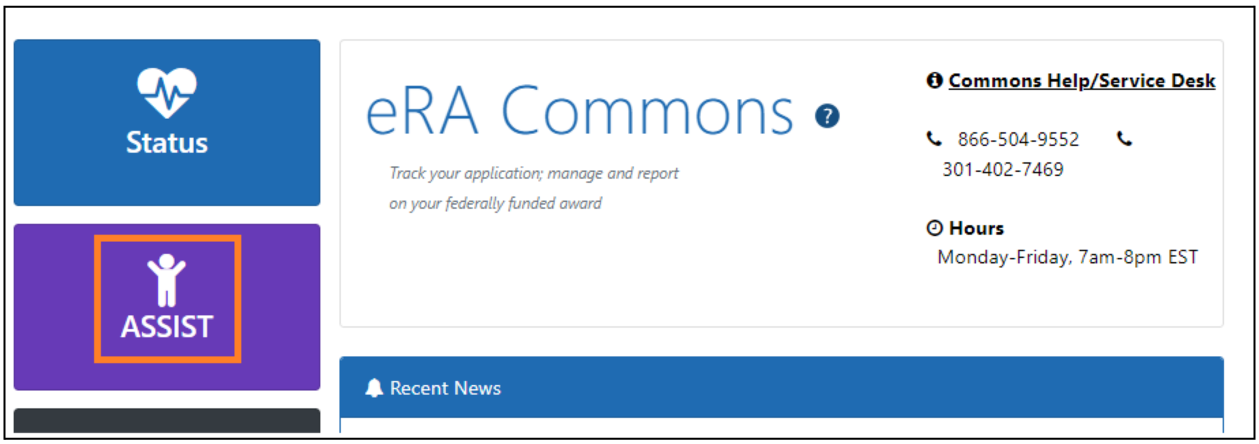
NIH - ASSIST Quick Tips

Access NIH ASSIST

Go to https://public.era.nih.gov/commonsplus and then click on the sign in

Once you are signed in to the system click on the ASSIST



If you do not have the NIH ID, please register from here.
Please make sure to update your personal profile. Guide can be found here.

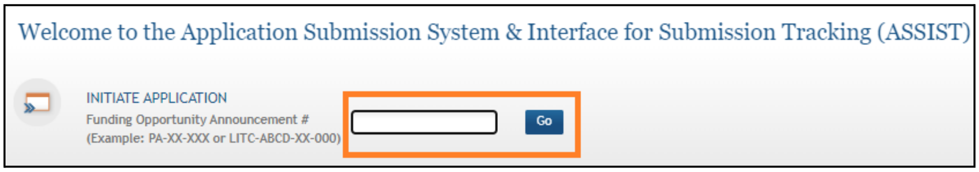
General Guidelines for Proposal Preparation

Acceptable Fonts	• Font size: Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%. ○ Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
Margins	• Use paper size no larger than *standard letter paper size (8 ½" x 11")*. • Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

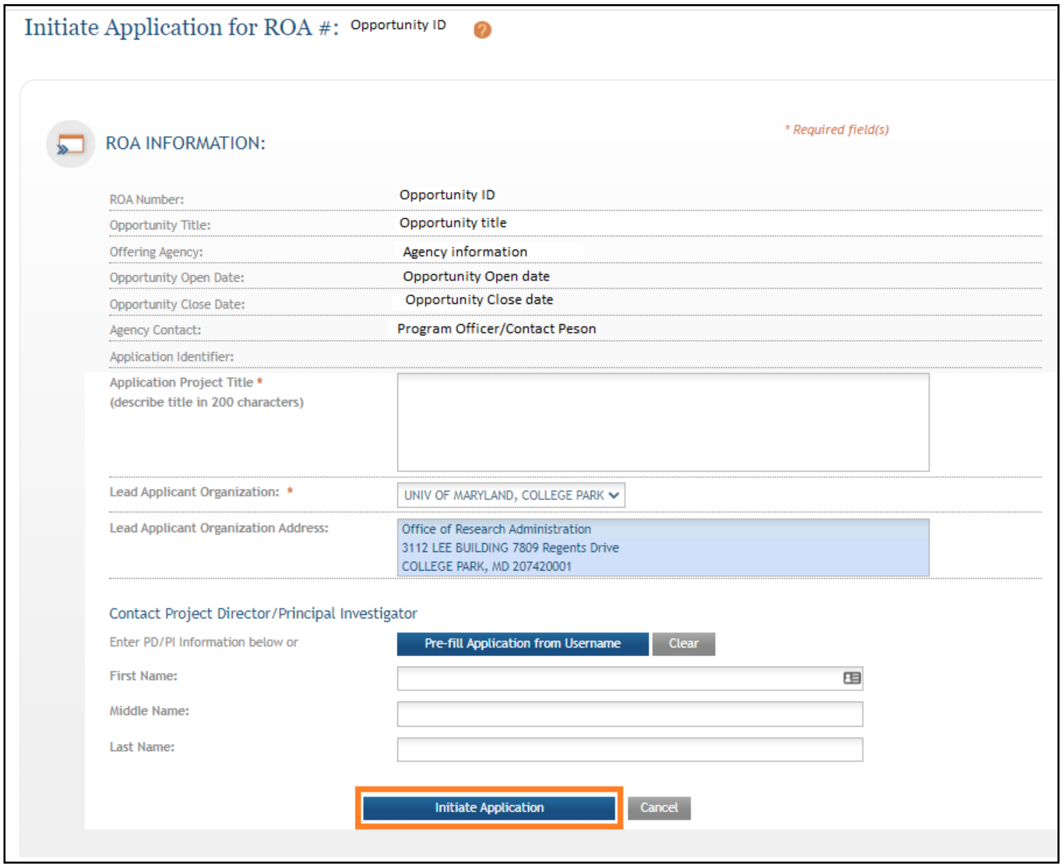
Details on the ASSIST can be found here.
Details on the attachment format can be found here.

Create a Proposal

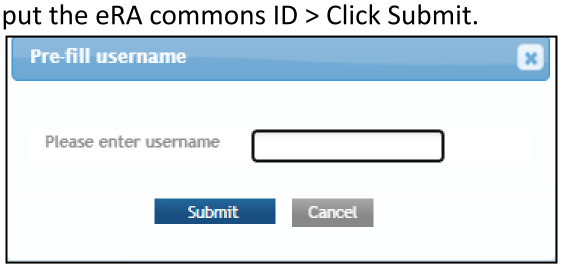
1. Sign into the
2. Enter the opportunity number > click Go



3. Review the opportunity number to make sure it is what you are submitting > Enter Application Project Title > Review Lead application Organization and its address.



- You may put the PI's information by clicking the "Pre-fill Application from Username) > put the eRA commons ID > Click Submit.

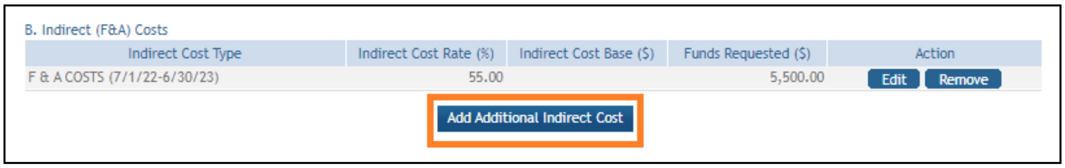


4. Click the Initiate Application button to continue.

How to show more than one F&A rate in a budget period

Both Modular and R&R

On the budget > Indirect (F&A) Costs > Click Add Additional Indirect Cost

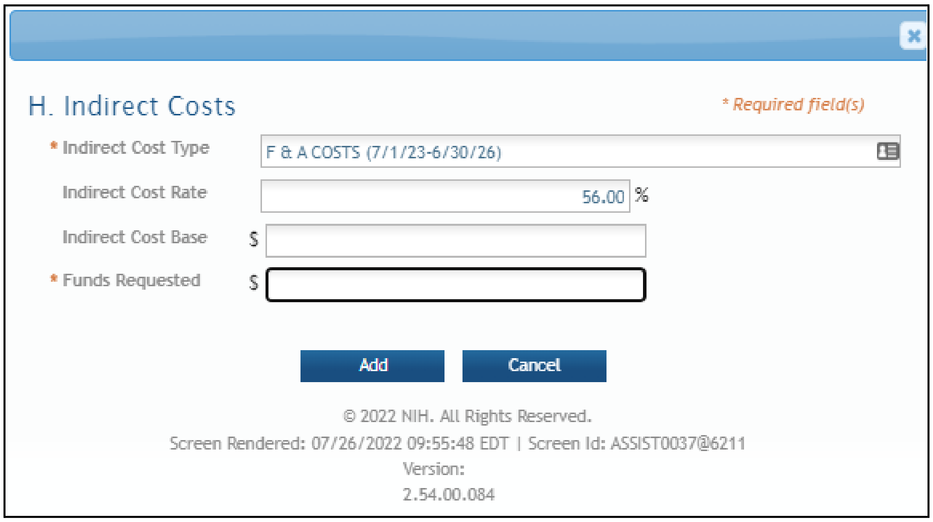


B. Indirect (F&A) Costs

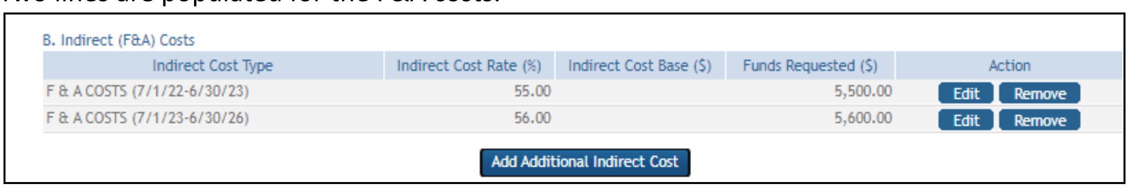
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)	Action
F & A COSTS (7/1/22-6/30/23)	55.00		5,500.00	Edit Remove

Add Additional Indirect Cost

Pop Up window comes out to put the Indirect Cost Type/Rate/Funds Requested > Click Add button



Two lines are populated for the F&A costs.



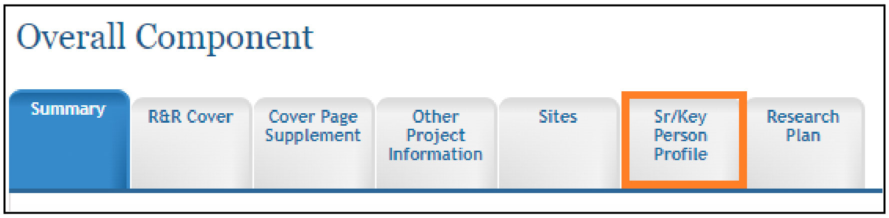
B. Indirect (F&A) Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)	Action
F & A COSTS (7/1/22-6/30/23)	55.00		5,500.00	Edit Remove
F & A COSTS (7/1/23-6/30/26)	56.00		5,600.00	Edit Remove

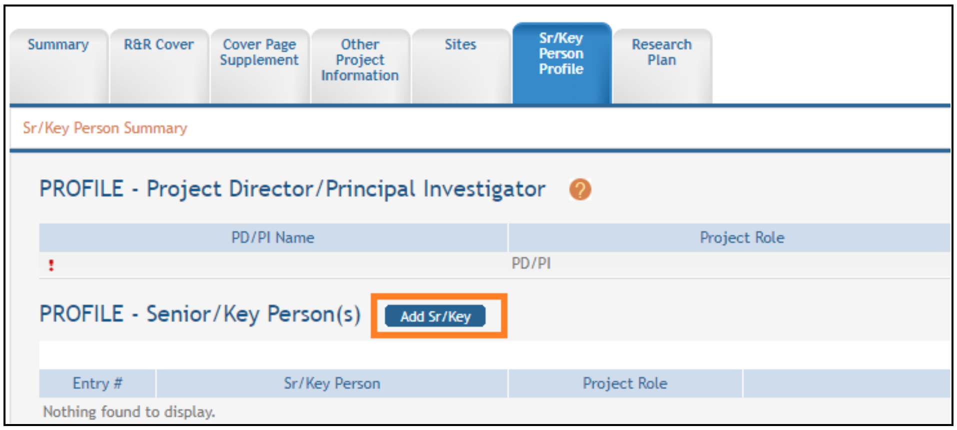
Add Additional Indirect Cost

Add the Co-Investigator

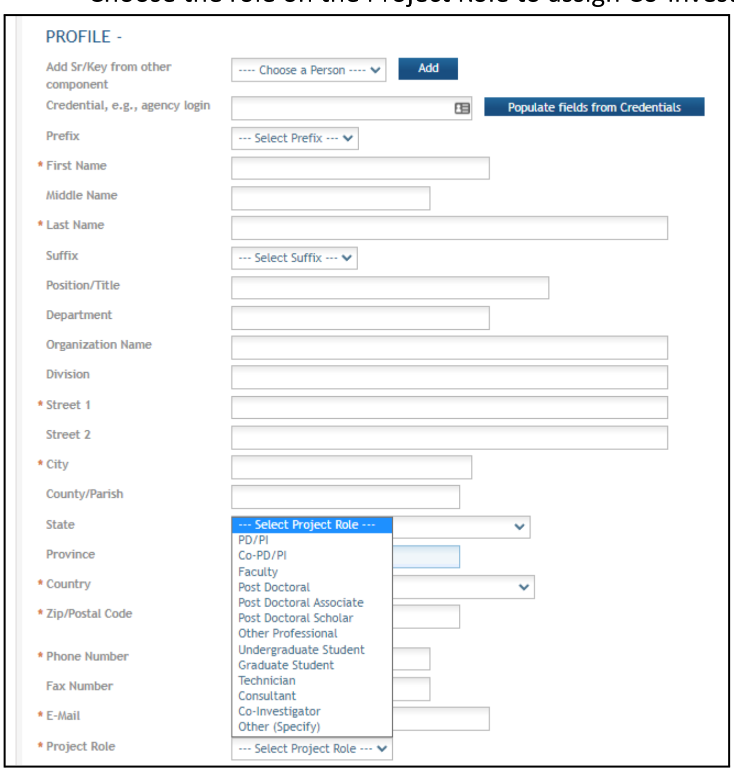
1. Click on the Sr/Key Person Profile tab.



2. Click on the add Sr/Key button next to the Profile - Senior/Key person(s).



3. Add the personnel by putting the eRA commons ID on the "Credential, e.g., agency login" field. Then click on the "Populate fields from Credentials" so the information will be populated. If the person did not update his/her profile, the information will not be populated.
    - Choose the role on the Project Role to assign Co-investigator, etc.



Add the ASSISTANT

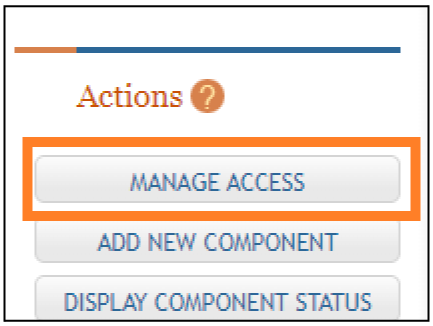
As a default, the PI/application creator has edit access to all portions of the proposal, except for the "Access Maintainer" Role. The "Access Maintainer" role allows you to add other users to the proposal, so they may view or edit portions of the proposal.

To request the "Access Maintainer" role, please provide the ASSIST proposal application ID to your CA/ORA eRA team (oraera@umd.edu).

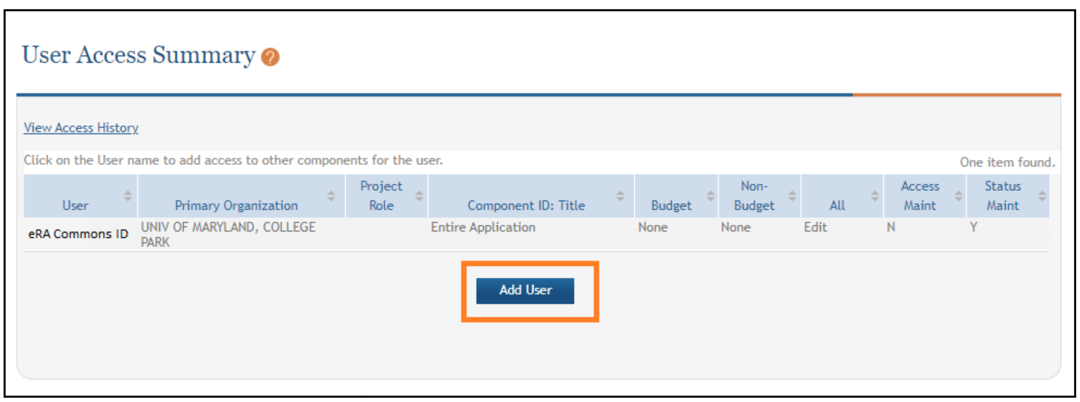
Once you have been granted the "Access Maintainer" role, the "Manage Access" button will be available on the left side of the page.

In order to give an access:

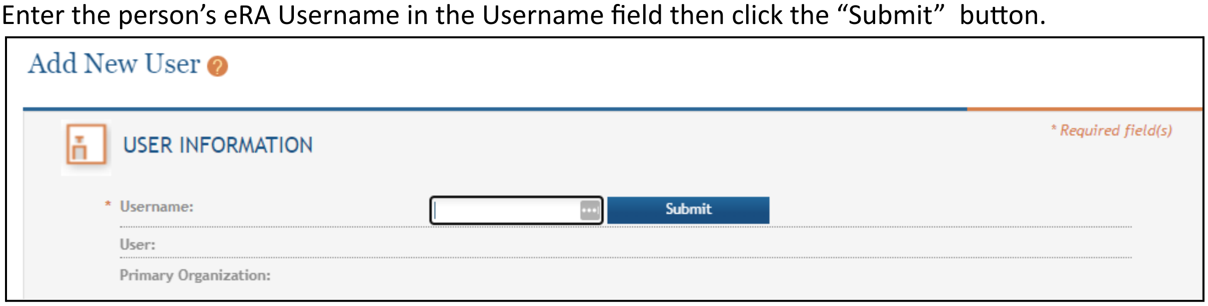
1. Click Manage Access Button on the left side of the page



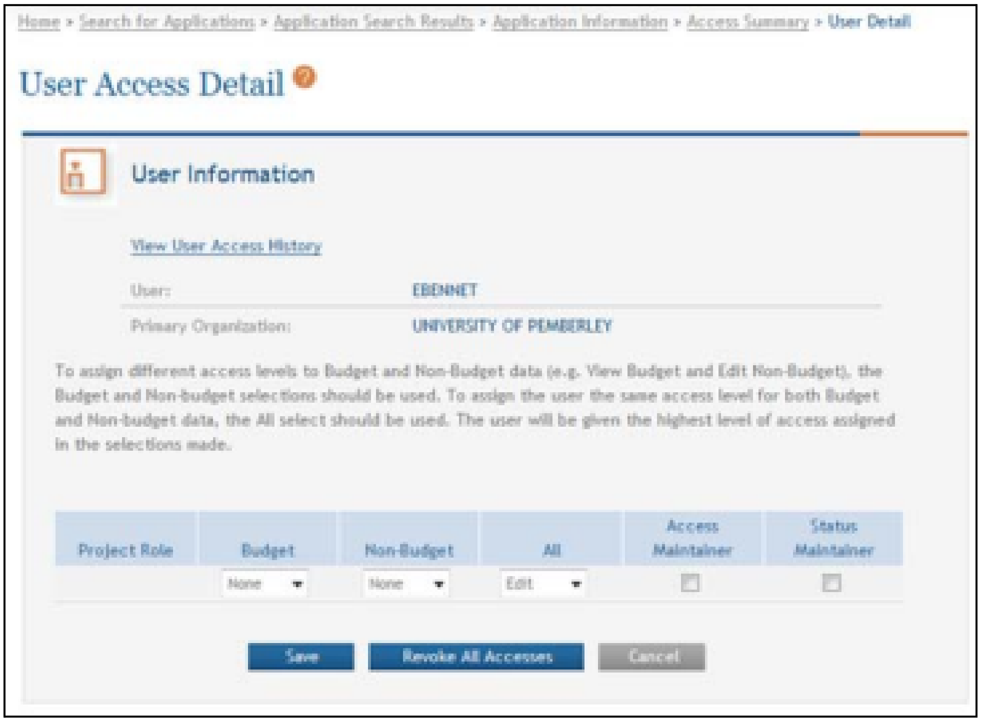
2. User Access Summary page displays a list of all people you have added to the proposal > Add User



3. Enter the person's eRA Username in the Username field then click the "Submit" button.



4. The person's username and organization affiliation will display at the top of the page and a list different access levels will display:



5. You can assign roles:
    - Please do not give edit access to budget, non-budget and All of the proposal: either give edit access to budget and non-budget OR All.
    - You can assign the "Access Maintainer" role which will allow this person to control the access of other users for your proposal.
    - You can also assign the role of "Status Maintainer" which will grant the person authority to update the status for the entire application (this will designate the proposal as completed and ready for submission).
6. Once you have provided the user with the appropriate level of access to the proposal, click "Save".
7. Their name and roles should now appear in the User Access Summary list.