Status – eSub Errors/Warnings

Indicates eSubmission Error

Grants.gov Tracking #

Grants.gov tracking # and date are displayed followed by the list of errors/warnings for each submission attempt

Status – eSub Errors/Warnings

- Errors stop application processing and must be corrected

- Warnings do not stop application submission and are corrected at the discretion of the applicant

Helpful Links

Avoiding Common Errors page:

http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm

Full list of Commons Validations

http://era.nih.gov/ElectronicReceipt/files/SF424RR_Validation.pdf

On-time Submission

- All registrations must be completed prior to initial submission

- Submission must be accepted by Grants.gov with a timestamp on or before 5:00 p.m. local time of submitting organization on submission deadline date

- Errors/Warnings must be corrected within the 2-business day error correction window
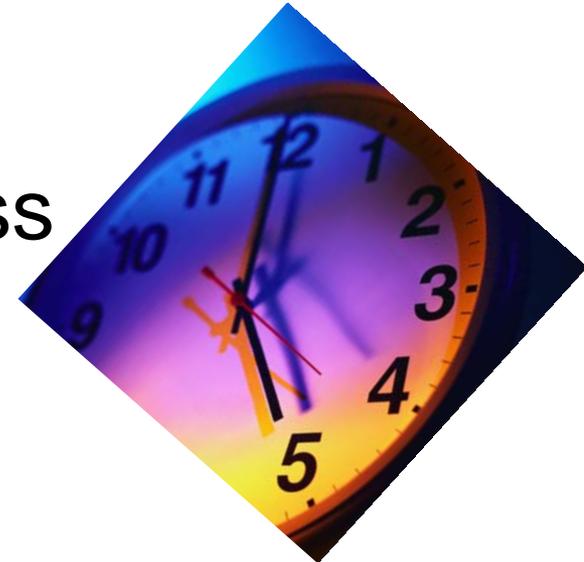
Error Correction Window

- NIH currently allows applicants to correct errors/warnings during the two (2) business days after the submission deadline
  - Referred to as "error correction window"
  - Your original application submission must have been submitted on time with all appropriate registrations in place
  - Cover letter identifying changes required

See Notice in NIH Guide for Grants & Contracts (11/30/2007): http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-018.html

Correcting eSub Errors/Warnings

Make changes to address the error/warning messages in the local copy of the application

1. Select ***Changed/Corrected*** on SF424 (R&R) cover (box #1)
    - Federal Identifier on SF424 (R&R) cover (box #4) is a required field when Changed/Corrected is selected
        - If New is selected in box #8, use Grants.gov tracking number for original submission
        - Otherwise, continue to use the Institute/Center and serial number from original grant award (ex. CA123456)

2. Include cover letter if after submission deadline

3. AOR must submit the entire changed/corrected application to Grants.gov

4. Track submission through to Commons

NOTE: Reviewers do not see applicant errors/warnings.

eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again

Status – View Application Image

- Once an error-free application is received, the eRA system will:
  - Assemble the grant application image
  - Insert headers (PI name) & footers (page numbers) on all pages
  - Generate Table of Contents and bookmark important sections
  - Post the assembled application image in the PI's eRA Commons account

Application Viewing Window

- Applicants have two (2) business days to view the assembled application before it automatically moves forward to NIH for further processing

- SO can Reject application within viewing window to address Warnings (if within error correction window) or to address a system issue affecting the application image

  – If Rejected after deadline for any other reason, application is subject to late policy
  – PI will receive email notification if SO rejects application

If you can't **VIEW** it, we can't **REVIEW** it!

Status – View Application Image

Status is ***Pending Verification***

| GRANT00106155 | AN:3022673 | Pending Verification | My Discoveries May Save You Some Day | MONEY, CHER D | 2/22/2008 21:32:35 | Show All Prior Errors |

Follow link to detailed status info

Status Information

eSubmission Errors/Wa...

- No degrees have been submitted fo... [...] of the application image, you should inclu...

- The Research Plan is limited to 25 p... [...] occupied by text does not exceed 25 pages ther...

Follow ***e-Application*** link to view assembled application image

General Grant Information

Status:	Application entered into system
Institution Name:	EXT UAT DEMO CORP
School Name:	
School Category:	
Division Name:	
Department Name:	
PI Name:	M...

View ***Appendices*** and ***Cover Letter***

Other Relevant Documents

- e-Application
- Appendix: Appendix
- eSubmission Cover Letter
- Additions for Review (0 documents)

Status – e-Application

TIP: Carefully review the entire application. This is your first chance to view/print the same application image that will be used by Reviewers!

Delegate Status

- ***Delegate Status***
  - PIs can Provides access to their **Status Information** including the ability to check for application submission errors/warnings and to view the assembled application image
  - Delegation can be made to any eRA Commons user at the PI's institution with the Assistant (ASST) role
  - **DOES NOT** provide access to application summary statement or priority score

Reject Application

Must have **SO** role

Welcome texso22
Institution: DEMO U
Authority: SO   Log-out

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Version 2.16.2.2

COMMONS DEMONSTRATION SITE   COMMONS DEMONSTRATION SITE   COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

Status

General Search
Just In Time
Pending Progress Report
Recently Awarded
Recent/Pending eSubmissions
Closeout

Recent/Pending eSubmissions

Accession Number	
Grants.gov Tracking Num	
eSubmission Status	
Received Date	From _____ (MM/DD/YYYY) To _____ (MM/DD/YYYY)

Enter Search Criteria

[Search] [Clear]

Click **Search**

Select **Recent/ Pending eSubmissions**

Reject Application

Status Result - Recent/Pending eSubmissions Search ❓

1 - 4 of 4   1

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
	GRANT00030722	eSubmission Error	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:42	Show All Prior Errors	
AN:187887	GRANT00030720	Refused	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:42	Show All Prior Errors	Transmittal Sheet
AN:187885	GRANT00030718	Refused	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:41	Show All Prior Errors	Transmittal Sheet
AN:187884	GRANT00030717	Pending Verification	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:41	Show All Prior Errors	Transmittal Sheet | Reject eApplication

Export to Excel   Show Query   Print Hitlist

Select *Reject eApplication*

Enter comment to be sent with email notification

Home   Admin   Institution Profile   Personal Profile   **Status**   eSNAP   xTrain   Links   eRA Partners   Help

Reject eApplication ❓

Application Information

Grant Number: AN:187884

PI Name: DEMO, ITSA

Proposal Title: Medical Cancer Research of the ALL

Other Relevant Documents
- e-Application
- Appendix
- Appendix 2
- Appendix 3
- Additions for Review (0 documents)

Reject eApplication

Required Comment:

Provide reason for Rejecting applicaiton image. This comment will be included in the email notification sent to PI.

Click *Reject*

Reject   Cancel

eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again

Submission Complete!

- If no action is taken during the two business day viewing window, the application automatically moves forward to NIH for further processing

- Any subsequent application changes are approved through and at the discretion of the Scientific Review Officer in the form of addenda

Reference Letters

- **Reference letters required for mentored "K" programs must be submitted directly by the referee through eRA Commons**
  - eRA Commons registration is not required to submit reference letter
  - Letters are NOT part of the electronic application that goes through Grants.gov
  - Letters are joined with the electronic application within the eRA system once the submission process is complete
  - Applications missing the required letters may be delayed in the review process or not accepted at all.
  - **Investigators can track the submission of reference letters in the Commons, but cannot view the actual letter**

Information about Reference Letters can be found in each applicable FOA

Electronic Submission

Resources for Assistance

Finding Help: **Grants.gov**

Registration & Submission

If help is needed with the Grants.gov

registration process, downloading forms, form behavior or with technical aspects of submitting through the Grants.gov system:

- Check the resources available on the Grants.gov website (http://grants.gov/)
- Grants.gov help is also provided by the following office:

  Grants.gov Customer Support

  Contact Center Phone: 1-800-518-4726

  Business Hours M-F 7 a.m.- 9 p.m. ET

  Email support@grants.gov

Finding Help: **eRA Commons** **Registration & Validations Processes**

If help is needed with eRA Commons registration or system validations after submission through Grants.gov:

- Check the eRA Commons website:

    https://commons.era.nih.gov/commons/index.jsp

- eRA Commons Help Desk

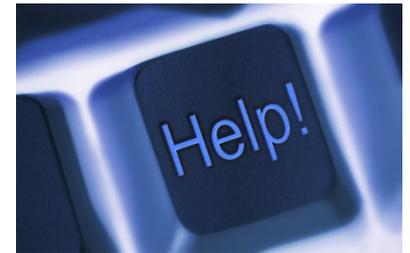   **Web support: http://ithelpdesk.nih.gov/eRA/**

    Phone: 301-402-7469

    Toll Free: 866-504-9552

    TTY: 301-451-5939

    Business hours M-F, 7am-8pm EST

Finding Help: Application Preparation

General Inquiries

- Review the Application Instruction Guide
- Review the FOA
- Contact Grants Info:
  - Phone: 301-435-0714
  - Email GrantsInfo@nih.gov
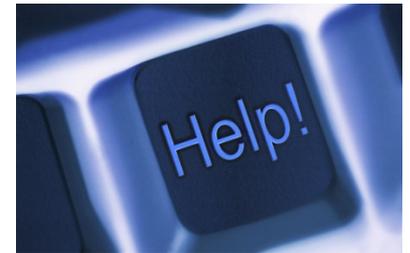
Feedback – Contact Us

NIH has established an e-mail address to collect comments and/or suggestions from users:

NIHElectronicSubmiss@mail.nih.gov

- Please share your successes and challenges with us!

- We especially like specific suggestions for improvement

- Tell us what resources are most useful (Targeted Emails, FAQs, Avoiding Common Errors, Commons Alerts, Training Tools etc.)

Resources for ICs: Training Materials

Training materials for the electronic submission process and the transition from the PHS 398 to the SF 424 are available to ICs on the web:

- **NIH OER Electronic Submission Intranet:**
  http://odoerdb2.od.nih.gov/ElectronicSubmission/trans_ic.htm#2

- **Electronic Submission Training Resources:**
  http://era.nih.gov/ElectronicReciept/training.htm

- **Resources for the Adobe Transition:**
  http://era.nih.gov/ElectronicReceipt/adobe_transition.htm#resources

Resources for Intramural Fellows

NIH Office of Extramural Research
Electronic Submission of Grant Applications

OER Home

Home

Electronic Application Process

Transition Timeline (from paper to electronic)

Avoiding Common Errors

Frequently Asked Questions (FAQs)

Training

Resources

Finding Help

Site Map

eRA Commons

Intranet Link (NIH Staff only)

Electronic Submission

Paper No More, Use 424 (R&R)

Get prepared: Move to Adobe begins Dec. 2008
Most electronic submissions to NIH after Jan. 1, 2009 will require Adobe grant application forms. Visit Resources for Adobe Transition for:

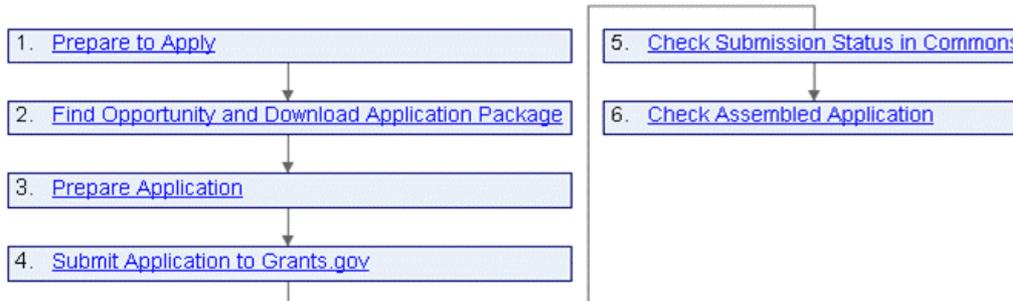- Transition schedule
- Required software
- Important to know
- Frequently Asked Questions
- Resources (and more)

Parent Announcements
(Funding opportunities for Unsolicited or Investigator-Initiated Applications - **R01, R03, R13/U13, R15, R21**)

▶ Electronic Application Process

View Process Flow Chart (PDF - 23 KB)

1. Prepare to Apply	5. Check Submission Status in Commons
2. Find Opportunity and Download Application Package	6. Check Assembled Application
3. Prepare Application	
4. Submit Application to Grants.gov	

▶ Transition Timeline

- Timeline (Graphic format)
  More...

▶ Avoiding Com

TIPS

PI (PDF - 48 KB)
Small Biz (PDF - 66 KB)
Reviewers (PDF - 52.3 KB)
International (PDF - 150 KB)
Q&A (PDF - 36 KB)
Contact Info (PDF - 30 KB)

Latest Updates

eSubmission News

- Visit News and Events to get the latest eSubmission news.
  Jan. 13, 2009
  Jan. 7, 2009
  Dec. 9, 2008
  Dec. 5, 2008
  Nov. 19, 2008

Archive...

New Postings

- Updated SF424 (R&R) Validations (PDF - 796) posted (Dec. 12, 2008)
- Updated Adobe Application Forms presentation

http://era.nih.gov/ElectronicReceipt/

Training Tools

Hands-On Learning

- Create Your Own Commons Demo Account
  - Check the status of sample applications
  - View errors & warnings
  - See sample application images

Automated Training Tutorials

- eRA Commons Registration
- Find & Download a Funding Opportunity
- Completing an Application Package (Grants.gov)

http://era.nih.gov/ElectronicReceipt/training.htm

Resources for Intramural Staff

- ## General Policy Resources:
  - Detailed guidelines on when an Intramural Scientist can serve as a PI:

    http://www3.od.nih.gov/oma/manualchapters/contracts/6003-1/

- ## NIH Intramural Sourcebook Policies:
  - Funding of Intramural/Extramural Collaborations:

    http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/fund-irp-erp-3-00.htm

  - Collaborations on NIH Scientists w/Extramural Scientists

    http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/IRP-ERP-Cover-Memo-10-27-99.htm

  - Additional Intramural Policies

    http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/ethical-conduct-toc.htm

Thank You