



Electronic Research Administration

Sponsored by: The National Institutes of Health, Office of Extramural Research



eRA Commons for PIs & Delegates

NIH Regional Workshop – 2008

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Today's Agenda

- eRA Commons Basics
 - What is eRA Commons?
 - When will I use it?
 - How do I get an account?
 - What is a “role”?
 - How do I access the system?
 - What if I forget my password?
- Using eRA Commons
 - Navigation
 - Admin
 - Institution Profile
 - Personal Profile
 - Status
 - eSNAP
 - xTrain
- Resources
- Finding Help

eRA **Electronic Research Administration**
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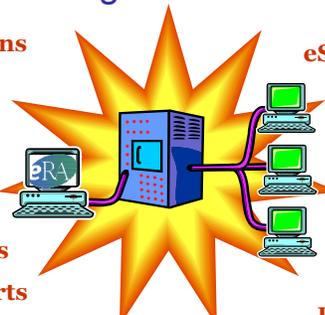


eRA Commons Basics



eRA **What is eRA Commons?**

- The eRA Commons is an online interface where grant applicants, grantee organizations, grantees and federal staff can access, share, and transmit administrative information related to their applications and grants.



Applications	eSubmission Errors/Warnings
Assurances	Assembled Application Image
Certifications	Review Assignment
Profile Data	Priority Score
Progress Reports	Summary Statement
Financial Reports	Notice of Award
Invention Reports	Post-Award Correspondence
Training Appointment Actions	

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When will I use it?

Application Submission Process

- Review errors/warnings identified during the submission process
- Check final application image for assembly issues

Application Intake at Receipt & Referral

- View information on the review assignment of your grant application

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When will I use it?

Peer Review Process

- View Summary Statement & Priority Scores

Pre-Award Process

- Submit Just-In-Time Data (e.g., other support, certifications)

Award Process

- View Notice of Award (NoA)

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When will I use it?



Post-Award Process

- Prepare Progress Reports
- Prepare Financial Status Report



Closeout Process

- Prepare final FSR, progress report, Invention Statement and Certification, and inclusion enrollment data

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What is an eRA Commons “role”?

- The functions available to users are based on the “role” associated with their account
 - http://era.nih.gov/files/eRA_Commons_Roles.pdf
 - A single account should not have both the PI and SO roles. A person that needs both roles should have two separate accounts (one with the PI role and one with the SO role)
 - If a PI serves as a Reviewer, their single account can have both the PI and Internet Assisted Review (IAR) roles without any issue

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How do I get an account?

- Most institutions are already registered in eRA Commons. Work with your business or sponsored research office to set-up your individual account.
 - Any user with the **Signing Official (SO)**, **Administrative Official (AO)** or **Accounts Administrator (AA)** role can create your **Principal Investigator (PI)** or **Assistant (ASST)** account
 - If you already have a PI or IAR account, they can “affiliate” your current account with additional institutions
 - A PI gets one eRA Commons account that follows them throughout their careers
 - The PI has access to all of his/her information at each affiliated institution

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How do I get an account?

- Some basic information is provided to initiate the account creation process. The system will check to see if there are any existing records that match the information provided. If matches are found, you will be asked to Verify your NIH Support before the account is established.
- After the initial creation of your account, you will receive two emails:
 - (1) Username and
 - (2) Temporary password

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eRA Verify Prior Support

PI receives email with link to register and is directed to complete the presented form and to verify the support identified as a potential match to the Trainee.

Verify NIH Support for Kim Beaker

We do not show any awarded NIH Support or Committees Involvement for Kim Beaker. This may be appropriate. Either select Add Additional NIH support, Reject Account Request, or Complete Account Request to continue.

Comments for NIH
This is correct. I have never had an eRA Commons account or been involved in a previous grant.

Continue Account Request Reject Account Request Add NIH Support

Step 1 of 2

Complete Account Request

Comments for NIH
This is correct. I have never had an eRA Commons account or been involved in a previous grant.

By selecting Complete Account Request, NIH will verify your information and then activate your account. Generally, this takes two to five business days. You will be notified by email when the process is complete.

Complete Account Request Back

Step 2 of 2

*Note that you are only permitted to view public information (i.e. grants which were awarded by NIH or Review Committees for which you are serving or have already served). Only the latest support year for a particular grant is displayed.

You will get an email in 2-5 days indicating the account has been activated.

eRA How do I access the system?

- Go to: <https://commons.era.nih.gov/commons/>
- Enter your Username and Password

Electronic Research Administration
eRA Commons
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Welcome Guest Institution: Not Affiliated Authority.
Version 2.143.1

Home Links eRA Partners Help

What's NEW on the COMMONS

COMMONS USER ALERT : February 8, 2008: The eRA system is back up and running. If you have questions or issues, please contact the eRA Commons Help Desk:

Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Common Errors](#).

Commons Login

* indicates required field.

Username

Password

Login Reset
[Forgot Password?](#)

System Notification

More Recent Features of Commons include:

- ◆ **NEW** xTrain has been released in a pilot mode for a limited pool of institutions. If you are not a participant in the xTrain pilot please do not enter the xTrain system. This functionality will be released to full production mid-2008. For more information please contact the eRA Helpdesk.
- ◆ eSNAP - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ Reference Letters: To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#).
- ◆ Internet Assisted Review (IAR) - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows

About the Commons

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

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Electronic Application Submission](#)
- ▶ [Grants.org](#)
- ▶ [Edison](#)

Username
Password



How do I access the system?

- The first time you login you will be prompted to choose a new password
- Password standards:
 - At least eight (8) non-blank characters
 - Must contain a mixture of letters, numbers and these special characters: ! # \$ % * - _ = + < >
 - First and last characters cannot be numbers
 - Cannot contain username
 - Cannot be reused within one (1) year

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What if I forget my password?

- Click the “**Forgot Password**” link found directly beneath the Commons Login fields
- Enter Username and email address then select Submit
 - If the Username and email combination match the Username and email combination in the system, a temporary password will be emailed

Commons Login ?

* indicates required field.

Username *

Password *

Login Reset

[Forgot Password?](#)

Version 2.14.3.1

Home Links eRA Partners Help

Reset Password ?

* indicates required field.

User ID *

Email Address *

Submit Cancel

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Hands-on: Accessing Commons

1. Open an Internet connection and go to the appropriate eRA Commons non-production environment:
 - External User Acceptance Test (Ext-UAT)
<https://commons.uat.era.nih.gov/commons/>
 - eRA Commons Demo
<https://commonsdemo.era.nih.gov/commons-demo/>
2. Enter the Username and password provided by your trainer
 - eRA Commons is not case sensitive

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Using eRA Commons



https://commons.era.nih.gov/commons/

The screenshot shows the eRA Commons website interface. Key elements and callouts include:

- Alerts and notes to users:** A yellow box on the right points to the 'COMMONS USER ALERT' and 'Support Tip' sections at the top.
- Handy links:** A yellow box on the right points to the 'Links' section, which includes 'Commons Support Page', 'CRISP', 'eRA Home Page', 'Electronic Application Submission', 'Grants.gov', 'eSubmission', 'NIH, Public Access', and 'Commons Helpdesk contact information'.
- Login:** A yellow box on the left points to the 'Commons Login' section, which includes a 'Forgot Password link' and a 'System Notifications' link.
- System Notifications:** A yellow box at the bottom left points to the 'System Notifications' link.
- Commons Demo:** A yellow box at the bottom right points to the 'Commons Demo' link.

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eRA Commons Layout

- Your Username, Institution and Authority (i.e., role) are displayed in the upper right hand corner of the screen at login
- If the Institution is hyperlinked, then you are affiliated with additional institutions
 - Click the hyperlink to switch between institutions

Welcome cherdmoney
 Institution: [EXT UAT DEMO CORP.](#)
 Authority: PI [Log-out](#)

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eRA Commons Layout

- Commons is laid out in a tertiary (3) menu fashion. The top tabs show the main functions which can drill-down two (2) levels of sub-menus.



Hands-on – Navigation

Click on the **Admin** tab in the menu bar, then on the **Accounts** tab in the sub-menu bar. You will then see a 3rd menu bar with **Delegate PI**, **Delegate PPF Edit**, etc.

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Admin



- The Admin tab provides the functionality to delegate (and revoke) authority to perform specific functions to other eRA Commons users
 - Available functions are based on role

The screenshot shows the eRA Commons interface. At the top, it says "Electronic Research Administration" and "Sponsored by National Institutes of Health". The version is 2.14.3.1. The main navigation bar includes "Home", "Admin", "Institution Profile", "Personal Profile", "Status", "eSNAP", "xTrain", "Links", "eRA Partners", and "Help". Below this, a sub-menu is open under "Admin" with the following items: "Accounts", "Delegate PI", "Delegate PPF Edit", "Delegate Status", "Change Password", "Verify NIH Support", and "Delegate xTrain Authority". Red boxes highlight "Delegate PI", "Delegate PPF Edit", "Delegate Status", and "Delegate xTrain Authority". Red arrows point from these menu items to labels below: "Delegate PI", "Delegate PPF Edit", "Delegate Status", and "Delegate xTrain Authority".

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- Delegate PI**
 - Delegation can be made to any eRA Commons user at the PI's institution with the Assistant (ASST) role
 - Provides ability to complete eSNAP information for the PI's grants (cannot Route or Submit)
- Delegate PPF Edit**
 - Delegation can be made to any other eRA Commons user at the institution
 - Provides ability to edit **Personal Profile** (PPF) information

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Admin - Delegation

- **Delegate Status**

- Delegation can be made to any eRA Commons user at the PI's institution with the Assistant (ASST) role
- Provides access to PI's **Status** information including the ability to check for application submission errors/warnings and to view the assembled application image
- **DOES NOT** provide access to application summary statement or priority score

- **Delegate xTrain Authority**

- Delegation can be made to any eRA Commons user at the PI's institution with the Assistant (ASST) role
- Provides all the same authority within xTrain as the Project Director/Principal Investigator except for the ability to Submit appointments to Agency

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Delegation to PI

- Signing Official (SO) can “**Delegate Submit**” authority to a PI

- Allows a PI to submit his/her own eSNAP information to Agency

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eRA Commons
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Welcome iwanagrnt
Institution: EXT UAT DEMO CORP.
Authority: SO BO [Log-out](#)

2.15.1.2 [Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

[Create Account](#) [Create Affiliation](#) [Maintain Account](#) [Delegate Submit](#) [Delegate PPF Edit](#) [Change Password](#)

Delegate Submit Access

You are delegating eSNAP Submit Authority **Delegate Submit**

Current Institution PI Users	Current Submit Delegates
MONEY, CHER SCHLENOFF, JOSEPH TRAWICK, JOHN	No Submit Delegates Found

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Hands-on - Delegation

1. Navigate to the **Admin->Accounts->Delegate Status** tab
2. Highlight a name in the **Current Institution Users** list of the **Delegate PI Status** screen
3. Select **Assign** to provide authority
4. Select **Save** when **Delegate PI Status Confirmation** screen appears

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Admin – Change Password

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eRA Admin - Verify NIH Support



- When your account is set up you should use the **Verify NIH Support** tab to ensure all of your grant activity is correctly linked to your account.
 - You will be asked to confirm any activity identified by the system as a potential match
 - You will also have the opportunity to add activity not identified

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eRA Admin - Verify NIH Support

Confirm Your NIH Support	PI Name	Grant	Project Title	Project Start Date
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	Money, Cher D	5T32DK065517-04	Research Training in Pediatric Nephrology	07/01/2004
<input checked="" type="radio"/> Correct <input type="radio"/> Incorrect	Money, Cher D	5T32GM008715-09	BIOTECHNOLOGY TRAINING PROGRAM	07/01/2000

Confirm support as **Correct** or **Incorrect**

Add support not identified by the system

Once all previous support is accounted for, click **Continue Account Request**

* NEXT SLIDE *

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eRA Admin-Verify NIH Support

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Accounts
Delegate PI Delegate PPF Edit Delegate Status Change Password **Verify NIH Support** Delegate xTrain Authority

Complete Account Request

Step 2 of 2

Principal Investigator - Funded Applications for which you participated as the Principal Investigator

PI Name	Grant	Project Title	Project Start Date
Money, Cher D	5T32DK065517-04	Research Training in Pediatric Nephrology	07/01/2004
Money, Cher D	5T32GM008715-09	BIOTECHNOLOGY TRAINING PROGRAM	07/01/2000

Comments on NIH

By selecting **Complete Account Request**, NIH will verify your information and then activate your account. Generally, this takes two to five business days. You will be notified by email when the process is complete.

[Complete Account Request](#) [Back](#)

Step 2 of 2

After clicking **Complete Account Request**, NIH will process your changes, it may take 2-5 for the changes to take affect.

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Institution Profile



 **Institution Profile**

Home Admin **Institution Profile** Personal Profile Status eSNAP xTrain Links eRA Partners Help
Basic Assurances and Certifications

- **Institution Profile**
 - View-only access for all roles other than SO
 - Basic Information Page
 - Assurances and Certifications Page

 **Hands-on – Institution Profile**
Click on the *Institution Profile* tab in the menu bar and click through the Basic and Assurances and Certifications tabs to view the Institution Profile of your workshop account.

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Personal Profile



eRA Personal Profile (PPF)

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help

Personal Information Race/Ethnicity Employments Reviewer Address Residential Address Degrees Publications Reference Letters Trainee-Specific

- **Single Point of Ownership**
 - You are responsible for keeping your information current and correct
 - Very few staff members at NIH have access to change information (for emergencies only)
- Periodically the system will require you to change your password for security reasons
 - After you change your password you will be placed in the **Personal Profile** tab - take a moment to review and update your information

PLEASE!!

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eRA PPF – Personal Information

Personal Information ?

* indicates required field

Identifying Information

Name Prefix:

Middle Name:

Name Suffix:

Gender:

Citizenship: (for non-US citizens and permanent residents) Required for participants in research training, fellowship, or career development programs

eRA Email:

First Name:

Last Name:

SSN:

DOB (MM/DD/YYYY): Do Not Wish to Provide?

Citizenship Country:

Disabilities (select all that apply)

Hearing Vision

Missing Extremities Nonparalytic Orthopedic

Partial Paralysis Complete paralysis

Speech Motor (temp code)

Other

Submit Reset Cancel

TIP: Keep your email address current. You will need access to your email if you forget your password. Also, NIH has transitioned to email for most grant-related communications.

DON'T FORGET!

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PPF – Race/Ethnicity

- Information is used for aggregate reporting only.

Race/Ethnicity

Content Management Test

* indicates required field

Current Information

Race(s): White ;
Ethnicity: Non-Hispanic

New Information

Ethnicity: *
Required if multiple races are selected: Non-Hispanic

Race(s): *
(Check all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 White
 Native Hawaiian or Pacific Islander
 Do Not Wish to Provide

Submit Reset Cancel

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PPF - Employments

If you work with multiple institutions you can include an employment record for each, but must chose one as the Preferred Address?

Employment List

Employments 1 - 1 out of 1 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
EXT UAT DEMO CORP.	02/14/2004		mrelectronicsubmit@od.nih.gov	true	Edit Delete

Add New Employment Close

Add New

Edit

Add New Employment

* indicates required field

Employer (select one):

NBI Recognized Institution: [Find]

NBI Institute or Center: [Find]

Employment Information

Start Date: [] End Date: []
Title: [] Employment Status: [Full-Time]
Academic Rank: [] Position: []
Employment Type: [Non Federal] Is this your primary employment? []

Employment Address

Line 1: [] City: []
Line 2: [] State: []
Line 3: [] Zip Code: []
Line 4: [] Country: [UNITED STATES]
Phone: [] Fac: []
E-mail: []

Is this your preferred employment address? []

Submit Reset Cancel

Employment Info

* indicates required field

Employer (select one):

NBI Recognized Institution: [Find]

NBI Institute or Center: [Find]

Employment Information

Start Date: 02/14/2004 End Date: []
Title: [] Employment Status: [Full-Time]
Academic Rank: [] Position: []
Employment Type: [Non Federal] Is this your primary employment? []

Employment Address

Line 1: FLORIDA STATE UNIVERSITY City: TALLAHASSEE
Line 2: 874 TradBons Way, 3rd floor State: FLORIDA
Line 3: Zip Code: 323064166
Line 4: Country: UNITED STATES
Phone: 555-123-4567 Fac: []
E-mail: nih@electronicsubmit@od.nih.gov

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

Submit Reset Cancel

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PPF – Reviewer Address

- Only used if you are an NIH Reviewer with the IAR role

Reviewer Address ?

* indicates required field

Reviewer Address

Line 1:*	<input type="text"/>	City:*	<input type="text"/>
Line 2:	<input type="text"/>	State:*	<input type="text"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text"/>
Line 4:	<input type="text"/>	Country:*	UNITED STATES <input type="text"/>
Phone:*	<input type="text"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text"/>		

Submit Reset Cancel

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PPF – Residential Address

- Used to capture permanent address for xTrain Trainees.

Residential Address ?

* indicates required field

Residential Address

Line 1:*	123 My Home Road	City:*	My City
Line 2:	<input type="text"/>	State:*	MARYLAND <input type="text"/>
Line 3:	<input type="text"/>	Zip Code:*	12345
Line 4:	<input type="text"/>	Country:*	UNITED STATES <input type="text"/>
Phone:*	555-123-4567	Fax:	<input type="text"/>
E-mail:*	cumminss@mail.nih.gov		

Submit Reset Cancel

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- Provide all degree information
 - Remember to include information on degrees in progress and the expected completion date

List of Degrees ?

Degrees 1 - 2 out of 2 records

Degree	Institution	Completion Date	Degree Completed?	Major	Action
BS: BACHELOR OF SCIENCE	HHS University	05/1997	Y		Edit Delete
MD: DOCTOR OF MEDICINE	Get Smart University	01/1998	Y		Edit Delete

Use **Add New Degree** button to provide additional degree information.

- Publication information is used in progress reports
- Pulls in manuscripts from NIH Manuscript Submission (NIHMS) and publications from PubMed and PubMedCentral

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help

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

List of Publications ?

As of May 2nd, 2005, NIH implemented the Public Access policy requesting that researchers upload their publication manuscripts into a secure archive. Please visit <http://www.nih.gov/about/publicaccess/index.htm> to view information about this policy. If you wish to upload manuscripts click the link provided below. This will take you to the NIH Manuscript System (NIHMS) where the upload process will be explained and you will be allowed to upload your manuscripts. You will automatically be logged into the system using your NIH eRA Commons user ID.

<https://commons.stage.era.nih.gov/commons/publicaccess/login.jsp>

Publications 1 - 1 out of 1 records Prev 1 Next

Citation Source	Citation ID	Citation Text	Action
PI		Varmus H, Klausner R, Zerhouni E, Acharya T, Daar A, Singer P. 2003. PUBLIC HEALTH: Grand Challenges in Global Health. Science 302(5644): 398?399. PMID: 243493	Edit Delete

TIP: Visit <http://publicaccess.nih.gov/> for information on new Public Access policies.





PPF - Reference Letters

- Used for specific grant programs
 - NIH Director's Pioneer Program (DP1)
 - New Innovator Award (DP2)
- Can see that the reference letter has been submitted, but not the letter itself

List of Reference Letters

Reference Letter(s)							
Referee Name	Grant number	FOA number	Project title	Organization/Affiliation	Department	E-Mail	Submitted Date
Gibb, Scarlett	Not associated	RM07-005		nih	od	GIBBS@OD.NIH.GOV	Nov 27, 2007
Smith, John	Not associated	RM07-005		nih	od	GIBBS@MAIL.NIH.GOV	Nov 27, 2007

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PPF – Trainee-Specific

- Information used for Training grant actions
 - Required for users with TRAINEE role

Trainee-Specific Information

* indicates required field

Statement of non-delinquency on U.S. Federal Debt

* Are you delinquent on the repayment of any U.S. Federal Debt(s)? (If yes, explain in a textbox below)

No Yes

If you answer Yes, you must provide an explanation or your Trainee action will not be pass the validation check prior to submission.

Disadvantaged background

* Are you from a disadvantaged background?

No

Submit Reset Cancel

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Did you know...

Information from your Personal Profile is

- ...used to verify information submitted in grant applications
If not current, errors or warnings may be generated during the application submission process.
- ...used to pre-populate specific forms (e.g., Trainee Appointment and Termination Notices)
If not current, errors or warnings may be generated during the form submission process.
- ... allows for automatic population of publications registered in National Library of Medicine systems
- ...used for Agency notifications
If not current, we may not be able to contact you. Since many of these notifications are now automatic, we may not even be aware the notification did not reach you.
- ...used in aggregate reporting

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Hands-on – PPF Employments

* Login to eRA Commons as a PI *

- Navigate to the **Employments** page and edit the existing employment record.
 - Notice that the “Preferred Address” column is set to TRUE.
 - Click on the **Edit** link to the right of the employment listing.
- Enter a date in the END DATE field and click the **Submit** button. You will return to the **Employments List** page.
- Click the **Add New Employment** button and enter the required fields. Click the **Find** button next to the “**NIH Recognized Institution**” field to go to the search screen.
 - Enter all or part of an Institution name in the appropriate field and click **Search**.
 - Click the **Select** link next to one of the returned institutions in the hit list.
Hint: If you did not receive any institutions from your search, try University of Texas in the name field and search again.

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Hands-on – PPF Employments

* Continued *

- When you have returned to the **Add New Employment** page, enter the rest of the required fields. Leave the END DATE field blank. At the bottom of the page click the checkbox next to **Is this your preferred employment address?**
 - Click the **Submit** button to return to the Employments List page. Notice that the original entry is now FALSE under “Preferred Address” and your new entry is now set to TRUE.
 - Click the **Close** button.
- Experiment with the Degrees, Publications, Reviewer Address, and Residential Address pages. Add or edit information on any or all of these pages.

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Status



Status

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status

Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

List of Applications/Grants

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

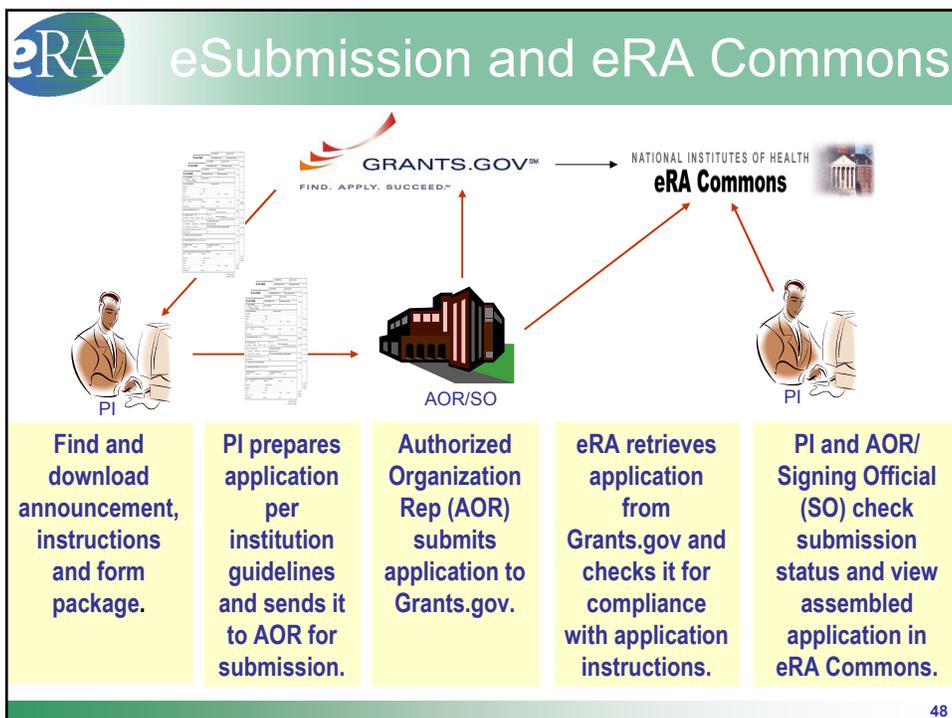
- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

Search Clear

STATUS is your LINK to the Action.

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eRA Status – eSub Errors/Warnings

- A list of errors/warnings identified in the application submission process is posted in the PI's Commons account



– Errors stop application processing and must be corrected



– Warnings do not stop application submission and are corrected at the discretion of the applicant

TIP: Check out the Avoiding Common Errors page:

http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm

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eRA Error Correction Window

- NIH currently allows applicants to correct errors/warnings during the **two (2) business days** after the submission deadline
 - Referred to as “error correction window”
 - Your original application submission must have been submitted on time with all appropriate registrations in place
 - This is a courtesy extended by NIH and may be removed in the future



See Notice in NIH Guide for Grants & Contracts (11/30/2007):

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-018.html>

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Correcting eSub Errors/Warnings

- To correct errors and/or warnings in an application submission
 - Make the corrections to the application forms
 - On the **SF424 (R&R)** form, check the **Changed/Corrected** application box in the **Type of Submission** field located in box 1
 - Have your Authorized Organization Representative (AOR/SO) submit the entire Changed/Corrected application back through Grants.gov

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Check Submission Status

If you can't **VIEW** it, we can't **REVIEW** it!

Track your application submission!

To check the Status of applications that have not yet moved forward to Receipt & Referral follow the Recent/Pending eSubmissions link.

1

Two ways to check eSub Status

2

You can use the Grants.gov tracking number of the application to quickly view status of a specific application.

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eRA Status – eSub Errors/Warnings

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome cherdmoney
Institution: EXT UAT DEMO CORP
Authority: PI [Log-out](#)

2.15.1.2

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending eSubmissions

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click **Recent/Pending eSubmissions** menu tab again.

Indicates eSubmission Error

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00105371		eSubmission Error	The Wonderful Discoveries I Could Make If Funded	MONEY, CHER D	2/7/2008 15:16:37	Show All Prior Errors

Grants.gov Tracking #

The Application ID will not be populated until the application is submitted error-free

Errors/Warnings for Prior Failed eSubmissions

Grants.gov Tracking #	Date	Message
GRANT00105371	2008-02-07	ERROR The Proposed Project Start Date (SF 424 R) is not affiliated with the applicant organization. Please make sure you have been affiliated with the organization.
		WARNING In most cases, a Personnel Justification attachment is required for all personnel listed on the application.
		WARNING The eRA Commons profile did not have any automatically updated the profile to include reviewing the profile data to ensure accuracy.
		WARNING The human subject assurance number entered in Other Project Information page does not match what is in the eRA Commons profile for your organization. There are rare cases where this is permissible. Please make sure that the correct number is entered on the Other Project Information page. If not, correct and resubmit.

The Grants.gov tracking number and date is displayed followed by the list of errors/warnings for each submission attempt for the application

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eRA Hands-on – Errors/Warnings

1. Click on the **Status** tab
2. Select **Recent/Pending eSubmissions** link
3. Find an application in the hitlist with an **eSubmission Error** status
4. Select the **Show All Prior Errors** link

How many submission attempts are listed for the application?

How many errors are listed? Warnings?

**** Repeat hands-on exercise, logging in as the ASST ****

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Status – View Application Image

- Once an error-free application is received, the eRA system will:
 - Assemble the grant application image
 - Generate Table of Contents and bookmark important sections
 - Insert headers (PI name) & footers (page numbers) on all pages
 - Post the assembled application image in the PI's eRA Commons account

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Status – View Application Image

- The PI and AOR/SO have **two (2) business days** to view the assembled application in eRA Commons
 - Referred to as “application viewing window”
- After viewing window, the submission process is complete and the application automatically moves forward for further processing by the Division of Receipt and Referral



This is your first chance to view/print the same application image that will be used by Reviewers!

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eRA Status – View Application Image

Status is **Pending Verification**

GRANT00106155	IAN3022673	Pending Verification	My Discoveries May Save You Some Day	MONEY, CHER D	2/22/2008 21:32:35	Show All Prior Errors
---------------	----------------------------	----------------------	--------------------------------------	---------------	--------------------	---------------------------------------

Follow link to detailed status information

Status Information

eSubmission Errors/Warning

- No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the application image, you should include them on the PHS 398 Cover Page Supplement. - Warning
- The Research Plan is limited to 25 pages. This may span 28 pages due to page breaks. If the total space occupied by text does not exceed 25 pages then no action is needed. - Warning

<p>General Grant Information</p> <p>Status: Application entered into system</p> <p>Institution Name: EXT UAT DEMO CORP.</p> <p>School Name:</p> <p>School Category:</p> <p>Division Name:</p> <p>Department Name:</p> <p>PI Name: Money, C</p>	<p>Other Relevant Documents</p> <ul style="list-style-type: none"> e-Application Appendix Appendix eSubmission Cover Letter Additions for Review (0 documents)
---	---

Follow **e-Application** link to view assembled application image

You can also view **Appendices** and **Cover Letter**

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eRA Status – e-Application

Bookmarks

- Face Page
- Table of Contents
- Performance Sites
- Other Information
- Project Description
- Public Health Relevance Statement
- Facilities
- Equipment
- Key Personnel
- Biosketches
- Detailed Budget - Year 1
- Detailed Budget - Year 2
- Budget Justification
- Cumulative Budget
- Clinical Trial & HESC
- List of Research Plan Attachments

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

1. TYPE OF SUBMISSION	2. DATE SUBMITTED	Applicant Identifier
Pre-application <input type="radio"/> Application <input checked="" type="radio"/> Changed/Corrected Application	3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal Identifier	N/A	
6. APPLICANT INFORMATION		
* Legal Name: EXT UAT DEMO CORP. * Organizational OUNS: 000000000		
Department:	Division:	
* Street1: 6705 Rockledge Drive	Street2:	* State: MD, Maryland
* City: Bethesda	County:	* ZIP / Postal Code: 20892
Province:	* Country: USA: UNITED STATES	
Person to be contacted on matters involving this application		
* First Name: Canbe	Middle Name: Group	* Last Name: Address
* Phone Number: 301-955-9200	Fax Number:	Email: NIHElectronicSubmiss@mail.nih.gov
8. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN): 12-34-56789	7. TYPE OF APPLICANT	
B. TYPE OF APPLICATION: <input checked="" type="radio"/> New <input type="radio"/> Revision	D: Private Institution of Higher Education	
<input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation	Other (Specify):	
If Revision, mark appropriate boxes:	<input type="radio"/> Women Owned <input type="radio"/> Small Business Organization Type	
<input type="radio"/> A. Increase Award <input type="radio"/> B. Decrease Award <input type="radio"/> C. Increase Duration	<input type="radio"/> Socially and Economically Disadvantaged	
<input type="radio"/> D. Decrease Duration <input type="radio"/> E. Other (specify):	9. NAME OF FEDERAL AGENCY:	
* Is this application being submitted to other agencies? <input type="radio"/> Yes <input checked="" type="radio"/> No	National Institutes of Health Stage	
What other Agencies?:	10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: My Discoveries May Save You Some Day	TITLE:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): N/A		
13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:	
* Start Date: 1/20/2008 * Ending Date: 09/30/2010	a. Applicant: MD-008	b. Project: MD-008
15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION		
* First Name: Canbe	Middle Name: Money	* Last Name: Duffin
Dr:	Organization Name: EXT UAT DEMO CORP	
Position/Title: Director	Division: Successful Advances	
* Street1: 6705 Rockledge Drive	Street2:	* State: MD, Maryland
* City: Bethesda	County:	* ZIP / Postal Code: 20892
Province:	* Country: USA: UNITED STATES	
* Phone Number: 301-955-1111	Fax Number:	Email: NIHElectronicSubmiss@mail.nih.gov

Carefully review the entire application.

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Hands-on – eApplication

1. Click on **Status** Tab
2. Select **Recent/Pending eSubmissions** link
3. Find an application in the hitlist with a **Pending Verification** status
4. Click on the linked **Application ID**
5. Click on the **e-Application** link in the **Other Relevant Documents** section to view the assembled application image

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Status – After Submission

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status

[Recent/Pending eSubmissions](#)

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

[List of Applications/Grants](#)

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

Use the **List of Applications/Grants** link to access successfully submitted applications (paper & electronic) and funded grants.

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eRA Applications/Grants Hit List

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - List of Applications/Grants

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

1 - 12 of 12

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	eSubmission Status	Current Application Status	Status Date	Action
5R01AI097701-05		Allergy Research	CUMMINS, SHERI		Awarded, Non-fellowships only	01/16/2007	Requires Closeout
5R01HL097698-02		Research on the Heart and Other Stuff	CUMMINS, SHERI		Awarded, Non-fellowships only	01/16/2007	
1R01HL097698-01		New Interesting Research on the Heart	CUMMINS, SHERI		Awarded, Non-fellowships only	01/16/2006	
5R01CA097697-02		Program Project for Cancer Research	CUMMINS, SHERI		Awarded, Non-fellowships only	01/16/2007	Requires Closeout
1R01CA097697-01		New Important Cancer Research	CUMMINS, SHERI		Awarded, Non-fellowships only	01/16/2006	
1R01CA097700-01		New Medical Cancer Research of the Thyroid	CUMMINS, SHERI		IRG NRFC - Pending Dual Council	01/16/2008	JIT
5R01HL097698-03		Heart Research to Sample Northern Area Pumpkins	CUMMINS, SHERI	PIW	To be Paid		eSNAP Progress Report
5R01CA097697-03		Cancer Research in Simple Note Abstracting Programs	CUMMINS, SHERI		To be Paid		eSNAP Progress Report

Select the **Application ID** to view detailed Status information for that application/grant.

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eRA Status – Assignment Info

Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
01/16/2008	Application was not recommended for further consideration by the Initial Review Group. Further Primary Institute Assignment	NATIONAL CANCER INSTITUTE (Primary)	08/17/2007
01/16/2008	Application was not recommended for further consideration by the Initial Review Group. Further action pending assessment by Institute or Center Councils.		
01/16/2008	Scientific Review Group review pending. Refer any questions to the Scientific Review Adm Study Section Assignment		
01/16/2008	Sci Administrator.		

Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:	R1MH999999	Scientific Review Group:	ZRG1 AAAA
FSR Accepted Code:	N		3
Snap Indicator Code:	Y	Council Meeting Date (YYYY/MM):	2007/07
Priority Score:		Meeting Date:	
Percentile:		Meeting Time:	10:00

This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within **Personal Profile - Reference Letters** section on eRA Commons.

Contacts			
Administration	Name	Phone	Email
Grants Management Specialist(GMS)	Adams, John	301-234-6789	eRAStage@mail.nih.gov
Program Official(PO)	Smith, Adam	301-234-8989	eRAStage@mail.nih.gov

Key Contact Information

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eRA Status – Summary Statement

General Grant Information		Other Relevant Documents ?	
Status:	Application awarded.	Summary Statement	
Institution Name:	my institution	Latest eRA	
School Name:	School of Medicine	Abstract (Awarded Grant)	
School Category:	OVERALL MEDICAL	Additions for Review (0 documents)	
Division Name:	NONE		
Department Name:	Internal Medicine		
PI Name:	Cummins, Sheri		
Application ID:	1R01HL097698-01		
Proposal Title:	New Interesting Research on the Heart		
Proposal Receipt Date:	07/17/2005		
Last Status Update Date:	01/16/2006		
Current Award Notice Date:	01/16/2006		
Application Source:	Paper		
Project Period Begin Date:	01/16/2006		
Project Period End Date:	01/16/2007		
eApplication Status:			
FOA:			
NIH Appl. ID:	6878774		

Effective Date	Status Message	Institute or Center	Assignment Date
01/16/2006	Application awarded.	NATIONAL HEART, LUNG, AND BLOOD INSTITUTE (Primary)	08/17/2005
01/16/2006	Application awarded.		

Application Information	Study Section	Advisory Council(AC) Information
Award Document Number: R1MH99903A	Scientific Review Group: ZRG1 AAAA-	
FSR Accepted Code: Y		3
Swap Indicator Code: Y	Council Meeting Date (YYYY/MM): 2005/10	
Priority Score: 200		
Percentile:		

Only the PI can view Summary Statement, Priority Score and Percentile information.

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eRA Just In Time (JIT)

1R01CA097700-01	New Medical Cancer Research of the Thyroid	CUMMINS, SHERI	PIW	IRG NRFC - Pending Dual Council	01/16/2008	JIT
---------------------------------	--	----------------	-----	---------------------------------	------------	---------------------

Select JIT link

- Appearance of JIT link does not indicate a pending award
 - DO NOT submit JIT information unless requested by NIH
- Items to submit
 - Other Support file
 - Institutional Review Board (IRB) date
 - Human Subjects education for Key Personnel
- PI can enter the information in the System, but it must be submitted by an SO

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Just In Time (JIT)

*** JIT screen – top portion ***

Just In Time allows the Principal Investigator or Signing Official to provide Other Support Documentation for 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 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: 1R01CA097700-01
 PI Name: CUMMINS, SHERI
 Proposal Title: New Medical Cancer Research of the Thyroid

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/ohs398/ohs398othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	
Other Support File*			NOT UPLOADED	Import

Just In Time

Grant Number: 1R01CA097700-01
 PI Name: CUMMINS, SHERI
 Proposal Title: New Medical Cancer Research of the Thyroid

Select File

File Name: othersupport_sample.pdf

Other Support documentation is required. It is provided in an attachment. Use the *Import* button to begin the upload.

Use the *Browse* button to locate your *Other Support* file and select *Upload File*.

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Just In Time (JIT)

*** JIT screen – bottom portion ***

Files	File Name	Date Created	Status	
Other Support File*	othersupport_sample.pdf	03/08/2008	COMPLETED	Import Remove

IRB Date: 10/12/2006 (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 **FWA00000000**.

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**.

Provide Human Subject Education information here.

Enter IRB approval date. Date should be within the last 12 months.

Provide Human Subject Education information

PI can Save JIT information, but an SO must Submit it to Agency.

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Hands-on - JIT

1. Identify a grant on your **Status** hitlist with a **JIT** link. Click on the **JIT** link.
2. Upload **Other Support** file supplied by your trainer.
3. Provide a date in the **IRB Date** field. Remember: Date must be within last 12 months.
4. Provide some text in the **Human Subject Education** field.
5. Click **Save**.

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Status – Notice of Award

- The Notice of Award (NoA; previously called Notice of Grant Award or NGA) is posted in the PI's Other Relevant Documents list.

Status Information	
Application awarded.	
Institution Name:	UNIVERSITY OF VIRGINIA CHARLOTTESVILLE
School Name:	SCHOOL OF MEDICINE
School Category:	SCHOOLS OF MEDICINE
Division Name:	NONE
Department Name:	CELL BIOLOGY
PI Name:	Money, Cher D
Application ID:	1T32GM008715-01A1
Proposal Title:	BIOTECHNOLOGY TRAINING PROGRAM
Proposal Receipt Date:	
Last Status Update Date:	04/20/2000
Current Award Notice Date:	04/24/2000
Application Source:	Paper
Project Period Begin Date:	07/01/2000
Project Period End Date:	06/30/2005
eApplication Status:	
FOA:	
NIH Appl. ID:	6082672

Other Relevant Documents	
Summary Statement	
Latest FSR	
Latest NGA	
Additions for Review (0 documents)	

Follow **Latest NGA** link to access document.

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Electronic Research Administration

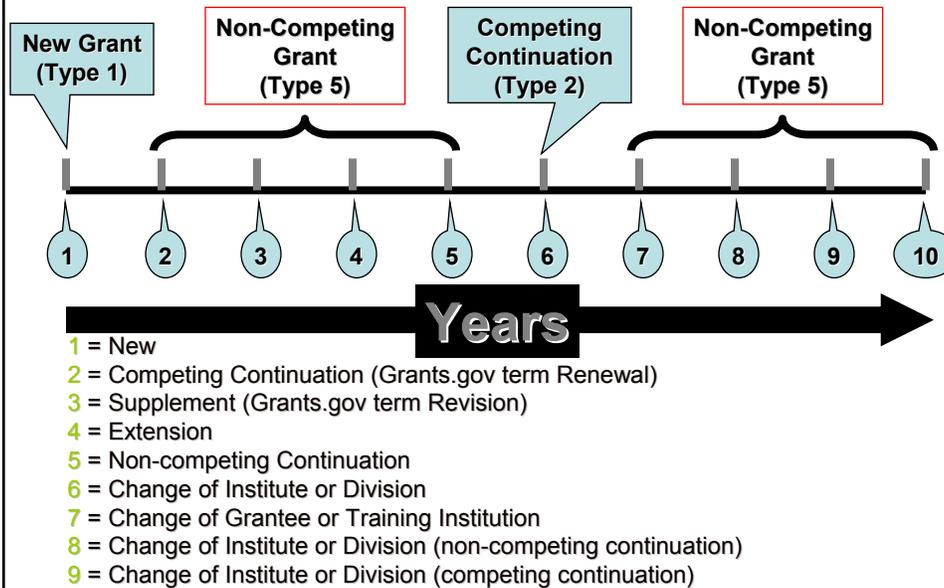
Sponsored by: The National Institutes of Health, Office of Extramural Research



Before we move on to post-award actions, let's review some basic NIH concepts...



Grant Types

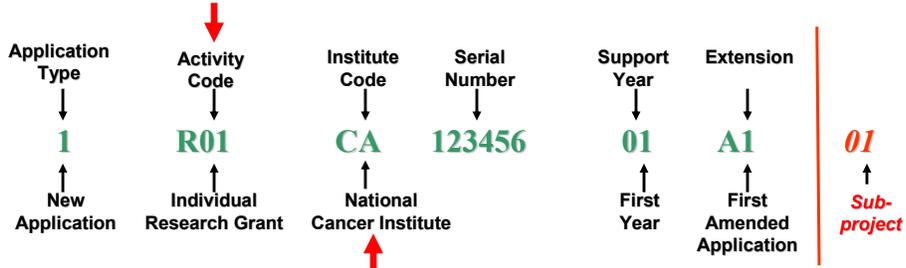


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Sample Application Number

See Types of Grant Programs Web page at:
http://grants.nih.gov/grants/funding/funding_program.htm



- | | |
|--|--|
| MH—National Institute of Mental Health (NIMH) | MH—National Institute of Mental Health (NIMH) |
| NR—National Institute for Nursing Research (NINR) | NR—National Institute for Nursing Research (NINR) |
| AA—National Institute on Alcohol Abuse and Alcoholism (NIAAA) | AA—National Institute on Alcohol Abuse and Alcoholism (NIAAA) |
| DA—National Institute on Drug Abuse (NIDA) | DA—National Institute on Drug Abuse (NIDA) |
| AT—National Center for Complementary and Alternative Medicine (NCCAM) | AT—National Center for Complementary and Alternative Medicine (NCCAM) |
| RR—National Center for Research Resources (NCRR) | RR—National Center for Research Resources (NCRR) |
| HC—National Human Genome Research Institute (NHGRI) | HC—National Human Genome Research Institute (NHGRI) |
| EB—National Institute of Biomedical Imaging and Bioengineering (NIBIB) | EB—National Institute of Biomedical Imaging and Bioengineering (NIBIB) |
| TW—John E. Fogarty International Center (FIC) | TW—John E. Fogarty International Center (FIC) |
| MD—National Center on Minority Health and Health Disparities (NCMHD) | MD—National Center on Minority Health and Health Disparities (NCMHD) |
| OD—Office of the Director (NIH) | OD—Office of the Director (NIH) |
| RG—Center for Scientific Review (CSR) | RG—Center for Scientific Review (CSR) |
| WH—Office of Research on Women's Health (ORWH) | WH—Office of Research on Women's Health (ORWH) |

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Electronic Research Administration

Sponsored by: The National Institutes of Health, Office of Extramural Research



eSNAP



- **Electronic Streamlined Non-competing Award Process (eSNAP)**
 - Electronic submission of annual SNAP Progress Reports
 - Electronic version of PHS 2590 form
 - Most non-competing grants at NIH are streamlined
- **Benefits:**
 - Submission deadline is 45 days prior to start date instead of 60 days (paper)
 - Reduces duplicate data entry

- **eSNAP Grant List**
 - Shows all of your grants at NIH
 - Hyperlinked grant numbers are eSNAP eligible
 - Shows the due date, eSNAP status, and current reviewer

Grant Number	PI Name	Project Title	Due Date	Status	Current Reviewer
R01CA099318-02	Playen, Ima	Program Project for Cancer Research		Not eSNAP Eligible	
R01HL099319-02	Playen, Ima	Research on the Heart and Other Stuff		Not eSNAP Eligible	
R01CA099318-03	Playen, Ima	Cancer Research in Simple Note Abstracting Programs	03/31/2009	Principal Investigator Work in Progress	Playen, Ima
R01HL099319-03	Playen, Ima	Heart Research to Sample Northern Area Pumpkins	03/31/2009	Principal Investigator Work in Progress	Playen, Ima
R01CA099318-01	Playen, Ima	New Important Cancer Research		Not eSNAP Eligible	

Select **Grant Number** to access the **eSNAP Menu**



Manage eSNAP

- Manage eSNAP

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Grant List **Manage eSNAP** Upload Science Edit Business

eSNAP Menu ?

NIH Manuscript Submission System Status: AVAILABLE

Application Information

Grant Number: 5R01HL099319-03
Institution: MY INSTITUTION
PI Name: Playen, Ima
Project Title: Heart Research to Sample Northern Area Pumpkins
Due Date: 03/31/2009
Current Reviewer: Playen, Ima
Status: Principal Investigator Work in Progress

Status of Completion:

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

View eSNAP Report Validate View Routing History Route

Status of Completion shows the completion status of each page of the eSNAP. This is an optional tool and is not required to submit.

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eSNAP Functions & Roles

Functions	PI	ASST <small>If Delegated by PI</small>	AO	SO
Initiate	✓	✓		
Upload Science	✓	✓		
Edit Business	✓	✓	✓	✓
Validate eSNAP	✓	✓	✓	✓
Route to other user	✓		✓	
Recall	✓	✓		✓
View Routing History	✓	✓	✓	✓
View eSNAP Report	✓	✓	✓	✓
Submit to Agency	✓ <small>Delegated by SO</small>			✓

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eSNAP – Upload Science

- Upload Science
 - Progress Report file
 - Research Accomplishments file
 - Other Documentation file
 - Citations/Publications

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eSNAP - Upload Science

* Top of Upload Science screen *

Progress Report File is Required. Click Import to upload file.

Use Browse button to locate file and Upload File button to include in eSNAP.

File section updated.

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

Files	File Name	Date Created	Status	
Progress Report File:	Demo Progress Report.pdf	03/12/2008	COMPLETED	Import Remove
Research Accomplishments File:			NOT UPLOADED	Import
Other File:			NOT UPLOADED	Import

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eRA eSNAP – Upload Science

* Bottom of Upload Science screen *

Publication Information

Citation ID:

Citation Text:

User can add Publication Information that does not show in Publications list that is populated from the Publications section of the PIs Personal Profile.

NIH Manuscript Submission System Status: AVAILABLE

Publications

Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	PI	1234560000	Wilson, A.G., Fuller, R.T. and Borisy, S.S. (1999) Monostrual bipolar Syndrom: Implications for Oral Administration

Will mark Upload Science as Complete on the Manage eSNAP page.

This section has not been designated as complete

Warning: Clicking on Designate as Complete does not save changes to the eSNAP

Publications

Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	PI	1234560000	Wilson, A.G., Fuller, R.T. and Borisy, S.S. (1999) Monostrual bipolar Syndrom: Implications for Oral Administration
<input checked="" type="checkbox"/>	PI	400215	Zerhouni, EA. (2003) A New Vision for the National Institutes of Health. Journal of Biomedicine and Biotechnology (3), 159-160. PMID: 400215

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eRA eSNAP – Edit Business

- Edit Business
 - Organization Info (face page)
 - Performance Sites
 - Key Personnel
 - Research Subjects
 - SNAP Questions and Checklist

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eRA Edit Bus. – Org. Info

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Grant List Manage eSNAP Upload Science Edit Business

Org Info Performance Sites Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Org. Info

Title of Project Cancer Research in Simple Note Abstracting Programs		Progress Report Period Start: 01/16/2007 End: 01/16/2008	
Principal Investigator		Applicant Organization	
PI Name: Cummins, Sheri Address: Line 1: 6701 Rockledge Drive Line 2: <input type="text"/> Line 3: <input type="text"/> Line 4: <input type="text"/> City/State: Bethesda MARYLAND Zip Code/Country: 20840 UNITED STATES Phone: 301-555-1212 Fax: 301-555-1213 E-mail: cummins@mail.nih.gov Degrees: PHD		Name: MY INSTITUTION Address: 6705 Rockledge Drive Bethesda MD 20817 UNITED STATES 123456789012 EIN: Department: Cell Biology and Physiology Major Subdivision: School of Medicine	

Pulled from Institution Profile.

Pulled from Personal Profile/ Employments/Preferred Address.

Administrative Official
 Address information for the AO or SO must be updated by the official whose name appears above the address.

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>

Drop-down lists include all AOs and SOs in Institution.

Phone: Fax: Phone: Fax:

E-mail: E-mail:

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eRA Edit Bus. – Performance Site

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help

Grant List Manage eSNAP Upload Science Edit Business

Org Info Performance Sites Key Personnel Research Subject SNAP and Other P

Edit Business - Performance Site List

Additional sites can be entered manually.

Performance Sites Form

Name: Performance Site2

Address line 1: **Address line 2:** **Address line 3:** **Address line 4:**

City: FFS City **State:** MARYLAND **Zip Code:** 20892 **Country:** UNITED STATES

Click to Save entry.

Name	Address	Action
my institution	6705 Rockledge Drive Bethesda MD 20817 UNITED STATES	Edit Delete

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

First Performance Site listed is pulled from Institution Profile.

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eRA Edit Bus. - Key Personnel

Home Admin Institution Profile Personal Profile Status eSNAP XTrain Links eRA Partners Help
 Grant List Manage eSNAP Upload Science Edit Business
 Org Info Performance Sites Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Key Personnel List

*Indicates a Required Field

Personnel Form

First Name* Middle Name Last Name*

Date of Birth(mm/dd/yyyy) Last 4 digits of Social Security Number

Degree(s) Project Role* Months Devoted to Project*

Calendar Academic Summer

Save & New

Name	Degree(s)	Role(s)	Months Devoted to Project			Action
			Calendar	Academic	Summer	
Cummins, Sheri	PHD	PI				Edit

Designate As Complete

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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eRA Edit Bus. - Research Subject

Home Admin Institution Profile Personal Profile Status eSNAP XTrain Links eRA Partners Help
 Grant List Manage eSNAP Upload Science Edit Business
 Org Info Performance Sites Key Personnel Research Subject SNAP and Other Progress Report Questions

Edit Business - Research Subject

Indicates a Required Field

Name: Playen, Ima Grant Number: 5R01HL099319-03
 Grantee Institution: MY INSTITUTION

Human Subjects

Does the proposal involve human subjects?*

Has the involvement of human subjects changed since the previous submission?*

Is the research exempt?*

Exemption Number: [dropdown]

NH-defined Phase III Clinical Trial*

Full IRB Review?

Assurance No.: FVA00000000

Human Subject Education:
 Required only for new key personnel that are involved in human subject research. Include a description of the education com 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?*

Has the involvement of animal subjects changed since the previous submission?*

Animal Assurance No.: A123400000

Save Cancel

Designate As Complete

Save & Complete

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

Populated from previous submitted information.

Information related to human subject involvement in your research.

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eRA Edit Business – SNAP and Other Progress Report Questions & Checklist

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Org Info Performance Sites Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - SNAP and Other Progress Report Questions & Checklist

Indicates a Required Field

Name: Playen, Ima Grant Number: 5R01HL099319-03

Grantee Institution: MY INSTITUTION

eSNAP

Has there been a change in the other support of key personnel since the last report?

No Yes

If yes, explain the change(s) and attach complete Other Support information: *

Specific information is to be provided only if active support has changed. If a previously terminated and/or if a previously pending grant is now active, submit complete Other Support information using the suggested format and instructions found in the PHS 398 application (at [http://www.fda.gov/oc/ohrt/398app/398app.htm](#)). This information so it is clear what has changed from the previous submission. Such information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator and for those individuals considered by the principal investigator to be key to the project.

Do not routinely include Other Support information for "Other Significant Contributors". However, if the level of involvement for an individual listed in this category has changed such that they are now considered "key personnel", this change should be indicated in this section and Other Support information provided.

Files	File Name	Date Created	Status
Other Support File: *			NOT UPLOADED

List of questions about changes in:

- Other support of key personnel
- PI level of effort
- Unobligated balance
- Select Agent Research
- Multi PI Leadership Plan
- Program Income

"Yes" answers require explanation.

Upload of Other Support file is required.

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eRA Edit Bus. - Inclusion Enrollment

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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://ofac.trans1.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 RASStage@mail.nih.gov

Inclusion Enrollment Report

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

NIH Study Title: [Research on the Heart and Other Stuff](#) / Study 001 / Institution Title: _____

NIH Study Title: [Research on the Heart and Other Stuff](#) / Study 002 / Institution Title: _____

This section has not been designated as complete

Inclusion Enrollment Report Table must be completed for each study.

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eRA Inclusion Enrollment Table

Principal Investigator: Program Director Name: Cummins, Sherrill
 Grant Number: R01HL097698-03
 Optional Institution Information: _____
 NIH Study Title: Research on the Heart and Other Stuff: Study 002 Study Title: _____
 NIH Protocol Number: R01HL97698 Study 2 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 ?	10	10	0	20
Not Hispanic or Latino	145	108	0	253
Unknown (Individuals not reporting ethnicity)	0	0	0	0
Ethnic Category: Total of All Subjects*	155	118	0	273
Racial Categories				
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Black or African American	43	28	0	71
White	112	90	0	202
More than one race	0	0	0	0
Unknown or not reported	0	0	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	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Black or African American	0	0	0	0
White	10	10	0	20
More than one race	0	0	0	0
Unknown or not reported	0	0	0	0
Racial Categories: Total of All Subjects*	10	10	0	20

Buttons: Save, Reset, Cancel

Populated from previous enrollment information. Default is no additions.

Hispanic or Latino ethnic category is entered here but reflected in non-editable field above.

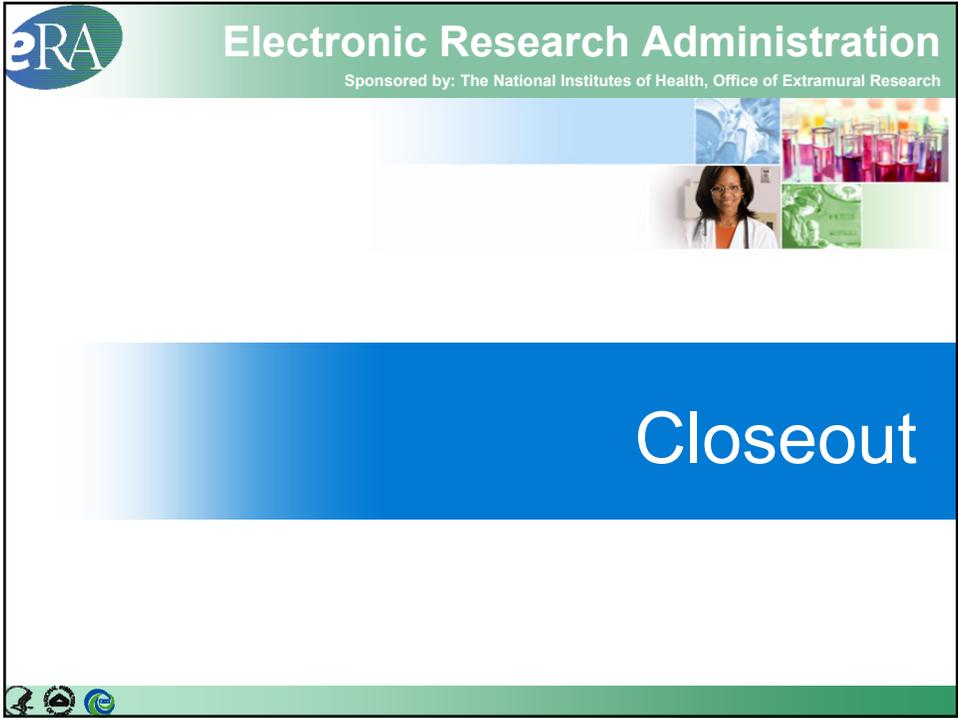
eRA Completing the eSNAP

- Once all the eSNAP documents are complete...
 - If the SO has delegated authority to submit, the PI can submit the eSNAP to Agency
 - If not, the PI can route the eSNAP to the SO to submit



Hands-on – eSNAP

Go through eSNAP tabs and have fun!



The screenshot shows the eRA interface with a navigation menu at the top: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, Help. Below the menu is a sub-menu: Recent/Pending eSubmissions, List of Applications/Grants, Search by Grants.gov Tracking Num. The main heading is 'Status Result - List of Applications/Grants'. A message states: 'The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click List of Applications/Grants menu tab again.' Below this is a table with columns: Application ID, Grants.gov Tracking #, Proposal Title, PI Name, eSubmission Status, Current Application Status, Status Date, and Action. The first row shows Application ID 5R01A098948-05, Proposal Title Allergy Research, PI Name PLAYEN, IMA, Current Application Status Awarded, Non-fellowships only, and Status Date 03/02/2007. The Action column contains a link 'Requires Closeout' circled in red.

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	eSubmission Status	Current Application Status	Status Date	Action
5R01A098948-05		Allergy Research	PLAYEN, IMA		Awarded, Non-fellowships only	03/02/2007	Requires Closeout

- The Closeout process includes:
 - Final Financial Status Report (FSR)
 - Final Progress Report
 - Final Inventions Statement

eRA Closeout - FSR

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Not Started			Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

- Final Financial Status Report (FSR)
 - Must have an account with the FSR role to create/submit the FSR
 - FSRs due on/after October 1, 2007, must be submitted electronically using eRA Commons
 - NIH Guide Notice: NOT-OD-07-078
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-078.html>

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eRA Closeout – Progress Report

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Not Started			Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

Either the PI or the SO can create/upload the final Progress Report.

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Closeout - Upload Final Progress Report

Application Information

Grant Number: 5R01AI098948-05 PI Name: IMA PLAYEN
 Closeout Contact Name: JOHN ADAMS Closeout Contact Email: eRAStage@mail.nih.gov
 Closeout Contact Phone: 301-234-6789 Project Period: 05/02/2003 to 04/30/2008
 Proposal Title: Allergy Research

Select File

File Name:

Browse to select file for upload.

Select Submit.

Microsoft Internet Explorer

APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Select OK.

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eRA Closeout – Invention Statement

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Not Started			Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Received	Submitted by IMA PLAYEN (PI)	03/01/2008	View
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

- If Inventions are to be reported, the specific inventions must be listed.
- Either the PI or the SO can start the process, but both must verify the report before it is submitted to Agency.

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eRA Closeout – Invention Statement

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Not Started			Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Received	Submitted by IMA PLAYEN (PI)	03/01/2008	View
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help
 Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Submit Final Invention Statement

Application Information

Grant Number: 5R01AI098949-05 PI Name: IMA PLAYEN
 Closeout Contact Name: JOHN ADAMS Closeout Contact Email: eRAStage@mail.nih.gov
 Closeout Contact Phone: 301-234-6789 Project Period: 05/02/2003 to 04/30/2008
 Proposal Title: Allergy Research

Yes No

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eRA Closeout – Invention Statement

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help
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Add Invention

Application Information
 Grant Number: 5R01AI098948-05 PI Name: IMA PLAYEN
 Closeout Contact Name: JOHN ADAMS Closeout Contact Email: eRAStage@mail.nih.gov
 Closeout Contact Phone: 301-234-6789 Project Period: 05/02/2003 to 04/30/2008
 Proposal Title: Allergy Research

Add New Invention * indicates required fields
 Title of Invention *
 Name of Inventor * Date Reported to DHHS * (MM/DD/YYYY)
 (Must be Today's date or Before)

Saved Invention

Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Tisu Gong	Allergy Blocker Patch	04/01/2007	Remove

Select **Verify**.

Microsoft Internet Explorer
 I hereby certify that, to the best of my knowledge and belief, all inventions are listed which were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period. Further, this report does not in any way relieve our obligation to promptly and fully report all inventions directly to the National Institutes of Health, as required by terms of the grant or award.
 Note that both the PI of the Grant and a user with the SO privilege must verify the Final Invention Statement prior to submission.

Select **OK**.

- Verify saved inventions.
- Remove any that do not apply.
- Add any that are missing.

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eRA Closeout

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help
 Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Closeout Status

Application Information
 Grant Number: 5R01AI098948-05 PI Name: IMA PLAYEN
 Closeout Contact Name: JOHN ADAMS Closeout Contact Email: eRAStage@mail.nih.gov
 Closeout Contact Phone: 301-234-6789 Project Period: 05/02/2003 to 04/30/2008
 Proposal Title: Allergy Research

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Not Started			Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Received	Submitted by IMA PLAYEN(PI)	03/01/2008	View
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Awaiting SO Verification	Submitted by IMA PLAYEN(PI)	03/01/2008	Process Final Invention Statement

Back

Status changed to Awaiting SO Verification. SO can now verify/submit.



Hands-on – Closeout

Create and upload Final Progress Report.
 Initiate and Verify Final Invention Statement.

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xTrain



xTrain

- System for managing research training appointments
 - Institution staff use xTrain to create, route and submit appointment forms and termination notices and to track the status and timing of appointments
 - NIH grants management specialists use xTrain to process training grant appointments and terminations made electronically



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- Links of Interest
 - eRA Web site <http://era.nih.gov/>
 - eRA Commons
<https://commons.era.nih.gov/commons/>
 - Electronic Submission of Grant Applications
<http://era.nih.gov/ElectronicReceipt/>
 - NIH Grants Web site (Office of Extramural Research)
<http://grants.nih.gov/grants/oer.htm>

eRA Commons Help Desk

- Hours: Mon–Fri, 7 a.m. – 8 p.m. Eastern
- Web: <http://ithelpdesk.nih.gov/eRA/>
- Toll-free: 1-866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939



Don't forget to get a help desk ticket number if your issue isn't immediately resolved.