

Submit Application 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 how to submit an application using eRA's ASSIST system. To submit an application, you need to be logged in to ASSIST with an eRA Commons username with the signing official (SO) role. In addition, your application needs to be in a "ready for submission" status in order to enable the Submit Application button.

Once you click Submit Application, you need to confirm that you want to submit the application to Grants.gov so you have to click Submit again on the popup window. However, depending on the scenario, you may be prompted with a Notice window, in this case, confirming the correct forms were used for the application. The forms package are the specific forms used to prepare an NIH application. These forms are updated on a regular basis in response to policy updates. Thus, you may see a more recent form set listed on a NOFO. If you need to, you can stop the submission action by clicking the Cancel button. To continue with the submission, click the Submit button. You're then prompted for Grants.gov Authorized Organization Representative, or AOR credentials.

This is a Grants.gov account, not an eRA Commons account. AOR's have signature authority in Grants.gov, like Signing Officials do in eRA Commons. Just two systems with different names for that authority.

Enter your username and password and hit Enter. For the purposes of this video, a bad password has been entered to show you what it would look like if you have a credential issue.

The Application Information screen refreshes. The note in the red box states that the credentials entered do not match those in Grants.gov. If you see this message on multiple submission attempts, go directly to the Grants.gov site and access their online help to reset your password or get additional help. Then return to ASSIST to do your submission.

With the correct credentials entered, they are passed on to Grants.gov and, if everything checks out, your application is sent. A message to that effect appears at the top of the Application Information screen and the application status changes to Submitted.

You still have another step. Next to the status you see a View Submission Status Details link where the submit application button used to be. This link allows you to track your application directly from ASSIST, which is demonstrated in an additional tutorial.

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 how to submit an application using eRA's ASSIST system. Thank You for watching.