Substance Abuse and Mental Health Services Administration (SAMHSA)

Funding Opportunity Announcement (FOA) Applicant Webinar
Contents:

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- Creating a PD account – slide 28
- Applying to FOAs – slide 48
- Accessing in-progress applications in ASSIST – slide 56
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  - Managing access to applications in ASSIST – slide 95
  - Adding and removing forms in ASSIST – slide 104
Four (4) Required Registrations
Applicants MUST Complete Four Registrations

There are four (4) separate registrations that MUST be completed for all applicants to apply to a SAMHSA grant.

1) Dun and Bradstreet Number (DUNS)
2) System for Award Management (SAM)
3) Grants.gov
4) eRA Commons
1. Dun and Bradstreet Universal Numbering System (DUNS)
   - http://www.dnb.com or call 1-866-705-5711

2. System for Award Management (SAM)
   - https://www.sam.gov
   - New registration procedures explained on website
   - Must be updated every 12 months and remain active during project period if awarded a grant
3. Grants.gov

- Must complete DUNS and SAM registrations prior to starting process of registering in grants.gov
- The person submitting your application must be properly registered with grants.gov as the Authorized Organization Representative (AOR) for the specific DUNS number cited on the SF-424 (first page).
4. eRA Commons

- The organization MUST register in eRA Commons to submit a grant application.
  - https://era.nih.gov/reg_accounts/register_commons.cfm
- It is strongly recommended that you start the eRA Commons registration process at least six (6) weeks prior to the application due date.
Two (2) eRA Commons Roles Required to Submit Applications

**SO**

SAMHSA Business Official (BO)

One account with the SO role is created as part of your organization registration. The person with this role may create other accounts for the organization. There can be more than one SO account for your organization.

The SAMHSA Business Official listed on the HHS checklist must have this role.

If you are submitting your application through eRA ASSIST, your Grants.gov AOR must have this role.

**PI**

SAMHSA Project Director (PD)

There must be at least one PD account for the application, although the organization may have more than one PD account. Creating PD accounts is covered in more detail after the registration process.

The SAMHSA Project Director listed on the HHS checklist must have this role.

The SF424 #4 is the Applicant Identifier. The eRA Commons Username of your SAMHSA Project Director will be noted here.
Once your accounts are created they will receive an eRA Commons ID and can access eRA Commons. Accounts with the SO role can access the electronic application once submitted, receive notifications on application status, and other relevant application/grant information in eRA.

- SO accounts will be able to access information about ALL applications from their organization.

- PD accounts with the PI role will be able to access the electronic application submission, receive notifications on application status, and other relevant information **ONLY FOR APPLICATIONS IN WHICH THEY ARE LISTED AS THE PROJECT DIRECTOR.**
Registering an Organization in eRA Commons
The SO registering the organization MUST regularly check their email during this process and take action as noted in the emails.

- Check your SPAM folder if you do not receive the emails.

SO completes Registration Form.

*SO will receive an email confirming the registration. **SO must click on the confirmation link in the email within 48 hours.**

NIH verifies the registration request and sends an email with the result either approved or rejected.

If rejected, **SO will be required to restart the process.** Be sure to correct the issues noted in the rejected email.

If approved, **SO clicks the link provided in the email within 48 hours to confirm the information.**

Once confirmed, SO is sent 2 separate emails. One email will have their account information and the other email will have their temporary password. Password expires after 48 hours.

SO logs into Commons with the account information and temporary password. They are required to change their temporary password.

SO reviews and "Accepts" the registration.
Accessing the eRA Registration Form

Welcome to the Commons

*Required field(s)

Username
Password
Login  Reset

(For External Users Only)
Forgot Password/Unlock Account?

Federated Institutions/Organizations
Select...  Sign in

Federal User Login  Here

Register Grantee Organization

About the Commons
- Frequently Asked Questions
- Latest Release Notes

Additional Links
- eRA
- Grants.gov
- Edition
- National Institutes of Health
- Public Access Policy Page
- Loan Repayment Program
- Commons Quick Queries

Support Related Resources
- Electronic Submission: Learn about the most frequent application errors at Avoiding Common Errors.
- Electronic Application Submission: To learn about completing and submitting an electronic application and access helpful resources, visit the Applying Electronically website.
- eRA Home Page: To find Commons FAQs, User Guides, training materials, and step-by-step instructions for performing tasks in Commons, visit the eRA website.

Commons Related Resources
Accessing the eRA Registration Form

Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution:

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Principle Signing Official will be prompted to electronically sign your registration request. (Please review your registration information carefully.
7. Once Principle Signing Official has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

Register Now
You must verify your DUNS number before entering institution information.
Entering an Accounts Administrator is optional.

Click Save which will generate a confirmation email that will be sent to the Signing Official email address.
Email confirmation for TEST ORGANIZATION

era-notify-test@mail.nih.gov

to me

Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information.


If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Service Desk using the contact information listed below.

Thank you for registering your institution with the NIH eRA Commons.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.
For more information please visit http://era.nih.gov/
Email Verified

The email for [TESTOROSQA] has been verified.

NIH will review your application pending for approval. Once reviewed, you will receive another email stating the status of your application. Further instruction will be provided to complete the registration process.
The NIH is unable to approve your institution registration request.

To: era-notify-test@mail.nih.gov

We are sorry, but we were unable to approve your registration request for your institution: TEST ORGANIZATION 123 on 2018-07-18 12:58:15.0. The reason for this is as follows:

Your NIH Commons registration request has been rejected for the following reason: 1. Did not supply a valid DUNS number. The DUNS entered on the registration, 000000000, is not a valid DUNS number. Please re-register again with a valid DUNS number. If you feel you can correct your specific issue please feel free to register again, at public.era.nih.gov/commons

If you have any questions or concerns concerning this email, contact the eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons.
For more information please visit http://era.nih.gov/
Your institution registration has been approved.

era-notify-test@mail.nih.gov

to me

The NIH has approved your registration request for TEST ORGANIZATION, requested date: 2018-07-05 10:33:04.0.

Click on the link below to confirm your registration.

Following this confirmation, the initial Signing Official account will be sent to you by email. If you have any questions or concerns, contact the NIH eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/
For more information please visit http://era.nih.gov/
Confirm Registration Information

IPF Assignment View

NIH has approved your registration and linked your registration with NIH's database. Does the information below correctly match your institution?

**Confirm Institution Registration**

- Registration Institution Name: TEST ORGANIZATION
- NIH Institution Name: TEST ORGANIZATION
- Request Date: 2016-07-05 10:33:04.0

**Options:**
- yes
- no
**eRA Commons: Notification of Authentication Credentials and New eRA Account**

**era-notify-test@mail.nih.gov**

to me

Jul 5 (6 days ago)

*** This is an automated notification - Please do not reply to this message. ***

Signing Official,

An eRA account has been created for you on Jul 5, 2018. Your account details are:
- Account holder: Signing Official
- Username: TESTORGSO
- Organization: TEST ORGANIZATION
- System(s): Commons
- Role(s): SO/TEST ORGANIZATION;

Shortly, you will be receiving another email containing your password.

To access the system use the username and password provided in these emails.

For any further questions about this email, call the eRA Help Desk at 1-866-504-9552 or refer to [http://grants.nih.gov/support](http://grants.nih.gov/support) for additional methods of contact. Please access Commons at [http://public.era.nih.gov/commons/](http://public.era.nih.gov/commons/).

For more information please visit [http://era.nih.gov/](http://era.nih.gov/).
eRA Commons: Notification of Password for New Account

era-notify-test@mail.nih.gov
to me

*** This is an automated notification - Please do not reply to this message. ***

The password associated with your recently created account is [REDACTED]

The above password is temporary, and will expire in 48 hours. You will be required to change your password the first time you successfully log into the Commons before the temporary password expires. On the Change Password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password. If the temporary password expires, you will be taken to the Reset Password page where you can request another temporary password.

To access the system use the Username provided in the email notifying you of your new account.


Your temporary password is only valid for **48 hours**. If you have issues with the temporary password, contact the service desk.
Change Your Password

**WARNING!**
Your password is temporary. You must change the password now in order to log into the system.

**INFORMATION!**
- The password length must be between 8-16 non-blank characters
- Must contain a mixture of letters, numbers, and special characters: `~!@#$%^*()-_=+[]{}\:"<>?,./`?
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one year

Current Password:

New Password:

Confirm New Password:

Password Validation Results:
- The password length must be between 8-16 non-blank characters
- Must contain a mixture of letters, numbers, and special characters: `~!@#$%^*()-_=+[]{}\:"<>?,./`?
- First and last characters cannot be numbers
- Cannot contain username
- New password cannot be the same as current password
- Confirm password should be the same as password
Click on the Commons application link to review and complete your registration.
Complete Registration

Registration Information
In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, this official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form.

<table>
<thead>
<tr>
<th>Institution Name:</th>
<th>TEST ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX Received:</td>
<td>No</td>
</tr>
<tr>
<td>DUNS Number:</td>
<td>000000000</td>
</tr>
<tr>
<td>Street 1:</td>
<td>123 STREET</td>
</tr>
<tr>
<td>Street 2:</td>
<td></td>
</tr>
<tr>
<td>Street 3:</td>
<td></td>
</tr>
<tr>
<td>Street 4:</td>
<td></td>
</tr>
<tr>
<td>ZIP Code:</td>
<td>20873</td>
</tr>
<tr>
<td>Country:</td>
<td></td>
</tr>
</tbody>
</table>

Institution Information

<table>
<thead>
<tr>
<th>Name Prefix:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
<th>Suffix:</th>
<th>Title:</th>
<th>UserName:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing</td>
<td></td>
<td></td>
<td>Official</td>
<td></td>
<td></td>
<td>TESTOROSO</td>
<td>0123456789</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principal Signing Official

<table>
<thead>
<tr>
<th>Name Prefix:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
<th>Suffix:</th>
<th>Title:</th>
<th>UserName:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
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</tbody>
</table>

Accounts Administrator

<table>
<thead>
<tr>
<th>Name Prefix:</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
<th>Suffix:</th>
<th>Title:</th>
<th>UserName:</th>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
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<td></td>
</tr>
</tbody>
</table>

By clicking the "Accept" button, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

Accept
Next Steps

 After “Accepting” your registration, the organization registration process with eRA Commons is complete.

 You may now make other accounts for your organization.

 You MUST create/affiliate your Project Director’s (PD) Commons account (PI role) in order to apply to FOAs.
Creating a PD/PI Account in eRA Commons
Key Information for Creating a PD Account

- A Project Director may already have an account. If they do, you should give them roles with your organization instead of creating a duplicate account.

- PD accounts need to have the PI role in eRA Commons.

- You will not be able to create a new account unless you first search for existing accounts.
SO: Log into the eRA Commons

- Navigate to eRA Commons at https://public.era.nih.gov/commons
SO: Navigate to Account Management

1) Select Admin
2) Select Accounts
3) Select Account Management
Ensure that the Commons displays as the User Type

Note: You can use % wild cards when conducting a search; for example, you could search for Chris% and the results will be provided for Chris and Christopher

Enter search criteria
By clicking a name you are able to view a list of applications this person is affiliated with, as well as other information that may help you determine which account is applicable, if any.

**Search Results**

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Email</th>
<th>Account Status</th>
<th>Roles &amp; Affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTERPRISE</td>
<td>Kirk James</td>
<td><a href="mailto:erATest@od.nih.gov">erATest@od.nih.gov</a></td>
<td>Active</td>
<td>ABC University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEF University</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GHI University</td>
</tr>
</tbody>
</table>

Click Manage to view more information.
Review the User Information, Contact Information, and Roles sections to determine if this is the PD account you are looking for.

User Information
- User Type: Commons
- User ID: ENTERPRISE
- Primary Organization: Monroe County Public Health Department

Contact Information
- Last Name: Kirk
- First Name: James
- Email: eRAbtn@test.od.nih.gov
- Confirm Email: eRAbtn@test.od.nih.gov

Note: You could validate the User ID (i.e., ENTERPRISE) with the PD.
Review the list of organizations and determine if your organization is listed.

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>ABC University</td>
</tr>
<tr>
<td>PI</td>
<td>DEF University</td>
</tr>
<tr>
<td>PI</td>
<td>GHI University</td>
</tr>
</tbody>
</table>
SO: Determine the Appropriate Scenario

**Scenario 1**
PD already has an account that is affiliated to the SO’s organization

Next Steps:
No action required

**Scenario 2**
PD already has an account with the PI role that is NOT affiliated to the SO’s organization

Next Steps:
Affiliate existing account

**Scenario 3**
PD does NOT have an account

Next Steps:
Create a new account
Scenario 2 – Affiliating an Existing Account With The PI Role To Your Organization
### Scenario 2

**SO: Affiliate Account to Organization**

#### Search Accounts

- **Search Criteria**

#### Search Results

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Email</th>
<th>Account Status</th>
<th>Roles &amp; Affiliations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTERPRISE</td>
<td>Kirk, James</td>
<td><a href="mailto:eRAtest@od.nih.gov">eRAtest@od.nih.gov</a></td>
<td>Active</td>
<td>ABC University, DEF University, GHI University</td>
</tr>
</tbody>
</table>

- **Actions**
  - **Click Manage**

**Create New Account**
SO: Affiliate Account to Organization

Scenario 2
Select Affiliate under the Roles section

Roles

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>ABC University</td>
</tr>
<tr>
<td>PI</td>
<td>DEF University</td>
</tr>
<tr>
<td>PI</td>
<td>GHI University</td>
</tr>
</tbody>
</table>
SO: Select PI Role

Scenario 2

Select PI Role

Select PI – Principal Investigator from the dropdown menu

Select Add Role(s)

AMS | Add Roles

Organization

Starfleet Academy

Role(s) (to multi-select, please use ctrl or shift key)

GRADUATE_STUDENT - Graduate Student
PACR - Public Access Compliance Requester
PI - Principal Investigator
POSTDOC - Postdoc
PROJECT_PERSONNEL - Project Personnel
SCIENTIST - Scientist
SO - Signing Official
SPONSOR - Sponsor User
TRAINEE - Trainee
UNDERGRADUATE - Undergraduate

Add Role(s)
Scenario 3 – Creating a New PD Account
### Scenario 3

Search Accounts

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Email</th>
<th>Account Status</th>
<th>Roles &amp; Affiliations</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTERPRISE</td>
<td>Kirk James</td>
<td><a href="mailto:erats@test.nih.gov">erats@test.nih.gov</a></td>
<td>Active</td>
<td>ABC University</td>
<td>Manage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DEF University</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GHE University</td>
<td></td>
</tr>
</tbody>
</table>

Note: If none of the accounts/profiles look correct, then create a new account.

Select Create New Account
Select Add Roles

SO: Complete Fields and Add Roles

Create Account
All fields are required unless they’re marked (Optional)

User Information
User Type
Commons

User ID

Primary Organization
University of California San Diego

Contact Information
Last Name: SZILAGYI
First Name: moira

Email
Confirm Email

Roles
Add Roles
Create
Clear

Create a User ID (Make sure to let the PD know the User ID you assign)

You will need the PD email address, and to let the PD know to look for an email from the system.
Scenario 3

Select PI Role

Select PI – Principal Investigator Role

Select Add Role(s)
Scenario 3

Note: You are also able to remove roles accidentally added.

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>Starfleet Academy</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Select Create

SO: View and Create
Next Steps

- The PD will receive 2 separate emails. One email will have their account information and the other email will have their temporary password. Password expires after 48 hours.

- The PD will need to log into Commons with the account information and temporary password. They are required to change their temporary password.

- If you have completed your registration with eRA Commons and Grants.gov and your PD has an account in eRA Commons with the PI role and affiliated with your organization, you can begin applying to FOAs.
Applying to FOAs
Do not wait until the last minute to fill out and submit your application – allow for plenty of time to address submission errors that arise (At Least 72 hours prior to the application deadline).
Key Information

- You can apply using eRA ASSIST, Grants.gov Workspace, or another system-to-system provider.
- Successfully submitted applications are sent to eRA Commons where they go through data validation checks.
  - Your application is only considered submitted once all validations are passed from both Grants.gov AND eRA Commons. Applications must be error-free on or before the due date.
- If using eRA ASSIST, any member with an eRA Commons role within your organization may start an application or may be given access to an application to work on it. You do not need an SO or PD role to start the application process.
Click on the ASSIST Tab on the menu bar
Initiating an Application in ASSIST

Enter the FOA number
An Initiate Application Screen will appear with pre-filled FOA information.
You will only have one organization option unless you are affiliated with multiple organizations.

PD information will be prepopulated if the PD initiates the application. Otherwise, use the Pre-fill option.

After entering your project title, organization, and PD, click Initiate Application.
To be able to easily find your application later remember to write down your Application Identifier.
Accessing In-Progress Applications in ASSIST
As noted, each application is assigned a unique Application Identifier.

You can search for applications using this Application Identifier, or if you do not know it, use other search criteria.
Accessing the Search Page in ASSIST

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

INITIATE APPLICATION
Funding Opportunity Announcement #
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the NIH Guide for Grants & Contracts and in Grants.gov's Search Grants. Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

SEARCH FOR APPLICATION

Search Applications
If you have the Application Identifier, enter it here and click Search. There will only be one result when searching by the Application Identifier.

If you don’t have the Application Identifier, enter other search criteria like your Project Title, Organization, Agency, and the Submission Status.
Select the application you would like to view
You will be taken to the Application Information page.
Required and Optional Forms on Grants.gov
Filling out Applications in ASSIST
ASSIST and Grants.gov Workspace require the same forms although the label names may be different.

* indicates an optional form

<table>
<thead>
<tr>
<th>Grants.gov Workspace Form Name</th>
<th>ASSIST Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Federal Assistance (SF-424)</td>
<td>SF424 Cover</td>
</tr>
<tr>
<td>Budget Information for Non-Construction Programs (SF-424A)</td>
<td>Budget – Non-Construct.</td>
</tr>
<tr>
<td>HHS Checklist</td>
<td>HHS Checklist</td>
</tr>
<tr>
<td>Project/Performance Site Location(s)</td>
<td>Sites</td>
</tr>
<tr>
<td>Project Abstract Summary</td>
<td>Project Abstract Summary</td>
</tr>
<tr>
<td>Project Narrative Attachment Form</td>
<td>Project Narrative</td>
</tr>
<tr>
<td>Budget Narrative Attachment Form</td>
<td>Budget Narrative</td>
</tr>
<tr>
<td>Assurances for Non-Construction Programs (SF-424B)</td>
<td>NonConstruct. Assurances</td>
</tr>
<tr>
<td>Other Attachments Form</td>
<td>Other Narrative Attachments</td>
</tr>
<tr>
<td>Disclosure of Lobbying Activities (SF-LLL)*</td>
<td>Lobbying Disclosure*</td>
</tr>
</tbody>
</table>
Completing Forms - Key Information

- At a minimum, all required fields on all required forms need to be filled out. If applicable, fill out optional forms as well.
  - The Lobbying Disclosure form should be added and filled out if any individuals working on and receiving funding from the grant are part of any lobbying activities or associated with any lobbying.

- Each time you edit the form, the system automatically locks that form. This means that only the person that locked the form will be able to edit it.
  - You can remove locks by selecting an option at the bottom of a form that includes Release Lock

- When you have filled out all required components of the application, you may run validations on it. This will check to make sure your application is error-free.
Use the Commons ID of your PD as the Applicant Identifier on the SF424, item field #4.

- The account ID provided must have the PI role and be affiliated with your organization.
- This account must match the Project Director information listed on your HHS Checklist.

On the SF424 Cover, Section 17, Proposed Project Start Date and End Date should match up with years.

- E.g. 09/30/18 - 09/29/19 is one year. 09/30/18 – 09/30/19 is one year and one day.
Avoid Common Formatting Errors

- **Incomplete Zip Code**
  - All ZIP Codes must be in ZIP + 4 format (e.g. 208171852 instead of 20817)

- **Invalid Congressional District**
  - To look up the Congressional Districts, you can visit [http://www.house.gov](http://www.house.gov).
  - Enter them in the form 2 digit state abbreviation – 3 digit number, or for example “MD-008” for Maryland’s 8th district.

- **Project Duration**
  - On the Project Abstract Summary form - enter the project duration in months (e.g. a 2-year program project duration is 24 months)
Avoid Common Issues with the Budget – Non-Construct. Form

- The Federal Total for 1st year, in Section D- Forecasted Needs, MUST equal Section A, New or Revised Budget Federal Totals (e-5) amount.

- The Non-Federal Total for 1st year MUST equal the sum of Estimated Unobligated Funds Non-Federal Totals (d-5) and New or Revised Budget Non-Federal Totals (f-5).

- The SECTION B - Budget Categories: k. TOTALS Total (5) MUST equal SECTION A - Budget Summary: 5.Totals Total (g).

- The SECTION D - Forecasted Cash Needs: 15. TOTAL MUST equal SECTION A - Budget Summary: 5.Totals Total (g).

- You MUST input the correct number of years for the project (e.g. Project Period) on the SF 424 block 17. Ensure that the budget periods address the full project period by entering data in the SF 424 A. Enter data for the first budget period in Section D and enter future budget periods in Section E. Please refer to the Funding Opportunity Announcement (FOA) for additional guidance.

The following two slides contain a sample budget prepared by SAMHSA to illustrate the fields that must match on the SF424A.
Cost Sharing/Match Required?: No

**Sample SF424 A Budget: Match Not Required Federal FOA**

### BUDGET INFORMATION - Non-Construction Programs

#### SECTION A - BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Grant Program Function or Activity (a)</th>
<th>Catalog of Federal Domestic Assistance Number (b)</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Federal (e)</td>
<td>Non-Federal (f)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total (g)</td>
<td></td>
</tr>
<tr>
<td>1. TI-18-016 - Federal</td>
<td>93.788</td>
<td>$247,500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. (Example only)</td>
<td>(Example only)</td>
<td>$0.00</td>
<td>$247,500.00</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Totals</td>
<td></td>
<td>$247,500.00</td>
<td>$247,500.00</td>
</tr>
</tbody>
</table>

#### SECTION B - BUDGET CATEGORIES

<table>
<thead>
<tr>
<th>Object Class Categories</th>
<th>GRANT PROGRAM, FUNCTION OR ACTIVITY</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel</td>
<td>(1) TI-18-016 - Federal</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
<td>(2)</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>c. Travel</td>
<td>(3)</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>d. Equipment</td>
<td>(4)</td>
<td>$28,000.00</td>
</tr>
<tr>
<td>e. Supplies</td>
<td>(5)</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>f. Contractual</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>g. Construction</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>h. Other</td>
<td>(6) Total Direct Charges (sum of 6a-6h)</td>
<td>$247,500.00</td>
</tr>
<tr>
<td>i. Indirect Charges</td>
<td>(7)</td>
<td>$0.00</td>
</tr>
<tr>
<td>k. TOTALS (sum of 6i and 6j)</td>
<td></td>
<td>$247,500.00</td>
</tr>
<tr>
<td>7. Program Income</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

1. **Enter the CFDA # from the 1st page of the FOA**
2. **Complete only this column Federal (e)**
3. **All totals in the circles must match**
4. **Use the "New or Revised Budget" section for New Applications**

**Notes:**
- Section A Total must equal Section B Total
- Example only
Sample SF424 A Budget: Match Not Required Federal FOA

Cost Sharing/Match Required: No

### Section C - Non-Federal Resources

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) Applicant</th>
<th>(c) State</th>
<th>(d) Other Sources</th>
<th>(e) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. TI-18-016 - Federal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>9.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>10.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>11.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>12. TOTAL (sum of lines 8-11)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Section D - Forecasted Cash Needs

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
</tr>
<tr>
<td>Non-Federal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL (sum of lines 13 and 14)</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
</tr>
</tbody>
</table>

### Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

<table>
<thead>
<tr>
<th>(a) Grant Program</th>
<th>(b) First</th>
<th>(c) Second</th>
<th>(d) Third</th>
<th>(e) Fourth</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. TI-18-016 - Federal</td>
<td>$247,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>17.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>18.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>19.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>20. TOTAL (sum of lines 16-19)</td>
<td>$247,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Section F - Other Budget Information

21. Direct Charges: $0.00
22. Indirect Charges: $0.00
23. Remarks:

*Section D – Forecasted Cash Needs, Federal (line 13) amount must equal Section A Budget Summary and Section B Budget Categories federal funding. Ensure that Section D “TOTAL” amount = Section A and Section B TOTALS.
**Sample SF424 A Budget: Match Required**

**Match Ratio is 3:1**

**SECTION A: BUDGET SUMMARY**

1. SM-18-005 - Federal
   - Estimated Unobligated Funds
     - Federal (c)
     - Non-Federal (d)
   - New or Revised Budget
   - Total (g)
   - Federal: $247,500.00
   - Non-Federal: $247,500.00
   - Total: $495,000.00

2. SM-18-005 - Non-Federal
   - Estimated Unobligated Funds
     - Federal (c)
     - Non-Federal (d)
   - New or Revised Budget
   - Total (g)
   - Federal: $247,500.00
   - Non-Federal: $247,500.00
   - Total: $495,000.00

**SECTION B: BUDGET CATEGORIES**

6. Object Class Categories
   - Personnel
     - Federal: $80,000.00
     - Non-Federal: $80,000.00
   - Fringe Benefits
     - Federal: $30,000.00
     - Non-Federal: $30,000.00
   - Travel
     - Federal: $21,000.00
     - Non-Federal: $21,000.00
   - Equipment
     - Federal: $28,000.00
     - Non-Federal: $28,000.00
   - Supplies
     - Federal: $7,000.00
     - Non-Federal: $2,000.00
   - Contractual
     - Federal: $81,500.00
     - Non-Federal: $81,500.00
   - Construction
     - Total Direct Charges
       - Sum of 6a-6h: $247,500.00
     - Indirect Charges
       - Federal: $82,500.00
       - Non-Federal: $82,500.00
   - Other
     - Total: $330,000.00

**Notes:**
- Section A Totals
- Section B Totals
- Section A Totals must equal Section B Totals

**Key Points:**
- **On row 1 input:** FOA# - Federal (e.g. SM-18-005 - Federal)
- **On row 2 input:** FOA# - Non-Federal (e.g. SM-18-005 - Non-Federal)
- **Enter the CFDA # from the 1st page of the FOA**
- **Use the first row only (Line 1) to report Total Federal Funds for the 1st Year of project only**
- **Use the second row only (Line 2) to report Total Non-Federal Match for the First Year of project only**
- **This section “Estimated Unobligated Funds: columns – Federal (c) and Non-Federal (d) are not applicable**
- **Use column (1) for the Federal Funding requested for the 1st year of project only**
- **Use column (2) to enter the Non-Federal Match for the 1st year of project only**
- **Total Federal Requested**
- **Total Non-Federal Match Reported**
- **Use the “New or Revised Budget” section for New Applications and Continuations**
### Sample SF424 A Budget: Match Required

#### Section C - Non-Federal Resources

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Applicant</th>
<th>State</th>
<th>Other Sources</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM-18-005 - Federal</td>
<td>$82,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$82,500.00</td>
</tr>
<tr>
<td>SM-18-005 - Non-Federal</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL (sum of lines 8-11)</td>
<td>$82,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$82,500.00</td>
</tr>
</tbody>
</table>

**Note:**

- All totals in the circles should match (sections A, B, D).
- Section C - use the second row to report Total Non-Federal Match for the First Year of project.

#### Section D - Forecasted Cash Needs

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$247,500.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
<td>$61,875.00</td>
</tr>
<tr>
<td>Non-Federal</td>
<td>$82,500.00</td>
<td>$20,625.00</td>
<td>$20,625.00</td>
<td>$20,625.00</td>
</tr>
<tr>
<td>TOTAL (sum of lines 13 and 14)</td>
<td>$330,000.00</td>
<td>$82,500.00</td>
<td>$82,500.00</td>
<td>$82,500.00</td>
</tr>
</tbody>
</table>

**Note:**

- Complete Section D for the 1st year of funding and how funds will be spent per quarter for the 1st year.

#### Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Fourth</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM-18-005 - Federal</td>
<td>$247,500.00</td>
<td>$247,500.00</td>
<td>$247,500.00</td>
<td>$247,500.00</td>
</tr>
<tr>
<td>SM-18-005 - Non-Federal</td>
<td>$82,500.00</td>
<td>$82,500.00</td>
<td>$82,500.00</td>
<td>$82,500.00</td>
</tr>
</tbody>
</table>

**Note:**

- Section E is for the future budget period - Years 2-5.

#### Section F - Other Budget Information

- This column is the 2nd budget period.
- This column is the 3rd budget period.
- This column is the 4th budget period.
- This column is the 5th budget period.

**Note:**

- Section F is optional.
Upload supporting documentation to the Other Narrative Attachments form.

- Per the FOA, this includes but is not limited to the SMA 170 form, HHS 690 form, Biographical Sketches and Job Descriptions, Confidentiality and SAMHSA Participant Protection/Human Subjects form.
- Do not combine Other Narrative Attachments form into one document. Please upload them separately.

File uploads

- All attachments **MUST** be provided to the agency in PDF format with a .pdf extension (e.g. .pdf).
- The PDFs cannot be empty.
- Your file upload for the Budget Narrative form should be named “BNF”. Your full filename including file type would then be “BNF.PDF”.
- Save the fillable form to your computer with a new name and open to make sure the information you enter into the fields is saved and visible when you reopen the form before uploading.

- Do not use the same file name for more than one file.
- Do not use any attachment functions in other programs, such as the Acrobat Attach File feature, only attach files with the ASSIST functionality.
Validating Applications and Updating Statuses in ASSIST
Once you are finished filling out your application, validate it to check that all business and system validations pass and you will be able to submit your application.
Errors MUST be corrected in order to submit.

You may submit with Warnings if needed.
All Validations Passed

- If all validations pass, your application is ready to be submitted.
To allow your application to be submitted, you must change the status to “Ready for Submission.” Validations will run automatically before the status is updated.
Update Submission Status (2 of 2)

Select Ready for Submission

Enter a comment and click Add comment to update the status if validations pass
If all validations pass, your status will be changed to Ready for Submission.

The Submit Application button will remain inactive for PD users. ONLY an SO with access to Grants.gov AOR credentials may submit.
If the status is Ready for Submission, the Submit Application button will be active for SO users. You will need Grants.gov AOR credentials in order to submit.
Submitting Applications in ASSIST
Do not wait until the last minute to fill out and submit your application – allow for plenty of time to address submission errors that arise (At Least 72 hours prior to the application deadline).
Click the Submit Application button. You must be a Signing Official in ASSIST and you will need Grants.gov AOR credentials in order to submit.
Enter your Grants.gov AOR credentials and click Enter to submit your application.
A confirmation message will let you know that your application has been sent to Grants.gov.
Post-Submission Steps
Grants.gov may send status emails to the AOR submitting the application.

You will receive status updates via email from eRA Commons.

Emails from eRA Commons will go to three (3) email addresses:
- The email address linked to the PD commons account listed on the SF424 Cover in section 4. Applicant Identifier
- The Business Official identified on the HHS checklist
- The email address of the Grants.gov AOR listed on the SF424 Cover

You MUST monitor your application status in case of any issues AND take action if necessary (e.g. correct validation errors).

You can check on your application status in eRA Commons or in ASSIST. ASSIST and Commons status may update before you receive any system-generated email(s).
Click View Submission Status Details when viewing your application in ASSIST.
Post Submission Actions are ONLY available to SO users. PD users are ONLY able to view application status details.
If Errors are Encountered

- If your application has errors, is not successfully submitted, or you make revisions you may resubmit a changed/corrected application before the application deadline.
- When updating/correcting/revising the application you need to select “Changed/Corrected Application” on the SF-424 Cover.

![Application for Federal Assistance SF-424](image)
ASSIST or eRA Commons questions:

If you are using ASSIST or encounter issues in eRA Commons and need assistance, contact the eRA Service Desk at the numbers below:

- **Toll-free:** 1-866-504-9552 (Press 6 for the SAMHSA queue)
- **Phone:** 301-402-7469 (Press 6 for the SAMHSA queue)
- **Hours:** Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)
Grants.gov Applicant Support questions:

If you are using Grants.gov Workspace or encounter issues in Grant.gov and need assistance, contact the Grants.gov Applicant Support listed below:

- **Toll-free:** 1-800-518-4726
- **Email:** support@grants.gov
Supplementary Information
Managing Access to Applications
SO users may manage access to applications including determining who can:

- Edit, view, or have no access to parts of the application or the entire application
- Update the application statuses
- Manage other users’ access to the application
- The SO role is the only role that may submit applications. This access cannot be granted to PDs.

By default, SOs of your organization will have full access to applications.

By default, the initiator of the application and the Project Director entered on the FOA information pages will have access to edit the application but not update the access of other users.

Users that cannot access ASSIST directly from eRA Commons can visit public.era.nih.gov/assist to access ASSIST.
<table>
<thead>
<tr>
<th>Signing Official (SO)</th>
<th>Project Director (using the PI role in Commons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can initiate applications</td>
<td>Can initiate applications</td>
</tr>
<tr>
<td>Can fill out applications</td>
<td>Can fill out applications they are listed on or initiated unless access is revoked</td>
</tr>
<tr>
<td>Can manage access to applications including adding or revoking privileges to PD users</td>
<td>Can manage access to applications if provided permission by an SO user</td>
</tr>
<tr>
<td>Can update application statuses</td>
<td>Can only update the status of applications they initiate, unless access is revoked</td>
</tr>
<tr>
<td>Can submit applications in ‘Ready for Submission’ status with Grants.gov Authorized Organization Representative (AOR) credentials</td>
<td>Can NOT submit applications</td>
</tr>
</tbody>
</table>
If the PD initiates an application, there will only be one default row listed.

SOs have full access even if not listed, or listed with less access. Here the SO user (JHSTAGESO) does not have Access Maintainer access, but is still able to manage access for other users.
Click a user in the User column
Manage access by adjusting each column and then click Save.

<table>
<thead>
<tr>
<th>Project Role</th>
<th>Budget</th>
<th>Non-Budget</th>
<th>All</th>
<th>Access Maintainer</th>
<th>Status Maintainer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home</td>
<td>Home</td>
<td>Edit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Access Maintainer** lets the user manage access for others.

**Status Maintainer** lets the user update the application status, or mark it Ready for Submission.
Adding New Users

Click Add User
Adding New Users

Look up an account by the username

Manage access using the columns

Save the new accounts access, or cancel to not add any access
Adding and Removing Forms in ASSIST
You can add and remove Optional forms as needed in ASSIST. Once you add a form you will need to fill it out.

The application displays all required forms as listed below:

- SF424 Cover
- Budget – Non-Construct.
- HHS Checklist
- Sites
- Project Abstract Summary
- Project Narrative
- Budget Narrative
- NonConstruct. Assurances
- Other Narrative Attachments

The optional Lobbying Disclosure form should be added and filled out if any individuals working on and receiving funding from the grant are part of any lobbying activities or associated with any lobbying.
Adding a Form in ASSIST (1 of 2)

Application Information

This is a test

Application Information

- Application Identifier: 6622
- Application Project Title: Example project title
- PI/PI Name:
- Organization:
- Project Period:
- Status: Work in Progress
- Status Date: 2018-07-12 09:01:00.000 PM EDT
Selecting a Form

Select your form and click Submit Query to add it
You will be taken to your selected form after it is added.
You can remove forms if they are accidentally added
  
  Note: Some required forms, such as the SF424 Cover, may not be removed.
Scroll to the bottom of the form and click Remove Form