NIH ASSIST WORKSHOP
SEPTEMBER 4, 2015

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

• 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*

• **Step-by-step – multi-project** – *(handout)*
  - *How to use NIH ASSIST for multi-project applications*

• **Demo instructions** – *(handout)*
  - *How to create a trial version of NIH ASSIST to see functionalities*

• **Avoiding Common Errors** – *(handout)*
  - *Go over common user errors and how to avoid them*
    https://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm

• **NIH ASSIST user guide** – *(online)*
  - *Full user guide for NIH ASSIST*
SPONSORED RESEARCH ADMINISTRATION — SUBMITTING THROUGH ASSIST
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

“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