NIH eRA
Electronic Simplified
Non-competing Award
Process
User Guide

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Table of Contents

Introduction

The electronic Simplified Non-competing Award Process (eSNAP) is a component of the NIH eRA Commons. eSNAP allows extramural grantee institutions to submit an electronic version of a Type 5 (non-competitive) progress report to the grants management community via a web interface.

Logging In and Out

Introduction

eSNAP is accessed through the NIH eRA Commons, a web-based system that allows principal investigators (PIs) and central research administration offices to communicate and send information electronically. 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.

Any registered user with a web browser (Internet Explorer 4.0 or greater or Netscape 3.0 or greater) and Internet access can log in. Other web browsers are also supported, but some functionality may be lost.

Special Notes Regarding the Web Browser

In order to use the functionally of this module, you must enable Cookies and JavaScript on your browser. Additionally, make sure that the browser is *not* set for automatic password completion. For instructions on making these changes, please check your browser's help text.

Please use the navigation buttons and hyperlinks provided in the eSNAP interface instead of the browser buttons to move through the module pages.

Session Expiration

Your eSNAP session expires after 30 minutes of inactivity. 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 the page to log out. If your session expires while eSNAP is still open, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, screens 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.

Logging In to eSNAP

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 $\boxed{\textbf{Enter}}$.

   The NIH eRA Commons Home page opens.

3. In the Username field, type your username and press $\boxed{\textbf{Tab}}$ to move to the Password field.
4. Type your password and press $\boxed{\textbf{Enter}}$ or click **Login**.
5. Click the **eSNAP** tab to open the eSNAP Application page (ESP7025). See *Managing eSNAP Reports* on page 6 for more information.

Concurrent Log Ins

You may be logged in to the 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, NIH eRA Commons 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 eSNAP can be printed using your browser's standard print feature in order to provide a hard copy report of what you see on the screen.

Logging Out

Logging out of the Commons ends your current session. The top of each page contains a Logout hyperlink.

Delegating/Revoking Signing Authority to a PI

This process describes how the signing official (SO) of the grantee institution delegates or removes signing authority to/from the principal investigator (PI).

A PI who receives submit authority from the SO can then submit those eSNAP grants for which they are the principal investigator to NIH.

The PI whose submit authority is removed can no longer submit any eSNAP grants to NIH.

For this release of the eSNAP component, an SO can only select a single PI. In a future release, the SO will have the ability to select more than one PI from the hit list to either grant or remove submit authority.

Note: In order to delegate or remove signing authority to/from a PI, you must have the role of a Signing Official. Delegated Signing Official authority is not sufficient.

Delegating/Revoking PI Updating Authority

This process describes how a Principal Investigator (PI), Account Administrator (AA), Administrative Official (AO), or Signing Official (SO) delegates or removes PI updating authority to another registered NIH eRA Commons user. The user who receives the updating authority can then edit any of the PI's eSNAP reports.

Note: In order to delegate or remove PI role authority, you must have the role of a PI, AA, AO, or SO. Delegated PI update authority is not sufficient.

PIs—Delegating PI Updating Authority

1. Select **Administration** | **Accounts** | **Delegate PI** to open the Delegate PI Access page (ESP7000).
2. From the list of Current Institution Users, select the desired user and click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
3. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected user's name is listed in the Current PI Delegates column.
4. If desired, repeat steps 2 & 3 for any additional delegates. A confirmation email is sent to the selected delegate/s and to the email address registered with your account.

SOs, AOs, & AAs—Delegating PI Updating Authority

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

1. Select **Administration** | **Accounts** | **Maintain Account** to open the Account List page (ADM1007).
2. Enter the query information to find the desired PI and click **Search** to perform the query.
3. From the Account Search Results list, click the **Delegate PI** hyperlink for the selected PI. The Delegate PI Access page (ESP7000) opens.
4. From the list of Current Institution Users, select the desired user and click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
5. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected user's name is listed in the Current PI Delegates column.
6. If desired, repeat steps 2 & 3 for any additional delegates. A confirmation email is sent to the selected delegate/s and to the email address registered with your account.

Revoking PI Updating Authority

1. Select **Administration** | **Accounts** | **Delegate PI** to open the Delegate PI Access page (ESP7000).
2. From the list of Current PI Delegates, select the desired delegate and click **Revoke**. The Revoke PI Delegate Confirmation page opens (ESP7001).
3. Click **Save** to confirm the removal. A confirmation message is displayed and the selected delegate's name is removed from the list of Current PI Delegates.
4. If desired, repeat steps 2 & 3 for any additional delegates. A confirmation email is sent to the selected delegate/s and to the email address registered with your account.

Managing eSNAP Reports

This describes how to list the eSNAP reports to which you have access and how to select an eSNAP report in order to perform various actions upon it.

PIs—Viewing a List of eSNAP Reports

When you have the role of PI or are delegated PI updating authority, use the Manage eSNAP page to view your eSNAP reports.

1. Select the **eSNAP** tab to open the Manage eSNAP page (ESP7002) and view a list of all your grant applications. A list of proposals with hyperlink grant numbers is displayed. Proposals listed in bold text are overdue.
2. Select the hyperlink for the desired grant number to open the eSNAP Menu page (ESP7003).

SOs & AOs—Viewing a List of eSNAP Reports

When you have the role of SO or AO, use the Manage eSNAP page to search for grants from your institution and/or grants that have been routed to you.

Note: The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

1. Select the **eSNAP** tab to open the Manage eSNAP page (ESP7002) with a grant search form. By default, all grants that are currently being reviewed (with a status of Reviewer Work in Progress) are listed.
2. Enter the desired search information.
3. Click **Search** to enter the query.
   A list of matching proposals with hyperlink grant numbers is displayed. Proposals listed in bold text are overdue.
4. Select the hyperlink for the desired grant number to open the eSNAP Menu page (ESP7003).

Using the eSNAP Menu

After selecting a grant to view (see *Managing eSNAP* for details), the eSNAP Menu page (ESP7003) opens. The page lists the following information for the selected grant:

Field Name	Description
Grant Number	The grant number (format: 9 R00 AA123456-99. See *Understanding Grant Numbers* on page 8 for more information about the grant number format).
Institution	The preferred name of the institution.
PI Name	The full name of the principal investigator involved for this grant.
Project Title	The title of the grant.
Due Date	The electronic due date (15 days past the grant due date).
Current Reviewer	The name of the current reviewer of the eSNAP report.
Status	The current state of the eSNAP report. Possible values are: Not Started, PI Work in Progress, Reviewer Work in Progress, Submitted, and Final.

eSNAP Action Rules

Based on your role and the eSNAP status, the available actions to perform on the eSNAP report may change. The following table lists these actions.

Action	Description
Initiate eSNAP	Available for a grant with a status of Not Started. Access is granted to PIs and PI delegates.
View eSNAP Report	Available for a grant with a status of Work in Progress (WIP), Submitted, or Final. Access is granted to PIs, PI delegates, and reviewers.
Upload Science	Available for a grant with a status of Work in Progress (WIP). Access is granted only to PIs or PI delegates and only when the PI is the current reviewer.
Edit Business	Available for a grant with a status of Work in Progress (WIP). Access is granted to PIs or PI delegates when the PI is the current reviewer, and access is granted to AOs when the AO is the current reviewer.
Validate Application	Available for a grant with a status of Work in Progress (WIP). Access is granted to any user with access to the grant.
	Validate checks the required data fields in the WIP and displays an error message for each field with incorrect or missing data.

Action	Description
Route to Next Reviewer	Available for a grant with a status of Work in Progress (WIP). Access is granted to the current reviewer. Note that a PI delegate cannot route the eSNAP to the next reviewer.
View Routing History	Available for a grant with a status of Work in Progress (WIP), Submitted, or Final. Access is granted to PIs, PI delegates, and reviewers.
Recall	Available for a grant with a status of Work in Progress (WIP). Access is granted to the last reviewer (who can recall the eSNAP from the current reviewer) and the PI (who can recall the eSNAP at any time after it has been routed).
Submit to NIH	Available for a grant with a status of Work in Progress (WIP). Access is granted to the SO when the SO is the current reviewer and to the PI when the PI has been delegated submit authority.

Understanding Grant Numbers

A grant number provides unique identification for the grant. Figure 1 shows an example of a complete NIH grant number (5 R01 HL123451-01A2).

Figure 1   Example of an NIH Grant Number

The grant number is composed of the following parts:

- Type Code—The Type code indicates whether the application is new, a renewal, a noncompeting applications, or other type.

- Activity Code—The Activity code lists the type of grant that has been applied for.

- Institute Code (Administrating Organization)—The Institute code (also known as the IC or Institute/Center code) is a two-letter code for the name of the NIH Institute or Center.

- Serial Number—The serial number is 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—The Support Year indicates the current year of support (for example, 01 is a new grant).

- Suffix Code—The Suffix Code (optional) is a code used for supplements, amendments, or fellowship institutional allowances.

Initiating an eSNAP Report

The Initiate eSNAP option is available for eSNAP reports with a status of Not Started. Access is granted to PIs and PI delegates.

Note: An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP Reports* on page 6 for details).
2. Click the **Initiate eSNAP** hyperlink to access the menu action hyperlinks. The status of the eSNAP changes to Principal Investigator Work in Progress (WIP).

Viewing eSNAP Reports

Once an eSNAP has been started, a single-page report in Adobe Acrobat PDF can be viewed by the PIs, PI delegates, and reviewers who are working on the grant.

Note: Until the eSNAP is submitted, the PDF report show a status of Draft and has a blank submission date.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* on page 6 for details).
2. Click the **View eSNAP Report** hyperlink to initiate a download of the PDF report. From the File Download window that opens, you can either save the report to disk or you can open the file from its current location.

Uploading eSNAP Science Items

Science items can be uploaded for eSNAP reports with a status of Work in Progress (WIP). Access to science items is granted to PIs or PI delegates when the PI is the current reviewer.

The Upload Science page displays three areas of information:

- The top section lists the name of the PI, the grantee institution, and the grant number.

- The Files section indicates whether a Progress Report and/or a Research Accomplishments file have been attached to the eSNAP. This section lists the date that the file was created (uploaded in eSNAP) and the document status (files uploaded in Microsoft Word format are given a temporary status of Pending until the conversion to Adobe Acrobat PDF format is complete and the status is changed to Completed). A link is provided to import a new or edited file.

- The Publications section indicates whether any PI publications have been associated with the eSNAP. Associated publications are listed with the NLM accession number and the citation text.

The research accomplishments file is used to provide summarized current information of science highlights and other significant changes. Future versions of the NIH eRA Commons will include an ability for interim submissions of this information to the Program staff at NIH, independent of the annual progress report.

Note: If activities involving human subjects are planned at any time during the budget period, the population data must be included in the progress report. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities are planned at either the applicant organization or at any other performance site or collaborating institution. See *Instructions for Progress Reports Involving Clinical Research* on page 10 for details.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* on page 6 for details).
2. Click the **Upload Science** hyperlink to open the Edit Science page (ESP7002).

Attaching Files

Note: If activities involving human subjects are planned at any time during the budget period, the population data must be included in the progress report. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities are planned at either the applicant organization or at any other performance site or collaborating institution. See *Instructions for Progress Reports Involving Clinical Research* on page 10 for details.

Files can be uploaded as Microsoft Word (*.doc), text (*.txt), or Adobe Portable Document Format (*.pdf) and are always stored in the system in PDF.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* on page 6 for details).
2. Click the **Upload Science** hyperlink to open the Edit Science page (ESP7002).
3. Click **Import** next to the desired file (progress report or research accomplishments) to open the Upload File page (ESP7024).

4. Type the file name or click **Browse** to locate the file to be uploaded.
5. Click **Upload File** to attach the file to the eSNAP grant. The file is given a temporary status of Pending until the upload is complete and the status is changed to Completed.

Associating Publications

Peer-reviewed publications directly relevant to the proposed project, with full citation text and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. The publication information is provided in the Personal Profile section of the NIH eRA Commons.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* on page 6 for details).
2. Click the **Upload Science** hyperlink to open the Edit Science page (ESP7002).
3. Select the check box next to the desired publication(s) and click **Save** to update the science information. The update is confirmed and you are returned to the eSNAP Menu page.

Instructions for Progress Reports Involving Clinical Research

Progress Reports Involving Clinical Research: 5/01 Inclusion Enrollment Report

The ability to enter cumulative enrollment of subjects to-date and their distribution by sex/gender and ethnicity/race directly into eSNAP is not currently available. The 5/01 Inclusion Enrollment Report presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race.

If you need to complete this report in your annual Progress Report, the MS Word Template available at http://era.nih.gov/commons/index.cfm, labeled "5/01 Inclusion Enrollment Report" may be used to complete and submit your annual progress report through eSNAP. If you choose to use this template, you will need to download this template on your computer, complete the template, append it to your MS Word Progress Report, then upload it in the Upload Science section of eSNAP. Please review the instructions in PHS 2590 to determine if you need to complete the 5/01 Inclusion Enrollment Report.

Progress Reports Involving Clinical Research: 4/98 Version of the Inclusion Table

The ability to enter cumulative enrollment of subjects to-date and their distribution by sex/gender and ethnicity/race directly into eSNAP is not currently available. The 4/98 Version of the Inclusion Table presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

If you need to complete this report in your annual Progress Report, the MS Word Template available at http://era.nih.gov/commons/index.cfm, labeled "4/98 Version of the Inclusion Table" may be used to complete and submit your annual progress report through eSNAP. If you choose to use this template, you will need to download this template on your computer, complete the template, append it to your MS Word Progress Report, then upload it in the Upload Science section of eSNAP. Please review the instructions in PHS 2590 to determine if you need to complete the 4/98 Version of the Inclusion Table.

Editing eSNAP Business Items

eSNAP business items can be edited for eSNAP grants with a status of Work in Progress (WIP). Access to business items is granted to PIs or PI delegates when the PI is the current reviewer, and to AOs and SOs when they are the current reviewers.

The Edit Business hyperlink lets you view and edit various information about the eSNAP grant. The information is divided into three sections: Organization, Key Personnel, and SNAP Questions and Checklist.

Note: If activities involving human subjects are planned at any time during the budget period, the population data must be included in the progress report. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities are planned at either the applicant organization or at any other performance site or collaborating institution. See *Instructions for Progress Reports Involving Clinical Research* on page 10 for details.

Viewing Institution Information

The Organization and Performance Site List page (ESP7008) lists various grant and institution information regarding the selected grant.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* for details).
2. Click the **Edit Business** hyperlink to open the Organization and Performance Site List page.
3. View the grant information and optionally edit Annual Percent Effort, names of the Signing Official and/or the Administrative Official, Facilities & Administration information, and the Performance Site list.

Editing Annual Percent Effort

Enter the annualized effort if your percent effort changes throughout the year.

Note: Annual % Effort is a required field and must be a value from 1 to 100 (whole numbers only).

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. In the Principal Investigator section, edit the amount listed in the Annual % Effort field.

Editing the SO and AO Associated with the eSNAP

Note: Updates to the address information can only be made by the official whose name is listed above the address.

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. In the Administrative Official section, select the desired name from the drop down list. The name and contact information of the selected official is updated on the page.
3. Repeat if needed for the Signing Official.

Editing Facilities and Administration Information

Note: The information entered in this area is limited to 2000 characters.

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. Type the facilities and administration details in the supplied space.

Editing Performance Sites

Performance sites indicate where the research work is conducted. If there is more than one performance site, list all the sites, including VA facilities and foreign sites. A default performance site, based on the institution profile (IPF) address, is added when the eSNAP is initiated.

Note: Complete this section if there is a change in performance sites that will affect Facilities and Administration costs.

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. Click **Edit Sites** to open the Performance Site List page (ESP7012).
3. To add a performance site:
    a. Click **Add a Performance Site** to open the Add Performance Site page (ESP7009).
    b. Complete the site information, noting the following:
        - All fields, except for address lines 2–4, are required.
        - The site name displays the name of the institution used as the performance site.
    c. Click **Save** to return to the Performance Site List page which now lists the new information.
4. To edit a performance site:
    a. Click the **Edit** hyperlink next to the desired performance site row. The Edit Performance Site page (ESP7011) opens with the selected information listed.
    b. Edit the fields as required, and click **Save** to return to the Performance Site List page which now lists the updated information.
5. To delete a performance site:
    a. Click the **Delete** hyperlink next to the desired performance site row. The Delete Performance Site page (ESP7010) opens with the selected information listed.
    b. Click **Delete** to finalize the deletion and return to the Performance Site List page which now lists the updated information.

Editing Key Personnel

Key personnel is defined as an individual who contributes in a substantive way to the scientific development or execution of the project, whether or not a salary is requested.

Note: The PI is listed as key personnel by default and cannot be changed.

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. Click the **Key Personnel** hyperlink to open the Key Personnel List page (ESP7007).
3. To add key personnel:
    a. Click **Add a Key Personnel** to open the Add Key Personnel page (ESP7004).
    b. Complete the personnel form, noting the following:
        - Date of birth must be entered in the format of MM/DD/YYYY.
    c. Click **Save** to return to the Key Personnel List page which now lists the new information.
4. To edit key personnel:
    a. Click the **Edit** hyperlink next to the desired personnel row. The Edit Key Personnel page (ESP7006) opens with the selected information listed.
    b. Edit the fields as required, and click **Save** to return to the Key Personnel List page which now lists the updated information.

5. To delete key personnel:
    a. Click the **Delete** hyperlink next to the desired personnel row. The Delete Key Personnel page (ESP7005) opens with the selected information listed.
    b. Click **Delete** to finalize the deletion and return to the Key Personnel List page which now lists the updated information.

SNAP Questions

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. Click the **SNAP Questions and Checklist** hyperlink to open the Edit SNAP Questions and Checklist page (ESP7018).
    The following questions are included on the page:

-   **Has there been a change in the other support of key personnel since the last reporting period?** Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, the change in support is to be reported. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator and for those individuals who are considered by the principal investigator to be key to the project.

-   Will there be, in the next budget period, a significant change in the level of effort for key personnel from what was approved for this project? A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a key person on the project is expected to reduce his/her effort from 40 percent to 30 percent, which represents a 25 percent reduction in the level of effort, the detailed budget page and the budget justification page are to be submitted in the noncompeting continuation. This requirement applies regardless of whether or not the key person is compensated from the grant.

-   Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total Budget? Explain any estimated unobligated balance (including prior year carryover) that is greater than 25 percent of the current year's total budget or more than $250,000. An explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period is to be provided.

-   **Research involving human subjects**: Select **No** if activities involving human subjects are not planned *at any time* during the proposed budget period. The remaining parts of this section are then not applicable. Select **Yes** if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned *at any time* during the budget period, either at the applicant organization or at any other performance site or collaborating institution. See *Instructions for Progress Reports Involving Clinical Research* on page 10 for details.

-   **Research that is exempt**: If the activities are designated to be exempt from the regulations, insert the exemption number corresponding to the exemption category.

-   **Research that is not exempt**: If the planned activities involving human subjects are not exempt, complete the remaining sections. If the applicant organization has an approved Human Subjects Assurance on file the Assurance number will be listed. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

-   **Human Subject Education**: Enter the human subject education information if there are new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects. **Note**: If the human subjects research is exempt under exemption #4 this documentation is not required.

-   **Research involving animal subjects**: Select **No** if activities involving animal subjects are not planned *at any time* during the proposed budget period. Select **Yes** if activities involving animal subjects are planned

at any time during the budget period, either at the applicant organization or at any other performance site or collaborating institution.

- **Inventions and patents**: Select **No** if no inventions were conceived or reduced to practice during the course of work under this project. Select **Yes** if any inventions were conceived or reduced to practice during the course of work under this project.

- **Program Income**: Indicate if program income is anticipated during the proposal period for which support is requested.

Program Income

You can add, edit, and delete the anticipated amount of program income during the proposal period for which support is requested.

1. Open the Organization and Performance Site List page for the desired grant (see *Viewing Institution Information* for details).
2. Click the **SNAP Questions and Checklist** hyperlink to open the Edit SNAP Questions and Checklist page (ESP7018).
3. Click **Program Income** to open the Program Income page (ESP7016).
4. To add program income:
   a. Click **Add an Income** to open the Create Program Income page (ESP7013).
   b. Complete the Program Income form, noting the following:
      - All fields in the form are required.
      - The start and end date describe the program income period. The dates entered must be within the project period dates and are in the format of MM/DD/YYYY.
      - The anticipated amount must be greater than zero.
      - The information entered in the Source(s) of Income field is limited to 50 characters.
   c. Click **Save** to return to the Program Income page which now lists the new information.
5. To edit program income:
   a. Click the **Edit** hyperlink next to the desired income row. The Edit Program Income page (ESP7015) opens with the selected income information listed in the Program Income form.
   b. Edit the fields as required, and click **Save** to return to the Program Income page which now lists the updated information.
6. To delete program income:
   a. Click the **Delete** hyperlink next to the desired income row. The Delete Program Income page (ESP7014) opens with the selected income information listed.
   b. Click **Delete** to finalize the deletion and return to the Program Income page which now lists the updated information.

Viewing Routing History

View a routing history table that lists who has reviewed the selected eSNAP, whether the reviewer has routed, accepted, or rejected the grant, and on what dates the notification was sent to the reviewer and the reviewer's decision was made.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* for details).
2. Click the **View Routing History** hyperlink to open the View Routing History page (ESP7020).
3. View the routing information and click **Back** to return to the eSNAP Menu page.

Routing eSNAP Grants

Route the eSNAP to the next reviewer or to the previous reviewer for further review or corrections.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* for details).
2. Click the **Route to Next Reviewer** hyperlink to open the Route to Next Reviewer page (ESP7021).
3. Select the person to whom the eSNAP is to be routed.
4. Enter comments to provide information to the next reviewer.
5. Click **Submit** to route the eSNAP and return to the eSNAP Menu page with a confirmation that the eSNAP has been successfully routed. The reviewer selected receives an email notification letting them know that you've routed the eSNAP to them (you receive a copy of the email also). The email includes the comments that you have entered.

Recalling eSNAP Grants

Reviewers can recall eSNAP grants that they have forwarded to another reviewer and reset themselves as the current reviewer. Signing Officials can recall an eSNAP even if they are not the last reviewer and Principal Investigators can recall the eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to route the grant). This is useful in situations where an e-SNAP has been misrouted; either to the wrong person or to someone who is unavailable.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP Reports* on page 6 for details).
2. Click the **Recall** hyperlink. The eSNAP Menu page displays a confirmation that the eSNAP has been successfully recalled. The former reviewer receives an email notification letting them know that you've recalled the eSNAP.

Validating the eSNAP

Validate the eSNAP to check all the required data fields in the work in progress (WIP). The system will display error messages for each field with incorrect or missing data.

Note: The eSNAP can be validated at any time once its status is WIP and can be validated multiple times.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* for details).
2. Click the **Validate Application** hyperlink to begin the validation. A list of error messages is returned if any errors are found in the eSNAP.
3. If desired, the page can be printed. To print a copy, click **Print** on your browser button bar or select **File** | **Print** from the browser menu bar.

Submitting the eSNAP

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority is the current reviewer, the validated eSNAP can be submitted to the NIH.

1. Open the eSNAP Menu page for the desired grant (see *Managing eSNAP* for details).
2. Click the **Submit to NIH** hyperlink. The system verifies that the eSNAP contains all the required data in the correct format.
3. The SO and the Principal Investigator associated with the eSNAP receive an email informing either them that there is missing/invalid data or that the eSNAP has been accepted for submission. Once accepted, the status of the submitted eSNAP is set to "Submitted."

Index