'Playing' with ASSIST – Applicants

ASSIST (Application Submission System & Interface for Submission Tracking) is used for the preparation and submission of multi-project applications to NIH.

eRA Commons credentials, already in place for most applicants that would be using ASSIST, are needed to login. If you would like to 'play' in ASSIST you will first need to set-up test eRA Commons credentials in our non-production External User Acceptance Test (Ext-UAT) environment.

Setting up Test eRA Commons Credentials

You will want to set up Signing Official (SO) and Principle Investigator (PI) accounts.

1. Go to: https://public.uat.era.nih.gov/commons/public/createDemoAcct.do?mode=create

2. Provide requested information and click 'Submit.' You can use real or fictitious information for most fields, but we recommend providing a real email address.
   a. First and Last Name
   b. User Names for both your SO and PI accounts
   c. E-mail address
      Notes: The email address can be used later if you forget your password and need to reset it.
   d. Institution name

3. A summary of provided information will appear. Click 'Save' to verify data and have accounts set-up.

4. You will be presented with a screen showing the User Names and temporary, single-use passwords. Two emails will also be sent to the provided email address for each account requested (one with the account username and one with the temporary password).
   Note: Be sure to record the temporary passwords provided if you did not provide a real email address.

5. Clicking 'Continue' will bring you to eRA Commons on the UAT/Demo site (https://public.uat.era.nih.gov/commons/). You will need to login with each account using the passwords provided in the emails and on the screen. Upon login you will be prompted to change the password.
Note: The Logout link is in the upper right corner of the screen.

6. Congratulations - you have established eRA Commons test accounts that can be used for both Commons and ASSIST.

Using ASSIST

1. Access ASSIST in the non-production Ext-UAT environment at: https://public.uat.era.nih.gov/assist/

2. Initiate an application for PA-40-201. Enter the requested information and click the Initiate Application button.

3. To begin creating your application, use the Add Overall Component button in the Actions section on the left, enter the requested information and click the Save button.

4. You will be brought to the Summary page for the Overall component and will see all the data entry screens in the Tabs across the top. You may need to use the Edit and Get Lock and/or Expand options at the top of some data entry screens to access and edit all available fields.

5. We posted PA-40-201 to allow the following Component Types: Overall, Admin Core, Core, and Project.

   Use the Add New Component button to continue to build out your application. The Component Types defined for the FOA are presented in the drop down menu and will vary from one opportunity to another.

   As you add components they will appear in the left navigation.

6. To enter application data, navigate to the desired component and use the form tabs across the top of the screen to move from form to form.

Limitations

- The DUNS number assigned to your test institution is randomly generated by the system. To ensure that no 'real' DUNS numbers are inadvertently used, the assigned DUNS number includes letters (e.g., DEMO00442) which are not typically allowed for the field. As a result, ASSIST will generate Errors regarding the DUNS format when the Validate action is used to check for NIH and Grants.gov business rule validations. Also, you will not be able to move past the 'All Components Final' application status, since you must be able to run Validate without errors to move on to 'All Components Validated'.

- You will not be able to submit the application to Grants.gov or Track Status within ASSIST.