**Federal and State Electronic Submission and Grants Management Systems
that Require Grants and Contracts Office (GCO) Registration or Approval**

I. Introduction

This memorandum is designed to help users navigate through the on line registration and approval processes and grants management systems for federal and state funded projects. For private foundations and associations that require GCO engagement with their submission system, please do consult their instructions for more information.

This memorandum is organized in the following sections:

Users will then follow one of the next three sections.

In addition, please refer to this section to determine if a competitive, federal sponsored project is prepared and submitted in InfoEd rather than in the agency's on line submission system.

II. Federal and State Funding Agency List

   A. Funding Agencies that Require Users to Register with the GCO
      Below is a list of funding agencies that require user registration with the GCO:
- Agency for Healthcare Research Quality (AHRQ)
- National Institute for Occupational Safety and Health (NIOSH) / Centers for Disease Control and Prevention (CDC)
- National Institutes of Health (NIH)
- Other Public Health Service (PHS) Agencies
- Substance Abuse Mental Health Services Administration (SAMHSA)
- All New York State agencies including:
  - Department of Health
  - New York State Stem Cell Science (NYSTEM)
  - Office of Mental Health

      See section III for instructions.

   B. Funding Agencies that Require GCO Approval of New Users
      Below is a list of funding agencies that contact the GCO for approval before creating a new user account:
- National Science Foundation (NSF)
- National Aeronautics and Space Administration (NASA)
- United States Department of Defense including:

- Department of Defense DoD (DOD)
- Defense Health Agency (DHA)
- US Army
- United States Army Medical Research and Materiel Command (USAMRMC)
- US Army Medical Research Acquisition Activity (USAMRAA)
- Congressionally Directed Medical Research Programs (CDMRP)

See section IV for instructions.

C. Funding Agencies that Require the Principal Investigator to Add a GCO Official to the Online Application
- Health Resources Services Administration (HRSA)

See section V for instructions.

III. Instructions: Funding Agencies that Require Users to Register with the GCO
See list of agencies in the section II.
   A. Instructions
      1. Register in advance by sending an e-mail to grants@mssm.edu with the person's first, last name, e-mail address and role. See the roles in Table 2.

      2. Additional Instructions for Federal Agencies
          These additional instructions are for federal agencies only (i.e., not New York State) and the following individuals:
          a. PIs of Competitive, Single Project Federal Grant Applications
          b. Project Leaders of Project/Cores on Multi-Project NIH Competitive Applications
          c. Postdocs, Graduate or Undergraduate Students participating at least one person-month of full-time work on the project in the current budget period of RPPR Applications
          d. Sponsors (i.e., Mentors) on NIH/AHRQ Fellowships
          e. Trainees on NIH/AHRQ Research Training, Fellowship, Education, and Career Awards
          f. Users who wish to gain access to the on line system

After registering and receiving a username and temporary password by e-mail, individuals in a. – e. above must also log into eRA Commons and complete the required fields in their personal profile. Failure to do so will result in the agency's inability to accept the application.

Do not register in grants.gov or System for Award Management (SAM). Mount Sinai is already registered as an institution.

Table 1 – Funding Agencies that Use ASSIST and eRA Commons

Electronic Submission System	Extramural Funding Agency that Uses the System	Other
ASSIST	- NIH - Other PHS Agencies - SAMHSA (non-competing continuation applications non research only; prior approval/post award amendments) - NIOSH/CDC (for prior approval requests/post award amendments only; not grant submissions)	ASSIST and eRA Commons share the same username. Register for one system only. ASSIST is used primarily to submit NIH competitive, multi-project applications.
eRA Commons	- NIH	NIH, AHRQ, and NIOSH/CDC use eRA

	- AHRQ, except multi-year funded awards - NIOSH/CDC	Commons to submit Research Performance Progress Reports (RPPRs) also known as the Non Competitive Application (NCC) submissions. eRA Commons has many other important features and modules. Click here for more information.
eRA Commons - xTrain Module	- NIH - AHRQ	Policy Notice - Resources - Trainee Profile Setup Tutorial

3. Additional Instructions for Modifying or Adding Roles in ASSIST and eRA Commons
To modify or add a role of an already existing user, please send an e-mail to grants@mssm.edu with the person's name and details of the request.

Users may have multiple NIH user roles. For example, it is possible to be a PI on a NIH R01 and a Sponsor on a postdoc's F32 fellowship. Users may also be affiliated with multiple institutions. Please note that an individual will need two eRA Commons accounts is if he/she is both a PI and a Signing Official (i.e., Authorizing Organization Representative) at an institution.

Table 2 – eRA Commons and ASSIST User Role Table

Role	Additional Information
ASST	The PD/PI can delegate an assistant to perform tasks such as editing and viewing RPPR proposals and to access documents such as Notices of Award (NOA) and grant proposals.
PI	The Program Director/Principal Investigator directs a research project or program.
Postdoc	He/she serves in a postdoctoral role and can be someone who is being mentored and not yet in a permanent position.
Graduate	Graduate Student
Undergraduate	Individual in an undergraduate program
Sponsor	The Sponsor supervises the research training experience of individual fellows on fellowships.
Trainee	The trainee can be the recipient of an NIH fellowship (F series), a prebac, predoc or post doc on a NIH Training grant (T series) as well as a trainee on other types of NIH awards (e.g., K12, R25 among others). Use the xTrain module in eRA Commons to submit required trainee documentation. For a complete list of grant mechanisms where trainees submit documentation on xTrain, click here.

4. Additional eRA and ASSIST Commons Registration Resources
   - ASSIST User Guide
   - eRA Commons FAQs
   - eRA Commons Guide
   - eRA Commons Personal Profile User Guide

IV.   Instructions: Funding Agencies that Require GCO Approval

See list of agencies in section II. These funding agencies do not require users to register with the GCO in order to gain access to their online submission systems. However, the GCO receives an email to approve the new account once it is created. The GCO occasionally disapproves because of the use of a non-Mount Sinai email. Please do use your Mount Sinai email address when requesting access.

V.   Instructions: Principal Investigator (PI) Must Add a GCO Official to the On Line Application
These funding agencies do not require users to register with the GCO in order to gain access to their online submission systems. PIs and other users register for an account directly with the funding agency. The PI must add the GCO Authorizing Official to their application or else the GCO cannot process the application. Please include the Authorized Organization Representative (AOR), which is the Authorizing Official, associated with your department, institute, or center from this listing.

- Health Resources Services Administration (HRSA)
Software System: Electronic Handbooks (EHBs) I Registration and User FAQs

VI.   Use of InfoEd to Directly Submit Single Project, Competitive Applications to the Federal Funding Agency
With the exception of the National Science Foundation (NSF) and NASA, all federal single project, competitive applications are prepared and submitted in InfoEd and sent directly to the agency. These are called System to System (S2S) applications. Users still need to register for accounts on the external online software system as per the instructions in this memo. However, do not log onto the agency's system to submit the applications. Please see Table 3 below for the applications that a PI submits using InfoEd.

Click here for instructions on gaining access to InfoEd.

For instructions for initiating/creating the S2S application in InfoEd, click here. For instructions for completing other InfoEd tabs, click here. Also follow the agency specific instructions.

Table 3   Use of InfoEd for Submission of Single Project Competitive Federal Applications System to System (S2S) Submissions

Application Type	Funding Agency	Examples

- New
- Competitive Renewal
- Resubmission
- Resubmission of a Competitive Renewal
- Change of Grantee (i.e., Transfer) Application
	- AHRQ
	- DOD
	- HRSA
	- NIH
	- NIOSH/CDC
	- Other Federal Agencies with the exceptions of:
	
	    o NSF
	    o NASA
		- New NIH R01
		- Resubmission NIH K23
		- New NIH F32
		- Competitive Renewal NIH T32
		- New DOD