

Endorsed Modifications for e-SNAP

Science Reporting	Current Process (SNAP)	Consensus Recommendations—e-SNAP
Progress Report (PR) Narrative	Annual submission two months prior to start.	<ul style="list-style-type: none"> • Retain rolling submission throughout the year. • Adjust submission time to 45 days before start (incentive).
	Application requires signatures of both PI and Authorized Official date.	<ul style="list-style-type: none"> • Allow submission of PR directly from PI as long as Authorized Business Official has delegated this authority to their PIs at the Institution level. This delegation would be part of the Institutional Profile stored in the Commons.
	Is considered confidential, e.g., releasable only through FOIA.	<ul style="list-style-type: none"> • Would remain confidential; e.g., releasable only through FOIA.
Research Accomplishments and Other Significant Changes	Currently an integral part of Progress Report narrative. As such, remains confidential, e.g., releasable only through FOIA.	<ul style="list-style-type: none"> • Have as a separate data area. Would be bullets of science highlights and other “Significant Changes.” • Require with PR but in e-SNAP only provide ability to provide interim updates as well. • Would remain “confidential,” e.g., releasable only through FOIA. • In e-SNAP only, provide a separate NOTES section.
Citations	Listed in annual submission, and provide one hard copy.	<ul style="list-style-type: none"> • If citation is published, allow link to on-line journal in lieu of submitting hard copy (incentive). • Assumes citations will be part of the Professional Profile (PPF) for each user. PPF and Progress Report will be linked so PI need only enter info once. • NIH to work with NLM to facilitate links to published citations.

Administrative Assurances and Certifications	Current Process (SNAP)	Consensus Recommendations—e-SNAP
Human Subjects Assurances	Assurance number and IRB date required with annual progress report.	<ul style="list-style-type: none"> • For e-SNAP, shift the burden of monitoring annual IRB review on a grant-by-grant basis to the grantee. System design could include an annual list based on our data that an authorized official would need to “certify” had received the appropriate review. • Institutions would have the responsibility of assuring compliance before any funds have actually been drawn down. • As part of the pilot, participating Institutions would agree to provide a retrospective annual list for NIH review. • In the long term, monitoring of this could be handled as part of a compliance site visit by either NIH and/or OHRP.
Animal Subjects Assurance	Assurance number and IACUC date required with annual progress report.	<ul style="list-style-type: none"> • Same recommendations as Human Subjects.
Other Administrative Assurances & Certifications	Authorized official signature on face page signifies compliance with all assurances and certifications.	<ul style="list-style-type: none"> • Maintain as currently designed in NIH Commons, e.g., list of assurance and certifications as part of the Institutional Profile. • Enhance by including dates each requirement was assured. • If a requirement changed or a new requirement was added, no Commons submission by the Institution would be permitted until the Institutional Profile was updated.
Other Issues	Current Process	Consensus Recommendations—e-SNAP
Personnel Data Page	Required with every application. Lists all key personnel for the current budget period.	<ul style="list-style-type: none"> • Store previous submission and allow access for updates.
T-5 Notification	Grantees receive pre-printed face pages sent by NIH two months prior to the T-5 submission date (usually four months prior to the budget start date).	<ul style="list-style-type: none"> • NIH will continue current business practice through FY2002. Beginning in FY2003, it will become an electronic notification only via the Commons Status System.

