



(Application Submission System & Interface for Submission Tracking) ASSIST

Web Front-End for Complex Applications Project

Specification: Privileges

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Table of Contents

Acronyms.....	3
Roles and Access Levels	3
ASSIST Privileges Descriptions.....	4
Summary of Access Levels.....	5
Entire Application.....	5
Component.....	5
ASSIST Privileges by Role or Access Level	6
Access Maintainer Requirements	7

Acronyms

Acronym	Meaning
ASSIST	Application Submission System & Interface for Submission Tracking
SO	Signing Official
AO	Administrative Official
PI	Principal Investigator (Commons role)
AA	Account Administrator
ASST	Assistant
PD/PI	Project Director/Principal Investigator (Project role on an application)

Roles and Access Levels

Privileges must be assigned to one or more eRA user roles or ASSIST access levels based on tables below. Privilege scope may be Institution, Application, or Component. Privilege scope is derived from the parent role or access-level scope. ASSIST allows for assigning access levels to user for a specific application or component. See Use Case Specification: Manage Access to Complex Application for requirements on the assignment of access levels. For Commons role descriptions, see http://era.nih.gov/files/eRA_Commons_Roles.pdf

ASSIST Privileges Descriptions

The following privileges are used by ASSIST.

Privilege	Description
Access Submission System	Allows the user to access Submission System (ASSIST)
Initiate Application	Allows the user to initiate an application
Access Application	Allows the user to search for and access applications or components.
Submit Application	Allows the user to submit the proposal to the agency
Maintain Access	Allows the user to assign, modify, or revoke specific permissions to other actors at the application or a component level.
Create Component	Allows user to create components for an application
View Budget	Allows the user to view the summary budget and all budget sections of application or a component and to preview budget forms.
Edit Budget	Allows the user to edit all budget sections of application or a component.
View NonBudget	Allows the user to view all non-budget sections of application or a component and to preview non-budget forms.
Edit NonBudget	Allows the user to edit all non-budget sections of application or a component.
Preview	Allow the user to preview the application or a component.
Validate	Allows the user to validate the application or a component.
Check Submission Status	Allows the user to check the status of a submitted application.
View Submission Details	Allows the user to view the submission status details for a submitted application.
View History	Allows the user to view the status history of an application or component.
Mark Component Complete	Allows user to change component status to Complete
Mark Component Final from Complete	Allows user to change component status from Complete to Final
Mark Component Abandoned	Allows user to change component status to Abandoned
Mark Component WIP	Allows user to change component status to Work In Progress
Mark Application All Components Final	Allows user to change submission status of entire application to All Components Final
Mark Application Abandoned	Allows user to change submission status of entire application to Abandoned
Mark Application Ready for Submission	Allows user to change submission status of entire application to Ready for Submission
Mark Application WIP	Allows the user to change application's submission status to Work in Progress
Grant/revoke Application Access Maintainer	Allows user to grant/revoke Access Maintainer role at the application level to another person.
Grant/revoke Application Status Maintainer	Allows user to grant/revoke Status Maintainer role at the application level to another person.
Grant/revoke Component Access Maintainer	Allows user to grant/revoke Access Maintainer role at the application level to another person.
Eligible to be PD/PI	Allows user to be eligible to be PD/PI (on Add Overall Component if the current user has this privilege for the lead organization, system defaults them as the PD/PI for the application)
Access Commons Status Details	Allows user to access the Commons Status Details page by using the hyperlinked Agency Tracking #

Summary of Access Levels

These tables summarize ASSIST access levels, how they are assigned by an access maintainer or given automatically based on the individual's role.

Entire Application

Access Level	How assigned on Manage Access screen	Institution-based role that contains the access level	Individual on application given the access by default
Entire Application Access Maintainer	Entire Application: Access Maintainer checkbox	SO of lead organization	(none)
Entire Application Status Maintainer	Entire Application: Status Maintainer checkbox	SO,AO of lead organization	Initiator
Entire Application Non-budget Editor	Entire Application: NonBudget, Edit	SO, AO of lead organization	PD/PI of the application, Initiator
Entire Application Non-budget Viewer	Entire Application: NonBudget, View	SO, AO of lead organization	PD/PI of the application, Initiator
Entire Application Budget Editor	Entire Application: Budget, Edit	SO, AO of lead organization	PD/PI of the application, Initiator
Entire Application Budget Viewer	Entire Application: Budget, View	SO, AO of lead organization	PD/PI of the application, Initiator
Entire Application Editor	Entire Application: All, Edit	SO, AO of lead organization	PD/PI of the application, Initiator
Entire Application Viewer	Entire Application: All, View	SO, AO of lead organization	PD/PI of the application, Initiator

Component

Note: If the actor enters an NIH-registered DUNS in the SF 424 (R&R) MP Applicant Information Organizational DUNS on a component, the system will automatically give the institution-based access levels to that component to all SOs and AOs for that organization. If that DUNS is changed, the system will update the access accordingly.

Access Level	How assigned on Manage Access screen	Institution-based role that contains the access level	Individual on application given the access by default
Component Access Maintainer	Component: Access Maintainer Checkbox	SO of lead organization; SO,AO of component organization	(none)
Component Budget Editor	Component: Budget, Edit	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator
Component Budget Viewer	Component: Budget, View	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator
Component Non-budget Editor	Component: NonBudget, Edit	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator
Component Non-budget Viewer	Component: NonBudget, View	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator
Component Editor	Component: All, Edit	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator
Component Viewer	Component: All, View	SO,AO of lead organization; SO,AO of component organization	PD/PI of the application, Component Project Lead, Initiator

ASSIST Privileges by Role or Access Level

Scope:	Institution				Application									Component										
	SO of Lead Org	AO of Lead Org	PI of Lead Org	AA/ASST of Lead Org	Entire Application Access Maintainer	Entire Application Status Maintainer	Entire Application Editor	Entire Application Viewer	Entire Application Non-budget Editor	Entire Application Non-budget Viewer	Entire Application Budget Editor	Entire Application Budget Viewer	PD/PI of application*	PD/PIs on Overall component	Initiator of application *	Component Access	Component Editor	Component Viewer	Component Non-budget Editor	Component Non-budget Viewer	Component Budget Editor	Component Budget Viewer	SO/AO of Component Org	Project Lead of Component *
Access Submission System	✓	✓	✓	✓																				
Initiate Application	✓	✓	✓	✓																				
Access Application	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submit Application	✓																							
Maintain Access	✓	✓			✓										✓									
Create Component	✓	✓					✓						✓	✓	✓									
View Budget	✓	✓					✓	✓			✓	✓	✓	✓		✓	✓			✓	✓	✓	✓	
Edit Budget	✓	✓					✓				✓	✓	✓	✓		✓			✓			✓	✓	
View NonBudget	✓	✓					✓	✓	✓	✓			✓	✓		✓	✓	✓	✓			✓	✓	
Edit NonBudget	✓	✓					✓		✓				✓	✓		✓		✓				✓	✓	
Preview	✓	✓					✓	✓					✓	✓		✓	✓					✓	✓	
Validate	✓	✓					✓						✓	✓		✓						✓	✓	
Check Submission Status	✓	✓					✓						✓	✓										
View Submission Details	✓	✓					✓	✓					✓	✓										
View History	✓	✓					✓	✓					✓	✓		✓	✓					✓	✓	
Mark Component Complete	✓	✓			✓		✓						✓	✓		✓						✓	✓	
Mark Component Final from Complete	✓	✓			✓		✓						✓	✓										
Mark Component Final from WIP	✓	✓			✓																			
Mark Component Abandoned	✓	✓			✓		✓						✓	✓		✓						✓	✓	
Mark Component WIP	✓	✓			✓									✓										
Mark Application All Components Final	✓	✓			✓									✓										
Mark Application Abandoned	✓	✓			✓									✓										
Mark Application Ready for Submission	✓	✓			✓		✓						✓	✓										
Mark Application WIP	✓	✓			✓									✓										
Grant/revoke Application Access Maintainer	✓																							
Grant/revoke Component Access Maintainer	✓																							
Grant/revoke Application Status Maintainer	✓	✓																						
Eligible to be PD/PI			✓																					
Access Commons Status Details	✓	✓											✓	✓										

* These Privileges are granted by default but can be removed by the Access Maintainer.

Access Maintainer Requirements

Users with the Entire Application Access Maintainer or Component Access Maintainer access levels can grant access levels to other users, with the following limitations:

1. Only a SO associated with the Application Lead Organization can grant or revoke the Entire Application Access Maintainer access level, and this can only be granted to a PI or ASST associated with the SO's or AO's institution.
2. Any user who has the Entire Application Access Maintainer access level can grant any Entire Application Access levels to any AA, AO, ASST, PI or SO user, with the exception of the Entire Application Access Maintainer access level as noted above.
3. Only a SO associated with the Component Lead Organization can grant or revoke the Component Access Maintainer access level, and this can only be granted to a PI or ASST associated with the SO's or AO's institution.
4. Any user who has the Component Access Maintainer access level can grant any Component Access levels to any AA, AO, ASST, PI or SO user, with the exception of the Component Access Maintainer access level as noted above.