

Validating an Application in ASSIST Script

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Welcome to this video tutorial on validating an application using ASSIST. Once data entry has been completed you can check your application against NIH business rules using the ASSIST Validate Application action.

Click the Validate Application button on the left side navigation pane. If you have not yet provided enough data for ASSIST to run a meaningful application check, you may see a “Required form is incomplete” message, as you see here. In this case, there are issues with three forms, the R & R Cover form, the Cover Page Supplement form, and the Other Project Information form.

Errors such as these may occur if you previously skipped the form-level validations done during data entry. Form-level validations are run each time a form is saved. But don’t worry, these errors are easy to fix.

Let’s look at the Cover Page Supplement form. Go back to the Cover Page Supplement form and put it in edit mode. Save the form by using the Save and Keep Lock option. This option saves any changes but prevents anyone else with access to the application from making changes in this form. And it does a form-level validation that alerts you to any errors.

In the red box at the top of the screen you see exactly what you need to correct. You can either click on the link to go directly to the field, or you can scroll down to the field.

The field that you need to correct is clearly marked. In this case, you are missing the justification for not using AVMA guidelines during euthanasia. You need to provide that justification and re-save the form.

Since you are done with editing, you can use the Save and Release Lock option. You see the form as been saved and the error message is gone. Now you can use the Validate Application action again. And here you will see the error for the Cover Page Supplement form is gone.

You need to correct all the errors before you can successfully submit the application.

When you change the status from Work in Progress to Ready to Submit, the system runs additional validation checks. Here, you may see additional errors along with warnings.

Errors prevent the submission of the application, but warnings do not. However, warnings should be fixed at your discretion. Read through the warnings and determine if they need to be addressed and that you can address them before the submission deadline.

Once all the errors have been cleared and made the corrections that are needed, then you are ready to submit the application.

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