National Institutes of Health/Office of Extramural Research

eSNAP
Users Guide

Version 2.8.1.1 – March 3, 2006

Table of Contents

Introduction

Overview

eSNAP, the electronic Streamlined Non-competing Award Process, is a streamlined process for the submission of information necessary to receive a non-competing award. The eSNAP system allows extramural grantee institutions to submit an electronic version of a PHS2590 Progress Report to the NIH via a web interface.

eSNAP is accessed through the NIH eRA Commons. NIH eRA Commons is a web-based system that allows NIH extramural grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of biomedical and behavioral research.

Using the eSNAP Module

eSNAP capabilities include:

- Electronic submission of SNAP's
- Grantee notification of Progress Report status via email
- PI (Principal Investigator) delegation to allow updating of PPF (personal profile) to an authorized user via Commons system
- Electronic routing of SNAPs to authorizing officials for review and approval
- Streamlining of BPR (Business Process Redesign) benefits
- Delegation of 'release' and 'submit' capabilities
- Identification of eSNAPs in IMPACC II application screens/reports
- NIH notification of an eSNAP receipt via system generated email
- eSNAP reporting available via IMPAC II and eRA Commons Status
- Correspondence between grantee via email hypertext link, regarding eSNAP submission

User Roles

There are several available user roles associated with the eSNAP application. These roles and their functions are detailed as follows:

- **AA.** The Account Administrator (AA) is designated by a Signing Official to facilitate the administration of the NIH eRA Commons accounts for their institution. The AA can create accounts, delete accounts, and modify accounts as necessary.
- **Asst.** The Assistant (ASST) is a basic NIH eRA Commons user who can be assigned as a Principal Investigator delegate for eSNAP/ X-Train. Users with this role initially have no access other than updating their own personal profile but can be delegated PI authority to selected accounts in order to aid in administrative tasks. The ASST cannot route the eSNAP.
- **AO.** The Administrative Official (AO) reviews grant applications before the final application is submitted to the NIH by the SO. The AO can edit business information, view the eSNAP report, and route the report to the PI or SO. Depending on the institution workflow process, it is possible for the SO and AO to be the same person (in this case the institution only needs a SO account). An AO also can create additional AO and PI accounts.
- **Extramural Administrator**. An individual with a role of SO, AA, and/or AO.
- **PI**. The Principal Investigator (PI) is an individual designated by the institution to direct the project or activity being supported by the grant. The PI is responsible and accountable for the proper conduct of the project or activity. The role of the PI is to initiate the eSNAP Work-In-Progress (WIP), edit business and scientific information, view the eSNAP report, and to route the eSNAP to the AO (administrative officer) or SO (signing official).
- **SO.** The Signing Official (SO) for the institution is an official with authority to perform legally binding grant administration actions. This includes serving as an authority responsible for submission of grant applications to the NIH. The individual fulfilling this role may have any number of titles in the institution. The SO can create and modify accounts, and is able to modify institution profile information

Accessing the eSNAP Module

The eSNAP Module is accessible via the NIH eRA Commons. To access the Commons you must be a registered user. You must have a registered username and password. Contact your Office of Sponsored Programs or Office of Clinical Research representative for further registration information.

Logging On to the eSNAP Module

To log on to eSNAP:

1. Open your web browser.
2. In the **Address/Location** field of your web browser, type: **https://commons.era.nih.gov/commons/** and press **Enter**. The eRA Commons Login Page appears (Figure 1).

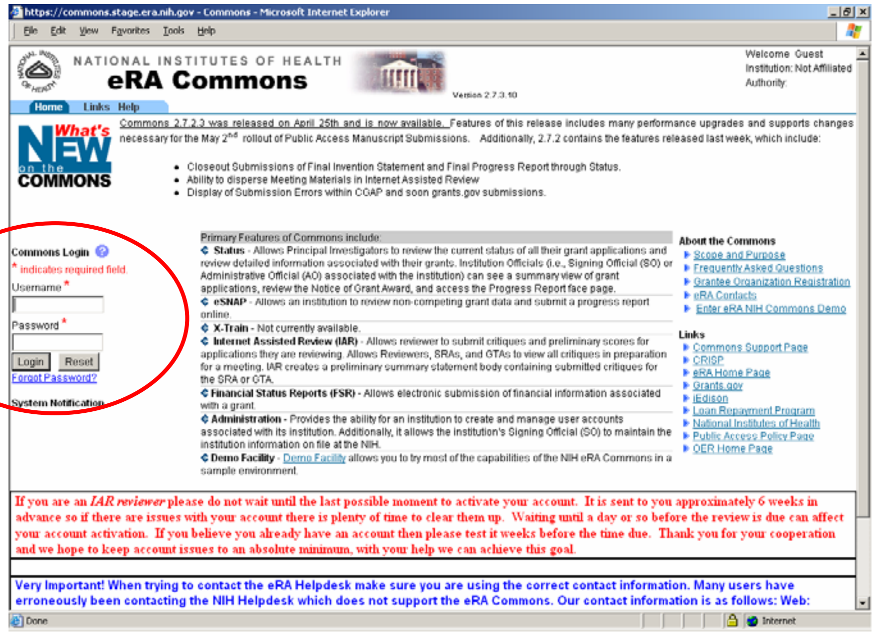

Figure 1: eRA Commons Login Page

3. In the **Username** field, type your eRA Commons username.

4. In the **Password** field, type your eRA Commons password.

   If you have forgotten your password, see *Resetting Your* Password on page 5.

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

If you get this notification, you will be directed to select a new password. When you change your password, you do not need to notify anyone.

---

5. Click **Login**. The eRA Commons Home page appears.

NOTE: You can only access eRA Commons for one session at a time. If you attempt to log in to another session, using a second browser instance, the system gives you the option of either terminating the first session or canceling the request.

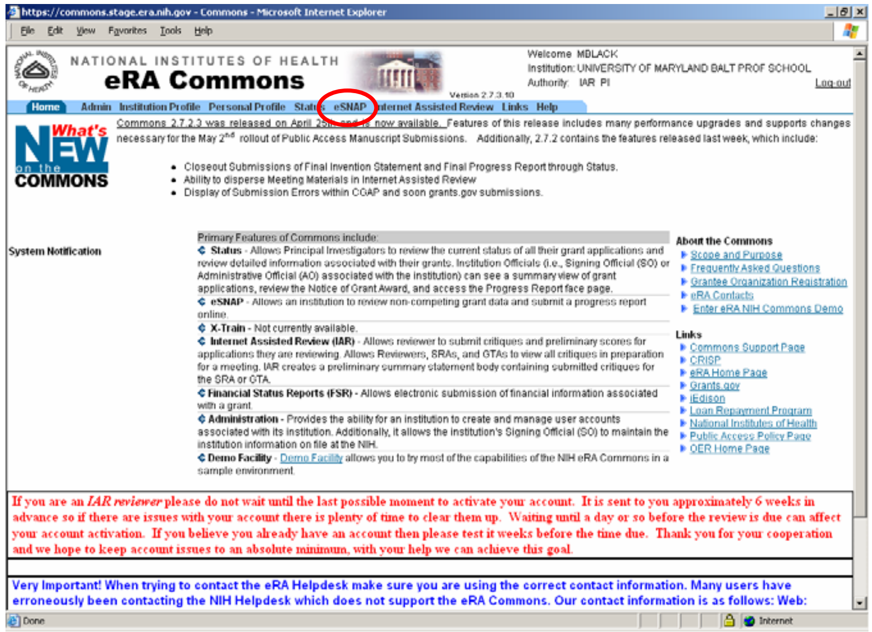

Figure 2: Select the eSNAP access tab to access the eSNAP module

6. Select the **eSNAP** access tab. The **Manage eSNAP** screen appears (Figure 3).

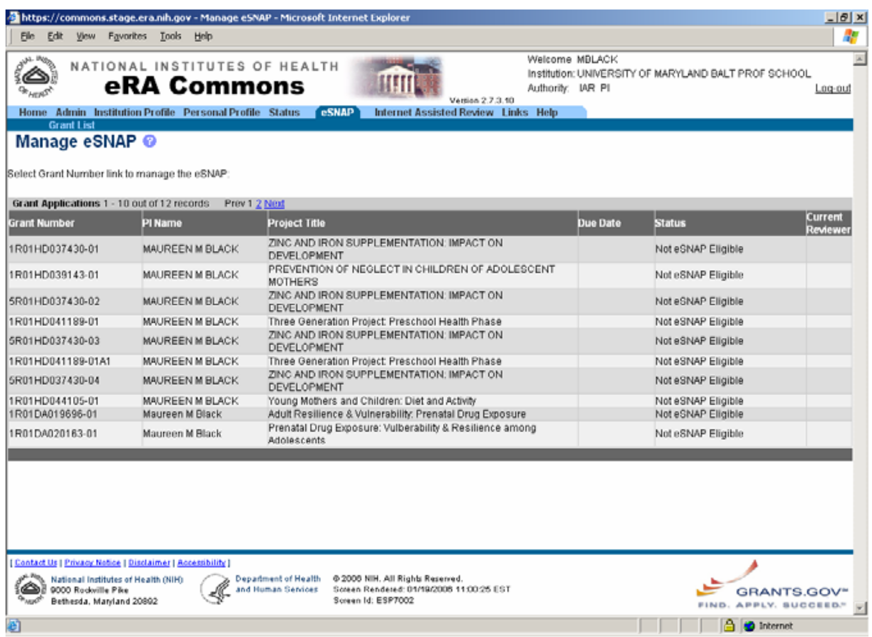

Figure 3: Manage eSNAP Screen (ESP7002)

When a PI accesses the eSNAP system, the **Manage eSNAP** screen displays a list of all assigned awards. The grants that are eligible for submission are displayed as a hypertext link (Figure 4).

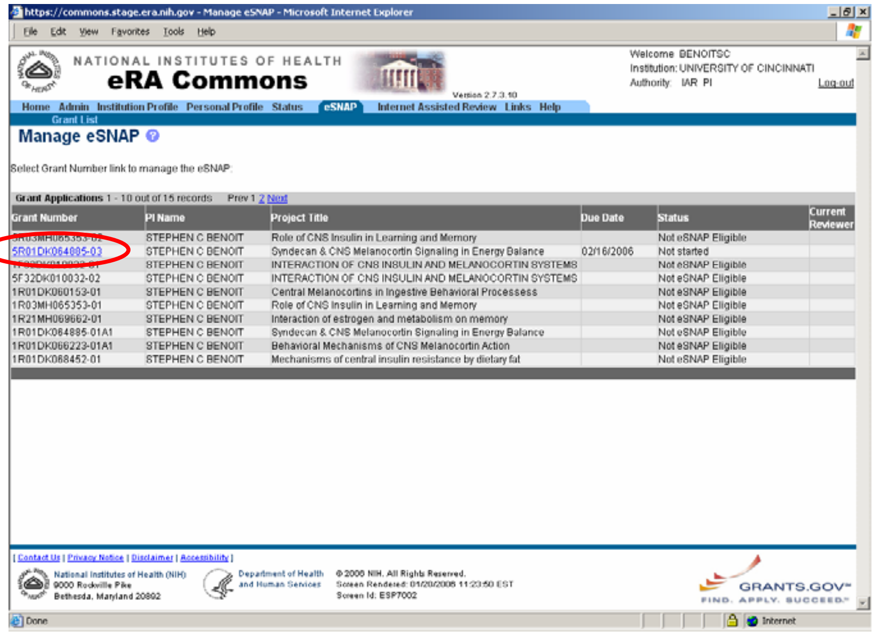

Figure 4: All grants that are eligible for submission are displayed as a hypertext link on the Manage eSNAP Screen

Resetting Your Password

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

If you have forgotten your password:

1. Access the eRA Commons Login Page as described in *Logging On to the eSNAP Module* on page 2.

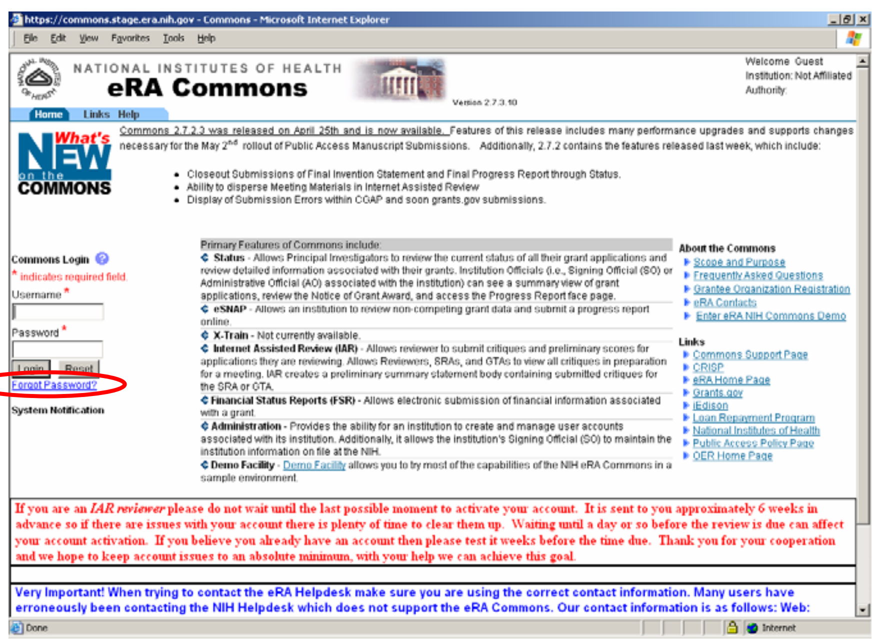

Figure 5: Select the Forget Password hypertext link to access the Reset Password Screen

2. Select the **Forgot Password?** hypertext link to access the **Reset Password** screen. The **Reset Password** screen appears (Figure 6).

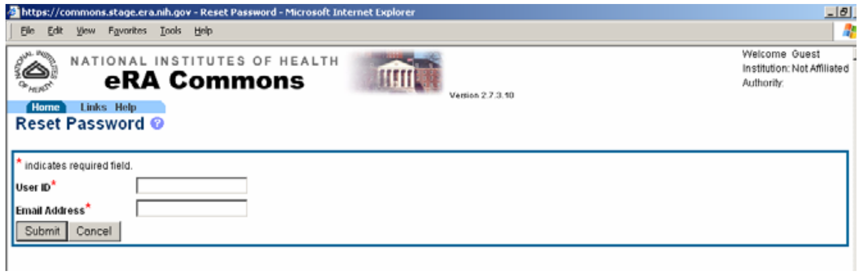

Figure 6: Reset Password Screen (FRW0002)

3. In the **User ID** field, type your user name.

4. In the **Email Address** field, type your email address.

5. Click **Submit**. You are returned to the eRA Commons Login Page and a confirmation message appears notifying you that your password has been reset.

6. Check your email inbox to verify your new password.

Changing your Password

eRA Commons offers you the option of changing your password. You must be logged into the system in order to change your password.

To change your password:

1. Log on to eRA Commons as described in *Logging On to the eSNAP Module* on page 2.

2. Select the **Admin** access tab (Figure 7).

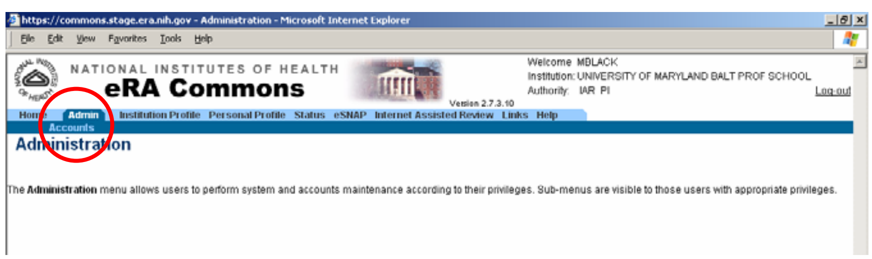

Figure 7: Select the Admin access tab in order to change your account options

3. Select **Accounts** from the **Administration** screen.

4. Select **Change Password** (Figure 8). The **Change Password** screen appears.

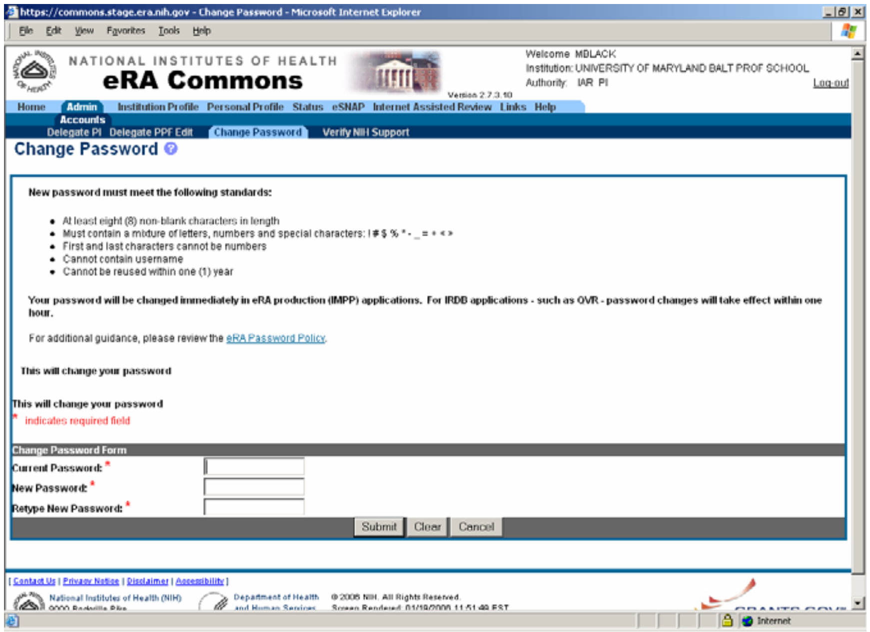

Figure 8: Change Password Screen (ADM1013)

5. Type your current password in the **Current Password** field.

6. Type your new password in the **New Password** field.

7. Retype your new password in the **Retype New Password** field.

8. Click **Submit** to update your password information.

Logging Out of eSNAP

Logging out of the Commons system ends your current session.

To log out of eSNAP:

➢ Select the Log-Out hypertext link located at the top of each page.

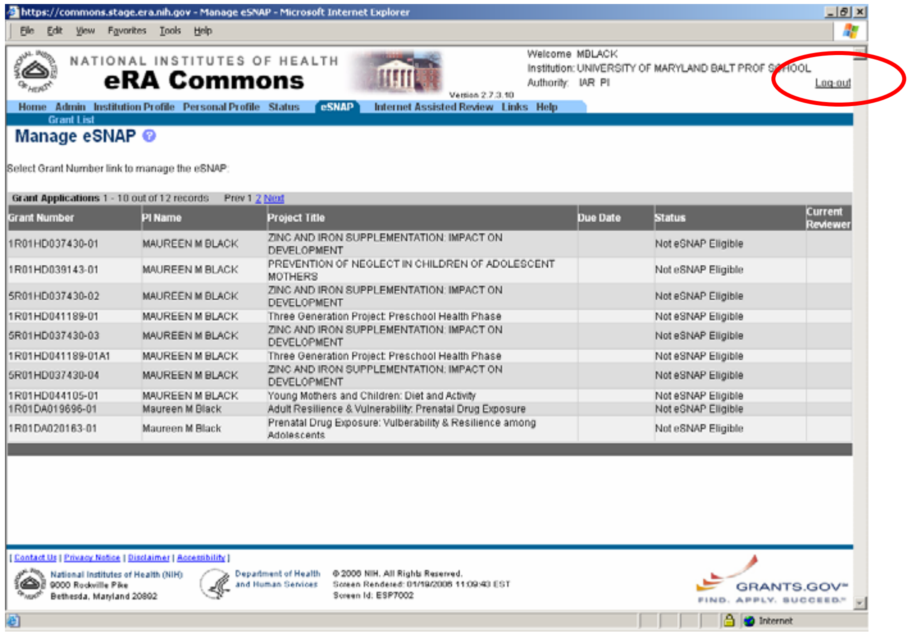

Figure 9: Select the Log-out hypertext link to log out of the Commons

Expired Session

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

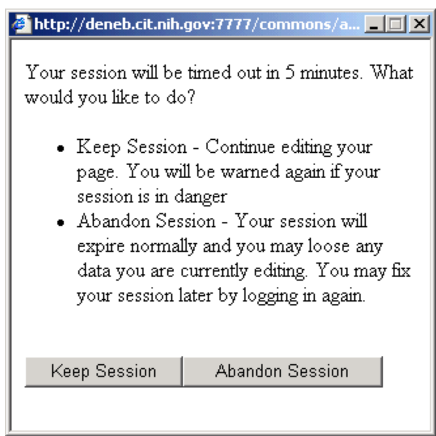

Figure 10: Select Abandon Session to log out of the IAR System

If your session expires while the NIH eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

Personal Profile

Overview

Users must maintain their personal information that remains on file with NIH. In order to do this, users must utilize the **Personal Profile** (PPF) section. This section allows users to maintain personal information including: degrees, publications, and contact information.

Creating a Personal Profile

NOTE: Users are only required to create a personal profile once. You are then able to maintain and make updates to your profile when necessary.

To create a personal profile:

1. Log on to the Commons as described in *Accessing the eSNAP Module* on page 2.

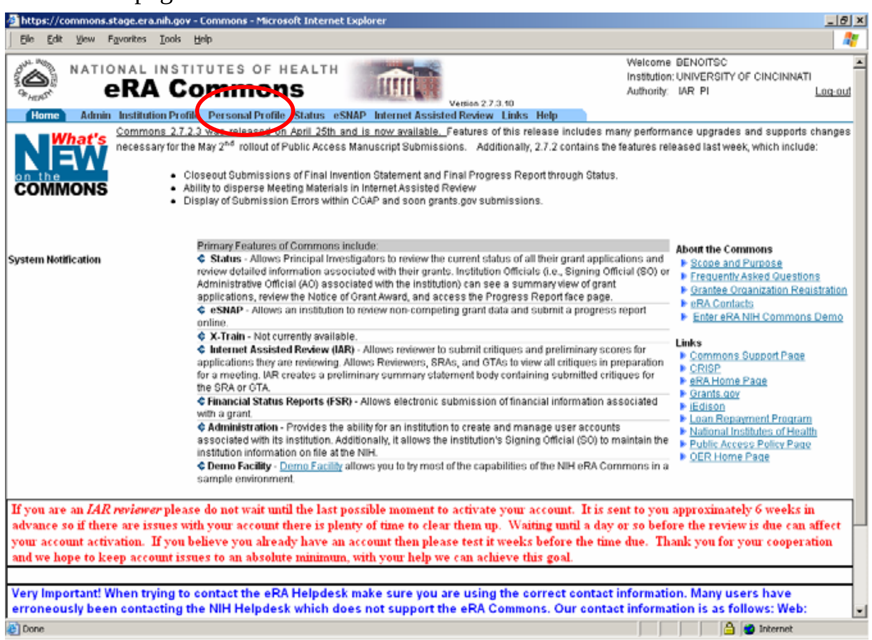

Figure 11: Select the Personal Profile access tab to add details to your personal profile

2. Select the **Personal Profile** access tab. The **Select Profile for Edit** screen appears (Figure 12).

NOTE: If someone other than the PI will be adding the PI's information, that individual must have updating authority. For instruction on granting an individual update authority, see *Delegating Update Authority* on page 15 .

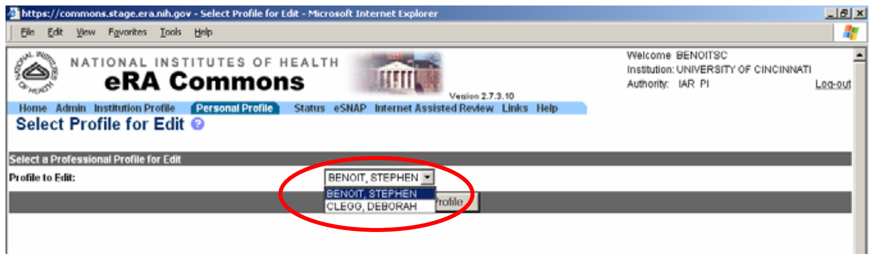

Figure 12 : Select Profile for Edit Screen

3. Select the PI name, for which you would like to create a profile, from the **Profile to Edit** drop down list.

   If you do not have updating authority, you will not have the option of choosing a profile to edit. You will immediately access the **Personal Page** screen (Figure 13).

4. Click **Select Profile**. The **Personal Page** screen appears (Figure 13).

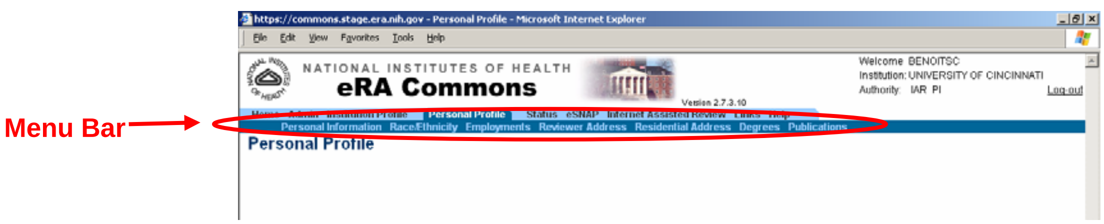

Figure 13: Personal Page Screen (PPF6010)

5. You must complete each sub-menu item listed on the menu bar. These items must be completed in order as they appear from left to right.
   - Personal Information
   - Race/Ethnicity
   - Employments
   - Reviewer Address
   - Residential Address
   - Degrees
   - Publications

For further details pertaining to each of the sub-menu items, please refer to the Commons User Guide located at **http://era.nih.gov/commons/**.

Delegating Authority

There are instances in which a PI may not be available to submit an eSNAP. When a PI expects to be away from the office, or is unable to submit an eSNAP. Submission delays can be avoided by allowing another individual to access eSNAP Reports or the PI's personal profile (PPF) record.

There are two functions available:

- Delegate PI Authority- A PI can delegate authority to someone that will assist in completing the PIs eSNAP application.
- Delegate PPF Authority- A PI can delegate authority to someone that will assist in completing the PIs personal profile.

NOTE: The individual assisting the PI must obtain a user name and password in order to access the eRA Commons site.

Delegate PI Authority

The delegate PI Authority function allows the SO, AO, or OI to entrust eSNAP submission rights to another Commons user.

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

- The SO or PI may submit the eSNAP Report.
- The SO is the only individual who can grant the PI permission to submit the eSNAP to NIH.

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

Delegating Submit Authority

The **Delegate Submit Access** screen allows you to delegate the authority to submit an eSNAP.

To delegate submit authority:

1. Log on to eRA Commons as described in *Logging On to the eSNAP Module* on page 2.

2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.

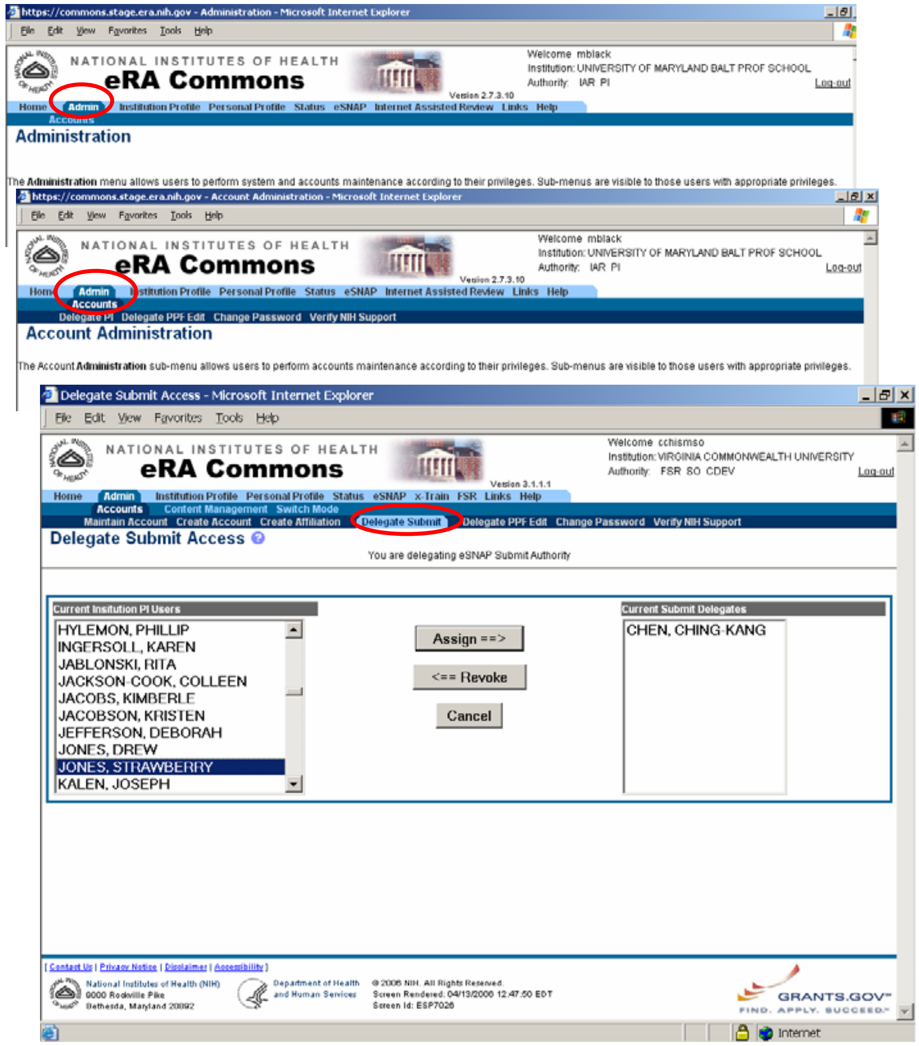

Figure 14: Delegate Submit Access Screen (ESP7026)

4. Select the **Delegate Submit** access tab (ESP7026). A list of names appears in the **Current Institution PI Users** box.

NOTE: If an individual's name does not appear in the **Current Institution PI Users** box, that individual does not have a current user name and password that will allow them to access the NIH eRA Commons system. Contact your institutional representative to request a user name and password for that person.

---

5. Select the name of the individual for whom you would like to delegate submit authority, from the **Current Institution PI Users** box.

6. Click **Assign**. The **Delegate Submit Confirmation** screen appears (ESP7027).

An email is sent to the account holder with a full description of the modifications made to their account.

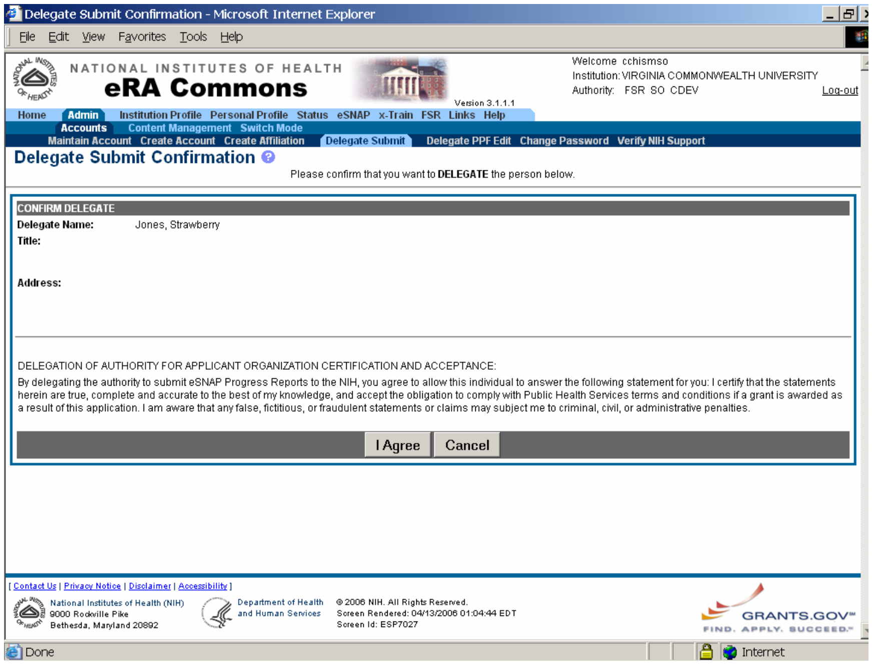

Figure 15: Delegate Submit Confirmation Screen (ESP7027)

7. Click **I Agree** to confirm the delegation.

   Repeat steps 5-7 until all desired users have been added.

NOTE: You must have the SO role assigned to your account in order to delegate submit authority to another user.

Revoking Submit Authority

SO's have the option of revoking submit authority after it has been delegated to another user. When submit authority is revoked, the PI or other Commons user may no longer submit eSNAP grants to NIH.

To revoke submit authority:

1. Access the **Delegate Submit** access tab as described in *Delegating Submit Authority* on page 11.

2. Select the name of the user for whom you would like to revoke submit privileges.

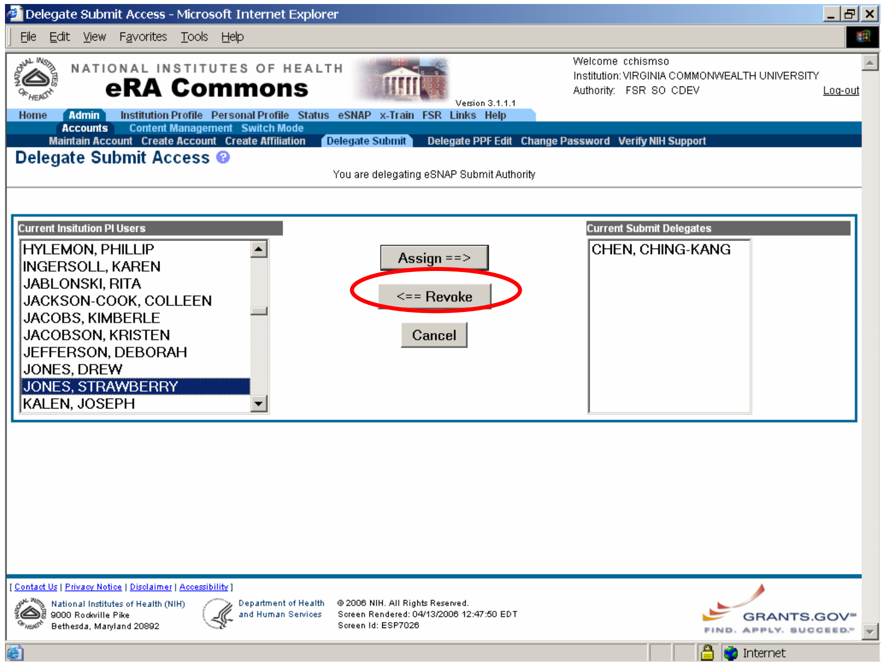

Figure 16: Revoke the submit authority from the selected delegate

3. Click **Revoke**. The **Revoke Submit Delegate Confirmation** screen appears.

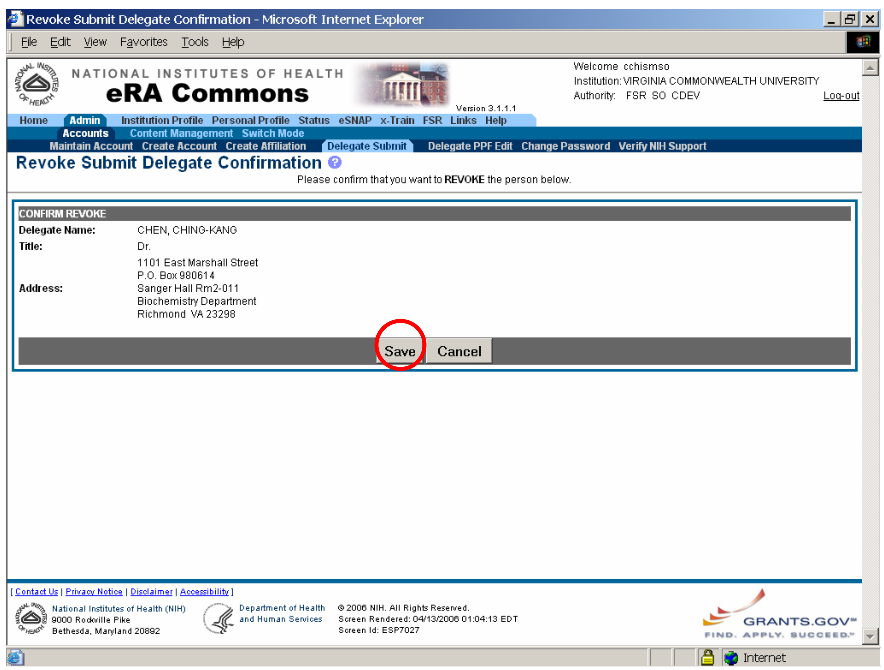

Figure 17: Revoke Submit Delegate Confirmation Screen (ESP7027)

4. Click **Save**. The delegate's authority is revoked and you are returned to the **Delegate Submit** screen.

NOTE: In order to remove submit authority you must have the role of an SO.

Delegate Personal Profile Edit Authority

A Principal Investigator (PI), Account Administrator (AA), Administrative Official (AO), or Signing Official (SO) may delegate or remove PI updating authority to/from other registered NIH eRA Commons users. Users receiving update authority can then edit the PI's personal profile.

The delegate PPF edit authority allows an individual to entrust personal profile update rights to another Commons user. An incomplete personnel profile can result in errors on the eSNAP report.

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

Delegating Update Authority

To delegate the authority that allows a user to update your personal profile:

1. Log on to eRA Commons as described in *Logging On to the eSNAP Module* on page 2.

2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.

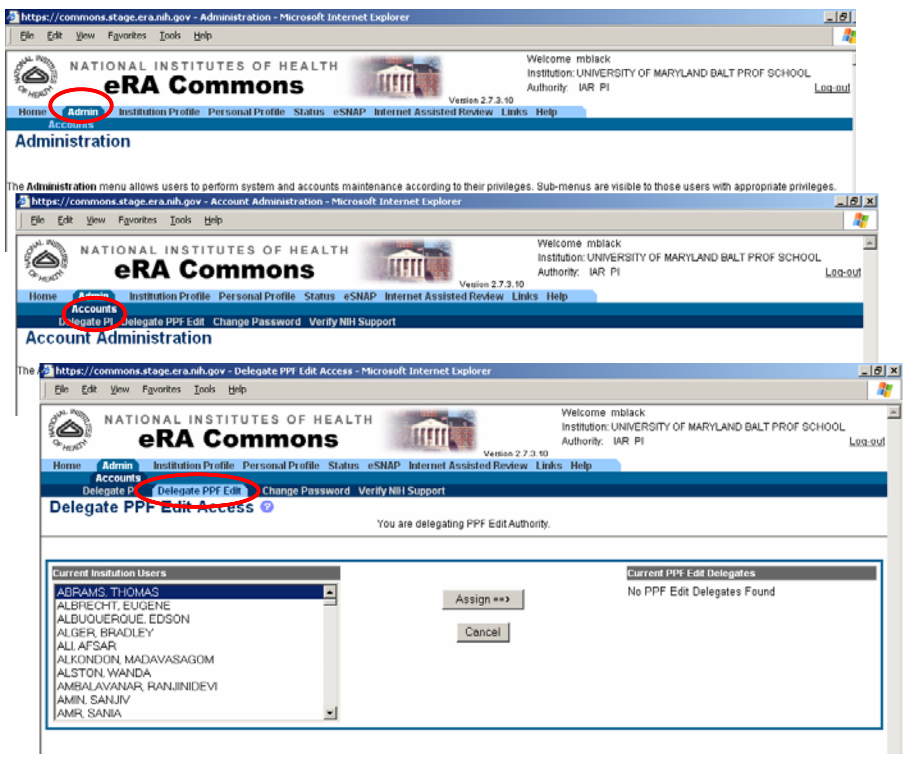

Figure 18: Delegate PPF Edit Screen (ESP7029)

4. Select the **Delegate PPF Edit Access** tab (ESP7029). A list of names appears in the **Current Institution Users** box.

NOTE: If an individual's name does not appear in the **Current Institution Users** box, that individual does not have a current user name and password that will allow them to access the NIH eRA Commons system. Contact your institutional representative to request a user name and password for that person.

5. Select the name of the individual for whom you would like to delegate update authority, from the **Current Institution Users** box.

6. Click **Assign**. The **Delegate PPF Edit Confirmation** screen appears (ESP7030).

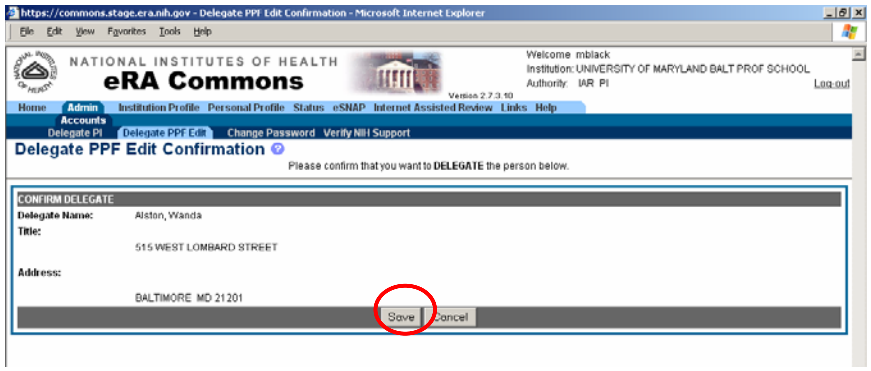

Figure 19: Delegate PPF Edit Confirmation (ESP7030)

7. Click **Save** to confirm the delegation.

   Repeat steps 5-7 until all desired users have been added.

NOTE: If a PI delegates PI update authority to a user, the PI must still log in to route the application. The PI must route the application to himself/herself, the institution representative, or any other reviewer. This system allows the PI to review the application prior to its routing to the institutional representative.

Delegating PI Access

PI access allows you to grant authority (to enter and process grant information) for a PI to another Commons user.

To delegate access for a PI:

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

1. Log on to eRA Commons as described in *Logging On to the eSNAP Module* on page 2.

2. Select the **Admin** access tab.

3. Select the **Accounts** access tab.

4. Select **Maintain Account** to access the **Account List** page (ADM1007).

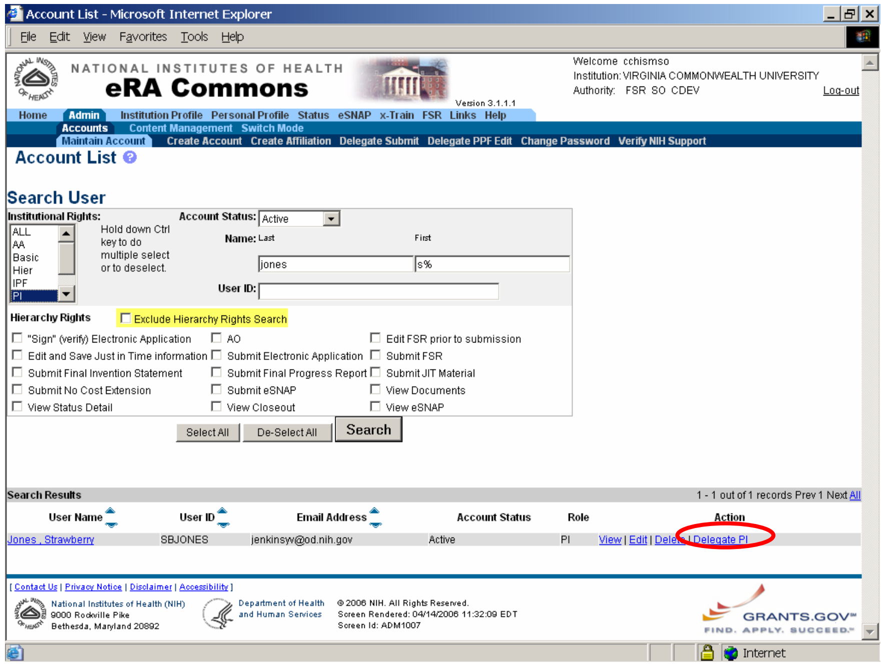

Figure 20: Account List Screen (ADM1007)

5. Enter the query information to find the desired PI.

6. Click **Search** to perform the query.

7. From the **Account Search Results** list, select the **Delegate PI** hypertext link for the selected PI. The **Delegate PI Access** page (ESP7000) appears.

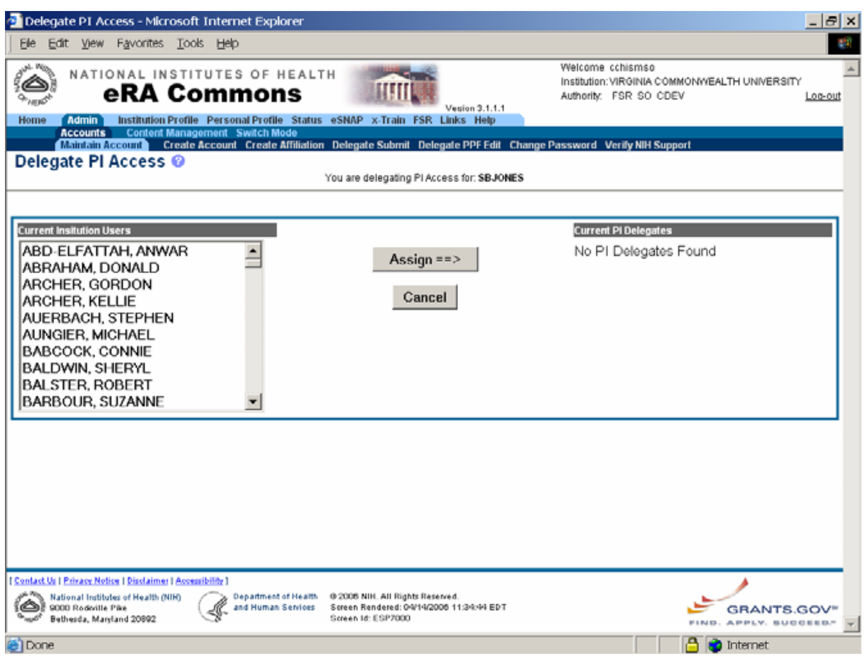

Figure 21: Delegate PI Access Screen (ESP7000)

8. From the **Current Institution Users** box, select the desired user.

9. Click **Assign**. The **Delegate PI Confirmation** screen appears.

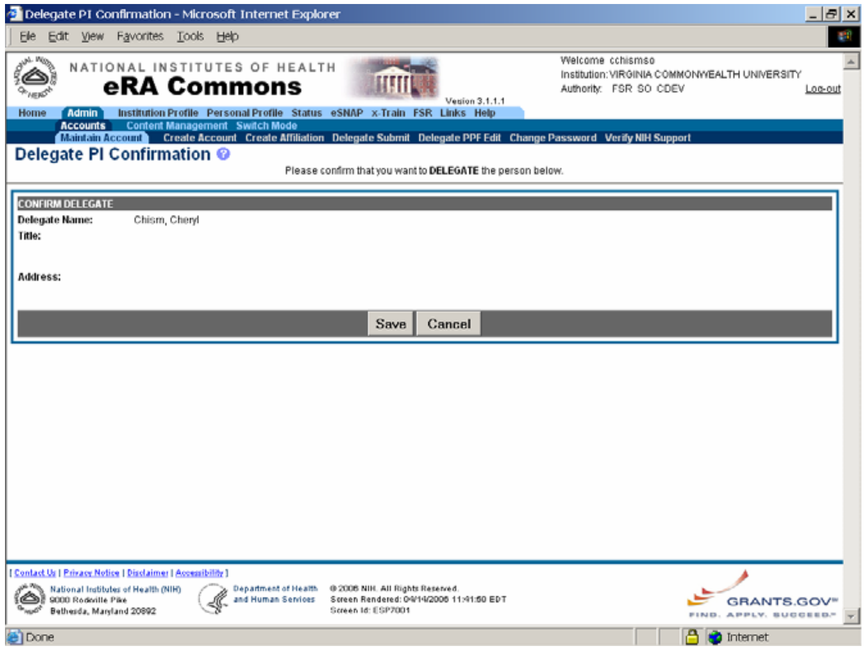

Figure 22: Delegate PI Confirmation Screen (ESP7001)

10. Click **Save** to confirm the delegation. A confirmation message is displayed and the selected users are listed in the **Current PI Delegates** box. A confirmation email is sent to the selected delegate(s).

Revoking Update Authority

To revoke submit authority:

1. Access the **Delegate PPF Edit** access tab as described in *Delegating Update Authority* on page 15 .

2. Select the name of the user for whom you would like to revoke update privileges.

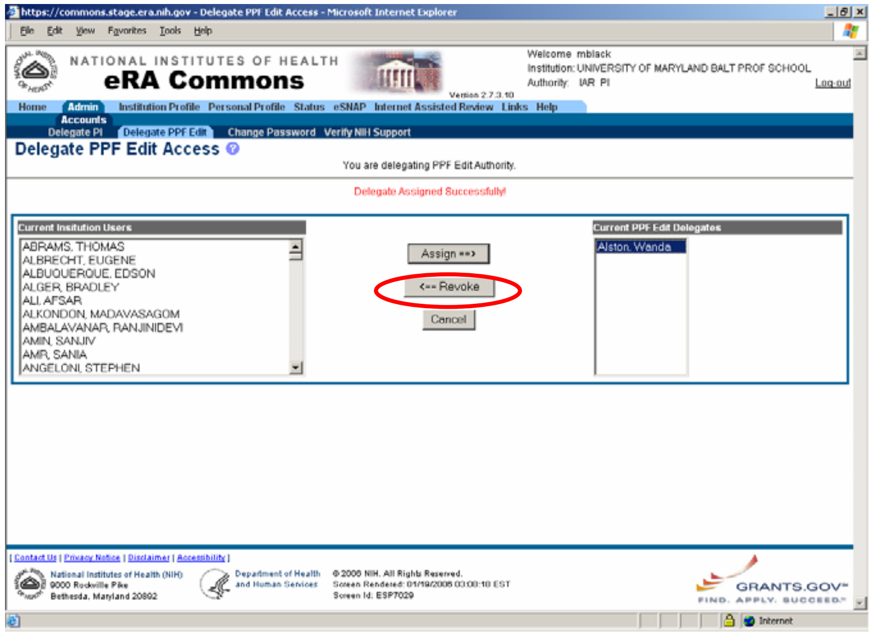

Figure 23: Revoke the submit authority from the selected delegate

3. Click **Revoke**. The **Revoke PPF Edit Delegate Confirmation** screen appears.

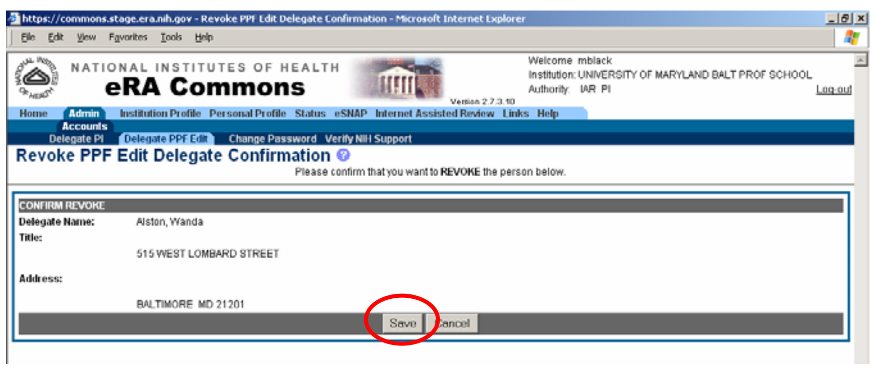

Figure 24: Confirm the revocation of the delegate using the Revoke PI Delegate Confirmation Screen

4. Click **Save**. The delegate's authority is revoked and you are returned to the **Delegate PPF Edit** screen.

eSNAP Management

Overview

The **Manage eSNAP** screen is used to view a list of eSNAP reports that you are able to access. The eSNAP reports listed on this page are available to you, and you are able to perform various actions on these reports.

All awards accessible to a PI are listed on the **Manage eSNAP** screen. The awards that are eligible for submission are displayed as a hypertext link (Figure 25).

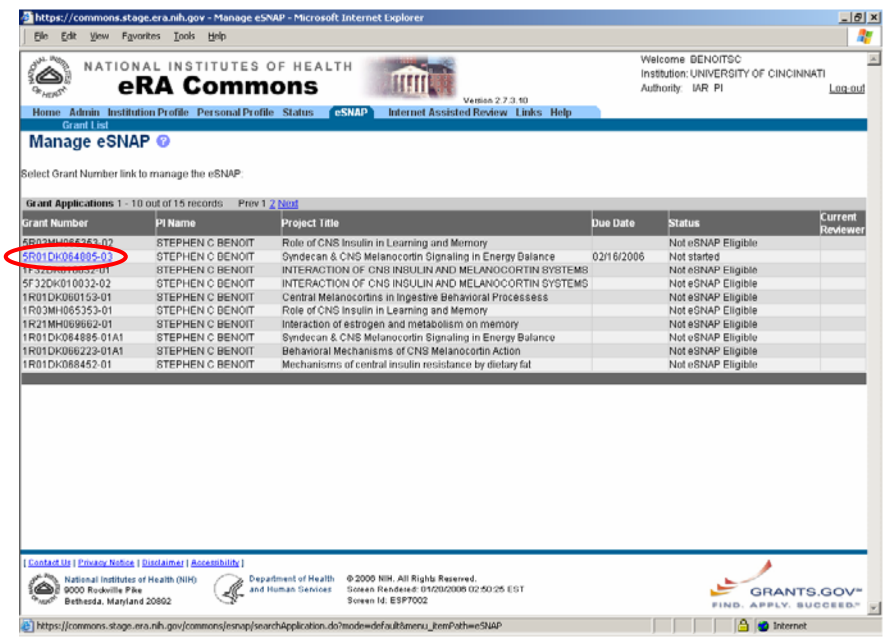

Figure 25 : Manage eSNAP Screen (ESP7002)

Viewing the eSNAP Grant List

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

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

To access the eSNAP grant list:

1. Log on to the eSNAP Module as described in *Logging On to the eSNAP Module* on page 2.

2. Select the eSNAP access tab. The **Manage eSNAP** screen appears with the Grant **List** displayed.

3. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (Figure 26).

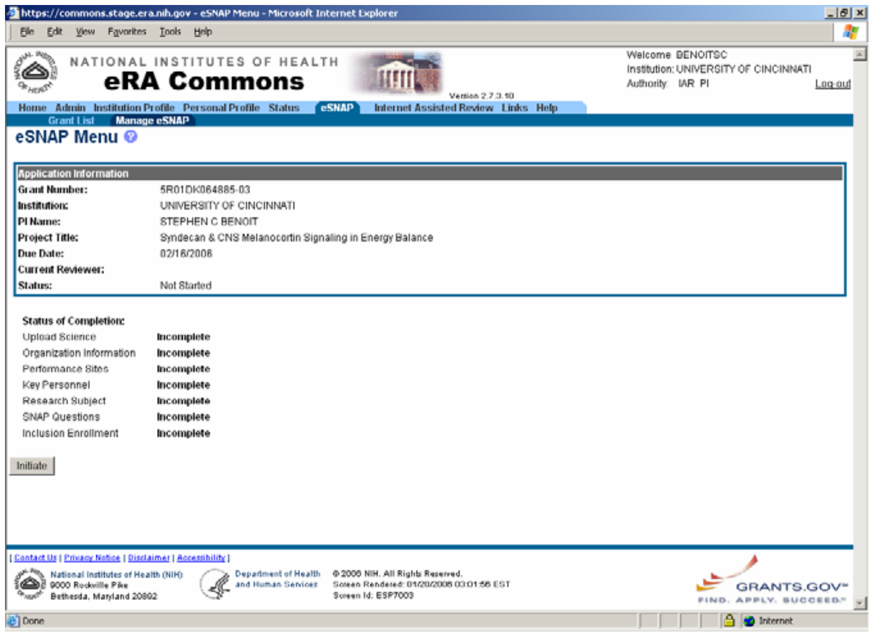

Figure 26 : eSNAP Menu Screen (ESP7003)

If you are an SO (Signing Official) or an AO (Administrative Officer), you have the option of performing a search for specific grants.

To search for grants:

1. Access the **Manage eSNAP** screen, as described in this section.

2. Enter the desired search information in the **Search Form** block.

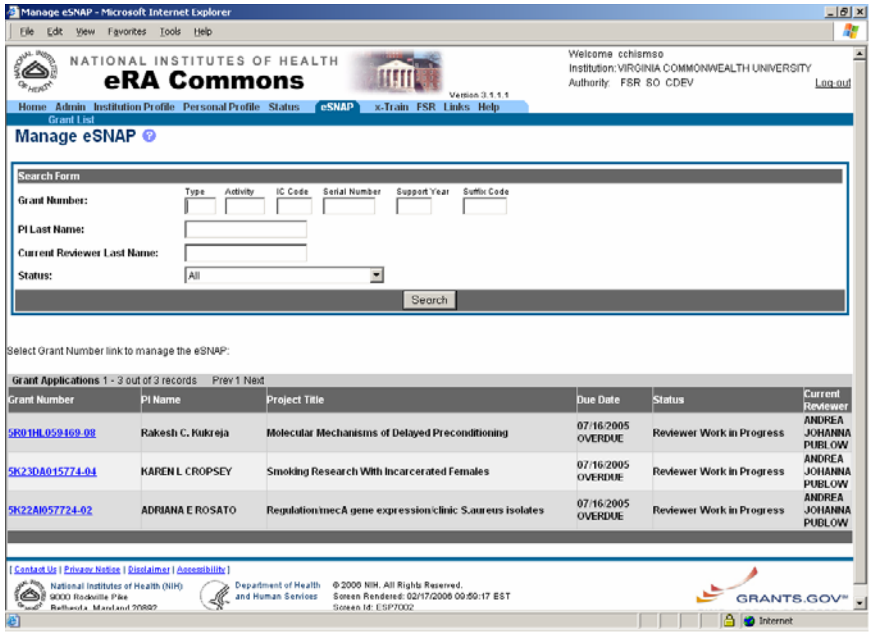

Figure 27: All Signing Officials and Administrative Officers have the option of searching for specific grants

3. Click **Search** to perform the query. A list of matching proposals with hyperlinked grant numbers appears. Proposals displayed in bold text are overdue.

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

---

4. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (ESP7003).

eSNAP Menu

eSNAP Menu Screen Details

The **eSNAP Menu** screen appears when a grant eligible for submission is selected from the **Grant List**. This screen includes two blocks of information: Application Information and Status Completion.

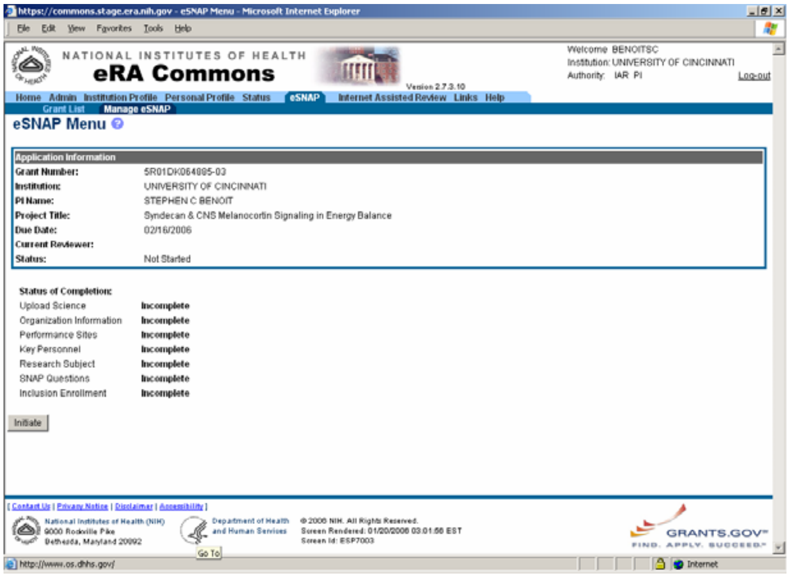

Figure 28: eSNAP Menu Screen (ESP7003)

Application Information Block

The application information section provides the user with details pertaining to the selected grant.

Status of Completion Block

The Status of Completion Block lists each section of the eSNAP and indicates whether that section has been completed. Because the complete designation is optional, sections that show as incomplete may in fact have been completed.

Initiating an eSNAP Report

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

NOTE: An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

To initiate an eSNAP Report:

1. Access the **eSNAP Menu** screen as described in *Viewing the eSNAP Grant List* on page 20.

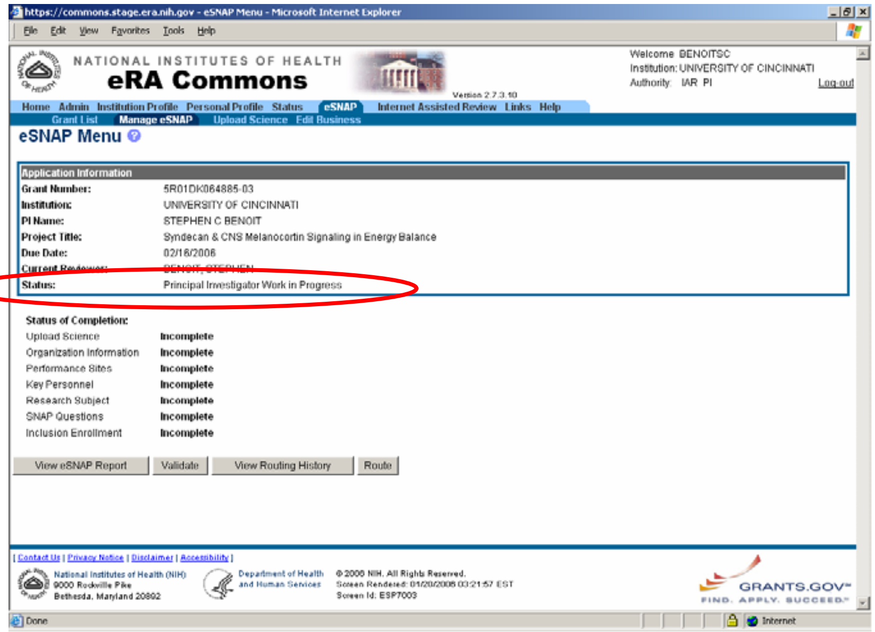

Figure 29: Click Initiate to initiate an eSNAP Report

2. Click **Initiate**. The eSNAP Menu appears showing the status of the eSNAP as a Work In Progress (WIP).

eSNAP Business

Overview

The Edit Business access tab is available for all grants that have the status of *Work In Progress (WIP)*. Access to business items is granted to all PIs or PI delegates when the PI is assigned as the current reviewer and to AOs and SOs when they are assigned as the current reviewer.

To access the Edit Business access tab:

- Select the **Edit Business** access tab from the **eSNAP Menu** screen.

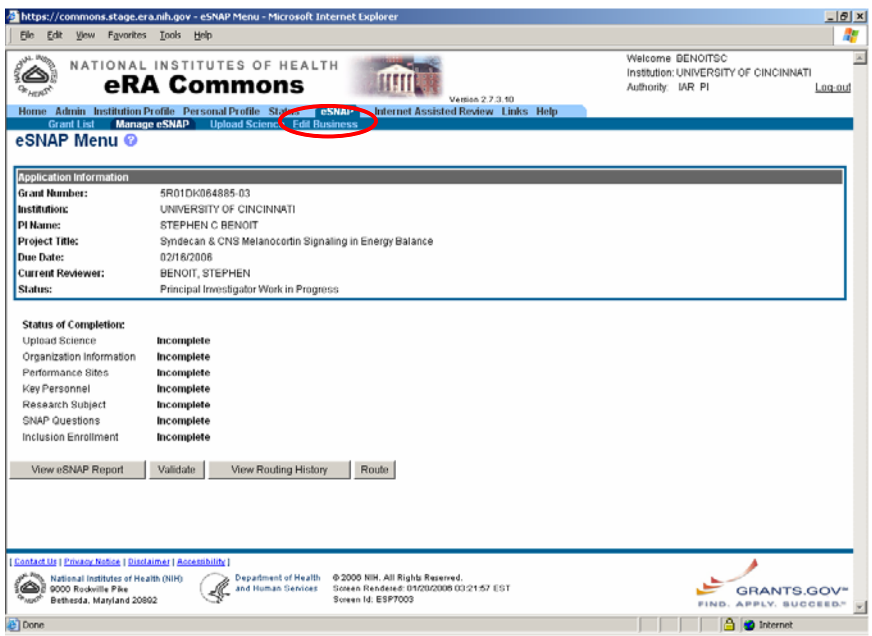

Figure 30: eSNAP Menu Screen (ESP7003)

Edit Business Sub-Menu

The **Edit Business** access tab allows you to view and edit various information pertaining to an eSNAP. The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNAP Questions & Checklist
- Inclusion Enrollment

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

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

Org. Info

The Edit Business- Org. Info screen lists project and institution information regarding the selected eSNAP. This screen requests the principal investigator's contact information, percent effort, and the name of your institutional representative. Some information may be automatically added by the system. Verify that the pre-populated information is correct. If there are any errors, correct the errors.

To access and complete the **Edit Business- Org. Info** screen:

-

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. The **Org. Info** access tab appears (Figure 31).

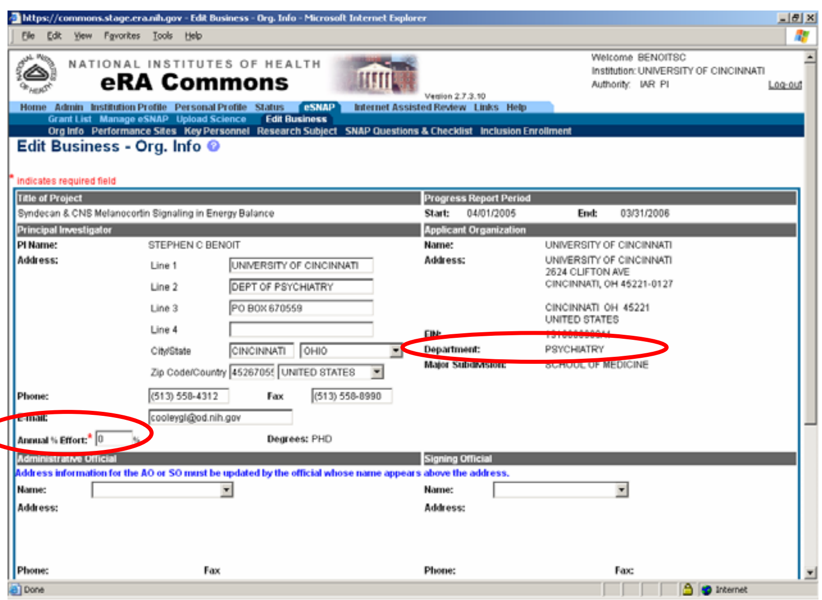

Figure 31: Edit Business- Org. Info Screen (ESP7008)

- The Title of the Project, Progress Report Period, Principal Investigator, and Applicant Organization sections are prepopulated with the information saved in the database.

NOTE: If the Department displayed on the screen is incorrect, check the progress report submitted last year to verify that the same error appeared on the Face Page. The information here should match the information you submitted previously. You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

---

2. Type your percent effort in the **Actual % Effort** field. You must enter a whole number here, decimals and fractions are not recognized by the system.

3. Complete the **Administrative Official** block of the **Edit Business- Org. Info** screen (Figure 32).

    - Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.

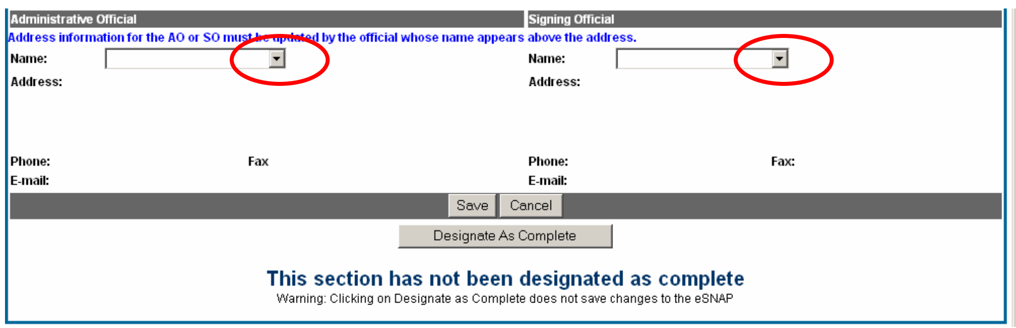

Figure 32: Administrative Official Block of the Edit Business- Org. Info Screen

4. Complete the **Signing Official** block of the **Edit Business- Org. Info** screen (Figure 32).

    - Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.

5. Click **Save** to save your information.

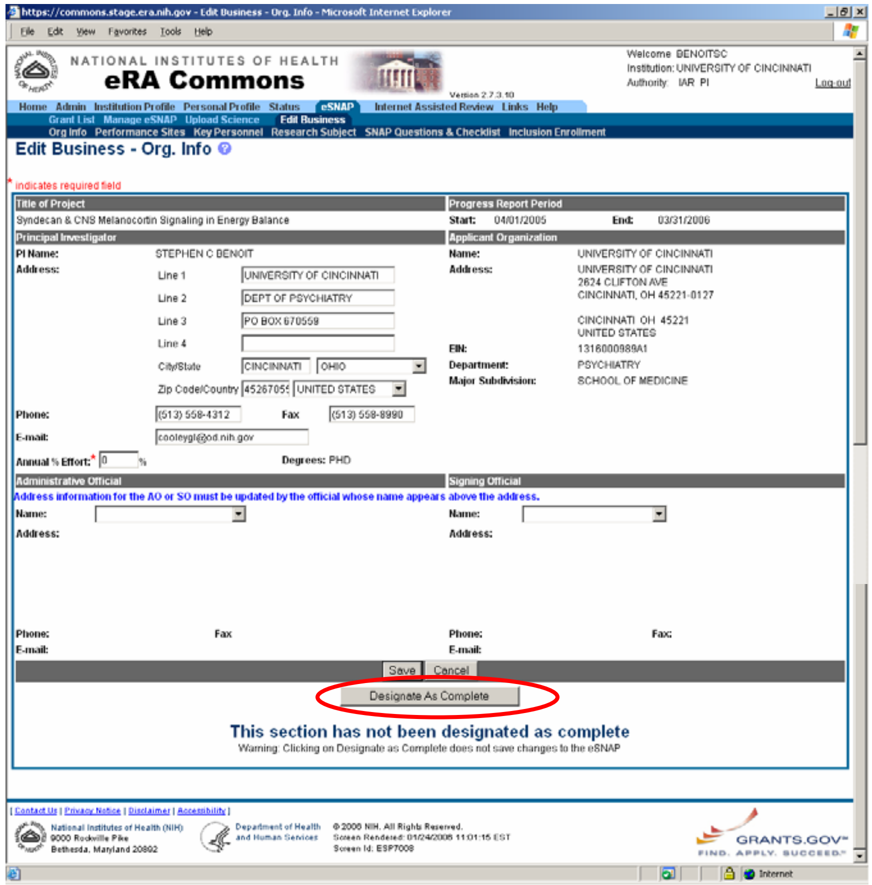

Figure 33: The Designate as Complete button appears at the bottom of the Edit Business- Org. Info Screen

6. Click **Designate as Complete** to signify that you have added all of the necessary details to this page.

NOTE: Clicking the **Designate as Complete** button does not save your work. You must click **Save** prior to clicking the **Designate as Complete** button.

Performance Sites

The **Performance Sites** access tab includes information detailing the address (es) of where the selected project's research work is being conducted. When there are several performance sites associated with a project, you must list all sites including VA facilities and foreign sites. A default performance site, based on the institution profile address, is added when the eSNAP is initiated.

To complete the details included on the **Performance Sites** access tab:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **Performance Sites** access tab (Figure 34).

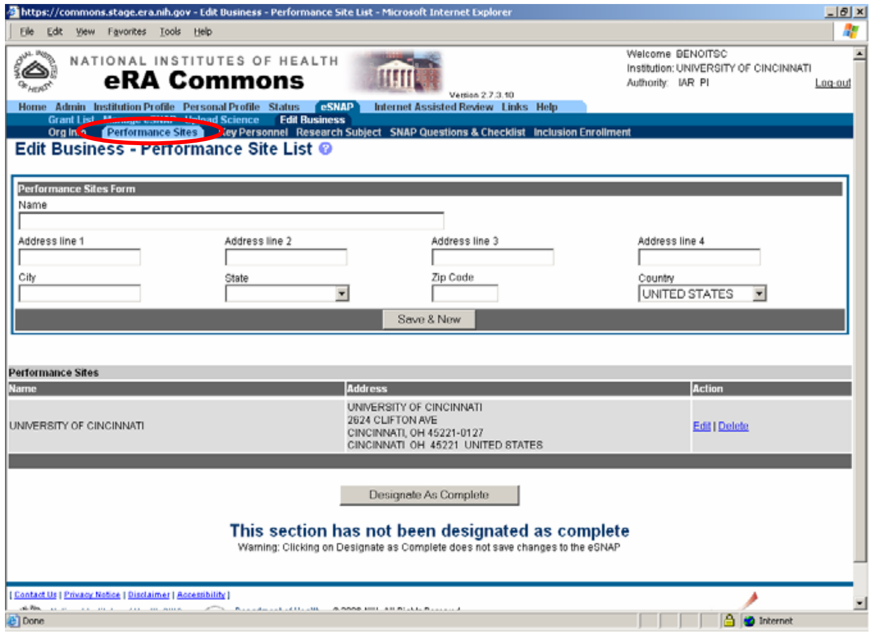

Figure 34: Edit Business- Performance Site List (ESP7012)

2. Add new, Edit or Delete the current performance address.

- To add new performance sites:

  1. Enter details of the new performance site into the **Performance Sites Form** block.

  2. Click **Save & New**. The performance site is added to the selected grant.

NOTE: If the selected project is taking place at more than one location, add additional performance sites.

---

  3. Click **Designate as Complete** to signify that you have completed the information on this page.

- To edit an existing performance site address:

  1. Select the **Edit** hypertext link located next to the performance site address you would like to edit (Figure 35).

     The existing address appears in the **Performance Sites Form** block.

Figure 35: Select the Edit hypertext link to modify the existing performance site address

2. Make the necessary modifications to the address in the **Performance Sites Form** block.

3. Click **Save & New**. The new performance site address is added to the selected grant.

4. Click **Designate as Complete** to signify that you have completed the information on this page.

- To delete an existing performance site address:
-

1. Select the **Delete** hypertext link located next to the performance site address you would like to delete (

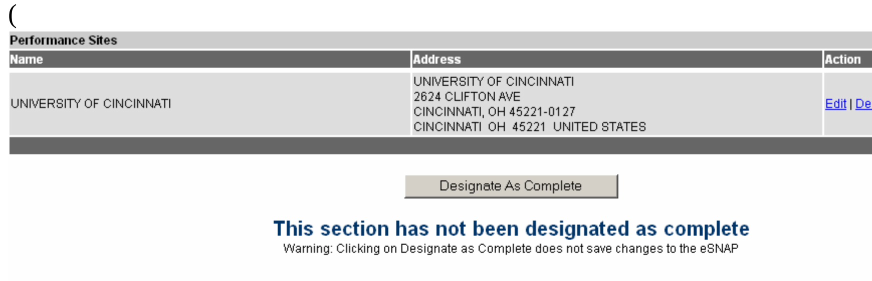

Figure 36).

The **Delete Performance Site** screen appears (ESP7010)

Figure 36: Select the Delete hypertext link to modify the existing performance site address

2. Click **Delete** at the bottom of the **Delete Performance Site** screen (Figure 37).

The performance site is deleted from the selected grant's record. You are returned to the **Edit Business-Performance Site List** screen.

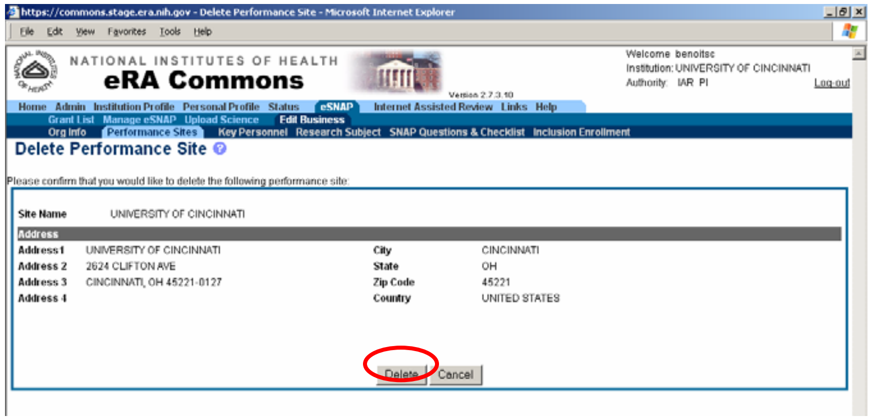

Figure 37: Delete Performance Site Screen (ESP7010)

3. Click **Designate as Complete** to signify that you have completed the information on this page.

Key Personnel

The **Key Personnel** access tab includes a listing of individuals who contribute to the scientific development or execution of the project in a substantial, measurable way, whether or not a salary has been requested.

Individuals designated as *Other Significant Contributors*, (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should not be included in this report unless their involvement has changed so that they now meet the definition of *key personnel*.

To add details to the **Key Personnel** access tab:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **Key Personnel** access tab (Figure 38).

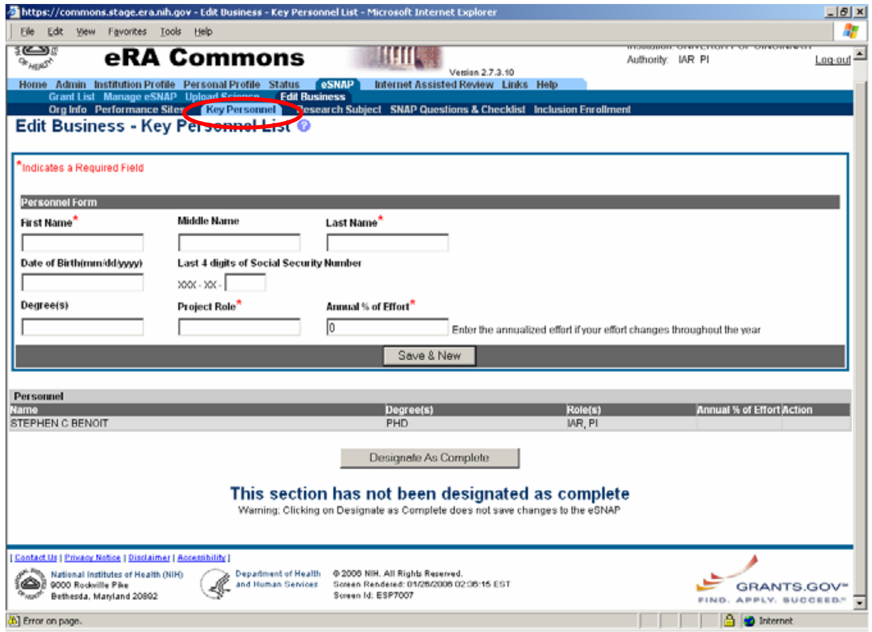

Figure 38: Edit Business- Key Personnel List Screen (ESP7007)

2. Add new, Edit or Delete the current key personnel listing.

   - To add a new key personnel listing:

     1. Add the appropriate information to the **Personnel Form** block.

     2. Click **Save & New**. The information that you have added appears in the **Personnel** block at the bottom of the screen.

     3. Click **Designate as Complete** to signify that you have completed the information on the **Key Personnel** screen.

   - To edit an existing key personnel listing:

•

     1. Select the **Edit** hypertext link located next to the key personnel listing that you would like to edit (Figure 39).

        The key personnel listing information appears in the **Personnel Form** block of the screen.

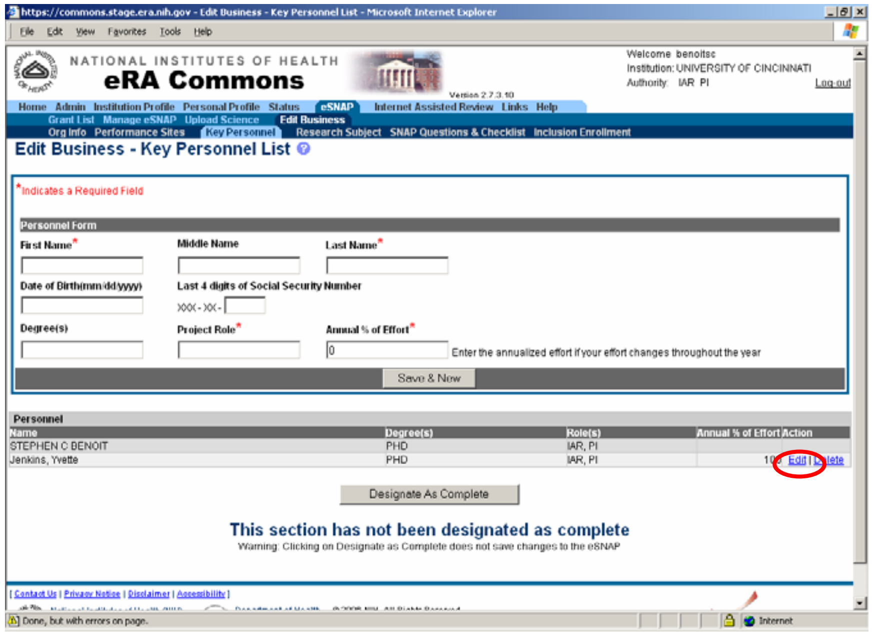

Figure 39: Select the Edit hypertext link to make modifications to the key personnel listing

2. Make the necessary changes to the information located in the **Personnel Form** block.

3. Click **Save & New**. The information is updated for the selected listing.

4. Click **Designate as Complete** to signify that you have completed the information on the **Key Personnel** screen.

- To delete a key personnel listing:

1. Select the **Delete** hypertext link located next to the key personnel listing that you would like to delete.

The **Delete Key Personnel** screen appears.

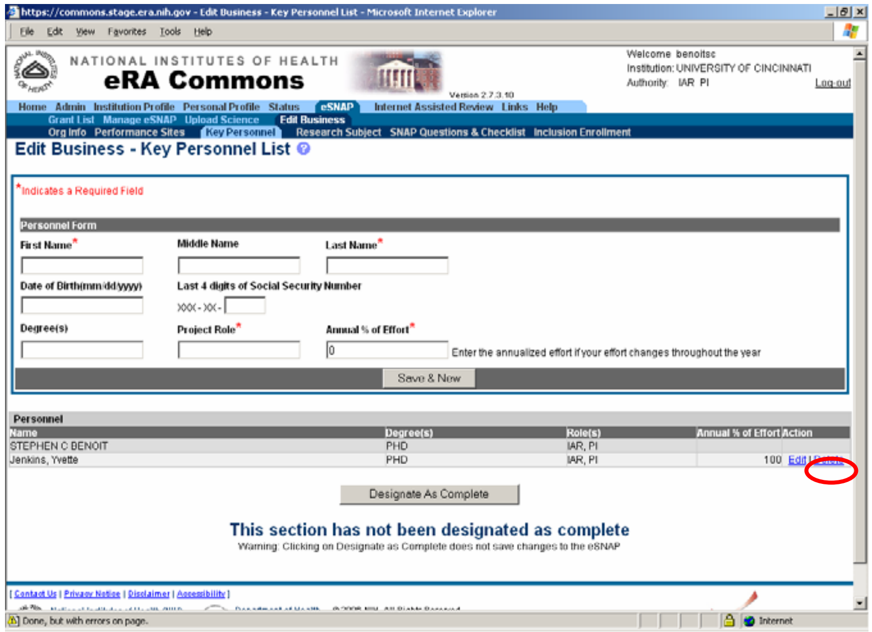

Figure 40: Select the Delete hypertext link to remove the key personnel listing from the selected grant's record

2. Click **Delete** at the bottom of the **Delete Key Personnel** screen.

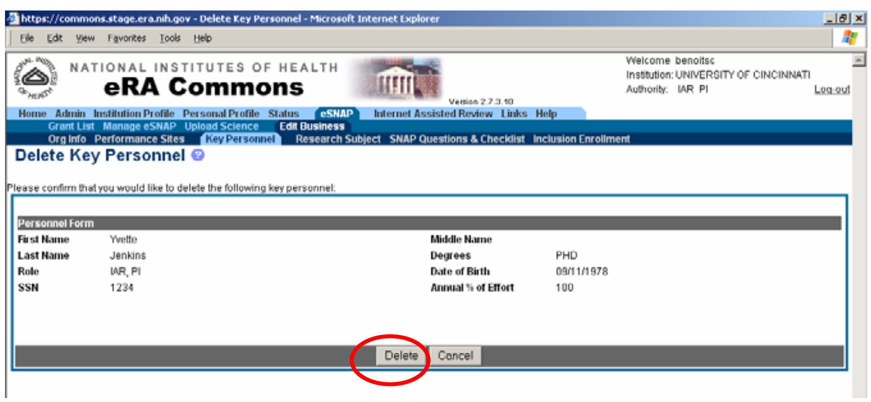

Figure 41: Click Delete to remove the key personnel listing from the grant's record

3. Click **Designate as Complete** to signify that you have completed the information on the **Key Personnel** screen.

Research Subject

The **Research Subject** screen includes information related to human and animal subject research.

To add details to the **Research Subject** screen:

4. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **Research Subject** access tab (Figure 42).

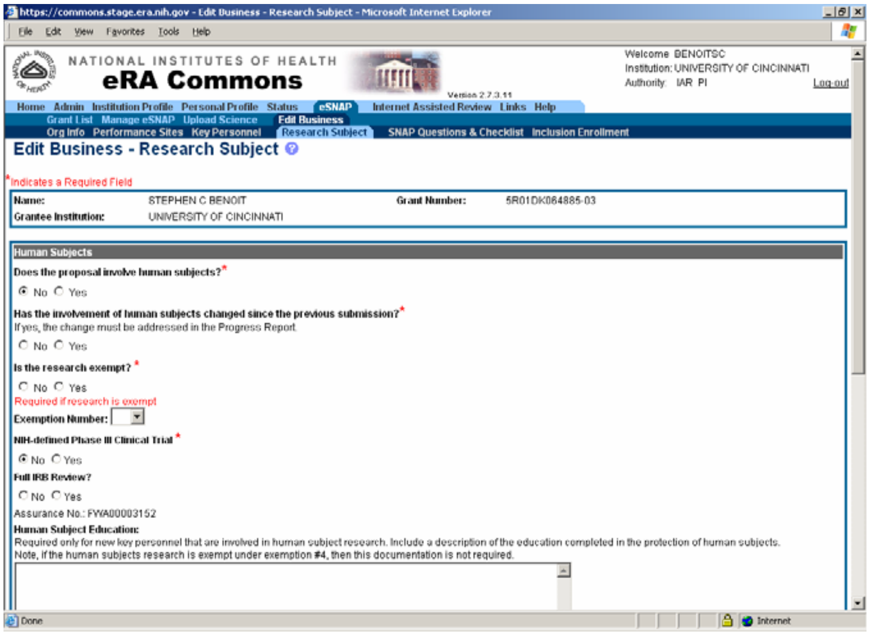

Figure 42: Edit Business- Research Subject Screen (ESP7028)

5. Select the appropriate response to each of the listed questions.

- **Does the proposal involve human subjects?**

  Select *No* if activities involving human subjects are not planned at any time during the proposed budget period. The remaining questions in the Human Subjects section are then not applicable. Select *Yes* if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned at any time during the budget period, either at your organization or at any other performance site or collaborating institution. See *Inclusion Enrollment* on page 41 for details.

- **Has the involvement of human subjects changed since the previous submission?**

  Select *Yes* if the involvement has changed since your previous submission. You must discuss these changes in your progress report (see *Accessing the Upload Science Screen* on page 45 for more information about progress reports).

- **Is the research exempt?**

  Select *Yes* if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select *No* if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

- **Human Subject Education**

  Enter the human subject education information if there are new key personnel that are involved in human subject research. Include a brief description of the education completed in the protection of human subjects.

NOTE: If the human subject's research is exempt under exemption #4 this documentation is not required.

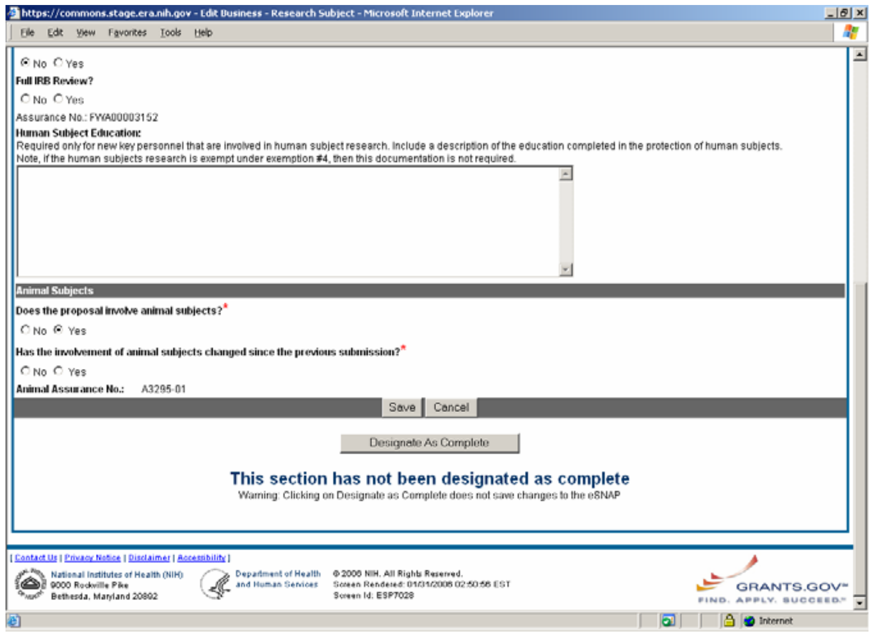

Figure 43: Click Designate As Complete to signify that you have completed the Edit Business- Research Subject Screen

6. Click **Save** to save the details that you have added to the **Edit Business- Research Subject** screen.

7. Click **Designate as Complete** to signify that you have completed the information on the **Research Subject** screen.

SNAP Questions & Checklist

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

- Key personnel and budget
- Inventions and patents
- Program income
- Facilities and administration

NOTE: If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in *Performance Sites* on page *28* .

To add details to the **Edit Business- SNAP Questions & Checklist** screen:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **SNAP Questions & Checklist** access tab (Figure 44).

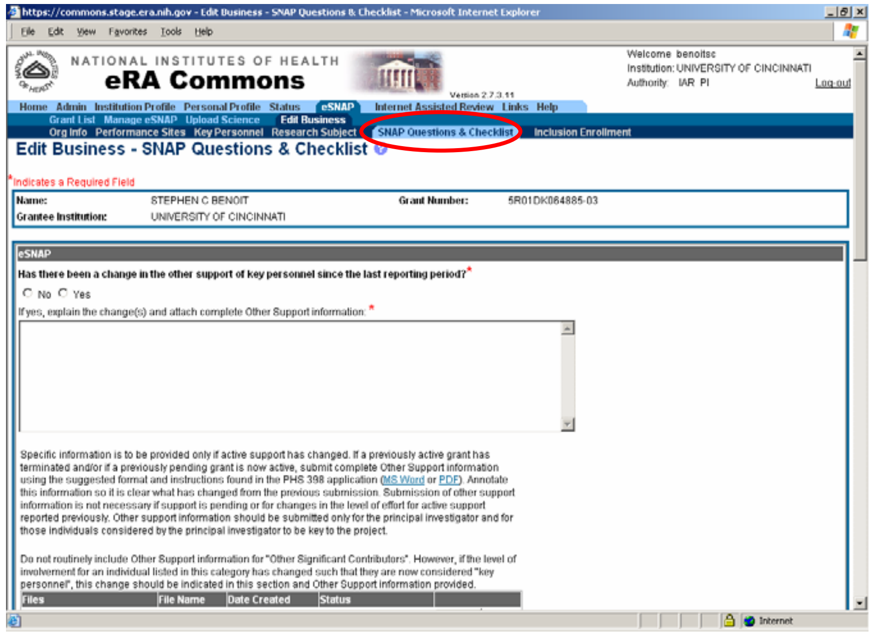

Figure 44: Edit Business-SNAP Questions & Checklist (ESP7018)

2. Select the appropriate answer to each listed question. If you select *Yes* as the answer, you must provide an explanation in the text box below the question.

NOTE: The contents of each text box may not exceed 2000 characters.

- **Has there been a change in the other support of key personnel since the last reporting period?**

  Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, submit complete Other Support information using the suggested format and instructions found in the PHS 398 application (MS Word or PDF). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator and for those individuals considered by the principal investigator to be key to the project.

  Do not routinely include Other Support information for "Other Significant Contributors". However, if the level of involvement for an individual listed in this category has changed such that they are now considered "key personnel", this change should be indicated in this section and Other Support information provided.

- **Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project?**

  A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a NGA-specified person on the project is expected to reduce his/her effort from 40 percent to 30 percent, which represents a 25 percent reduction in the level of effort, an explanation must be provided below. This requirement applies regardless of whether or not NGA-specified person is compensated from the grant.

- **Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget?**

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

- **Were any inventions conceived or first actually reduced to practice during the course of work under this project?**

  If *Yes* is selected, indicate if the invention has been previously reported.

- **Is program income anticipated during the proposed period for which support is requested?**

  Indicate if program income is anticipated during the proposal period for which support is requested. If you have made any changes to any information on the page, click Save before editing the program income. See *Program Income* on page 38 for more information about completing this section if program income is anticipated.

- **Facilities and Administration**

  Complete this section if there is a change in performance sites that will affect facilities and administration costs.

3. Click **Save** to save the details that you have added to the screen.
4. Click **Designate as Complete** to signify that you have completed the information on the **SNAP Questions & Comments** screen.

Program Income

You have the option of adding, editing, or deleting details related to the anticipated amount of program income during the proposal period for which support is requested.

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **SNAP Questions & Checklist** access tab (Figure 44).

NOTE: If you have made any changes to the **SNAP Questions & Checklist** screen, please click **Save** to save any changes you have made prior to editing the program income information.

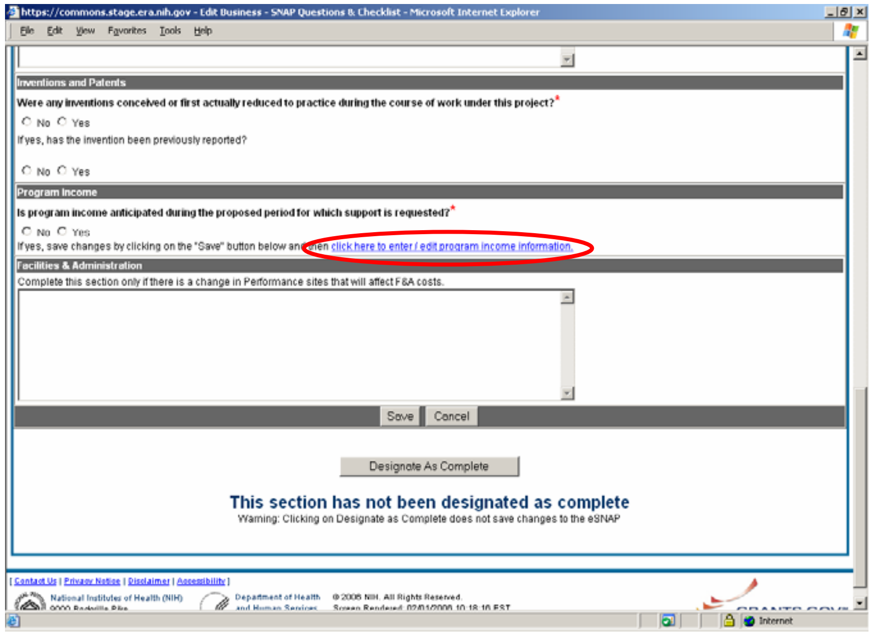

Figure 45: Select the hypertext link to access the Edit Business-Program Income screen

2. Select the **click here to enter/edit program income information** hypertext link (Figure 45). The **Edit Business- Program Income** screen appears.

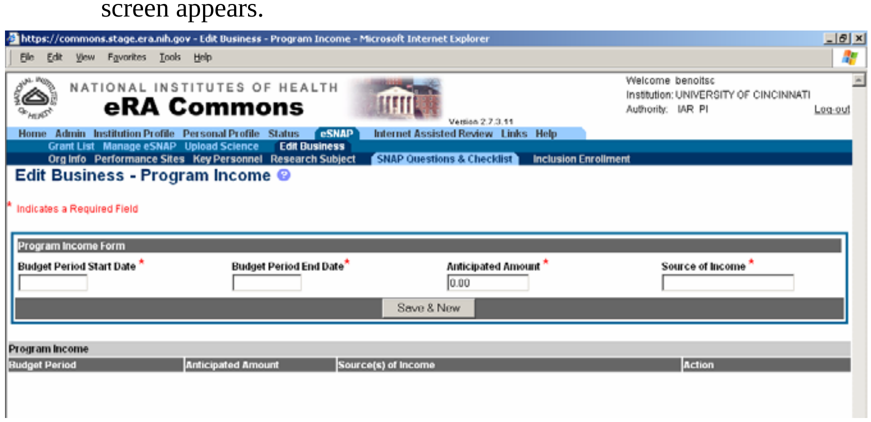

Figure 46: Edit Business-Program Income Screen (ESP7016)

3. Add the necessary details to the **Edit Business- Program Income** screen.
    - All of the fields on the screen are required.
    - The start and end dates describe the program income period. The dates entered must be within the project period dates and are in the format of MM/DD/YYYY.
    - The anticipated amount must be greater than zero.

- The information entered in the Source(s) of Income field is limited to 50 characters

4. Click **Save & New** to save the details that you have added.

5. Select the **SNAP Questions & Checklist** access tab to return to the **SNAP Questions & Checklist** screen.

To edit Program Income information:

1. Access the **Edit Business- Program Income** screen as shown in Figure 47.

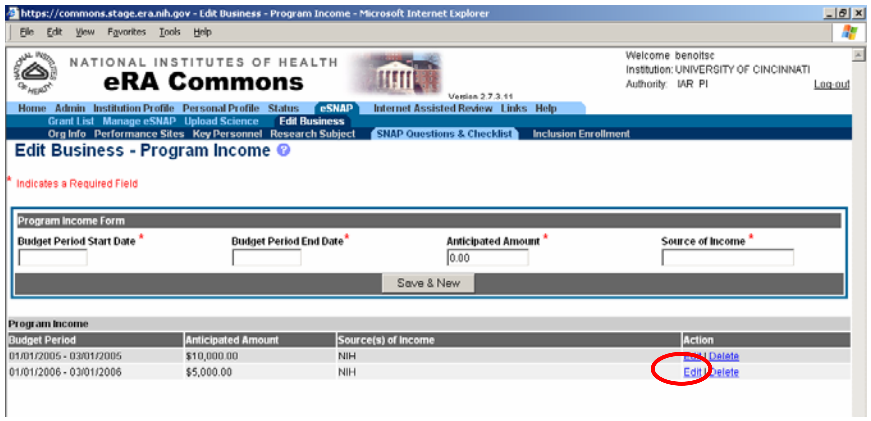

Figure 47: Select the Edit hypertext link to modify the details included on the Edit Business-Program Income Screen (ESP7016)

2. Select the **Edit** hypertext link.

3. Make the necessary modifications to the **Edit Business-Program Income** Screen (ESP7016).

4. Click **Save & New**.

To delete Program Income information:

1. Access the **Edit Business- Program Income** screen as shown in Figure 48.

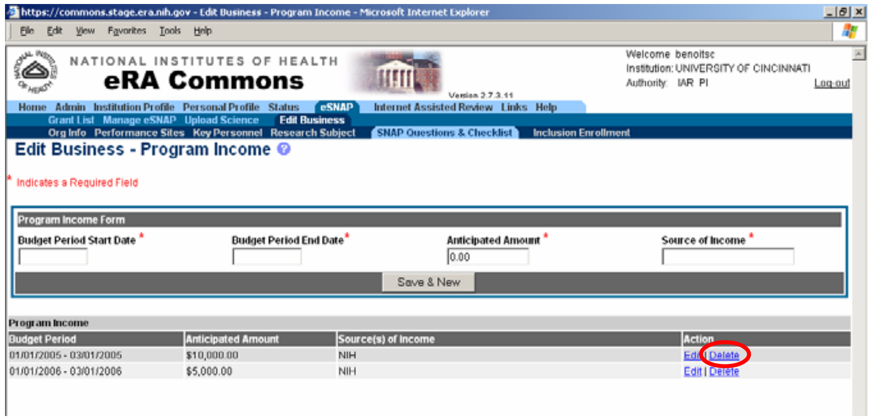

Figure 48: Select the Delete hypertext link to delete the Program Income details included on the Edit Business-Program Income Screen (ESP7016)

2. Select the **Delete** hypertext link. The **Delete Program Income** screen appears.

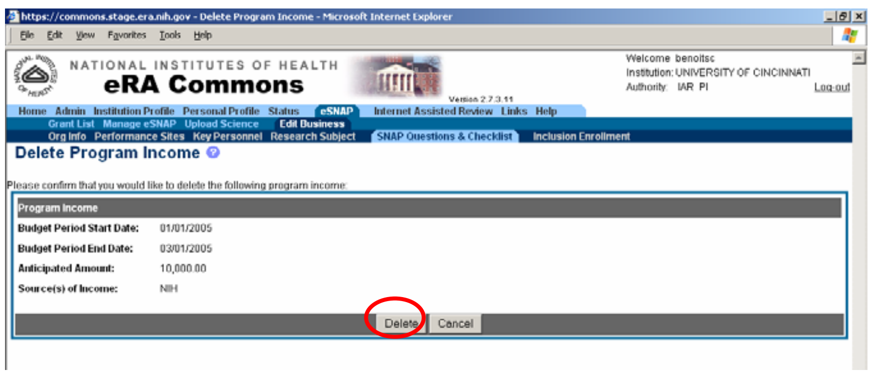

Figure 49: Delete Program Income Screen (ESP7014)

3. Click **Delete**. The program income details are removed from the grant's record.

Inclusion Enrollment

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

NOTE: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

5/01 Inclusion Enrollment Report

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race. Use the 5/01 format of the Inclusion Enrollment report for awards made as a result of New and Competing applications submitted after January 10, 2002.

This report is divided into two parts

- Part A

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

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

- Part B

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

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

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

4/98 Inclusion Enrollment Report

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

The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

NOTE: You have the option of using the 5/01 or 4/98 format of the Inclusion Enrollment report for awards made as a result of New and Competing

Applications received before January 10, 2002. If you choose to use the 5/01 format, you must continue to use that format for the remaining years of the project.

To complete the Inclusion Enrollment Report:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. Select the **Inclusion Enrollment** access tab.

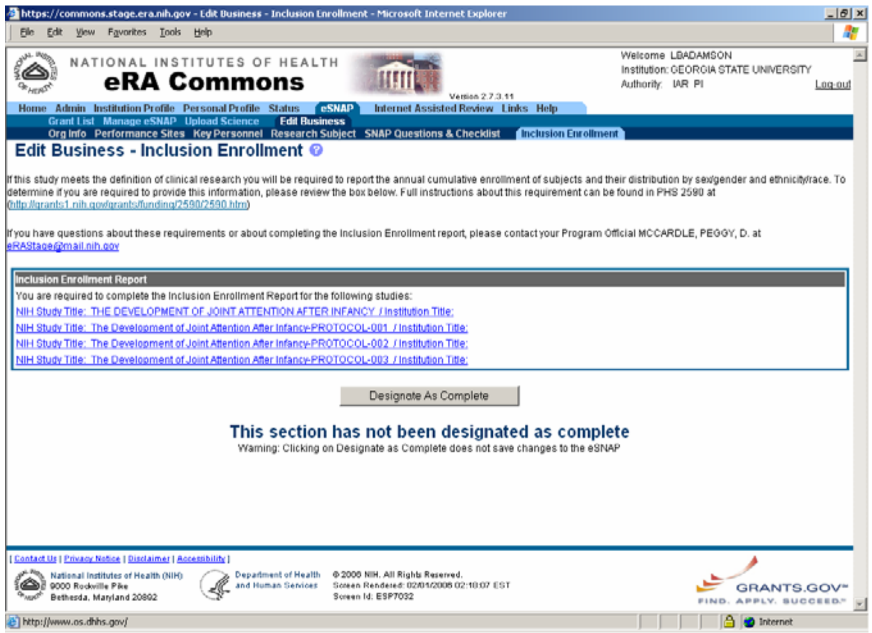

Figure 50: Edit Business- Inclusion Enrollment Screen (ESP7032)

2. Select the appropriate hypertext link to complete the 4/98 or 5/01 format of the Inclusion Enrollment Report.

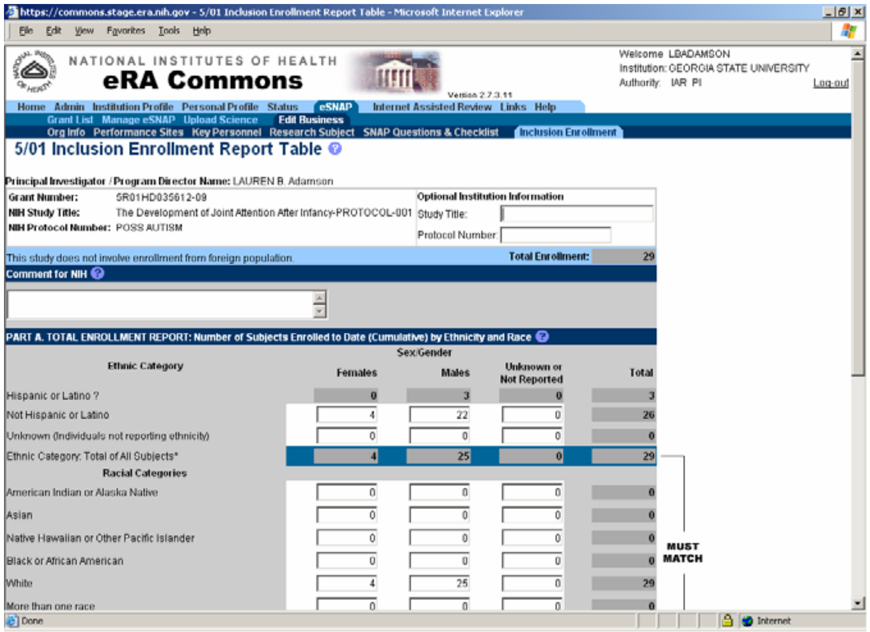

Figure 51: 5/01Inclusion Enrollment Report Table (ESP7036)

3. Complete the details of the **4/98 Inclusion Enrollment Report Table** or **5/01Inclusion Enrollment Report Table**.

4. Click **Save** at the bottom of the screen.

5. Click **Designate as Complete** at the bottom of the Edit Business-Inclusion Enrollment Screen.

eSNAP Science

Overview

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

Progress Report files are a brief presentation of the accomplishments on the research project during the reporting period. They address the specific aims of the project, detail the studies directed toward these aims and their results, emphasize the significance of the findings, summarize plans to address the aims during the next year of support, and describe the resources generated by the project that are available to be shared with other investigators. See **http://grants.nih.gov/grants/funding/2590/2590.htm** for more detailed information. Do not use any PHS2590 fillable form pages for any file uploads. Text inserted unto the fillable form pages is not saved once the eSNAP progress report is submitted to NIH.

Accessing the Upload Science Screen

The Upload Science screen allows you to upload the following:

- progress report
- support information
- biosketches for key personnel
- research accomplishments
- publication citations

To access the Upload Science screen:

1. Access the eSNAP Menu screen for the desired grant as described in *eSNAP Menu* on page 22.

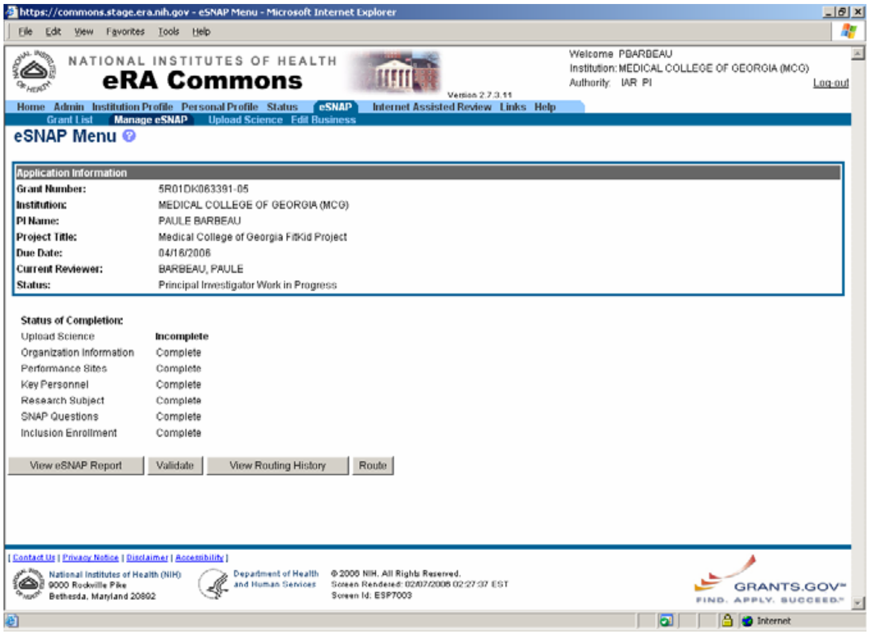

Figure 52: Select the Upload Science access tab from the eSNAP Menu Screen

2. Select the **Upload Science** access tab to view the **Upload Science** screen (Figure 53).

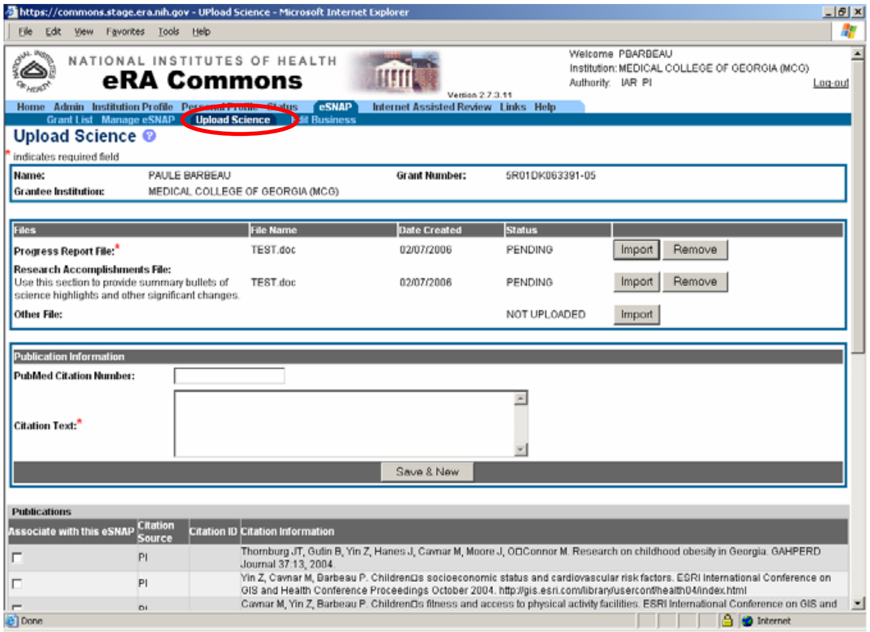

Figure 53: Upload Science Screen (ESP7022)

Upload Science Screen Details

The Upload Science screen consists of three blocks of information: Information block, Files block, Publication Information, and Publications block.

Information Block

The Information block lists the name of the PI, the grantee institution, and the grant number.

Files Block

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

Publication Information Block

The Publication Information block exists to allow you to add publications to the grant's record.

Publications Block

The Publications section indicates whether any PI publications have been associated with the eSNAP. Associated publications are listed with the NLM accession number (if applicable) and the citation text. Publications that have not yet been added to the PI's personal profile may be added and included with the eSNAP from this section.

Attaching Files

You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your progress report, you should merge these documents into one file. To merge the documents into one file copy the biosketch and other support information and paste that information at the beginning of your progress report. Save it as one file and upload it as one file.

Files can be uploaded as Microsoft Word (*.doc), text (*.txt), or Adobe Portable Document Format (*.pdf) and are always stored in the system in PDF. If your file doe not include one of these extensions, the system will not recognize the file.

To attach Progress Reports, Research Accomplishments, and other files using the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 45. Locate the **Files** block (Figure 54).

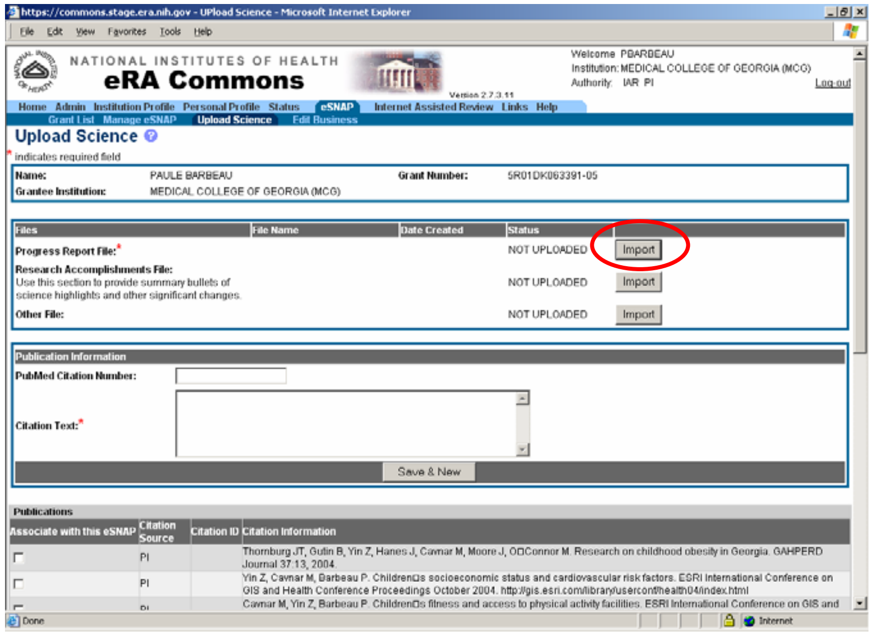

Figure 54: Click Import to upload your Progress Report or Research Accomplishments File

2. Click **Import** next to the desired file (progress report or research accomplishment) to access the **Upload File** screen (Figure 55).

NOTE: Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

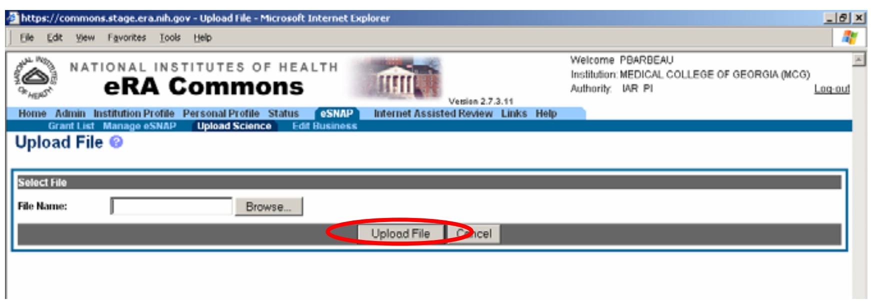

Figure 55: Upload File Screen (ESP7024)

3. Select the file you would like to upload.

   There are two different methods that you can use to choose a file to upload:

   - Type the file name of the file you would like to upload.
   - Click **Browse** to locate the file you would like to upload.

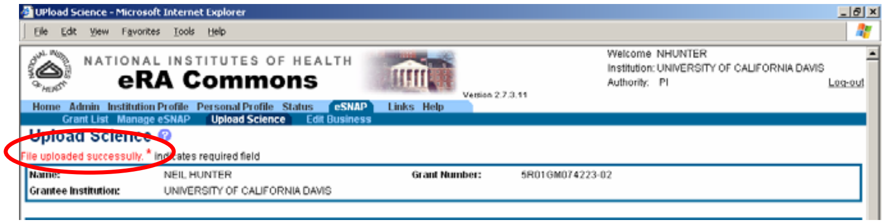

Figure 56: A message appears at the top of the screen to confirm that the file has been uploaded

4. Click **Upload File** to attach the file to the eSNAP. A message appears at the top of the screen to verify that the file has been uploaded successfully.

   The file is given a temporary status of *Pending* until the upload is complete and the status is changed to *Complete*.

To remove an attached file from the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 45. Locate the **Files** block (Figure 57).

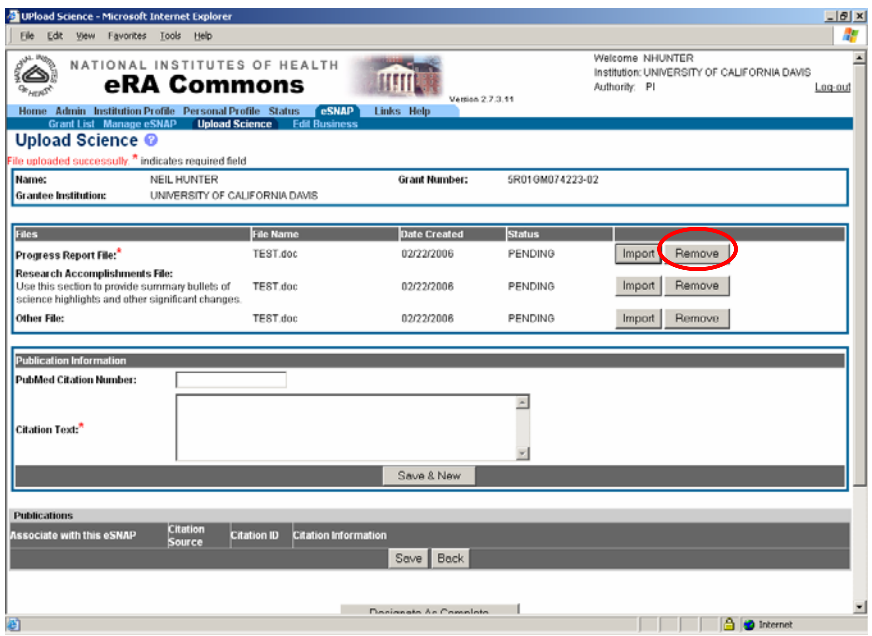

Figure 57: Click Remove to delete an uploaded file from the grant record

2. Select the file you would like to detach from the grant record.

3. Click **Remove**. A confirmation message appears to confirm deletion of the uploaded file (Figure 58).

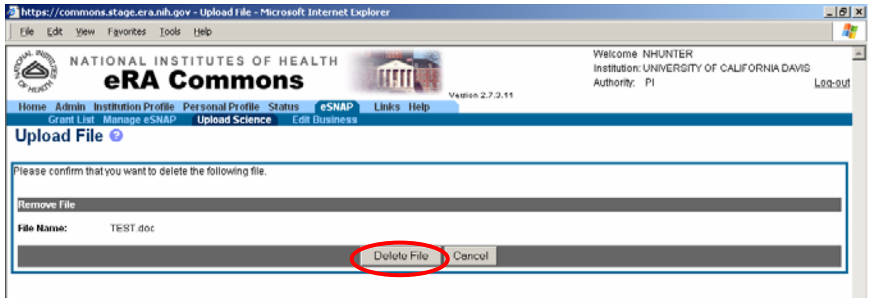

Figure 58: Upload File Screen (ESP7031)

4. Click **Delete File**. The **Status** column of the selected file is changed to *Not Uploaded* (Figure 59).

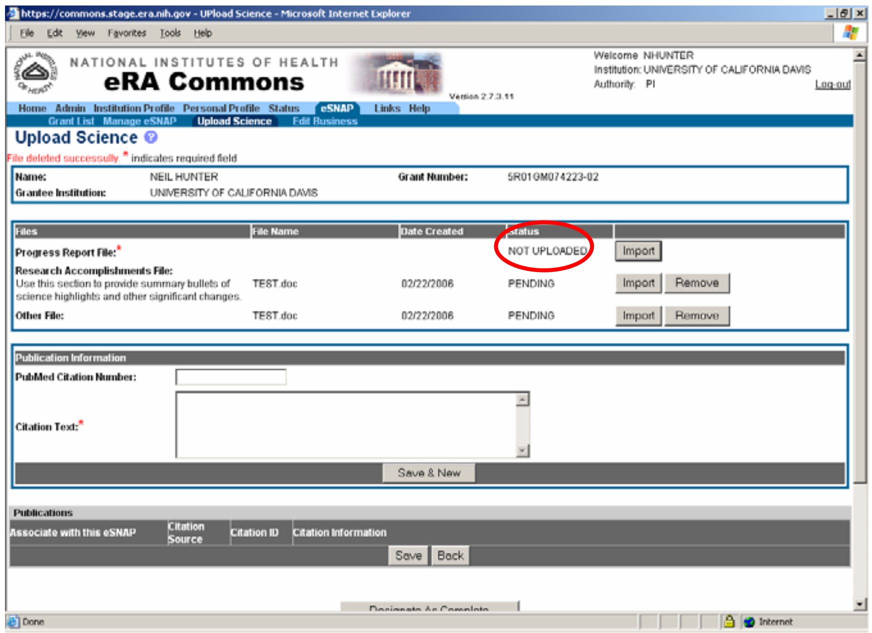

Figure 59: The Status column shows whether a file has been uploaded to the grant record

5. Click **Designate as Complete** once you have added all of the necessary information to the **Upload Science** screen.

Associating Publications

Peer-reviewed publications directly relevant to the proposed project, with a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the **Upload Science** screen and is based on the publication information provided in the Personal Profile section of the NIH eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

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

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 45. Locate the **Publication Information** block.

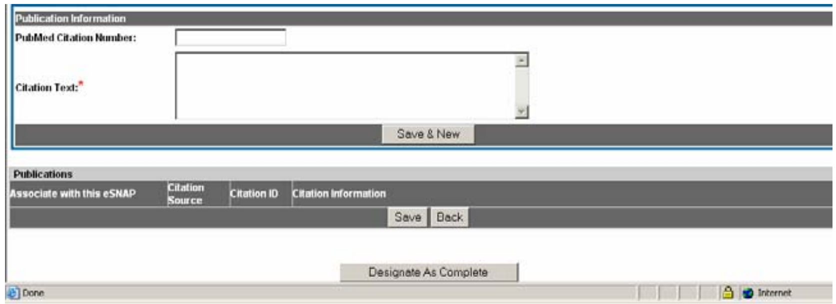

Figure 60: The Publication Information Block of the Upload Science Screen

2. Type the NLM Accession Number in the **PubMed Citation Number** field.

3. Type the complete publication reference in the **Citation Text** field.

   For example: Radiologic Assessment of Early Rheumatoid Arthritis", Journal of Rheumatology, pp 100-103, June 2002, T. Conturo.

4. Click **Save & New** to add the publication to your Personal Profile and to the listing of Publications associated with the selected grant record.

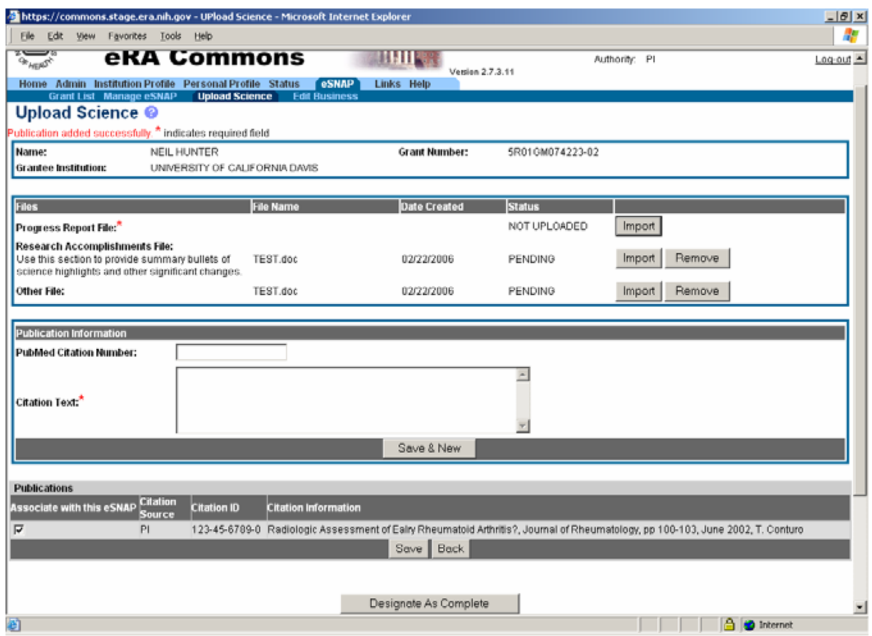

Figure 61: The Publication that has been added appears in the Publications block of the Upload Science Screen

To associate publications that appear in the Publications list:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 45. Locate the **Publications** block.

2. Select the check box next to the publication(s) that you would like to associate with the selected record.

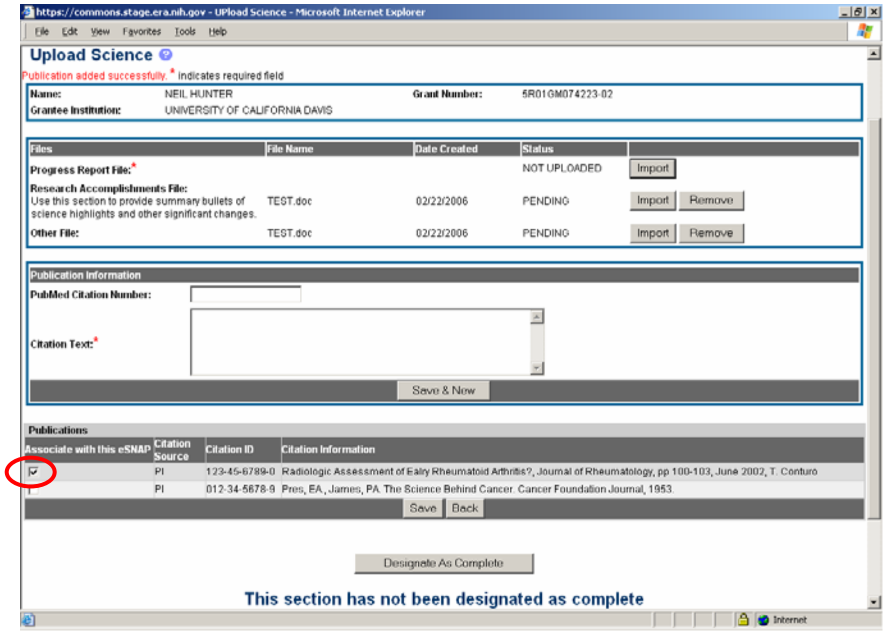

Figure 62: Use the Associate with this eSNAP column to select the Publications that you would like to associate with the grant record

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

4. Click **Designate as Complete** to signify completion of the **Upload Science** screen.

eSNAP Report Details

Overview

The eSNAP report must follow specific procedures prior to submission. When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority is the current reviewer, the validated eSNAP can be submitted to the NIH.

Viewing an eSNAP Report

After an eSNAP Report has been initiated, PIs, PI delegates, and reviewers working on the selected grant have the option of viewing that report. All SOs and AOs can view the eSNAP report at any time. The eSNAP Report appears in Adobe Acrobat PDF format.

NOTE: The eSNAP report in PDF format has a blank submission date, and shows a status of *Draft* until the eSNAP has been submitted.

To view the eSNAP Report:

1. Access the eSNAP Menu page as described in *Viewing the eSNAP Grant List* on page 20.

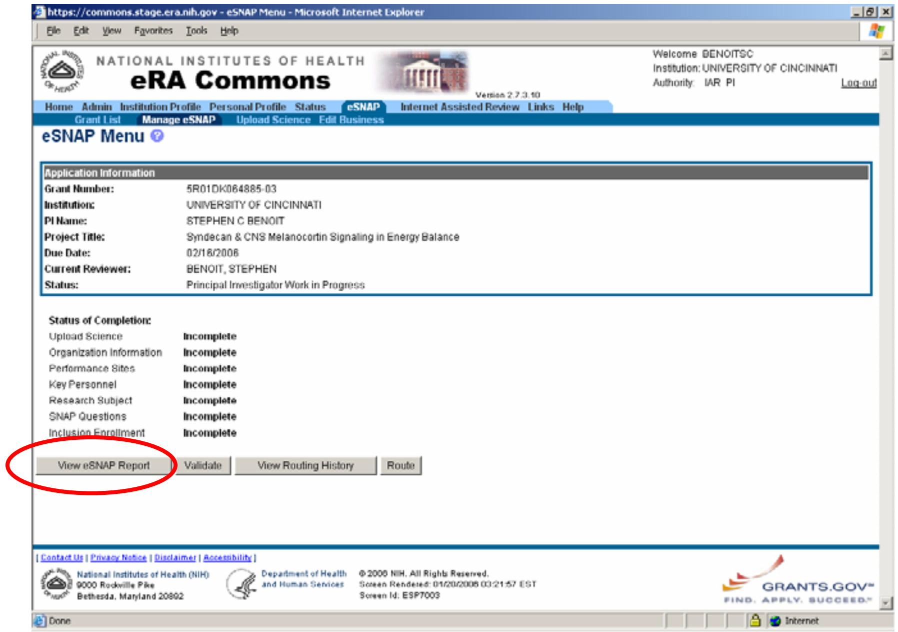

Figure 63: Click View eSNAP Report from the eSNAP Menu Screen

2. Click **View eSNAP Report**. A **File Download** window appears.

3. Click **Open** to view the eSNAP Report. The eSNAP Report appears in Adobe Acrobat PDF format (Figure 64).

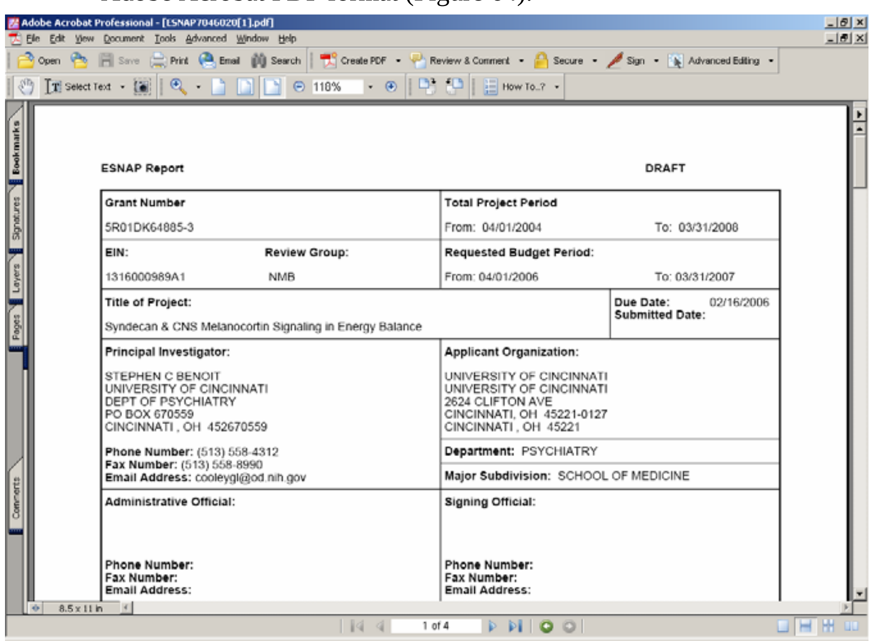

Figure 64: View the eSNAP Report in Adobe Acrobat PDF format

Routing an eSNAP Report

The eSNAP system allows you to route the eSNAP report to the next reviewer or to the previous reviewer for further review or corrections.

To route an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant from the **Manage eSNAP** access tab, (Figure 65) as described in *eSNAP Menu Screen Details* on page 22.

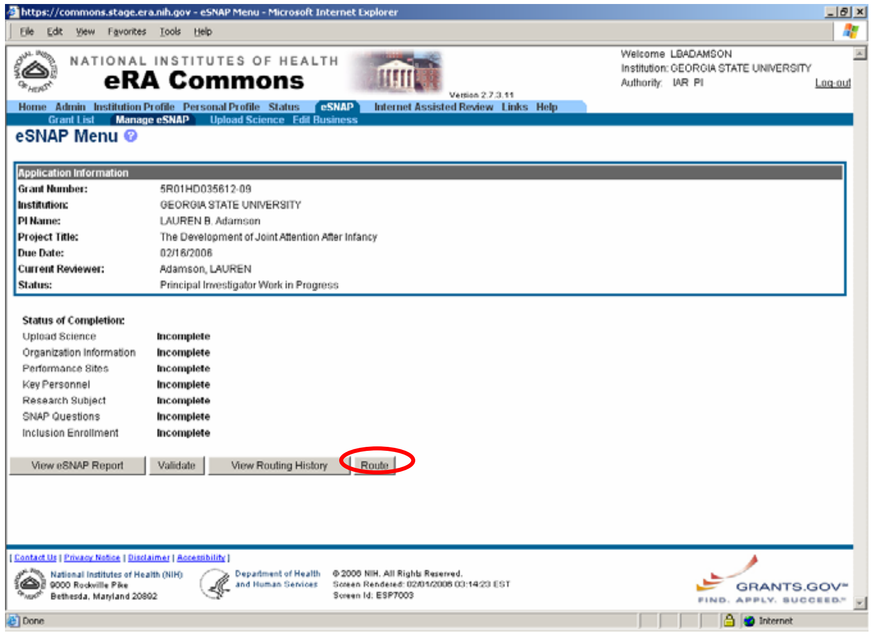

Figure 65: eSNAP Menu Screen (ESP7003)

2. Click **Route**. The **Route to Next Reviewer** screen appears (Figure 66).

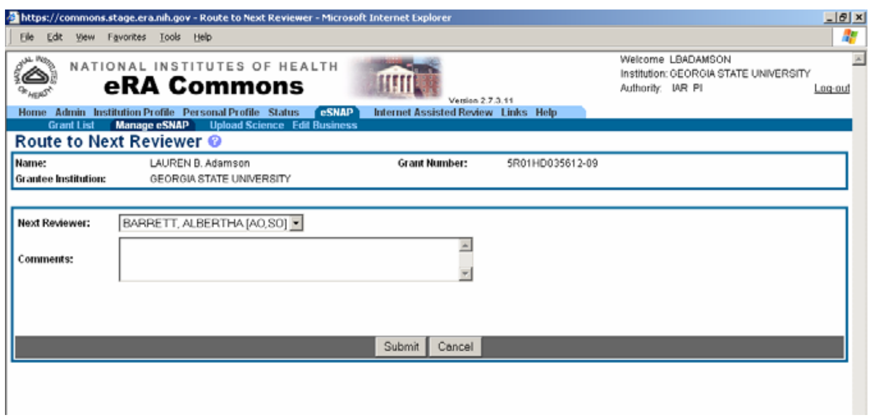

Figure 66: Route to Next Reviewer Screen (ESP7021)

3. Select the reviewer's name, to which you would like to route the eSNAP to, from the **Next Reviewer** drop down list.

4. Add the necessary comments to the **Comments** text box.

5. Click **Submit**. The *Principal Investigator/Program Director Assurance* agreement appears (Figure 67).

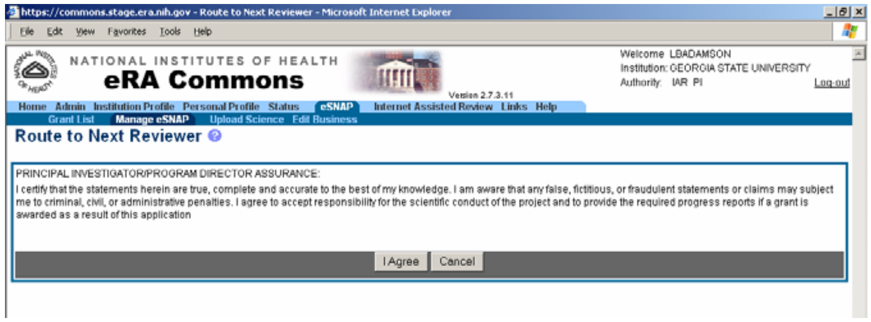

Figure 67: Principal Investigator/Program Director Assurance Agreement

6. Click **I Agree** to accept the responsibilities identified in the message to route the eSNAP and to return to the **eSNAP Menu** screen. A confirmation appears notifying you that the eSNAP has been successfully routed (Figure 68).

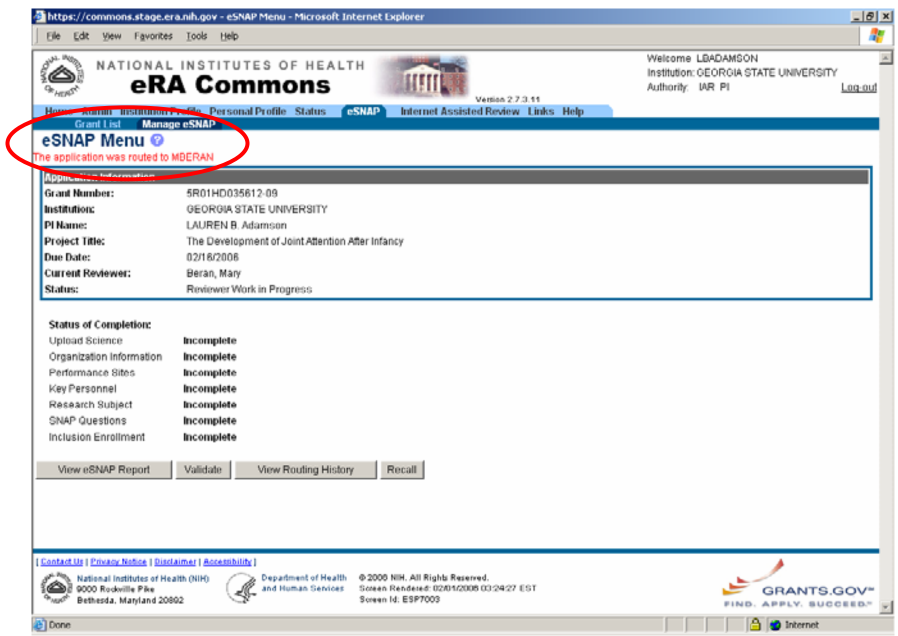

Figure 68: A confirmation message appears to notify you that the selected eSNAP was routed to a different reviewer

Viewing Routing History

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

To view an eSNAP Report's routing history:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 22 for further information.

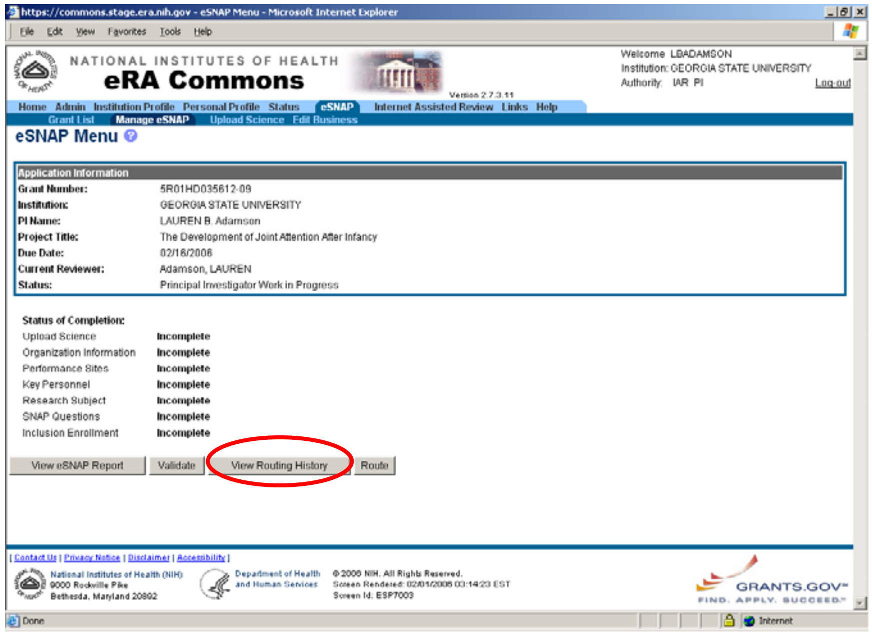

Figure 69: eSNAP Menu Screen (ESP7003)

2. Click **View Routing History**. The **View Routing History** screen appears (Figure 70).

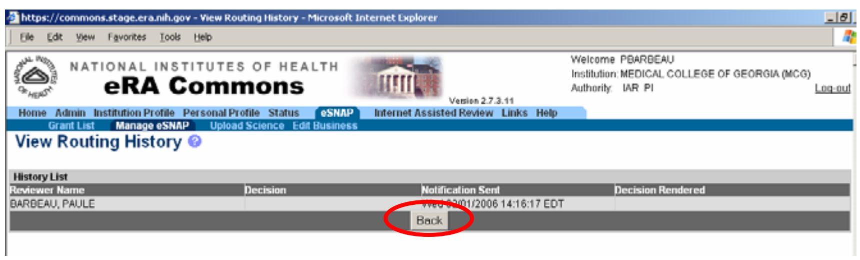

Figure 70: View Routing History Screen (ESP7020)

3. View the grant's routing history. Click **Back** to return to the **eSNAP Menu** screen.

Recalling an eSNAP Report

The eSNAP application offers you the option of recalling an eSNAP that you have routed to another reviewer. When you recall an eSNAP you can then set yourself as the current reviewer. Signing Officials can recall an eSNAP at any time, even if they are not the last reviewer. Principal Investigators can recall an eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to route the eSNAP). This is useful in situations where an eSNAP has been misrouted either to the wrong person or to someone who is unavailable.

To recall an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant that has been routed to another reviewer. See *eSNAP Menu Screen Details* on page 22 for further information.

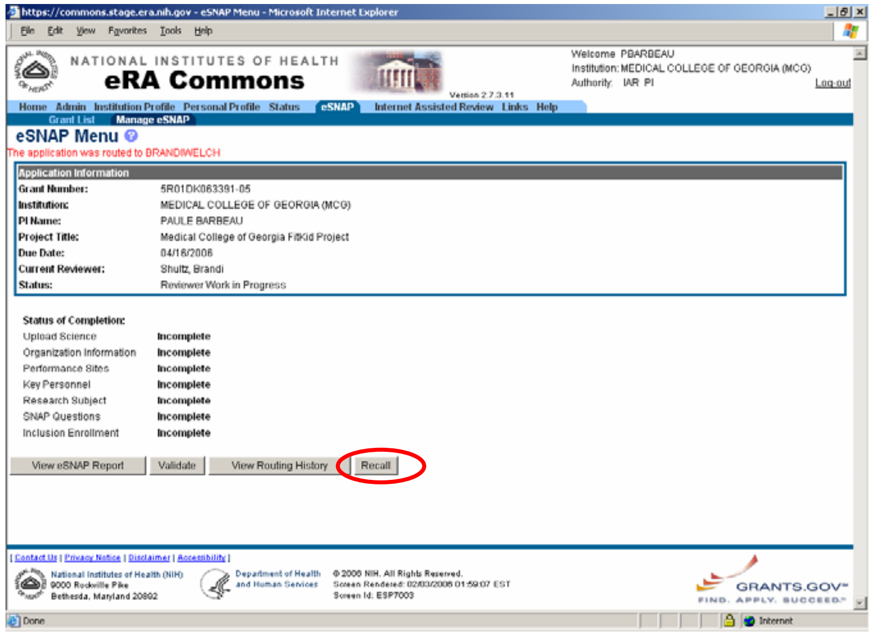

Figure 71: Click recall to regain control of a routed application

2. Click **Recall**. The eSNAP Menu page displays a confirmation that the eSNAP has been successfully recalled. The former reviewer receives an email notification letting them know that you have recalled the eSNAP.

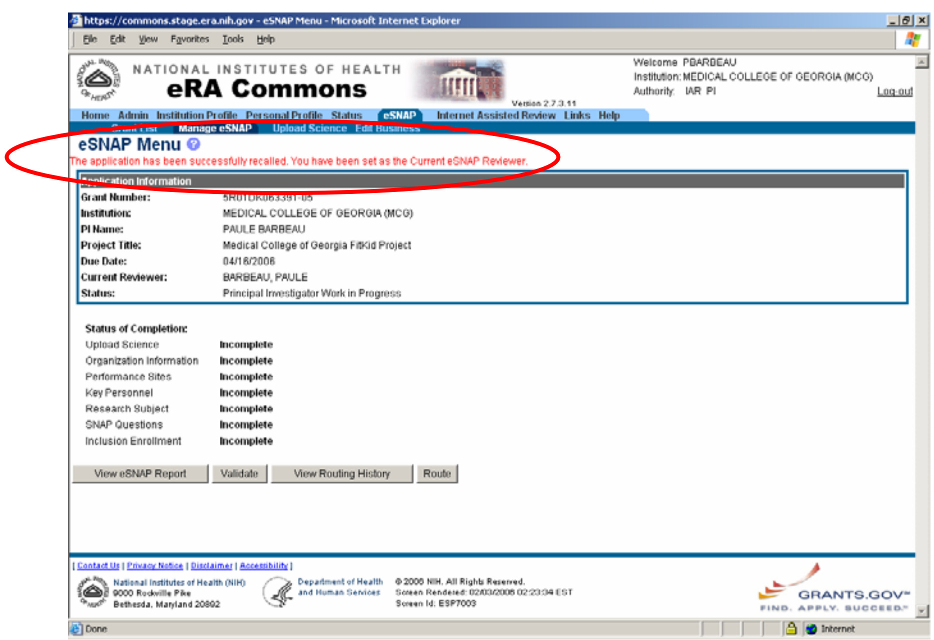

Figure 72: A message appears to signify that the application has been recalled

Validating an eSNAP Report

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

NOTE: Validation can only occur once all sections of the eSNAP have been designated as complete. An eSNAP can be validated at any time once its status is WIP and it can be validated multiple times.

To validate an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 22 for further information.

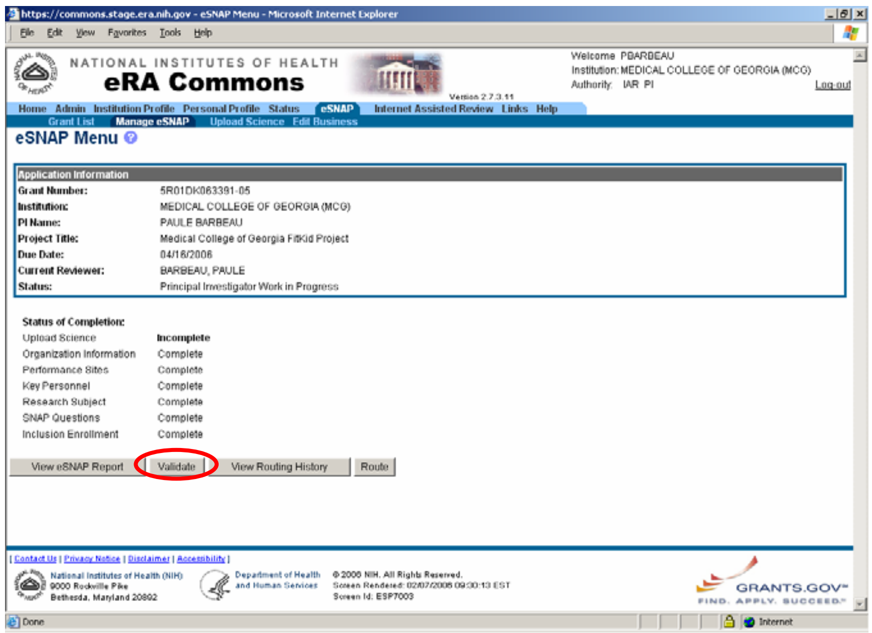

Figure 73: Click Validate on the eSNAP Menu Screen to accept the eSNAP Report

2. Click **Validate**. A list of known errors appears if any errors exist within the selected eSNAP.

Submitting an eSNAP Report

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority (see *Delegating Update Authority* on page 11 for details) is the current reviewer, the validated eSNAP can be submitted to the NIH.

NOTE: An eSNAP must be validated prior to submission. Validation can only occur once all sections of the eSNAP have been designated as complete.

To submit an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 22 for further information.

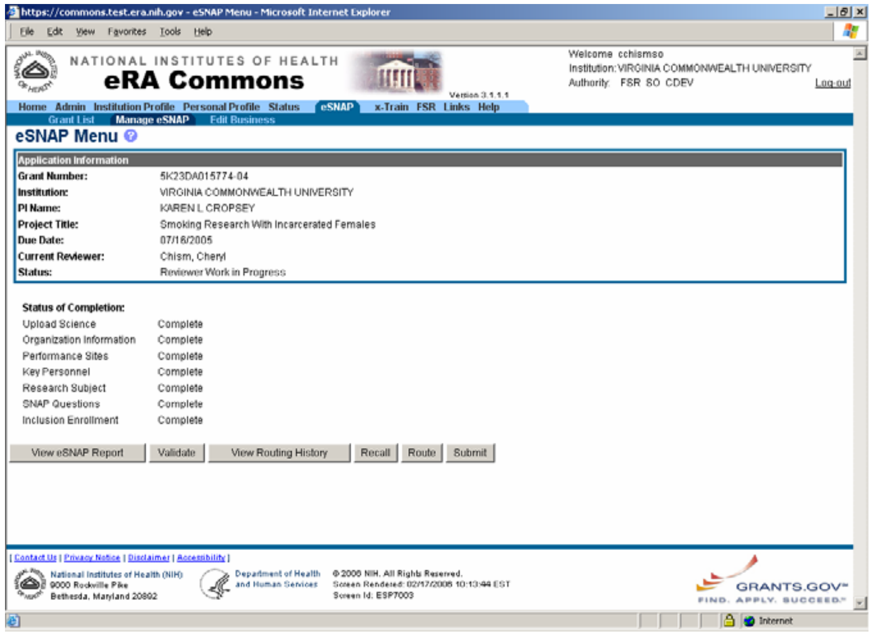

Figure 74: All sections must be Designated as Complete and the eSNAP must be validated prior to submission

2. Click **Submit**. The system verifies that the eSNAP contains all the required data in the proper format.

3. An email notification indicating that there is missing/invalid data or that the eSNAP has been accepted for submission is automatically sent by the system. If the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. If the PI submits the eSNAP, notification is sent to the SO and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to *Submitted*.

Index