

**Substance Abuse and Mental Health Services
Administration (SAMHSA)
Tribal Opioid Response (TOR) TI-18-016
Funding Opportunity Announcement (FOA)
Applicant Webinar**

■ Speakers:

- Holly Rogers, SAMHSA Project Manager
- Jonathan Haley, eRA Business Analyst



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■ Agenda and contents:

- [Registration – slide 4](#)
- [Creating a PD account – slide 29](#)
- [Applying to FOAs – slide 49](#)
- [Accessing in-progress applications in ASSIST– slide 57](#)
- [Filling out applications in ASSIST – slide 65](#)
- [Validating your application and updating statuses in ASSIST – slide 73](#)
- [Submitting applications in ASSIST – slide 81](#)
- [Post-submission steps – slide 85](#)
- [Supplementary information not covered during webinar – slide 92](#)
 - [Managing access to applications in ASSIST – slide 93](#)
 - [Adding and removing forms in ASSIST – slide 102](#)



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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.

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 PD account ID of your SAMHSA Project Director will be noted here.



- Once your accounts are registered they will have an eRA Commons ID. This will allow your SO account(s) to 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 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.**

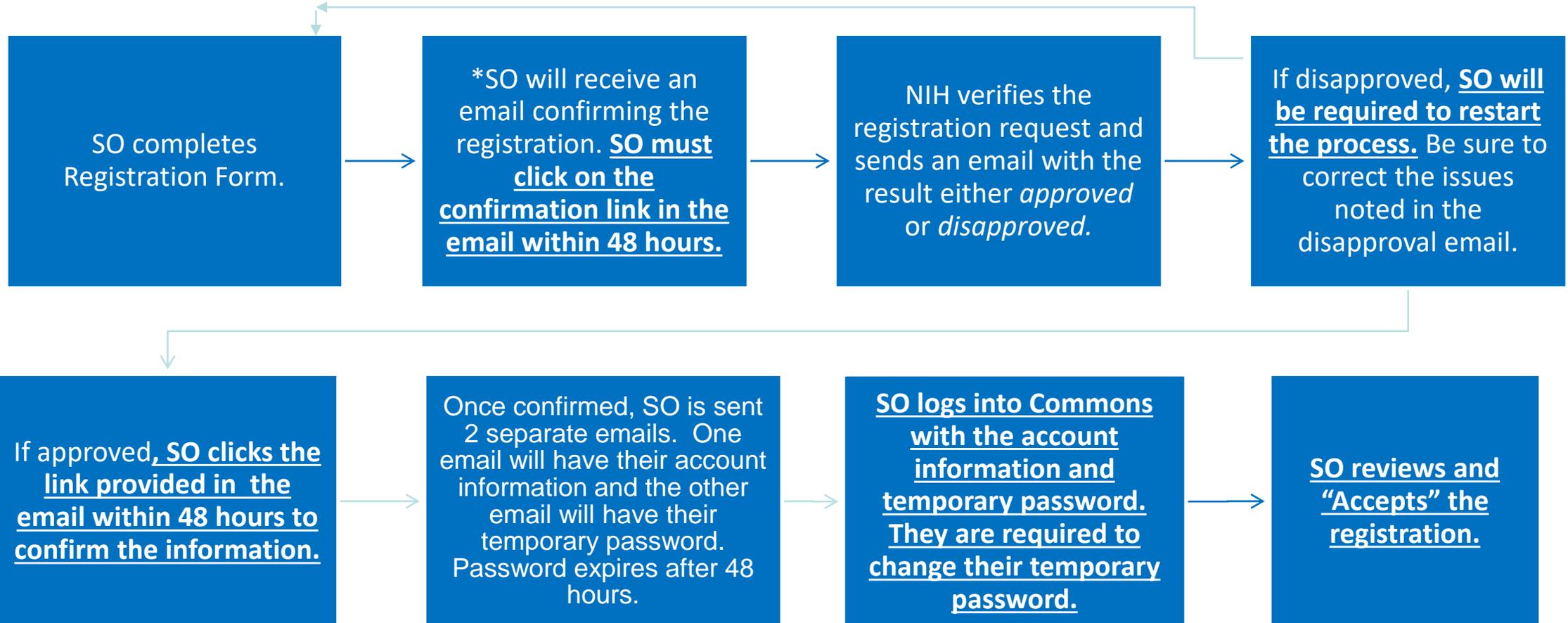


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Registering an Organization in eRA Commons

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.





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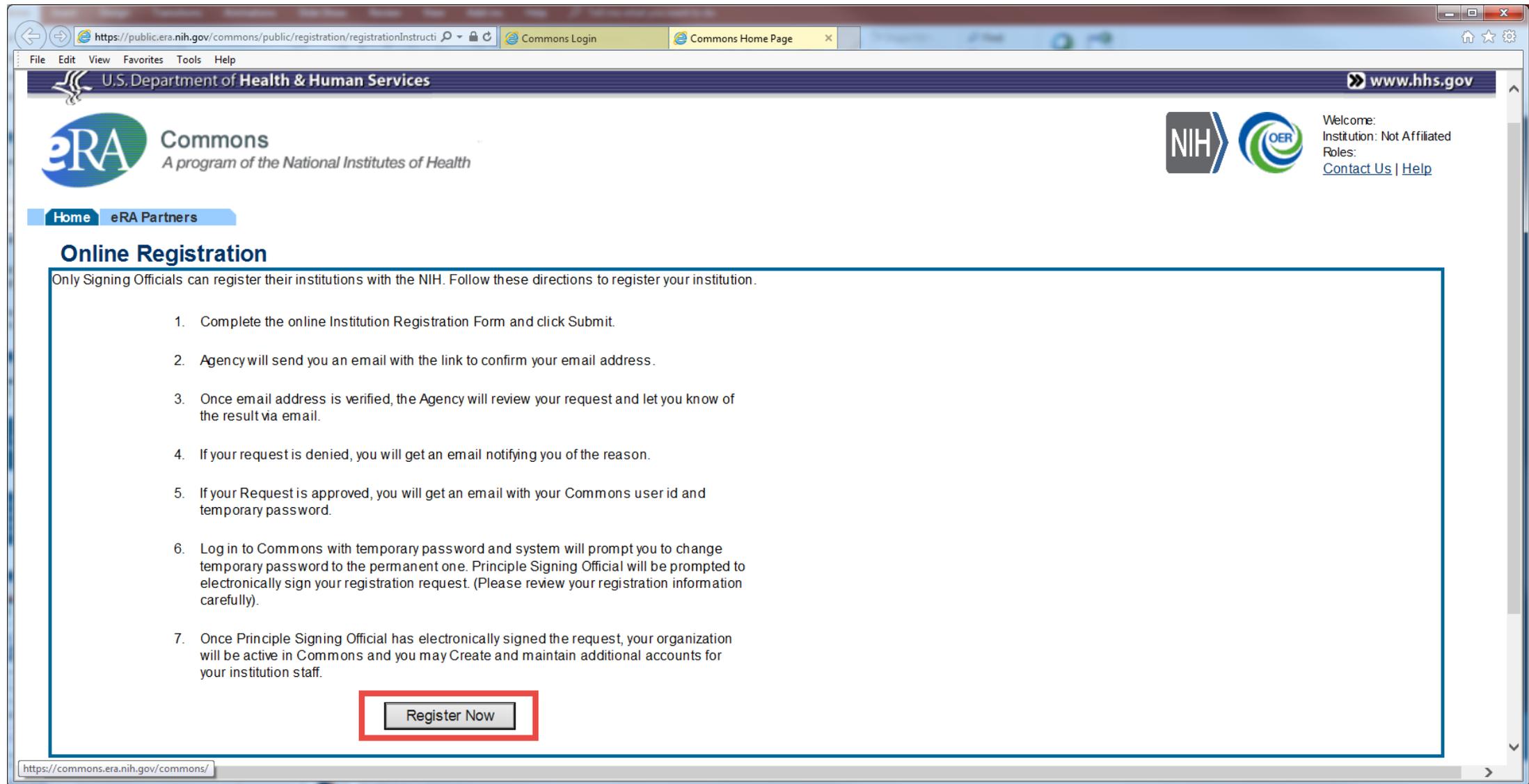
Accessing the eRA Registration Form

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, followed by a 'Federal User Login Here' link. The main content area features a 'Welcome to the Commons' heading, a 'System Notification Message' box with maintenance and registration notes, a 'Scheduled Commons Maintenance' link, 'Support Related Resources' with links to error guides and user guides, and 'Commons Related Resources'. On the right sidebar, the 'Register Grantee Organization' link is highlighted with a red box and a red arrow points to it from the main content area. Other sidebar links include 'About the Commons', 'Frequently Asked Questions', 'Latest Release Notes', and 'Additional Links' such as RePORT, Grants.gov, iEdison, and Commons Quick Queries.



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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/registrationInstru...>. 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

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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) <input type="text"/>
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 accounts 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 :*

At the bottom of the form are buttons for **Save**, **Reset**, and **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



Commons
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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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Bethesda, Maryland 20892



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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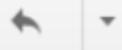
Email with Registration Status (Approved)

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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Bethesda, Maryland 20892



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



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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

NIH 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/link your Project Director (PD) Commons account (PI role) in order to apply to FOAs.**



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Creating a PI/PD 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

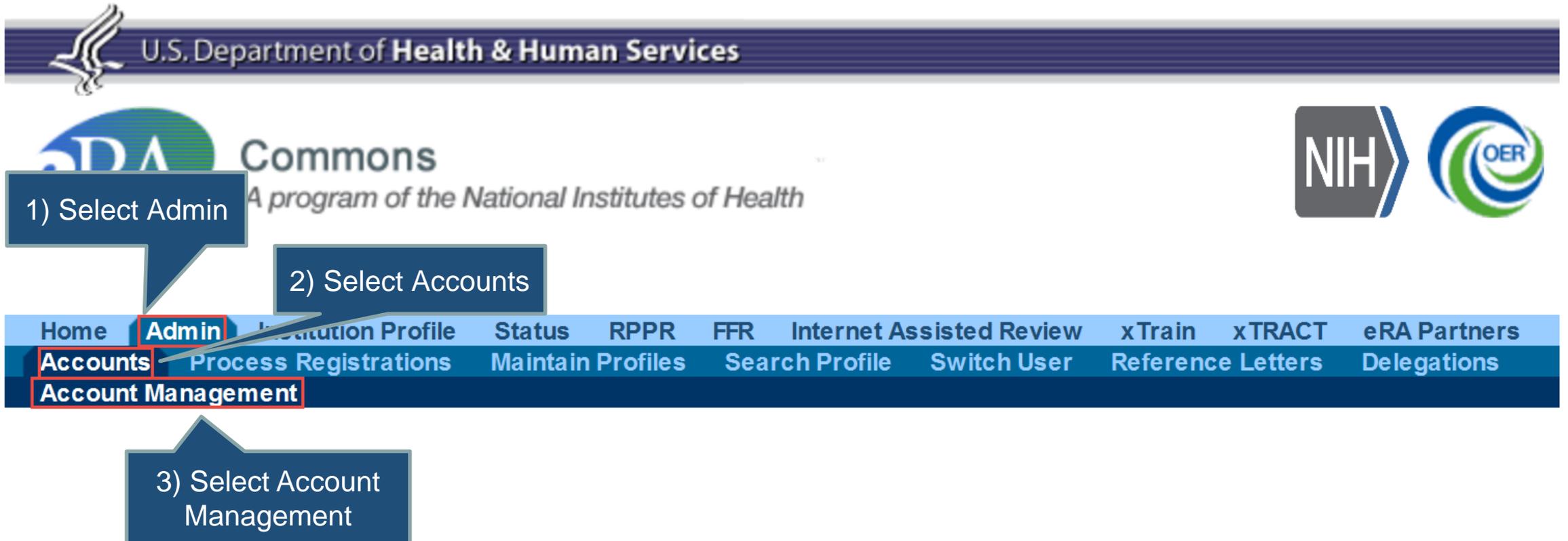
System Notification Message

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. A callout box labeled "3) Select Account Management" points to the "Account Management" sub-item under "Accounts".

1) Select Admin

2) Select Accounts

3) Select Account Management



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SO: Search for the PD



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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)	Email	
	Roles	

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 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 Your 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)

Roles ?

+ Add Roles x Unaffiliate

Showing 1 - 4 of total 4

View results

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

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 affiliated with your organization, you can begin applying to FOAs.



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Applying to FOAs

- You can apply using Grants.gov Workspace, eRA ASSIST, 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

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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 TOR FOA number (TI-18-016)

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)

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

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE
- ERA COMMONS



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

Username: JHSTAGESO

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

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

Welcome

Initiate Application for FOA #: TI-18-123 ?

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
Opportunity Title:	Tribal Opioid Response Grants
Offering Agency:	SAMHSA
CFDA Number:	93.788
CFDA Description:	Opioid STR
Competition ID:	TI-18-123
Competition Title:	Tribal Opioid Response Grants
Opportunity Open Date:	06/21/2018
Opportunity Close Date:	08/20/2018
Agency Contact:	OPIOIDTOR@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: OPIOIDTOR@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



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Search Page in ASSIST

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

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Contact Us Help Desk Privacy Notice Accessibility Disclaimer



Select the application you would like to view



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Search Results (2 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 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

HELP | REGISTER | LOGIN



SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME
LEARN GRANTS ▾
SEARCH GRANTS
APPLICANTS ▾
GRANTORS ▾
SYSTEM-TO-SYSTEM ▾
FORMS ▾
CONNECT ▾
SUPPORT ▾

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

Preview Opportunity Package Details ?

Opportunity Package Details:

Agency Contact Information: OPIOIDTOR@samhsa.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] » HHS Checklist (08-2007) [V2.1] » 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

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).



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Filling out Applications in ASSIST



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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.
HHS Checklist	HHS Checklist
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.
 - 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.

■ 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. TOR is a 2-year program so the project duration is 24 months)

- 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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TI-18-016 - Sample SF424 A Budget: Match Not Required

Cost Sharing/Match Required?: No

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

BUDGET INFORMATION - Non-Construction Programs

Complete only this column **Federal (e)**

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. TI-18-016 - Federal)

SECTION A - BUDGET SUMMARY		Estimated Unobligated Funds		New or Revised Budget		
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	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.						\$0.00
3.						\$0.00
4.						\$0.00
5. Totals		\$0.00	\$0.00	\$247,500.00	\$0.00	\$247,500.00
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	

All totals in the circles must match

Section A Total

Note: Section A Total **must equal** Section B Total

Section B Total

TI-18-016 - Sample SF424 A Budget: Match Not Required

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					\$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	\$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.

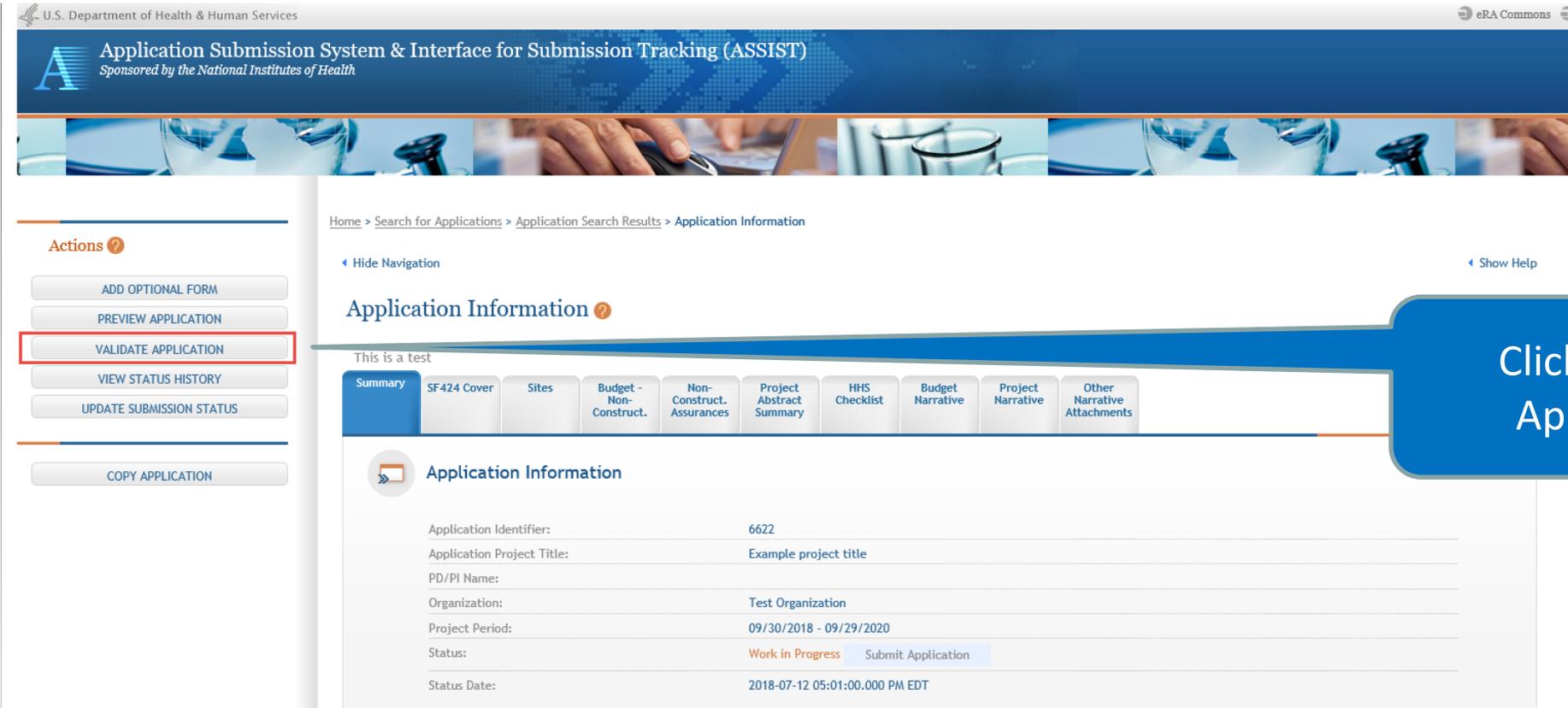
- Upload supporting documentation to the Other Narrative Attachments form.
 - Per the FOA, this includes but is not limited to the SMA 170 form, HHS 690 form, Biographical Sketches and Job Descriptions, Confidentiality and SAMHSA Participant Protection/Human Subjects form.
 - Do not combine Other Narrative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



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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.



U.S. Department of Health & Human Services eRA Commons

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

Application Information

This is a test

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

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization: Test Organization

Project Period: 09/30/2018 - 09/29/2020

Status: **Work in Progress** Submit Application

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

Actions

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

COPY 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

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
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

U.S. Department of Health & Human Services eRA Commons Home

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

Application Information

This is a test

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

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization: Test Organization

Project Period: 09/30/2018 - 09/29/2020

Status: Work in Progress Submit Application

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

Actions

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

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

-- Select Status --
Ready for Submission

Enter a comment on the status of this submission [or continue without adding a comment.](#)

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Version: 2.29.03

Select Ready for Submission

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

Status Date:

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



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Ready for Submission: PD view

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: JHSTAGEPD



Actions ?

- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION

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

Hide Navigation

Show Help

Application Information ?

This is a test

Submission status has been updated

Summary	SF 424 Cover	Sites	Budget - Non-Construct.	Non-Construct. Assurances	Project Abstract Summary	HHS Checklist	Budget Narrative	Project Narrative	Other Narrative Attachments
---------	--------------	-------	-------------------------	---------------------------	--------------------------	---------------	------------------	-------------------	-----------------------------

Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization
Project Period:	09/30/2018 - 09/29/2020
Status:	Ready for Submission Submit Application
Status Date:	2018-07-16 07:08:20.000 AM EDT

FOA 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.



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U.S. Department of Health & Human Services

Ready for Submission: SO view

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

Username: JHSTAGESO



Actions ?

- MANAGE ACCESS
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

- COPY APPLICATION
- DELETE APPLICATION

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
- Project Abstract Summary
- HHS Checklist
- Budget Narrative
- Project Narrative
- Other Narrative Attachments

Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization
Project Period:	09/30/2018 - 09/29/2020
Status:	Ready for Submission <input type="button" value="Submit Application"/>
Status Date:	2018-07-16 07:08:20.000 AM EDT

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.

FOA Information:

FOA Information:	TI-18-123
Opportunity Title:	Tribal Opioid Response Grants
Agency:	SAMHSA



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Submitting Applications in ASSIST



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U.S. Department of Health & Human Services

Submitting Applications (1 of 2)

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

Username: JHSTAGESO



Actions ?

- MANAGE ACCESS
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

- COPY APPLICATION
- DELETE APPLICATION

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
- Project Abstract Summary
- HHS Checklist
- Budget Narrative
- Project Narrative
- Other Narrative Attachments

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization: Test Organization

Project Period: 09/30/2018 - 09/29/2020

Status: Ready for Submission **Submit Application**

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

FOA Information:

FOA Information: TI-18-123

Opportunity Title: Tribal Opioid Response Grants

Agency: SAMHSA

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.

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:

PD/PI 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 your Grants.gov AOR credentials and click Enter to submit your application.

eRA Commons

System & Interface for Submission Tracking (ASSIST) Health

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

Hide Navigation Show Help

Application Information ?

This is a test

i 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.

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

Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization
Project Period:	09/30/2018 - 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

- You will receive status updates via email from Grants.gov.
- Emails will go to three (3) email addresses:
 - The email address listed on the SF424 Cover in section “f. Name and contact information of person to be contacted on matters involving this application”
 - The email address linked to the PD commons account listed on the SF424 Cover in section 4. Applicant Identifier
 - 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 faster than you receiving a Grants.gov error email(s).



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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. Assurances
- Project Abstract Summary
- HHS Checklist
- Budget Narrative
- Project Narrative
- Other Narrative Attachments



Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization
Project Period:	09/30/2018 - 09/29/2020
Status:	Submitted View Submission Status Details
Status Date:	2018-07-16 07:20:26.000 AM EDT

Click View Submission Status Details when viewing your application in ASSIST



FOA Information:

FOA Information:	TI-18-123
Opportunity Title:	Tribal Opioid Response Grants
Agency:	SAMHSA

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

Application Information

Application Identifier: 6622
FOA Number: TI-18-123
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>



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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



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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 status or access of other users.

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 initiate unless access 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 update application statuses unless access 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 do so



Actions ?

RETURN TO APPLICATION

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](#)

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](#)

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

Username: JHSTAGESO



Actions ?

RETURN TO APPLICATION

[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

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

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

Manage access by adjusting each column and then click Save



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Adding New Users

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Application Submission System & Interface for Submission Tracking (ASSIST)

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Username: JHSTAGESO



Actions ?

[RETURN TO APPLICATION](#)

[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](#)

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

Hide Navigation

Add New User ?

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 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"/>

Look up an account by the username

Manage access using the columns

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

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



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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 TOR 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.



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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)

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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



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Selecting a Form

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

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

Actions

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

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--- Select Form ---
Budget - Construct.
Budget - NonConstruct.
Budget Narrative
Construct. Assurances
HHS Checklist
Lobbying Disclosure
NonConstruct. Assurances
Other Narrative Attachments
Project Abstract Summary
Project Narrative
Sites

Submit Query Cancel

Select your form and click Submit Query to add it

Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW CURRENT FORM
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE APPLICATION

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

Hide Navigation

Application Information ?

- Summary
- SF424 Cover
- HHS Checklist**

You will be taken to your selected form after it is added

Show Help

HHS CheckList(08-2007)

OMB Approval No. 0990-0317

Expiration Date: 1/31/2017

HHS-5161-1 v2.1 ?

- Edit
- View Burden Statement

Expand All * Required field(s)

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
 - Competing Continuation
 - Noncompeting Continuation
 - Supplemental

PART A

Part A-The following checklist is provided to assure that proper signatures, assurances, 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 displays the ASSIST application interface. On the left is a sidebar with an 'Actions' section containing buttons for 'RETURN TO APPLICATION', 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT FORM', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area shows the breadcrumb 'Home > Search for Applications > Application Search Results > Application Information'. Below this is a 'Hide Navigation' link and a 'Show Help' link. The title is 'Application Information'. There are three tabs: 'Summary', 'SF424 Cover', and 'HHS Checklist'. The 'HHS Checklist' tab is active. The form title is 'HHS CheckList(08-2007)' with a version 'HHS-5161-1 v2.1'. To the right, it shows 'OMB Approval No. 0990-0317' and 'Expiration Date: 1/31/2017'. Below the title are 'Edit' and 'View Burden Statement' buttons. A checkbox for 'Expand All' is checked, followed by '* Required field(s)'. A section titled 'TYPE OF APPLICATION' contains a 'NOTE TO APPLICANT' and a list of application types: 'New', 'Competing Continuation', 'Noncompeting Continuation', and 'Supplemental'.



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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)

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Form

Scroll to the bottom of the form and click Remove Form