

# Still Grants.gov?

# Try NIH ASSIST!

Go for it!

RAC Forum

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The image displays two screenshots of the NIH ASSIST system. The top screenshot shows a 'Grant Application Package' form with fields for Opportunity Title (CAL-A-TEST-1), Offering Agency (NIH), CFDA Number (00,000), CFDA Description (Grants.gov Applicant 025 Training), Opportunity Number (CAL-A-TEST-1), Competition ID (CAL-A-TEST-002), Opportunity Open Date, and Opportunity Close Date (04/09/2015). The bottom screenshot shows the main ASSIST interface with a login section, a central banner for submitting multi-project grant applications, and a 'Need Help?' section with links to the Application Guide and Assist User Guide.

# Good ol' Grants.gov

## Grants.gov Errors:

- Corrupt Grants.Gov file
- One of your 9 subaward budgets are corrupt, but there's no way of telling which one.
- File name includes "special characters" which have been defined and redefined multiple times.
- ERA Commons ID for the PD/PI is missing or incorrect.
- PD/PI email is undeliverable. (i.e. a space was included after the email address)

**CATCH ALL THE ERRORS!**



# Common Commons Errors

## Commons Errors:

- The principal investigator is not listed exactly as “PD/PI” (i.e. “PI/PD” or “Principal Investigator”)
- More than one person is designated as “PD/PI” but there is no Multi-PI Plan.
- Designation of Co-PD/PI was used. (should designate as PD/PI and utilize Multi-PI Plan instead)
- PI Effort must be great than 0 months.
- Subrecipient DUNS number cannot be the same as Applicant DUNS number.
- Human Subjects is checked “Yes” but clinical research question is not answered.
- Human Subjects is checked “Yes” but a Protection Plan is missing, an Inclusion of Women and Minorities is missing, or an Inclusion of Children is missing.
- Organization name is missing for any key person.
- Limit on the Project Summary/Abstract has been exceeded (more than 1 page).
- Application is designated a Resubmission, but no Introduction is included.
- Application is designated a Renewal, but no Progress Report Publication List is included.

## Commons Warnings:

- ERACommons ID for key person is invalid.
- Human Subjects Assurance Number is missing.
- Indirect cost rate should be expressed percentages.
- Targeted Enrollment is missing.
- Authorized Organizational Representative email is undeliverable



# Grants.gov error 1 example: 92 errors

Dear Applicant:

Your submission was received on Aug 06, 2015 12:17:22 PM EDT and rejected on Aug 06, 2015 12:17:38 PM EDT.  
It contained errors and cannot be forwarded to the granting agency. The following errors were detected:

Error:Schema validation failed  
DefaultValidationHandler found 92 problems:

92 Errors:

- 1: (line 2 column 2685) cvc-complex-type.2.4.a: Invalid content was found starting with element 'RR\_SubawardBudget\_1\_3:RR\_SubawardBudget\_1\_3'. One of '{[http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT3](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT4](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT5](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT6](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT7](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT8](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT9](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":ATT10](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2), [http://apply.grants.gov/forms/RR\\_FedNonFed\\_SubawardBudget-V1.2":BudgetAttachments](http://apply.grants.gov/forms/RR_FedNonFed_SubawardBudget-V1.2)}' is expected.
- 2: (line 2 column 16323) cvc-complex-type.2.4.a: Invalid content was found starting with element 'RR\_FedNonFedBudget:BudgetYear'. One of '{[http://apply.grants.gov/forms/RR\\_FedNonFedBudget-V1.1":BudgetYear1](http://apply.grants.gov/forms/RR_FedNonFedBudget-V1.1)}' is expected.
- 3: (line 8 column 1819) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 4: (line 8 column 1819) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:FederalSummary' is not valid.
- 5: (line 8 column 1858) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 6: (line 8 column 1858) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:NonFederalSummary' is not valid.
- 7: (line 8 column 1901) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 8: (line 8 column 1901) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:TotalFedNonFedSummary' is not valid.
- 9: (line 8 column 2793) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 10: (line 8 column 2793) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:Federal' is not valid.
- 11: (line 8 column 2825) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 12: (line 8 column 2825) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:NonFederal' is not valid.
- 13: (line 8 column 2861) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 14: (line 8 column 2861) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:TotalFedNonFed' is not valid.
- 15: (line 8 column 3086) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 16: (line 8 column 3086) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:FederalSummary' is not valid.
- 17: (line 8 column 3125) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 18: (line 8 column 3125) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:NonFederalSummary' is not valid.
- 19: (line 8 column 3168) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 20: (line 8 column 3168) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:TotalFedNonFedSummary' is not valid.
- 21: (line 8 column 3324) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 22: (line 8 column 3324) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:Federal' is not valid.
- 23: (line 8 column 3356) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 24: (line 8 column 3356) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:NonFederal' is not valid.
- 25: (line 8 column 3392) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 26: (line 8 column 3392) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:TotalFedNonFed' is not valid.
- 27: (line 8 column 3532) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 28: (line 8 column 3532) cvc-type.3.1.3: The value " of element 'RR\_FedNonFedBudget:Federal' is not valid.
- 29: (line 8 column 3564) cvc-datatype-valid.1.2.1: " " is not a valid value for 'decimal'.
- 30: (line 8 column 3564) cvc-type.

# But there's hope!



# ASSIST!

- Application Submission System & Interface for Submission Tracking
- Web-based proposal submission tool, permits users to prepare and submit multi-project grant applications directly to NIH
- A lot like FastLane

# So when can I use ASSIST?

- All multi-project grant programs. Examples:
  - ❖ P01
  - ❖ P50
  - ❖ U10
  - ❖ U41
  - ❖ PM1
- Select SBIR and STTRs (chat with IAO)
- Most single-project grant programs
  - ❖ U01
  - ❖ Ts and K12
  - ❖ R01 and Individual Career Development Award Applications
  - ❖ R03
  - ❖ R21



# And more to come!





# Why ASSIST?



No more 4:59pm submission with  
300+ **warnings** and **errors** and...  
no additional work is necessary!!!



# No more version control issues!



# No more uploading into Phoebe!!



# True Story

- \* Grants.gov R01 proposal with subaward
  - The proposal was reviewed and changes made by the PI
  - The PI wanted to take a last look at the technical
  - Day of deadline
  - OK to submit 12:10p
  - Rejected



Dear Applicant:

Your submission was received on Jul 06, 2015 12:59:55 PM EDT and rejected on Jul 06, 2015 01:00:17 PM EDT. It contained errors and cannot be forwarded to the granting agency. The following errors were detected:

Error: Schema validation failed

DefaultValidationHandler found 253 problems:

253 Errors:





# Timeline

- 253 errors – budget related – not specific
- RA troubleshoots
- Resubmitted and Rejected at 1:40p
- CGO troubleshoots
- Resubmitted and Rejected for 3<sup>rd</sup> time 2:30p
- Possible corrupt SF424 package
- RA decides to create/upload proposal in ASSIST
- Proposal ready for review
- Submitted via ASSIST 3:50p

# Getting Started with ASSIST

- Two ways to access ASSIST:
  1. <https://public.era.nih.gov/assist>
  2. From the specific solicitation, click “Apply Online Using Assist”



- Log into Assist using your eRA Commons credentials

# But What if I don't have an eRA Commons account?

- Email [spoawards@berkeley.edu](mailto:spoawards@berkeley.edu) with the following information:
  - First Name
  - Last Name
  - UCB Email Address
  - Type of Account Needed (Assistant Role ASST)

# Login Screen and Initiating an Application

U.S. Department of Health & Human Services

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

U.S. Department of Health & Human Services

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

Username: EMARTINEZTORRES

Welcome  
EMARTINEZTORRES

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

Need Help?

Resources

- APPLICATION GUIDE
- ASSIST USER GUIDE

Submit multi-project grant applications electronically to NIH and other Public Health Service Agencies...

The Application Submission System & Interface for Submission Tracking (ASSIST) system is used to prepare and submit grant applications electronically to NIH and other Public Health Service agencies. Prior to using ASSIST, applicants should identify a Funding Opportunity Announcement (FOA) to which they'd like to apply. FOAs are posted in the [NIH Guide for Grants & Contracts](#) and/or in [Grants.gov](#) each of which has robust search capabilities. The FOA text will indicate whether ASSIST can be used to apply to that opportunity. You will need the FOA number (e.g., PA-15-987) to initiate an application.

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

WARNING NOTICE: This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

INITIATE APPLICATION

Funding Opportunity Announcement #

(Example: PA-00-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Guide for Grants & Contracts](#) and in [Grants.gov's Find Grant Opportunities](#). 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

# Login Screen and Initiating an Application

- A project title is required before you click “Initiate Application”.
- PI can be entered now, but it is not required at this time.

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

Username: EMARTINEZTORRES

Home > Initiate Application

Welcome  
EMARTINEZTORRES

Initiate Application for FOA #: PA-13-302 <sup>2</sup>

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

### FOA INFORMATION

\* Required field(s)

FOA Number:	PA-13-302
Opportunity Title:	Research Project Grant (Parent R01)
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Competition ID:	FORMS-C
Opportunity Open Date:	08/07/2013
Opportunity Close Date:	09/07/2016
Agency Contact:	eRA Commons Help Desk Monday to Friday 7 am to 8 pm ET <a href="http://grants.nih.gov/support/">http://grants.nih.gov/support/</a>
Application Identifier:	
* Application Project Title (describe title in 200 characters)	The Environmental and Social Implications of Building a "Death Star"
Lead Applicant Organization: *	UNIVERSITY OF CALIFORNIA BERKELEY ▼
Lead Applicant Organization Address:	UNIVERSITY OF CALIFORNIA BERKELEY 2150 Shattuck Avenue, Rm 313 BERKELEY, CA 947045940
Lead Organization DUNS:	1247267250000

Contact Project Director/Principal Investigator

Enter PD/PI information below or [Pre-fill Application from Username](#) [Clear](#)

Username

First Name: Anakin

Middle Name: V

Last Name: Skywalker

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



# Summary and Cover Page

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: EMARTINEZTORRES

Home > Application Information

## Application Information

**Tip:**

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

Summary RBR Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan

**Application Information**

Application Identifier: 35993

Application Project Title: The Environmental and Social Implications of Building a "Death Star"

PD/PI Name: Skywalker, Anakin V

Organization: UNIVERSITY OF CALIFORNIA BERKELEY

Project Period:

Status: **Work in Progress** Submit Application

Status Date: 2015-09-22 06:47:36.000 PM EDT

**FOA Information**

FOA Number: PA-13-302

Opportunity Title: Research Project Grant (Parent R01)

Agency: National Institutes of Health

CFDA Number:

Competition ID: FORMS-C

Opportunity Open Date: 08/07/2013

Opportunity Close Date: 09/07/2016

Agency Contact: eRA Commons Help Desk  
Monday to Friday 7 am to 8 pm ET  
<http://grants.nih.gov/support/>

Click "Edit"  
to make any  
changes.

Home > Application Information

## Application Information

**Tip:**

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

Summary **RBR Cover** Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan

**Application for Federal Assistance**  
**SF 424 (R&R) v2.0**

OMB Number: 4040-0001  
Expiration Date: 06/30/2016

**Edit**

☒ Expand All \* Required field(s)

1. \* TYPE OF SUBMISSION

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

2. DATE SUBMITTED

Date Submitted

Applicant Identifier

3. DATE RECEIVED BY STATE

Date Received by State

State Application Identifier

4. A. FEDERAL IDENTIFIER / 4. B. AGENCY ROUTING IDENTIFIER / 4. C. PREVIOUS TRACKING IDENTIFIER

Federal Identifier

Agency Routing Identifier

Previous Grants.gov Tracking ID

5. \* APPLICANT INFORMATION

\* Organizational DUNS 1247267250000

\* Legal Name UNIVERSITY OF CALIFORNIA BERKELEY

Department

Division

\* Street 1 UNIVERSITY OF CALIFORNIA BERKELEY

Street 2 2150 Shattuck Avenue, Rm 313

\* City BERKELEY

County/Parish



# Research Plan

Click “Edit”  
to make any  
changes.

U.S. Department of Health & Human Services

Home Logout Help Desk Contact Us

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

Username: EMARTINEZTORRES

Home > Application Information

## Application Information

**Actions**

- RETURN TO APPLICATION
- ADD OPTIONAL FORM
- PREVIEW CURRENT FORM
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- COPY APPLICATION

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile **Research Plan**

**PHS 398 Research Plan** OMB Number: 0925-0001

**PHS398 Research Plan v2.0**

**Edit** \* Required field(s)

### 1. Research Plan Attachments:

Please attach applicable sections of the research plan, below.

- 1. Introduction to Application (for RESUBMISSION or REVISION only) [View Attachment](#)
- 2. Specific Aims [View Attachment](#)
- \* 3. Research Strategy [View Attachment](#)
- 4. Progress Report Publication List [View Attachment](#)

### Human Subjects Sections

- 5. Protection of Human Subjects [View Attachment](#)
- 6. Inclusion of Women and Minorities [View Attachment](#)
- 7. Inclusion of Children [View Attachment](#)

### Other Research Plan Sections

- 8. Vertebrate Animals [View Attachment](#)
- 9. Select Agent Research [View Attachment](#)
- 10. Multiple PD/PI Leadership Plan [View Attachment](#)
- 11. Consortium/Contractual Arrangements [View Attachment](#)
- 12. Letters of Support [View Attachment](#)
- 13. Resource Sharing Plan(s) [View Attachment](#)
- 14. Appendix

# Errors

Actions ?

RETURN TO APPLICATION

MANAGE ACCESS

ADD OPTIONAL FORM

PREVIEW CURRENT FORM

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

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

Application Information ?

Tips:

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

R&R SF424 saved but errors exist...

Employer Identification is required

ESTIMATED PROJECT FUNDING -> a. Total Federal Funds Requested is required

ESTIMATED PROJECT FUNDING -> b. Total Non-Federal Funds is required

ESTIMATED PROJECT FUNDING -> c. Total Federal & Non-Federal Funds is required

ESTIMATED PROJECT FUNDING -> d. Estimated Program Income is required

Summary

R&R Cover

Cover Page Supplement

Other Project Information

Sites

Sr/Key Person Profile

Research Plan

Application for Federal Assistance

SF 424 (R&R) v2.0 ?

OMB Number: 4040-0001  
Expiration Date: 06/30/2016

# Errors

## ✖ Errors

Total Errors to be corrected before the application can be submitted: 7

Form Name	Error Message
GLOBALVALIDATION	You must include a budget with this application. (000.28)
Sr/Key Person Profile	The Commons account provided in the Credential field for the PD/PI profiles is not affiliated with the applicant organization. Check with your Commons Account Administrator to make sure you have been affiliated with the applicant organization. (005.21.3)
Sr/Key Person Profile	The Biographical Sketch attachment is required for Senior/Key Person Noam Pines. (005.26.3)
Research Plan	The Specific Aims attachment is required. (010.2.1)
Research Plan	The Protection of Human Subjects attachment is required if the response to the Human Subjects question on the Other Project Information is "Yes". (010.6.1)
Research Plan	The Inclusion of Women and Minorities attachment is required if the response to the Human Subjects question on the Other Project Information is "Yes" and the Exemption Number is not 4. (010.7.1)
Research Plan	The Inclusion of Children attachment is required if the response to the Human Subjects question on the Other Project Information is "Yes" and the Exemption Number is not 4. (010.9.1)

## ⚠ Warnings

Total Warnings to be corrected at Applicant discretion: 5

Form Name	Warning Message
R&R Cover	The e-mail address for the Person to Be Contacted was not included. The AOR email address also provided on the SF 424 RR cover page will be used instead. (001.27.1)
Other Project Information	The Human Subject Assurance Number may be requested later as part of the eRA Commons Just In Time (JIT) process. (004.1.4)
Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)
Other Project Information	Human Subjects are involved but no Planned Enrollment Report(s) for inclusion has been included. (017.1.1)

# Personal Experience

- It's GRRREAT.
- Use it...do it. C'mon do it.

