

<http://grants.nih.gov/grants/ElectronicReceipt/index.htm>

Grants & Funding

Electronic Grants

Applying Electronically

- Prepare to Apply & Register
- Find Opportunity & Download Application Package
- Prepare Application
- Submit, Track & View Application

Applying Electronically to Multi-project Applications

Avoiding Common Errors

🔍 Frequently Asked Questions

Training

Resources

Finding Help

Site Map

eRA Commons

Intranet Link (NIH Staff Only) 🔒

Applying Electronically

Most competing grant programs at NIH require electronic application submission. Applicant organizations submit using [Grants.gov](#), the federal-wide portal for finding and applying for grants. Applicants must track their application submission from Grants.gov to the [eRA Commons](#), NIH's system for grants administration, to complete the submission process.

Electronic Application Process

Submitting a multi-project application?

Process Overview

Make Sure To...

- Register early!** Registration at both [Grants.gov](#) and [eRA Commons](#) is required, can take 6 weeks or more and **MUST** be completed before the submission deadline. [Learn more.](#)

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

Grants & Funding

Electronic Grants

Applying Electronically

Applying Electronically to Multi-project Applications

- Prepare to Apply & Register
- Find an Opportunity & Initiate Application
- Prepare & Submit an Application
- Track & View Application

Avoiding Common Errors

🔍 Frequently Asked Questions

Training

Resources

Finding Help

Site Map

eRA Commons

Intranet Link (NIH Staff Only) 🔒

Submitting a Multi-project Application

By Jan 2014 NIH's multi-project applications will transition to electronic submission through a new on-line application system called ASSIST. Between now and Sept 2013 NIH will be piloting the system with a handful of funding opportunity announcements.

Learn more about the [transition timeline](#) and the [ASSIST](#) system.

Electronic Application Process

Make Sure To...

- Use ASSIST only if required by the FOA.**
- Register early!** Organizational registration in [DUNS](#), [SAM](#), [Grants.gov](#) and [eRA Commons](#) is required, can take 6 weeks or more and **MUST** be completed before the application due date. [Learn more about registration requirements.](#)

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

Grants & Funding

Electronic Grants

Applying Electronically to Multi-project Applications

Prepare to Apply & Register → Find & Initiate an Application → Prepare & Submit an Application → Track an Application

Register early! Organizational registration in DUNS, SAM, Grants.gov and eRA Commons is required, can take 6 weeks or more and MUST be completed before the application due date. Learn more about registration requirements.

- SAM requires annual renewal to maintain an active registration.

Understand individual roles.

- PIs must be registered and affiliated with the applicant organization in eRA Commons.
- All ASSIST users must be eRA Commons registered. Learn more.
- Application submitters must have Signing Official (SO) role in eRA Commons and an Authorized Organization Representative (AOR) role in Grants.gov.

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

Grants & Funding

Electronic Grants

Applying Electronically to Multi-project Applications

Prepare to Apply & Register → Find & Initiate an Application → Prepare & Submit an Application → Track an Application

Key Take-Aways:

- Applications must be submitted in response to a funding opportunity announcement (FOA). Request for applications (RFAs) and program announcements (PAs) are types of funding opportunity announcements.
- Applicants submitting "investigator initiated" or "unsolicited" applications should use Parent Announcements.

On This Page:

- Finding a Funding Opportunity
- View Find Opportunity FAQs

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

Grants & Funding

Electronic Grants

Applying Electronically to Multi-project Applications

Prepare to Apply & Register → Find & Initiate an Application → Prepare & Submit an Application → Track an Application

Key Take-Aways:

- Follow the specific guidelines/requirements found in the **Application Guide and Funding Opportunity Announcement (FOA)**. Instructions in the FOA supersede those found in the application guide.
- Correct all errors before submission.** ASSIST will check the application against Grants.gov and most NIH system enforced business rules before submission.
- View the assembled application image in ASSIST before submission.**
- If a Changed/Corrected application submitted after the deadline, your application will be late!** See the NIH late policy.

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

Grants & Funding

Electronic Grants

Applying Electronically to Multi-project Applications

Prepare to Apply & Register → Find & Initiate an Application → Prepare & Submit an Application → Track an Application

Key Take-Aways:

- Submitting an application through ASSIST requires a user to have Grants.gov Authorized Organizational Representative (AOR) and eRA Commons Signing Official credentials.
- Stay in Touch!** Applicants must track and view their application in the eRA Commons by the due date to be considered on time. While ASSIST allows the application to be checked for errors and creates a preview image, once submitted, still must be tracked to ensure successful submission.
- Submit early.** The best way to reduce stress and ensure successful submission is to submit well ahead of the due date. We recommend a minimum of 2 days to take advantage of the application viewing window.
- System Issue?** Follow the **Guidelines for Applicants Experiencing System Issues**. System issues are scenarios where either Grants.gov or eRA Commons are experiencing problems that prevent your ability to submit on time (examples).

http://era.nih.gov/applicants/index.cfm

eRA Electronic Research Administration
National Institutes of Health, Office of Extramural Research

Home Applicants Grantees Reviewers xTrain About eRA News eRA Training

Applicants (Pre-Award)

Expand Menu | Collapse Menu

Modules, User Guides and Documentation

- eRA Commons
- Status Feature
- Personal Profile
- Institutional Profile
- Just in Time
- LikeThis

Search NIH Funded Research

- RePORT & RePORTER

Basic Tasks

- Registration/Account Creation
- Fill Out Personal Profile
- Manage Institutional Profile
- Affiliate a PI to a New Institution **UPDATED**
- Submitting an Application
- Track Status of Application/View Errors/Warnings
- View Summary Statements, Scores
- Submit Just in Time Information

Related Links

- Applying Electronically
- eRA Commons Demo site (to practice using Commons features)
- Office of Extramural Research
- Grants.gov
- NIH Forms and Applications
- Application Receipt Dates/Deadlines
- Policy Links
 - SF424 (R&R) Application Guides
 - NIH Grants Policy Statement
 - NIH Policy on Late Submission of Grant Applications
 - Peer Review Process
 - New and Early Stage Investigator Policies
 - NIH Public Access Policy (for publications)
 - Continuous Submission Policy (for eligible applicants)

eRA Training

- eRA Training and Communication Resources

Contact

- eRA Commons Help Desk

Search eRA: GO

[Advanced Search](#)

Need Help?

Subscribe!

eRA Deployment & Maintenance Calendar

System Launch Pad

- COMMONS Log-in
- ASSIST Log-in**
- INTRANET Federal Staff

(eRA IMPAC II authorized users only)

Latest News

Highlights of Upcoming Commons Release & Scheduled Downtime for Thu, Jan. 24 (January 21, 2013)

[NIH eRA eSubmission Items of Interest](#)

http://era.nih.gov/era_training/index.cfm

Electronic Research Administration
National Institutes of Health, Office of Extramural Research

Home Applicants Grantees Reviewers xTrain About eRA News **eRA Training**

eRA Training

Search eRA: **GO**
[Advanced Search](#)

[Need Help?](#)
[Subscribe!](#)
[eRA Deployment & Maintenance Calendar](#)

System Launch Pad

[COMMONS Log-in](#)
[ASSIST Log-in](#)
[INTRANET Federal Staff](#)

(eRA IMPAC II authorized users only)

Training and communication tools to make your experience with the eRA system easier, including web-based tutorials, presentations and other resources.

http://era.nih.gov/era_training/assist.cfm

Home Applicants Grantees Reviewers xTrain About eRA News **eRA Training**

[eRA Training Home](#)

Application Submission System & Interface for Submission Tracking (ASSIST)

Video Webinars

[Initial Look at the Electronic Submission Process for Multi-Project Applications](#) (Slides, transcript, details)

Initial Look at the Electronic Submission Process for Multi-Project Applications by Chapter:

1. Introduction to Using ASSIST	6. Entering Application Data into ASSIST
2. Finding and Understanding a Multi-Project Funding Opportunity	7. Preparing Your Application for Submission Using ASSIST
3. Create an Application Plan	8. Submitting Your Application Through ASSIST
4. Initiating Your Application in ASSIST	9. Tracking Your Grant Application When Submitting Through ASSIST
5. Define your Team and Provide Application Access in ASSIST	10. Finding ASSISTance

Presentations

- [Building a Multi-project Application Using ASSIST](#) (Powerpoint)

Other Resources

- [Frequently Ask Questions for ASSIST](#)
- [Transition of Multi-project Activity Codes to ASSIST](#) (PDF)

Search eRA: **GO**
[Advanced Search](#)

[Need Help?](#)
[Subscribe!](#)
[eRA Deployment & Maintenance Calendar](#)

System Launch Pad

[COMMONS Log-in](#)
[ASSIST Log-in](#)
[INTRANET Federal Staff](#)

(eRA IMPAC II authorized users only)

Latest News

[Highlights of Upcoming Commons Release & Scheduled Downtime for Thu, Jan. 24](#)
(January 21, 2013)

[NIH eRA eSubmission Items of Interest](#)
(November 16, 2012)

[More...](#)

[Grants News Flash](#)

Latest Postings