Electronic Research Administration
A program of the National Institutes of Health

NIH National Institutes of Health
Office of Extramural Research

TCM User Guide for Agency Staff

Revision:

December 15, 2020

CONTACT US

Document Comments:

We value your feedback on this document.

How are we doing? The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: eRACommunications@mail.nih.gov.

For general questions about this module and associated business processes:

Please contact your IC Coordinator. A list of IC Coordinators is available online:

http://inside.era.nih.gov/techrep_list.cfm.

Troubleshooting support:

Please contact the eRA Service Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web:http://grants.nih.gov/support (Preferred method of contact)

Email:helpdesk@od.nih.gov

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

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1 Latest Updates

Updates and new features in Terms and Conditions and GMM:

Dec 15, 2020

All internal users must agree to accept eRA/IMPAC II rules of behavior in order to access eRA modules. See Rules of Behavior

November 23, 2020

SAMHSA ONLY **Programmatic Terms**

- Programmatic Terms are special terms in TCM that are marked as Programmatic by a Grants Management Specialist (GMS) to allow Government Program Officers (GPO) to perform additional actions that are restricted on other terms.
- The GMS can set a term as Programmatic at any time – while assigning terms pre-award or when managing post-award – which will immediately update the actions available to the program official.
- When a term is set as Programmatic, GPOs can perform the following actions:
    - Upload grantor attachments with comments and manage existing grantor attachments. GPOs can upload attachments as well as manage attachments previously uploaded by another GPO or by the GMS.
    - Edit status. GPOs can update a submission status from Unresolved to In Review or from In Review to Unresolved (note: if a term is in archived status, the submission status can be updated from Archived (Unresolved) to In Review and vice versa).
    - Return Submission. GPOs can send a submission back to a grantee for resubmission by selecting the Return action.

- Additionally, terms in the Terms Catalog can be created (or edited) to be programmatic terms. Changing the programmatic status on a term in the catalog will not affect the behavior of terms already assigned to applications. Changes to the catalog settings will only apply to terms assigned after the change.

NIH ONLY **Other Transactional Authority (OTA) Milestones** — See OTA Access Milestones

- New fields and search criteria in the Manage Milestoness screen:
  - **Programmatic Term** — Is this a Programmatic Term?
  - **Term Level** — Select budget period or project period.
  - **Include on NoA** — Click to include this term on the Notice of Award (NoA).

August 6, 2020

- **Brand-new aesthetics in GMM:**
  For example, see the updated Grant Awards and Grant Portfolio screens.
  And for more information on the new interface, see Navigating and Using the UI in eRA Modules.

Mar 16, 2020

Single Sign-On using AMS Login:

Internal HHS staff can now login to eRA modules using their username and password in the HHS Access Management System (AMS).

Users can then navigate from eRA to three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions) without the need to log in again.

See Login screen for internal HHS staff.

Feb 13, 2019

- SAMHSA ONLY New action available in the Grant Portfolio screen: **Return Continuation**:

  Click the plus icon to open a grant's Continuation History section, then select the Return Continuation action.

Nov 29, 2018

Changes to the Search for Grant Awards screen:

- New amendment-related search criteria: **Amendment Type**, **Amendment Status**, **Submission Date Range**, **Continuation Status**.
- Two new columns in the hitlist:
  - **Submission Date**:
    Shows the submission date of grantee-initiated or created-date of grantor-

initiated records.

  - **Amendment Type**:
    For L records, shows the amendment type of the L record.
    For M records associated to one or more L records, lists the amendment types of the L records.
    For M records with no associated L record, shows the M's amendment type if there is one, otherwise it will be blank.

- Changes to the Export feature:
  - The 2 new hitlist columns also available in export.
  - And three additional columns that are not shown in the hitlist are now available in the export: **GTA Checklist Status**, **GMS Checklist Status**, and **PO Checklist Status**

Release Notes:
o Checklist Status columns will be blank if the checklist is Not Applicable or is Not Started. In a future release, the status value of Not Started will display if a checklist has not been started.

o If the query returns more than 500 records, the Workflow Status column of the export will be blank. We will correct this in a future release

Aug 1, 2018

- Added a *Grants Management Officer* column to the Grant Portfolio and Grant Awards search results.
- Also, the **Assigned Grants** quick search buttons in those screens now locate assigned grants for Grants Management Officers just as they do for Grants Specialists (GS).

May 30, 2018

- Select up to 3000 records in the Grant Portfolio search results and send 2-way correspondence to the selected grantees. See Generate Correspondence

Apr 7, 2018

- New Reports screen to generate SAMHSA OPAC Reports.

Mar 14, 2018

- Select up to 3000 records in the Grant Awards search results and send 2-way correspondence to the selected grantees. See Generate Correspondence
- When you click the mail icons in the Grant Awards search results to send email to the PD, the BO and SAMHSA Correspondence Email Address are automatically entered in the CC field. And a copy of the sent message is available in the Grant Folder *Correspondence* tab.
- If no FFR has been submitted, you can manually enter data in the FFR Validation screen to complete the form.

Feb 5, 2018

- Access the grant folder from the Grant Portfolio and Grant Awards search results.
- Updates to FFR Validation screen:
  - Click a link to open the FFR in the Commons FFR module, where you can review and accept or reject it.
  - Added the ability to overwrite any FFR fields so you can correct and update the information.
  - An indicator alerts you if a new FFR is received after that year's FFR data has been validated or while overwrite mode is turned on.

Dec 28, 2017

- Perform FFR Validation on awards in the Grant Portfolio.

October 20, 2017

TCM supports grantee document submission:

- Grants staff can view and return grantee submissions and attach their own documents.
- Program staff can view grantee submissions and grant staff attachments and add comments.

See changes to these screens:

- View Terms Tracking Details
- Setup and Edit Terms Tracking
- Return Submission
- Additional Materials
- Submission History
- Also, see new TCM Online Help for Grantees.

July 20, 2017

- Bulk Correspondence — Select multiple grant awards and send one-way bulk correspondence to the selected grantees. See Search for Grant Awards
- Export to Excel — Export the search results as an Excel file. See Search for Grants or Search for Grant Awards
- Term Tracking— Some changes to due date configuration in the Setup and Edit Terms Tracking screen, and some new actions in the View Terms Tracking Details screen.

May 19, 2017

Some changes to the workflow for bulk term assignment:

- Step 1
- Step 2
- Step 3
- Step 4

May 4, 2017

- Adds a new *Search for Grant Awards* screen: Use it to search for grant awards based on a wide variety of selection criteria. You can multi-select grant awards from the search results and then go to the Search for Terms screen to assign terms to the awards in bulk. See Search for Grant Awards.
- Relaxes business validations regarding the due date when applying terms tracking attributes in the Edit Terms Content and Tracking screen
- Allows grants staff to rename structured terms that are added to awards but aren't in the catalog, and creates related business validations (i.e., term names must be unique within a section)
- Adds business validations when previewing terms and conditions (i.e., duplicate terms, WIP status, budget period dates, and due dates) and allows you to make decisions that dynamically affect the terms assignment results. Also adds a table to display terms assignment results, and allows grants management staff to export those results to Excel. See Preview Selected Terms.
- Adds a confirmation table with the final outcomes after terms assignment. See Terms Assignment Confirmation.

December 22, 2016

Layout changes to the View Terms Tracking Details and Setup and Edit Terms Tracking screens.

November 17, 2016

Terms Tracking functionality is now available in TCM for SAMHSA Grants Management staff. The new functionality provides the ability to set tracking attributes when assigning terms to an award and to send notifications. This includes both pre-award and post-award tracking options. See Search for Grants.

Aug 18, 2016

The section name "Standard T&C's" has been changed to "Standard Terms and Conditions," and the order of the sections in TCM and in the NoA has been changed to: Remarks, Special Terms, Special Conditions, Standard Terms and Conditions. See Manage Assigned Terms.

July 2016, Terms and Conditions Module (TCM) for SAMHSA

Created initially for SAMHSA, TCM is a new module that allows agencies to manage a centralized catalog of terms and conditions that they can apply to grant awards.

Gives the Catalog Manager the following capabilities to manage the catalog:

- Create, edit, copy, activate, deactivate, and delete terms and conditions in the terms catalog.
- Establish associated attributes for each term and condition including IC, Grant Programs (PCC), Terms and Conditions Section, Fiscal Year, Funding Opportunity Announcement, and Award Type.

Allows the Grants Management staff to apply terms and conditions from the centralized catalog to an individual award:

- Access the catalog to find and select terms and conditions to apply to an award.
- Modify the content and format of individual terms and conditions to tailor them to the specific award.
- Manage the order of terms and conditions in each standard section.

The added terms and conditions will be included in Section IV of the NoA.

1 Navigating and Using the UI in eRA Modules

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

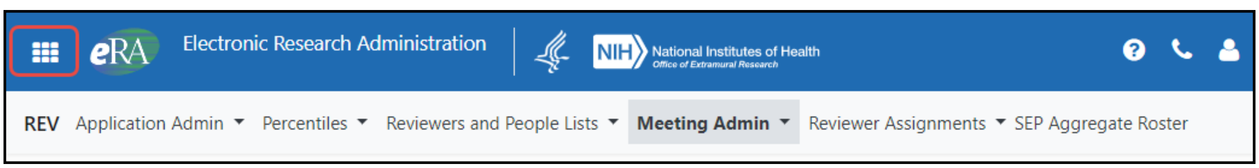
This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

Read this topic to learn about:

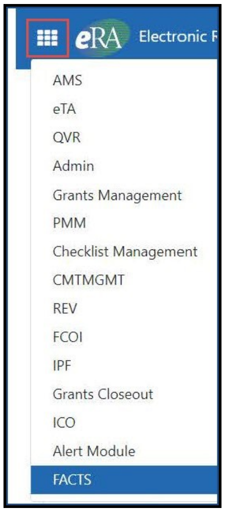
- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables
- How columns are hidden and shown on small screens

1.1 Header and Footer Navigation

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.



The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:



1.1.0.1 *Other Icons in Header*

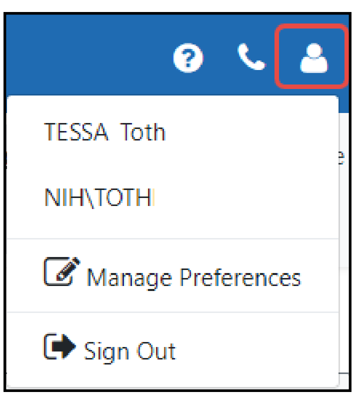
Links to the Department of Health and Human Services.

Link to grants.nih.gov.

Links to a general eRA Service Desk Support page.

Links to eRA Points of Contact page.

The person icon shows your login information, preferences, and sign out link:



1.1.0.2 Dynamic Header

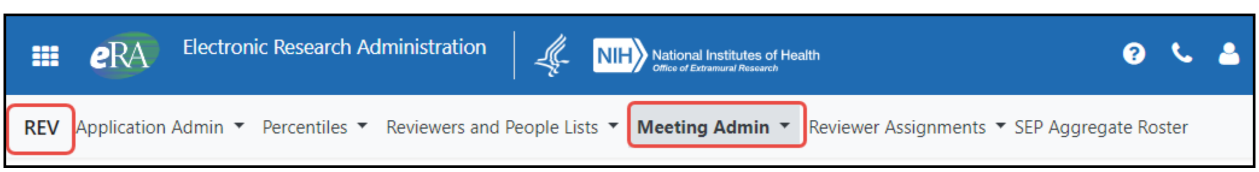
Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.

1.1.0.3 Redesigned Footer

The footer is clean and offers only essential information organized into columns.

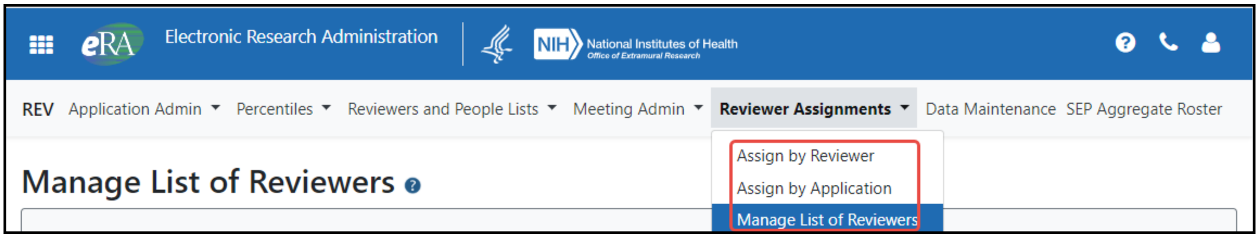
1.2 Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.



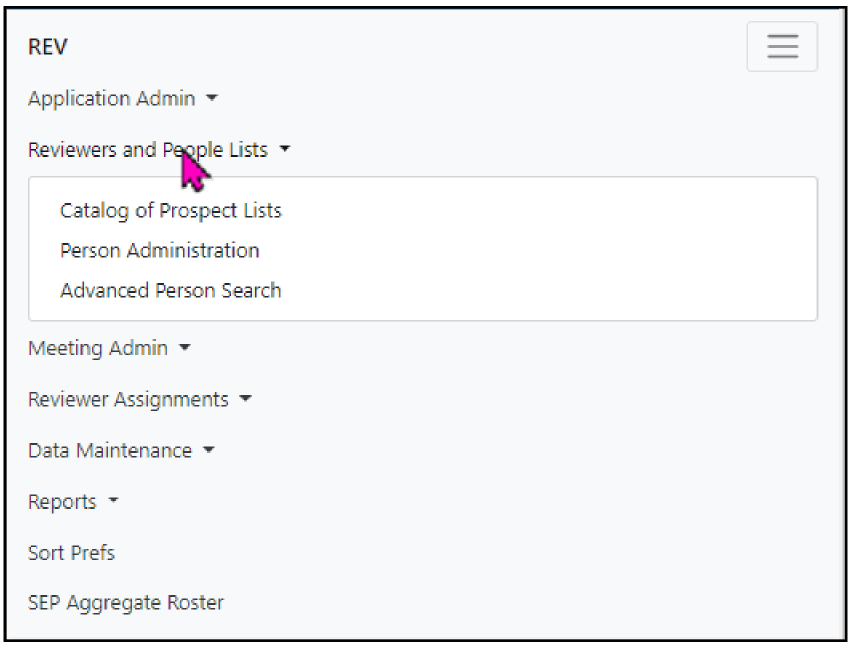
The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

To navigate to the screens available under each section, click the section name to see a dropdown that shows all screen names, as shown below.



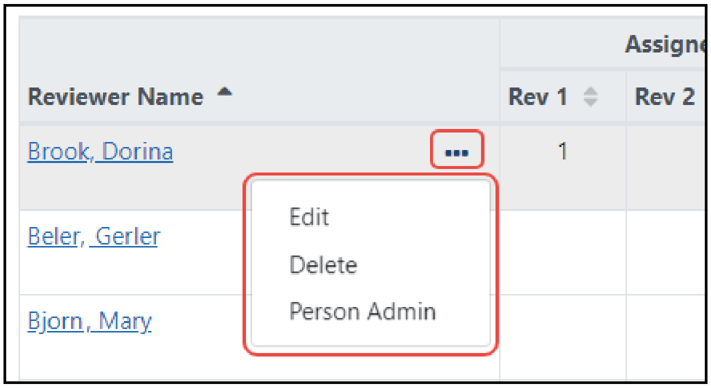
If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.

When clicked, the three-line icon shows all module navigation in vertical form, below.



1.3 Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an **Actions** column, as shown below. This happens if there are three or more actions to be displayed. If only one action item is listed, then the column will list that action as the header and have an 'x' in the body of the column.

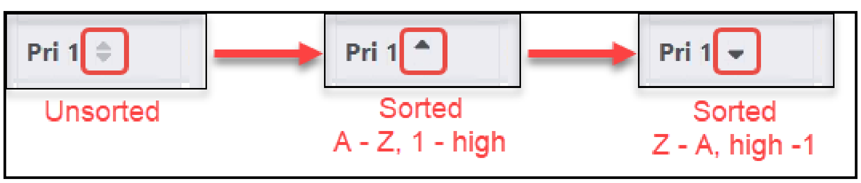


1.4 Standard Tools for Tables

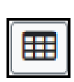
Tables are sleeker with tools for showing the data you want to see.

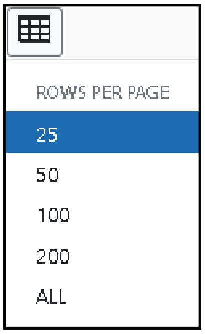
Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in filter is highlighted in the table.

Click column headers to sort by that column.

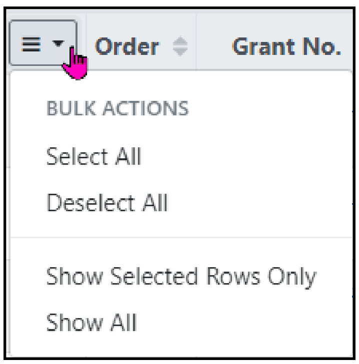


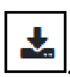
Navigate to each page of search results using the following tool:

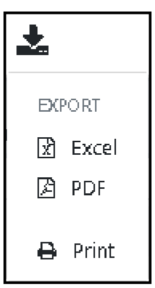
To help avoid scrolling, use the grid tool  to specify how many table rows appear per page.



Use the bulk actions tool  to select or deselect all, and to show selected rows only or all rows.

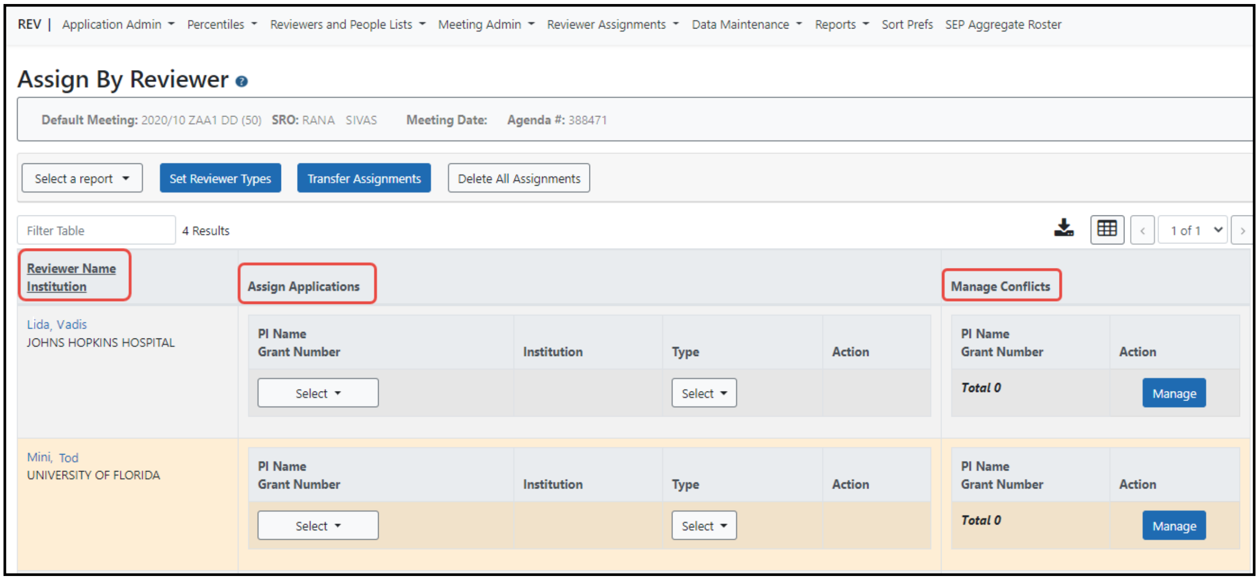


Use the download tool , shown below, to export table data to Excel or PDF, or to print.

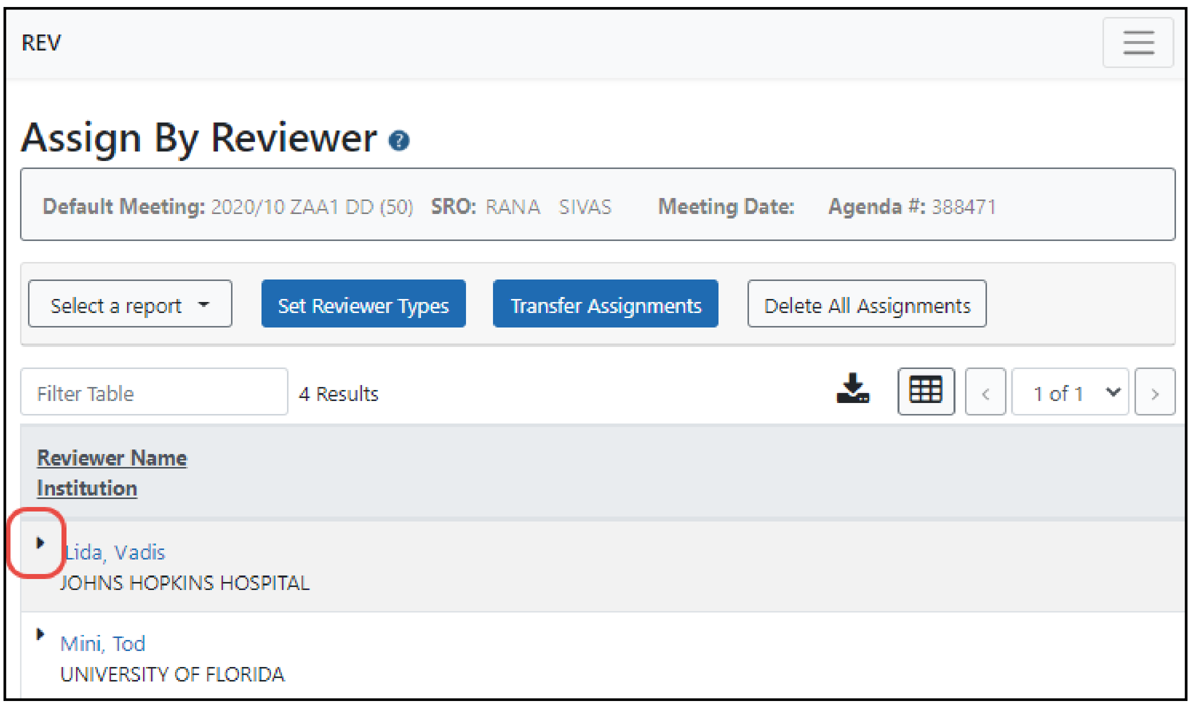


1.5 How Screen Size Can Affect Visible Columns

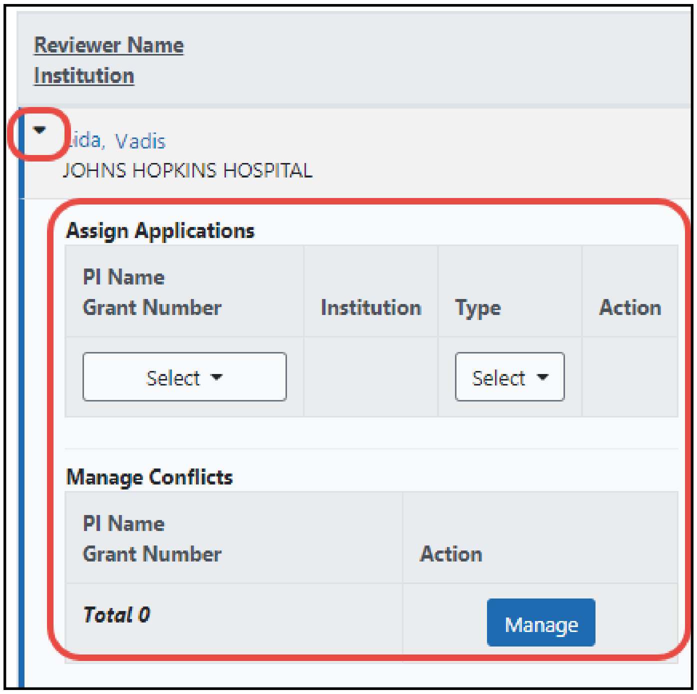
Below, see a full screen, with three columns: **Reviewer Name Institution**, **Assign Applications**, and **Manage Conflicts**.



When the screen is narrowed, the **Manage Conflicts** column and **Assign Applications** column are not visible in the table, as shown below.



All hidden columns are available by clicking the more info triangle next to the **Reviewer Name**, which drops down to show the two missing columns:


Reviewer Name
Institution
ida, Vadis
JOHNS HOPKINS HOSPITAL
Assign Applications
PI Name
Grant Number
Institution
Type
Action
Select
Select
Manage Conflicts
PI Name
Grant Number
Action
Total 0
Manage

1 Overview of Terms and Conditions

The Terms and Conditions Module (TCM) lets ICs define and manage structured terms/milestones that can be applied to the grants you administer, and to track due dates and grantee document submissions for the terms that require follow-up.

The terms of a grant are the legal requirements imposed on the grant by the administering agency, whether based on statute, regulation, policy, or other document referenced in the grant award, or specified by the grant award document itself. The Notice of Award (NoA) may include both standard and special conditions that are considered necessary to attain the grant's objectives, facilitate post-award administration of the grant, conserve grant funds, or otherwise protect the Federal Government's interests.

Terms and Conditions User Roles

The following internal user roles are available for TCM:

TCM Staff User Roles

Role	Description
◦ GM_MANAGER_ROLE or GM_WORKUP_ROLE ◦ TERMS_CONDITIONS_ADMIN_ROLE or TERMS_CONDITIONS_READONLY_ROLE	Assign terms to individual awards
◦ GM_MANAGER_ROLE or GM_WORKUP_ROLE ◦ TERMS_CONDITIONS_ADMIN_ROLE or TERMS_CONDITIONS_READONLY_ROLE ◦ TERMS_TRACKING_ADMIN_ROLE	Assign terms and terms tracking attributes to individual awards
TERMS_CONDITIONS_READONLY_ROLE	Access the Terms Catalog directly to view structured terms (i.e., read-only)
TERMS_CONDITIONS_ADMIN_ROLE	Access the Terms Catalog directly to manage (i.e., create and edit terms) structured terms (i.e., Terms Manager access)

TCM Staff User Roles

<table>
<tr><th>Role</th><th>Description</th></tr>
<tr><td>GM_MANAGER_ROLE or GM_WORKUP_ROLE
TERMS_CONDITIONS_ADMIN_ROLE or TERMS_CONDITIONS_READONLY_ROLE
TERMS_TRACKING_ADMIN_ROLE
TERMS_TRACKING_PROGRAM_ROLE
GMM_ADMIN_ROLE</td><td>Assign terms and terms tracking attributes to both individual and bulk awards</td></tr>
<tr><td>GMM_READ_ONLY_ROLE</td><td>Read-only access to terms tracking attributes</td></tr>
<tr><td>GM_MANAGER_ROLE or GM_WORKUP_ROLE
TERMS_CONDITIONS_ADMIN_ROLE or TERMS_CONDITIONS_READONLY_ROLE</td><td>Assign terms to individual awards</td></tr>
<tr><td>GM_MANAGER_ROLE or GM_WORKUP_ROLE
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<tr><td>TERMS_CONDITIONS_READONLY_ROLE</td><td>Access the Terms Catalog directly to view structured terms (i.e., read-only)</td></tr>
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<tr><td>GM_MANAGER_ROLE or GM_WORKUP_ROLE</td><td>Assign terms and terms tracking attributes to both individual and bulk awards</td></tr>
</table>

TCM Staff User Roles

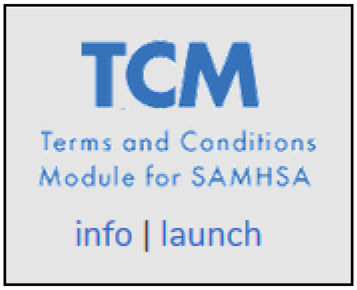
Role	Description
◦ TERMS_CONDITIONS_ADMIN_ROLE or TERMS_CONDITIONS_READONLY_ROLE ◦ TERMS_TRACKING_ADMIN_ROLE ◦ GMM_ADMIN_ROLE or GMM_READ_ONLY_ROLE	
FFR_Reconcile_Admin	View and validate the grantee's Federal Financial Report (FFR)
GMM_FFR_USER	View the FFR

2 Accessing TCM

There are multiple ways to access TCM:

For SAMHSA Users:

Launch TCM from the eRA intranet Modules screen (https://inside.era.nih.gov/):



Or use one of these methods to access terms tracking:

- Access TCM from the Grants Management *Terms* tab if you would like to assign terms and conditions and set up terms tracking attributes for an individual grant pre-award. For instructions see GM Terms tab.
- Access TCM from the GMM *Grant Portfolio* tab if you would like to assign and manage terms tracking attributes post-award. For instructions see Terms Tracking.
- Access TCM from the GMM *Grant Award* tab to assign terms and set up terms tracking to multiple grant awards in a single bulk operation. For instructions see Search for Grant Awards.
- Access TCM from the *Terms Catalog* tab if you would like to view, manage or create terms and conditions for your organization. For instructions see Search the Terms Catalog and Manage the Terms Catalog.
- Program staff, click TCM links in PMM Grant Summary screens

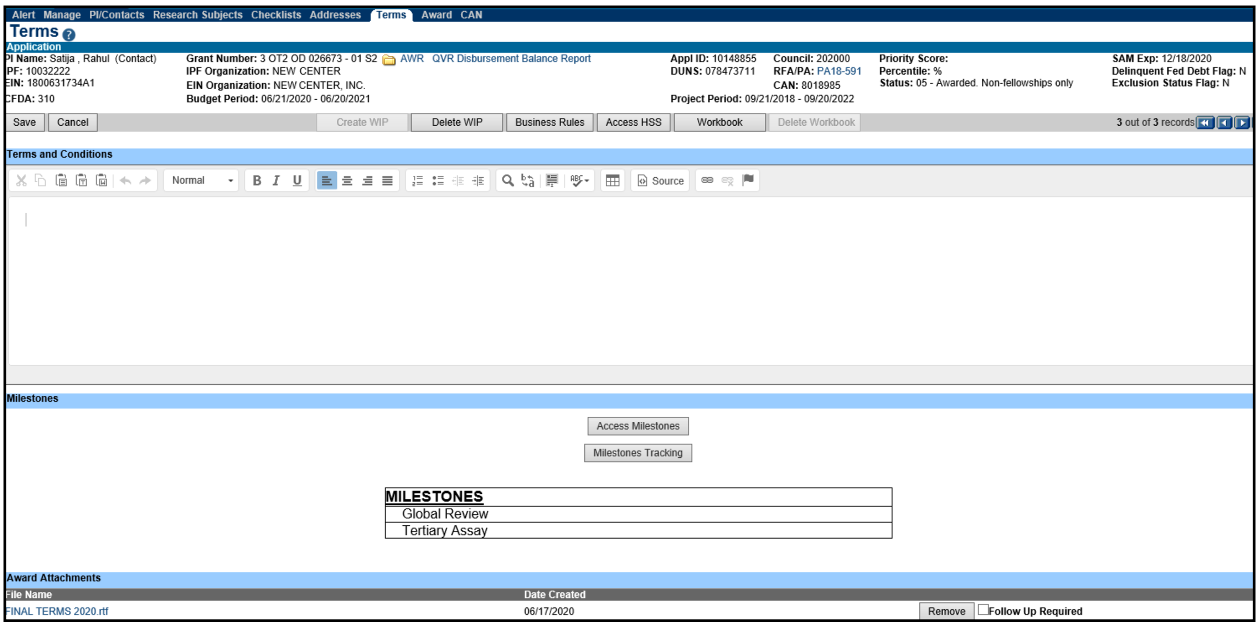
In the Status screen *List of Applications/Grants*, a **View Terms Tracking** action button is available for each grant application that has tracked terms, as shown here:

Click the **View Terms Tracking** button to open the View Terms Tracking Details screen.

For NIH OTA users:

1. Use the Grants Management (GM) search function to find an OT award, then click the Terms tab to open the Terms screen, as shown below.

2. Click the **Access Milestones** or **Milestones Tracking** button:
    - If you click **Access Milestones**, he *Manage Selected Terms* window opens so you can assign milestones to the award. For the next steps, see Step 2: Manage Selected Terms.
    - If you click **Milestones Tracking**, the *View Milestone Tracking Details* screen opens so you can access the current tracking status of all terms assigned to the award. For the next steps, see View Milestone Tracking Details.

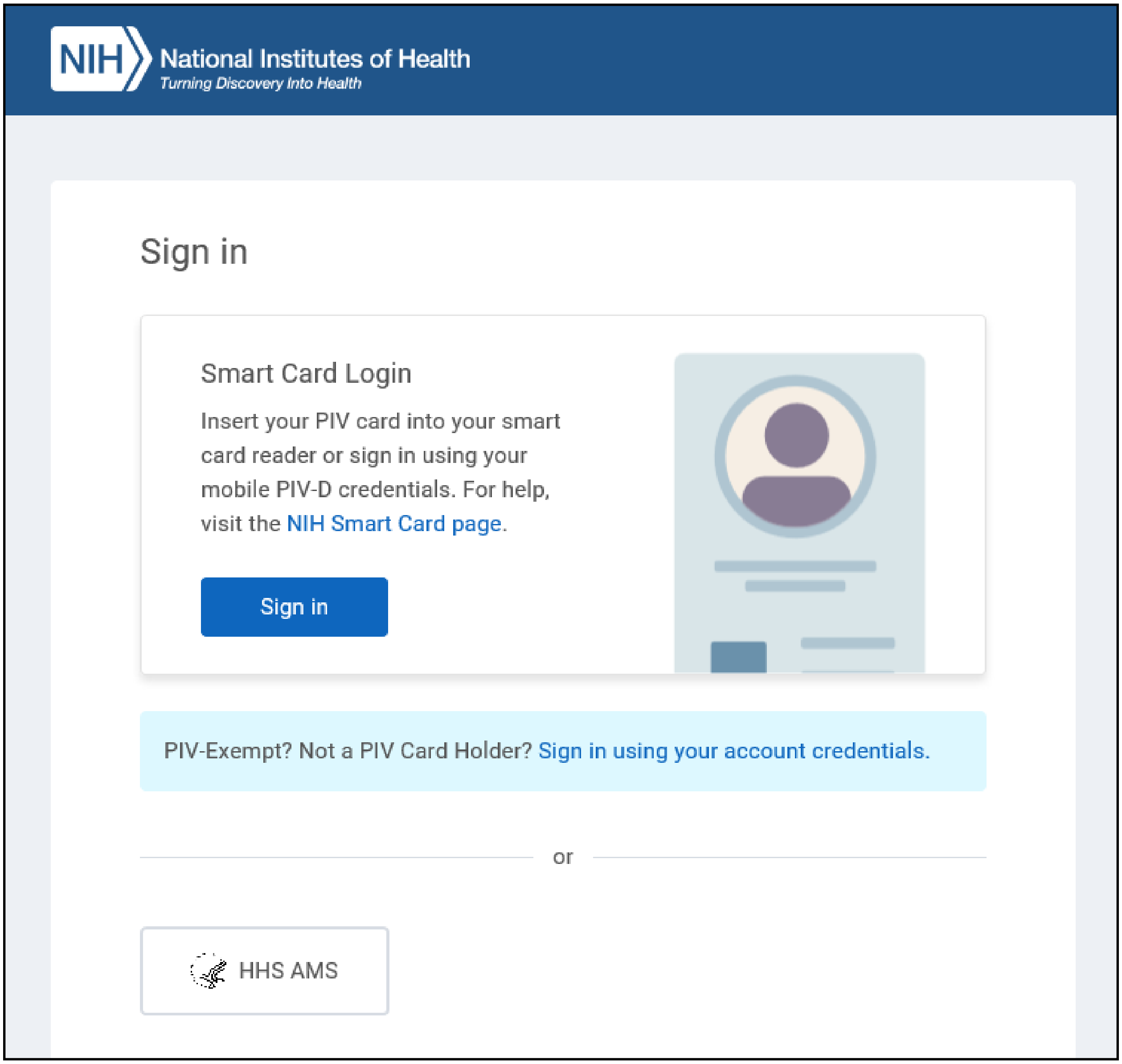


To Access TCM From other eRA Modules:

- In PMM, Program staff can click TCM links in Grant Summary screens.
- In the Grant Folder you can access milestones tracking from the *Award Terms* tab.

3 Login screen for internal HHS staff

When internal HHS users access an eRA IMPAC II module, the *NIH Login* screen opens, as shown here:

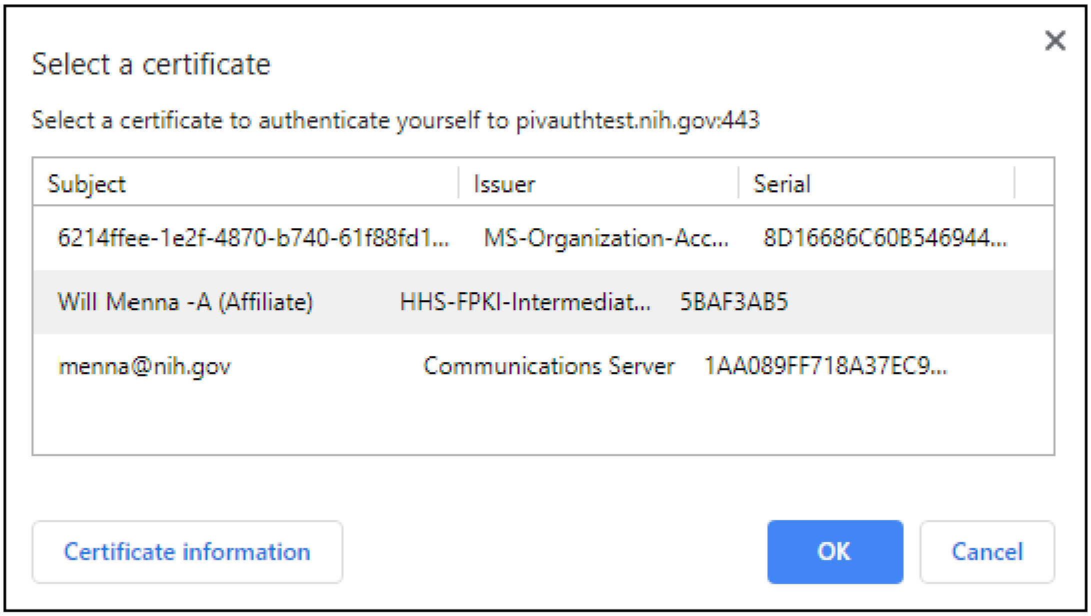


This screen allows you to login directly to the eRA module using your smart card and PIN, or if you are an HHS user, you can login by using the HHS/Access Management System (AMS). The HHS/AMS system supports authentication using your PIV card, network credentials (if supported for your HHS OPDiv) or HHS/AMS user account credentials.your username and password in the HHS Access Management System (AMS).

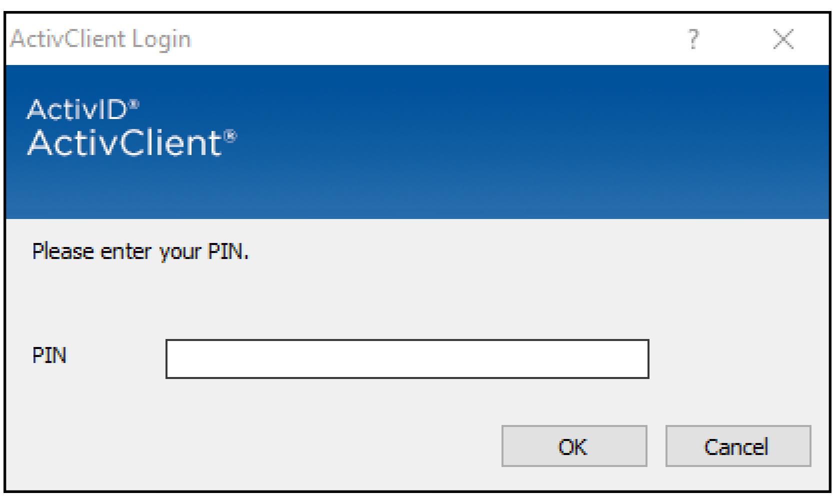
NOTE: In addition to providing access to the eRA module, logging in with AMS also allows you to access other HHS systems without logging in again.

3.1 Login Using Smart Card:

1. Insert your smart card and click **Login Using Smart Card**.
2. A *Select a Certificate* dialog box will open. Select a certificate and click **OK**:



3. In the next dialog box enter your PIN and click **OK:**



3.2 Login Using AMS:

As part of HHS's Reinvent Grants Management, eRA is providing the option for NIH and our HHS partner agency staff to log into eRA internal modules using HHS' Access Management System (AMS). This new authentication service will allow all internal HHS staff (NIH and partner agencies) to navigate between eRA and the three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions.gov) using a common authentication source.

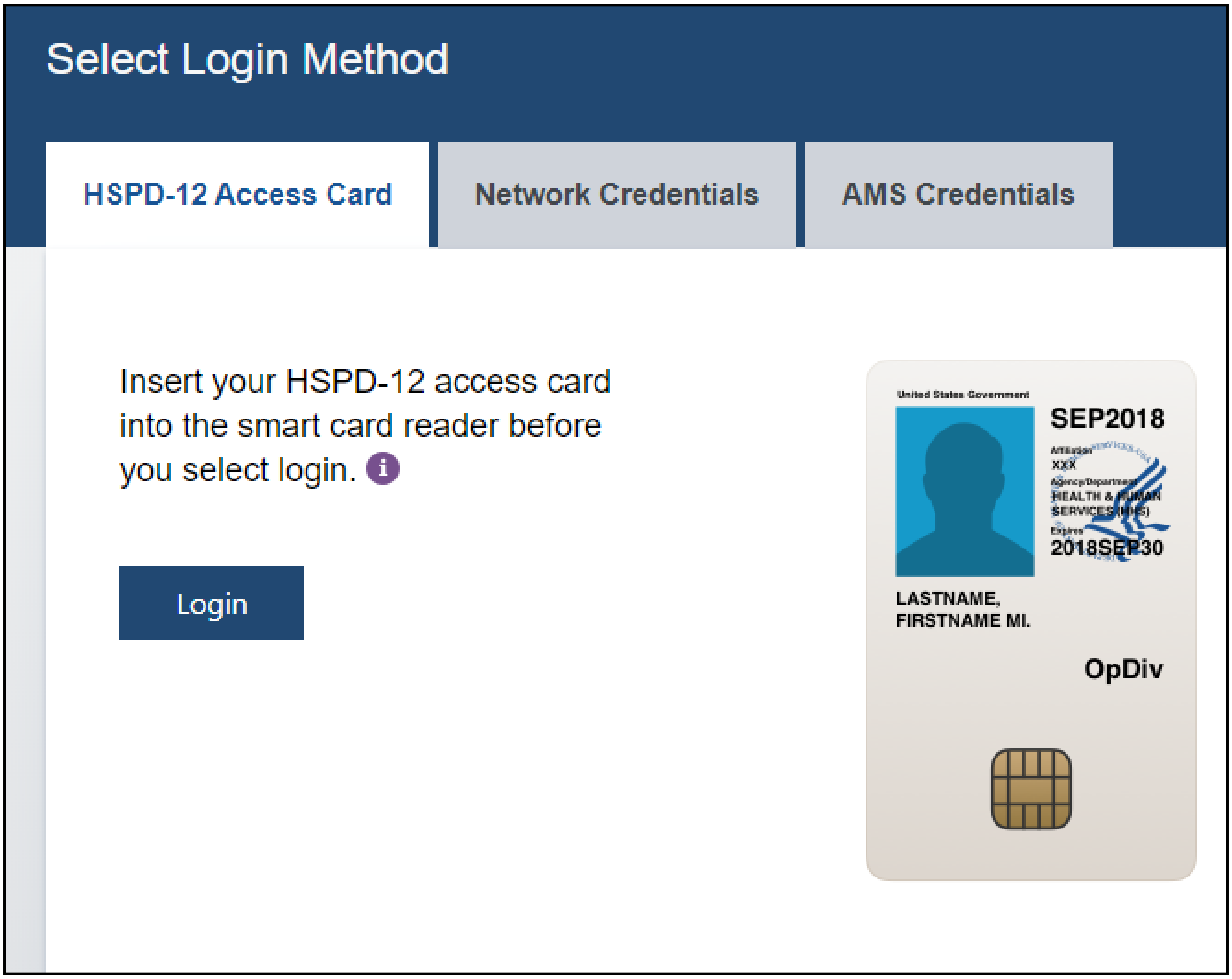
The HHS/AMS authentication service will provide NIH and HHS partner agency staff the ability, for instance, to navigate from an eRA module to Grants.gov without logging into each system separately.

Here is the flow for an NIH or HHS partner agency user accessing eRA and Grants.gov:

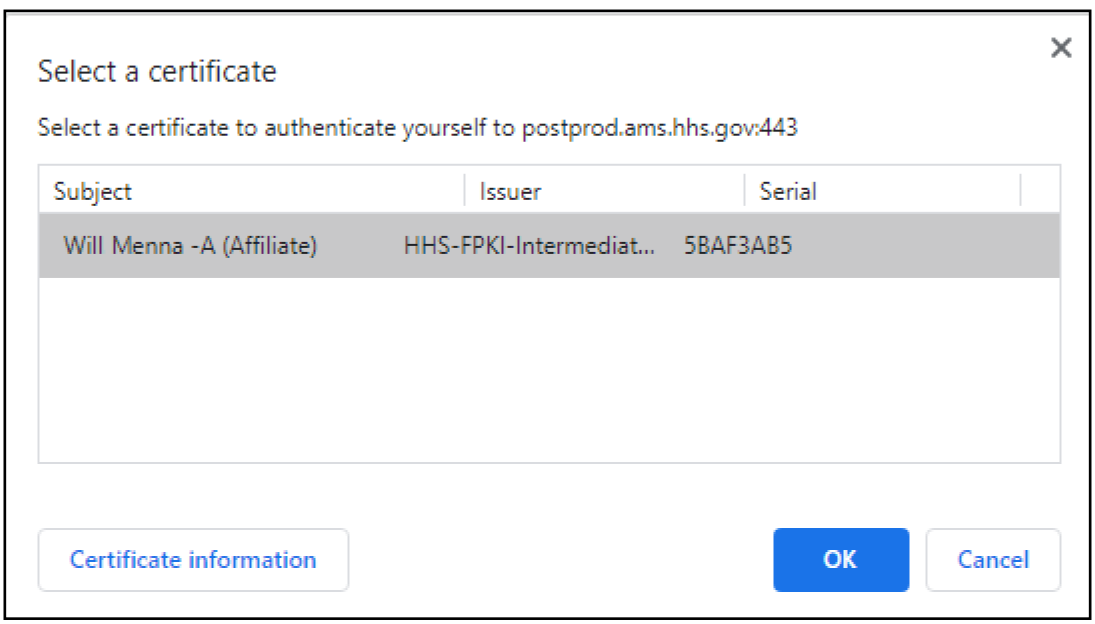
1. Click **Login Using AMS**.
2. Then select one of these methods in the Select Login Method screen:

1st Method: HDPD-12 Access Card

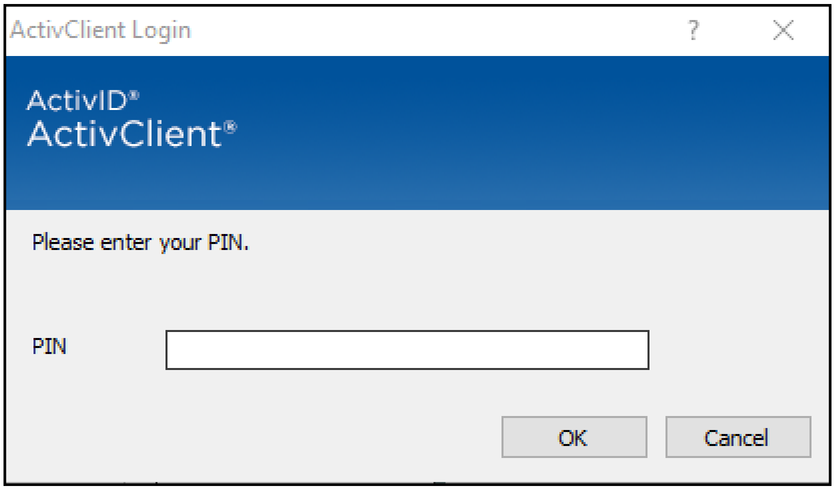
i. Insert your PIV card and click **Login**:



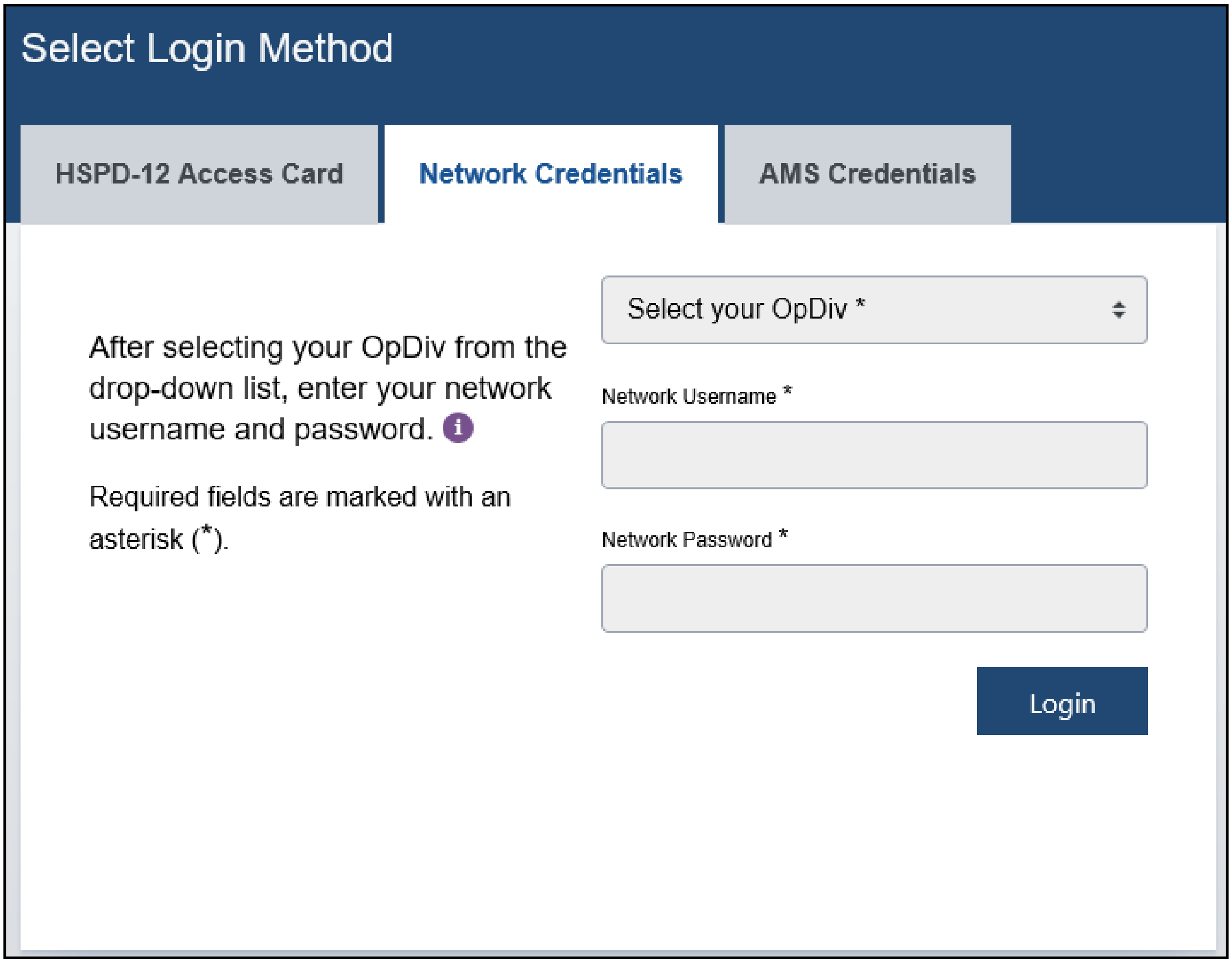
ii. Select a certificate and click **OK**:



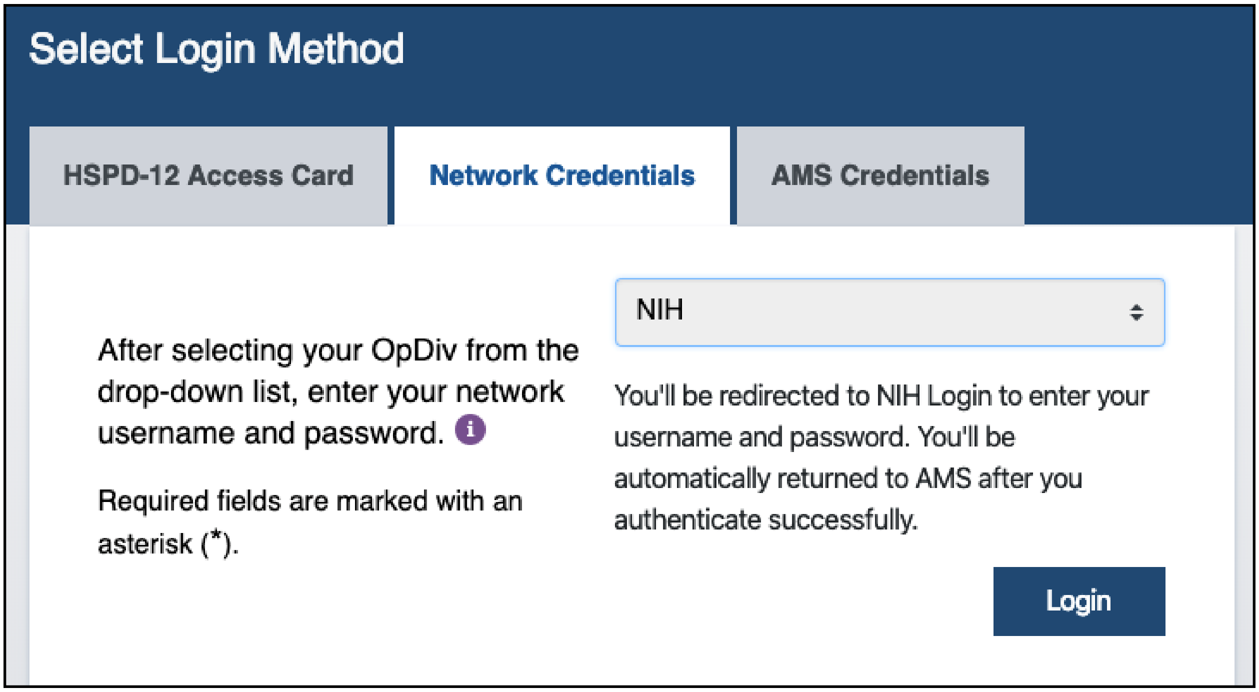
iii. Then enter your PIN and click **OK**:



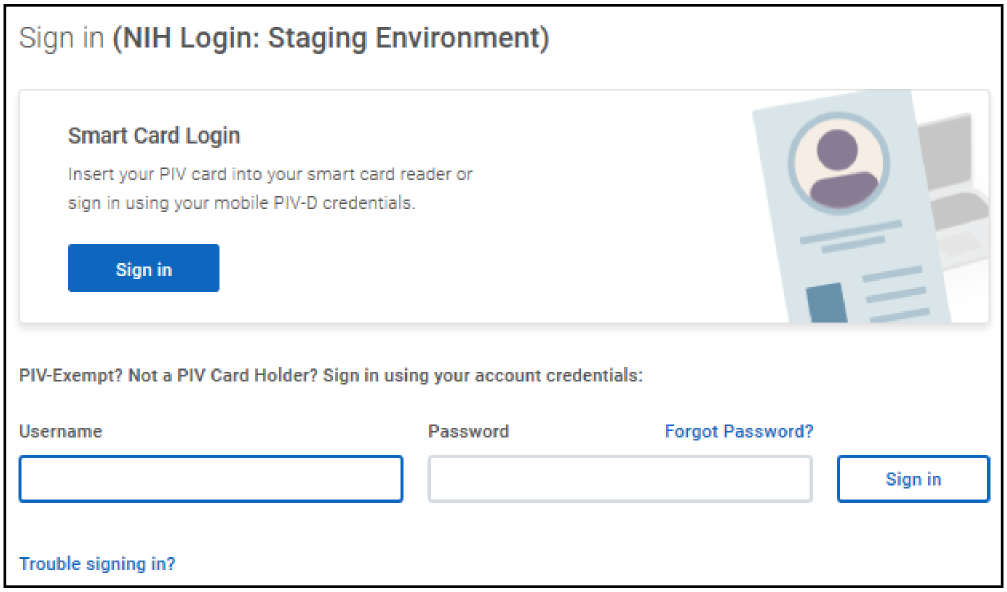
2nd Method: Network Credentials:



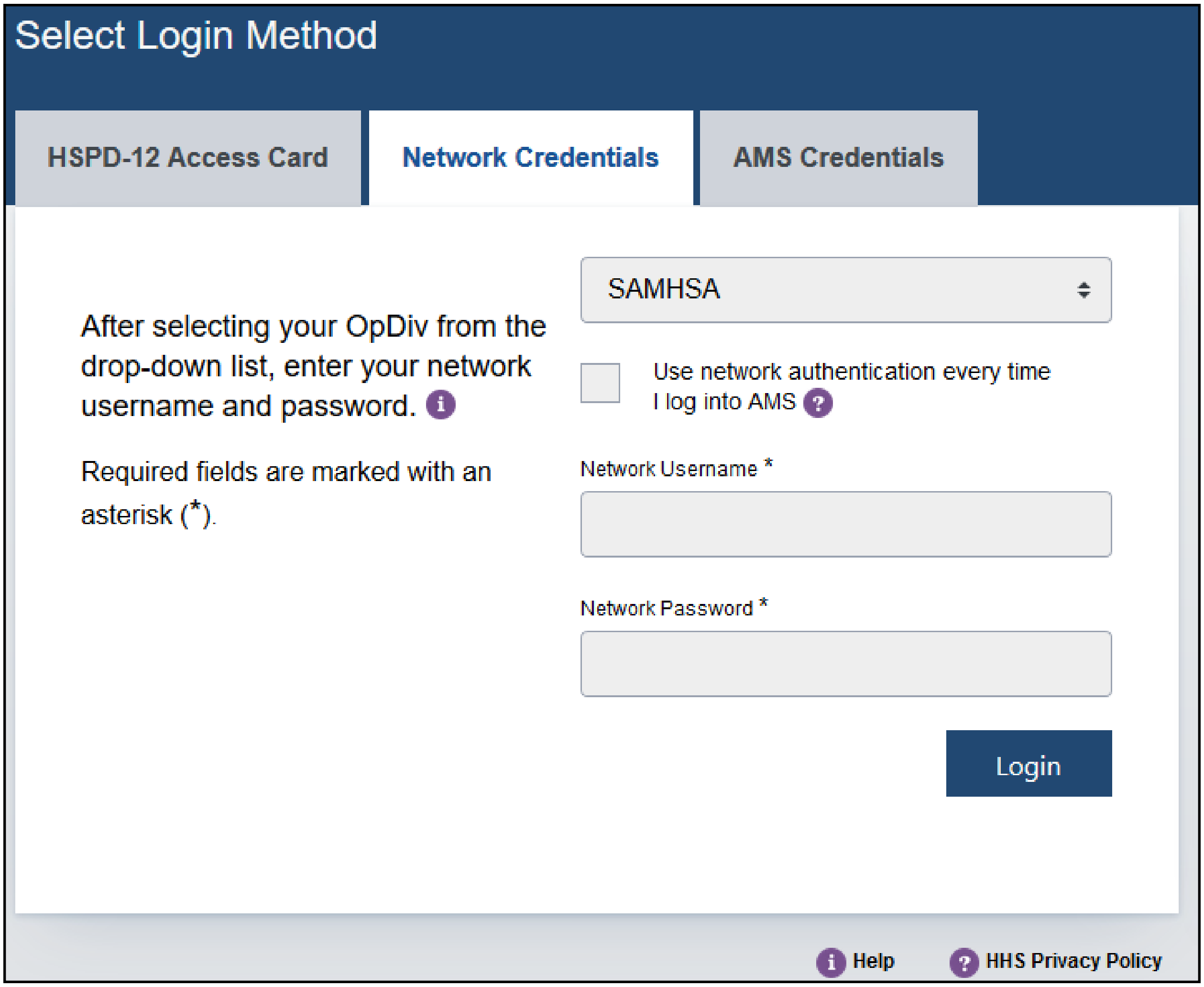
i. Select your OPDIV:



ii. For NIH users: The standard NIH Login screen opens. Login with PIV card or username and password, as usual:

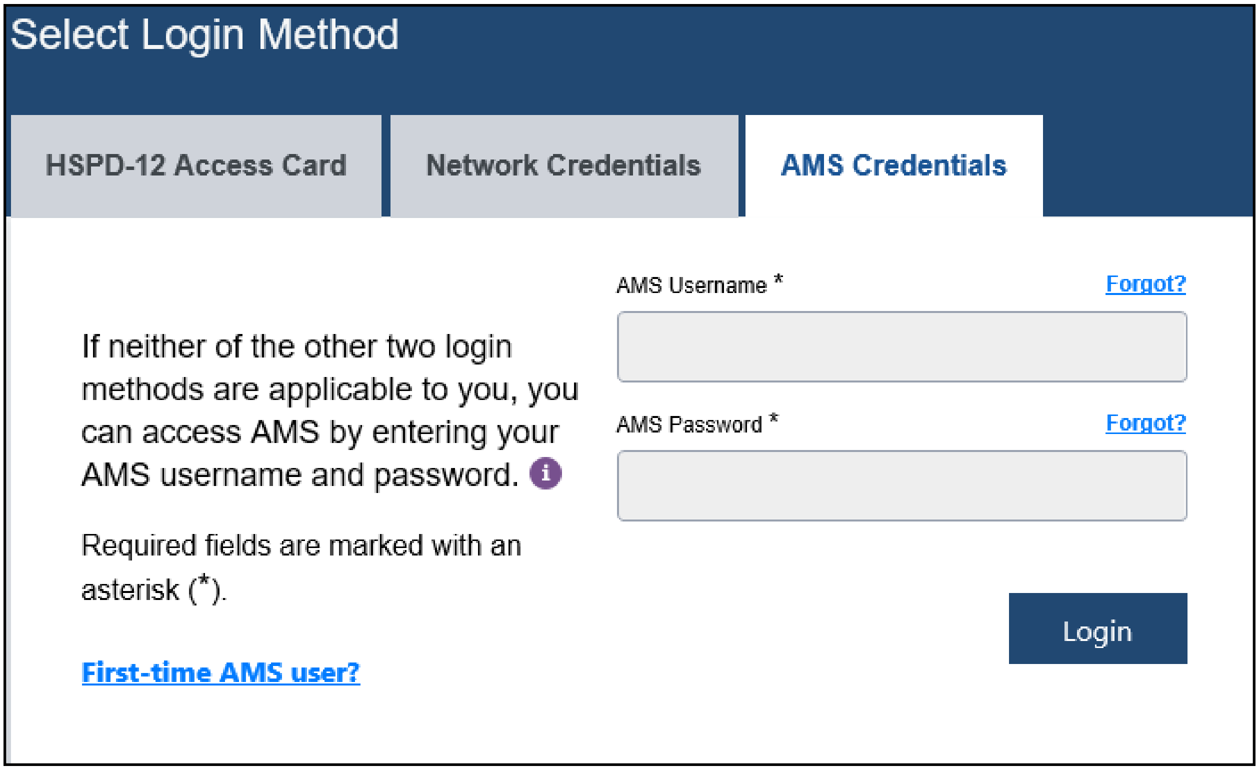


iii. For HHS users, enter your network account credentials. Please note, use of network credentials is not supported for all HHS OPDIVs:



iv. Please note, that use of network credentials to access eRA modules is only allowed if you have been granted a PIV exemption.

3rd Method: AMS Credentials:



i. Enter HHS/AMS username and password and click **Login**.

Access to Other HHS Systems:

After successful HHS/AMS authentication, you can continue on to access the three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions.gov) without the need to log in again. Please note, that both eRA and the Payment Management System require PIV authentication, so if you login to HHS/AMS using network or AMS credentials, you may be prompted to reauthenticate using your PIV card.

For more information see Accessing other HHS Systems.

4 Accessing other HHS Systems

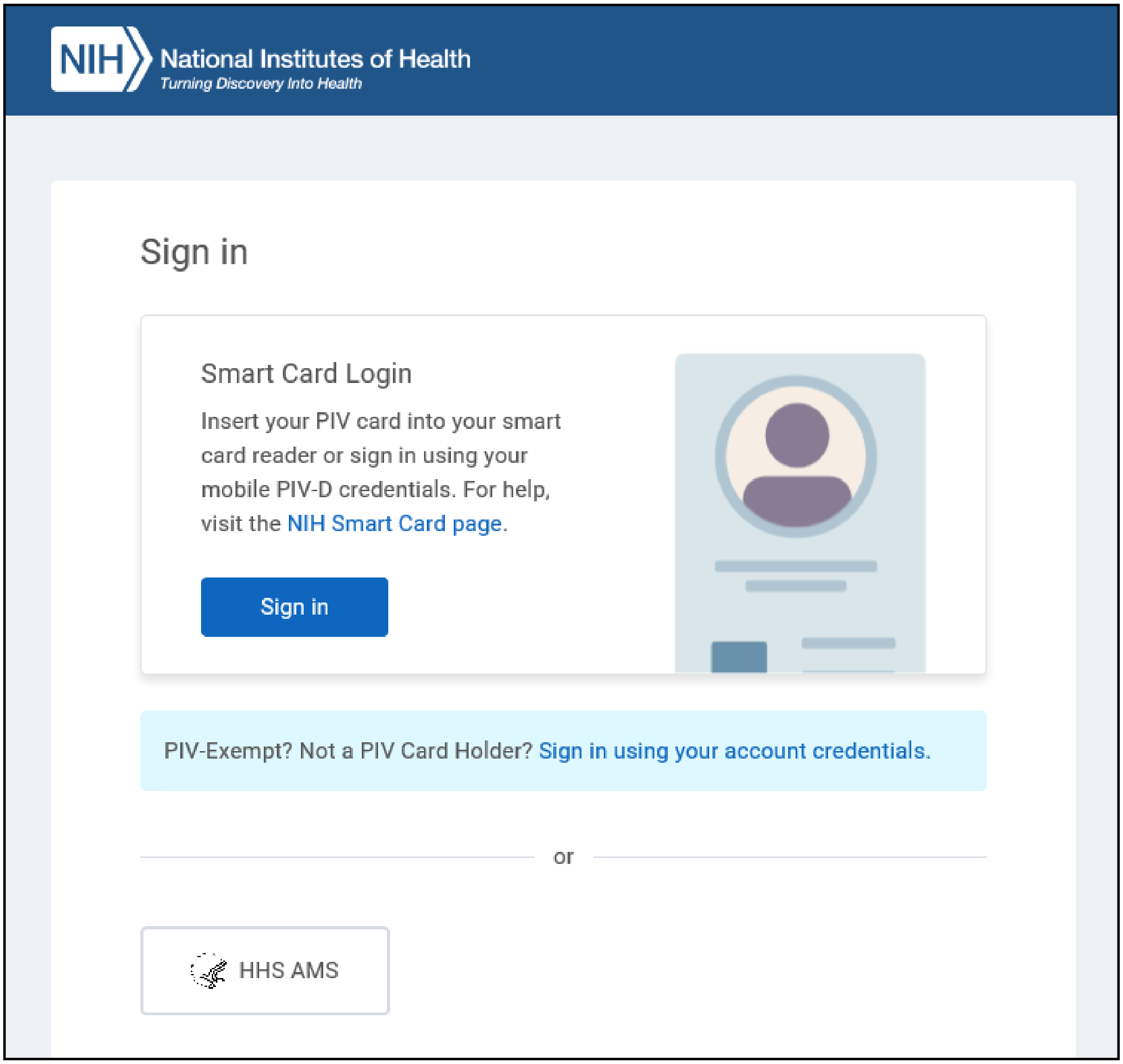
Internal HHS staff who login to eRA module using the HHS/AMS login option can then continue on to access three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions) without the need to login again.

After successful HHS/AMS authentication, you can continue on to access the three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions.gov) without the need to log in again. Please note, that both eRA and the Payment Management System require PIV authentication, so if you login to HHS/AMS using network or AMS credentials, you may be prompted to reauthenticate using your PIV card.

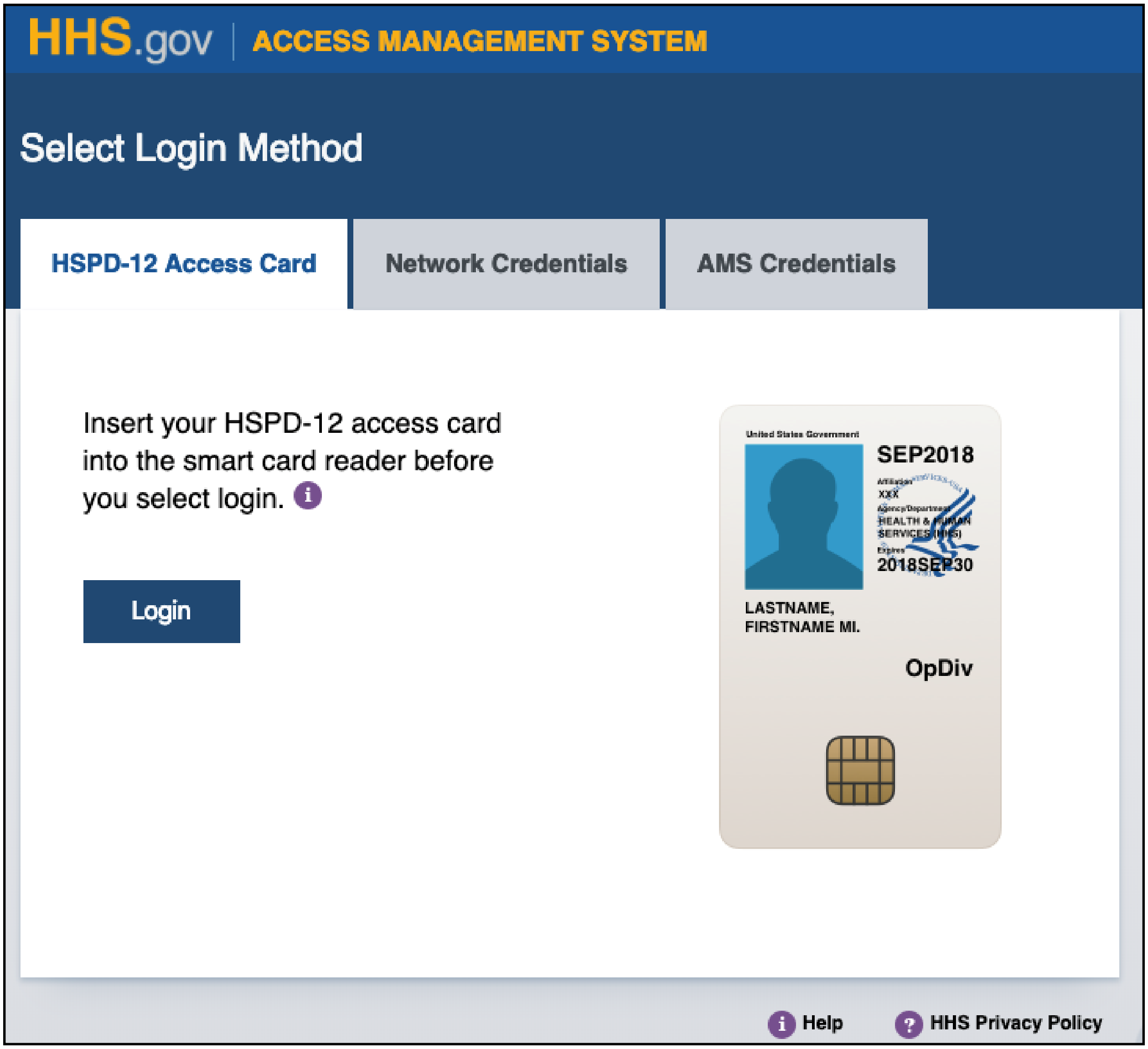
Likewise, an active login to an HHS system will also grant you reciprocal access to eRA, but only if you logged in with your PIV card, because eRA systems always require PIV login (except for users who have been granted an exemption). If you login to an HHS system with your network credentials, when you continue to eRA you will have to complete a PIV login as usual.

Login to an eRA IMPAC II module, then proceed to HHS's Grants.gov:

1. Login to an eRA IMPAC II module by clicking **Login Using AMS**:



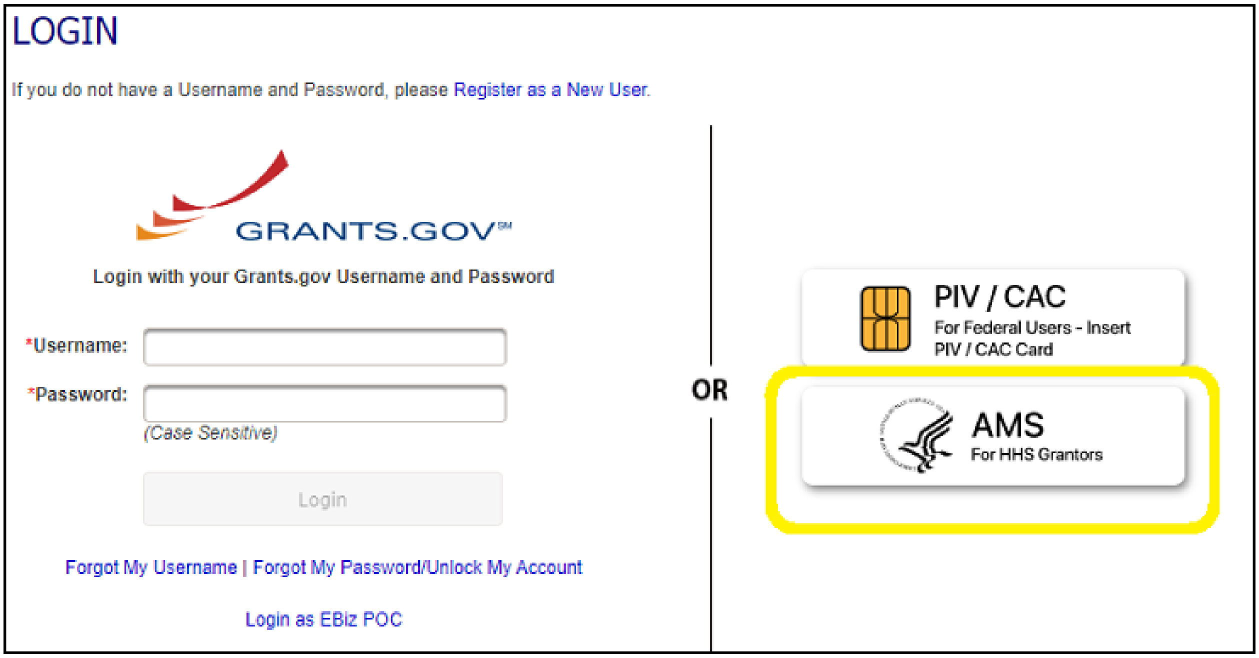
2. You are directed to the HHS/AMS home screen:



3. Select the HSPD-12 tab and log in with your smart card, select a certificate and click OK; then enter your PIN and click **OK**.

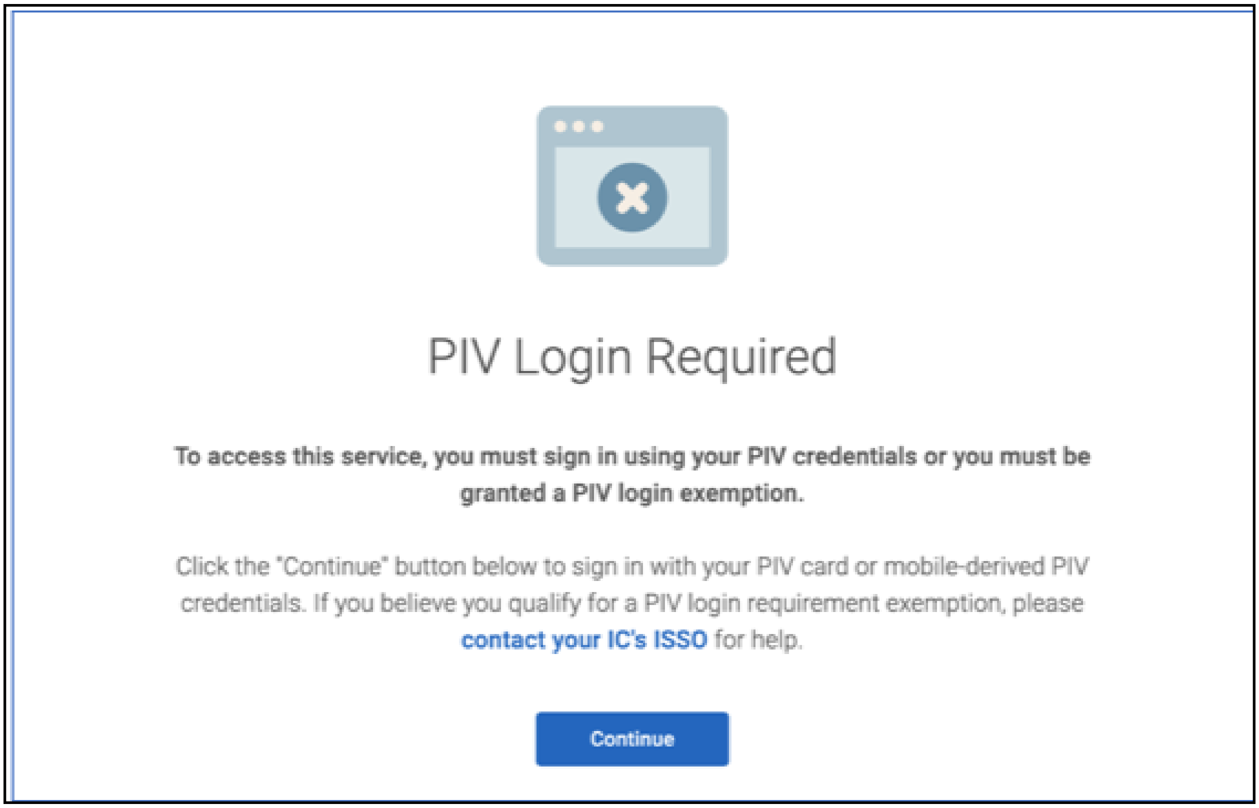
4. You are directed to the eRA IMPAC II module and automatically logged in.
5. Open a new window or tab in the same browser and enter the Grants.gov URL: https://www.grants.gov/.

6. On the Grants.gov login screen, click the **AMS** button:



7. Your authentication session from HHS/AMS will be recognized and you will automatically be logged into Grants.gov.
8. If you selected the option to log into HHS/AMS using your network or AMS credentials option, then you will be asked to verify your PIV card since eRA requires PIV

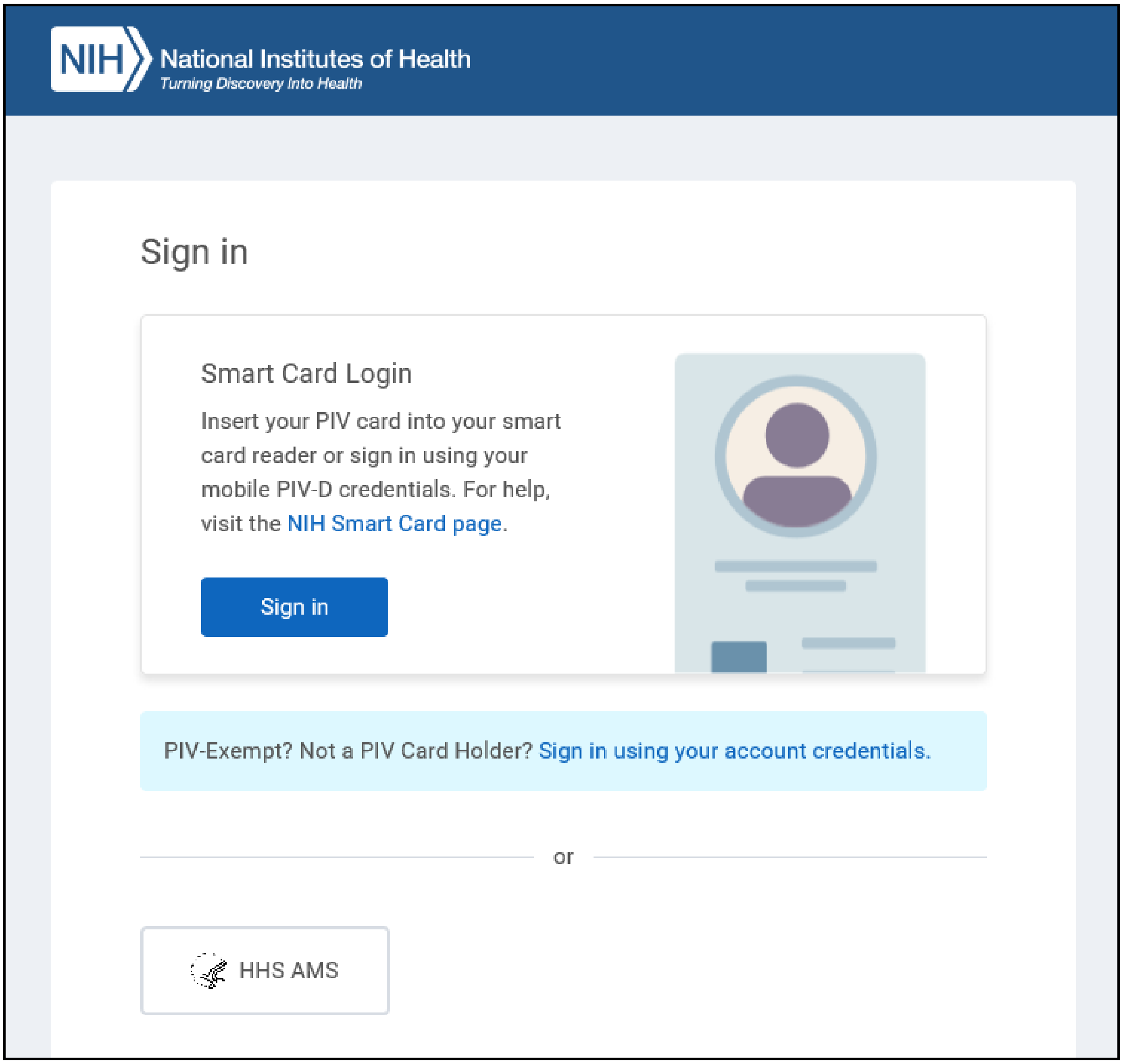
authentication:



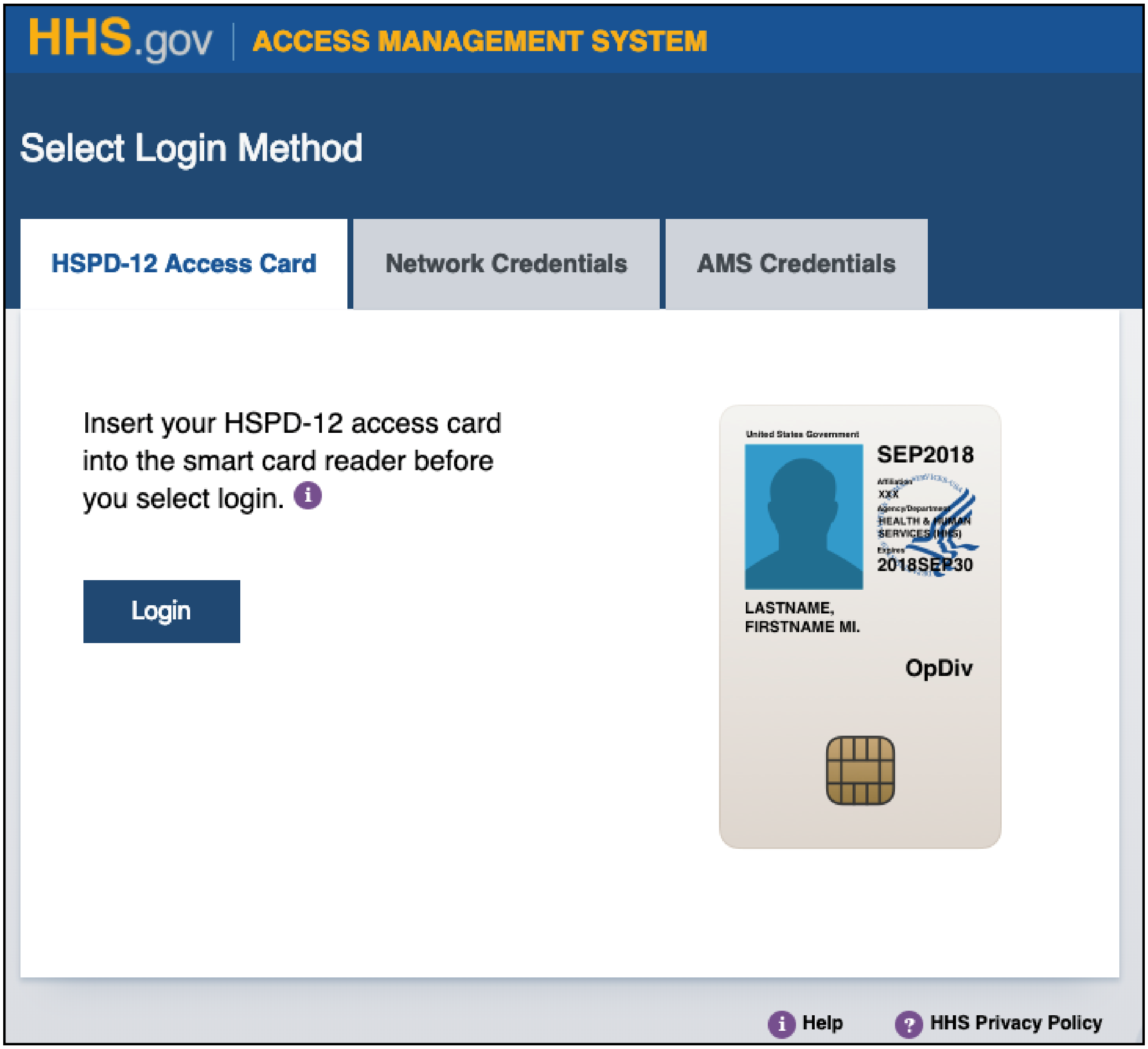
9. Select **Continue** and you will be prompted to select a certificate and enter your PIN. You will then be automatically logged into the eRA module.

Login to an eRA IMPAC II module, then proceed to GrantSolutions.gov

1. Login to an eRA IMPAC II module by clicking the **HHS AMS** button:



2. 2. You are directed to the HHS/AMS home screen:

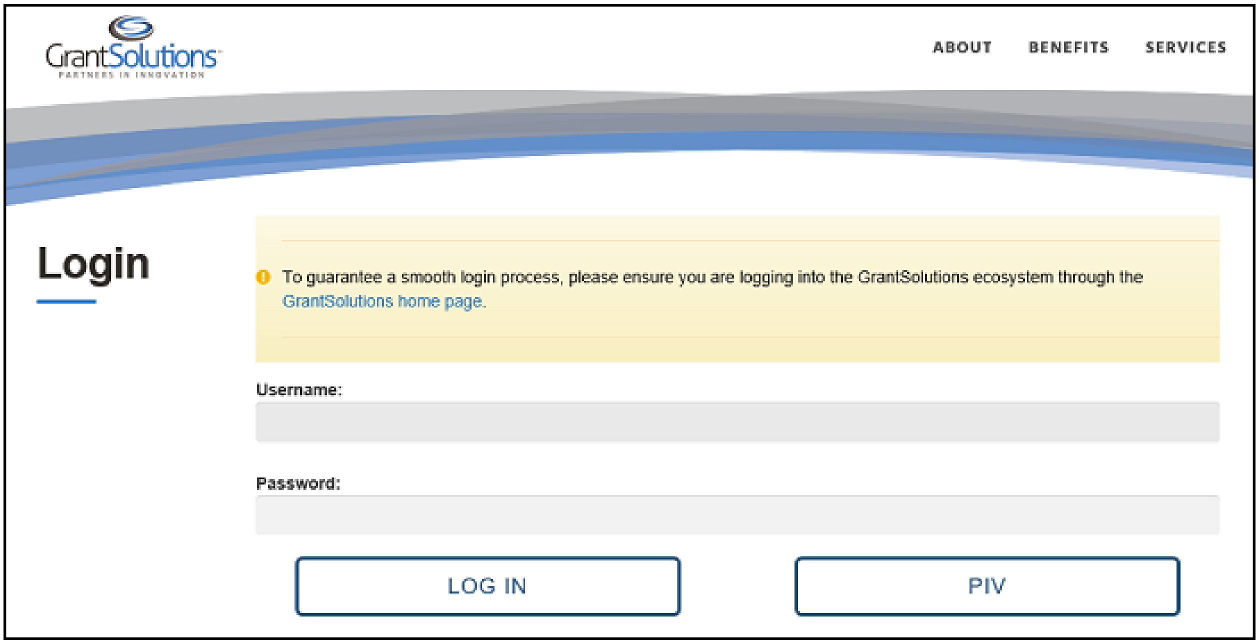


3. Select the HSPD-12 tab and log in with your smart card; select a certificate and click **OK**; then enter your PIN and click **OK**.

4. You are directed back to the eRA IMPAC II module and automatically logged in.

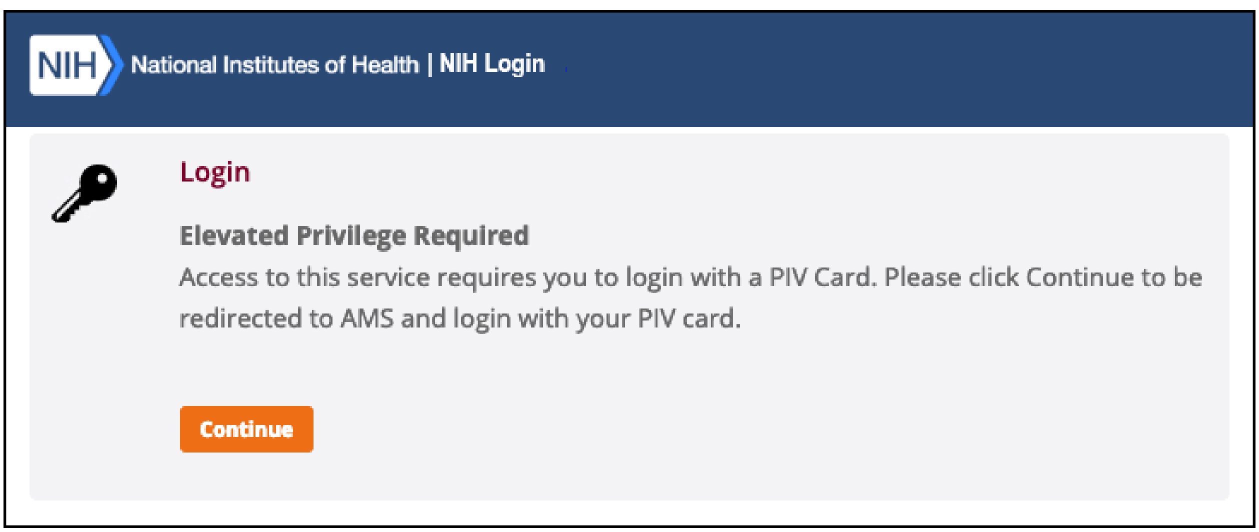
5. Open a new window or tab in the same browser and enter the GrantSolutions URL: https://grantsolutions.gov/.

6. On the GrantSolutions login screen, click on the **PIV** button:



7. Your authentication session from HHS/AMS will be recognized and you will automatically be logged into Grantsolutions.gov.

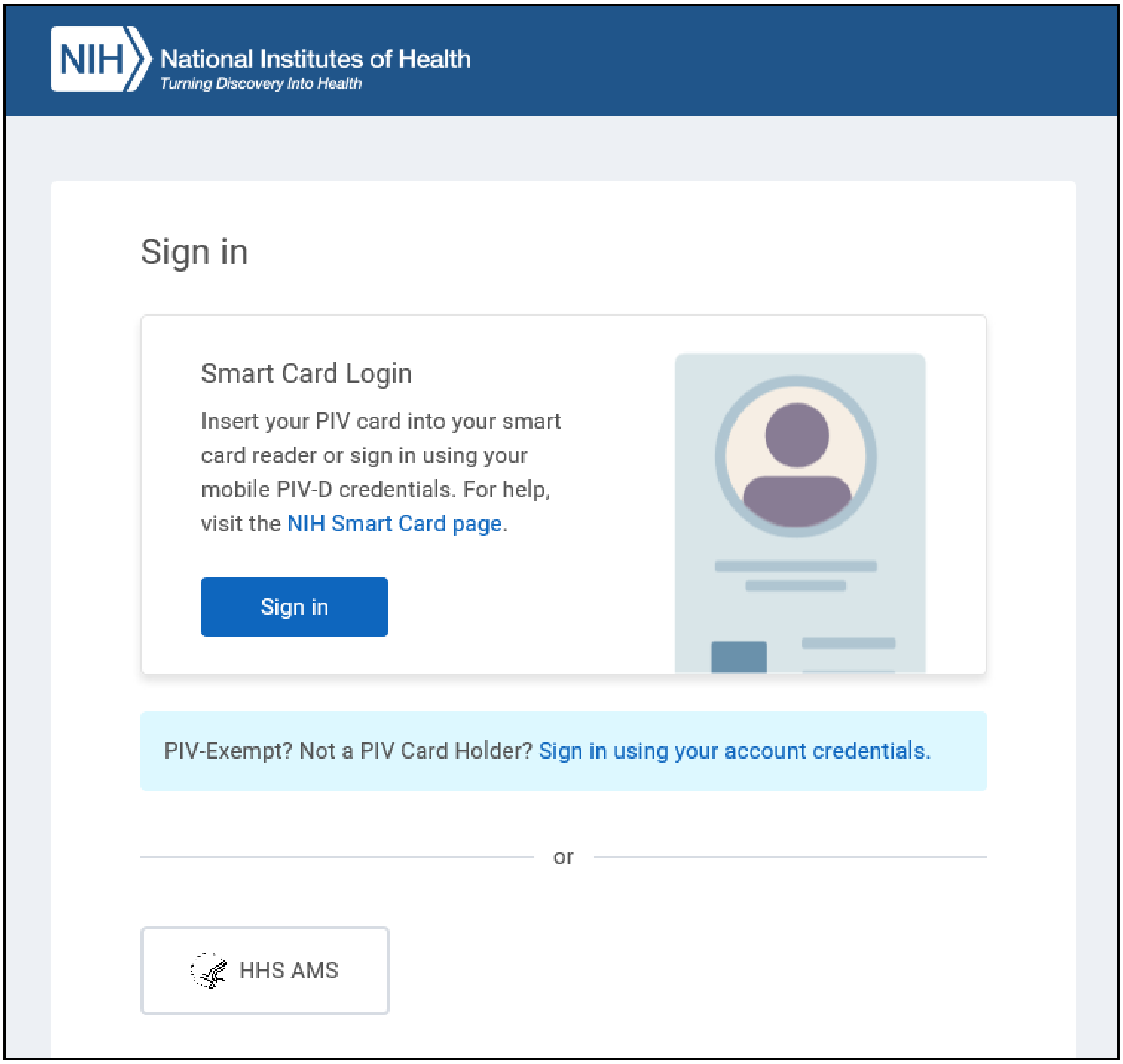
8. If you selected the option to log into HHS/AMS using your network or AMS credentials instead of your PIV card, then you will be asked to verify your PIV card since eRA requires PIV authentication:



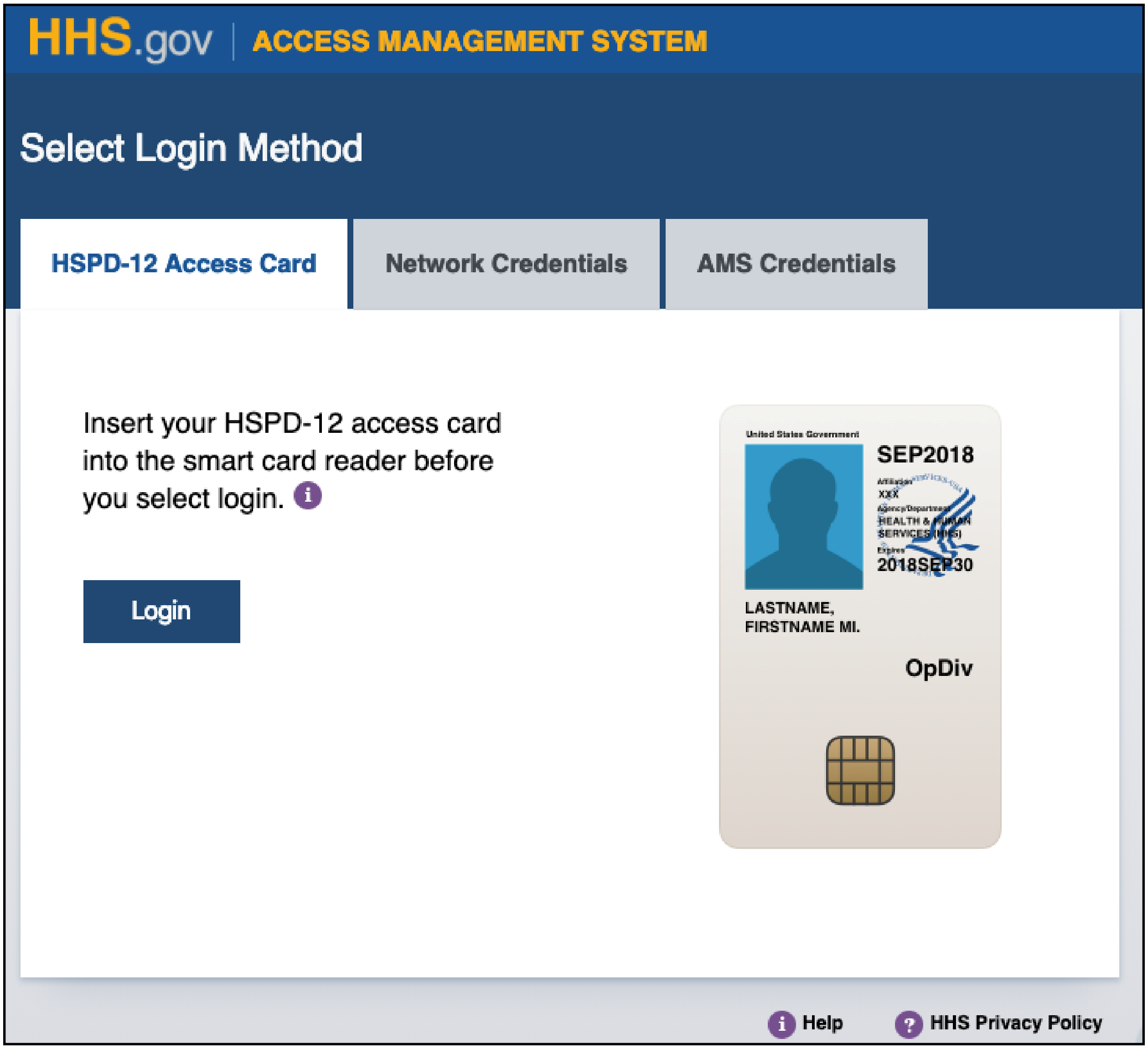
9. Select **Continue** and you will be prompted to select a certificate and enter your PIN. You will then be automatically logged into the eRA module.

Login to an eRA IMPAC II module, then proceed to Payment Management Services (PMS.PSC.GOV):

1. Login to an eRA IMPAC II module by clicking **HHS AMS**:



2. You are directed to the HHS/AMS home screen:

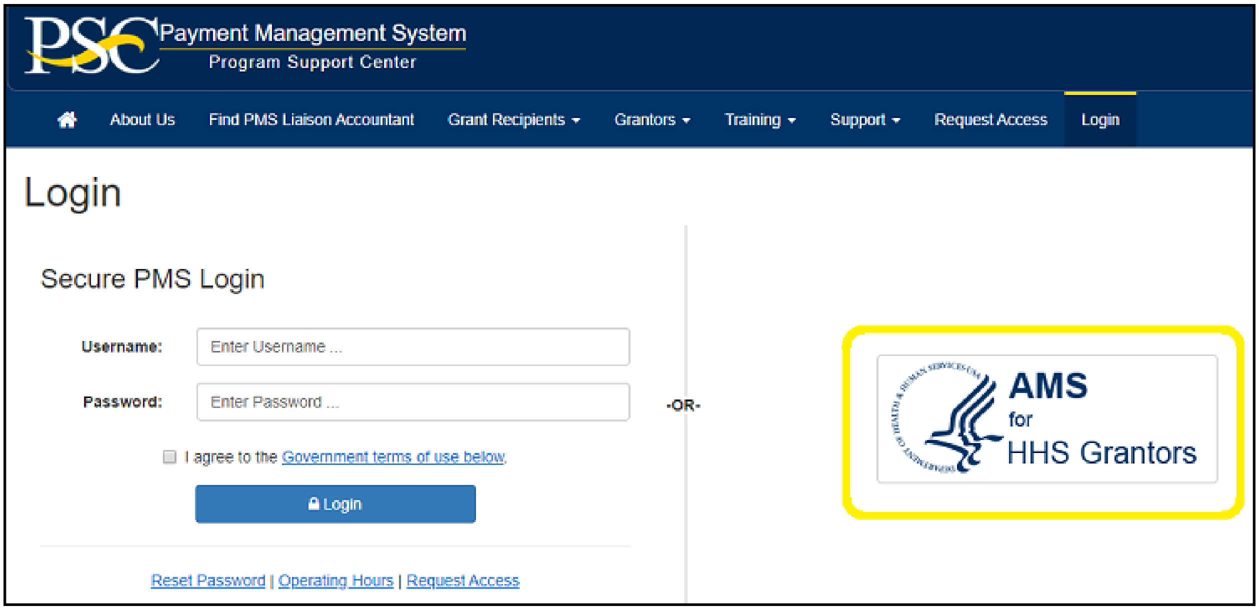


3. Select the HSPD-12 tab and log in with your smart card; select a certificate and click **OK**; then enter your PIN and click **OK**. (You can choose to use one of the other two options – network credentials (if supported for your OPDiv) or AMS credentials).

4. You are directed back to the eRA IMPAC II module and automatically logged in.

5. Open a new window or tab in the same browser and enter the Payment Management Systems URL: https://pms.psc.gov/.

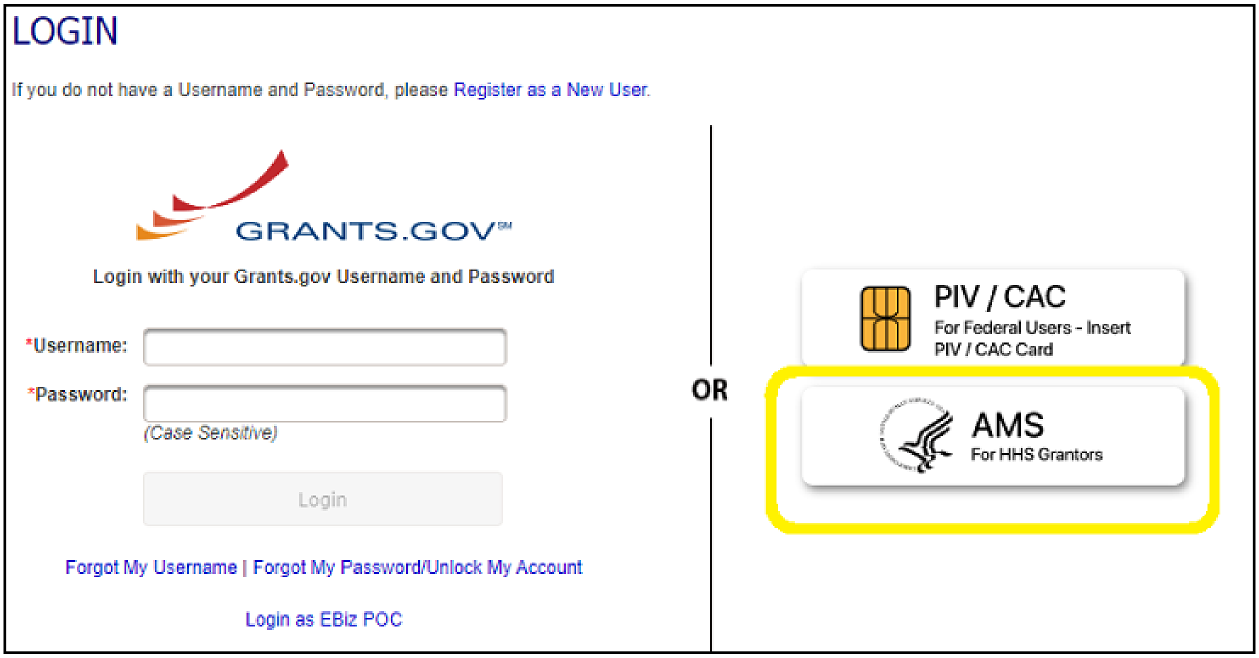
6. On the Payment Management Systems login screen, click on the **AMS for HHS Grantors button**:



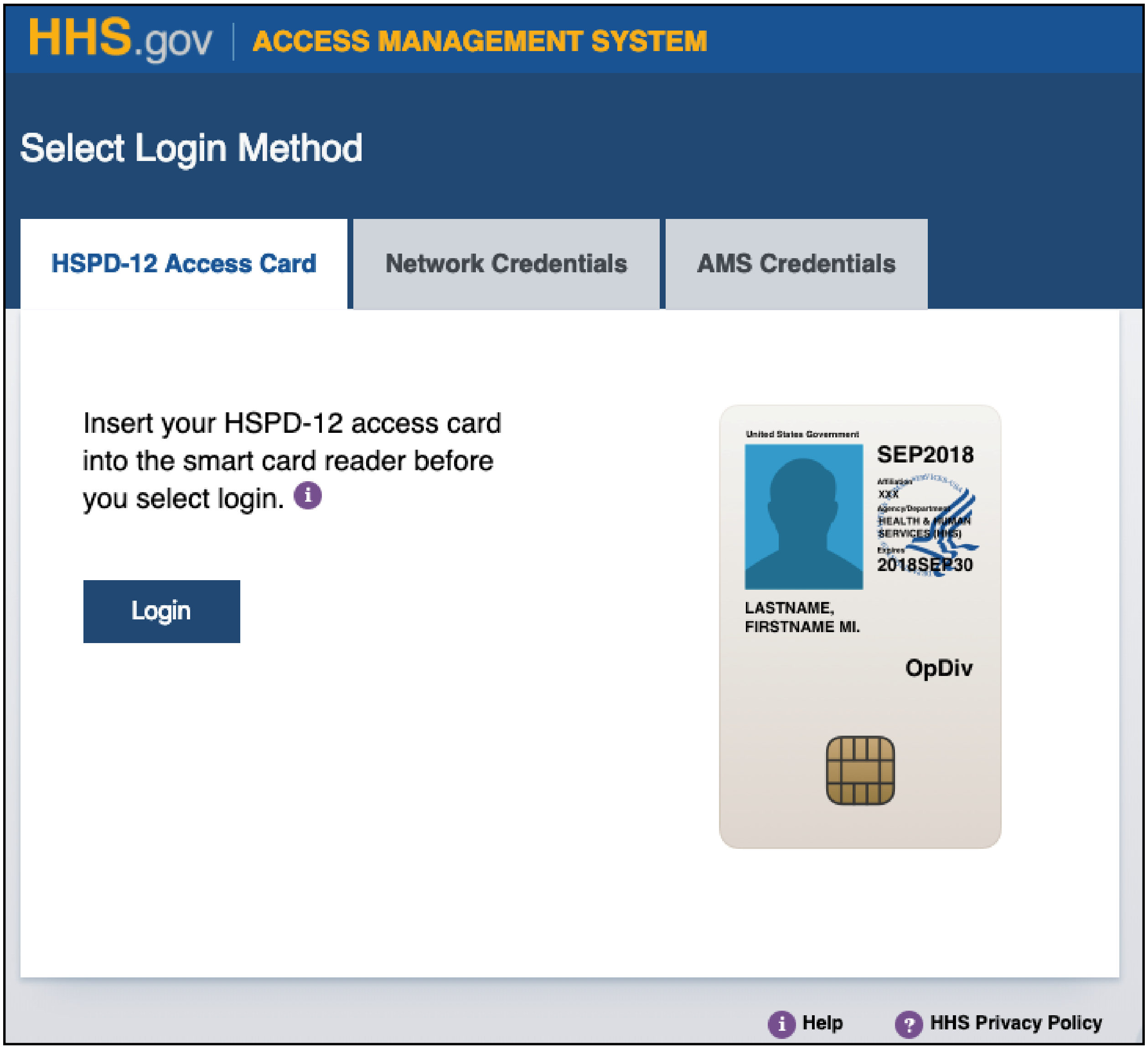
7. Your authentication session from HHS/AMS will be recognized and you will automatically be logged into PMS.

4.1 Login to an HHS system then proceed to eRA, PIV login required:

1. Login to an HHS system such as Grants.gov with the *Login Using AMS* option:



2. You are directed to the HHS/AMS home screen:

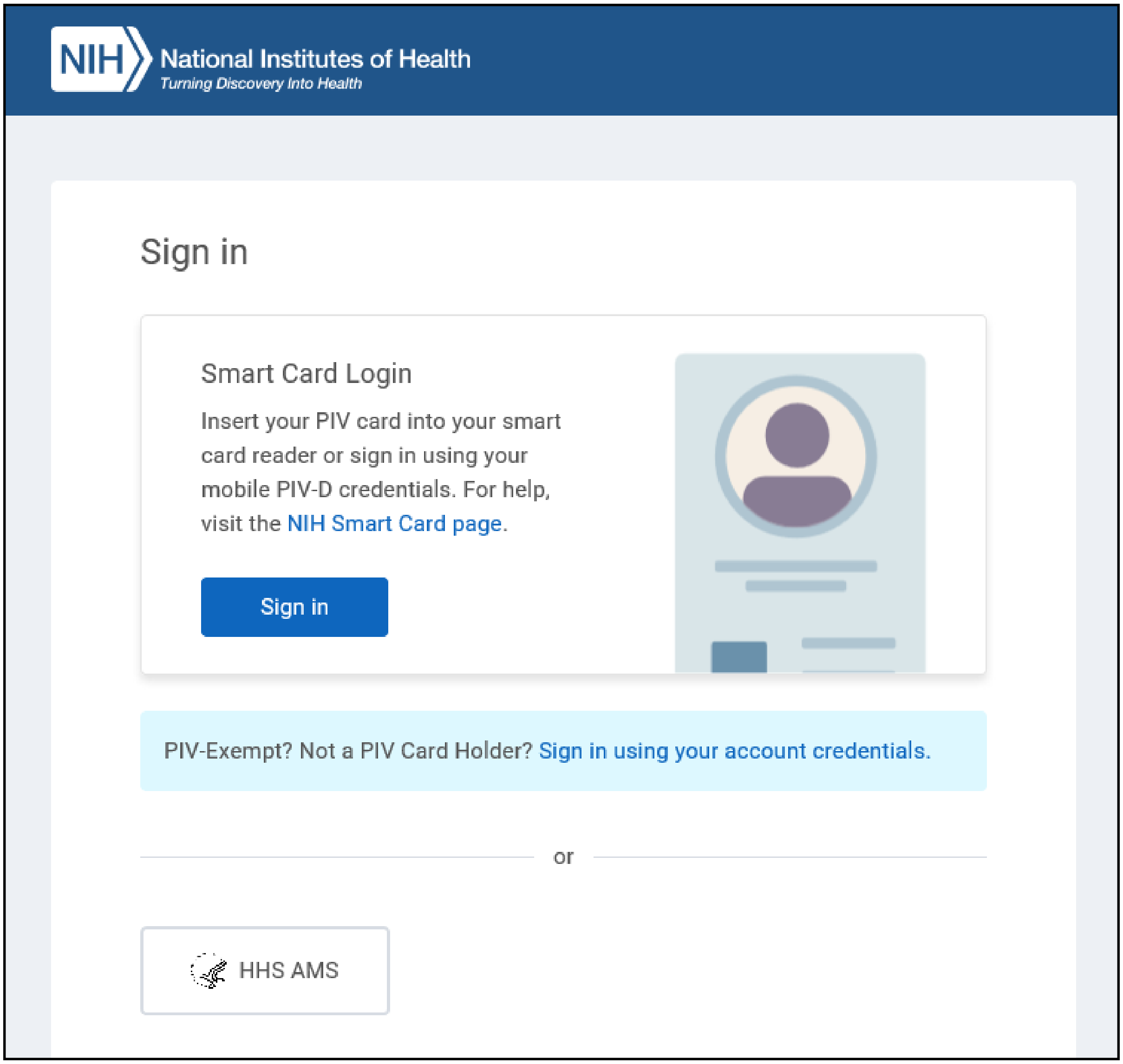


3. Select the HSPD-12 tab and log in with your smart card; select a certificate and click **OK**; then enter your PIN and click **OK**. (You can choose to use one of the other two options – network credentials (if supported for your OPDiv) or AMS credentials).

4. You are directed to Grants.gov and automatically logged in.

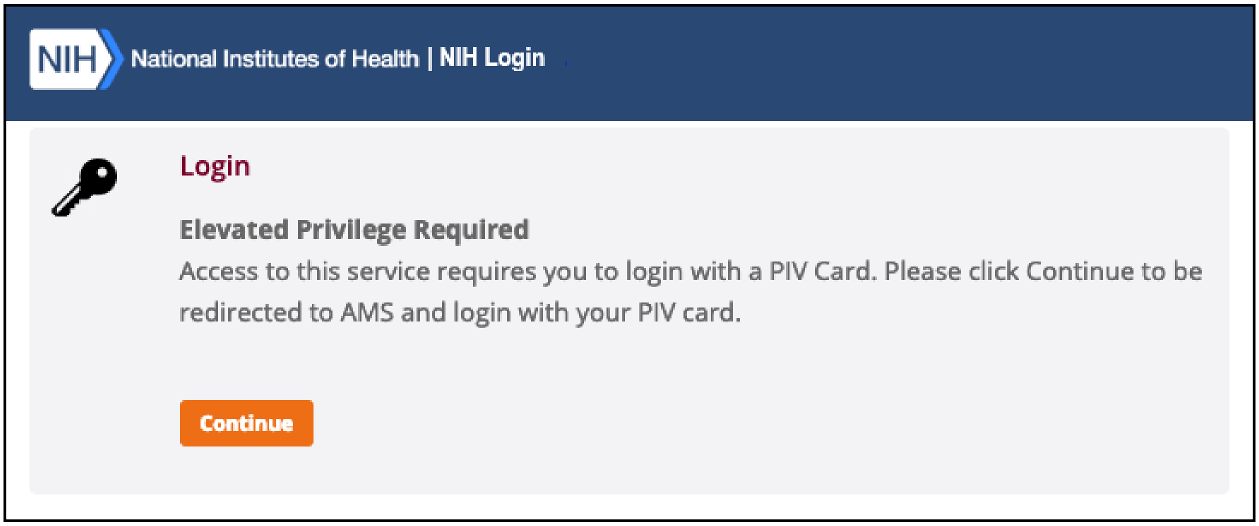
5. Open a new window or tab in the same browser and enter the eRA module URL.

6. The NIH login screen opens. Select **The NIH login screen opens. Click HHS AMS**:



7. Your authentication session from HHS/AMS will be recognized and you will automatically be logged into the eRA module.
8. If you logged into the HHS system via the HHS/AMS system but used the network or AMS credentials option (Step 3), then you will be asked to verify your PIV card since eRA

requires PIV authentication:



9. Select **Continue** and you will be prompted to select a certificate and enter your PIN. You will then be automatically logged into the eRA module.

5 Search the Terms Catalog

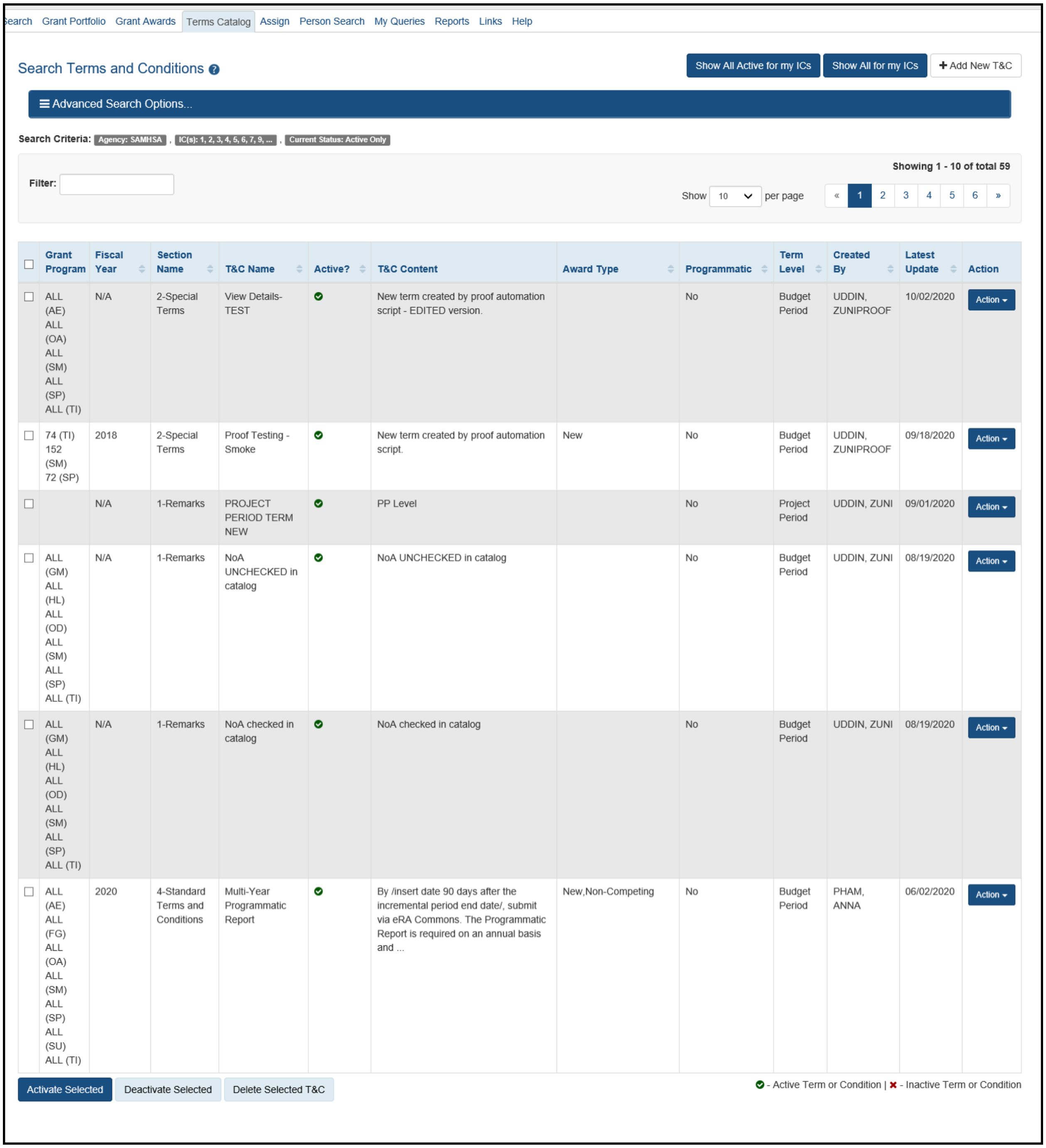
SAMHSA ONLY

Click the *Terms Catalog* tab to open the Search Terms and Conditions screen, as shown below.

Use this screen to search and manage the terms catalog for your IC.

NOTE: You can only access this screen if you have the TERMS_CONDITIONS_ READONLY_ROLE or TERMS_CONDITIONS_ADMIN_ROLE.

The search screen opens in browse mode showing all active terms and conditions for your IC(s). (Use the **Show All for my ICs**and **Show Active for my ICs** buttons at the top right to hide or show inactive terms and conditions.



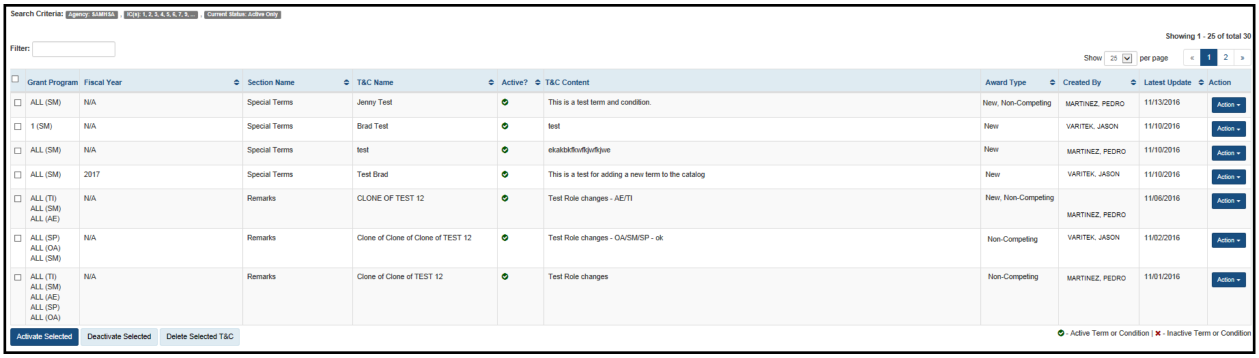
Grant Program	Fiscal Year	Section Name	T&C Name	Active?	T&C Content	Award Type	Programmatic	Term Level	Created By	Latest Update	Action
ALL (AE) ALL (OA) ALL (SM) ALL (SP) ALL (TI)	N/A	2-Special Terms	View Details-TEST	✔	New term created by proof automation script - EDITED version.		No	Budget Period	UDDIN, ZUNIPROOF	10/02/2020	Action
74 (TI) 152 (SM) 72 (SP)	2018	2-Special Terms	Proof Testing - Smoke	✔	New term created by proof automation script.	New	No	Budget Period	UDDIN, ZUNIPROOF	09/18/2020	Action
	N/A	1-Remarks	PROJECT PERIOD TERM NEW	✔	PP Level		No	Project Period	UDDIN, ZUNI	09/01/2020	Action
ALL (GM) ALL (HL) ALL (OD) ALL (SM) ALL (SP) ALL (TI)	N/A	1-Remarks	NoA UNCHECKED in catalog	✔	NoA UNCHECKED in catalog		No	Budget Period	UDDIN, ZUNI	08/19/2020	Action
ALL (GM) ALL (HL) ALL (OD) ALL (SM) ALL (SP) ALL (TI)	N/A	1-Remarks	NoA checked in catalog	✔	NoA checked in catalog		No	Budget Period	UDDIN, ZUNI	08/19/2020	Action
ALL (AE) ALL (FG) ALL (OA) ALL (SM) ALL (SP) ALL (SU) ALL (TI)	2020	4-Standard Terms and Conditions	Multi-Year Programmatic Report	✔	By /insert date 90 days after the incremental period end date/, submit via eRA Commons. The Programmatic Report is required on an annual basis and ...	New,Non-Competing	No	Budget Period	PHAM, ANNA	06/02/2020	Action

Enter your search criteria and click **Search**, or click reset form to clear all search criteria.

The results will appear in the search results grid, and the Search Criteria strip above the search results grid shows the criteria used for the current search.

Search Results

You can click the arrows at the top of each column to sort the search results by that criteria, or type text in the **Filter** box and immediately see the filter text highlighted in yellow in every place it occurs in the results.


Search Criteria: Agency: SAMHSA , IC(s): 1, 2, 3, 4, 5, 6, 7, 9, ... , Current Status: Active Only

Filter:

Showing 1 - 25 of total 30

Show 25 per page « 1 2 »

Grant Program	Fiscal Year	Section Name	T&C Name	Active?	T&C Content	Award Type	Created By	Latest Update	Action
ALL (SM)	N/A	Special Terms	Jenny Test	✔	This is a test term and condition.	New, Non-Competing	MARTINEZ, PEDRO	11/13/2016	Action
1 (SM)	N/A	Special Terms	Brad Test	✔	test	New	VARITEK, JASON	11/10/2016	Action
ALL (SM)	N/A	Special Terms	test	✔	ekakbkfkwfkjwfkjwe	New	MARTINEZ, PEDRO	11/10/2016	Action
ALL (SM)	2017	Special Terms	Test Brad	✔	This is a test for adding a new term to the catalog	New	VARITEK, JASON	11/10/2016	Action
ALL (TI) ALL (SM) ALL (AE)	N/A	Remarks	CLONE OF TEST 12	✔	Test Role changes - AE/TI	New, Non-Competing	MARTINEZ, PEDRO	11/06/2016	Action
ALL (SP) ALL (OA) ALL (SM)	N/A	Remarks	Clone of Clone of Clone of TEST 12	✔	Test Role changes - OA/SM/SP - ok	Non-Competing	VARITEK, JASON	11/02/2016	Action
ALL (TI) ALL (SM) ALL (AE) ALL (SP) ALL (OA)	N/A	Remarks	Clone of Clone of TEST 12	✔	Test Role changes	Non-Competing	MARTINEZ, PEDRO	11/01/2016	Action

Activate Selected | Deactivate Selected | Delete Selected T&C

✔ - Active Term or Condition | ✖ - Inactive Term or Condition

5.1 *Working in the Catalog*

depending on your use role, you can perform certain other functions (e.g., add new terms and conditions to the catalog, copy, edit, delete, deactivate, and activate terms) in the *Search Terms and Conditions* screen.

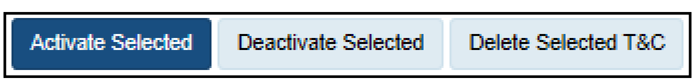
Click the **Add New T&C** button 

at the top right of the screen to go to the Manage Terms and Conditions screen and add a new term to the Terms Catalog.

NOTE: This button is only available if you have the TERMS_CONDITIONS_ADMIN_ROLE for an IC

And you can also use the following controls to perform additional term management actions in the search screen:

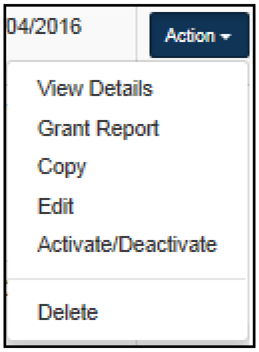
Activate, Deactivate and Delete in bulk



Use the checkboxes in the far left column of the search grid to select terms and conditions, then use the buttons (i.e., **Activate Selected**, **Deactivate Selected**, and **Delete Selected T&C**) at the bottom of the search grid to perform bulk actions on the selected terms and conditions.

NOTE: These action buttons are only available if you have the TERMS_CONDITIONS_ADMIN_ROLE for *all* the ICs that the selected terms belong to.

Action menu



Use the drop-down **Action** menu at the right end of each row to perform these actions on individual terms and conditions.

- **View Details** — View details of the term in a the Terms and Conditions Details screen.
- **Grant Report** — Open the View Grant Assignments screen to see a list of all grants to which this term has been assigned.
- **Copy** — Open a copy of the term in the Manage Terms and Conditions screen.
- **Edit** — Edit the term in the Manage Terms and Conditions screen.
- **Activate/Deactivate** — Toggle the term between active and inactive status.
- **Delete** — Delete the term

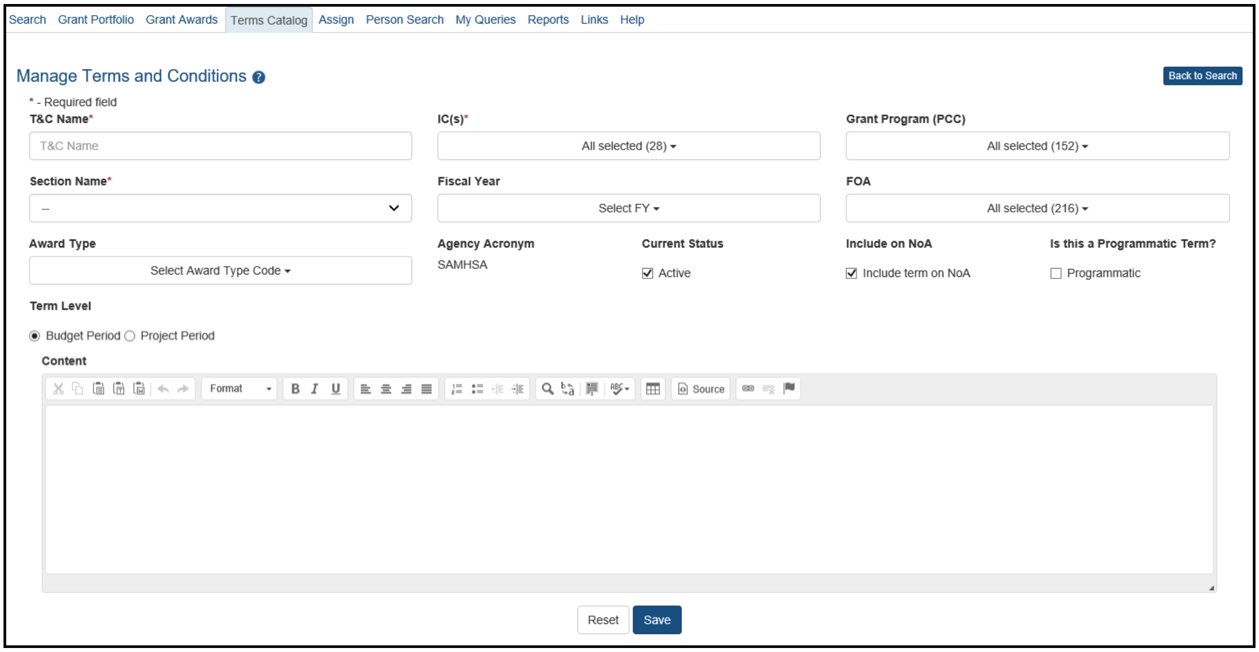
NOTE: These actions are not available to all users:

- The **View Details** and **Grant Report** actions are available to all users.
- But the **Copy** action is only available if you have the TERMS_CONDITIONS_ADMIN_ROLE on at least one of the ICs the term belongs to.
- And the **Edit**, **Activate/Deactivate**, **Grant Report** and **Delete** actions are only available if you have the TERMS_CONDITIONS_ADMIN_ROLE for *all* the ICs the term belongs to.

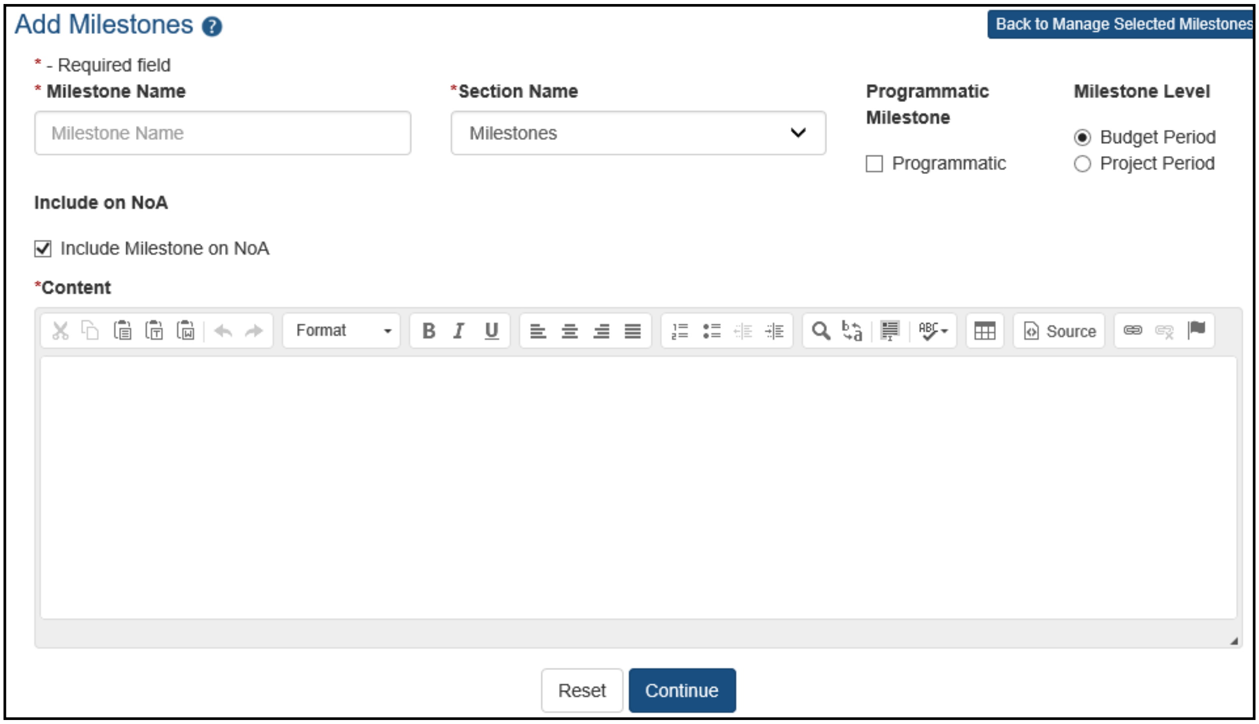
5 Manage Terms and Milestones

Use this screen to manage the terms/milestones in the catalog (i.e., add new ones and edit existing ones).

SAMHSA: Manage Terms and Conditions



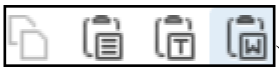
OTA: Add/Manage Milestones



Use this screen to add/edit the following properties:

- **T&C Name** —Enter the name
- **IC(s)** — Open the drop-down menu and use the checkboxes to select IC(s). **Note:** The drop-down shows only the ICs for which you have the TERMS_CONDITIONS_ADMIN_ROLE.
- **Grant Program (PCC)** - Open the drop-down menu and use the checkboxes to select the program(s). **Note:** The drop-down options will be dependent on the IC(s) selected
- **Section Name** — Open the drop-down menu and use the checkboxes to select a section(s) (i.e., Remarks, Special Terms, Special Conditions, and Standard Terms and Conditions). Note: For OTA milestones, there is only one section, called Milestones, and this field defaults to that.
- **Fiscal Year** — Open the drop-down menu and use the checkboxes to select the fiscal year (s).
- **FOA** — Open the drop-down menu and use the checkboxes to select FOA(s)
- **Award Type** — Open the drop-down menu and use the checkboxes to select award type(s)
- **Current Status** — Click the checkbox to select the default status (i.e., Active or not)
- NIH ONLY **Include on NoA** — Click the checkbox to include this term on the Notice of Award (NoA).

- **Is this a Programmatic Term?** — Click the checkbox to designate this as a Programmatic Term.
- **Term Level** — budget period or project period
- **Content** — Type or copy and paste the content of the term into the editing field. There are three paste options (i.e., Paste, Paste as Plain Text, and Paste from Word:



) .

You can use the toolbar controls to create formatted text and use the **Source** button to toggle between formatted text and plain text. If you are pasting content with formatting, then the best practice would be to Paste as Plain Text and apply formatting (e.g., bullets) in TCM.

5.2 Working in this screen

Use this screen to perform the following actions:

Add Terms and Conditions

When you click the **Add New T&C** button in the Search Catalog screen, this screen opens (i.e., Add New T&C Display) with blank fields. Enter term properties described above and click **Save** to add the new term to the Terms Catalog; the **T&C Name**, **IC(s)**, and **Section Name** fields are required.

Copy Terms and Conditions (i.e., clone)

When you select the **Copy** action in the Search Catalog screen's Action menu, a copy of the term opens in this screen. (i.e., Copy Display).

When you copy an existing term, all the term's attributes appear in this screen except the T&C Name, which is replaced with “Clone of [Existing Term Name].”

Give the term a new name and edit the other properties as needed, then click **Save.**

Edit Terms and Conditions

When you select the **Edit** action in the Search screen's Action Menu, The term opens in this screen. (i.e., Edit Display).

When you edit an existing term, all the term's attributes appear in this screen.

edit the term properties as needed, then click **Save** to save the term or click **Reset** to clear all fields.

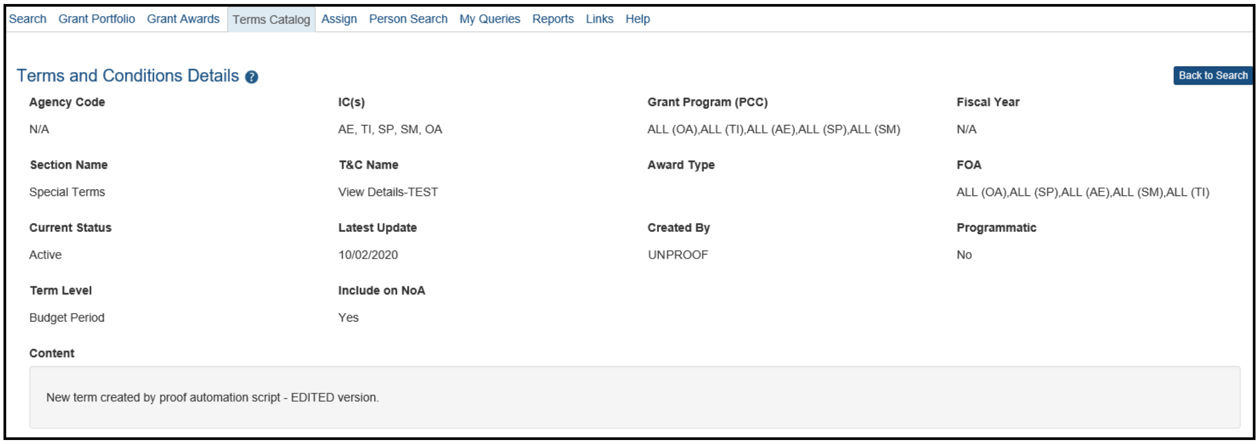
At any time you can click **Back to Search** to return to the Search Terms and Conditions Screen.

5.3 Terms and Conditions Details

SAMHSA ONLY

The Terms and Conditions Details screen displays the properties assigned to a particular term by the Terms Manager.

This screen opens when you click **View Details** in the Manage Terms and Conditions screen *Action* menu.



Working in this Screen

Use this screen to view the details of an individual term.

You can also click **Back to Search** to go back to the Search Terms and Conditions screen or click **Edit** to edit the term in the Manage Terms and Conditions Screen.

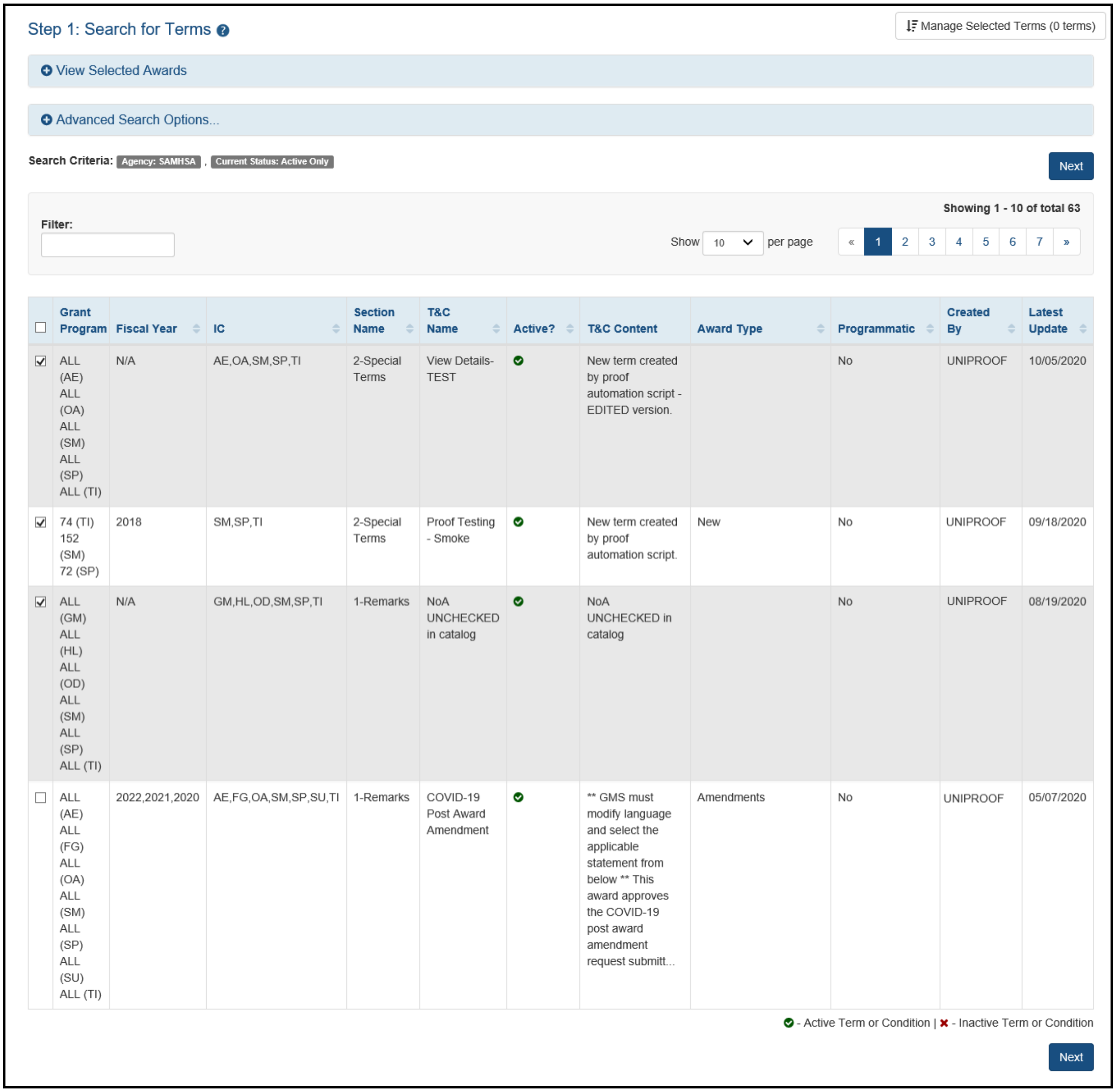
6 Assign Terms/Milestones

Follow the instructions below to assign terms/milestones to grant awards.

SAMHSA: Assign Terms

When you click the **Access Terms** button for a grant in the Grants Management (GM) module's Terms tab, or choose to **Assign Terms** to one or more grant awards in the Search for Grant Awards screen, the *Search for Terms* screen opens, as shown below.

Use this screen to search for terms to assign to the selected grant(s). See instructions below.

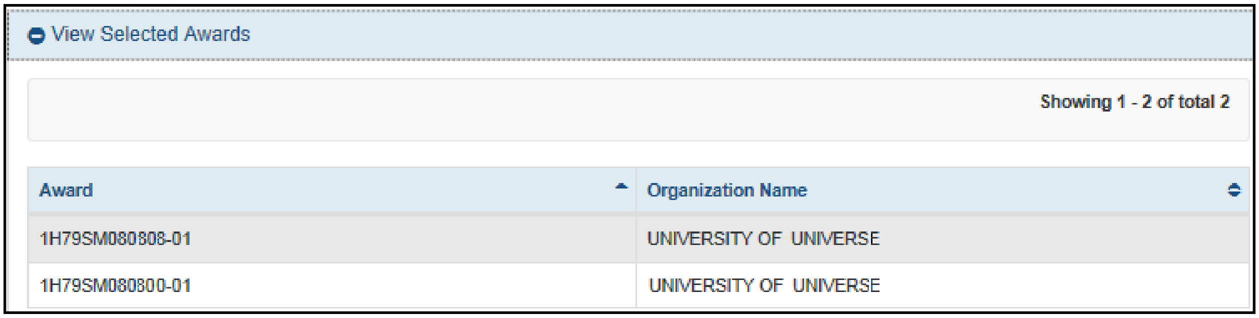


	Grant Program	Fiscal Year	IC	Section Name	T&C Name	Active?	T&C Content	Award Type	Programmatic	Created By	Latest Update
☑	ALL (AE) ALL (OA) ALL (SM) ALL (SP) ALL (TI)	N/A	AE,OA,SM,SP,TI	2-Special Terms	View Details-TEST	✔	New term created by proof automation script - EDITED version.		No	UNIPROOF	10/05/2020
☑	74 (TI) 152 (SM) 72 (SP)	2018	SM,SP,TI	2-Special Terms	Proof Testing - Smoke	✔	New term created by proof automation script.	New	No	UNIPROOF	09/18/2020
☑	ALL (GM) ALL (HL) ALL (OD) ALL (SM) ALL (SP) ALL (TI)	N/A	GM,HL,OD,SM,SP,TI	1-Remarks	NoA UNCHECKED in catalog	✔	NoA UNCHECKED in catalog		No	UNIPROOF	08/19/2020
☐	ALL (AE) ALL (FG) ALL (OA) ALL (SM) ALL (SP) ALL (SU) ALL (TI)	2022,2021,2020	AE,FG,OA,SM,SP,SU,TI	1-Remarks	COVID-19 Post Award Amendment	✔	** GMS must modify language and select the applicable statement from below ** This award approves the COVID-19 post award amendment request submitt...	Amendments	No	UNIPROOF	05/07/2020

Header Information

The header area of the screen lists the grant you're working with.

And if you're applying bulk terms to multiple grant awards selected in the [Search for Grant Awards] screen, you can click the View Selected Awards banner to see the awards you've selected:



View Selected Awards

Showing 1 - 2 of total 2

Award	Organization Name
1H79SM080808-01	UNIVERSITY OF UNIVERSE
1H79SM080800-01	UNIVERSITY OF UNIVERSE

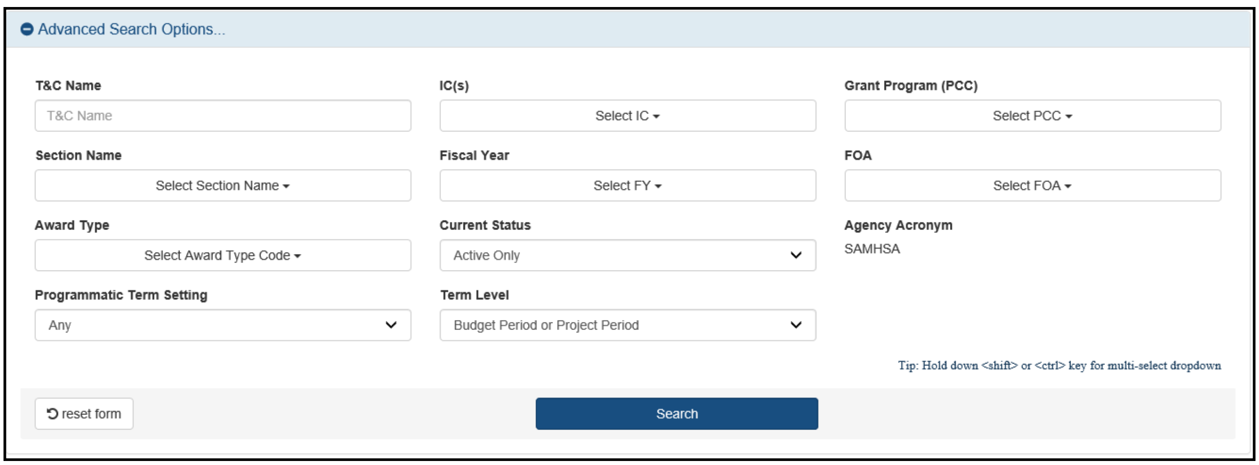
Browse Terms

The *Search for Terms* screen opens in browse mode, showing active terms for your IC.

You can click the arrows at the top of each column to sort the search results by that criteria, or type text in the **Filter** box and immediately see the filter text highlighted in yellow in every place it occurs in the results.

Advanced Search

For active searching, click *Advanced Search Options* to open the Advanced Search display and enter search criteria.



In this display you can type search text in the **T&C Name** text box and select other search criteria from drop-down menus.

The following criteria are available:

T&C Name — Enter search text

IC(s) — Open the drop-down menu and use the checkboxes to select IC(s). **Note:** The drop-down shows only the ICs for which you have the TERMS_CONDITIONS_ADMIN_ROLE.

- **Grant Program (PCC)** - Open the drop-down menu and use the checkboxes to select the program(s)
- **Section Name** — Open the drop-down menu and use the checkboxes to select a section (remarks, special terms, special conditions, and so on)
- **Fiscal Year** — Open the drop-down menu and use the checkboxes to select the fiscal year (s).
- **FOA** — Open the drop-down menu and use the checkboxes to select FOA(s)
- **Award Type** — Open the drop-down menu and use the checkboxes to select award type(s)
- **Current Status** — Open the drop-down menu and use the checkboxes to select term status (active or inactive)
- **Agency Acronym** — Indicates your agency
- **Programmatic Term Setting** — Yes, No, or Any (i.e., both)
- **Term Level** — Budget Period or Project Period.

Enter your search parameters and click **Search**. The results will appear in the search results grid, and the Search Criteria strip above the search results grid shows the criteria used for the current search.

Step 1: Search for Terms

Manage Selected Terms (0 terms)

View Selected Awards

Advanced Search Options...

Search Criteria: Agency: SAMHSA , IC(s): AE, CA, OA, OD, SM, SP, ... , Current Status: Active Only

Next

Showing 1 - 10 of total 65

Filter:

Show 10 per page « 1 2 3 4 5 6 7 »

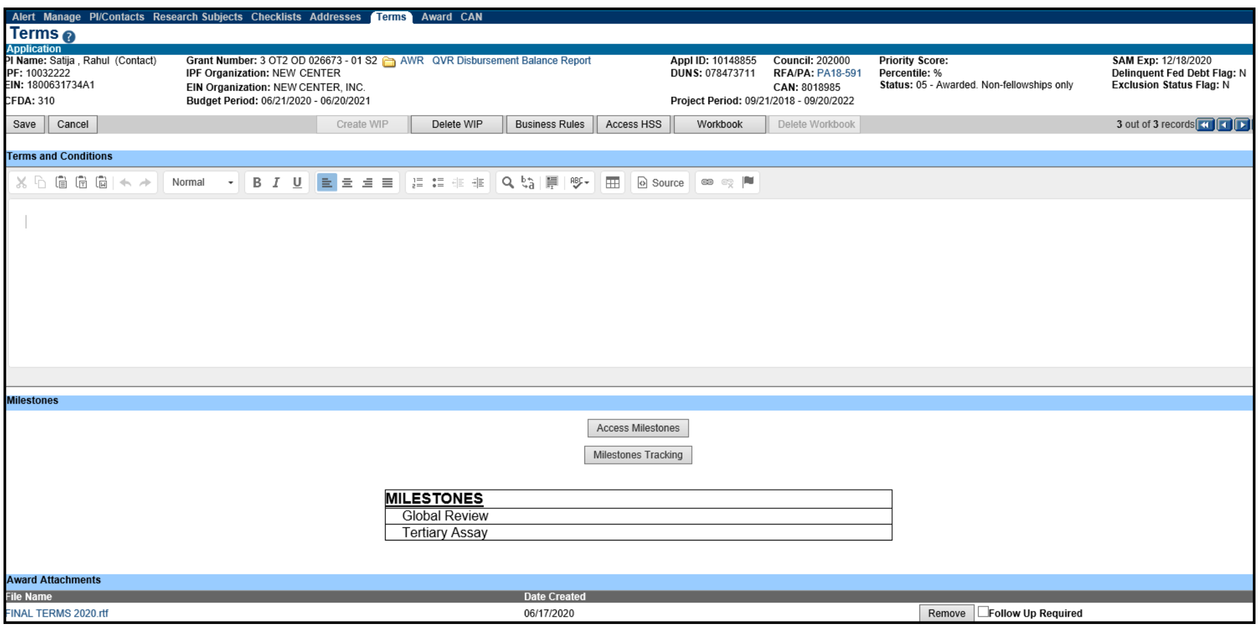
	Grant Program	Fiscal Year	IC	Section Name	T&C Name	Active?	T&C Content	Award Type	Programmatic	Term Level	Created By	Latest Update
	ALL (AE) ALL (OA) ALL (SM) ALL (SP) ALL (TI)	N/A	AE,OA,SM,SP,TI	2-Special Terms	View Details-TEST	✓	New term created by proof automation script - EDITED version.		No	Budget Period	DIZ Z, UZI	10/05/2020
	74 (TI) 152 (SM) 72 (SP)	2018	SM,SP,TI	2-Special Terms	Proof Testing - Smoke	✓	New term created by proof automation script.	New	No	Budget Period	UN, PROOF	09/18/2020
		N/A	SM,SP,TI	1-Remarks	PROJECT PERIOD TERM NEW	✓	PP Level		No	Budget Period	DIZ Z, UZI	09/01/2020
	ALL (GM) ALL (HL) ALL (OD) ALL (SM) ALL (SP) ALL (TI)	N/A	GM,HL,OD,SM,SP,TI	1-Remarks	NoA UNCHECKED in catalog	✓	NoA UNCHECKED in catalog		No	Budget Period	UN, PROOF	08/19/2020
	ALL (GM) ALL (HL) ALL (OD) ALL (SM) ALL (SP) ALL (TI)	N/A	GM,HL,OD,SM,SP,TI	1-Remarks	NoA checked in catalog	✓	NoA checked in catalog		No	Budget Period	DIZ Z, .UZI	08/19/2020
	ALL (SM) ALL (SP) ALL (TI)	N/A	SM,SP,TI	1-Remarks	Catalog- Do Not Include on NoA	✓	Catalog- Do Not Include on NoA		No	Project Period	UN, PROOF	08/19/2020
	ALL (SM) ALL (SP) ALL (TI)	N/A	SM,SP,TI	1-Remarks	Catalog-Include on NoA checked	✓	Catalog-Include on NoA checked		No	Budget Period	DIZ Z, UZI	08/19/2020
	ALL (AE) ALL (FG) ALL (OA) ALL (SM) ALL (SP) ALL (SU) ALL (TI)	N/A	AE,FG,OA,SM,SP,SU,TI	3-Special Conditions	Non-Federal Match	✓	====If Match is Not Met ====== Submit a revised SF-424A to correct the Non-Federal Request (cost sharing/matching funds). Per the Funding Opportuni...	New,Non-Competing,Amendments	No	Budget Period	UN, PROOF	08/06/2020
	ALL (AE) ALL (FG) ALL (OA) ALL (SM) ALL (SP) ALL (SU) ALL (TI)	2020	AE,FG,OA,SM,SP,SU,TI	4-Standard Terms and Conditions	Multi-Year Federal Financial Report (SF-425)	✓	By /insert date 90 days after the incremental period end date/, submit via eRA Commons. The Federal Financial Report (FFR) (SF-425) is required on ...	New,Non-Competing	No	Budget Period	PHAM, ANNA	06/02/2020
	ALL (AE) ALL	2020	AE,FG,OA,SM,SP,SU,TI	4-Standard Terms and Conditions	Multi-Year Programmatic Report	✓	By /insert date 90 days after the incremental	New,Non-Competing	No	Budget Period	UN, PROOF	06/02/2020

Select Terms

1. Review the search results and use the checkboxes on the left column of the grid to select terms and conditions, then click **Next** to assign them to the selected grant(s).
2. The *Manage Selected Terms* window opens. For the next steps, see Step 2: Manage Selected Terms.

OTA: Access Milestones

1. Use the Grants Management (GM) search function to find an OT award, then click the Terms tab to open the Terms screen, as shown below.
2. To assign milestones, click the **Access Milestones** button.
3. The *Manage Selected Terms* window opens. For the next steps, see Step 2: Manage Selected Terms.



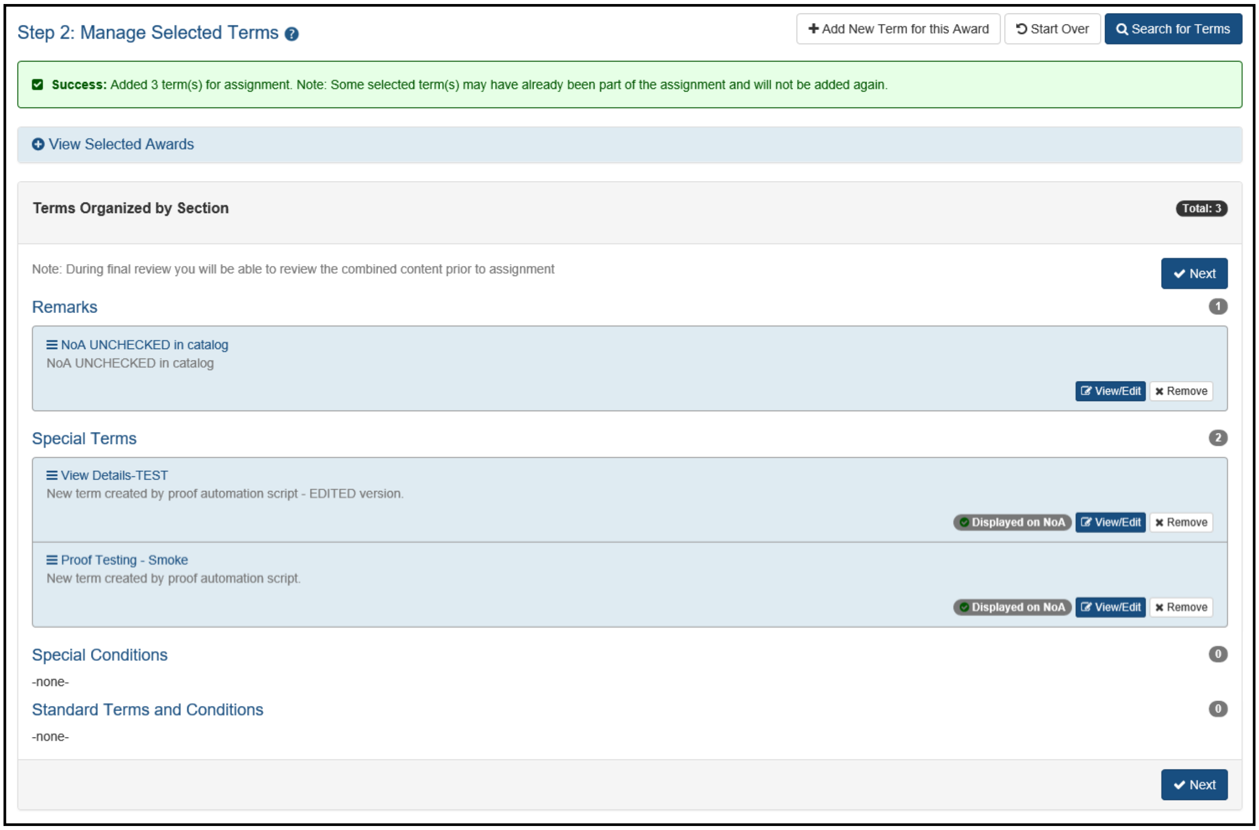
6.1 Step 2: Manage Selected Terms/Milestones

Use this screen to add, remove or edit selected terms/milestones and assign them to a grant.

SAMHSA Manage Selected Terms

When you select and assign terms in the Step 1: Search for Terms screen, the selected terms/milestones appear in this screen, organized by FOA section as shown below.

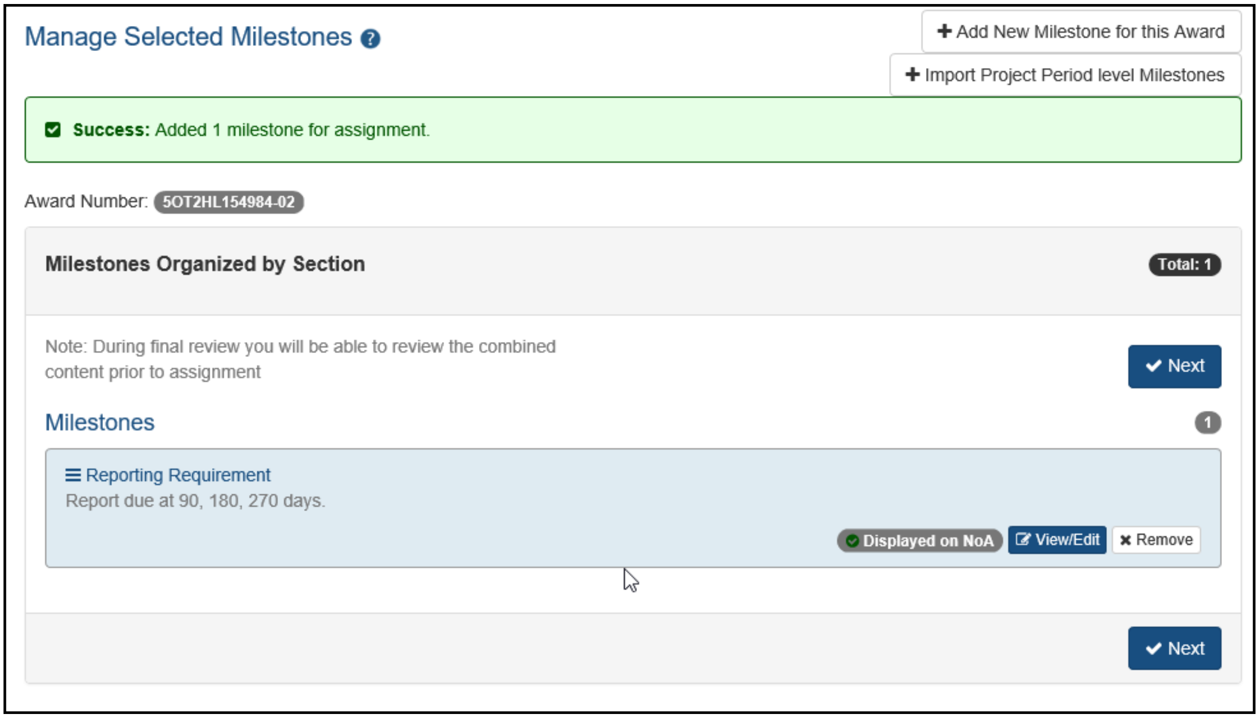
Use this screen to add, remove or edit selected terms/milestones and assign them to the selected grant(s). See below for instructions



OTA Manage Selected Milestones

When you click the **Access Milestones** button in the GM Terms tab screen, the milestones for that award appear in this screen, organized by FOA section as shown below.

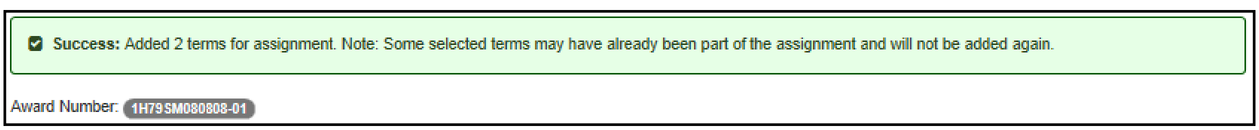
Use this screen to add, remove or edit selected milestones and assign them to the selected award. See below for instructions



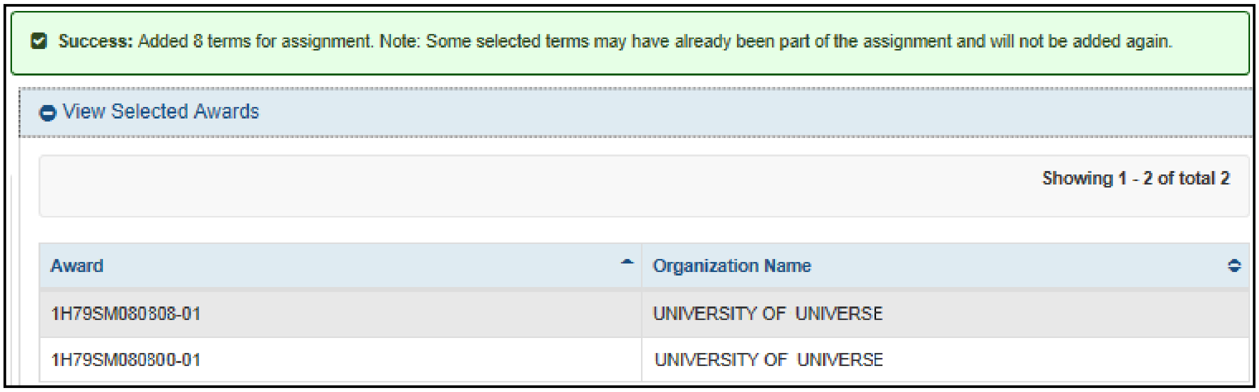
Header information

Note the *Success* banner at the top of the screen that tells you how many terms/milestones were added, and lets you know if any duplicate items were omitted in this operation. The header area also identifies the selected grant(s), as shown here:

If you're applying terms/milestones to a single grant, the grant is identified just below the banner:



And if you're applying bulk terms/milestones to multiple grant awards selected in the [Search for Grant Awards](#) screen, you can click *View Selected Awards* to see the awards:



Manage Terms/Milestones

Follow these steps to manage the selected terms/milestones and continue with the assignment:

1. Review term/milestone content.
2. If all content is acceptable, click the **Next** button to see the terms in their final form and review the assignment results in the Step 3: Preview Selected Terms/Milestones screen.
3. If the content is not acceptable, take one of these actions to correct it:
   - **Add New Term/Milestone for this Award** — Click this button at the top of the screen to add a new term/milestones for this grant only (that is, without adding it to the catalog) in the Add Terms/Milestones screen.
   - For SAMHSA ONLY **Start Over, Search for Terms** — SAMHSA users, click this button to clear all assigned terms and return to the Step 1: Search for Terms screen to perform a new search.
   - NIH ONLY **Back to Manage Selected Milestones** — OTA users, click to return to the Manage Selected Milestones screen without saving the current milestones.
   - **Search for Terms** — Click this button to keep all the assigned terms and return to the Search for Terms screen to search for additional terms.
   - **View/Edit** — Click this button to edit a term's content or set up tracking in the Edit Term Content and Tracking screen.
   - **Remove** — Click this button to remove a term.

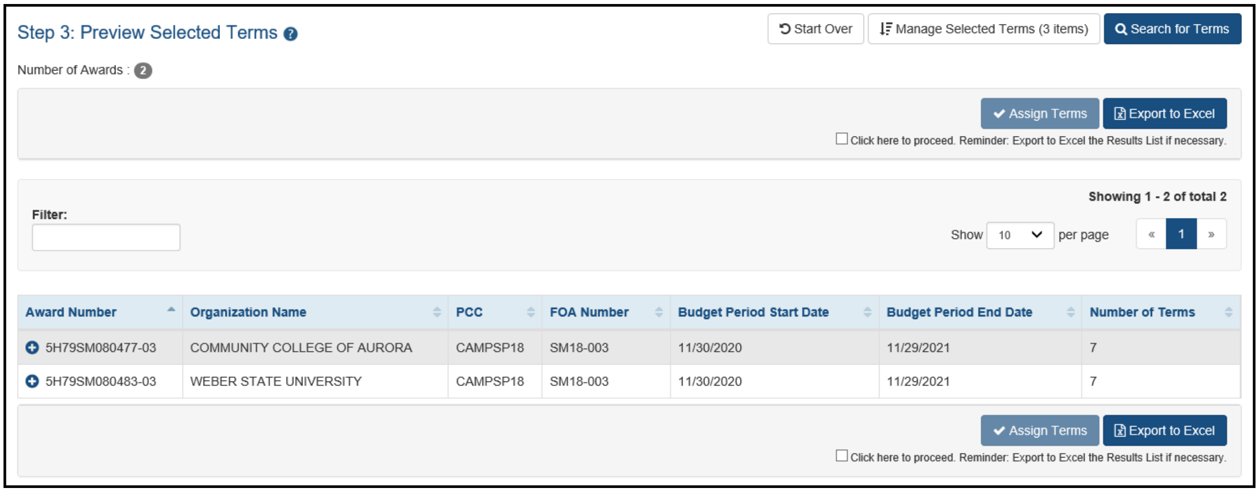
   - If you wish, you can drag-and-drop terms to change the order of terms within a section (you can't move terms between sections).

4. When you have finished editing and ordering the term content, click **Next** to see the terms/milestones in their final form and review terms assignment results in the Step 3: Preview Selected Terms/milestone screen.

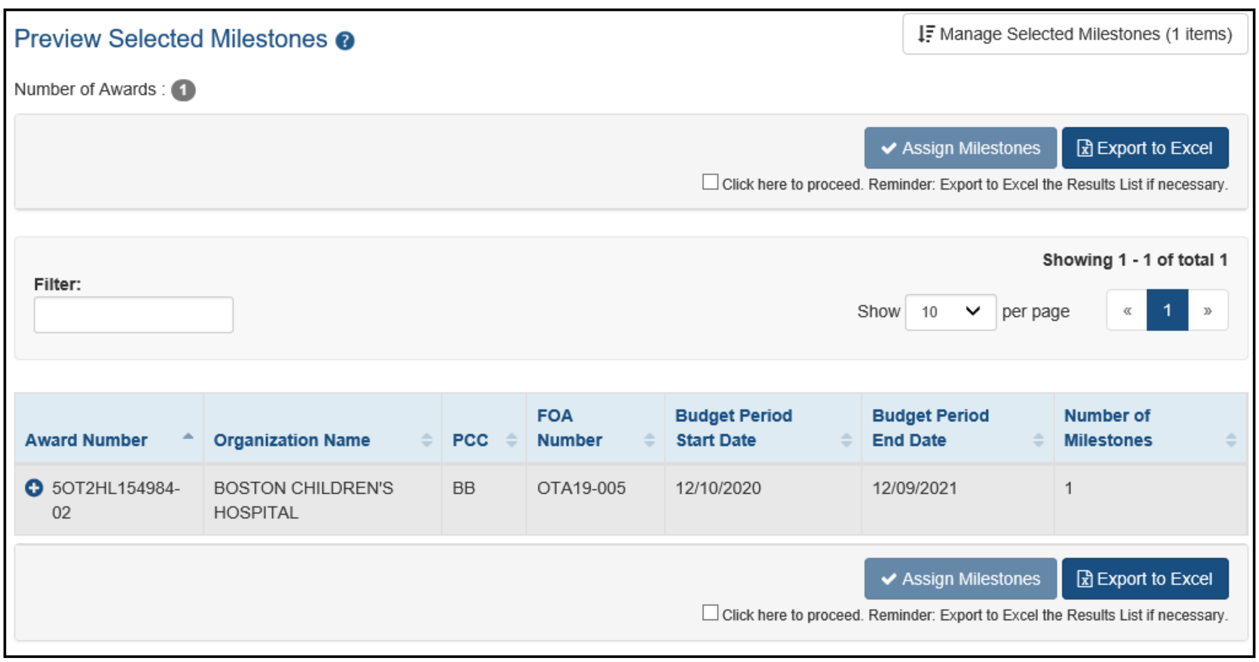
6.2 Step 3: Preview Selected Terms/Milestone

When you click **Next** in the Manage Selected Terms/Milestones screen. the system performs certain validations and the *Preview Selected* screen opens to summarizes the changes you are about to make, as shown here:

SAMHSA Preview Selected Terms



OTA Preview Milestones



At the top, this screen reports any items that were flagged during these validation checks:

- **Duplicative Terms:** If you have selected any terms that have already been assigned to the grant, these checkboxes let you choose how to handle such duplicates: Keep the existing versions, or replace them with the terms in this batch.
- **Due Dates**: If any tracked term has an invalid due date, this section notifies you of the problem. You can still proceed with the term assignment, but if you set up term tracking, it will not be applied to the awards with invalid due dates. Click **Yes** to proceed or click **No** to proceed but disregard term assignments with invalid due dates.
- **WIP Status:** You can only assign terms to awards that are in WIP status. But if any awards are not in WIP status, these checkboxes give you the option to automatically change all awards to WIP status. Click **Yes** to move all awards to WIP and assign the selected terms, or click **No** to proceed but exclude the terms to the affected awards.
- **Budget Period** : If the Budget Period has expired for any of the selected awards, this section notifies you of the problem. You can still proceed with the term assignment, but if you set up term tracking, it will not be applied to the affected awards. Click **Yes** to proceed or click **No** to proceed without applying tracking to terms on the affected awards.

Below the validations, his screen lists the grants to which the selected terms will be applied.

For each grant, you can click the + icon next to the grant number to expand the item and display the *Terms and Conditions Assignment Results* table and a formatted preview of the terms as they will appear in the FOA, as shown here:

Award Number	Organization Name	PCC	FOA Number	Budget Period Start Date	Budget Period End Date	Number of Terms
1H79SM080869-01	ADMINISTRACION DE SERVICIOS DE SALUD MENTAL	HT-18	SM18-010	09/30/2018	09/29/2019	13
5H79SM063417-03	STATE DEPARTMENT OF HEALTH	CMHI	SU17-002	09/30/2018	09/29/2019	13

Terms and Conditions Assignment Results

Section Name	Terms and Conditions Name	New Term/Existing Term	Selected Decisions	Final Results and Decision Outcomes
Remarks	FY 2018 Continuation Award	Existing Term		Previous term is retained
Special Terms	Flex Funds	Existing Term		Previous term is retained
Special Terms	TESTING	New Term		Term is assigned New term assigned
Special Conditions	Revised Budget	Existing Term		Previous term is retained
Special Conditions	(FOA) Funding Limitations/Restrictions	Existing Term		Previous term is retained
Special Conditions	Key staff and Task Lead verification	Existing Term		Previous term is retained
Standard Terms and Conditions	Standard Terms for Awards FY 2018	Existing Term		Previous term is retained
Standard Terms and Conditions	Programmatic Performance Progress Reports	Existing Term		Previous term is retained
Standard Terms and Conditions	Annual Federal Financial Report (SF-425)	Existing Term		Previous term is retained
Standard Terms and Conditions	Compliance with Terms and Conditions	Existing Term		Previous term is retained
Standard Terms and Conditions	Test term for the GM Redesign TCM Demo	New Term		Term is assigned New term assigned
Standard Terms and Conditions	Intra-IHE Faculty Consulting that Exceed a Faculty Member's Base Salary, Under Certain Conditions	New Term		Term is assigned New term assigned
Standard Terms and Conditions	Supplemental Compensation under Written Institutional Policy for IHEs	New Term		Term is assigned New term assigned

REMARKS

FY 2018 Continuation Award

1. **This Notice of Award (NoA) is issued to inform your organization that the application submitted for the SM-16-009 FY2016: System of Care (SOC) Expansion and Sustainability Cooperative Agreements (CMHI)** program is being continued.

1(a) This award ***conditionally*** reflects approval of the budget submitted *February 16, 2018,* as part of the continuation application by your Organization.

1(b) This award reflects offset funding of *$633,062* due to a review of your award progress. An offset in the amount of *$633,062* plus new funding of *$1,685,161*,will provide for a total federal approved budget amount of *$2,318,223* for the Year 03 award.

See "**Less Unobligated Balance**" and "**AMOUNT OF THIS ACTION (FEDERAL SHARE)**" on page 2 of this Notice of Award.

2. **Key Staff**

Key staff (or key staff positions, if staff has not been selected) are listed below:

Malm Stichels, MD, Principal Investigator @ 10% level of effort

Unnamed Project Director @ 100% level of effort

Unnamed Lead Family Contact @ unspecified level of effort

Any changes in key staff including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project, requires prior approval. Reference the Prior Approval Standard Term for additional information and instructions.

SPECIAL TERMS

Flex Funds

Flex funds should be consistent with your agency's policy.

Per the FOA: Flex funds shall be used to support the individualized needs of children, youth, and families that are not typically covered services and otherwise not reimbursable. Use of flex funds shall be tied into an individual's plan of care (i.e., treatment plan), and should be considered as a temporary solution to address a specific need.

TESTING

TEST 22

SPECIAL CONDITIONS

Revised Budget

By October 31, 2018, submit to the Program Official and Grants Management Specialist a revised SF424A and a revised budget to reflect the correct match requirement.

Per the FOA SM16-009: **COST SHARING and MATCH REQUIREMENTS**

Cost sharing/match is required by statutory mandate to provide matching funds from other non-federal sources, either directly or through donations from public or private entities:

For the first, second, and third fiscal years of the cooperative agreement, you must provide at least $1 for each $3 of federal funds;

Per the 03 year budget submitted on February 16, 2018, in the amount of $2,318,223, the required non-federal match amount is $772,741. The non-federal match budget submitted, in the amount of $771,968, falls short of the requirement by $700.

(FOA) Funding Limitations/Restrictions

Follow these steps to complete the term assignment:

1. Review the assigned terms/milestones.
2. If you want, you can use the buttons at the top of the screen to perform these actions:

   - **Start Over** — Clear all assigned terms and return to the Step 1: Search for Terms to Assign screen to perform a new search.
   - **Manage Selected Terms** — Return to the Step 2: Manage Selected Terms screen to add or remove terms or edit their text.
   - **Search for Terms** — Keep the assigned terms and return to the Step 1: Search for Terms to Assign screen to search for additional terms.
   - **Export to Excel** — Click to export the terms assignment results to Excel. This is useful if you need to use the terms assignment results outside of the system. **Note:** You can also opt to perform this export in the next step.

3. If term content is acceptable, click **Assign Terms** to complete the assignment. And if you have not already exported term assignment results to Excel, first click the *Export* checkbox to perform the export and then complete the assignment.

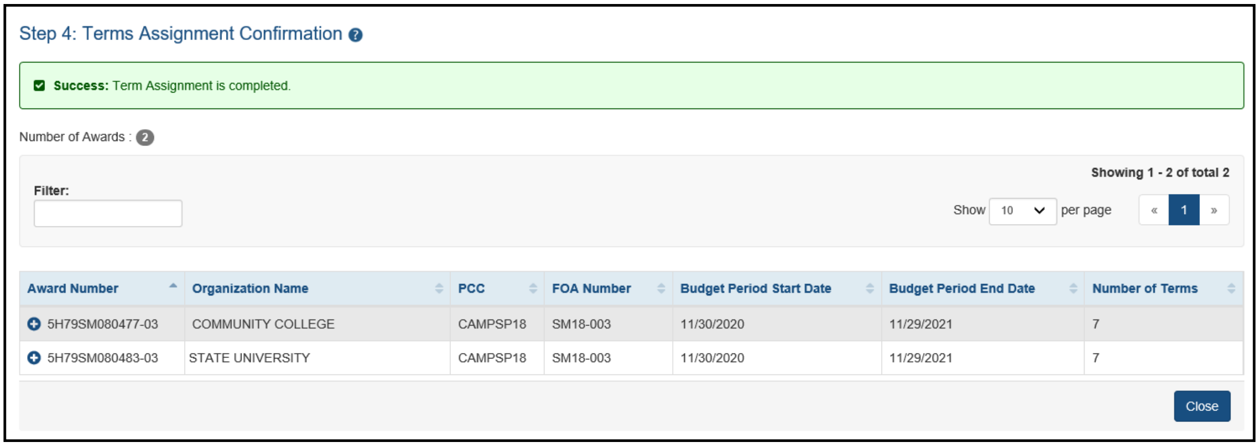
IMPORTANT: Click the *Reminder: Export to Excel the Results List if necessary* if you want to save the terms assignment results in Excel form.

4. When you click **Assign Terms**, the Step 4: Terms Assignment Confirmation screen opens.

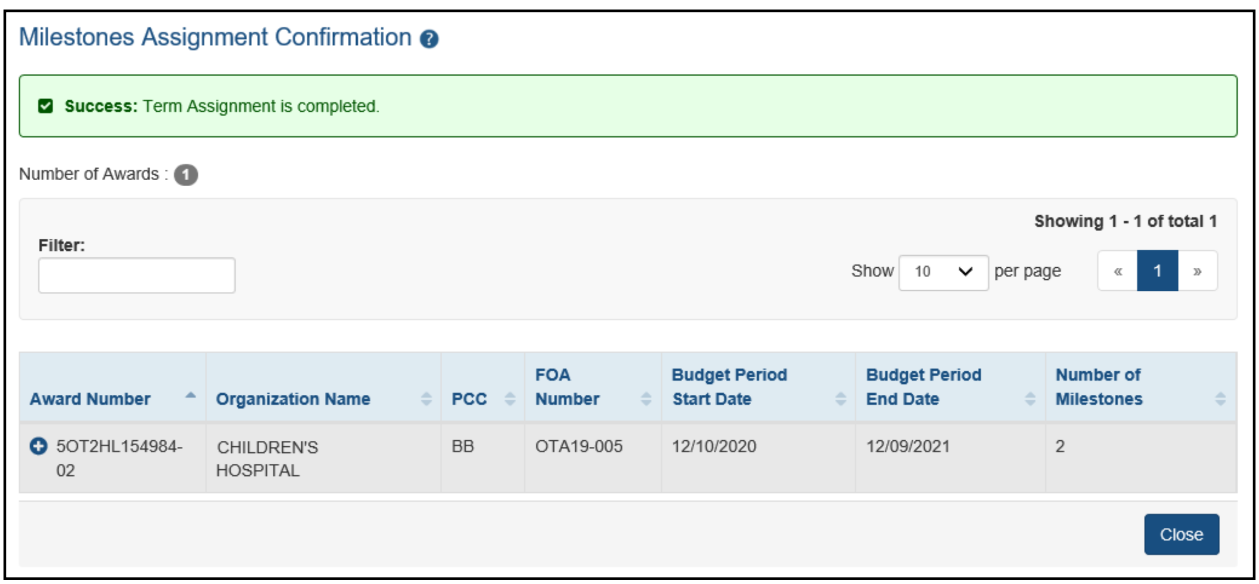
6.3 Step 4: Terms/Milestones Assignment Confirmation

When you successfully completed anassignment in the Preview Selected Terms/Milestones screen, the *Assignment Confirmation* screen opens, as shown here:

SAMHSA Terms Assignment Confirmation



OTA Milestones Assignment Confirmation



This screen lists the grants to which the selected terms/milestones were applied. For each grant award, this screen displays Award Number, Organization Name, Budget Period Start Date and End Date, and Number of items to be applied.

1. For each grant, you can click the + icon to expand the item and display the Expanded Assignment Results, as shown below.

The Assignment Results table shows you exactly how each assignment was handled for this grant. And below the results table, you can see all the terms/milestones in their final form, as they will appear on the NOA.

2. Review this material for each grant, then click **Close** to complete the assignment and close the screen.

Terms and Conditions

Award Number	Organization Name	PCC	FOA Number	Budget Period Start Date	Budget Period End Date	Number of Terms
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Standard Terms and Conditions	Annual Federal Financial Report (SF-425)	Existing Term		Previous term is retained
Standard Terms and Conditions	Compliance with Terms and Conditions	Existing Term		Previous term is retained
Standard Terms and Conditions	Test term for the GM Redesign TCM Demo	New Term		Term is assigned New term assigned
Standard Terms and Conditions	Intra-IHE Faculty Consulting that Exceed a Faculty Member's Base Salary, Under Certain Conditions	New Term		Term is assigned New term assigned
Standard Terms and Conditions	Supplemental Compensation under Written Institutional Policy for IHEs	New Term		Term is assigned New term assigned

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2. **Key Staff**

Key staff (or key staff positions, if staff has not been selected) are listed below:

Malm Stichels, MD, Principal Investigator @ 10% level of effort

Unnamed Project Director @ 100% level of effort

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TESTING

TEST 22

SPECIAL CONDITIONS

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Per the FOA SM16-009: **COST SHARING and MATCH REQUIREMENTS**

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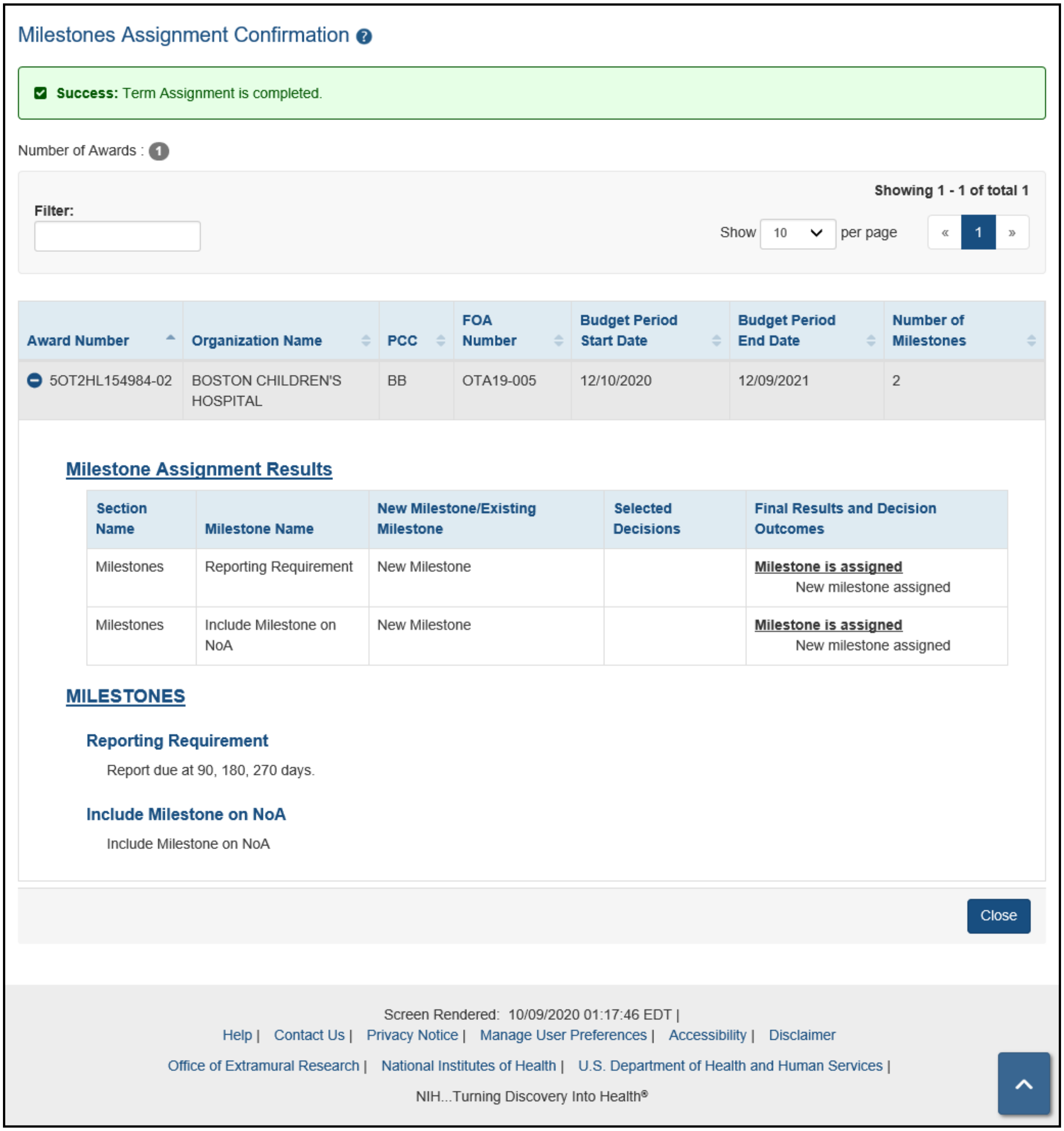
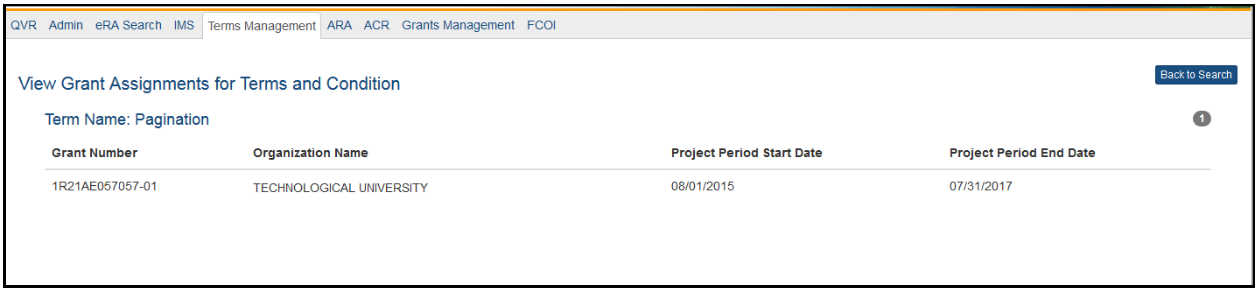
(FOA) Funding Limitations/Restrictions



6.4 View Grant Assignments for Terms and Conditions

When you select the **Grant Report** action in the Terms Catalog Action Menu, this report opens, listing all grants that this term has been assigned to.


QVR Admin eRA Search IMS Terms Management ARA ACR Grants Management FCOI
View Grant Assignments for Terms and Condition
Back to Search
Term Name: Pagination
Grant Number
Organization Name
Project Period Start Date
Project Period End Date
1R21AE057057-01
TECHNOLOGICAL UNIVERSITY
08/01/2015
07/31/2017

7 View Terms/Milestones Tracking Details

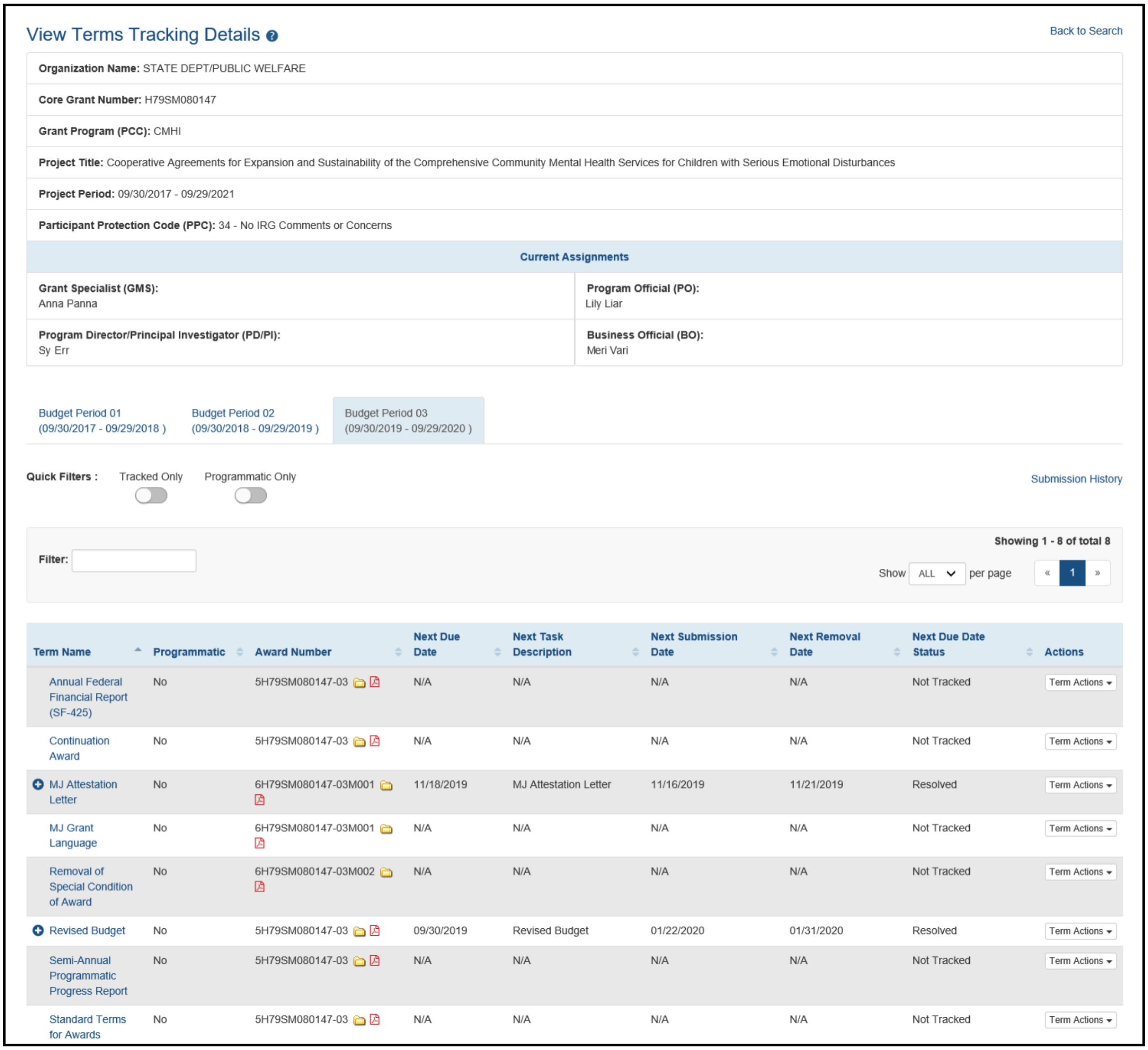
This screen shows the current tracking status of all terms assigned to the award, sorted by Budget Period.

Users with the following role combinations can use this screen to access terms tracking properties for the award:

- TERMS_TRACKING_ADMIN_ROLE together with GM_MANAGER_ROLE or GM_WORKUP_ROLE — Can view term/milestone details and manage tracking properties.
- TERMS_TRACKING_PROGRAM_ROLE together with PROGRAM_OFFICIAL or PROGRAM_ANALYST role — Can view term/milestone details and add comments to terms. (And OTA program staff can manage tracking properties on programmatic milestones.)
- TERMS_TRACKING_READONLY_ROLE with any of the GM or Program role — Can view term details.

SAMHSA Term Tracking Details

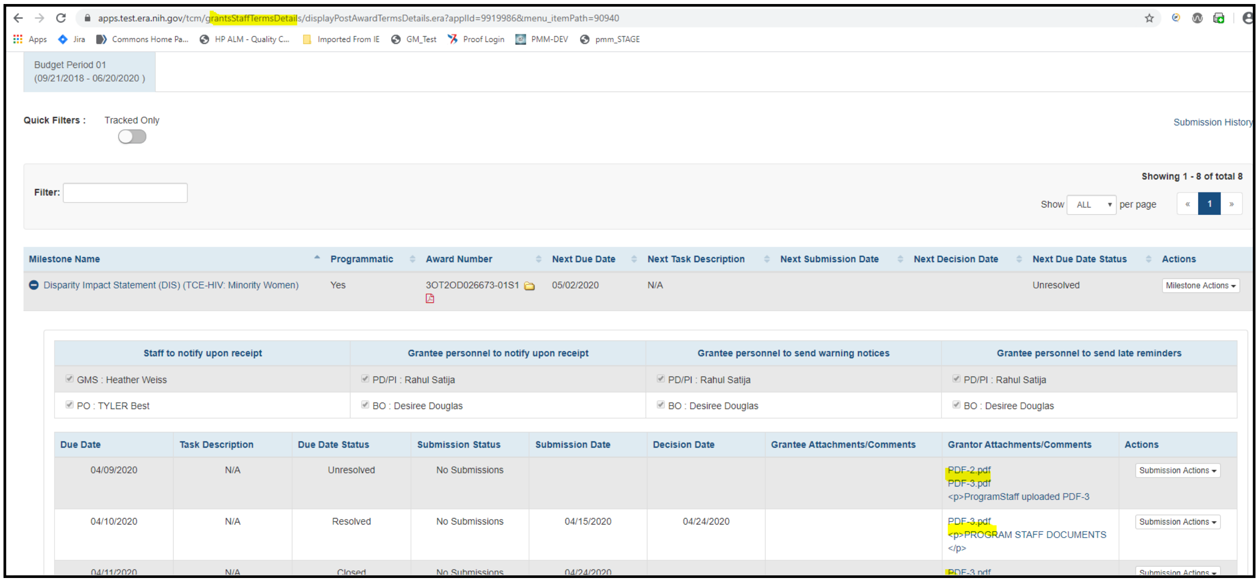
When SAMHSA users click the **View Terms/Milestones Tracking** action in the Grant Portfolio tab or Grant Awards tab, the View Terms Tracking Details screen opens, as shown below. (You can also launch this screen from the Grant Folder's *Award Terms tab*, or from a PMM grant summary.)



OTA Milestone Tracking Details

In the Grants Management (GM) module , when NIH OTA users click the **Milestones Tracking** button in the *Terms* screen, the TCM *View Milestones Tracking Details* screen opens, as shown below.

(You can also launch this screen from the Grant Folder's *Award Terms tab*, and OTA Program staff can access it from a grant summary in PMM.)



About this screen:

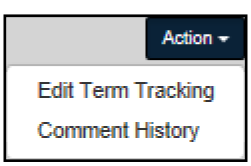
At the top of the screen you can see the organization name, core grant number (i.e., activity code, IC, and serial number), grant program or Program Class Code (PCC), and project title as well as the current federal and grantee points of contact.

At the bottom of the screen, there are tabs for each awarded Budget Period, with the Budget Period Start and End Dates listed. Click a tab to view the terms aligned to awards in that support year.

Enter a keyword in the Filter field to show only rows that include the filter text.

Actions

- **Back to Search** — Click *Back to Search* to return to the grant search results.
- Click the **Submission History** button to view the history of all documents submitted for all terms on the grant (if any submissions exist). See Submission History for more information.
- Or click the **Action** button to perform one of these actions on a term:



  - **Edit Term/Milestone Tracking** — Grants staff, click to edit the term's tracking attributes in the Setup and Edit Terms/Milestones Tracking screen.
  - **Comment History** — View all comments about the term or add your own comment in the Comment History screen.

Grid Columns

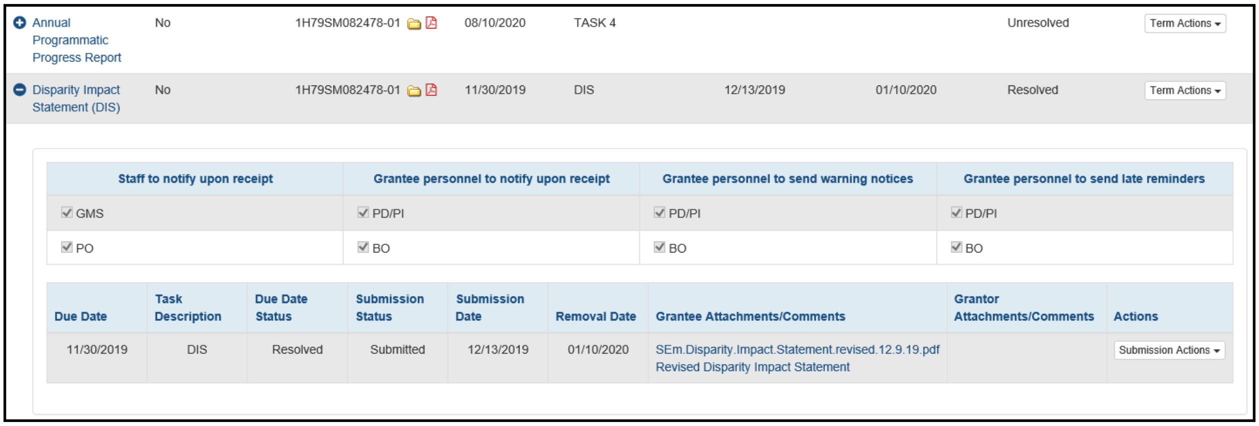
There is a row for each term applied to an award. Each row includes the following columns:

- **Term/Milestone Name**: This column indicates the term name that should match the term name that was applied to the NOA
- **Award Number**: This column indicates the full award number under which the term was awarded. In addition, there is a link to the Grant Folder
- **Next Due Date**: This column indicates the next chronological due date for a term that already has tracking attributes; if there are multiple due dates, select the plus sign to view in the expansion area. If the term does not have tracking attributes, then N/A will be displayed
- **Submission Date**: This column indicates the date that the grantee submitted materials in response to a due date (**Note**: If the grants staff returns the grantee submission, this field is cleared)
- **Removal Date**: This column indicates the date that the federal grants management staff deemed the term requirement resolved
- **Status**: This column indicates the status of that particular term. Options include: Not Tracked (i.e., tracking attributes were not set up), Unresolved (i.e., tracking attributes were set up, but haven't been resolved yet), Resolved (i.e., tracking attributes were set up and they have been resolved), and Archived (Unresolved) (i.e., tracking attributes were set up, they were not resolved, the budget period end date has passed, and the system automatically updated the status)
- **Actions**: Click the **Edit Term/Milestone Tracking** button in this column to view and edit term tracking details. See Setup and Edit Terms/Milestones Tracking.

You can sort by any column except *Actions*.

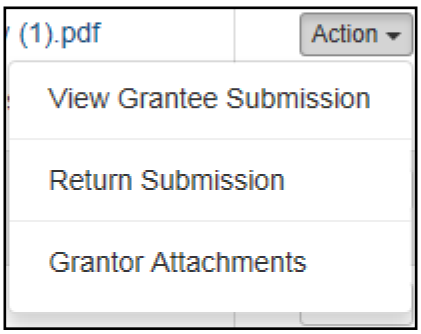
Grid Expansion Area

Click the plus icon next to a term name to see additional information about the term, such as the due dates of term tasks and the user roles who are receiving notifications about term activity, as shown below. Click the minus icon next to the term name to close the expansion area.



Actions

Click the **Action** button in the expansion area to choose one of these actions for a term task:



- **View Grantee Submission** — Click to view the current grantee attachments for this term due date, consolidated intro a single PDF. To view all current and past grantee submissions for this Budget Period, go to the Submission History screen.
- **Return Submission** — Click to return the submitted attachments to the grantee for corrective action. The Return Submission dialog opens.
  Note: This action is only available if there is a grantee submission and the term due date status is *Unresolved* or *Archived* (*Unresolved*) on expired Budget Period.
- **Grantor Attachments** — This action is available to grants staff only; click to attach a document to the term or to view and edit existing attachments in the Additional Materials screen. Grantor attachments are not visible to the grantee.

7.1 Setup and Edit Term/Milestone Tracking

When you click the **Edit Term/Milestone Tracking** button in the TCM View Term/Milestone Tracking Details screen, the *Setup and Edit Tracking* screen opens, as shown below.

Click the **Back to View Terms** button to return to the View Terms/Milestones Tracking Details screen.

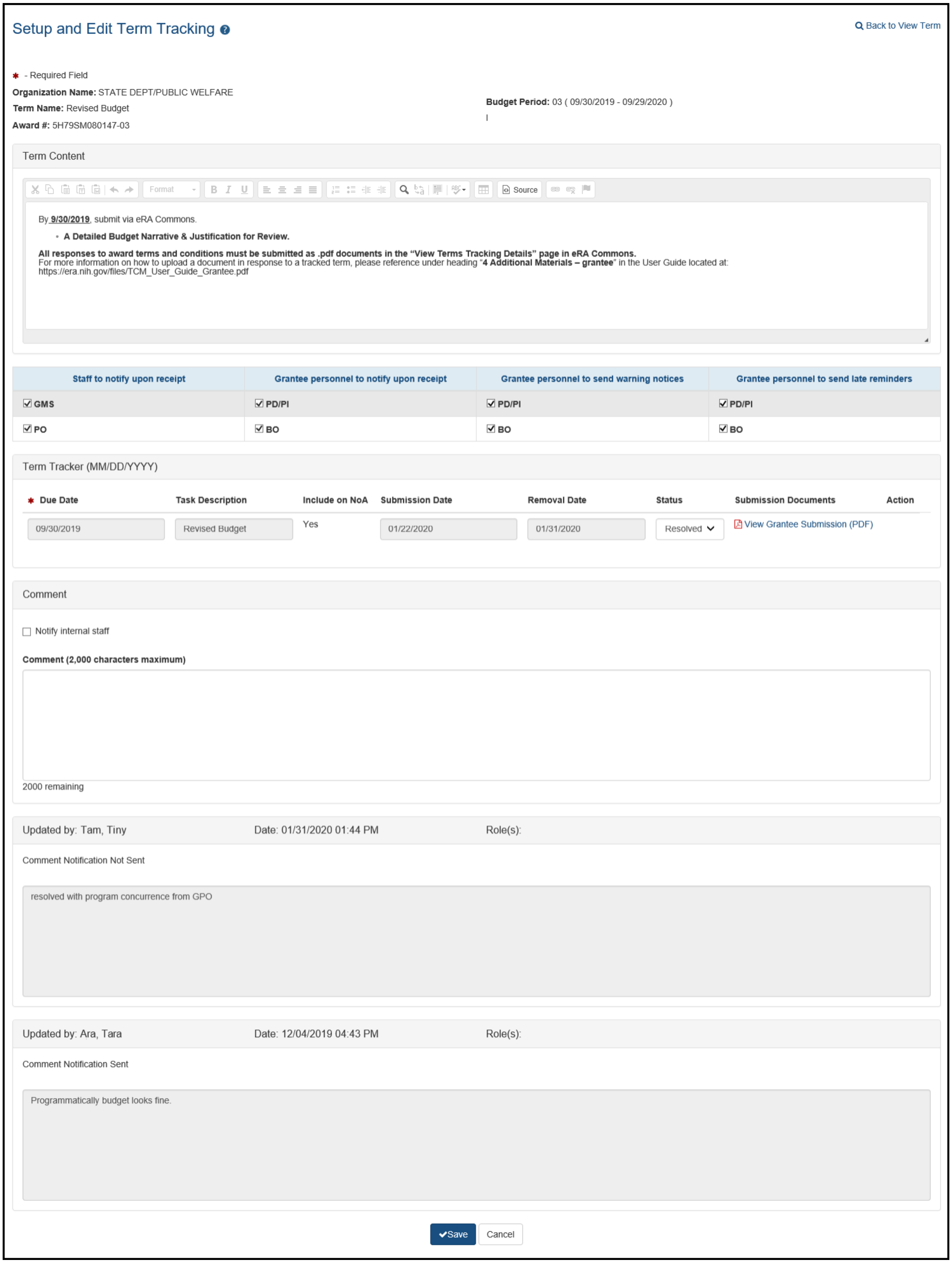
Grants staff can use this screen to setup or edit tracking attributes for the term. OTA Program staff can perform these functions on Programmatic Terms.

Read-only users can view tracking details and add comments.

At the top of the screen you can see the organization (i.e., institution) name, term name, award number, budget period start and end dates, and the term content. Note that the term content is not editable.

See below for instructions on setting up tracking.

For SAMHSA



Setup and Edit Term Tracking

Back to View Term

* - Required Field

Organization Name: STATE DEPT/PUBLIC WELFARE

Term Name: Revised Budget

Award #: 5H79SM080147-03

Budget Period: 03 (09/30/2019 - 09/29/2020)

Term Content

Format Source

By **9/30/2019**, submit via eRA Commons.

- **A Detailed Budget Narrative & Justification for Review.**

All responses to award terms and conditions must be submitted as .pdf documents in the "View Terms Tracking Details" page in eRA Commons.
For more information on how to upload a document in response to a tracked term, please reference under heading "**4 Additional Materials – grantee**" in the User Guide located at:
https://era.nih.gov/files/TCM_User_Guide_Grantee.pdf

Staff to notify upon receipt	Grantee personnel to notify upon receipt	Grantee personnel to send warning notices	Grantee personnel to send late reminders
☑ GMS	☑ PD/PI	☑ PD/PI	☑ PD/PI
☑ PO	☑ BO	☑ BO	☑ BO

Term Tracker (MM/DD/YYYY)

* Due Date	Task Description	Include on NoA	Submission Date	Removal Date	Status	Submission Documents	Action
09/30/2019	Revised Budget	Yes	01/22/2020	01/31/2020	Resolved	View Grantee Submission (PDF)	

Comment

☐ Notify internal staff

Comment (2,000 characters maximum)

2000 remaining

Updated by: Tam, Tiny Date: 01/31/2020 01:44 PM Role(s):

Comment Notification Not Sent

resolved with program concurrence from GPO

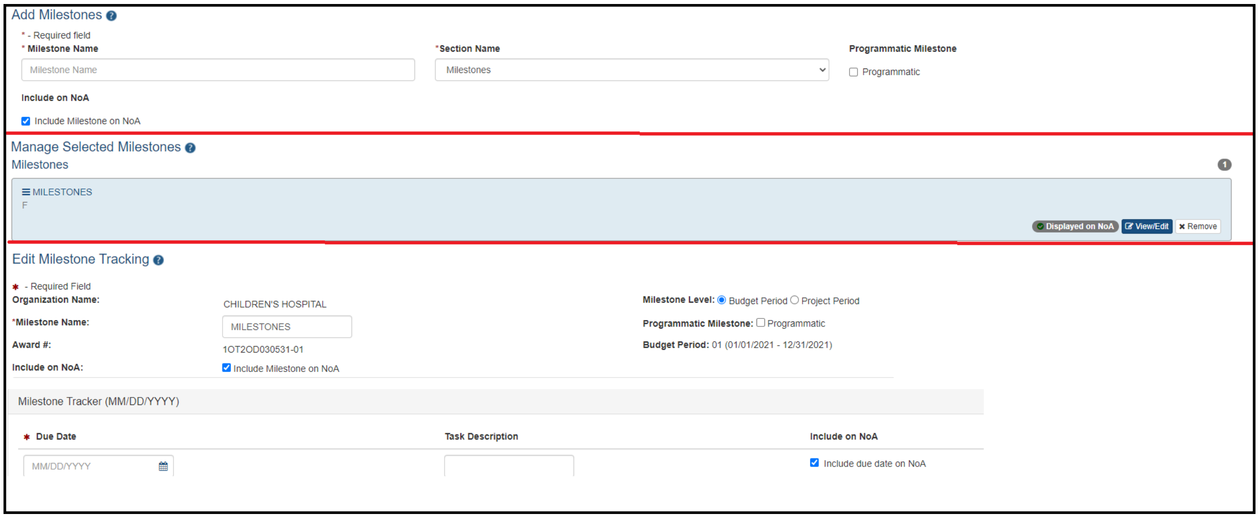
Updated by: Ara, Tara Date: 12/04/2019 04:43 PM Role(s):

Comment Notification Sent

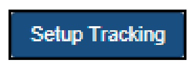
Programmatically budget looks fine.

Save Cancel

For NIH OTA



To Setup Tracking:

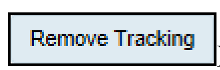
if tracking has not been set up for the term/milestone, The 

Setup Tracking button will be present. Click it to begin tracking. The tracking attributes sections of the screen become editable. Configure the tracking attributes as described below.

To Edit Tracking

If tracking has already been set up for the term/milestone, the tracking attributes sections of the screen will be editable. Configure the tracking attributes as described below.

To Remove Tracking

If tracking attributes have been set up, the 

Remove Tracking button will be present. Click it to clear all tracking attributes.
But **note:** If there is a due date with a *Resolved* status, then the system will not allow you to remove tracking: You must first change the status to *Unresolved* before you click **Remove Tracking**.

Tracking Attributes

You can set the following tracking attributes:

Attribute	Description

Staff to notify upon receipt	Use the checkboxes to send a notification email the GMS and/or PO when the grantee submits materials in response to this term (i.e., a submission date has been entered for this term). For more information, see Notifications.
Grantee personnel to notify upon receipt	Use the checkboxes to send a notification email to the PD/PI and/or BO when the status of the term task changes to *In-Review*. For more information, see Notifications.
Grantee personnel to send warning notices	Use the checkboxes to send a warning email to the PD/PI and/or BO 30 days before the term's due date if a submission date has not been entered. For more information, see Notifications.
Grantee personnel to send late reminders	Use the checkboxes to send reminder emails to the PD/PI or BO if the term is still unresolved 1 day and 30 days after the term's due date passes. For more information, see Notifications.
Term Tracker	Use the calendar pickers to set due dates for tasks associated with fulfilling this term. Note: you must enter at least one due date if you set any of the notifications. Set these properties to configure a task due date: • **Due Date** — Click the field and use the date picker to set the due date for the task (or enter the due date in the format

	MM/DD/YYYY). If necessary, you can click *Add due date* to add additional due date rows to the grid. To remove a due date, clear the due date field or click the delete icon to remove the due date row. *Note:* Grants staff can only edit or delete the due date if **all** of the following conditions are true: ◦ The budget period is not expired. ◦ A RAM has not been created. ◦ No Removal Date is set. ◦ No Submission Date or RAM submission date is set.

	◦ No email notifications have been sent out for the term. ◦ The term's status is *Unresolved* (you cannot edit the due date if the status is *Resolved*, *In-Review* or *Closed*). • **Task Description** — Describe the task that must be performed by this due date. • **Submission Date** — You can manually set the Submission Date as long as there is no grantee submission. If there is a grantee submission, the submission date is displayed here. • **Removal Date** — The Removal Date is editable and required only when the Term Status is changed to *Resolved.* • **Status** — To update the status of a term task: Click the **Status** drop-down menu to set the

	status to *Resolved*, *Unresolved*, *Closed* or *In-review* Note: Once the status is set to *Resolved* or *Closed* and the term is saved, you cannot change any more tracking attributes for that term due date (except for the *Task Description*) Note: For term tasks that have a RAM submission, when you change the status from unresolved to resolved, an Auto Publish checkbox appears in the screen, checked by default. Uncheck it if you wish. The system will remember your auto-publish selection: For the rest of the session, when you change the status of another task, the Auto Publish check box default to the setting you chose previously.
Comment	Optionally, enter a comment about the term. And if you wish, also click the **Notify internal staff** checkbox to send notification of the comment to agency staff.
Task Description	Optionally, enter a description of this task.

When you are finished setting the tracking attributes, click **Save** to save your changes or click **Cancel** to discard them.

Or click **Remove Tracking** to clear all tracking attributes.

After you save or cancel, the system returns you to the View Terms Tracking Details screen.

Notifications

TCM sends notifications at the following points in the lifecycle of a tracked term.

Notification	Description	Recipients	Notification Type
Submission	Issued when the grants staff enters or updates the Submission Date for a tracked term	GMS, PO	Consolidated
In Review	Issued when term status changes to *In Review*	PD/PI, BO	Real-time
Return RAM	Issued when grants staff returns a RAM submission to the grantee	PD/PI, BO	Real-time
Add Term Comment	Issued when a user adds a comment to a term with *the Send Internal Notification* option checked	GMS, PO	Real-time
30-day Warning	Issued 30 days before a term's due date	PD/PI, BO	Consolidated
Late	Issued the day after a missed due date	PD/PI, BO	Consolidated
30-day Late	Issued 30 days after a missed due date	PD/PI, BO	Consolidated
Closed	Issued when a term is changed to Closed status	PD/PI, BO	Real-time

Notifications

NOTE: For information on configuring notification behavior for a term or condition, see Setup and Edit Terms Tracking.

About Consolidated Notifications:

- Each consolidated notification type is sent once a day, and if the system has multiple such notifications for a user, it consolidates them into a single email for each notification type.
- If a consolidated send attempt fails, the system attempts to resend it seven days later.

1.1 Return Submission

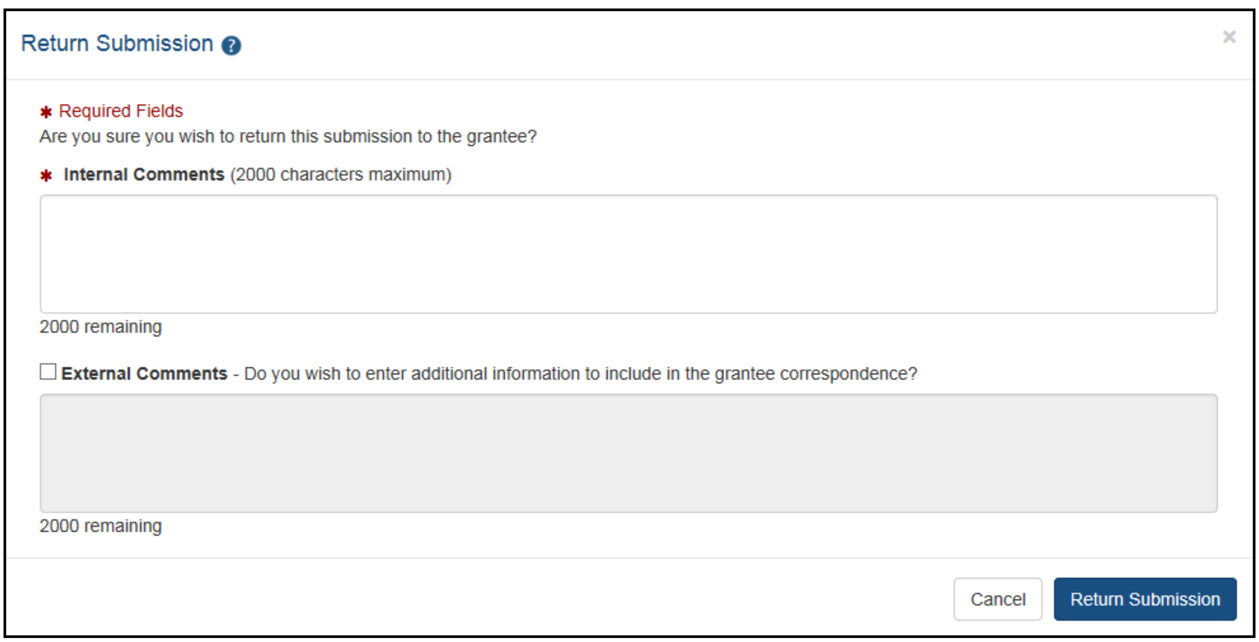
This dialog opens when the you click the Return Submission action in the View Terms Tracking Details screen.

Grants staff use this dialog to return an attachment to the grantee and add comments to explain the action.

To return the submission:

1. Enter a comment for internal staff (required).
2. If you also want to add a comment for the grantee, click the "Do you wish to enter additional information..." checkbox and type your comment in the text field.
3. Click **Return Submission** to complete the return, or click **Cancel** to cancel.

When you complete this action, notification email is sent to the grantee PD/PI and BO, and to the assigned agency staff (GMS and PO)



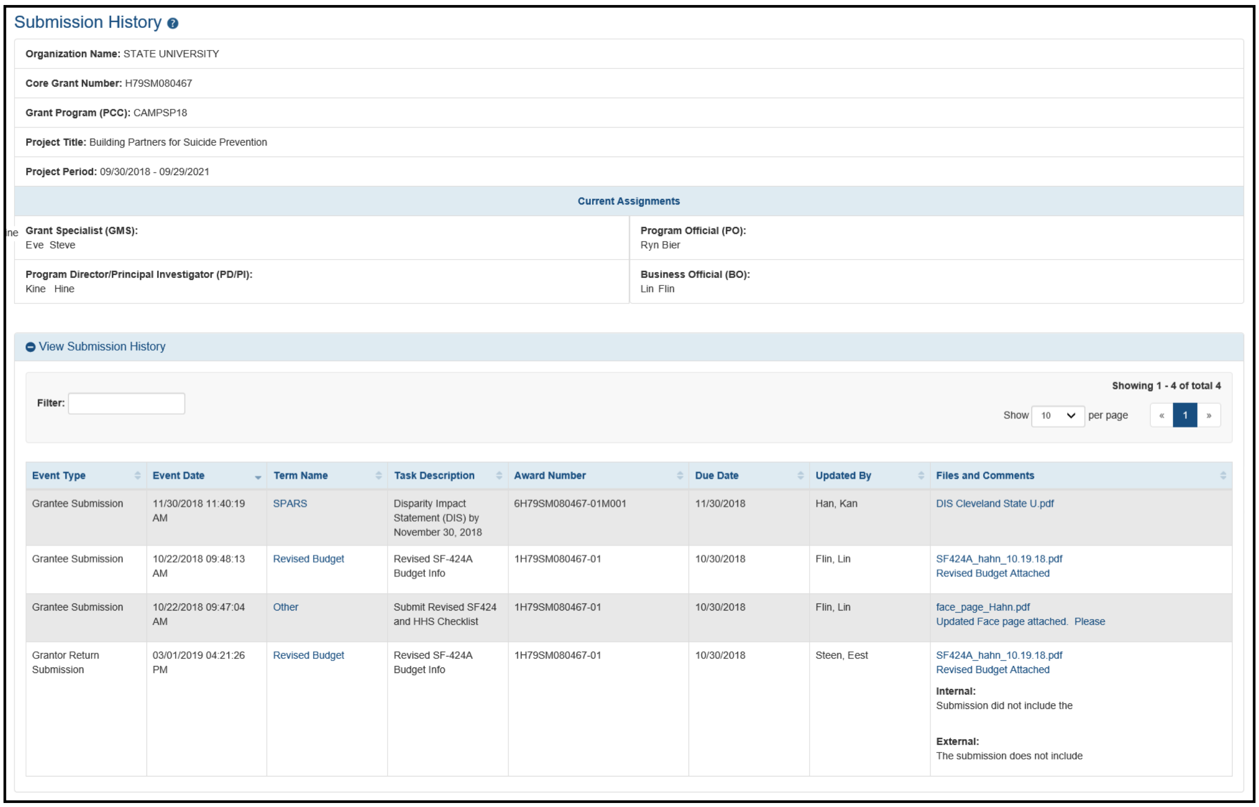
1.1 Submission History

This screen opens when you click **Submission History** in the View Terms Tracking Details screen.

This screen displays the history of all submissions for all terms on the grant.

Click the plus icon to view the complete submission history for the grant, as shown below.

(Click the minus icon to close the history.)


Submission History

Organization Name: STATE UNIVERSITY

Core Grant Number: H79SM080467

Grant Program (PCC): CAMPSP18

Project Title: Building Partners for Suicide Prevention

Project Period: 09/30/2018 - 09/29/2021

Current Assignments

Grant Specialist (GMS): Eve Steve	**Program Official (PO):** Ryn Bier
Program Director/Principal Investigator (PD/PI): Kine Hine	**Business Official (BO):** Lin Flin

View Submission History

Filter:

Showing 1 - 4 of total 4

Show 10 per page « 1 »

Event Type	Event Date	Term Name	Task Description	Award Number	Due Date	Updated By	Files and Comments
Grantee Submission	11/30/2018 11:40:19 AM	SPARS	Disparity Impact Statement (DIS) by November 30, 2018	6H79SM080467-01M001	11/30/2018	Han, Kan	DIS Cleveland State U.pdf
Grantee Submission	10/22/2018 09:48:13 AM	Revised Budget	Revised SF-424A Budget Info	1H79SM080467-01	10/30/2018	Flin, Lin	SF424A_hahn_10.19.18.pdf Revised Budget Attached
Grantee Submission	10/22/2018 09:47:04 AM	Other	Submit Revised SF424 and HHS Checklist	1H79SM080467-01	10/30/2018	Flin, Lin	face_page_Hahn.pdf Updated Face page attached. Please
Grantor Return Submission	03/01/2019 04:21:26 PM	Revised Budget	Revised SF-424A Budget Info	1H79SM080467-01	10/30/2018	Steen, Eest	SF424A_hahn_10.19.18.pdf Revised Budget Attached **Internal:** Submission did not include the **External:** The submission does not include

The Submission History lists the history of events concerning all RAM submissions for this grant.

It contains the following information for each event:

- Event Type (Grantee Submission, Grantor Submission, Grantor return Submission, Grantor Publish to Grant Folder, or Grantor Unpublish from Grant Folder)
- Event Date
- Term Name — click to view the term content.
- Task Description — Associated term task
- Award Number

- Due Date
- Updated By — Name and role of the grantee or grantor user.
- Files and Comments — Shows all uploaded files, and the first 50 characters of each comment: Hover your mouse to see the full comment.

Actions

- Enter filter text and it will be highlighted in yellow wherever it appears in the grid.
- Click Term Names to view term content in a pop-up window.
- Click the links in the *Files and Comments* column to view these items.

NOTE: Grantee document submissions for tracked terms are also available in the Grant Folder *Award Terms* tab.

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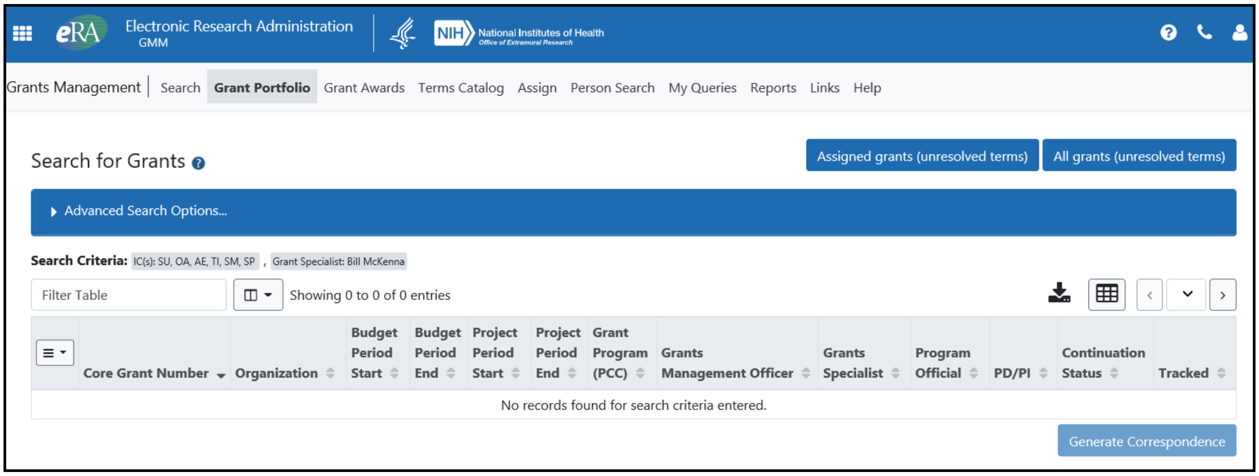
2 Grant Portfolio tab

2.1 Search for Grants

Click the *Grant Portfolio* tab to open the *Search for Grants* screen, as shown below.

Use this screen to search for grant awards and assign and manage tracked terms and conditions.

NOTE: You can only access this screen if you have the TERMS_TRACKING_ADMIN_ROLE.



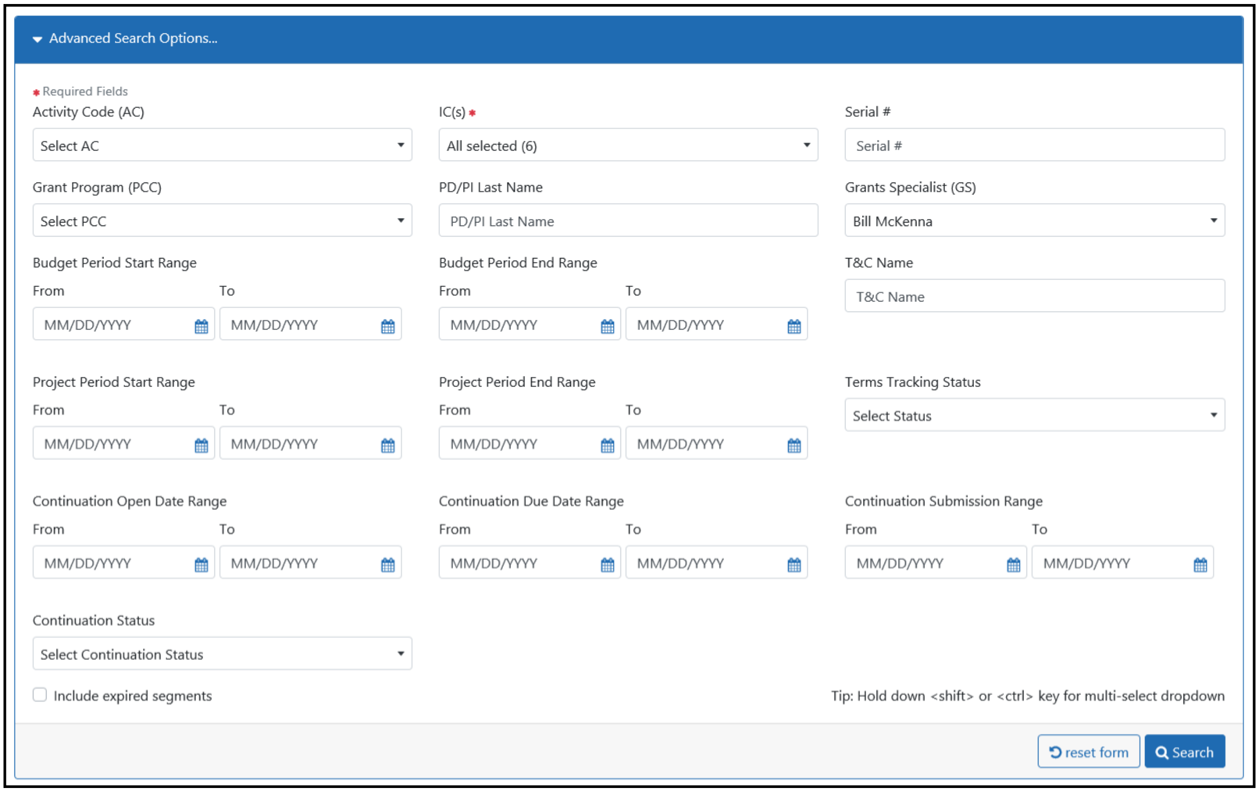
Browse Mode

The search screen opens in browse mode showing grants with unresolved terms and conditions that are assigned to you as Grants Management Officer (GMO) or Grant Specialist (GS). (Use the **Assigned Grants** and **All Grants** buttons at the top right to toggle between showing all grants for your IC or only just grants assigned to you.

You can click the arrows at the top of each column to sort the search results by that criteria, or type text in the **Filter** box and immediately see the filter text highlighted in yellow in every place it occurs in the results.

2.1.0.1 Active Search

For active searching, click **Advanced Search Options** to open the Advanced Search display, as shown here:



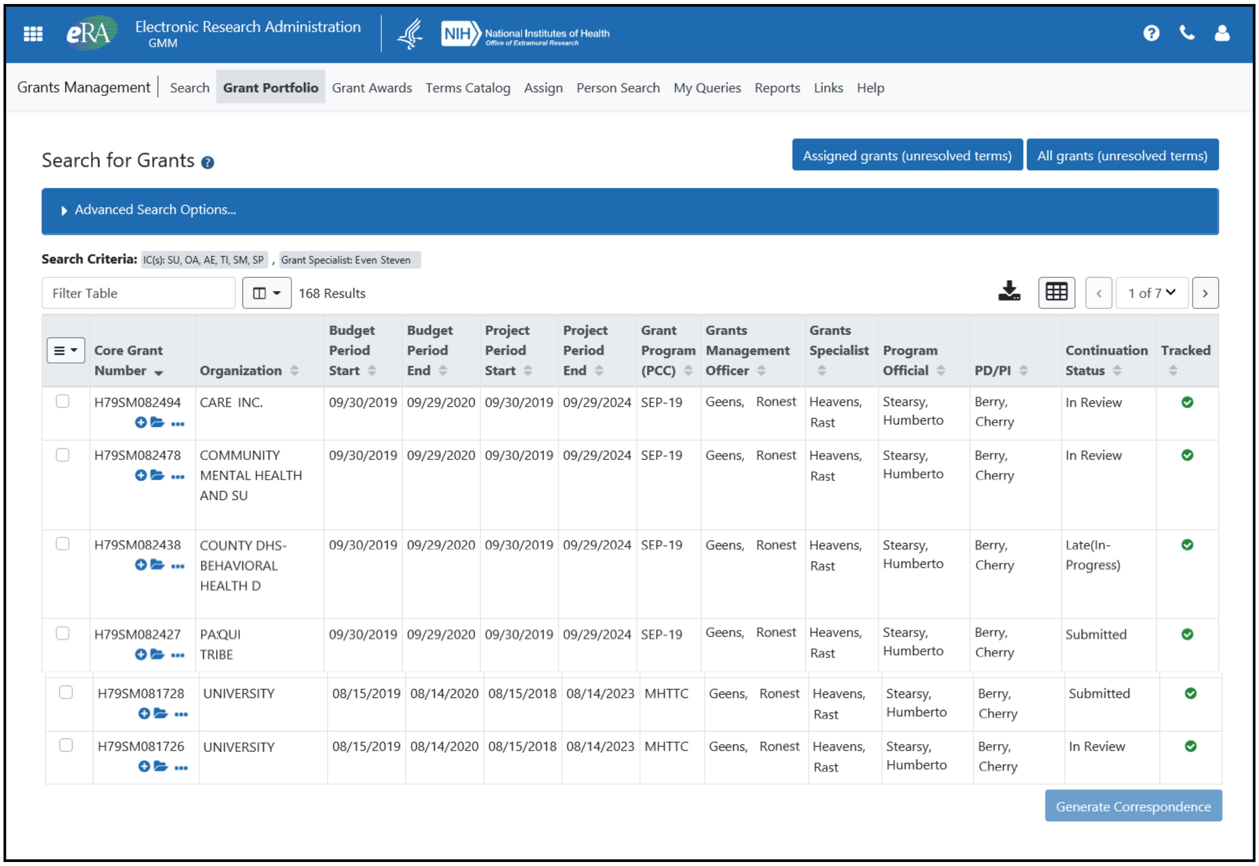
Type search terms in the text fields and select other search criteria from drop-down menus. The following criteria are available:

- **Activity Code** — Open the drop-down menu and use the checkboxes to select activity codes.
- **Grant Program (PCC)** - Open the drop-down menu to expose a search field and use the checkboxes to select programs.
- **T&C Name** — Enter all or part of term or condition name.
- **Continuation Status** — Open the drop-down menu and select a status.
- **Continuation Submission Range** — Select beginning and end dates to search by the date the continuation was submitted.
- **IC(s)** — Open the drop-down menu and click to select IC(s). **Note:** The drop-down shows only the ICs for which you have the TERMS_TRACKING_ADMIN_ROLE.
- **PD/PI Name** — Enter all or part of PD or PI name.
- **Terms Tracking Status** — Open the drop-down menu and select *Not Tracked*, *Unresolved*, Resolved, *Closed*, *In-Review* or *Archived* to search for grants that have terms with the selected status.

- ◦ **Continuation Open Date Range** — Select beginning and end dates to search by continuation open date.
- ◦ **Continuation Due Date Range** — Select beginning and end dates to search by continuation due date.
- ◦
  - **Include expired Grants** — Click to include expired grant segments in the search.
- ◦ **Serial #** — Enter all or part of the grant serial number.
- ◦ **Grants Specialist GS)** — Open the drop-down menu to expose a search field and use the checkboxes to select the Grants Specialists. **Note:** If you are a GS, your name is selected by default.
- ◦ **Budget Period Start Range** — Select beginning and end dates to search by budget period start date.
- ◦ **Budget Period Start Range** — Select beginning and end dates to search by budget period start date.

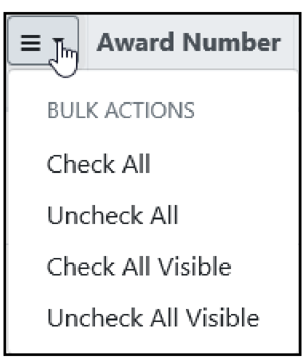
Search Results

You can click the arrows at the top of each column to sort the search results by that criteria, or type text in the **Filter** box and immediately see the filter text highlighted in yellow in every place it occurs in the results.



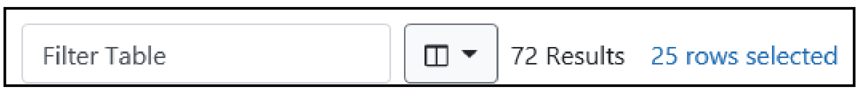
Multi-Select

1. Use the checkboxes on the left side of the grid to select grant records you want to take action on.
2. You can select records row by row, and/or click the multi-select menu above the checkboxes to use one of these options:



- **Check All** — Select all records on all pages of the search results, including any records that are hidden by the filter function.
- **Uncheck All** — Clear all selections on all pages of the search results, including any records that are hidden by the filter function.
- **Check All Visible** — Select only the records are visible on this page of the results: Records that are hidden by the filter function are **not** selected.
- **Uncheck All Visible** — Deselect only the selections that are visible on this page of the results: Selected records that are hidden by the filter function are **not** deselected.
- Or click row-by-row to deselect individual records.

The counter above the grid will tell you how many rows you've selected:



IMPORTANT: Note that any selections you make are persisted as long as you remain in the search screen: You can move through the pages of results, selecting records on multiple pages, and all the records will stay selected until you navigate away from the search screen or perform one of these deselect actions:

3. **Next:** When you have selected the grant records you want, follow the instructions below to **Assign Terms** or **Generate Correspondence or to export the records.**

Generate Correspondence

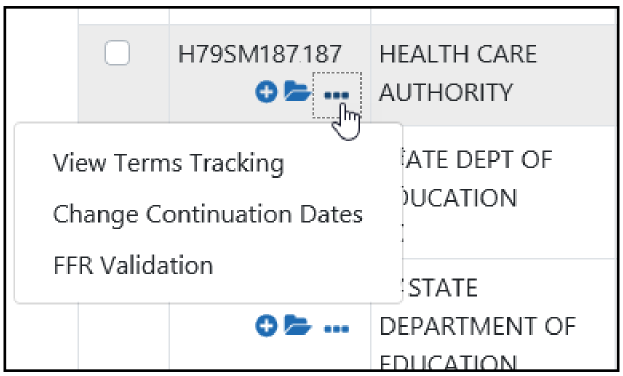
Follow these steps to select grant records and send 2-way bulk correspondence to the selected grantees:
Note: You can select up to 3000 records at a time.

1. Use the checkboxes as described above to select one or more grants.
2. Then click the **Generate Correspondence** button to compose and send the message in the *Selected Grant Details* screen. See Generate Correspondence
3. for more information.

Other Actions

Click the Action buttons in the grid to perform these actions on individual grant records:

- **Export to Excel** — Click to download the search results as an Excel file: A dialog box will open, giving you the option to open or save the file.
- Click the folder icon to open the grant folder.
- Click the plus icon to expand a grant to see it's Continuation History and manage or return its continuation applications.
- Or click the three-dot ellipsis icon to open the **Action** drop-down menu to take one of the following actions on a grant record:

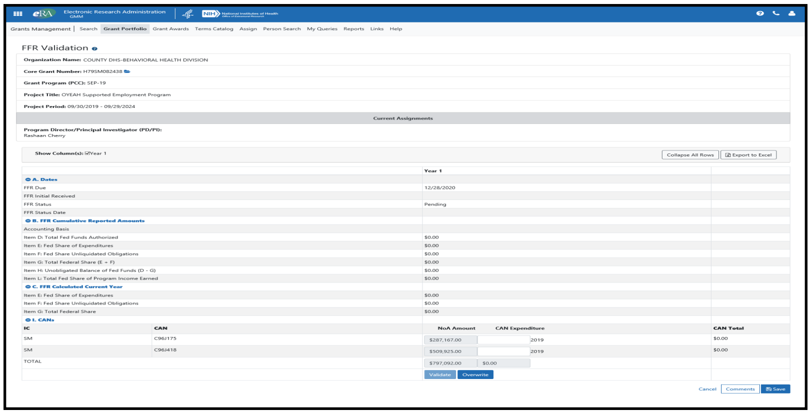


  - **View Terms Tracking** — Open the *View Terms Tracking Details* screen, where you can view and manage term tracking for the grant.
  - **Change Continuation Dates** — Open the Manage Continuation Schedule screen, where you can change the open dates and due dates of this grant's future support years.
  - **FFR Validation** — View and validate the grantee's Federal Financial Report (FFR). See FFR Validation.
  - **Return Continuation** — Open the Return Continuation screen to return a continuation application to the grantee.

2.2 FFR Validation

When you click the **FFR Validation** button for a grant in the Grant Portfolio tab, or in the Grants Closeout module, the FFR Validation screen opens, as shown below

Users with the FFR_Reconcile_Admin user role can view and validate the grantee's Federal Financial Report (FFR). Users with the GMM_FFR_USER role have view access only.



Note: Click here to open a larger version of this image in a popup window. (click outside the pop-up to close it.)

Actions

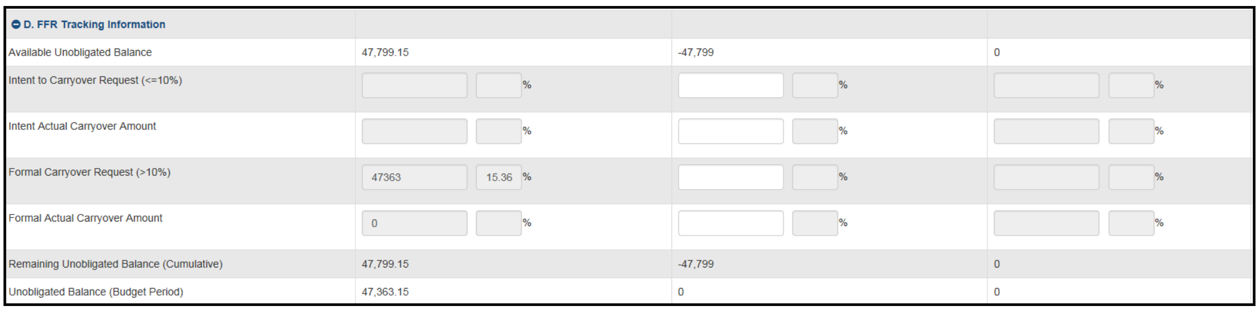
- Use the **Year #** checkboxes to select the award years you want to view.
- Click the plus icons or the **Expand All Rows** button to open the report sections; click the minus icons or the **Collapse All Rows** button to close them.
- For FFRs with *Received* or *In Review* status, Click the PDF icon to open the FFR in the FFR module, where you can view and accept or reject it.
- If no FFR has been submitted for a given year, you can manually enter data in this screen to complete the FFR. Click **Save** when you're finished.
- Click **Overwrite** if you want to correct any of the FFR data for an award year. Then click on the field you want to change and enter the new amount.
  Click **Cancel Overwrite** to turn overwriting off.
- Click **Export to Excel** to save the FFR data as an Excel file.
- Click **Validate** to validate the data for an award year. Click **Un-Validate** to reverse a validation.
- When you're finished making changes click **Save**, or click **Cancel** to discard your changes and return to the Grant Portfolio.

Note: If a new FFR is received after that year's FFR data has been validated or while overwrite mode is turned on, an indicator will appear on the screen:

2.2.0.1 Set Carryover Amount

1. To set an award carryover amount, expand the **D. FFR Tracking Information** section as shown below
2. Then enter an *Intent to Carry over Request* and/or *Intent Actual Carryover Amount* or *Formal Carryover Request* and/or *Formal Actual Carryover Amounts*.
3. After you click Save, the percentage will be calculated.

NOTE: You can enter the request amount in the *Intent to Carryover Request* and the *Intent Actual Carryover Amount* fields, or in the *Formal Carryover Request* and *Formal Actual Carryover Amount* fields, but not in both the 'Intent' and the 'Formal' fields.

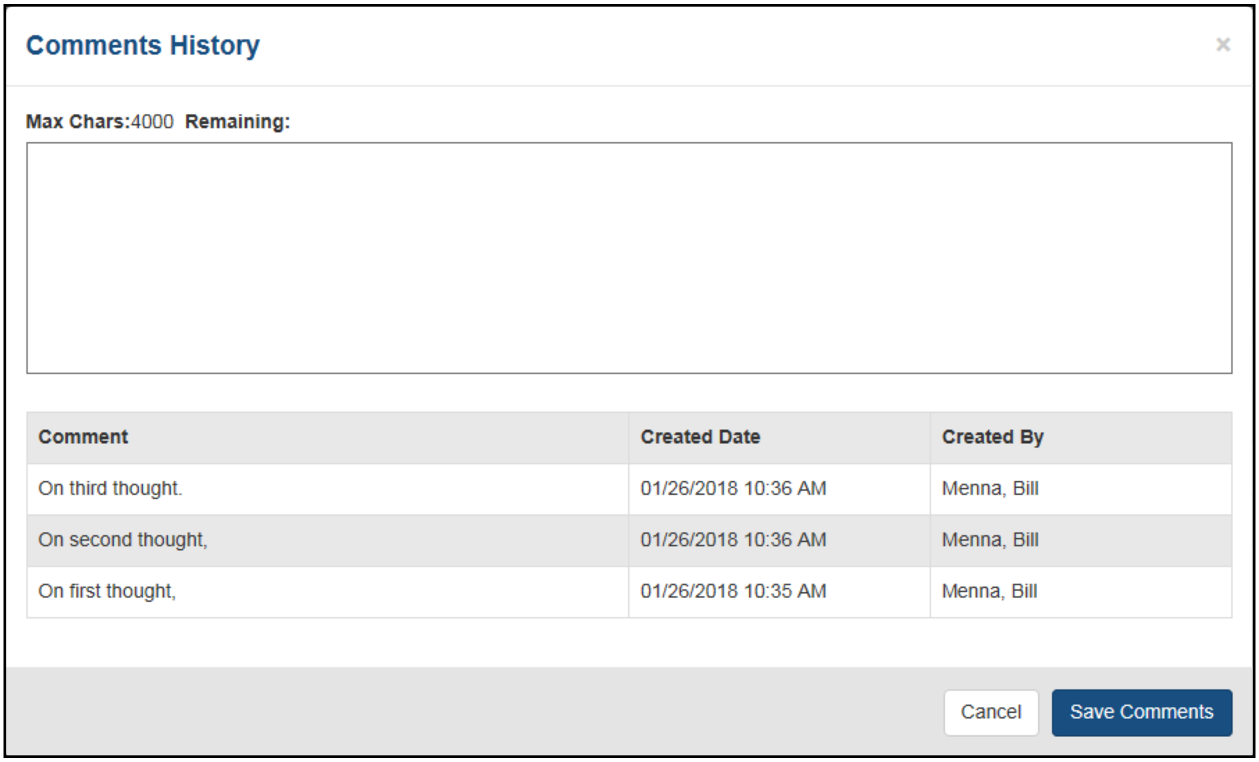


D. FFR Tracking Information			
Available Unobligated Balance	47,799.15	-47,799	0
Intent to Carryover Request (<=10%)	%	%	%
Intent Actual Carryover Amount	%	%	%
Formal Carryover Request (>10%)	47363 15.36 %	%	%
Formal Actual Carryover Amount	0 %	%	%
Remaining Unobligated Balance (Cumulative)	47,799.15	-47,799	0
Unobligated Balance (Budget Period)	47,363.15	0	0

2.2.0.2 Add Comments

To add comments about the FFR, click the **Comments** button and enter them in the *Comments History* screen, as shown below.

Then click **Save Comments**.



About the FFR Validation screen

The data on the FFR Validation screen represents a single segment (project period) of a grant. Data for each support year is aggregated to include all awards (NOAs) and Document Numbers in a single column for the grant number. (At the time of this document creation, Multi-year grants and No Cost Extensions that require multiple FFR reports will be aggregated into the single support year. SAMHSA has requested changes and this document will be updated as changes are implemented.)

A. Section A displays data from FFR Module in eRA Commons.
B. Section B displays the data reported by the Grantee on the FFR. Note that existing DFC and MFP grants were grandfathered in to report a cumulative amount across the grant family. This behavior for DFC and MFP grants may change in the future.
C. Section C displays data calculated based on Section B (support year data minus previous support year data)
D. Section D displays data based on UOB from Section B (B6), Offset from Section F (F5), and user entered data
E. Section E displays data from eRA Pay Plan (Continuation Funding Form Document)
F. Section F displays data from the NOA
G. Section G displays data from the NOA and the FFR

H. Section H displays user entered data
I. Section I displays data from the NOA and user entered data

Calculation Examples

NOTE: Examples are given for validating Support Year 03 – see annotated screen shot below.

As Is 2018-10-01

Show Column(s): ☑ Year 1 ☑ Year 2 ☑ Year 3 ☑ Year 4 ☑ Year 5

NOTE: The formulas on this page use the following format to refer to a particular data element:
Section Letter + Row Number (Support Year Number)
Example: **A1(01)** refers to the FFR Due Date for support year 1 which is 12/28/2015

#		Year 1 (01)	Year 2 (02)	Year 3 (03)	Year 4 (04)	Year 5 (05)
	A. Dates — Data from FFR Module					
1	FFR Due	12/28/2015	12/28/2016	12/28/2017	12/28/2018	12/28/2019
2	FFR Initial Received	11/18/2015	12/28/2016	12/27/2017	03/16/2018	
3	FFR Status	Accepted	Accepted	Accepted	Received	Late
4	FFR Status Date	02/01/2016	03/16/2018	03/16/2018	03/16/2018	
	B. FFR Cumulative Reported Amounts — Data Reported by Grantee on FFR					
1	Accounting Basis	Accrual	Accrual	Cash	Cash	
2	Item D: Total Fed Funds Authorized	800,000	1,600,000	2,400,000	3,168,491	0
3	Item E: Fed Share of Expenditures	666,394.27	1,444,316.74	2,277,691.26	2,900,000	0
4	Item F: Fed Share Unliquidated Obligations	0	0	0	0	0
5	Item G: Total Federal Share (E + F)	666,394.27	1,444,316.74	2,277,691.26	2,900,000	0
6	Item H: Unobligated Balance of Fed Funds (D - G)	133,605.73	155,683.26	122,308.74	268,491	0
7	Item L: Total Fed Share of Program Income Earned	0	0	0	0	0
	C. FFR Calculated Current Year — Data calculated based on Section B (support year data minus previous support year data)					
1	Item E: Fed Share of Expenditures	666,394.27	777,922.47	833,374.52 (B3(03) – B3(02))	622,308.74	-2,900,000
2	Item F: Fed Share Unliquidated Obligations	0	0	0 (B4(03) – B4(02))	0	0
3	Item G: Total Federal Share	666,394.27	777,922.47	833,374.52 (B5(03) – B5(02))	622,308.74	-2,900,000
4	Item L: Total Fed Share of Program Income Earned	0	0	0 (B7(03) – B7(02))	0	0
	D. FFR Tracking Information — Data based on UOB from Section B (B6), Offset from Section F (F5), and user entered data					
1	Available Unobligated Balance	133,605.73	155,683.26	90,799.74 (B6(03) – F5(04))	218,491	0
2	Intent to Carryover Request (<=25%)	54833 / 6.850 %	76910.53 / 9.610 %	40000 / 5.000 %	D2(03)/(F1(04) + F5(04)) .00 %	%
3	Intent Actual Carryover Amount	0 / %	0 / %	40000 / 5.000 %	D3(03)/(F1(04) + F5(04)) %	%
4	Formal Carryover Request (>25%)	%	%	%	D4(03)/(F1(04) + F5(04)) %	%
5	Formal Actual Carryover Amount	%	%	%	D5(03)/(F1(04) + F5(04)) %	%
6	Remaining Unobligated Balance (Cumulative) — If Actual amount is not available, the Requested amount will be used		78,772.73	50,799.74 (D1(03) – [(D3(03) or D2(03)) OR (D5(03)])		0
7	Unobligated Balance (Budget Period)	78,772.73	47,263.73	799.74 (D6(03) – F5(05))	0	0
	E. Continuation Funding Information — Data from Pay Plan module					
1	Program Recommended Offset (Pay Plan)					40,000
	F. NOA Federal Budget Summary — Data from NOA					
1	Total Amount for this Budget Period	800,000	800,000	800,000	768,491	750,100
2	Cumulative Amount for this Project Period	800,000	1,600,000	2,400,000 (F1(03) + F2(02))	3,168,491	3,918,591
3	Less Unobligated Balance	0	0	0 (F4(03) + F5(03))	31,509	50,050
4	Carryover Amount — Less UOB on Amendments		0	0	0	50
5	Offset Amount — Less UOB on Continuation		0	0	31,509	50,000
6	Document Number	14SM61543A	14SM61543A	14SM61543A	14SM61543A	14SM61543A
	G. Match — Data from NOA and FFR					
1	Match Schedule	Yr 1: $1 for each $1 (1.000)	Yr 2: $1 for each $1 (1.000)	Yr 3: $1 for each $1 (1.000)	Yr 4: $1 for each $1 (1.000)	Yr 5: $1 for each $1 (1.000)
2	Non-Federal Share	0	0	0	0	0
3	Item J: Recipient Share of Expenditures	666,394.27	1,444,316.74	2,277,791.26	2,950,000	0
4	Calculated Current Year	666,394.27	777,922.47	833,474.52 (G3(03) – G3(02))	672,208.74	-2,950,000
5	Minimum Match Required	666,394.27	1,444,316.74	2,277,691.26 (C3(03) x G1(03))	2,900,000	0
6	Difference (Calculated Current Year - Minimum Match Required)	0	0	100 (G4(03) – G5(03))	50,000	0
	H. PMS Report — User entered data					
1	Disbursements	666394.27	1444316.74	833374.52	622308.74	
2	Date	09/30/2015	09/30/2016	09/30/2017	03/01/2018	

I. CANs — Data from NOA and user entered data

#	IC	CAN	NoA Amount / CAN Expenditure	NoA Amount / CAN Expenditure	NoA Amount (y) / CAN Expenditure (z)	NoA Amount / CAN Expenditure	NoA Amount / CAN Expenditure	CAN Total
2	SM	C96C516	800,000 / 666394.27 2014	400,000 / 722,158.37 2015	400,000 / 416,687.26 ;2016		$I2(01)_z + I2(02)_z + I2(03)_z$	1,805,239.9
3	SM	C96J147		400,000 / 722,158.37 2015	400,000 / 416,687.26 2016	768,491 / 622308.74 2017		2,900,000
4	SM	C96J656					750,100 / 2018	0
4	TOTAL		800,000 / 666,394.27	800,000 / 1,444,316.74	800,000 ($I2(03)_y + I3(03)_y$) / 833,374.52 ($I2(03)_z + I3(03)_z$)	768,491 / 622,308.74	750,100 / 0	
			Un-Validate	Un-Validate	Un-Validate	Validate / Overwrite	Validate / Overwrite	

Note: Click here to open this image as a pdf in a popup window. (click outside the pop-up to close it.)

Annotations:

1. Section C Item E: Fed Share of Expenditures for a support year equals Section B Item E: Fed Share of Expenditures for a support year minus Section B Item E: Fed Share of Expenditures for the previous support year
   [B3(03) – B3(02)]
2. Section C Item F: Fed Share Unliquidated Obligations equals Section B Item F: Fed Share Unliquidated Obligations for a support year minus Section B Item F: Fed Share Unliquidated Obligations for the previous support year
   [B4(03)]
3. Section C Item G: Total Federal Share equals Section B Item G: Total Federal Share for a support year minus Section B Item G: Total Federal Share for the previous support year
   [B5(03) – B5(02)]
4. Section C Item L: Total Fed Share of Program Income Earned equals Section B Item L: Total Fed Share of Program Income Earned for a support year minus Section B Item L: Total Fed Share of Program Income Earned for the previous support year
   [B7(03) – B7(02)]

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5. Section D Available Unobligated Balance equals Section B Item H: Unobligated Balance of Fed Funds (D - G) for a support year minus Section F Offset Amount for the next support year
   [B6(03) – F5(04)]
6. Section D Intent to Carryover Request (<=25%) percentage equals Section D Intent to Carryover Request (<=25%) amount for a support year divided by the sum of Section F Total Amount for this Budget Period for the support year plus Section F Offset Amount for the support year
   [D2(03)/(F1(04) + F5(04))]
7. Section D Intent Actual Carryover Amount percentage equals Section D Intent Actual Carryover Amount for a support year divided by the sum of Section F Total Amount for this Budget Period for the support year plus Section F Offset Amount for the support year
   [D3(03)/(F1(04) + F5(04))]
8. Section D Formal Carryover Request (>25%) percentage equals Section D Formal Carryover Request (>25%) amount for a support year divided by the sum of Section F Total Amount for this Budget Period for the support year plus Section F Offset Amount for the support year
   [D4(03)/(F1(04) + F5(04))]

9. Section D Formal Actual Carryover Amount percentage equals Section D Formal Actual Carryover Amount amount for a support year divided by the sum of Section F Total Amount for this Budget Period for the support year plus Section F Offset Amount for the support year
   [D5(03)/(F1(04) + F5(04))]
10. Section D Remaining Unobligated Balance (Cumulative) equals Section D Available Unobligated Balance minus Intent Actual Carryover Amount (if not available then Intent to Carryover Request (<=25%)) OR Formal Actual Carryover Amount
    [D1(03) – [(D3(03) or D2(03)) OR (D5(03))]]
11. Section D Unobligated Balance (Budget Period) equals Remaining Unobligated Balance (Cumulative) for the support year minus Section F Offset Amount for the support year after the next support year
    [D6(03) – F5(05)]

---

12. Section F Cumulative Amount for this Project Period equals Total Amount for this Budget Period for the support year plus Cumulative Amount for this Project Period for the previous support year
    [F1(03) + F2(02)]
13. Section F Less Unobligated Balance equals the sum of Carryover Amount for the support year plus Offset Amount for the support year
    [F4(03) + F5(03)]

---

14. Section G Calculated Current Year equals Section G Item J: Recipient Share of Expenditures for the support year minus Section G Item J: Recipient Share of Expenditures for the previous support year
    [G3(03) – G3(02)]
15. Section G Minimum Match Required equals Section G Match Schedule ratio for the support year multiplied by Section C Item G: Total Federal Share for the support year
    [C3(03) x G1(03)]
16. Section G Difference (Calculated Current Year - Minimum Match Required) equals Section G Item J: Recipient Share of Expenditures for the support year minus Section G Minimum Match Required for the support year
    [G3(03) – G5(03)]

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17. Section I CAN Total equals the sum of CAN Expenditures for all years
    [I2(01) z + I2(02) z + I2(03) z]

2.2.0.3 Validations completed by the system:

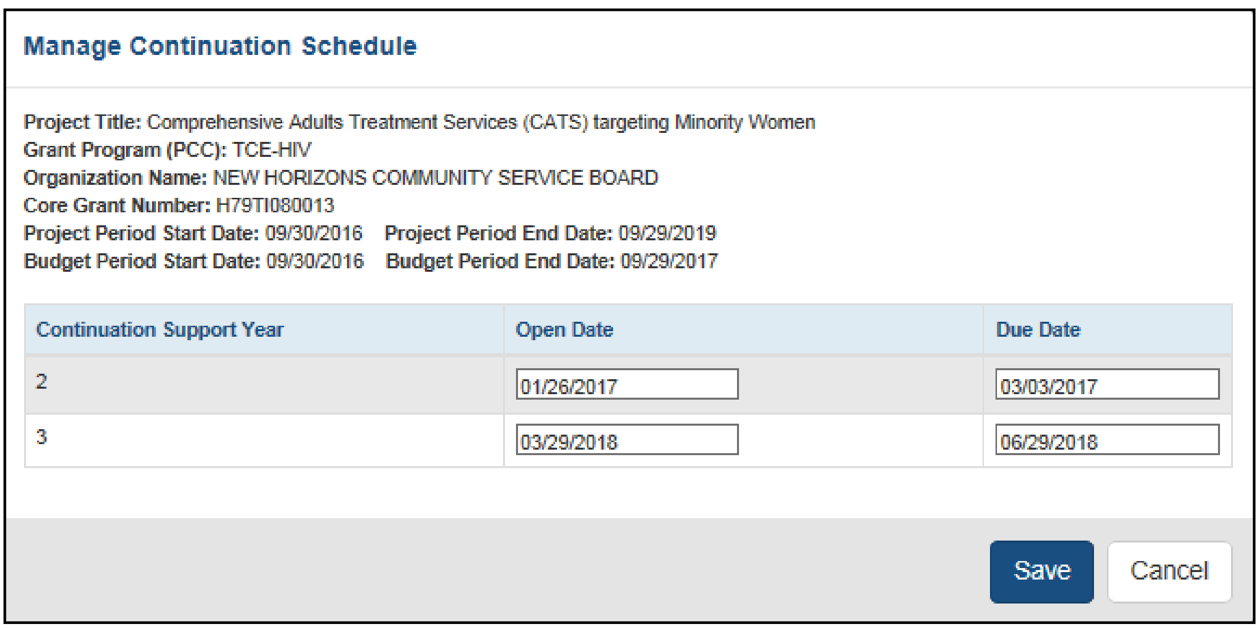
1. Error: The grantee's expenditures exceeded the total federal funds authorized.
2. Error: The total expenditures reported for this budget period exceed the total amount authorized (Award, Offset, and Carryover) for the budget period by [difference].
3. Error: The total carryover amount entered cannot be greater than the Available Unobligated Balance.
4. Error: The intent carryover amount entered exceeds 25%.
5. Warning: The formal carryover amount entered is less than 25%.
6. Warning: The sum of the CAN expenditures does not equal the amount entered in Disbursements.
7. Warning: The grantee did not meet the match requirement.

2.3 Manage Continuation Schedule

When you click the **Change Continuation Dates** button for a grant in the Search for Grants screen, the *Manage Continuation Schedule* screen opens, as shown below.

By default, the open date of a grant year is 6 months prior to the next budget period end date, and the due date is 3 months prior to budget period end.

Use this screen if you want to change the open dates and due dates of future grant years.



Manage Continuation Schedule

Project Title: Comprehensive Adults Treatment Services (CATS) targeting Minority Women
Grant Program (PCC): TCE-HIV
Organization Name: NEW HORIZONS COMMUNITY SERVICE BOARD
Core Grant Number: H79TI080013
Project Period Start Date: 09/30/2016 **Project Period End Date:** 09/29/2019
Budget Period Start Date: 09/30/2016 **Budget Period End Date:** 09/29/2017

Continuation Support Year	Open Date	Due Date
2	01/26/2017	03/03/2017
3	03/29/2018	06/29/2018

Save Cancel

1. To change the continuation schedule, find the support year you want to change and click one of the date fields and select a new open date or due date.

2. Then click **Save** to save the change.

Notifications

- **Open Date** (On the open date for the grant's next continuation year, GM sends a notification to the grantee's PD/PI and Business Official.
- **Due Date** GM also sends a notification one month prior to the continuation due date, and another one day after the due date.

3 Grant Awards tab

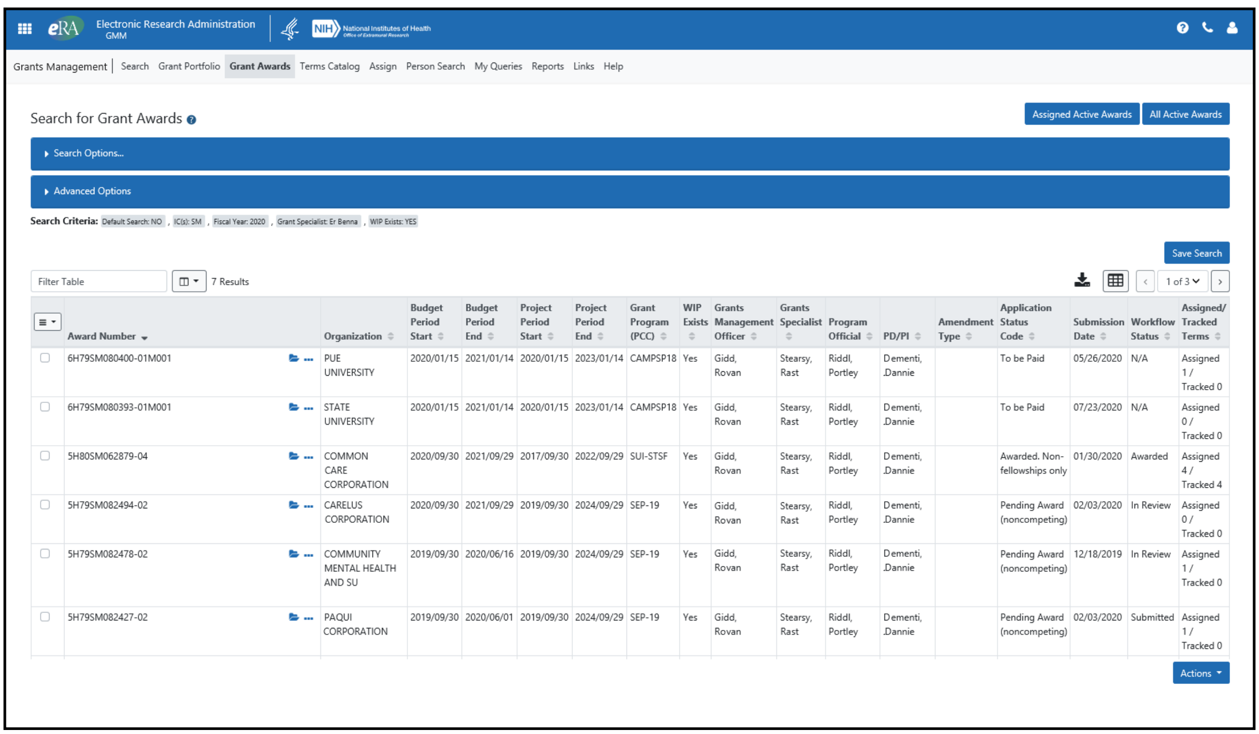
3.1 Search for Grant Awards

Click the **Grant Awards** tab to open the *Search for Grant Awards* screen, as shown below.

Users with the TERMS_CONDITIONS_ADMIN or TERMS_TRACKING_ADMIN user role can use this screen to search for and select one or more grant awards, and then click the **Actions** buttonn at the bottom of the screen to perform one of these bulk operations on the selected grant records:

- **Assign Terms** — Assign terms to the selected grants
- **Generate Correspondence**— Send bulk correspondence to the selected grantees

See below for instructions.



Note: If your search returns a large number of results, the *Workflow Status* and *Assigned/Tracked Terms* columns may not be displayed.

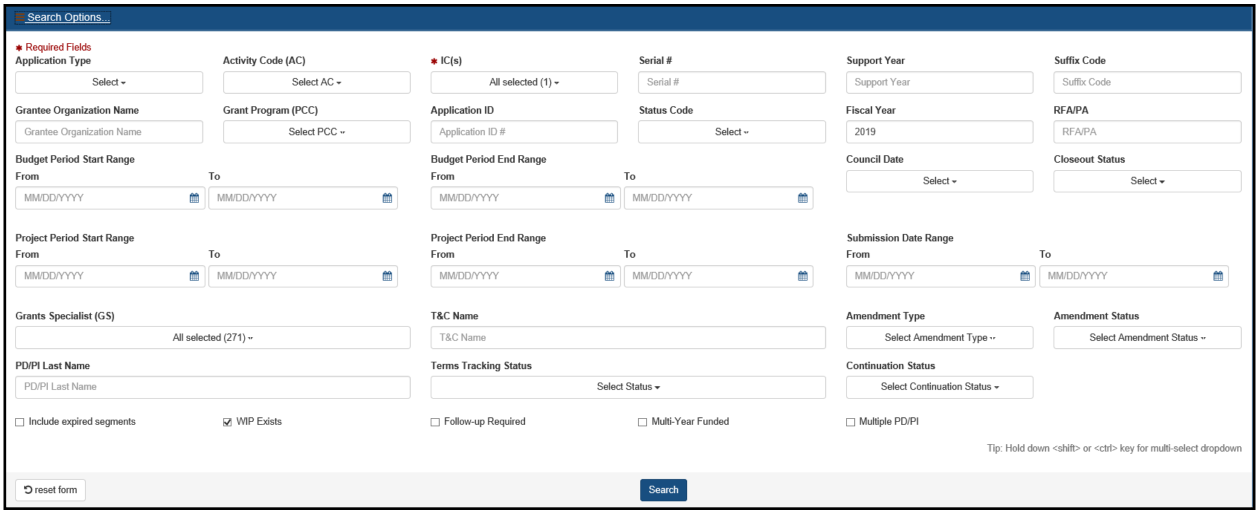
Browse Mode

The search screen opens in browse mode showing all grant awards that are assigned to you as Grants Management Officer (GMO) or Grants Specialist (GS).

(Use the **Assigned Active Awards**and **All Active Awards** buttons at the top right to toggle between showing all active awards for your IC or just awards assigned to you.)

Active Search

For active searching, click **Search Options** to to open the Search Options display, as shown here:



Search Options

In this display you can type search criteria in the text fields or select criteria from the drop-down menus.

The following search criteria are available:

- **Application Type** — Open the drop-down menu and use the checkboxes to select application type(s)
- **Activity Code** — Open the drop-down menu and use the checkboxes to select activity codes(s)
- **IC(s)** — — Open the drop-down menu and use the checkboxes to select IC(s)
- **Serial #** — Enter grant serial number
- **Support Year** — Enter support year
- **Suffix Code** — Enter suffix code

- **Grantee Organization Name** — Enter name
- **Grant Program (PCC) -** Open the drop-down menu to expose a search field and use the checkboxes to select programs.
- **Application ID** —
- **Status Code** —
- **Fiscal Year** —
- **RFA/PA** —
- **Budget Period Start Range**, **Budget Period End Range**— Select beginning and end dates to search by budget period date.
- **Council Date** —
- **Closeout Status** —
- **Project Period Start Range**, **Project Period End Range**— Select beginning and end dates to search by project period date.
- **Submission Date Range**, **From To**— Select beginning and end dates to search by the received date (grantee-initiated applications) or created dates (grantor-initiated applications) on applications/grants.
- **Grants Specialist GS)** — Open the drop-down menu to expose a search field and use the checkboxes to select Grants Specialists.
  Note: If you are a GS, your name is selected by default.
- **T&C Name** — Enter all or part of term or condition name.
- **Amendment Type** —
- ***Amendment Status*** — Search for post-award amendment records that are in the selected workflow status.
- **PD/PI Last Name** — Enter all or part of PD/PI name.
- **Terms Tracking Status** — Open the drop-down menu and select *Not Tracked*, *Unresolved*, Resolved, *Closed*, *In-Review* or *Archived* to search for grants that have terms with the selected status.
- **Continuation Status** — Search for continuation records that are in the selected workflow status

3.1.0.1 Filtering

Click the checkboxes to filter by these properties:

- **Include expired segments**

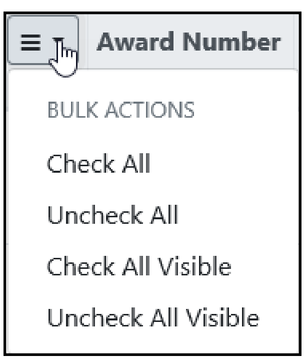
- **WIP Exists** — This property is important because you can only assign terms to grants that are in WIP status.
  However, during the term assignment process you will have the opportunity to change all selected awards to WIP status
  if they are not in WIP status already.
- **Follow-up Required**
- **Multi-Year Funded**
- **Multiple PD/PI**

Enter the desired search criteria and filters and click the **Search** button. TCM displays the search results and lists the criteria used
in the search, as shown above.

Working with the Search Results:

Multi-Select

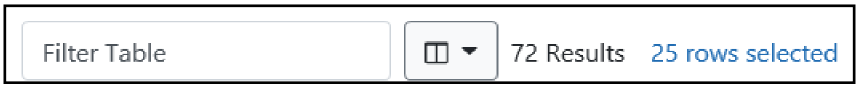
1. Use the checkboxes on the left side of the grid to select grant records you want to take action on.
2. You can select records row by row, and/or click the multi-select menu above the checkboxes to use one of these options:



- **Check All** — Select all records on all pages of the search results, including any records that are hidden by the filter function.
- **Uncheck All** — Clear all selections on all pages of the search results, including any records that are hidden by the filter function.

- **Check All Visible** — Select only the records are visible on this page of the results: Records that are hidden by the filter function are **not** selected.
- **Uncheck All Visible** — Deselect only the selections that are visible on this page of the results: Selected records that are hidden by the filter function are **not** deselected.
- Or click row-by-row to deselect individual records.

The counter above the grid will tell you how many rows you've selected:



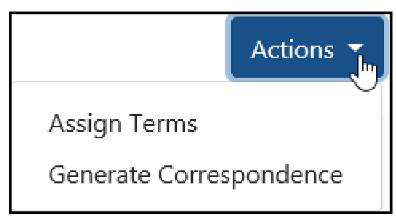
IMPORTANT: Note that any selections you make are persisted as long as you remain in the search screen: You can move through the pages of results, selecting records on multiple pages, and all the records will stay selected until you navigate away from the search screen or perform one of these deselect actions:

3. **Next:** When you have selected the grant records you want, follow the instructions below to **Assign Terms** or **Generate Correspondence or to export the records.**

Assign Terms

You can select up to 3000 grant awards and assign terms to them in bulk:

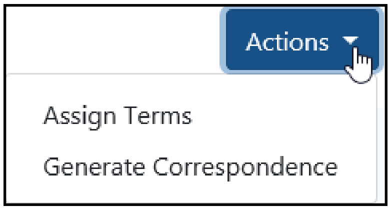
Use the checkboxes as described above to select one or more grants, then select **Assign Terms** from the *Actions* drop-down menu at the bottom of the screen:



to begin assigning terms in the Step 1: Search for Terms screen.

Generate Correspondence

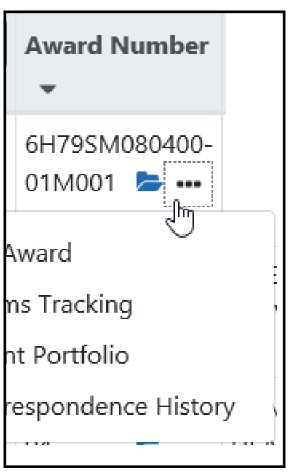
Follow these steps to select grant awards and send 2-way bulk correspondence to the selected grantees:
Note: You can only select grants that have been awarded, and you can select up to 3000 records at a time.

1. Use the checkboxes as described above to select one or more grants.
2. Then select **Generate Correspondence** from the *Actions* drop-down menu ath the bottom of the screen: 

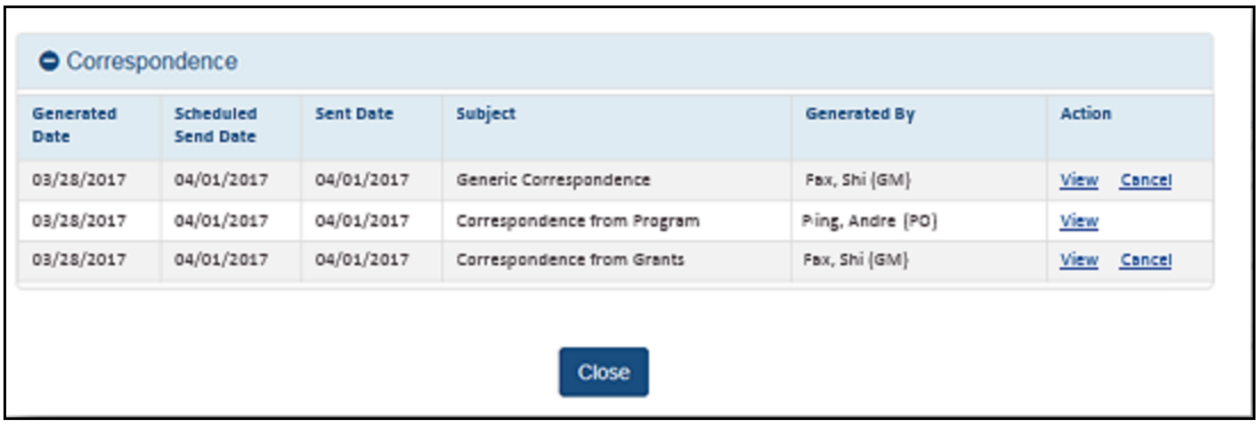
to compose the message in the *Selected Grant Details* screen. For more information see Generate Correspondence.

Other Actions

- Click the **Export** button above the grid to print or export the selected grant records as an Excel or PDF file: A dialog box will open, giving you the choice to open or save the file.
- Click the folder icon to open the grant folder
- Click the mail icon next to the PD/PI name to send email to individual grantee. Note: When you send a message to the PD, the BO and SAMHSA Correspondence Email Address are automatically entered in the CC field. And a copy of the sent message is available in the Grant Folder *Correspondence* tab.
- Or click the three-dot ellipsis icon below the award number to open the **Action** drop-down menu to perform one of the following actions on that grant record:



- e **Assign Terms** — Assign terms to the selected grant.
- **Manage Award** — View and edit award details in the Grants Management Manage Grant screen.
- **View Terms Tracking** — View and manage term tracking for the grant in the *View Terms Tracking Details* screen.
- **View Grant Portfolio** — View this grant in the Grant Portfolio screen, where you can setup term tracking and manage the continuation schedule.
- **View Correspondence History** — View the history of all correspondence with the grantee, as shown here:
- the **Generate Correspondence** — Compose a message in the *Selected Grant Details* screen. See Generate Correspondence


Correspondence

Generated Date	Scheduled Send Date	Sent Date	Subject	Generated By	Action
03/28/2017	04/01/2017	04/01/2017	Generic Correspondence	Fax, Shi (GM)	View Cancel
03/28/2017	04/01/2017	04/01/2017	Correspondence from Program	Ping, Andre (PO)	View
03/28/2017	04/01/2017	04/01/2017	Correspondence from Grants	Fax, Shi (GM)	View Cancel

Close

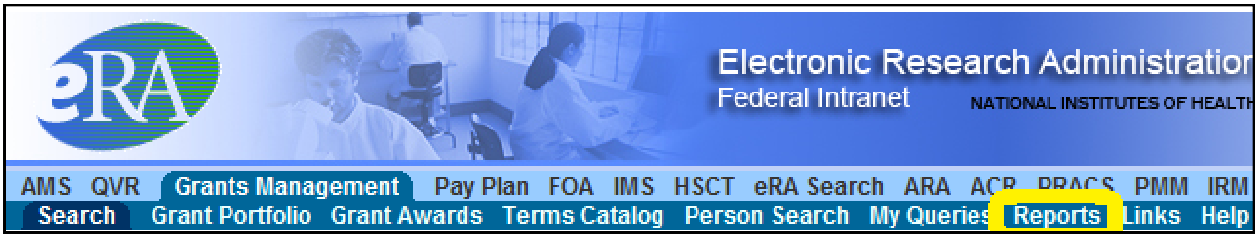
In this screen you can click **View** to view the correspondence, or click **Cancel** to cancel a pending send operation.

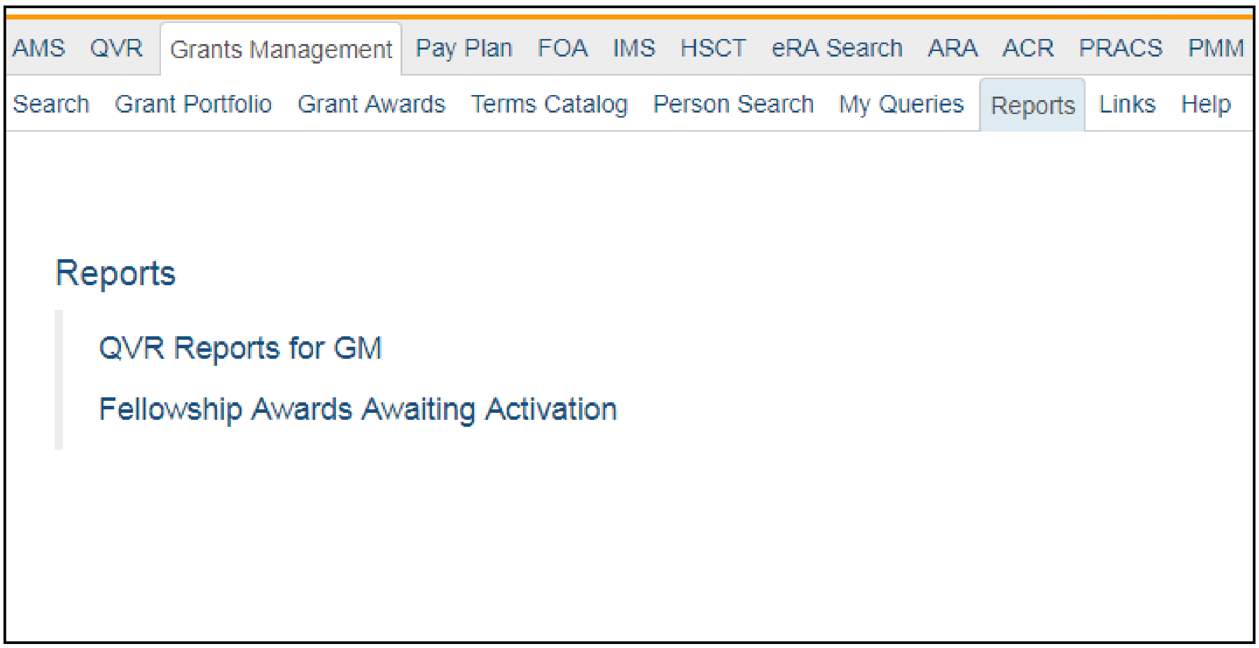
NOTE: You can only access this screen if you have the TERMS_CONDITIONS_ADMIN_ROLE or the TERMS_TRACKING_ADMIN_ROLE.

4 SAMHSA Reports

Users with the OPAC_REPORT_ADMIN user role can use the *Reports* screen to generate and view SAMHSA Office of Program Analysis and Coordination (OPAC) Reports.

Click the *Grants Management* > *Reports* tab to open the *Reports* screen, as shown below.





Click the links to generate the following reports:

4.1 QVR Reports for GM

4.2 Fellowship Awards Awaiting Activation

This report includes all of your organization's fellowship awards that are awaiting activation.

IMPAC II

Fellowship Awards Awaiting Activation

Page 1 of 3

Fellow Name	Phone Number / Email Address	Fax Number	Sponsor Name / Institution	Issue Date	Grant Number / Appl ID	Should Be Activated By	Grants Specialist
MORE,THOR	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	08/09/1995	1 F32 CA068771-01 2112801	02/15/1996	
YANG,YING	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	05/14/1997	1 F32 CA074465-01 2012442	11/10/1997	Jane Shane
MEEZ,MEL	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/16/2004	1 F31 CA113266-01 6893541	03/16/2005	
Heens,Her	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	06/06/2006	1 F32 CA119894-01 7057064	07/01/2006	Paul Haul
Woke,Mark	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA HEALTH	07/22/2005	1 F32 CA111040-01 A1X1 7074306	08/15/2006	Paul Haul
Miler,Davi	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	08/03/2006	1 F32 CA123819-01 7152739	02/03/2007	Paul Haul
Ratti,Christin	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/13/2006	1 F32 CA121714-01 A1 7221334	03/13/2007	Paul Haul
KREE,KORK	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/21/2006	1 F32 CA123887-01 X1 7285881	03/21/2007	Jane Shane
Klie,Keeth	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/25/2006	1 F32 CA123939-01 X1 7285867	03/25/2007	Jane Shane
Saran,Rap	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/29/2009	1 F33 CA144208-01 X1 7937435	05/13/2010	Paul Haul
Leon,Lardo	(573) 884-8888 eRaTest@mail.nih.gov	(573) 882-8888	LICHER, MAIN UNIVERSITY OF MUMBIA	09/29/2009	1 F31 CA145049-01 7811764	05/14/2010	Jane Shane

GM6030J

May contain sensitive or proprietary information.

March 26, 2018
10.51.18

4.3 Entity Type Report

This report runs using IC, PCC and FOA as search parameters.

1 eRA/IMPAC II Rules of Behavior Agreement

Beginning on December 15, 2020, eRA will require all IMPAC II users to formally agree to abide by certain rules regarding privacy and confidentiality.

1. The first time after that date that an eRA user logs in to an eRA IMPAC II module, the Rules of Behavior screen shown below will open to present the rules of behavior and ask the user to agree to comply with them.
2. The user must click the I Agree button to accept these rules in order to proceed to the eRA IMPAC II module.
3. When the user clicks the I Agree button, the system displays a confirmation message. Click Continue in the confirmation screen to launch the eRA/IMPAC II module.

NOTE: Until the user agrees to the rules of behavior, the Rules of Behavior screen will open every time the user tries to access an eRA IMPAC II module.

The eRA IMPAC II module users will be required to accept and electronically sign the Rules of Behavior:

- If they have not signed the current version electronically
- If they are establishing a new IMPAC II module account
- If a new version of the RoB is released

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Account Management System (AMS)

Directions: After reading the Rules and Acknowledgement, click on the "I AGREE" button located at the end of this page to activate your IMPACII Account.

eRA/IMPACII Systems Rules of Behavior

eRA has an extensive grants administrative database containing elements that must be treated with respect regarding privacy and confidentiality. These data elements are subject to The Privacy Act. As a result, all users are required to read and acknowledge the Electronic Research Administration (eRA) Information for Management, Planning, Analysis, Coordination (IMPACII) data rules of behavior.

The Rules hold users accountable for their actions and responsibilities related to the IMPACII Systems.

I assert my understanding that:

- Information and system use must comply with HHS and NIH policies and standards, and with applicable laws.
- Unauthorized access to information or information systems is prohibited.
- Users must prevent unauthorized disclosure or modification of sensitive information, including Personally Identifiable Information (PII).

Responsibilities of an eRA/IMPACII Systems user:

- I will not disclose data from any eRA Systems that has not already been made public (through RePORTER) to anybody except authorized eRA/IMPACII system users without specific authorization.
- I will not make any unencrypted electronic copies of data from eRA/IMPACII system.
- I will take reasonable steps to ensure I do not violate the privacy and confidentiality of all data from eRA/IMPACII systems, and I will ensure the proper disposal of data (in any format) and printed reports.
- I will access eRA/IMPACII systems only to the extent that my official job duties require such access.
- I will adhere to all applicable NIH, HHS and Federal Information Technology policies, including all IT Security Training requirements.
- I accept that I will be held accountable for my actions while accessing and using HHS/NIH information and information systems.
- Take all necessary precautions to protect HHS/NIH information assets (including but not limited to hardware, software, personally identifiable information (PII), protected health information (PHI), and federal records [media neutral]) from unauthorized access, use, modification, destruction, theft, disclosure, loss, damage, or abuse, and treat such assets in accordance with any information handling policies.

Privacy:

- I will Collect information from members of the public only as required by my assigned duties and permitted by the Privacy Act of 1974, the Paperwork Reduction Act, and other relevant laws.
- I will release information to members of the public including individuals or the media only as allowed by the scope of my duties and the law.
- I will refrain from accessing information about individuals unless specifically authorized and required as part of my assigned duties.
- I will use PII and PHI only for the purposes for which it was collected, to include conditions set forth by stated privacy notices and published System of Records Notices.
- I will ensure the accuracy, relevance, timeliness, and completeness of PII, as is reasonably necessary and to the extent possible, to assure fairness in making determinations about an individual.

Sensitive Information:

- I will treat computer, network and web application account credentials as private sensitive information and refrain from sharing accounts.
- I will secure sensitive information, regardless of media or format, when left unattended.
- I will keep sensitive information out of sight when visitors are present.
- I will sanitize or destroy electronic media and papers that contain sensitive data when no longer needed, in accordance with NIH records management (contact your IC Records Management Officer for questions) and the NIH Media Sanitization and Disposal Guidance, or as otherwise directed by management.
- I will access sensitive information only when necessary to perform job functions; and
- I will properly protect (e.g., encrypt) HHS/NIH sensitive information at all times while stored or in transmission, in accordance with the HHS Standard for Encryption of Computer Devices.

I must not:

- Violate, direct, or encourage others to violate HHS/NIH policies or procedures.
- Circumvent security safeguards, including violating security policies or procedures or reconfiguring systems, except as authorized.
- Use another person's account, identity, password/passcode/PIN, or PIV card or share my password/passcode/PIN.
- Remove data or equipment from the agency premises without proper authorization.
- Exceed authorized access to sensitive information.
- Share or disclose sensitive information except as authorized and with formal agreements that ensure third-parties will adequately protect it.
- Download or store sensitive information on personally-owned equipment.
- Transport, transmit, email, remotely access, or download sensitive information, inclusive of PII, unless such action is explicitly permitted by the manager or owner of such information and appropriate safeguards are in place per NIH policies concerning sensitive information.
- Use sensitive information for anything other than the purpose for which it has been authorized.
- Access information for unauthorized purposes.
- Use sensitive HHS/NIH data for private gain or to misrepresent myself or HHS/NIH or for any other unauthorized purpose.
- Store sensitive information in public folders or other insecure physical or electronic storage locations.
- Knowingly or willingly conceal, remove, mutilate, obliterate, falsify, or destroy information.

Federal Acknowledgement Statement

I have read the IMPACII Rules of Behavior and understand and agree to comply with its provisions. The eRA/IMPACII Rules of Behavior provides common rules on the appropriate use of all HHS information technology resources for all eRA/IMPACII Users, including federal employees, interns, and contractors. I understand that violations of the eRA/IMPACII Rules of Behavior or information security policies and standards may lead to disciplinary action and that these actions may include termination of employment; removal or disbarment from work on federal contracts or projects; revocation of access to federal information, information systems, and/or facilities; criminal penalties; and/or imprisonment. I also understand that violation of certain laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the IMPACII Rules of Behavior draw upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

The Privacy Act of 1974; 5 U.S.C. § 552a as amended. http://www.justice.gov/opcl/privstat.htm

I AGREE | Cancel

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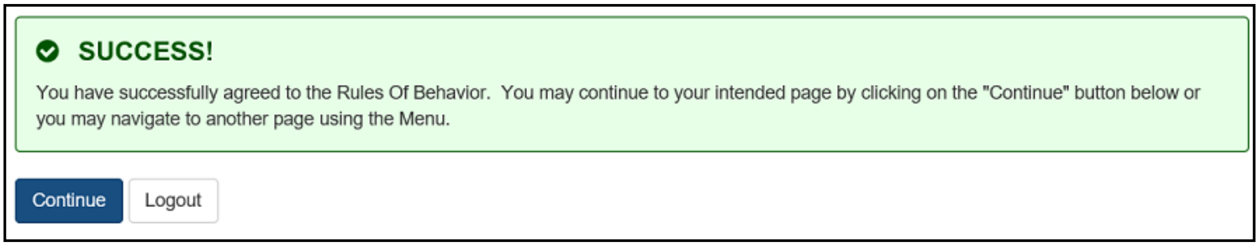
SUCCESS!
You have successfully agreed to the Rules Of Behavior. You may continue to your intended page by clicking on the "Continue" button below or you may navigate to another page using the Menu.
Continue
Logout