

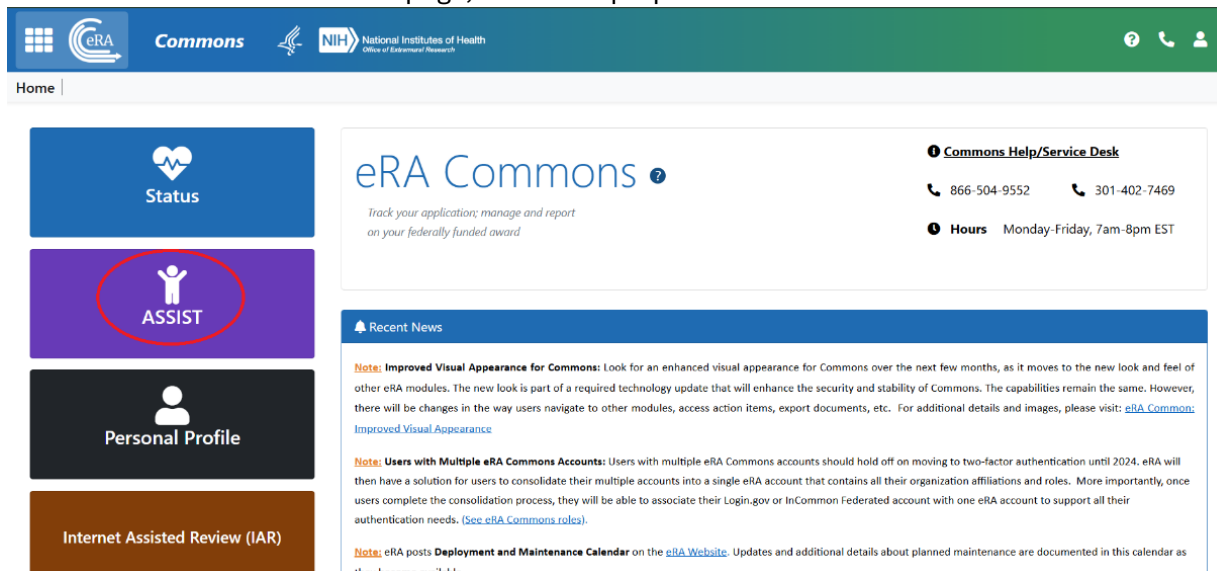
How to Initiate Applications in ASSIST

1. Navigate to [eRA Commons](#) and login using Login.gov or your eRA Commons credentials.

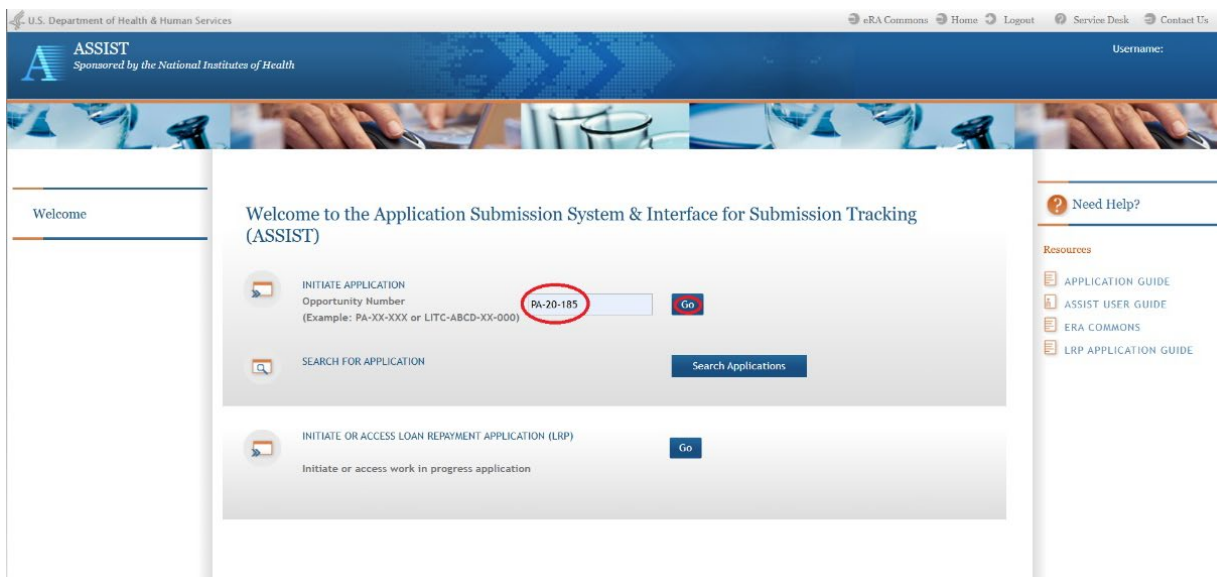
If you do not already have an eRA Commons account, please alert your assigned administrator. They will create your username and assign the necessary permissions. You will receive an email to complete the registration and set a password.

If you have an eRA Commons ID that has not been associated with ODU yet, alert your administrator by sending them your current eRA Commons ID; this will allow us to connect your account to ODU.

2. From the eRA Commons *Home* page, select the purple tab labeled 'ASSIST'.





3. On the *Welcome* page, under “Initiate Application” enter the opportunity number to which you will be applying and click “Go” to generate the proposal package.



4. Under “Opportunity Information:” enter the application project title, ensure that Old Dominion University is selected as the Lead Applicant Organization; and verify that your eRA Commons ID and first and last names have populated the Project Director/Principal Investigator (PD/PI) information section*. Then, click “Initiate Application”.

*If your eRA Commons ID and/or your first and last names did not automatically populate, click “Pre-Fill Application from Username” and enter your eRA Commons ID. Then, click “Submit”.

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[Home](#) > [Initiate Application](#)

Welcome

Initiate Application for Opportunity: PA-20-185

After initiation, the *Lead Application Organization Name* and *Lead Application Organization DUNS* cannot be changed.

 **OPPORTUNITY INFORMATION:**

*** Required field(s)**

Opportunity Number: PA-20-185

Opportunity Title: NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

Offering Agency: National Institutes of Health

CFDA Number:

CFDA Description:

Competition ID: FORMS-H

Competition Title: Use for due dates on or after January 25, 2023

Opportunity Open Date: 10/26/2022

Opportunity Close Date: 01/07/2025

Agency Contact: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>

Application Identifier:

Application Project Title *
(describe title in 200 characters)

Lead Applicant Organization: * OLD DOMINION UNIVERSITY

Lead Applicant Organization Address: OLD DOMINION UNIVERSITY
ODU RESEARCH FOUNDATION
NORFOLK, VA 235080369

Lead Organization DUNS: 0414484650000

Lead Organization UEI: ELA9KB9GJCN8

SAM Registration Expiration Date: 10/22/2025

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](#)

Username: JAYDOE

First Name: Jay

Middle Name:

Last Name: Doe

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

5. After initiating the application, send the Application Identifier to your assigned administrator.

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Username:

Home > Search for Applications > Application Information

Hide Navigation

Show Help

Application Information

Tips:

- AORs must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time
- If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the MyAccount section and reset your Grants.gov password

Application saved

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

Application Information

Application Identifier: 1815485

Application Project Title: PROPOSAL TEST

PD/PI Name:

Organization: OLD DOMINION UNIVERSITY

- If there are personnel whom you would like view and/or edit access granted to, please alert your administrator and provide their eRA Commons ID(s). Be sure to specify whether the person should be granted view, edit, or both view and edit permissions. Additional personnel will *not* be granted budget access.
- On the *Application Information* page, you will see several tabs- each is a form that is required by the specific funding opportunity. From the “Actions” menu on the left-hand side, you can select “ADD OPTIONAL FORM” to find a list of optional forms available to the specific funding opportunity.

Note: Please refrain from adding optional budget forms as this is the responsibility of the administrator.

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Username:

Home > Search for Applications > Application Information

Hide Navigation

Show Help

Application Information

Tips:

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- If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the MyAccount section and reset your Grants.gov password

Application saved

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

Application Information

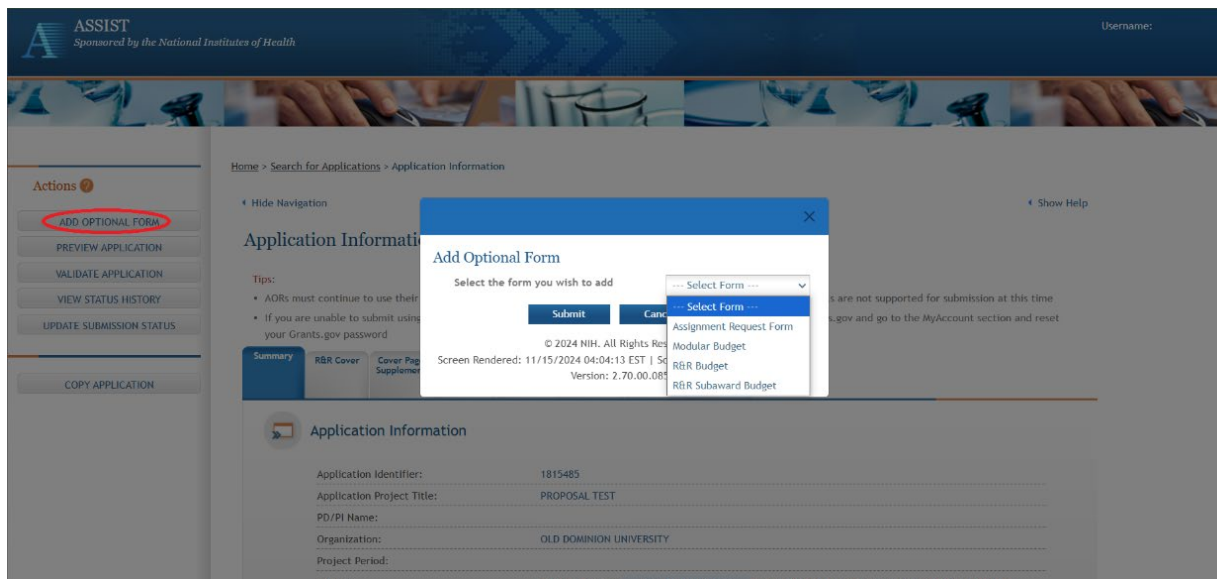
Application Identifier: 1815485

Application Project Title: PROPOSAL TEST

PD/PI Name:

Organization: OLD DOMINION UNIVERSITY

The above screenshot shows forms automatically generated for an R01 submission. Please note that these may differ depending on the funding opportunity.



The above screenshot shows the optional forms available for an R01 submission. Please note that these may differ depending on the funding opportunity.

If you added an optional form that you would now like to remove:

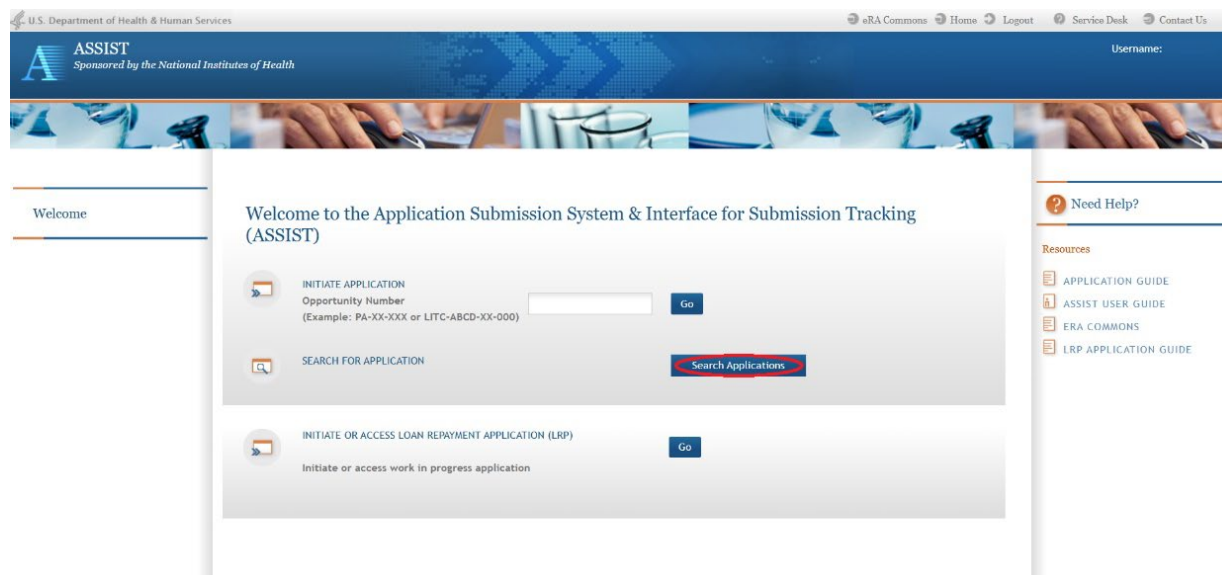
1. Open the form
 2. Click “Edit”
 3. Scroll to the bottom of the form and click “Remove Form”
8. Your assigned administrator will provide specific information on form responsibilities related to the funding opportunity. Generally, responsibilities are as follows:

R&R Cover: Administrator
Cover Page Supplement: PI
Other Project Information: PI
Sites: Administrator
Sr/Key Person Profile: PI

Research Plan: PI
Human Subjects & Clinical Trials: PI
Budget: Administrator
Sub Budget: Administrator

How to Search for an Application in ASSIST

1. After logging into ASSIST, from the *Welcome* page select “Search Applications”.



- Enter any combination of optional search criteria on the *Search for Applications* page. Then, click “Search”.

Note: Applications are only available to those who have access to view and/or edit.

- From the results listed on the *Search for Application Results* page, click the Select button in the **Action** column next to the appropriate application.

Application Identifier	Application Project Title	Agency	PD/PI Name	Lead Applicant Organization	Submission Status	Submission Date	Project Start Date	Project End Date	Action
1815485	PROPOSAL TEST	NIH	OLD DOMINION UNIVERSITY	OLD DOMINION UNIVERSITY	Work in Progress				Select

Completing Forms in ASSIST

Generally, form responsibilities are as follows:

R&R Cover: Administrator
Cover Page Supplement: PI
Other Project Information: PI
Sites: Administrator
Sr/Key Person Profile: PI

Research Plan: PI
Human Subjects & Clinical Trials: PI
Budget: Administrator
Sub Budget: Administrator

DOES THE PROJECT INCLUDE HUMAN SUBJECTS?

YES: Check “Yes” for question #1 of the *Other Project Information* form before completing the *Human Subjects & Clinical Trials* form. The answer will trigger fields to enter study information.

*The administrator will fill in the *Human Subjects Assurance Number* field if “Yes” is selected for question #1 of the *Other Project Information* form.

NO: Check “No” to question #1 of the *Other Project Information* form and complete the *Human Subjects & Clinical Trials* form in no specific order.

NOT SURE: Use the [NIH’s Human Subjects Decision Tool](#). Based on the outcome, refer to the above answers.

1. From the *Application Information* page, select the form you’d like to work on.

The screenshot shows the ASSIST (Assistance) interface. On the left, there's a sidebar with 'Actions' including 'ADD OPTIONAL FORM', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. The main content area is titled 'Application Information' and shows a breadcrumb trail: 'Home > Search for Applications > Application Information'. Below this, there's a 'Tips' section with two bullet points. A red circle highlights the 'Application Information' tab in the top navigation bar. The main content area displays application details: 'Application Identifier: 1815485', 'Application Project Title: PROPOSAL TEST', 'PD/PI Name: [blank]', and 'Organization: OLD DOMINION UNIVERSITY'.

The above screenshot shows forms automatically generated for an R01 submission. Please note that these may differ depending on the funding opportunity.

2. At the top of the selected form, click “Edit”.

This screenshot shows the same 'Application Information' page, but with the 'Edit' button highlighted in a red box. The page title is 'Application for Federal Assistance SF 424 (R&R) v5.0'. The 'Organization' is 'OLD DOMINION UNIVERSITY'. The 'OMB Number' is '4040-0001' and the 'Expiration Date' is '11/30/2025'. The 'Edit' button is located next to the application title. The 'Expand All' checkbox is checked. The 'Required field(s)' section is visible. The 'Type of Submission' is 'Pre-Application'. The 'Date Submitted' is '11/30/2025'. The 'Applicant Identifier' is '1815485'. The 'Date Received by State' is '11/30/2025'.

3. Begin answering questions and filling in necessary information.

Note: If you are unable to edit a field, it is likely that there is a question associated with the field that must be answered first. For example: Question 1.a. of the R&R Other Project Information form may not be answered until question 1 is complete.

4. After filling out the form, you may select either “Save and Keep Lock” or “Save and Release Lock” at the bottom of the page.

Save and Keep Lock: Saves entered information, but keeps the form open for further editing.

Save and Release Lock: Saves entered information and closes the form. Thus, you’ll have to click “Edit” again to make further changes.

*See the [SF424 Application Instructions](#) for step-by-step form guidance.

Previewing Forms in ASSIST

ASSIST provides the ability to preview forms in the same format that will be received by the grantor. To preview a form:

1. Navigate to the form that you’d like to preview.
2. Under the “Actions” menu on the left-hand side, click “PREVIEW CURRENT FORM”. A preview of the form will automatically download.

The screenshot displays the ASSIST web application interface. On the left, a sidebar contains an 'Actions' menu with several buttons: 'RETURN TO APPLICATION', 'ADD OPTIONAL FORM', 'PREVIEW CURRENT FORM' (highlighted with a red circle), 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', and 'COPY APPLICATION'. The main content area shows the 'Application Information' page. At the top, there's a breadcrumb trail: 'Home > Search for Applications > Application Search Results > Application Information'. Below this, a 'Hide Navigation' link is visible. The page title is 'Application Information'. A 'Tips' section provides guidance for multi-project applications. A tabbed interface at the bottom shows various sections: 'Summary', 'RBR Cover', 'Cover Page Supplement', 'Other Project Information' (selected), 'Sites', 'Sr/Key Person Profile', 'Research Plan', and 'Human Subjects and Clinical Trials'. The 'Other Project Information' tab is active, displaying 'Research & Related Other Project Information' and 'R&R OtherProjectInfo v1.4'. An 'Edit' button is present. The form includes a question: '1. * Are Human Subjects Involved' with 'Yes' and 'No' radio buttons. A sub-question '1.a If YES to Human Subjects' asks 'Is the project exempt from Federal regulations?' with 'Yes' and 'No' radio buttons. Below this, it says 'If yes, check the appropriate exemption number:' followed by checkboxes for numbers 1 through 8. In the top right corner, the OIRB Number (4040-0001) and Expiration Date (11/30/2025) are displayed. A note indicates '* Required field(s)'.

Previewing Full Applications in ASSIST

ASSIST provides the ability to preview full applications in the same format that will be received by the grantor. To preview your application:

1. While on the ‘Summary’ tab, under the “Actions” menu on the left-hand side, click “PREVIEW APPLICATION”.

U.S. Department of Health & Human Services eRA Commons Home Logout Service Desk Contact Us

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Username:

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

Hide Navigation Show Help

Application Information

Tips:

- AORs must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time.
- If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the MyAccount section and reset your Grants.gov password.

Summary RBR Cover Cover Page Supplement Other Project Information Sites SRI/Key Person Profile Research Plan Human Subjects and Clinical Trials

Application Information

Application Identifier: 1815485

Application Project Title: PROPOSAL TEST

PD/PI Name: OLD DOMINION UNIVERSITY

Organization: OLD DOMINION UNIVERSITY

Deviant Database:

2. Click “Generate Preview”

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

Hide Navigation Show Help

Preview Application

Tips:

- Fellowship applicants: Make sure all required attachments marked with “” are uploaded to the Fellowship Supplement form prior to previewing the application.
- 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	Comments
Nothing found to display				

Generate Preview

3. A row will appear with a status of “Waiting to Process”. After a few seconds, click “Refresh Status”.

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

Hide Navigation Show Help

Preview Application

Tips:

- Fellowship applicants: Make sure all required attachments marked with “” are uploaded to the Fellowship Supplement form prior to previewing the application.
- 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	Comments
	Fri Nov 15 16:19:53 EST 2024	Waiting to Process		

Refresh Status

- The status will change to “Preview Available”. To the right, under “Action”, click “View” to download the preview of your full application.

The screenshot shows the ASSIST application interface. On the left is a sidebar with an 'Actions' menu containing buttons: RETURN TO APPLICATION, ADD OPTIONAL FORM, PREVIEW APPLICATION, VALIDATE APPLICATION, VIEW STATUS HISTORY, UPDATE SUBMISSION STATUS, and COPY APPLICATION. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information > Preview Application. Below this is a 'Preview Application' section with tips and a table. The table has columns: User, Status Date, Status, Action, and Comments. A row shows 'Fri Nov 15 16:19:54 EST 2024', 'Preview Available', and a 'View' button circled in red. Below the table is a 'Generate Preview' button.

User	Status Date	Status	Action	Comments
	Fri Nov 15 16:19:54 EST 2024	Preview Available	View	

Validating Applications in ASSIST

Applications can be validated at any time throughout the editing process, but it is especially important to validate the application after all forms are complete and all attachments are uploaded. To validate the application:

- Under the “Actions” menu on the left-hand side, click “VALIDATE APPLICATION”.

The screenshot shows the ASSIST application interface. The left sidebar has the 'VALIDATE APPLICATION' button circled in red. The main content area has a breadcrumb trail: Home > Search for Applications > Application Search Results > Application Information. Below this is an 'Application Information' section with tips and a tabbed interface. The tabs are: Summary, RBR Cover, Cover Page Supplement, Other Project Information, Sites, Sr/Key Person Profile, Research Plan, and Human Subjects and Clinical Trials. The 'Summary' tab is active, showing application details: Application Identifier: 1815485, Application Project Title: PROPOSAL TEST, PD/PI Name: , Organization: OLD DOMINION UNIVERSITY, and Document Description: .

Summary	RBR Cover	Cover Page Supplement	Other Project Information	Sites	Sr/Key Person Profile	Research Plan	Human Subjects and Clinical Trials
Application Information							
Application Identifier:		1815485					
Application Project Title:		PROPOSAL TEST					
PD/PI Name:							
Organization:		OLD DOMINION UNIVERSITY					
Document Description:							

- A new tab will open, titled “Application Errors and Warnings Results”. All warnings and errors associated with the application will show here. **It is important to resolve all errors. Unresolved errors will prevent submission.** Unresolved warnings will not affect submission, but should be resolved if possible.

Your assigned administrator will also run a validation and include the results in internal review.

Submitting Applications in ASSIST

Your assigned administrator is responsible for submitting the application after you’ve given them the “OK” and all errors have been resolved. Please refrain from updating the submission status of the application- the administrator

will do so prior to submitting. This allows the administrator to make any final changes without having to switch the status back to “Work in Progress”.

General Questions Regarding ASSIST?

Refer to the [ASSIST User Guide](#).

If unable to locate an answer, please contact your assigned administrator for assistance.

Issues with the ASSIST System?

Contact the eRA Service Desk for help.

eRA Service Desk

- Toll-Free: 1-866-504-9552 (Press 1)
- Phone: 301-402-7469 (Press 1)
- Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on [federal holidays](#))