Using the New PHS Assignment Request Form

The PHS Assignment Request Form is not required. The form itself and all the fields within it are optional. You can complete all the fields in the form or just one.

*If you do not have any assignment request information to convey, then don’t include the form with your application.*

Unlike the Cover Letter which is PDF document you attach to the SF424 R&R form, the PHS Assignment Request Form is an actual form included in the application package (not an attachment). You will find it with other optional forms (e.g., R&R Subaward Attachment Form, PHS Inclusion Enrollment Report).

The steps for including the form with your application vary based on the method used to prepare and submit your application. For example, if you prepare and submit your application using ASSIST, then you would use the Add Optional Form action in ASSIST to add it to your application. If using Grants.gov downloadable forms, then you would click the box next to the form name under Optional Forms on the application package management page to add it to your application.

Our receipt and referral staff are only looking for assignment requests in the PHS Assignment Request Form, so don’t include them in the Cover Letter going forward.

The Cover Letter should still be used for any narrative information you want to relay to our receipt and referral staff, such as:

- Reason for late application
- Explanation of why a Subaward isn’t active in all periods of the proposed project
- Statements regarding agency approval documents (e.g., requests over $500,000)
- Intent to submit a video as part of the application (NOT-OD-12-141)<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-141.html>

Requests made in the PHS Assignment Request Form may be used to expedite the processing and assignment of applications. We do not guarantee we will honor your requests, though we try to do so whenever possible.

We extract the PHS Assignment Request Form from the other forms in your application and turn it into a stand-alone document upon submission. The Cover Letter and PHS Assignment Request Form information are maintained in eRA Commons as separate documents, not included in your assembled application image. If you use ASSIST, you will not see either the Cover Letter attachment or the PHS Assignment Request Form when you use the Preview Application feature for this reason.

The Cover Letter and PHS Assignment Request Form are visible to only a small number of NIH staff and are never seen by reviewers.