Submitting Multi-Component Applications to NIH

A Research Administration Workshop
offered by
Sponsored Programs Office (SPO) and Proposal Development Services (PDS)

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Learning Objectives

Define	Identify Components	Create	Resources
Know the definition of "multi-component application"	Be able to determine the required elements of a multi-component application	Understand how to create a multi-component application in either Cayuse 424 or NIH ASSIST	Know where to find tools to aid in preparing and submitting multi-component applications to NIH

Course Modules

1. Overview

2. Planning and Coordinating the Application

3. Preparing the Application

4. Submitting the Application

5. Resources

6. Using ASSIST

1 **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.

Features:
- 2+ Components complementing one another
- Collaboration/interaction to achieve a common goal
- Shared resources supporting at least 2 Projects

Single- vs. Multiple-Component Applications

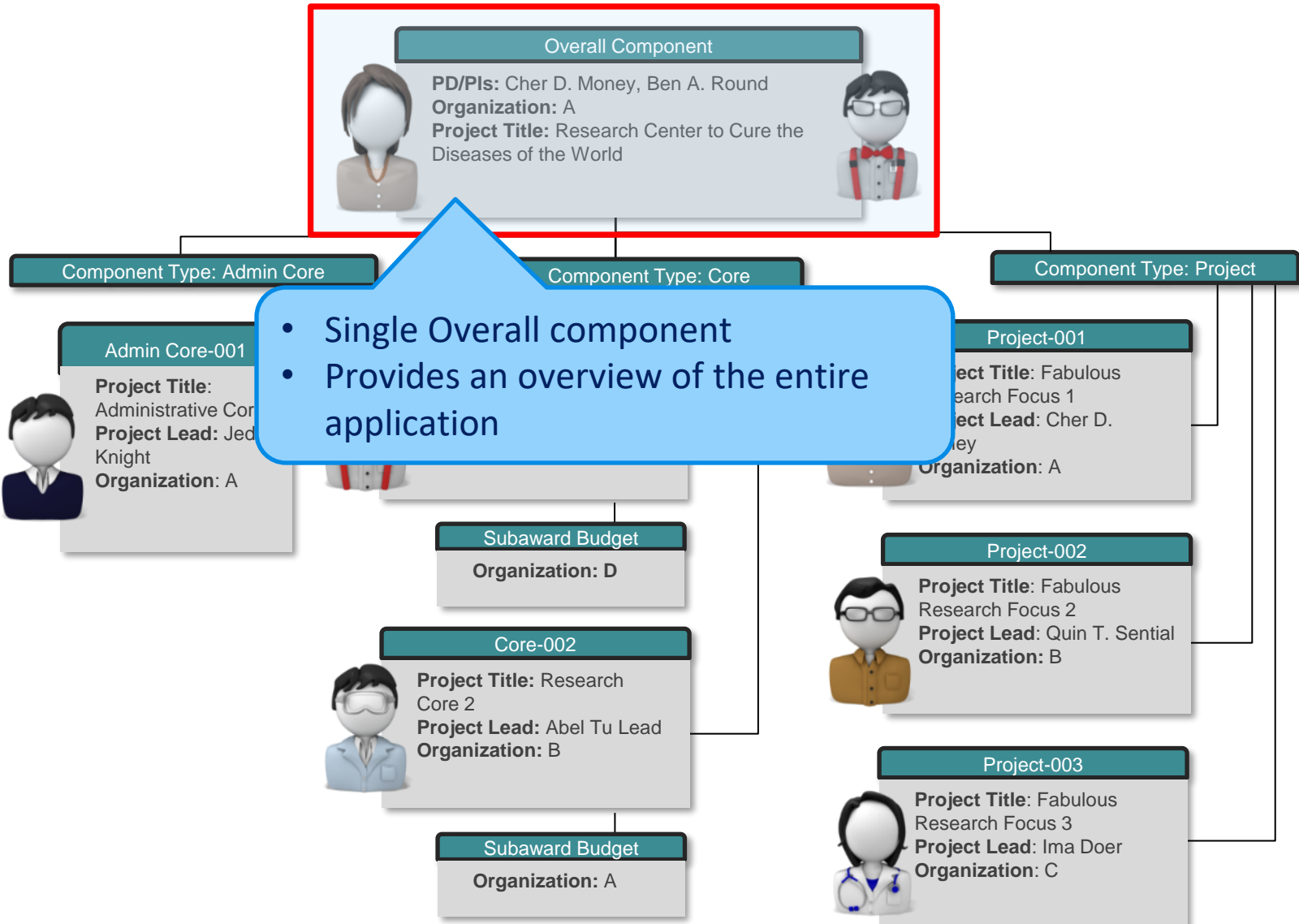| Single-Component	Multi-Component	
• Research Grants (R and K series)	• Program Projects/Center Grants (P series)	i.e.
• Resource Grants (R and X series)	• Cooperative Agreements (U series)	P01
• May have different projects	• Uses the same forms as a single-component submission	P30
• One budget for the entire submission	• Single Overall Component	P50
• Unless subawards; subawards have their own budget	• At least one Other Component Type	U19
	• Admin Core	U54
	• Project	UM1
	• Core	UM2
	• 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	

Common Components

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

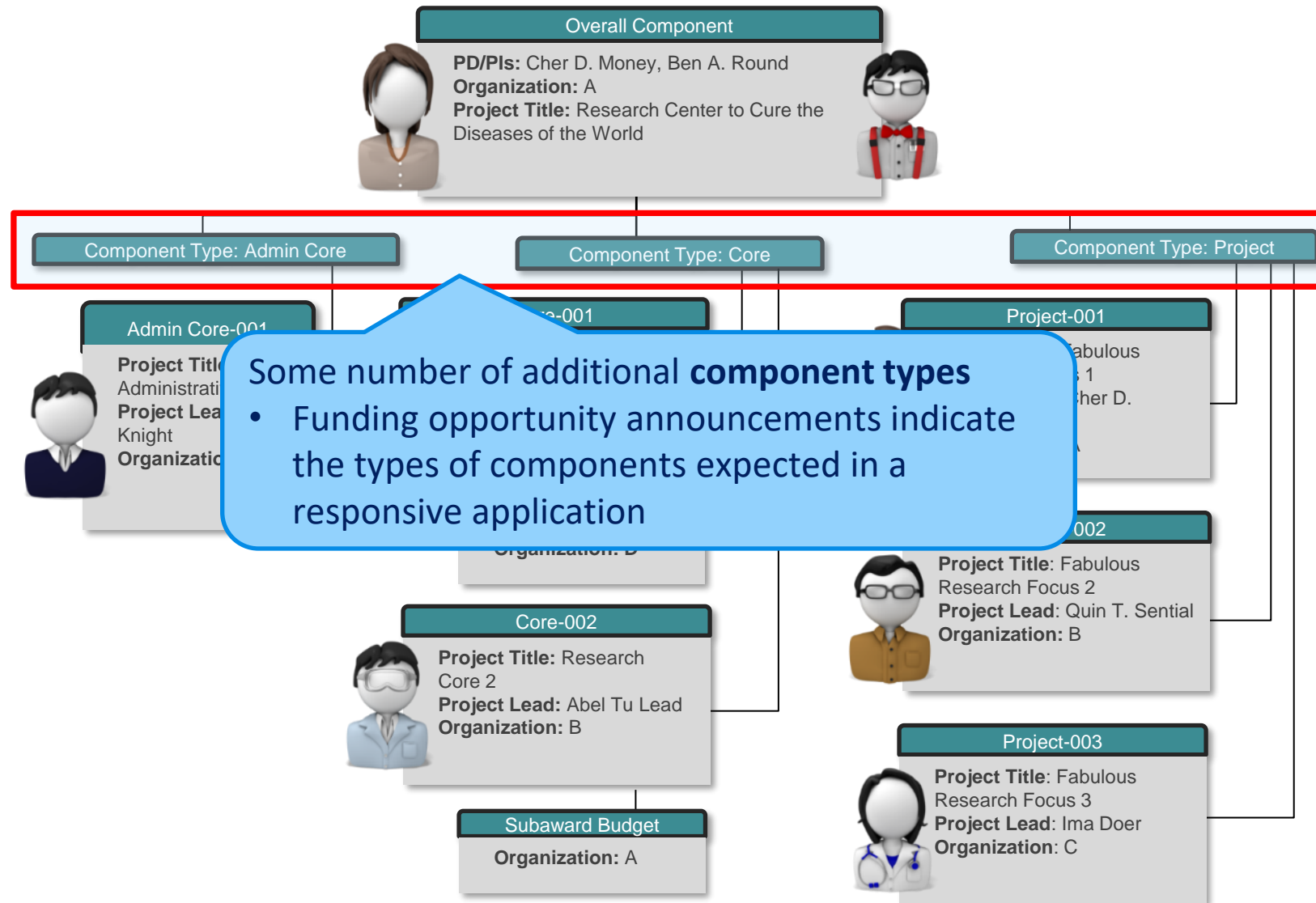Other Component types vary by opportunity and will be specified in the FOA:

- **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.

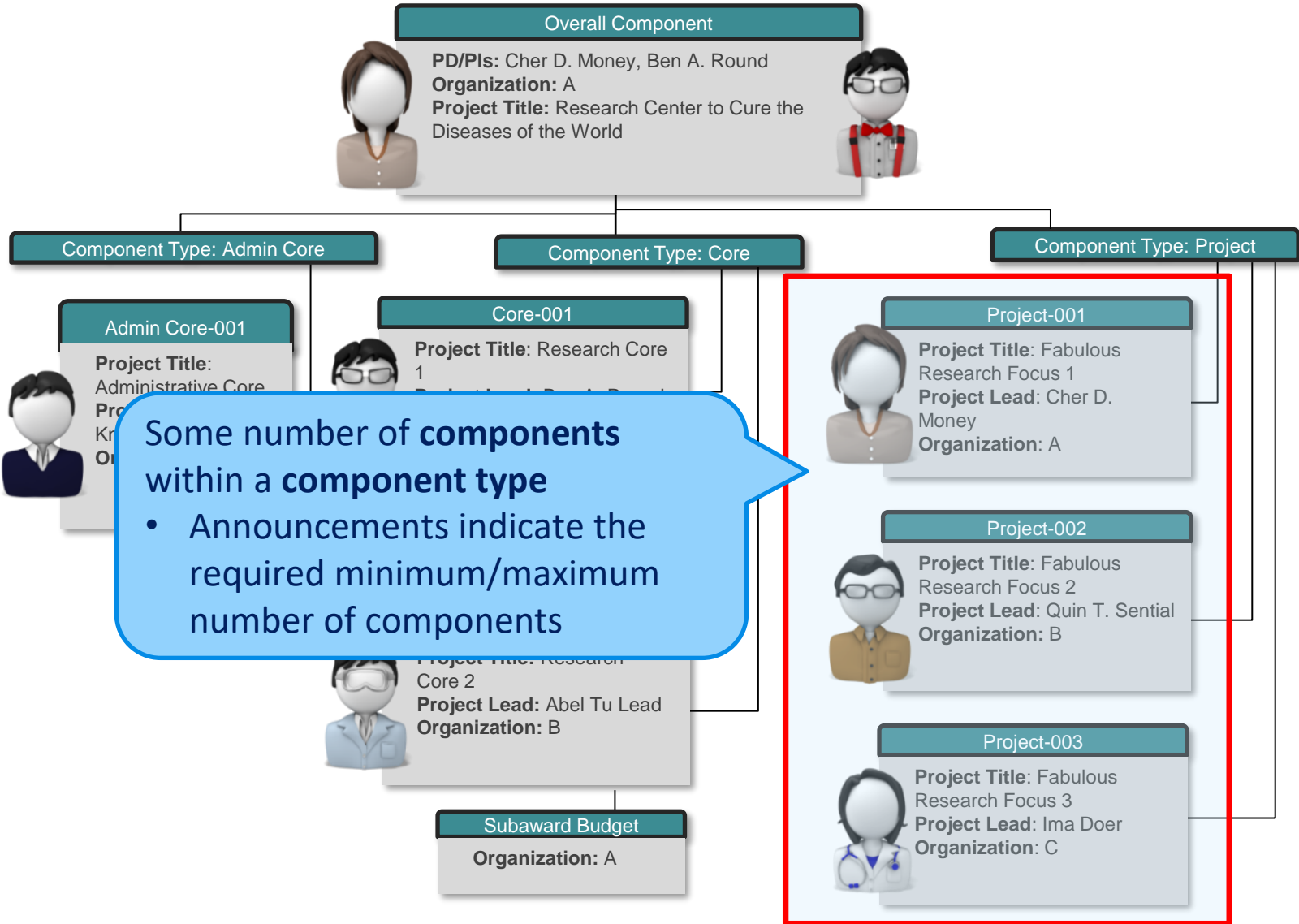- **Project** – Defines a research activity that contributes to the common theme of the overall effort.

Multi-Project Application: Overall Component

Overall Component

PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World

Component Type: Admin Core

Component Type: Core

Component Type: Project

Admin Core-001

Project Title: Administrative Cor...
Project Lead: Jed... Knight
Organization: A

- Single Overall component
- Provides an overview of the entire application

Project-001

...ject Title: Fabulous ...search Focus 1
...ject Lead: Cher D. ...ney
Organization: A

Subaward Budget

Organization: D

Core-002

Project Title: Research Core 2
Project Lead: Abel Tu Lead
Organization: B

Subaward Budget

Organization: A

Project-002

Project Title: Fabulous Research Focus 2
Project Lead: Quin T. Sential
Organization: B

Project-003

Project Title: Fabulous Research Focus 3
Project Lead: Ima Doer
Organization: C

Multi-Project Application: Cores & Projects

Overall Component

PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World

Component Type: Admin Core

Component Type: Core

Component Type: Project

Admin Core-001

Project Title: Administrati...
Project Lea... Knight
Organizatio...

Project-001

...Fabulous
...s 1
...her D.

Some number of additional **component types**
- Funding opportunity announcements indicate the types of components expected in a responsive application

Core-002

Project Title: Research Core 2
Project Lead: Abel Tu Lead
Organization: B

...002

Project Title: Fabulous Research Focus 2
Project Lead: Quin T. Sential
Organization: B

Project-003

Project Title: Fabulous Research Focus 3
Project Lead: Ima Doer
Organization: C

Subaward Budget

Organization: A

Multi-Project Application: Cores & Projects

Overall Component

PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World

Component Type: Admin Core

Component Type: Core

Component Type: Project

Admin Core-001

Project Title: Administrative Core

Pro...
Kr...
Or...

Core-001

Project Title: Research Core 1

Project Title: Research Core 2
Project Lead: Abel Tu Lead
Organization: B

Subaward Budget

Organization: A

Project-001

Project Title: Fabulous Research Focus 1
Project Lead: Cher D. Money
Organization: A

Project-002

Project Title: Fabulous Research Focus 2
Project Lead: Quin T. Sential
Organization: B

Project-003

Project Title: Fabulous Research Focus 3
Project Lead: Ima Doer
Organization: C

Some number of **components** within a **component type**
- Announcements indicate the required minimum/maximum number of components

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 name and Unique Entity Identifier (UEI).
- *Click this link to jump to additional subawards details further in this slide presentation.*

2 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):

1 Institutional and investigator eligibility

2 Deadlines, application stages and submission methods
- NCI and NIAID often require pre-proposals

3 Required Components: Admin, Cores, etc.

4 Required application elements, materials

Required/Allowed Components

The application should consist of the following components:

- Overall: required, maximum 1
- Administrative Core: required, maximum 1
- Clinical Research Networks Core: required, maximum 1
- Business Case and Translation Core: required, maximum 1
- Community Engagement, Data Privacy, and Ethics Core: required, maximum 1
- Health Disparities Research and Recruitment Innovation Core: required, maximum 1
- Trial Innovation Core: required, maximum 1
- Platform Access, Data Quality, and Integration Core: required, maximum 1
- Incubator Core: required, maximum 1
- Optional Investigator-Initiated Core 1: optional, maximum 1
- Optional Investigator-Initiated Core 2: optional, maximum 1

Tool: New Proposal Checklist

Completing the [New Proposal Checklist](#) as you read sponsor guidelines can help ensure you extract critical info.

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

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
  - Cayuse is a one button push submission. ASSIST requires two rounds of status updates for all items before SPO can submit. 1 minute vs. 15 minutes 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 each required **Component type**
- Cores, Projects, etc.

2 **Identify requirements for each Component**
- Project Lead, Organization Lead, Project Title, and associated application forms

3 **Determine requirements for the Overall application**
- The Contact PD/PI (and, if applicable, other PD/PIs) and associated application forms

4 **Assign each task** to responsible person and **set deadlines**
- 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

Determine Required Forms

From https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/multi-project-forms-g.pdf
- Section M.130, Page 18

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

Form	Overall	Admin Core, Core Project, Other named components	Indiv Career Dev	Career Dev	NRSA Training
R&R Subaward Budget Attachment		Optional	Optional	Optional	
PHS 398 Training Budget					✓
Training Subaward Budget Attachment Form					Optional
PHS Additional Indirect Costs	Optional				
PHS 398 Research Plan	✓	✓			
PHS 398 Career Development Award Supplemental Form			✓		
PHS 398 Research Training Program Plan				✓	✓

Poll: Determine Required Components

1. Click open link in chat for **National Institute on Aging (NIA) Applications**: 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 <u>new</u> 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 Components

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

<div style="background:blue;color:white">True</div>

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

<div style="background:blue;color:white">False – one is required for the **Admin Core**, and for each **Core** and **Project**</div>

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

<div style="background:blue;color:white">False – one is required for each Project</div>

Notice that each document/form has specific instructions.

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 Toedebusch	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

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

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

December 2024						
Sun	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**
1 Karen out until 9th	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

Tool: Production Calendar

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 **Biosketchs** are due for uploading	14	15 **Letters of Support** due	16 Budget Justification are final: Kelli enters data into Cayuse SP and ASSIST	17	18
19	20 University holiday	21 Route proposal for SPO review	22	23 **Final supplemental documents*** due for uploading	24	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

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

Create Folders – Suggested Folder Structure

25_Cortopassi P01 resubmission

Name

📁 _FINAL

📁 Biosketches

📁 Budget

📁 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

📊 KetoAge Personnel Checklist.xlsx

📊 KetoAge PPG Calendar_color coded.xlsx

📊 KetoAge Proposal Checklist.xlsx

📄 RFA-MD-24-010.pdf
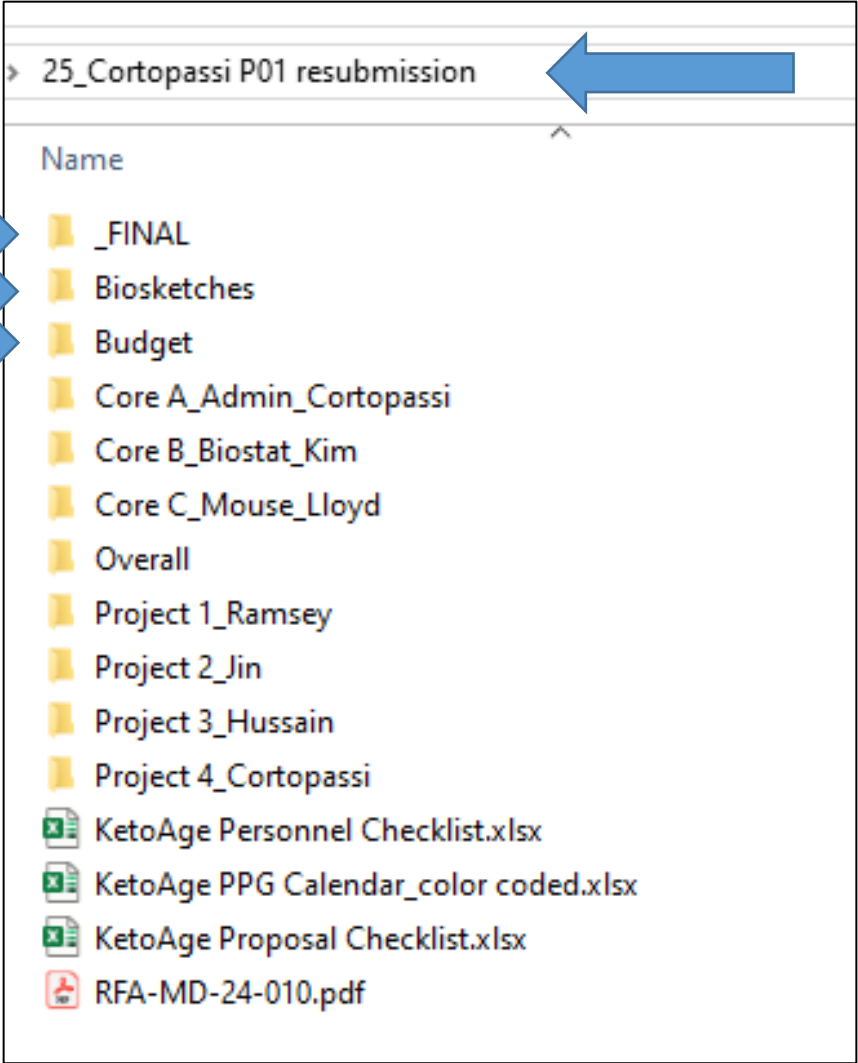
Components:
Each marked with component title and component PI's last name

Other docs:
Not for uploading but to keep you organized.
-checklist
-personnel list
-timeline
-solicitation

Create Folders – Inside the Budget Folder

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_ACCD	12/19/2024 11:57 AM
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_Project 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
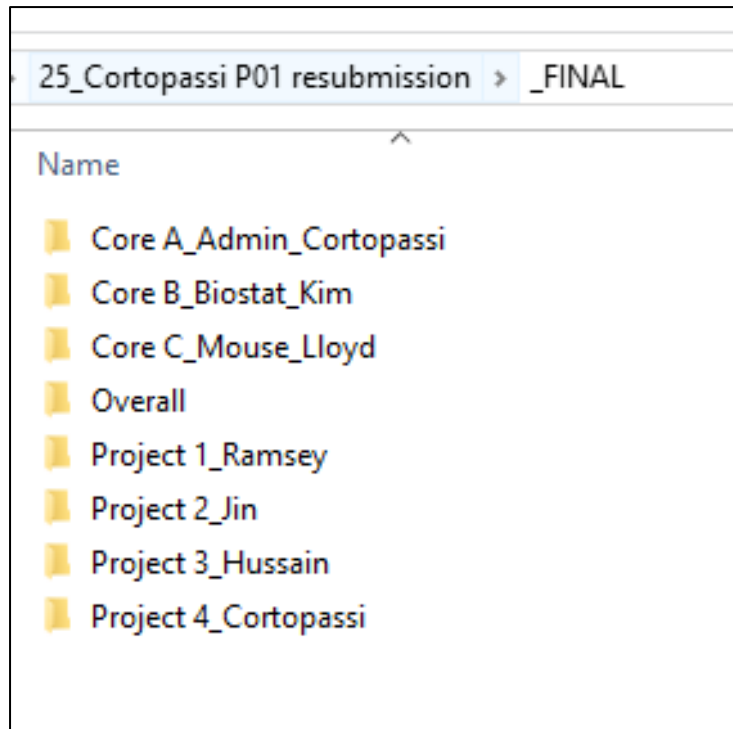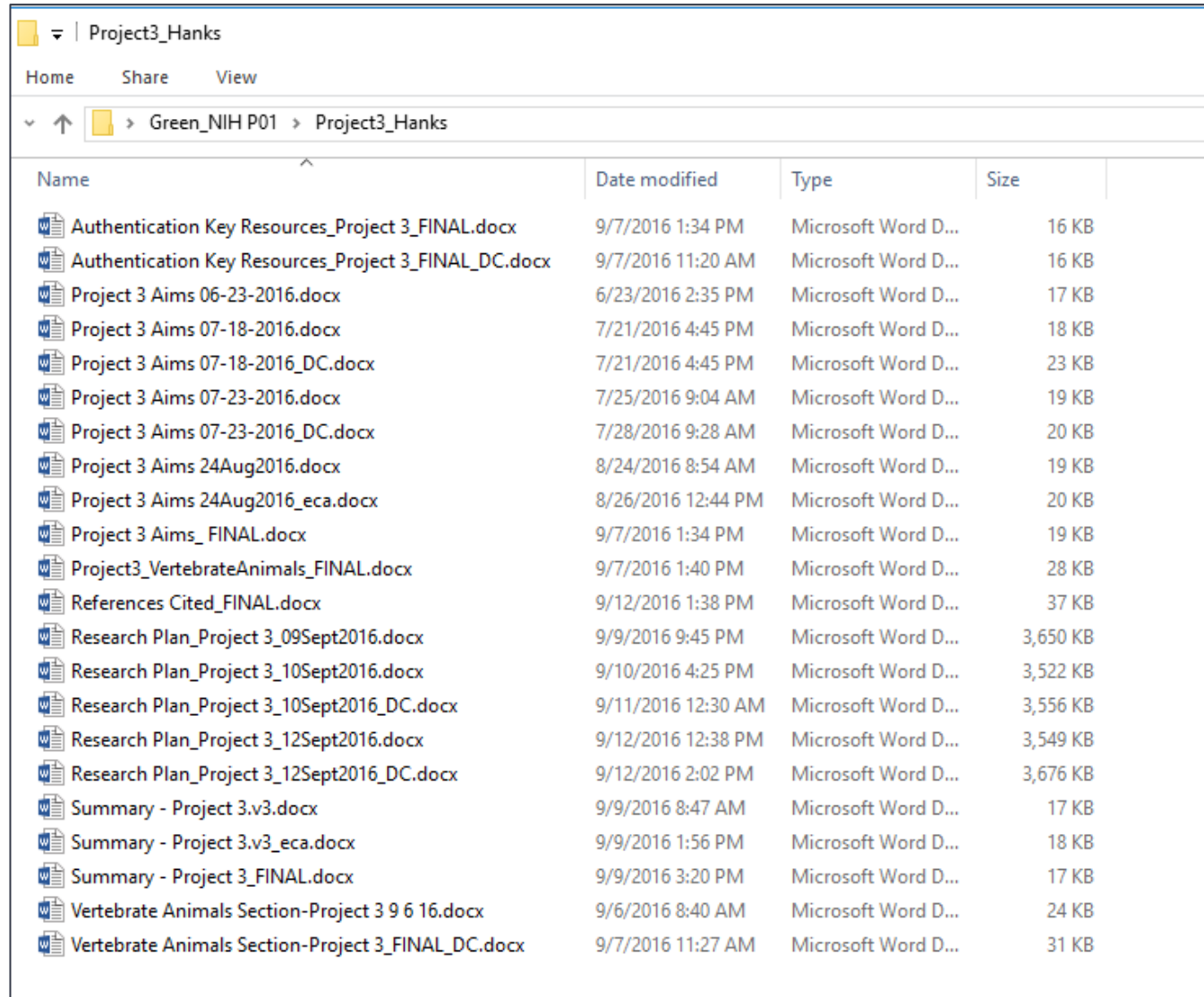
Inside the Final Project 2 Folder

25_Cortopassi P01 resubmission › _FINAL › Project 2_Jin

Name	Date modified
📁 Uploaded	2025 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

Get Organized (summary)

- 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

3 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.

Overall Component

PD/PIs: Cher D. Money, Ben A. Round
Organization: A
Project Title: Research Center to Cure the Diseases of the World

Component Type: Admin Core

Admin Core-001
Project Title: Administrative Core
Project Lead: Jed I. Knight
Organization: A

Component Type: Core

Core-001
Project Title: Research Core 1
Project Lead: Ben A. Round
Organization: A

Subaward Budget
Organization: D

Core-002
Project Title: Research Core 2
Project Lead: Abel Tu Lead
Organization: B

Subaward Budget
Organization: A

Component Type: Project

Project-001
Project Title: Fabulous Research Focus 1
Project Lead: Cher D. Money
Organization: A

Project-002
Project Title: Fabulous Research Focus 2
Project Lead: Quin T. Sential
Organization: B

Project-003
Project Title: Fabulous Research Focus 3
Project Lead: Ima Doer
Organization: C

Request and Collect Data

- As stated earlier, use **checklists** and/or **production calendars**
- **Set deadlines** for:
    - Response to you for each item
    - Subaward materials
    - Entry in ASSIST or Cayuse 424
    - 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

Cayuse 424

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.

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)

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

[Go]

SEARCH FOR APPLICATION

[Search Applications]

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	0
Indirect Cost Base	Rate Type: On-Campus Research		0	0	0	0	0	0
Indirect Costs			*0*	*0*	*0*	*0*	*0*	*0*
Total Costs (Direct + Indirect)			$0	$0	$0	$0	$0	$0

Tabs: Summary | Summary F&A | **R1** | R2 | R3 | R4 | R5 | R7 | R6 | 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

- 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 <u>another</u> subrecipient to that component has costs, **enter UCD as the 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 as 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 language like "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.

Subawards – Indirect Costs

- 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.

4   **Submitting the Application**

Review and Submit for SPO Approval

1. **Create Cayuse SP Internal Processing Form (IPF, aka "Proposal")**

   - **Submission Method:** Select either **Cayuse 424** or **ASSIST**
   - Upload the:
     - Funding Opportunity Announcement (FOA) and other sponsor guidelines
     - Overall Summary/Scope of Work (SOW) *(draft okay when routing IPF)*
     - Budget for each Component *(strongly recommended by SPO even if not required by sponsor)*
     - Budget Justifications *(strongly recommended by SPO even if not required by sponsor)*

2. **Submit the IPF for routing**

   - Once the minimum required documents for SPO are attached – **SOW**, **Budgets** and **Budget Justifications** -- submit the IPF for routing and approval.

3. **Complete the external application in Cayuse 424 or NIH ASSIST**

4. **Work with SPO during the review**

   - 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.

Ideally earlier

>10-14 days before deadline
- PI's Team prepares & submits proposal in Cayuse SP (IPF + attachments)
- IPF routes as indicated on the 'Approving Units' tab

PIs & Co-PIs certify IPF

PI's Team prepares application in Cayuse 424 or ASSIST

Dept/Unit Head (or delegate) authorizes IPF

If SOM or SVM, Dean also authorizes IPF

10-14 days before deadline
- Full proposal package arrives in SPO for review
- Include access to application in ASSIST

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.
- For NIH ASSIST, **validate** the application package

4 Finalize the application for SPO submission.

Activity: Submitting the Application

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

self-addressed, stamped envelope

5-7 days before

Single Budget

4 NIH ASSIST

Cayuse SP

2 Multi-Budget

3 10-14 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.

5   Resources

Resources

[NIH Multi-project Application Resources](#)

- Multi-project Application Form Instructions (PDF)

- Multi-project Annotated Form Set – FORMS-I 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: PDS Team

UC DAVIS OFFICE OF RESEARCH — **Proposal Development Services**

Contact us at pds@ucdavis.edu

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

https://proposaldev.ucdavis.edu/

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

Support for completing <u>NIH Human Subjects</u> information on SF424 and ASSIST

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

```
Is there more than one study population?  ──No──▶  Is the same study population used in more than one project?  ──No──▶  Can you describe the study population and the activities now?  ──No──▶  This is a delayed onset

        │Yes                                      │Yes              │Also do this            │Yes                           │Do this
        ▼                                         ▼                 ▼                        ▼                              ▼
```

Define your population or study then do this

Yes → Repeat this procedure for each distinct population

Yes → All of the uploads and other information goes in the Overall Component

Also do this

Yes → Complete a Study Record and attach it to the Study Records(s) section*

Do this → Complete a Delayed Onset Justification and upload it in the Delayed Onset Study(ies) section*

Do this → Within the projects that will use the information, in the Other Requested Information upload area*, upload a sentence or two explaining that the Study Record is in the Overall Component

Do this → Complete the form fields and drop down menus in sections 1-3 (and 4 if a clinical trial) **

If there is more than one population, describe them all in one upload

Also do this → 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/Electronic Receipt/files/Annotated_Forms_General _FORMS-F.pdf, page 34 for new enrollments, or 35 if using an existing dataset

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.

Campus Resource: School of Medicine

UC DAVIS HEALTH | SCHOOL OF MEDICINE

Office of Research

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.

Campus Resource: School of Medicine

**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)**

Learning Objectives recap

Definition	Create	Identify Components	Resources
Know the definition of "multi-component application"	Understand how to create a multi-component application in NIH ASSIST	Be able to determine the required elements of a multi-component application	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_5iKACcEFIo7hpDU

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!

5 **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: Create the Application Shell

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.

ASSIST: Create the Application Shell

- Enter the Funding Opportunity Announcement (**FOA) Number**
- Select **Go**

ASSIST: Create the Application Shell

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

te 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 (requ 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:	S2SSupport@mail.nih.gov
Application Identifier:	

*Application Project Title
(describe title in 200 characters)

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

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**

ASSIST: Create the Application Shell

- Populating the **PI name**

ASSIST: Create the Application Shell

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

ASSIST: Create the Application Shell

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

- Continue for all **Components**

ASSIST: Create the Application Shell

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**.

Enter and Save Info for Components

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

Enter and Save Info for Components

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

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.

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

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**.

Enter Senior Personnel

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.

Enter Senior Personnel

- **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.

- 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.

ASSIST: Validate the Application Package

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

ASSIST: Preview the Application Package

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

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**
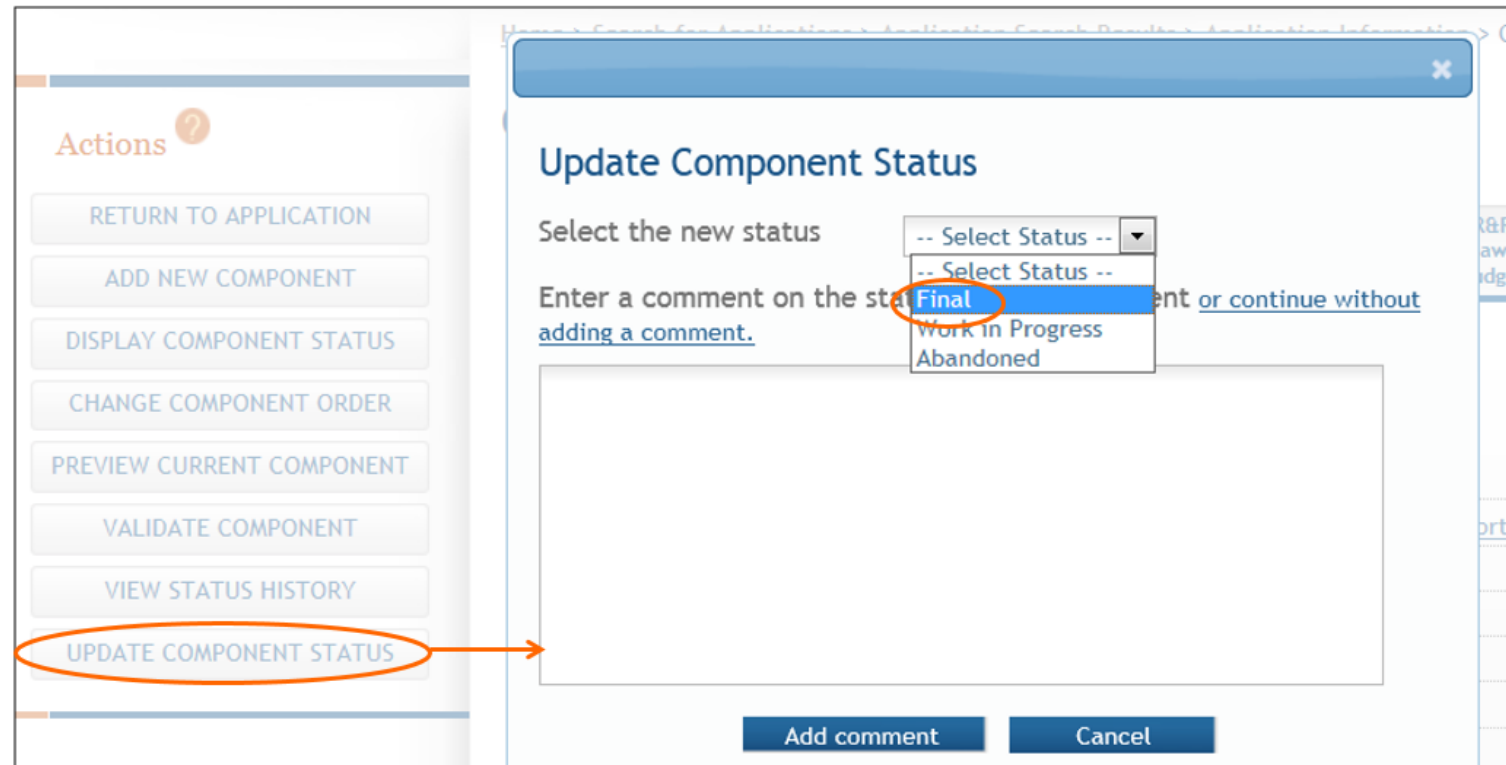
ASSIST: Finalize the Application Package

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

ASSIST: Finalize the Application Package

- Return to the application to finalize the **Overall Application**
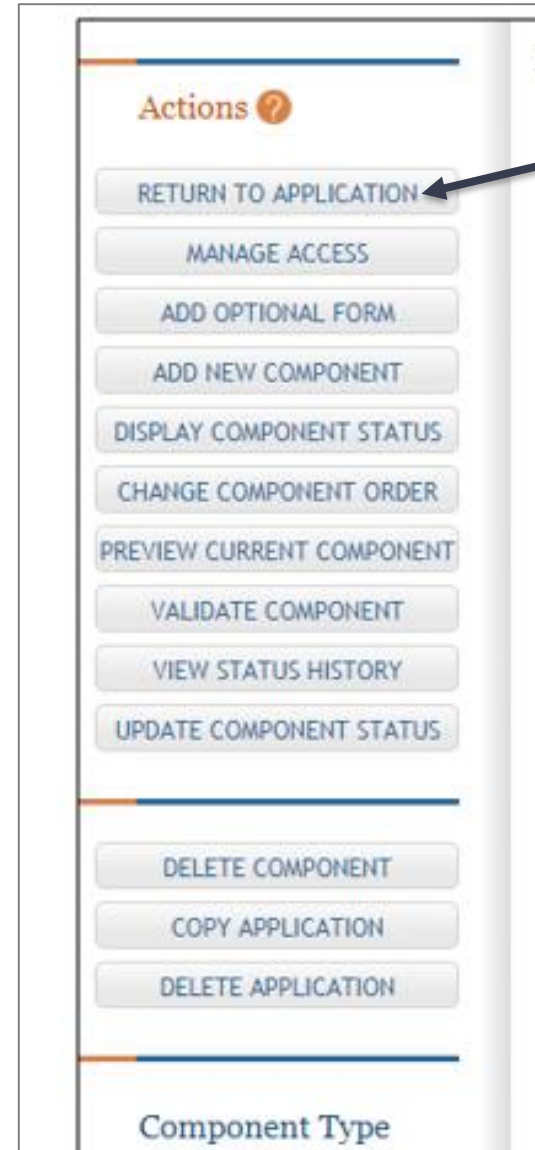
ASSIST: Finalize the Application Package

- 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.

ASSIST: Finalize the Application Package

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