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.

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

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.