## Obtaining Manage Access Rights for NIH ASSIST Proposal:
PI Instructions

As a PI/Proposal Creator you will need to contact your ORA Contract Administrator (CA) or the ORA eRA Team and request the "Access Maintainer" role for your proposal.* As a default, the creator has edit access to all portions of the proposal. You will need the Access Maintainer right to add other users to the proposal so they may view or edit portions of the proposal.

Note: You will need to provide your CA or ORA eRA Team with the ASSIST proposal number

Once you have been granted the "Access Maintainer" role, you will have the ability to add/remove personnel that will be assisting with the proposal creation.

Upon opening your proposal in ASSIST, the "Manage Access" button will be available on the left side of the page:
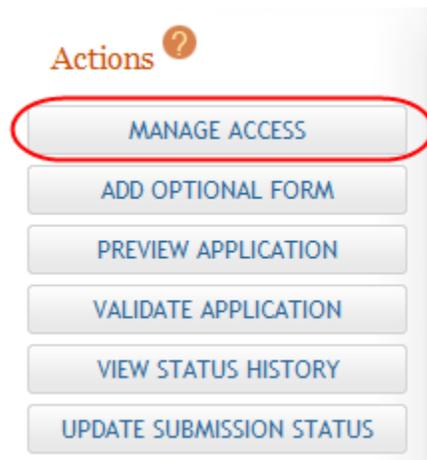
After clicking on the Manage Access button the user access summary page displays a list of all people you have added to the proposal.

You can add a new user by clicking on the "Add User" button or you can edit an already listed person's rights to the proposal by clicking on their name in the "User" column

*Note: If you are going to add a new user you will need their eRA Commons ID

Home › Search for Applications › Application Search Results › Application Information › Access Summary

User Access Summary

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.

View Access History

Click on the User name to add access to other components for the user.   1 - 3 of 3 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
AUSTEN	UNIVERSITY OF PEMBERLEY		None	None	Edit	N	N
EBENNET	UNIVERSITY OF PEMBERLEY	PD/PI	None	None	Edit	N	N
MRDARCY	UNIVERSITY OF PEMBERLEY - DERBYSHIRE		None	None	Edit	N	Y

Add User

The name in the User column displays as a hyperlink that you can click on to edit their access.

Add a new user to have access to the proposal

If you click the Add User button, the Add New User Screen appears.

Add New User

USER INFORMATION   *Required field(s)*

Username *   [   ]   Submit

User:

Primary Organization:

- Enter the person's eRA Username in the *Username* field then click the "Submit" button

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

User Access Detail ❓

User Information

View User Access History

| User: | EBENNET |
| Primary Organization: | UNIVERSITY OF PEMBERLEY |

To assign different access levels to Budget and Non-Budget data (e.g. View Budget and Edit Non-Budget), the Budget and Non-budget selections should be used. To assign the user the same access level for both Budget and Non-budget data, the All select should be used. The user will be given the highest level of access assigned in the selections made.

Project Role	Budget	Non-Budget	All	Access Maintainer	Status Maintainer
	None ▼	None ▼	Edit ▼	☐	☐

[Save] [Revoke All Accesses] [Cancel]

You can assign View, Edit, or None for the Budget, Non-Budget, or All of the proposal.

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).

Once you have provided the user with the appropriate level of access to the proposal, click "Save". Their name and roles should now appear in the User Access Summary list.