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
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
Four (4) Required Registrations
TOR Applicants MUST Complete Four Registrations

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

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

2. System for Award Management (SAM)
   - [https://www.sam.gov](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
Grants.gov Registration

3. Grants.gov

- Must complete DUNS and SAM registrations prior to starting process of registering in grants.gov
  

- The person submitting your application must be properly registered with grants.gov as the Authorized Organization Representative (AOR) for the specific DUNS number cited on the SF-424 (first page).
4. eRA Commons

- The organization MUST register in eRA Commons to submit a grant application.
  - [https://era.nih.gov/reg_accounts/register_commons.cfm](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

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SO</strong> =</td>
<td>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.</td>
</tr>
<tr>
<td>SAMHSA Business Official (BO)</td>
<td>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.</td>
</tr>
<tr>
<td><strong>PI</strong> =</td>
<td>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.</td>
</tr>
<tr>
<td>SAMHSA Project Director (PD)</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.**
Registering an Organization in eRA Commons
The SO registering the organization MUST regularly check their email during this process and take action as noted in the emails.

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

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1. SO completes Registration Form.

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

3. NIH verifies the registration request and sends an email with the result either **approved** or **disapproved.**

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

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

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

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

8. SO reviews and **Accepts** the registration.
Accessing the eRA Registration Form
Accessing the eRA Registration Form

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

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

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

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


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

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

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

The email for [TESTOROSQ] has been verified.

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

e-notify-teet@mail.nih.gov
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/
Your institution registration has been approved.

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

Click on the link below to confirm your registration.

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

For any further questions about this email, call the eRA Service Desk at 1-866-504-9652 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/
For more information please visit http://era.nih.gov/
Confirm Registration Information

IPF Assignment View

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

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

Confirm Institution Registration

[yes] [no]
eRA Commons: Notification of Authentication Credentials and New eRA Account

era-notify-test@mail.nih.gov

to me

Jul 5 (6 days ago)  

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

Signing Official,

An eRA account has been created for you on Jul 5, 2018. Your account details are:
- Account holder: Signing Official
- Username: TESTORG50
- 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/
Your temporary password is only valid for **48 hours**. If you have issues with the temporary password, contact the service desk.
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:

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

New Password:

Confirm New Password:

Submit  Clear
Click on the Commons application link to review and complete your registration.
Complete Registration

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

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

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

<table>
<thead>
<tr>
<th>Institution Name:</th>
<th>TEST ORGANIZATION</th>
<th>Closeout Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX Received:</td>
<td>No</td>
<td>NoA Email:</td>
</tr>
<tr>
<td>Duns Number:</td>
<td>0000000000</td>
<td>City:</td>
</tr>
<tr>
<td>Street 1:</td>
<td>123 STREET</td>
<td>BETHESDA</td>
</tr>
<tr>
<td>Street 2:</td>
<td></td>
<td>State:</td>
</tr>
<tr>
<td>Street 3:</td>
<td></td>
<td>MD</td>
</tr>
<tr>
<td>Street 4:</td>
<td></td>
<td>Zip Code:</td>
</tr>
<tr>
<td>IPP Code:</td>
<td></td>
<td>20873</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Country:</td>
</tr>
</tbody>
</table>

| Name Prefix:      | Signing           | Name Prefix:   |
| First Name:       |                   | First Name:    |
| Middle Name:      |                   | Middle Name:   |
| Last Name:        | Official          | Last Name:     |
| Suffix:           |                   | Suffix:        |
| Title:            | 50                | Title:         |
| User Name:        | TESTORGS0         | User Name:     |
| Phone:            | 0123456789        | Phone:         |
| Fax:              |                   | Fax:           |
| Email:            |                   | Email:         |

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.
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.
Creating a PI/PD Account in eRA Commons
Key Information for Creating a PD Account

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

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

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

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

1) Select Admin
2) Select Accounts
3) Select Account Management
SO: Search for the PD

Ensure that the Commons displays as the User Type

Enter search criteria

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.
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.

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

User Information
User Type
Commons

User ID
ENTERPRISE

Primary Organization
Monroe County Public Health Department

Contact Information
Last Name
Kirk

First Name
James

Middle Name

Email
eRATest@od.nih.gov

Confirm Email
eRATest@od.nih.gov

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

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

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

**Next Steps:** No action required

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

**Next Steps:** Affiliate existing account

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

**Next Steps:** Create a new account
Scenario 2 – Affiliating an Existing Account With Your Organization
Scenario 2

SO: Affiliate Account to Organization

![Image of a webpage showing a search for accounts, with a highlighted row for an Enterprise account named Kirk James and an email address of eRAtest@od.nih.gov. The table includes columns for User ID, Name, Email, Account Status, and Roles & Affiliations. There are options to manage the account.]
## SO: Affiliate Account to Organization

### Scenario 2

**Roles**

Select Affiliate under the Roles section

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>ABC University</td>
</tr>
<tr>
<td>PI</td>
<td>DEF University</td>
</tr>
<tr>
<td>PI</td>
<td>GHI University</td>
</tr>
</tbody>
</table>
Scenario 2

SO: Select PI Role

Select PI Role

Select PI – Principal Investigator from the dropdown menu

Select Add Role(s)

Add Role(s)
### Roles

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

**Scenario 2**

**View results**

**Select Save**

**Save**

**Cancel**
Scenario 3 – Creating a New PD Account
Scenario 3

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

Select Create New Account
Scenario 3

SO: Complete Fields and Add Roles

Create Account

User Information

User Type
Commons

User ID

Primary Organization
University of California San Diego

Contact Information

Last Name
SZILAGYI
First Name
moira
Middle Name (Optional)

Email

Confirm Email

Roles

Add Roles
Create Clear

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

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

Select PI Role

Select PI – Principal Investigator Role

Select Add Role(s)
Scenario 3

Select Create

Note: You are also able to remove roles accidentally added
Next Steps

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

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

- If you have completed your registration with eRA Commons and Grants.gov and your PD has an account in eRA Commons affiliated with your organization, you can begin applying to FOAs.
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.
Click on the ASSIST Tab on the menu bar
Initiating an Application in ASSIST

Enter the TOR FOA number (TI-18-016)
An Initiate Application Screen will appear with pre-filled FOA information.
You will only have one organization option unless you are affiliated with multiple organizations.

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

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

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

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

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

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
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.
### Search for Application Results

<table>
<thead>
<tr>
<th>Application Identifier</th>
<th>Application Project Title</th>
<th>Agency</th>
<th>PD/PI Name</th>
<th>Lead Applicant Organization</th>
<th>Submission Status</th>
<th>Submission Date</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6622</td>
<td>Example project title</td>
<td>SAMHSA</td>
<td></td>
<td>UNIVERSITY OF CALIFORNIA SAN DIEGO</td>
<td>Work In Progress</td>
<td></td>
<td></td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>

Select the application you would like to view.
You will be taken to the Application Information page.
Required and Optional Forms on Grants.gov

- Application for Federal Assistance (SF-424) [V0.1]
- Budget Information for Non-Construction Programs (SF-424A) [V1.0]
- HHS Checklist (BD-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]
- Disclosure of Lobbying Activities (SF-LLL) [V1.2]
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).
Filling out Applications in ASSIST
ASSIST and Grants.gov Workspace require the same forms although the label names may be different.

- * indicates an optional form

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

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

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

- When you have filled out all required components of the application, you may run validations on it. This will check to make sure your application is error-free.
Avoid Common Errors on the SF424

- Use the Commons ID of your PD as the Applicant Identifier on the SF424, item field #4.
  - The account ID provided must have the PI role and be affiliated with your organization.
  - This account must match the Project Director information listed on your HHS Checklist.

- On the SF424 Cover, Section 17, Proposed Project Start Date and End Date should match up with years.
  - E.g. 09/30/18 - 09/29/19 is one year. 09/30/18 – 09/30/19 is one year and one day.
Avoid Common Formatting Errors

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

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

- **Project Duration**
  - On the Project Abstract Summary form - enter the project duration in months (e.g. TOR is a 2-year program so the 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.
## Sample SF424 A Budget: Match Not Required

**Cost Sharing/Match Required?: No**

### BUDGET INFORMATION - Non-Construction Programs

<table>
<thead>
<tr>
<th>Grant Program Function or Activity (a)</th>
<th>Catalog of Federal Domestic Assistance Number (b)</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal (c)</td>
<td>Non-Federal (d)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Federal (e)</td>
<td>Non-Federal (f)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total (g)</td>
<td></td>
</tr>
<tr>
<td>1. TI-18-016 - Federal</td>
<td>93,788</td>
<td>$247,500.00</td>
<td>$247,500.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Totals</td>
<td></td>
<td>$247,500.00</td>
<td>$247,500.00</td>
</tr>
</tbody>
</table>

### SECTION A - BUDGET SUMMARY

- **Section A** Total must equal **Section B** Total
- Complete only this column **Federal (e)**
- Enter the CFDA # from the 1st page of the FOA
- All totals in the circles must match

### ON row 1 input:
- FOA# - Federal (e.g., TI-18-016 - Federal)
- Use the "New or Revised Budget" section for New Applications

### SECTION B - BUDGET CATEGORIES

- **Note:** Section A Total must equal Section B Total
**TI-18-016 - Sample SF424 A Budget: Match Not Required**

**Cost Sharing/Match Required?: No**

### SECTION C - NON-FEDERAL RESOURCES

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

### SECTION D - FORECASTED CASH NEEDS

- **Total for 1st Year**
  - Federal: $247,500.00
  - Non-Federal: $0.00
- **Section D is for the 1st federal year of funding only (match not required).**

### SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

- Federal funds needed for 2nd budget period
- **Section E is for the future budget period (year 2)**

### SECTION F - OTHER BUDGET INFORMATION

- **Section F is optional**

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*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.
Validating Applications and Updating Statuses in ASSIST
Once you are finished filling out your application, validate it to check that all business and system validations pass and you will be able to submit your application.
Errors MUST be corrected in order to submit.

You may submit with Warnings if needed.
All Validations Passed

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

Select Ready for Submission

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

The Submit Application button will remain inactive for PD users. ONLY an SO with access to Grants.gov AOR credentials may submit.
If the status is Ready for Submission, the Submit Application button will be active for SO users. You will need Grants.gov AOR credentials in order to submit.
Submitting Applications in ASSIST
Click the Submit Application button. You must be a Signing Official in ASSIST and you will need Grants.gov AOR credentials in order to submit.
Enter your Grants.gov AOR credentials and click Enter to submit your application.
A confirmation message will let you know that your application has been sent to Grants.gov.
Post-Submission Steps
Key Information

- 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).
Click View Submission Status Details when viewing your application in ASSIST
Post Submission Actions are ONLY available to SO users. PD users are ONLY able to view application status details.
If Errors are Encountered

- If your application has errors, is not successfully submitted, or you make revisions you may resubmit a changed/corrected application before the application deadline.

- When updating/correcting/revising the application you need to select “Changed/Corrected Application” on the SF-424 Cover.
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)
- **Website:** [https://grants.nih.gov/support/index.html](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](mailto:support@grants.gov)
Supplementary Information
Managing Access to Applications
SO users may manage access to applications including determining who can:

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

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

By default, the initiator of the application and the Project Director entered on the FOA information pages will have access to edit the application but not update the status or access of other users.
<table>
<thead>
<tr>
<th>Signing Official (SO)</th>
<th>Project Director (using the PI role in Commons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can initiate applications</td>
<td>Can initiate applications</td>
</tr>
<tr>
<td>Can fill out applications</td>
<td>Can fill out applications they are listed on or initiate unless access revoked</td>
</tr>
<tr>
<td>Can manage access to applications including adding or revoking privileges to PD users</td>
<td>Can manage access to applications if provided permission by an SO user</td>
</tr>
<tr>
<td>Can update application statuses</td>
<td>Can update application statuses unless access revoked</td>
</tr>
<tr>
<td>Can submit applications in ‘Ready for Submission’ status with Grants.gov Authorized Organization Representative (AOR) credentials</td>
<td><strong>Can NOT submit applications</strong></td>
</tr>
</tbody>
</table>
Managing Access to Applications
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.
Click a user in the User column.
Manage access by adjusting each column and then click Save.

Access Maintainer lets the user manage access for others.

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

Click Add User
Adding New Users

- Look up an account by the username
- Manage access using the columns
- Save the new accounts access, or cancel to not add any access
Adding and Removing Forms in ASSIST
Adding and Removing Forms

- 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.
Adding a Form in ASSIST (1 of 2)

Application Information

- Application Identifier: 6632
- Application Project Title: Example project title
- PI/PI Name: 
- Organization: 
- Project Period: 
- Status: Work in Progress
- Status Date: 2018-07-12 05:01:00.000 PM EDT

This is a test
Select your form and click Submit Query to add it
You will be taken to your selected form after it is added.
You can remove forms if they are accidentally added

- Note: Some required forms, such as the SF424 Cover, may not be removed.

Click Edit on a form
Removing Forms in ASSIST (2 of 2)

Scroll to the bottom of the form and click Remove Form.