

Electronic Submission

eRA Commons Role

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January 11, 2006



Today

- Commons Registration
 - Institution
 - PI
- Validation of an application
- Grant Folder – PI View

Commons Registration Steps

1. Complete the online Institution Registration Form.
2. Print and sign the registration page.
 - Make any corrections and sign.
3. Fax the registration page to the number at the top of the page.
 - NIH will validate the information your institution submitted for approval and send a verification email to the Signing Official (SO).
4. Reply to the verification email to confirm your email address.
 - NIH sets up the account and sends an email to the SO with a link to a page showing their account information.
5. Verify that all information is correct.
6. Send confirmation response to this information.
7. Receive email notification of registered SO account (userid/password) from the NIH.
8. Create and maintain additional accounts for your institution staff.

eRA Commons Home Page


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

Commons - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

Links Customize Links Free Hotmail Get Free Music Try AOL Now! Quick Search RealOne Player Toggle Images Windows Windows Marketplace Windows Media Free AOL & Unlimited Internet

 NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.7.2.6

Welcome Guest
Institution: Not Affiliated
Authority:

Home Links Help

What's NEW on the COMMONS

IMPORTANT: Remember that the information contained on this web site is private. Any information concerning applications, critiques or scores is highly confidential. Please remember to destroy all review materials after the review session is over. This includes all paper copies that were printed as well as and electronic files that you may have downloaded. This also pertains to the CD containing the applications being reviewed that you may have received and any files that were copied from there. If you do download files, make sure that they are downloaded to a secure PC and not to any network drives or servers. For additional information please check this [Security Information Link](#).

NIH is eliminating the mailing of paper summary statements. Click [here for the NIH Guidance](#)

NIH is transitioning to electronic application submission and a new application form. Are you ready? Find out now at <http://era.nih.gov/ElectronicReceipt/>

Organization Registration Link

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.
- ◆ **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 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 file 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 Receipt](#)
- ▶ [Grants.gov](#)
- ▶ [iEdison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

When contacting the eRA Helpdesk make sure you are using the correct contact information. Many users have erroneously been contacting the NIH Helpdesk which does not support the eRA Commons. Our contact information is as follows: Web: <http://era.nih.gov> Email: commons@od.nih.gov Phone: 301-402-7469/866-504-9552 (Toll Free) 301-451-5939 (TTY) Business hours M-F 7am-8pm EST. This will help us to help you better, thanks


Grantee Organization Registration

Online Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address <https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp;>

Links Customize Links Free Hotmail Get Free Music Try AOL Now! Quick Search RealOne Player Toggle Images Windows Windows Marketplace Windows Media Free AOL & Unlimited Internet

 NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.7.2.6

Welcome Guest
Institution: Not Affiliated
Authority:

Home Links Help

Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online Institution Registration Form and click Submit. A screen appears with information about NIH registration and the institution data entered in the Registration form.
2. Print the registration page, make any corrections and affix your signature as designated.
3. Fax the registration page to the number at the top of the page.

NIH will validate the information your institution submitted for approval and send a verification email to the Signing Official (SO).

4. Reply to the verification e-mail.

Upon receipt of the verification email, the NIH sets up your institution account, and sends an email to the SO with a link to a page showing their NIH institution name and associated information.

5. Verify that all information is correct.
6. Send confirmation response to this information and proceed.
7. Receive email notification of registered SO account (userid/password) from the NIH.
8. Create and maintain additional accounts for your institution staff.

[Register Now](#)

Steps are spelled out for organization.

Grantee Organization Registration

Register Institution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commons.era.nih.gov/commons/registration/registrationCreateScreen.jsp>

Links Customize Links Free Hotmail Get Free Music Try AOL Now! Quick Search RealOne Player Toggle Images Windows Windows Marketplace Windows Media Free AOL & Unlimited Internet

Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the Print button on your browser button bar or select File/Print from the menu bar.

* indicates required field

Institution Information

Institution Name:*	<input type="text"/>	City:*	<input type="text"/>
DUNS Number:	<input type="text"/>	State:*	<input type="text"/>
Street 1:*	<input type="text"/>	Zip Code:*	(20873) or (208733423) <input type="text"/>
Street 2:	<input type="text"/>	Country:	UNITED STATES <input type="text"/>
Street 3:	<input type="text"/>		
Street 4:	<input type="text"/>		

Accounts Information

Principal Signing Official	Accounts Administrator
This entire section is optional; however if any information is entered then all required fields must be entered	
Name Prefix:	Name Prefix:
First Name:*	First Name:*
Middle Name:	Middle Name:
Last Name:*	Last Name:*
Title:*	Title:*
User Name:*	User Name:*
Phone:*	Phone:*
Fax:*	Fax:*
E-mail:*	E-mail:*

Submit Reset Cancel

Grantee Organization Registration

Registration Information

Please Fax Completed Registration Form to (301)451-5675 In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator. The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization. Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form. By signing this form, the signatory acknowledges responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

<Institutional Information>

Signing Official (Required)

Account Administrator (Optional)

Signature _____
Date _____

Signature _____
Date _____

Principal Investigator Registration

Account List - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address <https://commonsdemo.era.nih.gov/commons-demo/account/accountSearch.jsp>



NATIONAL INSTITUTES OF HEALTH
eRA Commons



Version 2.7.1.3

Welcome gibb
Institution: GIBB
Authority: SO

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

Home Administration Institution Profile Personal Profile Status eSNAP Links Help

Accounts

Create Account Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password Verify NIH Support

Account List ?

Search Criteria

Role: ALL AA AO ASST PI SO
 Hold down Ctrl key to do multiple select or to deselect.

Account Status:

Name: Last First

User ID:

Account Search Results 1 - 3 out of 3 records Prev 1 Next All

User Name	User ID	Email Address	Account Status	Role	Action
Gibb, Scarlett	GIBBEXPI	gibbs@mail.nih.gov	Active	PI	View Edit Delete Delegate PI
Gibb, Scarlett	GIBBEXSO	gibbs@mail.nih.gov	Active	SO	View Edit Delete
Salk, Jonas			Not Affiliated		Create Account

NIH Notification Text – 4 types

- Application processed successfully, please verify
- Application processed with warnings (no errors)
- Application processed with errors (and possibly warnings)
- Commons User ID not valid

Application Processed Successfully, Please Verify

Notification sent instructing SO and PI to log on to the Commons and verify the application

Subject Line: Verification of Your Electronic Grant Application <Grants.gov Tracking #>

Body of Text:

For PI:

NIH has received your electronic application. The next step is for you to inspect the application for accuracy. Please log into the Commons, select 'Status', and view your application. You will be able to see the image of the application that has been created.

Please review the image. If you are satisfied, please verify the application in order to agree to terms. The application will not be referred to a study section for review until both the SO and the PI have verified. You must verify the application within two business days from the time of the application deadline. If we don't receive approvals within the requested time, your application may be rejected or delayed until a later review cycle.

If you have any questions about this email, please contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov.

For SO (cc: to Person to Be Contacted):

NIH has received an electronic application for <PI name>. The next step is for you to inspect the application for accuracy. Within the next two business days, please log into the Commons and go to the Status system to verify the submission. You will be able to see the image of the application that has been created.

Please review the information and the image. If you are satisfied, please verify the application in order to agree to terms. The application will not be referred to a study section for review until both the SO and the PI have verified. If we don't receive approvals within the requested time, your application may be rejected or delayed until a later review cycle.

If you have any questions about this email, please contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov.

Application Processed with Warnings (no errors)

Notification sent instructing SO and PI to log on to the Commons, view warnings, and verify the application

Subject Line: Verification of Your Electronic Grant Application, <Grants.gov Tracking Number>

Body of Text:

NIH has received the electronic application titled “<Project Title>” that was submitted through Grants.gov. Several warnings have been generated for the application; these warnings will not block processing of the application. To view the warnings and to inspect the application for accuracy, log in with your username and password to the NIH eRA Commons website at <https://commons.era.nih.gov/commons/>. Then select the “Status” menu item and click on the Application Identifier (TN) link next to the submitted application. You will be able to see the warnings that have been generated and view the image of the application that has been created.

If desired, the application can be resubmitted (with a ‘Changed Application’ Type of Submission) through Grants.gov.

Please review the image. If the image accurately reflects the submitted application, please verify the application in order to agree to terms. The application will not be referred to a study section for review until both the SO and the PI have verified. You must verify the application within two business days of the application’s availability in Commons. If we don’t receive approvals within the requested time, your application may be rejected or delayed until a later review cycle.

Application Processed with Errors (and possibly warnings)

Notification sent instructing SO and PI to log on to the Commons and view errors and warnings associated with a Grants.gov submission

Subject Line: Errors and Warnings for Your Electronic Grant Application <Grants.gov tracking number>

Body of Text:

NIH has received the electronic application titled “<Project Title>” that was submitted through Grants.gov. The application has generated error messages and/or warning messages. Since errors will prevent successful processing of a grant application, the application will not be processed by NIH until the errors are corrected. Warnings are for informational purposes and will not prevent processing by NIH.

To view the messages, log in with your username and password to the NIH eRA Commons website at <https://commons.era.nih.gov/commons/>. Then select the Status menu item, retrieve the grant application, and click on the Application Identifier (TN) link next to the submitted application. You must correct the errors in the application. If desired, any warnings can also be addressed at this time. Submit the entire corrected application through Grants.gov selecting the Changed/Corrected Application Type of Submission.

Commons User ID Not Valid

Notification sent if a Commons account is invalid

Subject Line: Missing or Invalid eRA Commons User ID in Application Submission, <Grants.gov Tracking Number>

Body of Text:

NIH has received the electronic application titled <"Project Title"> that was submitted through Grants.gov. The Commons User ID that was to be supplied as the Credential for the Senior/Key Person Profile component was missing, or was an invalid user ID. This application must be corrected and the entire application submitted through Grants.gov, using the Changed/Corrected Application submission type.

If you have any questions about this email, please contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov.

Both the PI and SO Need to Verify Application



PI Status Result - Microsoft Internet Explorer

File Edit View Favorites Tools Help

R01	[REDACTED]	[REDACTED]	Pending	11/ [REDACTED] /2005	
AN:29	[REDACTED]	[REDACTED]	Received	12/ [REDACTED] /2005	Transmittal Sheet Verify eApplication
TN:42	[REDACTED]	[REDACTED]	eSubmission Error		

Internet

Both the PI and SO Need to Verify Application

Verify eApplication ?

Application Information

Grant Number: AN: [REDACTED]
PI Name: [REDACTED]
Proposal Title: M [REDACTED] e

Other Relevant Documents

[e-Application](#)
[CGAP Appendix](#)
[CGAP Application Cover Letter](#)

Verify eApplication

Principal Investigator/Program Director Assurance: I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

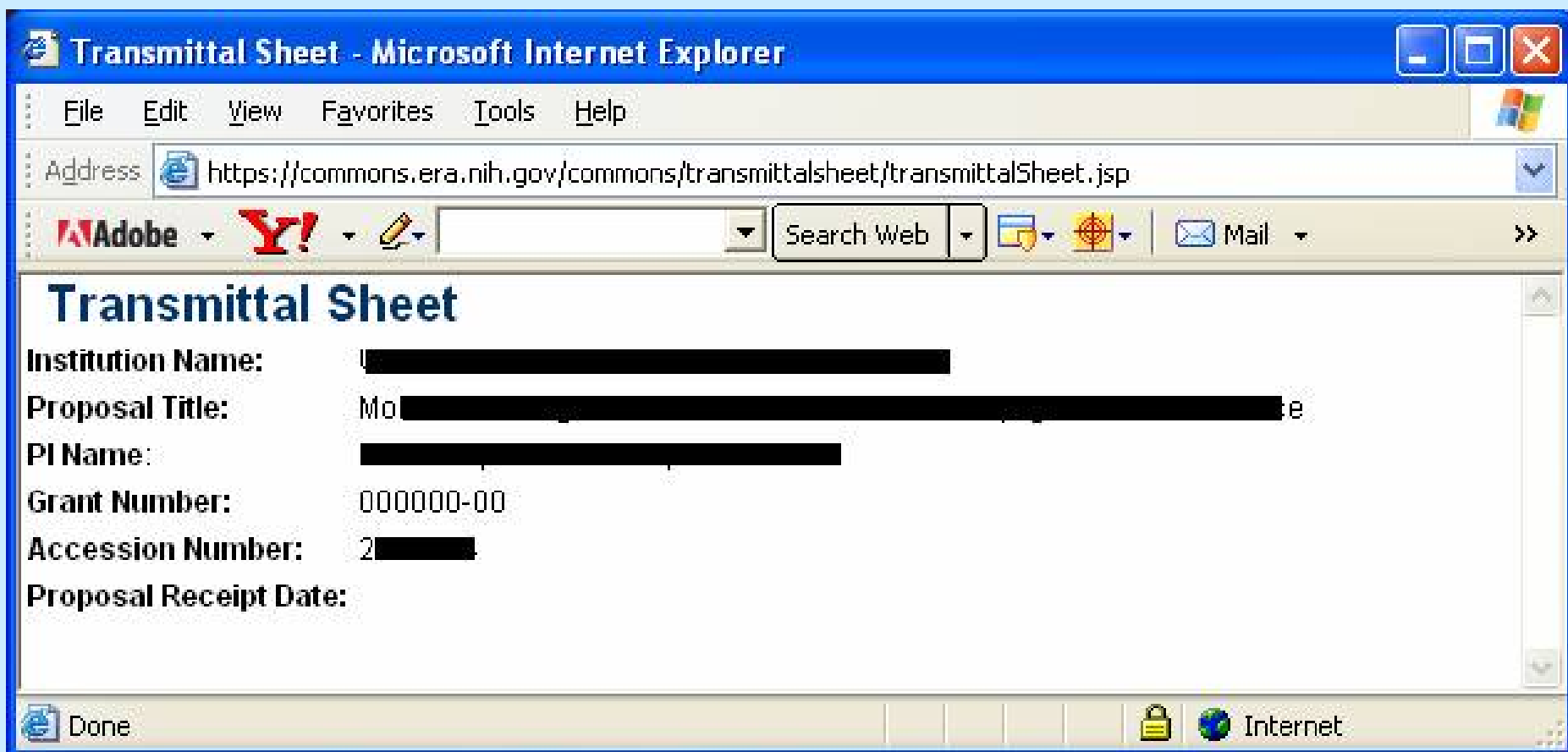
- I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.
- Refused - I cannot verify the content of the submission at this time.

Comment:

Save

Cancel

Transmittal Sheet



The screenshot shows a Microsoft Internet Explorer browser window with the title "Transmittal Sheet - Microsoft Internet Explorer". The address bar contains the URL "https://commons.era.nih.gov/commons/transmittalsheet/transmittalSheet.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar features logos for Adobe, Yahoo!, and a search box labeled "Search Web", along with icons for Mail and other utilities. The main content area displays the "Transmittal Sheet" form with the following fields:

Institution Name:	[REDACTED]
Proposal Title:	Mo [REDACTED] e
PI Name:	[REDACTED]
Grant Number:	000000-00
Accession Number:	2 [REDACTED]
Proposal Receipt Date:	

The status bar at the bottom shows "Done" on the left and "Internet" on the right, with a lock icon in between.

Viewing Application Errors/Warnings

Address  <https://commons.era.nih.gov/commons/status/piSearchResult.jsp> Links >>

Version 2.7.2.6

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) **[Status](#)** [eSNAP](#) [Internet Assisted Review](#) [Links](#) [Help](#)

Status Result

Status Result - PI Status

1

Important: The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your Institution to send the request to the NIH. As a Principal Investigator, you are able to save this information. However, you must notify an individual with SO rights to forward the information to the NIH. Thank you for your cooperation.

1 - 37 of 37 1

Application ID	Proposal Title	Institution	Application Status	Status Date	Action
[REDACTED]	[REDACTED]	[REDACTED]	Withdrawn	05/01/2000	
TN:16292	[REDACTED]	[REDACTED]	eSubmission Error		

3

2



Internet

Viewing Application Errors/Warnings

Address <https://commons.era.nih.gov/commons/status/genericStatusInformation.jsp> Links >>

Version 2.7.2.8

Home Admin Institution Profile Personal Profile **Status** eSNAP Internet Assisted Review Links Help

Status Result

Status Information

eSubmission Errors/Warning

- The Total Direct Costs for the Entire Proposed Project Period must be equal to the sum of the Total Direct Costs for each budget period.- Error
- The sum Total of DC less Consortium F&A for the entire project period must be equal to the sum of DC less Consortium F&A for each budget period.- Error
- The Street Line 3 in the PI contact information does not match the information recorded in the PI's NIH eRA Commons account. Please check the PI's preferred employment address in the Commons, and resubmit.- Error
- The position title for PD/PI: [REDACTED] does not match the position title listed in his/her NIH eRA Commons account. Please check the eRA Commons, and resubmit.- Error
- The total indirect costs must be equal to the sum of indirect costs for each budget period.- Error
- You must enter a valid EIN- Error
- The total cost requested for Budget Period 2 must be equal to the direct costs plus the indirect costs requested for that budget period.- Error
- The Street Line 4 in the PI contact information does not match the information recorded in the PI's NIH eRA Commons account. Please check the PI's preferred employment address in the Commons, and resubmit.- Error
- The name prefix for Key Person: [REDACTED] does not match the name prefix listed for his/her NIH eRA Commons account. - Warning

General Grant Information Other Relevant Documents ?


Status:

Where to Go for Help

- Forms transition and questions on NIH's overall plan for electronic receipt:
 - NIH Grants Information
 - Email: grantsinfo@nih.gov

- NIH eRA Commons registration and post-submission questions on Commons functionality:
 - Support Page: <http://era.nih.gov/commons/index.cfm>
 - Help Desk
 - Email: commons@od.nih.gov
 - Phone: 1-866-504-9552 OR 301-402-7469

- Grants.gov registration and submission questions
 - Grants.gov Customer Service
 - Visit: <http://www.grants.gov/CustomerSupport>



Are you ready?

Ask questions. Get informed!