

ASSIST - Initiate Application Transcript

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Welcome to this video tutorial on initiating an NIH Grant Application using eRA's ASSIST system. This video demonstrates the steps to find and initiate an application for an NIH notice of funding opportunity, often referred to as a NOFO.

First, find a funding opportunity announcement of interest. All NIH notices of funding opportunity announcements are posted on Grants.gov. Grants.gov is the single official source for NIH grant opportunities.

Once you've found an interesting opportunity, read the entire text to understand all requirements and to determine if it is a good fit for your proposed project. For NIH opportunities, at the bottom of the page in the Documents section you find a link that takes you to the full notice.

Within the opportunity text you'll find the funding opportunity announcement number which is PAS-81-003. Take note of the opportunity number, as it is needed to initiate an application.

In your NOFO, right above the Table of Contents, you'll find an Apply Online Using ASSIST button. Clicking this button takes you to ASSIST. Log in using the appropriate credentials. In this case, a signing official (SO) account is used to log in.

The ASSIST welcome screen has two sections: Grants, Cooperative Agreements, and Other Transactions. There is also the Loan Repayment Programs section.

In the first section, you can Search for in-progress applications, or you can initiate an application. To initiate an application, enter the NOFO number noted earlier, in the Opportunity Number field and click Go.

At the top of the Initiate Application screen, you'll find some information that is not editable. It talks about the announcement and information that NIH supplied to Grants.gov when posting it.

Read that information and make sure that you are applying to the opportunity that you had intended to. The first piece of information you provide is an application title.

You have up to 200 characters for the title. What you enter here does not need to be the exact title you're going to use for your submission. If you want to change that, you can do so when you edit the SF424 R&R form later.

Since ASSIST leverages eRA Commons credentials, we already know what organizations are affiliated with this account. Since an administrative account was used, you see one organization listed here. If a Principal Investigator initiated the application, you might have multiple affiliations, and the user chooses the organization that is the applicant organization for this application.

Making a selection populates some information on this screen but also populates information elsewhere in the forms that you see later during data entry.

The next piece of information on the screen is the SAM or System for Award Management registration expiration date. This is an organizational registration managed by your authorized organizational representative. Check that date and make sure that date is beyond the due date for your application. It must be active to successfully submit the application.

The next piece of information to provide is the Project Director/Principal Investigator. Because an administrative account was used to log in, it's not filled in. Had a Principal Investigator logged in to initiate the application, this information would be prefilled.

You type the information here or you can use this Prefill Application from Username option. It is recommended that you use this feature. It pre-populates information into the application forms.

Clicking the Prefill Application from Username button opens the Pre-fill username window. Add the PD/PI's username in the field and click Submit.

The system prefills the form with the username, First, Middle and Last name of the PD/PI.

With the information requested completed, click the Initiate Application button. The screen refreshes and a message at the top of the screen in a blue box reads Application Saved. You have successfully initiated an application. You do want to make note about the application identifier shown in the Application Information section. Having this number is the easiest way to access the application later after it has been initiated.

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 initiating an NIH Grant Application using eRA's ASSIST system. Thank You for watching.