

Sponsored Programs Office (SPO) Research Administration Workshop:

Submitting Multi-Component Applications in NIH ASSIST

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Learning Objectives

Definition

Create

Components

Resources

Definition

Know the definition of “multi-component application”

Create the “Shell”

Understand how to create a multi-component application in NIH ASSIST

Identify Components

Be able to determine the required elements of a multi-component application

Resources

Know where to find tools to aid in preparing and submitting multi-component applications to NIH

Outline

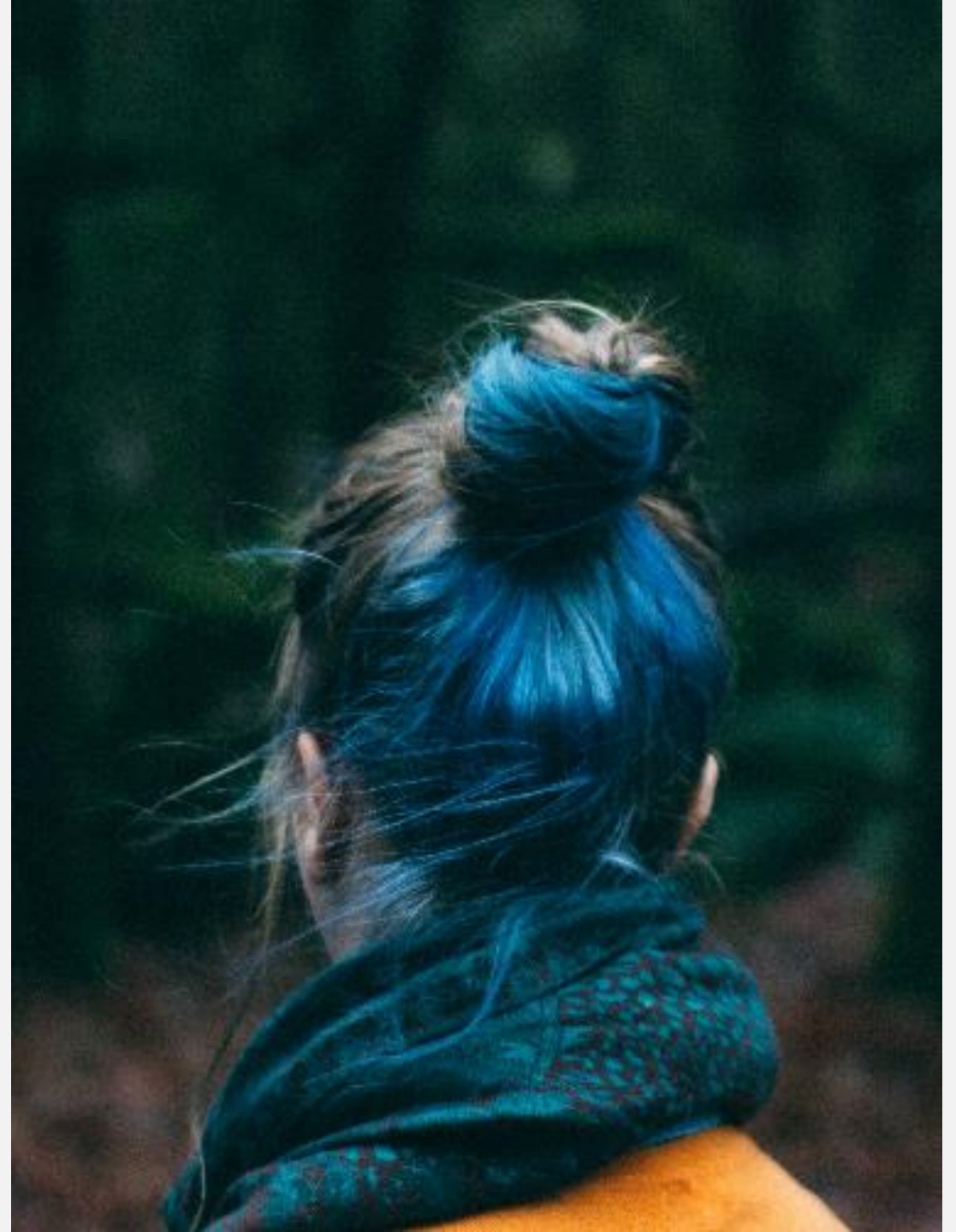
01 Overview

02 Planning and Coordinating

03 Preparing the Application

04 Submitting the Application

05 Resources





01

Overview

Multi-Component Applications

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



2+ Components Complementing One Another

Collaboration/Interaction To Achieve a Common Goal

Shared Resources Supporting at least 2 Projects

Single- vs. Multiple-Component Applications

Single-Component

- Research Grants (R and K series)
- Resource Grants (R and X series)
- May have different projects
- One budget for the entire submission
 - Unless Subawards; Subawards have their own budget

Multi-Component

- 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
 - Admin Core
 - Project
 - Core
- Summaries
 - Auto-generated from the individual components and Overall Component
 - Included in the agency assembled application
 - Helps reviewers and sponsor staff working with the application

i.e.
P01
P30
P50
U19
U54
UM1
UM2

Common Components

- **Overall** – Describes the entire application and provides an overview of how each of the other components fit together.

Other Component types vary by opportunity and will be specified in the FOA:

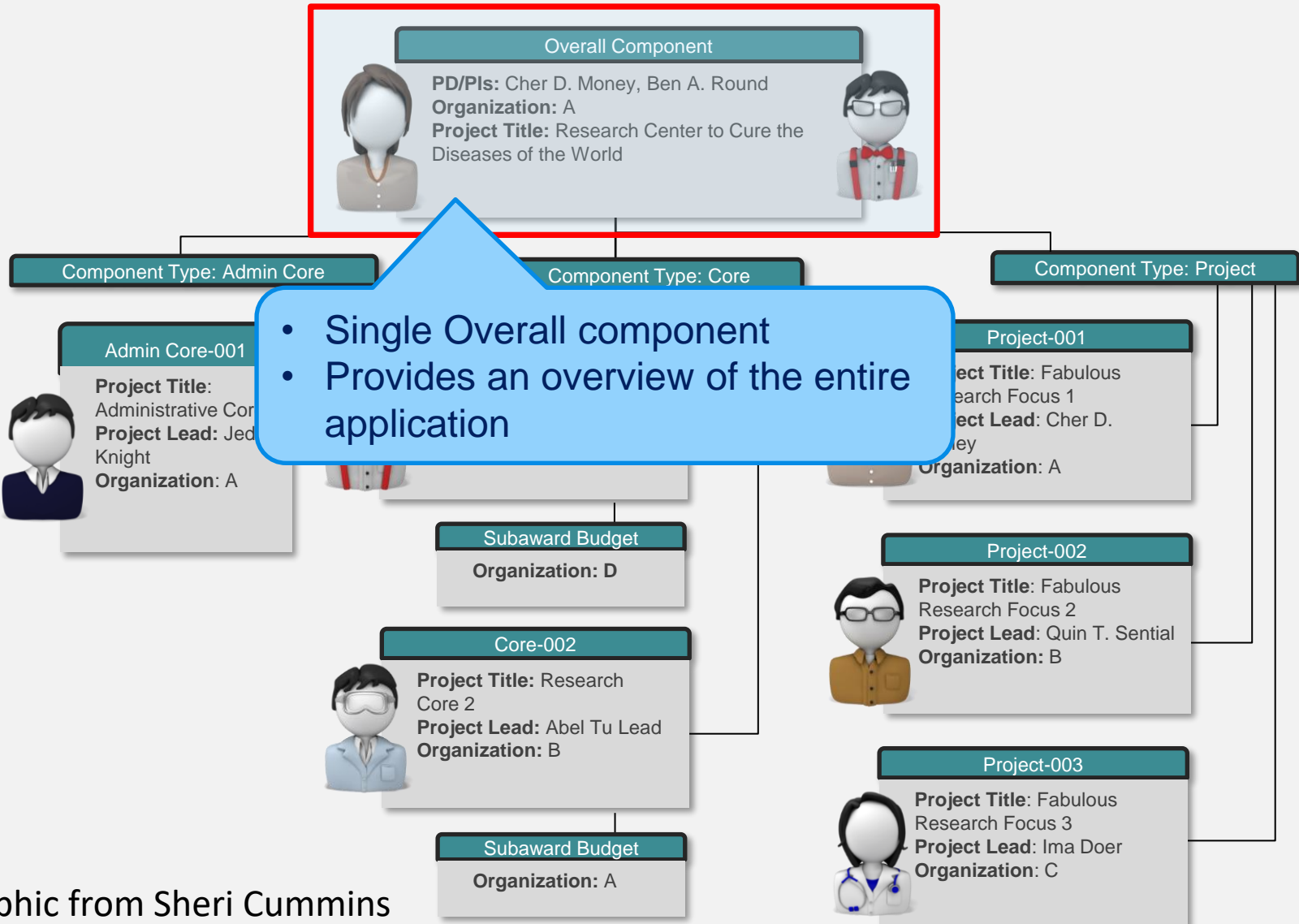
- **Admin Core** – Defines an administrative structure capable of planning and evaluating center/project activities.

- **Core** (i.e., Center Core Grants) – Supports shared resources and facilities for research by a number of investigators.

- **Project** – Defines a research activity that contributes to the common theme of the overall effort.

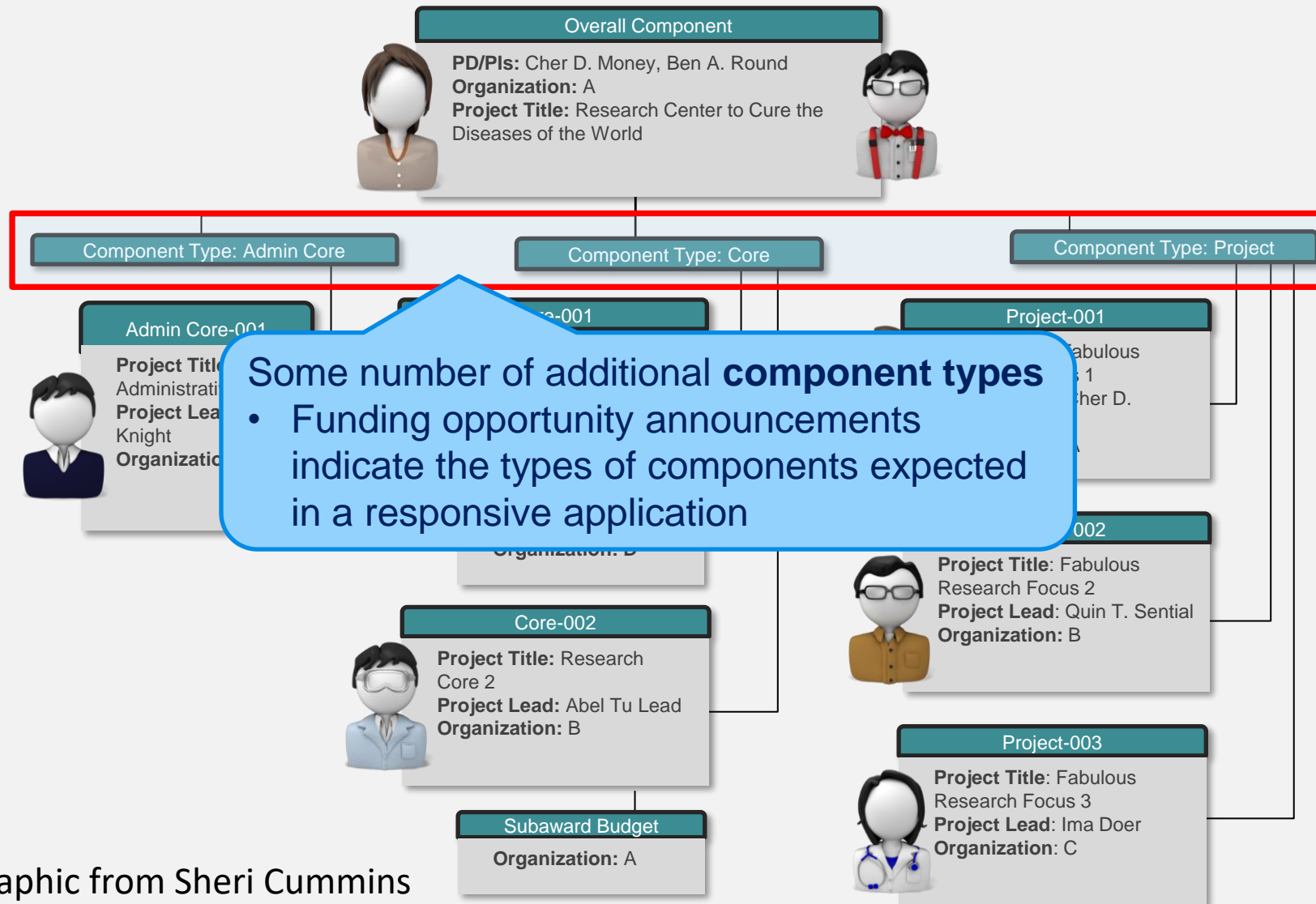


Multi-Project Application: Overall Component



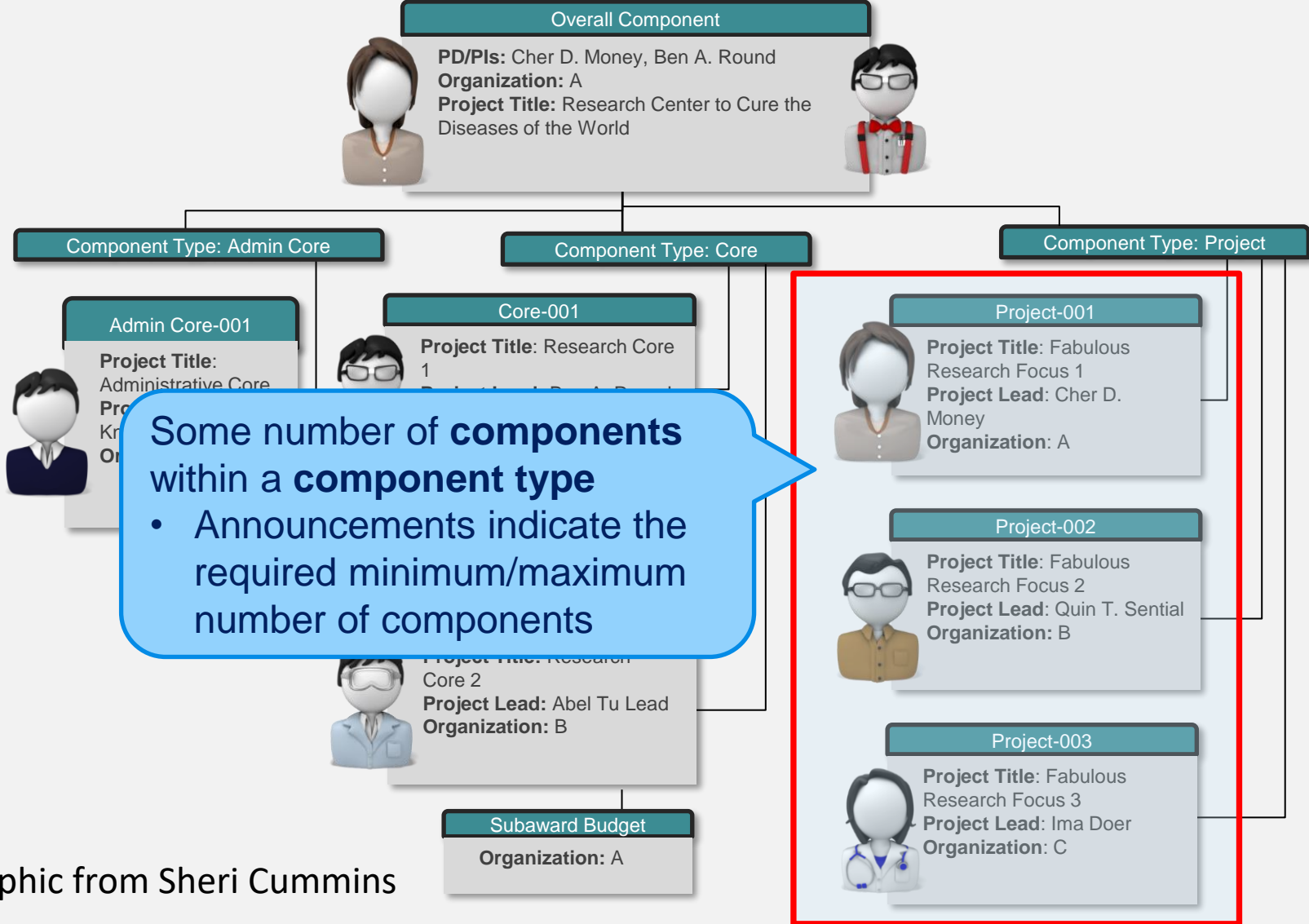
Graphic from Sheri Cummins

Multi-Project Application: Cores & Projects



Graphic from Sheri Cummins

Multi-Project Application: Cores & Projects



Some number of **components** within a **component type**

- Announcements indicate the required minimum/maximum number of components

Graphic from Sheri Cummins



02 Planning and Coordinating the Application


Find and Read Sponsor Guidelines

Following **all** sponsor guidelines will avoid the Sponsor rejecting the proposal without review.

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	

 **Program/Funding Solicitation**

 **Institute & Center (IC) Guidance**

 **PHS SF 424 R&R Instructions**

 **Project-Specific Guidelines**

Identify Key Information

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



01

Institutional and investigator eligibility

02

Deadlines, application stages and submission methods

- NCI and NIAID often require pre-proposals

03

Required Components: Admin, Cores, etc.

04

Required application elements, materials

Tip: New Proposal Checklist

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

Items to consider when you begin preparing a new grant proposal:

RFP/RFA/FOA Title:

Sponsor:

Principal Investigator:

Basic Questions

Is this proposal solicited (a specific call for proposals has been issued or this is an NIH Parent Announcement) or unsolicited (no call for proposals has been issued)?

If it is solicited, what is the Request for Applications (RFA) or Program Announcement (PA) # or website?

Do you have a website or other documentation for instructions/policies on proposal submission not included in the funding announcement?

Who is the sponsor?

If they are not federal, state or local government, how did you find them? Have you (or someone else at UC Davis) ever had a contract or grant with them before? Have you researched their viability as a funding source?

Is this a [Limited Submission Proposal](#)?

Is this an electronic/web-based submission, or hard copy paper submission?

If submission is electronic/web based, what is the mechanism for submission (e.g., Grants.gov, FastLane, email, etc.)?

What is the due date listed on the RFP?

- What date does this need to be ready for submission (keep in mind mailing time if a hard copy is needed)? **Five business days** before this will be the minimum Sponsored Programs due date.

Determine the Submission Method

NIH ASSIST

SPO strongly encourages submitting multi-component NIH applications in NIH ASSIST.

Benefits of using NIH ASSIST include:

- 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

Multi-component proposals may also be submitted to NIH in Cayuse 424. To create a multi-component application:

- Start from the funding opportunity
- Create an application for each Component
- Link each Component to the Overall application
- Give SPO (and others) access

Determine Requirements & Responsibilities

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



01

Determine the required and Component types (Cores, Projects) and number of each of type

02

Identify the requirements for each Component (Project Lead, Organization Lead, Project Title), including the associated application

03

Determine the requirements for the Overall application (Lead PD/PI, co-PD/PI), including the associated application forms

04

Assign each task to responsible person and set deadlines; Consider creating a checklist

Required/Allowed Components

The application should consist of the following components:

- Overall: required
- Administrative Core: required
- Investigator Development Core: required
- Research Project: required, maximum of 3
- Community Engagement and Dissemination Core: required

Activity: Determine Needed Info



1. Click open link in chat for **National Institute on Aging (NIA) Program Project Applications (P01 Clinical Trial Optional)**:
<https://grants.nih.gov/grants/guide/pa-files/PAR-22-130.html>
2. Reference this document to answer Zoom poll questions
3. Submit poll when finished





Determine Required Components

1. For a new multi-component application, what **components are REQUIRED** and **how many** of each?

Overall

- required; maximum 1

Admin Core

- New, renewal, and resubmission applications: **required; maximum 1**
- Revision applications: **optional; maximum 1**

Project 1

Project 2

Project 3

- New, renewal, and resubmission applications: **required; minimum 3, maximum 8**
- Revision applications: **optional; maximum 8**

Determine Required Forms



2. An SF 424(R&R) Cover is required for **each** Component.

True

3. The Budget form is required for the Overall Component.

False

4. The Research & Related Senior/Key Person Profile form(s) should not be attached to each Project.

False

Notice that each document/form has specific instructions.

Determine Required Forms

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>

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.



Tips and Tools

Tool: Proposal Preparation Checklist

Start with SPO's [Proposal Preparation Checklist](#)

PROPOSAL PREPARATION CHECKLIST

The following proposal checklist is provided to assist with proposal preparation. For further information, please refer to Sponsored Program's [Proposal website](#).

PLEASE FORWARD THE FOLLOWING DOCUMENTS VIA CAYUSE AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE FOR REVIEW AND APPROVAL:

- PROPOSAL COVER PAGE**
If required by sponsor, provide completed form (agency or SPO template).
- PROPOSAL GUIDELINES FROM SPONSORING AGENCY (e.g., RFP, RFA, BAA etc.)**
Provide sponsor guidelines or website link to guidelines.
- PROPOSAL SCOPE OF WORK**
Provide the scope of work for the proposed project. *Draft copies are accepted initially.*
- BUDGET SPREADSHEET**
Provide detailed estimate of expenses for each budget category. Refer to the [Proposal Budget Development](#) and [OR Budget Templates](#) for assistance. Include cost share/match only if specifically required by funding agency.
- BUDGET JUSTIFICATION**
Provide a detailed justification for all items listed in the budget. Refer to the [Preparing a Proposal Budget Toolkit](#) for guidance.
- COST SHARE APPROVAL (if applicable)**
Provide documentation with approval signatures or other written approval.
- PI ELIGIBILITY (if applicable)**
Provide completed PI Exception form ([Form 105A](#)) with approval signatures. Refer to UC Davis' [PI eligibility policy](#) for assistance.
- ELECTRONIC APPLICATION PACKAGE (if applicable)**
Provide access to the completed electronic application. *Final copies are required 2 business days prior to submission to sponsor agency.*
- ADDITIONAL SPONSORED-SPECIFIC ITEMS (if applicable)**
Provide additional items required by sponsor agency, (i.e. agency forms and certifications, etc.).
- SUBAWARDS (if applicable)**
Provide scope of work, budget, budget justification, F&A Rate Agreement and Subrecipient Monitoring Form or Multiple Campus (MCA) Commitment Form for all subawards.
- COMPLIANCE DOCUMENTS (if applicable)**
Provide completed and signed conflict of interest [Form 800](#) and/or other required compliance documents.

Tool: Matrix Checklist

CounterACT PAR-20-316									
due date: Sept 14, 2016									
(optional) Letter of intent due date: Aug 13, 2021 (30 days before the application due date)									
Pre-application consultation with NIH: at least 12 weeks before the due date									
Sections	Overall	Project 1 - Lein	Project 2 - Gelli	Project 3 - Gurkoff	Administrative Core	Research Education Core - Gurkoff	Core A: AMC - Wulff	Core B: Neuroimaging - Abhijit	Core C: Statistics - Tancredi
Budget	summary								
Justifications	NA								
Facilities and Other Resources									
Equipment									
Biosketches (key personel only)									
Abstract									
Narrative		NA	NA	NA	NA	NA	NA	NA	NA
Specific Aims									
Research Strategy (Significance, Innovation and Approach)	12 pages	12 pages	12 pages	12 pages	12 pages	6 pages	6 pages	6 pages	6 pages
Bibliography and References Cited									
Human Subjects (various docs - see below)		see below	see below	see below	see below	see below	see below	see below	see below
Vertebrate Animals	overall summary	yes	yes	yes	NA	NA	??	yes	NA
Authenitcation of Key Biological and Chemical Reagents									
Select Agent Research									
Multiple PD/PI Leadership Plan		NA	NA	NA	NA	NA	NA	NA	NA
Resource Sharing Plan	should apply to all components	NA	NA	NA	NA	NA	NA	NA	NA
Consortium/Contractual Arrangements	NA	NA	NA	NA	NA	NA	NA	NA	NA
Letters of Support									

Required Human Subjects Documents for projects involving Human Subjects but no Clinical Trials

- Protection of Human Subjects
- Inclusion of Individuals Across the Lifespan
- Inclusion of Women and Minorities
- Inclusion Enrollment Report
- Recruitment & Retention Plan
- Study Timeline

Required Human Subjects Documents for projects involving only de-identified Human Subjects samples/data (qualifies for Exemption 4)

- Protection of Human Subjects
- Inclusion of Individuals Across the Lifespan
- Inclusion of Women and Minorities
- Inclusion Enrollment Report

Tool: Personnel Checklist

Last Name	First Name	Email	Departmental Affiliation	Role (for ASSIST)	Cores/Projects	Biosketch		
						rec'd	formatted	uploaded
Lein	Pam	pjlein@ucdavis.edu	VM: Molecular Biosciences	MPI, Core Lead, Project 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	djharvey@ucdavis.edu	MED: Public Health Sciences	Core Co-Lead	Core C			

Tool: Production Calendar

October 2021						
SUN	MON	TUES	WED	THUR	FRI	SAT
	27-Sep List of personnel due to Erin. Erin sends out biosketch and facilities request to key personnel (due 10/15)	28-Sep ACCD PPT due to Becky Linvill	29-Sep	30-Sep Christina works with David, Gayna and Brianna to get the budget started	1	2
3 This week, Christina works with Project and Core leads to develop their budgets	4	5 ACCD meeting	6 Christina sends subaward requests (due 10/27)	7	8 LOI due to NIH	9
10	11	12	13	14	15 Biosketches and facilities due to Erin	16
17	18 Subawardees submit budgets to their SPOs for approval	19 20 21 Advanced drafts of aims and research strategies from each Project and Core circulated among the team for review and feedback			22 Christina out	23
24	25 Near final aims and research strategies due to Demet	26	27 Final budgets and subaward packages due to Christina	28 LOS due	29 Christina enters budget into ASSIST	30
31		Notes:				

Tool: Production Calendar

November 2021						
<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THUR</i>	<i>FRI</i>	<i>SAT</i>
	1 Route proposal to SPO	2 Supplementary sections due to Demet: summary, narrative, human subjects, Authentication of Reagents, Resource Sharing Plan, etc.	3	4	5 Final aims and research strategies due to Demet	6
7	8 IRS team uploads all files to ASSIST and sends to PI for review	9 Proposal due to NIH/ SPO submits the proposal	10	11	12	13
14	15	16	17	18	19	20



Get Organized

Create Folders – Suggested Folder Structure

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

Components:

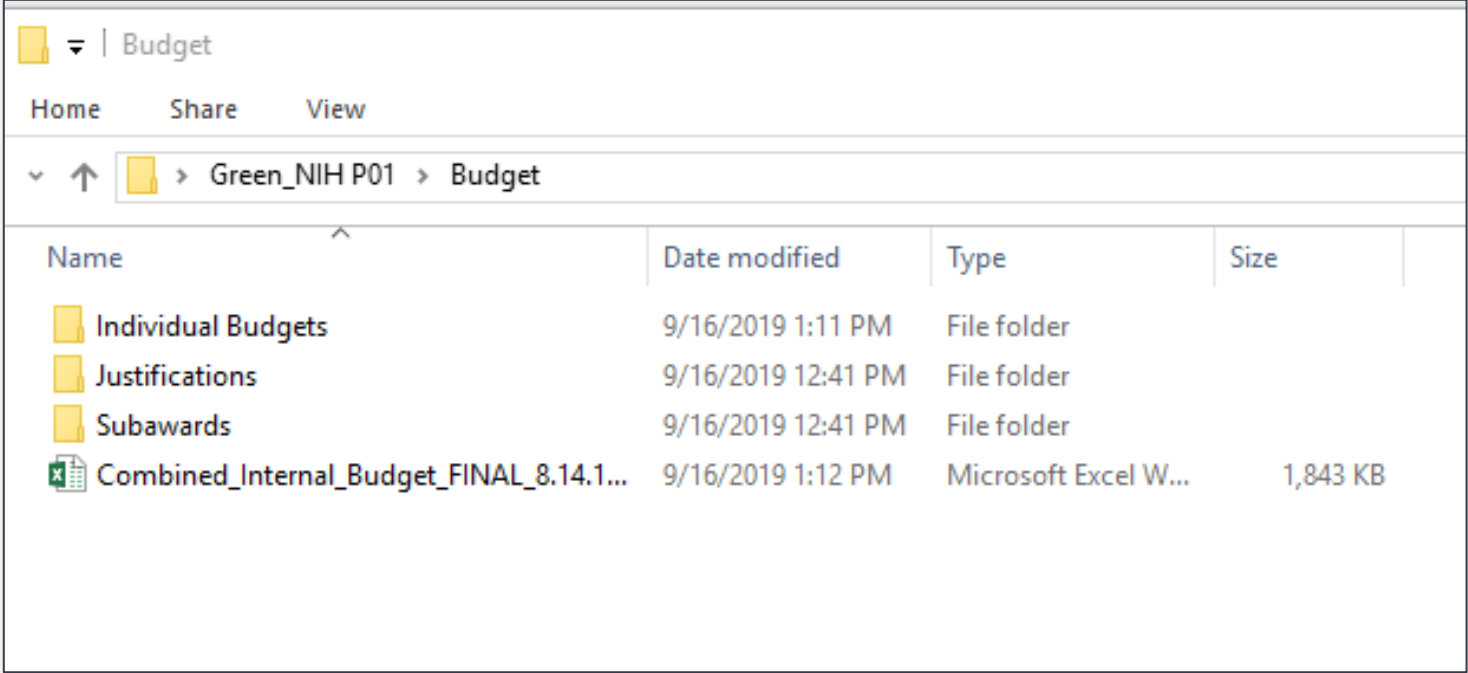
Each marked with component title and component PI's last name

Other docs:

Not for uploading but to keep you organized.

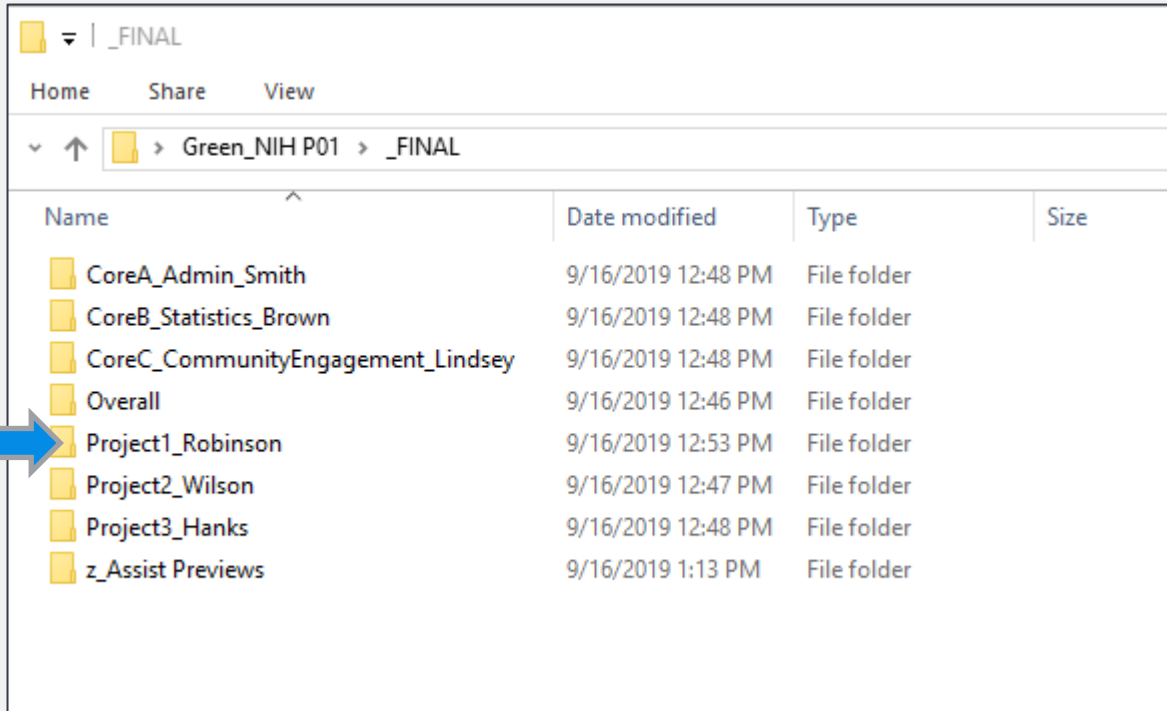
- checklist
- personnel list
- timeline
- solicitation

Create Folders – Inside the Budget Folder



Create Folders – Suggested Folder Structure

Inside the FINAL Folder

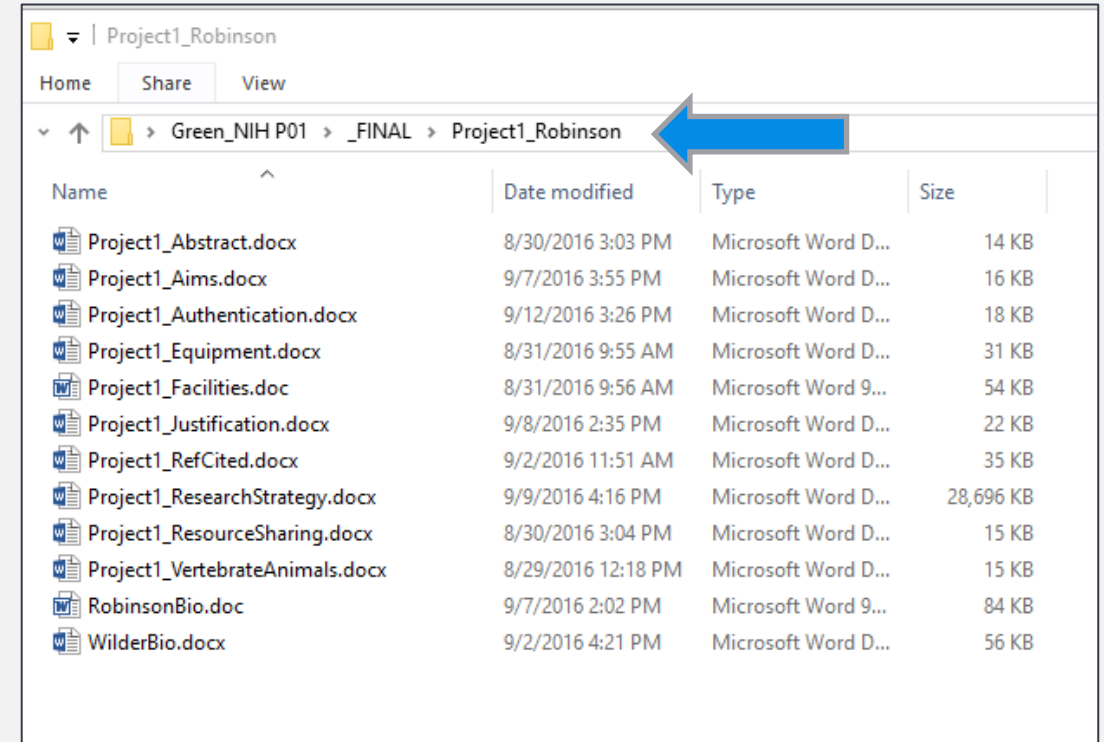


Home Share View

Green_NIH P01 > _FINAL

Name	Date modified	Type	Size
CoreA_Admin_Smith	9/16/2019 12:48 PM	File folder	
CoreB_Statistics_Brown	9/16/2019 12:48 PM	File folder	
CoreC_CommunityEngagement_Lindsey	9/16/2019 12:48 PM	File folder	
Overall	9/16/2019 12:46 PM	File folder	
Project1_Robinson	9/16/2019 12:53 PM	File folder	
Project2_Wilson	9/16/2019 12:47 PM	File folder	
Project3_Hanks	9/16/2019 12:48 PM	File folder	
z_Assist Previews	9/16/2019 1:13 PM	File folder	

Inside the Final Project 1 Folder

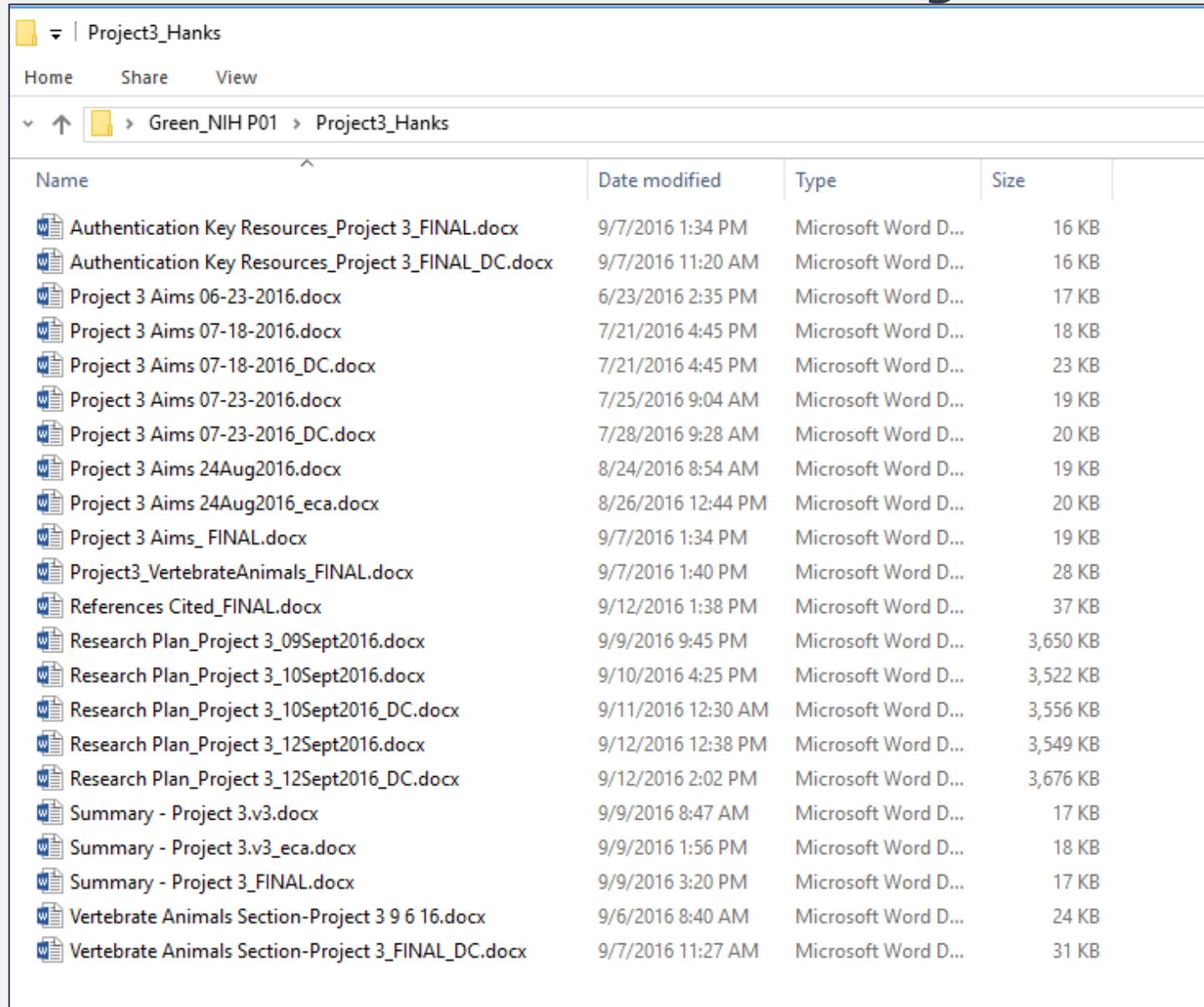


Home Share View

Green_NIH P01 > _FINAL > Project1_Robinson

Name	Date modified	Type	Size
Project1_Abstract.docx	8/30/2016 3:03 PM	Microsoft Word D...	14 KB
Project1_Aims.docx	9/7/2016 3:55 PM	Microsoft Word D...	16 KB
Project1_Authentication.docx	9/12/2016 3:26 PM	Microsoft Word D...	18 KB
Project1_Equipment.docx	8/31/2016 9:55 AM	Microsoft Word D...	31 KB
Project1_Facilities.doc	8/31/2016 9:56 AM	Microsoft Word 9...	54 KB
Project1_Justification.docx	9/8/2016 2:35 PM	Microsoft Word D...	22 KB
Project1_RefCited.docx	9/2/2016 11:51 AM	Microsoft Word D...	35 KB
Project1_ResearchStrategy.docx	9/9/2016 4:16 PM	Microsoft Word D...	28,696 KB
Project1_ResourceSharing.docx	8/30/2016 3:04 PM	Microsoft Word D...	15 KB
Project1_VertebrateAnimals.docx	8/29/2016 12:18 PM	Microsoft Word D...	15 KB
RobinsonBio.doc	9/7/2016 2:02 PM	Microsoft Word 9...	84 KB
WilderBio.docx	9/2/2016 4:21 PM	Microsoft Word D...	56 KB

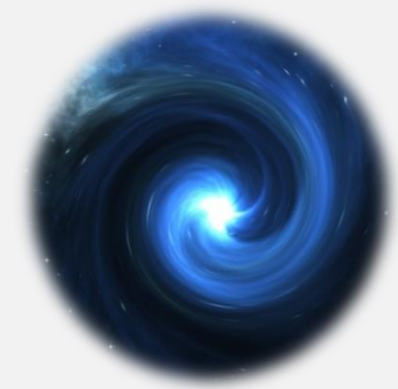
Create Folders – Inside a Project Folder



The screenshot shows a Windows File Explorer window with the address bar set to 'Green_NIH P01 > Project3_Hanks'. The main area displays a list of files with columns for Name, Date modified, Type, and Size. The files are all Microsoft Word documents (.docx) and include various project-related documents such as 'Authentication Key Resources', 'Project 3 Aims', 'Research Plan', and 'Summary'.

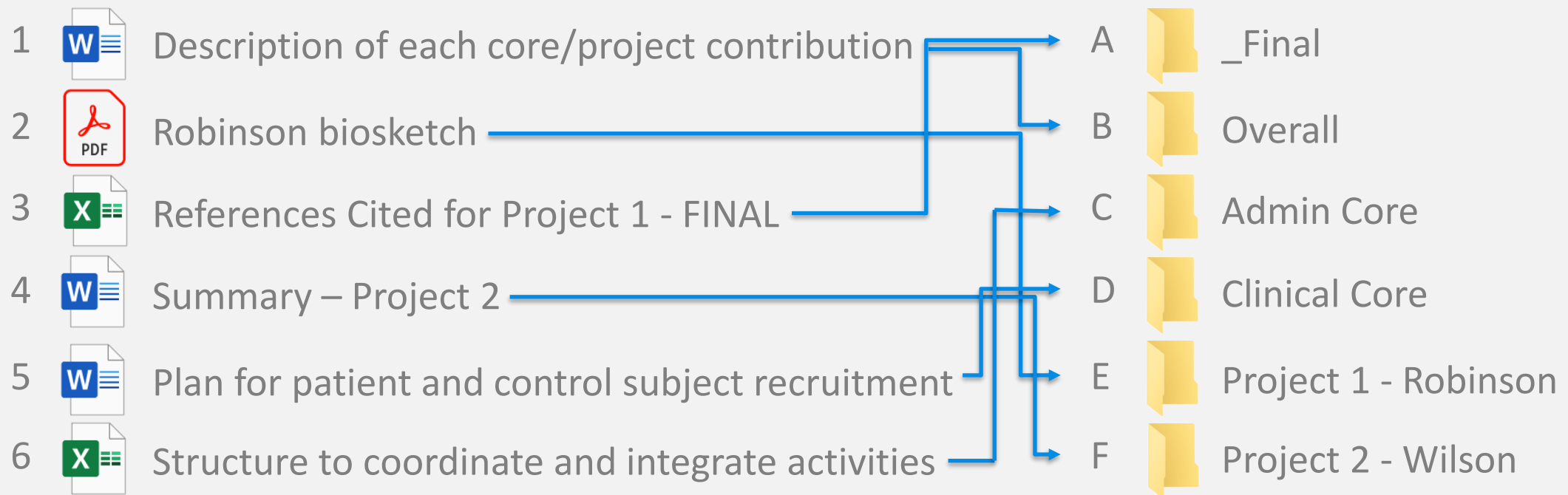
Name	Date modified	Type	Size
Authentication Key Resources_Project 3_FINAL.docx	9/7/2016 1:34 PM	Microsoft Word D...	16 KB
Authentication Key Resources_Project 3_FINAL_DC.docx	9/7/2016 11:20 AM	Microsoft Word D...	16 KB
Project 3 Aims 06-23-2016.docx	6/23/2016 2:35 PM	Microsoft Word D...	17 KB
Project 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

Activity: Organize Content



A PI will typically indicate which folder to place a document in, but for this activity, identify which folder (A-F) seems most appropriate for each document (1-6)?

Either unmute yourself or write answer in chat.

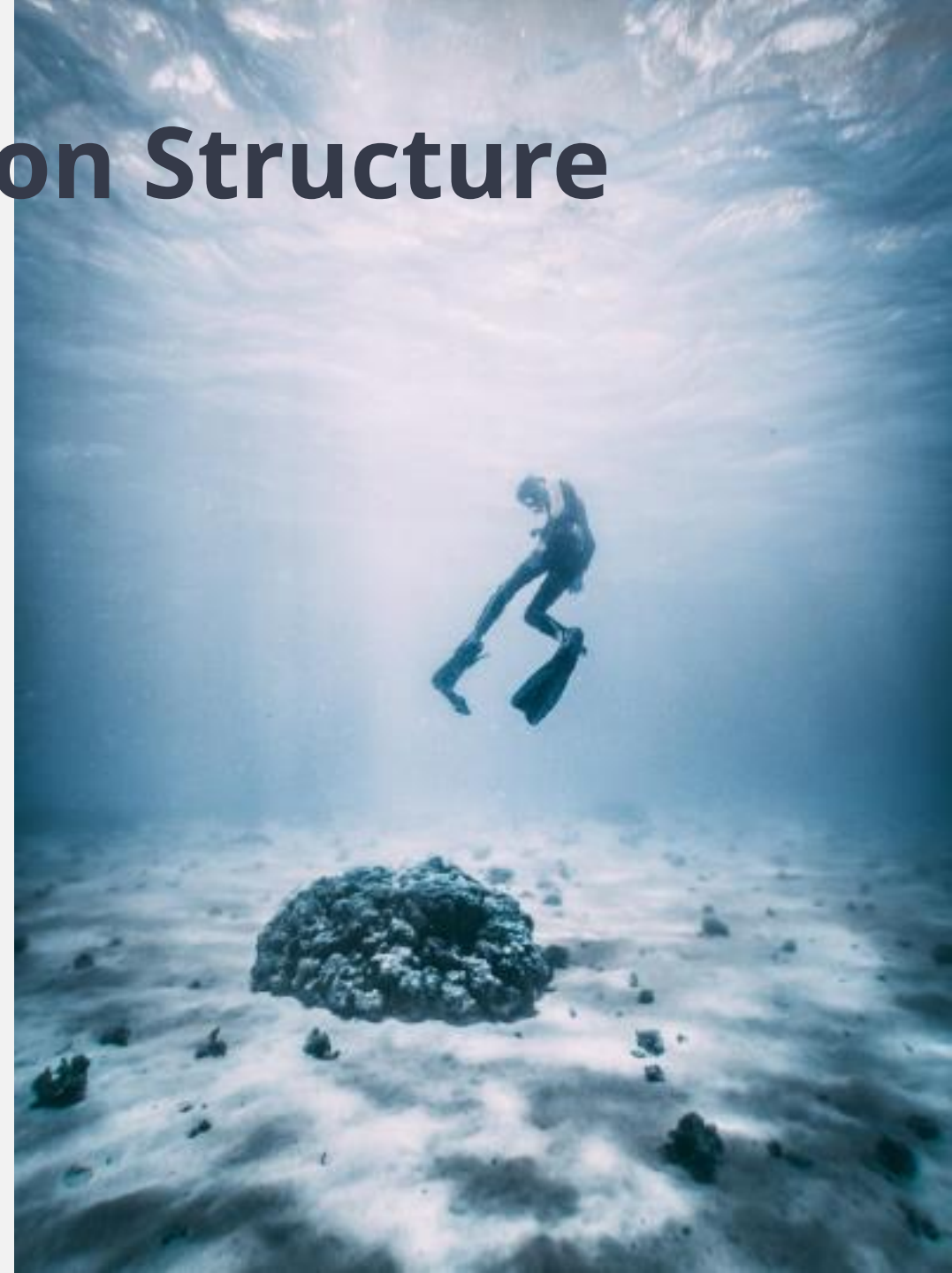




03 Preparing the Application

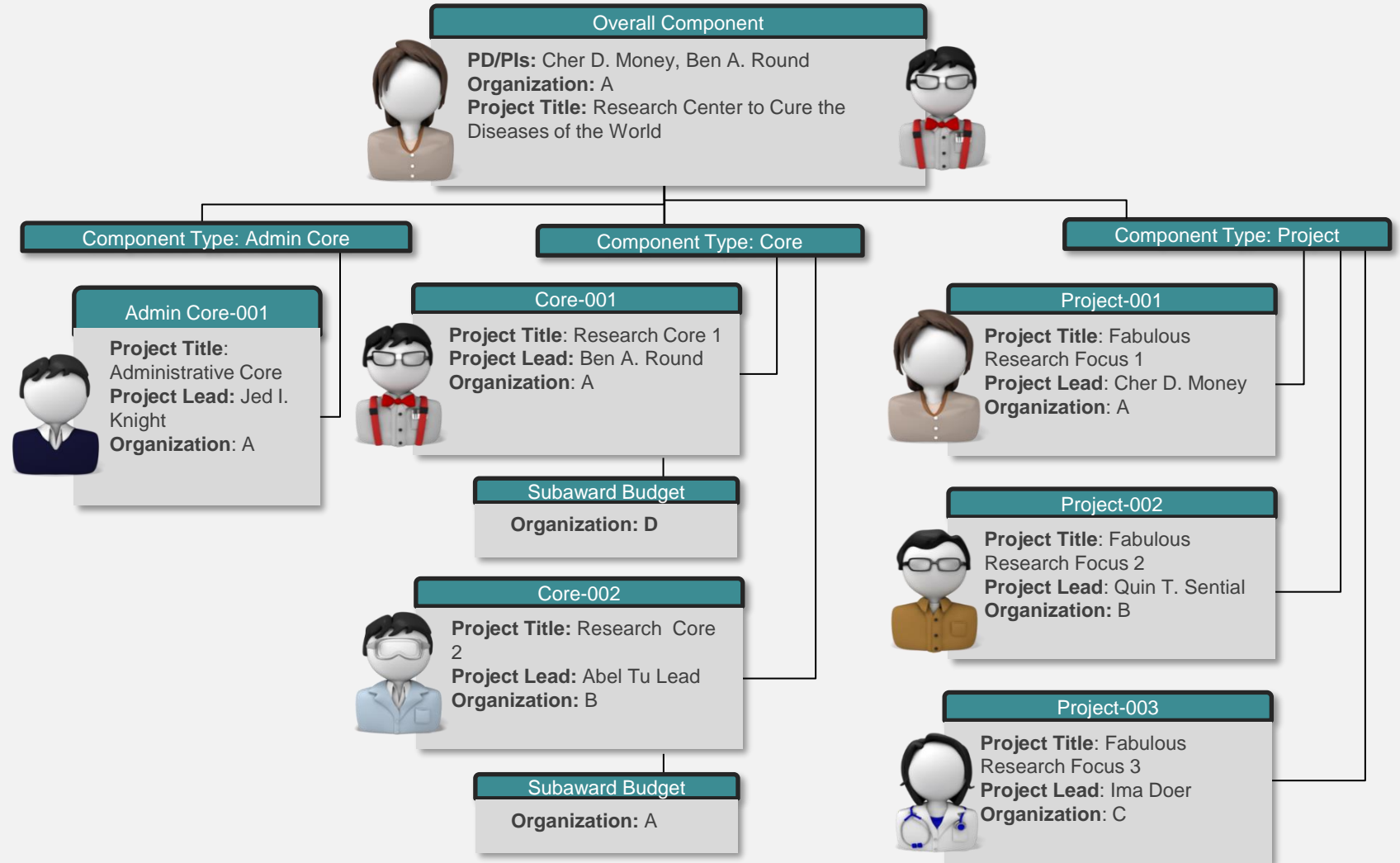
Determine the Application Structure

- 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



Determine the Application Structure

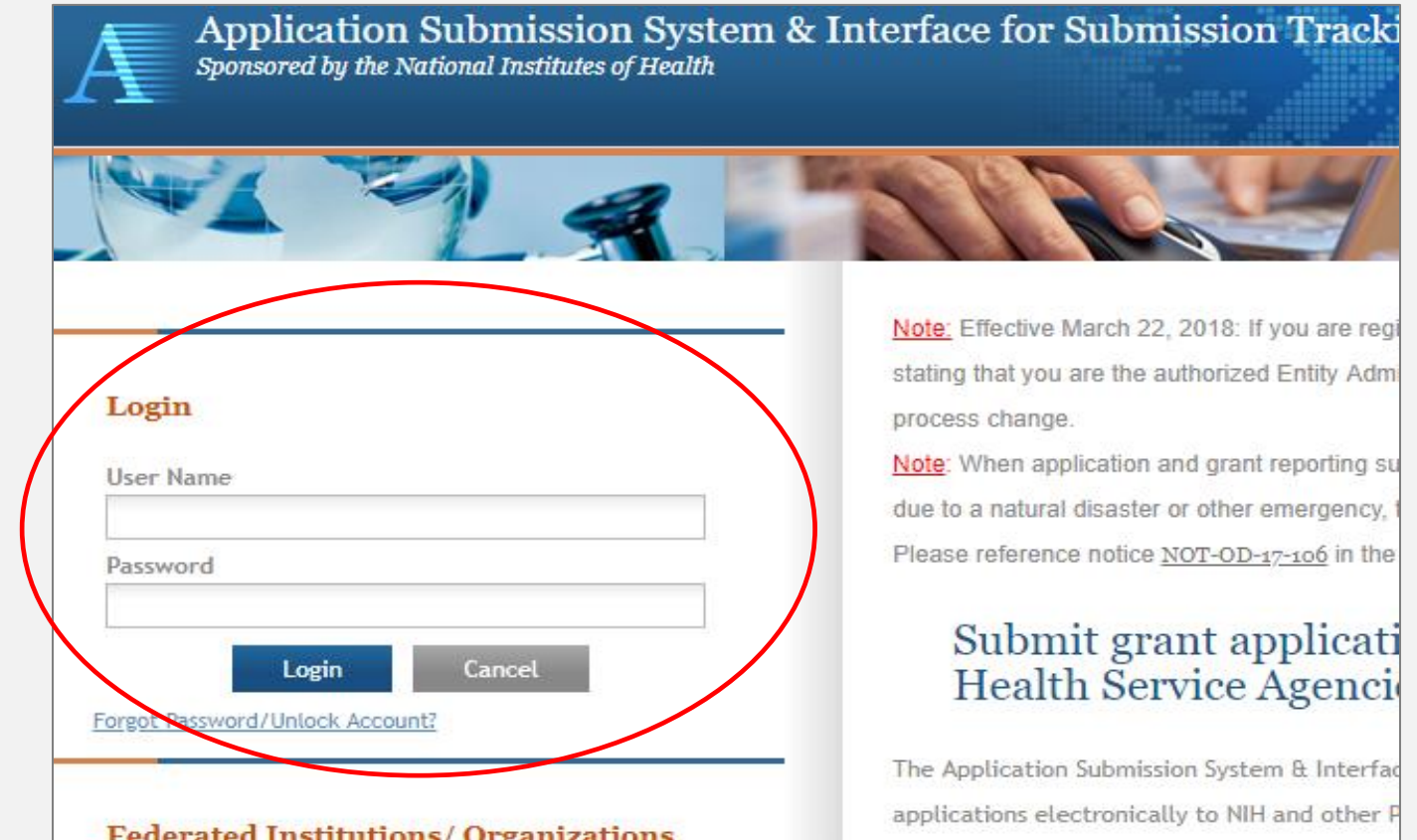
Order Components
by flow of work



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



The screenshot shows the 'Application Submission System & Interface for Submission Tracking' page, sponsored by the National Institutes of Health. The page features a blue header with a large 'A' logo. Below the header is a banner image showing laboratory glassware and a person using a computer mouse. The main content area is divided into two columns. The left column contains a 'Login' section with a red circle around it. This section includes a 'User Name' field, a 'Password' field, and 'Login' and 'Cancel' buttons. Below the fields is a link for 'Forgot Password/Unlock Account?'. The right column contains two 'Note' sections and a 'Submit grant application' section for the Health Service Agency. The bottom of the page has a section for 'Federated Institutions/ Organizations'.

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

Login

User Name

Password

Login Cancel

[Forgot Password/Unlock Account?](#)

Federated Institutions/ Organizations

Note: Effective March 22, 2018: If you are registered stating that you are the authorized Entity Administrator, please contact the ASSIST helpdesk to request a process change.

Note: When application and grant reporting submission is delayed due to a natural disaster or other emergency, please contact the ASSIST helpdesk. Please reference notice [NOT-OD-17-106](#) in the ASSIST helpdesk.


Submit grant application to the Health Service Agency

The Application Submission System & Interface for Submission Tracking allows you to submit applications electronically to NIH and other PHS agencies.

Create the Application Shell

- Enter the FOA Number
- Select “Go”

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

 **INITIATE APPLICATION**

Funding Opportunity Announcement # **Go**

(Example: PA-XX-XXX or LTC-ABCD-XX-000)

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

Create the Application Shell

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

Create 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)	<input type="text" value="Research Center to Cure the Diseases of the World"/>
Lead Applicant Organization: *	<input type="text" value="WHATSAMATTA U"/>
Lead Applicant Organization Address:	<input type="text" value="6705 Rockledge Drive MLG
BETHESDA, MD 208171814"/>
Lead Organization DUNS:	<input type="text" value="6162081090000"/>

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](#)

First Name:

Middle Name:

Last Name:

Create the Application Shell

- Populating the PI name

The image illustrates the process of creating an application shell, specifically focusing on populating the Principal Investigator (PI) name. It consists of three main components:

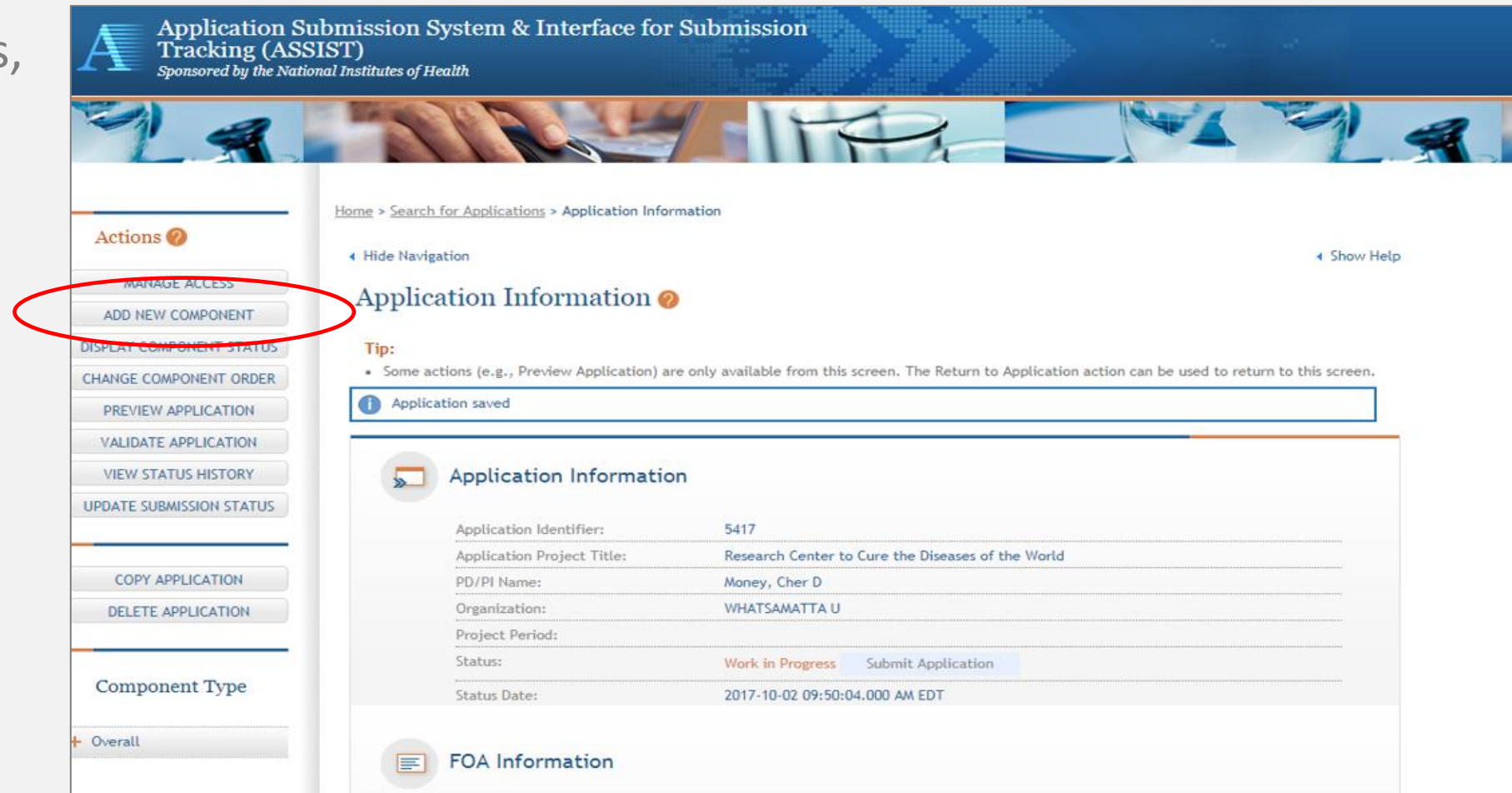
- Main Application Form:** This form contains fields for:
 - Application Project Title:** Research Center to Cure the Diseases of the World
 - Lead Applicant Organization:** WHATSAMATTA U
 - Lead Applicant Organization Address:** 6705 Rockledge Drive MLG, BETHESDA, MD 208171814
 - Lead Organization DUNS:** 6162081090000
 - SAM Registration Expiration Date:** 09/05/2018
 - Contact Project Director/Principal Investigator:** A section with a dropdown menu set to "Pre-fill Application from Username" and input fields for First Name, Middle Name, and Last Name.
- Pre-fill Username Dialog:** A small dialog box titled "Pre-fill username" with a text input field containing "CherDMoney" and a "Submit" button.
- Final Application Form:** The main form with the "Pre-fill Application from Username" dropdown selected. The input fields are populated with:
 - Username:** CherDMoney
 - First Name:** Cher
 - Middle Name:** D
 - Last Name:** Money

Red arrows indicate the flow of data: from the "Pre-fill Application from Username" dropdown in the main form to the "Pre-fill username" dialog, and from the "Submit" button in the dialog to the "Initiate Application" button in the final form. A red circle highlights the "Initiate Application" button in the final form.

Select "Initiate Application"

Create the Application Shell

- To add Components, select “Add New Component”



The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) web application. The header includes the ASSIST logo and the text "Sponsored by the National Institutes of Health". The main navigation bar shows the breadcrumb "Home > Search for Applications > Application Information". The left sidebar contains an "Actions" menu with several buttons, including "ADD NEW COMPONENT", which is circled in red. Other buttons in the sidebar include "MANAGE ACCESS", "DISPLAY COMPONENT STATUS", "CHANGE COMPONENT ORDER", "PREVIEW APPLICATION", "VALIDATE APPLICATION", "VIEW STATUS HISTORY", "UPDATE SUBMISSION STATUS", "COPY APPLICATION", and "DELETE APPLICATION". Below the sidebar is a "Component Type" section with an "Overall" button. The main content area shows the "Application Information" page, which includes a "Tip" section and a table of application details. A notification bar at the top of the main content area indicates "Application saved".

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

Home > Search for Applications > Application Information

Hide Navigation Show Help

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 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

Create the Application Shell

- Select the Component Type, Dates and enter the Project Title
- Continue for all Components

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

Hide Navigation

Add Component ?

Tips:

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

Project Information

- * Component Type:
- * Component Start Date:
- * Component End Date:
- * Component Project Title:

Component Short Name:

Save Cancel

Component Type

+ Overall

Create the Application Shell

The screenshot displays a web interface for managing applications. On the left is a sidebar with a menu of actions and component types. The main content area is titled 'Application Information' and contains two sections: 'Application Information' and 'FOA Information'.

MANAGE ACCESS

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

Component Type

- Overall
- Admin-Core (highlighted with a red circle)
- Core
- Project

Application Information

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

Application Identifier:	5419
Application Project Title:	Research Center to Cure the Diseases of the World
PD/PI Name:	Money, Cher D Round, Ben A
Organization:	Whatsamatta U
Project Period:	01/01/2019 - 12/31/2023
Status:	Work in Progress Submit Application
Status Date:	2017-10-02 10:36:04.000 AM EDT

FOA Information

FOA Number:	PA-EO-P01
Opportunity Title:	NIH Multi-project Test FOA with optional Admin Core, Core and Project Core (Clinical Trial Optional) Note: Includes Overall (required), Admin Core (optional), and Project (optional) components.
Agency:	National Institutes of Health
CFDA Number:	93.865
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:	S2SSupport@mail.nih.gov

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](#)

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

Home > Search for Applications > Application Information > Component Information

Hide Navigation

Overall Component

Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Research Plan | Human Subjects and Clinical Trials

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

Actions ?

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

Component Type

- Overall
- Overall

Enter and Save Info for Components

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

The screenshot illustrates the process of adding an optional form to a component in the NIH application system. The main interface shows the 'Overall Component' page with various tabs. The 'Add Optional Form' dialog box is open, prompting the user to 'Select the form you wish to add'. The 'Assignment Request Form' is selected in the dropdown menu. The 'Assignment Request Form' tab is also highlighted in the component navigation bar.

Actions

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

Home > Search for Applications > Application Information > Component Information

Hide Navigation

Overall Component

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan Human Subjects and Clinical Trials

Add Optional Form

Select the form you wish to add

Submit Cancel

--- Select Form ---
--- Select Form ---
Additional Indirect Costs
Assignment Request Form

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Screen Rendered: 10/02/2017 10:00:54 EDT | Screen Id: ASSIST0038@2049
Version: 2.26.00

Overall Component

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Research Plan **Assignment Request Form** Human Subjects and Clinical Trials

PHS Assignment Request Form

PHS Assignment Request Form v2.0

Edit View Burden Statement

Funding Opportunity Number: PA-EO-P01

Enter and Save Info for Components

- Add date to form fields and upload documents
 - Select “Edit” on the relevant tab

The screenshot displays a web application interface for managing components. On the left, there is a sidebar with an 'Actions' section containing 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'. Below this is a 'Component Type' section with buttons for 'COPY APPLICATION' and 'DELETE APPLICATION'. The main content area shows a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information > Component Information'. A 'Hide Navigation' link is on the left and a 'Show Help' link is on the right. The title 'Overall' is displayed. A 'Tips' section provides instructions: '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.' Below the tips is a horizontal tabbed interface with tabs for 'Summary', 'R&R Cover' (circled in orange), 'Cover Page Supplement', 'Other Project Information', 'Sites', 'Sr/Key Person Profile', 'Additional Indirect Costs', 'Research Plan', and 'Human Subjects and Clinical Trials'. The 'R&R Cover' tab is active, showing the title 'Application for Federal Assistance' and 'SF 424 (R&R) v2.0'. An 'Edit' button (circled in orange) is visible. To the right, there is a checkbox for 'Expand All' and a note '* Required field(s)'. Below the edit button, there are two sections: '1. * TYPE OF SUBMISSION' with radio buttons for 'Pre-Application', 'Application' (selected), and 'Changed/Corrected Application'; and '2. DATE SUBMITTED'.

Enter and Save Info for Components

- 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 **Save and Release Lock** Cancel and Release Lock

Enter Senior Personnel

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](#)

No items found.

Entry #	Sr/Key Person	Project Role	Action
Nothing found to display.			

Enter Senior Personnel

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

Suffix

--- Select Suffix --- ▾

Position/Title

Department

Organization Name

UNIVERSITY OF CALIFORNIA DAVIS

Division

* Street 1

Street 2

* City

County/Parish

State

--- Select State --- ▾

Province

* Country

UNITED STATES ▾

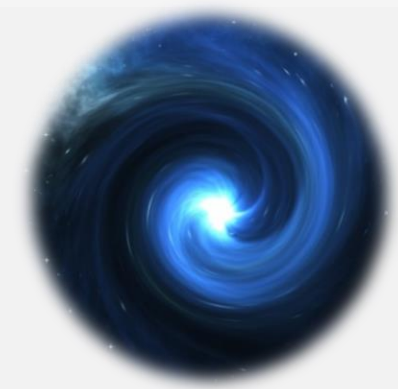
* Zip/Postal Code

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
- Follow-up

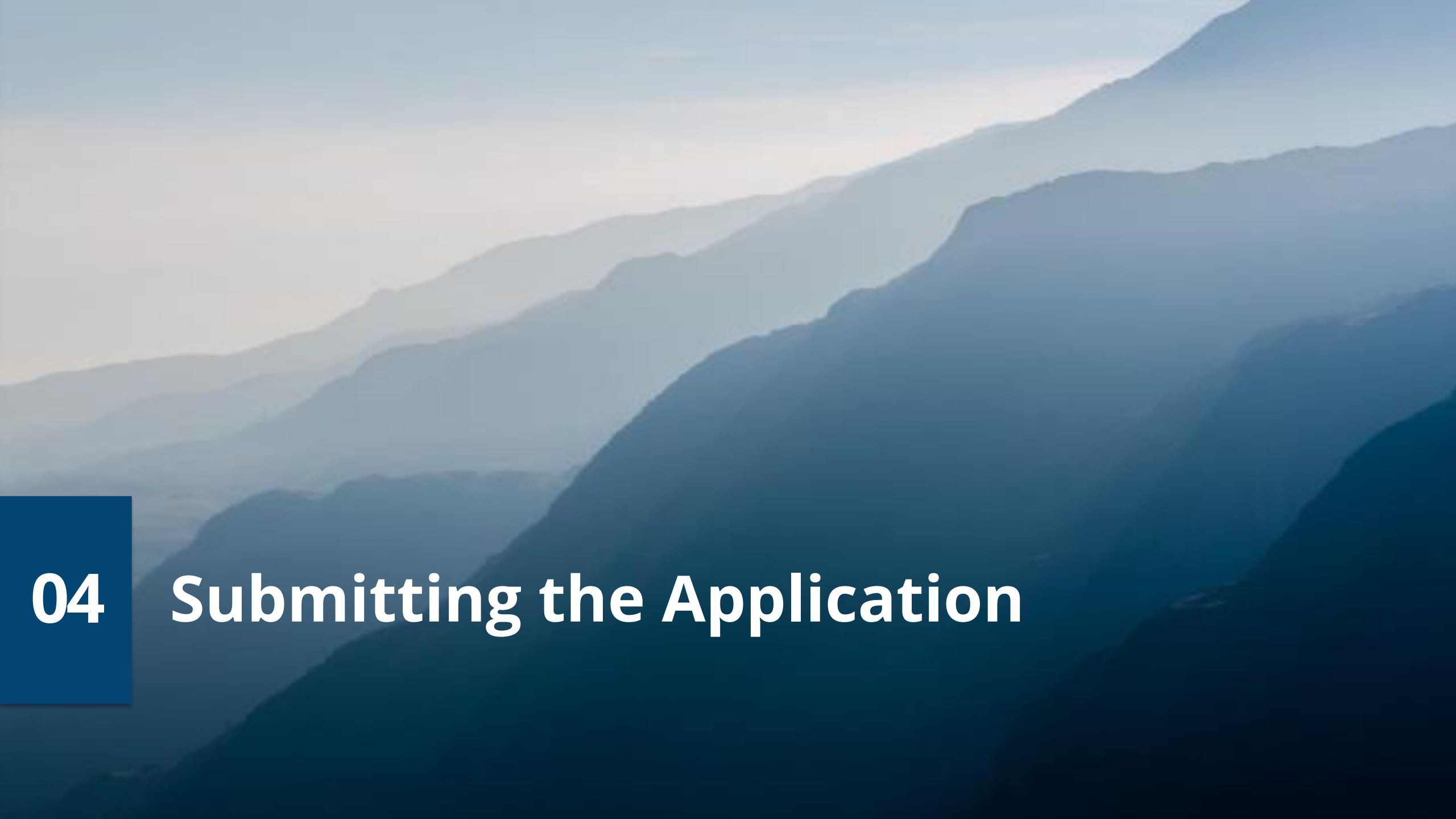


Activity: Preparing the Application



True or False? Either unmute yourself or write answer in chat.

1. If you do not have an eRA Commons ID, request one from eRA Commons. False
Instead, write spoerahelp@ucdavis.edu. Our office will help create the ID.
2. SPO recommends you populate the PI's name in the application from his/her eRA Commons ID. True
3. Actions in the left column of ASSIST are dependent on the Component type. True
4. ASSIST gives you an option to auto-populate the Cover Page from the Summary. True



04 Submitting the Application

Proposal Document Review – Who reviews what?

SPO Proposal Analyst

- UC/UC Davis required components are included:
 - Final Scope of Work
 - Budget and Budget Justification, strongly encouraged even when not a sponsor requirement
- Required components based on Internal Processing Form (IPF) entry are included
- eRA errors that would cause a proposal rejection are corrected

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

Review and Submit for SPO Approval

Create Cayuse SP Proposal/IPF

Select ASSIST as the submission method, upload the FOA and other sponsor guidelines, Overall Summary/SOW, Budgets for each Component and Budget Justifications you have.

Submit the IPF for Routing

Once all of the minimum required documents for SPO are ready, submit the IPF for routing and approval.

Complete the NIH ASSIST Application

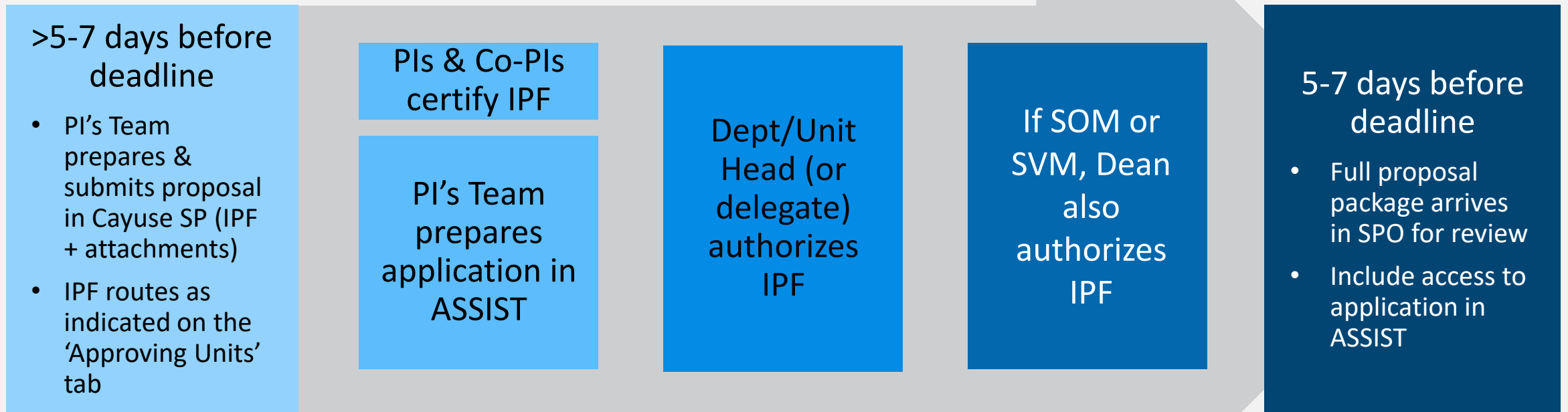
Create the application “shell” and begin completing the NIH ASSIST application.

Work with SPO During the Review

SPO will contact you during the review process and may request additional information or to request /suggest revisions.

Use the [OR Multi-Budget Template](#) to ease budget preparation.

IPF Preparation & Routing



All proposals are required to come through SPO and are commonly submitted by SPO.

Source: [PPM 230-02](#)

Validate & Preview the Application Package

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



01

Review and incorporate SPO feedback.

02

Request additional feedback/advice from SPO if needed.

03

Validate the NIH ASSIST application package, correcting any errors and warnings.

04

Finalize the NIH ASSIST application for SPO submission.

Validate the Application

- Select each Component and choose "Validate"

The screenshot shows a web application interface. On the left, a sidebar contains an 'Actions' menu with several buttons. The 'VALIDATE COMPONENT' button is circled in orange, and an orange arrow points from it to the right-hand page. The right-hand page is titled 'Component Errors and Warnings Results' and displays component information and a list of errors and warnings.

Component Errors and Warnings Results

Component Information

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

Total Errors to be corrected before the application can be submitted: 2
Total Warnings to be reviewed and corrected based on applicant discretion: 1

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)

Validate the Application Package

- Choose “Return to Application” and then “Validate Application”

The screenshot displays a web interface for managing applications. On the left, an 'Actions' sidebar contains several buttons: 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION' (circled in orange), 'VIEW STATUS HISTORY', and 'UPDATE SUBMISSION STATUS'. An orange arrow points from the 'VALIDATE APPLICATION' button to the 'Application Information' section on the right. This section contains a table of application details. Below the table, the text 'All Validations Passed' is circled in orange.

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 Errors and Warnings Results ?

Application Identifier:	5419
FOA Number:	PA-EO-P01
Application Project Title:	Research Center to Cure the Diseases o
PD/PI Name:	Money, Cher D Round, Ben A
Organization:	Whatsamatta U

All Validations Passed

Preview the Application Package

- Select “Preview Application”
- Select “Generate Preview”
- Select “View”

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

Hide Navigation

Preview Application

Tips:

- ASSIST allows one application preview request to be active at a time.
- The Status shown does not automatically update - use the Refresh Status button to get current status.
- Previewing a large application image can take several minutes. You may want to view the last one available.

User	Status Date	Status	Action
Wise, Penny	Mon Oct 02 14:56:03 EDT 2017	Preview Available	View

[Generate Preview](#)

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

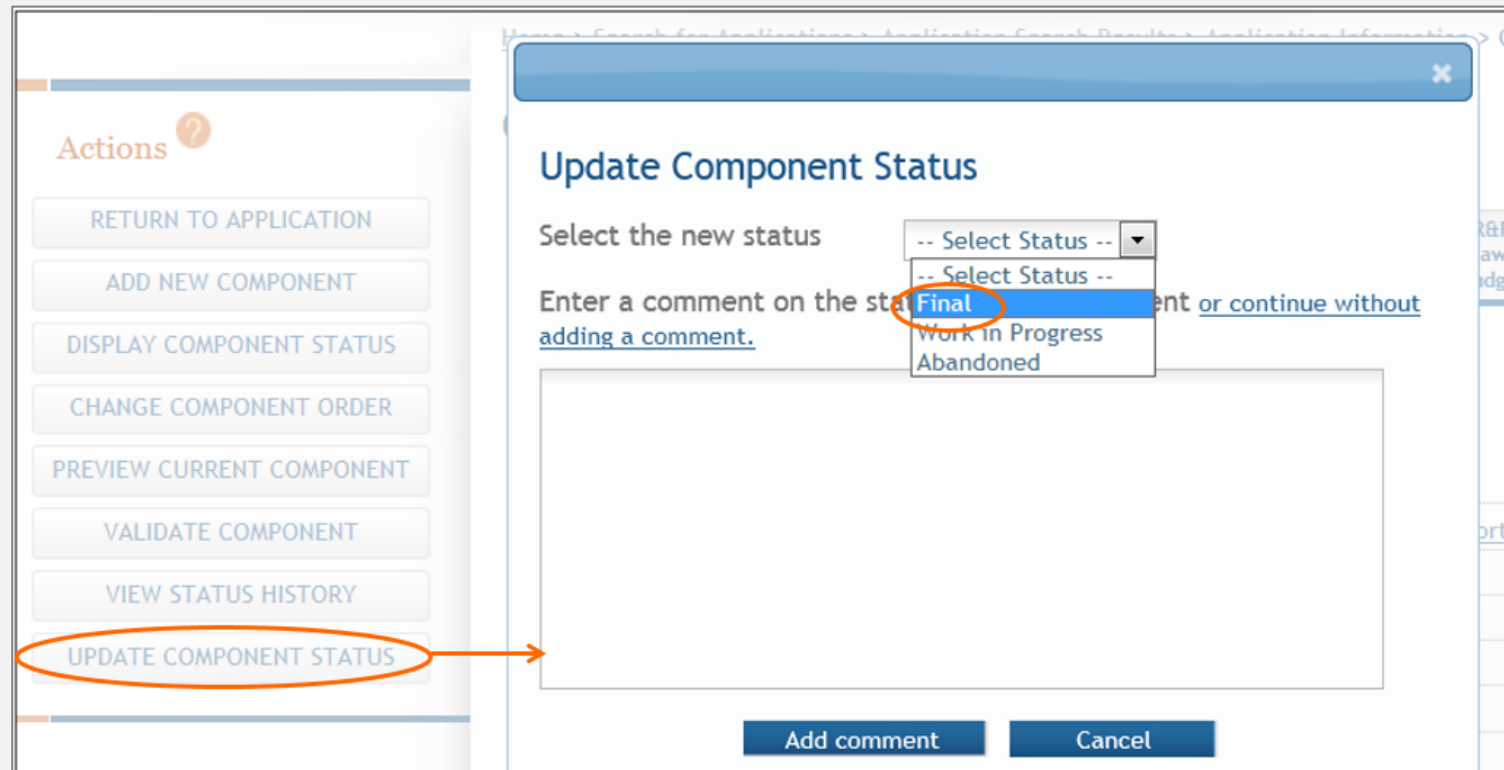
APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION*		3. DATE RECEIVED BY STATE	State Application Identifier
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4.a. Federal Identifier	
2. DATE SUBMITTED		b. Agency Routing Number	
Application Identifier		c. Previous Grants.gov Tracking Number	
5. APPLICANT INFORMATION			
Legal Name*: Whatsamatta U		Organizational DUNS*: 6162081090000	
Department:			
Division:			
Street1*: 6705 Rockledge Drive			
Street2:			
City*: Bethesda			
County:			
State*: MD: Maryland			
Province:			
Country*: USA: UNITED STATES			
ZIP / Postal Code*: 208171884			

Person to be contacted on matters involving this application

Finalize the Application Package

- Select “Update Component Status”
- Change the status to “Final”



Finalize the Application Package

- Ensure all Components are in “Final” status

The screenshot displays the 'Application Status' interface. On the left is a sidebar with 'Actions' and 'Component Type' sections. The 'Actions' section includes buttons for 'RETURN TO APPLICATION', 'ADD NEW COMPONENT', 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'VIEW STATUS HISTORY', and 'COPY APPLICATION'. The 'Component Type' section shows a tree view with 'Overall', 'Admin-Core', 'Core', and 'Project' categories. The 'Core' category is expanded, showing sub-items '485-Core (Res Core - Around)' and '828-Core (Comm Core - Lead)'. The main area is titled 'Application Status' and contains an information box with instructions on how to update status. Below this is a table with two columns: 'Status' and 'Next Step'. The 'Status' column has a value 'Work in Progress' circled in orange. The 'Next Step' column contains the text 'Update status to All Components Final once all components are in a Final or Abandoned status.' Below this is a 'Component Statuses' table with three columns: 'Component ID', 'Status', and 'Next Steps'. The 'Status' column in this table has a value 'Final' circled in orange. The 'Next Steps' column lists possible updates for the 'Final' status: 'Work in Progress' and 'Abandon'. The table shows 7 records, all with a 'Final' status.

Application Status

To update a status start by selecting the Update Submission Status button in the left column from:

- Any form in an Application for the Application
- Component Summary for a Component

Status	Next Step
Work in Progress	Update status to All Components Final once all components are in a Final or Abandoned status.

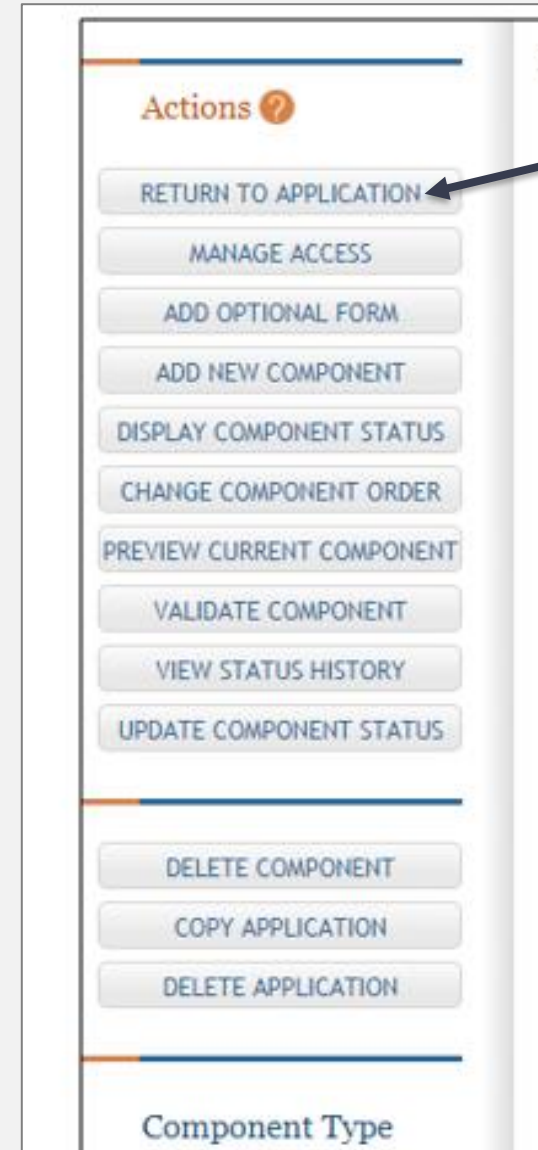
Component Statuses

1 - 7 of 7 records, Page 1 of 1

Component ID	Status	Next Steps
Overall	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress
031-Admin-Core	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon
485-Core	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon
828-Core	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon
847-Project	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon
687-Project	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon
027-Project	Final	Final status may be updated to: <ul style="list-style-type: none">• Work in Progress• Abandon

Finalize the Application Package

- Return to the application to finalize the Overall Application



Finalize the Application Package

- Select “Update Submission Status”
- Select “All Components Final”

The screenshot displays the 'Application Information' page in a web application. On the left, an 'Actions' sidebar contains several buttons, with 'UPDATE SUBMISSION STATUS' highlighted in blue and circled in orange. An orange arrow points from this button to a modal dialog box titled 'Update Submission Status'. The dialog box contains a dropdown menu for 'Select the new status' with 'All Components Final' selected and circled in orange. Below the dropdown is a text input field for 'Enter a comment on the status change' and a large empty text area. At the bottom of the dialog are 'Add comment' and 'Cancel' buttons. The background page shows the 'Application Information' header and a tip about action availability.

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

Application Information ?

Tip:

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

Update Submission Status

Select the new status -- Select Status --

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

-- select Status --
All Components Final
Abandoned

Add comment Cancel

© 2015 NIH. All Rights Reserved.
Screen Rendered: 04/02/2015 03:18:05 EDT | Screen Id: ASSIST0034@2033
Version: 2.13.00

Finalize the Application Package

- Then select “Ready for Submission”
- SPO will submit to NIH

The screenshot displays the 'Application Information' page in a web application. On the left, a sidebar titled 'Actions' contains several buttons: 'MANAGE ACCESS', 'ADD NEW COMPONENT', 'DISPLAY COMPONENT STATUS', 'CHANGE COMPONENT ORDER', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The 'UPDATE SUBMISSION STATUS' button is highlighted with an orange circle. An orange arrow points from this button to a modal dialog box titled 'Update Submission Status'. The dialog box contains a dropdown menu for 'Select the new status' with 'Ready for Submission' selected and highlighted. Below the dropdown is a text input field for 'Enter a comment on this submission or continue without adding a comment.' and two buttons: 'Add comment' and 'Cancel'. The background page shows the breadcrumb 'Home > Search for Applications > Application Search Results > Application Information' and a 'Tip' section.

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

Application Information

Tip:

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

Update Submission Status

Select the new status -- Select Status --

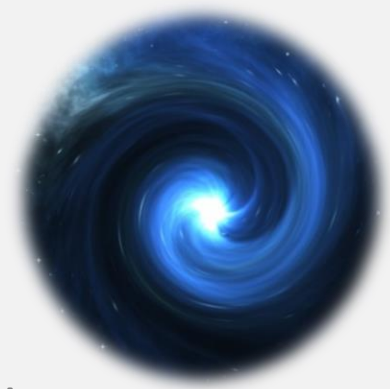
Enter a comment on this submission or continue without adding a comment.

Ready for Submission

Add comment Cancel

© 2022 NIH. All Rights Reserved.
Screen Rendered: 08/11/2022 02:33:05 EDT | Screen Id: ASSIST0034@6213
Version:
2.54.00.084

Activity: Submitting the Application



Identify the best word(s) to complete each sentence.

self-addressed, stamped envelope

2-3 days before

Single Budget

Cayuse SP

4 NIH ASSIST

2 Multi-Budget

3 5-7 days before

1 budget & budget justification

1. SPO strongly encourages you to include a _____ even when not a sponsor requirement.
2. Use the OR _____ Template to ease budget preparation.
3. The full Cayuse SP proposal package should arrive in SPO _____ the sponsor deadline.
4. Validate the _____ application package, correcting any errors and warnings.

Learning Objectives recap

Definition

Create

Components

Resources

Definition

Know the definition of “multi-component application”

Create the “Shell”

Understand how to create a multi-component application in NIH ASSIST

Identify Components

Be able to determine the required elements of a multi-component application

Resources

Know where to find tools to aid in preparing and submitting multi-component applications to NIH

Contact Us

Let us know how we did:

https://ucdavis.co1.qualtrics.com/jfe/form/SV_4HhzAkhwupoqFTw

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05

Resources

Resources



- [NIH Multi-project Application Resources:](#)
 - Multi-project Application Form Instructions (PDF)
 - Multi-project Annotated Form Set – FORMS-E series (PDF)
 - 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 Resource:

Interdisciplinary Research Support (IRS)

- Coordinates large and complex grant and contract application efforts
 - Interdisciplinary projects involving multiple schools, colleges, divisions or institutions
 - Works with the investigators throughout the entire application process
 - Develops research, education and outreach aims
 - Creates budgets and budget justifications
 - High-level and detailed editing
 - Facilitates submission process
 - Advises on internal and external policy
 - Creates checklists, outlines, production calendars
 - Collects and edits forms
 - [Request IRS assistance](#)
 - [IRS Resources: Templates and Samples](#) (Box folder)



Zoom Sessions for Dept Research Administrators

Virtual one-on-one meetings with the IRS 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

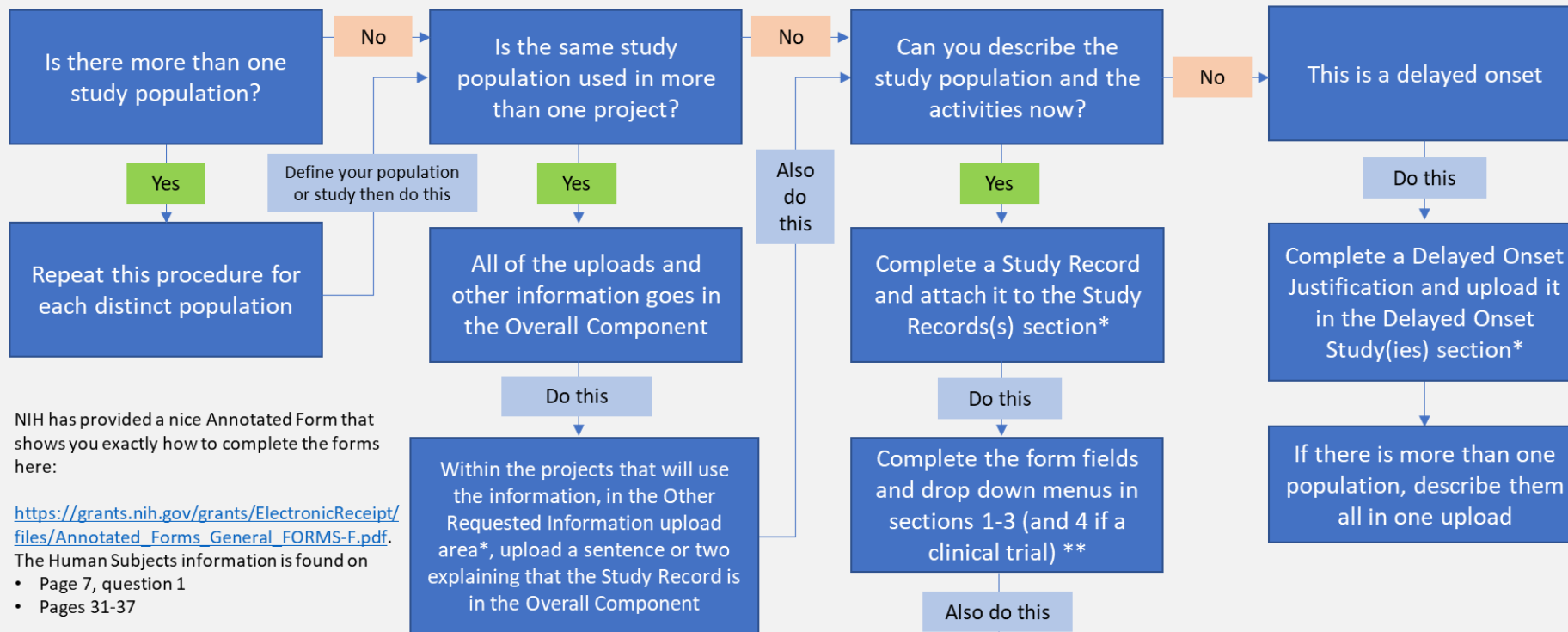
Examples of topic areas for discussion include:

- ✓ 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

IRS 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)



NIH has provided a nice Annotated Form that shows you exactly how to complete the forms here:

https://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_General_FORMS-F.pdf

The Human Subjects information is found on

- Page 7, question 1
- Pages 31-37

*This upload area is found on the PHS Human Subjects and Clinical Trials Information section in ASSIST or SF424

** If you are claiming Exemption 4, you only need to complete section 1 and section 3 (and section 4 if it is a clinical trial). For question 3.1, instead of describing the protection of human subjects, you should explain why your study meets the definition of the exemption.



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

Create PDF Uploads to be uploaded in the following sections:
 Section 2, item 3a: Inclusion of Individuals Across the Lifespan (required)
 Section 2, item 4: Inclusion of Women and Minorities (required)
 Section 2, item 5: Recruitment and Retention Plan (required)
 Section 2, item 7: Study Timeline (required)
 Section 3, item 1: Protection of Human Subjects (required)
 Section 3, item 2: Single IRB plan (optional)
 Section 3, item 3: Data and Safety Monitoring Plan (optional)
 Section 3, item 5: Overall Structure of the Study Team (optional)

And this

Complete Section 2, Item 9: Inclusion Enrollment Report and Planned Enrollment Table (See example table at https://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_General_FORMS-F.pdf, page 34 for new enrollments, or 35 if using an existing dataset)

Campus Resource: Grant Facilitation Services - SOM Office of Research

Services:

- Grant preparation and development, editing, and review
 - All mechanisms and funding agencies
 - Support for collaborative efforts in grant development and symposia
 - NIH funding institute personnel and site navigation
 - Investigator outreach and program announcement interpretation
 - Notification and interpretation of new funding policies and requirements
 - Grant writing education
 - Career development applications
 - Manuscript editing
 - Reviews of summary statements and grant resubmissions - guidance for review appeals
- Request service by contacting any of the [team members](#)



SPO Resources

- [Handbook for Submitting Multi-Component Proposals to NIH \(in ASSIST\)](#)
- [OR Budget Template - Multi-Budgets \(Template C\)](#)



Sponsored Programs Contacts & Links

- Proposals: proposals@ucdavis.edu
- Awards: awards@ucdavis.edu
- Subawards: subawards@ucdavis.edu
- Closeouts: closeouts@ucdavis.edu
- eRA Help: SPOeRAhelp@ucdavis.edu
- Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Training: SPOTraining@ucdavis.edu
- Negotiations: OR-SPO-Negotiation-Team@ad3.ucdavis.edu

- SPO Contact Us webpage: <http://research.ucdavis.edu/contact-us/sponsored-programs/>
- Sponsored Programs Office (SPO): <http://research.ucdavis.edu/proposals-grants-contracts/spo/>
- SPO Training: <https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/>

SPO Office Hours & Research Admin Workshops

SPO Office Hours

Bring your questions and join our knowledgeable staff for guidance and training on preparing and submitting proposals for extramural funding.

Starting **Thursday, July 21, 2022**, drop in **via Zoom** the **1st and 3rd Thursday** of each month between **10 and 11am**

<https://ucdavis.zoom.us/j/96045587567?pwd=MnVMTXN5SDRuM0RITzlKUjNmdjl5Zz09>

(Meeting ID: 960 4558 7567 Passcode: 862138)

Additional Quarterly **Research Administration Workshops** on targeted sponsored program topics are offered **via Zoom** from **9 to 11am** on the dates below.

Write SPOTraining@ucdavis.edu to request the Zoom link for sessions that interest you.

Proposal Budget Development: Using the OR Budget Templates	Thursday, October 27, 2022
Submitting Single-Component Applications in NIH ASSIST	Thursday, January 26, 2023
Submitting NSF Proposals in Research.gov	Thursday, April 27, 2023
Preparing a Cost Proposal Budget	Thursday, July 27, 2023

Additional details on all SPO training opportunities at <https://research.ucdavis.edu/training-ops/>

Research Administration Forum

Join via [Zoom](#)

4th Wednesday of each month (Jan – Oct)

8:30 am

Forum for department research administrators to

Hear updates

Ask questions

Provide feedback

- Sponsored Programs Office
- Research Compliance and Integrity
- IACUC

Contracts and Grants Accounting •

IRB Administration •

InnovationAccess •

Watch previous forums on [YouTube](#)

Office of Research Listservs

Contracts & Grants (OVCR-cg) listserv

- The primary mechanism for informing the campus community of the latest research administration news.
- Click this [link](#) to subscribe (UC Davis emails)

SPO Cayuse info listserv

- Cayuse SP and 424 info and announcements, as well as training opportunities from the Sponsored Programs office.
- Click this [link](#) to subscribe (UC Davis emails)

[Other Office of Research Listservs](#)





SPO Instructor-Led Trainings and eCourses

UC Learning Center Classes

SPO offers classes individually or as a series:

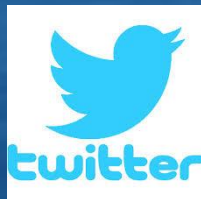
- [Individual classes](#) (under “Grants and Sponsored Programs”)
- [Research Administration Certificate Series \(RACS\)](#)
- [eRA Train the Trainer certificate series](#)

Common Acronyms

- **AB20:** Assembly Bill 20
- **BAA:** Broad Agency Announcement
- **BUA:** Biological Use Approval
- **CGA:** Contracts and Grants Accounting
- **COI:** Conflict of Interest
- **ERA:** Electronic Research Administration
- **F&A:** Facilities & Administrative rates; also referred to as indirect cost rate (**IDC** or **ICR**) or “overhead”
- **FOA:** Funding Opportunity Announcement
- **GMS:** Grant Management System
- **HASTOC:** Human Anatomic Specimens and Tissue Oversight Committee
- **IACUC:** Institutional Animal Care and Use Committee
- **IPF:** Internal Processing Form
- **IP:** Intellectual Property
- **IRB:** Institutional Review Board
- **RCR:** Responsible Conduct of Research
- **RFA:** Request for Applications
- **RFP:** Request for Proposals
- **PHS:** Public Health Service
- **PRAM:** Progress Report Additional Materials (NIH)
- **RPPR:** Research Performance Progress Reports
- **SBIR:** Small Business Innovation Research
- **SNAP:** Streamlined Non-Competing Award Process (NIH)
- **SPO:** Sponsored Programs Office
- **STTR:** Small Business Technology Transfer

Thank You!

For research-related
announcements, follow SPO
on Twitter and YouTube!



@UCDavisSPO



[UC Davis Sponsored Programs Office](#)