## **New to eRA Commons?** Here are steps to navigate the system Step: 1 REGISTER Step: 2 CREATE ACCOUNTS Institutional official registers institution in multiple federal systems Account administrator creates or affiliates Commons account for PD/PI PD/PI updates Personal Profile in Step: 3 Commons TRACK APPLICATION Administrator and PI check for errors Authorized Organizational or warnings on Commons Status Representative (AOR) submits screen (see steps for SO and for PI) application using ASSIST, Workspace, or institutional system If errors, AOR resubmits application through Grants.gov 🗷 No Commons errors? View assembled application of in eRA Commons Application moves on to agency staff Step: 4 CHECK SCORES for consideration PI views review outcome -- scores and Applications should check Status Info summary Statement -- on the eRA screen for communications from Commons Status Info screen Division of Receipt and Referral Step: 5 SUBMIT JUST IN TIME Step: 6 VIEW NOTICE OF AWARD Signing Official submits JIT (additional grant info) via Commons if requested Administrator and PI view NoA on the by agency Commons Status screen Step: 7 SUBMIT PROGRESS REPORTS Step: 8 Signing Official (SO)\* submits **CLOSEOUT GRANT** Research Performance Progress SO\* submits Final RPPR Report (RPPR) annually, to document grantee acccomplishments and compliance with terms of award SO verifies and submits Final Invention Statement, whether or (SO)\* submits Interim RPPR if the not the grant has resulted in an SO has submitted a competing invention renewal application on or before the date a Final RPPR is due\*\* SO or delegate with Financial Status Report(FSR) role submits final Federal Financial Report (FFR)

- \* Or Principal Investigator, if delegated by SO
- \*\* If application is funded, interim RPPR accepted as the annual RPPR If application is not funded, Interim RPPR is accepted as the Final RPPR