



# Overview

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\$21\*6;2%14+\$"<;\*=\$\*%&'(<

>2#"%;6#8-%31\*=#8-"%4%?4,:\$21\*6;2%\*+%2\*?%\$\*%91-4\$-%4+%433,#94\$#\*+%#+%&'(%!"#\$%<%

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\$24\$%.\*61%-A\*//\*+"%31\*0#,-%#"%"63%\$\*%84\$-%4+8%\$24\$%E49-%C+#=-1"#\$.%#"%,#"8%4"%.\*61%F31#  
#+"\$#\$6\$#\*+G<%

'0%.\*6%8\*%+\*\$%24=-%4+%499\*6+\$5%3,-4"-%9\*+\$49\$%\$2-%H00#9-%\*0%A-"-4192%"\*%\$24\$%?-%94+%#+  
91-4\$-%4+%499\*6+\$<

>\*%7-;#+%\$2-%433,#94\$#\*+%31\*9-""%.\*6%?#,,%+--8%\$2-%&'(%|6+8#+;%H33\*1\$6+#\$.%!++\*6+9-/-+\$%JIH!K  
&6/7-1<%%>\*%0#+8%4%&'(%06+8#+;%\*33\*1\$6+#\$.\*6%14+\$%<;41%2%;14+\$"<+#2<<\*

# Initiating a NIH Assist Application

Step 1:

E\*#+\$%.\*61%71\*?"-1%\$\*%\$2-%&'(%!"#\$%?2534-10  
B\*\*/\*+"%!"#\$%&'# 4+8%(&"")\*\$+ 4+8%9,#9:%\$2-% 76\$\$\*+<

Login with eRA Credentials

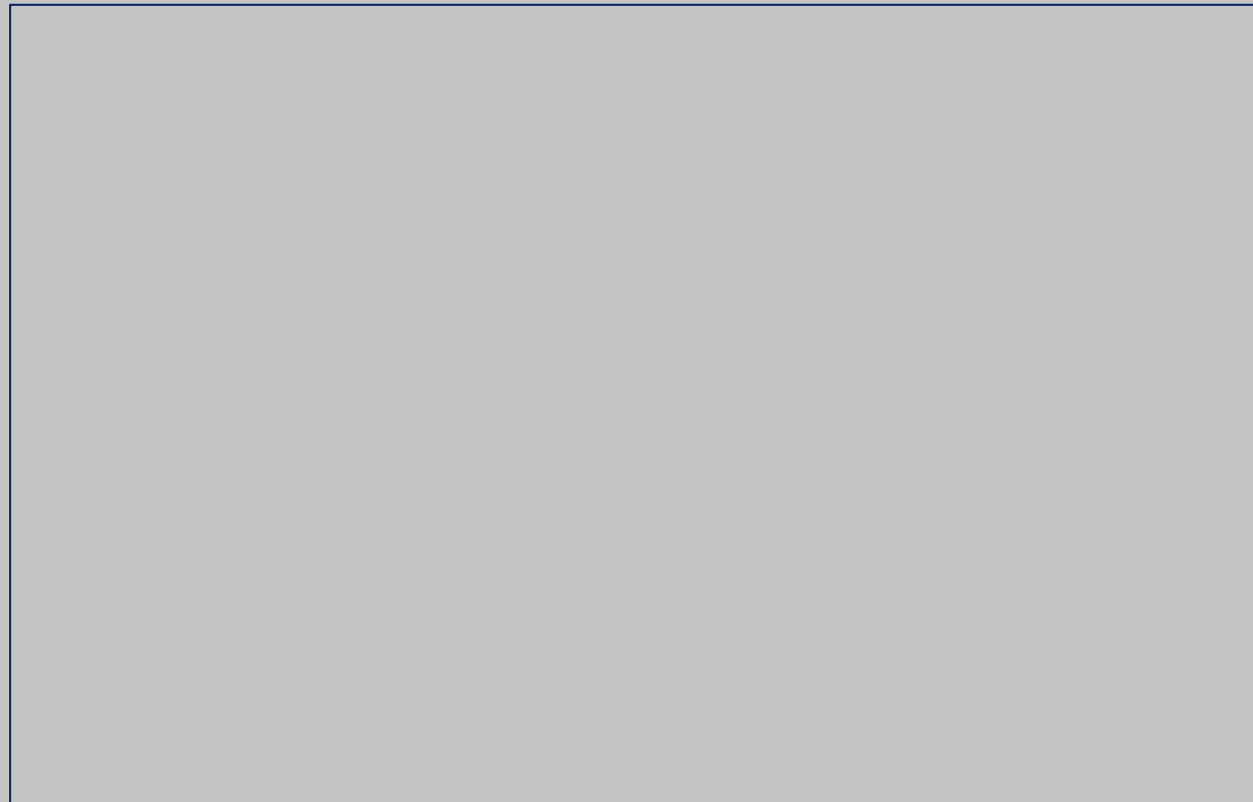
Username: Pace University

Password: [masked]

Login Clear

(For External Users Only)

[Forgot Password/Unlock Account?](#)



# Initiating a NIH Assist Application

Step 2:

N+\$-1%\$2-%l6+8#+;%H33\*1\$6+#\$.%!++\*6+9-/-+\$\$%JIH!K%&6/7-1%#+\$\*%\$2-%'+#\$\$4\$-%!33,#94\$#\*+% "-9\$#  
B,#9:%/\*<

U.S. Department of Health & Human Services

eRA Commons Home Logout Service Desk Contact Us

ASSIST Username: ETORRES

Need Help?

APP: APPLICATION GUIDE

ASSIST USER GUIDE

ERA COMMONS

Welcome

Welcome to the Application Submission System & Interface for Submission Tracking (ASSIST)

**INITIATE APPLICATION**

Funding Opportunity Announcement #

(Example: F-XX-XXX or LITC-ABCD-XX-000)

The National Institutes of Health posts Funding Opportunity Announcements (FOAs) in the [NIH Funding Opportunity Announcements & Grants](#) and in [Grants.gov](#). Search Grants. Prepare and submit applications in accordance with the FOA.

SEARCH FOR APPLICATION

Search for Applications





# Initiating a NIH Assist Application

## Step 5:

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Home > Search for Applications > Application Information

Hide Navigation

### Application Information

**Tips:**

- Complete this for...
- Multi-project applications...
- Descriptive Title of Applicant's Project and Proposed Project Start/End Dates: ...

Summary | **R&R Cover** | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | Module Budget | Plan | Research Subjects and Clinical Trials | Human

#### Application for Federal Assistance

Edit

1. \* TYPE OF SUBMISSION

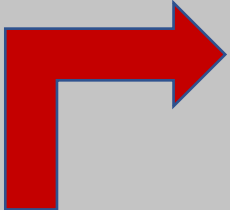
\* Type of Submission  Pre-Application  Application  Changed/Corrected Application

2. DATE SUBMITTED

Date

Applicant

3. DATE RECEIVED BY STATE



19. \* AUTHORIZED REPRESENTATIVE

Prefix  --- Select Prefix ---

\* First Name

Middle Name

\* Last Name

Suffix  --- Select Suffix ---

\* Position/Title

\* Organization

Division

\* Street 1

Street 2

\* City

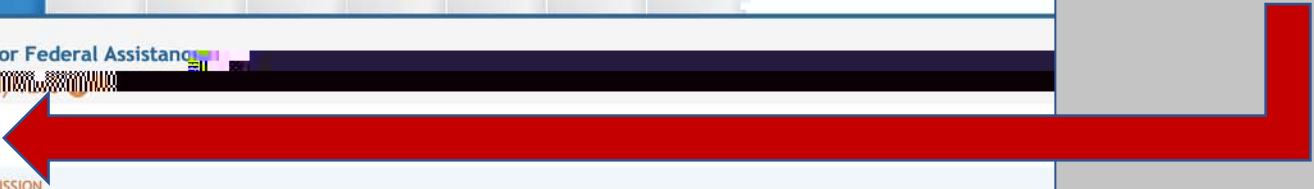
County/Parish

\* State  --- Select State ---

Province

\* Country  UNITED STATES

\* Zip/Postal Code



# Initiating a NIH Assist Application

## Step 6:

H+9-%.\*6%41-%8\*+-%/4:#+;%924+;-"%\*+%4%0\*1/5%"91\*,,%\$\*%\$2-%7\*\$\$/%\*0%\$2-%34;-%4&#9,#9:~%\*+~&%+3<#2#&"#3,\*6=76\$\$\*+<%A,-4"#+;%\$2-%,\*9:%4,,\*?"%.\*61%9\*,47\*14\$\*1"%\$\*%~8#\$\$2-%0\*1/%#+%\$2-%

* Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
* Email	<input type="text"/>
* Signature of Authorized Representative	Completed on submission to Grants.gov
* Date Signed	05/11/2011
<b>20. PRE-APPLICATION</b>	
Pre-application	<input type="text"/> <a href="#">Add Attachment</a> <a href="#">Delete Attachment</a>
<b>21. COVER LETTER ATTACHMENT</b>	
Cover Letter Attachment	<input type="text"/> <a href="#">Add Attachment</a> <a href="#">Delete Attachment</a> <a href="#">View Attachment</a>
<a href="#">Save and Keep Lock</a> <a href="#">Save and Release Lock</a> <a href="#">Cancel and Release Lock</a>	



# Initiating a NIH Assist Application

## Step 7:

!0\$-1%9,#9:#+;%\$2#%&%+3<#2#&"#3,\*6=376\$\$\*+%. \*6%?#,,%7-%31-"-+-\$-8%?#\$2%4%/-""4;-%+\*\$#0.#+;%.\*6  
\*0%4+.%/#""#+;%1-R6#1-8%#+0\*1/4\$#\*+<%P\*6%94>%97#%:#\$\*%"4=-%924+;-"%4"%\$2-.%41-5%\*1%9,#9:%  
<#7?%\$%37\*36\*\$\$#673#\$\$\$\$%3/4:-%061\$2-1%924+;-"%\*+;%\$2-%0\*1/<%>2-%0#-,8"%?#\$2%-11\*1"%?#,,%7-%  
2#;2,#;2\$-8<

**Application Information**

**Tips:**

- Complete this form first. Some information is required for data entry.
- Multi-project applications - For the Overall component, provide a Descriptive Title of Applicant's Project and Proposed Project Start/End Dates). Expand All will expose fields available for data entry.

R&R Cover updates saved but errors exist...

- The Person to be contacted First Name is required
- The Person to be contacted Last Name is required
- The Person to be contacted City is required
- The Person to be contacted State is required
- The Person to be contacted Zip/Postal Code is required
- Proposed Project - Start Date is required
- Proposed Project - End Date is required
- Type of Applicant is required
- Type of Submission is required
- Congressional District of Applicant is required
- Employer Identification Number is required
- Type of Application provided in the SF 424 RR Cover is invalid. The Type of Application must be New, Revision (for supplements), Resubmission (for amended applications), or Renewal (for competing continuations).
- If this application being submitted to other agencies is required

**Notice:** Data entry errors were found



**Data entry errors were found**

!"#\$%&'()\*+\*, "%()\*'-."/#)"/0.&1

First Name

The Person to be contacted First Name is required

# Returning to an Application in Progress

Step 1:

E\*#+\$%.\*61%71\*?"-1%\$\*%\$2-%&'(%!"#\$%?2\$34-10MM367,#9<-14<+#2<;\*=<%N#\$1%.\*61%  
B\*//\*+"%!"#\$%&'# 4+8%(&"")\*\$+ 4+8%9,#9:;%\$2-% 76\$\$\*+<

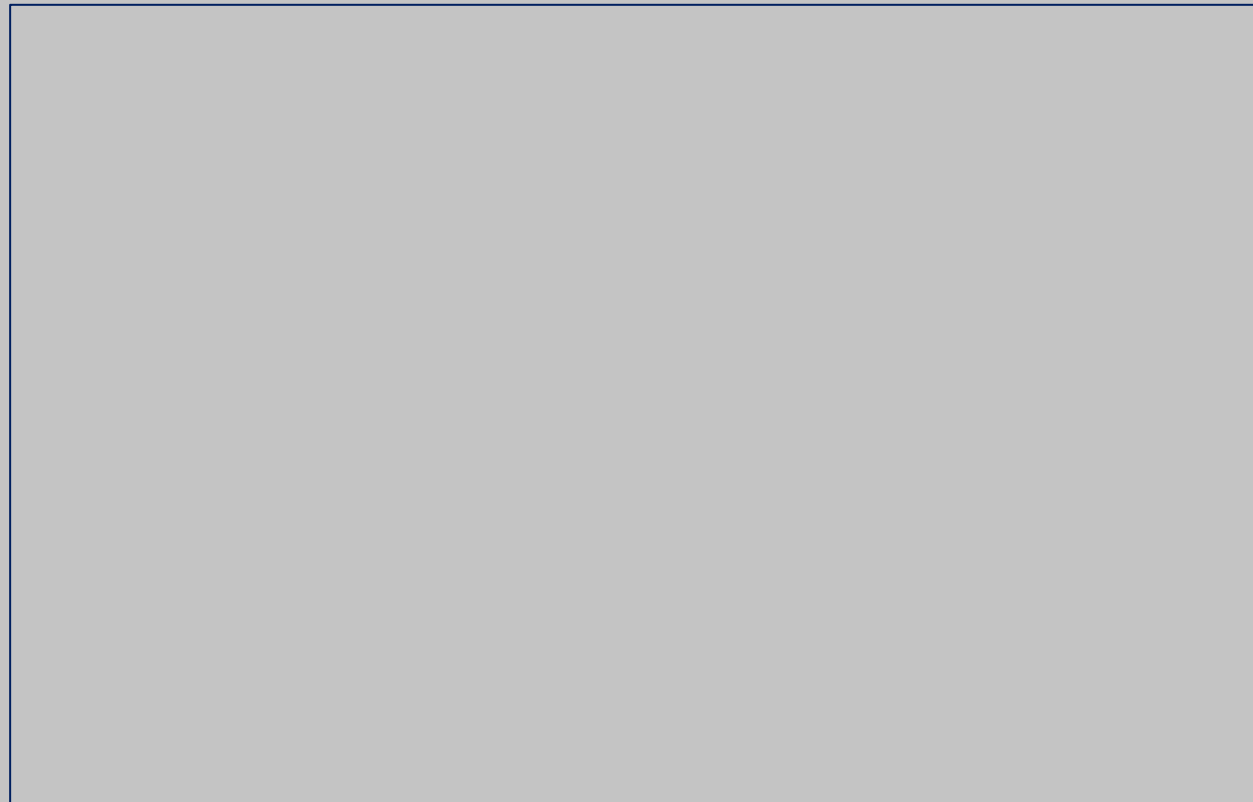
Login with eRA Credentials

Username: PaceUniv

Password: [masked]

Login Clear

(For External Users Only) [Forgot Password/Unlock Account?](#)



# Returning to an Application in Progress

Step 2:

B,#9:%\*+%\$2-%:#&\$6@34552.6&76\$\$3<

The screenshot displays the ASSIST web application interface. At the top left, the ASSIST logo is visible. Below the header, there is a navigation bar with a 'Welcome' link. The main content area features a 'Welcome to the Application' message. Below this, there is a section titled 'INITIATE APPLICATION' with a sub-heading 'Funding Opportunity Announcement #' and an example '(Example: PA-XX-XXXX)'. A search bar is present with the text 'SEARCH'. The interface includes various icons and a search input field.

# Returning to an Application in Progress

Step 3:

S-, -9\$%A\*\$=38%3(\$\*-\$#"6+8-1%S67/#""#\*+%S\$4\$6"%4+8%:9&#B@

Home > Search for Applications

## Search for Applications

Application ID:

Applicant Name:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status: (select all that apply)

- Work in Progress
- All Components Final
- Ready for Submission
- Submitted
- Submission Errors
- Abandoned

HSS Applications?

Submission Date:  from  to

Project Start Date:

Project End Date:

Step 4:

I#+8%\$2-%433,#94\$#\*+%.\*6%?#"2%\$\*%?\*1:%\*+%01\*/%\$2-%,#"\$%\$24\$%#236715+8418%9\$##9+%%!0\$-1%  
9,#9:#+;%"-,-9\$%.\*6%?#,,%7-%71\*6;2\$%\$\*%\$2-%"6//41.%34;-%\*0%.\*61%433,#94\$#\*+<



>2-%433,#94\$#467%\*" /-+6%,\*94\$-8%\*+%\$2-%,-0\$%"#8-%\*0%\$2-%433,#94\$#\*+%34;-%31\*=#8-"%"-=-14,%  
#/3\*1\$4+\$%0-4\$61-"<%>2#"%"-9\$#\*+%?#,,%-,47\*14\$-%\*+%\$2-%/\*1-%9\*\*+,.%6"-8%0-4\$61-"<

# Application Actions

## Manage Access

>2-%/4+4;--%499-""%0-4\$61-%4,,\*?"%.\*6%\$%488%9\*,,47\*14\$\*1"%\$\*%.\*61%31\*3\*"4,%"\*%\$24\$%\$2-.%94+%  
\$2-%433,#94\$#\*+%4"%?-,,<%>\*%488%4%6"-1%0,#9!%#93758\$\*+<%E1\*=#8-%\$2-%6!1"B\*//\*+"%  
6"-1+4/--%4+8%?B'.7 <%B2\*\*"--%\$2-#1%-8#\$%31#=#,-;"%4:88#%9/#9:%

User Access History

[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	Budget	Non-Budget	All	Access Maint	Status Maint
<a href="#">ETORRES</a>	PACE UNIVERSITY NEW YORK	None	None	None	Edit	N	Y

[Add User](#)



[View Access History](#)

Click on the User name to add access to other components for the user. 1 - 2 of 2 records, Page 1 of 1

User	Primary Organization	Project Role	Budget	Non-Budget	All	Access Maint	Status Maint
<a href="#">ETORRES</a>	PACE UNIVERSITY NEW YORK	None	None	None	Edit	N	Y
<a href="#">JCUETO</a>	PACE UNIVERSITY NEW YORK	None	None	None	Edit	N	Y

[Add User](#)



### Add Additional Forms

>2#"0-4\$61-%4,,\*?"%.\*6%\$\*%488%\$2-%4331\*31#4\$-%768;-\$%0\*1/%1-R6#1-8%0\*1%\$2-%433,#94\$#\*+%4  
488#\$#\*+4,%0\*1/"%\$24\$%/4.%7-%1-R6#1-8%74"-8%\*+%IH!%#+"\$169\$#\*+"<%T2-+%.\*6%9,#9:%\*+%\$2-%\*3\$  
\*3-+%4%/-""4;-%,#:-%\$2-%\*+-%7-,\*?<%S-,-9\$%\$2-%4331\*31#4\$-%0\*1/%01\*1/%\$2-%81\*3%8\*?+%7\*Q%4+8%  
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/6"\$%6"-%\$2-%E(S%V\*86,41%@68;-\$%I\*1/%#0%.\*6%41-%"67/#\$\$#+;%4%1--4192%;14+\$%433,#94\$#\*+%0  
8\*/-"\$#9%\*1;4+#W4\$#\*+%4+8%.\*6%41-%433,.#+;%0\*1%XYZ[5[[[%\*1%,-""%3-1%768;-\$%3-1#\*8%#+%8#1-9\$  
/6"\$%6"-%\$2-%A\A%@68;-\$%I\*1/%#0%.\*6%41-%433,.#+;%0\*1%/\*1-%\$24+%XYZ[5[[[%3-1%768;-\$%3-1#\*8%  
9\*\$"<%(?=-15%\$2-1-%41-%-Q9-3\$#\*+"%4+8%\*\$2-1%8#"##+9\$#\*+"<%A-0-1%\$\*%.\*61%IH!%4+8%\$\*%\$2-%  
#+"\$169\$#\*+"%0\*1%;6#84+9-%\*+%?2#92%@68;-\$%I\*1/%\$\*%6"-<



# Application Actions

## Preview Application

>2#"%\*3\$#\*+%4,,\*?"%.\*6%\$\*%31-=#-?%\$2-%?2\*,-%433,#94\$#\*+%4\$%4+.%"\$4;-%4+8%\$\*%8\*?+,\*48%\*1%3

# Application Actions

## Validate Application

>2#"%\*3\$#\*+%92-9:"%4+8%4,-1\$"%.\*6%\$\*%4+.%-11\*1"%4+8%?41+#+;"%\*+%\$2-%433,#94\$#\*+<%!+%433,#7-%-11\*1%01--%\$\*%4,,\*?%"67/#""#\*+<

### Application Errors and Warnings results

**Application Information**

FOA Number: PAR-18-714

Application Project Title:

PD/PI Name:

Organization: PACE UNIVERSITY NEW YORK

**✖ Errors**

Total Errors to be corrected before the application can be submitted: 1

Form Name	Error Message
R&R Cover	The Proposed Project Start Date must be later than today's date. (001.41.1)

**⚠ Warnings**

Total Warnings to be corrected:

Form Name	Warning Message
Global	Updates on or before May 21, 2020 and Complete

# Application Actions

## Application Status History

>2#"%\*3\$#\*+% "2\*?"%\$2-%"\$4\$6"%\*0%\$2-%31\*3\*"4,%4\$%=41#\*6"%\$#/-"<%>2-%"91--+%?#,,%"2\*?%"\$2-%"\$  
433,#94\$#\*+%#+#\$#4\$#\*+% "\$4\$6"%4,,%"\$2-%?4.%63%\$\*%"\$2-%"67/#""#\*+% "\$4\$6"<

### Application Status History

Status Date	Status	Action	ASSIST	TORRES, ERIC
2020-05-11 06:20:33 PM	Work in Progress	Application initiated	ASSIST	TORRES, ERIC

# Application Actions

## Update Submission Status

>2#"%0-4\$61-%4,,\*?"%0\*1%\$2-%433,#94\$#\*+%\$\*%7-%924+;-8%01\*/%T\*1:%<#&%E31,\*\$3"%\$\*%  
:?B'."\*. \*%F3 4,,\*?#+;%\$2-%!HA%4\$%\$2-%H00#9-%\*0%A-"-4192%\$\*%"67/#\$<%'0%4+.%-11\*1"%-Q#"5%\$2  
+\*\$%4,,\*?%\$2-%"\$4\$6"%\$\*%924+;:-<

Update Submission Status

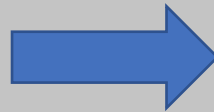
Select the new status: -- Select Status --

Ready for submission

Enter a comment without adding a comment.

Add comment Cancel

© 2020 NIH. All Rights Reserved.  
Screen Rendered: 05/11/2020 09:50:53 EDT | Screen Id: ASSIST0034@  
Version: 2.38.00



Update Submission Status

Select the new status: -- Select Status --

Enter a comment without adding a comment.

Add comment Cancel

© 2020 NIH. All Rights Reserved.  
Screen Rendered: 05/11/2020 09:50:53 EDT | Screen Id: ASSIST0034@  
Version: 2.38.00

**Notice:**

Oops! We failed to update your application and can't put it in Ready for Submission status yet. You may want to try again.

Ok

## Submitting the Application

T2-+%. \*6%24=-%9\*/3,-\$-8%\$2-%433,#94\$#\*+%4+8%+\*%-11\*1"%-Q#\$5%3,-4"-%"-+8%\$2-%H00#9-%\*0%A-  
-/4#,%"\$4\$#+;%\$24\$%. \*6%24=-%1-=#-?-8%\$2-%433,#94\$#\*+%#+%&'(%!"#\$<%>2-%433,#94\$#\*+%9\*+0\*1/  
IH!\%&'(%;6#8-,#+-"%4+8%. \*6%;#=-%\$2-%H00#9-%\*0%A-"-4192%3-1/#""#\*+%\$\*%"67/#\$<%

# NIH Resources

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G8H3C#;#2\*53I\*?\$3E?+-#7J

[@775"JKK-\\$&%7"L%.@L-\\*;K-\\$&%7"K\\*Q&552D&552.6&7.\\*%?.+#K1\\*\\$'&70&%+0\)\\$.#K+#;#20D\\*?\\$B?+-#7L@7'](#)

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[@775"JKK-\\$&%7"L%.@L-\\*;K1?%+.%-K"#&\\$6@-?.+#K.%+#NL@7'2](#)

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[@775"JKK\)\)\)L5&6#L#+?K\\*110#10\\$#"#&\\$6@K.%"7.7?7.0%&12\\$'&7.\\*%](#)

# Pace University Office of Research Contacts

C\$L4\$\*' >&52&%  
!""#\$%&'()\*+,#,#"')-#+).("&+\$/  
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N/4#,L [4943,4+b349-<-86](#)

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N/4#,L ["8-/\\*9:-1b349-<-86](#)

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E2\*+-L%JY]YK%Q][Z^  
N/4#,L [e96-\\$\\*b349-<-86](#)

92.%&3E2\*6@  
7&3&8(+9).("&+\$/)\*+##8+&:"  
E2\*+-L%JY]YK%Q][c\_]  
N/4#,L [-7,\\*92b349-<-86](#)