Session 3: Submitting Multi- and Single- Project Grants with NIH ASSIST
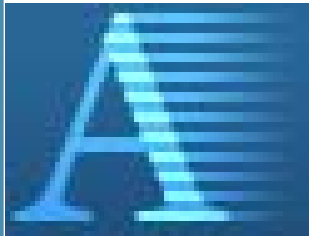
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Agenda

Definitions of P/U Series

Using ASSIST: multi and single projects

Access and Navigation

Preparing an Application in ASSIST for a multi project grant

Resources Links Best Practices & Tips for Success!

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Program Projects/Center Grants(P series)/ Cooperative Agreements(U series)

- A **Program Project (PPG)** provides an institution with support for a multi-disciplinary, oftentimes long-term research program with an objective or theme involving multiple groups of investigators

- A **Center** grant supports *shared resources* for a multi-disciplinary research group of investigators focused on a common research topic

- A multi-project and budget cooperative agreement has Federal scientific/programmatic involvement, which means after awarded, the NIH program staff will assist, guide and participate in project activities

- While awarded on behalf of a principal investigator, a P series or U series grant can support multiple projects and shared resources (cores)

Types of Program Projects

- **P01- Research Program Project Grant** – Support for integrated multi-project research projects involving a number of independent investigators who share knowledge and common resources.

- **P30- Center Core Grants** – To support *shared resources and facilities* for categorical research by a number of investigators from different disciplines who provide a multidisciplinary approach to a joint research effort or from the same discipline who focus on a common research problem.

- **P50 – Specialized Center Grants -** These support the full range of research and development from basic to clinical. The spectrum of activities comprises a multidisciplinary approach to a specific disease or biomedical problem area. These centers may serve as regional or national resources for special research purposes.

Program Project/Center Grants (P series)

Proposal Preparation of PPGs and Center Grants

- For all new, renewal, resubmission and revisions (competing supplements) standard dues dates are January 25th, May 25th, and September 25th.

- AIDS and AIDS-related applications are due May 7th, September 7th and January 7th.

- Some NIH Institutes, such as NIA, NIDDK, and NIEHS may not accept unsolicited PPG proposals on all 3 of the standard deadlines. Please check the FOA for institute and deadline instructions.

- For Multi-project cooperative agreements check the RFA for the due dates.

Types of Multi-Project Cooperative Agreements(U Series)

- **U19** - To support a research program of multiple projects directed toward a specific major objective, basic theme or program goal, requiring a broadly based, multidisciplinary and often long-term approach.

- **U54** - To support any part of the full range of research and development from very basic to clinical activities. These are Specialized Center Grants.

ASSIST: Why electronic?

• NIH's goal: 100% electronic submissions of all types of applications, including multi-project grants

• ASSIST developed by NIH and Grants.gov to meet that goal

• ASSIST allows for pre-population, multiple people working simultaneously and viewing completed applications all from a single system

Application Submission System & Interface for Submission Tracking (ASSIST)

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ASSIST: Expanded Use

- The success of ASSIST for multi-budget submissions has led NIH to expand its use for single-budget submissions

    - NOT-OD-15-062: ASSIST is available as a submission option for NIH's Small Research Grant (R03) and Exploratory/Developmental Grant (R21) programs as of February 2015

    - NOT-OD-15-044: NIH plans to open ASSIST as an option for submission of applications for most competing *cooperative agreement and grant programs* by end of 2015

Key Features of ASSIST

- Login using eRA Commons credentials
- Collaboration of multiple users
- Secure web-based data entry
- Pre-population of data
- Validation before submission
- Print/Preview in agency format
- Table of contents, headers and footers generated by the system
- Tracks grants.gov and eRA Commons submission status

Access to ASSIST: multi-project submissions

- Everyone who currently has access to the eRA Commons has access to use ASSIST
  - HS SPPO will initiate the application in ASSIST for **multi-project submissions** and help grant access based on roles
- ASSIST offers the following roles:
  - Principal Investigator (PI): access to edit the entire application
  - Assistant (ASST): can have Budget, Non-Budget, Component or Overall Application access

Access to ASSIST: multi-project submissions

- Access to the application in ASSIST can be granted and controlled across three variables:
  - *Edit vs. View*
  - *Entire application vs. specific component within an application*
  - *Budget data vs. Non-Budget data*

Access to ASSIST: single-project submissions

Users are encouraged to intiate single-project ASSIST submissions themselves – please join us at the next HSSPPO Contacts meeting to learn more

Automatic Edit access is given to:

- The PD/PIs designated on the application

- The user that initiated the application

- Access can be given to additional users (or revoked) using the Manage Access action

- Multiple users can simultaneously work on your application, but only one user at a time can Edit an individual form

- Use the tabs across the top of the screen to move between forms Complete the R&R Cover tab first (forward populates information to other forms)

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Multi-Project ASSIST

Navigating ASSIST
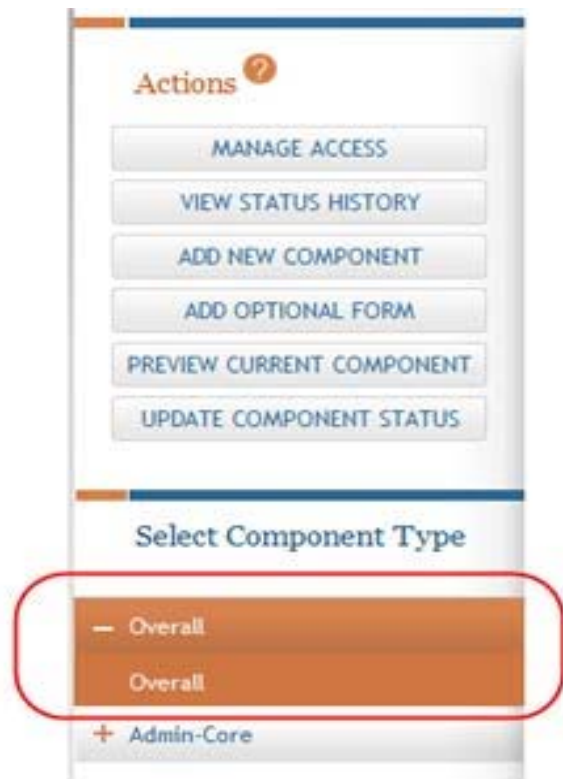
- To navigate through the system, any of the tabs under Actions can be selected
- Some of the items remain and others appear or are hidden depending on what part of the application is being worked on and specific guidance from the FOA

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Preparing an Application

- HSSPPO will Initiate the application in ASSIST.
- Items needed to Initiate Application
  - **FOA**
  - Title of Application (can be changed later)
  - PI or Multiple Pis
  - Fund Manager or PI
- Once application has been initiated it will be given an Application Identification number. When accessing your application in ASSIST you will need this number.

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Preparing an Application

Preparing an Application

Preparing an application

- Click Add Overall Component to start building your application.
  - The Add Overall Component screen requests the minimal information needed to save the component
- Enter the Commons Username for the contact PD/PI and use the *Populate Name from Username* button

Preparing an Application

Preparing an Application

Preparing an Application: Hints

- All electronic multi-project applications must have a single overall component and any additional components as required by the FOA
  - It's important to create your shell first
- **C**ores are added first followed by **P**rojects because the system is alphabetically ordered
- When creating cores and projects, each component can be titled (Core A, Project 1 etc.)
- Make sure to Click save after entering any information.

Preparing an Application

Preparing an Application: Components

- Required forms will be presented in tabs for each component at the top of the page in the navigation bar

- Every component has a summary page

- Only the Overall component has a Cover Letter tab and a checklist tab.

- The Overall component does not require an R&R budget as it will be compiled by the system once the other Core and Project budgets are filled in

Preparing an Application

Entering Application Data

Entering Application Data

- Start with adding data in the Overall Component
  - Data provided in the Overall component should reflect the entire application.
- Select the Edit button at the top of the form to open form fields for editing.
- Make sure to click Expand All: doing this shows you the required fields that need to be filled out.
- ASSIST will validate entered data and provide any errors at the top of the screen
  - Errors must be corrected before submission.

Entering Application Data

- Save options are located at the bottom of the page:

  - To save the information and keep the form open for further editing, select the Save and Keep Lock button.
  - To save the information and close the form, select the Save and Release Lock button

- The Cancel and Release lock button does not save any of the entered information onto the form.

Entering Application Data

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☑ * I agree

* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL OR OTHER EXPLANATORY DOCUMENTATION ▼

19. * AUTHORIZED REPRESENTATIVE ▼

20. PRE-APPLICATION ▼

Save and Release Lock   Cancel and Release Lock

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Entering Application Data

Select Edit, and Populate from R&R Cover; can enter up to 300 sites

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Entering Application Data

- Sr/Key Person Profile Tab: <u>Overall Component</u>

  - Use the Project Director/Principal Investigator section to designate the Contact PD/PI
    - Include any Multi-PD/PIs
    - Use project role of PD/PI
  - The biographical sketch for the PD/PI and Multi PD/PIs is typically uploaded in the overall component.

Entering Application Data

- Sr/Key Person Profile Tab: <u>Other components</u>
  - Use the Project Director/Principal Investigator section to designate the Project Lead
    - Must use role other than PD/PI. ASSIST defaults role to Other Project Lead.
  - The same person can be listed as senior/key on multiple components but only one biosketch is uploaded in the application. Example: Dr. Jones is Lead on Project 1 and Co-Investigator on Core A = his biosketch should only be uploaded once in Project 1.

Entering Application Data

Entering Application Data

- ## Research & Related Budget: Project and Cores

  - Once budget information for Year 1 is completed and additional budget periods are added, information from budget period 1 is carried over and auto-populated into other periods and can be edited as necessary.

- ## R&R Subaward Budget for Other Components:

  - To add a sub R&R budget within a Component (Core or Project) select the Summary tab at the top.

  - Under Actions on the left, select Add Optional Forms, then add R&R Subaward budget

    - The R&R subaward budget will be added to the Tabs at the top of the page.

- ## ASSIST automatically generates the cumulative budget and displays as read-only.
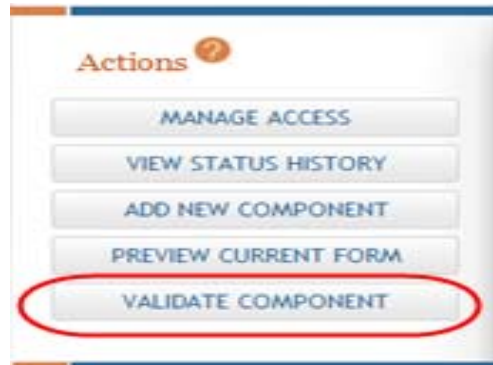
Component Actions

- As component data are entered, several actions become available:
  - Validate Component
  - Preview Current Component
  - Update Component Status
    - Work in Progress
    - Complete
    - Final

Validating the Application

- Before an application can be submitted, it must pass various system and business validations at both the overall application and individual component levels.

- Validation checks are triggered automatically whenever the status of the application or component is updated by an ASSIST user.

- Validation checks can also be run manually if chosen.

- Errors and Warnings are displayed in a separate window.
  - Hint: Validate Individual components first then overall application.

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Validating the Application Components

Validating an Application

Previewing an Application

You can preview each component as a PDF to ensure that all required information is generated correctly

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Preparing Application for Submission

- Marking a Component Complete

  - Click Update Component Status under Actions
  - Select status and enter the comment Complete
  - Status on the Summary page is updated
  - *IMPORTANT*: Once a Component is marked Complete, **no** additional edits can be made unless someone with entire application edit authority returns the status to "Work in Progress"

Preparing Application for Submission

- As components are marked Complete the user can mark those that are ready to include in the final application by updating the component status to Final.
  - Before finalizing components, it is good practice to validate the application.
- All individual components must be marked Final before an application can be submitted.
- To finalize the application, go to the Application Information page, click update submission status under Actions and set the application status to All Components Final.

Preparing Application for Submission

- Once all Components are marked final it is important to Validate one more time.

- When the application passes validations, the application status is automatically updated to All Components Validated.

- Before you mark application Ready to Submit preview the application and verify that everything is just the way you want it to go to review.

- HSSPPO Analyst will receive an e-mail stating that the application is Ready for Submission.

Submission of Application

- HSSPPO Analyst will submit application and e-mails will be sent to HSSPPO on status of submission.

- Application is submitted through ASSIST to grants.gov.

- Final application can be viewed in NIH eRA Commons.

Resources

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Helpful Links

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-074.html

http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-075.html

https://public.era.nih.gov/assist/

http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm

http://grants.nih.gov/grants/ElectronicReceipt/faq_full.htm

http://era.nih.gov/files/ASSIST_user_guide.pdf

http://era.nih.gov/erahelp/ASSIST/

Best Practices & Tips for Success!

Best Practices & Tips for Success!

- Don't be a repeat Clicker. When validating or previewing a component or Application don't click the action button again and again. It will only increase the time to complete the action.

- Save often! ASSIST will log you out after 45 minutes of inactivity.

- It's important to create your shell first and then create the rest of the components

- Only allow a few individuals access to application. The more individuals that have access, the more room there is for errors.

- Start early on preparation of your application. Just remember: this is like preparing 5 RO1 SF424 applications simultaneously!!

Good Luck

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HS SPPO Specialized Training Sessions

- The HS SPPO would like to invite all of you to attend our next scheduled Contacts Meeting on **March 17, 2015 at 9:00 am in Leichtag Room 107** where we will present on using ASSIST for single-project submissions

  – We look forward to seeing you there!

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