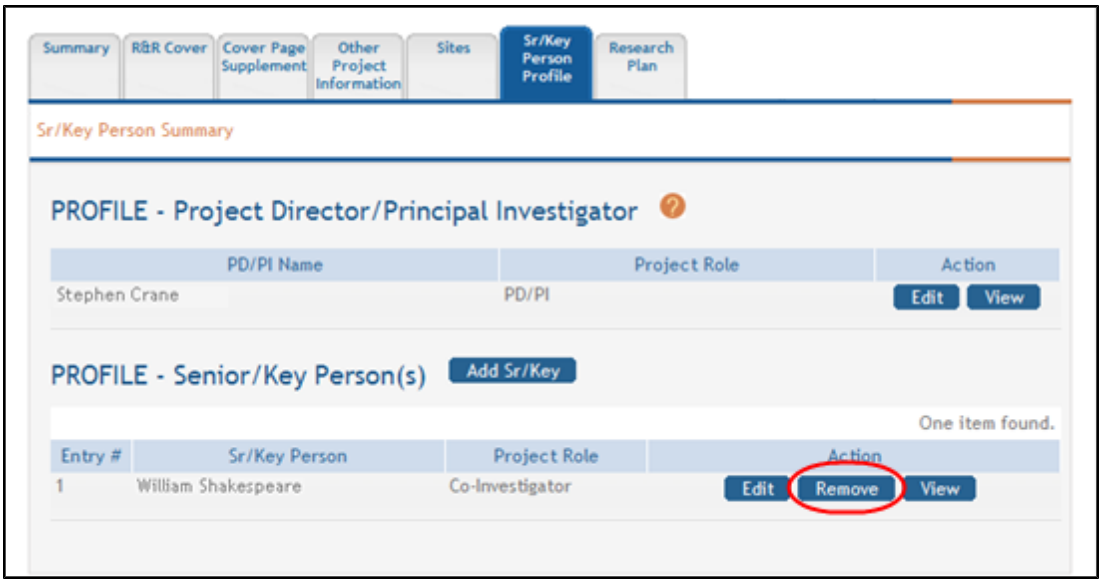


Figure 101: Senior/Key Person Remove Button

A pop-up window displays confirming the deletion.

2. Select the **Continue** button to confirm the removal of the senior/key person entry (selecting **Go Back** returns the *Sr/Key Person Summary* without removing the entry).

The *Sr/Key Person Summary* updates with the selected person removed from the **PROFILE - Sr/Key Person(s)** list.

4.6 PHS398 Research Plan

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#5_5_PHS_398_Research_Plan_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

1. Select the **Edit** button to enable the form for editing.

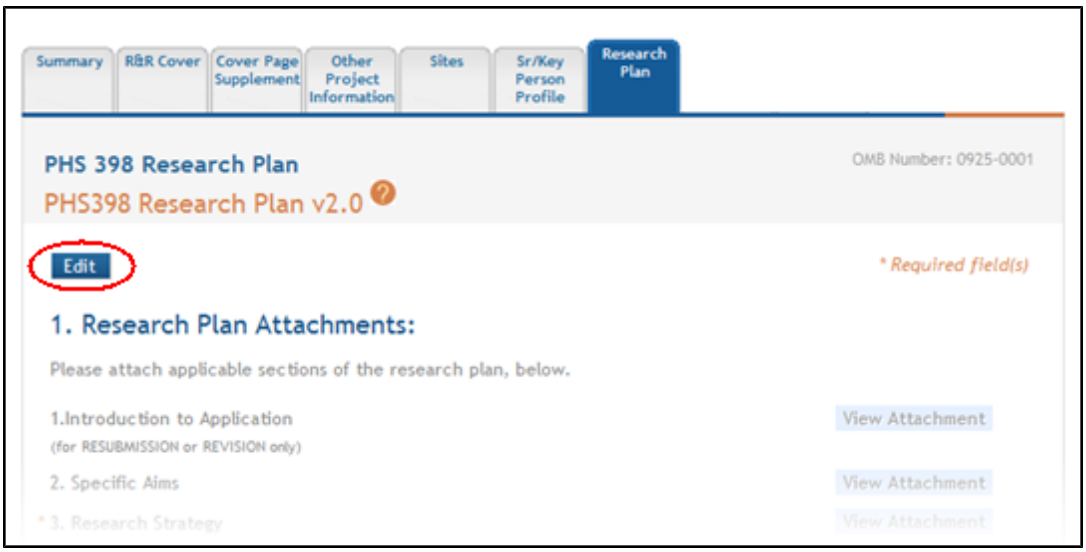


Figure 102: Edit Button on Research Plan Form

2. Add the appropriate **Research Plan Attachments**. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.7 Research & Related Budget

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the R&R Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the R&R Budget tab does not display among the tabs for other component forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_7_R_R_Budget_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.7.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.

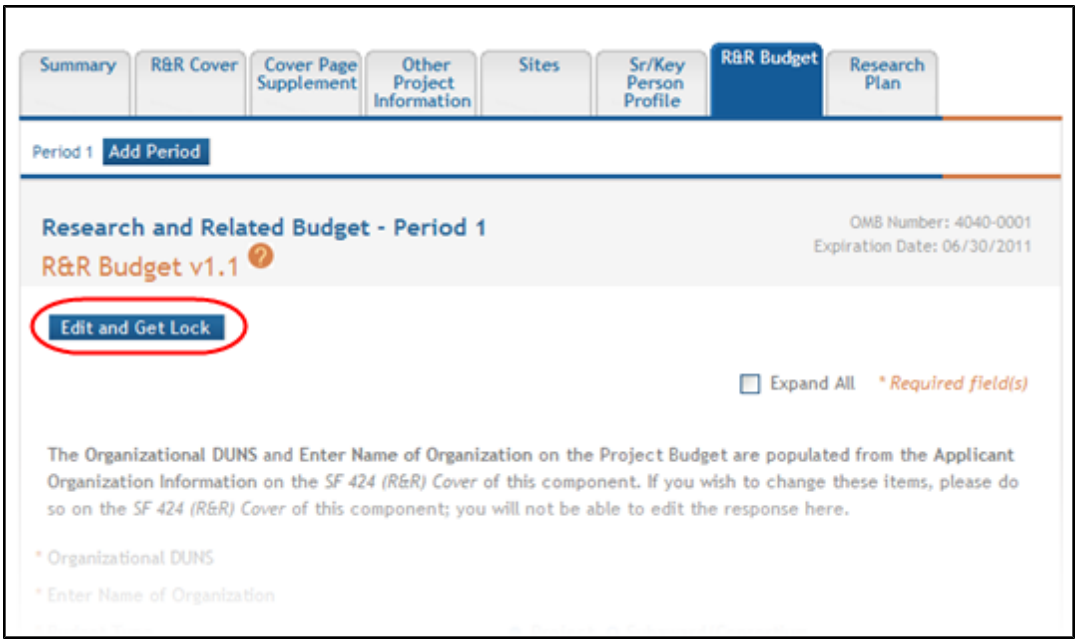


Figure 103: Edit Button for R&R Budget

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.7.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

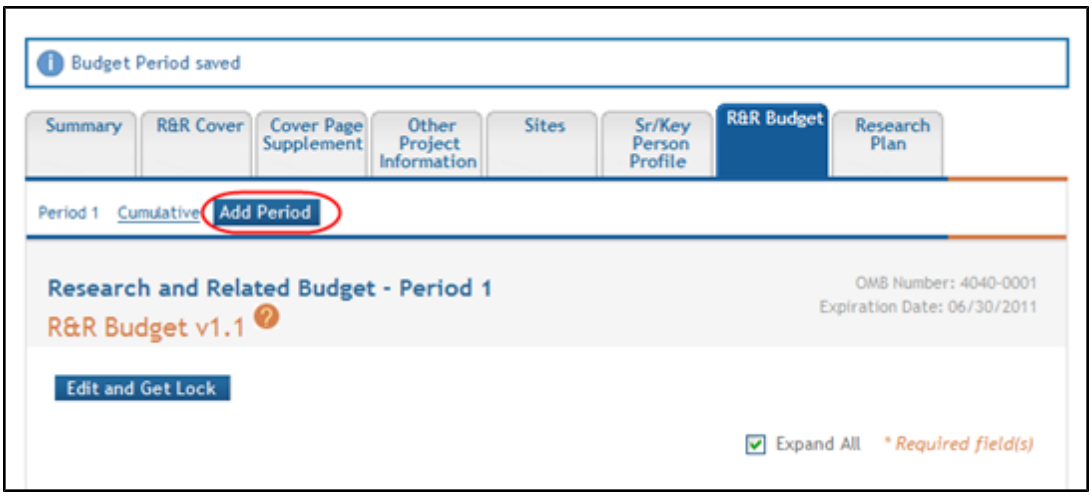


Figure 104: Add Period Button

Research and Related Budget - Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.7.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).

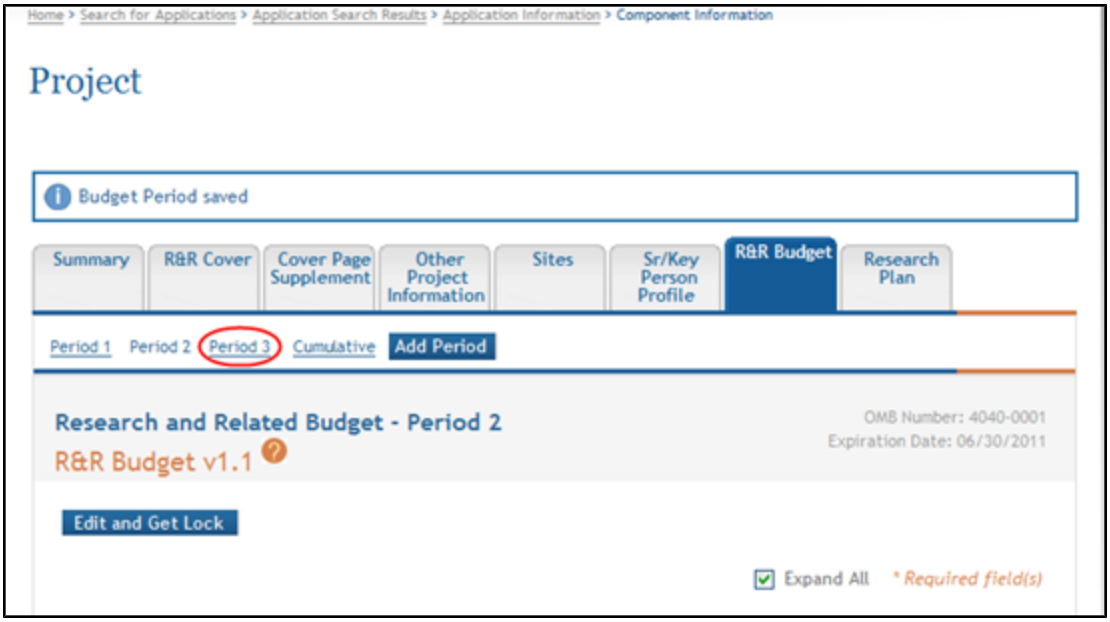


Figure 105: Period Link for Accessing Added Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.7.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

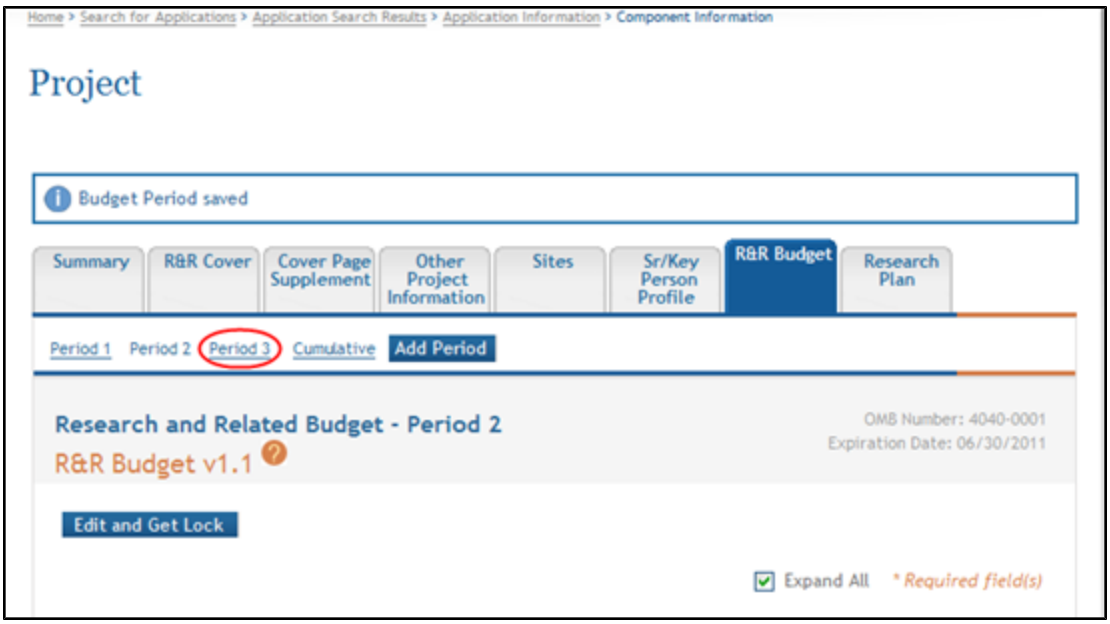


Figure 106: Accessing Added Budget Periods

2. Select the **Edit** button to enable editing.

3. Click the **Remove Budget Period** button.

Figure 107: Remove Budget Period Button

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *R&R Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.7.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

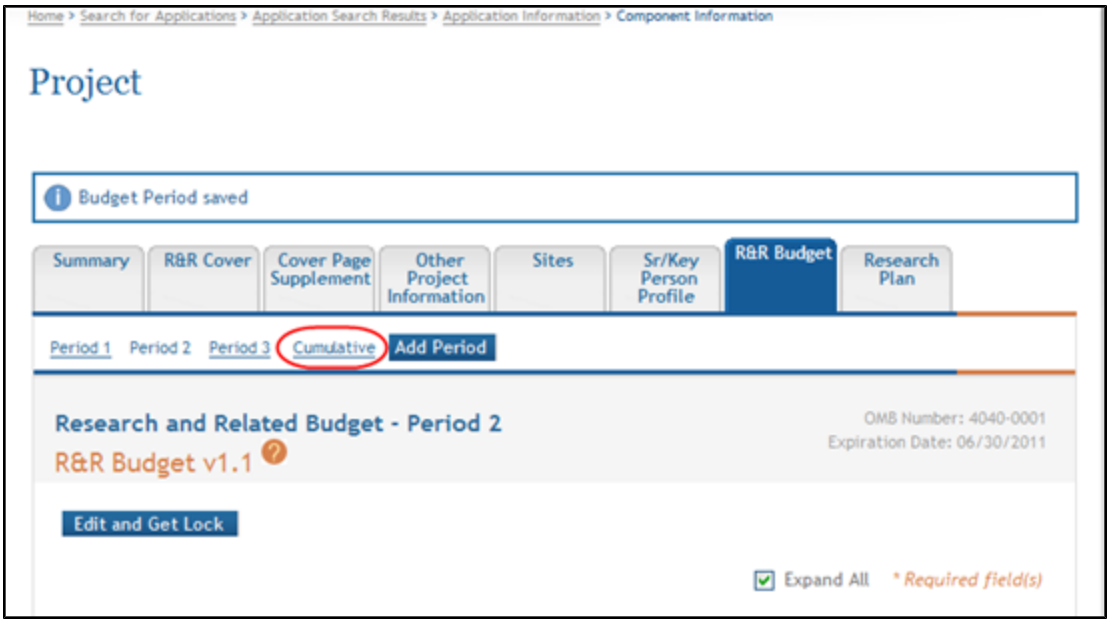


Figure 108: Cumulative Link for Multiple Budget Periods

The **Research and Related Budget - Cumulative Budget** displays as read-only.

4.8 R&R Subaward Budget

The R&R Subaward Budget form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms to a Component* on Page 162 for more information.

IMPORTANT: ***For single-projects only*** The option exists to download, complete offline, and upload subaward budget forms into ASSIST. Refer to the section of this topic titled *R&R Subaward Budget* on Page 111 for detailed steps.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_8_Special_Instructions_for_Preparing

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.8.1 Adding a Subaward

To add a subaward:

1. Select the **Add New Subaward** button.

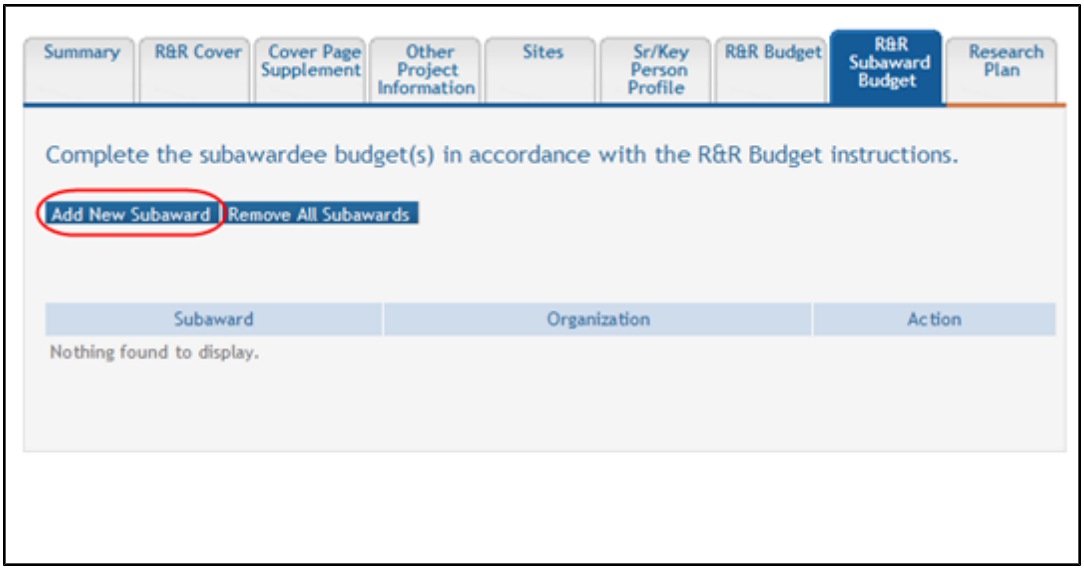


Figure 109: Add New Subaward Button (Multi-Project Application)

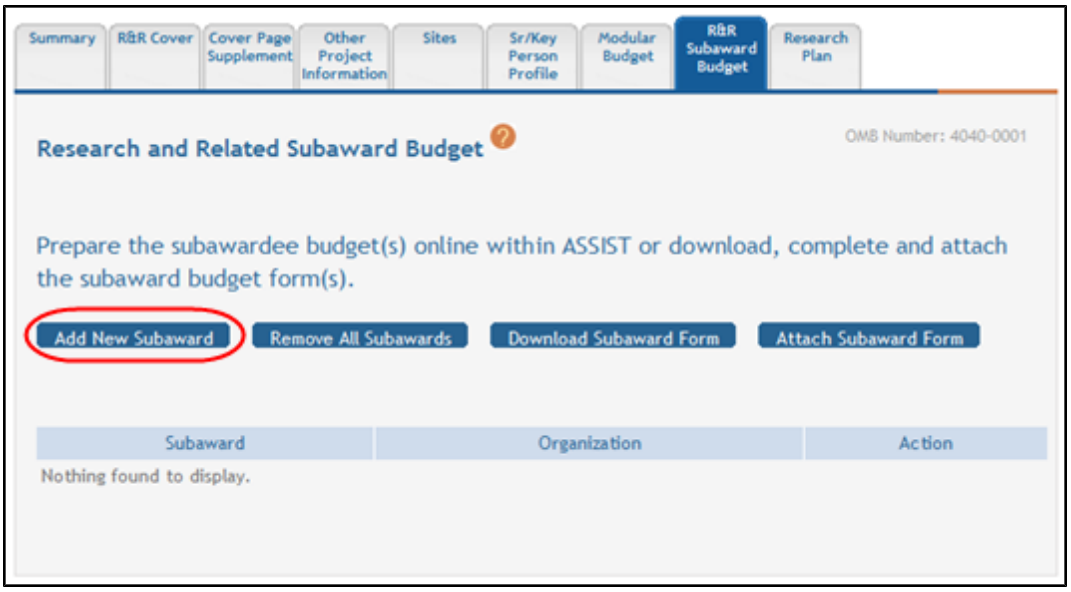


Figure 110: Add New Subaward Button (Single-Project Application)

The *Research and Related Budget - Period 1* for Subaward <X> page displays.

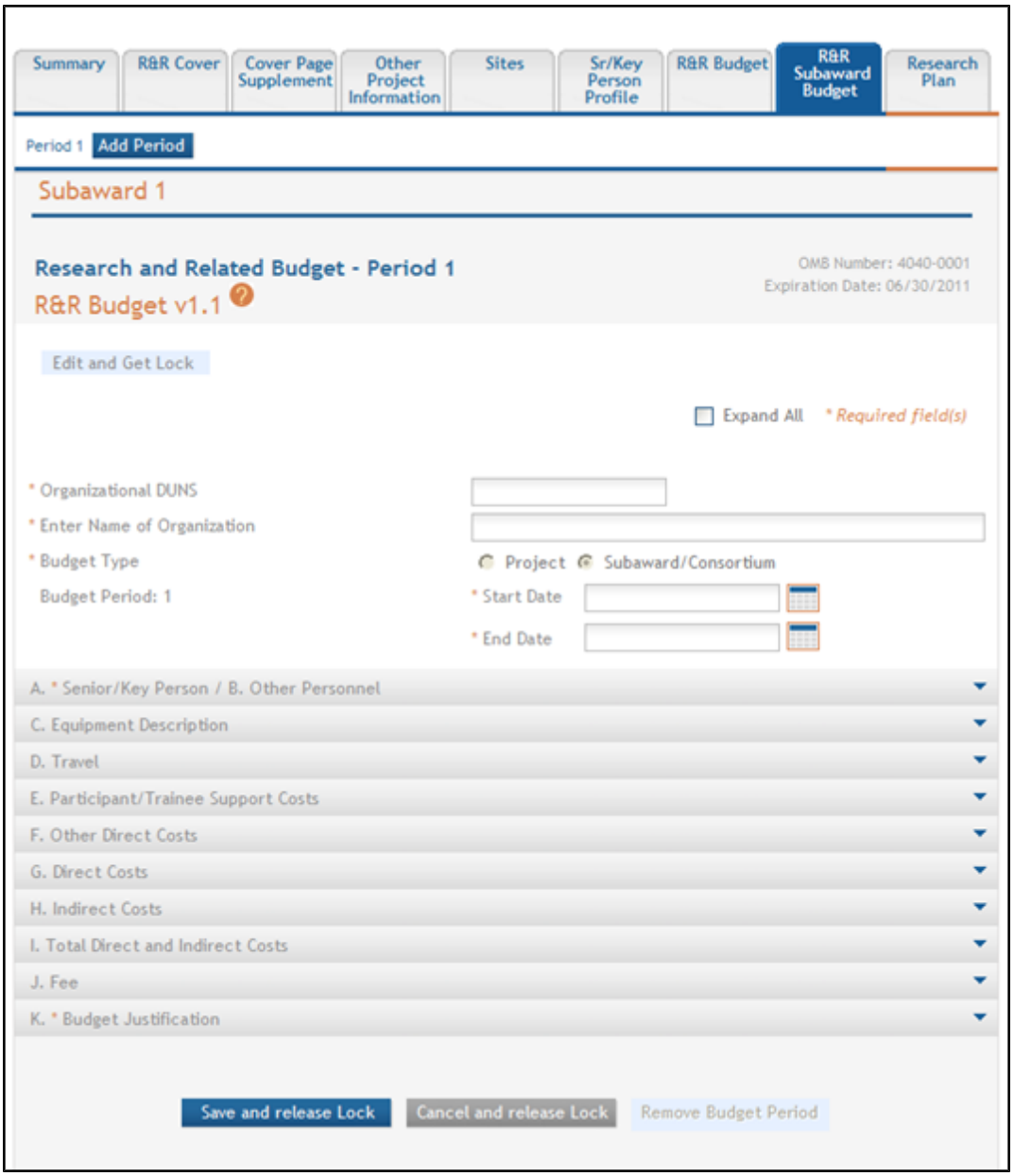


Figure 111: Subaward Budget Fields

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4. Repeat steps, selecting **Add New Subaward** for each additional subaward.

   The added subawards display in a table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

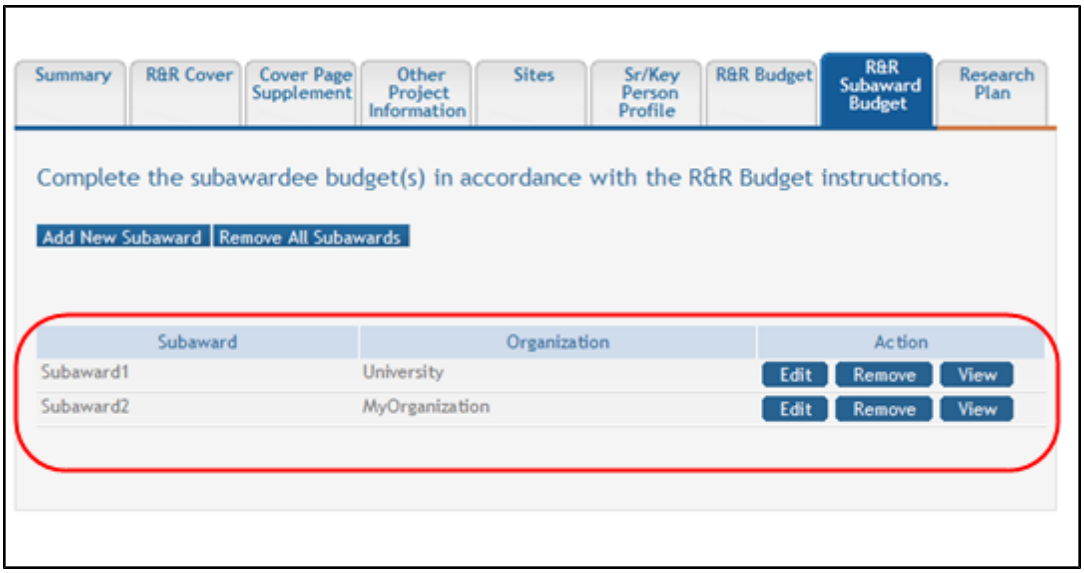


Figure 112: Subaward Summary Table

4.8.1.1 Adding Another Budget Period to a Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, select the **Add Period** button.

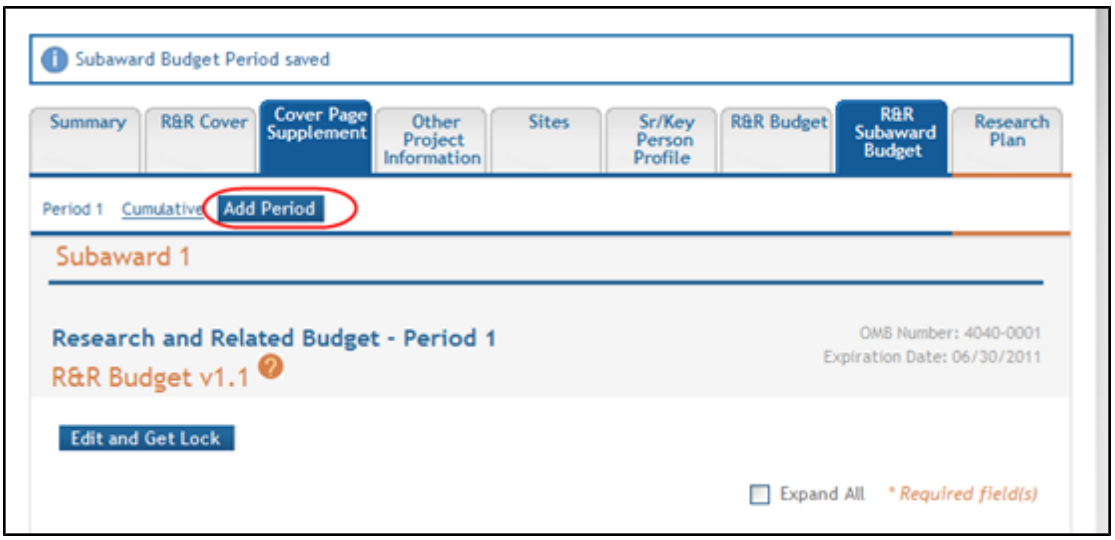


Figure 113: Add Period Button on R&R Subaward

The *Research and Related Budget - Period X* displays (where X is the specific budget period being added).

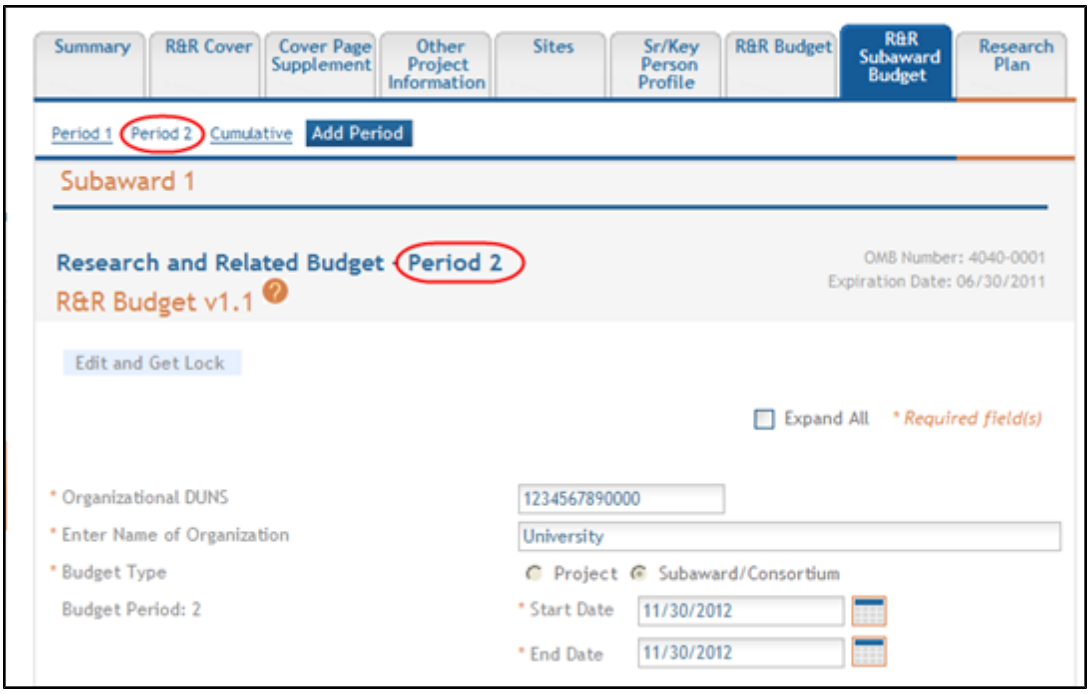


Figure 114: Subaward Form for Additional Budget Period

2. Enter the budget information for the specific period.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.8.1.2 Editing and Viewing an Entered Budget for a Subaward

To view and/or edit the subaward budget period:

1. From within the subaward form, select the link for the period to view or edit (e.g., **Period 3** link).

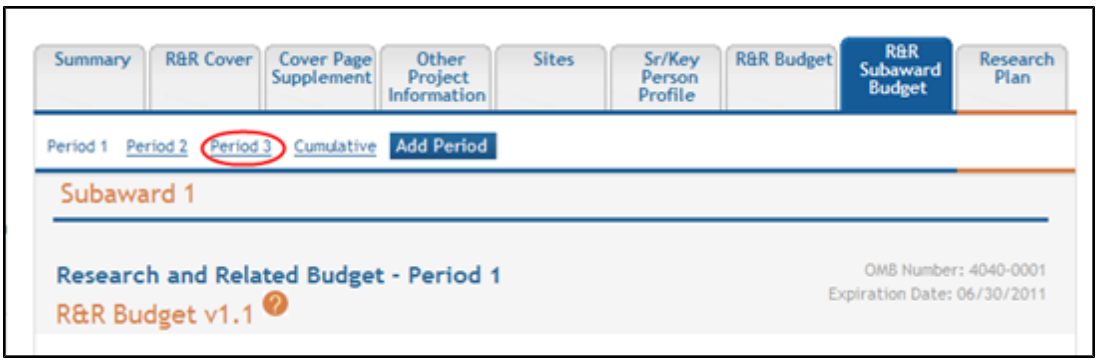


Figure 115: Subaward Period Link

2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.8.1.3 Viewing Cumulative Budget for a Subaward

To view the cumulative budget for a particular subaward, access the form and select the **Cumulative** link.

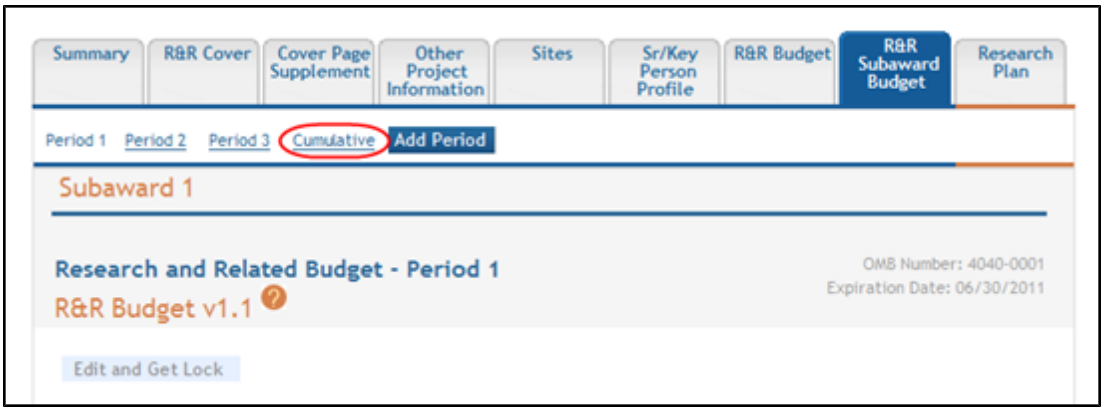


Figure 116: Cumulative Link for Subawards with Multiple Budget Periods

The *Research and Related Budget - Cumulative Budget* displays as read-only.

4.8.2 Removing Subawards

Subawards can be removed individually or all at once. The steps below provide detail for each method.

4.8.2.1 Removing an Individual Subaward

To remove an individual subaward:

1. Select the **Remove** button from the **Action** column for the particular subaward being removed.

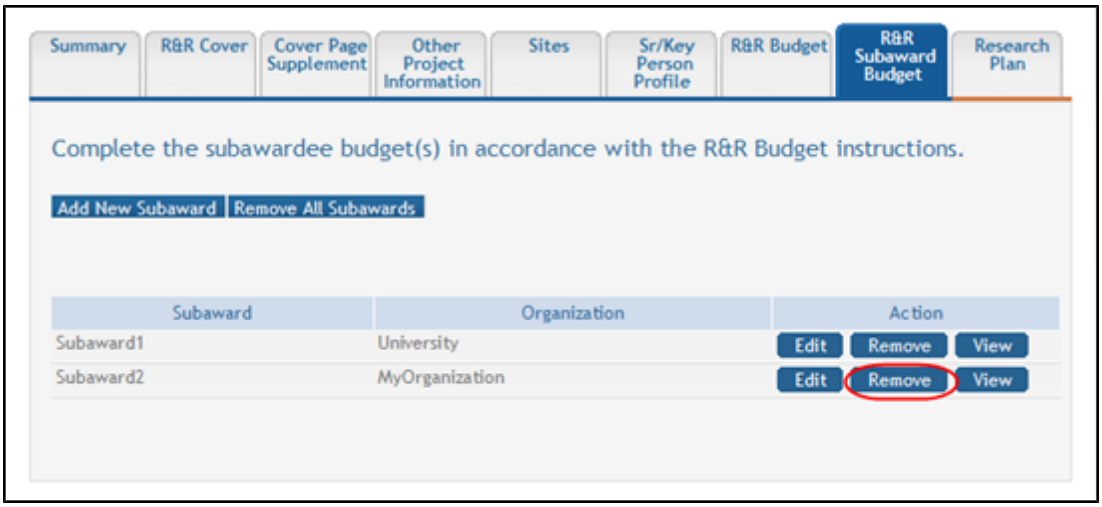


Figure 117: Remove Button for Removing Individual Subawards

A confirmation window displays.

2. Select the **Continue** button to complete the removal.

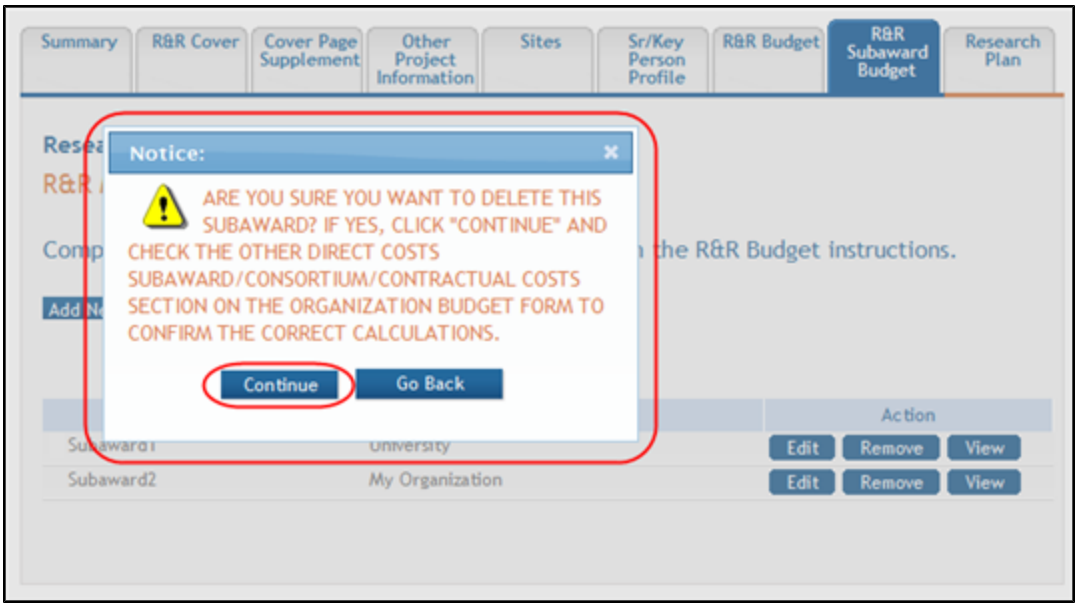


Figure 118: Individual Subaward Removal Confirmation

4.8.2.2 Removing All Subawards

To remove all subawards at one time:

1. Select the **Remove all Subawards** button from the **R&R Subaward Budget** tab main page.

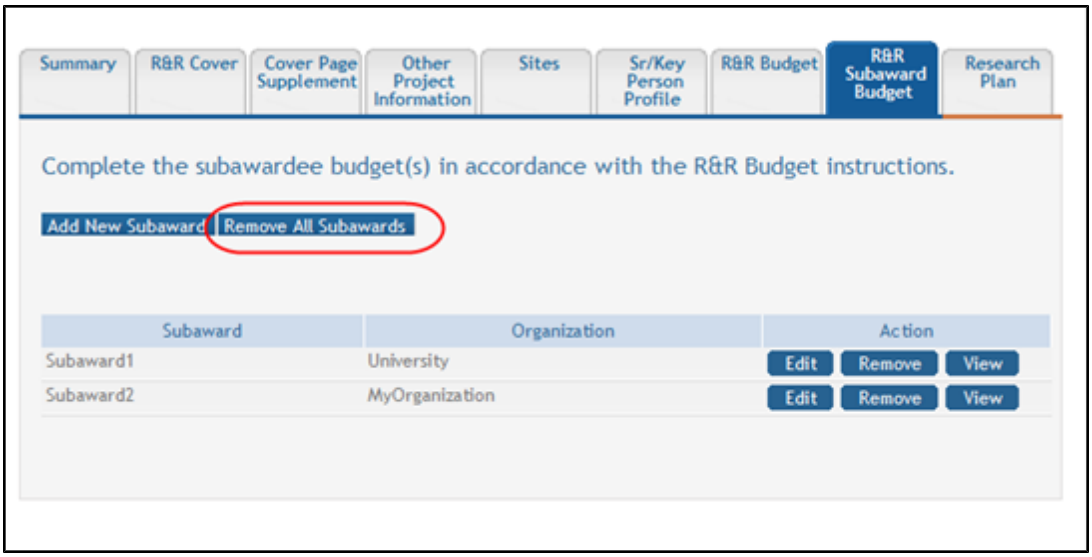


Figure 119: Remove All Subawards Button for Multi-Project Applications

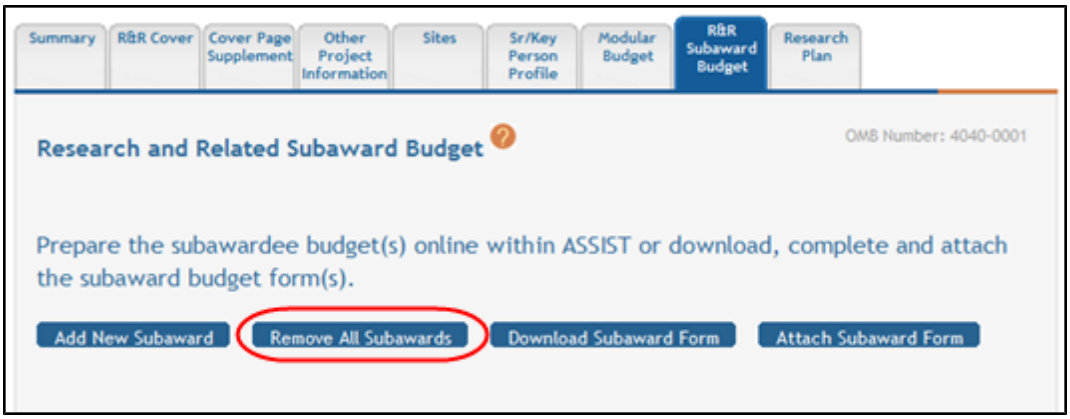


Figure 120: Remove All Subawards Button for Single-Project Applications

A confirmation window displays.

2. Select the **Continue** button to move forward and delete the subawards. (Selecting **Go Back** cancels the action.)

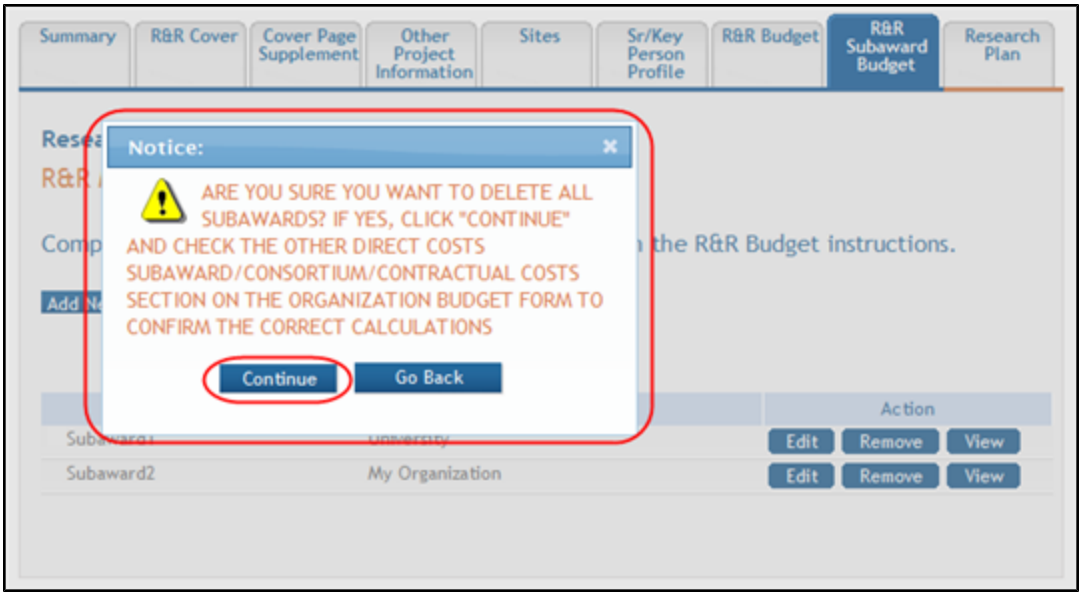


Figure 121: Remove All Subawards Confirmation

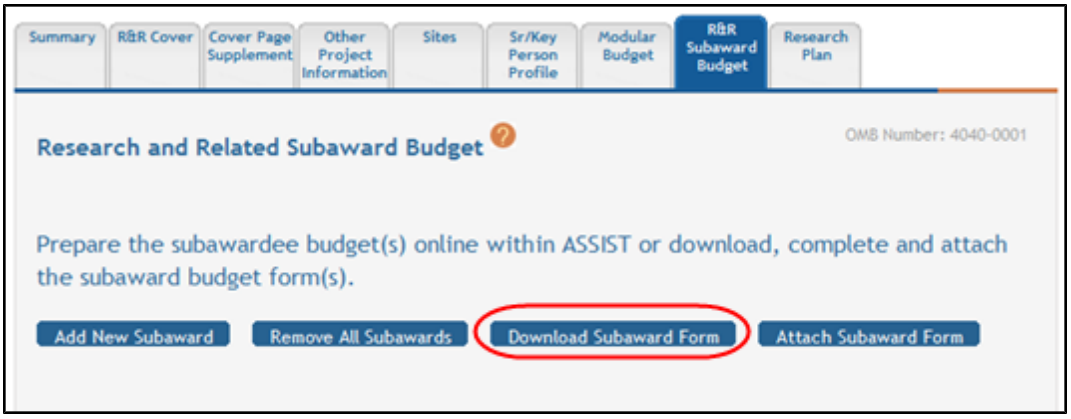
4.8.3 Completing Subaward Form Offline (Single-Projects)

IMPORTANT: This topic applies only to single-project applications. This feature is not available for applications for projects with multiple components.

Applicants responding to funding opportunities for single-projects have the ability to complete the R&R Subaward Budget forms offline. To do so, the forms must be downloaded, completed and saved to a local device, and then uploaded to ASSIST.

To complete subaward budget forms offline:

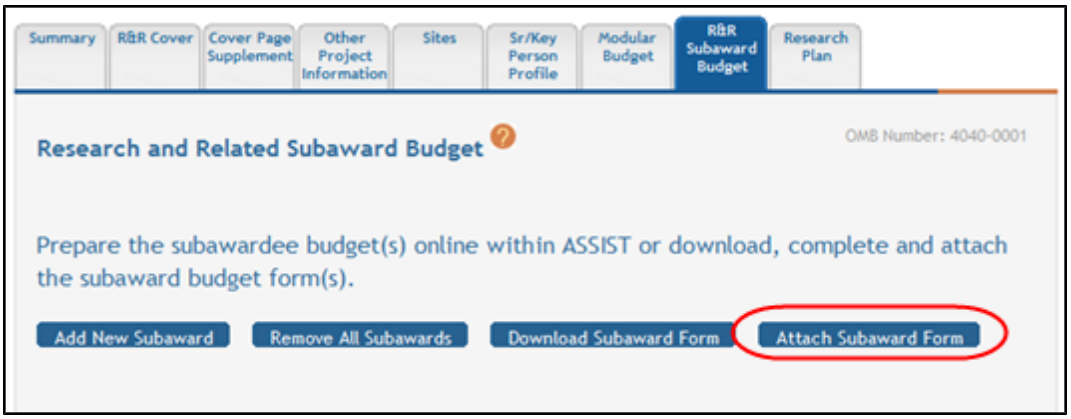
1. Select the **Download Subaward Form** button.



Download Subaward Form Button

The Research & Related Budget form opens in another browser window. Complete the form and save it locally. Instructions for filling out the form are located in the application guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#4_8_Special_Instructions_for_Preparing.

2. Access the R&R Subaward Budget screen in ASSIST.
3. Select the **Attach Subaward Form** button from the screen.



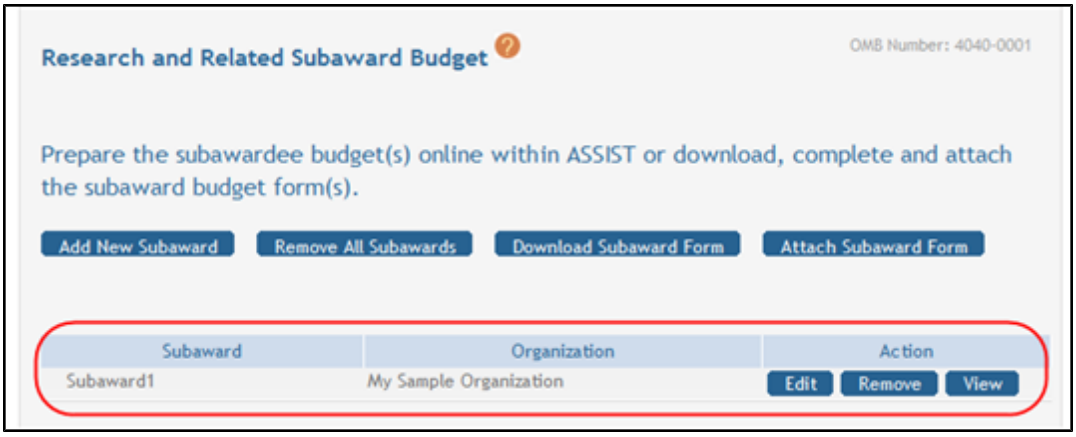
Attach Subaward Form Button

4. When prompted, use the **Browse** button to search for and select the budget form from your local device and the **Submit** button to add it to ASSIST.

Search for and Select Subaward Form from Local Device

ASSIST validates the PDF file to ensure that it meets the format requirements of the FOA. Files of an invalid format cannot be uploaded.

5. The *Research and Related Subaward Budget* screen updates to include the added subaward in the table at the bottom of the screen. Use the **Edit**, **Remove**, and **View** buttons to manage the subaward as necessary.



Subaward Uploaded to ASSIST

4.9 Planned Enrollment Report for Other Components

The Planned Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms to a Component* on Page 162.

For assistance with the information required on the form, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#5_8_1_Planned_Enrollment_Report

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.9.1 Adding a Planned Enrollment Study

To add a planned enrollment study:

1. Select the **Add New Planned Enrollment Study** button. If this is the first study you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

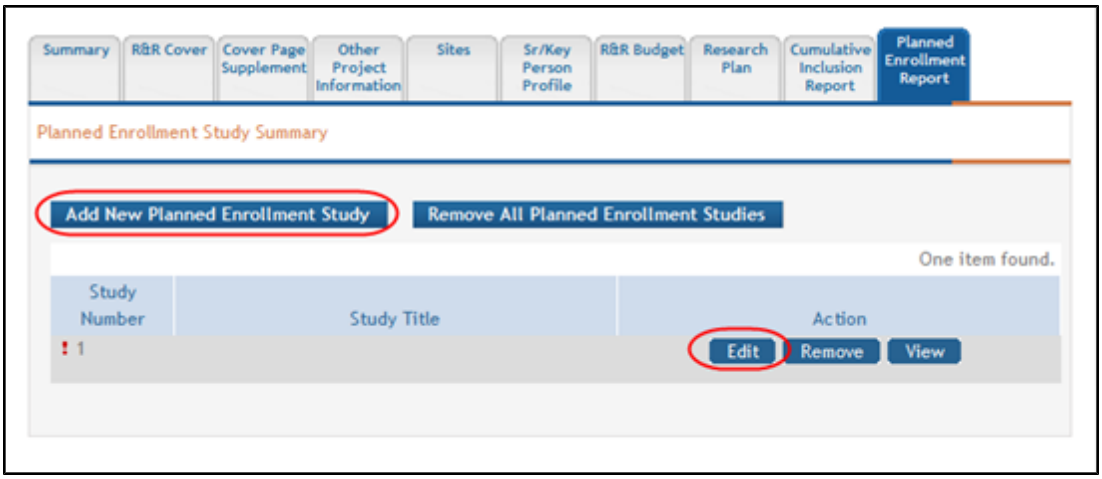


Figure 122: Adding New Planned Enrollment Study

The *Planned Enrollment Report* opens for editing.

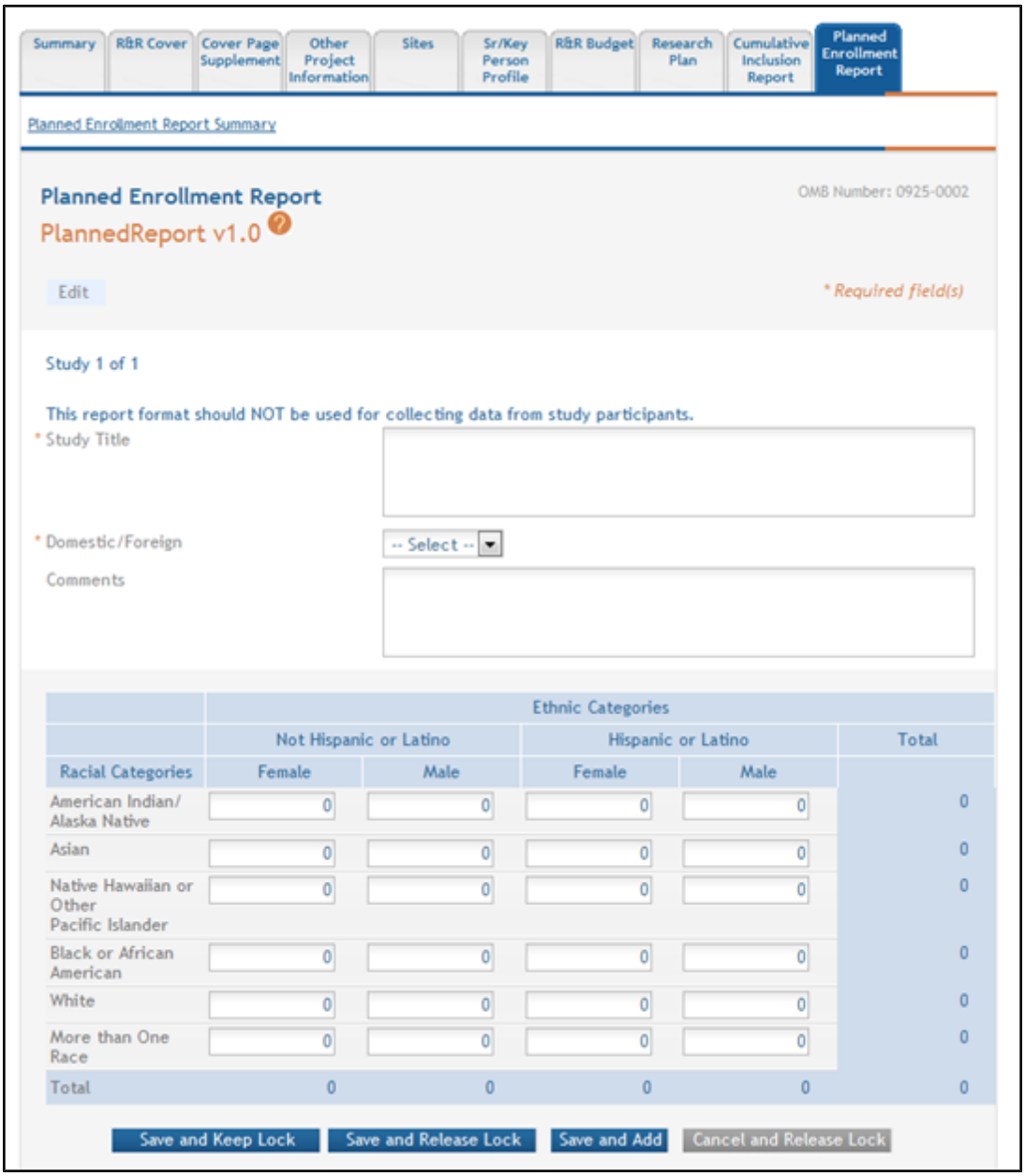


Figure 123: Planned Enrollment Study in Edit Mode

2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).
3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.

b. To save the information and close the form, select the **Save and Release Lock** button.
c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

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4. Select the **Planned Enrollment Report Summary** link to return to the table of enrollment studies.

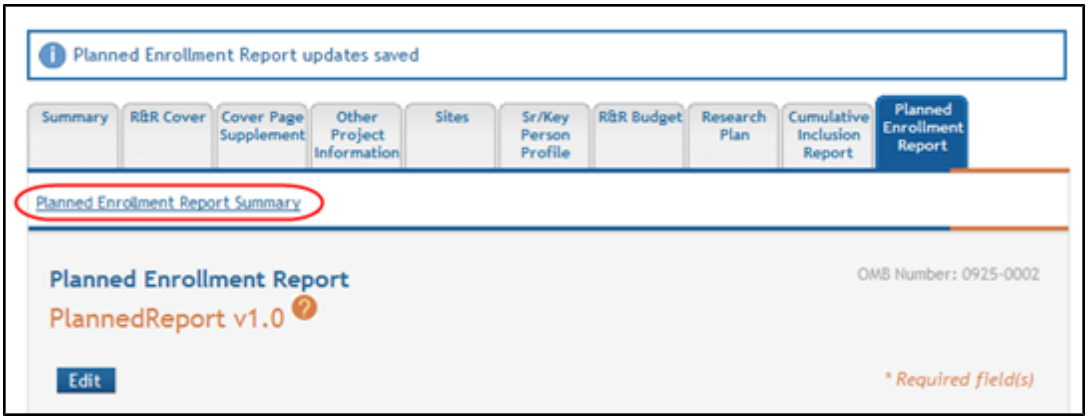

Figure 124: Planned Enrollment Report Summary Link

The added studies display in the table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

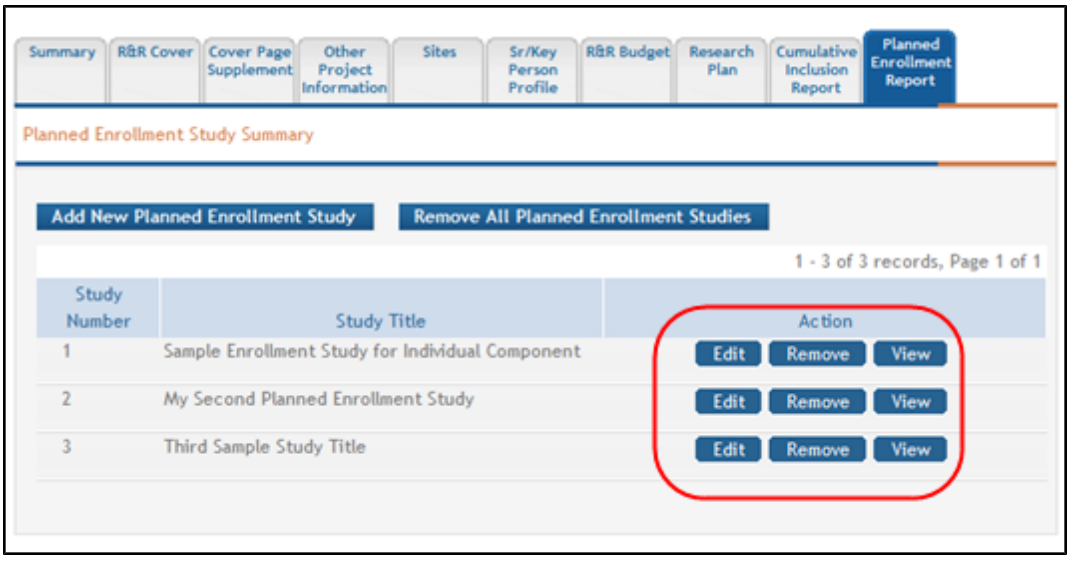

Figure 125: Planned Enrollment Study Summary

4.9.2 Viewing and Editing the Enrollment Studies

To view and/or edit a planned enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

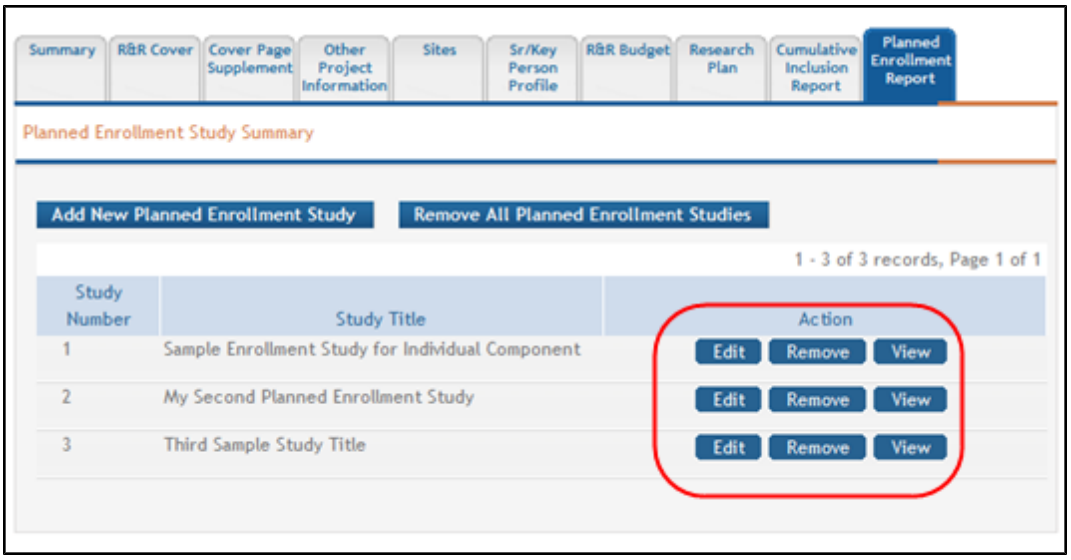

Figure 126: Edit and View Options for Planned Enrollment Studies

To view the information:

a. Select the **View** button to see the form in read-only.
b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

a. Select the **Edit** button for the study.
b. Make your changes.
c. Select one of the save options at the bottom of the form to save the data:
    i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
    ii. To save the information and close the form, select the **Save and Release Lock** button.
    iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the **Planned Enrollment Report Summary** link to return to the table of enrollment studies.

4.9.3 Removing Individual Planned Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the **Remove** button for the specific study.

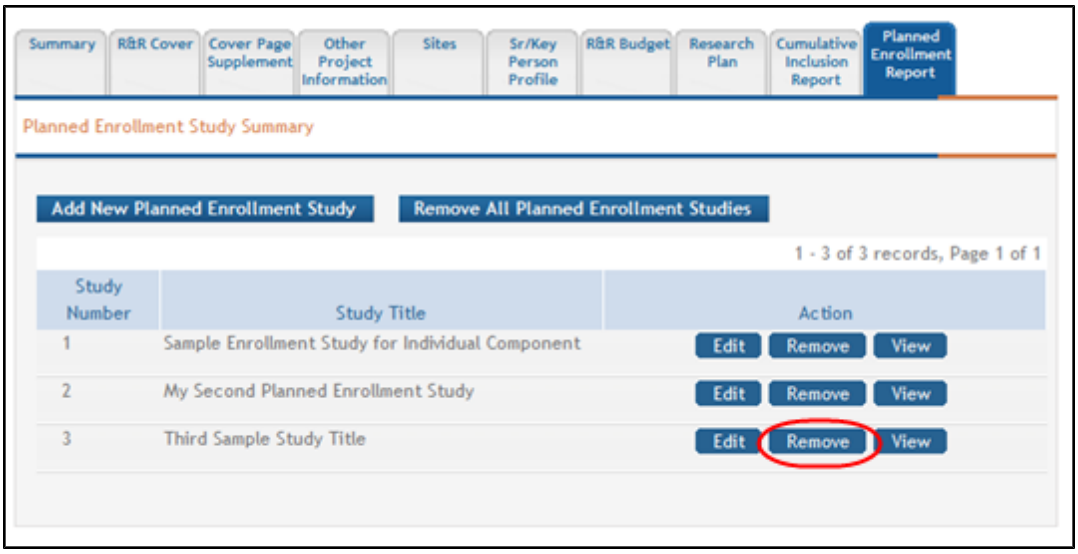

Figure 127: Removing an Individual Planned Enrollment Study

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

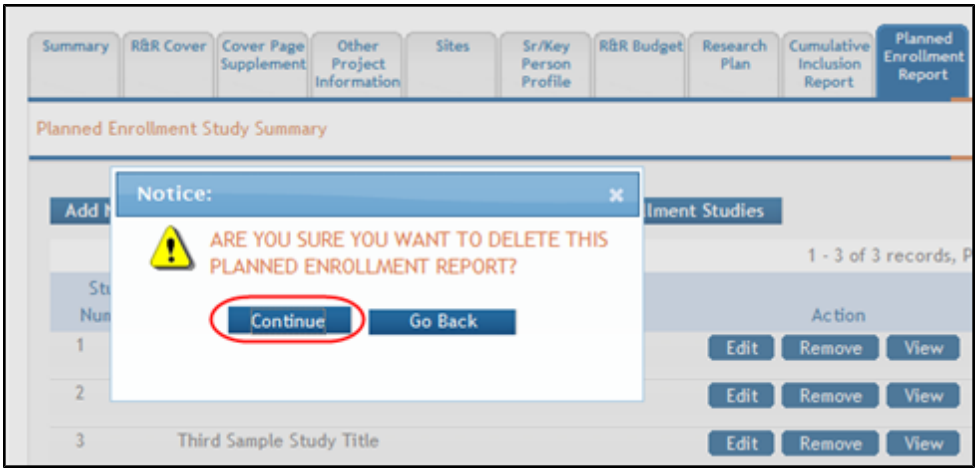

Figure 128: Confirmation Message for Deleting a Planned Enrollment Report

If you wish to cancel, select the **Go Back** button.

4.9.4 Removing All Planned Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the **Remove All Planned Enrollment Studies** button at the top of the form.

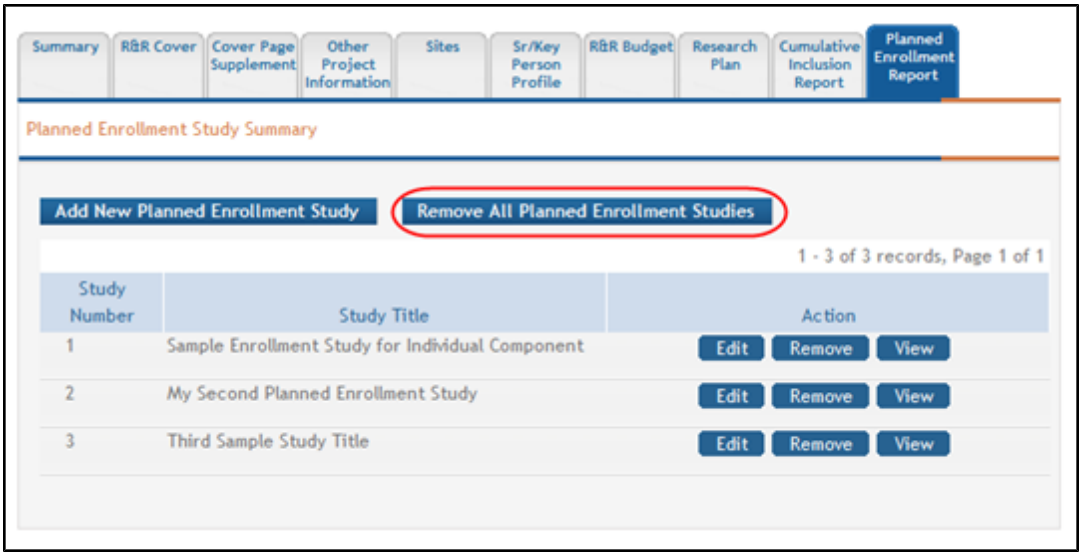

Figure 129: Removing All Planned Enrollment Studies

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

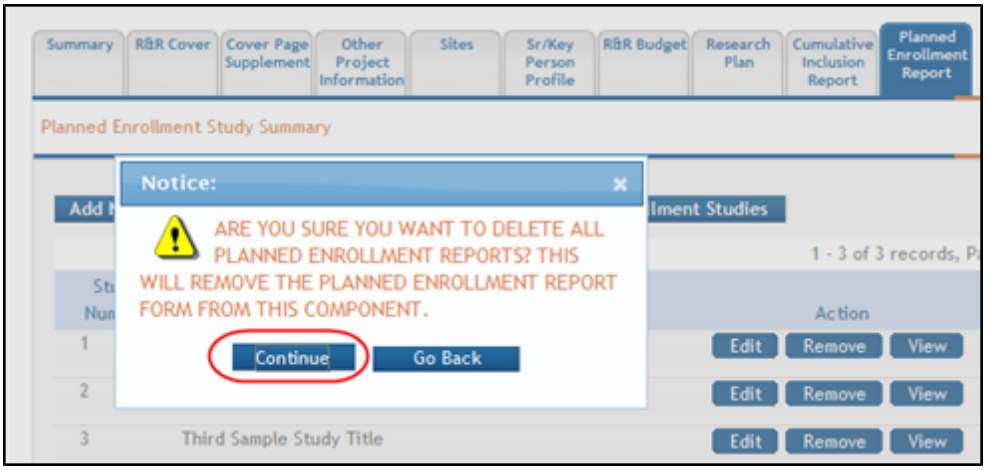

Figure 130: Confirmation Message for Removing All Planned Enrollment Reports

If you wish to cancel, select the **Go Back** button.

4.10 Cumulative Inclusion Enrollment Report for Other Components

The Cumulative Inclusion Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms to a Component* on Page 162.

For assistance with the information required on the form, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#5_8_2_Cumulative_Inclusion_Enrolllment

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.10.1 Adding a Cumulative Inclusion Enrollment Study

To add a cumulative inclusion enrollment study:

1. Select the **Add New Cumulative Inclusion Enrollment Study** button. If this is the first study you are adding, you can also select the **Edit** button for Study 1 located in the **Action** column of the displayed table.

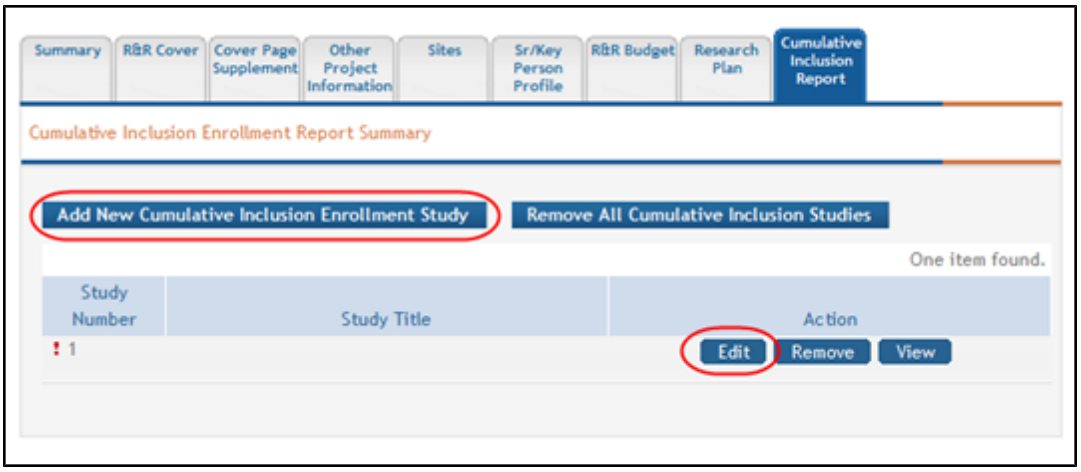

Figure 131: Adding a New Cumulative Inclusion Enrollment Study

The *PHS398 Cumulative Inclusion Report* opens for editing.

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | Research Plan | Cumulative Inclusion Report

Cumulative Inclusion Enrollment Report Summary

Cumulative Inclusion Enrollment Report

OMB Number: 0925-0002

PHS398_CumulativeInclusionReport v1.0

Edit

* Required field(s)

Study 1 of 1

This report format should NOT be used for collecting data from study participants.

* Study Title

Comments

	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
Racial Categories	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/ Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Save and Keep Lock | Save and Release Lock | Save and Add | Cancel and Release Lock

Figure 132: PHS398 Cumulative Inclusion Report in Edit Mode

2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).

3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
   b. To save the information and close the form, select the **Save and Release Lock** button.
   c. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

---

4. Select the **Cumulative Inclusion Enrollment Report Summary** link to return to the table of enrollment studies.

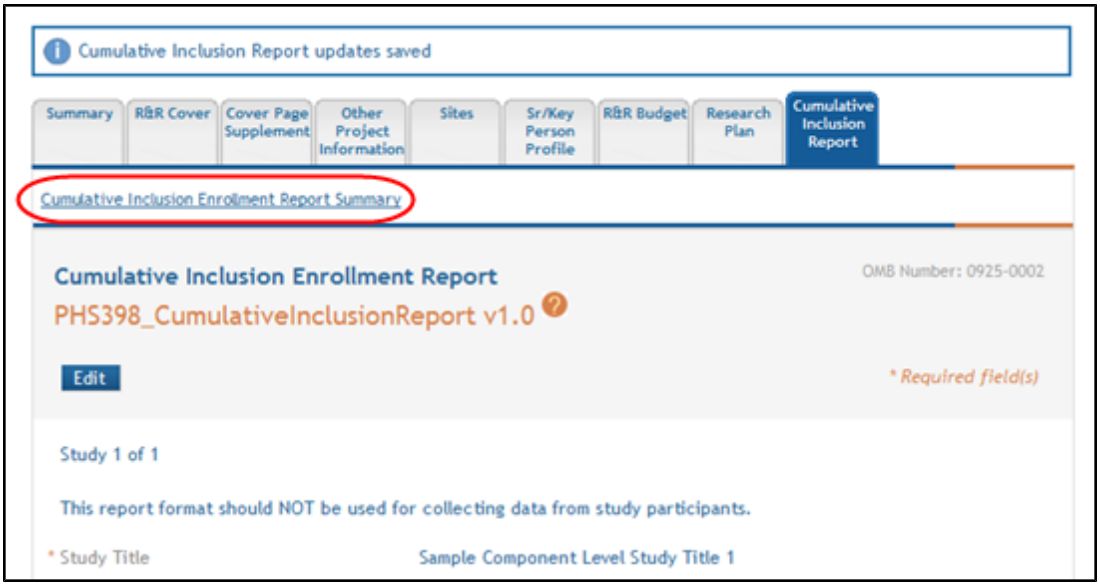

Figure 133: Cumulative Inclusion Enrollment Report Summary Link

The added studies display in the table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

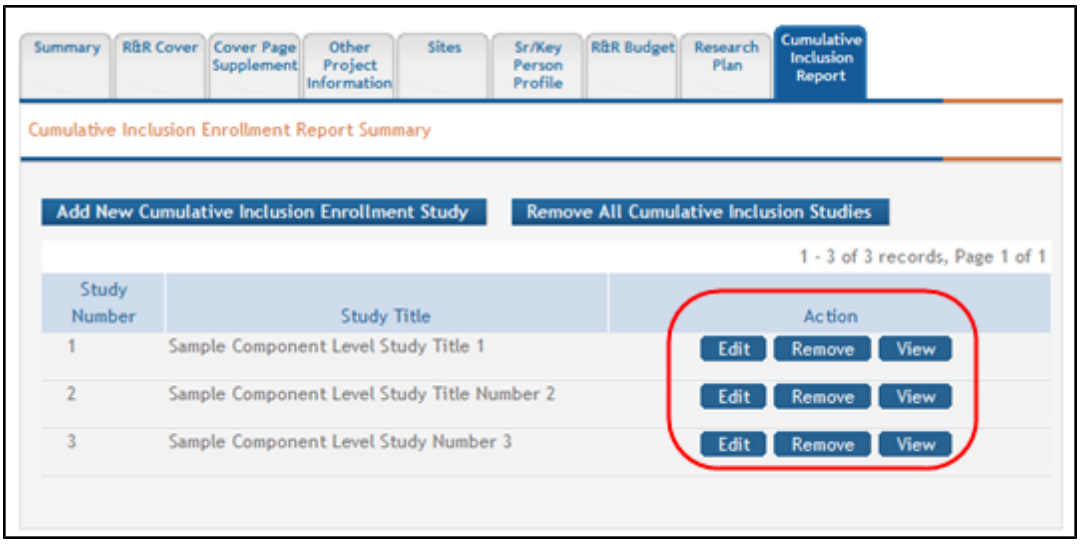

Figure 134: Cumulative Inclusion Enrollment Report Summary

4.10.2 Viewing and Editing the Enrollment Studies

To view and/or edit a cumulative inclusion enrollment study:

1. Select the appropriate button for the specific study to be viewed or edited:

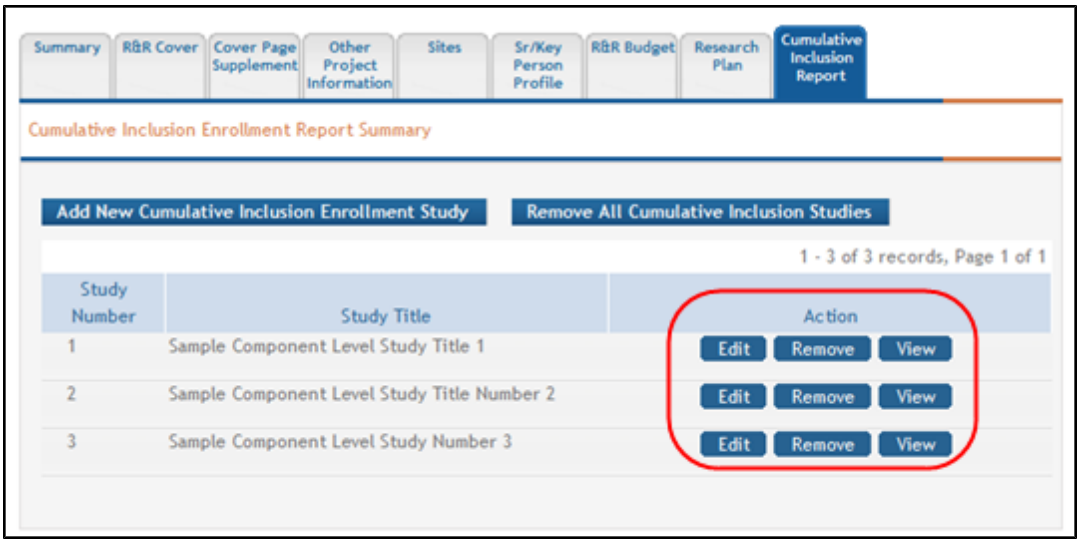

Figure 135: Edit and View Options for Cumulative Inclusion Enrollment Reports

To view the information:

a. Select the **View** button to see the form in read-only.
b. Note that once within the read-only form, you can select the **Edit** button at the top of the form to enter edit mode.

To edit the information:

a. Select the **Edit** button for the study.
b. Make your changes.
c. Select one of the save options at the bottom of the form to save the data:
   i. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
   ii. To save the information and close the form, select the **Save and Release Lock** button.
   iii. To save the data on the current page of the form and to display a new page for entry, select the **Save and Add** button.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

2. Select the **Cumulative Inclusion Enrollment Report Summary** link to return to the table of enrollment studies.

4.10.3 Removing Individual Cumulative Inclusion Enrollment Study

You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the **Remove** button for the specific study.

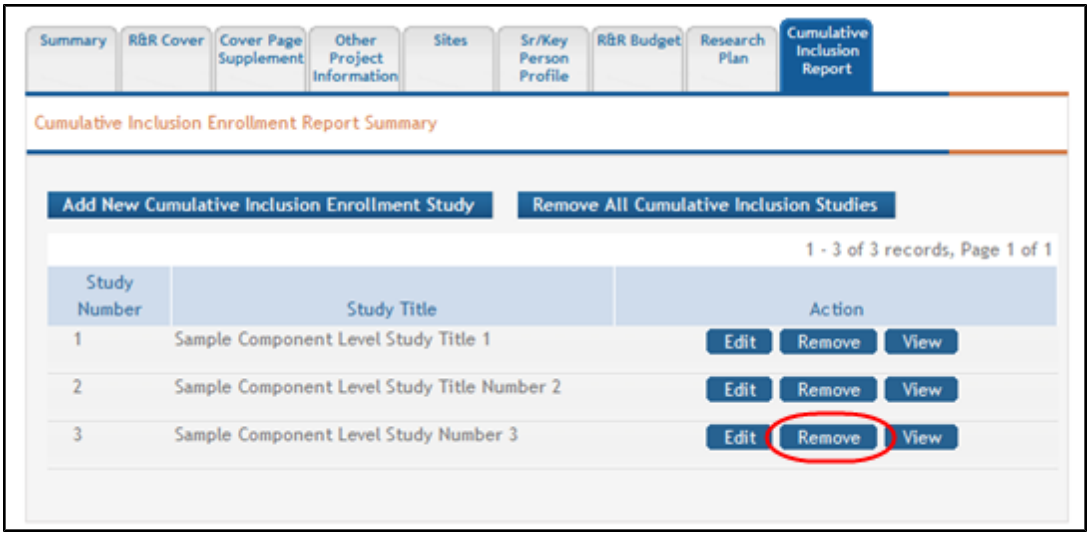

Figure 136: Removing an Individual Cumulative Inclusion Enrollment Report

A confirmation message pops up prompting you to continue or cancel this action.

2. Select the **Continue** button to continue removing the study.

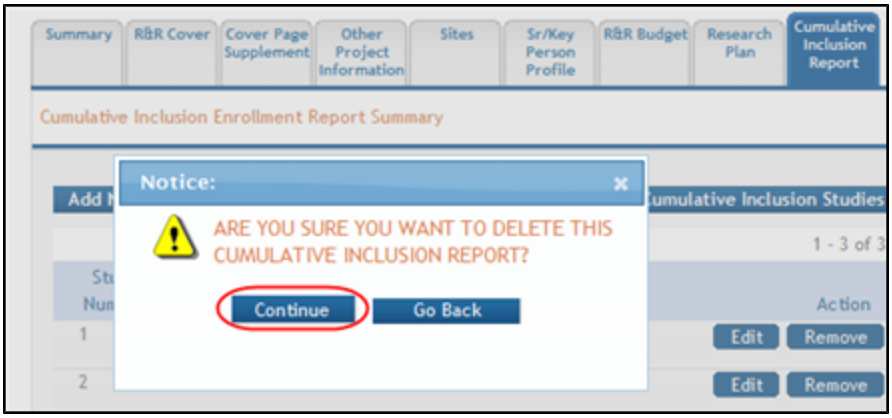

Figure 137: Confirmation Message for Deleting a Cumulative Inclusion Report

If you wish to cancel, select the **Go Back** button.

4.10.4 Removing All Cumulative Inclusion Enrollment Studies

You can remove all studies at the same time rather than removing each individual study. Removing all studies also removes the entire form from the component.

To remove all studies:

1. Select the **Remove All Cumulative Inclusion Studies** button at the top of the form.

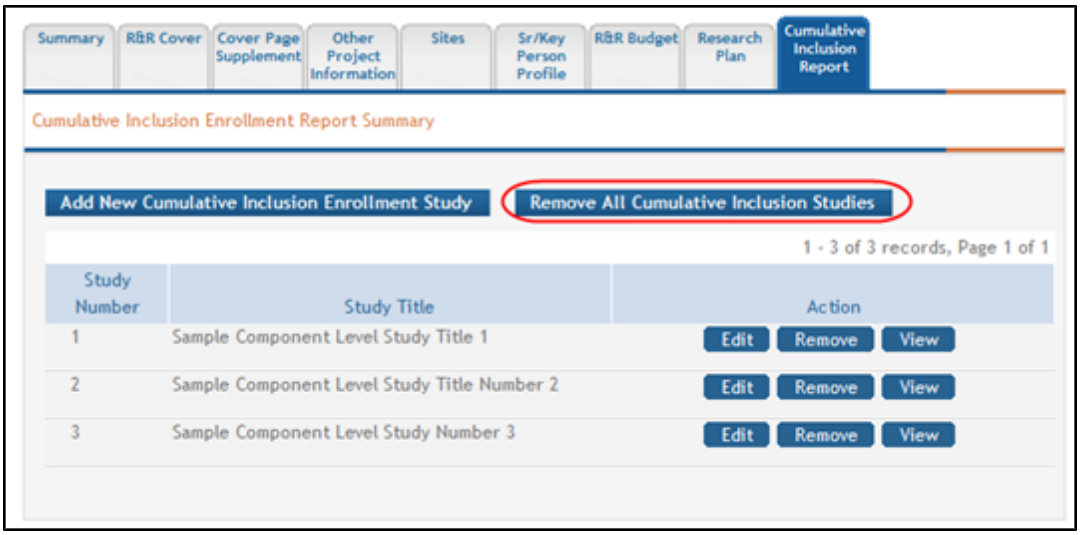

Figure 138: Deleting All Cumulative Inclusion Enrollment Reports

A confirmation message pops up prompting you to continue or cancel the action.

2. Select the **Continue** button to remove all forms.

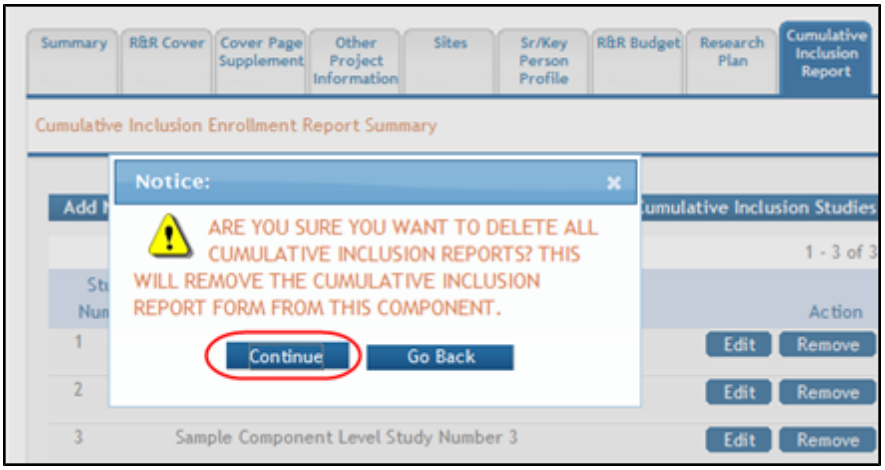

Figure 139: Confirmation Message for Deleting All Cumulative Inclusion Reports

If you wish to cancel, select the **Go Back** button.

4.11 Career Development Award Supplemental

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#7_5_PHS_398_Career_Development

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

Figure 140: Edit Button on PHS 398 Career Development Award Supplemental

2. Attach the applicable sections using the **Add Attachment** buttons.

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

---

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.12 PHS 398 Research Training Program Plan

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#8_7_Research_Training_Program_Plan

For guidance on completing the form in the ASSIST system, refer to the steps below:

1. Select the **Edit** button to enable the form for editing.

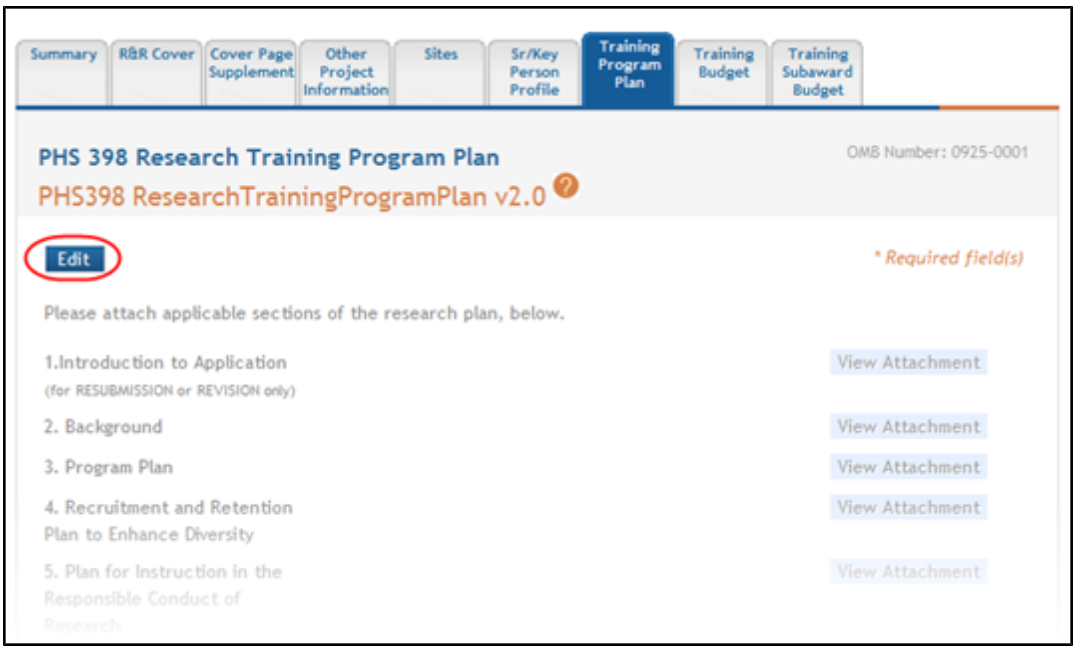

Figure 141: Edit Button on PHS 398 Research Training Program Plan

2. Attach the applicable sections of the research plan using the **Add Attachment** buttons.

NOTE: If needed, use the **Delete Attachment** buttons to remove attachments or the **View Attachment** buttons to view them.

3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.13 PHS 398 Training Budget

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the Training Budget tab.

NOTE: If a user does not have the View or Edit budget authority, the Training Budget tab does not display among the tabs for other component forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#8_5_PHS_398_Training_Budget

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.13.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.

Figure 142: Edit Button for Training Budget

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.13.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

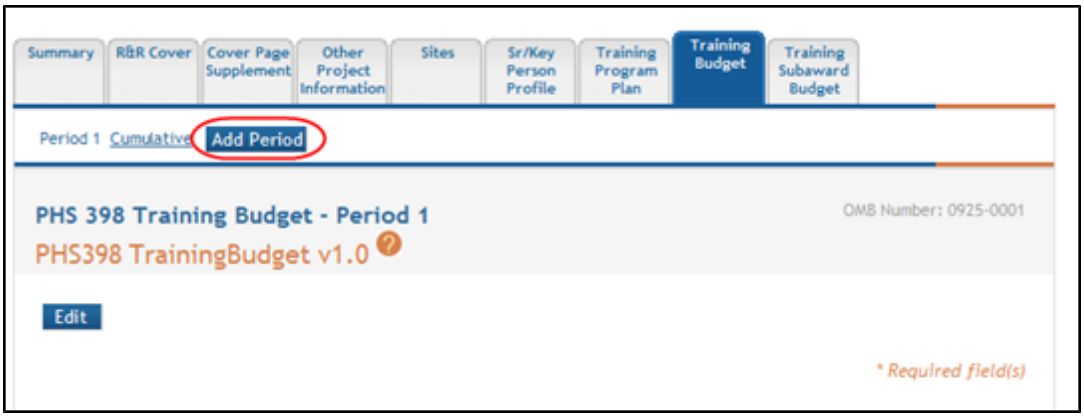

Figure 143: Add Period Button for Training Budget

PHS 398 Training Budget - Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.13.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).

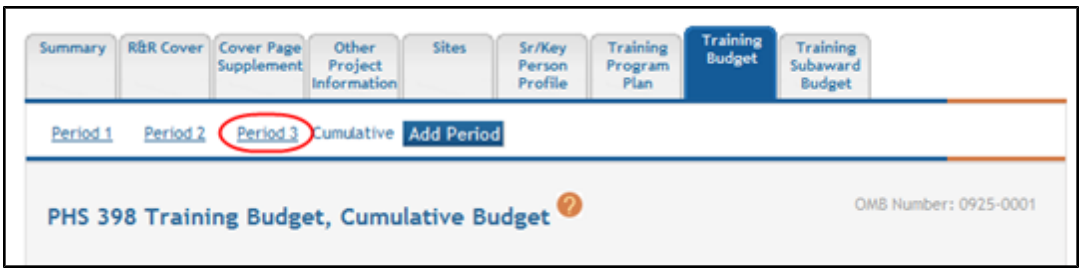

Figure 144: Period Link for Accessing Added Training Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.13.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

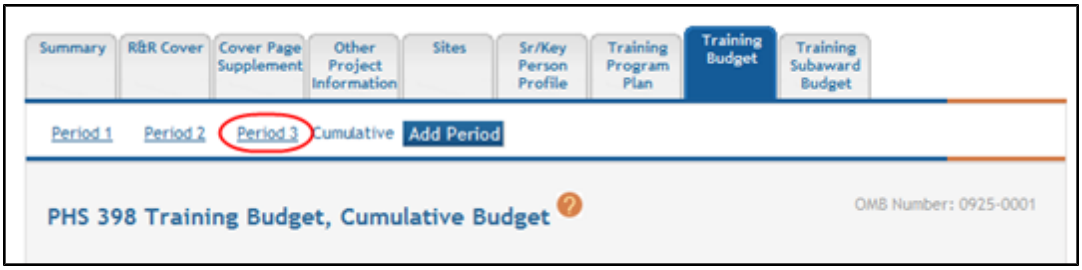

Figure 145: Accessing Added Training Budget Periods

2. Select the **Edit** button to enable editing.

3. Click the **Remove Budget Period** button.

Figure 146: Remove Budget Period Button on Training Budget

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *PHS 398 Training Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.13.5 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

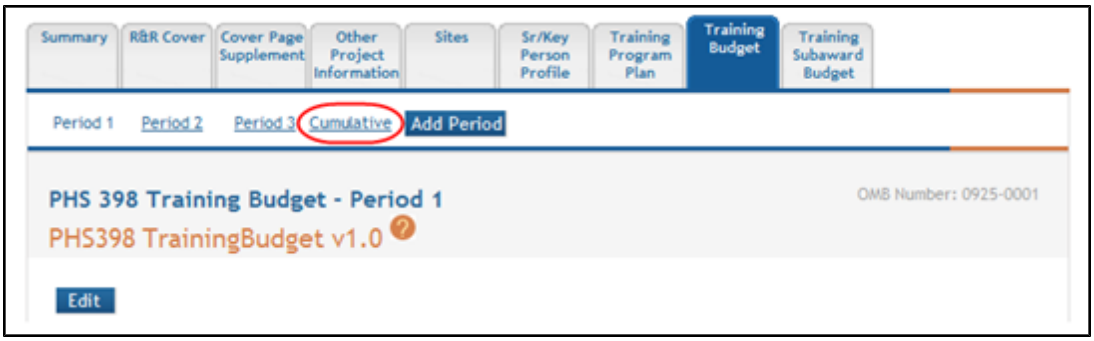

Figure 147: Cumulative Link for Multiple Training Budget Periods

The **PHS 398 Training Budget - Cumulative Budget** displays as read-only.

4.14 Training Subaward Budget

The Training Subaward Budget form must be added to the component as an optional form. Refer to the section of this document titled *Add Optional Forms to a Component* on Page 162.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#8_6_PHS_398_Training_Subaward_Budget

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.14.1 Adding a Training Subaward

To add a subaward:

1. Select the **Add New Subaward** button.

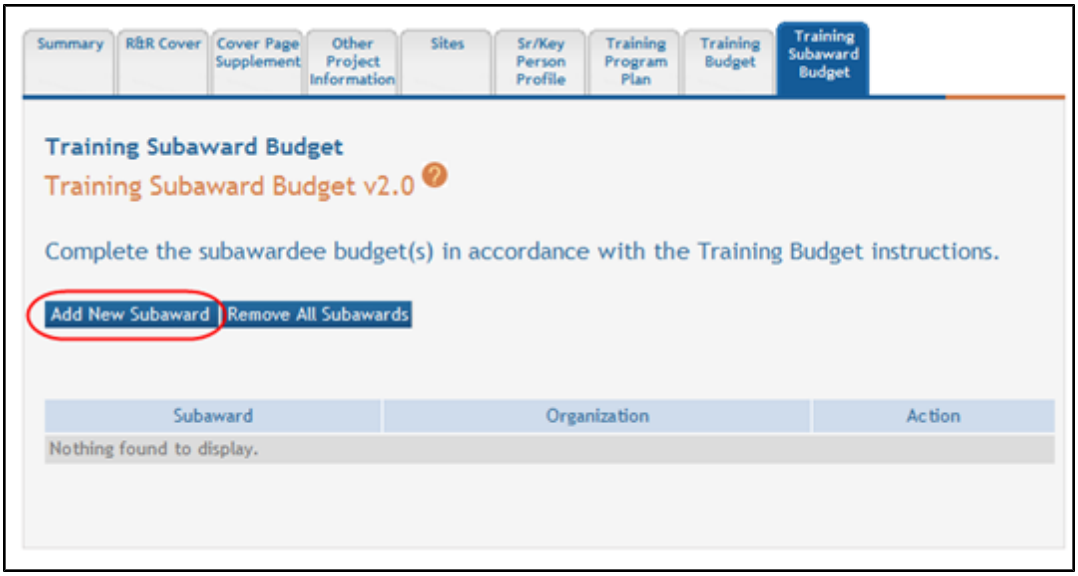

Figure 148: Add New Subaward Button on Training Subaward Budget Form

The *PHS 398 Training Budget- Period 1* for Subaward <X> page displays.

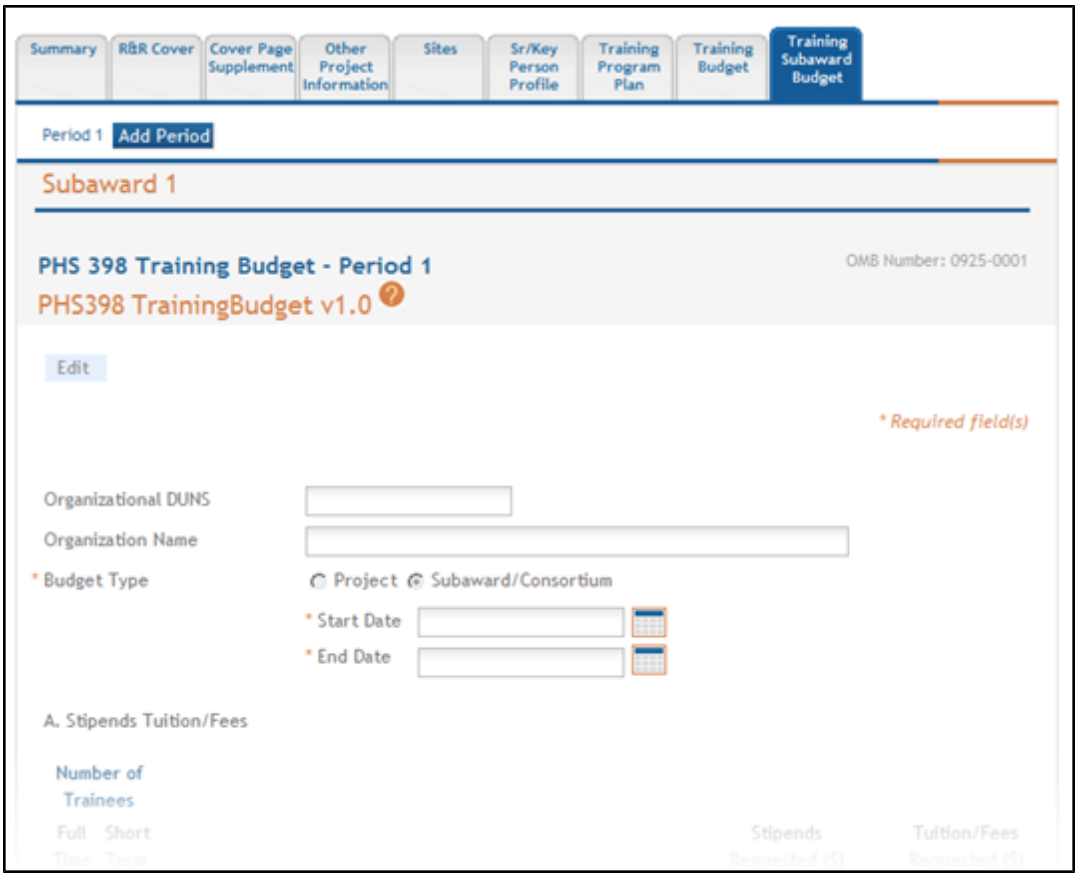

Figure 149: Subaward Training Budget Fields

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

---

4. Repeat steps, selecting **Add New Subaward** for each additional subaward.

   The added subawards display in a table from which they can be accessed using the **Edit**, **Remove**, and **View** buttons.

Figure 150: Training Subaward Summary Table

4.14.1.1 Adding Another Budget Period to a Training Subaward

To add an additional budget period to a subaward:

1. From within the subaward form, select the **Add Period** button.

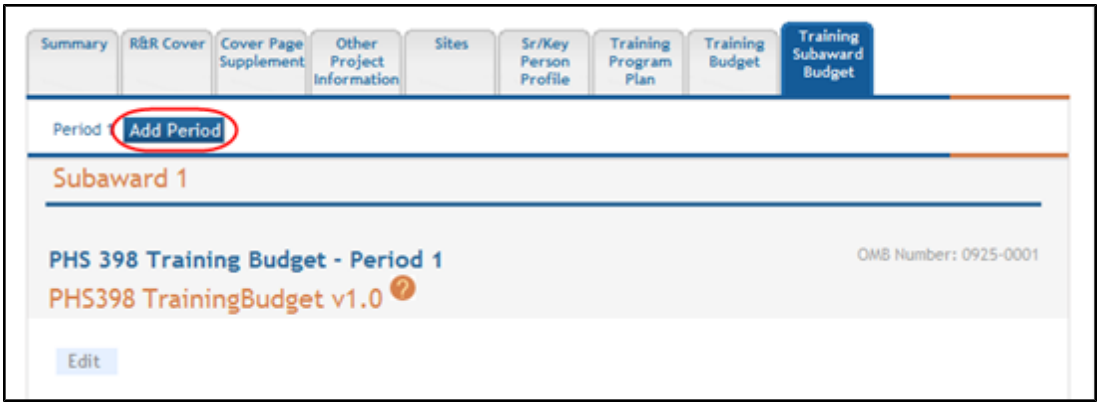

Figure 151: Add Period Button on Training Subaward

The *PHS 398 Training Budget - Period X* displays (where X is the specific budget period being added).

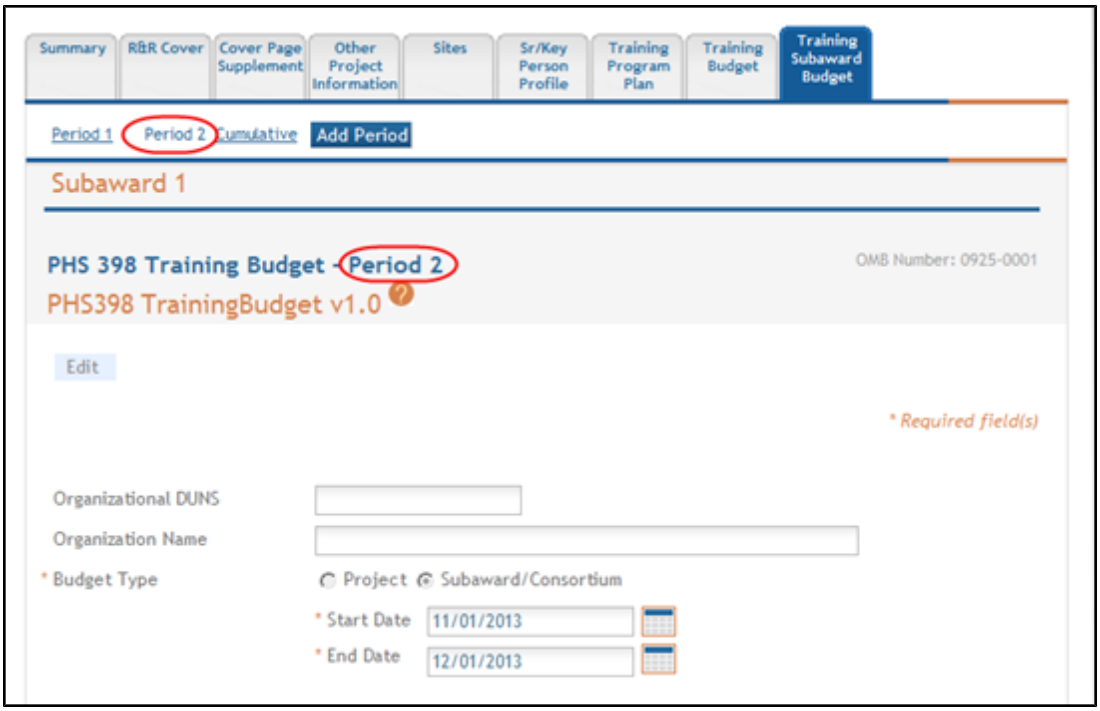

Figure 152: Subaward Form for Additional Training Budget Period

2. Enter the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.14.1.2 Editing and Viewing an Entered Training Budget for a Subaward

To view and/or edit the subaward training budget period:

1. From within the subaward form, select the link for the period to view or edit (e.g., **Period 3** link).

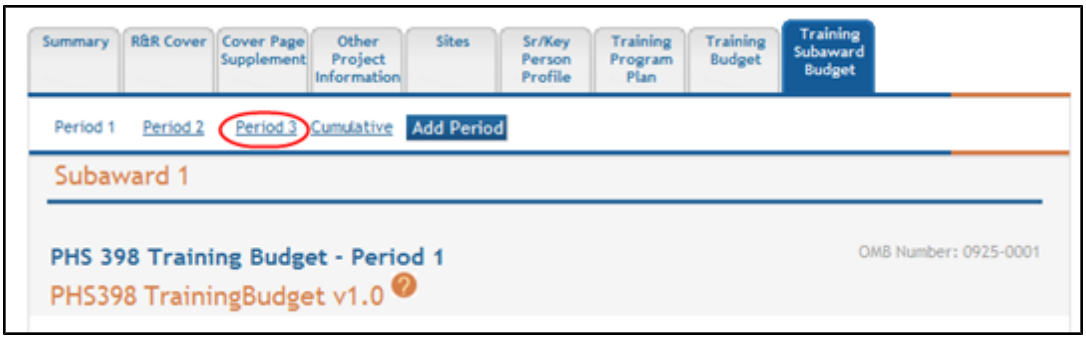

Figure 153: Subaward Period Link for Training Budget

2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.14.1.3 Viewing Cumulative Training Budget for a Subaward

To view the cumulative training budget for a particular subaward, access the form and select the **Cumulative** link.

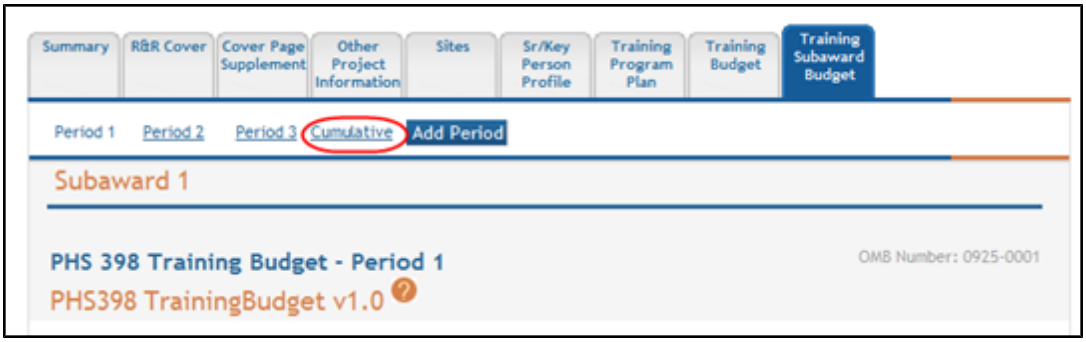

Figure 154: Cumulative Link for Subawards with Multiple Training Budget Periods

The *PHS 398 Training Budget - Cumulative Budget* displays as read-only.

4.14.2 Removing Training Budget Subawards

Training budget subawards can be removed individually or all at once. The steps below provide detail for each method.

4.14.2.1 Removing an Individual Training Budget Subaward

To remove an individual subaward:

1. Select the **Remove** button from the **Action** column for the particular subaward being removed.

Figure 155: Remove Button for Removing Individual Training Budget Subawards

A confirmation window displays.

2. Select the **Continue** button to complete the removal.

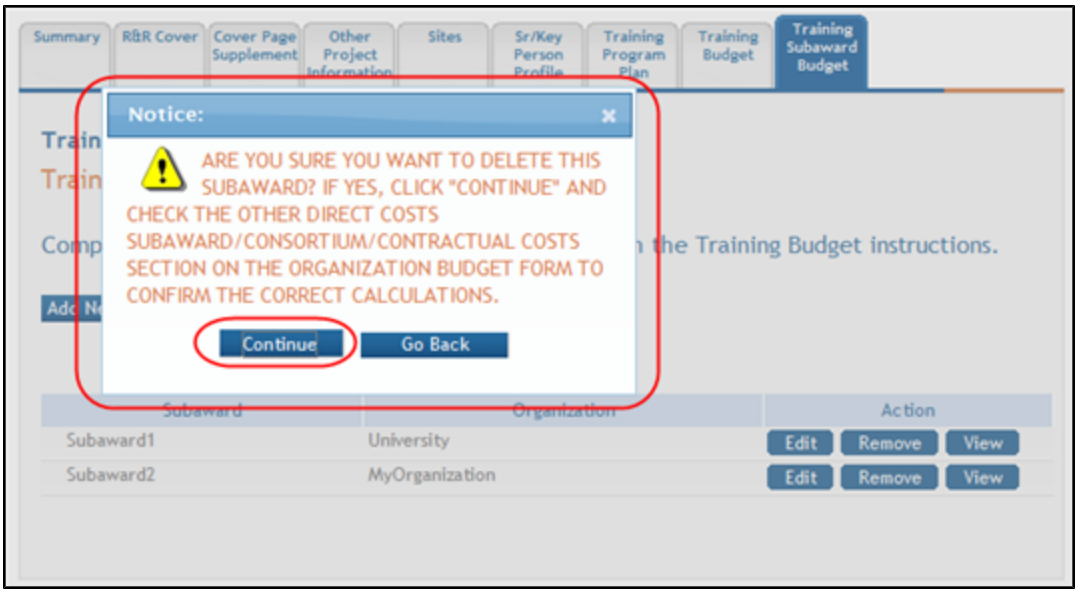

Figure 156: Confirmation for Removing an Individual Training Budget Subaward

4.14.2.2 Removing All Training Budget Subawards

To remove all subawards at one time:

1. Select the **Remove all Subawards** button from the **Training Subaward Budget** tab main page.

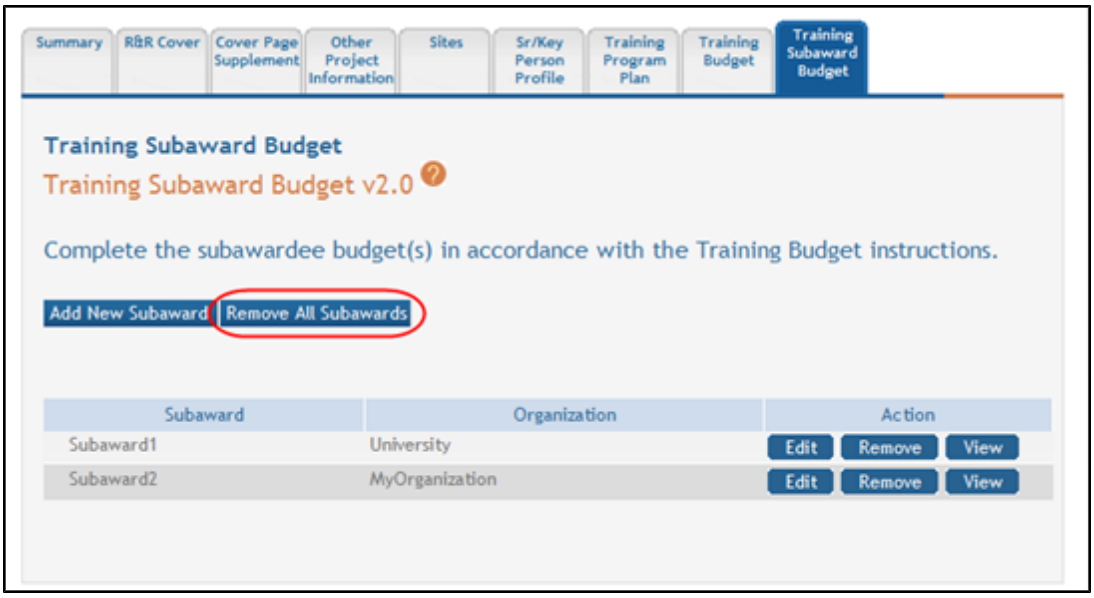

Figure 157: Remove All Subawards Button for Training Budget

A confirmation window displays.

2. Select the **Continue** button to move forward and delete the subawards. (Selecting **Go Back** cancels the action.)

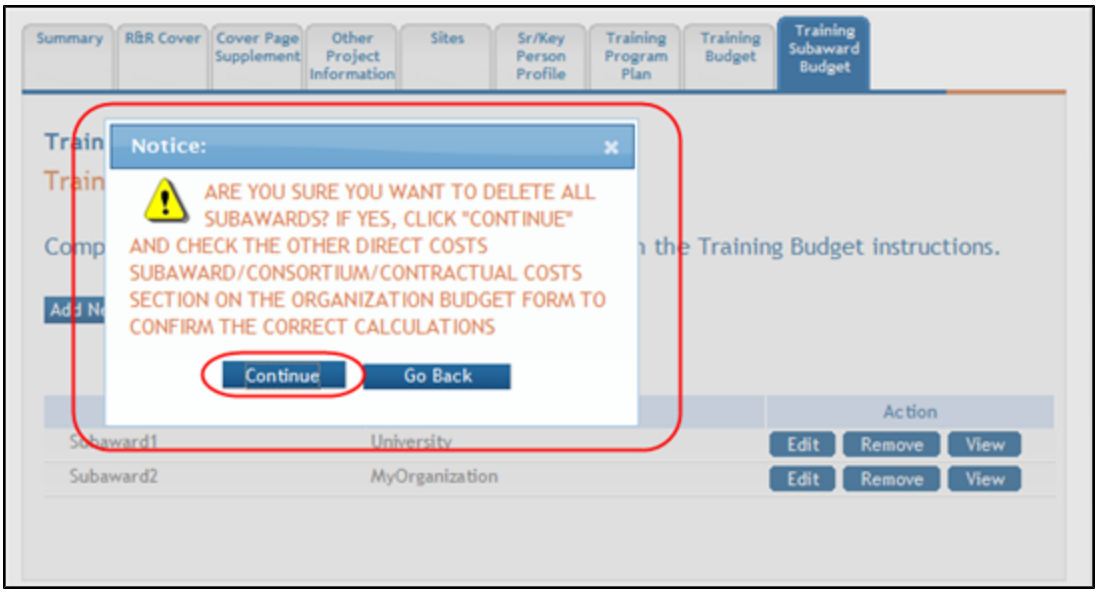

Figure 158: Confirmation for Removing All Subawards for Training Budget

4.15 Additional Indirect Costs

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the **Additional Indirect Costs** tab on a multi-project application (Overall Component).

NOTE: If a user does not have the View or Edit budget authority, the **Additional Indirect Costs** tab does not display among the tabs for other forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#9_4_5_1_Special_Instructions_for

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.15.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.
   Figure 159: Edit Button for PHS Additional Indirect Costs

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).

3. To access the *Indirect Costs* pop-up screen for entering cost information:
   a. Select the **Add Indirect Cost** button.

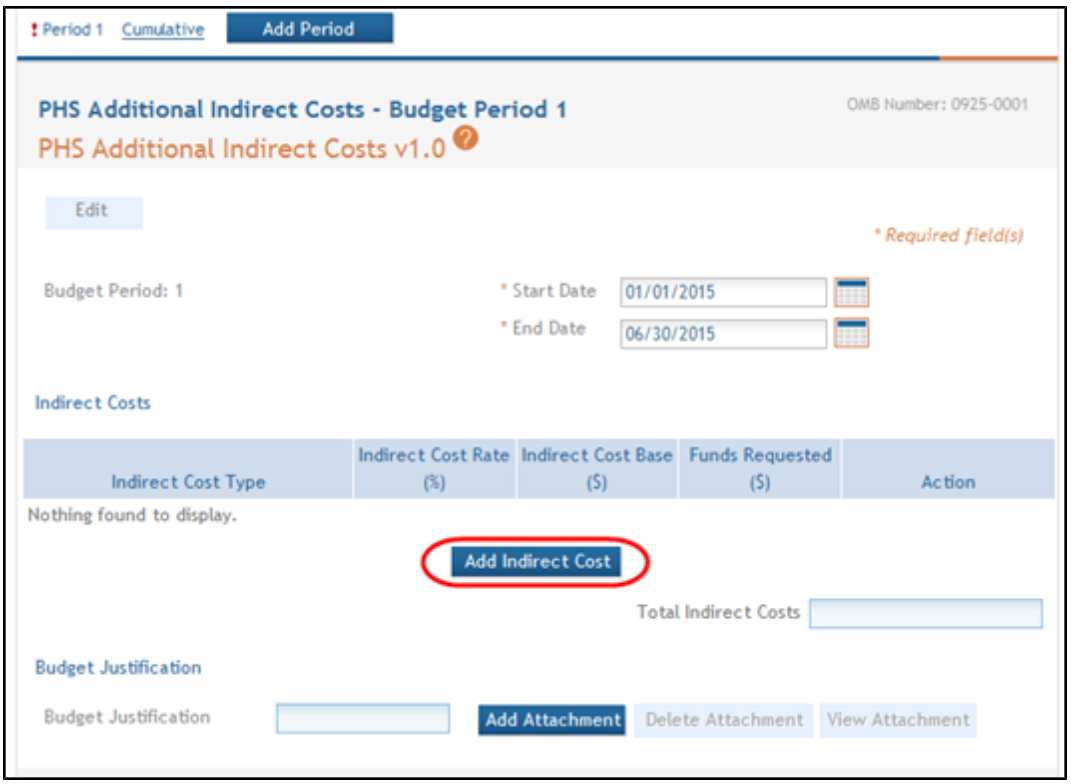

Figure 160: Add Indirect Cost Button

   b. Enter the data fields on the **Indirect Costs** pop-up window. Required fields are marked with an asterisk (*). Select the **Add** button when finished.

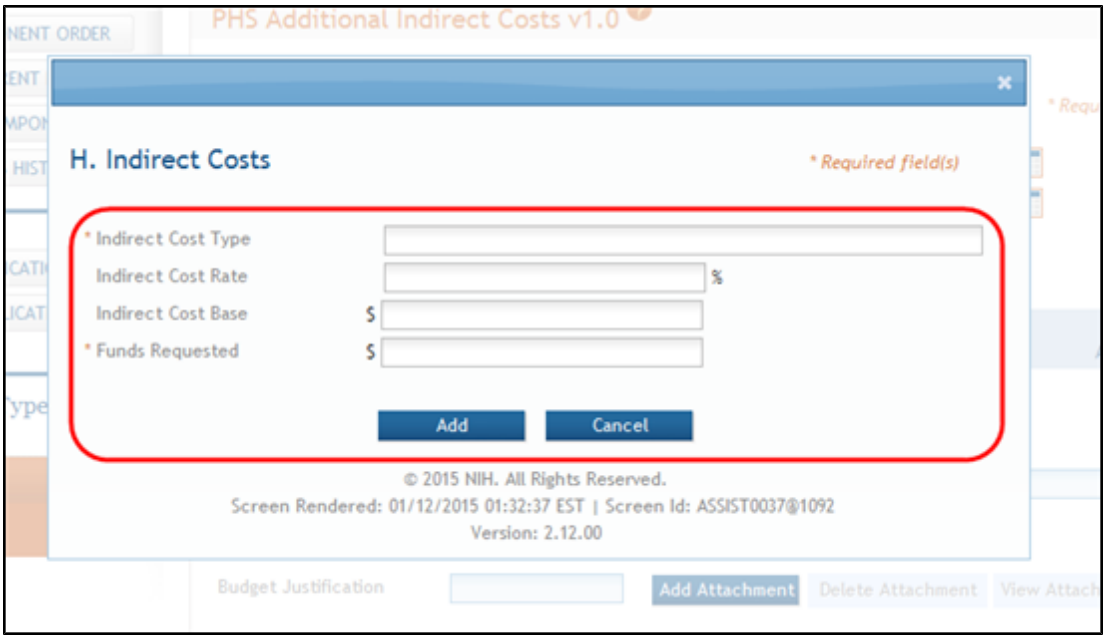

Figure 161: Indirect Costs Data Entry Fields

4. Repeat the steps above to include all indirect costs types as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.15.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

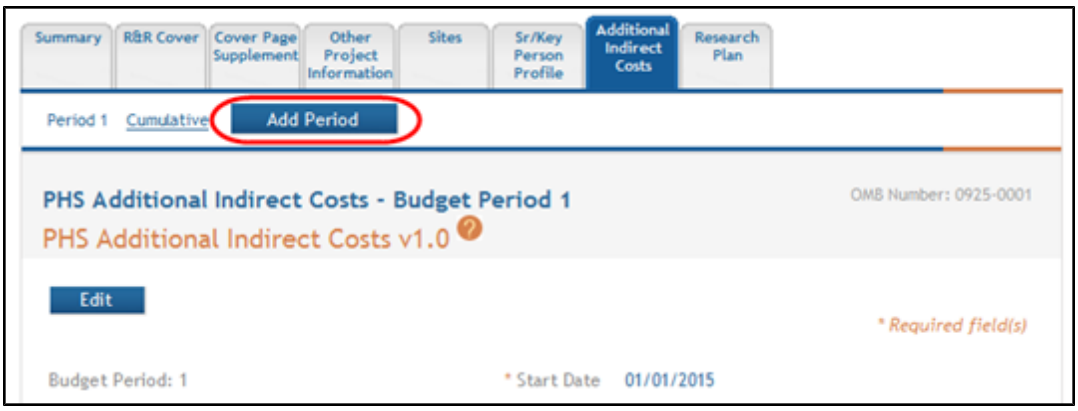

Figure 162: Add Period Button on PHS Additional Indirect Costs Form

PHS Additional Indirect Costs - Budget Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.15.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).

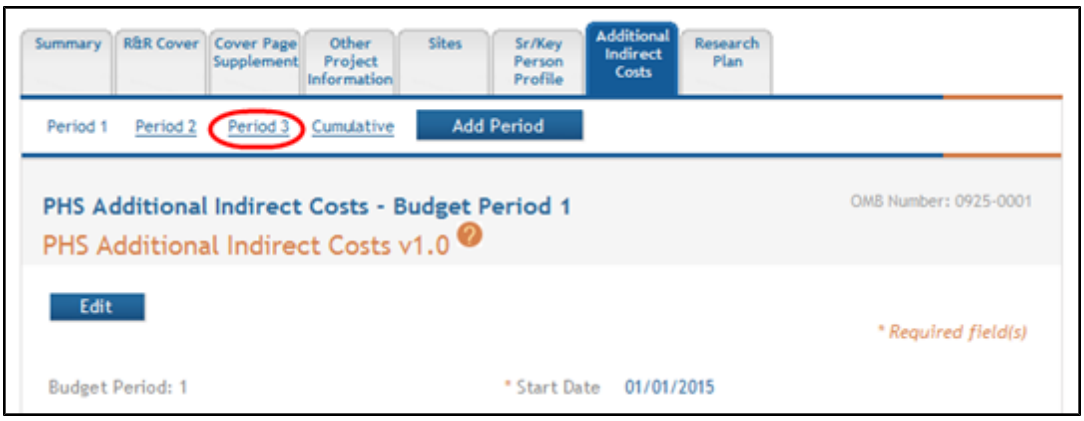

Figure 163: Period Link for Accessing Additional Indirect Costs Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.15.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

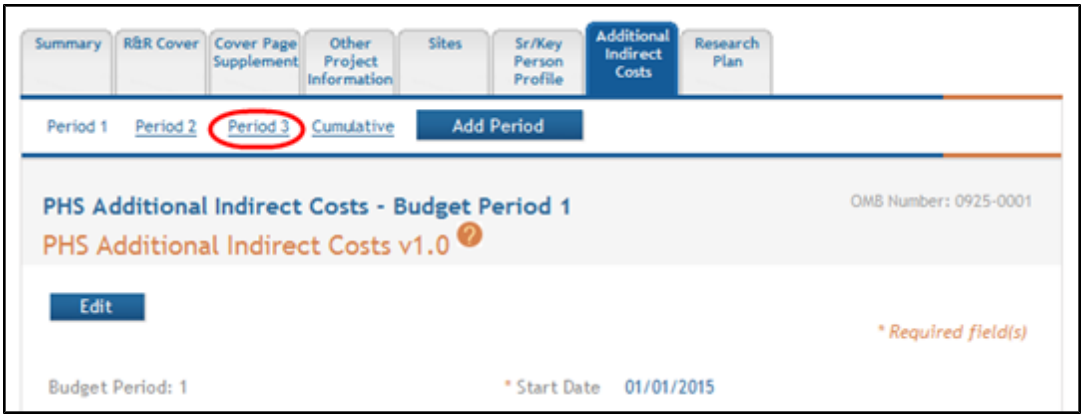

Figure 164: Accessing Added Additional Indirect Costs Budget Periods

2. Select the **Edit** button to enable editing.

3. Click the **Remove Budget Period** button.

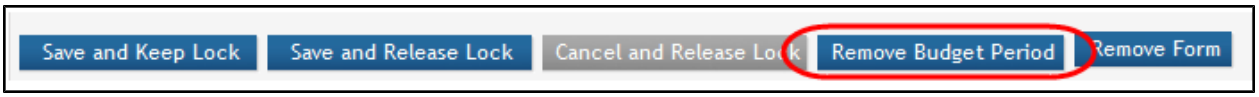

Figure 165: Remove Budget Period Button

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *PHS Additional Indirect Costs* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.15.5 Removing the Entire Additinal Indirect Costs Form

The *PHS Additional Indirect Costs* form is an optional form which can be removed if it is not needed for the application. With Edit Budget authority, an ASSIST user may remove the form from the application.

To remove the form:

1. Click the **Remove Form** button while within the PHS Additional Indirect Costs form.

Figure 166: Remove Form Button

A confirmation window displays.

2. Select the **Continue** button to confirm the removal of the entire form. Select the **Go Back** button to return to the budget period form without removing it.

IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

4.15.6 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

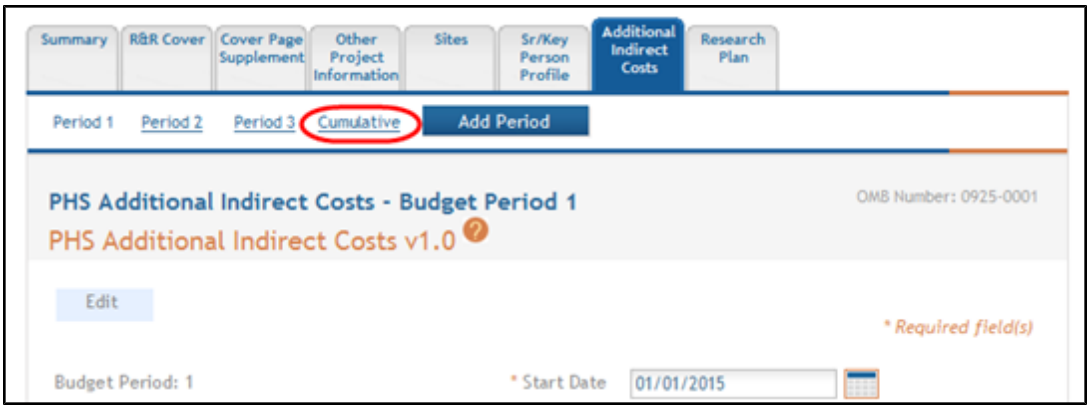

Figure 167: Cumulative Link for Additional Indirect Costs Budget Periods

The **PHS Additional Indirect Costs – Cumulative Budget** displays as read-only.

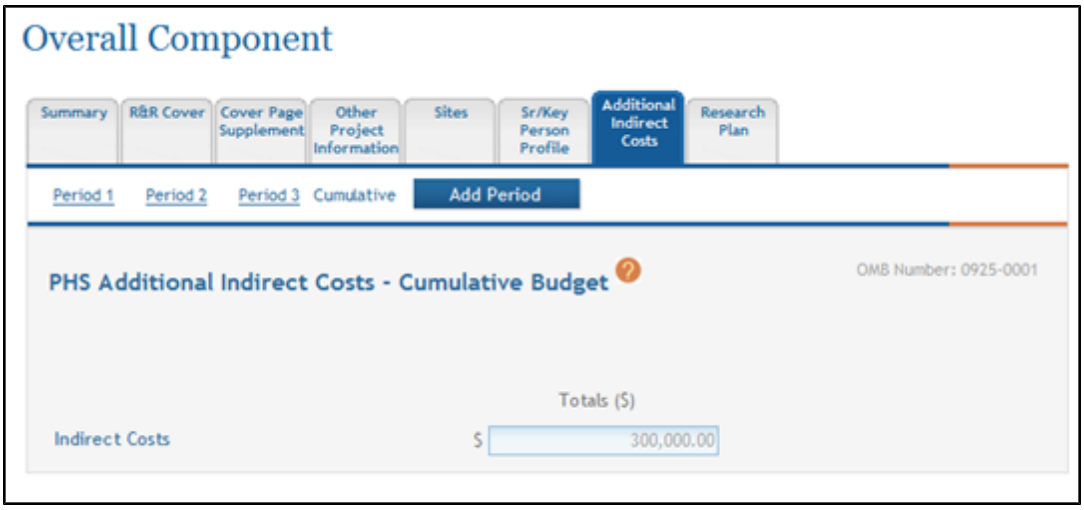

Figure 168: Read-only PHS Additional Indirect Costs – Cumulative Budget

4.16 PHS 398 Modular Budget

ASSIST users who have been granted budget authority (View or Edit) may add, edit, and/or view budget information using the **Modular Budget** tab on a single-project application.

NOTE: If a user does not have the View or Edit budget authority, the **Modular Budget** tab does not display among the tabs for other forms.

For assistance with the information required on the forms, please refer to the Application Guide.

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf#5_4_Modular_Budget_Form

For guidance on completing the form in the ASSIST system, refer to the steps below.

4.16.1 Adding Budget Period 1

To add budget information for Period 1:

1. Select the **Edit** button to enable the form for editing.
   Figure 169: Edit Button for Modular Budget

2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.16.2 Adding Another Budget Period

When adding additional budget periods, the information from the previous budget period is carried over and auto-populated into the fields. This information can be edited as necessary.

To add an additional budget period:

1. Select the **Add Period** button.

Figure 170: Add Period Button on Modular Budget Form

PHS Modular Budget - Budget Period X displays (where X is the specific budget period being added).

2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.16.3 Editing and Viewing an Entered Budget

Depending on the authority granted, you may view and/or edit existing budget information for any of the entered budget periods. To edit budget information:

1. Select the link for the period to view or edit (e.g., **Period 3** link).

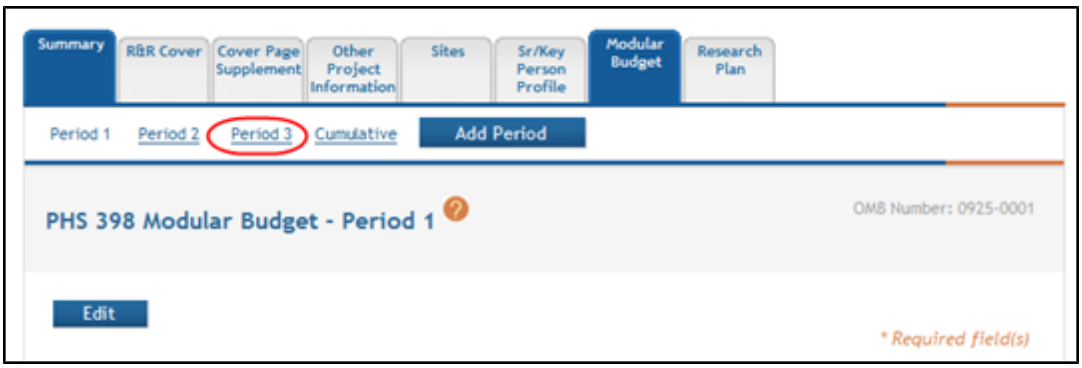

Figure 171: Period Link for Accessing Added Modular Budget Periods

2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.16.4 Deleting a Budget Period

With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

1. Select the link for the period being removed (e.g., **Period 3** link)

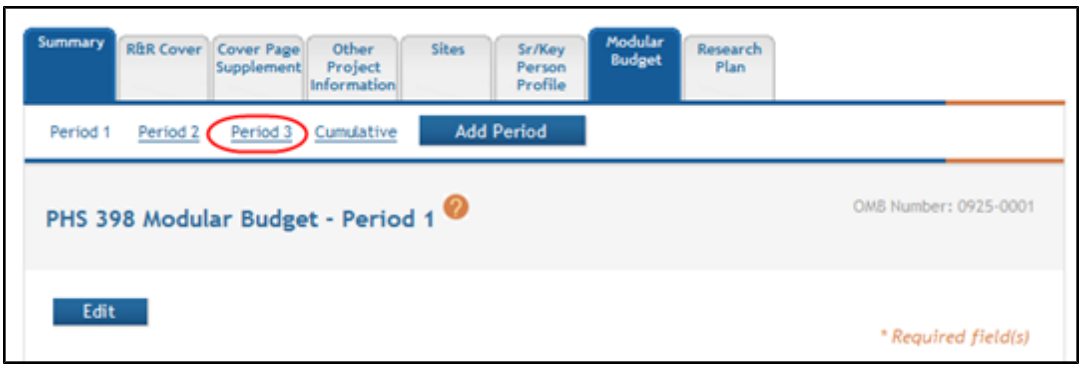

Figure 172: Accessing Added Modular Budget Periods

2. Select the **Edit** button to enable editing.

3. Click the **Remove Budget Period** button.

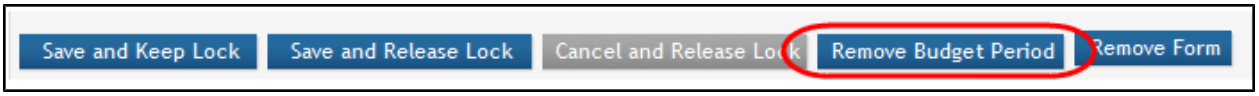

Figure 173: Remove Budget Period Button

A confirmation window displays.

4. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *Modular Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

1. Select the **Continue** button to confirm the deletion request.

NOTE: Selecting the **Go Back** button returns the budget period form without deleting it.

The *PHS Additional Indirect Costs* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.16.5 Removing the Entire Additinal Indirect Costs Form

The *Modular Budget* form is an optional form which can be removed if it is not needed for the application. With Edit Budget authority, an ASSIST user may remove the form from the

application.

To remove the form:

1. Click the **Remove Form** button while within the PHS Modular Budget form.

Figure 174: Remove Form Button

A confirmation window displays.

2. Select the **Continue** button to confirm the removal of the entire form. Select the **Go Back** button to return to the budget period form without removing it.

IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

4.16.6 Viewing Cumulative Budget

To view the cumulative budget of multiple budget periods, select the **Cumulative** link.

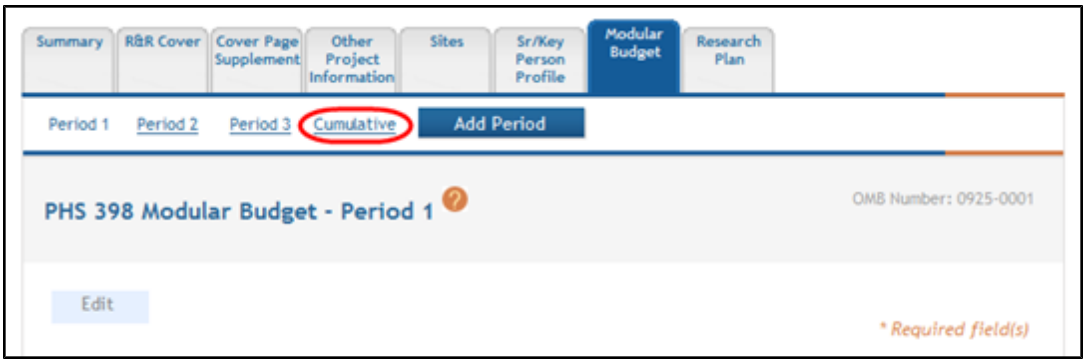

Figure 175: Cumulative Link for Multiple Modular Budget Periods

The **PHS 398 Modular Budget - Cumulative Budget** displays as read-only.

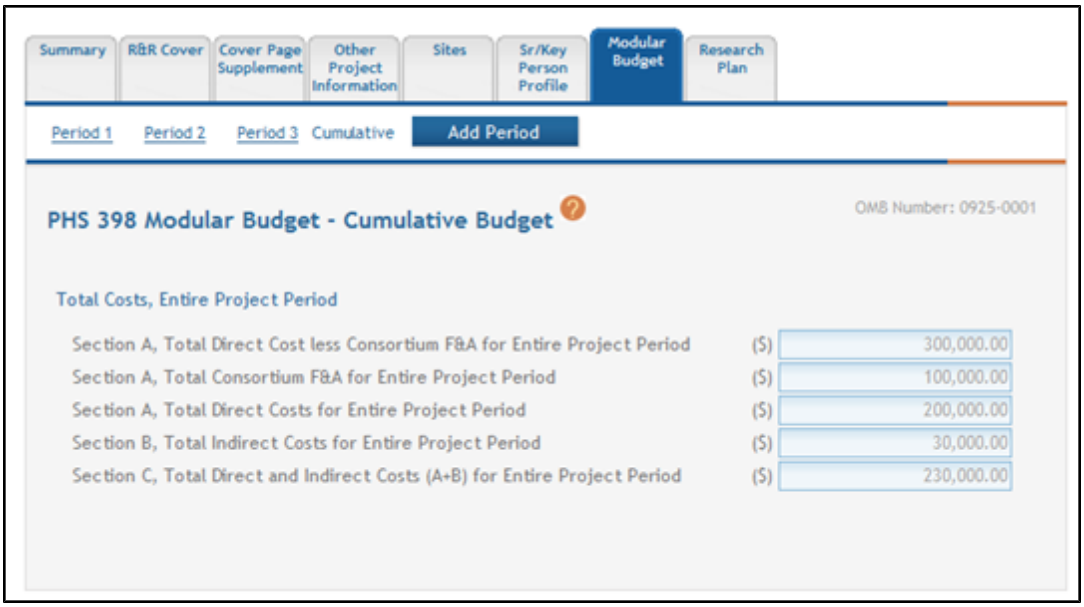

Figure 176: Read-only PHS 398 Modular Budget – Cumulative Budget

4.17 Form and Field Level Validations

ASSIST component forms include validation features at the field level created to identify formatting errors or missing required data well in advance of the submission process. These checks are performed when information is first entered into a field or when the component form is saved.

NOTE: This topic discusses the validations for improperly formatted data and missing required data. This topic does not discuss validating the entire application for submission. Refer to the section of this document titled *Validating the Application* on Page 184 for information on submission validation.

4.17.1 Field Data Format Validations

Many component forms contain fields requiring certain types of data (e.g., numeric data in salary fields). ASSIST features field level validation on many form fields to ensure that they information being entered is in the proper format. In these specific fields, ASSIST validates the data upon entry (or after moving the cursor from the field) and immediately displays a pop-alert indicating that the format is not as expected.

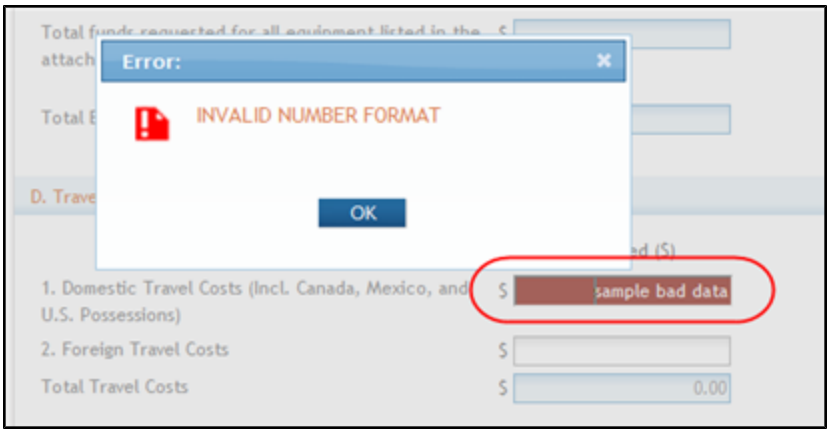

Figure 177: Invalid Format Error

When this occurs, read the error message and select the OK button. The field containing the error remains red - and cannot be navigated away from - until the erroneous data is fixed or cleared out.

4.17.2 Required Field Validations

Many of the component forms in ASSIST include fields requesting required information that must exist before the application can be submitted. Required fields are marked with a red asterisk (*). Although the information in these fields is required for submission, component forms can be saved without this information. This is useful when not all the required information is known at the time a form is started. A component form can be started, saved, and completed later when the information is known.

When saving a form with missing required fields, a notice displays indicating that data entry errors were found and providing the options to **Continue** saving the form as-is or to **Return to correct errors**.

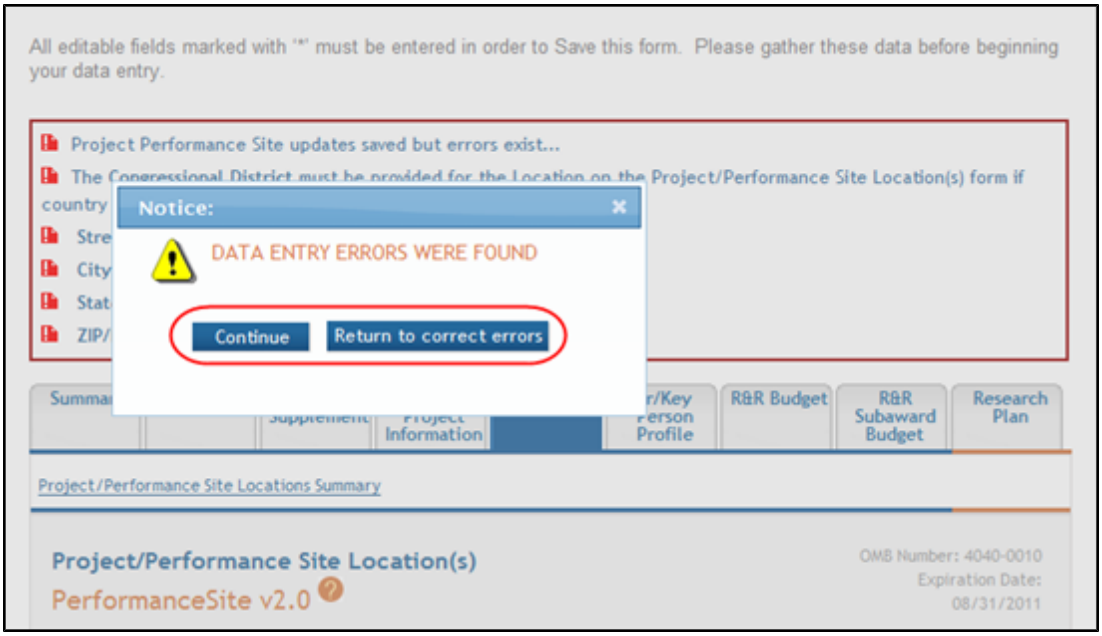

Figure 178: Data Entry Errors Notice

To aid in the identification of incomplete forms, ASSIST employs a missing information icon - a red exclamation point (!) - on the summary page of incomplete component forms. The icon indicates the section or field with missing data. If the icon is seen on the summary page, simply edit the appropriate section of the form and provide the required information before saving again.

NOTE: Not all forms contain summary pages.

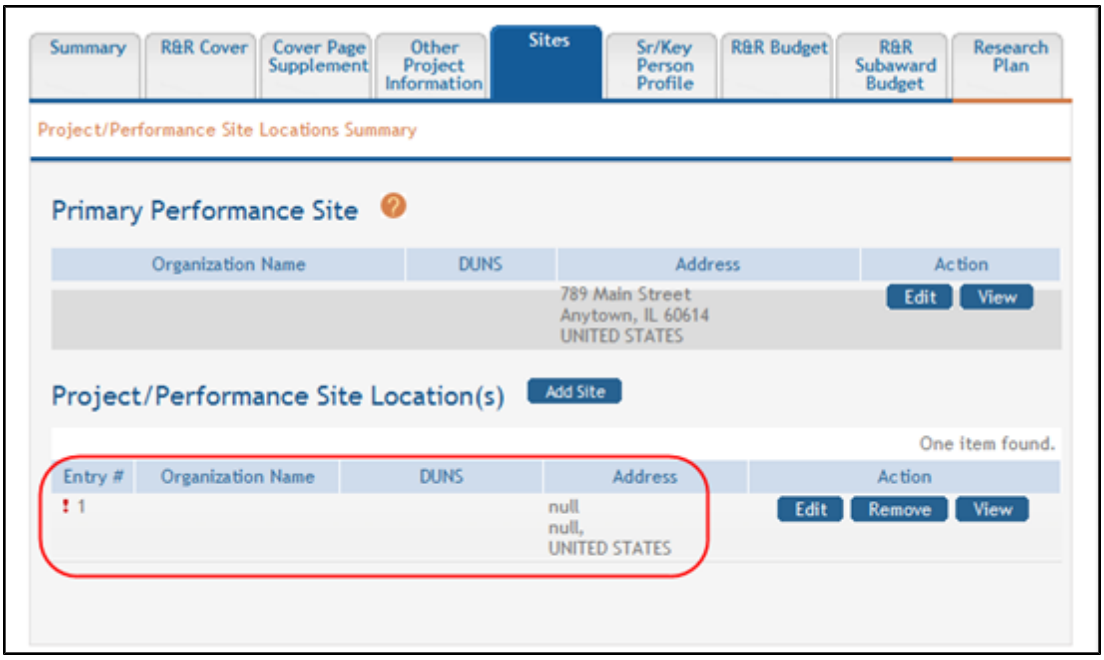

Figure 179: Red Exclamation Point Indicates Missing Data on the Form

NOTE: Missing required information can also be identified by performing a component validation. Refer to the section of this document titled *Validating an Individual Component* on Page 185.

4.18 Add Optional Forms to a Component

Depending on the funding opportunity, optional forms may exist for both single- and multi-project applications. You can add optional forms using the **Add Optional Form** feature. Only the optional forms available for the specific funding opportunity can be added.

To add optional forms:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

The *Component Information* page opens for the component.

4. Select the **Add Optional Form** button from the **Actions** navigation panel.

   A pop-up window opens for selecting the form to be added.

5. Choose a form from the drop-down list.

6. Select the **Submit** button to add the form to the component.

NOTE: Selecting the **Cancel** button closes the window without added the form to the component.

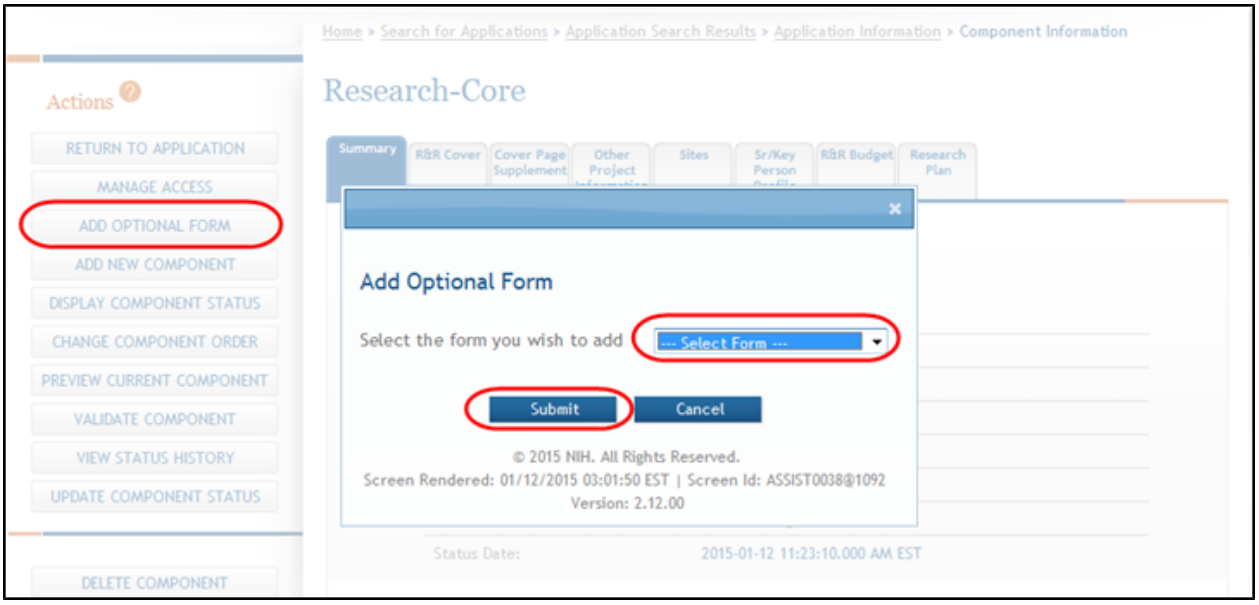

Figure 180: Adding an Optional Form

7. Select the tab of the corresponding form to enter information on the form.

5 Application Submission Status Workflow for Multi-Project Applications

IMPORTANT: This topic is applicable only to multi-project applications.

As your multi-project application evolves, its status is updated to reflect the current stage in the submission process. This may be a manual status update or an automatic update performed by ASSIST (i.e., system-generated).

The following provides a definition of the various status levels of an application.

Work in Progress: Allows editing of an application

All Components Final: Indicates that all components are in a status of *Final* (if not *Abandoned*); also indicates that the application is ready for the Validate Application process

All Components Validated: System-generated status set when the Validate Application process runs error-free

Ready for Submission: Manual status which should be set after all internal reviews have taken place

Submitted: System-generated status set after submitting the application to Grants.gov

Submission Errors: System-generated status indicating that the validation process returned errors

Abandoned: Manual status applied to indicate that the application is no longer being worked on

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NOTE: The ability to update an application's status is dependent on the status of its components. If an application's components are not in the proper status, certain application status updates cannot be made. Refer to the table in the Update Application Submission Status topic for the valid conditions for updating the application status.

The figure below provides a general overview of the typical flow of an application from *Work in Progress* to *Ready for Submission* status.

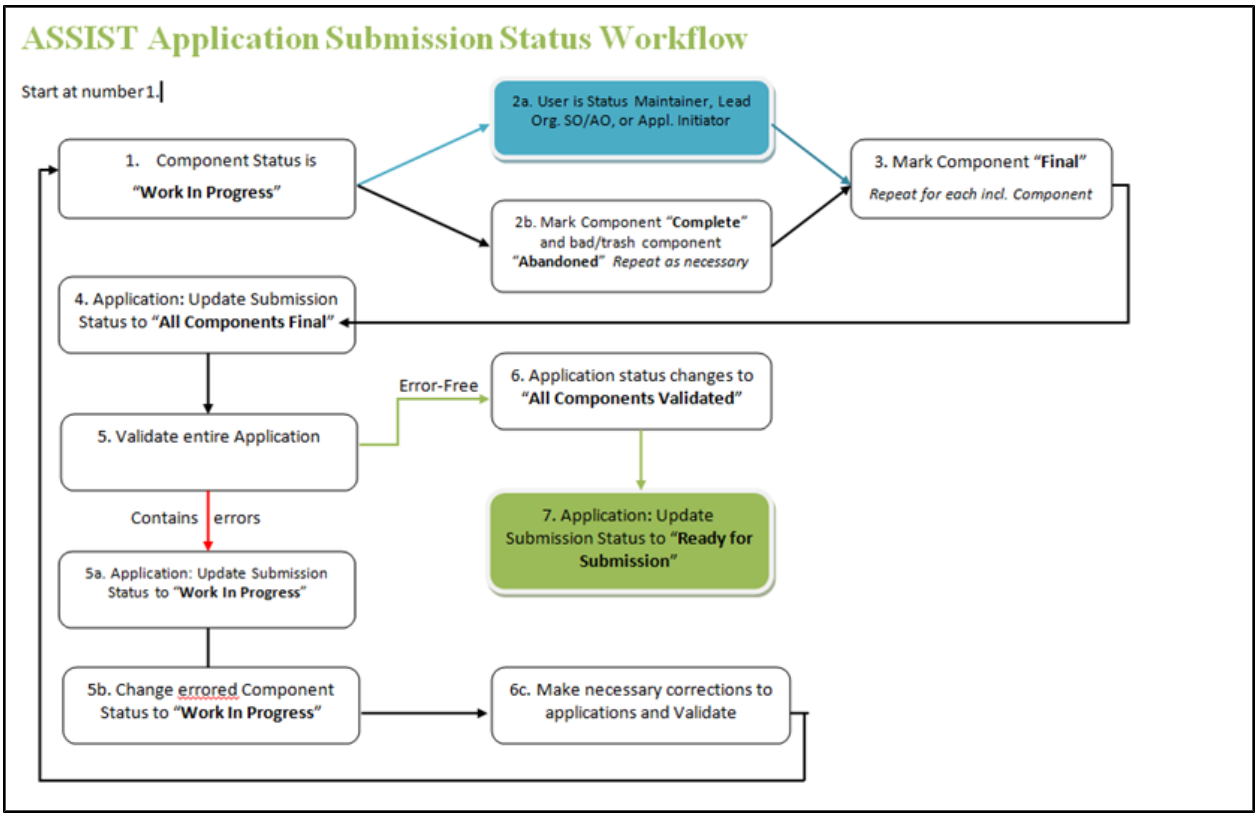

Figure 181: Application Submission Status Workflow

5.1 Display Component Status

Selecting the **Display Component Status** button from the **Actions** panel opens the *Status Summary*. This screen displays a status summary of the entire application and its components.

IMPORTANT: This topic is only applicable to multi-project applications.

The information on the screen is as follows:

- **Component ID** (for individual components only)
- **Status**
- **Next Steps**

The **Next Steps** gives a description of what type(s) of status update can be performed against the component in its current status.

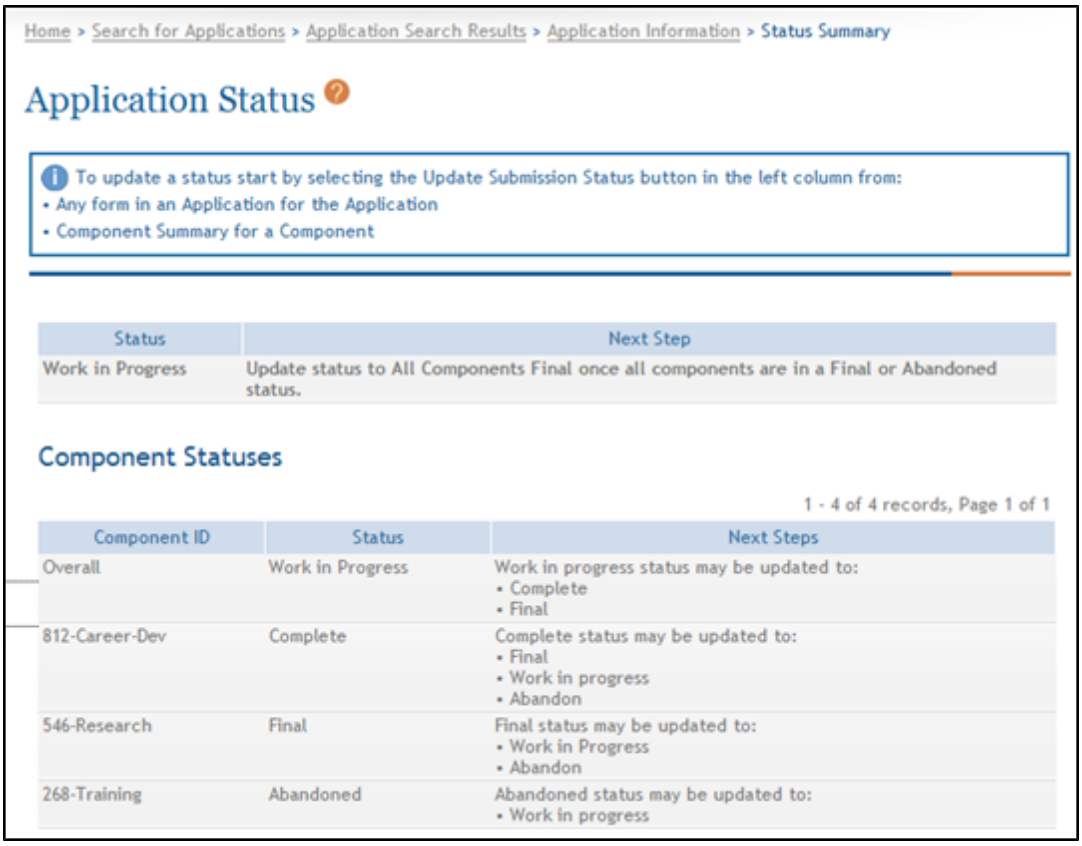

Figure 182: Status Summary Screen

5.2 Update Component Status

IMPORTANT: This topic is only applicable to multi-project applications.

ASSIST users with the appropriate privilege may update the status of an individual component of a multi-project application when necessary as follows:

Table 1: Valid Component Status Changes

From Status	Available To Status
Work in Progress	Complete Abandoned* Final *Note: An Overall component cannot be abandoned

Table 1: Valid Component Status Changes

From Status	Available To Status
Complete	Final Work in Progress
Final	Work in Progress
Abandoned	Work in Progress

NOTE: In order for an application to be submitted, at least one component of the application must be marked as *Final*. All other components must be in *Final* or *Abandoned* status.

To update the status of a component:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. From the *Application Information* page expand the Overall or other component type from the **Component Type** section of the navigation panel to display the list of components within the section.
3. Select a component.
4. Click the **Update Component Status** button.

   The *Update Status* window opens.

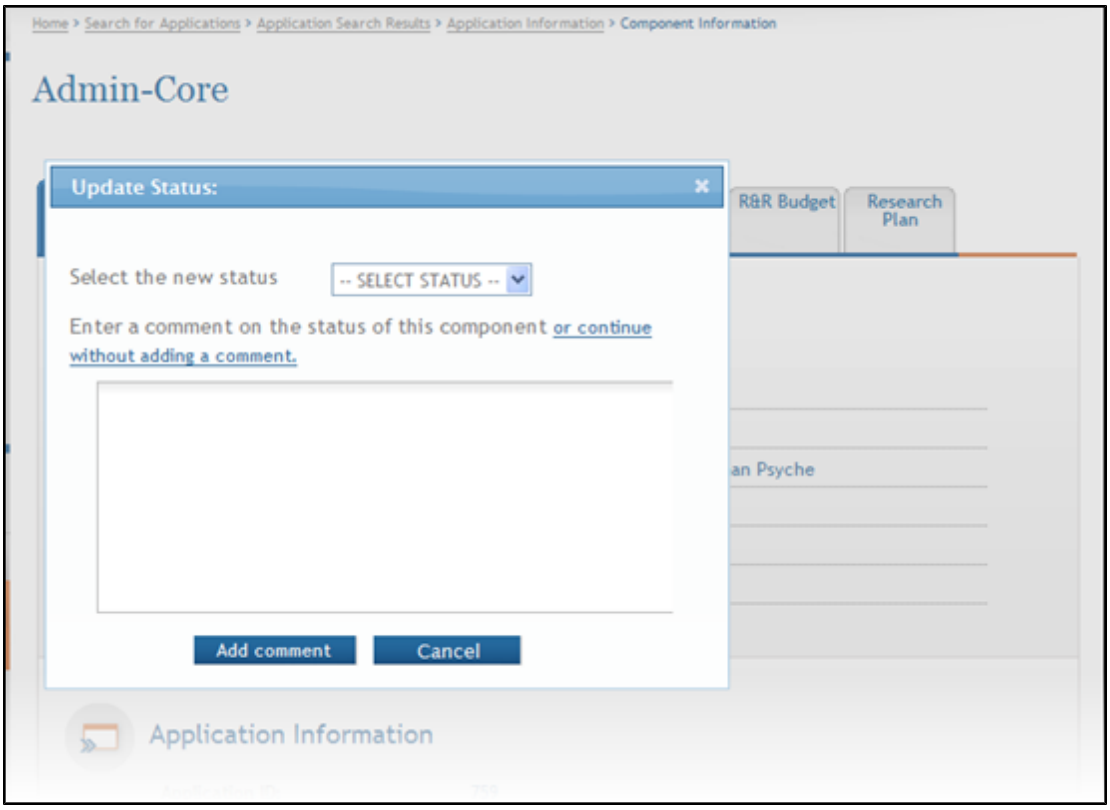

Figure 183: Update Status Window for Component Status Changes

5. Select the appropriate status from the **Select the new status** drop-down list.
6. Complete the status update:
   a. Enter a comment in the provided text box.
   b. Select the **Add comment** button.

   -OR-

   c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

NOTE: When marking a component as *Final*, ASSIST validates if any senior/key persons with a bio-sketch exist on another component marked as *Final*. Only one bio-sketch may exist per senior/key person on an application. Refer to the section of this document titled *Verify Senior/Key Personnel* on Page 189 for information on this topic.

5.3 Component Status History

IMPORTANT: This topic is only applicable to multi-project applications.

From the *Component Information* page, select the **View Status History** button to display the *Component Status History* page.

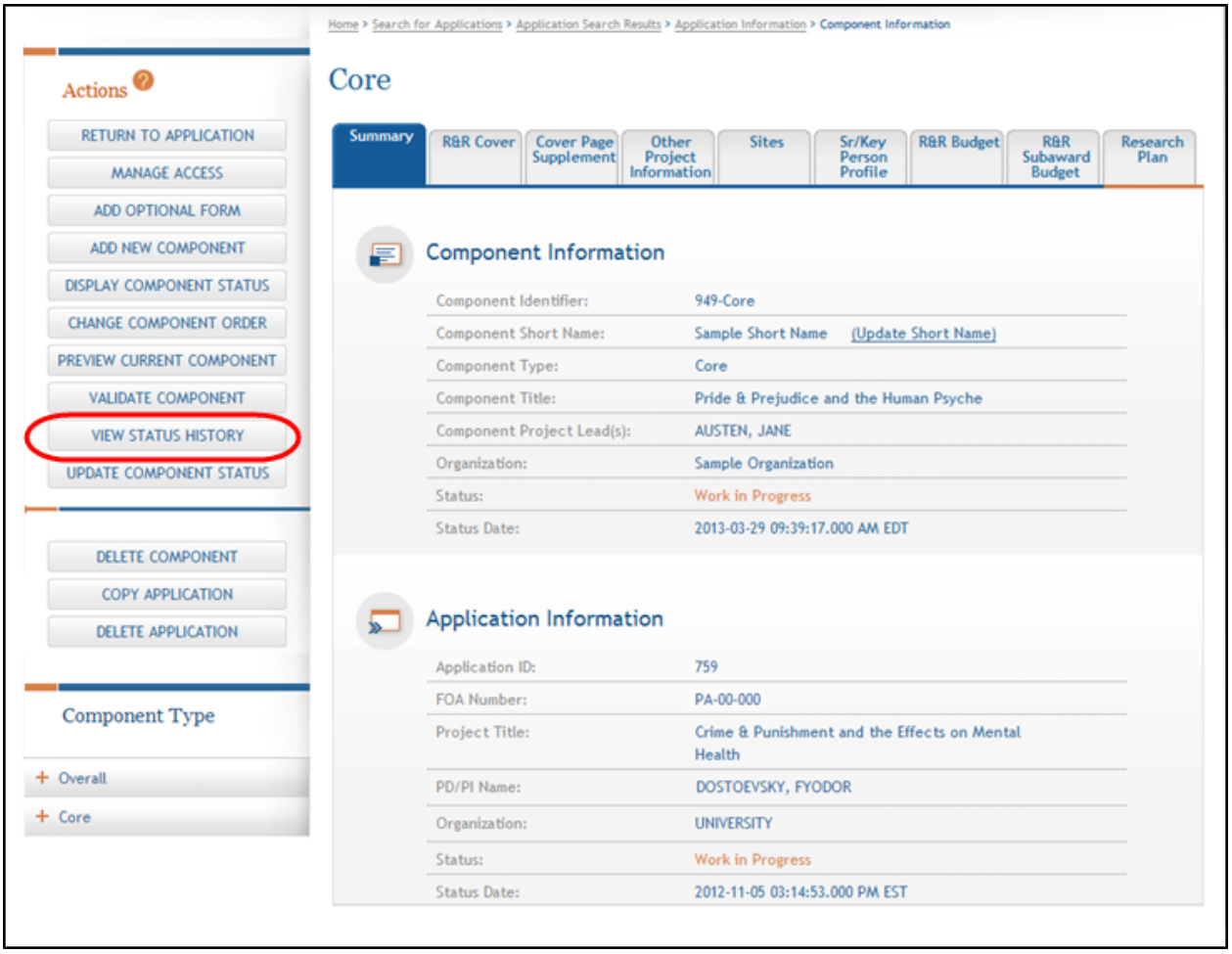

Figure 184: View Status History Button on Actions Navigation Pane for a Component

The *Component Status History* page displays the following information for each status change made to the component:

- **Status Date**
  This is the time and date on which the status of the component was updated. Updates to the status are performed using the **Update Component Status** button for the specific component.
- **Status**
  This field displays the status of the component.
- **Status Comment**
  This field displays comments regarding the component status update. Comments are optional when updating the status; therefore, this field may be blank.

- **Update User**
  This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

Status Date	Status	Status Comment	Update User
2012-09-06 12:45:31 PM	Work in Progress	Initial component creation	SO_JOYCE
2012-09-07 12:19:26 PM	Complete		SO_AUSTEN
2012-09-07 12:30:58 PM	Final	We're finished!	SO_AUSTEN

Figure 185: Component Status History Page

5.4 Update Application Submission Status

To update the submission status of the application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.

2. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

   The *Update Status* window opens.

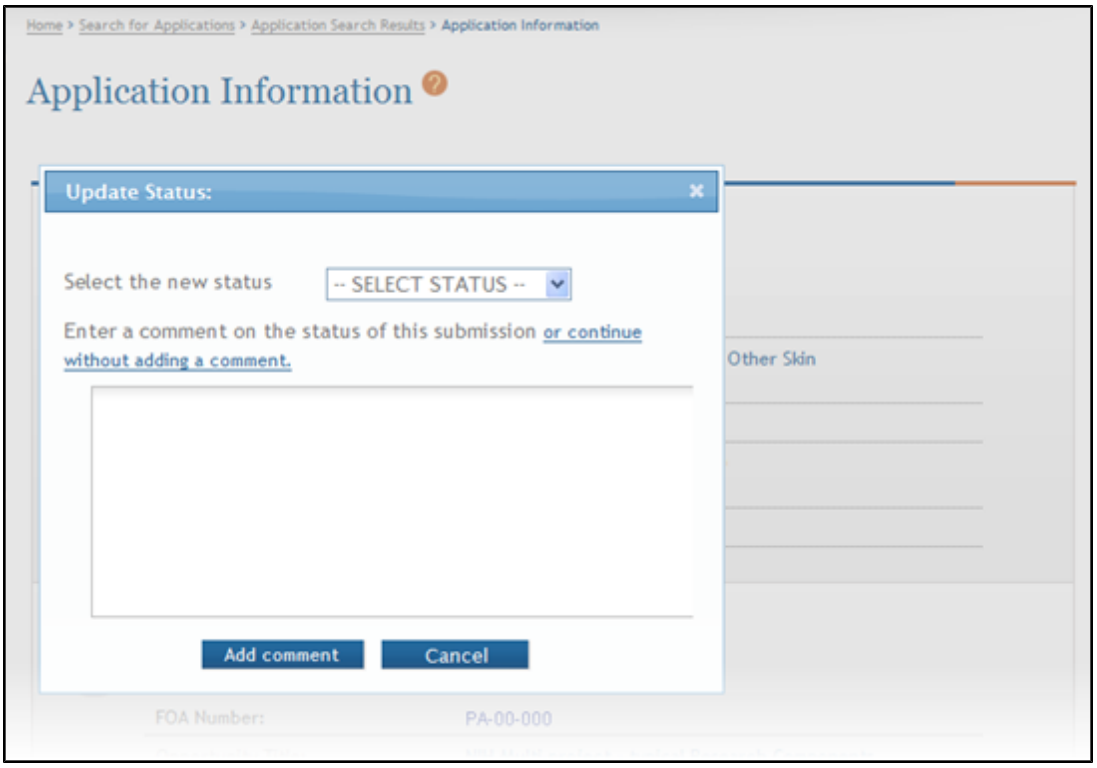

Figure 186: Update Status Window for Submission Status Changes

3. Select the appropriate status from the **Select the new status** drop-down list.
4. Complete the status update:
   a. Enter a comment in the provided text box.
   b. Select the **Add comment** button.

   -OR-

   c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.

A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

5.4.1 Multi-Project Application Status Flow

The normal flow of status changes for a submitted multi-project application is as follows:

Work in Progress >> All Components Final >> All Components Validated >> Ready for Submission >> Submitted

The table below lists the valid application status changes and conditions.

Table 2: Valid Application Status Changes for Multi-project Applications

Current Status	Valid Status Change	Special Conditions
Work in Progress	All Components Final	At least one component, including the Overall, must be marked as Final; All components must be marked as either Final or Abandoned
Work in Progress	Abandoned	
All Components Final	Work in Progress	
All Components Final	Abandoned	
All Components Final	All Components Validated	This status is set by ASSIST once an application in All Components Final status passes validations.
All Components Validated	Ready for Submission	
All Components Validated	Work in Progress	
All Components Validated	Abandoned	
Ready for Submission	Work in Progress	
Ready for Submission	Abandoned	
Submitted	Work in Progress	Agency status is Pending Verificatio-n or Refused
Submission Errors	Work in Progress	
Abandoned	Work in Progress	

Refer to the section of this document titled *Update Component Status* on Page 166 for information on updating the status of individual components.

5.4.2 Single-Project Application Status Flow

The normal flow of status changes for a submitted single-project application is as follows:

Work in Progress >> Ready for Submission >> Submitted

The table below lists the valid application status changes and conditions.

Table 3: Valid Application Status Changes for Single-project Applications

Current Status	Valid Status Change	Special Conditions
Work in Progress	Abandoned	
Work in Progress	Ready for Submission	
Ready for Submission	Work in Progress	
Ready for Submission	Abandoned	
Submitted	Work in Progress	Agency status is Pending Verificatio-n or Refused
Submission Errors	Work in Progress	
Abandoned	Work in Progress	

5.5 View Application Status History

From the *Application Information* page select the **View Status History** button to display the *Application Status History* page.

IMPORTANT: You can access *Application Information* any time by selecting the **Return to Application Info** button on the **Actions** panel.

Figure 187: View Status History Button on Actions Navigation Pane for the Application

The *Application Status History* page displays the following information for each status change to the application:

- **Status Date**
  This is the time and date on which the status of the application was updated. Updates to the status are performed using the **Update Component Status** button for the specific component.
- **Status**
  This field displays the status of the application. Depending on the type of status update, this field may display the submission status, Grants.gov processing status, or Agency status.
- **Status Comment**
  This field displays comments regarding the status update. Depending on the type of status update, this field may display the comments entered upon submission or Grants.gov error details when applicable.
- **Status Type**
  This field displays the type of status update performed -ASSIST, Grants.gov, or Agency.
- **Update User**
  This field indicates by whom the status was updated. It may display the system name (ASSIST) or the actual user who updated the application (Last Name, First Name).

Application Status History

1 - 4 of 4 records, Page 1 of 1

Status Date	Status	Status Comment	Status Type	Update User
2012-10-02 12:51:45 PM	All Components Final		Submission Status	Joyce, James
2012-10-02 12:52:07 PM	All Components Validated	Validated with No Errors	Submission Status	Joyce, James
2012-10-02 12:52:24 PM	Ready for Submission		Submission Status	Joyce, James
2012-10-02 12:53:12 PM	Submitted	Submitted to Grants.gov with Tracking Num: GRANT00123456	Submission Status	Joyce, James

Figure 188: Application Status History Page

6 Generating a Preview of the Entire Application

With the appropriate privilege(s), ASSIST users may view, print, and/or locally save a preview of the application image from the *Preview Application* screen.

From this screen, you may perform the following actions:

- Generate and view an initial image preview
- View a previously generated image preview
- Generate subsequent image preview(s)

The *Preview Application* screen is accessed by selecting the **Preview Application** button on the *Application Information* page **Actions** panel.

Tip: Select the **Return to Application** button on the **Actions** panel to return to the *Application Information* page.

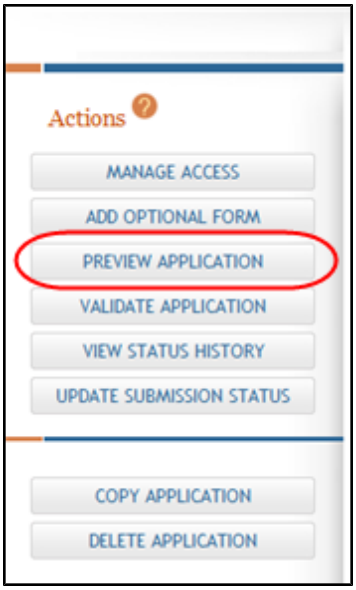

Figure 189: Preview Application Button

6.1 Generating and Viewing the Initial Application Image

To generate an initial preview request:

1. Select the **Generate Preview** button from the *Preview Application* screen.

Figure 190: Generate Preview Button for an Initial Request

NOTE: If a preview request was generated prior to this request, information on that preview will display in the table. Refer to the section of this document titled *Viewing a Previously Generated Image* on Page 179 for more information.

ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be *Waiting to Process*, *Processing*, *Failed*, and *Preview Available*.

While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column.

2. *Optional*: Use the **Refresh Status** button to update the status and monitor the progress until completed.

Figure 191: Preview Application Screen with a Processing Request

3. Select the **View** button to view the application image.

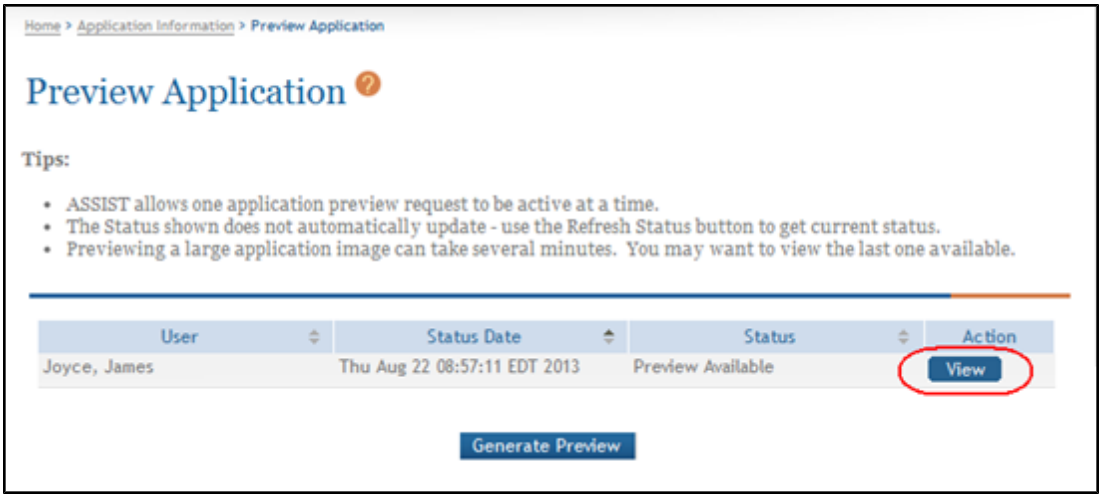

Figure 192: View Button on an Initial Preview Request

The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

4. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button while the other request is processing: *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

6.2 Viewing a Previously Generated Image

To view an application image previously generated:

1. Open the *Preview Application* screen.

   The screen displays information about the prior preview request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. Select the **View** button to view the image.

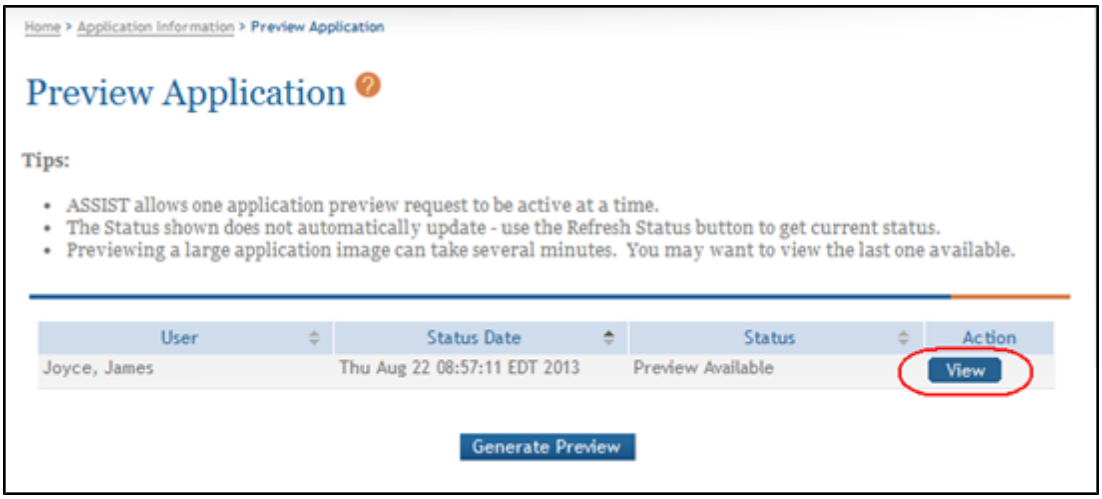

Figure 193: Preview Application Screen with Previously Generated Image

   The application image displays in a separate window. From here, you can review, print, and/or save the image locally if needed.

3. Close the window displaying the PDF.

6.3 Requesting a New Application Image

Even if an image currently exists, a new preview can be generated. To request a new preview:

1. Open the *Preview Application* screen.

   The screen displays information about the prior request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. *Optional*: Select the **View** button to view the existing image.
3. Select **Generate Preview** button to generate the new request for an image.

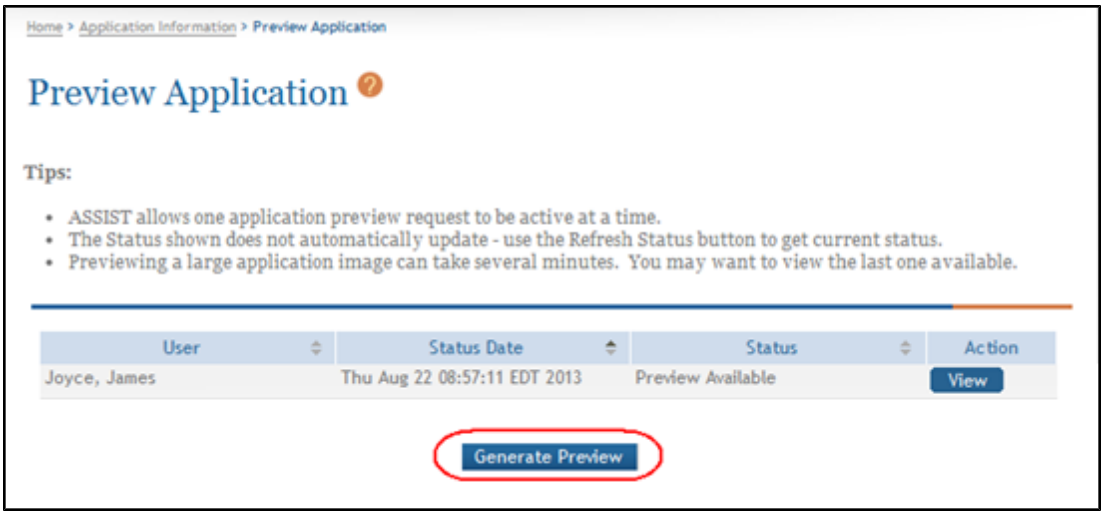

Figure 194: Generate Preview Button

ASSIST queues the request for the preview. The table on the screen updates with the requester information and the status of the request, which could be *Waiting to Process*, *Processing*, *Failed*, and *Preview Available*. This information is displayed beneath the previous request.

While the request is processing, the **Refresh Status** button can be used to update the status and to check on the progress of the request. When the request processing is completed, the **View** button displays in the **Action** column. The new image replaces the previously generated one.

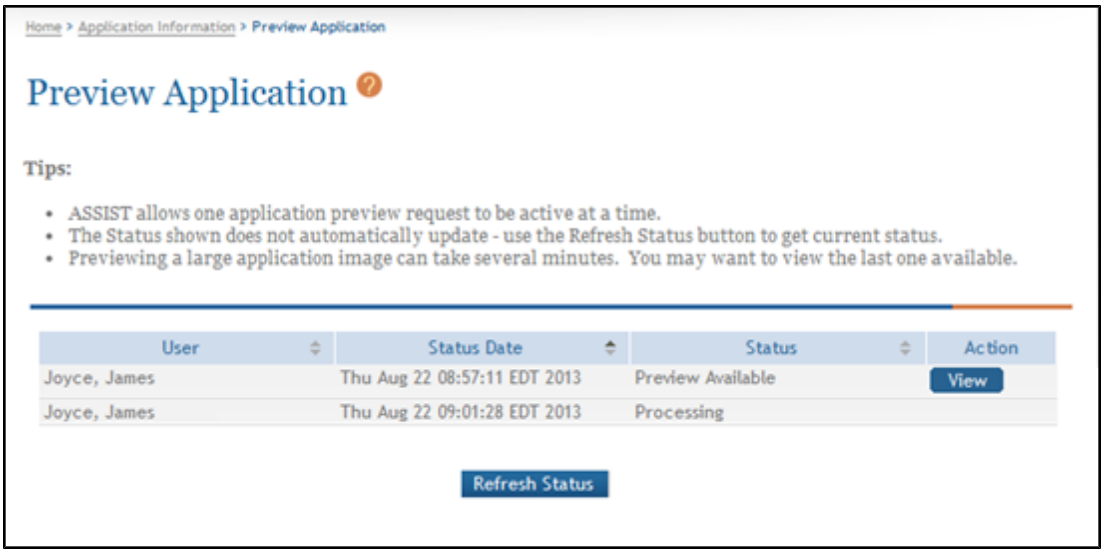

Figure 195: Processing a New Preview

4. Select the **View** button to view the application image.

   The application image will display in a separate window. From here, you can review, print, and/or save the image locally if needed.

5. Close the window displaying the PDF.

NOTE: Although unlikely, it is possible that another ASSIST user accessing the application at the same time could generate a preview request for the application while you are in the *Generate Preview* screen. If this occurs, you will see the following error message when you attempt to select the **Generate Preview** button while the other request is processing: *A 'Generate Preview' request is pending for this application. You may generate another preview when all pending requests have processed.*

6.4 Previewing a Component or Form

IMPORTANT: This topic applies only to multi-project applications.

With the appropriate privilege(s), ASSIST users may view and print previews of an application's forms or of the individual components of a multi-project application.

6.4.1 Previewing the Current Form

While working on a form of an application, you can open a preview of what that form looks like as a PDF document.

To preview the form you are working on:

1. Select the specific form to preview by clicking its tab.
2. From the **Actions** panel, select the **Preview Current Form** button.

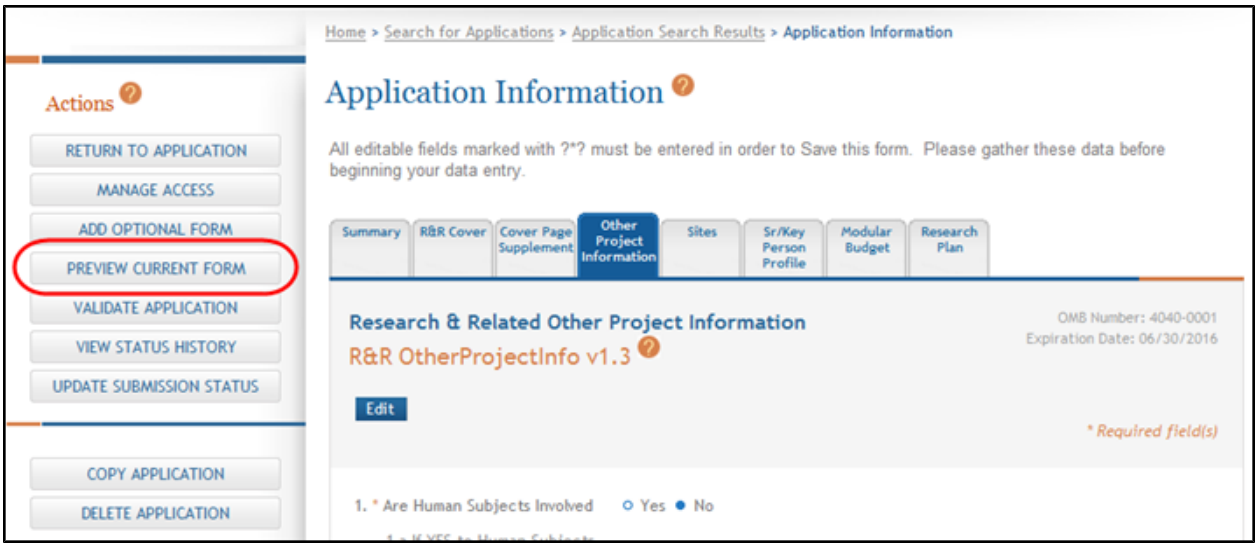

Figure 196: Preview Current Form Button

3. Select the appropriate option to open the document file.

   A PDF version of the specific form is generated and displayed within a new browser window.

4. *Optional*: Select the print option to print the PDF or the save option to save the PDF locally.
5. Close the window displaying the PDF.

6.4.2 Previewing a Component

NOTE: This applies only to multi-project applications.

1. From the *Component Information* page, select the **Preview Current Component** button from the **Action** section.

Figure 197: Preview Current Component Button

A PDF version of the component is generated within a new browser window, showing the component forms and attachments.

NOTE: Application and component summaries and tables of contents are generated only when previewing the entire application, not for individual components. Refer to the section of this document titled *Generating a Preview of the Entire Application* on Page 176 for information on previewing an entire application.

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2. *Optional*: Select the print option to print the PDF or the save option to save the PDF locally.

3. Close the window displaying the PDF.

7 Validating the Application

IMPORTANT: This topic is applicable only to multi-project applications.

Before an application can be submitted, it must pass various system and business validations at both the overall application and individual component levels. Validation checks are triggered automatically whenever the status of the application or component is updated by an ASSIST user; however, validation checks can also be run manually if chosen. ASSIST users can choose to validate the entire application or individual components as desired. To validate the entire application, a user must have the Entire Application Editor - All (both Budget and Non-Budget) Access level. To validate a component, a user must have the Editor - All (both Budget and Non-Budget) Access level for that component. Refer to the section of this document titled *Manage Access* on Page 9

7.1 Validating the Entire Application

To perform validations on the entire application:

1. Select the **Return to Application Info** button on the **Actions** panel to return to the *Application Information* page.
2. Navigate to the *Application Information* page.
3. Select the **Validate Application** button under **Actions**.

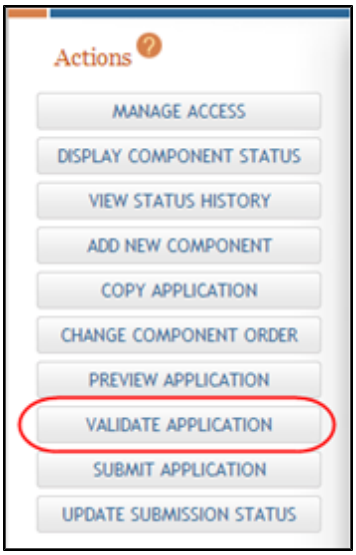

Figure 198: Validate Application Button on Actions Pane

The system begins validating the application. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. Errors must be corrected before the application can be submitted.

With no errors or warnings, a message displays as follows: *No errors or warnings were found*.

NOTE: ASSIST does not perform validations on components in *Abandoned* status.

Refer to the section of this document titled *Application Errors and Warnings Results* on Page 186 for information on displayed errors and warnings.

7.2 Validating an Individual Component

To perform validations on an individual component:

1. Navigate to the appropriate component by expanding it and selecting it from the **Component Type** section of the left-side navigation panel.
2. Select the **Validate Component** button under **Actions**.

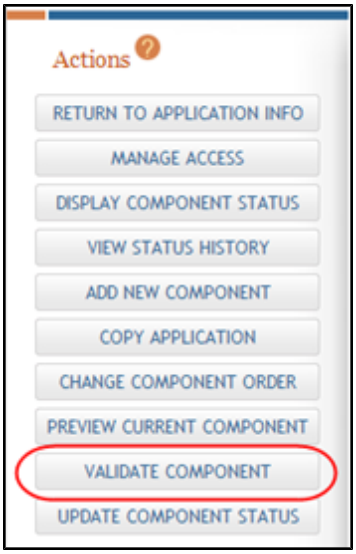

Figure 199: Validate Component Button on Actions Pane

The system begins to validate the Component. If there are errors or warnings, they are listed on the *Application Errors and Warnings Results* page, which opens as a separate window.

ASSIST cannot perform all validation checks on the application if required components or required forms are missing. When this occurs, error messages to this effect display on the *Application Errors and Warnings Results* page.

If no errors exist and no warnings are necessary, a message displays as follows: *No errors or warnings were found*.

8 Application Errors and Warnings Results

When an application (or component of a multi-project application) fails validation, any errors and warnings are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. At the top portion of the page, ASSIST displays the application (or component) against which the validation was run.

The bottom portion of the page displays the errors or warnings found during validation. While warnings should be reviewed, errors must be addressed in order for an application to be submitted. The information in this table includes:

- **Component ID & Title** (multi-project applications only)

  For multi-project applications, lists the component (Overall or other) for which the error or warning exists

- **Form Name**

  Lists the form containing the field prompting the error or warning

- **Error Message**

  Explains the issue causing the error or warning

Home > Search for Applications > Application Search Results > Application Information > Application Errors and Warnings Results

Application Errors and Warnings Results

Application Information

Application Identifier:	759
FOA Number:	PA-00-000
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	Crane, Stephen
Organization:	UNIVERSITY

Errors

Component ID & Title	Form Name	Error Message
Overall	Checklist	Required form is missing. Please complete the required form so that all validations can be performed.
Overall	Sites	Required form is missing. Please complete the required form so that all validations can be performed.
Overall	Research Plan	Required form is missing. Please complete the required form so that all validations can be performed.
421-Project	Cover Page Supplement	Required form is missing. Please complete the required form so that all validations can be performed.
421-Project	Other Project Information	Required form is missing. Please complete the required form so that all validations can be performed.

Figure 200: Application Errors and Warnings Results Page for Multi-Project Applications

Application Errors and Warnings Results

Application Information

Application Identifier:	3156
FOA Number:	PA-45-678
Application Project Title:	Emotions: Pride & Prejudice
PD/PI Name:	BENNET, ELIZABETH
Organization:	UNIVERSITY OF PEMBERLEY

Errors

Total Errors to be corrected before the application can be submitted: 8

Form Name	Error Message
GLOBALVALIDATION	Only one budget form should be included with your application. (000.27)
Sr/Key Person Profile	The Biographical Sketch attachment is required for Senior/Key Person Elizabeth Bennet (005.26.3)
Sr/Key Person Profile	The organization name for Key Person Fitzwilliam Darcy must be provided (005.35.1)
Sr/Key Person Profile	The Biographical Sketch attachment is required for Senior/Key Person Fitzwillaim Darcy (005.53.3)
R&R Budget	Only one budget with a budget type of Project may be submitted for the application. (020.3.1)
Modular Budget	For Modular Budget period 1, Total Direct and Indirect Costs must be greater than zero. (018.13.1)
Modular Budget	The Total Direct Costs in budget period 1 must equal the Direct Cost less Consortium F&A plus Consortium F&A. (018.5.1)
Research Plan	The Specific Aims attachment is required. (010.2.1)

Warnings

Total Warnings to be corrected at Applicant discretion: 3

Form Name	Warning Message
R&R Cover	The e-mail address for the Person to Be Contacted was not included. The AOR email address also provided on the SF 424 RR cover page will be used instead. (001.27.1)
Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Modular Budget	In most cases, a Personnel Justification attachment should be included. (019.6.1)

Figure 201: Application Errors and Warnings Results Page for Single-Project Applications

The information in the sections for errors and warnings is sortable by selecting the up/down arrows next to the table headings. Selecting the arrows sorts the information in numeric or alphabetic order based on the column heading selected.

9 Verify Senior/Key Personnel

ASSIST allows a biosketch to be uploaded for each senior/key person entry on a complex application. Only one biosketch may be submitted per senior/key person in the final application, even if that person is on multiple components within the application.

Upon updating a component to *Final* status, ASSIST checks to see whether a biosketch for a senior/key person exists on another component marked as *Final*. If a user has added two or more biosketches for the same Senior/Key Person, ASSIST requests that one of them be selected as the biosketch to include with the application.

ASSIST considers senior/key person entries to be the same person if the Senior/Key Person Profile or PD/PI Profile Credentials match. If senior/key person entries exist where credentials are not provided for both entries, then ASSIST considers senior/key persons to be a potential match if the First Name, Last Name, and Organization Name match.

When ASSIST finds that a bio-sketch for a senior/key person on the current component being set to *Final* potentially matches another senior/key person with a bio-sketch on an existing *Final* component, the *Select Senior/Key Person* page displays prompting you to indicate whether these are the same person before prompting you to choose which biosketch to use.

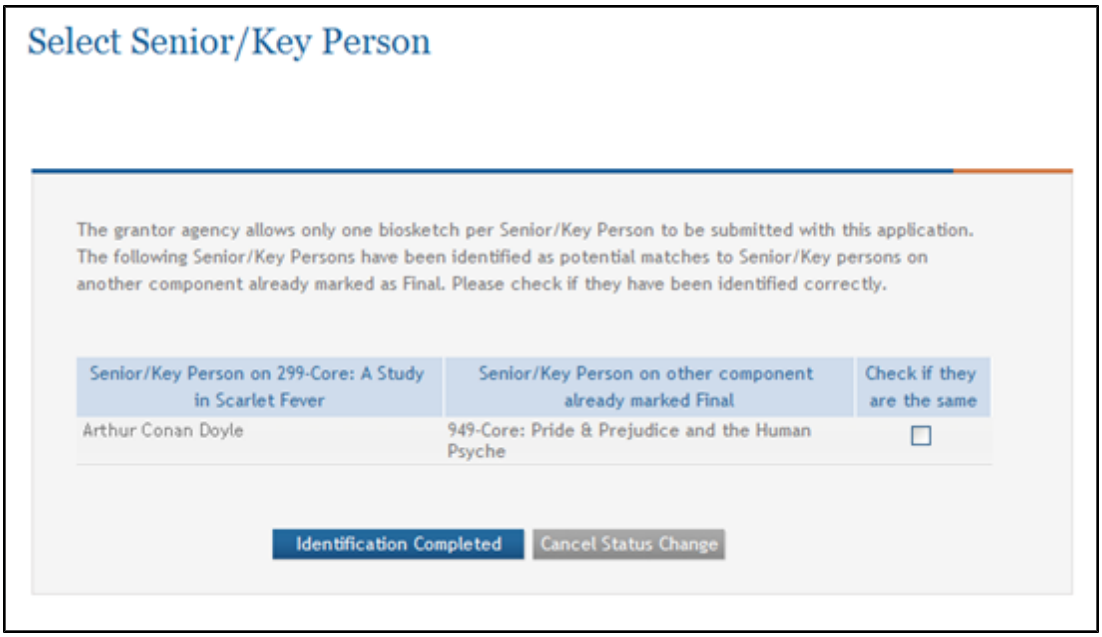

Figure 202: Select Senior/Key Person Page Displays for Potential Match

Conversely, if ASSIST determines that the persons are a definite match, based on the same entered credentials, the system does not require you to indicate if the persons are the same, and automatically displays the *Select Biosketch* page instead.

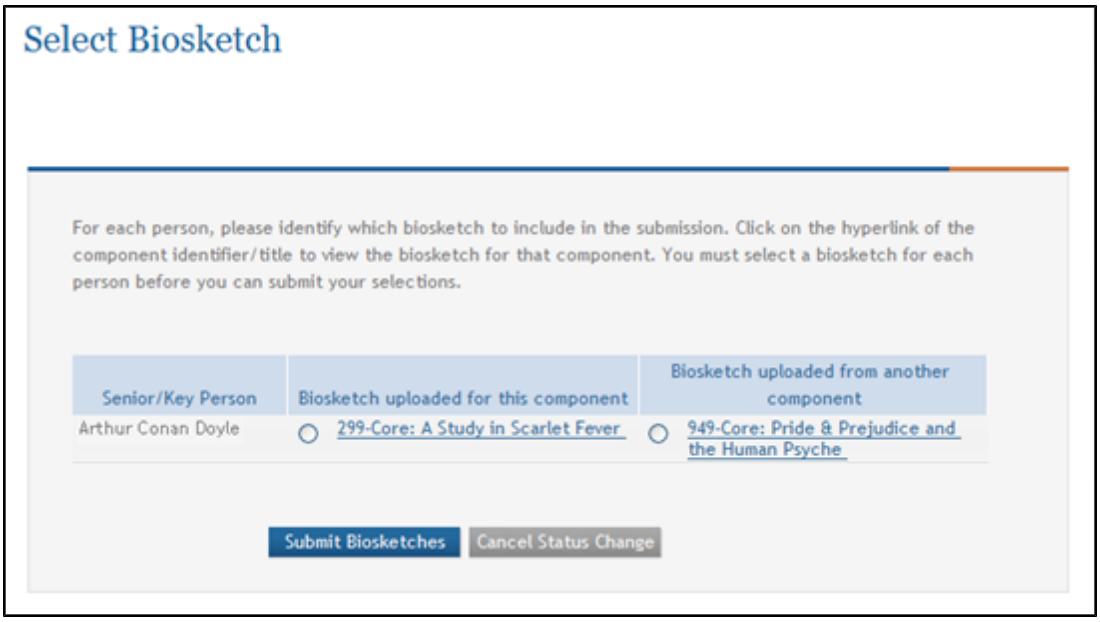

Figure 203: Select Biosketch Page Displays for Definite Match

The steps for completing both pages are detailed in the sections that follow.

9.1 ASSIST Identifies Potentially Matched Persons

When ASSIST identifies two key persons as a potential match, the *Select Senior/Key Person* page displays. The page includes a table displaying the senior/key person of the current component (being marked as *Final*) next to the component previously marked as *Final* containing the potentially same senior/key person.

Figure 204: Select Senior/Key Person Page

1. *If the listed senior/key persons are different*, leave the **Check if they are the same** checkbox unchecked.

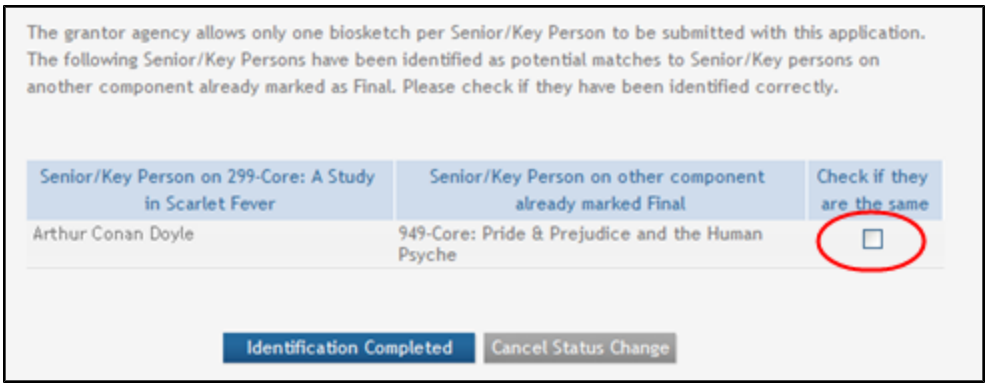

Figure 205: Senior/Key Person are Not the Same

-OR-

If the listed senior/key persons <u>are</u> the same person, click the **Check if they are the same** checkbox to place a checkmark in the box.

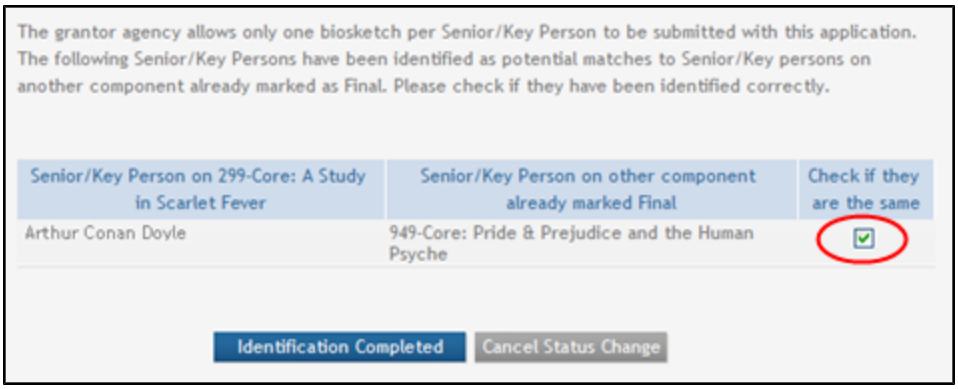

Figure 206: Senior/Key Persons are Same Person

NOTE: To cancel the action without completing the identification, click the **Cancel Status Change** button and the **Continue** button on the subsequent confirmation pop-up message. Selecting the cancel option results in the biosketch selections not being saved and the component not being updated to *Final*.

---

2. Select the **Identification Completed** button.

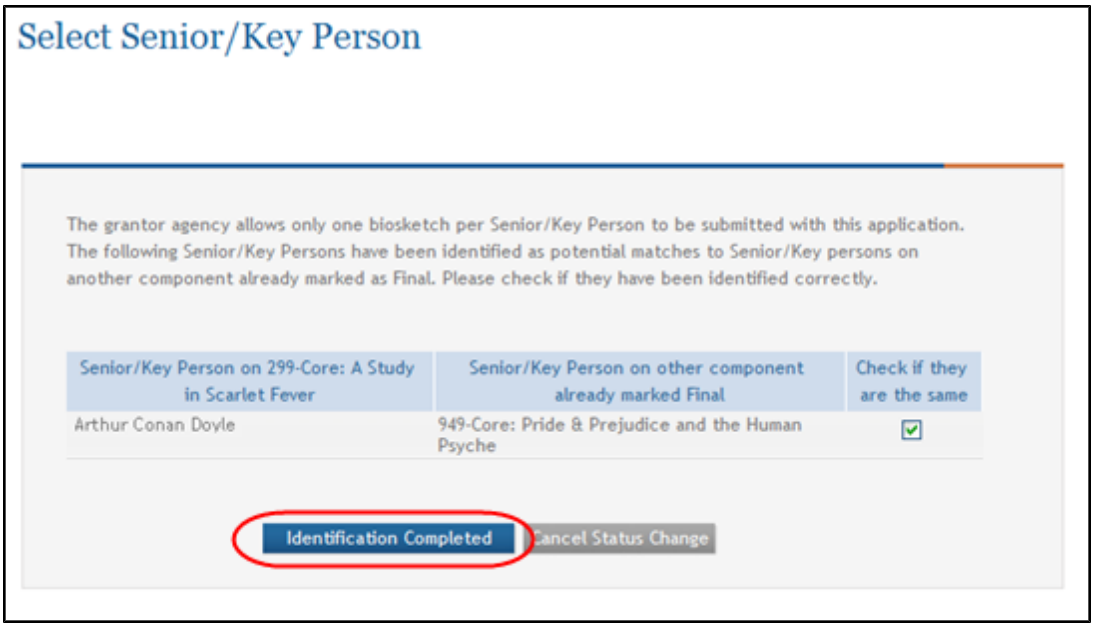

Figure 207: Identification Completed Button

The *Select Biosketch* page displays.

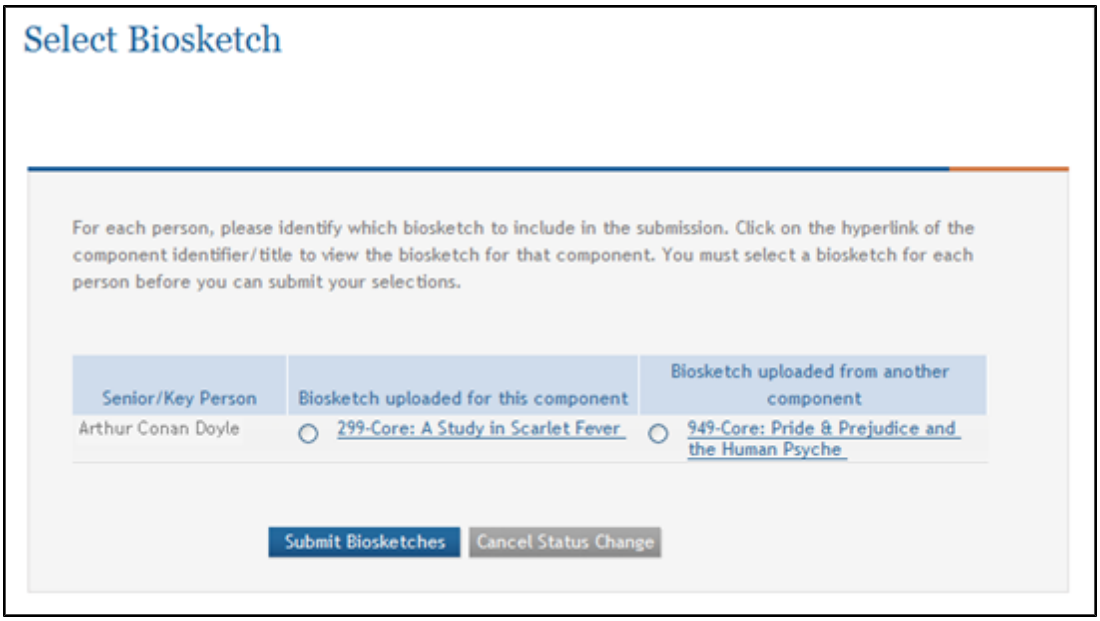

Figure 208: Select Biosketch Page Displays

3. Continue with the steps detailed below to complete the *Select Biosketch* page.

9.2 ASSIST Determines that Persons are a Match

ASSIST displays the Select Biosketch page after you indicate that potentially matching senior/key persons are the same person (on the *Select Senior/Key Person* page) -OR- when

ASSIST determines that two senior/key persons have the same credentials and are therefore a match. This page lists the senior/key person and the titles of the components containing biosketches for that person. The biosketches are viewable by clicking the component title, which is displayed as a link.

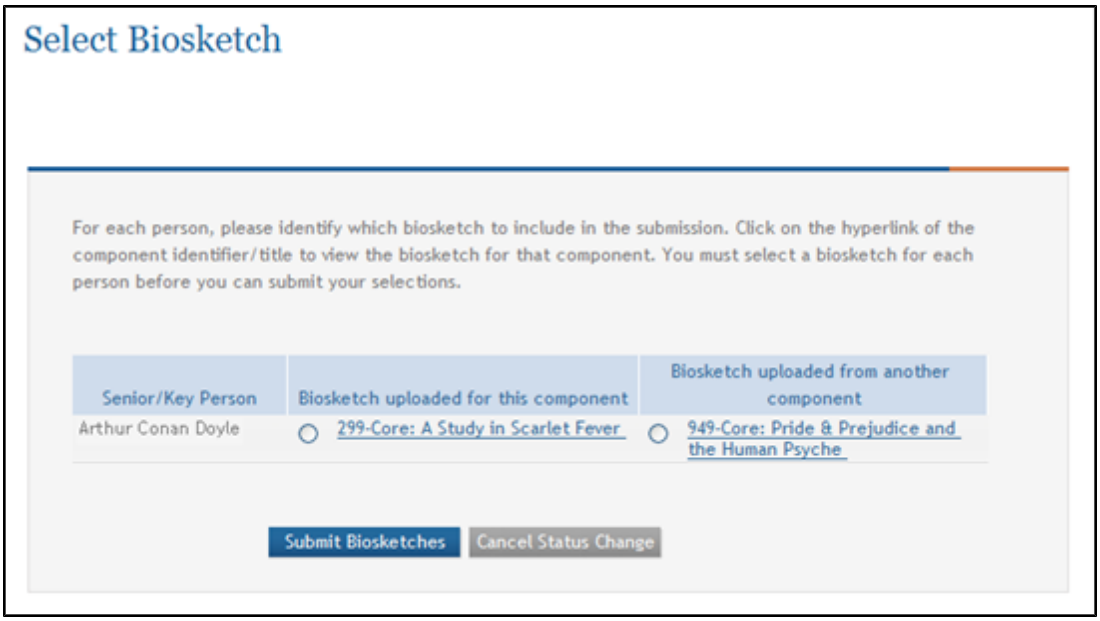

Figure 209: Select Biosketch for Senior/Key Person

1. *Optional*: Select the component title link listed under **Biosketch uploaded for this component** column to view the biosketch for the current component being updated as *Final* or the component title link listed under **Biosketch uploaded from another component** column to view the biosketch for the component previously set to *Final* status.

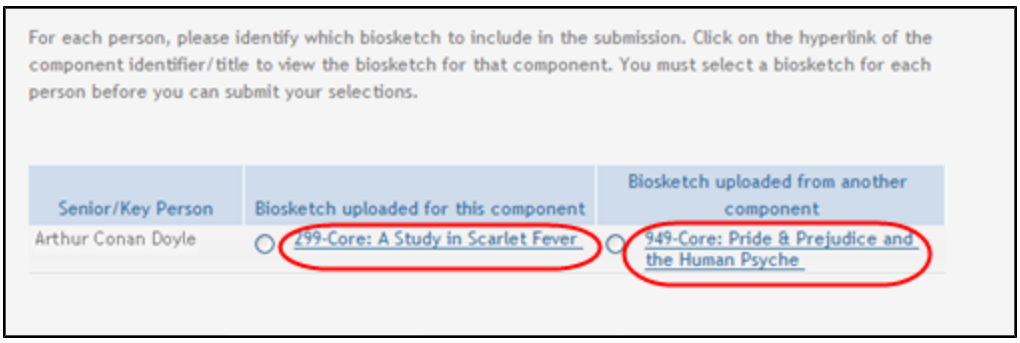

Figure 210: Component Titles Display as Hyperlinks

2. Select the biosketch to include in the application by either clicking the radio button for the current component or the radio button for the previously finalized component. Selecting the

current component indicates that the biosketch for the component being finalized should be used for the application, and the other one removed. Selecting the previously finalized component's radio button indicates that the biosketch on the component previously set to *Final* status should be used, and the one on the current component should be removed.

NOTE: Select the **Cancel Status Change** button to cancel the action without selecting a biosketch. Selecting the cancel option results in the biosketch selection not being saved and the component status not being updated to *Final*.

3. Select the **Submit Biosketches** button to complete the selection of which biosketch to submit with the application.

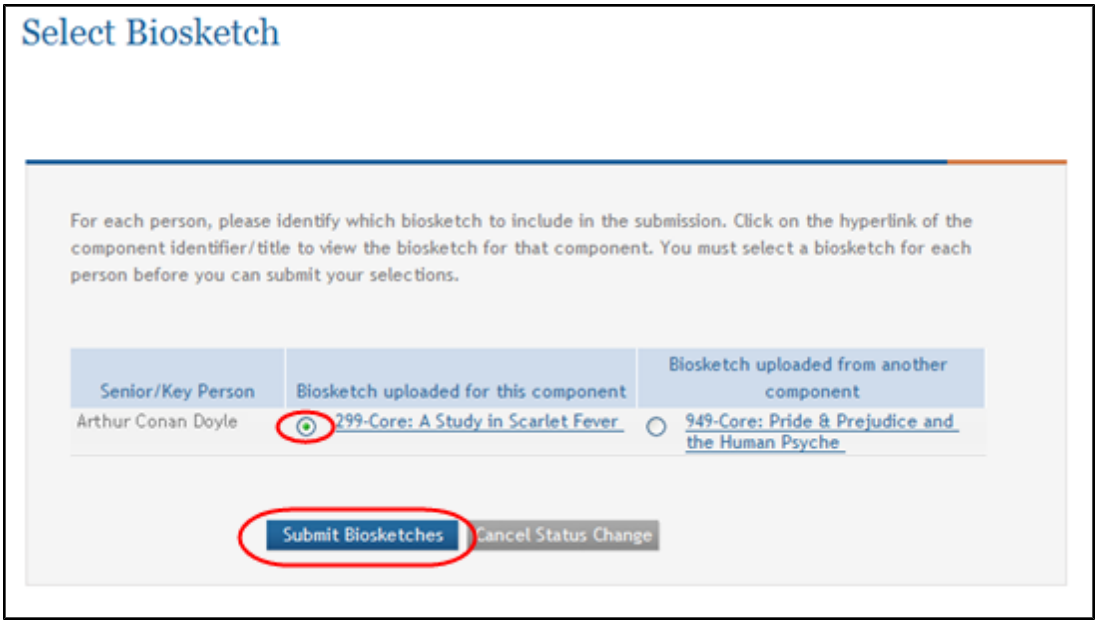

Figure 211: Submit Biosketches Button

The unselected biosketch is removed from the Senior/Key Personnel form the corresponding component.

10 Application Submission

When an application is complete, it needs to be submitted to the offering agency using the submit feature in ASSIST. An application can be submitted when it passes all validations and the status of the application is *Ready to Submit*. Only ASSIST users with the appropriate privileges can submit an application.

Refer to the section of this document titled *Validating the Application* on Page 184 for information on performing validations.

Refer to the section of this document titled *Update Application Submission Status* on Page 170 for information on updating the status of an application.

10.1 Submit the Application

Users with the proper privileges may electronically submit the application via ASSIST. In order for an application to be submitted, the application status must be *Ready for Submission*. An application can only be updated to *Ready for Submission* status when it has passed all system and business validations.

Refer to the steps below for submitting either a multi-project application or a single-project application as appropriate.

10.1.1 Submitting Multi-Project Applications

To prepare a multi-project application for submission:

1. Verify that at least one component of the application is in *Final* status and that the other components are in either *Final* or *Abandoned* status.
2. Verify that the status of the application is *All Components Final*.
3. Perform validations against the application using the **Validate Application** button from the **Actions** section.

   When an application passes validations, its status is updated to *All Components Validated*.
4. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** section.

To submit an application:

Only a Signing Official for the Applicant Lead Organization, who is an Authorized Organizational Representative, can submit the application.

1. With the application in *Ready for Submission* status, select the **Submit Application** button from the *Application Information* screen. The button is located next to the **Status** field and is only enabled when the application is in *Ready for Submission* status.

   ASSIST prompts the user for the Grants.gov Authorized Organization Representative (AOR) credentials.

2. Enter the AOR credentials in the **Username** and **Password** fields and select the **Enter** button.

   NOTE: These are the Grants.gov credentials and not the ASSIST or eRA Commons credentials.

   The information is passed from ASSIST to the Grants.gov system for further processing. In ASSIST, the application is updated to a status of *Submitted*. The dates and times of the submission are recorded. These details can be viewed in the *View Status History* page. In addition, ASSIST sends notification to the appropriate parties to inform them that the application has been submitted. This includes the SO and PD/PI.

10.1.2 Submitting Single-Project Applications

To prepare an application for submission:

1. *Optional:* Perform validations against the application using the **Validate Application** button from the **Actions** section.

2. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** section.
3. *Optional:* Provide a comment if desired.

To submit an application:

Only a Signing Official for the Applicant Lead Organization, who is an Authorized Organizational Representative, can submit the application.

1. Update the application to *Ready for Submission* using the **Update Submission Status** button from the **Actions** pane.

   ASSIST perform validations when the status is updated. If the application fails validation, any errors and warnings are listed on the *Application Errors and Warnings Results* page, which opens as a separate window. Errors must be corrected before submitting the application.

IMPORTANT: Although you may submit your application with existing Warnings, please make sure to review all warnings and correct the necessary items.

2. With the application in *Ready for Submission Status*, select the **Submit Application** button from the **Actions** area.

   ASSIST prompts you for the Grants.gov Authorized Organization Representative (AOR) credentials.

3. Enter the AOR credentials in the **Username** and **Password** fields and select the **Enter** button.

   NOTE: These are the Grants.gov credentials and not the ASSIST or eRA Commons credentials.

   The information is passed from ASSIST to the Grants.gov system for further processing. In ASSIST, the application is updated to a status of *Submitted*. The dates and times of the submission are recorded. These details can be viewed in the *View Status History* page. In addition, ASSIST sends notification to the appropriate parties to inform them that the application has been submitted. This includes the SO and PD/PI.

10.2 View Submission Details

After submitting an application to agency, ASSIST users may view the status details of the application. To view these details:

1. Perform a search to locate and select the application.

   The *Application Information* page displays general information including the application **Status**. The **Grants.gov Tracking #** will be displayed in the **Application Information Summary** after Grants.gov has received the submission.

2. Select the **View Submission Status Details** link located next to the **Status** of the application.

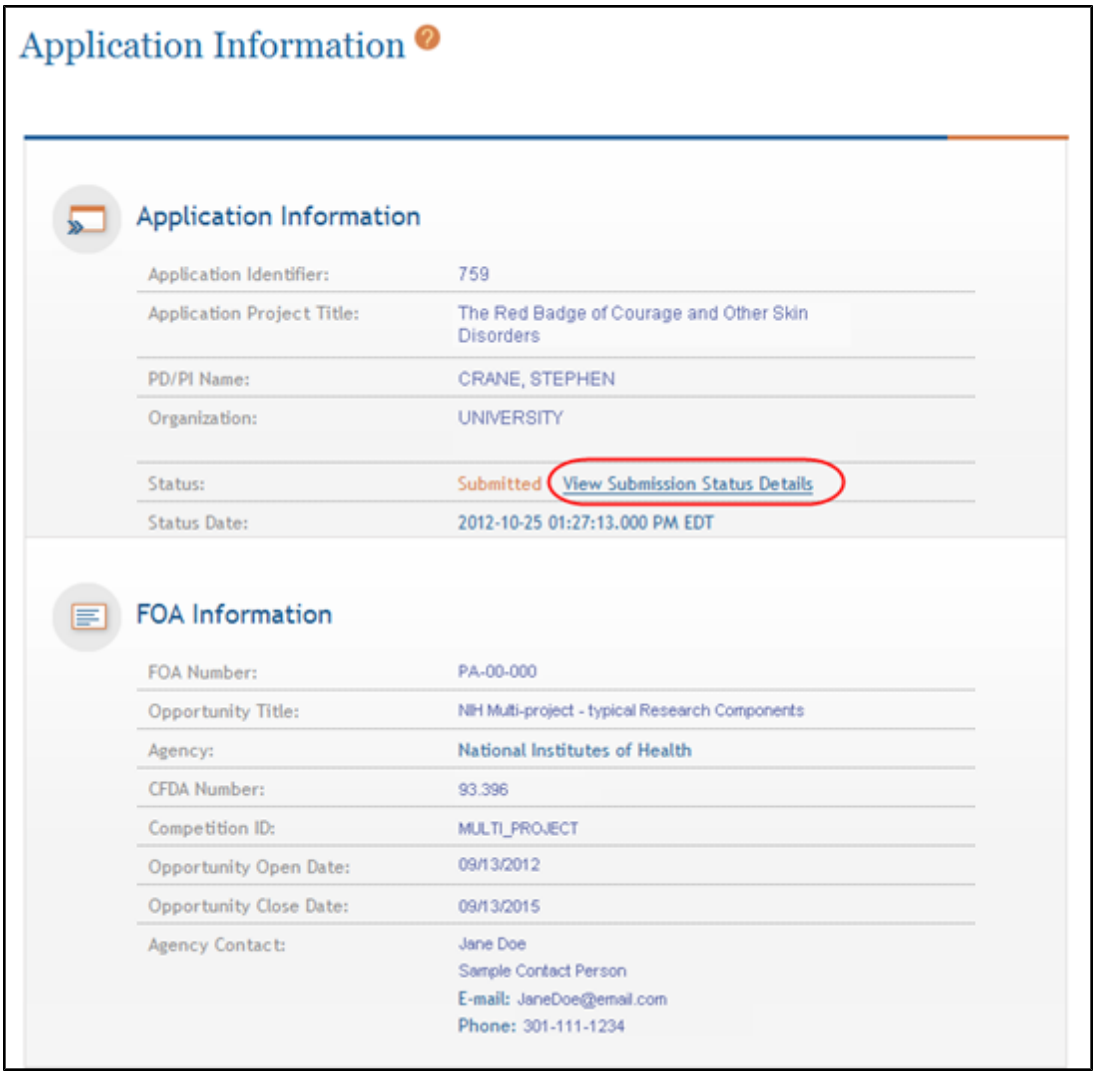

Figure 212: View Submission Status Details Link on Application Information

The submission status details display for ASSIST, Grants.gov, and the Agency.

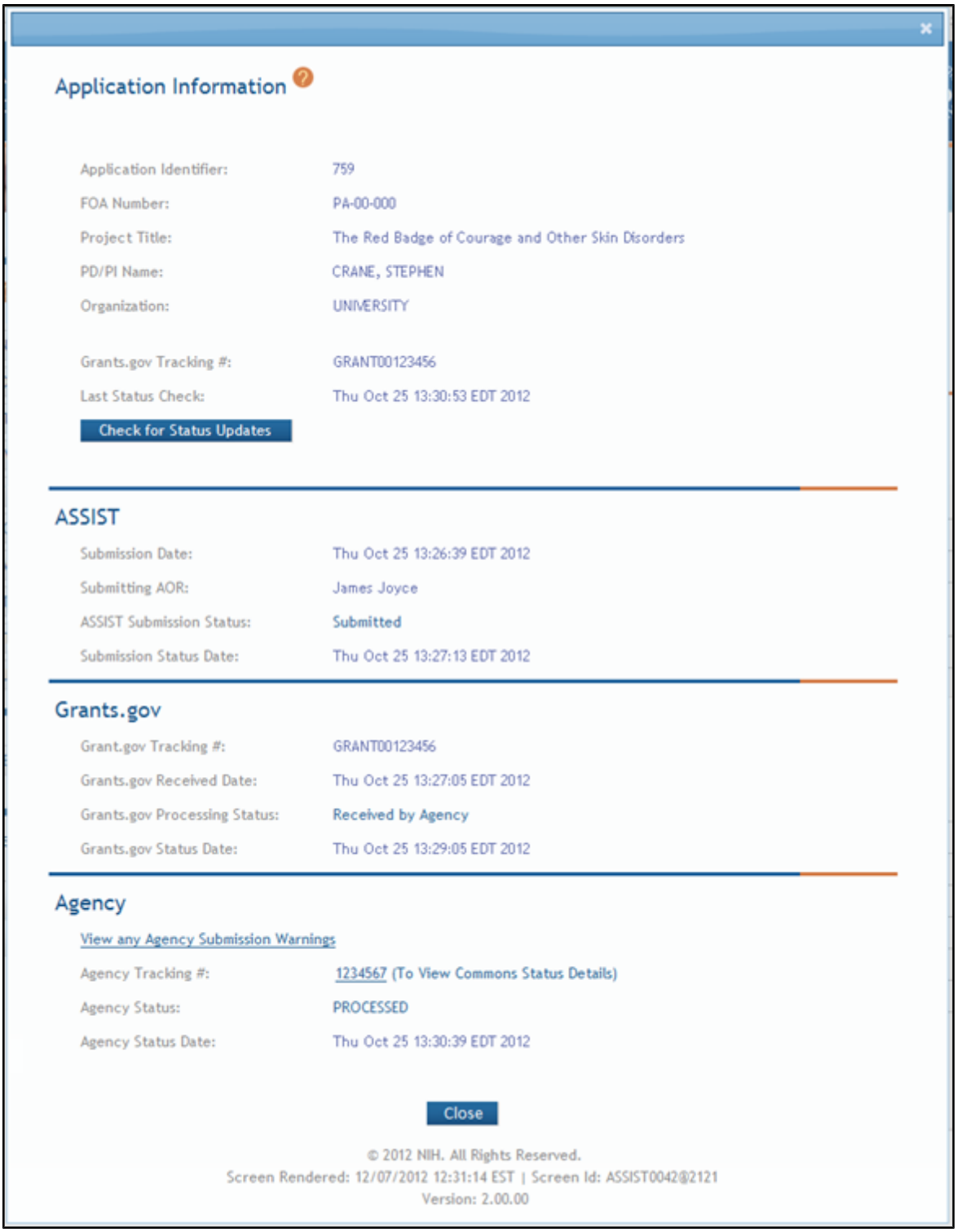

Figure 213: Submission Status Information

Application Information

Application information is displayed above the submission status details. This information includes:

- **Application Identifier**

  This field displays the unique identifier of the application in ASSIST.

- **FOA Number**

  This field displays the Funding Opportunity Announcement number associated with the application.

- **Project Title**

  This field displays the title of the project associated with the application.

- **PD/PI Name**

  This field displays the name of the Contact PI for the application.

- **Organization**

  This field displays the lead organization for the application.

- **Grants.gov Tracking #**

  This field displays the Grants.gov tracking number. This field is blank if the Grants.gov has not yet received the application.

- **Last Status Check**

  This field displays the date and time of the most recent successful request to check the status, either by a user or by the system.

- **Check for Status Updates** button

  This button is used to perform an update of the status details.

ASSIST

ASSIST Status details include the following:

- **Submission Date**

  This field displays the date and time at which the application was submitted in ASSIST.

- **Submitting AOR**

  This field displays the name of the ASSIST user who submitted the application, based on the AOR credentials entered upon submission.

- **ASSIST Submission Status**

  This is the ASSIST status of the application.

- **Submission Status Date**

  This field displays the date and time at which the latest submission status update occurred.

Grants.gov

If information is available, Grants.gov status details include the following:

- **View Grants.gov Submission Errors** link

  This link displays if there are submission errors detected at Grants.gov. Select the link to view a list of errors and warnings from Grants.gov.

- **Grants.gov Tracking #**

  This field displays the Grants.gov tracking number. This field is blank if Grants.gov has not yet received the application.

- **Grants.gov Received Date**

  This field displays the date and time at which Grants.gov received the application.

- **Grants.gov Processing Status**

  This field displays the latest Grants.gov application processing status.

- **Grants.gov Status Date**

  This field displays the date and time at which the latest Grants.gov status update occurred.

Agency

If information is available, Agency status details include the following:

- **View Agency Submission Errors and Warnings** link

  This link displays if there are submission errors and/or warnings detected at the grantor Agency. Select the link to view a list of errors and warnings from the grantor Agency.

- **Agency Tracking #**

  This field displays the unique identifier for the application given by the grantor Agency upon receipt of the application. Selecting the tracking number hyperlink opens the eRA Commons *Status Information* screen, from which you can view the agency generated application (e-Application).

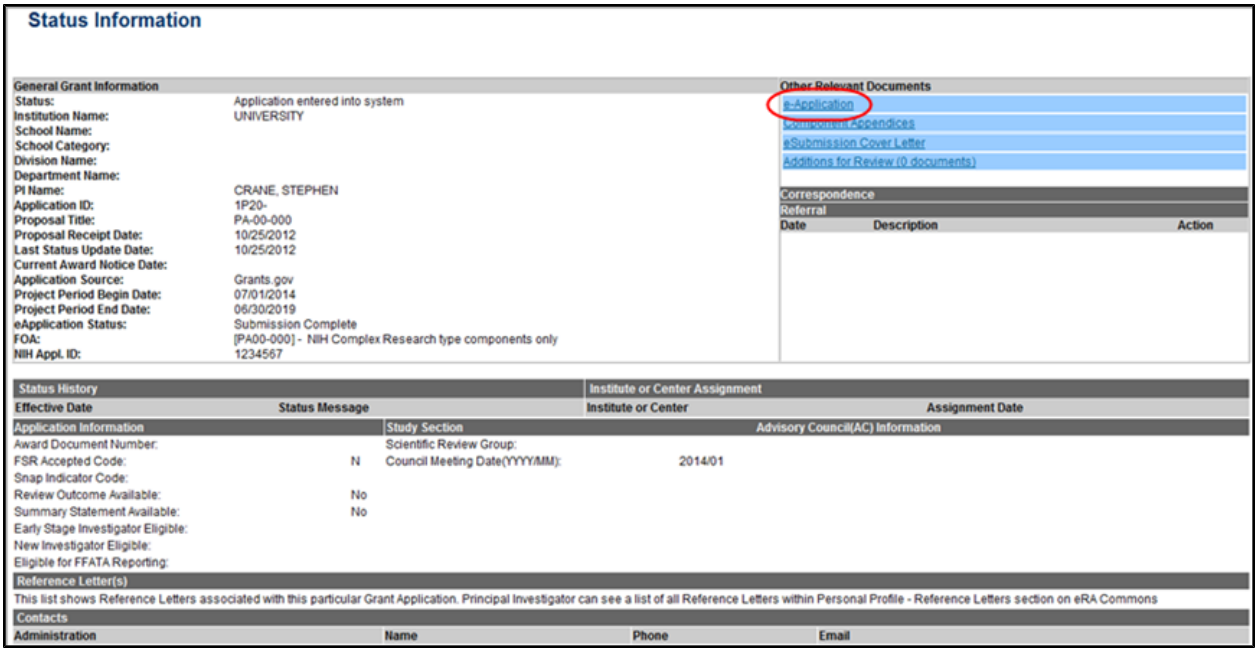

Figure 214: eRA Commons Status Information Screen and e-Application Link

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NOTE: If you are an unauthorized user, you will receive an error message when you attempt to access the link.

- **Agency Status**

  This field displays the latest grantor Agency application processing status.

- **Agency Status Date**

  This field displays the date and time at which the latest grantor Agency status update occurred.

10.3 View Post-Submission Errors

When an application is submitted, the offering agency performs certain validations against the application. If errors exist, the application is put into a status of *Submission Errors*. ASSIST users with the proper authority can view these errors and make corrections before re-submitting the application to the Agency.

The errors and warnings returned by the Agency and Grants.gov are viewable from the status detail page for the application. To view post-submission errors on an application:

1. Perform a search to locate and select the application.

2. Select the View Submission Status Details link in the **Status** field of the *Application Information* page.

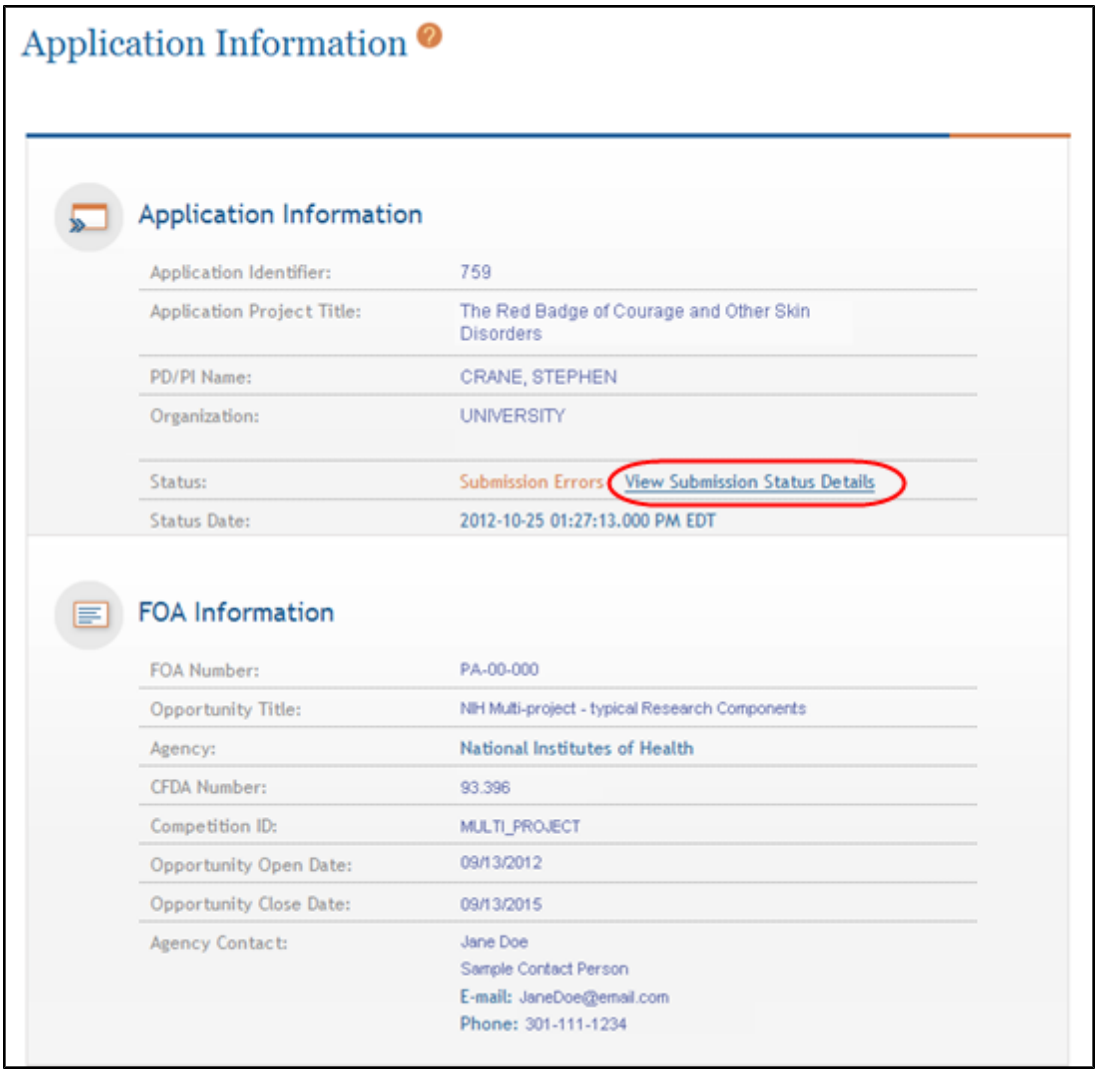

Figure 215: View Submission Status Details Link

The application status details display in a separate window. Refer to the section of this document titled *View Submission Details* on Page 197 for information about this page. When Grants.gov post-submission errors exist, the **View Grants.gov Submission Errors** link displays. If Agency errors and warnings exist, the **View Agency Submission Errors and Warnings** link displays.

3. Select the appropriate link to view the errors and warnings.

Application Information

Application Identifier:	759
FOA Number:	PA-00-000
Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY
Grants.gov Tracking #:	GRANT00123456
Last Status Check:	Thu Oct 25 13:30:53 EDT 2012

Check for Status Updates

ASSIST

Submission Date:	Thu Oct 25 13:26:39 EDT 2012
Submitting AOR:	James Joyce
ASSIST Submission Status:	Submission Errors
Submission Status Date:	Thu Oct 25 13:27:13 EDT 2012

Grants.gov

View Grants.gov Submission Errors

Grant.gov Tracking #:	GRANT00123456
Grants.gov Received Date:	Thu Oct 25 13:27:05 EDT 2012
Grants.gov Processing Status:	Received by Agency
Grants.gov Status Date:	Thu Oct 25 13:29:05 EDT 2012

Agency

View Agency Submission Errors and Warnings

Agency Tracking #:	
Agency Status:	ERRORVAL
Agency Status Date:	Thu Oct 25 13:30:39 EDT 2012

Close

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Screen Rendered: 12/07/2012 12:31:14 EST | Screen Id: ASSIST0042@2121

Version: 2.00.00

Figure 216: Application Status Information

10.3.1 Agency Errors and Warnings Results

The *Agency Errors and Warnings Results* page shows errors and warnings detected during application processing by the grantor Agency. The page is divided, showing Application Information on the top and separate sections for Errors and Warnings beneath. Errors must be corrected before the application can be re-submitted to Agency. Applications can be submitted when warnings exist, but those warnings should be reviewed and considered.

The **Errors** and **Warnings** tables include the following fields:

- **Component ID & Title** (multi-project applications)

  This is the component of the multi-project application for which the error or warning was detected

- **Form Name**

  This is the specific form on which the error or warning was detected.

- **Error Message or Warning Message**

  This is the error or warning message. For errors, this message contains details for the error with guidance for resolving the issue. For warnings, this message provides further explanation of the warning.

Agency Errors and Warnings Results

Application Information

Application Identifier:	759
FOA Number:	PA-00-000
Application Project Title:	The Red Badge of Courage and Other Skin Disorders
PD/PI Name:	CRANE, STEPHEN
Organization:	UNIVERSITY

Errors

Component ID & Title	Form Name	Error Message
Overall	R&R Cover	This application is a duplicate of a previous submission for the same council round. If this submission is in response to error(s)/warning(s), submit again using the 'Changed/Corrected Application' Type of Submission on the SF 424 RR cover page. If submitting to NIH, follow the NIH duplicate submission policy: NOT-OD-09-100. (001.1.2)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Overall	Sr/Key Person Profile	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. (005.24.1)
159-Admin-Core	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
159-Admin-Core	Sr/Key Person Profile	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. (005.24.1)
159-Admin-Core	R&R Budget	Both academic and calendar months have been included for test test for budget year 1 on the 424 RR Budget page (section A&B). Please use either calendar months or a combination of academic and summer months. If effort does not change throughout the year, use the calendar months column. If effort varies between academic and summer months, leave the calendar months column blank and use only the academic and summer months columns. (006.14.1)

Figure 217: Agency Errors and Warning Results

10.4 Revise a Submitted Application

ASSIST users with the authority to edit an entire application may revise an application even after it has been submitted. This is necessary when an application is in *Submission Errors* or *Agency Errors* status and needs to be corrected and re-submitted.

To revise and resubmit an application:

1. From the *Application Information* page select the **Update Submission Status** button from the **Action** list.

   The *Update Status* window displays.

2. Select the **Work in Progress** status from the **Select the new status** drop-down list.
3. Complete the status update:
   a. Enter a comment in the provided text box.
   b. Select the **Add comment** button.

      -OR-

   c. Select the link titled **or continue without adding a comment** to update the status without entering a comment in the provided text box.
4. Select the component needing revision from the **Component Type** section of the page.
5. Select the **Update Component Status** button from the **Actions** section of the page.
6. Update the status of the component to **Work in Progress** by selecting it from the drop-down box, entering comments, and selecting the **Add Comment** button.

Once the status of the component is *Work in Progress*, the appropriate component form(s) can be updated. Navigate to the appropriate forms, make the changes, and re-submit the application. Refer to the section of this document titled *Submit the Application* on Page 195 for information on submitting the application.