COMPLETING THE PROPOSAL IN NIH ASSIST

Step by step guidelines on completing each page/tab in ASSIST.

As you navigate through each tab click “edit” to answer questions and upload attachments. Once you are done with each section, click “Save and Release Lock”.

USEFUL WEBSITES TO OBTAIN APPLICATION INFORMATION

Stanford Institutional Facts   NIH Table of Page Limits

SUMMARY

This page shows a summary of the Application Information, FOA Information. This page is informational only. No action is needed on this tab.

R&R COVER

Only complete the following fields shown below. Do not complete fields 2, 3, 4B, 4C, 9, 10, 18, or 20. Your RPM will complete fields 15, 16, and 17).

1. Type of Submission: Select “Application”
2A. Federal Identifier: The Federal Identifier is the grant number (i.e. CA223779). This field is only required for Resubmission or Renewal applications.
3. Applicant Information: Enter the Research Management Group’s Contact Information:
   Department: Research Management Group
   Division: School of Medicine
   Street 1: 3172 Porter Drive
   City: Palo Alto
   County: Santa Clara
   State: California
   Zip: 94304-1212
   Person to be contacted: Enter your RPM’s contact information here.
4. Employer Identification: Enter Stanford’s Tax Identification Number: 1941156365A1
5. Type of Applicant: Select “O. Private Institution of Higher Education”
6. Type of Application: Select the applicable application type (New, resubmission, renewal, etc.)
   Being submitted to other agencies: Select “no”
7. Descriptive Title: Pre-populated from proposal initiation. You can update the title if needed.
8. Proposed Project Period: Enter start and end date here. Check with your RPM if unsure.
9. Congressional District: Enter “CA-018”
10. Project Investigator Contact Info: Enter the PI’s Contact Information here
11. Authorized Representative: Enter your RPM’s contact information here.
12. Cover Letter Attachment: Upload if applicable; can be no more than 1 page
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COVER PAGE SUPPLEMENT
Answer questions 1-4 (question #3 should always reflect “no”). If submitting a renewal application, answer question #5 as well.

Cover Page Supplement instructions and guidance can be found here https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.210-phs-398-cover-page-supplement-form.htm.

OTHER PROJECT INFORMATION
Answer questions 1-6. Upload attachments to fields 7-12.

Other Project Information instructions, page limits, and guidance are shown here https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.220-r&r-other-project-information-form.htm.

PRIMARY PERFORMANCE SITE
Enter the primary location where the research will take place (typically the same as the PI’s contact address). Do not include each building being used at Stanford; only enter one address for each participating institution.

SR/KEY PERSON PROFILE
Add each key personnel in this section and attach their NIH Biosketch.

- **Key Personnel** are typically those with a role of: PD/PI, Co-Investigator, Consultant, Other Significant Contributor, etc.

- The following **Non-Key Personnel** should not be included in the Sr/Key Person profile section: Research Assistants, Research Associates, Chemists, Biostatisticians, Coordinators, Technicians, Postdocs, and Grad Students


*Note:* “Current & Pending Support” documentation is not required at the time of proposal submission; do not attach anything here.

BUDGET (MODULAR, R&R BUDGET, R&R SUBAWARD BUDGET)
Not applicable. All Budget sections are completed by your RPM.

RESEARCH PLAN
Upload attachments to all applicable sections in fields 1-16.


INCLUSION ENROLLMENT REPORT
Only required if human subjects are indicated. Inclusion Enrollment Report instructions and guidance are shown here https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.500-phs-inclusion-enrollment-report.htm.

PHS ASSIGNMENT REQUEST FORM
Only required if requesting assignment to specific institutes, study sections, etc. PHS Assignment Request instructions and guidance can be found here https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.600-phs-assignment-request-form.htm.