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DRAFT



NATIONAL INSTITUTES OF HEALTH

eRA Commons



NIH Commons Training Guide



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10/29/03

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This instructional booklet is separated into 8 parts.

Part 1: Introduction (Pages 4 - 5)

Part 2: Logging In and Passwords – Here you will learn how to get access to the Commons site, the basic format of your user name, how to log in, and how to change your password. (Pages 6-9)

Part 3: Personal Profile – If this is your first time logging in, you will have to complete your personal profile. In the future, you can skip Part 2. You will only have to access “Personal Profile” in the future to update any changes. (Pages 10-19)

Part 4: eSNAP – This is where your non-competing grant application begins. In the future you can bypass “Personal Profile and go directly to Part 3: “eSNAP” to complete your non-competing grant application . (Pages 20-41)

Part 5: Delegating authority – If an administrative assistant will be completing the personal profile for the PI or completing the electronic progress report for the PI, here you will learn how to delegate authority to your administrative assistant so that he/she has access to your grants on-line. You can skip Part 4 if you will be completing your own personal profile and progress report. (Pages 42-45)

Part 6: Status – Here you can check on the status of new and continuing applications submitted to NIH. Depending on your level of authority, you can view Notice of Awards, grant applications, and summary statements (Pages 46-53)

Part 7: Upcoming changes and updates – Periodically NIH makes changes and updates the eRA Commons web page. Look here to find out what changes are coming. (Pages 54-57)

Part 8: Frequently Asked Questions (Pages 58-62)

--Index (Page 63)





Open NIH eRA Commons web site at:
<https://commons.era.nih.gov/commons/>

Part 1: Introduction

eRA Commons is available to any user with a Web browser (Internet Explorer 4.0 or greater or Netscape 3.0 or greater) and Internet access. Other Web browsers are also supported, but some functionality may be lost. In all cases, Cookies and JavaScript must be enabled by the browser. **(NOTE: The eRA Commons does seem to function best with Internet Explorer.)**

To get a user name and password, please contact your Institutional Representative. Your Institutional Representative will submit a request to get you access. You will receive your username and password via email within 72 hours.

Things to note:

- 1) The electronic submission for non-competing grant applications only applies to those grants that are subject to SNAP (Streamline Non-competing Award Process). If you are not sure whether your grant is subject to SNAP, check your notice of award or contact your Institutional Representative.
- 2) One misconception is that you can download the NIH PHS 2590 form pages, complete the entire packet, and upload the entire packet through eSNAP. That is not how the eSNAP system works.
- 3) In eSNAP, some of the form pages (such as the face page, supplemental questions, publications page, checklist page, and personnel report) have been replaced with various screens. Each screen has fillable text fields that you must manually completed. The items that will be uploaded are biosketches for any new key personnel, other support (if necessary), and the text of the progress report. You are allowed to upload one document in word or pdf. Therefore, if you have more than one of these items, you will have to merge the documents together to upload them as one file.
- 4) NIH has added a new section "Research Accomplishments File." At this time, this is not a required field. However, if you have key accomplishments/major discoveries or interesting news that you would like to share with your grants management specialist or program official, this is the place to do it. Create a word document with the information and upload the file. Examples include announcements of patents or inventions; TV appearance where your project was discussed; an initiative that resulted from your research project, etc.

The NIH eRA Commons on line system is organized into sections. Depending upon the privileges/roles granted to you, you may view and access the following sections:

Administration. The Account Administration section lets institution officials maintain user accounts associated with the institution.

Institution Profile. The Institution Profile (IPF) section lets institution officials maintain the institution information on file at the NIH, including the organizational hierarchy.

Personal Profile. The Personal Profile (PPF) section lets users maintain their personal information on file at the NIH (including information such as degrees, publications, and contact information).

Status. This section lets Principal Investigators (PIs) review the current status of all their grant applications and review detailed information associated with the grant. Signing Officials (SOs) or Administrative Officials (AOs) associated with the institution are able to see a summary view of grant applications, review Notices of Grant Award, and access Progress Report face pages. Administrative Assistants who are given access to the PI's personal profile or eSNAP application *cannot* access the STATUS function.

eSNAP. The electronic Streamline Non-competing Award Process (eSNAP) section lets extramural grantee institutions submit electronic versions of Type 5 (non-competitive) progress reports to the grants management community.

IAR. The Internet Assisted Review (IAR) section lets reviewers submit critiques of grant applications and view each other's reviews before the actual meeting. Scientific Review Administrators (SRAs) and Grants Technical Assistants (GTAs) are able to view all critiques and generate preliminary score reports and pre-summary statement bodies.

FSR. The Financial Status Report (FSR) is a statement of expenditures sent to the sponsor of a grant or contract. This section lets Grant and Contract Accounting (GCA) prepare and submit an FSR on behalf of the Principal Investigator (PI).

X-Train. The electronic Trainee Activities System (X-Train) section lets Program Directors (PDs) and trainees from institutions with National Research Service Award training grants to create and update trainee appointments and transmit confidential personal data electronically to the NIH.

Links. This section provides links to websites that provide information related to the NIH eRA Commons and related applications.

Help. This section provides online Help for all aspects of using the NIH eRA Commons.

Part 2: Logging In and Passwords

To get a user name and password, please contact your institutional representative. **Your institutional representative will need your full name, date of birth, social security number, email address, and grant number.** Your institutional representative will request a user name and password for you. You will receive your username and password via email within 24 hours.

Begin by accessing the NIH eRA Commons web site at <https://commons.era.nih.gov/commons/>

Commons - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://commons.era.nih.gov/commons/> Go Links >>

 NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Guest
Institution: Not Affiliated
Authority:

Home Links Help

Commons Login ?

* indicates required field.

Username *

Password *

[Forgot Password?](#)

System Notification

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [ERA Contacts](#)
- ▶ [Enter Commons Demo](#)

Links

[Commons Support Page](#)

 NIH eRA 

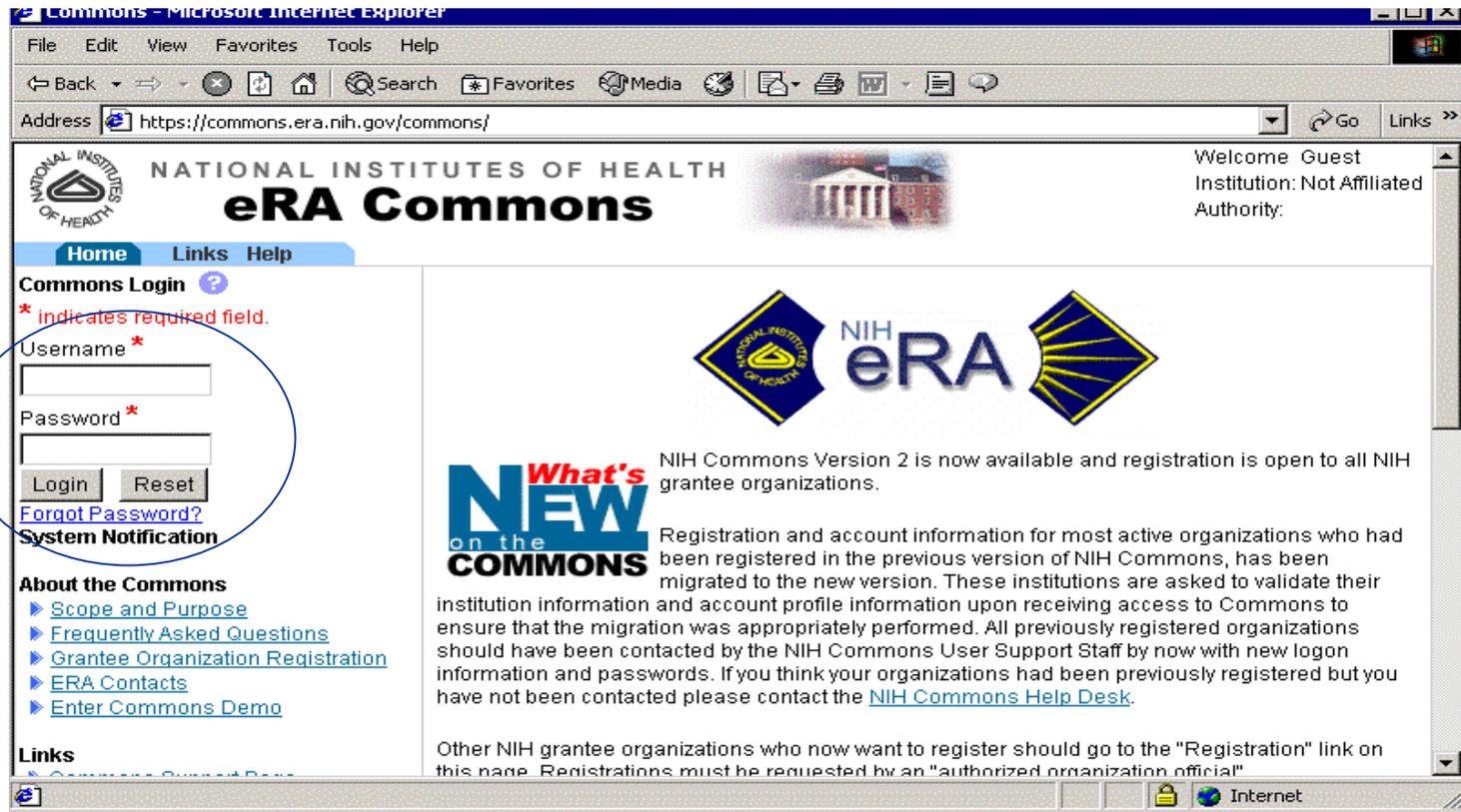
NIH Commons Version 2 is now available and registration is open to all NIH grantee organizations.

What's NEW on the COMMONS

Registration and account information for most active organizations who had been registered in the previous version of NIH Commons, has been migrated to the new version. These institutions are asked to validate their institution information and account profile information upon receiving access to Commons to ensure that the migration was appropriately performed. All previously registered organizations should have been contacted by the NIH Commons User Support Staff by now with new logon information and passwords. If you think your organizations had been previously registered but you have not been contacted please contact the [NIH Commons Help Desk](#).

Other NIH grantee organizations who now want to register should go to the "Registration" link on this page. Registrations must be requested by an "authorized organization official"

Internet



To log in, enter your Username and Password, then click the “Login” button.

At Stanford we have used a standard format for the username.
The format for the Username is **last name.first name**

The Username is not case sensitive. The password is case sensitive.

If you forget your password, click on the “Forgot Password?” link to get a new password. You will be prompted for your username and your email address. You will receive your new password via email **within the hour.**

If this is your first time logging in, you will be asked to **change your password**.

Please note that passwords are valid for 180 days. As your password approaches its expiration date, you will receive a “password close to expiration” message when you log in, and you will be directed to select a new password.

Password restrictions:

-Password length must be between 8 - 20 characters.

-Password must contain a mixture of alpha, numeric and special characters.

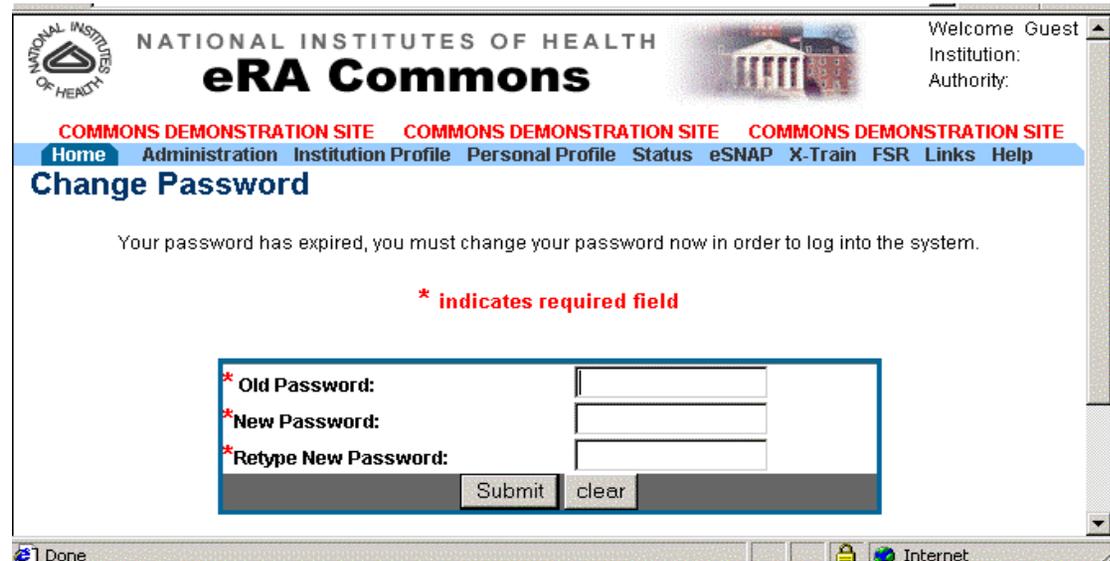
-The first and last characters must not be numeric.

-The password cannot contain the user’s login name.

-Passwords cannot be reused for a period of one year.

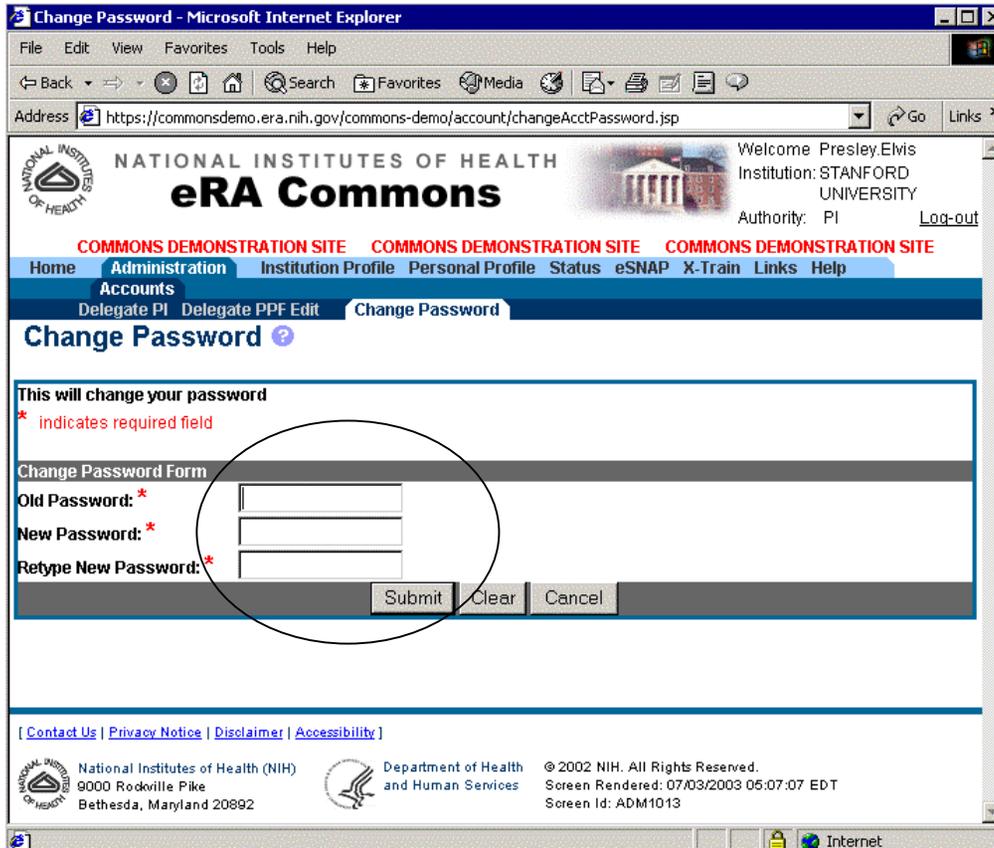
Your login account will be locked after 5 consecutive unsuccessful login attempts. Contact your institutional representative to unlock your account for access.

Once you log in, your name, institution, and authority will appear in the upper right hand corner of the screen.



If you want to **change your password**, click on “Administration.”

You will notice that a darker blue bar appears directly below the light blue bar. Click on the sub-menu item “Accounts.”



A third menu bar (a black bar) appears directly below the dark blue bar. Next click on the sub-menu item “Change Password.”



Enter your old password. Select a new password between 8-20 characters in length, then click “Submit.”

Remember passwords are only valid for 180 days. When the time comes, you will be asked to change your password again.

See page 8 for password restrictions.

Summary: To change password go to Administration/Accounts/Change Password

This completes Part 2.

Part 3: Personal Profile

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

System Notification

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [ERA Contacts](#)
- ▶ [Enter Commons](#)

NIH eRA

Your menu items are located on the light blue bar running across the screen .

The menu items you will be most interested in are:

Personal Profile. The Personal Profile (PPF) section lets users maintain their personal information on file at the NIH (including information such as degrees, publications, and contact information).

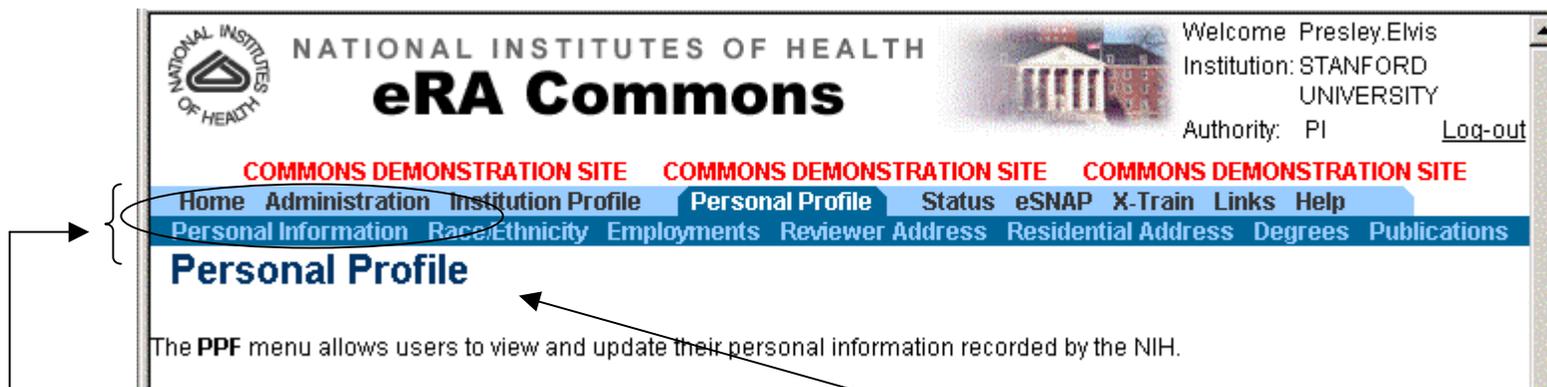
Status. This section lets Principal Investigators (PIs) review the current status of all their grant applications and review detailed information associated with the grant. Signing Officials (SOs) or Administrative Officials (AOs) associated with the institution are able to see a summary view of grant applications, review Notices of Awards, and access progress report face pages. In addition to the above, the PI can also see summary statements.

eSNAP. The electronic Streamline Non-competing Award Process (eSNAP) section lets extramural grantee institutions submit electronic versions of Type 5 (non-competitive) progress reports to the grants management community.



If this is your first time logging in, begin by selecting **Personal Profile** from the menu items.

Note: If someone other than the PI will be inputting the PI's information, this is the point in which to assign that individual with access to the PI's personal profile. To do this, refer to instructions in **Part 5: Delegating Update Authority (pg 42)**.



The title of the menu item you select will appear in the upper part of the screen.

In addition, a darker blue bar appears immediately below the light blue bar. The dark blue bar displays your sub-menu items: **Personal Information, Race/Ethnicity, Employment, Reviewer Address, Residential Address, Degrees, Publications.**

Begin from left to right with the sub-menu items. Go through each sub-menu item, beginning with “Personal Information” and complete each screen.

Reminder:

Red * asterisks = required field.

Personal Information:

Complete each field. When done, scroll to the bottom of the page and click “Submit.”

You will receive a message at the top of the page letting you know whether the information has been updated, or whether there are errors.

Note: if you do not click the “Submit” button, the information will not be saved. You can always go back and change the information after you’ve saved it.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status eSNAP X-Train Links Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address Degrees Publications

Personal Information ?

Personal Information has been updated.

* indicates required field

Identifying Information

Name Prefix: Dr
Middle Name: Aaron
Name Suffix:
Gender: * MALE
U.S. Citizenship: CITIZEN
eRA Email: king of rock@stanford.edu

First Name: * Elvis
Last Name: * Presley
SSN: 123456789
DOB: * 01/08/1935 (mm/dd/yyyy) Withheld?
Citizenship Country: UNITED STATES

Disabilities (select all that apply)

Hearing Vision
 Missing Extremities Nonparalytic Orthopedic
 Partial Paralysis Complete paralysis
 Speech Motor (temp code)
 Other

Submit Reset Cancel

NOTE:

Do not enter any dashes for the SS#.

Throughout this web based application, when entering dates, use the following format: mm/dd/yyyy.

If you click the box marked “Withheld” it will blank out your DOB so that it is not displayed.

To move onto the next screen,
select the next menu item:
Race/Ethnicity

Answer the question(s), then click
submit.

Race/Ethnicity - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://commonsdemo.era.nih.gov/commons-demo/profile/racial.jsp> Go Links

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile **Personal Profile** Status eSNAP X-Train Links Help

Personal Information **Race/Ethnicity** Employments Reviewer Address Residential Address Degrees Publications

Race/Ethnicity

The racial/ethnicity information has been updated.

* indicates required field

Changes to Race and Ethnicity must be captured using the new format approved by the Office of Management and Budget. However, your current information may be stored in the old format. However, if you change this information, it will be captured using the new format.

Current Information

Race(s): White ;

Ethnicity:

New Information

Check here to intentionally withhold this information

Race(s):*

American Indian or Alaska Native

Asian

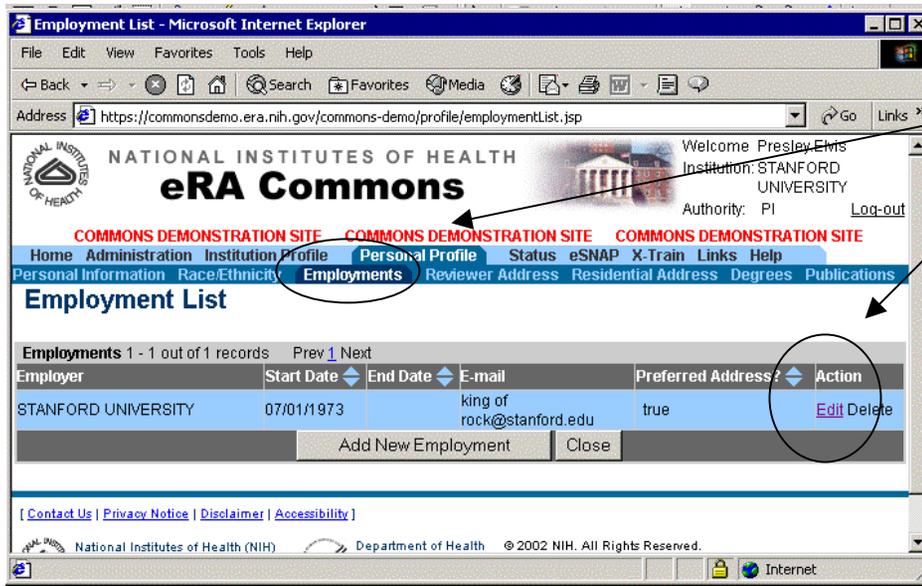
Black or African American

White

Native Hawaiian or Pacific Islander

Ethnicity:* (Required if multiple race selected)

Submit Reset Cancel



To move onto the next screen, select the next menu item: **Employment**

Click on the “Edit” link to view the information on the employment screen.

Employment: Since NIH is using some data contained in their database, some fields may already be pre-populated. Correct the information as needed and completed the other fields.

When finished, scroll to the bottom of the page and click the “Submit” button.

Note: If the email address entered on this screen is different from the eRA email address entered on the “Personal Information” screen (2 screens ago), an additional screen will pop up asking you to verify your **email address**.

Employment Info

* indicates required field

Employer (select one)*

NIH Recognized Institution: Find

NIH Institute or Center:

Employment Information

Start Date:* End Date:

Title: Employment Status:*

Academic Rank: Position:

Employment Type:* Is this your primary employment?

Employment Address

Line 1:* City:*

Line 2: State:*

Line 3: Zip Code:*

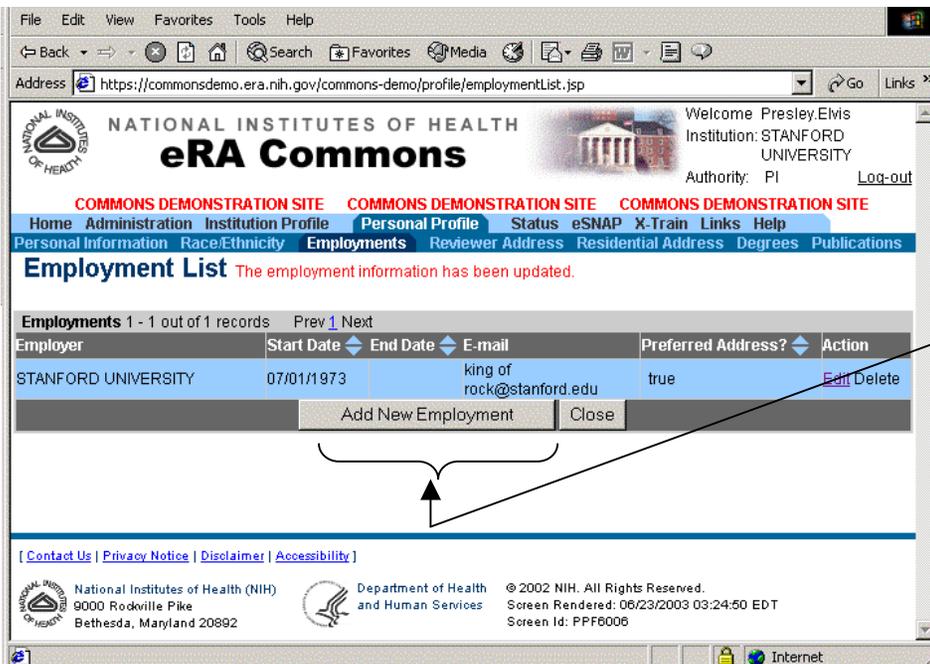
Line 4: Country:*

Phone:* Fax:

E-mail:*

Is this your preferred employment address? (Not editable if currently checked)

Submit Reset Cancel



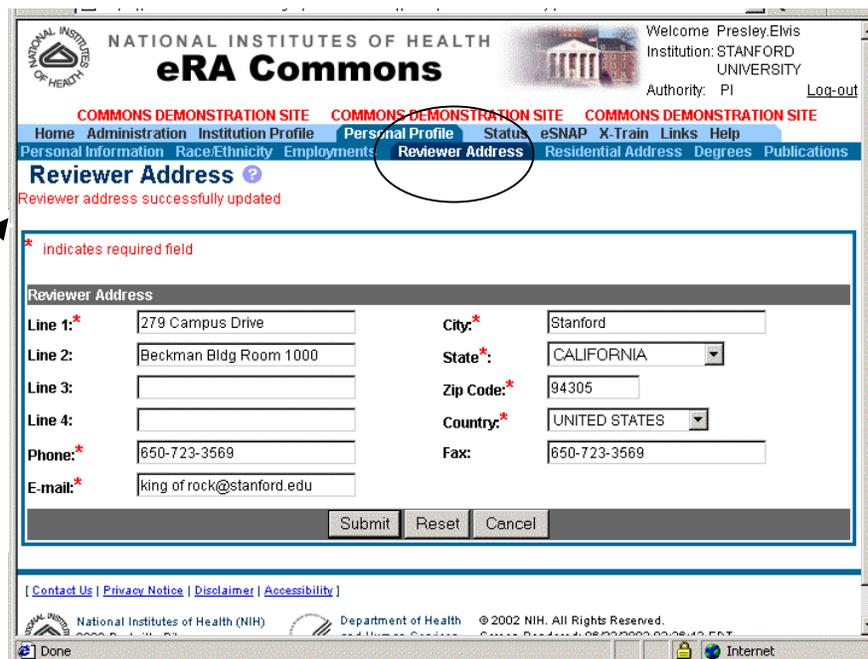
To add additional positions, click on the “Add New Employment” button.

To move onto the next screen click on the next menu item: **Reviewer Address**.

If the PI has been identified as an NIH reviewer, the PI should complete the Reviewer Address screen by entering his work address. Complete the required fields and click the “Submit” button to save the information entered. You will get a message at the top of the screen letting you know whether the information was updated.

If the PI is not an NIH reviewer, skip this page, leave this page blank and proceed to the next menu item.

Note: Completing this page will not add you to the list of Reviewers. You must contact NIH to become a reviewer.



NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Personal Information Race/Ethnicity Employments Reviewer Address **Residential Address** Degrees Publications

Residential Address ?

Residential address successfully updated

* indicates required field

Residential Address

Line 1:* City:*
 Line 2: State:*
 Line 3: Zip Code:*
 Line 4: Country:*
 Phone:* Fax:
 E-mail:*

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Done Internet

To move onto the next screen click on **Residential Address**.

Residential Address:

Complete this screen if you are a postdoctoral fellow and have an NIH fellowship. If you leave the University, NIH will be able to contact you based on the information you enter on this screen.

A PI should complete this screen if he is an NIH reviewer. NIH sends the 1099 forms to the address entered on this screen.

If you are not a postdoc nor an NIH reviewer, skip this screen, leave it blank, and move on to the next menu item.

To proceed to the next screen click on **Degrees**.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address **Degrees** Publications

List of Degrees ?

Degrees 1 - 1 out of 1 records

Degree	Institution	Year	Earned?	Major	Action
PHD: DOCTOR OF PHILOSOPHY	Graceland University	1968	Y	Biology	Edit Delete

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National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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Screen Rendered: 06/23/2003 03:28:18 EDT
Screen Id: PPF8002

http://commons.era.nih.gov/ Internet

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address **Degrees** Publications

Degrees:

Click on the "Edit" link to see the information on this screen.

Some of the fields may already be pre-populated. Correct the information if necessary. Answer all required fields, and click the submit button.

NATIONAL INSTITUTES OF HEALTH eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help
Personal Information Race/Ethnicity Employments Reviewer Address Residential Address **Degrees** Publications

Degree Details ?

* indicates required field

Degree Information

Degree Name* PHD:DOCTOR OF PHILOSOPHY **Degree Text:** (for 'Other' degrees only)

Major: Biology **Minor:** Music

Institution* Graceland University **Degree Earned*** Yes No

If Degree Earned, Put Year: 1968 (yyyy) **Length of Program:** 4 (years)

List of Degrees - Microsoft Internet Explorer

Address: https://commonsdemo.era.nih.gov/commons-demo/profile/degreeList.jsp

NATIONAL INSTITUTES OF HEALTH eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help
Personal Information Race/Ethnicity Employments Reviewer Address Residential Address **Degrees** Publications

List of Degrees ?

The selected degree has been updated.

Degrees 1 - 1 out of 1 records

Degree	Institution	Year	Earned?	Major	Action
PHD: DOCTOR OF PHILOSOPHY	Graceland University	1968	Y	Biology	Edit Delete

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Bethesda, Maryland 20892

Department of Health and Human Services

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Screen Rendered: 06/23/2003 03:30:55 EDT
Screen Id: PPF6002

You will receive a message at the top of the page letting you know whether the information was updated.

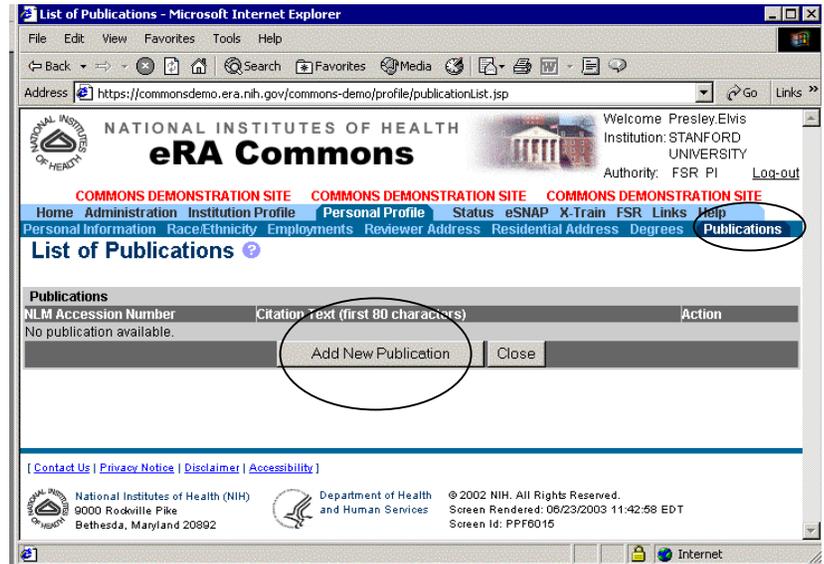
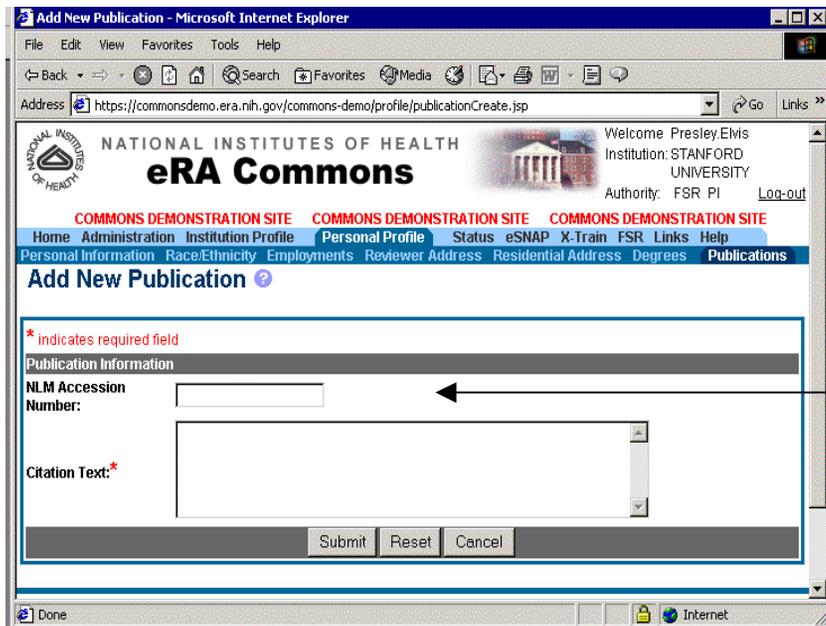
Click the "Add New Degree" button to add additional degrees earned.

If additional degrees appear that are not yours, you can delete them by clicking the "Delete" link at the far right.

To proceed to the next screen select the next menu item:
Publications.

Adding publication information here will also pre-populate
the publication component of eSNAP.

To begin entering Publications click the “Add New
Publication” button.



Currently, only one publication may be entered at a time.
This can be done by cutting and pasting or by directly
typing information into the text field box entitled “Citation
Text.”

If the NLN (National Library of Medicine) Accession
Number is known, it can also be added at this time, but it
is not required. In future releases of the Commons, this
link will be used to draw up the publication.

Click the “Submit” button after entering each individual
citation.

List of Publications - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/profile/publicationList.jsp>

NATIONAL INSTITUTES OF HEALTH eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

[Home](#) [Administration](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [X-Train](#) [Links](#) [Help](#)

[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Address](#) [Residential Address](#) [Degrees](#) [Publications](#)

List of Publications ?

Publications 1 - 2 out of 2 records Prev 1 Next

NLM Accession Number	Citation Text (first 80 characters)	ACTION
0123456789	Presley, EA, Presley, PA, Presley LM.The Genetic Composition of Hound Dogs. Gr	Edit
12345678910	Presley EA, Presley PA, Presley LM. The Science Behind Blue Suede Shoes. Gracela	Edit

[Add New Publication](#) [Close](#)

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National Institutes of Health (NIH)
9000 Rodoville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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Screen Rendered: 06/23/2003 03:32:10 EDT
Screen Id: PPF0015

If you made errors in your citation, click the “Edit” box at the far right to correct those errors.

When you have completed and saved your entries, click the Close button.

NOTE: It is currently possible to update this screen through eSNAP, as well.

You have now completed all of the sub-menu items associated with Personal Profile. In the future please access these menu items only to update any changes.

You may now proceed to eSNAP.

Part 4: eSNAP

Submitting an application through eSNAP



This is where your electronic noncompeting grant application begins. Begin by selecting “eSNAP” from the menu items.



When clicking on the **eSNAP** menu item, PIs will automatically see all their awards. Those eligible for eSNAP submission will be highlighted in blue as a hyperlink.

Click on the desired grant number to begin work on the eSNAP application.

Manage eSNAP - Microsoft Internet Explorer
Address: https://commonsdemo.era.nih.gov/commons-demo/esnap/esnapManage.jsp

NATIONAL INSTITUTES OF HEALTH
eRA Commons
Welcome Presley Elvis
Institution: STANFORD UNIVERSITY
Authority: PI Log-out

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status **eSNAP** X-Train FSR Links Help

Grant List

Manage eSNAP

Select Grant Number link to manage the eSNAP:

Grant Applications 1 - 7 out of 7 records Prev 1 Next

Grant Number	PI Name	Project Title	Due Date	Status	Current Reviewer
5R01CA020111-02	Elvis Presley	Program Project for Cancer Research	07/08/2003	Not started	
5R01HL020114-02	Elvis Presley	Research on the Heart and Other Stuff	07/08/2003	Not started	
5R01CA020112-03	Elvis Presley	Cancer Research in Simple Note Abstracting Programs	07/07/2004	Not started	
5R01HL020115-03	Elvis Presley	Heart Research to Sample Northern Area Pumpkins	07/07/2004	Not started	
1R01CA020110-01	Elvis Presley	New Important Cancer Research		Not started	
1R01HL020113-01	Elvis Presley	New Interesting Research on the Heart		Not started	
1R01CA020119-01	Elvis Presley	New Medical Cancer Research of the Thyroid		Not started	

You will automatically be taken to the “**Manage eSNAP**” submenu item.

To begin, click on the “**Initiate**” button.

Note: If someone other than the PI will be working on the eSNAP application, this is the point in which to assign that individual access to this application. To do this, refer to instructions in **Part 5: Delegating Update Authority (pg 42)**.

NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.2.3
Welcome Presley Elvis
Institution: STANFORD UNIVERSITY
Authority: PI Log-out

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status **eSNAP** X-Train Links Help

Grant List **Manage eSNAP**

eSNAP Menu

Application Information

Grant Number: 5R01HL020115-03
Institution: STANFORD UNIVERSITY
PI Name: Elvis Presley
Project Title: Heart Research to Sample Northern Area Pumpkins
Due Date: 07/07/2004
Current Reviewer:
Status: Not started

Status of Completion:

Upload Science	Incomplete
Organization Information	Incomplete
Performance Sites	Incomplete
Key Personnel	Incomplete
Research Subject	Incomplete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

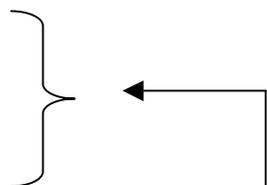
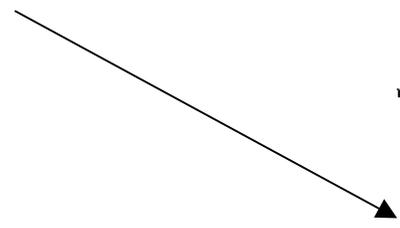
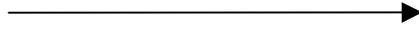
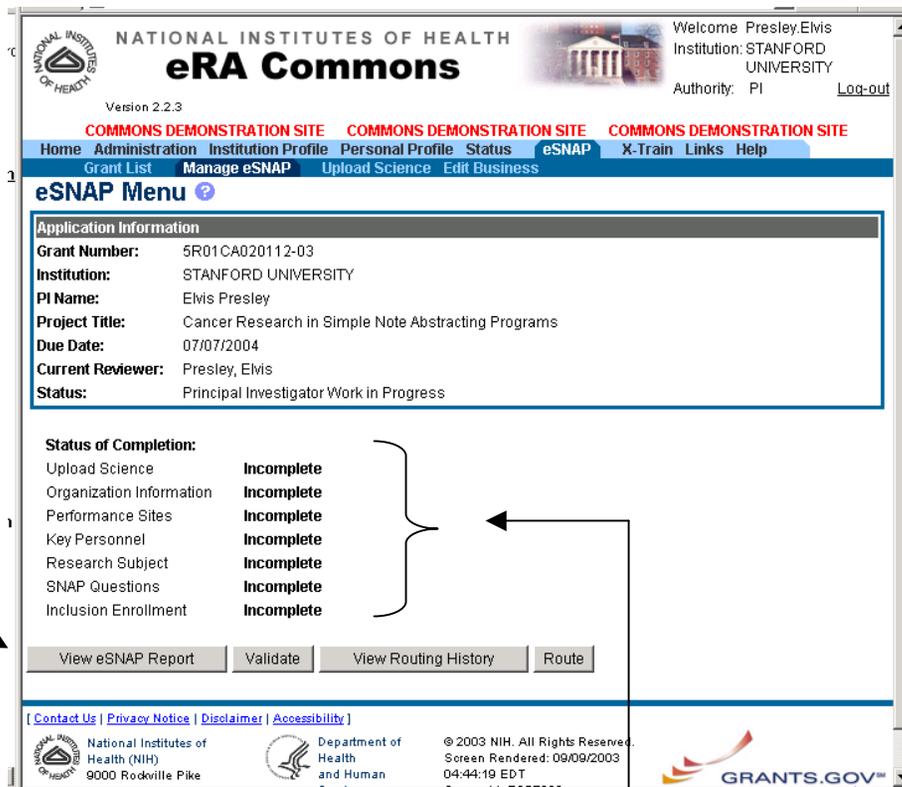
Initiate

Upon clicking "Initiate," a dark blue bar appears with 4 sub-menu items:

- Grant List
- Manage eSNAP
- Upload Science
- Edit Business

You will also see 4 buttons:

- View eSNAP Report
- Validate
- View Routing History
- Route



You will see a list of screens with a status indicator of "Complete" or "Incomplete." As you complete each screen, it will update the status on this page.

Begin by selecting **Edit Business**

Upon selecting “**Edit Business**” a black bar will appear with the following sub-menu items:

- Org Info
- Performance Sites
- Key Personnel
- Research Subject
- SNAP Questions & Checklist
- Inclusion Enrollment

Begin from left to right with the sub-menu items, beginning with “**Org Info**” and complete each screen.

Org Info: This screen will ask for the principal investigator’s contact information, percent effort and the name of your institutional representative. Some information may be pre-populated. Verify that the information on this screen is correct. If there are errors, correct the errors.

When entering your percent effort you must enter a whole number. Decimals and fractions are not recognized by this system.

From the pull down arrow, select your **institutional representative**. Upon doing this, their contact information will automatically populate.

Click the “Save” button to save your information. Click the “Designate as Complete” to tell the system you have fully completed this page. **Please note that clicking the “Designate as complete” button does not save your work. This is why you must click the “save” button first.**

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Edit Business - Org. Info

Title of Project		Progress Report Period	
Cancer Research in Simple Note Abstracting Programs		Start:	End:
Principal Investigator		Applicant Organization	
PI Name: Elvis Aaron Presley		Name:	STANFORD UNIVERSITY
Address: Line 1: Cell Biology & Physiology		Address:	1215 Welch Road, Modular A
Line 2: Beckman Bldg. Room 1000			
Line 3: 1609 Campus Drive			Stanford CA 94305
Line 4:			UNITED STATES
City/State: Stanford CALIFORNIA		EIN:	
Zip Code/Country: 94305 UNITED STATES		Department:	Cell Biology and Physiology
Phone: 650-723-3569 Fax: 650-498-5876		Major Subdivision:	School of Medicine
E-mail: king.of.rock@stanford.edu			
Annual % Effort: 10 %	Degrees: PHD		
Administrative Official		Signing Official	
Address information for the AO or SO must be updated by the official whose name appears above the address.			
Name:		Name:	
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	
Save Cancel		Designate As Complete	

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP



Version 2.2.3

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE[Home](#) [Administration](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [X-Train](#) [Links](#) [Help](#)[Grant List](#) [Manage eSNAP](#) [Upload Science](#) [Edit Business](#)[Org Info](#) [Performance Sites](#) [Key Personnel](#) [Research Subject](#) [SNAP Questions & Checklist](#) [Inclusion Enrollment](#)**Edit Business - Org. Info** ?

* indicates required field

Title of Project		Progress Report Period	
Cancer Research in Simple Note Abstracting Programs		Start:	End:
Principal Investigator		Applicant Organization	
PI Name: Elvis Aaron Presley		Name:	STANFORD UNIVERSITY
Address: Line 1 <input type="text" value="Cell Biology & Physiology"/>		Address:	1215 Welch Road, Modular A
Line 2 <input type="text" value="Beckman Bldg. Room 1000"/>			
Line 3 <input type="text" value="1609 Campus Drive"/>			Stanford CA 94305
Line 4 <input type="text"/>			UNITED STATES
City/State: <input type="text" value="Stanford"/> <input type="text" value="CALIFORNIA"/>		FIN:	
Zip Code/Country: <input type="text" value="94305"/> <input type="text" value="UNITED STATES"/>		Department:	Cell Biology and Physiology
Phone: <input type="text" value="650-723-3569"/> Fax: <input type="text" value="650-498-5876"/>		Major Subdivision:	School of Medicine
E-mail: <input type="text" value="king of rock@stanford.edu"/>			
Annual % Effort: * <input type="text" value="10"/> %		Degrees:	PHD
Administrative Official		Signing Official	
Address information for the AO or SO must be updated by the official whose name appears above the address.			
Name: <input type="text" value="GLEASON, JACKIE"/>		Name: <input type="text" value="GLEASON, JACKIE"/>	
Address: 1215 Welch Road, Modular A		Address: 1215 Welch Road, Modular A	
Stanford CA 94305 UNITED STATES		Stanford CA 94305 UNITED STATES	
Phone: 650-723-3569 Fax: 650-498-5876		Phone: 650-723-3569 Fax: 650-498-5876	
E-mail: jackiegleason@stanford.edu		E-mail: jackiegleason@stanford.edu	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>	

This section was completed by Elvis Presley on 09/09/2003

If you click the "Designate as Complete" button and later you need to make changes, go ahead and make your changed. Click the "Save" button to save your changes. The system will recognize that you made changes and will change the status of the page as incomplete. Click the "Designate as Complete" button again to tell the system you have completed this page.

FYI: If the Department displayed on this screen is incorrect, check the progress report submitted last year to see if the same error appeared on the Face Page. (Most likely, this information was taken from what you previously submitted.) You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

To proceed to the next screen, click on the next menu item: **Performance Sites**.

Performance Sites: This screen displays the address(es) of where this project is being conducted.

An address appears on this screen. You can edit that address, or you can enter a new address and delete the incorrect address that appears.

Click the “Edit” or “Delete” link on the far right, depending on what you want to do, to correct the information.

The screenshot shows the 'Edit Business - Performance Site List' page. At the top, there is a header for 'NATIONAL INSTITUTES OF HEALTH eRA Commons' with a version number of 2.2.3. A navigation menu includes 'Home', 'Administration', 'Institution Profile', 'Personal Profile', 'Status', 'eSNAP', 'X-Train', 'Links', and 'Help'. Below this, there are sub-menus for 'Grant List', 'Manage eSNAP', 'Upload Science', and 'Edit Business'. The 'Performance Sites' sub-menu is highlighted. The main content area is titled 'Performance Sites Form' and contains several input fields: 'Name', 'Address line 1-4', 'City', 'State', 'Zip Code', and 'Country'. A 'Save & New' button is at the bottom of the form. Below the form is a table with the following data:

Name	Address	Action
Stanford University	6705 Rockledge Drive Bethesda MD 20817 UNITED STATES	Edit Delete

At the bottom of the page, there is a 'Designate As Complete' button and a warning message: 'This section has not been designated as complete. Warning: Clicking on Designate as Complete does not save changes to the eSNAP'.

Enter the correct information in the designated fields and click the “Save& New” button.

If your project is taking place at more than one location, (for example if your project involves a subcontract and part of the work is taking place at another university) add additional performance sites.

Once you have fully completed this page and saved your changes, click the “Designate as Complete” button. This will let the system know you have completed this page.

The screenshot shows the 'Edit Performance Site' page. The 'Performance Sites Form' is filled out with the following information:

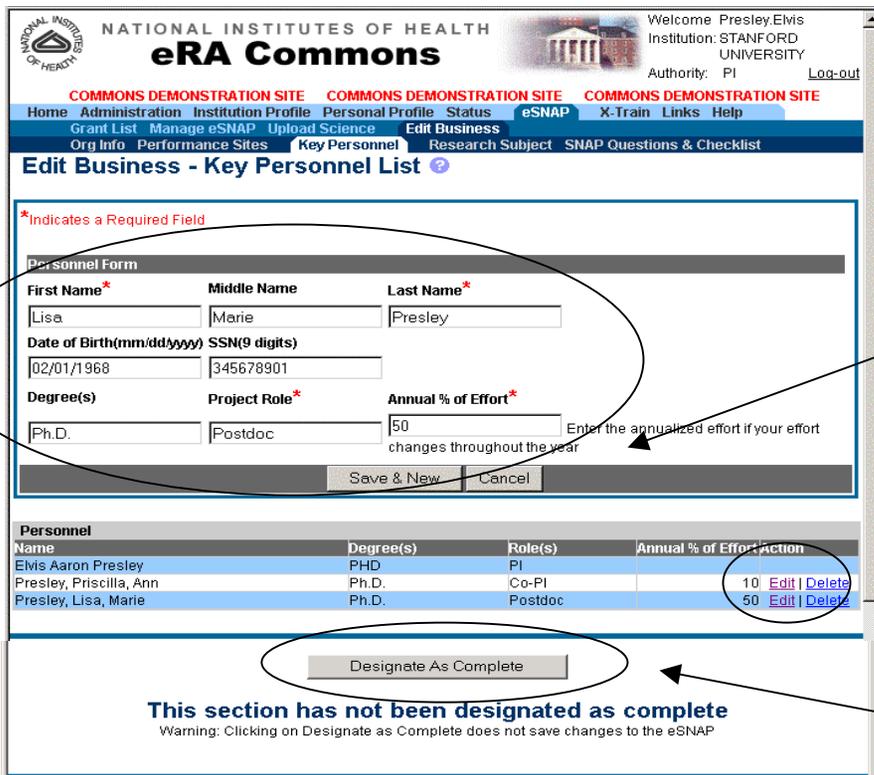
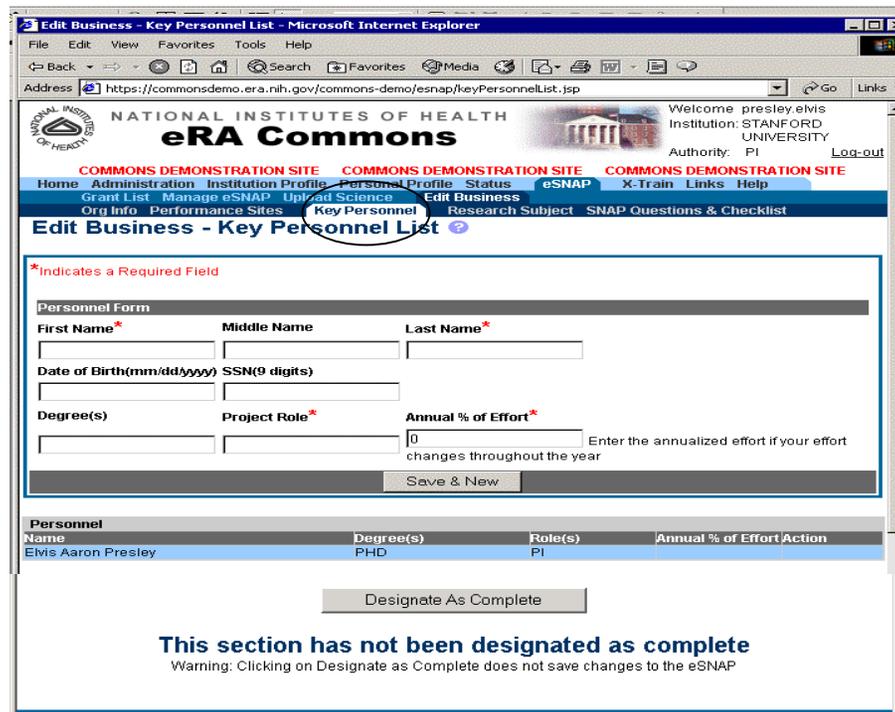
Name	Stanford University		
Address line 1	Address line 2	Address line 3	Address line 4
Cell Biology & Physiolo	Beckman Bldg	279 Campus Drive	
City	State	Zip Code	Country
Stanford	CALIFORNIA	94305	UNITED STATES

Below the form is a table with the following data:

Name	Address	Action
Stanford University	6705 Rockledge Drive Bethesda MD 20817 UNITED STATES	Edit Delete

At the bottom of the page, there is a 'Designate As Complete' button and a warning message: 'This section has not been designated as complete. Warning: Clicking on Designate as Complete does not save changes to the eSNAP'.

To proceed to the next screen, click on the next menu item: **Key Personnel**.



Complete the top half of the page and click the “Save & New” button to add additional key personnel.

To delete or edit the information you have entered, click on the edit/delete link to the far right.

Remember to click the “Save & New” button after your entries. This will save and update the information you have entered. When you have completed this page, click the “Designate as Complete” button to tell the system you have completed this page.

To proceed to the next screen, click on the next menu item: **Research Subjects**.

Research Subjects:

This screen asks about human subjects and animal subjects.

Reminder: **Red * asterisks** = required field.

NOTE: If your project does not involve human subjects, answer 'NO' to the human subjects questions even if they don't apply. If you attempt to leave the questions blank because they do not apply, you will get an error message asking you to answer the questions. The questions have a red asterisks which means that you have to provide an answer. Unfortunately "N/A" is not an option. "NO" is the next best choice.

Click the "Save" button to save your information. Click the "Designate as Complete" button to tell the system you have completed this page.

If you later make changes, click the save button to save those changes, next, click the "Designate As Complete" button again to tell the system you have completed this page.

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Edit Business - Research Subject

*Indicates a Required Field

Name: Elvis Presley **Grant Number:** 5R01CA020112-03
Grantee Institution: STANFORD UNIVERSITY

Human Subjects

Does the proposal involve human subjects?*
 No Yes

Has the involvement of human subjects changed since the previous submission?*
If yes, the change must be addressed in the Progress Report.
 No Yes

Is the research exempt? *
 No Yes
Required if research is exempt
Exemption Number: []

NIH-defined Phase III Clinical Trial *
 No Yes

Full IRB Review?
 No Yes
Assurance No.: FWA935

Human Subject Education:
Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.
Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

[]

Animal Subjects

Does the proposal involve animal subjects?*
 No Yes

Has the involvement of animal subjects changed since the previous submission?*
 No Yes

Animal Assurance No.: A3213-01

Save Cancel

Designate As Complete

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

Certification of Human Subjects Training/ Human Subject Education

If your project does involve human subjects, select from the following paragraphs and enter the one that applies into the text box:

- 1) “The following new key personnel (list their names here) have each completed Stanford University’s training course entitled “Use of Human Subjects in Research.” In addition, Stanford University requires that all individuals who work with human subjects must complete this training before Stanford will approve their protocol or release funding. The course was based on materials provided by NIH. The course includes a Course Introduction and modules on Stanford’s Multiple Project Assurance, Roles and Responsibilities, Case Study, and an optional module on History.”
- 2) “Although new key personnel have been added to this project, they have no involvement with human subjects. Therefore, they are not required to take the human subjects training.”
- 3) “No new key personnel are being added to this project. Those who have completed the human subjects training have been reported to you previously.”

When complete, click the save button. You will receive a message in red at the top of the page letting you know whether the information has been updated successfully. Next, click the “Designate as Complete” to tell the system you have completed this page.

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Edit Business - Research Subject

The information has been updated successfully.

*Indicates a Required Field

Name: Elvis Presley **Grant Number:** 5R01CA020112-03
Grantee Institution: STANFORD UNIVERSITY

Human Subjects

Does the proposal involve human subjects?*
 No Yes

Has the involvement of human subjects changed since the previous submission?*
If yes, the change must be addressed in the Progress Report.
 No Yes

Is the research exempt? *
 No Yes
Required if research is exempt

Exemption Number:

NIH-defined Phase III Clinical Trial *
 No Yes

Full IRB Review?
 No Yes

Assurance No.: FWA935

Human Subject Education:
Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.
Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

Animal Subjects

Does the proposal involve animal subjects?*
 No Yes

Has the involvement of animal subjects changed since the previous submission?*
 No Yes

Animal Assurance No.: A3213-01

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

To proceed to the next screen, click on **SNAP Questions & Checklist**

SNAP Questions & Checklist:

This screen includes the supplemental questions, inventions and patents, program income, and Facilities & Administration.

Answer the yes/no questions. If you answer “Yes” provide an explanation in the text box.

When you have completed this screen, click the save button. Next click the “Designate as complete” button.

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Edit Business - SNAP Questions & Checklist

The information has been updated successfully.
*Indicates a Required Field

Name: Elvis Presley **Grant Number:** 5R01 CA020112-03
Grantee Institution: STANFORD UNIVERSITY

eSNAP

Has there been a change in the other support of key personnel since the last reporting period?*
 No Yes
If yes, please justify:
Grant R01 CA020119-23 has ended.

Will there be, in the next budget period, a significant change in the level of effort for key personnel from what was approved for this project?*
 No Yes
If yes, please justify:
Priscilla Presley will decrease her effort to 5%.

Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total Budget?* [eSNAP Questions](#)
 No Yes
If yes, please justify:
Ms.Yi is funded through a training grant, thereby releasing some funds on my grant. The funds will be used to hire a postdoc at 50% effort.

Inventions and Patents

Were any inventions conceived or first actually reduced to practice during the course of work under this project?*
 No Yes
If yes, has the invention been previously reported?
 No Yes

Program Income

Is program income anticipated during the proposed period for which support is requested?*
 No Yes
If yes, save changes by clicking on the "Save" button below and then [click here to enter / edit program income information](#).

Facilities & Administration
Complete this section only if there is a change in Performance sites that will affect F&A costs.

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

To proceed to the next screen, click on **"Inclusion Enrollment."**

This box will tell you whether you must include an inclusion enrollment report.

In this example, an inclusion enrollment report is not needed.

If no inclusion enrollment report is required, click the "Designate as Complete" button to tell the system this page is complete.

Edit Business - Inclusion Enrollment - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/inclusionEnrollment.jsp>

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Edit Business - Inclusion Enrollment ?

If this study meets the definition of clinical research you will be required to report the annual cumulative enrollment of subjects and their distribution by sex/gender and ethnicity/race. To determine if you are required to provide this information, please review the box below. Full instructions about this requirement can be found in PHS 2590 at (<http://grants1.nih.gov/grants/funding/2590/2590.htm>)

If you have questions about these requirements or about completing the Inclusion Enrollment report, please contact your Program Official Smith, Adam at asmith@nih.gov

Inclusion Enrollment Report
This eSNAP does not have any Inclusion Enrollment Reports. If you have any questions, please contact your Program Official at NIH.

Designate As Complete

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

In this example, an inclusion enrollment report is required.

There are two versions of the inclusion enrollment report. One version is dated 4/98, the newer version is dated 5/01.

For awards made as a result of New and Competing applications submitted after January 10, 2002, you must use the 5/01 format of the Inclusion Enrollment Report.

For awards made as a result of New and Competing Applications received before January 10, 2002, you may choose either version. However, if you choose the 5/01 format, you must continue to use that format for the remaining years of the project.

Click on the top link to completed the 4/98 version of the inclusion enrollment report.

Click on the bottom link to completed the 5/01 version of the inclusion enrollment report.

Edit Business - Inclusion Enrollment

File Edit View Favorites Tools Help

Address <https://commonsdemo.era.nih.gov/commons-demo/esnap/inclusionEnrollment.jsp>

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Institution: STANFORD UNIVERSITY
Authority: FSR PI [Log-out](#)

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Edit Business - Inclusion Enrollment ?

If this study meets the definition of clinical research you will be required to report the annual cumulative enrollment of subjects and their distribution by sex/gender and ethnicity/race. To determine if you are required to provide this information, please review the box below. Full instructions about this requirement can be found in PHS 2590 at (<http://grants1.nih.gov/grants/funding/2590/2590.htm>)

If you have questions about these requirements or about completing the Inclusion Enrollment report, please contact your Program Official Smith, Adam at asmith@nih.gov

Inclusion Enrollment Report

You are required to complete the Inclusion Enrollment Report for the following studies:

[NIH Study Title: Program Project for Cancer Research- Study 001 / Institution Title:](#)

[NIH Study Title: Program Project for Cancer Research- Study 002 / Institution Title:](#)

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

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National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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Inclusion Enrollment Report

If an inclusion enrollment report is required, you must complete one of these two forms. For awards made as a result of New and Competing applications submitted after January 10, 2002, you must use the 5/01 format of the Inclusion Enrollment Report.

For awards made as a result of New and Competing Applications received before January 10, 2002, you may choose either version. However, if you choose the 5/01 format, you must continue to use that format for the remaining years of the project.

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4/98 Inclusion Enrollment Report Table

Principal Investigator / Program Director Name: Luis Gonzalez

Grant Number: 5R01CA024084-03
 NIH Study Title: Program Project for Cancer Research- Study 001
 NIH Protocol Number: R01CA24084 Study 1

Optional Institution Information
 Study Title:
 Protocol Number:

This study does not involve enrollment from foreign population. **Total Enrollment: 183**

Comment for NIH

Enrollment Table

Ethnic Category	American Indian or Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Other or Unknown	Total
Females	<input type="text" value="33"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	53
Males	<input type="text" value="80"/>	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	130
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Total	113	0	70	0	0	0	183

Save Reset Cancel

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5/01 Inclusion Enrollment Report Table

Principal Investigator / Program Director Name: Luis Gonzalez

Grant Number: 5R01CA024084-03
 NIH Study Title: Program Project for Cancer Research- Study 002
 NIH Protocol Number: R01CA24084 Study 2

Optional Institution Information
 Study Title:
 Protocol Number:

This study involves enrollment from a foreign population. **Total Enrollment: 273**

Comment for NIH

PART A. TOTAL ENROLLMENT REPORT: Number of Subjects Enrolled to Date (Cumulative) by Ethnicity and Race

Ethnic Category	Sex/Gender			Total
	Females	Males	Unknown or Not Reported	
Hispanic or Latino ?	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	20
Not Hispanic or Latino	<input type="text" value="145"/>	<input type="text" value="108"/>	<input type="text" value="0"/>	253
Unknown (Individuals not reporting ethnicity)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Ethnic Category: Total of All Subjects*	155	118	0	273

Racial Categories

Racial Categories	Sex/Gender			Total
	Females	Males	Unknown or Not Reported	
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Black or African American	<input type="text" value="43"/>	<input type="text" value="28"/>	<input type="text" value="0"/>	71
White	<input type="text" value="112"/>	<input type="text" value="90"/>	<input type="text" value="0"/>	202
More than one race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Unknown or not reported	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Racial Categories: Total of All Subjects*	155	118	0	273

PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Latinos Enrolled to Date (Cumulative)

Racial Categories	Females	Males	Unknown or Not Reported	Total
American Indian or Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
White	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="0"/>	20
More than one race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Unknown or not reported	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Racial Categories: Total of All Subjects*	10	10	0	20

Save Reset Cancel

MUST MATCH

When finished, click the "save" button to save your work. Next click the "Designate as Complete" button to tell the system this page is complete.

You have now completed all of the “Edit Business” sub menu items. The next step is to Click on “**Upload Science.**”

Upload Science: In this screen you will upload your progress report, upload other support information (if necessary), upload biosketches for new key personnel (if any), upload research accomplishments (if any), and add publication citations (if necessary).

Note: You can only upload one file as your **progress report file**. If you have completed biosketches and other support information as part of your progress report, please merge these documents into one file. [You can do this by copying and pasting. You can copy the biosketch and other support information and paste that information in front of your progress report. Save it as one file and upload it as one file.]

If you are on a Mac, make sure that the name of your progress report file includes the extension **.doc** if in Word, or **.pdf** if in Adobe. If your file name does not include one of these extensions, the system will not recognize the file. PC computers don't seem to have this problem.

To upload your file click the “Import” button at the far right.

NATIONAL INSTITUTES OF HEALTH
eRA Commons
 Welcome presley.elvis
 Institution: STANFORD UNIVERSITY
 Authority: PI Log-out

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

Org Info Performance Sites Key Personnel Research Subject SNAP Questions & Checklist

Edit Business - SNAP Questions & Checklist

The information has been updated successfully.

*Indicates a Required Field

Name: Elvis Presley Grant Number: 5R01CA020112-03
 Grantee Institution: STANFORD UNIVERSITY

NATIONAL INSTITUTES OF HEALTH
eRA Commons
 Welcome presley.elvis
 Institution: STANFORD UNIVERSITY
 Authority: PI Log-out

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

Upload Science

* indicates required field

Name: Elvis Presley Grant Number: 5R01CA020112-03
 Grantee Institution: STANFORD UNIVERSITY

Files	File Name	Date Created	Status	
Progress Report File*			NOT UPLOADED	Import
Research Accomplishments File:			NOT UPLOADED	Import

Use this section to provide summary bullets of science highlights and other significant changes.

Publication Information

NLM Accession Number:

Citation Text*:

Save & New

Publications

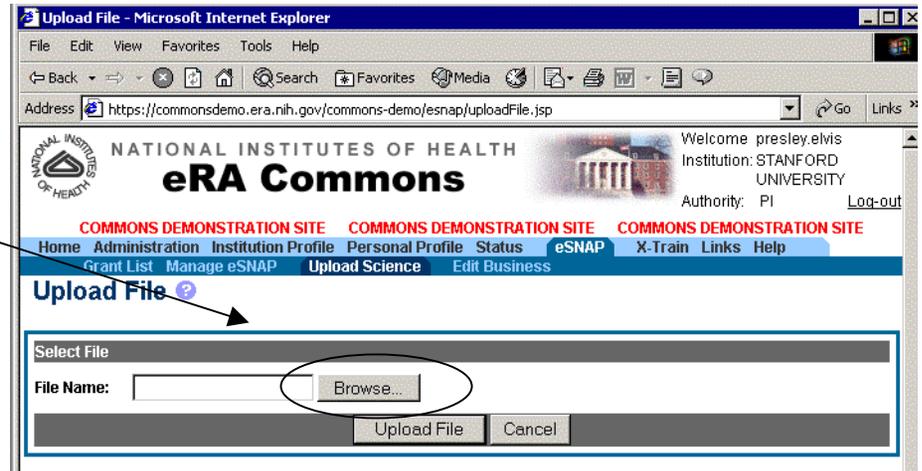
Associate with this eSNAP NLM Accession # Citation Information

Save Back

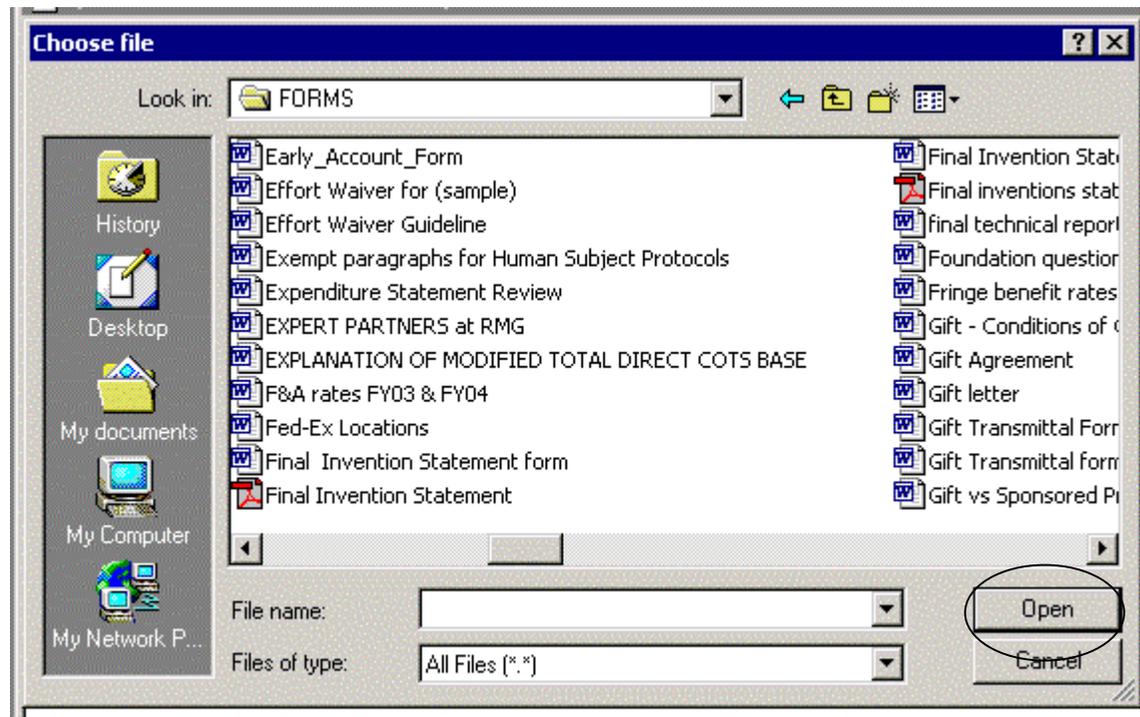
Designate As Complete

This section has not been designated as complete
 Warning: Clicking on Designate as Complete does not save changes to the eSNAP

A different screen will appear. Click the "Browse" button.

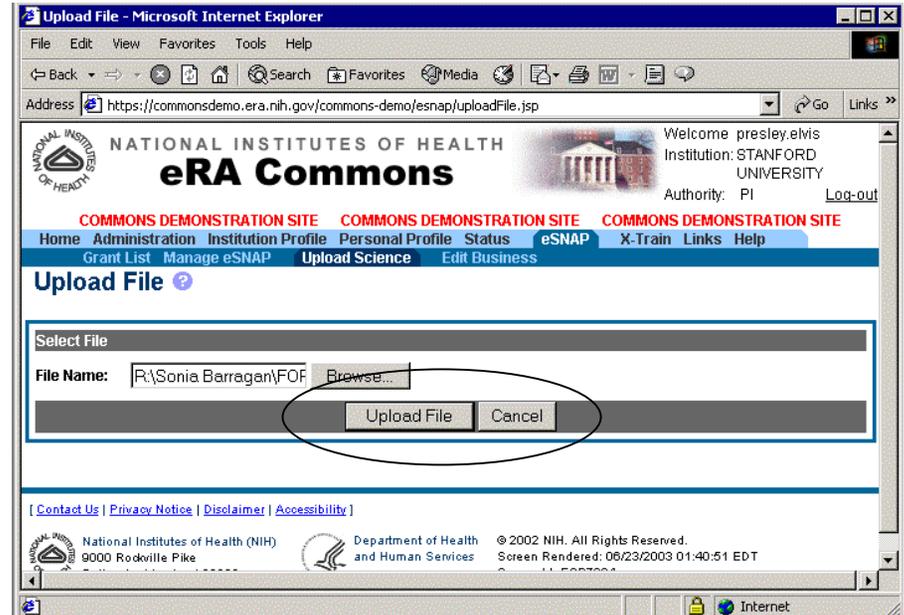


A screen showing your computer files appears. Select the file to be used and click "Open."



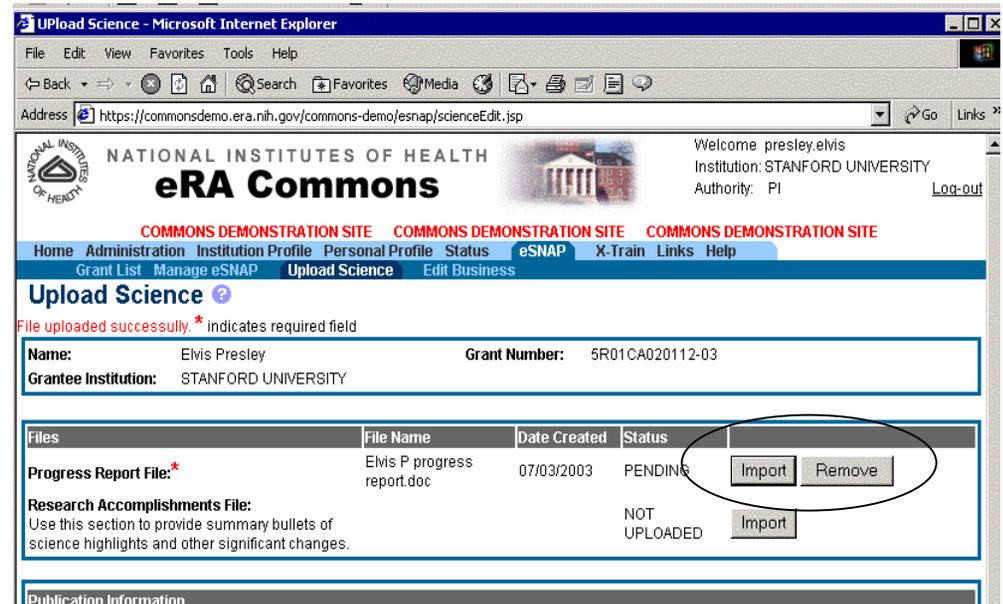
The location of the file to be uploaded will appear in the text box.

Click on the "Upload File" button.



You will see a message at the top of the page letting you know whether the file uploaded successfully.

If you need to modify the file you uploaded, go ahead and make your changes. Click on the "Remove" button to remove the old file. Click "Import" to upload the new file.



Follow the same steps to upload “**Research Accomplishments.**”

Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

Publications: To add publications, enter each citation individually in the text box. If you know the National Library of Medicine (NLM) Accession Number, enter it in its designated field. Click the “Save&New” button after each citation has been entered.

If publications have been previously entered, they will appear on the bottom half of the screen.

[Remember: Publications can also be entered by clicking on the menu item PERSONAL PROFILE and then selecting the sub-menu item PUBLICATIONS.]

Select those publications associated with your grant by clicking on the box next to the desired publication.

Click the “Save” button to save your changes. Click the “Designate as Complete” button to tell the system you have completed this page.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome presley.elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status **eSNAP** X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

Upload Science ?

File uploaded successfully. * Indicates required field

Name: Elvis Presley **Grant Number:** 5R01CA020112-03
Grantee Institution: STANFORD UNIVERSITY

Files	File Name	Date Created	Status	
Progress Report File:*	Elvis P progress report.doc	07/03/2003	PENDING	<input type="button" value="Import"/> <input type="button" value="Remove"/>
Research Accomplishments File: Use this section to provide summary bullets of science highlights and other significant changes.			NOT UPLOADED	<input type="button" value="Import"/>

Publication Information

NLM Accession Number:

Citation Text:*

Publications

Associate with this eSNAP	NLM Accession #	Citation Information	
<input checked="" type="checkbox"/>	0123456789	Presley,EA., Presley, PA., Presley LM. The Genetic Composition of Hound Dogs. Graceland Jour of Med., 1976.	
<input checked="" type="checkbox"/>	12345678910	Presley,EA., Presley, PA., Presley LM. The Science Behind Blue Suede Shoes. Graceland Jour of Med., 1956.	<input type="button" value="Save"/> <input type="button" value="Back"/>

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

To proceed to the next screen, click on **“Manage eSNAP.”**

The screenshot displays the eRA Commons interface for a user named Presley, Elvis at Stanford University. The page title is "eRA Commons" and the version is 2.2.3. The user is logged in as PI. The navigation menu includes Home, Administration, Institution Profile, Personal Profile, Status, eSNAP, X-Train, Links, and Help. The "eSNAP" menu is expanded, showing options like Grant List, Manage eSNAP, Upload Science, and Edit Business. The "Manage eSNAP" option is circled. Below the navigation is the "eSNAP Menu" section, which contains an "Application Information" table and a "Status of Completion" table. The "Application Information" table lists details such as Grant Number (5R01CA020112-03), Institution (STANFORD UNIVERSITY), PI Name (Elvis Presley), Project Title (Cancer Research in Simple Note Abstracting Programs), Due Date (07/07/2004), Current Reviewer (Presley, Elvis), and Status (Principal Investigator Work in Progress). The "Status of Completion" table shows that all tasks, including Upload Science, Organization Information, Performance Sites, Key Personnel, Research Subject, SNAP Questions, and Inclusion Enrollment, are marked as "Complete". At the bottom of the page, there are buttons for "View eSNAP Report", "Validate", "View Routing History", and "Route".

Application Information

Grant Number:	5R01CA020112-03
Institution:	STANFORD UNIVERSITY
PI Name:	Elvis Presley
Project Title:	Cancer Research in Simple Note Abstracting Programs
Due Date:	07/07/2004
Current Reviewer:	Presley, Elvis
Status:	Principal Investigator Work in Progress

Status of Completion:

Upload Science	Complete
Organization Information	Complete
Performance Sites	Complete
Key Personnel	Complete
Research Subject	Complete
SNAP Questions	Complete
Inclusion Enrollment	Complete

[View eSNAP Report](#) [Validate](#) [View Routing History](#) [Route](#)

Here you can see that as you clicked the “Designate as Complete” button on each menu item, the system changes the status of each page to “complete.” If you have not completed a page, go to that page to complete it.



Click on the “**Validate**” button. This will allow the system to run through your progress report to check for errors or required fields that were left blank.



NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.2.3

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

eSNAP Menu

Application Information

Grant Number: 5R01CA020112-03
Institution: STANFORD UNIVERSITY
PI Name: Elvis Presley
Project Title: Cancer Research in Simple Note Abstracting Programs
Due Date: 07/07/2004
Current Reviewer: Presley, Elvis
Status: Principal Investigator Work in Progress

Status of Completion:

Upload Science	Complete
Organization Information	Complete
Performance Sites	Complete
Key Personnel	Complete
Research Subject	Complete
SNAP Questions	Complete
Inclusion Enrollment	Complete

View eSNAP Report **Validate** View Routing History Route

All error messages will appear at the top of the page. Correct the errors (if any), save your changes, designate the pages as complete, then click on Validate again so that the system can check whether all errors were corrected.



eSNAP Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://commonsdemo.era.nih.gov/commons-demo/esnap/esnapMenu.jsp

Welcome Jackson Michael
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

eSNAP Menu

- Personal Profile information for the Administrative Official assigned to the eSNAP has following errors and must be corrected by the AO (ID: 20026)
 - The eSNAP has no Administrative Official assigned. (ID: 19977)
- Personal Profile information for the Signing Official assigned to the eSNAP has following errors and must be corrected by the SO (ID: 20027)
 - The eSNAP has no Signing Official assigned. Contact your institution's Business Office for assistance. (ID: 19978)

Application Information

Grant Number: 5R01CA020112-03
Institution: STANFORD UNIVERSITY
PI Name: Elvis Presley

If no errors appear, you will receive the following message: *No errors found.*



NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

eSNAP Menu

No errors found on validation

Application Information

Grant Number: 5R01CA020112-03
Institution: STANFORD UNIVERSITY
PI Name: Elvis Presley

Next, click on "View eSNAP Report."

ESNAP Report DRAFT

Grant Number S-R01-CA-20112-3	Total Project Period From: 06/23/2003 To: 06/22/2004	
EIN: ZRG1 AAAA-3	Requested Budget Period: From: 06/23/2003 To: 06/22/2004	
Title of Project: Cancer Research in Simple Note Abstracting Programs	Due Date: 07/07/2004 Submitted Date:	
Principal Investigator: Elvis Aaron Presley Cell Biology & Physiology Beckman Bldg, Room 1000 1809 Campus Drive Stanford, CA 94305 Phone Number: 650-723-3569 Fax Number: 650-498-5876 Email Address: kingofrock@stanford.edu	Applicant Organization: STANFORD UNIVERSITY 1215 Welch Road, Modular A Stanford, CA 94305 Department: Cell Biology and Physiology Major Subdivision: School of Medicine	
Administrative Official: Jackie Gleason 1215 Welch Road, Modular A Stanford, CA 94305 Phone Number: 650-723-3569 Fax Number: 650-498-5876 Email Address: jackiegleason@stanford.edu	Signing Official: Jackie Gleason 1215 Welch Road, Modular A Stanford, CA 94305 Phone Number: 650-723-3569 Fax Number: 650-498-5876 Email Address: jackiegleason@stanford.edu	
Human Subjects: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Vertebrate Animals: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Research Exempt: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Animal Assurance Number: A3213-01	
Exemption No: FWA Number: FWA935	Inventions and Patents: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
Full IRB: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Previously Reported	
Phase III Clinical Trial: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Not Previously Reported	
Program Income: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Budget Period	Anticipated Amount	Source
F&A Changes:		
Performance Sites: Stanford University Cell Biology & Physiology Beckman Bldg 279 Campus Drive Stanford CA 94305		

Page 1

NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.2.3

Welcome Presley, Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP X-Train Links Help

Grant List Manage eSNAP Upload Science Edit Business

eSNAP Menu ?
No errors found on validation

Application Information

Grant Number: 5R01CA020112-03
Institution: STANFORD UNIVERSITY
PI Name: Elvis Presley
Project Title: Cancer Research in Simple Note Abstracting Programs
Due Date: 07/07/2004
Current Reviewer: Presley, Elvis
Status: Principal Investigator Work in Progress

Status of Completion:

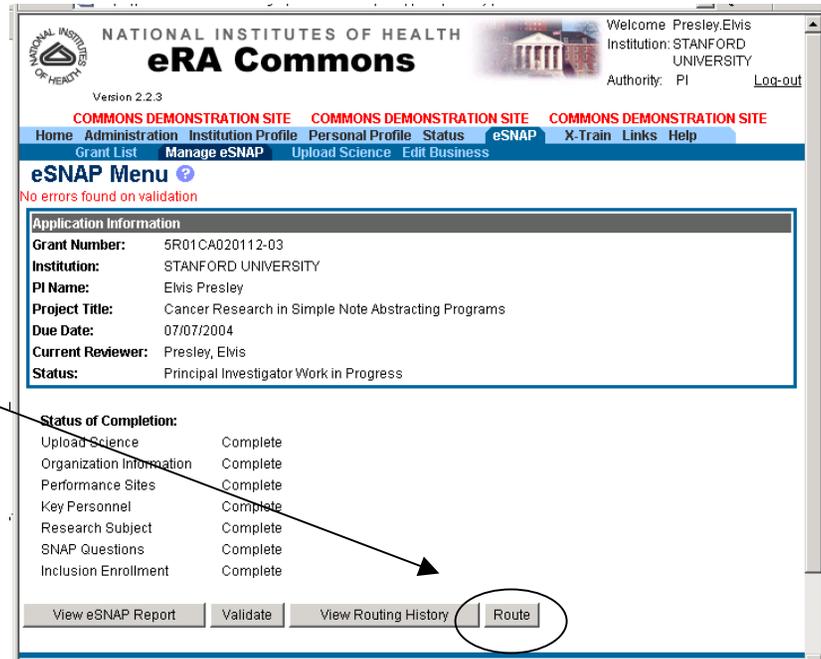
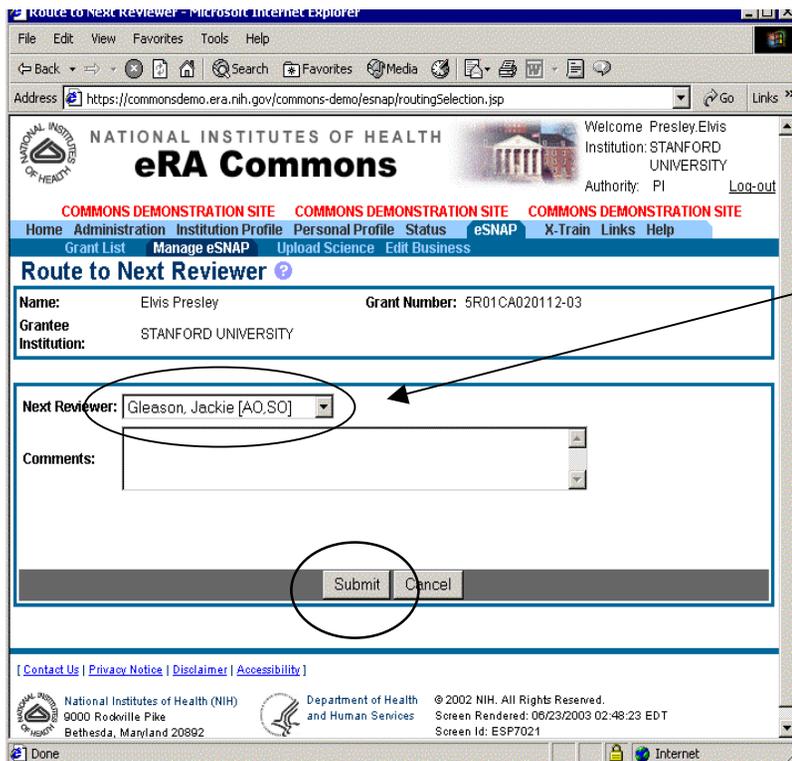
Upload Science Complete
Organization Information Complete
Performance Sites Complete
Key Personnel Complete
Research Subject Complete
SNAP Questions Complete
Inclusion Enrollment Complete

[View eSNAP Report](#) [Validate](#) [View Routing History](#) [Route](#)

← A .pdf file will appear containing your entire non competing grant application. Scroll through all of the pages. If you are satisfied with your report, close the .pdf file and go back to the above screen. ↑

In order for your application to be submitted to NIH, you must **route your application to your Institutional Representative**. Your Institutional Representative will review your application and submit it to NIH.

To route your application to your institutional representative, click the “Route” button.



Your Institutional Reps name will appear in the “**Next Reviewer**” field. If the incorrect name appears, select the correct name from the drop down box.

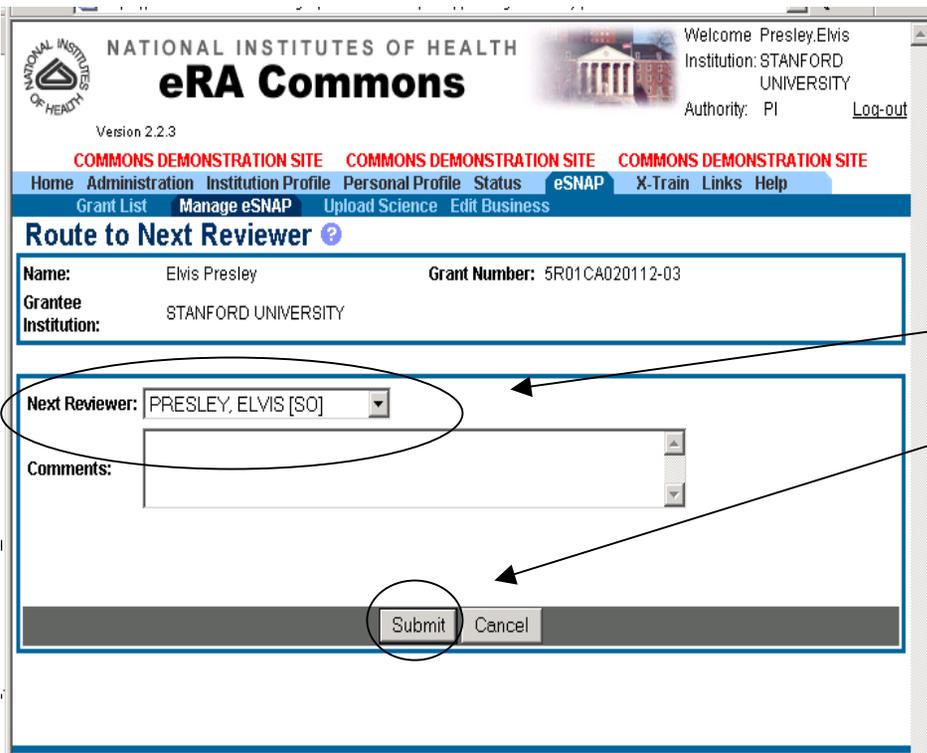
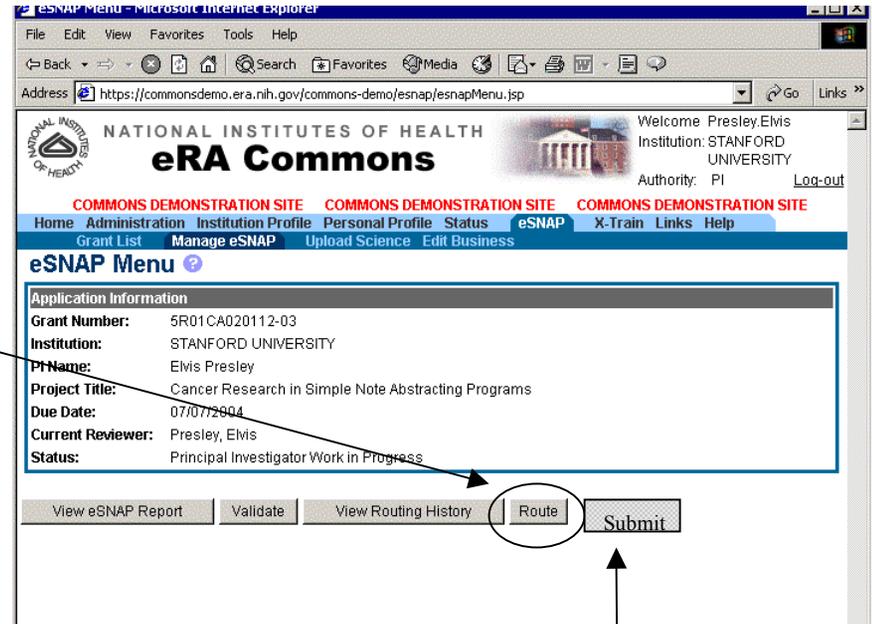
If you have any comments for the next reviewer, enter those comments in the “Comments” box, otherwise leave it blank and click the “Submit” button.

Note: Comments entered in the comment box will be saved with your application. Thus, when your application is finally submitted to NIH, those comments will be part of the application.

After routing the application to the “Next Reviewer,” the PI can recall the application at any time by clicking the “Recall” button.

Once the PI routes the application to the “Next Reviewer” an email will automatically be generated and sent to the “Next Reviewer,” in this case your institutional representative, informing him/her that your application is awaiting their review.

Your institutional rep will log in to the Commons site and review your application. If errors are found, the **institutional rep will route the application back to you.** To do this, the institutional rep will click the “Route” button.



The name of the PI will appear in the box marked “Next Reviewer.” If the PI’s name does not appear here, select it from the drop down box. The Inst. Rep will then click the “Submit” button to route it to the PI.

If your institutional rep does not find any errors, your institutional representative will submit your progress report directly to the NIH, by clicking the “Submit” button.

Upon doing this, the system will automatically generate an email that is sent to both the PI and to the the institutional rep, informing both that the application has been submitted to NIH.

This completes the eSNAP application process.

Part 5: Delegating Update Authority

A PI can delegate two types of authority:

PPF Authority – A PI can delegate PPF authority to someone else to have that person help him edit or complete his personal profile (PPF)

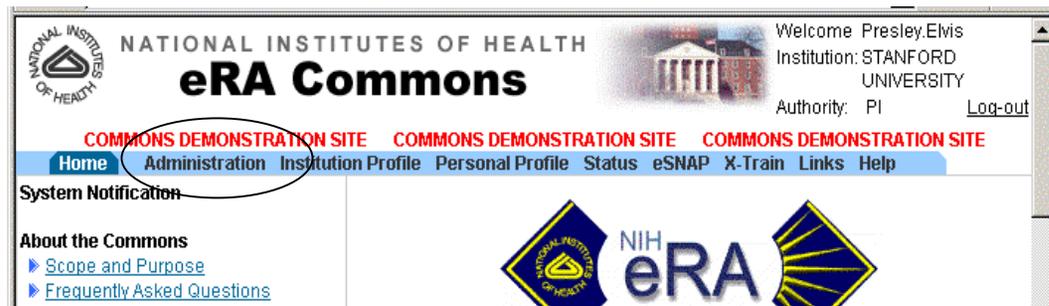
PI Authority – A PI can delegate PI authority to someone else to have that person help him edit or complete his eSNAP application.

The person assisting the PI must obtain a user name and password in order to access the eRA Commons site. Contact your institutional representative to obtain a user name and password. Provide your institutional representative with the name and email address of the person who will assist the PI with his application.



To delegate authority to someone else, the PI must perform the following steps:

Click on “Administration.”



Next, click on “Accounts.”



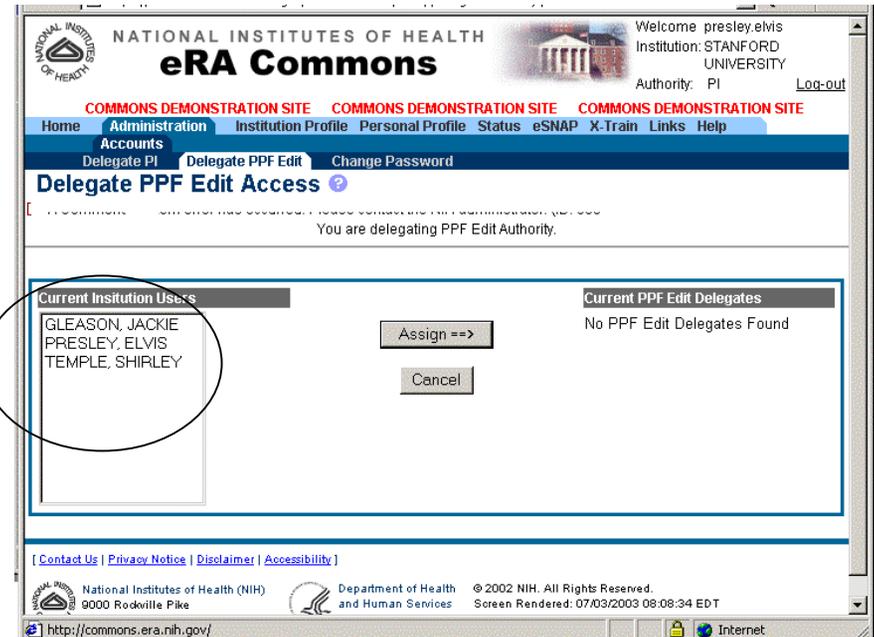
To delegate authority to update the PI’s personal profile, click on “Delegate PPF Edit”

To delegate authority to complete the eSNAP grant application, click on “Delegate PI.”



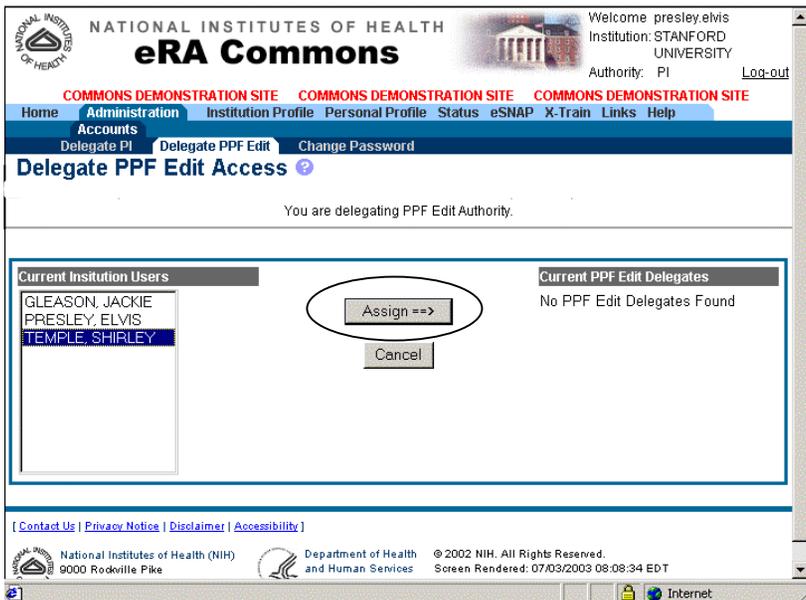
You will see a list of names in the box on the left.

NOTE: If the person's name does not appear in this box, that person currently does not have a user name and password to access the NIH eRA Commons site. Contact your institutional representative to request a user name and password for that person.



Click on the name of the person that you want to delegate authority to. In this example, we will delegate authority to Shirley Temple.

Click on the “Assign” Button.

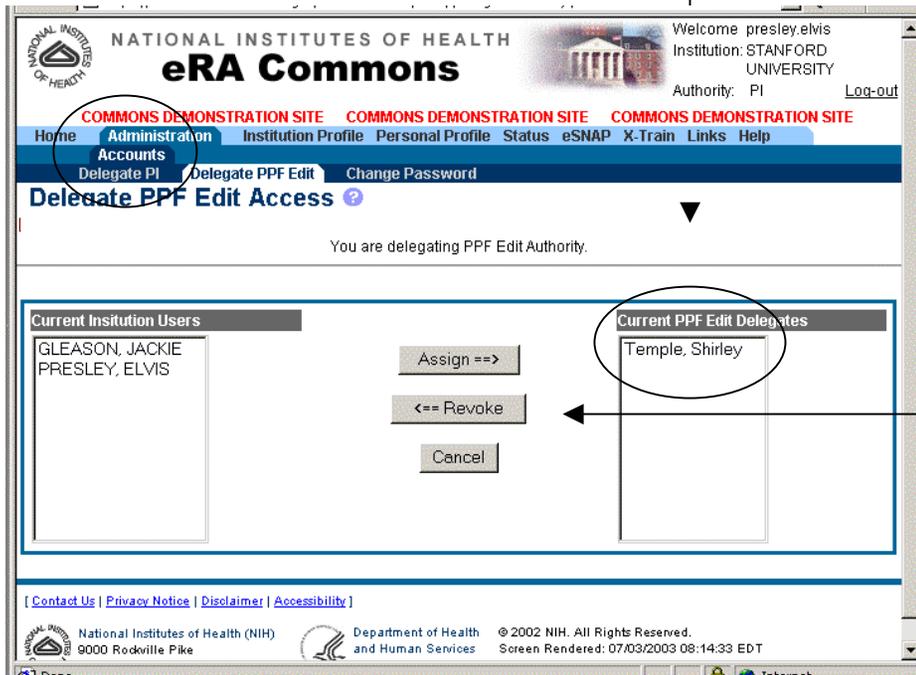
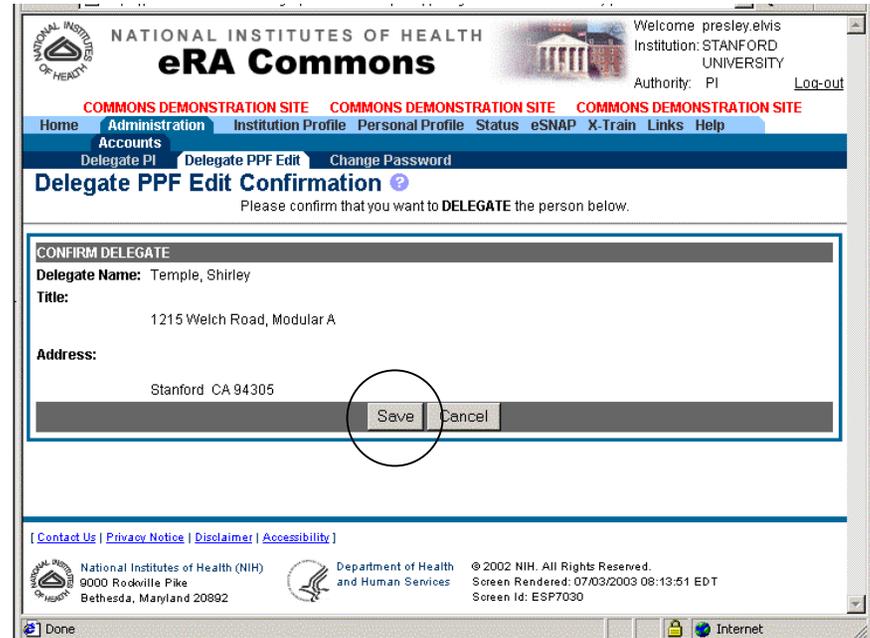


Click the Save button to confirm that you want to delegate authority to Shirley Temple.

You will note that Shirley Temple's name now appears in the box on the right hand side.

Shirley Temple may now log in with her own user name and password to access the PI's personal profile.

If the PI also wants to delegate PI authority to Shirley Temple, he must follow the same procedure. However, this time he must click on the "Delegate PI" menu item to begin the process.



To remove the authority you have granted, click the "Revoke" button.

Please note that if the PI delegates PI authority to Shirley Temple for the purpose of completing the eSNAP grant application, the PI must still log in to route the application. Shirley Temple cannot route the application for the PI. The PI must route it himself to his institutional rep or to any other reviewer.

The reason it is set up in this manner is so that the PI is guaranteed the opportunity to give the application one final review before he routes it to his institutional representative.

End of Delegating Update Authority

Part 6: Status

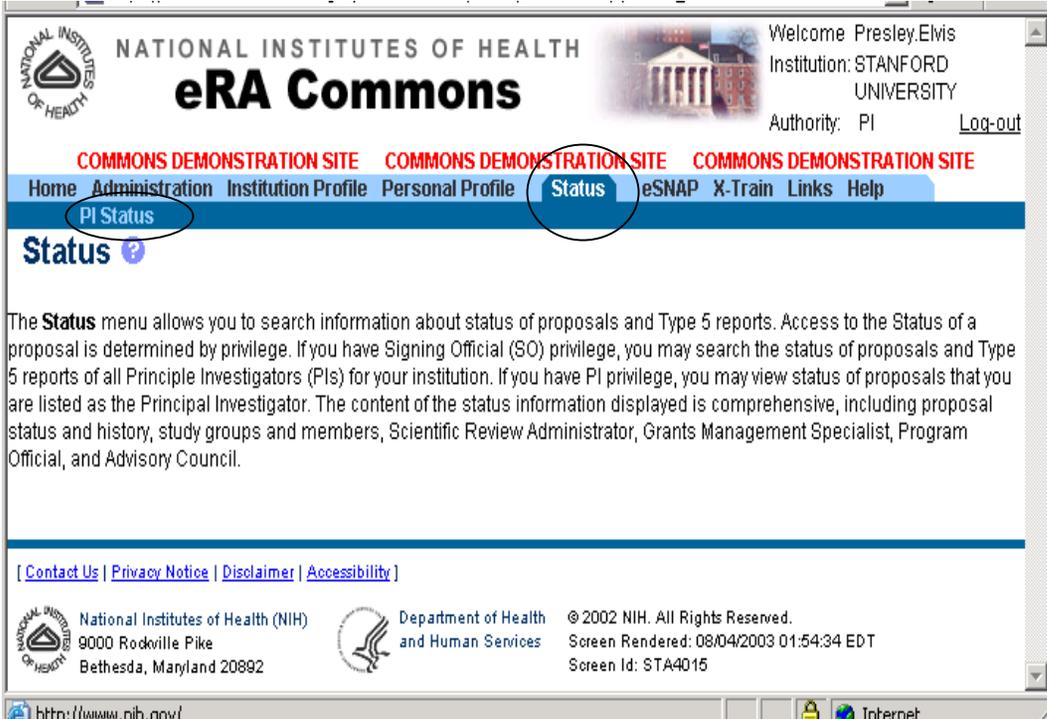
The PI can use the STATUS function to view detailed information about his grant applications. Both the PI and the institutional representative will be able to see a summary view of grant applications; download, view, and print Notices of Grant Award, grant applications, and face pages for upcoming non-competing grant applications. In addition, the PI will be able to view summary statements. Institutional representatives cannot view summary statements.

Administrative Assistants who are given access to the PI's personal profile or eSNAP application *cannot* access the STATUS function. This may change in the future.

Instructions for the PI

To view status information, click the “Status” menu item.

Next, click on “PI Status.”



The screenshot shows the eRA Commons website interface. At the top, the National Institutes of Health logo is on the left, and the text "NATIONAL INSTITUTES OF HEALTH eRA Commons" is in the center. On the right, there is a welcome message: "Welcome Presley,Elvis", "Institution: STANFORD UNIVERSITY", and "Authority: PI" with a "Log-out" link. Below this is a navigation bar with "COMMONS DEMONSTRATION SITE" repeated three times. The main navigation menu includes "Home", "Administration", "Institution Profile", "Personal Profile", "Status", "eSNAP", "X-Train", "Links", and "Help". The "Status" menu item is circled in red, and a sub-menu is visible below it with "PI Status" circled in blue. Below the navigation bar, the "Status" page content begins with a paragraph explaining the status menu's functionality. At the bottom, there are links for "Contact Us", "Privacy Notice", "Disclaimer", and "Accessibility". The footer contains the NIH logo, address "9000 Rockville Pike, Bethesda, Maryland 20892", the Department of Health and Human Services logo, and copyright information: "© 2002 NIH. All Rights Reserved. Screen Rendered: 08/04/2003 01:54:34 EDT Screen Id: STA4015". The browser address bar shows "http://www.nih.gov/".

Principal Investigators will see their own NIH funded grants as well as their proposals.

The first column shows the grant number as a blue hyperlink. Click the desired grant number to see detailed information for that grant.

The screenshot displays the eRA Commons interface. At the top, the National Institutes of Health logo and 'eRA Commons' branding are visible. The user is identified as Presley, Elvis at Stanford University. The main content area is titled 'Proposal Search Results' and shows a table of 7 records. The first column contains grant numbers as blue hyperlinks. The second column lists proposal titles, and the fourth column indicates the grant status (Awarded or Pending). A 'PI Information' box above the table shows the user's name and date. The footer contains contact information for the NIH and Department of Health and Human Services, along with copyright and screen rendering details.

Grant Number	Proposal Title	Institution	Grant Status	Status Date
1R01CA020110-01	New Important Cancer Research	Stanford University	Awarded	06/23/2003
1R01CA020119-01	New Medical Cancer Research of the Thyroid	Stanford University	Pending	06/23/2003
1R01HL020113-01	New Interesting Research on the Heart	Stanford University	Awarded	06/23/2003
5R01CA020111-02	Program Project for Cancer Research	Stanford University	Awarded	06/23/2003
5R01CA020112-03	Cancer Research in Simple Note Abstracting Programs	Stanford University	Pending	06/23/2003
5R01HL020114-02	Research on the Heart and Other Stuff	Stanford University	Awarded	06/23/2003
5R01HL020115-03	Heart Research to Sample Northern Area Pumpkins	Stanford University	Pending	06/23/2003

The fourth column shows the grant status, whether the grant is awarded or pending.

After clicking the desired grant number, you will be taken to a page similar to this one. (In this example I selected a grant where the status was "pending.")

The status indicates that this grant was not recommended for further consideration.

You can see the date that the proposal was received at NIH.

This page also shows the date when the status was last updated.

Further down you can see the score and the percentile give to the application.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Presley,Elvis
 Institution: STANFORD UNIVERSITY
 Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** eSNAP X-Train Links Help

PI Status

Status Information

General Grant Information

Status: Application was not recommended for further consideration by the Initial Review Group. Further action pending assessment by Institute or Center Councils.

Institution Name: Stanford University
School Name: School of Medicine
School Category: OVERALL MEDICAL
Division Name: NONE
Department Name: Cell Biology and Physiology
PI Name: Presley, Elvis
Grant #: 1R01CA020119-01
Proposal Title: New Medical Cancer Research of the Thyroid
Proposal Receipt Date: 12/22/2002
Last Status Update Date: 06/23/2003
Current Award Notice Date:

Other Relevant Documents
[e-Application](#)

Status History

Effective Date	Status Message	Primary Institute or Center Assignment
		Institute Name Institute Center Assignment Date
23-JUN-03	Application was not recommended for further consideration by the Initial Review Group. Further action pending assessment by Institute or Center Councils.	NATIONAL CANCER INSTITUTE 06/23/2003
23-JUN-03	Study Section review pending.	

Application Information

Application Information	Study Section	Advisory Council(AC) Information
Award Document Number: R1MH99999A	Init. Review Group: ZRG1 AAAA-3	Meeting Location: RM301 6701 Rockledge Drive Bethesda
FSR Accepted Code: N	Council Meeting Date(YYYYMM): 200212	Meeting Date: Meeting Time: 1000
Snap Indicator Code: Y	Meeting Location: RM301 6701 Rockledge Drive Bethesda	
Priority Score: 240	Meeting Date: Meeting Time: 1000	
Percentile: 65.0		

Contacts

Administration	Name	Phone	Email
Scientific Review Administrator(SRA)	Public, John	301-555-1212	jpublic@nih.gov
Grants Management Specialist(GMS)	Adams, John	301-234-6789	gms@nih.gov
Program Official(PO)	Smith, Adam	301-234-8989	asmith@nih.gov

[Back](#)

You can download, view, save, and print a copy of the grant application by clicking on the blue "e-Application" hyperlink.

Here you will also find the institute assigned to your application

as well as the review group.

At the bottom of the page you can find the contact information for your Scientific Review Administrator, Grants Management Specialist and Program Official.

(In this example I selected a grant where the status was "awarded.")

Here you can see that this application is awarded.

NATIONAL INSTITUTES OF HEALTH eRA Commons

Welcome Presley,Elvis
Institution: STANFORD UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** eSNAP X-Train Links Help

PI Status

Status Information

General Grant Information

Status: Application awarded.

Institution Name: Stanford University

School Name: School of Medicine

School Category: OVERALL MEDICAL

Division Name: NONE

Department Name: Cell Biology and Physiology

PI Name: Presley, Elvis

Grant #: 1R01CA020110-01

Proposal Title: New Important Cancer Research

Proposal Receipt Date: 12/22/2000

Last Status Update Date: 06/23/2003

Current Award Notice Date: 06/23/2001

Other Relevant Documents

- [Abstract \(Awarded Grant\)](#)
- [e-Application](#)
- [Latest FSR](#)
- [Latest NGA](#)
- [Summary Statement](#)

Status History

Effective Date	Status Message	Primary Institute or Center Assignment	
		Institute Name	Institute Center Assignment Date
23-JUN-03	Application awarded.		
23-JUN-03	Study Section review pending.	NATIONAL CANCER INSTITUTE	06/23/2003

Application Information

Application Information	Study Section	Advisory Council(AC) Information
Award Document Number: R1MH99999A	Init. Review Group: ZRG1 AAAA-3	Meeting Location: RM301 6701 Rockledge Drive Bethesda
FSR Accepted Code: Y	Council Meeting Date(YYYYMM): 200103	Meeting Date:
Snap Indicator Code: Y	Meeting Location: RM301 6701 Rockledge Drive Bethesda	Meeting Time: 1000
Priority Score: 140	Meeting Date:	
Percentile: 5.0	Meeting Time: 1000	

Contacts

Administration	Name	Phone	Email
Scientific Review Administrator(SRA)	Public, John	301-555-1212	jpublic@nih.gov
Grants Management Specialist(GMS)	Adams, John	301-234-6789	grms@nih.gov
Program Official(PO)	Smith, Adam	301-234-8989	asmith@nih.gov

Awards

Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$1 00,000	\$50,001	\$0	\$1 50,000

[Back](#)

You will note that 5 hyperlinks appear showing the following items:

- Abstract
- e-Application
- Latest Financial Status Report
- Latest Notice of Grant Award
- Summary Statement.

As the PI, you can download, view, save and print any of the files that appear as blue hyperlinks. Simply click on the desired file to view it.

At the bottom of the page you will see the amount funded for the grant year you selected.

Instructions for the Institutional Representative:

Begin by selecting "Status" from your menu items.

You will see that a darker blue bar appears with two sub-menu items:

Search Proposals
Search Type 5 progress reports

Click on either sub-menu item.

The screenshot shows the 'eRA Commons' interface. At the top, the National Institutes of Health logo is on the left, and the user's name 'Lisa Marie Presley' and institution 'STANFORD UNIVERSITY' are on the right. A navigation bar contains several items: 'Home', 'Administration', 'Institution Profile', 'Personal Profile', 'Status', 'eSNAP', 'X-Train', 'FSR', 'Links', and 'Help'. The 'Status' item is highlighted with a darker blue bar and a white circle. Below the navigation bar, the 'Status' sub-menu is expanded, showing 'Search Proposals' and 'Search Type 5 Progress Reports'. The main content area contains text explaining the 'Status' menu's functionality. At the bottom, there are links for 'Contact Us', 'Privacy Notice', 'Disclaimer', and 'Accessibility', along with contact information for the National Institutes of Health and the Department of Health and Human Services.

The screenshot shows the 'Search Proposals' page. The top navigation bar is the same as in the previous screenshot. The 'Search Proposals' sub-menu is expanded, and the search form is visible. The form includes fields for 'Budget Start Date Between' (with a date range of 08/04/2001 to 08/04/2004 circled in red), 'PI Name' (with 'Presley' entered in the 'Last' field), 'Grant Number', 'Grant Status', 'School Name', 'Division Name', and 'Department Name'. There are also dropdown menus for 'Type', 'Activity', 'IC Code', 'Serial Number', 'Support Year', and 'Suffix Code'. The 'Page Size' is set to 100. At the bottom, there are 'Submit' and 'Cancel' buttons, and the same footer information as the previous screenshot.

A search page will appear. There are multiple ways to search for proposals.

To capture the broadest number of submissions for a specific PI, provide the budget start date and the PI's last name (& first name if there are multiple PIs with the same last name).

Enter the grant number if you want a specific search.

You will see the PI's grants and their status.

Select the desired grant number by clicking on the hyperlink.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome Lisa Marie Presley
Institution: STANFORD UNIVERSITY
Authority: FSR SO [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** eSNAP X-Train FSR Links Help

[Search Proposals](#) [Search Type 5 Progress Reports](#)

Proposal Search Results

Date: 08/04/2003

Search Criteria

Budget Start Date: Between 08/04/2001 and 08/04/2004 PI Last Name: Presley Grant Number: *****

Proposal Report 1 - 5 out of 5 records

Grant Number	Proposal Title	PI Name	Grant Status	Budget Start Date	Summary Links
1R01CA020119-01	New Medical Cancer Research of the Thyroid	Presley, Elvis	Pending	06/23/2002	
5R01CA020111-02	Program Project for Cancer Research	Presley, Elvis	Awarded	06/23/2002	Notice of Grant Award
5R01CA020112-03	Cancer Research in Simple Note Abstracting Programs	Presley, Elvis	Pending	06/23/2003	Progress Report Face Page
5R01HL020114-02	Research on the Heart and Other Stuff	Presley, Elvis	Awarded	06/23/2002	Notice of Grant Award
5R01HL020115-03	Heart Research to Sample Northern Area Pumpkins	Presley, Elvis	Pending	06/23/2003	Progress Report Face Page

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National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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Screen Rendered: 08/04/2003 03:55:08 EDT
Screen Id: STA4009

Under the column titled "Summary Links," you can click on the blue hyperlink to view the notice of grant award or the progress report face page that is upcoming for the grant.

On page 44 of these guidelines, I selected a non-funded grant. Page 44 shows the information available to the PI. Here you can see the information available to the institutional representative when he selects that same grant.

You will note that the Institutional Rep has access to limited information. The PI has access to more information.

Among the items the PI can see that the Inst. Rep cannot see are whether the grant is pending or in reality not funded, the percentile, and the score of the grant.

As an example, here you see that the status indicates the grant is pending. However if you look at page 44 of these guidelines, the true status is that the grant was not recommended for further consideration by the initial review group.

NATIONAL INSTITUTES OF HEALTH eRA Commons

Welcome Lisa Marie Presley
Institution: STANFORD UNIVERSITY
Authority: FSR SO [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile **Status** eSNAP X-Train FSR Links Help

Search Proposals Search Type 5 Progress Reports

Status Information

General Grant Information		Other Relevant Documents ?
Status:	Action pending: refer questions to Institute or Center Program Official.	e-Application
Institution Name:	Stanford University	
School Name:	School of Medicine	
School Category:	OVERALL MEDICAL	
Division Name:	NONE	
Department Name:	Cell Biology and Physiology	
PI Name:	Presley, Elvis	
Grant #:	1R01CA020119-01	
Proposal Title:	New Medical Cancer Research of the Thyroid	
Proposal Receipt Date:	12/22/2002	
Last Status Update Date:	06/23/2003	
Current Award Notice Date:		

Status History			
Effective Date	Status Message	Primary Institute or Center Assignment	
		Institute Name	Institute Center Assignment Date
23-JUN-03	Action pending: refer questions to Institute or Center Program Official.	NATIONAL CANCER INSTITUTE	06/23/2003
23-JUN-03	Study Section review pending		

Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:	R1MH99999A	Init. Review Group:	ZRG1 AAAA-3
FSR Accepted Code:	N	Council Meeting Date(YYYYMM):	200212
Snap Indicator Code:	Y	Meeting Location:	RM301 6701 Rockledge Drive Bethesda
		Meeting Date:	
		Meeting Time:	1000

Contacts			
Administration	Name	Phone	Email
Scientific Review Administrator(SRA)	Public, John	301-555-1212	ipublic@nih.gov
Grants Management Specialist(GMS)	Adams, John	301-234-6789	gms@nih.gov
Program Official(PO)	Smith, Adam	301-234-8989	asmith@nih.gov

[Back](#)

Here I have selected the same funded grant as was selected on page 45 of these guidelines.

Again, the information available to the Inst. Rep. is limited.

The screenshot displays the eRA Commons interface for a grant. At the top, it shows the user's name (Lisa Marie Presley) and institution (Stanford University). The main navigation bar includes links for Home, Administration, Institution Profile, Personal Profile, Status, eSNAP, X-Train, FSR, Links, and Help. The current page is titled "Status Information" and is divided into several sections:

- General Grant Information:** Lists details such as Status (Application awarded), Institution Name (Stanford University), School Name (School of Medicine), School Category (OVERALL MEDICAL), Division Name (NONE), Department Name (Cell Biology and Physiology), PI Name (Presley, Elvis), Grant # (1R01CA020110-01), Proposal Title (New Important Cancer Research), Proposal Receipt Date (12/22/2000), Last Status Update Date (06/23/2003), and Current Award Notice Date (06/23/2001).
- Other Relevant Documents:** A list of hyperlinks including Abstract (Awarded Grant), e-Application, Latest FSR, and Latest NGA. This section is circled in red.
- Status History:** A table showing the grant's status over time, with columns for Effective Date, Status Message, and Primary Institute or Center Assignment.
- Application Information:** Details about the application, including Award Document Number, FSR Accepted Code, Snap Indicator Code, and Study Section information.
- Contacts:** A list of key personnel, including the Scientific Review Administrator (SRA), Grants Management Specialist (GMS), and Program Official (PO).
- Awards:** A table showing the funding amounts for the grant.

The "Awards" table is circled in red and contains the following data:

Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$100,000	\$50,001	\$0	\$150,000

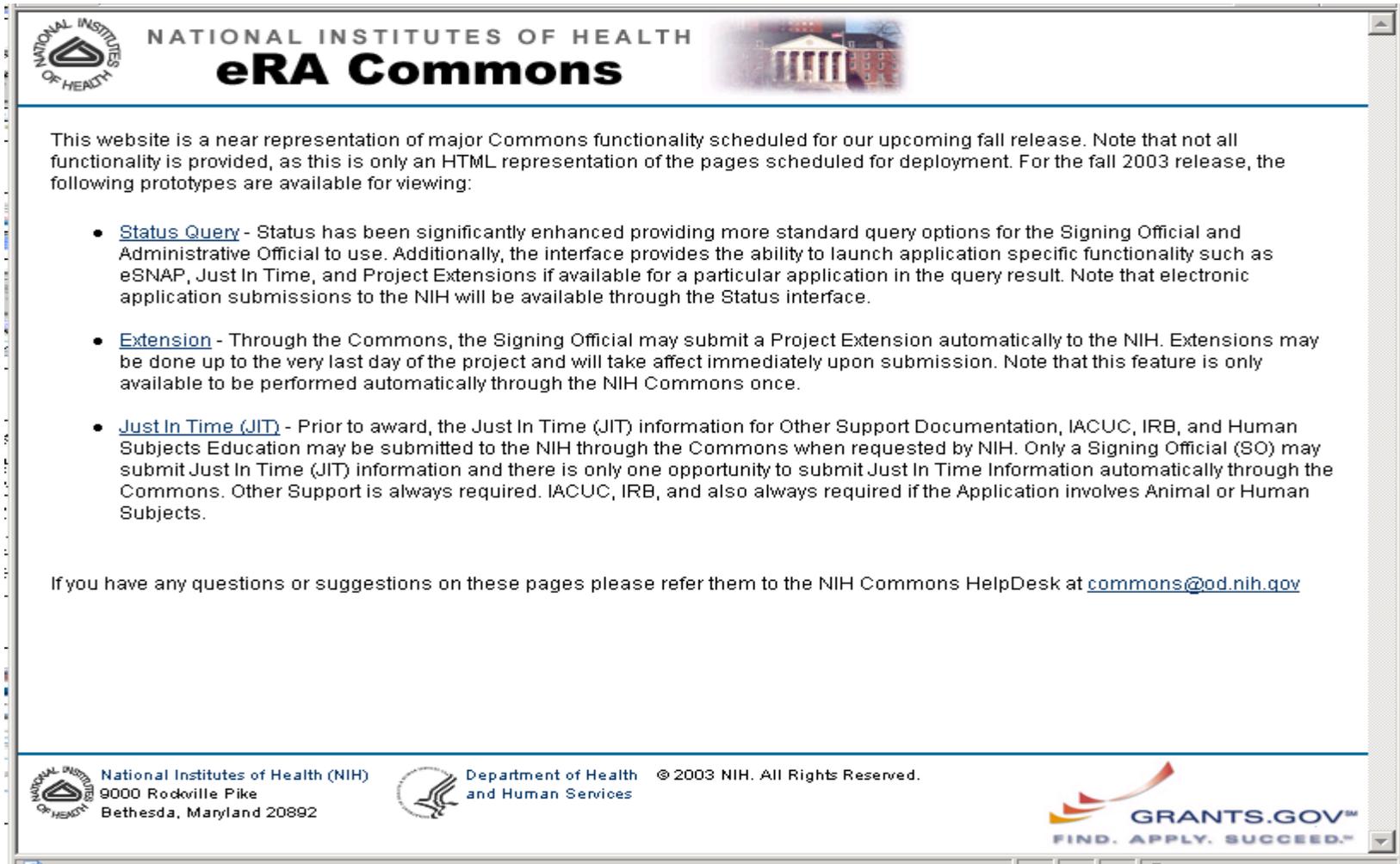
At the bottom of the page, there is a "Back" link. The Windows taskbar at the bottom shows the system tray with "Done" and "Internet" icons.

In addition, although the institutional representative can view the abstract, e-Application, latest FSR, and latest NOA, the institutional representative cannot view the summary statement. The summary statement is only available to the PI.

To view one of the files in the blue hyperlinks, click on the desired link. You can download, view, save, and print any of these files.

At the bottom of the page you will see the amount funded for the grant year you selected.

Part 7: Upcoming Changes



NATIONAL INSTITUTES OF HEALTH
eRA Commons

This website is a near representation of major Commons functionality scheduled for our upcoming fall release. Note that not all functionality is provided, as this is only an HTML representation of the pages scheduled for deployment. For the fall 2003 release, the following prototypes are available for viewing:

- **Status Query** - Status has been significantly enhanced providing more standard query options for the Signing Official and Administrative Official to use. Additionally, the interface provides the ability to launch application specific functionality such as eSNAP, Just In Time, and Project Extensions if available for a particular application in the query result. Note that electronic application submissions to the NIH will be available through the Status interface.
- **Extension** - Through the Commons, the Signing Official may submit a Project Extension automatically to the NIH. Extensions may be done up to the very last day of the project and will take affect immediately upon submission. Note that this feature is only available to be performed automatically through the NIH Commons once.
- **Just In Time (JIT)** - Prior to award, the Just In Time (JIT) information for Other Support Documentation, IACUC, IRB, and Human Subjects Education may be submitted to the NIH through the Commons when requested by NIH. Only a Signing Official (SO) may submit Just In Time (JIT) information and there is only one opportunity to submit Just In Time Information automatically through the Commons. Other Support is always required. IACUC, IRB, and also always required if the Application involves Animal or Human Subjects.

If you have any questions or suggestions on these pages please refer them to the NIH Commons HelpDesk at commons@od.nih.gov

National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health and Human Services

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We anticipate that the above changes/updates will take place the first week of November. Check the eRA Commons support page @ <http://era.nih.gov/commons/index.cfm> to find out when changes/updates have been implemented.



Status Help

Status ?

PI Status

➔ General Search

Just In Time

Pending Progress Report

Recently Awarded

Training Grants

Fellowships

eSubmissions

General Search

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accession Number	<input type="text"/>					
IPF	<input type="text"/>					
PI Name	Last			First		
	<input type="text"/>			<input type="text"/>		
Application Status	All <input type="button" value="v"/>					
Budget Start Date	From	<input type="text" value="9/17/2002"/> <input type="button" value="calendar"/>	(MM/DD/YYYY)	To	<input type="text" value="3/17/2004"/> <input type="button" value="calendar"/>	(MM/DD/YYYY)
Budget End Date	From	<input type="text"/> <input type="button" value="calendar"/>	(MM/DD/YYYY)	To	<input type="text"/> <input type="button" value="calendar"/>	(MM/DD/YYYY)
Organization Hierarchy	School					
	All <input type="button" value="v"/>					
	Division			Department		
All <input type="button" value="v"/>			All <input type="button" value="v"/>			

The STATUS screen is getting a new look. Refer to section 5 (pages 45-52) of this booklet to see its functionality.



Status Help

Status Result

Extension

Extension ?

This Grant is eligible to be extended for up to 1 year. Note that only a SO has the ability to perform a project extension and that you may do this only once through the Commons.

Application Information

Grant Number: 5P01CA010642-03
PI Name: John F. Smith
Proposal Title: Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing

To extend the period, select the number of months for which you would like to extend the project period for this grant.

Project End Date: 12/31/2003

Extend: 12 Months 9 Months 6 Months

This will extend the project to **12/31/2004**

Extend Project Date

Cancel

First time “No Cost Extensions” will be done on line for grants that are under expanded authority. Contact your institutional representative if you want a no cost extension.

If you grant application received a fundable score and NIH asks you to submit **Just In Time (JIT)** information, you will have the option of submitting that information on line. Simply complete the required information on this page, click the "Submit" button to route your information to your institutional representative. Your institutional representative will review the information, and if there are no corrections, will submit it to NIH. NIH.



NATIONAL INSTITUTES OF HEALTH

eRA Commons


Welcome User_Name

[Log-out](#)

Status **Help**

Status Result

Just In Time

Just in Time ?

Just in Time allows the Principal Investigator or Signing Official to provide Other Support, IACUC, IRB, and Human Subject Assurances Just In Time information directly to the NIH when that information is requested. Although a PI may save this information through Commons only an SO may submit it to NIH. Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.

Other Support Documentation is always required. If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this "Just in Time" page. If the specific date(s) is not available, you may not use this automated submission feature at this time. This version for electronic submission requires all data elements to be submitted at the same time. If some pieces of the requested information are delayed, all of the information must be submitted directly to the appropriate NIH Grants Management Office.

Application Information

Grant Number: 5P01CA010642-03

PI Name: John F. Smith

Proposal Title: Different rates of telomere shortening and telomerase activity reduction in CD8 T and CD16 NK lymphocytes with ageing

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status
Other Support File:*			NOT UPLOADED <input type="button" value="Import"/>

IACUC * Date: * (MM/DD/YYYY)

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was granted on that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Grants Management office. The OLAW Assurance Number listed for your Institution is **AAA00000000**.

IRB * Date: * (MM/DD/YYYY)

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. The OHRP Human Subjects Assurance Number listed for your Institution is **FVA00000000**.

Human Subject Education: Required only for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. In the space below provide the following information: include the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Part 8: Frequently Asked Questions



1. What is eSNAP?

PIs awarded NIH grants have to submit annual non-competing grant applications (i.e. annual progress reports). If your grant is subject to SNAP (Streamlined Non-competing Award Process) you must follow the SNAP application instructions when submitting your non-competing application. If your grant is not subject to SNAP, you must follow the regular “full” application instructions when submitting your annual non-competing application. The notice of award will indicate whether your grant is subject to SNAP or not. The basic difference between the two is that for grants under SNAP, you are not required to submit an annual budget nor a budget justification page as part of your non-competing grant application. For grants not under SNAP, you must submit an annual budget and budget justification page as part of your non-competing grant application. **eSNAP** (electronic Streamlined Non-competing Award Process) is the electronic version of a non-competing grant application under SNAP. **At this time, only eSNAP grant applications can be submitted on line. All other types of grants must be submitted on paper by mail.**

2. Who is responsible for completing the online eSNAP non-competing grant application, the PI or the Institutional Representative?

It is the responsibility of the PI to complete the application on-line and route it to the institutional representative for review. It is the responsibility of the institutional representative to submit the application to NIH.

3. What is a SO? SO = Signing Official or Senior Official

The grantee organization Signing Official is your institutional representative who has the institutional authority to legally bind grants administration actions with the NIH, including submitting grant applications. The individual fulfilling this role may have any number of titles in the grantee organization. The label "Signing Official or Senior Official" is used in conjunction with the NIH Commons. The SO can create and modify accounts and also will be able to create and modify IPF information

4. What is an AO? AO = Administrative Official

The administrative official (AO) is the individual who reviews the grant application for accuracy before the final application is submitted to NIH by the SO. In some institutions, the SO and the AO can be the same person. An AO can also create additional AO and PI accounts. An AO is not authorized to transmit applications to NIH.

5. What is an AA? AA = Account Administrator

An AA is designated by a SO at a grantee organization, to facilitate in the administration of the NIH Commons accounts. The AA will be able to create the necessary accounts of any type (SO, AO, AA or PI). Although the AA will be able to create additional accounts he/she will not be able to modify the IPF information.

Duties: The basic duty of AA will be establishing and maintaining Commons accounts for the institution. This includes account maintenance, such as creating accounts, removing accounts, changing accounts as necessary. The Commons AA will have the authority to create, modify and delete Commons accounts for additional SOs, AOs, PIs, and other scientific and/or administrative staff for the grantee organization. Also, it is the responsibility of the primary AA (individual who signed the Registration Form under AA) to inform all additional SO, AA, and AO account holders of any Commons messages sent via the NIH Commons distribution list.

6. What is a PI? PI = Principal Investigator

A Principal Investigator is an individual designated by the grantee organization to direct the project or activity being supported by the grant. He or she is responsible and accountable to the grantee for the proper conduct of the project or activity. The role of the PI within the NIH Commons is to complete the grant process, either by completing the required forms via the NIH Commons or by providing the proper information to another individual who will complete the electronic forms.

7. How do I get a Username and Password?

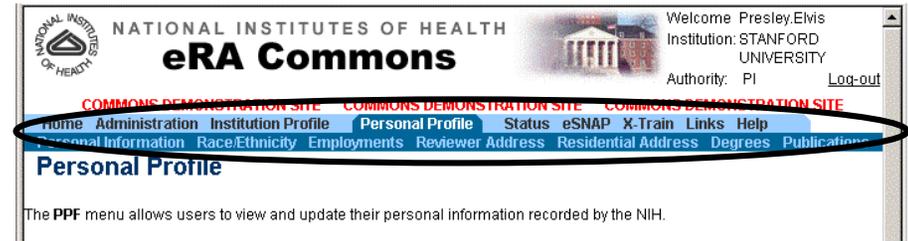
You must contact your institutional representative to obtain a username and password. Provide your institutional representative with your name, social security number, date of birth, email address, and grant number. The Institutional Representative will request a username and password for you. It usually takes about 72 hours to get a username and password.

8. Where do I log in?

Go to the NIH eRA Commons web site at <https://commons.era.nih.gov/commons/> to log in.

9. I'm logged in, now what do I do?

If this is your first time logging in, begin by completing your personal profile. To do this, click on Personal Profile from your menu items. Upon doing so, sub-menu items will appear. Go through each one of the sub-menu items (you may go through these in any order) and fill in the required



fields. When done, you may proceed to the eSNAP menu item to complete your online non-competing grant application. FYI: In future applications, you may bypass Personal Profile and go directly to eSNAP. You will only need to access “Personal Profile” in the future to update it or make any corrections.

10. I'm in eSNAP, how do I move from screen to screen?

There are no “continue” buttons prompting you to proceed to the next screen. When done with one page, click on the save or submit button located at the bottom of the page. A message will appear at the top of the page letting you know whether there are any errors or whether the information was saved successful. If the information was saved successfully, click on the next menu item to proceed to the next screen.

11. My phone number is incorrect. Where do I correct it?

There are several places to correct your phone number. Click on Personal Profile. Next, click on Employment. Next, click on the “Edit” link to the far right. Your information appears on the screen. Correct your phone number.

Another place to correct your phone number is in eSNAP. Click on eSNAP. Next, click on Edit Business. Next click on Org Info. You can correct your phone number here as well.

12. Where do I enter the name of my institutional representative?

Click on eSNAP. Next click on Edit Business. Next click on Org Info. (i.e. go to eSNAP/Edit Business/Org Info) Scroll to the bottom half of the page. From the drop down box select the name of your Administrative Official and your Signing Official. Most likely than not this will be the same person, your institutional representative.

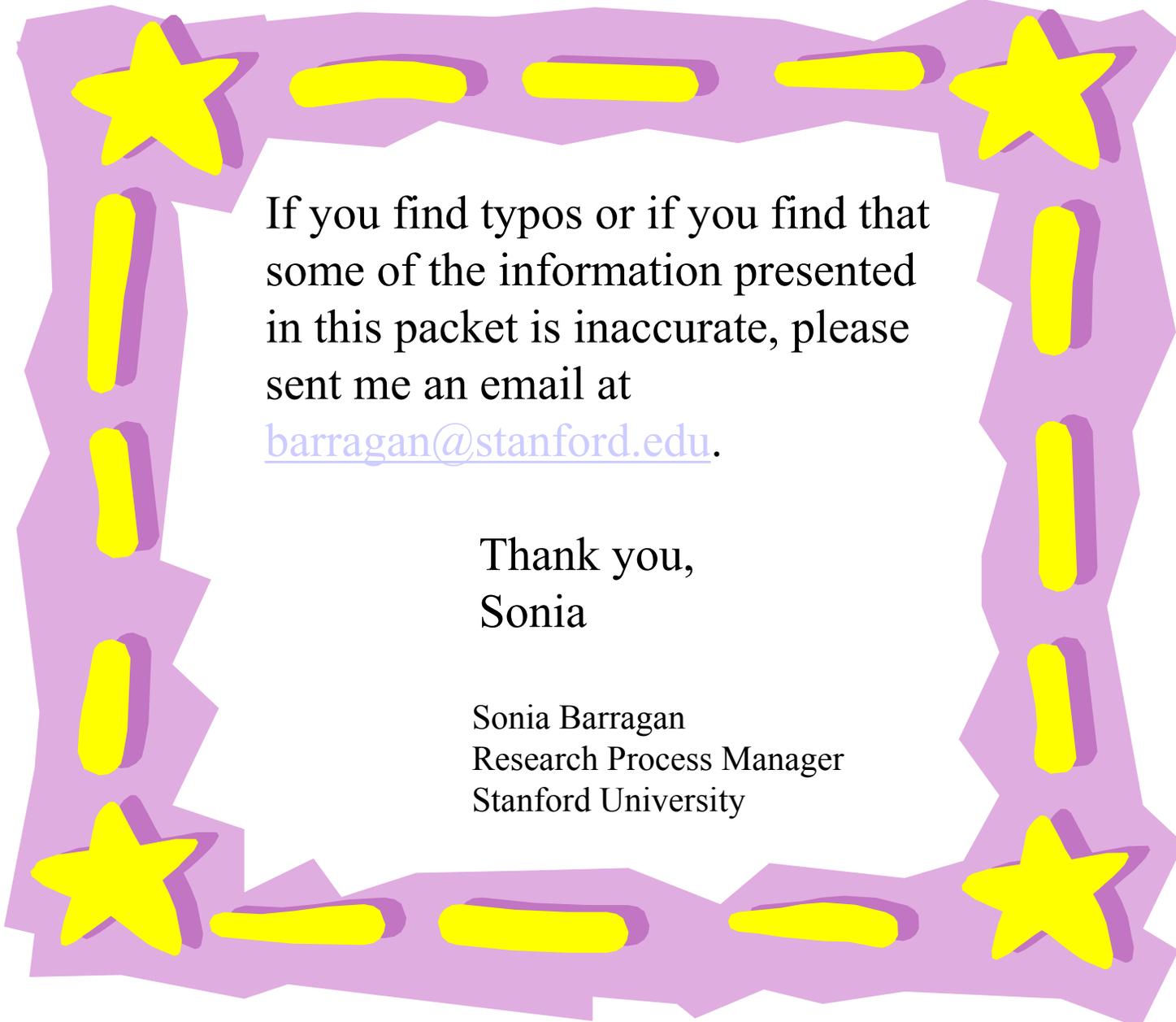
13. I'm in eSNAP/Edit Business/Key Personnel, the PI's name appears as key personnel but no effort appears. Why?

You do not need to enter the PI's name and effort on the Key Personnel screen. You should have entered it in the screen **eSNAP/Edit Business/Org Info**. Although the PI's effort does not appear on the Key Personnel screen, it is in the system. It will appear in the application once it is completed.

- 14. I'm in eSNAP/Edit Business/Key Personnel, why can't I enter an effort of 4.5% for the co-PI?**
Unfortunately, the system does not accept decimal points nor fractions. You must enter a whole number. Round to the nearest whole number if necessary. **(FYI: You cannot enter "as needed" effort in this system. You must enter at minimum 1%.)**
- 15. An incorrect address appears as the performance site. How do I change the performance site?**
To change the performance site, go to eSNAP/Edit Business/Performance Sites. Scroll to the bottom of the screen and click on "Edit" to correct the address. The alternative is to enter a new address in the fields at the top of the screen and click "Save." Then scroll to the bottom of the screen and click "Delete" to delete the incorrect address.
- 16. I'm in eSNAP/Edit Business/Research Subjects. I get an error message telling me that I did not answer the questions about human subjects. My project does not include human subjects. What do I do if the questions don't apply to my project?**
Since these questions have a **red * asterisks**, they must be answered. Unfortunately you do not have the option of selecting "N/A." Instead answer "NO." This will solve the problem.
- 17. I have new key personnel. I where do I upload their biosketch and other support?**
Unfortunately you are only allowed to upload one file. What you must do is merge the biosketch, other support and your progress report into one file and upload it as one file. You can use the cut and past function. Cut the biosketch and other support and paste them at the beginning of your progress report.
- 18. I'm done with my eSNAP application, now what?**
Validate it to check for errors. Correct any errors. If no errors are found, click the route button to send it to your Institutional Representative for review.
- 19. I routed my application to my institutional rep. How to I retrieve it to make a change?**
The PI can retrieve the application at any time as long as it has not been sent to NIH. To retrieve it, go to eSNAP/Manage eSNAP, and click the "RECALL" button.
- 20. I'm an institutional rep. I reviewed the PI's application and there are errors. How do I send it back to the PI.**
The PI can retrieve the application himself (see question 14). The alternative is for you to go to eSNAP/Manage eSNAP, and click the "ROUTE" button. A window will appear with the name of the next reviewer. From the drop down box, select the PI's name and route the application to the PI.

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If you find typos or if you find that some of the information presented in this packet is inaccurate, please sent me an email at barragan@stanford.edu.

Thank you,
Sonia

Sonia Barragan
Research Process Manager
Stanford University