

# NIH ASSIST WORKSHOP

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Kate Herron – Research Development & Training Specialist  
Bonnie Wright – Psychology Dept. Grants Specialist Team Leader  
Trey Bauer – Sponsored Research Administrator

# Agenda

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- NIH ASSIST in perspective
- Benefits of NIH ASSIST
- Online Demonstration of NIH ASSIST
- Working with Sponsored Research Administration when using ASSIST

# Background

- NIH ASSIST = National Institutes of Health – Application Submission System & Interface for Submission Tracking
- Created as a new tool for electronic grant applications for NIH
- Started in 2013 for multi-project grant program submissions – expanded in 2015 to single-project program submissions
- The applications are submitted to Grants.gov and processed as normal

# Benefits to Using NIH ASSIST

- Secure web-based data entry and access to the application from anywhere
- Pre-populates data from eRA Commons profiles
- Multiple users can access the proposal at the same time (cannot edit the same page at the same time)
- Ability to import subaward budget data from external sources
- Allows control to access budget and non-budget data separately
- Provides control and security when delegating responsibilities to multiple users within and outside the applicant organization

# Benefits to Using NIH ASSIST cont'd

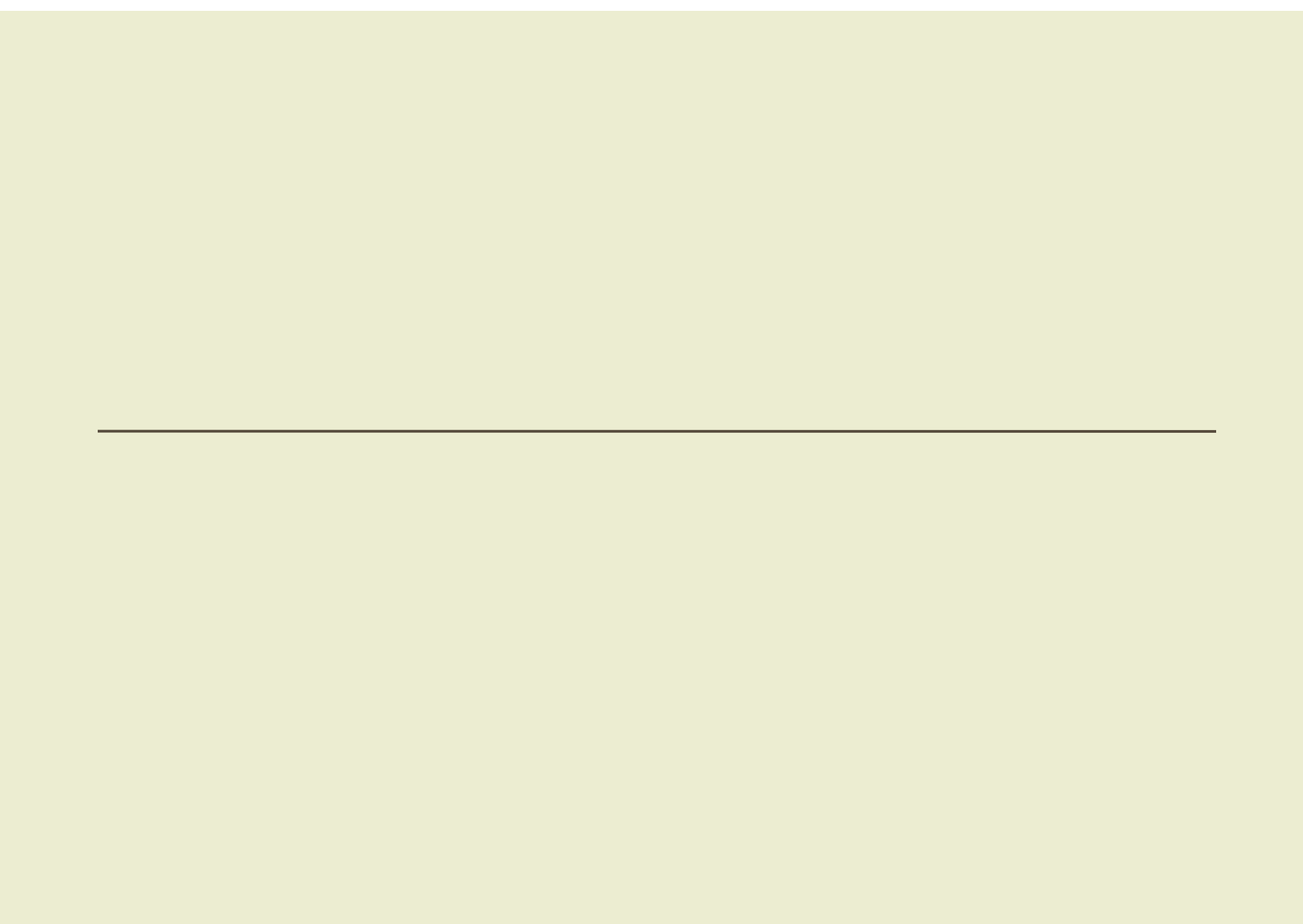
- Pre-submission validation of NIH and key Grants.gov business rules
- There is a preview and print function for the final application image in the agency's format before you submit
- No preparing and shipping paper copies
- Ability to copy application data (excluding attachments) from a previously prepared application
- Submission status tracking for both Grants.gov and eRA Commons within a single system

# FAQs about ASSIST

- Do I have to use ASSIST?
  - *Use of NIH ASSIST is optional – you can still use Grants.gov for forms, solutions, and submissions.*
- Why should I use ASSIST?
  - *For the benefits that include real-time error check, multiple user access, and pre-population of data.*
- Will FSU make me use NIH ASSIST?
  - *It is encouraged, but it is not a requirement.*
- Can you see your application before you submit it?
  - *Yes, and it will look exactly how it would for reviewers, except for the tracking number and timestamp.*

# Resources Available

- **Step-by-step – single-project – (handout)**
  - *How to use NIH ASSIST for single-project applications*  
<https://grants.nih.gov/grants/ElectronicReceipt/files/ASSIST-Getting-Started-Single-project.pdf>
- **Step-by-step – multi-project – (handout)**
  - *How to use NIH ASSIST for multi-project applications*  
<https://grants.nih.gov/grants/ElectronicReceipt/files/ASSIST-Getting-Started-Multi-project.pdf>
- **Demo instructions – (handout)**
  - *How to create a trial version of NIH ASSIST to see functionalities*  
[https://grants.nih.gov/grants/electronicreceipt/files/playing\\_ASSIST\\_applicants.pdf](https://grants.nih.gov/grants/electronicreceipt/files/playing_ASSIST_applicants.pdf)
- **Avoiding Common Errors – (handout)**
  - *Go over common user errors and how to avoid them*  
[https://grants.nih.gov/grants/ElectronicReceipt/avoiding\\_errors.htm](https://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm)
- **NIH ASSIST user guide – (online)**
  - *Full user guide for NIH ASSIST*  
[https://era.nih.gov/files/assist\\_user\\_guide.pdf](https://era.nih.gov/files/assist_user_guide.pdf)





SPONSORED RESEARCH  
ADMINISTRATION —  
SUBMITTING THROUGH ASSIST

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# Submission through ASSIST

- Proposal status must be “Ready for Submission” before SRA can submit
- Once submitted, proposal goes through Grants.gov.
  - Grants.gov sends it to the eRA Commons

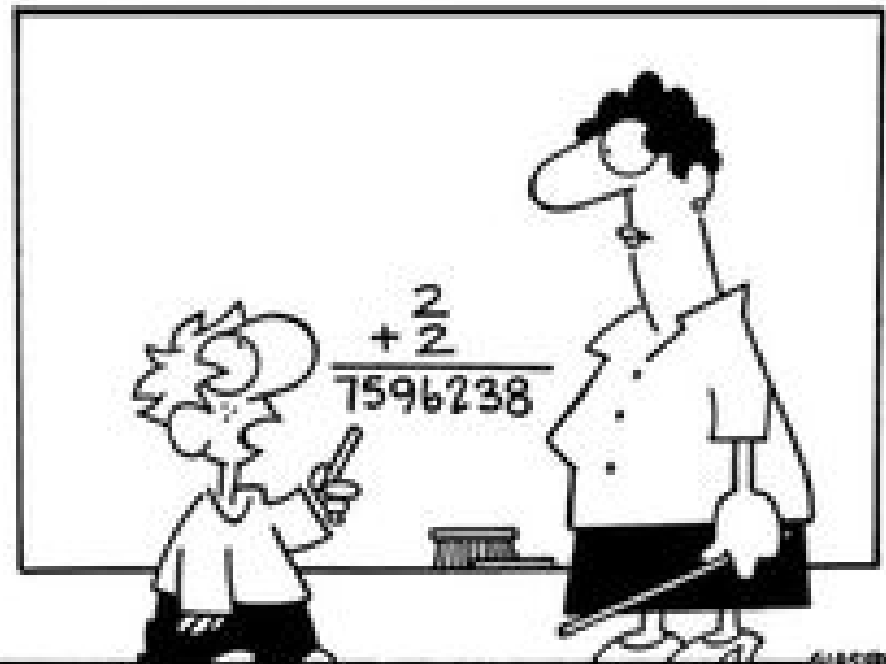
# General SRA Reminder

- **Internal Three Working Days Deadline**
  - All proposal components must be entered into ASSIST by 9am at least 3 working days before the NIH deadline
- **eRA Service Desk Contact Info**
  - Toll-free: 1-866-504-9552  
Phone: 301-402-7469  
Hours: Monday-Friday, 7 a.m. to 8 p.m. Contact for questions on:
    - ASSIST
    - eRA Commons
    - eRA Commons Registration
    - eRA errors and warnings
    - Status of the application
    - Post-award administration

# Q & A

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**"In an increasingly complex world, sometimes old questions require new answers."**

# Contact Information

**Kate Herron** – *Office of Proposal Development*

kherron2@fsu.edu

644-3044

**Bonnie Wright** – *Psychology Grants Management Team*

wright@psy.fsu.edu

645-8192

**Trey Bauer** – *Sponsored Research*

kbauer@admin.fsu.edu

645-0051

