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

System Version 2.20

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April 15th, 2016

CONTACT US

Document Comments:

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Phone: 301-402-7469

TTY: 301-451-5939

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Email:commons@od.nih.gov (for Commons Support)

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DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

DOCUMENT HISTORY

Date	System Version	Doc. Version	Description of Change	Author
1/24/13	1.0	1.0.0	Initial release of the document	eRA Communications
1/30/15	2.12	6.0.0	Re-organized for inclusion of single-project applications	eRA Communications
7/17/15	2.14.1	6.1.0	Update to reflect July 2015 quarterly release	eRA Communications
8/5/15	2.14.1	6.2.0	Changes to Manage Access topics	eRA Communications
10/16/15	2.15	6.3.0	Added links to small business and individual fellowship application guides; added topics for PHS Fellowship Supplement and SBIR/STTR Information forms	eRA Communications
4/15/16	2.20	6.4.0	Added Forms-D to Forms screens	eRA Communications

Document History

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

IMPORTANT: Did you know that this information is also available as online help? To access the ASSIST online help select any of the question marks found on ASSIST screens or enter the following URL in your browser: https://era.nih.gov/erahelp/assist.

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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 help topic titled *Search for an Application* for information on searching for applications.

Refer to the help topic titled *Initiate an Application* for information on initiating an application.

1 Latest Updates (April 15, 2016)

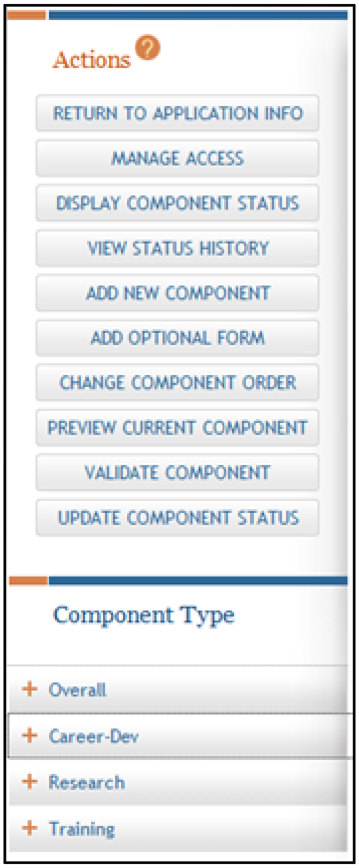
- Updated to **Forms-D** — incorporated changes to PHS Forms included in Forms-D application packages (for due dates on or after May 25, 2016). See High-level list of FORMS-D form changes for a synopsis. The following topics have been updated:
    - PHS 398 Cover Page Supplement
    - PHS 398 Research Plan
    - PHS 398 Career Development Award Supplemental Form
    - PHS 398 Research Training Program Plan
    - PHS 398 Training Budget
    - PHS 398 Training Subaward Budget Attachment(s) Form
    - PHS 398 Modular Budget
    - PHS Fellowship Supplemental

- Introduced the **PHS Inclusion Enrollment form** (the new form that combines Planned Enrollment Report and Cumulative Inclusion Enrollment into a single form).
    - See topic PHS Inclusion Enrollment

- Introduced the **Assignment Request form**, used for capturing assignment requests
    - See topic PHS Assignment Request

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.



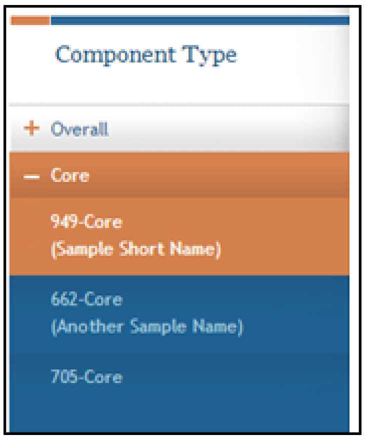
2.1 Actions

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

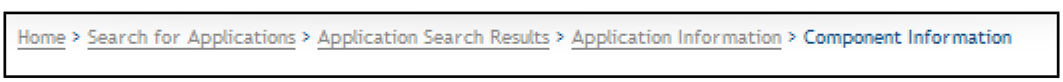
The **Component Type** section of the left-side navigation appears only for multi-project applications and lists the different component types included in the application. Components of the same type are grouped together and displayed under that specific component type heading (e.g., if three different 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.



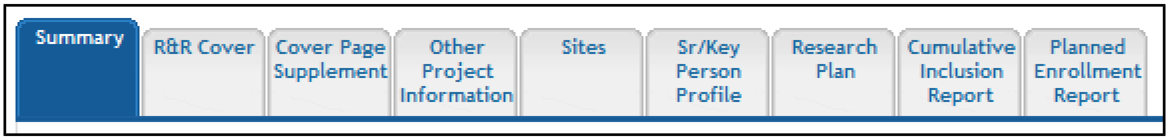
2.3 Breadcrumbs

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.



2.4 Component Form Tabs

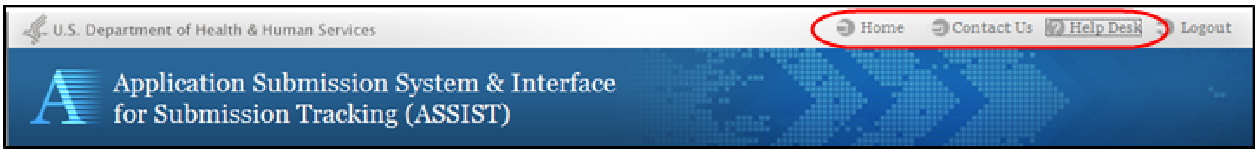
A component is a named, agency-defined collection of data elements that may be repeated within an application. When the Component Information is accessed for an Overall or individual component, the included forms for that component are listed across the page in tabs. Each tab displays the name of the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

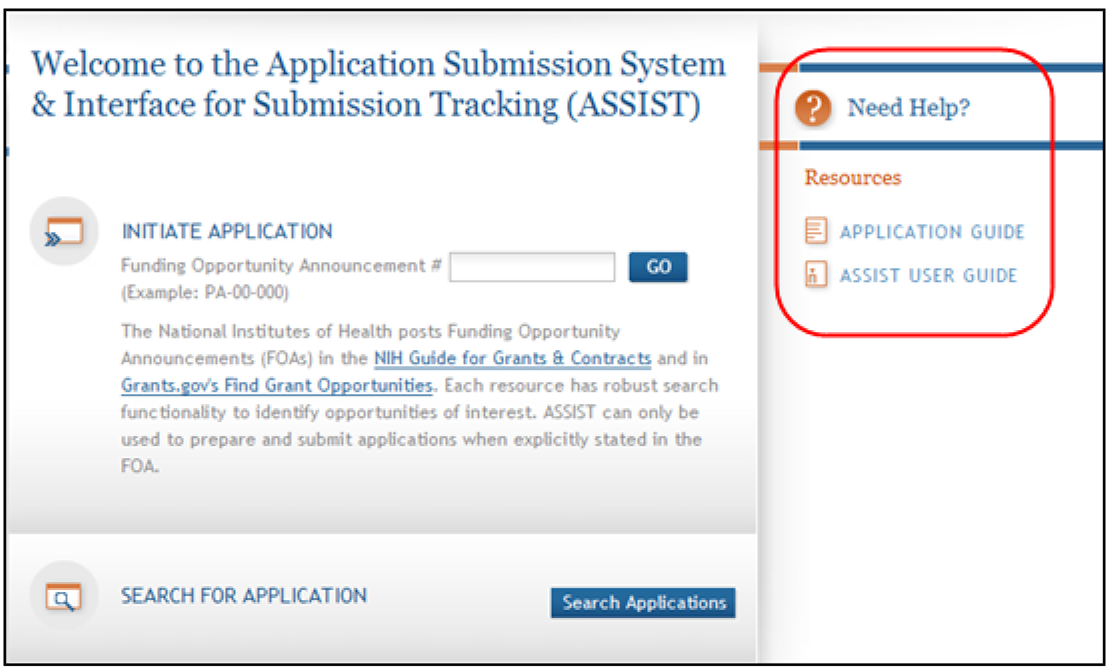
2.5 Navigational Links

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 eRA Service Desk support information (**Help Desk**). Select the appropriate link to access this information.



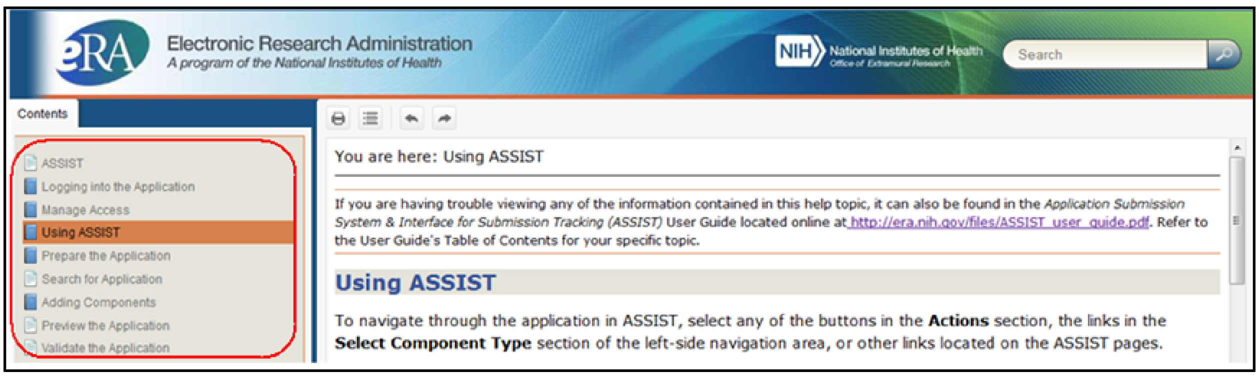
2.6 Online Help

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.

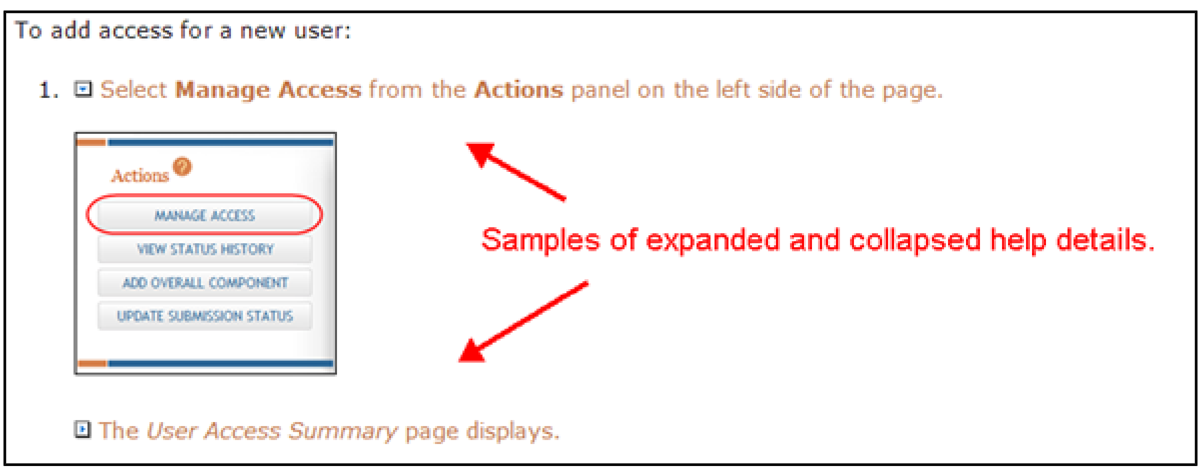


The online help feature is also available for specific topics by selecting the **?** icon from the various pages in ASSIST. Selecting the icon from a specific page (rather than from the *Welcome* page) opens the online help for that specific topic.

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



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.



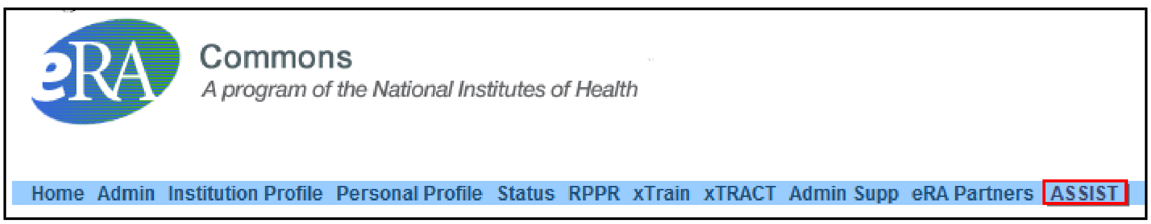
The **Expand All/Collapse All** button located above the breadcrumbs at the top of each help screen expands (or collapses) all hidden text and images within the current topic.

2.7 Logging into the Application

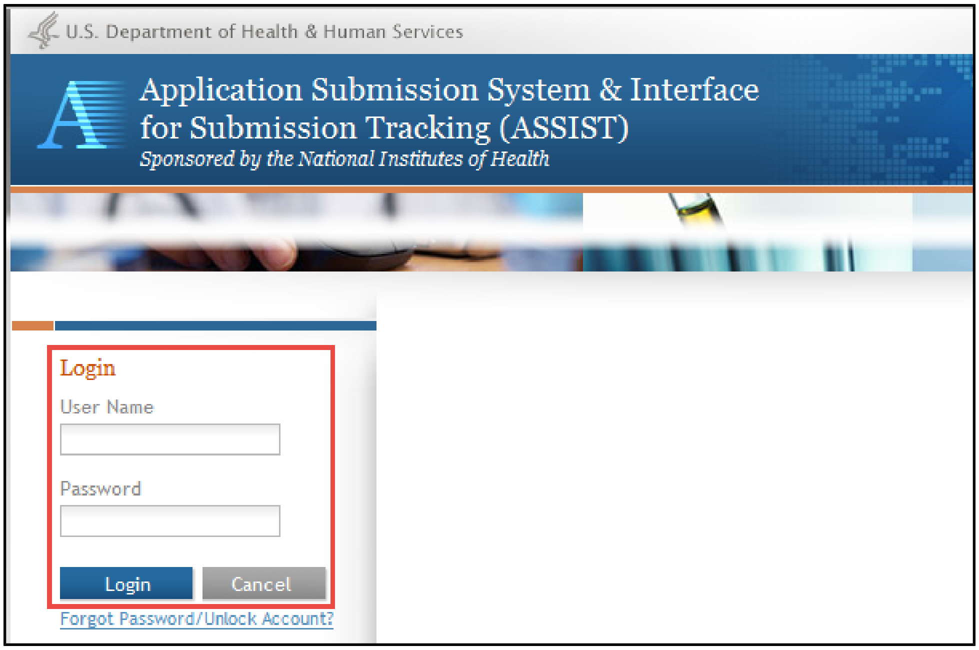
2.7.1 Logging In

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.

- There are two options for accessing ASSIST.
    1. From eRA Commons, select the **ASSIST** link on the menu bar. (click to view)



2. Log in directly using the URL; https://public.era.nih.gov/assist/. (click to view logon)



   a. In the **Username** field, type a valid eRA Commons username and press **Tab** to move to the **Password** field.
   b. 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.

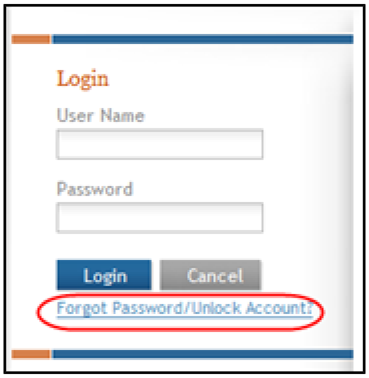
2.7.3 Changing Your Password

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*

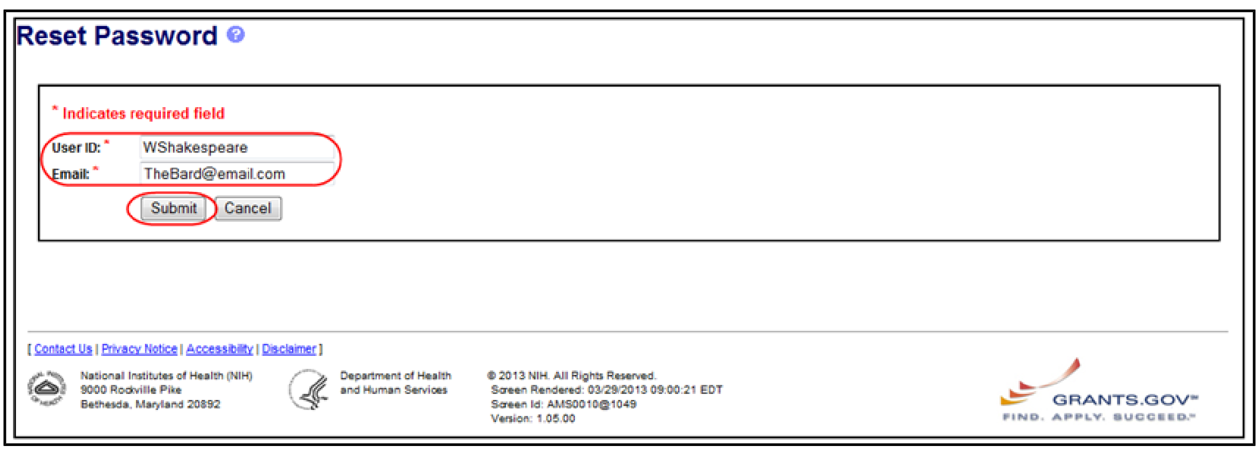
If you have forgotten your password or if your account has been locked, you can submit a request to reset your password. Submitting this request generates a new, temporary password, which is sent to the email address contained in your Commons personal profile. To reset your password:

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



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.



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 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
- 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 SOsof 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.

See Also

- Add Access for a New User
- Modify User Access for an Application
- Revoke Access to an Application
- Manage Access History
- User Access History

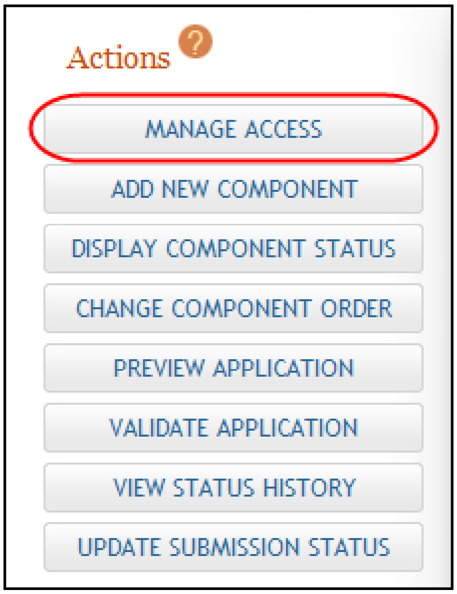
2.8.2 Add Access for a New User

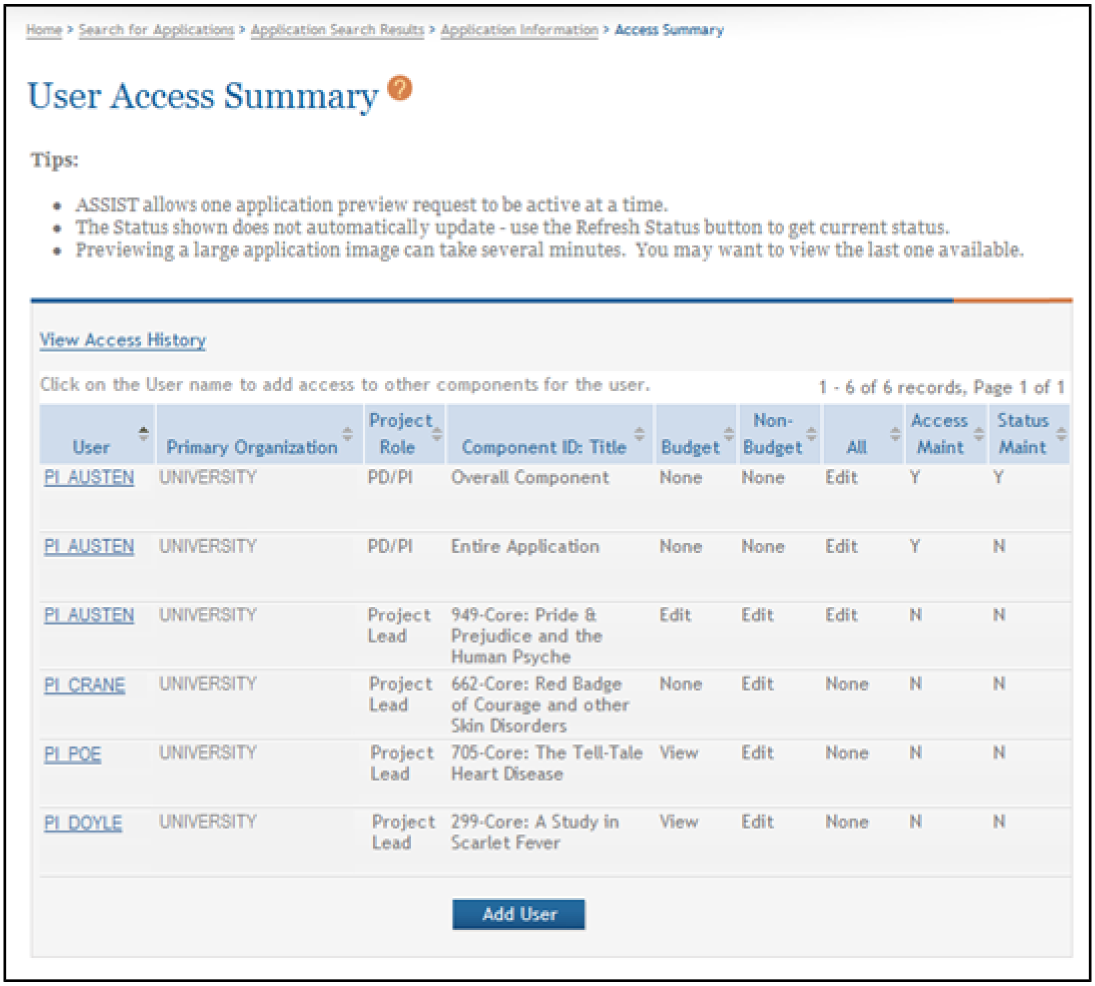
ASSIST users with the appropriate authority can add access rights to new users. Access can be assigned for editing the application or for only viewing it. In addition, users can be restricted from (or allowed to) edit budget information on an application. Users can also be granted authority to maintain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





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

2. The User Access Summary page displays.

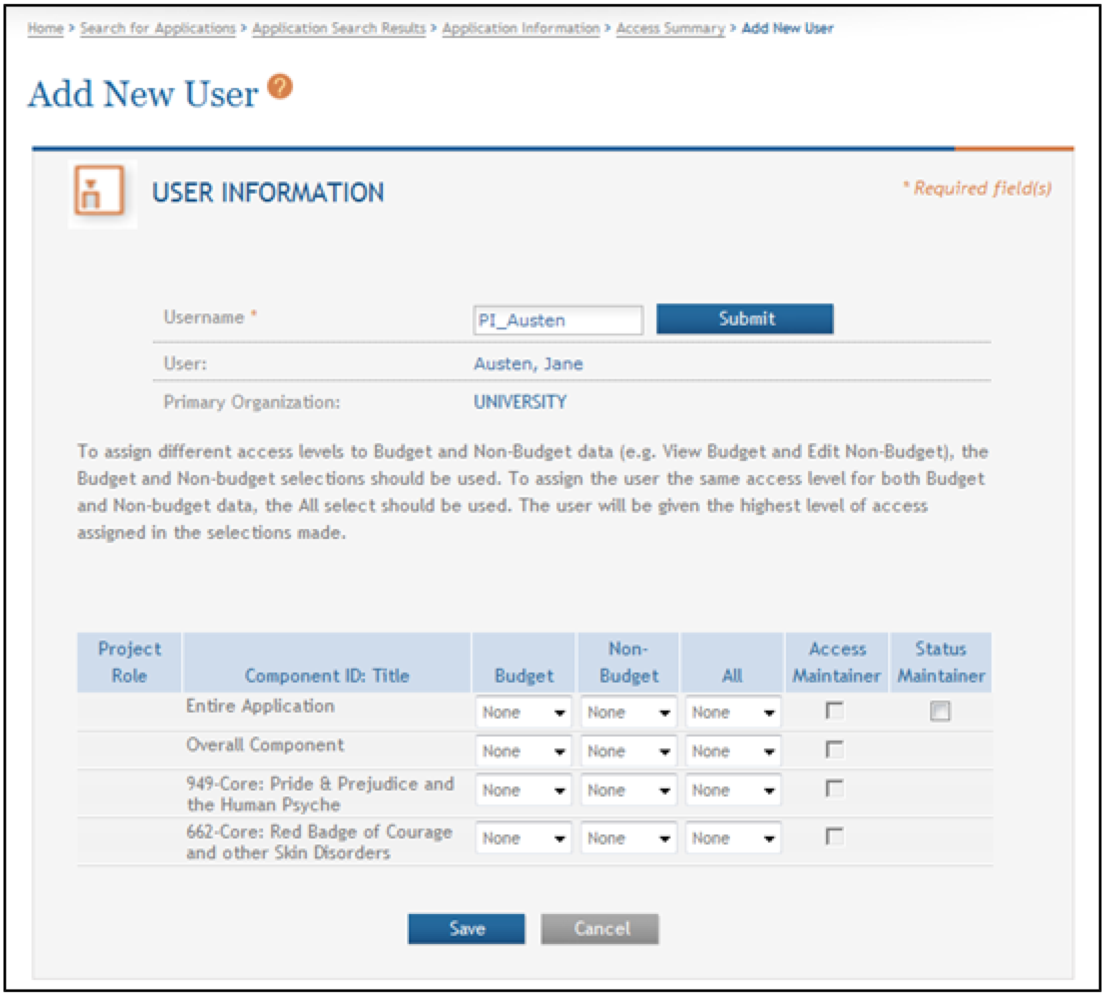
3. Select the **Add User** button at the bottom of the page.

   The *Add New User* page displays.

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

5. Select the **Submit** button.

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



6. 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.

7. *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.

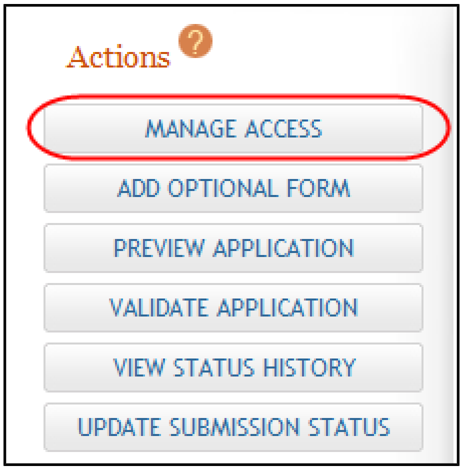
8. *Optional*: Select the checkbox for Entire Application **Status Maintainer** if the user is being granted authority to update the status for the entire application.
    - Only an SO or AO from the Applicant Lead Organization can grant or revoke the Status Maintainer access level.
    - By default, 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.
9. 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.

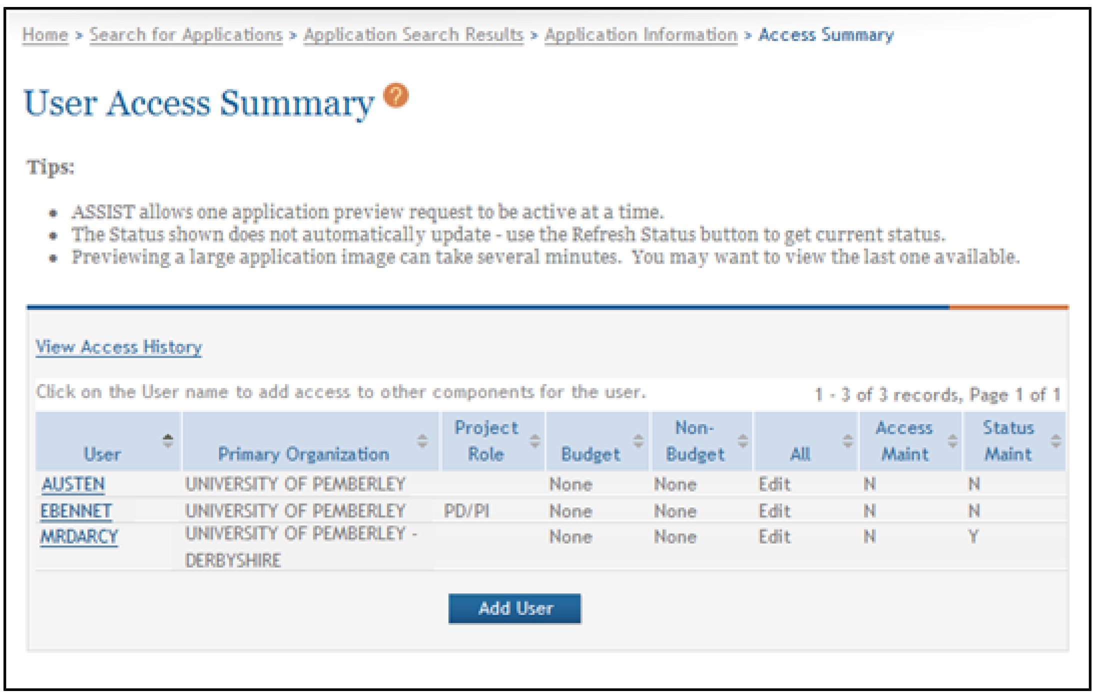
ASSIST automatically sends an email notification to the user assigned the access. The email notification informs the user of the access levels given, to which application or components of that application the access applies, and the user who granted the access.

2.8.2.2 Access for Single-Project Applications

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



The User Access Summary page displays.

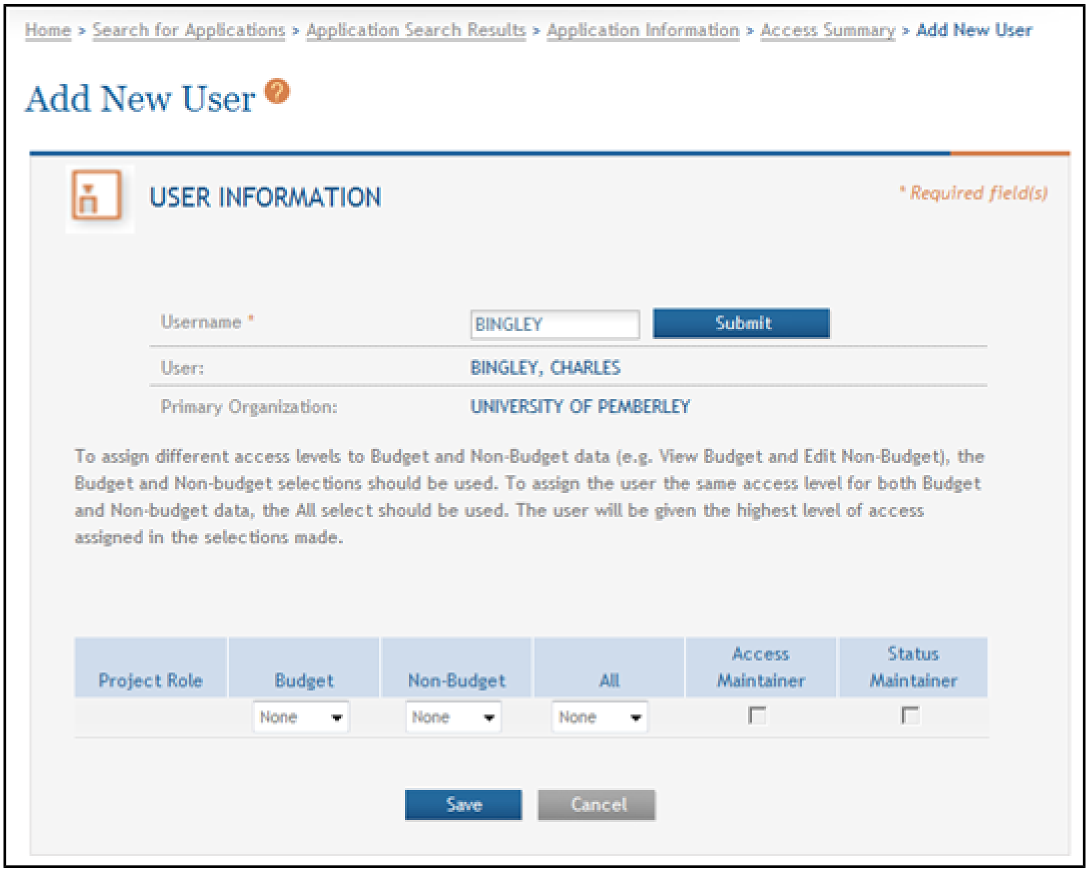


2. Select the **Add User** button at the bottom of the page.

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.



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.

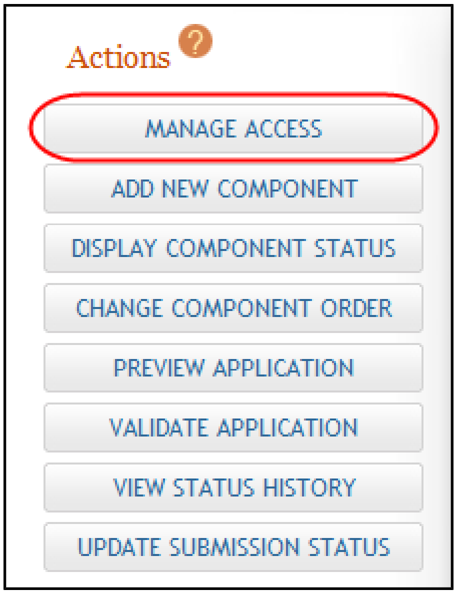
2.8.3 Modify User Access for an Application

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.

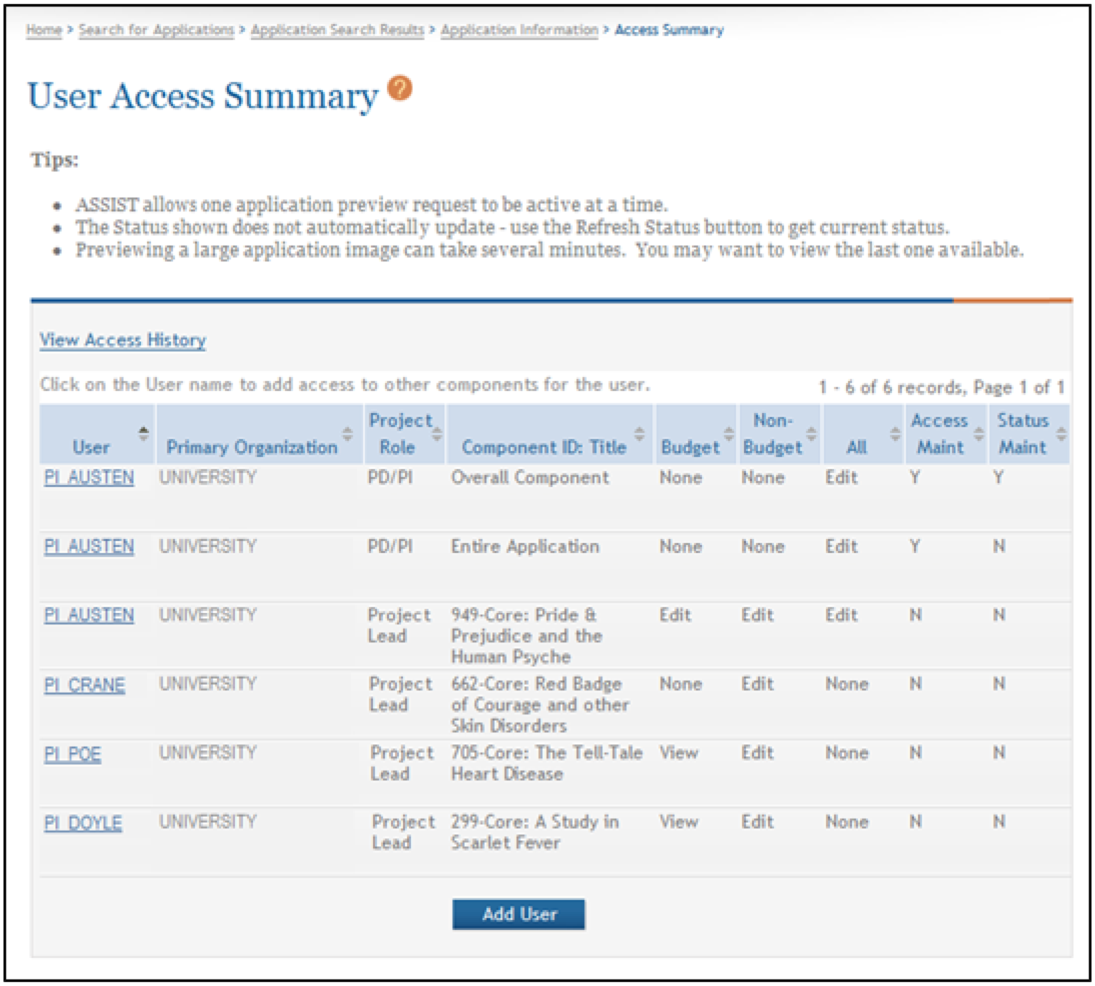
To view and modify access for an existing user for single-project or multi-project applications, follow the appropriate steps as listed below.

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.



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

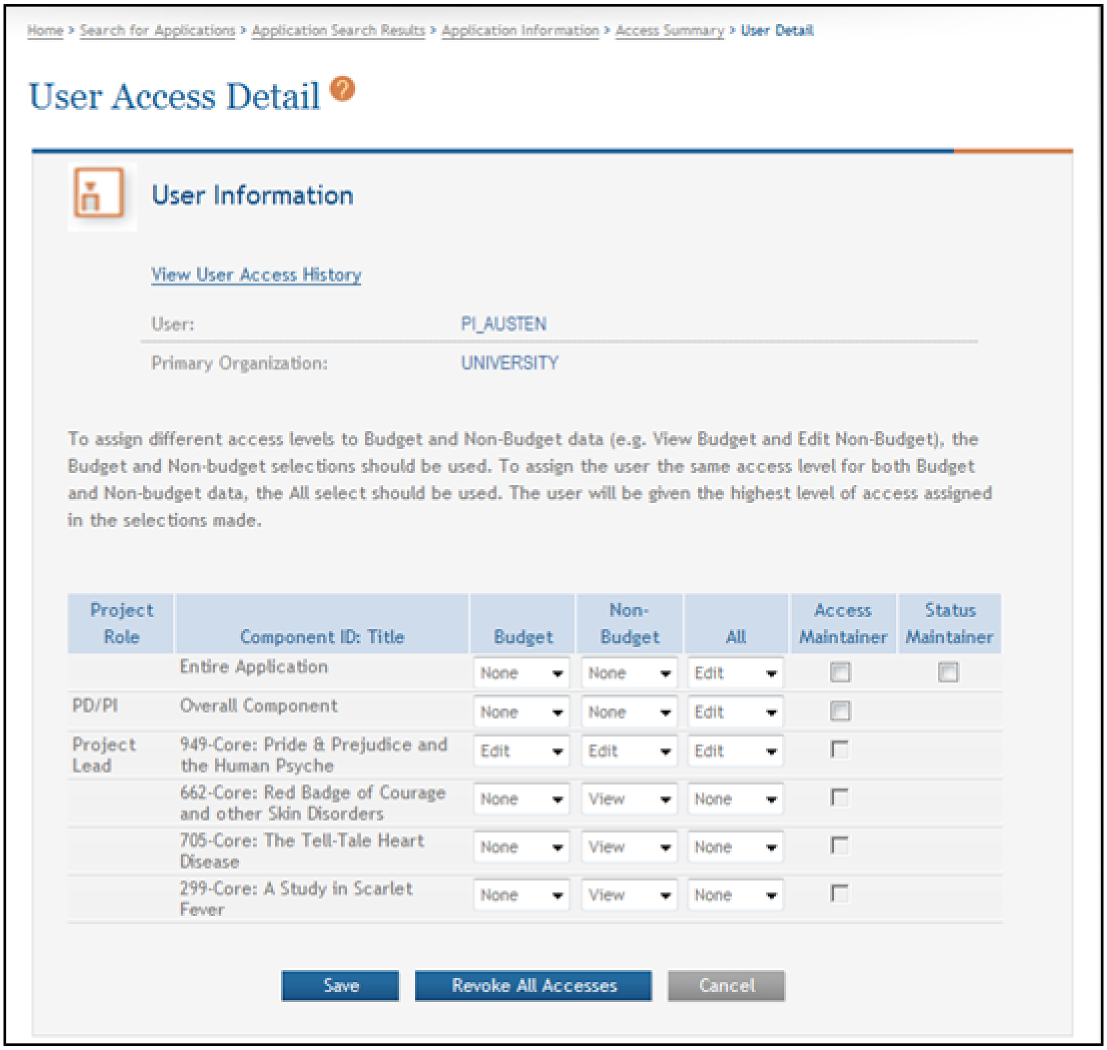
Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

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

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.



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.

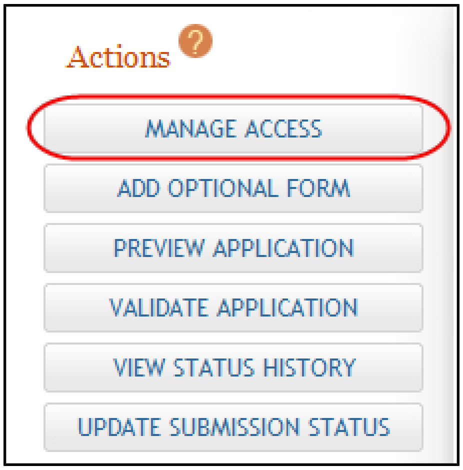
ASSIST automatically sends an email notification to the user whose access has been modified. The email notification informs the user of the changes made to the access levels, to which application or components of that application the access applies, and the user who changed the access.

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 help topic titled *User Access History* for more information.

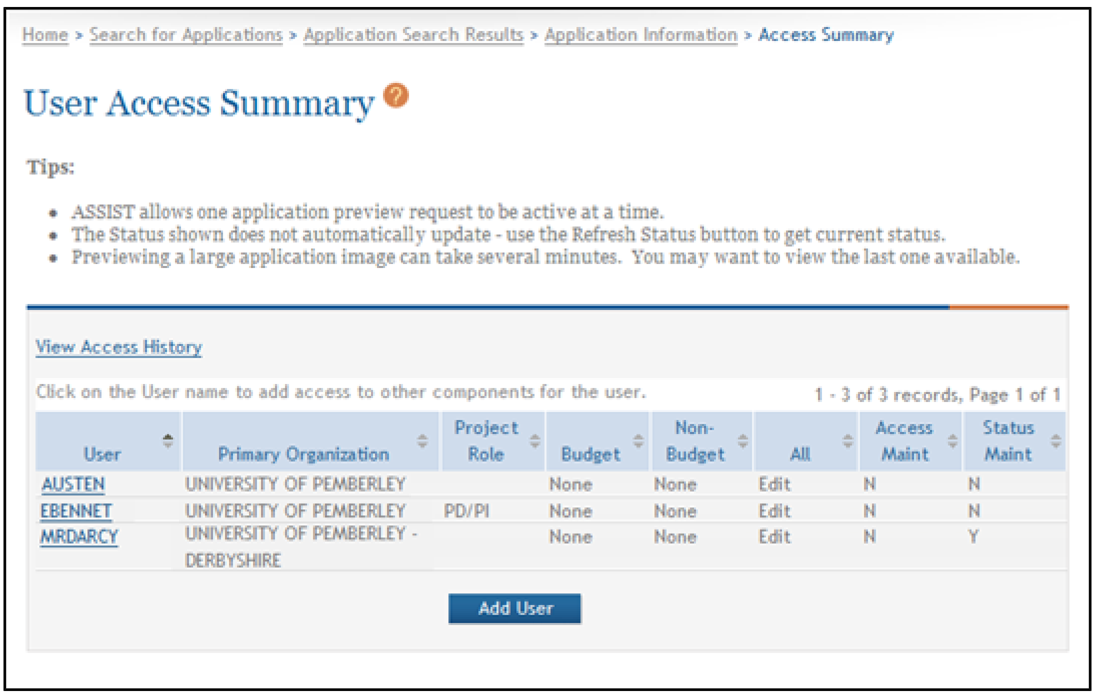
Refer to the help topic titled *Revoke Access to an Application* for information on revoking a user's access to the application and components.

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.

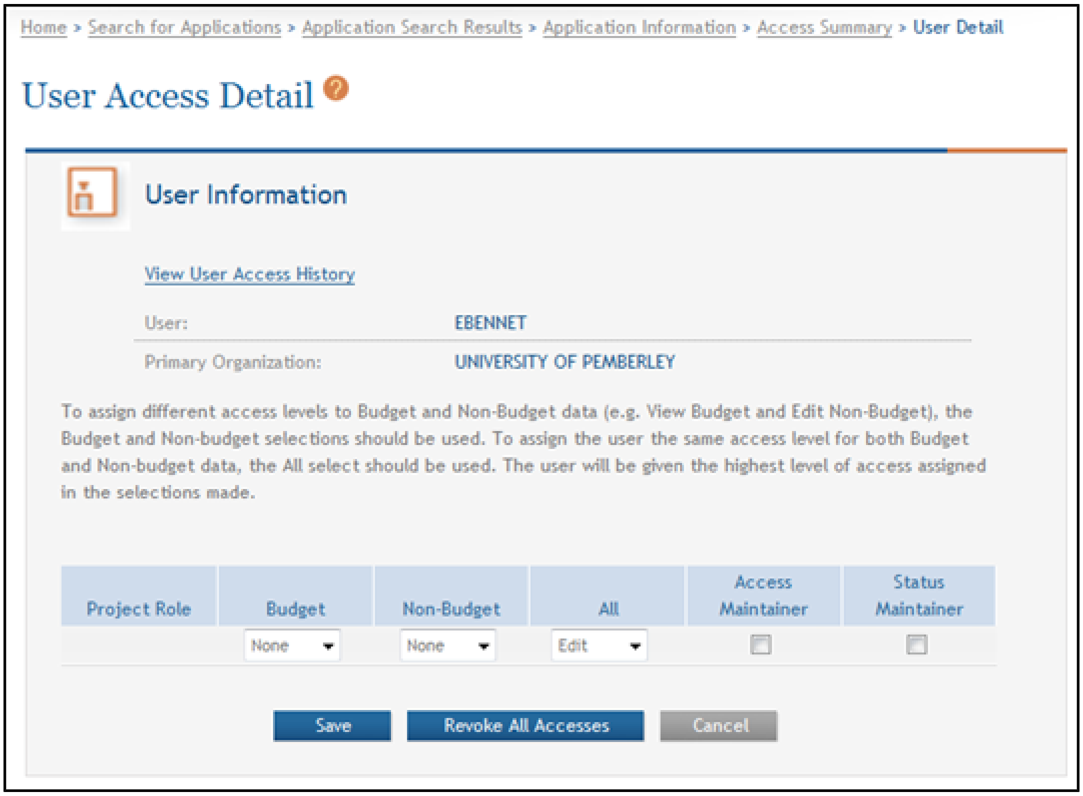


The User Access Summary page displays.



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.



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.

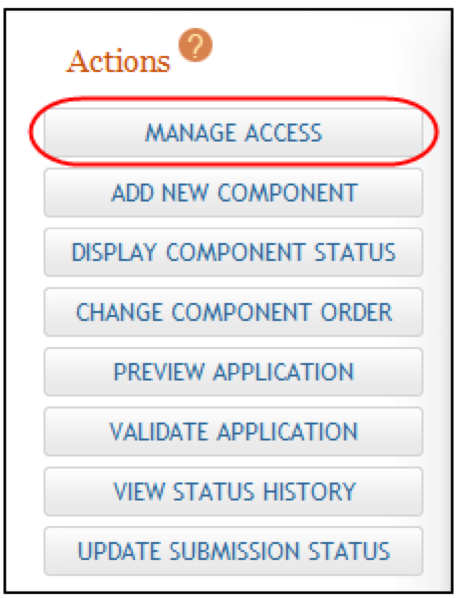
2.8.4 Revoke Access to an Application

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

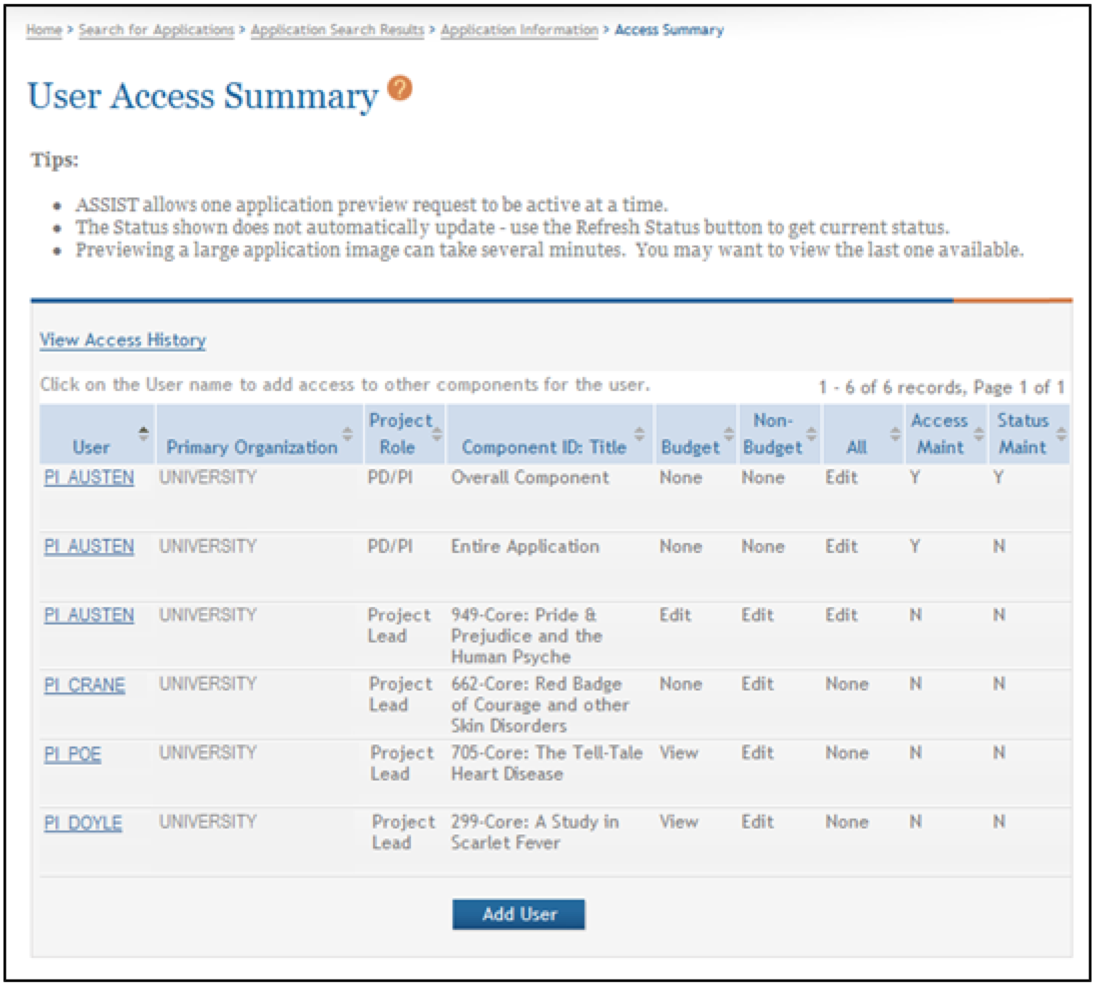
NOTE: There are sample figures in this topic for both single-project and multi-project applications. When referencing a figure, please verify it is the appropriate image for your type of application.

To revoke access for an existing user:

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



The User Access Summary page displays.



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

User Access Summary

Tips:

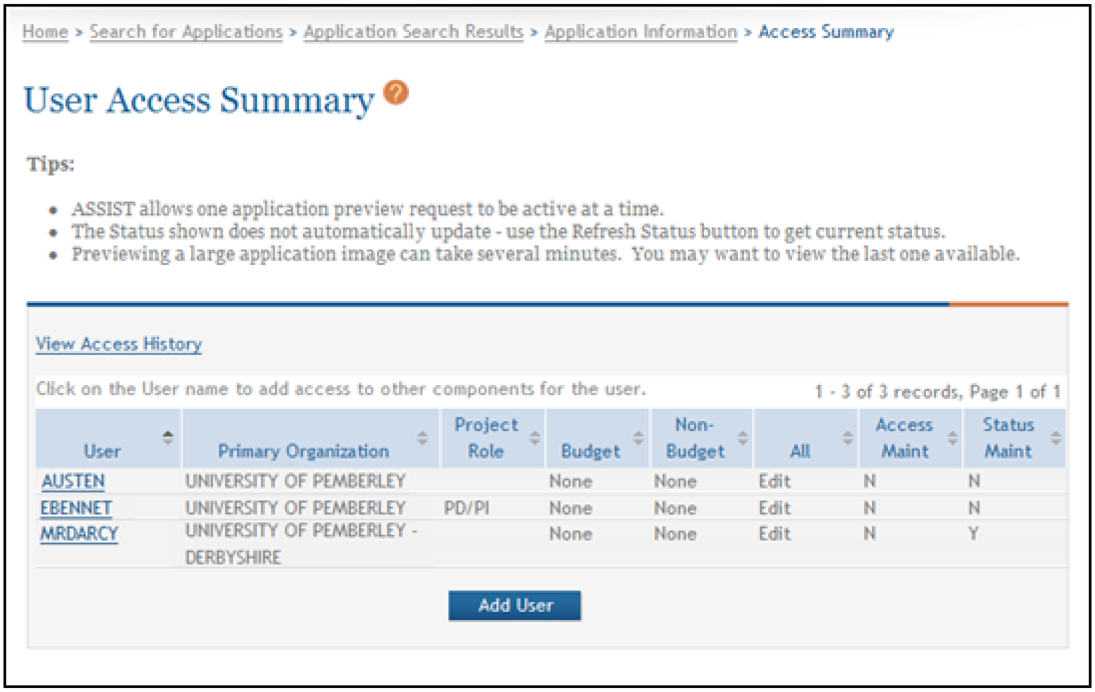
- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

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

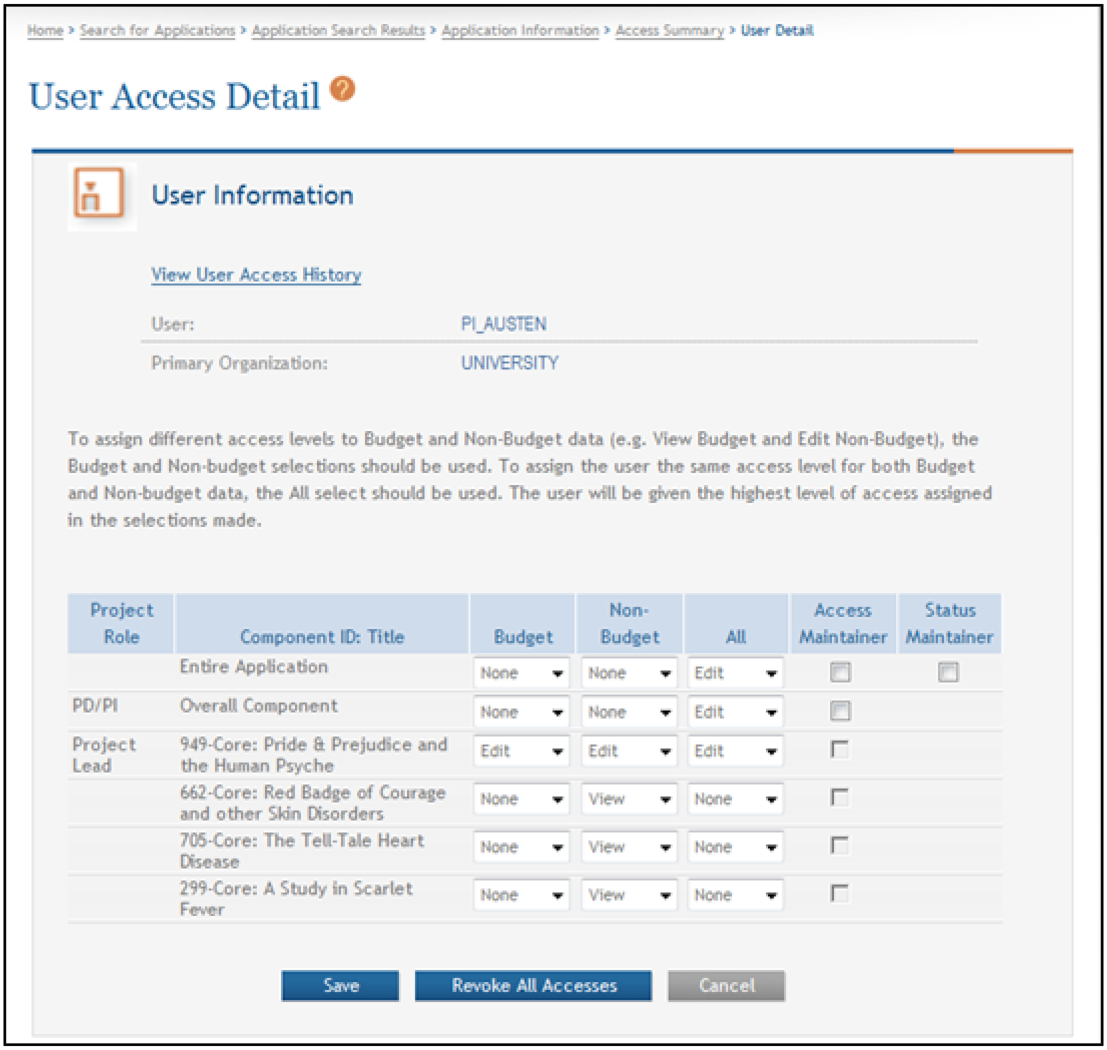
User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and 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

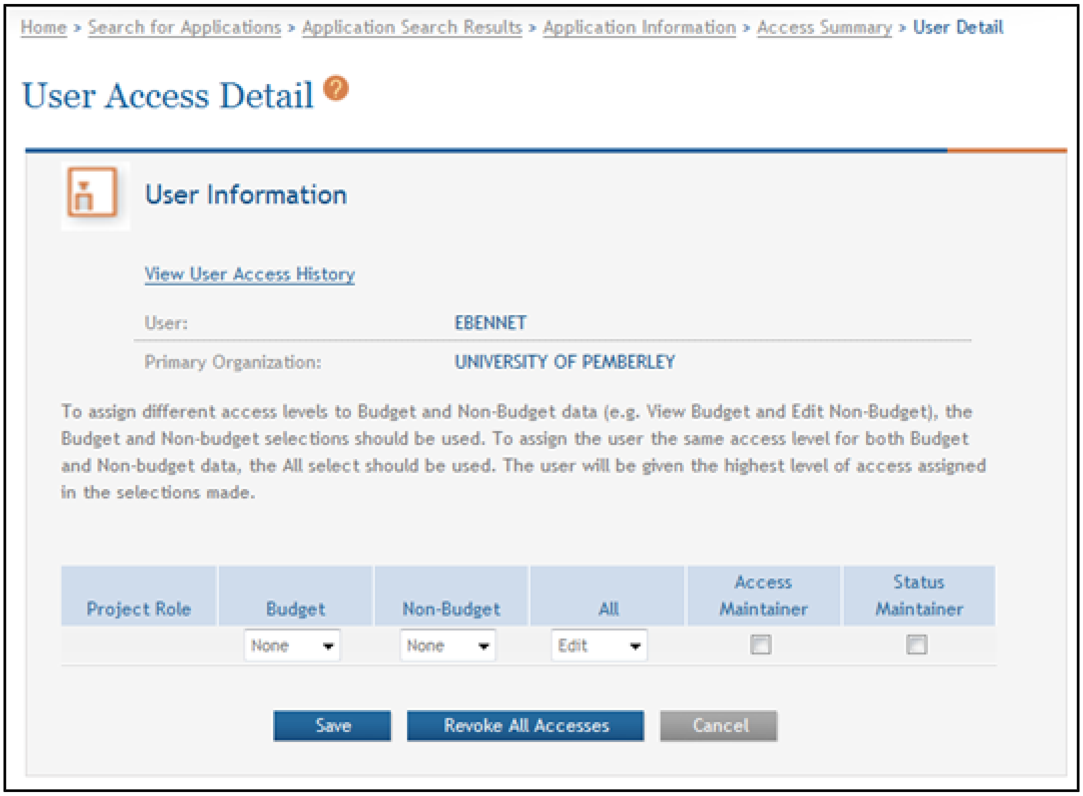
Add User



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



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.

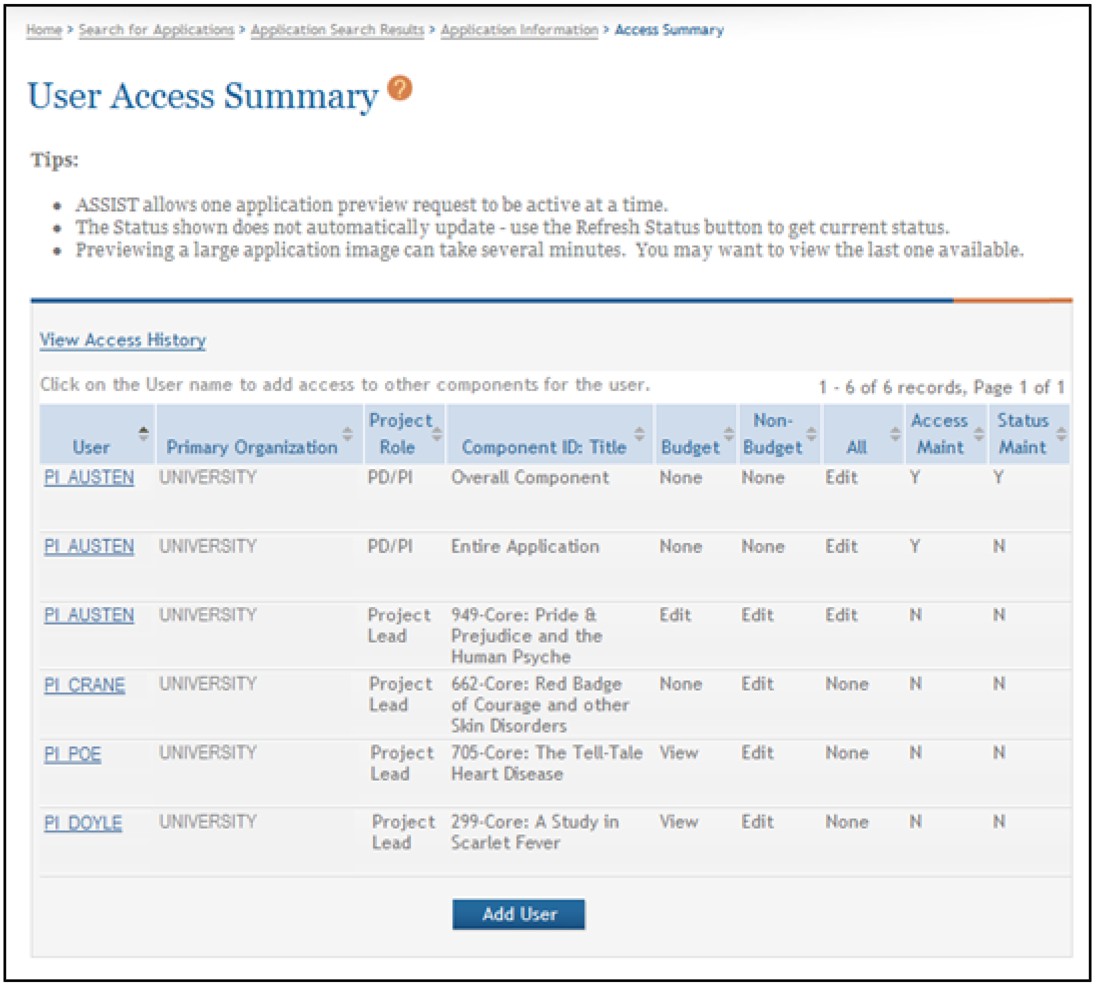
2.8.5.1 Manage Access History for Multi-Project Applications

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.

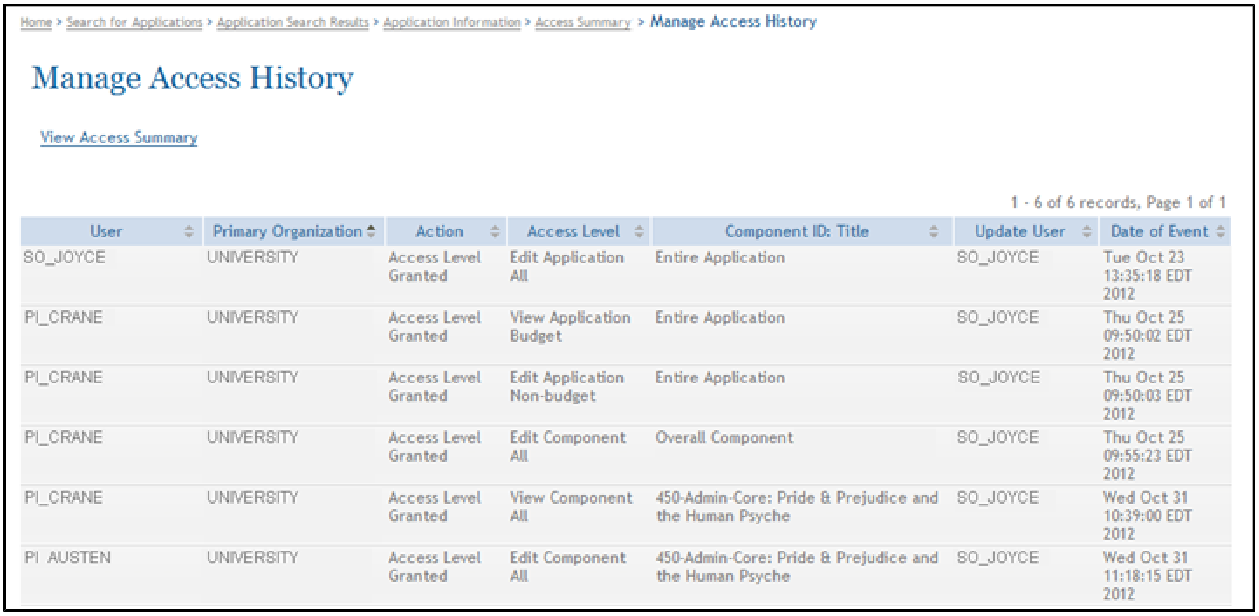


User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
PI AUSTEN	UNIVERSITY	PD/PI	Overall Component	None	None	Edit	Y	Y
PI AUSTEN	UNIVERSITY	PD/PI	Entire Application	None	None	Edit	Y	N
PI AUSTEN	UNIVERSITY	Project Lead	949-Core: Pride & Prejudice and 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

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

4. 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

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

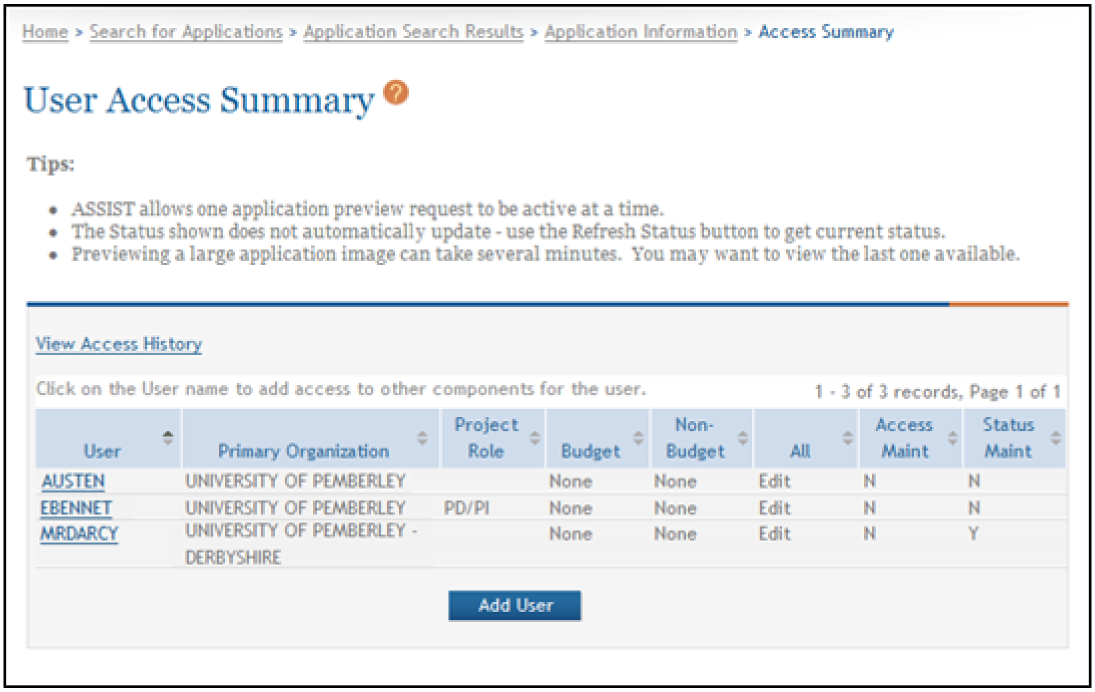
2.8.5.2 Manage Access History for Single-Project Applications

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.

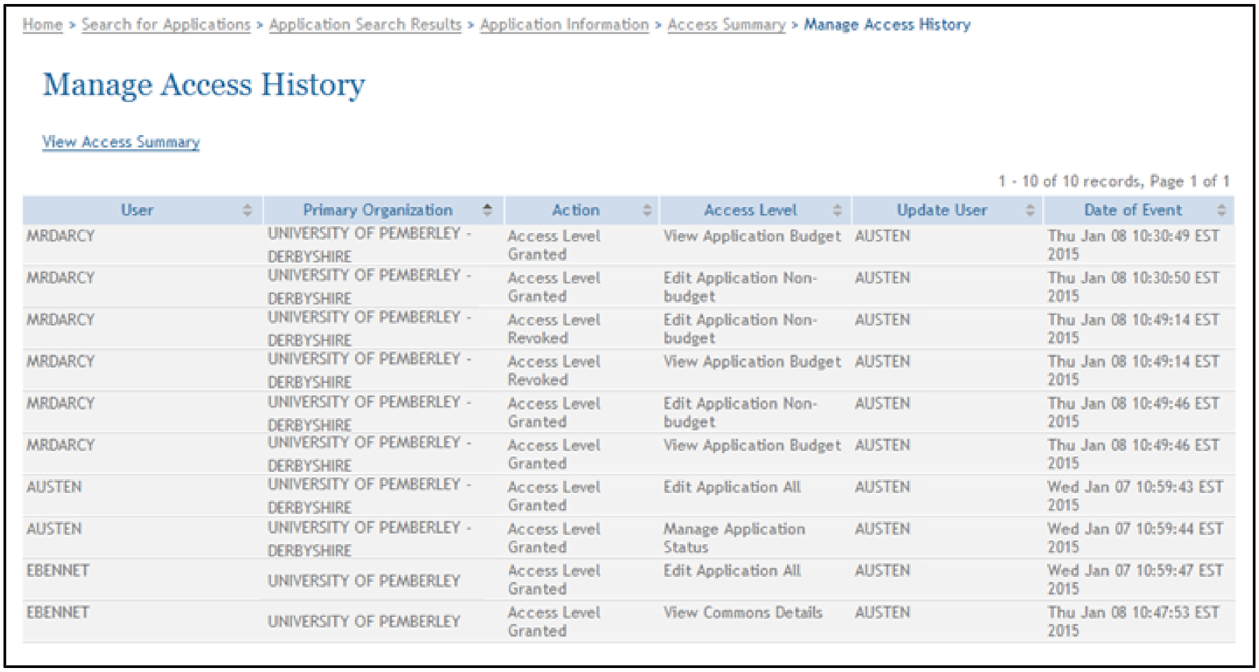
3. The User Access Summary displays details of all users holding access to the application.



4. 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

5. 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.

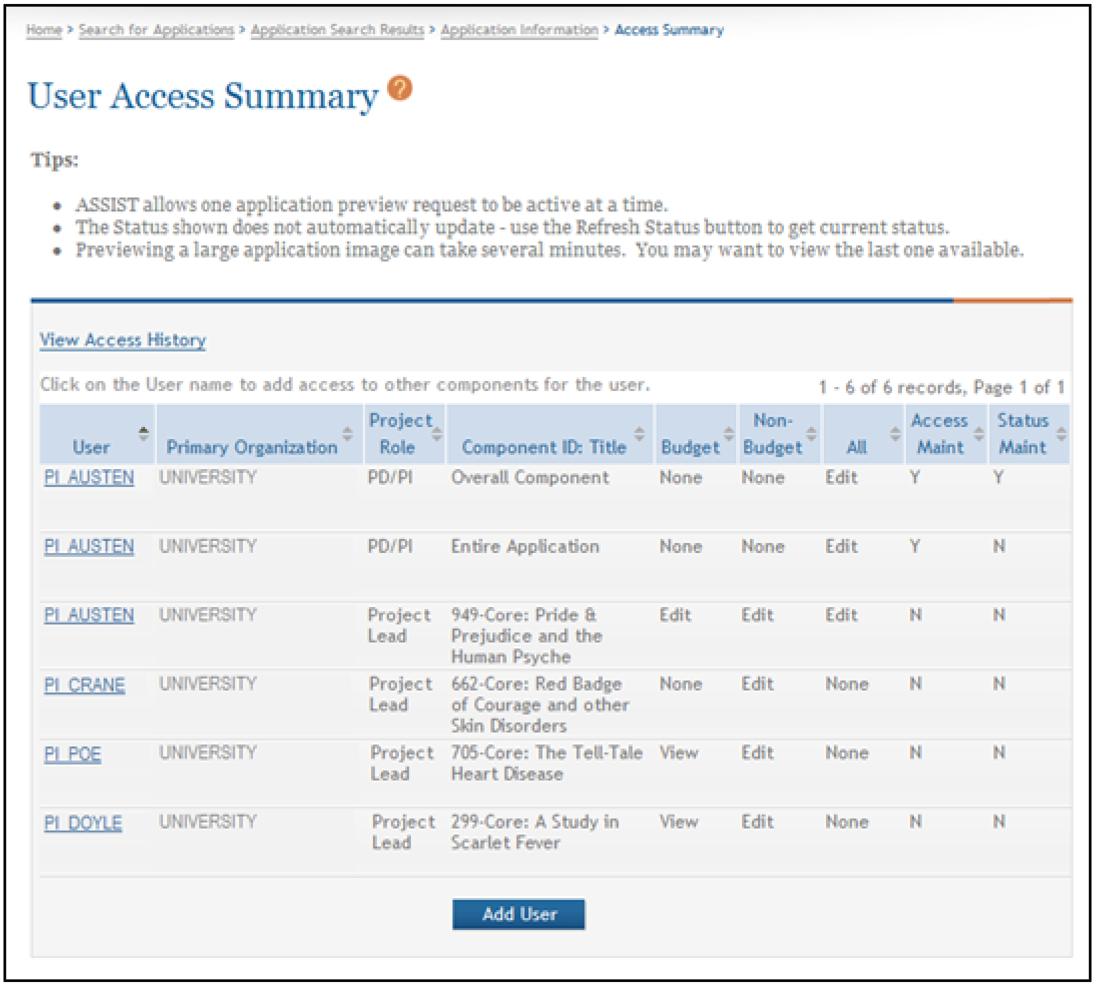
2.8.6.1 Use Access History for Multi-Project Applications

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

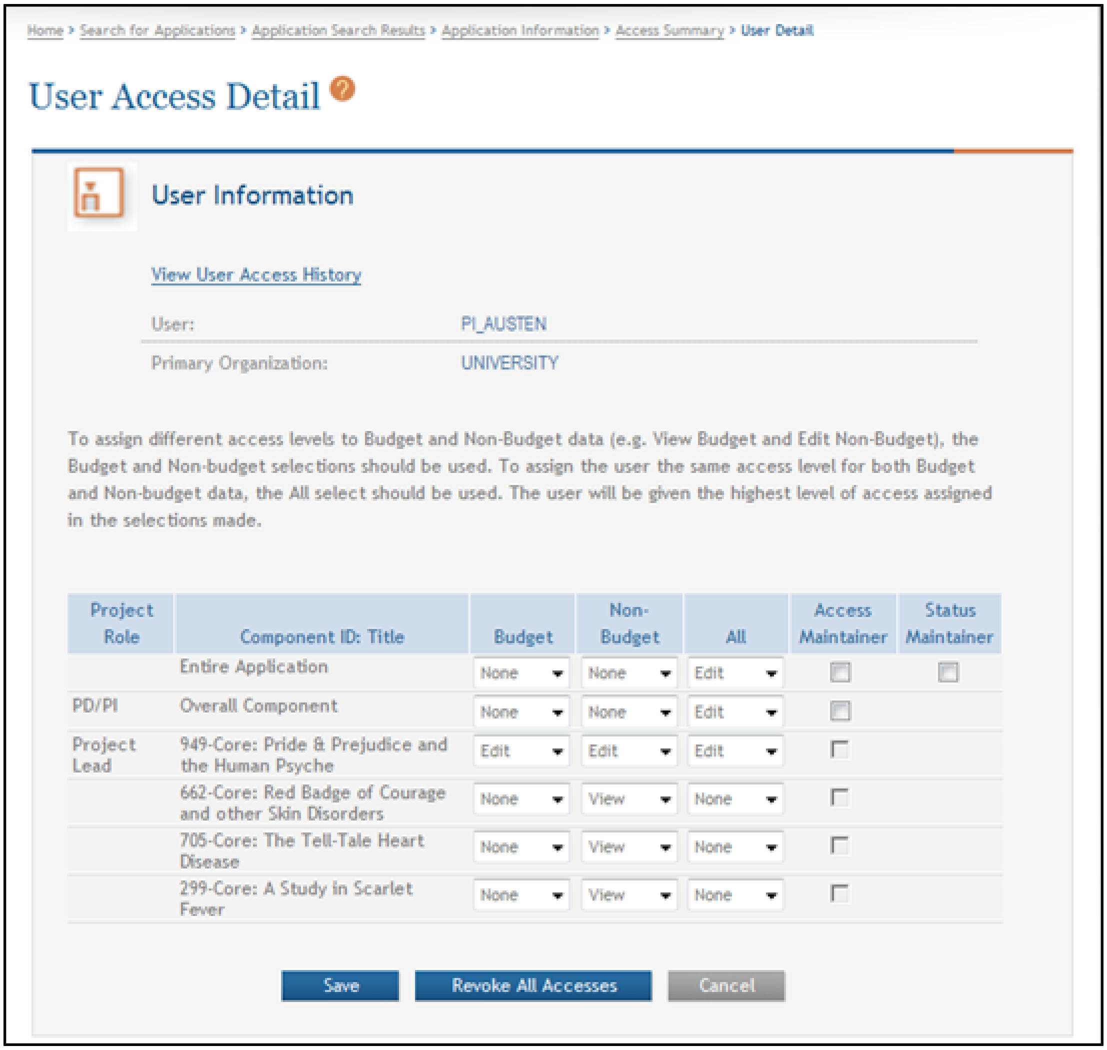
Click on the User name to add access to other components for the user. 1 - 6 of 6 records, Page 1 of 1

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

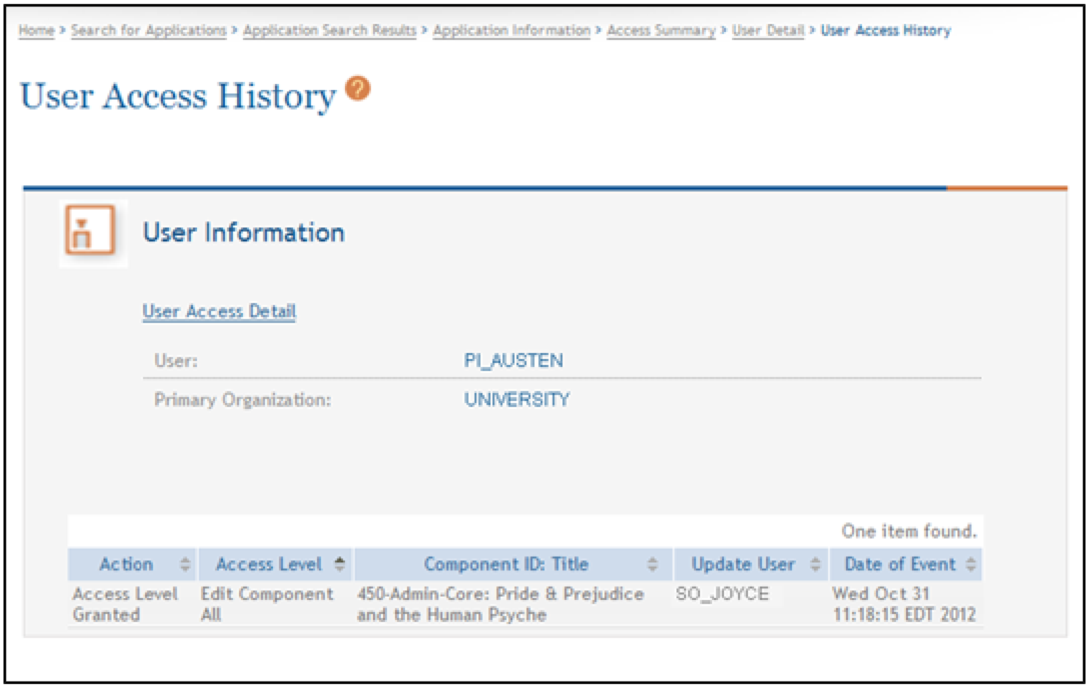
3. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

   The User Access Detail page displays.



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.



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

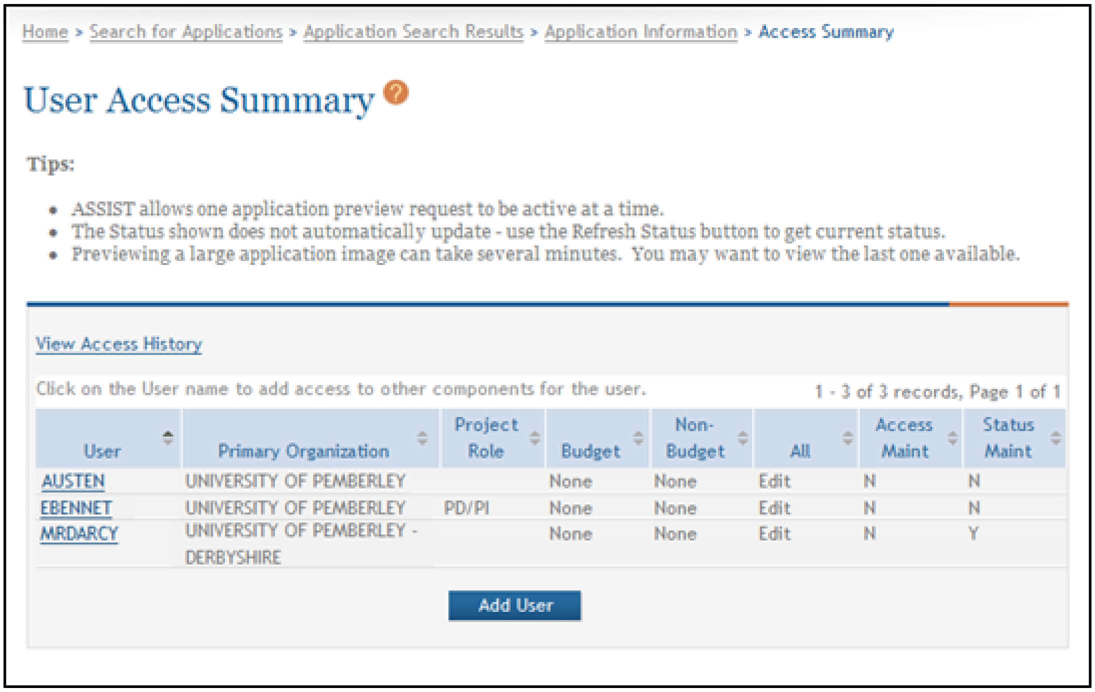
The access history provides details such as the person's name and organization, the action taken against the account, the access level granted, the component to which access was granted, username of the person who granted the access, and the date on which the action occurred.

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.

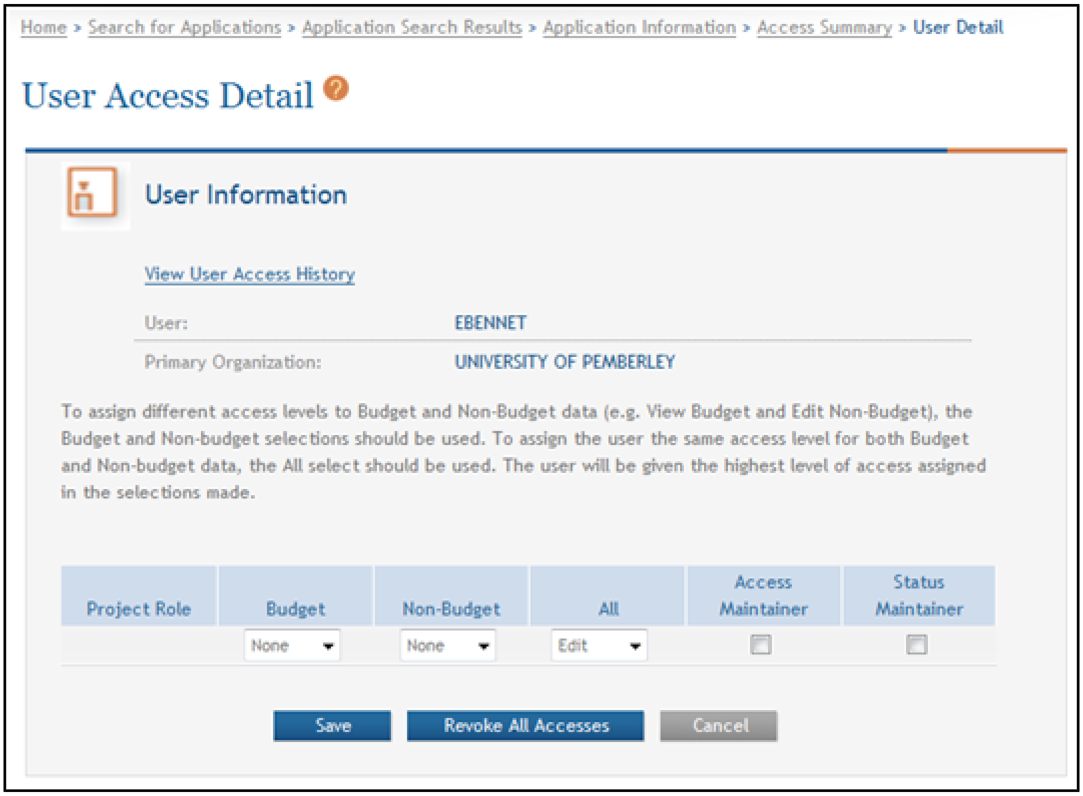
2. From the *Application Information* page, select the **Manage Access** button from the **Actions** panel.

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



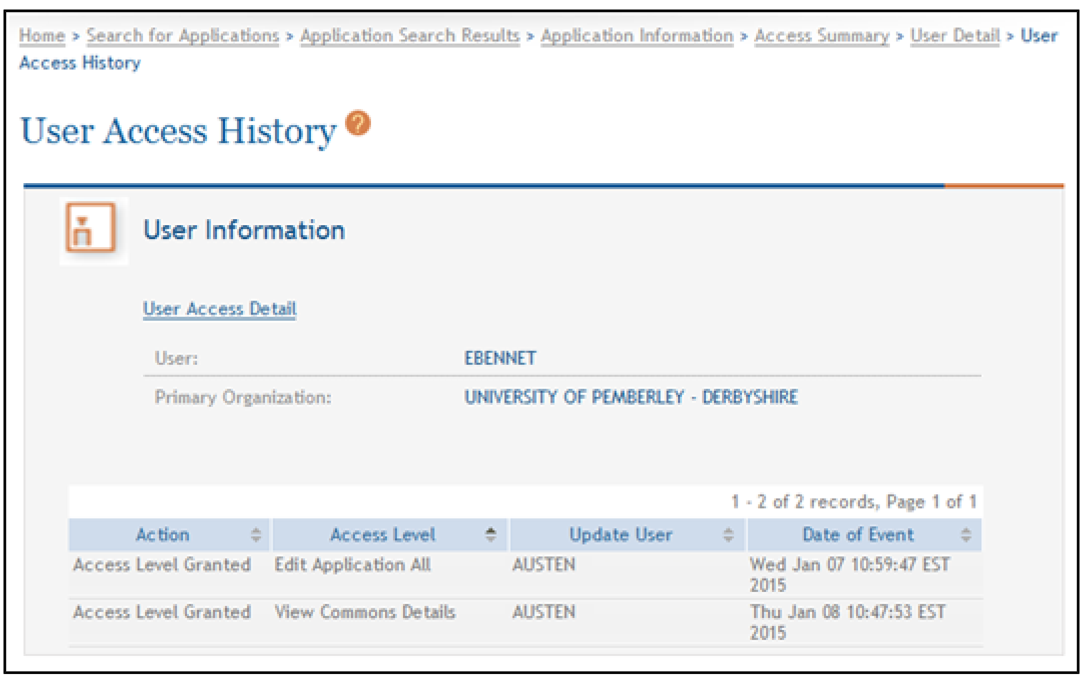
3. The **User** column displays names as hyperlinks. Select the name of the user whose access is being modified.

   The User Access Detail page displays.



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

   The User Access History page displays for the selected user.



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 appropriate Application Guide for information on PDF creation:

Creating PDFs for Text Attachments

- General
- SBIR/STTR
- Individual Fellowship

Format Specifications for Text (PDF) Attachments

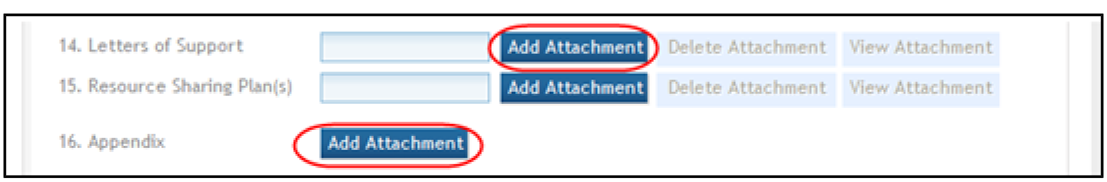
- General
- SBIR/STTR
- Individual Fellowship

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

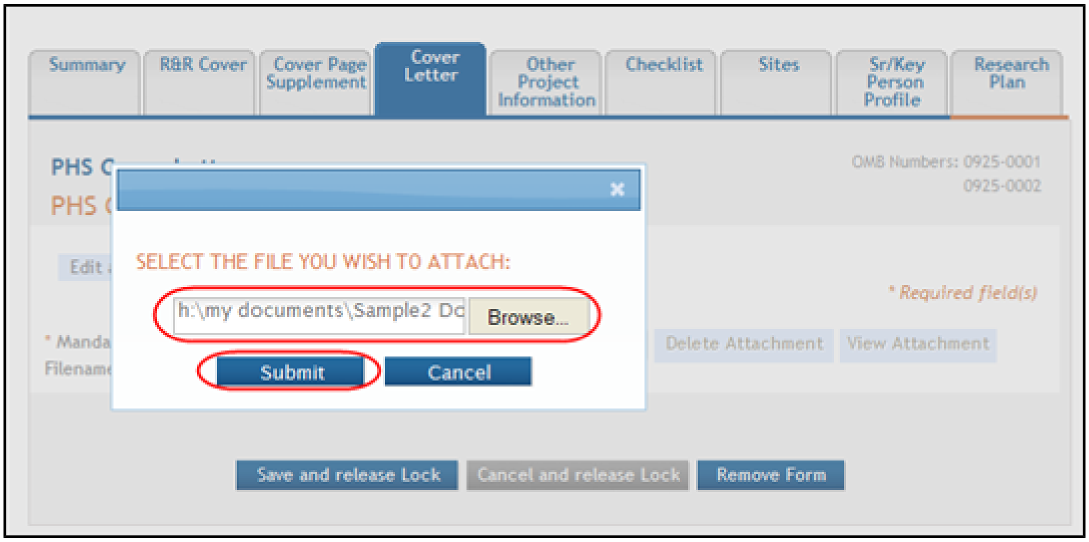
To add an attachment:

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



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.



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.

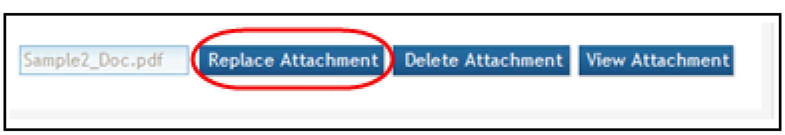
Fields allowing multiple attachments display the files in a table. **Update** and **View** buttons display for each attached file.

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.



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.

   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.

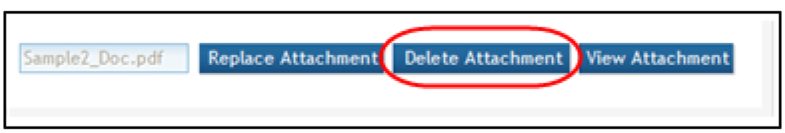
   The table is updated with the new file.

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.



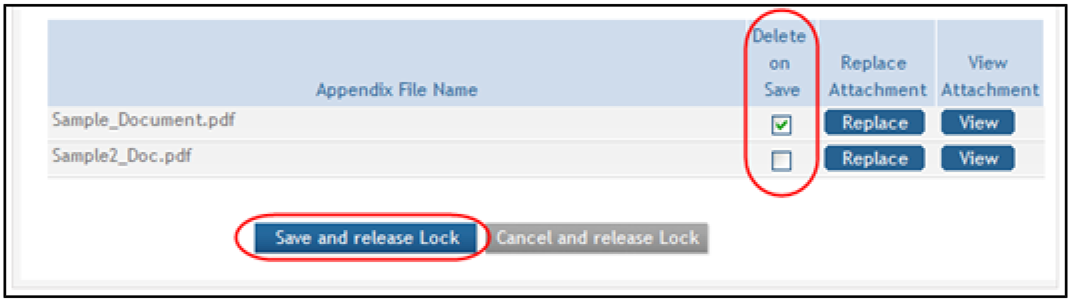
   A delete confirmation window displays.

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.

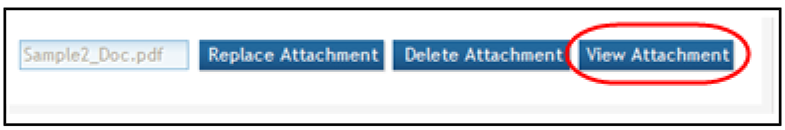


The attachment is removed from the table.

2.10.4 View Attachment

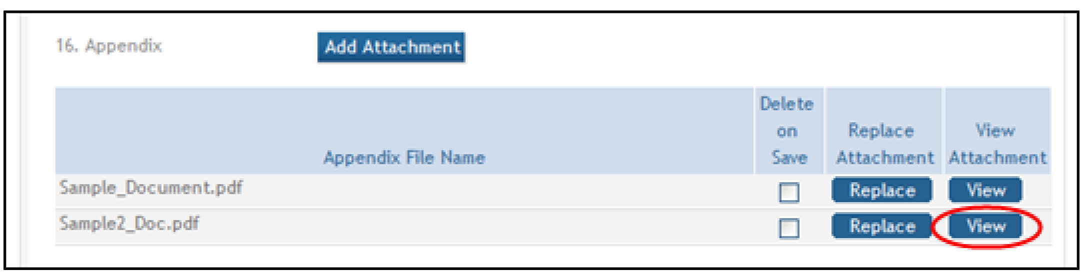
File attachments display differently depending on whether the field allows for one attachment or multiple attachments.

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



-OR-

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



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.

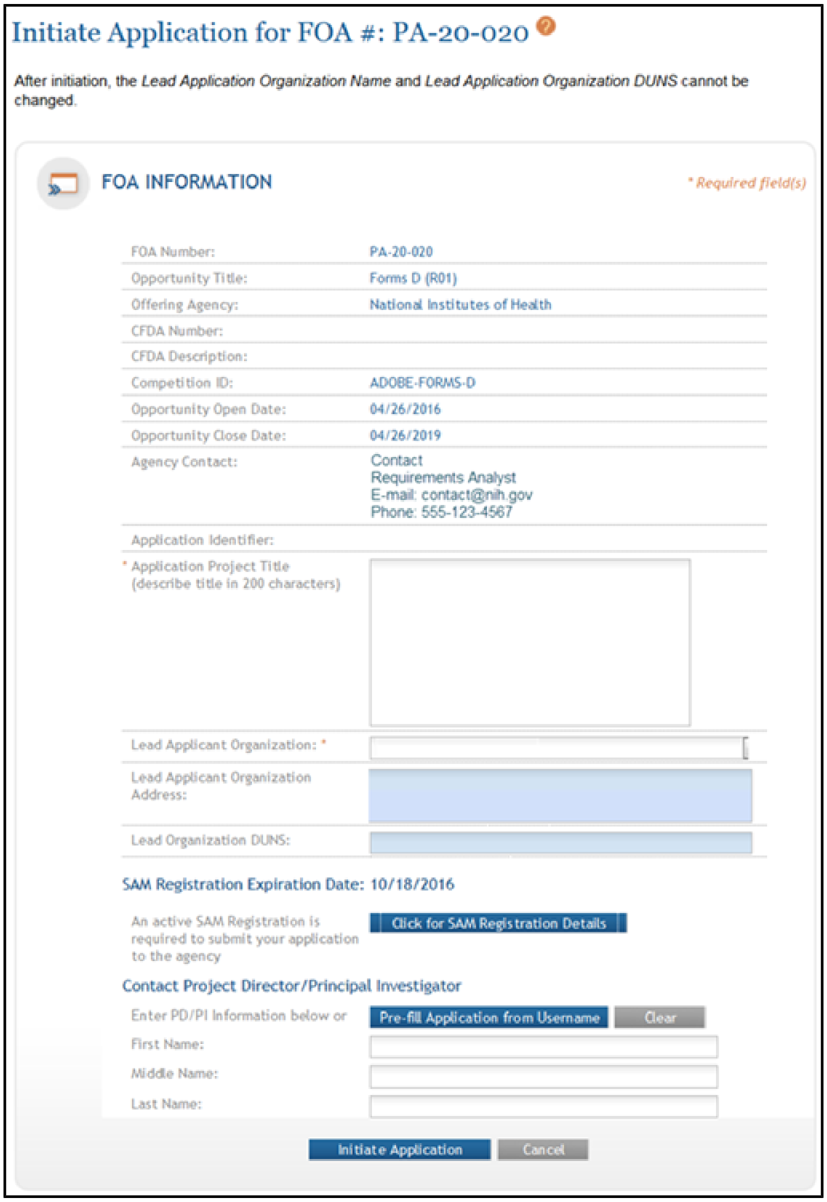


Figure 1: Initiate Application form

Fill in the required fields:

1. 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.

---

2. 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.

3. Review the **Lead Applicant Organization Address**.
4. Review the **Lead Applicant Organization DUNS** number.
5. **SAM Registration Expiration Date:** The SAM registration requires a yearly renewal. ASSIST will display the expiration date of the organization's SAM registration if it has expired, or will expire within 14 days.

   a. Select the **Click for SAM Registration Details** button.
   b. The *Initiate SAM Registration Details* pop up appears.

Figure 2: SAM Registration Status pop up

NOTE: In addition to the pop-up message window, a new status button will be added to the initiation page for all new applications. Users will be able to confirm the status of their institution's SAM registration by clicking this button.

   c. Once **OK** is selected, you will be returned to the *Initiate Application* screen.
   d. If this is the first time that registration has been made, upon **OK** being selected a confirmation notice displays containing **Submit**and **Cancel** buttons. Submit forwards the application to *Grants.gov*; Cancel returns the screen to the *Initiate Application* screen.
   e. The pop up appears again when the user is ready to submit, and their SAM registration has expired.

   Figure 3:

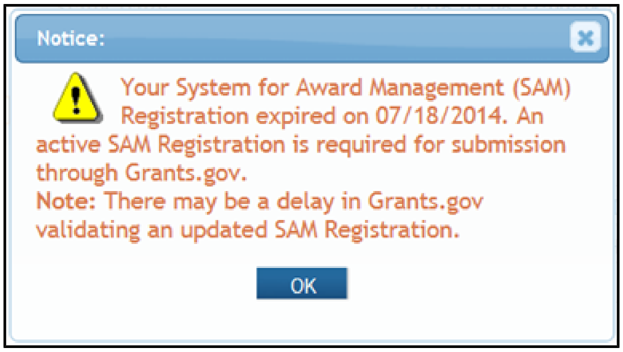


Figure 4: If Registration has expired this notice appears.

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

NOTE: 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.

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

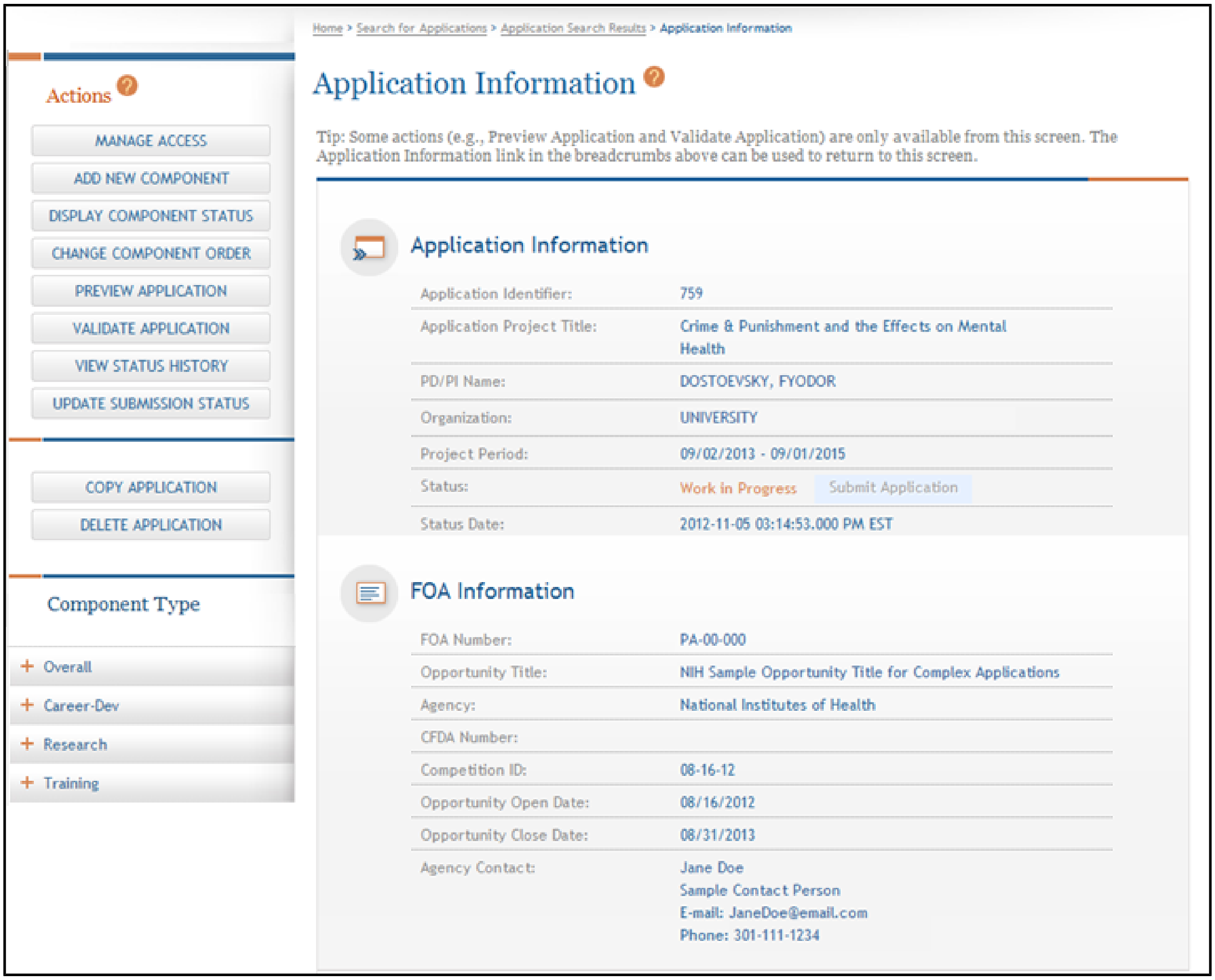
Add New Component (applies to multi-project applications only)

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**.



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*.

  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.

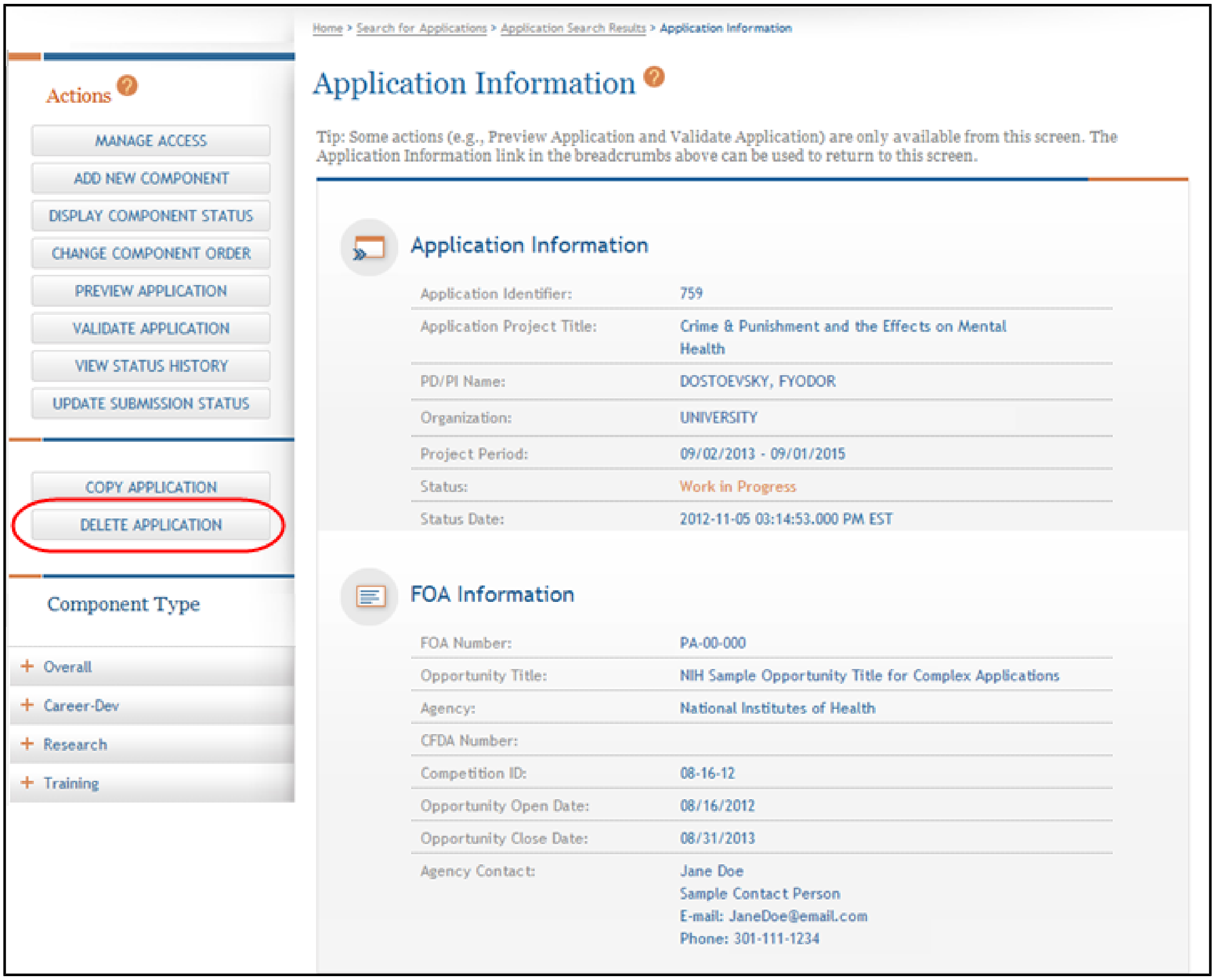
IMPORTANT: Deleting an application is a permanent action. Once deleted, the application cannot be accessed, re-instated, or viewed. There is no way to recover a deleted application.

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* for steps on deleting individual components.

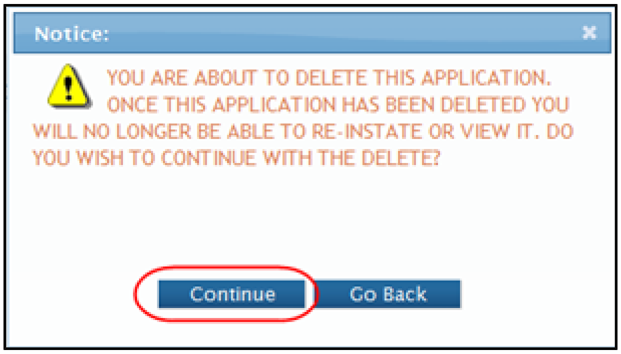
To delete the entire application:

1. Open the *Application Information* page of the application you wish to delete.

2. From the Actions panel, select the Delete Application button.



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?



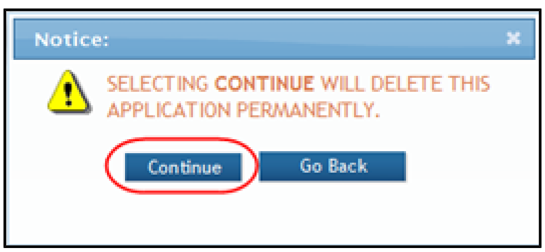
3. Select the appropriate action:

   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.



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.*

See Also

- Component Information

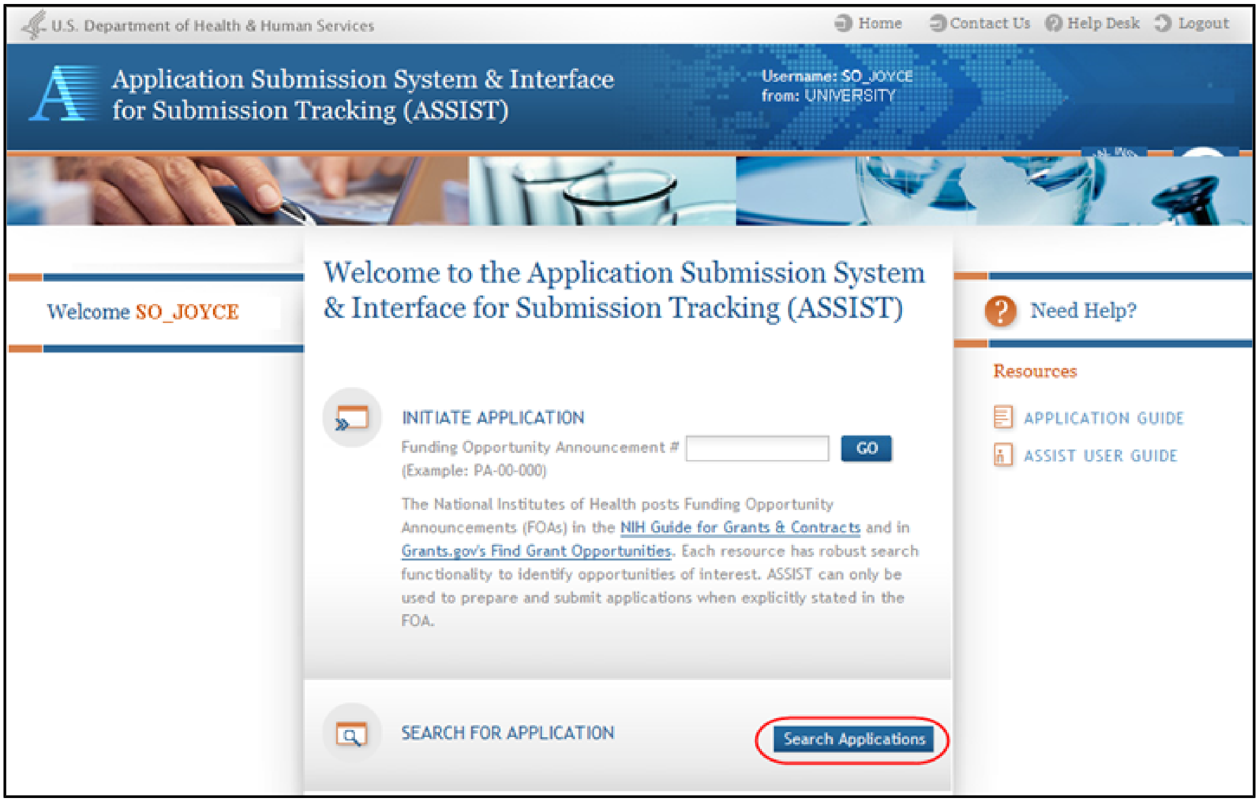
3.3 Search for an Application

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.

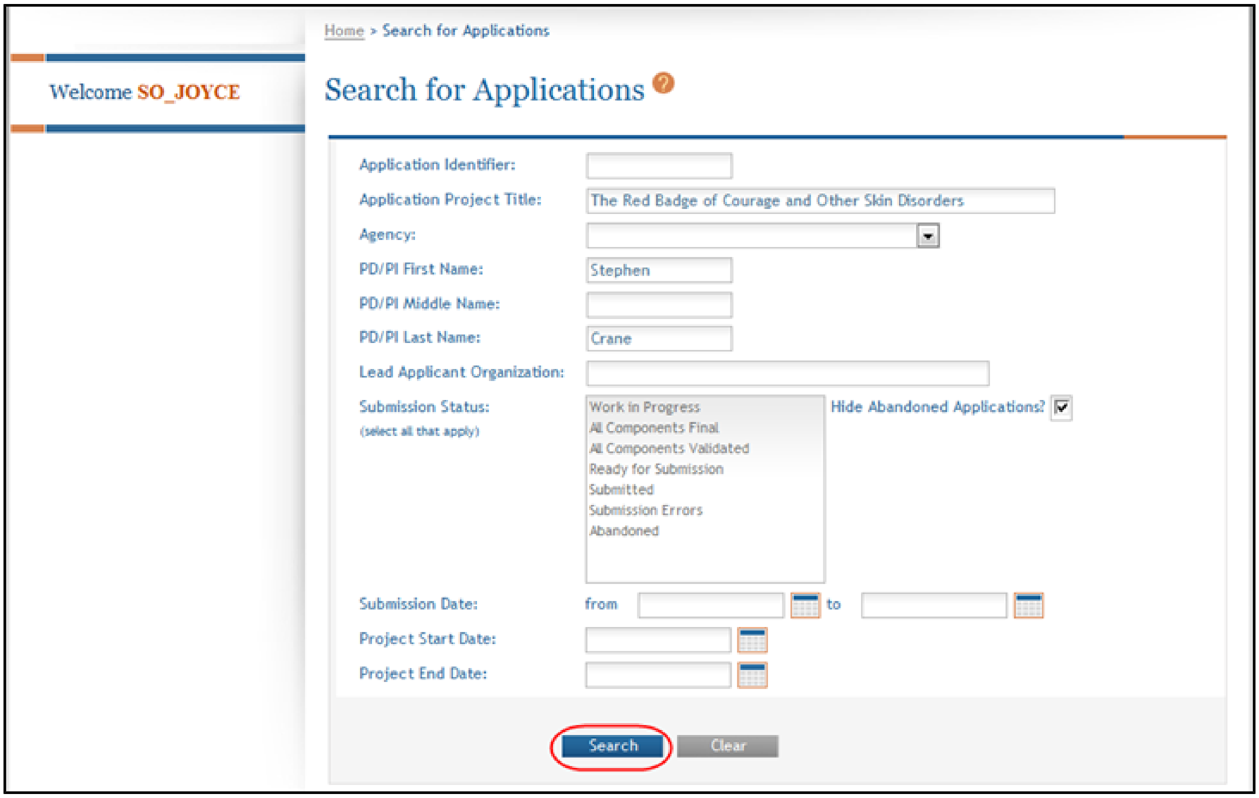


3. **Enter any combination of optional search criteria on the *Search for Applications* page to locate the application.**

   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.



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.

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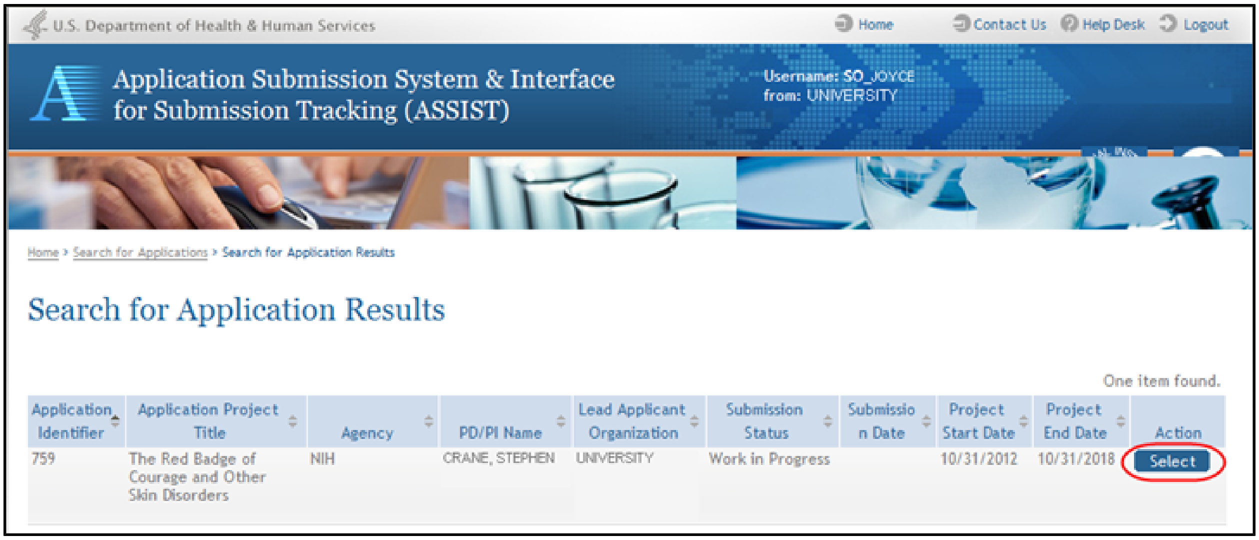
5. From the results listed on the *Search for Application Results* page, click the Select button in the **Action** column next to the appropriate application.



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

Refer to the help topic titled *Prepare an Application* 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.

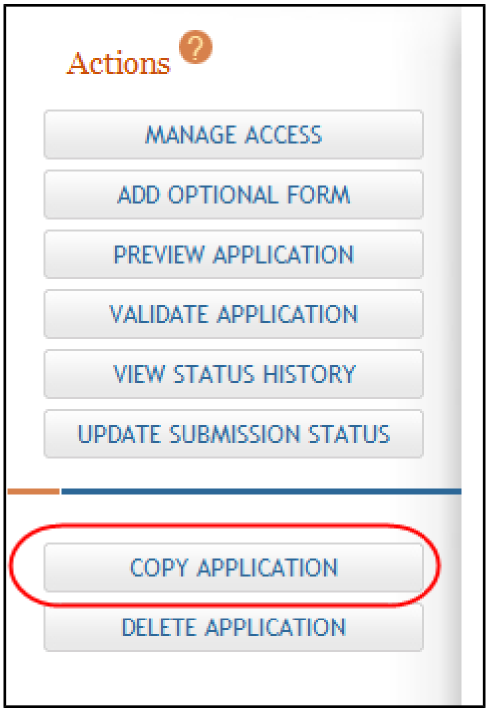
The *Copy Application* screen is used to copy the components (multi-projects) and data from the application currently opened in ASSIST to another application for a requested FOA. The feature allows you to copy the application's structure and data to be used for another application. For multi-project applications, the feature copies over the Overall component, component identifiers, any existing component short names, assigned access levels, data, and 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.

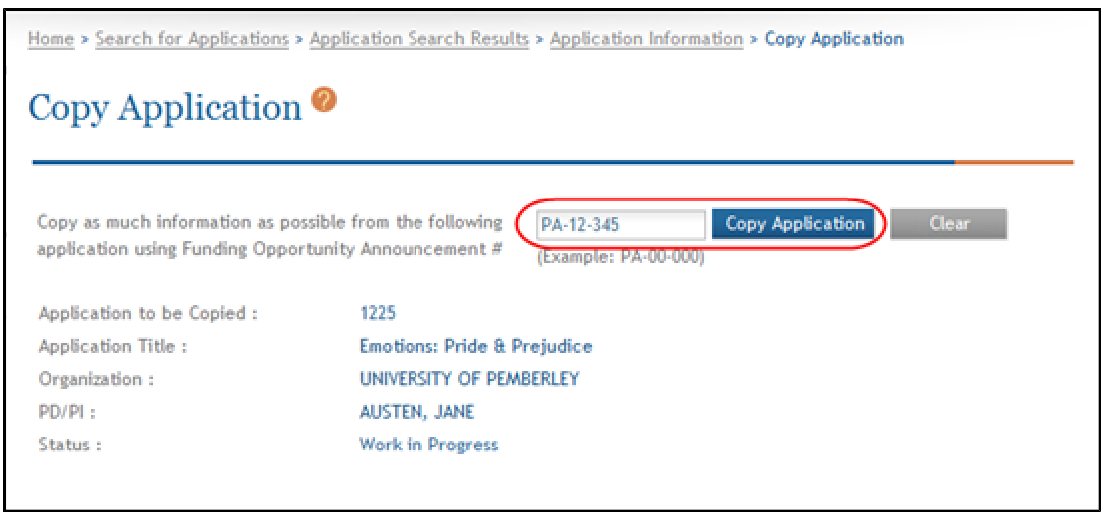
NOTE: Submission date, certification, and Authorized Representative signature from submitted applications are never copied over to new applications. Application and component history also are not copied.

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



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.



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.

3.4.1 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

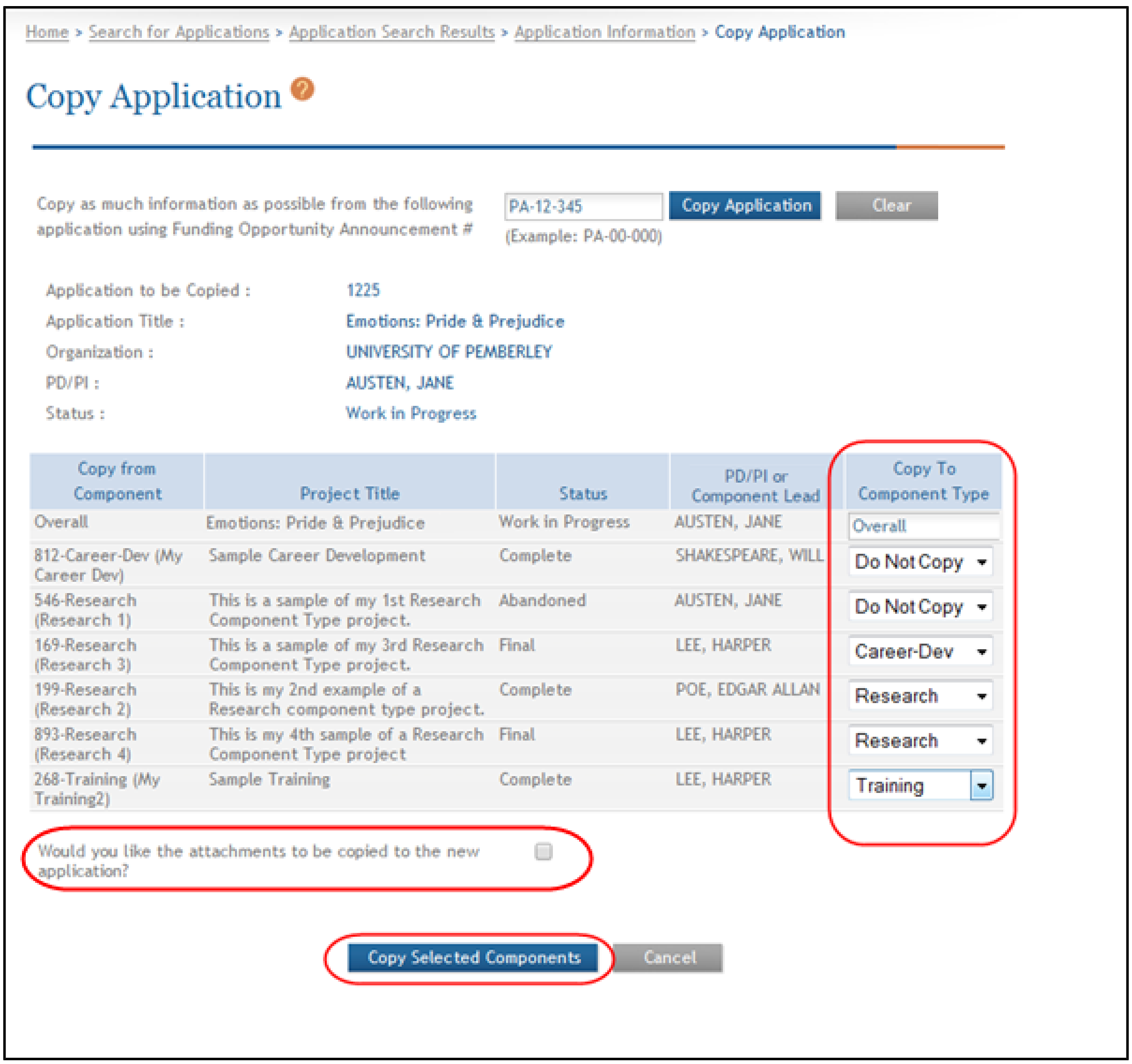
  A drop-down list of component types available in the new application based on the indicated FOA of the new application. It is possible to copy a component of a specific type in the original application to a different component type in the new application.

> **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.

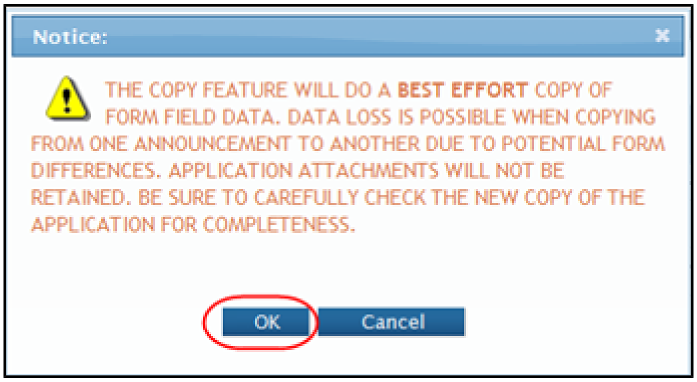
1. Select an option from the **Copy to Component Type** drop-down list for all components being copied to the new application.
2. *Optional:* To copy attachments, select the checkbox next to the question **Would you like the attachments to be copied to the new application?**
3. Click the Copy Selected 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.

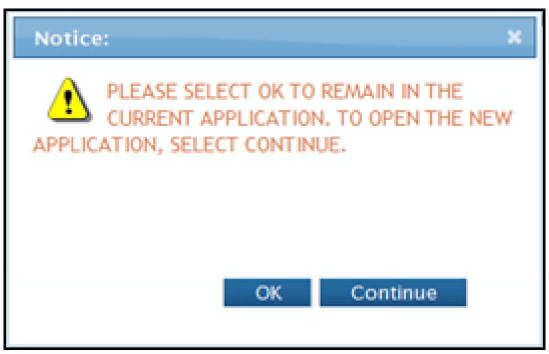


A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

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.



4. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.
5. 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.*



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

–OR–

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

3.4.2 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**

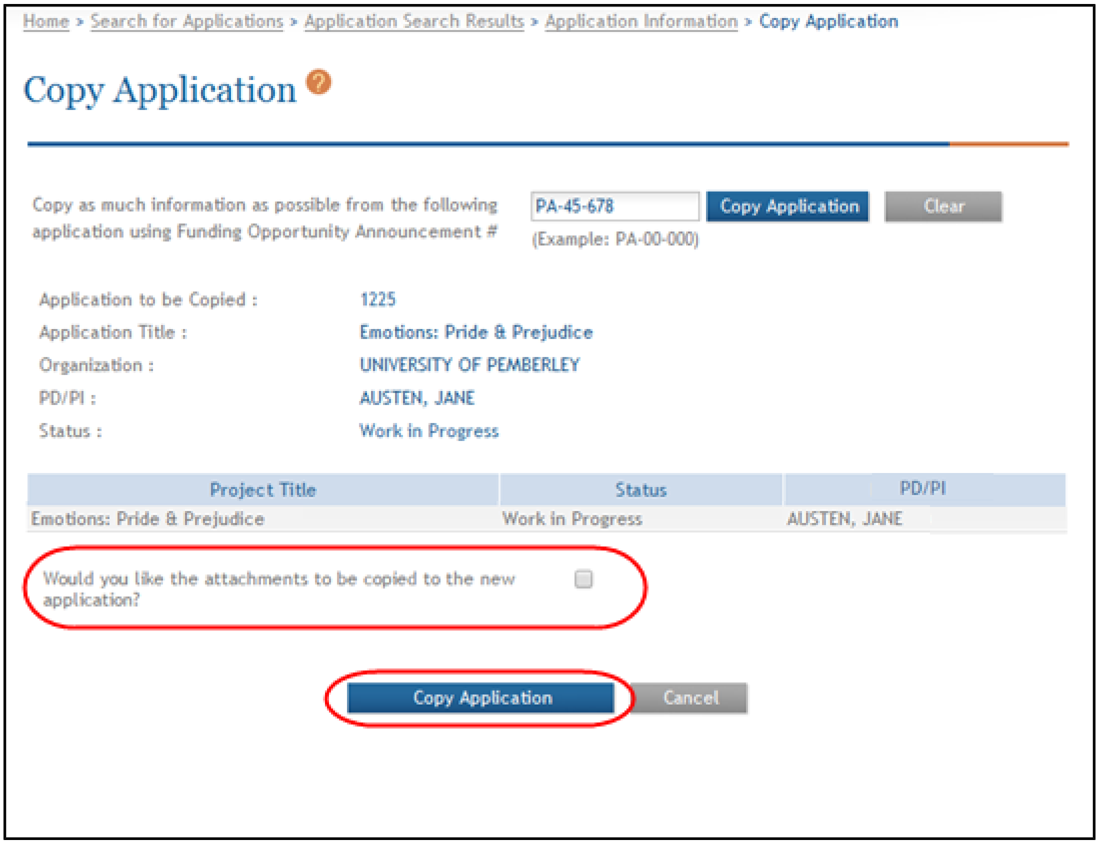
  The status of the components in the copied application. Although this provides you the status of the components in the copied application, remember that the components in the new application will have a status of Work in Progress.

- **PD/PI**

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

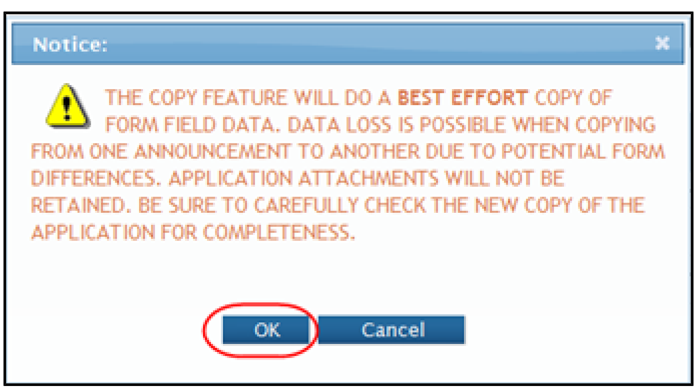
1. *Optional:* To copy attachments, select the checkbox next to the question **Would you like the attachments to be copied to the new application?**

2. Select the Copy Application button.

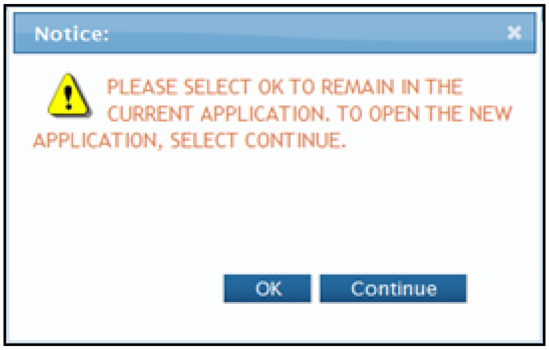


A confirmation message displays as a pop-up box. Please make sure you thoroughly understand the warning before continuing.

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.



3. Select the **OK** button to confirm the copy. Selecting **Cancel** will return you to the *Copy Application* screen without completing the copy.
4. 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.*



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

–OR–

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

3.5 Add Optional Forms

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.

3.5.1 Optional Forms for Single Project Applications

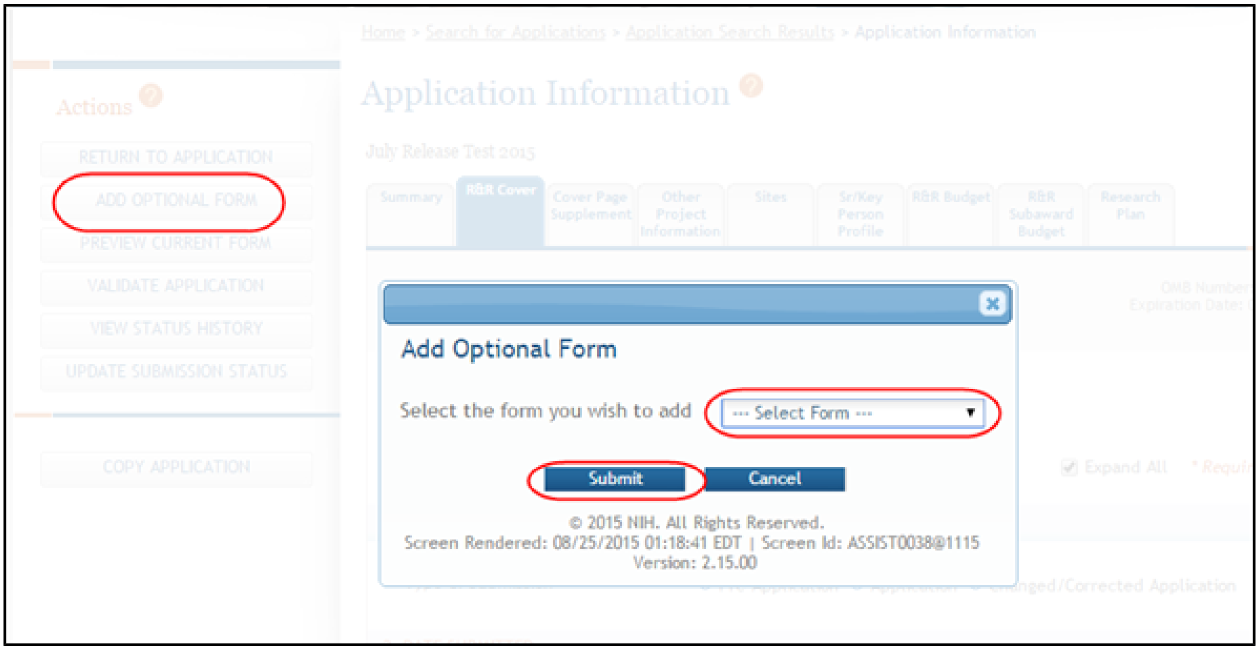
To add optional forms to a single-project application:

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

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

2. Choose a form from the drop-down list and 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.



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

3.5.2 Optional Forms For Multi-Project Applications

To add optional forms to a multi-project 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 expand the appropriate component from the **Component Type** section.
3. Select a component type to display the *Component Information*.

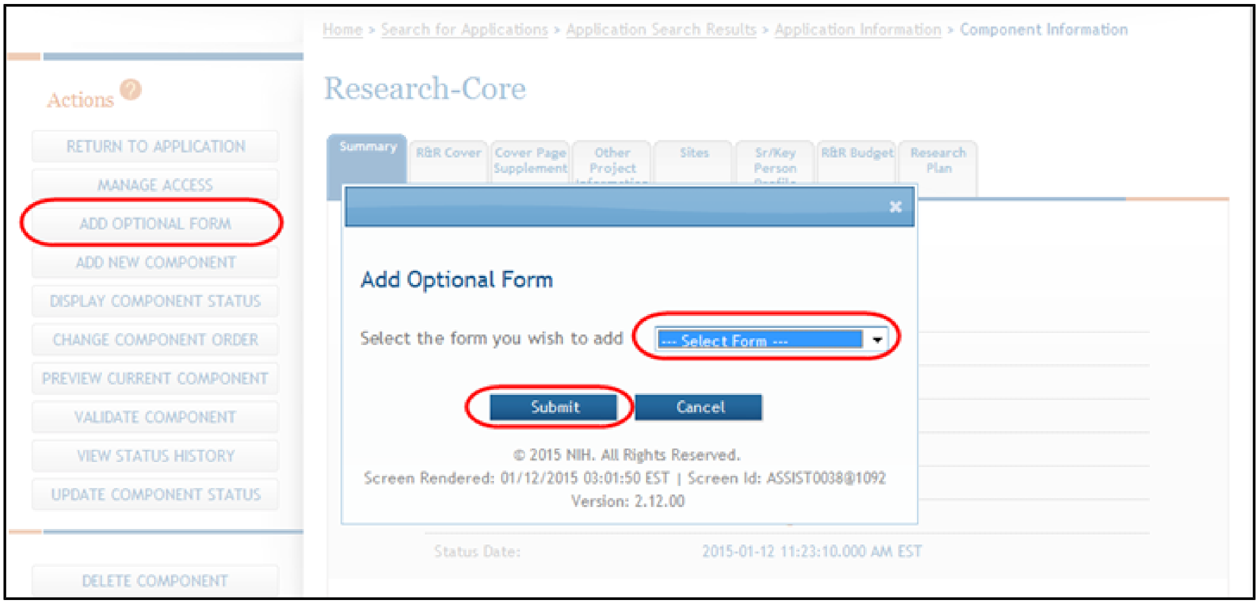
   The *Component Information* page opens for the component.

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.



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

See Also

- Edit Overall Component Forms
- Edit Additional Component Type Forms

3.6 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

See Also

- Edit Additional Component Type Forms
- Add Additional Component Types

3.6.1 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* 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.

See Also

- Edit Overall Component Forms

3.6.2 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.

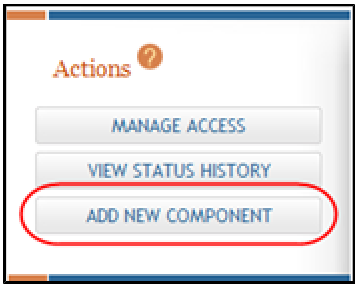
NOTE: The order of component types cannot be rearranged once they are added to the application.

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.



The *Add Component* page displays.

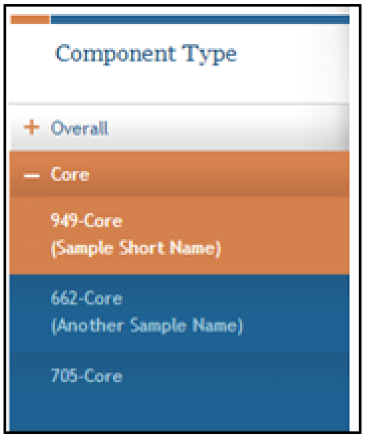
3. Select a **Component Type** from the drop-down list.

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.

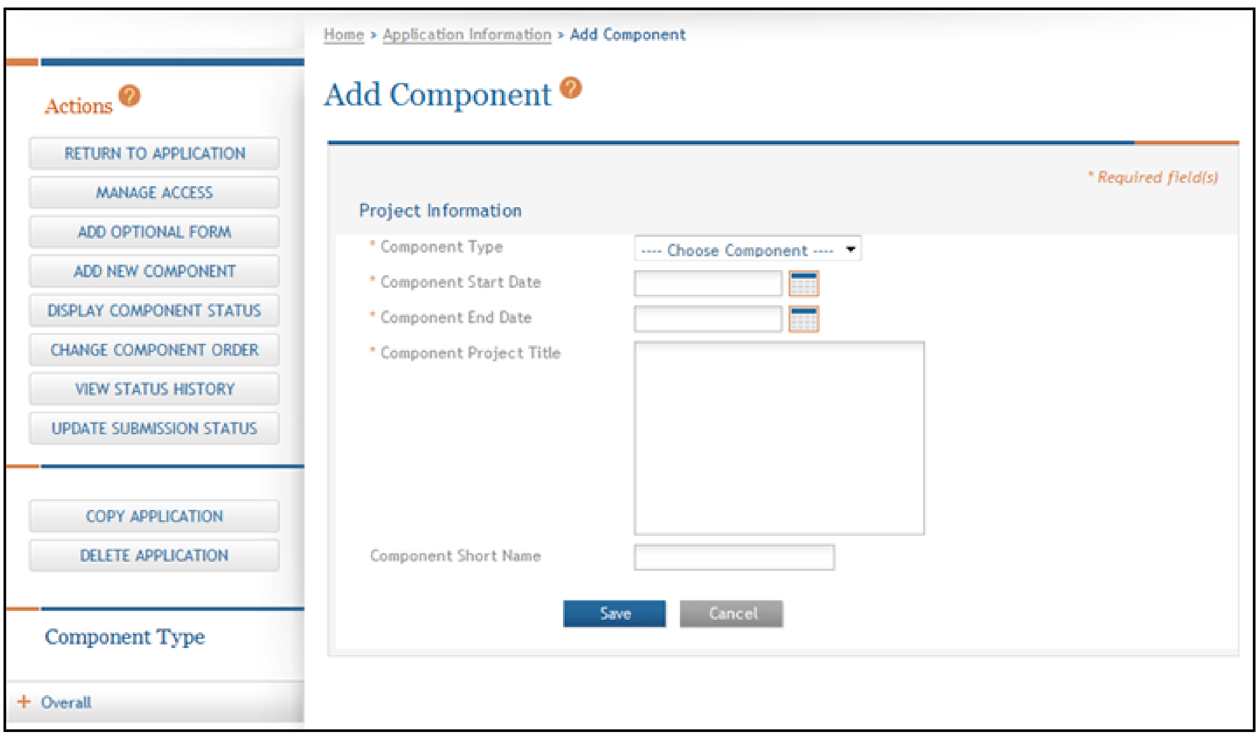
   Component short names -when existing- appear on the *Component Information* page as well as under the component identifier on the left-side **Component Type** navigation panel. Component short names must be unique to the project and can be updated from the *Component Information* page. Component short names are available only for your convenience in ASSIST and do not carry over to Grants.gov at the time of submission.



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.

Click here for an image of the 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

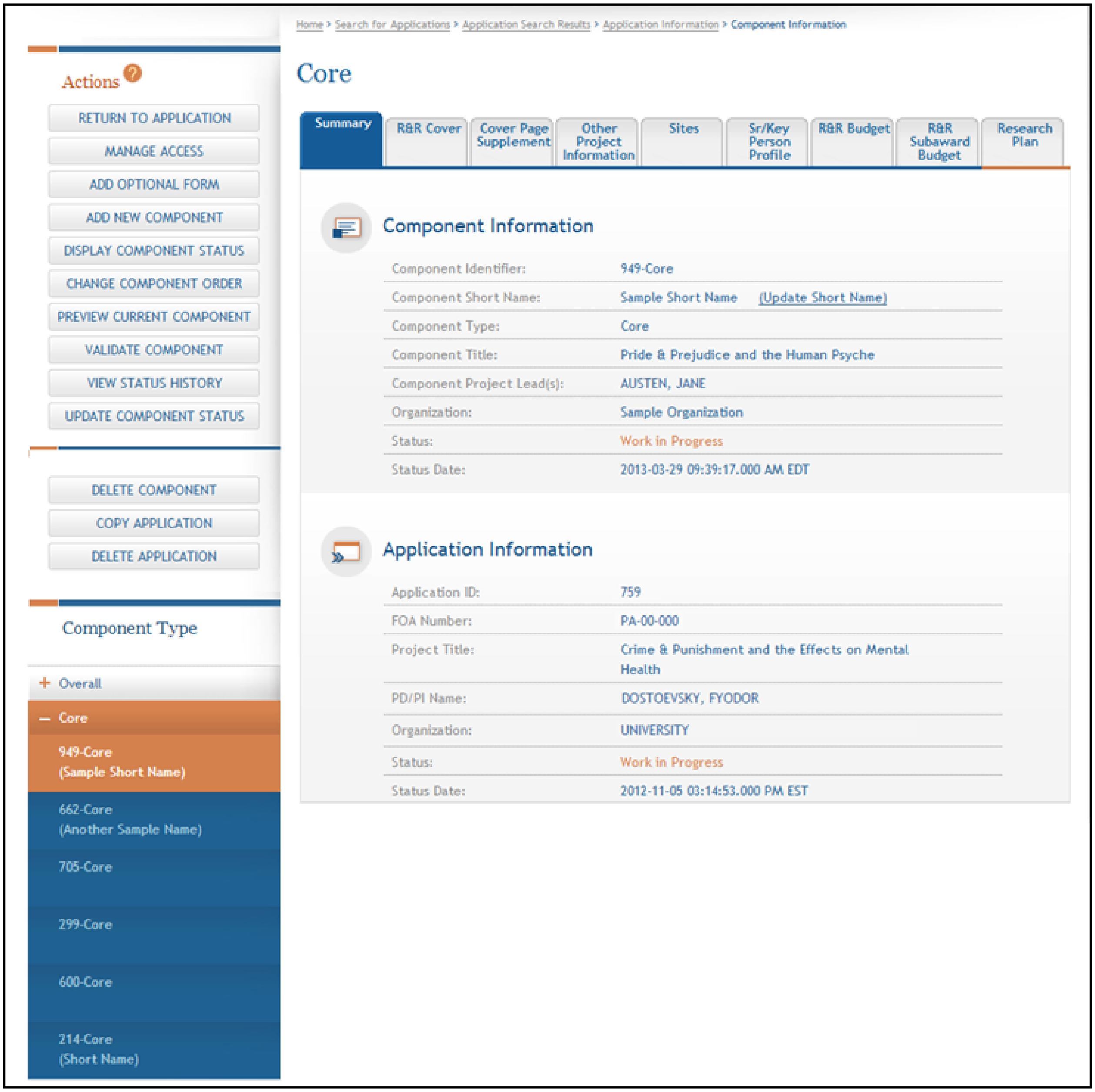
Add Optional Form

Preview Current Component

Update Component Status

3.6.3 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**.



3.6.3.1 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.

3.6.3.2 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.

3.6.3.3 Delete a Component

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

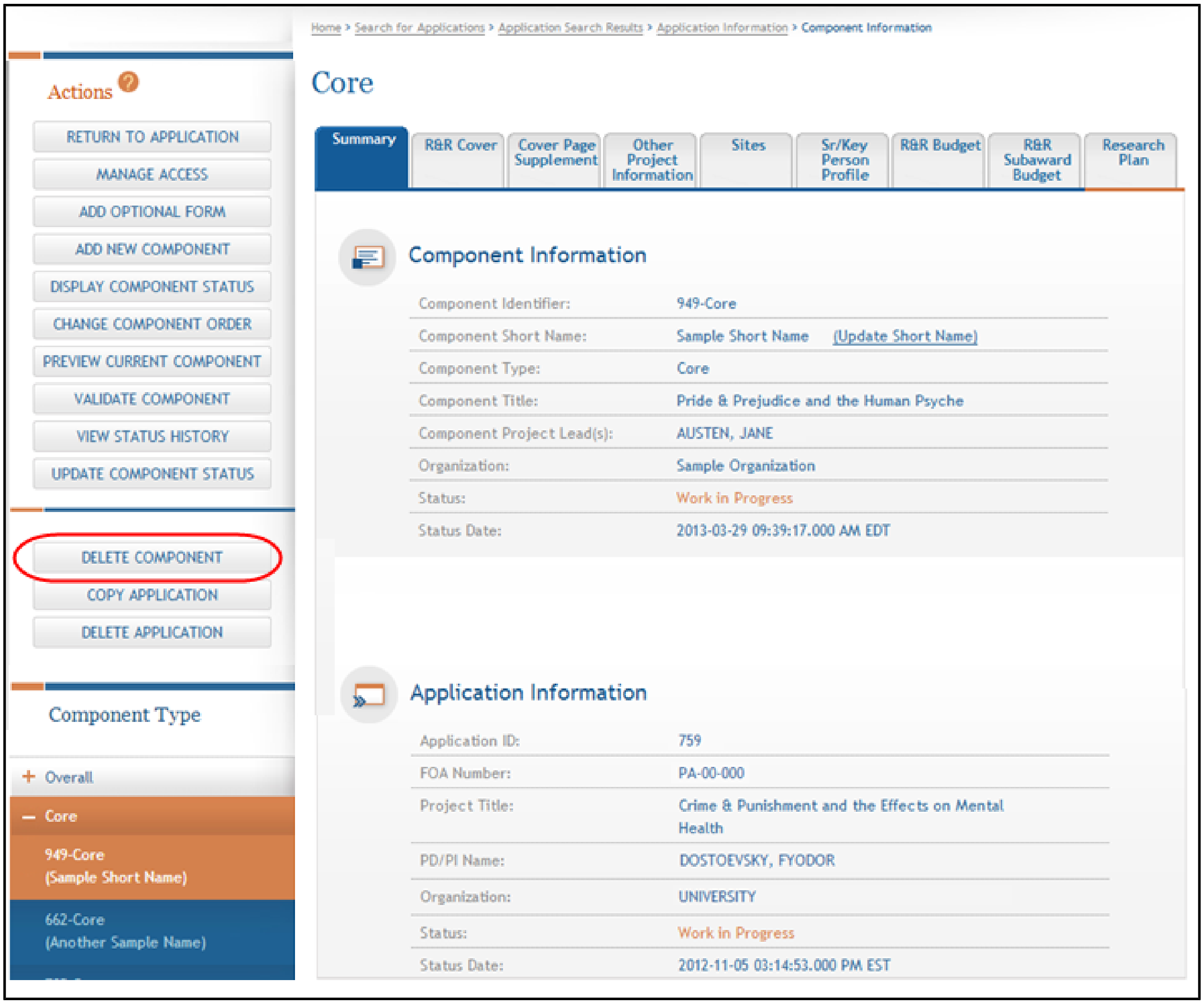
If you are the Signing Official, Administrative Official, or the PI of the lead organization -and/or-you have Entire Application Editor privilege, you have access to the Delete Component feature in ASSIST. The Delete Component features allows you to permanently delete individual components of any status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

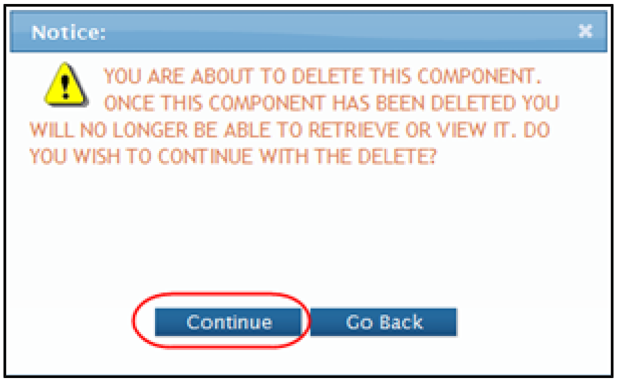
NOTE: ASSIST also has a Delete Application feature for deleting an entire application. Individual components do not need to be deleted first when deleting the entire application. Refer to the topic titled *Delete the Application* for steps on deleting entire applications.

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.



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?



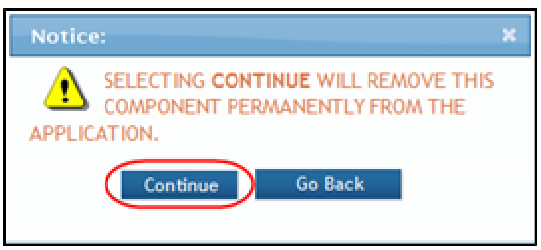
3. Select the appropriate action:

    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.*



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.

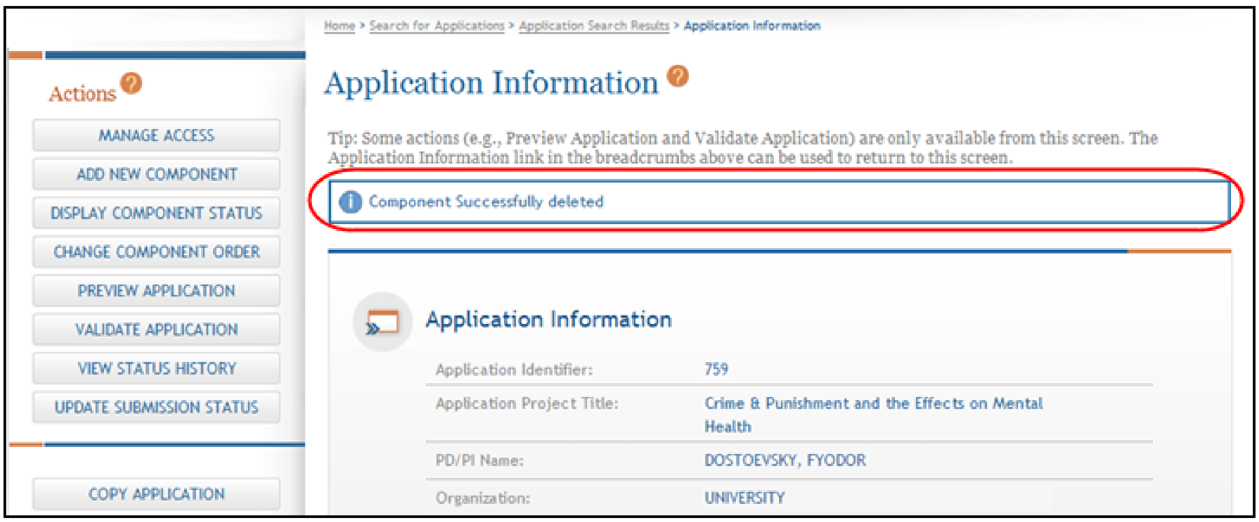
    –OR–

    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.



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.

See Also

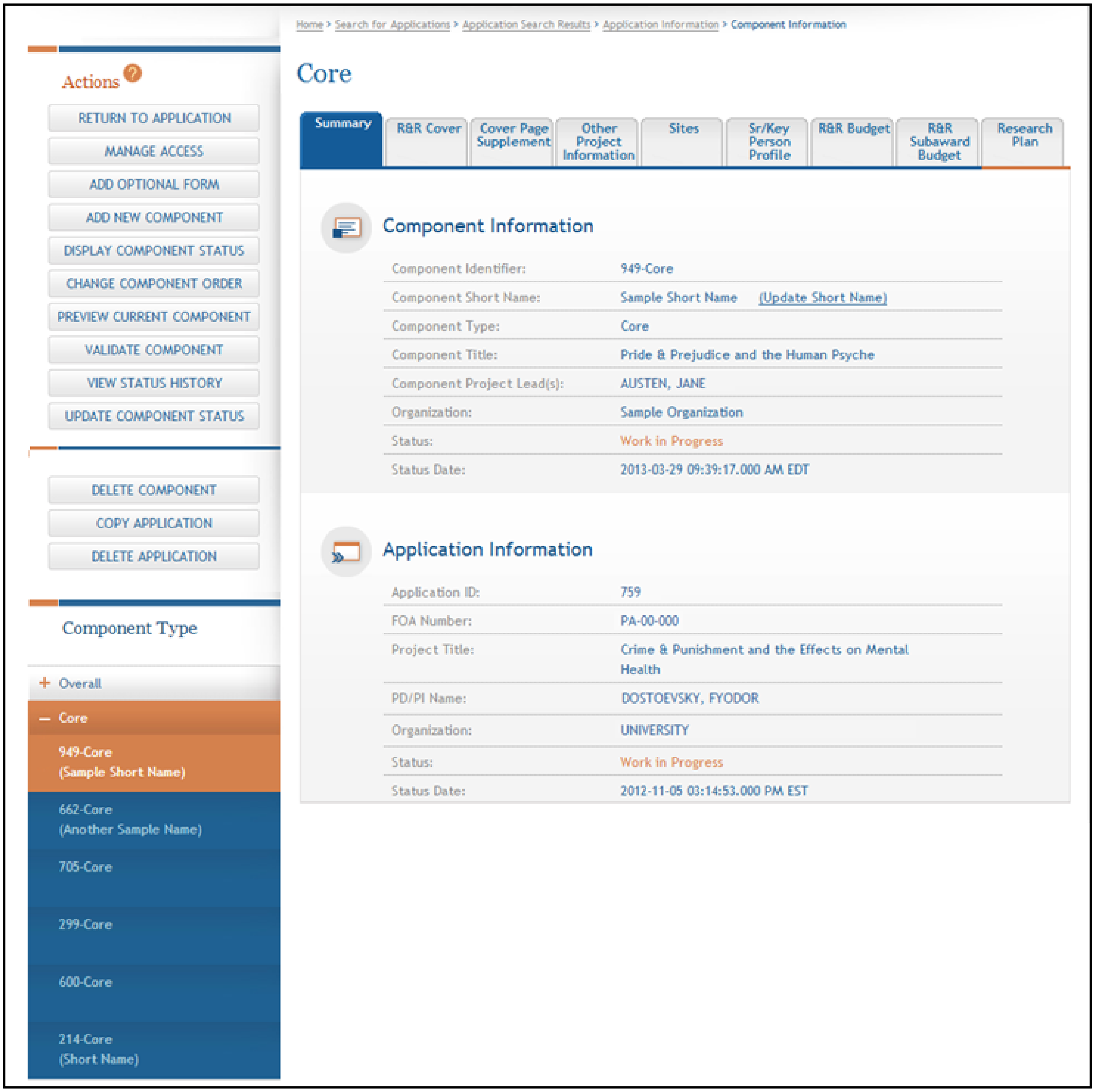
- Updating the Component Short Name
- Application Information

3.6.3.4 Updating the Component Short Name

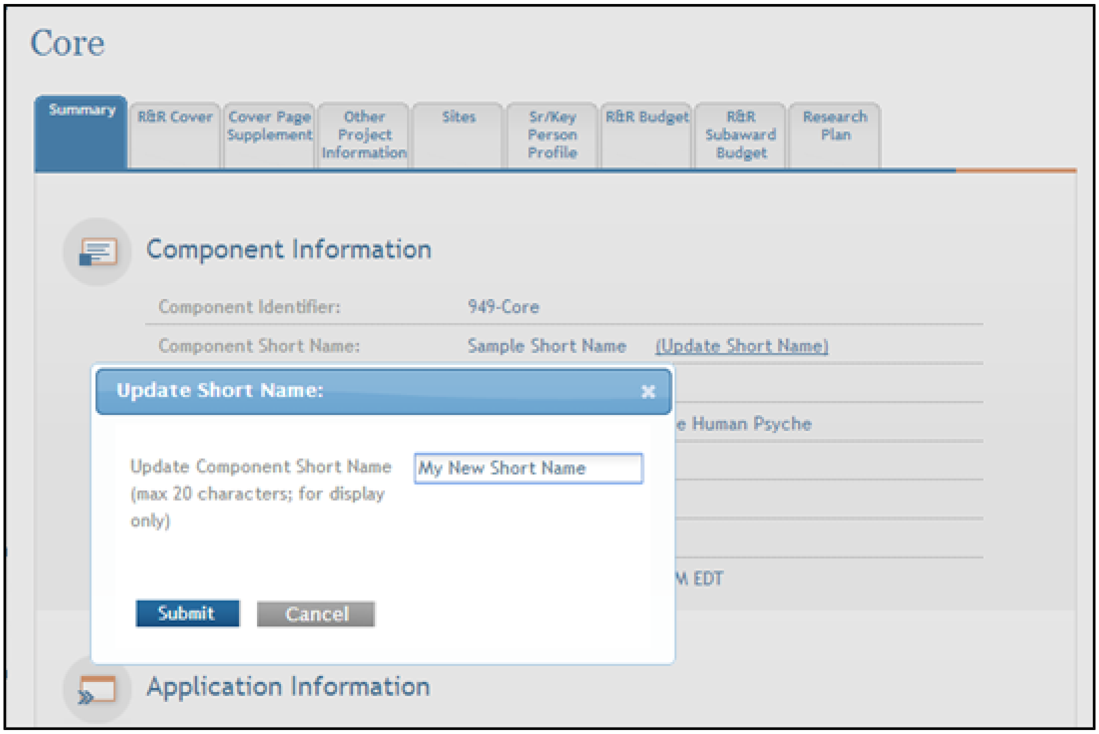
The **Component Short Name** is an optional field which can be entered when a component is added to an application. The short name provides an alternative means for identifying the component in case the system-generated component identifier is not known. The short name is provided as a convenience and 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.



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.



4. Select the **Submit** button.

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

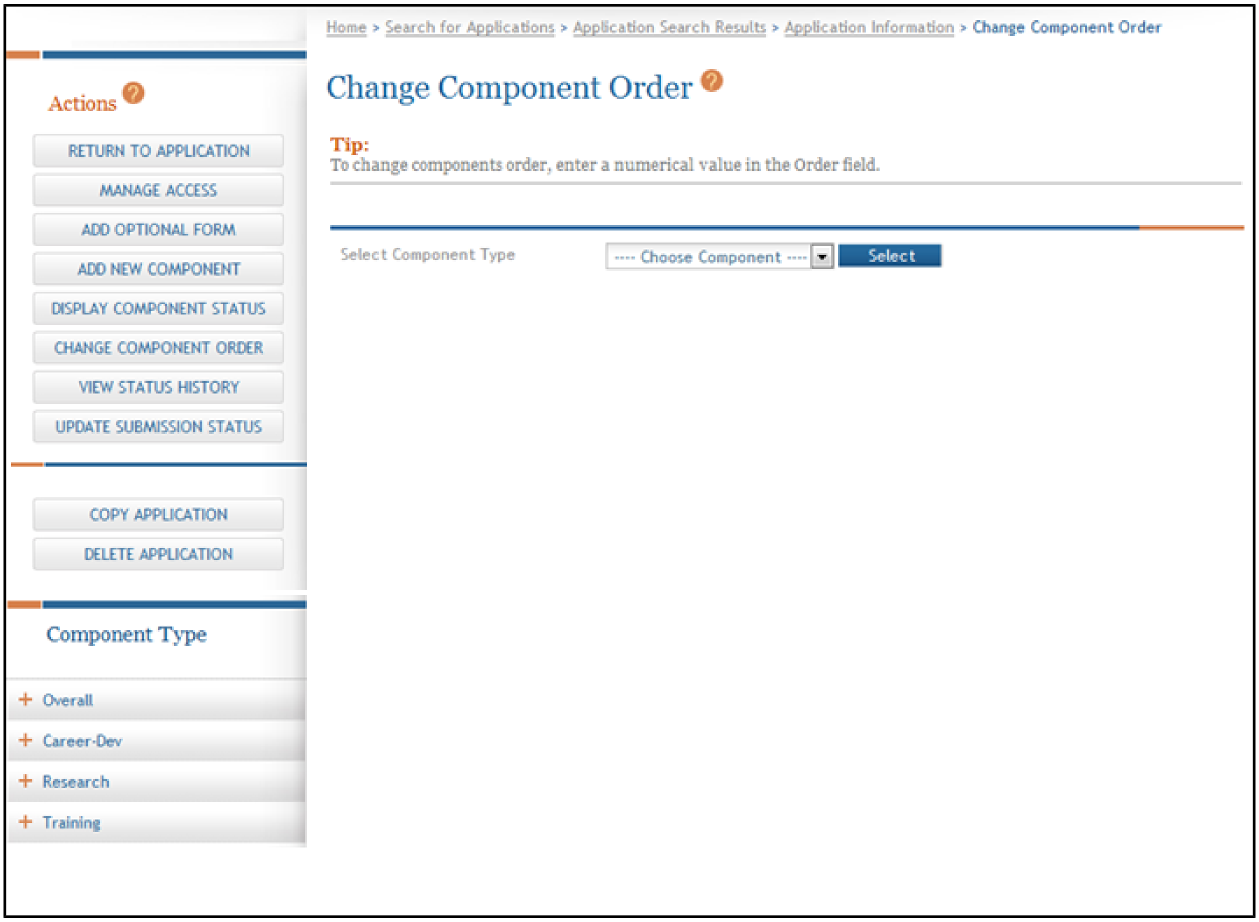
See Also

- Component Information

3.6.4 Change Component Order

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

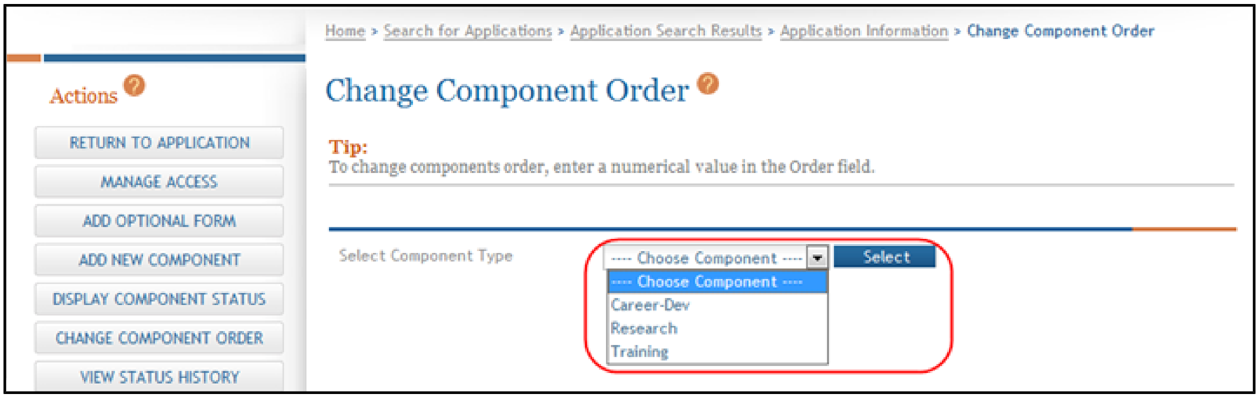
The Change Component Order screen is used to set the order in which your components appear in the submitted application (i.e., the PDF version) for each particular component type. For example, if your application contains four components of the component type *Research*, you can re-arrange those four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



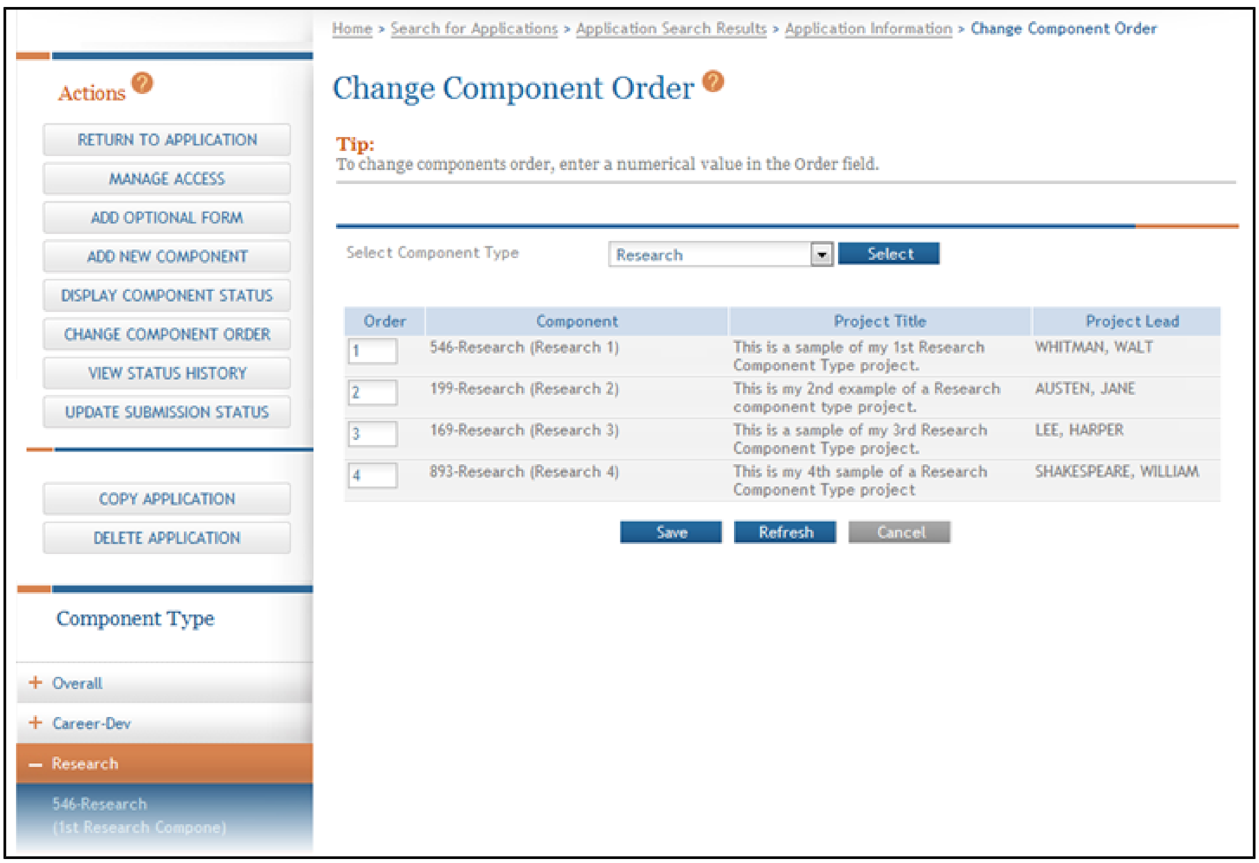
NOTE: Although components *within* a particular component type can be re-ordered, you cannot re-arrange the order of component types.

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.



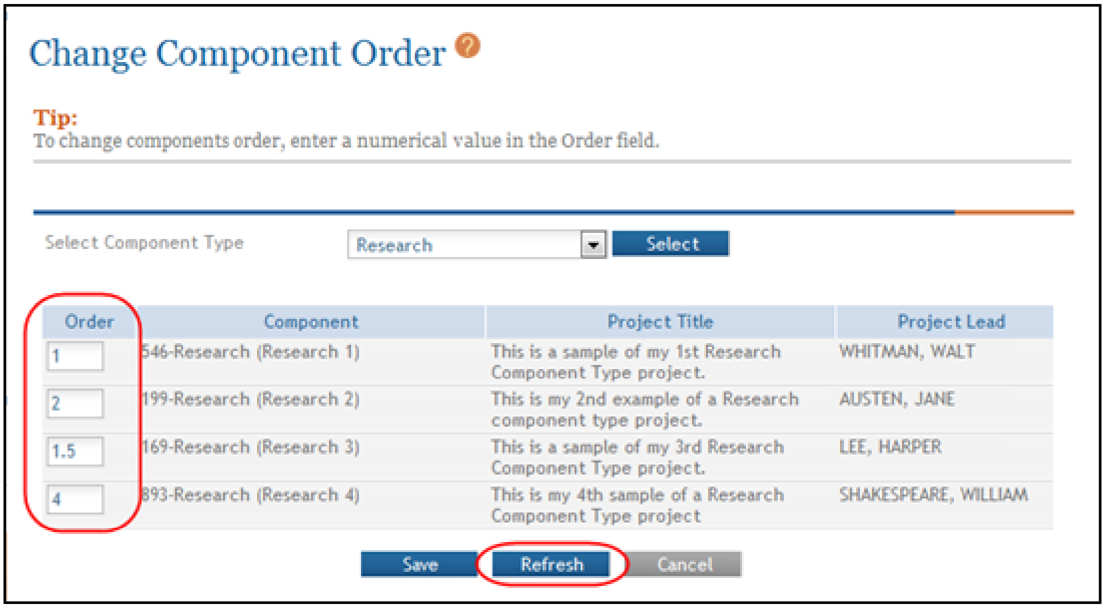
The screen updates to display the current Order, Component, Project Title, and Project Lead for each component of the selected component type. Components display in the order in which they were added to the application until they are re-ordered using this feature. Once components have been re-ordered,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



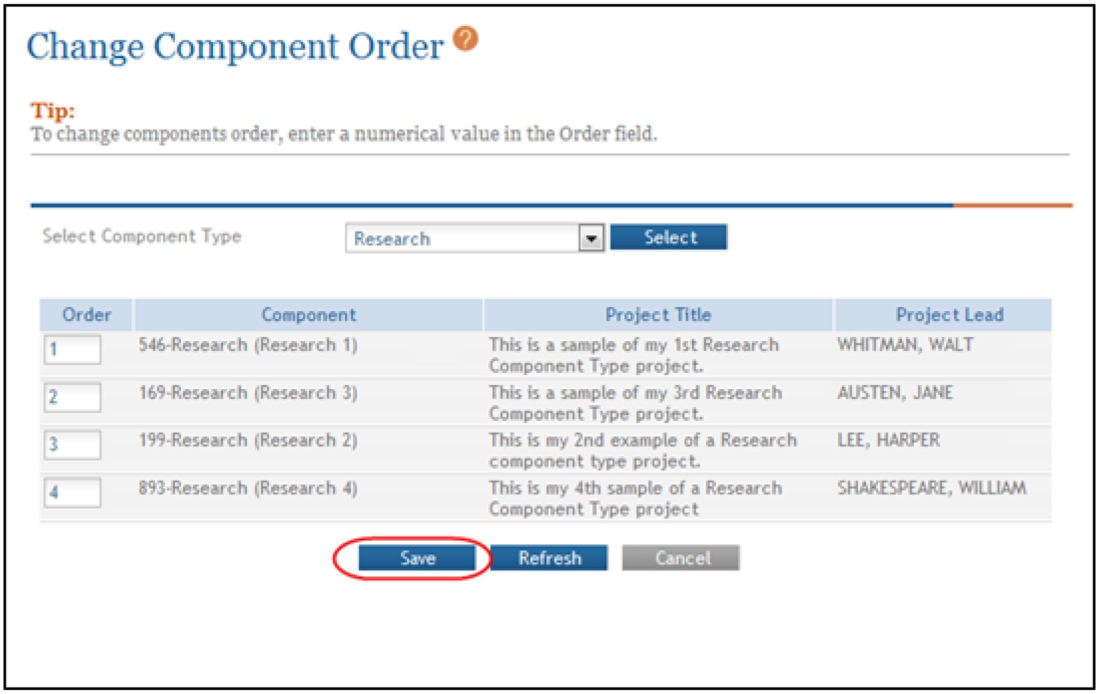
2. Use the text box in the Order column for each component being re-ordered to enter an order value. Make sure to enter a unique value in each **Order** field. You will receive an error if you attempt to save the order of components with duplicate order values.

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.



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



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

See Also

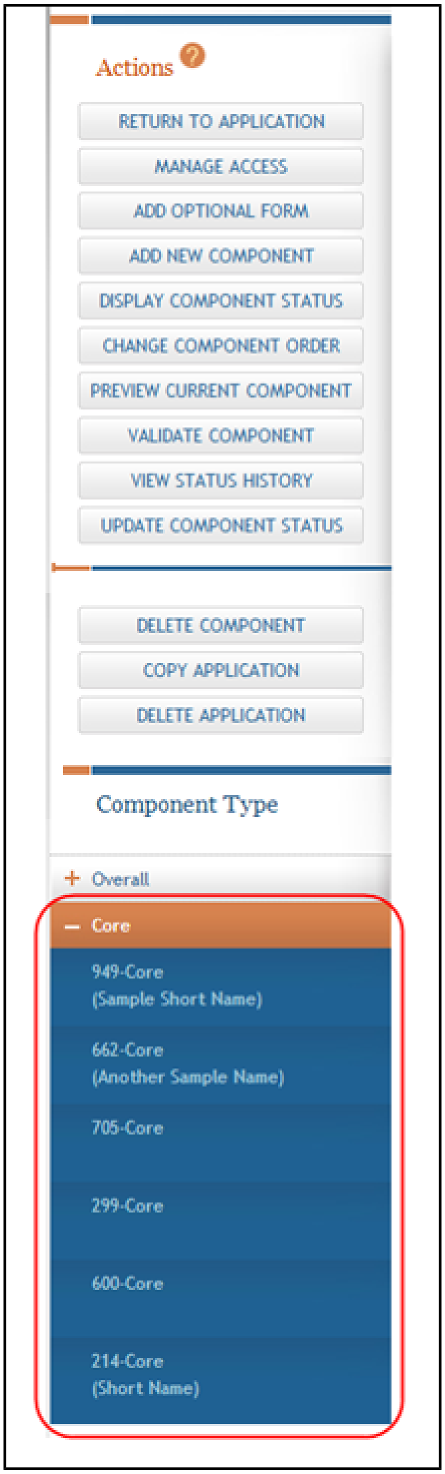
- Actions
- Application Information
- Component Information

3.6.5 Edit Additional Component Type Forms

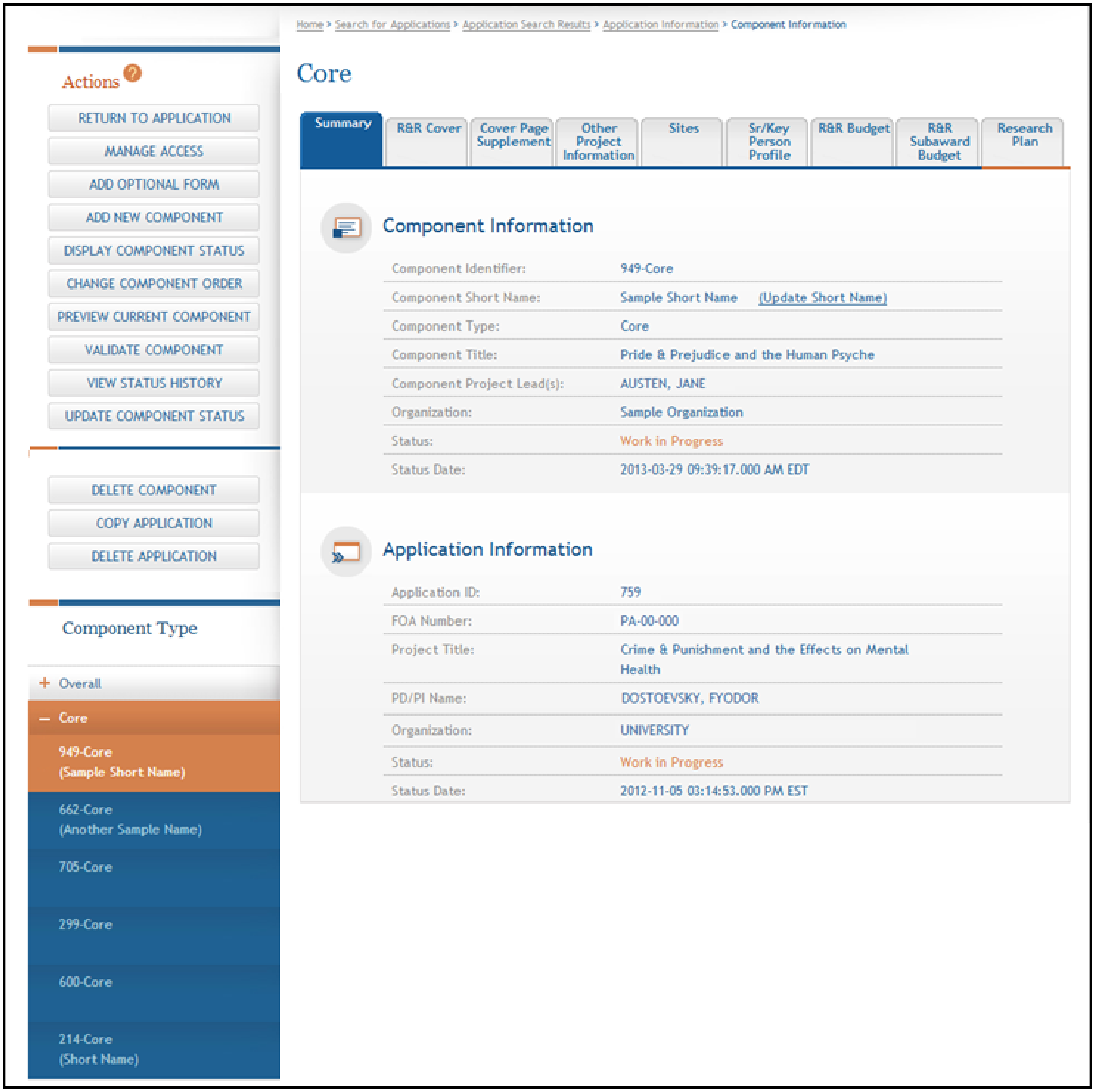
The forms of the component may be edited when the status is *Work in Progress*. The following lists the basic steps for navigating and enabling forms for editing.

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.



The Component Information page displays for the selected component.



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 help topic titled *Form and Field Level Validations* for more information.

   For assistance with the information required on this form, please refer to the appropriate 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.

    -OR-

    Continue to next form without saving.

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.

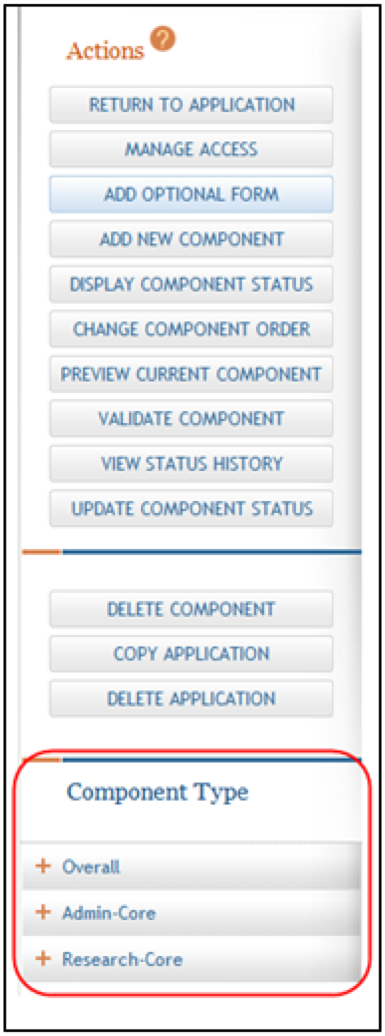
4 Forms Data Entry

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:

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



3. Select the tab for the appropriate form.

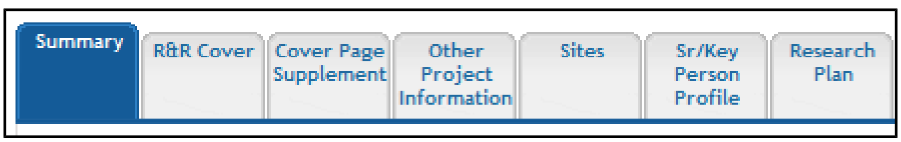


Figure 5: Tabs for Each Form of a Component

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** check box. Unselect the check box 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 help topic titled *Form and Field Level Validations* for more information.

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

   http://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.200-sf-424-(r&r)-form.htm

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 this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.

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.

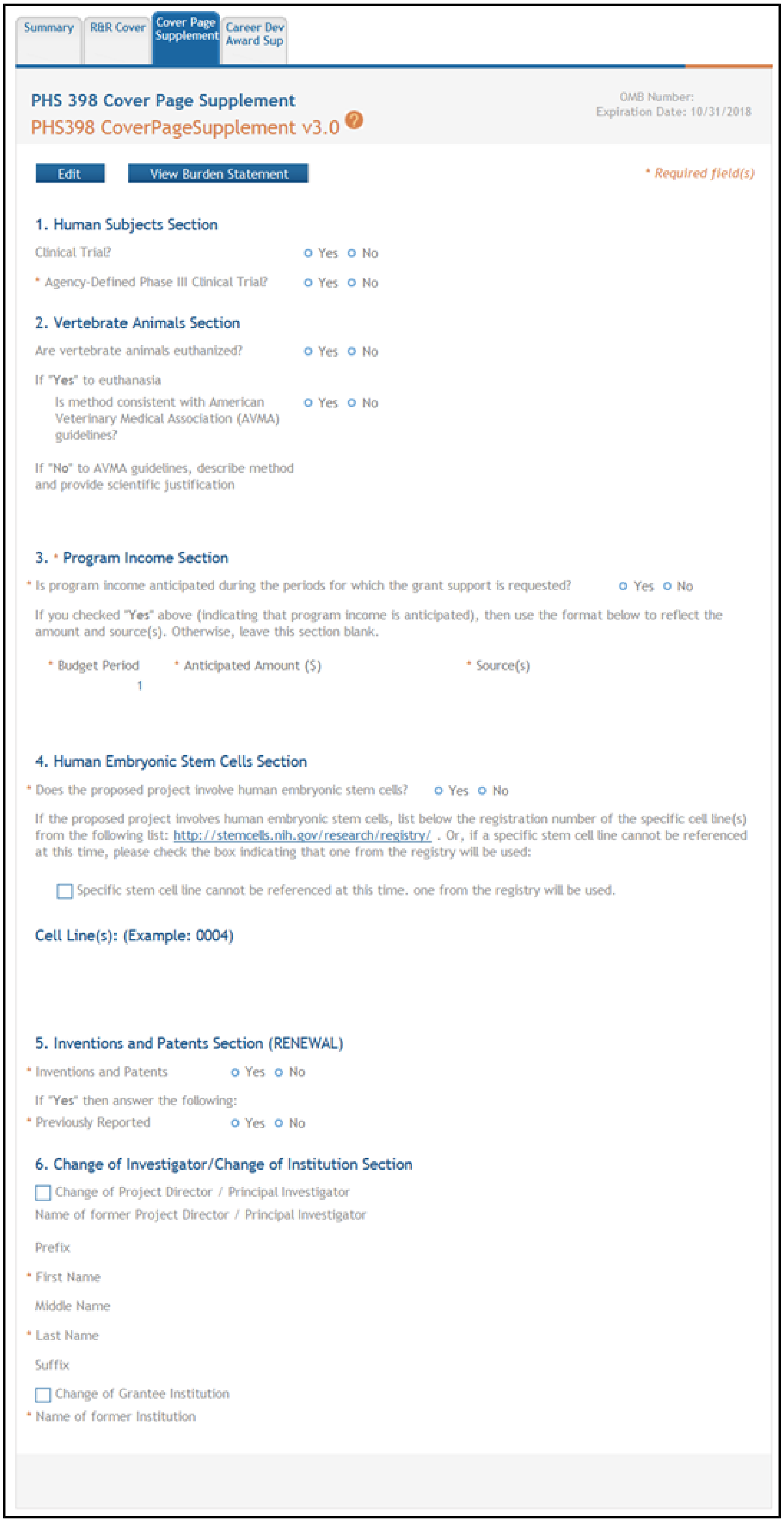
4.2 PHS 398 Cover Page Supplement

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.



Summary | R&R Cover | Cover Page Supplement | Career Dev Award Sup

PHS 398 Cover Page Supplement

PHS398 CoverPageSupplement v3.0

OMB Number:
Expiration Date: 10/31/2018

Edit | View Burden Statement

* Required field(s)

1. Human Subjects Section

Clinical Trial? Yes No

* Agency-Defined Phase III Clinical Trial? Yes No

2. Vertebrate Animals Section

Are vertebrate animals euthanized? Yes No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? Yes No

If "No" to AVMA guidelines, describe method and provide scientific justification

3. * Program Income Section

* Is program income anticipated during the periods for which the grant support is requested? Yes No

If you checked "Yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

* Budget Period	* Anticipated Amount ($)	* Source(s)
1		

4. Human Embryonic Stem Cells Section

* Does the proposed project involve human embryonic stem cells? Yes No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/research/registry/ . Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used:

Specific stem cell line cannot be referenced at this time. one from the registry will be used.

Cell Line(s): (Example: 0004)

5. Inventions and Patents Section (RENEWAL)

* Inventions and Patents Yes No

If "Yes" then answer the following:

* Previously Reported Yes No

6. Change of Investigator/Change of Institution Section

Change of Project Director / Principal Investigator

Name of former Project Director / Principal Investigator

Prefix

* First Name

Middle Name

* Last Name

Suffix

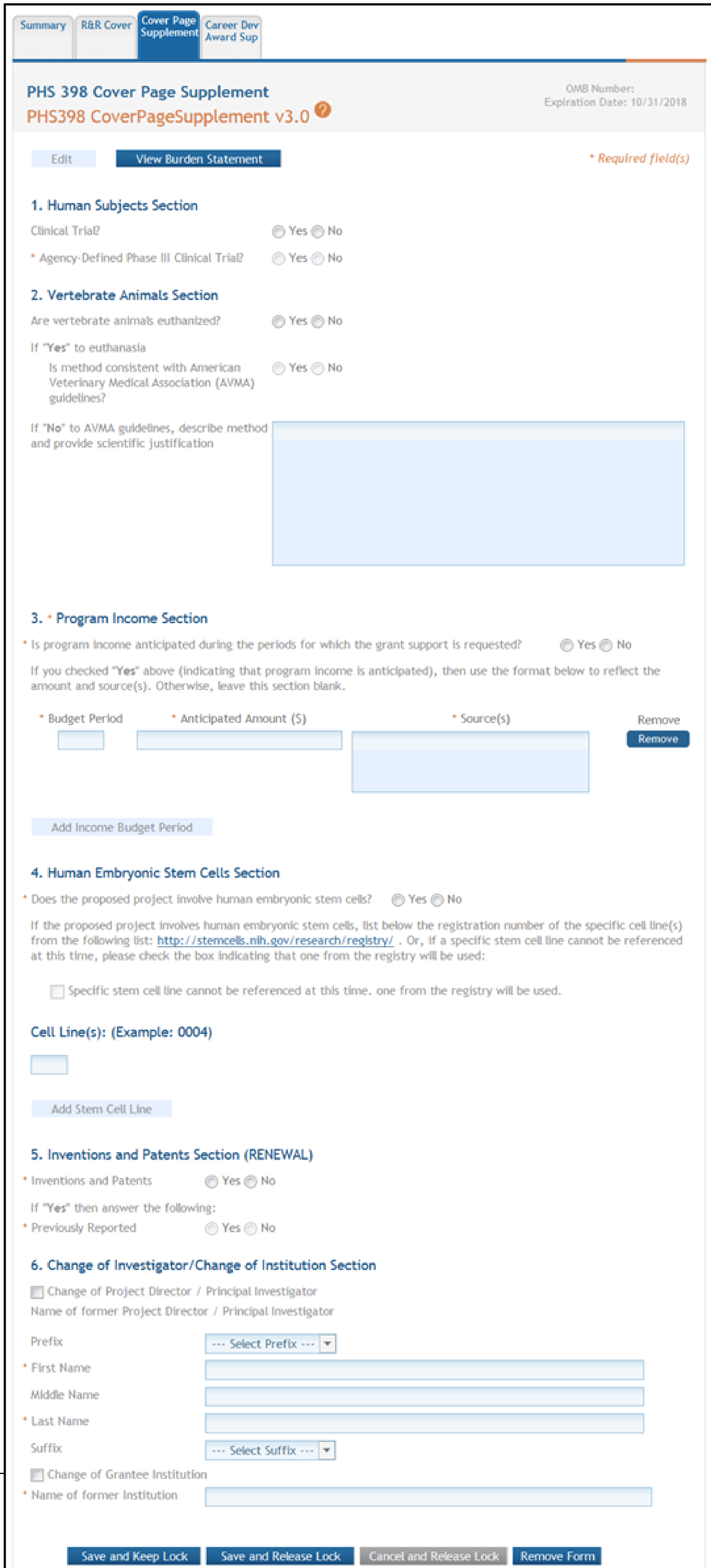
Change of Grantee Institution

* Name of former Institution

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.

   Click here for an image of the form expanded for editing.



Summary | R&R Cover | Cover Page Supplement | Career Dev Award Sup

PHS 398 Cover Page Supplement
PHS398 CoverPageSupplement v3.0

OMB Number:
Expiration Date: 10/31/2018

Edit | View Burden Statement

* Required field(s)

1. Human Subjects Section

Clinical Trial? Yes No

* Agency-Defined Phase III Clinical Trial? Yes No

2. Vertebrate Animals Section

Are vertebrate animals euthanized? Yes No

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? Yes No

If "No" to AVMA guidelines, describe method and provide scientific justification

3. * Program Income Section

* Is program income anticipated during the periods for which the grant support is requested? Yes No

If you checked "Yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

* Budget Period | * Anticipated Amount ($) | * Source(s) | Remove

Remove

Add Income Budget Period

4. Human Embryonic Stem Cells Section

* Does the proposed project involve human embryonic stem cells? Yes No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/research/registry/ . Or, if a specific stem cell line cannot be referenced at this time, please check the box indicating that one from the registry will be used:

Specific stem cell line cannot be referenced at this time. one from the registry will be used.

Cell Line(s): (Example: 0004)

Add Stem Cell Line

5. Inventions and Patents Section (RENEWAL)

* Inventions and Patents Yes No

If "Yes" then answer the following:

* Previously Reported Yes No

6. Change of Investigator/Change of Institution Section

Change of Project Director / Principal Investigator

Name of former Project Director / Principal Investigator

Prefix --- Select Prefix ---

* First Name

Middle Name

* Last Name

Suffix --- Select Suffix ---

Change of Grantee Institution

* Name of former Institution

Save and Keep Lock | Save and Release Lock | Cancel and Release Lock | Remove 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.

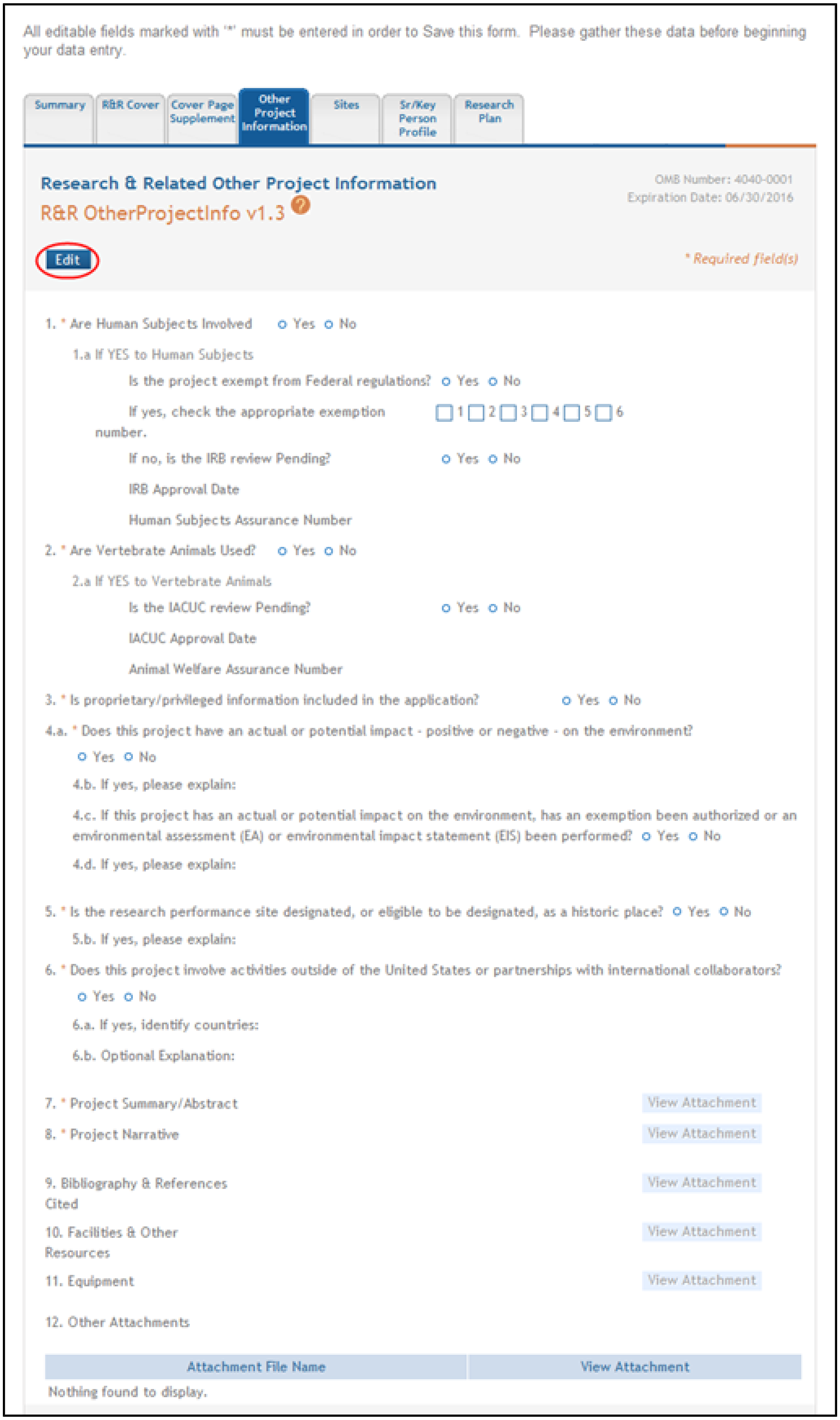
4.3 Research & Related Other Project Information

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.



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

Research & Related Other Project Information

R&R OtherProjectInfo v1.3

OMB Number: 4040-0001
Expiration Date: 06/30/2016

Edit

* Required field(s)

1. * Are Human Subjects Involved ○ Yes ○ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations? ○ Yes ○ No

If yes, check the appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

If no, is the IRB review Pending? ○ Yes ○ No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? ○ Yes ○ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending? ○ Yes ○ No

IACUC Approval Date

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application? ○ Yes ○ No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment? ○ Yes ○ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ○ Yes ○ No

4.d. If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place? ○ Yes ○ No

5.b. If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators? ○ Yes ○ No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. * Project Summary/Abstract — View Attachment

8. * Project Narrative — View Attachment

9. Bibliography & References Cited — View Attachment

10. Facilities & Other Resources — View Attachment

11. Equipment — View Attachment

12. Other Attachments

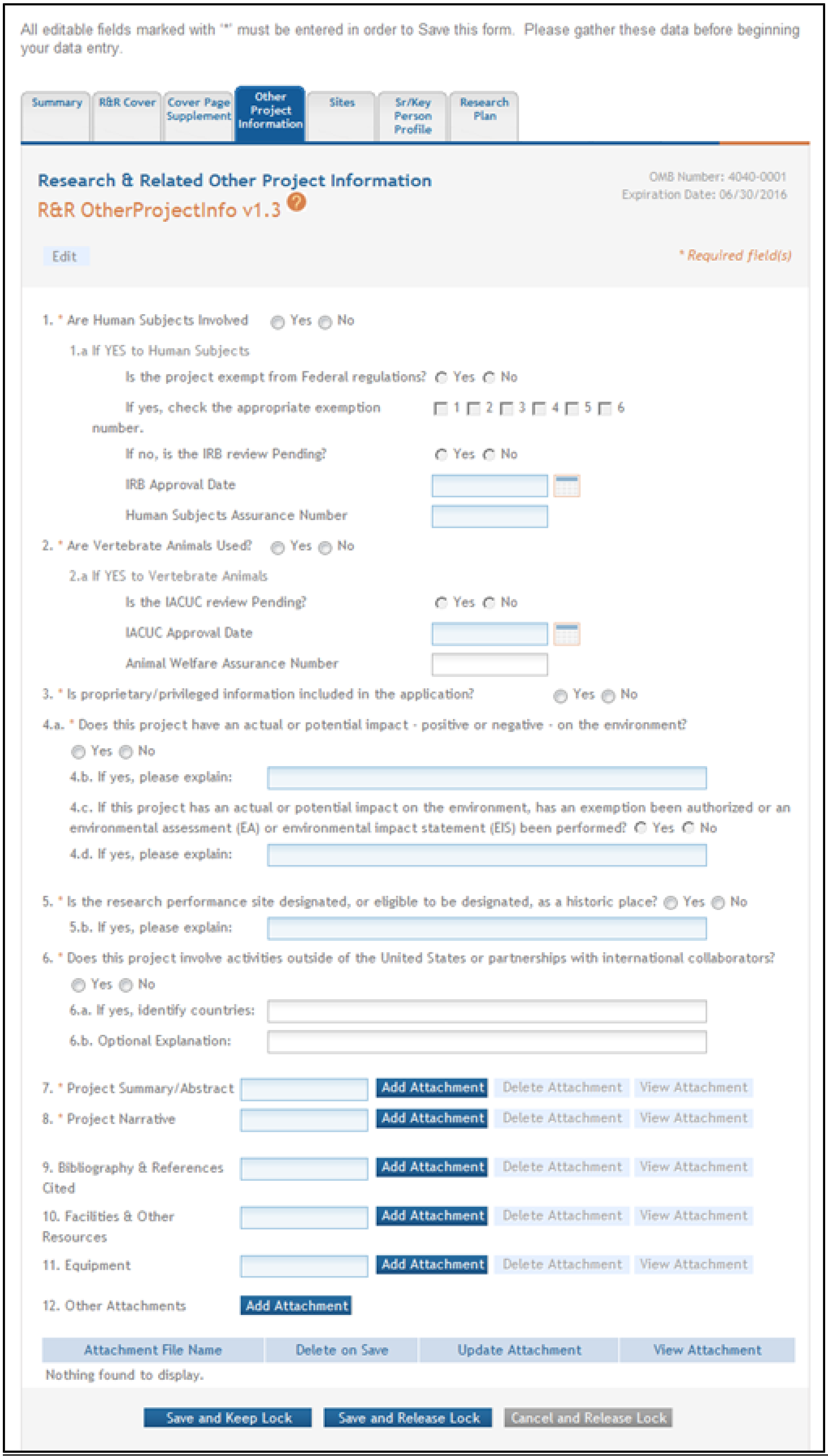
Attachment File Name	View Attachment

Nothing found to display.

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.

Click here for an image of the form expanded 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

Research & Related Other Project Information

R&R OtherProjectInfo v1.3

OMB Number: 4040-0001
Expiration Date: 06/30/2016

Edit

* Required field(s)

1. * Are Human Subjects Involved ○ Yes ○ No

1.a If YES to Human Subjects

Is the project exempt from Federal regulations? ○ Yes ○ No

If yes, check the appropriate exemption number. ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

If no, is the IRB review Pending? ○ Yes ○ No

IRB Approval Date

Human Subjects Assurance Number

2. * Are Vertebrate Animals Used? ○ Yes ○ No

2.a If YES to Vertebrate Animals

Is the IACUC review Pending? ○ Yes ○ No

IACUC Approval Date

Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application? ○ Yes ○ No

4.a. * Does this project have an actual or potential impact - positive or negative - on the environment?

○ Yes ○ No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ○ Yes ○ No

4.d. If yes, please explain:

5. * Is the research performance site designated, or eligible to be designated, as a historic place? ○ Yes ○ No

5.b. If yes, please explain:

6. * Does this project involve activities outside of the United States or partnerships with international collaborators?

○ Yes ○ No

6.a. If yes, identify countries:

6.b. Optional Explanation:

7. * Project Summary/Abstract — Add Attachment | Delete Attachment | View Attachment

8. * Project Narrative — Add Attachment | Delete Attachment | View Attachment

9. Bibliography & References Cited — Add Attachment | Delete Attachment | View Attachment

10. Facilities & Other Resources — Add Attachment | Delete Attachment | View Attachment

11. Equipment — Add Attachment | Delete Attachment | View Attachment

12. Other Attachments — Add Attachment

Attachment File Name	Delete on Save	Update Attachment	View Attachment

Nothing found to display.

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

4.4 Project/Performance Sites

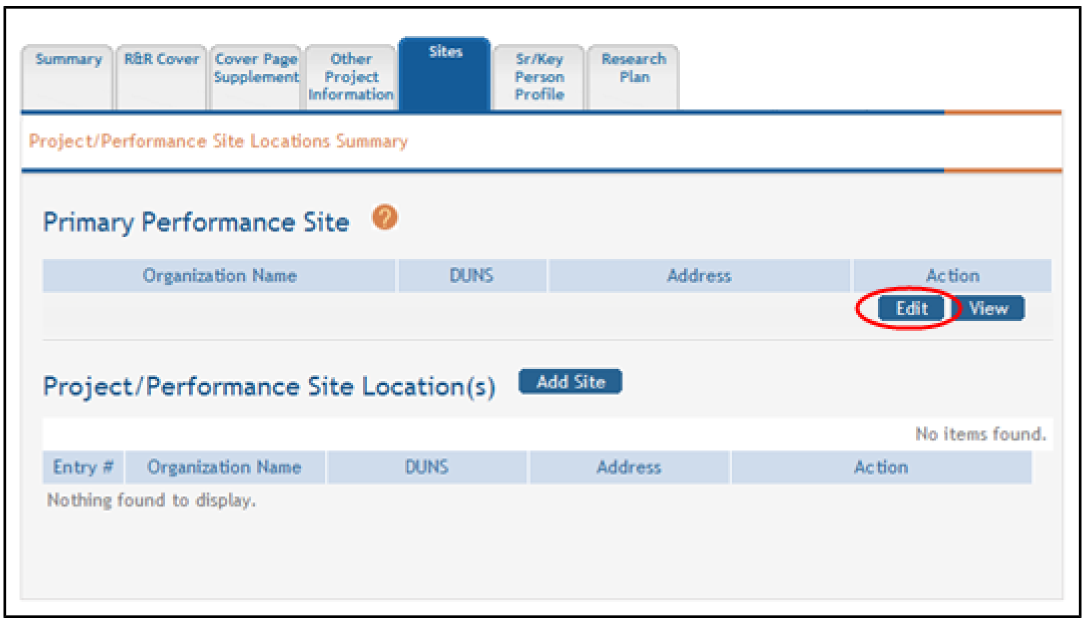
For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

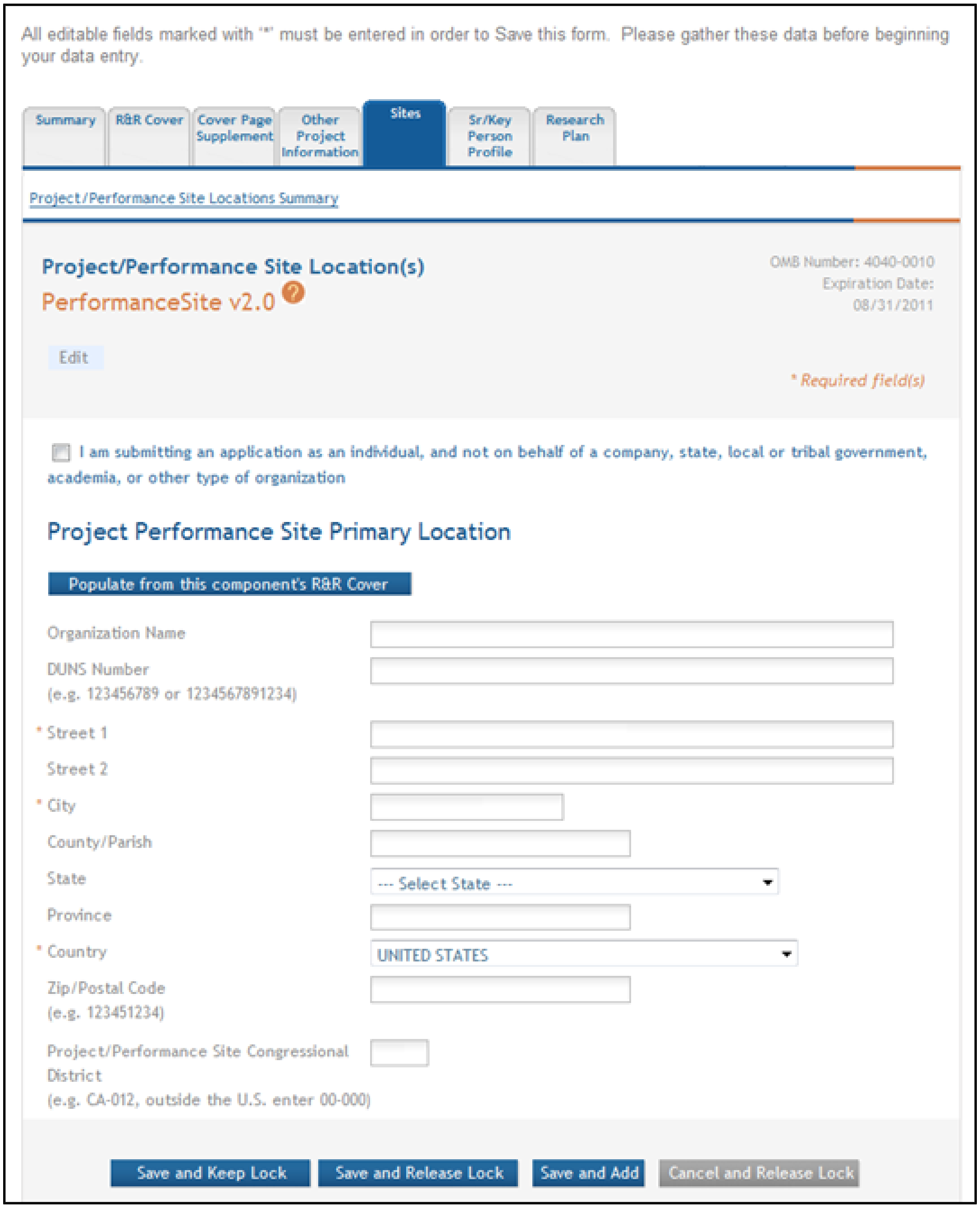
For guidance on completing the form in the ASSIST system, refer to the steps below.

4.4.1 Primary Performance Site

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



The Project Performance Site Primary Location section opens for editing.



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 (*).

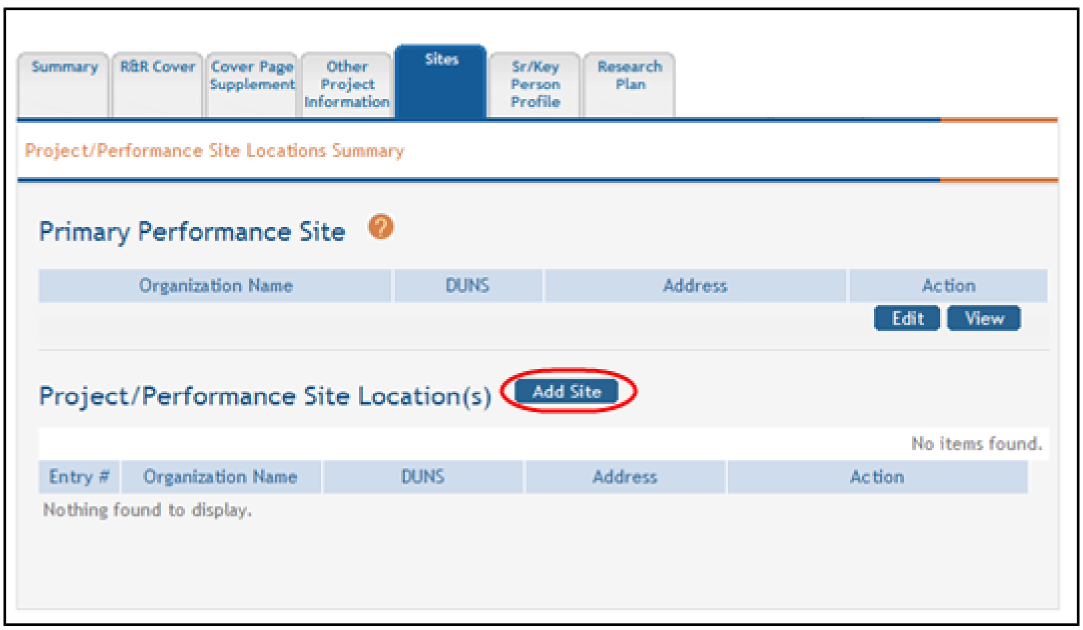
4. Select one of the save options at the bottom of the form to save the data:
    a. To save the information and keep the form open for further editing, select the **Save and Keep** button.
    b. To save the information and close the form, select the **Save and Release** Lock button.
    c. To save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

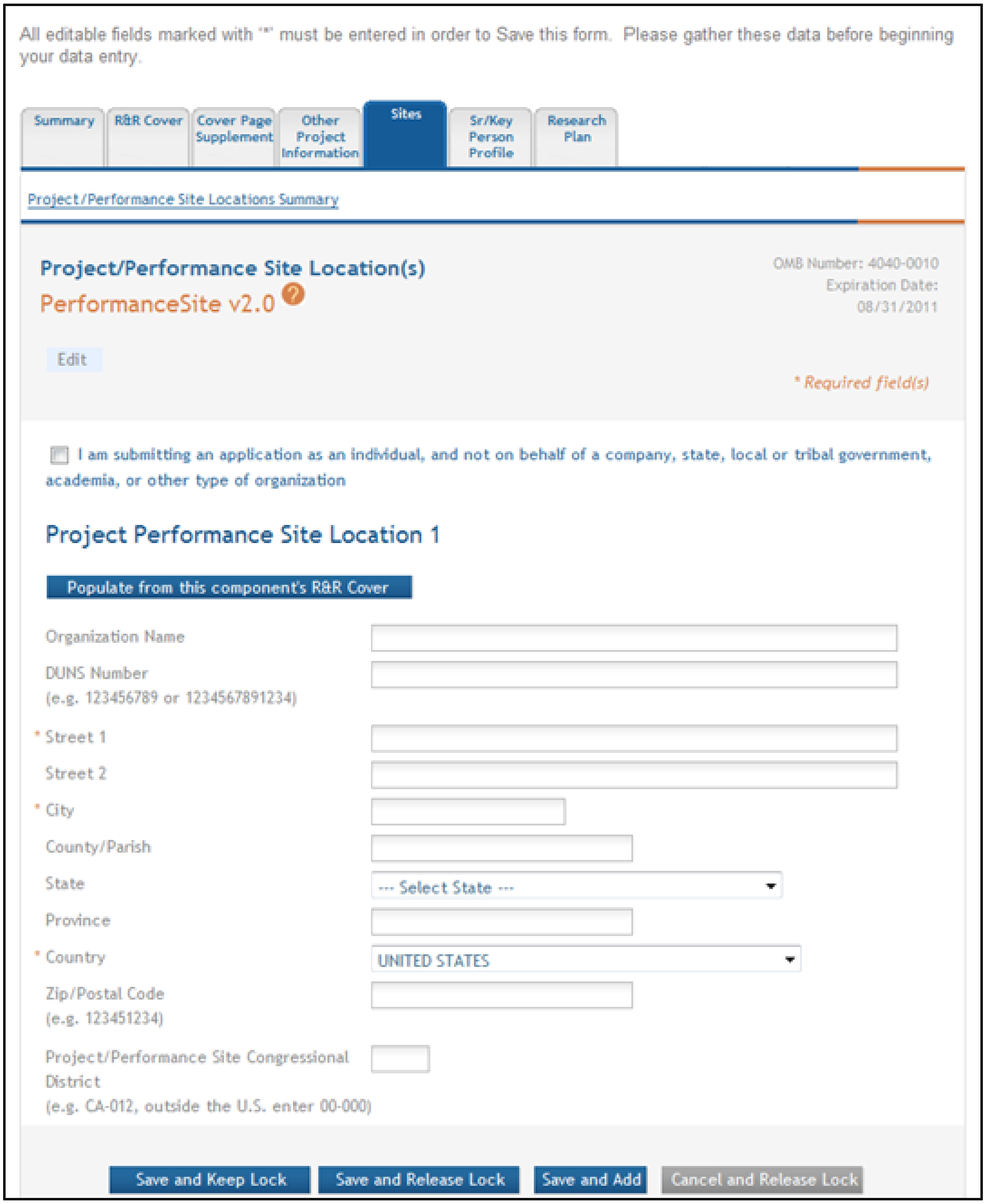
The **Edit** and **View** buttons can be used to edit or view the added Primary Performance Site information.

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.



The Project Performance Site Location section opens for editing.



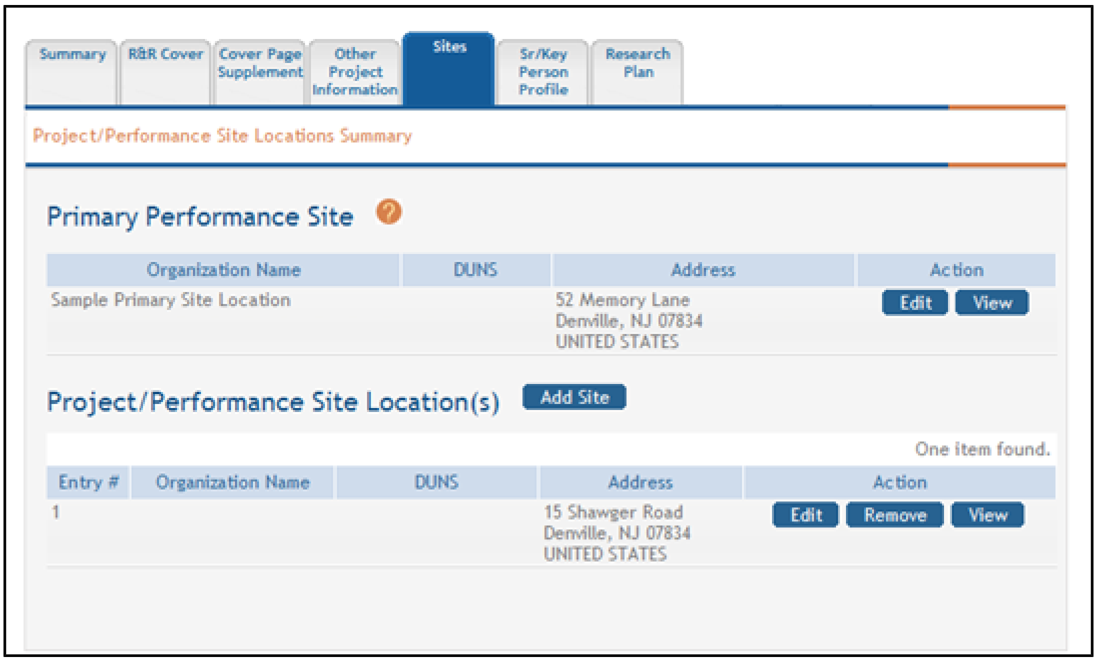
2. *Optional*: Select the **Populate from this component's R&R Cover** button to populate the fields with the Application Information entry from the component's R&R Cover.
3. Enter the required fields and any other appropriate information.
4. Select one of the save options at the bottom of the form to 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.

Click here for an image of the form with added locations.



4.5 Senior/Key Person Profile

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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)

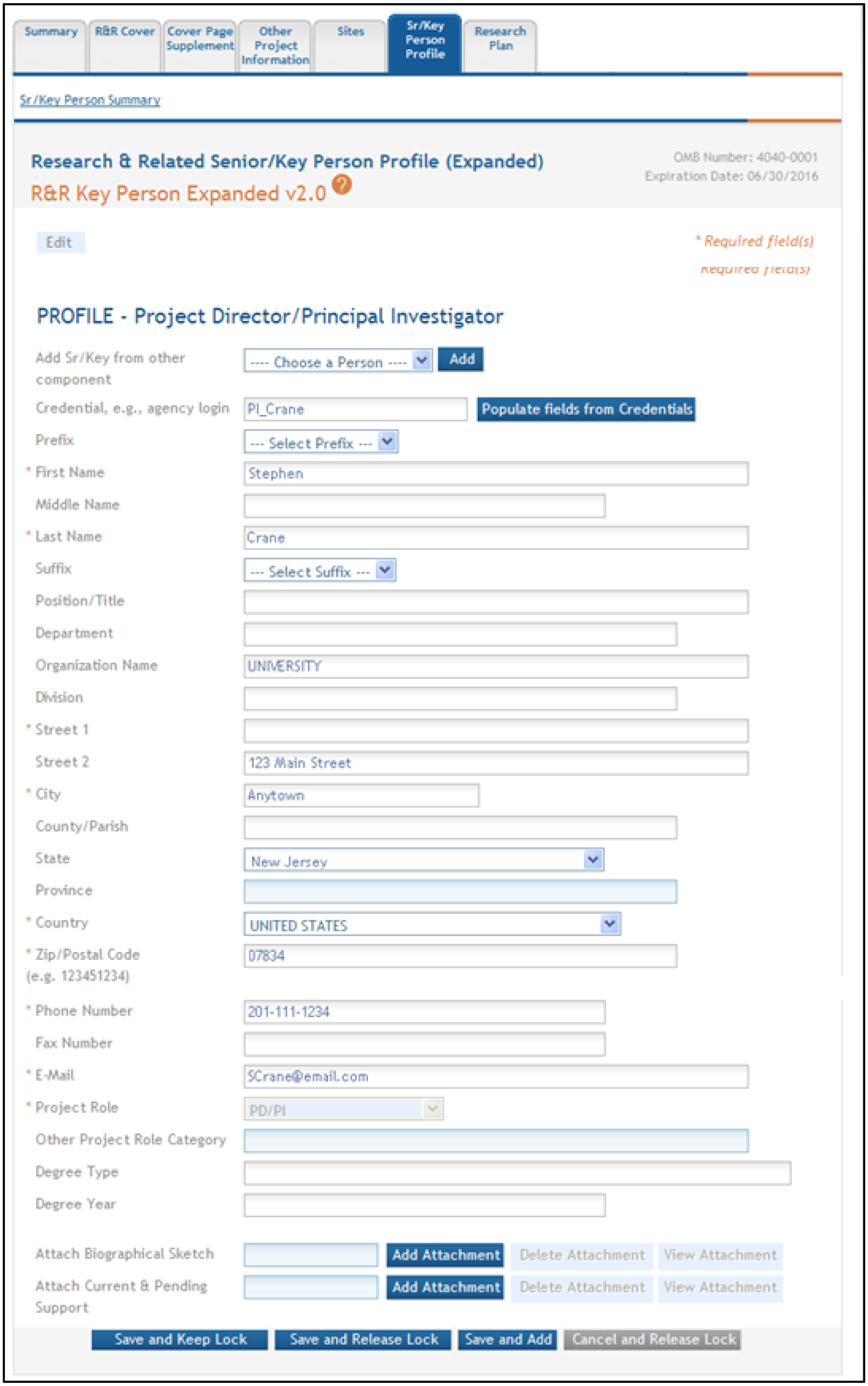
The **Project Director/Principal Investigator** (**Project Lead** for components of a multi-project application) information is carried over from the details entered during the application initiation. Depending on the privileges assigned to you, this information can be edited and/or viewed.

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.

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.

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


Summary
R&R Cover
Cover Page Supplement
Other Project Information
Sites
Sr/Key Person Profile
Research Plan
Sr/Key Person Summary
Research & Related Senior/Key Person Profile (Expanded)
R&R Key Person Expanded v2.0
OMB Number: 4040-0001
Expiration Date: 06/30/2016
Edit
* Required field(s)
PROFILE - Project Director/Principal Investigator
Add Sr/Key from other component
---- Choose a Person ----
Add
Credential, e.g., agency login
PI_Crane
Populate fields from Credentials
Prefix
--- Select Prefix ---
* First Name
Stephen
Middle Name
* Last Name
Crane
Suffix
--- Select Suffix ---
Position/Title
Department
Organization Name
UNIVERSITY
Division
* Street 1
Street 2
123 Main Street
* City
Anytown
County/Parish
State
New Jersey
Province
* Country
UNITED STATES
* Zip/Postal Code (e.g. 123451234)
07834
* Phone Number
201-111-1234
Fax Number
* E-Mail
SCrane@email.com
* Project Role
PD/PI
Other Project Role Category
Degree Type
Degree Year
Attach Biographical Sketch
Add Attachment
Delete Attachment
View Attachment
Attach Current & Pending Support
Add Attachment
Delete Attachment
View Attachment
Save and Keep Lock
Save and Release Lock
Save and Add
Cancel and Release Lock

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.

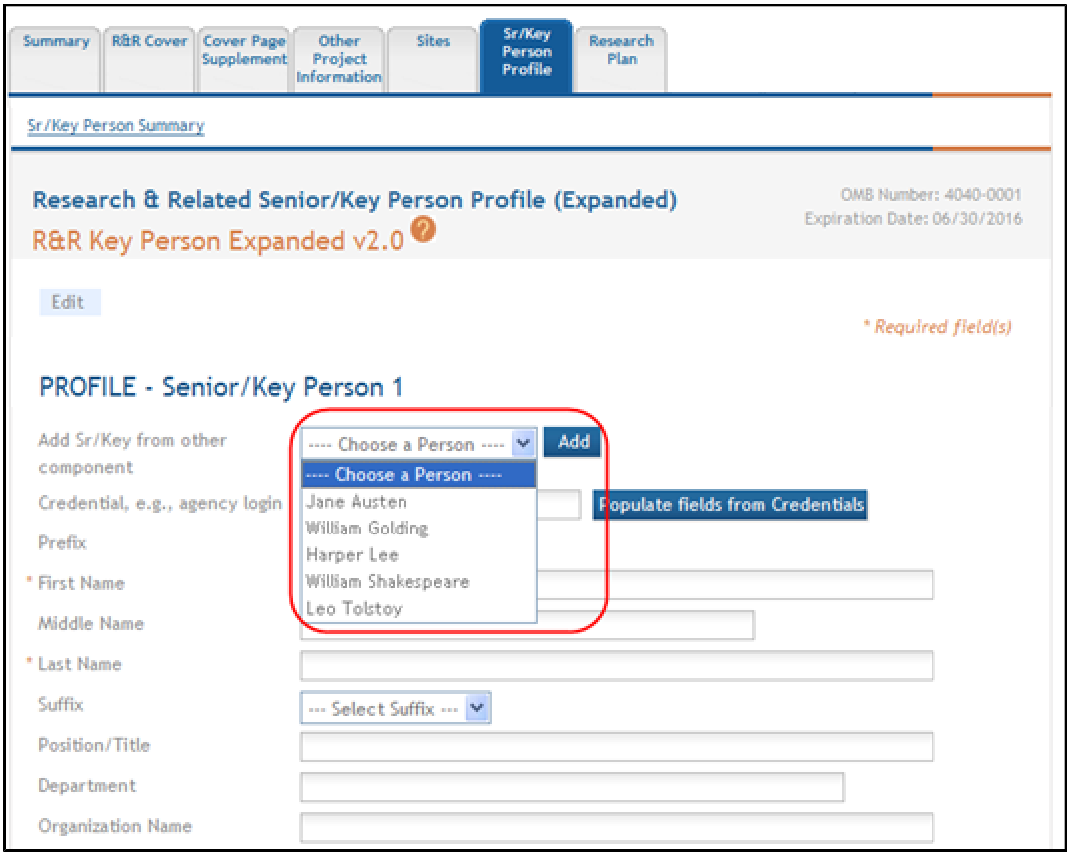
4.5.2.1 Adding Senior/Key Person

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

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

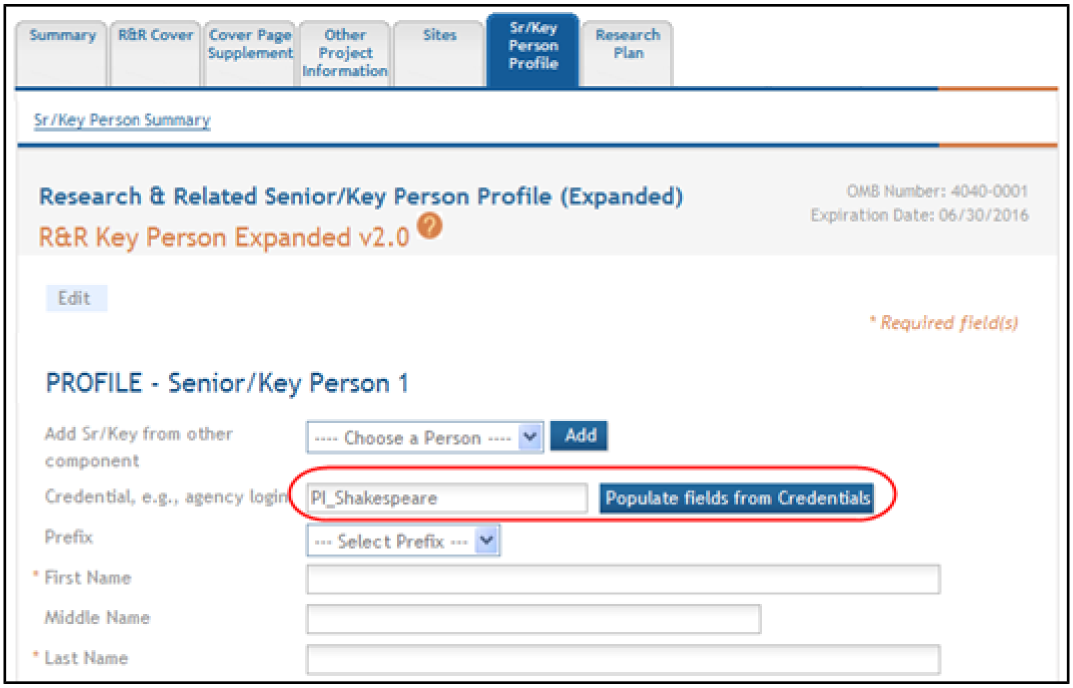
Senior/Key Person.

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.



-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.



-OR-

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

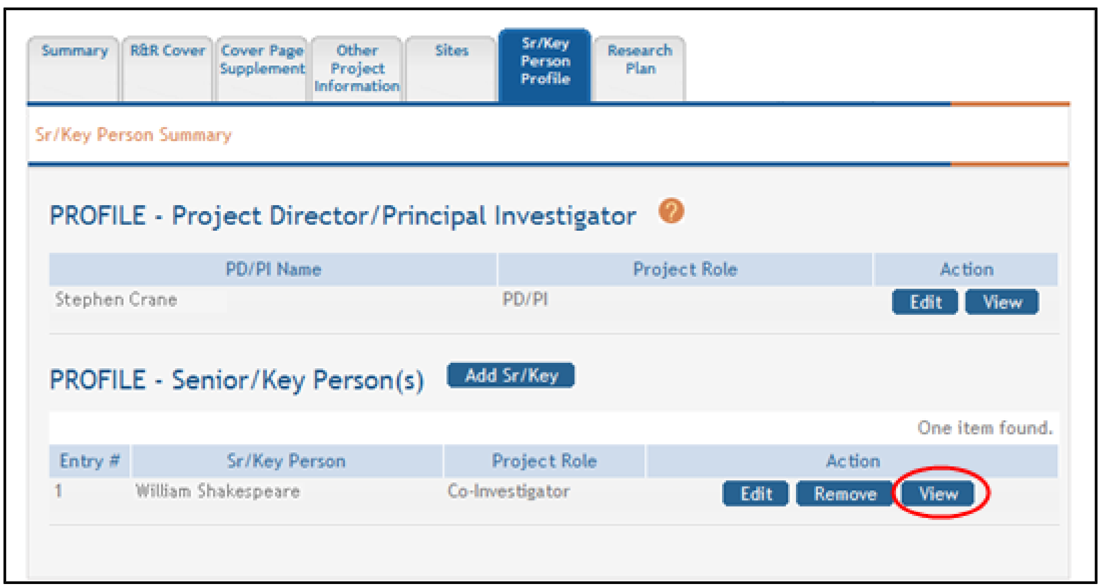
3. Select a role for the person from the **Project Role** drop-down list.
4. Complete any of the relevant optional fields.
5. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep 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.

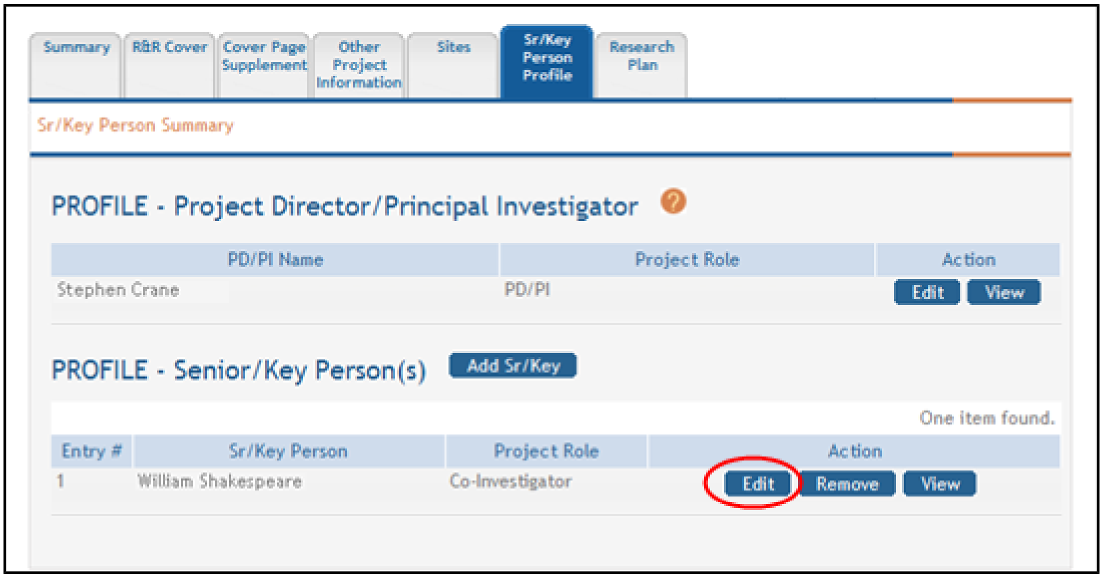
4.5.2.2 Viewing & Editing Senior/Key Person(s)

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



To edit the person entry, perform the following steps:

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



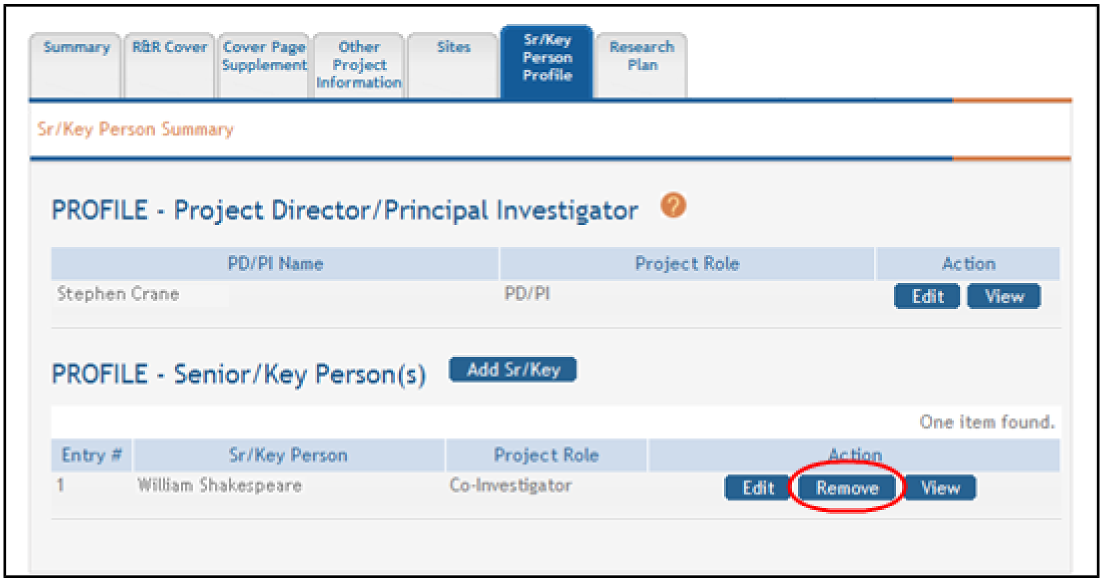
2. Enter the appropriate fields.
3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** button.
   b. To save the information and close the form, select the **Save and Release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



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.

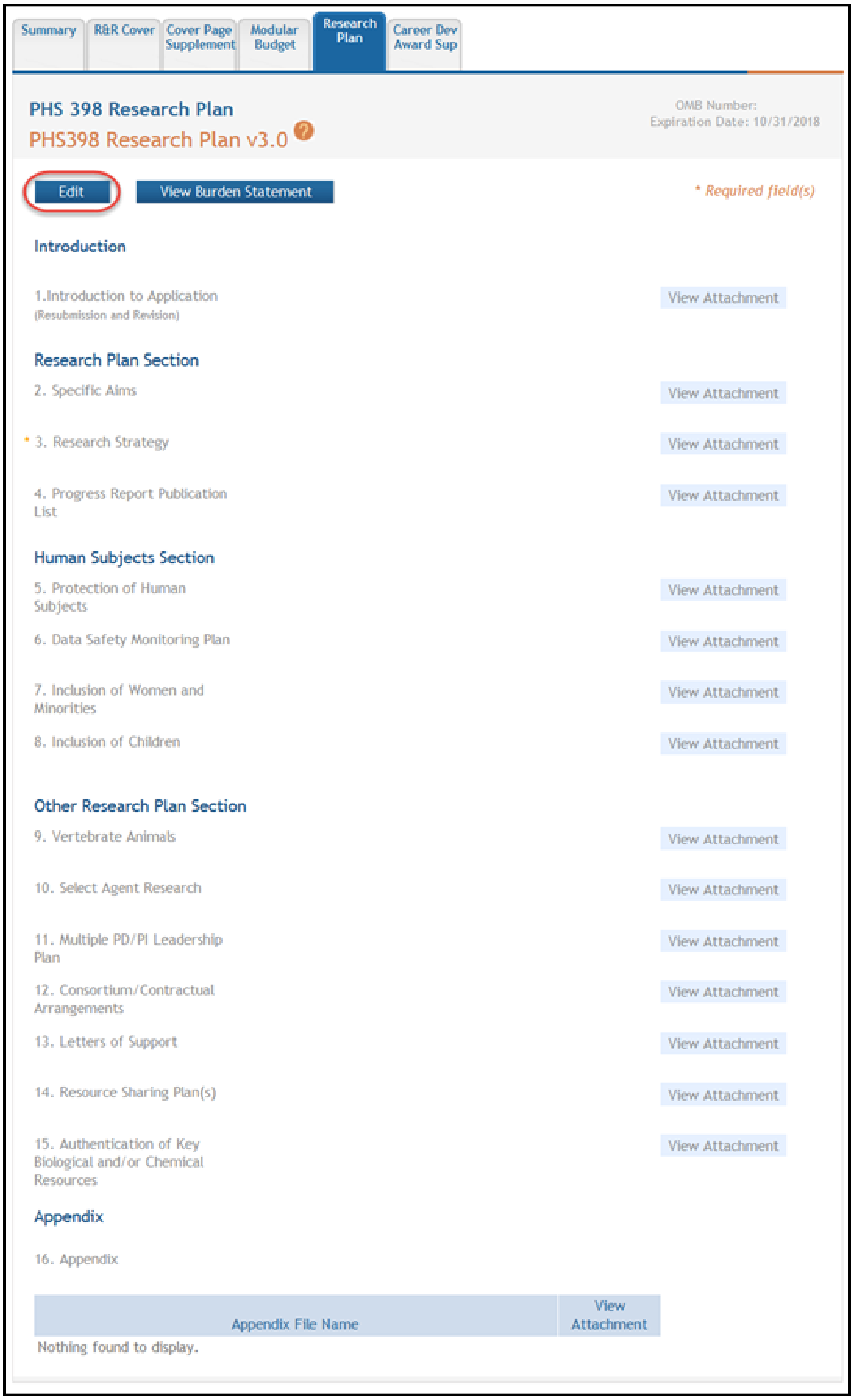
4.6 PHS 398 Research Plan

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.

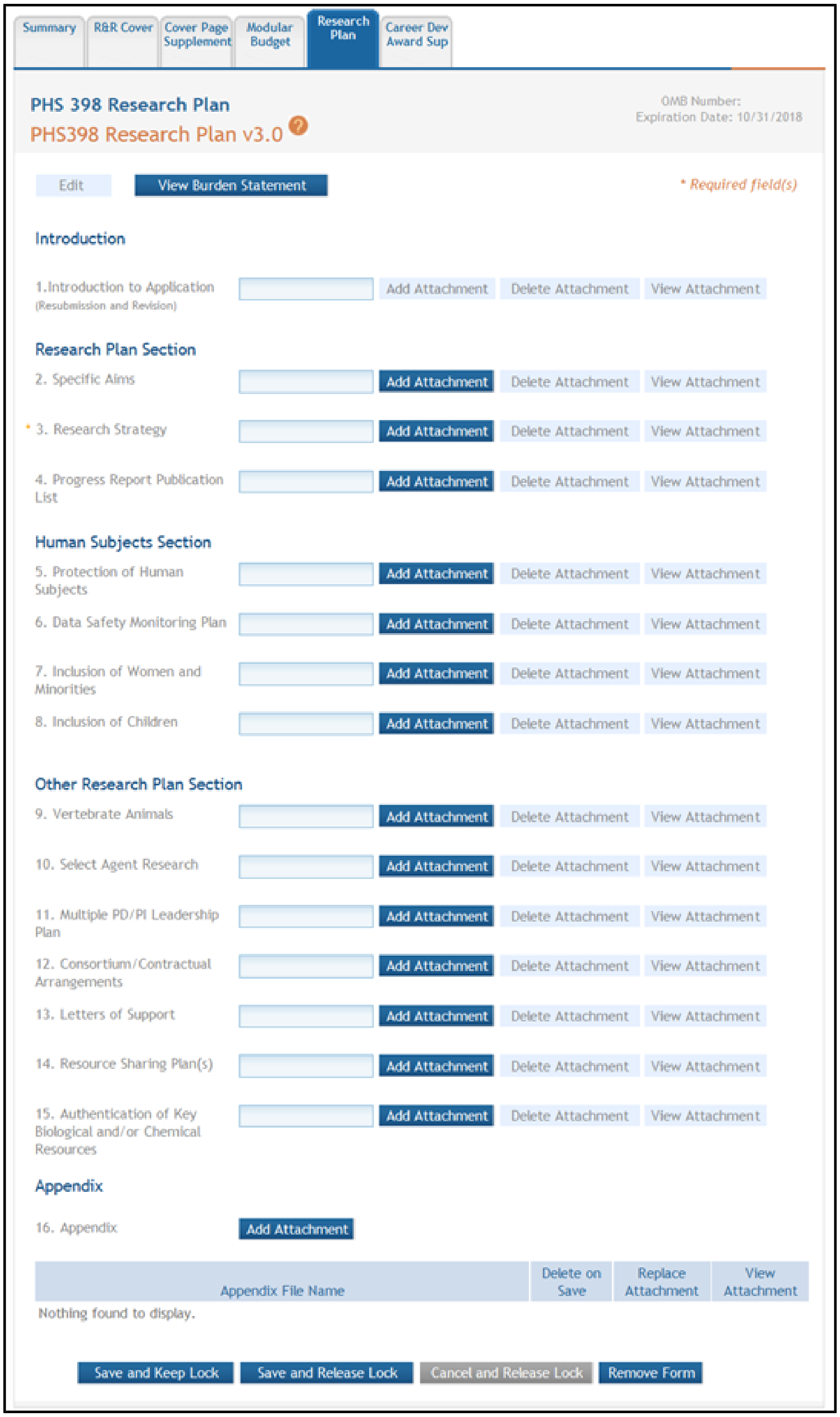


2. Add the appropriate **Research Plan Attachments**. Required fields are marked with an asterisk (*).

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.

Click here for an image of the form expanded for editing.



4.7 Research & Related Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.

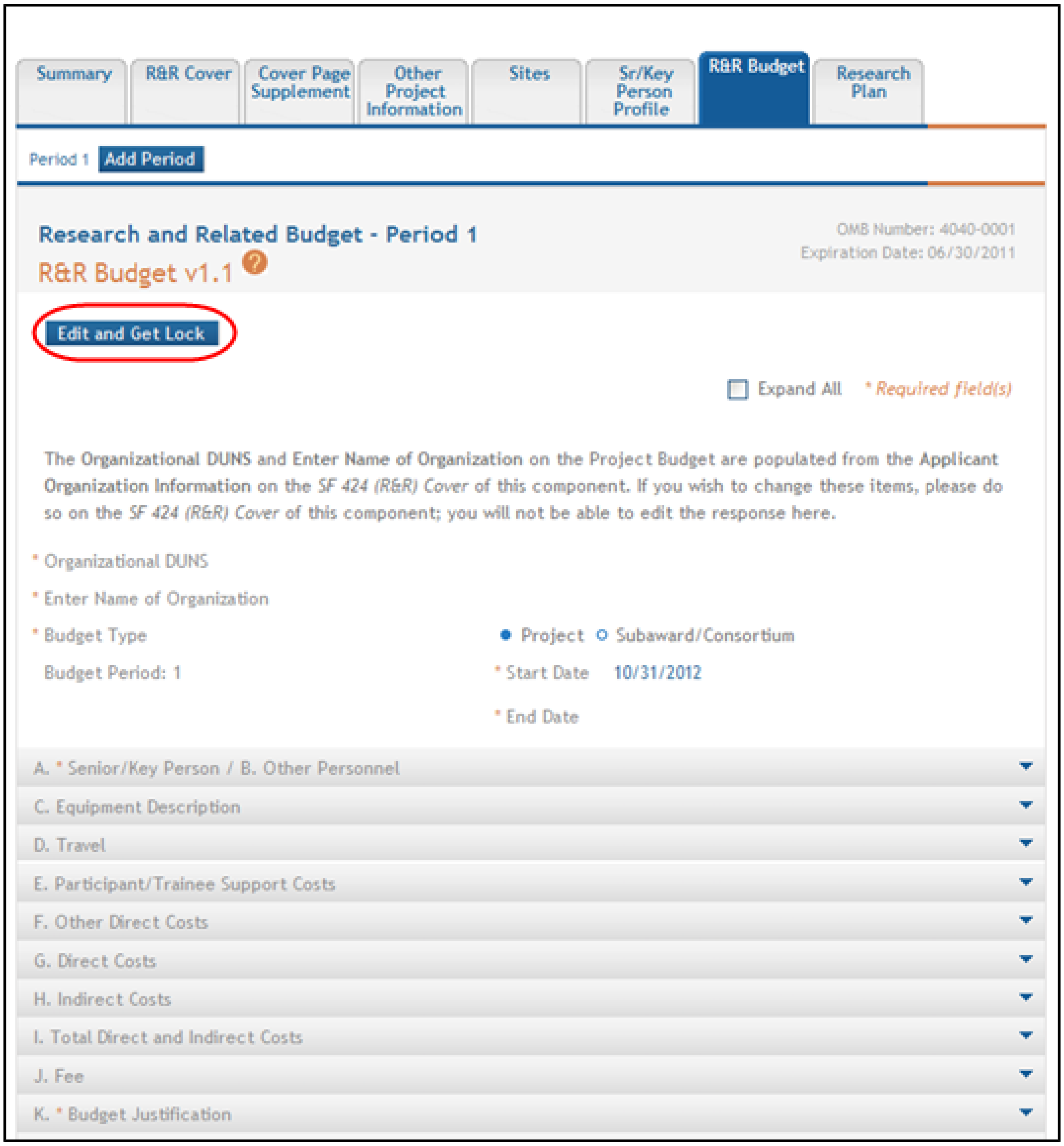
For guidance on completing the form in the ASSIST system, refer to the steps below.

IMPORTANT: Depending on the opportunity, you may be able to add up to five or ten budget periods. Refer to your FOA.

4.7.1 Adding Budget Period 1

To add budget information for Period 1:

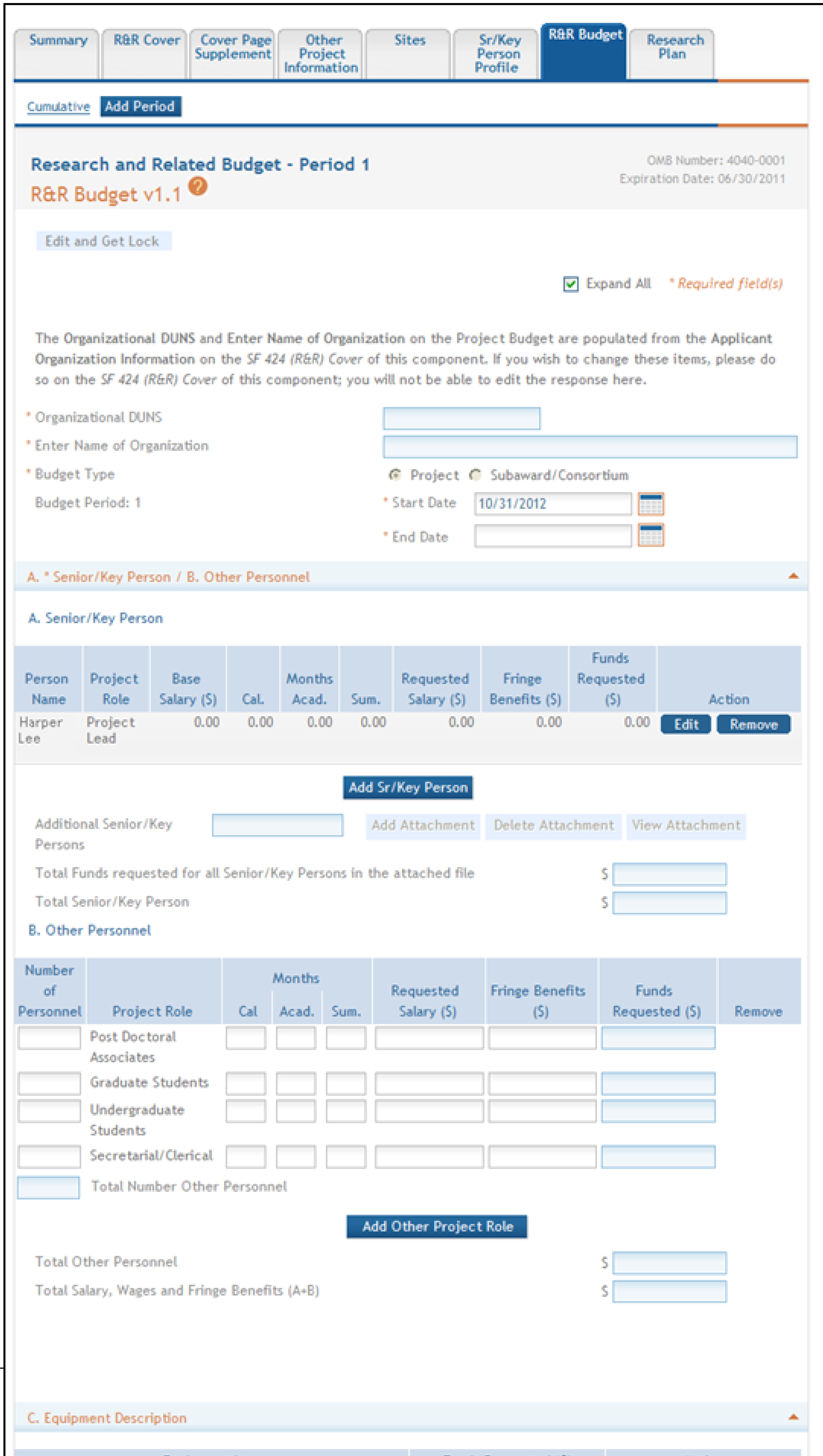
1. Select the Edit button to enable the form for editing.



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.

Click here for an image of the form expanded for editing.



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

Cumulative | Add Period

Research and Related Budget - Period 1

R&R Budget v1.1

OMB Number: 4040-0001
Expiration Date: 06/30/2011

Edit and Get Lock

Expand All * Required field(s)

The Organizational DUNS and Enter Name of Organization on the Project Budget are populated from the Applicant Organization Information on the *SF 424 (R&R) Cover* of this component. If you wish to change these items, please do so on the *SF 424 (R&R) Cover* of this component; you will not be able to edit the response here.

* Organizational DUNS

* Enter Name of Organization

* Budget Type: Project / Subaward/Consortium

Budget Period: 1 * Start Date 10/31/2012

* End Date

A. * Senior/Key Person / B. Other Personnel

A. Senior/Key Person

Person Name	Project Role	Base Salary ($)	Cal.	Months Acad.	Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)	Action
Harper Lee	Project Lead	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Edit Remove

Add Sr/Key Person

Additional Senior/Key Persons | Add Attachment | Delete Attachment | View Attachment

Total Funds requested for all Senior/Key Persons in the attached file $

Total Senior/Key Person $

B. Other Personnel

Number of Personnel	Project Role	Months Cal	Acad.	Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)	Remove
	Post Doctoral Associates							
	Graduate Students							
	Undergraduate Students							
	Secretarial/Clerical							
	Total Number Other Personnel							

Add Other Project Role

Total Other Personnel $

Total Salary, Wages and Fringe Benefits (A+B) $

C. Equipment Description

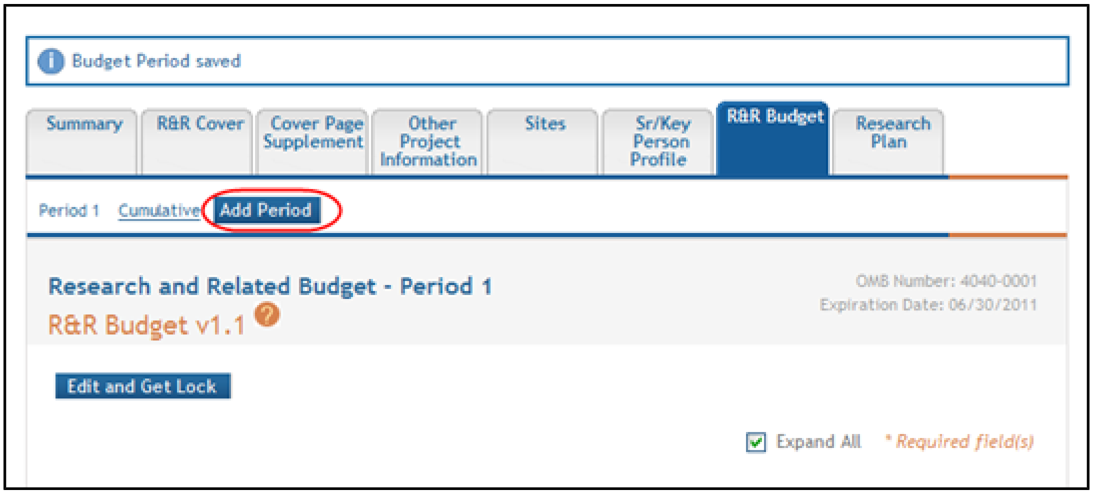
Equipment Item	Funds Requested ($)	Action

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.



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

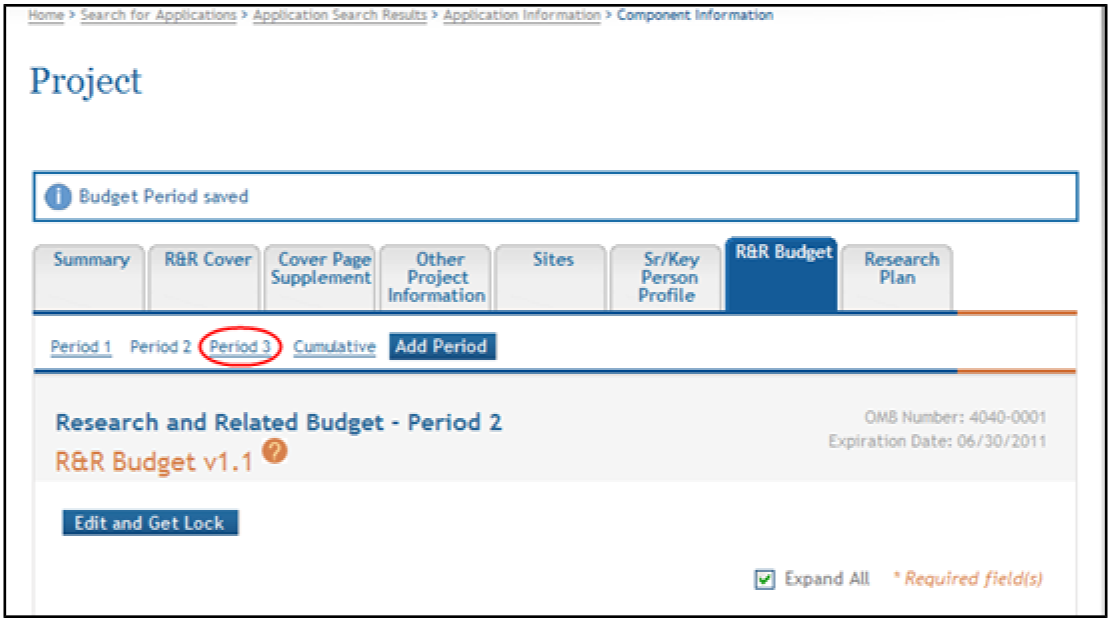
2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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).



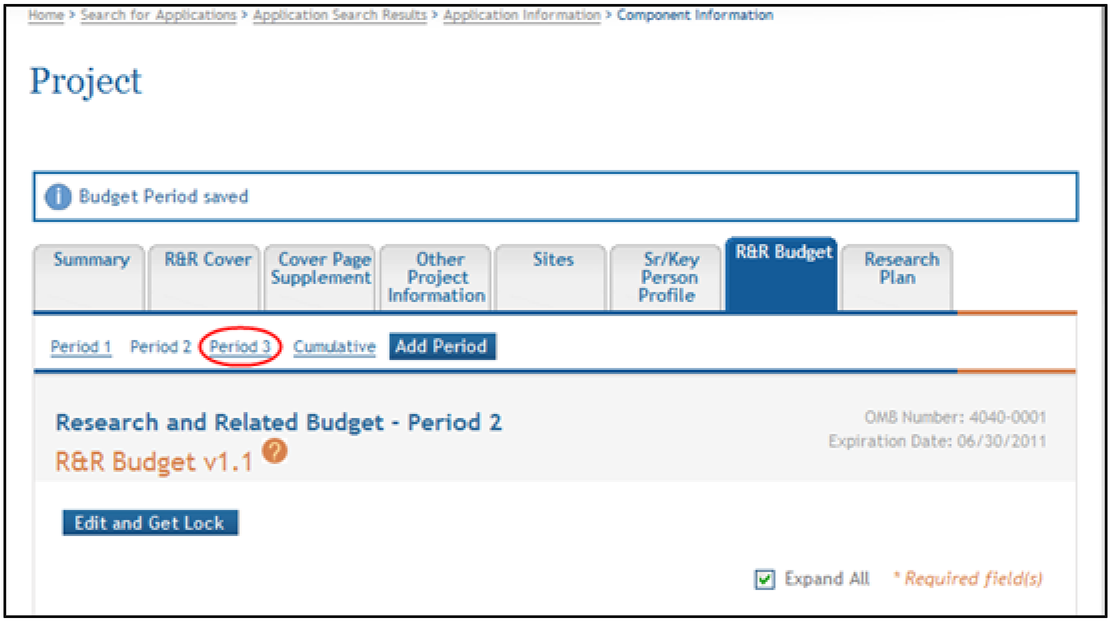
2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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

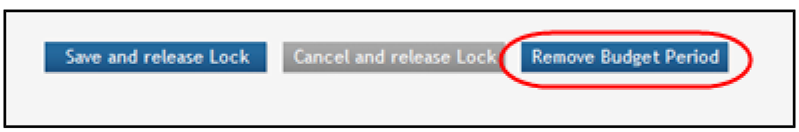
With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

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



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

3. Click the Remove Budget Period button.



A confirmation window displays.

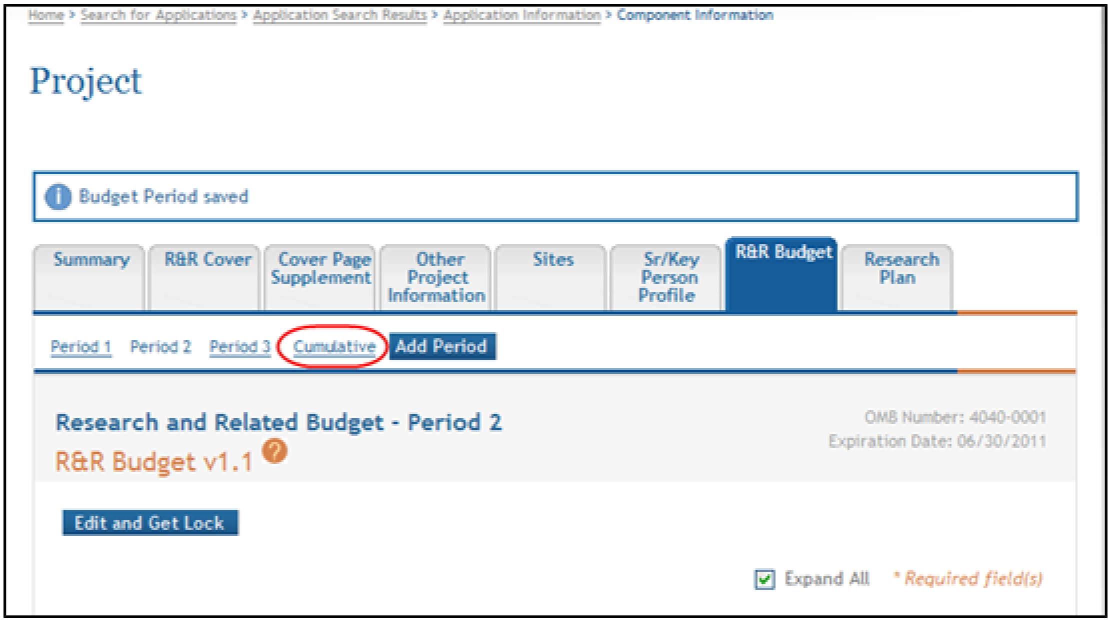
4. Select the **Continue** button to confirm the deletion request.

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

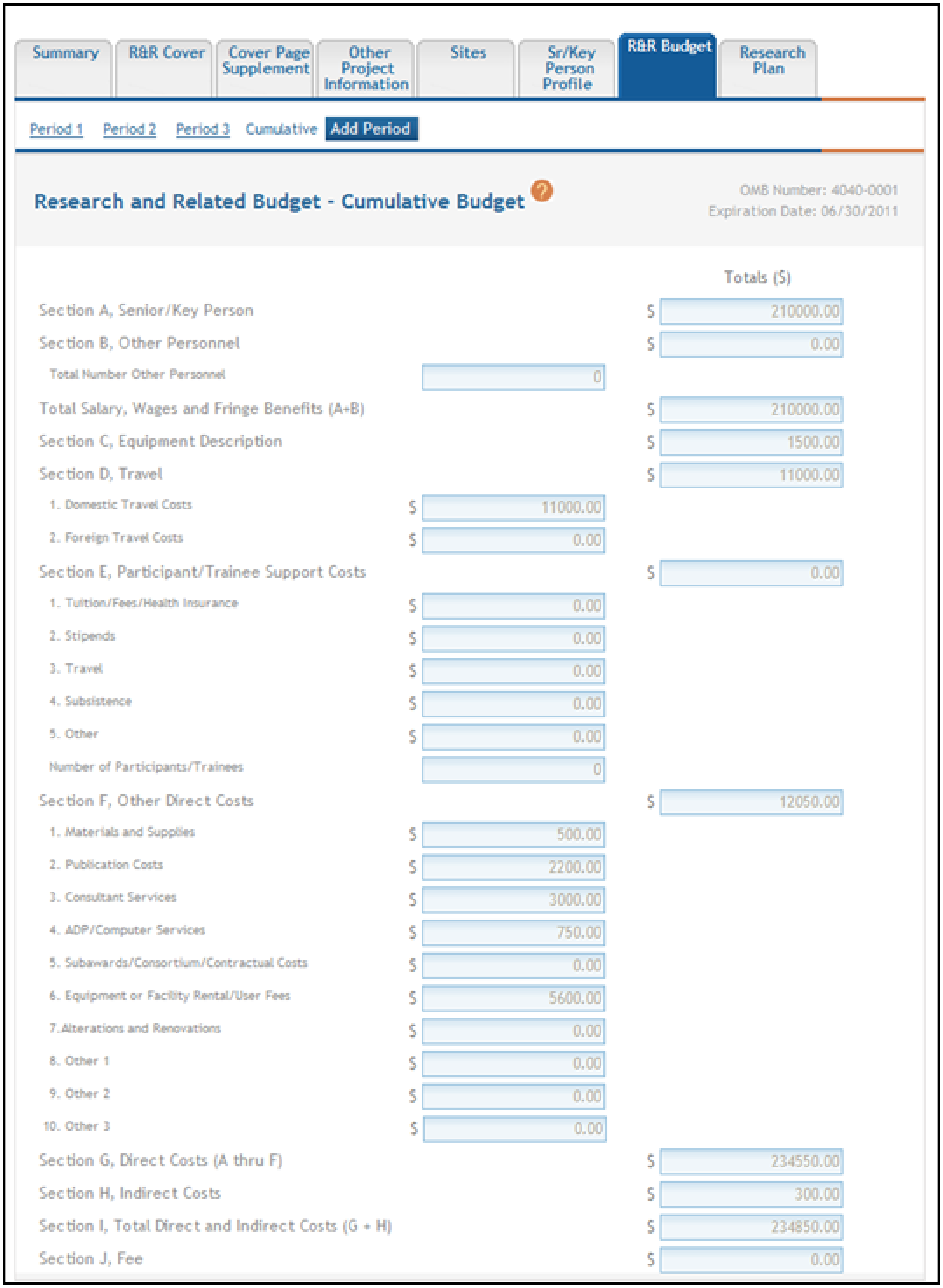
The *R&R Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.7.5 Viewing Cumulative Budget

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



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



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

Period 1 | Period 2 | Period 3 | Cumulative | Add Period

Research and Related Budget - Cumulative Budget

OMB Number: 4040-0001
Expiration Date: 06/30/2011

		Totals ($)
Section A, Senior/Key Person		$ 210000.00
Section B, Other Personnel		$ 0.00
Total Number Other Personnel	0	
Total Salary, Wages and Fringe Benefits (A+B)		$ 210000.00
Section C, Equipment Description		$ 1500.00
Section D, Travel		$ 11000.00
1. Domestic Travel Costs	$ 11000.00	
2. Foreign Travel Costs	$ 0.00	
Section E, Participant/Trainee Support Costs		$ 0.00
1. Tuition/Fees/Health Insurance	$ 0.00	
2. Stipends	$ 0.00	
3. Travel	$ 0.00	
4. Subsistence	$ 0.00	
5. Other	$ 0.00	
Number of Participants/Trainees	0	
Section F, Other Direct Costs		$ 12050.00
1. Materials and Supplies	$ 500.00	
2. Publication Costs	$ 2200.00	
3. Consultant Services	$ 3000.00	
4. ADP/Computer Services	$ 750.00	
5. Subawards/Consortium/Contractual Costs	$ 0.00	
6. Equipment or Facility Rental/User Fees	$ 5600.00	
7.Alterations and Renovations	$ 0.00	
8. Other 1	$ 0.00	
9. Other 2	$ 0.00	
10. Other 3	$ 0.00	
Section G, Direct Costs (A thru F)		$ 234550.00
Section H, Indirect Costs		$ 300.00
Section I, Total Direct and Indirect Costs (G + H)		$ 234850.00
Section J, Fee		$ 0.00

4.8 R&R Subaward Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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* for more information.

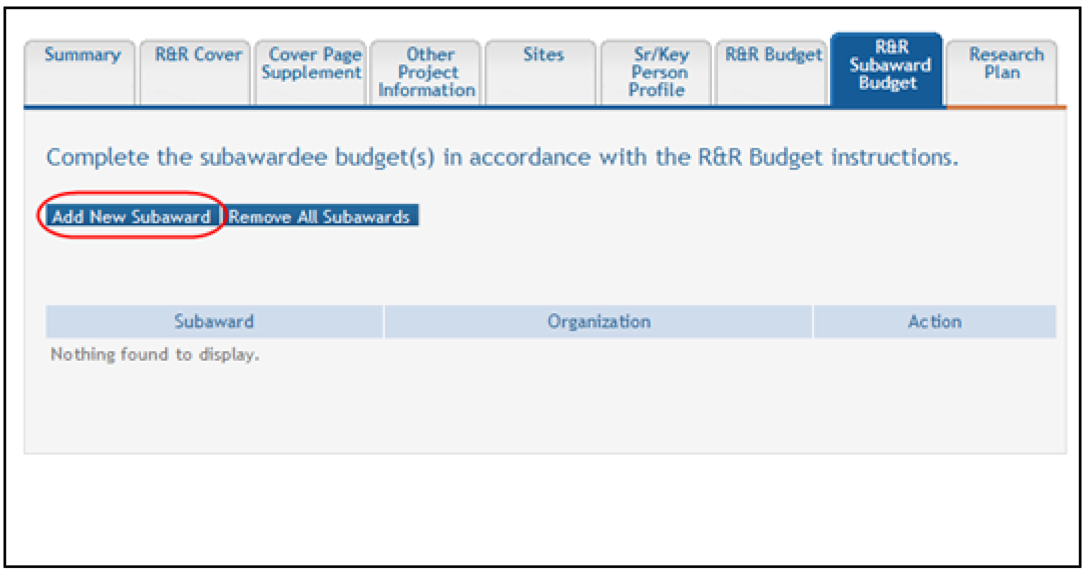
IMPORTANT: The option exists to download, complete offline, and upload subaward budget forms into ASSIST. Refer to the section of this topic titled *Completing Subaward Form Offline* for detailed steps.

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

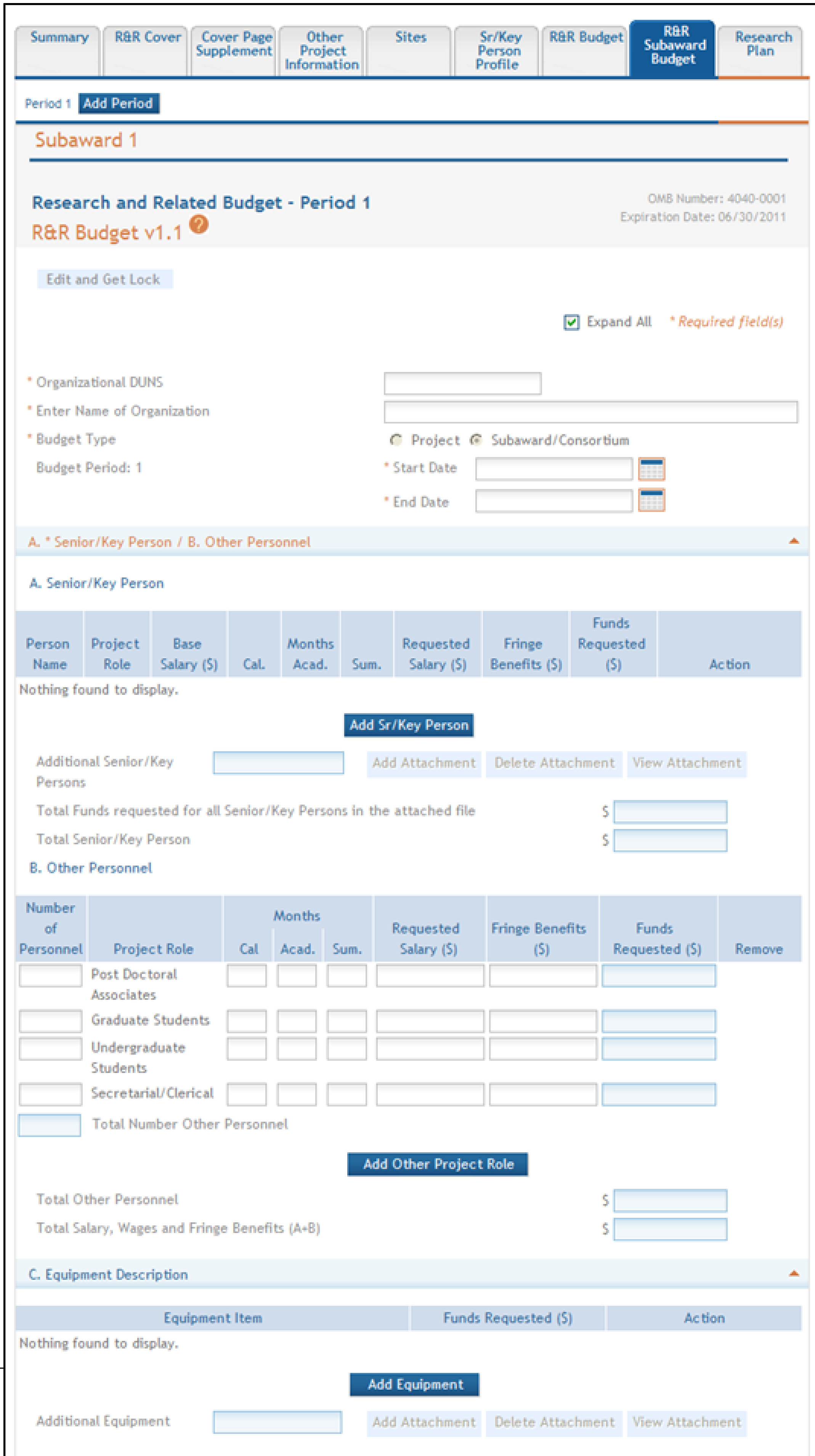
4.8.1 Adding a Subaward

To add a subaward:

1. Select the Add New Subaward button.



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


Summary
R&R Cover
Cover Page Supplement
Other Project Information
Sites
Sr/Key Person Profile
R&R Budget
R&R Subaward Budget
Research Plan
Period 1
Add Period
Subaward 1
Research and Related Budget - Period 1
R&R Budget v1.1
OMB Number: 4040-0001
Expiration Date: 06/30/2011
Edit and Get Lock
Expand All
* Required field(s)
* Organizational DUNS
* Enter Name of Organization
* Budget Type
Project
Subaward/Consortium
Budget Period: 1
* Start Date
* End Date
A. * Senior/Key Person / B. Other Personnel
A. Senior/Key Person
Person Name
Project Role
Base Salary ($)
Cal.
Months Acad.
Sum.
Requested Salary ($)
Fringe Benefits ($)
Funds Requested ($)
Action
Nothing found to display.
Add Sr/Key Person
Additional Senior/Key Persons
Add Attachment
Delete Attachment
View Attachment
Total Funds requested for all Senior/Key Persons in the attached file
$
Total Senior/Key Person
$
B. Other Personnel
Number of Personnel
Project Role
Months
Cal
Acad.
Sum.
Requested Salary ($)
Fringe Benefits ($)
Funds Requested ($)
Remove
Post Doctoral Associates
Graduate Students
Undergraduate Students
Secretarial/Clerical
Total Number Other Personnel
Add Other Project Role
Total Other Personnel
$
Total Salary, Wages and Fringe Benefits (A+B)
$
C. Equipment Description
Equipment Item
Funds Requested ($)
Action
Nothing found to display.
Add Equipment
Additional Equipment
Add Attachment
Delete Attachment
View Attachment

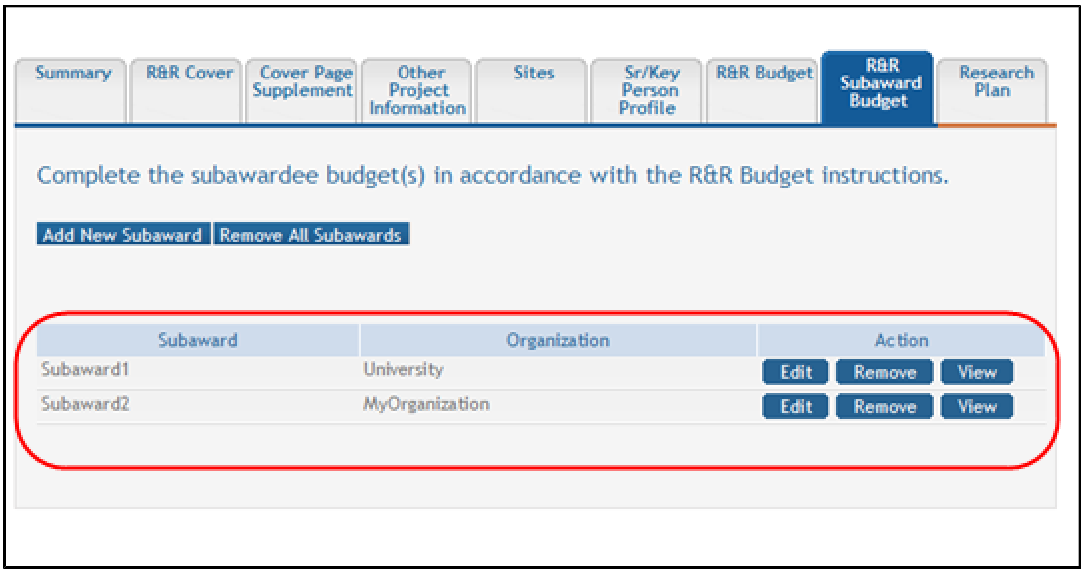
2. Complete the budget information as appropriate. Required fields are marked with an asterisk (*).
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

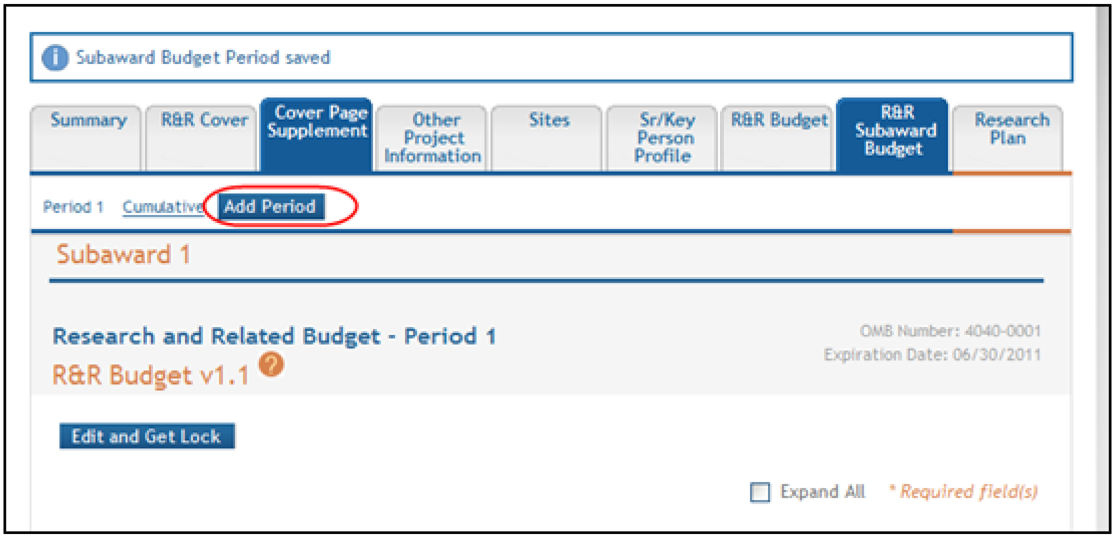
   The added subawards display in a table from which they can be accessed using the Edit, Remove, and View buttons.



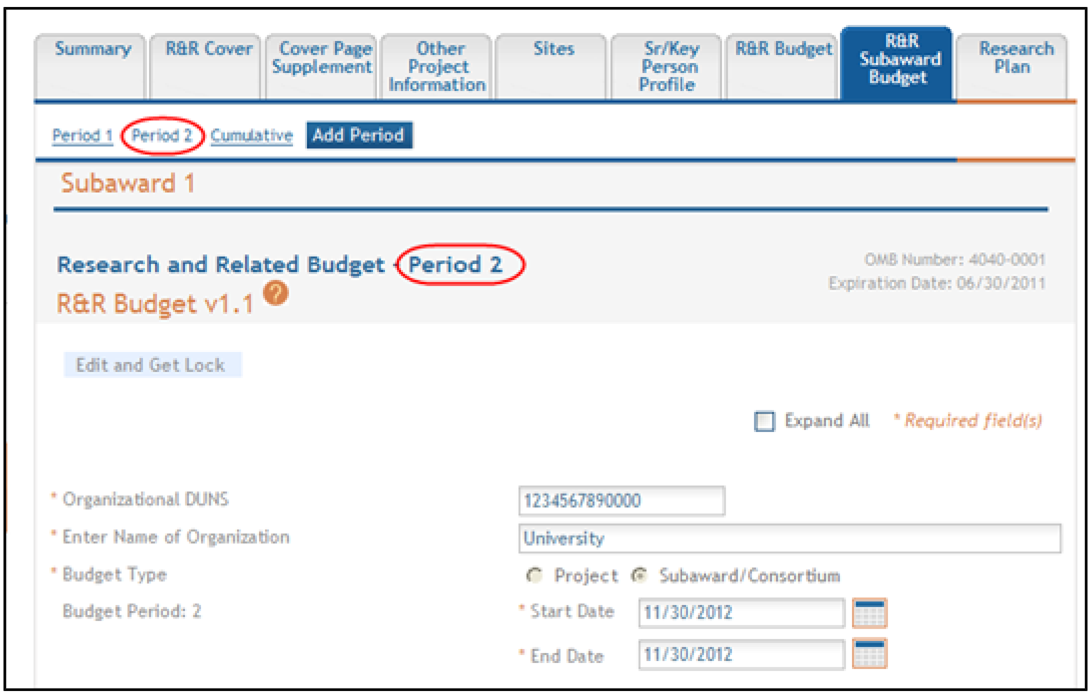
4.8.1.1 *Adding Another Budget Period to a Subaward*

To add an additional budget period to a subaward:

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



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



2. Enter the budget information for the specific period.

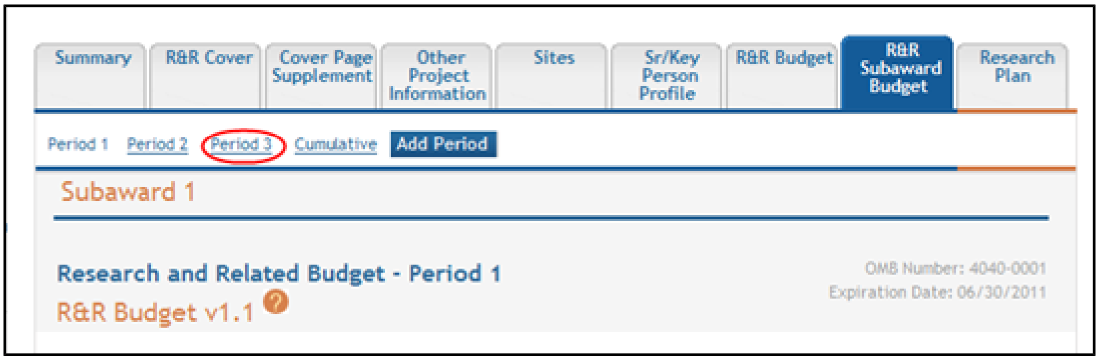
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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).

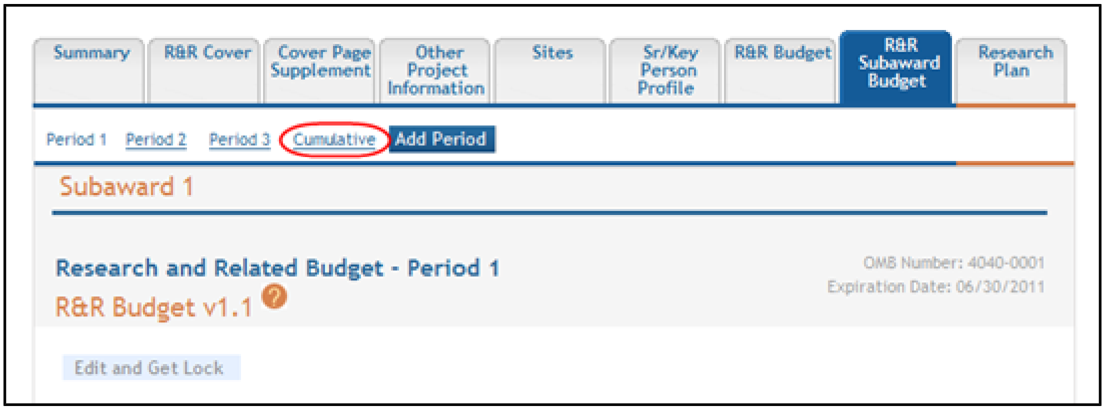


2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close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

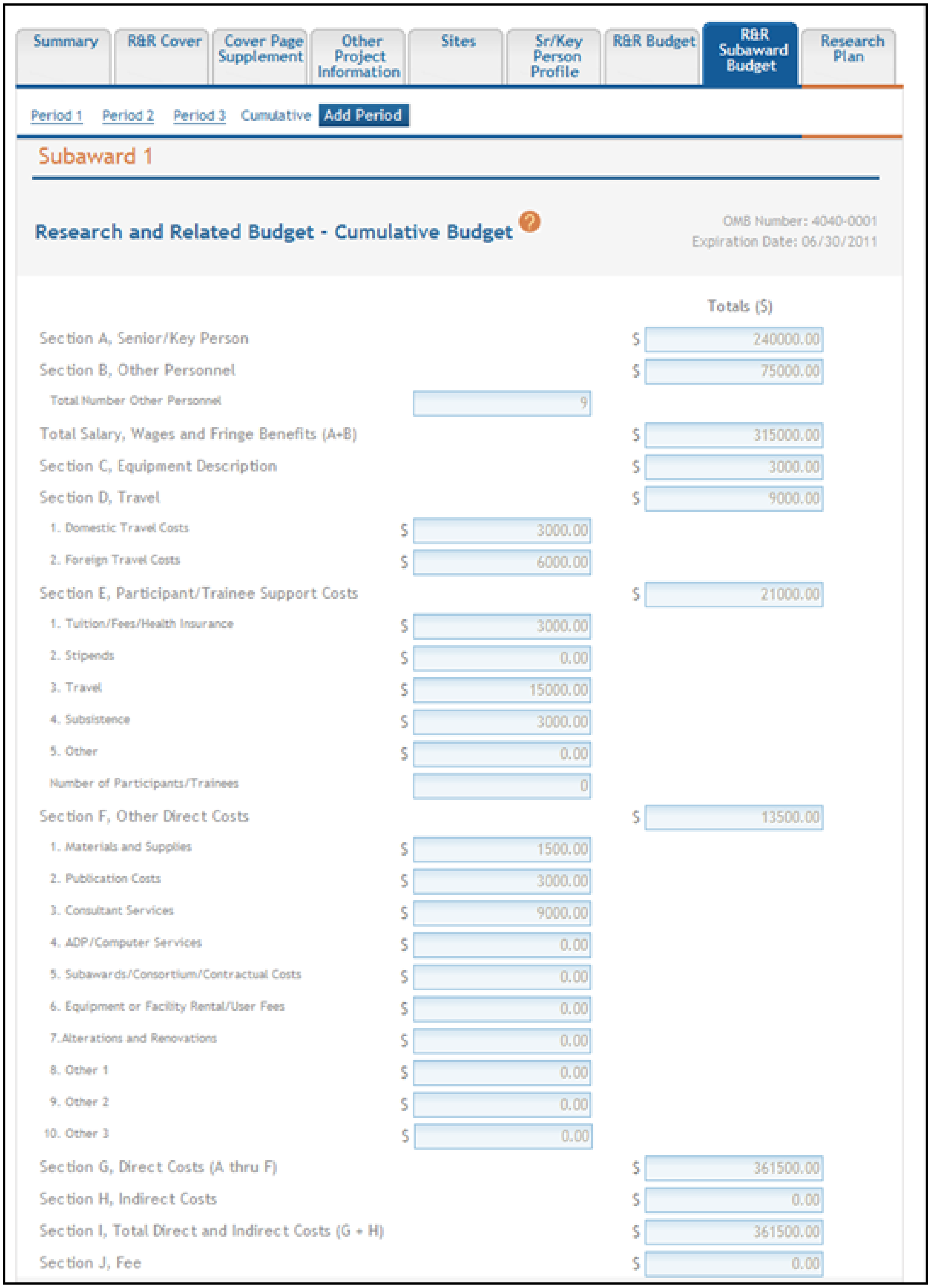
NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

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.



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



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

Period 1 Period 2 Period 3 Cumulative Add Period

Subaward 1

Research and Related Budget - Cumulative Budget

OMB Number: 4040-0001
Expiration Date: 06/30/2011

		Totals ($)
Section A, Senior/Key Person		$ 240000.00
Section B, Other Personnel		$ 75000.00
Total Number Other Personnel	9	
Total Salary, Wages and Fringe Benefits (A+B)		$ 315000.00
Section C, Equipment Description		$ 3000.00
Section D, Travel		$ 9000.00
1. Domestic Travel Costs	$ 3000.00	
2. Foreign Travel Costs	$ 6000.00	
Section E, Participant/Trainee Support Costs		$ 21000.00
1. Tuition/Fees/Health Insurance	$ 3000.00	
2. Stipends	$ 0.00	
3. Travel	$ 15000.00	
4. Subsistence	$ 3000.00	
5. Other	$ 0.00	
Number of Participants/Trainees	0	
Section F, Other Direct Costs		$ 13500.00
1. Materials and Supplies	$ 1500.00	
2. Publication Costs	$ 3000.00	
3. Consultant Services	$ 9000.00	
4. ADP/Computer Services	$ 0.00	
5. Subawards/Consortium/Contractual Costs	$ 0.00	
6. Equipment or Facility Rental/User Fees	$ 0.00	
7.Alterations and Renovations	$ 0.00	
8. Other 1	$ 0.00	
9. Other 2	$ 0.00	
10. Other 3	$ 0.00	
Section G, Direct Costs (A thru F)		$ 361500.00
Section H, Indirect Costs		$ 0.00
Section I, Total Direct and Indirect Costs (G + H)		$ 361500.00
Section J, Fee		$ 0.00

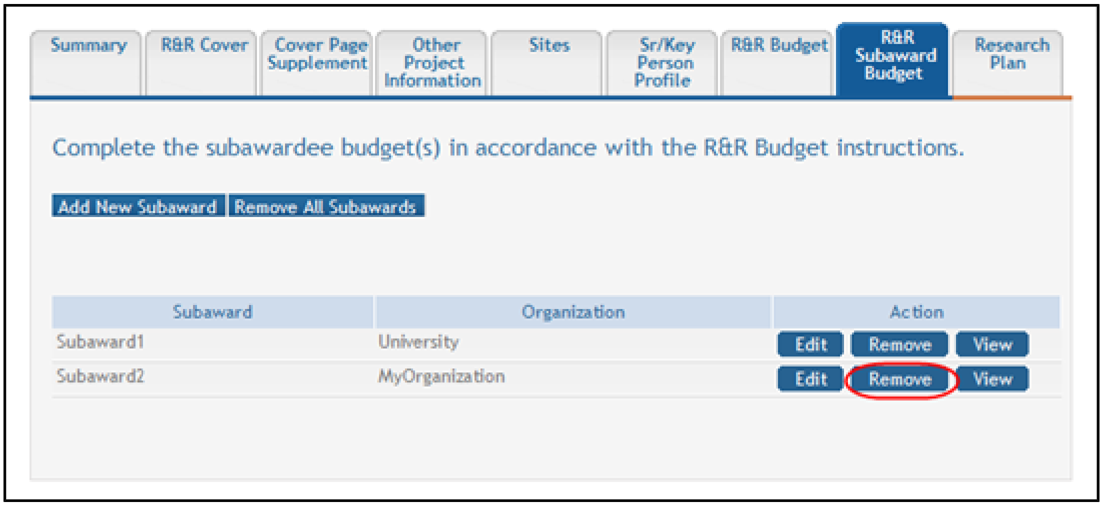
4.8.2 Removing Subawards

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

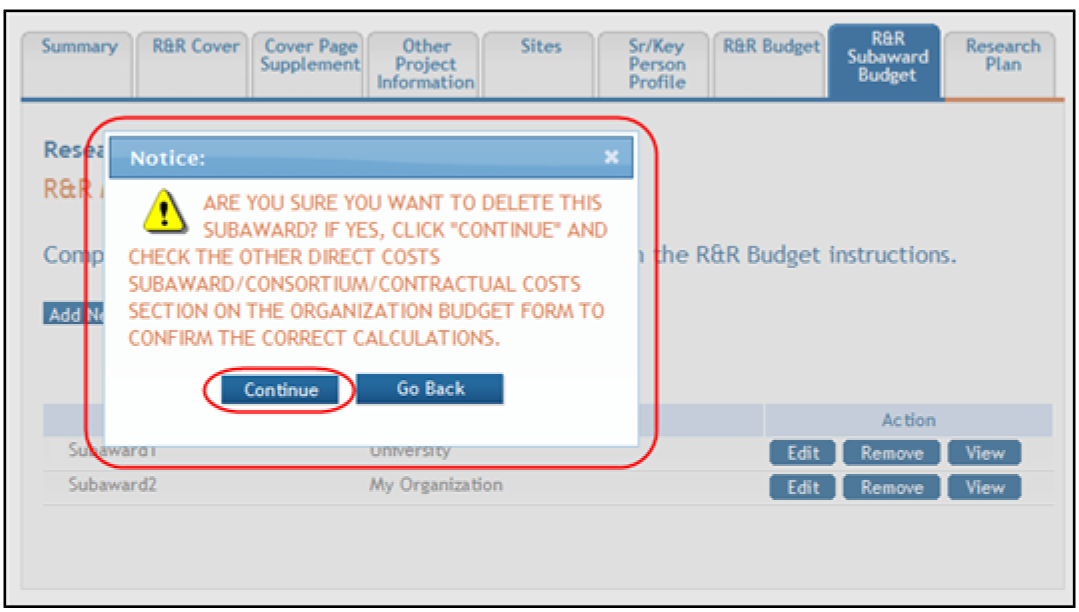
To remove an individual subaward:

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



A confirmation window displays.

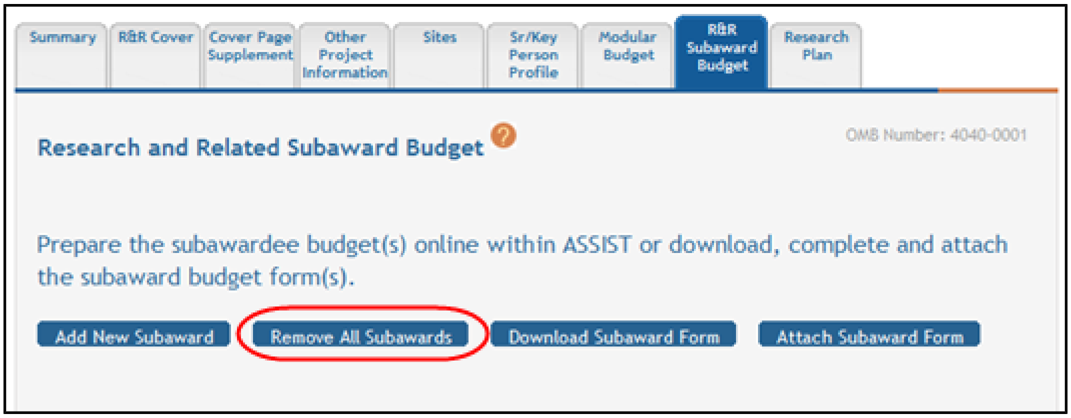
2. Select the **Continue** button to complete the removal.



4.8.2.2 Removing All Subawards

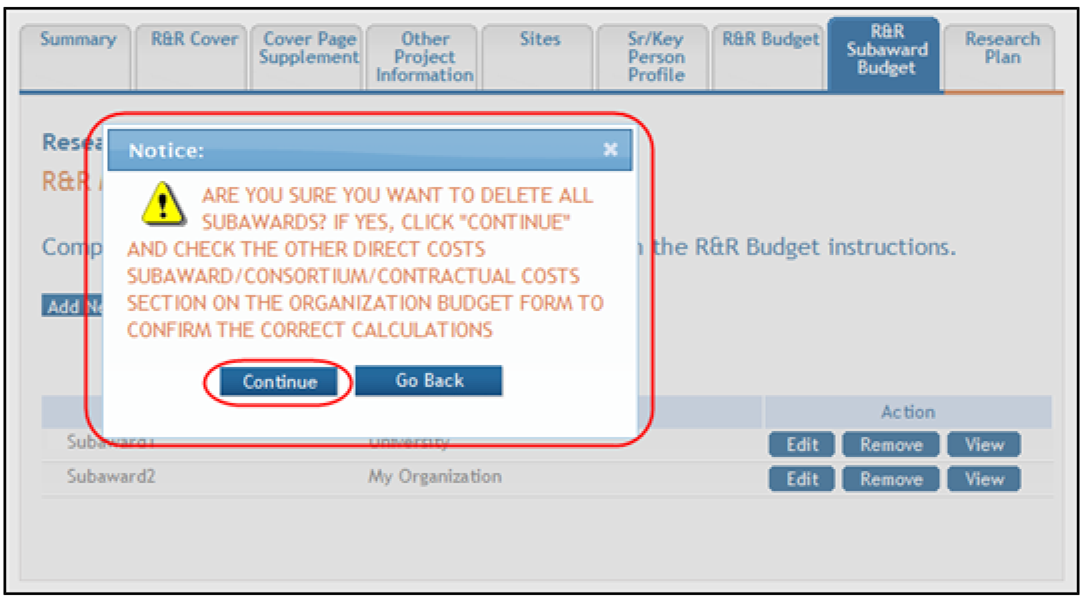
To remove all subawards at one time:

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



A confirmation window displays.

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

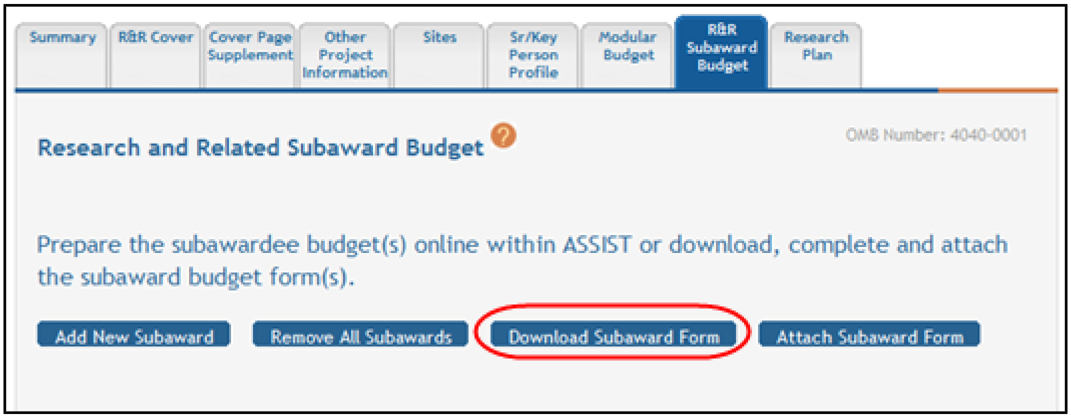


4.8.3 Completing Subaward Form Offline

Applicants 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.

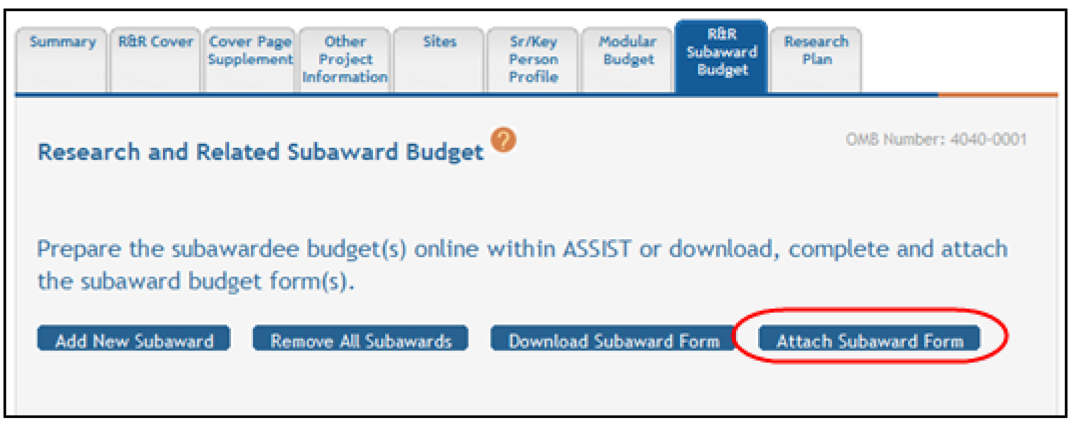
To complete subaward budget forms offline:

1. Select the Download Subaward Form button.



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.

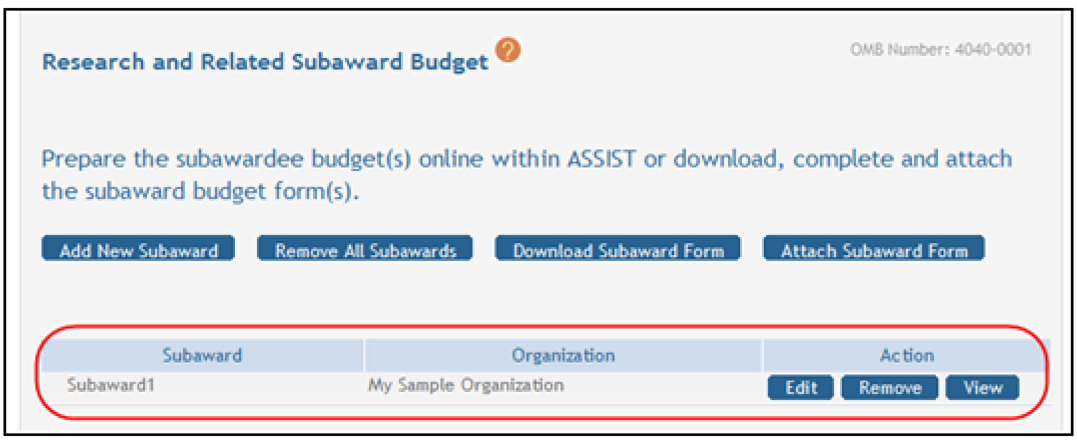
2. Access the R&R Subaward Budget screen in ASSIST.
3. Select the Attach Subaward Form button from the screen.



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.

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.



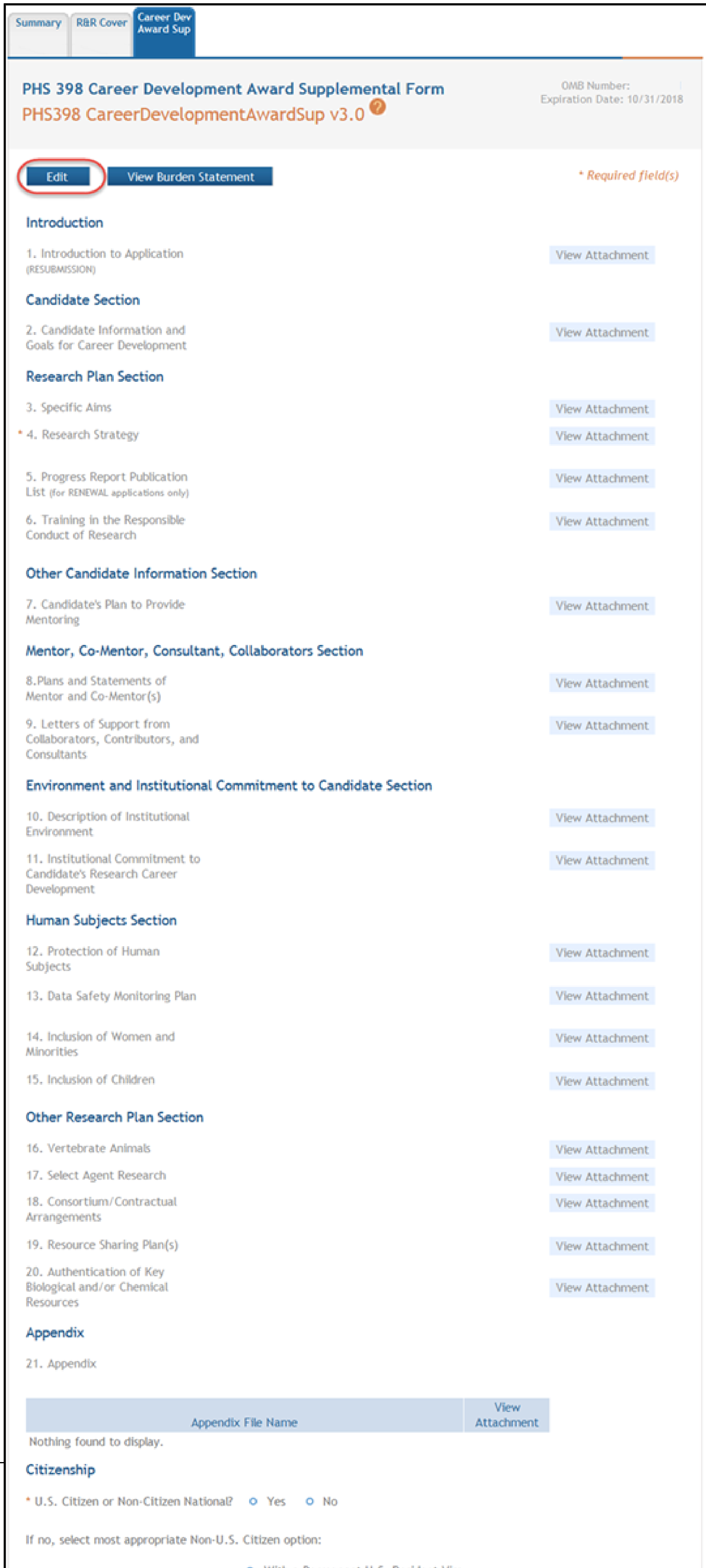
4.9 Career Development Award Supplemental

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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

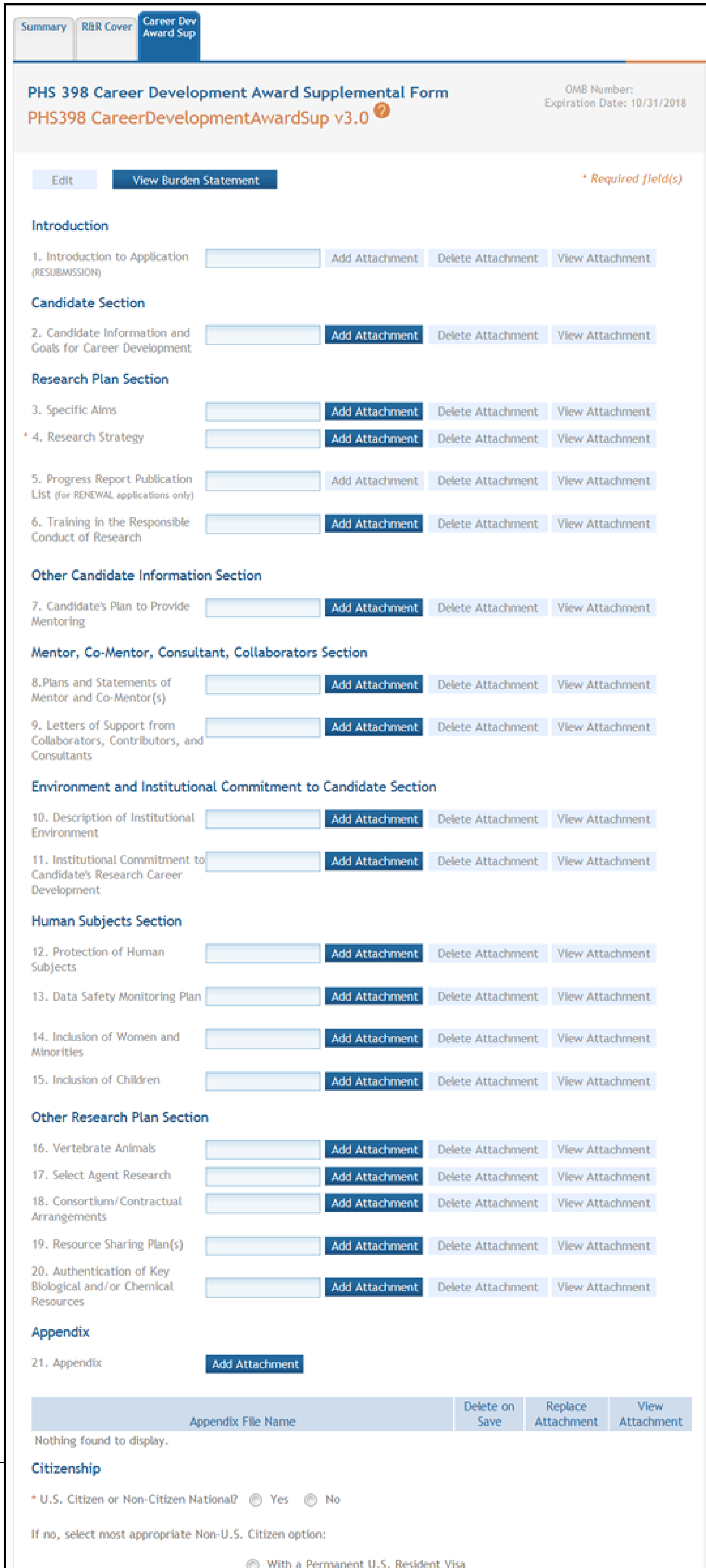
1. Select the Edit button to enable the form for editing.


Summary
R&R Cover
Career Dev Award Sup
PHS 398 Career Development Award Supplemental Form
PHS398 CareerDevelopmentAwardSup v3.0
OMB Number:
Expiration Date: 10/31/2018
Edit
View Burden Statement
* Required field(s)
Introduction
1. Introduction to Application (RESUBMISSION)
View Attachment
Candidate Section
2. Candidate Information and Goals for Career Development
View Attachment
Research Plan Section
3. Specific Aims
View Attachment
* 4. Research Strategy
View Attachment
5. Progress Report Publication List (for RENEWAL applications only)
View Attachment
6. Training in the Responsible Conduct of Research
View Attachment
Other Candidate Information Section
7. Candidate's Plan to Provide Mentoring
View Attachment
Mentor, Co-Mentor, Consultant, Collaborators Section
8.Plans and Statements of Mentor and Co-Mentor(s)
View Attachment
9. Letters of Support from Collaborators, Contributors, and Consultants
View Attachment
Environment and Institutional Commitment to Candidate Section
10. Description of Institutional Environment
View Attachment
11. Institutional Commitment to Candidate's Research Career Development
View Attachment
Human Subjects Section
12. Protection of Human Subjects
View Attachment
13. Data Safety Monitoring Plan
View Attachment
14. Inclusion of Women and Minorities
View Attachment
15. Inclusion of Children
View Attachment
Other Research Plan Section
16. Vertebrate Animals
View Attachment
17. Select Agent Research
View Attachment
18. Consortium/Contractual Arrangements
View Attachment
19. Resource Sharing Plan(s)
View Attachment
20. Authentication of Key Biological and/or Chemical Resources
View Attachment
Appendix
21. Appendix
Appendix File Name
View Attachment
Nothing found to display.
Citizenship
* U.S. Citizen or Non-Citizen National? Yes No
If no, select most appropriate Non-U.S. Citizen option:

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.

Click here for an image of the form expanded for editing.


Summary
R&R Cover
Career Dev Award Sup
PHS 398 Career Development Award Supplemental Form
PHS398 CareerDevelopmentAwardSup v3.0
OMB Number:
Expiration Date: 10/31/2018
Edit
View Burden Statement
* Required field(s)
Introduction
1. Introduction to Application (RESUBMISSION)
Add Attachment
Delete Attachment
View Attachment
Candidate Section
2. Candidate Information and Goals for Career Development
Research Plan Section
3. Specific Aims
* 4. Research Strategy
5. Progress Report Publication List (for RENEWAL applications only)
6. Training in the Responsible Conduct of Research
Other Candidate Information Section
7. Candidate's Plan to Provide Mentoring
Mentor, Co-Mentor, Consultant, Collaborators Section
8.Plans and Statements of Mentor and Co-Mentor(s)
9. Letters of Support from Collaborators, Contributors, and Consultants
Environment and Institutional Commitment to Candidate Section
10. Description of Institutional Environment
11. Institutional Commitment to Candidate's Research Career Development
Human Subjects Section
12. Protection of Human Subjects
13. Data Safety Monitoring Plan
14. Inclusion of Women and Minorities
15. Inclusion of Children
Other Research Plan Section
16. Vertebrate Animals
17. Select Agent Research
18. Consortium/Contractual Arrangements
19. Resource Sharing Plan(s)
20. Authentication of Key Biological and/or Chemical Resources
Appendix
21. Appendix
Add Attachment
Appendix File Name
Delete on Save
Replace Attachment
View Attachment
Nothing found to display.
Citizenship
* U.S. Citizen or Non-Citizen National?
Yes
No
If no, select most appropriate Non-U.S. Citizen option:
With a Permanent U.S. Resident Visa

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.

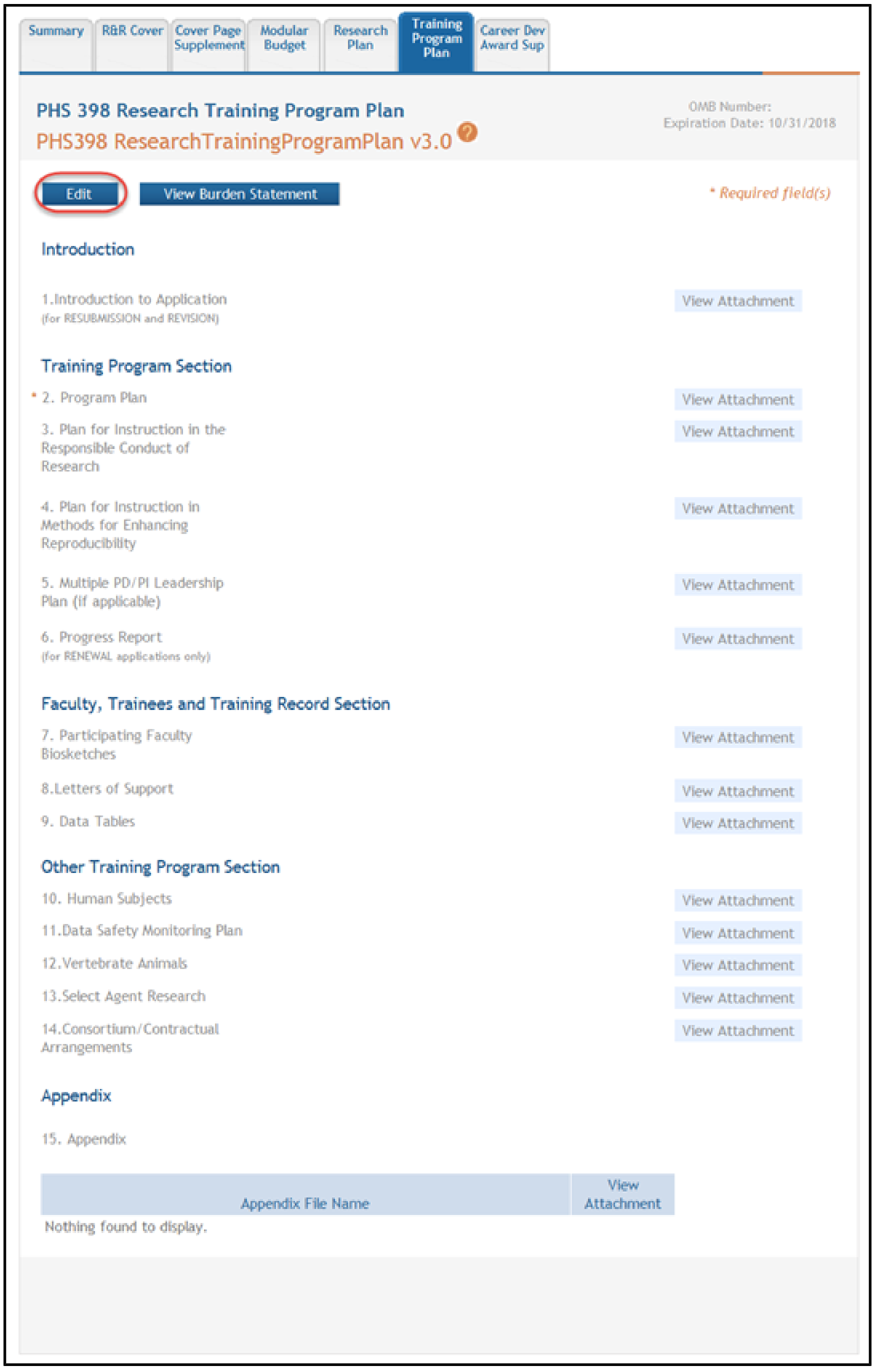
4.10 PHS 398 Research Training Program Plan

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.



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.

Click here for an image of the form expanded for editing.

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.

4.11 PHS 398 Training Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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

4.11.1 Adding Budget Period 1

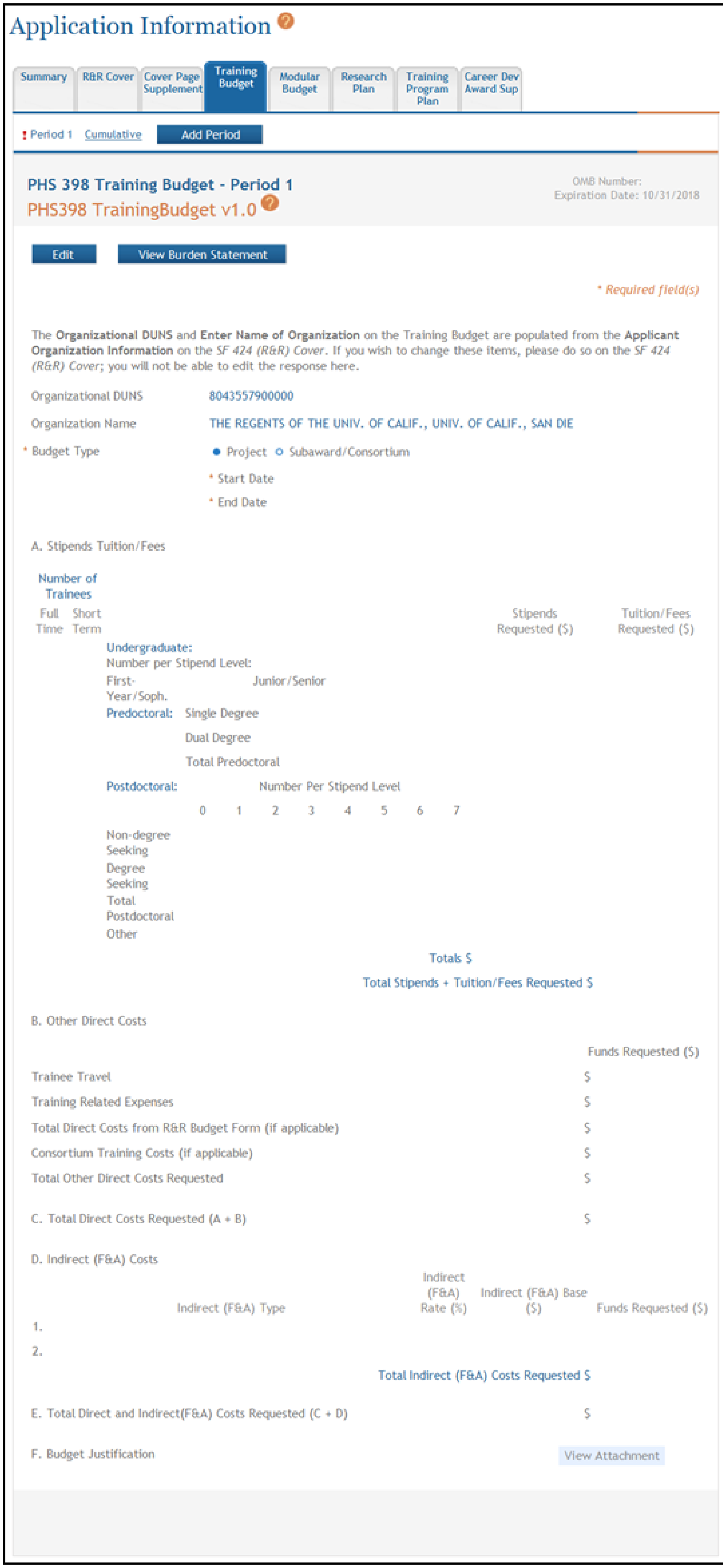
To add budget information for Period 1:

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

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.

Click here for an image of the form expanded for editing.



Application Information

Summary | R&R Cover | Cover Page Supplement | Training Budget | Modular Budget | Research Plan | Training Program Plan | Career Dev Award Sup

! Period 1 Cumulative Add Period

PHS 398 Training Budget - Period 1
PHS398 TrainingBudget v1.0

OMB Number:
Expiration Date: 10/31/2018

Edit View Burden Statement

* Required field(s)

The **Organizational DUNS** and **Enter Name of Organization** on the Training Budget are populated from the **Applicant Organization Information** on the *SF 424 (R&R) Cover*. If you wish to change these items, please do so on the *SF 424 (R&R) Cover*; you will not be able to edit the response here.

Organizational DUNS 8043557900000

Organization Name THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIE

* Budget Type ● Project ○ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees

Full Time Short Term

Stipends Requested ($) Tuition/Fees Requested ($)

Undergraduate:
Number per Stipend Level:
First-Year/Soph. Junior/Senior

Predoctoral: Single Degree
Dual Degree
Total Predoctoral

Postdoctoral: Number Per Stipend Level
0 1 2 3 4 5 6 7

Non-degree Seeking
Degree Seeking
Total Postdoctoral
Other

Totals $
Total Stipends + Tuition/Fees Requested $

B. Other Direct Costs

Funds Requested ($)

Trainee Travel $
Training Related Expenses $
Total Direct Costs from R&R Budget Form (if applicable) $
Consortium Training Costs (if applicable) $
Total Other Direct Costs Requested $

C. Total Direct Costs Requested (A + B) $

D. Indirect (F&A) Costs

Indirect (F&A) Type | Indirect (F&A) Rate (%) | Indirect (F&A) Base ($) | Funds Requested ($)

1.
2.

Total Indirect (F&A) Costs Requested $

E. Total Direct and Indirect(F&A) Costs Requested (C + D) $

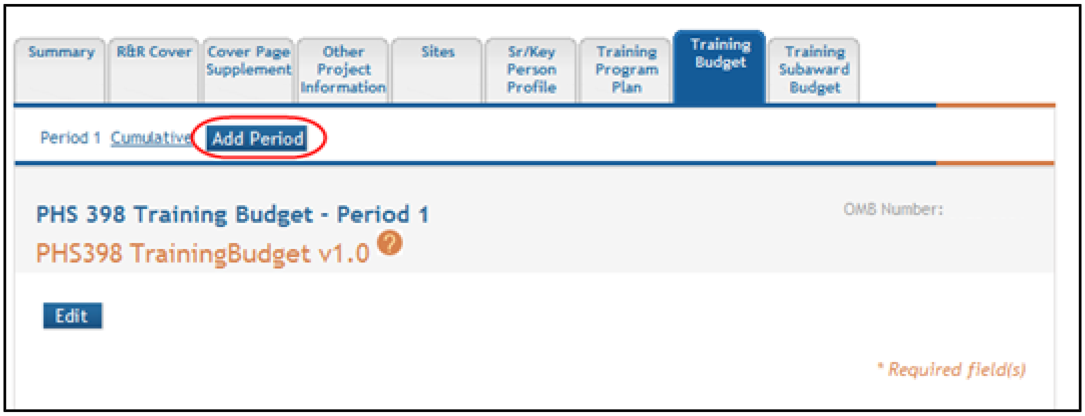
F. Budget Justification View Attachment

4.11.2 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.



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

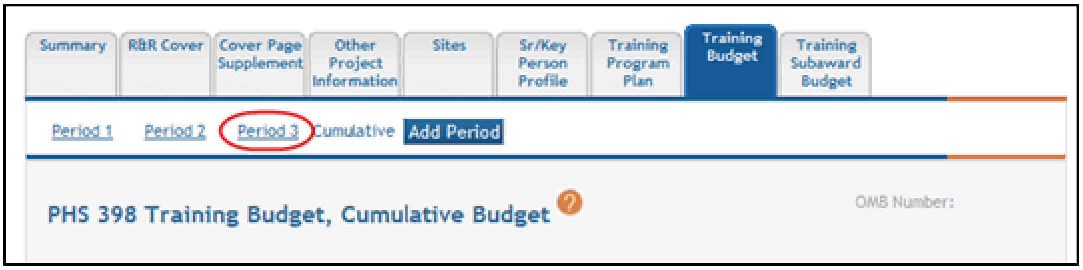
2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.11.3 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).



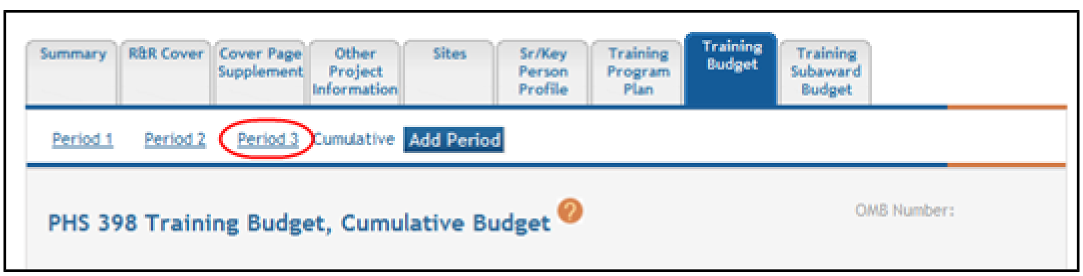
2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.11.4 Deleting a Budget Period

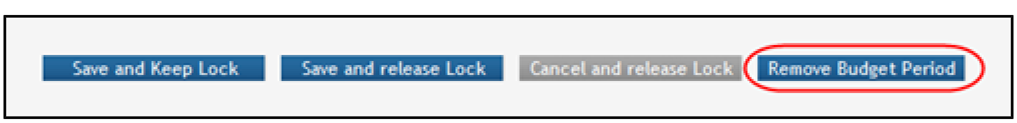
With Edit Budget authority, an ASSIST user may remove entire budget periods from a component. To delete an entire budget period:

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



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

3. Click the Remove Budget Period button.



A confirmation window displays.

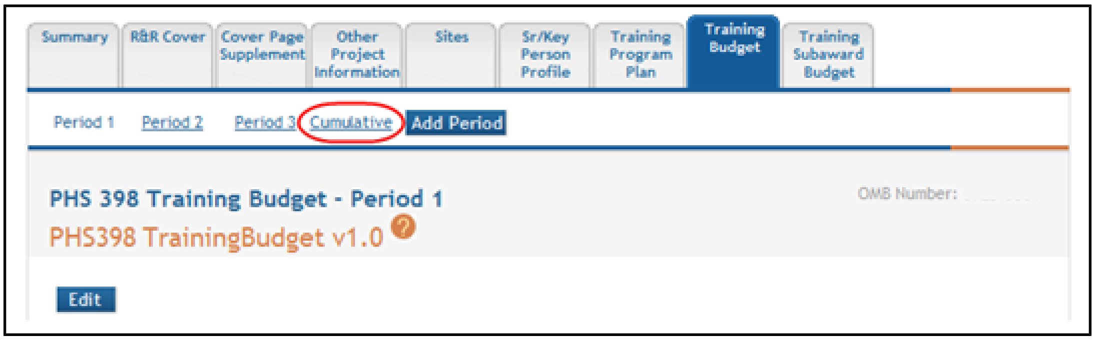
4. Select the **Continue** button to confirm the deletion request.

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

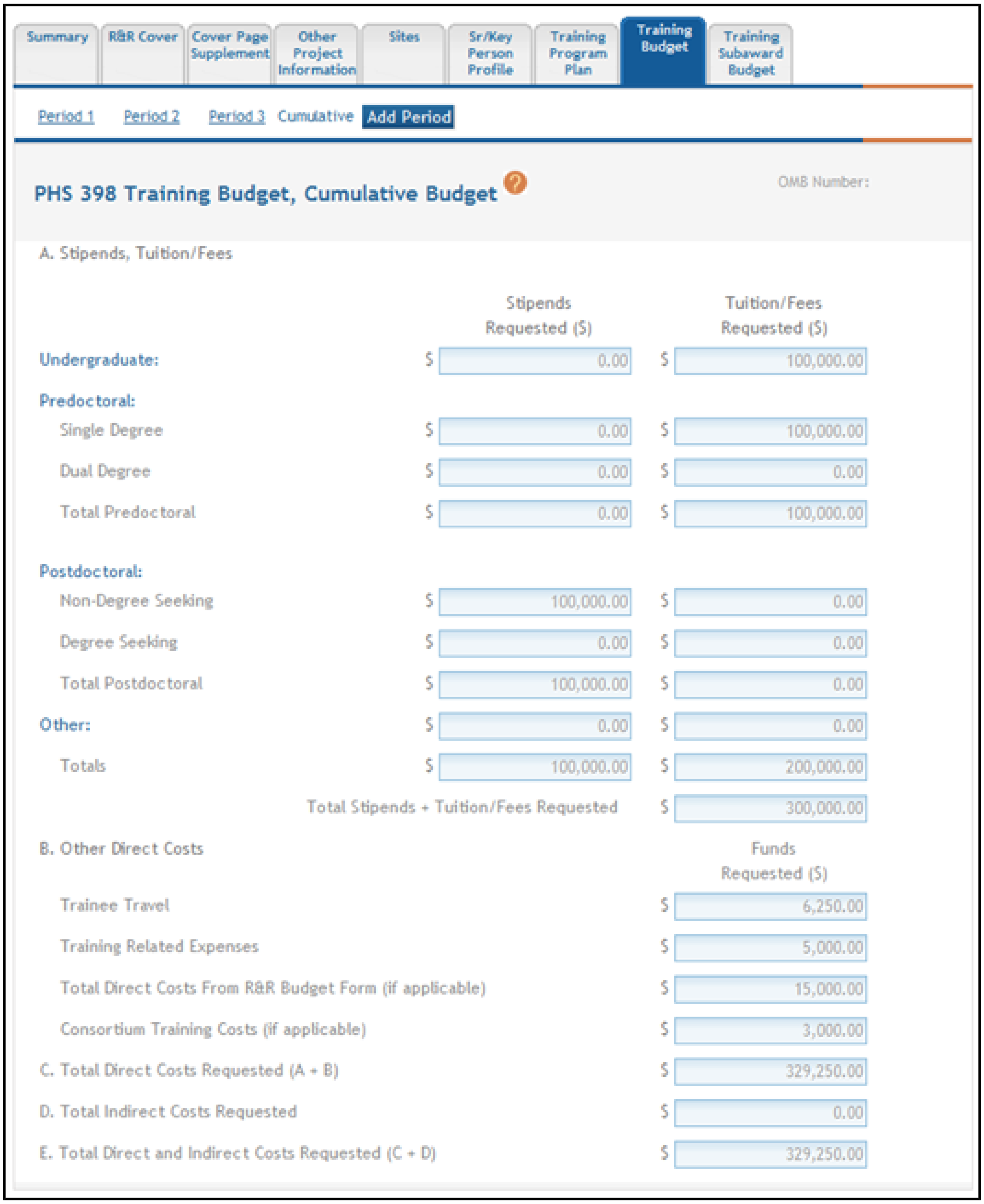
The *PHS 398 Training Budget* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.11.5 Viewing Cumulative Budget

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



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



Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Training Program Plan | Training Budget | Training Subaward Budget

Period 1 | Period 2 | Period 3 | Cumulative | Add Period

PHS 398 Training Budget, Cumulative Budget

OMB Number:

A. Stipends, Tuition/Fees

	Stipends Requested ($)	Tuition/Fees Requested ($)
Undergraduate:	$ 0.00	$ 100,000.00
Predoctoral:		
Single Degree	$ 0.00	$ 100,000.00
Dual Degree	$ 0.00	$ 0.00
Total Predoctoral	$ 0.00	$ 100,000.00
Postdoctoral:		
Non-Degree Seeking	$ 100,000.00	$ 0.00
Degree Seeking	$ 0.00	$ 0.00
Total Postdoctoral	$ 100,000.00	$ 0.00
Other:	$ 0.00	$ 0.00
Totals	$ 100,000.00	$ 200,000.00
Total Stipends + Tuition/Fees Requested		$ 300,000.00

B. Other Direct Costs	Funds Requested ($)
Trainee Travel	$ 6,250.00
Training Related Expenses	$ 5,000.00
Total Direct Costs From R&R Budget Form (if applicable)	$ 15,000.00
Consortium Training Costs (if applicable)	$ 3,000.00
C. Total Direct Costs Requested (A + B)	$ 329,250.00
D. Total Indirect Costs Requested	$ 0.00
E. Total Direct and Indirect Costs Requested (C + D)	$ 329,250.00

4.12 Training Subaward Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

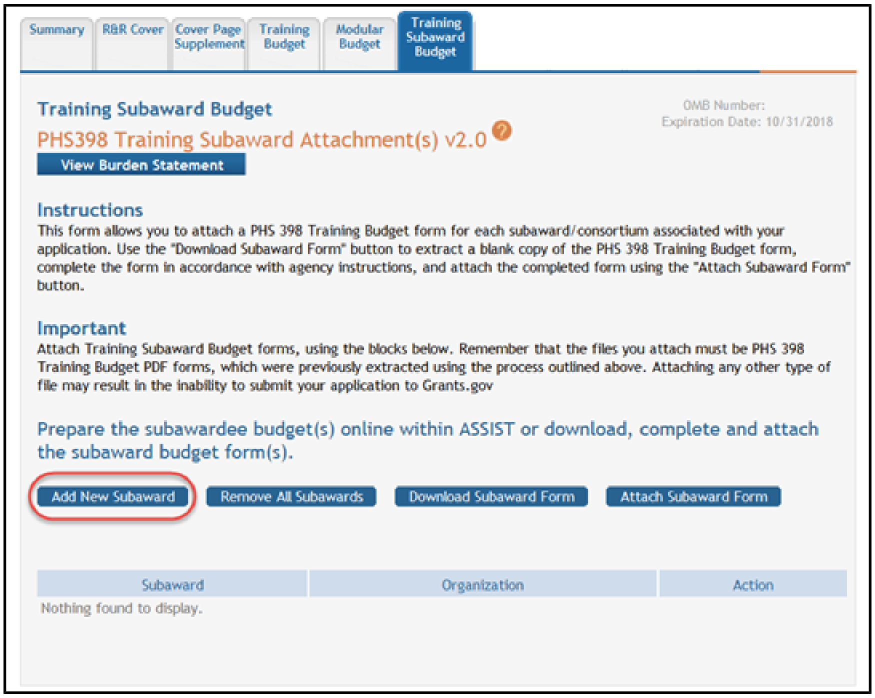
The Training Subaward Budget form must be added to the component as an optional form. Refer to the help topic titled *Add Optional Forms* .

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

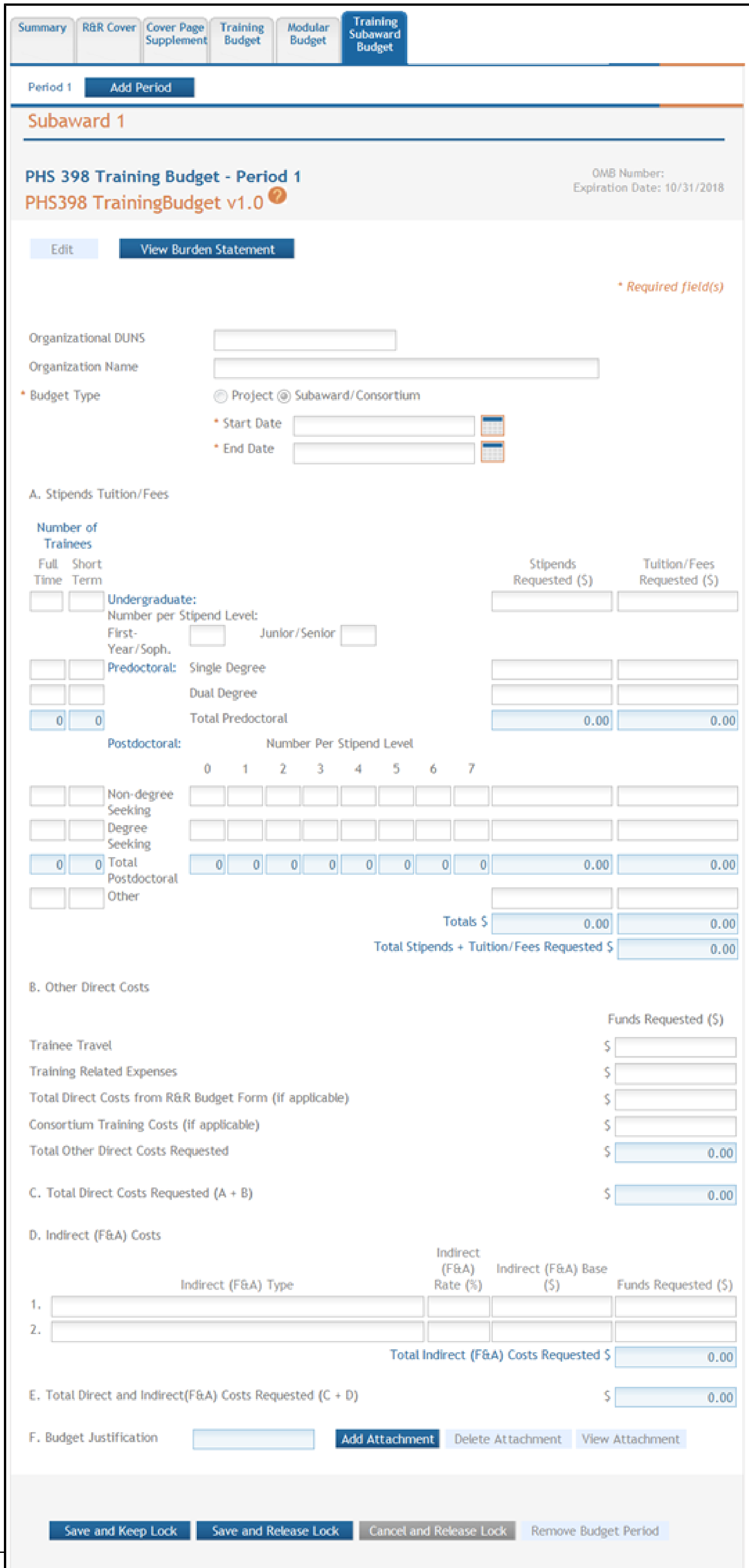
4.12.1 Adding a Training Subaward

To add a subaward:

1. Select the Add New Subaward button.



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


Summary | R&R Cover | Cover Page Supplement | Training Budget | Modular Budget | Training Subaward Budget

Period 1 | Add Period

Subaward 1

PHS 398 Training Budget - Period 1
PHS398 TrainingBudget v1.0

OMB Number:
Expiration Date: 10/31/2018

Edit | View Burden Statement

* Required field(s)

Organizational DUNS

Organization Name

* Budget Type ○ Project ◉ Subaward/Consortium

* Start Date

* End Date

A. Stipends Tuition/Fees

Number of Trainees

Full Time	Short Term			Stipends Requested ($)	Tuition/Fees Requested ($)
		Undergraduate: Number per Stipend Level: First-Year/Soph. Junior/Senior			
		Predoctoral:	Single Degree		
			Dual Degree		
0	0		Total Predoctoral	0.00	0.00

Postdoctoral: Number Per Stipend Level

Full Time	Short Term		0	1	2	3	4	5	6	7	Stipends Requested ($)	Tuition/Fees Requested ($)
		Non-degree Seeking										
		Degree Seeking										
0	0	Total Postdoctoral	0	0	0	0	0	0	0	0	0.00	0.00
		Other										

Totals $ 0.00 0.00

Total Stipends + Tuition/Fees Requested $ 0.00

B. Other Direct Costs

	Funds Requested ($)
Trainee Travel	$
Training Related Expenses	$
Total Direct Costs from R&R Budget Form (if applicable)	$
Consortium Training Costs (if applicable)	$
Total Other Direct Costs Requested	$ 0.00

C. Total Direct Costs Requested (A + B) $ 0.00

D. Indirect (F&A) Costs

	Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base ($)	Funds Requested ($)
1.				
2.				

Total Indirect (F&A) Costs Requested $ 0.00

E. Total Direct and Indirect(F&A) Costs Requested (C + D) $ 0.00

F. Budget Justification | Add Attachment | Delete Attachment | View Attachment

Save and Keep Lock | Save and Release Lock | Cancel and Release Lock | Remove Budget Period

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.

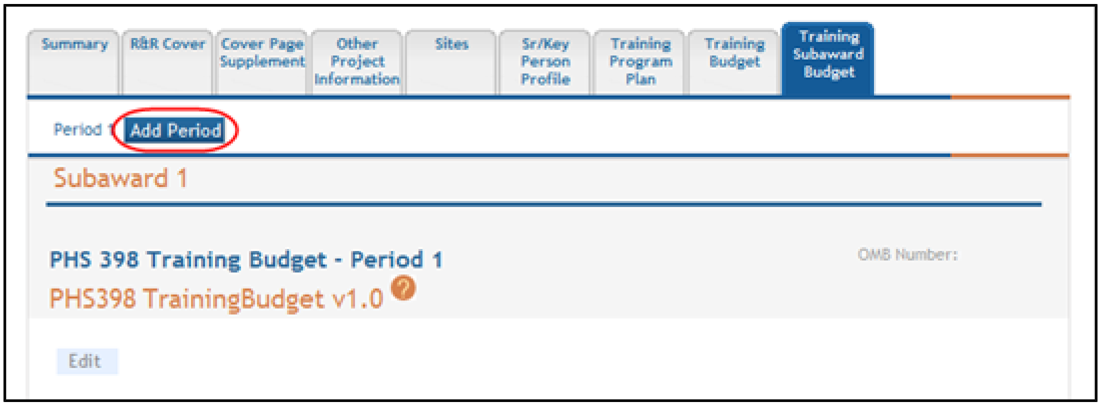
4. Repeat steps, selecting **Add New Subaward** for each additional subaward.

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

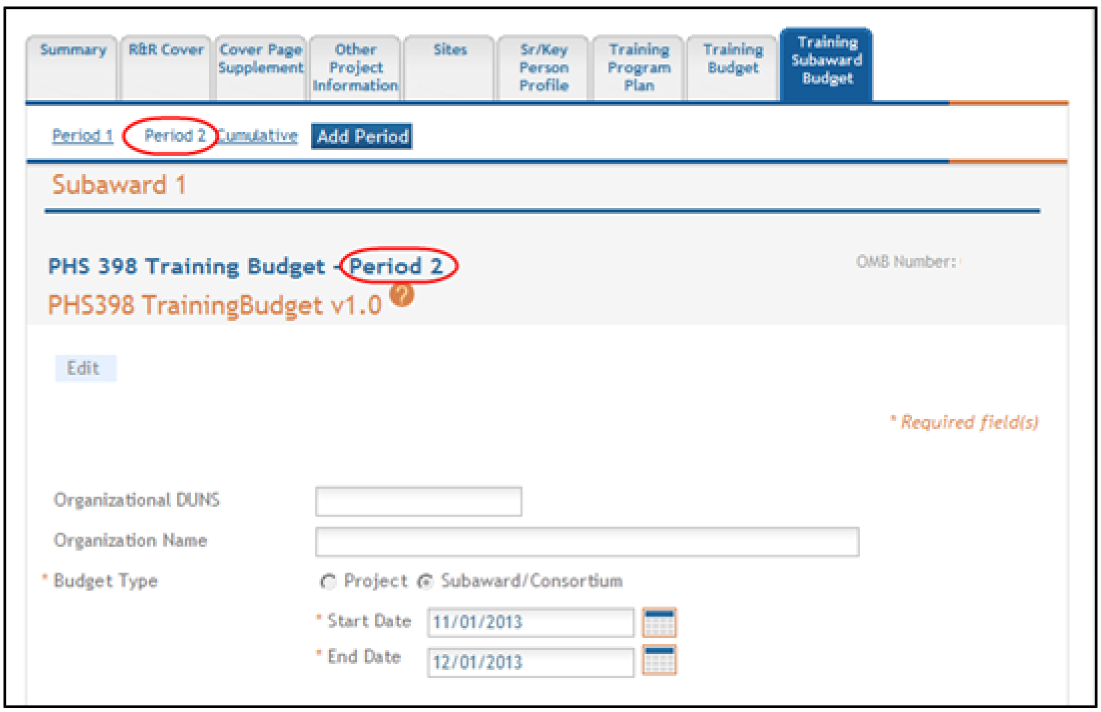
4.12.1.1 Adding Another Budget Period to a Training Subaward

To add an additional budget period to a subaward:

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



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



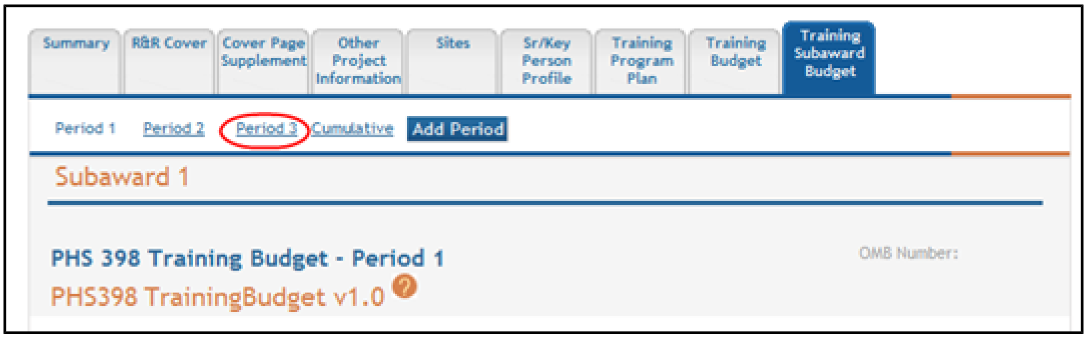
2. Enter the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.12.1.2 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).

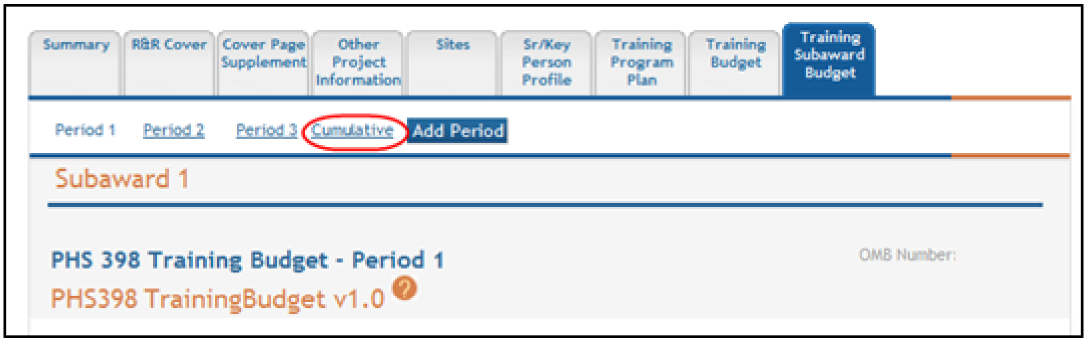


2. View the information.
3. Select the **Edit** button to edit the information.
4. Update the budget information as necessary.
5. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close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

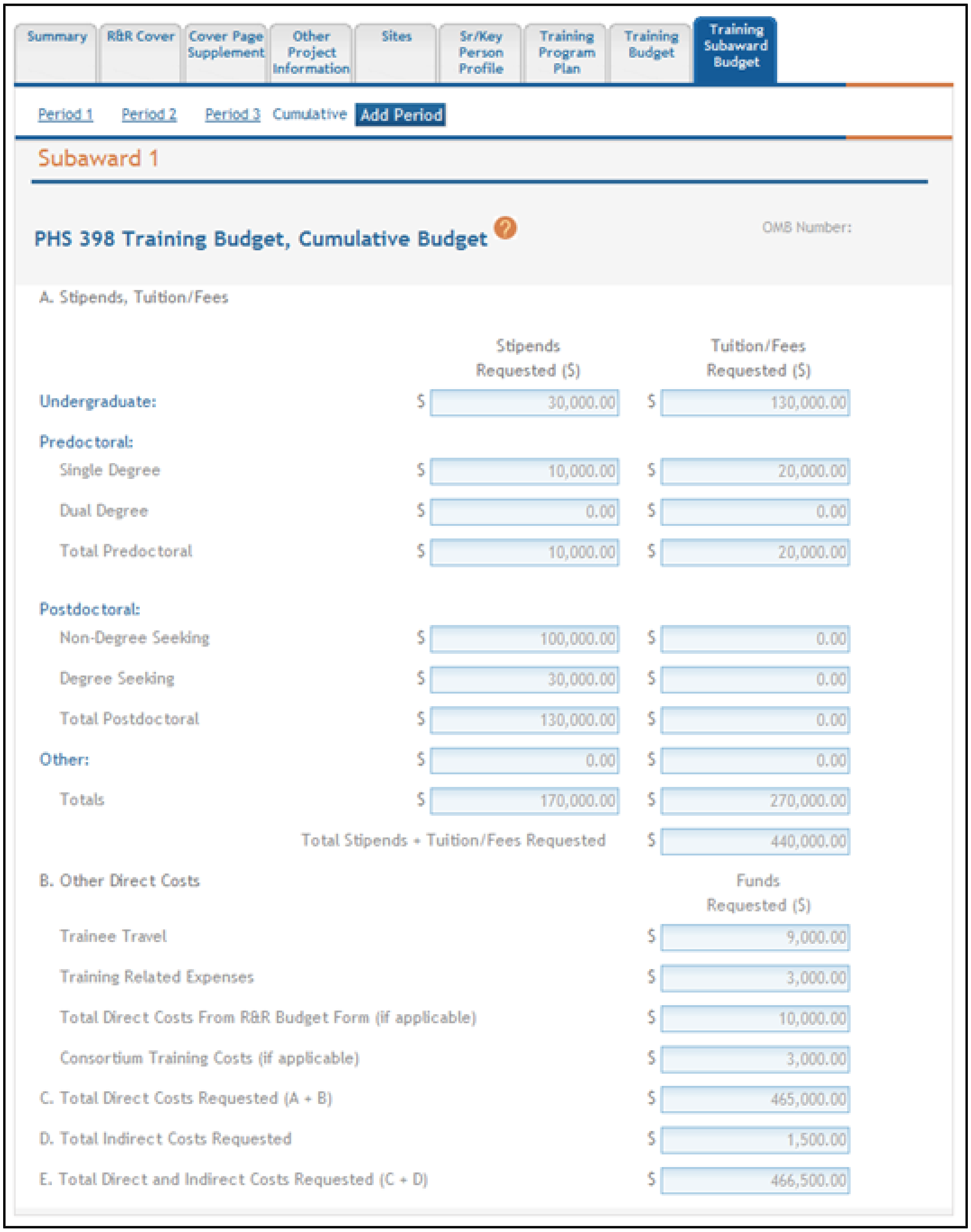
NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

4.12.1.3 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.



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



Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Training Program Plan | Training Budget | Training Subaward Budget

Period 1 | Period 2 | Period 3 | Cumulative | Add Period

Subaward 1

PHS 398 Training Budget, Cumulative Budget

OMB Number:

A. Stipends, Tuition/Fees

	Stipends Requested ($)	Tuition/Fees Requested ($)
Undergraduate:	$ 30,000.00	$ 130,000.00
Predoctoral:		
Single Degree	$ 10,000.00	$ 20,000.00
Dual Degree	$ 0.00	$ 0.00
Total Predoctoral	$ 10,000.00	$ 20,000.00
Postdoctoral:		
Non-Degree Seeking	$ 100,000.00	$ 0.00
Degree Seeking	$ 30,000.00	$ 0.00
Total Postdoctoral	$ 130,000.00	$ 0.00
Other:	$ 0.00	$ 0.00
Totals	$ 170,000.00	$ 270,000.00
Total Stipends + Tuition/Fees Requested		$ 440,000.00

B. Other Direct Costs	Funds Requested ($)
Trainee Travel	$ 9,000.00
Training Related Expenses	$ 3,000.00
Total Direct Costs From R&R Budget Form (if applicable)	$ 10,000.00
Consortium Training Costs (if applicable)	$ 3,000.00
C. Total Direct Costs Requested (A + B)	$ 465,000.00
D. Total Indirect Costs Requested	$ 1,500.00
E. Total Direct and Indirect Costs Requested (C + D)	$ 466,500.00

4.12.2 Removing Training Budget Subawards

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

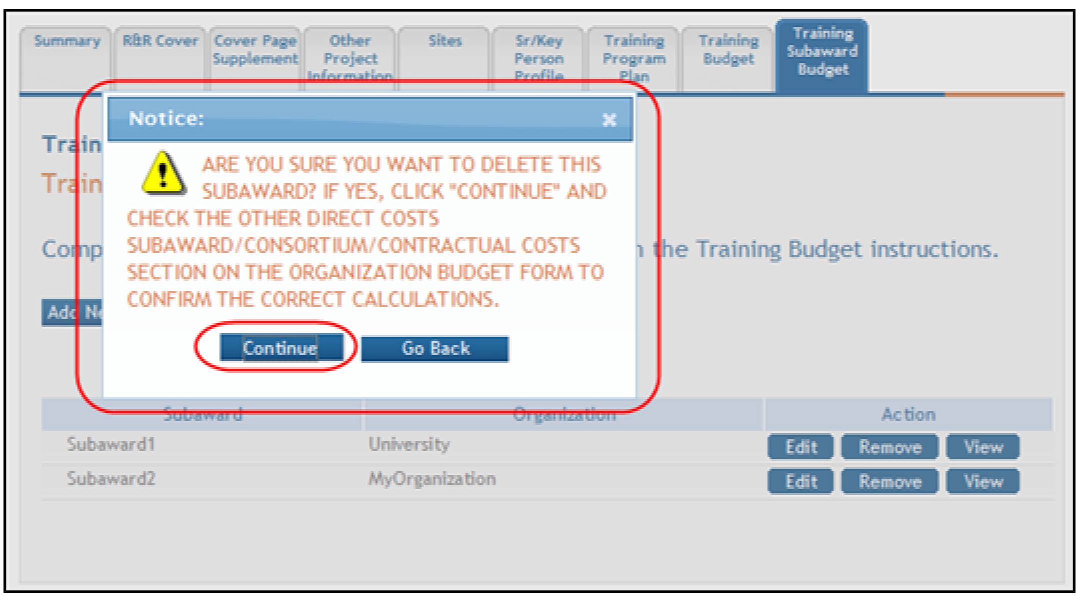
4.12.2.1 Removing an Individual Training Budget Subaward

To remove an individual subaward:

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

A confirmation window displays.

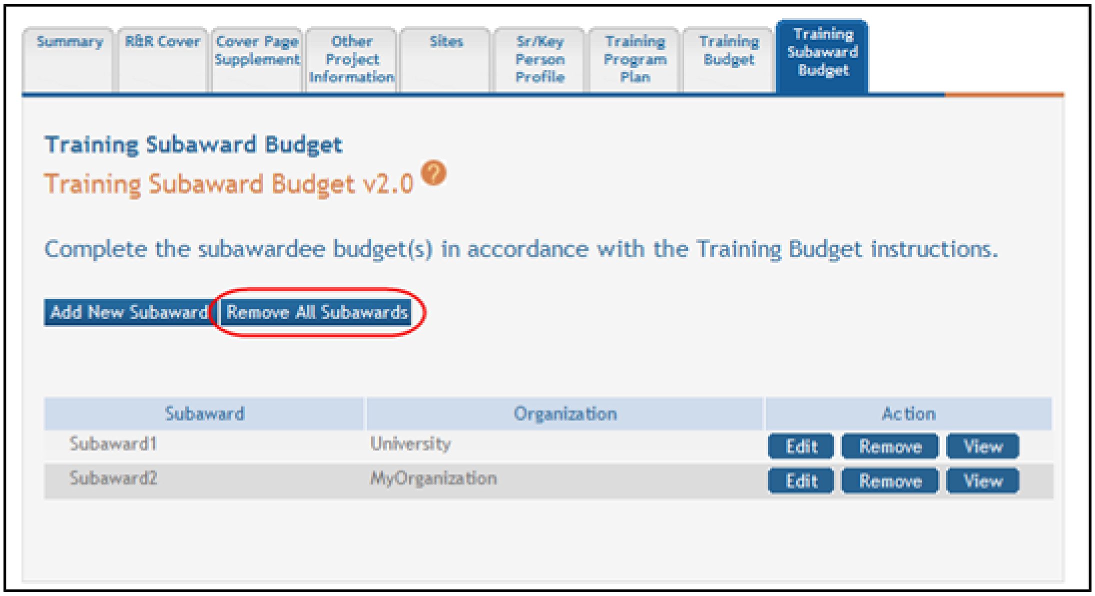
2. Select the **Continue** button to complete the removal.



4.12.2.2 Removing All Training Budget Subawards

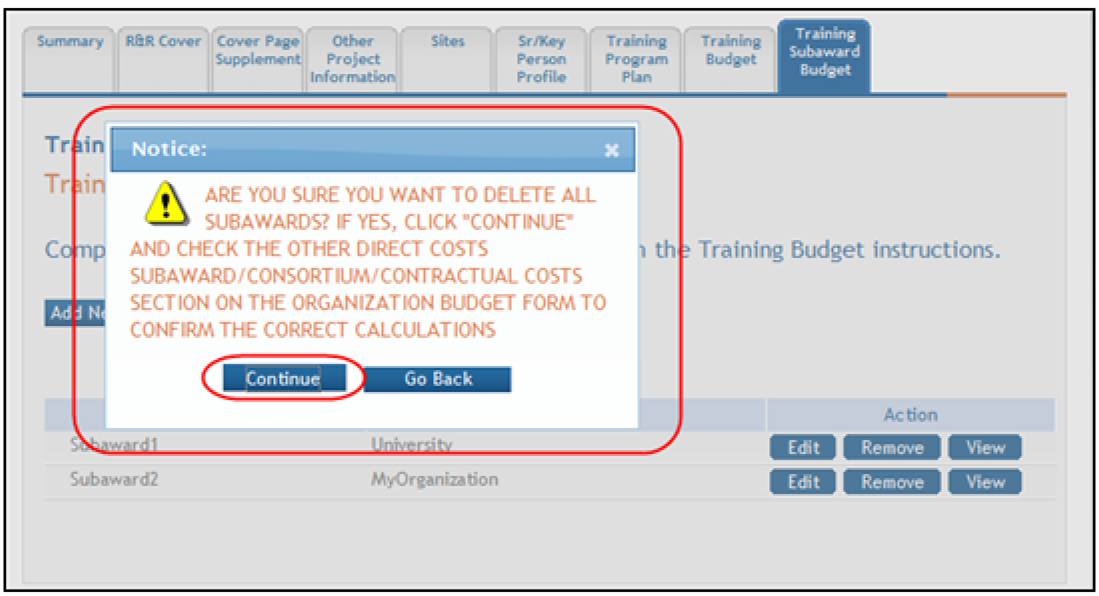
To remove all subawards at one time:

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



A confirmation window displays.

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



4.13 Planned Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

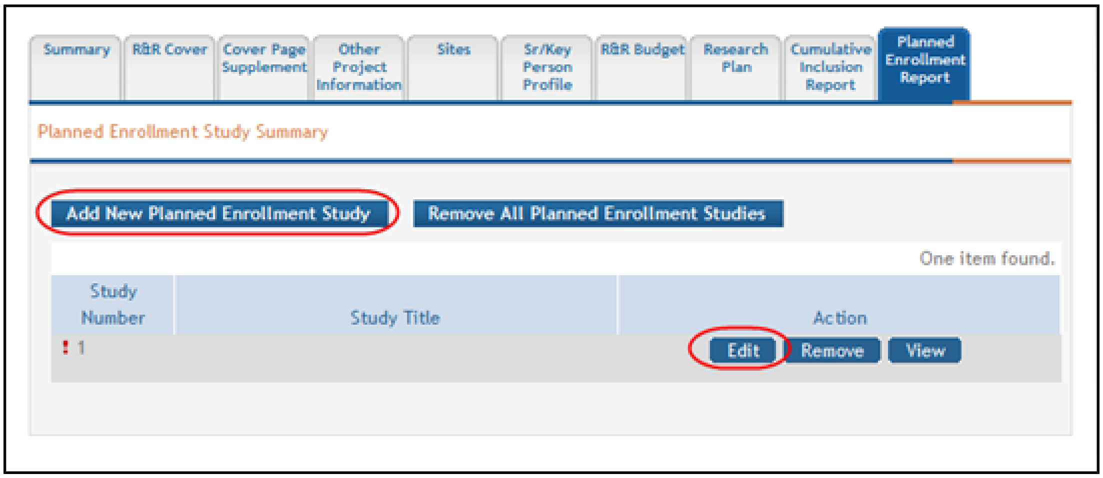
The Planned Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms* .

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

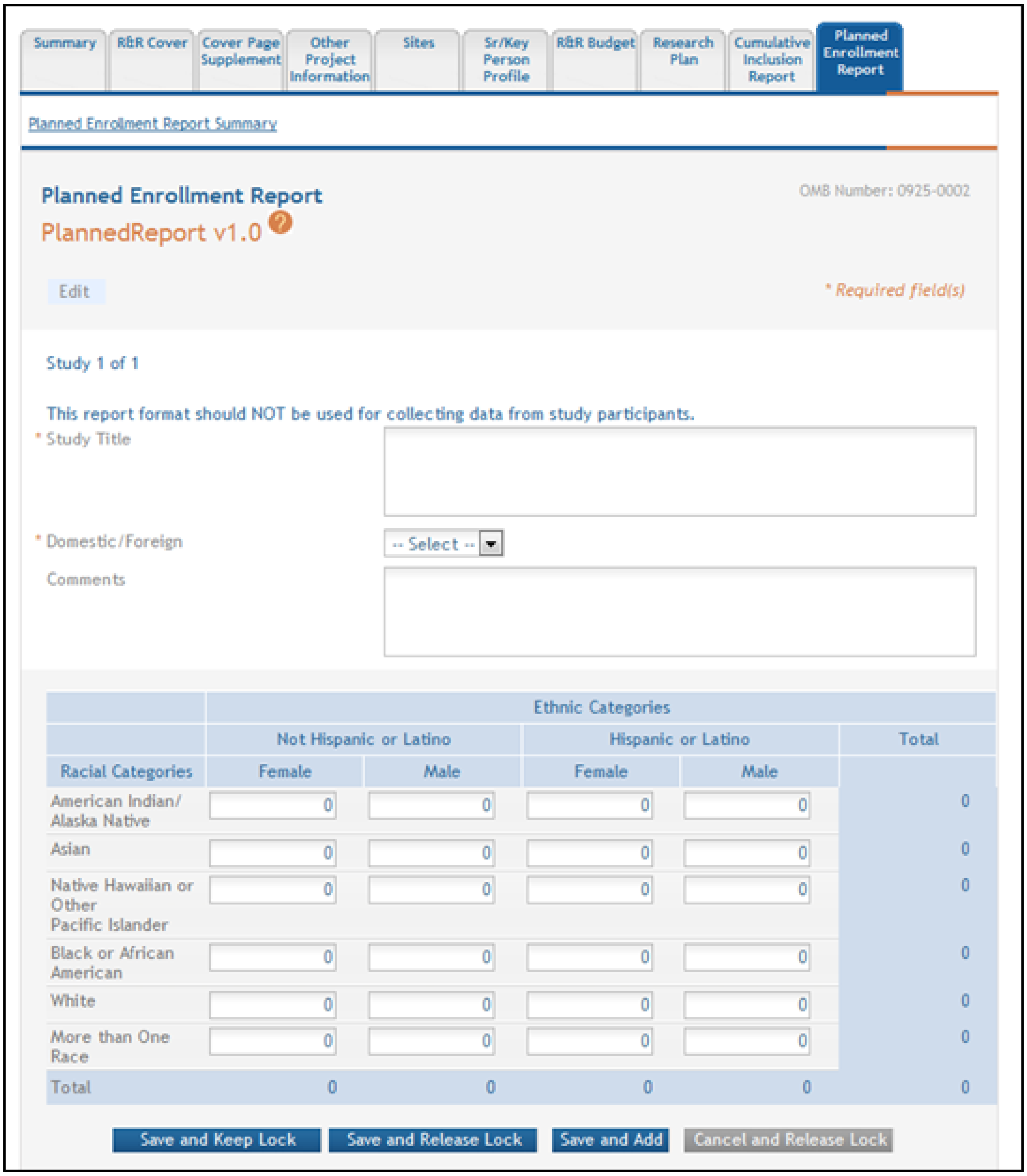
4.13.1 Adding a Planned Enrollment Study

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.



The Planned Enrollment Report opens for editing.

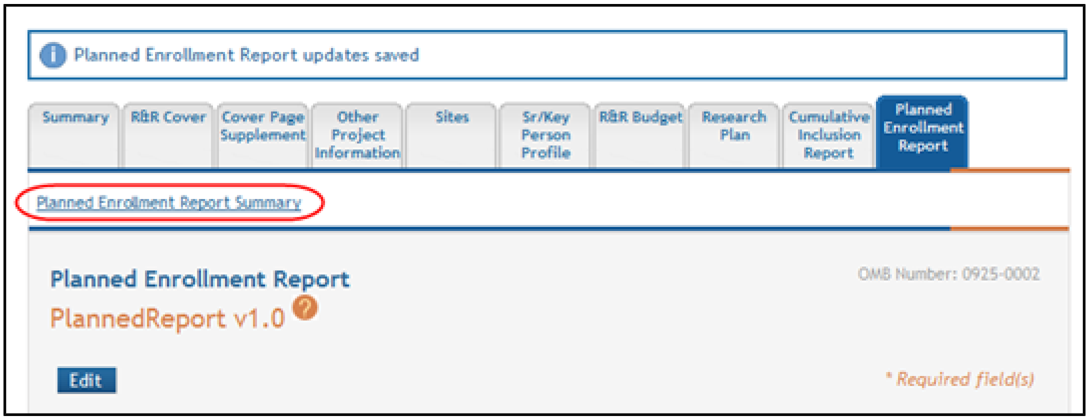


2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).
3. Select one of the save options at the bottom of the form to save the data:
    a. To save the information and keep the form open for further editing, select the **Save and Keep Lock**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

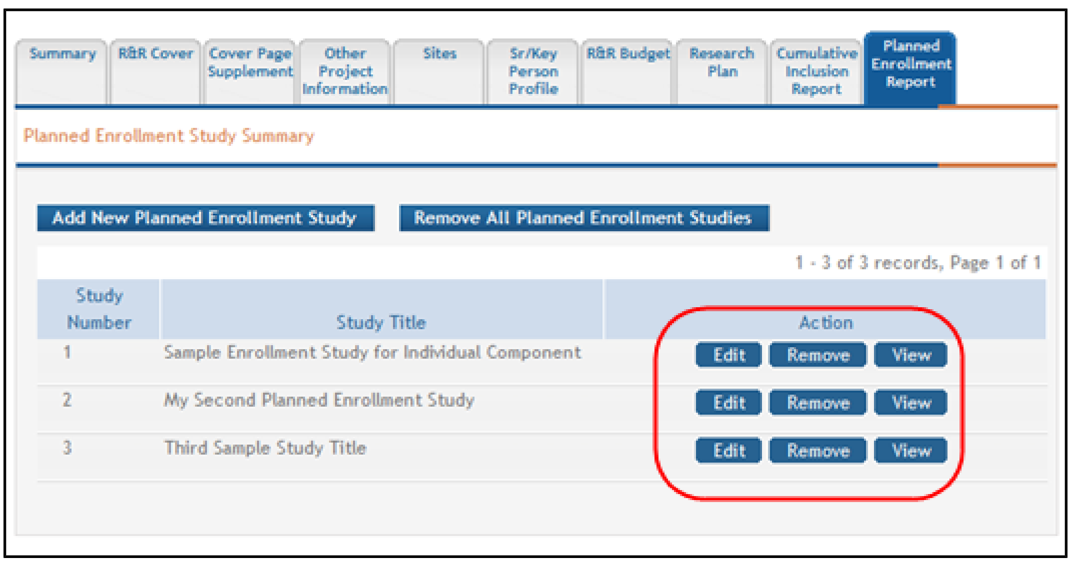
NOTE: Selecting the **Cancel and Release Lock** button - followed by the **Continue** button on the confirmation - returns the form to read-only and does not save any of the entered information onto the form.

---

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



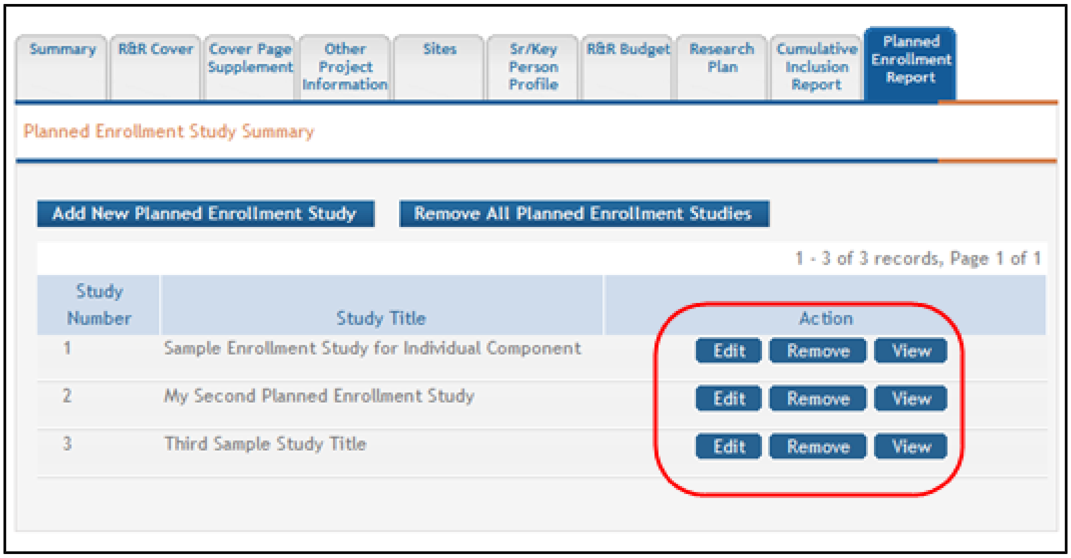
The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.



4.13.2 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:



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.

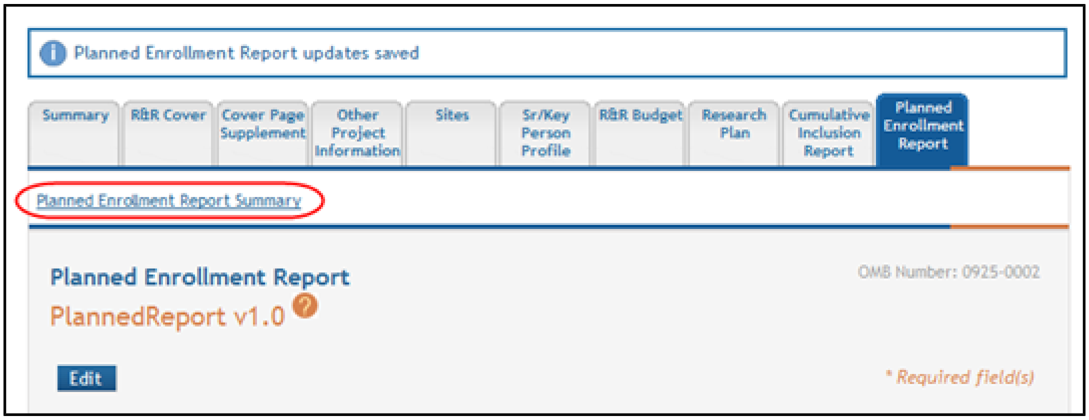
To edit the information:

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.

---

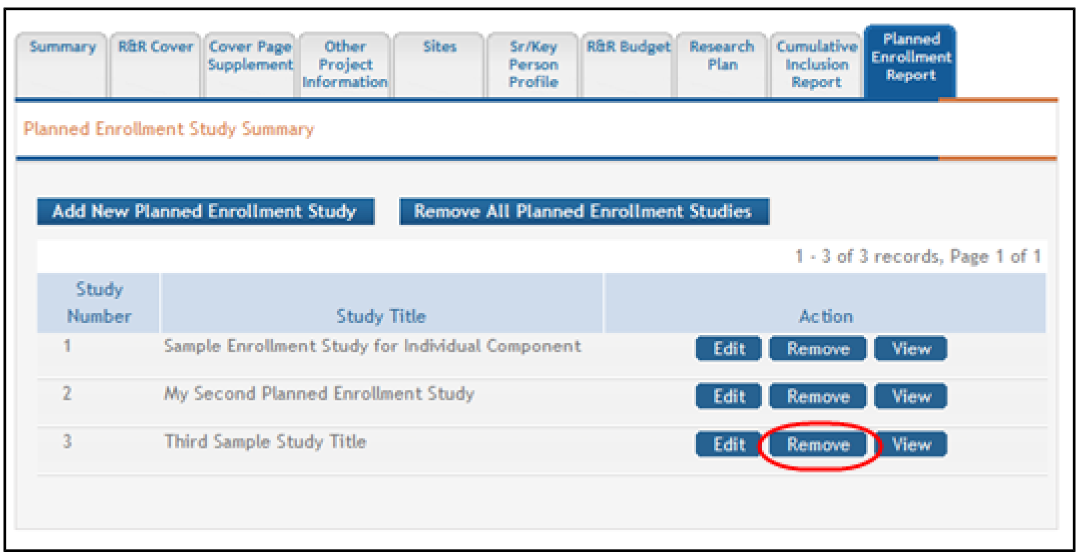
2. Select the Planned Enrollment Report Summary link to return to the table of enrollment studies.



4.13.3 Removing Individual Planned Enrollment Study

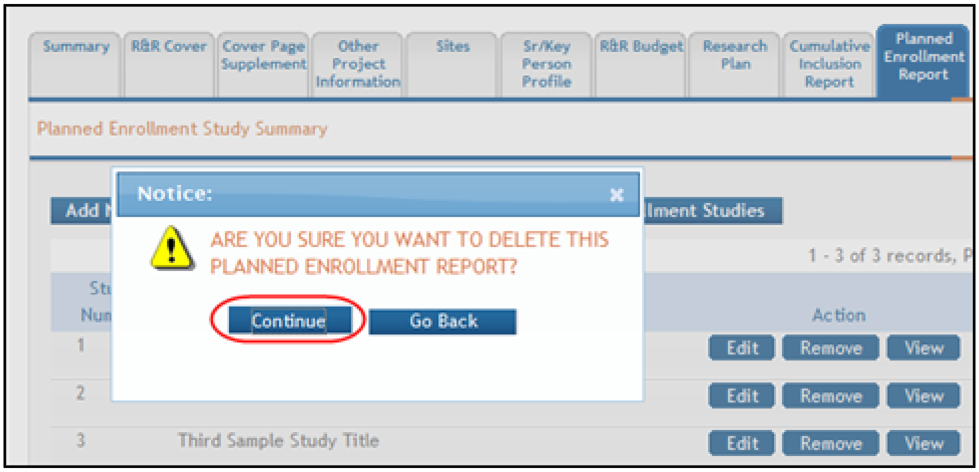
You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.



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

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



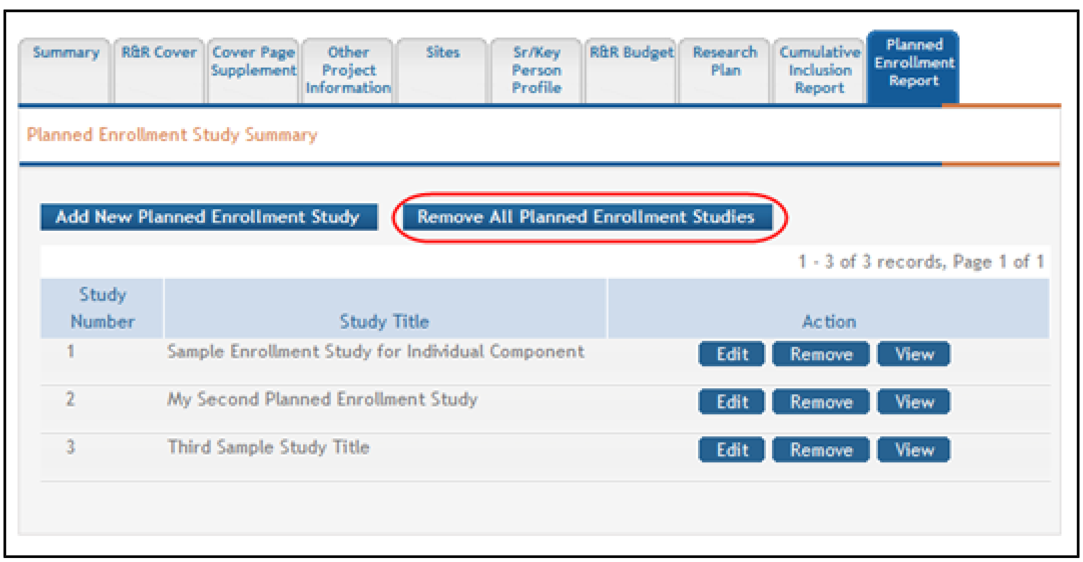
If you wish to cancel, select the **Go Back** button.

4.13.4 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.

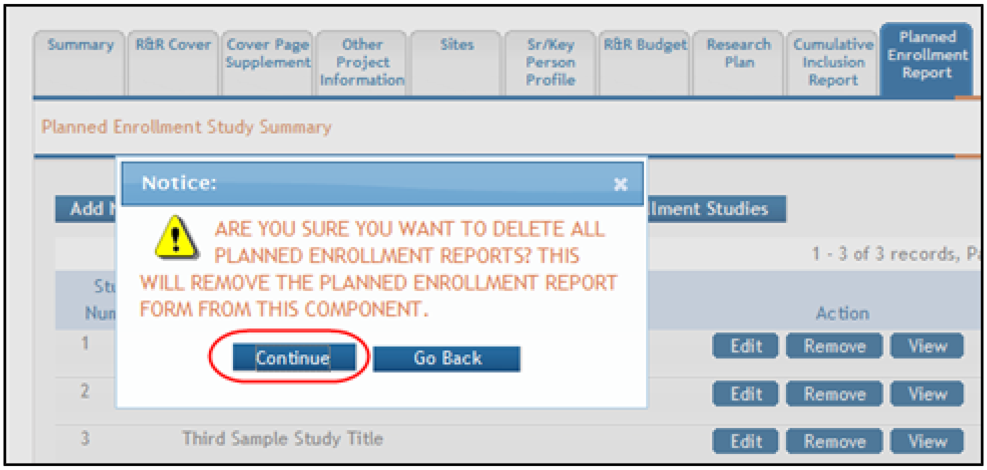
To remove all studies:

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



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

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



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

See Also

- Add Optional Forms

4.14 Cumulative Inclusion Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

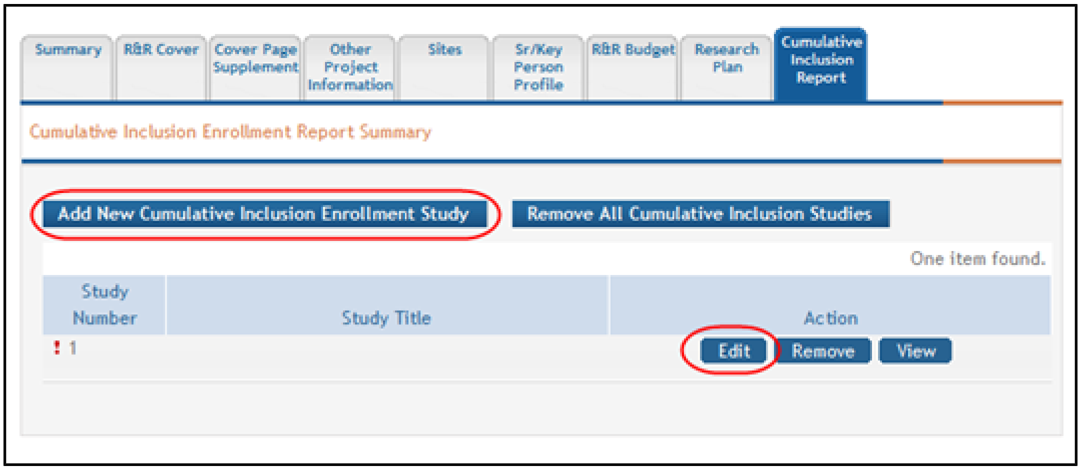
The Cumulative Inclusion Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms* .

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

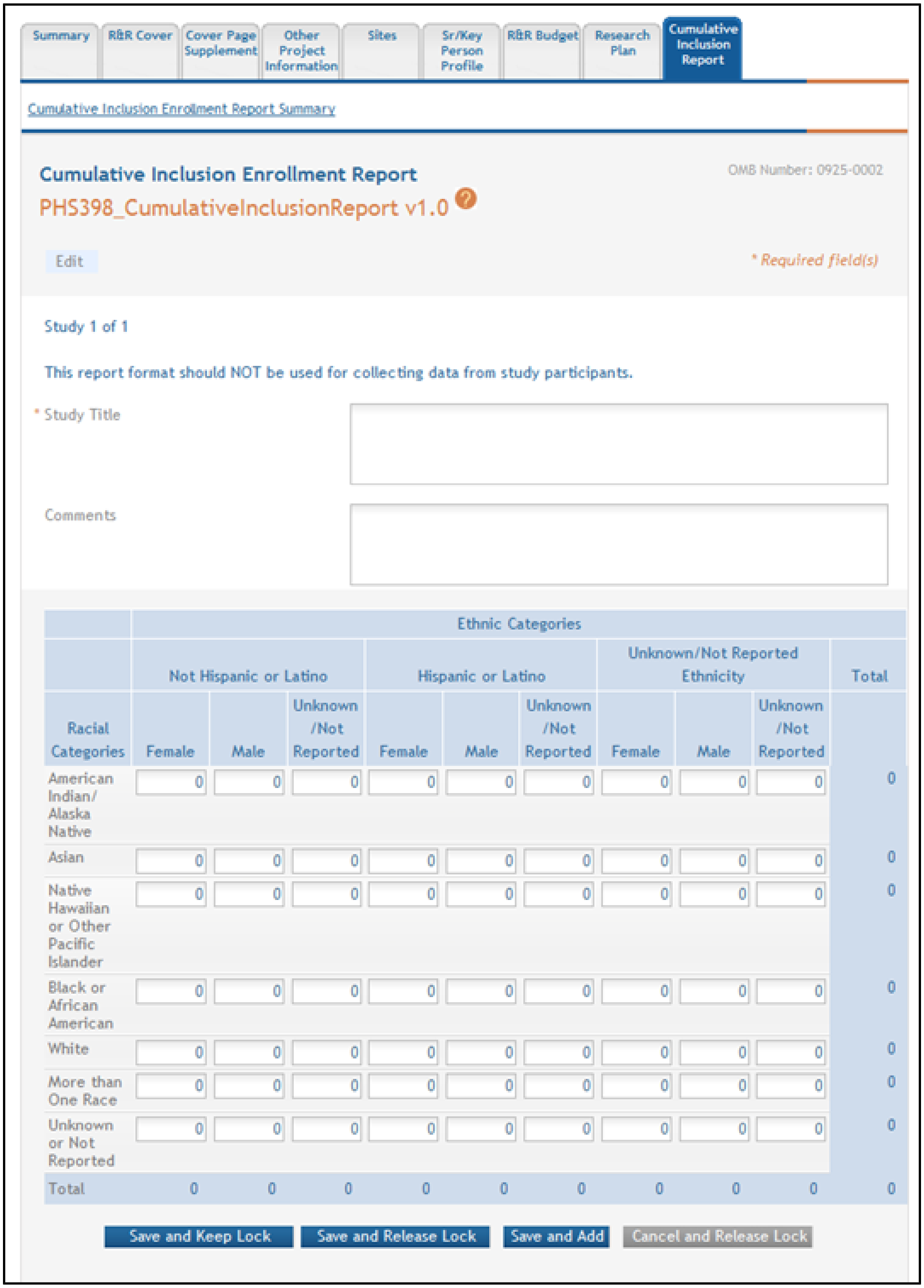
4.14.1 Adding a Cumulative Inclusion Enrollment Study

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.



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

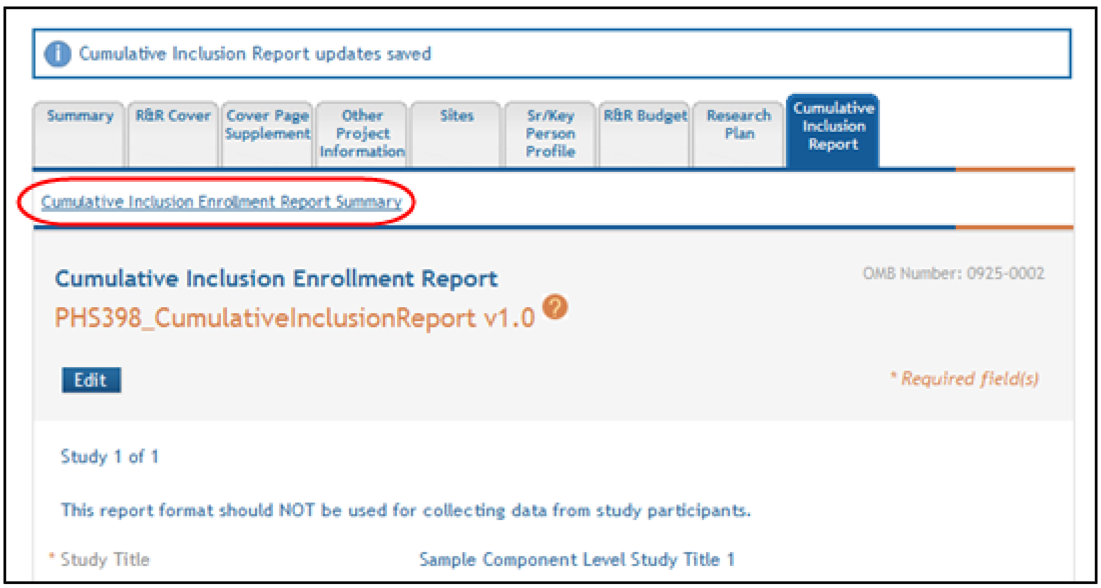
Save and Keep Lock | Save and Release Lock | Save and Add | Cancel and Release Lock

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

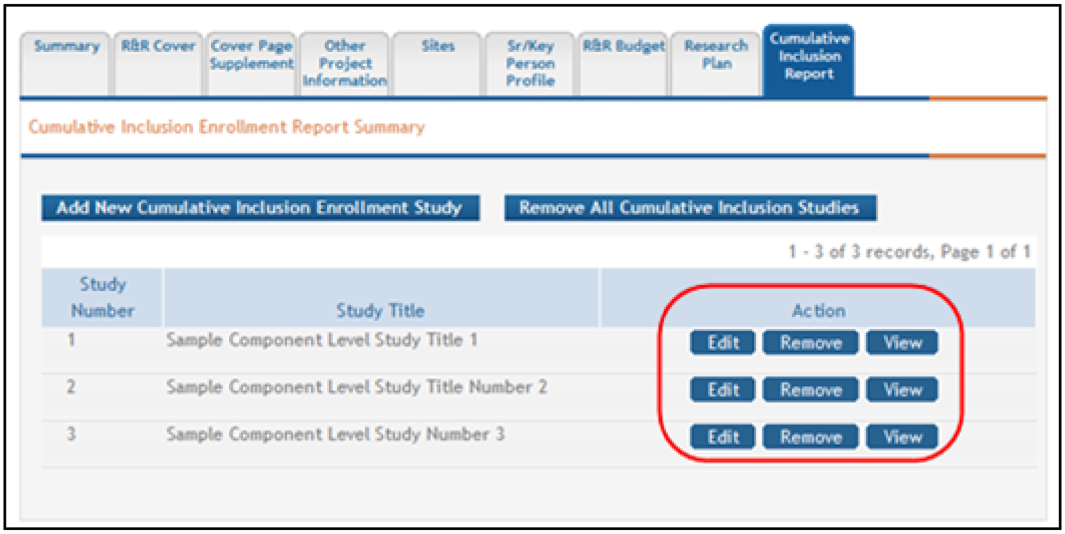
3. Select one of the save options at the bottom of the form to save the data:
   a. To save the information and keep the form open for further editing, select the **Save and Keep Lock** options.
   b. To save the information and close the form, select the **Save and Release Lock** button.
   c. To save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



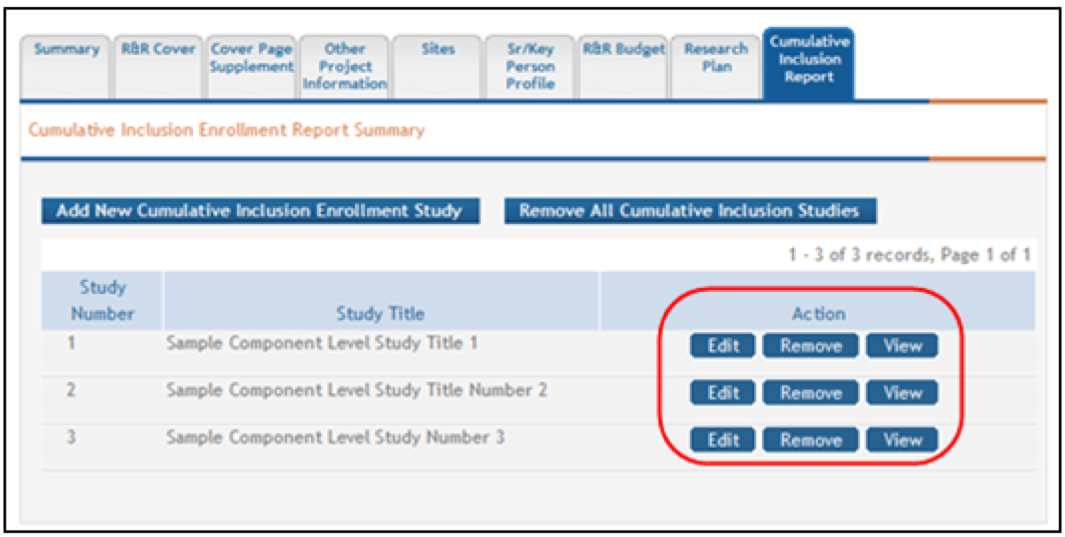
The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.



4.14.2 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:



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.

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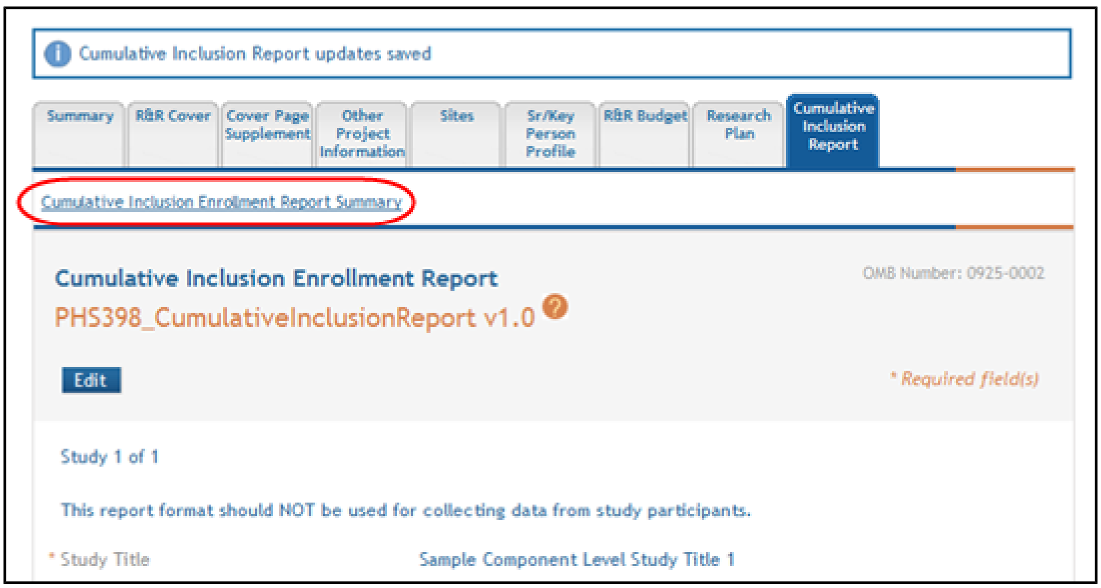
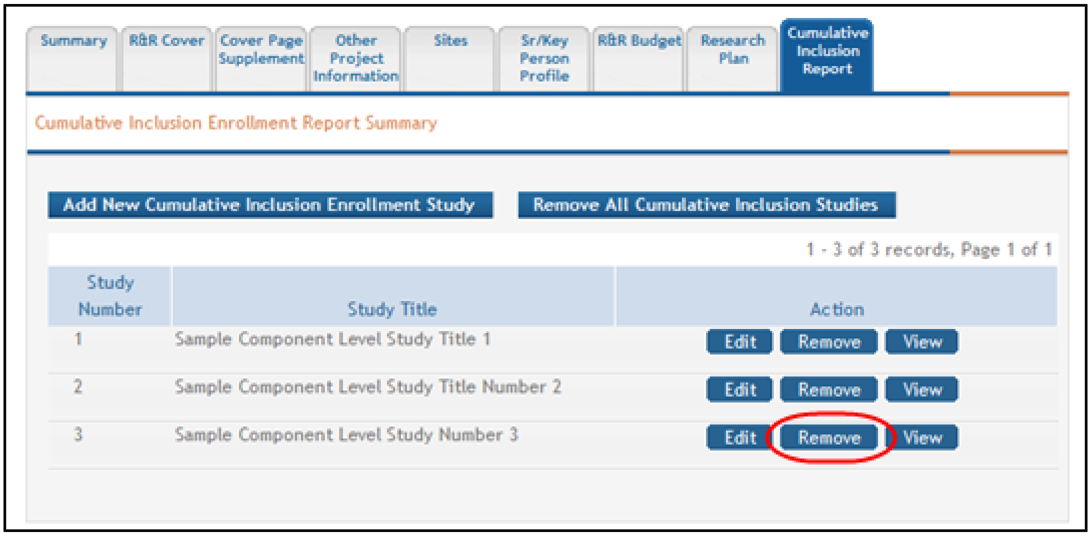
2. Select the Cumulative Inclusion Enrollment Report Summary link to return to the table of enrollment studies.



4.14.3 Removing Individual Cumulative Inclusion Enrollment Study

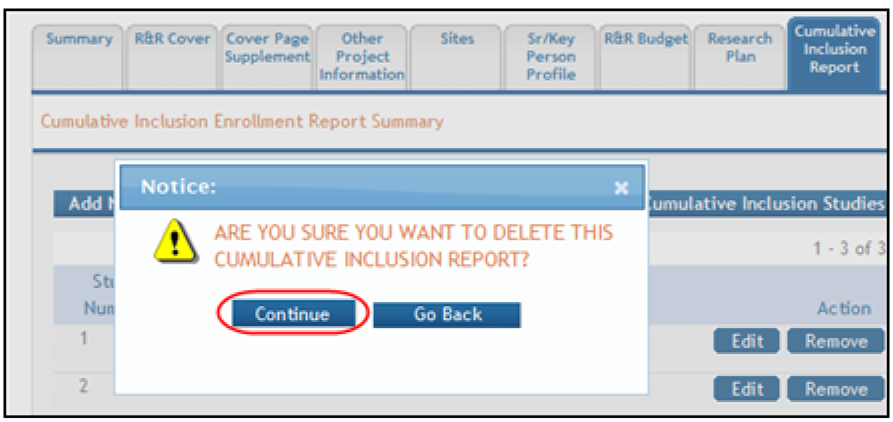
You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.



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

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



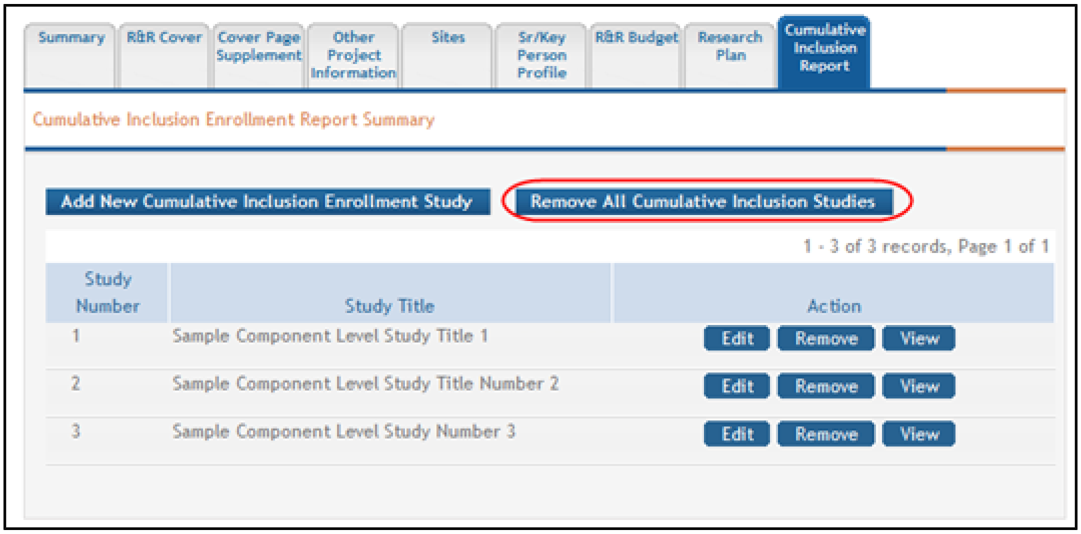
If you wish to cancel, select the **Go Back** button.

4.14.4 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.

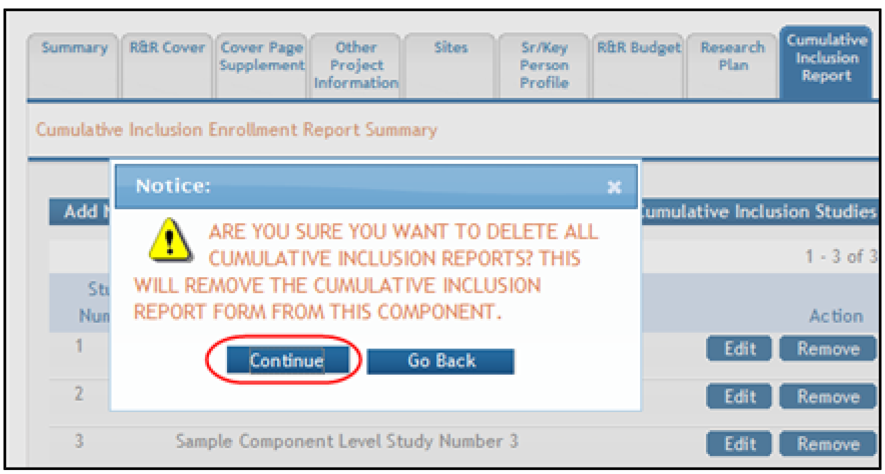
To remove all studies:

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



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

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



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

See Also

- Add Optional Forms

4.15 PHS Inclusion Enrollment

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

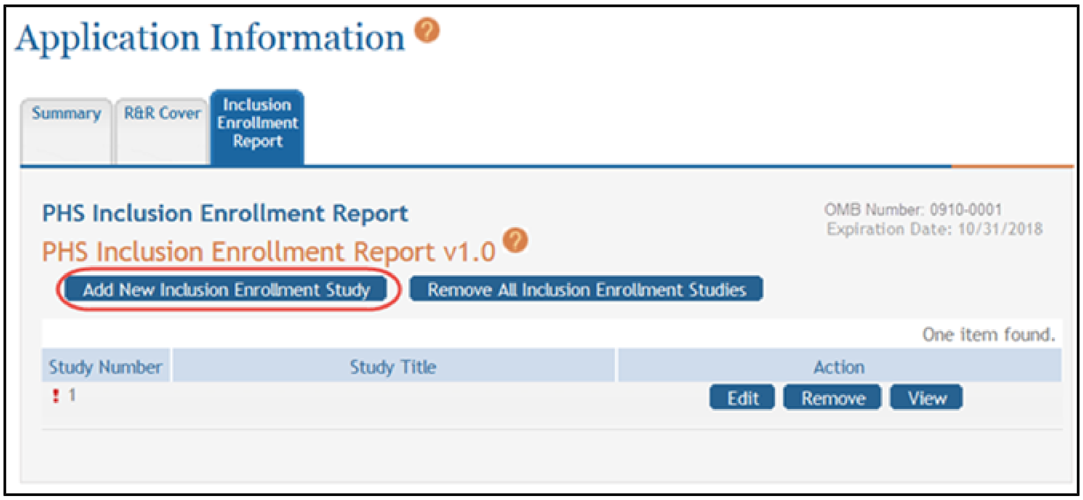
The PHS Inclusion Enrollment Report form is used for all applications involving NIH-defined clinical research. This form is used to report both planned and cumulative (or actual) enrollment, and describes the sex/gender, race, and ethnicity of the study participants.

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

4.15.1 Adding a PHS Inclusion Enrollment Report

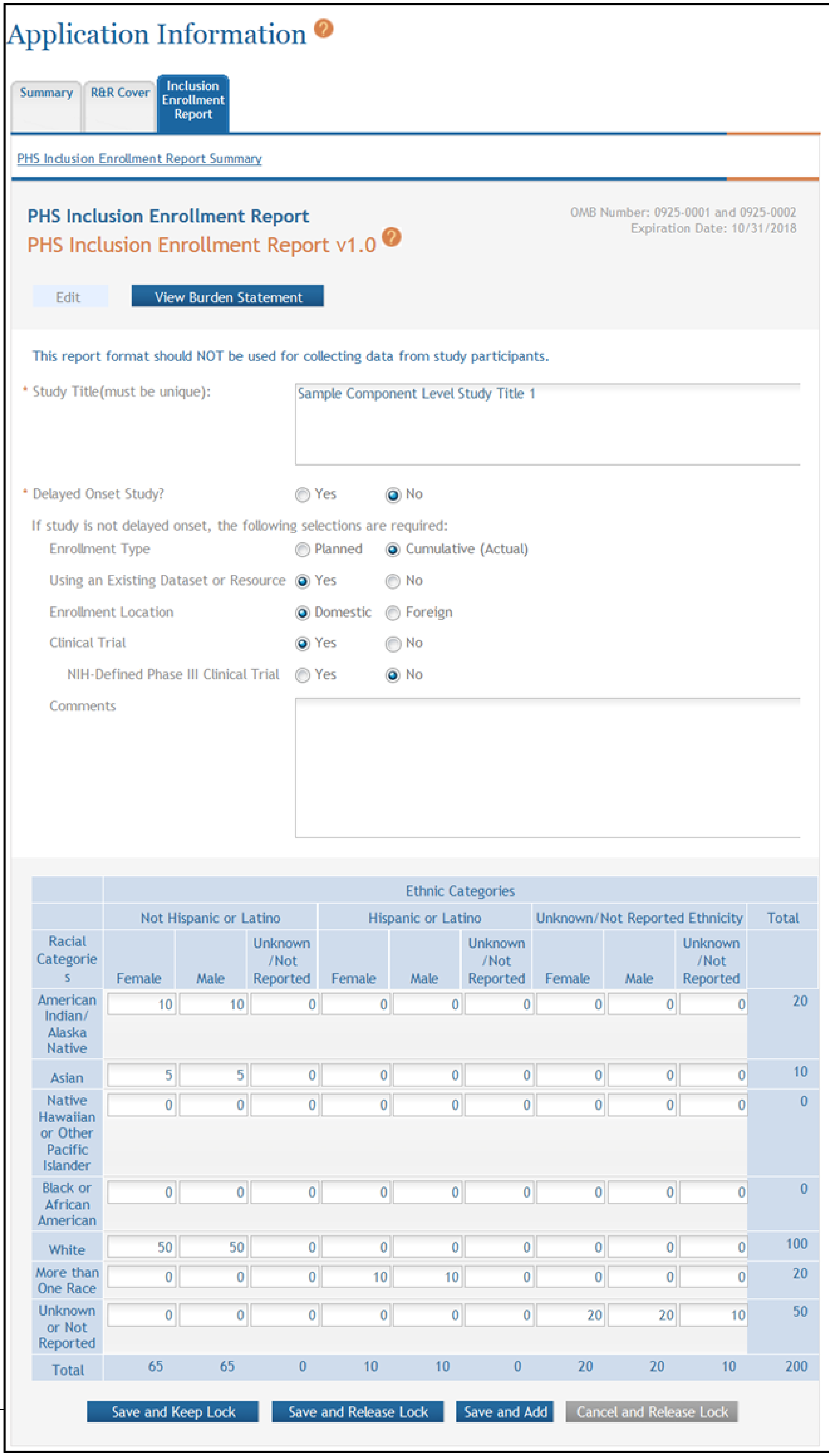
To add an Inclusion Enrollment Report:

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



The *PHS Inclusion Enrollment Report.*

The PHS Inclusion Enrollment Report Summary opens.



Application Information

Summary | R&R Cover | Inclusion Enrollment Report

PHS Inclusion Enrollment Report Summary

PHS Inclusion Enrollment Report

OMB Number: 0925-0001 and 0925-0002
Expiration Date: 10/31/2018

PHS Inclusion Enrollment Report v1.0

Edit | View Burden Statement

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

* Study Title(must be unique): Sample Component Level Study Title 1

* Delayed Onset Study? ( ) Yes (•) No

If study is not delayed onset, the following selections are required:

Enrollment Type ( ) Planned (•) Cumulative (Actual)

Using an Existing Dataset or Resource (•) Yes ( ) No

Enrollment Location (•) Domestic ( ) Foreign

Clinical Trial (•) Yes ( ) No

NIH-Defined Phase III Clinical Trial ( ) Yes (•) No

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	10	10	0	0	0	0	0	0	0	20
Asian	5	5	0	0	0	0	0	0	0	10
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	50	50	0	0	0	0	0	0	0	100
More than One Race	0	0	0	10	10	0	0	0	0	20
Unknown or Not Reported	0	0	0	0	0	0	20	20	10	50
Total	65	65	0	10	10	0	20	20	10	200

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

Figure 6: PHS Inclusion Enrollment Report Summary

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.

4.15.2 Viewing and Editing the Inclusion Enrollment Report

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 7: Editing the Inclusion Enrollment Report

To view the information:

1. Select the **View** button to see the form in read-only.

NOTE: 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:

1. Select the **Edit** button for the study.

2. Make your changes.

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 **PHS Inclusion Enrollment Report Summary link** to return to the table of enrollment studies.

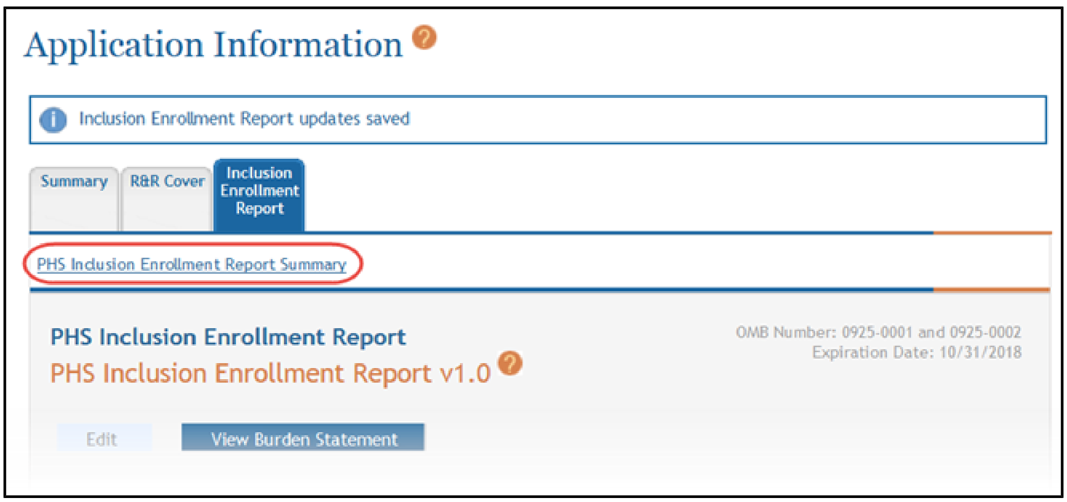


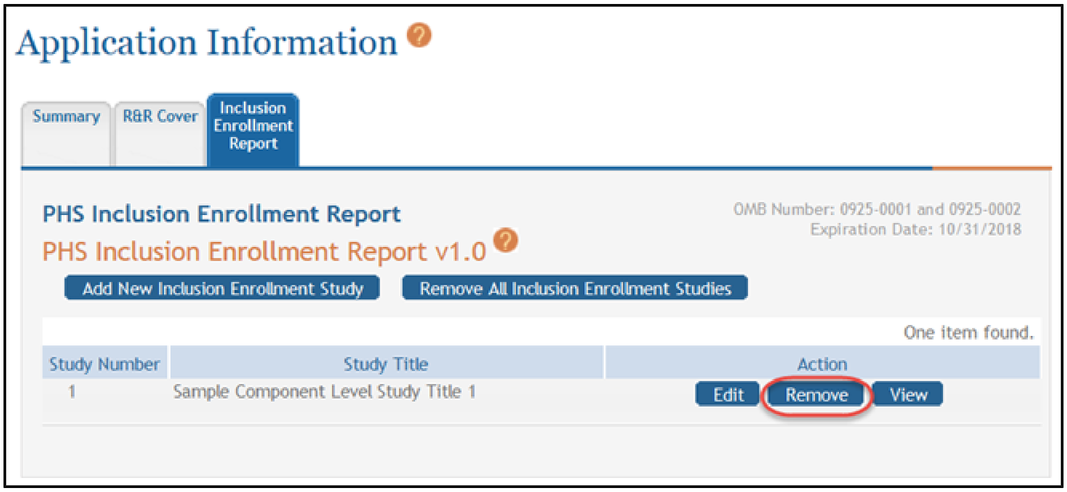
Figure 8: Inclusion Enrollment Report Displaying Summary Link

5. Click the **PHS Inclusion Enrollment Report Summary** link to return.

4.15.3 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.



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

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

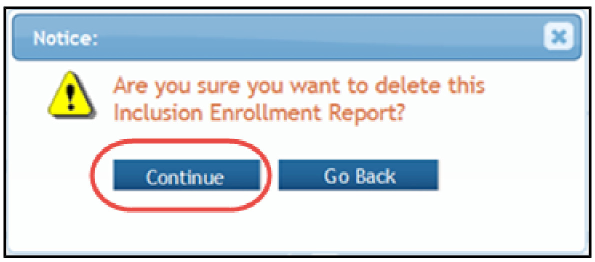


Figure 9: Delete Confirmation screen

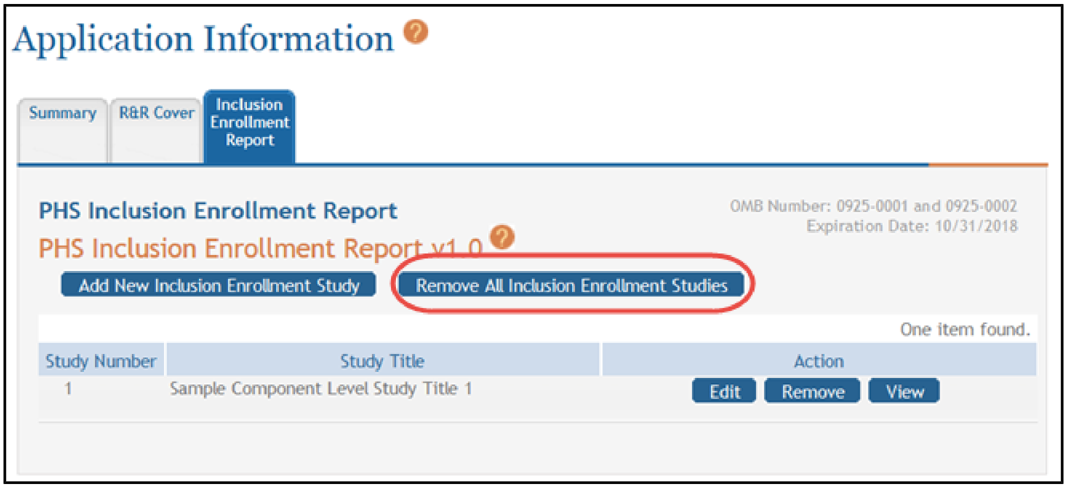
3. If you wish to cancel, select the **Go Back** button or click the **X**.

4.15.4 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.



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

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

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

Add Optional Forms

4.16 PHS Assignment Request Form

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

The PHS Assignment Request form is used for capturing assignment requests.

This form replaces certain information from the application cover letter attachment, and Users should use this form for:

- requesting an assignment to an institute/center for funding consideration
- requesting an assignment to a particular study section for initial peer review
- identifying individuals who may not be appropriate to review their application
- identifying scientific areas of expertise needed to review the application.

This form is only visible to receipt and referral staff and scientific review officers, who may need to act on the information.

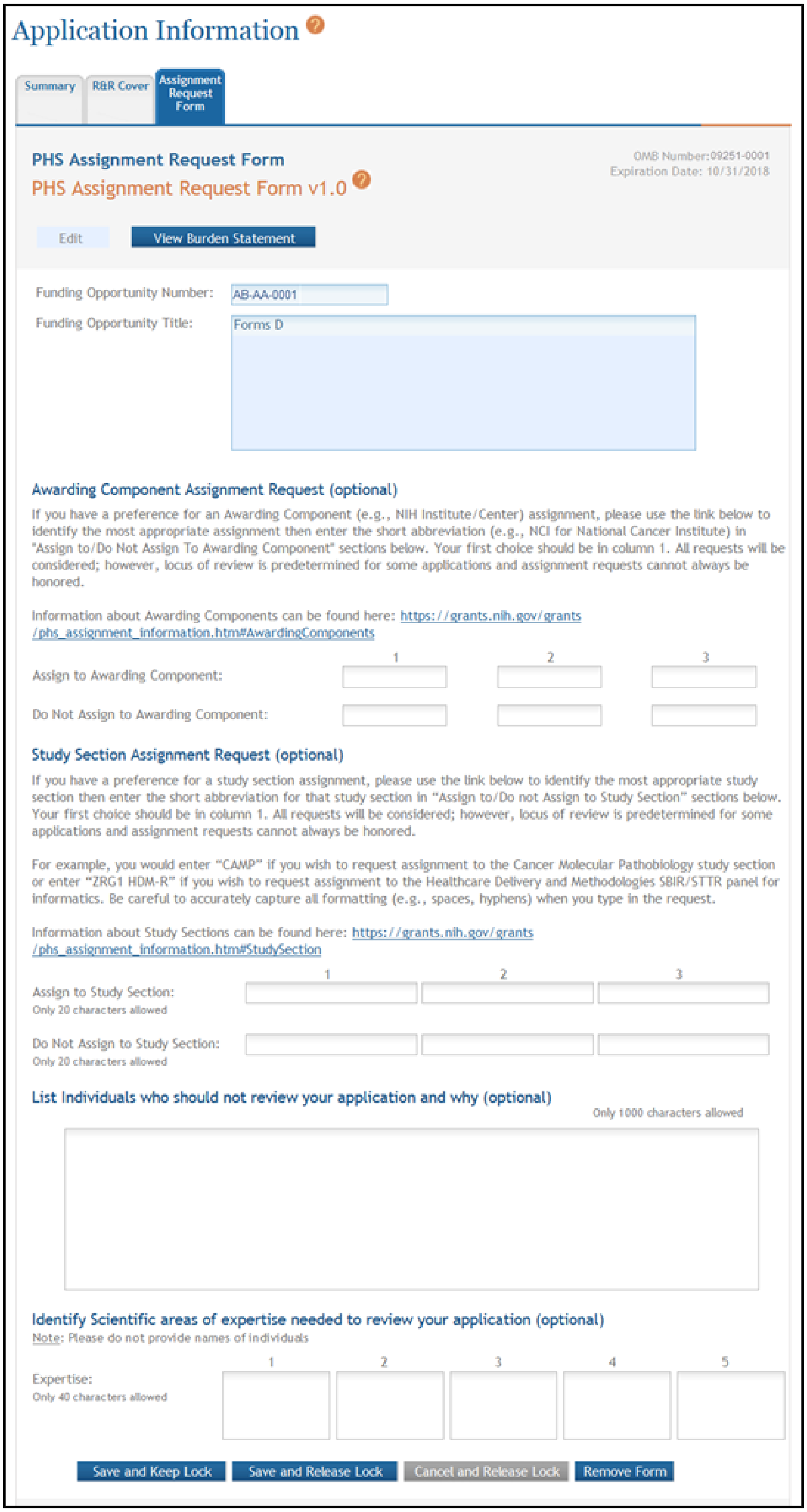
For guidance on completing the form in the ASSIST system, refer to the steps below.

4.16.1 Adding an Assignment Request Form

To add an Assignment Request form:

1. Select the **Edit** button.

The Assignment Request Form displays.



Application Information

Summary | R&R Cover | Assignment Request Form

PHS Assignment Request Form

PHS Assignment Request Form v1.0

OMB Number:09251-0001
Expiration Date: 10/31/2018

Edit | View Burden Statement

Funding Opportunity Number: AB-AA-0001

Funding Opportunity Title: Forms D

Awarding Component Assignment Request (optional)

If you have a preference for an Awarding Component (e.g., NIH Institute/Center) assignment, please use the link below to identify the most appropriate assignment then enter the short abbreviation (e.g., NCI for National Cancer Institute) in "Assign to/Do Not Assign To Awarding Component" sections below. Your first choice should be in column 1. All requests will be considered; however, locus of review is predetermined for some applications and assignment requests cannot always be honored.

Information about Awarding Components can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

	1	2	3
Assign to Awarding Component:			
Do Not Assign to Awarding Component:			

Study Section Assignment Request (optional)

If you have a preference for a study section assignment, please use the link below to identify the most appropriate study section then enter the short abbreviation for that study section in "Assign to/Do not Assign to Study Section" sections below. Your first choice should be in column 1. All requests will be considered; however, locus of review is predetermined for some applications and assignment requests cannot always be honored.

For example, you would enter "CAMP" if you wish to request assignment to the Cancer Molecular Pathobiology study section or enter "ZRG1 HDM-R" if you wish to request assignment to the Healthcare Delivery and Methodologies SBIR/STTR panel for informatics. Be careful to accurately capture all formatting (e.g., spaces, hyphens) when you type in the request.

Information about Study Sections can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

	1	2	3
Assign to Study Section: Only 20 characters allowed			
Do Not Assign to Study Section: Only 20 characters allowed			

List Individuals who should not review your application and why (optional)

Only 1000 characters allowed

Identify Scientific areas of expertise needed to review your application (optional)

Note: Please do not provide names of individuals

	1	2	3	4	5
Expertise: Only 40 characters allowed					

Save and Keep Lock | Save and Release Lock | Cancel and Release Lock | Remove Form

Figure 10: Assignment Request Form

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 delete the form and return to the original application, select the **Remove Form** 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.

4.16.2 Viewing and Editing the Assignment Request Form

To view and/or edit an assignment request form:

Once the Save and Release Lock has been selected, the details of the form are displayed as read-only.

To further modify the form, select the **Edit** button.

4.17 Additional Indirect Costs

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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).

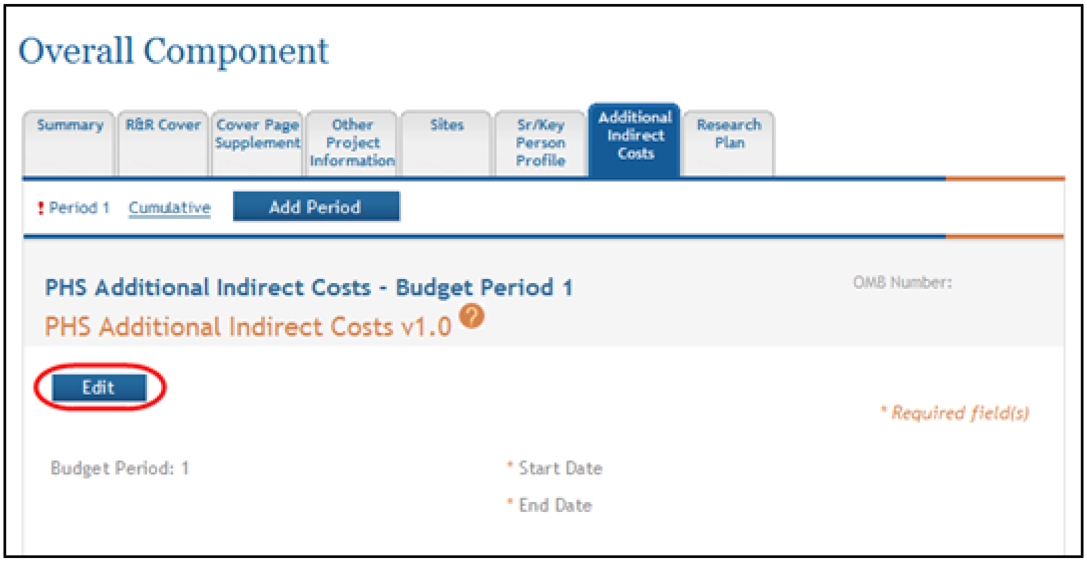
NOTE: If a user does not have the View or Edit budget authority, the **Additional Indirect Costs** tab does not display among the tabs for other forms.

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

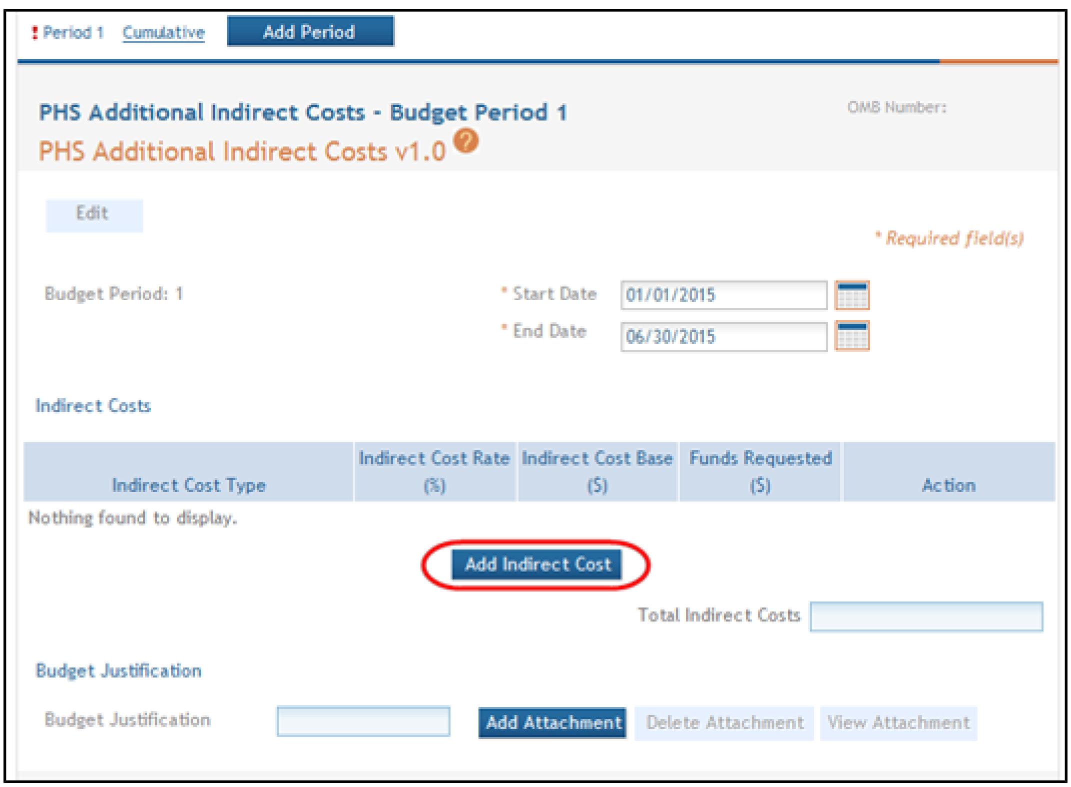
4.17.1 Adding Budget Period 1

To add budget information for Period 1:

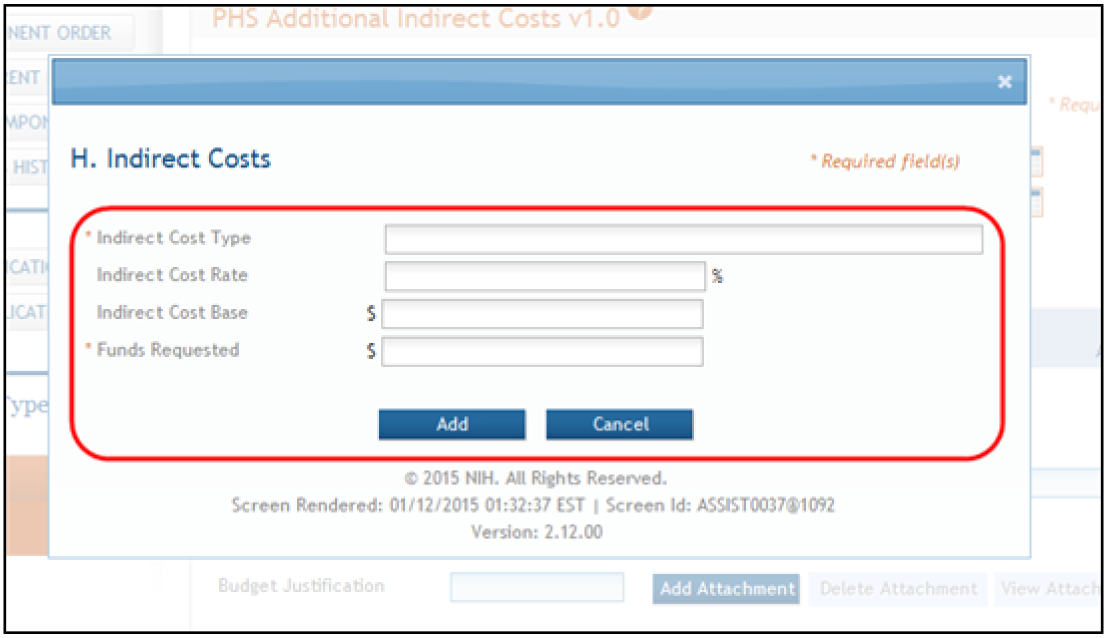
1. Select the Edit button to enable the form for editing.



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.



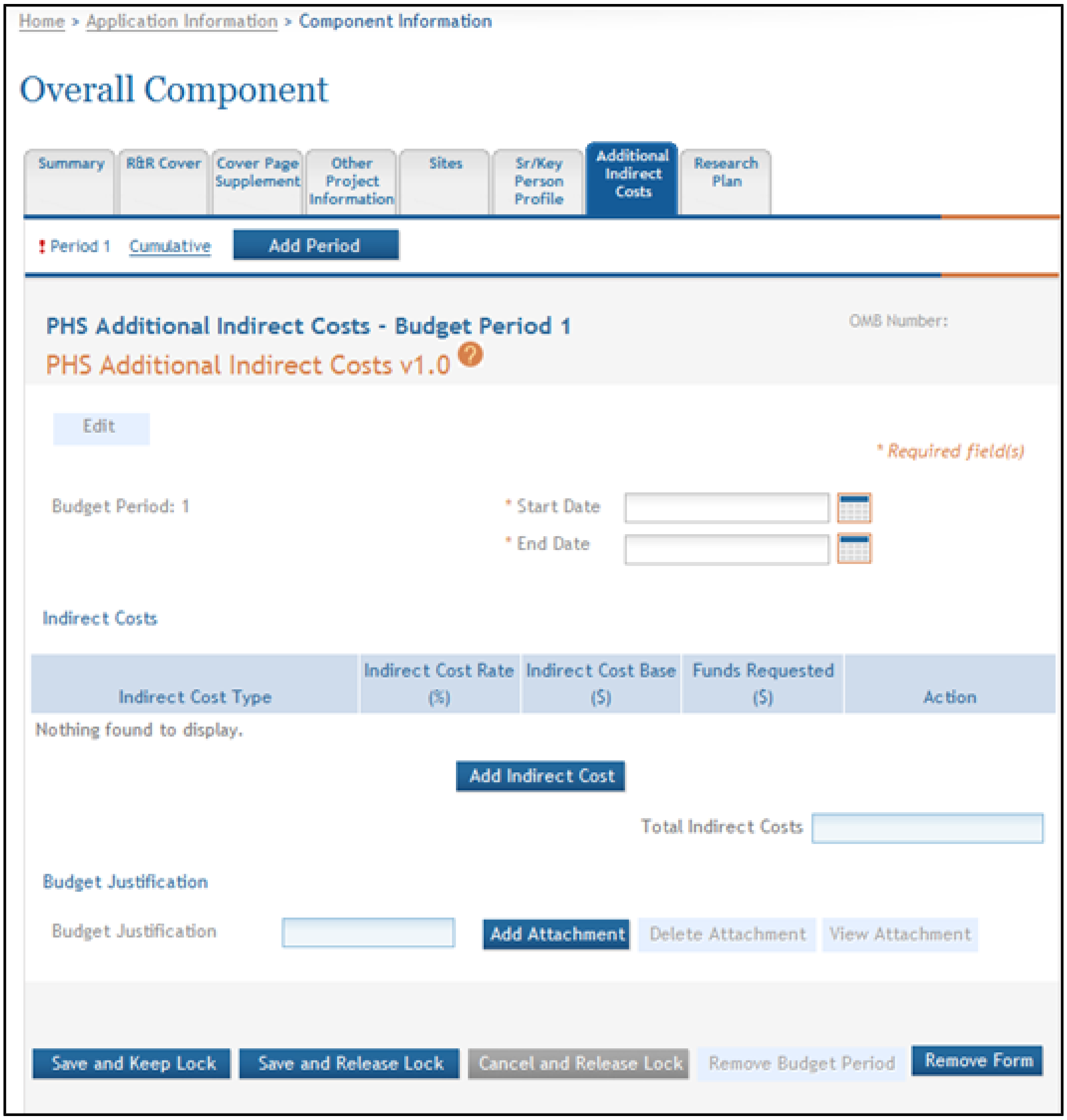
b. Enter the data fields on the Indirect Costs pop-up window. Required fields are marked with an asterisk (*). Select the **Add** button when finished.



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.

Click here for an image of the form expanded for editing.

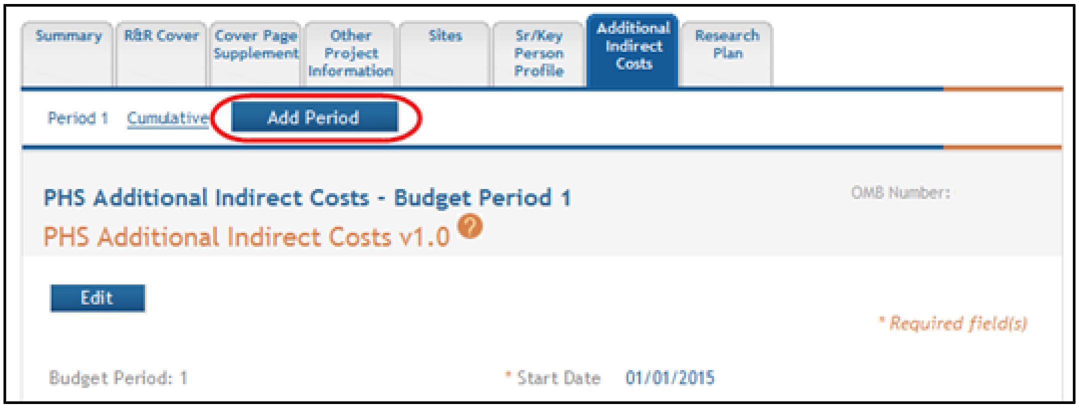


4.17.2 Adding Another Budget Period

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.



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

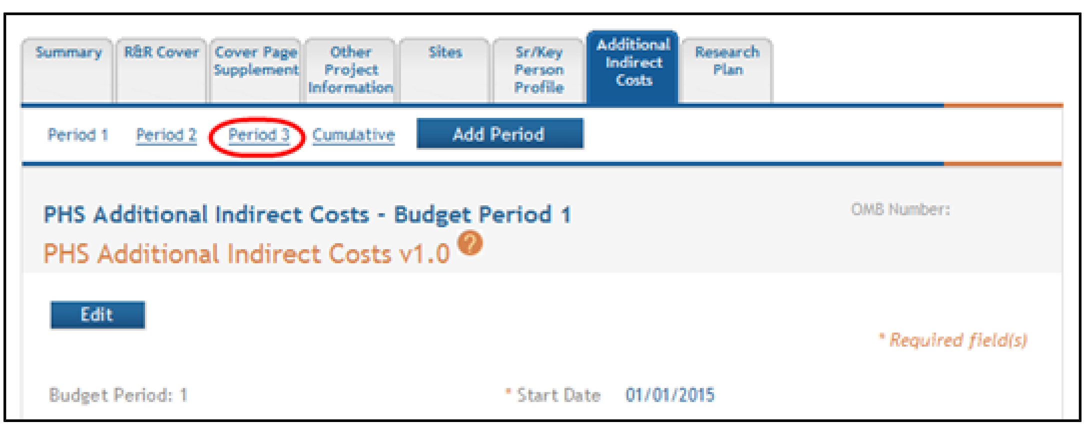
2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.17.3 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).



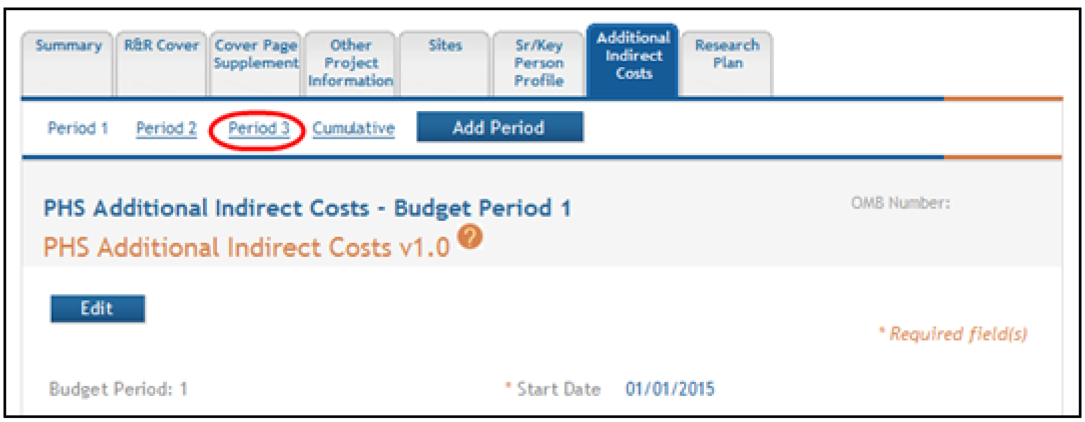
2. Select the **Edit** button to edit the information.
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.17.4 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)



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

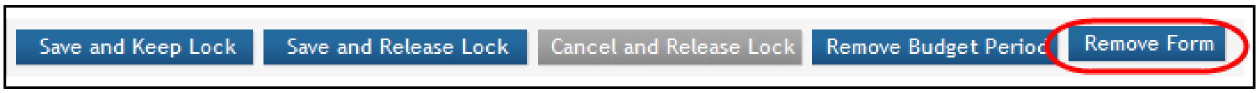
The *PHS Additional Indirect Costs* tab information displays, with the link for the removed budget gone. This information is now deleted. The deleted budget period is also removed from the Cumulative Budget information.

4.17.5 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.



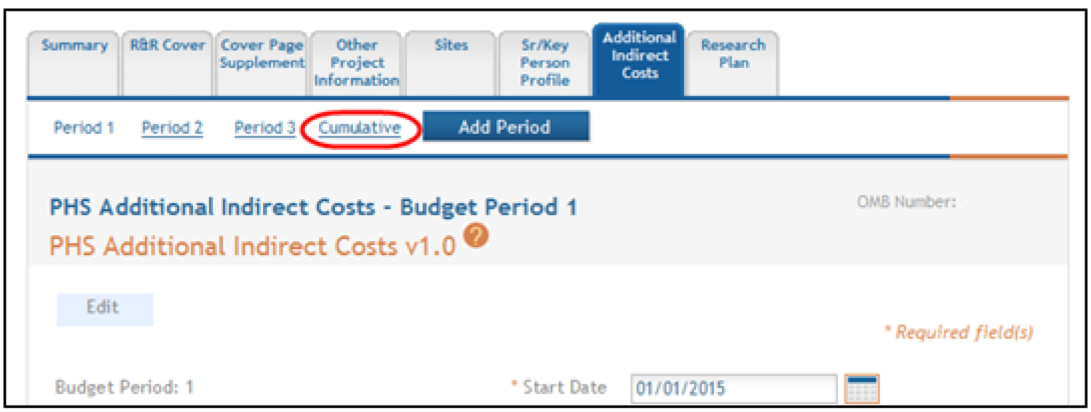
A confirmation window displays.

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.

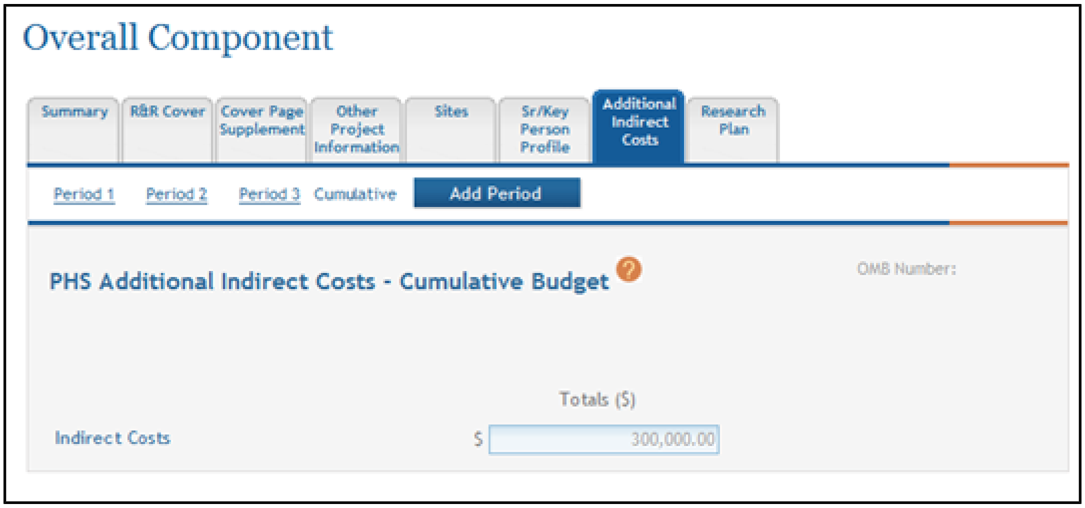
IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

4.17.6 Viewing Cumulative Budget

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



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



4.18 Cumulative Inclusion Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

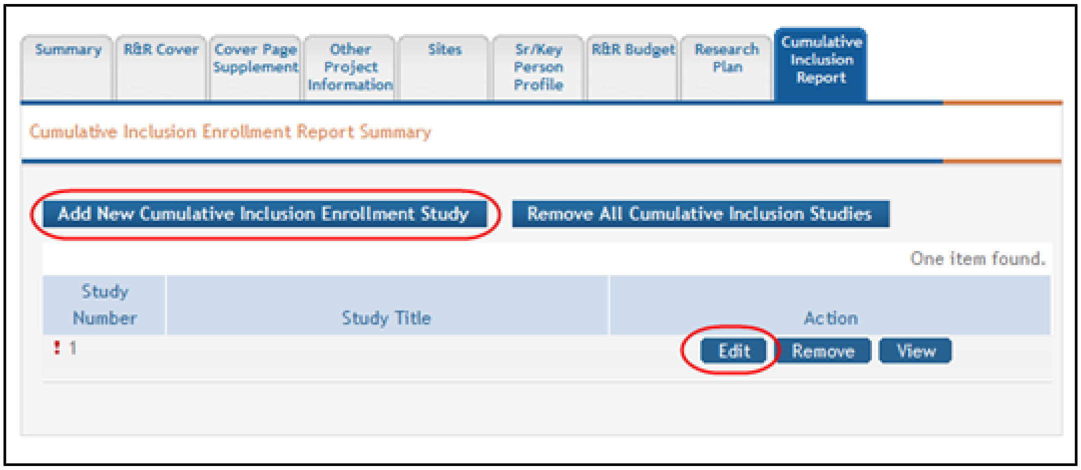
The Cumulative Inclusion Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms* .

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

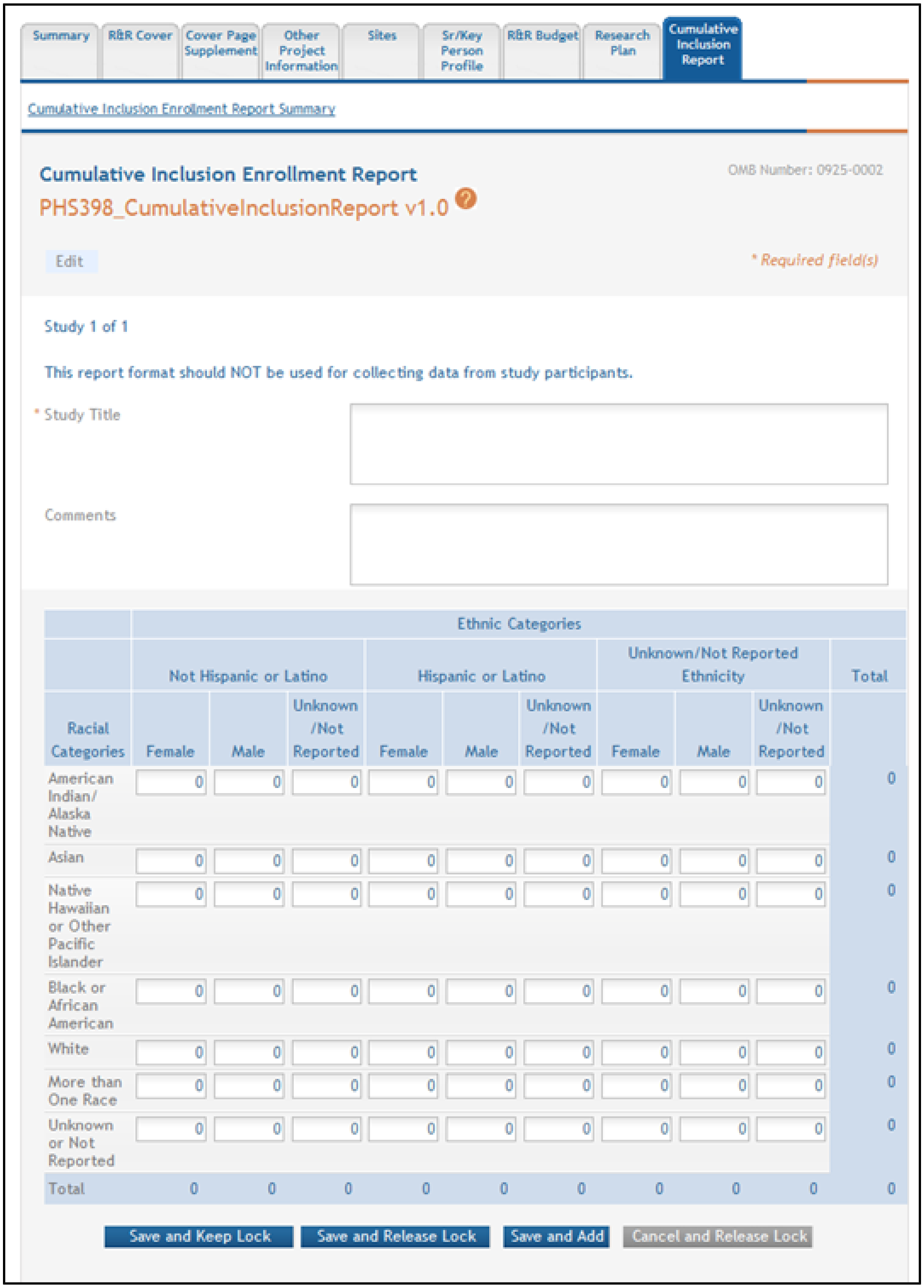
4.18.1 Adding a Cumulative Inclusion Enrollment Study

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.



The PHS398 Cumulative Inclusion Report opens for editing.



	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

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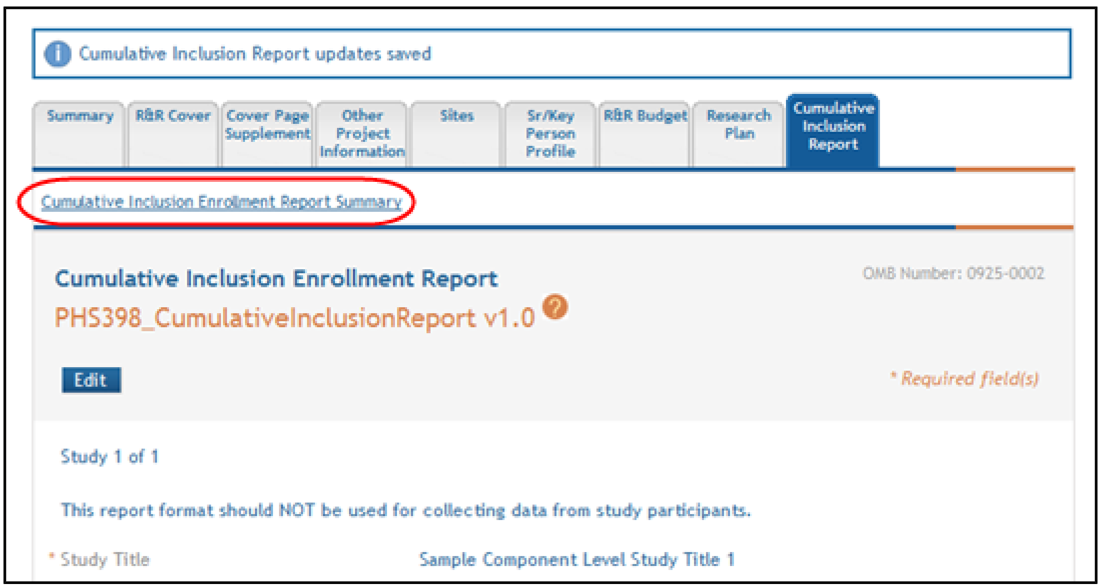
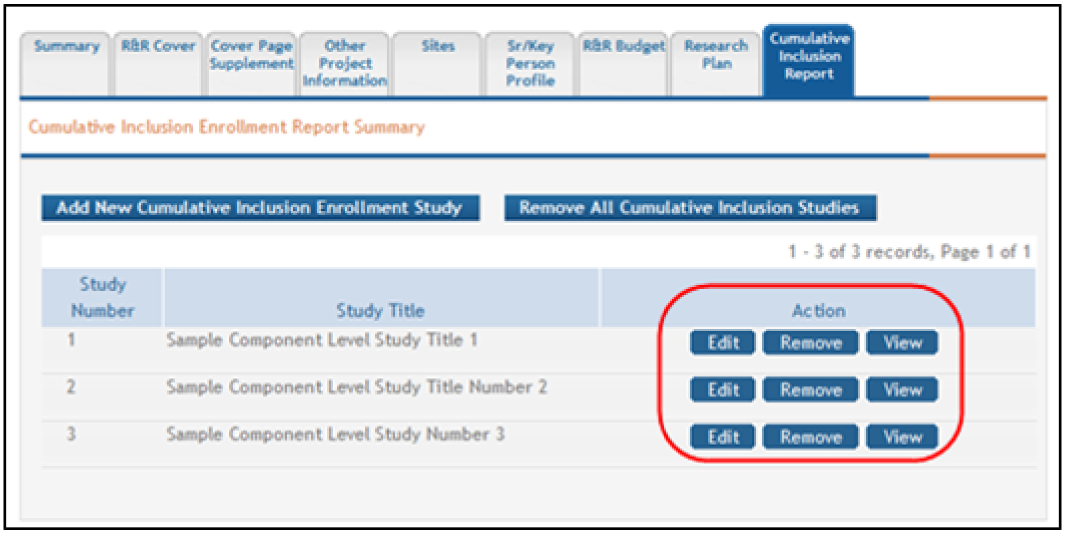
4. Select the Cumulative Inclusion Enrollment Report Summary link to return to the table of enrollment studies.



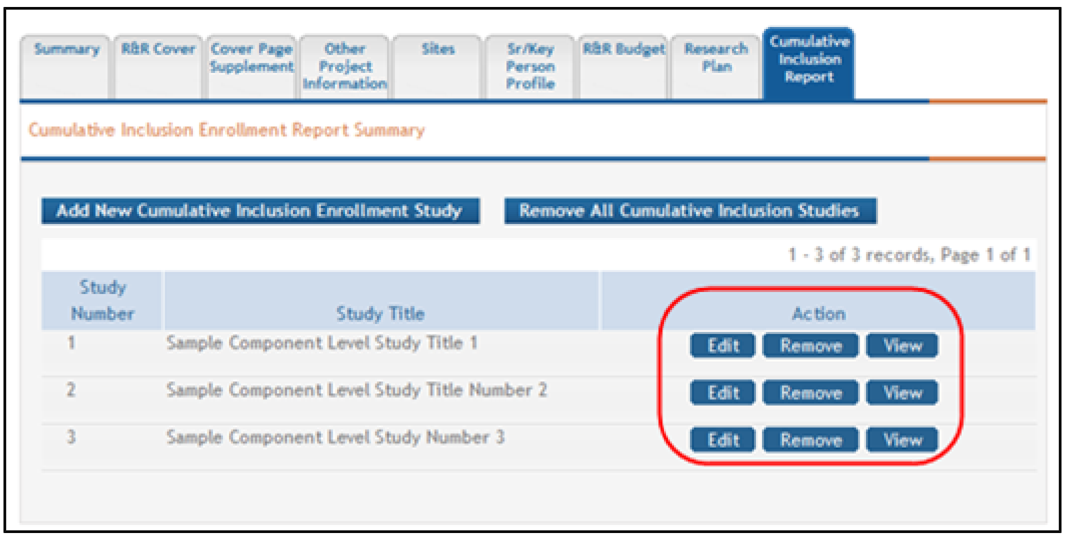
The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.



4.18.2 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:



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:

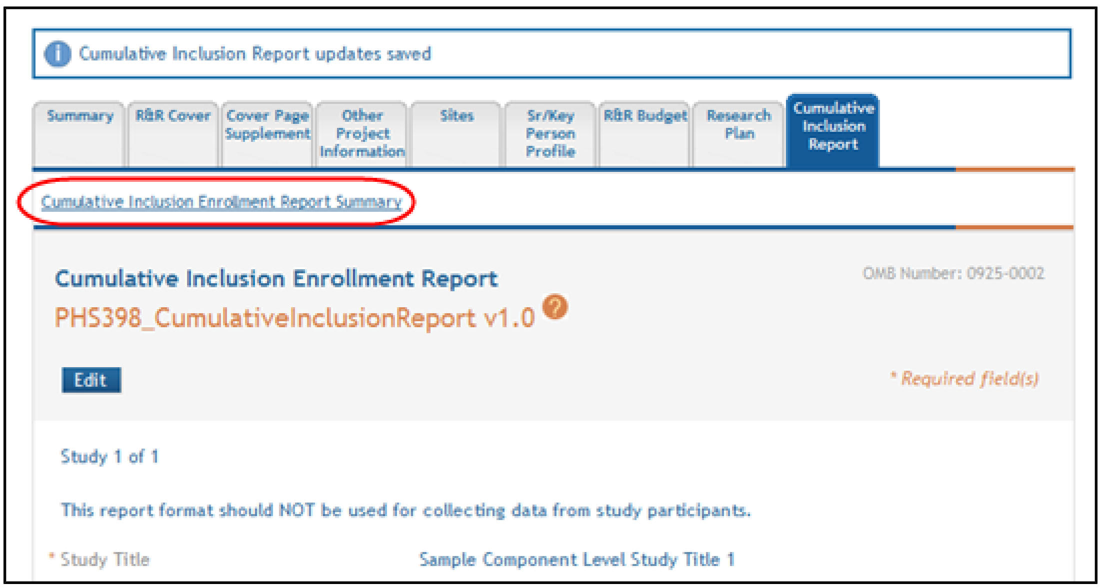
a. Select the **Edit** button for the study.

   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.

---

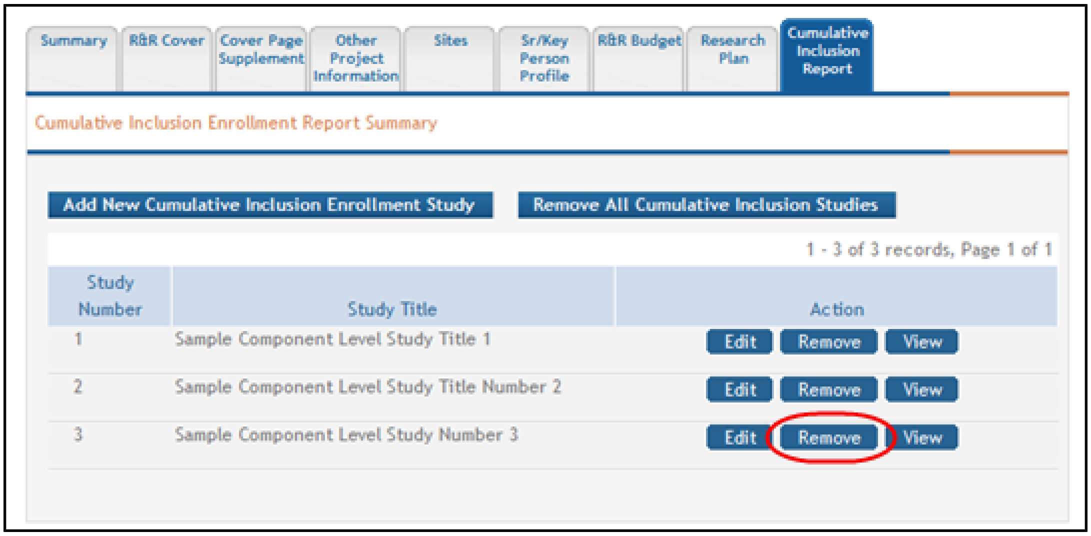
2. Select the Cumulative Inclusion Enrollment Report Summary link to return to the table of enrollment studies.



4.18.3 Removing Individual Cumulative Inclusion Enrollment Study

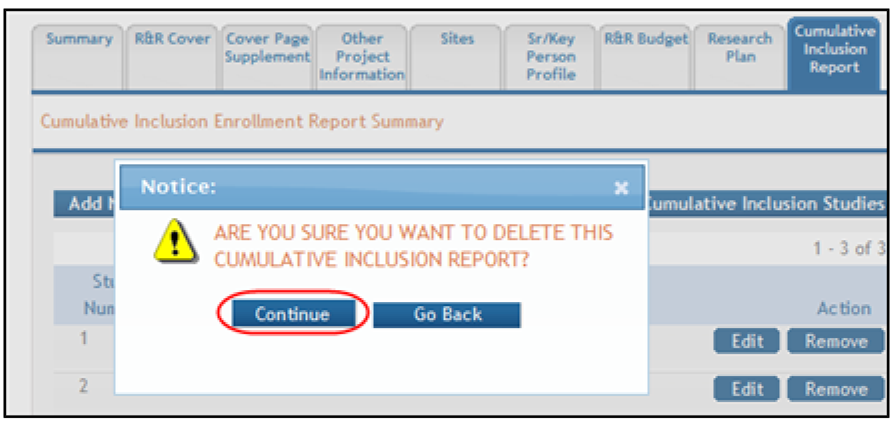
You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.



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

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



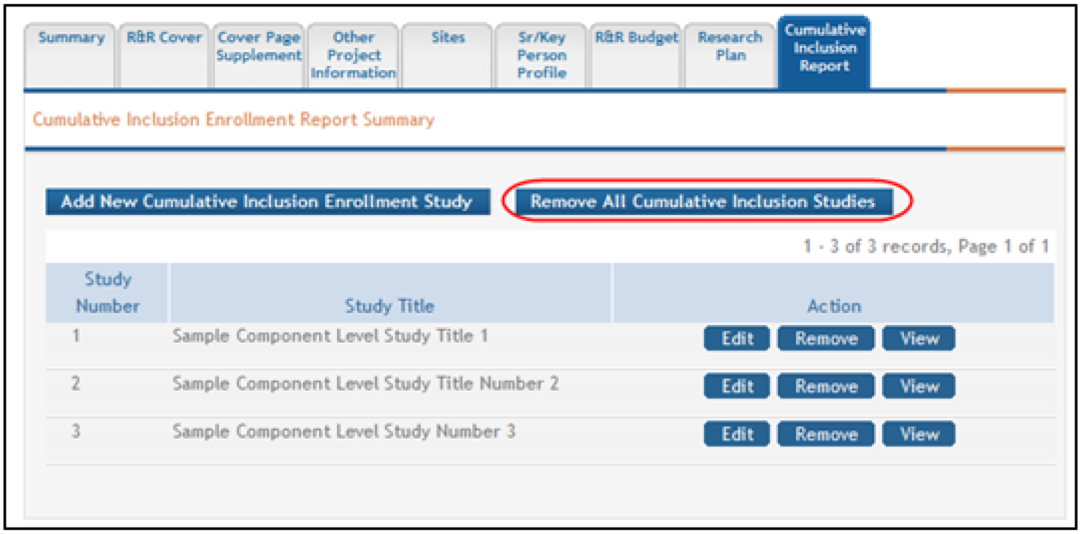
If you wish to cancel, select the **Go Back** button.

4.18.4 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.

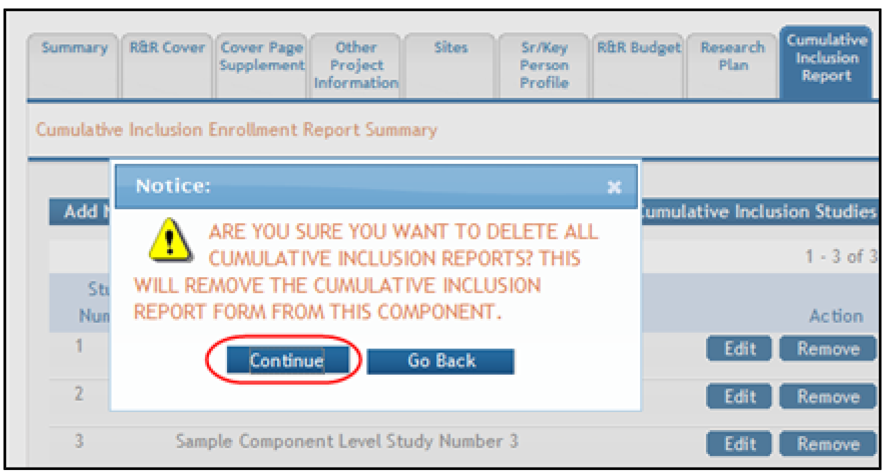
To remove all studies:

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



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

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



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

See Also

- Add Optional Forms

4.19 Planned Enrollment Report for Other Components

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

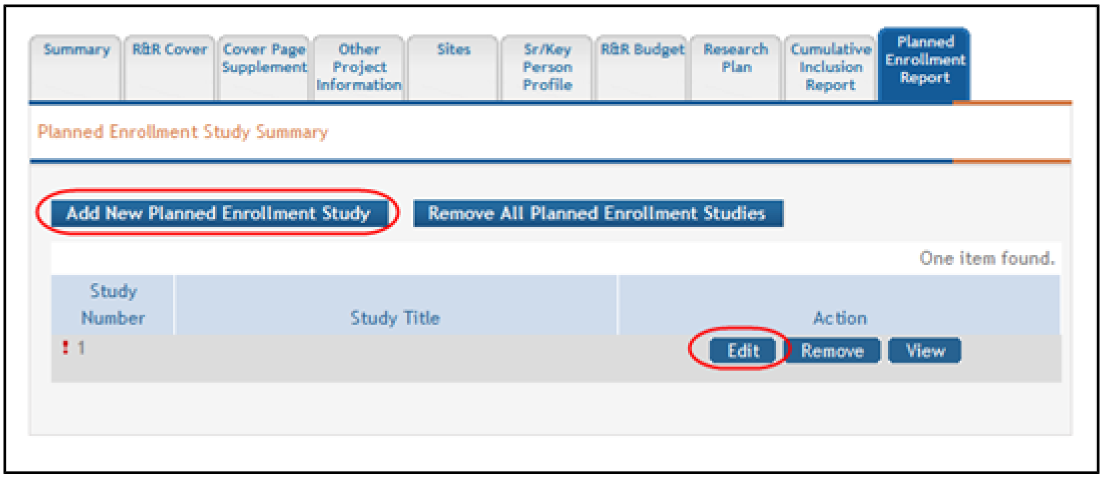
The Planned Enrollment Report form must be added to the application or to the component of a multi-project application as an optional form. Refer to the help topic titled *Add Optional Forms* .

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

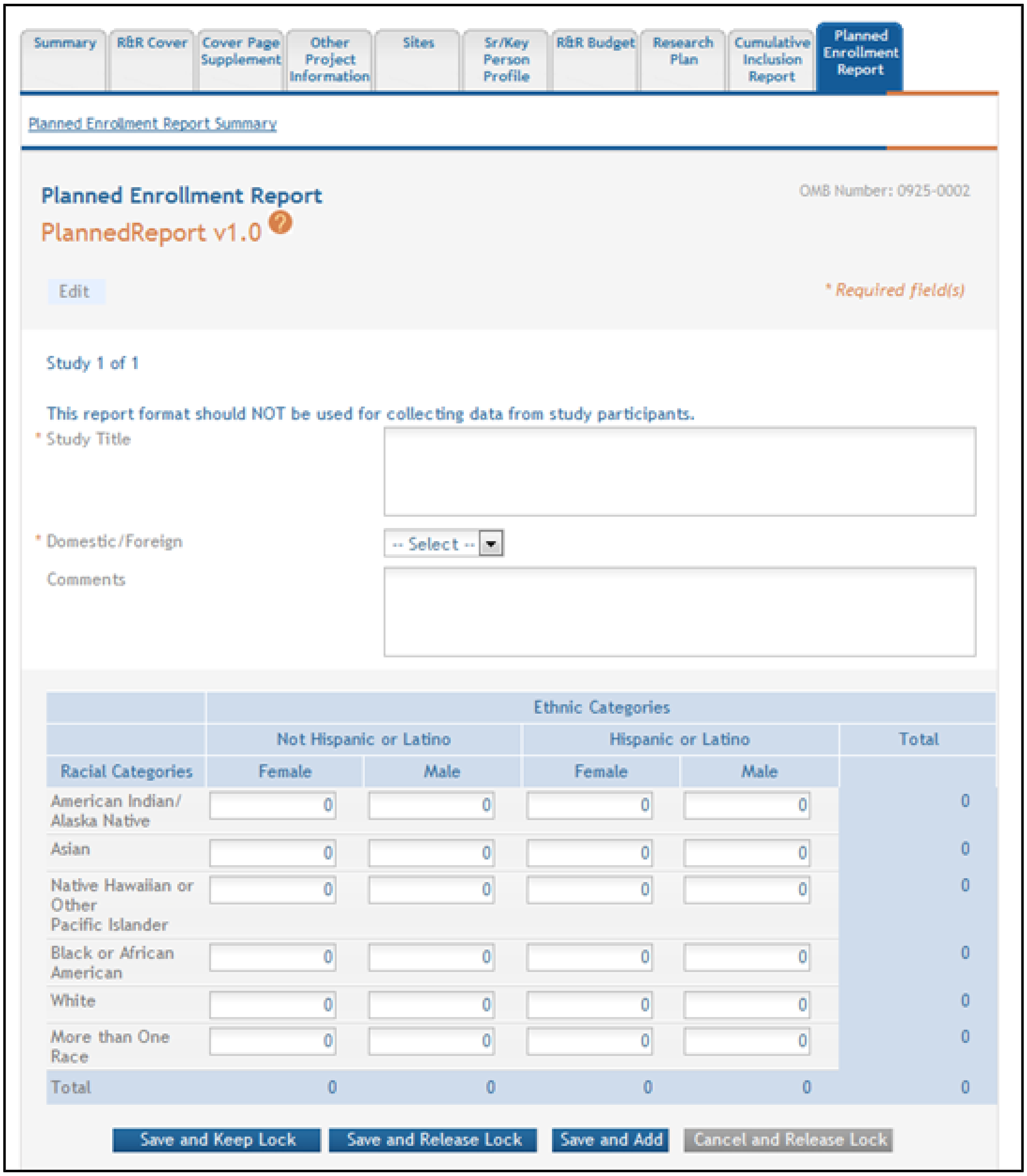
4.19.1 Adding a Planned Enrollment Study

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.



The Planned Enrollment 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 | Planned Enrollment Report

Planned Enrollment Report Summary

Planned Enrollment Report

PlannedReport v1.0

OMB Number: 0925-0002

Edit

* Required field(s)

Study 1 of 1

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

* Study Title

* Domestic/Foreign -- Select --

Comments

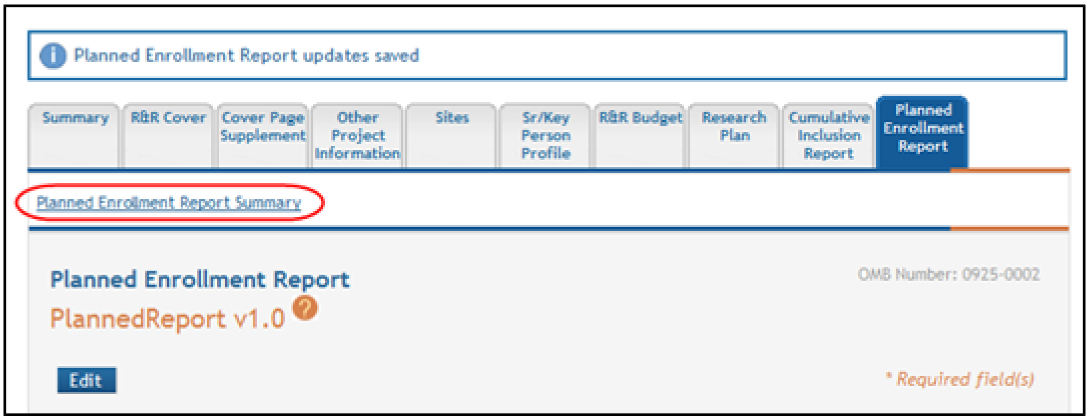
	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/ Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	0	0	0	0	0
White	0	0	0	0	0
More than One Race	0	0	0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

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

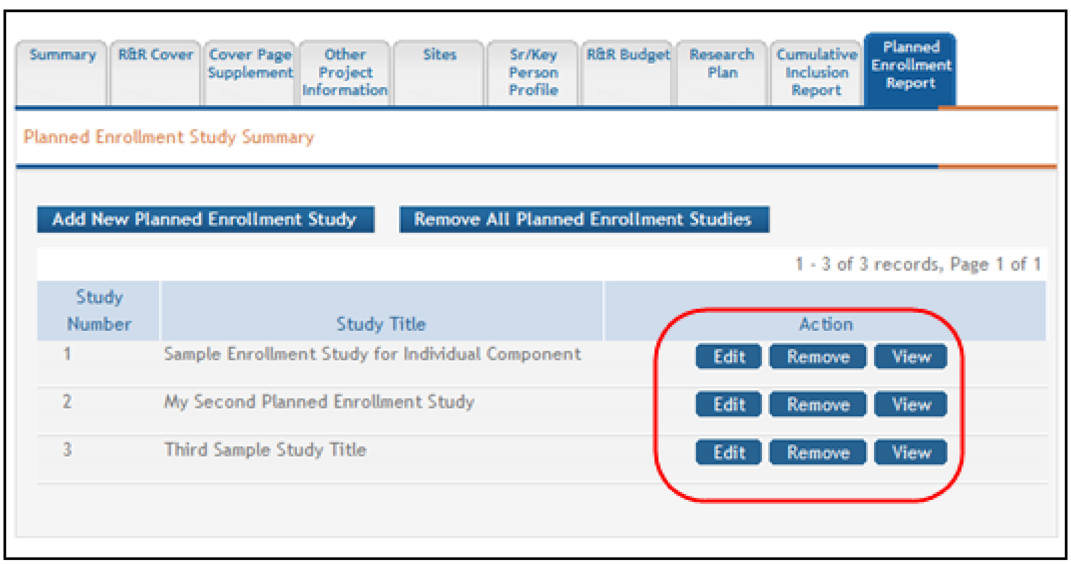
2. Complete the required fields and any other appropriate information. Required fields are marked with an asterisk (*).
3. Select one of the save options at the bottom of the form to save the data:
    a. To save the information and keep the form open for further editing, select the **Save and Keep Lock**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



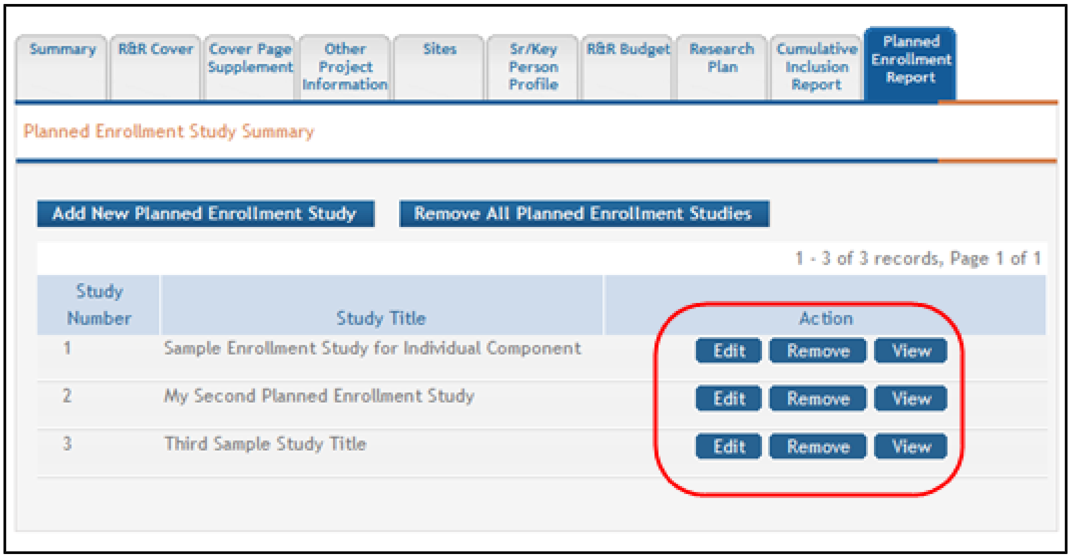
The added studies display in the table from which they can be accessed using the Edit, Remove, and View buttons.



4.19.2 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:



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.

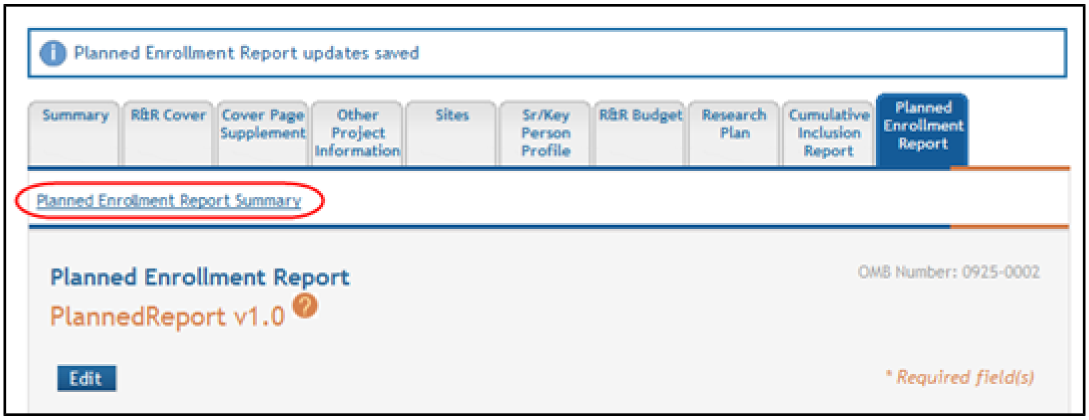
To edit the information:

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.

---

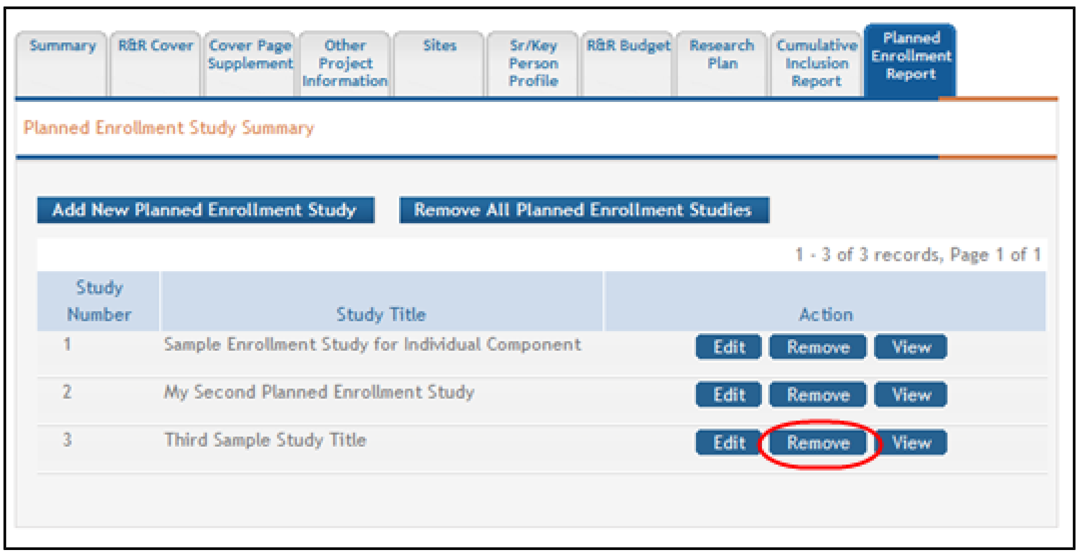
2. Select the Planned Enrollment Report Summary link to return to the table of enrollment studies.



4.19.3 Removing Individual Planned Enrollment Study

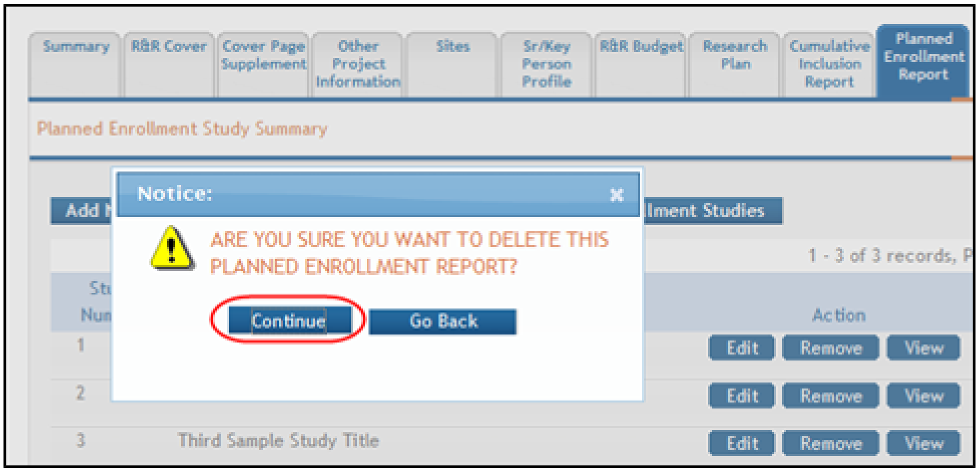
You can remove the studies individually using the buttons found in the **Action** column of the summary table. To remove an individual study:

1. Select the Remove button for the specific study.



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

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



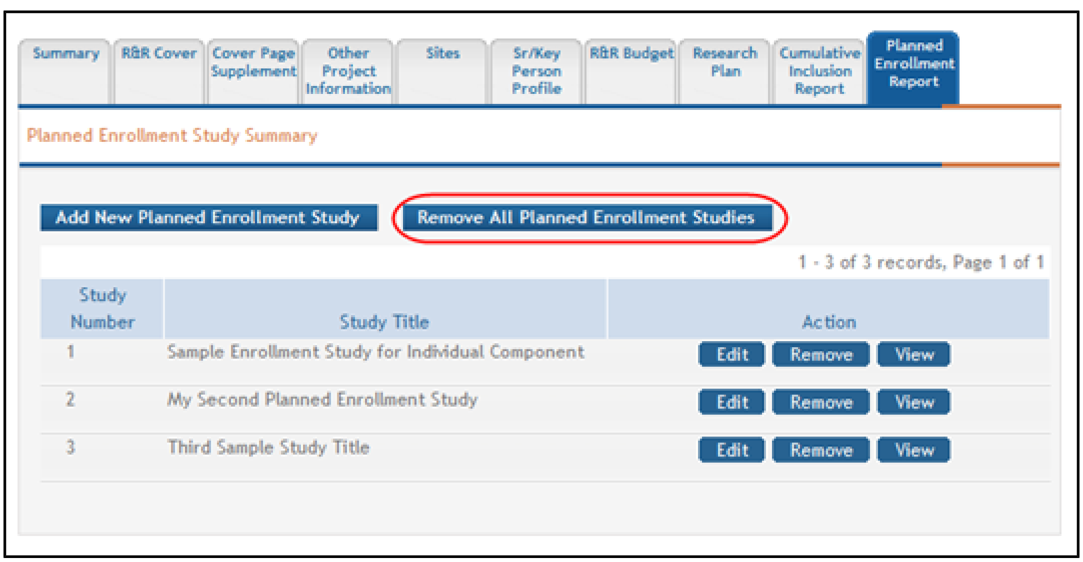
If you wish to cancel, select the **Go Back** button.

4.19.4 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.

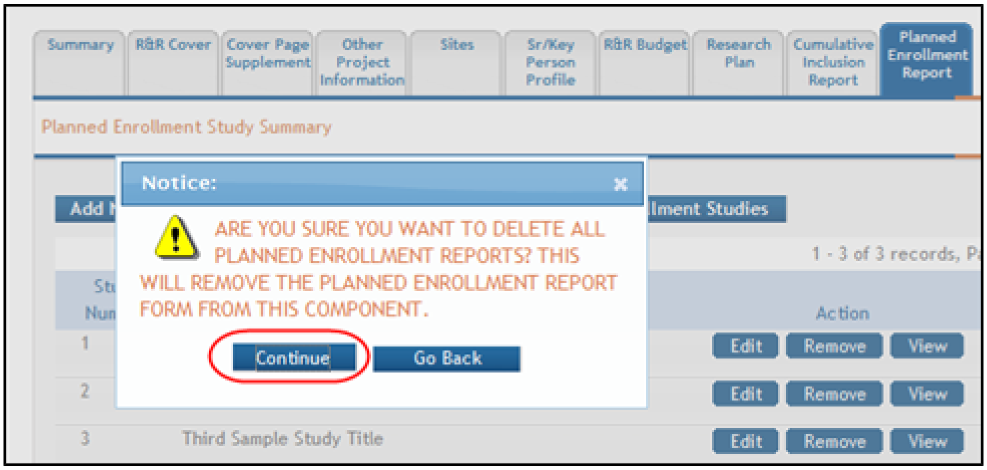
To remove all studies:

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



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

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



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

See Also

- Add Optional Forms

4.20 PHS 398 Modular Budget

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.

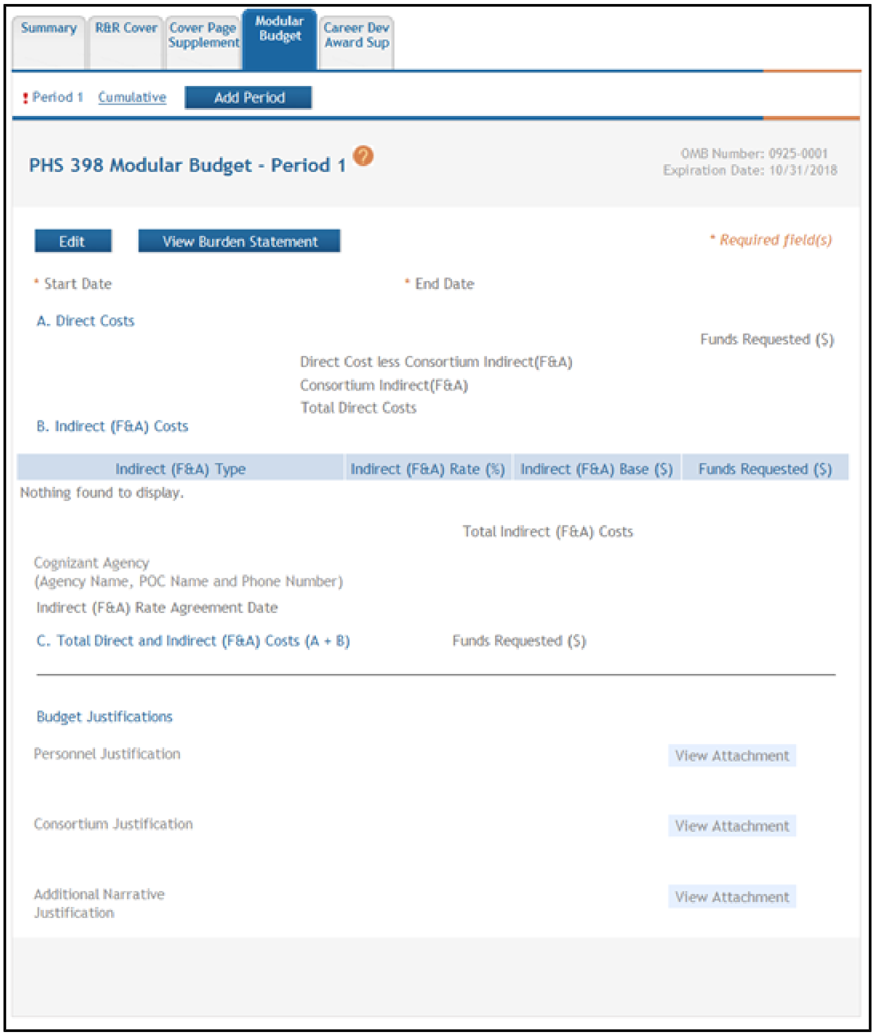
NOTE: If a user does not have the View or Edit budget authority, the **Modular Budget** tab does not display among the tabs for other forms.

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

4.20.1 Adding Budget Period 1

To add budget information for Period 1:

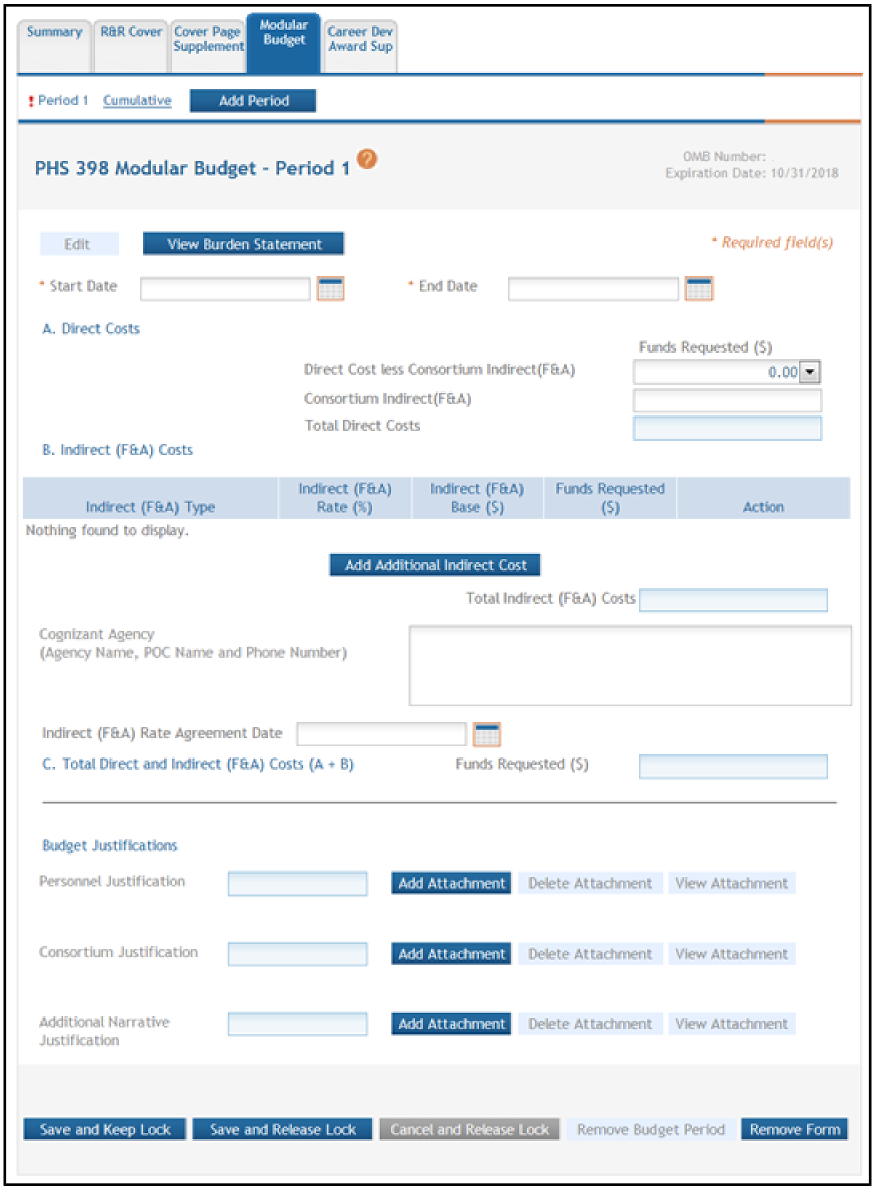
1. Select the Edit button to enable the form for editing.



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.

Click here for an image of the form expanded for editing.



4.20.2 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.

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

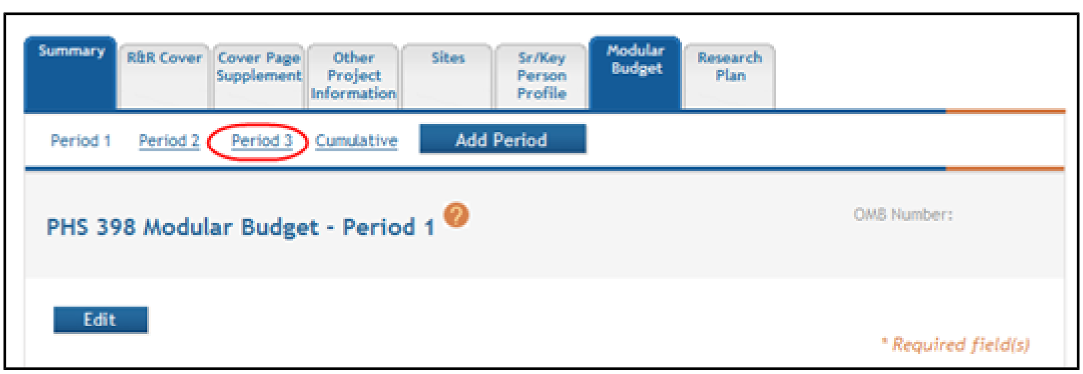
2. Enter and/or edit the budget information for the specific period.
3. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.20.3 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).



2. Select the **Edit** button to edit the information.

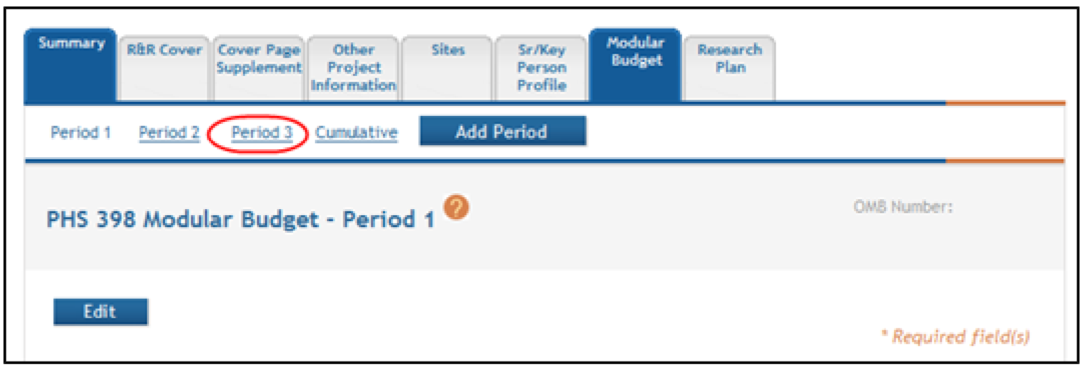
3. Update the budget information as necessary.
4. To save the entered information, select the **Save and Keep Lock** button to keep the form open for further editing -or- select the **Save and Release Lock** button to close the form after saving.

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.

4.20.4 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)



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

3. Click the 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.

4.20.5 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.

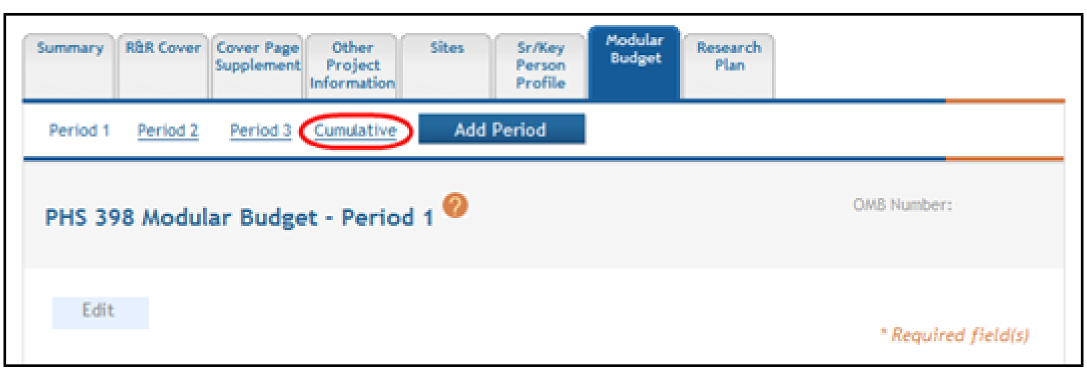
A confirmation window displays.

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.

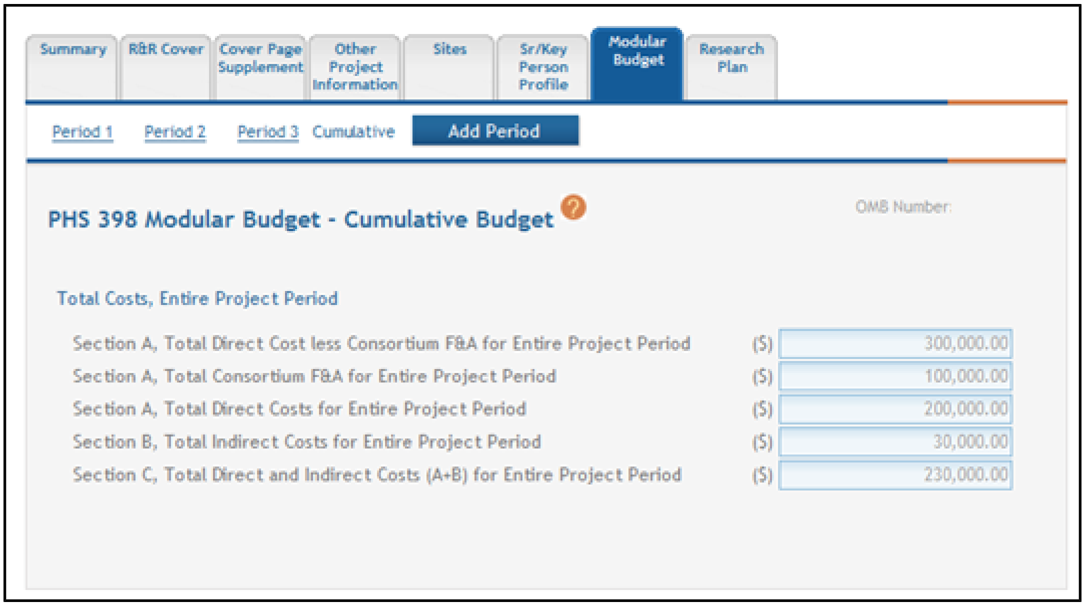
IMPORTANT: Removing the form deletes the form and all its contents from the application. This action cannot be reversed.

4.20.6 Viewing Cumulative Budget

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



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



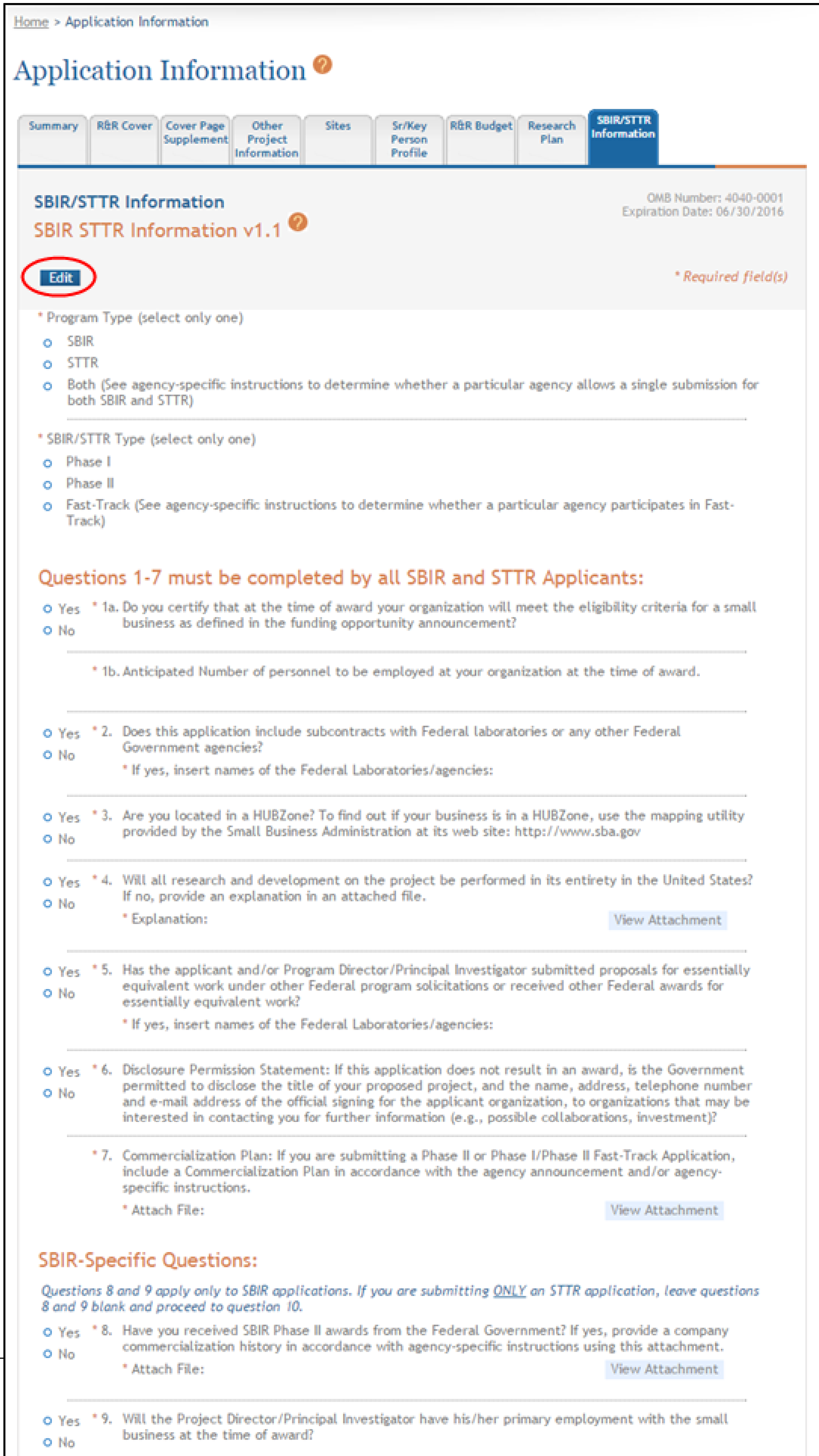
4.21 SBIR/STTR Information

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.



Home > Application Information

Application Information

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

SBIR/STTR Information

OMB Number: 4040-0001
Expiration Date: 06/30/2016

SBIR STTR Information v1.1

Edit

* Required field(s)

* Program Type (select only one)

- SBIR
- STTR
- Both (See agency-specific instructions to determine whether a particular agency allows a single submission for both SBIR and STTR)

* SBIR/STTR Type (select only one)

- Phase I
- Phase II
- Fast-Track (See agency-specific instructions to determine whether a particular agency participates in Fast-Track)

Questions 1-7 must be completed by all SBIR and STTR Applicants:

Yes / No * 1a. Do you certify that at the time of award your organization will meet the eligibility criteria for a small business as defined in the funding opportunity announcement?

* 1b. Anticipated Number of personnel to be employed at your organization at the time of award.

Yes / No * 2. Does this application include subcontracts with Federal laboratories or any other Federal Government agencies?

* If yes, insert names of the Federal Laboratories/agencies:

Yes / No * 3. Are you located in a HUBZone? To find out if your business is in a HUBZone, use the mapping utility provided by the Small Business Administration at its web site: http://www.sba.gov

Yes / No * 4. Will all research and development on the project be performed in its entirety in the United States? If no, provide an explanation in an attached file.

* Explanation: View Attachment

Yes / No * 5. Has the applicant and/or Program Director/Principal Investigator submitted proposals for essentially equivalent work under other Federal program solicitations or received other Federal awards for essentially equivalent work?

* If yes, insert names of the Federal Laboratories/agencies:

Yes / No * 6. Disclosure Permission Statement: If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)?

* 7. Commercialization Plan: If you are submitting a Phase II or Phase I/Phase II Fast-Track Application, include a Commercialization Plan in accordance with the agency announcement and/or agency-specific instructions.

* Attach File: View Attachment

SBIR-Specific Questions:

Questions 8 and 9 apply only to SBIR applications. If you are submitting ONLY an STTR application, leave questions 8 and 9 blank and proceed to question 10.

Yes / No * 8. Have you received SBIR Phase II awards from the Federal Government? If yes, provide a company commercialization history in accordance with agency-specific instructions using this attachment.

* Attach File: View Attachment

Yes / No * 9. Will the Project Director/Principal Investigator have his/her primary employment with the small business at the time of award?

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

   Some questions are specific to SBIR or STTR applications. This is indicated on the screen.

   Tip: For assistance with attachments, please refer to the topic titled *Manage Attachments*.

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.

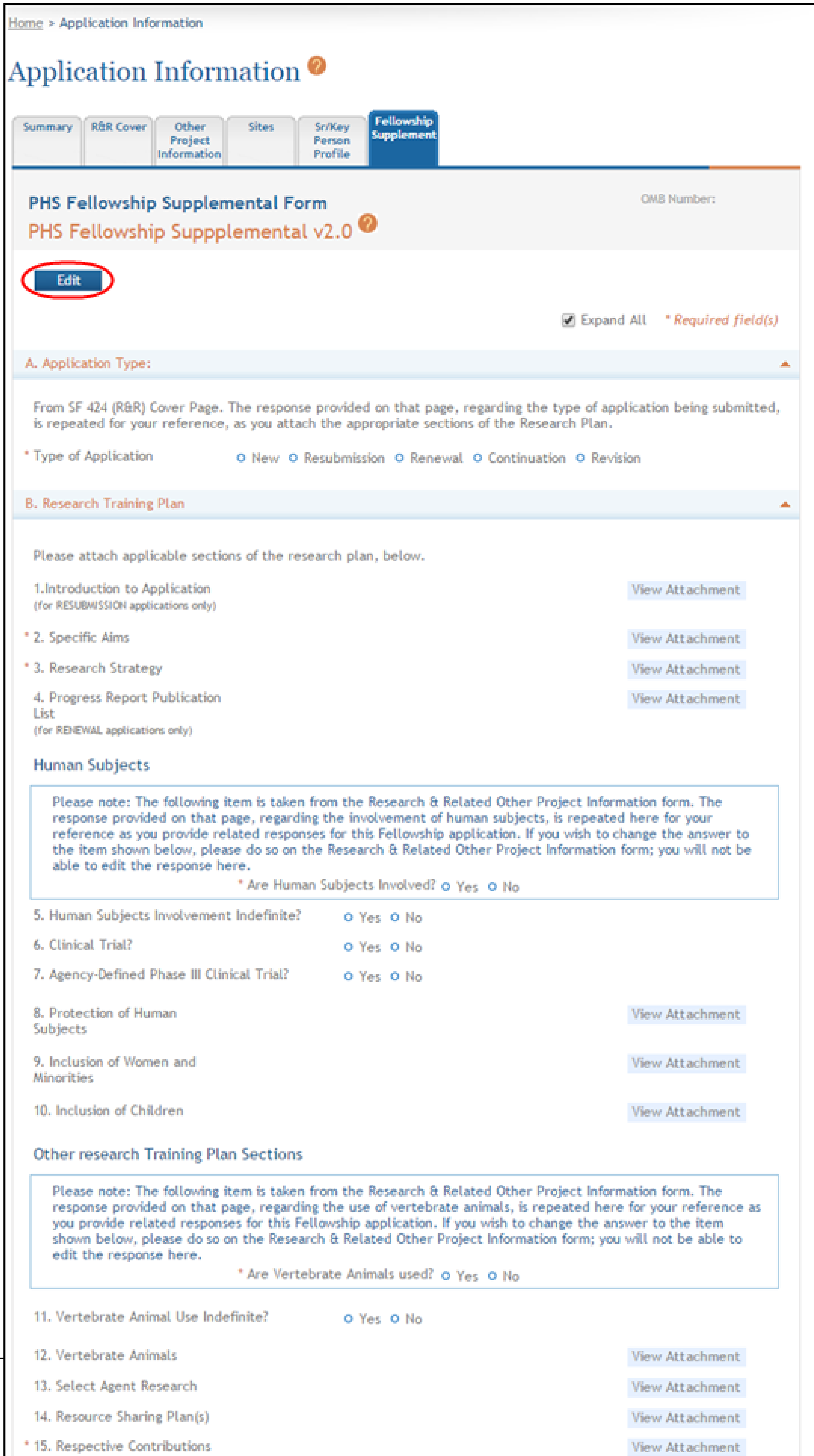
4.22 PHS Fellowship Supplement

For assistance with the information required on this form, please refer to the appropriate application guide on the How to Apply page.

NOTE: The forms in these topics reflect FORMS-D, which must be used for applications with due dates on or after May 25, 2016 (see the most recent NIH eSubmission Items of Interest). For due dates prior to May 25, 2016 you need to use FORMS-C.

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.


Home > Application Information
Application Information
Summary
R&R Cover
Other Project Information
Sites
Sr/Key Person Profile
Fellowship Supplement
PHS Fellowship Supplemental Form
OMB Number:
PHS Fellowship Suppplemental v2.0
Edit
Expand All
* Required field(s)
A. Application Type:
From SF 424 (R&R) Cover Page. The response provided on that page, regarding the type of application being submitted, is repeated for your reference, as you attach the appropriate sections of the Research Plan.
* Type of Application New Resubmission Renewal Continuation Revision
B. Research Training Plan
Please attach applicable sections of the research plan, below.
1.Introduction to Application (for RESUBMISSION applications only) View Attachment
* 2. Specific Aims View Attachment
* 3. Research Strategy View Attachment
4. Progress Report Publication List (for RENEWAL applications only) View Attachment
Human Subjects
Please note: The following item is taken from the Research & Related Other Project Information form. The response provided on that page, regarding the involvement of human subjects, is repeated here for your reference as you provide related responses for this Fellowship application. If you wish to change the answer to the item shown below, please do so on the Research & Related Other Project Information form; you will not be able to edit the response here.
* Are Human Subjects Involved? Yes No
5. Human Subjects Involvement Indefinite? Yes No
6. Clinical Trial? Yes No
7. Agency-Defined Phase III Clinical Trial? Yes No
8. Protection of Human Subjects View Attachment
9. Inclusion of Women and Minorities View Attachment
10. Inclusion of Children View Attachment
Other research Training Plan Sections
Please note: The following item is taken from the Research & Related Other Project Information form. The response provided on that page, regarding the use of vertebrate animals, is repeated here for your reference as you provide related responses for this Fellowship application. If you wish to change the answer to the item shown below, please do so on the Research & Related Other Project Information form; you will not be able to edit the response here.
* Are Vertebrate Animals used? Yes No
11. Vertebrate Animal Use Indefinite? Yes No
12. Vertebrate Animals View Attachment
13. Select Agent Research View Attachment
14. Resource Sharing Plan(s) View Attachment
* 15. Respective Contributions View Attachment

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

   Some questions are specific to SBIR or STTR applications. This is indicated on the screen.

   Tip: For assistance with attachments, please refer to the topic titled *Manage Attachments*.

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.

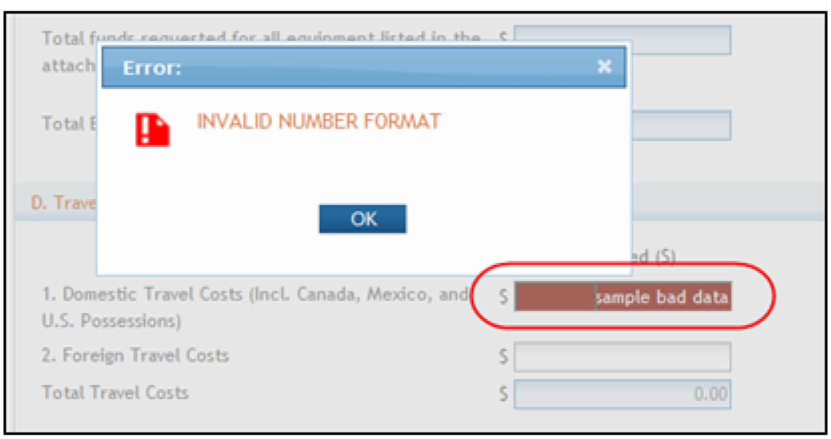
4.23 Form and Field Level Validations

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 help topic titled *Validating the Application* for information on submission validation.

4.23.1 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.

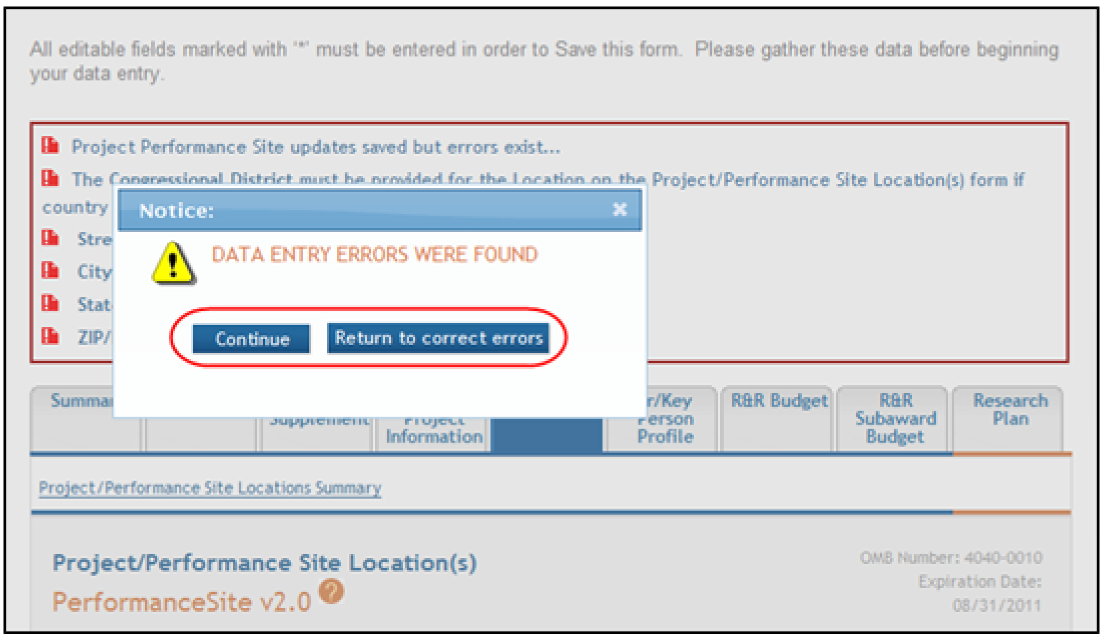


When this occurs, read the error message and select the OK button. The field containing the error remains red - and cannot be navigated away from - until the erroneous data is fixed or cleared out.

4.23.2 Required Field Validations

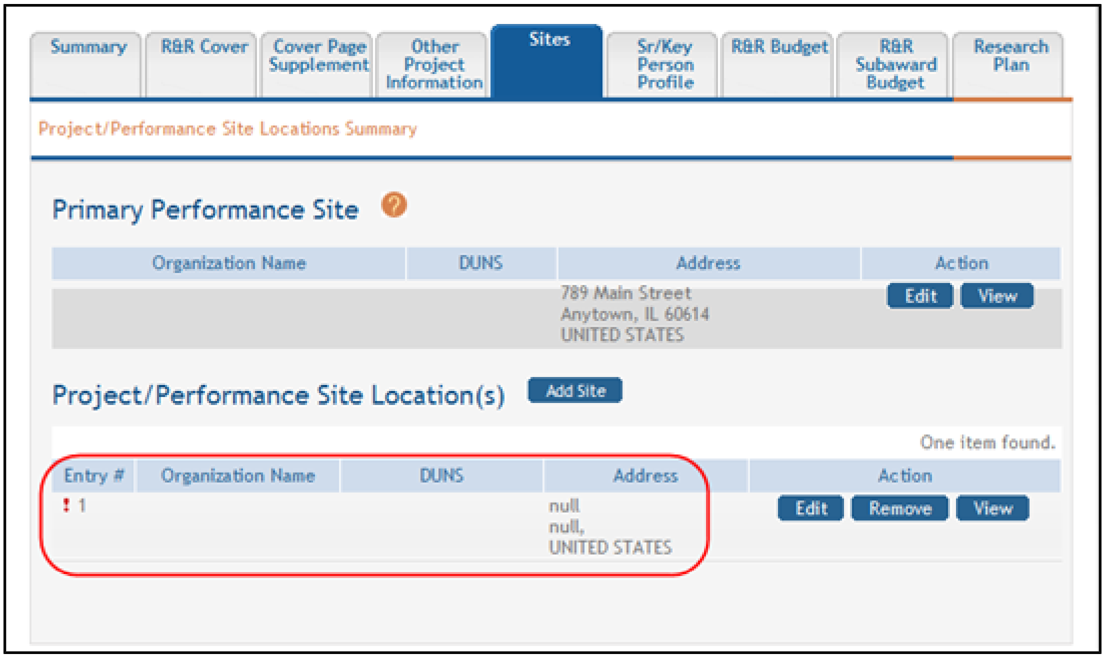
Many of the component forms in ASSIST include fields requesting required information that must exist before the application can be submitted. Required fields are marked with a red asterisk (*). Although the information in these fields is required for submission, component forms can be saved without this 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**.



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.



NOTE: Missing required information can also be identified by performing a component validation. Refer to the help topic titled *Validating an Individual Component*.

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

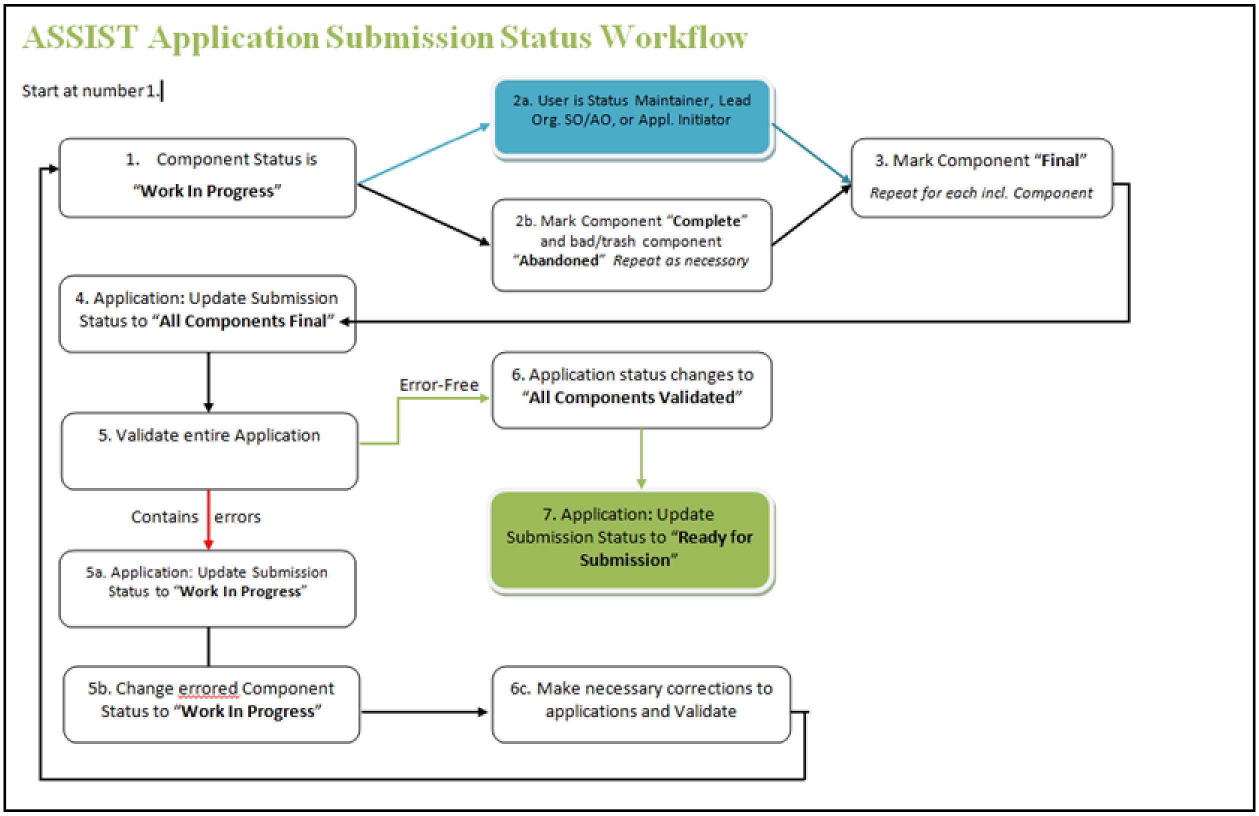
Submission Errors: System-generated status indicating that the validation process returned errors

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

---

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.



See Also

- Display Component Status
- Update Application Submission Status
- Update Component Status
- View Application Status History
- View Component Status History

5.1 Display Component Status

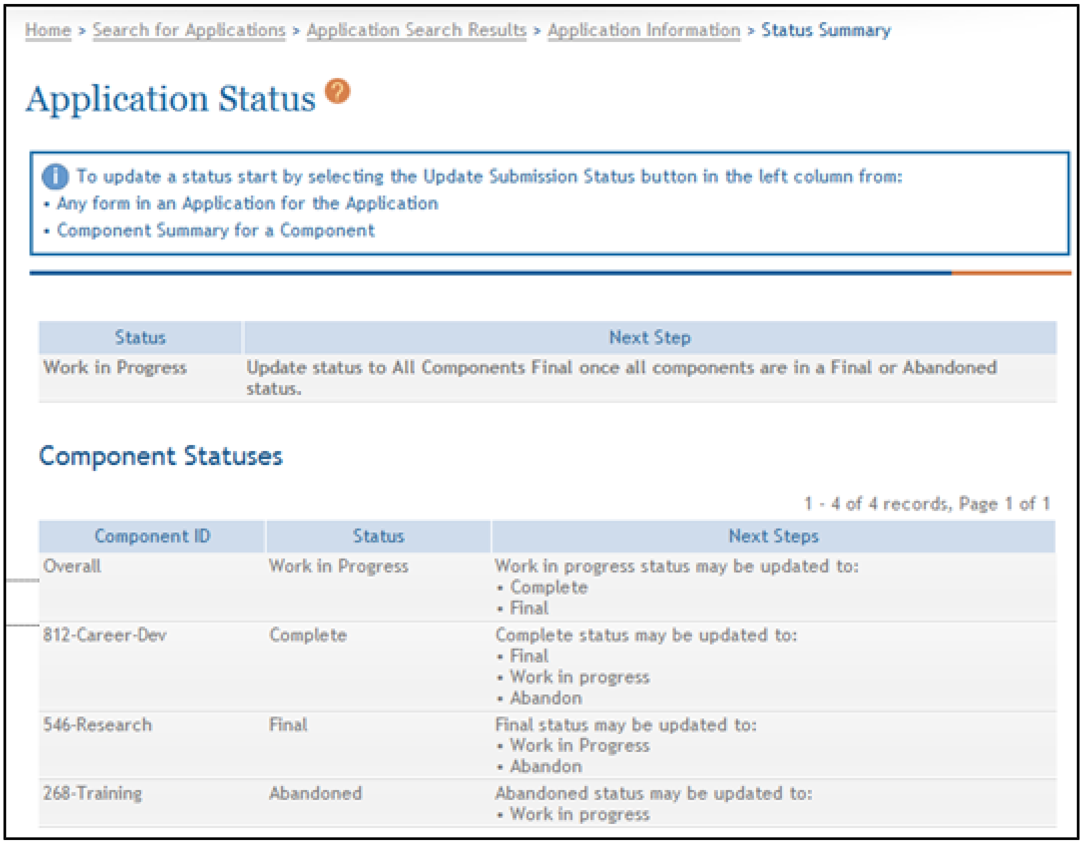
Selecting the Display Component Status button from the Actions panel opens the Status Summary. This screen displays a status summary of the entire application and its components.

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.



See Also

- Application Submission Status Workflow for Multi-Project Applications
- Update Component Status
- Update Application Submission Status
- View Application Status History
- View Component Status History

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

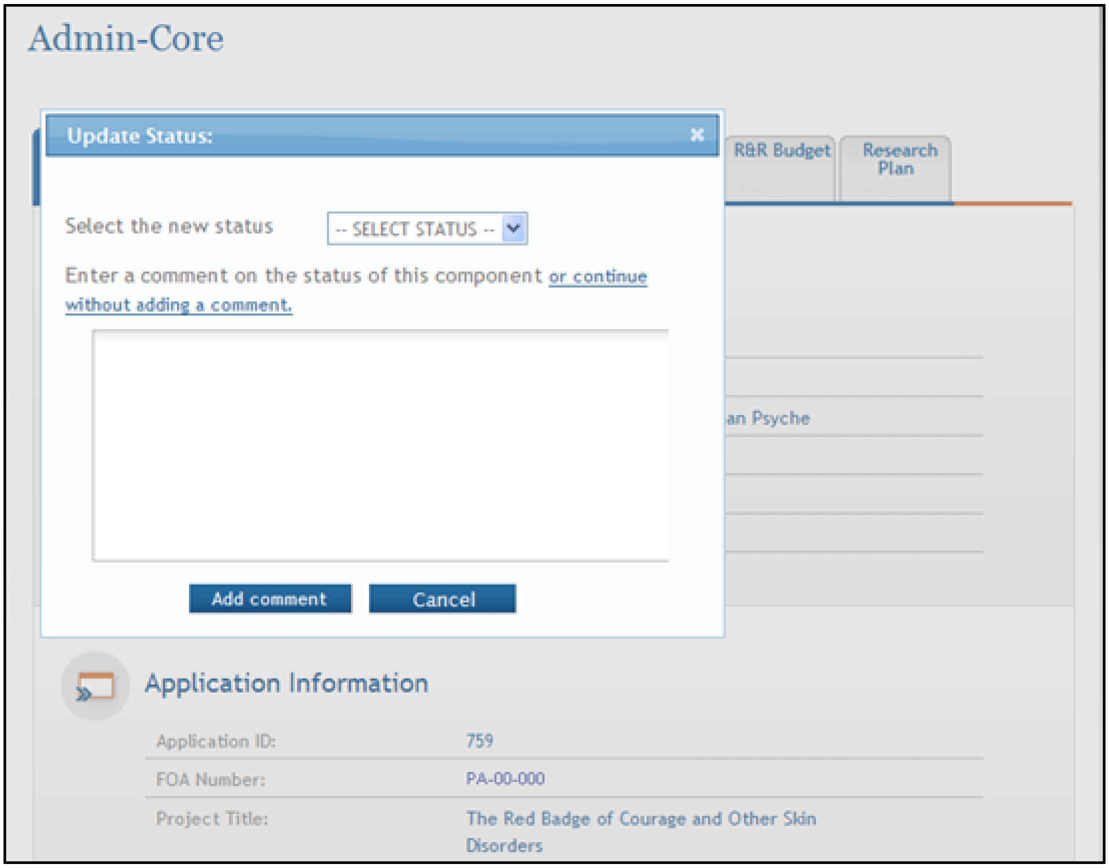
From Status	Available To Status
Work in Progress	Complete Abandoned* Final *Note: An Overall component cannot be abandoned
Complete	Final Work in Progress
Final	Work in Progress
Abandoned	Work in Progress

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.



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.

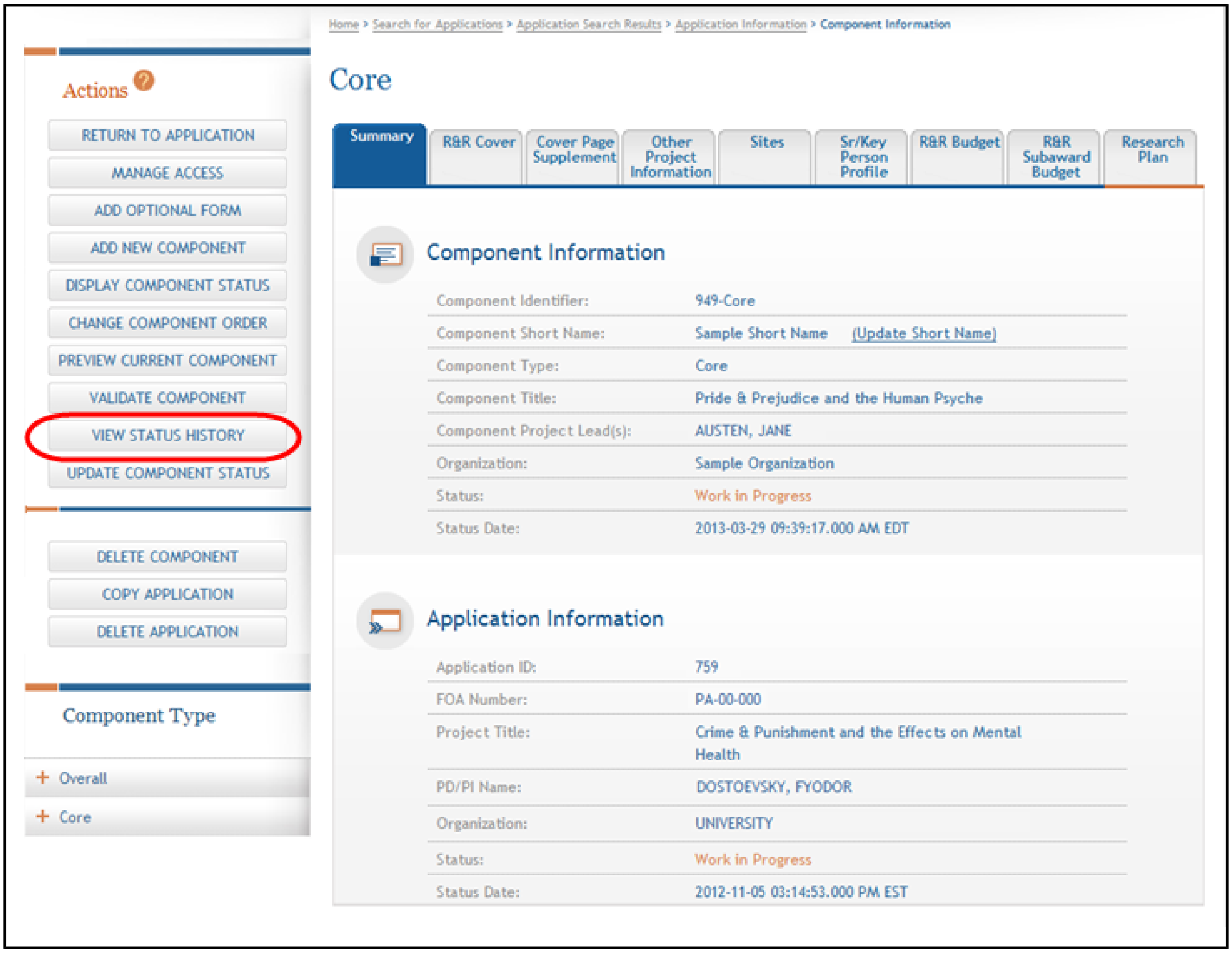
A notification of the change in status is sent to the appropriate individual(s). The application status is changed to the selected status.

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 help topic titled *Verify Senior/Key Personnel* 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.

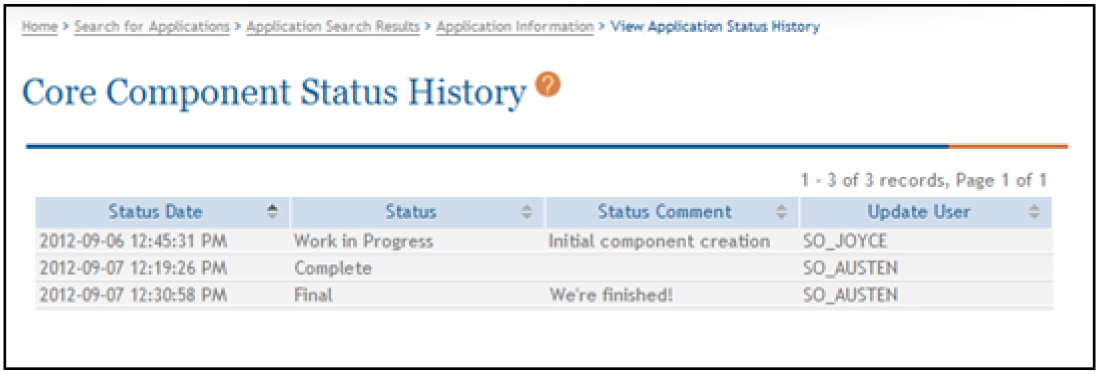


The *Component Status History* page displays the following information for each status change made to the component:

- **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).

Click here from an image of the page.



Home > Search for Applications > Application Search Results > Application Information > View Application Status History

Core Component Status History

1 - 3 of 3 records, Page 1 of 1

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

See Also

- View Application Status History

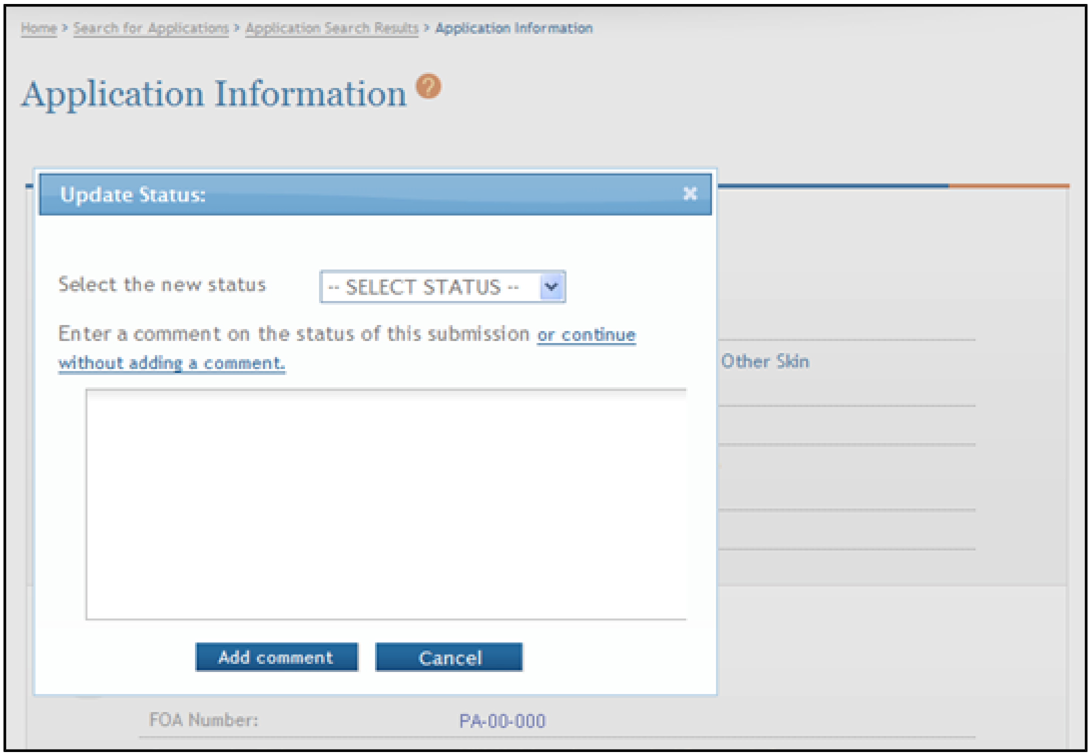
5.4 Update Application Submission Status

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.



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 help topic titled *Update Component Status* 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

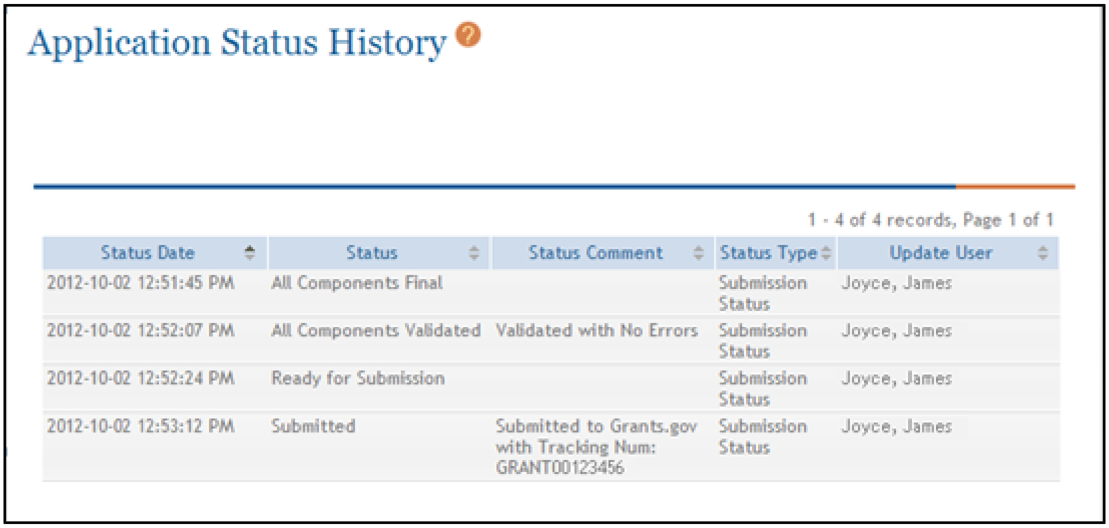
From the Application Information page select the View Status History button to display the Application Status History page.

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

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).

Click here for an image of the page.



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

See Also

- View Component Status History

6 Generating a Preview of the Entire Application

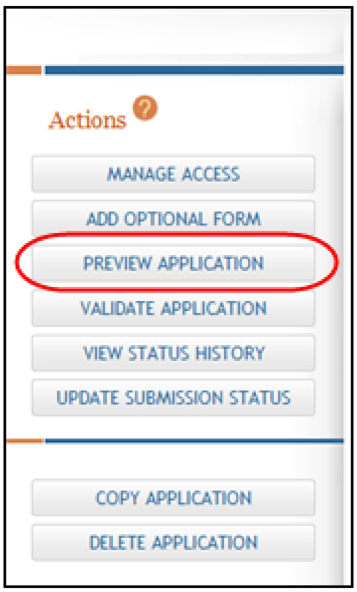
With the appropriate privilege(s), ASSIST users may view, print, and/or locally save a preview of the application image from the *Preview Application* screen.

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.



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.

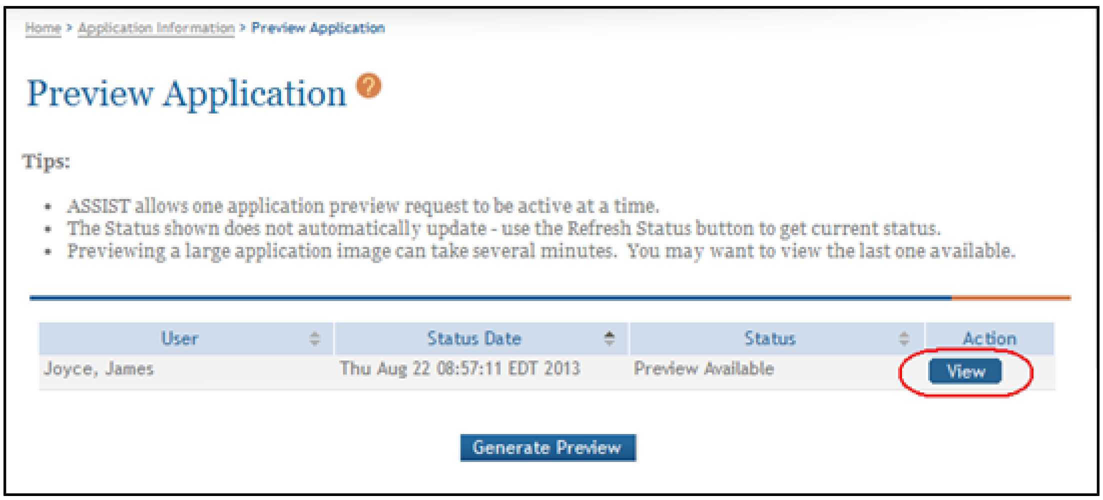
NOTE: If a preview request was generated prior to this request, information on that preview will display in the table. Refer to the help topic titled *Viewing a Previously Generated Image* for more information.

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.

3. Select the View button to view the application image.



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.

   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.

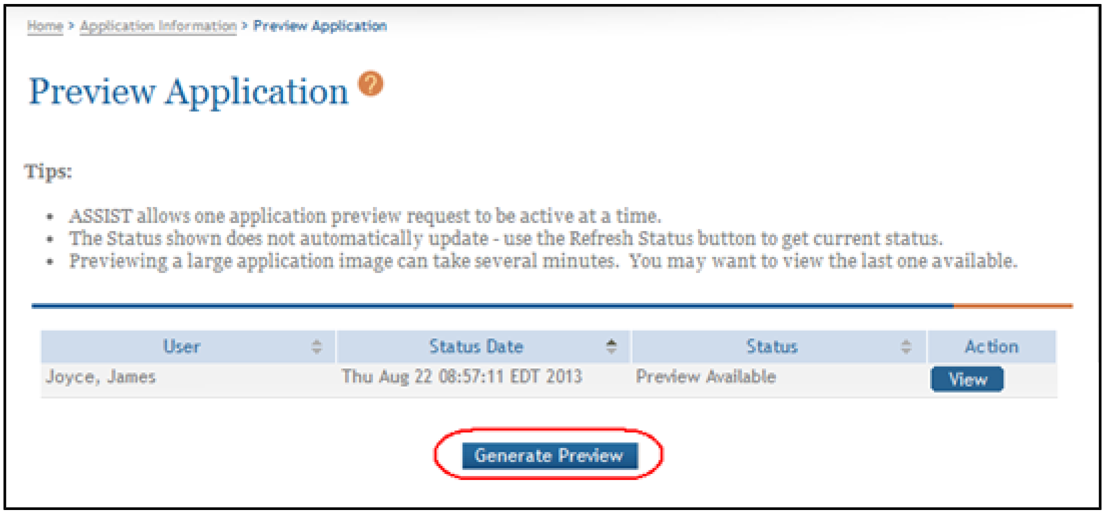
6.3 Requesting a New Application Image

Even if an image currently exists, a new preview can be generated. To request a new preview:

1. Open the *Preview Application* screen.

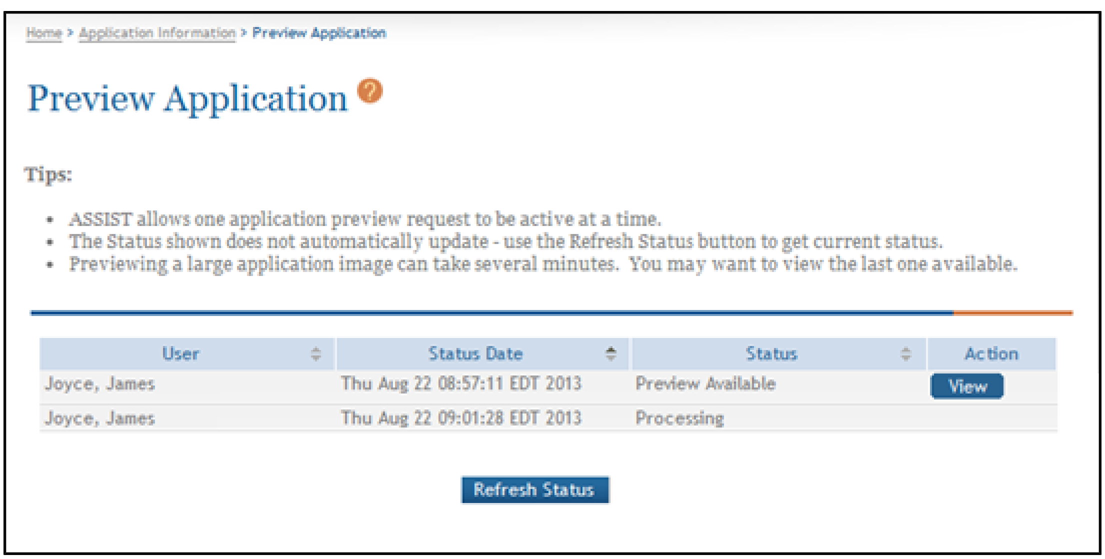
   The screen displays information about the prior request. This includes the **User** who submitted the request, the **Status Date**, the **Status** of the request, and the **View** button in the **Action** column.

2. *Optional*: Select the **View** button to view the existing image.
3. Select Generate Preview button to generate the new request for an image.



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.



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.*

- Application Information
- Previewing a Component or Form

6.4 Previewing a Component or Form

IMPORTANT: This topic applies only to multi-project applications.

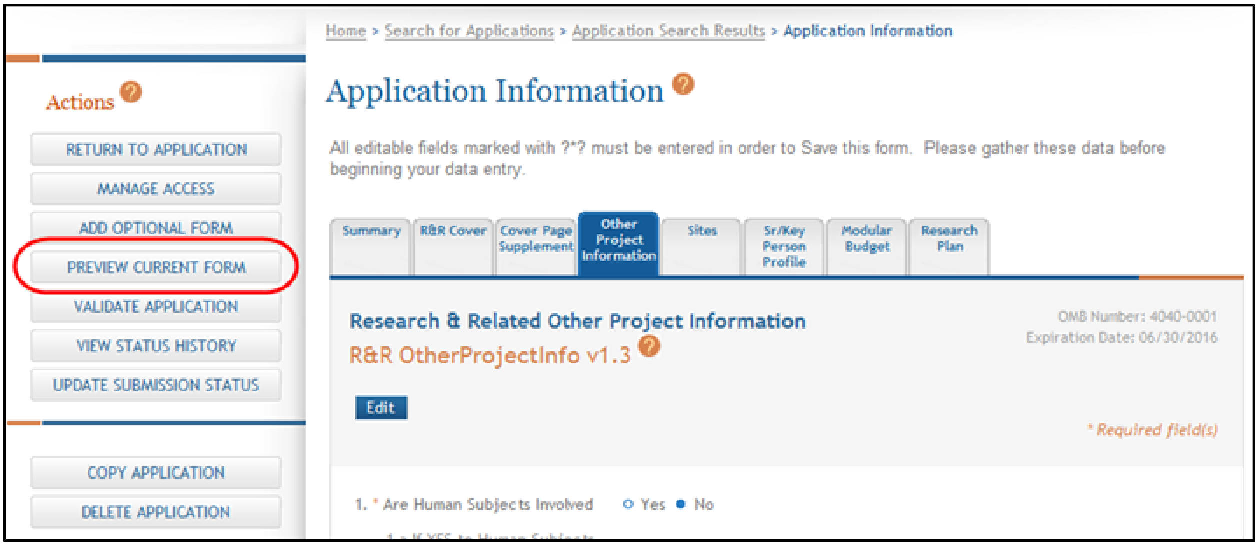
With the appropriate privilege(s), ASSIST users may view and print previews of an application's forms or of the individual components of a multi-project application.

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.



3. Select the appropriate option to open the document file.

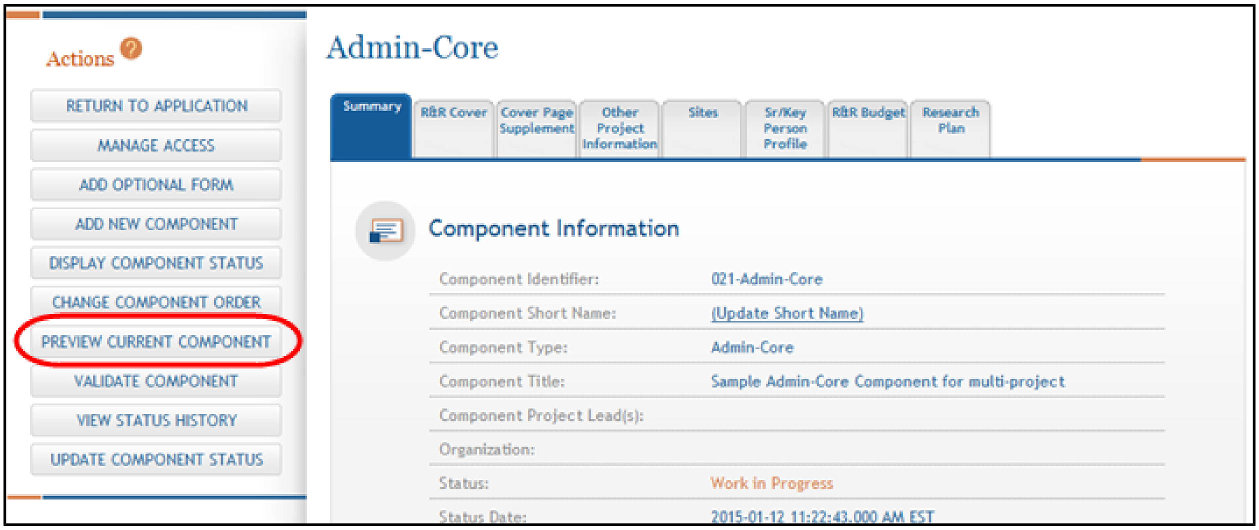
   A PDF version of the specific form is generated and displayed within a new browser window.

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.



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 help topic titled *Generating a Preview of the Entire Application* 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

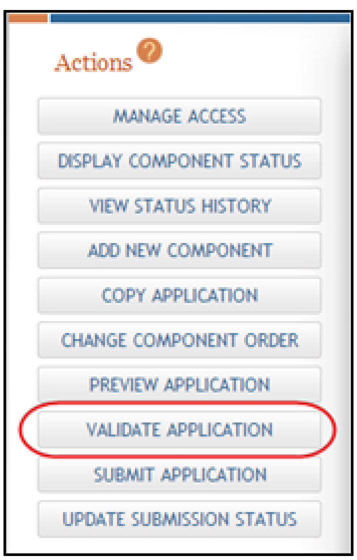
IMPORTANT: This topic is applicable only to multi-project applications.

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 help topic titled *Manage Access*

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.



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*.

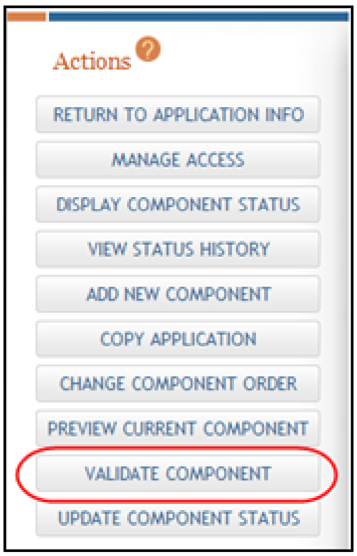
NOTE: ASSIST does not perform validations on components in *Abandoned* status.

Refer to the help topic titled *Application Errors and Warnings Results* 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.



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*.

IMPORTANT: If you experience difficulties with the **Validation** function, it may be due to your browser having a popup blocker enabled. To correct this, please ensure you include an exception into your browser's security settings, listing the URL as: *.nih* to allow popups from the NIH.

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

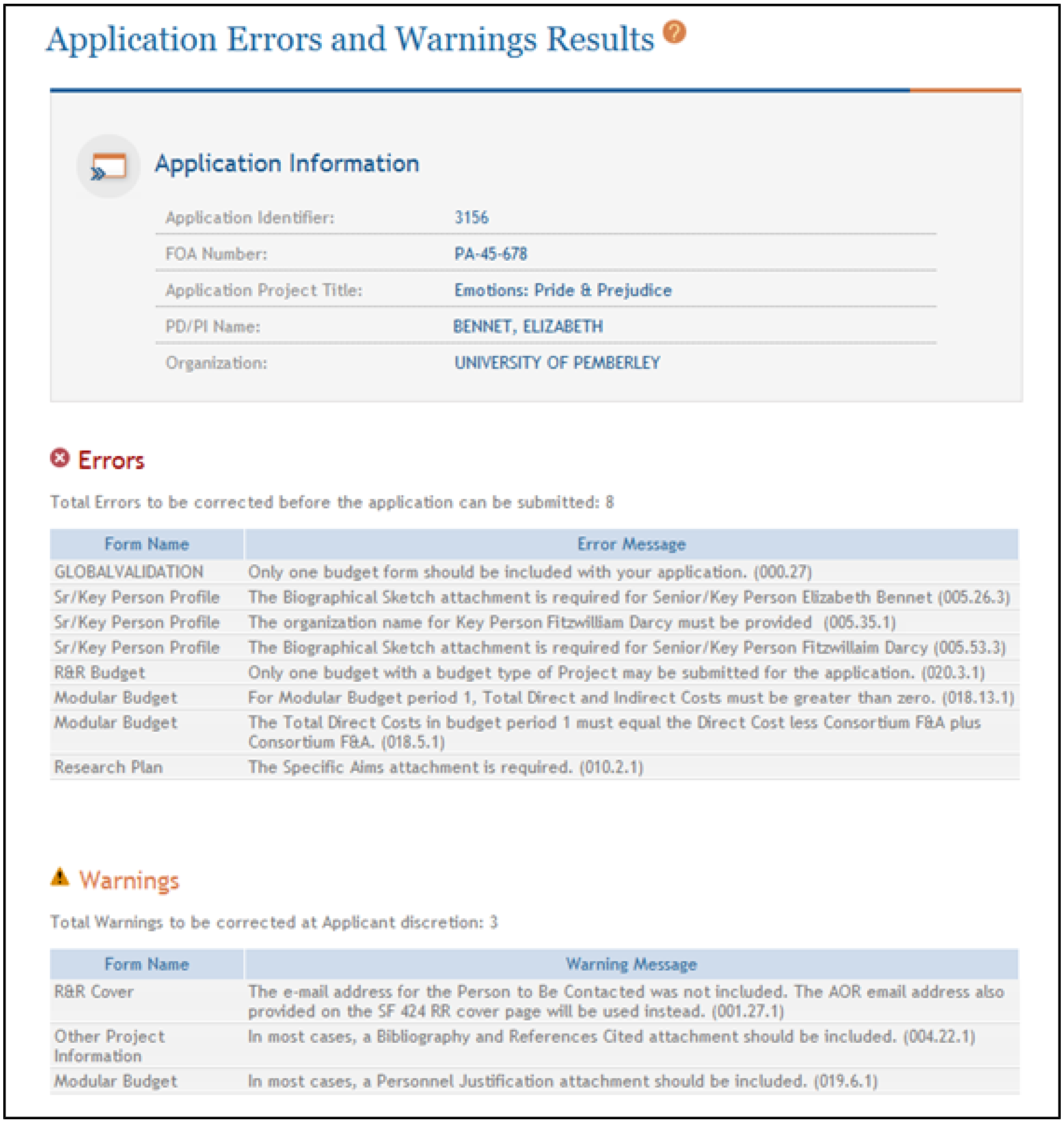
Application Errors and Warnings Results

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.



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)

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.

- Validating the Application

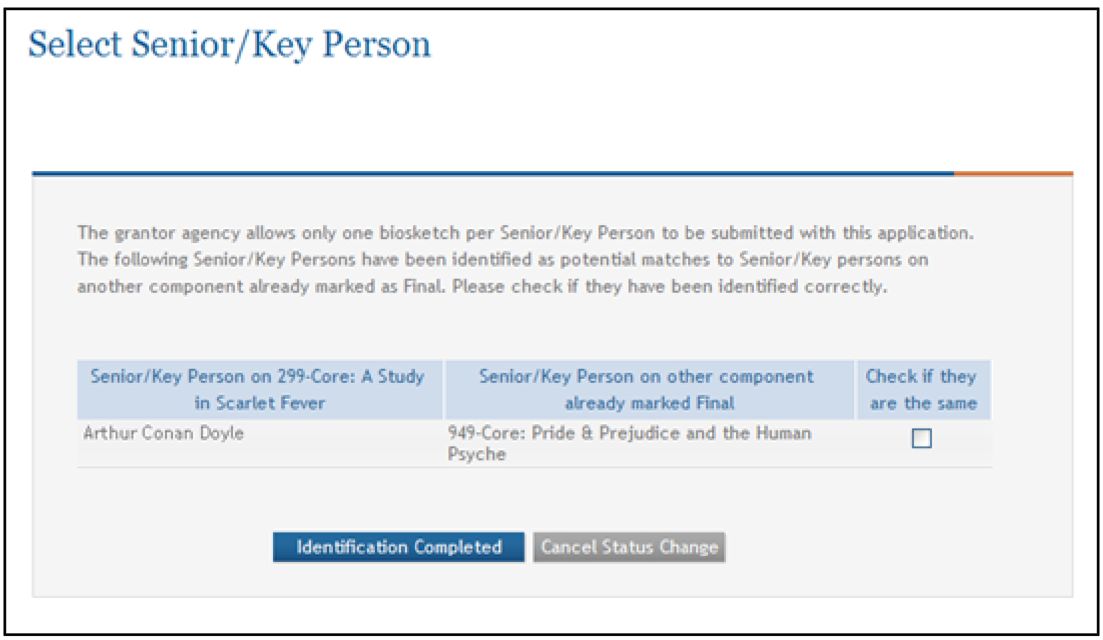
9 Verify Senior/Key Personnel

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.

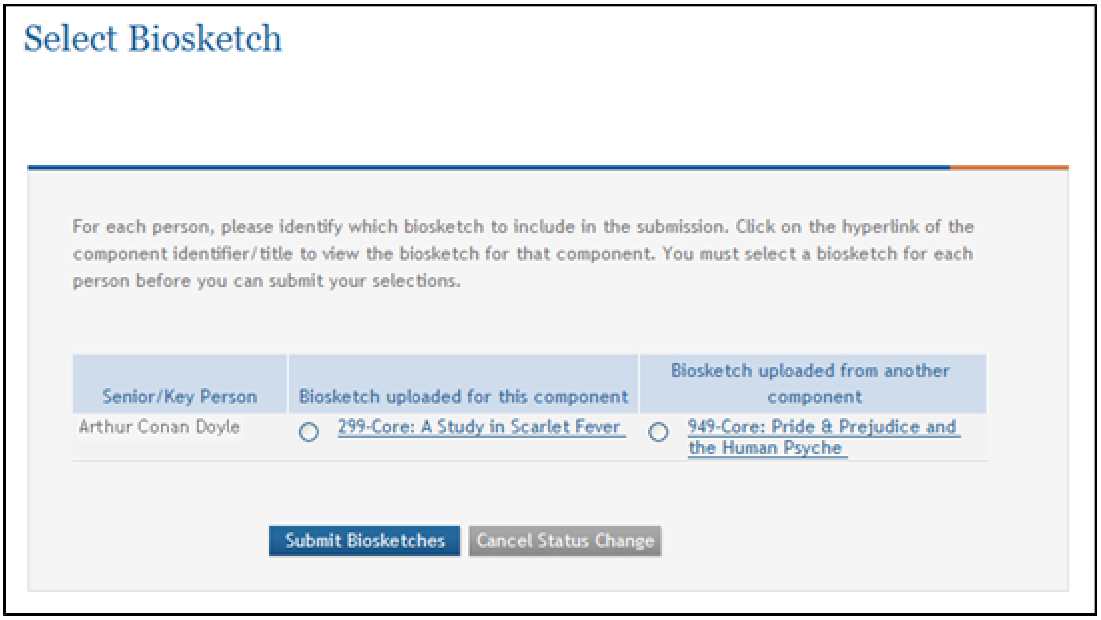
Upon updating a component to *Final* status, ASSIST checks to see whether a biosketch for a senior/key person exists on another component marked as *Final*. If a user has added two or more biosketches for the same Senior/Key Person, ASSIST requests that one of them be selected as the biosketch to include 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.



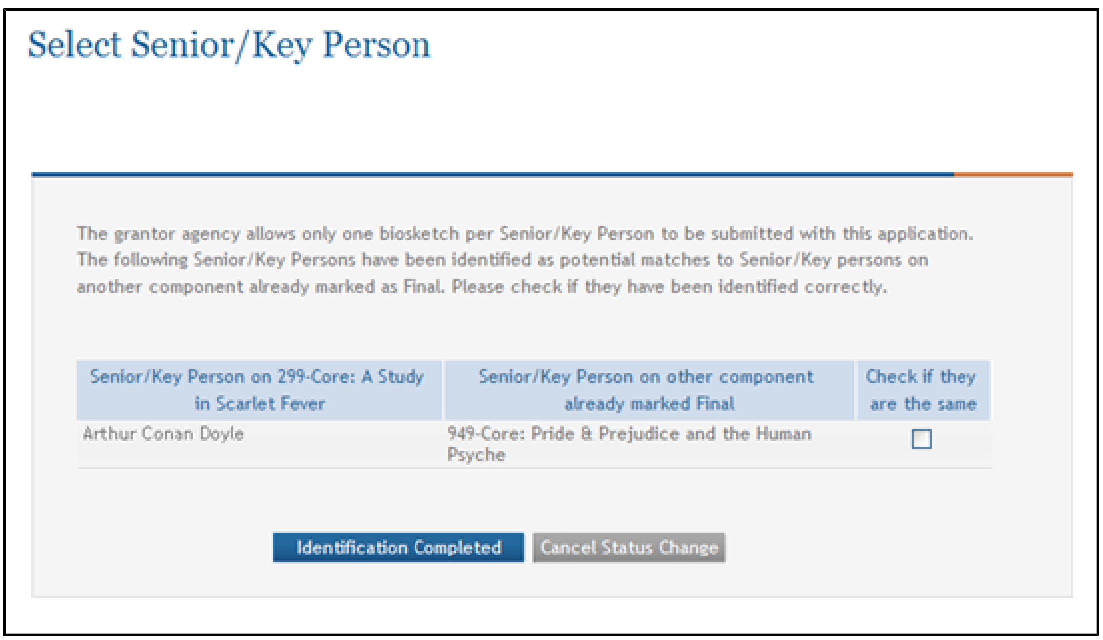
Conversely, if ASSIST determines that the persons are a definite match, based on the same entered credentials, the system does not require you to indicate if the persons are the same, and automatically displays the Select Biosketch page instead.



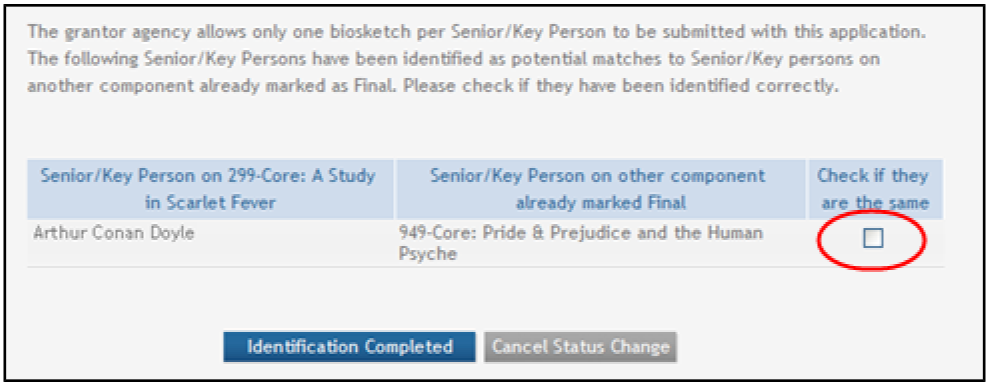
The steps for completing both pages are detailed in the sections that follow.

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.

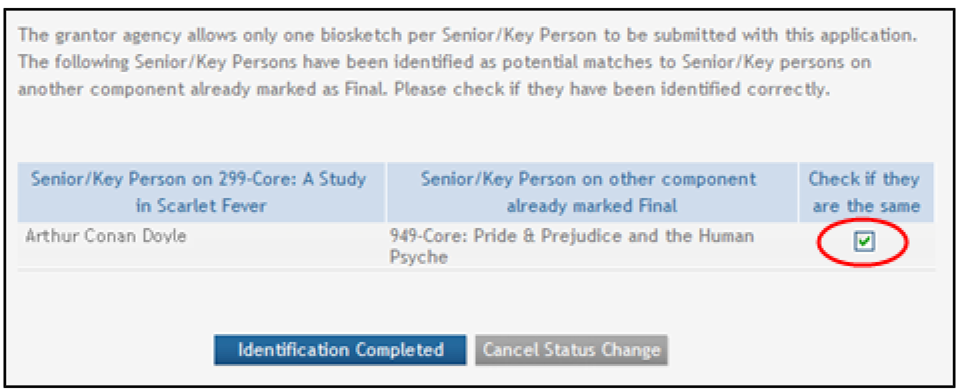


1. *If the listed senior/key persons are different*, leave the **Check if they are the same** checkbox unchecked.



-OR-

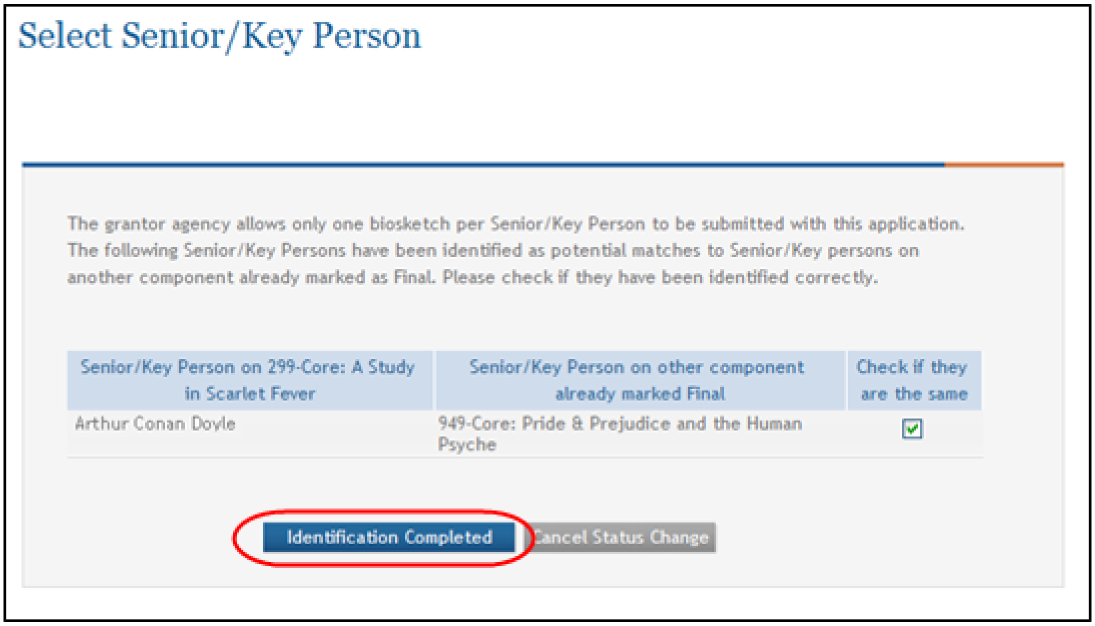
If the listed senior/key persons are the same person, click the **Check if they are the same** checkbox to place a checkmark in the box.



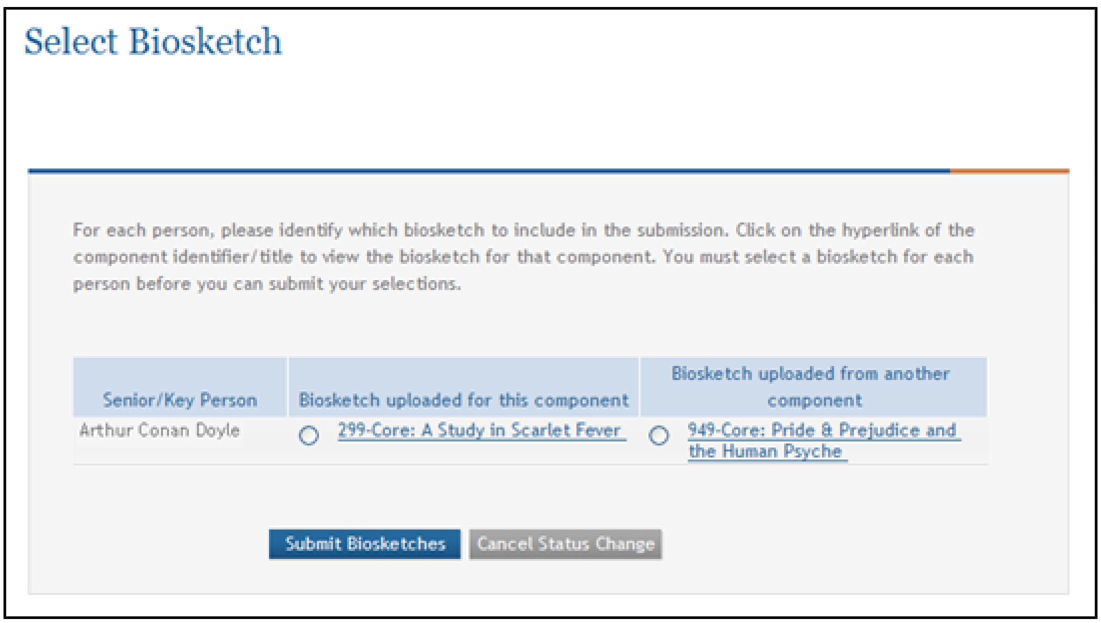
NOTE: To cancel the action without completing the identification, click the **Cancel Status Change** button and the **Continue** button on the subsequent confirmation pop-up message. Selecting the cancel option results in the biosketch selections not being saved and the component not being updated to *Final*.

---

2. Select the Identification Completed button.



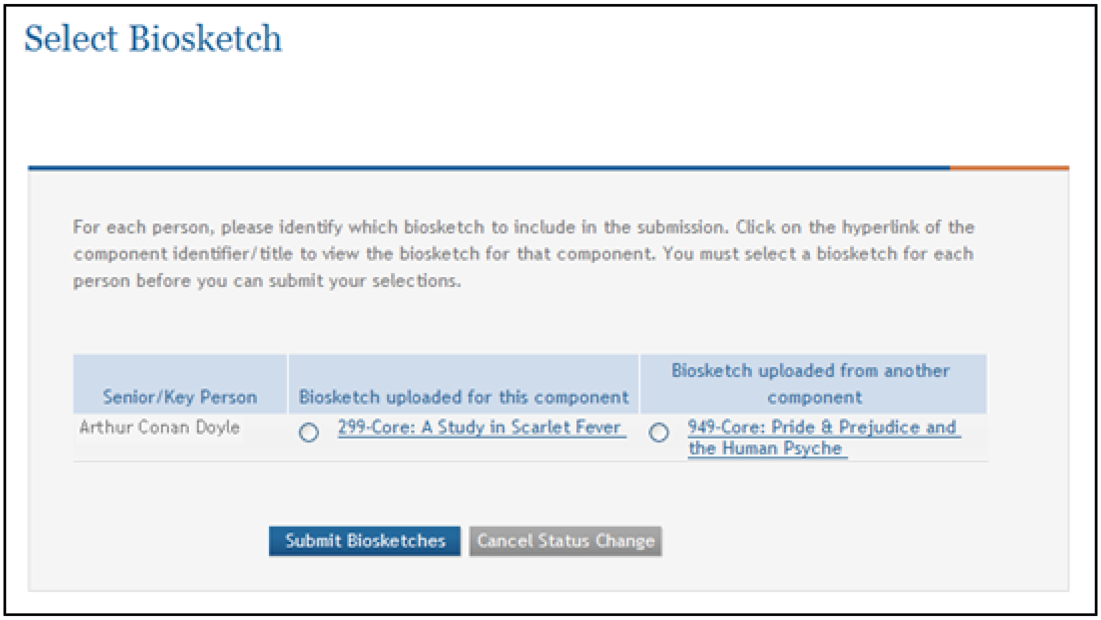
The Select Biosketch page displays.



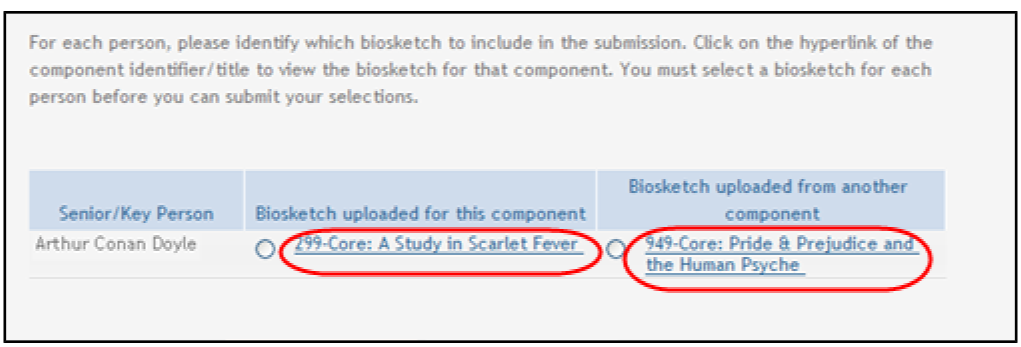
3. Continue with the steps detailed below to complete the *Select Biosketch* page.

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.



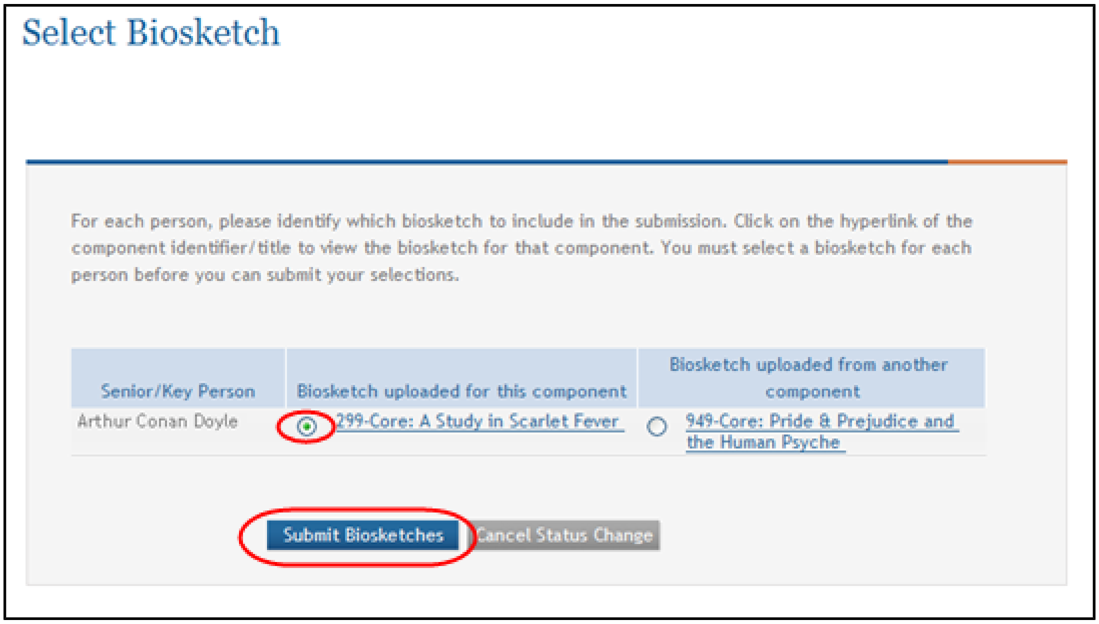
1. *Optional*: Select the component title link listed under **Biosketch uploaded for this component** column to view the biosketch for the current component being updated as *Final* or the component title link listed under **Biosketch uploaded from another component** column to view the biosketch for the component previously set to *Final* status.



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.



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 help topic titled *Validating the Application* for information on performing validations.

Refer to the help topic titled *Update Application Submission Status* for information on updating the status of an application.

You are here: Application Submission > Submit the Application

Revised 3/24/2016

Refer to the *Application Submission System & Interface for Submission Tracking (ASSIST) User Guide* for a complete PDF version of this help.

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.

See Also

- Update Component Status
- Update Application Submission Status
- Validating the Application
- View Submission Details

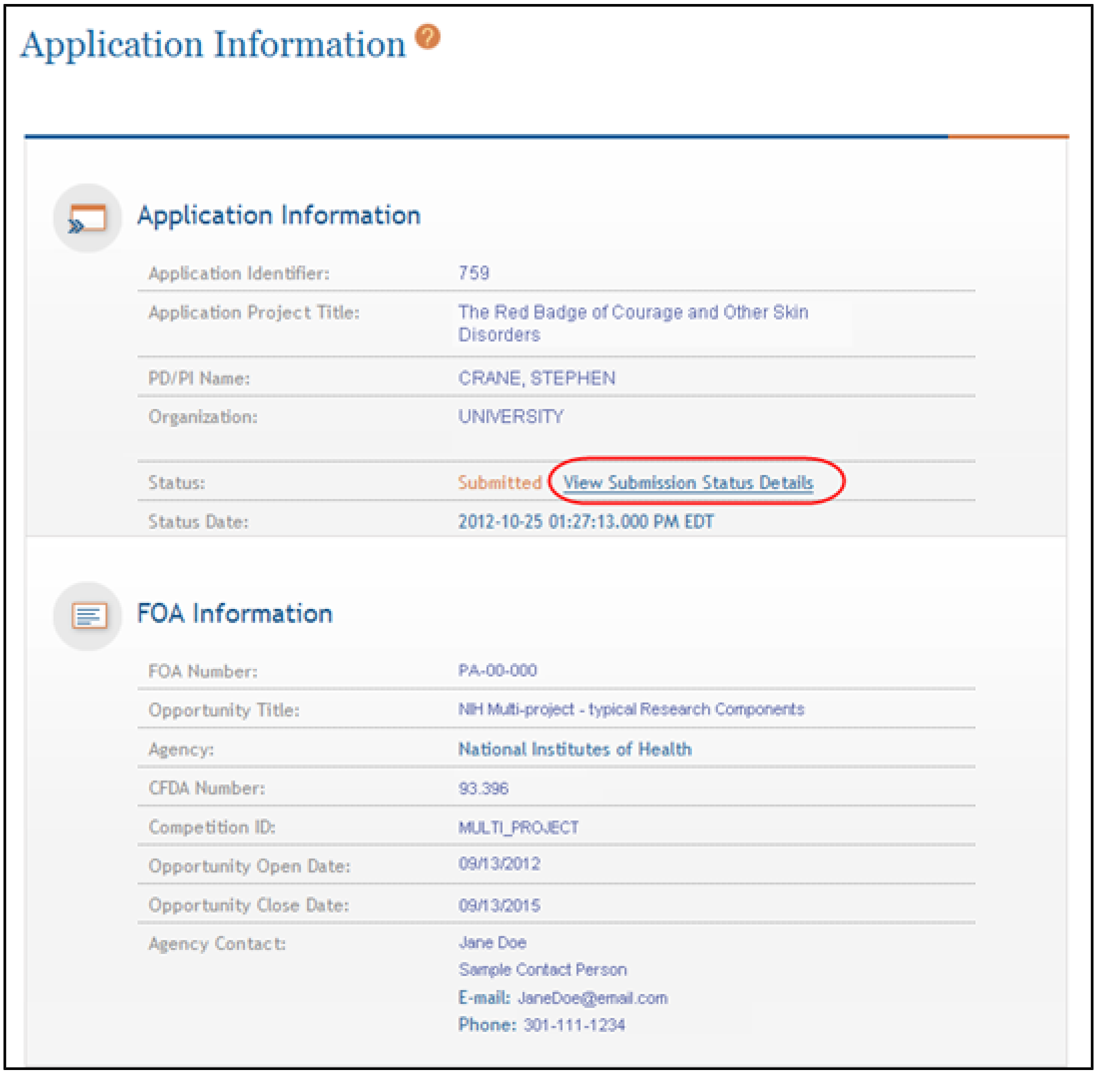
10.2 View Submission Details

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.



The submission status details display for ASSIST, Grants.gov, and the Agency.

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

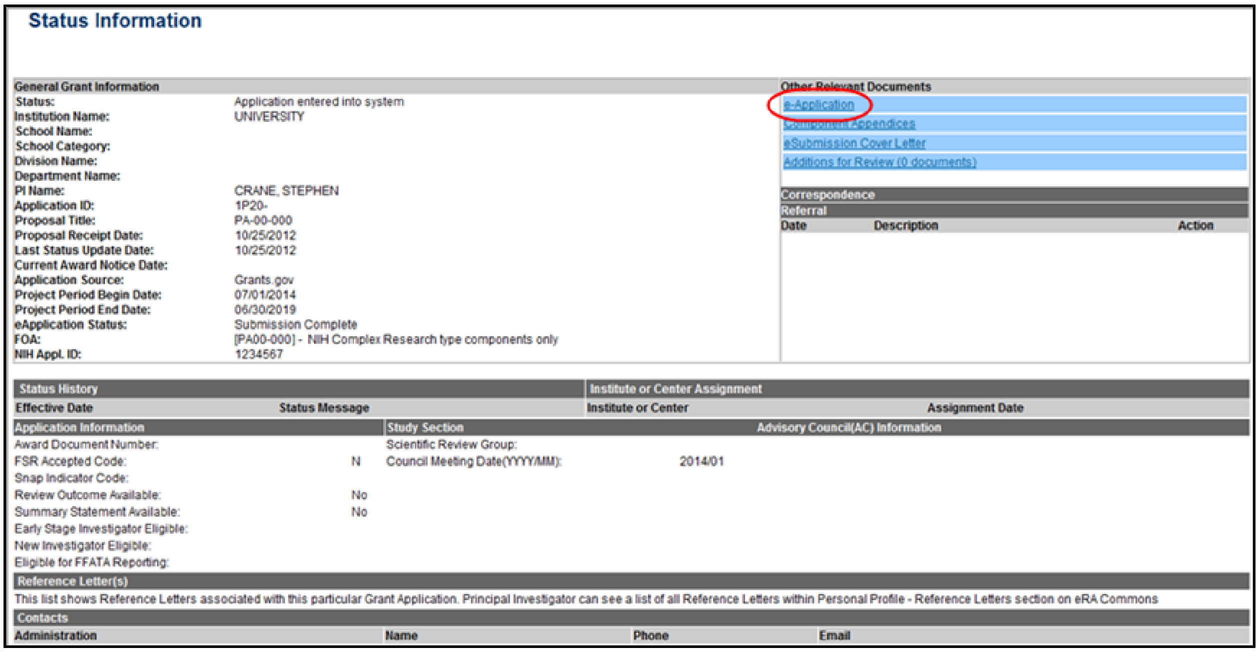
If information is available, Agency status details include the following:

- **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).



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.

See Also

- View Post-Submission Errors

You are here: Application Submission > View Post-Submission Errors

Revised 3/24/2016

Refer to the *Application Submission System & Interface for Submission Tracking (ASSIST) User Guide* for a complete PDF version of this help.

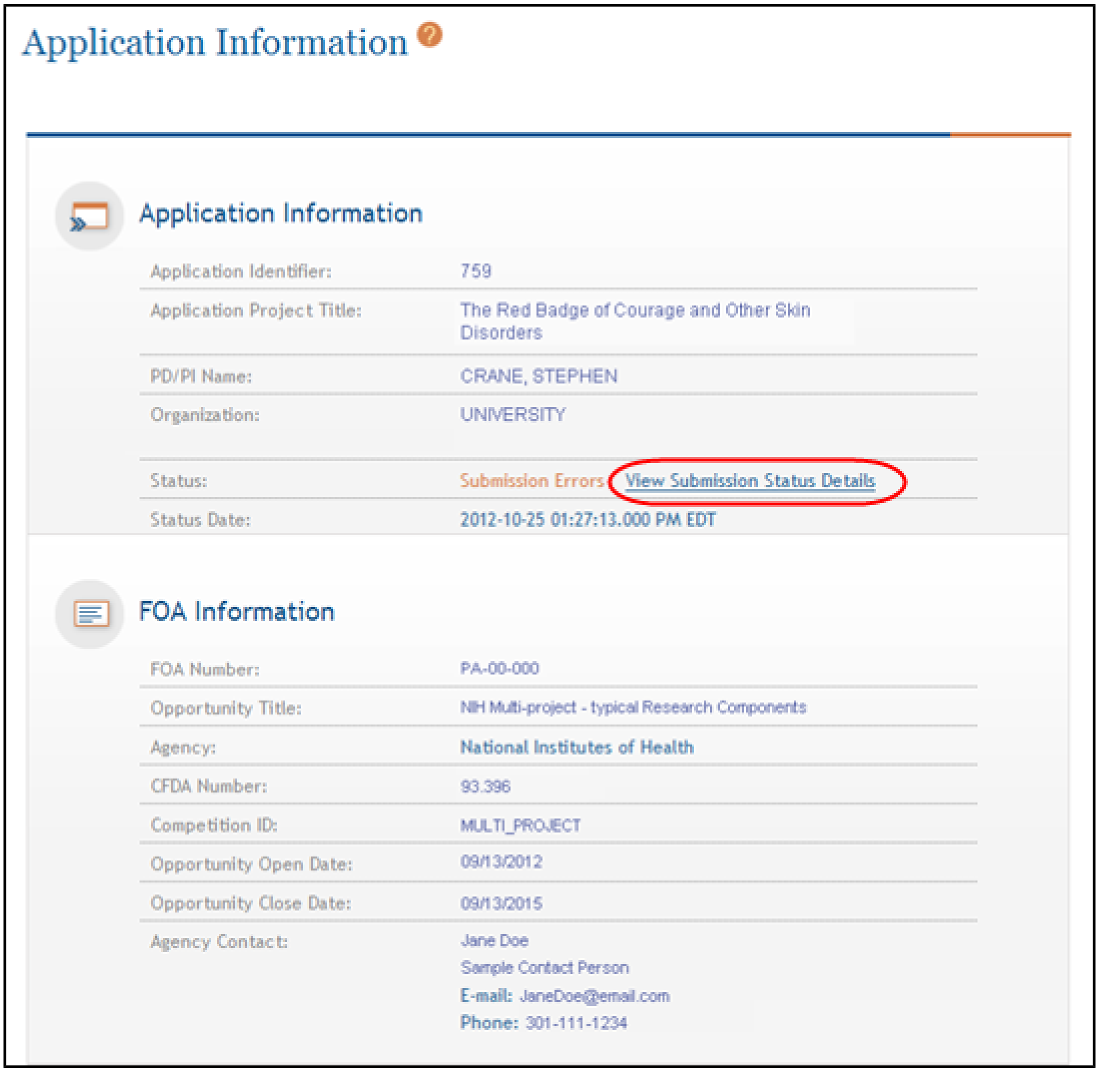
10.3 View Post-Submission Errors

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:

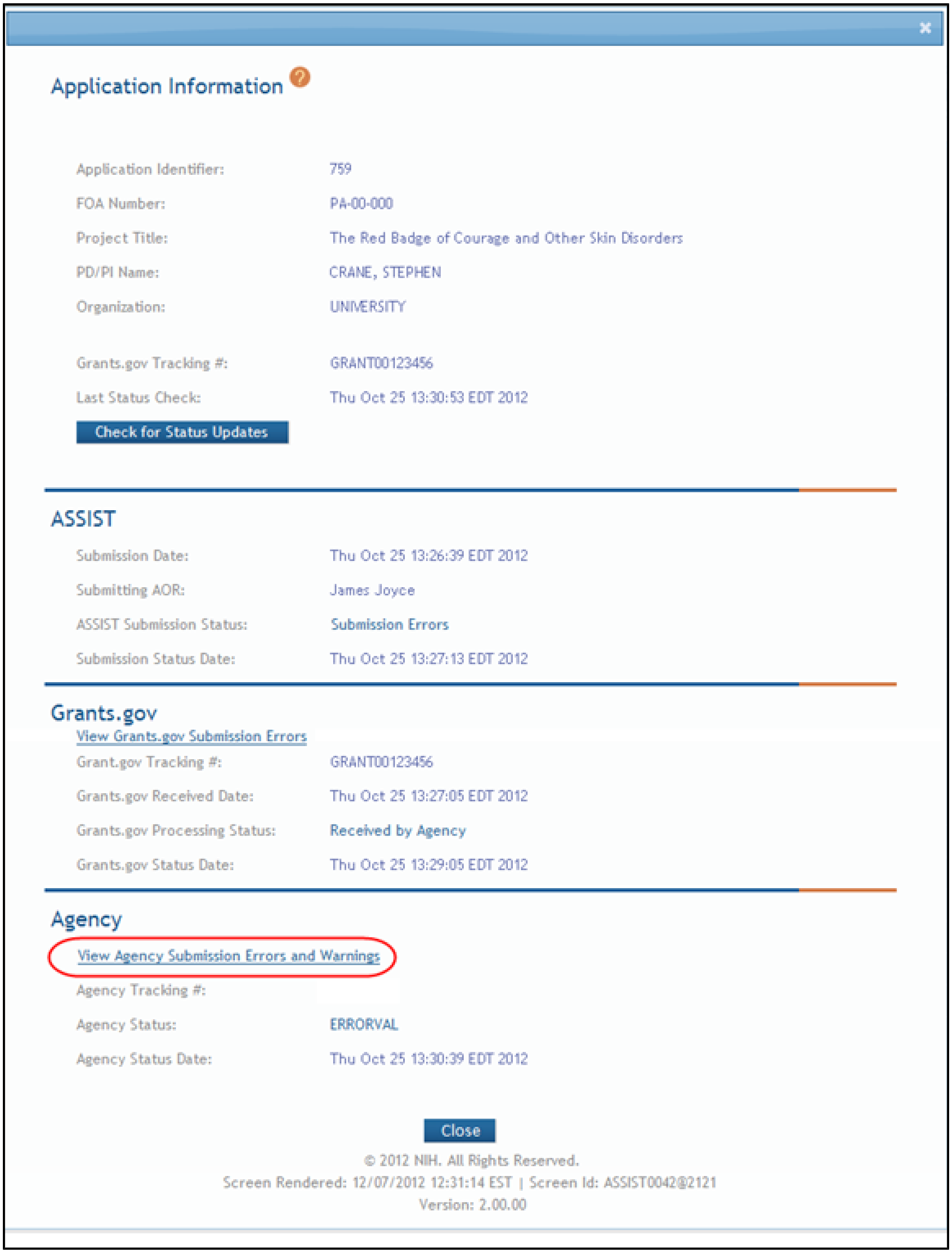
1. Perform a search to locate and select the application.

2. Select the View Submission Status Details link in the **Status** field of the *Application Information* page.



The application status details display in a separate window. Refer to the help topic titled *View Submission Details* 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.



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)

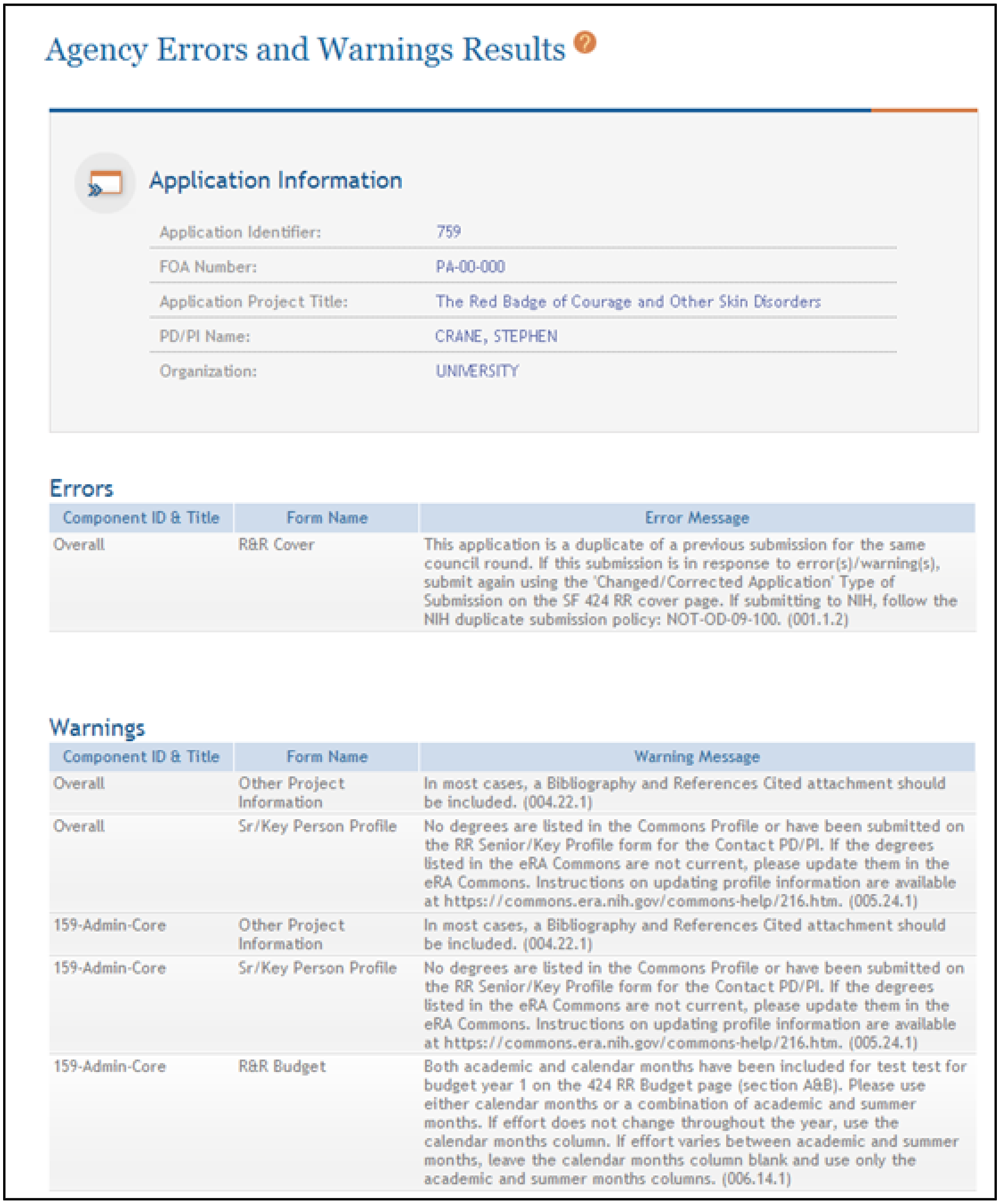
  This is the component of the multi-project application for which the error or warning was detected

- **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)

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 help topic titled *Submit the Application* for information on submitting the application.