

# 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](http://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.

Commons - Microsoft Internet Explorer

Address <https://commons.era.nih.gov/commons/>

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.8.3.2

Welcome Guest  
Institution: Not Affiliated  
Authority:

Home Links eRA Partners Help

**What's New on the COMMONS**

**Support Tip:** We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

**Electronic Submission Tip:** Learn about the most frequent application errors at [Avoiding Common Errors](#).

**Elimination of Paper Summary Statements:** NIH is eliminating the mailing of paper summary statements. Click [here for the NIH Guide Notice](#).

**Commons Login**  
\* indicates required field.  
Username \*  
Password \*  
Login Reset  
[Forgot Password?](#)

**System Notification**

**Primary Features of Commons include:**

- ◆ **Status** - Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **NEW For Directors Pioneer Applications only.** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#)
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Financial Status Reports (FSR)** - Allows electronic submission of financial information associated with a grant.
- ◆ **Administration** - Provides the ability for an institution to create and manage user accounts associated with its institution. Additionally, it allows the institution's Signing Official (SO) to maintain the institution information on-line at the NIH.
- ◆ **Demo Facility** - Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

**About the Commons**

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

**Links**

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Electronic Application Submission](#)
- ▶ [Grants.gov](#)
- ▶ [iEdison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

2. Login to eRA Commons with your Principal Investigator (PI) account Username and Password.

Commons - Microsoft Internet Explorer  
 Address: https://commonsdemo.era.nih.gov/commons-demo/index.jsp

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
 Version 2.7.3.11

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Links Help

**What's New on the COMMONS**

Commons 2.7.2.3 was released on April 25th and is now available. Features of this release includes many performance upgrades and supports changes necessary for the May 2<sup>nd</sup> rollout of Public Access Manuscript Submissions. Additionally, 2.7.2 contains the features released last week, which include:

- Closeout Submissions of Final Invention Statement and Final Progress Report through Status.
- Ability to disperse Meeting Materials in Internet Assisted Review
- Display of Submission Errors within CGAP and soon grants.gov submissions.

The NIH eRA Commons Demo Facility contains all the features of the NIH eRA Commons (exceptions are listed below) but in a sample data environment. To use the Demo Facility, you need to [Create a Demo Account](#), which will create both a Signing Official (SO) and Principal Investigator account for you to use. In addition to creating these Accounts, the process creates a sample institution and a number of sample applications/grants for you to use in learning all the features of the NIH eRA Commons. Once you log in to your account, you can try all the features of the NIH eRA Commons.

**Commons Login** ?  
 \* Indicates required field  
 Username \*  
  
 Password \*  
  
   
[Forgot Password?](#)

**Primary Features of Commons include:**

- ◆ **Status** - Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **X-Train** - Not currently available.
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are

**About the Commons**

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
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**Links**

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Grants.gov](#)

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).

PI Status Result - Microsoft Internet Explorer  
 Address: https://commonsdemo.era.nih.gov/commons-demo/status/piSearchResult.jsp

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
 Version 2.7.3.11

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

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

Status Result

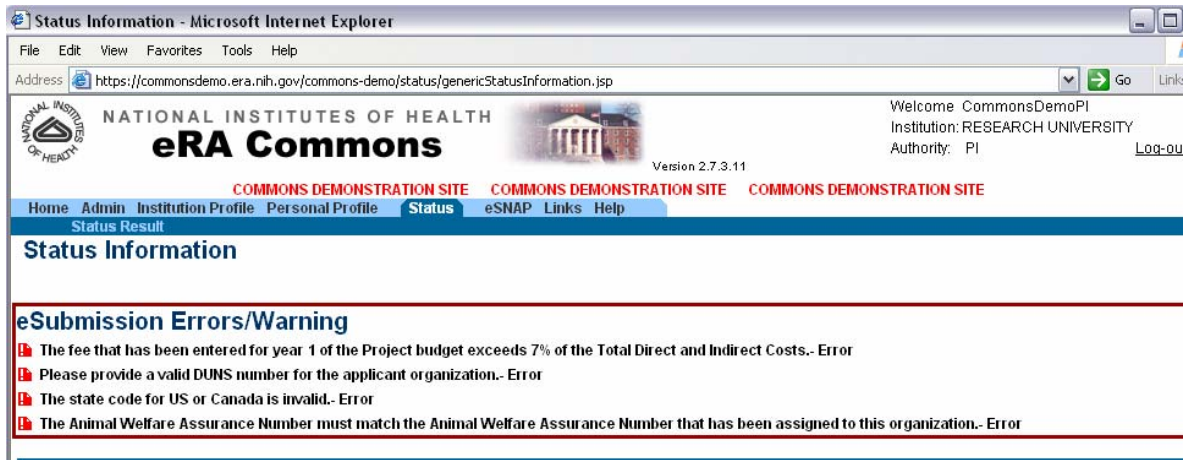
**Status Result - PI Status**

▶ [PI Status: View Failed Prior eSubmissions](#)

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Application ID	Proposal Title	Institution	Application Status	Status Date	Action
<a href="#">1R01CA072226-01</a>	New Important Cancer Research	Research University	Awarded	04/25/2004	
<a href="#">5R01CA072226-02</a>	Program Project for Cancer Research	Research University	Awarded	04/25/2005	<a href="#">Requires Closeout</a>
<a href="#">5R01CA072226-03</a>	Cancer Research in Simple Note Abstracting Programs	Research University	Pending		<a href="#">eSNAP   Progress Report</a>
<a href="#">1R01HL072227-01</a>	New Interesting Research on the Heart	Research University	Awarded	04/25/2004	
<a href="#">5R01HL072227-02</a>	Research on the Heart and Other Stuff	Research University	Awarded	04/25/2005	
<a href="#">5R01HL072227-03</a>	Heart Research to Sample Northern Area Pumpkins	Research University	Pending		<a href="#">eSNAP   Progress Report</a>
<a href="#">1R01CA072229-01</a>	New Medical Cancer Research of the Thyroid	Research University	Pending	04/25/2006	<a href="#">JIT</a>
<a href="#">5R01AI072230-05</a>	Allergy Research	Research University	Awarded	04/25/2005	<a href="#">Requires Closeout   Extension</a>
<a href="#">AN116630</a>	Medical Cancer Research of the ALL	Research University	Received	04/25/2006	<a href="#">Transmittal Sheet Verify eApplication</a>
<a href="#">AN116631</a>	Medical Cancer Research of the ALL	Research University	Received	04/25/2006	<a href="#">Transmittal Sheet Verify eApplication</a>
<a href="#">GRANT00002307</a>	Medical Cancer Research of the ALL	Research University	eSubmission Error		
<a href="#">GRANT00002308</a>	Medical Cancer Research of the ALL	Research University	eSubmission Error		

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.



### Status Result - PI Status

→ [PI Status: View Failed Prior eSubmissions](#)

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





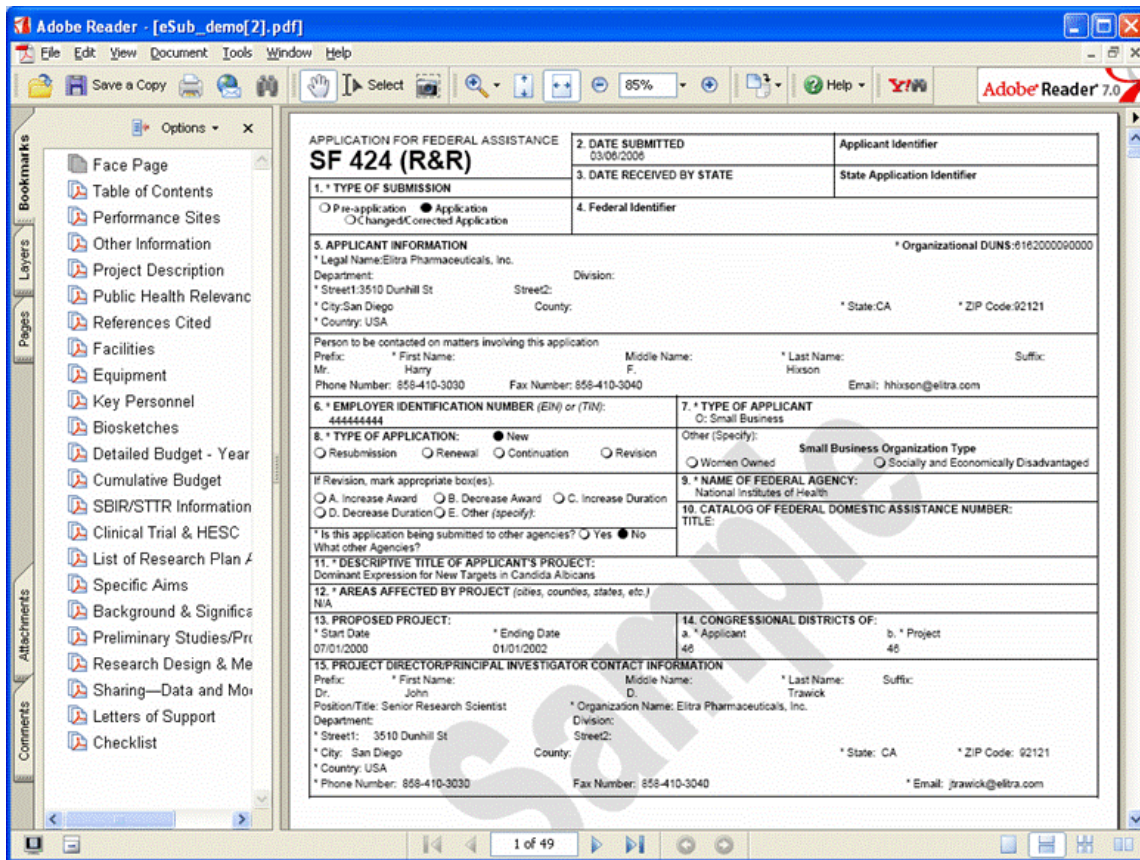
## Status Information

<b>General Grant Information</b>		<b>Other Relevant Documents</b>	
<b>Status:</b>	Application entered into system	<a href="#">e-Application</a> <a href="#">Appendix</a> <a href="#">Appendix 2</a> <a href="#">Appendix 3</a>	
	Application entered into system		
<b>Institution Name:</b>	Sunshine Cab Company		
<b>School Name:</b>	School of Medicine		
<b>School Category:</b>	OVERALL MEDICAL		
<b>Division Name:</b>	NONE		
<b>Department Name:</b>	Cell Biology and Physiology		
<b>PI Name:</b>	Bennett, Jeff		
<b>Grant #:</b>	-		
<b>Proposal Title:</b>	Medical Cancer Research of the ALL		
<b>Proposal Receipt Date:</b>	10/22/2006		
<b>Last Status Update Date:</b>	10/22/2006		
<b>Current Award Notice Date:</b>			
<b>Application Source:</b>	grants.gov		
<b>Project Period Begin Date:</b>	12/22/2001		
<b>Project Period End Date:</b>	12/21/2006		
<b>eApplication Status:</b>	Submission Complete		
<b>Status History</b>		<b>Institute or Center Assignment</b>	
<b>Effective Date</b>	<b>Status Message</b>	<b>Institute or Center</b>	<b>Assignment Date</b>
	Application entered into system		
	Application entered into system		
<b>Application Information</b>		<b>Study Section</b>	<b>Advisory Council(AC) Information</b>
Award Document Number:		Scientific Review Group:	
FSR Accepted Code:	N	Council Meeting Date(YYYYMM):	200700
Snap Indicator Code:	N		
<b>Contacts</b>			
<b>Administration</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>

- 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!**