Checking Submission Status and Viewing Assembled Application in eRA Commons - PI

There are six basic steps in the NIH electronic submission process:
1. Prepare to Apply
2. Find Opportunity and download application package
3. 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 create your own eRA Commons Demo account complete with sample applications at various stages of submission and try this process on your own.

The following steps apply to applicants with the Principal Investigator (PI) role in eRA Commons.

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.

1. 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 Principal Investigator (PI) account Username and Password.

3. Click the Status tab to view the PI status (1). Find application that shows "eSubmission Error" in Application Status (2). Follow the link on the Application ID to see specific error/warning messages (3).

4. 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. **Errors must be addressed before the application can move on.**
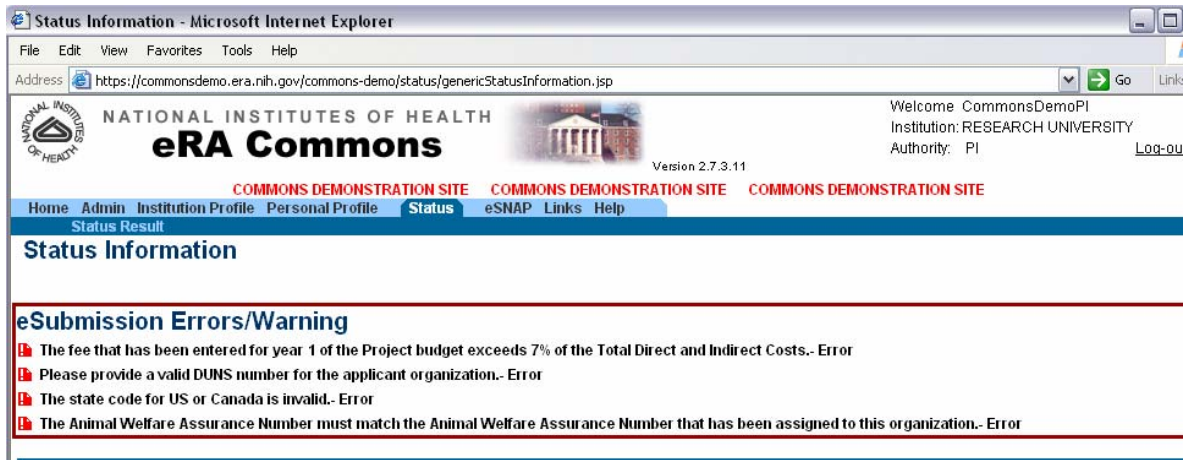
5. Applicants should refer to the application guide and announcement instructions for guidance on the expected values for specific fields.

   The Avoiding Common Errors section of the Electronic Submission of Grant Applications website 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/.

6. After making all corrections to the application forms, the entire changed/corrected application must be resubmitted through Grants.gov.

7. 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.

   From the Status screen, find an application with an AN# and "Received" Application Status and open it by clicking on the accession number link.

NATIONAL INSTITUTES OF HEALTH

eRA Commons

2.7.4.4

Welcome erademopi10
Institution: SUNSHINE CAB COMPANY
Version Authority: PI
Log-out

COMMONS DEMONSTRATION SITE   COMMONS DEMONSTRATION SITE   COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP Links Help

Status Result

Status Result - PI Status

➡ PI Status: View Failed Prior eSubmissions

◁ 1 - 14 of **14**   1 ▷

Application ID⇕	Proposal Title⇕	Institution	Application Status ⇕	Status Date ⇕	Action
5R01AI080734-05	Allergy Research	Sunshine Cab Company	Awarded	10/22/2005	Requires Closeout | Extension
5R01HL080731-02	Research on the Heart and Other Stuff	Sunshine Cab Company	Awarded	10/22/2005	
1R01HL080731-01	New Interesting Research on the Heart	Sunshine Cab Company	Awarded	10/22/2004	
5R01CA080730-02	Program Project for Cancer Research	Sunshine Cab Company	Awarded	10/22/2005	Requires Closeout
1R01CA080730-01	New Important Cancer Research	Sunshine Cab Company	Awarded	10/22/2004	
5R01HL080731-03	Heart Research to Sample Northern Area Pumpkins	Sunshine Cab Company	Pending		eSNAP | Progress Report
5R01CA080730-03	Cancer Research in Simple Note Abstracting Programs	Sunshine Cab Company	Pending		eSNAP | Progress Report
1R01CA080733-01	New Medical Cancer Research of the Thyroid	Sunshine Cab Company	Pending	10/22/2006	JIT
AN:138018	Medical Cancer Research of the ALL	Sunshine Cab Company	Received	10/22/2006	Transmittal Sheet
AN:138017	Medical Cancer Research of the ALL	Sunshine Cab Company	Received	10/22/2006	Transmittal Sheet
AN:138016	Medical Cancer Research of the ALL	Sunshine Cab Company	Received	10/22/2006	Transmittal Sheet
AN:138015	Medical Cancer Research of the ALL	Sunshine Cab Company	Received	10/22/2006	Transmittal Sheet
GRANT00010300	Medical Cancer Research of the ALL	Sunshine Cab Company	eSubmission Error		
GRANT00010299	Medical Cancer Research of the ALL	Sunshine Cab Company	eSubmission Error		

8. 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.

9. 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 just as a reviewer will see it. The entire application (including attachments) can be printed if desired.

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

In rare instances, some information may become garbled 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. You can work through your SO to reject the application and the help desk will assist you and your SO with any corrective actions needed.
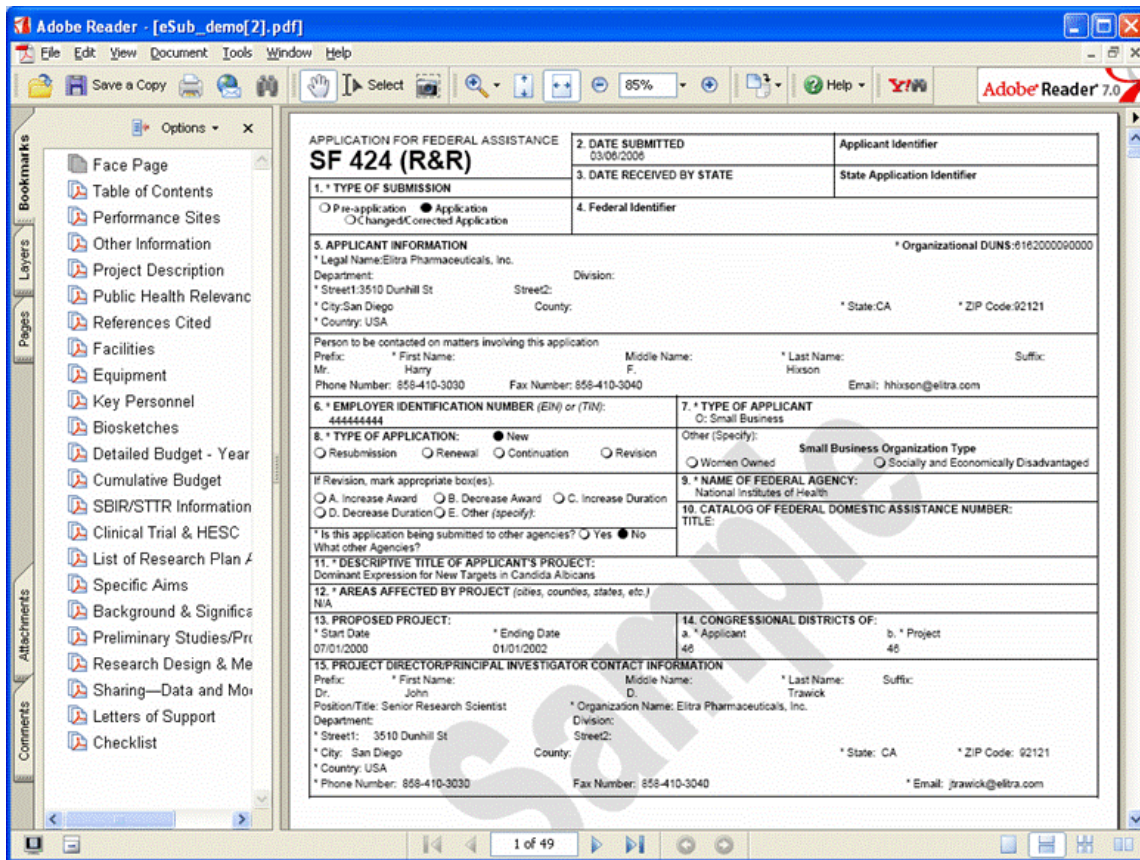
10. If no action is taken to stop the application within the two week days the application moves forward.

Submission Process Complete!