

## What is ASSIST?

ASSIST (Application Submission System & Interface for Submission Tracking) is a web-based front-end for the preparation, submission and tracking of grant application. ASSIST supports all NIH competing applications, including single-project applications (e.g., R01) and multi-project applications (e.g., P01).

### ASSIST Features

- Managed by NIH
- Multi-user access
- Leverages eRA Commons accounts
- Pre-population from eRA Commons profiles
- Pre-submission validations
- Pre-submission preview in agency format
- Track application status in a single system
- Copy application data to another opportunity or to a different package for the same opportunity

## What registrations are required to use ASSIST?

ASSIST uses the same user authorization service as eRA Commons. All ASSIST users must use their existing eRA Commons IDs or work through their organization to obtain them.

In order to submit an application, the submitter must have active Authorized Organization (AOR) credentials in Grants.gov and be a Signing Official (SO) in eRA Commons.

## Who can submit an application in ASSIST?

In order to submit an application, you must be logged into ASSIST using and eRA Commons ID with the Signing Official (SO) role for the applicant organization.

ASSIST will also prompt you for active Grants.gov Authorized Organization Representative (AOR) credentials once the Submit button is clicked.

## How do I track my application in ASSIST?

ASSIST provides the ability to track both Grants.gov and NIH status from within ASSIST. Upon submission, the Submit button is replaced with a 'View Submission Status Details' link which brings you to a screen which displays ASSIST, Grants.gov, and Agency Status.

SOs, AOs, and PD/PIs can follow the provided Agency Tracking # directly to the eRA Commons Detailed Status screen to view the assembled application image, other relevant documents, and additional tracking information.

## Does ASSIST check application against both federal-wide and NIH business rules?

Yes. ASSIST checks:

1. Form field rules as data is saved
2. Most NIH business rules (additional checks are made by staff after submission)
3. Common Grants.gov rejection rules

See [how the NIH checks for completeness](#) for more details.

## How do I allow a user without automatic access to work on an application in ASSIST?

The ASSIST Manage Access action can be used to allow anyone with a valid eRA Commons ID to access your application.

Access can be controlled across three variables:

1. Edit vs. View
2. Budget data vs. non-budget data
3. Entire application vs. specific components (multi-project applications only)

The Manage Access action is automatically available to users at the applicant organization with a Signing Official (SO) or ASSIST\_ACCESS\_MAINTAINER\_ROLE on their eRA Commons account.

It is also available on an application-by-application basis to a user who has been delegated the Access Maintainer role by an SO via the Manage Access action.

## What privileges are automatically available based on the role associated with my eRA Commons account?

Some privileges are automatically available based on the organization and roles associated with the eRA Commons ID used to access ASSIST. Since these privileges cannot be individually granted or revoked in ASSIST, the Manage Access interface does not display all users that hold these automatic privileges.

Signing Official (SO) at the lead application organization:

- Assign, modify, or revoke application access for other users
- Delegate ability to assign, modify, or revoke application access for other users
- Delegate ability to manage component (multi-project applications only) and submission status
- Edit entire application
- Update component and submission status

- Submit application (must be SO at lead applicant organization AND have valid Grants.gov Authorized Organization Representative credentials)

Administrative Official (AO) at the lead applicant organization:

- Edit entire application
- Update component and submission status

Principal Investigator/Project Directors (PD/PIs) identified on an application:

- Edit entire application

Application Initiator:

- Edit entire application

ASSIST\_ACCESS\_MAINTAINER\_ROLE:

- Assign, modify, or revoke application access to any application within their organization

You cannot revoke the automatic access given to the SOs or AOs of the component through Manage Access.

Access for the PD/PI(s) of the entire application can be restricted from Edit to View only through Manage Access.

## Does ASSIST have an inactivity timer?

Yes. ASSIST will log you out after 45 minutes of inactivity.

The following activities reset the timer:

- Saving data on a form
- Adding an attachment
- Adding an additional block of data on a form (e.g., Sr/Key Person, performance site, study)
- Validate application
- Preview application

Note that typing information into the fields of a form without taking an action to Save or Add will not reset the timer.

## What do I do if problems with ASSIST threaten my ability to submit an application on time?

NIH will not penalize applicants who experience confirmed system issues with federal systems that are beyond their control. However, you MUST follow NIH's guidelines for applicants [Dealing with System Issues](#).

## Does ASSIST automatically add up the costs of subaward and add them to line F5 – Other Direct Costs Subawards/Consortium/Contractual Costs?

No. F5 – Other Direct Costs Subaward/Consortium/Contractual Costs can include contractual costs in addition to the Subaward/Consortium costs found on the subaward budget forms; auto calculating this field would limit the ability to add those additional costs. The total direct and indirect costs for all subaward/consortium budgets within an application/multi-project component (along with appropriate contractual costs) must be manually entered on line F5 of the project budget.

## Who do I ask for help with the ASSIST system?

Contact the eRA Service Desk for help with ASSIST.

### **eRA Service Desk**

- Toll-Free: 1-866-504-9552 (Press 1)
- Phone: 301-402-7469 (Press 1)
- Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on [federal holidays](#))