

eRA/CGAP	Version: 0.1
CGAP Applicant Instructions	Last Updated: 1/13/2004 10:48 AM

## NIH eRA CGAP Instructions for Principal Investigators Submitting through Service Providers

It is extremely important to have your SO or AO register you in the NIH eRA Commons. This process should be complete at least two weeks prior to submittal date of the application through the Service Provider. Once you have received email confirming your registration within the Commons, you, as a PI, must verify that all Personal Information located within the Personal Profile tab in the NIH eRA Commons System is accurate. Review and update, as needed, data elements such as first name, middle initial, last name, prefix and/or suffix to PI name (including all embedded punctuation), email, phone, fax, street address, city, state, country, zip and degree (must be a subset of Commons degrees). This data must contain the most recent information for your application to be processed accurately. Organizational data elements, such as Institutional Profile Number (IPF), Entity Identification Number (EIN, format nnnnnnnnnnAn) and DUNS NO, must be accurately identified. This information will be used to generate the electronic grant application image that you will be asked to verify within the eApplications PI Status from within NIH eRA Commons.

Additionally, if you are responding to a specific Request for Applications (RFA) or Program Announcement (PA), the Number should be in the following format:

RFA format: CCyy-*nnn* (where CC is the NIH Institute 2 position abbreviation, yy = last two positions of the year and *nnn* = 3 numeric positions). Example: DE03-007

PA format: PAyy-*nnn* (where PA is required and static, yy = 03 (year) and *nnn* = 3 numeric positions). Example: PA03-013

### Notes

- The Dates of Proposed Period of Support should be for the entire project period, not only the initial year.
- There may be only one Signing Official per application.
- If application is for competing continuation, please include the activity code, IC/serial number-support year on the Checklist Page of the grant application.
- Key Personnel and performance sites should be included on the third page of the application.
- No Table of Contents (TOC) is required at this time.

Once the review group assignment has been received by the principal investigator (PI) and signing official (SO), five paper copies of the application, as well as any appendices, for the February/March deadline must be sent in by the PI or SO. NO PAPER should be sent ahead of time. All corrections after verification in the Commons must be submitted in paper directly to the SRA. If the PI or SO have problems submitting (through their service provider) by the deadlines, or, rejects the e-App, they must send their paper copies to the Center for Scientific Review (CSR)

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for manual processing. Note that this requirement is only for the pilot and may not be required in the future.

## PI/SO Verification in Commons

Thank you for participating in the NIH pilot for submission of electronic grant applications. We are going through the final steps of processing your application. The overall eRA system is being upgraded this weekend and with this release, the Commons screens will be upgraded to allow for the sign-off on electronic applications.

The electronic sign-off normally would be done very shortly after you have submitted the applications but due to the schedule of overall eRA system release, it will be available only next week.

Please note that you may notice slight format differences in the grant image of your application. The review of your application will not be negatively affected in any way by these differences. The SRA is alerted to the fact that the application was submitted electronically. The content of the proposal will not be affected. If you notice an error in the application PDF that is due to the electronic processing, please alert your Service Provider. The Service Provider is in contact with NIH to resolve system problems.

For you to view and sign off your application on-line, you need to do the following:

1. Make sure you can log on to the NIH eRA Commons.
2. Verify your electronic grant application via the NIH eRA Commons.

NIH will be sending an email in the next week to let you know when you can view your electronic grant application on-line and verify (agree to terms). Before you receive the email, please make sure you know your Commons account name and password.

### Here are the instructions for the PI on how to verify in Commons:

1. When you receive the email from NIH, log on at <https://commons.era.nih.gov/commons/>.
2. Go to "Status" on the Commons tab bar.
3. Select "eApplications".
4. Search under "PI eApplication Status" header for "All" or "Requires Verification".
5. Identify the appropriate application and select "Verify PI" on the right-hand side under the heading "Action".
6. The verification page comes up and the electronic grant application image (PDF) comes up in a separate window for you to examine, download, and print at your discretion. You do not have to sign off immediately. You can review your application before your sign off.
7. If you are satisfied, close the PDF window and verify that you agree to terms on the verification page of the Commons that will still be displayed.
8. Select "Save".

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Now you are done.

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**Follow these instructions for the SO on how to verify in Commons:**

1. When you receive the email from NIH, log on at <https://commons.era.nih.gov/commons/>.
2. Go to “Status” on the Commons tab bar.
3. Select “eApplication”.
4. Search under “SO eApplication Status” header for “All” or “Requires Verification”.
5. Identify the appropriate application and select “Verify SO” link on the right-hand side under the Heading “Action”.
6. The verification page comes up and the electronic grant application image (PDF) comes up in a separate widow for you to examine.
7. If you are satisfied, close the PDF window and verify that you agree to terms on the verification page of the Commons that is still displayed.
8. Select “Save”.

Now you are done.

Thank you again for participating in this important pilot for NIH.