

Track Application in Grants.gov 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 tracking an application using eRA's ASSIST system. Once you've submitted your application, you'll find a link to View Submission Status Details. This link brings you to a screen which allows you to track your application status from ASSIST to Grants.gov, and finally on to eRA Commons.

Who has access to the status screen? Anyone logged into ASSIST using an eRA Commons account with a signing official (SO) or administrative official (AO) role, the PD/PIs designated for the application, the initiator of the application, and anyone granted edit All Access via the Manage Access action can see the status screen.

At the top of the screen, you'll find details about the application. Below that, are sections that describe the current status of the application as it successfully makes its way through each system.

You want an ASSIST status of Submitted, a Grants.gov status of Agency Tracking Number Assigned. You also see the Grants.gov tracking number which includes the word GRANT followed by eight numbers. And lastly, you want to see an agency status of Processed.

You want to make note of the Grants.gov tracking number. You use this number when seeking support from the eRA commons service desk or from Grants.gov.

When you first enter the screen, only the ASSIST status is visible. Initially you see the ASSIST status as submitted. You must click the Check for Status Updates button to check on your application progress through the various systems. It takes anywhere from a few minutes to a few hours to process a submitted application all the way to eRA Commons.

Depending on how long you wait to check the status, you may have to check the status multiple times before all information is available.

Directly beneath the Check for Status Updates button an ASSIST message is displayed to indicate whether there was a change to the displayed status. You now see the Grants.gov status as Agency Tracking Number Assigned and the agency status as Processed.

And you see a seven-digit agency tracking number which is linked directly to your application's detailed Status Information screen in eRA Commons. Access to the Commons Status Information screen is limited to signing officials, administrative officials, and the application PD/PIs.

In the other relevant documents section of the screen, you'll find your e-application which is the assembled application image used by agency staff and reviewers for funding consideration.

You need to thoroughly check that document to ensure it correctly reflects your submission. If your application included any appendix information, a cover letter, or a PHS assignment request form, you'll find those documents in this section.

Viewing your e-application in eRA Commons is the only way to confirm your application has been appropriately received. If you can't view it, we can't review it!

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 tracking an application using eRA's ASSIST system. Thank You for watching.