National Institutes of Health/Office of Extramural Research

Electronic
Research
Administration

eSNAP
User Guide

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Introduction

eSNAP, the electronic Streamlined Non-competing Award Process, 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.

eSNAP is accessed through the NIH eRA Commons, 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.

Logging In to eSNAP

Logging In

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

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

   The NIH eRA Commons Home page opens.

Figure 1   NIH eRA Commons Home Page Before Logging In

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.

    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 link is located directly beneath your login information.
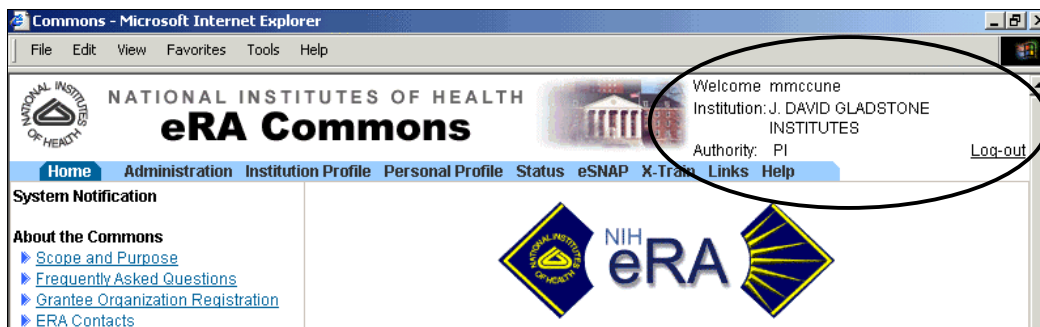

Figure 3   Login Information and Logout Link

6.   Select the **eSNAP** tab to open the eSNAP Application page (ESP7025). See *Querying eSNAP Reports* on page 12 for more information.

Logging Out

Logging out of the NIH eRA Commons ends your current session. The top of each page contains a Logout hyperlink (see Figure 3 on page 5).

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 e-mail 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 **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.

Special Notes Regarding the Web Browser

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.
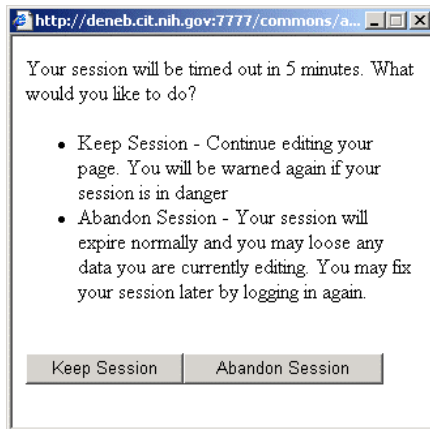

Figure 6   Session Expiration Warning

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 5). 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 Log Ins

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, 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 the NIH eRA Commons 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.

Available User Roles

SO. The Signing Official (SO) for the institution is an official with 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 may have any number of titles in the institution. The SO can create and modify accounts, and is able to modify institution profile information.

AA. The Account Administrator (AA) is designated by an SO to facilitate the administration of the NIH eRA Commons accounts for their institution. The AA can create accounts, delete accounts, and modify accounts as necessary.

AO. The Administrative Official (AO) reviews 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 a SO account). An AO also can create additional AO and PI accounts.

Extramural Administrator. This refers to an individual with a role of SO, AA, and/or AO.

PI. The Principal Investigator (PI) is an individual 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.

Asst. The Assistant (ASST) is a 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 in order to aid in administrative tasks.

Delegating/Revoking Submit Authority to a PI

The Signing Official (SO) of the grantee institution may delegate or remove submit authority to/from the Principal Investigator (PI). PIs who receive submit authority from the SO can then submit those eSNAP grants for which they are the PI to the NIH.

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

SOs may select multiple PIs from the hit list to either delegate or remove submit authority.

Note: In order to delegate or remove submit authority, you must have the role of an SO. Delegated Signing Official authority is not sufficient.

Delegating Submit Authority

1. Select **Administration** | **Accounts** | **Delegate Submit** to open the Delegate Submit Access page (ESP7026).

Figure 7   Delegate Submit Access Page (ESP7026)

2. From the list of Current Institution PI Users, select the desired PI. Multiple PIs can be selected by pressing the Ctrl key and clicking on all the desired names.

3. Click **Assign**. The Delegate PI Confirmation page opens (ESP7027).

Figure 8   Delegate Submit Confirmation Page (ESP7027)

4.   Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current Submit Delegates column. A confirmation email is sent to the selected delegate/s.

Revoking Submit Authority

1.   Select **Administration** | **Accounts** | **Delegate Submit** to open the Delegate Submit Access page (ESP7026). See Figure 7 on page 9.

2.   From the list of Current Submit Delegates select the desired PI. Multiple PIs can be selected by pressing the Ctrl key and clicking on all the desired names.

3.   Click **Revoke**. The Revoke Submit Delegate Confirmation page opens (ESP7027).

Figure 9   Revoke Submit Delegate Confirmation Page (ESP7027)

4. Click **Save** to confirm the removal. A confirmation message is displayed and the selected names are removed from the list of Current Submit Delegates. A confirmation email is sent to the selected delegate/s.

Delegating/Revoking PI Updating Authority

A Principal Investigator (PI), Account Administrator (AA), Administrative Official (AO), or Signing Official (SO) may delegate or remove PI updating authority to/from other registered NIH eRA Commons users. Users who receive updating authority can then edit any of the PI's eSNAP reports.

Note: In order to delegate or remove PI updating 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. Multiple users can be selected by pressing the Ctrl key and clicking on all the desired names.
3. Click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
4. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate/s.

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. Multiple users can be selected by holding down the Ctrl key and clicking all the desired names.

5. Click **Assign**. The Delegate PI Confirmation page opens (ESP7001).
6. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected names are listed in the Current PI Delegates column. A confirmation email is sent to the selected delegate/s.

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. Multiple delegates can be selected by pressing the Ctrl key and clicking all the desired names.
3. Click **Revoke**. The Revoke PI Delegate Confirmation page opens (ESP7001).
4. Click **Save** to confirm the removal. A confirmation message is displayed and the selected names are removed from the list of Current PI Delegates. A confirmation email is sent to the selected delegate/s.

Querying eSNAP Reports

Introduction

The Manage eSNAP page is used to view the eSNAP reports to which you have access and lets you select an eSNAP report in order to perform various actions upon it.

Viewing the List of eSNAP Reports

PIs or users that are delegated PI updating authority use the Manage eSNAP page to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

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.

Figure 10   Manage eSNAP Page (ESP7002) with Search Form

1.   Select the **eSNAP** tab to open the Manage eSNAP page (ESP7002). All your available grant applications are
      listed by default. Proposals listed in bold text are overdue.

2.   If you are and SO or AO and want to perform the optional search for grants:

      a.   Enter the desired search information.

      b.   Click **Search** to enter the query.
            A list of matching proposals with hyperlinked grant numbers is displayed. Proposals listed in bold text are
            overdue.

3.   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 *Querying eSNAP Reports* on page 12 for details), the eSNAP Menu page (ESP7003) opens.

Figure 11   eSNAP Menu Page (ESP7003)

In addition to the application information, the Status of Completion section lists each section of the eSNAP and shows whether a user has designated a section as complete. Because the complete designation is optional, sections that show as incomplete may in fact have been completed.

Table 1 lists the information displayed for the selected grant.

Table 1   Application Information on Manage eSNAP Page

Field Name	Description
Grant Number	The grant number (format: 9 R00 AA123456-99. See *Understanding Grant Numbers* on page 16 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 (available either as buttons at the bottom of the page or as tabs at the top of the page).

Action	Description
Initiate	This action begins the eSNAP process. Available for grants with a status of Not Started. Access is granted to PIs and PI delegates. See *Initiating an eSNAP Report* on page 16 for details.
View eSNAP Report	This action opens the eSNAP report in PDF format. Available for grants with a status of Work in Progress (WIP), Submitted, or Final. Access is granted to PIs, PI delegates, and reviewers. See *Viewing eSNAP Reports* on page 16 for details.
Upload Science	This tab opens the Upload Science page so that you can upload progress reports and research accomplishments files. You can also enter new publications or select existing publications to include with the eSNAP. Available for grants 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. See *Uploading eSNAP Science Items* on page 17 for details.
Edit Business	This tab opens the Edit Business section of eSNAP. Available for grants with a status of Work in Progress (WIP). Access is granted to PIs or PI delegates when the PI is the current reviewer, AOs when the AO is the current reviewer, and SOs when the SO is the current reviewer. See *Editing eSNAP Business Items* on page 20 for details.
Validate	This option checks the required data fields in the Work in Progress (WIP) and displays an error message for each field with incorrect or missing data.
	Available for grants with a status of WIP. Access is granted to any user with access to the grant. See *Validating eSNAP* on page 37 for details.
Route	This option routes the eSNAP to the next reviewer or to the previous reviewer for further review or corrections. Available for grants 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. See *Routing eSNAP Reports* on page 36 for details.
View Routing History	This option opens a page that displays a routing history table. Available for grants with a status of Work in Progress (WIP), Submitted, or Final. Access is granted to PIs, PI delegates, and reviewers. See *Viewing Routing History* on page 35 for details.
Recall	This option lets you recall eSNAP reports that have been forwarded to another reviewer and reset yourself as the current reviewer. Available for grants 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). See *Recalling eSNAP Reports* on page 36 for details.
Submit	This option submits the eSNAP to the NIH. Available for grants 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. See *Submitting the eSNAP* on page 37 for details.

Understanding Grant Numbers

A grant number provides unique identification for the grant. Figure 12 shows an example of a complete NIH grant number (5 R01 HL123451-01A2).

Type	Activity	IC Code	Serial Number	Support Year	Suffix Code
5	R01	HL	123451	01	A2

Figure 12   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.

For information about specific codes and their meaning, see the Adobe PDF report located at http://grants.nih.gov/grants/funding/ac.pdf.

Initiating an eSNAP Report

The Initiate 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. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

1. Open the eSNAP Menu page for the desired grant (see *Querying eSNAP Reports* on page 12 for details).
2. Click **Initiate** to change the status of the eSNAP to Principal Investigator Work in Progress (WIP).

Viewing eSNAP Reports

Once an eSNAP has been started, a report in Adobe Acrobat PDF can be viewed by PIs, PI delegates, and reviewers who are working on the grant. SOs and AOs can view the eSNAP at any time.

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 *Querying eSNAP* on page 12 for details).
2. Click **View eSNAP Report** to open a File Download window. Save the report to disk or open the file from its current location.

Uploading eSNAP Science Items

Science items (progress reports and research accomplishments) 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.

Progress Report files are a brief presentation of the accomplishments on the research project during the reporting period. They address the specific aims of the project, detail the studies directed toward these aims and their results, emphasize the significance of the findings, summarize plans to address the aims during the next year of support, and describe the resources generated by the project that are available to be shared with other investigators. See http://grants.nih.gov/grants/funding/2590/2590.htm for more detailed information.

Research Accomplishments files are 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 the NIH, independent of the annual progress report.

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 Progress Report or Research Accomplishments files have been attached to the eSNAP. This section lists the name of the local file, 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 (if applicable) and the citation text. Publications that have not yet been added to the PI's personal profile may be added and included with the eSNAP from this section.

Note: If activities involving human subjects were performed during the budget period prior to this eSNAP, the population enrollment data must be submitted. 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 *Submitting Inclusion Enrollment Reports for Clinical Research* on page 31 for details about submitting population enrollment data.

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).
2. Select the **Upload Science** tab to open the Upload Science page (ESP7022).

Figure 13   Upload Science Page (ESP7022)

Attaching Files

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. From the Upload Science page, click **Import** next to the desired file (progress report or research accomplishments) to open the Upload File page (ESP7024).

Figure 14   Upload File Page (ESP7024)

2. Type the file name or click **Browse** to locate the file to be uploaded.

3. Click **Upload File** to attach the file to the eSNAP. 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 a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the Upload Science page and is based on the publication information provided in the Personal Profile section of the NIH eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that appear in the Publications list:

➢ From the Upload Science page, 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.

To associate publications that do not appear in the Publications list:

1. Enter the NLM Accession Number (if applicable).

2. Enter the complete reference to the publication (for example, "Radiologic Assessment of Early Rheumatoid Arthritis," Journal of Rheumatology, pp 100–103, June 2002, T. Conturo).

3. Click **Save & New** to add the publication to your Personal Profile and as a checked item in the Publications list.

4. Click **Save** to update the science information. The update is confirmed and you are returned to the eSNAP Menu page.

Editing eSNAP Business Items

Business items can be edited for eSNAP reports 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 tab lets you view and edit various information about the eSNAP. The information is divided into the following sections: Org. Info (Organization Information), Performance Sites, Key Personnel, Research Subject, SNAP Questions and Checklist, and Inclusion Enrollment.

Note:
The bottom of each section indicates if the section has been completed. If the section is marked as complete, the name of the person who designated the section as complete and the date the section was designated as complete are indicated. If the section is not marked as completed, you can mark the section as complete by clicking the **Designate as Complete** button located at the bottom of the page.

Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.

Viewing Organization Information

The Org. Info page (ESP7008) lists project and institution information regarding the selected eSNAP.

Figure 15   Org. Info Page (ESP7008)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).
2. Select the **Edit Business** tab to open the Org. Info page.
3. View the grant information and optionally edit PI information including Annual Percent Effort and the names of the Signing Official and/or the Administrative Official.
4. Click **Save** to update the information.

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 Org. Info page for the desired grant (see *Viewing Organization Information* for details).
2. In the Principal Investigator section, edit the amount listed in the Annual % Effort field.

3. Click **Save** to update the information.

Editing the SO and AO Associated with the eSNAP

The drop down list for the SO contains all SOs at the grantee institution that are registered with the NIH eRA Commons. The drop down list for the AO contains all AOs and SOs at the grantee institution that are registered with the NIH eRA Commons.

Note: Updates to the address information can only be made at the Personal Profile level by the official whose name is listed above the address

1. Open the Org. Info page for the desired grant (see *Viewing Organization 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.
4. If your SO is also acting as your AO, select the SO name from the drop down list in the Signing Official area. The information for the selected SO automatically populates the AO information with the same name. If necessary, you can then change the AO information.
5. Click **Save** to update the information.

Editing Performance Site Information

The Performance Site List Page (ESP7012) indicates 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 address, is added when the eSNAP is initiated.

Figure 16   Performance site List Page (ESP7012)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).

2. Select **Edit Business** | **Performance Sites** to open the Performance Site List page.

3. To add a performance site:

    a. Enter the information in the Performance Sites Form section, noting the following:

        - All fields, except for address lines 2–4, are required.

        - The Name field indicates the name of the institution used as the performance site.

    b. Click **Save** to add the information to the Performance Sites list.

4. To edit a performance site:

    a. Click the **Edit** hyperlink in the Action column for the desired performance site. The Performance Sites form is populated with the information for the selected performance site.

    b. Edit the fields as required, and click **Save & New** to update the information.

5. To delete a performance site:

    a. Click the **Delete** hyperlink in the Action column for the desired performance site. The Delete Performance Site page (ESP7010) opens with the selected information listed.

    b. Click **Delete** to confirm the deletion and return to the Performance Sites page with updated information.

Editing Key Personnel

The Key Personnel List page lists the individuals who contribute 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 in the Personnel list by default and cannot be edited. This section is analogous to the Personnel Report in the 2590.

Figure 17   Key Personnel List Page (ESP7007)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).
2. Select **Edit Business** | **Key Personnel** to open the Key Personnel List page (ESP7007).
3. To add key personnel:
   a. Enter the information in the Personnel Form section, noting the following:
   - The format for the Date of Birth field is MM/DD/YYYY (for example, 05/22/1963).
   - The format for the SSN (Social Security number) field is the 9 digits of the SSN, *without* dashes (for example, 123456789).
   - The Project Role field is used to list the roles that this person has on the project (for example, Investigator, Research Assistant, Animal Caretaker).
   - Annual % of Effort is a required field and must be a value from 1 to 100 (whole numbers only). Enter the annualized effort if it changes throughout the year.

   b.   Click **Save & New** to add the information to the Personnel list.

4.   To edit key personnel:

   a.   Click the **Edit** hyperlink in the Action column for the desired person. The Personnel Form is populated with the information for the selected person.

   b.   Edit the fields as required, and click **Save & New** to update the information.

5.   To delete key personnel:

   a.   Click the **Delete** hyperlink in the Action column for the desired person. 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 with updated information.

Editing Research Subject Information

The Research Subject Page (ESP7028) lists questions relating to human and animal subject research.

Figure 18   Research Subject Page (ESP7028)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).

2. Select **Edit Business** | **Research Subject** to open the Research Subject page.
    The following questions are included on the page:

    • **Does the proposal involve human subjects?** Select **No** if activities involving human subjects are not
      planned *at any time* during the proposed budget period. The remaining questions in the Human Subjects
      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 your organization or at any other performance site or collaborating institution. See *Submitting Inclusion Enrollment Reports for Clinical Research* on page 31 for details.

- **Has the involvement of human subjects changed since the previous submission?** Select **Yes** if the involvement has changed since your previous submission. You must discuss these changes in your progress report (see *Uploading eSNAP Science Items* on page 17 for more information about progress reports).

- **Is the research exempt?** Select **Yes** if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select **No** if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. 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 brief 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.

- **Does the proposal involve 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 your organization or at any other performance site or collaborating institution.

- **Has the involvement of animal subjects changed since the previous submission?** If the involvement has changed since your previous submission, you must discuss these changes in your progress report (see *Uploading eSNAP Science Items* on page 17 for more information about progress reports). The Assurance number is listed if your organization has an approved Animal Subjects Assurance on file.

Editing SNAP Questions & Checklist

The SNAP Questions & Checklist Page (ESP7018) lists questions relating to the following categories:

- Key personnel and budget

- Inventions and patents

- Program income

- Facilities and administration

Note: If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in *Editing Performance Site Information* on page 22.

Figure 19   SNAP Questions and Checklist Page (ESP7018)

1.   Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).

2. Select **Edit Business | SNAP Questions & Checklist** to open the SNAP Questions & Checklist page. 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?** Provide specific information only if active support has changed. Report the change in support if a previously active grant has terminated or if a previously pending grant is now active. Submission of other support information is not necessary if support is pending or if changes in the level of effort for active support have been reported previously. Other support information should be submitted only for the PI and for individuals that the PI considers 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. Provide an explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period.

    - **Were any inventions conceived or first actually reduced to practice during the course of work under this project?** If **Yes** is selected, indicate if the invention has been previously reported.

    - **Is program income anticipated during the proposed period for which support is requested?** Indicate if program income is anticipated during the proposal period for which support is requested. If you have made any changes to any information on the page, click **Save** before editing the program income. See *Editing Program Income* for more information about completing this section if program income is anticipated.

    - **Facilities and Administration** Complete this section if there is a change in performance sites that will affect facilities and administration costs. The information entered in this area is limited to 2000 characters.

Editing Program Income

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

Figure 20   Program Income Page (ESP7016)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).
2. Select **Edit Business** | **SNAP Questions & Checklist** to open the SNAP Questions & Checklist page.
3. If you have made any changes to any information on the page, click **Save** before editing the program income.
4. In the Program Income section, click the hyperlink to open the Program Income page (ESP7016).
5. To add program income:
   a. Complete the Program Income form, noting the following:
      - All fields in the form are required.
      - The start and end dates 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.
   b. Click **Save & New** to add the information to the Program Income list.
6. To edit program income:
   a. Click the **Edit** hyperlink in the Action column for the desired income row. The Program Income form is populated with the selected information.
   b. Edit the fields as required, and click **Save & New** to update the information.
7. To delete program income:
   a. Click the **Delete** hyperlink in the Action column for the desired income row. The Delete Program Income page (ESP7014) opens and is populated with the selected information.
   b. Click **Delete** to finalize the deletion and return to the Program Income page with updated information.

Submitting Inclusion Enrollment Reports for Clinical Research

You can enter cumulative enrollment of subjects to-date and their distribution by sex/gender and ethnicity/race directly into eSNAP. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses your information to determine which report is viewed.

Note: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. 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 were performed at either the applicant organization or at any other performance site or collaborating institution.

The 5/01 version 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.

The 4/98 version 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.

Please review the instructions in [PHS 2590](#) if you have further questions about inclusion enrollment.

1. Open the eSNAP Menu page for the desired grant (see *Querying eSNAP Reports* on page 12 for details).
2. Select **Edit Business** | **Inclusion Enrollment** to review your inclusion enrollment obligations. Hyperlinks are provided to the required reports.
3. Click the hyperlink to open the Inclusion Enrollment Report Table page (ESP7003).
4. Complete the required information and click **Submit** to update your information.

Table 2 describes the fields that are available for you to view or edit in both the 4/98 and 5/01 versions of the inclusion table.

Table 2   Inclusion Enrollment Report Table Fields

Field Name	Description
NIH Study Title	The NIH protocol title. This field is display-only.
NIH Protocol Number	The NIH protocol number. This field is display-only.
Institution Study Title	The study title used by the grantee institution. This field can be edited, with a maximum of 100 characters.
Institution Study Number	The study number used by the grantee institution. This field can be edited, with a maximum of 30 characters.
Foreign/Domestic Enrollment	A line of text indicating whether the enrolled subjects are foreign or domestic. This field is display-only.
Total Enrollment	The total number of subjects in the protocol (the sum of males, females, and unknown for each of the ethnic categories). This field is display-only and changes whenever any of the racial/ethnic fields on the form are updated.
Enrollment Comment	Enter any comments and issues to the NIH about enrollment for this study. Issues may include, but are not limited to:

- Explaining why there is either no enrollment or limited progress in enrollment.

- Explaining any problems encountered when subjects are asked to provide information on sex/gender or race/ethnicity.

- Describing sub-populations that have implications for the research questions

Field Name	Description
	you are studying.
	• Describing if the study is closed for further enrollment.
	Also for NIH-defined Phase III studies, use the Enrollment Comment to indicate if data analysis has begun and, if so, if progress has been made in conducting analyses for sex/gender and racial/ethnic differences.
	This field can be edited, with a maximum of 2000 characters.

Completing the 4/98 Version of the Inclusion Enrollment Report

In this report you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown) subjects for each of the indicated ethnic categories. As you enter the information, the display-only Total fields are automatically updated with the entered information. See Figure 21 for details.

Figure 21   4/98 Inclusion Enrollment Report Table (ESP7034)

Completing the 5/01 Version of the Inclusion Enrollment Report

This report contains two parts.

Part A

In the first section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated ethnic categories. In the second section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated racial categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

Note: The total number of all subjects entered in the racial categories must equal the total number of all subjects entered for the ethnic categories. For example, if you have enrollment data for 100 subjects, describe all 100 in terms of ethnicity *and* all 100 in terms of race.

Part B

In Part B you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) Hispanic or Latino subjects.

Note:
The total number of subjects reported in Part B must be equal to or less than the totals reported in Part A.

This total usually reflects a subset of the information reported in Part A. For example, you have enrollment data for 100 subjects and 50 of these subjects reported Hispanic/Latino ethnicity. Part B is used to report the racial information for these 50 Hispanic/Latino subjects.

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COLLEGE
Version Authority: PI   Log-out

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Grant List   Manage eSNAP   Upload Science   **Edit Business**

Org Info   Performance Sites   Key Personnel   Research Subject   SNAP Questions & Checklist   **Inclusion Enrollment**

5/01 Inclusion Enrollment Report Table ❷

Principal Investigator / Program Director Name: PATRICIA A CARNEY

Grant Number:	5R01HL011201-03	**Optional Institution Information**
NIH Study Title:	Medical Research on the Heart	Study Title:
NIH Protocol Number: T93-0133 BG03-0139		Protocol Number:

This study does not involve enrollment from foreign population.   **Total Enrollment:**   24

Comment for NIH ❷

PART A. TOTAL ENROLLMENT REPORT: Number of Subjects Enrolled to Date (Cumulative) by Ethnicity and Race ❷

Ethnic Category	Sex/Gender			
	Females	**Males**	**Unknown or Not Reported**	**Total**
Hispanic or Latino ?	0	12	0	12
Not Hispanic or Latino	0	12	0	12
Unknown (Individuals not reporting ethnicity)	0	0	0	0
Ethnic Category: Total of All Subjects*	0	24	0	24
Racial Categories				
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Black or African American	0	0	0	0
White	0	0	0	0
More than one race	0	12	0	12
Unknown or not reported	0	12	0	12
Racial Categories: Total of All Subjects*	0	24	0	24

MUST MATCH

PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Latinos Enrolled to Date (Cumulative) ❷

Racial Categories	**Females**	**Males**	**Unknown or Not Reported**	**Total**
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Black or African American	0	0	0	0
White	0	0	0	0
More than one race	0	0	0	0
Unknown or not reported	0	12	0	12
Racial Categories: Total of All Subjects*	0	12	0	12

Save   Reset   Cancel

Viewing Routing History

View a routing history table that lists who has reviewed the selected eSNAP, whether the reviewer has routed the grant, and on what dates the notification was sent to the reviewer and the reviewer's decision was made. This option is available to PIs, PI Delegates, current reviewers. Additionally, SOs and AOs can view the routing history at any time.

1. Open the eSNAP Menu page for the desired grant (see *Querying eSNAP Reports* on page 12 for details).
2. Click **View Routing History** 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 Reports

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

Figure 22   Route to Next Reviewer Page (ESP7021)

1. Open the eSNAP Menu page for the desired grant (see Querying eSNAP Reports on page 12 for details).
2. Click **Route** to open the Route to Next Reviewer page (ESP7021).
3. From the Next Reviewer list, 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 selected reviewer receives an email notification that includes the comments you entered.

Recalling eSNAP Reports

You can recall an eSNAP that you have forwarded to another reviewer and reset yourself as the current reviewer. Signing Officials can recall an eSNAP at any time, even if they are not the last reviewer. Principal Investigators can recall an eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to

route the eSNAP). This is useful in situations where an eSNAP 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 *Querying eSNAP Reports* on page 12 for details).
2. Click **Recall** . 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 eSNAP Reports

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

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

1. Open the eSNAP Menu page for the desired grant (see *Querying eSNAP Reports* on page 12 for details).
2. Click **Validate** . A list of errors is returned if any errors are found in the eSNAP.
3. If desired, the page can be printed. See *Printing Pages* on page 7 for details.

Submitting the eSNAP

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority (see *Delegating/Revoking Submit Authority to a PI* on page 8 for details) is the current reviewer, the validated eSNAP can be submitted to the NIH.

1. Open the eSNAP Menu page for the desired grant (see *Querying eSNAP Reports* on page 12 for details).
2. Click **Submit** . The system verifies that the eSNAP contains all the required data in the correct format.
3. The system sends an email notification indicating either that there is missing/invalid data or that the eSNAP has been accepted for submission. If the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. If the PI submits the eSNAP, notification is sent to the SO and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to "Submitted."

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