



# Introduction to ASSIST

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Office of Sponsored Programs  
Administration



## Introduction to ASSIST

### What is ASSIST?

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- Application Submission System & Interface for Submission Tracking (ASSIST) – NIH’s online platform for the preparation and submission of applications.
- Nov 2012 – launched as a submission option for complex, multi-project grant programs.
- Dec 2015 – ASSIST became an option for submitting most competing grant programs through NIH (NOT-OD-16-042).
  - All single & multi-project, competing grant applications
  - Single-project administrative supplements
  - Single-project, post-award successor-in-interest (type 6) requests; and
  - Single-project, post-award change of institution (type 7) requests



## Introduction to ASSIST

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- How to access ASSIST
- How to navigate ASSIST
- How to edit ASSIST
- How to validate and submit



# Introduction to ASSIST

## How to access ASSIST

- Go to the “electronic Research Administration” page at NIH (era.nih.gov/)
- Select “ASSIST Log-In”

The screenshot shows the NIH eRA website interface. At the top, there is a navigation bar with links for Home, Applicants, Grantees, Reviewers, and Invention Reporting. Below this is a large blue banner for "electronic Research Administration (eRA)". The main content area is divided into several sections: "Need Help?" with links to eRA Commons FAQs, Subscribe!, eRA Deployment & Maintenance Calendar, and eRA Video Tutorials; "What's New?" with a list of recent updates; and "New Resources" with links to various guides and reports. A red arrow points to the "ASSIST Log-in" button in the right-hand sidebar, which is positioned between the "COMMONS Log-in" and "INTRANET Federal Staff" buttons.



# Introduction to ASSIST

## How to access ASSIST

U.S. Department of Health & Human Services Help Desk Contact Us

**Application Submission System & Interface for Submission Tracking (ASSIST)**  
Sponsored by the National Institutes of Health

**Login**

User Name

Password

**Login** **Cancel**  
[Forgot Password/Unlock Account?](#)

**Federated Institutions/Organizations**

Select Login Here

**Login** **Cancel**

**Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies...**

The Application Submission System & Interface for Submission Tracking (ASSIST) is used to prepare and submit multi-project grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the [NIH Guide for Grants & Contracts](#) and/or in [Grants.gov](#); each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply to that opportunity. You will need the FOA number (e.g., PA-12-987) to initiate an application.

Active Grants.gov and eRA Commons credentials are required to prepare and submit applications using ASSIST.

**Need Help?**

**Resources**

- APPLICATION GUIDE
- ASSIST USER GUIDE

WARNING NOTICE: This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

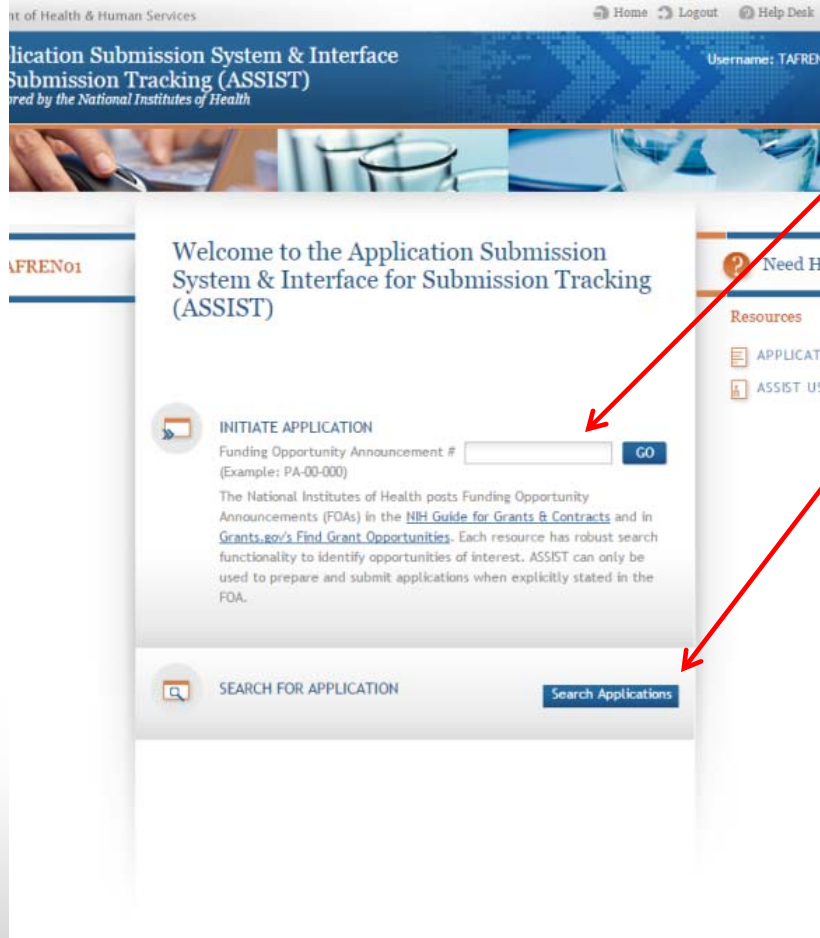
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

- Must have eRA Commons login to access ASSIST
- “Application Guide” and “ASSIST User Guide” available here



# Introduction to ASSIST

## How to access ASSIST



- You can initiate a new application with the Funding Opportunity Announcement number
- You can search existing ASSIST-based applications already prepared at UofL.



# Introduction to ASSIST

## How to access ASSIST

Department of Health & Human Services | Home | Logout | Help Desk

Application Submission System & Interface  
Submission Tracking (ASSIST)  
Sponsored by the National Institutes of Health

Username: TAFREN

Home > Search for Applications

AFREN01

### Search for Applications <sup>7</sup>

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status: (select all that apply)

- Work In Progress
- All Components Final
- All Components Validated
- Ready for Submission
- Submitted
- Submission Errors
- Abandoned

Hide Abandoned Applications?

Submission Date: from  to

Project Start Date:

Project End Date:

- Searches by “Application Identifier” or “PI Name” are the most specific
- Searches by “Submission Status” are the most general



# Introduction to ASSIST

## How to access ASSIST

on Results

Its

1 - 6 of 6 records, Page

PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
BOLANOWSKI, DUANE	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION	Work in Progress		04/01/2014	03/31/2018	Select
RICE, PETER A.	UNIV OF MASSACHUSETTS MED SCHOOL	Work in Progress		07/01/2014	06/30/2019	Select
BOLANOWSKI, DUANE	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION	Work in Progress		06/01/2014	07/01/2019	Select
GOMEZ-GUTIERREZ, JORGE G	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION	Work in Progress		12/01/2015	11/30/2017	Select
RITTENHOUSE, JAMIE GERARD	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION	Work in Progress				Select
FRENCH, ANDREW	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION	Work in Progress				Select

- PD/Pis, Admins can only search records for proposals in which they have access to view or edit.
- AO & SO can search all UofL records.
- Find proposal and click “Select”





# Introduction to ASSIST

## How to navigate ASSIST

- The “Actions” menu (left) control the overall proposal.
- The screen history tree (or ‘breadcrumb’ links) at the top allow you to backtrack to an earlier point in your ASSIST navigation.
- The tabs (middle) select individual form details.

The screenshot displays the ASSIST web application interface. At the top, it shows the U.S. Department of Health & Human Services logo and the title "Application Submission System & Interface for Submission Tracking (ASSIST) Sponsored by the National Institutes of Health". The breadcrumb trail at the top reads: "Home > Search for Applications > Application Search Results > Application Information".

On the left side, there is an "Actions" menu with the following options: MANAGE ACCESS, ADD OPTIONAL FORM, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION.

In the center, there are tabs for "Summary", "RBR Cover", "Cover Page Supplement", "Other Project Information", "Sites", "Sr/Key Person Profile", and "Research Plan".

The main content area shows "Application Information" with the following details:

Application Identifier:	20231
Application Project Title:	Test ASSIST
PD/PI Name:	FRENCH, ANDREW
Organization:	UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATIO
Project Period:	
Status:	Work in Progress <a href="#">Submit Application</a>
Status Date:	2015-03-09 11:10:01.000 AM EDT

Below this, there is "FOA Information" with the following details:

FOA Number:	PA-13-303
Opportunity Title:	NIH Exploratory/Developmental Research Grant Program (Parent R21)
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	FORMS-C
Opportunity Open Date:	08/07/2013
Opportunity Close Date:	09/07/2016
Agency Contact:	eRA Commons Help Desk Monday to Friday 7 am to 8 pm ET <a href="http://grants.nih.gov/support/">http://grants.nih.gov/support/</a>



# Introduction to ASSIST

## How to navigate ASSIST

### Actions – ‘Manage Access’

- Allows the Signing Official (SO) to set access privileges for others.
- Levels of access that can be requested.
  - Edit vs. View Only
  - Entire application vs. specific component
  - Budget data vs. Non-Budget data
- Anyone with a eRA Commons login can be set up with access in ASSIST, even those outside UofL

The screenshot displays the ASSIST web application interface. At the top, it shows the U.S. Department of Health & Human Services logo and the title 'Application Submission System & Interface for Submission Tracking (ASSIST) Sponsored by the National Institutes of Health'. The breadcrumb trail indicates the user is viewing 'Application Information'. On the left, the 'Actions' menu is visible, with a red arrow pointing to the 'MANAGE ACCESS' button. The main content area shows 'Application Information' with a 'Tip' and a 'Summary' tab. The 'Application Information' section includes fields for Application Identifier (20231), Application Project Title (Test ASSIST), PD/PI Name (FRENCH, ANDREW), Organization (UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATIO), Project Period, Status (Work in Progress), and Status Date (2015-03-09 11:10:01.000 AM EDT). The 'FOA Information' section includes fields for FOA Number (PA-13-303), Opportunity Title (NIH Exploratory/Developmental Research Grant Program (Parent R21)), Agency (National Institutes of Health), CFDA Number, Competition ID (FORMS-C), Opportunity Open Date (08/07/2013), Opportunity Close Date (09/07/2016), and Agency Contact (eRA Commons Help Desk).



# Introduction to ASSIST

## How to navigate ASSIST

### Actions – ‘Add Optional Form’

- As with SF424, certain forms are optional and must be manually selected for use. Use “Add Optional Form”
- Select form from drop-down and the form’s tab will be added to the proposal.

The screenshot displays the ASSIST application interface. On the left, an 'Actions' sidebar contains several buttons: 'RETURN TO APPLICATION', 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT FORM', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. A red arrow points from the 'ADD OPTIONAL FORM' button in the sidebar to the 'Add Optional Form' dialog box on the right. The dialog box has a title bar with tabs for 'Summary', 'RBR Cover', 'Cover Page', 'Other', 'Sites', and 'Sr/Key'. The main content of the dialog is titled 'Add Optional Form' and contains the text 'Select the form you wish to add' followed by a dropdown menu showing 'Modular Budget'. Below the dropdown are 'Submit' and 'Cancel' buttons. At the bottom of the dialog, there is a copyright notice: '© 2015 NIH. All Rights Reserved. Screen Rendered: 03/09/2015 12:44:13 EDT | Screen Id: ASSIST003 Version: 2.12.02'. Below the dialog, the main application content shows a section titled '1. \* TYPE OF SUBMISSION' with radio buttons for 'Pre-Application' and 'Applica'. Below that is a section titled '2. DATE SUBMITTED' with input fields for 'Date Submitted' and 'Applicant Identifier'. At the bottom is a section titled '3. DATE RECEIVED BY STATE' with input fields for 'Date Received by State' and 'State Application Identifier'.



# Introduction to ASSIST

## How to navigate ASSIST

### Other Actions

- 'Preview Application' allows you to generate a full PDF version of the application
- 'Validate Application' allows you to check the entire application for errors or warnings.
- 'Copy Application' allows you to replicate a completed submission into an fresh application template.

U.S. Department of Health & Human Services

Application Submission System & Interface  
for Submission Tracking (ASSIST)  
Sponsored by the National Institutes of Health

Home Logout Hel

Username:

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

Application Information

Tip:  
• Some actions (e.g., Preview Application) are only available from this screen. The Return to Application return to this screen.

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

Application Information

Application Identifier: 20231  
Application Project Title: Test ASSIST  
PD/PI Name: FRENCH, ANDREW  
Organization: UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATIO  
Project Period:  
Status: Work in Progress Submit Application  
Status Date: 2015-03-09 11:10:01.000 AM EDT

FOA Information

FOA Number: PA-13-303  
Opportunity Title: NIH Exploratory/Developmental Research Grant Program (Parent R21)  
Agency: National Institutes of Health  
CFDA Number:  
Competition ID: FORMS-C  
Opportunity Open Date: 08/07/2013  
Opportunity Close Date: 09/07/2016  
Agency Contact: eRA Commons Help Desk  
Monday to Friday 7 am to 8 pm ET  
http://grants.nih.gov/support/



# Introduction to ASSIST

## How to navigate ASSIST

- For multi-project applications, the “Component Type” will allow you to select an individual project or core component within the proposal.
- Each component will have its own subset of forms.

The screenshot displays the ASSIST application interface. On the left, there is a sidebar with an 'Actions' section containing buttons for 'MANAGE ACCESS', 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', and 'UPDATE SUBMISSION STATUS'. Below this is a 'Component Type' section with a list of components: 'Overall', '856-Core (Admin Core)', '981-Core (Prof.Develop.Core)', '192-Core (Design Core)', '871-Core (Tracking)', and '879-Core (Community)'. A red arrow points from the 'Component Type' section to the 'Overall' component. On the right, the main content area shows 'Application Information' with a table of details: Application Identifier: 12971, Application Project Title: University of Louisville's C Sciences Institute, PD/PI Name: MCCLAIN, CRAIG J., Organization: UNIVERSITY OF LOUISVILLE, Project Period: 07/01/2015 - 06/30/2020, Status: Submitted (with a 'View Submiss' link), and Status Date: 2014-10-08 04:37:34.000 PA. Below this is 'FOA Information' with details: FOA Number: PAR-14-303, Opportunity Title: Institutional Development Infrastructure for Clinical Research (IDeA-CTR)(U54), Agency: National Institutes of Heal, CFDA Number, Competition ID: FORMS-C, Opportunity Open Date: 09/08/2014, Opportunity Close Date: 09/30/2016, and Agency Contact: eRA Commons Help Desk Monday to Friday 7 am to 5 pm, E-mail: helpdesk@od.nih.gov, Phone: 1-866-504-9552.



# Introduction to ASSIST

## How to edit ASSIST

Application Information

**Tips:**

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For the Overall component, complete the entire form. For other components, you will only be complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Applicant's Project a Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

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

Application for Federal Assistance  
SF 424 (R&R) v2.0

OMB Number: 4040  
Expiration Date: 06/30/

Edit

Expand All \* Required fi

1. \* TYPE OF SUBMISSION

\* Type of Submission  Pre-Application  Application  Changed/Corrected Application

2. DATE SUBMITTED

Date Submitted  
Applicant Identifier

3. DATE RECEIVED BY STATE

Date Received by State  
State Application Identifier

4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER

Federal Identifier  
Agency Routing Identifier  
Previous Grants.gov Tracking ID

5. \* APPLICANT INFORMATION

\* Organizational DUNS 0575888570000  
\* Legal Name UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION  
Department  
Division  
\* Street 1 UNIVERSITY OF LOUISVILLE

- Each form has an “edit” button, which will unlock the screen and allow for the completion of form fields.
- User must have been granted Edit access by Signing Official.
- Only one person can Edit a form at a time.





# Introduction to ASSIST

## How to edit ASSIST

Explanatory Documentation

19. \* AUTHORIZED REPRESENTATIVE

Prefix	Ms.
* First Name	Barbara
Middle Name	
* Last Name	Sells
Suffix	--- Select Suffix ---
* Position/Title	Associate Director
* Organization	University of Louisville Research Foundation Inc.
Department	Sponsored Programs
Division	Grants Administration
* Street 1	300 East Market Street, Suite 300
Street 2	
* City	Louisville
County/Parish	Jefferson
* State	Kentucky
Province	
* Country	UNITED STATES
* Zip/Postal Code (e.g. 123451234)	402021959
* Phone Number	502-852-
Fax Number	
* Email	
* Signature of Authorized Representative	Completed on submission to Grants.gov
* Date Signed	03/09/2015

20. PRE-APPLICATION

Pre-application		<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
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21. COVER LETTER ATTACHMENT

Cover Letter Attachment		<a href="#">Add Attachment</a>	<a href="#">Delete Attachment</a>	<a href="#">View Attachment</a>
-------------------------	--	--------------------------------	-----------------------------------	---------------------------------

[Save and Keep Lock](#) [Save and Release Lock](#) [Cancel and Release Lock](#)

- In “edit” mode, fields can be modified. Very strict formatting rules. (i.e. Zip + 4).
- White fields are write-in, blue fields are autocomplete.
- Attachments may be added or deleted. Must be in PDF.



# Introduction to ASSIST

## How to edit ASSIST

Explanatory Documentation

19. \* AUTHORIZED REPRESENTATIVE

Prefix	Ms.
* First Name	Barbara
Middle Name	
* Last Name	Sells
Suffix	--- Select Suffix ---
* Position/Title	Associate Director
* Organization	University of Louisville Research Foundation Inc.
Department	Sponsored Programs
Division	Grants Administration
* Street 1	300 East Market Street, Suite 300
Street 2	
* City	Louisville
County/Parish	Jefferson
* State	Kentucky
Province	
* Country	UNITED STATES
* Zip/Postal Code (e.g. 123451234)	402021959
* Phone Number	502-852-
Fax Number	
* Email	
* Signature of Authorized Representative	Completed on submission to Grants.gov
* Date Signed	03/09/2015

20. PRE-APPLICATION

Pre-application  [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

21. COVER LETTER ATTACHMENT

Cover Letter Attachment  [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

[Save and Keep Lock](#) [Save and Release Lock](#) [Cancel and Release Lock](#)

- When all edits are complete, user may...
  - “Save and Keep Lock” – saves updates but keeps the edit function locked to you.
  - “Save and Release Lock” – saves changes and leaves Edit mode.
  - “Cancel and Release Lock” – disregards all changes, leaves Edit mode.





# Introduction to ASSIST

## How to edit ASSIST

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

### Application Information <sup>?</sup>

**Tips:**

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For the Overall component, complete the entire form. For other components, you complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Application, Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

- ❗ R&R SF424 saved but errors exist...
- ❗ Proposed Project - Start Date is required
- ❗ Proposed Project - End Date is required
- ❗ Congressional District of Applicant is required
- ❗ Is this application being submitted to other agencies is required
- ❗ ESTIMATED PROJECT FUNDING -> a. Total Federal Funds Requested is required
- ❗ ESTIMATED PROJECT FUNDING -> b. Total Non-Federal Funds is required
- ❗ ESTIMATED PROJECT FUNDING -> c. Total Federal & Non-Federal Funds is required
- ❗ ESTIMATED PROJECT FUNDING -> d. Estimated Program Income is required
- ❗ Is Application Subject to Review By State is required
- ❗ The Agreement and Certification Statement 'I agree' checkbox must be checked.

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

### Application for Federal Assistance OMB 1 Expiration

SF 424 (R&R) v2.0 <sup>?</sup>

[Edit](#)

Expand All \*

1. \* TYPE OF SUBMISSION

\* Type of Submission  Pre-Application  Application  Changed/Corrected Application

2. DATE SUBMITTED

Date Submitted

- When the form is saved, warnings and errors will be itemized.
- May continue working on forms, but cannot proceed to submission until all errors are resolved.



# Introduction to ASSIST

## How to validate and submit

- Once all forms are complete, the application must be validated. Click the “Validate Application” button.

The screenshot shows the ASSIST web application interface. The top navigation bar includes the U.S. Department of Health & Human Services logo, Home, Logout, and Help links. The main header displays the ASSIST logo and title: "Application Submission System & Interface for Submission Tracking (ASSIST) Sponsored by the National Institutes of Health". The breadcrumb trail indicates the user is in the "Application Information" section. On the left, an "Actions" menu lists several options: MANAGE ACCESS, ADD OPTIONAL FORM, PREVIEW APPLICATION, VALIDATE APPLICATION (highlighted with a red arrow), VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. The main content area shows "Application Information" with a "Tip" and a "Summary" tab. The "Application Information" section includes fields for Application Identifier (20231), Application Project Title (Test ASSIST), PD/PI Name (FRENCH, ANDREW), Organization (UNIVERSITY OF LOUISVILLE RESEARCH FOUNDATION), Project Period, Status (Work in Progress), and Status Date (2015-03-09 11:10:01.000 AM EDT). The "FOA Information" section includes fields for FOA Number (PA-13-303), Opportunity Title (NIH Exploratory/Developmental Research Grant Program (Parent R21)), Agency (National Institutes of Health), Competition ID (FORMS-C), Opportunity Open Date (08/07/2013), Opportunity Close Date (09/07/2016), and Agency Contact (eRA Commons Help Desk, Monday to Friday 7 am to 8 pm ET, http://grants.nih.gov/support/).



# Introduction to ASSIST

## How to validate and submit

- Validation will outline all technical errors in the proposal.
- Validation may not reflect special instructions or variations as dictated by the FOA.

### Application Errors and Warnings Results ?

#### Application Information

Application Identifier:	20231
FOA Number:	PA-13-303
Application Project Title:	Test ASSIST
PD/PI Name:	FRENCH, ANDREW
Organization:	UNIVERSITY OF LOUISVILLE RESEARCH FO

#### ✖ Errors

Total Errors to be corrected before the application can be submitted: 7

Form Name	Error Message
R&R Cover	Required form is incomplete. Please complete the required form : performed.
Cover Page Supplement	Required form is missing. Please complete the required form so th performed.
Other Project Information	Required form is missing. Please complete the required form so th performed.
Sites	Required form is missing. Please complete the required form so th performed.
Sr/Key Person Profile	Required form is incomplete. Please complete the required form : performed.
Modular Budget	Optional form is incomplete. Please complete or remove the optio can be performed.
Research Plan	Required form is missing. Please complete the required form so th performed.



# Introduction to ASSIST

## How to validate and submit

- Once all errors are corrected and warnings reviewed, update the submission status.
- Change from “Work in Progress” to “Ready for Submission”; contact your OSPA Grants Management Specialist and submit signed Proposal Clearance Form to service account.
- No edits can be made! Must change back to “Work in Progress” to edit.

The screenshot displays the ASSIST application management interface. On the left, an 'Actions' menu contains buttons for 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. A red arrow points from the 'UPDATE SUBMISSION STATUS' button to the main form area. The main form is titled 'Application Information' and features a 'Tip' section. Below the tip is the 'Update Submission Status' section, which includes a dropdown menu for 'Select the new status' (currently set to 'Ready for Submission') and a text area for 'Enter a comment on the status of this submission or continue without adding a comment.' Below the text area are 'Add comment' and 'Cancel' buttons. At the bottom of the form, there is a table with application details:

Opportunity Title:	NIH Exploratory/Development Program (Parent R21)
Agency:	National Institutes of Health
CFDA Number:	
Competition ID:	FORMS-C
Opportunity Open Date:	08/07/2013
Opportunity Close Date:	09/07/2016
Agency Contact:	eRA Commons Help Desk Monday to Friday 7 am to 8 pm <a href="http://grants.nih.gov/supp">http://grants.nih.gov/supp</a>

© 2015 NIH. All Rights Reserved.  
Screen Rendered: 03/09/2015 01:07:14 EDT | Screen Id: ASSIST0034@3863  
Version: 2.12.02



## Introduction to ASSIST

### How to validate and submit

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*For multi-project proposals...*

- Each component must be validated individually...
  - Change component to “Complete” after finishing.
  - “Validate the component” and address issues.
  - Once validation clears, update component to “Final”.
- When all components are marked “Final”...
  - Change status of entire application to “All Components Final”.
  - Perform “Validate Application” and address issues.
  - Once validated, update application to “All Components Validated”.
  - When ready, contact your OSPA Grants Management Specialist and file your signed Proposal Clearance Form
- No edits can be made on any component or form unless application and component are both in “Work in Progress” status.



# Introduction to ASSIST

## How to validate and submit

- “Preview Application” will generate a full hard-copy version of the proposal in PDF format.
- Click “Generate Preview” to view most recent version. Does not auto-update; click to regenerate after any changes.

The screenshot shows the ASSIST application interface. On the left, there is an 'Actions' menu with the following options: RETURN TO APPLICATION, MANAGE ACCESS, ADD OPTIONAL FORM, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. A red arrow points from the 'PREVIEW APPLICATION' button in the menu to the 'Generate Preview' button on the right. The right side of the interface shows the 'Preview Application' page with a breadcrumb trail: Home > Search for Applications > Application Search Results > App. Below the breadcrumb is the title 'Preview Application' with a help icon. There are 'Tips' listed: ASSIST allows one application preview request to be active at a time, the status shown does not automatically update (use Refresh), and previewing a large application image can take several minutes. Below the tips is a table with two columns: 'User' and 'Status Date'. The table contains one row: 'French, Andrew' and 'Mon Mar 09 13:29:06 EDT 201'. At the bottom right of the table is a 'Generate Preview' button.

User	Status Date
French, Andrew	Mon Mar 09 13:29:06 EDT 201



## Introduction to ASSIST

### Using ASSIST in the Future

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- Check the Funding Opportunity Announcement and the NIH Application Guide for specific instructions on how to complete the application forms. Request assistance from assigned OSPA Grants Management Specialist as needed.
- Check the **ASSIST User Guide** for updates and changes which may have been implemented for accessing, managing, and submitting the forms.
- Technical issues should be submitted to the **eRA Service Desk** via phone or web ticket (preferred). Check ASSIST User Guide first.
- Future NIH submissions will be submitted through **UofL's iRIS** online platform; ASSIST will only be allowed for multi-project submission.