

Handbook for Submitting Multi-Component Proposals to the NIH

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Updated 1/7/2025

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Overview

What is a Multi-Component application?

A multi-component application is a single submission with multiple, interrelated components - each with their own budgets - that share a common focus or objective.



Multi-component programs share the following features:

- At least two interrelated components related to a theme with each capable of standing on its own but complementing one another.
- Collaboration and interaction among components and investigators to achieve a common goal.
- Support as needed for shared resources—core resources or facilities—that provide services or resources to at least two research projects internal or external to the center (P30s).

Multi-component funding opportunities come in several forms:

P01	Multidisciplinary, long term program headed by a Principal Investigator (PI) or PIs who bring in other investigators to conduct research projects and share resources.
P30	A center core grant that supports shared resources and facilities for a multidisciplinary research team or group of investigators focusing on a common research topic.
P50	Specialized center award that supports a multidisciplinary group of investigators who share a common research topic.
U19	Award for multidisciplinary projects that require substantial involvement from NIH staff.
U54	Support for research and development from basic to clinical, including ancillary supportive activities that create a multidisciplinary focus on a disease or a biomedical problem. Centers may also serve as regional or national resources for special research purposes.
UM1	Support for large scale, complex clinical trials with multiple research strategies, e.g., clinical networks.
UM2	Support for large scale centers with complicated structures that cannot be appropriately categorized into an available multicomponent activity code, e.g., clinical networks, research programs, or consortiums.

How do Multi-Component Applications Differ from Single Component Applications?

Although multi-project applications use the same forms used for single-project applications, there are some differences in the way multi-project applications are structured.

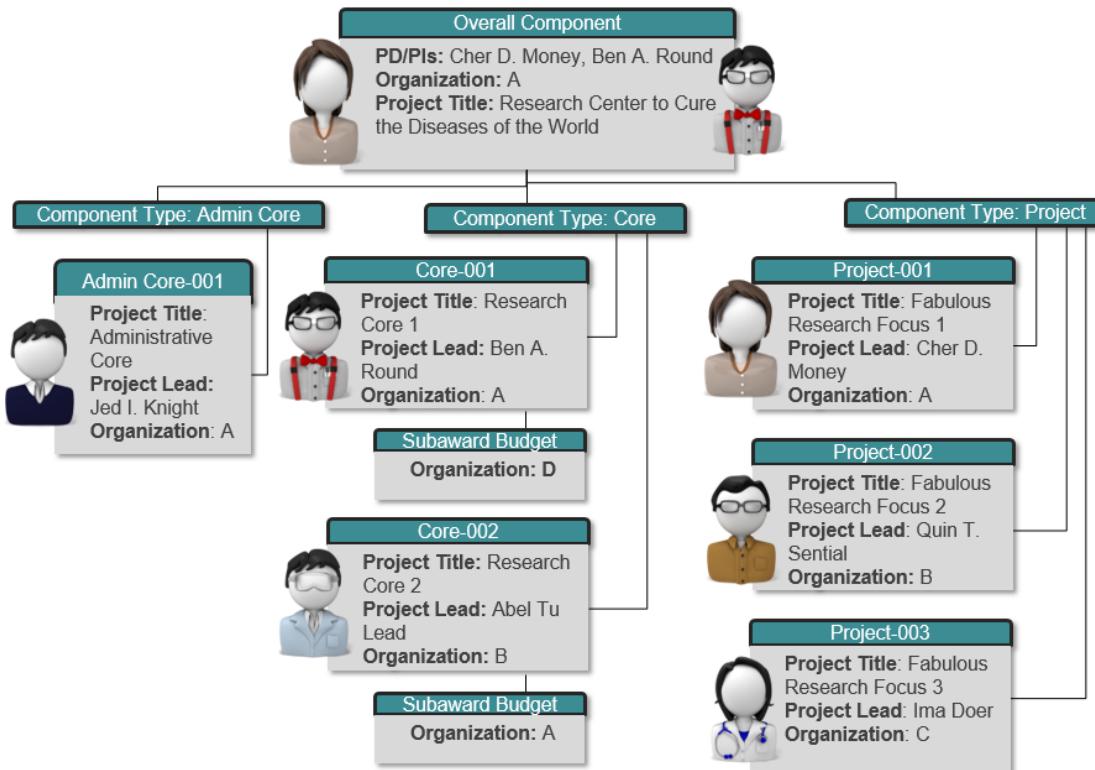
Single-Component	Multi-Component
<ul style="list-style-type: none">• Research Grants (R and K series)• Resource Grants (R and X series)• May have different projects• One budget for the entire submission<ul style="list-style-type: none">• Unless Subawards; Subawards have their own budget	<ul style="list-style-type: none">• Program Projects/Center Grants (P series)• Cooperative Agreements (U series)• Uses the same forms as a single-component submission• Single Overall Component• At least one Other Component Type<ul style="list-style-type: none">• Admin Core• Project• Core• Summaries<ul style="list-style-type: none">• Auto-generated from the individual components and Overall Component• Included in the agency assembled application• Helps reviewers and sponsor staff working with the application

Every multi-component application includes:

1. A Single **Overall Component**:
 - The Overall Component describes the entire application and provides an overview of how each of the other components fit together.
2. One or more **Other Component Types**:
 - Other Component types will vary by opportunity and will be specified in the Funding Opportunity Announcement (FOA).
 - i. **Admin Core**: Defines an administrative structure capable of planning and evaluating center/project activities.
 - ii. **Core**: Supports shared resources and facilities for research by a number of investigators
 - iii. **Project**: Defines a research activity that contributes to the common theme of the overall effort
3. **Summaries**:
 - Information is automatically compiled from the data provided by the applicant in the individual components and included as part of the Overall Component in the agency assembled application to help reviewers and staff work with the application.

How is a Typical Multi-Component Application Structured?

Sample Application Layout



- The single **Overall Component** provides an overview of the entire application
- In this sample, there are three **Component Types**: Administrative Core, Core and Project.
 - Funding Opportunity Announcements (FOAs) indicate the types of components expected in an application.
 - Note that in this sample the PI does not lead the **Administrative Core**.
 - In most cases, however, the PI is the administrative core lead as the individual responsible for the overall management and administration of the program.
- There is some number of **Components** within each **Component Type**.
 - FOAs indicate the required minimum/maximum number of Components.

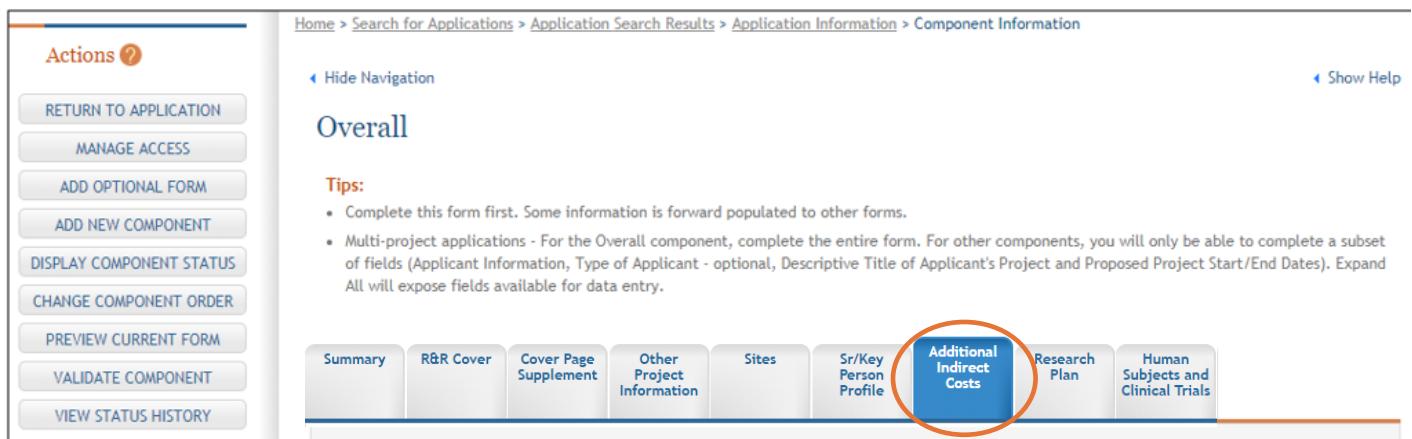
Each of the components above, with the exception of the **Overall Component**, has the same general requirements as a single component submission.

- Exceptions or special requirements will be noted in the FOA, so it is important to **read the FOA carefully**.

Subawards

A common issue some departments struggle with on multi-component applications is when a subrecipient is responsible for an entire component.

- They are to be entered on the cover page as the lead for that component.
- Use the **Additional indirect costs** optional form on the Overall to add indirect costs on the first \$25K.
 - You do not list them like a subaward
 - This is per NIH's direction
 - NIH knows it is a subaward by the institution's name and Unique Entity Identifier (UEI).



The screenshot shows the 'Overall' component information page. On the left, a sidebar titled 'Actions' contains buttons for 'RETURN TO APPLICATION', 'MANAGE ACCESS', 'ADD OPTIONAL FORM', 'ADD NEW COMPONENT', 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'PREVIEW CURRENT FORM', 'VALIDATE COMPONENT', and 'VIEW STATUS HISTORY'. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Component Information. Below the breadcrumb is a 'Hide Navigation' link and a 'Show Help' link. The page title is 'Overall'. A 'Tips:' section contains two bullet points: 'Complete this form first. Some information is forward populated to other forms.' and '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.' At the bottom, a navigation bar has tabs for 'Summary', 'R&R Cover', 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'Additional Indirect Costs' (which is highlighted with a red circle), 'Research Plan', and 'Human Subjects and Clinical Trials'.

- Click this [link](#) to jump to additional subawards details further in this document.

Planning and Coordinating the Application

Find and Read Sponsor Guidelines

- Program/Funding Solicitation
- Institute & Center (IC) Guidance
- PHS SF 424 R&R Instructions
- Project-Specific Guidelines

Application Form Instructions		
Need help selecting the right instructions?		
Application Instructions	Description	
G General Instructions	Comprehensive guidance for research, training, fellowship, career development, multi-project, and small business applications	
Filtered Application Instructions		
R Research Instructions	Guidance for research only	
K Career Development Instructions	Guidance for career development only	
T Training Instructions	Guidance for training only	
F Fellowship Instructions	Guidance for fellowship only	
M Multi-Project Instructions	Guidance for multi-project only	

Identify Key Information

Thoroughly review all sponsor guidelines and determine the critical pieces of information including (but not limited to):

1. Institutional and investigator eligibility
2. Deadlines, application stages and submission methods
 - a. NCI and NIAID often require pre-proposals
3. Required Components: Admin, Cores, etc.
4. Required application elements, materials

How do I Determine the Required Number and Type of Components for a Specific Application?

The Funding Opportunity Announcement (FOA) will provide essential information on the required number and type of components for each specific application. NIH includes a chart and additional information in most FOAs that appear as follows:

<p>The application should consist of the following components:</p> <ul style="list-style-type: none">• Overall: required• Administrative Core: required• Investigator Development Core: required• Research Project: required, maximum of 3• Community Engagement and Dissemination Core: required

Page Limitations

Component Types Available in ASSIST	Research Strategy/Program Plan Page Limits
Overall	6 pages
Admin Core	12 pages
Core (Investigator Development Core and Community Engagement and Dissemination Core)	6 pages
Project (Research Projects)	12 pages

Additional page limits described in the SF424 Application Guide and the [Table of Page Limits](#) must be followed.

Tip: New Proposal Checklist

Complete the [New Proposal Checklist](#) while you read sponsor guidelines!

Determine the Submission Method

SPO encourages you to submit in **Cayuse 424**, though **ASSIST** can also be used.

- While ASSIST creates more multi-component pre-submission summaries, entry and submission is faster in 424.

NIH ASSIST

Benefits:

- Print preview summarizes all entered info
- Strong multi-budget tool
- Automatic access for SPO, PD/PIs, Component Leads
- Versatile access settings
 - Edit vs. view
 - Entire application or a specific component
 - Budget data vs. non-budget data

Cayuse 424

Benefits:

- Real-time error checking
- Saves time
 - Auto-populates institutional and personnel info
- Speeds up the submission process
 - ASSIST requires two rounds of status updates for all items before SPO can submit. Cayuse is a one button push. 15 minutes vs. 1 minute to submit.

Determine Requirements & Responsibilities

Thoroughly review all Sponsor guidelines and determine the application requirements and responsible persons for each action/requirement.

1. **Determine the number of required Component type**
 - a. Cores, Projects, etc.
2. **Identify requirements for each Component**
 - a. Project Lead, Organization Lead, Project Title, and associated application forms
3. **Determine requirements for the Overall application**
 - a. Lead PD/PI (and, if applicable, other PD/PIs) and associated application forms
4. **Assign each task to responsible person and set deadlines**
 - a. Consider creating a **checklist**

Determine Required Forms

Project

When preparing your application in ASSIST, use Component Type 'Project.'

All instructions in the SF424 (R&R) Application Guide must be followed, with the following additional instructions, as noted.

SF424 (R&R) Cover (Project)

Complete only the following fields:

- Applicant Information
- Type of Applicant (optional)
- Descriptive Title of Applicant's Project
- Proposed Project Start/Ending Dates

PHS 398 Cover Page Supplement (Project)

Enter Human Embryonic Stem Cells in each relevant component.

Research & Related Other Project Information (Project)

Human Subjects: Answer only the 'Are Human Subjects Involved?' and 'Is the Project Exempt from Federal regulations?' questions.

Vertebrate Animals: Answer only the 'Are Vertebrate Animals Used?' question.

Project Narrative: Do not complete. Note: ASSIST screens will show an asterisk for this attachment indicating it is required. However, eRA systems only enforce this requirement in the Overall component and applications will not receive an error if omitted in other components.

Project /Performance Site Location(s) (Project)

List all performance sites that apply to the specific component.

Note: The Project Performance Site form allows up to 300 sites, prior to using additional attachment for additional entries.

Research & Related Senior/Key Person Profile (Project)

In the Project Director/Principal Investigator section of the form, use Project Role of 'Other' with Category of Project Lead and provide a valid eRA Commons ID in the Credential field.

In the additional Senior/Key Profiles section, list Senior/Key persons that are working in the component.

Include a single Biographical Sketch for each Senior/Key person listed in the application regardless of the number of components in which they participate. When a Senior/Key person is listed in multiple components, the Biographical Sketch can be included in any one component.

If more than 100 Senior/Key persons are included in a component, the Additional Senior Key Person attachments should be used.

Form	Overall	Admin Core, Core Project, Other named components	Indiv Career Dev	Career Dev	NRSA Training	Form	Overall	Admin Core, Core Project, Other named components	Indiv Career Dev	Career Dev	NRSA Training
SF424 R&R cover	✓	✓	✓	✓	✓	R&R Subaward Budget Attachment		Optional	Optional	Optional	
PHS 398 Cover Page Supplement	✓	✓	✓	✓	✓	PHS 398 Training Budget					✓
R&R Other Project Information	✓	✓	✓	✓	✓	Training Subaward Budget Attachment Form					Optional
Project/Performance Sites	✓	✓	✓	✓	✓	PHS Additional Indirect Costs	Optional				
R&R Sr/Key Person Profile (Expanded)	✓	✓	✓	✓	✓	PHS 398 Research Plan	✓	✓			
PHS Human Subjects and Clinical Trials Information	✓	✓	✓	✓	✓	PHS 398 Career Development Award Supplemental Form			✓		
PHS Assignment Request Form	Optional					PHS 398 Research Training Program Plan				✓	✓
R&R Budget		✓	✓	✓							

From <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/multi-project-forms-g.pdf>

- Section M.130, Page 18

Tips and Tools

Tool: Proposal Preparation Checklist

Use SPO's [Proposal Preparation Checklist](#) to help ensure required documents are not overlooked.

Tool: Matrix Style Checklist

Sections	Overall - George	Project 1 - Carney	Project 2 - George	Project 3 - Tan	Project 4 - Wang	Admin Core - Core A George	EV Analysis Core - Core B Carney	Biospecimen Core - Core C Toebeobusch	Data Analysis and Management Core - Core D Rocke
Budget	summary by ASSIST								
Budget Justification	NA								
Biosketches (key personnel only)									
Facilities and Other Resources									
Equipment	NA					NA			
Project Summary									
Project Narrative									
Specific Aims									
Research Strategy	6 pages	12 pages	12 pages	12 pages	12 pages	6 pages	6 pages	6 pages	6 pages
Literature Cited						NA			
Vertebrate Animals (if applicable)	NA	NA				NA	NA		NA
Human Subjects (if applicable)		NA	see below for Delayed Onset	see below list for Clinical Trials	see below list for Human Subj no clin trials	NA	NA	NA	NA
Authentication of Key Biological and Chemical Reagents	NA					NA			NA
Resource Sharing Plan	NA					NA			
Letters of Support (if any)									NA
Data Management and Sharing Plan		NA	NA	NA	NA	NA	NA	NA	NA
MPI plan		NA	NA	NA	NA	NA	NA	NA	NA
Cover Letter w/ ARA Approval		NA	NA	NA	NA	NA	NA	NA	NA

Required Human Subjects Documents for projects involving (Clinical Trials)
1. NIH Study Record with Inclusion enrollment tables
2.3.a. Inclusion Across the Lifespan
2.4. Inclusion of Women and Minorities
2.5. Recruitment and Retention Plan
2.7. Study Timeline
3.1. Protection of Human Subjects
3.3. Data and Safety Monitoring Plan
3.5. Overall Structure of the Study Team
4.3. Statistical Design and Power
4.7. Dissemination Plan

Required Human Subjects Documents for projects involving Human Subjects but no Clinical Trials
1. NIH Study Record with Inclusion enrollment tables
2.3.a. Inclusion Across the Lifespan
2.4. Inclusion of Women and Minorities
2.5. Recruitment and Retention Plan
3.1. Protection of Human Subjects

Required Human Subjects Documents for projects involving delayed onset studies (Create a Delayed Onset Study Record)
Delayed Onset Study Record
Delayed Onset Justification

Tool: Track Status and Stay on Task

PAR 24-250
due date: Sept 25, 2024 by 5pm local time of the applicant

Sections	Overall - George	Project 1 - Carney	Project 2 - George	Project 3 - Tan	Project 4 - Wang	Admin Core - Core A George	EV Analysis Core - Core B Carney	Biospecimen Core - Core C Toedebusch	Data Analysis and Management Core - Core D Rocke
Budget	summary by ASSIST	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input
Budget Justification	NA	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input	final pending SPO input
Biosketches (key personnel only)	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL
Facilities and Other Resources	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL
Equipment	NA	FINAL	FINAL	FINAL	FINAL	NA	FINAL	FINAL	FINAL
Project Summary	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL
Project Narrative	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL	FINAL
Specific Aims	FINAL	FINAL	FINAL	with Dr. Tan for final edits	FINAL	FINAL	FINAL	FINAL	FINAL
Research Strategy	FINAL	FINAL	FINAL	with Dr. Tan for final edits	FINAL	FINAL	Dr. Carney will send on 2/5	FINAL	FINAL
Literature Cited	FINAL	FINAL	FINAL	with Dr. Tan for final edits	FINAL	NA	Dr. Carney will send on 2/5	FINAL	FINAL
Vertebrate Animals (if applicable)	NA	NA	missing	FINAL	FINAL	NA	NA	FINAL	NA
Human Subjects	FINAL	NA	NA	NA	NA	NA	NA	NA	NA
Authentication of Key Biological and Chemical Reagents	NA	FINAL	FINAL	FINAL	FINAL	NA	FINAL	FINAL	NA
Resource Sharing Plan	NA	FINAL	FINAL	FINAL	FINAL	NA	FINAL	FINAL	FINAL
Letters of Support (if any)	FINAL	FINAL	FINAL	FINAL	missing 2 letters (from Dr. Pan and Dr. Drake)	FINAL	FINAL	FINAL	NA
Data Management and Sharing Plan	FINAL	NA	NA	NA	NA	NA	NA	NA	NA
MPI plan	FINAL	NA	NA	NA	NA	NA	NA	NA	NA
Cover Letter w/ARA Approval	FINAL	NA	NA	NA	NA	NA	NA	NA	NA

Tool: Personnel Checklist

Biosketch								
Last Name	First Name	Email	Departmental Affiliation	Role (for ASSIST)	Cores/Projects	rec'd	formatted	uploaded
Lein	Pam	pilein@ucdavis.edu	VM: Molecular Biosciences	Project Lead MPI, Core Lead	Admin Core, Project 2	x	x	x
Brooks-Kayal	Amy	abkayal@ucdavis.edu	MED: Neurology	MPI, Core Co-Lead, Project Co-Lead	Admin Core, Project 2	x	x	x
Bruun	Donald	dabruun@ucdavis.edu	VM: Molecular Biosciences	Co-Investigator	Project 2, Project 3, Core B	x		
Gurkoff	Gene	gggurkoff@ucdavis.edu	MED: Neurological Surgery	Core Lead, Project	RE Core, Project 1	x	x	
Silverman	Jill	jsilverman@ucdavis.edu	MED: Psych & Behavioral Sciences	Project Co-Lead	Project 1	x		
Gelli	Angie	acgelli@ucdavis.edu	MED: Pharmacology	Project Lead	Project 3			
Gorin	Fred	fagorin@ucdavis.edu	VM: Molecular Biosciences	Co-Investigator	Project 3			
Chaudhari	Abhijit	ajchaudhari@ucdavis.edu	MED: Radiology	Core Lead	Core B			
Hobson	Brad	bahobson@ucdavis.edu	Biomedical Engineering	Core Co-Lead	Core B			
Wulff	Heike	hwulff@ucdavis.edu	MED: Pharmacology	Core Lead, Co-	Core A, Project 1	x	x	
Singh	Vikrant	vssingh@ucdavis.edu	MED: Pharmacology	Co-Investigator	Core A			
Wang	Jun	junwang@ucdavis.edu	CAES: Entomology and Nematology	Core Co-Lead	Core A			
Hammock	Bruce	bdhammock@ucdavis.edu	CAES: Entomology and Nematology	Co-Investigator	Project 2	x	ongoing	
Tancredi	Dan	djtancredi@ucdavis.edu	MED: Pediatrics	Core Lead	Core C			
Harvey	Danielle	dijharvey@ucdavis.edu	MED: Public Health Sciences	Core Co-Lead	Core C			

Tool: Production Calendar

December 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 Karen out until 9 th	2	3	4	5	6	7
	This week: Work with Project and Core leads to develop near final budget					
8	9 Work with PI on ACCD request	10	11 ACCD request due to Assoc. Dean	12	13	14
15	16 Dean-approved ACCD request and ppt due to Becky	17	18	19	20 Project/Core leads send requests for Letters of Support (due 1/15)	21
22 Kelli and Erin out this week	23 24 University holiday	25 University holiday		26	27	28
29	30 ACCD meeting	31 University holiday				

color coding:

Budget-related tasks	Narrative sections
blue	green

January 2025

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
PI is out this week			1 University holiday	2	3	4
5	6	7	8	9	10 Work with Project and Core leads to finalize Budget Justification	11
12	13 Biosketches are due for uploading	14	15 Letters of Support due	16	17 Budget Justification are final: Kelli enters data into Cayuse SP and ASSIST	18
19	20 University holiday	21 Route proposal for SPO review	22	23	24 Final supplemental documents* due for uploading	25
26	27 Final Aims and Research Strategies due for uploading	28 Complete ASSIST package for PI to review	29 Incorporate any necessary changes into ASSIST	30 SPO submits proposal	31 Proposal due to NIH	
			NOTES: *Supplemental documents include Abstract/Summary, Resource Sharing Plan, Data Management and Sharing Plan, Vertebrate Animals, Human Subjects Documents, Authentication of Key Biological and Chemical Reagents, Facilities & Equipment			

color coding:

Budget-related tasks	Narrative sections
blue	green

Get Organized

Multi-component applications:

- Large (~400-1000 pages)
- Led by multiple researchers
- May include multiple institutions/subawardees
- May have 5-10 components



Soon you'll be swimming in a pool of documents.

- Make a **checklist** and use it to track progress of various components and documents
- Make a **calendar** and stick to it as much as you can
- Have a **folder structure** that works best for you, that makes your life easier when documents start to trickle in

Create Folders – Suggested Folder Structure

Components:

Each marked with component title and component PI's last name

Other docs:

Not for uploading but to keep you organized.

- checklist
- personnel list
- timeline
- solicitation

The screenshot shows a Windows File Explorer window with the following folder structure and file list:

Name	Date modified	Type	Size
_FINAL	9/16/2019 12:49 PM	File folder	
Biosketches	9/16/2019 12:40 PM	File folder	
Budget	9/16/2019 12:41 PM	File folder	
CoreA_Admin_Green	9/16/2019 12:37 PM	File folder	
CoreB_Statistics_Brown	9/16/2019 12:37 PM	File folder	
CoreC_CommunityEngagement_Lindsey	9/16/2019 12:44 PM	File folder	
Overall	9/16/2019 12:40 PM	File folder	
Project1_Robinson	9/16/2019 12:38 PM	File folder	
Project2_Wilson	9/16/2019 12:38 PM	File folder	
Project3_Hanks	9/16/2019 12:39 PM	File folder	
Green_P01_Calendar.xlsx	7/9/2015 9:08 AM	Microsoft Excel W...	17 KB
Green_P01_Checklist.xlsx	8/30/2016 3:07 PM	Microsoft Excel W...	13 KB
Green_P01_Personnel List.xlsx	7/28/2015 11:33 AM	Microsoft Excel W...	17 KB
PAR-15-146_Countermeasures Against C...	5/5/2016 2:37 PM	Adobe Acrobat D...	132 KB

Create Folders – Inside the Budget Folder

25_Cortopassi P01 resubmission > Budget

Name	Date modified
1_Core A (GAC,JJR)	12/6/2024 1:42 PM
2_Core B (KMK)	10/7/2024 2:28 PM
3_Core C (KCL)	12/18/2024 2:59 PM
4_Project 1 (JJR)	12/18/2024 1:48 PM
5_Project 2 (LWJ)	12/18/2024 10:11 AM
6_Project 3 (SKH)	10/7/2024 2:26 PM
7_Project 4 (GAC)	12/6/2024 4:03 PM
99_ACDC	
z_Notes	12/19/2024 11:54 AM
Overall NIH Budget_KetoA...	12/18/2024 4:08 PM

25_Cortopassi P01 resubmission > Budget > 4_Project 1 (JJR)

archive
Budget Justification_Proj ect 1 Dec 18 2024.docx
FINAL-Project 1 Budget_KetoAge PPG_2025 final.xlsx

Create Folders – Suggested Folder Structure

Inside the FINAL Folder

25_Cortopassi P01 resubmission > _FINAL

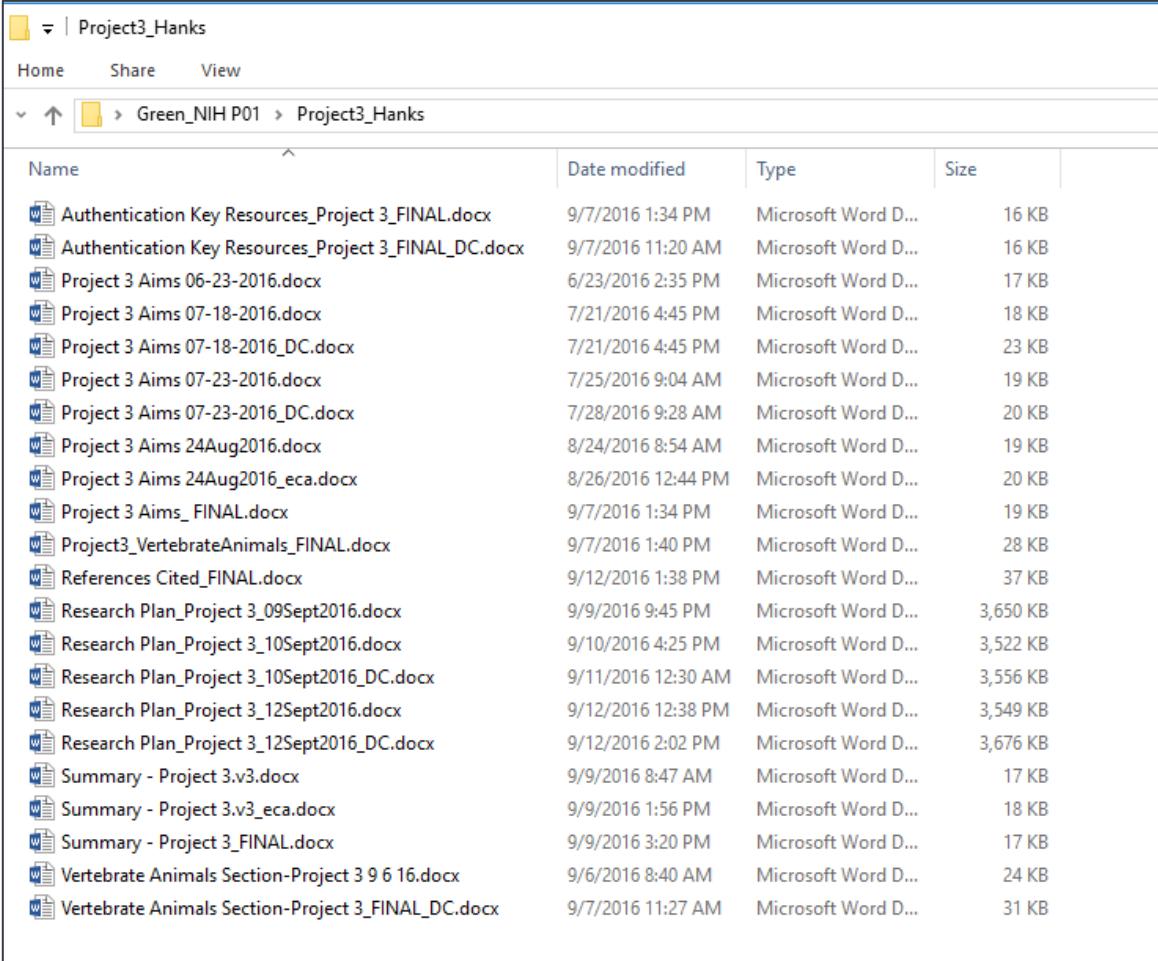
Name
Core A_Admin_Cortopassi
Core B_Biostat_Kim
Core C_Mouse_Lloyd
Overall
Project 1_Ramsey
Project 2_Jin
Project 3_Hussain
Project 4_Cortopassi

Inside the Final Project 2 Folder

25_Cortopassi P01 resubmission > _FINAL > Project 2_Jin

Name	Date modified
Uploaded	025 1:23 PM
Proj2_Aims.docx	1/17/2024 2:48 PM
Proj2_Authentication.docx	1/17/2024 2:41 PM
Proj2_Equipment.doc	1/17/2024 2:34 PM
Proj2_Facilities.doc	1/17/2024 2:39 PM
Proj2_IntroductionToRevise...	1/19/2024 11:00 AM
Proj2_Letters.pdf	1/18/2024 10:08 AM
Proj2_ProgRptPubList.docx	1/17/2024 2:09 PM
Proj2_Refs.docx	1/18/2024 10:06 AM
Proj2_ResearchStrategy.doc	1/17/2024 2:57 PM
Proj2_ResourceSharing.doc	1/17/2024 2:45 PM
Proj2_Summary.doc	1/17/2024 3:49 PM
Proj2_VertebrateAnimals.doc	1/17/2024 3:58 PM

Create Folders – Inside a Project Folder



The screenshot shows a file explorer window with the following details:

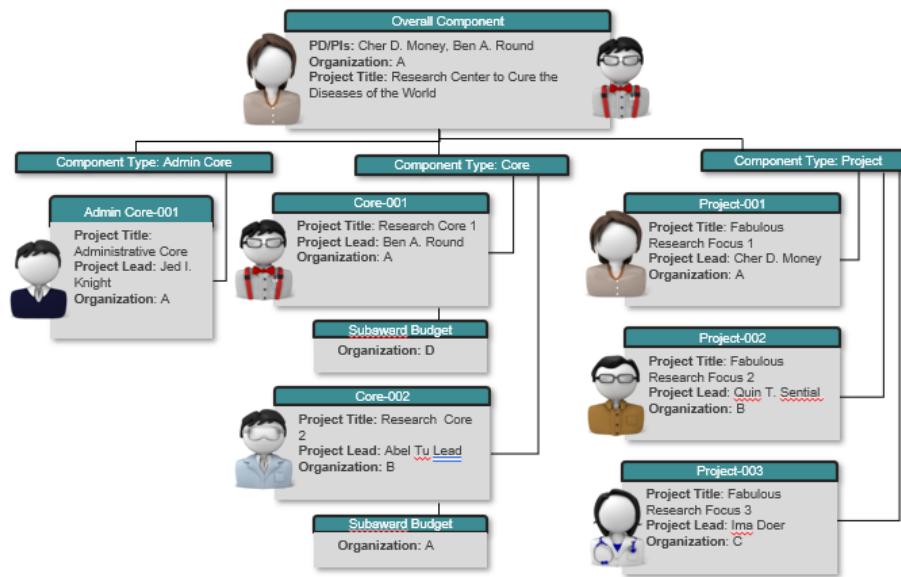
- Path:** Project3_Hanks
- Toolbar:** Home, Share, View
- Breadcrumb:** Green_NIH P01 > Project3_Hanks
- Table Headers:** Name, Date modified, Type, Size
- Table Data:** A list of 25 Microsoft Word documents (docx files) with their respective details.

Name	Date modified	Type	Size
Authentication Key Resources_Project 3_FINAL.docx	9/7/2016 1:34 PM	Microsoft Word D...	16 KB
Authentication Key Resources_Project 3_FINAL_DC.docx	9/7/2016 11:20 AM	Microsoft Word D...	16 KB
Project 3 Aims 06-23-2016.docx	6/23/2016 2:35 PM	Microsoft Word D...	17 KB
Project 3 Aims 07-18-2016.docx	7/21/2016 4:45 PM	Microsoft Word D...	18 KB
Project 3 Aims 07-18-2016_DC.docx	7/21/2016 4:45 PM	Microsoft Word D...	23 KB
Project 3 Aims 07-23-2016.docx	7/25/2016 9:04 AM	Microsoft Word D...	19 KB
Project 3 Aims 07-23-2016_DC.docx	7/28/2016 9:28 AM	Microsoft Word D...	20 KB
Project 3 Aims 24Aug2016.docx	8/24/2016 8:54 AM	Microsoft Word D...	19 KB
Project 3 Aims 24Aug2016_eca.docx	8/26/2016 12:44 PM	Microsoft Word D...	20 KB
Project 3 Aims_FINAL.docx	9/7/2016 1:34 PM	Microsoft Word D...	19 KB
Project3_VertebrateAnimals_FINAL.docx	9/7/2016 1:40 PM	Microsoft Word D...	28 KB
References Cited_FINAL.docx	9/12/2016 1:38 PM	Microsoft Word D...	37 KB
Research Plan_Project 3_09Sept2016.docx	9/9/2016 9:45 PM	Microsoft Word D...	3,650 KB
Research Plan_Project 3_10Sept2016.docx	9/10/2016 4:25 PM	Microsoft Word D...	3,522 KB
Research Plan_Project 3_10Sept2016_DC.docx	9/11/2016 12:30 AM	Microsoft Word D...	3,556 KB
Research Plan_Project 3_12Sept2016.docx	9/12/2016 12:38 PM	Microsoft Word D...	3,549 KB
Research Plan_Project 3_12Sept2016_DC.docx	9/12/2016 2:02 PM	Microsoft Word D...	3,676 KB
Summary - Project 3.v3.docx	9/9/2016 8:47 AM	Microsoft Word D...	17 KB
Summary - Project 3.v3_eca.docx	9/9/2016 1:56 PM	Microsoft Word D...	18 KB
Summary - Project 3_FINAL.docx	9/9/2016 3:20 PM	Microsoft Word D...	17 KB
Vertebrate Animals Section-Project 3 9 6 16.docx	9/6/2016 8:40 AM	Microsoft Word D...	24 KB
Vertebrate Animals Section-Project 3_FINAL_DC.docx	9/7/2016 11:27 AM	Microsoft Word D...	31 KB

Preparing the Application

Determine the Application Structure

- Order Components by **flow of work**
- Final package order
 - Overall component
 - Including system-generated summaries
 - For your convenience, you can alphabetize the short title for additional Components (i.e., Core A, Core B, Core C) to facilitate how you order them
 - Cores
 - Projects
- **IMPORTANT** - Especially for ASSIST:
 - Give each attachment a unique name.
 - E.g., "Admin Core Budget Justification," "Core Budget Justification," "Project A Budget Justification," "Project B Budget Justification," etc.
 - Two attachments with the same name may confuse the system and delay submission.



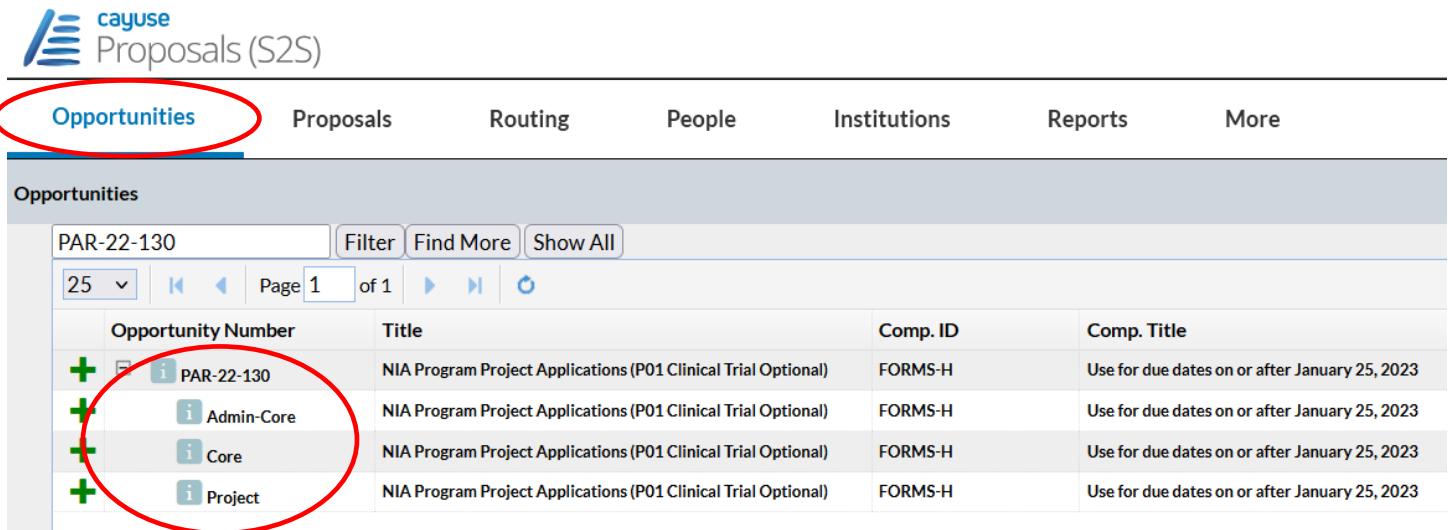
Request and Collect Data

- Use the checklist and/or production calendar you created
- Set deadlines for:
 - Response to you for each item
 - Subaward materials
 - Entry in ASSIST
 - Submission to SPO
 - Submission to NIH
- When setting deadlines, consider:
 - Time for reviewing/editing for compliance and voice/consistency
 - Time for delayed responses
 - Some Components/actions are more complex and need additional time
- Providing document **templates** to your team may speed the process and result in consistent document formatting.
 - Example: budget justifications
- Follow-up

Cayuse 424

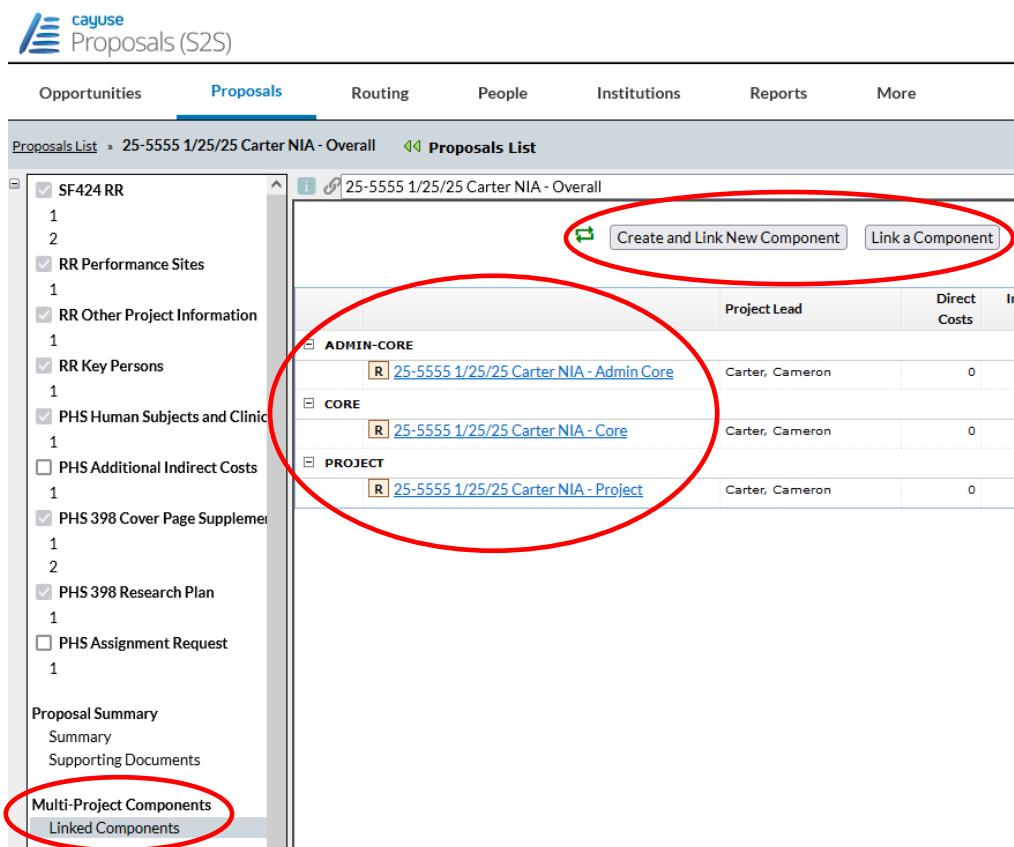
To create a multi-component application:

1. Start from the Funding Opportunity (**Opportunities** in top toolbar)
2. Create an application for each Component



The screenshot shows the Cayuse 424 interface. The top navigation bar has tabs: Opportunities (which is highlighted and circled in red), Proposals, Routing, People, Institutions, Reports, and More. Below the navigation is a search bar with 'PAR-22-130' and buttons for Filter, Find More, and Show All. A page navigation bar shows '25' (dropdown), 'Page 1 of 1'. The main content is a table with columns: Opportunity Number, Title, Comp. ID, and Comp. Title. The table lists four components: PAR-22-130, Admin-Core, Core, and Project, all associated with 'NIA Program Project Applications (P01 Clinical Trial Optional)' and 'FORMS-H'.

3. **Link each Component to the Overall application**
4. **Keep your assigned SPO Proposals Analyst apprised of your progress in Cayuse 424** so they can fully partner with you on the review.



The screenshot shows the Cayuse 424 Proposals page. The top navigation bar has tabs: Opportunities, Proposals (which is highlighted and circled in red), Routing, People, Institutions, Reports, and More. The main content shows a 'Proposals List' for '25-5555 1/25/25 Carter NIA - Overall'. On the left is a sidebar with a tree view of components: SF424 RR, RR Performance Sites, RR Other Project Information, RR Key Persons, PHS Human Subjects and Clinic, PHS Additional Indirect Costs, PHS 398 Cover Page Supplement, PHS 398 Research Plan, and PHS Assignment Request. The main area shows a table of components under 'ADMIN-CORE', 'CORE', and 'PROJECT'. Each component row has a 'Create and Link New Component' and 'Link a Component' button (circled in red). A large red circle highlights the list of components in the sidebar and the main table. A red box highlights the 'Multi-Project Components' and 'Linked Components' buttons at the bottom of the sidebar.

ASSIST

Following this presentation is a series of 25 slides with step-by-step guidance on using ASSIST.

- You will be able to peruse these in your own time.
 - Note the extensive **validation** and **finalization** steps.
- For now, we want to share some **highlights** on using ASSIST.

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



ASSIST: Highlights

- SPO recommends the **department administrator(s)** **initiate applications** in ASSIST on behalf of their PI(s).
 - This will allow the administrator(s) to view and edit the application(s).
- **ERA commons IDs** are needed for all key personnel.
- **Biosketches** are only uploaded once for each person in the application.
- Actions in ASSIST are dependent on the **Component** type
 - Some actions are only available on the **Summary** tab.
 - For example, **Update Component Status** is only available if you return to the **Summary**.
- Choosing **Edit** locks out other users from the page.
 - Additional users can make changes to other pages, but two users cannot edit a single page at the same time.
- **Saving**
 - Select **Save and Keep Lock** if continuing to work on that page
 - Select **Save and Release Lock** if leaving that page

ASSIST: Senior Personnel

- Only the PI (or PIs; see **multi-PI plan** below) will be listed in the **Overall** section under **Senior/Key Personnel**.
 - Personnel can be listed as senior in more than one **component**.

- A PI can be listed as PI and also as a **Component Lead**.
- Each component will have one **lead**.
 - Leads of components are not considered PIs.
 - Component leads should be given the role of **Project Lead** or **Core Lead**.
 - You can also designate a **co-lead** for a component.
 - Co-leads should be given the role of **Core Co-Lead** or **Project Co-Lead**.
- A **multi-PI plan** is not needed for individual components, even when co-leads are listed.
 - The multi-PI plan is only required for the **overall**, and only if more than one PI is designated to lead the entire center.
 - Check the FOA to ensure multi-PI applications are allowable before adding more than one PI to the overall application.

The Multi-Budget Template (Template C)

OR Budget Templates are used for internal budgets. **Template C** is designed for Multi-Budget applications.

Each **Request** spreadsheet looks identical to the standard **Single Budget Template (Template A)**, but there are many of them tabbed at the bottom of the screen.

As you complete these spreadsheets, the yellow **Summary** and **Summary F&A** tabs will auto-populate.

Total Direct Costs	Choose Rate Type from Dropdown Below:	0	0	0	0	0
Indirect Cost Base	Rate Type: On-Campus Research	0	0	0	0	0
Indirect Costs		0	0	0	0	0
Total Costs (Direct + Indirect)		\$0	\$0	\$0	\$0	\$0

Summary Summary F&A R1 R2 R3 R4 R5 R6 R7 R8 R9 R10 R11 R12 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 P1 P2 P3

Request spreadsheet F&A Details for relevant spreadsheet Personnel Reference for relevant spreadsheet

- To aid in your organizing, you can **rename** each tab or **hide** ones that are not being used.
- If you need a custom budget template, contact Alyssa Bunn (aabunn@ucdavis.edu).
 - Example, one multi-component had 150 subawards.

A Note on Budgets

Escalations are usually cut at time of award on large center grants.

- If there is a budget limit, SPO recommends not escalating salary or benefits to avoid automatic cuts.

Subawards

- As mentioned earlier, **the organization responsible for the majority of work on a component should lead it**.

- If another university is leading an entire component, that University (subrecipient) can be listed as the lead on the Cover Page.
- If UCD has some costs associated with the component led by the subrecipient, UCD's costs should be entered on the subaward budget. NIH will know UCD is not an actual subaward by the associated Unique Entity Identifier (UEI) number.
- If a subaward is leading a component, and we have not charged indirect costs on the first \$25,000 of that component, the **Additional Indirect Costs** optional form needs to be added to the **Overall**.
 - See how to add **optional** forms above.
- Subawards on subawards are strongly discouraged and sometimes not allowed, and the indirect costs of these third-party subawards count toward the direct cost limit.
- **IMPORTANT:** If a subrecipient is leading a component, and another subrecipient has costs, **enter UCD as lead** if there is a direct cost budget limit even if UCD does not have a budget.
 - Otherwise, all the indirect costs of the second subaward will show part of UCD's direct costs for the NIH limit (instead of being excluded.)
 - PI can be added at .01 months effort; this signals to NIH that no actual effort is provided.
 - The budget will be \$0
 - If a component or subaward is not funded in all years, create a \$0-dollar year with lead at .01 calendar (Cal) months effort.
 - The justification can indicate something similar to "For administrative purposes, UCD is entered as the lead institution. The PIs effort on this project is through the administrative core; .01 person months are entered to allow entry. See subaward budgets for cost details."
 - Note that this assumes all subawards will be administered by UC Davis.
- UCD usually only charges indirect costs on the first \$25,000 of a subrecipient institution, but if a subrecipient is on more than one component, UCD should charge indirects on each instance where the subaward scope of work is led by a different PI (at the subrecipient institution).
 - These will likely be multiple subawards to the same institution.
 - If they are led by the same PI at the same organization, then they will likely be issued as a single subaward and the second instance could be excluded.
 - When using the multi-component OR budget template, select **Excluded** for the indirect costs on the second component and include a note that "indirect costs are calculated on project x."
- **If there is any uncertainty** as to whether there will be multiple subawards to the same subrecipient institution, **indirect costs should be charged on all components for that subrecipient**, so the project is not underfunded.

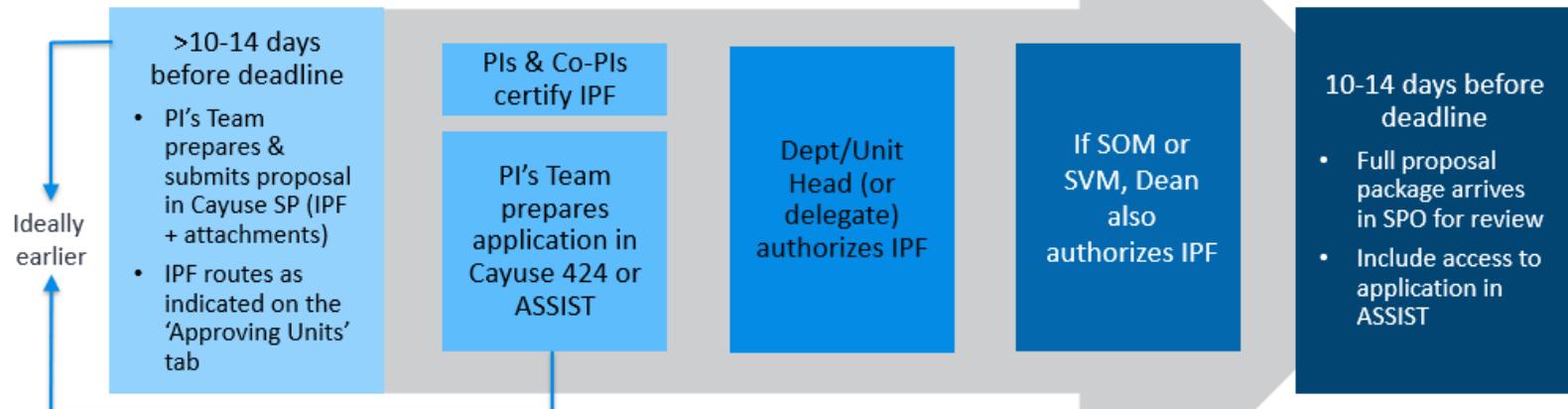
Submitting the Application

Review and Submit for SPO Approval

1. **Create Cayuse SP Internal Processing Form (IPF, aka “Proposal”)**
 - a. **Submission Method:** Select either **Cayuse 424** or **ASSIST**.
 - b. Upload the:
 - i. Funding Opportunity Announcement (FOA) and other sponsor guidelines
 - ii. Overall Summary/Scope of Work (SOW) (*draft okay when routing IPF*)
 - iii. Budget for each Component (*strongly recommended by SPO even if not required by sponsor*)
 - iv. Budget Justifications (*strongly recommended by SPO even if not required by sponsor*)
2. **Submit the IPF for Routing**
 - a. Once all of the minimum required documents for SPO are attached – **SOW, Budgets and Budget Justifications** -- submit the IPF for routing and approval.
3. **Complete the Application in Cayuse 424 or NIH ASSIST**
4. **Work with SPO During the Review**
 - a. SPO will contact you during the review process and may request additional information or suggest revisions.

IPF Preparation & Routing

Multi-Component Applications take longer to review than other proposals. Therefore, submit to SPO early.



SPO's typical recommendation is to receive routed IPFs 5-7 days ahead of sponsor deadline, but this is not enough time for SPO to guarantee a full review of this large of an application.

- SPO commonly submits all multi-component applications.

Source: [PPM 230-02](#)

Proposal Document Review

Who reviews what?

SPO Proposal Analyst

- As time allows, SPO reviews the:
- Budgets
- Budget justifications
- Administrative components
- Issues that will prevent a successful submission

Department C&G Administrator

- All required components based on the project scope are included
- Formatting
 - Table of Contents
 - Page margins
 - Font/pitch
 - Line spacing
 - Characters per inch
 - Page limitations
 - Spelling and grammar

Validate & Preview the Application Package

The Principal Investigator will work with the department Contract & Grant Administrator to prepare the application package for SPO review.

1. Review and incorporate SPO feedback.
2. Request additional feedback/advice from SPO if needed.
3. Correct any errors and warnings in the submission system.
 - a. For NIH ASSIST, **validate** the application package (see **Using ASSIST** section below)
4. Finalize the application for SPO submission.

Resources

- [NIH Multi-project Application Resources](#):
 - Multi-project Application Form Instructions (PDF)
 - [Multi-project Annotated Form Set – FORMS-I series](#)
 - Preparing Your Application Using ASSIST (web page)
 - Quick Start: Preparing Your Multi-project Application Using ASSIST (PDF)
 - Prepare and Submit a Multi-project Grant Application Using ASSIST (PowerPoint)
 - How eRA Assembles Multi-project Applications (PDF)
 - Multi-project Application FAQs
- NIH ASSIST Demo/UAT Environment: <https://public.uat.era.nih.gov/commons>(requires login)
 - Can create own practice PI accounts and prepare practice applications

Campus Resources: PDS Team

[Proposal Development Services \(PDS\)](#)

Assist faculty:

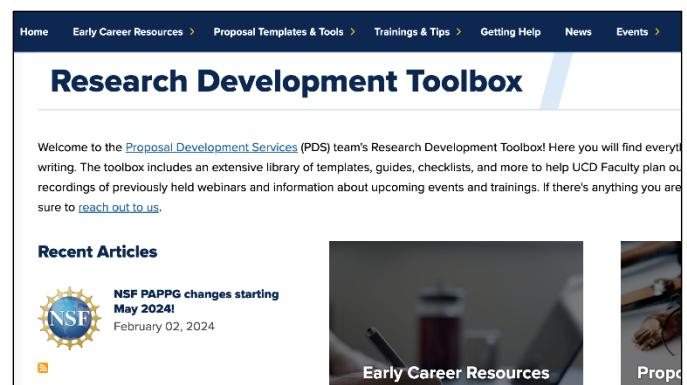
- Of all disciplines, ranks & titles
- With project of all sizes and stages of development

Services include:

- One-on-one consultations
- Coordination support (checklists, timelines, templates, boilerplate language)
- Editing support (high-level and detailed editing, developmental editing, copyediting)
- Guidance on internal/external policy, RFP interpretation
- Budget development

Other resources from PDS:

- Grantsmanship Learning Lab
- [Research Development Toolbox](#)



The screenshot shows the homepage of the Research Development Toolbox. The top navigation bar includes links for Home, Early Career Resources, Proposal Templates & Tools, Trainings & Tips, Getting Help, News, and Events. The main title 'Research Development Toolbox' is prominently displayed. Below the title, a welcome message from the PDS team encourages users to explore the toolbox for resources like templates, guides, and checklists. A 'Recent Articles' section features a post about NSF PAPPG changes starting May 2024, dated February 02, 2024. To the right, there are two thumbnail images: one for 'Early Career Resources' showing a person writing, and another for 'Propo' (likely 'Proposals') showing a hand holding a pen over a document.

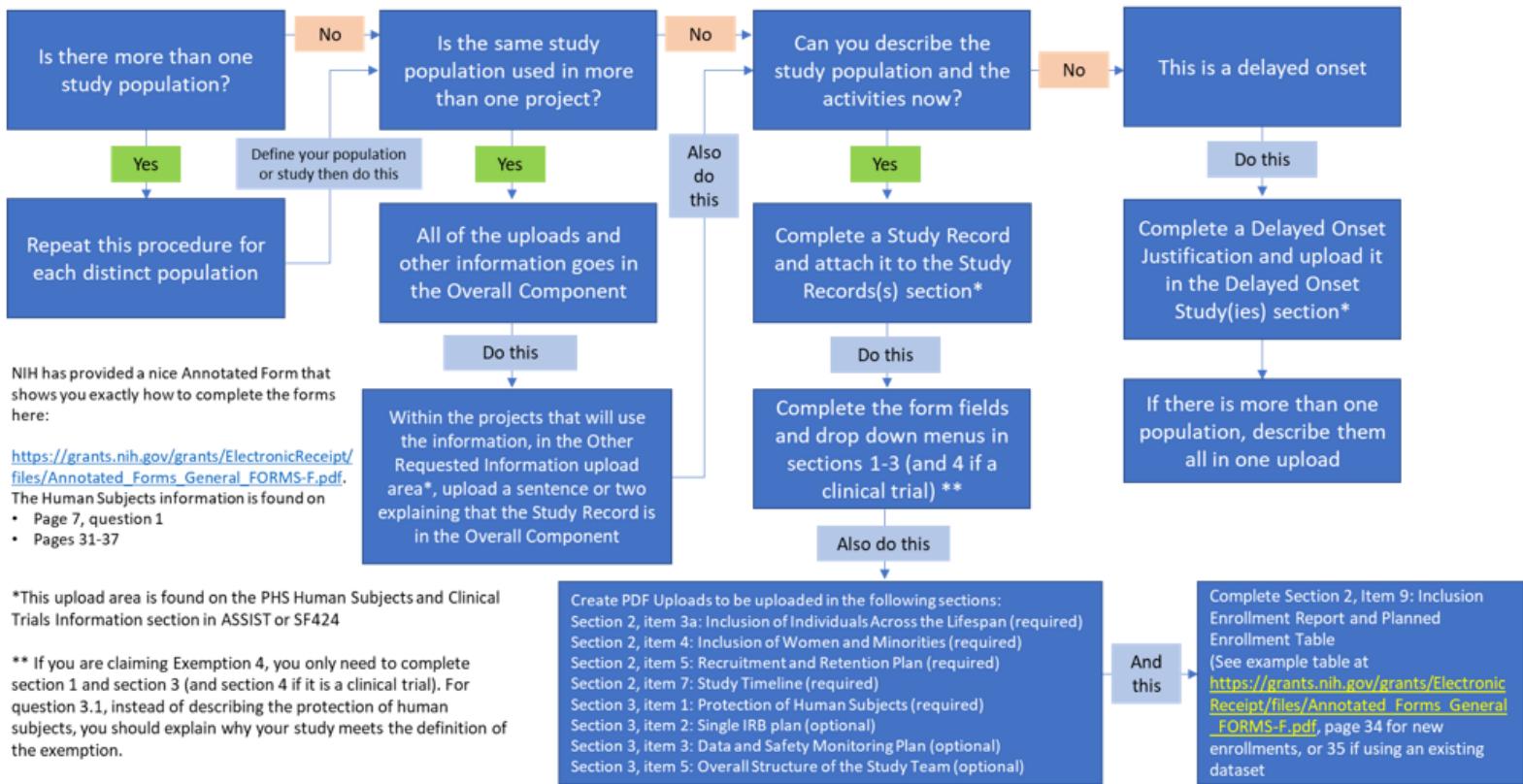
Zoom Sessions for Dept Research Administrators

- Virtual one-on-one meetings with the PDS Senior Financial Analyst, **Christina Adamson**, by appointment only
- Specifically designed for campus department administrators to provide guidance in the proposal budget development process
- Priority given to those working on **large proposal budgets**

- Informal setting for administrative staff to ask questions on budget and administrative requirements for proposal submissions
- Examples of topic areas for discussion include:
 - Budget Development
 - Subaward Coordination
 - Cost Share
 - Sponsors eRA Submission and Coordination
 - SPO Submission and Cayuse Coordination
- **To reserve a 30-minute slot for an upcoming Zoom session, e-mail Christina at cadamson@ucdavis.edu**

PDS support for completing NIH Human Subjects information on SF424 and ASSIST Forms

How do I enter Human Subjects information into Forms G? (for multi-component projects and/or multiple-population studies)



Tip: Send an empty study record form to component leads to fill out.

Campus Resource: School of Medicine

Grants Facilitation Unit (GFU)

- Provides high-quality assistance to UC Davis SOM faculty at all levels in developing, writing, editing, and finalizing grant proposals (all mechanisms and all funding agencies)

- Offers educational classes and seminars
- Request Grants Facilitation services via email at: somor@ucdavis.edu

Research Administration Unit

- Provides pre-award support to **SOM departments and centers**
- Assists with interpreting contracts, grants policies and general research administration support
- Serves as a resource for **UC Davis SOM research administrators**.
- Request Research Administration services via email at: somra@ucdavis.edu
- [Sign up](#) to receive news from Research Administration.

Research Administration Virtual Office Hours for Research Administrators:

Bring your Pre- and Post- Award questions to the team of subject matter experts from the School of Medicine Office of Research (SOMOR) Research Administration Unit and the School of Medicine Finance Operations and Administration (FOA) team.

Examples of office hour questions:

- Reviewing an RFA
- Budget questions
- Institutional forms or requirements
- Reporting requirements
- Aggie Enterprise processes
- Research administration in clinical trials
- Policy interpretation

[Information about office hours \(PDF\)](#)

Contact Us

Let us know how we did: https://ucdavis.co1.qualtrics.com/jfe/form/SV_5iKACcEFlo7hpDU

Demet Candas Green

Research Development Officer
Proposal Development Services
dcandas@ucdavis.edu

Alyssa Bunn

Contracts and Grants Officer
Sponsored Programs Office
Email: aabunn@ucdavis.edu

Perry King

Training Officer
Sponsored Programs Office
Email: pking@ucdavis.edu

Thank You!

For research-related announcements, follow SPO on [X](#) and [YouTube](#)!

Using Assist

ASSIST: Create the Application Shell

Login to ASSIST

- Use your **eRA Commons ID**
- Contact spoerahelp@ucdavis.edu if you do not have an eRA Commons ID

ASSIST automatically provides application access to some individuals based on their Commons roles or role on the application.

- **All Sponsored Programs Office (SPO) analysts at the applicant institution have edit access for the entire application.**
- **All PD/PIs listed on the Overall application have edit access for the entire application.**
- The **Component Leads** (e.g., Project Lead) **have edit access for their components.**
- The person that initiates the application has edit access for the entire application.
 - SPO recommends the department administrator initiate applications in ASSIST on behalf of their PIs. This will allow the administrator to view and edit the application.
 - In cases where the PI initiates the application, please contact proposals@ucdavis.edu so SPO can grant admin access to it.
 - Please provide the ASSIST application ID and the admins eRA Commons ID, copying the PI.

Note: Effective March 22, 2018: If you are registering that you are the authorized Entity Admin process change.

Note: When application and grant reporting due to a natural disaster or other emergency, Please reference notice [NOT-OD-17-106](#) in the

Submit grant application
Health Service Agency

The Application Submission System & Interface for Submission Tracking allows users to submit applications electronically to NIH and other P

Enter the Funding Opportunity Announcement (FOA) Number

- Select **Go**

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

INITIATE APPLICATION

Opportunity Number
(Example: PA-XX-XXX or LITC-ABCD-XX-000)

Go

SEARCH FOR APPLICATION

Search Applications

Complete the application information

- **Title** may be changed later
- **Populate the PI name** from his/her eRA Commons ID (recommended)

Application for FOA #: PA-EO-P01 

FOA INFORMATION * Required field(s)

FOA Number: PA-EO-P01
 Opportunity Title: NIH Multi-project Test FOA with optional Admin Core, Core and Project Components (P01-Clinical Trial Optional) Note: Includes Overall (required), Admin Core (optional), Core (optional), and Project (optional) components.

Offering Agency: National Institutes of Health
 CFDA Number: 93.865
 CFDA Description: Child Health and Human Development Extramural Research
 Competition ID: FORMS-E
 Competition Title: Use for due dates on or after January 25, 2018
 Opportunity Open Date: 08/16/2017
 Opportunity Close Date: 08/16/2020
 Agency Contact: S25Support@mail.nih.gov
 Application Identifier:

* Application Project Title (describe title in 200 characters)

Lead Applicant Organization: *

Lead Applicant Organization Address:

Lead Organization DUNS:

SAM Registration Expiration Date: 09/05/2018
 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](#)

- **Populating the PI name**

Application Identifier:

* Application Project Title (describe title in 200 characters)

Lead Applicant Organization: *

Lead Applicant Organization Address:

Lead Organization DUNS:

SAM Registration Expiration Date: 09/05/2018
 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](#)

Pre-fill username

Please enter username

[Submit](#) [Cancel](#)

Contact Project Director/Principal Investigator
 Enter PD/PI Information below or [Pre-fill Application from Username](#)

Username	<input type="text" value="CherDMoney"/>
First Name	<input type="text" value="Cher"/>
Middle Name	<input type="text" value="D"/>
Last Name	<input type="text" value="Money"/>

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

Select **Initiate Application**

To add Components, select **Add New Component**



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

Actions ?

- MANAGE ACCESS
- ADD NEW COMPONENT**
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Component Type

Overall

Home > Search for Applications > 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.

Application saved

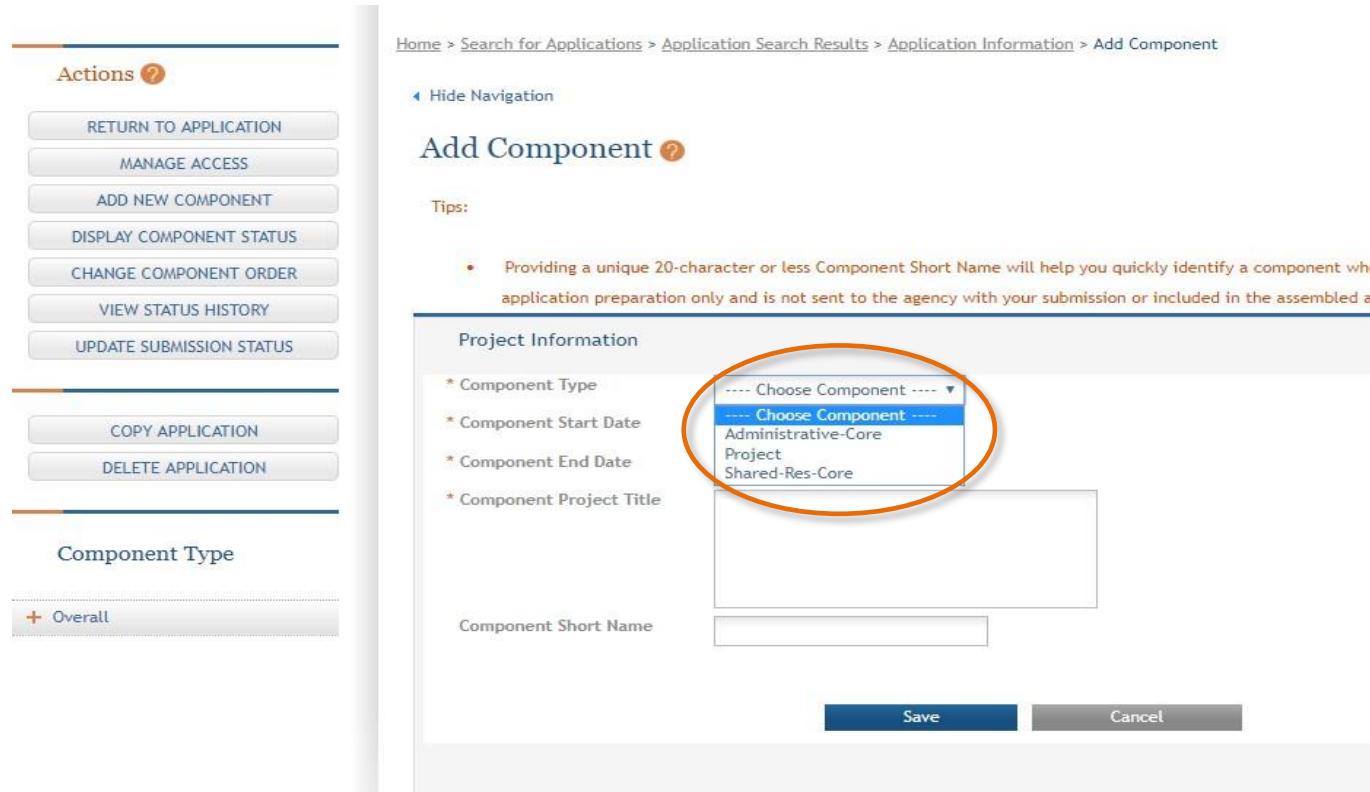
Application Information

Application Identifier:	5417
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	Money, Cher D
Organization:	WHATSAMATTA U
Project Period:	
Status:	Work in Progress Submit Application
Status Date:	2017-10-02 09:50:04.000 AM EDT

FOA Information

Select the **Component Type, Dates** and enter the **Project Title**

- Continue for all Components



Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD NEW COMPONENT**
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

COPY APPLICATION

DELETE APPLICATION

Component Type

Overall

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

Add Component ?

Tips:

- Providing a unique 20-character or less Component Short Name will help you quickly identify a component who application preparation only and is not sent to the agency with your submission or included in the assembled a

Project Information

* Component Type	---- Choose Component ----
* Component Start Date	Choose Component
* Component End Date	Administrative-Core
* Component Project Title	Project
Component Short Name	Shared-Res-Core

Save Cancel

Enter and Save Info for Components

- Select the **Component**
- Select each tab (within the **Component**) to access the associated screens
- Actions are dependent on the **Component** type
 - Some actions are only available on the **Summary** tab.
 - For example, **Update Component Status** is only available if you return to the **Summary**.

Home > Search for Applications > Application Information > Component Information

Overall Component

Component Information

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure the Diseases of the World
Component Project Lead(s):	Money, Cher D
Organization:	WHATSAMATTA U
Status:	Work in Progress
Status Date:	2017-10-02 09:50:05.000 AM EDT

Application Information

Application ID:	5417
FOA Number:	PA-EO-P01
Project Title:	Research Center to Cure the Diseases of the World

- If needed, select **Add Optional Form** (subaward budget, assignment requests)

Home > Search for Applications > Application Information > Component Information

Overall Component

Add Optional Form

Select the form you wish to add

... Select Form ...

Assignment Request Form

Submit Cancel

© 2017 NIH. All Rights Reserved.
Screen Rendered: 10/02/2017 10:00:54 EDT | Screen Id: ASSIST0038@2049
Version: 2.26.00

Overall Component

Assignment Request Form

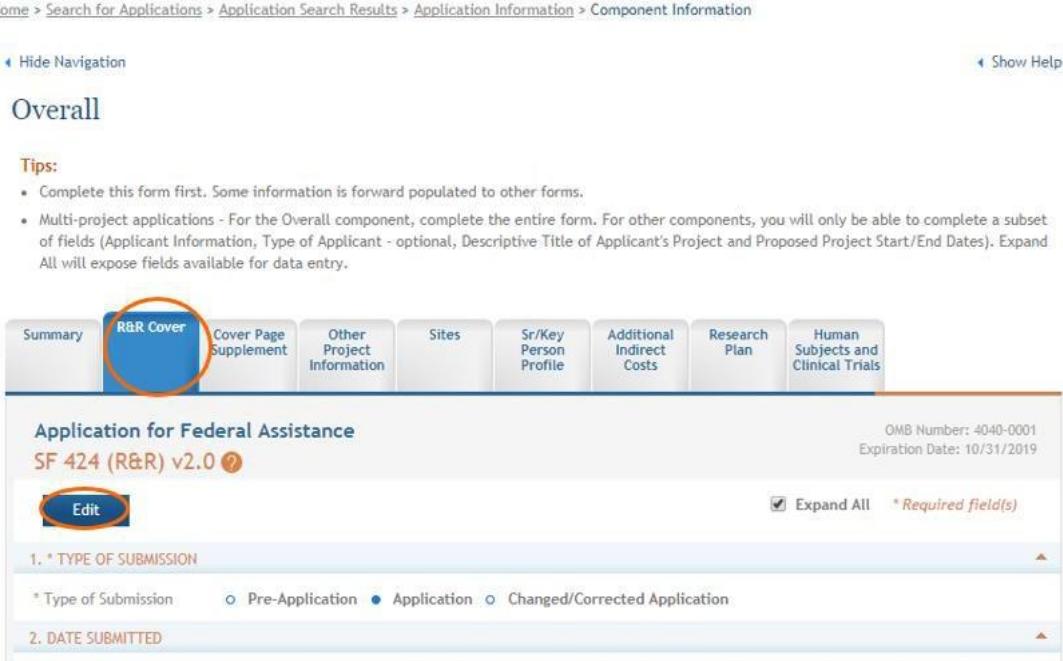
PHS Assignment Request Form v2.0

Edit View Burden Statement

Funding Opportunity Number: PA-EO-P01

Add date to form fields and upload documents

- Select **Edit** on the relevant tab



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

Actions ?

- RETURN TO APPLICATION
- MANAGE ACCESS
- ADD OPTIONAL FORM
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW CURRENT FORM
- VALIDATE COMPONENT
- VIEW STATUS HISTORY

Overall

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.

Summary **R&R Cover** (circled in orange) Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Additional Indirect Costs Research Plan Human Subjects and Clinical Trials

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

OMB Number: 4040-0001
Expiration Date: 10/31/2019

Expand All * Required field(s)

Edit (circled in orange)

1. * TYPE OF SUBMISSION

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

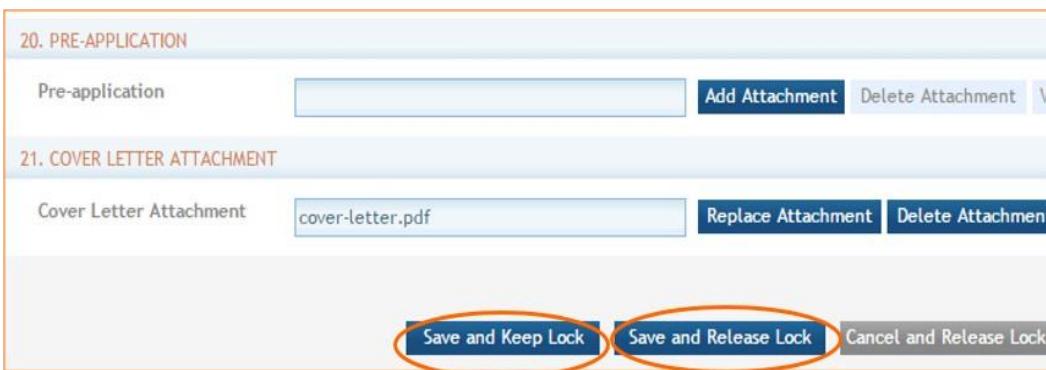
2. DATE SUBMITTED

Note: Choosing **Edit** locks out other users from the page.

- Additional users can make changes to other pages, but two users cannot edit a single page at the same time.

Save

- Select **Save and Keep Lock** if continuing to work on that page
- Select **Save and Release Lock** if leaving that page



20. PRE-APPLICATION

Pre-application Add Attachment Delete Attachment V

21. COVER LETTER ATTACHMENT

Cover Letter Attachment Replace Attachment Delete Attachment

Save and Keep Lock (circled in orange) **Save and Release Lock** (circled in orange) Cancel and Release Lock

Enter Senior Personnel

- Only the PI(s) will be listed in the **Overall** section under **Senior/Key Personnel**.
- Personnel can be listed as senior in more than one component.
- A PI can be listed as PI and also as a **Component Lead**.

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

Sr/Key Person Summary

PROFILE - Project Director/Principal Investigator ?

PD/PI Name	Project Role	Action
PD/PI		Edit View

PROFILE - Senior/Key Person(s) Add Sr/Key

Entry #	Sr/Key Person	Project Role	Action
No items found.			

Nothing found to display.

- Each component will have one lead.
 - Leads of components are not considered PIs.
 - Component leads should be given the role of **Project Lead or Core Lead**.
 - You can also designate a co-lead for a component.
 - Co-leads should be given the role of **Core Co-Lead or Project Co-Lead**.
 - A multi-PI plan is not needed for individual components, even when co-leads are listed.
 - The multi-PI plan is only required for the overall, and only if more than one PI is designated to lead the entire center.
 - Check the FOA to ensure multi-PI applications are allowable before adding more than one PI to the overall application.

Research & Related Senior/Key Person Profile (Expanded)

R&R Key Person Expanded v2.0 ?

Edit

PROFILE - Project Director/Principal Investigator

Add Sr/Key from other component

---- Choose a Person ----

Add

Credential, e.g., agency login

Populate fields from Credentials

Prefix

--- Select Prefix ---

* First Name

Middle Name

* Last Name

- **Biosketches** are only uploaded once for each person in the application.

- If professor B is listed as a project lead and also a core investigator, only upload the biosketch in one of the two components.
- The application will compile all biosketches at the beginning of the application upon submission.

- PI biosketches should be uploaded in the **Overall** section.
 - Otherwise, they will not appear first in the compiled biosketch section.
- **ERA commons IDs** are needed for all key personnel.
 - Check IDs carefully for accuracy to avoid errors upon submission.
- Many multi-component projects have external or internal advisory committees. These individuals can be included in the senior personnel section as **Other Significant Contributors**, which allows inclusion of their biosketches.
 - This role means they have no defined effort, so no **Other support** will be requested for them at JIT, and commitment of effort won't be required.
 - Any other role requires effort.
 - These individuals could be optionally included in the personnel section of the budget justification, preferably under a header "Other significant contributors" but they should not be entered on the budget and no effort should be listed for them in the justification.

Budget

- You will need to type in the **Overall Budget Request** on the cover page.
 - ASSIST does not auto-populate this field.
 - To ensure you have the exact total, **Preview Application**.
 - See preview instructions below.
- The **Overall Component** does not have a budget.
 - The system will create an overall budget summary upon preview/submission.
- Escalations are usually cut at time of award on large center grants. If there is a budget limit, SPO recommends not escalating salary or benefits to avoid automatic cuts.
- Fill in each component budget in as you would for a detailed R01 budget.

Performance Sites / Other Project Info

Performance Sites

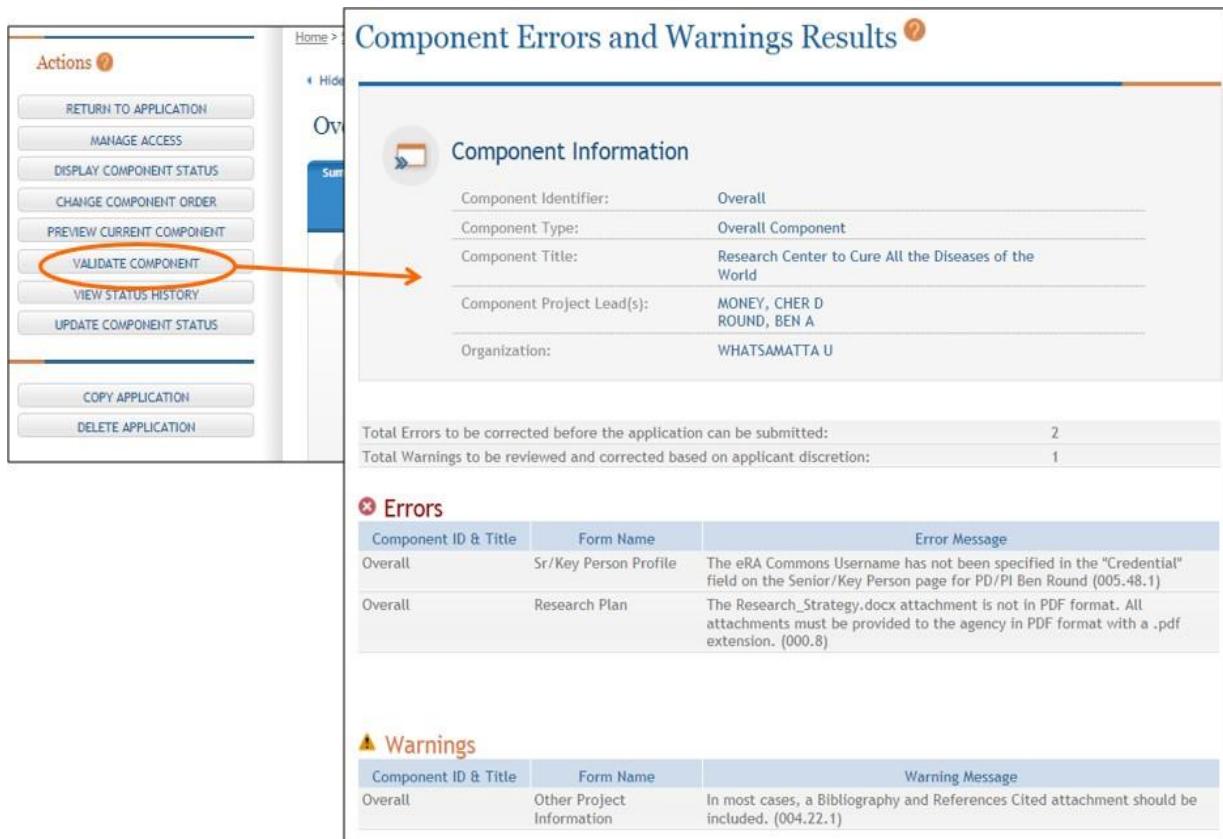
- In the **Overall** only enter the primary place of performance (UCD).
- ASSIST requires inclusion of 4 additional digits after the Zip Code (Zip+4).
 - Use the [USPS Zip Code Lookup](#)
- Add any subaward performance sites to any component they are participating in.

Other Project Information

- The **Other Project Information** form on the **Overall** will reflect a summary of the individual components.
 - For example, if Human Subjects is yes on any of the components, it should be "yes" on the **Overall**.
- Some form fields on the individual components will not be active.
 - For example, the UC Davis human subjects assurance number can only be entered on the **Overall**.

ASSIST: Validate the Application

- For each Component select **Validate Component**
- **Note:** You cannot validate until every required document is uploaded.
- Therefore, it may be prudent to upload “placeholder” documents while a PI is still working on the scientific documents.
 - Because every upload in ASSIST must have a unique document title, you will need to use Placeholder 1, Placeholder 2, etc.
 - We recommend using “placeholder” or prefacing the document with DRAFT to avoid losing track of final vs. placeholder uploads.



The screenshot shows the 'Component Errors and Warnings Results' page in the ASSIST application. On the left, a sidebar titled 'Actions' lists various options: RETURN TO APPLICATION, MANAGE ACCESS, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW CURRENT COMPONENT, VALIDATE COMPONENT (which is circled in orange and has an arrow pointing to the main content), VIEW STATUS HISTORY, UPDATE COMPONENT STATUS, COPY APPLICATION, and DELETE APPLICATION. The main content area is titled 'Component Errors and Warnings Results'. It contains a 'Component Information' section with the following details:

Component Identifier:	Overall
Component Type:	Overall Component
Component Title:	Research Center to Cure All the Diseases of the World
Component Project Lead(s):	MONEY, CHER D ROUND, BEN A
Organization:	WHATSAMATTA U

Below this, there are two tables: 'Errors' and 'Warnings'.

Errors

Component ID & Title	Form Name	Error Message
Overall	Sr/Key Person Profile	The eRA Commons Username has not been specified in the "Credential" field on the Senior/Key Person page for PD/PI Ben Round (005.48.1)
Overall	Research Plan	The Research_Strategy.docx attachment is not in PDF format. All attachments must be provided to the agency in PDF format with a .pdf extension. (000.8)

Warnings

Component ID & Title	Form Name	Warning Message
Overall	Other Project Information	In most cases, a Bibliography and References Cited attachment should be included. (004.22.1)

ASSIST: Validate the Application Package

- Choose **Return to Application** and then **Validate Application**

The screenshot shows the 'Application Information' screen. On the left, a sidebar titled 'Actions' contains buttons for: DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW APPLICATION, VALIDATE APPLICATION (which is circled in orange), VIEW STATUS HISTORY, and UPDATE SUBMISSION STATUS. A red arrow points from the 'VALIDATE APPLICATION' button to the 'Application Errors and Warnings Results' section. This section is titled 'Application Information' and displays application details: Application Identifier: 5419, FOA Number: PA-EO-P01, Application Project Title: Research Center to Cure the Diseases of..., PD/PI Name: Money, Cher D Round, Ben A, and Organization: Whatsamatta U. Below this, a large orange circle highlights the text 'All Validations Passed'.

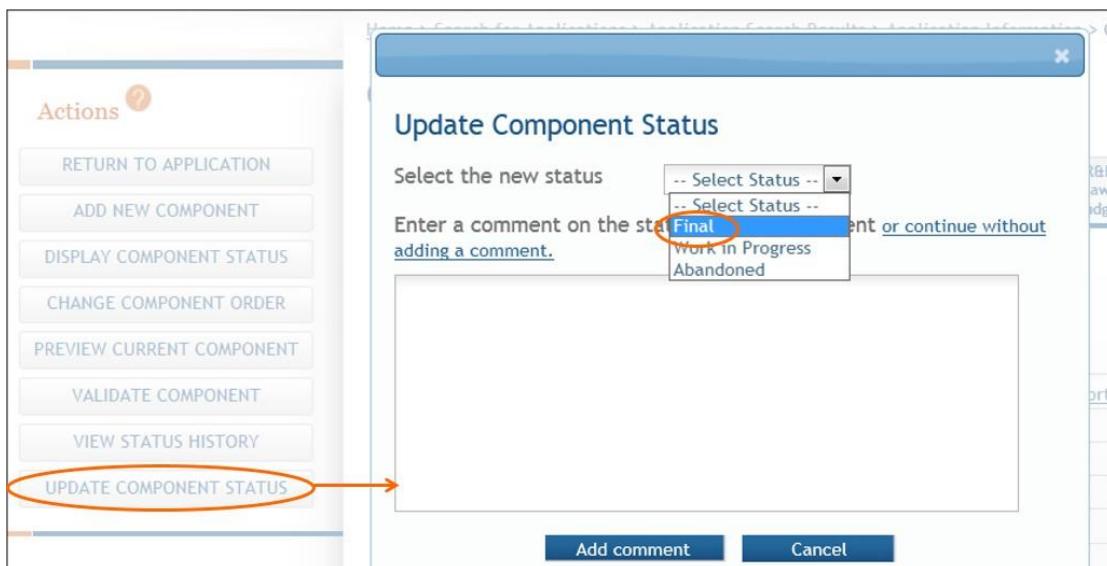
ASSIST: Preview the Application Package

- Select **Preview Application**
- Select **Generate Preview**
- Select **View**

The screenshot shows the 'Preview Application' screen. The left sidebar 'Actions' includes: RETURN TO APPLICATION, MANAGE ACCESS, ADD NEW COMPONENT, DISPLAY COMPONENT STATUS, CHANGE COMPONENT ORDER, PREVIEW APPLICATION (which is circled in orange), VALIDATE APPLICATION, VIEW STATUS HISTORY, and UPDATE SUBMISSION STATUS. A red arrow points from the 'PREVIEW APPLICATION' button to the 'Generate Preview' button in the main preview table. The table has columns for User (Wise, Penny), Status Date (Mon Oct 02 14:56:03 EDT 2017), Status (Preview Available), and Action (a 'View' button which is circled in orange). Below the table, a large orange circle highlights the text 'All Validations Passed'. The main content area shows the 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)' form with various fields filled out, including applicant information and submission details.

ASSIST: Finalize the Application Package

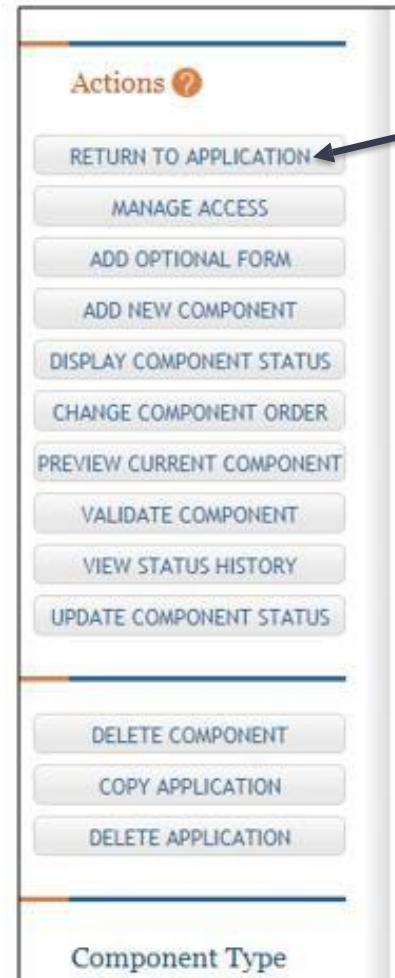
- **IMPORTANT:** Do not finalize the application until SPO conducts a final review.
 - As indicated earlier, build in time (received 10-14 days ahead of deadline) for SPO final review.
- Once SPO gives the go-ahead, Select **Update Component Status**
- Change the status to **Final**



- Ensure all Components are in **Final** status

Component ID	Status	Next Steps
Overall	Final	Final status may be updated to: • Work in Progress
031-Admin-Core	Final	Final status may be updated to: • Work in Progress • Abandon
485-Core	Final	Final status may be updated to: • Work in Progress • Abandon
828-Core	Final	Final status may be updated to: • Work in Progress • Abandon
847-Project	Final	Final status may be updated to: • Work in Progress • Abandon
687-Project	Final	Final status may be updated to: • Work in Progress • Abandon
027-Project	Final	Final status may be updated to: • Work in Progress • Abandon

- Return to the application to finalize the Overall Application



- Select **Update Submission Status**
- Select **All Components Final**
 - Once this is done, the application is no longer editable.
 - If SPO has not yet approved and additional edits are required, the entire finalization process has to be reversed, which is time consuming.

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

Actions ?

- MANAGE ACCESS
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

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 the application.

Update Submission Status

Select the new status

Enter a comment on the status or continue without adding a comment.

Add comment Cancel

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Version: 2.13.00

- Then select **Ready for Submission**
- SPO will submit to NIH

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

Actions ?

- MANAGE ACCESS
- ADD NEW COMPONENT
- DISPLAY COMPONENT STATUS
- CHANGE COMPONENT ORDER
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS**
- COPY APPLICATION
- DELETE APPLICATION

Component Type

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 the application's main page.

Update Submission Status

Select the new status: ... Select Status ...

Enter a comment or the reason for this status: **Ready for Submission** [Show or continue](#)

without adding a comment. [Show or continue](#)

Add comment Cancel

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Screen Rendered: 08/11/2022 02:33:05 EDT | Screen Id: ASSIST0034@6213
Version: 2.54.00.084