

Adding Optional Forms in ASSIST Transcript

Disclaimer: This transcript is NOT a certified transcript and thus is not a legal document and is not for use in a court of law. The information contained within this document is for general information purposes only.

Welcome to this video tutorial on adding additional forms to an NIH Grant Application using eRA's ASSIST system. This video demonstrates the process to add an optional form to an application.

Once you initiate your application all the forms required for every submission to an opportunity are shown as tabs across the top of the screen. However, you may need to add additional forms in order to submit a complete application.

While the term "optional" is used, it refers to different forms that may be required based on the criteria of the opportunity, and some that may actually be optional such as the Assignment Request Form. The specific information is spelled out in the Notice of Funding Opportunity, in Section IV: Application and Submission Information.

For example, with this R01 application that was just initiated, the Principal Investigator wants to include an Assignment Request Form to provide a preference for an institute or study section.

Whatever form you need, consult the application guide to determine the appropriate form. To add the form, click the Add Optional Form button.

This opens a window with a drop-down menu customized to the particular opportunity, so this lists only the forms available for this particular opportunity.

Select the form you want. In this case, the Assignment Request Form, then Hit submit. It'll be added to the tabbed navigation on the Application Information screen.

Repeat this process for all the additional forms needed to complete your application.

There are several resources available to you should you need them to help you with the ASSIST submission process.

- ASSIST Online Help
<https://www.era.nih.gov/erahelp/ASSIST/default.htm>
- Overview of ASSIST
<https://www.era.nih.gov/help-tutorials/assist/overview.htm>
- ASSIST Training Materials
<https://www.era.nih.gov/help-tutorials/assist/era-training-assist.htm>

If you need additional help, please contact the eRA Service Desk

<https://www.era.nih.gov/need-help>

This concludes this video tutorial on adding additional forms to your application using eRA's ASSIST system. Thank You for watching.