INITIATING A PROPOSAL IN NIH ASSIST

ASSIST 424 is NIH’s web-based “system-to-system” option for preparing, validating, and submitting grants.gov applications.

1. INITIATE APPLICATION

- Log into ASSIST [https://public.era.nih.gov/assist](https://public.era.nih.gov/assist) using your commons ID and password (if you have trouble logging in, click the “Forgot password” link to reset your log in credentials)

- To initiate the application in enter the Funding Opportunity Announcement #, then click “Go”

- On the “FOA Information” page enter the Project Title and Principal Investigator name then click on “Initiate Application”

2. COMPLETE APPLICATION

Click through the each tab on the top menu and complete each form and upload the application components. Be sure to reference the program announcement for any specific or special requirements.

- **Optional forms**: Be sure to populate any applicable optional forms from the left hand menu as needed
  - Inclusion Enrollment Report: required if human subjects are indicated (even in the form of de-identified samples). If there will be no enrollment due to de-identified samples being used, you can type in a brief explanation in the Comments section and put a zero in each field.
  - PHS Assignment Request: required if requesting assignment to specific institutes, study sections, etc.

- **Budget**: No action is needed in this section as all budget sections are completed by the RPM.

- **Internal Deadline**: Be sure to follow the School of Medicine Internal Deadline Policy to make sure your application will be submitted [http://med.stanford.edu/rmg/som_internal_deadline_policy.html](http://med.stanford.edu/rmg/som_internal_deadline_policy.html).
  - 5 Day Internal Deadline: Budget & all administrative sections of the application must be completed
  - 3 Day Internal Deadline: The PDRF and final scientific/technical portions must be completed

3. PREVIEW/VALIDATE APPLICATION

Once the application is complete, please be sure to preview and validate your application.

- Click on the “preview application” link on the left hand menu to view a fully assembled PDF of the proposal.

- Click on the “Validate Application” link to check for any Error/Warnings

Once your application is complete notify your RPM via email so they are able to enter the budget, review, and submit.