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ASSIST on Grants.gov

November 2017

# What is Assist and the reason for implementation of the new Grants.gov System?

<https://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/submission-options.htm>

# What is ASSIST?

The Application Submission System & Interface for Submission Tracking (ASSIST) is a web based system used to prepare applications using the SF424 Research & Related Form Sets.

# The New NIH "FORMS-E" Grant Application Forms and Instructions are Coming for Due Dates On or After January 25, 2018 Notice Number: NOT-OD-17-062

## Focus of changes:

Consolidation of human subjects, inclusion enrollment, and clinical trial information previously collected across multiple agency forms

Expansion and use of discrete form fields for clinical trial information to

- provide the level of information needed for peer review;
- lead applicants through clinical trial information collection requirements;
- present key information to reviewers and agency staff in a consistent format; and
- align with ClinicalTrials.gov (where possible) and position us for future data exchange with ClinicalTrials.gov

Incorporation of recent Grants.gov changes to R&R Budget and SBIR/STTR Information forms

These changes will be implemented with application form packages identified with a Competition ID of "FORMS-E" and associated application guide instructions. See [High-level Summary of Form Changes in FORMS-E Application Packages](#) for a full list of changes.

# For Vanderbilt University

- Only projects with Human Subjects/Clinical Trials will need to use Assist.
- The reason we need to use Assist is COEUS cannot accommodate the Human Subject changes in the E-Forms Package.
- Assist takes a long time to validate before it will allow SPA to submit, so the ASSIST application package should be ready to submit two days prior to the deadline date.
- Other Applications can go through COEUS as usual

# Clinical Trial?

The following questions should be used to determine whether a study meets the NIH clinical trial definition:

- Does the study involve human participants?
- Are the participants prospectively assigned to an intervention?
- Is the study designed to evaluate the effect of the intervention on the participants?
- Is the effect being evaluated as a health-related biomedical or behavioral outcome?

If the answers are “yes” to all, then the study IS a clinical trial.

If any answers are “no,” the study is NOT a clinical trial.

<https://nexus.od.nih.gov/all/2017/08/11/4-questions-for-researchers-and-institutions-involved-in-human-subjects-research/>

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-015.html>

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# Key Feature of Assist

Secure web-based data entry

Control over application access (view vs. edit; budget vs. non-budget vs. all data; entire application vs. individual components in multi-project applications)

Collaboration of multiple users

Pre-submission validation of many NIH and Grants.gov business rules

Pre-population of data from eRA Commons personal and institutional profiles

Ability to import subaward budget data from Grants.gov forms prepared offline

Ability to copy application data from a previously prepared application (best effort provided when copying between different form versions)

Pre-submission print/preview of application in NIH format

Submission status tracking for both Grants.gov and eRA Commons within a single system

Integrated NIH messaging (applicant tips, system alerts)

eRA Service Desk has secure visibility to applications for improved support

Assist User Guide-eRA Commons [https://era.nih.gov/files/assist\\_user\\_guide.pdf](https://era.nih.gov/files/assist_user_guide.pdf) [Cached](#)

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<https://public.era.nih.gov/assist/public/login.do?TYPE=33554433&RE>

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# Documents Required for COEUS Routing

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- Summary or Detailed Budget
- Budget Justification
- Scope of Work or Abstract

Subcontractor working on the project, these documents are needed.

- SPA's new subrecipient Form filled out and signed by the subrecipient.
- Scope of Work or Abstract
- Subcontractors Budget and Justification

# Video Tutorials on Applying through Assist

<https://www.youtube.com/watch?v=dJUxhtKCPDE-> introduction

<https://www.youtube.com/watch?v=j9BCvEo7J8s->overview

<https://www.youtube.com/watch?v=YcrBk5XPHSQ-> preparing application

<https://www.youtube.com/watch?v=GmaznX1ZbEc&t=49s->preparing budget

<https://www.youtube.com/watch?v=dJUxhtKCPDE&list=PLOEUwS njvqBJ7G3A urg5BFMZw78 kBiM->

Presentation By:  
Michele Austin & Scott Mitchell, Specialists  
Sponsored Programs Administration, Vanderbilt University  
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