



UNIVERSITY of MARYLAND

# NIH ASSIST Information Session

Sponsored Programs Administration

September 5, 2013




# Today's Agenda

- Brief overview of the ASSIST Program
  - Description and Terminology
  - Roles
  - Accessing the System
- Resources





# What is ASSIST?

- Application Submission System & Interface for Submission Tracking (ASSIST)
  - This system was developed by the NIH (in partnership with Grants.gov) to facilitate the preparation and submission of multi-project proposals
  - ASSIST is a web-based system that works in conjunction with Grants.gov
  - ASSIST becomes the front end interface for entry and submission of multi-project proposals
  - You will create, modify, and submit proposals within this system
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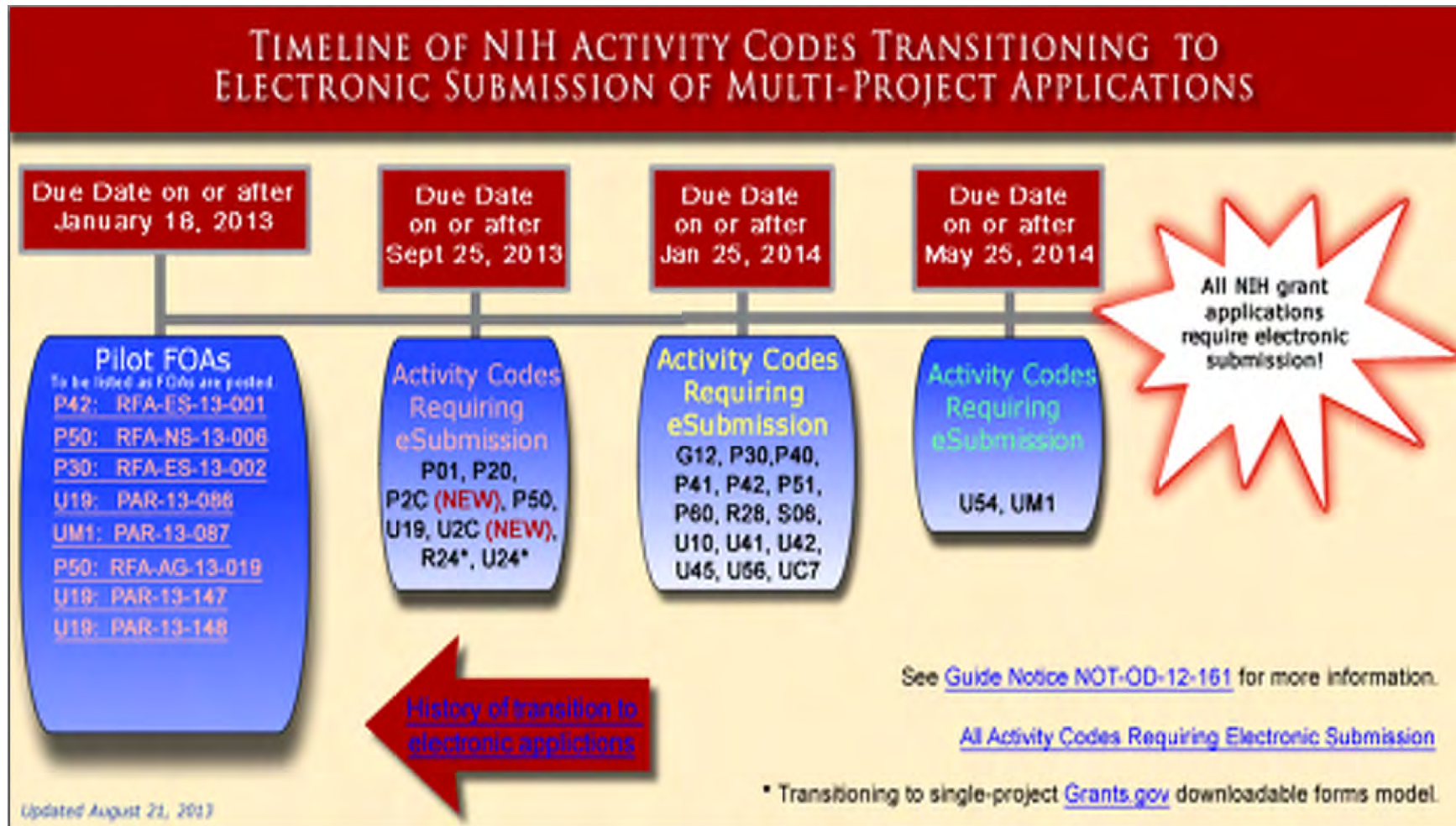


# What are the benefits of ASSIST?

- Pulls info from existing NIH Commons profiles into the applications
- Capability to check the application for errors against both Grants.gov and many agency business rules before submission
- Capability to view the assembled application before submission
- Generates Table of Contents, Headers, Footers
- Tracks submission status from Grants.gov and the NIH Commons



# Timeline of Transition to ASSIST



[http://grants.nih.gov/grants/ElectronicReceipt/files/Timeline\\_NIH\\_Complex\\_Transition.pdf](http://grants.nih.gov/grants/ElectronicReceipt/files/Timeline_NIH_Complex_Transition.pdf)



# Transitions to ASSIST

- Once an activity code transitions, all applications (new, resubmission, renewal, and revision) to an Funding Opportunity Announcement (FOA) for that code **must** be submitted electronically
- After the transition for an activity code occurs, **NIH WILL NO LONGER ACCEPT PAPER APPLICATIONS.**



# What new terms should we get used to hearing?

- Multi-project Application
  - Single submission with multiple, interrelated **components** that share a common focus or objective
- Component
  - A distinct, reviewable part of a multi-project application for which there is a business need to gather detailed information
  - Each component includes the data collection identified for its specific **component type**
  - Typically involves people, sites, work and budget
- Component Type
  - A named, agency-defined collection of **forms** that may be repeated within an application
    - Examples: Project, Admin Core, Core, Training, Career Dev, Construction
  - ‘Overall’ is a special component type with a single occurrence in every complex application
    - Provides overview information for the entire application




# What will a multi-project application contain?

- One “Overall” component
  - Overview of the entire application
- Some number of additional components
  - Component types allowed will vary by funding opportunity
  - Funding Announcements will clearly indicate the types of components expected in a responsive application
- Automatically prepared data summaries
  - Compiled from information included in components
  - Helps reviewers and staff work with the applications








# What are the responsibilities for the PI, Department, and SPA in ASSIST?

- The PI or department administrator
  - Enters the full proposal
  - Runs verifications
  - Reviews the full application image
  - Marks status as “Ready for Submission”
- Your SPA team members
  - Review the proposal in ASSIST and coordinate any necessary changes with the department
  - Submit the final proposal as the Signing Official (SO)





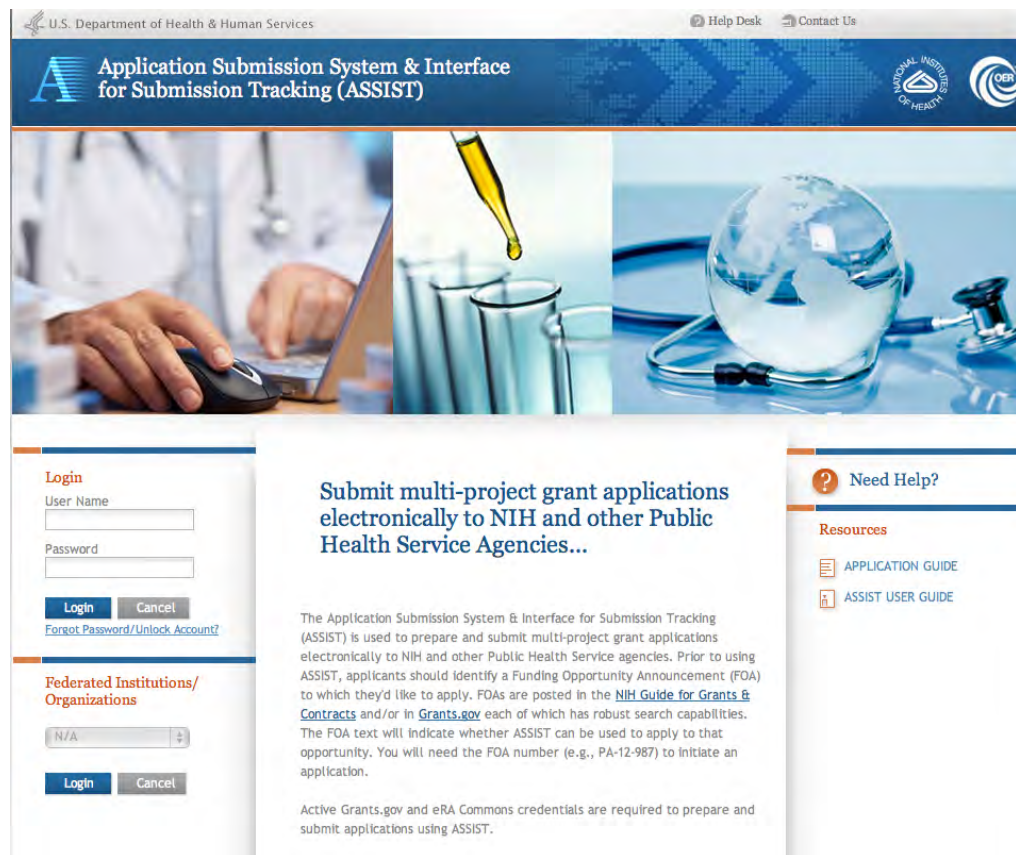
## How will we use Coeus for these proposals?

- Proposals created and submitted via ASSIST are just like other proposals created and submitted via Sponsor Electronic Systems
  - They will not be submitted System-to-System
  - Coeus will function as the UMB routing and recording mechanism
  - Narratives will contain pdf files of the application
  - Budget will be entered at a cumulative level
- 

# Logging Into ASSIST

<https://public.era.nih.gov/assist/public>

Log In using your eRA NIH Commons User ID & Password



The screenshot shows the ASSIST login page. At the top, there is a navigation bar with the U.S. Department of Health & Human Services logo, a Help Desk icon, and a Contact Us icon. The main header features the ASSIST logo and the text "Application Submission System & Interface for Submission Tracking (ASSIST)". Below the header is a banner image showing a doctor's hands on a laptop, laboratory glassware, and a stethoscope. The main content area is divided into three columns. The left column contains a "Login" section with fields for "User Name" and "Password", and buttons for "Login" and "Cancel". Below this is a link for "Forgot Password/Unlock Account?". The middle column features a heading "Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies..." followed by a paragraph explaining the system's purpose and a link to the "NIH Guide for Grants & Contracts". The right column has a "Need Help?" section with a "Resources" list containing "APPLICATION GUIDE" and "ASSIST USER GUIDE". At the bottom of the left column, there is a "Federated Institutions/Organizations" section with a dropdown menu showing "N/A" and "Login" and "Cancel" buttons.

# Resources

- If you are preparing a proposal using ASSIST, **please** take the time to watch the NIH Webinar
- [http://grants.nih.gov/grants/webinar\\_docs/webinar\\_20130813.htm](http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm)

The screenshot displays the NIH Office of Extramural Research website. The top navigation bar includes links for HOME, ABOUT GRANTS, FUNDING, FORMS & DEADLINES, GRANTS POLICY, ELECTRONIC RESEARCH ADMIN, NEWS & EVENTS (highlighted), and ABOUT OER. A search bar is located in the top right corner. Below the navigation bar is a blue banner for "Grants & Funding".

The main content area is titled "Webinars" and features a video player for "Using ASSIST to Prepare and Submit Multi-Project Applications to NIH". The video player shows a screenshot of the ASSIST application interface with callouts for "Update Component Status to Complete", "Check & Complete marked Complete additional data can be added, contact your authority, request the status to Work in Progress", and "Submit status and enter comment for status change". Below the video player is a "Video Chapters\*" list:

- Introduction
- Electronic Submission of Multi-Project Applications Using ASSIST
- Finding an Opportunity
- The New Process
- Create an Application Plan
- Initiate your Application and Create an Application Shell
- Define your Team and Provide Application Access
- Enter Application Data
- Finalize Content & Prepare your Application for Submission
- Submitting your Application
- Track your Application
- ASSISTance
- Questions

A note below the list states: "\*There may be a short delay as the video chapter loads." Below the video player is a "Webinar Resources" section with links for "Transcript (PDF - 174)" and "Slides (Powerpoint - 13 MB)".



# Resources

- You can log into a Demo Site to familiarize yourself with the system before diving into an actual proposal
- Instructions to do so can be found at [http://grants.nih.gov/grants/electronicreceipt/files/playing ASSIST applicants.pdf](http://grants.nih.gov/grants/electronicreceipt/files/playing_ASSIST_applicants.pdf)



# Resources

- The SF424 R&R Application Guide (Version C Forms) has a new section about multi-project proposals
- <http://grants.nih.gov/grants/funding/424/index.htm>

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*SF424(R&R)*

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*PHS SF424 (R&R) Forms Version C Application Guide*

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# Resources

- ASSIST has content sensitive online help that can be accessed from within the application (click on “?”) or via its own website
- <http://era.nih.gov/erahelp/ASSIST/>

The screenshot displays the ASSIST Online Help System interface. The top navigation bar includes the eRA logo, 'Electronic Research Administration A program of the National Institutes of Health', the NIH logo, 'National Institutes of Health Office of Extramural Research', and a search box. The main content area is titled 'About the Help System' and includes a 'Revised 9/5/2013' date stamp. The page features a 'Welcome to the ASSIST Online Help System' section with introductory text and navigation instructions. A 'Contents Tab' section explains how to use the navigation pane. A 'Print Button' section provides instructions on how to print the content. A smaller inset window shows the 'Using ASSIST' page, with a red circle highlighting the 'Using ASSIST' item in the left-hand navigation pane.

**Contents**

You are here: About the Help System

**Revised 9/5/2013**

## Welcome to the ASSIST Online Help System

This help system provides online information about the ASSIST functionality. You can access the online help by selecting the Help icon from any of the screens within ASSIST.

Use the following options to navigate the help system:

### Contents Tab

The **Contents** tab displays books and pages that represent the categories of information in the online help system. Click a closed book to open it and display sub-books and pages. Click an open book to close it. Click on a page to view it in the right pane.

**Print Button**

The **Print** button enables you to print the topic located in the right pane. Any collapsed information within the topic will not be included in the print-out. To include all information, make sure to use the **Expand All** button before printing.

# Key Take-Aways Straight from NIH

## Key Take-Aways:

- **Follow the specific guidelines/requirements found in the [Application Guide](#) and [Funding Opportunity Announcement \(FOA\)](#).** Instructions in the FOA supersede those found in the [application guide](#).
- Submitting an application through [ASSIST](#) requires a user to have Grants.gov Authorized Organizational Representative (AOR) and eRA Signing Official credentials.
- **Submit early.** The best way to reduce stress and ensure a successful submission is to submit well ahead of the due date. We recommend a minimum of 2 days to take advantage of the application viewing window.
- **Correct all errors before submission.** [ASSIST](#) will check the application against Grants.gov and most NIH system enforced business rules before submission.
- **View the assembled application image in [ASSIST](#) before submission.**
- **If a Changed/Corrected application is submitted after the deadline, your application will be late!** See the [NIH late policy](#).

From: [http://grants.nih.gov/grants/ElectronicReceipt/com\\_prepare\\_app.htm](http://grants.nih.gov/grants/ElectronicReceipt/com_prepare_app.htm)





# Final Notes

- Please let your SPA Team know when you plan to submit a proposal with ASSIST
  - Starting Early is absolutely CRITICAL
  - Please take full advantage of the numerous NIH resources to make the process easier for everyone involved
  - Thanks for your time!
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