

Update Application Status in ASSIST Transcript

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Welcome to this video tutorial on updating the status of your NIH application using ASSIST. This video demonstrates how you view the status of your application and how it can be changed from Work in Progress, to Ready for Submission, to Submitted.

First, you can view the current status of your application at any time by going to the summary tab in the application information section.

ASSIST applications are automatically placed in a Work in Progress status upon initiation. Your application must be in a Work in Progress status in order to edit any of the forms in the application package.

It is recommended that you take advantage of the Validate Application action to ensure your application is free of any system identified errors as well as the Preview Application action to ensure you are satisfied with the assembled application before you update your status.

When you are ready, use the Update Submission Status action to finalize your application for submission.

In the Update Submission Status popup, you need to select the new status from the available options in the drop-down list. In this case, the application is moving from Work in Progress to Ready for Submission. If this were a multi-project application and you were updating the status of an individual component, or the entire application, you would see additional status options listed.

At this point you can either click on the "continue without adding a comment" link or you can add the comment and hit the Add comment button to update the status.

ASSIST does a final validation check on your application before changing the status to Ready for Submission and if any errors are identified you'll need to clear them before the status can be changed. Once all the errors are cleared, repeat the process of updating the status and the status changes to Ready for Submission.

It is important to understand who can update the submission status.

The following people can update the submission status: anyone logged into ASSIST using an eRA Commons account with the Signing Official, SO or Administrative Official, AO role; the application initiator; and anyone granted status maintainer privilege, via the Manage Access action. These people can update the status from Work in Progress to Ready for Submission, or if needed from Ready for Submission to Work in Progress.

Note that application Project Director/Principal Investigators and users granted Edit All access via the Manage Access action can update the status to Ready for Submission but not go back to Work in Progress.

Limiting the number of users who can set an application back to Work in Progress status helps application administrators control last minute edits to the application.

Once the application is in a Ready for Submission status and you've completed your internal reviews, you're ready to Submit.

You can now submit from ASSIST to Grants.gov. When the Submit button is clicked, you are prompted for Grants.gov Authorized Organization Representative or AOR credentials. AOR's have signature authority in Grants.gov, like Signing Officials do in eRA Commons. Just two systems with different names for that authority.

The AOR credentials 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 screen and the application status changes to Submitted.

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 updating the status of your NIH Grant Application using eRA's ASSIST system. Thank You for watching.