

Preview an Application Using 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 previewing your NIH application using ASSIST. This video demonstrates how you can use the Preview Application action to give the application a thorough look at the formatting that is used for review and funding consideration.

The Preview Application action is available in the left column when the Summary tab is selected.

The first time you preview the application it shows a message that there is nothing found to display. Click the Generate Preview button to initiate the preview.

The Preview Application screen updates to show who generated the preview, when it was generated and the status. In this case, the status is Waiting to process. Give the system a few seconds to create the preview, and then click the Refresh Status button.

The Preview Application screen updates again, and now shows the status of Preview Available, and it includes an action button, View, which downloads the PDF version of the application.

After the initial preview, to see the application again, you have two options. You can view the last generated preview by clicking View. That PDF may have been generated by yourself or colleague working on the application. Or, you can generate a new preview.

Since the table shows the date and time stamp of when the most recent PDF was generated, you can decide if it is recent enough for you to review. If it's not, you can generate a new PDF using the Generate Preview button.

To review the application, open the PDF that was downloaded by clicking the View button. The preview is exactly how your application is assembled upon submission, except for a few items in the footer like the Grants.gov tracking number and submission timestamp.

Aside from that it is exactly the same application image that would be generated had you submitted the application. If your application includes a cover letter, a PHS Assignment Request form, or appendix information, those documents do not show in your assembled application. Those documents are managed separately from the application image provided to reviewers.

Look through the entire application including all of your attachments and make sure that all the information included is just the way you would want a reviewer to see it.

Even if you have not completed your data entry and even if you still have errors in your application, you can generate a PDF at any time during the process.

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