



A program of the National
Institutes of Health

Substance Abuse and Mental Health Services Administration (SAMHSA)

Funding Opportunity Announcement (FOA) Applicant Webinar



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Four (4) Required 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
- <http://www.grants.gov/web/grants/register.html>.
- 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.



- 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.**

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. Additional SO accounts can only be created by another SO.

If you are submitting your application through eRA ASSIST, the BO listed on the SF424 section 21. *AUTHORIZED REPRESENTATIVE* must have the SO role in Commons.

**PI =
SAMHSA
Project
Director (PD)**

There must be at least one PD account for the application. More than one PD/PI account may be affiliated with the organization. Creating PD accounts is covered in more detail later in the presentation.

The SAMHSA Project Director listed on the application must have an account with the PD/PI role in eRA Commons.

The eRA Commons Username of your SAMHSA Project Director is entered in #4 Applicant Identifier on the SF424.

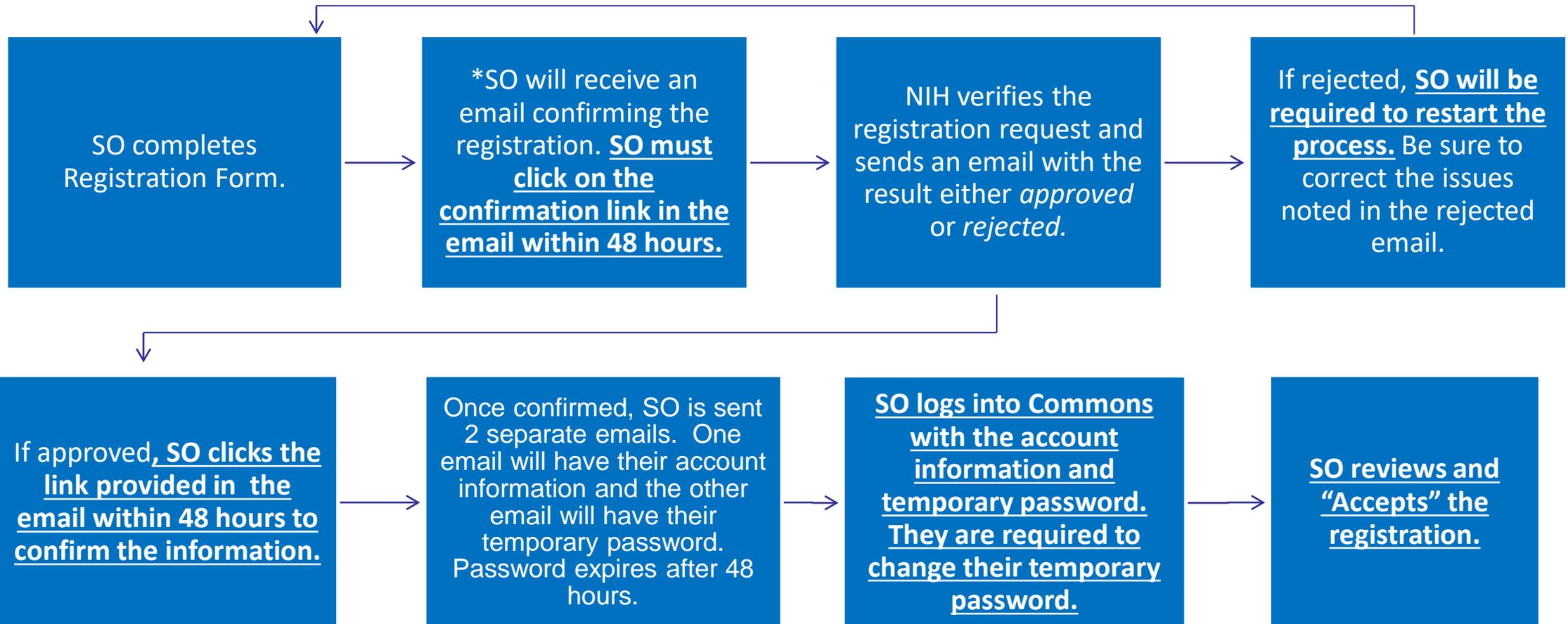


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Registering an Organization in eRA Commons

eRA Commons Registration Process Overview

- 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.

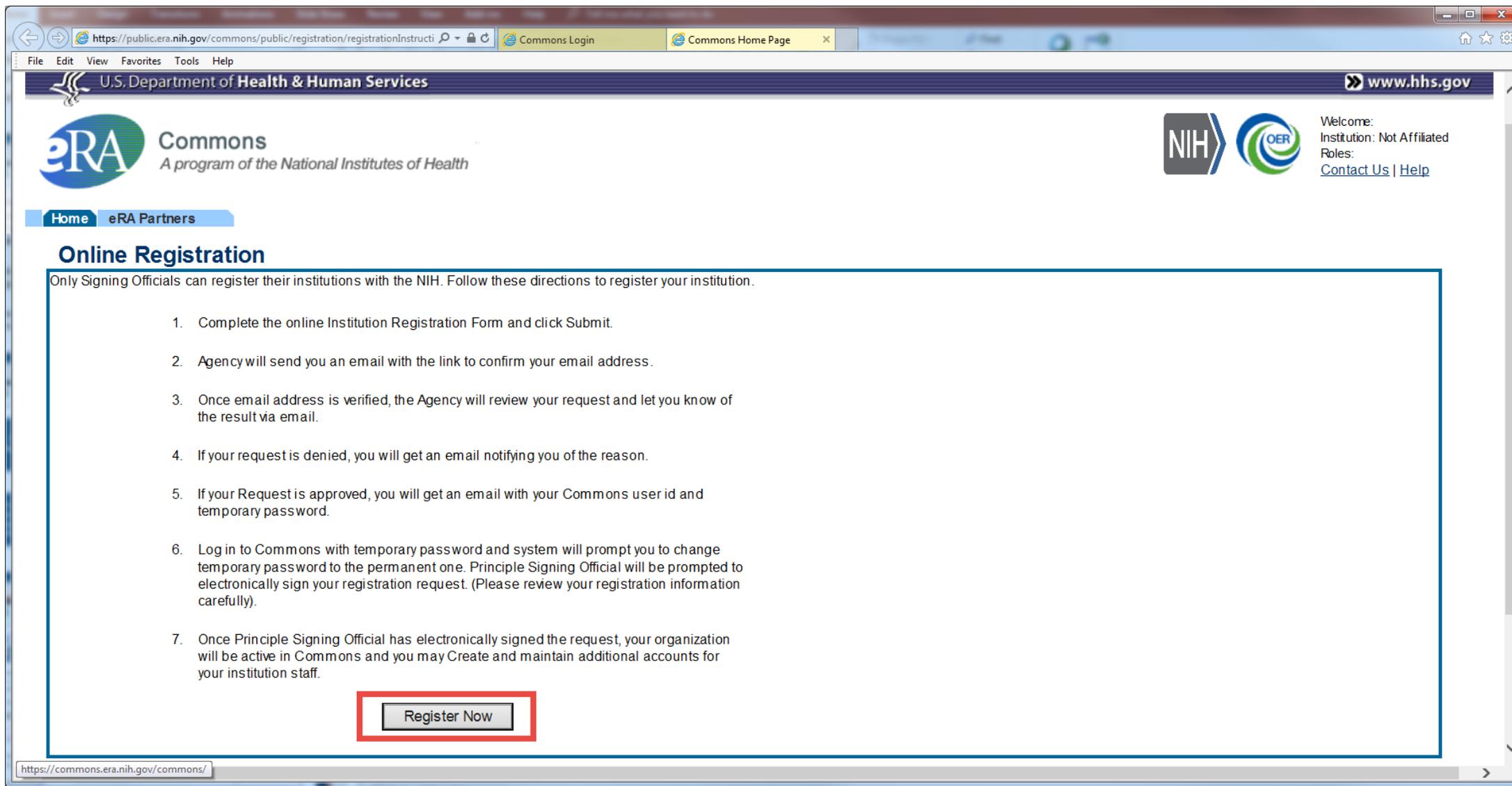


The screenshot shows the eRA Commons login page. On the left is a 'Commons Login' form with fields for Username and Password, and buttons for Login and Reset. Below the form are links for external users and a 'Forgot Password/Unlock Account?' link. At the bottom left is a 'Federated Institutions/Organizations' dropdown menu and a 'Sign in' button, along with a 'Federal User Login Here' link. The main content area is titled 'Welcome to the Commons' and contains a 'System Notification Message' about system maintenance, a 'Scheduled Commons Maintenance' notice, 'Support Related Resources' with links to 'Avoiding Common Errors', 'Applying Electronically website', and 'eRA Home Page', and 'Commons Related Resources'. On the right is a sidebar with a 'Register Grantee Organization' link highlighted by a red box and a red arrow, and sections for 'About the Commons' and 'Additional Links'.



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Accessing the eRA Registration Form



The screenshot shows a web browser window displaying the eRA Commons registration page. The browser's address bar shows the URL: <https://public.era.nih.gov/commons/public/registration/registrationInstructions>. The page header includes the U.S. Department of Health & Human Services logo and the text "www.hhs.gov". The eRA Commons logo is prominently displayed, along with the text "A program of the National Institutes of Health". A navigation bar shows "Home" and "eRA Partners". The main content area is titled "Online Registration" and contains a list of seven steps for registration. A "Register Now" button is highlighted with a red box at the bottom of the registration instructions.

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
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NIH OER
Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

Home eRA Partners

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](#)

<https://commons.era.nih.gov/commons/>



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eRA Registration Form part 1 of 2

https://public.era.nih.gov/commons/public/detailReg.do Commons Login Commons Home Page

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons A program of the National Institutes of Health

NIH OER Welcome: Institution: Not Affiliated Roles: Contact Us | Help

Home eRA Partners

Register Institution ?

Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

* indicates required field

Registration Purpose

Select the type(s) of opportunities to which your organization will apply (check one or more options below): ?

- My organization wishes to apply for NIH Grants/Contracts
- My organization wishes to apply for Non-NIH Grants/Contracts
- My organization wishes to apply for NIH Other Transaction Authority (OTA) opportunities

Institution Information

Please begin by entering your 9-digit DUNS (plus 4-digit extension if applicable) and click "Verify DUNS".

DUNS Number:*	<input type="text"/>	<input type="text"/>	Verify DUNS	Closeout E-mail:*	<input type="text"/>
Institution Name:*	<input type="text"/>			NoA E-mail:*	<input type="text"/>
Street 1:*	<input type="text"/>			City:*	<input type="text"/>
Street 2:	<input type="text"/>			State:*	<input type="text"/>
Street 3:	<input type="text"/>			Zip Code:*	(20873) or (208733423)
Street 4:	<input type="text"/>			Country:	UNITED STATES <input type="text"/>

https://commons.era.nih.gov/commons/

You must verify your DUNS number before entering institution information

The screenshot shows a web browser window with the URL <https://public.era.nih.gov/commons/public/detailReg.do>. The page contains two main sections: address information and account information.

Address Information:

- Street 1 :*
- Street 2:
- Street 3:
- Street 4:
- City :*
- State *
- Zip Code :* (20873) or (208733423)
- Country: UNITED STATES

Accounts Information:

Principal Signing Official

- Name Prefix:
- First Name :*
- Middle Name:
- Last Name :*
- Title :*
- User Name :*
- Phone :*
- Fax :
- E-mail :*

Accounts Administrator

This entire section is optional; however if any information is entered then all required fields must be entered

- Name Prefix:
- First Name :*
- Middle Name:
- Last Name :*
- Title :*
- User Name :*
- Phone :*
- Fax :
- E-mail :*

Buttons: Save, Reset, Cancel

Entering an Accounts Administrator is optional

Click Save which will generate a confirmation email that will be sent to the Signing Official email address



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eRA Registration Confirmation Email

Email confirmation for TEST ORGANIZATION Inbox x



era-notify-test@mail.nih.gov

Jul 6 (5 days ago) ☆



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.

<http://public.test.era.nih.gov/commons/public/verifyEmail.do?r=346712>

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/>



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Email Verification Message



U.S. Department of Health & Human Services

www.hhs.gov



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Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

[Home](#) [eRA Partners](#)

Email Verified

The email for [TESTORGSO] 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.

[Privacy Act Statement](#) | [Accessibility](#) | [Disclaimer](#)



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Department of Health
and Human Services

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Screen Rendered: 07/05/2018 10:34:19 EDT
Screen Id:
Version: 3.36.2



The NIH is unable to approve your institution registration request. Inbox x



 era-notify-test@mail.nih.gov

1:24 PM (48 minutes ago) ☆



to me ▾

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/>



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Email with Registration Status (Approved)

Your institution registration has been approved. Inbox x



era-notify-test@mail.nih.gov

Jul 5 (6 days ago) ☆



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.

<http://public.test.era.nih.gov/commons/public/d.do?mode=c&r=346692>

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/>



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Confirm Registration Information



U.S. Department of Health & Human Services

www.hhs.gov



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Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

[Home](#) [eRA Partners](#)

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:	2018-07-05 10:33:04.0

[\[Privacy Act Statement | Accessibility | Disclaimer \]](#)



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Department of Health
and Human Services

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Screen Id:
Version: 3.36.4





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User Account Information Emails (1 of 2)

eRA Commons: Notification of Authentication Credentials and New eRA Account Inbox x



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> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>.

For more information please visit <http://era.nih.gov/>



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User Account Information Emails (2 of 2)

eRA Commons: Notification of Password for New Account Inbox x



era-notify-test@mail.nih.gov

Jul 5 (6 days ago) ☆



to me ▾

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

The password associated with your recently created account is XXXXXXXXXX

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.

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



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Log In With Temporary Password



Commons
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Contact Us | Help

Commons Login ?

*Required field(s)

*Username

*Password

Login Reset

(For External Users Only)

(For External Users)
[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ?

Select..

Federal User Login [Here](#)

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Welcome to the Commons

i System Notification Message

All systems are currently available.

Note: Commons and IAR will be unavailable from 9 p.m. (ET) Saturday, July 14, until 5 a.m. (ET) Sunday, July 15, 2018 for scheduled monthly maintenance. We are sorry for any inconvenience.

Note: Effective March 22, 2018: If you are registering a new entity in SAM.gov, you must provide an original, signed **notarized letter** stating that you are the authorized Entity Administrator before your registration will be activated. Read [FAQs](#) to learn more about this process change.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

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

- **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#).
- **Demo Facility:** [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

[Register Grantee Organization](#)

About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Commons Quick Queries](#)



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Change Your Password

Change 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 (1) year

Current Password:

New Password:

Confirm New Password:

Submit

Clear

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



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U.S. Department of Health & Human Services



National Institutes of Health



Office of Extramural Research

Help Contact Us



Electronic Research Administration
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Account Management System (AMS)

Change Password

✔ **SUCCESS!**

Your password has been changed successfully.

Application Links:

- **Commons:** <http://public.test.era.nih.gov/commons/>
- **iEdison:** <https://public.test.era.nih.gov/iedison/>
- **Facts:** <https://public.test.era.nih.gov/facts/sd>

Click on the Commons application link to review and complete your registration.

Created: 07/05/2018 12:28:34 EDT | AMS0001@1091 | Version: 2.11.11

[Manage User Preferences](#) | [Accessibility](#) | [Disclaimer](#)

[National Institutes of Health](#) | [U.S. Department of Health and Human Services](#) |

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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.

Institution Information

Institution Name:	TEST ORGANIZATION	Closeout E-mail:	
FAX Received:	No	NoA E-mail:	
Duns Number:	000000000	City:	BETHESDA
Street 1:	123 STREET	State:	MD
Street 2:		Zip Code:	20873
Street 3:		Country:	
Street 4:			
IPF Code:			

Principal Signing Official

Name Prefix:

First Name: Signing

Middle Name:

Last Name: Official

Suffix:

Title: SO

User Name: TESTORGSO

Phone: 0123456789

Fax:

E-mail:

Accounts Administrator

Name Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

User Name:

Phone:

Fax:

E-mail:

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

- 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.**



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Creating a PD/PI Account in eRA Commons

- 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.



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SO: Log into the eRA Commons

- Navigate to eRA Commons at <https://public.era.nih.gov/commons>



Commons Login ?

*Required field(s)

*Username

*Password

Login Reset

(For External Users Only)

(For External Users)

[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ?

Select..



Sign in

Welcome to the Commons

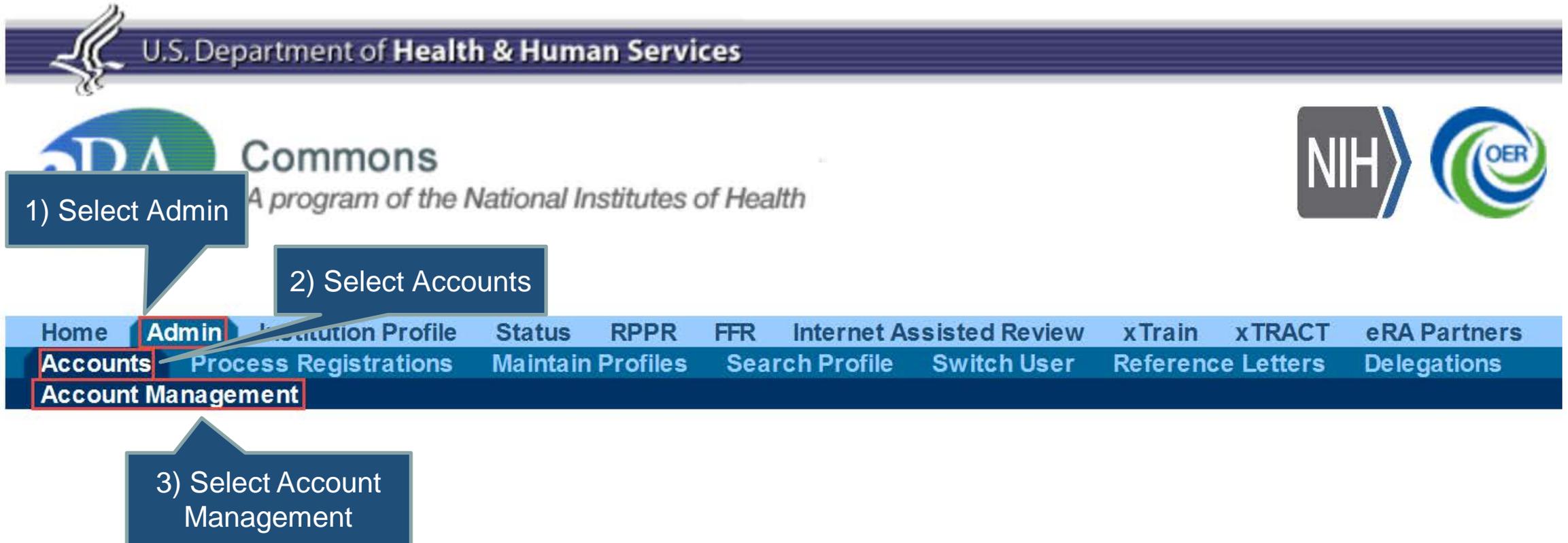
i System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

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 grant 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](#).



The screenshot shows the top navigation bar of the eRA Commons website. The header includes the U.S. Department of Health & Human Services logo and the text "U.S. Department of Health & Human Services". Below this is the "eRA Commons" logo and the text "A program of the National Institutes of Health". To the right are the NIH and OER logos.

The navigation menu is a horizontal bar with the following items: Home, Admin, Registration Profile, Status, RPPR, FFR, Internet Assisted Review, xTrain, xTRACT, eRA Partners, Accounts, Process Registrations, Maintain Profiles, Search Profile, Switch User, Reference Letters, and Delegations. The "Admin" and "Accounts" items are highlighted with red boxes. A callout box labeled "1) Select Admin" points to the "Admin" item. A callout box labeled "2) Select Accounts" points to the "Accounts" item. Below the navigation bar, a callout box labeled "3) Select Account Management" points to the "Account Management" link, which is also highlighted with a red box.



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SO: Search for the PD



Electronic Research Administration
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AMS
Manage Accounts

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

Search Accounts ?

Search Criteria

NOTE! You must enter at least one search criteria, besides User Type and Account Status.

User Type Commons	Account Status All	User ID
Last Name	First Name	Middle Name
Organization(s)	Roles	
Email		

Search Clear

Enter search criteria

Back to top

Search Accounts ?

Search Criteria

Search Results

Showing 1 - 4 of total 4

User ID	Name ?	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Create New Account Back to top

Click Manage to view more information

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



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SO: Review Active Account

Review the User Information, Contact Information, and Roles sections to determine if this is the PD account you are looking for

Note: You could validate the User ID (i.e., ENTERPRISE) with the PD

User Information

User Type

User ID

Primary Organization

Contact Information

Last Name

First Name

Middle Name

Email

Confirm Email

Roles ?

+ Affiliate

Review the list of organizations and determine if your organization is listed

Role(s)	Organization(s)
PI	ABC University
PI	DEF University
PI	GHI University

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



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Scenario 2 – Affiliating an Existing Account With The PI Role To Your Organization

Scenario 2

SO: Affiliate Account to Organization

Click Manage

Search Accounts 

 Search Criteria

Search Results

Showing 1 - 4 of total 4

User ID	Name 	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Create New Account

 Back to top

Roles ?

+ Affiliate

Select Affiliate
under the
Roles section

Role(s) ▲	Organization(s)
PI	ABC University
PI	DEF University
PI	GHI University

AMS | Add Roles



Organization
Starfleet Academy

Select PI –
Principal
Investigator
from the
dropdown menu

Role(s) (to multi-select, please use ctrl c

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

Select
Add
Role(s)

Close

Add Role(s)



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Scenario 2

SO: View and Save

Roles ?

+ Add Roles x Unaffiliate

Showing 1 - 4 of total 4

Role(s) ▲	Organization(s)	Action ▼
PI	Starfleet Academy	x Remove
PI	ABC University	
PI	DEF University	
PI	GHI University	

View results

Save Cancel

Select Save



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Scenario 3 – Creating a New PD Account

Scenario 3

SO: Create new account

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

Search Accounts ?

Search Criteria

Search Results

Showing 1 - 4 of total 4

User ID	Name ?	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Create New Account

[Back to top](#)

Select
Create
New
Account

Scenario 3

SO: Complete Fields and Add Roles

Create Account ?

All fields are required unless they're marked *(Optional)*

User Information

User Type

User ID

Primary Organization

Contact Information

Last Name

First Name

Middle Name *(Optional)*

Email

Confirm Email

Roles ?

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

Select Add Roles

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

AMS | Add Roles ×

Organization

Starfleet Academy

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

- GRADUATE_STUDENT - Graduate Student
- PI - Principal Investigator**
- POSTDOC - POSTDOC
- PROJECT_PERSONNEL - Project Personnel
- SCIENTIST - Scientist
- SPONSOR - Sponsor Users
- TRAINEE - Trainee
- UNDERGRADUATE - Undergraduate

Select PI –
Principal
Investigator
Role

Select Add
Role(s)

Note: You are also able to remove roles accidentally added

Roles ?

Showing 1 - 1 of total 1

Role(s) ▲	Organization(s) ▼	Action
PI	Starfleet Academy	<input type="button" value="x Remove"/>

Select Create

- 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.



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Applying to FOAs



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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).

- 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.



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U.S. Department of Health & Human Services

Accessing ASSIST

www.hhs.gov



Commons
A program of the National Institutes of Health



Welcome: Business Official
ID: JHSTAGESO
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Roles: SO
[Logout](#) | [Contact Us](#) | [Help](#)

Click on the ASSIST Tab on the menu bar

Home Admin Institution **ASSIST** Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Welcome to the Commons

To connect to the **OFFICIAL PRODUCTION** version of the NIH Commons, use this URL: <https://commons.era.nih.gov/commons/>.

Welcome

Business Official

ID: JHSTAGESO
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Roles: SO

eRA Service Desk

- **Hours:** Mon-Fri, 7AM-8PM EDT/EST
- **Web:** <http://grants.nih.gov/support>
- **Toll-free:** 866-504-9552
- **Phone:** 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

System Information Message

All systems are available at this time.

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- **Administration** - Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- **Institution Profile** - Enables you to view and update institution information [more...](#)
- **Personal Profile** - Allows you to update your personal information [more...](#)
- **Status** - Allows you to check the status of grants and applications that have been submitted [more...](#)
- **RPPR** - Allows you to review the information needed to complete a progress report. See [RPPR Information](#) and [Submitting Progress Reports](#).
- **xTrain** - Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

What's New

- [New in RPPR](#)
- [New Service Desk System](#)

Commons Resources

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)
- [Commons Login Tutorial](#)
- [Commons Support Page](#)
- [eRA Training](#)
- [User Guides](#)
- [Grantee Organization Registration](#)
- [eRA Website](#)
- [Applying Electronically](#)

Additional Links

- [eRA Contacts](#)
- [RePORT](#)



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Initiating an Application in ASSIST

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us



Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGESO

Enter the FOA number

Welcome

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

INITIATE APPLICATION
Funding Opportunity Announcement # **Go**
(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**

[? Need Help?](#)

Resources

- [APPLICATION GUIDE](#)
- [ASSIST USER GUIDE](#)
- [ERA COMMONS](#)



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U.S. Department of Health & Human Services

FOA Information (1 of 2)

eRA Commons Home Logout Service Desk Contact Us



Application Submission System & Interface for Submission Tracking

(ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGES0

An Initiate Application Screen will appear with pre-filled FOA information

Welcome

Home > [Search for Applications](#) > Initiate Application

Initiate Application for FOA #: TI-18-123 ? (Example only)

After initiation, the *Lead Application Organization Name* and *Lead Application Organization DUNS* cannot be changed.



FOA INFORMATION:

* Required field(s)

FOA Number:	TI-18-123 (Example only)
Opportunity Title:	Example Opportunity Grant
Offering Agency:	SAMHSA
CFDA Number:	93.788 (Example only)
CFDA Description:	Example EOG
Competition ID:	TI-18-123 (Example only)
Competition Title:	Example Opportunity Grant
Opportunity Open Date:	06/21/2018
Opportunity Close Date:	08/20/2018
Agency Contact:	Example@samhsa.hhs.gov
Application Identifier:	
Application Project Title *	
(describe title in 200 characters)	

Opportunity Open Date: 06/21/2018
Opportunity Close Date: 08/20/2018
Agency Contact: Example@samhsa.hhs.gov
Application Identifier:

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: * UNIVERSITY OF CALIFORNIA SAN DIEGO

Lead Applicant Organization Address: UNIVERSITY OF CALIFORNIA SAN DIEGO
OFFICE OF CONTRACT & GRANT ADMIN, 0934
LA JOLLA, CA 920930934

Lead Organization DUNS: 8043557900000

SAM Registration Expiration Date: 03/23/2019

An active SAM Registration is required to submit your application to the agency [Click for SAM Registration Details](#)

Contact Project Director/Principal Investigator

Enter PD/PI Information below or [Pre-fill Application from Username](#) [Clear](#)

First Name:

Middle Name:

Last Name:

[Initiate Application](#) [Cancel](#)

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



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Application Summary Page

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Username: JHSTAGESO

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health



Home > Search for Applications > Application Search Results > Application Information

Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

This is a test

Summary

SF424 Cover



Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization:

Project Period:

Status: Work in Progress Submit Application

Status Date: 2018-07-12 05:01:00.000 PM EDT

To be able to easily find your application later remember to write down your Application Identifier



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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.



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Accessing the Search Page in ASSIST

eRA Commons Home Logout Service Desk Contact Us

A Application Submission System & Interface for Submission Tracking
(ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



Welcome

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)

Go

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

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE
- ERA COMMONS

Welcome

[Home](#) > Search for Applications

Search for Applications

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status:
(select all that apply)

- Work in Progress
- All Components Final
- Ready for Submission
- Submitted
- Submission Errors
- Abandoned

Hide Abandoned Applications?

HSS Applications?

Submission Date: from  to 

Project Start Date: 

Project End Date: 

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



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Search Results (1 of 2)

[eRA Commons](#) [Home](#) [Logout](#) [Service Desk](#) [Contact Us](#)

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



[Home](#) > [Search for Applications](#) > [Search for Application Results](#)

Search for Application Results

One item found.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
6622	Example project title	SAMHSA		UNIVERSITY OF CALIFORNIA SAN DIEGO	Work in Progress				Select

© 2018 NIH. All Rights Reserved. | Screen Rendered: 07/13/2018 11:52:32 EDT | Screen Id: ASSIST0005@2289 | Version: 2.29.03

[Contact Us](#) [Help Desk](#) [Privacy Notice](#) [Accessibility](#) [Disclaimer](#)



Select the application you would like to view



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U.S. Department of Health & Human Services

Search Results (2 of 2)

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Search Results > Application Information

Actions ?

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

- COPY APPLICATION
- DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

You will be taken to the Application Information page

This is a test

- Summary
- SF424 Cover

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization:

Project Period:

Status: **Work in Progress** Submit Application

Status Date: 2018-07-12 05:01:00.000 PM EDT



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Filling out Applications in ASSIST



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Required and Optional Forms on Grants.gov

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY". A modal window titled "Preview Opportunity Package Details" is open, displaying the following information:

Opportunity Package Details:

Agency Contact Information: Example@samhhs.hhs.gov
Who Can Apply: Organization Applicants

PACKAGE FORMS: [Download Instructions](#)

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none">• Application for Federal Assistance (SF-424) [v2.1]• Budget Information for Non-Construction Programs (SF-424A) [v1.0]• Project Performance Site Location(s) [v2.0]• Project Abstract Summary [v1.1]• Project Narrative Attachment Form [v1.1]• Budget Narrative Attachment Form [v1.1]• Assurances for Non-Construction Programs (SF-424B) [v1.1]• Other Attachments Form [v1.2]	<ul style="list-style-type: none">• Disclosure of Lobbying Activities (SF-LLL) [v1.2]

Close



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Grants.gov Workspace vs ASSIST Form Names

- ASSIST and Grants.gov Workspace require the same forms although the label names may be different
 - * indicates an optional form

Grants.gov Workspace Form Name	ASSIST Form Name
Application for Federal Assistance (SF-424)	SF424 Cover
Budget Information for Non-Construction Programs (SF-424A)	Budget – Non-Construct.
Project/Performance Site Location(s)	Sites
Project Abstract Summary	Project Abstract Summary
Project Narrative Attachment Form	Project Narrative
Budget Narrative Attachment Form	Budget Narrative
Assurances for Non-Construction Programs (SF-424B)	NonConstruct. Assurances
Other Attachments Form	Other Narrative Attachments
Disclosure of Lobbying Activities (SF-LLL)*	Lobbying Disclosure*

- 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

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Form

- 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.
- 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.

■ Incomplete Zip Code

- All ZIP Codes must be in ZIP + 4 format (e.g. 208171852 instead of 20817)
- To locate your full zip code, you can visit <https://tools.usps.com/zip-code-lookup.htm?byaddress>

■ Invalid Congressional District

- To look up the Congressional Districts, you can visit <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.



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Sample SF424 A Budget: Match Not Required Federal FOA

Cost Sharing/Match Required?: No

Enter the CFDA # from the 1st page of the FOA

BUDGET INFORMATION - Non-Construction Programs SECTION A - BUDGET SUMMARY

OMB Approval No. 4040-0006
Expiration Date 06/30/2014

Use the "New or Revised Budget" section for New Applications

On row 1 input: FOA# - Federal (e.g. XX-19-000 - Federal)

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

All totals in the circles must match

Section A Total

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) TI-18-016 - Federal	(2)	(3)	(4)	
a. Personnel	\$80,000.00				\$80,000.00
b. Fringe Benefits	\$30,000.00				\$30,000.00
c. Travel	\$21,000.00				\$21,000.00
d. Equipment	\$28,000.00				\$28,000.00
e. Supplies	\$7,000.00				\$7,000.00
f. Contractual					\$0.00
g. Construction					\$0.00
h. Other	\$81,500.00				\$81,500.00
i. Total Direct Charges (sum of 6a-6h)	\$247,500.00				\$247,500.00
j. Indirect Charges					\$0.00
k. TOTALS (sum of 6i and 6j)	\$247,500.00				\$247,500.00
7. Program Income					\$0.00

Note: Section A Total must equal Section B Total

Section B Total



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Sample SF424 A Budget: Match Not Required Federal FOA

Cost Sharing/Match Required?: No

Section C is not applicable (match not required)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 . TI-18-016 - Federal (Example only)					\$0.00
9 .					\$0.00
10 .					\$0.00
11 .					\$0.00
12. TOTAL (sum of lines 8-11)	\$0.00	\$0.00	\$0.00		\$0.00
SECTION D - FORECASTED CASH NEEDS					
(a) Grant Program	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
14. Non-Federal	\$0.00				
15. TOTAL (sum of lines 13 and 14)	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 . TI-18-016 - Federal (Example only)	\$247,500.00				
17 .					
18 .					
19 .					
20. TOTAL (sum of lines 16-19)	\$247,500.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

All totals in the circles should match (sections A, B, D)*

Section E is for the future budget period (year 2)

Federal funds needed for 2nd budget period

Section F is optional

Section D is for the 1st federal year of funding only (match not required). Show funds allocation per quarter.

* 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.



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Sample SF424 A Budget: Match Required

(Match Ratio is 3:1)

On row 1 input:
FOA# - Federal
(e.g. SM-18-005 - 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 "New or Revised Budget" section for New Applications and Continuations

OMB Approval No. 4040-0006
Expiration Date 08/30/2014

BUDGET INFORMATION - Non-Construction Programs
SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SM-18-005 - Federal	93.243			\$247,500.00		\$247,500.00
2. SM-18-005 - Non-Federal	93.243				\$82,500.00	\$82,500.00
3.						\$0.00
4.						\$0.00
5. Totals		\$0.00	\$0.00	\$247,500.00	\$82,500.00	\$330,000.00

On row 2 input:
FOA# - Non-Federal
(e.g. SM-18-005 - Non-Federal)

This section "Estimated Unobligated Funds: columns - Federal (c) and Non-Federal (d) are not applicable

Use the second row only (Line 2) to report **Total Non-Federal Match** for the 1st Year of project only

Section A Totals

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) SM-18-005 - Federal	(2) SM-18-005 - Non-Federal	(3)	(4)	
a. Personnel	\$80,000.00	\$80,000.00			\$160,000.00
b. Fringe Benefits	\$30,000.00				\$30,000.00
c. Travel	\$21,000.00				\$21,000.00
d. Equipment	\$28,000.00				\$28,000.00
e. Supplies	\$7,000.00	\$2,500.00			\$9,500.00
f. Contractual					\$0.00
g. Construction					\$0.00
h. Other	\$81,500.00				\$81,500.00
i. Total Direct Charges (sum of 6a-6h)	\$247,500.00	\$82,500.00			\$330,000.00
j. Indirect Charges					\$0.00
k. TOTALS (sum of 6i and 6j)	\$247,500.00	\$82,500.00			\$330,000.00

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

Note: Section A Totals must equal Section B Totals

Section B Totals

Total Federal Requested

Total Non-Federal Match Reported

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102





Sample SF424 A Budget: Match Required

A pr
Insti

Section C - use the second row to report Total **Non-Federal Match** for the **First Year** of project ²

All totals in the circles should match (sections **A, B, D**)³

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

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 . SM-18-005 - Federal					\$0.00
9 . SM-18-005 - Non-Federal	\$82,500.00				\$82,500.00
10 .					\$0.00
11 .					\$0.00
12. TOTAL (sum of lines 8-11)	\$82,500.00		\$0.00		\$82,500.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
14. Non-Federal	\$82,500.00	\$20,625.00	\$20,625.00	\$20,625.00	\$20,625.00
15. TOTAL (sum of lines 13 and 14)	\$330,000.00	\$82,500.00	\$82,500.00	\$82,500.00	\$82,500.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 . SM-18-005 - Federal	\$247,500.00	\$247,500.00	\$247,500.00	\$247,500.00	
17 . SM-18-005 - Non-Federal	\$82,500.00	\$82,500.00	\$82,500.00	\$82,500.00	
18 .					
19 .					
20. TOTAL (sum of lines 16-19)	\$330,000.00	\$330,000.00	\$330,000.00	\$330,000.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

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

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**

Section F is optional

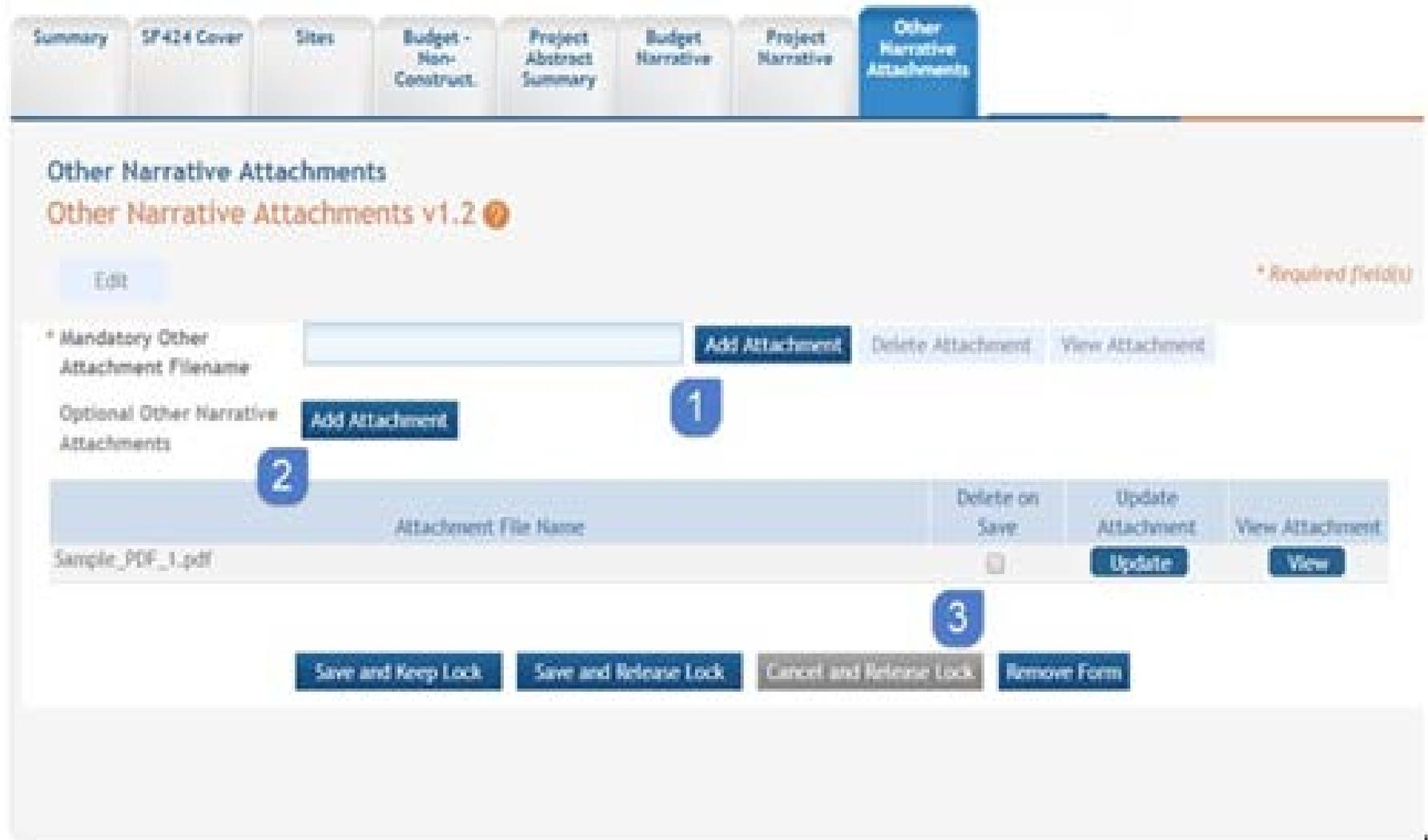


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- Upload supporting documentation to the Other Narrative Attachments form.
 - Per the FOA, this includes but is not limited to the SMA 170 form, HHS 690 form, Biographical Sketches and Job Descriptions, Confidentiality and SAMHSA Participant Protection/Human 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.

Uploading Files to Other Narrative Attachments

1. Add a PDF document using the “Add Attachment” button labelled 1. Delete it or view it later using the buttons next to “Add Attachment”.
2. Add additional PDF documents beyond the first using the “Add Attachment” button labelled 2.
3. Replace or view additional PDF documents using the buttons labelled 3. To remove an additional document check the “Delete on Save” box and save the Other Narrative Attachments form.



The screenshot shows the 'Other Narrative Attachments' form. At the top, there is a navigation bar with tabs for 'Summary', 'SF424 Cover', 'Sites', 'Budget - Non-Construct.', 'Project Abstract Summary', 'Budget Narrative', 'Project Narrative', and 'Other Narrative Attachments'. The 'Other Narrative Attachments' tab is selected and highlighted in blue.

Below the navigation bar, the form title is 'Other Narrative Attachments' with a subtitle 'Other Narrative Attachments v1.2'. There is an 'Edit' button and a note '* Required field(s)'. The form contains several sections:

- A section for 'Mandatory Other Attachment Filename' with a text input field, an 'Add Attachment' button (labeled 1), and buttons for 'Delete Attachment' and 'View Attachment'.
- A section for 'Optional Other Narrative Attachments' with an 'Add Attachment' button (labeled 2).
- A table of existing attachments with columns for 'Attachment File Name', 'Delete on Save', 'Update Attachment', and 'View Attachment'. One row is visible with the file name 'Sample_PDF_1.pdf' and buttons for 'Update' and 'View' (labeled 3).

At the bottom of the form, there are four buttons: 'Save and Keep Lock', 'Save and Release Lock', 'Cancel and Release Lock', and 'Remove Form'.



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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.

The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web interface. The main content area shows the 'Application Information' section with various tabs and fields. In the left sidebar, under the 'Actions' menu, the 'VALIDATE APPLICATION' button is highlighted with a red rectangular box. A blue callout box with a white border points from this button to the right, containing the text 'Click Validate Application'.

Click Validate
Application

Errors
MUST be
corrected
in order
to submit

You may
submit
with
Warnings
if needed

U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Application Errors and Warnings Results ²

Application Information

Application Identifier: 6622

FOA Number: TI-18-123 (Example only)

Application Project Title: Example project title

PD/PI Name:

Organization: Test Organization

✖ Errors

Total Errors to be corrected before the application can be submitted: 3

Form Name	Error Message
Budget - NonConstruct.	The SECTION B - Budget Categories: k. TOTALS Total (5) does not equal to SECTION A - Budget Summary: 5.Totals Total (g). (026.43.2)
Budget - NonConstruct.	The Federal Total for 1st year, in Section D- Forecasted Needs, does not equal the Section A, New or Revised Budget Federal Totals (e-5) amount. (026.58.2)
Budget - NonConstruct.	The SECTION D - Forecasted Cash Needs: 15. TOTAL does not equal to SECTION A - Budget Summary: 5.Totals Total (g). (026.62.1)

⚠ Warnings

Total Warnings to be corrected at Applicant discretion: 1

Form Name	Warning Message
Budget - NonConstruct.	The Section B Totals amount for Program, Function Or Activity TI-18-333 must equal the total amount in Section A for Program, Function Or Activity (1). (026.39.2)

- If all validations pass, your application is ready to be submitted.



Application Errors and Warnings Results ?



Application Information

Application Identifier:	6622
FOA Number:	TI-18-123 (Example only)
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization

All Validations Passed

- 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.

Click Update
Submission
Status

The screenshot shows the ASSIST web interface. On the left, a navigation menu includes options like 'ADD OPTIONS FORM', 'REVIEW APPLICATION', 'UPDATE APPLICATION', 'NEW STATUS ACTION', and 'UPDATE SUBMISSION STATUS'. The 'UPDATE SUBMISSION STATUS' option is highlighted with a red box. A blue callout bubble points to this option with the text 'Click Update Submission Status'. The main content area shows the 'Application Information' section with a breadcrumb trail: 'Home > Search for Submissions > Submission Search Results > Application Information'. Below this, there are tabs for 'Overview', 'Application Information', 'Budget', 'Budget Breakdown', 'Budget Summary', 'Budget Narrative', 'Project Narrative', and 'Other Application Attachments'. The 'Application Information' tab is active, showing a form with the following fields: Application Number (443), Application Project Title (Example project title), PI/PI Name, Organization (The Department), Project Name (000000000 - 000000000), Status (Ready for Submission), and Status Date (2008-01-12 09:45:00 AM EST). The 'Status' field is highlighted with a red box, and a 'Make it Ready' button is visible next to it.

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary SF424 Cover Sites Budget - Non-Construct. Non-Construct. Assurances

Application Information

Update Submission Status

Select the new status

Enter a comment on the status of this submission or continue without adding a comment.

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Screen Rendered: 07/16/2018 07:04:12 EDT | Screen Id: ASSIST0034@2289
Version: 2.29.03

Enter a comment and click Add comment to update the status if validations pass

Select Ready for Submission

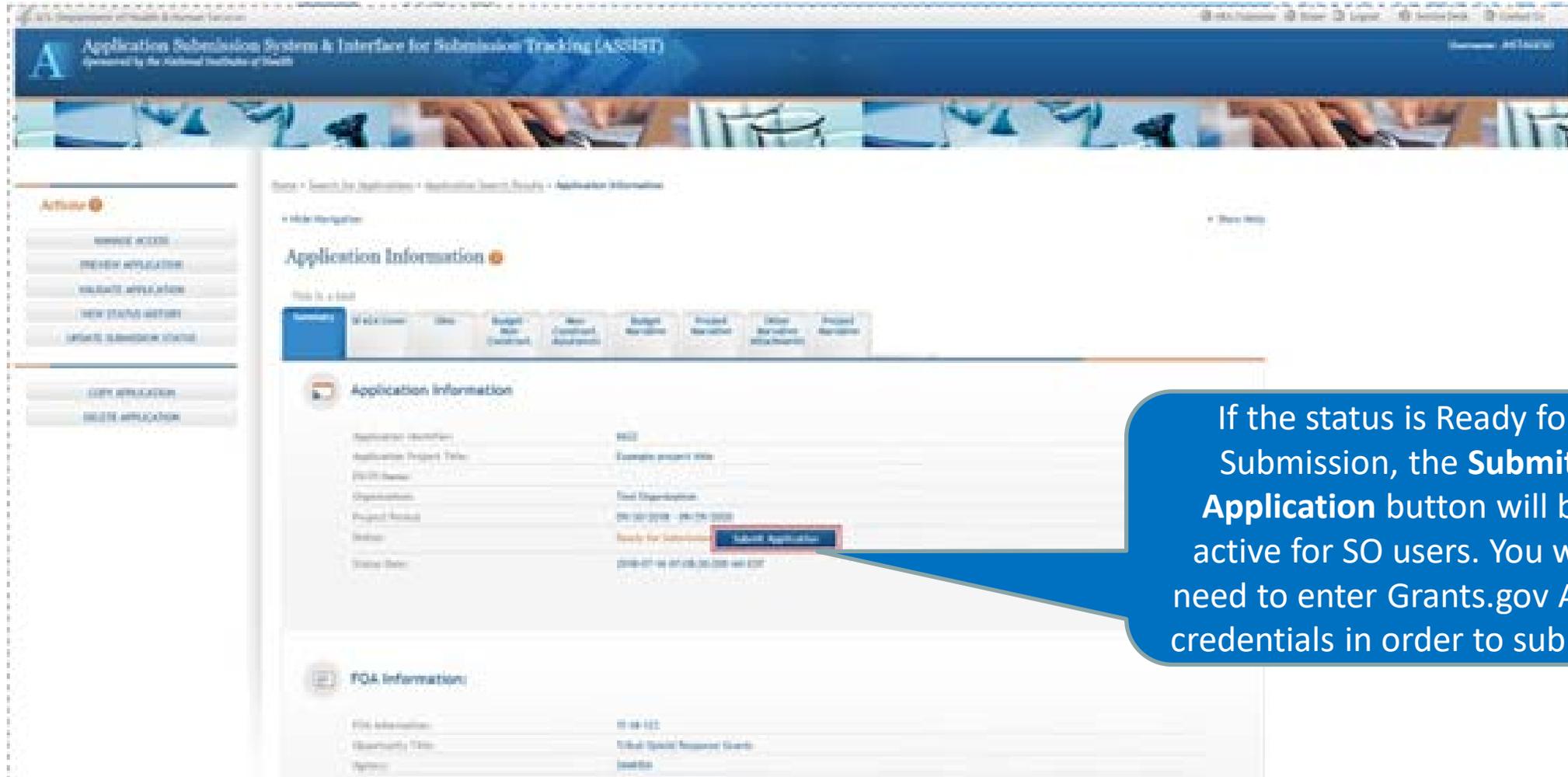
Status Date:

2018-07-12 05:01:00.000 PM EDT

The screenshot displays the ASSIST web interface. At the top, it says "Application Submission System & Interface for Submission Tracking (ASSIST) (powered by the National Institutes of Health)". The main content area is titled "Application Information" and shows a message: "Submission status has been updated". Below this, there are several tabs: "Application Information", "Application Details", "Application Documents", "Application History", "Application Status", "Application Settings", and "Application Notifications". The "Application Information" tab is active, showing details for an application with ID "1001". The status is "Ready for Submission". A red box highlights the "Ready for Submission" and "Cancel Application" buttons. Below the application details, there is a section for "FDA Information".

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.



Applications Submission System & Interface for Submission Tracking (ASIST)

Home » Search for Applications » Application Query Results » Application Information

Application Information

This is a list

- Application Information
- FOA Information

Application Number:	442
Application Project Title:	Example project title
PI Name:	
Organization:	Test Organization
Project Funding:	NIH Grants - 44-24-0000
Status:	Ready for Submission Submit Application
Created Date:	2008-07-16 09:00:00 AM EDT

FOA Information:	
FOA Number:	11-04-000
Department Title:	NIH Grant Research Grants
Agency:	NIH/DA

If the status is Ready for Submission, the **Submit Application** button will be active for SO users. You will need to enter Grants.gov AOR credentials in order to submit.



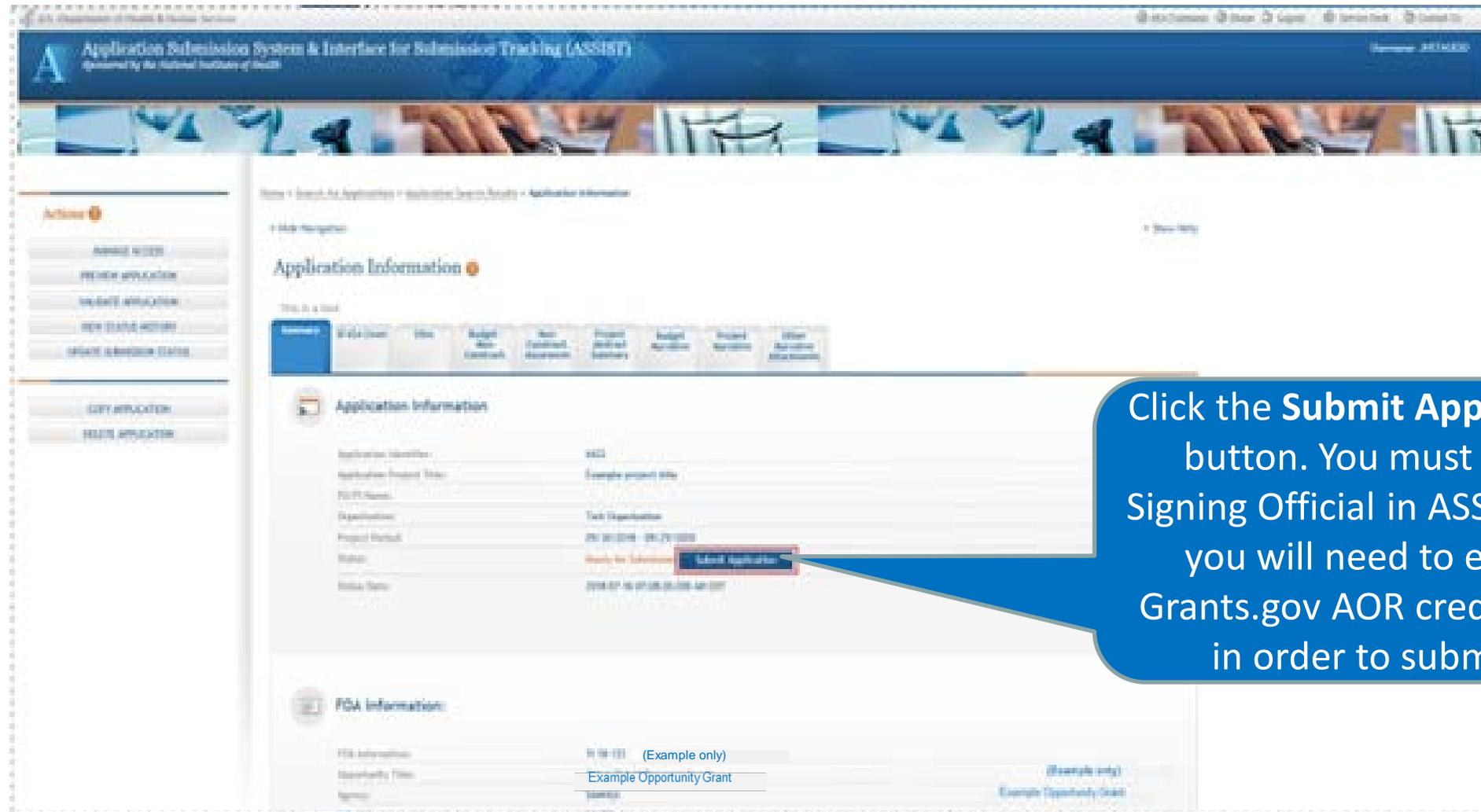
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Submitting Applications in ASSIST



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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).



The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The interface includes a navigation menu on the left with options like 'HOME', 'REGISTER APPLICATION', 'UPDATE APPLICATION', 'NEW STATE ACTION', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area shows the 'Application Information' section, which includes fields for 'Application Identifier', 'Application Project Title', 'PI PI Name', 'Organization', 'Project Period', 'Title', and 'Title Date'. A 'Submit Application' button is highlighted with a red box. Below this section is the 'FOA Information' section, which includes fields for 'FOA Identifier', 'Opportunity Title', and 'Name'. The 'Submit Application' button is located at the bottom right of the 'Application Information' section.

Click the **Submit Application** button. You must be a Signing Official in ASSIST and you will need to enter Grants.gov AOR credentials in order to submit.

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary

SF424 Cover

Sites

Budget -
Non-
Construct.

Non-
Construct.
Assurances



Application Information

Application Identifier:

Application Project Title:

FOIA Name:

Organization:

Project Period:

Status:

Status Date:

Notice:

AOR credentials:



Please provide your Grants.gov Authorized Organization Representative (AOR) credentials.

* Username

* Password

Enter

Cancel

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Screen Rendered: 07/16/2018 07:18:45 EDT

09/30/2018 - 09/29/2020

Ready for Submission

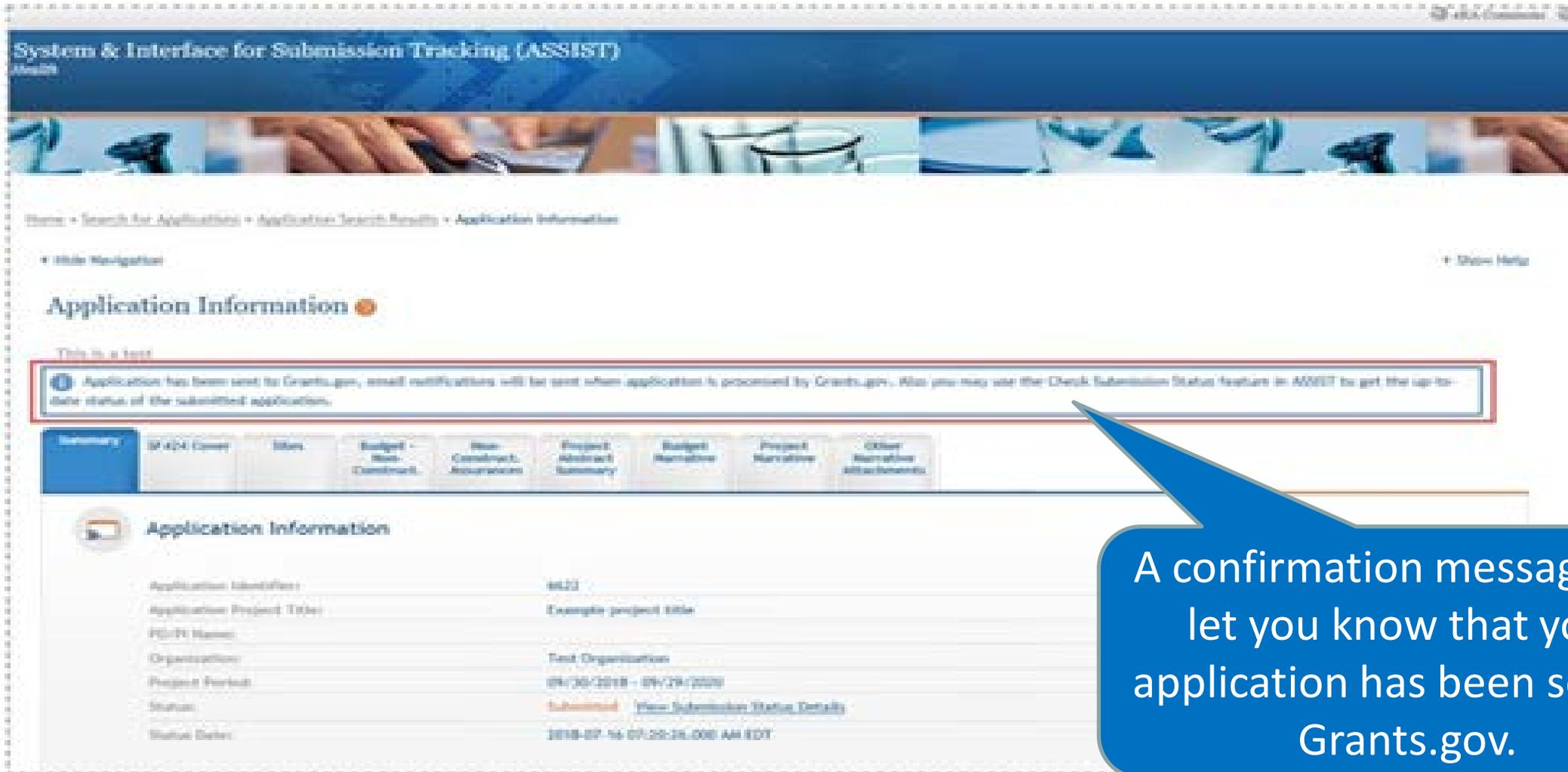
Submit Application

2018-07-16 07:08:20.000 AM EDT



FOA Information:

Enter Grants.gov AOR credentials for your organization and click Enter to submit your application.



The screenshot shows the ASSIST (System & Interface for Submission Tracking) web application. At the top, there is a navigation bar with the title "System & Interface for Submission Tracking (ASSIST)". Below this is a breadcrumb trail: "Home > Search for Applications > Application Search Results > Application Information". A "Home" link is visible on the right. The main heading is "Application Information". A red-bordered box highlights a confirmation message: "Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application." Below the message is a tabbed interface with tabs for "Summary", "IP/DA Cover", "Plan", "Budget Non-Commitment", "Non-Commitment Resourcement", "Project Abstract Summary", "Budget Narrative", "Project Narrative", and "Other Narrative Attachments". The "Summary" tab is active, showing "Application Information" with the following details:

Application Identifier	6622
Application Project Title	Example project title
PI/PI Name	
Organization	Test Organization
Project Period	09/20/2018 - 09/29/2020
Status	Submitted View Submission Status Details
Status Date	2018-07-16 07:20:26.000 AM EDT

A confirmation message will let you know that your application has been sent to Grants.gov.



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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 two (2) email addresses:
 - The email address linked to the PD commons account listed on the SF424 Cover in section 4. Applicant Identifier.
 - The email address of the Business Official listed in the Authorized Representative section of the SF424.
- 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).

Checking Application Status in ASSIST (1 of 2)

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary | SF424 Cover | Sites | Budget - Non-Construct. | Non-Construct. Assurance | Project Abstract Summary | Budget Narrative | Project Narrative | Other Narrative Attachments



Application Information

Application Identifier:	4623
Application Project Title:	Example project title
FOIA Name:	
Organization:	Test Organization
Project Period:	09/20/2018 - 09/29/2020
Status:	Submitted View Submission Status Details
Status Date:	2018-07-16 07:29:26.000 AM EDT

Click View Submission Status Details when viewing your application in ASSIST

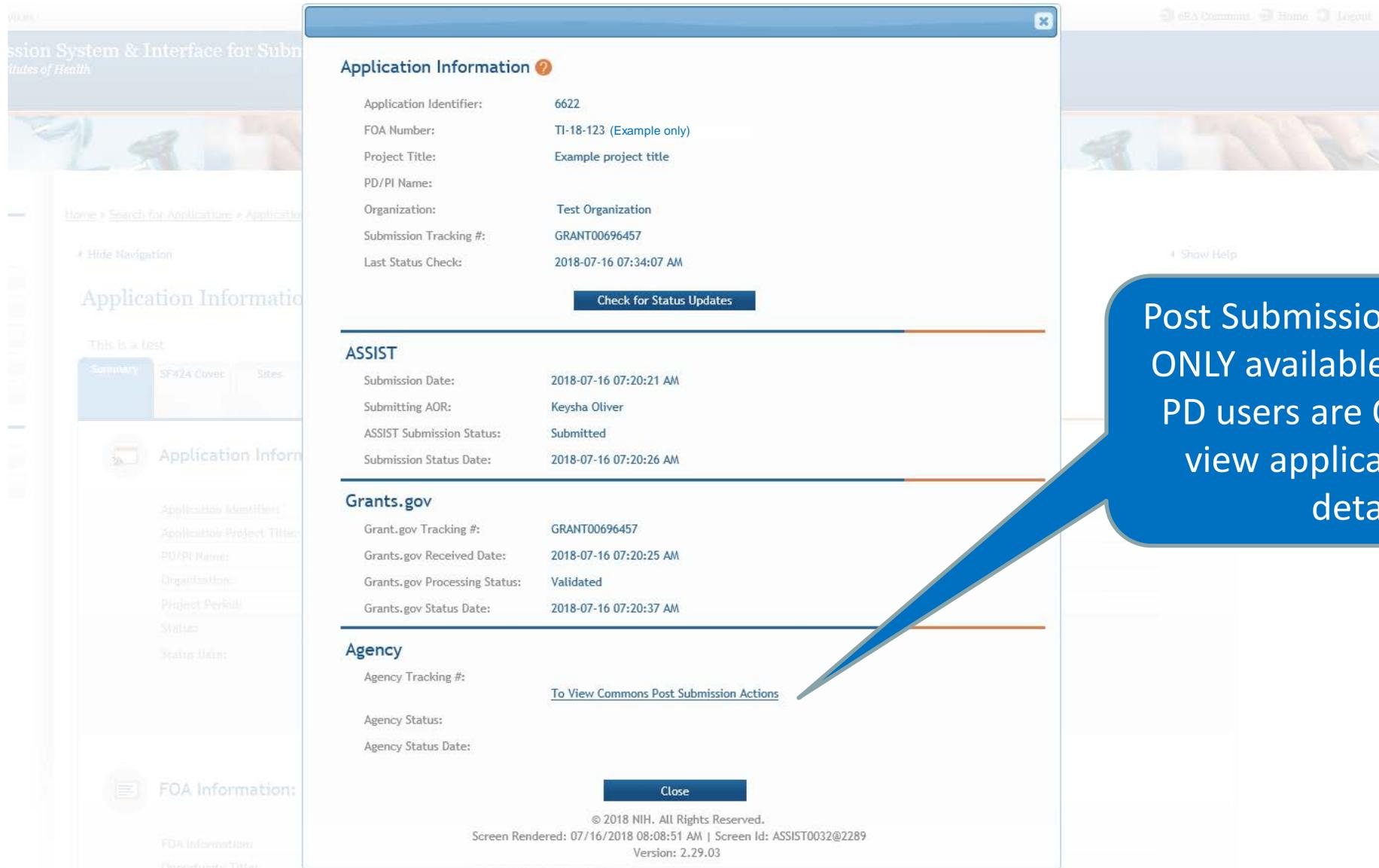


FOA Information:

FOA Information:	15-18-023
Opportunity Title:	Tribal Covid Response Grants
FOA Number:	15-18-023

Example Opportunity Grant

Checking Application Status in ASSIST (2 of 2) SO view



Application Information

Application Identifier: 6622
FOA Number: TI-18-123 (Example only)
Project Title: Example project title
PD/PI Name:
Organization: Test Organization
Submission Tracking #: GRANT00696457
Last Status Check: 2018-07-16 07:34:07 AM

[Check for Status Updates](#)

ASSIST

Submission Date: 2018-07-16 07:20:21 AM
Submitting AOR: Keysha Oliver
ASSIST Submission Status: Submitted
Submission Status Date: 2018-07-16 07:20:26 AM

Grants.gov

Grant.gov Tracking #: GRANT00696457
Grants.gov Received Date: 2018-07-16 07:20:25 AM
Grants.gov Processing Status: Validated
Grants.gov Status Date: 2018-07-16 07:20:37 AM

Agency

Agency Tracking #: [To View Commons Post Submission Actions](#)
Agency Status:
Agency Status Date:

[Close](#)

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Screen Rendered: 07/16/2018 08:08:51 AM | Screen Id: ASSIST0032@2289
Version: 2.29.03

Post Submission Actions are ONLY available to SO users. PD users are ONLY able to view application status details.

- 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	
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>

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)
- <https://grants.nih.gov/support/index.html>

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

SAMHSA FOA Contact Information

If you have questions about either program issues, or grants management or budget issues, you can contact the agency staff listed in the FOA. You may find the agency contacts in Section VII. of the full FOA or on the SAMHSA webpage for the FOA.



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Supplementary Information



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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.



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PD and SO Role Differences in ASSIST

Signing Official (SO)	Project Director (using the PI role in Commons)
Can initiate applications	Can initiate applications
Can fill out applications	Can fill out applications they are listed on or initiated unless access is revoked
Can manage access to applications including adding or revoking privileges to PD users	Can manage access to applications if provided permission by an SO user
Can update application statuses	Can only update the status of applications they initiate, unless access is revoked
Can submit applications in 'Ready for Submission' status with Grants.gov Authorized Organization Representative (AOR) credentials	Can NOT submit applications



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Managing Access to Applications

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Search Results > Application Information

Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

This is a test

Summary

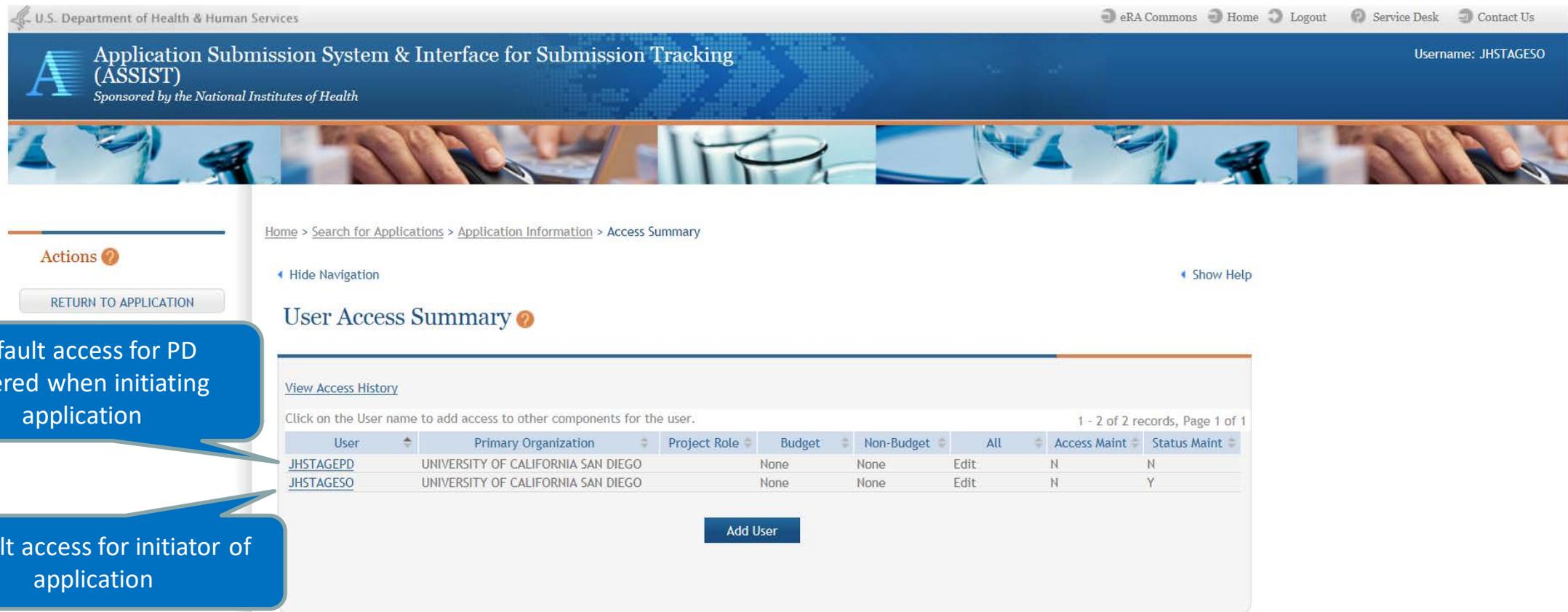
SF424 Cover



Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2018-07-12 05:01:00.000 PM EDT

- 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.



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eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO

Home > Search for Applications > Application Information > Access Summary

Hide Navigation Show Help

User Access Summary

View Access History

Click on the User name to add access to other components for the user. 1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

Add User

Actions ?

RETURN TO APPLICATION

Default access for PD entered when initiating application

Default access for initiator of application



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Editing Existing Users (1 of 2)

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Information > Access Summary

Actions ?

RETURN TO APPLICATION

Hide Navigation

Show Help

User Access Summary ?

[View Access History](#)

Click on the User name to add access to other components for the user.

1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

Add User

Click a user in the User column



Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

Actions ?

RETURN TO APPLICATION

Hide Navigation

Show Help

User Access Detail ?



User Information

[View User Access History](#)

User:

JHSTAGEPD

Primary Organization:

UNIVERSITY OF CALIFORNIA SAN DIEGO

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-Budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▾	None ▾	Edit ▾	<input type="checkbox"/>	<input type="checkbox"/>

Save

Revoke All Accesses

Cancel

Access Maintainer lets the user manage access for others

Manage access by adjusting each column and then click Save

Status Maintainer lets the user update the application status, or mark it Ready for Submission



[Home](#) > [Search for Applications](#) > [Application Information](#) > [Access Summary](#)

Actions ?

[RETURN TO APPLICATION](#)

Hide Navigation

Show Help

User Access Summary ?

[View Access History](#)

Click on the User name to add access to other components for the user.

1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

[Add User](#)

Click Add User

U.S. Department of Health & Human Services eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST) Username: JHSTAGESO
Sponsored by the National Institutes of Health

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

- Actions** ?
- RETURN TO APPLICATION
 - MANAGE ACCESS
 - ADD OPTIONAL FORM
 - VIEW STATUS HISTORY
 - UPDATE SUBMISSION STATUS
-
- COPY APPLICATION
 - DELETE APPLICATION

Hide Navigation

Show Help

Add New User ?

Look up an account by the username



USER INFORMATION

* Required field(s)

* Username:

User: Director, Project

Primary Organization: UNIVERSITY OF CALIFORNIA SAN DIEGO

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-Budget select should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▾	None ▾	Edit ▾	<input type="checkbox"/>	<input type="checkbox"/>

Manage access using the columns

Save the new accounts access, or cancel to not add any access



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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.
 - 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.



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Adding a Form in ASSIST (1 of 2)

[eRA Commons](#) [Home](#) [Logout](#) [Service Desk](#) [Contact Us](#)

Username: JHSTAGE50

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health



[Home](#) > [Search for Applications](#) > [Application Search Results](#) > [Application Information](#)

[Hide Navigation](#)

[Show Help](#)

Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Application Information ?

This is a test

Summary

SF424 Cover



Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2018-07-12 05:01:00.000 PM EDT



Home > Search for Applications > Application Search Results > Application Information

Hide Navigation | Show Help

Application Information

This is a test

Summary | SF424 Cov

Add Optional Form

Select the form you wish to add

- Submit Query
- Cancel

-- Select Form --

- Budget - Construct.
- Budget - NonConstruct.
- Budget Narrative
- Construct. Assurances
- Lobbying Disclosure
- NonConstruct. Assurances
- Other Narrative Attachments
- Project Abstract Summary
- Project Narrative
- Sites

Applica

Applicatio

Applicatio

PI/PI Not

Organization:

Project Period:

Status: [Work in Progress](#) | [Submit Application](#)

Status Date: 2018-07-12 05:01:00.000 PM EDT

Select your form and click Submit Query to add it

Adding a Form in ASSIST (2 of 2)

Home » Search for Applications » Application Search Results » Application Information

Web Navigation Show Help

Application Information

Summary **Budget Narrative**

HHS-3161-1 v2.1 2008 Approval No. 0000-0001
Expiration Date: 1/31/2011

[Edit](#) [View Budget Statement](#) Expand all Download Budget

TYPE OF APPLICATION

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of application: New Continuing Continuation Noncompeting Continuation Supplemental

Part 6

Part 6-The following checklist is included to assure that correct information and certifications have been submitted.

- You can remove forms if they are accidentally added
 - Note: Some required forms, such as the SF424 Cover, may not be removed.

The screenshot shows the ASSIST application management interface. On the left is a sidebar with navigation buttons: RETURN TO APPLICATION, IMAGE ACCESS, ADD OPTIONAL FORM, PREVIEW CURRENT FORM, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, COPY APPLICATION, and DELETE APPLICATION. The main content area is titled 'Application Information' and includes tabs for Summary, SF424 Cover, and Budget Narrative. Below the tabs, there is a form ID 'HHS-5161-1-101' and an 'Edit' button. A blue callout box with a pointer to the 'Edit' button contains the text 'Click Edit on a form'. Other elements include 'View Number Statement', 'Expand All', and 'Applied Status'.



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Removing Forms in ASSIST (2 of 2)

BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.

THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:

Civil Rights - Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

Handicapped Individuals - Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

Sex Discrimination - Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

Age Discrimination - The Age Discrimination Act of 1975 (P.L. 94-135), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

Debarment and Suspension - Title 2 CFR part 376.

Certification Regarding Drug-Free Workplace Requirements - Title 45 CFR part 82

Certification Regarding Lobbying - Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).

Environmental Tobacco Smoke - Public Law 103-227.

Program Fraud Civil Remedies Act (PFCRA)

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