

Starting an Application in NIH Assist

Overview

Assist is NIH's online system for the preparation, submission and tracking of grant applications through grants.gov to NIH.

This guide provides a walkthrough on how to create an application in NIH Assist.

Be aware that you will need a NIH eRA Commons User ID to access NIH Assist. Please make sure that your eRA Commons profile is up to date and that Pace University is listed as your "primary institution".

If you do not have an account, please contact the Office of Research so that we can invite you to create an account.

To begin the application process you will need the NIH Funding Opportunity Announcement (FOA) Number. To find a NIH funding opportunity you can search [grants.gov](https://www.grants.gov) or [grants.nih.gov](https://www.grants.nih.gov).

Initiating a NIH Assist Application

Step 1:

Point your browser to the NIH Assist webpage <https://public.era.nih.gov/assist/>. Enter your eRA Commons **Username** and **Password** and click the **Login** button.

Login with eRA Credentials

Username:

Password:

(For External Users Only)
[Forgot Password/Unlock Account?](#)



Initiating a NIH Assist Application

Step 2:

Enter the Funding Opportunity Announcement (FOA) Number into the Initiate Application section and Click **Go**.

The screenshot displays the NIH ASSIST web application interface. At the top, the header includes the U.S. Department of Health & Human Services logo, the ASSIST logo (Sponsored by the National Institutes of Health), and navigation links for eRA Commons, Home, Logout, Service Desk, and Contact Us. The user's username, ETORRES, is displayed in the top right corner. Below the header is a banner image showing laboratory glassware and hands. The main content area features a 'Welcome' message and the title 'Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)'. The 'INITIATE APPLICATION' section is highlighted, showing a text input field containing 'PAR-18-714' and a 'Go' button, which is pointed to by a red arrow. Below this section is a 'SEARCH FOR APPLICATION' section with a search input field and a 'Search Applications' button. On the right side, there is a 'Need Help?' section and a 'Resources' section with links to 'APPLICATION GUIDE', 'ASSIST USER GUIDE', and 'ERA COMMONS'.

Initiating a NIH Assist Application

Step 3:

Enter your proposal title and name. Optionally, you can also have the application pre-fill your information using the **Pre-fill Application from Username** button. Once you provide the title and name click the **Initiate Application** button.

Home > Initiate Application

Initiate Application for FOA #: PAR-18-714

After initiation, the Lead Application Organization Name and Lead Application Organization DUNS cannot be changed.

FOA INFORMATION: * Required fields

FDA Number: PAR-18-714
Opportunity Title: Academic Research Enhancement Award for Undergraduate-Focused Institutions (R15 Clinical Trial Not Allowed)
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Competition ID: FORNS-F
Competition Title: Use for due dates on or after May 25, 2020
Opportunity Open Date: 05/25/2018
Opportunity Close Date: 05/07/2021
Agency Contact: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>
Application Identifier:
Application Project Title * (describe title in 200 characters): Test Proposal

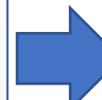
Lead Applicant Organization: * PACE UNIVERSITY NEW YORK
Lead Applicant Organization Address: 1 PACE PLAZA NEW YORK, NY 100381502
Lead Organization DUNS: 0649610220000

SAM Registration Expiration Date: 01/12/2021
An active SAM Registration is required to submit your application to the agency. [Click for SAM Registration Details](#)

Contact Project Director/Principal Investigator
Enter PD/PI Information below or: [Pre-fill Application from Username](#) [Clear](#)

First Name: John
Middle Name:
Last Name: Doe

[Initiate Application](#) [Cancel](#)



Application Project Title * (describe title in 200 characters): Test Proposal

Lead Applicant Organization: * PACE UNIVERSITY NEW YORK

Lead Applicant Organization Address: 1 PACE PLAZA NEW YORK, NY 100381502

Lead Organization DUNS: 0649610220000

SAM Registration Expiration Date: 01/12/2021
An active SAM Registration is required to submit your application to the agency. [Click for SAM Registration Details](#)

Contact Project Director/Principal Investigator
Enter PD/PI Information below or: [Pre-fill Application from Username](#) [Clear](#)

First Name: John
Middle Name:
Last Name: Doe

[Initiate Application](#) [Cancel](#)

Initiating a NIH Assist Application

Step 4:

The following screen will appear showing your application summary. Your application has been created and you can now begin editing and uploading supporting documents. To edit the various forms click on the corresponding tabs.



Tabs



Home > Search for Applications > Application Information

Application Information

Tip: [Red Circle]

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan Human Subjects and Clinical Trials

Application Information

Application Identifier: 772206
Application Project Title: Test Proposal
PD/PI Name: Doe, John
Organization: PACE UNIVERSITY NEW YORK
Project Period:
Status: Work In Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date: 2020-05-11 06:20:33.000 PM EDT

FOA Information:

FOA Information: PAR-18-714
Opportunity Title: Academic Research Enhancement Award for Undergraduate-Focused Institutions (R15 Clinical Trial Not Allowed)
Agency: National Institutes of Health
CFDA Number:
Competition ID: FORMS-F
Competition Title: Use for due dates on or after May 25, 2020
Opportunity Open Date: 05/25/2018
Opportunity Close Date: 05/07/2021
Agency Contact: eRA Service Desk Monday to Friday 7 am to 8 pm ET http://grants.nih.gov/support/
SAM Registration Expiration Date: 01/12/2021

Click for SAM Registration Details

Initiating a NIH Assist Application

Step 5:

To edit the form click on the **Edit** button located on the form. This will make the fields editable text boxes.

Home > Search for Applications > Application Information

Hide Navigation

Application Information

Tips:

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For the Overall component, complete the entire form. For other components, you will only be able to complete a subset of fields (Applicant Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

Summary **R&R Cover** Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Modular Budget Research Plan Human Subjects and Clinical Trials

Application for Federal Assistance

SF 424 (R&R) v2.0

Edit

1. * TYPE OF SUBMISSION

* Type of Submission Pre-Application Application Changed/Corrected Application

2. DATE SUBMITTED

Date Submitted

Applicant Identifier

3. DATE RECEIVED BY STATE

Edit

19. * AUTHORIZED REPRESENTATIVE

Prefix: --- Select Prefix ---

* First Name:

Middle Name:

* Last Name:

Suffix: --- Select Suffix ---

* Position/Title:

* Organization:

Department:

Division:

* Street 1:

Street 2:

* City:

County/Parish:

* State: --- Select State ---

Province:

* Country: UNITED STATES

* Zip/Postal Code:

Initiating a NIH Assist Application

Step 6:

Once you are done making changes on a form, scroll to the bottom of the page and click on the **Save and Release Lock** button. Releasing the lock allows your collaborators to edit the form in the future.

* Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
* Email	<input type="text"/>
* Signature of Authorized Representative	Completed on submission to Grants.gov
* Date Signed	05/11/2020
20. PRE-APPLICATION	
Pre-application	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. COVER LETTER ATTACHMENT	
Cover Letter Attachment	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<input type="button" value="Save and Keep Lock"/> <input type="button" value="Save and Release Lock"/> <input type="button" value="Cancel and Release Lock"/>	

Initiating a NIH Assist Application

Step 7:

After clicking the **Save and Release Lock** button you will be presented with a message notifying you of any missing required information. You can click on **Continue** to save changes as they are, or click **Return to correct errors** to make further changes on the form. The fields with errors will be highlighted.

Application Information ⓘ

Tips:

- Complete this form first. Some information is forward populated to other forms.
- Multi-project applications - For the Overall component, complete the entire form. For other components, you will only be able to complete a subset of fields (Applicant Information, Type of Applicant - optional, Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

R&R Cover updates saved but errors exist...

- The Person to be contacted First Name is required
- The Person to be contacted Last Name is required
- The Person to be contacted Street 1 is required
- The Person to be contacted City is required
- The Person to be contacted State is required
- The Person to be contacted ZIP/Postal Code is required
- The Person to be contacted Phone Number is required
- Proposed Project - Start Date is required
- Proposed Project - End Date is required
- Type of Applicant is required
- Type of Submission is required
- Congressional District of Applicant is required
- Employer Identification is required
- Type of Application provided in the SF 424 RR Cover is invalid. The Type of Application must be New, Revision (for supplements), Resubmission (for amended applications), or Renewal (for competing continuations).
- Is this application being submitted to other agencies is required

Notice:  Data entry errors were found

Continue Return to correct errors



Notice: 

 Data entry errors were found

Continue Return to correct errors

Highlighted error field requiring input.

* First Name

 The Person to be contacted First Name is required

Returning to an Application in Progress

Step 1:

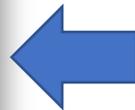
Point your browser to the NIH Assist webpage <https://public.era.nih.gov/assist/>. Enter your eRA Commons **Username** and **Password** and click the **Login** button.

Login with eRA Credentials

Username:

Password:

(For External Users Only)
[Forgot Password/Unlock Account?](#)



U.S. Department of Health & Human Services

ASSIST
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Service Desk Contact Us

ALERT: The Center for Information Technology will be performing an infrastructure upgrade between 9pm on April 23 (ET) to 6 am April 24 (ET). Users may experience service degradation or interruptions during this window.

Alert: If you are experiencing an issue with logging into the system, please reset your password through "Forgot Password" and delete the temporary internet files and cookies in your web browser. Close all web browser windows and open a new browser window. If you continue to experience problems, please contact the eRA Service desk at Toll-free: 866-504-9552.

Submit applications electronically to NIH and other Public Health Service Agencies...

The Application Submission System & Interface for Submission Tracking (ASSIST) system is used to prepare and submit applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the NIH Guide for Grants & Contracts and/or in Grants.gov each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply to that opportunity. You will need the FOA number (e.g., PA-XX-XXX or LTC-ABCD-XX-000) to initiate an application.

Active Grants.gov and eRA Commons credentials are required to prepare and submit applications using ASSIST.

WARNING NOTICE:
You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:
You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE

Login with eRA Credentials

Username:

Password:

(For External Users Only)
[Forgot Password/Unlock Account?](#)

Login with Federated Account

Select:

Login with Login.gov

LOGIN.GOV

Returning to an Application in Progress

Step 2:

Click on the **Search Applications** button.

The screenshot displays the ASSIST web application interface. At the top left, the ASSIST logo is shown with the text "ASSIST Sponsored by the National Institutes of Health". Below the header is a navigation bar with a "Welcome" link. The main content area features a heading: "Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)". Below this heading, there are two main sections. The first section is titled "INITIATE APPLICATION" and includes a form for entering a "Funding Opportunity Announcement #" with the example "PAR-18-714" and a "Go" button. The second section is titled "SEARCH FOR APPLICATION" and contains a search input field and a "Search Applications" button. A red arrow points to the "Search Applications" button.

Returning to an Application in Progress

Step 3:

Select **Work In Progress** under Submission Status and click **Search**

Home > Search for Applications

Search for Applications ?

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status:
(select all that apply)

- Work In Progress**
- All Components Final
- Ready for Submission
- Submitted
- Submission Errors
- Abandoned

Hide Abandoned Applications?

HSS Applications?

Submission Date: from to

Project Start Date:

Project End Date:

Returning to an Application in Progress

Step 4:

Find the application you wish to work on from the list that appears and click **Select** under action. After clicking select you will be brought to the summary page of your application.

Home > Search for Applications > Search for Application Results

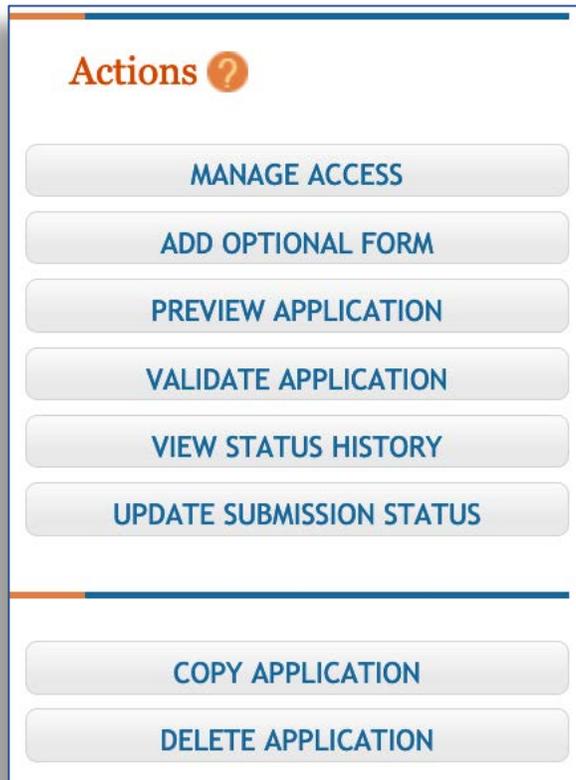
Search for Application Results

One item found.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
772206	Test Proposal	NIH	Doe, John	PACE UNIVERSITY NEW YORK	Work in Progress				Select

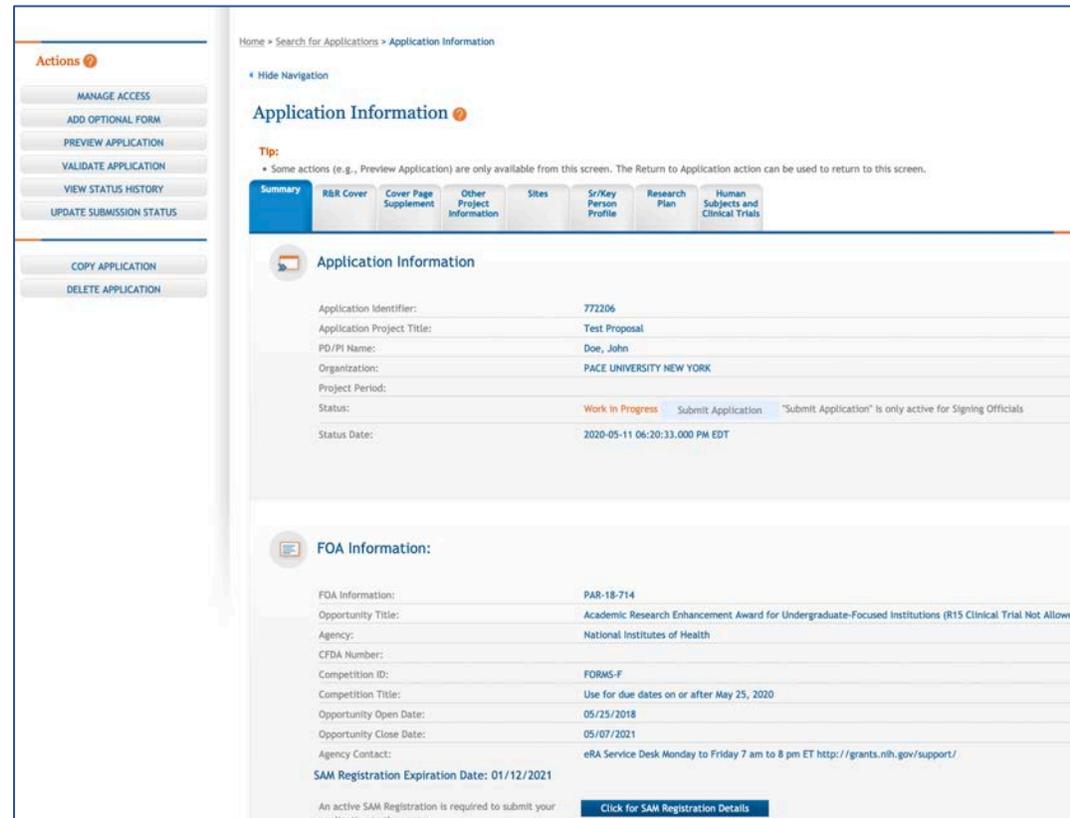
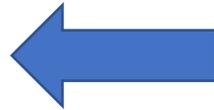
Application Actions

The application **Actions** menu located on the left side of the application page provides several important features. This section will elaborate on the more commonly used features.



Actions ?

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE APPLICATION



Home > Search for Applications > Application Information

Actions ?

- MANAGE ACCESS
- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION
- DELETE APPLICATION

Application Information ?

Tip:
Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Research Plan | Human Subjects and Clinical Trials

Application Information

Application Identifier: 772206
Application Project Title: Test Proposal
PD/PI Name: Doe, John
Organization: PACE UNIVERSITY NEW YORK
Project Period:
Status: **Work in Progress** | Submit Application | *Submit Application* is only active for Signing Officials
Status Date: 2020-05-11 06:20:33.000 PM EDT

FOA Information:

FOA Information: PAR-18-714
Opportunity Title: Academic Research Enhancement Award for Undergraduate-Focused Institutions (R15 Clinical Trial Not Allowed)
Agency: National Institutes of Health
CFDA Number:
Competition ID: FORMS-F
Competition Title: Use for due dates on or after May 25, 2020
Opportunity Open Date: 05/25/2018
Opportunity Close Date: 05/07/2021
Agency Contact: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>
SAM Registration Expiration Date: 01/12/2021

An active SAM Registration is required to submit your application to the agency. [Click for SAM Registration Details](#)

Application Actions

Manage Access

The manage access feature allows you to add collaborators to your proposal so that they can work on the application as well. To add a user click on the **Add User** button. Provide the users eRA Commons username and **Submit**. Choose their edit privileges and click **Save**.

User Access Summary

[View Access History](#)

Click on the User name to add access to other components for the user.

One item found.

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
ETORRES	PACE UNIVERSITY NEW YORK	None	None	Edit	N	Y	

Add User



[View Access History](#)

Click on the User name to add access to other components for the user.

1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
ETORRES	PACE UNIVERSITY NEW YORK	None	None	Edit	N	Y	
JCUETO	PACE UNIVERSITY NEW YORK	None	None	Edit	N	Y	

Add User

Application Actions

Add Additional Forms

This feature allows you to add the appropriate budget form required for the application and any other additional forms that may be required based on FOA instructions. When you click on the option it will open a message like the one below. Select the appropriate form from the drop down box and click **Submit**. The form will then be added to the application.

To determine which budget form to use visit NIH's [Develop your Budget](#) webpage. Generally, you must use the PHS Modular Budget Form if you are submitting a research grant application from a domestic organization and you are applying for \$250,000 or less per budget period in direct costs. You must use the R&R Budget Form if you are applying for more than \$250,000 per budget period in direct costs. However, there are exceptions and other distinctions. Refer to your FOA and to the following instructions for guidance on which Budget Form to use.

Add Optional Form

Select the form you wish to add

Submit Cancel

✓ --- Select Form ---
Assignment Request Form
Modular Budget
R&R Budget
R&R Subaward Budget

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Screen Rendered: 05/11/2020 06:26:06 EDT | Screen Id: ASSIST0038 @6211
Version: 2.38.00

Application Actions

Preview Application

This option allows you to preview the whole application at any stage and to download or print a copy.

Preview Application

Tips:

- Fellowship applicants: Make sure all required attachments marked with "*" are uploaded to the Fellowship Supplement form prior to previewing the application.
- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Torres, Eric	Mon May 11 18:30:43 EDT 2020	Preview Available	View
Torres, Eric	Mon May 11 18:30:45 EDT 2020	Waiting to Process	

[Refresh Status](#)

Application Actions

Validate Application

This option checks and alerts you to any errors and warnings on the application. An application must be error free to allow submission.

Application Errors and Warnings Results 2

Application Information

Application Identifier:

FOA Number:

PAR-18-714

Application Project Title:

PD/PI Name:

Organization:

PACE UNIVERSITY NEW YORK

Errors

Total Errors to be corrected before the application can be submitted: 1

Form Name	Error Message
R&R Cover	The Proposed Project Start Date must be later than today's date. (001.41.1)

Warnings

Total Warnings to be corrected at Applicant discretion: 1

Form Name	Warning Message
Global Validation	Grant application form update underway (NOT-OD-20-026). Use the form package with Competition ID "FORMS-E" for applications to a due dates on or before May 24, 2020 and Competition ID "FORMS-F" for due dates on or after May 25, 2020. If you have confirmed the correct forms are in use, no additional action is needed. (000.51)

Application Actions

Application Status History

This option shows the status of the proposal at various times. The screen will show the status from the application initiation status all the way up to the submission status.

Application Status History

One item found.

Status Date	Status	Status Comment	Status Type	Update User
2020-05-11 06:20:33 PM	Work in Progress	Application initiated	ASSIST	TORRES, ERIC

Application Actions

Update Submission Status

This feature allows for the application to be changed from Work in Progress to **Ready for Submission**, allowing the AOR at the Office of Research to submit. If any errors exist, the system will not allow the status to change.

Update Submission Status

Select the new status -- Select Status --
Ready for Submission
Abandoned

Enter a comment on the application or continue without adding a comment.

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Version: 2.38.00



Update Submission Status

Select the new status

Enter a comment on the application or continue without adding a comment.

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Screen Rendered: 05/11/2020 09:50:53 EDT | Screen Id: ASSIST0034@6213
Version: 2.38.00

Notice:

Oops! We found some errors in your application and can't put it in Ready for Submission status yet. Please correct the errors and try again.

Submitting the Application

When you have completed the application and no errors exist, please send the Office of Research an email stating that you have reviewed the application in NIH Assist. The application conforms to the FOA & NIH guidelines and you give the Office of Research permission to submit.

NIH Resources

NIH Preparing Your Application Using Assist:

<https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/submission-options/assist.htm>

NIH Develop Your Budget:

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm>

Biosketch Format Pages, Instructions and Samples:

<https://grants.nih.gov/grants/forms/biosketch.htm>

NIH Find Funding:

<https://grants.nih.gov/funding/searchguide/index.html>

NIH How to Apply – Application Guide

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

Pace University Institutional Information:

<https://www.pace.edu/office-of-research/institutional-information>

Pace University Office of Research Contacts

Dr. Avrom Caplan

Associate Provost for Research

Phone: (212) 346-1092

Email: acaplan@pace.edu

Eric Torres

Director for Sponsored Research

Phone: (212) 346-1027

Email: etorres@pace.edu

Susan DeMocker

Associate Director for Research Protections

Phone: (212) 346-1689

Email: sdemocker@pace.edu

Jose Cueto

Grants Coordinator

Phone: (212) 346-1153

Email: jcueto@pace.edu

Elina Bloch

Manager, Research Programs

Phone: (212) 346-1741

Email: ebloch@pace.edu