

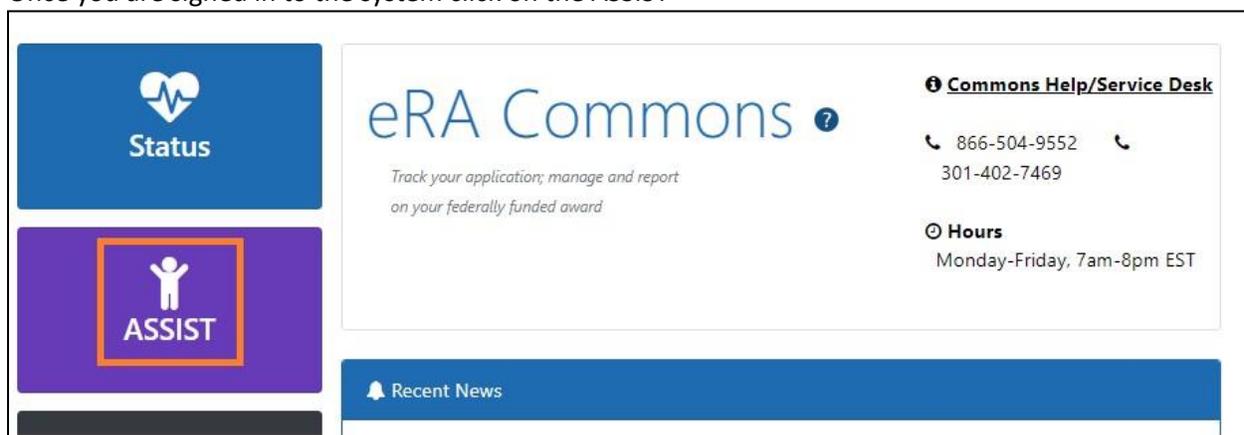
NIH - ASSIST Quick Tips

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	<ul style="list-style-type: none"> ● 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%. <ul style="list-style-type: none"> ○ Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements.
Margins	<ul style="list-style-type: none"> ● Use paper size no larger than <i>standard letter paper size (8 1/2" x 11")</i>. ● Provide at least one-half inch margins (1/2") - 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](#) .

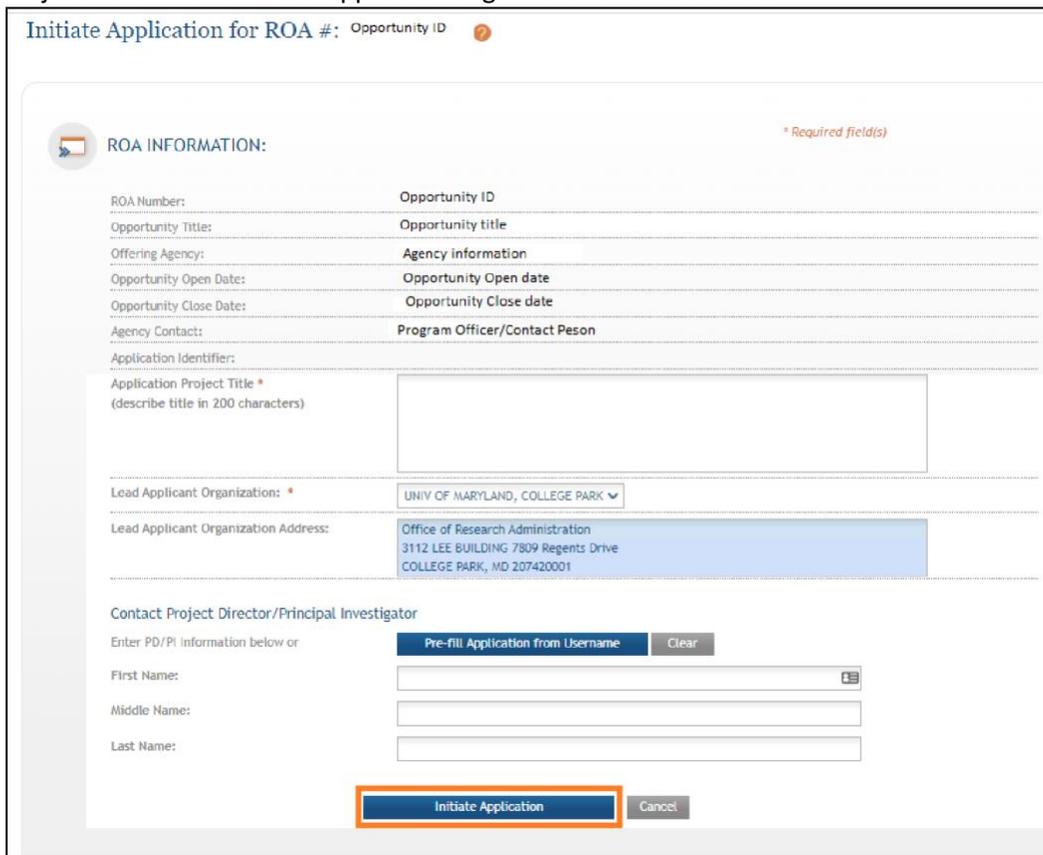
Details on the attachment format can be found [here](#).

Create a Proposal

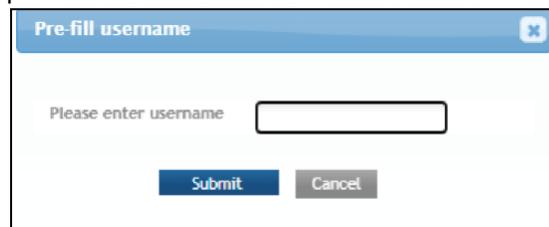
1. Sign into the
2. Enter the opportunity number > click Go



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 Indirect Costs in a budget period

Both Modular and R&R

On the budget > Indirect 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

H. Indirect Costs * Required field(s)

* Indirect Cost Type:

Indirect Cost Rate: %

Indirect Cost Base: \$

* Funds Requested: \$

[Add](#) [Cancel](#)

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Screen Rendered: 07/26/2022 09:55:48 EDT | Screen Id: ASSIST0037@6211
Version: 2.54.00.084

Two lines are populated for the Indirect 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

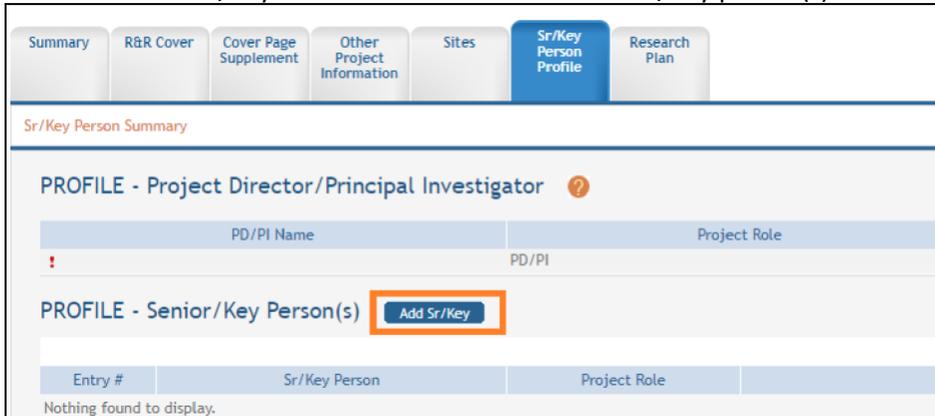
[Add Additional Indirect Cost](#)

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 using 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.

The image shows a 'PROFILE' form with the following fields and options:

- Add Sr/Key from other component: --- Choose a Person --- Add
- Credential, e.g., agency login: [Text Field] Populate fields from Credentials
- Prefix: --- Select Prefix ---
- * First Name: [Text Field]
- Middle Name: [Text Field]
- * Last Name: [Text Field]
- Suffix: --- Select Suffix ---
- Position/Title: [Text Field]
- Department: [Text Field]
- Organization Name: [Text Field]
- Division: [Text Field]
- * Street 1: [Text Field]
- Street 2: [Text Field]
- * City: [Text Field]
- County/Parish: [Text Field]
- State: --- Select Project Role --- (Dropdown menu open)
- Province: [Text Field]
- * Country: [Text Field]
- * Zip/Postal Code: [Text Field]
- * Phone Number: [Text Field]
- Fax Number: [Text Field]
- * E-Mail: [Text Field]
- * Project Role: --- Select Project Role --- (Dropdown menu open)

The dropdown menu for 'Project Role' includes the following options: PD/PI, Co-PD/PI, Faculty, Post Doctoral, Post Doctoral Associate, Post Doctoral Scholar, Other Professional, Undergraduate Student, Graduate Student, Technician, Consultant, Co-Investigator, and Other (Specify).

Add the ASSISTANT

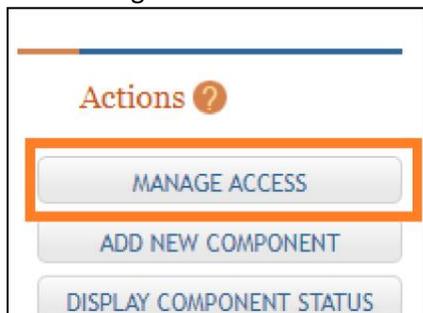
As a default, the PI/applica on creator has edit access to all por ons of the proposal, except for the “Access Maintainer” Role. The “Access Maintainer” role allows you to add other users to the proposal, so they may view or edit por ons of the proposal.

To request the “Access Maintainer” role, please provide the ASSIST proposal applica on ID to your CA/ORa eRA team (oraera@umd.edu).

Once you have been granted the “Access Maintainer” role, the “Manage Access” bu on will be available on the le side of the page.

In order to give an access:

1. Click Manage Access Bu on on the le side of the page



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

User Access Summary ?

[View Access History](#)

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

User	Primary Organization	Project Role	Component ID: Title	Budget	Non-Budget	All	Access Maint	Status Maint
eRA Commons ID	UNIV OF MARYLAND, COLLEGE PARK		Entire Application	None	None	Edit	N	Y

[Add User](#)

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

Add New User ?

USER INFORMATION * Required field(s)

* Username: [Submit](#)

User: _____

Primary Organization: _____

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

Home > Search for Applications > Application Search Results > Application Information > Access Summary > User Detail

User Access Detail ?

User Information

[View User Access History](#)

User: EBENHET

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	<input type="checkbox"/>	<input type="checkbox"/>	

[Save](#)
[Revoke All Accesses](#)
[Cancel](#)

- 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.