Transcript – Status Overview

Welcome to the first of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This first video is a brief overview and sets the stage for the more detailed tutorials to follow.

eRA Commons is the online interface where grant applicants, grantees and NIH staff can access and share administrative information relating to NIH grants.

One of the fundamental responsibilities of any organization is to log into eRA Commons and check the status of an application or grant.

Commons is used from the time of submission to closeout.

Almost all of these processes for managing an NIH grant can be found on the Status Screen.

It is important to note that the process to access status information is slightly different for a Principal Investigator than it is for a Signing Official. When a Principal Investigator clicks on the Status menu link, they can choose to see recently submitted applications, or they can see their current grants or they can search by a specific Grants.gov tracking number.

When the Signing Official clicks on the status menu link, they get a General Search window with many options.

These options are designed to help narrow their search for a specific application or grant because a Signing Official might manage hundreds of grants at any given time. More details on these options will be covered in separate tutorials.

The Status screen is important because it provides you with the access to critical and required information.

The Status Screen is your path to action!

After submitting an application to NIH through Grants.gov, you will check the Status Screen so you can see if you have any errors or warnings.

Remember, errors stop the application from moving forward and must be fixed before the submission deadline.

With an error free application submitted, the status screen will let you check on things like review committee information, or access contact information for NIH staff, and look over your Summary Statement and Scores.

Note that this is for the principal investigators only, signing officials cannot access summary statements and scores.

Most importantly, you will want to check your application image. This is your chance to see the application exactly as the reviewers will see.

Remember, any changes you make will need to be done before the submissions deadline!

If you have received an email requesting more information about your application, the Status Screen will be the place to go for the

Just-in-Time link. The Just-in-Time link is used when an institute or center has requested additional information from you by email prior to a final decision concerning an application.

Success comes as a Notice of Award. This is accessed through the Status Screen and spells out the details of the award, including the amount of funding the proposal has been granted.

The Research Performance Progress Report, or RPPR, is a federally required report to document grantee accomplishments and compliance with the terms of the award.

Fellowship progress reports are due two months before the beginning date of the next budget period.

The RPPR link for these reports will appear automatically in the Action column of the Status Screen.

There are also other features that you can access through the Status Screen.

The No Cost Extension is a request to extend the period of your study for up to 12 months, without additional cost to the granting agency.

The Relinquishing Statement is an official document that states an organization is giving up its interests and rights to an NIH grant.

This step precedes the Change of Institution request to transfer a grant from one organization to another.

To properly closeout a grant, three different reports must be completed; the Federal Financial Report; the Final Invention Statement; and the Final Progress Report. All three are accessible through the eRA Commons Status Screen.

This has been the eRA Commons Status Screen Tutorial #1: Overview.

Thank you for watching.