PI Name: _____

Multiple PI Grant? [   ] Yes [   ] No If Yes, Name of Contact PI if different than above _____

Project Title: _____

Funding Opportunity Announcement (FOA) Number: _____

Award Mechanism (e.g., P01, P50, U19, etc) Type*:* _____

Administrative

[   ] 1. Read the Notice of Funding Opportunity (NOFO) in its entirety.

[   ] 2. Inform your GCO Grants Specialist as soon as possible that you are planning to submit a multi-project application using ASSIST and send him/her the FOA link. Note that your GCO Grants Specialist can review sections of the application while you are still preparing it.

[   ] 3. Review GCO's Application Submission Checklist and Instructions? Steps 1-4, 6-12, 15, 16, 17e, 18, 19, and 21 may apply.

[   ] 4. Determine what components are required in the NOFO (i.e., number of cores, projects, is an Administrative Core required, etc.?)

[   ] 5. Determine if this is a Multiple PI grant. Review GCO's NIH/AHRQ Multiple PI Guidance and Template.

[   ] 6. Submit InfoEd and ASSIST final applications to the GCO 5 business days in advance of the NIH deadline by 11 am. This will allow the GCO to follow the NIH recommendation of submitting the ASSIST application 2 days in advance of the NIH deadline to take advantage of the application viewing window to address and correct any errors.

Technical

[   ] 7. Follow InfoEd instructions > nonS2S_New for setting up Multi-Project Grants (MPG) and initiate an InfoEd application as soon as possible. The MPG instructions are on the last page.

[   ] 8. Watch the ASSIST webinar.

[   ] 9. Start to complete the ASSIST application as soon as you have the cores and project information.

[   ] 10. Make sure all PD/PIs and all individuals with the role of project lead have an eRA Commons ID.

[   ] 11. If grant is awarded: Make sure participating undergraduates, graduate students, and/or post docs, have an eRA Commons ID.

Instructions for 9. and 10:

For ISMMS employees, please register for an ID by sending this request to grants@mssm.edu and include the person's first and last name, role and e-mail address. For employees of the sub-awardee institution, he/she should contact his/her own Business Office for further assistance.

[   ] 12. Is there an administrator who will be responsible for the entire application? Should this person be granted the Access Maintainer role in the system? The role of Access Maintainer is to provide and control access to other users of the ASSIST application.

[   ] 13. Do not upload password protected PDF documents in ASSIST.

[   ] 14. Determine if there will be subawards in the application. If yes, will the subaward be a Lead on a Project or Core? Or, just included as part of an ISMMS Project or Core? Add the "PHS Additional Indirect Costs" form in the Overall Component of the ASSIST application. See the

"Additional Indirect Costs form" section in the [SF424 Guide – Multi Project Instructions](#) for complete information.

15. Did you review the eRA validations and errors associated with Data Management and Sharing Plan attachments. Click [here](#) for NIH Extramural Nexus Guidance.

16. Did you review the eRA validations and errors associated with Data Management and Sharing Plan attachments. Click here for NIH Extramural Nexus Guidance.

17. Saving the Application: Did you click on "Save and Release Lock?" That will allow GCO to edit/submit your application. Do not click on "Save and Keep" Lock. The GCO will not be able to edit/submit the application until the lock-holder releases the lock or the GCO will have to wait 30 minutes for the lock to expire.

Budgetary

[ ] 18. Only use whole dollars on the ASSIST budget. Do not list cents.

[ ] 19. If there is a graduate student on the budget, make sure to follow the NIH policy for budgeting. Click [here](#) and go to the "Graduate Students on NIH Research Grants" section.

[ ] 20. Is a Federal (e.g., NIH) K awardee an investigator on the budget? If the effort on this project is covered under the scope of the K, it will be subsumed so do not include salary on the grant during the active period of the K award. Prorate salary after K award ends. If the effort on this project in not covered under the scope of the K, you may budget for salary. In this case, confirm that effort does not exceed 100% since the effort will be additive and most K awards have minimum effort requirements. See NIH [NOT-OD-17-094](#) for complete information.

[ ] 21. Is the Federal K awardee *(applies to mentored K awards only)* a project/core leader?   If the effort on this project is covered under the scope of the K, he/she may reduce effort required on K and replace that with effort and salary requested on your project if he/she is in the last two years of the K award. See NIH [NOT-OD-08-065](#) for complete information.

[ ] 22. Find out if anyone on the project at ISMMS has a multiple research appointment, a part-time base salary, or a James J Peters VA Medical Center (JJPVAMC) appointment as this will determine whether you need to include additional clarifying information in the budget justification.

23. Do not use more than one F&A rate unless specified in the FOA. Please review this [F&A Guidance documentation](#) for more info.

24. The DMSP costs must be included in at least one non-Overall component. Click [here](#) for GCO's DMSP budgeting guidance.

▶ Additional Instructions for Multi-project:

25. From the [SF424 Guide](#) address all sections labeled "Additional Instructions for Multi-project" in your grant application. Examples of SF424 Guide sections to review are the Human Subject and DMSP sections.

Resources

❖ [ASSIST Website](#)
[ASSIST User Guide](#)
[ASSIST Webinar](#)

❖ [NIH Multi-Project Application Form Table with Annotated Forms](#)
[SF424 Guide – Multi Project Instruction](#)
[InfoEd Instructions](#) > non S2S_New (last page)

Notes