

Checking Submission Status and Viewing the Assembled Application in eRA Commons – SO

There are six basic steps in the NIH electronic submission [process](#):

1. Prepare to Apply
2. Find Opportunity and download application package
3. Prepare Application
4. Submit Application to Grants.gov
5. **Check Submission Status in eRA Commons**
6. **Check Assembled Application**

The steps outlined in this document cover steps 5 & 6, checking submission status and viewing the assembled application in the eRA Commons.

For the purposes of documenting these steps the eRA Commons Demo site will be used. The steps are the same in production. You can [create your own eRA Commons Demo account](#) complete with sample applications at various stages of submission and try this process on your own.

The following steps apply to applicants with the Signing Official (SO) role in eRA Commons (i.e. administrators).

The system uses a number of pop-up windows to display information. Please turn off any pop-up blockers or add www.nih.gov to your trusted domain list to allow all pop-ups.

1. The eRA Commons Demo facility is accessed from the eRA Commons website at <https://commons.era.nih.gov/commons/>. Click on the **Demo Facility** link.

Commons - Microsoft Internet Explorer

Address <https://commons.era.nih.gov/commons/>

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health
Version 2.8.3.2

Welcome Guest
Institution: Not Affiliated
Authority:

Home Links eRA Partners Help

What's New on the COMMONS

Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Common Errors](#).

Elimination of Paper Summary Statements: NIH is eliminating the mailing of paper summary statements. Click [here for the NIH Guide Notice](#).

Commons Login ?
* indicates required field.
Username *

Password *

[Forgot Password?](#)

System Notification

Primary Features of Commons include:

- ◆ **Status** - Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **NEW For Directors Pioneer Applications only.** To submit a reference letter when requested by an applicant, please follow this link [Submit Reference Letter](#)
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Financial Status Reports (FSR)** - Allows electronic submission of financial information associated with a grant.
- ◆ **Administration** - Provides the ability for an institution to create and manage user accounts associated with its institution. Additionally, it allows the institution's Signing Official (SO) to maintain the institution information on-line at the NIH.
- ◆ **Demo Facility** - [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Electronic Application Submission](#)
- ▶ [Grants.gov](#)
- ▶ [IEDison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

2. Login to eRA Commons with your Signing Official (SO) account Username and Password.

Commons Login

* indicates required field.

Username*

yourSOaccount

Password*

.....

Login Reset

[Forgot Password?](#)

Primary Features of Commons include:

- ◆ **Status** - Allows Principal Investigators to review the current status of all their grant applications and review detailed information associated with their grants. Institution Officials (i.e., Signing Official (SO) or Administrative Official (AO) associated with the institution) can see a summary view of grant applications, review the Notice of Grant Award, and access the Progress Report face page.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **X-Train** - Not currently available.
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registrar](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons](#)

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)

3. Click the Status tab (1) and select the eApplications status (2) from the left menu.

IMPORTANT – Be sure to select the *Show Prior eSubmission Errors* option to include applications that did not pass eRA Commons error checking (3).

Default search dates are provided by the system. You may delete them or change them to narrow your search (4).

Once your selection criteria are entered, click on the Search button on the bottom of the screen (5).

The screenshot shows the eRA Commons interface. At the top, the 'Status' tab is circled in red and labeled '1'. On the left sidebar, the 'eApplications' link is circled in red and labeled '2'. In the main search area, the 'Application Status' dropdown menu is set to 'All' and circled in red, labeled '3'. Below it, the 'Show Prior eSubmission Errors' radio button is selected and circled in red. The 'Received Date' section, which includes 'From' and 'To' date pickers, is enclosed in a red box and labeled '4'. At the bottom of the search area, the 'Search' button is circled in red and labeled '5'. The page header includes 'eRA Commons', 'Version 2.7.4.5', 'Autonomy: FSR SU', and 'LOG-OUT'. The main content area is titled 'eApplications' and contains a table with columns for Grant Number, Type, Activity Code, Institution Code, Serial Num., Support Yr., and Suffix. Below the search criteria are dropdown menus for Organization Hierarchy (School: ALL, Division: ALL, Department: ALL) and a Search button.

- Find application that shows "eSubmission Error" in Application Status (1). Follow the link on the Application ID to see specific error/warning messages (2).

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, Links, Help. Below this is a blue header for "Status Result" and "Status Result - eApplication Search". A table lists applications with columns: Application ID, eApplication Status, Proposal Title, PI Name, Application Status, Received Date, and Action. Two applications are circled in red: one with Application ID GRANT00010300 and another with Application ID GRANT00010299, both showing "eSubmission Error" in the Application Status column. A red number "2" is placed to the left of the first circled ID. Below the table are buttons for "Export to Excel", "Show Query", and "Print Hitlist".

Application ID	eApplication Status	Proposal Title	PI Name	Application Status	Received Date	Action
GRANT00010300		Medical Cancer Research of the ALL	Bennett, Jeff	eSubmission Error	10/22/2006	
GRANT00010299		Medical Cancer Research of the ALL	Bennett, Jeff	eSubmission Error	10/22/2006	
AN:138017	Submission Complete	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/22/2006	Transmittal Sheet
AN:138018	Refused	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet
AN:138016	Pending Verification	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet Reject eApplication
AN:138015	Pending Verification	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet Reject eApplication

- View the list of eSubmission Errors/Warnings. Warnings can be fixed at the applicant's discretion but do not require action for the application to move on to Receipt & Referral. Errors must be addressed or the application will not move on to Receipt and Referral.

The screenshot shows the "Status Information" page in a Microsoft Internet Explorer browser window. The address bar shows the URL: https://commonsdemo.era.nih.gov/commons-demo/status/genericStatusInformation.jsp. The page header includes the eRA Commons logo and navigation links. A red-bordered box highlights the "eSubmission Errors/Warning" section, which contains the following list of errors:

- The fee that has been entered for year 1 of the Project budget exceeds 7% of the Total Direct and Indirect Costs.- Error
- Please provide a valid DUNS number for the applicant organization.- Error
- The state code for US or Canada is invalid.- Error
- The Animal Welfare Assurance Number must match the Animal Welfare Assurance Number that has been assigned to this organization.- Error

- Applicants should refer to the application guide and announcement instructions for guidance on the expected values for specific fields.

The [Avoiding Common Errors](#) section of the [Electronic Submission of Grant Applications website](#) is another valuable source of information.

If (after using the available resources) you are unable to identify and address the errors in your application, please contact the eRA Helpdesk via Web Support at <http://ithelpdesk.nih.gov/eRA/>.

- After making all corrections to the application forms, the entire changed/corrected application must be resubmitted through Grants.gov.
- Once an error-free application is received, the eRA system will assemble the application and make the grant image available to the PI and Signing Official for a final check.

When an application image is generated an Accession Number is assigned.

The eApplication Status shows “Pending Verification” within the 2 week day viewing window. The status will change to “Submission Complete” after it moves forward to Receipt & Referral and “Refused” if the application is Rejected by the AOR/SO.

Find an application with an Accession Number (AN#) and “Pending Verification” on the Status Result – eApplication Search hit list. Open the application by clicking on the accession number link.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome erademosa10
Institution: SUNSHINE CAB COMPANY
Version Authority: SO [Log-out](#)

2.7.4.4

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP Links Help

Status Result

Status Result - eApplication Search

1 - 6 of 6 1

Application ID	eApplication Status	Proposal Title	PI Name	Application Status	Received Date	Action
GRANT00010300		Medical Cancer Research of the ALL	Bennett, Jeff	eSubmission Error	10/22/2006	
GRANT00010299		Medical Cancer Research of the ALL	Bennett, Jeff	eSubmission Error	10/22/2006	
AN:138017	Submission Complete	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/22/2006	Transmittal Sheet
AN:138018	Refused	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet
AN:138016	Pending Verification	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet Reject eApplication
AN:138015	Pending Verification	Medical Cancer Research of the ALL	Bennett, Jeff	Received	10/12/2006	Transmittal Sheet Reject eApplication

Export to Excel Show Query Print Hitlist

9. The Other Relevant Documents section includes the application image (eApplication), appendices, and cover letter. The cover letter is only accessible to appropriate NIH staff (i.e., reviewers do not see cover letter).

Click on eApplication to view the application image.

NATIONAL INSTITUTES OF HEALTH
eRA Commons

Welcome erademopi10
Institution: SUNSHINE CAB COMPANY
Version Authority: PI [Log-out](#)

2.7.4.4 COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP Links Help

Status Result

Status Information

General Grant Information		Other Relevant Documents ?	
Status:	Application entered into system	e-Application Appendix Appendix 2 Appendix 3	
Institution Name:	Application entered into system		
School Name:	Sunshine Cab Company		
School Category:	School of Medicine		
Division Name:	OVERALL MEDICAL		
Department Name:	NONE		
PI Name:	Cell Biology and Physiology		
Grant #:	Bennett, Jeff		
Proposal Title:	-		
Proposal Receipt Date:	Medical Cancer Research of the ALL		
Last Status Update Date:	10/22/2006		
Current Award Notice Date:	10/22/2006		
Application Source:	grants.gov		
Project Period Begin Date:	12/22/2001		
Project Period End Date:	12/21/2006		
eApplication Status:	Submission Complete		

Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
	Application entered into system		
	Application entered into system		

Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:		Scientific Review Group:	
FSR Accepted Code:	N	Council Meeting Date(YYYYMM):	200700
Snap Indicator Code:	N		

Contacts			
Administration	Name	Phone	Email

10. Applicants have two full week days (including holidays) to view the assembled application before it automatically moves forward to the Receipt and Referral division of the Center for Scientific Review at NIH. This is the first chance to see the application as a reviewer will see it. The entire application (including attachments) can be printed if desired.

Carefully check each form and every attachment to ensure all aspects of the application look correct.

The screenshot shows a PDF form titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)" in Adobe Reader 7.0. The form is divided into several sections:

- 1. TYPE OF SUBMISSION:** Radio buttons for Pre-application, Application (selected), and Changed/Corrected Application.
- 2. DATE SUBMITTED:** 03/06/2006
- 3. DATE RECEIVED BY STATE:**
- 4. Federal Identifier:**
- 5. APPLICANT INFORMATION:**
 - Legal Name: Eltra Pharmaceuticals, Inc. (Organizational DUNS: 0162000090000)
 - Department: Street1: 3510 Dunhill St, Street2: City: San Diego, Country: USA
 - Division: State: CA, ZIP Code: 92121
 - Person to be contacted: Harry Hixson, Middle Name: F., Last Name: Hixson, Email: hhixson@eltra.com
- 6. EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN):** 44444444
- 7. TYPE OF APPLICANT:** Radio buttons for Small Business, Women Owned, and Socially and Economically Disadvantaged.
- 8. TYPE OF APPLICATION:** Radio buttons for New, Resubmission, Renewal, Continuation, and Revision.
- 9. NAME OF FEDERAL AGENCY:** National Institutes of Health
- 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**
- 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Dominant Expression for New Targets in Candida Albicans
- 12. AREAS AFFECTED BY PROJECT:** N/A
- 13. PROPOSED PROJECT:** Start Date: 07/01/2000, Ending Date: 01/01/2002
- 14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: 46, b. Project: 46
- 15. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:** John D. Trawick, Senior Research Scientist, Eltra Pharmaceuticals, Inc.

11. In rare instances, some information may become garbled or unreadable due to a system issue. If the application image does not correctly reflect the information you submitted, contact the eRA Commons help desk immediately. NIH will not penalize you for system issues outside of your control. The SO has the authority to Reject the application. The help desk will assist you with any corrective actions needed.

If an application is Rejected, the entire changed/corrected application has to be submitted again to Grants.gov and a cover letter is required. The reject option is not a way to tweak an application after a receipt date. If an application is rejected after a receipt date for any reason other than a system issue (e.g., submitted information is clean, but appears garbled in the image) or to correct warnings (if one-week correction window is in effect), the application will be subject to the late policy and may not be accepted.

To Reject the application, click on the *Reject eApplication* link from the hit list.

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eRA Commons
 2.7.4.4

Welcome erademoso10
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 Version Authority: SO [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP Links Help

Status Result

Status Result - eApplication Search ?

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Enter a comment describing why the application is being Rejected and click on the Reject button. This comment will be included in an automatic notification to the PI and SO when the Rejection is completed.

NATIONAL INSTITUTES OF HEALTH
eRA Commons
 2.7.4.4

Welcome erademoso10
 Institution: SUNSHINE CAB COMPANY
 Version Authority: SO

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Admin Institution Profile Personal Profile **Status** eSNAP Links Help

Status Result

Reject eApplication ?

Application Information	Other Relevant Documents
Grant Number: AN:138016 PI Name: Bennett, Jeff Proposal Title: Medical Cancer Research of the ALL	e-Application Appendix Appendix 2 Appendix 3

Reject eApplication

Required Comment:

12. If no action is taken to Reject the application within the two week days the application moves forward.

Submission Process Complete!