



Planning your ASSIST Multi-Project Application*

Who will be the PD/PI of the entire application? Will there be Multiple PIs? Who will be the Contact PI?

Have you read the Funding Opportunity Announcement (FOA), in its entirety?

What components are required in the FOA (e.g., # of Projects, Cores, is an Admin Core required, etc.)?

Do all PD/PIs and all individuals with the role of project lead have an eRA Commons ID? Does each person working on this application, in addition to any participating undergraduates, graduate students, and/or post docs, have an eRA Commons ID? If not and the person is an ISMMS employee, 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. If not and the person is an employee of the sub-awardee institution, he/she should contact his/her own Business Office for further assistance.

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.

Will there 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? Eff. 1/30/15, add the "PHS Additional Indirect Costs" form in the Overall Component of the ASSIST application. See the Multi-Project Instructions (section 9.4.5.1) of the [SF424 Guide](#) for further instructions on this additional form.

Make sure to:

- 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.
- Watch the ASSIST [webinar](#).
- Initiate an InfoEd application as soon as possible.
- Only use whole dollars on the budget. Do not list cents.
- Do not upload password protected PDF documents.
- Submit InfoEd and ASSIST final applications to the GCO 5 business days in advance of the NIH deadline by 11am. This will allow us 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.

Other items to prepare in advance to reduce delays:

General

- Refer to GCO's Application Submission [Checklist](#) and [Instructions](#) for additional information. Steps 1-3, 5-10, 13, 14, 15e, 16, 17, and 20 may apply.
- Start to complete the ASSIST application as soon as you have the Cores and Project Information.
- Have continuous communication with your GCO Grants Specialist, who can review sections

of the application while you are still preparing it.

InfoEd

- Follow InfoEd [instructions](#) for setting up Program Project Grants.

Budget

- Is there a grad student or grad students 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.
- Is a Federal (e.g. NIH) K awardee an investigator on the budget? Prorate salary after K award ends.
- Is the Federal K awardee (*applies to mentored K awards only*) a project/core leader? 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. Click [here](#) for the NIH Policy.
- 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.
- Will all or part of the research be conducted at the JJPVAMC? This will affect the F&A rate on the budget.

ASSIST Resources

- ❖ [ASSIST Website](#)
- ❖ [ASSIST User Guide](#)
- ❖ [ASSIST Webinar](#)
- ❖ [NIH Multi-project Application Form Table with Annotated Forms](#)
- ❖ [NIH SF424 Guide – Multi-Project Application Instructions: Section 9](#)
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- ❖ [InfoEd Instructions for Program Project Grants](#)