ASSIST Email Notifications

Event list and Description

Event Name	Trigger	Recipient	Message Text
Assign Access to Complex Application	Access level to a complex application or component is assigned.	User assigned access to the application	CC: <Person who assigned the access> Subject: ASSIST<Application ID> - Notification of Access to < Project Title> Dear <First Name> <Middle Name> <Last Name>: You have been given access to the application <Application ID>< Project Title> by < Actor First Name> < Actor Last Name>. To access this application, navigate to the Web page <ASSIST Login Page> and login using your existing eRA username. If you have more than one eRA account, please login with the account you want to use to access this application. You have been given the following access levels: <Access Level> for <Component ID><Component Title> [or "Entire application']
Access to Complex Application Modified	Access to a complex application or component has been modified.	User whose access has been modified.	CC: <Person who modified the access> Subject: ASSIST<Application ID> - Notification of Access Level Modification for < Project Title> Dear <First Name> <Middle Name> <Last Name>: Your access levels to application <Application ID> <Project Title> for username "<Authentication username>" were modified by < Actor First Name> < Actor Last Name> as follows: Access level (s) Granted: <Access Level> for <Component ID><Component Title> [or "Entire application'] Access level (s) Revoked: <Access Level> for <Component ID><Component Title> [or "Entire application']

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			You can access this application at <ASSIST Login Page>.
Designated as PD/PI on complex application	User adds or changes the PD/PI Profile credentials on the Senior Key Person form on a complex application	PD/PI on the PD/PI Profile of the Senior Key Person Form of Overall component of the application.	CC: < Person who changed the data > Subject: ASSIST<Application ID> - Notification of PD/PI designation for <Project Title> Dear <First Name> <Middle Name> <Last Name>: You have been designated as the PD/PI for application <Application ID> < Project Title> by < Actor First Name> < Actor Last Name>. You can access this application at <ASSIST Login Page>.
Designated as Project Lead on component of complex application	User adds or changes the credentials on PD/PI Profile on Senior Key Person Form of an Other component	Project Lead on the PD/PI Profile of the Senior Key Person Form of Other component.	CC: <Person who changed the data> Subject: ASSIST<Application ID> - Notification of Project Lead designation for <Component ID><Component Title> Dear <First Name> <Middle Name> <Last Name>: You have been designated as the Project Lead for the component <Component ID><Component Title> of application <Application ID> < Project Title> by < Actor First Name> < Actor Last Name>. You can access this application at <ASSIST Login Page>.
Component Status changed	The status of a component in a complex application is updated.	For that component, the e-mail entered on the SF424 (R&R) MP Application Information for the "Person to be Contacted" and the email in the PD/PI profile of the R&R Senior Key Person form.	Subject: ASSIST<Application ID> - Notification of change in Component Status for <Component ID><Component Title> The component status of component of <Component ID><Component Title> of application <Application ID> < Project Title> was changed from <Previous Component Status> to < New Component Status>. You can access this application at <ASSIST Login Page>.
Submission Status	Submission status of a complex	On the 424 (R&R) form for the overall component for the	Subject: ASSIST<Application ID> - Notification of change in Submission Status for <Project Title>

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changed	application is updated.	application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	The submission status of this application <Application ID> < Project Title> was changed from <Previous Submission Status> to < New Submission Status>. You can access this application at <ASSIST Login Page>.
Application Submission fails	Submission status is set to "Submission Error".	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Submission Error for <Project Title> An error occurred during the submission of application <Application ID> < Project Title>. Please try to submit the application again. You can access this application at <ASSIST Login Page>.
Grants.gov Submission Receipt	While querying Grants.gov for status updates, ASSIST determines the Grants.gov processing status has been changed to "Received"	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST <Application ID> - Notification of Grants.gov Submission Receipt of <Project Title> Your application has been received by Grants.gov, and is currently being validated.Your submission was received at <Grants.gov Receipt Date>. Validation may take up to 2 business days. The application has been given Grants.gov Tracking Number: <Grants.gov Tracking Number>. We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval. You can access this application at <ASSIST Login Page>.
Grants.gov Submission Validation Receipt for Application	While querying Grants.gov for status updates, ASSIST determines the Grants.gov processing status has been changed to "Validated".	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Grants.gov Submission Validation Receipt for <Project Title> Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval. You can access this application at <ASSIST Login Page>.

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Grants.gov Rejection Notice for Application	While querying Grants.gov for status updates, ASSIST determines the Grants.gov processing status has been changed to "Rejected".	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Grants.gov Rejection for <Project Title> Your submission was received on <Grants.gov Receipt Date>. However, it contained the following errors and cannot be forwarded to the granting agency. The following errors were detected: <Grants.gov rejection errors> Please correct the above error(s) and resubmit your application from ASSIST. You can access this application at <ASSIST Login Page>.
Grants.gov Error	Error occurs in Grants.gov processing.	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Grants.gov Processing Error for <Project Title> Your submission was received on <Grants.gov Receipt Date> and was determined to contain errors that prevent processing by Grants.gov. The issue is being investigated by the eRA eSubmission Support Team; however, it is the responsibility of the applicant to ensure the application is submitted by the submission deadline. Changed/corrected applications submitted after the submission deadline will be subject to the NIH Late Policy and may not be accepted. You can access this application at <ASSIST Login Page>.
Application does not exist at the agency.	Grants.gov status is "Received by Agency" or "Agency Tracking Number Assigned" but the application does not exist at the agency.	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative For the other components, the e-mail entered on the SF424 (R&R) MP Application Information for the "Person to be Contacted" and the	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Application Does Not Exist at Agency Error for <Application ID> <Project Title> Grants.gov indicates that the application has been received by the Agency; however, the application cannot be located at the Agency. Please contact the helpdesk. The issue is being investigated by the eRA eSubmission Support Team.

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		email in the PD/PI profile of the R&R Senior Key Person form.	
Agency Acknowledged	While querying Grants.gov for status updates, ASSIST determines the Grants.gov processing status has been changed to "Received by Agency".	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Grants.gov Grantor Agency Retrieval Receipt for Application for <Project Title> Your application has been retrieved by the Grantor agency. We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application. You can access this application at <ASSIST Login Page>.
Agency Tracking Number Assignment for Application	While querying Grants.gov for status updates, ASSIST determines the Grants.gov processing status has been changed to "Agency Tracking Number Assigned".	On the 424 (R&R) form for the overall component for the application, emails for Application Information for the "Person to be Contacted", Project Direct/Principal Investigator Contact Information, and Authorized Representative	CC: <Helpdesk email> Subject: ASSIST<Application ID> - Notification of Grants.gov Agency Tracking Number Assignment for Application for <Project Title> Your application has been assigned an Agency Tracking Number by the Grantor agency. You will need the Agency Tracking Number when corresponding with the Grantor agency about your application. You can access this application at <ASSIST Login Page>.

Data Elements:

Element name	Description
Authentication Username	Authentication Username for the account.
First Name	First Name of the user.
Last Name	Last Name of the user.
Middle Name	Middle Name of the user.
Update Time	Date/Time the access update was made.
Access Levels Granted	Access Levels granted to the user.
Access Levels Revoked	Access Levels revoked from the user.
ASSIST Login Page	Login page for ASSIST
Application ID	Identifier for the entire application
Project Title	Title for the application
Component ID	Unique Identifier for the component
Component Title	Title of the component
Previous Component Status	Previous status for a component in a complex application.
Previous Submission Status	Previous submission status for a complex application.
New Component Status	New status for a component in a complex application.
New Submission Status	New submission status for a complex application.
Grants.gov Processing Status	The current Grants.gov processing status associated with the application
Grants.gov tracking number	Unique identifier for an application in Grants.gov
Agency tracking number	Unique identifier for application given by grantor agency after receipt of the application.
Grants.gov receipt date	Date and time application was received by Grants.gov.
Grants.gov receipt error	Grants.gov message given by Grants.gov if fault occurs on receipt of application
Grants.gov rejection errors	Error returned by Grants.gov, that caused the rejection in processing
Grants.gov errors	XML errors or other errors returned by Grants.gov that necessitate involvement of the eSubmission support team.