New to eRA Commons?
Here are steps to navigate the system

1. **REGISTER**
   - Institutional official registers institution or in multiple federal systems

2. **CREATE ACCOUNTS**
   - Account administrator creates or affiliates Commons account for PD/PI
   - PD/PI updates Personal Profile in Commons
   - Authorized Organizational Representative (AOR) submits application using ASSIST, Workspace, or Institutional system

3. **TRACK APPLICATION**
   - Administrator and PI check for errors or warnings on Commons Status screen (see steps for SO and for PI)
   - If errors, AOR resubmits application through Grants.gov
   - No Commons errors? View assembled application in eRA Commons
   - Application moves on to agency staff for consideration
   - Applications should check Status Info screen for communications from Division of Receipt and Referral

4. **CHECK SCORES**
   - PI views review outcome -- scores and summary statement -- on the eRA Commons Status Info screen

5. **SUBMIT JUST IN TIME**
   - Signing Official submits JIT (additional grant info) via Commons if requested by agency

6. **VIEW NOTICE OF AWARD**
   - Administrator and PI view NoA on the Commons Status screen

7. **SUBMIT PROGRESS REPORTS**
   - Signing Official (SO) submits Research Performance Progress Report (RPPR) annually, to document grantee accomplishments and compliance with terms of award
   - (SO) submits Interim RPPR if the SO has submitted a competing renewal application on or before the date a Final RPPR is due

8. **CLOSEOUT GRANT**
   - SO submits Final RPPR
   - SO verifies and submits Final Invention Statement, whether or not the grant has resulted in an invention
   - SO or delegate with Financial Status Report (FSR) role submits Final Federal Financial Report (FFR)

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