



A program of the National
Institutes of Health

Substance Abuse and Mental Health Services Administration (SAMHSA)

Notice of Funding Opportunity (NOFO) Applicant Webinar



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Four (4) Required Registrations

There are four (4) separate registrations that MUST be completed for all applicants to apply to a SAMHSA grant.

- 1) Dun and Bradstreet Number (DUNS)
- 2) System for Award Management (SAM)
- 3) Grants.gov
- 4) eRA Commons



1. Dun and Bradstreet Universal Numbering System (DUNS)

- <http://www.dnb.com> or call 1-866-705-5711

2. System for Award Management (SAM)

- <https://www.sam.gov>
- **New registration procedures explained on website**
- Must be updated every 12 months and remain active during project period if awarded a grant

3. Grants.gov



- Must complete DUNS and SAM registrations prior to starting process of registering in grants.gov
- <http://www.grants.gov/web/grants/register.html>.
- The person submitting your application must be properly registered with grants.gov as the Authorized Organization Representative (AOR) for the specific DUNS number cited on the SF-424 (first page).

4. eRA Commons



- The organization **MUST** register in eRA Commons to submit a grant application.
 - https://era.nih.gov/reg_accounts/register_commons.cfm
- It is strongly recommended that you start the eRA Commons registration process **at least six (6) weeks** prior to the application due date.



- Once your accounts are created they will receive an eRA Commons ID and can access eRA Commons. Accounts with the SO role can access the electronic application once submitted, receive notifications on application status, and other relevant application/grant information in eRA.
 - SO accounts will be able to access information about ALL applications from their organization.
- PD accounts with the PI role will be able to access the electronic application submission, receive notifications on application status, and other relevant information **ONLY FOR APPLICATIONS IN WHICH THEY ARE LISTED AS THE PROJECT DIRECTOR.**

Two (2) eRA Commons Roles Required to Submit Applications

**SO =
SAMHSA
Business
Official (BO)**

One account with the SO role is created as part of your organization registration. The person with this role may create other accounts for the organization. There can be more than one SO account for your organization. Additional SO accounts can only be created by another SO.

If you are submitting your application through eRA ASSIST, the BO listed on the SF424 section 21. *AUTHORIZED REPRESENTATIVE* must have the SO role in Commons.

**PI =
SAMHSA
Project
Director (PD)**

There must be at least one PD account for the application. More than one PD/PI account may be affiliated with the organization. Creating PD accounts is covered in more detail later in the presentation.

The SAMHSA Project Director listed on the application must have an account with the PD/PI role in eRA Commons.

The eRA Commons Username of your SAMHSA Project Director is entered in #4 Applicant Identifier on the SF424.

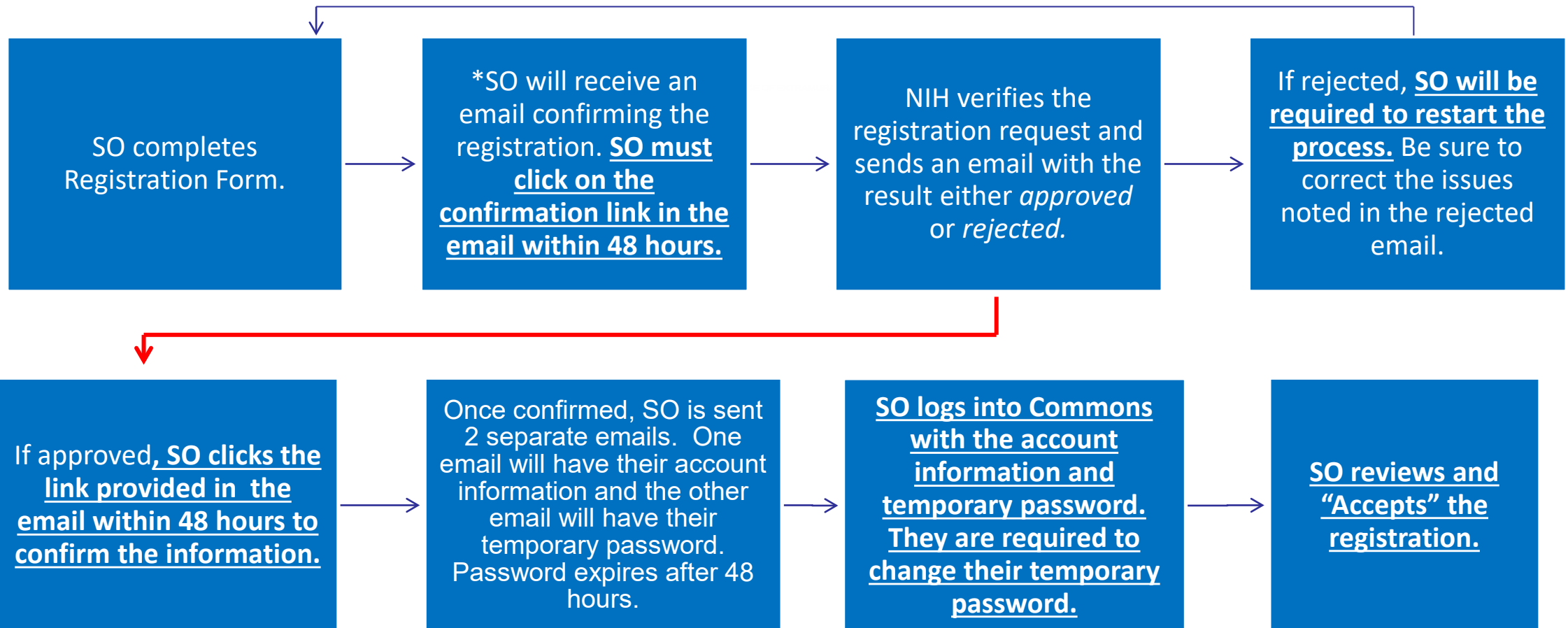


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Registering an Organization in eRA Commons

eRA Commons Registration Process Overview

- The SO registering the organization **MUST** regularly check their email during this process and take action as noted in the emails.
 - Check your SPAM folder if you do not receive the emails.





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Accessing the eRA Registration Form



Electronic Research Administration



National Institutes of Health
Office of Extramural Research



Login with Login.gov ?

LOGIN.GOV

Login with eRA Credentials ?

Username:

Password:

Login

Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

Login with Federated Account ?

Login

Login with PIV/CAC



Login using Smart Card

eRA Commons ?

Track your application; manage and report
on your federally funded award

[Commons Help/Service Desk](#)

866-504-9552 301-402-7469

Hours Monday-Friday, 7am-8pm EST

Recent News

Note: Two-Factor Authentication: Alert for PIs and Senior/Key Personnel

Effective September 15, 2021, eRA will begin requiring two-factor authentication 45 days after the submission of a Type 1 or 2 application or RPPR for all individuals listed there as principal investigators and senior/key personnel. Users can comply by using Login.gov and/or a qualified Common Federated account. Administrative account holders will be required to move to two-factor authentication in early 2022. Learn more about using [Login.gov](#) or [InCommon Federated accounts](#) to access Commons and ASSIST.

Note: NIH is working with the Office of Management and Budget (OMB) to obtain approval for changes to the templates and application instructions for biosketch and other support attachments. A guide notice with details on the changes and implementation will be issued when approval is received.

Register Organization

Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register](#); [Register in eRA Commons](#).

Submit a Reference Letter

To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#); [Reference Letters](#). No need to log in.

How to Create an Account

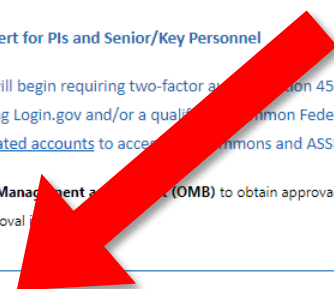
Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

Commons Demo

[Register](#) to try most capabilities of the eRA Commons in a sample environment.

LikeThis

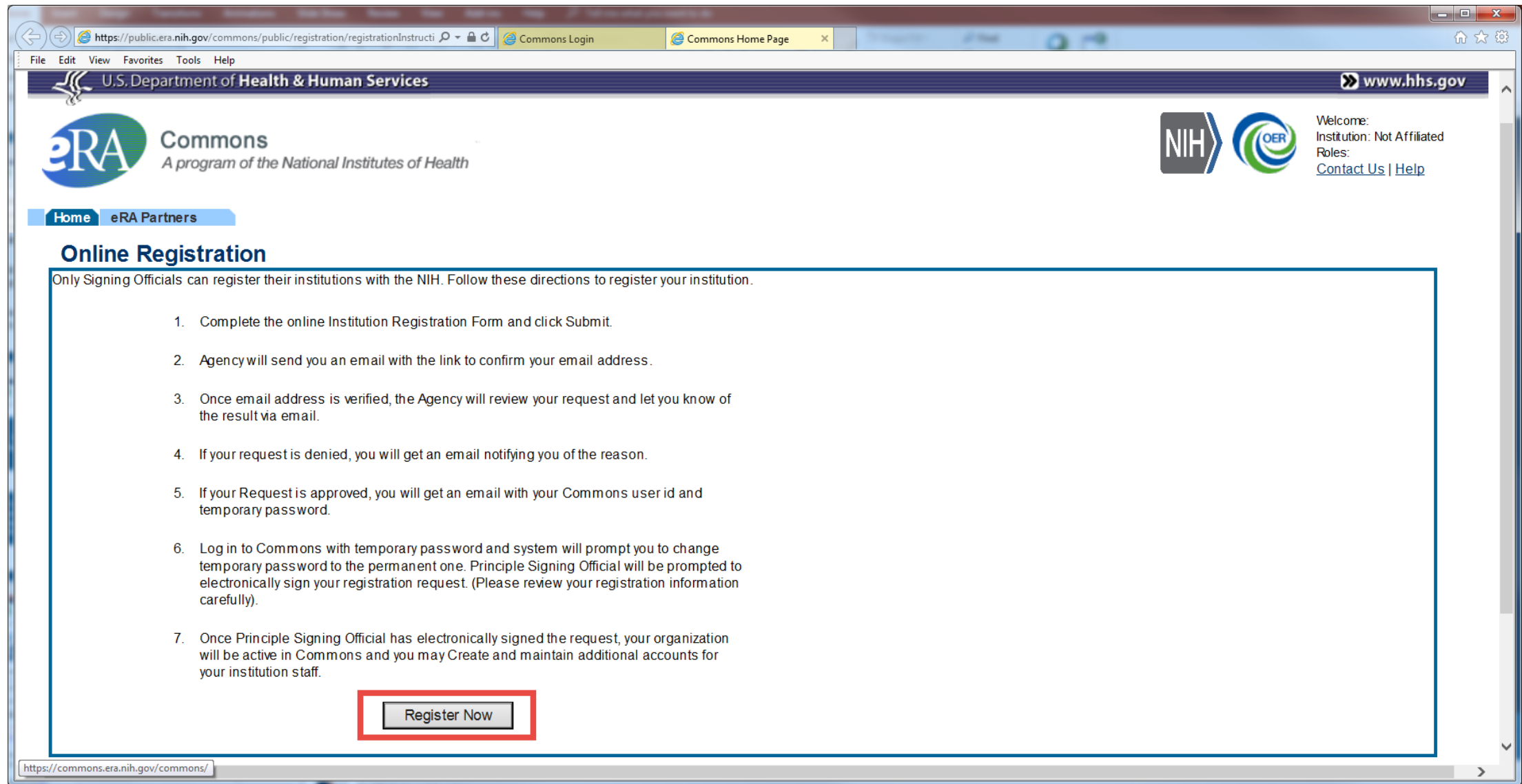
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.





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Accessing the eRA Registration Form



The screenshot shows a web browser window displaying the eRA Commons registration page. The browser's address bar shows the URL: <https://public.era.nih.gov/commons/public/registration/registrationInstru...>. The page header includes the U.S. Department of Health & Human Services logo and the text "www.hhs.gov". The eRA Commons logo is prominently displayed, along with the text "A program of the National Institutes of Health". A navigation bar shows "Home" and "eRA Partners". The main content area is titled "Online Registration" and contains a list of seven steps for registration. A "Register Now" button is highlighted with a red box at the bottom of the registration instructions.

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
A program of the National Institutes of Health

NIH OER
Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

Home eRA Partners

Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Principle Signing Official will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once Principle Signing Official has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

[Register Now](#)

<https://commons.era.nih.gov/commons/>



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eRA Registration Form part 1 of 2

https://public.era.nih.gov/commons/public/detailReg.do Commons Login Commons Home Page

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
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NIH OER
Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

Home eRA Partners

Register Institution ?

Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

* indicates required field

Registration Purpose

Select the type(s) of opportunities to which your organization will apply (check one or more options below): ?

- My organization wishes to apply for NIH Grants/Contracts
- My organization wishes to apply for Non-NIH Grants/Contracts
- My organization wishes to apply for NIH Other Transaction Authority (OTA) opportunities

Institution Information

Please begin by entering your 9-digit DUNS (plus 4-digit extension if applicable) and click "Verify DUNS".

DUNS Number:*	<input type="text"/>	<input type="text"/>	Verify DUNS	Closeout E-mail:*	<input type="text"/>
Institution Name:*	<input type="text"/>			NoA E-mail:*	<input type="text"/>
Street 1:*	<input type="text"/>			City:*	<input type="text"/>
Street 2:	<input type="text"/>			State:*	<input type="text"/>
Street 3:	<input type="text"/>			Zip Code:*	(20873) or (208733423) <input type="text"/>
Street 4:	<input type="text"/>			Country:	UNITED STATES <input type="text"/>

https://commons.era.nih.gov/commons/

You must verify your DUNS number before entering institution information

The screenshot shows a web browser window with the URL <https://public.era.nih.gov/commons/public/detailReg.do>. The browser's address bar also shows "Commons Login" and "Commons Home Page". The page content includes:

- Address Fields:** Street 1, Street 2, Street 3, Street 4, City, State (dropdown), Zip Code (with hint "(20873) or (208733423)"), and Country (dropdown set to "UNITED STATES").
- Accounts Information Section:** A header bar with "Principal Signing Official" and "Accounts Administrator" tabs. Below the "Accounts Administrator" tab, a note states: "This entire section is optional; however if any information is entered then all required fields must be entered".
- Principal Signing Official Fields:** Name Prefix, First Name, Middle Name, Last Name, Title, User Name, Phone, Fax, and E-mail.
- Accounts Administrator Fields:** Name Prefix, First Name, Middle Name, Last Name, Title, User Name, Phone, Fax, and E-mail.
- Buttons:** "Save", "Reset", and "Cancel" buttons are located at the bottom of the form area.

Entering an Accounts Administrator is optional

Click Save which will generate a confirmation email that will be sent to the Signing Official email address



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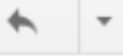
eRA Registration Confirmation Email

Email confirmation for TEST ORGANIZATION Inbox x



era-notify-test@mail.nih.gov

Jul 6 (5 days ago) ☆



to me ▾

Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information.

<http://public.test.era.nih.gov/commons/public/verifyEmail.do?r=346712>

If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Service Desk using the contact information listed below.

Thank you for registering your institution with the NIH eRA Commons.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>. For more information please visit <http://era.nih.gov/>



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Email Verification Message

The screenshot shows a web page with a dark blue header containing the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the Commons logo, which includes the eRA logo and the text 'Commons A program of the National Institutes of Health'. To the right of the Commons logo are the NIH and OER logos, along with the text 'Welcome: Institution: Not Affiliated Roles: Contact Us | Help'. A navigation bar below the Commons logo has 'Home' and 'eRA Partners' buttons. The main content area features the heading 'Email Verified' and the message: 'The email for [TESTORGSO] has been verified.' Below this, it states: 'NIH will review your application pending for approval. Once reviewed, you will receive another email stating the status of your application. Further instruction will be provided to complete the registration process.' The footer contains links for 'Privacy Act Statement', 'Accessibility', and 'Disclaimer', followed by the NIH address, the Department of Health and Human Services logo, copyright information for 2018 NIH, and the Grants.gov logo with the tagline 'FIND. APPLY. SUCCEED.'.

Email with Registration Status (Rejected)

The NIH is unable to approve your institution registration request. Inbox x



 era-notify-test@mail.nih.gov

1:24 PM (48 minutes ago) ☆



to me ▾

We are sorry, but we were unable to approve your registration request for your institution: TEST ORGANIZATION 123 on 2018-07-18 12:58:15.0. The reason for this is as follows:

Your NIH Commons registration request has been rejected for the following reason: 1. Did not supply a valid DUNS number. The DUNS entered on the registration ,000000000, is not a valid DUNS number. Please re-register again with a valid DUNS number. If you feel you can correct your specific issue please feel free to register again, at public.era.nih.gov/commons

If you have any questions or concerns concerning this email, contact the eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>. For more information please visit <http://era.nih.gov/>



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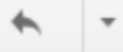
Email with Registration Status (Approved)

Your institution registration has been approved. Inbox x



era-notify-test@mail.nih.gov

Jul 5 (6 days ago) ☆



to me ▾

The NIH has approved your registration request for TEST ORGANIZATION, requested date: 2018-07-05 10:33:04.0.

Click on the link below to confirm your registration.

<http://public.test.era.nih.gov/commons/public/d.do?mode=c&r=346692>

Following this confirmation, the initial Signing Official account will be sent to you by email. If you have any questions or concerns, contact the NIH eRA Service Desk using the information provided below.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>.

For more information please visit <http://era.nih.gov/>



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Confirm Registration Information



U.S. Department of Health & Human Services

www.hhs.gov



Commons
A program of the National Institutes of Health



Welcome:
Institution: Not Affiliated
Roles:
[Contact Us](#) | [Help](#)

[Home](#) [eRA Partners](#)

IPF Assignment View ?

NIH has approved your registration and linked your registration with NIH's database. Does the information below correctly match your institution?

Confirm Institution Registration

Registration Institution Name: TEST ORGANIZATION
NIH Institution Name: TEST ORGANIZATION
Request Date: 2018-07-05 10:33:04.0

[\[Privacy Act Statement | Accessibility | Disclaimer \]](#)



National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892



Department of Health
and Human Services

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Screen Rendered: 07/11/2018 02:58:50 EDT
Screen Id:
Version: 3.36.4





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User Account Information Emails (1 of 2)

eRA Commons: Notification of Authentication Credentials and New eRA Account

Inbox x



era-notify-test@mail.nih.gov

to me ▾

Jul 5 (6 days ago) ☆



*** This is an automated notification - Please do not reply to this message. ***

Signing Official,

An eRA account has been created for you on Jul 5, 2018. Your account details are:

- Account holder: Signing Official
- Username: TESTORGSO
- Organization: TEST ORGANIZATION
- System(s): Commons
- Role(s): SO/TEST ORGANIZATION;

Shortly, you will be receiving another email containing your password.

To access the system use the username and password provided in these emails.

For any further questions about this email, call the eRA Help Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>.

For more information please visit <http://era.nih.gov/>



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User Account Information Emails (2 of 2)

eRA Commons: Notification of Password for New Account Inbox x



era-notify-test@mail.nih.gov

Jul 5 (6 days ago) ☆



to me ▾

*** This is an automated notification - Please do not reply to this message. ***

The password associated with your recently created account is [REDACTED]

The above password is temporary, and will expire in 48 hours. You will be required to change your password the first time you successfully log into the Commons before the temporary password expires. On the Change Password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password. If the temporary password expires, you will be taken to the Reset Password page where you can request another temporary password.

To access the system use the Username provided in the email notifying you of your new account.

For any further questions about this email, call the eRA Help Desk at 1-866-504-9552 or refer to <http://grants.nih.gov/support> for additional methods of contact. Please access Commons at <http://public.era.nih.gov/commons/>.

For more information please visit <http://era.nih.gov/>

Your temporary password is only valid for **48 hours**. If you have issues with the temporary password, contact the service desk.



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Log In With Temporary Password



Electronic Research Administration



National Institutes of Health
Office of Extramural Research



Login with Login.gov ?

LOGIN.GOV

Login with eRA Credentials ?

Username:

Password:

Login

Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)

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Login

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Track your application; manage and report
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Hours Monday-Friday, 7am-8pm EST

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Commons Demo

[Register](#) to try most capabilities of the eRA Commons in a sample environment.

LikeThis

LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.



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Change Your Password

Change Password

WARNING!

Your password is temporary. You must change the password now in order to log into the system.

INFORMATION!

- The password length must be between 8-16 non-blank characters
- Must Contain a mixture of letters, numbers and Special characters: `~!@#\$%^&()-_+=[]{|'\':;"<>,.?/
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

Current Password:

New Password:

Confirm New Password:

Submit

Clear

Password Validation Results

-  The password length must be between 8-16 non-blank characters
-  Must Contain a mixture of letters, numbers and Special characters: `~!@#\$%^&()-_+=[]{|'\':;"<>,.?/
-  First and last characters cannot be numbers
-  Cannot contain username
-  New Password cannot be the same as Current Password
-  Confirm Password should be the same as Password



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U.S. Department of Health & Human Services



National Institutes of Health



Office of Extramural Research

Help Contact Us



Electronic Research Administration
A program of the National Institutes of Health

Account Management System (AMS)

Change Password

✔ **SUCCESS!**

Your password has been changed successfully.

Application Links:

- **Commons:** <http://public.test.era.nih.gov/commons/>
- **iEdison:** <https://public.test.era.nih.gov/iedison/>
- **Facts:** <https://public.test.era.nih.gov/facts/sd>

Click on the Commons application link to review and complete your registration.

Created: 07/05/2018 12:28:34 EDT | AMS0001@1091 | Version: 2.11.11

[Manage User Preferences](#) | [Accessibility](#) | [Disclaimer](#)

[National Institutes of Health](#) | [U.S. Department of Health and Human Services](#) |

NIH...Turning Discovery Into Health®



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Complete Registration

Registration Information

In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form.

Institution Information

Institution Name:	TEST ORGANIZATION	Closeout E-mail:	
FAX Received:	No	NoA E-mail:	
Duns Number:	000000000	City:	BETHESDA
Street 1:	123 STREET	State:	MD
Street 2:		Zip Code:	20873
Street 3:		Country:	
Street 4:			
IPF Code:			

Principal Signing Official

Name Prefix:

First Name: Signing

Middle Name:

Last Name: Official

Suffix:

Title: SO

User Name: TESTORGSO

Phone: 0123456789

Fax:

E-mail:

Accounts Administrator

Name Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

User Name:

Phone:

Fax:

E-mail:

By clicking the "Accept" button, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

Accept

- After “Accepting” your registration, the organization registration process with eRA Commons is complete.
- You may now make other accounts for your organization.
- **You MUST create/affiliate your Project Director’s (PD) Commons account (PI role) in order to apply to NOFOs.**



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Creating a PD/PI Account in eRA Commons

- A Project Director may already have an account. If they do, you should give them roles with your organization instead of creating a duplicate account.
- PD accounts need to have the PI role in eRA Commons.
- You will not be able to create a new account unless you first search for existing accounts.



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SO: Log into the eRA Commons

- Navigate to eRA Commons at <https://public.era.nih.gov/commons>

Electronic Research Administration | **NIH** National Institutes of Health
Office of Extramural Research

Login with Login.gov ?
LOGIN.GOV

Login with eRA Credentials ?
Username:
Enter Username
Password:
Enter Password
Login **Clear**
(For External Users Only)
[Forgot Password/Unlock Account?](#)

Login with Federated Account ?
Start typing to search for organization..
Login

Login with PIV/CAC
Login using Smart Card

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Track your application; manage and report on your federally funded award

Commons Help/Service Desk
866-504-9552 301-402-7469
Hours Monday-Friday, 7am-8pm EST

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Commons Demo
[Register](#) to try most capabilities of the eRA Commons in a sample environment.

LikeThis
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Electronic Research Administration

- Home
- Admin**
- Institution Profile
- Personal Profile
- Status
- ASSIST
- Prior Approval
- RPPR
- xTrain
- xTRACT
- Admin Supp
- eRA Partners
- Non-Research
- IBO Portal

Status

ASSIST

Personal Profile

Internet Assisted Review (IAR)

Account Management (Admin)

SO: Navigate to Account Management

U.S. Department of Health & Human Services

eRA Commons
Application for the National Institutes of Health

Home Admin Institution Profile Personal Profile Status ASSIST

Accounts Delegations ESI Eligibility

Account Management Advanced Search Change Password

Administration

The Administration sub-menu allows users to perform accounts maintenance

3) Select Account Management

1) Select Account Management



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SO: Search for the PD



Electronic Research Administration
A program of the National Institutes of Health

AMS
Manage Accounts

Ensure that the Commons displays as the User Type

Note: You can use % wild cards when conducting a search; for example, you could search for Chris% and the results will be provided for Chris and Christopher

Search Accounts ?

Search Criteria

NOTE! You must enter at least one search criteria, besides User Type and Account Status.


User Type Commons	Account Status All	User ID
Last Name	First Name	Middle Name
Organization(s)	Roles	
Email		

Search Clear

Enter search criteria

Back to top

Search Accounts

 Search Criteria

Search Results


Showing 1 - 4 of total 4

User ID	Name	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Click Manage to view more information

By clicking a name you are able to view a list of applications this person is affiliated with, as well as other information that may help you determine which account is applicable, if any

Create New Account

 Back to top



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SO: Review Active Account

Review the User Information, Contact Information, and Roles sections to determine if this is the PD account you are looking for

Note: You could validate the User ID (i.e., ENTERPRISE) with the PD

User Information

User Type

User ID

Primary Organization

Contact Information

Last Name

First Name

Middle Name

Email

Confirm Email

Roles ?

+ Affiliate

Review the list of organizations and determine if your organization is listed

Role(s)	Organization(s)
PI	ABC University
PI	DEF University
PI	GHI University

SO: Determine the Appropriate Scenario

Scenario 1

PD already has an account that is affiliated to the SO's organization

Next Steps:
No action required

Scenario 2

PD already has an account with the PI role that is NOT affiliated to the SO's organization

Next Steps:
Affiliate existing account

Scenario 3

PD does NOT have an account

Next Steps:
Create a new account



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Scenario 2 – Affiliating an Existing Account With The PI Role To Your Organization

Click Manage

Search Accounts ⓘ

Search Criteria

Search Results

Showing 1 - 4 of total 4

User ID	Name ?	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Create New Account

Back to top

Roles ?

+ Affiliate

Select Affiliate
under the
Roles section

Role(s) ▲	Organization(s)
PI	ABC University
PI	DEF University
PI	GHI University

AMS | Add Roles



Organization

Starfleet Academy

Select PI –
Principal
Investigator
from the
dropdown menu

Role(s) *(to multi-select, please use ctrl c)*

- GRADUATE_STUDENT - Graduate Student
- PACR - Public Access Compliance
- PI - Principal Investigator
- POSTDOC - POSTDOC
- PROJECT_PERSONNEL - Project Personnel
- SCIENTIST - Scientist
- SO - Signing Official
- SPONSOR - Sponsor Users
- TRAINEE - Trainee
- UNDERGRADUATE - Undergraduate

Select
Add
Role(s)

Close

Add Role(s)

Roles ?

+ Add Roles x Unaffiliate

Showing 1 - 4 of total 4

View results

Role(s) ▲	Organization(s)	Action ▼
PI	Starfleet Academy	<input type="button" value="x Remove"/>
PI	ABC University	
PI	DEF University	
PI	GHI University	

Select
Save



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Scenario 3 – Creating a New PD Account

Scenario 3

SO: Create new account

Note: If none of the accounts/profiles look correct, then create a new account

Search Accounts ?

Search Criteria

Search Results

Showing 1 - 4 of total 4

User ID	Name ?	Email	Account Status	Roles & Affiliations	Action
ENTERPRISE	Kirk, James	eRATest@od.nih.gov	Active	PI ABC University PI DEF University PI GHI University ... read more	Manage

Create New Account

[Back to top](#)

Select
Create
New
Account

Scenario 3

SO: Complete Fields and Add Roles

Create Account ?

All fields are required unless they're marked *(Optional)*

User Information

User Type

User ID

Primary Organization

Contact Information

Last Name

First Name

Middle Name *(Optional)*

Email

Confirm Email

Roles ?

Create a User ID (Make sure to let the PD know the User ID you assign)

Select Add Roles

You will need the PD email address, and to let the PD know to look for an email from the system

AMS | Add Roles ×

Organization

Starfleet Academy

Role(s) *(to multi-select, please use ctrl or shift keys)*

- GRADUATE_STUDENT - Graduate Student
- PI - Principal Investigator**
- POSTDOC - POSTDOC
- PROJECT_PERSONNEL - Project Personnel
- SCIENTIST - Scientist
- SPONSOR - Sponsor Users
- TRAINEE - Trainee
- UNDERGRADUATE - Undergraduate

Close Add Role(s)

Select PI – Principal Investigator Role

Select Add Role(s)

Note: You are also able to remove roles accidentally added

Roles ?

Showing 1 - 1 of total 1

Role(s) ▲	Organization(s) ▼	Action
PI	Starfleet Academy	<input type="button" value="x Remove"/>

Select Create

- The PD will receive 2 separate emails. One email will have their account information and the other email will have their temporary password. Password expires after 48 hours.
- The PD will need to log into Commons with the account information and temporary password. They are required to change their temporary password.
- If you have completed your registration with eRA Commons and Grants.gov and your PD has an account in eRA Commons with the PI role and affiliated with your organization, you can begin applying to NOFOs.



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Applying to NOFOs



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Do not wait until the last minute to fill out and submit your application – allow for plenty of time to address submission errors that arise (At Least 72 hours prior to the application deadline).



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- You can apply using eRA ASSIST, Grants.gov Workspace, or another system-to-system provider.
- Successfully submitted applications are sent to eRA Commons where they go through data validation checks
 - Your application is only considered submitted once all validations are passed from both Grants.gov AND eRA Commons. Applications must be error-free on or before the due date.
- If using eRA ASSIST, any member with an eRA Commons role within your organization may start an application or may be given access to an application to work on it. You do not need an SO or PD role to start the application process.



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Accessing ASSIST

Electronic Research Administration | NIH National Institutes of Health Office of Extramural Research

Home

Status

ASSIST

Personal Profile

Internet Assisted Review (IAR)

Account Management (Admin)

Click on the ASSIST option

Recent News

- eRA Maintenance Calendar
- TBD

Submit a Reference Letter

To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#)

LikeThis

LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

SAMHSA Substance Abuse and Mental Health Services Administration

Amendments Go

Electronic Research Administration

- Home
- Admin
- Institution Profile
- Personal Profile
- Status
- ASSIST**
- Prior Approval
- RPPR
- xTrain
- xTRACT
- Admin Supp
- eRA Partners
- Non-Research
- IBO Portal

Personal Profile



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U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Initiating an Application in ASSIST

A Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO

Enter the NOFO number

Welcome

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

INITIATE APPLICATION
Funding Opportunity Announcement #
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Search Grants](#). Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.

SEARCH FOR APPLICATION

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE
- ERA COMMONS



Application Submission System & Interface for Submission Tracking (ASSIST) Sponsored by the National Institutes of Health

Username: JHSTAGES0

An Initiate Application Screen will appear with pre-filled NOFO information

Welcome

Home > [Search for Applications](#) > Initiate Application

Initiate Application for FOA #: TI-18-123 [?] (Example only)

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



FOA INFORMATION:

* Required field(s)

FOA Number:	TI-18-123 (Example only)
Opportunity Title:	Example Opportunity Grant
Offering Agency:	SAMHSA
CFDA Number:	93.788 (Example only)
CFDA Description:	Example EOG
Competition ID:	TI-18-123 (Example only)
Competition Title:	Example Opportunity Grant
Opportunity Open Date:	06/21/2018
Opportunity Close Date:	08/20/2018
Agency Contact:	Example@samhsa.hhs.gov
Application Identifier:	
Application Project Title * (describe title in 200 characters)	

NOFO Information (2 of 2)

Opportunity Open Date: 06/21/2018
Opportunity Close Date: 08/20/2018
Agency Contact: Example@samhsa.hhs.gov
Application Identifier:

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: * UNIVERSITY OF CALIFORNIA SAN DIEGO

Lead Applicant Organization Address: UNIVERSITY OF CALIFORNIA SAN DIEGO
OFFICE OF CONTRACT & GRANT ADMIN, 0934
LA JOLLA, CA 920930934

Lead Organization DUNS: 8043557900000

SAM Registration Expiration Date: 03/23/2019

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:

Middle Name:

Last Name:

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

You will only have one organization option unless you are affiliated with multiple organizations

PD information will be prepopulated if the PD initiates the application. Otherwise, use the Pre-fill option.

After entering your project title, organization, and PD, click Initiate Application



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Application Summary Page

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Username: JHSTAGESO

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health



Home > Search for Applications > Application Search Results > Application Information

Actions ?

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

Hide Navigation

Show Help

Application Information ?

This is a test

Summary SF424 Cover

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization:

Project Period:

Status: Work in Progress Submit Application

Status Date: 2018-07-12 05:01:00.000 PM EDT

To be able to easily find your application later remember to write down your Application Identifier



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Accessing In-Progress Applications in ASSIST

- As noted, each application is assigned a unique Application Identifier.
- You can search for applications using this Application Identifier, or if you do not know it, use other search criteria.



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Accessing the Search Page in ASSIST

eRA Commons Home Logout Service Desk Contact Us

A Application Submission System & Interface for Submission Tracking
(ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



Welcome

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)



INITIATE APPLICATION

Funding Opportunity Announcement #
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

Go

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Search Grants](#) . Each resource has robust search functionality to identify opportunities of interest. ASSIST can only be used to prepare and submit applications when explicitly stated in the FOA.



SEARCH FOR APPLICATION



Search Applications

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE
- ERA COMMONS



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Search Page in ASSIST

Welcome

[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:

If you have the Application Identifier, enter it here and click Search. There will only be one result when searching by the Application Identifier.

If you don't have the Application Identifier, enter other search criteria like your Project Title, Organization, Agency, and the Submission Status



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Search Results (1 of 2)

[eRA Commons](#) [Home](#) [Logout](#) [Service Desk](#) [Contact Us](#)

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



[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
6622	Example project title	SAMHSA		UNIVERSITY OF CALIFORNIA SAN DIEGO	Work in Progress				Select

© 2018 NIH. All Rights Reserved. | Screen Rendered: 07/13/2018 11:52:32 EDT | Screen Id: ASSIST0005@2289 | Version: 2.29.03

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Select the application you would like to view



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U.S. Department of Health & Human Services

Search Results (2 of 2)

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Search Results > Application Information

Actions ?

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

- COPY APPLICATION
- DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

You will be taken to the Application Information page

This is a test

- Summary
- SF424 Cover

Application Information

Application Identifier: 6622

Application Project Title: Example project title

PD/PI Name:

Organization:

Project Period:

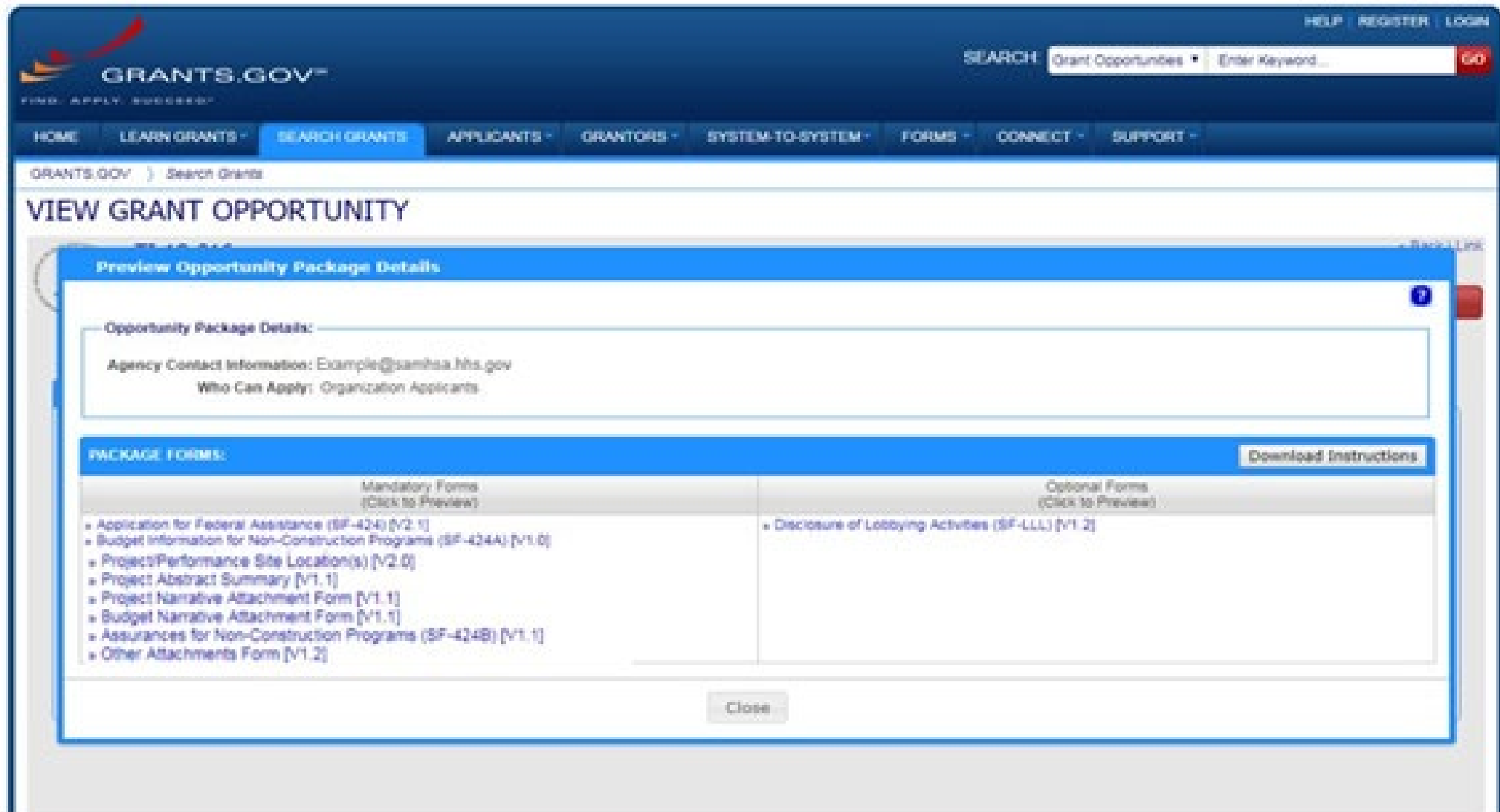
Status: **Work in Progress** Submit Application

Status Date: 2018-07-12 05:01:00.000 PM EDT



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Filling out Applications in ASSIST



The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "Grant Opportunities" and "Enter Keyword...". Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY". A modal window titled "Preview Opportunity Package Details" is open, displaying the following information:

Opportunity Package Details:

Agency Contact Information: Example@samhhs.hhs.gov
 Who Can Apply: Organization Applicants

PACKAGE FORMS: [Download Instructions](#)

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none"> • Application for Federal Assistance (SF-424) [v2.1] • Budget Information for Non-Construction Programs (SF-424A) [v1.0] • Project/Performance Site Location(s) [v2.0] • Project Abstract Summary [v1.1] • Project Narrative Attachment Form [v1.1] • Budget Narrative Attachment Form [v1.1] • Assurances for Non-Construction Programs (SF-424B) [v1.1] • Other Attachments Form [v1.2] 	<ul style="list-style-type: none"> • Disclosure of Lobbying Activities (SF-LLL) [v1.2]

At the bottom of the modal window is a "Close" button.



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Grants.gov Workspace vs ASSIST Form Names

- ASSIST and Grants.gov Workspace require the same forms although the label names may be different
 - * indicates an optional form

Grants.gov Workspace Form Name	ASSIST Form Name
Application for Federal Assistance (SF-424)	SF424 Cover
Budget Information for Non-Construction Programs (SF-424A)	Budget – Non-Construct.
Project/Performance Site Location(s)	Sites
Project Abstract Summary	Project Abstract Summary
Project Narrative Attachment Form	Project Narrative
Budget Narrative Attachment Form	Budget Narrative
Assurances for Non-Construction Programs (SF-424B)	NonConstruct. Assurances
Other Attachments Form	Other Narrative Attachments
Disclosure of Lobbying Activities (SF-LLL)*	Lobbying Disclosure*

- At a minimum, all required fields on all required forms need to be filled out. If applicable, fill out optional forms as well.
 - The Lobbying Disclosure form should be added and filled out if any individuals working on and receiving funding from the grant are part of any lobbying activities or associated with any lobbying.
- Each time you edit the form, the system automatically locks that form. This means that only the person that locked the form will be able to edit it.
 - You can remove locks by selecting an option at the bottom of a form that includes Release Lock

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Form

- When you have filled out all required components of the application, you may run validations on it. This will check to make sure your application is error-free.

- Use the Commons ID of your PD as the Applicant Identifier on the SF424, item field #4.
 - The account ID provided must have the PI role and be affiliated with your organization.
- On the SF424 Cover, Section 17, Proposed Project Start Date and End Date should match up with years.
 - E.g. 09/30/18 - 09/29/19 is one year. 09/30/18 – 09/30/19 is one year and one day.

■ Incomplete Zip Code

- All ZIP Codes must be in ZIP + 4 format (e.g. 208171852 instead of 20817)
- To locate your full zip code, you can visit <https://tools.usps.com/zip-code-lookup.htm?byaddress>

■ Invalid Congressional District

- To look up the Congressional Districts, you can visit <http://www.house.gov>.
- Enter them in the form 2 digit state abbreviation – 3 digit number, or for example “MD-008” for Maryland’s 8th district.

■ Project Duration

- On the Project Abstract Summary form - enter the project duration in months (e.g. a 2-year program project duration is 24 months)

- The Federal Total for 1st year, in Section D- Forecasted Needs, MUST equal Section A, New or Revised Budget Federal Totals (e-5) amount.
- The Non-Federal Total for 1st year MUST equal the sum of Estimated Unobligated Funds Non-Federal Totals (d-5) and New or Revised Budget Non-Federal Totals (f-5).
- The SECTION B - Budget Categories: k. TOTALS Total (5) MUST equal SECTION A - Budget Summary: 5.Totals Total (g).
- The SECTION D - Forecasted Cash Needs: 15. TOTAL MUST equal SECTION A - Budget Summary: 5.Totals Total (g).
- You MUST input the correct number of years for the project (e.g. Project Period) on the SF 424 block 17. Ensure that the budget periods address the full project period by entering data in the SF 424 A. Enter data for the first budget period in Section D and enter future budget periods in Section E. Please refer to the Notice of Funding Opportunity (NOFO) for additional guidance.

The following two slides contain a sample budget prepared by SAMHSA to illustrate the fields that must match on the SF424A.



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Sample SF424 A Budget: Match Not Required Federal NOFO

Cost Sharing/Match Required?: No

Enter the **CFDA #** from the 1st page of the NOFO

BUDGET INFORMATION - Non-Construction Programs SECTION A - BUDGET SUMMARY

Complete only this column **Federal (e)**

OMB Approval No. 4040-0006
Expiration Date 06/30/2014

Use the "New or Revised Budget" section for New Applications

On row 1 input: **NOFO# - Federal** (e.g. XX-19-000 - Federal)

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. TI-18-016 - Federal	93.788			\$247,500.00		\$247,500.00
2. (Example only)	(Example only)					\$0.00
3.						\$0.00
4.						\$0.00
5. Totals		\$0.00	\$0.00	\$247,500.00	\$0.00	\$247,500.00

All totals in the circles must match

Section A Total

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) TI-18-016 - Federal	(2)	(3)	(4)	
a. Personnel	\$80,000.00				\$80,000.00
b. Fringe Benefits	\$30,000.00				\$30,000.00
c. Travel	\$21,000.00				\$21,000.00
d. Equipment	\$28,000.00				\$28,000.00
e. Supplies	\$7,000.00				\$7,000.00
f. Contractual					\$0.00
g. Construction					\$0.00
h. Other	\$81,500.00				\$81,500.00
i. Total Direct Charges (sum of 6a-6h)	\$247,500.00				\$247,500.00
j. Indirect Charges					\$0.00
k. TOTALS (sum of 6i and 6j)	\$247,500.00				\$247,500.00
7. Program Income					\$0.00

Note: Section A Total **must equal** Section B Total

Section B Total



Sample SF424 A Budget: Match Not Required Federal NOFO

Cost Sharing/Match Required?: No

Section C is not applicable (match not required)

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 . TI-18-016 - Federal (Example only)					\$0.00
9 .					\$0.00
10 .					\$0.00
11 .					\$0.00
12. TOTAL (sum of lines 8-11)	\$0.00	\$0.00	\$0.00		\$0.00
SECTION D - FORECASTED CASH NEEDS					
(a) Grant Program	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
14. Non-Federal	\$0.00				
15. TOTAL (sum of lines 13 and 14)	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16 . TI-18-016 - Federal (Example only)	\$247,500.00				
17 .					
18 .					
19 .					
20. TOTAL (sum of lines 16-19)	\$247,500.00	\$0.00	\$0.00	\$0.00	\$0.00
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

All totals in the circles should match (sections A, B, D)*

Section D is for the 1st federal year of funding only (match not required). Show funds allocation per quarter.

Section future

Federal funds needed for 2nd budget period

Section F is optional

* Section D – Forecasted Cash Needs, Federal (line 13) amount must equal Section A Budget Summary and Section B Budget Categories federal funding. Ensure that Section D “TOTAL” amount = Section A and Section B TOTALS.



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Sample SF424 A Budget: Match Required

(Match Ratio is 3:1)

OMB Approval No. 4040-0006
Expiration Date 08/30/2014

BUDGET INFORMATION - Non-Construction Programs
SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SM-18-005 - Federal	93.243			\$247,500.00		\$247,500.00
2. SM-18-005 - Non-Federal	93.243				\$82,500.00	\$82,500.00
3.						\$0.00
4.						\$0.00
5. Totals		\$0.00	\$0.00	\$247,500.00	\$82,500.00	\$330,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) SM-18-005 - Federal	(2) SM-18-005 - Non-Federal	(3)	(4)	
a. Personnel	\$80,000.00	\$80,000.00			\$160,000.00
b. Fringe Benefits	\$30,000.00				\$30,000.00
c. Travel	\$21,000.00				\$21,000.00
d. Equipment	\$28,000.00				\$28,000.00
e. Supplies	\$7,000.00	\$2,500.00			\$9,500.00
f. Contractual					\$0.00
g. Construction					\$0.00
h. Other	\$81,500.00				\$81,500.00
i. Total Direct Charges (sum of 6a-6h)	\$247,500.00	\$82,500.00			\$330,000.00
j. Indirect Charges					\$0.00
k. TOTALS (sum of 6i and 6j)	\$247,500.00	\$82,500.00			\$330,000.00

7. Program Income \$0.00

On row 1 input:
NOFO# - Federal
(e.g. SM-18-005 - Federal)

Enter the **CFDA #** from the 1st page of the NOFO

Use the first row only (Line 1) to report **Total Federal Funds** for the 1st Year of project only

Use the "New or Revised Budget" section for New Applications and Continuations

On row 2 input:
NOFO# - Non-Federal
(e.g. SM-18-005 - Non-Federal)

This section "Estimated Unobligated Funds: columns - Federal (c) and Non-Federal (d) are not applicable

Use the second row only (Line 2) to report **Total Non-Federal Match** for the **First Year** of project only

Section A Totals

Use column (1) for the **Federal Funding** requested for the 1st year of project only

Use column (2) to enter the **Non-Federal Match** for the 1st year of project only

Note: Section A Totals must equal Section B Totals

Section B Totals

Total **Federal** Requested

Total **Non-Federal** Match Reported

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102





Sample SF424 A Budget: Match Required

A p
Inst

Section C - use the second row to report Total **Non-Federal Match** for the **First Year** of project ²

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. SM-18-005 - Federal					\$0.00
9. SM-18-005 - Non-Federal	\$82,500.00				\$82,500.00
10.					\$0.00
11.					\$0.00
12. TOTAL (sum of lines 8-11)	\$82,500.00		\$0.00		\$82,500.00
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$247,500.00	\$61,875.00	\$61,875.00	\$61,875.00	\$61,875.00
14. Non-Federal	\$82,500.00	\$20,625.00	\$20,625.00	\$20,625.00	\$20,625.00
15. TOTAL (sum of lines 13 and 14)	\$330,000.00	\$82,500.00	\$82,500.00	\$82,500.00	\$82,500.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. SM-18-005 - Federal	\$247,500.00	\$247,500.00	\$247,500.00	\$247,500.00	
17. SM-18-005 - Non-Federal	\$82,500.00	\$82,500.00	\$82,500.00	\$82,500.00	
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$330,000.00	\$330,000.00	\$330,000.00	\$330,000.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

All totals in the circles should match (sections A, B, D) ³

Complete Section D for the **1st year of funding** and how funds will be spent **per quarter** for the **1st year**

Section E is for the future budget period - **Years 2-5**

This column is the **2nd budget period**

This column is the **3rd budget period**

This column is the **4th budget period**

This column is the **5th budget period**

Section F is optional

- Upload supporting documentation to the Other Narrative Attachments form.
 - Per the NOFO, this includes but is not limited to the SMA 170 form, HHS 690 form, Biographical Sketches and Job Descriptions, Confidentiality and SAMHSA Participant Protection/Human Subjects form.
 - Do not combine Other Narrative Attachments form into one document. Please upload them separately.
- File uploads
 - All attachments **MUST** be provided to the agency in PDF format with a .pdf extension (e.g. .pdf).
 - The PDFs cannot be empty .
 - Your file upload for the Budget Narrative form should be named “BNF”. Your full filename including file type would then be “BNF.PDF”
 - Save the fillable form to your computer with a new name and open to make sure the information you enter into the fields is saved and visible when you reopen the form before uploading.
- Do not use the same file name for more than one file.
- Do not use any attachment functions in other programs, such as the Acrobat Attach File feature, only attach files with the ASSIST functionality.

Uploading Files to Other Narrative Attachments

1. Add a PDF document using the “Add Attachment” button labelled 1. Delete it or view it later using the buttons next to “Add Attachment”.
2. Add additional PDF documents beyond the first using the “Add Attachment” button labelled 2.
3. Replace or view additional PDF documents using the buttons labelled 3. To remove an additional document check the “Delete on Save” box (circled) and save the Other Narrative Attachments form.

The screenshot shows the 'Other Narrative Attachments' section of a web application. At the top, there is a navigation bar with tabs for 'Summary', 'SF424 Cover', 'Sites', 'Budget - Non-Construct.', 'Project Abstract Summary', 'Budget Narrative', 'Project Narrative', and 'Other Narrative Attachments'. The 'Other Narrative Attachments' tab is selected and highlighted in blue.

Below the navigation bar, the page title is 'Other Narrative Attachments' with a subtitle 'Other Narrative Attachments v1.2'. There is an 'Edit' button and a note '* Required field(s)'. The form contains the following elements:

- A text input field for 'Mandatory Other Attachment Filename' containing 'test.pdf'. To its right are three buttons: 'Add Attachment' (labeled 1), 'Delete Attachment', and 'View Attachment'.
- A section for 'Optional Other Narrative Attachments' with an 'Add Attachment' button (labeled 2).
- A table with one row containing an attachment named 'SAMPLE-PDF-1.pdf'. The table has columns for 'Attachment File Name', 'Delete on Save' (with a checkbox), 'Update Attachment', and 'View Attachment'. Below the table are buttons for 'Update' (labeled 3) and 'View' (labeled 3).
- At the bottom of the form are four buttons: 'Save and Keep Lock', 'Save and Release Lock', 'Cancel and Release Lock', and 'Remove Form'.



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Validating Applications and Updating Statuses in ASSIST

- Once you are finished filling out your application, validate it to check that all business and system validations pass and you will be able to submit your application.

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation Show Help

Application Information

This is a test

Summary SF424 Cover Sites Budget - Non-Construct. Project Abstract Summary Budget Narrative Project Narrative Other Narrative Attachments

Application Information

Application Identifier:	13132
Application Project Title:	SAMHSA test application
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	09/01/2020 - 08/31/2025
Status:	Work in Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date:	2020-11-09 12:46:22.000 PM EST

Click Validate
Application

Errors
MUST be
corrected
in order
to submit

You may
submit
with
Warnings
if needed

U.S. Department of Health & Human Services

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Application Errors and Warnings Results [?]

Application Information

Application Identifier: 6622

FOA Number: TI-18-123 (Example only)

Application Project Title: Example project title

PD/PI Name:

Organization: Test Organization

✖ Errors

Total Errors to be corrected before the application can be submitted: 3

Form Name	Error Message
Budget - NonConstruct.	The SECTION B - Budget Categories: k. TOTALS Total (5) does not equal to SECTION A - Budget Summary: 5.Totals Total (g). (026.43.2)
Budget - NonConstruct.	The Federal Total for 1st year, in Section D- Forecasted Needs, does not equal the Section A, New or Revised Budget Federal Totals (e-5) amount. (026.58.2)
Budget - NonConstruct.	The SECTION D - Forecasted Cash Needs: 15. TOTAL does not equal to SECTION A - Budget Summary: 5.Totals Total (g). (026.62.1)

⚠ Warnings

Total Warnings to be corrected at Applicant discretion: 1

Form Name	Warning Message
Budget - NonConstruct.	The Section B Totals amount for Program, Function Or Activity TI-18-333 must equal the total amount in Section A for Program, Function Or Activity (1). (026.39.2)

- If all validations pass, your application is ready to be submitted.



Application Errors and Warnings Results ?



Application Information

Application Identifier:	6622
FOA Number:	TI-18-123 (Example only)
Application Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization

All Validations Passed

- To allow your application to be submitted, you must change the status to “Ready for Submission.” Validations will run automatically before the status is updated.

Click Update Submission Status

Actions ?

- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary SF424 Cover Sites Budget - Non-Construct. Project Abstract Summary Budget Narrative Project Narrative Other Narrative Attachments

Application Information

Application Identifier:	13132
Application Project Title:	SAMHSA test application
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	09/01/2020 - 08/31/2025
Status:	Work in Progress Submit Application "Submit Application" is only active for Signing Officials
Status Date:	2020-11-09 12:46:22.000 PM EST

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary SF424 Cover Sites Budget - Non-Construct. Non-Construct. Assurances

Application Information

Update Submission Status

Select the new status

-- Select Status --
Ready for Submission

Enter a comment on the status of this submission or continue without adding a comment.

Add comment Cancel

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Screen Rendered: 07/16/2018 07:04:12 EDT | Screen Id: ASSIST0034@2289
Version: 2.29.03

Select Ready for Submission

Enter a comment and click Add comment to update the status if validations pass

Status Date:

2018-07-12 05:01:00.000 PM EDT

Actions ?

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information ?

This is a test

Submission status has been updated

Summary

SF424 Cover

Sites

Budget - Non-Construct.

Budget Narrative Attachment

Project Narrative



Application Information

Application Identifier: 13072

Application Type: Supplemental

Application Project Title: Joe - SAMHSA - Type 1 1/10 -4

PD/PI Name:

Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO

Project Period: 09/01/2020 - 08/31/2025

Status: Ready for Submission [Submit Application](#)

Status Date: 2020-11-09 01:12:22.000 PM EST

If all validations pass, your status will be changed to Ready for Submission

The Submit Application button will remain inactive for PD users. ONLY an SO with access to Grants.gov AOR credentials may submit.



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Ready for Submission: SO view

Actions

MANAGE ACCESS

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary

SF424 Cover

Sites

Budget -
Non-
Construct.

Budget
Narrative
Attachment

Project
Narrative



Application Information

Application Identifier:	13072
Application Type:	Supplemental
Application Project Title:	Joe - SAMHSA - Type 1 1/10 -4
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	09/01/2020 - 08/31/2025
Status:	Ready for Submission Submit Application <small>"Submit Application" is only active for Clinician Officials</small>
Status Date:	2020-11-09 01:12:22.000 PM EST

If the status is Ready for Submission, the **Submit Application** button will be active for SO users. You will need to enter Grants.gov AOR credentials in order to submit.



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Submitting Applications in ASSIST



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Do not wait until the last minute to fill out and submit your application – allow for plenty of time to address submission errors that arise (At Least 72 hours prior to the application deadline).

Actions

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

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Application Information

This is a test

- Summary
- SF424 Cover
- Sites
- Budget - Non-Construct.
- Budget Narrative Attachment
- Project Narrative

Application Information

Application Identifier:	13072
Application Type:	Supplemental
Application Project Title:	Joe - SAMHSA - Type 1 1/10 -4
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	09/01/2020 - 08/31/2025
Status:	Ready for Submission <input type="button" value="Submit Application"/> <small>Submit Application" is only active for Signing Officials</small>
Status Date:	2020-11-09 01:12:22.000 PM EST

Click the **Submit Application** button. You must be a Signing Official in ASSIST and you will need to enter Grants.gov AOR credentials in order to submit.

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary

SF424 Cover

Sites

Budget -
Non-
Construct.

Non-
Construct.
Assurances



Application Information

Application Identifier:

Application Project Title:

PD/PI Name:

Organization:

Project Period:

Status:

Status Date:

Notice:

AOR credentials:



Please provide your Grants.gov Authorized Organization Representative (AOR) credentials.

* Username

* Password

Enter

Cancel

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Screen Rendered: 07/16/2018 07:18:45 EDT

09/30/2018 - 09/29/2020

Ready for Submission

Submit Application

2018-07-16 07:08:20.000 AM EDT



FOA Information:

Enter Grants.gov AOR credentials for your organization and click Enter to submit your application.

Actions

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

Home > Search for Applications > Application Search Results > Application Information

◀ Hide Navigation

Show Help ▶

Application Information

This is a test

Application has been sent to Grants.gov, email notifications will be sent when application is processed by Grants.gov. Also you may use the Check Submission Status feature in ASSIST to get the up-to-date status of the submitted application.

- Summary
- SF424 Cover
- Sites
- Budget - Non-Construct.
- Budget - Construct.
- Project Abstract Summary
- Budget Narrative Attachment
- Project Narrative
- Other Narrative Attachments



Application Information

Application Identifier: 15394
Application Type: Post Award Amendment (Key Personnel)
Application Project Title: Joe - SAMHSA Type 11600809068060
PD/PI Name:
Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period: 01/01/2021 - 12/30/2025
Status: **Submitted** [View Submission Status Details](#) "Submit Application"
Status Date: 2020-11-09 01:58:24.000 PM EST

A confirmation message will let you know that your application has been sent to Grants.gov.



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Post-Submission Steps

- Grants.gov may send status emails to the AOR submitting the application.
- You will receive status updates via email from eRA Commons.
- Emails from eRA Commons will go to two (2) email addresses:
 - The email address linked to the PD commons account listed on the SF424 Cover in section 4. Applicant Identifier.
 - The email address of the Business Official listed in the Authorized Representative section of the SF424.
- You MUST monitor your application status in case of any issues AND take action if necessary (e.g. correct validation errors).
- You can check on your application status in eRA Commons or in ASSIST. ASSIST and Commons status may update before you receive any system-generated email(s).

Checking Application Status in ASSIST (1 of 2)

Click View Submission Status Details when viewing your application in ASSIST

Actions ?

- MANAGE ACCESS
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

- COPY APPLICATION
- DELETE APPLICATION

Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Application Information ?

This is a test

Summary	SF424 Cover	Sites	Budget - Non-Construct.	Budget - Construct.	Project Abstract Summary	Budget Narrative Attachment	Project Narrative	Other Narrative Attachments
---------	-------------	-------	-------------------------	---------------------	--------------------------	-----------------------------	-------------------	-----------------------------



Application Information

Application Identifier:	15394
Application Type:	Post Award Amendment (Key Personnel)
Application Project Title:	Joe - SAMHSA Type 11600809068060
PD/PI Name:	
Organization:	UNIVERSITY OF CALIFORNIA, SAN DIEGO
Project Period:	01/01/2021 - 12/30/2025
Status:	Submitted View Submission Status Details Submit Application [®] is only active for Signing Officials
Status Date:	2020-11-09 01:58:24.000 PM EST

Checking Application Status in ASSIST (2 of 2) SO view

Application Information

Application Identifier:	6622
FOA Number:	TI-18-123 (Example only)
Project Title:	Example project title
PD/PI Name:	
Organization:	Test Organization
Submission Tracking #:	GRANT00696457
Last Status Check:	2018-07-16 07:34:07 AM

[Check for Status Updates](#)

ASSIST

Submission Date:	2018-07-16 07:20:21 AM
Submitting AOR:	Keysha Oliver
ASSIST Submission Status:	Submitted
Submission Status Date:	2018-07-16 07:20:26 AM

Grants.gov

Grant.gov Tracking #:	GRANT00696457
Grants.gov Received Date:	2018-07-16 07:20:25 AM
Grants.gov Processing Status:	Validated
Grants.gov Status Date:	2018-07-16 07:20:37 AM

Agency

Agency Tracking #:	To View Commons Post Submission Actions
Agency Status:	
Agency Status Date:	

[Close](#)

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Screen Rendered: 07/16/2018 08:08:51 AM | Screen Id: ASSIST0032@2289
Version: 2.29.03

Post Submission Actions are ONLY available to SO users. PD users are ONLY able to view application status details.

- If your application has errors, is not successfully submitted, or you make revisions you may resubmit a changed/corrected application before the application deadline.
- When updating/correcting/revising the application you need to select “Changed/Corrected Application” on the SF-424 Cover.

Application for Federal Assistance SF-424	
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>

ASSIST or eRA Commons questions:

If you are using ASSIST or encounter issues in eRA Commons and need assistance, contact the eRA Service Desk at the numbers below:

- **Toll-free:** 1-866-504-9552 (Press 6 for the SAMHSA queue)
- **Phone:** 301-402-7469 (Press 6 for the SAMHSA queue)
- **Hours:** Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)
- <https://grants.nih.gov/support/index.html>

Grants.gov Applicant Support questions:

If you are using Grants.gov Workspace or encounter issues in Grant.gov and need assistance, contact the Grants.gov Applicant Support listed below:

- **Toll-free:** 1-800-518-4726
- **Email:** support@grants.gov

SAMHSA NOFO Contact Information

If you have questions about either program issues, or grants management or budget issues, you can contact the agency staff listed in the NOFO. You may find the agency contacts in Section VII. of the full NOFO or on the SAMHSA webpage for the NOFO.



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This concludes this video

Thank you for your attention.



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Supplementary Information



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Managing Access to Applications

- SO users may manage access to applications including determining who can:
 - Edit, view, or have no access to parts of the application or the entire application
 - Update the application statuses
 - Manage other users' access to the application
 - The SO role is the only role that may submit applications. This access cannot be granted to PDs.
- By default, SOs of your organization will have full access to applications.
- By default, the initiator of the application and the Project Director entered on the NOFO information pages will have access to edit the application but not update the access of other users.
- Users that cannot access ASSIST directly from eRA Commons can visit public.era.nih.gov/assist to access ASSIST.



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PD and SO Role Differences in ASSIST

Signing Official (SO)	Project Director (using the PI role in Commons)
Can initiate applications	Can initiate applications
Can fill out applications	Can fill out applications they are listed on or initiated unless access is revoked
Can manage access to applications including adding or revoking privileges to PD users	Can manage access to applications if provided permission by an SO user
Can update application statuses	Can only update the status of applications they initiate, unless access is revoked
Can submit applications in 'Ready for Submission' status with Grants.gov Authorized Organization Representative (AOR) credentials	Can NOT submit applications



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Managing Access to Applications

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Search Results > Application Information

Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

This is a test

Summary

SF424 Cover

Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2018-07-12 05:01:00.000 PM EDT

- If the PD initiates an application, there will only be one default row listed.
- SOs have full access even if not listed, or listed with less access. Here the SO user (JHSTAGESO) does not have Access Maintainer access, but is still able to manage access for other users.



Home > Search for Applications > Application Information > Access Summary

Actions ?

RETURN TO APPLICATION

Hide Navigation Show Help

User Access Summary ?

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
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

Add User

Default access for PD entered when initiating application

Default access for initiator of application



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Editing Existing Users (1 of 2)

U.S. Department of Health & Human Services

[eRA Commons](#) [Home](#) [Logout](#) [Service Desk](#) [Contact Us](#)

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



[Home](#) > [Search for Applications](#) > [Application Information](#) > [Access Summary](#)

Actions

[RETURN TO APPLICATION](#)

Hide Navigation

Show Help

User Access Summary

[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
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

[Add User](#)

Click a user in the User column



Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

Actions ?

RETURN TO APPLICATION

Hide Navigation

Show Help

User Access Detail ?



User Information

[View User Access History](#)

User: JHSTAGEPD
Primary Organization: UNIVERSITY OF CALIFORNIA SAN DIEGO

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▾	None ▾	Edit ▾	<input type="checkbox"/>	<input type="checkbox"/>

Save Revoke All Accesses Cancel

Access Maintainer lets the user manage access for others

Manage access by adjusting each column and then click Save

Status Maintainer lets the user update the application status, or mark it Ready for Submission



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Adding New Users

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGESO



Home > Search for Applications > Application Information > Access Summary

Actions ?

RETURN TO APPLICATION

Hide Navigation

Show Help

User Access Summary ?

[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
JHSTAGEPD	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	N
JHSTAGESO	UNIVERSITY OF CALIFORNIA SAN DIEGO		None	None	Edit	N	Y

Add User

Click Add User

U.S. Department of Health & Human Services eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST) Username: JHSTAGESO
Sponsored by the National Institutes of Health

Home > Search for Applications > Application Search Results > Application Information > Access Summary > Add New User

- Actions** ?
- RETURN TO APPLICATION
 - MANAGE ACCESS
 - ADD OPTIONAL FORM
 - VIEW STATUS HISTORY
 - UPDATE SUBMISSION STATUS
-
- COPY APPLICATION
 - DELETE APPLICATION

Hide Navigation

Show Help

Add New User ?

Look up an account by the username



USER INFORMATION

* Required field(s)

* Username:

User: Director, Project

Primary Organization: UNIVERSITY OF CALIFORNIA SAN DIEGO

Manage access using the columns

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-Budget select should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. User will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▾	None ▾	Edit ▾	<input type="checkbox"/>	<input type="checkbox"/>

Save the new accounts access, or cancel to not add any access



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Adding and Removing Forms in ASSIST

- You can add and remove Optional forms as needed in ASSIST. Once you add a form you will need to fill it out.
- The application displays all required forms as listed below:
 - SF424 Cover
 - Budget – Non-Construct.
 - Sites
 - Project Abstract Summary
 - Project Narrative
 - Budget Narrative
 - NonConstruct. Assurances
 - Other Narrative Attachments
- The optional Lobbying Disclosure form should be added and filled out if any individuals working on and receiving funding from the grant are part of any lobbying activities or associated with any lobbying.



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Adding a Form in ASSIST (1 of 2)

[eRA Commons](#) [Home](#) [Logout](#) [Service Desk](#) [Contact Us](#)



Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health

Username: JHSTAGE50



[Home](#) > [Search for Applications](#) > [Application Search Results](#) > [Application Information](#)

Actions ?

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Hide Navigation

Show Help

Application Information ?

This is a test

Summary

SF424 Cover



Application Information

Application Identifier:	6622
Application Project Title:	Example project title
PD/PI Name:	
Organization:	
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2018-07-12 05:01:00.000 PM EDT



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Selecting a Form

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

Application Submission System & Interface for Submission Tracking (ASSIST)
Sponsored by the National Institutes of Health

Username: JHSTAGES0



Home > Search for Applications > Application Search Results > Application Information

Hide Navigation

Show Help

Actions

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

Application Information

This is a test

Summary SF424 Cov

Applica

Applicatio

Applicatio

PD/PI Non

Organization:

Project Period:

Status:

Work In Progress Submit Application

Status Date:

2018-07-12 05:01:00.000 PM EDT

Add Optional Form

Select the form you wish to add

Submit Query

Cancel

- Select Form ---
- Budget - Construct.
- Budget - NonConstruct.
- Budget Narrative
- Construct. Assurances
- Lobbying Disclosure
- NonConstruct. Assurances
- Other Narrative Attachments
- Project Abstract Summary
- Project Narrative
- Sites

Select your form and click Submit Query to add it

Home » Search for Applications » Application Search Results » Application Information

Site Navigation Show Help

Application Information

Summary **SP424 Cover** **Budget Narrative**

HHS-5161-1 v2.1 OMB Approval No. 0945-0047
Expiration Date: 1/31/2017

[Edit](#) [View Budget Statement](#) Expand All [Required Fields](#)

TYPE OF APPLICATION

NOTE TO APPLICANT: This form must be completed and submitted with the original of your application. Be sure to complete each page of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last pages of the signed original of the application.

Type of Application New Noncompeting Continuation Continuing Continuation Supplemental

Part 2

Part 2-The following checklist is provided to assure that correct information, attachments, and certifications have been submitted.

- You can remove forms if they are accidentally added
 - Note: Some required forms, such as the SF424 Cover, may not be removed.

The screenshot displays the ASSIST application interface. On the left is a sidebar with various actions like 'RETURN TO APPLICATION', 'IMAGE ACCESS', and 'DELETE APPLICATION'. The main content area shows 'Application Information' with tabs for 'Summary', 'SF424 Cover', and 'Budget Narrative'. Below the tabs, there's a form titled 'HHS-5161-1 v3'. A blue callout box points to the 'Edit' button on the form, with the text 'Click Edit on a form'. Below the form, there's a 'NOTE TO APPLICANT' and a 'Type of Application' section with radio buttons for 'New', 'Renewing Continuation', 'Supplemental', and 'Competing Continuation'.



A program of the National Institutes of Health

Removing Forms in ASSIST (2 of 2)

BY SIGNING THE FACE PAGE OF THIS APPLICATION, THE APPLICANT ORGANIZATION CERTIFIES THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE, COMPLETE, AND ACCURATE TO THE BEST OF THE SIGNER'S KNOWLEDGE, AND THE ORGANIZATION ACCEPTS THE OBLIGATION TO COMPLY WITH U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES' TERMS AND CONDITIONS IF AN AWARD IS MADE AS A RESULT OF THE APPLICATION. THE SIGNER IS ALSO AWARE THAT ANY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENTS OR CLAIMS MAY SUBJECT THE SIGNER TO CRIMINAL, CIVIL, OR ADMINISTRATIVE PENALTIES.

THE FOLLOWING ASSURANCES/CERTIFICATIONS ARE MADE AND VERIFIED BY THE SIGNATURE OF THE OFFICIAL SIGNING FOR THE APPLICANT ORGANIZATION ON THE FACE PAGE OF THE APPLICATION:

Civil Rights - Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, and all the requirements imposed by or pursuant to the HHS regulation (45 CFR part 80).

Handicapped Individuals - Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 84).

Sex Discrimination - Title IX of the Educational Amendments of 1972 (P.L. 92-318), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 86).

Age Discrimination - The Age Discrimination Act of 1975 (P.L. 94-135), as amended, and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 91).

Debarment and Suspension - Title 2 CFR part 376.

Certification Regarding Drug-Free Workplace Requirements - Title 45 CFR part 82

Certification Regarding Lobbying - Title 32, United States Code, Section 1352 and all requirements imposed by or pursuant to the HHS regulation (45 CFR part 93).

Environmental Tobacco Smoke - Public Law 103-227.

Program Fraud Civil Remedies Act (PFCRA)

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

Remove Form

Scroll to the bottom of the form and click Remove Form