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National Institutes of Health, Office of Extramural Research



Powering the Advancement of Science

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CONTACT INFORMATION

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1 Overview

eRA Commons is a web-based system (<https://commons.era.nih.gov/commons/index.jsp>) that grant applicants and institutions use to participate in the electronic grant administration process. Using the Java 2 Enterprise Edition (J2EE) specification, the Commons provides a modular framework and infrastructure that allows the National Institutes of Health (NIH) extramural grantee organizations, Operating Divisions (OPDIVs), grantees, and the public to conduct grant-related business with the NIH.

The extramural research community uses Commons, throughout the full Grant Lifecycle, as an online interface to manage their institution profiles and grant portfolios with the NIH, manage institution and key person profiles, facilitate peer reviews, and conduct post award updates. It is a collection of services provided for the external research community. Service modules provided by Commons include; Status, Just-In-Time (JIT), No-Cost Extension, electronic Streamlined Non-competing Award (eSNAP), Internet Assisted Review (IAR), Financial Status Reports (FSR), Commons Account Administration, xTrain, Financial Conflict of Interest Role (FCOI) and Grants Closeout (GC).

Commons also allows grant applicants, grantees, grantor agencies and Federal staff at the NIH to access and share administrative information relating to research grants.

The functions available to a user in Commons are based on roles associated with their eRA Commons account. Thus, eRA Commons users can conduct a variety of business in Commons, including but not limited to:

- Track the status of their grant applications through the submission process, view errors and/or warnings and check the assembled grant image
- View summary statements and score letters following the initial review of their applications
- View Notice of Award (NoA) and other key documents
- Submit JIT information (Signing Official [SO] only) requested by the grantor agency prior to a final award decision
- Submit the required documentation, including the FSR and final progress report, to close out the grant
- Submit a No-Cost Extension notification (SO only) that the grantee has exercised its one-time authority to extend without funds the final budget period of a project period of a grant
- Submit a streamlined annual progress report electronically, provided the grantee institution is eligible to submit one, under the eSNAP

1.1 User Roles

NIH extramural grantee organizations, OPDIVs, grantees, and the public are the primary users of the eRA Commons system. Only users, who have specific roles that allow for user account creation, can grant access to the Commons.

(See eRA Commons Roles at http://era.nih.gov/files/eRA_Commons_Roles.pdf). Figure 1 displays an example of how different user roles function within the Commons system.

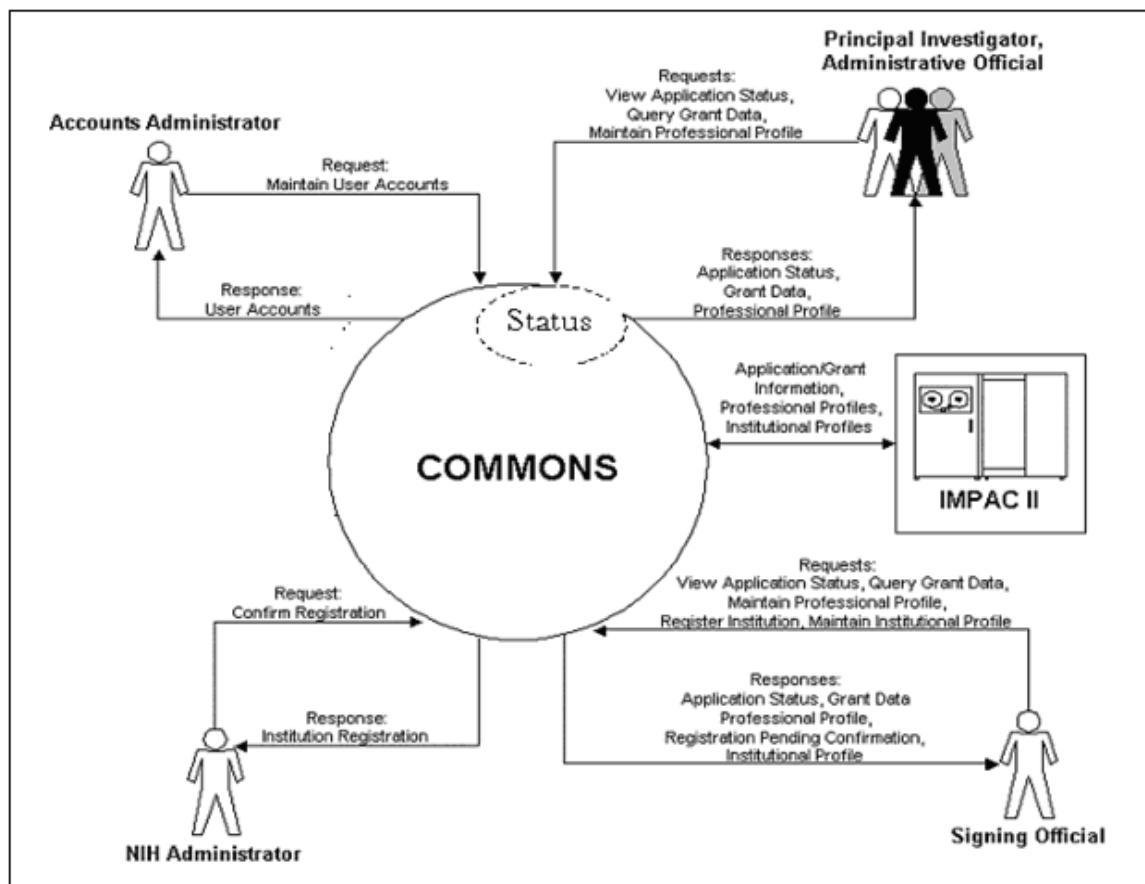


Figure 1: Commons User Roles Diagram

1.1.1 Signing Official (SO)

A SO has institutional authority to legally bind the institution in grant-administration matters by providing signature approval on grant application submissions. The SO monitors grant related activities within the extramural organization and may have a number of titles.

A SO role has the following privileges:

- Register the applicant institution in the eRA Commons
- Create and update the Institutional Profile (IPF)
- Create/delete/update all Commons accounts (except IAR and TRAINEE accounts)

NOTE: The SO cannot modify a user's Personal Profile (PPF) unless delegated.

- Create affiliation between an existing Program Director/Principal Investigator (PD/PI) and/or IAR Commons account and the institution
- Submit electronic grant application(s) on behalf of the institution via Grants.gov (outside of eRA Commons), if also registered with Grants.gov as the Authorized Organization Representative (AOR)
- View status of all grant applications originating from their institution and any errors or warnings that may have been triggered
- View assembled image of submitted grant applications before they move on for further processing
- Reject grant applications to address submission warnings
- View award information for all grants awarded to the institution

NOTE: The SO cannot view summary statements or priority scores.

- Submit JIT information for a PD/PI
- View the following Training Grant related items:
 - Trainee Roster
 - List of Grants
 - Grant Summary
 - Routing History
 - PDF-formatted Appointments/Amendments/Terminations
- Delegate eSNAP edit authority to another user on behalf of the PD/PI
- Delegate submit authority for progress reports eSNAP to the PD/PI
- Submit an eSNAP to the Agency (NIH)
- Submit Final Progress Reports (FPRs)
- Submit a one-time No-Cost Extension on behalf of the PD/PI
- Assign the FCOI role

NOTE: The SO role should not be combined with the PD/PI role.

1.1.2 Administrative Official (AO)

An AO is an official within an extramural organization and may be located within the Central Research Administration Office and/or an academic department. Depending on an institution's workflow process, it is possible for the SO and AO to be the same person. In this case, only SO

authority is necessary (as SO authority supersedes AO authority). SO and AO authorities should not be combined.

NOTE: The AO is not authorized to submit reports to the NIH.

An AO role has the following privileges:

- Create all accounts (except IAR, TRAINEE, and FCOI)
- Update Commons accounts created by the AO
- View status and award information for all institution grants

NOTE: The AO cannot view summary statements or priority scores.

- Create affiliation between an existing PD/PI or IAR Commons account and the institution

NOTE: The AO cannot modify the IPF.

1.1.3 Account Administrator (AA)

Designated by the SO, the AA facilitates the administration of eRA Commons accounts. The AA typically is located in the Central Research Administration Office at the grantee organization.

An AA role has the following privileges:

- Create accounts and modify all eRA Commons roles except IAR and FCOI roles
- Create affiliation between an existing PD/PI or IAR Commons account and the institution

NOTE: AAs are not authorized to modify the IPF information or a user's PPF information.

1.1.4 Program Director/Principal Investigator (PD/PI)

A PD/PI directs a research project or program supported by the NIH. The role of the PD/PI within the eRA Commons is to complete the grant administration process or to delegate this responsibility to another individual. For more information, see the Delegate PD/PI Status section. A PD/PI may only access information pertaining to the grant(s) on which he/she is the designated PD/PI.

NOTE: The role of the PD/PI within the eRA Commons is displayed as PI.

NIH has adopted a Multiple-PI model—as directed by the Office of Science and Technology Policy—permitting more than one PD/PI to be associated with an NIH-funded grant, contract, or cooperative agreement. Additional named PD/PIs assist with the responsibilities currently accorded to a single PD/PI. The multiple-PI model is intended to supplement—not replace—the traditional single-PI model.

A PD/PI role has the following privileges:

- Edit PPF
- Delegate edit authority of own PPF to others
- View status of all grant applications for which they are the designated PD/PI, including any errors or warnings that may have been triggered
- View assembled image of submitted grant applications before they move on for further processing
- View Study Section/Meeting Roster of the Review Group that will be reviewing an application
- View Review outcome information and summary statements
- View NoA for all grants for which they are the designated PD/PI
- Delegate Authority (eSNAP, xTrain, and check grant status) to the ASST so that they can perform same actions and receive same notifications as a PD/PI

NOTE: PD/PIs cannot delegate authority to submit appointments to the Agency.

- View the following Training Grant related items using xTrain:
 - Trainee Roster
 - List of Grants
 - Grant Summary
 - Routing History
 - PDF-formatted Appointments/Amendments/Terminations
- Initiate, update, route, and submit Appointments, Re-Appointments, and Amendments in xTrain
- Initiate, update, and route Termination Notices in xTrain
- Initiate an eSNAP report
- Delegate eSNAP edit authority
- Submit eSNAP (if given the authority by SO)
- Delegate Status authority to others within the institution so that they can see PD/PI grant information (except Review outcome information and Summary Statement)

NOTE: The PD/PI role should not be combined with the SO role but can be combined with the IAR role.

1.1.5 Assistant (ASST)

An ASST role has the following privileges:

- Edit own PPF data
- Edit PD/PIs PPF if delegated by PD/PI
- Edit PD/PIs eSNAP data if delegated by PD/PI
- View PD/PI Grant Status if delegated by PD/PI
- Perform PD/PI xTrain functions (except submit to agency) if delegated by PD/PI

1.1.6 Internet Assisted Reviewer (IAR)

Specially selected by Scientific Review Officers (SRO) of the NIH, an IAR can critique and score submitted grant applications. Many PD/PIs are selected for this role and IAR authority is automatically added to their account once an SRO enables them for a meeting. All other reviewers who have never served as PD/PIs have IAR authority solely.

An IAR role has the following privileges:

- Edit own PPF and Reviewer address data
- Use IAR to submit critiques and preliminary scores for applications to be reviewed at a meeting for which they are enabled
- If affiliated with an institution, the reviewer can take advantage of other Commons features based on role

1.1.7 Federal Financial Report (FSR)

The Federal Financial Report (FFR) is a statement of expenditures for a grant. The Commons role assigned for completing FFR responsibilities is the FSR role. Depending on the institution's workflow process, it is possible for the SO or BO/AO to have FSR person responsibilities. As such, these two authorities may be combined on the same account.

A FSR role has the following privileges:

- Submit FSRs on behalf of the institution

NOTE: An account with only the FSR role assigned can only perform FSR tasks. An account can include multiple roles, including that of FSR.

1.1.8 Business Official (BO)

The BO role is used within the xTrain module.

A BO role has the following privileges:

- View the following Training Grant related items:
 - Trainee Roster
 - List of Grants

- Grant Summary
- Routing History
- PDF-formatted Appointments/Amendments/Terminations
- Initiate, update, route, and submit Termination Notices (TN) (only for user authorized to submit TNs)

1.1.9 Post-Doctoral Role (POSTDOC)

The POSTDOC role is part of the Manage Accounts drop-down list of roles that can have affiliations with multiple institutions. The Commons x-Train module provides the means for NIH supported postdoctoral students and trainees to provide NIH with the information needed to administer their Ruth L. Kirschstein National Research Service Awards (Kirschstein-NRSA) training grants. Additional information on NRSA can be found at <http://grants.nih.gov/training/nrsa.htm>. Required information includes:

- Address
- Educational background
- NIH monetary support

1.1.10 Financial Conflict of Interest Role (FCOI)

The FCOI role is assigned to the user(s) in the institution that would manage the FCOI process. This person or persons would be able to initiate, edit, submit, view and delete FCOI records and documents. This FCOI role can only be assigned by the SO to someone within his or her institution and that person must have a Commons account.

1.1.10.1 Financial Conflict of Interest Assistant Delegation

The FCOI ASST is delegated access by the FCOI role to assist with data entry and completion of FCOI reports.

1.1.10.2 Financial Conflict of Interest View Only Delegation

The FCOI ASST is delegated view-only access by the FCOI role to view FCOI information entered by the institution in the FCOI module.

1.1.11 Trainee Role (TRAINEE)

The Commons xTrain Trainee role is used to manage electronic appointments for awarded Training Grants.

A TRAINEE role has the following privileges:

- View his/her own PDF-formatted Appointments/Amendments/Terminations and their routing history
- Update and route his/her own Appointments/Amendments/Terminations

1.2 Modules

The eRA Commons website is organized with a modular framework, providing entry points to functionality for specific types of grant processing. Access to the modules is dependent upon the role(s) associated with a Commons User's account, with available modules displayed on the Commons navigational menu bar.



Figure 2: Links to Commons Modules Displayed in the Commons Navigation Bar

DISCLAIMER: The figure of the user interface above is for display purposes only and does not represent the available modules associated with the displayed role.

1.2.1 Admin Module

The Admin module allows the institutional official the ability to create and manage user accounts associated with an institution. This is also where the SO and PD/PI can *delegate* different levels of their own authority to other users.

1.2.2 Institution Profile Module

The IPF module is a central repository of information for all Commons registered applicant organizations. It is designed so that each applicant organization establishes and maintains the profile data concerning their institution.

The IPF module allows the institutional SO to electronically maintain external organization profile information necessary for all grant applications from their institution. The SO is the only individual who can edit the Institutional Profile.

The IPF file includes information such as:

- Preferred institution name and contact information
- SO's name(s), e-mail, and phone number
- Institutional DUNS number
- Institutional Assurances
- E-mail addresses for electronic distribution of NoA and other communication notifications

Institutions must be registered within the eRA Commons in order to conduct business electronically (e.g., submit applications and reports, establish users, and check the status of their grant applications and awards).

1.2.3 Personal Profile Module

The PPF in eRA Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA users hold and maintain ownership over the accuracy of their own profile information. This central repository is then integrated throughout the eRA system and used for a variety of agency business such as peer review, application data, and trainee data. The data also accommodates statistical reporting requirements of the agency.

The information in the profile includes:

- Personal information such as name, contact information, date of birth, etc.
- Race/ethnicity
- Employment history
- Reviewer work address (the reviewer address is used only when the user is a reviewer)
- Residential address
- Degrees earned
- Publications [Lists the peer-reviewed publications directly relevant to proposed projects, with full citation text and the US National Library of Medicine (NLM) accession number]
- Ability to monitor submission of Reference letters for those programs requiring submission of these confidential documents separately from any application submission

1.2.4 Status Module

The Status module is a secure web interface in eRA Commons that allows PD/PIs, their delegates, and SOs to track the status of grant applications through the submission process, view all applications as well as NoAs and other key documents, and perform several post-submission and post-award transactions. The functions available to a user are based on the *role* associated with their eRA Commons account. In addition to the SO and PD/PI roles, some Status functions are available through role assignment or delegation to other eRA Commons roles.

The eRA system is used by multiple Federal Agencies. Please follow the specific submission policies of the Agency to which you are applying regarding their use of this module.

1.2.5 eSNAP Module

The eSNAP module allows extramural grantee institutions to electronically submit SNAP versions of the Type 5 (non-competing) progress reports to the NIH's Grants Management community.

All institutions will be eligible as of July 2010.

eSNAP module features include:

- eSNAP allows for electronic submission of a SNAP progress report
- Electronic routing of eSNAP information to authorizing officials at the applicant institution is possible for review and approval prior to submission to the agency
- Includes special business processes available only in the electronic SNAP process:
 - Eliminates routine annual reporting of Institutional Review Board (IRB) and Institutional Animal Care & Use Committee (IACUC) review information. Approval data must be available upon request.
 - SO can delegate the authority to submit an eSNAP to the PD/PI. When a PD/PI has been delegated this authority and submits an eSNAP to the grantor agency on behalf of the grantee, an e-mail notification is still sent to the SO. A PD/PI cannot re-delegate this authority to any other user.
- Retains All Personnel Report data from previous submission for easy update
- Citations are linked to information stored in the PPF of the PD/PI, and integrated with NLM, NIHMS, and My NCBI Bibliography
- Once the data is submitted, a PDF is generated and stored in the electronic grant folder. This is then used by NIH staff to conduct required programmatic and administrative reviews.
- Includes the capture and retention of the PD/PI signature approval which can be used to satisfy the Institutional PD/PI Assurance requirement

1.2.6 FFR/FSR Module

Recipients of Federal funds are required to complete FSR, currently the SF-269, to report the status of funds for grants or assistance agreements. The FSR module allows grantees to electronically submit a statement of expenditures associated with their grant to the sponsor of the grant via eRA Commons. The schedule for submitting these FSRs is generally specified in the award documents of a grant or contract.

Features of the FSR module include:

- The FSR Search Screen in eRA Commons allows users with a unique FSR role to search by grant number, due date range, latest FSR status, etc. The query will bring up a list of applications sorted by Institution, latest FSR status and grant number.
- The FSR will not show up in eRA Commons unless it is due
- The FSR form will pre-populate with information from the eRA system

- The FSR user can submit a new or revised FSR

For detailed information about the FFR/FSR module, see the *Federal Financial Report (FFR) Expenditure Data User Guide* at http://era.nih.gov/files/ffr_user_guide.pdf.

NOTE: Electronic submission of FFRs/FSRs via eRA Commons is required.

1.2.7 Internet Assisted Review (IAR) Module

The IAR module is a web-based system used in conjunction with the eRA Peer Review module used by Agency Review staff to help expedite the scientific review of grant applications by providing a standard process for reviewers to submit their critiques, preliminary scores and final scores and view grant applications and related meeting materials via the eRA Commons. The IAR module is used during the pre-award phase of the grant application process.

The IAR module:

- Allows reviewers to submit critiques and preliminary scores for their assigned applications
- Allows reviewers to read other reviewer's critiques on the same applications (if not in conflict)
- Allows reviewers, at the review administrator's discretion, to submit updated critiques or critiques for unassigned applications (score submission is not permitted for unassigned reviewers)

For detailed information about the IAR module, see the *IAR User Guide* at http://era.nih.gov/commons/IAR/user_guide.cfm.

1.2.8 xTrain Module

The xTrain module provides external and internal users with online capabilities for working with trainee appointments and the termination notices of trainees and fellows. For detailed information about the xTrain module, see the *eRA Commons xTrain External/Institutional User Guide* at http://era.nih.gov/files/xTrain_external_user_guide.pdf.

1.2.9 FCOI Module

The FCOI Module allows institutional users to:

- Initiate and prepare FCOI reports
- Electronically submit reports and supporting documents
- Search and view FCOI reports previously submitted through the Commons
- Edit or rescind submitted reports with NIH involvement
- Access history of actions

The FCOI module is an online interface within Commons that allows grantees and Federal staff to share information. The module is mandatory for all institutions. For detailed information

about the FCOI module, see the *Financial Conflict of Interest (FCOI) User Guide* at http://era.nih.gov/files/fcoi_user_guide.pdf.

1.2.10 Links Module

The Links module provides links to the following websites that provide information about the eRA Commons and related applications:

Related Applications to eRA Commons	Links
Commons Support Page	http://era.nih.gov/commons/index.cfm
Interagency Edison (iEdison)	https://s-edison.info.nih.gov/iEdison/
electronic Research Administration (eRA)	http://era.nih.gov/
Loan Repayment Programs	http://www.lrp.nih.gov/
National Institutes of Health (NIH)	http://www.nih.gov/
National Science Foundation (NSF) Fastlane	https://www.fastlane.nsf.gov/fastlane.jsp
Office of Extramural Research (OER)	http://grants.nih.gov/grants/oer.htm

Table 1: eRA Commons Links

1.2.11 eRA Partners Module

The eRA Partners hyperlink provides links to the OPDIVs that have collaborated with NIH:

- Agency for Healthcare Research and Quality (AHRQ)
- Centers for Disease Control and Prevention (CDC)
- Food and Drug Administration (FDA)
- Substance Abuse and Mental Health Services Administration (SAMSHA)
- Department of Veterans Affairs (VA)

1.2.12 Help Module

The Help option provides topical, indexed information to assist users in utilizing the eRA Commons portal. Help is accessible via the **Help** link, located within the **Welcome** area of each Commons page or directly online at: <http://era.nih.gov/commons/commons-help/>.

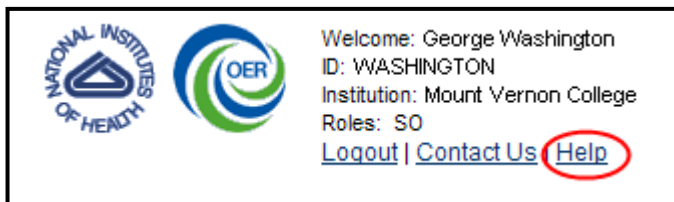


Figure 3: Help Link in the Welcome Section of Each Page

2 Accessing Commons

2.1 System Requirements

The eRA Commons system interfaces with existing IMPAC II applications. To access the site, a user must have the following:

- A personal computer capable of running a web browser such as Internet Explorer
- Cookies and JavaScript must be enabled within the browser
- Hyperlinks and navigation buttons provided by the system should be used to move through the pages
- The selected browser should not be set for automatic password completion
For instructions on making these changes, check your browser's online help file
- In order to view PDF documents the user must have Adobe Acrobat or Adobe Reader 6.0 or higher installed on their PC

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

2.2 Welcome to the Commons (Login Screen)

Access Commons by entering the following address into your web browser:

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

The login screen displays, welcoming guests to the eRA Commons system. This screen displays important and potentially new information to users. Take a moment to review the information provided on the Login screen. This information includes:

System Notification Messages

Read the messages displayed here to find out if system outages exist or to access the eRA Scheduled Maintenance Calendar.

eRA Commons Help Desk

The hours, website address, and phone number of the eRA Help Desk is provided in this area.

Supported Related Resources

Useful links for avoiding Commons errors, self-help resources, electronic and application submission as well as the link for the eRA Home Page can be found in this area.

Commons Related Resources

Links to Submit a Reference Letter and to access the Commons Demo are located in this area.

About the Commons

Check this area for Frequently Asked Questions and the latest Release Notes concerning the Commons system.

Additional Links

Useful links such as to Grants.gov, iEdison, NIH, Loan Repayment, and others can be found in this area.

The screenshot shows the eRA Commons Login Screen. The header includes the Electronic Research Administration logo and the text "Sponsored by National Institutes of Health". The main content area is divided into several sections:

- Commons Login:** Includes fields for Username and Password, a Login button, and a Reset button. There is also a link for "Forgot Password/Unlock Account?".
- Federated Institutions/Organizations:** A dropdown menu showing "N/A".
- Federal User Login:** A link labeled "Here".
- eRA Commons Help Desk:** Provides contact information: Hours (Mon-Fri, 7AM-8PM EDT/EST), Web (http://itservicedesk.nih.gov/eRA/), Toll-free (866-504-9552), Phone (301-402-7489), and TTY (301-451-5939). It also notes that contact initiated outside of business hours will be returned the next business day.
- Welcome to the Commons:** Features a "System Notification Message" stating "All systems are currently available." and a link for "Scheduled Commons Maintenance" pointing to the "eRA Scheduled Maintenance Calendar".
- Support Related Resources:** Lists links for "Electronic Submission" (Avoiding Common Errors), "Online Resources" (Self Help Resources), "Electronic Application Submission" (Applying Electronically website), and "eRA Home Page" (FAQs, User Guides, training materials).
- Commons Related Resources:** Lists links for "Reference Letters" (Submit Reference Letter) and "Demo Facility" (Demo Facility).
- Warning Notice:** A disclaimer stating that the system is a U.S. Government computer system and that unauthorized access or use may be subject to criminal, civil, and/or administrative action. It also notes that all information on the system may be intercepted, recorded, read, copied, and disclosed.
- Right Sidebar:** Contains links for "Register Grantee Organization", "About the Commons" (with links to "Frequently Asked Questions" and "Latest Release Notes"), and "Additional Links" (with links to "RePORT", "Grants.gov", "iEdison", "National Institutes of Health", "Public Access Policy Page", and "Loan Repayment Program").

Figure 4: eRA Commons Login Screen

2.3 Logging Into Commons

Commons requires users to enter a unique user ID (from 6 to 20 characters) and password for authentication. For additional password-related information, refer to the Password Policy section of this guide.

The Commons Login area of the screen allows for two types of user to log into Commons: the external Commons user and the internal NIH or Agency user. For steps related to external users, please refer to the section of this document titled *Accessing Commons with a Commons User ID*. For steps related to internal users (such as NIH, SRO, agency users, etc.) please refer to the section of this document titled *Accessing Commons with a Network ID (NIH or Agency)*.

2.3.1 Accessing Commons with a Commons User ID

If you have been provided with a Commons User ID, you may log into Commons using the **Commons Login** section of the log-in page.

To log into Commons:

1. Navigate to the Commons system on the internet.
2. Under **Commons Login**, enter your username in the **Username** field and press the **Tab** key, or move the cursor to the **Password** field.
3. Enter your password in the **Password** field and press **Enter**. Alternatively, you may select **Login**.

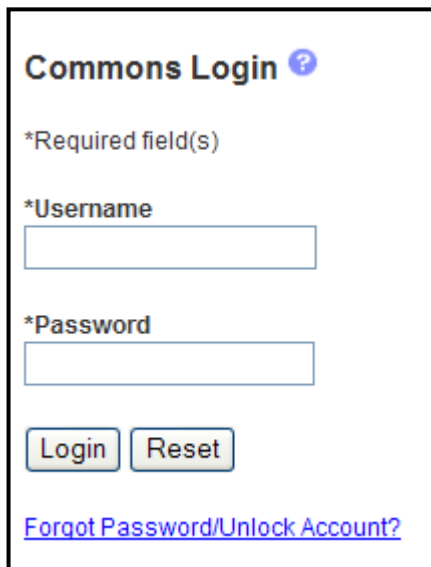
The image shows a screenshot of the 'Commons Login' form. At the top, it says 'Commons Login' with a question mark icon. Below that is a note '*Required field(s)'. There are two input fields: '*Username' and '*Password'. Below the input fields are two buttons: 'Login' and 'Reset'. At the bottom, there is a blue link that says 'Forgot Password/Unlock Account?'.

Figure 5: Commons Login

NOTE: For security purposes, all passwords will display as asterisks (*) as they are entered. The Commons system will lock users out after three (3) unsuccessful login attempts.

A successful login will show the Username, Institution, and your user Roles in the **Welcome** section of the screen as well as in the upper right corner of every Commons screen.

U.S. Department of Health & Human Services

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

www.hhs.gov

Welcome: George Washington
ID: WASHINGTON
Institution: Mount Vernon College
Roles: SO
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#)

Welcome

George Washington
ID: WASHINGTON
Institution: Mount Vernon College
Roles: SO

eRA Commons Help Desk

- Hours: Mon-Fri, 7AM-3PM EDT/EST
- Web: <http://its.servicedesk.nih.gov/eRA/>
- Toll-free: 866-504-9552
- Phone: 301-402-7469
- TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

System Information Message
All systems are available at this time.

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- Administration- Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- Institution Profile- Enables you to view and update institution information [more...](#)
- Personal Profile- Allows you to update your personal information [more...](#)
- Status- Allows you to check the status of grants and applications that have been submitted [more...](#)
- eSNAP- Allows you to review the information needed to complete a grant application [more...](#)
- xTrain- Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- Internet Assisted Review (IAR)- Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

Register Grantee Organization

About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)

Figure 6: Welcome to the Commons for External Users

After you have signed into Commons, you may access the various Tabs, Links, eRA Partners and Help screens, as well as other available links.

NOTE: The modules accessible to a user depend on that user's role and privileges.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

www.hhs.gov

Welcome: George Washington
ID: WASHINGTON
Institution: Mount Vernon College
Roles: SO
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#)

Figure 7: User Information and Assigned Access Tabs Screen

2.3.2 Changing the Displayed Affiliated Institution

PIs affiliated with more than one institution can select which institution to work with after logging into Commons.

To select a specific institution to work with in Commons:

1. Log into Commons.

If affiliated with multiple institutions, the name of the default institution displays as a link within the **Welcome** section located in the upper right corner of each Commons page.

2. Click on the name of the institution.



Figure 8: Institution Name Displayed as a Link for Multiple Affiliations

The *Change Affiliation* screen opens. This screen lists the names of all institutions with which the PI is affiliated.

3. Select the radio button of the institution.
4. Click the **Submit** button.

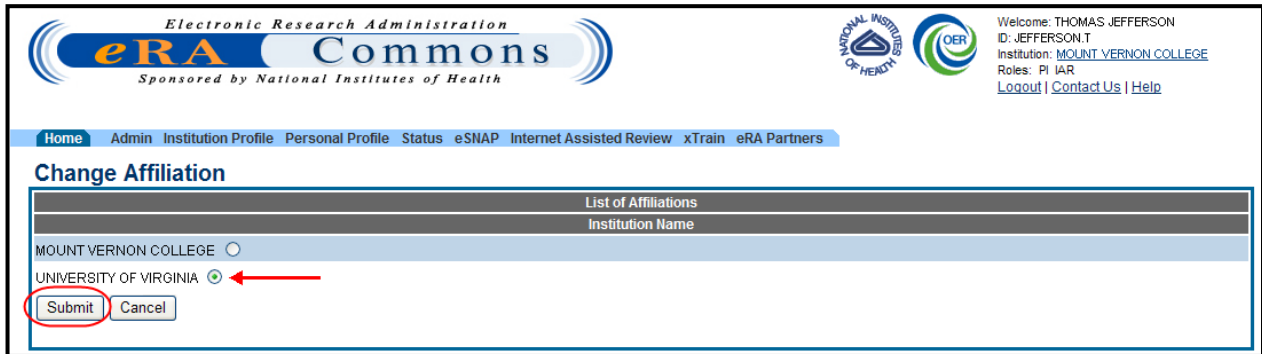


Figure 9: Change Affiliation Screen

The Commons Homepage displays, with the **Institution** fields updated to the selected affiliated institution.

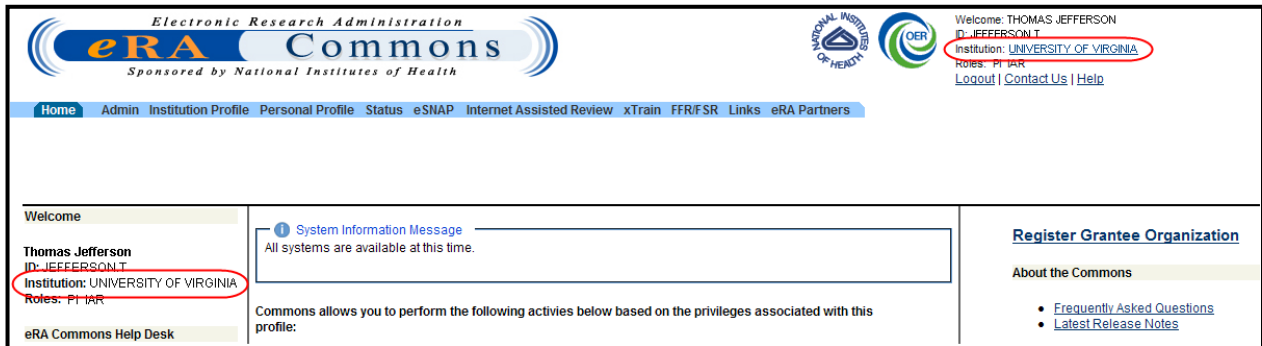


Figure 10: Selected Institution Displayed with User Information

The grant and institution information displayed on the Commons screens is for the selected institution only. To switch to another institution, repeat the steps above.

NOTE: Changing the institution is accomplished from any screen in Commons; the **Welcome** area in the upper right displays the **Institution** name as a link on all screens, not just on the Commons' Homepage screen.

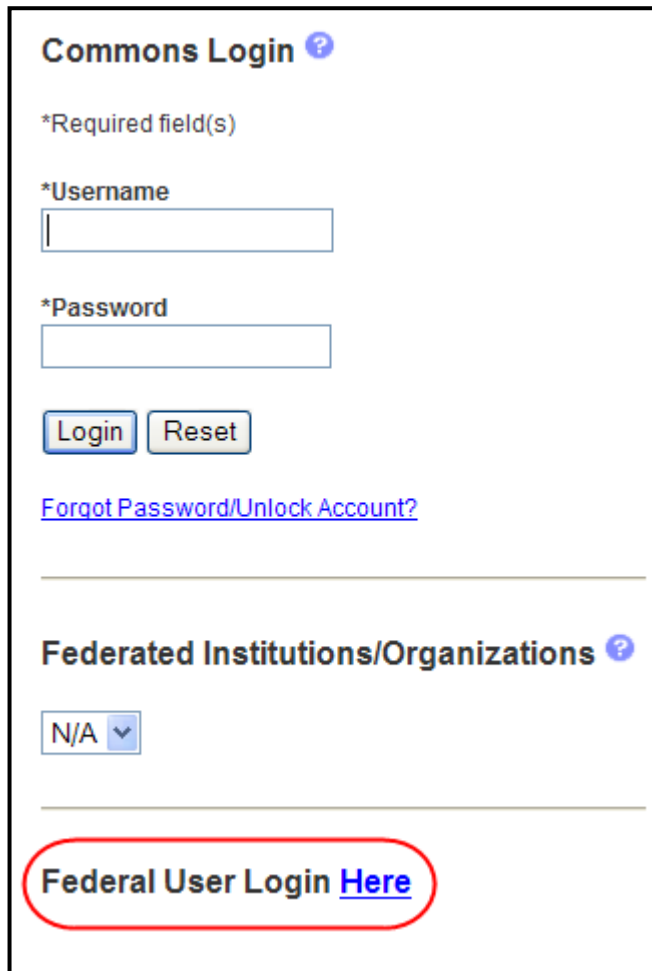
2.3.3 Accessing Commons with a Network ID (NIH or Agency)

If you are an internal NIH or Agency user accessing Commons, you will use your Network ID to log into the system. Your Network ID is that which you use to sign onto your computer.

NOTE: Your Network ID is not your IMPAC II User Name.

To log into Commons using your Network ID:

1. Navigate to the Commons system on the internet.
2. Find the section marked **Federal User Login Here**. Click the word **Here**, which is displayed as a hyperlink.



The screenshot shows the Commons Login interface. At the top, it says "Commons Login" with a help icon. Below that, it lists "*Required field(s)". There are two input fields: "*Username" and "*Password". Below the password field are "Login" and "Reset" buttons. A link for "Forgot Password/Unlock Account?" is also present. A horizontal line separates the login section from the "Federated Institutions/Organizations" section, which has a dropdown menu currently set to "N/A". At the bottom, the text "Federal User Login [Here](#)" is circled in red, indicating the link to click.

Figure 11: Federal User Login Link

The network login screen displays. If this is the first time accessing the system using the network log in, you are directed to synchronize your network account with your IMPAC II account. For more information on synchronizing accounts, please refer to the instructions located at http://inside.era.nih.gov/single_network/single_login.cfm.

3. From the Network ID login page, insert your PIV card into your card reader.

–OR–

Enter your Network **User Name** and **Password** fields and press the **Log in** button. Alternatively, you may select **Log in**. Do not enter your IMPAC II credentials on this screen.

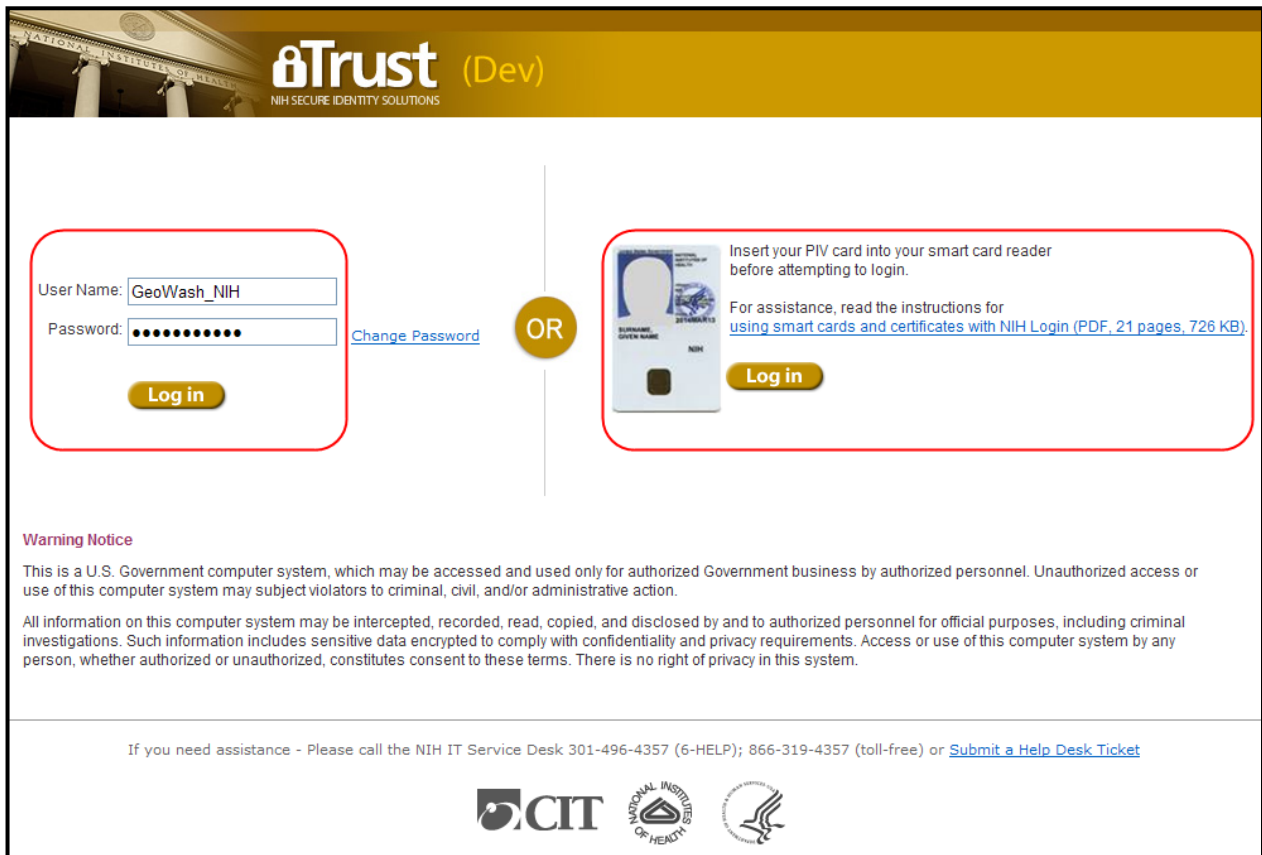


Figure 12: Network Login Screen for Agency and NIH Users

NOTE: For security purposes, all passwords display as asterisks (*) when entered.

A successful login will show the Username, Institution, and your user Roles in the **Welcome** section of the screen as well as in the upper right corner of every Commons screen.

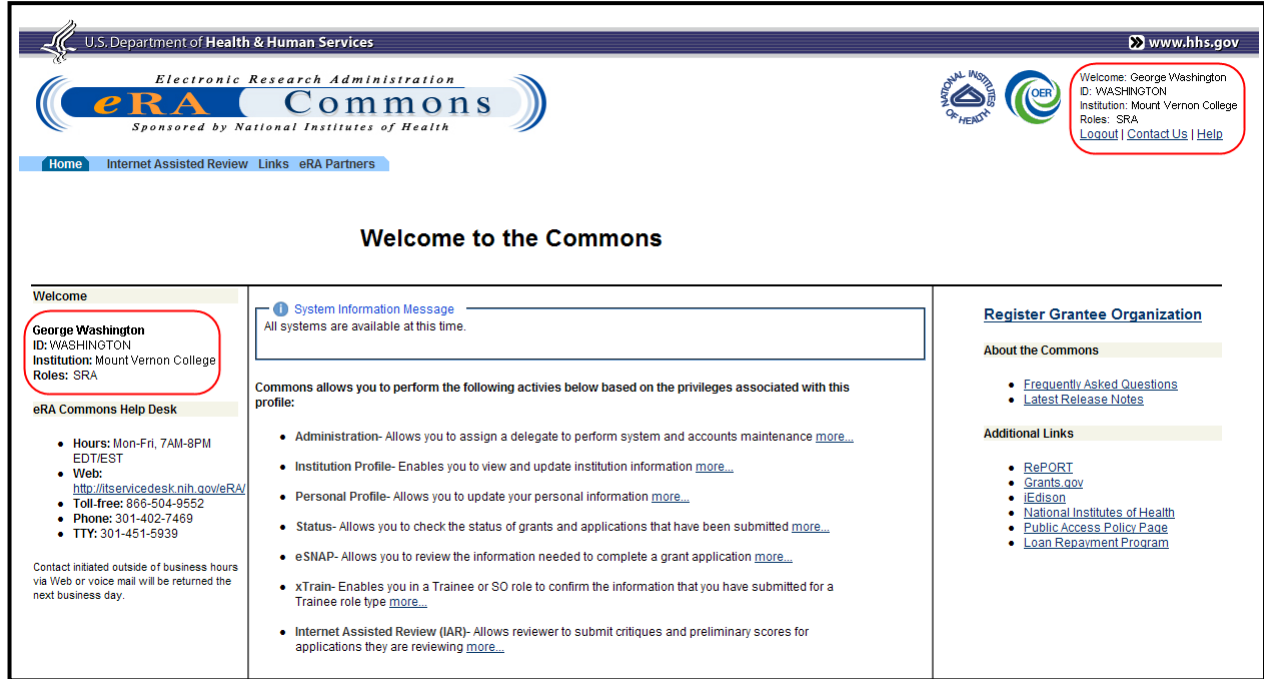


Figure 13: Welcome to the Commons

After you have signed into Commons, you may access the various Tabs, Links, eRA Partners, and Help screens, as well as other available links.

NOTE: The modules accessible to a user depend on that user's role and privileges.

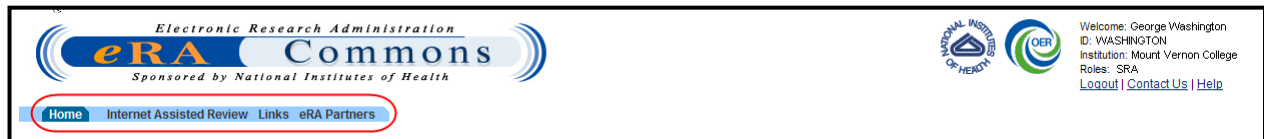


Figure 14: User Information and Assigned Access Tabs Screen

2.3.4 Session Expiration

If you are going to be away from your computer for an extended period, save any changes and log out of the system. Work sessions expire after 45 minutes of inactivity. At that time, the system returns to the Commons *Login* screen.

2.4 Password Policy

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

http://era.nih.gov/files/NIH_eRA_Password_Policy.pdf.

2.4.1 First-Time Login

If you are a first time user logging in with the temporary password provided to you in the email, Commons will prompt you to change your password when you first log in successfully.

Standards for creating passwords are displayed on the *Change Password* screen and must be followed when creating a new password.

1. Enter the temporary password into the **Current Password** field.
2. Enter the new password into the **New Password** and **Confirm New Password** fields.
3. Click **Submit** to update the new password information.

Change Password ⓘ

Your password is temporary. You must change the password now in order to log into the system.

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Passwords must contain a combination of at least three of the following types of characters:
 - Capital letters
 - Lower case letters
 - Numeric characters
 - Special characters: ! # \$ % * _ = + < >
- First and last characters cannot be numbers
- Cannot contain username
- Previous 24 passwords cannot be reused

Your password will be changed immediately in eRA production (IMPP) applications. For IRDB applications - such as QVR - password changes will take effect within one hour.

For additional guidance, please review the [eRA Password Policy](#).

* Indicates required field

Current Password: *

New Password: *

Confirm New Password: *

Figure 15: Change Password Screen

A confirmation message displays if the password is valid and meets the NIH password standards. If the new password does not meet the standards, an error message displays.

Change Password ⓘ

Password change succeeded.

Return to the system using the following [link](#).

Figure 16: Change Password Confirmation

2.4.2 Password Requirements

The following list highlights the password requirements for eRA users:

- Must be at least eight (8) characters long (no blank spaces) and is case sensitive
- Must contain a combination of at least three (3) of the following types of characters:

- Uppercase letters
- Lowercase letters
- Numeric characters
- Special characters (! # \$ % - _ = + < > *)

The following special characters are NOT allowed: @, &, or a “period”

- May NOT contain your Username
- May NOT start or end with a number
- Cannot be reused within one year
- Must be changed every 90 days
- Passwords created or changed by the Institute and/or Center (IC) Account Administrators must be changed at first login.
- Accounts are locked after six (6) consecutive unsuccessful login attempts. Users can click the **Forgot Password/Unlock Account?** link under the login fields of the Commons homepage (<https://commons.era.nih.gov/commons/index.jsp>) to unlock their account(s). Be advised that a temporary password will be forwarded to the account owner's email address and is active for only 48 hours.
- Users can also contact the eRA/Commons help desk (866-504-9552/commons@od.nih.gov) if they are still experiencing the issue.

Read more information on the eRA Password Policy, at http://era.nih.gov/files/NIH_eRA_Password_Policy.pdf

NOTE: Temporary passwords, sent to the user via email, are only valid for 48-hours and must be changed to a permanent password of the user’s choosing, within that time period.

2.4.3 Reset Password

Users who have forgotten their password have the option of requesting to reset their password. Submitting this request generates a new but temporary password, which is sent to the e-mail address contained in your user profile. To reset your password:

1. Select the **Forgot Password/Unlock Account?** link on the Commons homepage.



Figure 17: Commons Log-in Page With Forgot Password /Unlock Account Link

2. Enter your **User ID** and **Email** address in the required fields of the *Reset Password* screen.

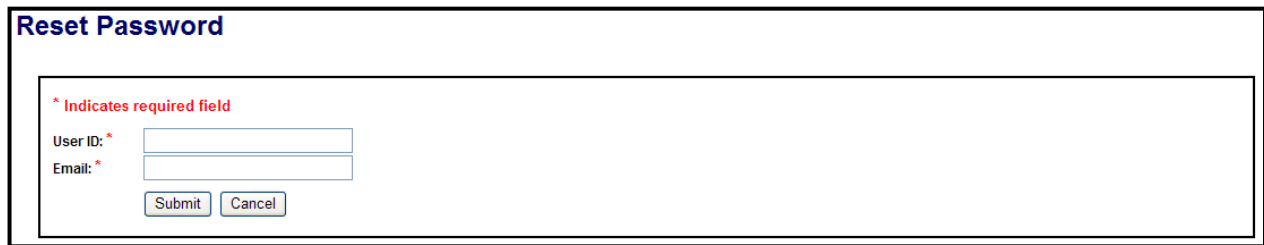


Figure 18: Reset Password Screen

3. Click the **Submit** button. The system returns to the Commons homepage. Commons generates a new, temporary password and sends it to the email address contained within the user profile.
4. Log into Commons using the temporary password provided in the email.
5. After logging into Commons with the temporary password, create and enter a new password as prompted by Commons.

NOTE: All passwords are validated against the Password Policy requirements.

2.4.4 Change Password

When logged into the system, a user's account password can be changed using the *Change Password* screen. This may be performed at any time to enhance security as necessary.

1. Select the **Admin** tab, then the **Accounts** tab, and then the **Change Password** tab.

The *Change Password* screen opens in a separate window. The screen lists the password creation standards that must be followed when choosing a new password.

2. Enter your current password in the **Current Password** field.
3. Enter the new password into the **New Password** and **Confirm New Password** fields.

NOTE: Passwords display as dots for security purposes. Make sure to enter your password carefully.

4. Select the **Submit** button.

Change Password

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Passwords must contain a combination of at least three of the following types of characters:
 - Capital letters
 - Lower case letters
 - Numeric characters
 - Special characters: ! # \$ % * - _ = + < >
- First and last characters cannot be numbers
- Cannot contain username
- Previous 24 passwords cannot be reused

Your password will be changed immediately in eRA production (IMPP) applications. For IRDB applications - such as QVR - password changes will take effect within one hour.

For additional guidance, please review the [eRA Password Policy](#).

* Indicates required field

Current Password: *

New Password: *

Confirm New Password: *

Figure 19: Change Password Screen

The password change takes effect immediately and must be used when logging into Commons again.

2.4.5 Password Expiration Notification

For security purposes, passwords will expire and must be reset. When your password has expired, you will be directed to select a new password when you try to log in, which conforms to eRA Password Policy Guidelines. For more information, see the heading Password Policy.

Change Password ?

Your password is expired. You must change the password now in order to log into the system.

New password must meet the following standards:

- At least eight (8) non-blank characters in length
- Passwords must contain a combination of at least three of the following types of characters:
 - Capital letters
 - Lower case letters
 - Numeric characters
 - Special characters: ! # \$ % * _ . : ; ' < >
- First and last characters cannot be numbers
- Cannot contain username
- Previous 24 passwords cannot be reused

Your password will be changed immediately in eRA production (IMPP) applications. For IRDB applications - such as QVR - password changes will take effect within one hour.

For additional guidance, please review the [eRA Password Policy](#).

* Indicates required field

User ID:

Current Password:

New Password:

Confirm New Password:

[\[Privacy Notice | Accessibility | Disclaimer \]](#)

National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892

Department of Health
and Human Services

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Screen Rendered: 10/05/2011 12:19:41 EDT
Screen Id: AMS0011
Version: 1.01.01

GRANTS.GOV™
FIND. APPLY. SUCCEED.®

Figure 20: Change Password – Expired Screen

2.5 Signing Out

Upon completion of any work, edits, updates, submissions or administrative changes, it is best to logoff/sign-out from the Commons system before closing the browser. The **Logout** link is located in the upper right corner of each screen.

Electronic Research Administration
Sponsored by National Institutes of Health

Welcome: George Washington
 ID: WASHINGTON
 Institution: Mount Vernon College
 Roles: SO
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) | [Admin](#) | [Institution Profile](#) | [Personal Profile](#) | [Status](#) | [eSNAP](#) | [xTrain](#) | [Links](#) | [eRA Partners](#)

Figure 21: Commons Logout Link

3 Commons Demonstration Site

The Commons *Demonstration Site* is a fully functioning site for all users. Once an Account is created, the user has access to an environment containing created data that is mostly identical to the Commons production environment.

3.1 Accessing Commons Demonstration Facility

Use the training/demo facility to familiarize yourself with the eRA Commons application and to practice creating sample institutions, accounts, and manipulating grant applications. The site provides access to the major functions of the system in a training/demonstration mode that mirrors the production version, the difference being that only sample data is altered in the *Commons Demonstration Site*.

The screenshot shows the eRA Commons Demonstration Site interface. At the top, there is a header with the eRA Commons logo and navigation links like 'Contact Us | Help'. The main content area is divided into three columns:

- Left Column:** Contains a 'Commons Login' section with a form for username and password, a 'Login' button, and a 'Reset' button. Below this is a 'Federated Institutions/Organizations' dropdown menu and a 'Federal User Login Here' link. At the bottom of this column is the 'eRA Commons Help Desk' information, including hours, web address, and phone numbers.
- Middle Column:** Features a 'Welcome to the Commons' heading, a 'System Notification Message' box stating 'All systems are currently available.', and a link to the 'eRA Scheduled Maintenance Calendar'. Below this is a 'Support Related Resources' section with links to 'Avoiding Common Errors', 'Self Help Resources', and 'Applying Electronically website'. The 'Commons Related Resources' section includes a red-circled link for 'Demo Facility: Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.'
- Right Column:** Contains a 'Register Grantee Organization' link, an 'About the Commons' section with links to 'Frequently Asked Questions' and 'Latest Release Notes', and an 'Additional Links' section with links to 'RePORT', 'Grants.gov', 'iEdison', 'National Institutes of Health', 'Public Access Policy Page', and 'Loan Repayment Program'.

Figure 22: Commons Demonstration Site

To access the Commons *Demonstration Site*:

Click the **Demo Facility** hyperlink from the **Commons Related Resources** section of the login page.

The screenshot shows the eRA Commons website interface. At the top, there is a header with the eRA Commons logo and the text "Electronic Research Administration" and "Sponsored by National Institutes of Health". To the right of the logo are the logos for the National Institutes of Health and the Office of Electronic Research Administration (OERA), along with "Contact Us | Help" links.

The main content area is divided into three columns:

- Left Column:** Contains a "Commons Login" section with fields for "Username" and "Password", and "Login" and "Reset" buttons. Below this is a link for "Forgot Password/Unlock Account?". Further down is a "Federated Institutions/Organizations" section with a dropdown menu showing "N/A". At the bottom of this column is a "Federal User Login" link and an "eRA Commons Help Desk" section with contact information: "Hours: Mon-Fri, 7AM-8PM EDT/EST", "Web: http://itservicedesk.nih.gov/eRA/", "Toll-free: 866-504-9552", "Phone: 301-402-7469", "TTY: 301-451-5939", and "Contact initiated outside of business hours via Web or voice mail will be returned the next business day."
- Center Column:** Starts with a "Welcome to the Commons" heading. Below it is a "System Notification Message" box stating "All systems are currently available." This is followed by a link to "Scheduled Commons Maintenance: For maintenance information, see the eRA Scheduled Maintenance Calendar." Below this is a "Support Related Resources" section with a list of links: "Electronic Submission: Learn about the most frequent application errors at Avoiding Common Errors", "Online Resources: Take advantage of our online Self Help Resources", "Electronic Application Submission: To learn about completing and submitting an electronic grant application and access helpful resources, visit the Applying Electronically website", and "eRA Home Page: To find Commons FAQs, User Guides, training materials, and step-by-step instructions for performing tasks in Commons, visit the eRA website". Below this is a "Commons Related Resources" section with links for "Reference Letters: To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter" and "Demo Facility: Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment". At the bottom of this column is a "Warning Notice" box with text: "This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." and "All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system."
- Right Column:** Starts with a "Register Grantee Organization" link. Below this is an "About the Commons" section with links for "Frequently Asked Questions" and "Latest Release Notes". Below that is an "Additional Links" section with links for "RePORT", "Grants.gov", "Edison", "National Institutes of Health", "Public Access Policy Page", and "Loan Repayment Program".

Figure 23: eRA Commons Demo Site and Facility Hyperlink

Users with a demo account should log in using the username and password created for this purpose; users without a demo account should create one. Refer to the next section titled [Creating a New Demo Account](#) for more information.

3.2 Creating a New Demo Account

The *Create a New Demo Account* screen facilitates creation of a sample institution and user account. Creation of an SO and a PI account is required, with grant applications assigned to the created institution.

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

To create a new demo account:

1. Select the **Demo Facility** link on the *Welcome to the Commons* page.

The *Create a New Demo Account* screen displays.

2. Fill in the appropriate information for creating the account, including all required fields.

NOTE: All fields followed by an asterisk (*) are required. The username must have a minimum of six (6) characters (numbers and letters may be combined) and a maximum of twenty (20) characters. The account names must be unique.

3. Select the **Submit** button.

The screenshot shows the 'Create a New Demo Account' page. At the top, there is a navigation bar with 'Home', 'Links', 'eRA Partners', and 'Help'. The main heading is 'Create a New Demo Account'. Below this, the 'Account Information' section contains the following fields and options:

- First Name:** * George
- Last Name:** * Washington
- User Name:** * GWash_SO (with a note: 'User Name must be a minimum of 6 characters and must not already be in use')
- SO Account:** * SO
- PI Account:** * PI
- Optional Roles for SO and PI:** FSR IAR
- BO Account:** BO
- Trainee Account:** Trainee
- E-mail Address:** * GWashington@email.com
- Institution:** * Mount Vernon College

At the bottom of the form, there are two buttons: 'Submit' (circled in red) and 'Reset'.

Figure 24: Create a New Demo Account Screen

A verification message displays the information entered.

4. Review all entered information and select the **Save** button to create the demo account.

Create a New Demo Account ?

Please verify the data you entered for the new account.

First Name : George
Last Name : Washington

SO User Name : GWash_SO SO User Roles : SO
PI User Name : GWash_PI PI User Roles : PI

Email Address : GWashington@email
Institution : Mount Vernon College

The Save Action will create test institution accounts and a number of sample applications for your personal use. Please be patient, this may take up to a minute.

Figure 25: Create a New Demo Account Confirmation

A confirmation page lists the username information and password. Make sure to copy the information.

5. Select the **Continue** link.

Create a New Demo Account ?

Your Sample Institution has been created with the Accounts and Passwords listed below. Please write down this information and login to the NIH Commons Training/Demo Facility using this information. Like NIH Commons, you will be asked to change your password the first time you login. Once you have successfully authenticated, you will be able to use the NIH Commons in the same way as you would the production version.

SO User Name : GWash_SO SO Password : trainso1\$
PI User Name : GWash_PI PI Password : trainpi1\$

[Continue](#)

Figure 26: Create a New Demo Account Confirmation

The system returns to the Commons *Demonstration Site* for login and start of the training/demo session.

4 Registering Institutions

To access Commons, there is a one-time registration process for Commons Extramural (external) institutions and researching facilities. Once an institution registers, accounts for the Signing Official (SO) and Account Administrator (AA) created during the registration process become active. The authorized personnel may create new user accounts within the hierarchy and structure of an extramural institution and access IPF information. You can access the eRA Commons Online Registration system at the following location:

<https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>

NOTE: The registration process may take up to two to four weeks to be completed after the initial request has been made.

4.1 Institution Registration Request

The initial registration request sets up a mandatory account for the institution's SO, and sets up an optional account for the institution AA. Only authorized organization officials may be deemed as SOs for their institutions. Examples of NIH accepted organization officials include:

- Corporation - President, CEO
- Institute - Executive Director
- University - President, Dean, or Chancellor

You must have a valid and verifiable Dunn and Bradstreet (DUNS) number before proceeding with the registration process. If your institution does not have a valid DUNS number, it can obtain one at the following website: <http://fedgov.dnb.com/webform>

To register an institution within eRA Commons, proceed with the following steps.

1. On the *Commons Login* screen, select the **Register Grantee Organization** link to access the *Online Registration* screen.

Figure 27: Register Grantee Organization Link

2. Read the instructional steps and click the **Register Now** button to access the *Register Institution* screen.

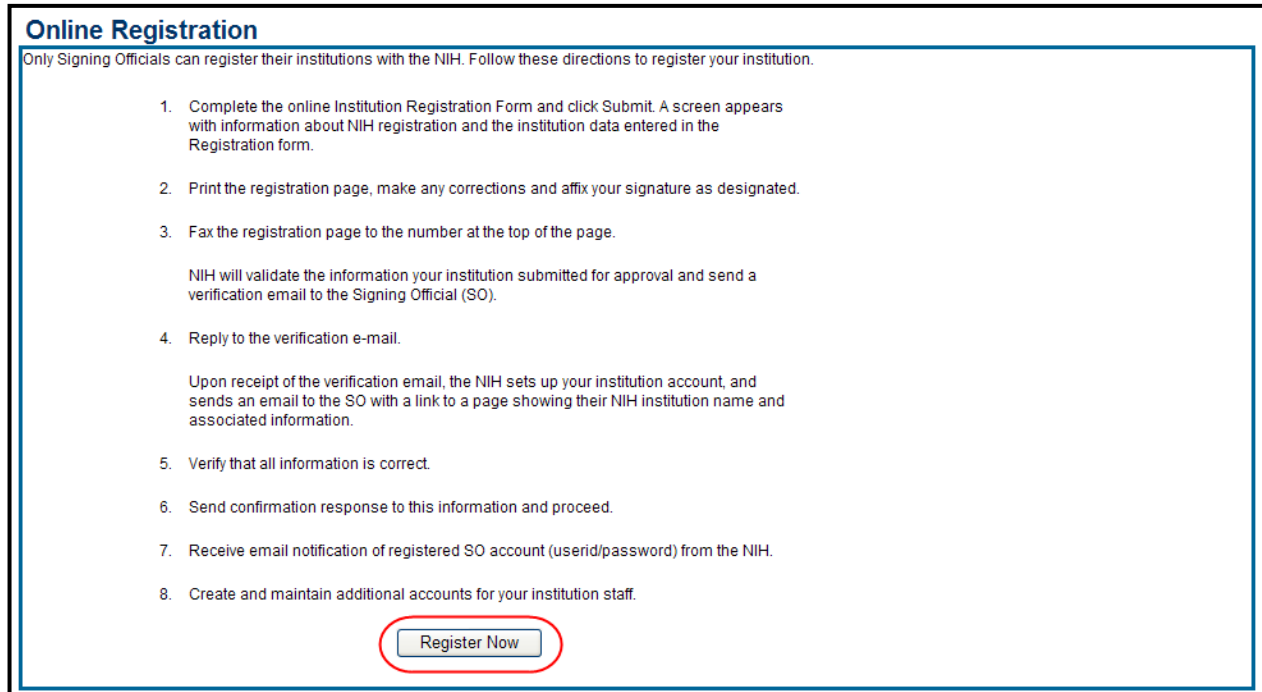


Figure 28: Online Registration Screen

3. Complete the information fields for the Institution Information and Accounts Information sections noting the following:
 - All fields followed by a red asterisk (*) are *required*
 - A minimum of one address line (Street 1) is *required*
 - The *Institution Name* may contain a maximum of 100 characters
 - An Official's *Title* may contain a maximum of 240 characters
 - The *User Name* must have a minimum of six (6) characters (numbers and letters can be combined but no spaces can be used). Usernames may not exceed the maximum of twenty (20) characters.
 - The AA position and information is optional. When completing information for the AA, fill in the required account information fields and submit.
 - The DUNS Number is a unique nine-digit identification for single business entities

NOTE: More information can be gathered about what a DUNS Number is and how to get one at <http://www.dnb.com/us/>

Register Institution ?

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

<p>Institution Name *: <input style="width: 90%;" type="text"/></p> <p>DUNS Number *: <input style="width: 20%;" type="text"/></p> <p>Street 1 *: <input style="width: 80%;" type="text"/></p> <p>Street 2: <input style="width: 80%;" type="text"/></p> <p>Street 3: <input style="width: 80%;" type="text"/></p> <p>Street 4: <input style="width: 80%;" type="text"/></p>	<p>NoA E-mail *: <input style="width: 90%;" type="text"/></p> <p>City *: <input style="width: 80%;" type="text"/></p> <p>State *: <input style="width: 80%;" type="text"/></p> <p>Zip Code *: <input style="width: 40%;" type="text"/> (20873) or (208733423)</p> <p>Country: <input style="width: 80%;" type="text"/> UNITED STATES</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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	
<p>Name Prefix: <input style="width: 40%;" type="text"/></p> <p>First Name *: <input style="width: 80%;" type="text"/></p> <p>Middle Name: <input style="width: 80%;" type="text"/></p> <p>Last Name *: <input style="width: 80%;" type="text"/></p> <p>Title *: <input style="width: 80%;" type="text"/></p> <p>User Name *: <input style="width: 40%;" type="text"/></p> <p>Phone *: <input style="width: 60%;" type="text"/></p> <p>Fax: <input style="width: 60%;" type="text"/></p> <p>E-mail *: <input style="width: 80%;" type="text"/></p>	<p>Name Prefix: <input style="width: 40%;" type="text"/></p> <p>First Name *: <input style="width: 80%;" type="text"/></p> <p>Middle Name: <input style="width: 80%;" type="text"/></p> <p>Last Name *: <input style="width: 80%;" type="text"/></p> <p>Title *: <input style="width: 80%;" type="text"/></p> <p>User Name *: <input style="width: 40%;" type="text"/></p> <p>Phone *: <input style="width: 60%;" type="text"/></p> <p>Fax: <input style="width: 60%;" type="text"/></p> <p>E-mail *: <input style="width: 80%;" type="text"/></p>

Figure 29: Register Institution Screen

4. Verify that all entered information is correct before selecting **Save**, which generates a completed registration form with signature and date lines.
5. Print, sign, and date the registration form.

NOTE: Only the SO may sign the form.

6. Fax the completed registration form to NIH at (301) 451-5675.
7. NIH will send an e-mail to the designated SO that contains a hyperlink to verify the SOs e-mail address.
8. Click the **e-mail** hyperlink to verify the SO e-mail address.
9. The *E-mail Verification* screen confirms that the e-mail address provided for the SO is valid. NIH then reviews the registration, which is now pending approval.

NOTE: The signed form must be faxed in and the e-mail must be verified, before the registration process begins.

4.2 Confirmation of Institution Registration

Once the SOs email address is confirmed and the registration request is reviewed by the NIH, a second email is sent stating the status of the application (either approved or rejected) and, if applicable, providing a hyperlink to confirm and complete the registration process.

If approved, select the hyperlink in the message to finalize the registration process. Once the institution information is confirmed, the last two registration e-mails are sent with the Commons username in one and a temporary password for logging into the eRA Commons System in another.

After successfully logging into Commons using the temporary password provided in the final email, the user is prompted to change the password to one of his choosing in accordance with the NIH password policy.

NOTE: If an Account Administrator (AA) account is created at the same time as the SO account, a separate email is sent to the email address of the AA account containing the AA account username. A second email is sent to the email address of the AA containing the AA account temporary password. Emails sent to the SO do not include the AA username or password.

5 User Account Management

5.1 Creating Accounts for an Institution

The eRA Commons Admin module facilitates user account administration based on assigned user roles. Once the institutional account is created, the Signing Official (SO) at each grantee organization is able to establish additional user accounts with various levels of access and capability. The SO or Account Administrator (AA) may then create additional accounts for the administrative and scientific staff.

For detailed information on using the Account Management features in eRA Commons, refer to the Account Management User Guide located at http://era.nih.gov/files/AMS_user_guide.pdf.

5.2 Creating Accounts from Commons Invitation Email

Commons users may invite others, such as a Trainee or Reviewer, to establish a Commons account and perform work in the system. The Commons invitation email includes a link to accessing the account management module of Commons to create a new account and link the account to any prior NIH support.

For detailed information on creating an account from a Commons invitation email, refer to the Account Management User Guide located at http://era.nih.gov/files/AMS_user_guide.pdf.

5.3 Advanced Search

Users with the SO (Signing Official) role are able to perform an advanced search on accounts in Commons using the *Account List* screen. From this screen, SOs can query based on the following search criteria:

- **Commons ID**
- **Last Name**
- **First Name**
- **Middle Name**

Searches can be refined by selecting the **Continuous Submission (CS) Eligible Only** checkbox to narrow the search to only CS eligible users and/or the **Search within your institution** checkbox to search only with the SOs institution.

To conduct an advanced search:

1. Select the **Admin** module menu tab.
2. Select the **Accounts** tab from the **Admin** menu.
3. Select the tab for **Advanced Search**.
4. Enter the appropriate information in the Search Criteria fields.

5. Optional: Select the **Continuous Submission (CS) Eligible Only** checkbox to search for only users who are eligible for Continuous Submission.
6. Optional: Unselect the **Search within your institution** checkbox to search outside of your institution.
7. Select the **Search** button.

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with links like Home, Admin, Institution Profile, etc. Below that is the 'Account List' section with search criteria fields for Commons ID, Last Name (Jefferson), First Name, and Middle Name. There are checkboxes for 'Continuous Submission (CS) Eligible Only' and 'Search within your Institution'. A red circle highlights the 'Search' button, and a red arrow points from it to the search results table below.

User Name	User ID	Email Address	Account Status	Role	CS Eligible	Address	Institution
Jefferson, Thomas	JEFFERSON.T	TJefferson@email.com	Active	PI			MOUNT VERNON COLLEGE

Figure 30: Account Search Results

Search results display on the screen in the **Account Search Results** section. The arrows at the top of the **User Name**, **User ID**, and **Email Address** columns are used for sorting the order of the displayed results.

6 Delegations

Organizational institutions and users of the Commons system may grant other institutional Commons users the authority to enter and process grant information, update PPF information, submit eSNAP information, work with specific modules, and ensure that NIH has associated (i.e., linked) the proper NIH support. This method of assigning (and revoking) authority to other Commons users to perform specific functions is called Delegation.

Commons users may delegate specific authorities to other Commons users for their own accounts such as when a PI delegates the Progress Report authority to another PI or a Sponsor delegates to an assistants. Additionally, administrative users such as Signing Officials (SO) may delegate certain authorities on behalf of another Commons user. For example, an SO may grant an ASST user the Sponsor authority on behalf of a Commons Sponser user.

Listed below is a table of the types of delegation authorities in Commons, along with who may grant that authority and whom may receive it.

Authority Type	Delegated By	Delegated To	Description
Progress Report	SO, AA, AO (on behalf of PI)	PI	Enables the PI to submit Progress Reports for another PI
Progress Report	PI	Any active user within Institution	Enables the PI to submit Progress Reports for the other PI
Sponsor	SO, AA (on behalf of Sponsor)	ASST	Allows an ASST to access xTrain
Status	PI	ASST	Allows the ASST to work with Status module
PPF	All Commons Users	All Commons Users	Allows the ability for someone else to edit a user's Personal Profile
Submit	SO, BO	PI	Enables the ability to submit eSNAP and MYPR reports
xTrain	PI, SPONSOR	ASST	Enables ability to work with the xTrain module
FCOI	FCOI	FCOI_ASST, FCOI_VIEW	Enables the ability to work on FCOI

Table 2: Delegation Authorities

NOTE: Delegations are not permanent and can be revoked at any time.

6.1 Delegate on Behalf of Someone Else

Administrative users such as Signing Officials (SO), Account Administrators (AA), and Account Officials (AO) may delegate authority to specific users on behalf of someone else as follows:

6.1.1 Delegate Progress Report Authority

The SO, AA, or AO may delegate Progress Report authority to a PI on behalf of another PI.

To delegate Progress Report authority on behalf of a PI:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Delegate Progress Report**.

The screenshot shows the 'My Delegates' page in the eRA Commons system. At the top, there is a navigation bar with 'Admin' and 'Delegations' tabs. Below the navigation bar, the page title is 'My Delegates'. A message states: 'You have the ability to delegate the following authority(ities): PPF'. Underneath, there is a section titled 'My Current Delegations' which contains a table with the following structure:

Name	Role(s)	Commons ID	Action
No records found.			
No records were returned.			

At the bottom right of the table area, there are several links: 'Delegate Progress Report' (circled in red), 'Delegate Sponsor', 'Institution Delegation', and 'Search or Add Delegate'.

Figure 31: My Delegates Screen – Delegate Progress Report Link

The *Delegate Progress Report* screen opens with search criteria displayed for locating and selecting a specific Principal Investigator on whose behalf the Progress Report authority is being granted. The parameters include **Commons ID**, **Last Name**, **First Name**, and **Middle Name**. The screen includes a **Search** button and **Cancel** button as well as a **Return to My Current Delegates** link for leaving the search screen and returning to the previous Commons screen.

NOTE: The search parameter fields can be used with the percent sign (%) wild card.

4. Enter the appropriate search criteria using the wild card (%) if necessary.
5. Select the **Search** button to perform the search.

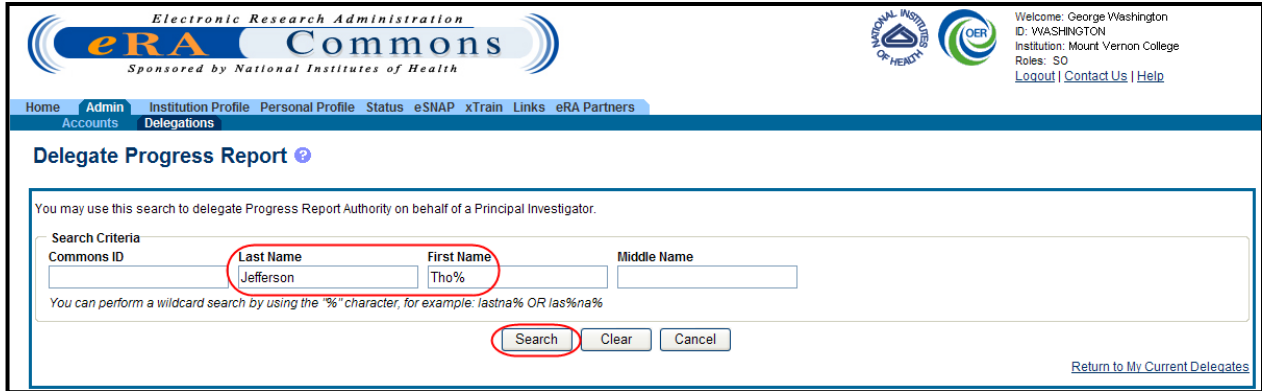


Figure 32: Search to Delegate Progress Report Authority on Behalf of a PI

The matching records display within the **Search Results** on the page.

6. Choose the **Select** link to indicate the PI on whose behalf you are designating authority.



Figure 33: Delegate Progress Report Third Party Delegator Search Results

A message displays at the top of the screen as follows: *You have selected to delegate Progress Report Authority on behalf of:[Name].*

Additionally, search parameters display for searching and selecting the user to whom to delegate the authority.

7. Enter the search parameters necessary for locating the PI being given authority and select the **Search** button.

The matching records display in the **Search Results** table.

8. Click the link called **Select** to select the appropriate person from the list.

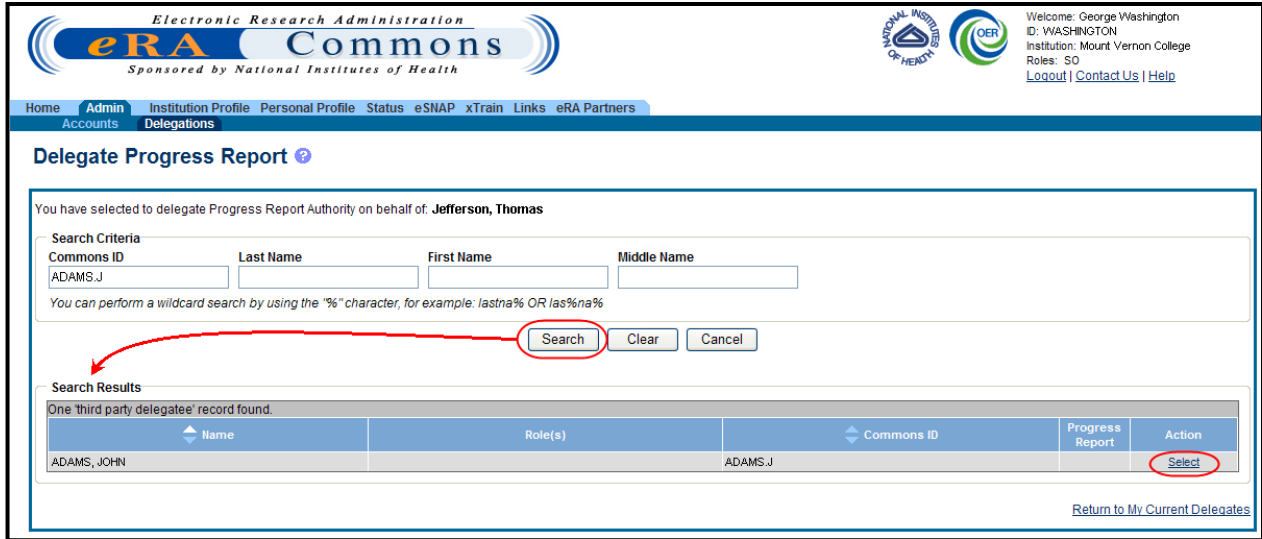


Figure 34: Delegate Progress Report Third Party Delegatee Search Results

The *Delegate Progress Report* screen shows the selected PI name with the **Progress Report** authority and checkbox.

9. Mark the **Progress Report** checkbox.
10. Select the **Save** button.

NOTE: Selecting the **Cancel** button will cancel the action without delegating any authority to the user.



Figure 35: Delegate Progress Report Screen and Checkbox

The **Search Results** area updates to show the **Progress Report** authority marked with a check. Commons grants the Progress Report authority for the delegated user, who receives an email informing of the change. The delegated PI is now able to submit progress reports for the selected PI.

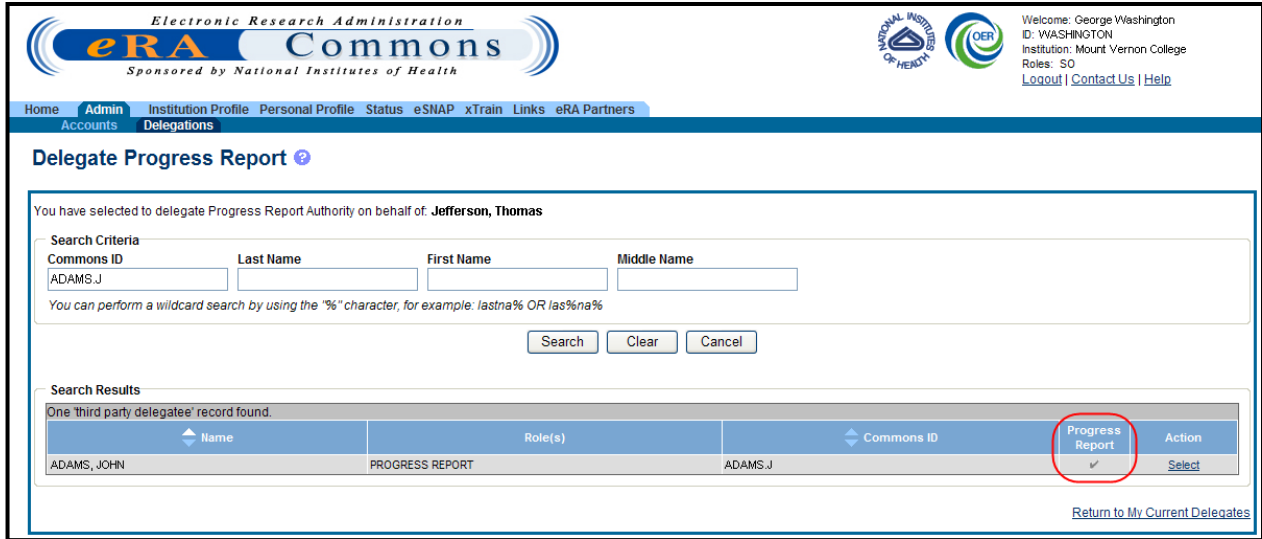


Figure 36: Updated Search Results Show Progress Report Authority for Selected User

The PI, on whose behalf delegation was granted, can see the delegated user by accessing the **My Current Delegations** information.

6.1.2 Delegate Sponsor Authority

The SO and AA may delegate Sponsor authority to someone with an ASST role on behalf of a Sponsor. When delegating Sponsor authority, the SO authorizes a selected user with an ASST role to perform functions in xTrain for a particular user with a Sponsor role. The SO is delegating this authority to the ASST on behalf of the Sponsor.

To delegate Sponsor authority on behalf of a Sponsor:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** section displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Delegate Sponsor**.



Figure 37: My Delegates – Delegate Sponsor Link

The *Delegate Sponsor* screen opens with search parameters displayed for locating and selecting a specific Sponsor on whose behalf the Sponsor Authority is being granted. The parameters include **Commons ID**, **Last Name**, **First Name**, and **Middle Name**. The screen includes a **Search** button and **Cancel** button as well as a **Return to My Current Delegates** link for leaving the search screen and returning to the previous Commons screen.

NOTE: The search parameter fields can be used with the percent sign (%) wild card.

4. Enter the appropriate search criteria using the wild card (%) if necessary.
5. Select the **Search** button to perform the search.

The screenshot shows the 'Delegate Sponsor' search interface. At the top, there is a navigation bar with 'Admin' and 'Delegations' selected. Below the navigation bar, the search form is titled 'Delegate Sponsor'. It contains a message: 'You may use this search to delegate Sponsor Authority on behalf of a Sponsor User.' The search criteria section has four input fields: 'Commons ID', 'Last Name' (with 'Madison' entered), 'First Name' (with 'Ja%' entered), and 'Middle Name'. Below the fields is a note: 'You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%'. At the bottom of the form are three buttons: 'Search' (circled in red), 'Clear', and 'Cancel'. A 'Return to My Current Delegates' link is located at the bottom right of the form area.

Figure 38: Search to Delegate Sponsor Authority on Behalf of a Sponsor User

The matching records display within the **Search Results** on the page.

6. Choose the **Select** link to indicate the Sponsor on whose behalf you are designating authority.

The screenshot shows the search results for the 'Delegate Sponsor' search. The search criteria are identical to Figure 38. Below the search form, there is a 'Search Results' section. It contains a message: 'One 'third party delegator' record found.' Below this message is a table with the following data:

Name	Role(s)	Commons ID	Action
Madison, James	PROGRESS REPORT, SPONSOR	JMADISON	Select

The 'Select' link in the 'Action' column is circled in red. A 'Return to My Current Delegates' link is located at the bottom right of the search results section.

Figure 39: Delegate Sponsor Third Party Delegatee Search Results

A message displays at the top of the screen as follows: *You have selected to delegate Sponsor Authority on behalf of: [Name].*

Additionally, search parameters display for searching and selecting the user to whom to delegate the authority.

7. Enter the search parameters necessary for locating the ASST user being given authority and select the **Search** button.

The matching records display in the **Search Results** table.

8. Click the link called **Select** to select the appropriate person from the list.

The screenshot shows the 'Delegate Sponsor' interface. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners. Below this is a sub-navigation bar with 'Accounts' and 'Delegations'. The main heading is 'Delegate Sponsor'. A message states: 'You have selected to delegate Sponsor Authority on behalf of: Lincoln, Abraham'. Below this is a 'Search Criteria' section with input fields for 'Commons ID', 'Last Name' (containing 'Lincoln'), 'First Name' (containing 'Ab%'), and 'Middle Name'. A note below the fields says: 'You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%'. There are 'Search', 'Clear', and 'Cancel' buttons. A red arrow points from the 'Search' button to the 'Search Results' section. The 'Search Results' section shows 'One 'third party delegatee' record found.' and a table with the following data:

Name	Role(s)	Commons ID	Sponsor	Action
Lincoln, Abraham	ASST	A_LINCOLN		Select

At the bottom right of the screen, there is a link: 'Return to My Current Delegates'.

Figure 40: Delegate Progress Report Third Party Delegatee Search Results

The *Delegate Sponsor* screen shows the selected ASST user's name with the **Sponsor** authority and checkbox.

9. Mark the **Sponsor** checkbox.
10. Select the **Save** button.

NOTE: Selecting the **Cancel** button cancels the action without delegating any authority to the user.

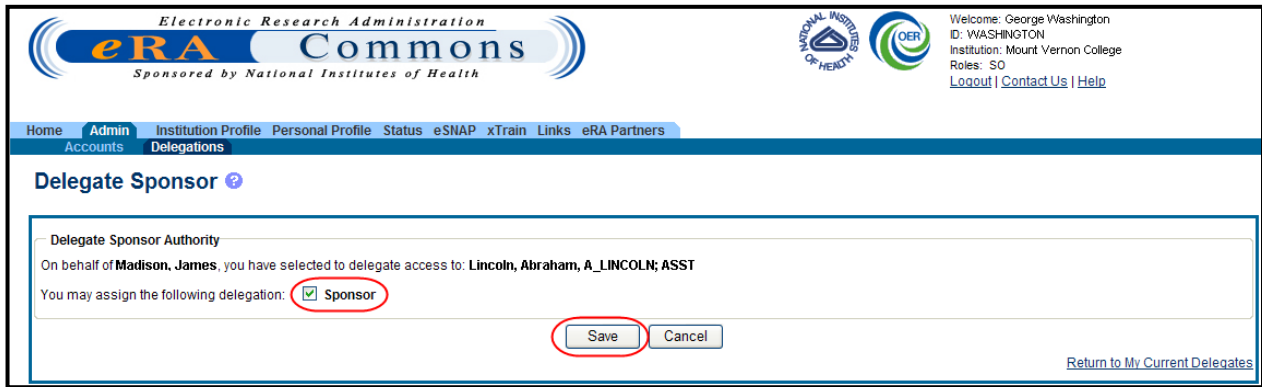


Figure 41: Delegate Sponsor Screen and Checkbox

The **Search Results** area updates to show the **Sponsor** authority marked with a check. Commons grants the Sponsor authority for the delegated user, who receives an email informing of the change. The delegated ASST user is now able to perform xTrain functions for the selected Sponsor.

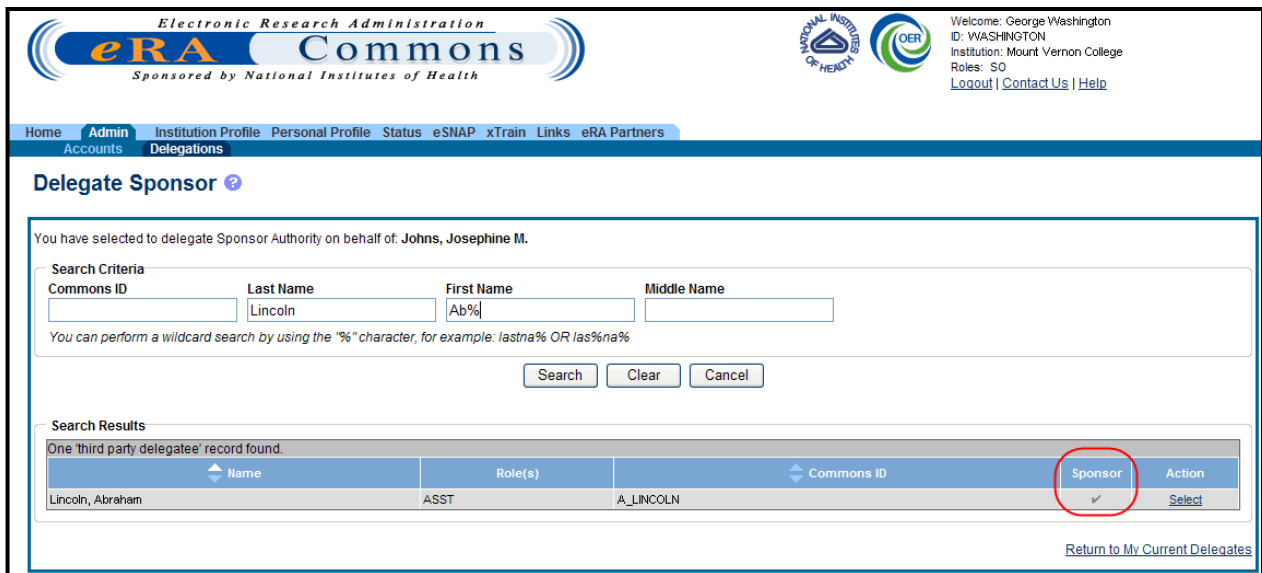


Figure 42: Updated Search Results Show Sponsor Authority for Selected User

The Sponsor, on whose behalf delegation was granted, can see the delegated user by accessing the **My Current Delegations** information.

6.1.3 Revoke Authority on Behalf of Another User

Administrative users can revoke delegated authority from a user on behalf of someone else. The steps for revoking Progress Report and Sponsor Authority are very similar. The steps below walk through the process of revoking either, depending on which one is selected from the start.

To revoke authority on behalf of another user:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Delegate Progress Report** to revoke Progress Report authority.

–OR–

Select the link called **Delegate Sponsor** to revoke Sponsor authority.

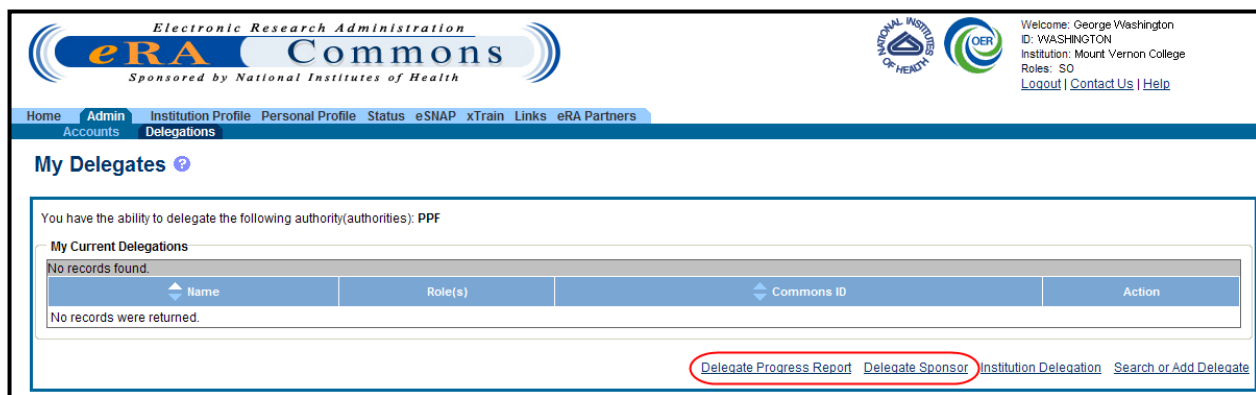


Figure 43: Delegate Progress Report and Delegate Sponsor Links

Depending on the link selected, either the *Delegate Progress Report* or *Delegate Sponsor* screen opens with search parameters displayed for locating and selecting a specific user on whose behalf the authority is being revoked. The parameters include **Commons ID**, **Last Name**, **First Name**, and **Middle Name**. The screen includes a **Search** button and **Cancel** button as well as a **Return to My Current Delegates** link for leaving the search screen and returning to the previous Commons screen.

NOTE: The search parameter fields can be used with the percent sign (%) wild card.

4. Enter the appropriate search criteria using the wild card (%) if necessary.
5. Select the **Search** button to perform the search.

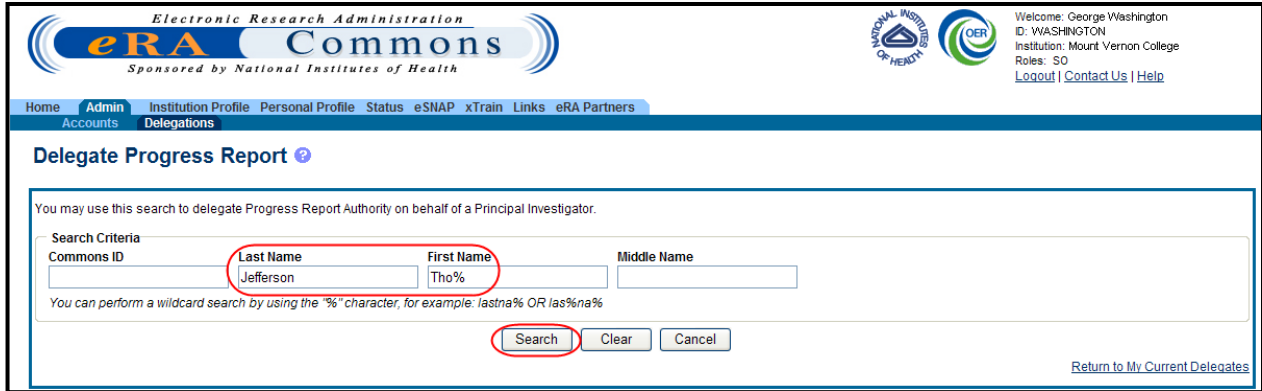


Figure 44: Search to Revoke Progress Report Authority on Behalf of a PI

The matching records display within the **Search Results** on the page.

6. Choose the **Select** link to indicate the user on whose behalf you are revoking authority.

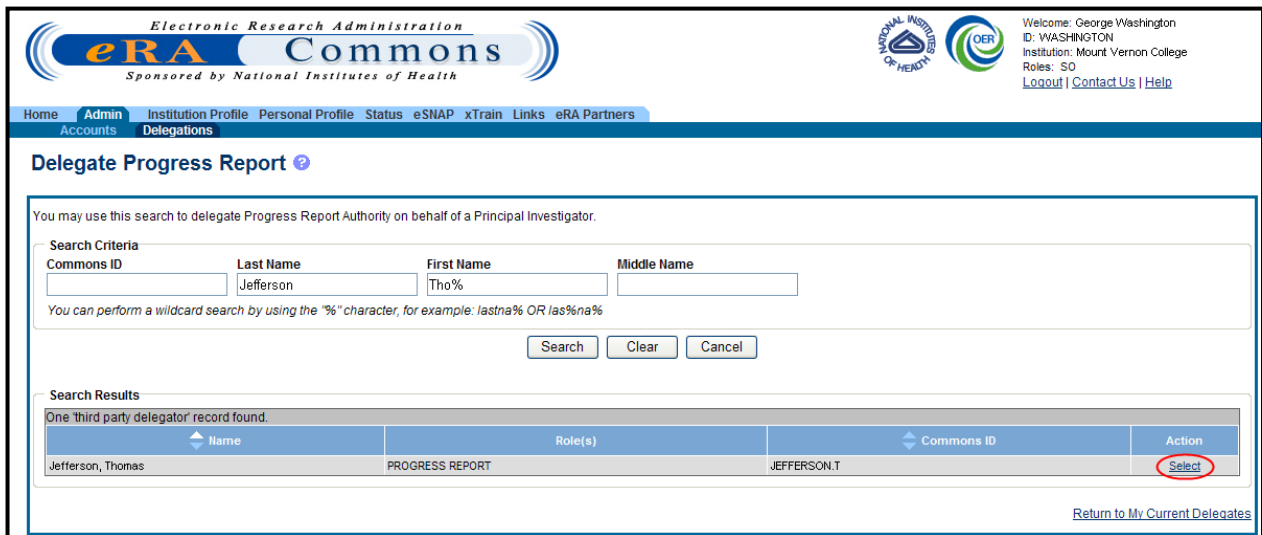


Figure 45: Third Party Delegator Search Results for Revoking Authority

Search parameters display for searching and selecting the user for whom to revoke the authority.

7. Enter the search parameters necessary for locating the appropriate user and select the **Search** button.

The matching records display in the **Search Results** table.

8. Click the link called **Select** to select the appropriate person from the list.

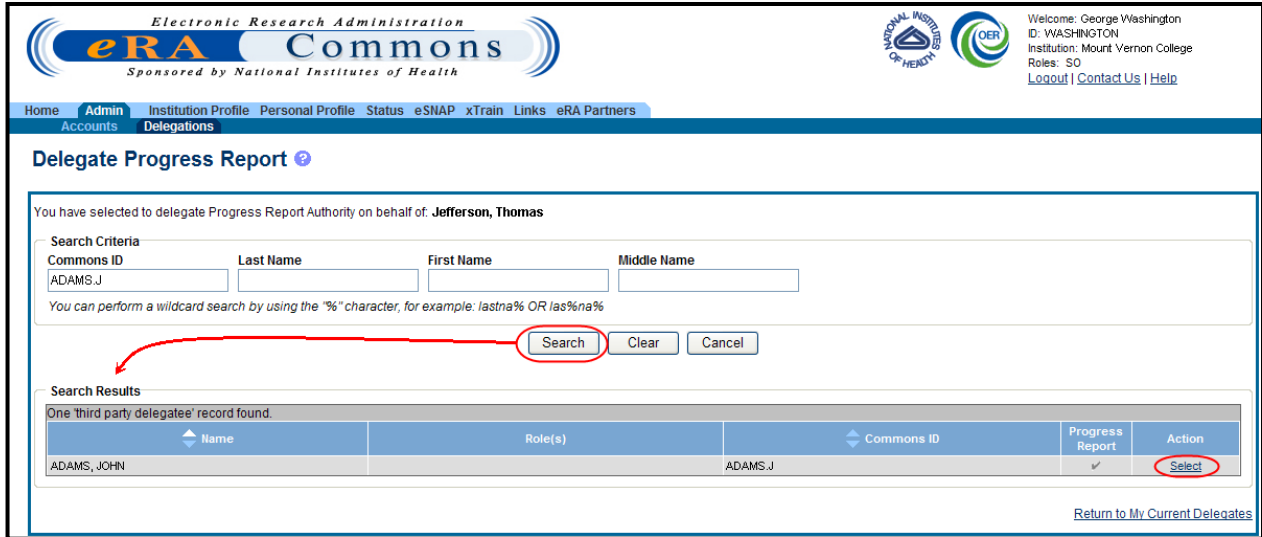


Figure 46: Third Party Delegate Search Results

The screen shows the selected user’s name with the authority and a marked checkbox.

9. Unmark the checkbox for the authority being revoked.
10. Select the **Save** button.

NOTE: Selecting the **Cancel** button will cancel the action without delegating any authority to the user.

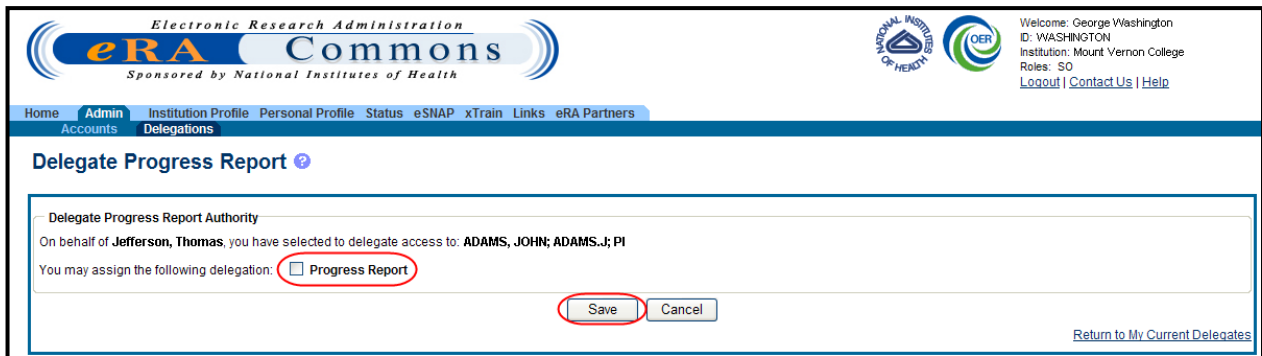


Figure 47: Unchecked Progress Report Box for Revoking Authority

The **Search Results** area updates to show the authority field (**Progress Report** or **Sponsor**) unmarked for specified the user. This indicates that the selected user no longer has that authority for the chosen PI/Sponsor. The user receives an email informing of the change and no longer appears in the **My Current Delegations** section for the PI/Sponsor.

6.2 Institutional Delegation

Signing Officials and Business Officials may delegate authority to Principal Investigators (PI) within their institutions to allow those PIs to submit eSNAP and MYPR reports electronically to NIH. This same authority may be revoked at any time.

Granting and revoking Submit authority is managed through the *My Delegations* screen in Commons.

6.2.1 Delegate Institutional Submit Progress Report Authority

To delegate Institutional Submit Progress Report authority to one or more users within the same institution:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Institution Delegation**.

Figure 48: Institution Delegation Link for Granting Submit Progress Report Authority

The *Institution Delegations* screen displays. This screen shows **Current Submit Progress Report Delegations** in a table at the top and **Candidates for Submit Progress Report Delegation** in a table at the bottom.

The **Candidates for Submit Progress Report Delegation** table is used for delegating the authority while the **Current Submit Progress Report Delegations** is used for viewing or revoking the authority of those who already possess it.

NOTE: This section walks through the steps for granting the authority. The steps for revoking the delegation are found in the section of this document titled *Revoke Institutional Submit Progress Report Authority*.

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Institution Delegations

You have the authority to delegate **Submit Progress Report** for your Institution.

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Jefferson, Thomas	JEFFERSON.T	<input type="checkbox"/>

[Revoke Delegation\(s\)](#) [Select All](#) [Clear All](#)

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN.J	<input type="checkbox"/>
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	JGARFIELD	<input type="checkbox"/>
Grant, Llyseses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>

[Grant Delegation\(s\)](#) [Select All](#) [Clear All](#)

[Return to My Current Delegates](#)

Figure 49: Candidates for Submit Progress Report Delegation

The **Candidates for Submit Progress Report Delegation** table includes all users in the institution who are eligible for Submit Progress Report authority. The table includes the **Name** and **Commons ID** of each user along with a **Submit Progress Report** checkbox for selecting that user. The **Select All** and **Clear All** buttons also exist for selecting all users in the table or clearing any current selections made.

NOTE: Each table has its own set of buttons to control either granting or revoking the authority.

The **Return to My Current Delegates** link exists at the bottom of the screen for cancelling any action and returning to the previous Commons screen.

- From the **Candidates for Submit Progress Report Delegation** table, mark the individual **Submit Progress Report** checkboxes to indicate the appropriate users for Submit Progress Report delegation.

–OR–

Click the **Select All** button to grant Submit Progress Report authority to all listed users.

TIP: If granting Submit Progress Report authority to more users than not, click the **Select All** button to select all users in the table. When all users are selected, uncheck the individual **Submit Progress Report** checkboxes for any user not being granted authority.

- With the appropriate names checked, select the **Grant Delegation(s)** button.

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Institution Delegations

You have the authority to delegate **Submit Progress Report** for your Institution.

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Jefferson, Thomas	JEFFERSON.T	<input type="checkbox"/>

[Revoke Delegation\(s\)](#) [Select All](#) [Clear All](#)

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN_J	<input checked="" type="checkbox"/>
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	GARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>

[Grant Delegation\(s\)](#) [Select All](#) [Clear All](#)

[Return to My Current Delegates](#)

Figure 50: Name Selected from the Candidate for Progress Report Authority for Granting Authority

The *Institution Delegations* screen updates to display a certification and acceptance agreement. From this screen, certify acceptance that by delegating the selected users to submit eSNAP and MYPR reports, you are granting them the ability to answer the following statement on your behalf:

I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

- Select the **I Agree** button to certify and confirm delegation.

NOTE: The **Cancel** button cancels the action and returns the *Institution Delegations* screen without saving the changes.

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Institution Delegations ?

DELEGATION OF AUTHORITY FOR APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE:

By delegating the authority to submit eSNAP/MYPR Progress Reports to the NIH, you agree to allow these individuals to answer the following statement for you:

I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Delegate Name: Buchanan, James
Title: Assistant Professor
Address: MOUNT VERNON COLLEGE
 SCHOOL OF SCIENCES
 123 MAIN STREET
 MOUNT VERNON, VA 12345

Figure 51: Delegation of Authority for Applicant Organization Certification and Acceptance

Commons grants the Submit Progress Report authority for the selected users, who receive an email informing them of the change. The *Institution Delegations* screen displays the selected names in the **Current Submit Progress Report Delegations** table at the top of the screen. These names no longer appear in the **Candidates for Submit Progress Report Delegation** table.

Institution Delegations ?

You have the authority to delegate **Submit Progress Report** for your Institution.

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN_J	<input type="checkbox"/>
Jefferson, Thomas	JEFFERSON.T	<input type="checkbox"/>

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	JGARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>
McKinley, William	WMCKINLEY	<input type="checkbox"/>

[Return to My Current Delegates](#)

Figure 52: Institution Delegations Screen with Updated Current Submit Progress Report Delegations

6.2.2 Revoke Institutional Submit Progress Report Authority

To revoke Institutional Submit Progress Report authority from one or more users within the same institution:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Institution Delegation**.

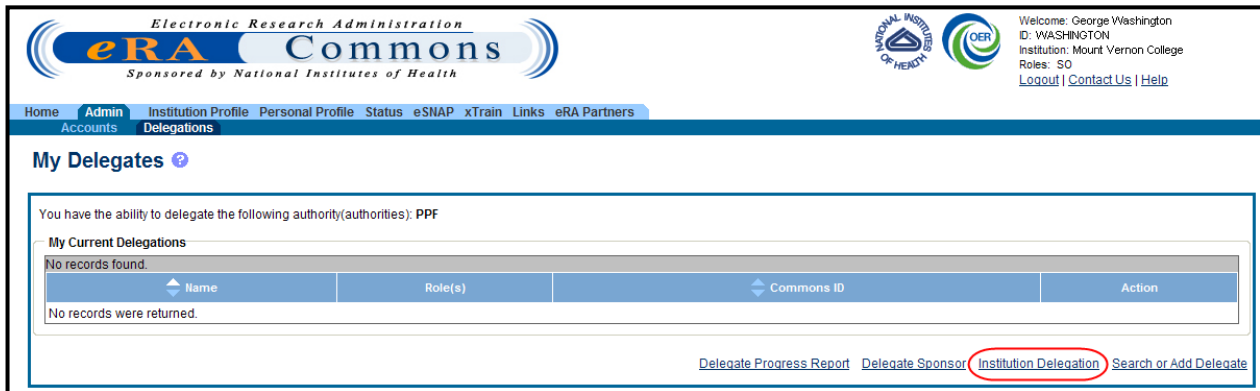


Figure 53: Institution Delegation Link for Revoking Submit Progress Report Authority

The *Institution Delegations* screen displays. This screen shows **Current Submit Progress Report Delegations** in a table at the top and **Candidates for Submit Progress Report Delegations** in a table at the bottom.

The **Current Submit Progress Report Delegations** is used for revoking the authority while the **Candidates for Submit Progress Report Delegation** table is used for delegating the authority to those who do not possess it already.

NOTE: This section walks through the steps for revoking the authority. The steps for granting the authority are found in the section of this document titled *Delegate Institutional Submit Progress Report Authority*.

The **Current Submit Progress Report Delegations** table includes all users in the institution who possess the Submit Progress Report authority. The table includes the **Name** and **Commons ID** of each user along with a **Submit Progress Report** checkbox for selecting that user. The **Select All** and **Clear All** buttons also exist for selecting all users in the table or clearing any current selections made.

NOTE: Each table has its own set of buttons to control either granting or revoking the delegation.

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Institution Delegations

You have the authority to delegate **Submit Progress Report** for your Institution.

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN_J	<input type="checkbox"/>
Jefferson, Thomas	JEFFERSON.T	<input type="checkbox"/>

[Revoke Delegation\(s\)](#) [Select All](#) [Clear All](#)

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	JGARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>
McKinley, William	WMCKINLEY	<input type="checkbox"/>

[Grant Delegation\(s\)](#) [Select All](#) [Clear All](#)

[Return to My Current Delegates](#)

Figure 54: Current Submit Progress Report Delegations

The **Return to My Current Delegates** link exists at the bottom of the screen for cancelling any action and returning to the previous Commons screen.

- From the **Current Submit Progress Report Delegations** table, use the **Submit Progress Report** checkboxes to mark the appropriate users whose authority is being revoked.
- OR–
- Click the **Select All** button to revoke the authority from all listed users.
- With the appropriate names checked, select the **Revoke Delegation(s)** button.

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Institution Delegations ?

You have the authority to delegate **Submit Progress Report** for your Institution.

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN.J	<input type="checkbox"/>
Jefferson, Thomas	JEFFERSON.T	<input checked="" type="checkbox"/>

[Revoke Delegation\(s\)](#) [Select All](#) [Clear All](#)

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	JGARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>
McKinley, William	WMCKINLEY	<input type="checkbox"/>

[Grant Delegation\(s\)](#) [Select All](#) [Clear All](#)

[Return to My Current Delegates](#)

Figure 55: Name Selected from the Current Submit Progress Report Delegations for Revoking Authority

The *Institution Delegations* screen displays a confirmation message. The screen prompts for confirmation that the selected users should have their authority revoked. The screen lists the **Name**, **Title**, and **Address** information (if available) for each selected user from the previous screen.

6. Select the **I Agree** button to confirm.

NOTE: The **Cancel** button cancels the action and returns the *Institution Delegations* screen without saving the changes.

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Institution Delegations ?

Please confirm that you want to REVOKE the following delegations:

Delegate Name: Jefferson, Thomas
Title: Assistant Professor
Address: MOUNT VERNON COLLEGE
SCHOOL OF SCIENCES
123 MAIN STREET
MOUNT VERNON, VA 12345

[I Agree](#) [Cancel](#)

Figure 56: Confirmation for Revoking Submit Progress Report Authority

Commons revokes the Submit Progress Report authority for the selected users, who receive an email informing them of the change. The *Institution Delegations* screen displays the selected names in the **Candidates for Submit Progress Report Delegation** table at the bottom of the screen. These names no longer appear in the **Current Submit Progress Report Delegations** table.

The screenshot shows the 'Institution Delegations' screen. At the top, it states: 'You have the authority to delegate Submit Progress Report for your Institution.' Below this, there are two main sections:

Current Submit Progress Report Delegations

Name	Commons ID	Submit Progress Report
Buchanan, James	BUCHANAN_J	<input type="checkbox"/>

Buttons: Revoke Delegation(s), Select All, Clear All

Candidates for Submit Progress Report Delegation

Name	Commons ID	Submit Progress Report
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Fillmore, Millard	FILLMORE.M	<input type="checkbox"/>
Garfield, James	JGARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USGRANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON.WH	<input type="checkbox"/>
Hoover, Herbert	H_HOOVER	<input type="checkbox"/>
Jefferson, Thomas	JEFFERSON.T	<input type="checkbox"/>

Buttons: Grant Delegation(s), Select All, Clear All

Return to My Current Delegates

Figure 57: Institution Delegations Screen after Revoking User's Delegation

6.3 Delegations Against Your Own Account

Commons users can delegation authority against their own accounts to another Commons user. Depending on the type of Common user granting the authority and the type of user being granted, delegation could occur for the following:

Delegate Progress Report authority:

A PI may delegate his Progress Report authority to any active user within his same institution.

Delegate Status authority:

A PI may grant someone with an ASST role the authority to work with the Commons Status feature by delegating Status authority.

Delegate PPF:

Any active Commons user can grant another active user the ability to enter his Personal Profile by delegating PPF authority.

Delegate xTrain:

A PI or a Sponsor may grant an ASST the ability to work with xTrain by delegating xTrain authority.

Delegate FCOI:

An FCOI user may delegate FCOI authority to an FCOI_ASST user or a FCOI-VIEW user. This authority grants the ability to work on FCOI.

6.3.1 Delegate Authority to a User

To delegate authority against your account to another Commons user:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist. Refer to the section 6.3.3 of this document titled *Edit Delegations* for steps on editing existing delegations.

Depending on your Commons role, you may not be able to delegate all types of authority. The screen lists the authority available for delegation.

3. Select the link called **Search or Add Delegate**.

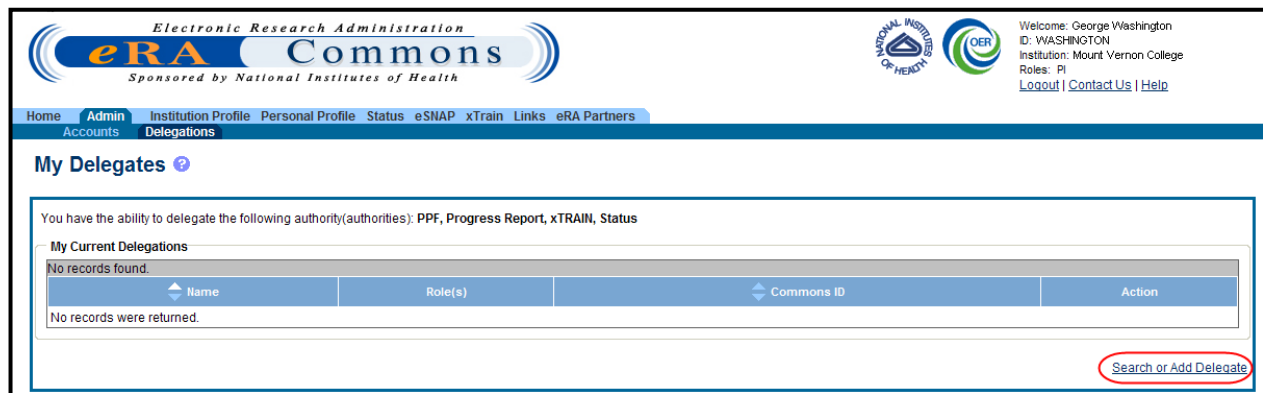


Figure 58: My Delegates Screen – Search or Add Delegate Link

The **Search for Delegates** search parameters display on the screen. These parameters include **Commons ID**, **Last Name**, **First Name**, **Middle Name**, and **Role(s)**. The roles display in a drop-down list where one or more may be selected.

4. Enter the appropriate search criteria for conducting the search. If necessary, the percent sign (%) may be used as a wildcard character. Hold down the **CTRL** key when selecting **Roles** to select more than one.
5. Select the **Search** button.

NOTE: Selecting the **Cancel** button cancels the search and returns the previous screen.

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Roles: PI
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Search for Delegates

This search may be used to add new delegates or edit the roles of your current delegates.

Search Criteria

Commons ID	Last Name	First Name	Middle Name	Role(s)
	Wilson	Woodr%		AA AO

You can perform a wildcard search by using the "%" character, for example: lastna% OR las%na%

[Return to My Current Delegates](#)

Figure 59: Search for Delegates

Matching users display in the **Search Results** area. The results include the user's **Name**, **Role(s)**, **Commons ID**, and delegated authorities. Any marked checkboxes under the **Progress Report**, **Sponsor**, **Submit**, **PPF**, **Status**, and **xTrain** authorities indicate that the user already has the specific authority.

NOTE: Only the available authority for delegation displays in the table.

If multiple users match the search entered search parameters, they may display over several pages. To navigate through the search results, use the next and previous page arrows to move back and forth one page or use the first page and last page arrows to navigate to the beginning or end of the search result list.

NOTE: The **Clear** button can be used to clear search parameters and the related search results.

- Find the appropriate user to whom to delegate authority. Click the **Select** link for that user.

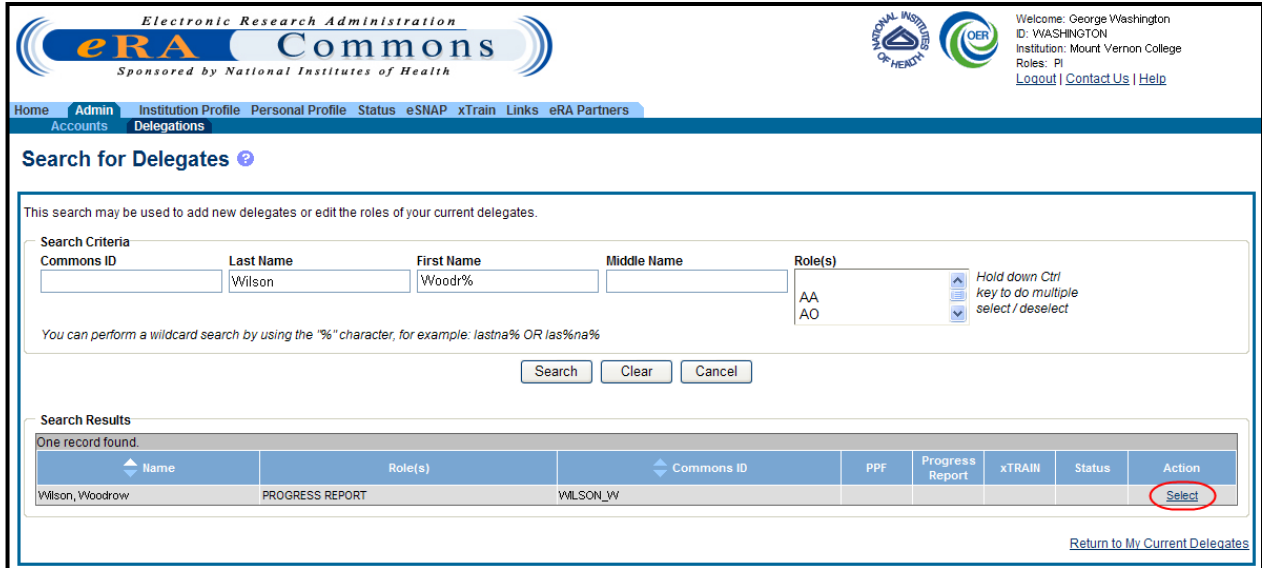


Figure 60: Select Link on the Search for Delegates Search Results

The *Delegate Authority (Authorities)* screen displays with a confirmation as follows: *You have selected to delegate access to: [Name, Commons ID, Role].*

The available authorities for delegation display with checkboxes. The authority available for delegation differs depending on your Commons role and the role of the selected user. For information on delegating specific authority, refer to the *Delegation Authorities* table in this document.

7. Mark the checkbox of the specific authority being delegating (e.g., **PPF**) for the user being delegated. Multiple authorities may be selected if available.

NOTE: Clicking the **Select All** button selects all available authorities.

8. Select the **Save** button.

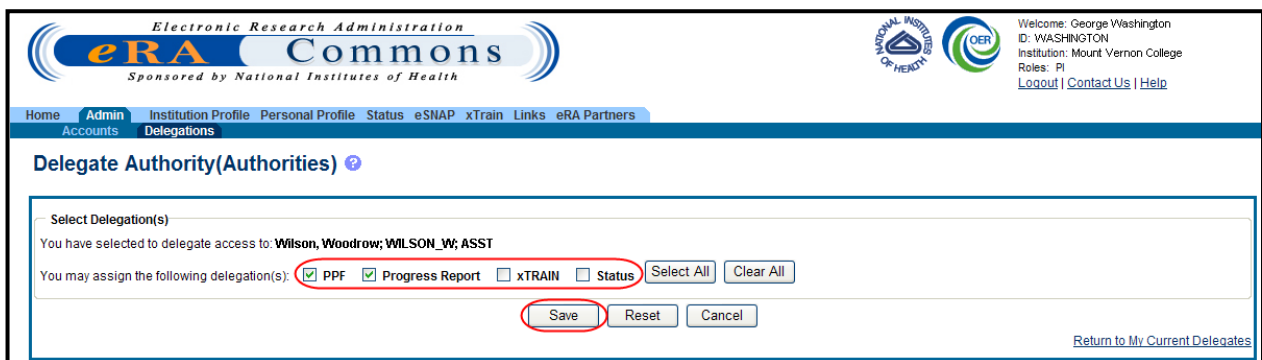


Figure 61: Delegate Authority (Authorities) Screen

Commons grants the specified authority for the selected users, who receive an email informing them of the change. The **Search Results** area updates with the assigned authorities marked.

Search for Delegates ⓘ

This search may be used to add new delegates or edit the roles of your current delegates.

Search Criteria

Commons ID: Last Name: First Name: Middle Name: Role(s): Hold down Ctrl key to do multiple select / deselect

You can perform a wildcard search by using the "%" character, for example: lastname% OR las%na%

Search Results

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	ASST	WILSON_W	✓	✓			Select

[Return to My Current Delegates](#)

Figure 62: Delegated Authorities Displayed in Search Results

9. *Optional*: Repeat the steps as necessary to delegate other users.

10. Select the **Return to My Current Delegations** link to return the *My Delegates* screen.

My Current Delegates shows the delegated user with a checkmark in the associated column for each authority granted.

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Accounts **Delegations**

My Delegates ⓘ

You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status

My Current Delegations

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	ASST	WILSON_W	✓	✓			Select

[Search or Add Delegate](#)

Figure 63: My Current Delegations with Added Delegate

6.3.2 Search Delegations

To search for users to view their delegations:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. If applicable, the **My Current Delegations** area of the screen displays a table of existing delegations. This table indicates *No Records Found* if no delegations exist.

3. Select the link called **Search or Add Delegate**.

The screenshot shows the 'My Delegates' page in the eRA Commons system. At the top, there is a navigation bar with links for Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, and eRA Partners. Below this, the 'My Delegates' section is titled, and a message states: 'You have the ability to delegate the following authority(authorities): PPF, Progress Report, xTRAIN, Status'. A table titled 'My Current Delegations' shows one record found for 'Wilson, Woodrow' with the role 'ASST' and Commons ID 'WILSON_WW'. The table has columns for Name, Role(s), Commons ID, PPF, Progress Report, xTRAIN, Status, and Action. A red circle highlights the 'Search or Add Delegate' link in the bottom right corner of the table area.

Figure 64: Search or Add Delegates Link

The **Search for Delegates** search parameters display on the screen. These parameters include **Commons ID**, **Last Name**, **First Name**, **Middle Name**, and **Role(s)**. The roles display in a drop-down list where one or more may be selected.

4. Enter the appropriate search criteria for conducting the search. If necessary, the percent sign (%) may be used as a wildcard character. Hold down the **CTRL** key when selecting **Roles** to select more than one.
5. Select the **Search** button.

NOTE: Selecting the **Cancel** button cancels the search and returns the previous screen.

Matching users display in the **Search Result** area. The results include the user's **Name**, **Role(s)**, **Commons ID**, and delegated authorities. Any marked checkboxes under the **Progress Report**, **Sponsor**, **Submit**, **PPF**, **Status**, and **xTrain** authorities indicate that the user already has the specific authority.

If multiple users match the search entered search parameters, they may display over several pages. To navigate through the search results, use the next and previous page arrows to move back and forth one page or use the first page and last page arrows to navigate to the beginning or end of the search result list. The **Clear** button clears the search parameters and the related search results.

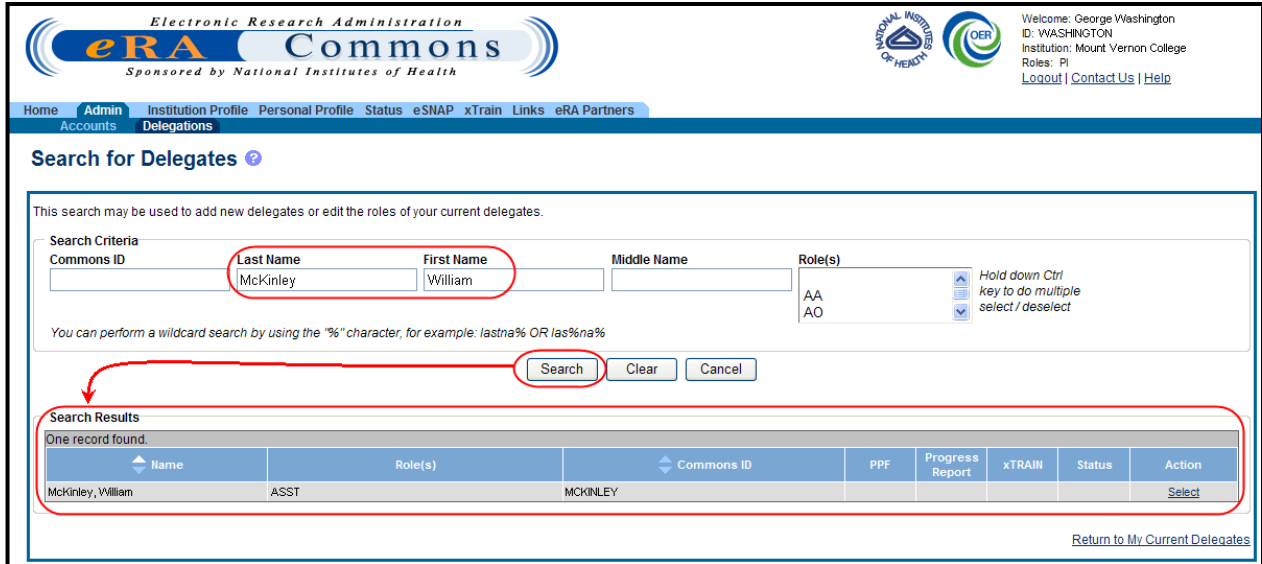


Figure 65: Search for Delegates Search Results

6.3.3 Edit Delegations

To edit the delegations already assigned to users for your own account:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. The **My Current Delegations** area of the screen displays a table of all existing delegations.

3. Click the link called **Select** that is associated with the user whose delegations are being edited.

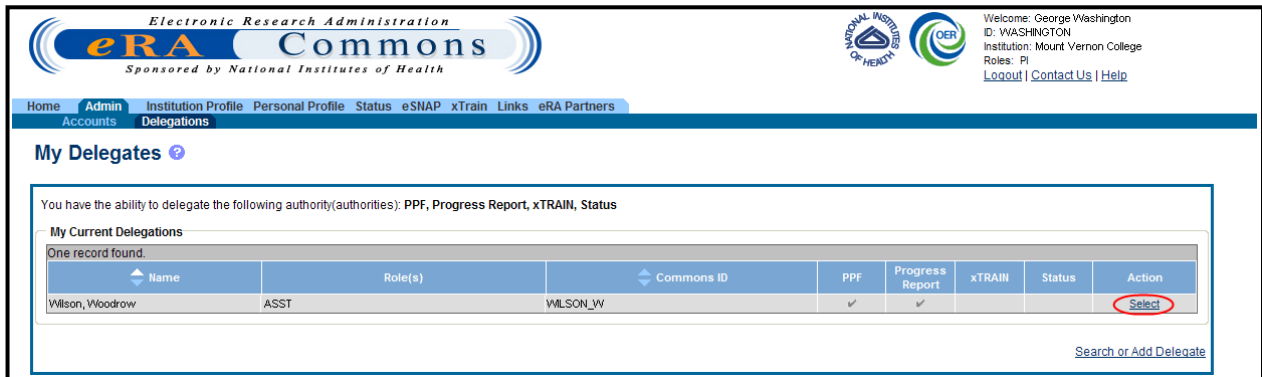


Figure 66: My Current Delegates – Select Link

The *Delegate Authority (Authorities)* screen shows the selected user and the authorities available for delegation to that user. Marked checkboxes next to authority indicate that the authority has been granted.

4. Edit the user’s delegations by marking or unmarking the checkboxes. Authorities can be marked to add or unmarked to revoke.
5. Select the **Save** button to save the changes.

NOTE: Selecting the **Cancel** button cancels the action and returns the *My Delegates* screen.

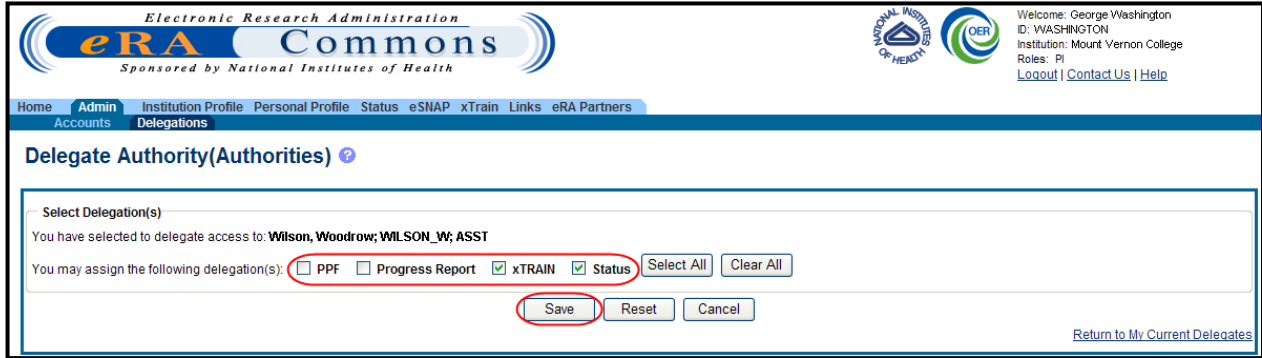


Figure 67: Delegated Authorities are Updated by Selecting or Unselecting Checkboxes

Commons grants and/or revokes the specified authority for the selected users, who receive an email informing them of the change. **My Current Delegates** shows the delegated user with a checkmark in the associated column for each authority granted. If all authorities are revoked, that user no longer displays in the table.

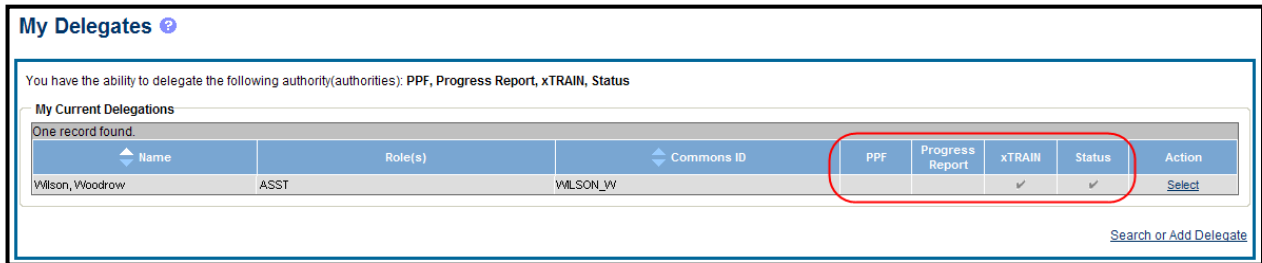


Figure 68: My Current Delegates Updated with Delegation Changes

6.3.4 Remove Delegations

To remove the delegations already assigned to users for your own account:

1. Select the **Admin** menu tab from the Commons navigational bar.
2. Select the **Delegations** option from the **Admin** menu.

The *My Delegates* screen opens. The **My Current Delegations** area of the screen displays a table of all existing delegations.

3. Click the link called **Select** that is associated with the user whose delegations are being revoked.

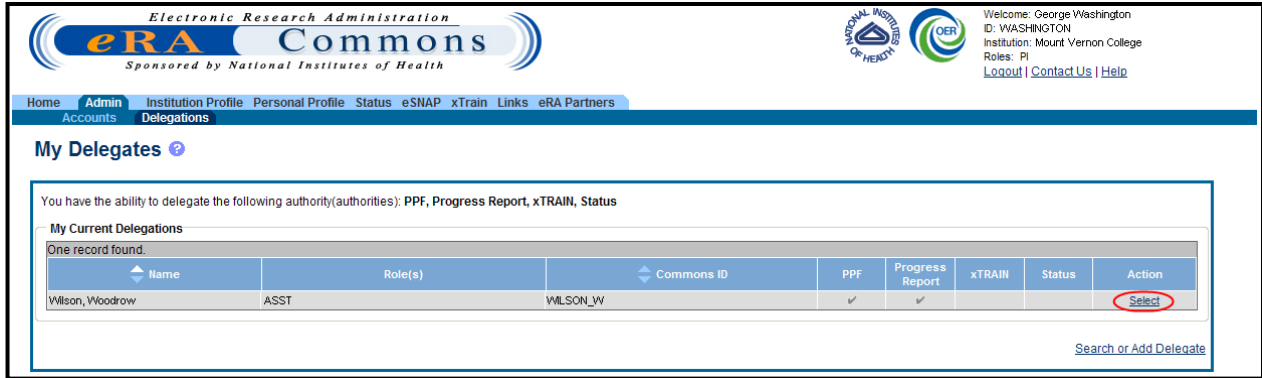


Figure 69: My Current Delegates

The *Delegate Authority (Authorities)* screen shows the selected user and the associated authorities. A marked checkbox next to an authority indicates that the authority has been granted.

4. Remove the delegation by unchecking the appropriate authority checkbox(es).
5. Select the **Save** button to save the changes.

NOTE: Selecting the **Cancel** button cancels the action and returns the *My Delegates* screen.

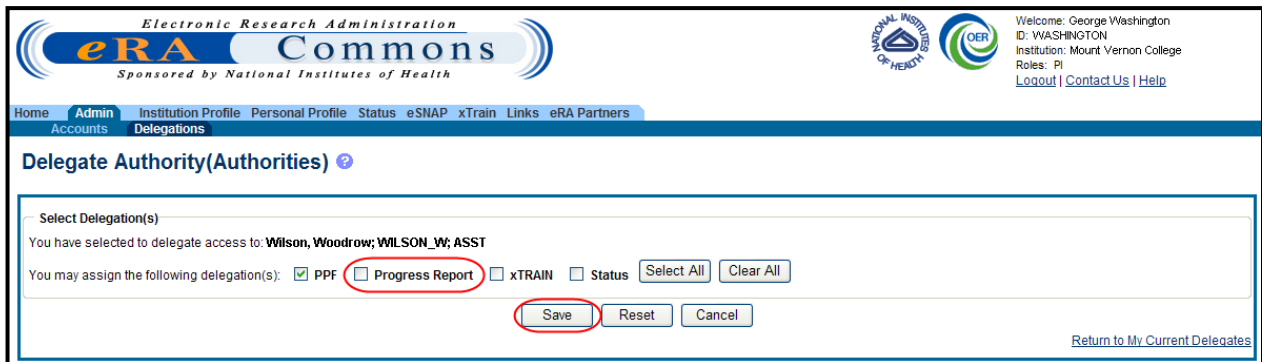


Figure 70: Unselecting the Checkbox Removes the Delegation

Commons revokes the specified authority for the selected user, who receives an email informing of the change. **My Current Delegates** shows the delegated user with checkmarks removed from the associated columns for each authority revoked. If all authorities are revoked, that user no longer displays in the table.

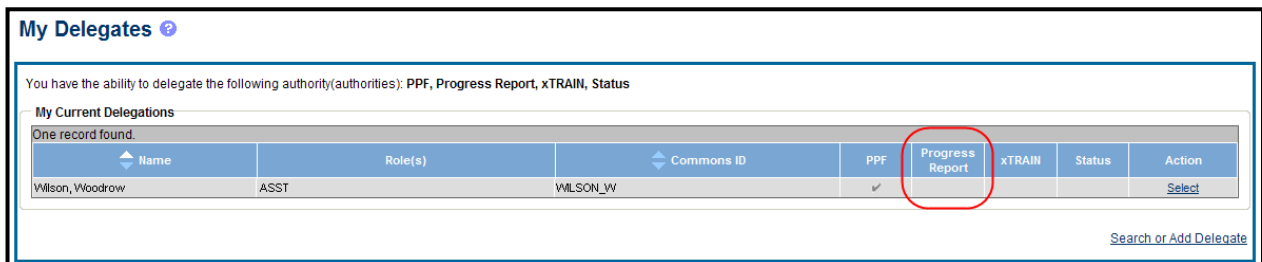


Figure 71: Revoked Authorities are Removed from My Current Delegates

7 Institution Profile

The IPF file number is the official code assigned by the Data Quality Branch of OD/ORIS, which is carefully controlled to facilitate reporting and analysis of grants by institution. IPF data consists of a central registry of names, locations, geographic information and other selected data for organizations participating in Public Health Service (PHS) extramural programs.

Authorized grantee organization officials, specifically the SO, are able to update organizational contact information IPF, which includes institution name, address, administrative officials, financial, assurance, and certification information.

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

NOTE: Only an SO can edit the Institution Profile. The Institution Profile is shown as a *read-only* page for all other roles.

7.1 View Institutional Profile

To view the basic institutional profile:

Select the **Institution Profile** tab, then **Basic** tab.

A *read-only* page, for all roles except the SO role, the *View Institution Profile* screen lists the institution's name and primary contact as well as provides basic institution information.

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Welcome glenn_so
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: SO [Log-out](#)

Home Admin **Institution Profile** Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Basic Assurances and Certifications Maintain Org Hierarchy Institution Usage

View Institution Profile [?](#)

View [Edit](#)

Basic Institution Information

Institution Name: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Preferred Institution Name: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIEGO
 IPF Code: 577507
 NoA E-mail: eRAStage@mail.nih.gov Policy Announcements and Notifications Email Address: eRAStage@mail.nih.gov
 DUNS Number: 804355790
 Indirect Cost Negotiator: Most Recent Date of Negotiation: 05/28/2004
 Federal Wide Assurance Number: FWA00004495 Animal Welfare Assurance Number: A3033-01
 Type of Organization: Institution of higher education
 Type Of Organization - Other:
 Ownership Control: State Government
 eSNAP Institution Self Registration: Enabled

Institution Address

Address 1: UNIVERSITY OF CALIFORNIA SAN DIEGO City: LA JOLLA
 Address 2: 9500 GILMAN DR, DEPT 0934 State/Province: CA
 Address 3: Zip Code: 920930934
 Address 4: Country: UNITED STATES
 Phone Number: 8585343330 Fax Number: 858-534-0280

Institution Contact Information

Contact Name: Lynelle Gehrke
 Phone Number: 858-534-0243
 Email: eRAStage@mail.nih.gov

Signing Officials	Email	Phone Number
Jacob Abramson	eratest@mail.nih.gov	301-222-2222
Pamela Alexander	eRAStage@mail.nih.gov	8585343330
Mary Brown	eRAStage@mail.nih.gov	8585343330
Rachel Ann Cook	eRAStage@mail.nih.gov	8585343330

Figure 72: View Institution Profile Screen

7.2 Edit Institution Profile Information

To edit the **Institution Profile**, the SO should:

1. Select the **Institution Profile** tab, then **Basic** tab.
2. Select the **Edit** hyperlink on the *View Institution Profile* screen to access the *Edit Institution Profile* screen.

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Home Admin **Institution Profile** Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Basic Assurances and Certifications Maintain Org Hierarchy Institution Usage

View Institution Profile [?](#)

View [Edit](#)

Figure 73: Edit Institution Profile Screen

3. Edit the institution information as necessary, noting that all fields followed by an asterisk (*) are required.

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[Basic](#) [Assurances and Certifications](#) [Maintain Org Hierarchy](#) [Institution Usage](#)

Edit Institution Profile

[View](#) [Edit](#)

* indicates required field

Basic Institution Information

Institution Name: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Preferred Institution Name*: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., S
 IPF Code: 577507
 NoA E-mail*: eRAStage@mail.nih.gov
 Policy Announcements and Notifications Email Address*: eRAStage@mail.nih.gov
 DUNS Number*: 804355790
 Indirect Cost Negotiator:
 Most Recent Date of Negotiation: 05/28/2004
 Federal Wide Assurance Number: FWA00004495
 Animal Welfare Assurance Number: A3033-01
 Type of Organization: Institution of higher education
 Type Of Organization - Other:
 Ownership Control: State Government

Institution Address

Street 1*: UNIVERSITY OF CALIFORNIA S#
 City*: LA JOLLA
 Street 2: 9500 GILMAN DR, DEPT 0934
 State/Province*: CALIFORNIA
 Street 3:
 Zip Code*: 920930934
 Street 4:
 Country*: UNITED STATES
 Phone Number*: 8585343330
 Fax Number: 858-534-0280

Institution Contact Information

Contact Name*: Lynelle Gehrke
 Phone Number*: 858-534-0243
 Email*: eRAStage@mail.nih.gov

[Submit](#) [Cancel](#)

Figure 74: Edit Institution Profile Screen

4. Click **Submit** to update all changes.

A confirmation message will be displayed once the information is updated.

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[Basic](#) [Assurances and Certifications](#) [Maintain Org Hierarchy](#) [Institution Usage](#)

View Institution Profile

[View](#) [Edit](#)

Basic IPF has been updated.

Basic Institution Information

Institution Name: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Preferred Institution Name: THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIEGO
 IPF Code: 577507
 NoA E-mail: eRAStage@mail.nih.gov
 Policy Announcements and Notifications Email Address: eRAStage@mail.nih.gov
 DUNS Number: 804355790
 Indirect Cost Negotiator:
 Most Recent Date of Negotiation: 05/28/2004
 Federal Wide Assurance Number: FWA00004495
 Animal Welfare Assurance Number: A3033-01
 Type of Organization: Institution of higher education
 Type Of Organization - Other:
 Ownership Control: State Government
 eSNAP Institution Self Registration: Enabled

Figure 75: Basic IPF Updated Screen

7.3 Viewing IPF Assurances and Certifications

The *IPF Assurances and Certification* screen contains data elements that compose assurance/certification information about an institution (e.g., Human Subjects Assurance Number, Institutional Review Board [IRB] Approval Date, IRB Type, Animal Welfare Assurance Number, and Institutional Animal Care & Use Committee [IACUC] Unacknowledged Certification Explanation).

To access the *Assurances and Certifications*:

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

Name	Certification	Explanation	Last Update
Age Discrimination Assurance	<input checked="" type="checkbox"/>		10/07/2003
Civil Rights Assurance	<input checked="" type="checkbox"/>		09/29/2009
ClinicalTrials.gov Requirement	<input checked="" type="checkbox"/>		08/11/2008
Drugfree Workplace Assurance	<input checked="" type="checkbox"/>		10/07/2003
Financial Conflict of Interest	<input checked="" type="checkbox"/>		10/07/2003
Graduate Student Training for Doctoral Degrees (D43, TU2, T15, T32, T37, T90, U2R, U90, and U54/TL1 only)	<input checked="" type="checkbox"/>		09/29/2009
Handicapped Individuals Assurance	<input checked="" type="checkbox"/>		10/07/2003
Women and Minority Inclusion Policy	<input checked="" type="checkbox"/>		10/07/2003

Figure 76: IPF Assurances and Certification Screen

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

A *read-only* page, for all roles except the SO role, *IPF Assurances and Certification*, provides a checklist of assurances and certifications for grantee institutions to verify compliance.

NOTE: Not all assurances and certifications may be applicable to each institution. For a complete definition of each assurance, please see Part III of the SF424 (R&R) [Application Guide](#).

7.4 Edit IPF Assurances and Certifications

To edit the *Assurances and Certifications*:

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

2. Select the **Edit** hyperlink from the *IPF Assurances and Certification* screen.

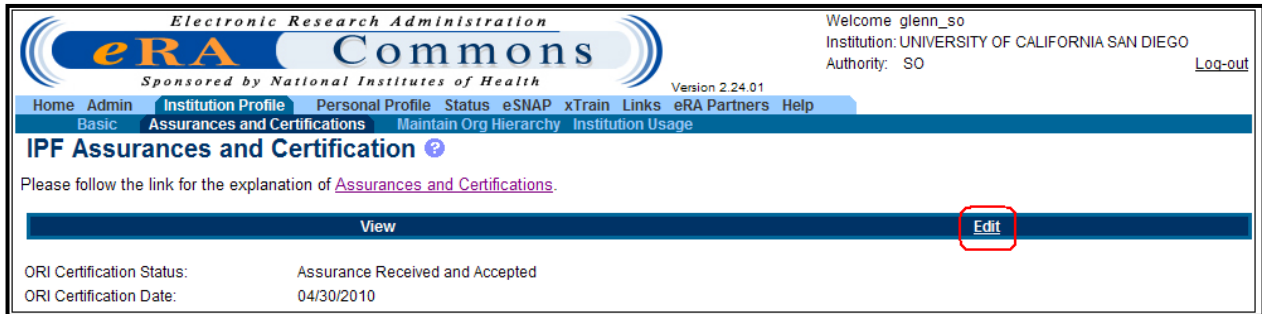


Figure 77: Edit IPF Assurances and Certifications Screen

3. Select the checkbox for the desired assurance.
4. Optional explanation of the certification may be entered in the adjacent text box.
5. Click **Submit** to update all changes.

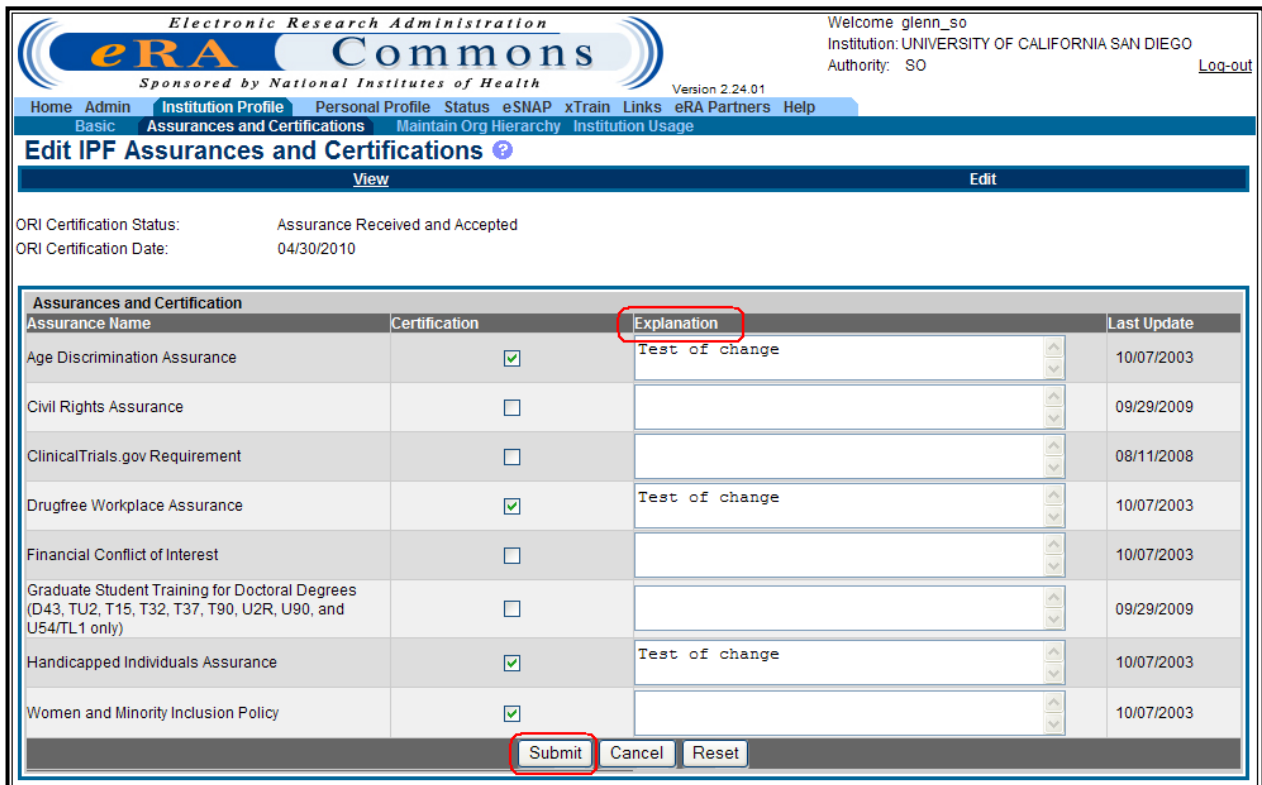


Figure 78: IPF Assurances and Certification Edit Results Screen

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

7.5 View Institution Usage

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

To access the View Institution Usage screen:

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

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Welcome glenn_so
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: SO [Log-out](#)

Home Admin **Institution Profile** Personal Profile Status eSNAP xTrain Links eRA Partners Help
 Basic Assurances and Certifications Maintain Org Hierarchy **Institution Usage**

Institution Usage

Institution Usage Summary

Institution Profile Code: 577507
 Institution Name: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Total Number of Accounts: 1992
 Total Number of Logins: 159410

Institution Usage Detail 1 - 1000 out of 1992 records [Prev](#) [1](#) [2](#) [Next](#)

Name	User Name	Role(s)	Total Number of Logins	Last Login Date
AARONS, GREGORY	GAARONS	IAR,PI	341	06/12/2009
ABARBANEL, HENRY DI	HABARBANEL	IAR,PI	52	03/04/2009
ABLOOGLU, ARARAT JAN	AJABLOOGLU	PI	1	12/16/2008
ABRAMS, EVELYN VILORIA	EVABRAMS	ASST	29	10/20/2008
ABRAMSON, IAN	IABRAMSON	PI	0	
ABRAMSON, JACOB	JACOB_FCOI	FCOI	2	10/19/2009
ABRAMSON, JACOB	JACOB_PI	FCOI,FSR,PI	3	10/19/2009
ABRAMSON, JACOB	JACOB_POSTDOC	FCOI,POSTDOC	1	09/29/2009
ABRAMSON, JACOB	JACOB_SO	BO,FSR,SO	2	09/04/2009
ABRAMSON, JACOB	JACOB_TRAINEE	TRAINEE	1	11/03/2009
ABRESCH, EDWARD C	EABRESCH	PI	2	06/01/2009
ABUTAN, GERALDINE	GABUTAN	FSR	368	07/07/2005

Figure 79: Institution Usage Screen

NOTE: This feature may not function for institutions with a large user population.

8 Personal Profile

The Commons system supports the establishment, monitoring, and updating of information profiles. The PD/PI and other Commons users can create and edit their PPF to update individual contact and personal information. Users may also delegate the authority to update PPF information to other users within their institution. For more information, refer to the section 6 of this document titled *Delegations*.

Access the following information from the PPF module:

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

Table 3: Personal Profile List Table

The *Personal Information* screen provides fields for entering or editing personal identifying information. To access the *Personal Information* screen:

1. Select the **Personal Profile** tab.
2. Select the **Personal Information** tab.

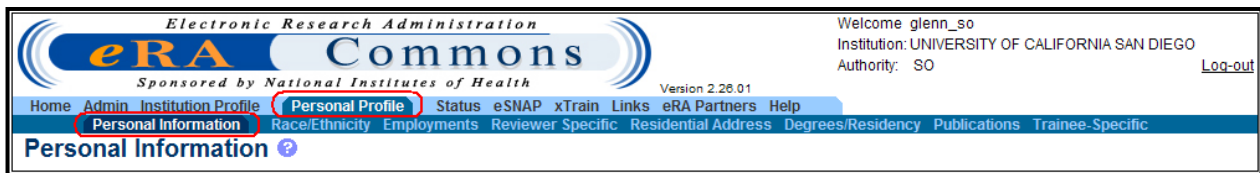


Figure 80: Personal Profile Screen

A minimal amount of information has been obtained from the original user account creation. To update the information, complete the on-screen items noting that all fields followed by an asterisk (*) are required.

NOTE: Make sure the eRA Email is current and accurate as that is the email used in a variety of circumstances, including when resetting the Commons password.

3. Click **Submit** to save all changes.

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Welcome glenn_so
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: SO [Log-out](#)

Home [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)
[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Specific](#) [Residential Address](#) [Degrees/Residency](#) [Publications](#) [Trainee-Specific](#)

Personal Information ?

Notes & Tips:

- No other users within your institution can view your Personal Profile information unless you delegate that authority to them.
- Providing Social Security Number (SSN) information helps agency staff uniquely identify and manage your system records.
- Personal information (e.g., gender, date of birth, disability) is used for aggregate statistical reporting only. This data is a vital tool in identifying and addressing any program inequities.
- Providing a middle name is especially important for individuals with common names.

* indicates required field

Identifying Information

Name Prefix:

Middle Name:

Name Suffix:

Gender*:

Citizenship: Required for participants in research training, fellowship, or career development programs.

eRA Email*:

First Name*:

Last Name*:

SSN: Enter last 4 digits or full SSN.

DOB (MM/DD/YYYY)*: Do Not Wish to Provide?

Citizenship Country: For non-US citizens and permanent residents.

Disabilities

Do you have a disability?

Yes No Do not wish to provide

If yes, which if the following categories describe your disability(ies)?

Hearing Visual Mobility/Orthopedic Impairment Other

Figure 81: Personal Information Screen

Once personal information is updated, a confirmation message displays.

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Home [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)
[Personal Information](#) [Race/Ethnicity](#) [Employments](#) [Reviewer Specific](#) [Residential Address](#) [Degrees/Residency](#) [Publications](#) [Trainee-Specific](#)

Personal Information

Notes & Tips:

- No other users within your institution can view your Personal Profile information unless you delegate that authority to them.
- Providing Social Security Number (SSN) information helps agency staff uniquely identify and manage your system records.
- Personal information (e.g., gender, date of birth, disability) is used for aggregate statistical reporting only. This data is a vital tool in identifying and addressing any program inequities.
- Providing a middle name is especially important for individuals with common names.

Personal Information has been updated.

* indicates required field

Identifying Information

Name Prefix:

Middle Name:

Name Suffix:

Gender*: MALE

Citizenship: Required for participants in research training, fellowship, or career development programs
 U.S. Citizen or Non-citizen National

eRA Email*: mail@od.nih.gov

First Name*: Glenn

Last Name*: Glenn

SSN: Enter last 4 digits or full SSN

DOB (MM/DD/YYYY)*: 08/26/1948 Do Not Wish to Provide?

Citizenship Country: For non-US citizens and permanent residents
 UNITED STATES

Disabilities

Do you have a disability?
 Yes No Do not wish to provide

If yes, which if the following categories describe your disability(ies)?
 Hearing Visual Mobility/Orthopedic Impairment Other

Figure 82: Personal Information Updated

- Select **Cancel** to return to the *Personal Profile* screen or select another tab from the top of the screen.

8.1 Add/Edit Race/Ethnicity Information

The *Race/Ethnicity* screen facilitates identification of multiple races. To access the *Race/Ethnicity* screen:

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

Figure 83: Race/Ethnicity Screen

The Office of Management & Budget (OMB) has changed the breakdown of ethnicity/racial groupings into separate groups.

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

Users must select an ethnicity and a race.

2. Click **Submit** to update all changes.
3. Select **Cancel** to return to the *Personal Profile* screen.

8.2 Employment

The *Employment List* screen allows users to add or update their research and professional employment history and positions held.

To access the *Employment List* screen:

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

Figure 84: Employment List Screen

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

8.2.1 Add New Employment

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

- External organization
- Department of an external organization
- Federal organization

To add a new employment record:

Click the **Add New Employment** button on the *Employment List* screen.

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 Authority: SO [Log-out](#)

Version 2.28.01

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

Personal Information Race/Ethnicity **Employments** Reviewer Specific Residential Address Degrees/Residency Publications Trainee-Specific

Employment List

Employments 1- 1 out of 1 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
UNIVERSITY OF TEXAS AUSTIN	09/07/2008		ut@mail.gov	false	Edit Delete

[Add New Employment](#) [Close](#)

Figure 85: *Employment List – Add New Employment Screen*

8.2.2 NIH Recognized Institution

1. Click **Find** to bring up the *Institution Selection Screen*.

Figure 86: Add New Employment Screen

2. A search may be performed to locate the institution information:
 - Enter the full institution name or use a combination of fields to identify the institution desired
 - Alternatively, a mixture of text and wildcards can be used
 - An institution's address may be used as additional search criteria
3. Click **Search** to execute the query.

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Welcome glenn_so
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: SO [Log-out](#)

Version 2.26.01

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity **Employments** Reviewer Specific Residential Address Degrees/Residency Publications Trainee-Specific

Institution Selection

Institution Search Form

Institution Name:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Institution Search Results

Institution Name	Institution ID	Addresses	Action
No matched item.			

Figure 87: Institution Selection Search Screen by Name

4. Scroll through the list of institution names.
5. Click the **Select** hyperlink in the *Action* column to make a selection and return to the *Add New Employment* screen where additional information may be entered.

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Version 2.26.01

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity **Employments** Reviewer Specific Residential Address Degrees/Residency Publications Trainee-Specific

Institution Selection

Institution Search Form

Institution Name:

Address 1:

Address 2:

Address 3:

Address 4:

City:

State:

Zip Code:

Institution Search Results 1- 15 out of 15 records [Prev](#) [Next](#) [All](#)

Institution Name	Institution ID	Addresses	Action
UNIVERSITY OF TEXAS ARLINGTON	578402	UNIVERSITY OF TEXAS ARLINGTON Arlington Technology Incubator Office of Grant & Contract Services 202 E. Border, Box 19145 ARLINGTON, TX 760190145	Select
UNIVERSITY OF TEXAS AUSTIN	578403	UNIVERSITY OF TEXAS AUSTIN PO BOX 7726 AUSTIN, TX 78713	<input type="button" value="Select"/>

Figure 88: Institution Selection Screen – Search Action

8.2.3 NIH Institute or Center

To select an NIH institution or center:

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

The screenshot displays the 'Add New Employment' form in the eRA Commons system. The form is titled 'Add New Employment' and includes a navigation bar with links such as Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, and Help. The user is logged in as 'glenn_so' from the 'UNIVERSITY OF CALIFORNIA SAN DIEGO'.

The form fields are as follows:

- Employer (select one)*:** NIH Recognized Institution: UNIVERSITY OF TEXAS AUSTIN (with a 'Find' button).
- NIH Institute or Center:** A dropdown menu is open, showing a list of NIH institutions and centers. The dropdown arrow icon is highlighted with a red circle.
- Employment Information:**
 - Start Date*: [Text Input]
 - Title: [Text Input]
 - Academic Rank: [Text Input]
 - Employment Type*: Non Federal (dropdown)
- Employment Address:**
 - Line 1*: [Text Input]
 - Line 2: [Text Input]
 - Line 3: [Text Input]
 - Line 4: [Text Input]
 - Phone*: [Text Input]
 - E-mail*: [Text Input]
 - Is this your preferred employment address? [Checkbox]

The dropdown menu for 'NIH Institute or Center' lists the following options:

- NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM
- OFFICE OF THE ADMINISTRATOR
- OFFICE OF ASSISTANT SECY FOR PLANNING AND EVALUATION
- Administration for Children and Families
- NATIONAL INSTITUTE ON AGING
- DIVISION OF ASSOCIATED, DENTAL HEALTH PROFESSIONS
- NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES
- NAT INST OF ARTHRITIS, DIABETES, DIGESTIVE & KIDNEY DISEASES
- NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES
- NAT CTR FOR AIR POLLUTION CONTROL
- NATIONAL INSTITUTE OF ARTHRITIS AND MUSCULOSKELETAL AND SKIN DISEASES
- OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH
- NATIONAL CENTER FOR COMPLEMENTARY & ALTERNATIVE MEDICINE
- NATIONAL CENTER FOR COMPLEMENTARY & ALTERNATIVE MEDICINE
- CENTER FOR BIOLOGICS AND EVALUATION RESEARCH - BACTRIAL PRODUCTS
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - BIOCHEMISTRY AND BIOPHYSICS
- DIVISION OF BASIC SCIENCES - NCI
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - CYTOKINE BIOLOGY
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - PRODUCT QUALITY CONTROL
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - VIROLOGY
- CENTER BIOLOGICS EVALUATION RESEARCH TRANSFUSION
- CENTER BIOLOGICS EVALUATION RESEARCH HEMATOLOGY
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - ALLERGENIC PRODUCTS/PARASITOLOGY
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - BACTRIAL PRODUCTS
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - VIRAL PRODUCTS
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - CYTOKINE BIOLOGY
- CENTER FOR BIOLOGICS EVALUATION AND RESEARCH - CELLULAR AND GENE THERAPIES

Figure 89: Add New Employment Screen with NIH Institute or Center Dropdown

2. Complete the remaining on-screen items for Employment Information and Employment Address, noting that all fields followed by an asterisk (*) are required

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Welcome glenn_so
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Authority: SO [Log-out](#)

Version 2.28.01

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
Personal Information Race/Ethnicity **Employments** Reviewer Specific Residential Address Degrees/Residency Publications Trainee-Specific

Add New Employment ?

* indicates required field

Employer (select one)*

NIH Recognized Institution: UNIVERSITY OF TEXAS AUSTIN

NIH Institute or Center:

Employment Information

Start Date:* End Date:

Title: Employment Status:*

Academic Rank: Position:

Employment Type:* Is this your primary employment?

Employment Address

Line 1:* City:*

Line 2: State:*

Line 3: Zip Code:*

Line 4: Country:*

Phone:* Fax:

E-mail:*

Is this your preferred employment address?

Figure 90: Add New Employment Information Screen

Additionally, the user should check the boxes labeled *Is this your primary employment?* and *Is this your preferred employment address?*, before clicking **Submit**.

NOTE: When those boxes are checked, the PD/PI, SO, and AO contact information will populate in the eSNAP under the **Edit Business** and **Organizational Information** tabs.

The screenshot shows the 'Add New Employment' form with the following sections:

- Employer (select one):** NIH Recognized Institution (with a 'Find' button) and NIH Institute or Center (dropdown menu).
- Employment Information:** Start Date, End Date, Title, Academic Rank, Employment Status (dropdown), Position (dropdown), Employment Type (dropdown), and a checkbox for 'Is this your primary employment?' (highlighted with a red box).
- Employment Address:** Line 1-4, City, State (dropdown), Zip Code, Country (dropdown), Phone, Fax, and a checkbox for 'Is this your preferred employment address?' (highlighted with a red box).

Buttons at the bottom include 'Submit', 'Reset', and 'Cancel'.

Figure 91: Add New Employment – Primary or Preferred Screen

3. Select **Cancel** to return to the *Personal Profile* screen.

NOTE: The employment address is used by the Grants Management community to associate the user with grant applications.

4. Click **Submit** to save all changes.

A confirmation message will be displayed once an employment record is added.

The screenshot shows the 'Employment List' screen with the following details:

- Header: Electronic Research Administration, eRA Commons, Sponsored by National Institutes of Health, Version 2.28.01.
- Navigation: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, Help.
- Message: A new employment has been added successfully. (highlighted with a red box)
- Table:

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
UNIVERSITY OF TEXAS AUSTIN	09/07/2008		ut@mail.gov	false	Edit Delete
- Buttons: Add New Employment, Close

Figure 92: Employment List Screen with New Employment Added Message

Once the employment record has been added, click **Close**.

8.2.4 Editing an Existing Employment Record

To edit an existing employment record within the *Employment List* screen:

1. Select the **Edit** hyperlink in the *Action* column.



Figure 93: Employment List Screen – Edit Employer

2. To update, complete the on-screen items noting that all fields followed by an asterisk (*) are required.

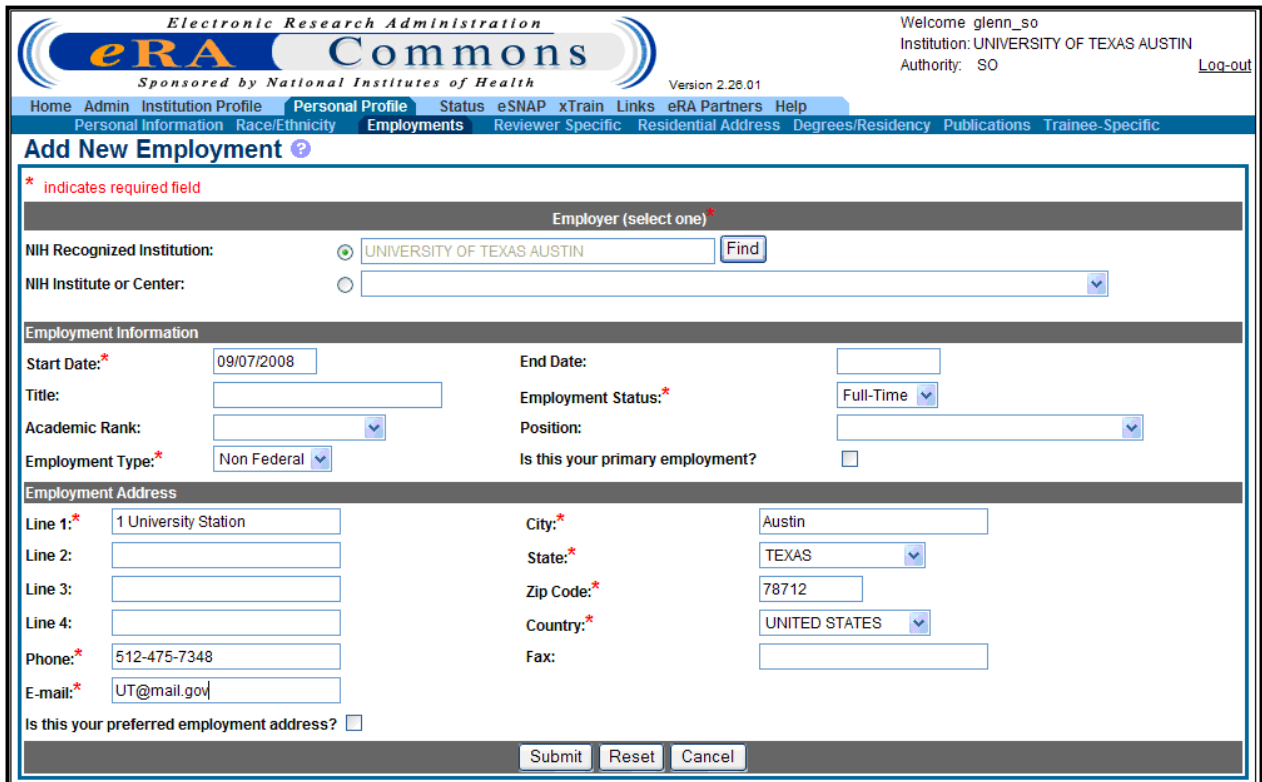


Figure 94: Add New Employment Edit Screen

3. Click **Submit** to save all changes.

A Confirm eRA Email message, will be sent to the address provided.

Figure 95: Confirm eRA Email

A confirmation message will be displayed once employment information is updated.

Figure 96: New Employee Added Screen

4. Select **Close** to return to the *Personal Profile* screen.

8.3 Reviewer Specific Address

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

To access **Reviewer Address** information:

1. Select the **Personal Profile** tab, then **Reviewer Specific** tab.

Figure 97: Reviewer Specific Screen

2. Complete the on-screen items noting that all fields followed by an asterisk (*) are required.
3. Click **Submit** to save all changes.

A confirmation message will be displayed once a reviewer specific address is added.

Figure 98: Reviewer Specific Added Screen

4. Select **Cancel** to return to the *Personal Profile* screen.

NOTE: The email and phone number are required for a reviewer to be invited to participate in an IAR review meeting.

8.4 Confirmation of Email Address

When updating the employment, reviewer, or residential addresses, in the event an e-mail address is entered that differs from the e-mail address entered during account creation, a confirmation screen displays. You must make sure that the eRA Email is current and accurate as that is the e-mail used in a variety of circumstances, including when resetting the Commons password.

eRA email address and the reviewer email address	
eRA email address:	wrightg3@od.nih.gov
Reviewer email address:	mail@od.nih.gov

Change your eRA email address to be the same as your reviewer email address?

Figure 99: Confirm eRA E-mail Screen

- Select **Yes**, to update your eRA e-mail address.
- OR–
- Select **No** to keep your email address the same.

8.5 Residential Address

The residential address is the home address of the user. To access, enter or update residential address information:

1. Select the **Personal Profile** tab, then **Residential Address** tab.

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Version 2.26.01

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

Personal Information Race/Ethnicity Employments Reviewer Specific **Residential Address** Degrees/Residency Publications Trainee-Specific

Residential Address ?

Notes:

- **Trainees:** Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
- **Reviewers:** The section below must be completed for the link to the Secure Payee Registration System (SPRS) to be active.

* indicates required field

Residential Address			
Line 1:*	<input type="text" value="123 Elm St."/>	City:*	<input type="text" value="Washington"/>
Line 2:	<input type="text"/>	State:*	<input type="text" value="DIST OF COL"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text" value="20010"/>
Line 4:	<input type="text"/>	Country:*	<input type="text" value="UNITED STATES"/>
Phone:*	<input type="text" value="202-123-4567"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text" value="gmail@gmail.com"/>		

Figure 100: Residential Address Screen

2. Complete the on-screen items noting that all fields followed by an asterisk (*) are required.
3. Click **Submit** to save all changes or select **Cancel** to return to the *Personal Profile* screen.

A confirmation message will be displayed once a residential address is added.

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Version 2.26.01

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

Personal Information Race/Ethnicity Employments Reviewer Specific **Residential Address** Degrees/Residency Publications Trainee-Specific

Residential Address ?

Notes:

- **Trainees:** Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
- **Reviewers:** The section below must be completed for the link to the Secure Payee Registration System (SPRS) to be active.

Residential address successfully updated

* indicates required field

Residential Address			
Line 1:*	<input type="text" value="321 Elm St."/>	City:*	<input type="text" value="Washington"/>
Line 2:	<input type="text"/>	State:*	<input type="text" value="DIST OF COL"/>
Line 3:	<input type="text"/>	Zip Code:*	<input type="text" value="20010"/>
Line 4:	<input type="text"/>	Country:*	<input type="text" value="UNITED STATES"/>
Phone:*	<input type="text" value="202-123-4567"/>	Fax:	<input type="text"/>
E-mail:*	<input type="text" value="gmail@gmail.com"/>		

Figure 101: Residential Address Successfully Added Screen

Reviewers gain access to the Secure Payee Reimbursement System (SPRS) through the *Residential Address* screen. Reviewers register in the SPRS to receive reimbursement and honoraria for their valued participation in NIH peer review. To access SPRS from the *Residential Address* screen, click the **Secure Payee Registration System** link.

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Welcome Reviewer
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: IAR PI [Log-out](#)

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

Personal Information Race/Ethnicity Employments Reviewer Specific **Residential Address** Degrees/Residency Publications Reference Letters Trainee-Specific

Residential Address

Notes:

- Trainees: Please provide the address where they can be reached by mail after completion of their program (i.e., permanent address).
- Reviewers: The section below must be completed for the link to the Secure Payee Registration System (SPRS) to be active.

* indicates required field

Residential Address

Line 1:*	321 Elm St.	City:*	Washington
Line 2:		State:*	DIST OF COL
Line 3:		Zip Code:*	20010
Line 4:		Country:*	UNITED STATES
Phone:*	202-123-4567	Fax:	
E-mail:*	eRAStage@mail.nih.gov	Secure Payee Registration System	

Submit Reset Cancel

Figure 102: Residential Address Screen Showing Secure Payee Registration System Link

NOTE: All required fields on the *Residential Address* screen must be completed in order for the **Secure Payee Registration System** link to display. The SPRS link is only available to users with at least the IAR role.

NOTE: Detailed instructions for registering in the SPRS can be found at http://grants.nih.gov/grants/peer/guidelines_general/Reviewer_Reimbursement_Instructions.pdf

8.6 Degrees

The *Degrees/Residency* screen lists awarded and expected academic degrees. In addition, PD/PIs can enter Medical Residency information and view their Early Stage Investigator (ESI) eligibility status on this screen. To access the *Degrees/Residency* screen:

Select the **Personal Profile** tab, then **Degrees/Residency** tab.

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Welcome Reviewer
 Institution: [UNIVERSITY OF CALIFORNIA SAN DIEGO](#)
 Authority: IAR PI [Log-out](#)

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

Personal Information Race/Ethnicity Employment Reviewer Specific Residential Address **Degrees/Residency** Publications Reference Letters Trainee-Specific

List of Degrees ?

Notes and Tips:

- Include all degrees completed or in progress.
- In addition to reporting, degree information is sometimes used to validate application information or populate system forms.
- Current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level for Trainees.
- Enter your most recent Residency Information.
- If you have questions regarding ESI Eligibility Information, follow this link: [ESI Eligibility Information](#)
- If you have questions regarding Terminal Research Degree, follow this link: [Terminal Research Degree](#)

Degrees 1- 2 out of 2 records

Degree	Institution	Completion Date	Degree Completed?	Major	Action	Terminal Research Degree
MD: DOCTOR OF MEDICINE	Rush University Medical Center	01/1999	Y		Edit Delete	
MPH: MASTER OF PUBLIC HEALTH	University of Illinois at Chicago	06/2010	Y	Epidemiology	Edit Delete	Y

[Add New Degree](#)

Medical Residency ?

Area of Medical Residency	End date or Expected End Date of Medical Residency	Action	Early Stage Investigator Status	End of Eligibility Date
Internal Medicine	06/2002	Edit Delete	Not Eligible	

[Add Medical Residency](#)

[Close](#)

Figure 103: Degrees/Residency Screen

8.6.1 Adding a Degree

To add a degree:

1. Click the **Add New Degree** button.

Degrees 0- 0 out of 0 records

Degree	Institution	Completion Date	Degree Completed?	Major	Action	Terminal Research Degree
No degree available.						

[Add New Degree](#)

Figure 104: Add New Degree Button

2. Complete the remaining on-screen items noting that all fields followed by an asterisk (*) are required.
3. Select the drop-down list icon adjacent to the *Degree Name* field and select a valid degree from the list.

NOTE: One of the degrees must be selected as terminal degree. If only one degree is entered, it will be marked as Terminal. Multiple degrees cannot be deleted in their entirety. A terminal degree must remain in the list of degrees.

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Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity Employments Reviewer Specific Residential Address **Degrees/Residency** Publications Trainee-Specific

Add Degree - Earned or in Progress ?

Notes and Tips:

- Include **all** degrees completed or in progress.
- In addition to reporting, degree information sometimes used to validate application information or populate system forms.
- Trainees - current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level.
- If you have questions regarding Terminal Research Degree, follow this link: [Terminal Research Degree](#).

* indicates required field

Degree Information

Degree Name:* (dropdown menu)

Degree Text: (for 'Other' degrees only)

Degree Completed?*: Yes No / In Progress

Major:

Minor:

Institution:*

Location (if not in U.S., indicate city and country):

Date (or expected Date) of Degree (MM/YYYY):*

Is this your Terminal Research Degree?

Length of Program (Number of Years):

Figure 105: Add Degree – Earned or in Progress Screen

4. Click **Submit** to save all changes.

A confirmation message will be displayed once a degree is added.

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 Authority: SO [Log-out](#)

Version 2.28.01

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity Employments Reviewer Specific Residential Address **Degrees/Residency** Publications Trainee-Specific

List of Degrees ?

Notes & Tips:

- Include all degrees completed or in progress.
- In addition to reporting, degree information is sometimes used to validate application information or populate system forms.
- Current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level for Trainees.
- Enter your most recent Residency Information.
- If you have questions regarding ESI Eligibility Information, follow this link: [ESI Eligibility Information](#)
- If you have questions regarding Terminal Research Degree, follow this link: [Terminal Research Degree](#)

A degree has been added successfully.

Degrees 1- 2 out of 2 records

Degree	Institution	Completion Date	Degree Completed?	Major	Action	Terminal Research Degree
BS: BACHELOR OF SCIENCE	Georgetown University	10/2007	Y		Edit Delete	Y
DSC: DOCTOR OF SCIENCE	USC	01/2010	Y		Edit Delete	

Figure 106: List of Degrees Screen with Degree Added Successfully

8.6.2 Adding a Medical Residency

PD/PIs can add medical residency information:

Click the Add Medical Residency button.

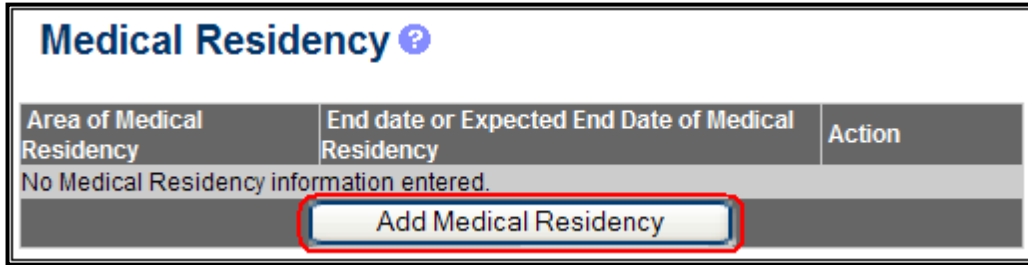


Figure 107: Add Medical Residency Screen

1. Complete the requested information, including all required (*) fields, and click **Submit**.

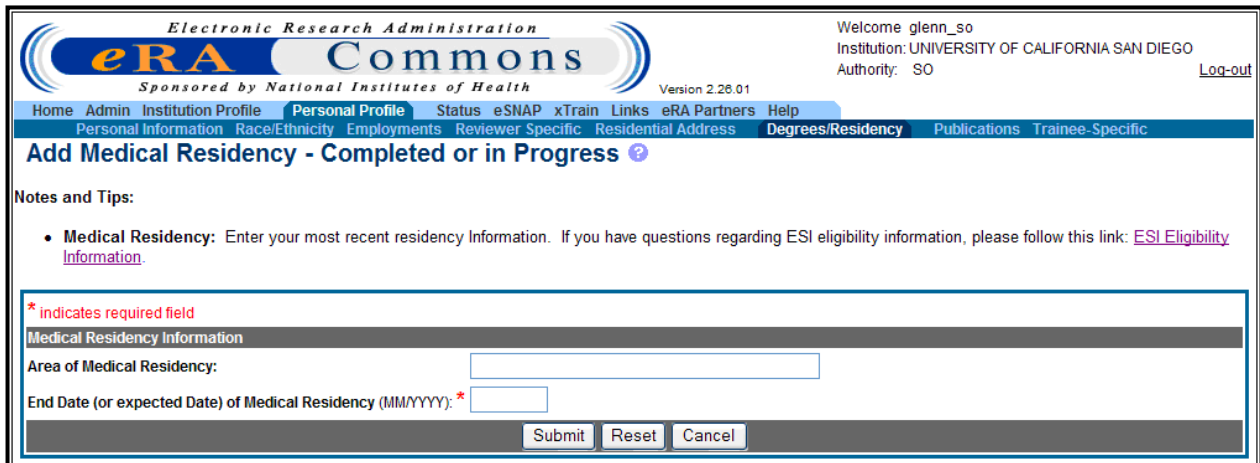


Figure 108: Add Medical Residency – Completed or in Progress

2. Verify the Medical Residency information and either edit the information or select **Close**.

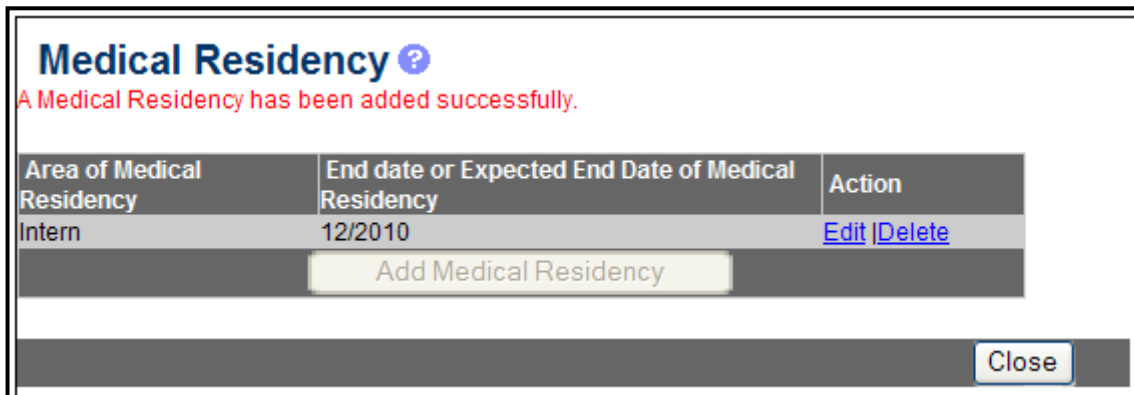


Figure 109: Medical Residency Successfully Added Screen

3. Select **Close** to return to the *Personal Profile* screen.

Medical residency and degree information is used in calculation of your New Investigator and Early stage investigator status. Select **Help** Icon to read more for details.

8.6.3 Viewing ESI status

An Early Stage Investigator (ESI) is an individual who is classified as a New or First-Time Investigator and is within 10 years of completing his/her terminal research degree or is within 10 years of completing medical residency (or the equivalent). Their applications will be identified and their career stage will be considered at the time of review and award. Based on the Degrees and Medical Residency information entered on the *Degrees/Residency* screen, the ESI status is automatically calculated and, if eligible, the End of Eligibility Date shown.

The screenshot shows a 'Medical Residency' window with a table and a summary box. The table has three columns: 'Area of Medical Residency', 'End date or Expected End Date of Medical Residency', and 'Action'. The first row contains the text 'No Medical Residency information entered.' and an 'Add Medical Residency' button. The second row is empty. A 'Close' button is at the bottom right. A red box highlights a summary table on the right side of the window.

Area of Medical Residency	End date or Expected End Date of Medical Residency	Action
No Medical Residency information entered.		
		Add Medical Residency

Early Stage Investigator Status	End of Eligibility Date
Eligible	12/2014

Figure 110: Early Stage Investigator Eligibility Status

NOTE: Access the [New and Early Stage Investigator Policies](#) for detailed information on NI/ESI.

8.7 Publications

eRA Commons has partnered with the [National Center for Biotechnology Information](#) (NCBI) to link NCBI's personal online tool, [My NCBI](#), to Commons. My NCBI offers an online portal—"My Bibliography"—for users to maintain and manage a list of all of their authored works, such as journal articles, manuscripts accepted for publication, books, and book chapters.

Linking a Commons account to a new or existing My NCBI account allows references saved in My Bibliography to automatically appear in users' Commons accounts. The National Center for Biotechnology Information (NCBI) data is integrated into the *List of Publications* screen. The *List of Publications* screen displays all Principal Investigator (PI) citations residing on myBib.

This screen also lets you know if a publication has a valid NIH Manuscript ID (NIHMSID). The Grant-Paper Association **Status** column displays the status of proposed Grant-Papers.

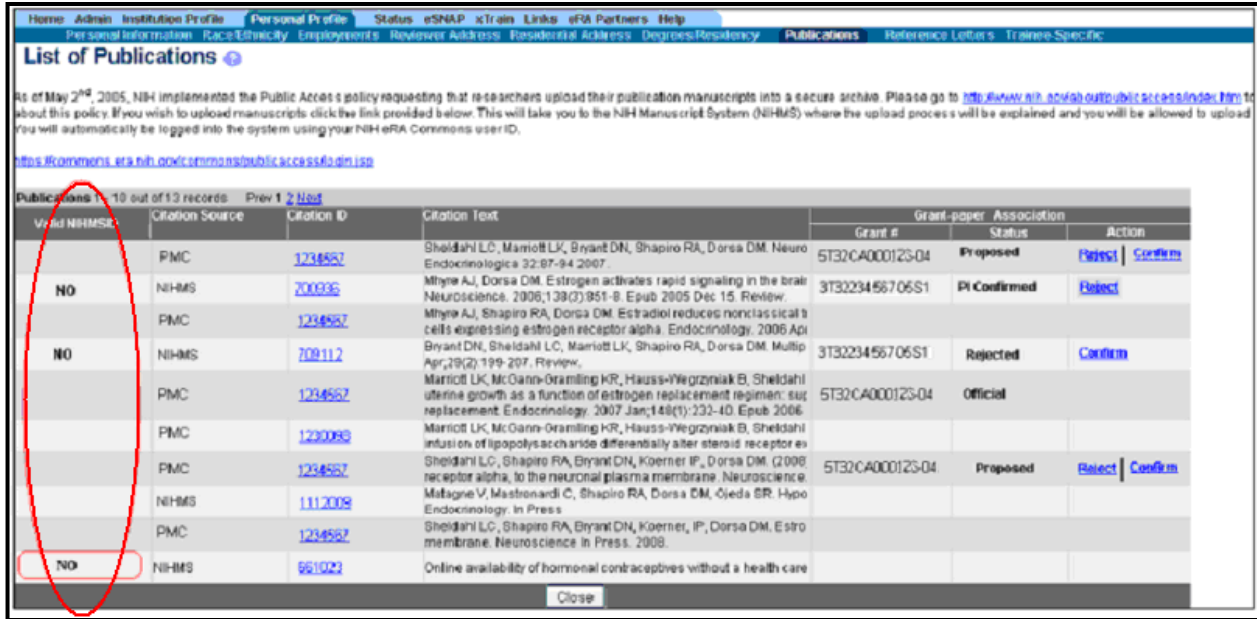


Figure 111: List of Publications Screen with combined Grant-Paper Association Status column.

Grant-paper Association		
Grant #	Status	Action
5T32009123-17	Proposed	Reject Confirm
3T32567234-05S1	PI Confirmed	Reject
5T32CA008123-06	Rejected	Confirm
5T32CA008666-04	Official	
5T32CA008666-04	Proposed	Reject Confirm

Figure 112: Grant-Paper Association Status Column

The following table shows the list of possible Status Values and their associated Action Values for the myBib Grant-paper Associations. If a Grant-Paper Association does not exist at the time of selection into eSNAP, a new Association is created. If the selected Grant has multi-PIs, a **View All PIs Citations** button allows the PI to view citations of All PIs.

Possible Status Values	Possible Action Values	Details
Proposed	Reject Confirm	The PI can either Reject or Confirm the proposed Grant-paper Association.
PI Confirmed	Reject	The PI can Reject the Confirmed Grant-paper Association.

Possible Status Values	Possible Action Values	Details
Rejected	Confirm	The PI can Confirm the Rejected Grant-paper Associations.
Official	N/A	The Grant-paper Association was confirmed by the PI, added to eSNAP and the eSNAP was submitted to the Agency.

Table 4: Association Status Values

NOTE: There will not be any Grants-paper Association *Status* information for PD/PI entered Citations.

NOTE: PD/PIs can no longer manually add publications in Commons. PD/PIs must manage all publications using the [My NCBI](#) system.

NOTE: Use the [NIH Manuscript Submission \(NIHMS\) System](#) to upload manuscripts or associate papers with your award. You will be automatically logged into the NIHMS with your NIH eRA Commons user ID.

NOTE: For information on PubMed, access the following URL:
<http://www.ncbi.nlm.nih.gov/entrez/query/static/overview.html>.

8.8 Reference Letters

The Reference Letter functionality permits a referee (i.e., a reference for a PD/PI) to upload a reference letter for a PD/PI. A Commons account is not necessary to upload a reference letter, however, the PD/PIs Commons account and Funding Opportunity Announcement for the application must be supplied. The referee must reference the four-digit confirmation when resubmitting a reference letter on behalf of the PD/PI. The referee receives this confirmation number via e-mail.

NOTE: Reference letter submission is currently available for Director's Pioneer (DP), Type F awards, and Type K awards.

The file must be a PDF and may be no larger than 6 MB. Refer to the FOA guidelines for specific page limits and format instructions. Follow these steps to upload a reference letter:

1. Click the hyperlink for **Submit Reference Letter**. The *Submit Reference Letter* screen will appear.

Commons Login ⓘ

*Required field(s)

*Username

*Password

[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ⓘ

N/A ▾

Federal User Login [Here](#)

eRA Commons Help Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://fsservice.nih.gov/eRA/>

Toll-free: 866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Welcome to the Commons

System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Online Resources:** Take advantage of our online [Self Help Resources](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

Commons Related Resources

- **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#).
- **Demo Facility:** [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. There is no right of privacy in this system.

Register Grantee Organization

About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)

Figure 113: Commons Login Screen With Submit Reference Letter Link

2. Enter all required information for both the referee and the applicant. Click **Continue**.

NOTE: Fields marked with an asterisk (*) are required. If the required fields are not completed, users will receive an error.

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Welcome Guest
 Institution: Not Affiliated
 Authority:

Home Links eRA Partners Help

Submit Reference Letter

Notes and Tips:

- Fellowship reference letters must be submitted on the [Fellowship Reference Form](#).
- If your reference letter is not attached to your application, please check the FOA number. If this number is incorrect, the letter must be resubmitted by the referee with the correct FOA number.

* indicates required field

Referee Information

Referee First Name:*

Referee Last Name:*

Referee MI Name:

Referee Email:*

Referee Institution/Affiliation:*

Referee Department:*

Applicant Information

PI Commons User ID:*

PI Last Name:*

Funding Opportunity Announcement Number:*

Reference Letter Confirmation # (if re-submitting):

Continue Cancel

Figure 114: Submit Reference Letter Information Screen

- After providing all required (*) information, click **Continue**.
- A confirmation number will display. You may also view the submitted file from the confirmation page by clicking the **View Submitted File** link.

Home Links eRA Partners Help

Submit Reference Letter - Confirmation

Reference Letter Confirmation Number: 1498 [View Submitted File](#)

Figure 115: Submit Reference Letter – Confirmation Page

Once uploaded, information regarding reference letters (but not the reference letters themselves) is available for the PD/PI and SO on the *Status Information* screen. The actual reference letters are available in the IAR Grant Folder for SROs/GTAs and reviewers.

Reference Letters are listed here as well as other information including the Referee’s Name, Organization/Affiliation, Department, E-mail, Confirmation #/Reference Letter ID, and Submitted Date.

Institution Name: University of California San Francisco School Name: School Category: Division Name: Department Name: PI Name: Smith, Robert Application ID: 1K25R2078340-01 Proposal Title: Scientific Research to Help the Whole World Proposal Receipt Date: 06/10/2010 Last Status Update Date: 06/16/2010 Current Award Notice Date: Application Source: Grants.gov Project Period Begin Date: 04/01/2011 Project Period End Date: 03/31/2016 eApplication Status: Submission Complete FOA: [PA25-010] - A Really Great Research Award NIH Appl. ID: 8090170		eSubmission Cover Letter Additions for Review (0 documents)		
Status History		Institute or Center Assignment		
Effective Date	Status Message	Institute or Center	Assignment Date	
06/10/2010	Application entered into system	ZIMMERMAN CENTER FOR CHILDREN'S HEALTH & WELL-BEING	(Primary) 06/16/2010	
Application Information		Study Section	Advisory Council(AC) Information	
Award Document Number:	RZCL078341A	Scientific Review Group:	ZRWC SRC (11)	
FSR Accepted Code:	N	Council Meeting Date(YYYYMM):	2011/01	
Snap Indicator Code:				
Impact/Priority Score:				
Percentile:				
Early Stage Investigator Eligible:				
New Investigator Eligible:				
Reference Letter(s) This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons				
Referee Name	Organization/Affiliation	Department	Email	Submitted Date
Thomas, Dylan	University of New Jersey	Pediatrics	DThomas@email.com	06/16/2010
Dickins, Charles	University of United States	Pediatrics	CDickins@email.com	06/15/2010
Yeats, WB	University of Dublin	Pediatrics and Neonatology	WBYeats@email.com	06/15/2010
Contacts				
Administration	Name	Phone	Email	

Figure 116: Status Information Page

A PD/PI can view a list of reference letters from the **Personal Profile, Reference Letters** tab within Commons.

Home Admin Institution Profile Personal Profile Status eSNAP FSR xTrain FQI Links eRA Partners Help Personal Information Race/Ethnicity Employment Reviewer-Specific Residential Address Degrees/Residency Publications Reference Letters Trainee-Specific							
List of Reference Letters							
Reference Letter(s)							
Referee Name	Grant number	FOA number	Project title	Organization/Affiliation	Department	Email	Submitted Date
Boss, Hugo	K08 000000-00	PA02-508	K08-PA02-508-v12-TST-91509-HP	Institution	Dep	ERATEST@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	K08 000000-00	PA02-508	K08-PA02-508-v12-TST-91509-HP	Institution	Dep	ERATEST1@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	K08 000000-00	PA02-508	K08-PA02-508-v12-TST-91509-HP	Institution	Dep	ERATEST2@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	K08 000000-00	PA02-508	K08-PA02-508-v12-TST-91509-HP	Institution	Dep	ERATEST3@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	Not associated	PA00-508		Institution	Dep	ERATEST@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	Not associated	PA00-508		Institution	Dep	ERATEST2@MAIL.NIH.GOV	Oct 6, 2009
Boss, Hugo	F33 000000-00	PA02-433	F33-PA02-433-V12-70209-HP	NIH	QA	ERATEST23@MAIL.NIH.GOV	Dec 7, 2009
Boss, Hugo	F33 000000-00	PA02-433	F33-PA02-433-V12-70209-HP	NIH	QA	ERATEST98@MAIL.NIH.GOV	Dec 7, 2009
Boss, Hugo	F33 000000-00	PA02-433	F33-PA02-433-V12-70209-HP	NIH	Dep IT	ERATEST13@MAIL.NIH.GOV	Oct 30, 2009
Boss, Hugo	F33 000000-00	PA02-433	F33-PA02-433-V12-70209-HP	NIH	QA	ERATEST@MAIL.NIH.GOV	Dec 4, 2009
Boss, Hugo	Not associated	F05		NIH	QA	ERATEST@MAIL.NIH.GOV	Dec 4, 2009
Boss, Hugo	Not associated	RM07-005		NIH	Dep	ERATEST1@OD.NIH.GOV	Oct 30, 2009
Boss, Hugo	F33 000000-00	PA02-433	F33-PA02-433-V12-70209-HP	NIH	Dep IT	ERATEST1@MAIL.NIH.GOV	Oct 19, 2009
Boss, Hugo	Not associated	PA00-508		Institution	Dep	ERATEST7@MAIL.NIH.GOV	Oct 7, 2009

Figure 117: List of Reference Letters

8.9 Trainee-Specific

The *Trainee-Specific Information* screen is used to submit information relevant to a trainee. This section must be complete for a Trainee to be appointed to a training grant.

1. Select the Personal Profile tab, then the Trainee-Specific tab.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome glenn_so
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Authority: SO [Log-out](#)

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
Personal Information Race/Ethnicity Employments Reviewer Specific Residential Address Degrees/Residency Publications **Trainee-Specific**

Trainee-Specific Information

* indicates required field

Statement of non-delinquency on U.S. Federal Debt

*Are you delinquent on the repayment of any U.S. Federal Debt(s)? (if yes, explain in a textbox below)

No Yes

Disadvantaged background

*Are you from a [disadvantaged background](#) ?

Figure 118: Trainee-Specific Information Screen

2. Complete the required information as indicated by the asterisk (*) and click **Submit**.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

Welcome glenn_so
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Authority: SO [Log-out](#)

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
Personal Information Race/Ethnicity Employments Reviewer Specific Residential Address Degrees/Residency Publications **Trainee-Specific**

Trainee-Specific Information

* indicates required field

Statement of non-delinquency on U.S. Federal Debt

*Are you delinquent on the repayment of any U.S. Federal Debt(s)? (if yes, explain in a textbox below)

No Yes

Disadvantaged background

*Are you from a [disadvantaged background](#) ?

Figure 119: Trainee-Specific Information – Submit Screen

9 Status

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

The *Status* module allows PD/PIs to review basic aspects of the status of applications sent to the NIH, including pending review, review outcome, pending Advisory Council action, and award status. Grantee organization officials (i.e., SO or AO affiliated with the institution) are able to view pending actions for all applications originating from their organization, review the NoA, and progress reports for all PD/PIs within their organization.

NOTE: Up to date Status details will be available the next day as system updates are performed nightly.

When an application has *NFP* at the end of the application title, this indicates that the Division of Receipt and Referral has marked the application as No Further Processing.

If this happens, it is most likely that the Division of Receipt and Referral withdrew the application for one of a variety of reasons, which may include one of the following.

- Duplicate Application
- Late Application

9.1 Performing a Query

All queries, within *Status*, are performed similarly. Criteria are entered within the parameter fields and once the query is executed, the hit list displays grants that meet the criteria. Create queries using one or a combination of query parameters.

NOTE: Only the SO and AO roles can perform queries using query parameters. For PD/PIs, the system displays default query options when entering Status module.

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

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

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

Grant Number

A grant number consists of six (6) fields and, by entering criteria within one or a combination of fields that make up the grant application number, SOs/AOs may query on all of their institutions, applications, and grants within eRA.

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

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

Accession Number

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

PD/PI Name

The PD/PI Name consists of two (2) fields, the last name and first name of the PD/PI. Wildcards are used to perform a search. For example:

Enter the PD/PIs name (e.g., Peters) and the hit list displays Peters, Petersen, Peterson, etc.

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

Application Status

This field is used to search for grants based on the status of the grant within the grant life cycle. More than one status code is included in a status group. For more information, see Appendix A - Status Codes.

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

Dates

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

Alternatively, select the **Calendar** icon to access a calendar window where the desired dates can be selected

9.2 General Search

The *Status, General Search* screen is the default search feature which provides search options for applications in general. The *General Search* screen provides initial access to the *Status* module. Standard query options for the SO and the AO are available. The screen provides an interface for launching application-specific functionality such as eSNAP, JIT, and No-Cost Extensions, when available for a particular application within the query results.

To perform a general search:

1. Select the Status tab and from the *Status* menu, select the **General Search** hyperlink.

Figure 120: SO and PO Status - General Search Screen

2. Enter the query criteria.
3. Click the **Search** button.

9.2.1 Status Results – General Search

Once a query is executed, the retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch application-specific functionality such as the NoA, eSNAP, JIT, and No-Cost Extensions directly from the hit list. Electronic applications submissions to the NIH are available through the *Status* module as well. For more information on executing a query, see the heading Performing a Query in this guide.

Electronic Research Administration		eRA Commons		Version 2.25.01		Welcome glenn-so	
Sponsored by National Institutes of Health						Institution: UNIVERSITY OF TEXAS AUSTIN	
						Authority: SO	
Home		Admin		Institution Profile		Personal Profile	
Status		eSNAP		xTrain		Links	
eRA Partners		Help				Log-out	
Status Result - General Search							
1 - 100 of 509 1 2 3 4 5 6							
Application ID	Grants.gov Tracking #	Proposal Title	PI Name	Application Status	Budget Start Date	Show All Prior Errors	Action
1R21DC009446-01A2 (MPI)	GRANT00493425P	Computational and Behavioral Evidence for Bilingual Aphasia Rehabilitation	KIRAN, SWATHI	Withdrawn	04/01/2009	Show All Prior Errors	Transmittal Sheet
1R03DA027371-01	GRANT10125034P	Exercise as Tobacco Harm Reduction Strategy	TANAKA, HIROFUMI	Withdrawn	09/01/2009	Show All Prior Errors	Transmittal Sheet
5R01NR010360-02		Health Disparities in Mexican American Women with Disabilities	HARRISON, TRACIE	Awarded. Non-fellowships only	03/01/2009		
5R01MH074006-05		Forebrain-Cerebellum Interactions in Trace Conditioning	MAUK, MICHAEL D	Awarded. Non-fellowships only	02/01/2009		Extension
2R01EY005729-25A2	GRANT10195405P	Vision in Natural Tasks	HAYHOE, MARY M	No IRG Recommendation	09/01/2009	Show All Prior Errors	Transmittal Sheet
Export to Excel		Show Query		Print Hitlist			

Figure 121: Status Result – General Search Results Screen

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

Once the query has been executed, and the *Status Result – General Search* screen displays, the following hyperlinks are available.

- Application ID
- Show All Prior Errors
- Possible Actions:
 - JIT
 - Transmittal Sheet
 - Closed
 - Requires Closeout
 - Progress Report
 - eSNAP
 - Fellowship Face Page
 - Extension, etc.

9.2.2 Status Information

Selecting a grant Application ID number launches the *Status Information* screen, which displays grant information within the following categories or fields:

- General Grant Information

- Other Relevant Documents
- Status History
- Institute or Center Assignment
- Application Information
- Study Section
- Advisory Council (AC) Information
- Reference Letter(s)
- Contacts
- Awards

1. Select the **Application ID** hyperlink to access status information for the selected grant.

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	Application Status	Budget Start Date	Show All Prior Errors	Action
1R21DC009446-01A2 (MPI)	GRANT00493425P	Computational and Behavioral Evidence for Bilingual Aphasia Rehabilitation	KIRAN, SWATHI	Withdrawn	04/01/2009	Show All Prior Errors	Transmittal Sheet
1R03DA027371-01	GRANT10125034P	Exercise as Tobacco Harm Reduction Strategy	TANAKA, HIROFUMI	Withdrawn	09/01/2009	Show All Prior Errors	Transmittal Sheet
5R01NR010360-02		Health Disparities in Mexican American Women with Disabilities	HARRISON, TRACIE	Awarded. Non-fellowships only	03/01/2009		
5R01MH074006-05		Forebrain-Cerebellum Interactions in Trace Conditioning	MAUK, MICHAEL D	Awarded. Non-fellowships only	02/01/2009		Extension

Figure 122: Status Result – General Search Screen with Application ID

The Status Information will display in a separate window.

2. If there are any unresolved errors or warnings associated with the selected Application ID, a message will display indicating the specific errors/warnings.

Status Information	
eSubmission Errors/Warning	
<input checked="" type="checkbox"/>	No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the application image, you should include them on the PHS 398 Cover Page Supplement. - Warning
<input checked="" type="checkbox"/>	Be sure that you have complied with the allowable project period limitations for this FOA. Otherwise, your application may be delayed and rejected in the review process. - Warning
<input checked="" type="checkbox"/>	Be sure that you have complied with the allowable direct cost limitations for this FOA. Otherwise, your application may be delayed and rejected in the review process. - Warning
<input checked="" type="checkbox"/>	In most cases, a Bibliography and References Cited attachment should be included. - Warning

Figure 123: Status Information Screen – Errors/Warnings

NOTE: Warnings can be fixed or not, while errors need to be corrected before the submission will be accepted by the system.

3. Scroll to the bottom of the page and select **Close** to return to the *Status Result – General Search* screen.

General Grant Information		Other Relevant Documents ?	
Status:	Application withdrawn.	e-Application	
Institution Name:	UNIVERSITY OF TEXAS AUSTIN	Additions for Review (0 documents)	
School Name:	COLLEGE OF EDUCATION		
School Category:	SCHOOLS OF EDUCATION		
Division Name:	NONE		
Department Name:	KINESIOLOGY AND HEALTH EDUCATION		
PI Name:	TANAKA, HIROFUMI		
Application ID:	1R03DA027371-01		
Proposal Title:	Exercise as Tobacco Harm Reduction Strategy		
Proposal Receipt Date:	01/08/2009		
Last Status Update Date:	03/13/2009		
Current Award Notice Date:			
Application Source:	Grants.gov		
Project Period Begin Date:	09/01/2009		
Project Period End Date:	08/31/2012		
eApplication Status:	Submission Complete		
FOA:	[DA09-014] - INTERACTIONS BETWEEN PHYSICAL ACTIVITY AND DRUG ABUSE (R03)		
NIH Appl. ID:	7757173		

Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
01/13/2009	Scientific Review Group review pending.	NATIONAL INSTITUTE ON DRUG ABUSE (Primary)	01/13/2009
01/08/2009	Application entered into system		

Application Information		Study Section	Advisory Council(AC) Information
Award Document Number:	RDA027371A	Scientific Review Group:	ZDA1 GXM-A (05)
FSR Accepted Code:	N	Council Meeting Date(YYYY/MM):	2009/08
Snap Indicator Code:			
Early Stage Investigator Eligible:			
New Investigator Eligible:			

Reference Letter(s)
This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Contacts			
Administration	Name	Phone	Email

[Close](#)

Figure 124: Status Information Screen – Close

9.2.3 Other Relevant Documents

The *Other Relevant Documents* section displays documents based on the status of the selected grant in the form of hyperlinks. These include the e-Applications, latest NoA, and Abstract (for awarded grants).

Select the appropriate hyperlink for access.

Status Information	
General Grant Information	
Status:	Scientific Review Group review pending.
Institution Name:	THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIEGO
School Name:	SCHOOL OF MEDICINE
School Category:	SCHOOLS OF MEDICINE
Division Name:	NONE
Department Name:	MEDICINE
PI Name:	peterson, ki I
Application ID:	1R01HL0 2 02-01
Proposal Title:	Urocortins and Novel Heart Failure Therapy
Proposal Receipt Date:	06/05/2007
Last Status Update Date:	06/18/2007
Current Award Notice Date:	
Application Source:	Grants.gov
Project Period Begin Date:	04/01/2008
Project Period End Date:	03/31/2013
eApplication Status:	Submission Complete
FOA:	[PA07-070] - RESEARCH PROJECT GRANT (PARENT R01)
NIH Appl. ID:	74 0 70
Other Relevant Documents	
e-Application	
eSubmission Cover Letter	
Additions for Review (0 documents)	

Figure 125: Status Information Screen - Other Relevant Documents

9.2.3.1 e-Application

The e-Application is the document submitted to NIH applying for a grant award.

To access the e-Application document, select the **e-Application** hyperlink from the *Other Relevant Documents* section of the *Status Information* page.

Status Information	
General Grant Information	
Status:	Scientific Review Group review pending.
Institution Name:	THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF., SAN DIEGO
School Name:	SCHOOL OF MEDICINE
School Category:	SCHOOLS OF MEDICINE
Division Name:	NONE
Department Name:	MEDICINE
PI Name:	peterson, ki I
Application ID:	1R01HL0 2 02-01
Proposal Title:	Urocortins and Novel Heart Failure Therapy
Proposal Receipt Date:	06/05/2007
Last Status Update Date:	06/18/2007
Current Award Notice Date:	
Application Source:	Grants.gov
Project Period Begin Date:	04/01/2008
Project Period End Date:	03/31/2013
eApplication Status:	Submission Complete
FOA:	[PA07-070] - RESEARCH PROJECT GRANT (PARENT R01)
NIH Appl. ID:	74 0 70
Other Relevant Documents	
e-Application	
eSubmission Cover Letter	
Additions for Review (0 documents)	

Figure 126: Status Information Screen With eApplication Hyperlink

Upon selecting the **e-Application** hyperlink from the *Status Information* screen, an Adobe version of the e-Application will be displayed.

Form Approved Through 05/2004		OMB No. 0925-0001	
Department of Health and Human Services Public Health Services Grant Application <i>Do not exceed 56-character length restrictions, including spaces.</i>		LEAVE BLANK—FOR PHS USE ONLY. Type _____ Activity _____ Number _____ Review Group _____ Formerly _____ Council/Board (Month, Year) _____ Date Received _____	
1. TITLE OF PROJECT Cyclooxygenase-2 inhibitors & colon cancer prevention			
2. RESPONSE TO SPECIFIC REQUEST FOR APPLICATIONS OR PROGRAM ANNOUNCEMENT OR SOLICITATION <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If "Yes," state number and title) Number: _____ Title: _____			
3. PRINCIPAL INVESTIGATOR/PROGRAM DIRECTOR		New Investigator <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
3a. NAME (Last, first, middle) Muldoon, Throckmorton P.		3b. DEGREE(S) MD PhD	
3c. POSITION TITLE Professor and Director		3d. MAILING ADDRESS (Street, city, state, zip code) Philip G. Hogg Cancer Center Murray Bldg., Rm 317 1234 Sunnyside Lane Punxatawny, PA	
3e. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT Program in Tumor Biology			
3f. MAJOR SUBDIVISION School of Medicine			
3g. TELEPHONE AND FAX (Area code, number and extension) TEL: 717-555-1234 FAX: 717-555-5678		E-MAIL ADDRESS: muldoont@som.punx.edu	
4. HUMAN SUBJECTS RESEARCH <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		5. VERTEBRATE ANIMALS <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
4a. Research Exempt <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If "Yes," Exemption No. _____		5a. If "Yes," IACUC approval Date _____	
4b. Human Subjects Assurance No. 12345		5b. Animal welfare assurance no. _____	
4c. NIH-defined Phase III Clinical Trial <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
6. DATES OF PROPOSED PERIOD OF SUPPORT (month, day, year—MM/DD/YY) From _____ Through _____		7. COSTS REQUESTED FOR INITIAL BUDGET PERIOD 7a. Direct Costs (\$) _____ 7b. Total Costs (\$) _____	
		8. COSTS REQUESTED FOR PROPOSED PERIOD OF SUPPORT 8a. Direct Costs (\$) _____ 8b. Total Costs (\$) _____	

Figure 127: Sample Grant Application

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

9.2.3.2 Notice of Award (NoA)

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

To access the NoA, select the **Latest NoA** hyperlink from the *Other Relevant Documents* section of the *Status Information* page.

A Word version of the *Notice of Award* will be displayed.

```
¶
¶
*****NOTICE OF GRANT AWARD*****¶
RESEARCH.....Issue Date: 09/01/2009¶
Department of Health and Human Services¶
National Institutes of Health¶
¶
NATIONAL LUNG ASSOCIATION¶
*****¶
¶
Grant Number: 5 R01 RZ922145-01¶
Principal Investigator: SMITH, ROBERT J PHD¶
Project Title: A Study on Smoking and Asthma Related Breathing Difficulties¶
¶
¶
DIRECTOR¶
UNIVERSITY OF NEW JERSEY¶
OFFICE OF SPONSORED PROGRAMS¶
PO BOX 22204¶
DENVILL, NJ 07834¶
Award e-mailed to: smithrj@emailaddress.com¶
¶
¶
```

Figure 128: Notice of Award (NoA)

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

9.2.3.3 Abstract (Awarded Grant)

The *Abstract* is a brief description of the research being conducted. It states the goal of the work, expected results, methods, and implications of the study.

To access the *Abstract*, select the **Abstract (Awarded Grant)** hyperlink from the *Other Relevant Documents* section of the Status Information page.

The Abstract is displayed in MS Word.

DESCRIPTION (provided by applicant): The goal of this work is to investigate the mechanisms by which simple alkylating agents and the potent human liver carcinogen aflatoxin B 1 induce mutations. Natural bases in the genomes of viruses or plasmids will be replaced by DNA adducts known to be formed by alkylating agents and by aflatoxin. The genomes containing adducts at specific sites will be constructed by using a combination of chemical synthesis and recombinant DNA techniques. Following their construction, the modified genomes will be introduced into bacterial or mammalian cells, where the adducts will be exposed to and processed by the natural repair and replicative systems of the host. Progeny will be isolated and characterized for the type and frequency of mutation induced at or near the original site of the adduct. The genetic requirements for mutagenesis will be characterized as will the ability of the adduct to affect survival. This study will help to rank the genetic threats posed by the various DNA adducts formed by DNA damaging agents. With aflatoxin, the hypothesis being tested is that some feature of the mutational spectrum of aflatoxin will correlate with the type of mutations induced by one or more of the DNA adducts. With alkylating agents, previous work has defined the types of mutations induced by the most common mutagenic adducts. We have now progressed to a deeper level of biochemical detail in which we are probing the extent to which the context (the neighboring sequence of nucleotides) of a lesion determines the likelihood that the lesion will be repaired or mutate. We are also examining the mutagenic properties of less-well studied adducts, including DNA-DNA crosslinks and N1- and N3 substituted purines and pyrimidines, respectively, which could be important as progenitors to genetic change in humans

Figure 129: Abstract Page

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

9.2.4 Grant Progress Report

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

To access the *Grant Progress Report*, select the **Progress Report** hyperlink in the *Action* column of the *Status Result – General Search* to generate a copy of the *Grant Progress Report* in a new browser window.

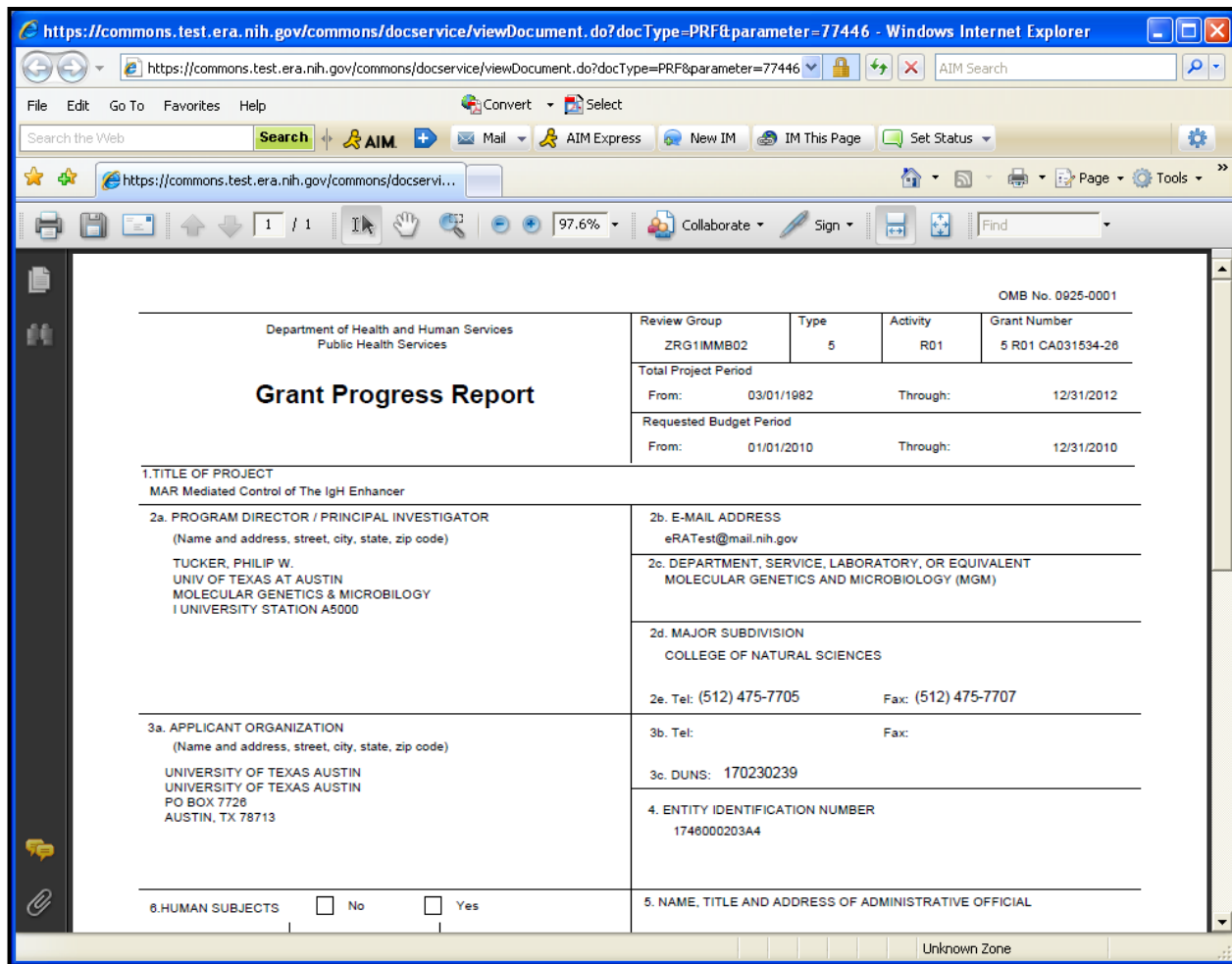


Figure 130: Grant Progress Report

NOTE: This may only be used for paper non-SNAP eligible progress reports.

9.3 Status – Program Directors/Principal Investigators

Upon clicking on the **Status** menu option, the PD/PI is taken to a landing page with two hyperlinks and a Tracking Number search field. The two hyperlinks are:

- Recent/Pending eSubmissions
- List of Applications/Grants

Figure 131: PD/PI Status Screen

9.3.1 Grants.gov Tracking Number Search

The *Status* screen allows for a search based on the Grants.gov tracking number.

NOTE: Only Grants.gov tracking numbers that correspond with the PIs applications will be returned on the hit list.

If the **Search** button is selected before a valid tracking number is entered within the **Tracking Number** search field, a warning message is generated indicating that a Grants.gov tracking number is required.

Figure 132: Status Error Message – No Grant Number Entered

If an invalid entry is entered in the Grants.gov Tracking Number field, the PD/PI will receive the following error:

No application found for PI with the Grants.gov tracking number provided.

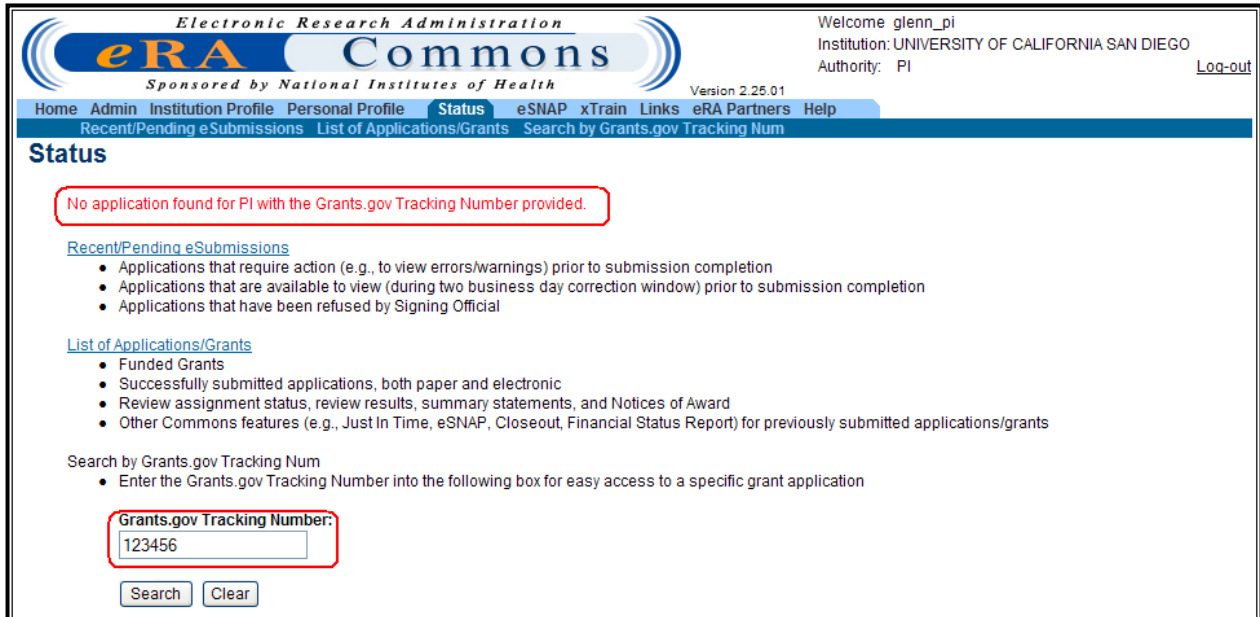


Figure 133: Grants.gov Tracking Number Error – Non-Valid Number

When a valid grant number is entered and a successful search is executed, the *Status Result – List of Applications/Grants* screen displays the details of the application that corresponds to the entered grant number.

9.3.2 Status Result – List of Applications/Grants

Upon clicking on the **List of Applications/Grants** hyperlink or **List of Applications/Grants** tab, the *Status Result – List of Applications/Grants* screen is displayed with a hit list of all PD/PI's applications with the hyperlinked action options: The following options may appear as hyperlinks in the *Action* column:

- eSNAP
- Fellowship Face Page
- Progress Report
- JIT
- Closed
- Requires Closeout
- Transmittal Sheet

The following is a sample of what the PD/PI might see.

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	eSubmission Status	Current Application Status	Status Date	Action
5R01AI107069-05		Allergy Research	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2008	Requires Closeout
AN:202940	GRANT00036549	Medical Cancer Research of the ALL	JACK, CAPTAIN	Pending Verification	Application has been entered into computer	02/10/2009	Transmittal Sheet

Figure 134: Status Result – List of Applications/Grants Screen

The *Status Results – List of Applications/Grants* screen shows the Grants.gov Tracking # column and eSubmission Status.

NOTE: The Grants.gov Tracking # column is blank for the applications submitted on a paper..

9.3.2.1 eSubmission Status

The *eSubmission Status* of applications/grants can be seen on the same screen.

9.3.2.2 Status Information

To view the *Status Information* screen, click the **Grant Number** or **Accession Number** in the *Application ID* column. For details, please refer to *Status Information* section.

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	eSubmission Status	Current Application Status	Status Date	Action
5R01AI107069-05		Allergy Research	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2008	Requires Closeout
5R01HL10703C-02		Research on the Heart and Other Stuff	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2008	
1R01HL10703E-01		New Interesting Research on the Heart	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2007	
5R01CA10/U35-U2		Program Project for Cancer Research	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2008	Requires Closeout
1R01CA10703E-01		New Important Cancer Research	JACK, CAPTAIN		Awarded. Non-fellowships only	02/11/2007	
1R01CA10703E-01		New Medical Cancer Research of the Thyroid	JACK, CAPTAIN		IRG NRFC - Pending Dual Council	02/10/2009	JIT
5R01HL10703E-03		Heart Research to Sample Northern Area Pumpkins	JACK, CAPTAIN	REVW	Pending		eSNA? Progress Report
5R01CA10/U35-U3		Cancer Research in Simple Note Abstracting Programs	JACK, CAPTAIN	HW	Pending		eSNA? Progress Report
AN:202943	GRANT00036552	Medical Cancer Research of the ALL	JACK, CAPTAIN	Refused	Application has been entered into computer	02/10/2009	Transmittal Sheet
AN:202942	GRANT00036551	Medical Cancer Research of the ALL	JACK, CAPTAIN	Submission Complete	Application has been entered into computer	02/10/2009	Transmittal Sheet

Figure 135: Status Results – List of Applications/Grants Screen

9.3.3 Recent/Pending eSubmissions

Upon selecting **Recent/Pending eSubmissions** hyperlink or **Recent/Pending eSubmissions** tab, the *Status Result – Recent/Pending eSubmissions* screen displays a list of all of the failed electronic submissions that have not been verified by NIH, as well as error-free applications that are awaiting verification.

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health

Welcome smayne
 Institution: YALE UNIVERSITY
 Authority: PI [Log-out](#)

Version 2.25.01

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

Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

Status Result - Recent/Pending eSubmissions ?

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click **Recent/Pending eSubmissions** menu tab again.

No records met the criteria. 0 - 0 of 0

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors
-----------------------	----------------	--------------------	----------------	---------	-------------------------	-----------------------

Export to Excel Show Query Print Hitlist

Figure 136: Status Result – Recent/Pending eSubmissions Screen.

This *Status Result* information list is displayed with the following information fields:

- Grants.gov Tracking #
- Application ID
- eSubmission Status
- Proposal Title
- PD/PI Name
- eSubmission Status Date
- Show All Prior Errors

9.3.4 Viewing Errors and Warnings

To view all errors and warnings, select the **Show All Prior Errors** hyperlink in the corresponding *Show All Prior Errors* column within the *Status Result – Recent/Pending eSubmissions* screen for a specific grant.

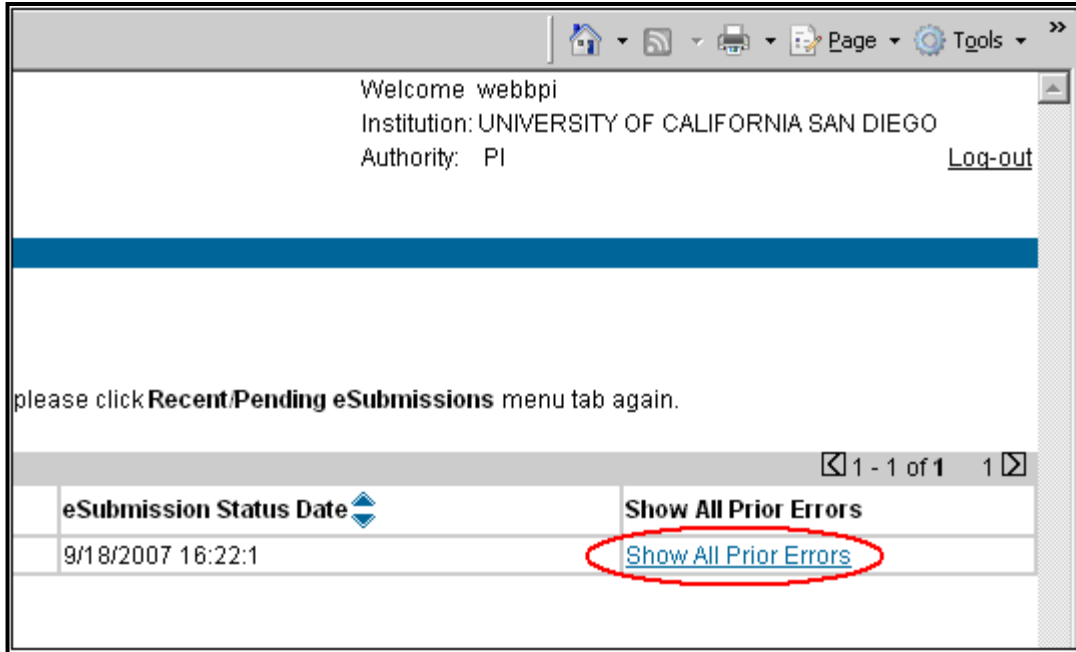


Figure 137: Show All Prior Errors Hyperlink

Errors and warnings (ordered by Grants.gov tracking number) will be displayed in a new window. It is possible to receive an *Error/Warning for Prior Failed eSubmissions* message screen as depicted by the following image.

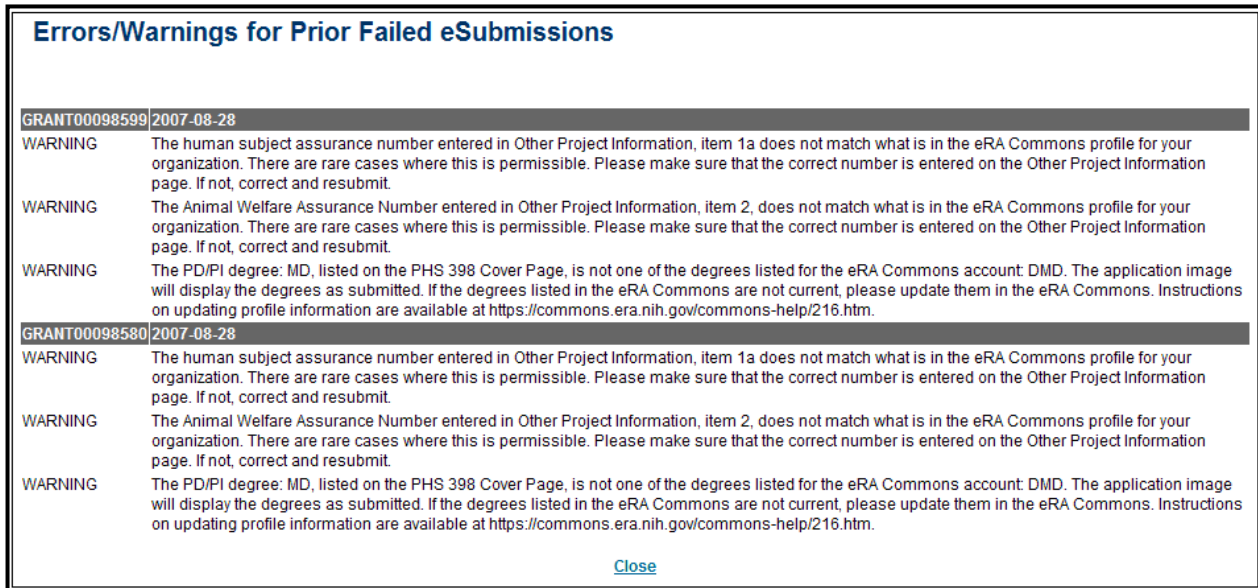


Figure 138: Errors/Warnings for Prior Failed eSubmissions Screen

9.4 Status – Assistants & PD/PI Delegates

Institutional users with ASST and delegated PD/PI roles will have the same functionality as a PD/PI with regard to the **Status** option within the eRA Commons system with the exception that only the PI may see the Summary Statement review results.

After signing into the eRA Commons system and selecting the **Status** tab at the top of the screen, any Grants.gov Tracking Number entered is going to be searched only within the scope of the PD/PI to whom the ASST is a delegate. Therefore, it is possible that a valid Grants.gov Tracking Number is entered but is not returned in a query because it is not associated with that specific PD/PI.

NOTE: When moving between *Status* screens, the PD/PI field defaults back to the first PD/PIs name.

9.5 *Just-In-Time (JIT)*

9.5.1 Features

The JIT feature of the eRA Commons allows the electronic submittal of additional grant application information after the completion of the peer review, and prior to funding. The PD/PI and the SO work together to complete and submit Other Support, Budget, IACUC, IRB, and/or Human Subject Assurances information directly to the NIH when that information is requested. The JIT feature is available for applications meeting established business criteria. In general this feature becomes available for applications that fall within a certain percentile or priority score range. However, applicants should not submit any JIT information until specifically requested by the agency. These requests can be eRA-system generated e-mails or contacts directly from the specific awarding agency via e-mail and/or phone.

NOTE: All JIT attachments should be submitted in PDF format with a maximum size of 6MB.

NOTE: NIH is the only agency that uses the JIT concept as currently designed in the Commons.

NOTE: Although a PD/PI may save this information through Commons, only an SO may submit JIT information to NIH.

Once the information has been submitted to the NIH, it will be available for viewing in **Status** in the *Other Relevant Documents* section.

To query for JITs as an SO:

1. Log into Commons as a SO
2. Select the **Status** tab at the top of the eRA Commons home page
3. Click the **Just-In-Time** hyperlink on the left side of the screen.

The screenshot shows the eRA Commons interface. At the top, the logo for eRA Commons is displayed, along with the text "Electronic Research Administration" and "Sponsored by National Institutes of Health". The version number "Version 2.25.01" is also visible. The user is logged in as "glenn-so" from the "UNIVERSITY OF TEXAS AUSTIN" with authority "SO". A navigation menu includes links for Home, Admin, Institution Profile, Personal Profile, Status (highlighted with a red circle), eSNAP, xTrain, Links, eRA Partners, and Help.

The main heading is "Status". Below it, an "Important Note" states: "Please provide additional search parameters to narrow down your searches by PI First and Last name. This will enable search results to retrieve data promptly and avoid existing issue of delay in data retrieval." A sidebar menu on the left includes "General Search" (highlighted with a red circle), "Just In Time" (highlighted with a red circle), "Pending Progress Report", "Recently Awarded", "Recent/Pending eSubmissions", and "Closeout".


The "General Search" form contains the following fields:

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Accession Number	<input type="text"/>							
Grants.gov Tracking #	<input type="text"/>							
PI Name	Last	First						
	<input type="text"/>	<input type="text"/>						
Application Status	All <input type="button" value="v"/>							
Budget Start Date	From	<input type="text" value="01/12/2009"/>	<input type="button" value="calendar"/>	(MM/DD/YYYY)	To	<input type="text" value="07/12/2010"/>	<input type="button" value="calendar"/>	(MM/DD/YYYY)
Budget End Date	From	<input type="text"/>	<input type="button" value="calendar"/>	(MM/DD/YYYY)	To	<input type="text"/>	<input type="button" value="calendar"/>	(MM/DD/YYYY)
Organization Hierarchy	School	ALL <input type="button" value="v"/>						
	Division	ALL <input type="button" value="v"/>						
	Department	ALL <input type="button" value="v"/>						
<input type="button" value="Search"/>		<input type="button" value="Clear"/>						

Figure 139: Status – Just In Time Search Screen

4. Enter any known information (PD/PI Name, Grant Number, etc.) into any of the available data fields and click **Search**.
5. From the *Status Result – Just-In-Time* screen, select the **JIT** hyperlink in the *Action* column for the desired grant to launch the *Just-In-Time* screen.

NOTE: A PD/PI is able to access the **JIT** hyperlink from the PD/PI status page. For more information see the heading [Status – Program Directors/Principal Investigators](#).



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Version 2.25.01

Welcome glenn-so
Institution: UNIVERSITY OF TEXAS AUSTIN
Authority: SO [Log-out](#)

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

Status Result - Just In Time ?

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. Thank you for your cooperation.

1 - 51 of 51 1

Application ID	Proposal Title	PI Name	Application Status	Status Date	Action
1R01EB007573-01A2	A Hierarchical Human-Robot Interface for an Intelligent Wheelchair	KUIPERS, BENJAMIN JACK	Council review completed	09/16/2008	JIT Transmittal Sheet
1R03DA025225-01A1 (MPI)	Depressive Symptoms and Smoking in Middle-Aged and Older Women	HOLAHAN, CAROLE K.	Council review completed	02/10/2009	JIT Transmittal Sheet
1R01CA132813-01A1	Mechanisms of ATM activation	PAULL, TANYA T	Council review completed	09/09/2008	JIT Times Revised (1) Transmittal Sheet
1P20AA017838-01	Medication Development for Treatment of Alcoholism	HARRIS, R ADRON	Council review completed	09/18/2008	JIT
1R03AA018197-01	In vitro screening of novel therapeutic agents for the treatment of alcohol abuse	MIHIC, S JOHN	Pending	03/17/2009	JIT Transmittal Sheet
1R34MH083872-01A1	Telehealth Problem-Solving Therapy for Depressed Homebound Older Adults	CHOI, NAMKEE G	Pending	03/09/2009	JIT Times Revised (1) Transmittal Sheet

Figure 140: Status Result – Just-In-Time Screen

NOTE: The JIT link is displayed on the *Status Result- Just-In-Time* screen in the Action column until the application is awarded so that users can modify all elements within the JIT.

The following elements can be uploaded within JIT:

- Other Support File
- Budget Upload
- Other Upload
- Human Subject Education

Figure 141: Just-In-Time Screen

NOTE: Although there are three buttons (Submit, Save, and View Just In Time Report) at the bottom of the screen, only the **Save** and **View Just In Time Report** buttons are active to the PD/PI until after the Save button has been selected. The SO has access to all three buttons.

To upload a file:

1. Click the **Import** button of the file to be uploaded.
2. Click **Browse** and select the document you wish to upload.
3. Click **Upload File** button.

Figure 142: File Upload Screen

Other Support Documentation is always available. If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this *Just-in-Time* screen.

It is requested that active and pending support for all key personnel be provided. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide Other Support information, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the **Import** button provided.

Please provide active and pending support for all key personnel. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Number of Submissions
Other Support File:			NOT UPLOADED	<input type="button" value="Import"/>
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>
Other Upload:			NOT UPLOADED	<input type="button" value="Import"/>

Figure 143: JIT Import Other Support File

NOTE: All grants with a priority score between 10 and 60 (no percentile) shall have access to JIT or grants that have a percentile score of 30 or less shall have access to JIT. This link should only be accessed when the information is requested by NIH.

NOTE: For detailed information on JIT uploads and the JIT submission process, refer to the guidance message text on the *Just-In-Time* screen in Commons and the [JIT policy](#).

9.5.2 Times Revised/Number of Submissions

Each section of the JIT information can be submitted separately and more than once as long as at least one field element has been completed. The *Status Result - Just-In-Time* screen shows the total number of times the report was revised. The *Just-In-Time* screen displays the number of file and data submissions.

Status Result - Just In Time ?

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. Thank you for your cooperation.

1 - 74 of 74 1

Application ID	Proposal Title	PI Name	Application Status	Status Date	Action
1K02AG027724-01A2	Exercise and Age-Related Arterial Stiffening: Cellular and Molecular Mechanisms	TANAKA, HIROFUMI	Council review completed	09/26/2007	JIT
1K22CA120588-01A2	Inhibition of aryl hydrocarbon-induced signal transduction	CIOLINO, HENRY P	Council review completed	09/18/2007	JIT Times Revised (1)
1R03CA133924-01	Identification of Flavonoid Metabolites	BRODBELT, JENNIFER S	Council review completed	02/07/2008	JIT Transmittal Sheet

Figure 144: Search Results-JIT Screen Showing Times Revised

Please provide active and pending support for all key personnel. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Import	Number of Submissions
Other Support File:			NOT UPLOADED	<input type="button" value="Import"/>	2
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>	1
Other Upload:			NOT UPLOADED	<input type="button" value="Import"/>	4

IRB Date in MM/DD/YYYY format: (MM/DD/YYYY) **Number of Submissions** 2

Your institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your institution. Please select one number.

Figure 145: JIT Screen Showing Number Of Submissions

NOTE: When a JIT report is revised, the additional information is appended to the existing JIT data and the JIT report will show all information. The newly added information does NOT overwrite the existing JIT report.

9.5.3 Viewing the JIT Report

The JIT report is viewed by the SO and the PD/PI by clicking on the **View Just-In-Time Report** button located at the bottom of the *Just-In-Time* screen.

Figure 146: View Just-In-Time Report Button

Once the JIT report is submitted the SO, the PD/PI and the SO can view the JIT report in the Other Relevant Documents section of the *Status Information* screen. The submitted date and the times revised are also shown.

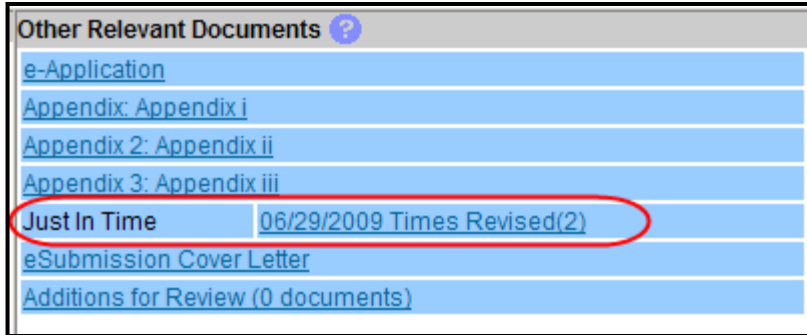


Figure 147: Other Relevant Documents Screen Showing JIT Report

9.6 Pending Progress Report

A noncompeting grant progress report, the *Pending Progress Report* is submitted by grantees to report progress and continue funding for a grant's out years. Users with SO and/or AO role are able to search for *Pending Progress Reports* via **Status** tab:

Select the **Status** tab from the top of the eRA Commons screen and select the **Pending Progress Report** hyperlink.

The screenshot shows the eRA Commons Status page. The 'Status' tab is selected. On the left, a list of links includes 'Pending Progress Report', which is highlighted with a red oval. The main content area is a search form titled 'General Search' with the following fields:

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accession Number	<input type="text"/>					
Grants.gov Tracking #	<input type="text"/>					
PI Name	Last	First		<input type="text"/>		
Application Status	All <input type="text"/>					
Budget Start Date	From	01/12/2009	(MM/DD/YYYY)	To	07/12/2010	(MM/DD/YYYY)
Budget End Date	From	<input type="text"/>	(MM/DD/YYYY)	To	<input type="text"/>	(MM/DD/YYYY)
Organization Hierarchy	School	ALL <input type="text"/>				
	Division	Department		ALL <input type="text"/>		
	ALL <input type="text"/>	ALL <input type="text"/>				

Search Clear

Figure 148: Pending Progress Report Search Screen

1. Enter any known information (PD/PI Name, Grant Number, etc.) into any of the available data fields and click **Search**.

Figure 149: Status – Pending Progress Report Search Screen

9.6.1 Status Result – Pending Progress Report

Once a query is executed and the *Status Result – Pending Progress Report* screen displays, the **Progress Report** hyperlink is available in the *Action* column. For more information on executing a query, see the heading *Performing a Query*.

Application ID	Proposal Title	PI Name	Application Status	Due Date	Action
5R01NS055380-03	Development of a SimTK-based framework for hemiparetic walking assessment	NEPTUNE, RICHARD R	Pending	02/16/2009	Progress Report
5R01GM076536-04	Cell chips for genome-wide protein and RNA localization in single cells	MARCOTTE, EDWARD M	Pending	02/16/2009	Progress Report
5R01GM037951-25	Involvement of Proteins in Splicing Group I and Group II Introns	LAMBOWITZ, ALAN M.	Pending	04/16/2009	Progress Report
5R01GM069445-06	Catalytic C-C Bond Forming Hydrogenations	KRISCHE, MICHAEL J	Pending	02/01/2010	Progress Report

Figure 150: Status Results Pending Progress Report Screen

The retrieved records are displayed in rows and can be reordered using the directional arrow options. Users may launch the **Progress Report** directly from the hit list.

Electronic Research Administration		eRA Commons		Version 2.21.1.9		Welcome glenn_so Institution: UNIVERSITY OF TEXAS AUSTIN Authority: SO Log-out			
Home	Admin	Institution Profile	Personal Profile	Status	eSNAP	xTrain	Links	eRA Partners	Help
Status Result - Pending Progress Report									
								1 - 11 of 11	
Application ID	Proposal Title	PI Name	Application Status	Due Date	Action				
5R01GM073087-03	A New Approach to Rapid Protein-Protein Docking	BAJAJ, CHANDRAJIT L	Pending	01/01/2008	eSNAP Progress Report				
5R01GM057756-10	Experimental models of viral genome evolution	BULL, JAMES J.	Pending	07/16/2007	eSNAP Progress Report				
5U01AA013475-07	Molecular Basis of Excessive Alcohol Drinking	BERGESON, SUSAN E.	Pending	07/01/2007	Progress Report				

Figure 151: Status Result – Pending Progress Report Sort Option Screen

The following is a sample (partial page) Grant Progress Report.

Department of Health and Human Services Public Health Services				Review Group ZAA1DD70	Type 5	Activity U01	Grant Number 5 U01 AA013475-07	
Grant Progress Report				Total Project Period From: 09/27/2001 Through: 08/31/2011				
				Requested Budget Period From: 09/01/2007 Through: 08/31/2008				
1. TITLE OF PROJECT Molecular Basis of Excessive Alcohol Drinking								
2a. PROGRAM DIRECTOR / PRINCIPAL INVESTIGATOR (Name and address, street, city, state, zip code) BERGESON, Susan E. A4800, MBB1.138AA Univ. of Texas at Austin 2500 Speedway				2b. E-MAIL ADDRESS eRAtest@mail.nih.gov				
				2c. DEPARTMENT, SERVICE, LABORATORY, OR EQUIVALENT WAGGONER CENTER FOR ALCOHOL AND ADDICTION RESEARCH				
				2d. MAJOR SUBDIVISION COLLEGE OF NATURAL SCIENCES				
				2e. Tel: 512-232-3574		Fax: 512-232-2525		
3a. APPLICANT ORGANIZATION (Name and address, street, city, state, zip code) UNIVERSITY OF TEXAS AUSTIN UNIVERSITY OF TEXAS AUSTIN PO BOX 7726 AUSTIN, TX 78713				3b. Tel:				Fax:
				3c. DUNS: 170230239				
				4. ENTITY IDENTIFICATION NUMBER 1746000203A4				
6. HUMAN SUBJECTS <input type="checkbox"/> No <input type="checkbox"/> Yes				5. NAME, TITLE AND ADDRESS OF ADMINISTRATIVE OFFICIAL				
6a. Research Exempt <input type="checkbox"/> No <input type="checkbox"/> Yes		If Exempt ("Yes" in 6a): Exemption No.		If Not Exempt ("No" in 6a): IRB Approval Date		ASSOCIATE DIRECTOR UNIVERSITY OF TEXAS, AUSTIN OFFICE OF SPONSORED PROJECTS PO BOX 7726, CAMPUS CODE, A9000 AUSTIN, TX 78713-7726		
6b. Federal Wide Assurance No. 00002030				Tel:				Fax:
6c. NIH-Defined Phase III								

Figure 152: Sample Grant Progress Report (Partial) Screen

NOTE: This may only be used for non-SNAP eligible paper submissions.

9.7 Fellowships

An *Individual Fellowship Progress Report* can be pulled down from Commons using the **Fellowship Face Page** hyperlink in the *Status Result - Pending Progress Report* screen. To pull this *Fellowship Progress Report*:

1. Select the **Status** tab from the top of the eRA Commons screen and select the **Pending Progress Report** hyperlink.

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with tabs: Home, Admin, Institution Profile, Personal Profile, Status (selected), eSNAP, xTrain, Links, eRA Partners, and Help. The main content area is titled "Status" and includes an "Important Note" about search parameters. Below the note is a "General Search" form with various input fields and dropdown menus. The "Pending Progress Report" link in the left sidebar is highlighted with a red box.

General Search

Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accession Number	<input type="text"/>					
Grants.gov Tracking #	<input type="text"/>					
PI Name	Last	First		<input type="text"/>		
Application Status	All <input type="button" value="v"/>					
Budget Start Date	From	<input type="text" value="01/12/2009"/>	To	<input type="text" value="07/12/2010"/>		
Budget End Date	From	<input type="text"/>	To	<input type="text"/>		
Organization Hierarchy	School	ALL <input type="button" value="v"/>				
	Division	Department				
	ALL <input type="button" value="v"/>	ALL <input type="button" value="v"/>				

Search

Figure 153: Pending Progress Report Search Screen

Users may launch the *Fellowship* report directly from the hit list by selecting the **Fellowship Face Page** hyperlink in the *Action* column.

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health
 Version 2.25.01

Welcome glenn-so
 Institution: UNIVERSITY OF TEXAS AUSTIN
 Authority: SO [Log-out](#)

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

Status Result - Pending Progress Report

1 - 100 of 188 1 2

Application ID	Proposal Title	PI Name	Application Status	Due Date	Action
5T32MH018837-05	TRAINING PROGRAM IN NEUROBIOLOGY AND BEHAVIOR	CREWS, DAVID P	Pending		Progress Report
5F32NS009633-02	NEUROENDOCRINE REGULATION OF FEMALE BEHAVIOR IN FISH	DUNLAP, KENT D	Pending		Fellowship Face Page
5F31MH011194-03	AGGRESSIVE BEHAVIOR AND ANDROGEN SURGES	PHELPS, STEVEN M	Pending		Fellowship Face Page
5R24EY012877-04	POLARIZATION SENSITIVE RETINAL TOMOGRAPHY FOR GLACOMA	RYLANDER, H G	Pending		eSNAP Progress Report
5R01NS055380-03	Development of a SimTK-based framework for hemiparetic walking assessment	NEPTUNE, RICHARD R	Pending	02/16/2009	eSNAP Progress Report
5R01GM067317-07	The CRW Project: A Comparative Database of RNA Molecules	GUTELL, ROBIN R	Pending	11/01/2009	eSNAP Progress Report
5F31AA017020-03	Ethanol modulation of midbrain GABAergic synaptic transmission	THEILE, JONATHAN	Pending	11/01/2009	Fellowship Face Page
5F31AA017834-02	Central Amygdala CART modulates ethanol withdrawal induced anxiety	SALINAS, ARMANDO	Pending	11/01/2009	Fellowship Face Page

Export to Excel Show Query Print Hitlist

Figure 154: Status Result – Pending Progress Report Fellowship Screen

2. Select the **Fellowship Face Page** hyperlink in the *Action* column of the Status Result – General Search hit list to retrieve the *Fellowship* report from the database of the adjacent grant.

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health

Welcome glenn-so
 Institution: UNIVERSITY OF TEXAS AUSTIN
 Authority: SO [Log-out](#)

Version 2.25.01

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

Status ?

Important Note:
 Please provide additional search parameters to narrow down your searches by PI First and Last name. This will enable search results to retrieve data promptly and avoid existing issue of delay in data retrieval.

[General Search](#)
[Just In Time](#)
[Pending Progress Report](#)
[Recently Awarded](#)
[Recent/Pending eSubmissions](#)
[Closeout](#)

General Search						
Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accession Number	<input type="text"/>					
Grants.gov Tracking #	<input type="text"/>					
PI Name	Last	First				
	<input type="text"/>	<input type="text"/>				
Application Status	All <input type="button" value="v"/>					
Budget Start Date	From	<input type="text" value="01/12/2009"/>	<input type="button" value="calendar"/>	To	<input type="text" value="07/12/2010"/>	<input type="button" value="calendar"/>
		(MM/DD/YYYY)				
Budget End Date	From	<input type="text"/>	<input type="button" value="calendar"/>	To	<input type="text"/>	<input type="button" value="calendar"/>
		(MM/DD/YYYY)				
Organization Hierarchy	School	ALL <input type="button" value="v"/>				
	Division	ALL <input type="button" value="v"/>				
	Department	ALL <input type="button" value="v"/>				
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

Figure 156: Recently Awarded Status Search Screen

3. Enter query criteria.
4. Click the **Search** button.

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eRA Commons
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Welcome glenn-so
 Institution: UNIVERSITY OF TEXAS AUSTIN
 Authority: SO [Log-out](#)

Version 2.25.01

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

Status ?

[General Search](#)
[Just In Time](#)
[Pending Progress Report](#)
[Recently Awarded](#)
[Recent/Pending eSubmissions](#)
[Closeout](#)

Recently Awarded						
Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PI Name	Last	First				
	<input type="text"/>	<input type="text"/>				
Organization Hierarchy	School	ALL <input type="button" value="v"/>				
	Division	ALL <input type="button" value="v"/>				
	Department	ALL <input type="button" value="v"/>				
Days Since Award	<input type="text" value="15"/>					
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

Figure 157: Recently Awarded Status Search Screen

9.8.1 Status Result – Recently Awarded

Once a query is executed and the *Status Result – Recently Awarded* screen displays, additional hyperlinks are available. For more information on executing a query, see the heading *Performing a Query*.

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

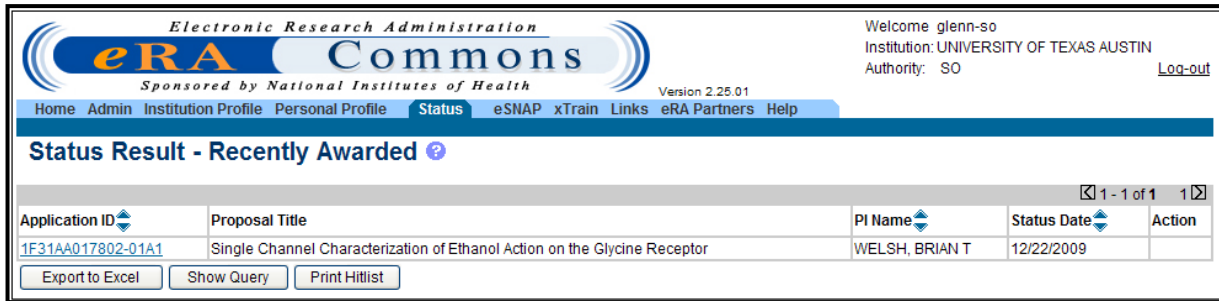


Figure 158: Status Result – Recently Awarded Screen

9.9 Recent/Pending eSubmissions

To search for recent/pending eSubmissions:

1. Select the **Status** tab and from the Status menu.
2. Select the **Recent/Pending eSubmissions** hyperlink.

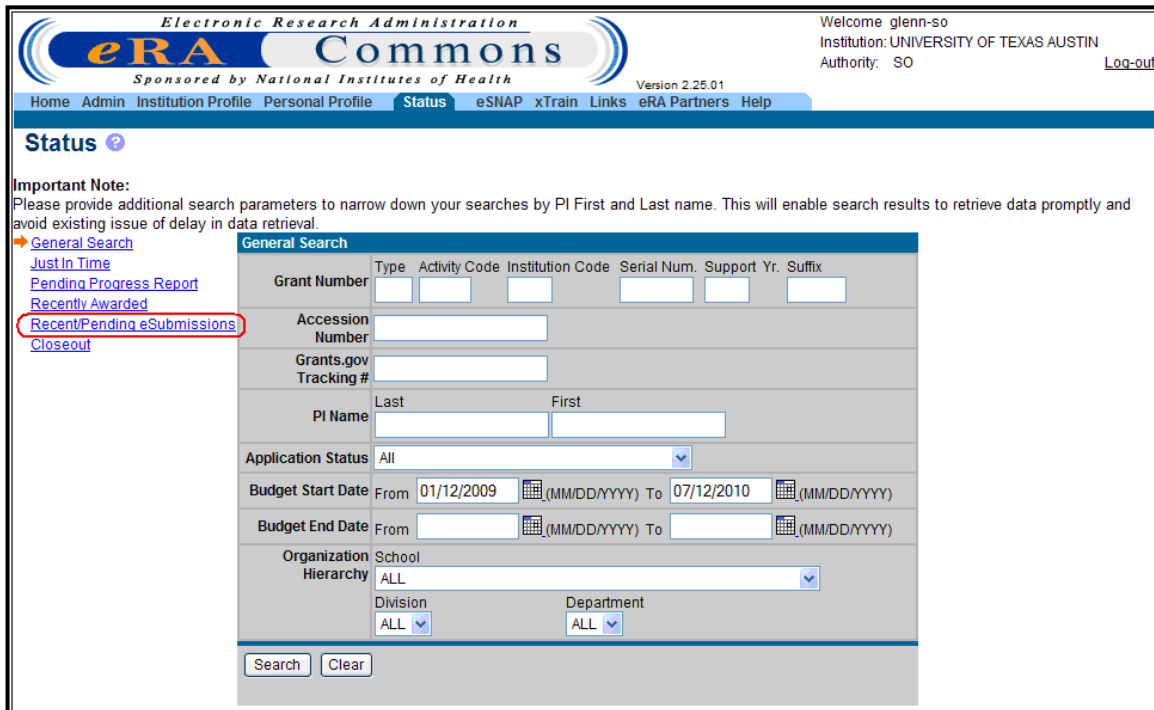


Figure 159: Status Search Screen – Recent/Pending eSubmissions

3. Enter query criteria to narrow the search. You may search for pre-verified eSubmissions by Accession Number, Grants.gov Tracking Number, eSubmission status (all, pending verification, or refused), or received date (in the format MM/DD/YYYY).
4. Click the **Search** button.

The screenshot shows the eRA Commons Status page. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, and Help. The user is logged in as glenn-so from the University of Texas Austin. The main content area is titled "Status" and includes an "Important Note" about search parameters. Below the note is a search form for "Recent/Pending eSubmissions" with fields for Accession Number, Grants.gov Tracking #, eSubmission Status (set to All), and Received Date (From 10/14/2009 to 01/12/2010). A red box highlights the search criteria fields. At the bottom of the form are "Search" and "Clear" buttons.

Figure 160: Status - Recent/Pending eSubmissions Search Screen

NOTE: SOs and AOs can access recently submitted and pending grant applications for their institution by clicking the **Recent/Pending eSubmissions** hyperlink, which is available on the eRA Commons *Status* screen.

A user with PD/PI role is able to access Recent/Pending eSubmissions from the different interface. For more information see the heading Status – Program Directors/Principal Investigators.

9.9.1 Status Result – Recent/Pending eSubmissions

Once a query is executed and the *Status Result – Recent/Pending eSubmissions Search* screen displays, additional hyperlinks are available.

- Show All Prior Errors
- Transmittal Sheet
- Reject eApplication

For more information on executing a query, see the heading Performing a Query.

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help							
Status Result - Recent/Pending eSubmissions Search ?							
1 - 34 of 34 1							
Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3027400	GRANT00506526	Pending Verification	F33-PA00-333-TST-31709-H	LEE, ANNA J	3/31/2009 11:15:19	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027384	GRANT00506520	Pending Verification	K18-PA00-518-032709-RR-H	LEE, ANNA J	3/31/2009 10:16:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027368	GRANT00506475	Pending Verification	K01-PA00-501-TST-032709-H	LEE, ANNA J	3/30/2009 16:32:10	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027367	GRANT00506471	Pending Verification	F32-PAR00-332-TST-FS10P-18.3-OO-H	LEE, ANNA J	3/30/2009 16:32:9	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027357	GRANT00506464	Pending Verification	F32-PA00-332-TST-32709-14p-E	LEE, ANNA J	3/27/2009 14:26:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027356	GRANT00506462	Pending Verification	F32-PA00-332-TST-32709-10p-H	LEE, ANNA J	3/27/2009 14:10:19	Show All Prior Errors	Transmittal Sheet Reject eApplication

Figure 161: Status Result – Recent/Pending eSubmissions Search Screen

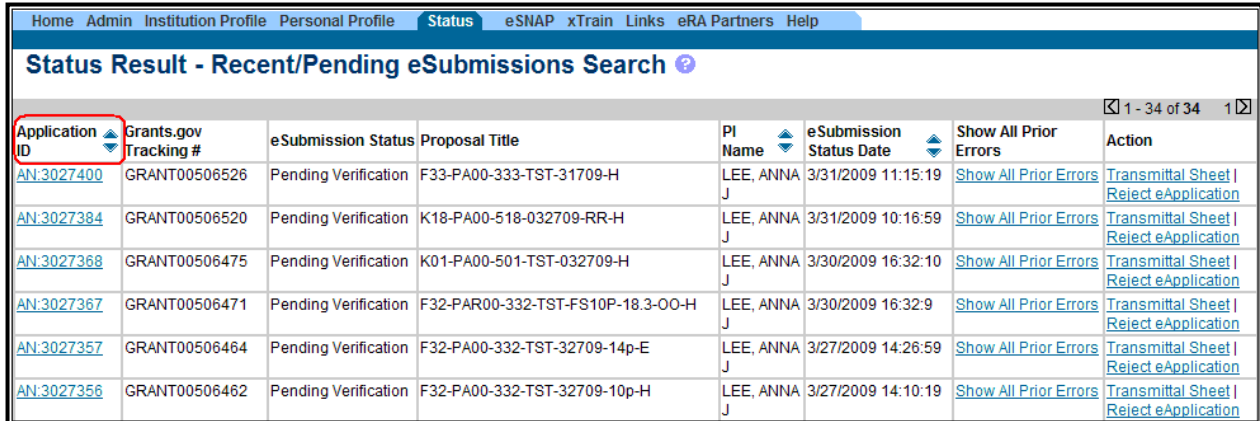
Once a query is executed, the retrieved records are displayed in rows and can be reordered using the directional arrow options.

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help							
Status Result - Recent/Pending eSubmissions Search ?							
1 - 34 of 34 1							
Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3027400	GRANT00506526	Pending Verification	F33-PA00-333-TST-31709-H	LEE, ANNA J	3/31/2009 11:15:19	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027384	GRANT00506520	Pending Verification	K18-PA00-518-032709-RR-H	LEE, ANNA J	3/31/2009 10:16:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027368	GRANT00506475	Pending Verification	K01-PA00-501-TST-032709-H	LEE, ANNA J	3/30/2009 16:32:10	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027367	GRANT00506471	Pending Verification	F32-PAR00-332-TST-FS10P-18.3-OO-H	LEE, ANNA J	3/30/2009 16:32:9	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027357	GRANT00506464	Pending Verification	F32-PA00-332-TST-32709-14p-E	LEE, ANNA J	3/27/2009 14:26:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027356	GRANT00506462	Pending Verification	F32-PA00-332-TST-32709-10p-H	LEE, ANNA J	3/27/2009 14:10:19	Show All Prior Errors	Transmittal Sheet Reject eApplication

Figure 162: Status Result – Recent/Pending eSubmissions Sort Option Screen

9.9.1.1 Status Information

To view the *Status Information* screen, click the **Accession Number** in the **Application ID** column.



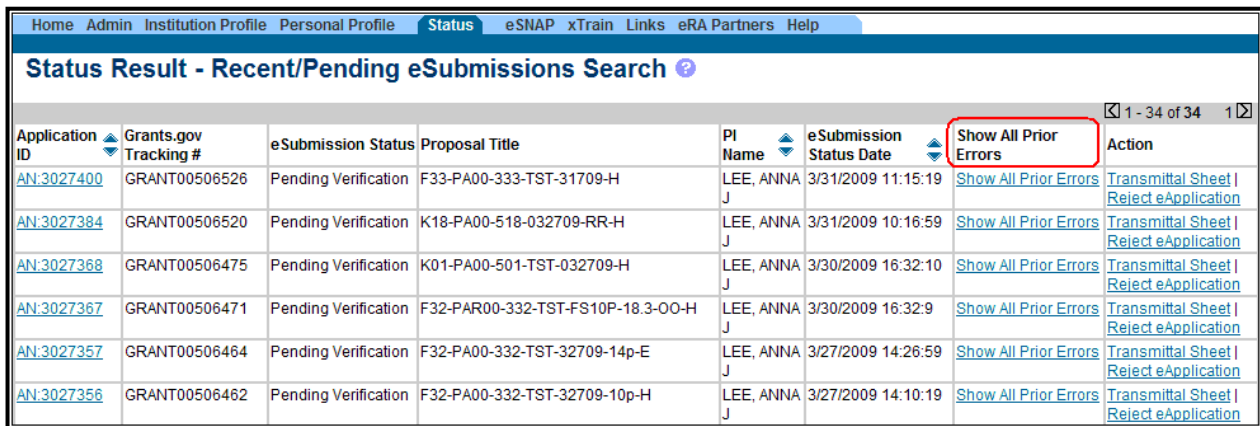
Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3027400	GRANT00506526	Pending Verification	F33-PA00-333-TST-31709-H	LEE, ANNA J	3/31/2009 11:15:19	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027384	GRANT00506520	Pending Verification	K18-PA00-518-032709-RR-H	LEE, ANNA J	3/31/2009 10:16:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027368	GRANT00506475	Pending Verification	K01-PA00-501-TST-032709-H	LEE, ANNA J	3/30/2009 16:32:10	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027367	GRANT00506471	Pending Verification	F32-PAR00-332-TST-FS10P-18.3-OO-H	LEE, ANNA J	3/30/2009 16:32:9	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027357	GRANT00506464	Pending Verification	F32-PA00-332-TST-32709-14p-E	LEE, ANNA J	3/27/2009 14:26:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027356	GRANT00506462	Pending Verification	F32-PA00-332-TST-32709-10p-H	LEE, ANNA J	3/27/2009 14:10:19	Show All Prior Errors	Transmittal Sheet Reject eApplication

Figure 163: Status Results Screen - Showing Application ID Column

9.9.2 Viewing Errors and Warnings

9.9.2.1 Show All Prior Errors

For any specific grant, you may select the **Show All Prior Errors** link to view a list of errors and/or warnings associated with a specific grant.



Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3027400	GRANT00506526	Pending Verification	F33-PA00-333-TST-31709-H	LEE, ANNA J	3/31/2009 11:15:19	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027384	GRANT00506520	Pending Verification	K18-PA00-518-032709-RR-H	LEE, ANNA J	3/31/2009 10:16:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027368	GRANT00506475	Pending Verification	K01-PA00-501-TST-032709-H	LEE, ANNA J	3/30/2009 16:32:10	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027367	GRANT00506471	Pending Verification	F32-PAR00-332-TST-FS10P-18.3-OO-H	LEE, ANNA J	3/30/2009 16:32:9	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027357	GRANT00506464	Pending Verification	F32-PA00-332-TST-32709-14p-E	LEE, ANNA J	3/27/2009 14:26:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027356	GRANT00506462	Pending Verification	F32-PA00-332-TST-32709-10p-H	LEE, ANNA J	3/27/2009 14:10:19	Show All Prior Errors	Transmittal Sheet Reject eApplication

Figure 164: Status Results Screen - Showing All Prior Errors Column

The *Errors/Warnings for Prior Failed eSubmissions* list is displayed in a separate Internet window.

Errors/Warnings for Prior Failed eSubmissions

ZZ1238596463178	2009-04-01
ERROR	The modular budget year 2 end date must be later than the modular budget year 2 start date and less than or equal to the proposed project end date listed on the SF 424 RR Cover page.
WARNING	The Animal Welfare Assurance Number entered in Other Project Information, item 2, does not match what is in the eRA Commons profile for your organization. There are rare cases where this is permissible. Please make sure that the correct number is entered on the Other Project Information page. If not, correct and resubmit.
WARNING	For new applications and resubmissions, the modular budget year 1 start date must be the same as the proposed project start date listed on the SF 424 RR Cover Page.
WARNING	The PD/PI degree: DSC, listed on the PHS 398 Cover Page, is not one of the degrees listed for the eRA Commons account: DDS,MD. The application image will display the degrees as submitted. If the degrees listed in the eRA Commons are not current, please update them in the eRA Commons. Instructions on updating profile information are available at https://commons.era.nih.gov/commons-help/216.htm .
WARNING	The human subject assurance number entered in Other Project Information, item 1a does not match what is in the eRA Commons profile for your organization. There are rare cases where this is permissible. Please make sure that the correct number is entered on the Other Project Information page. If not, correct and resubmit. Note, if you do not have an approved assurance on file with OHRP and have inserted "None" in item 1a, no correction is necessary.

[Close](#)

Figure 165: Errors/Warnings for Prior Failed eSubmissions

9.9.2.2 Display Status Information

Another way to view errors and warnings associated with a specific grant is to select the applicable Accession Number hyperlink in the **Application ID** column.

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners Help							
Status Result - Recent/Pending eSubmissions Search ?							
Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:3027400	GRANT00506526	Pending Verification	F33-PA00-333-TST-31709-H	LEE, ANNA J	3/31/2009 11:15:19	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027384	GRANT00506520	Pending Verification	K18-PA00-518-032709-RR-H	LEE, ANNA J	3/31/2009 10:16:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027368	GRANT00506475	Pending Verification	K01-PA00-501-TST-032709-H	LEE, ANNA J	3/30/2009 16:32:10	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027367	GRANT00506471	Pending Verification	F32-PAR00-332-TST-FS10P-18.3-OO-H	LEE, ANNA J	3/30/2009 16:32:9	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027357	GRANT00506464	Pending Verification	F32-PA00-332-TST-32709-14p-E	LEE, ANNA J	3/27/2009 14:26:59	Show All Prior Errors	Transmittal Sheet Reject eApplication
AN:3027356	GRANT00506462	Pending Verification	F32-PA00-332-TST-32709-10p-H	LEE, ANNA J	3/27/2009 14:10:19	Show All Prior Errors	Transmittal Sheet Reject eApplication

Figure 166: Status Information Screen

Any relevant errors and warnings (ordered by Grants.gov tracking number) are displayed in a separate Internet window.

Status Information

eSubmission Errors/Warning

- ! In most cases, a Bibliography and References Cited attachment should be included. - Warning
- ! No degrees have been submitted for the PD/PI. If you want the degrees to be displayed on the face page of the application image, you should include them on the PHS 398 Cover Page Supplement. - Warning

General Grant Information		Other Relevant Documents ?
<p>Status: Award terminated.</p> <p>Institution Name: UNIVERSITY OF TEXAS AUSTIN</p> <p>School Name:</p> <p>School Category:</p> <p>Division Name:</p> <p>Department Name:</p> <p>PI Name: Lee, Anna J</p> <p>Application ID: 2R34AG032196-02</p> <p>Proposal Title: R34D-New-H</p> <p>Proposal Receipt Date: 11/13/2007</p> <p>Last Status Update Date: 06/24/2008</p> <p>Current Award Notice Date:</p> <p>Application Source: Grants.gov</p> <p>Project Period Begin Date: 03/01/2008</p> <p>Project Period End Date: 05/30/2009</p> <p>eApplication Status: Submission Complete</p> <p>FOA: [AA06-R34] - Exploratory/Developmental Grants R34 (Opt-In)</p> <p>NIH Appl. ID: 7490728</p>	<p>e-Application</p> <p>Latest NGA</p> <p>Notice(s) of Grant Award (PDF) 06/24/2008 06/24/2008</p> <p>eSubmission Cover Letter</p> <p>Additions for Review (0 documents)</p>	

Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
11/14/2007	Application awarded.	NATIONAL INSTITUTE ON AGING (Primary)	11/13/2007
11/13/2007	Scientific Review Group review pending.	NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES	06/19/2008

Figure 167: Status Information Screen

The following is a sample *Transmittal Sheet*.

Transmittal Sheet

Institution Name: UNIVERSITY OF TEXAS AUSTIN

Proposal Title: F05-PA00-331-TST-40209-CoverL-HP

PI Name: Wang, Wesley

Grant Number: F05 000000-00

Accession Number: 3027552

Proposal Receipt Date:

Figure 168: Sample Transmittal Sheet Screen

The following is a sample *Reject eApplication* screen.

The screenshot displays the 'Reject eApplication' interface. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status (highlighted), eSNAP, xTrain, Links, eRA Partners, and Help. Below this, the main title is 'Reject eApplication' with a help icon. The interface is divided into two main sections. The left section, titled 'Application Information', contains the following details: Grant Number: AN:3027552, PI Name: WANG, WESLEY, and Proposal Title: F05-PA00-331-TST-40209-CoverL-HP. The right section, titled 'Other Relevant Documents', lists three items: e-Application, eSubmission Cover Letter, and Additions for Review (0 documents). Below these sections is a large text area labeled 'Required Comment:' with a scrollable input field. At the bottom of the form are two buttons: 'Reject' and 'Cancel'.

Figure 169: Sample Reject eApplication Screen

NOTE: This may only be done by the SO.

9.10 No-Cost Extensions

The No-Cost Extension (NCE) feature, accessed via the *eRA Commons Extension* screen, is an electronic means for a grantee organization to submit electronically a notification that they have exercised their **one-time** authority to extend without funds the final budget period of a project period of a grant. NCEs may be requested by the SO no earlier than 90 days before the end of the project and no later than the end date.

This extension can be up to 12 months in additional time and assumes all internal review and approval processes that the grantee organization have already taken place.

No-Cost Extension is a feature only used by NIH at this time.

9.10.1 Benefits

- Using this system, grantee institutions can submit notifications up to the last day of the current end date, essentially providing 10 additional days to process the notification (Notifications submitted via other communication methods must be received by the agency at least 10 days prior to the end date)
- Upon receipt of the notification, the budget and project period end dates automatically update to reflect the extension of the respective grant record.
- An e-mail notification is automatically sent to agency staff when the grantee submits the extension notification

Select the **Extension** hyperlink from the *Action* column of the *Status Result—General Search* hit list to launch the *Extension* screen.

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	Application Status	Budget Start Date	Show All Prior Errors	Action
1R01EY019660-01	GRANT00514290P	Refractive Error and Cognitive Function in Children	BROWN, STUART IRWIN	Withdrawn	07/01/2009	Show All Prior Errors	Transmittal Sheet
1R01CA143386-01	GRANT10158191P	Mechanisms of CD33-mediated Cytotoxicity in AML	BALL, EDWARD DAVID	Withdrawn	12/01/2009	Show All Prior Errors	Transmittal Sheet
2T32GM007752-31		Graduate Training in Cellular and Molecular Pharmacology	BROWN, JOAN	Awarded. Non-fellowships only	07/01/2009		
5K12AG000975-10		Neurobiological Aspects of Aging	TUSZYNSKI, MARK H	Awarded. Non-fellowships only	04/01/2009		Extension
1R21EB009118-01	GRANT00414319P	Two-photon Calcium Imaging of Specific Neuronal Phenotypes	DEVOR, ANNA	Awarded. Non-fellowships only	06/01/2009	Show All Prior Errors	Transmittal Sheet
5R01DA023209-03		Neurobiology of nicotine reward and dependence in mice	MARKOU, ATHINA	Awarded. Non-fellowships only	04/01/2009		

Figure 170: Status Results – General Search Screen

Grantees may extend the final budget period of the project when the following conditions are met:

- If no additional funds are required by the NIH awarding office
- If there will be no change in the project’s originally approved scope

Extension

Due to a bug in the system, when extending a grant that does not end on the last day of a month, the system currently sets the new end date to the last day of the month for the extension time requested. For example: if your grant ends on 6/15/2005 and you submit a one year extension, the new end date will be 6/30/2006. Until this bug is fixed, grantee institutions should verify the new end date when extending a grant that fits this situation.

This Grant is eligible to be extended for up to 1 year. Note that only a SO has the ability to perform a project extension and that you may do this only once through the Commons.

Application Information	
Grant Number:	5T35AG026757-05
PI Name:	JESTE, DILIP V
Proposal Title:	UCSD Medical Student Summer Aging Research Training

To extend the period, select the number of months for which you would like to extend the project period for this grant.

Project End Date: 5/31/2010

Extend: 12 Months 9 Months 6 Months

This will extend the project to

Figure 171: Extension Screen

Also, in order to mandate an extension one of the following criteria must be applicable:

- Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project
- Continuity of NIH grant support is required while a competing continuation application is under review
- The extension is necessary to permit an orderly phase-out of a project that will not receive continued support

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

9.10.2 Process

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

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

NOTE: No-Cost Extensions may be performed through the eRA Commons one time only by the SO.

9.10.3 Submitting

To submit the No-Cost Extension:

1. Enter the No-Cost Extension date.
2. Click the **Extend Project Date** button.

This Grant is eligible to be extended for up to 1 year. Note that only a SO has the ability to perform a project extension and that you may do this only once through the Commons.

Application Information

Grant Number: 5T35AG026757-05
PI Name: JESTE, DILIP V
Proposal Title: UCSD Medical Student Summer Aging Research Training

To extend the period, select the number of months for which you would like to extend the project period for this grant.

Project End Date: 5/31/2010
Extend: 12 Months 9 Months 6 Months

This will extend the project to 5/31/2011

Figure 172: Extension Date Screen

3. Click **Confirm** to complete the No-Cost Extension transaction.

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Welcome glenn_so
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
Authority: SO [Log-out](#)

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Extension

Application Information	
Grant Number:	5T35AG026757-05
PI Name:	JESTE, DILIP V
Proposal Title:	

You selected to extend the project period for this grant for 12 months

Figure 173: Extension Confirmation Screen

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

9.11 Closeout

Grants Closeout is a feature within eRA Commons that allows a grantee to file electronically the information necessary to complete grant closeout requirements. It interfaces with the Closeout system used by Agency staff to track and monitor this business process. NIH will close out grants as soon as possible after expiration of a grant that is not to be extended or after termination of a grant. *Closeout* includes timely submission of all required reports and adjustments for amounts due the grantee or NIH. *Closeout* of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability. Following *Closeout*, the grantee remains obligated to return funds due, because of later refunds, corrections, or other transactions, and the Federal Government may recover amounts based on the results of an audit covering any part of the period of grant support.

9.11.1 Features

- Grantee institutions can track grants that are in closeout status.
- Institutions can use the module to submit reports required for closeout. Each required report can be submitted independently; however, closeout is not complete until all reports have been submitted and accepted by the Awarding Office.
- The FSR portion of Closeout actually links the external user to the separate FSR system within the eRA Commons.

9.11.2 Benefits

The Grant Closeout feature keeps track of the multiple reports needed to close out a grant and reminds grantees of the importance of providing the Federal Government with accurate and timely information.

9.11.3 Users

- SOs
- PD/PIs
- FSR Officials

To search for grants requiring closeout, or to check the status of a recently closed grant:

1. Select the **Status** tab and from the *Status* menu.
2. Select the **Closeout** hyperlink.

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with tabs: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, and Help. The 'Status' tab is selected. Below the navigation bar, the page title is 'Status'. On the left side, there is a list of links: General Search, Just In Time, Pending Progress Report, Recently Awarded, Recent/Pending eSubmissions, and Closeout. The 'Closeout' link is highlighted with a red rectangle. To the right of the links is a 'General Search' form with various input fields for Grant Number, Accession Number, Grants.gov Tracking #, PI Name (Last and First), Application Status, Budget Start Date, Budget End Date, and Organization Hierarchy (School, Division, Department). At the bottom of the search form are 'Search' and 'Clear' buttons.

Figure 174: Status Screen - Closeout Option

3. Enter any known query information and click the **Search** button.

Figure 175: Status Closeout Search Screen

Once a query is executed and the *Status Result – Closeout Search* screen displays, hyperlinks options become available.

- Closed
- Progress Report
- eSNAP
- Requires Closeout
- Transmittal Sheet
- Fellowship Face Page

For more information on executing a query, see the heading *Performing a Query*.

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Welcome glenn_so
 Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO
 Authority: SO [Log-out](#)

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

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Status Result - Closeout Search 1-100 of 506 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

Application ID	Proposal Title	PI Name	Project End Date	Action
2F32DC000114-03	EMBRYONIC INDUCTION OF TASTE BUDS	BARLOW, LINDA A		Closed
5R01LM005759-09	STRUCTURED ANALYSIS OF THE RETINA	GOLDBAUM, MICHAEL H	11/30/2000	Closed Progress Report
1R01MH058767-01	BUILDING A NEURON ORIENTED DATABASE OF THE RETINA	KARTEN, HARVEY J	09/29/2000	Closed
5R03TW000678-03	TRANSGENIC MICE MODEL FOR RIBOZYME EXPRESSION AND ACT	WONG-STAAL, FLOSSIE	11/30/1999	Closed eSNAP Progress Report
1K23RR015539-01	Mentored Patient-Oriented Research Career Development Aw	MULLANEY, SCOTT	06/30/2005	Requires Closeout
5R01HL052449-06	DIET/ACTIVITY OF MEXICAN AMERICAN AND ANGL0 CHILDREN	NADER, PHILIP R	12/31/2002	Closed
2R25RR012389-04	PUBLIC HEALTH ORGANIZATION AT MORSE & HELIX HS-PHASE II	BOSS, GERRY R	06/30/2004	Requires Closeout
5F32DK009275-03	BIOCHEMICAL ANALYSIS OF ESTROGEN RECEPTOR FUNCTION	KRAUS, WILLIAM L		Closed Fellowship Face Page
5P50AG005131-25	Alzheimer's Disease Research Center	GALASKO, DOUGLAS	03/31/2009	Requires Closeout
1R13HL092781-01	2008 Grover Conference on Pulmonary Vascular Pathobiology	YUAN, JASON X.-J.	09/14/2008	Closed Transmittal Sheet
1S10RR012903-01A1	MULTIUSER EPR SPECTROMETER AT UCSD	THIEMENS, MARK H	02/15/2000	Requires Closeout
1F31AA017551-01	The Effects of Treatment Satisfaction and Dosage on Adolescent Drinking Outcomes	SCHULTE, MARYA T	10/01/2008	Closed

[Export to Excel](#) [Show Query](#) [Print Hitlist](#)

Figure 176: Status Result – Closeout Search Screen

9.11.4 Status Result – Closeout

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

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Status Result - Closeout Search 1-100 of 142 [1](#) [2](#)

Application ID	Proposal Title	PI Name	Project End Date	Action
5F32HL076048-02	Enantioselective Total Synthesis of (+)-Halichlorine	ANDRADE, RODRIGO B	12/31/2005	Closed
5R01AI047209-05	INTERACTION OF CIS-ACTING ELEMENTS IN CD8 REGULATION	TUCKER, PHILIP W	12/31/2005	Closed
5F32MH067390-02	Neuropeptide-steroid interactions in amphibian brain	O'BRYANT, ERIN L	01/31/2006	Closed
5F32AA014068-03	NMDA Receptors and Ethanol Withdrawal Seizures	HENDRICSON, ADAM W	02/25/2005	Closed
5U01AI056431-03	Anthrax Antidote in Animals	IVerson, BRENT L	01/31/2007	Requires Closeout
5F32DC006755-02	Phonological Priming in Children who Stutter	BYRD, COURTNEY T	09/05/2005	Closed
1R13DK080637-01	International scientific conference of trace elements	FREELAND-GRAVES, JEANNE	09/29/2008	Requires Closeout Transmittal Sheet
5R01MH056535-07	SENSORY RECALIBRATION OF MOTOR OUTPUT	ZAKON, HAROLD H	11/30/2005	Closed

[Export to Excel](#) [Show Query](#) [Print Hitlist](#)

Figure 177: Status Result – Close-out Sort Option Screen

Users may launch application-specific functionality directly from the hit list.

Click the desired **Application ID** to display *Status Information and Other Relevant Documents*

Figure 178: Closeout Status Information Screen

9.11.4.1 Closed

For Application IDs that have an Action status of **Closed**, proceed with the following:

Click the **Closed** hyperlink to display the *Closeout Status* screen information. A message will indicate the date and time that the grant was closed.

NOTE: A user with PD/PI role is able to access **Closed** hyperlink from the *Status Result – List of Applications/Grants* screen. For more information see the heading Status – Program Directors/Principal Investigators.

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Accepted	Accepted by (FSR)	11/19/2003	View Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Received			

Figure 179: Closeout Status Screen

9.11.4.2 Requires Closeout

For Application IDs that have an Action status of **Requires Closeout**, proceed with the following:

Click the **Requires Closeout** hyperlink to display the *Closeout Status* screen information.

NOTE: A user with PD/PI role is able to access **Requires Closeout** hyperlink from the *Status Result – List of Applications/Grants* screen. For more information see the heading *Status – Program Directors/Principal Investigators*.

Here you can click **View** to see a PDF FSR, click **Create New** to submit a FSR, click **Process Final Progress Report**, or click **Process Final Invention Statement**.

The screenshot displays the 'Closeout Status' page in the eRA Commons system. At the top, the eRA Commons logo is visible, along with the user's name 'glenn-so' and their institution 'UNIVERSITY OF TEXAS AUSTIN'. The navigation menu includes 'Home', 'Admin', 'Institution Profile', 'Personal Profile', 'Status', 'eSNAP', 'xTrain', 'Links', 'eRA Partners', and 'Help'. The 'Status' tab is selected.

The 'Closeout Status' section is titled 'Closeout Status ?' and contains the following application information:

- Grant Number: 5U01AI056431-03
- PI Name: BRENT L IVERSON
- Closeout Contact Name: BUTCH LUCAS
- Closeout Contact Email: eRATest@mail.nih.gov
- Closeout Contact Phone: [Redacted]
- Project Period: 08/05/2003 to 01/31/2007
- Proposal Title: Anthrax Antidote in Animals

Below the application information is a table with the following columns: Closeout Submission Requirement, Instruction, Status, Result of Actions, Date, and Action. The table contains three rows of requirements:

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Accepted	Accepted by TANASIA MASON(FSR)	05/17/2007	View Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

A 'Back' button is located at the bottom left of the screen.

Figure 180: Closeout Status Screen – Requires Closeout

9.11.4.3 Final Invention Statement

You must submit a *Final Invention Statement* within 90 days following the termination of a grant award. The statement will include all inventions that were conceived, or first actually reduced to practice during the course of work under the grant award.

To submit a *Final Invention Statement*:

1. Select the **Status** tab from the *Status* menu.
2. Select the **Closeout** hyperlink to the left of the screen.
3. Enter any known information (PD/PI Name, Grant Number, etc.) into any of the available data fields or,
4. In the **Closeout Status** dropdown box, select **Open** and click **Search**.

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Status
[General Search](#)
[Just In Time](#)
[Pending Progress Report](#)
[Recently Awarded](#)
[Recent/Pending eSubmissions](#)
[Closeout](#)

Closeout

Grant Number: [] [] [] [] [] [] [] []
 Type: [] Activity Code: [] Institution Code: [] Serial Num.: [] Support Yr.: [] Suffix: []

PI Name: Last [] First []

Project End Date: From [] (MM/DD/YYYY) To [] (MM/DD/YYYY)

Closeout Status: All [v]
 Open [v]
 Closed []

Organization Hierarchy: []
 Division: ALL [v] Department: ALL [v]

Requires FSR
 Requires Final Progress Report
 Requires Final Invention Statement

OR condition. Grants will be returned by this query if any of the associated checked fields have not been received

Search Clear

Figure 181: Status Closeout Drop-Down Screen

- Use the **Open** hierarchy drop-down option to retrieve a list of all open grants that still require closeout.

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Status Result - Closeout Search ?

1 - 38 of 38 1

Application ID	Proposal Title	PI Name	Project End Date	Action
5U01AI056431-03	Anthrax Antidote in Animals	IVERSON, BRENT L	01/31/2007	Requires Closeout
5R01AG015384-05	IMPROVING EVERYDAY MEMORY IN AT RISK ELDERLY	MC DOUGALL, GRAHAM J	02/28/2009	Requires Closeout
5R01HD027733-11	Motor Control of Serial Organization of Early Speech	MACNEILAGE, PETER F	02/28/2007	Requires Closeout
5F31AA014849-02	Dopamine/glutamate/operant learning/ethanol self-admin	DOYON, WILLIAM M	12/09/2005	Requires Closeout
5U01AA013497-05	Ethanol Driven Neuroadaptation of Cholinergic Interneur	ALCANTARA, ADRIANA A	08/31/2008	Requires Closeout
5F31AA014454-03	Mechanisms of glycine receptor modulation by ethanol	ROBERTS, MICHAEL T	11/30/2006	Requires Closeout

Export to Excel Show Query Print Hitlist

Figure 182: Status Result – Closeout Search Screen

- Select the required grant by clicking the associated **Requires Closeout** hyperlink in the *Action* column.

NOTE: A user with PD/PI role is able to access **Requires Closeout** hyperlink from the *Status Result – List of Applications/Grants* screen. For more information see the heading *Status – Program Directors/Principal Investigators*. Click the **Process Final Invention Statement** hyperlink in the *Action* column of the *Closeout Status* page.

Figure 183: Closeout Status Screen – Process Final Invention Statement

This process opens the *Submit Final Invention Statement* screen for the selected Application ID.

Figure 184: Submit Final Invention Statement

If **NO** is selected a statement of verification appears. Click **OK**. Both the PD/PI and SO must verify the *Final Invention Statement*.

Figure 185: Certification for No Inventions

If **Yes** is selected, the user is taken to the *Add Invention* screen.

Figure 186: Add Invention Screen

NOTE: Fields marked with an asterisk are required fields.

To process a *Final Invention Statement* (HHS Form 568), the individual performing the initial submission - whether that person is the PD/PI or a SO- at the institution must determine whether inventions are to be reported. If inventions are reported, the specific inventions must be listed. Following this process, the next person - again either the SO or PD/PI - should review the report identified by the **View Invention Statement** link and if acceptable, submit the *Final Invention Statement* to HHS for that Grant.

If **Yes** is selected, the *Add Invention* screen will appear. Enter the required information (indicated by *) and click **Add Invention**.

Figure 187: Add Invention Screen

The newly added invention will appear in the *Saved Invention* section of the screen. The invention may be removed at any time by clicking the **Remove** hyperlink in the *Action* column.

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Add Invention ?

Application Information

Grant Number: 5U01AI056431-03 PI Name: BRENT L IVERSON
 Closeout Contact Name: BUTCH LUCAS Closeout Contact Email: eRATest@mail.nih.gov
 Closeout Contact Phone: Project Period: 08/05/2003 to 01/31/2007
 Proposal Title: Anthrax Antidote in Animals

Add New Invention * indicates required fields

Title of Invention*
 Name of Inventor* Date Reported to DHHS* (MM/DD/YYYY)
 (Must be Today's date or Before)

Saved Invention

Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Robert C. Quickstep	Anthrax Antidote Mist	01/05/2010	Remove

Figure 188: Add Invention – Remove or Verify Screen

7. Once all inventions have been entered, click **Verify**.
8. A prompt will appear with a statement of verification. Click **OK**.

NOTE: Both the PD/PI and SO must verify the *Final Invention Statement*.

Windows Internet Explorer

I hereby certify that, to the best of my knowledge and belief, all inventions are listed which were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period. Further, this report does not in any way relieve our obligation to promptly and fully report all inventions directly to the National Institutes of Health, as required by terms of the grant or award.

Note that both the PI of the Grant and a user with the SO privilege must verify the Final Invention Statement prior to submission.

Figure 189: Statement of Verification Screen

9.11.5 Final Progress Report

A *Final Progress Report* is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. This report should be prepared in accordance with instructions provided by the awarding component. At a minimum, it should

include a statement of progress made toward the achievement of originally stated aims, a list of results (positive and/or negative) considered significant, and a list of publications resulting from the project, including plans, if any, for further publication. A copy of reprints or publications not previously submitted should accompany the *Final Progress Report*. If publications have been submitted to the PubMed Central (PMC) archive, a reference to the PMC submission identification number may be included in lieu of submitting a hard copy.

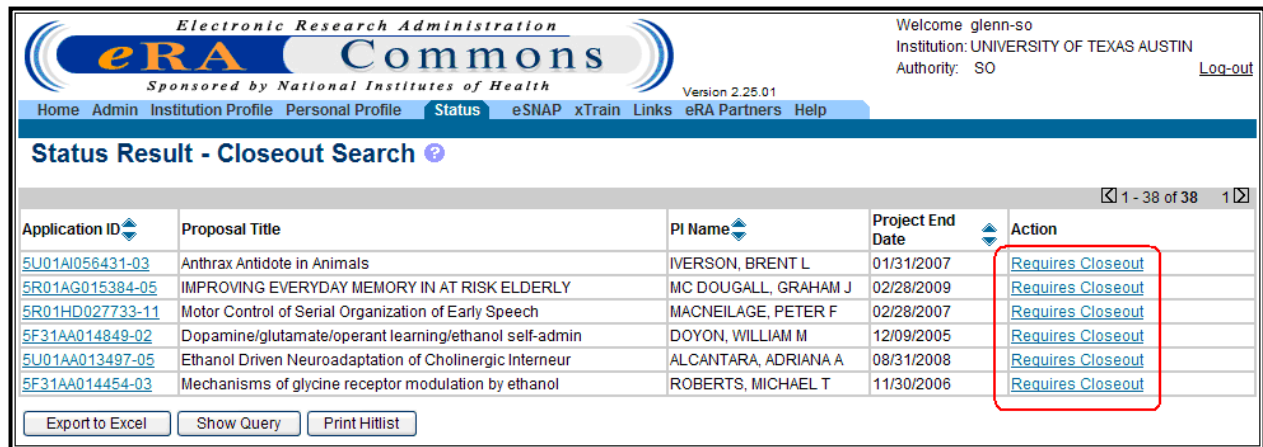
The *Final Progress Report* also should address the following:

- Report on the inclusion of gender and minority study subjects (using the gender and minority inclusion table as provided in the PHS2590)
- Where appropriate, indicate whether children were involved in the study or how the study was relevant for conditions affecting children
- Describe any data, research materials (e.g., cell lines, DNA probes, and animal models), protocols, software, or other information resulting from the research that is available to be shared with other investigators and how it may be accessed

If a competitive renewal (Type 2) has been submitted, whether funded or not, the progress report contained in that application may serve in lieu of a separate *Final Progress Report*. In addition, at the discretion of the awarding unit, a reprint or preprint may be used for this purpose. Grantees should contact the assigned Grants Management Specialist for information on these alternatives.

To submit a *Final Progress Report*:

1. Click the **Requires Closeout** hyperlink in the *Action* column of the *Status Result – Closeout Search* page.



Application ID	Proposal Title	PI Name	Project End Date	Action
5U01AI056431-03	Anthrax Antidote in Animals	IVERSON, BRENT L	01/31/2007	Requires Closeout
5R01AG015384-05	IMPROVING EVERYDAY MEMORY IN AT RISK ELDERLY	MC DOUGALL, GRAHAM J	02/28/2009	Requires Closeout
5R01HD027733-11	Motor Control of Serial Organization of Early Speech	MACNEILAGE, PETER F	02/28/2007	Requires Closeout
5F31AA014849-02	Dopamine/glutamate/operant learning/ethanol self-admin	DOYON, WILLIAM M	12/09/2005	Requires Closeout
5U01AA013497-05	Ethanol Driven Neuroadaptation of Cholinergic Interneur	ALCANTARA, ADRIANA A	08/31/2008	Requires Closeout
5F31AA014454-03	Mechanisms of glycine receptor modulation by ethanol	ROBERTS, MICHAEL T	11/30/2006	Requires Closeout

Figure 190: Status Result – Closeout Search Screen

2. Click the **Process Final Progress Report** hyperlink in the *Action* column of the *Closeout Status* page.

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Closeout Status ?

Application Information

Grant Number: 5U01AI056431-03 PI Name: BRENT L IVERSON
 Closeout Contact Name: BUTCH LUCAS Closeout Contact Email: eRATest@mail.nih.gov
 Closeout Contact Phone: Project Period: 08/05/2003 to 01/31/2007
 Proposal Title: Anthrax Antidote in Animals

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Accepted	Accepted by TANASIA MASON(FSR)	05/17/2007	View Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Not Received			Process Final Invention Statement

[Back](#)

Figure 191: Closeout Status Screen - Process Final Progress Report

- The Closeout – Upload Final Progress Report screen will appear. To upload the Final Progress Report file, click **Browse**.

NOTE: Final Progress Report should be submitted in PDF format.

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Closeout - Upload Final Progress Report ?

Application Information

Grant Number: 5R01NR004693-03 PI Name: DAVID L KAHN
 Closeout Contact Name: CINDY MCDERMOTT Closeout Contact Email: eRATest@mail.nih.gov
 Closeout Contact Phone: 301-594-7456 Project Period: 06/01/1998 to 11/30/2002
 Proposal Title: A STUDY OF HOSPICE, CANCER PATIENTS

Select File

File Name: [Browse...](#)

[Submit](#) [Cancel](#)

Figure 192: Closeout – Upload Final Progress Report Screen

- Once the Final Progress Report file has been uploaded, click **Submit**.
- A prompt will appear with a statement of verification. Click **OK**.

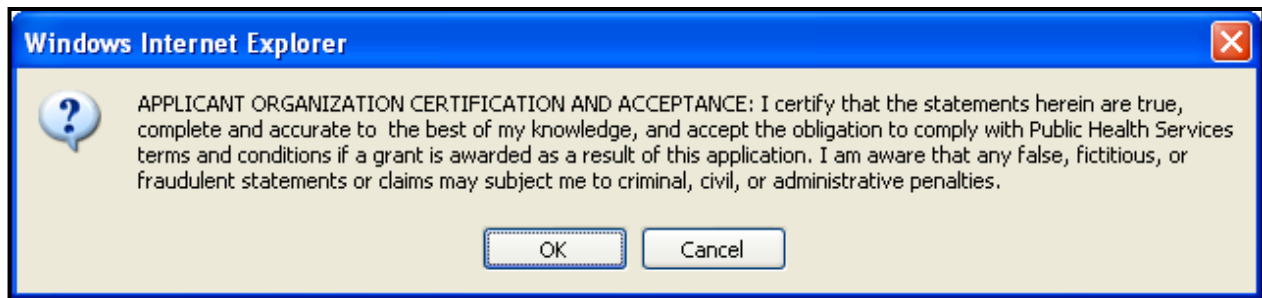


Figure 193: Statement of Verification Screen

9.11.6 Financial Status Report (FSR)

A FSR is a summary of expenditure activity over a specified period. Recipients of Federal funds are required to complete a FSR, currently the SF-269, to report the status of funds for grants or assistance agreements. This module allows grantees to submit electronically a statement of expenditures associated with their grant to the sponsor of the grant via eRA Commons. The schedule for submitting these FSRs is generally specified in the award documents of a grant or contract.

9.11.6.1 Features

- The FSR Search Screen in eRA Commons allows users with a unique FSR role to search by grant number, due date range, latest FSR status, etc. The query will bring up a hit list of applications sorted by institution, latest FSR status and grant number.
- The FSR will not show up in eRA Commons unless it is due
- The FSR form will pre-populate with information from the eRA system
- The FSR user can submit a new or revised FSR

9.11.6.2 Users

eRA Commons users who have an FSR role can access the module via Commons. Users will not see the FSR tab unless they have been assigned this role. A SO or AO can create an FSR account in the Commons to submit FSRs on behalf of the institution. An account that only has the FSR role will be limited to performing FSR tasks. An account can include multiple roles, including that of FSR. Users can **Submit**, **Save** and **Cancel** updates to an FSR. The user will upon entry into this process, have the ability to select the FSR for a specific grant from a search result list. The following functions can be executed within the FSR system.

- Submit FSR
- Edit a rejected FSR
- Revise an accepted FSR
- Corrects a revised FSR that has not been reviewed
- Revises an accepted FSR
- Return to search results

- Save the FSR

To submit a FSR:

1. Click the **Requires Closeout** hyperlink in the *Action* column of the *Status Result – Closeout Search* page.

Application ID	Proposal Title	PI Name	Project End Date	Action
5R01NR007900-05	Cancer Pain Management-Decision Support Computer Program	IM, EUN-OK	01/31/2009	Requires Closeout
5F32DC007245-02	Synaptic plasticity in the medial superior olive	SCOTT, LUISA L	03/01/2008	Closed
5F31DA018431-04	Smoking and exercise on arterial stiffness	DEVAN, ALLISON E	05/23/2008	Closed
5F32GM078899-02	Structural Dynamics of Protein-RNA Complexes	CANNON, BRIAN L	06/27/2008	Closed
1R13DK080637-01	International scientific conference of trace elements	FREELAND-GRAVES, JEANNE	09/29/2008	Requires Closeout Transmittal Sheet
5F31MH076706-03	Efficacy of Interventions to Reduce Anxiety	TAYLOR, KATE BASIA	09/06/2008	Closed
5R03CA125774-02	Early Cancer Detection with Two-Photon Luminescence From Gold Nanorods	BEN-YAKAR, ADELA	08/31/2008	Requires Closeout

Figure 194: Status Result – Closeout Search Screen

2. Click the **Create New** hyperlink in the *Action* column of the *Closeout Status* page to open a blank FSR form. See Appendix B for a sample form.

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	For FSR submission, you must have the Commons FSR role	Accepted	Accepted by (FSR)	11/19/2003	View Create New
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Process Final Progress Report
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Received			

Figure 195: Closeout Status – Create New Screen

If you do not have the FSR role, you will get an error message.

In order to submit Financial Status Reports (FSRs) you must have the role of FSR.

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Submit FSR ?

This grant has completed closeout on 01/29/2004 12:00:00 AM

Application Information	
Grant Number:	5K01MH001708-05 PI Name: ERIC M STICE
Closeout Contact Name:	KATHY MOYER Closeout Contact Email: eRAtest@mail.nih.gov
Closeout Contact Phone:	301-443-8187 Project Period: 08/20/1998 to 07/31/2003
Proposal Title:	ETIOLOGY OF BULIMIC PATHOLOGY--MULTIMETHOD INVESTIGATION

In order to Submit Financial Status Reports (FSRs) you must have the role of FSR.

[Back](#)

Figure 196: Submit FSR Message Screen

A user who has only FSR role can access FSR form through the FSR tab at the top of the eRA Commons home page. The *Financial Status Report Search* screen appears.

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 Authority: FSR [Log-out](#)

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Financial Status Report Search ?

Grant Number: T ACT IC Serial# Year Suffix [Historical Search](#)

Org Name: UNIVERSITY OF TEXAS AUSTIN

Due Date Range: From (MM/DD/YYYY) To (MM/DD/YYYY)

EIN:

Latest FSR Status: All

Foreign:

Please Enter Search Criteria. Hit List cannot be Greater than 500 records.

[Submit](#) [Clear](#)

Figure 197: Financial Status Report Search Screen

NOTE: Entering search criteria will keep the results list below 500 as required.

Complete any known information into the data fields and click **Submit**. When the *Financial Status Report Search Result* screen appears, select the desired grant number in order to pull down the corresponding FSR.

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Financial Status Report Search Result

[Totals by Institution](#) [FSR New Search](#)

Summary Totals									
Status:	Total	Pending	Due	Late	Revision	Pending Received	In Review	Accepted	Rejected
Count:	43	1	1	2	0	0	0	39	0

Please click on the Grant Number to view all existing FSRs for the Grant

Search Result 1 - 43 out of 43 records [Prev](#) [Next](#)

Grant Number	Institution Name	Budget Start Date	Budget End Date	FSR Due Date	Latest FSR
5R01MH064560-5	UNIVERSITY OF TEXAS AUSTIN	08/09/2006	07/31/2008	10/29/2008	Accepted
5T32MH065728-7	UNIVERSITY OF TEXAS AUSTIN	07/01/2008	06/30/2009	09/28/2009	Late
5R37MH044754-20	UNIVERSITY OF TEXAS AUSTIN	08/01/2008	07/31/2009	10/29/2009	Late
5R01MH041770-23	UNIVERSITY OF TEXAS AUSTIN	12/01/2008	11/30/2009	02/28/2010	Due
5R01MH074006-5	UNIVERSITY OF TEXAS AUSTIN	02/01/2009	01/31/2010	05/01/2010	Pending

Figure 198: Financial Status Report Search Result Screen

If the desired grant is listed in the *Latest FSR* column as being late, the FSR for that grant is displayed on the screen with the status of late.

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Financial Status Report

[Back to Search Result](#) [FSR New Search](#)

Long Form

Unexpended Balance from Prior Project Period 409,620.00

1. Federal Agency and Organizational Element to Which Report is Submitted NATIONAL INSTITUTE OF MENTAL HEALTH		2. Federal Grant or Other Identifying Number 5T32MH065728-7	
3. Recipient Organization (Name and complete address, including ZIP code) UNIVERSITY OF TEXAS AUSTIN UNIVERSITY OF TEXAS AUSTIN PO BOX 7726 AUSTIN TX 78713		4. Employer Identification Number 1746000203A4	
5. Recipient Account Number or Identifying Number		7. Basis <input checked="" type="radio"/> Cash <input type="radio"/> Accrual	
6. Final Report <input checked="" type="radio"/> Yes <input type="radio"/> No		8. Funding/Grant Period From 07/01/2002 To 06/30/2010	
9. Period Covered by this Report From 07/01/2008 To 06/30/2009		10. Transactions:	
	Previously Reported	This Period	Cumulative
a. Total outlays	640,616.25	0.00	640,616.25
b. Refunds, rebates, ect	0.00	0.00	0.00
c. Program income used in accordance with the deduction alternative	0.00	0.00	0.00
d. Net outlays (Line a, less the sum of lines b and c)	640,616.25	0.00	640,616.25
Recipient's share of net outlay, consisting of:			
e. Third Party (In-kind) contributions	0.00	0.00	0.00

Figure 199: Sample Financial Status Report – Top

f. Other Federal awards authorized to be used to match this award	0.00	0.00	0.00
g. Program income used in accordance with the matching or cost sharing alternative	0.00	0.00	0.00
h. All other recipient outlays not shown on lines e, f or g	0.00	0.00	0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	0.00	0.00	0.00
j. Federal share of net outlays (line d less line i)	640,616.25	0.00	640,616.25
k. Total unliquidated obligations			0.00
l. Recipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			0.00
n. Total Federal share (sum of lines j and m)			640,616.25
o. Total Federal funds authorized for this funding period			1,756,745.00
p. Unobligated balance of Federal funds (lines o minus line n)			1,116,128.75
Program Income, consisting of:			
q. Disbursed program income shown on lines c and g above.			0.00
r. Disbursed program income using addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r and s)			0.00
11. Indirect Expense	a. Type of Rate	Provisional <input type="radio"/> Predetermined <input checked="" type="radio"/> Final <input type="radio"/> Fixed <input type="radio"/>	
Indirect Expense Entry			

Figure 200: Sample Financial Status Report - Middle

	b. Rate	c. Base	d. Total Amount	e. Total Amount Federal Share
Total	0.00%	0.00	0.00	0.00
12. Remarks:				
Carryover Request 0.00				
13. Authorized Official		Name *	Telephone	Date Report Submitted *
		Glenn	Ext.	(MM/DD/YYYY)
		Title	Email Address	
			g3mail@od.nih.gov	
14. Approved by		Name	Date Report Accepted	

Save Cancel

Figure 201: Sample Financial Status Report - Bottom

- To save the FSR, click **Save**. To submit the report, click **Submit**.

	b. Rate	c. Base	d. Total Amount	e. Total Amount Federal Share
Total	0.00%	0.00	0.00	0.00

12. Remarks:

Carryover Request

13. Authorized Official

Name *	Telephone	Ext.	Date Report Submitted * (MM/DD/YYYY)
Glenn			
Title	Email Address		
	g3mail@od.nih.gov		

14. Approved by

Name	Date Report Accepted

Figure 202: Financial Status Report - Save and Cancel

In addition to the FSR having **Save** or **Cancel** buttons, there is an **Indirect Expense Entry** button on the FSR.

11. Indirect Expense

a. Type of Rate: Provisional Predetermined Final Fixed

	b. Rate	c. Base	d. Total Amount	e. Total Amount Federal Share
Total	0.00%	0.00	0.00	0.00

12. Remarks:

Carryover Request

13. Authorized Official

Name *	Telephone	Ext.	Date Report Submitted * (MM/DD/YYYY)
Glenn Wright			
Title	Email Address		
	wrightg3@od.nih.gov		

14. Approved by

Name	Date Report Accepted

Figure 203: Financial Status Report – Indirect Expense Entry

Once selected, the **Indirect Expense Entry** button takes you to the *Indirect Expense Calculation* screen where you can enter the **Rate %** and the **Base** amount of the grant.

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health
Version 2.25.01

Welcome glenn_fsr
Institution: UNIVERSITY OF TEXAS AUSTIN
Authority: FSR [Log-out](#)

Home Admin Institution Profile Personal Profile **FSR** Links eRA Partners Help

Indirect Expense Calculation

Grant Number 5T32MH065728-7

Rate%* Base*

Indirect Expense List

Rate	Base	Total Amount	Delete
Total	0.00%	0.00	0.00

Figure 204: Indirect Expense Calculation Screen

9.12 Errors

All eRA Commons error messages are displayed across the top of the page on which the error occurred. A hyperlink appears next to an error message only if it is a system error. It will not appear if it is a validation error, which is the most common type of error.

Select the **Display Error** hyperlink to view a new page containing the audit ID and error details (e.g., offending statement, calling modules, etc.).

NOTE: An audit record is stored to the database that captures the error, user ID, date and time, along with the offending statement and calling classes.

10 Links Tab

The eRA Commons **Links** tab takes the Commons user to a page where a number of system related hyperlinks are available for accessing.

NOTE: You do not need to be signed into Commons to access the Links module.

- Commons Support Page <http://era.nih.gov/commons/index.cfm>
- CRISP <http://crisp.cit.nih.gov/>
- Edison <https://s-edison.info.nih.gov/iEdison/>
- eRA Home Page <http://era.nih.gov/>
- Loan Repayment Program <http://www.lrp.nih.gov/>
- National Institutes of Health <http://www.nih.gov/>
- NSF Fastlane <https://www.fastlane.nsf.gov/fastlane.jsp>
- OER Home Page <http://grants.nih.gov/grants/oer.htm>



Figure 205: eRA Commons Links Screen – SO

11 Getting Help

The eRA Commons Helpdesk is available to assist you Monday – Friday from 7 AM – 8 PM, United States Eastern time. The helpdesk also responds to requests from institutions to register with eRA Commons. Several steps must be completed to respond to such a request, including account creation for the SO, AA, and AO for that institution. Often times, helpdesk staff establishes the PD/PI accounts as well.

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

11.1 Online Help

When a problem occurs, help is available using the Commons online documentation (<http://era.nih.gov/help/>) or by contacting the eRA Commons Helpdesk at commons@od.nih.gov. The eRA Helpdesk can also be reached by phone at 301-402-7469 (toll free 866-504-9552) or at 301-451-5939 for TTY. The eRA Helpdesk business hours are M-F 7:00 a.m. – 8:00 p.m. EST.

- Clicking the **Help** icon provides context sensitive help based on the current screen
- Selecting the main menu **Help** hyperlink accesses the *Online Help Table of Contents*

Appendix A – Status Codes

As of October 2007, new and more descriptive status codes appear in the current *Application Status Description* column when viewing the *List of Applications*. Changes are detailed below.

New Description of Application Status	Previous Description
Administratively withdrawn by IC	Withdrawn
Withdrawn	Withdrawn
Award terminated	Terminated
Application withdrawn for amendment	Withdrawn
Awarded. Non-fellowships only	Awarded
Awarded. Fellowships only	Awarded
Pending Award. Non-fellowships only	Pending
Council – not recommended for consideration	Not funded
Council deferred	Pending
No council action	Pending
Record incomplete	Pending
Pending council review	Pending
IRG NRFC – not considered by council	Not funded
IRG deferred	Pending
No IRG recommendation	Not funded
Pending award; Fellowships only	Pending
Pending IRG review	Pending
Pending award (noncompeting)	Pending
Award prepared, not funded	Pending
Fellowship award cancelled	Terminated

New Description of Application Status	Previous Description
Ineligible organization - application return	Returned
Returned due to ineligible organization (R43 only)	Returned
Returned due to ineligible application and organization (R43 only)	Returned
Un-scored – application judged competitive	Pending
Un-scored – application judged non-competitive	Not funded
Award not extended by council	Not funded
Bottom Tier – not considered by Council	Not funded
Not considered – application designated by IC for exclusion from review	Not funded
Withdrawn by IC – previous record encumbered	Withdrawn
Administratively withdrawn by CSR	Withdrawn
IRG NRFC - pending dual council	Pending
IRG NRFC - pending council review	Pending
Administratively withdrawn by IC prior to review or council	Withdrawn
To be paid	Pending
Inter/intra-agency agreement funded	Awarded
Inter/intra-agency agreement expired	Awarded
Selected for resources, no funding involved	Selected for resources, no funding involved
Application has been entered into computer	Received
Ineligible	Returned
Not awarded	Not funded
Pending	Pending
Not applicable	Returned

Table 5: Status Codes Table

Appendix B – Financial Status Report

The screenshot shows the 'Financial Status Report' form in the eRA Commons system. At the top, there is a navigation bar with 'Home', 'Admin', 'Institution Profile', 'Personal Profile', 'FSR', 'Links', 'eRA Partners', and 'Help'. The main title is 'Financial Status Report' with a search icon. Below the title are links for 'Back to Search Results' and 'FSR New Search'.

The form is divided into several sections:

- Long Form:** Includes 'Save' and 'Cancel' buttons, and a field for 'Unexpended Balance from Prior Project Period' with a value of 1,517,936.00.
- 1. Federal Agency and Organizational Element to Which Report is Submitted:** NATIONAL INSTITUTE OF MENTAL HEALTH.
- 2. Federal Grant or Other Identifying Number:** 5R01MH041770-23.
- 3. Recipient Organization:** UNIVERSITY OF TEXAS AT AUSTIN, UNIVERSITY OF TEXAS AT AUSTIN, PO BOX 7725, AUSTIN, TX 78713.
- 4. Employer Identification Number:** 174500020344.
- 5. Recipient Account Number or Identifying Number:** (empty field).
- 6. Final Report:** Radio buttons for 'Yes' (selected) and 'No'.
- 7. Basis:** Radio buttons for 'Cash' (selected) and 'Accrual'.
- 8. Funding/Grant Period:** From 09/01/1995 To 11/30/2009.
- 9. Period Covered by this Report:** From 12/01/2008 To 11/00/2009.
- 10. Transactions Table:**

	Previously Reported	This Period	Cumulative
a. Total outlays	0.00	0.00	0.00
b. Refunds, rebates, ect	0.00	0.00	0.00
c. Program income used in accordance with the deduction alternative	0.00	0.00	0.00
d. Net outlays (Line a, less the sum of lines b and c)	0.00	0.00	0.00
Recipient's share of net outlay, consisting of:			
e. Third Party (in-kind) contributions	0.00	0.00	0.00
f. Other Federal awards authorized to be used to match this award	0.00	0.00	0.00
g. Program income used in accordance with the matching or cost sharing alternative	0.00	0.00	0.00
h. All other recipient outlays not shown on lines e, f, or g	0.00	0.00	0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	0.00	0.00	0.00
j. Federal share of net outlays (line d less line i)	0.00	0.00	0.00
k. Total unliquidated obligations			0.00
l. Recipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			0.00
n. Total Federal share (sum of lines j and m)			0.00
o. Total Federal funds authorized for this funding period			3,035,992.00
p. Unobligated balance of Federal funds (lines o minus line n)			3,035,992.00
Program Income, consisting of:			
q. Disbursed program income shown on lines c and g above.			0.00
r. Disbursed program income using addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r and s)			0.00
- 11. Indirect Expense:** Includes a table for 'Indirect Expense Entry' with columns for 'b. Rate', 'c. Base', 'd. Total Amount', and 'e. Total Amount Federal Share'. The total rate is 0.00% and the total amount is 0.00.
- 12. Remarks:** A large text area for additional comments.
- 13. Authorized Official:** Fields for Name (Glenn Wright), Telephone, Ext., Title, Email Address (wrightg3@od.nih.gov), and Date Report Submitted.
- 14. Approved by:** Fields for Name and Date Report Accepted.

Figure 206: Financial Status Report Form

Acronyms and Abbreviations

A

AA	Accounts Administrator
AD	Admin
ADMIN	Account Administration
AHRQ	Agency for Healthcare Research and Quality
AO	Administrative Official
AOR	Authorized Organization Representative
ASST	Assistant

B

BO	Business Official
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C

CDC	Centers for Disease Control and Prevention
CIT	Center for Information Technology

D

DP	Director's Pioneer
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E

eSNAP	Electronic Streamlined Noncompeting Award Process
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F

FSR	Financial Status Report
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G

GCA	Grant and Contract Accounting
GTA	Grants Technical Assistants

I

IACUC	Institutional Animal Care and Use Committee
IAR	Internet Assisted Review
IC	Institute and/or Center
IPF	Institutional Profile
IRB	Institutional Review Board

J

J2EE Java 2 Enterprise Edition

JIT Just-in-Time

M

MPI Multiple PI

N

NCE No-Cost Extensions

NLM National Library of Medicine

NoA Notice of Award

O

OPPDIV Operating Divisions

P

PASS Password Policy

PD/PI Program Director/Principal Investigator

PERM Permanent Profile

PHS Public Health Service

PI Principal Investigator

PMC PubMed Central

PPF Personal Profile

PROV Provisional Profile

S

SO Signing Official

SRO Scientific Review Officer

X

xTrain Electronic Trainee Activities System