

What is the purpose?

One of the features of the Streamlined Non-competing Award Process (SNAP) is the ability to submit a streamlined annual progress report. eSNAP provides the ability for eligible grantee institutions to electronically submit SNAP progress reports through the eRA Commons. It also tests a few business process changes that are available only to the electronic process.

Institutions can become eligible to use eSNAP by completing the appropriate steps in the Institutional Profile in the eRA Commons.

NIH is the only agency that uses the eSNAP concept as currently designed in the Commons.

What are the features?

- eSNAP allows for electronic submission of a SNAP progress report
- Electronic routing of eSNAP information to authorizing officials at the applicant institution is possible for review and approval prior to submission to the agency
- The module offers the ability to save and route eSNAP in a work in progress (WIP) state
- Includes special business processes available only in the electronic SNAP process:
- Eliminates routine annual reporting of IRB & IACUC review information. Approval data must be available upon request
- Signing Officials (SO) can delegate the authority to submit an eSNAP to the Project Director/ Principal Investigator (PD/PI). When a PD/PI has been delegated this authority and submits an eSNAP to the grantor agency on behalf of the grantee, an email notification is still sent to the Signing Official (also called Authorized Organizational Representative). (Note, a PD/PI cannot re-delegate this authority to any other user.)
- Retains Key Personnel Report data from previous submission for easy update
- Citations are linked to information stored in the Person Profile of the PD/PI
- Once the data is submitted, a PDF is generated and stored in the electronic grant folder. This is then used by NIH staff to conduct required programmatic and administrative reviews.
- Includes the capture and retention of the PD/PI signature approval which can be used to satisfy the Institutional PD/PI Assurance requirement

What are the benefits?

NIH grantee institutions get additional time for electronic submission of the eSNAP progress report, compared to the paper submission process. Paper submissions must be mailed at least 2 months prior to budget period start date; electronic submissions have a 6 week deadline, providing an extra 2 weeks to complete the progress report.

Who can use the eSNAP module?

To access eSNAP via Commons, the grantee institution must be registered in Commons. Then within the Institutional Profile, an authorized official can enable their institutions by clicking on “Enable” for the “eSNAP Institution Self Registration” field on the Basic Institution Information tab. They will be required to review and agree to the features that are different between the electronic submission and paper submission processes. Institutional participation is for an entire institution. It cannot be enabled for just a few components. Once an institution is eSNAP enabled, the function is available for all grants awarded under the SNAP authorities. Institutional officials may also disable eSNAP usage for their institution at the same place within the Institutional Profile.

- The Signing Official (SO) may submit the eSNAP report. Submit authority may also be delegated to the assigned PD/PI. Note this delegation is done on a case-by-case basis, so Institutions can grant and revoke this delegation authority as necessary.
- The SO is the only individual who can delegate the PI permission to submit the eSNAP to the grantor agency

If a PD/PI expects to be away from the office and unable to submit an eSNAP, the PD/PI can delegate authority to someone with an Assistant’s role in Commons who will assist in completing the PD/PI’s eSNAP application. The PD/PI may also delegate authority to update the PD/PI’s Personal Profile File (PPF). An incomplete PPF can result in errors in the eSNAP report. However a PD/PI may not re-delegate eSNAP submit authority to any other user.