NIH ASSIST TRAINING

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Access to ASSIST:

The following will need eCommons IDs*:

- Contact PI (including those with PI Waivers, i.e. PIs on K-Awards)
- Multiple PI (PD/PI Role)
- Mentors (on K-Awards)
- Administrative staff (ASST Role)

*Contact RPM to create new accounts in eCommons
Finding the Correct FOA:

Search for FOA via Google

Open Link

Cntrl + F the word “issue”. If you see the following, click on new FOA link and Cntrl + F the word “issue” again, until you’re sure you have the most current FOA.

And...

Check the Expiration Date on the FOA
Initiating Application in ASSIST:

PI/Department is responsible for initiating application, not the RPM.
Initiating Application in ASSIST, continued...

1. Enter FOA #

2. Click “Go”

3. Enter Project Title or TBN

4. Using eComms IDs completes persons contact info in the application via eCommons Profile info

5. Click Initiate Application
1. If doing an MPI application, be sure to enter all PD/Pi role as PD/PI. Their names should appear in PD/PI Name section here.

2. Confirm you’re using correct FOA.

3. Confirm you’re using correct forms version.

4. Check the Opportunity Close Date.
The initiator of the ASSIST application, the Contact PI and your RPM have automatic access.

PI & RPM can grant access to others.

Non-Stanford personnel can also be given access to work on the application.
Add Optional Form:

PI/Department selects & completes these forms, as appropriate:

- Assignment Request Form
- Inclusion Enrollment Report (Human Subjects)

Your RPM will select the appropriate forms below:

- Modular Budget
- R&R Budget
- R&R Subaward Budget
Preview Application:

Preview the entire application before you submit it!

ASSIST will...

   Generate a Table of Contents automatically.
   Generate Headers/Footers automatically.
Validate Application:

Use as you work on application to catch most errors.

It’s important to address these asap as additional errors may arise after previous errors are corrected.

All Errors will need to be corrected before submission.
Validate Application, continued...

Tip:
- Some actions (e.g., Preview Application) are not available on this screen.

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

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Cover</td>
<td>Required form is incomplete. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>Other Project Information</td>
<td>Required form is incomplete. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>Title</td>
<td>Required form is incomplete. Please complete the required form so that all validations can be performed.</td>
</tr>
</tbody>
</table>
View Status History:

Fyi only
Update Submission Status:

RPM will update this.
Copy Application:

- User must have “Entire Application Editor” privileges to application being copied.
- Use when applying to a Resubmission.
- Use when submitting to a different program announcement.
- Grant announcement where personnel and scientific attachments will be similar.

**Do not submit duplicate applications**

- Use when FOA expired and copy to new one.
- Helpful especially w/application that have multiple components (budgets).
### Copy Application

**Tips:**
- Copy Application defaults to copy free-text form fields only. Use the checkbox if you also want attachments copied.
- A ‘best effort’ copy is done. Carefully review all aspects of the copied application for completeness.

Copy as much information as possible from the following application using Funding Opportunity Announcement #

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to be Copied</td>
<td>186364</td>
</tr>
<tr>
<td>Application Title</td>
<td>Test Application</td>
</tr>
<tr>
<td>Organization</td>
<td>STANFORD UNIVERSITY</td>
</tr>
<tr>
<td>PD/PI Name</td>
<td>Murtagh, Linda</td>
</tr>
<tr>
<td>Status</td>
<td>Work in Progress</td>
</tr>
<tr>
<td>Funding Opportunity Announcement #</td>
<td>PA-16-160</td>
</tr>
</tbody>
</table>

[Copy Application]
Delete Application:

Only SO has this ability.
Attachments:

Every document must have different file names.

Every attachment must be in PDF format.