Checking Submission Status and Viewing the Assembled Application in eRA Commons – SO

There are six basic steps in the NIH electronic submission process:

- Prepare to Apply
- Find Opportunity and download application package
- Prepare Application
- 4. Submit Application to Grants.gov
- 5. Check Submission Status in eRA Commons
- 6. Check Assembled Application

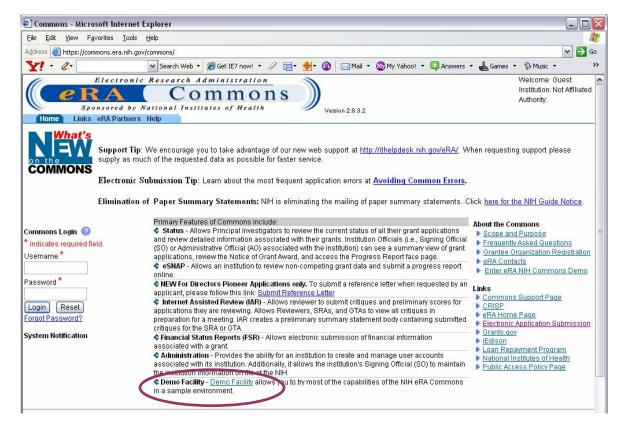
The steps outlined in this document cover steps 5 & 6, checking submission status and viewing the assembled application in the eRA Commons.

For the purposes of documenting these steps the eRA Commons Demo site will be used. The steps are the same in production. You can <u>create your own eRA Commons Demo account</u> complete with sample applications at various stages of submission and try this process on your own.

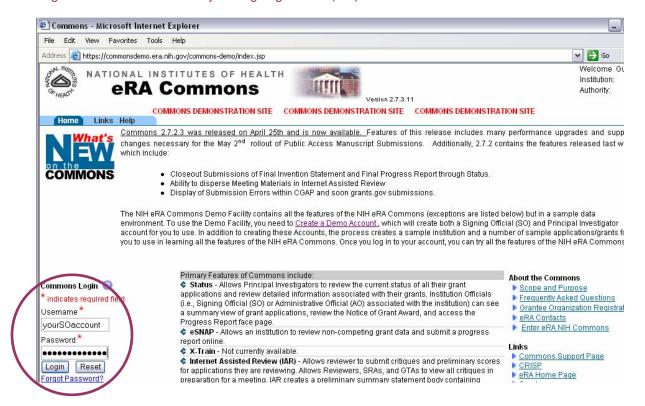
The following steps apply to applicants with the Signing Official (SO) role in eRA Commons (i.e. administrators).

The system uses a number of pop-up windows to display information. Please turn off any pop-up blockers or add www.nih.gov to your trusted domain list to allow all pop-ups.

 The eRA Commons Demo facility is accessed from the eRA Commons website at https://commons.era.nih.gov/commons/. Click on the Demo Facility link.



2. Login to eRA Commons with your Signing Official (SO) account Username and Password.

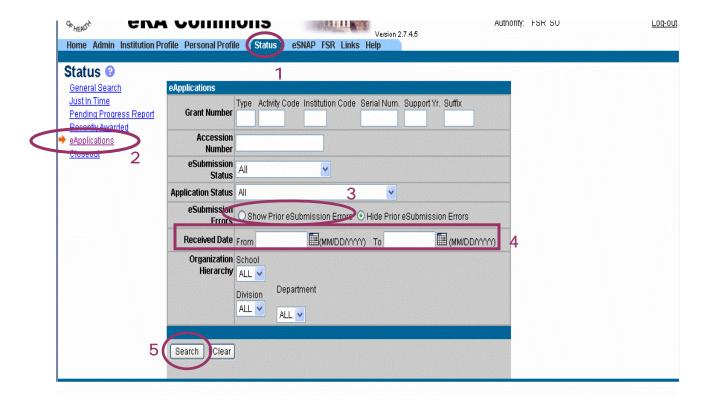


3. Click the Status tab (1) and select the eApplications status (2) from the left menu.

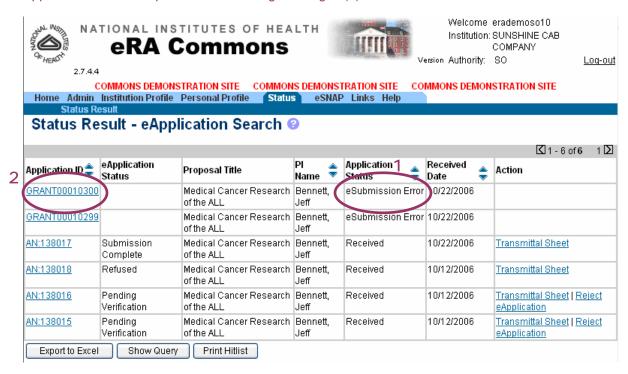
IMPORTANT – Be sure to select the *Show Prior eSubmission Errors* option to include applications that did not pass eRA Commons error checking (3).

Default search dates are provided by the system. You may delete them or change them to narrow your search (4).

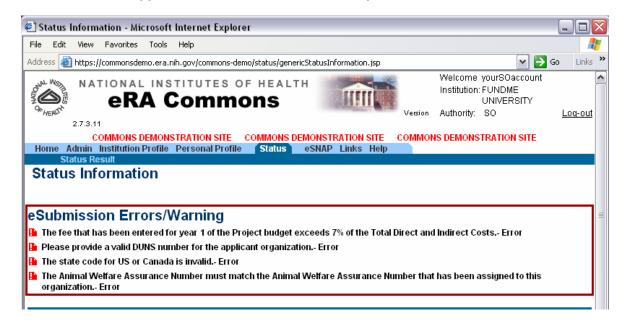
Once your selection criteria are entered, click on the Search button on the bottom of the screen (5).



4. Find application that shows "eSubmission Error" in Application Status (1). Follow the link on the Application ID to see specific error/warning messages (2).



5. View the list of eSubmission Errors/Warnings. Warnings can be fixed at the applicant's discretion but do not require action for the application to move on to Receipt & Referral. Errors must be addressed or the application will not move on to Receipt and Referral.



6. Applicants should refer to the application guide and announcement instructions for guidance on the expected values for specific fields.

The <u>Avoiding Common Errors</u> section of the <u>Electronic Submission of Grant Applications website</u> is another valuable source of information.

If (after using the available resources) you are unable to identify and address the errors in your application, please contact the eRA Helpdesk via Web Support at http://ithelpdesk.nih.gov/eRA/.

- 7. After making all corrections to the application forms, the entire changed/corrected application must be resubmitted through Grants.gov.
- 8. Once an error-free application is received, the eRA system will assemble the application and make the grant image available to the PI and Signing Official for a final check.

When an application image is generated an Accession Number is assigned.

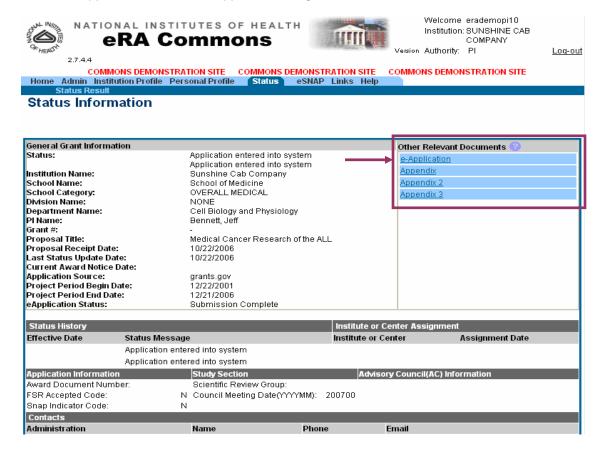
The eApplication Status shows "Pending Verification" within the 2 week day viewing window. The status will change to "Submission Complete" after it moves forward to Receipt & Referral and "Refused" if the application is Rejected by the AOR/SO.

Find an application with an Accession Number (AN#) and "Pending Verification" on the Status Result – eApplication Search hit list. Open the application by clicking on the accession number link.



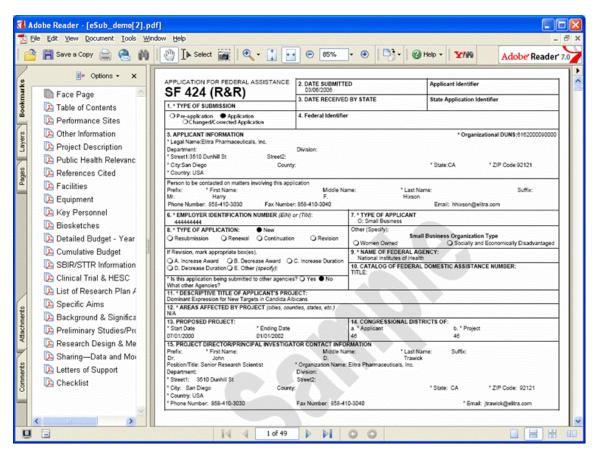
9. The Other Relevant Documents section includes the application image (eApplication), appendices, and cover letter. The cover letter is only accessible to appropriate NIH staff (i.e., reviewers do not see cover letter).

Click on eApplication to view the application image.



10. Applicants have two full week days (including holidays) to view the assembled application before it automatically moves forward to the Receipt and Referral division of the Center for Scientific Review at NIH. This is the first chance to see the application as a reviewer will see it. The entire application (including attachments) can be printed if desired.

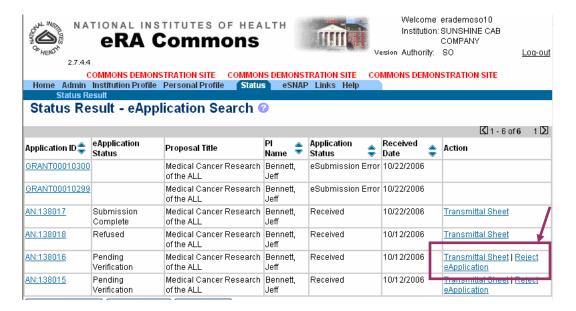
Carefully check each form and every attachment to ensure all aspects of the application look correct.



11. In rare instances, some information may become garbled or unreadable due to a system issue. If the application image does not correctly reflect the information you submitted, contact the eRA Commons help desk immediately. NIH will not penalize you for system issues outside of your control. The SO has the authority to Reject the application. The help desk will assist you with any corrective actions needed.

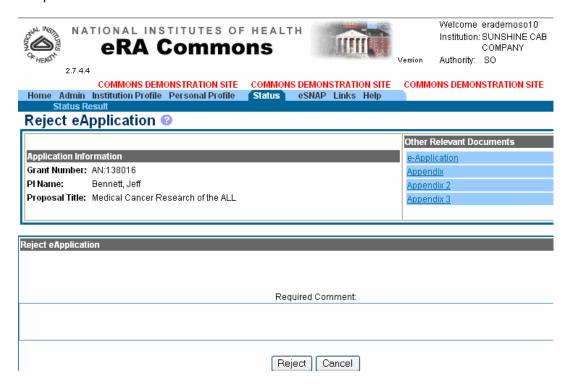
If an application is Rejected, the entire changed/corrected application has to be submitted again to Grants.gov and a cover letter is required. The reject option is not a way to tweak an application after a receipt date. If an application is rejected after a receipt date for any reason other than a system issue (e.g., submitted information is clean, but appears garbled in the image) or to correct warnings (if one-week correction window is in effect), the application will be subject to the late policy and may not be accepted.

To Reject the application, click on the Reject eApplication link from the hit list.



Enter a comment describing why the application is being Rejected and click on the Reject button.

This comment will be included in an automatic notification to the PI and SO when the Rejection is completed.



12. If no action is taken to Reject the application within the two week days the application moves forward.

Submission Process Complete!