National Institutes of Health/Office of Extramural Research

Electronic Research Administration

NIH eRA Commons System (COM) Users Guide

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Introduction

The NIH eRA Commons is a web-based system for applicants and institutions to participate in the electronic grant administration process. Using the Java 2 Enterprise Edition (J2EE) specification, the Commons provides a modular framework and infrastructure that allows NIH extramural grantee organizations, grantees, and the public to conduct *grant-related* business with the NIH.

User Roles

NIH extramural grantee organizations, grantees, and the public are the primary users of the Commons. Access to the Commons is granted using a User Account and only authorized users assigned to a specific role(s).

Signing Official (SO)

A Signing Official or SO is a Business Official within an Extramural Organization. The SO has institutional authority to legally bind the institution in grant administration matters by providing signature approval of submissions. The SO monitors activities with the Extramural Organization and may have a number of titles while performing the following actions:

- Serve as an authority responsible for submission of grant applications to the NIH.
- Register an Institution.
- Create and modify the Institutional Profile (IPF) and user accounts.
- View all grants within the institution, including status and award information.
- Create additional SO accounts.
- Create accounts with a combination of roles.

Administrative Official (AO)

An Administrative Official or AO is a Business Official within an Extramural Organization and may be located within the Central Research Administration Office or and Academic Department. The AO reviews grant applications for accuracy before the SO submits final applications to the NIH. Depending on the institution workflow process, it is possible for the SO and AO to be the same person.

The AO performs the following actions:

- Create and modify additional AO and PI accounts.

NOTE: AOs are not authorized to transmit applications to the NIH.

Principal Investigator (PI)

A Principal Investigator or PI directs a research project or program supported by the NIH. The role of the PI within the NIH eRA Commons is to complete the grant process, either by completing the required forms through the NIH eRA Commons or by delegating this responsibility to another individual.

The PI performs the following actions:

- Access information for any grant and only those grants for which they are the designated PI.

Account Administrator (AA)

Designated by the SO, the Account Administrator (AA), at the grantee organization, facilitates the administration of NIH eRA Commons accounts. The AA typically is located in the central research administration office.

The AA performs the following actions:

- Create and modify accounts for the AO, AA, FSR, PI, or ASST.

NOTE: AAs are not authorized to modify Institutional Profile (IPF) information.

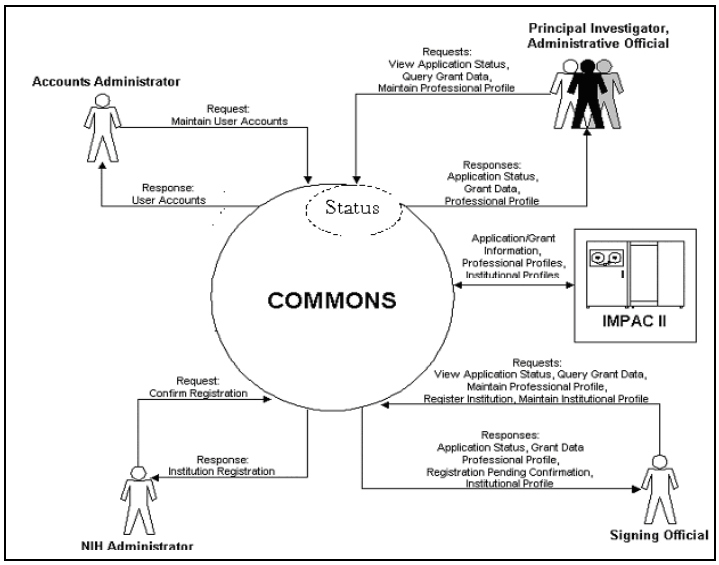

Figure 1. 1 Commons User Relationships.

Organized in a modular framework, the Commons provides the following modules associated with specific types of grant processing.

Administration

The Account Administration module allows institution officials the ability to create and manage user accounts associated with an institution.

Institution Profile

The Institution Profile (IPF) module allows institution officials to electronically receive and maintain external organization profile information necessary for all grant applications from their institution. The grantee institution is arranged in a three-level organizational hierarchy (e.g., School, Division, and Department). Only institution Signing Officials (SO) are authorized to maintain this hierarchy.

Personal Profile

The Personal Profile (PPF) module allows users to maintain person profile information, which includes employment, degrees, publications, contact information, etc.).

Status

The Status module allows the Principal Investigator (PI), Administrative Official (AO), or Signing Official (SO) from the Grantee Organization to review the status of pending grant applications in real-time.

eSNAP

The electronic Streamlined Non-competing Award Process (eSNAP) module allows extramural grantee institutions to submit an electronic version of Type 5 (non-competitive) progress reports to the grants management community. For more information, see the eSNAP User Guide.

IAR

The Internet Assisted Review (IAR) module allows reviewers to submit critiques of grant applications and view each other's reviews before the actual meeting. Scientific Review Administrators (SRA) and Grants Technical Assistants (GTA) are able to view all critiques and generate preliminary score reports and pre-summary statement bodies. For more information, see the IAR User Guide.

FSR

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

X-Train

The electronic Trainee Activities System (X-Train) module lets Program Directors (PDs) of grantee institutions create and update trainee appointments. For more information, see the X-Train User Guide.

Links

The eRA Common Links module provides links to the following websites, which provides information about the NIH eRA Commons and related applications.

- Commons Support Page
- CRISP
- Edison
- eRA Home Page
- Loan Repayment Program
- National Institutes of Health
- NSF Fastlane
- OER Home Page

NOTE: The Links option is available before logging onto the Commons.

Help

The Help option provides online Help for all aspects of using the NIH eRA Commons.

NOTE: The Help option is available before logging onto the Commons.

System Requirements

The server component for the NIH eRA Commons System runs on a Sun Solaris operating system, located at NIH CIT and interfaces with existing IMPAC II applications. To access:

- Any personal computer can be used as the client component, operating Internet Explorer (IE) or Netscape on any platform.
- Cookies and JavaScript must be enabled.
- Hypertext links and navigation buttons provided by the system should be used to move through the pages.
- The selected browser should not be set for automatic password completion. For instructions on making these changes, check your browser's on-line Help text.

NOTE: Contact the **eRA Helpdesk** for assistance in determining what version of your browser is supported.

Session Expiration

Log-out of the system when planning to take a break for an extended period. Work sessions expire after 45 minutes of inactivity. Approximately, five minutes before expiration, a notification message is displayed.

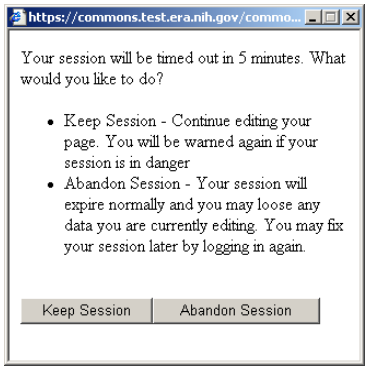

Figure 1. 2 Session Notification.

- Click Keep Session to resume and continue working.
- Alternatively, click Abandon Session to log out.

NOTE: When you are unable to respond to the expiration message, your session will expire while the Commons is still open. When the system logs you out, you may experience errors, lose functionality, or lose some of your data.

In the event any of the above problems occur:

- Close the web browser.
- Re-open a new browser window and start a new session.

Concurrent Logins

Only one session at a time is allowed. An attempt to log in to another session (using a second browser instance) causes the system to prompt you with an option of either terminating the first session or canceling the request.

Password Expiration Notification

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

Once your password expires, you are directed to select a new password.

NOTE: Changing your password does not require you to notify anyone.

Accessing the Commons

The Commons is a *web-based* system and users are required to enter a User_ID and password for authentication.

To access:

1. Locate your Web Browser icon (e.g., Netscape Communicator or Internet Explorer).

Uniform Resource Locator (URL), the global address of documents, and other resources on the World Wide Web (WWW).

2. Enter the following URL in the **Address** field:
   https://commons.era.nih.gov/commons/

   Press **Enter**.

The Welcome Screen displays, as illustrated in Figure 1.1.

From the Login Screen, users may access the Help tabs and other available links.

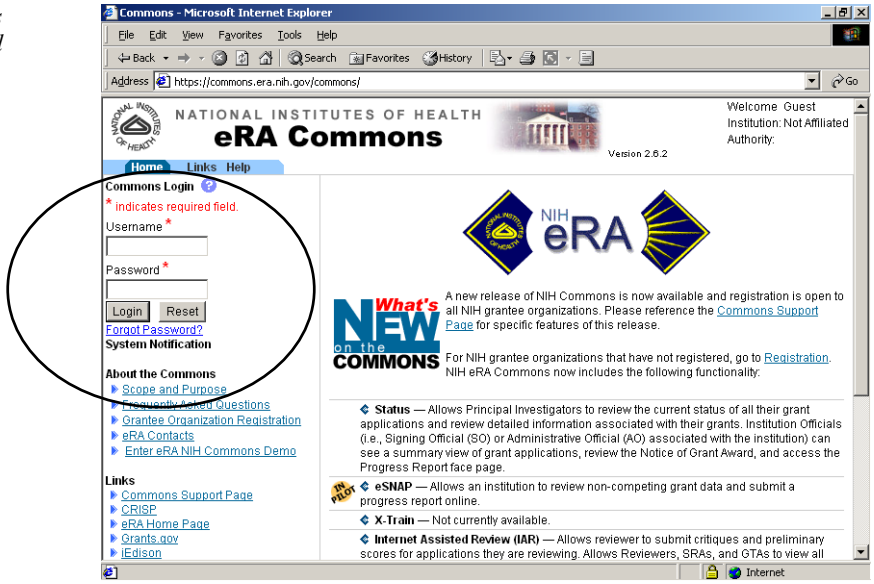

Figure 1. 3 The NIH eRA Commons Welcome Screen (COM0001).

3. Enter your User Name and press Tab.
4. Enter your Password and press Enter.
5. Alternatively, select Login.

NOTE: All passwords are unreadable as they are entered and the Commons will lockout users after a specific number of unsuccessful login attempts.

6. Select the **Forgot Password?** hypertext link in the event you forget your password. (For more information, see the heading "User and Password Information" below.

First Time Users

First time users are directed immediately to the Change Password Screen (FRW0015).

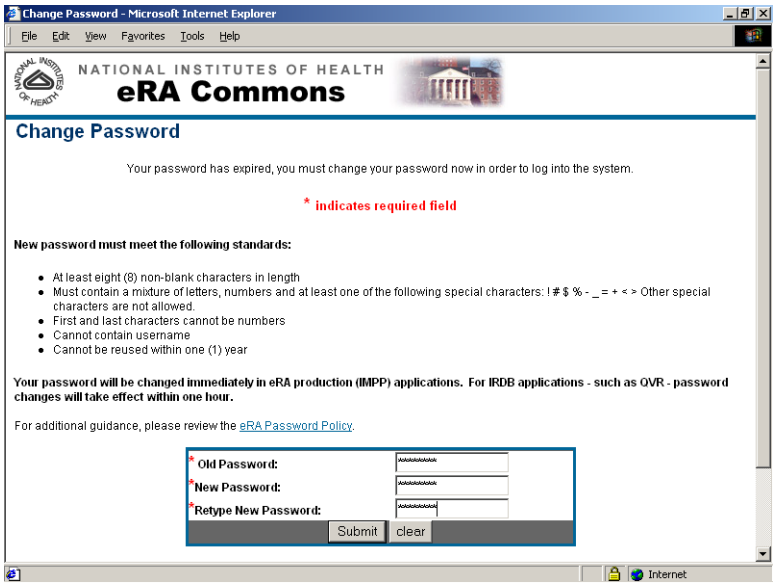

Figure 1. 4 Change Password Screen (FRW0015).

Rules for creating passwords are displayed on screen. Once all information is entered:

- Click Submit to update the new password information and access the Welcome Screen illustrated in Figure 1. 5.

NOTE: Passwords may be changed in accordance with the eRA Password Policy (PASS). For more information, see the Password Policy section.

Username and Password Information

A personal user account is needed 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), which can be a combination of letters and numbers.

When a password is forgotten, an option is provided that allows a request to reset the password. Submitting this request generates a new password, which is sent to the email address contained in your user profile.

NOTE: Password text is case-sensitive.

To reset your password, from the Main Commons access screen:

- Select the **Forgot Password?** hypertext link.
- Enter your User ID and eMail address
- Click Submit and the system will return to the Main page.
- A new password is generated and sent to the email address contained within your user profile.

For more information on creating passwords, see the heading "Password Policy" section on page 8.

Welcome Screen

Once access is granted, the Welcome Screen (COM0001) displays user login information and links based on assigned access rights.

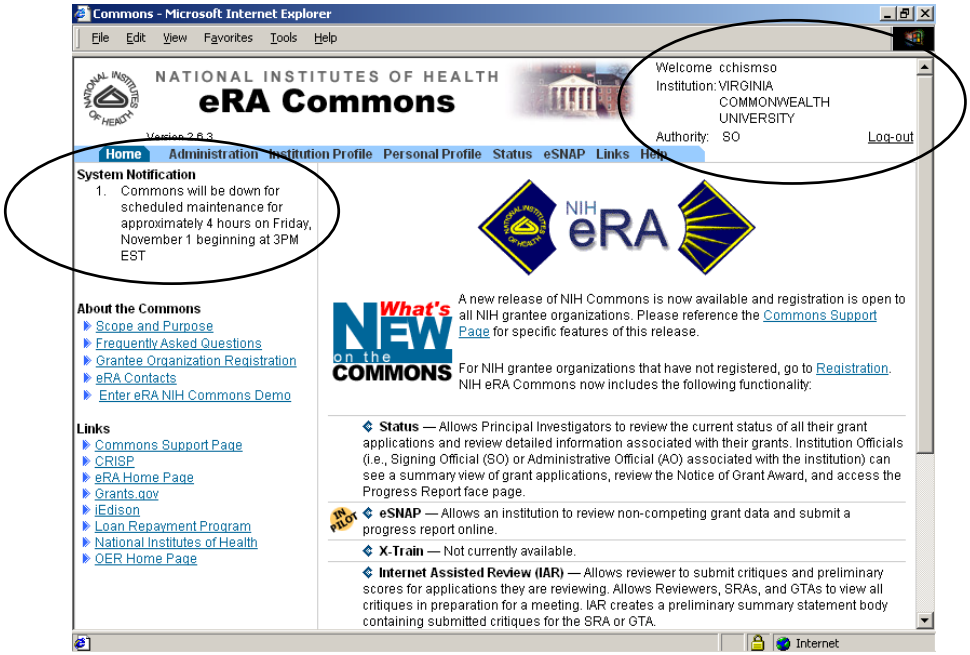

Figure 1. 5 NIH eRA Commons Welcome Screen (COM0001).

From the Welcome Screen:

- Messaging information is available, which communicates important new information to users. Figure 1. 5 illustrates an example.
- Select one of the available tabs to access the Commons modules.
- Select the **Log-out** hypertext link to close the Commons session.

Getting Help

The eRA Commons Helpdesk responds to requests from institutions to register with the NIH Commons. Several steps must be completed to respond to such a request, including account creation for the Signing Official (SO), Account Administrator (AA), and Administrative Official (AO) for that institution. Oftentimes, Helpdesk staff establishes the Principal Investigator (PI) accounts as well.

The account creation process is sometimes quite involved, since an NIH profile must be assigned or created at the time of account creation. Due to occasional ambiguity in the NIH database, sometimes a fair amount of time is needed to select the appropriate profile for the new Commons user account.

On-Line Help

When a problem occurs, help is available using the Common's on-line documentation or by contacting the contact the NIH eRA Commons Help Desk at **commons@od.nih.gov**. .

- Clicking the Help icon provides context sensitive help based on the current screen.
- Selecting the Main Menu's **Help** option accesses the Table of Contents.

Password Policy

As shared information becomes more prevalent, so does IT security programs, policies, and procedures. The eRA Password Policy (PASS) reduces the risk of unauthorized access to the production servers and databases.

User passwords may be changed at any time. The eRA Change Password Screen (PASS) is available to change user account passwords.

- Select the **Administration** tab, then **Accounts**, then **Change Password**.

All passwords are validated against the Password Policy requirements.

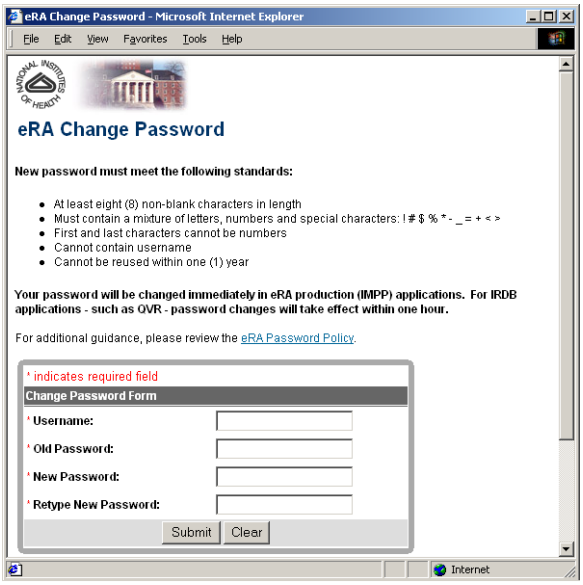

Figure 1. 6 eRA Change Password Screen.

eRA users can directly accesses the eRA Change Password module from the following URL. **http://apps.era.nih.gov/eraservices/**

Password Requirements

The following highlights the password requirements for eRA users.

- Passwords created or changed by IC Account Administrators *must* be changed at first login.
- Passwords *must* be changed approximately every 180 days.
- A ten (10) day grace period prompt will be issued once the password expires. Notification of the grace period and opportunity to change the password will be displayed during login.
- Password length *must* be at least *eight* (8) non-blank characters in length.
- Passwords *must* contain a mixture of alpha, numeric, and special characters.
- The first and last characters cannot be numeric.
- Passwords cannot contain a login name.
- Passwords cannot be reused for a period of one year.
- Accounts will be locked after five (5) consecutive unsuccessful login attempts. An error message will instruct users to call their IC Account Administrator to have an account unlocked.
- Accounts with over 45 day expired passwords shall be locked.

For more information on the eRA Password Policy, access the following URL. **http://era.nih.gov/docs/NIH_eRA_Password_Policy.pdf**

Commons Demo

The NIH eRA Commons Demo module is a fully functioning demo site for all users. All currently available modules are accessible within a *testing* environment.

Using the NIH eRA Commons Demo

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

The Commons Demonstration Site is almost identical to the actual Commons Home page.

Figure 1. 7 eRA Commons Demo Site (COM0001).

From the NIH eRA Commons home page:

- Click the **Enter NIH eRA Commons Demo** hypertext link from the **About the Commons** section (under the Login fields) to access the Commons Demonstration Site.
- Users with a demo account should log in using the Username and password created for this purpose.
- User without a demo account should create one.

To create a new Demo Account:

- Click the Create An Account button to access the Create a New Demo Account Screen (COM0014).

Creating a New Demo Account

The Create a New Demo Account Screen (COM0014) facilitates creation of a sample Institution and User account. Creation of a Signing Official (SO) account is *required* and grant applications are assigned to the created institution.

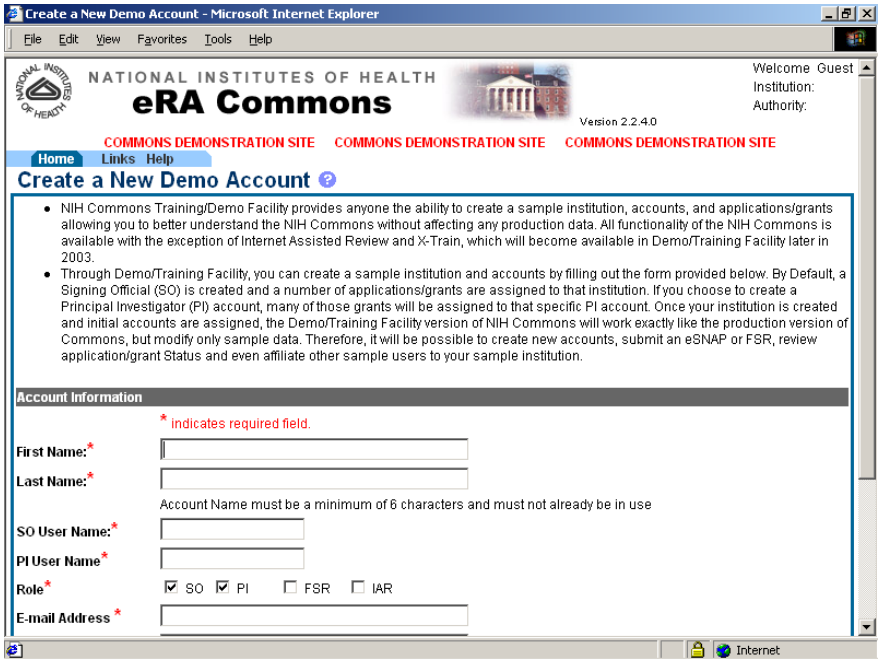

Figure 1. 8 NIH eRA Commons Demo – Create a New Demo Account.

Once a Principal Investigator (PI) account is created, a number of sample grant applications are assigned to the PI account. Once the institution and initial accounts are assigned, the training/demonstration module can be used to perform all functions on the *sample data* linked to these accounts (such as creating new accounts, submitting an eSNAP/FSR, reviewing application status, and affiliating other demo users to the demo institution).

Enter new account information, noting the following:

- All fields followed by an asterisk (*) are *required*.
- **Users Name** *must* have a *minimum* of six (6) characters (numbers and letters may be combined) and a *maximum* of twenty (20) characters. The account names *must* be unique.
- Select one or more roles for the new demo account.
- Click Submit and a verification message displays the information entered.
- Review all entered information.
- Click Save to confirm the information and create the new demo account.
- A confirmation page lists the user name information and passwords.
- Copy the information and click Continue.

- The system will return to the NIH eRA Commons Demonstration Site for log in and start of the training/demo session.

NOTE: First time users are required to change their password. For more information, see the heading "Changing Your Password."

Registering Institutions

Extramural Institutions must register to use the NIH Commons. Once an institution registers, authorized personnel may create new user accounts within the hierarchy and structure of an Extramural Institution. The Commons provides Institutions with a secure account that can be used to represent the Institution and to access IPF information. Once registered, accounts for the Signing Official (SO) and Accounts Administrator (AA) can be created under the registered Institution.

Institution Registration Request

The initial registration request registers the institution, sets up a mandatory account for the institution's Signing Official (SO), and sets up an optional account for the institution's Accounts Administrator (AA). Only authorized organization officials may register their institutions.

To register an institution:

- Select the **Home** (tab) option.
- Directly under the heading "**About the Commons,**" select the **Grantee Organization Registration** hypertext link (under the Login fields) to access the Online Registration Instructions (REG3010).

The Registration instructions can be printed as a reference during the registration process.

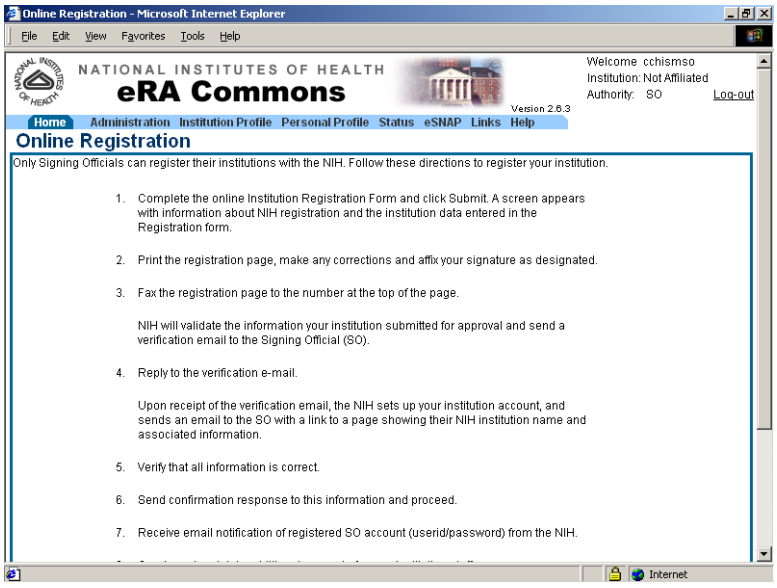

Figure 1. 9 Online Registration Screen (REG3010).

- Click the Register Now button to access the Register Institution page (REG3010).

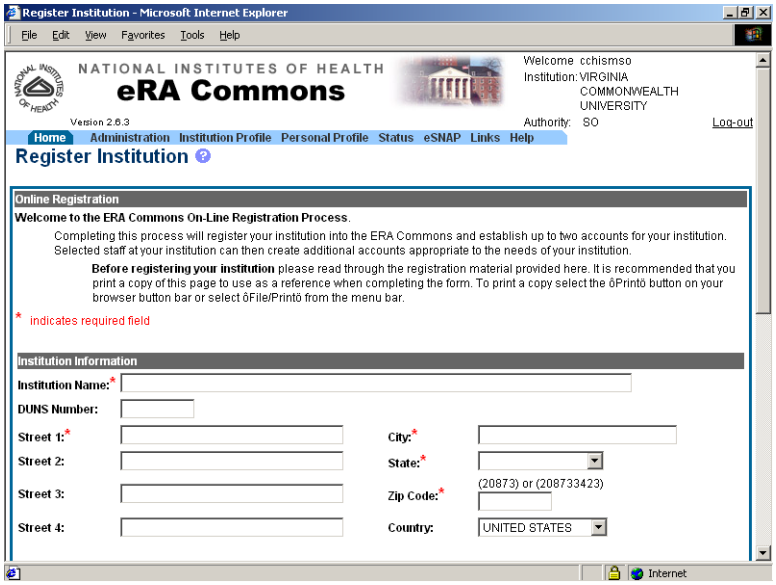

Figure 1. 10 Register Institution Screen (REG3007).

Complete the information fields for the **Institution** and **Accounts**, noting the following:

- All fields followed by an asterisk (*) are *required*.
- A minimum of one address line (**Street 1**) is *required*.
- The **Institution Name** may contain a *maximum* of 100 characters.
- An Official's **Title** may contain a *maximum* of 240 characters.
- **Users Name** *must* have a *minimum* of six (6) characters (numbers and letters can be combined) and a *maximum* of twenty (20) characters.
- When completing the information for the **Accounts Administrator** (AA), the *required* account information is the same as the SO information.
- Verify that all entered information is correct before selecting Submit, which generates a completed registration form with signature and date lines.
- Print the registration form, make any necessary corrections, and sign.

NOTE: Only an SO or the designated individual may sign the form.

The reply must originate from the same address as stated within the registration information. Otherwise, another email will be generated requesting verification of the email address.

- Fax the completed form to the NIH at (301) 451-5675.
- The NIH will send an email to the designated SO along with a hypertext link to verify the SO email address.
- Select this **hypertext** link to access the Email Verification page (REG3005).

NOTE: The Email Verification page confirms that the email address provided for the SO is valid. The NIH then reviews the application, which is now pending approval.

Confirmation of Institution Registration

Confirmation of the institution registration information authenticates the institution profile assignment and completes the registration process. The institution is notified when the name and address supplied during registration conflicts with the name and address on file at the NIH. If this occurs, the institution is provided with an option to either change the name and address entered during registration or use the registration information to overwrite the name and address on file at the NIH.

NOTE: Institution names and addresses can be manually updated using the Edit Institution Profile function. For more information, see the heading "Editing Institution Profile Information."

Once the SO eMail is confirmed and the registration request is reviewed by the NIH, a second eMail is sent stating the status of the application and providing a hypertext link to confirm and complete the registration process.

- Select the **hypertext** link in this email to open a verification page, which displays the institution registration information.

The information can be confirmed or a request can be entered to the Help Desk in the event the information must be corrected.

Once the institution information is confirmed, a final registration eMail is sent with the username and password for logging on to the NIH eRA Commons System.

Registration States

Accessible only by NIH Officials, approving an Account Request is part of the Institution Registration process. Once an institution is registered, the registration process can be defined using a concept of registration states.

Pending

Pending indicates the registration has been requested by the institution; however, not yet approved by NIH.

Approved

Approved indicates the registration has been approved by NIH; however, the institution has not yet confirmed the association made to an official NIH institutional record.

Completed

Completed indicates the registration process has been completed and the institution has active accounts which they can use to access the NIH Commons.

Rejected

Rejected indicates the registration has been rejected by NIH.

User Account Management

All users must have an account to access the Commons System.

The NIH eRA Commons provides a module that facilitates User Account creation and maintenance. Accounts are administered through the Commons "Administration" module, which allows senior administrative officials (Signing Officials) at each grantee organization to establish an account for the organization. Once this account is in place, Signing Officials (SO) are able to create secondary accounts for other Administrative Officials (AO). Administrative Officials can then create additional accounts for the administrative and scientific staff. This hierarchy establishes the means by which applications can be approved before submission to the NIH and grants AOs the authority to create and terminate accounts consistent with the status of the investigators and administrative staff.

Within the Administration Module, the following functionality is available:

- Create accounts for new users.
- Create accounts for existing users (associate account with an existing NIH profile).
- Modify or Delete existing accounts.
- Assign accounts to appropriate institution.
- Delegate Authority.
- Verify NIH Support.

Administration Module

The Administration module facilitates User Account Administration based on assigned user roles. Once an institution registers with the eRA Commons and an SO is authorized, the Administration module allows users to administer their own eRA Commons accounts. The system recognizes the difference in roles and access rights of the grantee Principal Investigators (PI), Administrative Officials (AO), and Signing Officials (SO) and new users must be registered by authorized personnel (e.g., Administrative Official (AO) of a grantee Institution).

Creating New User Accounts

The Commons System associates user accounts with an NIH eRA profile. New accounts created for PIs involves unique identification of the PI throughout the NIH. However, for new users that do not have an existing profile record, a profile record must be created. To create a new user account:

Access the Create a New Account Screen (ADM1001):

- Select the **Administration** tab option, **Accounts**, then **Create Account**.

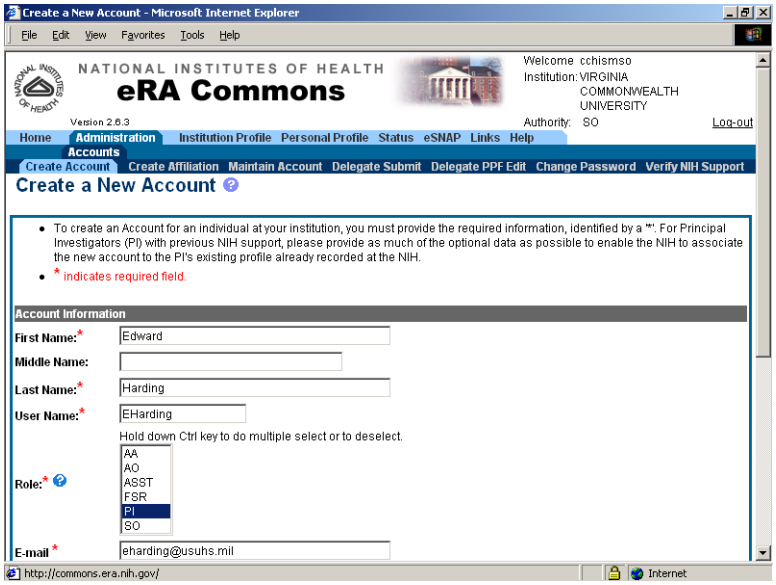

Figure 2. 1 Creating a New Account (ADM1001).

Enter new account information, noting the following:

- All fields followed by an asterisk (*) are *required*.

The user name is unique and can only be assigned to one user.

- **Users Name** *must* have a *minimum* of 6 characters (numbers and letters can be combined) and a *maximum* of 20 characters. The account names *must* be unique.

PI Only Role

Current and comprehensive information about PIs with previous participation in grant applications, committee involvement, and training appointments are stored within the NIH eRA database. To avoid duplication of user accounts, PIs with previous NIH Support *must* be linked with any existing NIH profile records.

PIs with prior NIH Support must enter their **Birth Date**, **SSN**, check the **Prior Support** checkbox field, and enter IC and serial number of at least one grant award. For more information, see the heading "Create Account for Existing PI."

- Click Submit to process the information.

NOTE: Once the form is completed and submitted, the PI will receive an "Account Created" notification email (sent directly to the email account provided within the account information) containing the username and a randomly generated password.

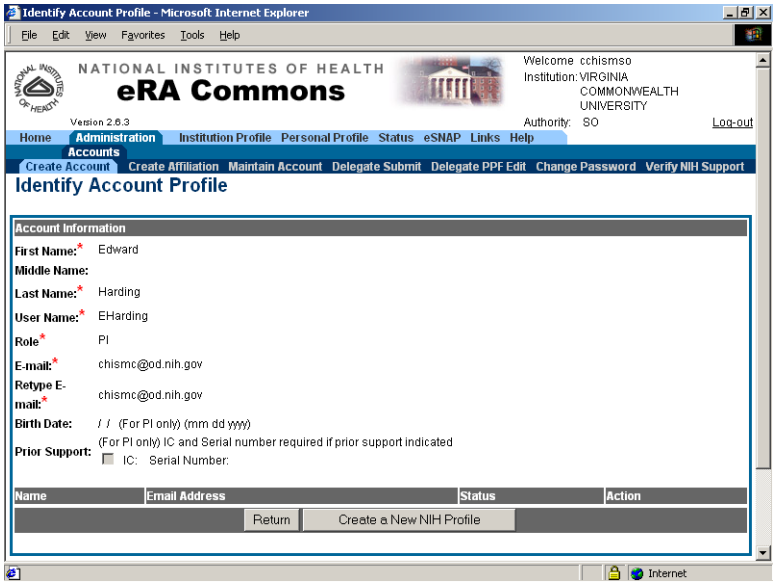

Figure 2. 2 Identify Account Profile (ADM1014).

- Select the Create a New NIH Profile button to create a new NIH profile.

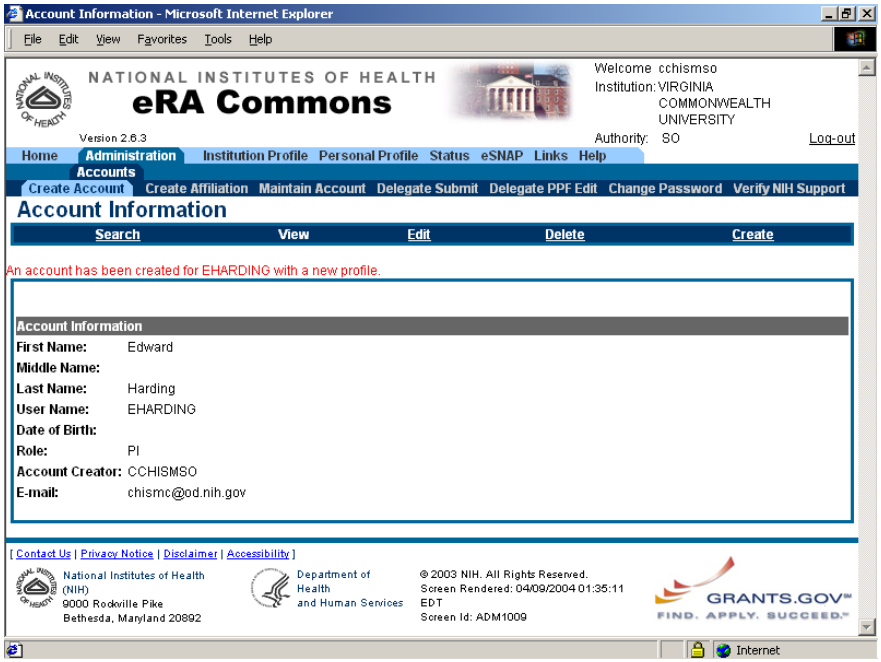

Figure 2. 3 Account Information (ADM1009).

NOTE: New users without previous NIH Support will not have a profile record on file. It is crucial that new accounts with PI and IAR Roles are matched to existing profile records.

Account Already Exist

A User_ID must be unique and therefore, can only be assigned to one user. The Commons system will not permit a User_ID to be requested when one already exists.

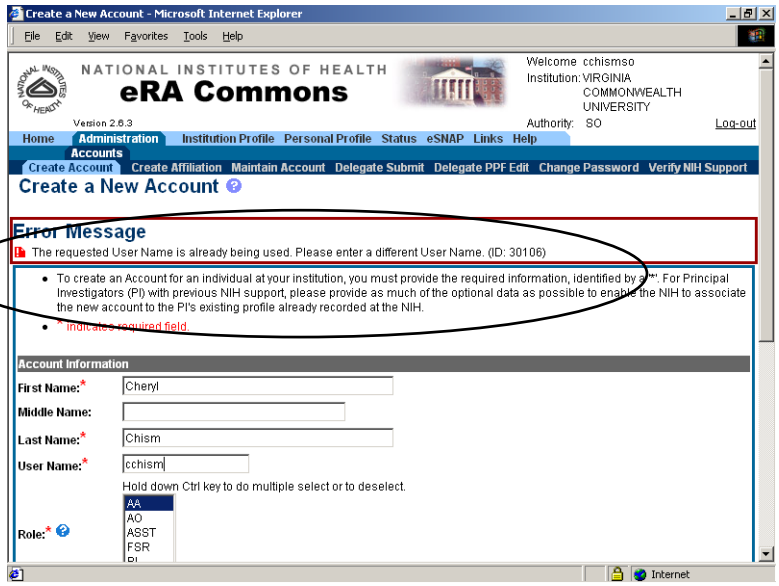

Figure 2. 4 Create a New Account (ADM1001).

NOTE: User_ID's that are in a pending or approved state, will be verified by the system for duplication. For more information, see the heading "Viewing Pending Status Information."

Create Account for Existing PI

Creating an account for users with a role of Principal Investigator (PI) and an existing NIH profile record is similar to creating a new user account. However, when a new PI user account is created, it must be associated with the NIH profile that the NIH stores for PIs.

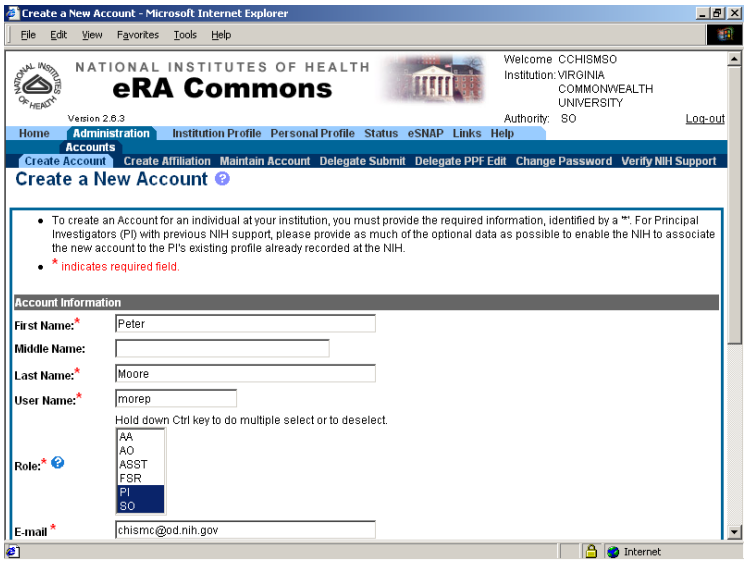

Figure 2. 5 Create a New Account (ADM1001).

To access the Create a New Account Screen (ADM1001):

- Select the **Administration** tab option, **Accounts**, then **Create Account**.

Enter new account information, noting the following:

- All fields followed by an asterisk (*) are *required*.
- **Users Name** *must* have a *minimum* of 6 characters (numbers and letters can be combined) and a *maximum* of 20 characters.

The user name is unique and can only be assigned to one user.

- PIs with prior NIH Support *must* enter their **Birth Date** and **SSN.**
- Check the **Prior Support** checkbox and enter IC and serial number of at least one grant award.
- Click Submit to process the information.

NOTE: Once the form is completed and submitted, the PI will receive an "Account Created" notification email (sent directly to the email account provided within the account information) containing the username and a randomly generated password.

EMail Notification

The email provides a link to a special form that the PI uses to confirm current and comprehensive information about PIs with previous participation in grant applications, committee involvement, and training appointments. This information is stored within the NIH eRA database, to avoid duplication of user accounts. PIs with previous NIH Support *must* be linked with any existing NIH profile record. Once this form is completed, the PI receives an email with the account information. For more information, see the heading "Verifying NIH Support."

NOTE: It is important that PIs with prior NIH support enter the optional Birth Date, SSN, and prior support information, which enables the NIH to associate the new account to the PI's existing NIH profile.

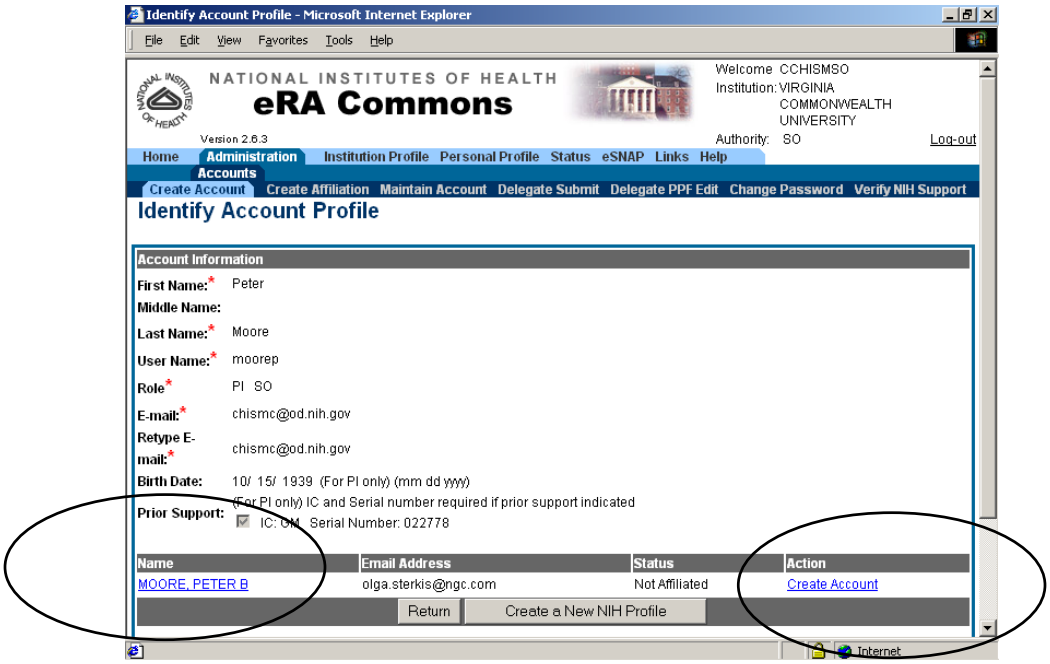

Figure 2. 6 Identify Account Profile (ADM1014).

- Select the **PI's Name** hypertext link to view the NIH Support for verification/confirmation of the user profile.

Figure 2. 7 View NIH Support (PPF6027).

- Click Close to return to the Identify Account Profile Screen (ADM1014).
- Select the **Create Account** hypertext link to associate the user account with the existing profile.

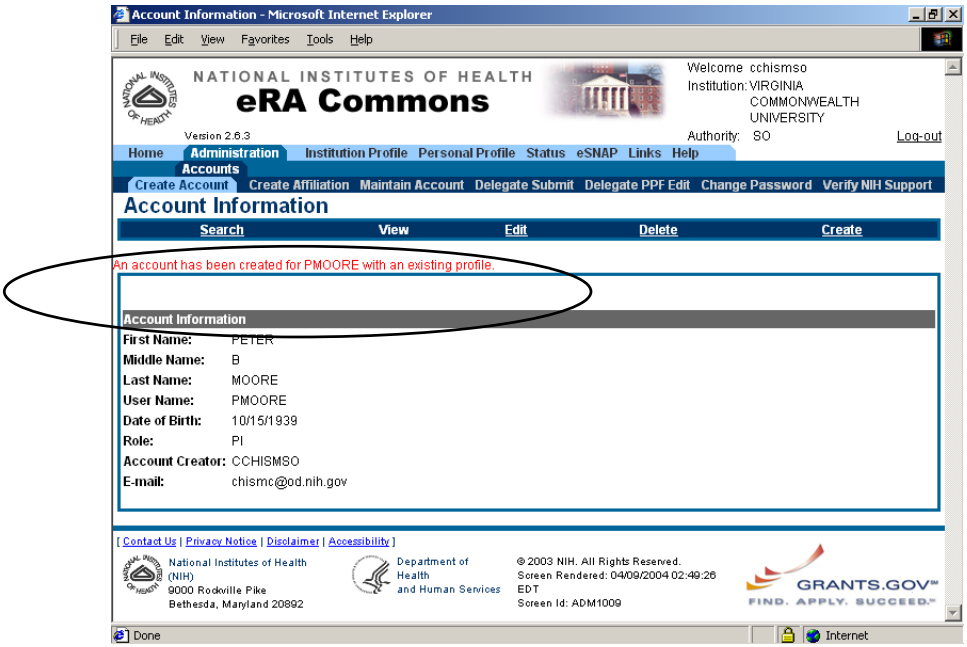

Figure 2. 8 Account Information (ADM1009).

NOTE: For information on creating an NIH Profile account not associated with any NIH Support, see the previous heading "Creating a New User Account."

Updating Existing Accounts

Updating user accounts involves executing a query then modifying user roles, reassigning accounts to another user, update account data, or resetting the account password.

Performing a Query

To update an existing account, first a query must be performed. Access the Account List Screen (ADM1007) by:

- Select the **Administration** tab option, **Accounts**, then **Maintain Account**.

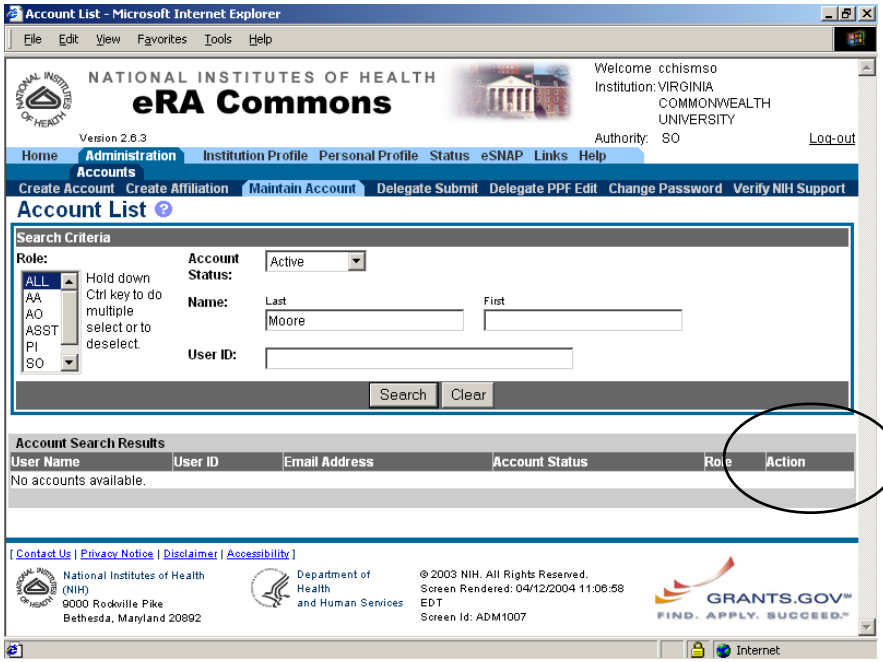

Figure 2. 9 Account List (ADM1007).

To perform a query, use any one or combination of search criteria fields described below, in conjunction with the User's First and Last Name, or User ID to locate a user account.

Role

The role affiliated with the account (e.g. Administrative Assistant (AO), Administrative Officer (AO), Signature Official (SO)). For more information, se the heading "User Roles."

One or more roles can be selected by pressing and holding **Ctrl**, then selecting multiple roles.

NOTE: ALL is the default value for this field and returns all possible account roles.

Account Status

The current status of the account profile (e.g., Active, Pending, Not Affiliated, and All.) For a description of each status, see Table 2. 1.

Table 2. 1 Account Status Descriptions

Account Status	Description
Not Affiliated	Displays a list of users who have submitted grants/applications but are not affiliated with the NIH eRA Commons system. Using the "Not Affiliated" status to perform a query returns any PI at an institution that has submitted an application within the last 5 years.
Pending	Displays a list of users that have requested an NIH eRA Commons account and are awaiting NIH verification (pending accounts). This temporary status generally lasts 2 to 3 business days. In the Action

	column, a hypertext link is provided for viewing the status of the pending account.
Active	Displays a list of users having a profile that has been associated with an NIH eRA Commons account (active users). In the Action column, hyperlinks are provided for viewing, editing, and deleting the account. Active PI accounts have an additional hyperlink for delegating PI authority.
All	This query option displays a list of all of the above users.

- Once all query criteria has been entered:
- Click Search to execute the query.

Wildcards can be used to return a list of User Names.

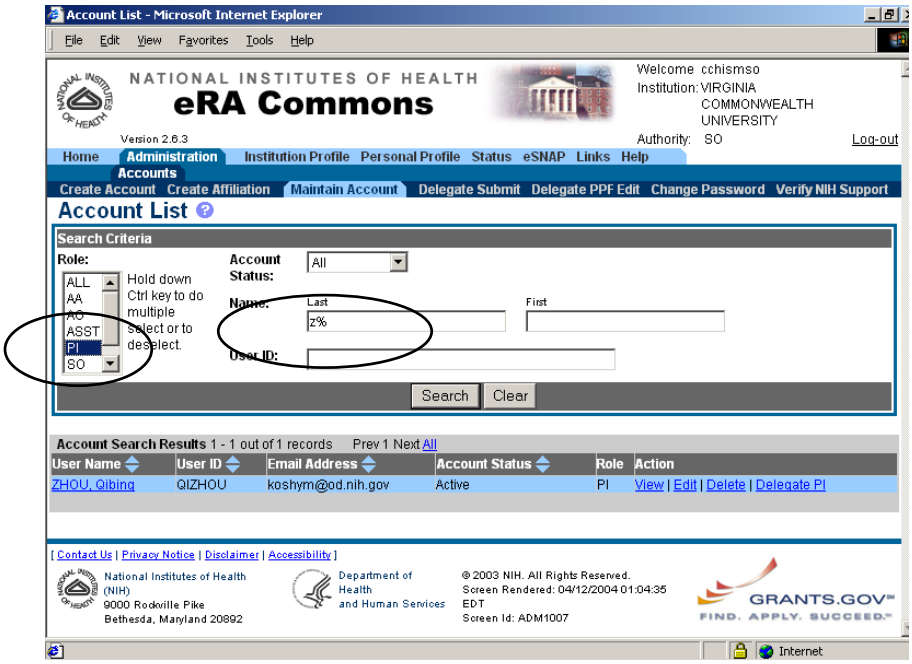

Figure 2. 10 Query Executed (ADM1007).

The Account Hit List returns all user accounts matching the query criteria within a list of up to 50 records per page. The following information or functionality is provided within the Hit List columns.

User Name

Active user accounts will display the User's Name as a **hypertext** link.

- Select the PI's Name to view the NIH Support for verification/confirmation of the user profile.

User ID and eMail Address

A user ID and email address will display for users that have an NIH eRA Commons account.

Account Status

Active accounts have hypertext links to view, edit, or delete account information. *Pending* accounts will have a hypertext link to view the account status. An account status of *Not Affiliated* displays a list of user accounts that have submitted grants/applications; however, are not affiliated with the NIH eRA Commons system and have a hypertext link of Create Account.

Action

The Action column, provides the following hyperlinks:

- **Create Account** (for inactive user accounts that do not have an account). For more information, see the heading "Creating New User Accounts."
- **Create Affiliation** (for PIs that have not been affiliated with an institution). For more information, see the heading "Create Affiliation."
- **View** (for viewing Account Information).
- **Edit** (for editing Account Information). For more information, see the heading "Modify User Account Information."
- **Delete** (for deleting Account Information). For more information, see the heading "Deleting User Accounts."
- **Delegate PI** (for Active PI accounts have an additional hypertext link for delegating PI authority. For more information, see the heading "Delegate Authority."
- **Status** (for Pending PI accounts). For more information, see the heading "Update Profile Status."

Modify User Account Information

Administrators can use the Edit Account Screen (ADM1003) to update user account information, modify user roles, change/update email account, reassign accounts, lock/unlock accounts, and reset passwords.

To access the Edit Account Screen (ADM1003):

- Select the **Administration** tab option, **Accounts**, then **Maintain Account**.
- Execute a Query to locate the specific user. For more information, see the heading "Performing a Query."
- Select the **Edit** hypertext link adjacent to the desired user account.

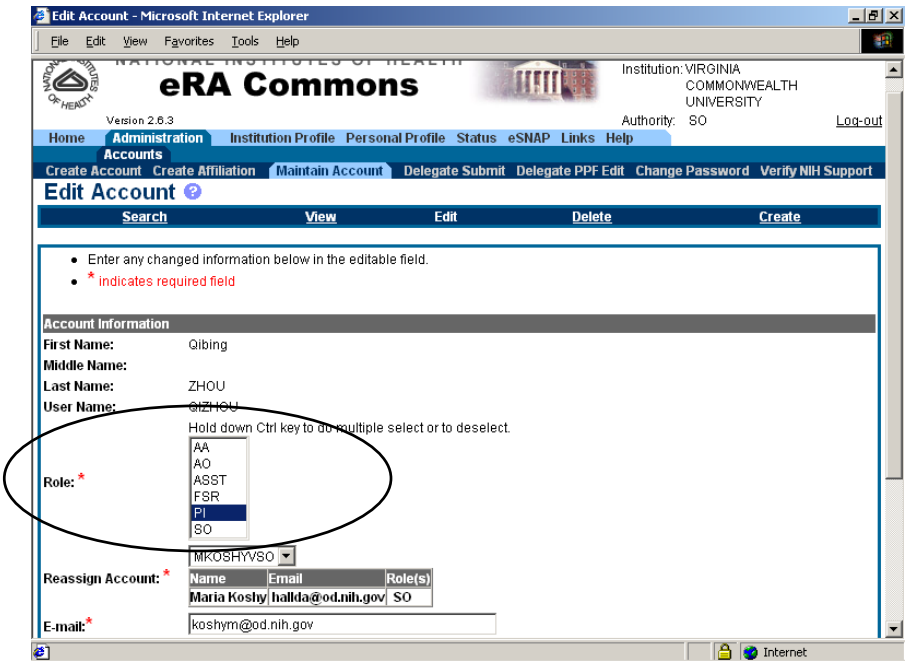

Figure 2. 11 Edit Account (ADM1003).

Update Role

- Select the role(s) to which the account will be changed by pressing and holding the **Ctrl** key and selecting multiple roles.
- Click Submit to update the account with all changes.

NOTE: Other account information can be updated at this time.

An email is sent to the account holder providing them with a full description of all changes made.

Change Email Address

Email text can be updated from the Edit Account Screen (ADM1003) using the eMail field. Once updated, an email is sent to the account holder with a full description of changes made.

- Click Submit to update the account with all changes.

NOTE: Other account information can be updated at this time.

Reassign Account

Administrators can reassign accounts created by one administrator and assign the account to another administrator. The user name of the target administrator must be selected before the form is submitted.

To reassign an account to another Administrator:

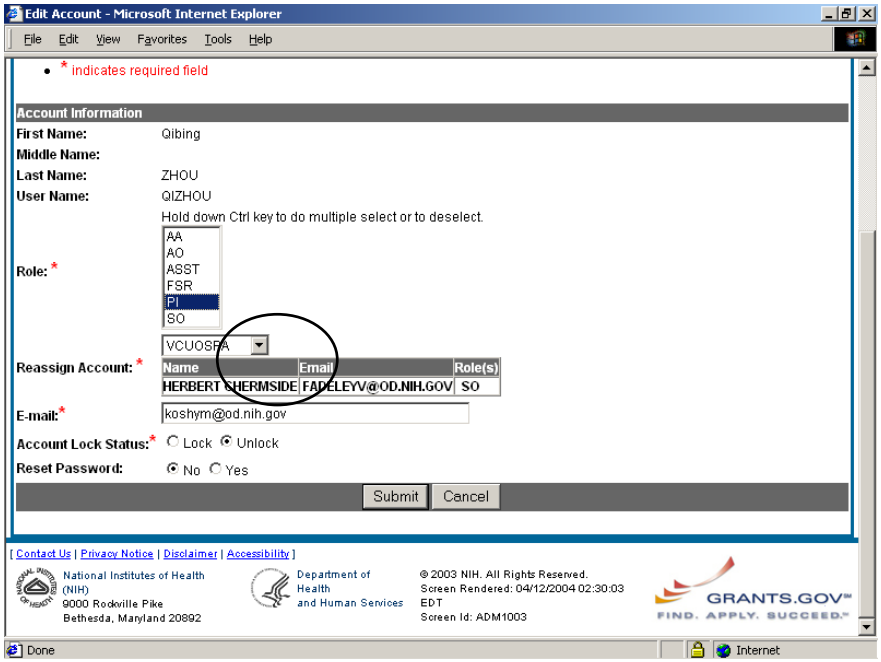

Figure 2. 12 Edit Account (ADM1003).

- Select the drop-down list icon adjacent to the **Reassign Account** field label.
- Select the user name to which the account will be reassigned.
- The page refreshes to update the name, email, and role information for the new user name.

NOTE: Other account information may be updated at this time.

- Click to reassign the username and update all changes.

NOTE: An email is sent to the account holder (the account that is being edited) providing them with a full description of changes made.

Change Account Lock Status

Users cannot log on to the system once their account is locked. An account can be locked:

- When a user exceeds the maximum number of log in tries.
- The account can be manually locked by the NIH eRA Commons System Administrator.

To change the account lock status:

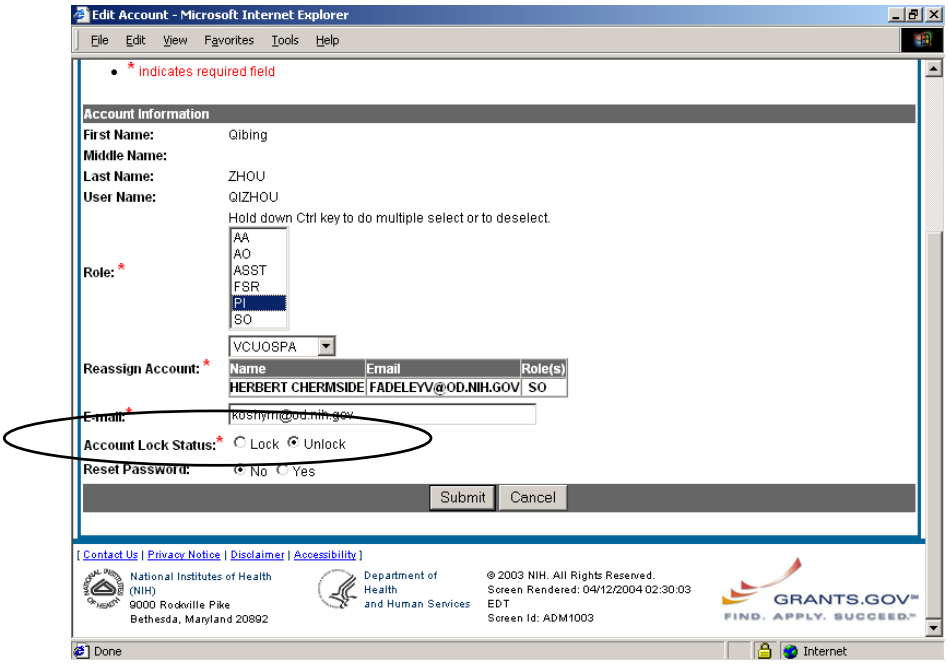

Figure 2. 13 Edit Account

- Select the **o Lock** radio button adjacent to the **Account Lock Status** field label.
- Click Submit to update the account with all changes.

Once submitted, an email is sent to the account holder with a full description of changes made.

NOTE: Other account information can be updated at this time.

Reset Password

The password can be reset to a *system-generated* password. When users forget their password and cannot log on to the system or when the maximum number of logins has passed and users are "locked out" of an account. Resetting the password will change your account status from "locked" to "unlocked."

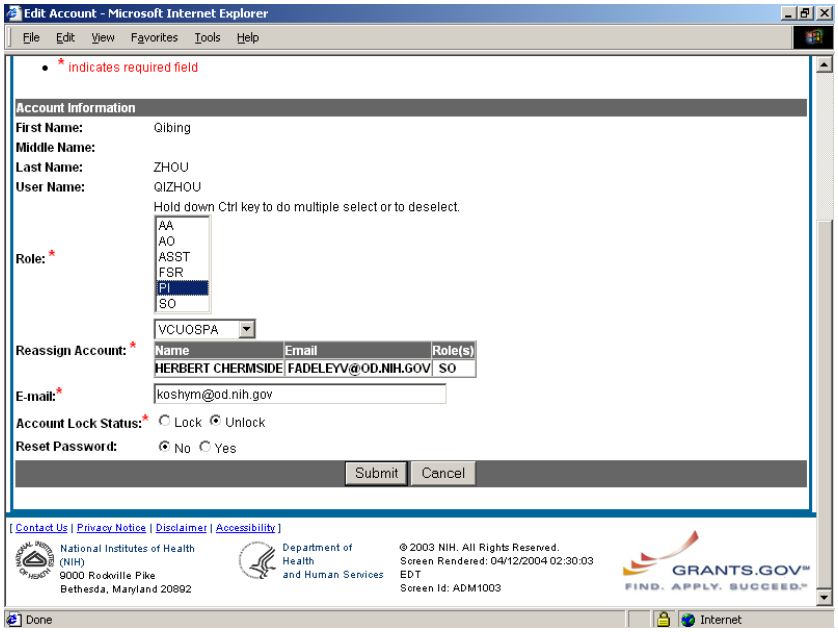

Figure 2. 14 Reset the Password (ADM1003).

The rules for resetting a password are as follows:

- The password is reset to the user's last name in lower case letters.
- If the length of the last name is less than the minimal number of characters, the password is padded with numeric values starting with 1 (e.g., vu1234).
- If the last name contains any characters not allowed in the password field (e.g., spaces), the password is reset to the username instead of the last name.

To reset the password:

- Select the **o Yes** radio button adjacent to the **Reset Password** field label.
- Click Submit to update the account with all changes.

Once submitted, an email is sent to the account holder with a full description of the new password and a contact name.

NOTE: Other account information can be updated at this time.

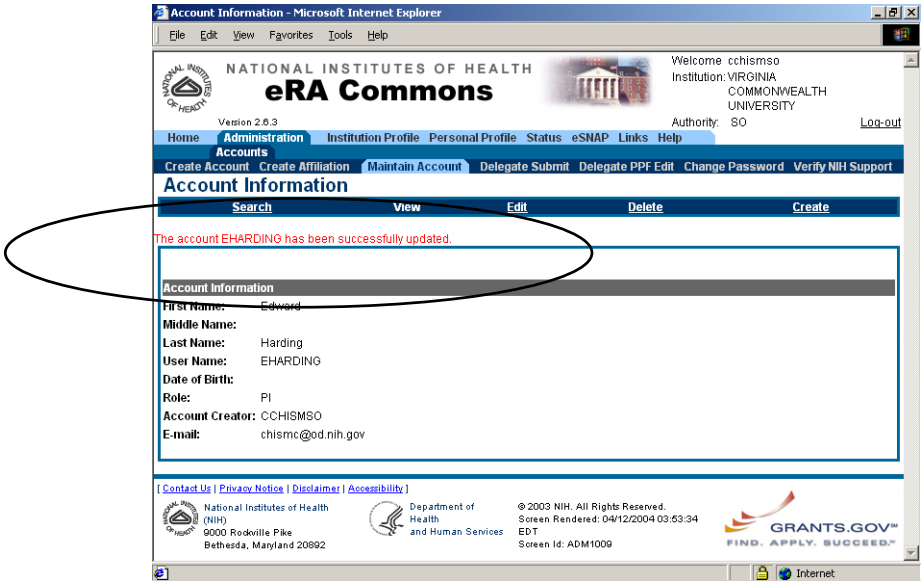

Figure 2. 15

NOTE: As soon as users log on with the new password they are prompted to change the password. For more information, see the heading "Changing Your Password."

Deleting User Accounts

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

To delete a user account access the Edit Account Screen (ADM1003):

- Select the **Administration** tab option, **Accounts**, then **Maintain Account**.
- Execute a Query to locate the specific user. For more information, see the heading "Performing a Query."
- Select the **Edit** hypertext link adjacent to the desired user account.

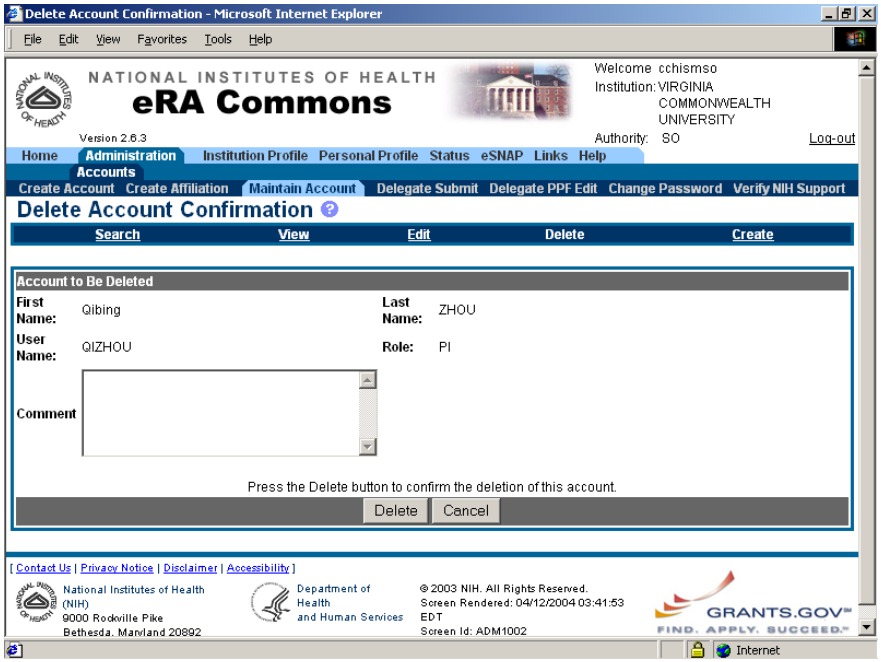

Figure 2. 16 Delete Account Confirmation (ADM1002).

- Click the Delete button to confirm the deletion and return to the previous page.

A work-in-progress record is a set of transactions, made private during grant award processing, which are not yet official records.

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

Update Profile Status

Extramural Administrator has the authority to update the profile status for new and existing accounts. Once the account has been assigned to an institutional administrator, the account can then be associated with an NIH professional profile.

When an account is associated with an NIH profile, the Commons has established a relationship (linked) between the Commons profile and the NIH profile. The "Profile Status" is the status of the person profile. Valid values are provisional, which is the default value, permanent, and blank.

Provisional Users with a provisional profile (PROV) can manage one's own account (not the profile) and view the institutional profile (IPF).

Permanent Users with a permanent profile (PERM) can perform all Commons functions.

Viewing Pending Status

Once a NIH eRA Commons account has been requested, users are granted a temporary status until the account is verified. When an account has a status of Pending, Extramural Administrators can access the Account Request Status Screen (ADM1025) to view whether the account is pending PI review or NIH review.

To view the status of an account a query must be performed. Access the Account List Screen (ADM1007):

- Select the **Administration** tab option, **Accounts**, then **Maintain Account**.
- Execute a Query to locate the specific user. For more information, see the heading "Performing a Query."

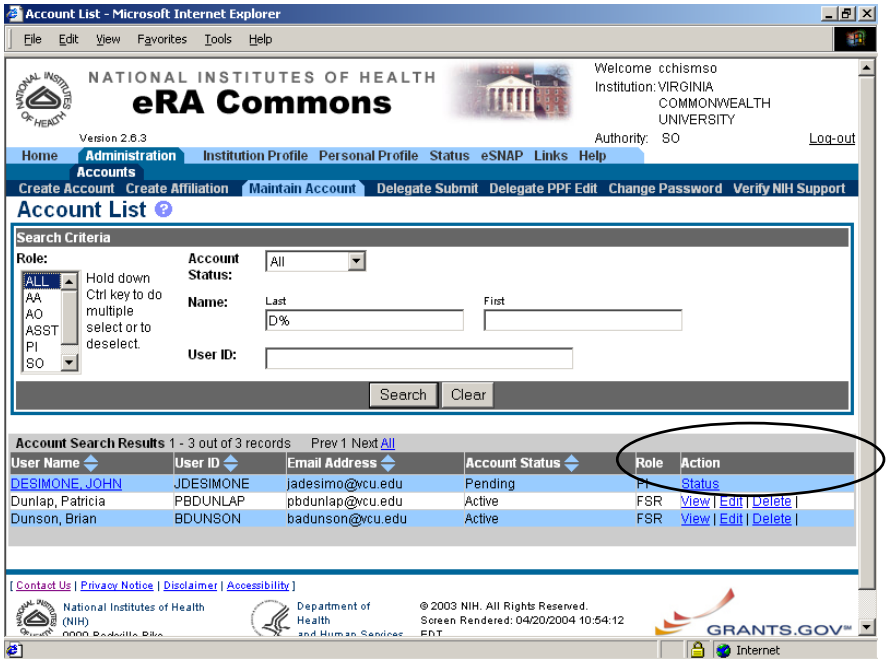

Figure 2. 17 Account List Screen (ADM1007).

- Select the **Status** hypertext link adjacent to the PI's name and access the Account Request Status Screen (ADM1025) illustrated in Figure 2. 18.

Figure 2. 18 Account Request Status (ADM1025).

Pending PI Review

Accounts that are pending PI review indicate that the PI has not validated the account request.

- Click the Resend Email button to send another email request for validation of the PI account.

Pending NIH Review

Accounts that are pending NIH review indicate that the NIH has not completed the validation request and the account has not yet been activated.

NOTE: This temporary status generally lasts 2 to 3 business days.

Verifying NIH Support

New users who are PIs receive an email that provides a link to a special form that the PI uses to confirm information that NIH has regarding the PI's participation in grant applications, committee involvement, and training appointments. The Verify NIH Support Screen (PPF6032) facilitates confirmation of a PI's NIH support.

PI's with existing user accounts can access the Verify Support Screen by:

- Selecting the **Administration** tab option, then **Accounts**, then **Verify NIH Support**.

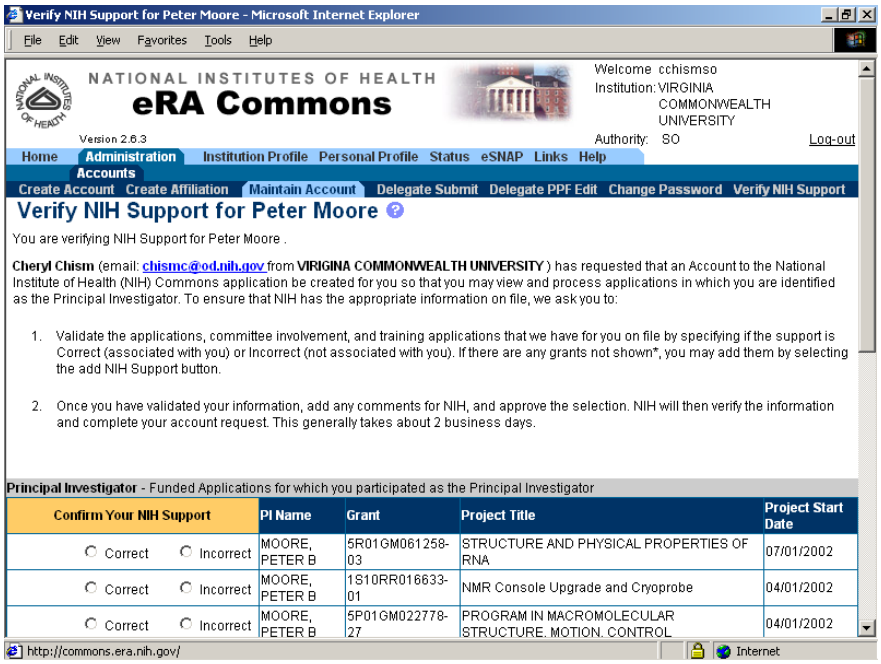

Figure 2. 19 Verify NIH Support (PPF6032).

Review the on-screen information for each available section (NIH Support, Committee Involvement, and Principal Investigator):

- Select the **o Correct** or **o Incorrect** radio button for each entry to verify the accuracy of the information.
- Scroll to the bottom of the screen and add any remarks to the "Comments for NIH" field.
- Click the Continue Account Request to notify the NIH that you have validated your information.

NOTE: Once this form is complete, PIs will receive an email with user account information.

Add Additional Grant Information

To add additional grant information:

- Click the Add NIH Support button

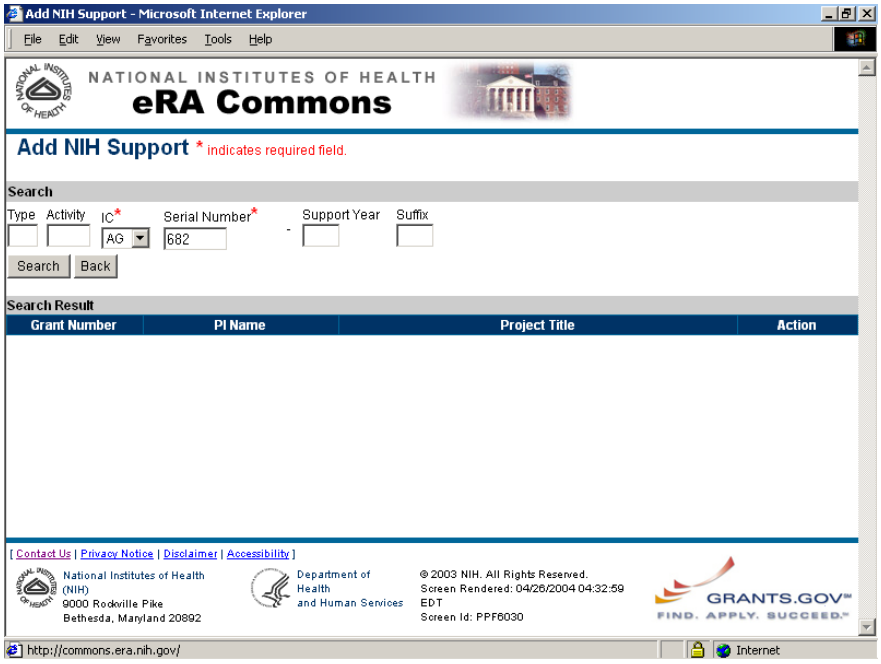

Figure 5. 1 Add NIH Support (PPF6030).

First a query must be performed:

- Enter one complete grant number.
- Alternatively, use the drop-down list icon to select an **IC** and enter a grant serial number.

NOTE: The IC and Serial Number fields are followed by an asterisk (*) and are *required.*

- Click Search to execute the query.

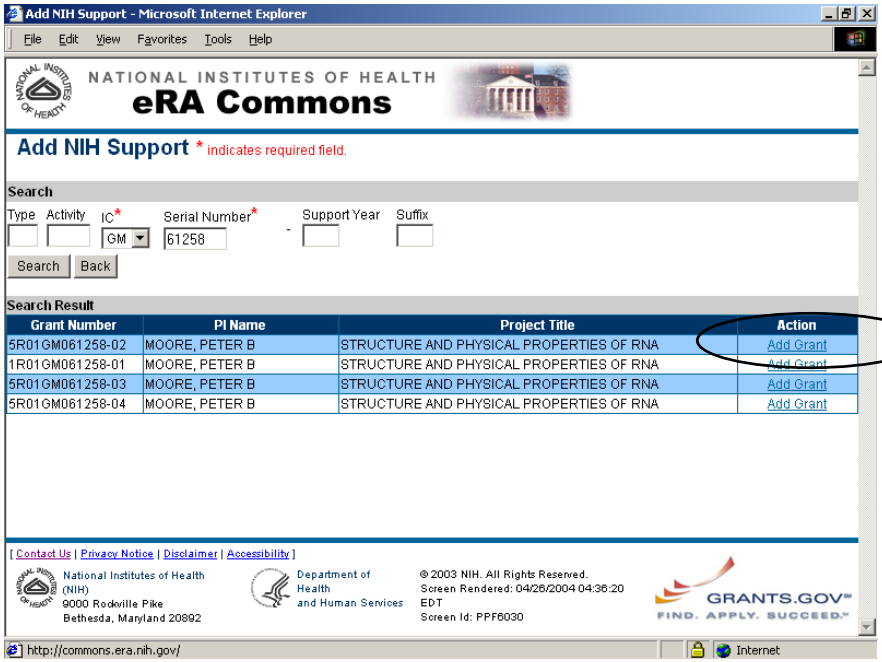

Figure 5. 2 Add NIH Support (PPF6030).

Once a query is executed, the results display within the "Search Result" area.

- Click the **Add Grant** hypertext link adjacent to the associated grant number to return to the Verify NIH Support Screen (PPF6032).
- Select the o **Correct** or o **Incorrect** radio button for each entry to verify the accuracy of the information.
- Scroll to the bottom of the screen and add any remarks to the "Comments for NIH" field.
- Click the Continue Account Request to notify the NIH that you have validated your information.

NOTE: For users creating a new account, in approximately two business days you will receive a notification email indicating that your PI account has been created. The email will contain your username and a randomly generated password.

Institution Profile

The IPF code uniquely identifies each distinct grantee organization and can contain up to 10 digits.

The Institutional Profile (IPF) number is the official code assigned by the Data Control Unit of OD/OPERA, which is carefully controlled to facilitate reporting and analysis of grants by institution. IPF data consists of a central registry of names, locations, geographic information and other selected data for organizations participating in PHS extramural programs.

Authorized Grantee Organization officials are able to update organizational contact information (Organizational Profile), which includes institution name, address, administrative officials, financial, assurance, and certification information.

Once an Institution account is created, the IPF is updated with the organizational information from registration; however, the institutional profile may be updated at any time.

View Institutional Profile

To view the basic institutional profile:

- Select the **Institution Profile** tab, then the **Basic** option access the View Institution Profile Screen (IPF2007).

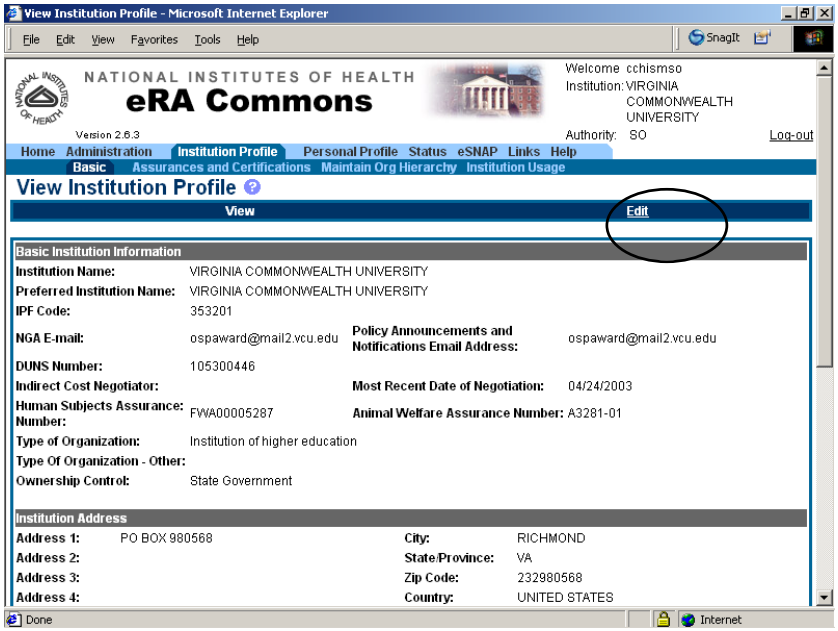

Figure 3. 1 View Institution Profile (IPF2007).

A *read-only* page, the View Institution Profile Screen (IPF2007) provides basic Institution information and lists the Institution name and contact information.

NOTE: Only SOs can modify institution information.

Edit Institution Profile Information

The SO has the authority to edit the IPF information.

To edit:

- Select the **Edit** hypertext link illustrated in Figure 3. 1 to access the Edit Institution Profile Screen (IPF2006).

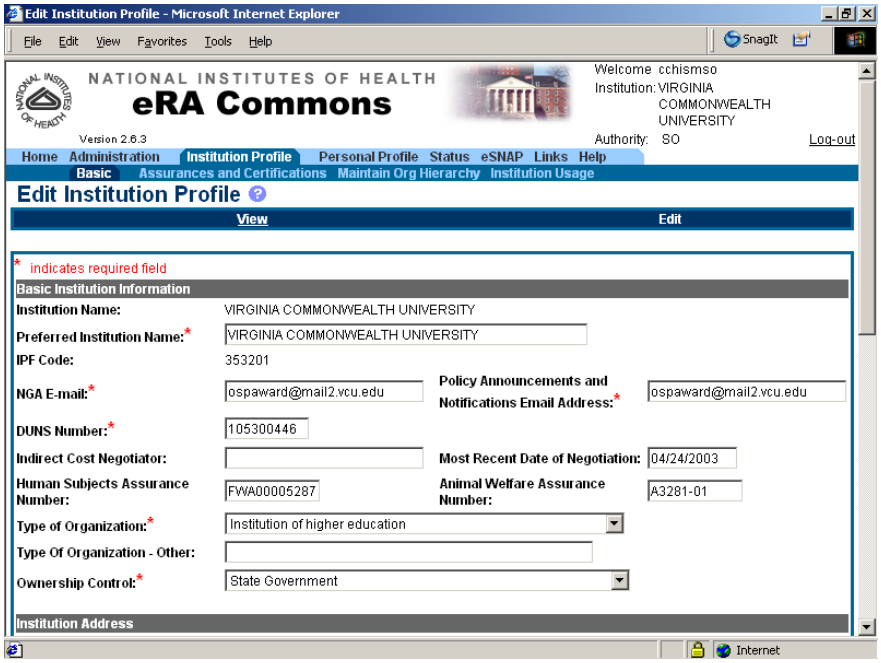

Figure 3. 2 Edit Institution Profile (IPF2006).

Edit the information noting the following:

- All fields followed by an asterisk (*) are *required*.
- Click Submit to update all changes.

NOTE: Users without authorized access will view the Institutional Profile (IPF) information as *read-only*.

Viewing IPF Assurances and Certifications

Assurances are written, binding commitments an institution submits to a federal agency, promising to comply with regulations and stating procedures for achieving compliance.

The Assurances/Certification Information Screen (IPF2005) contains data elements that compose assurance/certification information about an institution (e.g., human subjects assurance number, IRB approval date, IRB type, animal welfare assurance number, IACUC approval date, assurances and certifications, and unacknowledged certification explanation).

To access:

- Select the **Institution Profile** tab, then the **Assurances and Certifications** option.

The ORI Certification Status displays the status of the scientific misconduct policy assurance certification from ORI.

Figure 3. 3 IPF Assurances and Certification (IPF2005).

A *read-only* page, the IPF Assurances and Certification (IPF2005) provides a checklist of Assurances and Certifications for grantee institutions to verify of compliance.

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

Edit IPF Assurances and Certifications

The SO has the authority to enter changes and updates to the IPF information. To edit:

- Select the **Edit** hypertext link illustrated in Figure 3. 3.

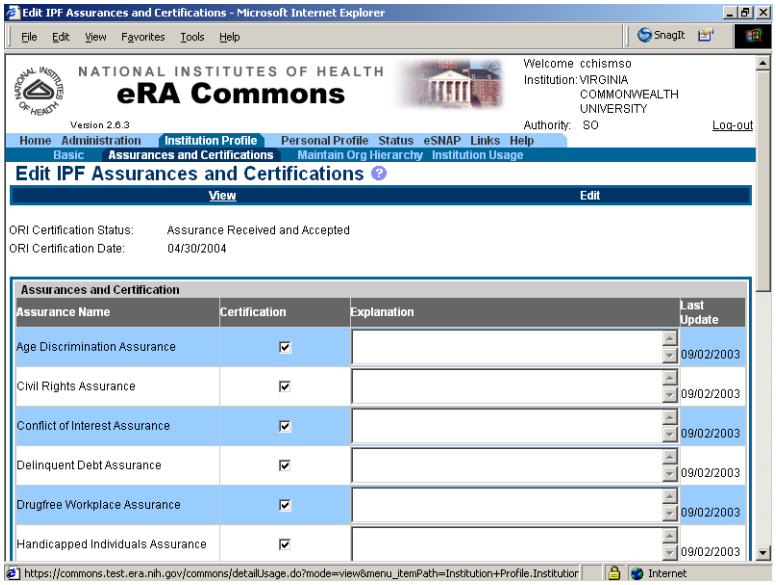

Figure 3. 4 Edit IPF Assurances and Certifications (IPF2004).

- Select the checkbox for the desired assurance.
- Enter an explanation of the certification in the adjacent text box.
- Click Submit to update all changes.

NOTE: Users without authorized access will view the Edit IPF Assurances and Certifications information as *read-only*.

Managing Organization Hierarchy

Organized into a three-level organizational hierarchy grantee institutions are made up of a School Name, Division, and Department. This hierarchical structure can be modified from the Maintain Organization Hierarchy Screen (IPF2014).

To access:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.

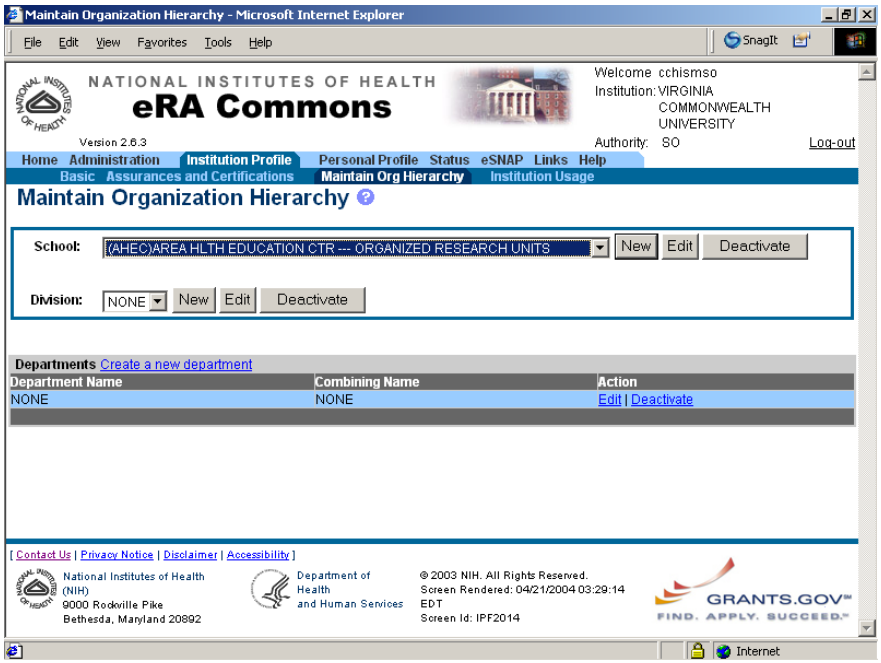

Figure 3. 5 Maintain Organization Hierarchy (IPF2014).

The Maintain Organization Hierarchy Screen provides the access point for editing, creating, and deactivating the organizational component.

To access a specific School:

- Click the drop-down list button.
- Select a School Name from the listing.

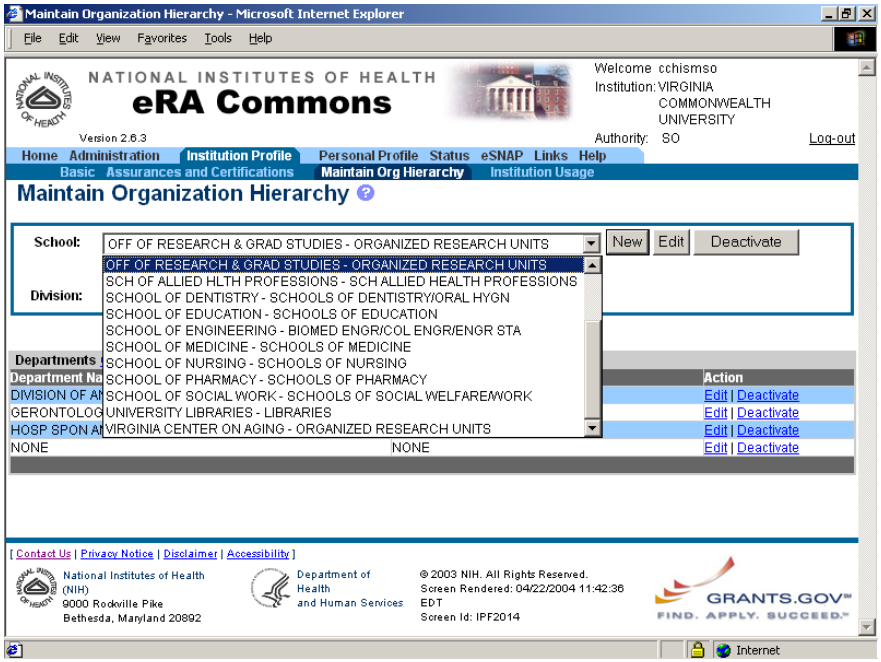

Figure 3. 6 Selecting a School within an Institution.

Once the School Name is selected, any associated Division or Departments will display within the lower half of the page.

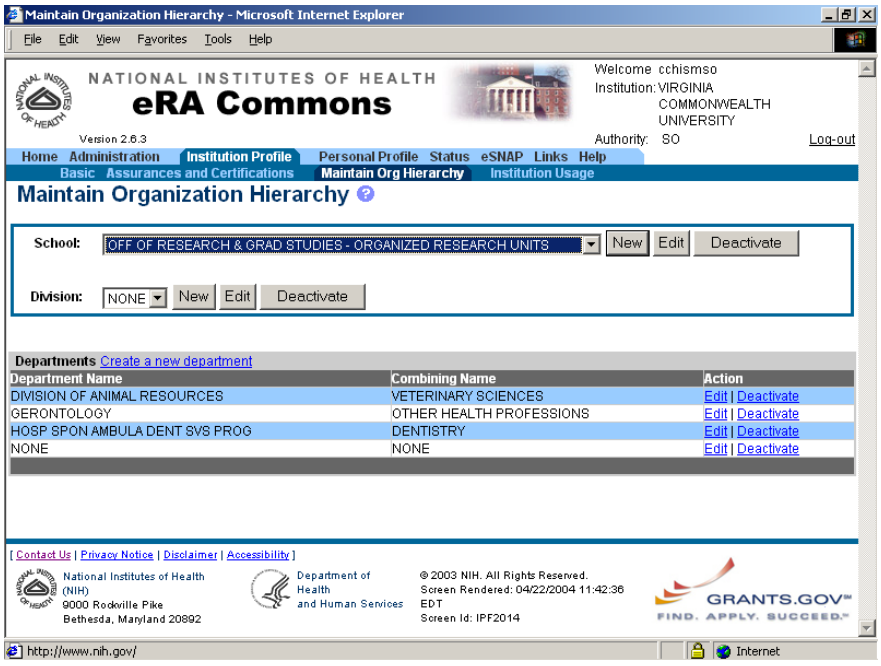

Figure 3. 7 Maintain Organization Hierarchy (IPF2014).

Edit School Information

To edit the School Name:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.
- Select the drop-down list button adjacent to the School Name.
- Select the School Name from the listing.
- Select the Edit button adjacent to the School Name to access the Edit School Screen (IPF2016).

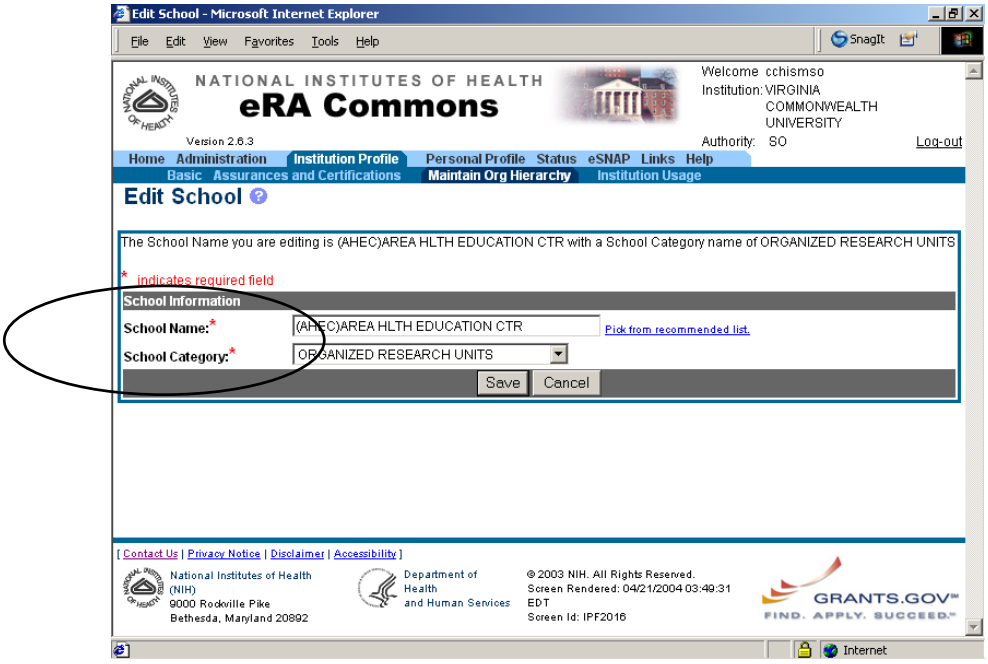

Figure 3. 8 Edit School (IPF2016).

NOTE: All fields followed by an asterisk (*) are *required*.

- Edit the existing text or Type-in the School Name.
- Alternatively, click the **Pick from recommended list** hypertext link and select the School Name from the drop-down listing.

NOTE: Selecting the Pick from recommended list hypertext link causes the hypertext link **User define school name** to display. Select this hypertext link to restore the previously displayed School Name.

- Click the drop-down list button adjacent to the School Category and select a Category from the drop-down listing.
- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

Edit the Division

The Division is the major subdivision within an Institution of Higher Education.

To edit the Division Name:

- Click the drop-down list button adjacent to the Division Name.

- Select the Division Name from the listing.
- Select the Edit button adjacent to the School Name to access the Edit Division Screen (IPF2013).

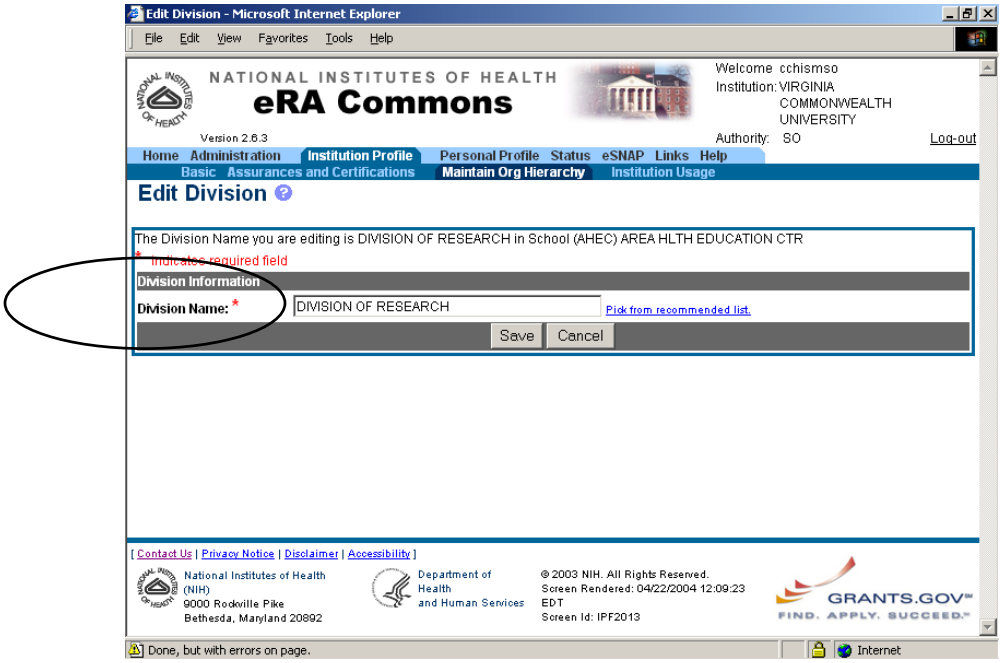

Figure 3. 9 Edit Division (IPF2013).

- Edit the existing text or Type-in the Division Name.
- Alternatively, click the **Pick from recommended list** hypertext link and select the Division Name from the drop-down listing.

NOTE: Selecting the Pick from recommended list hypertext link causes the hypertext link **User define school name** to display. Select this hypertext link to restore the previously displayed Division Name.

- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

Edit Department

The Department is a subdivision within the Division.

To edit the Department Name:

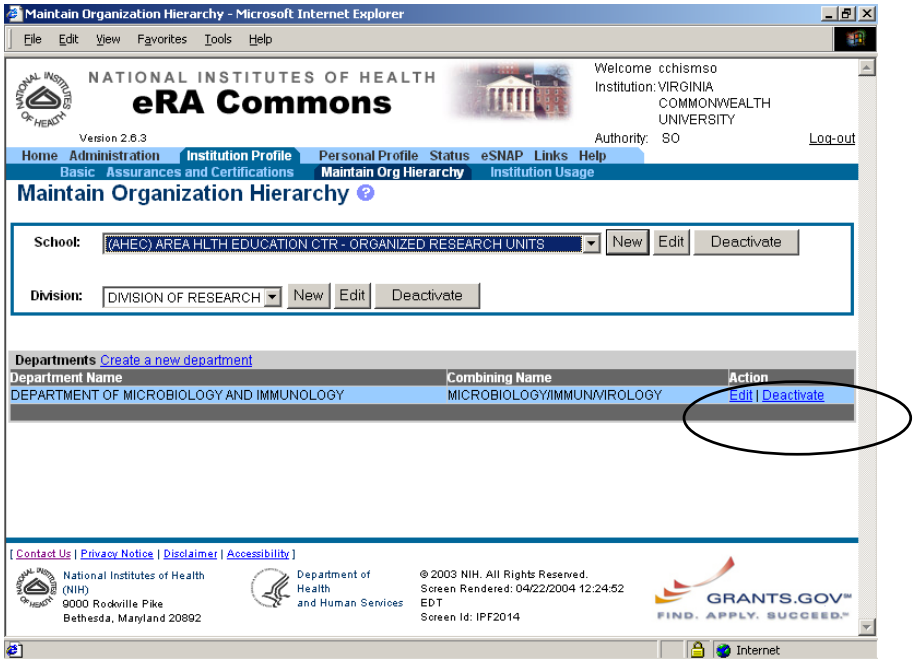

Figure 3. 10 Maintain Organization Hierarchy (IPF2014).

- Select the **Edit** hypertext link adjacent to the Department Name to access the Edit Department Screen (IPF2011).

Figure 3. 11 Edit Department (IPF2011).

- Edit the existing text or Type-in the Department Name.
- Alternatively, click the **Pick from recommended list** hypertext link and select the Division Name from the drop-down listing.

NOTE: Selecting the Pick from recommended list hypertext link causes the hypertext link **User define school name** to display. Select this hypertext link to restore the previously displayed Division Name.

- Click the drop-down list button adjacent to the Department Category and select a Category from the drop-down listing.
- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

Adding New Hierarchical Components

To add a new School Name:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.
- Select the New button adjacent to the school name to access the Create New School Screen (IPF2015).

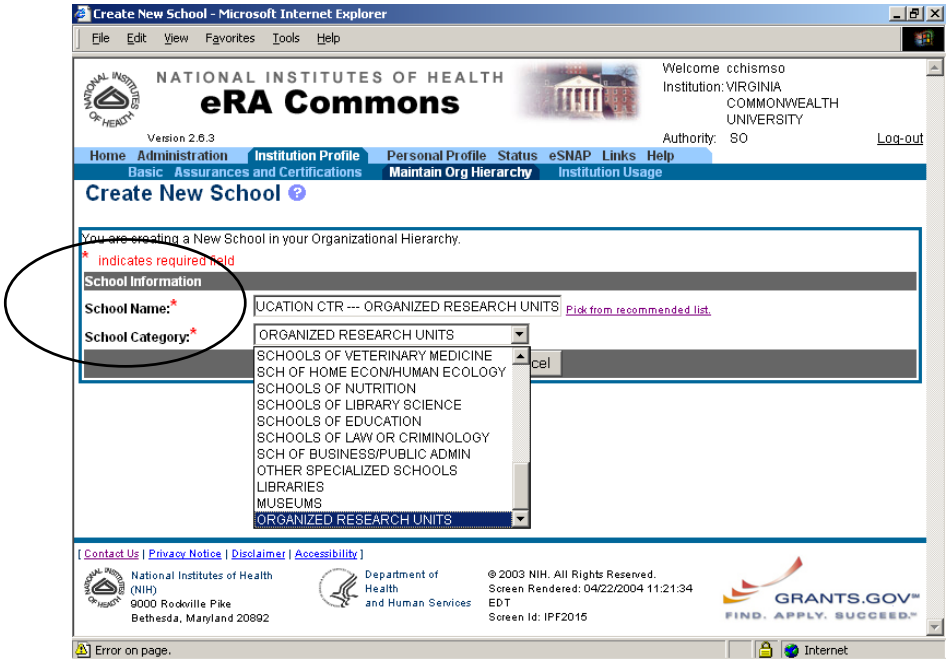

Figure 3. 12 Create New School (IPF2015).

NOTE: All fields followed by an asterisk (*) are *required*.

- Type-in a School Name.
- Click the drop-down list button adjacent to the School Category and select a Category from the drop-down listing.
- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

Add Division Name

To add a new Division Name:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.
- Select the New button adjacent to the Division Name to access the Create New Division Screen (IPF2012).

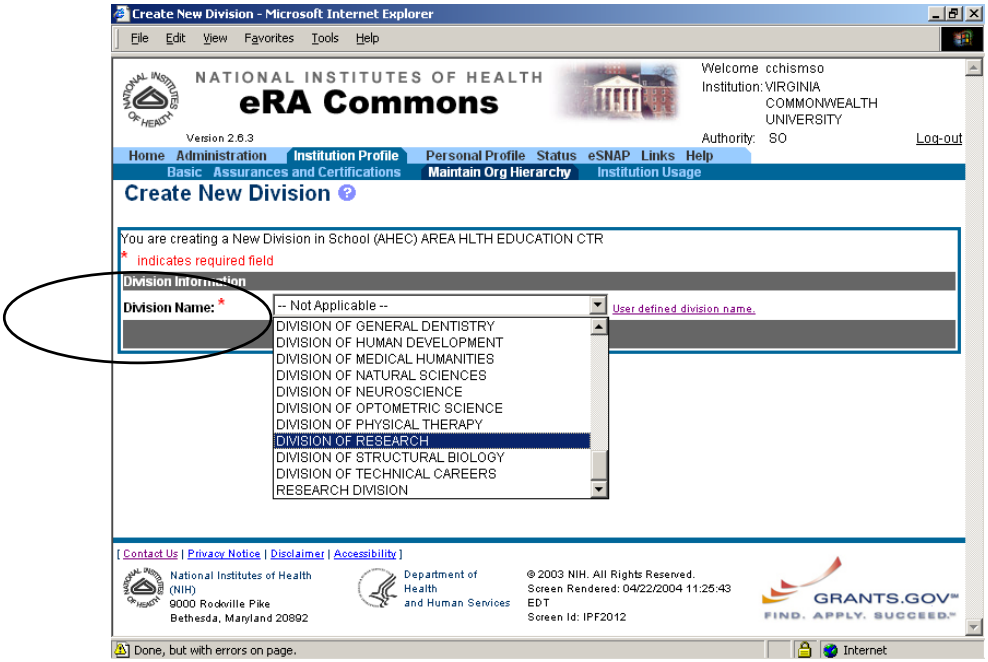

Figure 3. 13 Create New Division (IPF2012).

- Type-in a Division Name.
- Alternatively, click the **Pick from recommended list** hypertext link and select the Division Name from the drop-down listing.

NOTE: Selecting the Pick from recommended list hypertext link causes the hypertext link **User define school name** to display. Select this hypertext link to restore the previously displayed Division Name.

- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

Add Department Name

To add a new Department Name:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.
- Select the Edit hypertext link adjacent to the Department Name to access the Create New Department Screen (IPF2012).

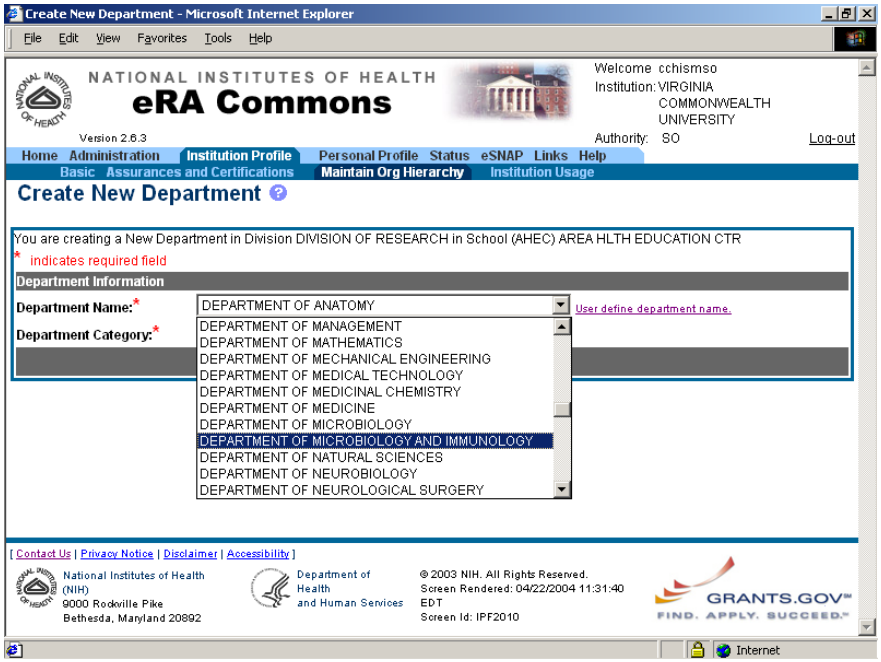

Figure 3. 14 Create New Department (IPF2010).

- Type-in a Department Name.
- Alternatively, click the **Pick from recommended list** hypertext link and select a Department Name from the drop-down listing.

NOTE: Selecting the Pick from recommended list hypertext link causes the hypertext link **User define school name** to display. Select this hypertext link to restore the previously displayed Division Name.

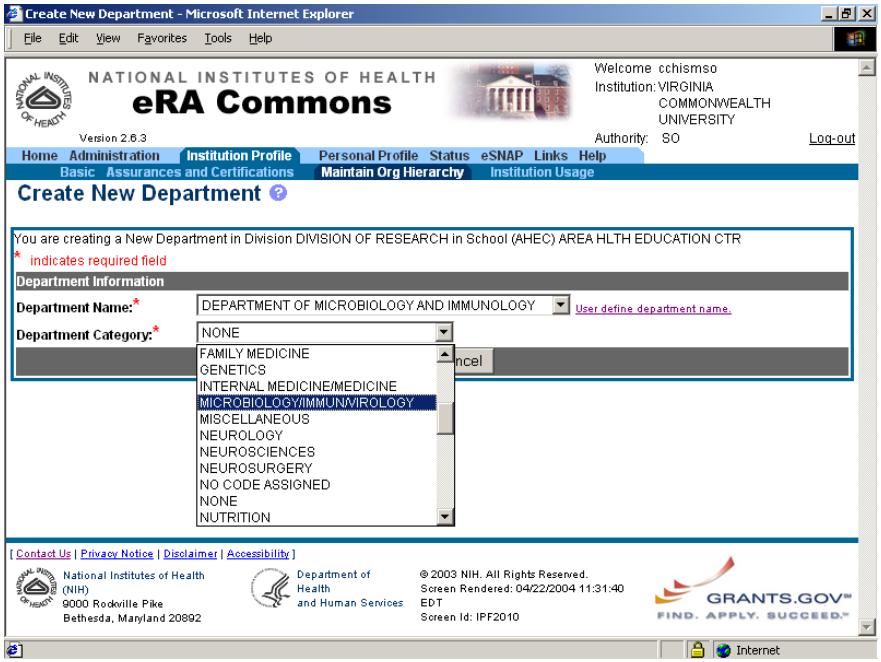

Figure 3. 15 Create New Department (IPF2010).

- Click the drop-down list button adjacent to the Department Category and select a Category from the drop-down listing.
- Click Save to update the information and return to the Maintain Organization Hierarchy Screen.

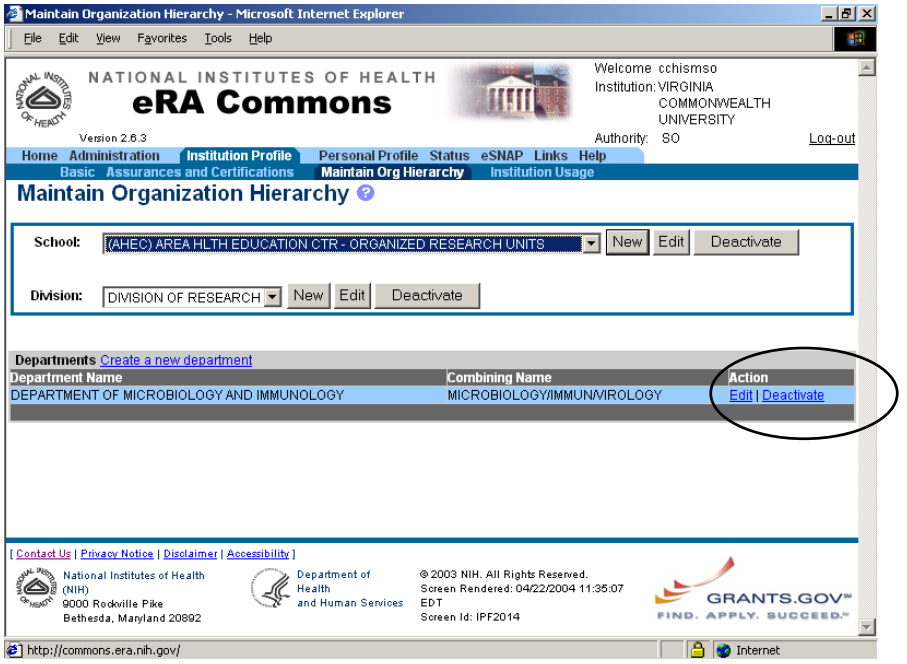

Figure 3. 16 Maintain Organization Hierarchy (IPF2014).

Deactivating Hierarchy Components

The hierarchical structure cannot be deleted from the eRA Commons. Schools, Divisions, or Departments within an organization that have active awarded or pending applications associated with the structure cannot be deactivated.

To deactivate:

- Move the active awarded and pending applications to another hierarchy within the same organization.
- Perform the steps to deactivate.

NOTE: Once a hierarchical component is deactivated it cannot be reactivated; however, it can be added. For more information, see "Adding New Hierarchical Components."

Perform the following steps to deactivate:

- Select the **Institution Profile** tab, then the **Maintain Org Hierarchy** option.

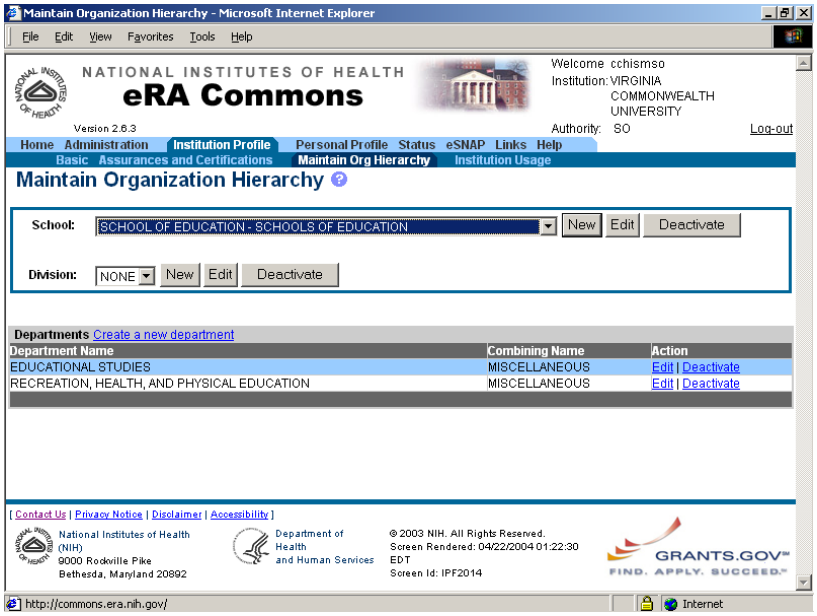

Figure 3. 17 Maintain Organization Hierarchy (IPF2014).

- Select the Deactivate button adjacent the to School or Division Name.

NOTE: When deactivating a selected School/Division, the next active School/Division within the organization is selected as the listed School/Division. In cases where another School/Division is unavailable for the organization, the School/Division field becomes blank and a new School/Division must be created.

- Alternatively, select the **Deactivate** hypertext link adjacent to the Department Name.

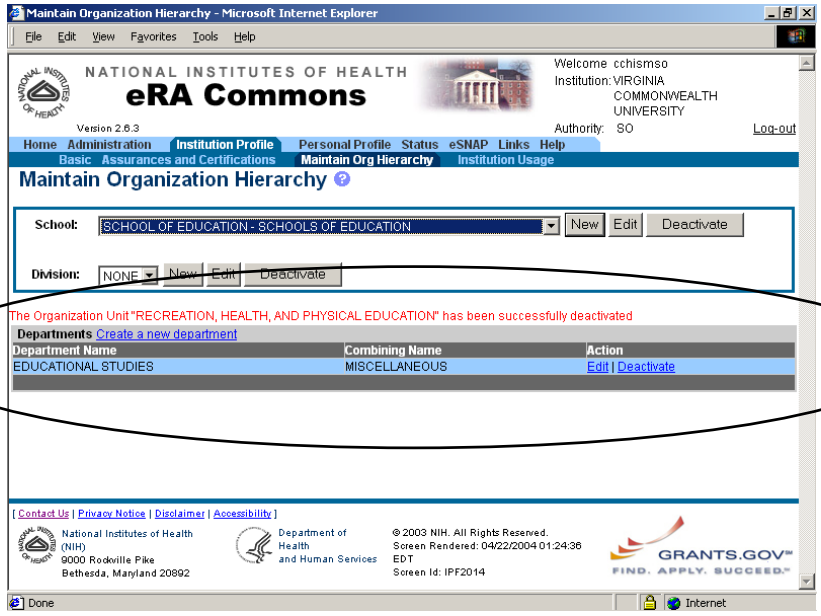

Figure 3. 18 Maintain Organizational Hierarchy (IPF2014).

- Once selected, the Organizational component is deactivated.

Once deactivate, the hierarchical component is no longer visible as part of the organizational structure and cannot be reactivated. To reactivate, it must be added as a new component.

NOTE: Only hierarchy department and major components that have do not have active grants can be deactivated.

View Institution Usage

The View Institution Usage Screen (IPF2003) displays a summary of Institution users. Extramural Administrators may view the *read-only* page for total number of accounts and total number of overall logins for the institution.

To access:

- Select the **Institution Profile** tab, then the **Institution Usage** option.

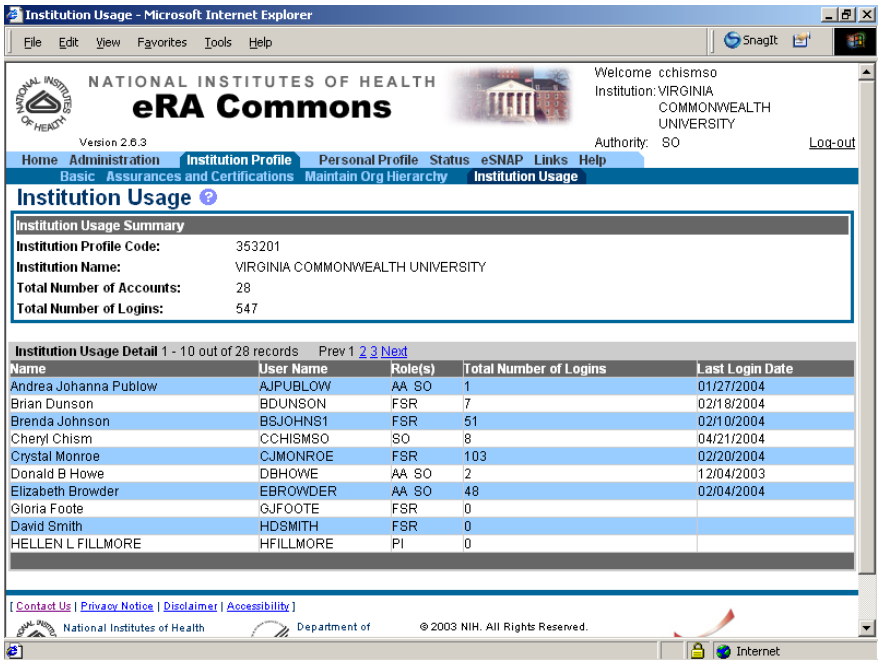

Figure 3. 19 Institution Usage (IPF2003).

Ten names per page are displayed. To view additional names:

- Click the **Next** hypertext link as illustrated in .

Managing Personal Profile Information

The Commons supports the establishment, monitoring and updating of information profiles. Commons users and Principal Investigators (PI) can create and edit their Professional Profile File (PPF) to update individual contact and biosketch information. Users may also delegate the authority to update personal profile information to other users. For more information, see the heading "Delegating/Revoking Personal Profile Edit Authority."

As illustrated in Figure 4. 1, the following information can be accessed from the Personal Profile module:

- Personal Information
- Race/Ethnicity
- Employment
- Reviewer Address
- Residential Address
- Degrees
- Publications

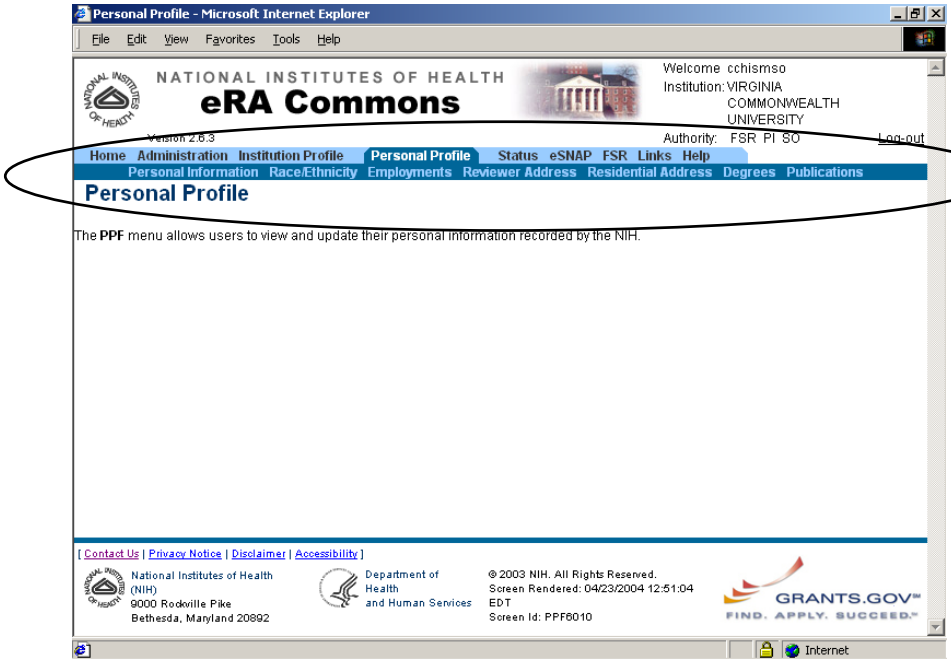

Figure 4. 1 Personal Profile Screen (PPF6010).

Personal Information

The Personal Information Screen (PPF6008) provides fields for entering or editing personal identifying characteristic information.

To access:

- Select the **Personal Profile** tab, then the **Personal Information** option.

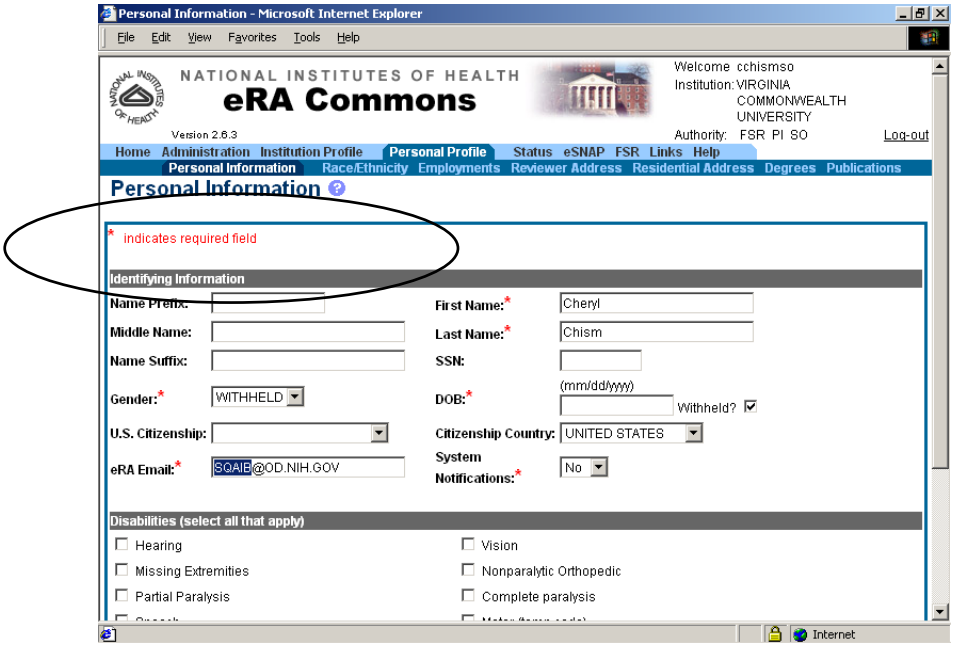

Figure 4. 2 Personal Information Screen (PPF6008).

A minimum amount of information has been obtained from the user account creation. To update:

- All fields followed by an asterisk (*) are *required*.
- Click Submit to update all changes.

NOTE: A confirmation message displays on-screen.

- Select Cancel to return to the Person Profile Screen (PPF6010).

Editing Personal Profile Information

Upon accessing the Personal Information Screen (PPF6008), all available information is retrieved and this data can be updated at any time.

NOTE: Detailed editing instructions are available for editing the Degree and Publication Information sections.

Add/Edit Race/Ethnicity Information

The Race and Ethnicity Information Screen (PPF6011) facilitates identification of multiple races.

To access:

- Select the **Personal Profile** tab, then the **Race/Ethnicity** option.

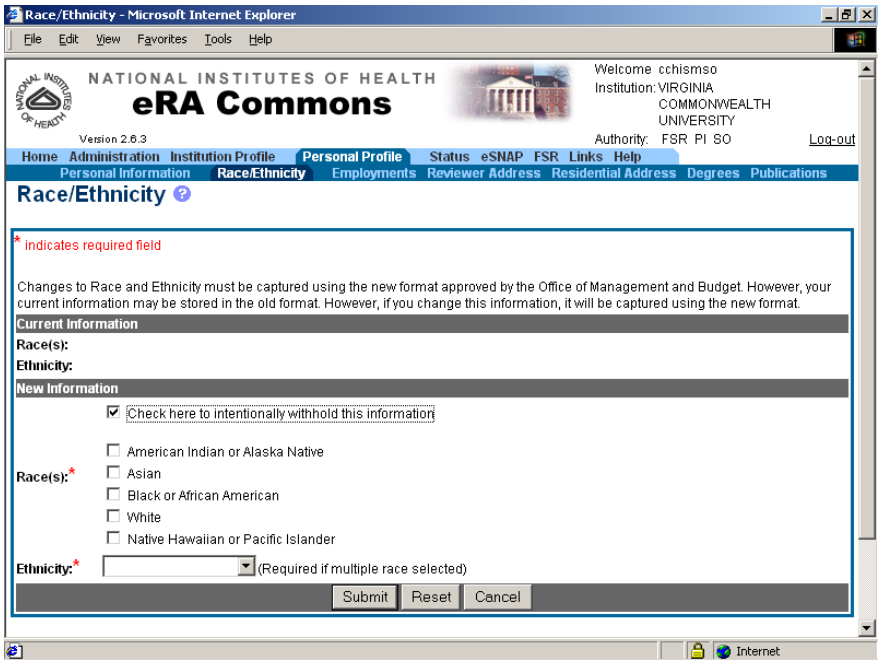

Figure 4. 3 Race/Ethnicity Screen (PPF6011).

The OMB has changed the breakdown of ethnicity/racial groupings into separate groups.

- All fields followed by an asterisk (*) are *required*.
- Users must select an ethnicity and a race.
- Click Submit to update all changes.
- Select Cancel to return to the Person Profile Screen (PPF6010).

Employment

The Employment List Screen (PPF6005) allows users to add or update their research and professional employment history and positions held.

To access:

- Select the **Personal Profile** tab, then the **Employments** option.

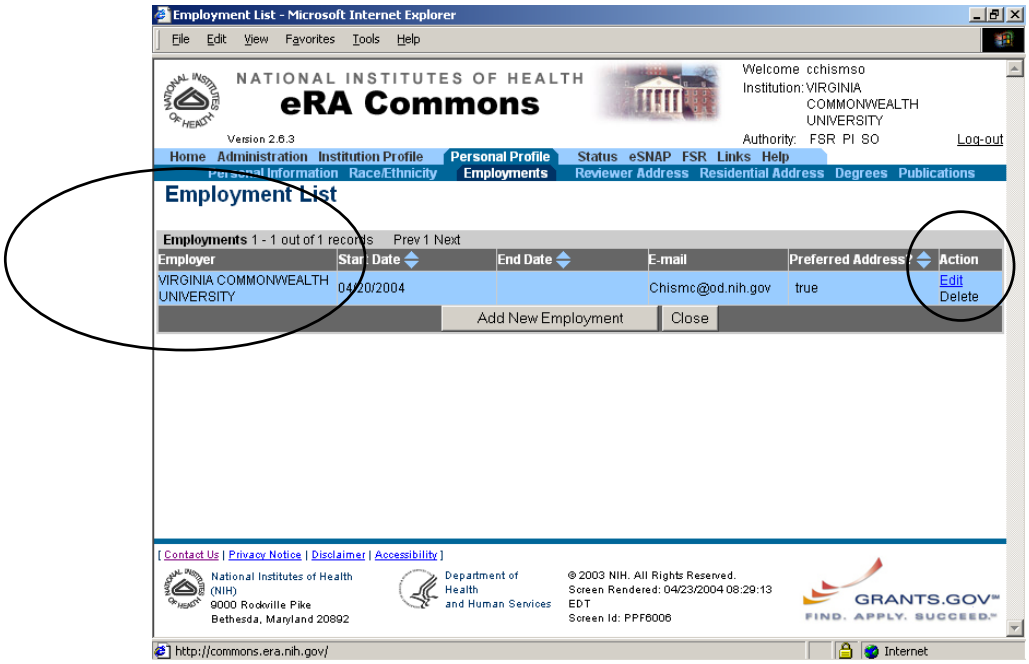

Figure 4. 4 Employment List Screen (PPF6005).

By default the institution that the user's account is associated with will display on the initial screen.

Editing an Existing Employment Record

To edit an existing employment record:

- Select the **Edit** hypertext link adjacent to the employer's name.

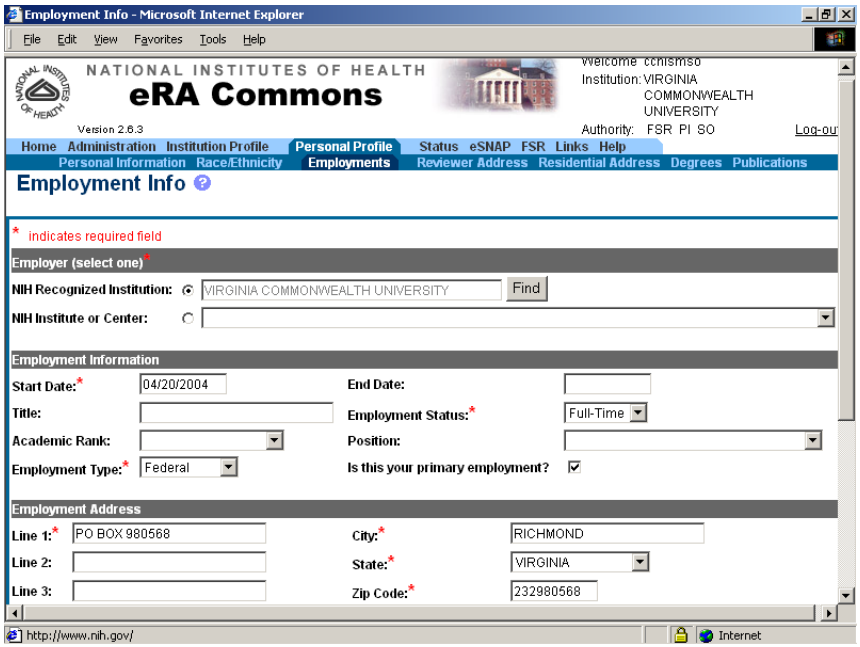

Figure 4. 5 Employment Info Screen (PPF6005).

Once the employment information is retrieved, edits can be made.

For more information on the fields within the Employment Info Screen, see the heading "Add New Employment."

Add New Employment

Employment information is based on a specific time period. A single employment for a person may be with one of three employers:

1. An external organization
2. A department of an external organization
3. A Federal organization.

To add a new employment record:

- Click the Add New Employment button.

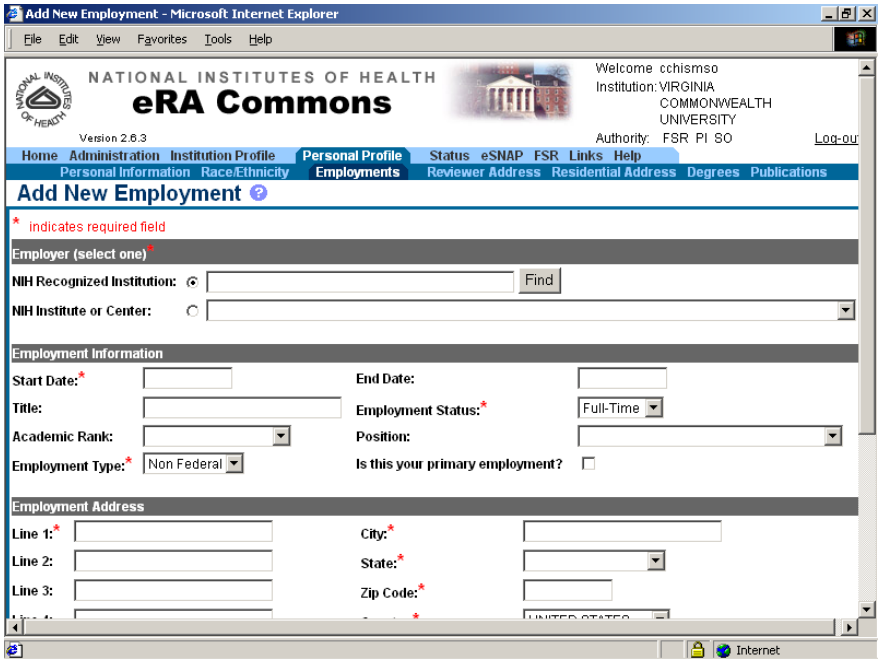

Figure 4. 6 Add New Employment Screen (

For employment within an institution of higher education.

- Click the Find button.

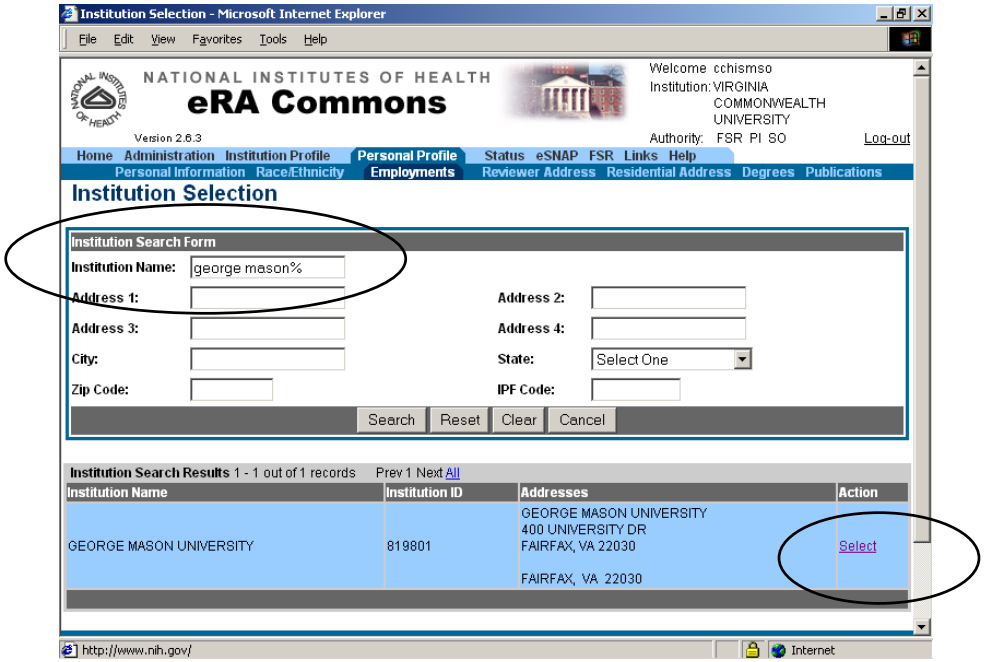

Figure 4. 7 Institution Selection (PPF6014).

NIH Recognized Institution

A search may be performed to locate the Institution Information:

- Enter the full Institution Name or use a combination of fields to identify the Institution desired.
- Alternatively, a mixture of text and wildcards can be used.
- Click Search to execute the query.
- Scroll through the list of Institution Names
- Click the **Select** hypertext link to make a selection and return to the Institution Selection Screen

NIH Recognized Institution or Center

To select an NIH Institution or Center:

- Select the drop-down list icon adjacent to the NIH Institute or Center field label and select an IC from the list.

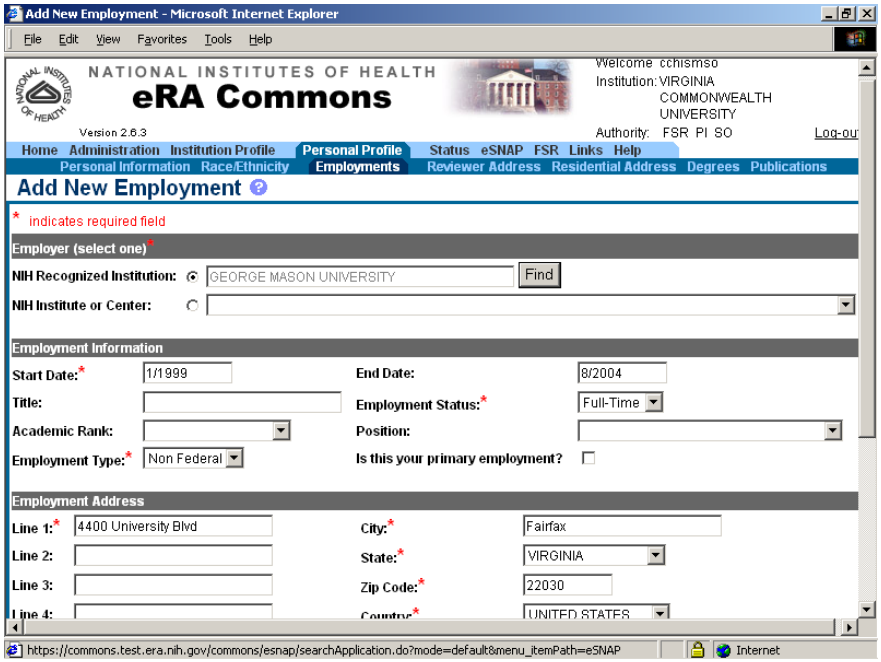

Figure 4. 8

Complete the on-screen items noting the following.

- All fields followed by an asterisk (*) are *required*.
- Click Submit to save all changes.

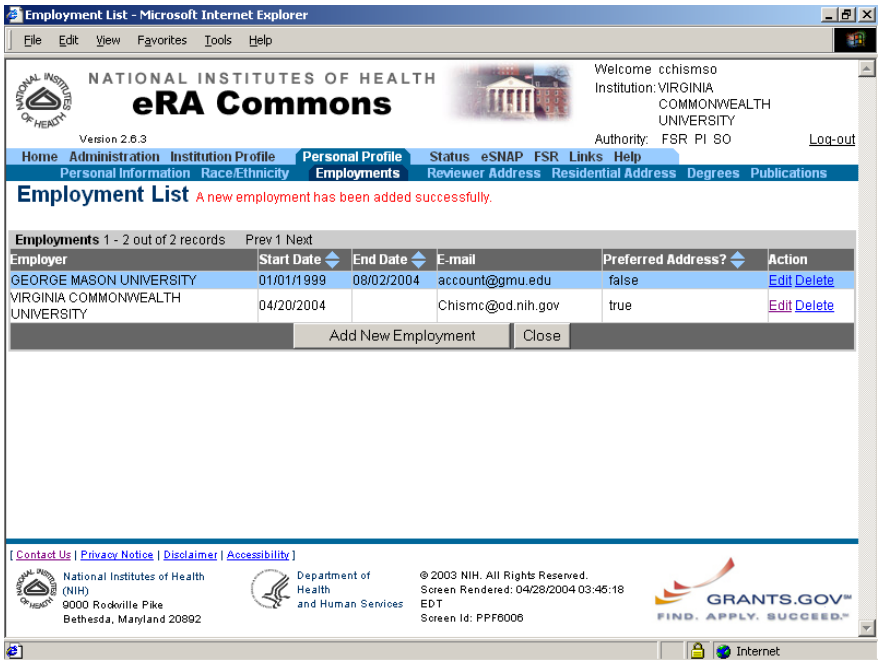

Figure 4. 9 New Employment Added (PPF6006).

- Select Close to return to the Person Profile Screen (PPF6010).

NOTE: The employment address is used by the grants management community to associate the user with grant applications

Reviewer Address

The reviewer address is used for users designated as Reviewers for grant applications.

To access:

- Select the **Personal Profile** tab, then the **Reviewer Address** option.

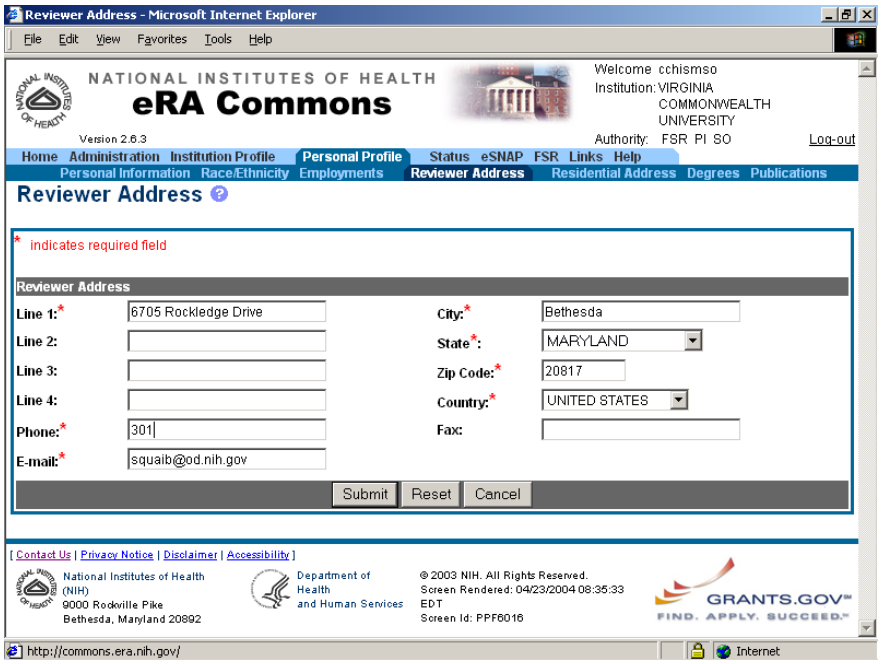

Figure 4. 10 Reviewer Address Screen (PPF6015).

Complete the on-screen items noting the following.

- All fields followed by an asterisk (*) are *required*.
- Click Submit to save all changes.
- Select Cancel to return to the Person Profile Screen (PPF6010).

Confirmation of Email Address

When updating the Employment, Reviewer, or Residential Addresses, in the event an email address is entered that differs from the email address entered during account creation, a confirmation screen displays.

Figure 4. 11 Confirm eRA eMail Screen (PPF6019).

- Select Yes to update the eRA eMail address
- Select No to return and make corrections.

Residential Address

The residential address is the home address of the user.

To access:

- Select the **Personal Profile** tab, then the **Residential Address** option.

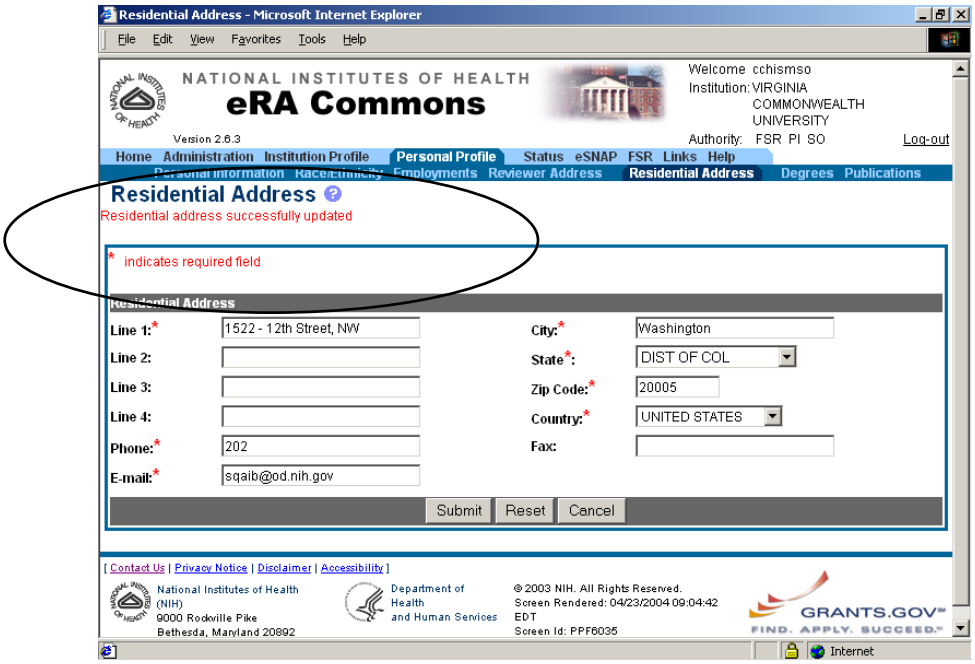

Figure 4. 12 Residential Address Screen (PPF6035).

Complete the on-screen items noting the following.

- All fields followed by an asterisk (*) are *required*.
- Click Submit to save all changes.
- Select Cancel to return to the Person Profile Screen (PPF6010).

Degrees

The Degrees Screen lists awarded and expected academic degrees.

To access:

- Select the **Personal Profile** tab, then the **Degrees** option.

Figure 4. 13 List of Degrees Screen (PPF6002).

Adding a Degree

To add a Degree:

- Click the Add New Degree button.

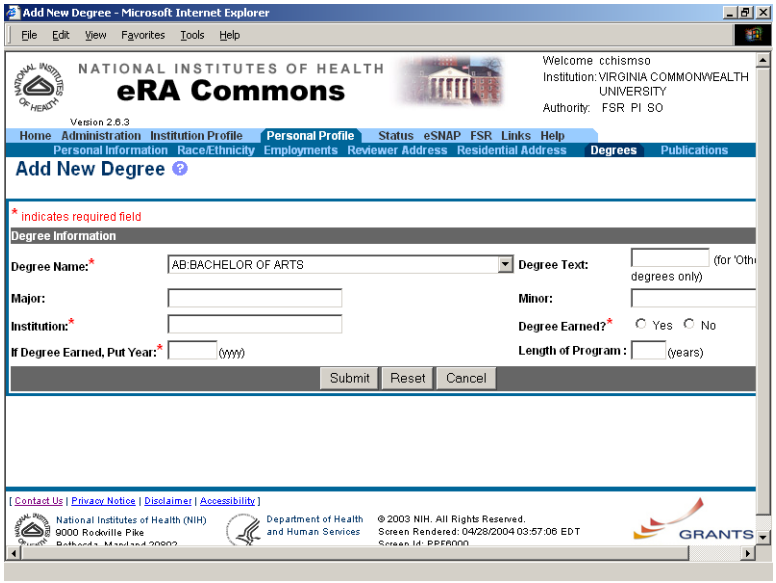

Figure 4. 14 Add New Degree (PPF6000).

Complete the on-screen items noting the following.

- All fields followed by an asterisk (*) are *required*.
- Select the drop-down list icon adjacent to the Degree Name and select a valid degree from the list.
- Click Submit to save all changes.
- Select Close to return to the Person Profile Screen (PPF6010).

Publications

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

To access:

- Select the **Personal Profile** tab, then the **Publications** option.

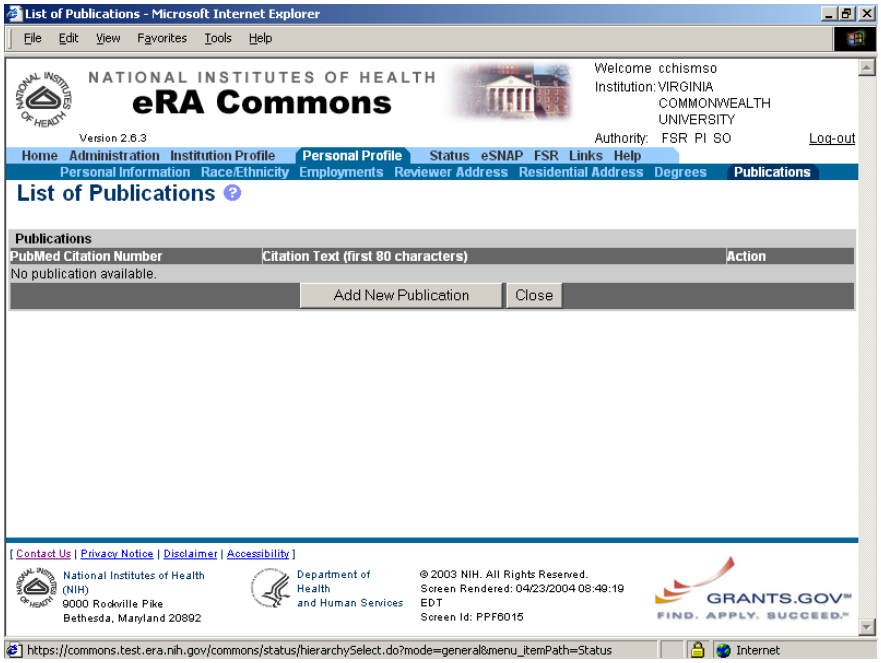

Figure 4. 15 List of Publications Screen (PPF6015).

Add Publication Information

To add Publication Information:

- Click the Add New Publication button

Figure 4. 16 Add New Publication Screen.

Complete the on-screen items noting the following.

- All fields followed by an asterisk (*) are *required*.
- Click Submit to save all changes.
- Select Cancel to return to the Person Profile Screen (PPF6010).

Status Module

The eRA Commons Status module is a secure, interactive Web interface for the NIH and applicant/grantee regarding notifications and status of NIH business transactions. Grantees and grantee organization administrative officials may access this module and obtain status information about proposals, pending grant applications and awards.

The Status Module allows Principal Investigators to review basic aspects of the status of applications sent to the NIH, including pending review, review outcome, pending Advisory Council action, and award status. Grantee Organization Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) are able to view pending actions for all applications originating from their organization, review the NGA and progress reports for all PIs within their organization.

General Search

The General Search Screen (STA4022) is the default search feature, which provides search options for applications in general.

To access:

- Select the **Status** tab.

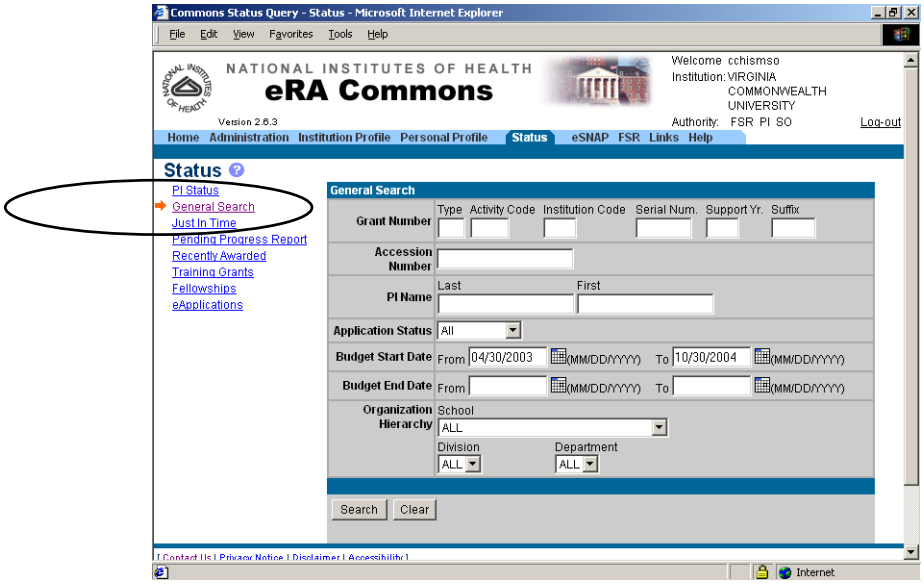

Figure 5. 1 NIH eRA Commons Status General Search Screen.

The General Search Screen provides initial access to the Status module. Standard query options for the Signing Official (SO) and the Administrative Official (AO) are available. The screen provides an interface for launching application specific functionality such as eSNAP, Just In Time, and Project Extensions when available for a particular application within the query results.

NOTE: Electronic application submissions to the NIH are available through the Status interface.

Performing a Query

All queries, within Status, are performed similarly. Criteria are entered within the parameter fields and once the query is executed, the Hit List displays a list of grants that meets the criteria. Queries can be created using one or a combination of query parameters.

To enter a query:

- Use the Tab key to move between fields when entering criteria.
- Use the drop-down list button to select criteria from a list of options.
- Click the Search button.
- Use the Clear button to remove all entered criteria from the search fields before entering another query.

NOTE: The **Clear** button removes *only* entered query criteria.

To narrow your search, use the following field definitions and examples.

Grant Number

A Grant Number consists of six (6) fields and by entering criteria within one or a combination of fields that make up the grant application number; PO's may access all grants within eRA.

The application number identifies the **type** of application (e.g., Type 1- New, Type 5 – Noncompeting continuation, etc.) **activity code** (e.g., R01 – Research Projects, P01 – Research Program Projects, etc.), administering **organization** (e.g., AI – National Institute of Allergy and Infectious Diseases), **serial number** assigned by CSR, suffix showing the **support year** for the grant and other information identifying a **supplement**, **amendment**, or a fellowship's institutional allowance.

NOTE: For contracts, a modification number replaces the suffix.

Accession Number

The accession number is a unique value assigned to new applications by CSR, which identifies applications submitted before assignment of the official NIH grant number.

PI Name

The PI Name consists of two (2) fields, the Last name and First name of the Principal Investigator. Wildcards are used to perform a search. For example:

- Enter the PI's name (e.g., Peters)
- The Hit List displays Peters, Petersen, Peterson, Petersson, etc.

NOTE: The Status module supports automatic use of the wildcard character **%**; however, this character should never be used alone.

Application Status

This field is used to search for grants based on the current status of the grant within the grant life cycle. More than one status code is included in a "status group."

- Click the drop-down list button to view the options.
- For the Pending Progress Report select "Pending" from the Application Status drop down list.

Entering Dates

All dates such as, Budget Start Dates and Due Dates, are entered using the format **MM/DD/YYYY**.

- Alternatively, select the Calendar icon to access a Calendar window where the desired date can be selected.

Organizational Hierarchy

The Organizational hierarchy applies only to institutions of higher education, which contains a hierarchical structure consisting of the School (Major Component Category), Division, and Department Name.

- Use the drop-down list button under the **School** category and select one of the available listings for the default Institution.

Status Result – General Search

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch application specific functionality such as the NGA, eSNAP, Just-in-Time (JIT), and project extensions directly from the Hit List. Electronic applications submissions to the NIH are available through the Status module as well.

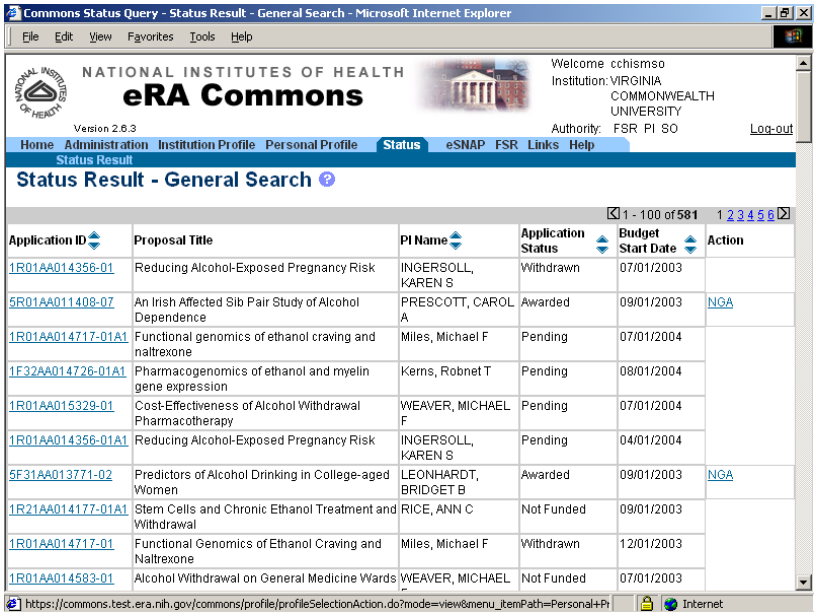

Figure 5. 2 General Search – Hit List (STA4023).

NOTE: **Hypertext** links are provided to access additional reference documents/information. For more information, see the individual headings described below.

Sorting the Hit List

The default sort order is by grant number; however, sort icons are provided above each column to sort the records.

- Click the up or down arrow to sort by descending or ascending order.
- Click the right 1 - 6 of 6 1 arrow key to move to the next page when a query exceeds the page maximum.

General Search Screen Related Links and Documents

Once a query is executed and the Status Result – General Search Screen displays, the following hypertext links are available.

Status Information

The Status Results Hit List provides a listing of grant numbers as hypertext links. Selecting a grant number launches the Status Information Screen (STA4002), which displays general grant information, status history, contacts and more for the selected grant number.

- Select the **grant number** hypertext link to access Status Information for the selected grant.

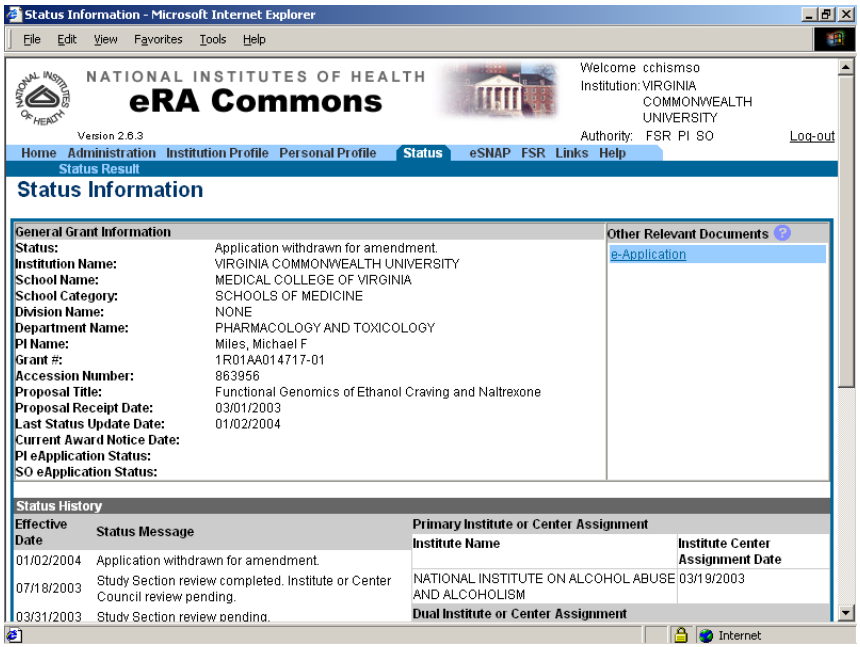

Figure 5. 3 Status Information (STA4002).

- Scroll to the bottom of the page and select the **Back** hypertext link to return to the Status Results Hit List (STA4023).

Other Relevant Documents

The Other Relevant Documents section displays varying documents based on the status of the selected grant in the form of hypertext links.

- Select the **eApplication** hypertext link for access.

Notice of Grant Award (NGA)

The NGA is the official grant award document notifying the grantee and others that a grant has been made. The NGA contains or refers to all terms and conditions of the grant, and provides the documentary basis for recording the obligation of Federal Funds in the agency's accounting system.

- Selecting the **NGA** hypertext link from the Status Results Hit List launches a Word version of the Notice of Grant Award.

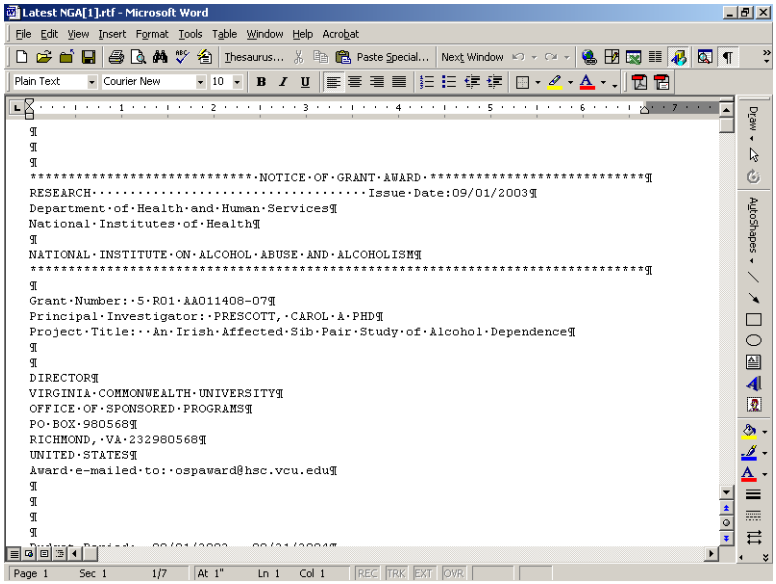

Figure 5. 4 Notice of Grant Award (NGA).

NOTE: Before the NGA displays, an option is provided to view the document or save it to disk.

eSNAP

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. Accessible from the General Search Hit List, eSNAP allows users user to select an old or new form type for an Inclusion Enrollment report with an unknown form type. Notifications are sent to the AO/SO/PI when submitting an eSNAP.

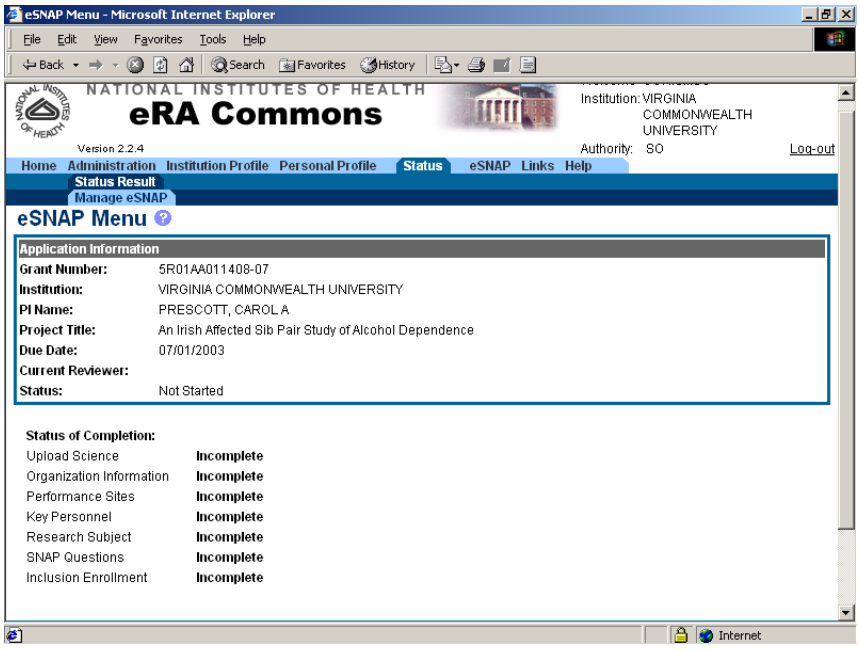

Figure 5. 5 Manage eSNAP (ESP7003).

Progress Report

Grantees may submit a progress report to the awarding component's Grants Management Office to continue support on a grant. Progress reports must be submitted annually, two months before the beginning date of the next budget period. Grantees can determine which progress reports are due.

- Select the **Progress Report** hypertext link to generate the Grant Progress Report.

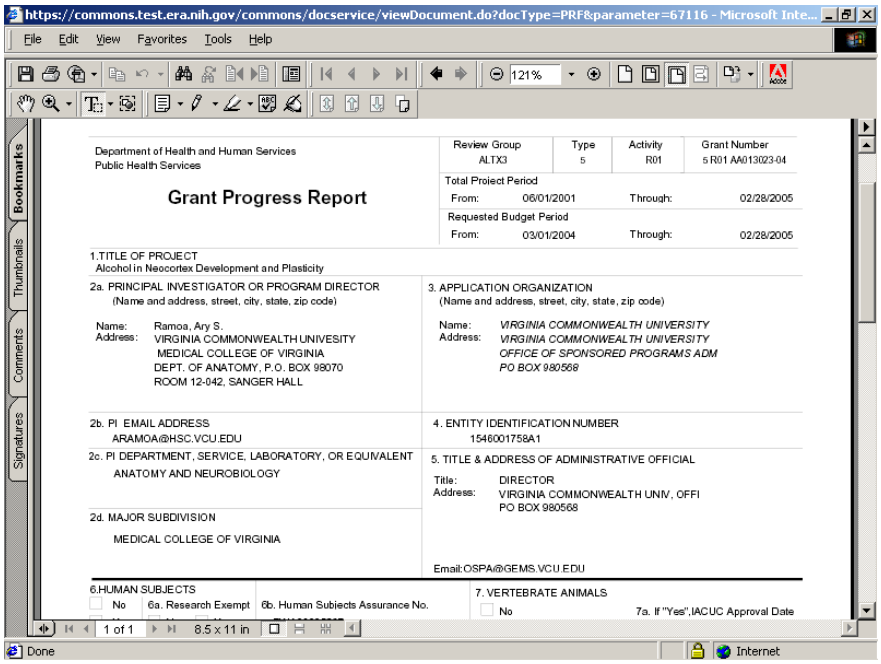

Figure 5. 6 Grant Progress Report.

Project Extensions

Grantee Institutions may electronically submit their notification for a no-cost extension from the Extension Screen (STA4039). Project Extensions may be performed automatically *one-time only* by the Signing Official (SO) no earlier than 90 days before the end of the project and no later than the end date.

- Select the **Extension** hypertext link from the Status Results Hit List to launch the Project Extensions Screen.

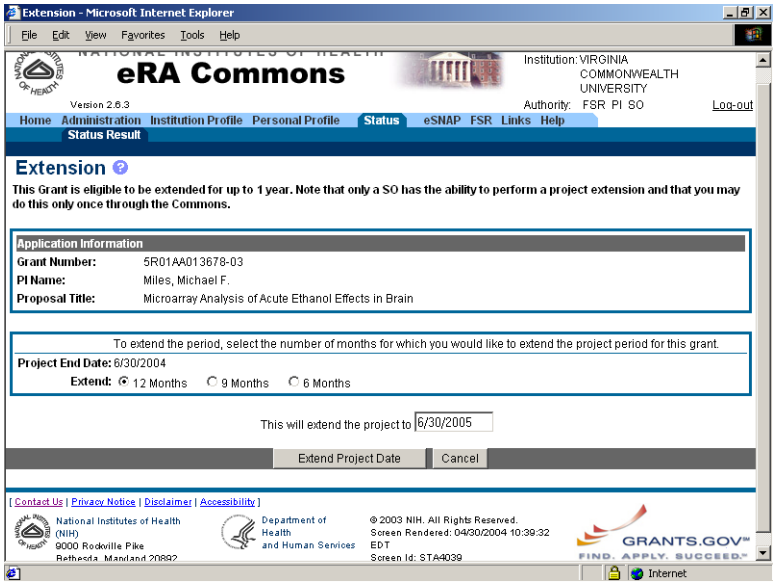

Figure 5. 7 Extension Screen (STA4039).

Grantees may extend the final budget period of the project period *one* time for a period of up to 12 months beyond the original expiration date, shown in the Notice of Grant Award (NGA), when the following conditions are met:

- If no additional funds are required to be obligated be the NIH awarding office.
- If there will be no change in the project's originally approved scope, and;
- If any *one* of the following applies.
    1. Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
    2. Continuity of NIH grant support is required while a competing continuation application is under review.
    3. The extension is necessary to permit an orderly phase out of a project that will not receive continued support.

NOTE: The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.

Process

In extending the final budget period of the project period, the grantee agrees to update all required certifications, including human subjects and animal welfare, in accordance with applicable regulations and policies.

Grantees may not extend project periods previously extended by the NIH awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires NIH prior approval.

NOTE: Project extensions may be performed automatically through the NIH eRA Commons one time only by the SO.

Submitting

To submit the Project Extension:

- Enter the project extension date.
- Click the Extend Project Date button

Figure 5. 8 Extension Confirmation (STA4040).

- Click Confirm to complete the project extension transaction.

Upon notification, the NIH awarding office will revise the project period ending date and provide an acknowledgement to the grantee.

Just-In-Time (JIT)

Prior to award, Just In Time (JIT) information for Other Support Documentation, IACUC, IRB, and Human Subjects Education may be submitted through the NIH eRA Commons when requested by NIH.

- Select the **JIT** hypertext link from the Status Results Hit List to retrieve the JIT data from the database of the adjacent grant.

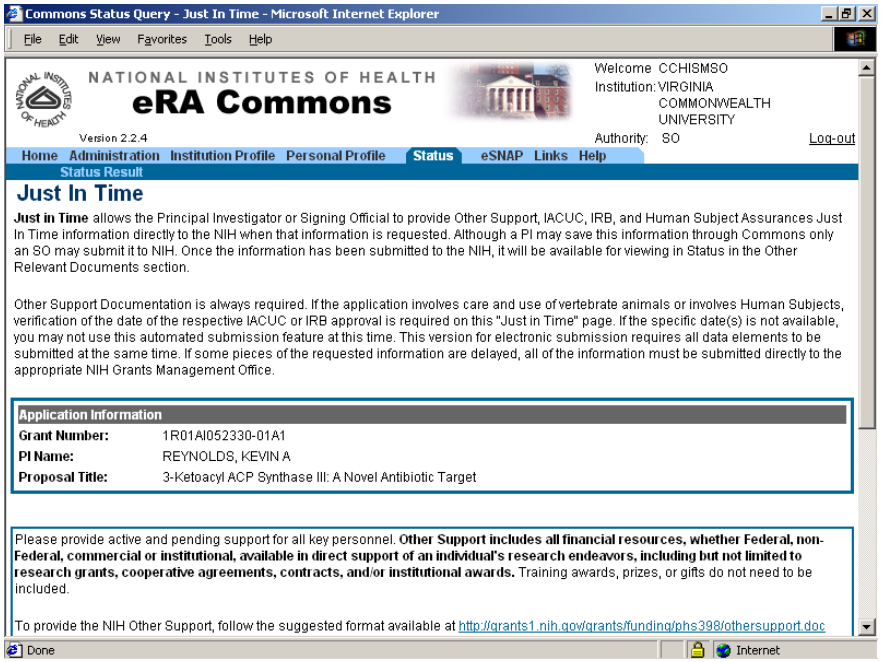

Figure 5. 9 Just In Time Screen (STA4038).

Only Signing Officials (SO) may submit JIT information, with only *one* opportunity to submit JIT information automatically through the NIH eRA Commons.

- Other Support is always required.
- IACUC and IRB dates are also required when the application involves animal or human subjects.
- Human subjects education information is required for new key personnel on grants involving human subjects.
- Click the **Status Result** sub-menu option to return to the Status Result-General Search Screen (Hit List).

NOTE: The JIT feature is available directly from the General Search - Status Screen (STA4022) as a query screen that retrieves grants with JIT links. For more information, see the heading Just-In-Time (JIT) on page 78.

The JIT may be saved to a local directory or uploaded using the Import option.

Project Extensions

Signing Officials may submit a Project Extension automatically to the NIH. Extensions may be performed no earlier than 90 days prior to the end date of the project and no later than the end date. The change will take affect immediately upon submission.

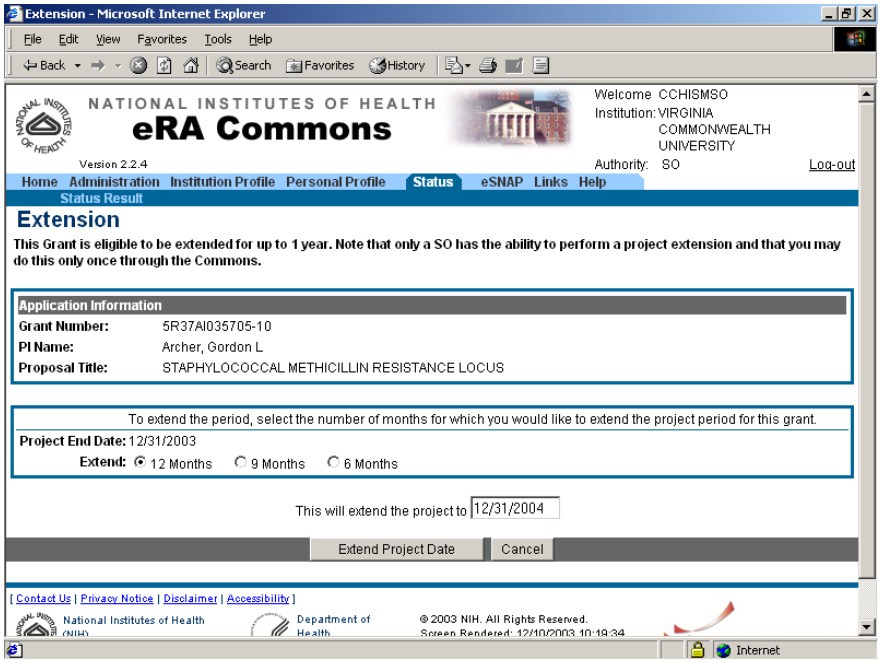

Figure 5. 10 Project Extension.

eSubmissions

The Electronic Submissions screen allows PI or SO to verify eSubmissions. The status of submitted applications can be queried, tracked and reviewed.

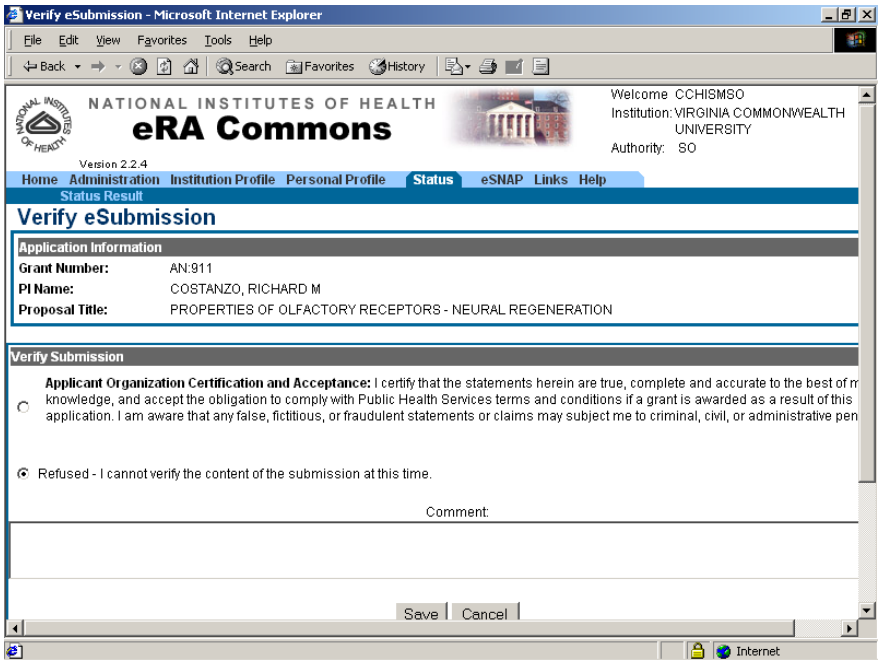

Figure 5. 11 Verify eSubmission.

NOTE: The IPF option is only displayed for NCAA Access. When displayed the NCAA User must enter the exact IPF value for this query.

PI Status

The PI Status option allows PI's to view the status of proposals where they are listed as the PI. Accessing the **PI Status** hypertext link launches a search for applications related to PI that's logged-in.

- Select the **Status** tab and from the Status menu, select the **PI Status** hypertext link.

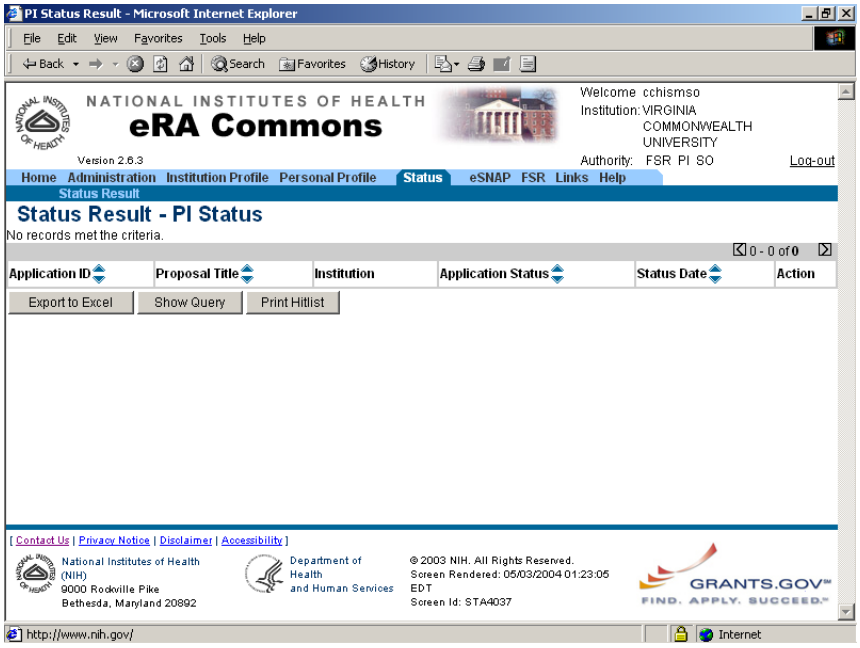

Figure 5. 12 Status Result – PI Status (STA4037).

Just-In-Time (JIT)

Just-In-Time is an application timeframe requiring applicants to send information to the NIH only if an award is likely. Used for other support information such as IACUC certification, certification of IRB approval, and Human Subjects Assurance, JIT allows the PI or SO to provide information directly to the NIH when that information is requested.

To search for JIT applications:

- Select the **Status** tab and from the Status menu, select the **Just In Time** hypertext link.

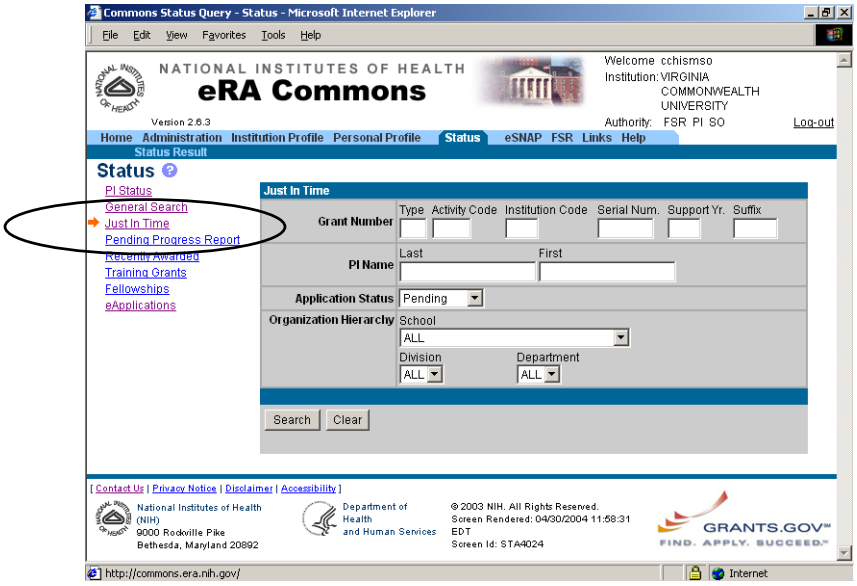

Figure 5. 13 NIH eRA Commons Status Just-In-Time Screen (STA4024).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Just-In-Time Screen displays, the JIT hypertext link is available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Just-In-Time

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Just-in-Time (JIT) Screen (STA4038) directly from the Hit List.

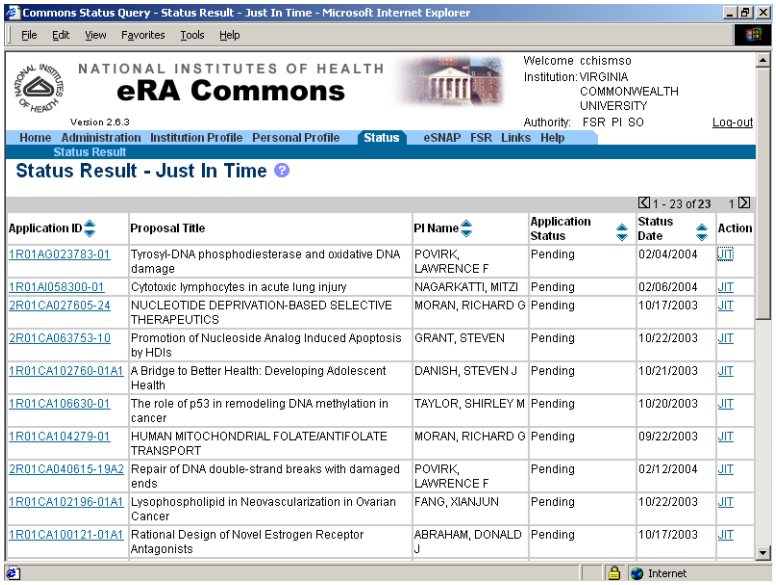

Figure 5. 14 Status Result – Just In Time (STA4025).

Pending Progress Report

A noncompeting grant progress report, the Pending Progress Report is submitted by grantees to report progress and continue funding for a grant's out years.

To search for Pending Progress Reports:

- Select the **Status** tab and from the Status menu, select the **Pending Progress Report** hypertext link.

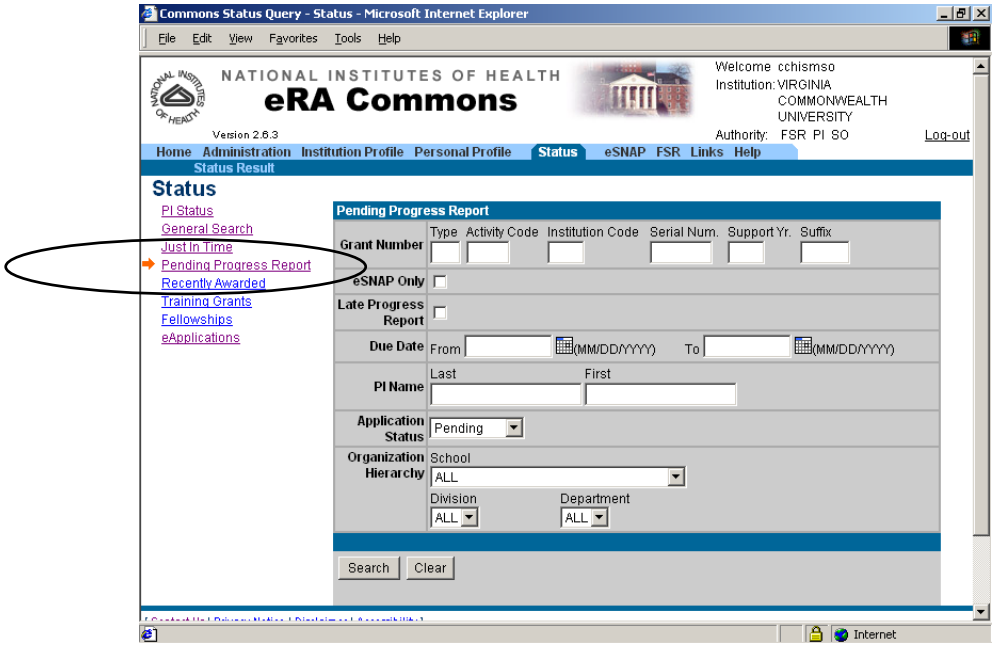

Figure 5. 15 Pending Progress Report Screen (STA4026).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Pending Progress Report Screen displays, the Progress Report hypertext link is available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Pending Progress Report

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Progress Report directly from the Hit List.

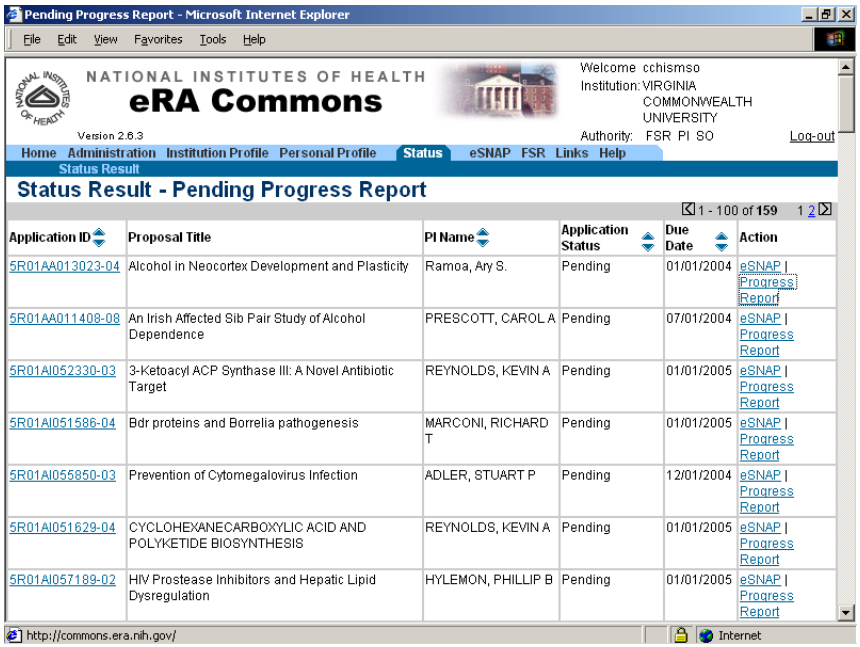

Figure 5. 16 Status Result – Pending Progress Report (STA4027).

Recently Awarded

To search for Recently Awarded applications:

- Select the **Status** tab and from the Status menu, select the **Recently Awarded** hypertext link.

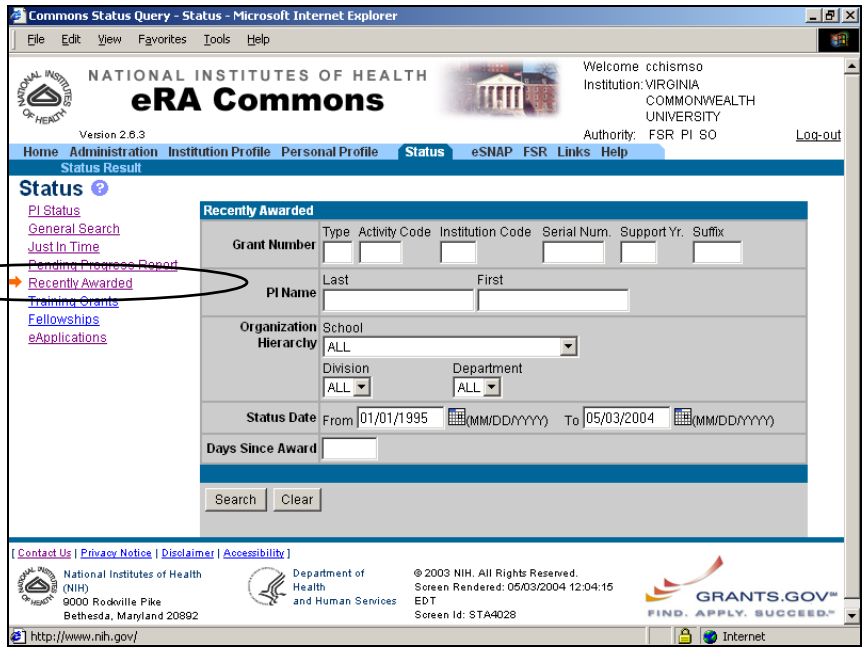

Figure 5. 17 Recently Awarded (STA4028).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Recently Awarded Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Recently Awarded

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options.

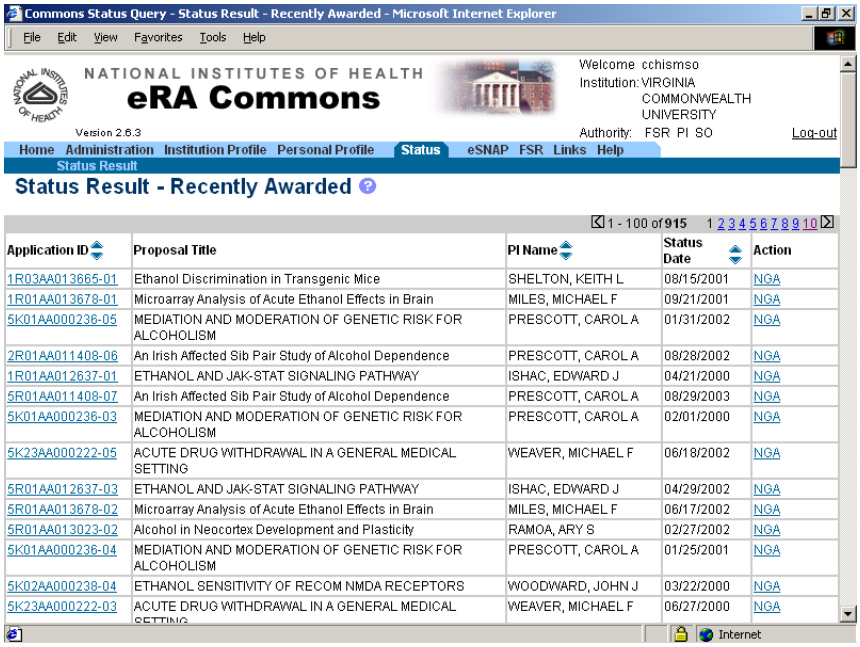

Figure 5. 18 Status Result – Recently Awarded (STA4029).

Training Grants

To search for Training grant applications:

- Select the **Status** tab and from the Status menu, select the **Training Grants** hypertext link.

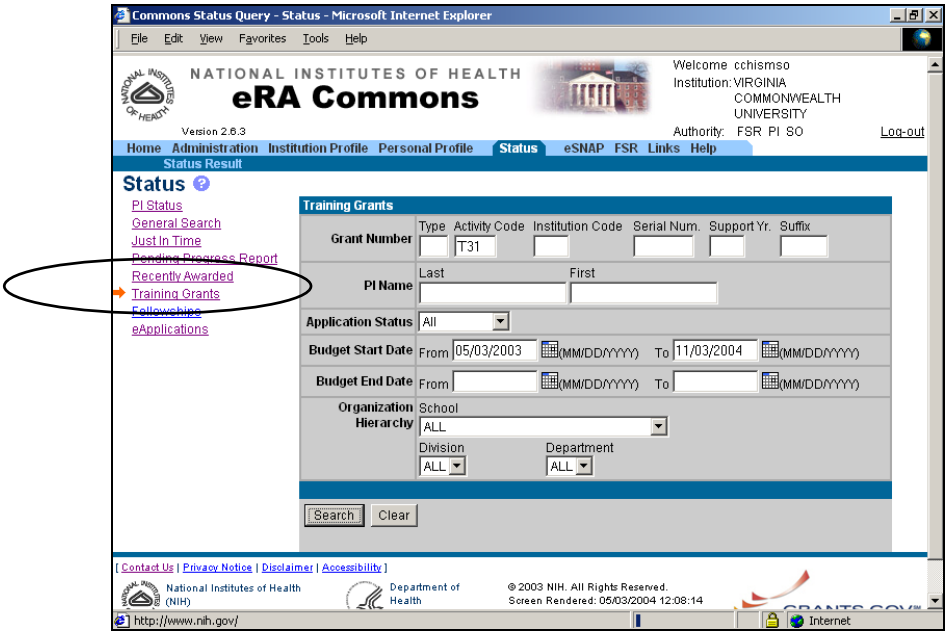

Figure 5. 19 Training Grants Screen (STA4030).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Training Grants Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Training Grants

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options.

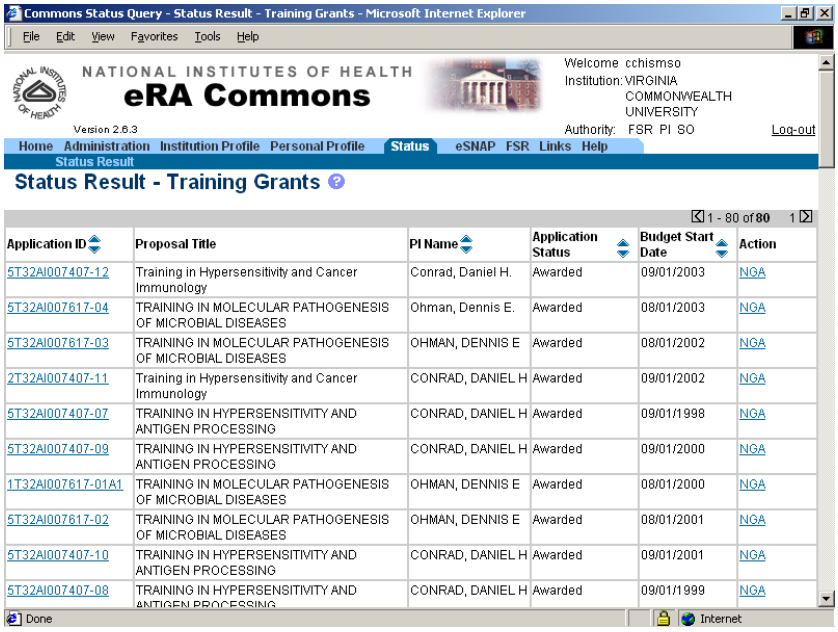

Figure 5. 20 Status Results – Training Grants.

Fellowships

To search for Fellowship applications:

- Select the **Status** tab and from the Status menu, select the **Fellowships** hypertext link.

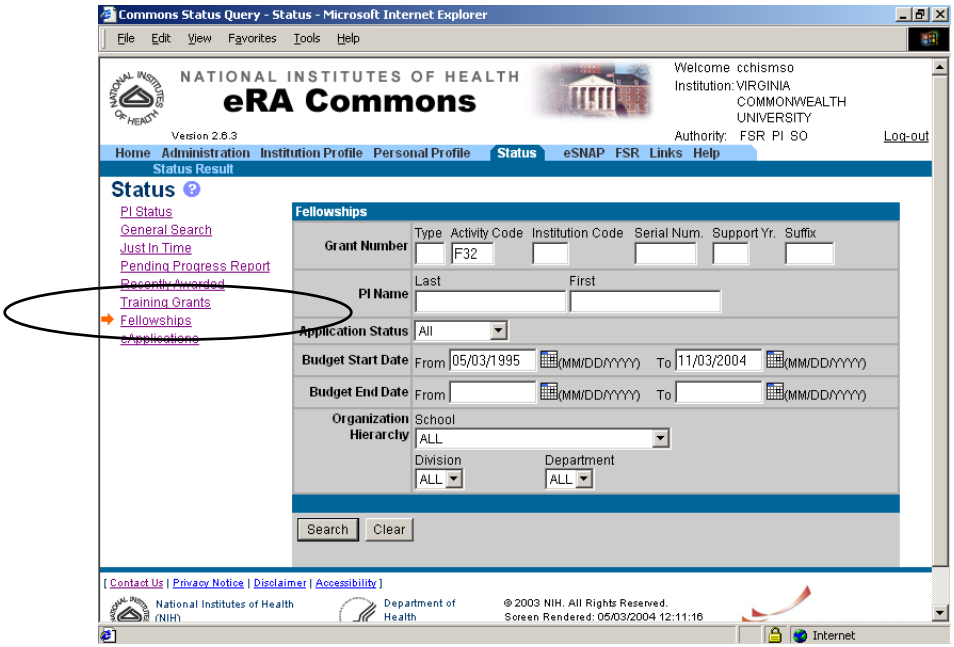

Figure 5. 21 Status – Fellowships (STA4032).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Fellowships Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Fellowships

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Fellowship report directly from the Hit List.

Figure 5. 22 Status Result – Fellowships.

- Click the **Fellowship** hypertext link to view the Fellowship PHS 416-9 Report.

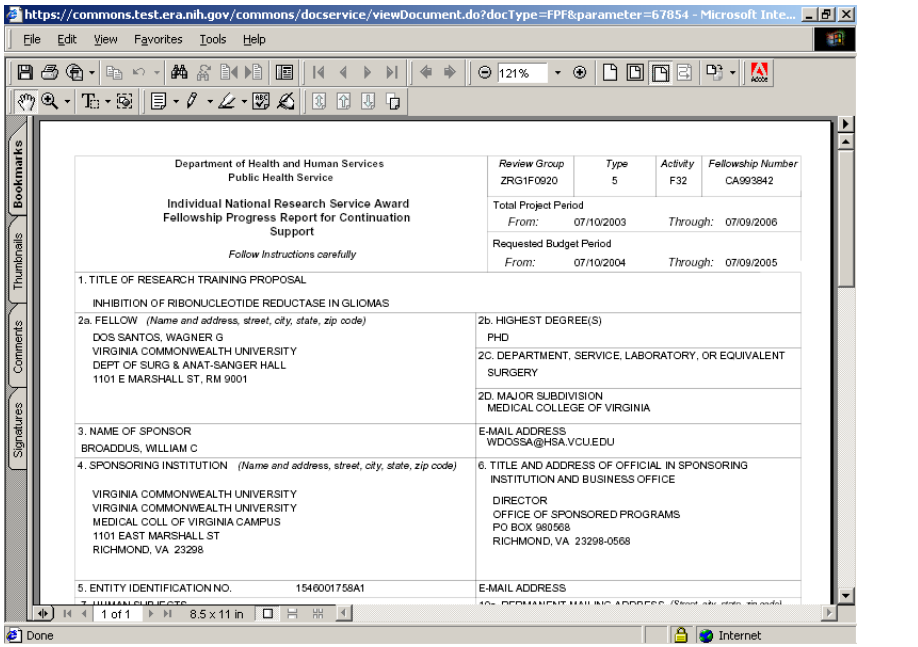

Figure 5. 23 Fellowship Report.

eApplications

The eApplications Screen (STA4034) allows the PI or SO to verify an eSubmission and to search for applications that were submitted electronically through CGAP.

- Select the **Status** tab and from the Status menu, select the **eApplications** hypertext link.

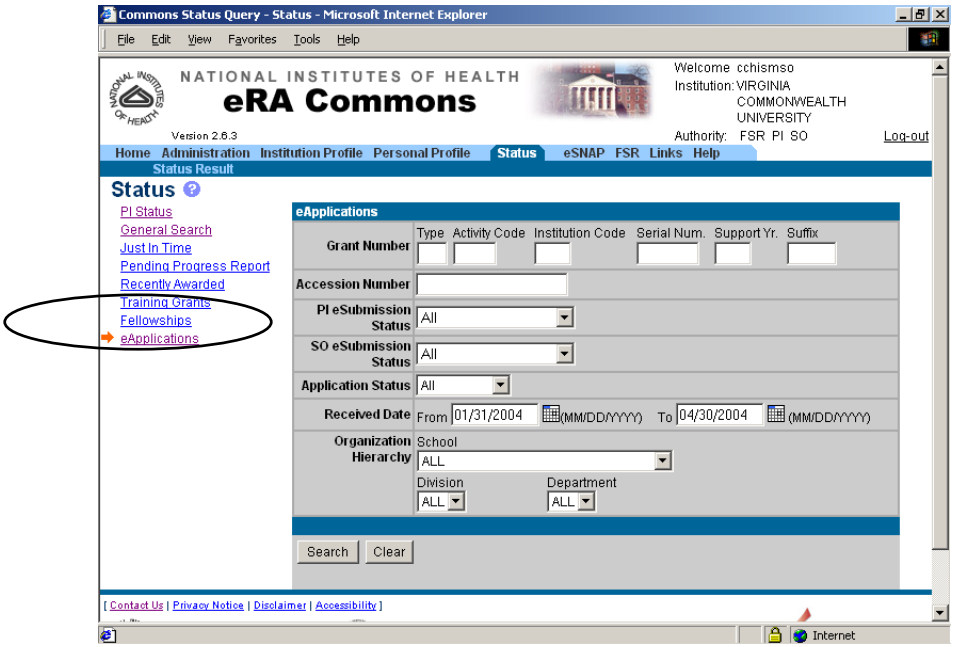

Figure 5. 24 eApplications Screen (STA4034).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – eApplications Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Results - eApplication

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch application specific functionality such as the Transmittal Sheet directly from the Hit List.

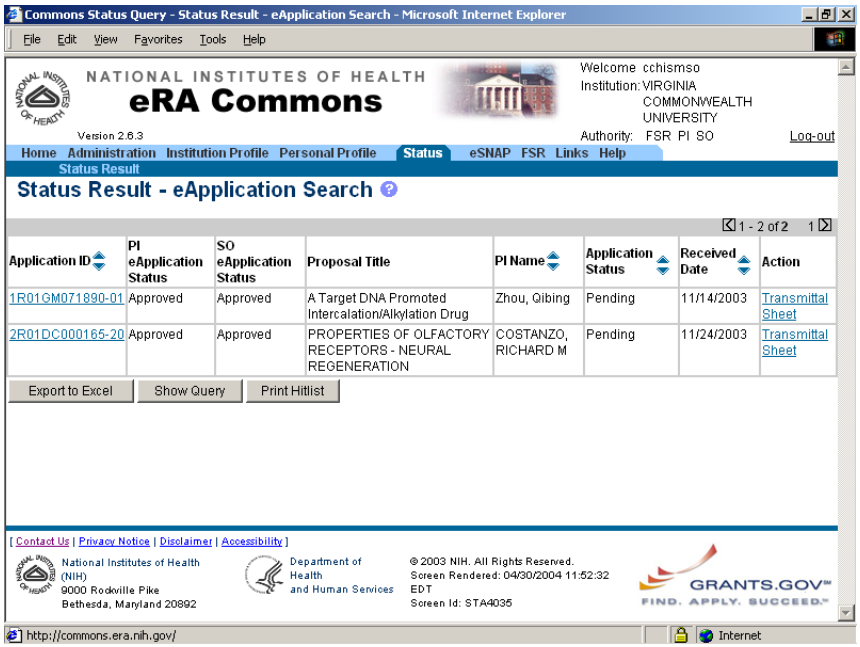

Figure 5. 25 Status Result – eApplication (STA4035).

PI Name

The PI Name consists of two (2) fields, the Last name and First name of the Principal Investigator. Wildcards are used to perform a search. For example:

- Enter the PI's name (e.g., Peters)
- The Hit List displays Peters, Petersen, Peterson, Petersson, etc.

NOTE: The Status module supports automatic use of the wildcard character **%**; however, this character should never be used alone.

Application Status

This field is used to search for grants based on the current status of the grant within the grant life cycle. More than one status code is included in a "status group."

- Click the drop-down list button to view the options.
- For the Pending Progress Report select "Pending" from the Application Status drop down list.

Entering Dates

All dates such as, Budget Start Dates and Due Dates, are entered using the format **MM/DD/YYYY**.

- Alternatively, select the Calendar icon to access a Calendar window where the desired date can be selected.

Organizational Hierarchy

The Organizational hierarchy applies only to institutions of higher education, which contains a hierarchical structure consisting of the School (Major Component Category), Division, and Department Name.

- Use the drop-down list button under the **School** category and select one of the available listings for the default Institution.

Status Result – General Search

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch application specific functionality such as the NGA, eSNAP, Just-in-Time (JIT), and project extensions directly from the Hit List. Electronic applications submissions to the NIH are available through the Status module as well.

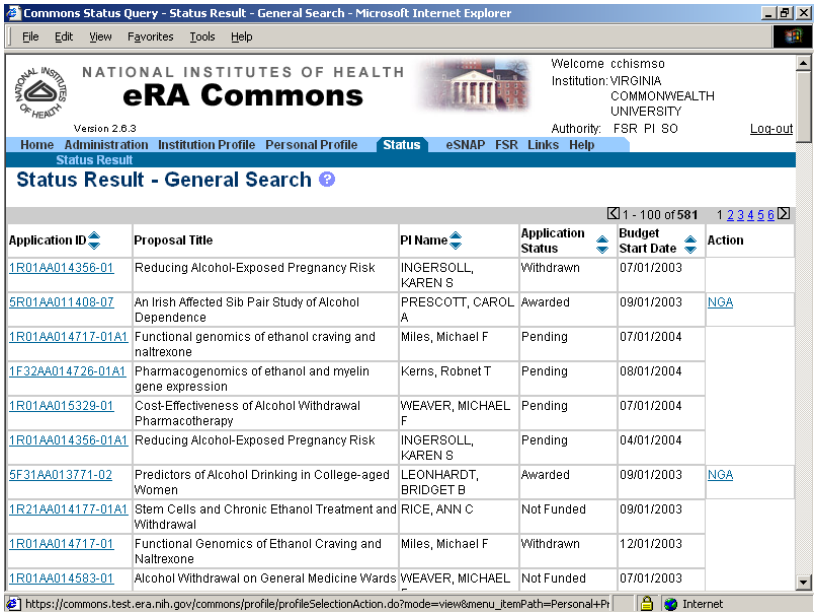

Figure 5. 2 General Search – Hit List (STA4023).

NOTE: **Hypertext** links are provided to access additional reference documents/information. For more information, see the individual headings described below.

Sorting the Hit List

The default sort order is by grant number; however, sort icons are provided above each column to sort the records.

- Click the up or down arrow to sort by descending or ascending order.
- Click the right 1 - 6 of 6 1 arrow key to move to the next page when a query exceeds the page maximum.

General Search Screen Related Links and Documents

Once a query is executed and the Status Result – General Search Screen displays, the following hypertext links are available.

Status Information

The Status Results Hit List provides a listing of grant numbers as hypertext links. Selecting a grant number launches the Status Information Screen (STA4002), which displays general grant information, status history, contacts and more for the selected grant number.

- Select the **grant number** hypertext link to access Status Information for the selected grant.

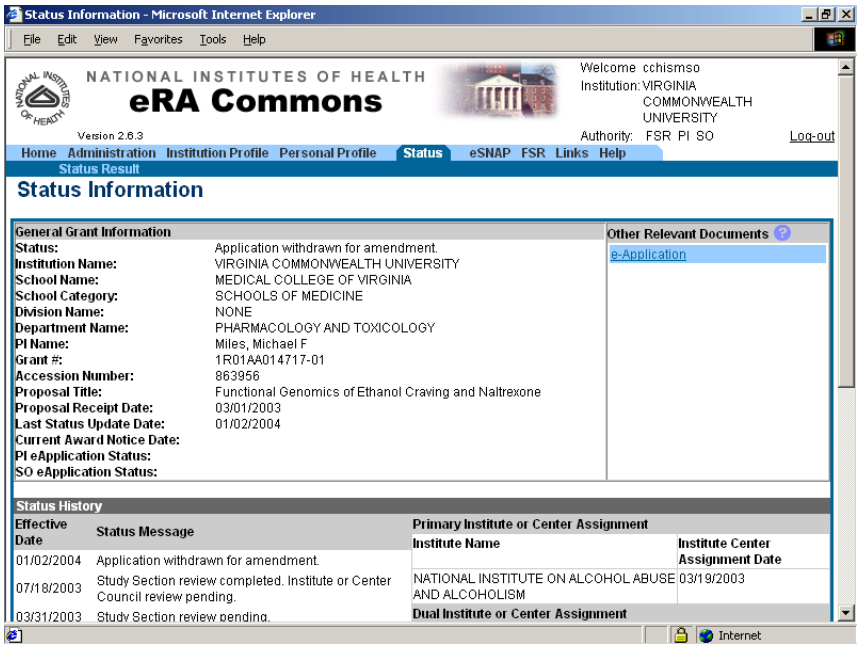

Figure 5. 3 Status Information (STA4002).

- Scroll to the bottom of the page and select the **Back** hypertext link to return to the Status Results Hit List (STA4023).

Other Relevant Documents

The Other Relevant Documents section displays varying documents based on the status of the selected grant in the form of hypertext links.

- Select the **eApplication** hypertext link for access.

Notice of Grant Award (NGA)

The NGA is the official grant award document notifying the grantee and others that a grant has been made. The NGA contains or refers to all terms and conditions of the grant, and provides the documentary basis for recording the obligation of Federal Funds in the agency's accounting system.

- Selecting the **NGA** hypertext link from the Status Results Hit List launches a Word version of the Notice of Grant Award.

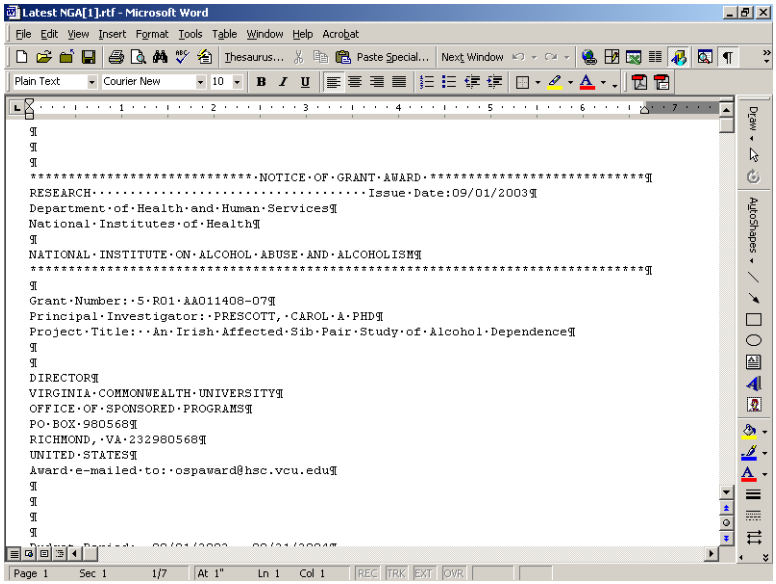

Figure 5. 4 Notice of Grant Award (NGA).

NOTE: Before the NGA displays, an option is provided to view the document or save it to disk.

eSNAP

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. Accessible from the General Search Hit List, eSNAP allows users user to select an old or new form type for an Inclusion Enrollment report with an unknown form type. Notifications are sent to the AO/SO/PI when submitting an eSNAP.

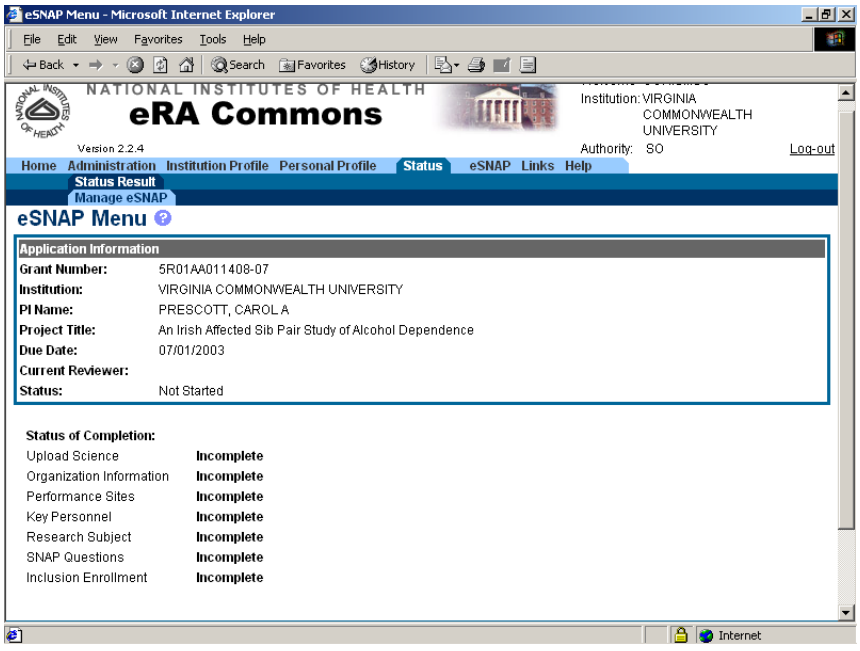

Figure 5. 5 Manage eSNAP (ESP7003).

Progress Report

Grantees may submit a progress report to the awarding component's Grants Management Office to continue support on a grant. Progress reports must be submitted annually, two months before the beginning date of the next budget period. Grantees can determine which progress reports are due.

- Select the **Progress Report** hypertext link to generate the Grant Progress Report.

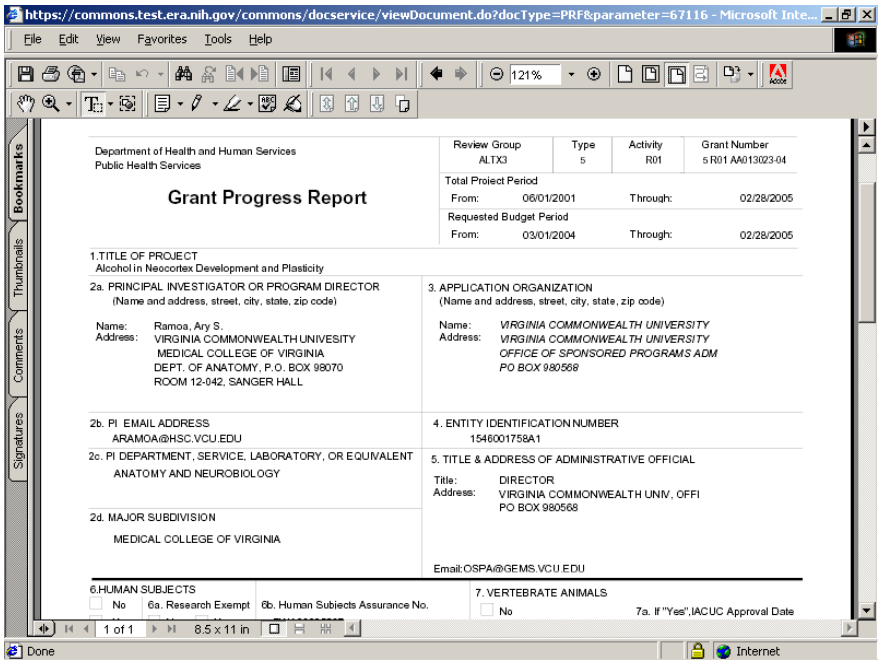

Figure 5. 6 Grant Progress Report.

Project Extensions

Grantee Institutions may electronically submit their notification for a no-cost extension from the Extension Screen (STA4039). Project Extensions may be performed automatically *one-time only* by the Signing Official (SO) no earlier than 90 days before the end of the project and no later than the end date.

- Select the **Extension** hypertext link from the Status Results Hit List to launch the Project Extensions Screen.

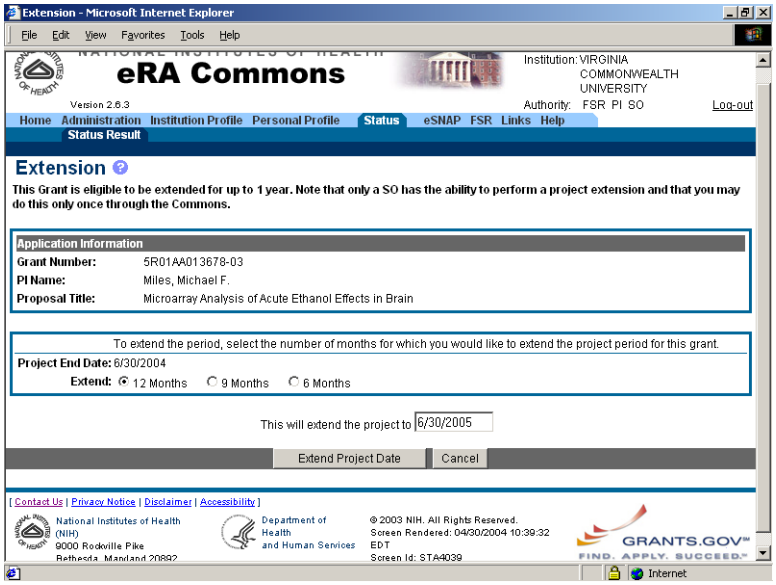

Figure 5. 7 Extension Screen (STA4039).

Grantees may extend the final budget period of the project period *one* time for a period of up to 12 months beyond the original expiration date, shown in the Notice of Grant Award (NGA), when the following conditions are met:

- If no additional funds are required to be obligated be the NIH awarding office.
- If there will be no change in the project's originally approved scope, and;
- If any *one* of the following applies.
    1. Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.
    2. Continuity of NIH grant support is required while a competing continuation application is under review.
    3. The extension is necessary to permit an orderly phase out of a project that will not receive continued support.

NOTE: The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.

Process

In extending the final budget period of the project period, the grantee agrees to update all required certifications, including human subjects and animal welfare, in accordance with applicable regulations and policies.

Grantees may not extend project periods previously extended by the NIH awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires NIH prior approval.

NOTE: Project extensions may be performed automatically through the NIH eRA Commons one time only by the SO.

Submitting

To submit the Project Extension:

- Enter the project extension date.
- Click the Extend Project Date button

Figure 5. 8 Extension Confirmation (STA4040).

- Click Confirm to complete the project extension transaction.

Upon notification, the NIH awarding office will revise the project period ending date and provide an acknowledgement to the grantee.

Just-In-Time (JIT)

Prior to award, Just In Time (JIT) information for Other Support Documentation, IACUC, IRB, and Human Subjects Education may be submitted through the NIH eRA Commons when requested by NIH.

- Select the **JIT** hypertext link from the Status Results Hit List to retrieve the JIT data from the database of the adjacent grant.

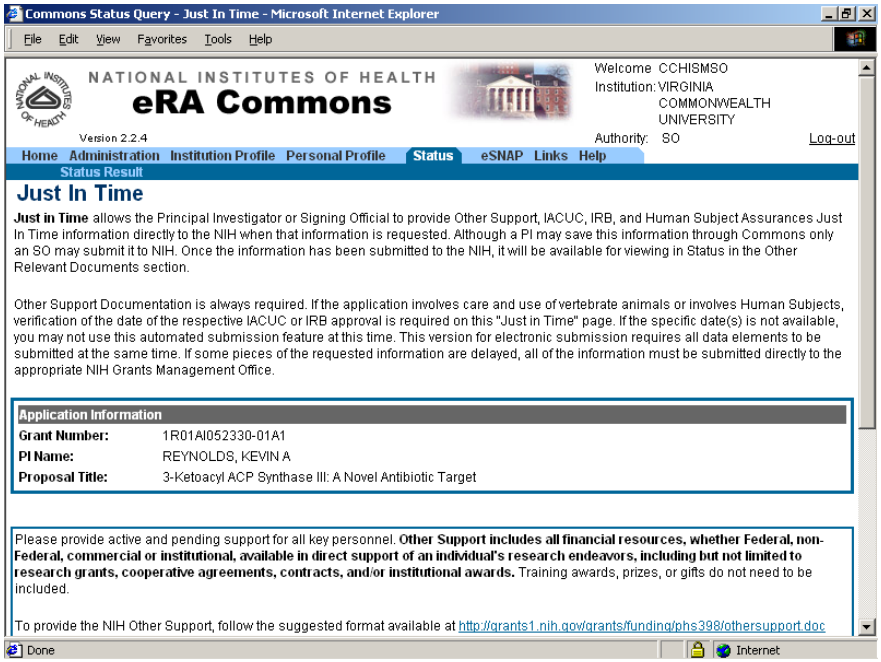

Figure 5. 9 Just In Time Screen (STA4038).

Only Signing Officials (SO) may submit JIT information, with only *one* opportunity to submit JIT information automatically through the NIH eRA Commons.

- Other Support is always required.
- IACUC and IRB dates are also required when the application involves animal or human subjects.
- Human subjects education information is required for new key personnel on grants involving human subjects.
- Click the **Status Result** sub-menu option to return to the Status Result-General Search Screen (Hit List).

NOTE: The JIT feature is available directly from the General Search - Status Screen (STA4022) as a query screen that retrieves grants with JIT links. For more information, see the heading Just-In-Time (JIT) on page 78.

The JIT may be saved to a local directory or uploaded using the Import option.

Project Extensions

Signing Officials may submit a Project Extension automatically to the NIH. Extensions may be performed no earlier than 90 days prior to the end date of the project and no later than the end date. The change will take affect immediately upon submission.

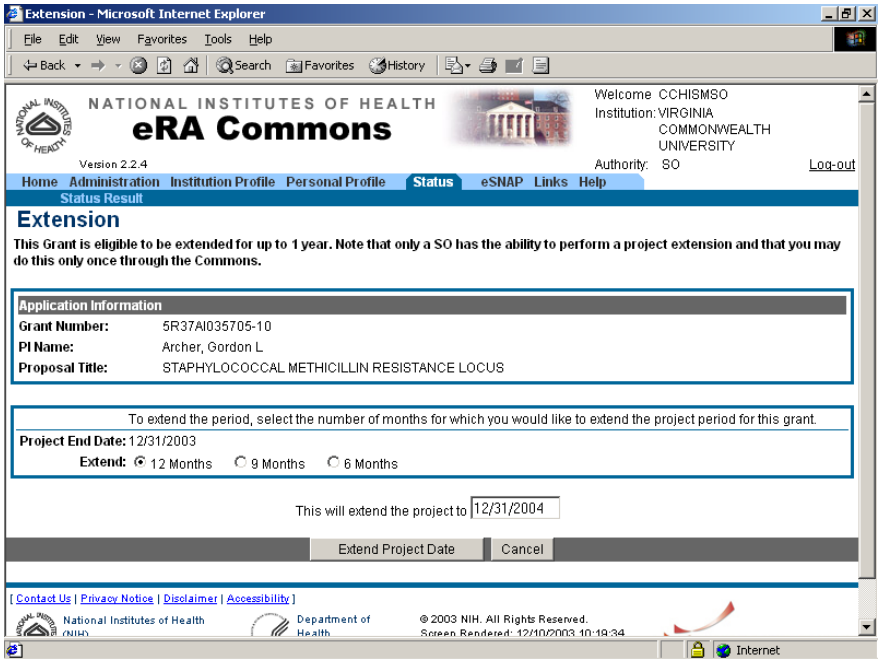

Figure 5. 10 Project Extension.

eSubmissions

The Electronic Submissions screen allows PI or SO to verify eSubmissions. The status of submitted applications can be queried, tracked and reviewed.

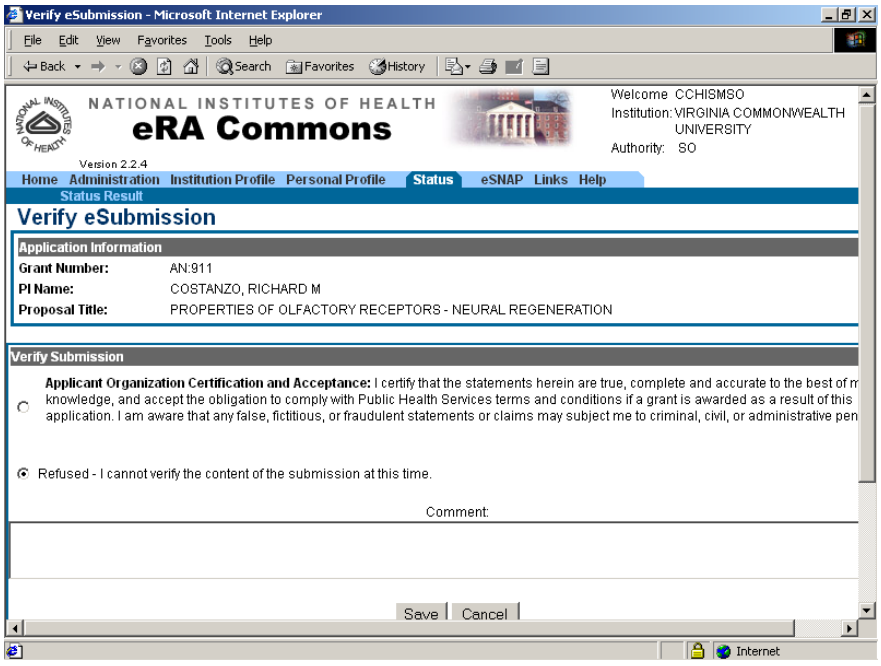

Figure 5. 11 Verify eSubmission.

NOTE: The IPF option is only displayed for NCAA Access. When displayed the NCAA User must enter the exact IPF value for this query.

PI Status

The PI Status option allows PI's to view the status of proposals where they are listed as the PI. Accessing the **PI Status** hypertext link launches a search for applications related to PI that's logged-in.

- Select the **Status** tab and from the Status menu, select the **PI Status** hypertext link.

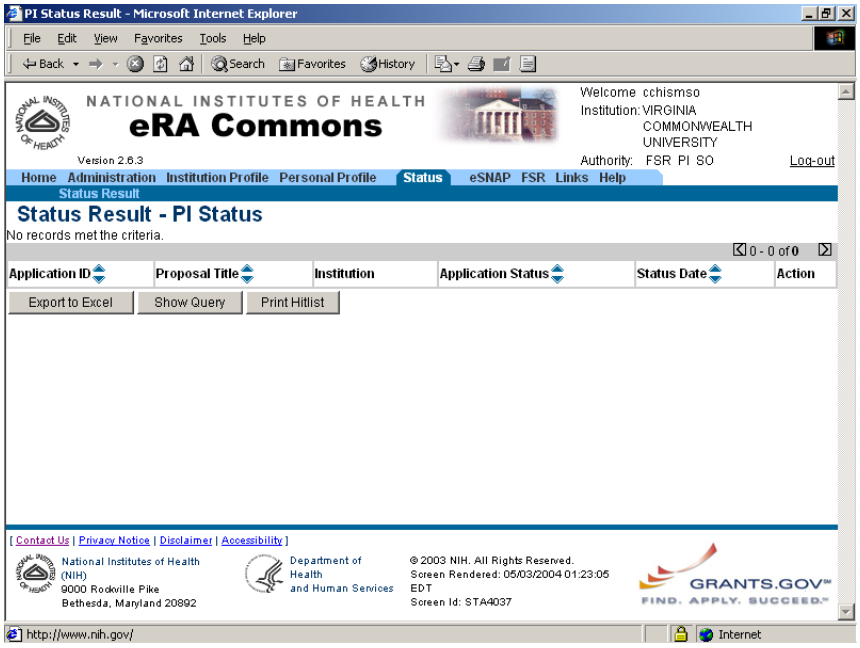

Figure 5. 12 Status Result – PI Status (STA4037).

Just-In-Time (JIT)

Just-In-Time is an application timeframe requiring applicants to send information to the NIH only if an award is likely. Used for other support information such as IACUC certification, certification of IRB approval, and Human Subjects Assurance, JIT allows the PI or SO to provide information directly to the NIH when that information is requested.

To search for JIT applications:

- Select the **Status** tab and from the Status menu, select the **Just In Time** hypertext link.

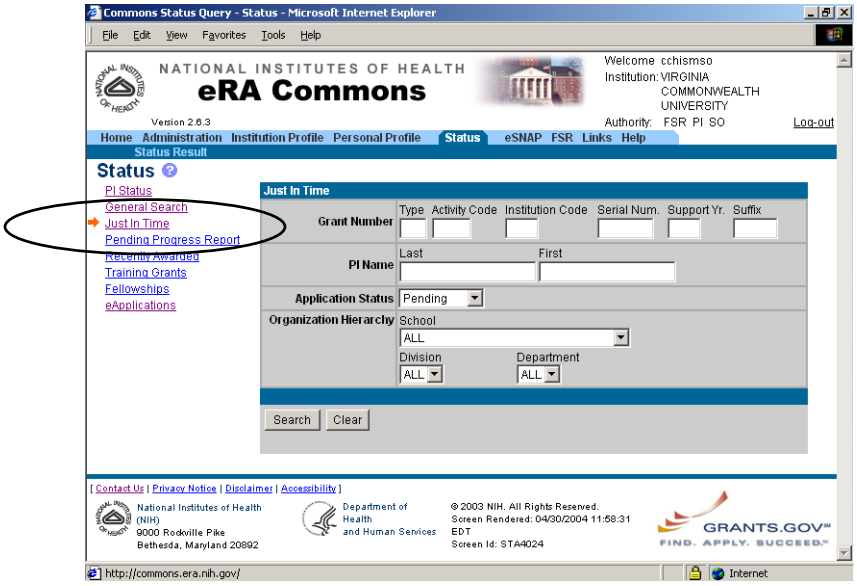

Figure 5. 13 NIH eRA Commons Status Just-In-Time Screen (STA4024).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Just-In-Time Screen displays, the JIT hypertext link is available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Just-In-Time

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Just-in-Time (JIT) Screen (STA4038) directly from the Hit List.

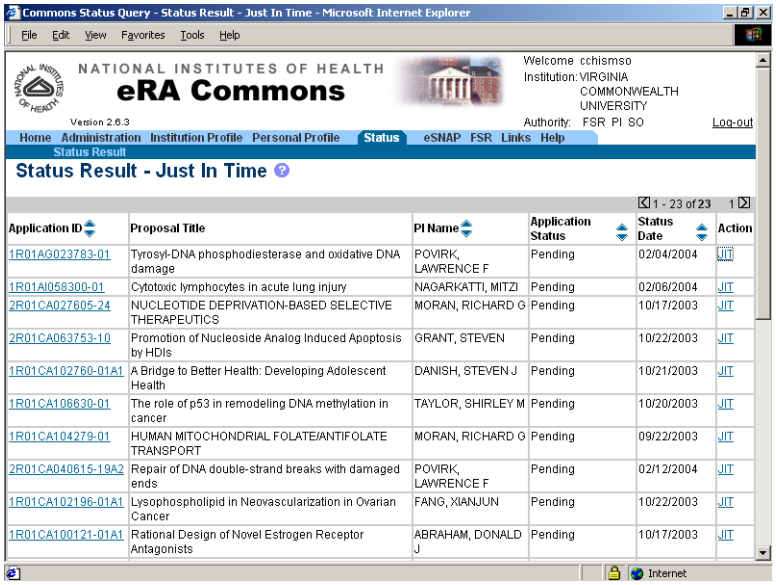

Figure 5. 14 Status Result – Just In Time (STA4025).

Pending Progress Report

A noncompeting grant progress report, the Pending Progress Report is submitted by grantees to report progress and continue funding for a grant's out years.

To search for Pending Progress Reports:

- Select the **Status** tab and from the Status menu, select the **Pending Progress Report** hypertext link.

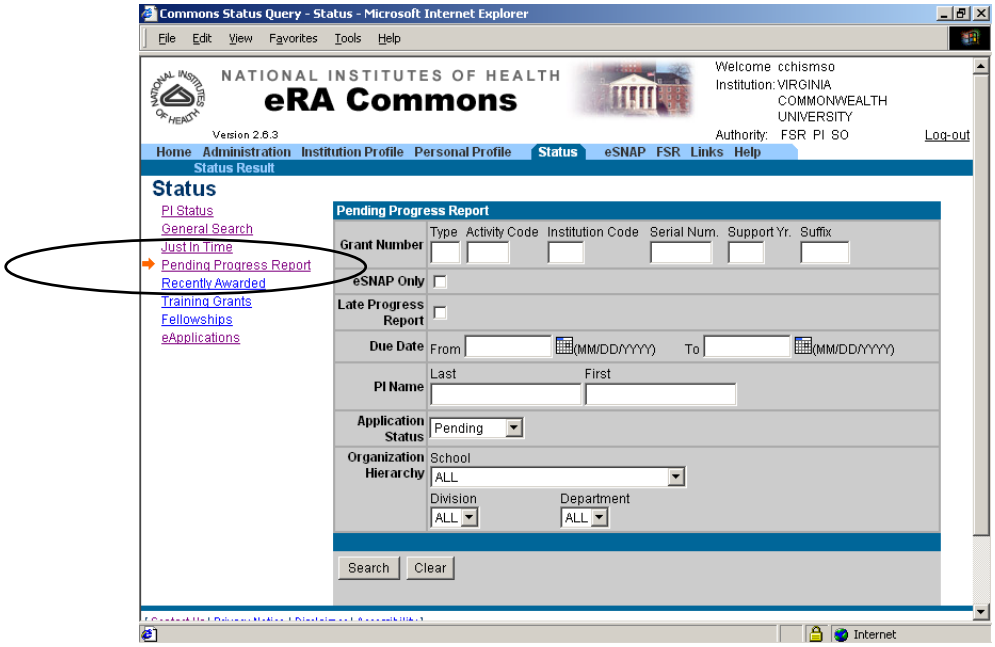

Figure 5. 15 Pending Progress Report Screen (STA4026).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Pending Progress Report Screen displays, the Progress Report hypertext link is available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Pending Progress Report

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Progress Report directly from the Hit List.

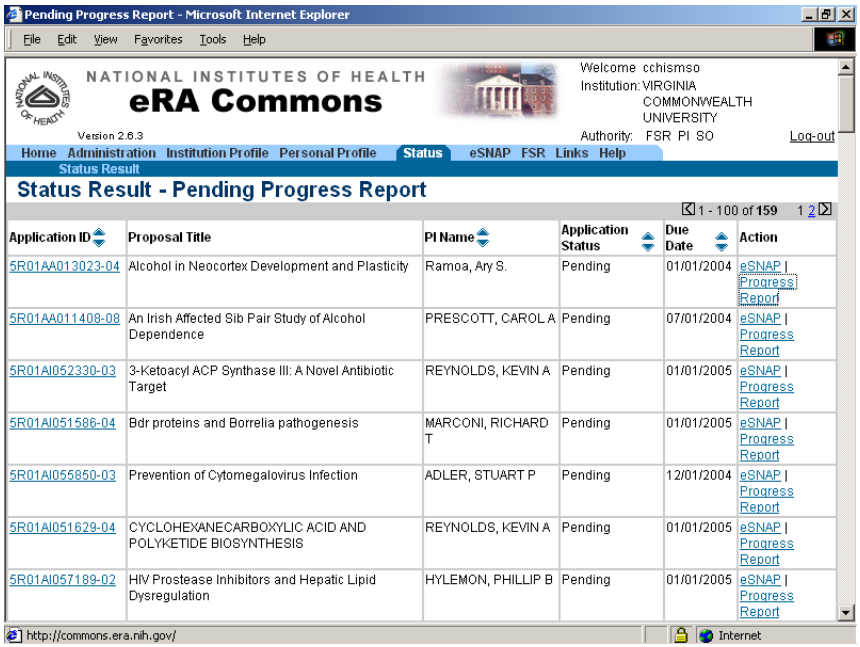

Figure 5. 16 Status Result – Pending Progress Report (STA4027).

Recently Awarded

To search for Recently Awarded applications:

- Select the **Status** tab and from the Status menu, select the **Recently Awarded** hypertext link.

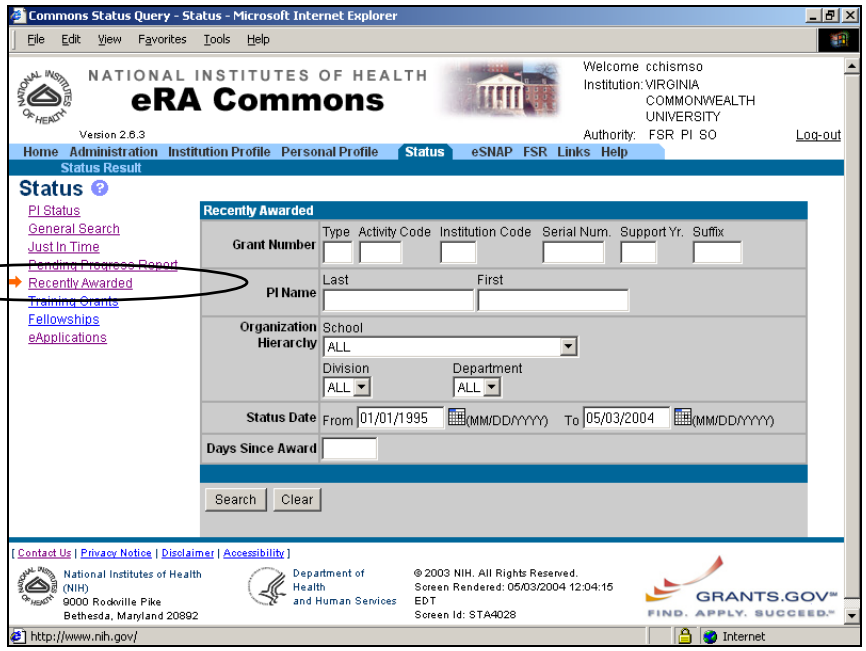

Figure 5. 17 Recently Awarded (STA4028).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Recently Awarded Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Recently Awarded

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options.

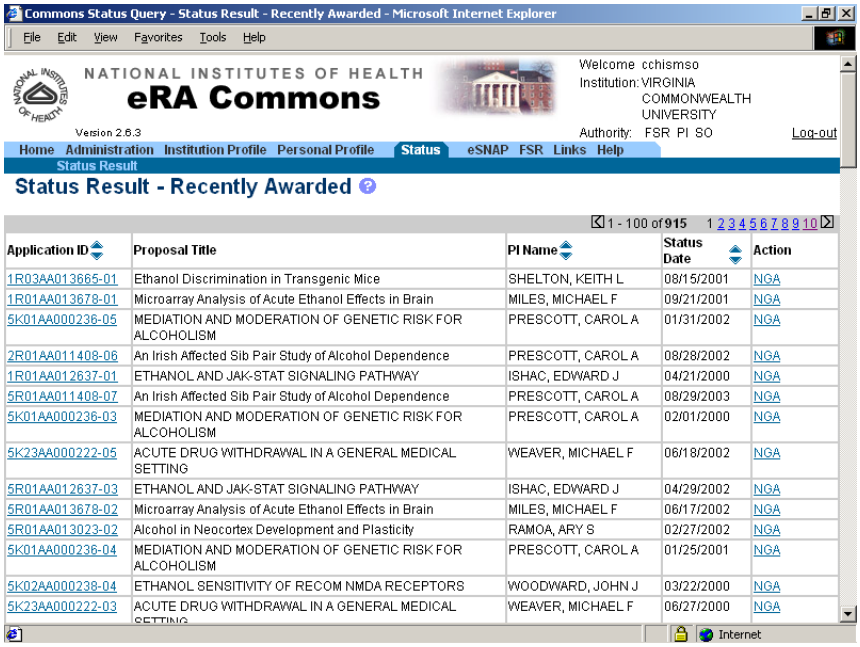

Figure 5. 18 Status Result – Recently Awarded (STA4029).

Training Grants

To search for Training grant applications:

- Select the **Status** tab and from the Status menu, select the **Training Grants** hypertext link.

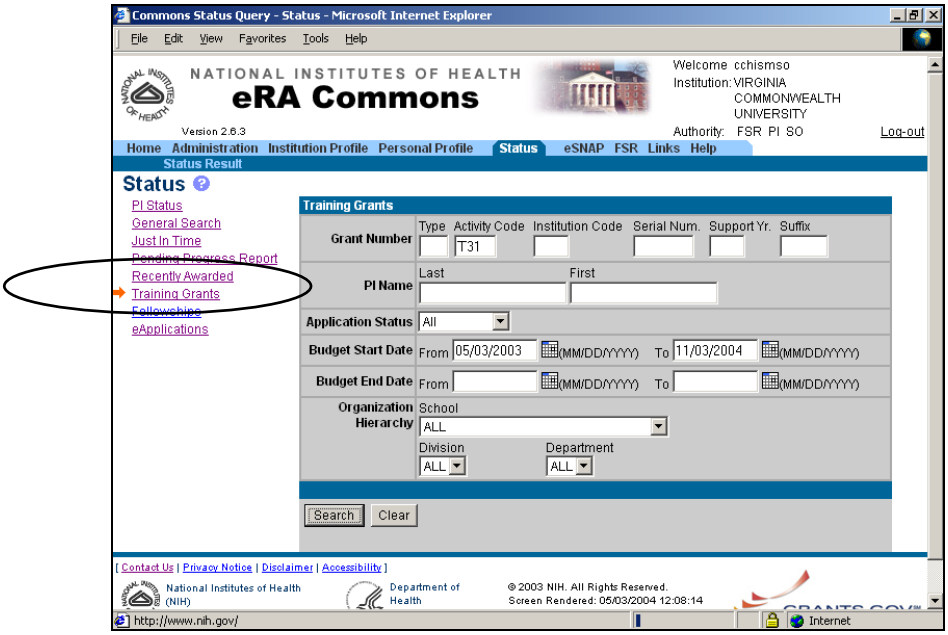

Figure 5. 19 Training Grants Screen (STA4030).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Training Grants Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Training Grants

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options.

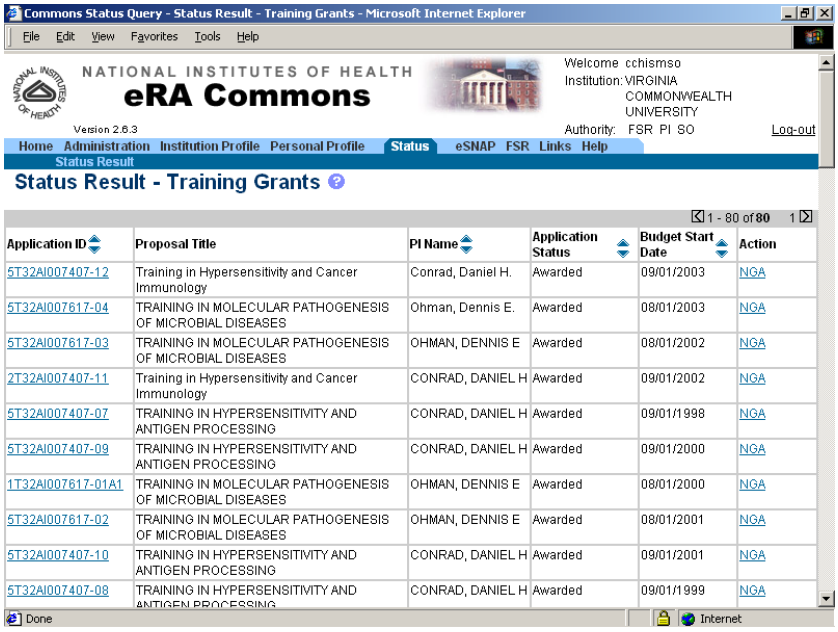

Figure 5. 20 Status Results – Training Grants.

Fellowships

To search for Fellowship applications:

- Select the **Status** tab and from the Status menu, select the **Fellowships** hypertext link.

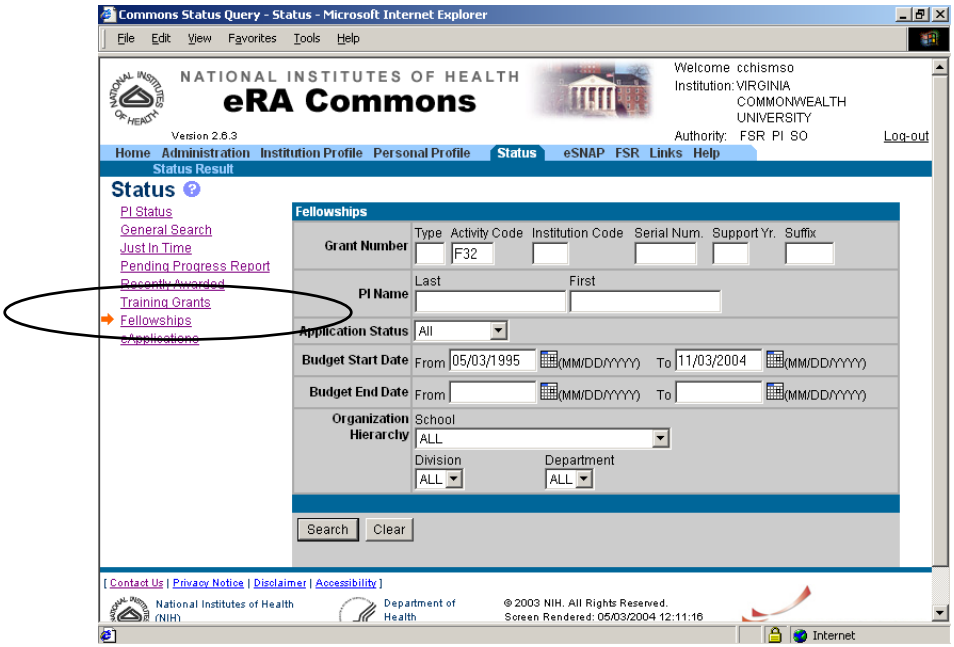

Figure 5. 21 Status – Fellowships (STA4032).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – Fellowships Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Result – Fellowships

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the Fellowship report directly from the Hit List.

Figure 5. 22 Status Result – Fellowships.

- Click the **Fellowship** hypertext link to view the Fellowship PHS 416-9 Report.

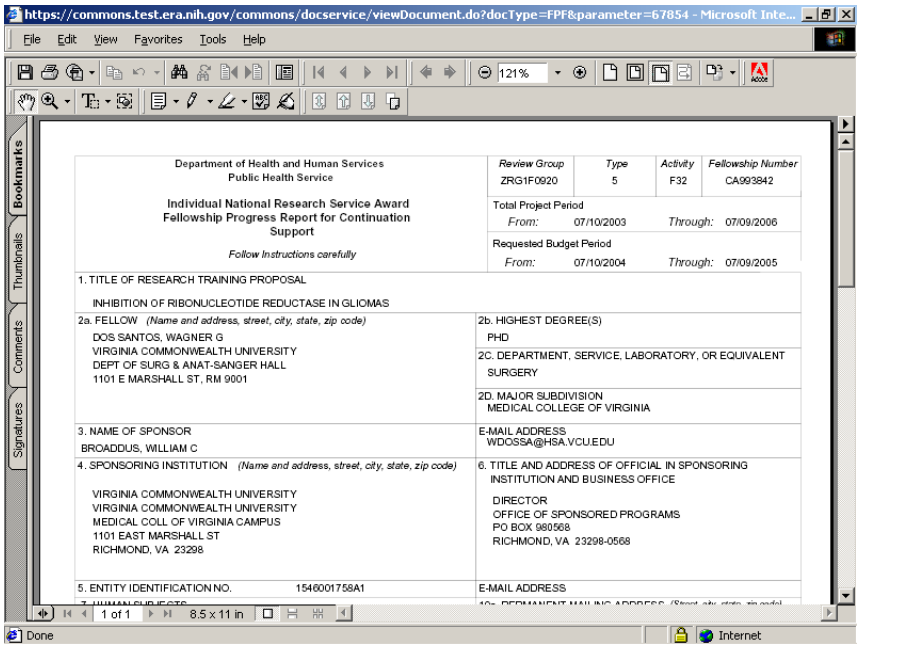

Figure 5. 23 Fellowship Report.

eApplications

The eApplications Screen (STA4034) allows the PI or SO to verify an eSubmission and to search for applications that were submitted electronically through CGAP.

- Select the **Status** tab and from the Status menu, select the **eApplications** hypertext link.

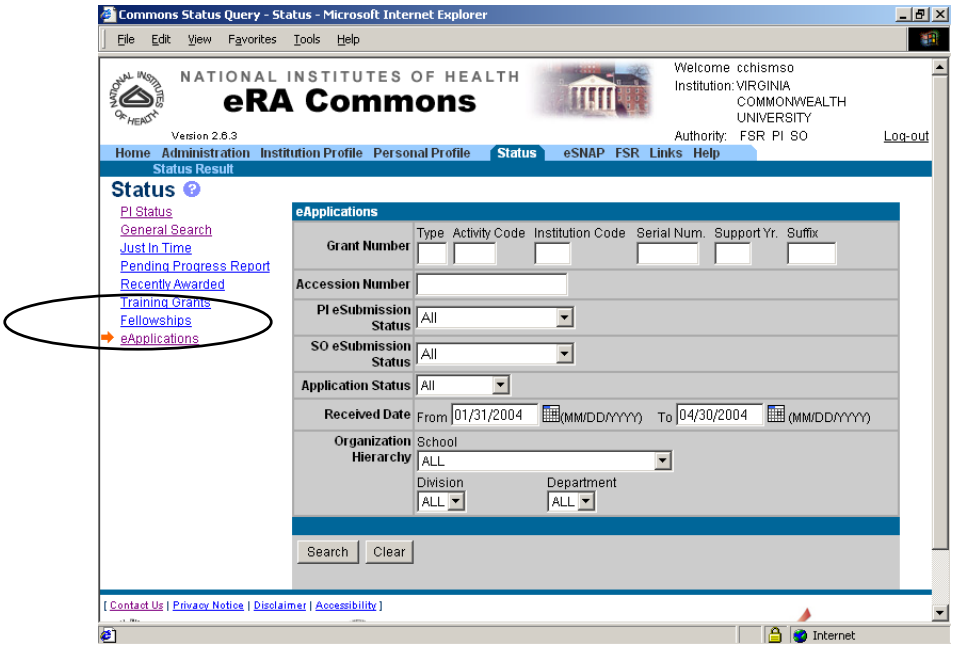

Figure 5. 24 eApplications Screen (STA4034).

- Enter query criteria.
- Click the Search button.

Once a query is executed and the Status Result – eApplications Screen displays, additional hypertext links are available. For more information on executing a query, see the heading "Performing a Query."

Status Results - eApplication

Once a query is executed the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch application specific functionality such as the Transmittal Sheet directly from the Hit List.

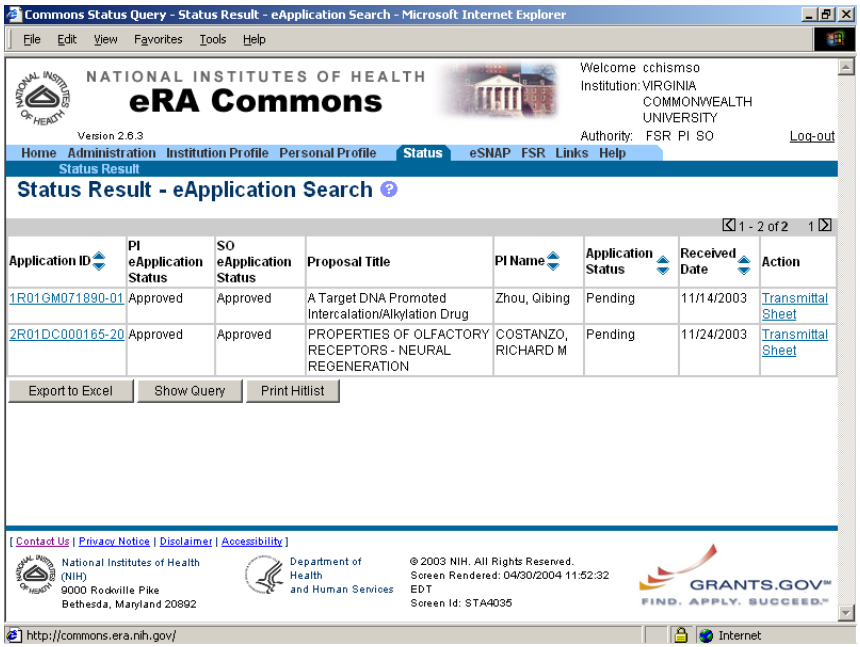

Figure 5. 25 Status Result – eApplication (STA4035).

Delegate Authority

Organizational Institutions and PIs may grant another user the authority to enter and process grant information, update their Personal Profile (PPF) information, submit eSNAP, and ensure that NIH has associated (linked) the proper NIH Support.

Delegate PI Access

The Administration Screen provides the functionality to delegate (and revoke) authority to update a user's Personal Profile information.

To access:

- Select the **Administration** tab option, then **Accounts**, then the **Delegate PI** option.

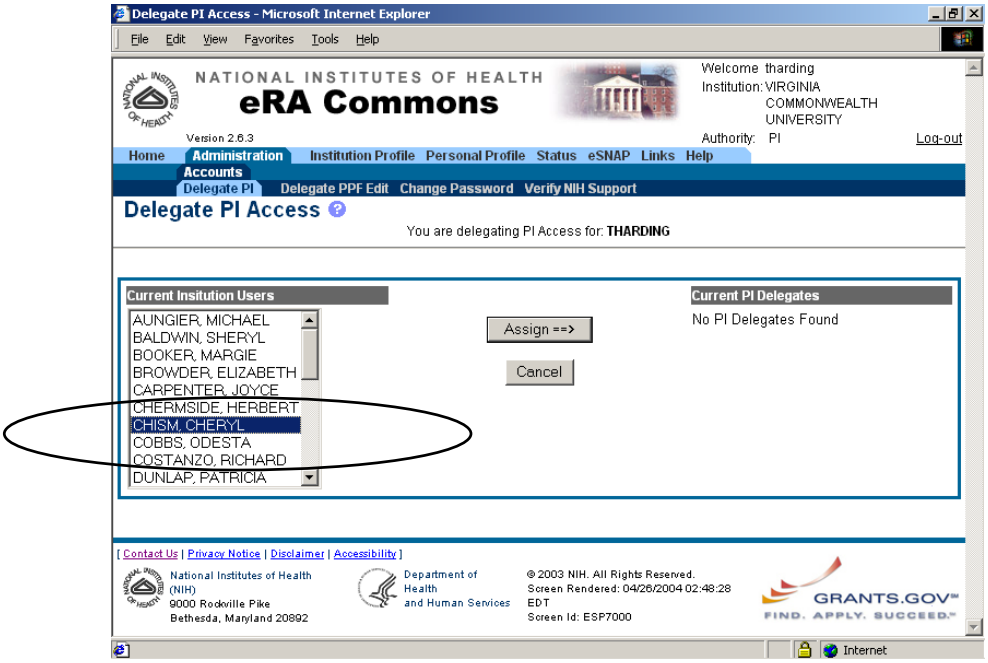

Figure 6. 1 Delegate PI Access (ESP7000).

- Select (Highlight) the authorized user from the list of "Current Institution Users."
- Click the Assign ==> button to delegate.

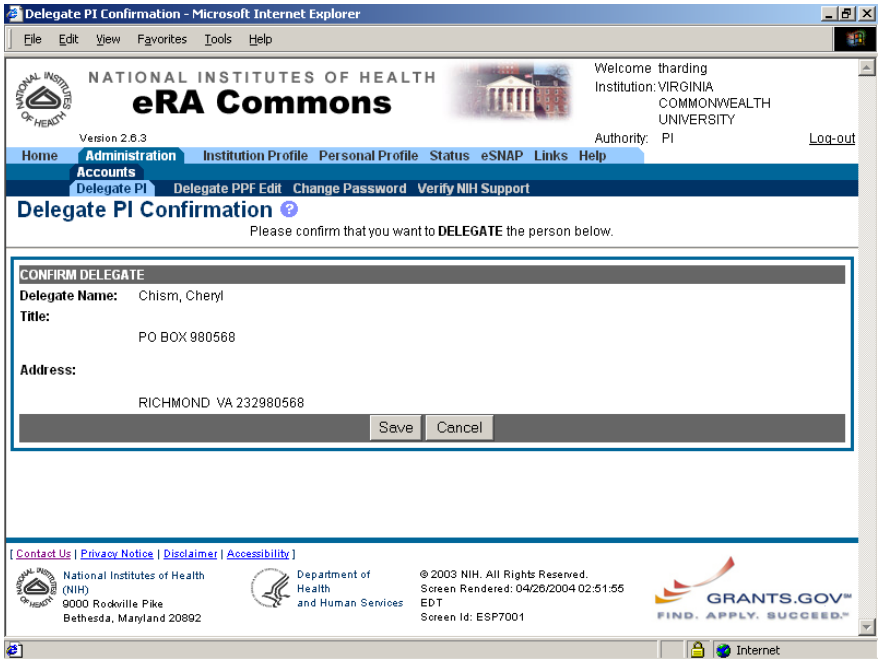

Figure 6. 2 Delegate PI Confirmation (ESP7001).

- Click Save to confirm the delegate and update the change.

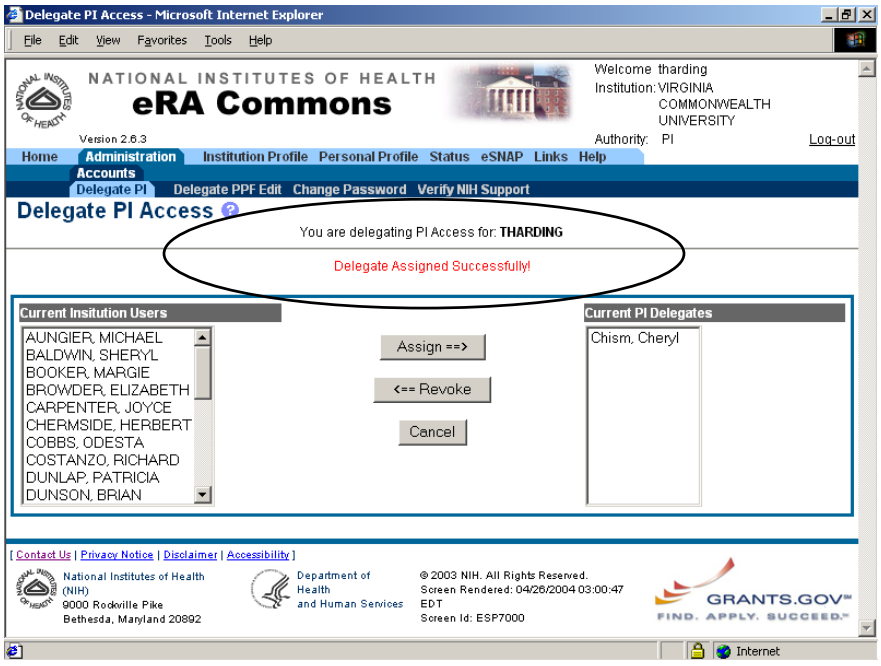

Figure 6. 3 Delegate PI Access (ESP7000).

NOTE: A conformation email will be sent to the selected delegate(s) and to the PI's registered account once the delegate function is completed.

Delegate Authority from the Maintain Account List

A query may be performed to locate a user to whom you want to delegate PI authority and for locating accounts with a current status of Not Affiliated so that you can create user accounts and create institutional affiliations. For more information on executing a query, see the heading "Performing a Query."

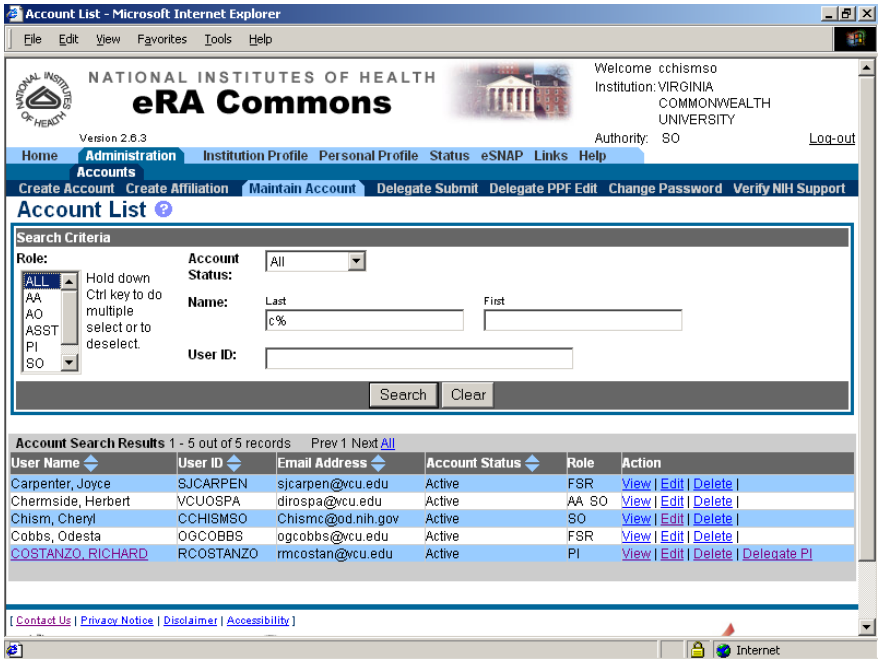

Figure 6. 4 Account List.

- Click the **Delegate PI** hypertext link adjacent to the user's name.

Revoking Personal Profile Authority

The PI Delegate authority can be revoked by selecting the desired user from the listing of "Current Institution Users."

- Select the **Administration** tab option, then **Accounts**, then the **Delegate PI** option.
- Select (Highlight) the delegate's name from the "Current PI Delegates" list.
- Click the <== Revoke button, as illustrated in Figure 6. 3.
- Click Save to confirm the removal and the selected name(s) is removed from the "Current PI Delegates" list.

NOTE: Multiple users can be selected by pressing and holding the **Ctrl** key and selecting all of the desired names.

NOTE: A conformation email is sent to the selected delegate(s) and to the PI's registered account once the revoke function is completed.

Verify PI Support

With PI authority delegated, authorized users may access the Verify PI Support module to verify and/or add the applications, committee involvement, and training applications that the NIH has on file for the PI.

- Select the **Administration** tab option, then **Accounts**, then the **Verify NIH Support** option.

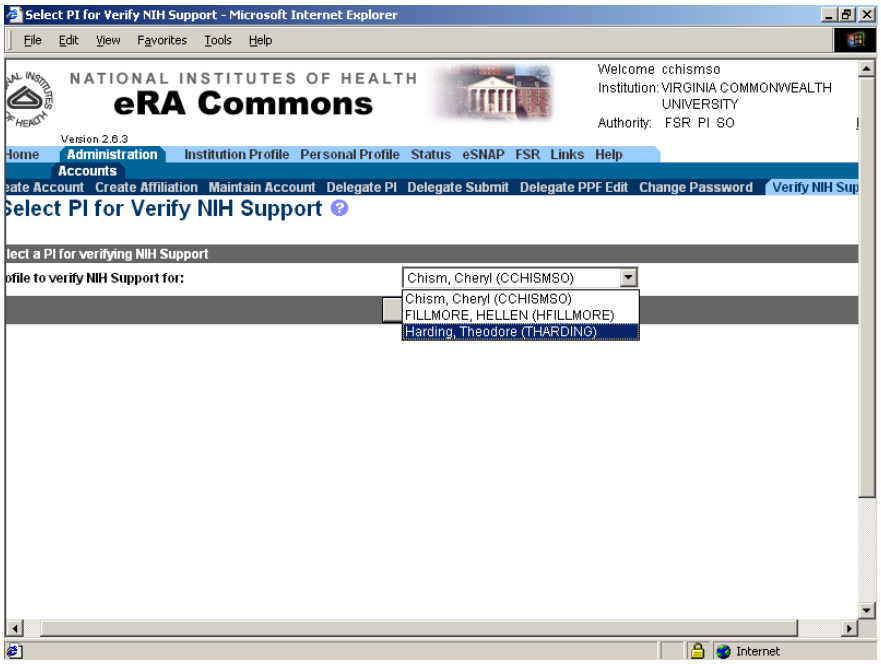

Figure 6. 5 Select PI for Verify NIH Support (PPF6033).

When the user has been granted authority by more than one PI:

- Click the drop-down list icon and select the desired person's name.
- Click the Select Profile button

No Awarded NIH Support or Committee Involvement Exist

When the PI's awarded grants or committee involvements do not display, a search can be performed to add the NIH Support to the PI's profile.

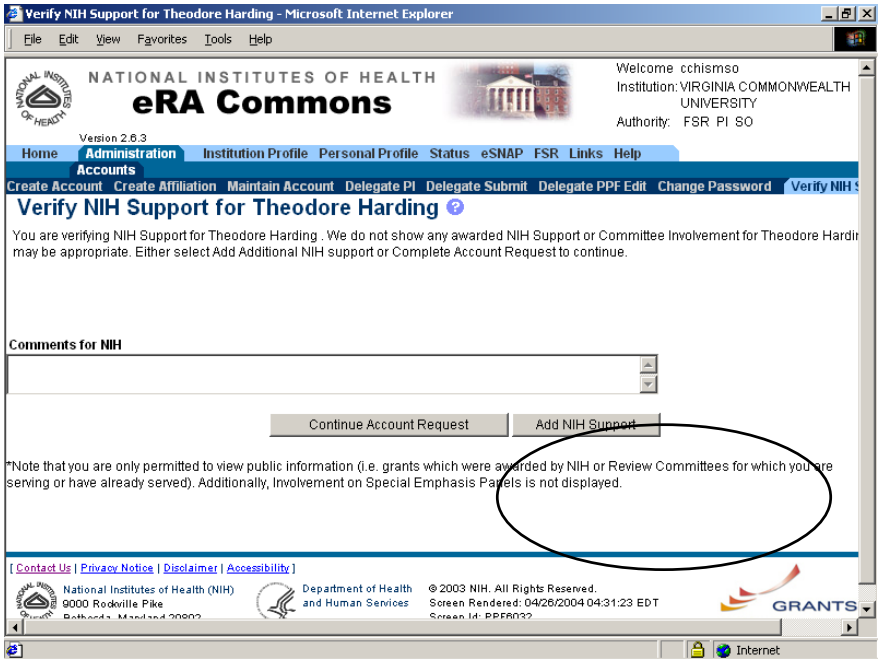

Figure 6. 6 Verify NIH Support (PPF6032).

- Click the Add NIH Support button to access the Add NIH Support Screen (PPF6030).

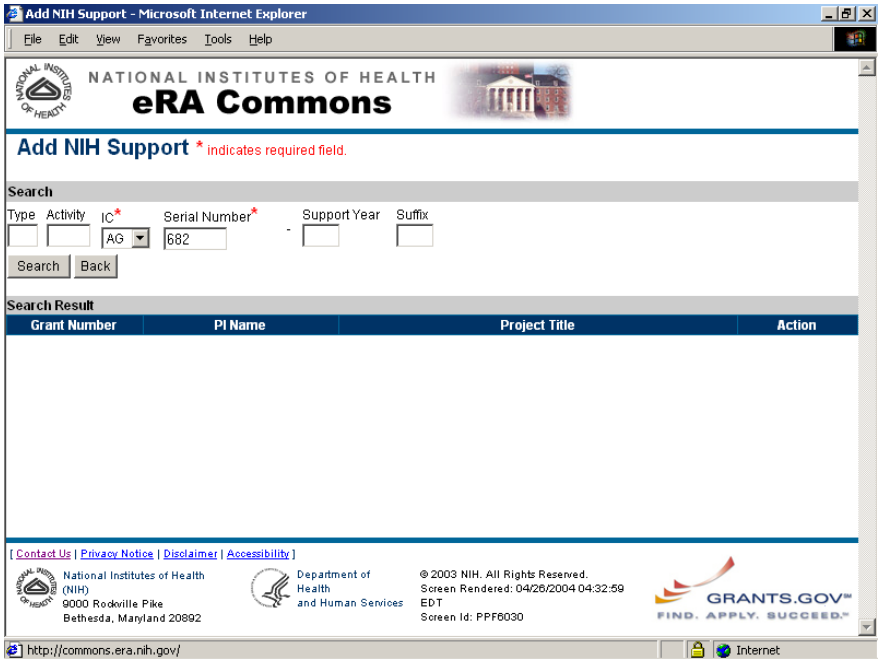

Figure 6. 7 Add NIH Support (PPF6030).

To perform a query:

- Enter one complete grant number.

- Alternatively, use the drop-down list icon to select an **IC** and enter a grant serial number.

NOTE: The IC and Serial Number fields are followed by an asterisk (*) and are *required.*

- Click Search to execute the query.

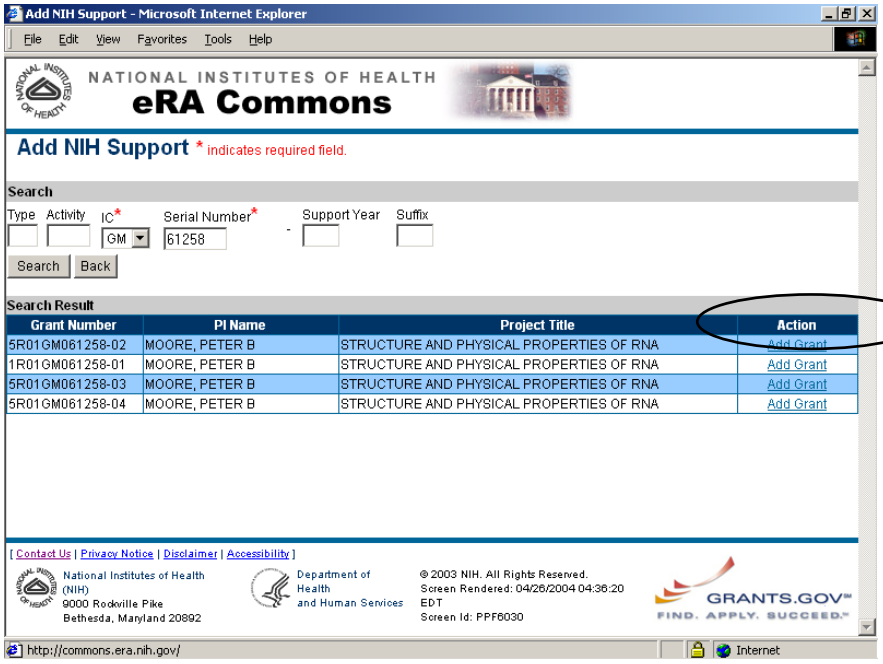

Figure 6. 8 Add NIH Support (PPF6030).

Once a query is executed, the results display within the "Search Result" area.

- Click the **Add Grant** hypertext link adjacent to the associated grant number to verify the NIH Support, as illustrated in Figure 6. 9.

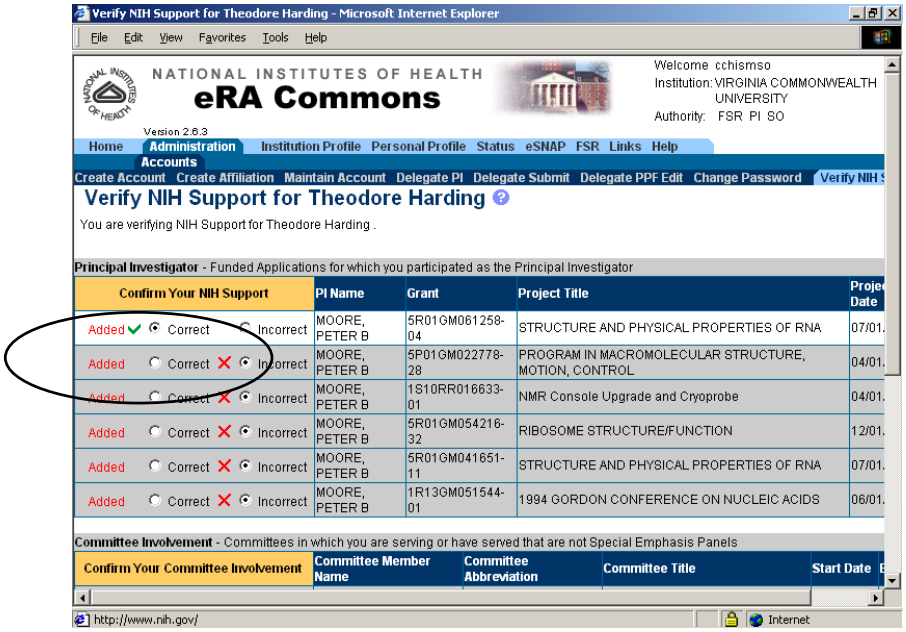

Figure 6. 9 Verify NIH Support (PPF

Review the on-screen information and for each available section (NIH Support, Committee Involvement, and Principal Investigator):

- Select the **o Correct** or **o Incorrect** radio button for each entry to verify the accuracy of the information.
- Scroll to the bottom of the screen and add any remarks to the "Comments for NIH" field.
- Click the Continue Account Request to notify the NIH that you have validated your information.

Figure 6. 10 Complete Account Request (PPF6021).

- Click Continue Account Request to return to the Main Screen.
- Alternatively, select Back to return to the previous screen and make corrections.

Delegate Submit Access

eSNAP is the electronic version of the SNAP Type 5, non-competing, progress report.

The Delegate Submit module allows grantee institution to selectively delegate authority for eSNAP submission to a PI.

To access:

- Select the **Administration** tab option, then **Accounts**, then the **Delegate Submit** option.

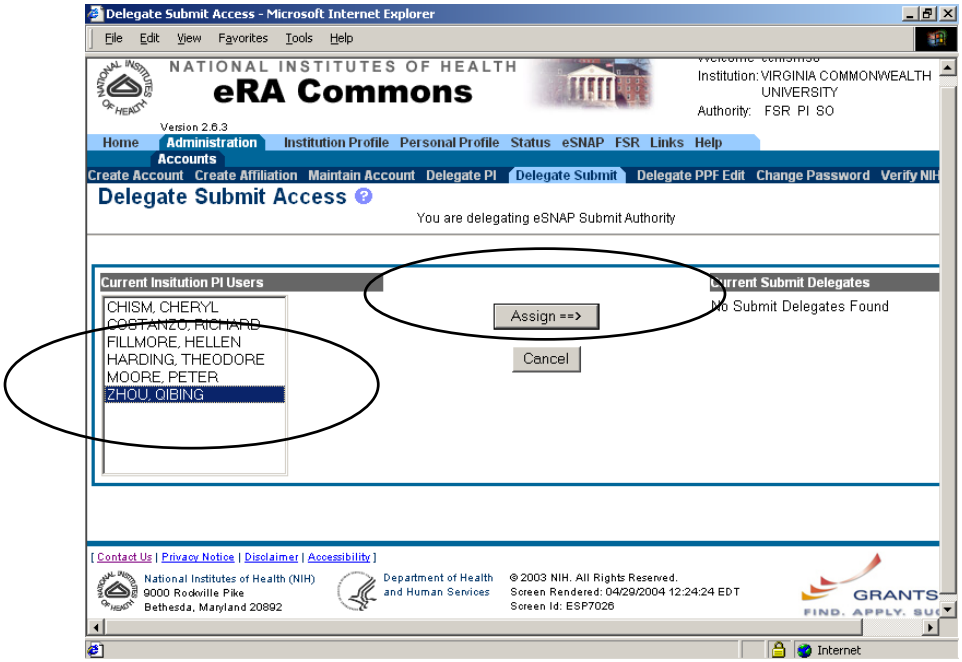

Figure 6. 11 Delegate eSNAP Submit Access (ESP7026).

- Select (Highlight) the authorized user from the list of "Current Institution PI Users."
- Click the Assign ==> button to delegate to copy the selected name to the "Current Submit Delegates."

NOTE: Once a PI has been delegated this authority and submits an eSNAP to NIH on behalf of the grantee, an e-mail notification is sent to the authorized organizational official.

Delegate PPF Edit Authority

The Administration Screen provides the functionality to delegate (and revoke) authority to update a user's Personal Profile information and maintenance of the Institutional Profile (IPF).

To access:

- Select the **Administration** tab option, then **Accounts**, then the **Delegate PPF Edit** option.

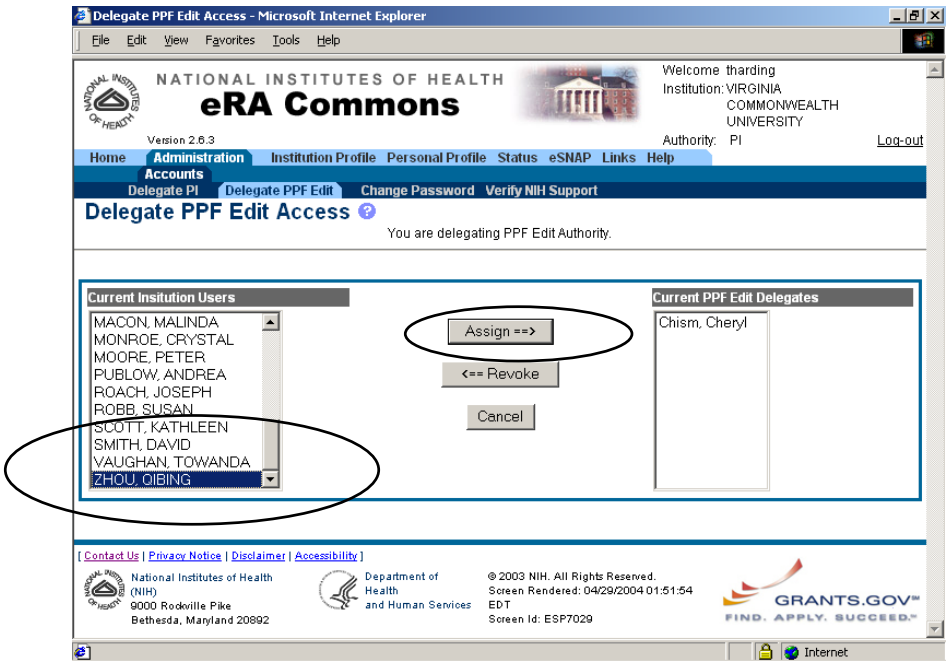

Figure 6. 12 Delegate PPF Edit Access (ESP7029).

This allows the delegate to change the PI's NIH Personal Profile information such as name, address, email, and phone number.

- Select (Highlight) the authorized user from the list of "Current Institution Users."
- Click the Assign ==> button to delegate (copy) the selected name to the "Current PPF Edit Delegates."

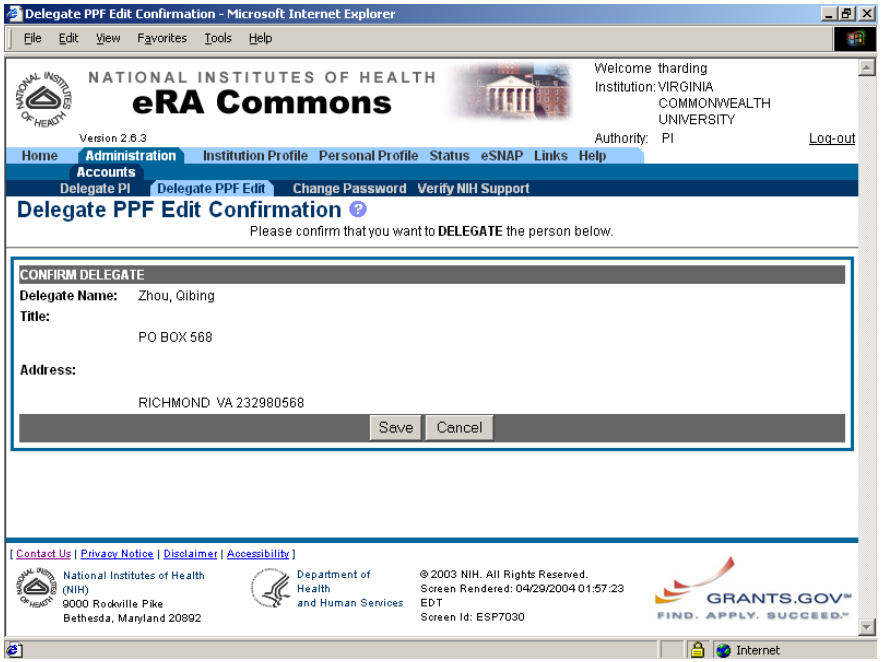

Figure 6. 13 Confirmation of Delegate PPF Edit (ESP7030).

- Click Save to confirm the delegation.

The designee will receive an email confirming that the PI has granted you the authority to edit their personal profile (PPF) information in the NIH Commons.

NOTE: For the designee to change the personal profile information, login to NIH Commons, select Personal Profile and select the name that you wish to edit. For more information, see the heading “Managing Personal Profile Information.”

Create Affiliation

An affiliation can be created for users who have submitted grants/applications but are not affiliated with your Institution and the NIH eRA Commons System.

Once the user account has been created and submitted, the Identify Account Profile displays with the "Create Affiliation" hypertext link as illustrated in Figure 6. 14.

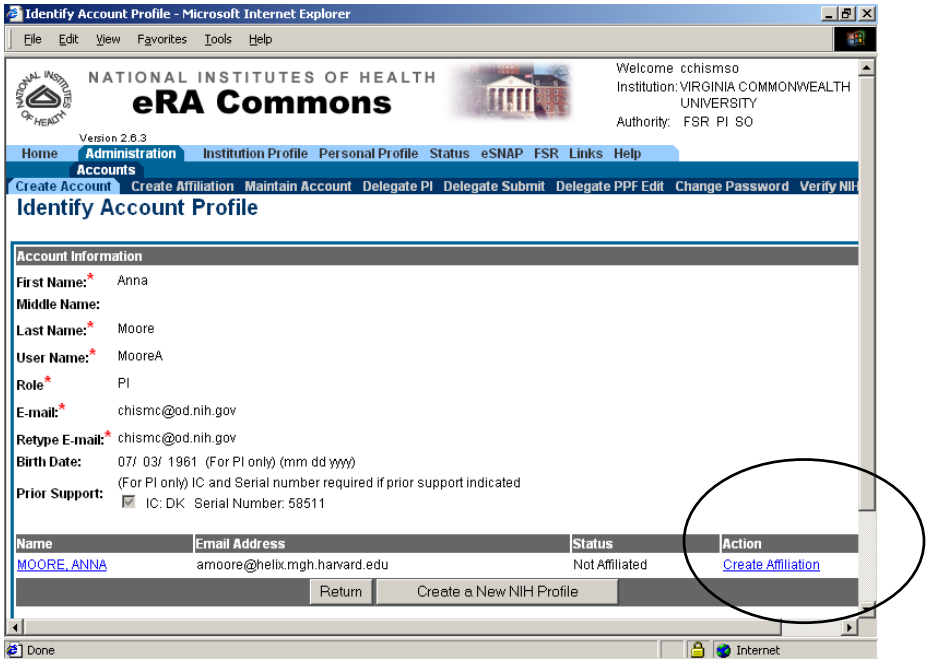

Figure 6. 14 Identify Account Profile (ADM1014).

For PI's that have not been affiliated with an Institution, the "Create Affiliation"

hypertext link displays within the Action column.

- Select the **Create Affiliation** hypertext link to view the NIH Support that is associated with the PI information that was entered during account creation.

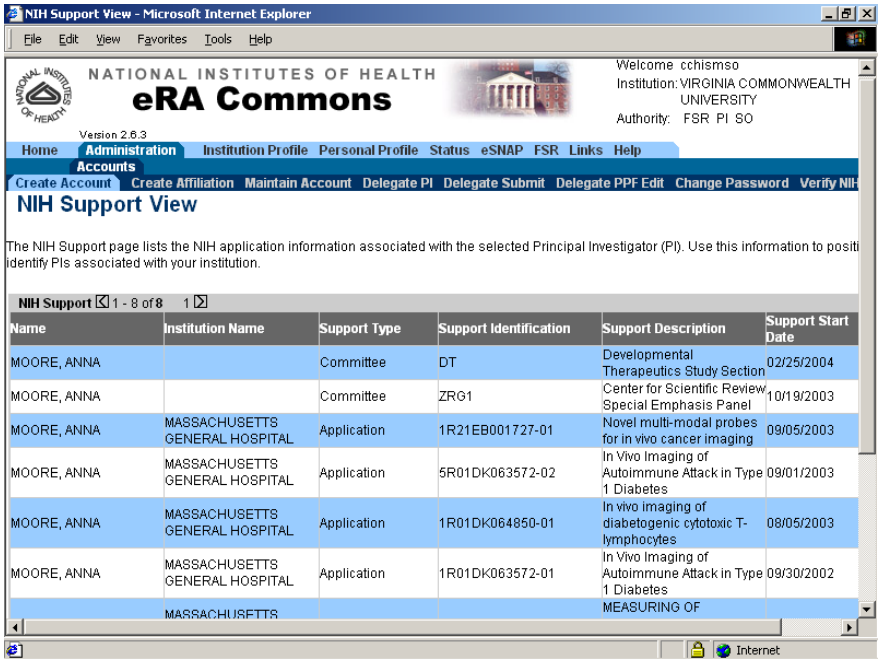

Figure 6. 15 View NIH Support (PPF6027).

View the associated NIH Support to determine whether the listed NIH application information identifies the PI associated with your Institution.

- Click Close to return to the Create a New NIH Profile Screen.

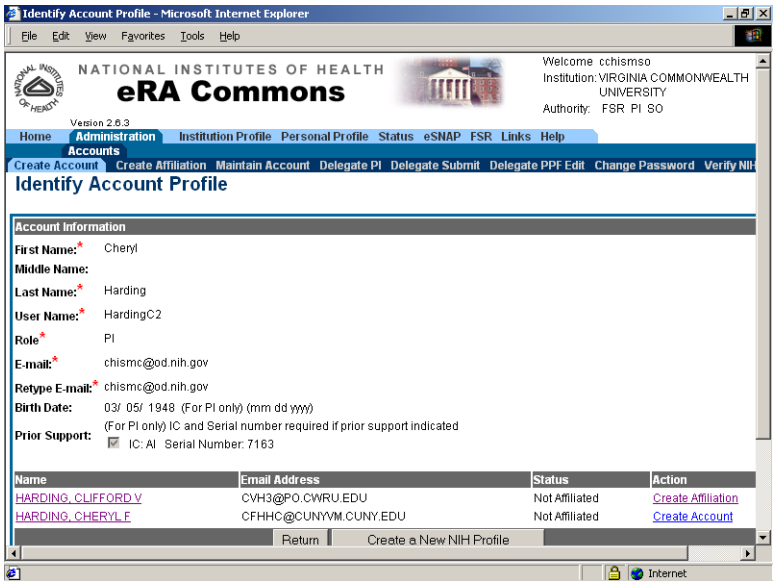

Figure 6. 16 Identify a New NIH Profile (ADM1014).

NIH Support does not Match

When the displayed NIH Support is the applications associated with the new user account:

- Click Return to return to the Create a New NIH Profile to enter another IC and Serial number and view the prior support.

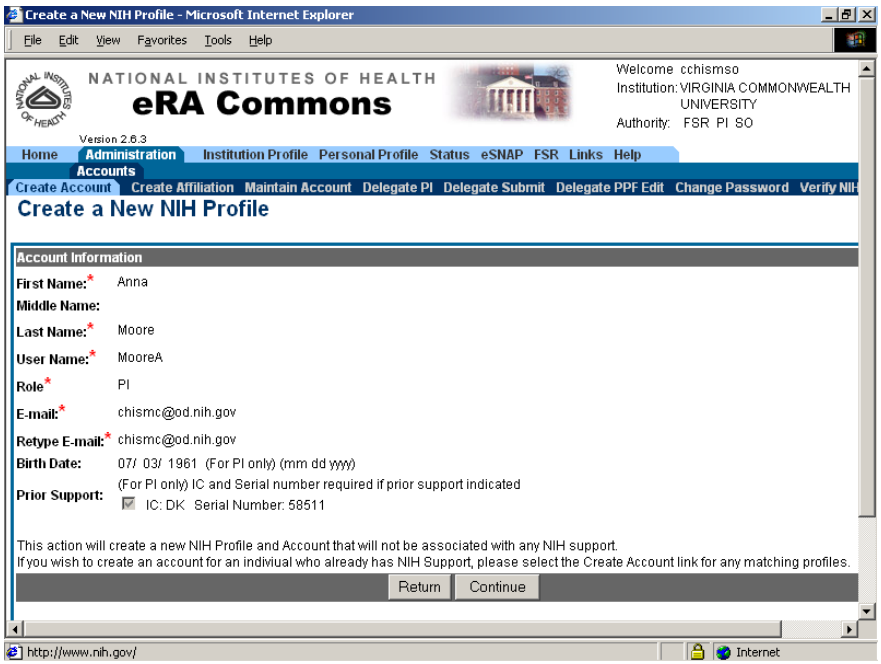

Figure 6. 17 Create a New NIH Profile.

NIH Support Matches

When the displayed NIH Support matches the PI

- Click Continue to create the account and initiate the confirmation email. For more information, see the heading "User Account Management."

Create a New NIH Profile

When the application information is not representative of the newly created user account.

- Click the Create a New NIH Profile button to create a new NIH Profile that is not associated with the previously viewed support. For more information, see the heading "Verifying NIH Support."

Create Affiliation Screen

An Affiliation with the default Institution can be created from the Create Affiliation Screen (ADM1001).

To access:

- Select the **Administration** tab, then **Accounts**, then the **Create Affiliation** option.

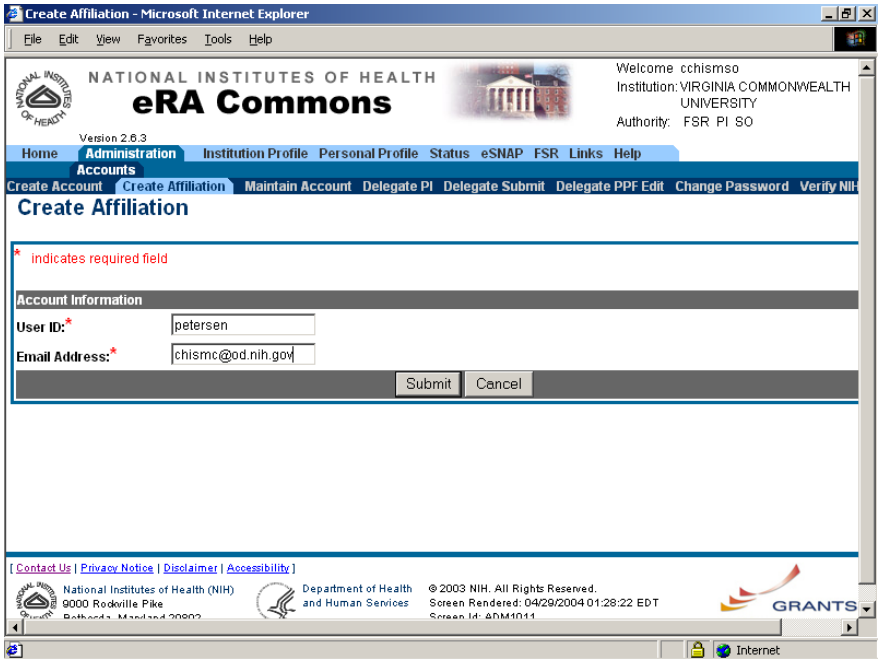

Figure 6. 18 Create Affiliation (ADM1011).

Enter the on-screen information noting the following:

- Each required field is followed by an asterisk (*).
- Click Submit to create the affiliation.

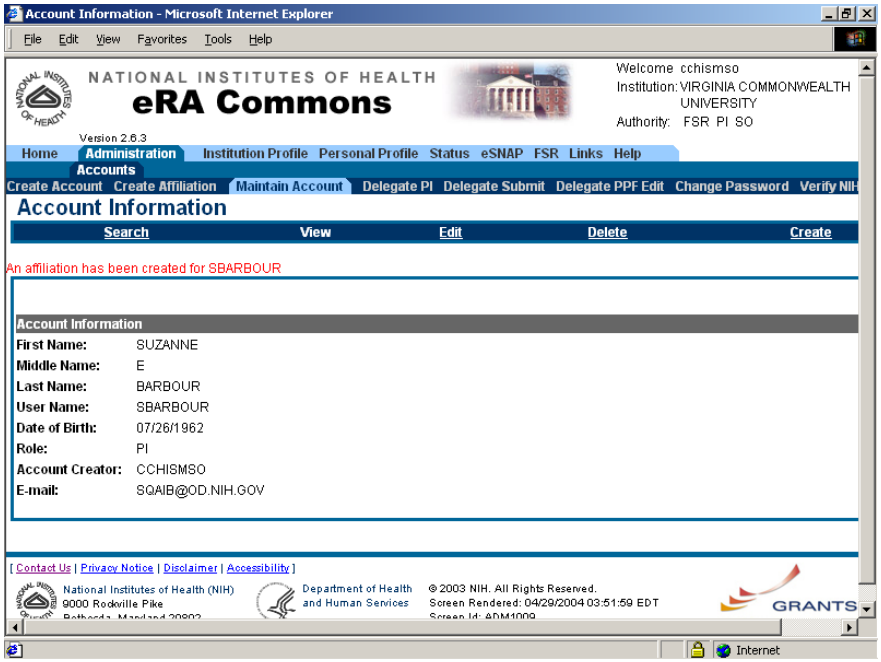

Figure 6. 19 Affiliation has been created (ADM1009).

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