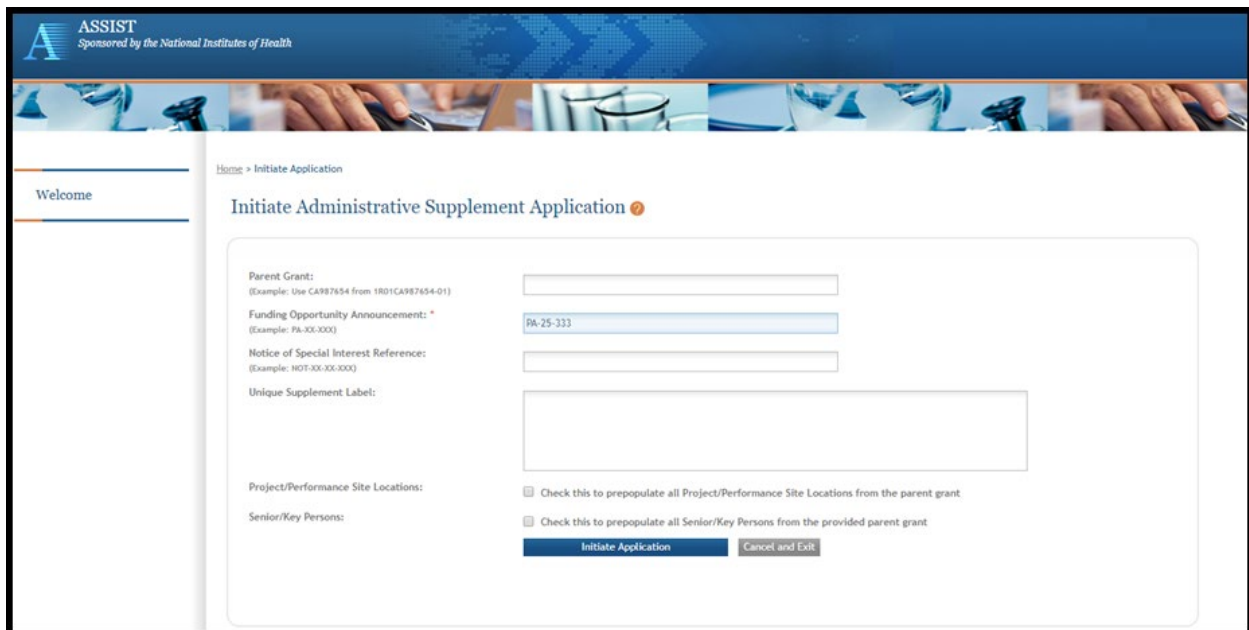


NewsFlash!

Announcement: The National Institutes of Health (NIH) has announced that ASSIST has been streamlined to support easier initiation and submission of administrative supplements. When an administrative supplement Funding Opportunity Announcement (FOA) number is entered on the ASSIST "Initiate Application" screen, ASSIST will recognize that FOA as an administrative supplement and present a new "Initiate Administrative Supplement Application" screen (see below).



The screenshot shows the ASSIST web interface. At the top left, the ASSIST logo is displayed with the text "Sponsored by the National Institutes of Health". Below the logo is a navigation menu with "Welcome" selected. The main content area is titled "Initiate Administrative Supplement Application" and contains several input fields and checkboxes. The fields are: "Parent Grant:" (with an example: "Use CAR97654 from 1R01CA987654-01"), "Funding Opportunity Announcement: *" (with an example: "PA-XX-XXXX" and the value "PA-25-333" entered), "Notice of Special Interest Reference:" (with an example: "HOT-XX-XX-XXXX"), and "Unique Supplement Label:". Below these fields are two checkboxes: "Check this to prepopulate all Project/Performance Site Locations from the parent grant" and "Check this to prepopulate all Senior/Key Persons from the provided parent grant". At the bottom of the form are two buttons: "Initiate Application" and "Cancel and Exit".

By adding the Federal ID from the parent grant in the Parent Grant field, certain information from the parent grant will be prepopulated into the administrative supplement application. For instance, if the two check boxes at the bottom of the screen are also checked, the system will prepopulate all the Project/Performance Site Location data and all the Senior/Key Personnel from the parent grant.

This new feature also provides the below additional benefits of using ASSIST to initiate and submit administrative supplement applications:

- Users will have the option to prepopulate only the PD/PI information from the parent application or all the people entered on the Senior/ Key Personnel Form.

- Because there is an expectation that the administrative supplement application will supply new information, not all the data from the parent application prepopulates, thus saving the user from having to delete information that has changed. For example, attachments such as specific aims, research strategy and biosketches are not copied over since the FOA or NOSI may request that specific information be added in these sections.
- The Unique Supplement Label field has been provided so users can enter a title or description that will allow them to readily identify the administrative supplement after it has been initiated.
- Regardless of how the parent application was submitted, this capability works with any corresponding administrative supplement submitted through ASSIST.

Users can currently still use the eRA Commons streamlined option to submit administrative supplements, and the ability to submit directly through Grants.gov has not changed. Refer to the Funding Opportunity Announcement (FOA) and/or Notice of Special Interest (NOSI) for any additional submission instructions.

Questions?

If you have any questions, please reach out to the [Contracts and Grants Officer](#) assigned to your unit.