National Institutes of Health/Office of Extramural Research

Electronic
Research
Administration

NIH eRA Commons
User Guide

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Contents

Overview

The NIH eRA Commons is a Web-based system that allows NIH extramural grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of biomedical and behavioral research. To be able to use the NIH eRA Commons you must be registered as a user. Contact your Office of Sponsored Programs or Office of Clinical Research representative for information about registering.

The NIH eRA Commons is organized into sections. Depending upon the privileges/roles granted to you, you may view and access the following sections:

Administration. The Account Administration section lets institution officials create and manage user accounts associated with the institution.

Institution Profile. The Institution Profile (IPF) section lets institution officials maintain the institution information on file at the NIH.

Personal Profile. The Personal Profile (PPF) section lets users maintain their personal information on file at the NIH (including information such as degrees, publications, and contact information).

Status. This section lets Principal Investigators (PIs) review the current status of all their grant applications and review detailed information associated with the grant. Signing Officials (SOs) or Administrative Officials (AOs) associated with the institution can see a summary view of grant applications, review Notices of Grant Award, and access Progress Report face pages.

eSNAP. The electronic Streamlined Non-competing Award Process (eSNAP) section lets extramural grantee institutions submit electronic versions of Type 5 (non-competitive) progress reports to the grants management community. See the eSNAP User Guide for more information about this module.

IAR. The Internet Assisted Review (IAR) section lets reviewers submit critiques of grant applications and view each other's reviews before the actual meeting. Scientific Review Administrators (SRAs) and Grants Technical Assistants (GTAs) can view all critiques and generate preliminary score reports and pre-summary statement bodies. See the IAR User Guide for more information about this module.

FSR. The Financial Status Report (FSR) is a statement of expenditures sent to the sponsor of a grant or contract. This section lets Grant and Contract Accounting (GCA) prepare and submit an FSR on behalf of the Principal Investigator (PI).

X-Train. The electronic Trainee Activities System (X-Train) section lets Program Directors (PDs) of grantee institutions create and update trainee appointments. See the X-Train User Guide for more information about this module.

Links. This section provides links to websites that provide information about the NIH eRA Commons and related applications.

Help. This section provides online Help for all aspects of using the NIH eRA Commons.

Login and Logout

Figure 1   NIH eRA Commons Home Page Before Logging In

Logging In

1.   Launch your Web browser.
2.   Enter the following URL in your browser's Address/Location field:

   https://commons.era.nih.gov/commons/ and press | **Enter** |.

   The NIH eRA Commons Home page opens.

3.   In the Username field, type your username and press | **Tab** | to move to the Password field.

4.   Type your password and press | **Enter** | or click **Login**.

5.   If this is the first time you are logging in, the Change Password page (FRW0015) opens:

Figure 2   Change Password Page (FRW0015)

   a.   Enter your old password, and then enter and retype a new password.

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b. Click **Submit** to update the new password information.

The system returns you to the Home page with your login information displayed in the upper right corner of the page. A logout hyperlink is located directly beneath your login information.

Figure 3   Login Information and Logout Link

Logging Out

Logging out of the NIH eRA Commons ends your current session. The top of each page contains a Logout hyperlink located directly beneath your login information.

➢ Click the **Log-out** hyperlink to end your session.

Username and Password Information

You need a personal user account to log in to the NIH eRA Commons. This requires a unique username (from 6 to 20 characters) and a password (minimum length of 6 characters). The username and password can be any combination of letters and numbers.

If you forget your password, the NIH eRA Commons provides a capability for you to request that your password be reset. In this case, a new password is generated and sent to you at the email address contained in your user profile.

Note: The password is case-sensitive.

1. Access the NIH eRA Commons Home page as described in *Logging In*.
2. Click the **Forgot Password?** hyperlink to open the Reset Password page (FRW0002).
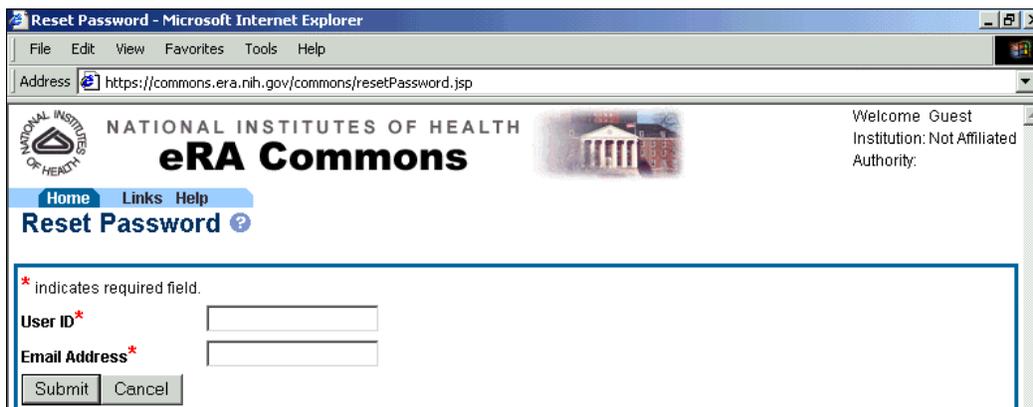

Figure 4   Reset Password Page (FRW002)

3. In the User ID field, type your user name and press **Tab** to move to the Email Address field.

4. Type your email address and press $\boxed{\textbf{Enter}}$ or click **Submit**. The system returns you to the Home page and displays a confirmation message indicating that your password has been reset.

Changing Your Password

Note: The password is case-sensitive.

1. Select **Administration** | **Accounts** | **Change Password** to access the Change Password page (ADM1013).

Figure 5   Change Password Page (ADM1013)

2. Enter your current password in the Old Password field.
3. Enter a new password (at least 6 characters) in the New Password field. This new password must be different than your current password.
4. Retype the new password in the Retype New Password field.
5. Click **Submit** to update the information.

Web Browser Information

The NIH eRA Commons is available to any user with a Web browser (Internet Explorer 5.01 or greater or Netscape 4.7 or greater) and Internet access. Other Web browsers are also supported, but some functionality may be lost.

You must enable Cookies and JavaScript on your browser and use the navigation buttons and hyperlinks provided on the system pages instead of the browser buttons to move through the pages. Additionally, make sure that the browser is *not* set for automatic password completion. For instructions on making these changes, check your browser's Help text.

Session Expiration

Your session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.
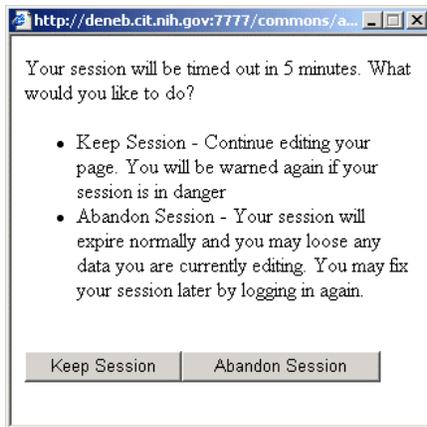
Figure 6   Session Expiration Warning

If you know you won't need to use the system for an extended period of time, you should use the Logout hyperlink located at the top of every page to log out (see Figure 3 on page 6). If your session expires while the NIH eRA Commons is still open (if you don't respond to the expiration message within the allotted five minutes), you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

Concurrent Logins

You may be logged in to the NIH eRA Commons for only one session at a time. If you attempt to log in to another session (using a second browser instance), the system gives you the option of either terminating the first session or canceling the request.

Password Expiration Notification

For security purposes, user passwords expire and must be reset. If your password is about to expire, a "password close to expiration" message is generated when you log in.

When your password expires, you are directed to select a new password. When you change your password, you do not need to notify anyone.

Printing Pages

All Web pages in the NIH eRA Commons can be printed using your browser's standard print feature. This is helpful to provide a hard copy report of what you see on the screen.

Using the NIH eRA Commons Demo

Use the training/demo facility to familiarize yourself with the NIH eRA Commons and practice creating sample institutions, accounts, and grant applications. The demo lets you run the major functions of the system in a training/demonstration mode that functions exactly like the production version, with the major exception that only sample data is altered.

Use the form on the Create a New Demo Account page to create a sample institution and user accounts. The creation of a Signing Official (SO) account is required and grant applications are assigned to the created institution. If you create a Principal Investigator (PI) account, a number of the created grant applications are assigned to the created PI account. Once the institution and initial accounts are assigned, use the training/demo mode to perform all functions on the sample data connected to these accounts (such as creating new accounts, submitting an eSNAP or FSR, reviewing application status, and affiliating other demo users to your demo institution).

1. From the NIH eRA Commons home page, click the **Commons—Demo** hyperlink (in the *About the Commons* section located under the Login fields) to reopen the home page in demonstration mode. This mode looks almost identical to the actual home page.

Figure 7   NIH eRA Commons Demo Home Page (COM0001)

2. If you have already created a demo account, log in using the username and password you created.
3. If you haven't yet created a demo account:
   a. Click the **Create an Account** button open the Create a New Demo Account page.

Figure 8   Create a New Demo Account Page (COM0014)

b. Enter new account information, noting the following:

- All fields are required fields.

- The User Name fields have a 6-character minimum and a 20-character maximum. These must be unique names.

- Select one or more roles for the new demo accounts.

c. Click **Submit**. A verification message displays the information you entered.

d. Review the information and click **Save** to confirm the information and create the new demo account.

e. A confirmation page lists your user name information and passwords. Copy the information and click **Continue**. You are returned to the NIH eRA Commons demonstration site to log in and begin your training/demo session.

Note: The first time you log in with a new account you are required to change your password. See *Changing Your Password* on page 7 for details.

Registering Institutions

Making the Initial Registration Request

Grantee institutions need to be registered to use the NIH eRA Commons. The initial registration request registers the institution and sets up a mandatory account for the institution's Signing Official (SO) and an optional account for the institution's Accounts Administrator (AA). Only authorized organization officials can register their institutions.

To register your institution:

1. Access the NIH eRA Commons Home page.
2. Click the **Grantee Organization Registration** hyperlink in the About the Commons sections (located below the Login fields) to open the Online Registration page (REG3010) instructions. It may be helpful to print out this page for a convenient reference. See *Printing Pages* on page 8 for instructions.
3. Click **Register Now** to open the Register Institution page (REG3007).

Figure 9   Register Institution Page (REG3007)

4.   Fill in the information fields for the institution, noting the following:

  - If a field name is followed by an asterisk (*), it is a required field.

  - At least one line of a street address is required, in the field labeled Street 1.

  - The Institution Name field has a 100-character maximum length.

5.   Fill in the information fields for the Signing Official (SO), noting the following:

  - If a field name is followed by an asterisk (*), it is a required field.

  - The Title field can contain up to a maximum of 240 characters.

  - The User Name must be a minimum of 6 characters (numbers and letters can be combined).

6. If desired, fill in information for an Accounts Administrator (AA). The required account information for the AA is the same as for the SO.

7. Verify that the information entered in the fields is correct and click **Submit** to generate a completed registration form with signature and date lines.

8. Print out the registration form, make any corrections if needed, and sign (only SOs or their designees can sign the form).

9. Fax the completed form to the NIH at 301-451-5675.

10. The NIH sends an email to the designated SO that contains a hyperlink to verify the SO email address. Click the hyperlink in this email to open the Email Verification page (REG3005). This confirms that the email address provided for the SO is valid. The NIH reviews the application that is pending approval.

Confirming Institution Registration Information

Confirmation of the institution registration information confirms that the institution profile assignment is correct and completes the registration process. You are notified if the name and address supplied during registration conflicts with the name and address that the NIH has on file for your institution. If so, you are provided with an option to either change the name and address entered during registration or use your registration information to overwrite the name and address NIH has on file.

Note: Institution names and addresses can be updated manually using the Edit Institution Profile function (see *Editing Institution Profile Information* on page 25 for details).

1. Once the SO email is confirmed (see *Making the Initial Registration Request* on page 11) and the registration request is reviewed by the NIH, you will receive a second email stating the status of the application and providing a hyperlink to confirm and complete the registration process. Click the hyperlink in this email to open a verification page that displays the institution registration information. The information can be confirmed (if correct) or a request to the help desk can be entered if the information needs to be corrected.

2. Once the institution information is confirmed, you will receive a final registration email with the username and password for logging on to the NIH eRA Commons system.

Maintaining User Accounts

Creating User Accounts

There are two ways for Extramural Administrators to create new user accounts:

- Use the Create Account hyperlink (located in the list of matching accounts when accounts are queried) to create accounts for users who have a role of Principal Investigator (PI) and have an NIH eRA user profile record. When new PI accounts are created, they are associated with the eRA user profile that the NIH stores for PIs. To prevent the creation of multiple accounts for the same PI, it is crucial that the new accounts are matched to the existing records. Use the directions in *Querying Accounts* on page 15 to find the desired PI and create an account.

Note: It is important that PIs with prior NIH support enter the optional birth date, Social Security number (SSN), and prior support information which enables the NIH to associate the new account to the PI's existing NIH profile.

- Use the directions in this section when you are unable to query the desired account and need to create accounts for users (with roles other than PI and IAR) who do not have an existing user profile.

1. Select **Administration** | **Accounts** | **Create Account** to access the Create a New Account page (ADM1001).

Figure 10   Create a New Account Page (ADM1001)

2. Enter new account information, noting the following:

    - If a field name is followed by an asterisk (*), it is a required field.

    - The User Name field has a 6-character minimum and a 20-character maximum. This is a unique name that can be assigned to one and only one user.

    - The Birth Date, SSN (Social Security number), and Prior Support fields are for PI roles only.

3. Click **Submit** to enter the information. The new user receives an "Account Created" notification email (sent to the email you provide in the Email field) containing the username and a randomly generated password. However, new users who are PIs receive an email that provides a link to a special form that the PI uses to confirm the information that NIH has regarding the PI's participation in grant applications, committee involvement, and training appointments. Only after this form is completed does the PI receive an email with the account information. See *Verifying NIH Support* on page 44 for more information about how PIs confirm NIH information.

Querying Accounts

Extramural Administrators can search for and select an account to view, edit, or delete. Querying is also useful for locating a user to whom you want to delegate PI authority, and for locating accounts with a current status of Not Affiliated so that you can create user accounts and create institutional affiliations.

Note: The fields for the query information on this page are optional. Use any desired combination of the fields to perform the account query.

1.   Select **Administration** | **Accounts** | **Maintain Account** to access the Account List page (ADM1007).

Figure 11   Account List Page (ADM1007)

2.   Fill in the optional search criteria fields, noting the following:

- The User ID, Last Name, and First Name fields retrieve records that contain the text entered, even if the text is only a partial match. These fields are *not* case-sensitive.

- One or more roles can be selected from the Role list. Press **Ctrl** and hold to select multiple roles.

- See Table 1 on page 16 for more information about the query fields.

- See Table 2 on page 16 for a description of the various statuses of accounts.

3.   Click **Search**. A list of matching accounts is displayed. Up to 50 records are displayed per page of matching accounts.

4.   Note the following information about the account list:

- A user ID and an email address will be displayed for users who have an NIH eRA Commons account.

- Active accounts have hyperlinks to view, edit, or delete the account.

- Active PI accounts have an additional hyperlink for delegating PI authority.

- Unaffiliated accounts have either a Create Affiliation hyperlink or a Create Account hyperlink.

- Pending accounts have Status hyperlinks.

- Inactive accounts have a Create Account hyperlink.

Table 1   Maintain Account Query Fields

Field Name	Description
User ID	The User ID for the account. This field is not case-sensitive.
User Name	The first name, last name of the user. This field is not case-sensitive.
Account Status	Indicates the current status of the account profile. Possible values are Active, Pending, Not Affiliated, and All.
Role	The role affiliated with the account. See *Available Roles for New Accounts* on page 20 for definitions of the available roles. The default value for this field is All, which returns all possible account roles.

Table 2   Account Status Descriptions

Account Status	Description
Not Affiliated	This query option displays a list of users who have submitted grants/applications but are not affiliated with the NIH eRA Commons system. In the Action column, hyperlinks are provided to either "Create Account" (for users who do not have an account) or "Create Affiliation" (for PIs who have not been affiliated with your institution). The Maintain Accounts feature lets the Extramural Administrator easily create an account for Principal Investigators (PIs). It is important that PIs are linked to their existing NIH profile so that they can see all of their grants/applications in the Status section and process those applications as the related functionality (eSNAP, XTrain) becomes available in the NIH eRA Commons system. When you query by selecting the "Not Affiliated" status, you query any PI at your institution who has submitted an application within the last five years.
Pending	This query option displays a list of users who have requested an NIH eRA Commons account and are awaiting NIH verification (pending accounts). This temporary status generally lasts only two to three business days. In the Action column, a hyperlink is provided for viewing the status of the pending account.
Active	This query option displays a list of users who have a profile that has been associated with an NIH eRA Commons account (active users). In the Action column, hyperlinks are provided for viewing, editing, and deleting the account. Active PI accounts have an additional hyperlink for delegating PI authority.
All	This query option displays a list of all of the above users.

Viewing Pending Status Information

When an account has a status of Pending, Extramural Administrators can use the Account Request Status page (ADM1026) to view whether the account is pending PI review or NIH review.

A status of Pending PI Review indicates that the PI has not yet replied to the email requesting that the PI validate the account request. You are provided with an option to resend the notification email to the PI.

A status of Pending NIH Review indicates that the NIH has not yet completed the validation request and that the account has not been activated.

1. Query the account as described in *Querying Accounts*.

2. In the Action column of the desired account, click the **Status** hyperlink. The Account Request Status page (ADM1026) opens.

3. When the account status is Pending PI Review, click **Send Email** (if desired) to resend the account verification request to the PI.
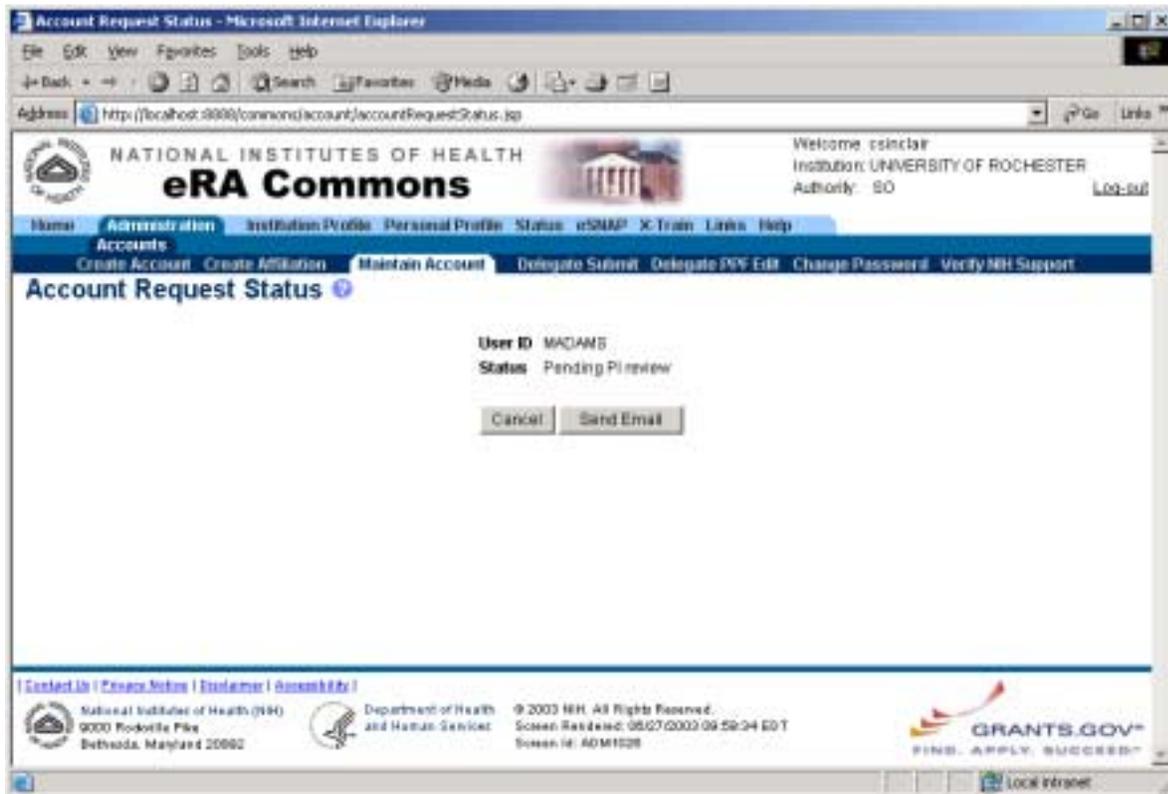

Figure 12   Account Request Status Page (ADM1026)

Creating Affiliations for Users

Extramural Administrators can create institutional affiliations for existing NIH eRA Commons users with roles of PI or IAR.

There are two ways to create institutional affiliations for users:

- Use the Create Affiliation hyperlink located in the list of matching accounts when accounts are queried. Use the directions in *Querying Accounts* on page 15 to find the desired PI or IAR user and create an affiliation.

- Use the directions in this section when you are unable to query the desired account and need to create an affiliation for PI or IAR users who do not have existing user profiles.

Note the following information about affiliations:

- Principal Investigators must be affiliated with an institution to see their work at that institution and can be affiliated with more than one institution at a time.

- When IAR users are affiliated with an institution they can see the Institution Profile and Status sections of the NIH eRA Commons.

- Once affiliated, PIs or IAR users can see the affiliation in the login information section located in the upper right-hand corner of each page (shown in Figure 3 on page 6).

- PIs with multiple institution affiliations can easily change the institution by clicking the hyperlinked institution in the login information section.

1. Select **Administration** | **Accounts** | **Create Affiliation** to access the Create Affiliation page (ADM1011).

Figure 13   Create Affiliation Page (ADM1011)

2. Enter the desired user name and email address.
3. Click **Submit** to enter the information. You will receive a confirmation message that the user has been affiliated with your institution.

Viewing NIH Support Information

The NIH Support page lists the NIH application information associated with the selected Principal Investigator (PI). Extramural Administrators can use this information to positively identify PIs associated with their institutions.

Note:
NIH support information is available for accounts that have a status of Active or Pending where the user has a role of PI, and for users with an account status of Not Affiliated.

By default, the list is sorted by Budget Start Date (in descending order). To sort the list by a different column, click the descending or ascending arrow in any of the other column headings.

1. Query the account as described in *Querying Accounts*.
2. In the User Name column of the desired account, click the hyperlinked user name. The NIH Support page opens (ADM1025). Table 3 on page 19 lists the information that is displayed on this page.

Figure 14   NIH Support Page (ADM1025)

Table 3   NIH Support Page Columns

Column Name	Description
Principal Investigator Name	Last name, first name of the PI.
Grant Number	Grant number.
Title of Proposal	Title of the grant proposal.
Grant Status	Indicates the current status of the grant. Possible values are Awarded, Pending, Withdrawn, Terminated, Not Funded, Returned.
Budget Start Date	Budget start date of the proposal.

Available Roles for New Accounts

Account Administrators (AAs) are designated by SOs to facilitate the administration of the NIH eRA Commons accounts for their institution. The AA can create, delete, and modify accounts as necessary.

Administrative Officials (AOs) review grant applications before the final application is submitted to the NIH by the SO. Depending on the institution workflow process, it is possible for the SO and AO to be the same person (in this case the institution only needs an SO account). An AO also can create additional AO and PI accounts.

Assistants (ASSTs) are basic NIH eRA Commons user who can be assigned as a PI delegate for eSNAP/ X-Train. Users with this role initially have no access other than updating their own personal profile but can be delegated PI authority to selected accounts to aid in administrative tasks.

Extramural Administrators are users with a role of SO, AA, and/or AO.

Financial Status Report (FSR) indicates an FSR user.

Internet-Assisted Review (IAR) indicates an IAR user.

Principal Investigators (PIs) are designated by the institution to direct the project or activity being supported by the grant. The PI is responsible and accountable for the proper conduct of the project or activity. The role of the PI within the NIH eRA Commons is to complete the electronic grant process.

Signing Officials (SOs) for the institution have the authority to perform legally binding grant administration actions. This includes serving as an authority responsible for submission of grant applications to the NIH. The individual fulfilling this role can have any number of titles in the institution. The SO can create and modify accounts, and modify institution profile information.

Deleting Accounts

Deleting an account removes the user's affiliation at your institution from the NIH eRA Commons. Only Extramural Administrators can perform this function.

Note: Deleting an account does not remove the user's profile, nor does it remove any works-in-progress associated with the user.

1. Query the account as described in *Querying Accounts*.
2. In the Action column of the desired account, click the **Delete** hyperlink. The Delete Account Confirmation page (ADM1002) opens.

Figure 15   Delete Account Confirmation Page (ADM1002)

3.   In the Comment field, enter an optional comment for the deletion of the account.
4.   Click **Delete** to confirm the deletion and return to the Account List page.

Editing Accounts

Extramural Administrators can use the Edit Account page to edit an account and modify user roles, reassign the account, or update account information. Updating account information comprises changing the email address and the "lock" status of the account.

To access the Edit Account page:

1.   Query the account list as described in *Querying Accounts*.
2.   Click the **Edit** hyperlink next to the desired account to open the Edit Account page (ADM1003).

Figure 16   Edit Account Page (ADM1003)

Reassigning Accounts

To reassign the account to a different user:

1. Open the Edit Account page as described in *Editing Accounts on page 21*.

2. From the Reassign Account field drop-down list, select the user name to which the account will be reassigned. The page refreshes to update the name, email, and role information for the new user name.

3. If desired, edit other account information.

4. Click **Submit** to enter the changes.
    An email is sent to the account holder (of the account that is being edited) providing them with a full description of changes made.

Changing Account Lock Status

Users cannot log on to the system if their account is locked. An account is locked when a user exceeds the maximum number of tries to log on successfully or if the account is manually locked by the NIH eRA Commons system administrator.

To change the account lock status:

1. Open the Edit Account page as described in *Editing Accounts on page 21*.

2. In the Account Lock Status field, select the desired lock status.

3. If desired, edit other account information.

4. Click **Submit** to enter the changes.
   An email is sent to the account holder providing them with a full description of changes made.

Resetting Passwords

You can reset your password to a system-generated password. This is useful if you forget your password and cannot log on to the system or if you exceed the maximum number of retries and get "locked out" from your account. Resetting the password changes your account status from "locked" to "unlocked."

1. From the main Login page, click the **Reset Password** hyperlink to open the Reset Password page (FRW0002).

Figure 17   Reset Password Page (FRW002)

2. In the User ID field, type your user name and press **Tab** to move to the Email Address field.

3. Type your email address and press **Enter** or click **Submit**. The system sends an email with a new system-generated password to the email address registered with your account.

Note: As soon as you log on with your new password you are prompted to change the password. See *Changing Your Password* on page 7 for details.

Changing Account Roles

1. Open the Edit Account page as described in *Editing Accounts on page 21*.
2. In the Role field, select the role(s) to which the account will be changed.
3. If desired, edit other account information.
4. Click **Submit** to enter the changes.
   An email is sent to the account holder providing them with a full description of changes made.

Changing Account Email Addresses

1. Open the Edit Account page as described in *Editing Accounts on page 21*.
2. In the Email field, edit the email account information.
3. If desired, edit other account information.
4. Click **Submit** to enter the changes.
   An email is sent to the account holder providing them with a full description of changes made.

Managing Institution Profiles

Unique profiles are assigned to each grantee institution. Depending on your specific privileges, you may be able to edit the institutional profile file (IPF) information or view it as read-only.

Viewing Basic Institution Profile Information

View basic institution profile information as read-only.

1. Select **Institution Profile** | **Basic** to open the View Institution Profile page (IPF2007).

Figure 18   View Institution Profile Page (IPF2007)

2. This page lists the institution name and contact information, and the Signing Official's name, email, and phone number. Note the following regarding the additional information provided on this page:

    - **IPF Code**. Each institution has an assigned Institution Profile File (IPF) code number.

    - **Preferred Institution Name**. The name of the organization specified by the institution for use in the NIH eRA Commons. This may differ from the official institution name.

    - **NGA Email**. Email address to which electronic Notices of Grant Awards (NGAs) are sent.

    - **Policy Announcements and Notifications Email Address**. Email address used for institutional notifications such as grant reminders, NIH eRA Commons system notifications, and other directed institutional emails.

    - **DUNS Number**. Dun & Bradstreet identification number for the organization.

    - **Indirect Cost Negotiator**. Name of the agent who negotiated the most recent indirect cost agreement.

- **Most Recent Date of Negotiation**. Date on which most recent indirect cost agreement was negotiated.

- **Human Subjects Assurance Number**. Number assigned to certify that human subject assurance has been obtained.

- **Animal Welfare Assurance Number**. Number assigned to certify that animal welfare assurance has been obtained.

- **Type of Organization**. The type of organization (for example, an institution of higher education, an independent hospital, a research organization, etc.).

- **Type of Organization—Other**. If the institution type above is listed as "other," this field provides the details.

- **Ownership Control**. The governing body/organization of the institution.

Editing Institution Profile Information

SOs can edit institution profile information for their institution.

Note: If a field name is followed by an asterisk (*), it is a required field.

1. Access the View Institution Profile page as described in *Viewing Basic Institution Profile Information*.
2. Click the **Edit** hyperlink to open the Edit Institution Profile page (IPF2006).
3. Edit the institution information, noting the following:

   - **Preferred Institution Name**. Enter the name of the organization specified by the institution for use in the NIH eRA Commons. This may differ from the official institution name and can be up to 100 characters.

   - **NGA Email**. Enter the email address to which electronic Notice of Grant Awards (NGAs) are sent.

   - **Policy Announcements and Notifications Email Address**. Enter the email address used for institutional notifications such as grant reminders, NIH eRA Commons system notifications, and other directed institutional emails.

   - **DUNS Number**. Enter the Dun & Bradstreet nine-digit identification number for the organization.

   - **Indirect Cost Negotiator**. Enter the name of the agent who negotiated the most recent indirect cost agreement
     (40-character maximum).

   - **Most Recent Date of Negotiation**. Enter the date on which most recent indirect cost agreement was negotiated.

   - **Human Subjects Assurance Number**. Enter the number assigned to certify that human subject assurance has been obtained (10-character maximum).

   - **Animal Welfare Assurance Number**. Enter the number assigned to certify that animal welfare assurance has been obtained (10-character maximum).

   - **Type of Organization**. Select the appropriate organization description from the drop-down list of institution descriptions. If none of the descriptions are accurate, select Other.

   - **Type of Organization—Other**. If you select "Other" for the above institution type, use this field to provide the description (75-character maximum).

   - **Ownership Control**. Select the governing body/organization of the institution from the drop-down list.

4. Click **Submit** to enter the information.

Viewing IPF Assurances and Certifications

Grantee institutions must verify that they are in compliance with specified assurances and certifications referenced in the grant application. Institution Profile File (IPF) Assurances and Certifications for the institution can be viewed in read-only format.

Note: Not all assurances and certifications are applicable to each institution.

1. Select **Institution Profile** | **Assurances and Certifications** to open the IPF Assurances and Certification page (IPF2005).

Figure 19   IPF Assurances and Certification Page (IPF2005)

2. Note the following regarding the information provided on this page:

    *   **ORI Certification Status**. The status of the scientific misconduct policy assurance certification from the Office of Research Integrity (ORI) in the U.S. Department of Health and Human Services (DHHS).

    *   **ORI Certification Date**. The date that the ORI certification expires.

    *   **Age Discrimination Assurance**. Assurance that the institution complies with the prohibition of discrimination on the basis of age.

    *   **Civil Rights Assurance**. Assurance that the institution complies with the prohibition of discrimination on the basis of race, color, or national origin.

    *   **Conflict of Interest Assurance**. Assurance that the institution complies with the financial conflict of interest requirements as set forth on PHS form 398.

- **Delinquent Debt Assurance**. Assurance that the applicant organization is not delinquent on the repayment of any Federal debt.

- **Drugfree Workplace Assurance**. Assurance that the institution complies with the drugfree workplace rules as set forth on PHS form 398.

- **Handicapped Individuals Assurance**. Assurance that the institution complies with the prohibition of discrimination on the basis of handicaps.

- **Institutional Debarment Assurance**. Assurance that none of the prospective primary participants on research grants fall under the Debarment and Suspension rules as set forth on PHS form 398.

- **Lobbying Assurance**. Assurance that none of the lobbying rules as set forth on PHS form 398 have been violated.

- **Sex Discrimination Assurance**. Assurance that the institution complies with the prohibition of discrimination on the basis of sex.

Editing IPF Assurances and Certifications

Grantee institutions must verify that they are in compliance with specified assurances and certifications referenced in the grant application. SOs can edit the Institution Profile File (IPF) Assurances and Certifications for their institution.

Note: Not all assurances and certifications may be applicable to each institution.

1. Access the IPF Assurances and Certification page as described in *Viewing IPF Assurances and Certifications*.
2. Click the **Edit** hyperlink to open the Edit IPF Assurances and Certifications page (IPF2004).

Figure 20   Edit IPF Assurances and Certifications Page (IPF2004)

3.   Select the checkbox for the desired assurances, and enter an explanation of the certification.

4.   Note the following regarding the information listed on this page:

- **Age Discrimination Assurance**. Explain the assurance that the institution complies with the prohibition of discrimination on the basis of age.

- **Civil Rights Assurance**. Explain the assurance that the institution complies with the prohibition of discrimination on the basis of race, color, or national origin.

- **Conflict of Interest Assurance**. Explain the assurance that the institution complies with the financial conflict of interest requirements as set forth on PHS form 398.

- **Delinquent Debt Assurance**. Explain the assurance that the applicant organization is not delinquent on the repayment of any Federal debt.

- **Drugfree Workplace Assurance**. Explain the assurance that the institution complies with the drugfree workplace rules as set forth on PHS form 398.

- **Handicapped Individuals Assurance**. Explain the assurance that the institution complies with the prohibition of discrimination on the basis of handicaps.

- **Institutional Debarment Assurance**. Explain the assurance that none of the prospective primary participants on research grants fall under the Debarment and Suspension rules as set forth on PHS form 398.

- **Lobbying Assurance**. Explain the assurance that none of the lobbying rules as set forth on PHS form 398 have been violated.

- **Sex Discrimination Assurance**. Explain the assurance that the institution complies with the prohibition of discrimination on the basis of sex.

5. Click **Submit** to enter the information. A confirmation message is displayed.

Viewing Institution Usage

Extramural Administrators can view the Institution Usage page (in read-only format) which displays a general summary of how their institution uses the NIH eRA Commons and provides a detailed list of usage at the account level.

The usage summary at the institution level includes:

- **Institution Profile Code**. The unique Institution Profile File (IPF) code number assigned to the institution.

- **Institution Name**. The name of the institution.

- **Total Number of Accounts**. The total number of accounts that the institution has obtained.

- **Total Number of Logins**. The total number of logins for the institution.

The detailed usage list includes:

- **Name**. The account holder's first, middle, and last name.

- **User Name**. The unique account name assigned to the user.

- **Role(s)**. The roles assigned to the user account.

- **Total Number of Logins**. The total number of logins for the user account.

- **Last Login Date**. The date of the last login for the user.

Note: The Institution Usage page can be accessed only by those with the appropriate privileges.

➢ Select **Institution Profile** | **Institution Usage** to open the Institution Usage page (IPF2003).

Figure 21   Institution Usage Page (IFP2003)

Maintaining Organizational Hierarchy

Editing Institution Hierarchy Components

Each grantee institution is organized into a three-level organizational hierarchy. The three levels are School, Division, and Department. Only institution Signing Officials are authorized to maintain this hierarchy.

Note: Division information is displayed only after school information is selected, and department information is displayed only after division information is selected.

1. Select **Institution Profile** | **Maintain Org Hierarchy** to open the Maintain Organization Hierarchy page (IPF2014).

Figure 22   Maintain Organization Hierarchy Page (IPF2014)

2.   To edit school information:

   a.   Click **Edit** next to the school name to open the Edit School page (IPF2016).

Figure 23   Edit School Page (IPF2016)

   b.   Select a school name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a school name from the drop-down list.

   c.   Select a school category from the drop-down list.

   d.   Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

3.   To edit division information:

   a.   Click **Edit** next to the division name to open the Edit Division page (IPF2013).

Figure 24   Edit Division Page (IPF2013)

    b.   Select a division name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a division name from the drop-down list.

    c.   Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

4.   To edit department information:

    a.   Click the **Edit** hyperlink next to the desired department name to open the Edit Department page (IPF2011).

Figure 25   Edit Department Page (IPF2011)

    b.   Select a department name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a department from the drop-down list.

    c.   Select a department category from the drop-down list.

    d.   Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

Adding New Hierarchy Components

1. Select **Institution Profile** | **Maintain Org Hierarchy** to open the Maintain Organization Hierarchy page (IPF2014).

2. To add new school information:

   a. Click **New** next to the school name to open the Create New School page (IPF2015).

Figure 26   Create New School Page (IPF2014)

   b. Select a new school name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a school name from the drop-down list.

   c. Select a school category from the drop-down list.

   d. Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

3. To add new division information:

   a. Click **New** next to the division name to open the Create New Division page (IPF2012).

Figure 27   Create New Division Page (IPF2012)

b.   Select a new division name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a division name from the drop-down list.

c.   Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

4.   To add new department information:

a.   Click the **Create a new department** hyperlink to open the Create New Department page (IPF2010).

Figure 28   Create New Department Page (IPF2010)

b.   Select a new department name. Type in the desired name or click the **Pick from recommended list** hyperlink to select a department from the drop-down list.

c.   Select a department category from the drop-down list.

d.   Click **Save** to update the information and return to the Maintain Organization Hierarchy page.

Deactivating Hierarchy Components

When a hierarchy component is deactivated, it is no longer visible as part of the organizational hierarchy. Once deactivated, a component cannot be reactivated but must be added as a new component.

Note: You cannot deactivate any school, division, or department within an organization if there is active awarded or pending application associated with it. You must first move the active awarded and pending applications to another hierarchy within the same organization before you can perform the deactivation function.

1.   Select **Institution Profile** | **Maintain Org Hierarchy** to open the Maintain Organization Hierarchy page (IPF2014).

2.   To deactivate the selected school information, click **Deactivate** next to the school name. The next active school in the organization is selected as the listed school. If there is no other listed school for the organization, the School field becomes blank and a new school must be selected.

3.   To deactivate the selected division information, click **Deactivate** next to the division name. The next active division in the organization is selected as the listed division. If there is no other listed division for the organization, the Division field becomes blank and a new division must be selected.

4.   To deactivate the selected department information, click the **Deactivate** hyperlink next to the desired department name.

Managing Personal Profile Information

Users with NIH eRA Commons accounts can view and update their personal profile (PPF) information. Users can also delegate the authority to update personal profile information to other users (see *Delegating/Revoking Personal Profile Edit Authority* on page 44 for information). The personal profile information is divided into several sections:

- **Personal Information**. Includes name, residential contact information, date of birth, Social Security number, citizenship, and disabilities.

- **Race/Ethnicity**. Lists five race categories and an option to select Hispanic or non-Hispanic ethnicity. Options are also provided to intentionally withhold race and ethnicity information.

- **Employment**. Lists employment history.

- **Reviewer Address**. Lists work contact information. The reviewer address is used only when the user is a reviewer.

- **Residential Address**. Lists residential contact information.

- **Degrees**. Lists awarded and expected academic degrees.

- **Publications**. Lists peer-reviewed publications directly relevant to the proposed project, with full citation text and the National Library of Medicine (NLM) accession number.

Note: There are three sections that ask for address information. There are situations where three different addresses may be required. The employment address is used by the grants management community to associate the user with grant applications. The reviewer address is used only when the user is a reviewer. The residential address is the home address of the user.

Editing Personal Profile Information

The Personal Information page (PPF6008) provides fields for editing identifying information and disability information.

Note: The System Notifications field will be used with a future release of the NIH eRA Commons for the receipt of relevant system messages. This field is not currently active.

1. Select **Personal Profile** | **Personal Information**.

Figure 29 Personal Information Page (PPF6008)

2.   View and/or edit the information as needed. See the following sections of this user guide for detailed editing instructions for specific areas of personal profile information: *Editing Employment Information* on page 36; *Editing Degree Information* on page 40; and *Editing Publication Information* on page 42.

3.   Click **Submit** to enter the information. A confirmation message is displayed.

4.   As required, select additional personal profile subsections to continue viewing or editing the information.

Editing Employment Information

Note: If a field name is followed by an asterisk (*), it is a required field.

1.   Select **Personal Profile** | **Employments** | to access the Employment List page (PPF6006).

Figure 30   Employment List Page (PPF6006)

2.   Click the **Edit** hyperlink for the desired employer to open the Employment Info page (PPF6005).

Figure 31   Employment Info Page (PPF6005)

3.   View or edit the desired information. If selecting an NIH Recognized Institution for the employer:

   a.   Click **Find** to open the Institution Selection page (PPF6014).

Figure 32   Institution Selection Page (PPF6014)

   b.   Enter the known information in the institution search form and click **Search** to locate the institution.

   c.   In the Institution Search Results list, click the **Select** hyperlink for the desired institution. The Employment Info page is refreshed with the selected information.

4.   Click **Submit** to update the information.

Adding New Employment Information

Note: If a field name is followed by an asterisk (*), it is a required field.

1.   Select **Personal Profile** | **Employments** | to access the Employment List page (PPF6006). See Figure 30 on page 37 for details.

2.   Click **Add New Employment** to open the Add New Employment page (PPF6003).

Figure 33   Add New Employment Page (PPF6003)

3. View or edit the desired information. If selecting an NIH Recognized Institution for the employer:

    a. Click **Find** to open the Institution Selection page (PPF6014). See Figure 32 on page 39 for details.

    b. Enter the known information in the institution search form and click **Search** to locate the institution.

    c. In the Institution Search Results list, click the **Select** hyperlink for the desired institution. The Add New Employment page is refreshed with the selected information.

4. Click **Submit** to update the information.

Editing Degree Information

Note:
If a field name is followed by an asterisk (*), it is a required field.

If OTH (Other) is selected for the Degree Name field, the Degree Text field is also required.

1. Select **Personal Profile** | **Degrees** to access the List of Degrees page (PPF6002).

Figure 34   List of Degrees Page (PPF6002)

2.   Click the **Edit** hyperlink for the desired degree to open the Degree Details page (PPF6001).

Figure 35   Degree Details Page (PPF6001)

3.   Enter the degree information and click **Submit** to update the information.

Adding New Degree Information

Note: If a field name is followed by an asterisk (*), it is a required field.

1.   Select **Personal Profile** | **Degrees** to access the List of Degrees page (PPF6002). See Figure 34 for details.

2.   Click **Add New Degree** to open the Add New Degree page (PPF6000).

Figure 36   Add New Degree Page (PPF6000)

3.   Enter the degree information and click **Submit** to update the information.

Editing Publication Information

Note: If a field name is followed by an asterisk (*), it is a required field.

1.   Select **Personal Profile** | **Publications** to access the List of Publications page (PPF6015).

Figure 37   List of Publications Page (PPF6015)

2.   Click the **Edit** hyperlink for the desired publication to open the Publication Details page.

Figure 38   Publication Details Page

3.   Enter the publication information and click **Submit** to update the information.

Adding New Publication Information

Note: If a field name is followed by an asterisk (*), it is a required field.

1.   Select **Personal Profile** | **Publications** to access the List of Publications page (PPF6015). See Figure 37 on page 42 for details.

2.   Click **Add New Publication** to open the Add New Publication page.

Figure 39   Add New Publication Page

3.   Enter the publication information and click **Submit** to update the information.

Delegating/Revoking Personal Profile Edit Authority

You can delegate to and revoke authority from other NIH eRA Commons users to update your personal profile information.

1. Select **Administration** | **Accounts** | **Delegate PPF Edit** to open the Delegate PPF Edit Access page (ESP7029).

Figure 40   Delegate PPF Edit Access (ESP7029)

2. To delegate personal profile edit authority:
   a. From the list of Current Institution Users, select the desired user. Multiple users can be selected by pressing and holding the Ctrl key and clicking all the desired names.
   b. Click **Assign**. The Delegate PPF Edit Confirmation page (ESP7030) opens.
   c. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PPF Edit Delegates column.
3. To revoke personal profile edit authority:
   a. From the list of Current Institution Users, select the desired user. Multiple users can be selected by pressing and holding the Ctrl key and clicking all the desired names.
   b. Click **Revoke**. The Revoke PPF Edit Confirmation page (ESP7030) opens.
   c. Click **Save** to confirm the removal. A confirmation message is displayed and the selected names are removed from the Current PPF Edit Delegates column.

A confirmation email is sent to the selected delegate/s and to the email address registered with your account.

Verifying NIH Support

Introduction

The NIH maintains Principal Investigator (PI) information that includes the PI's participation in grant applications, committee involvement, and training appointments. PIs can review and edit this information:

- When a new Principal Investigator (PI) account is created (see *Creating User Accounts* on page 13 for more information about creating accounts), the NIH sends the PI an email requesting verification of information that the NIH has on file for that PI.

- At any time using the Accounts tab.

The information shown through the NIH eRA Commons contains only

- the grant applications and trainee appointments that already have been awarded.

- participation in Initial Review Group committees that already have convened.

Verifying NIH Support

1. If you are establishing a new PI account, the email requesting verification of your NIH information provides a hyperlink to perform the verification. Click the hyperlink in this email to open the Verify NIH Support page (PPF6032) which displays your information as PI.

2. If you have an existing PI account, select **Administration** | **Accounts** | **Verify NIH Support** to open the Verify NIH Support page (PPF6032).

Figure 41   Verify NIH Support Page (PPF6032)

3. Review the information on this page and select the **Correct** or **Incorrect** option for each entry to verify the accuracy of the information for each available section (Training, Committee Involvement, and Principal Investigator).

4. To add additional grant information:
   a. Click **Add NIH Support** to open the Add NIH Support page.

Figure 42   Add NIH Support Page (PPF6030)

     b.   Enter the grant number (see *Understanding Grant Numbers* on page 46 for details) and click **Search** to find the desired grant. Note that the Serial Number is a required field.

     c.   In the Action column of the result list, click the **Add Grant** hyperlink to return to the Verify NIH Support page updated with the selected information.

5.   Add any comments to the NIH in the **Comments for NIH** field.

6.   Click **Complete Account Request** to notify the NIH that you have validated your information. If you are creating a new account, in approximately two business days you will receive a notification email indicating that your PI account has been created and containing your username and a randomly generated password.

Viewing Grant Application Status

Introduction

Depending on your privileges, you can use the Status section to get information about the status of grant proposals and Type 5 progress reports. If you are a Signing Official, you can search proposals and Type 5 progress reports for all PIs within your institution. If you are a PI, you can view only the status of your own proposals and Type 5 progress reports.

Understanding Grant Numbers

A grant number provides unique identification for the grant. Figure 43 shows an example of a complete NIH grant number (5 R01 HL123451-01A2).

Figure 43   Example of an NIH Grant Number

The grant number is composed of the following parts:

- **Type Code**. Indicates whether the application is new, a renewal, a noncompeting applications, or other type.

- **Activity Code**. Lists the type of grant that has been applied for.

- **Institute Code** (Administrating Organization). Also known as the IC or Institute/Center code, a two-letter code for the name of the NIH Institute or Center.

- **Serial Number**. A unique five- or six-digit number that identifies the specific application and is assigned by the NIH Center for Scientific Review (CSR).

- **Support Year**. Indicates the current year of support (for example, 01 is a new grant).

- **Suffix Code**. Optional code used for supplements, amendments, or fellowship institutional allowances.

Querying Grant Proposals

Note: All fields for the query information on this page are optional. Use any desired combination of the fields to perform the account query.

1. Select **Status** | **Search Proposals** to open the Search Proposals page (STA4010).

Figure 44   Search Proposals Page (STA4010)

2. Enter the desired query information, noting the following:

- **Budget Start Date Between**. Used to find proposals with a budget start date equal to or later than the first date and a budget end date equal to or prior to the specified date.

- **Grant Number**. Unique identification number for the grant. See *Understanding Grant Numbers* for more information.

- **Accession Number**. Identifies submitted applications prior to the assignment of an official NIH grant number.

- **Grant Status**. Indicates the current status of the proposal. Possible values are Awarded, Pending, Withdrawn, Terminated, Not Funded, Returned, and All.

- **Page Size**. Indicates the number of records returned per page. The default value is set at 100 records.

3. Click **Submit** to enter the query and open the Proposal Search Results page (STA4009). See *Viewing Proposal Search Results* for details.

Viewing Proposal Search Results

After running a query, view the grant proposal status information.

➢ Query proposals as described in *Querying Grant Proposals* to open the Proposal Search Results page (STA4009).

Figure 45 *PI Search—Proposal Search Results Page (STA4017)*

Figure 46   Extramural Administrator Search—Proposal Search Results Page (STA4009)

The results for the proposal information are listed in a table format. When the search is performed by a PI (see Figure 45), the table provides information about the proposal title, the institution name, the grant status, and the status date. When the search is performed by an extramural administrator (see Figure 46), the table provides information about the proposal title, the PI name, the grant status, and the budget start date. A Summary Links column may display hyperlinks to various related documents, depending on the status of the grant and your user role. See *Understanding Other Relevant Documents* on page 51 for information about what can be viewed using these hyperlinks.

A hyperlinked grant number is provided next to each proposal. See *Viewing Grant Status Information and Other Related Documentation* for information about what can be viewed using this hyperlink.

Viewing Grant Status Information and Other Related Documentation

View status information and related documentation for grant proposals.

1. Access the Proposal Search Results page (STA4009) as described in *Querying Grant Proposals*. A list of proposals with hyperlinked grant numbers is displayed.

2. To view grant status information, select the hyperlink for the desired grant number to open the Status Information page (STA4002).

Figure 47   Status Information Page (STA4002)

This page contains five sections of information:

- **Status**. Lists a brief message that indicates the current status of the proposal.

- **Other Relevant Documents**. Provides hyperlinks to related documentation for the grant.

- **Status History**. Indicates the primary institute or center assignment and provides a history of status messages with their effective dates.

- **Application Information**. Provides Study Section and Advisory Council information. This section also provides a hyperlink to view roster member details.

- **Contacts**. Lists the name and contact information for the Scientific Review Administrator (SRA) and the Program Official (PO).

3.   To view related documentation (when available), click the desired hyperlink in the Other Relevant Documents section of the page. See *Understanding Other Relevant Documents* to see a list of the various documents that are available for viewing.

Understanding Other Relevant Documents

Table 4 on page 51 lists various documents that are hyperlinked in the Summary Links section of the Proposal Search Results page and in the Other Relevant Documents section of the Status Information page (see *Viewing Grant Status Information and Other Related Documentation* for details).

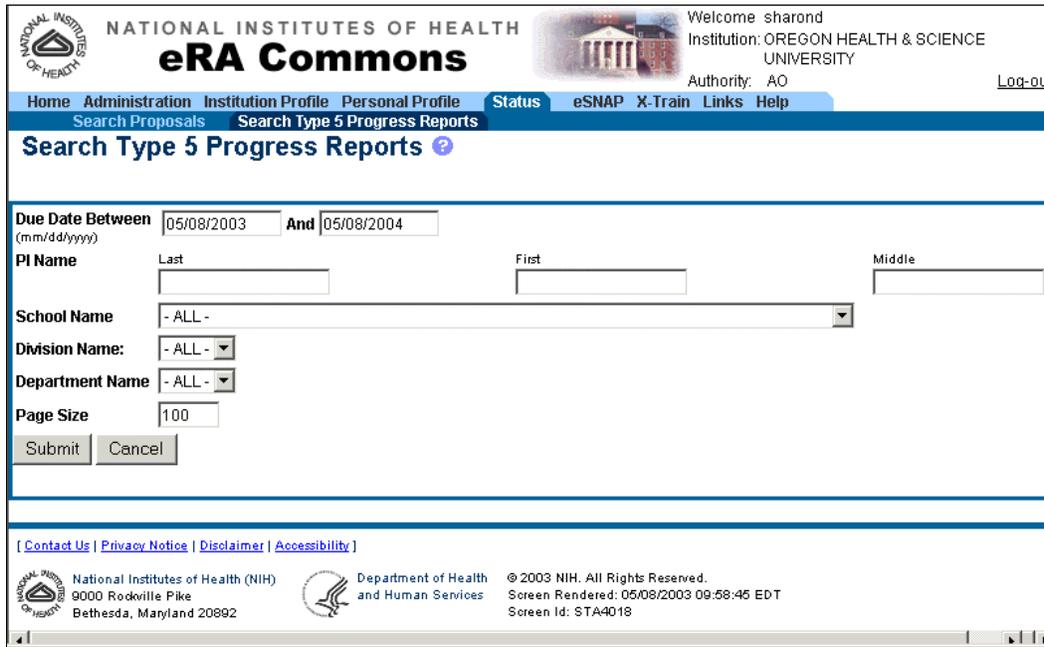*Table 4   Other Relevant Documents on the Status Information Page*

Document	Description	Hyperlink
Abstract	This hyperlink opens the grant abstract, which provides a brief description of the proposal, covering every aspect of the project except for budget.	All users can access this hyperlink. It is displayed whenever the application status is "Awarded" and an abstract exists.
Application	If the grant application has been scanned into the system, this hyperlink opens the scanned application submitted for the grant. If an eSNAP has been submitted, the hyperlink opens a PDF version of the electronic Streamlined Non-competing Award Process (eSNAP) Type 5 (non-competitive) progress report.	PIs and SOs can access this hyperlink. It is displayed whenever the scanned application or eSNAP exists.
Fellowship Proposal Face Page	When the proposal is a non-competing progress report, this hyperlink opens a PDF version of the first page of the fellowship proposal with due date information.	All users can access this hyperlink. It is displayed whenever the application status is "Pending," the application is a Type 5 or Type 8, and the activity code *is* "F."
Financial Status Report (FSR)	If an FSR exists, this hyperlink opens the PDF version of the FSR submitted for the grant. If more than one FSR exists, the most recent revision is displayed.	PIs and SOs can access this hyperlink. It is displayed whenever an FSR exists.
Notice of Grant Award (NGA)	If an award has been made, this hyperlink opens the document that notifies the grantee that an award has been made and that funds may be requested from the Department of Health and Human Services (DHHS) payment system.	All users can access this hyperlink. It is displayed whenever the application or fellowship has a status of "Awarded."
Progress Report Face Page	This hyperlink opens the PDF version of the first page of the grant progress report.	All users can access this hyperlink. It is displayed whenever the application status is "Pending," the application is a Type 5 or Type 8, and the activity code is *not* "F."
Summary Statement	This hyperlink opens the PDF version of the summary statement, which provides a combination of the reviewers' written comments and the SRA's summary of the members' discussion during the study section meeting. It includes the recommendations of the study section, a recommended budget, and administrative notes of special considerations.	PIs are able to access this hyperlink. It is displayed whenever a summary statement exists and has been released.

Querying Type 5 Progress Reports

Depending on your privileges, you can query Type 5 progress reports to view their status and print reports.

Note: The fields for the query information on this page are all optional. Use any desired combination of the fields to perform the query.

1. Select **Status** | **Type 5 Reports** to open the Search Type 5 Progress Reports page (STA4018).

Figure 48Search Type 5 Progress Reports Page (STA4018)

2. Enter the desired query information, noting the following:

    -   **Due Date Between**. Used to find progress reports with a due date equal to or later than the first date and equal to or earlier than the second date.

    -   **Page Size**. Indicates the number of records returned per page. The default value is set at 100 records.

3. Click **Submit** to enter the query and open the Proposal Results page (STA4019). See *Viewing Type 5 Progress Report Status* for details.

Viewing Type 5 Progress Report Status

After running a query, view the progress reports status information.

➢ Query progress reports as described in *Querying Type 5 Progress Reports* to open the Type 5 Progress Report Search Results page (STA4019).

Figure 49   Type 5 Progress Report Search Results Page (STA4019)

The search results are listed in a table format. The table provides information about the proposal title, the PI name, the budget period start date, and the due date. A hyperlinked grant number is provided next to each proposal. See *Viewing Grant Status Information and Other Related Documentation* for information about what can be viewed using this hyperlink. Depending on the status of the grant, various related documents can be viewed using the hyperlinks in the Summary Links column. See *Understanding Other Relevant Documents* on page 51 for information about what can be viewed using these hyperlinks.

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