Today’s Topics

• Post-Federal Shutdown - Patti Manheim, Director, OCGA

• Using ASSIST for NIH Complex Applications: Plan, Prepare, Review and Submit
  ▪ David Jaquez, Manager, UCLA Jonsson Comprehensive Cancer Center
  ▪ Kathy Kawamura, Pre-Award Manager, Department of Medicine
  ▪ Yessenia Sarmiento, Senior Grant Analyst, OCGA
Federal Shutdown

• NIH and NSF published revised due dates for applications affected by the shutdown
• OCGA reached out to PI’s to confirm whether proposals on-hold during the closure were ready for submission
• Submit or PI could refresh applications and submit against the new deadlines
Federal Shutdown

• S2S Grants proposal submissions for period October 17– November 12:
  - 2012: 92
  - 2013: 239

• Progress reports, JIT requests, administrative actions, awards:
  - ????
Federal Shutdown

- NIH rescheduling most of the 200+ missed peer review meetings to January 2014 Council meetings.
- Small number of applications will be reassigned to May 2014 council.
- 11,000 applications were affected by these cancellations.
- Pushes out award decisions/complicates normal award cycle.
- NIH RPPR Phase II Pilot Training Webinar will be rescheduled at a later date.
  - OCGA will reach out to potential participants when an updated schedule is available.
Federal Shutdown

Special Note of Thanks:
• Dr. Sally Rockey, Deputy Director for Extramural Research, NIH

http://nexus.od.nih.gov/all/2013/10/29/a-special-note-of-thanks/
Federal Shutdown

Special Note of Thanks:
- OCGA thanks you for your patience and understanding.
Using ASSIST for NIH Complex Applications: Plan, Prepare, Review and Submit

David Jaquez
Kathy Kawamura
Yessenia Sarmiento
S2S/AIDSIST Grants Update

Electronic Submission of NIH Multi-project Applications

Due Date on or after
January 18, 2013

Due Date on or after
Sept 25, 2013

Due Date on or after
Jan 25, 2014

Due Date on or after
May 25, 2014

Activity Codes Requiring eSubmission
G12, P30, P40, P41, P42, P51, P60, R28, S06, U10, U41, U42, U45, U56, UC7

Activity Codes Requiring eSubmission
U54, UM1

Pilot FOAs
To be listed as FOAs are posted:
P42: RFA-ES-13-001
P50: RFA-MA-13-006
P30: RFA-ES-13-002
U19: PAR-13-086
UM1: PAR-13-087
RFA-AG-13-019 PAR-13-147
U19: PAR-13-148
Using ASSIST for Electronic Submission

Who can use ASSIST?

• Anyone with a NIH Commons ID, and
• Role(s) of:
  ▪ Signing Official (SO)
  ▪ Administrative Official (AO)
  ▪ Principal Investigator (PI)
  ▪ Assistant (ASST)
  ▪ Account Administrator (AA)
• Including those who are not affiliated with UCLA.
Using ASSIST for Electronic Submission

System Highlights

• Builds multiple single-project applications (cores, projects) within a complex (multi-project) application.
• Individual budgets roll-up into overall budget.
• Allows users to compile a complete PDF application for review prior to submission.
Using ASSIST for Electronic Submission

System Highlights

• Ability to manage user access to at various levels:
  
  - **Manage Access** – Add an Overall Component
    - Components: Entire Application, Overall, PIM, Core, & Project level.
    - Edit Rights: None/Edit/View: Budget, Non-Budget, &/or All data.
  
  - **Automatic Access** - PD/PI(s), Project/Core Lead(s), & SOs/AOs.
ASSIST Grants Update
Using ASSIST for Electronic Submission

When should I get started?

• START NOW
  - Review resources available from NIH.
  - Work with PI to identify team members and gather their Commons User IDs.
  - Create a checklist, setup regular meetings, and notify OCGA of upcoming proposal.
  - Initiate the proposal and create shell structure.
  - Give team members access.
ASSIST: Task List

PAR-13-321 NCI PROGRAM PROJECT GRANT (P01) Applications

<table>
<thead>
<tr>
<th>R&amp;R Cover</th>
<th>Overall</th>
<th>Program Integration</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Core A</th>
<th>Core B</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFLL (Disclosure of Lobbying Activities)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Pre-Application</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Project Information</th>
<th>Overall</th>
<th>Program Integration</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Core A</th>
<th>Core B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Summary/Abstract (30 lines of text max)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Project Narrative (relevance to public health; 2-3 lines)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Bibliography &amp; References Cited</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Facilities &amp; Other Resources (separate from Equipment)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Equipment (separate from Facilities and other Resources)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Other Attachments (ex. Abbreviations) - no limit to # of docs added</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior/Key Personnel Profile</th>
<th>Overall</th>
<th>Program Integration</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Core A</th>
<th>Core B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biosketch</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
<td>PD/PI Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Plan</th>
<th>Overall</th>
<th>Program Integration</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Core A</th>
<th>Core B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Application (resubmission/revision only)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Specific Aims (1 page)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Research Strategy (Overall/Project/Core; 12 pages; Program Integration 6 pages)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Progress Report Publication Lists</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Protection of Human Subjects</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Inclusion of Women and Minorities</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Inclusion of Children</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Vertebrate Animals</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Select Agent Research</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Multiple PD/PI Leadership Plan</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Consortium/Contractual Arrangements</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Resource Sharing Plan(s)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Appendix</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>R&amp;R Budget</th>
<th>Overall</th>
<th>Program Integration</th>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
<th>Project 4</th>
<th>Core A</th>
<th>Core B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Justification (only 1 file)</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

n/a - Not Applicable
S2S Grants Update

Electronic Submission of NIH Multi-project Applications
Assist References/Guidelines

Application Content

• SF424 RR – Version C (7/25/13)
  ▪ Section 4 & 5: basis for all Data Entry & Uploads
  ▪ Section 9: supplemental instructions for MPA (multi-project applications)

• Funding Opportunity Announcement
  ▪ aka (PA, PAR, RFA, etc.)
  ▪ FOA specific content information (supersedes SF424RR)
Assist References/Guidelines

Assist System

- NIH Assist User Guide (9/14/13)

- How to USE the Assist system
  - (does not address “what” should be in the application)
Initiate Application

- Initiation based on FOA (similar to Grants.gov & Cayuse)
## Assist Application Information

### Application Information

<table>
<thead>
<tr>
<th>Application Identifier:</th>
<th>2351</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Project Title:</td>
<td>Understanding Bottlenecks in Human Pluripotent Stem Cell Differentiation</td>
</tr>
<tr>
<td>PD/PI Name:</td>
<td>ZACK, JEROME A.</td>
</tr>
<tr>
<td>Organization:</td>
<td>UNIVERSITY OF CALIFORNIA LOS ANGELES</td>
</tr>
<tr>
<td>Project Period:</td>
<td>07/01/2014 - 06/30/2019</td>
</tr>
<tr>
<td>Status:</td>
<td>Submitted</td>
</tr>
<tr>
<td>Status Date:</td>
<td>2013-09-24 07:49:31.000 PM EDT</td>
</tr>
</tbody>
</table>

### FOA Information

<table>
<thead>
<tr>
<th>FOA Number:</th>
<th>PAR-13-280</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Title:</td>
<td>Support of NIGMS Program Project Grants (P01)</td>
</tr>
<tr>
<td>Agency:</td>
<td>National Institutes of Health</td>
</tr>
<tr>
<td>CFDA Number:</td>
<td></td>
</tr>
<tr>
<td>Competition ID:</td>
<td>MULTI-PROJECT</td>
</tr>
<tr>
<td>Opportunity Open Date:</td>
<td>08/25/2013</td>
</tr>
<tr>
<td>Opportunity Close Date:</td>
<td>09/07/2016</td>
</tr>
</tbody>
</table>
| Agency Contact: | eRA Commons Help Desk  
Monday to Friday 7 am to 8 pm ET  
E-mail: helpdesk@od.nih.gov  
Phone: 1-866-504-9552 |
Navigation

- Breadcrumbs at the top of each page to help with easy Navigation

- Tab to toggle between screens within Components
Application Shell

Highlights

- Cannot Change Order of “Components”
- Able to “Abandon” Component
- Refer to FOA for specific information re: Component Order & Content
**Component – Overall Component**

Overall Component

- List the PD/PI
- Does not contain R&R Budget
- Budget automatically generated based on Core/Project budgets
Add Component

“Short Name” (internal to Assist)

Reminder: Add Component in order!
Component – Project / Core

Project

Project / Core

- Data fields similar to other SF424 RR applications in Grants.gov/ Cayuse
- New Assist term: Core / Project Lead
- Auto-Validates after pressing “Save”
Cannot change order of Sr/Key Persons like in Cayuse
Project / Core

- "Add Period" - Budget will pre-populated based on previous period entry
Research Plan

Assist Content has similar layout and requirements to other SF424 applications
Assist - Actions

Highlights

- PD/PI Automatically has “Edit” rights
- Project/ Core Lead default to “Edit” rights for assigned Project / Core
- eCommons username Required each “User”
- Suggest being judicious with “Edit” rights, utilizing “View” rights when possible
### Manage Access

#### User Access Summary

**View Access History**

Click on the User name to add access to other components for the user.

<table>
<thead>
<tr>
<th>User</th>
<th>Primary Organization</th>
<th>Project Role</th>
<th>Component ID: Title</th>
<th>Budget</th>
<th>Non-Budget</th>
<th>All</th>
<th>Access Maint</th>
<th>Status Maint</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMENG1</td>
<td>UNIVERSITY OF CALIFORNIA LOS ANGELES</td>
<td>PD/PI</td>
<td>Entire Application</td>
<td>None</td>
<td>None</td>
<td>View</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>KKAWAMURA2</td>
<td>UNIVERSITY OF CALIFORNIA LOS ANGELES</td>
<td></td>
<td>Entire Application</td>
<td>None</td>
<td>None</td>
<td>Edit</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>MANRAE2</td>
<td>UNIVERSITY OF CALIFORNIA LOS ANGELES</td>
<td>Project Lead</td>
<td>528-Admin-Core: Admin Core - TBD</td>
<td>None</td>
<td>None</td>
<td>Edit</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

- **Access Level**: None, Edit, View
- **Access by Component**: Entire Application, Project/Core
- **Access Sections**: Component, Budget, Non-Budget, All
- **Authority**: Access Maintenance, Status Maintenance
Manual Data Entry

Highlights

• Information not pre-populated like Cayuse
  ▪ Applicant Information
    • Refer to OCGA’s website “Commonly Needed Information”
  ▪ OCGA Administrative Contact Information
  ▪ PI / Project Lead / Core Lead – Sr./Key Person Profile
Preparing your Application for Submission

Validate Often

- As you prepare your application you can, and should, validate at any time during preparation of your application.
Preparing your Application for Submission

Application Validation Results

- Each Error or Warning indicates the Component or Form where the problem exists.
- If Errors or Warning are detected for a component in **Complete** status, it can be put back into **Work in Progress** status to correct errors/warnings.
Preparing your Application for Submission

Finalize Each Component

• Once you are satisfied that a component is ready to be included in the final application (error free, warnings addressed), update the component status to Final.

• All components must be marked Final before an application can be prepared for submission.
Preparing your Application for Submission

- Change the overall application from *Work in Progress* to *All Components Final* from the *Application Information* screen.
Preparing your Application for Submission

Before an application can be submitted, it must pass validations. When all validations are passed, application status automatically updates to *All Components Validated*.
Preparing your Application for Submission

• Once all departmental/PI reviews are complete, change the application status to *Ready for Submission* and notify OCGA that proposal is ready for final review and submission.
Preparing your Application for Submission

Application Information Screen
Validate Application - preliminary

Within Individual Components
Address Errors and/or Warnings

Within Individual Components
Change Status for each component to Final

Application Information Screen
Change Application Status to Final

Application Information Screen
Validate Application – final
All validations Passed?

NO

Status will automatically change to All Components Validated

Application Information Screen
Change submission status to Ready for Submission

Notify OCGA that application is ready for submission

YES

OCGA performs final review and submits
Preparing your Application for Submission

- Error-free applications must be submitted by 5:00 p.m. pacific time.
- Connectivity and submission time can be very unstable on deadline days.
- Submit early (days, not minutes) to address unforeseen issues and view your application image in the Commons.
Preparing your Application for Submission

What does OCGA need and when?

- **At least five days** prior to the deadline (minimum requirements for review):
  - Copy of (or link to) program announcement (FOA)
  - All form fields complete and validated for each component and overall application
  - Final draft of Project Summary (Abstract) for each component and overall application
  - Final budget and justification for each component and overall application
  - Completed EPASS with PI signature
  - Signed subaward documents (if applicable)
Preparing your Application for Submission

What does OCGA need and when?

- For final review and submission
  - Final application in *Ready for Submission Status*
  - EPASS with *all* required signatures
  - PI Exception letter (if applicable)
  - All UCLA Investigators have reported in eEDGE
Using ASSIST for Electronic Submission of NIH Complex Applications

Resources:

• ASSIST: public.era.nih.gov/assist

• Online help: era.nih.gov/erahelp/ASSIST/

• Applying Electronically Website for Multi-project Applications: grants.nih.gov/grants/ElectronicReceipt/com_index.htm

• Video of Webinar for Applicants, Tuesday, August 8, 11:30 – 1:00: http://grants.nih.gov/grants/webinar_docs/webinar_20130813.htm

• Annotated form set: grants.nih.gov/grants/ElectronicReceipt/files/annotated_multi-project.pdf
Using ASSIST for Electronic Submission of NIH Complex Applications

QUESTIONS