



Electronic Research Administration  
*A program of the National Institutes of Health*



National Institutes of Health  
*Office of Extramural Research*

# eRA Commons User Guide

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# Contact Us

## Document Comments:

We value your feedback on this document.

**How are we doing?** The Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the user guide to this address: [eRA-Communications@mail.nih.gov](mailto:eRA-Communications@mail.nih.gov).

## Troubleshooting support:

Please contact the eRA Service Desk:

**Toll-free:** 1-866-504-9552

**Phone:** 301-402-7469

**TTY:** 301-451-5939

**Web:** <http://grants.nih.gov/support> (Preferred method of contact)

**Email:** [commons@od.nih.gov](mailto:commons@od.nih.gov) (for Commons Support)

**Email:** [helpdesk@od.nih.gov](mailto:helpdesk@od.nih.gov) (for IMPAC II Support)

**Hours:** Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

## **Disclaimer STATEMENT**

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

## Document History

Date	System Version	Document Version	Description of Change	Author
4/29/04	2.6.3.0	1.0.0	Initial release	eRA Communications
4/30/15	3.19.0.10	4.7.0	Updated to reflect the <a href="#">April 2015 quarterly release changes</a>	eRA Communications
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2/12/16	3.24	4.10.0	Added Institution Registration and updated to reflect the changes in January 2016.	eRA Communications
3/2/2016	3.25	4.11.0	Added Online Registration and updated to reflect the changes in March 2016.	eRA Communications
2/2/2017	3.29.0.22	4.11.1	Added instructions for <a href="#">Submitting Final RPPR</a>	eRA Communications

The most current version of this document will be available on the eRA website: <http://era.nih.gov>.

Did you know the information in this user guide is available as online help, too? Access the Commons Online Help directly at <http://era.nih.gov/erahelp/commons> or click the '?' icon anywhere within Commons for help specific to that screen.



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## About eRA Commons

eRA Commons (Commons) is an online interface where grant applicants, grantees, and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants.

NIH extramural grantee organizations, Operating Divisions (OpDivs), grantees, and the public are the primary users of Commons, and each type of user is assigned a specific role (or roles). Depending on your role, you may perform a variety of functions in Commons, including:

- Track the status of your grant application through the submission process, while viewing errors and/or warnings and checking the assembled grant image
- View summary statements and score letters following the initial review of your application
- View the notice of award (NoA) and other key documents
- Submit Just-in-Time (JIT) information required by the grantor agency prior to a final award decision
- Submit the required documentation, including the Financial Status Report/Federal Financial Report and final progress report to close out your grant
- Submit a No-Cost Extension notification that the grantee has exercised its one-time authority to extend without funds the final budget period of a grant
- Submit an annual progress report electronically
- Manage personal and institutional profiles

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

# Latest Updates

## February 1, 2017

New instructions issued for [Submitting Your Final Research Performance Progress Report](#).

## December 2016

The *Final Research Performance Progress Report* ([Final RPPR](#)) will replace the Final Progress Report (FPR) for grants closeout, effective January 1, 2017. The Final RPPR will be available for use in eRA Commons on January 1, 2017.

For small businesses, the new Final RPPR will be in effect at least 2 months later, due to the unique final reporting requirements that they face under the SBIR/STTR policy directive.

The format of the Final RPPR is very similar to that of the annual RPPR. The notable differences are that the Final RPPR only uses section D.1 for "Participants" and does not use sections F (Changes), and H (Budget). Additionally, the Final RPPR does have a new section: Section I (Outcomes).

Project Outcomes (Section I) will be made publicly available, allowing recipients the opportunity to provide the general public with a concise summary of the public significance of the research.

The deadlines for submitting a Final RPPR remain the same – no later than 120 days from the project end date.

NIH will maintain the business rule that allows the Signing Official (SO) to delegate the submission of the Final RPPR or Interim-RPPR to a Program Director/Principal Investigator (PD/PI).

## October 2016

- **SAMHSA will now use *Commons* to initiate, track, and manage the progress of non-research amendment applications.**
  - This functionality will now be found in the "[Manage Post Award Amendments](#)" module under the "Non-Research" tab for eligible users.
  - When a user initiates a non-research amendment in Commons, the system will open up the application in ASSIST, with the appropriate forms, and the completion and submission of the application will happen there.
  - Subsequent to submission, the user will continue to:
    - Track the application process
    - Submit, view, and edit "Requests for Additional Materials" (RAM)
    - View amendments in Commons.
- **New Non-Research Tab Has Been Added to the Top Navigation**
  - As part of the expansion of eRA services to other federal agencies, the Non-Research tab has been added for recipients of SAMHSA (Substance Abuse and Mental Health

- Services Administration) non-research grants.
- The new tab is located after eRA Partners.
- Only those who receive SAMHSA non-research grants will need to access this tab to manage post award amendments.

# Welcome to Commons!

Access Commons by entering the following address into your web browser: <https://commons.era.nih.gov/commons/>

The Welcome to the Commons screen displays important and potentially new information to users. Take a moment to review the information provided on the screen. This information includes:

- Commons Login  
Enter your Username and Password to access the Commons system and modules.
- eRA Service Desk  
The hours, website address, and phone number of the eRA Service Desk is provided in this area.
- System Notification Message  
Read the messages displayed here to find out if system outages exist or to access the eRA Scheduled Maintenance Calendar.
- 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 for submitting a reference letter and for accessing the Commons Demo are located in this area.
- Register Grantee Organization  
Click this link to register your organization. See "Registering Institutions and Organizations" on page 35.
- About the Commons  
Check this area for links to Commons Frequently Asked Questions, training, the latest Release Notes, etc.
- Additional Links  
Useful links such as to Grants.gov, iEdison, NIH, Loan Repayment, and others can be found in this area.

**Commons Login** ?

\*Required field(s)

\*Username

\*Password

(For External Users Only)

(For External Users)  
[Forgot Password/Inlock Account?](#)

**Federated Institutions/Organizations** ?

Select...

**Federal User Login** [Here](#)

**eRA Service Desk**

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

Web: <http://grants.nih.gov/support>

Toll-free: 866-504-9552

Phone: 301-402-7459

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](#)
- 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.

#### Privacy Act Statement

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. Use of the eRA Commons website requires gathering personal information as part of the NIH grant proposal submission and administration process. Grant proposals are treated as confidential until awards are made. Upon award, the title, principal investigator name(s), abstracts, and award amount are disclosed publicly. Other information may be made available within and outside the NIH through routine uses, as described in SCRN 09-25-0036, or, subject to the provisions of the Freedom of Information Act 5 U.S.C. 552. Your activity while using this site is not anonymous: to protect the site, NIH tracks the IP address and login information that is used for access, as well as the individual pages you visit. The IP address is used to help verify user ID and to provide information specific to the user's interest and/or to respond to user queries. A more detailed notice is provided [here](#).

**Register Grantee Organization**

**About the Commons**

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

**Additional Links**

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

Welcome to the Commons

## Logging into Commons

Commons requires users to enter a unique user ID (from 6 to 20 characters) and password for authentication. See "Password Policy" on page 17 for additional password-related information.

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 \(NIH or Agency\)](#).

Accessing Commons with a Commons User ID

### 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.
3. Enter your password in the Password field
4. Click the Login button.

## Commons Login ?

\*Required field(s)

\*Username

\*Password

[Forgot Password/Unlock Account?](#)

## Commons Login

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.



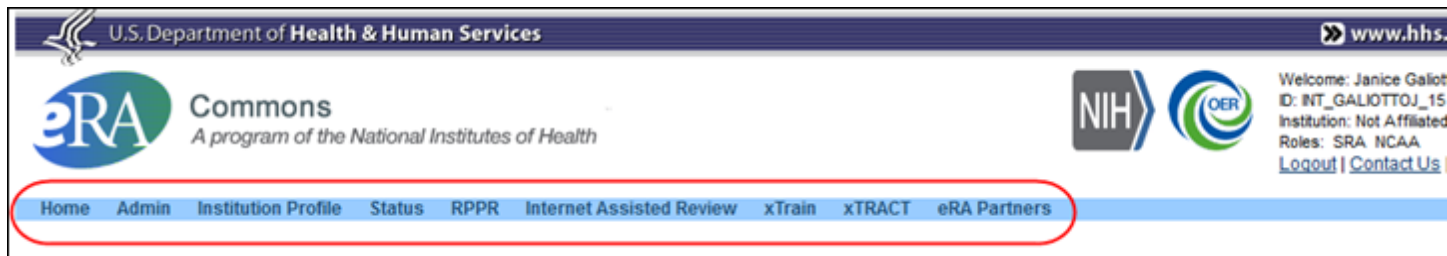
<p>Welcome</p> <p><b>George Washington</b> ID: WASHINGTON Institution: Mount Vernon College Roles: SO</p> <p><b>eRA Commons Help Desk</b></p> <ul style="list-style-type: none"><li>• Hours: Mon-Fri, 7AM-8PM EDT/EST</li><li>• Web: <a href="http://www.eracommons.nih.gov/ERD/">http://www.eracommons.nih.gov/ERD/</a></li><li>• Toll-free: 866-504-9552</li><li>• Phone: 301-402-7469</li><li>• TTY: 301-451-5939</li></ul> <p>Contact initiated outside of business hours via Web or voice mail will be returned the next business day.</p>	<p><b>System Information Message</b> All systems are available at this time.</p> <p>Commons allows you to perform the following activities below based on the privileges associated with this profile:</p> <ul style="list-style-type: none"><li>• Administration- Allows you to assign a delegate to perform system and accounts maintenance <a href="#">more...</a></li><li>• Institution Profile- Enables you to view and update institution information <a href="#">more...</a></li><li>• Personal Profile- Allows you to update your personal information <a href="#">more...</a></li><li>• Status- Allows you to check the status of grants and applications that have been submitted <a href="#">more...</a></li><li>• eSNAP- Allows you to review the information needed to complete a grant application <a href="#">more...</a></li><li>• xTrain- Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type <a href="#">more...</a></li><li>• Internet Assisted Review (IAR)- Allows reviewer to submit critiques and preliminary scores for applications they are reviewing <a href="#">more...</a></li></ul>	<p><b>Register Grantee Organization</b></p> <p><b>About the Commons</b></p> <ul style="list-style-type: none"><li>• <a href="#">Frequently Asked Questions</a></li><li>• <a href="#">Latest Release Notes</a></li></ul> <p><b>Additional Links</b></p> <ul style="list-style-type: none"><li>• <a href="#">RePORT</a></li><li>• <a href="#">Grants.gov</a></li><li>• <a href="#">eStation</a></li><li>• <a href="#">National Institutes of Health</a></li><li>• <a href="#">Public Access Policy Page</a></li><li>• <a href="#">Loan Recruitment Program</a></li></ul>
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## Commons Home Page

Are you affiliated with multiple institutions? Make sure that the correct institution is displayed after you log in. This will affect the information you can access in Commons. Refer to the topic called See "Changing the Displayed Affiliated Institution" on page 11 for more information.

After you have signed into Commons, you may access the various tabs, links, and help screens, as well as other available links.

The modules accessible to a user depend on that user's role and privileges. The image below is only a sample of possible options.



## User Information and Assigned Access Tabs

### 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.

Your Network ID is not your IMPAC II User Name.

Some examples of federal users who may need to access Commons include Office of Financial Management (OFM) staff who review grantees' Federal Financial Reports (FFRs); administrators who manage/review appointments in xTRAIN; and Scientific Review Officers (SROs).

All Commons users – including federal staff – must have a Commons role in order to log in to Commons.

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.



## Commons Login

\*Required field(s)

\*Username

\*Password

[Forgot Password/Unlock Account?](#)

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## Federated Institutions/Organizations

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**Federal User Login [Here](#)**

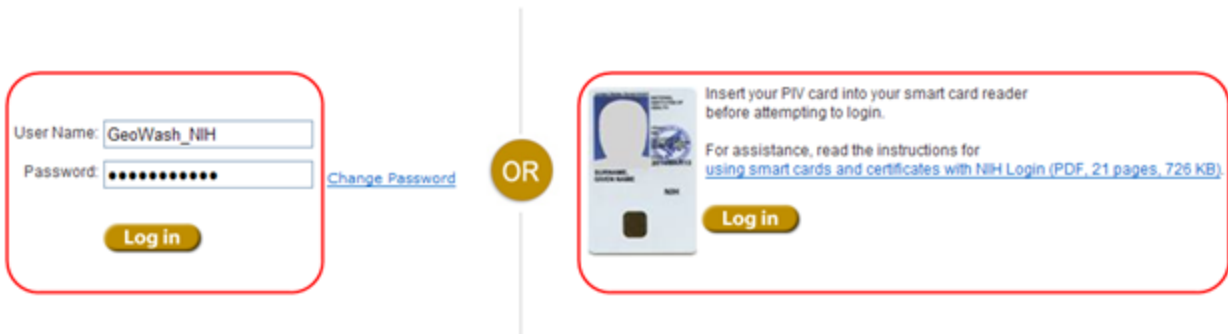
### Federal User Login Link

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](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 Login. Do not enter your IMPAC II credentials on this screen.



**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.

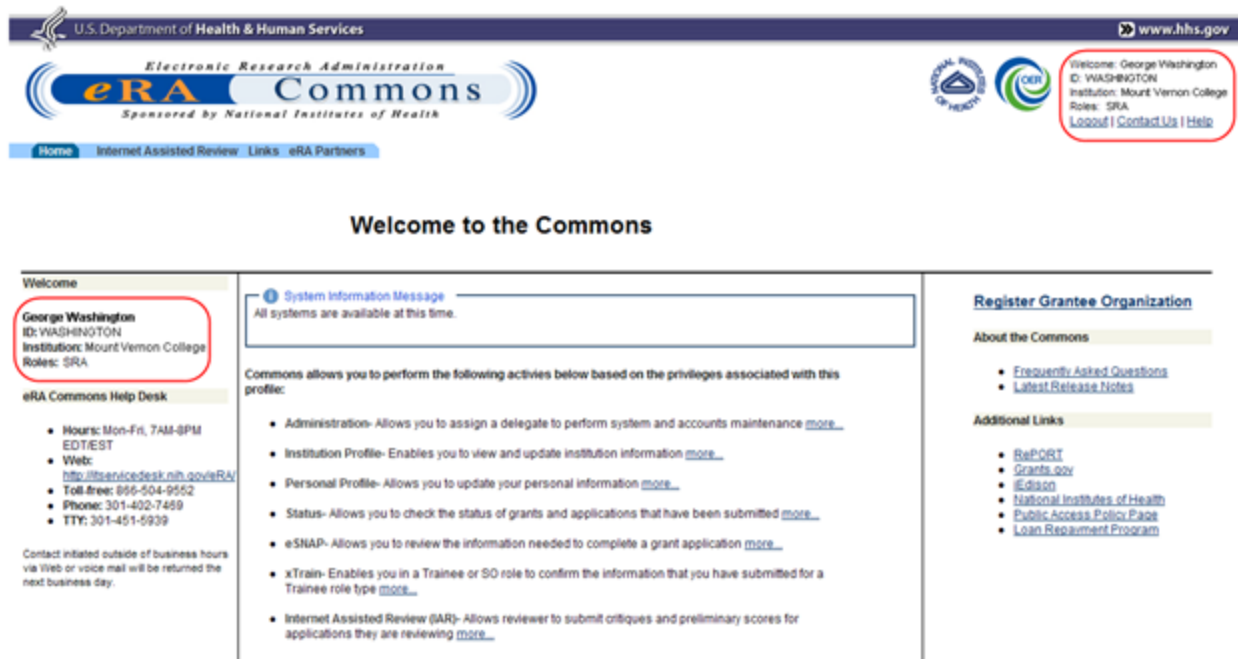
If you need assistance - Please call the NIH IT Service Desk 301-496-4357 (6-HELP); 866-319-4357 (toll-free) or [Submit a Help Desk Ticket](#)



## Network Login Screen for Agency and NIH Users

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.



## Commons Landing Page for Federal Users

After you have signed into Commons, you may access the various tabs, links, and help screens, as well as other available links.

The modules accessible to a user depend on that user's role and privileges. The image below is only a sample of possible options.



## User Information and Assigned Access Tabs (SRO)

### 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.

### Switching Institutions

Are you a PI who has switched institutions?

PIs moving from one institution to another do not need to establish a new Commons account. In fact, if you are a PI, you should maintain a single Commons account throughout your career. You'll just need to affiliate your new institution to your existing Commons account.

There are many benefits to maintaining a single Commons account including:

- Your grant record history will be kept together instead of being split across multiple accounts
- If you have served as a Reviewer, your service on study sections will be recorded properly and will be accounted for in determining eligibility for continuous submission (**Policy:** [http://grants.nih.gov/grants/peer/continuous\\_submission.htm](http://grants.nih.gov/grants/peer/continuous_submission.htm))
- Records maintained by NIH will be more accurate
- With one account, your degree information will be kept in one place and is more likely to be reviewed in consideration for Early Stage Investigator eligibility

Follow these steps if you switch institutions:

1. Request that the SO at your new institution/organization affiliate your existing Commons account with your new university/organization. You will need to provide the SO with your Commons ID.

The SO can follow the steps listed in the [Create Affiliation](#) topic of the Accounts Management System Online Help.

2. If you have left the other institution/organization, request that the SO at your old institution/organization disaffiliate you from that institution.

It is possible to have multiple affiliations tied to one Commons account. You do not need to disaffiliate your account from the first institution if you still remain there.

3. Contact the [eRA Service Desk](#) if you realize that you have more than one Commons account. They can help you merge the accounts together.
4. Keep your [Commons Personal Profile](#) updated. This includes the address fields and the end dates of your employment.

While a PI can keep the same Commons account when switching institutions, system users with the SO role must create a new account within the new institution/organization.

## Changing the Displayed Affiliated Institution

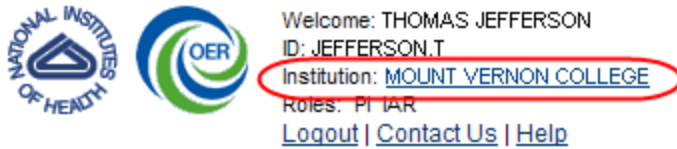
If you are a PI affiliated with more than one institution, it is important to check which institution is currently selected when you log into Commons. You will only be able to access the information pertaining to the selected institution. Your selected institution is displayed under your user ID information in the upper right corner of the Commons screens.

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 upper right corner of each Commons page.

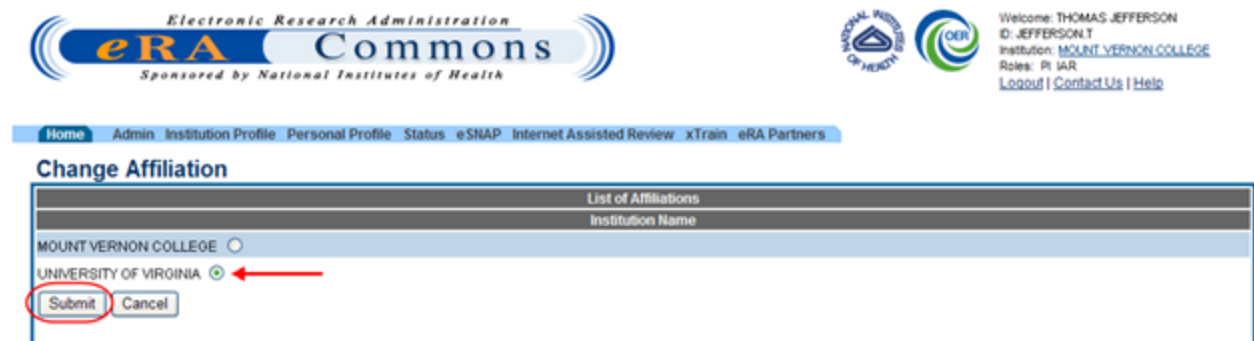
2. Click on the link displaying the name of the institution.



### Institution Name Displayed as a Link for Multiple Affiliations

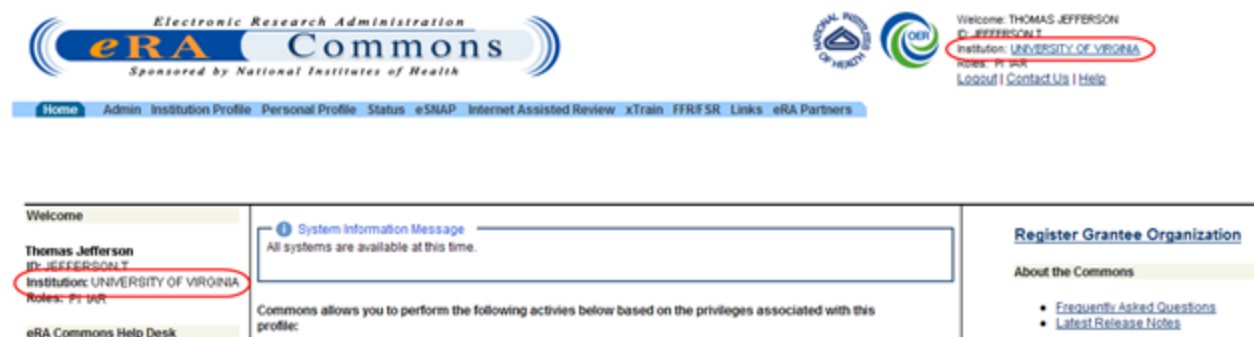
The Change Affiliation screen opens. This screen lists the names of all institutions with which you are affiliated.

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



### Change Affiliation Screen

The Commons home page displays, with the Institution fields updated to the selected affiliated institution.



### User Information with Updated Affiliated Institution

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.

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' home page.

## Logging out of Commons

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



Commons Logout Link

## Federated Institutions/Organizations Sign In

eRA Commons is piloting Institution/Organization Log In functionality. This pilot is limited to those organizations currently registered with the Center for Information Technology (CIT). This piloted feature allows limited users at these registered institutions/organizations (herein referred to as organizations) participating in the Commons Federation to use their organization's credentials to log into the Commons system.

This topic provides information on the following:

- Federated log in with a linked Commons account
- Linking your Commons account
- Trouble-shooting issues linking your accounts

This is a pilot program. Not all Commons users will be able to use this feature.

### Accessing Commons with Your Organization Credentials

1. Navigate to the Welcome to the Commons page.
2. In the Federated Institutions/Organizations section of the log in panel, select the appropriate organization from the drop-down list.
3. Select the Sign In button.
4. Your organization's sign in page displays.
5. Enter your credential information (e.g., username and password) as appropriate to your organization.

This information -and screen- is managed by your own organization and not by eRA Commons. If you do not know your credentials at your institution or you are having trouble with your institution's log in screen, you will need to contact your institution. eRA cannot help you with this screen.

Validations will occur with your organization to authenticate your credentials. Any failure to authenticate your organization credentials must be addressed with your organization.

If Commons determines that your organization credentials are associated with a your Commons ID, you will be successfully logged into Commons and can start using the system. If your accounts are not linked, you will be prompted to do so.

**If your organization credentials are not linked to your Commons ID:**

If Commons determines that your organization credentials are not linked to a Commons user account, you will be prompted to do so via the Link Institution/Organization Credentials with eRA User ID screen.

1. Enter your Commons User ID and password.
2. Select the Continue button.

If successful, your Commons User ID will be linked to your organization's credentials, and you will be able to log into Commons using the Federated Institutions/Organizations section and by entering your organization credentials.

If Commons cannot authenticate the Commons user ID or password you provided, the following message will display: Either the information entered is invalid or you are not enrolled in the eRA Commons. To keep your information secure, we may lock your account if you continue to enter incorrect login information. Please see your organization's account administrator for assistance (ID: 200523).

Other issues may prevent Commons from linking your accounts. Please read all messages and tips that appear on the screen during this process. You may also refer to the section below titled See "Why Can't I Link My Commons Account?" on page 15 for help.

During this pilot, some of the features within eRA Commons system will be limited to users logging in with their Institution/Organization credentials. If you encounter difficulties accessing features within eRA Commons system, please log in using your eRA User ID and password.

## Why Can't I Link My Commons Account?

If you are with an organization participating in the Commons Federation, but you are having trouble linking your Commons account to your organization credentials, one of the following may be the issue:

**Are you trying to use a temporary password?** If you have not yet created a your own password and are attempting to link your accounts using the system-assigned, temporary password, you will receive an error. You must change your password to one of your choosing before you can link your accounts.

To do so, navigate to the Commons home page. Use the Commons Login fields to log into Commons with your Commons ID and temporary password. You should be prompted to change the password.

After successfully changing your password, log back in following the steps described in See "Federated Institutions/Organizations Sign In" on page 14.

**Is your current Commons password expired?** You will not be able to link your accounts if your Commons password is expired. Navigate to the Commons home page. Use the Commons Login fields to log into Commons with your expired password. Commons will present the [Change Password](#) screen on which you can update your password.



After successfully changing your password, log back in following the steps described in See "Federated Institutions/Organizations Sign In" on page 14.

**Is your Commons account locked due to multiple unsuccessful logins?** You can reset the account by clicking the [Forgot Password/Unlock Account](#) link on eRA Commons home page. Commons will generate a new, temporary password for you.

Once you follow the steps for changing the temporary password to one of your choosing, you can log back in following the steps described in See "Federated Institutions/Organizations Sign In" on page 14.

*In all other cases, please contact the [eRA Service Desk](#) to resolve this issue.*

# 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.

**Policy:** [http://era.nih.gov/files/NIH\\_eRA\\_Password\\_Policy.pdf](http://era.nih.gov/files/NIH_eRA_Password_Policy.pdf).

## 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.

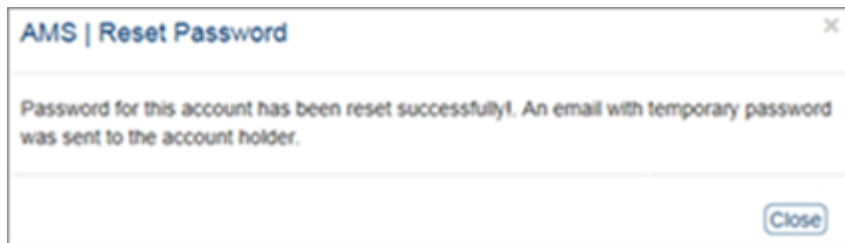
1. Enter the temporary password into the Current Password field.
2. Enter the new password into the New Password and Confirm New Password fields.
3. Click Submit to update the new password information.



The screenshot shows the 'Reset Password' form within the eRA interface. At the top, it displays the U.S. Department of Health & Human Services and National Institutes of Health logos. Below the eRA logo, the text reads 'Electronic Research Administration, A program of the National Institutes of Health'. The form title is 'Reset Password'. It contains two input fields: 'User ID:' and 'Email:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

### 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.



The screenshot shows a confirmation message window titled 'AMS | Reset Password'. The message text reads: 'Password for this account has been reset successfully. An email with temporary password was sent to the account holder.' There is a 'Close' button in the bottom right corner of the window.

### Change Password Confirmation

## 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 home-page (<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.
- Contact the [eRA Service Desk](#) if you are still experiencing the issue.

Read more information on the eRA Password Policy.

**Policy:** [http://era.nih.gov/files/NIH\\_eRA\\_Password\\_Policy.pdf](http://era.nih.gov/files/NIH_eRA_Password_Policy.pdf).

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.

## Reset Password

Have you forgotten your password? Users who have forgotten their password have the option of requesting to reset their password. Submitting this request generates a new, temporary password, which is sent to the e-mail address contained in your user profile. This temporary password will get you into Commons, where you can reset a new password of your choosing.

Since your new password will be sent to the email address you used to create your Commons account, you must be able to access that email account in order to get your new password.

If you know your password and just want to change it, use the change password feature instead. See "Changing Your Password" on page 20.

To reset your password:

1. Select the Forgot Password/Unlock Account? link on the Commons home page.



### Forgot Password/Unlock Account Link

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

### Reset Password

The screenshot shows a 'Reset Password' form. It has two input fields: 'User ID' and 'Email'. Both fields are marked with a red asterisk to indicate they are required. Below the fields are 'Submit' and 'Cancel' buttons. A legend at the top left of the form states '\* Indicates required field'.

### Reset Password Screen

3. Click the Submit button. The system returns to the Commons home page. 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.

All passwords are validated against the Password Policy requirements.

Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

For security purposes and to maintain the integrity of your account, you should never use the save password option and should always re-enter your password whenever you log in to Commons.

## Changing Your 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 or for any other personal reason you would like to change your password.

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.

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

4. Select the Submit button.

**Change Password** ⓘ

**ⓘ INFORMATION!** ✕

- At least eight (8) non-blank characters in length
- Must Contain a mixture of letters, numbers and Special characters: `~!@#\$%^&()-\_+=+[]{}|\'::\">, . ? /
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

Current Password:

New Password:

Confirm New Password:

### Change Password Screen

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

Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

For security purposes and to maintain the integrity of your account, you should never use the save password option and should always re-enter your password whenever you log in to Commons.

## Reset Your Expired Password

For security purposes, passwords will expire after a set amount of time and must be reset. When your password has expired, you will be directed to select a new password when you try to log in.

Your new password must conform to the standards listed on the screen.

1. Enter your Current Password.
2. Enter a New Password.
3. Re-enter the new password in the Confirm New Password field.
4. Select Submit.

Your new password is effective immediately.

**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 (BMPP) 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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Version: 1.01.01

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### Changing an Expired Password

Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

For security purposes and to maintain the integrity of your account, you should never use the save password option and should always re-enter your password whenever you log in to Commons.

## **Resetting a Locked Account**

If you have attempted to log into Commons multiple times using an invalid password, your account will lock. When this occurs, it is necessary for the Signing Official (SO) at your organization to unlock your account and reset your password.

SOs can reset locked accounts with the Manage Accounts feature.

The Accounts Management module has its own online help feature. Refer to the following for information on unlocking accounts and resetting passwords on locked accounts:

[Unlocking an Account](#)

[Resetting a Locked Account](#)

If your account is not locked, but you've forgotten your password, you can reset the password yourself. See "Reset Password" on page 18.

## User Roles

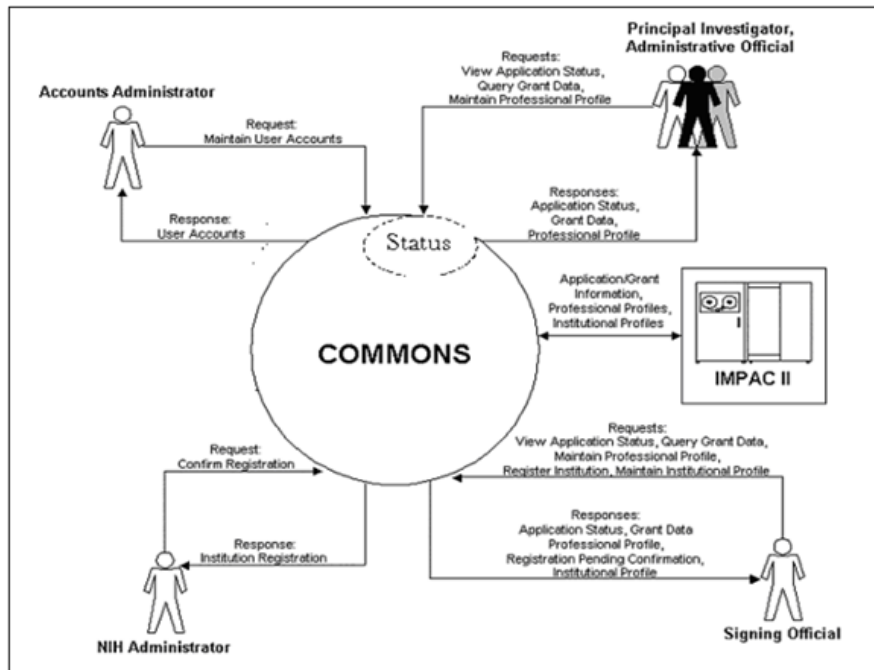
To log in to Commons and access its features, you must have a Commons account with assigned user role(s). User roles determine which features you can employ, the tasks you can perform, and the level of access you have to information. Commons roles range from trainee roles to scientific roles to administrative roles.

The following is a list of user roles which may be associated to your account. Refer to the section on that role for more information.

- **AA:** Account Administrator at an organization, who facilitates the administration of Commons accounts.
- **AO:** Administrative Official of an organization.
- **ASST:** An assistant who may be delegated to perform tasks on behalf of the PD/PI.
- **BO:** Business Official at an organization who manages trainee grants and uses the xTrain module.
- **FCOI:** Those at an organization who manage the Financial Conflict of Interest module and report submission.
- **FSR:** A person in an organization responsible for completing and submitting Federal Financial Reports (FFR).
- **Graduate:** Role assigned to an individual who is a graduate student and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
- **IAR:** A Reviewer selected by Scientific Review Officer (SRO) assigned to critique and score applications in a review meeting. These Reviewers use the Internet Assisted Review (IAR) module.
- **PACR:** Having this role provides access to the Public Access Compliance Report system via the Commons home page.
- **PI:** Program Director/Principal Investigator (also called PD/PI), who directs a research project or program supported by the NIH.
- **POSTDOC:** POSTDOC role exists in Commons for those at an institution serving in a post-doctoral role. This could be someone who is being mentored and not yet in a permanent position.
- **Project Personnel:** Role assigned to an individual performing other project roles on a project. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.
- **SO:** Organization's Signing Official, who has the institutional authority to legally bind the institution in grant-administration matters.
- **SPONSOR:** Sponsors supervise the research training experience of individual fellows supported by fellowship awards in the xTrain module.
- **TRAINEE:** TRAINEE user manages the electronic appointments of their own awarded training grants.



- **Undergraduate:** Role assigned to an individual who is in an undergraduate program and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html>.



Commons User Roles Diagram

## 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.

If you hold an AA role, you have privileges to perform the following tasks:

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

## 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.

An AO is not authorized to submit reports to the NIH.

If you hold an AO role, you have privileges to perform the following tasks:

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

The AO cannot view summary statements or priority scores.

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

An AO cannot modify the Institution Profile.

## **Assistant (ASST)**

An ASST user can perform tasks on behalf of a PD/PI depending on the authority granted to the ASST user.

If you hold an ASST role, you may have privileges to perform the following tasks:

- Edit your own personal profile (PPF) data
- Edit the PD/PI's PPF if delegated by a PI user
- Edit the PD/PI's progress report data if delegated by the PI user
- View the PD/PI Grant Status if delegated by the PI user
- Perform PD/PI xTrain functions (except submit to agency) if delegated by the PI user

## **Business Official (BO)**

A BO has signature or other authority related to administering grantee institution training grants. Users with the BO role perform their tasks in the xTrain module of Commons.

If you hold a BO role, you have privileges to perform the following tasks:

- 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), if authorized

## **Financial Conflict of Interest (FCOI)**

FCOI is the user(s) in the institution who manages the Financial Conflict of Interest reporting process. The FCOI role can only be assigned by the SO to someone within his or her institution and that person must have a Commons account.

If you hold an FCOI role, you have privileges to perform the following tasks:

- Initiate FCOI
- View and Edit FCOI
- Delete FCOI
- Submit FCOI

FCOI responsibilities can be shared with other by assigning either the FCOI\_ASST or FCOI\_View roles.

### **FCOI Assistant (FCOI\_ASST) Role**

Commons users with the SO role can assign the FCOI\_ASST role to those users in the institution who will assist in working on the FCOI reporting process.

Commons users assigned the FCOI\_ASST role, have privileges to perform the following tasks:

- Initiate FCOI
- Search FCOI
- View FCOI
- Edit FCOI
- Delete FCOI

Assign the FCOI\_View role instead to any system users who need authority to search for and view FCOI information entered by the institution in the FCOI module, but who will not perform any data entry or make changes to the information.

### **FCOI Read-Only (FCOI\_View) Role**

Commons users with the SO role can assign the FCOI\_View role to those users in the institution need authority to search for and view FCOI information entered by the institution in the FCOI module, but who will not perform any data entry or make changes to the information. These users have read-only access to FCOI report data.

Commons users assigned the FCOI\_View role, have privileges to perform the following tasks:

- Search FCOI
- View FCOI

Assign the FCOI\_ASST role instead to any system users who need the authority to do more than view the FCOI report. FCOI\_ASST users can initiate, edit, and delete FCOI reports.

### **Federal Financial Report (FSR Role)**

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 work-

flow 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.

If you hold an FSR role, you have privileges to submit FFRs on behalf of your institution.

An account with only the FSR role assigned can only perform FSR tasks.

## **Internet Assisted Review (IAR)**

Specially selected by Scientific Review Officers (SRO) of the NIH, an IAR user 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.

If you hold an IAR role, you have privileges to perform the following tasks:

- Edit your own personal profile (PPF) and Reviewer address data
- Use the IAR module to submit critiques and preliminary scores for applications to be reviewed at a meeting for which you are enabled

If affiliated with an institution, you can take advantage of other Commons features with the IAR role.

If you are a Reviewer with an IAR role and are seeking help with the IAR module, check out the IAR for Reviewers online help system: [http://era.nih.gov/erahelp/IAR\\_Rev/](http://era.nih.gov/erahelp/IAR_Rev/).

## **Program Director/Principal Investigator (PI)**

A PI (also called a PD/PI, although the role in Commons displays as PI) directs a research project or program supported by the NIH. The role of the PI within Commons is to complete the grant administration process or to delegate this responsibility to another individual. A PI may only access information pertaining to the grant(s) on which he/she is the designated PD/PI.

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

If you hold a PI role, you have privileges to perform the following tasks:

- Edit your personal profile (PPF)
- Delegate edit authority of your own PPF to others
- View the status of all grant applications for which you are the designated PI, including any errors or warnings that may have been triggered
- View the assembled image of submitted grant applications before those grants move on for further processing

- View Study Section/Meeting Roster of the Review Group that will be reviewing your application
- View Review outcome information and summary statements
- View Notice of Award (NoA) for all grants for which you are the designated PI
- Delegate authority to someone with an ASST role to perform the same actions and receive the same notifications as a you do as the PI

PI users 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 a progress report
- Delegate progress report authority
- Submit a progress report when given the authority by an SO
- Delegate Status authority to others within the institution so that they can see PI grant information (except Review outcome information and Summary Statement)

The PI role should not be combined with the SO role, but can be combined with the IAR role.

## Signing Official (SO)

An 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.

If you hold an SO role, you have privileges to perform the following tasks:

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

An SO cannot modify another user's personal profile (PPF) unless designated to do so by that user

- 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

An 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 progress report authority to someone on behalf of the PD/PI
- Delegate submit authority for progress reports to a PD/PI
- Submit a progress report 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 for those using the Financial Conflict of Interest (FCOI) module

An SO role should never be combined with a PI role.

## **Sponsor (SPONSOR)**

A sponsor supervises the research training experience of individual fellows supported by fellowship awards in the xTrain module. Your institution's SO (or another institutional official with Commons account management privileges, such as an AO) can add the Sponsor role to your account, which in turn will associate the Sponsor role with all of the fellowships with which you are a Sponsor.

If you hold a Sponsor role, you have privileges to perform the following tasks:

- View the following Training Grant related items:
  - Trainee Roster
  - List of Grants
- Review Termination Notices and route to BO before submission to Agency
- Initiate Termination Notices on behalf of fellows who have left the institution
- Delegate Sponsor authority to another individual

## **Trainee (TRAINEE)**

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

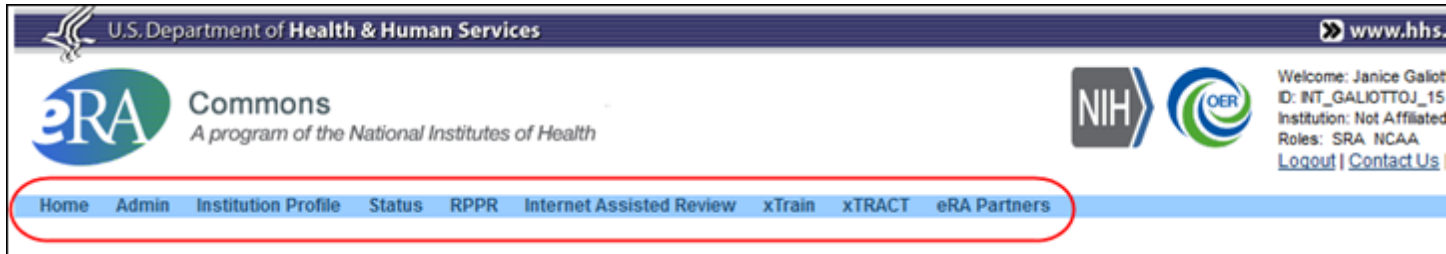
If you hold a TRAINEE role, you have privileges to perform the following tasks:

- View your PDF-formatted Appointments/Amendments/Terminations
- Update and route your Appointments/Amendments/Terminations
- View Appointments/Amendments/Terminations routing history

# Modules

Commons is organized by modules, each providing access to the information and tasks pertaining to a specific area or function. Your access to each module - and to the features therein - is dependent on your assigned user role(s). These roles are largely assigned by the Signing Official, except for the IAR role, which is enabled by a Scientific Review Officer.

If you have access, a module is visible to you on the navigational menu bar near the top of every Commons screen.



## Commons Navigation Bar

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



# 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 data that is mostly identical to the Commons production environment.

Use the training/demo facility to familiarize yourself with the eRA Commons application and to practice creating sample institutions and accounts and/or 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.

## Accessing Commons Demonstration Facility

To access the Commons Demonstration Site, select the Demo Facility hyperlink from the Commons Related Resources section of the login page.

The screenshot shows the eRA Commons login page. The header includes the eRA Commons logo and navigation links. The main content area is divided into three columns. The left column contains login fields and links. The middle column, titled 'Welcome to the Commons', features a system notification, maintenance calendar, support resources, and a 'Commons Related Resources' section. The right column contains registration and additional links. In the 'Commons Related Resources' section, the 'Demo Facility' link is circled in red.

**Electronic Research Administration**  
**eRA Commons**  
 Sponsored by National Institutes of Health

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.

Commons Demo Facility Link

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. See "Creating a New Demo Account" on page 33.

## 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 RPPR or FFR, 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.

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

3. Select the Submit button.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Home Links eRA Partners Help

Welcome:  
ID: Guest  
Institution: Not Affiliated  
Roles:  
Logout | Contact Us | Help

### Create a New Demo Account

Account Information

\* Indicates required field.

First Name: \*

Last Name: \*

User Name must be a minimum of 6 characters and must not already be in use

Possible Roles	User Name
<input checked="" type="checkbox"/> SO	<input type="text" value="GWash_SO"/>
<input checked="" type="checkbox"/> PI	<input type="text" value="GWash_PI"/>

Optional Roles for SO and PI  
 FSR  IAR

BO Account  BO

Trainee Account  Trainee

E-mail Address \*

Institution \*

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.**

Confirm the New Demo Account

A confirmation page lists the user name information and passwords. 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  
**PI User Name :** GWash\_PI

**SO Password :** trainso1\$  
**PI Password :** trainpi1\$

Demo Account Created

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

# Registering Institutions and Organizations

**Policy:** [http://grants.nih.gov/grants/policy/nihgps\\_2013/nihgps\\_ch2.htm](http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch2.htm)

**Policy:** [http://grants.nih.gov/grants/policy/nihgps\\_2013/nihgps\\_ch2.htm#determining\\_applicant\\_org\\_eligibility](http://grants.nih.gov/grants/policy/nihgps_2013/nihgps_ch2.htm#determining_applicant_org_eligibility)

To access eRA Commons, there is a one-time registration process for institutions and research 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 Institution Profile information.

You can access the eRA Commons Online Registration system at the following location: <https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>

## Institution Registration Request

The initial registration request sets up a mandatory account for the institution's SO and an optional account for the institution's 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, you can obtain one at the following website:

<http://fedgov.dnb.com/webform>

To register an institution within eRA Commons:

1. [On the Commons home page, select the Register Grantee Organization link.](#)

**Commons Login**

\*Required field(s)

\*Username

\*Password

[Forgot Password/Unlock Account?](#)

**Federated Institutions/Organizations**

## 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](#).

**Register Grantee Organization**

**About the Commons**

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

**Additional Links**

- [ReFCERT](#)
- [Grants.gov](#)
- [eBison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Requirement Program](#)

Register Grantee Organization Link

The Online Registration screen displays.

2. Read the instructional steps and click the Register Now button.

U.S. Department of Health & Human Services

**eRA Commons**  
 A program of the National Institutes of Health

[Home](#) [eRA Partners](#)

## Online Registration

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

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Contact SO will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once contact SO has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

## Online Registration Screen

The Register Institution screen displays.

3. Complete the required 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

More information about DUNS Numbers is located online 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 be assigned 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. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

\* indicates required field

Institution Information			
Institution Name :*	<input style="width: 95%;" type="text"/>	Closeout E-mail :*	<input style="width: 95%;" type="text"/>
DUNS Number :*	<input style="width: 45%;" type="text"/> <input style="width: 45%;" type="text"/>	NoA E-mail :*	<input style="width: 95%;" type="text"/>
Street 1 :*	<input style="width: 95%;" type="text"/>	City :*	<input style="width: 95%;" type="text"/>
Street 2:	<input style="width: 95%;" type="text"/>	State :*	<input style="width: 95%;" type="text"/>
Street 3:	<input style="width: 95%;" type="text"/>	Zip Code :*	(20873) or (208733423) <input style="width: 95%;" type="text"/>
Street 4:	<input style="width: 95%;" type="text"/>	Country:	UNITED STATES <input style="width: 20px;" type="text"/>

Accounts Information			
Principal Signing Official	Accounts Administrator		
	This entire section is optional; however if any information is entered		
Name Prefix:	<input style="width: 95%;" type="text"/>	Name Prefix:	<input style="width: 95%;" type="text"/>
First Name :*	<input style="width: 95%;" type="text"/>	First Name :*	<input style="width: 95%;" type="text"/>
Middle Name:	<input style="width: 95%;" type="text"/>	Middle Name:	<input style="width: 95%;" type="text"/>
Last Name :*	<input style="width: 95%;" type="text"/>	Last Name :*	<input style="width: 95%;" type="text"/>
Title :*	<input style="width: 95%;" type="text"/>	Title :*	<input style="width: 95%;" type="text"/>
User Name :*	<input style="width: 95%;" type="text"/>	User Name :*	<input style="width: 95%;" type="text"/>
Phone :*	<input style="width: 95%;" type="text"/>	Phone :*	<input style="width: 95%;" type="text"/>
Fax :	<input style="width: 95%;" type="text"/>	Fax :	<input style="width: 95%;" type="text"/>
E-mail :*	<input style="width: 95%;" type="text"/>	E-mail :*	<input style="width: 95%;" type="text"/>

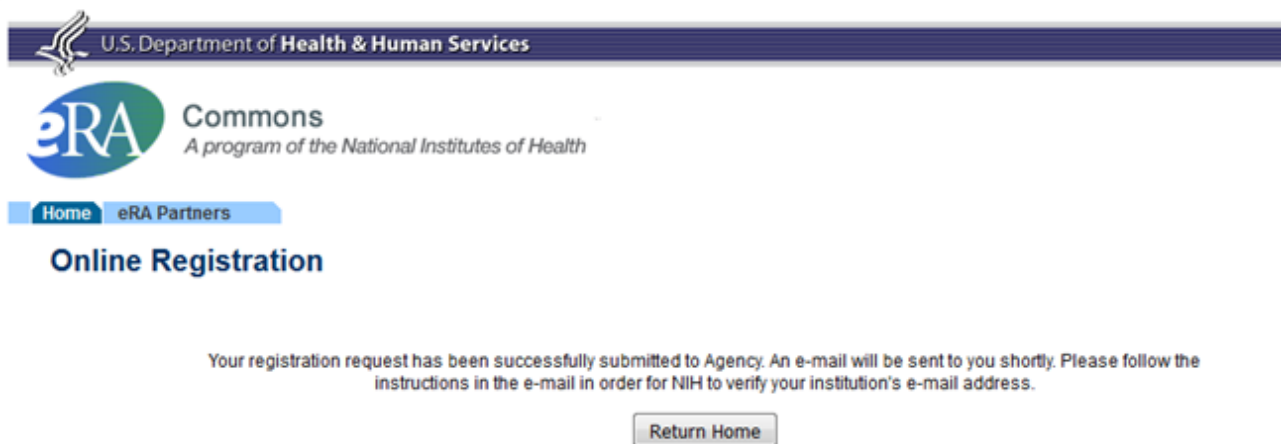
### Register Institution Screen

4. Verify that all entered information is correct before selecting Save.

The Online Registration screen displays.

NIH displays a notice stating the submission was successful.

5. Click Return Home



## Online Registration

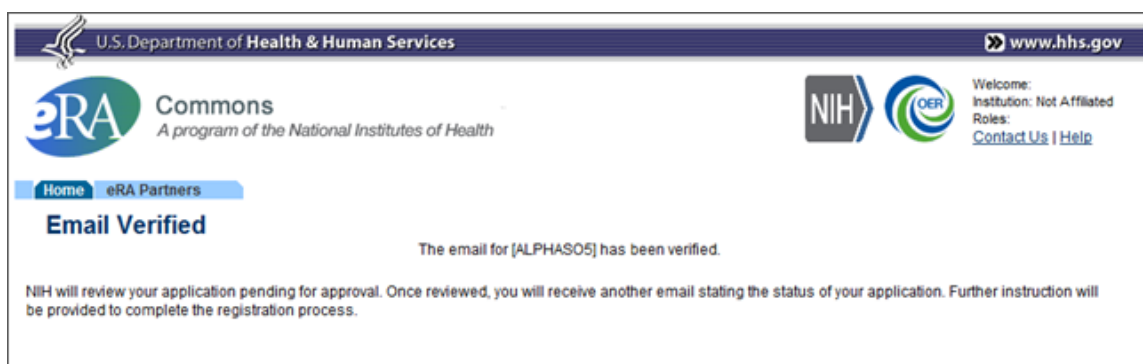
NIH sends an address confirmation e-mail to the designated SO.

6. Click the e-mail hyperlink to verify the SO e-mail address.

The [Email Verified](#) screen displays when the SO clicks the link in the email that they receive and confirms that the SO email address is valid.

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 user name. 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 user name or password.

NIH reviews the registration, which is now pending approval, and displays the Email Verified screen.

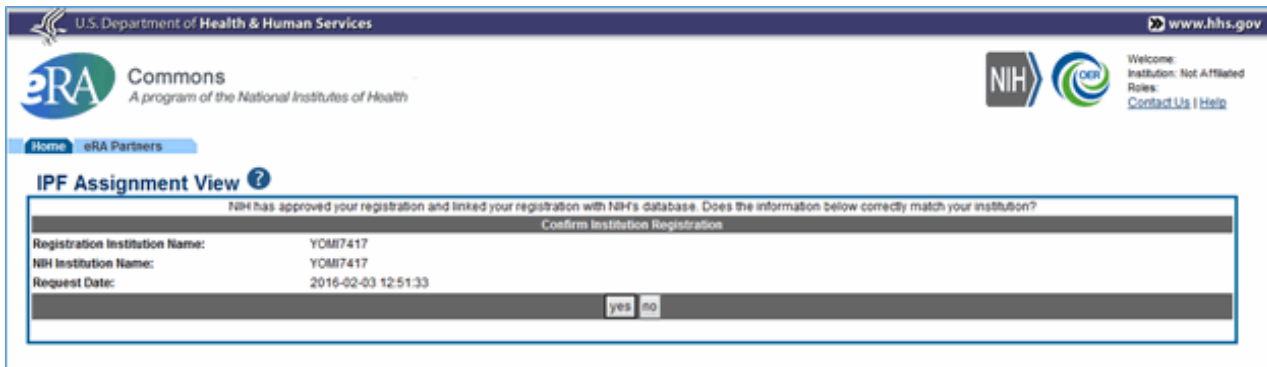


Once the NIH has reviewed the registration request, a second email is sent stating the status of the application (either approved or rejected). If the request is rejected, an email is sent notifying you of the reason.

## Institution Registration Confirmation



7. If approved, select the hyperlink in the e-mail message to confirm the registration process and open the IPF Assignment View.



### IPF Assignment View

8. Click Yes on the IPF Assignment View screen.

After the SO confirms the Registration request, an email is sent containing the User ID and temporary password.

Once the SO has re-logged in to Commons and changed the password, the Registration Information screen is displayed.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

### Registration Information

In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be limited to the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as all actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, the Principal Signing Official can create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form.

Institution Information			
Institution Name:	YOMI7417	Closeout E-mail:	eRATest@mail.nih.gov
FAX Received:	No	NoA E-mail:	eRATest@mail.nih.gov
Duns Number:	963214780	City:	BETHESDA
Street 1:	TEST	State:	MD
Street 2:		Zip Code:	20817
Street 3:		Country:	
Street 4:			
IPF Code:			

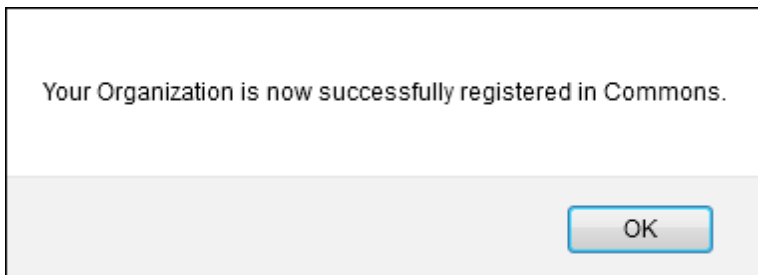
Principal Signing Official		Accounts Administrator	
Name Prefix:		Name Prefix:	
First Name:	TestSO	First Name:	TestAA
Middle Name:		Middle Name:	
Last Name:	AcctSO	Last Name:	TestAA
Suffix:		Suffix:	
Title:	CEO	Title:	Executive
User Name:	ALPHASO5	User Name:	BETAAAS
Phone:	000-000-0000	Phone:	000-000-0000
Fax:		Fax:	
E-mail:	eRATest@mail.nih.gov	E-mail:	eRATest@mail.nih.gov

By clicking the "Accept" button, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts for the grantee organization.

### Registration Information

9. Click Accept.

Once the SO has electronically signed the registration request, the organization will be active in Commons.



### Registration Successful

## Admin Module

The Admin module houses the features used to perform:

- Account Management
- Delegations

All Commons users have access to the Admin module, however, your role determines what you can and cannot do within the module.

## Accounts

The Accounts tab of the Admin module contains the options for creating, searching, and updating user accounts. From Account Administration, the following can be performed:

- Manage Accounts
- Advanced Search
- Change Password

To access Accounts:

1. Select the Admin tab.
2. Select the Accounts tab.

Refer to the topic See "Advanced Search" on page 42 for help with this feature.

For more information on creating and managing user accounts, refer to the Account Management System's Online Help System ([https://era.nih.gov/erahelp/ams\\_new/](https://era.nih.gov/erahelp/ams_new/)).

## Advanced Search

If you hold an administrator role (e.g., SO), you can perform a search on existing Commons accounts to locate PIs eligible for continuous submission. You can search for accounts within your institution or include those outside of your institution.

To perform an advanced search:

1. Select the Accounts tab from within the Admin module.
2. From within Accounts, select the Advanced Search tab to display the Account List screen.
3. Enter the search criteria. The percent sign (%) may be used as a wildcard (e.g., Sm%).

The Search within your institution field is checked as a default and means that Commons will only search for matching records within your institution. To include accounts outside of your institution, uncheck this field before performing the search.

When searching outside of your organization, you must include the Last Name or Commons ID in your search criteria.

4. Select the Search button.

The results display in the Account Search Results table and, depending on the number of returned records, may be listed over multiple pages. Use the pagination, Prev, Next, and All links to access all returned account records.

**Account List** ?

Search Criteria

Commons ID jausten1775	Last Name 	First Name 
---------------------------	---------------	----------------

Search within your Institution

Account Search Results 1- 1 out of 1 records <a href="#">Prev</a> 1 <a href="#">Next</a> <a href="#">All</a>						
User Name	User ID	Email Address	Account Status	Role	CS Eligibility Details	Address
Austen, Jane	JAUSTEN1775	JAusten@email.com	Active	IAR PI SPONSOR	<a href="#">No</a>	University of Literature 1234 Pemberley Drive Building 100 Mail Code 1234 Mansfield Park, NJ 07834

### Account List Screen

The search results include the following information:

- User Name
- User ID
- Email Address
- Account Status
- Role
- CS Eligibility Details
- Address
- Institution

The CS Eligibility Details column displays a No or Yes link to indicate the Continuous Submission Eligibility status of the PI. Select this link to open the Continuous Submission Eligibility screen for that PI.

The [Continuous Submission Eligibility for <PI Name>](#) displays the same information the PI can view from the [Personal Profile](#). For more information on this screen, refer to the [Personal Profile Reviewer Information](#) topic, specifically [Continuous Submission Eligibility Status](#).

## Continuous Submission Eligibility ?

*for Austen, Jane*

### Continuous Submission Eligibility Status:

#### Not Eligible

To help recognize outstanding service in the NIH peer review process and on NIH Advisory Groups, NIH has implemented policy and procedures to allow appointed members of NIH review and Advisory Groups, and peer reviewers with recent substantial service (six times in the NIH specified 18 months period), to submit their research grant applications (R01, R21, or R34) on a continuous basis and to have those applications undergo initial peer review in a timely manner.

[What is Continuous Submission?](#) »

[Continuous Submission FAQs](#) »

**Eligibility for Continuous Submission based on current appointed membership**

[Show Eligibility Status](#)

**Eligibility for Continuous Submission based on recent substantial service**

[Show Eligibility Status](#)

Continuous Submission Eligibility Screen for Selected PI

## Create a New Commons Account for an Individual (e.g., PD/PI)

If you are a Commons user with an SO, AA, or BO role, you have the ability to create new Commons user accounts (such as for a PD/PI) using the Manage Accounts feature.

PD/PIs cannot create their own accounts. Only an SO or AA Commons user can create this account.

To create a new account:

1. Select the Accounts tab from within the Admin module.
2. Select the Account Management option.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin Institution Profile Status RPPR Internet Assisted Review xTrain xTRACT eRA Partners

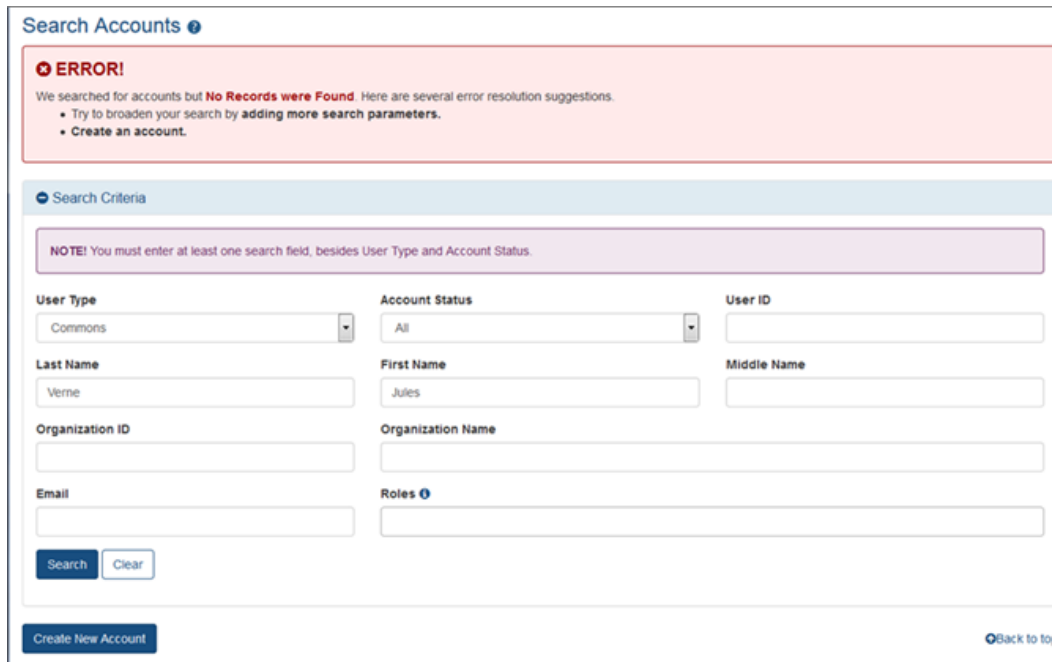
Accounts Process Registrations Switch User Reference Letters Delegations

Account Management

### Account Administration

The Search Accounts screen opens in a separate window. You'll notice that the Create Account button is disabled. You cannot create a new account until you perform a search on the account first. This measure is in place to help avoid the creation of duplicate accounts.

3. Search for the person (Last Name, First Name) whose account you are creating. After performing the search, the Create Account button becomes enabled.
4. [Select the Create New Account button.](#)



The screenshot shows the 'Search Accounts' interface. At the top, there is a red error banner with the text: 'ERROR! We searched for accounts but **No Records were Found**. Here are several error resolution suggestions. • Try to broaden your search by **adding more search parameters**. • **Create an account.**' Below the error banner is a 'Search Criteria' section with a purple note: 'NOTE! You must enter at least one search field, besides User Type and Account Status.' The search criteria form includes several input fields: 'User Type' (dropdown menu set to 'Commons'), 'Account Status' (dropdown menu set to 'All'), 'User ID' (text input), 'Last Name' (text input with 'Verne'), 'First Name' (text input with 'Jules'), 'Middle Name' (text input), 'Organization ID' (text input), 'Organization Name' (text input), 'Email' (text input), and 'Roles' (text input with an information icon). At the bottom left of the search criteria section are 'Search' and 'Clear' buttons. Below the search criteria section is a blue 'Create New Account' button. At the bottom right of the page is a 'Back to top' link.

#### Create Account Button – Enabled After a Search is Performed

[The Create Account screen displays.](#) The User Type should be defaulted to Commons and the Organization should default to that of your own. These fields can be updated if necessary.

**Create Account** [Go Back](#)

All fields are required unless they're marked (Optional)

**User Information**

User Type  
Commons

User ID

Primary Organization

**Contact Information**

Last Name First Name Middle Name (Optional)

Email Confirm Email

**Roles**

+ Add Roles + Add Roles to other org.

Create Clear

### Create Account Screen Upon Initial Entry

5. On the Create Account screen, enter the Personal Information fields. Note that all fields except Middle Name are required.
  - User Type: Select Commons from the drop-down list if it is not already displayed.
  - User ID: Enter a unique name as the system username.
  - Organization: As the SO, your organization should default in this field, however, you can use the look-up tool to enter an organization (if necessary) by clicking on the icon next to the field.

To search for and select an organization, enter the Organization ID and click Search. If you don't know the ID, search on the Organization Name using the percent sign (%) as a wildcard. When the organization is displayed in the results box, click its Select link.

- First Name
  - Middle Name
  - Last Name
  - E-mail
  - Confirm e-mail
6. After entering Personal Information, you can assign a role to the account. Use the look-up tool for Role by selecting the magnifying glass for that field.

In a separate window, the Select Role screen opens showing all roles available for assigning to that user type.

- a. Click the Select link next to the appropriate role.

The role displays on the Create Account screen.

- b. As the SO, your organization should default in this field when you select the role, but you can enter an Organization Name using the look-up tool.
- c. Once the Role and Organization are displayed, click the Add link in the Action column.

**Create Account** ⓘ

All fields are required unless they're marked (Optional)

**User Information**

**User Type**

Commons

**User ID** ⓘ

JVERNE

✔ This User ID is available.

**Primary Organization**

🔍

**Contact Information**

**Last Name** First Name Middle Name (Optional)

Verne Jules

**Email** **Confirm Email**

worldin80days@email.com worldin80days@email.com

**Roles** ⓘ

+ Add Roles + Add Roles to other org.

Create Clear

Select Add Link After Selecting Role Information

- d. Add additional roles following the same steps.
7. Select the Save button to complete the process.
8. Optional: If necessary, you can use the Delete link to remove unwanted roles.

[Click here for a sample image of a completed Create Account screen.](#)



**Create Account** ⓘ
[Go Back](#)

All fields are required unless they're marked (Optional)

### User Information

**User Type**

**User ID** ⓘ  
 ✔ This User ID is available.

**Primary Organization**

### Contact Information

<b>Last Name</b> <input type="text" value="Verne"/>	<b>First Name</b> <input type="text" value="Jules"/>	<b>Middle Name</b> (Optional) <input type="text"/>
<b>Email</b> <input type="text" value="worldin80days@email.com"/>	<b>Confirm Email</b> <input type="text" value="worldin80days@email.com"/>	

### Roles

Showing 1 - 1 of total 1

Filter:

Show  per page

Role(s)	Organization(s)	Action
PI	University of California Berkeley	<input type="button" value="✕ Remove"/>

Sample User Info in Create Account Screen

## 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 RPPR 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 assistant. Additionally, administrative users such as 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 Sponsor 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.

Delegation Authorities			
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 the Institution	Enables the authorized user to submit progress reports for the PI
Sponsor	SO, AA (on behalf of SPONSOR)	ASST	Allows the ASST to access the xTrain module
Status	PI	ASST	Allows the ASST to work with the Status module
PPF	All Commons users	All Commons users	Enables another user to edit someone else's personal profile
Submit	SO, BO	PI	Enables the PI to submit RPPR and MYPR reports
xTrain	PI, SPONSOR	ASST	Enables the ASST to work with the xTrain module

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

## Delegate on Behalf of Another User

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. The information within this section refers to this process.

### Delegating Progress Report Authority on Behalf of Another User

This topic discusses delegating authority for another user's account. See "Direct Delegations" on page 66 if you would like information for delegating authority to your own account.

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 tab from the Commons menu.
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.

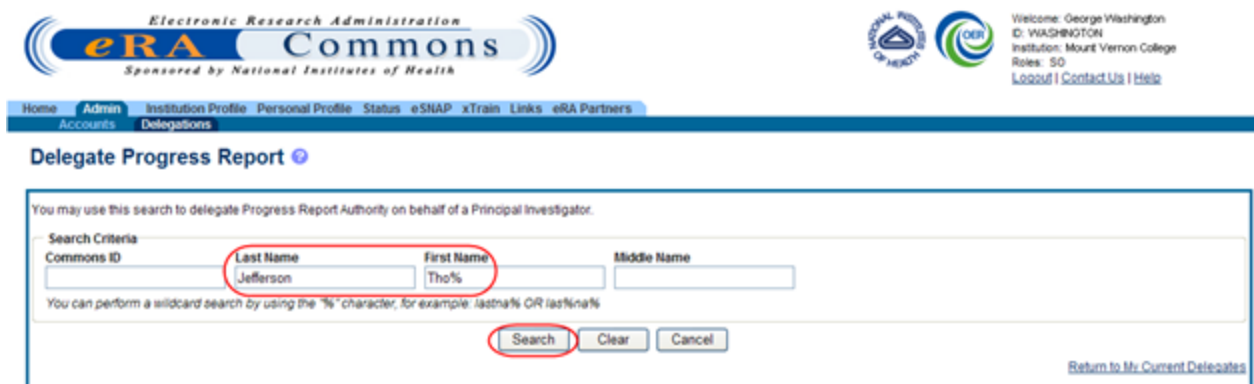


### My Delegates Screen - Delegate Progress Report Link

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.

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.



### Search to Delegate Progress Report Authority on Behalf of a PI

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

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

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners  
Accounts Delegations

### Delegate Progress Report

You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.

**Search Criteria**

Commons ID:  Last Name:  First Name:  Middle Name:

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

**Search Results**

One 'third party delegator' record found.

Name	Role(s)	Commons ID	Action
Jefferson, Thomas	PROGRESS REPORT	JEFFERSON.T	<a href="#">Select</a>

[Return to My Current Delegates](#)

### 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.

- Enter the search parameters necessary for locating the PI to whom you are giving authority and select the Search button.

The matching records display in the Search Results table.

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

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners  
Accounts Delegations

### Delegate Progress Report

You have selected to delegate Progress Report Authority on behalf of: **Jefferson, Thomas**

**Search Criteria**

Commons ID:  Last Name:  First Name:  Middle Name:

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

**Search Results**

One 'third party delegatee' record found.

Name	Role(s)	Commons ID	Progress Report	Action
ADAMS, JOHN		ADAMS.J		<a href="#">Select</a>

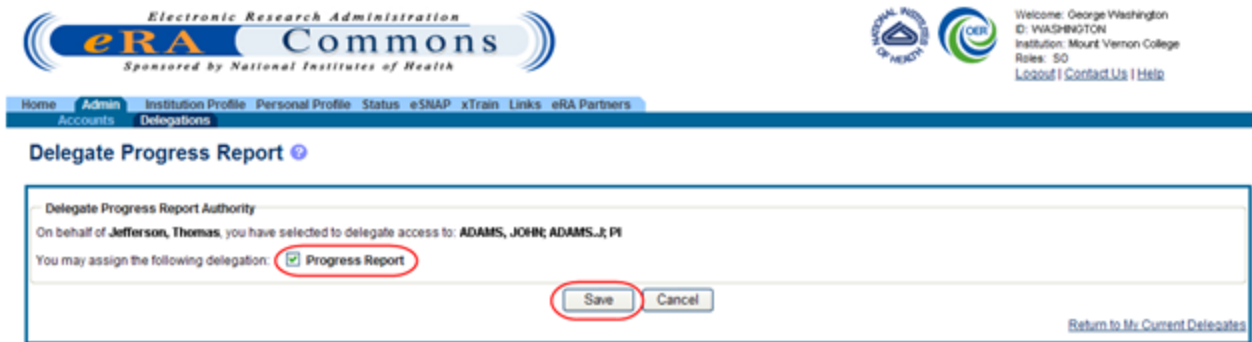
[Return to My Current Delegates](#)

### 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.

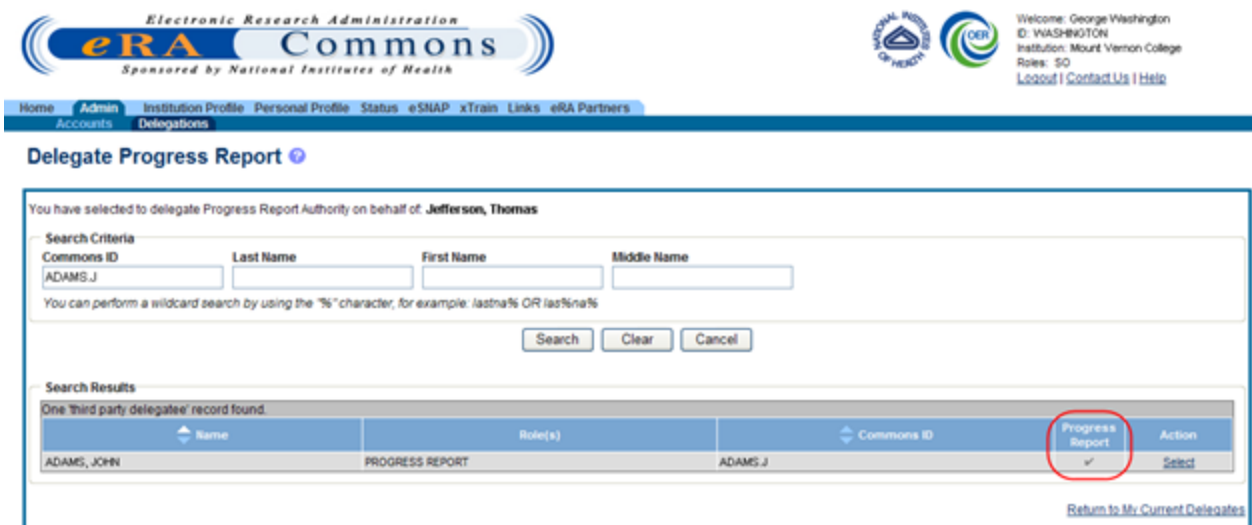
9. Check the Progress Report box.
10. Select the Save button.

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



### 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.



### 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.

## Delegate Sponsor Authority on Behalf of Another User

This topic discusses delegating authority for another user's account. See "Direct Delegations" on page 66 if you would like information for delegating authority to your own account.

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 tab from the Commons menu.
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.

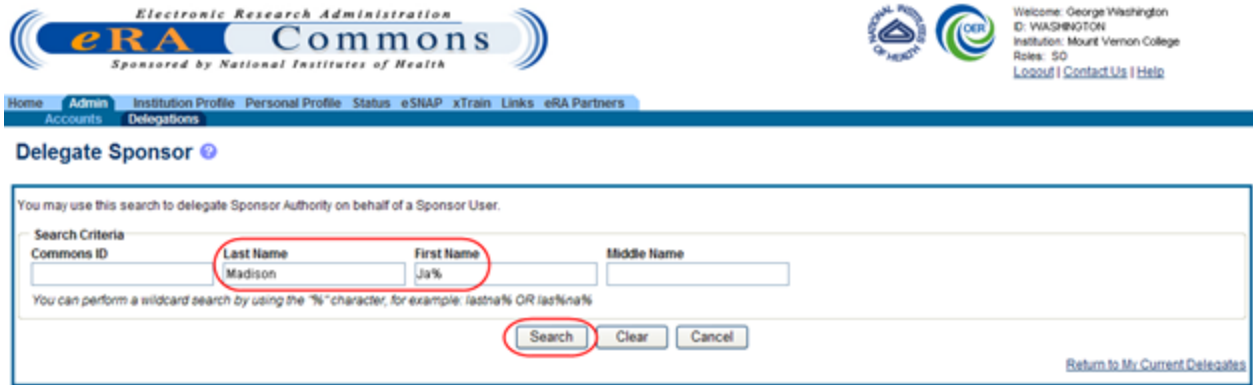
The screenshot shows the 'My Delegates' interface. At the top, there is a navigation bar with 'Admin' and 'Delegations' tabs. Below this, the 'My Delegates' section is titled. A message states: 'You have the ability to delegate the following authority(authorities): PPF'. Underneath, the 'My Current Delegations' section shows a table with the message 'No records found'. The table has columns for Name, Role(s), Commons ID, and Action. At the bottom of the table area, there are several links: 'Delegate Progress Report', 'Delegate Sponsor' (circled in red), 'Institution Delegation', and 'Search or Add Delegate'.

### 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.

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.



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.



Delegate Sponsor Third Party Delegator Search Results

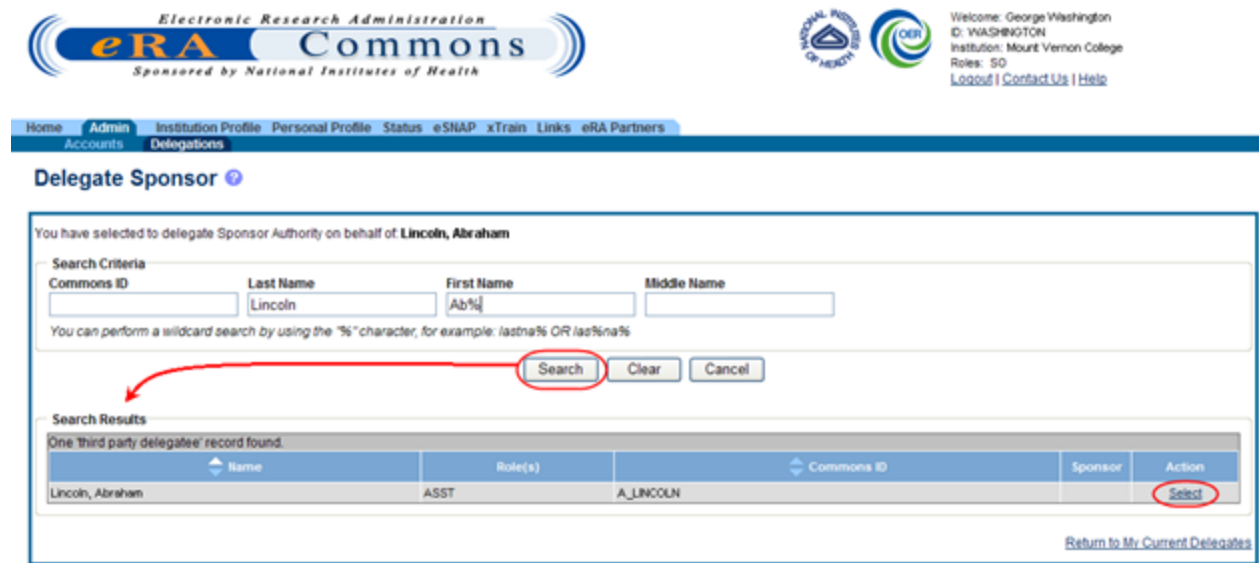
A message displays at the top of the screen as follows: You have selected to delegate Sponsor Authority on behalf of: <Name>.

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.

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

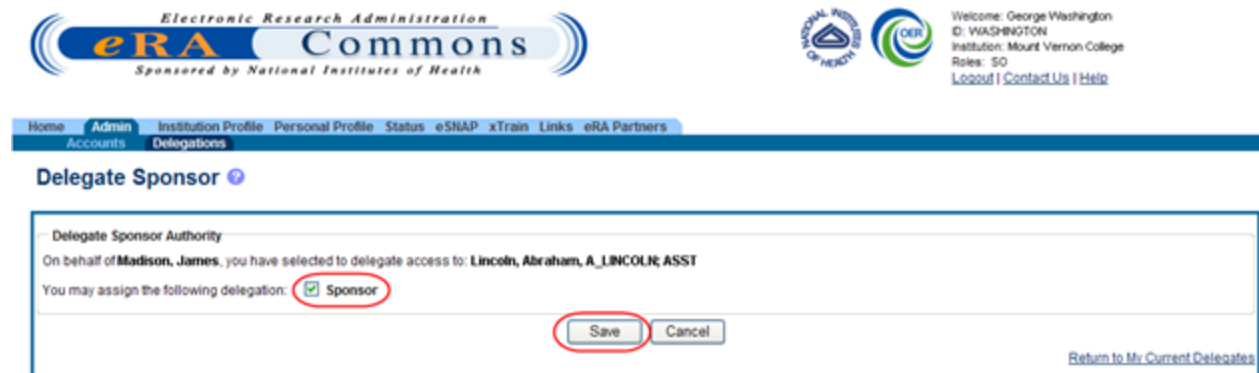


### Delegate Sponsor Third Party Delegatee Search Results

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

- Mark the Sponsor checkbox.
- Select the Save button.

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



### 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.





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  
 Accounts Delegations

### Delegate Sponsor

You have selected to delegate Sponsor Authority on behalf of **Johns, Josephine M.**

**Search Criteria**

Commons ID:  Last Name:  First Name:  Middle Name:

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

**Search Results**

One 'third party delegatee' record found.

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

[Return to My Current Delegations](#)

### 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.

### Revoke Authority on Behalf of Another User

This topic discusses revoking authority for another user's account. See "Direct Delegations" on page 66 if you would like information for delegating authority to your own account.

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:

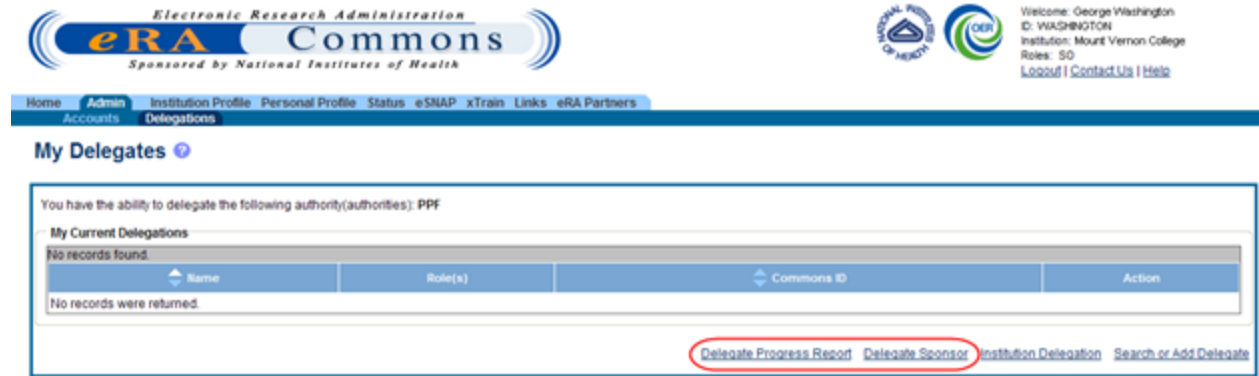
1. Select the Admin tab from the Commons menu.
2. Select the Delegations option from the Admin menu.

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.

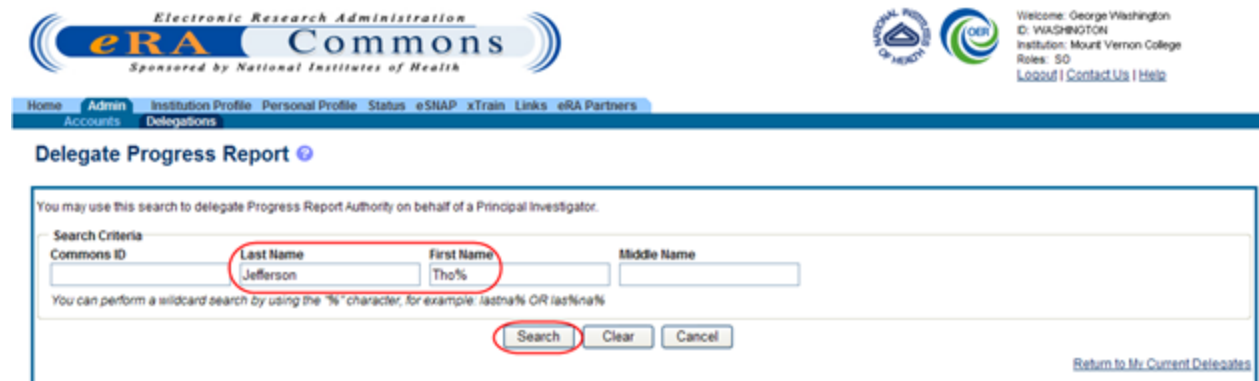


### Delegate Progress Report And Delegate Sponsor Links

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.

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.



### 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.

**Electronic Research Administration Commons**  
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  
Accounts | Delegations

### Delegate Progress Report

You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.

**Search Criteria**

Commons ID:  Last Name:  First Name:  Middle Name:

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

**Search Results**

One 'third party delegator' record found.

Name	Role(s)	Commons ID	Action
Jefferson, Thomas	PROGRESS REPORT	JEFFERSON.T	<input type="button" value="Select"/>

[Return to My Current Delegates](#)

### 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.

**Electronic Research Administration Commons**  
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  
Accounts | Delegations

### Delegate Progress Report

You have selected to delegate Progress Report Authority on behalf of **Jefferson, Thomas**

**Search Criteria**

Commons ID:  Last Name:  First Name:  Middle Name:

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

**Search Results**

One 'third party delegatee' record found.

Name	Role(s)	Commons ID	Progress Report	Action
ADAMS, JOHN	ADAMS.J	ADAMS.J	<input checked="" type="checkbox"/>	<input type="button" value="Select"/>

[Return to My Current Delegates](#)

### Third Party Delegatee 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.

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

### 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.

## Institutional Delegation

Signing Officials and Business Officials may delegate authority to PIs within their institutions to allow those PIs to submit Research Performance Progress Reports (RPPR) and Final Progress Report (FPR) 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.

### Delegating 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 tab from the Commons menu.
2. Select the Delegations option from the Admin menu.

The My Delegates screen opens.

3. Select the link called [Institution Delegation](#).

### 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.

This section walks through the steps for granting the authority. See "Revoking Institutional Submit Progress Report Authority" on page 63 for the steps on revoking the authority.

### 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.

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 checkbox(es) to indicate the appropriate user(s) for Submit Progress Report delegation.

–OR–

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

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.

The screenshot displays the 'Institution Delegations' interface. At the top, there is a navigation bar with 'Admin' and 'Delegations' tabs. The main content area is titled 'Institution Delegations' and contains two tables. The first table, 'Current Submit Progress Report Delegations', has one row for 'Jefferson, Thomas' with a 'Submit Progress Report' checkbox that is unchecked. Below this table are buttons for 'Revoke Delegation(s)', 'Select All', and 'Clear All'. The second table, 'Candidates for Submit Progress Report Delegation', lists seven users: Buchanan, James; Cleveland, Grover; Fillmore, Milard; Garfield, James; Grant, Ulysses S.; Harrison, William Henry; and Hoover, Herbert. Each row has a 'Submit Progress Report' checkbox. The checkbox for 'Buchanan, James' is checked and circled in red. Below this table are buttons for 'Grant Delegation(s)', 'Select All', and 'Clear All'. At the bottom right, there is a link for 'Return to My Current Delegates'.

## Grant Delegation(s) Button

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 RPPR 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.

6. [Select the I Agree button to certify and confirm delegation.](#)

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

The screenshot shows the eRA Commons interface. At the top, there is a navigation bar with links: Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, Accounts, and Delegations. The main heading is "Institution Delegations". Below this is a box titled "DELEGATION OF AUTHORITY FOR APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE:". The text inside the box reads: "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." Below the text is a form with the following information: Delegate Name: Buchanan, James; Title: Assistant Professor; Address: MOUNT VERNON COLLEGE, SCHOOL OF SCIENCES, 123 MAIN STREET, MOUNT VERNON, VA 12345. At the bottom of the form are two buttons: "I Agree" (circled in red) and "Cancel".

## 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"/>

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](#)

Institution Delegations Screen with Updated Current Submit Progress Report Delegations

**Revoking 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 tab from the Commons menu.
2. Select the Delegations option from the Admin menu.

The My Delegates screen opens.

3. Select the link called Institution Delegation.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

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

Accounts   Delegations

**My Delegates**

You have the ability to delegate the following authority(authorities): PPF

**My Current Delegations**

No records found.

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

Delegate Progress Report   Delegate Sponsor   **Institution Delegation**   Search or Add Delegate

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.

This section walks through the steps for revoking the authority. See "Delegating Institutional Submit Progress Report Authority" on page 59 for the steps on granting the 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.

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

The screenshot shows the 'Institution Delegations' page. At the top, there is a navigation bar with links: Home, Admin, Accounts, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, and Delegations. The main heading is 'Institution Delegations'. Below it, a message states: 'You have the authority to delegate Submit Progress Report for your Institution.'

The first table is titled 'Current Submit Progress Report Delegations'. It has columns for Name, Commons ID, and Submit Progress Report. The data rows are:

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

Buttons below this table: Revoke Delegation(s), Select All, Clear All.

The second table is titled 'Candidates for Submit Progress Report Delegation'. It has columns for Name, Commons ID, and Submit Progress Report. The data rows are:

Name	Commons ID	Submit Progress Report
Cleveland, Grover	CLEVELAND	<input type="checkbox"/>
Filmore, Millard	FILMORE.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"/>

Buttons below this table: Grant Delegation(s), Select All, Clear All.

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

### 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 checkbox(es) to mark the appropriate user(s) 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.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners  
ACCOUNTS Delegations

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

**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, Milard	FILLMORE, M	<input type="checkbox"/>
Garfield, James	GARFIELD	<input type="checkbox"/>
Grant, Ulysses S.	USORANT	<input type="checkbox"/>
Harrison, William Henry	HARRISON, W H	<input type="checkbox"/>
Hoover, Herbert	H, HOOVER	<input type="checkbox"/>
McKinley, William	WMCKINLEY	<input type="checkbox"/>

**Grant Delegation(s)** **Select All** **Clear All**

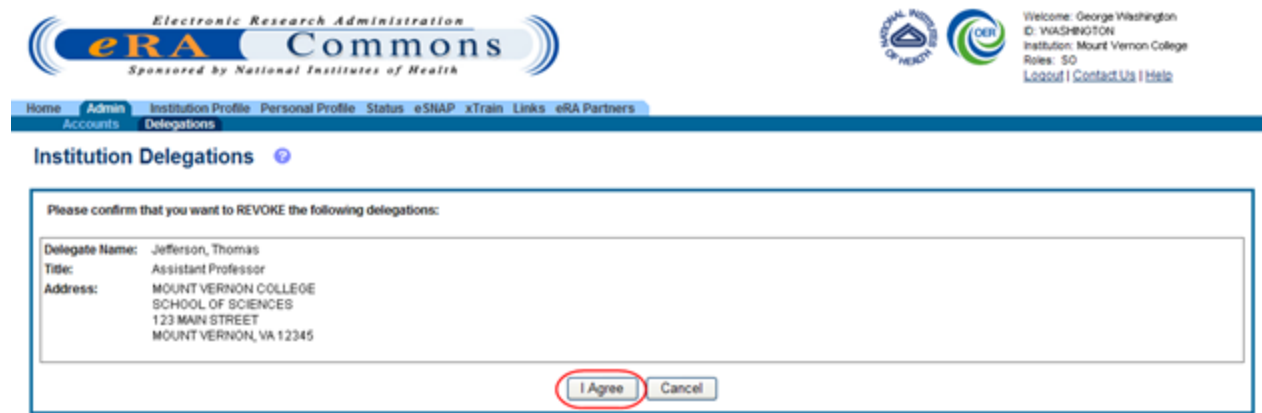
[Return to My Current Delegates](#)

### Revoke Delegation(s) Button

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.

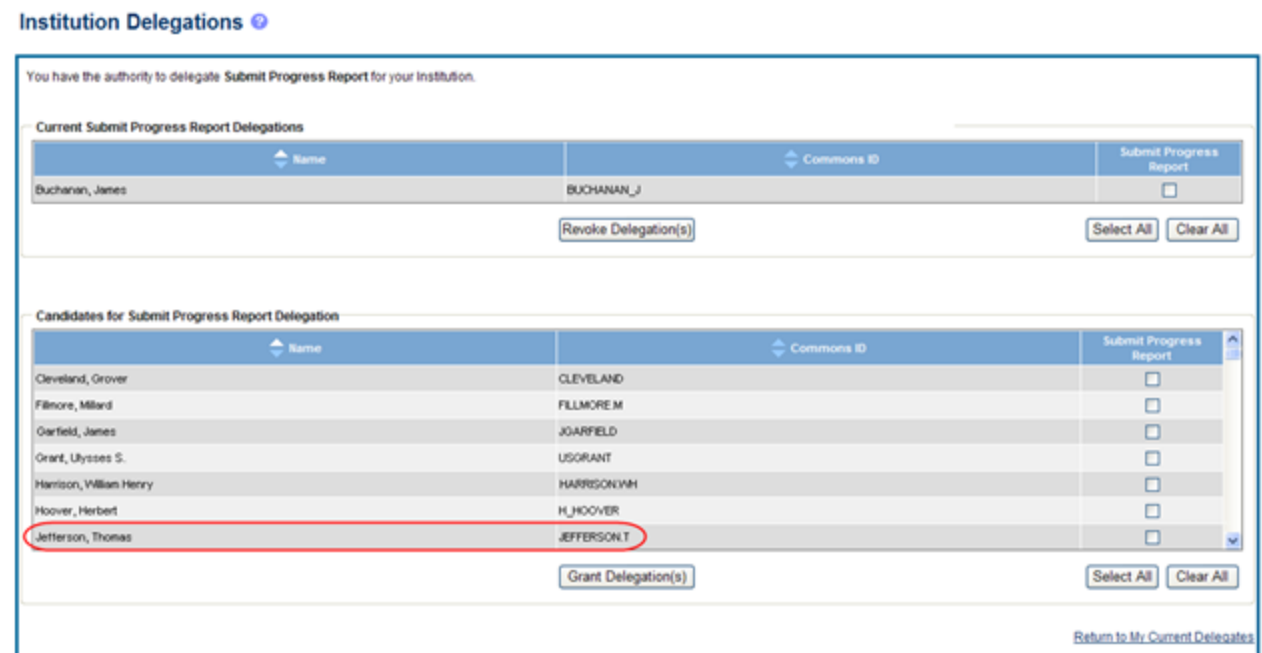
- Select the I Agree button to confirm.

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



### 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.



### Institution Delegations Screen after Revoking User's Delegation

## Direct Delegations

Some Commons users can delegate authority directly to another Commons user so that user can access features in Commons (e.g., FCOI). Some users can also grant authority to another Commons user to access features of their own account (e.g., Personal Profile). Depending on the type

of Commons 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 authority**

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

- **Delegate xTrain authority**

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

### **Delegate Authority to Someone**

This topic discusses delegating authority directly to another user or to someone who needs to access your own account information. See "Delegate on Behalf of Another User" on page 49 if you would like information for delegating authority to a user on behalf of someone else.

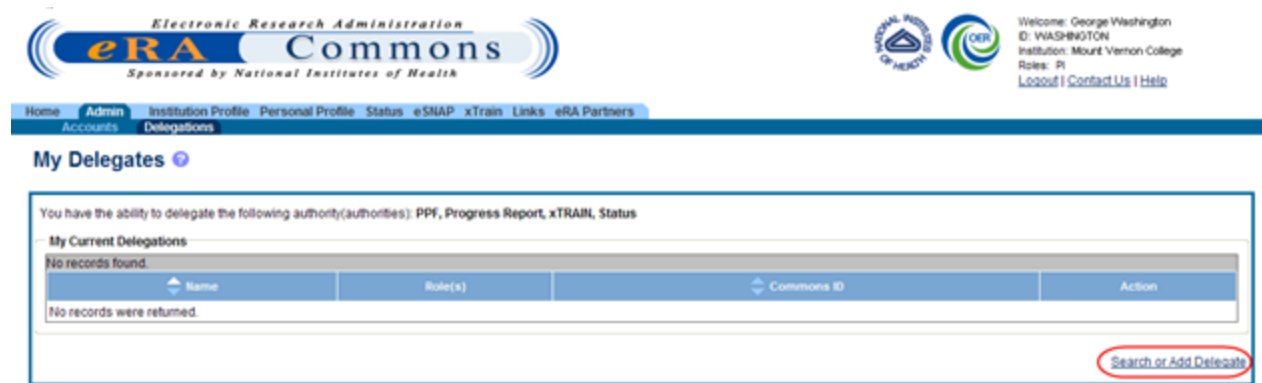
To delegate authority against your account or directly to another Commons user:

1. Select the Admin tab from the Commons menu.
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. See "Edit Delegations" on page 72 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.](#)

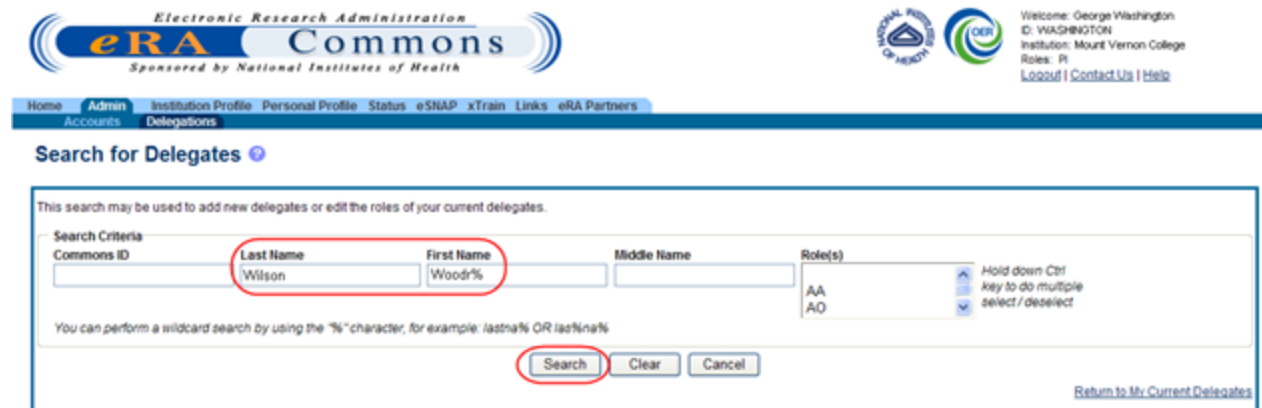


My Delegates Screen - Search or Add Delegate Link

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.

Selecting the Cancel button cancels the search and returns the previous screen.



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.

Only the available authority for delegation displays in the table.

If multiple users match the 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 can be used to clear search parameters and the related search results.

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

The screenshot shows the 'Search for Delegates' page in the eRA Commons system. At the top, there is a navigation bar with links for Home, Admin, Accounts, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, and eRA Partners. The main content area is titled 'Search for Delegates' and includes a search form with fields for Commons ID, Last Name (Wilson), First Name (Woodr%), Middle Name, and Role(s) (AA, AO). Below the search form, there is a 'Search Results' section with a table containing one record found: Wilson, Woodrow, with Role(s) PROGRESS REPORT and Commons ID WILSON\_W. The 'Action' column for this record has a 'Select' link circled in red. A 'Return to My Current Delegates' link is located at the bottom right of the search results section.

Select Link on the Search for Delegates Search Results

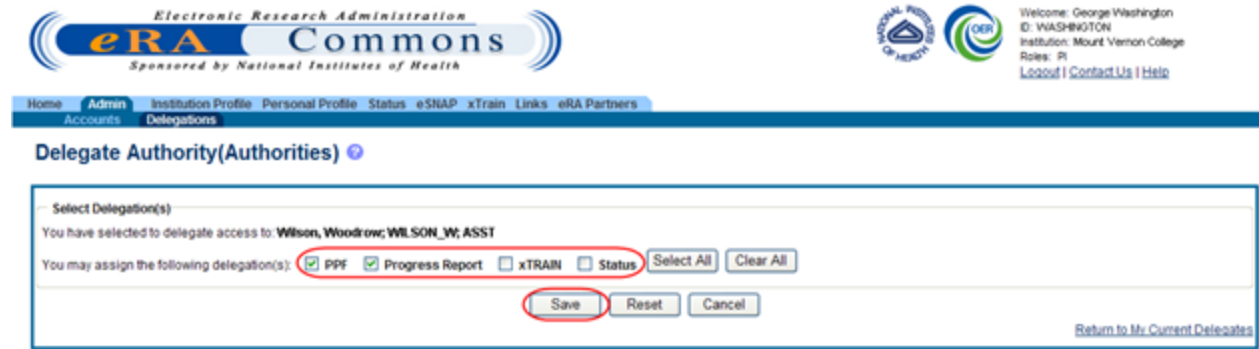
The Delegate Authority (Authorities) screen displays with a confirmation as follows: You have selected to delegate access to: [Name, Commons ID, Role].

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](#).

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.

Clicking the Select All button selects all available authorities.

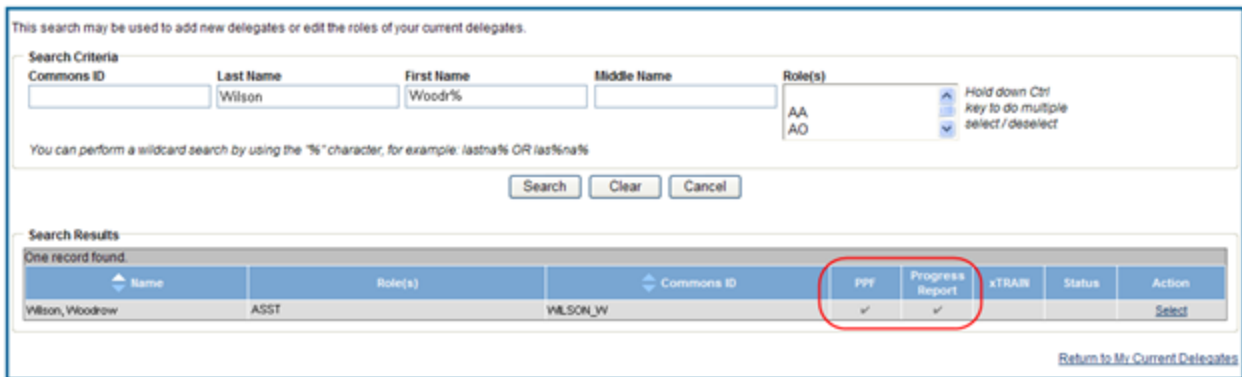
8. Select the Save button.



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.

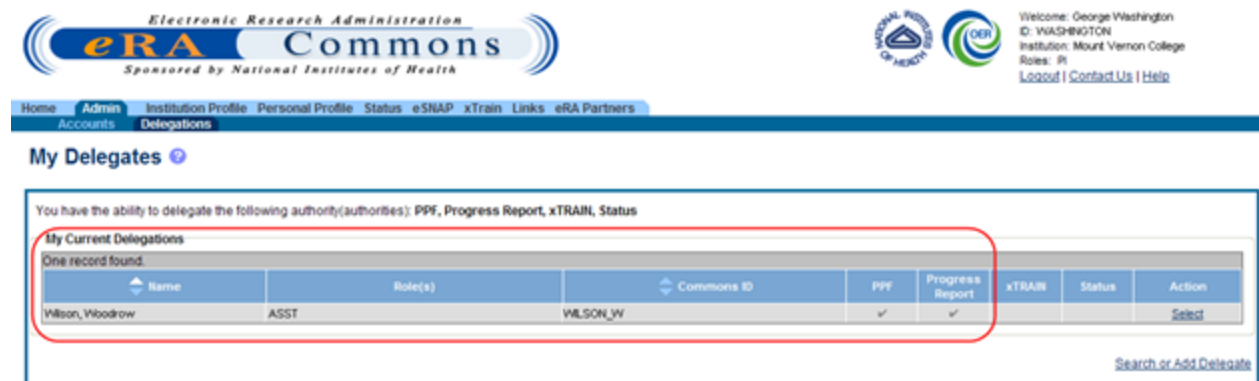
Search for Delegates



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.



## My Current Delegations with Added Delegates

### Search Delegations

To search for users to view their delegations:

1. Select the Admin tab from the Commons menu.
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 tabs for Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, and eRA Partners. Below the navigation bar, the page title is 'My Delegates'. The main content area displays a message: 'You have the ability to delegate the following authority(ies): PPF, Progress Report, xTRAIN, Status'. Below this message is a table titled 'My Current Delegations' with the following data:

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
Wilson, Woodrow	ASST	WILSON_W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Select

At the bottom right of the table area, there is a link labeled 'Search or Add Delegate' which is circled in red in the screenshot.

### 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.

Selecting the Cancel button cancels the search and returns the previous screen.

**Matching users display in the Search Results area.** The results include the 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.



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 last%na%

**Search Results**

One record found.

Name	Role(s)	Commons ID	PPF	Progress Report	xTRAIN	Status	Action
McKinley, William	ASST	MCKINLEY					Select

[Return to My Current Delegates](#)

### Search for Delegates Search Results

### Edit Delegations

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

1. Select the Admin tab from the Commons menu.
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 Select link associated with the user whose delegations are being edited.

You have the ability to delegate the following authority(ies): 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Select

[Search or Add Delegate](#)

### My Current Delegates - Select Link

The Delegate Authority (Authorities) screen shows the selected user and the authorities available for delegation to that user. Marked checkbox(es) 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.

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

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Links eRA Partners  
Accounts Delegations

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

**Delegate Authority(Authorities)**

Select Delegation(s)  
You have selected to delegate access to: **Wilson, Woodrow; WILSON\_WJ; ASST**

You may assign the following delegation(s):  PPF  Progress Report  xTRAIN  Status

[Return to My Current Delegates](#)

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.

### My Delegates

You have the ability to delegate the following authority(ies): 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_WJ			✓	✓	Select

[Search or Add Delegate](#)

## Remove Delegations

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

1. Select the Admin tab from the Commons menu.
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 [Select](#) link associated with the user whose delegations are being revoked.

### 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.

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

### 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.

### Revoked Authorities are Removed from My Current Delegates

## Institution Profile Module (IPF)

Institutions must be registered in Commons in order to use its features. The Institution Profile (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.

Following the creation of an Institutional account in eRA Commons, the IPF is populated with the organizational information from registration and assigned a unique IPF number. The IPF number is an official code that uniquely identifies and associates institutional information within the NIH enterprise database.

The IPF includes information such as:

- Preferred institution name and contact information
- Name, email, and phone number for the SO(s)
- Institutional DUNS number(s)
- Institutional Assurances
- Email addresses for electronic distribution of NoA and other communications notifications

Access to the IPF module is limited by role. Not every Commons user will have access to the Institution Profile, and only users with the SO role can edit it.

## Navigating the Institution Profile

If you hold one of the following Commons roles, you have access to the Institution Profile: AA, AO, ASST, BO, FSR, PI, POSTDOC, SCIENTIST, SPONSOR, or SO.

The iEdison module employs parts of the Institution Profile, therefore some iEdison users can access it for their organizations. iEdison TTO users and admin can view the profile, but only TTO admin can edit the information.

The Institution Profile consists of two main sections – Institution Basic Information and Institutional Assurances and Certifications – which are viewable for all who have access to it and editable to those with an SO role. This topic discusses how to navigate around these sections of the Institution Profile. Details of each section are discussed in separate topics. See the related topic list at the bottom of this screen for links to those topics.

A third section of the Institution Profile is the dashboard, which remains on all views of the profile providing general information about the profile.

Sample Institution Profile

## IPF Dashboard

The left side of the Institution Profile contains the dashboard of information including institution name, IPF code, update and access information for the profile; and eRA Service Desk contact information.

The screenshot displays the eRA Commons interface for the University of Literature. The dashboard area, outlined in red, includes the following information:

- Institution Profile for:** UNIVERSITY OF LITERATURE
- IPF Code:** 1234567
- Navigation Links:**
  - Basic Information
  - Assurances & Certifications
- Accounts:** 3534 Affiliated Accounts
- Profile updated:** 06/11/2014
- ORI Certification Expires:** 04/30/2015
- eRA Commons Help Desk:**
  - Hours: Mon-Fri, 7AM-8PM EDIT/EST
  - Web: <http://era.nih.gov/help/>
  - Toll-free: 866-504-9552
  - Phone: 301-402-7469
  - TTY: 301-451-5939
- Contact information:** Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

### Institution Profile Dashboard

#### Institution Profile Information:

- Name of the institution
- IPF Code

#### Institution Profile Navigation Links

Navigation links are available in the center of the dashboard for accessing the different sections of the Institution Profile.

- Basic Information
- Assurances & Certifications

Next to each link is a status indicator, providing a visual indication of whether all required fields for that component are complete. A green checkmark indicates that the information is complete, while a red X informs that information is missing. Selecting a link opens the corresponding component of the profile in a read-only view mode.

For Assurances & Certifications, the green check indicates that the ORI Certification is valid and not expired.

#### General Information:

- Accounts: Number of affiliated accounts within the organization
- Profile Updated: System-updated date when the user last performed a save on the Institution Profile
- ORI Certification Expires: Date on which ORI certification expires

#### eRA Service Desk Information

Includes the hours, phone numbers, and web address for contacting and creating a ticket for system support as well as a link to the eRA Service Desk website.

### **Main Sections**

The main section of the profile displays the Institution Basic Information or the Institutional Assurances and Certifications, depending on which link or tab you selected. You can navigate between the two by selecting the links on the dashboard or the tabs from the Commons menu structure.

For most users, available information displays as read-only. However, Commons users holding the SO role also have the option to edit these sections. Refer to the appropriate related topic listed at the bottom of this screen for more information.

### **Institution Profile Online Help Topics**

Select any of the question mark icons (?) within the Institution Profile to access content specific help. The help icons are located on each Institution Profile page heading as well as within each component's heading within the Basic Information section. The icons will lead you to a help topic specific to the icon you selected (e.g., the icon on the Institution Name component heading opens the help topic pertaining to the Institution Name component of the Institution Profile).



### Personal Profile Online Help Icons

The Institution Profile topics are part of the overall Commons Online Help and are also accessible by entering the following URL into your browser: <http://era.nih.gov/erahelp/commons>

## What's the Difference Between View and Edit?

While most Commons users are only able to view the information provided in the Institution Profile, SO users have the two options: view mode and edit mode.

### Viewing the Information in the Institution Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all maintained fields are displayed. Click the Assurances and Certifications tab from the Commons menu or the link of the same name from dashboard to display the Institutional Assurances and Certifications page. To access the Institution Basic Information select the Basic Information tab within in the Commons menu or the link in the dashboard.

There are several methods for viewing the different components within the Institution Basic Information of your profile:

- Click on the heading of the individual component
- Select the View button from the header of an individual component to view that component's summary (select Hide to collapse the component).
- Select the View button for multiple components to display more than one at a time.
- Select the View All button to display the summaries of all components of your profile (select Hide All to hide them)

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- ✓ Basic Information
- ✓ Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
06/11/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
Web: <http://era.nih.gov/help/>  
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.

## Institution Basic Information ?

**Institution Name ?**

Profile Name: UNIVERSITY OF LITERATURE  
Commons Preferred Name:

## Institution Contact Information ?

## About the Institution ?

Primary DUNS: 001234567  
Secondary DUNS:  
Federal-Wide Assurance Numbers: FWA00000123  
Animal Welfare Assurance Number: D15-00123 (A1234-01)  
Organization Type: Institution of higher education  
Ownership Control: State Government

## Indirect Cost Negotiations ?

## Signing Officials and TTO Administrators ?

## Institution Address ?

Institution Profile (Basic Information) View Options

### Editing the Information in the Institution Profile

If you hold the SO role, you can edit any available component of your institution's profile by [selecting the Edit button on the section's header](#). This expands the tile and displays the fields for editing. You can then update the information as necessary.



U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- ✓ Basic Information
- ✓ Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
06/11/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
Web: <http://era.nih.gov/help/>  
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.

## Institution Basic Information ?

- Institution Name ?
- Institution Contact Information ?
- About the Institution ?
- Indirect Cost Negotiations ?
- Signing Officials and TTO Administrators ?
- Institution Address ?
- Extramural Technology Transfer Administration ?

### Institution Profile Edit Options


Keep in mind that when you select the Edit button for a component within the Basic Information section, it places you in edit mode for all components, although it may only open the specific component you selected. While in edit mode, you can continue updating the other components of the Basic Information by selecting the View button for each one.

As in the view mode, if you'd like to expand all tiles for editing at the same time, use the View All button at the top of the profile. Select the Hide (individual components) or Hide All to collapse the tiles.

When you are done editing the Institution Profile, select the Save All button. This is the only method of saving the changes you've made. Selecting Save All keeps you in edit mode, so you can keep saving your work along the way.

Hiding or closing individual components of the Basic Information section is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. You must select the Save All button to save your changes!

U.S. Department of Health & Human Services



**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- Basic Information
- Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
06/11/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDIT/EST  
Web: <http://era.nih.gov/help/>  
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.

## Institution Basic Information ?

### Institution Name ?

### Institution Contact Information ?

*Notice of Award Email:	<input type="text" value="ContactSO@universitymail.edu"/>
*Announcements and Notifications Email:	<input type="text" value="ContactSO@universitymail.edu"/>
*Closeout Correspondence Email:	<input type="text" value="SampleCloseoutEmail@universitymail.edu"/>
*Contact Name:	<input type="text" value="Dewey Decimal"/>
*Contact Phone:	<input type="text" value="2015551212"/>
*Contact Email:	<input type="text" value="DDecimal@universitymail.edu"/>

### About the Institution ?

### Indirect Cost Negotiations ?

### Institution Address ?

### Extramural Technology Transfer Administration ?

Institution Profile (Basic Information) in Edit Mode

If you wish to discard your changes, select the Discard Changes button, then select Yes from the confirmation pop-up message. Keep in mind that any information you've added since the last time you hit Save All will be discarded when you hit the Discard Changes button!

Refer to the help topics for each individual profile component to see what fields are available for editing.

## Institution Basic Information

As its name implies, the Institution Basic Information page of the Institution Profile provides a means for viewing and managing fundamental information about the institution such as name, contact persons, etc. This information is divided into expandable and collapsible sections, or tiles.

The screenshot shows the eRA Commons interface for the University of Literature. The header includes the U.S. Department of Health & Human Services logo and the eRA Commons logo, which is a program of the National Institutes of Health. The navigation bar contains links for Home, Admin, Institution Profile (selected), Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. Below the navigation bar, there are two tabs: Basic Information (selected) and Assurances and Certifications. The main content area is titled "Institution Basic Information" and features a sidebar on the left and a main list of expandable sections on the right. The sidebar includes a yellow box with the institution name and IPF Code, a progress indicator showing "Basic Information" and "Assurances & Certifications" as completed, and details about accounts, profile updates, and ORI certification. The main list of sections includes Institution Name, Institution Contact Information, About the Institution, Indirect Cost Negotiations, Signing Officials and TTO Administrators, Institution Address, and Extramural Technology Transfer Administration.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- ✓ Basic Information
- ✓ Assurances & Certifications

Accounts:  
3534 Affiliated Accounts

Profile updated:  
06/11/2014

ORI Certification Expires:  
04/30/2015

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TTY: 301-451-5939

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

### Institution Basic Information ?

- Institution Name ?
- Institution Contact Information ?
- About the Institution ?
- Indirect Cost Negotiations ?
- Signing Officials and TTO Administrators ?
- Institution Address ?
- Extramural Technology Transfer Administration ?

## Institution Basic Information

The Institution Basic Information component of the Institution Profile is viewable by selecting the Basic Information link from the dashboard or the Basic Information tab from the Commons menu structure. For most users, the information is read-only, however, if you hold a Commons SO role, you have the ability to edit the information. Regardless of your role, the default view of the Institution Basic Information is read-only.

Each component contains certain required information. If any of this information is missing from a section, a message displays across the top of the screen, the Basic Information link in the dashboard displays in red font, and the header of the component in error displays in red.

The screenshot shows the eRA Commons interface for the University of Literature. The header includes the U.S. Department of Health & Human Services logo and the eRA Commons logo. The navigation menu includes Home, Admin, Institution Profile (selected), Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The sub-menu shows Basic Information (selected) and Assurances and Certifications. The main content area is titled 'Institution Basic Information' and contains a red error message: 'The DUNS ID is too long: it cannot be longer than 9 characters.' The sidebar on the left displays 'Institution Profile for UNIVERSITY OF LITERATURE' with IPF Code: 1234567. It also shows a red 'Basic Information' link and a green 'Assurances & Certifications' link. Below this, it lists 'Accounts: 3534 Affiliated Accounts', 'Profile updated: 06/11/2014', and 'ORI Certification Expires: 04/30/2015'. The 'eRA Commons Help Desk' section provides contact information: Hours: Mon-Fri, 7AM-8PM EDIT/EST; Web: http://era.nih.gov/help/; Toll-free: 866-504-9552; Phone: 301-402-7469; TTY: 301-451-5939. A note states: 'Contact initiated outside of business hours via Web or voice mail will be returned the next business day.' The main content area lists several sections: Institution Name, Institution Contact Information, About the Institution, Indirect Cost Negotiations, Signing Officials and TTO Administrators, Institution Address, and Extramural Technology Transfer Administration.

## Institution Profile Summary Indicating Missing Information

Additionally, within the component itself, another error message (red text) displays the error at the field level.

**About the Institution** ?

Primary DUNS: 123456789

Secondary DUNS: ✖ The DUNS ID is too long: it cannot be longer than 9 characters.  
 45678910112  
 123456111  
 123456222  
 123456333

Federal-Wide Assurance Numbers: FWA00001234  
 FWA00005678

Animal Welfare Assurance Number: D15-00123 (A1234-01)

Organization Type: Institution of higher education

Ownership Control: State Government

EDIT HIDE

### Institution Profile Error Message Within the Specific Component

You can expand the component tiles partially for viewing (read-only) or entirely for editing. Tiles can be expanded:

- By clicking on the heading of an individual component
- By selecting the View All button to expand all components
- By selecting the View button in a specific header to expand that individual component
- By selecting the Edit button to update the component (SO role only)

### Institution Basic Information ?

**Institution Name** ?

**Institution Contact Information** ?

+ View All

EDIT VIEW

EDIT VIEW

### View, View All, & Edit Buttons on Institution Profile (Basic Information)

Only those users holding an SO role can perform the edit function.

Refer to the specific related topic listed below for information on that individual component of the profile.

To the left of the Institution Basic Information, you find the Institution Profile dashboard. This dashboard provides quick access information to items such as number of accounts, last updated date,

status of required fields, etc. The dashboard is discussed in greater detail inside the topic titled See "Navigating the Institution Profile" on page 75.

## Institution Name

The Institution Name component of the Institution Profile allows you to view your organization's Profile Name and Commons Preferred Name. The profile name is the NIH designated name of the institution. The preferred name is a name specified by the institution for use in Commons.

If you hold the SO role within your organization, you can edit the Commons Preferred Name.

### Viewing Institution Name

Anyone with access to the Institution Profile can view the information in the Institution Name component of the profile in one of the following ways:

- Clicking the component tile header
- Selecting the View button from the Institution Name component tile header

The information displays as read-only:

- Profile Name
- Commons Preferred Name (if existing)

The screenshot shows the eRA Commons interface for the Institution Profile of the University of Literature. The page is titled "Institution Basic Information" and features a sidebar with navigation options like "Home", "Admin", "Institution Profile", "Personal Profile", "Status", "RPPR", "xTrain", "Admin Supp", and "eRA Partners". The main content area displays the "Institution Name" component, which is highlighted with a red box. This component shows the "Profile Name" as "UNIVERSITY OF LITERATURE" and the "Commons Preferred Name" as empty. Below this, there are sections for "Institution Contact Information" and "About the Institution". The sidebar also includes a "Basic Information" section with a "View" button, and "Accounts" information showing 3534 affiliated accounts, a profile update date of 06/11/2014, and an ORI certification expiration date of 04/30/2015.

Institution Name Component of IPF in View Mode

## Editing Institution Name

If you hold the SO role within an organization, you can edit its Commons Preferred Name in the Institution Profile.

Select the Edit button on the Institution Name panel header to display the Commons Preferred Name field for editing and as necessary. The Preferred Name is not a required field.

The screenshot shows the eRA Commons interface for editing an institution profile. The header includes the U.S. Department of Health & Human Services logo and the eRA Commons logo. The navigation bar contains links for Home, Admin, Institution Profile, Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The main content area is titled 'Institution Basic Information' and features a sidebar on the left with 'Basic Information' and 'Assurances and Certifications' tabs. The 'Institution Name' section is highlighted with a red box and contains a 'Profile Name' field with the value 'UNIVERSITY OF COLORADO DENVER' and an empty 'Commons Preferred Name' input field. Below this is the 'Institution Contact Information' section and a link for 'About the Institution'.

### Institution Name Component of IPF in Edit Mode

When you are done, select the Save All button at the top or bottom of the profile to save the changes. You can edit other components of the profile before saving your changes by selecting the View buttons of those components. The Save All button will save the changes made in all components.

If you do not wish to save your changes, select the Discard Changes button instead.

**Remember:** Hiding a component is not the same as saving the component!

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.



## **Institution Contact Information**

The Institution Contact Information component of the Institution Profile allows you to view your organization's contact information, such as name, phone number, and email address.

### **Viewing Institution Contact Information**

You can view the information in the Institution Contact Information component of the profile by:

- Clicking the component tile header
- Selecting the View button from the Institution Contact Information component tile header

The information displays as read-only:

- Notice of Award Email
- Announcements and Notifications Email
- Closeout Correspondence EMail
- Contact Name
- Contact Phone
- Contact Email

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR FFR/FSR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- Basic Information
- Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
07/08/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDIT/EST  
Web: <http://era.nih.gov/help/>  
Toll-free: 866-504-9552  
Phone: 301-402-7469  
TTY: 301-451-5939

## Institution Basic Information ?

### Institution Name ?

### Institution Contact Information ?

Notice of Award Email:	ContactSO@universitymail.edu
Announcements and Notifications Email:	ContactSO@universitymail.e
Closeout Correspondence Email:	SampleCloseoutEmail@university.edu
Contact Name:	Dewey Decimal
Contact Phone:	2015551212
Contact Email:	DDecimal@universitymail

### About the Institution ?

Institution Contact Information Component of IPF in View Mode

### Editing Institution Contact Information

If you hold the SO role within an organization, you can edit the information in the Institution Contact Information component of the Institution Profile.

Select the Edit button on the Institution Contact Information panel header to display all editable fields available in this component. [The following fields are available for editing and are required fields:](#)

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR FFR/FSR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

Basic Information  
 Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
07/08/2014

**ORI Certification Expires:**  
04/30/2015

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Hours: Mon-Fri, 7AM-8PM EDIT/EST  
Web: <http://era.nih.gov/help/>  
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.

## Institution Basic Information ?

### Institution Name ?

### Institution Contact Information ?

\*Notice of Award Email:

\*Announcements and Notifications Email:

\* Closeout Correspondence Email:

\*Contact Name:

\*Contact Phone:

\*Contact Email:

### About the Institution ?

### Indirect Cost Negotiations ?

#### Institution Contact Information Component of IPF in Edit Mode

- Notice of Award Email  
NIH uses this email address to send all notices of award for a grant.
- Announcements & Notifications Email  
NIH uses this email address to send grant reminders, system notifications, and other types of general correspondence.
- Closeout Correspondence Email  
NIH uses this email address to send any Closeout related communications.

- Contact Name

NIH considers the person named here as the primary contact for this institution.

- Contact Phone

Enter the phone number for the contact person listed in Contact Name.

- Contact Email

Enter the email number for the contact person listed in Contact Name.

When you are done, select the Save All button at the top or bottom of the profile to save the changes. You can edit other components of the profile before saving your changes by selecting the View buttons of those components. The Save All button will save the changes made in all components.

If you do not wish to save your changes, select the Discard Changes button instead.

**Remember:** Hiding a component is not the same as saving the component!

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## About the Institution

This topic is in the process of being revised. To read about changes to this screen, please refer to the [Commons Release Notes for the April 17, 2015 Quarterly Release](#).

The About the Institution component of the Institution Profile allows you to view information about your organization, such as DUNS and assurances numbers. If you hold the SO role within your organization, you can also edit this information.

### Viewing About the Institution Information

You can view the information in the About the Institution component of the profile by:

- Clicking the component tile header
- Selecting the View button from the About the Institution component tile header

The information displays as read-only:

- Primary DUNS
- Secondary DUNS

- Federal-Wide Assurance Numbers
- Animal Welfare Assurance Number
- Organization Type
- Ownership Control

The screenshot displays the 'Institution Basic Information' page for the University of Literature. The page is part of the eRA Commons interface, a program of the National Institutes of Health. The navigation bar includes links for Home, Admin, Institution Profile, Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The 'Institution Profile' tab is active, and the 'Basic Information' sub-tab is selected. The main content area is titled 'Institution Basic Information' and includes several sections: 'Institution Name', 'Institution Contact Information', 'About the Institution', and 'Indirect Cost Negotiations'. The 'About the Institution' section is highlighted with a red box and contains the following information:

Primary DUNS:	001234567
Secondary DUNS:	
Federal-Wide Assurance Numbers:	FWA00000123
Animal Welfare Assurance Number:	D15-00123 (A1234-01)
Organization Type:	Institution of higher education
Ownership Control:	State Government

Other visible information includes the institution's name (UNIVERSITY OF LITERATURE), IPF Code (1234567), and contact details for the eRA Commons Help Desk.

About the Institution Component of IPF in View Mode

### Editing About the Institution Information

If you hold the SO role within an organization, you can edit the fields in the About the Institution component of the Institution Profile.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

Basic Information  
 Assurances & Certifications

Accounts:  
3534 Affiliated Accounts

Profile updated:  
07/08/2014

ORI Certification Expires:  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
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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.

## Institution Basic Information ?

### Institution Name ?

### Institution Contact Information ?

### About the Institution ?

Primary DUNS: 001234567

Secondary DUNS:

Federal-Wide Assurance Numbers:

Animal Welfare Assurance Number: D15-00123 (A1234-01)

Organization Type: Institution of higher education

Ownership Control: State Government

### Indirect Cost Negotiations ?

### About the Institution Component of IPF in Edit Mode

Select the Edit button on the About Institution Information panel header to display all editable fields available in this component. The following fields are available for editing, but are not required:

#### Secondary DUNS

The Secondary DUNS field allows SOs to edit, add, and remove additional DUNS numbers for the institution as necessary.

- To add a secondary DUNS number to the profile, select the Add button to display text fields. Enter the required 9 digits into the first text field and the optional 4 digits (for 13-digit

DUNS only) into the second text field.

The screenshot shows the 'About the Institution' form. The 'Primary DUNS' field contains '001234567'. The 'Secondary DUNS' section has two empty text input fields separated by a hyphen, with a blue 'Add' button below the first field and a blue 'Remove' button to the right of the second field. A red arrow points from the 'Add' button to the first text field. Below this, the 'Federal-Wide Assurance Numbers' section has a text input field containing 'FWA00000123' and a blue 'Remove' button, with a blue 'Add' button below it. The 'Animal Welfare Assurance Number' field contains 'A1234-01'. The 'Organization Type' is 'Institution of higher education' and the 'Ownership Control' is 'State Government'.

Secondary DUNS Text Fields Display when Add Button is Selected

- To edit a secondary DUNS number, simply update the value in the editable text fields.
- To remove a secondary DUNS, select the Remove button next to the appropriate DUNS number. At the confirmation, select Yes to complete the action.

This screenshot shows the same 'About the Institution' form as above, but with a confirmation dialog box overlaid. The dialog box is titled 'Confirmation needed' and contains the text 'Really remove this DUNS number (001234789)?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red. A red arrow points from the 'Remove' button of the 'Secondary DUNS' section to the dialog box. The background form is dimmed.

Removing a Secondary DUNS

Federal-Wide Assurance Numbers

The Federal-Wide Assurance (FWA) is the only type of new assurance of compliance accepted and approved by the Office of Human Research Protections (OHRP) for institutions engaged in non-exempt human subjects research conducted or supported by HHS.

The Federal-Wide Assurance Numbers field allows SOs to edit, add, and remove FWA numbers for the institution as necessary.

- To add an FWA number to the profile, select the Add button to display the editable text field. Enter the FWA number into this field.

The screenshot shows the 'About the Institution' page with the following fields:

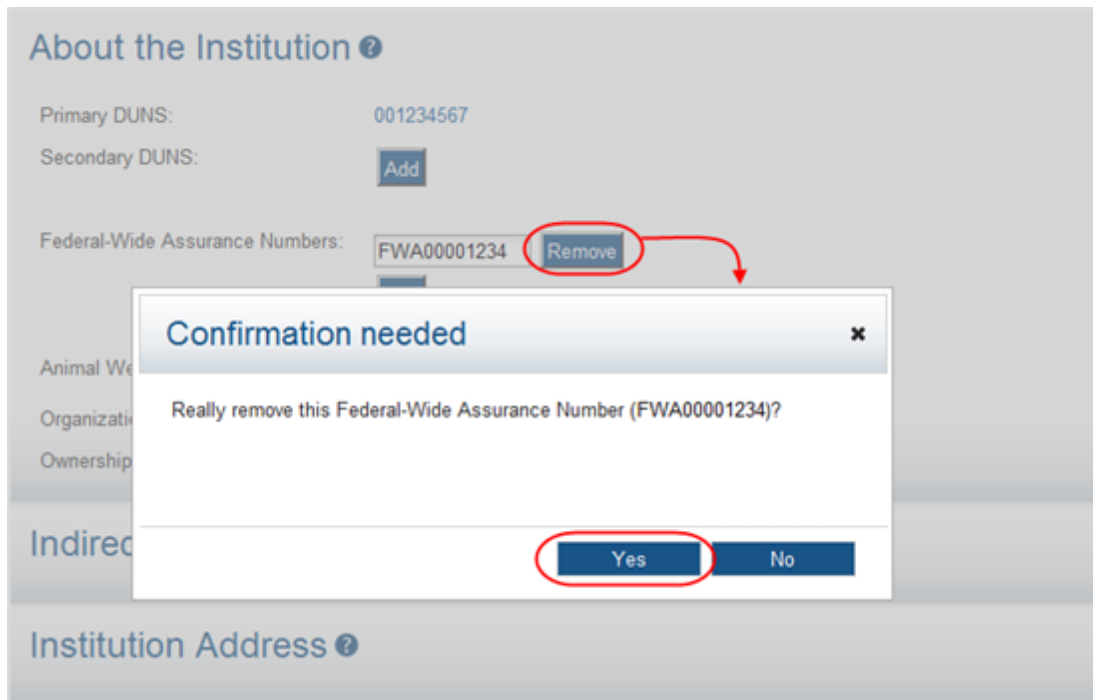
- Primary DUNS: 001234567
- Secondary DUNS: Add
- Federal-Wide Assurance Numbers: FWA00001234 Remove
- Animal Welfare Assurance Number: D15-00123 (A1234-01)
- Organization Type: Institution of higher education
- Ownership Control: State Government

The 'Add' button for the Federal-Wide Assurance Numbers field is circled in red, and a red arrow points to the empty text field below it.

#### Federal-Wide Assurance Number Text Field Displays when Add Button is Selected

- To edit an FWA number, simply update the value in the editable text fields.
- To remove an FWA number, select the Remove button next to the appropriate number. At the confirmation, select Yes to complete the action.





### Removing an FWA Number

#### Animal Welfare Assurance Number

The Animal Welfare Assurance is a document an institution and all performance sites involving animal research must have on file with the Office of Laboratory Animal Welfare (OLAW) before being awarded a grant or contract.

The Animal Welfare Assurance Number field displays the number passed to Commons from OLAW. If existing, numbers in parentheses () represents the old format number corresponding to the new format. This field is not editable.

The Primary DUNS, Organization Type, and Ownership Control are read-only fields populated with organizational information on file. The Primary DUNS field reflects the primary DUNS number provided during the original institution registration. This number is not editable through Commons. To make changes to the primary DUNS, please contact the [eRA Service Desk](#) for assistance.

When you are done, select the Save All button at the top or bottom of the profile to save the changes. You can edit other components of the profile before saving your changes by selecting the View buttons of those components. The Save All button will save the changes made in all components.

If you do not wish to save your changes, select the Discard Changes button instead.

**Remember:** Hiding a component is not the same as saving the component!

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## **Indirect Cost Negotiations**

The indirect Cost Negotiations component of the Institution Profile allows you to view your organization's Negotiator and Last Negotiation Date. If you hold the SO role within your organization, you can also edit this information.

### **Viewing Indirect Cost Negotiations**

You can view the information in the Indirect Cost Negotiations component of the profile by:

- Clicking the component tile header
- Selecting the View button from the Indirect Cost Negotiations component tile header

The information displays as read-only:

- Negotiator Name
- Last Negotiation Date

The screenshot shows the eRA Commons interface for the University of Literature. The top navigation bar includes links for Home, Admin, Institution Profile (selected), Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The left sidebar contains a yellow box with the institution name and IPF code, a progress indicator for Basic Information and Assurances & Certifications, and contact information for the eRA Commons Help Desk. The main content area is titled 'Institution Basic Information' and includes sections for Institution Name, Institution Contact Information, About the Institution, and Indirect Cost Negotiations (highlighted with a red box). The Indirect Cost Negotiations section displays the Negotiator Name and the Last Negotiation Date as November 16, 2011. Below this is a section for Signing Officials and TTO Administrators.

Indirect Cost Negotiations Component of IPF in View Mode

### Editing Indirect Cost Negotiations

If you hold the SO role within an organization, you can edit the fields in the Indirect Cost Negotiations component of the Institution Profile.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

✓ Basic Information  
✓ Assurances & Certifications

Accounts:  
3534 Affiliated Accounts

Profile updated:  
07/09/2014

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04/30/2015

**eRA Commons Help Desk**  
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Toll-free: 866-504-9552  
Phone: 301-402-7469  
TTY: 301-451-5939

## Institution Basic Information ?

### Institution Name ?

### Institution Contact Information ?

### About the Institution ?

### Indirect Cost Negotiations ?

Negotiator Name:

Last Negotiation Date:  MM/DD/YYYY

### Institution Address ?

### Indirect Cost Negotiations Component of IPF in Edit Mode

Select the Edit button on the Indirect Cost Negotiations panel header to display all editable fields available in this component. The following fields are available for editing, but are not required:

- Negotiator Name  
Enter the name of the agent who negotiated the most recent indirect cost agreement.
- Last Negotiation  
Enter the date of the most recent indirect cost agreement negotiation (format must be MM/DD/YYYY).

When you are done, select the Save All button at the top or bottom of the profile to save the changes. You can edit other components of the profile before saving your changes by selecting the View buttons of those components. The Save All button will save the changes made in all components.

If you do not wish to save your changes, select the Discard Changes button instead.

**Remember:** Hiding a component is not the same as saving the component!

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## **Signing Officials and TTO Administrators**

The Signing Officials and TTO Administrators component of the Institution Profile allows you to view a list of all Commons system users in your organization who are assigned the SO and/or TTO Administrator roles.

You can view the information in the Signing Officials and TTO Administrators component of the profile by:

- Clicking the component tile header
- Selecting the View button from the Signing Officials and TTO Administrators component tile header

The information for each person displays as read-only.

- Name
- Phone Number
- Email Address

Institution Profile for

UNIVERSITY OF LITERATURE

IPF Code: 1234567

✔ Basic Information

✔ Assurances & Certifications

---

Accounts:

3534 Affiliated Accounts

Profile updated:

07/09/2014

ORI Certification Expires:

04/30/2015

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eRA Commons Help Desk

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

Web: <http://era.nih.gov/help/>

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.

About the Institution ?

Indirect Cost Negotiations ?

Signing Officials and TTO Administrators ?

Jane Austen (SO)	201-555-0001	JAusten@universitymail.edu
Stephen Crane (SO)	201-555-0002	SCrane@universitymail.edu
Thomas Hardy	201-555-0003	THardy@universitymail.edu
James Joyce (SO)	<i>phone unknown</i>	JJoyce@universitymail.edu
Harper Lee (SO)	201-555-0005	HLee@universitymail.edu
Edgar A. Poe (EXTRAMURAL_TTO_ADMIN)	201-555-0006	EAPoe@universitymail.edu
Willuam Shakespeare (SO)	201-555-0007	WShakes@universitymail.edu

Institution Address ?

Extramural Technology Transfer Administration ?

Signing Official & TTO Administrator Component of IPF

## Institution Address

The Institution Address component of the Institution Profile allows you to view address information for your organization including phone and fax numbers. If you hold the SO role within your organization, you can also edit this information.

### Viewing Institution Address

You can view the information in the Institution Address component of the profile by:

- Clicking the component tile header
- Selecting the View button from the Institution Address component tile header

The information displays as read-only:

- Address
- Phone
- Fax

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information Assurances and Certifications

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- ✓ Basic Information
- ✓ Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
07/09/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
Web: <http://era.nih.gov/help/>  
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.

### Institution Basic Information ?

- Institution Name ?
- Institution Contact Information ?
- About the Institution ?
- Indirect Cost Negotiations ?
- Signing Officials and TTO Administrators ?

### Institution Address ?

Address:	UNIVERSITY OF LITERATURE GRANTS AND CONTRACTS THISTOWN, NJ 07834 UNITED STATES
Phone:	2015551234
Fax:	2015554567

### Extramural Technology Transfer Administration ?

Institution Address Component of IPF in View Mode

## Editing Institution Address

If you hold the SO role within an organization, you can edit the fields in the Institution Address component of the Institution Profile.

The screenshot shows the eRA Commons interface for editing an Institution Profile. The header includes the U.S. Department of Health & Human Services logo and the eRA Commons logo. The navigation bar contains links for Home, Admin, Institution Profile, Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The main content area is titled "Institution Profile for UNIVERSITY OF LITERATURE" with an IPF Code of 1234567. A sidebar on the left lists "Basic Information" and "Assurances & Certifications" as active sections, along with account statistics and contact information for the eRA Commons Help Desk. The main content area is divided into several sections: "Institution Basic Information", "Institution Name", "Institution Contact Information", "About the Institution", "Indirect Cost Negotiations", and "Institution Address". The "Institution Address" section is highlighted with a red rounded rectangle and contains the following fields: Street Address (UNIVERSITY OF LITERATURE), City (THISTOWN), Country (UNITED STATES), State/Province (NEW JERSEY), Zip/Postal Code (07834), Phone (2015551234), and Fax (2015554567). Below this section is the "Extramural Technology Transfer Administration" section.

Institution Address Component of IPF in Edit Mode



Select the Edit button on the Institution Address panel header to display all editable fields available in this component. The following fields are available for editing:

- Street Address

Enter the street address for the organization. This is a required field.

- City

Enter the city for the address. This is a required field.

- Country

Select a country value from the drop-down box. This is a required field.

- State

Select a country value from the drop-down box. This is a required field.

- Zip Code

Enter the zip code for the address. This is a required field.

- Phone

Enter the phone number associated with the address above. This is a required field.

- Fax

Enter the fax number associated with the address above. This is an optional field.

When you are done, select the Save All button at the top or bottom of the profile to save the changes. You can edit other components of the profile before saving your changes by selecting the View buttons of those components. The Save All button will save the changes made in all components.

If you do not wish to save your changes, select the Discard Changes button instead.

**Remember:** Hiding a component is not the same as saving the component!

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## **Extramural Technology Transfer Administration**

The Extramural Technology Transfer Administration component of the Institution Profile allows users with access to the Institution Profile to view the contact and other relevant information for the technology transfer administration department of the institution.

This component of the profile is maintained by iEdison users holding Extramural TTO administrator role. An organization's Signing Official(s) may also edit this component.

For information on iEdison, please refer to the [iEdison pages](#) of the eRA website.

### **Viewing Extramural Technology Transfer Administration**

You can view the information in the Extramural Technology Transfer Administrations component of the profile by:

- Clicking the component tile header
- Selecting the View button from the Extramural Technology Transfer Administrations component tile header

The information displays as read-only:

- Address
- Contact Name
- Phone
- Email
- Are batch uploads allowed by this organization?
- The month that begins the utilization period
- Are the inventions submitted by the organization assigned for administration and reporting by the user?

Institution Profile for

**UNIVERSITY OF LITERATURE**

IPF Code: 1234567

✔ Basic Information

✔ Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
07/09/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
Web: <http://era.nih.gov/help/>  
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.

[About the Institution ?](#)

[Indirect Cost Negotiations ?](#)

[Signing Officials and TTO Administrators ?](#)

[Institution Address ?](#)

[Extramural Technology Transfer Administration ?](#)

Address:	123 Main Street University Plaza Thistown, NEW JERSEY 07834 UNITED STATES
Contact Name:	Albert Einstein
Phone:	2015551234
Email:	greatideas@universitymail.edu
Are batch uploads allowed by this organization?	No
The month that begins the utilization period:	August
Are the inventions submitted by the organization assigned for administration and reporting by the user?	Yes

Extramural Technology Transfer Administration Component of IPF in View Mode

### Editing Extramural Technology Transfer Administration

If you hold the TTO\_Admin or SO role within an organization, you can edit the fields in the Extramural Technology Transfer Administration component of the Institution Profile.



Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

- ✔ Basic Information
- ✔ Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
06/11/2014

**ORI Certification Expires:**  
04/30/2015

**eRA Commons Help Desk**  
Hours: Mon-Fri, 7AM-8PM EDT/EST  
Web: <http://era.nih.gov/help/>  
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.

## Institution Basic Information ?

Institution Name ?

Institution Contact Information ?

About the Institution ?

Indirect Cost Negotiations ?

Institution Address ?

### Extramural Technology Transfer Administration ?

Street Address:

City:

Country:

State/Province:

Zip/Postal Code:

Contact Name:

Phone:

Email:

Are batch uploads allowed by this organization? No

The month that begins the utilization period:

Are the inventions submitted by the organization assigned for administration and reporting by the user?

## Extramural Technology Transfer Administration Component of IPF in Edit Mode

Select the Edit button on the Extramural Technology Transfer Administrations tile header to display all editable fields available in this component. The following fields are available for editing:

- Street Address
- City
- Country
- State/Province
- Zip/Postal Code
- Contact Name
- Phone
- Email
- Are batch uploads allowed by this organization?

Select a value from the drop-down list: Yes or No.

- The month that begins the utilization period

Select a value from the drop-down list.

- Are the inventions submitted by the organization assigned for administration and reporting by the user?

Select a value from the drop-down list: Yes or No.

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## Institutional Assurances and Certifications

The Institutional Assurances and Certifications component of the Institution Profile 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). [The screen provides a means of viewing and managing the checklist of these assurances and certifications.](#)

The screenshot shows the eRA Commons interface for the University of Literature. The header includes the U.S. Department of Health & Human Services logo and the eRA Commons logo. The navigation menu includes Home, Admin, Institution Profile, Personal Profile, Status, RPPR, xTrain, Admin Supp, and eRA Partners. The main content area is titled "Institutional Assurances and Certifications" and is divided into two sections: "Status" and "Assurances and Certifications".

**Institution Profile for UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

**Status**  
The Office of Research and Integrity Certification Status is: **Assurance OK**  
This certification expires on: **04/30/2015**

**Assurances and Certifications**  
This institution complies with all laws, policies and regulations prohibiting discrimination based on:

12/09/2005	<input checked="" type="checkbox"/>	Age Discrimination Assurance
12/09/2005	<input checked="" type="checkbox"/>	Civil Rights Assurance
12/09/2005	<input checked="" type="checkbox"/>	Handicapped Individuals Assurance
12/09/2005	<input checked="" type="checkbox"/>	Inclusion of Children Policy
12/09/2005	<input checked="" type="checkbox"/>	Sex Discrimination Assurance
12/09/2005	<input checked="" type="checkbox"/>	Women and Minority Inclusion Policy

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
06/11/2014

**ORI Certification Expires:**  
04/30/2015

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Phone: 301-402-7469  
TTY: 301-451-5939

## Institutional Assurances and Certifications in View Mode

This component of the Institution Profile is viewable by selecting the Assurances & Certifications link on the dashboard or the Assurances and Certifications tab from the Commons menu structure. For most users, the information is read-only, however, if you hold a Commons SO role, you have the ability to edit the information. Regardless of your role, the default view of the Institutional Assurances and Certifications is read-only.

There are two main sections of the screen, which are described below: Status and Assurances and Certifications.

### Status

The Status section of the screen displays the Office of Research and Integrity Certification Status for the institution. The values for this field are either Assurance OK or Expired. The expired status will display in red text as a warning.

The expiration date of the certification displays below the status, in red text if already expired.

### Assurances and Certifications

The Assurances and Certification section provides a means for institutions to indicate (or view the indication of) compliance with particular laws, policies, and/or regulations as well as to indicate that it meets certain research requirements.

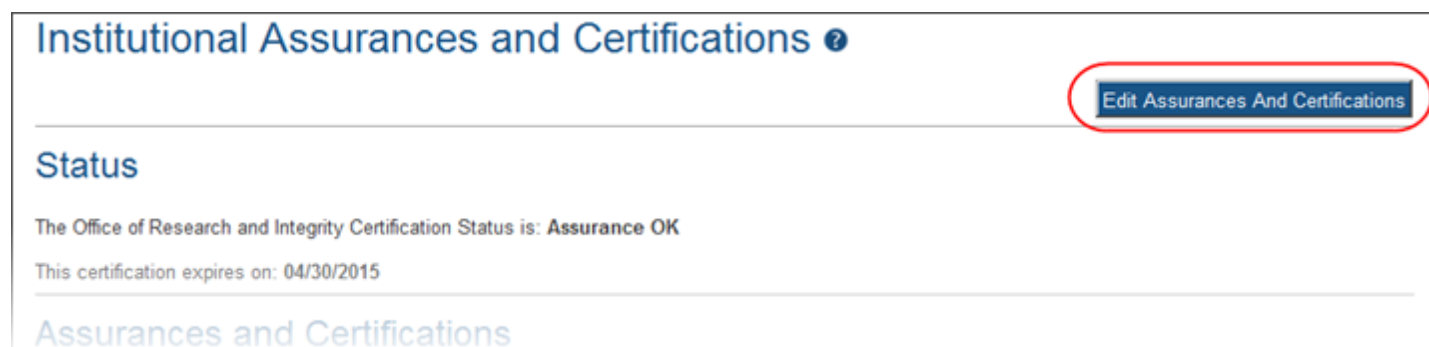
The list is available for viewing by anyone who has access to the Institution Profile. Read-only check marks display next to each assurance or certification in the list along with the date on which the institution indicated compliance.

**Policy:** Not all assurances and certifications may be applicable to each institution. For a complete definition of each assurance, please refer to [Part III \(Policies, Assurances, Definitions and Other Information\) of the SF424 \(R&R\) Application Guide](#).

### Editing the Assurances and Certifications

If you hold the SO role within an organization, you can edit the assurance and certification indicators in the Institution Profile.

To edit the indicators, select the Edit Assurances and Certifications button at the top of the screen.



### Edit Assurances and Certifications Button

The assurance and certification indicators display over several categories.

This institution complies with all laws, policies and regulations prohibiting discrimination based on:

- Age Discrimination Assurance
- Civil Rights Assurance
- Handicapped Individuals Assurance
- Inclusion of Children Policy
- Sex Discrimination Assurance
- Women and Minority Inclusion Policy

This institution complies with all laws and regulations regarding:

- ClinicalTrials.gov Requirement
- Conflict of Interest Assurance
- Delinquent Debt Assurance

- Drugfree Workplace Assurance
- Impact of Grant Activities on the Environment and Historic Properties
- Institutional Debarment Assurance
- Lobbying Assurance
- Smoke-Free Workplace

Research at this institution meets all requirements for:

- Graduate Student Training for Doctoral Degrees (D43, TU2, T15, T32, T37, T90, U2R, U90, and U54/TL1 only)
- Human Subjects
- PI Assurance
- Prohibited Research
- Recombinant DNA and Human Gene Transfer
- Research Misconduct
- Research With Human Embryonic Stem Cells
- Select Agent Research
- Transplantation of Human Fetal Tissue
- Vertebrate Animals

Check or uncheck the certification and/or assurance indicator(s) as appropriate. You can also select the (explain your answer) link to access a text box in which you can provide additional information.

When you are done, select the Save All button at the top or bottom of the profile to save the changes. If you do not wish to save your changes, select the Discard Changes button instead.



The screenshot shows the eRA Commons interface for the University of Literature. The page title is "Institutional Assurances and Certifications". The status is "Assurance OK" and the certification expires on 04/30/2015. The page lists various assurances and certifications, all of which are checked as compliant. A red box highlights the "Civil Rights Assurance" entry, which has a date of 12/09/2005 and a link to "explain your answer". Below this, there is a text input field for providing an explanation. Other assurances include Age Discrimination Assurance, Handicapped Individuals Assurance, Inclusion of Children Policy, Sex Discrimination Assurance, Women and Minority Inclusion Policy, ClinicalTrials.gov Requirement, and Conflict of Interest Assurance.

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

Home Admin **Institution Profile** Personal Profile Status RPPR xTrain Admin Supp eRA Partners

Basic Information **Assurances and Certifications**

Institution Profile for  
**UNIVERSITY OF LITERATURE**  
IPF Code: 1234567

Basic Information  
 Assurances & Certifications

**Accounts:**  
3534 Affiliated Accounts

**Profile updated:**  
07/09/2014

**ORI Certification Expires:**  
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TTY: 301-451-5939

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

## Institutional Assurances and Certifications ?

### Status

The Office of Research and Integrity Certification Status is: **Assurance OK**

This certification expires on: **04/30/2015**

### Assurances and Certifications

This institution complies with all laws, policies and regulations prohibiting discrimination based on:

12/09/2005	<input checked="" type="checkbox"/>	Age Discrimination Assurance	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Civil Rights Assurance	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Handicapped Individuals Assurance	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Inclusion of Children Policy	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Sex Discrimination Assurance	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Women and Minority Inclusion Policy	<a href="#">(explain your answer)</a>

This institution complies with all laws and regulations regarding:

10/09/2008	<input checked="" type="checkbox"/>	ClinicalTrials.gov Requirement	<a href="#">(explain your answer)</a>
12/09/2005	<input checked="" type="checkbox"/>	Conflict of Interest Assurance	<a href="#">(explain your answer)</a>

## Editing Institutional Assurances and Certifications

Only Commons users with the SO role can edit the Institution Profile. An exception exists for institutions having a TTO Administrator and no Signing Official. For these institutions, the TTO Administrator can edit all sections of the profile.

For institutions with both a Signing Official and TTO Administrator, the TTO Administrator can only edit the Extramural Technology Transfer Administration component.

## Personal Profile Module

The Personal Profile module in Commons is the central repository of information for all Commons registered users. It is designed so that individual eRA system users hold and maintain ownership over the accuracy of their own profile information. This profile information is then integrated throughout eRA's systems and used for a variety of agency business such as peer review, application data, and trainee data.

You can delegate the authority to maintain your profile to other users within your institution.

The personal profile is divided into sections of information and includes:

- Name and ID: Personal information such as name, contact information, date of birth
- Demographics: Race, ethnicity, gender
- Employment: Current employment and past employment history
- Reviewer Information: Reviewer work address for those users performing tasks in IAR as a Reviewer
- Trainee Information: Trainee permanent address for those with Trainee roles using the xTrain module
- Education: Degree and residency information
- Reference Letters: Letters of reference submitted to NIH
- Publications: Access to MY NCBI, at which publications can be viewed

Depending on your Commons role, you might not have access to all sections of the Personal Profile.

For more information, refer to the Commons Personal Profile Online Help System (<http://era.nih.gov/erahelp/ppf/>) or the *eRA Commons Personal Profile Module User Guide* ([http://era.nih.gov/files/personal\\_profile\\_userguide.pdf](http://era.nih.gov/files/personal_profile_userguide.pdf)).

# Status Module

The Status screens allow PD/PIs, their delegates, and SOs to perform the following tasks securely:

- Track the status of a grant applications through the submission process
- View all their applications as well as NoAs and other key documents
- Complete several post-submission and post-award transactions

What you can see and do in the Status module depends on the role associated with your Commons account. For this reason, the query and results screens in the Status module behave differently per user role. Help topics for the Status module are available for both SO and PI users.

See "Steps for AOR/SO to Check Submission Status" on page 114 if you have an SO or AO role.

See "Status for Program Directors/Principal Investigators (PI Role)" on page 127 if you have a PI role.

## Steps for AOR/SO to Check Submission Status

Utilizing eRA Commons, all Signing Officials are able to check the status of the applications that have been submitted for their organization.

### Steps:

1. **Login to eRA Commons** with your Signing Official (SO) account username and password.
2. **Click the "Status" tab and select the "Recent/Pending eSubmissions"** search option in the left hand navigation.
3. **Enter desired search criteria** and hit the "**Search**" button. The search criteria options are;
  - Accession Number
  - Grants.gov Tracking #
  - eSubmission Status (Select from drop-down)
    - All
    - Pending Verification
    - Rejected
  - Received Date
    - You can enter a range of dates for the received date using the "From" and "To" fields. Either enter the date(s) manually in the MM/DD/YYYY format or by selecting the calendar icon to search and select a date from the calendar. **Click to view the search screen...**

4. The corresponding search results include all appropriate links for the applications. These are the same links that appear in the Status Result - General Search results. [Refer to the help topic titled Status Result - General Search](#) for information on search results.

**For the purposes of eSubmission tracking, perform the following from the search results:**

- Check the “eSubmission Status” column to determine if your application status is “eSubmission Error” or “Pending Verification”.
- If the status is "eSubmission Error", you have two options to view the errors or warnings.
  - select the Show Prior Errors link from the Show All Prior Errors
  - Select the Application ID displayed as link to open Status Information. Any existing submission errors or warnings display at the top of Status Information. See "Status Information" on page 138 for more information on this screen.
- Select Reject eApplication to reject the eSubmission of an application. Refer to the help topic titled *Rejecting the eApplication*.

## How does an SO track submission status?

All Signing Officials are able to verify the status of the applications that have been submitted for their organization utilizing eRA Commons.

**Steps:**

1. Log in to [eRA Commons](#) with your Signing Official (SO) account username and password.
  - a. Click the “Status” tab and select the "Recent/Pending eSubmissions" search option in the left hand navigation menu. (image)

Home Admin Institution Profile Personal Profile <b>Status</b> RPPR xTrain xTRACT FCOI			
<b>Status ?</b>			
<a href="#">General Search</a>			
<a href="#">Just In Time</a>			
<a href="#">Pending Progress Report</a>			
<a href="#">Recently Awarded</a>			
➔ <a href="#">Recent/Pending eSubmissions</a>			
<a href="#">Closeout</a>			
<a href="#">Change of Institution</a>			
<a href="#">Pending Inclusion Action</a>			
<a href="#">Re-assign Grant</a>			

General Search			
Grant Number	Type	Activity Code	Institution
<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 <input type="text"/>		
Application Status	All <input type="text"/>		
Eligible for FFATA Reporting	<input type="checkbox"/>		
Eligible for Hurricane Sandy Reporting	<input type="checkbox"/>		

- b. On the [next screen](#), enter desired search criteria and click the "Search" button. Search criteria options;
- Accession Number: <sup>1</sup>
  - Grants.gov Tracking #<sup>2</sup>
  - eSubmission Status<sup>3</sup>
  - Received Date<sup>4</sup>

<sup>1</sup> A unique value assigned to applications before an NIH grant number is assigned.

<sup>2</sup> A value is assigned by Grants.gov when the application is electronically submitted.

<sup>3</sup> (All, Pending Verification, or Rejected)

<sup>4</sup> Enter a range of dates for the received date using the "From" and "To" fields.

Either enter the date(s) manually in the MM/DD/YYYY format or by selecting the calendar icon

**Status**

General Search

Just In Time

Pending Progress Report

Recently Awarded

**Recent/Pending eSubmissions**

Closeout

### Recent/Pending eSubmissions ?

All ▼

**Received Date:**

📅

📅

The corresponding search results include all appropriate links for the applications. These are the same links that appear in the [Status Results - General Search](#) results.

**For the purposes of eSubmission tracking, perform the following from the search results:**

1. Check the **eSubmission Status** column to determine if your application status is “eSubmission Error” or “Pending Verification”.
2. Use one of the two following methods to view the error messages and warnings. ([view example](#)).

Example of Recent/Pending search (SO view) Showing 11 - 20 of total 20

Filter:

Show  per page « 1 2 »

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN:7654321	.NT11122233P	eSubmission Error	Txt2stop4baby: An RCT to reduce smoking and improve mother child health	Phnerl, Olga	10/13/2011 15:04:35	Show Prior Errors and Warnings	

Errors *will* stop the submission process and need to be addressed via a [change/corrected application](#). Warnings will not stop the process but it is still critical to check the warning messages to ensure that any referenced issue does not apply to your application.

- **Method 1:** Select the *Show Prior Errors and Warnings* link from the Show All Prior Errors column.
- **Method 2:** If the status is "Pending Verification", select the Accession Number (AN:#####) displayed in the Application ID column to open the Status Information. Submission errors or warnings are displayed at the top of the Status Infor-

mation page during the two day review period before the submission deadline. See "Status Information" on page 138 for more information on this screen.

3. If warranted, select **Reject eApplication** in the **Action** column to reject the eSubmission of the application. Refer to the help topic titled *Rejecting the eApplication*.

## How Does an SO Reject the eApplication?

When warranted, an SOs can request to reject the eSubmission of an application using the **Reject eApplication** screen. Only Signing Officials have this option, and the application must not have been previously verified or rejected by the SO.

### To reject an eApplication:

1. Log in to [eRA Commons](#) with your Signing Official (SO) user ID and password.
2. Select **Status** from the menu bar and then select the **Recent/Pending eSubmissions** (or General Search) option to locate the application being rejected.
3. From the search result screen, select the *Reject eApplication* link in the Action column.

PD/PI Name	eSubmission Status Date	Prior Errors	Action
PHNERL, OLGA	06/15/2016 09:10:04	Show Prior Errors and Warnings	Transmittal Sheet   <b>Reject eApplication</b>

Reject eApplication Link

The **Reject eApplication** screen displays.

### Reject eApplication ?

Application Information

Grant Number: AN:1726354

PI Name: PHNERL, OLGA

Proposal Title:

Reject eApplication

This application has had a very bad hair day.|

Required Comment

4. Enter the required comment in the provided text box. This message will be part of the rejection email notification.
5. Select the Reject button (select Cancel if you need to cancel the action). The contact PI will receive an email notification that the SO has rejected the application.

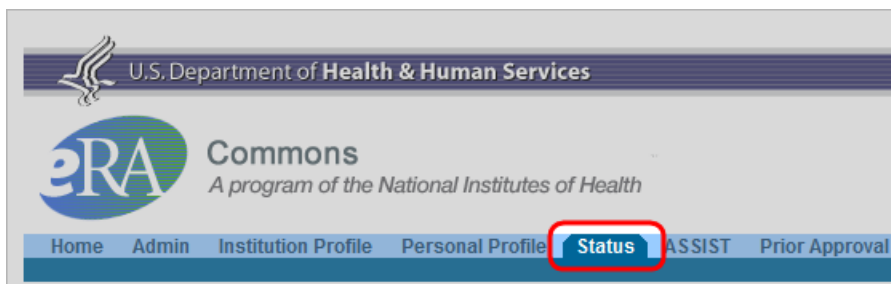
Reject eApplication Screen

## Steps for SO to Re-assign a Grant

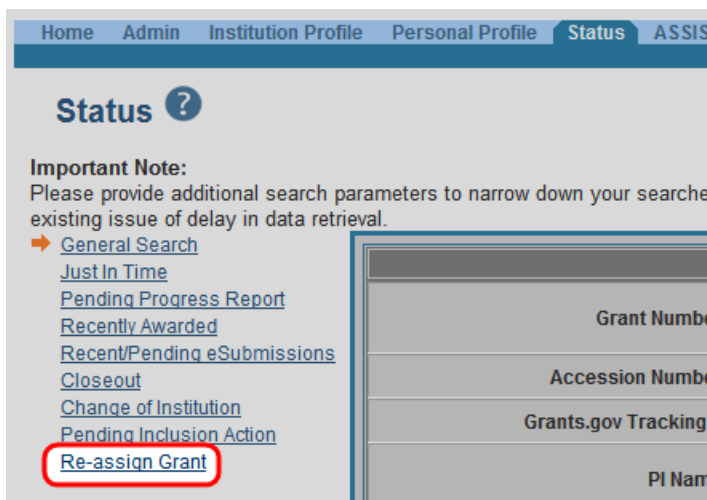
Signing Officials may use the "Reassign Grant" option from the **Status** menu in eRA Commons to change the assignment of a grant from one existing department or component to another existing department or component within their institution.

This functionality is only available to Signing Officials from grantee organizations that are classified as *Institutions of Higher Education*. This tool cannot be used to create new departments or components.

To re-assign one or more grants, log into eRA Commons with an account that has the SO (Signing Official) role and select the **Status** option from the menu bar.

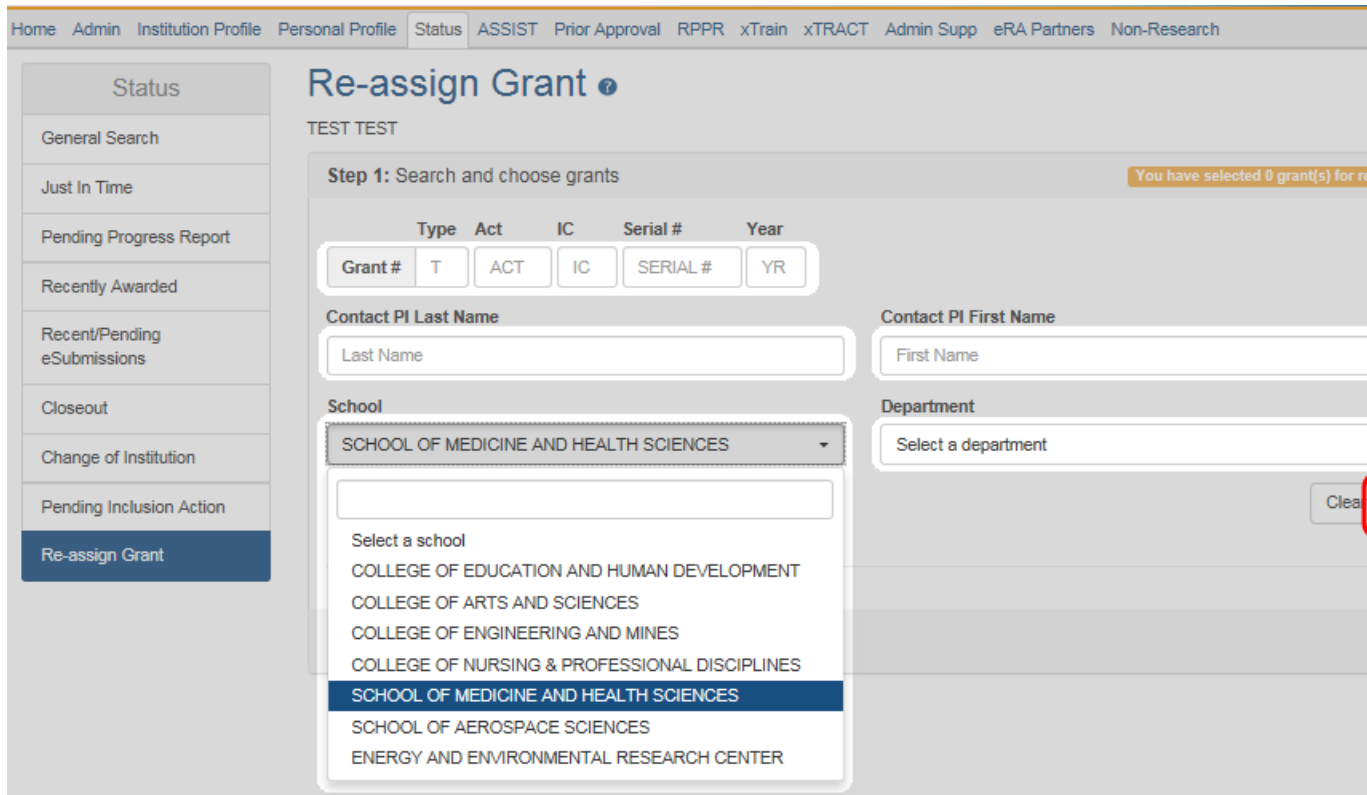


This will display the Status menu on the left. Select the "Re-assign Grant" option from the list.





- STEP 1:** Selecting "Re-assign Grant" from the menu will open a search window. In this window, provide the search criteria for the grant or grants in question. The search can be done on any combination of; all or part of a grant number; Contact PI name; or major Department/Component. Once the search criteria has been entered, click on **Search**.



The search results will be displayed. You have options on this screen to select the grants that are to be moved as well as to change how many results are displayed per screen. Clicking on the box above the list to the left will select all of the grants visible. You may also select a smaller subset of grants or just one.

Once you have made your selections, click on Next.

You can move all of the grants visible on a page at one time however you will not be able to combine results on other pages into the current re-assignment step. Another reassignment procedure will need to be performed in order to move grants on other pages.

**Re-assign Grant**

Step 1: Search and choose grants

Type Act IC Serial # Year

Grant # T ACT IC SERIAL # YR

Contact PI Last Name  
Last Name

School  
SCHOOL OF MEDICINE AND HEALTH SCIENCES

Show 10 entries

<input type="checkbox"/>	Grant #	Project Title	Contact PD/PI Name	School Name	Department
<input type="checkbox"/>	R01DE888888-12	TRPC1, Calcium, and Saliva	Hayes, Jade	SCHOOL OF MEDICINE	BIOCHEMISTRY
<input type="checkbox"/>	R01DE888888-11	TRPC1, Calcium, and Saliva	Hayes, Jade	SCHOOL OF MEDICINE	BIOCHEMISTRY
<input checked="" type="checkbox"/>	R21DE777777-02	Galectins as novel alarmins in	MARTINEZ, CARMEN	SCHOOL OF MEDICINE	MICROBIOLOGY
<input checked="" type="checkbox"/>	P20GM666666-04	Center for Biomedical Resear	Freeman, Derrick	SCHOOL OF MEDICINE	PHARMACOLOGY
<input type="checkbox"/>	R01ES999999-06	Environmental toxins and stei	Mitchell, Dylan	SCHOOL OF MEDICINE	BIOCHEMISTRY
<input checked="" type="checkbox"/>	R01AI000000-02	Lung innate immunity against	SONG, EMILY	SCHOOL OF MEDICINE	BIOCHEMISTRY
<input type="checkbox"/>	R01DK666666-03	Schlafen mediation of intestin	BRONSON, KEMBER	SCHOOL OF MEDICINE	NONE
<input type="checkbox"/>	P20GM987654-15	North Dakota INBRE Health a	Fuller, Kayla	SCHOOL OF MEDICINE	PATHOLOGY
<input type="checkbox"/>	R01MH444444-04	The role of novel endolysoso	Kendrick, Alex	SCHOOL OF MEDICINE	PHARMACOLOGY
<input type="checkbox"/>	P30GM333333-03	COBRE Center for Neurodegr	Kendrick, Alex	SCHOOL OF MEDICINE	PHARMACOLOGY

Showing 1 to 10 of 33 entries

- STEP 2:** The next step is to select the School and Department to which the selected grants should be moved. Use the drop-down menus to make the selections (only existing schools and departments will be shown) and then click on **Next**.

**Re-assign Grant**

TEST TEST

Step 1: Search and choose grants You have selected 3 grant(s) for re-assignment

Step 2: Choose department You have selected SCHOOL OF MEDICINE AND HEALTH SCIENCES, PATHOLOGY

School  
SCHOOL OF MEDICINE AND HEALTH SCIENCES

Department  
PATHOLOGY

Next

**STEP 3:** The summary is shown next. This will indicate the number of grants being moved and to which destination. If the information is correct, click on Submit.

**Re-assign Grant** ?

TEST TEST

**Step 1:** Search and choose grants You have selected 3 grant(s) for re-assignment

**Step 2:** Choose department You have selected SCHOOL OF MEDICINE AND HEALTH SCIENCES, PATHOLOGY

**Step 3: Summary**

Please verify the information and press the 'Submit' button to save.

Number of grants selected for re-assignment: 3 (Note: You can see the full list of grants in "Step 1".)

Grants will be re-assigned to:

School: SCHOOL OF MEDICINE AND HEALTH SCIENCES

Department: PATHOLOGY

**Submit**

You will receive a final confirmation of the reassignment.

Confirmation of Grant Assignment

Success

3 grant(s) have been re-assigned to SCHOOL OF MEDICINE AND HEALTH SCIENCES - PATHOLOGY.

OK

- **Items Of Note:**

- Functionality is only available to Signing Officials from grantee organizations that are classified as Institutions of Higher Education.
- Assignments are immediate in Commons. The new assignment can be viewed on the Re-assign Grant search page.
- Assignments will be visible in [RePORTER](#) on the following Monday.
- Search criteria is limited to the current and future fiscal years, for awarded grants or pending type 5 grants.
- Grants on one page can be moved at one time, i.e. grants returned on multiple pages will require multiple moves.

## Status Result - General Search

The Status Result - General Search screen provides matching records from searches performed by SOs using the General Search feature in the Status module. The information displays in tables and includes links to other Commons modules and/or features depending on the application.

The Status Result - General Search screen differs from the results displayed for PI users. See "Status for Program Directors/Principal Investigators (PI Role)" on page 127 for more information.

The screen has a limit of 100 records per view, with additional records accessed via the page number links and/or navigation arrows at the top of the results table. The results can be sorted by selecting the up/down arrow displayed in the column heading. If the arrow exists in the heading, the information can be sorted by that category.

The figure below represents a sample of various action links that could be displayed and may not reflect realistic search results.

### Status Result - General Search ?

#### Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show E
<a href="#">1R01EY000001-01</a>	GRANT10000000P	My Groundbreaking, Life-saving, Medical Research Study	SAWYER, TOM	Withdrawn	07/01/2012	Yes	<a href="#">Show All</a>
<a href="#">3R01DK000004-01S1</a>		Hypertensive kidney disease: A New Study	CAULFIELD, HOLDEN	Awarded. Non-fellowships only	06/15/2012	Yes	
<a href="#">5R01GM000001-07</a>		The Curious Case of Benjamin Button Syndrome	FITZGERALD, F SCOTT	Awarded. Non-fellowships only	01/01/2013		
<a href="#">5R01EY000002-05</a>		Study on Genetics and Age-Related Degeneration	FINCH, ATTICUS	Awarded. Non-fellowships only	08/01/2012		
<a href="#">5R01GM000002-31</a>		A Study in Scarlet Fever	DOYLE, ARTHUR C	Awarded. Non-fellowships only	07/01/2012		
<a href="#">5R01NS000001-13</a>		Scientific Research Study that Will Change the World	FINN, HUCK	Awarded. Non-fellowships only	09/01/2012		<a href="#">Show All</a>
<a href="#">5R01EY000003-07</a>		This is a Title of a Sample Grant Proposal and Project	TORRANCE, JACK	Awarded. Non-fellowships only	09/01/2012		
<a href="#">5R01EY000004-03 (MPI)</a>		To Kill a Mockingbird with Contagious Diseases	LEE, HARPER	Awarded. Non-fellowships only	09/01/2012		
<a href="#">5R01EY000005-03</a>		The Taming of the Flu	SHAKESPEARE, WILLIAM	Awarded. Non-fellowships only	01/01/2013	Yes	
<a href="#">1R01CA000001-01 (MPI)</a>	GRANT10000002P	Portrait of the Artist as a Young Man through Adulthood	JOYCE, JAMES	Council review completed	07/01/2012	Yes	<a href="#">Show All</a>
<a href="#">5R01FD000001-04</a>		Pride and Prejudice and the Human Psyche	BENNET, LIZZIE	No IRG Recommendation	08/01/2012		<a href="#">Show All</a>
<a href="#">5R01MH000001-23</a>		Lord of the Flies and Other Disease Carrying Insects	GOLDING, WILLIAM	No IRG Recommendation	12/01/2012		<a href="#">Show All</a>

1- 100

Export to Excel Show Query Print Hitlist

#### Status Result - General Search

The results include the following information:

- Application ID

The application ID is provided as a link, which when selected opens the Status Information screen. Status Information includes grant/application information such as status history, study section, contacts, etc. See "Status Information" on page 138 for more information.

If multiple PIs exist on the project, an *MPI* indicator appears next to the application ID.

- Grants.gov Tracking #

This column shows the number assigned when the application was submitted electronically to Grants.gov. This is a non-sortable field.

- Proposal Title

The project name submitted on the application is displayed in this column.

In the Proposal Title field, NFP (no further processing) is added to the application title to indicate that the application will not be referred for review.

- PD/PI Name

This is the Contact PI on the application.

- Application Status

This column displays the status of the application. Status values include:

- Awarded
- Pending
- Withdrawn
- Terminated
- Not Funded
- Returned
- Received
- eSubmission Error

- Budget Start Date

- FFATA

This column indicates Yes if the application is eligible to report as a Federal Funding Accountability and Transparency Act (FFATA) application.

- Show All Prior Errors

This column displays the Show All Prior Errors link. Selecting this link opens the Errors/Warnings for Prior Failed eSubmissions screen, providing any errors or warnings received for the application during eSubmission.

- Action (links)

The links in this column are used to access other modules or features in Commons and vary depending on the application. Possible links are as follows:

- RPPR

Opens the RPPR Menu screen for editing or submitting an Research Performance Progress Report (RPPR). See "Research Performance Progress Report (RPPR) Module" on page 212.

- Public Access PRAM

Opens the Progress Report Additional Materials (PRAM) screen for submitting Public Access PRAM. See "Research Performance Progress Report (RPPR) Module" on page 212

- IC Requested PRAM

Opens the Progress Report Additional Materials (PRAM) screen for submitting IC Requested PRAM. See "Research Performance Progress Report (RPPR) Module" on page 212.

- Fellowship Face Page

Displays for Fellowship Awards only

- Progress Report Face Page

Only for paper grants not SNAP eligible

- JIT

This link is displayed for applications eligible to submit Just In Time materials. Selecting the link opens the Just In Time screen. See "Just in Time (JIT)" on page 181.

- Extension

This link opens the No-Cost Extension (NCE) feature. See "No-Cost Extension (NCE)" on page 190.

- Closed

This link opens the Closeout Status screen, which provides information on a closed grant. See "Closeout Status" on page 154.

- Requires Closeout

This link opens the Closeout Status screen, which provides a means for uploading the required documents for closeout. See "Closeout Status" on page 154.

- Reject eApplication

Available only to SO users, select this link to reject an electronically submitted application. If rejected, the status of the application is updated to *Refused*. Refer to the help topic titled *Rejecting the eApplication*.

- Transmittal Sheet

Opens the Transmittal Sheet on which is listed the institution name, proposal title, PI name, grant number, accession number, and proposal receipt date.

- Administrative Supplement

For grants having at least one administrative supplement request either in progress or submitted, but not reviewed. This link is used to view the status of the request.

- Manage Relinquishing Statement

Available to SOs and used to access the feature for initiating an electronic relinquishing statement

- Relinquishing Statement

Used to access the feature for editing and re-routing the electronic relinquishing statement

- Sandy Quarterly Report

For grants identified as NIH Hurricane Sandy Recovery awards. The link opens the Sandy Quarterly Report for editing, saving, and/or submission.

- Inclusion

Provides access to the Inclusion Management System (IMS) for viewing and managing inclusion enrollment data for off-cycle reporting, before the progress report is due. This link is available only for those grants requiring inclusion data. For more information about IMS via Status, refer to the separate [Inclusion Management System Online Help](#).

To submit inclusion enrollment data with a progress report, IMS must be accessed via the RPPR Section G. Special Reporting Requirements rather than through the Inclusion link in the Status module. Refer to the [NIH and Other PHS Agency Research Performance Progress Report \(RPPR\) Instruction Guide](#) for more information.

## Status for Program Directors/Principal Investigators (PI Role)

The Status module allows those with a PI role 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.

See "Steps for AOR/SO to Check Submission Status" on page 114 if you hold an SO role.

Upon entering the Status module, a PI is taken to a landing page with three options:

- **Recent/Pending eSubmissions:** Select this option to view a list of recent or pending electronic submissions of grant applications.
- **List of Applications/Grants:** Select this option to view a list of applications/grants on which the PI user is the contact PI or one of multiple PIs (MPI)
- **Search by Grants.gov Tracking Num:** Use this field and the Search button to display information for a specific grant application by tracking number.

### Status: PI Search

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 certain eSubmissions, please click **Recent/Pending eSubmissions** menu tab again

#### Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

#### List of Applications/Grants

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

#### Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Status Screen for PI Users



A PI may grant a Commons user with the ASST role access to the Status module. ASST users granted this authority can view the status results as the PI would, however, the ASST user will not have access to the links found in the Action column. See "Direct Delegations" on page 66 for information on delegating Status.

### Viewing Recent/Pending eSubmissions

Select the Recent/Pending eSubmissions option to display search results meeting the following criteria:

- Applications that require action prior to submission
- Applications available for viewing prior to submission (2 business day correction window)
- Applications that have been refused by the SO

### Status: PI Search

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 co eSubmissions, please click **Recent/Pending eSubmissions** menu tab again

The screenshot shows a web interface with three main menu sections. The first section, titled "Recent/Pending eSubmissions", is highlighted with a red border and contains a bulleted list: "Applications that require action (e.g., to view errors/warnings) prior to submission completion", "Applications that are available to view (during two business day correction window) prior to submission completion", and "Applications that have been rejected by Signing Official". The second section, titled "List of Applications/Grants", contains a bulleted list: "Funded Grants", "Successfully submitted applications, both paper and electronic", "Review assignment status, review results, summary statements, and Notices of Award", and "Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants". The third section, titled "Search by Grants.gov Tracking Num", contains a text input field labeled "Tracking Number" and a "Search" button. Above the input field is the instruction: "Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application".

### Recent/Pending eSubmissions Option in Status

The results display in the Status - Recent/Pending eSubmissions screen in a table format. If the number of records returned by the search exceeds the amount allowed on the screen, you can use the page number links and/or navigation arrows at the top of the results table to scroll to the remaining records.

## Status Result - Recent/Pending eSubmissions 16

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

Grants.gov Tracking#	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Date
GRANT00123456		eSubmission Error	The Taming of the Flu	SHAKESPEARE, WILLIAM	06/16/2015 10:3
GRANT0012367		eSubmission Error	All's Well that Ends Well with Advancements in Medicine	SHAKESPEARE, WILLIAM	06/17/2015 02:3
GRANT00123789		eSubmission Error	The Merry Hives of Windsor	SHAKESPEARE, WILLIAM	06/17/2015 02:5

### Status Result - Recent/Pending eSubmissions

The following information is included in the table:

#### Grants.gov Tracking #

This column shows the number assigned when the application was submitted electronically to Grants.gov. This is a non-sortable field.

#### Application ID

The application ID is provided as a link, which when selected opens the Status Information screen. Status Information includes grant/application information such as status history, study section, contacts, etc. See "Status Information" on page 138 for more information.

#### eSubmission Status

This column shows the status of approval for the application.

#### Proposal Title

The project name submitted on the application is displayed in this column.

In the Proposal Title field, NFP (no further processing) is added to the application title to indicate that the application will not be referred for review.

#### PD/PI Name

This is the Contact PI on the application.

#### eSubmission Status Date

This is the date of the latest status update.

#### Show All Prior Errors

This column displays the Show All Prior Errors link. Selecting this link opens the Errors/Warnings

for Prior Failed eSubmissions screen, providing any errors or warnings received for the application during eSubmission.

Use the Export buttons –located at the top and bottom of the screen– to view the information in an Excel spreadsheet.

To return to the search screen, select the Return to PI Search link at the top of the page.

### Viewing the List of Applications/Grants

The Status Result - List of Applications/Grants screen provides a collected source of information pertaining to a PI's grants/applications. The screen allows PIs to view basic information for their grants; to review detailed information for their grants, including assignments, summary statements, notices of award; and to access other modules in Commons for completing tasks such as progress report, financial statement, etc.

To access the Status Result - List of Applications/Grants screen, click the List of Applications/Grants section of the screen.

### Status: PI Search

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 certain eSubmission, please click **Recent/Pending eSubmissions** menu tab again

#### Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

#### List of Applications/Grants

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

#### Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

### List of Applications/Grants Links in Status

The initial results display the applications collapsed into groups of grant families. From the initial display, you can see the application number (or Application ID Not Yet Assigned where applicable); the number of applications/grants within the family; the contact PD/PI; and the title.

To find the total number of your applications/grants, look for the number displayed next to the screen title.

To expand the field and display all grants/applications associated with a family, select the plus sign (+) for that particular grant family.

**Notes & Tips:**

- **Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to o

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

Status Result - List of Applications/Grants 87

 Export

Application ID Not Yet Assigned	<span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px;">2</span>	01/01/2016 - 12/31/2017 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	Measure for Measure Methodologies (Title)
R21MH123456	<span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px;">2</span>	06/01/2014 - 05/31/2016 (Project Period)	MARLOWE, CHRISTOPHER (PD/PI)	The Tragical History of Doctor Faustus (Title)
U54MH123456	<span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px;">1</span>	07/01/2010 - 06/30/2015 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	Much Ado About Nothing in the United States (Title)
U79OA000456	<span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px;">1</span>	05/08/2015 - 06/12/2015 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	A Midsummer Night's Dream Known Sleeping Disorder (Title)
U79OA000000	<span style="background-color: #0070c0; color: white; border-radius: 50%; padding: 2px;">1</span>	05/08/2015 - 06/12/2015 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	A Winter's Tale: A Cold of the Common Cold (Title)

Status Result - List of Applications/Grants

**Notes & Tips:**

- **Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to c

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

Status Result - List of Applications/Grants 87

 Export

Application ID Not Yet Assigned	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	01/01/2016 - 12/31/2017 (Project Period)	SHAKESPEARE, WILLIAM (PD/PI)	Measure for Measure Methodologies (Title)
R21MH123456	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	06/01/2014 - 05/31/2016 (Project Period)	MARLOWE, CHRISTOPHER (PD/PI)	The Tragicall History of Doctor Faustus (Title)

Application ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status
5R21MH123456-02		A Tragicall History of the Life and Death of Doctor Faustus	MARLOWE, CHRISTOPHER (PI) SHAKESPEARE, WILLIAM (MPI)		Pending
1R21MH123456-01	GRANT12345678P	A Tragicall History of the Life and Death of Doctor Faustus	MARLOWE, CHRISTOPHER (PI) SHAKESPEARE, WILLIAM (MPI)	Submission Complete	Awarded. Non-fellowships only

Sample of an Expanded Grant Family on Status List of Applications/Grants

Once expanded, the following information is displayed:

Application ID

The application ID is provided as a link, which when selected opens the Status Information screen. Status Information includes grant/application information such as status history, study section, contacts, etc. See "Status Information" on page 138 for more information.

If multiple PIs exist on the project, an *MPI* indicator appears next to the application ID.

Grants.gov Tracking #

This column shows the number assigned when the application was submitted electronically to Grants.gov. This is a non-sortable field.

Proposal Title

The project name submitted on the application is displayed in this column.

#### PD/PI Name

This is the Contact PI on the application.

#### eSubmission Status

The submission status of the application.

#### Current Application Status

This column displays the status of the application.

#### Status Date

The date on which the current status was set.

#### Available Actions (buttons)

Use the buttons in this column to access other modules or features within Commons. Available actions vary depending on the application. Possible actions include:

#### RPPR

Opens the RPPR Menu screen for editing or submitting an Research Performance Progress Report (RPPR). See "Research Performance Progress Report (RPPR) Module" on page 212.

#### Public Access PRAM

Opens the Progress Report Additional Materials (PRAM) screen for submitting Public Access PRAM. See "Research Performance Progress Report (RPPR) Module" on page 212.

#### IC Requested PRAM

Opens the Progress Report Additional Materials (PRAM) screen for submitting IC Requested PRAM. See "Research Performance Progress Report (RPPR) Module" on page 212.

#### Fellowship Face Page

Displays for Fellowship Awards only

#### Progress Report Face Page

Only for paper grants not SNAP eligible

#### JIT

This link is displayed for applications eligible to submit Just In Time materials. Selecting the link opens the Just In Time screen. See "Just in Time (JIT)" on page 181.

#### Extension

This link opens the No-Cost Extension (NCE) feature. See "No-Cost Extension (NCE)" on page

190.

#### Closed

This link opens the Closeout Status screen, which provides information on a closed grant. See "Closeout Status" on page 154.

#### Requires Closeout

This link opens the Closeout Status screen, which provides a means for uploading the required documents for closeout. See "Closeout Status" on page 154.

#### Transmittal Sheet

Opens the Transmittal Sheet on which is listed the institution name, proposal title, PI name, grant number, accession number, and proposal receipt date.

#### Administrative Supplement

For grants having at least one administrative supplement request either in progress or submitted, but not reviewed. This link is used to view the status of the request.

#### Relinquishing Statement

Used to access the feature for editing and re-routing the electronic relinquishing statement

#### Sandy Quarterly Report

For grants identified as NIH Hurricane Sandy Recovery awards. The link opens the Sandy Quarterly Report for editing, saving, and/or submission.

#### Inclusion

Provides access to the Inclusion Management System (IMS) for viewing and managing inclusion enrollment data for off-cycle reporting, before the progress report is due. This link is available only for those grants requiring inclusion data. For more information about IMS via Status, refer to the separate [Inclusion Management System Online Help](#).

To submit inclusion enrollment data with a progress report, IMS must be accessed via the RPPR Section G. Special Reporting Requirements rather than through the Inclusion link in the Status module. Refer to the [NIH and Other PHS Agency Research Performance Progress Report \(RPPR\) Instruction Guide](#) for more information.

Use the Export buttons –located at the top and bottom of the screen– to view the information in an Excel spreadsheet.

To return to the search screen, select the Return to PI Search link at the top of the page.

#### Searching by Grants.gov Tracking Number

To search for an application by its Grants.gov tracking number, enter the tracking number into the Tracking Number field of the Search by Grants.gov Tracking Num section and select the Search button.

### Status: PI Search

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 eSubmissions, please click **Recent/Pending eSubmissions** menu tab again

**Recent/Pending eSubmissions**

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

**List of Applications/Grants**

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

**Search by Grants.gov Tracking Num**

Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

### Search by Grants.gov Tracking Number

The Status Result - Recent/Pending eSubmissions screen returns only the application matching the entered tracking number. You can view Errors/Warnings for Prior Failed Submissions by selecting the Show Prior Errors and Warnings button.

To return to the search screen, select the Return to PI Search link at the top of the page.

### Status Result - List of Applications/Grants

**GRANT00123456**

<b>Grants.gov Tracking Number</b> GRANT00123456	<b>Application ID</b> GRANT00123456	<b>eSubmission Status</b> eSubmission Error	<b>Proposal</b> The Tamin
<b>PD/PI Name</b> SHAKESPEARE, WILLIAM	<b>eSubmission Status Date</b> 06/16/2015 10:38:14		



Grants.gov Tracking Number Search Results in Status

## How does a PI track submission status?

The designated *Contact PD/PI* is able to view status information relating to their newly submitted applications during the "viewing window" (the first two business days after submission up to the submission deadline).

After the deadline, any applications which remains in the Pending status will also be visible.

A PI may grant a Commons user with the ASST role access to the Status module. ASST users granted this authority can view the status results as the PI would, however, the ASST user will not have access to the links found in the Action column. See "Direct Delegations" on page 66 for information on delegating Status.

### Steps to access status information:

1. Log in to [eRA Commons](#) with your Principle Investigator (PI) account username and password.
2. Click the "Status" tab and then select the "Recent/Pending eSubmissions" search option in the sub-menu bar or in the body of the page. (view screenshot)



## Status

**ATTENTION:** The Commons PI Status Page has been temporarily returned to the



- Applications that require action (e.g., to view errors/warnings) prior to
- Applications that are available to view (during two business day corre
- Applications that have been rejected by Signing Official

3. The next screen will display the results.

### 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.

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00000001	<a href="#">AN12000009</a>	eSubmission Error	Multi-scale mapping project for this, that, and the other thing.	SHAKESPEARE, WILLIAM	2006-10-03 04:24:52	<a href="#">Show Prior Errors and Warnings</a>
GRANT00000010	<a href="#">AN12000010</a>	eSubmission Error	Scientific research that is groundbreaking.	SHAKESPEARE, WILLIAM	2007-02-14 16:15:31	<a href="#">Show Prior Errors and Warnings</a>
GRANT00000100	<a href="#">AN12000100</a>	eSubmission Error	Neuronal Signaling and other hard to explain medical stuff	SHAKESPEARE, WILLIAM	2007-10-30 15:37:10	<a href="#">Show Prior Errors and Warnings</a>

Export to Excel Show Query Print Hitlist

Use the Export buttons –located at the top and bottom of the screen– to view the information in an Excel spreadsheet.

To return to the search screen, select the Return to PI Search link at the top of the page.

**The following information is included in the table:**

Grants.gov Tracking #

*This is the number assigned when the application was submitted electronically to Grants.gov.*

Application ID

*A unique value assigned to applications before an NIH grant number is assigned*

eSubmission Status

*This shows the status of approval for the application.*

Proposal Title

*This is the project name submitted on the application.*

In the Proposal Title field, the designation of NFP (no further processing) is added to the application title to indicate that the application will not be referred for review.

PD/PI Name

*This is the Contact PI on the application.*

eSubmission Status Date

*This is the date of the latest status update.*

Show All Prior Errors

*This column displays the Show Prior Errors and Warnings link. Selecting this link opens the Errors/Warnings for Prior Failed eSubmissions screen and displays any errors or warnings received for the application during eSubmission.*

**For the purposes of eSubmission tracking, perform the following from the search results:**



1. Check the **eSubmission Status** column to determine if your application status is “eSubmission Error” or “Pending Verification”.

Errors *will* stop the submission process and require a [change/corrected application](#) but warnings will not. It is still critical to check the warning messages to ensure that the issue referenced does not apply to your application.

2. Use one of the two following methods to view the error messages and warnings. ([show screenshot](#))

## 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.

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT1: 	<a href="#">AN 1234567</a>	Pending Verification	Skeletal Manifestations of Renal PTH and FGF23 Resistance in Kidney Disease	FRIEDMAN, MILTON	2016-06-09:10:04 	<a href="#">Show Prior Errors and Warnings</a>

1-1 of 1 1

Export to Excel Show Query Print Hitlist

- **Method 1:** Select the Show Prior Errors and Warnings link from the Show All Prior Errors column to the right.
- **Method 2:** If "Pending Verification", select the Accession Number (AN:#####) displayed in the Application ID column to open the Status Information page. Submission errors or warnings are displayed at the top of the Status Information page during the two day review period before the submission deadline. See "Status Information" on page 138 for more information on this screen.

## Status Information

Status Information is a collection of grant information and links to grant-related documents stored in one place. Status Information is accessed by selecting the Application Number (hyperlink) from any result screen in the Status module.

## Status Information

General Grant Information		Other Relevant Documents	
Status:	Application awarded.	<a href="#">e-Application</a>	
Institution Name:	THE UNIVERSITY OF STRATFORD UPON AVON	<a href="#">Latest NGA</a>	
School Name:	GENERAL CAMPUS	Notice(s) of Grant Award (PDF)	09/18/2012
School Category:	SCHOOLS OF ARTS AND SCIENCES	Just in Time	08/24/2012 Times Review
Division Name:	NONE	<a href="#">eSubmission Cover Letter</a>	
Department Name:	DIVISION OF SCIENCE	<a href="#">Additions for Review (0 documents)</a>	
PI Name:	SHAKESPEARE, WILLIAM	<b>Correspondence Referral</b>	
Application ID:	1R01EB012345-01	<b>Date</b>	<b>Description</b>
Proposal Title:	All's Well that Ends Well with Advancements in Medicine	04/01/2012	Need new FOA R21
Proposal Receipt Date:	03/01/2012		
Last Status Update Date:	09/18/2012		
Current Award Notice Date:	09/18/2012		
Application Source:	Grants.gov		
Project Period Begin Date:	09/18/2012		
Project Period End Date:	07/31/2014		
eApplication Status:	Submission Complete		
FOA:	[PA00-000] - NIH EXPLORATORY/DEVELOPMENTAL RESEARCH GRANT PROGRAM		
NIH Appl. ID:	1234567		

Status History		Institute or Center Assignment
Effective Date	Status Message	Institute or Center
09/14/2012	Award prepared: refer questions to Grants Management Specialist.	NATIONAL INSTITUTE OF MENTAL (Primary)
08/08/2012	Scientific Review Group review completed: Council review pending. Refer any questions to the Program Official or Grants Management Specialist.	NATIONAL INSTITUTE OF MENTAL (Primary)
06/18/2012	Scientific Review Group review pending.	
06/04/2012	Application entered into system	

Application Information		Study Section	Advisory Council(AC) Information		
Award Document Number:	RMH000000A	Scientific Review Group:	ZRG1 MDCN-G (02)	Meeting Date:	09/18/2012
FSR Accepted Code:	N	Council Meeting Date(YYYY/MM):	2012/10	Meeting Time:	08:30
Snap Indicator Code:	Y	Meeting Date:	08/06/2012		
Review Outcome Available:	Yes	Meeting Time:	09:00		
Summary Statement Available:	Yes	Study Roster:	<a href="#">View Meeting Roster</a>		
Early Stage Investigator Eligible:					
New Investigator Eligible:					
Eligible for FFATA Reporting:	Yes				

**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 of the eRA Commons.

Contacts			
Administration	Name	Phone	Email
Scientific Review Administrator(SRA)	Decimal, Dewey	301-555-1234	<a href="mailto:DDecimal@email.com">DDecimal@email.com</a>
Grants Management Specialist(GMS)	Hathaway, Anne	301-555-4567	<a href="mailto:AHath@email.com">AHath@email.com</a>
Program Official(PO)	Marlowe, Christopher	301-555-6789	<a href="mailto:Marlowe@email.com">Marlowe@email.com</a>

Awards			
Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$150,000	\$82,500	\$0	\$232,500

» »

[Close](#)

### Status Information Screen

If there are any unresolved errors or warnings associated with the selected application, you will see a message indicating the error(s) or warning(s). The eSubmission Errors/Warning messages display at the top of the Status Information screen.

### eSubmission Errors/Warning

 The direct cost request found on item 16 of the SF 424 RR Cover page is greater than 500k. The application will be processed, but a concern may be raised during review. - Warning

### eSubmission Errors/Warning Messages on Status Information

The screen displays the following sections of information:

**General Grant Information:** Includes basic information such as institution, status, application number, etc.

The following information is included within General Grant Information:

- Status
- Institution Name
- School Name
- School Category
- Division Name
- Department Name
- PI Name
- Application ID
- Proposal Title
- Proposal Receipt Date
- Last Status Update Date
- Current Award Notice Date
- Application Source
- Project Period Begin Date
- Project Period End Date
- eApplication Status
- FOA
- NIH Appl ID

In the Proposal Title field, NFP (no further processing) is added to the application title to indicate that the application will not be referred for review.

General Grant Information	
Status:	Application awarded.
Institution Name:	THE UNIVERSITY OF STRATFORD UPON AVON
School Name:	GENERAL CAMPUS
School Category:	SCHOOLS OF ARTS AND SCIENCES
Division Name:	NONE
Department Name:	DIVISION OF SCIENCE
PI Name:	SHAKESPEARE, WILLIAM
Application ID:	1R01EB012345-01
Proposal Title:	All's Well that Ends Well with Advancements in Medicine
Proposal Receipt Date:	03/01/2012
Last Status Update Date:	09/18/2012
Current Award Notice Date:	09/18/2012
Application Source:	Grants.gov
Project Period Begin Date:	09/18/2012
Project Period End Date:	07/31/2014
eApplication Status:	Submission Complete
FOA:	[PA00-000] - NIH EXPLORATORY/DEVELOPMENTAL RESEARCH GRANT PROGRAM
NIH Appl. ID:	1234567

General Grant Information Section of Status Information

**Other Relevant Documents:** Includes links to grant-related documents.

The following links may be available within Other Relevant Documents depending on the application/grant:

- Abstract
- Additions for Review (<X> Documents)
- Administrative Supplement(s)
- Appendix 1 – 10 Submitted File Name
- Closeout Final Report Additional Material Request (FRAM)
- Component Appendices
- e-Application
- Final Invention Statement
- Final Progress Report
- Fellowship Proposal Face Page
- FRAM Submission
- Institute/Center Progress Report Additional Material Request
- Just in Time
- FFR/FSR
- Notices of Grant Award
- Multi Year Progress Report(s)
- Notices of Grant Award (PDF)
- Progress Report Face Page
- Progress Report Additional Material (PRAM)
- Relinquishing Statement(s)
- Research Performance Progress Report
- Summary Statement
- Unfunded Progress Report
- xTrain Training Appointment(s)
- xTrain Termination Notice(s)

Other Relevant Documents	
<a href="#">e-Application</a>	
<a href="#">Latest NGA</a>	
Notice(s) of Grant Award (PDF)	<a href="#">09/18/2012</a>
Just In Time	<a href="#">08/24/2012 Times Revised(1)</a>
<a href="#">eSubmission Cover Letter</a>	
<a href="#">Additions for Review (0 documents)</a>	

Sample of the Other Relevant Documents Section of Status Information

**Correspondence:** [Links for viewing grant-related correspondence.](#)

If letters or emails regarding the application or grant were sent to the PI or SO, they are listed here with a link for viewing a PDF version of the correspondence. Correspondence is broken into several categories: Referral, Closeout, and Other.

The following is provided in this section:

- Date
- Description
- View (select the link to open the PDF version of the correspondence)

Correspondence Referral		
Date	Description	Action
04/01/2012	Need new FOA R21	<a href="#">View</a>

### Correspondence Section of Status Information

Status History: Provides a history of the life of the application from submitted to awarded.

The following is displayed within Status History:

- Effective Date
- Status Message

Status History	
Effective Date	Status Message
09/14/2012	Award prepared: refer questions to Grants Management Specialist.
08/08/2012	Scientific Review Group review completed: Council review pending. Refer any questions to the Program Official or Grants Management Specialist.
06/18/2012	Scientific Review Group review pending.
06/04/2012	Application entered into system

### Status History on Status Information

Institute or Center Assignment: Displays a history of assignments for the application.

The following information is displayed within Institute or Center Assignment:

- Institute or Center
- Assignment Date

Institute or Center Assignment	
Institute or Center	Assignment Date
NATIONAL INSTITUTE OF MENTAL HEALTH (Primary)	06/04/2012
NATIONAL INSTITUTE OF MENTAL HEALTH (Primary)	06/15/2012

### Institute or Center Assignment on Status Information

**Application Information: Provides additional information for the application**

The following is available within Application Information:

- Award Document Number
- FRS Accepted Code
- Snap Indicator Code
- Review Outcome Available
- Summary Statement Available
- Early Stage Investigator Eligible
- New Investigator Eligible
- Eligible for FFATA Reporting

<b>Application Information</b>	
Award Document Number:	RMH000000A
FSR Accepted Code:	N
Snap Indicator Code:	Y
Review Outcome Available:	Yes
Summary Statement Available:	Yes
Early Stage Investigator Eligible:	
New Investigator Eligible:	
Eligible for FFATA Reporting:	Yes

---

**Application Information on Status Information****Study Section: Provides details on the assigned Study Section**

The following Study Section information is available:

- Scientific Review Group
- Council Meeting Date
- Meeting Date
- Meeting Time
- Study Roster (View Meeting Roster link opens the Meeting Roster in a separate window)

<b>Study Section</b>	
Scientific Review Group:	ZRG1 MDCN-G (02)
Council Meeting Date(YYYY/MM):	2012/10
Meeting Date:	08/06/2012
Meeting Time:	09:00
Study Roster:	<a href="#">View Meeting Roster</a>

**Study Section on Status Information****Advisory Council (AC) Information: Provides details on the Advisory Council.**

The following information is available:



- Meeting Date
- Meeting Time

[Reference Letter\(s\): A list of submitted references letters.](#)

If there are associated reference letters, the following information is available.

- Referee Name
- Organization Affiliation
- Department
- Email
- Submitted

PIs can also view reference letter information in the Reference Letter section of their Personal Profile. Refer to the [Reference Letters](#) topic of the Commons online help system for more information.

[Contacts: Names, phone numbers, and email addresses for grant-related contacts](#)

The Name, Phone, and Email displays for the following contacts:

- Scientific Review Officer (SRO)
- Grants Management Specialist (GMS)
- Program Official (PO)

<b>Contacts</b>		
<b>Administration</b>	<b>Name</b>	<b>Phone</b>
Scientific Review Administrator(SRA)	Decimal, Dewey	301-555-1234
Grants Management Specialist(GMS)	Hathaway, Anne	301-555-4567
Program Official(PO)	Marlowe, Christopher	301-555-6789

Contacts Section of Status Information

[Awards: Details on awarded dollar amounts.](#)

The following award dollar information is available:

- Direct Amount
- Facilities and Administrative
- Fee Amount
- Total Amount

<b>Awards</b>		
<b>Direct Amount</b>	<b>Facilities And Administrative</b>	<b>Fee Amount</b>
\$150,000	\$82,500	\$0

Awards Section of Status Information

## Additions for Review

As the applicant, after submitting an application, you might send your Scientific Review Officer (SRO) additional material that either clarifies or supplements information found on the original submission. When the SRO uploads this material, it is available to you via the Status Information screen.

Selecting the Additions for Review link from the Other Relevant Documents section of Status Information opens the Additions for Review screen. This screen provides links to the additional material along with other associated information.

**Additions for Review** [Back to Grant Folder](#)

Grant Number	1 R01 A654321-01
PI Name(s)	<b>Auden, W.H.</b>
Project Title	The Age of Anxiety Disorders
Appl. Status	Pending IRG Review
Institution	SAMPLE UNIVERSITY
Appl ID	1234567

R01A654321-01 /

Group	Document	Date
Supplemental Material	Post-submission material	10/25/2012 11:35 AM

### Additions for Review from Status Information

The top of the screen displays general grant information including:

- Grant Number
- PI Name(s)

For multiple PIs, the names display in alphabetical order with Contact PI name in bold font with the word (Contact) following the name.

- Project Title
- Appl. Status
- Institution
- Appl ID

Below this section, you can find information specific to the uploaded material(s):

- Group

Displays the category to which the item belongs. Categories include Updated Pages; Supplemental Material; Collaboration Letters; Modified Budget Pages; Accepted Publication; Biographical Sketches; and Other.

- Document

Displays the document file name as a link, which opens the uploaded document. This document can be viewed, updated, and saved.

- Date

The date the document was uploaded.

## Administrative Supplements

Selecting the [Administrative Supplement\(s\)](#) link from the [Other Relevant Documents](#) section of [Status Information](#) opens the [Administrative Supplements](#) screen. This screen provides read-only access to administrative supplements created for the particular grant.

Administrative Supplements are requests for (or the award of) additional funds during a current project period to provide for an increase in costs due to unforeseen circumstances.

### Administrative Supplements

Grant Number	5 R01 EB123456-09
PI Name(s)	Austen, Jane; <b>Bennet, Elizabeth (Contact)</b> ; Darcy, Fitzwilliam
Project Title	Pride & Prejudice and the Human Psyche
Appl. Status	Application awarded.
Institution	UNIVERSITY OF PEMBERLEY
Appl ID	8537158

Show Current Support Year Admin Supplements  Show All Support Years Admin Supplements

Identifying Information	Accession Number	Supplement Status	Submitted Date	Comments
<a href="#">3 R01 EB123456-09</a>	1234567	Submitted to Agency	2014-05-05 02:56:28 PM	These are

[Close](#)

### Administrative Supplements from Status Information

The top of the screen displays general grant information including:

- Grant Number
- PI Name(s)

For multiple PIs, the names display in alphabetical order with Contact PI name in bold font with the word (Contact) following the name.

- Project Title
- Appl. Status
- Institution
- Appl ID

Below this section, you can find information specific to the administrative supplements, displayed in a table format. You can opt to view the current support year or all support years by selecting the appropriate radio button:

- Show Current Support Year Admin Supplements
- Show All Support Years Admin Supplements

The table includes the following columns of information:

- Identifying information

Displays the grant number as a link, which opens the Administrative Supplement Request PDF.

- Accession Number
- Supplement Status
- Submitted Date
- Comments for Grantee

Select the Close link to exit the screen.

## Institute/Center PRAM Requests

Selecting the link for Progress Report Additional Material (PRAM) from the Other Relevant Documents section of Status Information opens the Institute/Center PRAM Requests screen. This screen provides read-only access to all current IC PRAM requests along with associated data.

### Institute/Center PRAM Requests

Grant Number	5 R01 EB123456-09
PI Name(s)	Austen, Jane; <b>Bennet, Elizabeth (Contact)</b> ; Darcy, Fitzwilliam
Project Title	Pride & Prejudice and the Human Psyche
Appl. Status	Application awarded.
Institution	UNIVERSITY OF PEMBERLEY
Appl ID	8537158

Identifying Information	Requested Date	Number of Reminder(s) Sent	Last Reminder Sent
<a href="#">Sample PRAM Request #1</a>	2014-06-05 10:02 AM	0	2014-06-05 10:02 AM
<b>Progress Report Additional Material</b>	<a href="#">06/05/2014 Times Revised (1)</a>		

Public Access PRAM eNotifications are system-generated upon submission of a RPPR with non-compliant publication(s), and are not reflected in the chart above.

### Institute/Center PRAM Requests from Status Information

The top of the screen displays general grant information including:

- Grant Number
- PI Name(s)

For multiple PIs, the names display in alphabetical order with Contact PI name in bold font with the word (Contact) following the name.

- Project Title
- Appl. Status
- Institution
- Appl ID

Below this section, you can find information specific to the submitted PRAM.

- Identifying Information

Displays the identifying name for the information provided by the IC PRAM request sender, displayed as a link. Select the link to open a read-only copy of the I/C PRAM Request details sent to the grantee.

- Requested Date
- Number of Reminders Sent
- Last Reminder Sent Date

At the bottom of the screen is a link next to the title Progress Report Additional Material. Select this link to open a consolidated report of all submitted materials responding to the PRAM request. The link itself shows the last updated date of the PRAM and the number of times revised.

The Progress Report Additional Materials file opens as a PDF document. The file is formatted to provide an information header section for each PRAM submission followed by the attached documents provided during that submission. If multiple submissions of IC Requested PRAM were completed, the additional materials are separated in the document with the most recent submission displayed first followed by earlier submissions in reverse chronological order. Information in the document can be navigated using the provided bookmarks on the left.

## Relinquishing Statements

Selecting the link for Relinquishing Statement(s) from the Other Relevant Documents section of Status Information opens the Relinquishing Statements screen. This screen provides access to read-only versions of all relinquishing statements associated with the grant.

A relinquishing statement is required as part of the Change of Institution process allowing an extramural grantee institution to transfer an active grant to another institution. The process is initiated by the Signing Official of the institution that holds the award, who submits a Relinquishing Statement in eRA Commons and identifies the institution that will take over the award.

## Relinquishing Statements

Grant Number	<a href="#">1 R56 DK123456-01</a>
PI Name(s)	<b>Shakespeare, William</b>
Project Title	All's Well That Ends Well with Advancements in Medicine
Appl. Status	Application awarded.
Institution	SRATFORD-UPON-AVON UNIVERSITY
Appl ID	1234567

Document Name	Status	Submitted Date	Comments for Grantee
<a href="#">Relinquishing Statement</a>	Submitted to Agency	2014-06-04 09:29:18	

[Close](#)

### Relinquishing Statements from Status Information

The top of the screen displays general grant information including:

- Grant Number
- PI Name(s)

For multiple PIs, the names display in alphabetical order with Contact PI name in bold font with the word (Contact) following the name.

- Project Title
- Appl. Status
- Institution
- Appl ID

Below this section, you can find information specific to the relinquishing statement(s) for the grant.

- Document Name

The relinquishing statement name is displayed as a link, which opens a read-only version of the form.

- Status

The status of the submitted form.

- Submitted Date

The date on which the organization's SO submitted the form.

- Comments for the Grantee

Where applicable, displays comments entered by Agency staff directed to the grantee.

## Closeout FRAM Requests

Selecting the link for Closeout Final Report Additional Materials Request (FRAM) from the Other Relevant Documents section of Status Information opens the Closeout FRAM Requests screen. This screen provides read-only access to all current Closeout FRAM requests along with associated data.

### Closeout FRAM Requests

Grant Number	1 R15 MH123456-01
PI Name(s)	Auden, W.H.
Project Title	The Age of Anxiety Disorders
Appl. Status	Awarded. Non-fellowships only
Institution	UNIVERSITY OF LITERATURE
Appl ID	123456

Identifying Information	Requested Date	Number of Reminder(s) Sent	Last Reminder Sent
<a href="#">Sample FRAM request #1</a>	2014-09-22 11:43 AM	0	2014-09-22 11:43 AM
<a href="#">Sample FRAM request #2</a>	2014-09-22 11:42 AM	0	2014-09-22 11:42 AM
<a href="#">Sample FRAM request #3</a>	2014-09-22 11:41 AM	0	2014-09-22 11:41 AM

### Closeout FRAM Requests from Status Information

The top of the screen displays general grant information including:

- Grant Number
- PI Name(s)

For multiple PIs, the names display in alphabetical order with Contact PI name in bold font with the word (Contact) following the name.

- Project Title
- Institution
- Appl ID

Below this section, you can find information specific to the submitted FRAM.

- Identifying Information

Displays the identifying name for the information provided by the FRAM request sender, displayed as a link. Select the link to open a read-only copy of the FRAM Request details sent to the grantee.

- Requested Date
- Number of Reminders Sent
- Last Reminder Sent Date

## Viewing Summary Statements from Status Information

Summary Statements are PDF documents combining reviewers' written comments and the Scientific Review Officer's (SRO) summary of the discussion surrounding your application during the review meeting.

**Policy:** [Scoring System and Procedure](#)

As a PI, you can view your application's Summary Statement using the Status Information screen once it has been released by the SRO following the review meeting.

To view your Summary Statement:

1. Log into Commons.
2. Select the Status tab from the Commons menu.
3. Select the List of Applications/Grants link or menu tab.

Home Admin Institution Profile Personal Profile **Status** RPPR Internet Assisted Review xTrain Admin Supp eRA Partners

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

### Status

[Recent/Pending eSubmissions](#)

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been refused by Signing Official

**List of Applications/Grants**

- Funded Grants
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/grants

Search by Grants.gov Tracking Num

- Enter the Grants.gov Tracking Number into the following box for easy access to a specific grant application

Grants.gov Tracking Number:

### List of Applications/Grants Links in Status

The results display in table format. The application ID within this table is provided as a link, which when selected opens the Status Information screen.



## Status Result - List of Applications/Grants

### Notes & Tips:

- 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 b provided. Please await instructions from the NIH on whether to complete this information.

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of List of Applications/Grants menu tab again.

Application ID	Grants.gov Tracking #	Proposal Title	PI/PI Name	eSubmission Status	Current Application Status	Status Date
<a href="#">2R01NS010101-05A2</a>		Measure for Measure & Other Scientific Methodologies	SHAKESPEARE, WILLIAM	Pending Verification	Administratively Withdrawn by IC	11/01/20
<a href="#">1R01EB012345-01</a>	GRANT12300001P	All's Well That Ends Well with Advancements in Medicine	SHAKESPEARE, WILLIAM	Submission Complete	Awarded. Non-fellowships only	03/01/20
<a href="#">1X02OD000001-01</a>	GRANT10000005P	Much Ado About Childhood Obesity in the United States	SHAKESPEARE, WILLIAM	Submission Complete	Awarded. Non-fellowships only	11/10/20

### Application ID Link

- Select the application ID link for the specific application.

The Status Information screen displays. The top of Status Information includes a section called Other Relevant Documents. This section houses links to various application-related documents, including the Summary Statement.

- Select the link titled Summary Statement. It will open in a separate window.

## Status Information

General Grant Information	Other Relevant Documents				
<b>Status:</b> Application awarded. <b>Institution Name:</b> THE UNIVERSITY OF STRATFORD UPON AVON <b>School Name:</b> GENERAL CAMPUS <b>School Category:</b> SCHOOLS OF ARTS AND SCIENCES <b>Division Name:</b> NONE <b>Department Name:</b> DIVISION OF SCIENCE <b>PI Name:</b> SHAKESPEARE, WILLIAM <b>Application ID:</b> 1R01EB012345-01 <b>Proposal Title:</b> All's Well that Ends Well with Advancements in Medicine <b>Proposal Receipt Date:</b> 03/01/2012 <b>Last Status Update Date:</b> 09/18/2012 <b>Current Award Notice Date:</b> 09/18/2012 <b>Application Source:</b> Grants.gov <b>Project Period Begin Date:</b> 09/18/2012 <b>Project Period End Date:</b> 07/31/2014 <b>eApplication Status:</b> Submission Complete <b>FOA:</b> [PA00-000] - NIH EXPLORATORY/DEVELOPMENTAL RESEARCH GRANT PROGRAM <b>NIH Appl. ID:</b> 1234567	<a href="#">Application</a> <a href="#">Summary Statement</a> <a href="#">Initials</a> <b>Notice(s) of Grant Award (PDF)</b> 09/18/2012 <a href="#">Abstract (Awarded Grant)</a> <b>Just In Time</b> 08/24/2012 Times Revised(1) <a href="#">Submission Cover Letter</a> <a href="#">Additions for Review (0 documents)</a> <b>Correspondence</b> <b>Referral</b> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Description		
Date	Description				

### Summary Statement Link in Status Information

## Viewing the Notice of Award (NOA)

**Policy:** [Notice of Award Policy](#)

Notices of Grant Awards (NOA) are sent to the email address specified in the Institutional Profile. The SO can update the NOA address through the institutional profile update function.

NOAs are also available for viewing within the Status Information screen.

To view the NOA:

1. Log into Commons.
2. Select the Status tab from the Commons menu.
3. Select the List of Applications/Grants link or menu tab.

The screenshot shows the 'Status' page in the eRA Commons interface. The top navigation bar includes links for Home, Admin, Institution Profile, Personal Profile, Status (selected), RPPR, Internet Assisted Review, xTrain, Admin Supp, and eRA Partners. Below the navigation bar, there are sub-links for 'Recent/Pending eSubmissions' and 'List of Applications/Grants' (circled in red). The 'List of Applications/Grants' section includes a bulleted list of application types: Purged Grants, Successfully submitted applications, Review assignment status, and Other Commons features. Below this is a search box for 'Grants.gov Tracking Number' with 'Search' and 'Clear' buttons.

### List of Applications/Grants Links in Status

The results display in table format. The application ID within this table is provided as a link, which when selected opens the Status Information screen.

The screenshot shows a table titled 'Status Result - List of Applications/Grants'. Below the title is a 'Notes & Tips' section with an important note about NIH's JIT link. Below that is a paragraph explaining the search results. The table contains three rows of application data. The second row's Application ID, '1R01EB012345-01', is circled in red.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date
<a href="#">2R01NS010101-05A2</a>		Measure for Measure & Other Scientific Methodologies	SHAKESPEARE WILLIAM	Pending Verification	Administratively Withdrawn by IC	11/01/20
<a href="#">1R01EB012345-01</a>	GRANT12300001P	All's Well That Ends Well with Advancements in Medicine	SHAKESPEARE WILLIAM	Submission Complete	Awarded. Non-fellowships only	03/01/20
<a href="#">1X02OD000001-01</a>	GRANT10000005P	Much Ado About Childhood Obesity in the United States	SHAKESPEARE WILLIAM	Submission Complete	Awarded. Non-fellowships only	11/10/20

### Application ID Link

4. Select the application ID link for the specific application.

The Status Information screen displays. The top of Status Information includes a section called Other Relevant Documents. This section houses links to various application-related documents, including the NOA. The NOA link is displayed as a date next to the field titled Notice(s) of Grant Award (PDF).

5. Select the NOA link. It will open in a separate window.

### Status Information

General Grant Information		Other Relevant Documents
Status:	Application awarded.	<a href="#">e-Application</a>
Institution Name:	THE UNIVERSITY OF STRATFORD UPON AVON	<a href="#">Summary Statement</a>
School Name:	GENERAL CAMPUS	<a href="#">Latest NGA</a>
School Category:	SCHOOLS OF ARTS AND SCIENCES	<a href="#">Notice(s) of Grant Award (PDF)</a> 09/18/2012
Division Name:	NONE	<a href="#">Abstract Awarded Grant</a>
Department Name:	DIVISION OF SCIENCE	<a href="#">Just In Time</a> 08/24/2012 Times Revised(1)
PI Name:	SHAKESPEARE, WILLIAM	<a href="#">eSubmission Cover Letter</a>
Application ID:	1R01EB012345-01	<a href="#">Additions for Review (0 documents)</a>
Proposal Title:	All's Well that Ends Well with Advancements in Medicine	
Proposal Receipt Date:	03/01/2012	
Last Status Update Date:	09/18/2012	
Current Award Notice Date:	09/18/2012	
Application Source:	Grants.gov	
Project Period Begin Date:	09/18/2012	
Project Period End Date:	07/31/2014	
eApplication Status:	Submission Complete	
FOA:	[PA00-000] - NIH EXPLORATORY/DEVELOPMENTAL RESEARCH GRANT PROGRAM	
NIH Appl. ID:	1234567	
		<b>Correspondence</b>
		<b>Referral</b>
		<b>Date</b> <b>Description</b>

Notice of Award Link in Status Information

## Closeout Status

**Policy:** [Closeout policy information](#)

Closeout is a feature that allows a grantee to electronically file 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.

If you hold an SO, PI, or FSR role, you can access the Closeout Status screen to perform the following:

- Track your grants that are in Closed status
- Submit reports required for closeout
- Submit any requested additional material (FRAM) related to your final progress report

- Access the FFR module of Commons to initiate and submit Federal Financial Reports (you must hold an FSR role)

The Closeout Status screen is accessed via links on the Status result screens ([Status Result - Closeout](#) or [Status Result - General Search](#) for SOs; [Status Result - List of Applications/Grants](#) for PIs).

The links you may see on your results screen include:

- Requires Closeout: Grant has not completed the closeout process
- Closed: Grant has completed the closeout process
- In Unilateral Closeout: Grant is currently in the process of being unilaterally closed (see note below)
- Unilaterally Closed Grant has been unilaterally closed by the IC (see note below)

NOTE: The U.S. Department of Health and Human Services (HHS) has issued a directive to Agencies on new policies for closeout of grant awards. NIH has revised its policies and procedures to align with the OER Policy Announcement 2014 regarding the guidance on implementation of HHS GPAM Chapter 1101 (Closeout), including Unilateral Closeout.

The policy chapter directs Institutes/Centers (ICs) to initiate a unilateral closeout – a closeout without the cooperation of the grantee – 180 days after the project end date if it has not received acceptable final reports required by the terms and conditions of an award. After making reasonable efforts to obtain the final reports ICs must close all awards no later than 270 days after the project end date. This substantially decreases the timeframe in which NIH must officially close a grant after the project end date.

At the top of the Closeout Status screen, the following Application Information displays:

- Grant Number
- PI Name
- Closeout Contact Name
- Closeout Contact Email
- Closeout Contact Phone
- Project Period
- Proposal Title

Below this information is the Closeout Submission Requirement including Instruction, Status of the requirement, Result of Actions, and Date of action. Also included are the available Action link(s), which vary and may include:

- FFR (Create New and View links)
- Final RPPR (Process Final RPPR; View; FRAM; and View FRAM links)
- Final Invention Statement (Process Final Invention Statement and View links)

Refer to the related topics for more information about FFR, Final Research Performance Progress Report, and Final Invention Statements.

At the top of the screen, text will indicate if the grant is in unilateral closeout or has been unilaterally closed, as applicable, and the date on which this occurred. While In Unilateral Closeout, links will be available in the Action column unless they have been closed by Grants Management Staff, in which case you will not see the links. When Unilaterally Closed, links will not be available. The message on the screen indicates whether links have been disabled.

eRA has recently updated the Closeout screens for PIs (and delegates) based on our new standards. SOs will see similar changes in a future release. Refer to the appropriate steps and images provided for your eRA Commons role.

Sample Closeout Status Screen for a PI

Sample Closeout Status Screen for an SO

## **Federal Financial Report (FFR) Module**

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to complete an FFR to report the status of funds to the sponsor of the grant.

If you have the FSR role, you can use the FFR module to search for grants and associated FFRs for your institution. In the FFR module, you can perform the following tasks:

- Create a new FFR
- View an FFR
- Submit an FFR
- Revise an FFR

With the FSR role, you can also access the FFR module from the Closeout Status screen.

The Commons Online Help System contains detailed information on the FFR module. You can access the FFR topics at the following site: [http://era.nih.gov/erahelp/commons/#Commons/FFR/ffr\\_intro.htm](http://era.nih.gov/erahelp/commons/#Commons/FFR/ffr_intro.htm). If you prefer a PDF format user guide, refer to the Federal Financial Report (FFR) Expenditure Data User Guide at [http://era.nih.gov/files/ffr\\_user\\_guide.pdf](http://era.nih.gov/files/ffr_user_guide.pdf).

## **Submitting Your Final Invention Statement (FIS)**

You must submit a Final Invention Statement within 90 days following the termination of a grant award. The statement should include all inventions that were conceived or first reduced to practice during the course of work under the grant or award, from the original effective date of support through the date of completion or termination.

**Policy:** Refer to the [Procedure for Submission of Final Invention Statement and Certification](#) for more policy related information.

All actions are performed from the Submit Final Invention Statement screen, which is accessed via the Closeout Status screen. From here, SOs and PIs to do one of the following:

- Certify that no inventions were conceived or first reduced to practice during the course of work
- Add and submit information on inventions conceived/used during the course of work

Although a PI can create the FIS, only a SO can submit it to Agency.

### Reporting Inventions on Your FIS

eRA has recently updated the Closeout screens for PIs (and delegates) based on our new standards. SOs will see similar changes in a future release. Refer to the appropriate steps and images provided for your eRA Commons role.

If you hold an SO or PI role, you can add inventions to the Final Invention Statement.

To add inventions to the FIS:

1. Select the Requires Closeout link for the grant from Status search results.

The Closeout Status screen displays. Final Invention Statement is listed in the Closeout Submission Requirement column. The Action column should include a link for Process Final Invention Statement.

2. From Closeout Status, select the Process Final Invention Statement link.

**Closeout Status** ⓘ

Application Information				
Grant Number:	5R01NS000001-13	PD/PI Name:	FINN, HUCK	
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com	
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012	
Proposal Title:	Scientific Research Study that Will Change the World			

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Cr</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Pr</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			<a href="#">Pr</a>

[Back](#)

Process Final Invention Statement Link for an SO

Closeout Status 

Application Information		
<b>Grant Number:</b> 5R01NS000001-13	<b>PD/PI Name:</b> FINN, HUCK	<b>Closeout</b> DOE, JAN
<b>Project Period:</b> 07/01/2005 to 03/31/2011	<b>Closeout Status:</b> Requires Closeout	<b>Closeout</b> JaneDoe@
<b>Proposal Title:</b> Scientific Research Study that will Change the World	<b>Date Of Status Change:</b> 03/31/2011	<b>Closeout</b> 301-555-11

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date
FFR	For FFR submission, you must have the Commons FSR role. You must have FSR role to view the document.	Accepted	Accepted by (FSR)	09/12/
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report.	Not Received		
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received		

Process Final Invention Statement Link for a PI

The [Submit Final Invention Statement](#) screen displays. From this screen you can:

- Cancel out of the processing of the FIS
- Indicate that no inventions were created during the course of the project
- Report inventions created during the course of the project

See "Claiming No Inventions on Your FIS" on page 162 for information on submitting an FIS with no inventions.

Follow the steps below to submit a report and claim an invention.

### Submit Final Invention Statement ?

Application Information			
<b>Grant Number:</b>	5R01NS000001-13	<b>PD/PI Name:</b>	FINN, HUCK
<b>Closeout Contact Name:</b>	JANE DOE	<b>Closeout Contact Email:</b>	JaneDoe@email.com
<b>Closeout Contact Phone:</b>	301-555-1111	<b>Project Period:</b>	03/01/2010 to 12/31/2012
<b>Proposal Title:</b>	Scientific Research Study that Will Change the World		

To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission—whether that person is the Program Director/Principal Investigator/Official (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 SO must identify the inventions to be reported by the "View Invention Statement" link and, if acceptable, Submit the Final Invention Statement to HHS for that grant.

SO View - Select the Yes Button to Report an Invention

### Submit Final Invention Statement ?

Application Information			
<b>Grant Number:</b>	5R01NS000001-13	<b>PD/PI Name:</b>	FINN, HUCK
<b>Project Period:</b>	07/01/2005 to 03/31/2011	<b>Closeout Status:</b>	Requires Closeout
<b>Proposal Title:</b>	Scientific Research Study that will Change the World	<b>Date Of Status Change:</b>	03/31/2011
		<b>Closeout Contact Name:</b>	DOE, JANE
		<b>Closeout Contact Email:</b>	JaneDoe@email.com
		<b>Closeout Contact Phone:</b>	301-555-1111

Manage Inventions

PI View - Select the Yes Button to Report an Invention

3. Select the Yes button.

The Add Invention screen opens. From this screen, SOs and PIs may perform the following actions:



4. To add a new invention:
  - a. Fill in the required fields.
    - Title of Invention
    - Name of Inventor
    - Date Reported to DHHS
  - b. Select the Add Invention button.

The added invention displays in the Saved Invention section of the screen.

5. Repeat the steps above to add all of your project's inventions.
6. Optional: If you need to remove an invention, you can do so by selecting the Remove link in the Action column under the Saved Invention section.

**Add Invention** F

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**Application Information**

Grant Number: 5R01NS000001-13 PD/PI Name: FINN, HUCK  
 Closeout Contact Name: JANE DOE Closeout Contact Email: JaneDoe@email.com  
 Closeout Contact Phone: 301-555-1111 Project Period: 03/01/2010 to 12/31/2012  
 Proposal Title: Scientific Research Study that Will Change the World

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**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
Huck Finn	My Invention	06/17/2013

SO View - FIS Saved Invention

## Add Invention ?

Application Information		
<b>Grant Number:</b> 5R01NS000001-13	<b>PD/PI Name:</b> FINN, HUCK	<b>Closeout</b> DOE, JAN
<b>Project Period:</b> 07/01/2005 to 03/31/2011	<b>Closeout Status:</b> Requires Closeout	<b>Closeout</b> JaneDoe@
<b>Proposal Title:</b> Scientific Research Study that will Change the World	<b>Date Of Status Change:</b> 03/31/2011	<b>Closeout</b> 301-555-11

**Add New Inventions**  
\* indicates required fields

<b>Title of Invention *</b> <input style="width: 95%;" type="text"/>	<b>Name of Inventor *</b> <input style="width: 95%;" type="text"/>	<b>Date Reported to DHHS *</b> (Must be Today's date or Before) <input style="width: 95%;" type="text" value="mm/dd/yyyy"/> <small> calendar icon</small>
---	---	--

**Saved Invention**

Name of Inventor	Title of Invention
Huck Finn	My Invention

### PI View - FIS Saved Invention

7. Select the Save button.

In a separate window, a certification statement displays.

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 the terms of the grant or award.

If you are a PI saving an invention, you will also see the following statement added to the certification message:

Note that a user with the SO privilege must verify the Final Invention Statement prior to submission.

8. Select the OK button to continue.

You can select Cancel if you have made a mistake and need to return to the Submit Final Invention Statement screen.

When you save the report, the status of the FIS updates depending on whether you are an SO or a PI.

- Status = Saved (if SO) or Awaiting SO Verification (if PI)
- Result of Actions = Submitted by <your name>
- Date = Current date/date you saved the information
- Action = Process Final Invention Statement link

The SO must verify and submit the FIS. See "Submitting Your FIS" on page 167 for more information.

**Closeout Status** Form App

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**Application Information**

Grant Number: 5R01NS000001-13 PD/PI Name: FINN, HUCK  
 Closeout Contact Name: JANE DOE Closeout Contact Email: JaneDoe@email.com  
 Closeout Contact Phone: 301-555-1111 Project Period: 03/01/2010 to 12/31/2012  
 Proposal Title: Scientific Research Study that Will Change the World

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Create New</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process F</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Saved	Submitted by BECKY THATCHER (SO)	06/17/2013	<a href="#">Process F</a>

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Saved FIS on Closeout Status

### Claiming No Inventions on Your FIS

eRA has recently updated the Closeout screens for PIs (and delegates) based on our new standards. SOs will see similar changes in a future release. Refer to the appropriate steps and images provided for your eRA Commons role.

If you hold an SO or PI role, you can create a Final Invention Report indicating no inventions.

To create a Final Invention Statement certifying that no inventions exist:

1. Select the Requires Closeout link for the grant from Status search results.

The Closeout Status screen displays. Final Invention Statement is listed in the Closeout Submission Requirement column. The Action column should include a link for Process Final Invention Statement.

2. Select the Process Final Invention Statement link.

**Closeout Status** ⓘ

Application Information				
Grant Number:	5R01NS000001-13	PD/PI Name:	FINN, HUCK	
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com	
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012	
Proposal Title:	Scientific Research Study that Will Change the World			

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			Cr
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			Pr
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Pr

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SO View - Process Final Invention Statement Link

## Closeout Status ?

Application Information		
<b>Grant Number:</b> 5R01NS000001-13	<b>PD/PI Name:</b> FINN, HUCK	<b>Closeout Contact Name:</b> DOE, JANE
<b>Project Period:</b> 07/01/2005 to 03/31/2011	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> JaneDoe@email.com
<b>Proposal Title:</b> Scientific Research Study that will Change the World	<b>Date Of Status Change:</b> 03/31/2011	<b>Closeout Contact Phone:</b> 301-555-1111

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date
FFR	For FFR submission, you must have the Commons FSR role. You must have FSR role to view the document.	Accepted	Accepted by (FSR)	09/12/2010
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report.	Not Received		
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received		

PI View - Process Final Invention Statement Link

The Submit Final Invention Statement screen displays.

3. Select the No button.

## Submit Final Invention Statement ?

Application Information			
<b>Grant Number:</b>	5R01NS000001-13	<b>PD/PI Name:</b>	FINN, HUCK
<b>Closeout Contact Name:</b>	JANE DOE	<b>Closeout Contact Email:</b>	JaneDoe@email.com
<b>Closeout Contact Phone:</b>	301-555-1111	<b>Project Period:</b>	03/01/2010 to 12/31/2012
<b>Proposal Title:</b>	Scientific Research Study that Will Change the World		

Yes  No  Cancel

To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission—whether that person is the Program Director/Principal Investigator/Signing Official (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 individual must identify the inventions to be reported by the "View Invention Statement" link and, if acceptable, Submit the Final Invention Statement to HHS for that grant.

## SO View - Selecting the No Button to Indicate No Inventions

Submit Final Invention Statement 

Application Information		
<b>Grant Number:</b> 5R01NS000001-13	<b>PD/PI Name:</b> FINN, HUCK	<b>Closeout</b> DOE, JAN
<b>Project Period:</b> 07/01/2005 to 03/31/2011	<b>Closeout Status:</b> Requires Closeout	<b>Closeout</b> JaneDoe@
<b>Proposal Title:</b> Scientific Research Study that will Change the World	<b>Date Of Status Change:</b> 03/31/2011	<b>Closeout</b> 301-555-11

Manage Inventions
<input type="button" value="Yes"/> <input checked="" type="button" value="No"/> <input type="button" value="Cancel"/>

## PI - View Selecting the No Button to Indicate No Inventions

In a separate window, a certification statement displays.

I hereby certify that, to the best of my knowledge and belief, no inventions were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period.

4. Select the OK button to confirm.

You can select Cancel if you have made a mistake and need to return to the Submit Final Invention Statement screen.

When you save your FIS, the Closeout Status screen will update to show the following:

- Status = Saved
- Result of Actions = Submitted by <your name>
- Action = Process Final Invention Statement link

The SO must verify and submit the FIS. See "Submitting Your FIS" on page 167 for more information.

## Updating Your Saved FIS

If you hold an SO role, you can change a saved Final Invention Statement to add invention(s) or to change the certification.

To change your FIS:

1. Select the Process Final Invention Statement link from Closeout Status.

### Closeout Status

Form Appro

Application Information					
Grant Number:	5R01NS000001-13	PD/PI Name:	FINN, HUCK		
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com		
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012		
Proposal Title:	Scientific Research Study that Will Change the World				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Create New</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process Final</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			<a href="#">Process Final</a>

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### Process Final Invention Statement Link

The [Submit Final Invention Statement](#) screen displays. The options available on this screen include:

- [View Invention Statement \(<inventions reported> -or- <no inventions reported>\)](#) link
- [Submit](#) (only if you have an SO role)
- [Change](#)
- [Cancel](#)

### Submit Final Invention Statement

Form Appro

Application Information					
Grant Number:	5R01NS000001-13	PD/PI Name:	FINN, HUCK		
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com		
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012		
Proposal Title:	Scientific Research Study that Will Change the World				

[View Invention Statement \(Inventions reported\)](#)

Select the [Change](#) Button to Update Your FIS

5. To change your FIS, select the [Change](#) button.

When Change is selected, you have the option to re-select Yes or No to indicate whether inventions are being reported. Select the No button if you wish to certify that no inventions are being reported. Otherwise, follow the next steps to update your saved inventions on the FIS.

6. To update the inventions on your FIS, select the Yes button.

The Add Invention screen displays. From here, you can add another invention or remove saved inventions. See "Reporting Inventions on Your FIS" on page 157.

### Submitting Your FIS

If you hold an SO role, you may submit a Final Invention Statement.

To submit the FIS:

1. Select the Process Final Invention Statement link from the Closeout Status screen.

#### Closeout Status

Form Approv...

Application Information					
Grant Number:	5R01NS000001-13	PDI/PI Name:	FINN, HUCK		
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com		
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012		
Proposal Title:	Scientific Research Study that Will Change the World				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Create New</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process Final</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			<a href="#">Process Final</a>

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#### Process Final Invention Statement Link

The Submit Final Invention Statement screen displays. As an SO, your options include:

- View Invention Statement (<inventions reported> -or- <no inventions reported>)
- Submit (available only to SO role)
- Change
- Cancel

#### Submit Final Invention Statement

Form Approv...

Application Information					
Grant Number:	5R01NS000001-13	PDI/PI Name:	FINN, HUCK		
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com		
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012		
Proposal Title:	Scientific Research Study that Will Change the World				

[View Invention Statement](#) (Inventions reported)



### Submit Button for FIS

2. Select the View Invention Statement link to look the FIS over and verify its accuracy. The report will open in a separate window as a PDF document.
3. Select the Submit button.

In a separate window, a certification statement displays.

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 the terms of the grant or award.

4. Select the OK button to confirm and continue.

Once you have submitted the report, you cannot update it. If you need to hold off on submission, you can select Cancel to return to the Submit Final Invention Statement screen.

Once you've submitted the FIS, the status details update as follows:

- Status = Received
- Result of Actions = Verified by <your name>
- Date = Current date/date you submitted the report
- Action = View link

The FIS is now available to view using the View link on Closeout Status. It can also be viewed from the Status Information screen for the grant.

### Closeout Status

Form Appro

Application Information					
Grant Number:	5R01NS000001-13	PD/PI Name:	FINN, HUCK		
Closeout Contact Name:	JANE DOE	Closeout Contact Email:	JaneDoe@email.com		
Closeout Contact Phone:	301-555-1111	Project Period:	03/01/2010 to 12/31/2012		
Proposal Title:	Scientific Research Study that Will Change the World				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Create New</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process F</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Received	Verified by BECKY THATCHER (SO)	06/17/2013	<a href="#">View</a>

### Closeout Status Showing Submitted FIS

## Submitting Your Final Research Performance Progress Report

As of January 1, 2017, a Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. This report should be prepared in accordance with instructions provided by the awarding component. See [NIH Implementation of Final Research Performance Progress Reports \(Final RPPR\)](#) — Guide Notice NOT-OD-17-022

Effective February 9, 2017, if the recipient organization has submitted a renewal application on or before the date by which a Final Research Performance Progress Report (Final-RPPR) would be required for the current competitive segment, then submission of an "Interim RPPR" via eRA Commons is now required. The Interim RPPR (IRPPR) will be used for the submission of a Competing Renewal application (Type 2). See [NIH Implementation of the Interim RPPR while a Renewal Application is Under Consideration](#) – Guide Notice NOT-OD-17-037.

Both the Interim RPPR and the Final RPPR are currently identical in process and information required. The difference between the two is when and where they are made available to initiate and submit. The Interim RPPR link will be made available to the Signing Official (SO) in the Status screen when a grant is eligible for submission of a Competing Renewal application.

The Final RPPR is only available as part of the Closeout process and the Process Final RPPR link only appears on the [Closeout Status](#) screen.

The format of the Interim RPPR and the Final RPPR will be the same as the current annual RPPR, making it easier for recipients to navigate through both the Interim and the Final RPPR, based on familiarity with the existing format of the annual RPPR.

Differences between Interim/Final RPPR and the annual RPPR are few:

- In the Interim/Final RPPR, only Section D.1 is required in the Participants section
- Sections F: Changes and Section H: Budget are not part of the Interim/Final RPPR
- Section I: Outcomes is new. Section I is required for both the Interim/Final RPPR

### To submit your Final RPPR:

1. Select the Requires Closeout link for the grant from Status search results.

The [Closeout Status](#) screen displays. Final RPPR is listed in the Closeout Submission Requirement column. The Action column should include a link for Process Final RPPR.

2. From Closeout Status, select the Process Final RPPR link.

Clicking the Process Final RPPR link opens the Final RPPR Menu screen:

## Final RPPR Menu ?

Application Information	
<b>Grant Number:</b>	5R21HL123456-02
<b>Institution:</b>	STARFLEET ACADEMY, MEDICAL RESEARCH
<b>PD/PI Name:</b>	Kirk, Tiberius J
<b>Project Title:</b>	Andronesian Encephalitis Can Lead to Genetic Degeneration
<b>Due Date:</b>	N/A
<b>Current Reviewer:</b>	
<b>Status:</b>	Not Started

**Initiate** **Edit** **Check for Errors** **View** **View Routing History** **Route** **Recall** **Submit** **C**

3. Click the Initiate button to create the Final RPPR.

The Final RPPR Menu will then change, providing the user with the option to Edit the Final RPPR:

## Final RPPR Menu ?

The RPPR has been successfully initiated.

Application Information	
<b>Grant Number:</b>	5R21HL123456-02
<b>Institution:</b>	STARFLEET ACADEMY, MEDICAL RESEARCH
<b>PD/PI Name:</b>	Kirk, Tiberius J
<b>Project Title:</b>	Andronesian Encephalitis Can Lead to Genetic Degeneration
<b>Due Date:</b>	N/A
<b>Current Reviewer:</b>	McCoy, Leonard B
<b>Status:</b>	PD/PI Work in Progress

**Edit** **Check for Errors** **View** **View Routing History** **Route** **Recall** **Submit** **Cancel**

4. Clicking Edit opens the navigation to the various sections of the Final RPPR:

## A. Cover Page ?

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**Grant Information**

**Grant Number:** 5R21HL123456-02 **Organization Name:**  
**Project Title:** Andronesian Encephalitis Can Lead to Genetic Degeneration **Address:**

**A.1 Program Director/Principal Investigator (PD/PI) Information ?**

**Name:** Kirk, Tiberius J **DUNS:**  
**E-mail:** lamKirok@sfa.ea.edu **EIN:**  
**Phone:** (111) 555-1701 **Recipient ID:**

**A.1.a**

Is there a change of contact PD/PI on a multiple-PI award?  N/A  Yes  No **Start Date:**

If yes, provide the eRA Commons ID of the new contact PD/PI  ? **Start Date:**

**A.1.b Not Applicable**

**A.2 Signing Official Information**

**Name:**   **Start Date:**  
**E-mail:** **Report Frequency:**  
**Phone:**

**A.3 Administrative Official Information**

**Name:**    
**E-mail:**  
**Phone:**

[A Cover Page](#) | [B Accomplishments](#) | [C Products](#) | [D Participants](#) | [E Impact](#) | [G Special Reporting Req](#)

5. Complete each section as required. See [How to Do I Fill Out the RPPR Forms](#) for help completing each section.

Be sure to click SAVE when moving between sections or unsaved data may be lost.

When done, click Cancel to return Final RPPR Menu screen.

In the Final RPPR Menu screen, there are several action buttons at the bottom that you can use to complete the Final RPPR:

## Final RPPR Menu ?

Application Information	
<b>Grant Number:</b>	5R21HL123456-02
<b>Institution:</b>	STARFLEET ACADEMY, MEDICAL RESEARCH
<b>PD/PI Name:</b>	Kirk, Tiberius J
<b>Project Title:</b>	Andronesian Encephalitis Can Lead to Genetic Degeneration
<b>Due Date:</b>	N/A
<b>Current Reviewer:</b>	Boyd, Stacey
<b>Status:</b>	PD/PI Work in Progress

For more information on these options, see:

[Editing the RPPR Forms](#)

[Checking for Errors and Warnings](#)

[Viewing the RPPR](#)

[Routing the RPPR](#)

[Recalling the RPPR](#)

[Submitting RPPR to Agency](#)

The Cancel button closes the Final RPPR Menu screen.

## Final Progress Report Additional Materials (FRAM)

A *Final Research Performance Progress Report* (Final RPPR) 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.

Refer to the topic titled See "Submitting Your Final Research Performance Progress Report" on page 169 for information related to the Final RPPR.

The *Final Progress Report Additional Materials* (FRAM) feature provides a means for grantees to enter, review, route, and submit information in response to specific request(s) by the Program Official (PO) for additional information related to the Final RPPR.

While reviewing a submitted Final RPPR, the PO may determine that additional materials related to the submitted report are required. In this case, the PO will submit a request for this information referred to as a FRAM request. When a FRAM request is made, the PI is notified via email; Final RPPR status on Closeout Status is updated to FRAM Requested; and a FRAM Update link appears in the Closeout Status screen. The link is located as an action on the Final RPP Report line for Closeout Submission Requirement.

This topic discusses the steps for uploading, viewing, and submitting FRAM.

### Uploading Final Report Additional Materials

When FRAM is requested by the reviewing PO, an email notification will be sent to the PI (and SO) describing the additional information being requested. It is the PI who is responsible for uploading this requested FRAM via the Closeout module in Commons.

To upload FRAM:

1. Navigate to the [Closeout Status](#) screen.
2. Locate the Final RPPR line item under the Closeout Submission Requirement column.

If a PO has requested additional material related to the Final RPPR, the Status will show FRAM Requested, the Result of Action column will show FRAM Requested By <PO Name>, and the FRAM Update link will appear in the Action column of this line item. If this information is not there, the request was not made.

3. Select the FRAM Update link.

### Closeout Status

Application Information			
<b>Grant Number:</b>	1R15MH123456-01	<b>PD/PI Name:</b>	AUDEN, W.H.
<b>Closeout Contact Name:</b>	EMMA STREST	<b>Closeout Contact Email:</b>	
<b>Closeout Contact Phone:</b>	301-555-1234	<b>Project Period:</b>	08/01/2010 to 10/31/2014
<b>Proposal Title:</b>	The Age of Anxiety Disorders		

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started		
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received FRAM Requested	Submitted by W.H. AUDEN (PI)	09/18/2014
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received		

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#### FRAM Update Link

The Final Progress Report Additional Materials (FRAM) screen appears. From this screen, the PI has the ability to upload an attachment meeting the requirements of the requested information.

You can view the original request for information from the Status Information screen. The Closeout Final Report Additional Materials Request (FRAM) link located in Other Relevant Documents section of Status Information will show the original request.

4. Use the Add Attachment button to search for and select the appropriate document from your local computer. The attached document must be in PDF format and no larger than 6MB.



## Final Progress Report Additional Materials (FRAM) ?

Grant Information	
Grant Number:	<a href="#">1R15MH123456-01</a>
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM	
Please provide additional Materials	
Upload Attachment:	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<input type="button" value="View"/> <input type="button" value="Submit"/> <input type="button" value="Back"/>	

### Add Attachment Button for FRAM

After passing system validations, the screen will display a message as follows: FRAM was successfully uploaded and is ready for processing by the SO in your institution.

FRAM attachments can be viewed at any time using the View Attachment or View button on the screen. Before being submitted to Agency, FRAM attachments can be deleted using the Delete Attachment button.

## Final Progress Report Additional Materials (FRAM) ?

FRAM was successfully uploaded and is ready for processing by the SO in your institution.

Grant Information

Grant Number: [1R15MH123456-01](#)  
 PD/PI Name: Auden, W.H.  
 Project Title: The Age of Anxiety Disorders  
 Institution: UNIVERSITY OF LITERATURE

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FRAM

Please provide additional Materials

Upload Attachment: Sample Document.pdf
Add Attachment
Delete Attachment
View Attachment

View
Submit
Back

### FRAM Successfully Uploaded

When FRAM is attached, the Closeout Status screen updates to show FRAM Updated in the Status column and FRAM Updated By <PI Name> in the Result of Action column. You will notice that the FRAM Update link remains as an available action. Attachments for additional requests can be uploaded using this link and following the same steps described above. Subsequent uploads will be appended in the stored PDF document viewable in Status Information.

## Closeout Status ?

Application Information					
Grant Number:	1R15MH123456-01	PD/PI Name:	AUDEN, W.H.		
Closeout Contact Name:	EMMA STREST	Closeout Contact Email:			
Closeout Contact Phone:	301-555-1234	Project Period:	08/01/2010 to 10/31/2014		
Proposal Title:	The Age of Anxiety Disorders				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received	Submitted by AUDEN, W.H. (PI)	09/18/2014	<a href="#">View</a>
		FRAM Uploaded	FRAM Uploaded by Auden, W.H. (PI)	10/02/2014	<a href="#">FRA</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			<a href="#">Proo</a>

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## FRAM Uploaded Status on Closeout

The SO is now able to submit FRAM. Refer to the steps in the section titled [Submitting FRAM](#) for details on how an SO submits FRAM to Agency.

Please note that after the SO submits FRAM, the FRAM Update link on Closeout Status will be replaced by the View FRAM link and updates can no longer be made.

### Submitting FRAM

Once a response to a FRAM request has been uploaded by the PI using the Final Progress Report Additional Materials (FRAM) screen, the SO can submit the material to Agency. Only those with an SO role in Commons can submit FRAM.

To submit FRAM:

1. Navigate to the Closeout Status screen for the specific grant.
2. Locate the Final Research Performance Progress Report line item under the Closeout Submission Requirement column.

If the PI has uploaded the additional material successfully, the Result of Action column will show FRAM Updated By <PI Name>. The FRAM Update link will appear in the Action column of this line item.

3. Select the FRAM Update link.

### Closeout Status

Application Information			
Grant Number:	1R15MH123456-01	PD/PI Name:	AUDEN, W.H.
Closeout Contact Name:	EMMA STREST	Closeout Contact Email:	
Closeout Contact Phone:	301-555-1234	Project Period:	08/01/2010 to 10/31/2014
Proposal Title:	The Age of Anxiety Disorders		

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started		
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received FRAM Uploaded	Submitted by AUDEN, W.H. (PI) FRAM Uploaded by Auden, W.H. (PI)	09/18/2014 10/02/2014
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received		

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## FRAM Update Link on Uploaded FRAM

The Final Progress Report Additional Materials (FRAM) screen appears with the Submit button enabled.

4. Optional: To view the FRAM response before submitting it, select the View Attachment button.
5. To submit the FRAM, select the Submit button.

### Final Progress Report Additional Materials (FRAM) ?

Grant Information

Grant Number:	<a href="#">1R15MH123456-01</a>
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM

Please provide additional Materials

Upload Attachment: Sample Document.pdf Add Attachment Delete Attachment View Attachment

View Submit Back

#### Submit Button on FRAM Screen

6. Before the submission is completed, a certification message will appear on the screen. Select the I Agree button to confirm this certification and to complete the process.

### Submit FRAM to Agency

In submitting these Final Progress Report additional materials, the SO (or PD/PI with delegated authority), certifies that the grantee organization is in compliance with the Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI) and the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the award. Falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of award, or criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activities.

Application Information	
Grant Number:	1R15MH123456-01
Institution:	UNIVERSITY OF LITERATURE
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders

### FRAM Submission Certification

After a successful submission, the screen will display a message as follows: The final progress report additional materials have been successfully submitted to Agency. The Closeout Status screen will show FRAM Submitted By <SO Name> in the Result of Action column, and the FRAM Update link available before the submission is replaced by the View FRAM link. FRAM cannot be edited after submission to Agency.

### Final Progress Report Additional Materials (FRAM) ?

The final progress report additional materials have been successfully submitted to Agency.

Grant Information	
Grant Number:	<a href="#">1R15MH123456-01</a>
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM	
Please provide additional Materials	
Upload Attachment:	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>

### FRAM Submission Success Message

Additionally, email notification is sent to both the SO who submitted the FRAM and to the PI of the grant. A separate notification is sent to the PO of the grant. Commons will generate a PDF document containing all documents adding for the FRAM request. This document can be accessed within the Status Information screen under Other Relevant Documents.

The PO may rescind the approval of the Final RPPR submission at any time. If this event occurs, the FRAM Update link will be made available for submitting FRAM.

SOs can continue to add additional attachments even after submission to Agency (before acceptance of the FPR). Any subsequent documents will be added to the PDF generated by Commons.

## Just in Time (JIT)

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.

If you have the PI role, you may upload and save JIT information; however, you must be an SO to submit it to NIH.

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 email and/or phone.

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

**Policy:** JIT policy information also is available online. Look for the Just-in-Time section of the [NIH Grants Policy Statement](#).

In Commons, the Just In Time screen is accessible from each of the following:

- JIT link on Status Result - Just In Time (SO)
- JIT link on Status Result - General Search (SO)
- JIT link on Status Result - List of Applications/Grants (PI)

The JIT screen for PIs and PI delegates has recently been updated to reflect eRA's new standards. eRA plans to update the SO's screen in a future release. Please refer to the appropriate steps below, based on your Commons role.

### Uploading JIT Information as a PI

As a PI, you have the ability to upload and save JIT information.

To upload JIT files:

1. Access the Just in Time screen through the JIT link on the Status result screen(s) Action column.

The JIT link is removed once an application has been awarded.

[The Just in Time screen displays](#). The Application Information section can be used to verify that information for the correct application is being submitted.

## Just In Time ?

**Just in Time (JIT)** allows the Principal Investigator (PI) or Signing Official (SO) to provide *Other Support, Budget Upload, Other Upload, IACUC, IRB* information directly to the NIH when that information is requested. Guidance follows:

- Although a PI may save this information through Commons, only an SO may submit it to NIH.
- Any element of the JIT form may be submitted at different times while the JIT link is available.
- Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.
- 'Number of Submission' provides the user with the number of times the JIT form was submitted to Agency.
- All elements on the JIT form can be submitted multiple times and will be appended to the JIT report, with the latest version at the top of the report.
- If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB page.

### Application Information

**Grant Number:** 1R01CA000001-01  
**PI Name:** JOYCE, JAMES  
**Proposal Title:** Portrait of the Artist as aYoung Man Through Adulthood

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

To provide the NIH Other Support, follow the suggested format available at [Other Support](#) and upload the document using the Upload button provided. You can also drop a file onto the respective panel. Please note that when you upload a document it is automatically attached to your application.

Other Support File	Budget Upload	Other Upload
<p><b>File Name:</b> None</p> <p><b>Date Created:</b> None</p> <p><b>Number of Submissions:</b> 0</p> <p style="text-align: right;"> <input type="button" value="Upload"/> <input type="button" value="Delete"/> </p>	<p><b>File Name:</b> None</p> <p><b>Date Created:</b> None</p> <p><b>Number of Submissions:</b> 0</p> <p style="text-align: right;"> <input type="button" value="Upload"/> <input type="button" value="Delete"/> </p>	<p><b>File Name:</b> None</p> <p><b>Date Created:</b> None</p> <p><b>Number of Submissions:</b> 0</p>

**IRB Date:**   **Number of Submissions:** 1

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this application, you are certifying that you have received IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your institution.

▼

**Human Subject Education.** This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in the research. Please upload a PDF file that includes the following:

- The names of the key personnel who are responsible for the design and conduct of the study
- The title of the education program completed by each named person plus a brief description of the program

**Note:** If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

### Human Subject Education



## Just in Time Screen

2. Upload the appropriate file types.
  - [Other Support File](#)
  - Budget Upload
  - Other Upload
  - Human Subject Education
  - Genome Data Sharing Certification

Other Support 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 Upload button provided.

- a. Select the Upload button for the appropriate type of file to open the corresponding upload file screen.

-OR-

- b. Drag and drop the file from your file directory into the appropriate section of the JIT screen.

The panel shows an [Upload Complete message](#). The panel also displays the name of the file and the date it was uploaded.

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Tra

To provide the NIH Other Support, follow the suggested format available at [Other Support](#) and upload the document using the Upload button provided that when you upload a document it is automatically attached to your application.

**Other Support File**  
✓ Upload Complete.

**File Name:**  
Sample Document.pdf  
**Date Created:**  
01/25/2016  
**Number of Submissions:**  
0

**Budget Upload**  
✓ Upload Complete.

**File Name:**  
Sample2 Doc.pdf  
**Date Created:**  
01/25/2016  
**Number of Submissions:**  
0

### File Uploaded for JIT

3. Enter IRB information as appropriate:
  - IRB Date
  - Assurance Number
4. Select the Save button.

After saving the information, a confirmation message displays indicating that the information was saved and that a user with the required authority must still submit the information. Only an SO can submit JIT.

Commons performs validations upon saving. If required information is missing, error messages will appear on the screen to guide you.

## Uploading Saving JIT as an SO

SO users have the ability to upload and save JIT information.

To upload JIT files:

1. Access the Just in Time screen through the appropriate JIT link on the Status result screen(s) Action column.
  - [Status Result - Just In Time](#) (SO)
  - [Status Result - General Search](#) (SO)

The JIT link is removed once an application has been awarded.

The Just in Time screen displays. The Application Information section can be used to verify that information for the correct application is being submitted.

### Just In Time

Just in Time (JIT) allows the Principal Investigator (PI) or Signing Official (SO) to provide *Other Support, Budget Upload, Other Upload, IACUC, IRB, and Human Subjects* directly to the NIH when that information is requested. Guidance follows:

- Although a PI may save this information through Commons, only an SO may submit it to NIH.
- Any element of the JIT form may be submitted at different times while the JIT link is available.
- Once the information has been submitted to the NIH, it will be available for viewing in Status in the Other Relevant Documents section.
- 'Number of Submission' provides the user with the number of times the JIT form was submitted to Agency.
- All elements on the JIT form can be submitted multiple times and will be appended to the JIT report, with the latest version at the top of the report.
- 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.


Application Information				
Grant Number:	1R01CA000001-01			
PI Name:	JOYCE, JAMES			
Proposal Title:	Portrait of the Artist as a Young Man through Adulthood			

Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, o

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

Files	File Name	Date Created	Status	
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"/>

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IRB Date in MM/DD/YYYY format   (MM/DD/YYYY) **Number of Submissions** 1

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 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 OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution:

**Human Subject Education.** This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subjects that includes the following: the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Files	File Name	Date Created	Status	
Human Subject Education:			NOT UPLOADED	<input type="button" value="Import"/>

**Genome Data Sharing Certification.** An Institutional Certification is expected prior to funding award for all research generating large-scale human genomic data under the N (<http://qds.nih.gov/03policy2.htm>). The Institutional Certification is a document from the authorized Institutional Signing Official of the institution submitting the data, and ass sharing is appropriate (see [http://qds.nih.gov/institutional\\_certifications.htm](http://qds.nih.gov/institutional_certifications.htm) for templates). If a final Institutional Certification is not available at Just-In-Time, you may submit along with other Just-In-Time documents. A final version of the Institutional Certification may be uploaded in the "Additional Information" section of your grant folder at a later the funding IC informed of the expected date of submission of the final Institutional Certification.

Files	File Name	Date Created	Status	
Genome Data Sharing Certification:			NOT UPLOADED	<input type="button" value="Import"/>

### Just in Time Screen

2. Upload the appropriate file types:
  - [Other Support File](#)
  - Budget Upload
  - Other Upload
  - Human Subject Education
  - Genome Data Sharing Certification

Other Support 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.

- a. Select the Upload button for the appropriate type of file to open the corresponding upload file screen.
- b. From the upload screens, select the Choose File button to search for and select the file to upload.
- c. Select the Upload File button.

### Just In Time

Grant Number:	1R01CA000001-01
PI Name:	JOYCE, JAMES
Proposal Title:	Portrait of the Artist as a Young Man through Adulthood

### Other Support File

Select File	
File Name:	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Cancel"/>
<input type="button" value="Upload File"/>	

### Uploading Files for JIT

The uploaded file displays under the File Name column with a status of Completed.

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 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/other-support.doc> and upload the document using the Import button provided.

Files	File Name	Date Created	Status		
Other Support File:	Sample Document.pdf	08/05/2013	COMPLETED	<input type="button" value="Import"/>	<input type="button" value="Remove"/>
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>	
Other Upload:			NOT UPLOADED	<input type="button" value="Import"/>	

IACUC Date in MM/DD/YYYY format:   Number of Submissions: 1

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date you confirm that IACUC approval of this application was granted on that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be reported to the appropriate NIH Grants Management office. The OLAW Assurance Number listed for your Institution is A3033-01.

### File Uploaded for JIT

3. Enter IRB information as appropriate:
  - IRB Date
  - Assurance Number
4. Select the Save button.

After saving the information, a confirmation message displays indicating that the information was saved and that a user with the required authority must still submit the information.

If you are an SO, the Submit button is enabled at this time, and you can [submit the information to NIH](#).

Commons performs validations upon saving. If required information is missing, error messages will appear on the screen to guide you.

### Submitting JIT Information To Agency

If you hold the SO role, you have the ability to submit the JIT report. Only SO users can submit JIT.

To submit JIT:

1. Access the Just In Time screen for the appropriate application.
2. Optional: If not already uploaded, [upload](#) the appropriate JIT information.
3. Optional: Select the View Just In Time Report button if you wish to review the report before submitting it.
4. Select the Submit button.

The Applicant and Organization Certification and Acceptance message displays as a pop-up.

5. Select the OK button to continue.

Commons performs validations upon submission. If required information is missing, error messages will appear on the screen to guide you.

Once submitted, the report is available for viewing from within Status Information. Status Information is accessed by selecting the application ID (displayed as a link) from any of the Status result screens. See "Status Information" on page 138.

You can resubmit JIT information as many times as necessary. 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. After each submission, the Just In Time screen displays the Number of Submissions for each piece of information.

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/ohs338/other-support.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	Import	2
Budget Upload:			NOT UPLOADED	Import	1
Other Upload:			NOT UPLOADED	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.

### Number of Submissions for JIT

When a resubmission has occurred, the Status result screens display the JIT link with an indication of the number of times revised.

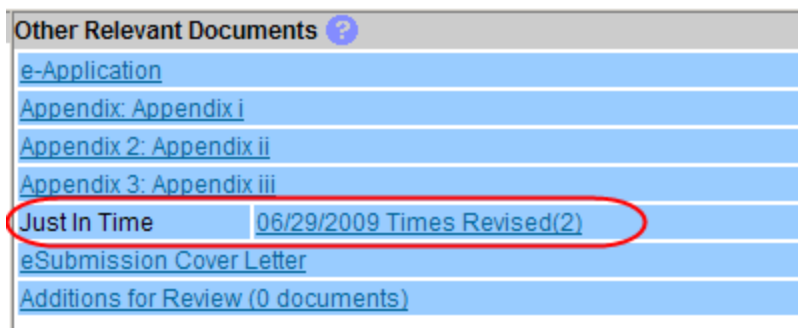
## Viewing the Just In Time Report

If you are an SO or a PI you can view the Just In Time report from the JIT screen.

To view the report, select the View Just In Time Report button (SOs) or the View Report button (PIs) at the bottom of the screen.

If the JIT information has already been submitted to NIH, the Just In Time report can be viewed from a link within Status Information. The link displays as the date of the last submission plus the number of times submitted and is located under the Other Relevant Documents section.

Status Information is accessed by selecting the application ID (displayed as a link) from any of the Status result screens. See "Status Information" on page 138.



Just In Time Report Link Within Status Information

## No-Cost Extension (NCE)

NIH Standard Terms of Award include the provision for grantees to extend the final budget period of a previously approved project period one time for a period of up to 12 months, without additional NIH funds. This action must be taken before the project period ends, and grantees are required to notify NIH when they have exercised this authority.

**Policy:** [Extension of Final Budget Period of a Previously Approved Project Period without Additional NIH Funds](#)

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

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

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

To facilitate this process, the No-Cost Extension (NCE) feature exists in Commons, allowing SO users to request NCE in one month increments up to 12 months. Accessible through Status results, the link for accessing the feature is available 90 days before the project end date and is removed at midnight on the project end date.

NIH requires grantees to use the No-Cost Extension feature and will not accept notification via any other channels.

To submit a No-Cost Extension:

1. Search for a particular grant using the Status - General Search screen.
2. Select the Extension link from Action column of the appropriate grant on the [Status Result - General Search](#) screen.

The Extension screen opens.

3. Select the number of months by which to extend the grant by selecting an option from the Extend drop-down list. Selecting an option updates the date in the This will extend the project to text box.

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.

4. Select the Extend Project Date button.

**Extension** ?

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

Application Information	
Grant Number:	5R01EY000002-05
PI Name:	FINCH, ATTICUS
Proposal Title:	Study on Genetics and Age-Related Degeneration

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: 8/31/2013

Extend: \* 3

This will extend the project to 11/30/2013

### Extension Screen

A confirmation screen displays a message You selected to extend the project period for this grant for <#> months.



5. Select the Confirm button to continue.

**Extension**

Application Information

Grant Number: 5R01EY000002-05  
 PI Name: FINCH, ATTICUS  
 Proposal Title: Study on Genetics and Age-Related Degeneration

You have selected to extend the period of performance of this grant by 3 months.

By notifying NIH of this one-time extension of the period of performance, you certify that the extension is 1) being exercised merely for the purpose of using unobligated balance, 2) prohibited by the terms and conditions of the Federal award, or 3) requesting additional Federal funds. Further, it does not involve any change in the approved objectives or scope of the project.

Confirm Cancel

### Extension Confirmation

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

When an extension without cost is submitted but cannot be processed due to an internal business error, the link displays in Status Result as Extension Error. This link will continue to display until the error has been corrected. Instruction will be given on whom to contact if you need to have the error corrected before resubmitting. Once the error has been corrected, the No Cost Extension will be processed, and the appropriate eNotifications sent.

## Change of Institution

The Change of Institution process in eRA Commons allows extramural grantee institutions to submit Relinquishing Statements electronically via Commons. Relinquishing Statements (RS) are the official documents relinquishing interests and rights to Public Health Service (PHS) research grants and typically accompany a change of institution or successor in interest request.

The Manage Relinquishing Statement and Relinquishing Statement screens are accessible via the Status module.

For more information, refer to the collection of topics within the Commons Online Help for Change of Institution ([http://era.nih.gov/erahelp/commons/default.htm#ChgInst\\_Overview.htm](http://era.nih.gov/erahelp/commons/default.htm#ChgInst_Overview.htm)) or the *Commons Change of Institution User Guide* ([http://era.nih.gov/files/ccoi\\_userguide.pdf](http://era.nih.gov/files/ccoi_userguide.pdf)).

# Prior Approval Module

**Policy:** [See section 2.3.7.2 under "Policies Affecting Applications"](#)

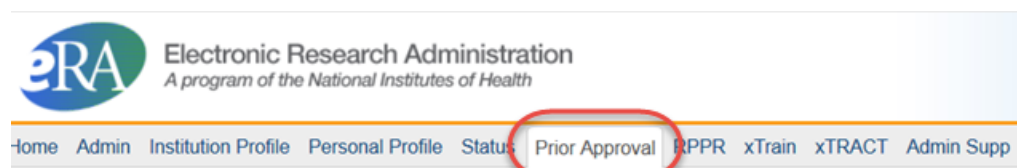
NIH Policy allows grantees a level of discretion when making changes to budgeting or grant-related activities. However, some changes require written prior approval. Users can access the eRA Commons Prior Approval module at: <https://public.era.nih.gov/priorapproval/landing.jsp>.

The Prior Approval module allows Principal Investigators (PIs) and Signing Officials (SOs) to respond to prior approval invitations from the granting agency or to withdraw from successfully submitted grant application that has not yet been awarded.

To initiate a \$500K request, please contact your Program Official. (see the [500K](#) section for more detail)

## To access the Prior Approval Landing screen:

1. Log in to eRA Commons
2. Select the **Prior Approval** tab on the Commons Home screen.



## Commons Home screen tab

- a. **PIs** will see the option to initiate a *Withdrawal Request* or to **List My Requests** on the Prior Approval landing screens.

## Prior Approval ?

**Initiate a Prior Approval Request**

Select the type of request you wish to initiate.

Request type:

Select a request type  
 Withdrawal Request

**Existing Prior Approval Requests**

To view Prior Approvals pending review, please select List My Requests.

- b. **SOs** will see the option to initiate a *Withdrawal Request*, as well as options to list existing requests and to search for requests.

### Prior Approval ?

The left screenshot shows a form titled "Initiate a Prior Approval Request". It contains a text prompt "Select the type of request you wish to initiate." Below this is a "Request type:" label followed by a dropdown menu. The dropdown menu is open, showing "Select a request type" and "Withdrawal Request" (which is highlighted). A "Go" button is to the right of the dropdown. The right screenshot shows a page titled "Existing Prior Approval Requests". It contains two lines of text: "To view Prior Approvals pending SO review, please select List My Requests." and "To search for Prior Approval requests from your institution please select Search for Request." Below the text are two buttons: "List my Requests" and "Search for Requests".

Please refer to the specific sections below for full instructions on managing grant withdrawal requests, 500K requests, and general request management .

## List My Requests

Users can utilize **List My Requests** on the Prior Approval landing screen to view existing Prior Approval Requests.

List My Requests is available to both PIs and SOs.

The **PI view** of **List My Request** displays all Prior Approval Requests for applications on which the PI is the Contact PI.

The **SO view** of **List My Request** displays all Prior Approval Requests in status Pending SO for the institution. If the SO would like to see a Prior Approval that is not in Pending SO status, they should use the [Search Prior Approval](#) feature.

1. To access the List My Request list, select List My Requests from the Prior Approval Landing screen.

The left screenshot shows the "Existing Prior Approval Requests" page for a PI user. It features a "PI" label in a blue box and a "List my Requests" button highlighted with a red box. The right screenshot shows the same page for an SO user. It features an "SO" label in a blue box, a "List my Requests" button highlighted with a red box, and a "Search for Requests" button. A diamond-shaped "OR" label is positioned between the two screenshots.

- The user is taken to the hitlist of Prior Approval requests.

### List my Requests ?

Show  entries

PI View

[← Back to Prior Approval](#)

Request ID	Request Type	Prior Approval Status	Application ID	Project Title	Action
2040	Withdrawal	In Progress PI	1 R01 A123456-01	Project Title	Modify
2041	500K	In Progress SO	1 R01 A999999-02	Project Title 2	View PDF View History

Showing 1 to 2 of 2 entries

Previous 1 Next

---

### List my Requests

Show  entries

SO View

[← Back to Prior Approval](#)

Request ID	Prior Approval Type	PI Name	Grant Number	Application Title	Actions
10024	500K	XXXXXXXXXX	AA	Significant Request	Modify
10021	500K	XXXXXXXXXX	AA	Significant Request	Modify
10020	500K	XXXXXXXXXX	AA	Significant Request	Modify
10017	Withdrawal	XXXXXXXXXX	R01A1XXXXXXXXXX	Genetic Adaptations to Antibiotics: Role in MRSA Persistent Endovascular Infections	Modify
10008	Withdrawal	XXXXXXXXXX	R21NSXXXXXXXXXX	Targeting R155H p97_VCP to treat IBMFPD_ALS, a rare degenerative disorder	Modify

Showing 1 to 5 of 5 entries

Previous 1 Next

2. Select the grant you wish to initiate the request for.
3. The system will initiate the request and redirect the user to the [Modify Request](#) screen.

If the request was initiated in error, the user may choose to delete the request via the **Delete** button on the [Modify Request](#) page.

If the request was routed to a reviewer and needs to be recalled, please follow those instructions in the [Recall](#) section.

## Search for Existing Prior Approval Requests

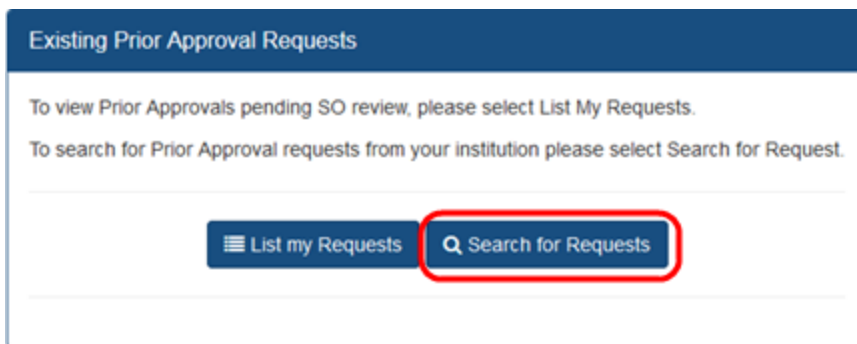
Only SOs can access the **Search for Requests** option under the Existing Prior Approval Requests on the Prior Approval landing screen.

An SO must be affiliated with the institution that initiated the request.

PIs use the **List My Requests** option to see a hitlist of requests where they are the current reviewer. See the [List My Requests](#) topic for more information.

To search for a request:

1. To search for existing requests, select Search For Requests.



2. The "Search Prior Approval Requests" screen will open. On this screen, use any of the available search fields to find requests for the institution.

3. Users may search on the following criteria:
  - Request ID
  - Request Type (select from "Withdrawal Request or "500K Request")
  - Request Status (select from "Submitted to Agency", "In Progress SO", or "In Progress PI").
  - PI Lookup (names of valid, matching PIs begin to appear as the user begins typing)
  - Activity Code, IC, Serial
  - Submission Date Range (From: and To:)
4. After entering search criteria, select the Search button to perform the search. Selecting Clear Search clears the search boxes in preparation for another search.
  - Once **Search** has been selected, the screen expands to display a hit list of all requests based on the search criteria.

Show  entries

Request ID	Request Type	PI Name	Request Status	Application ID	Project Title	Actions
3003	Withdrawal	PI Name	Submitted to Agency	1 R01 A123546-00	Project Title	View PDF View History
3002	Withdrawal	PI Name	In Progress SO	1 R01 A123546-00	Project Title	Modify
2049	Withdrawal	PI Name	In Progress PI	1 R01 A123546-01	Project Title	View

Showing 1 to 3 of 3 entries

Previous **1** Next

5. Choose available View and Modify options from the Actions column.

- View PDF Opens a read-only PDF version of the request
- **View History** - to view the progress of the request
- **Modify** opens the [Modify Request](#) screen to allow editing
- View the request - opens the View Request screen that displays a read-only version of the request.

## \$500K Requests

Any applicant planning to submit a grant application with \$500,000 or more in direct costs in any one budget year (excluding consortium F & A costs) is required to contact their Program Official (PO) and obtain agreement from the funding agency six (6) weeks prior to their application submission.

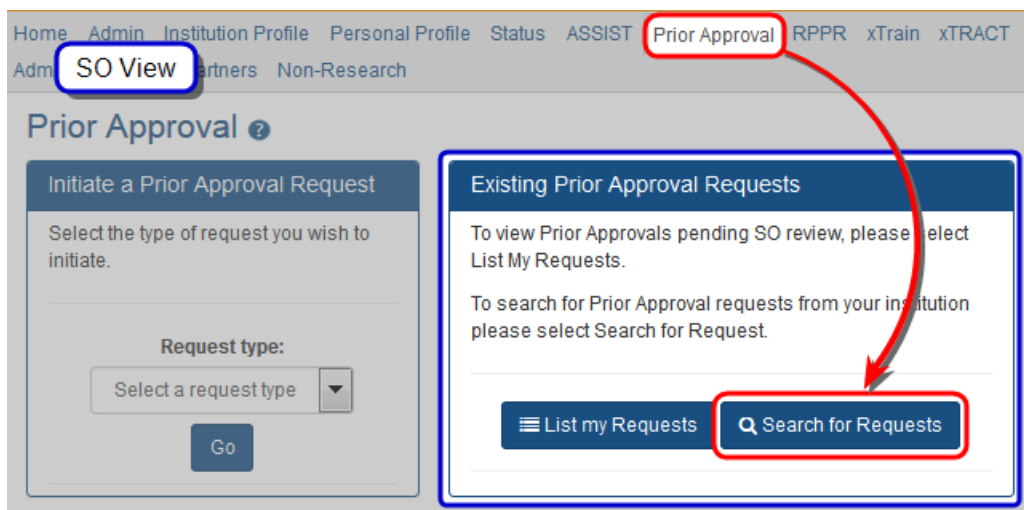
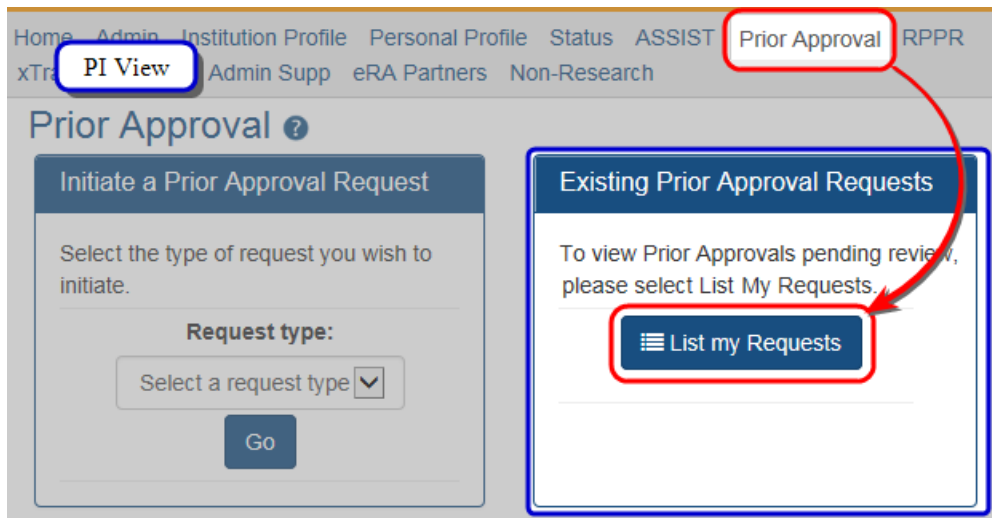
If the PO determines that they wish to receive the request through an electronic process, they will initiate an invitation to the PI which will open up a request in the **Prior Approval** module. The PI and the Notice of Award email of the organization on the invitation will receive an email notifying them of the invitation.

The option to submit a \$500K request will not be visible in the **Prior Approval** module of eRA Commons until the PO has initiated the invitation.

Select the **Prior Approval** tab in eRA Commons to begin the process.

Respond to \$500K Request from PO

1. On the *Prior Approval* landing page, under the **Existing Prior Approval Requests** section, click on the **List My Requests** button (PI), or **Search for Requests** button (SO).



Signing Officials will be taken to a search screen and will have the option to [search for requests](#) in their institution using a variety of search criteria. If the request is in the status of "In Progress SO", the SO may proceed to modify the request. However, if the request is in another status, the SO will need to perform a [recall](#) in order to modify it.

2. **For PIs**, the next screen will show a hit list of Prior Approval requests that are available to modify. Select the "**Modify**" link in the **Action** column. The **Request Type** will be "500K" and the **Prior Approval Status** will be "In Progress PI".

**For SOs** to modify the request, they will need to be the current reviewer or they will need to perform a [recall](#) as noted above in order to become

the current reviewer. Once the request is in the "In Progress SO" status, the SO will be able to modify the request.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

**PI View**

List my Requests

Show 10 entries << Back to Prior Approval

Request ID	Request Type	Prior Approval Status	Application ID	Project Title	Action
5064	500K	Submitted to Agency	CA	test	View PDF View History
5063	500K	In Progress PI	CA	N/A	Modify

Showing 1 to 2 of 2 entries Previous 1 Next

Show 10 entries **SO View after Recall process**

Request ID	Request Type	PI Name	Request Status	Application ID	Project Title	Actions
5089	500K	WEBB, CHARLOTTE	Submitted to Agency	OD	Test Title	View PDF View History
5088	500K	WEBB, CHARLOTTE	In Progress SO	CA	Nonsurgical Treatment of Thoracic Aortic Aneurysms	Modify

Showing 1 to 2 of 2 entries Previous 1 Next

PI

1. The *Prior Approval Request 500K - Modify Request* screen displays.



Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp  
eRA Partners Non-Research

## Prior Approval Request 500k - Modify Request ?

Note: Required fields are marked with an \*

Request ID  
5063

Principal Investigator (PI)  
CHARLOTTE WEBB

Organization  
UNIVERSITY OF CAVATICUS

Project Title\*

FOA\*

Anticipated Submission Date\*

Activity Code

IC CA

Serial

Program Official  
WHITE, E.B.

Program Official Email  
eRATest@mail.nih.gov

**Justification\***

Total remaining allowed limit is 500 characters.

**Supporting Documents**

Drag up to 10 files here to upload.

File Name	Date Created	Action
Queries.pdf	09/08/2016	<input type="button" value="View"/> <input type="button" value="Delete"/>

The system will pre-populate these fields:

- *Principle Investigator (PI)*
  - *Organization*
  - *IC* (to which the application will be submitted)
  - *Program Official* information (based on the invitation from the PO.)
2. The following *required* [\*] fields must be populated in order to continue the process:
- *Project Title*
  - *FOA*
  - *Anticipated Submission Date*
  - *Justification*

SO

1. The *Prior Approval Request 500K - Modify Request* screen displays.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT  
Admin Supp eRA Partners Non-Research

## Prior Approval Request 500k - Modify Request ?

Note: Required fields are marked with \*

Request ID  
5063

Principal Investigator (PI)  
WEBB, CHARLOTTE

Organization  
UNIVERSITY OF CAVATICUS

Project Title\*  
[Project Title (as it will be submitted)]

FOA\*  
foa

Anticipated Submission Date\*  
anticipated submission date

Activity Code  
activity code

IC  
CA

Serial  
serial

Program Official  
WILLIAMS, GARTH


Program Official Email  
eRATest@mail.nih.gov

**Justification\***

[Provide an abstract-type of justification here for the project. The character limit is 500]

Total remaining allowed limit is 407 characters.

**Supporting Documents**

 Upload Drag up to 10 files here to upload.

File Name	Date Created	Action
Queries.pdf	09/08/2016	<a href="#">View</a> <a href="#">Delete</a>

[Cancel](#) [View History](#) [Save](#) [Route](#) [Submit](#)

- On the modify screen, the SO must provide the following information in order to continue the process:
  - Project Title**
  - FOA** (Funding Opportunity Announcement Number)
  - Anticipated Submission Date** - The date the application is expected to be submitted. This date may not be in the past, or more than 120 days in the future.
  - Justification - This is a brief description of the justification to submit for over \$500K. The character limit 500.

If the \$500K request is being submitted for a Renewal (Type 2) application, the user may also provide the Activity Code and Serial Number of the grant family.

- When finished, click the appropriate button at the bottom of the *\$500K - Modify Request* screen for the next action.

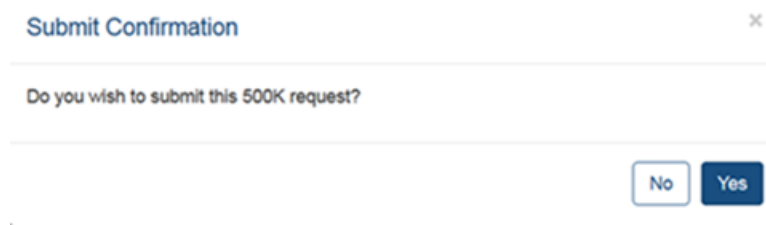
### Submitting the \$500K Request

All *required* (\*) fields must be populated before submission.

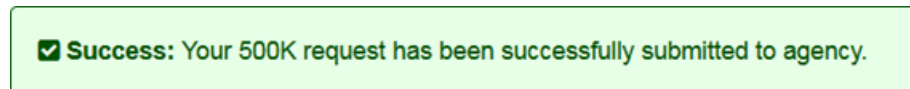
- The PI may now submit the request.
- If the PI chooses to do so, they may route the request to an SO for review and final submission.
- Upon a successful submission, the system will send an email notification the submitter, as well as to the associated PI, informing them that the request was submitted to the Agency.

1. Click Submit.

The Submit Confirmation screen will appear.



2. Click Yes and a *Success* notification will appear at the top of the screen.



## Withdraw a Grant Application

Both PIs and SOs may initiate Withdrawal Requests but only an SO may submit them.

### Initiate a Withdrawal request:

1. From the **Prior Approval** landing screen, select *Withdrawal Request* from **Request type:** and click Go.

## Prior Approval ?

Initiate a Prior Approval Request

Select the type of request you wish to initiate.

Request type:

Select a request type

Go

Select a request type

Withdrawal Request

Change of PD/PI Request

No Cost Extension Request

- The system displays a hitlist of all grant applications eligible for withdrawal in the Withdrawal - Available Grants screen. The type of information displayed is based on the users' role.
- A PI will see grants that are eligible for withdrawal on which they are the contact PI.

Prior Approval Request Withdrawal - Available Grants ?

The following grants are eligible for withdrawal. Please select one grant and click the **Initiate Withdrawal Request** button.

Show 10 entries

Grants.gov Tracking #	Application ID	Project Title	Application Status	eSubmission Status Date
GRANT 012345	1R1234567-01	Title of Grant Application	Pending IRG Review	2016-01-25 18:43:34.0

Showing 1 of 1 entries

< Select - Initiate >

Previous 1 Next

Cancel Initiate Withdrawal Request

- An SO will see grants eligible for withdrawal at their institution. The SO also has the ability to search by entering; *Grants.gov Tracking #*; *Application ID* (Grant Number); or the *PI* name, and then selecting the **Search** button.

When searching by PI, the hitlist will only show those grants on which that investigator is the contact PI. If the investigator is associated with a Multi-PI grant, *but is not the contact PI*, those grants will not be part of the search results.

**Prior Approval Request** Withdrawal - Available Grants ⓘ

The following grants are eligible for withdrawal. Please select one grant and click the **Initiate Withdrawal Request** button.

Search Grants.gov Tracking #      Search Application ID      Search PI  
           

Show 10 entries

Grants.gov Tracking #	Application ID	Project Title	Application Status	PI Name	eSubmission Status Date
<input type="radio"/> GRANT12345678A	1A01AB123456-07	Title of Grant Application	Pending IRG Review	PI Name	2016-01-28 19:08:55.0
<input checked="" type="radio"/> GRANT12345678B	1A01AB123456-01	Title of Grant Application 2	Pending IRG Review	PI Name	2016-01-28 17:03:55.0

< Select - Initiate >

- Applications with the following statuses will not display in the hit list.
  - Awarded
  - Withdrawn
  - Canceled
- 2. Select one grant application by clicking the radio button on the left.
- 3. Select the Initiate Withdrawal Request button to initiate the withdrawal request.
  - The user is redirected to the Modify Request screen, where they can add justifications and supporting documents for the request withdrawal (see [Modify Prior Approval Requests](#)).

There are times that the agency may be taking action on the application that will prevent users from withdrawing their application through Prior Approval system. In these cases, the system will display the following error: There is a pending agency action on Application, please submit your withdrawal request to Division of Receipt and Referral.

Once the Withdrawal Request is ready to submit, an SO must perform that action. See [Submit a Withdrawal Request](#) for more information.

### Modify an Existing Prior Approval Request

Once a Prior Approval Request is initiated, it is available for modification by the current reviewer.

Users are taken to the Modify Request screen when the user selects:

- The **Initiate** button from the Available Grants screen
- The **Modify** button from either the *List My Requests* hitlist, or the *Search Prior Approval Request* hitlist.

## To Modify the Request:

The Modify Request screen contains a read-only heading section and request information.

**Prior Approval Request** Withdrawal - Modify Request

Note: Required fields are marked with an \*

Request ID  
2040

Principal Investigator (PI) Name  
Grants.gov Tracking  
GRANTS012345678

Application ID  
1 R01 A123456-01

Project Title

**Justification**

Enter justification for withdrawal of application here.

Total remaining allowed limit is 4000 characters.

**Supporting Documents**

Upload

Drag up to 10 files here to upload.

File Name	Date Created	Action
e PO1 - project 1 - R1.pdf	05/16/2016	View Delete

Cancel View History Save Route Delete Submit

This area cannot be edited

Use this area to provide information and to manage the Prior Approval Request

Users may perform the following actions on the Modify Request screen:

1. Enter or modify Justification.
2. Upload PDF documents (not to exceed 5MB. Some limits on the number of documents may apply per FOA or PO direction). The user may also delete uploaded PDF documents.
3. Select the **View History** button to see the actions taken so far.
4. **Route** the request (from SO to PI or vice versa).
5. **Delete** the request.
6. Select the Save button to save any changes on the screen.
7. Select the Cancel button to return to the Prior Approval landing page.

\$500K requests cannot be deleted

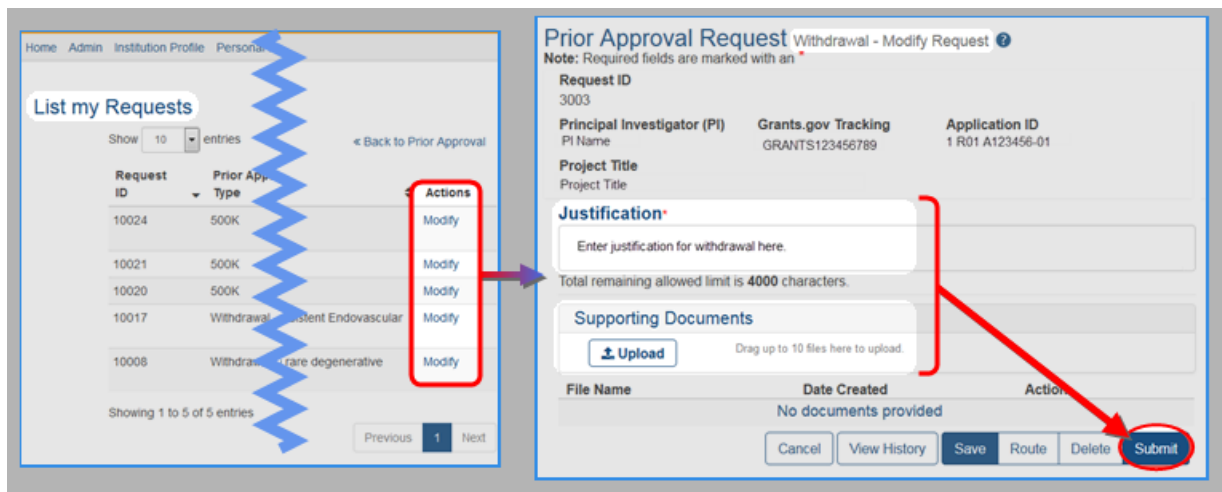
## Submit a Withdrawal Request

Only a Signing Official (SO) can submit a withdrawal request and only when the SO is the current reviewer of the report.

Grantees are strongly encouraged to review the Withdrawal Request prior to submission, to ensure all relevant information and attachments are provided.

## To submit the Withdrawal Request to agency:

1. Select the **Modify** button from the **Action** column of the List My Requests screen. Users are automatically directed to the Modify Request screen.



2. Once the required justification has been entered, and all supporting documents have been uploaded, select the **Submit** button from the bottom of the Modify Request screen.
3. A confirmation box displays. Click Yes.

**Confirmation** ×

---

Are you sure you wish to submit to Agency?

---

- A message displays on the screen indicating that the request has been successfully submitted.

✔ **Success:** Your withdrawal request has been successfully submitted to agency.

- A notification is sent to the submitting SO and PI(s) that the Withdrawal request has been submitted to Agency.

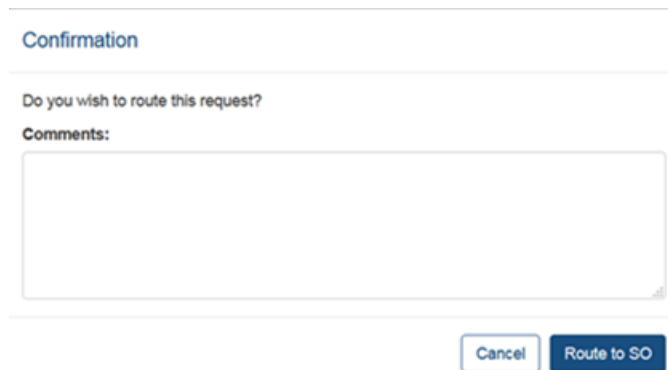
## Route a Prior Approval Request

The routing feature is found towards the bottom of the Modify Request screen.

If a request is In Progress PI, the PI can route it to the SO. If the request is In Progress SO, the SO can route it to the PI.

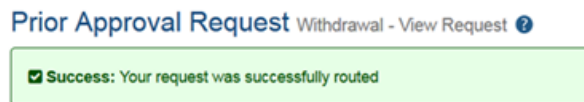
### To route a Prior Approval Request to the next reviewer:

1. Select Route from the bottom of the Modify Request screen.
  - The Confirmation screen displays.



The image shows a confirmation dialog box titled "Confirmation". It contains the question "Do you wish to route this request?" followed by a "Comments:" label and a large empty text area for input. At the bottom right, there are two buttons: "Cancel" and "Route to SO".

2. [Optional] Enter comments in the Comments box to provide information to the next reviewer.
3. Click the **Route to [SO/PI]** button. The system will notify the recipient of a request that is pending their action.
  - If the Routing is successful, a message displays on the Prior Approval Request screen.



The person who routed the Prior Approval Request can no longer edit the report. The modifying feature is now only available to a new reviewer.

## Recall a Prior Approval Request

Prior Approval Requests that have been routed to a reviewer can be recalled by the previous reviewer. An SO may recall a request even if they were not the last reviewer.

After the status of the request becomes, "Submitted to Agency", it can no longer be recalled.

### To recall a request:



1. Select the Recall button from the View Request screen.
  - A message displays on the screen indicating that the request has been successfully recalled.

Prior Approval Request Withdrawal View Request ?

**Success:** Your request was successfully routed

**Request ID**  
25198

**Principal Investigator (PI)**  
PI Name

**Grants.gov Tracking**  
GRANTS123456789

**Application ID**  
1 R01 A123456789

**Project Title**  
Project Title

**Justification**  
Enter justification here

**Supporting Documents**  
[Upload](#)

File name	Date Created	Action
e PO1 - project 1 - R1.pdf	05/19/2016	<a href="#">View</a>

[Cancel](#) [View History](#) [Recall](#)

A screenshot of the 'View Request' screen in the eRA Commons system. The page title is 'Prior Approval Request' with a 'Withdrawal' status and a 'View Request' button. A green success message at the top states 'Success: Your request was successfully routed'. Below this, the request details are displayed, including the Request ID (25198), Principal Investigator (PI) name, Grants.gov Tracking number (GRANTS123456789), and Application ID (1 R01 A123456789). There is a section for Project Title and a Justification field with the placeholder text 'Enter justification here'. Under 'Supporting Documents', there is an 'Upload' button and a table with one document entry: 'e PO1 - project 1 - R1.pdf' created on '05/19/2016' with a 'View' button. At the bottom of the screen, there are three buttons: 'Cancel', 'View History', and 'Recall'. A red arrow points from the 'Recall' button to the success message.

The request is now displayed in the Modify Request screen, and is available to be [Modified](#), Saved, [Routed](#), [Deleted](#), [Submitted](#), [Canceled](#), or [View History](#).

## View History of a Request

The View History screen enables users to view the progress of requests.

**View History** is an option before the request is submitted. The button is displayed at the bottom of the Modify Request or View Request screens.

Prior Approval Request Withdrawal - Modify Request

Note: Required fields are marked with an \*

Request ID  
2040

Principal Investigator (PI)  
Montoya, Inigo

Grants.gov Tracking  
GRANT12345678P

Application ID  
3R01AA123456-01

Project Title  
Alcohol Brand Research Among Underage Drinkers

Justification\*

Total remaining allowed limit is 4000 characters.

Supporting Documents

[Upload](#)

Drag up to 10 files here to upload.

File Name	Date Created	Action
e PO1 - project 1 - R1.pdf	05/16/2016	<a href="#">View</a> <a href="#">Delete</a>

[Cancel](#) [View History](#) [Save](#) [Route](#) [Delete](#)

PIs and SOs access the **Modify** screen slightly differently.

Before Submission, **PIs** may access the link through the **Action** column in the *My Requests* hitlist and select **Modify** and then **View History**.

Prior Approval Request Withdrawal - View History

Request ID  
2015

Principal Investigator (PI)  
PI Name 1

Application ID  
1 R01 A123456-01

Project Title  
Project Title

Action Taken By	Event	Action Date	Request Status	Comment
Actioner 1	Initiate	04/07/2016		
Actioner 1	Route	04/07/2016	In Progress SO	test
Actioner 1	Recall	04/07/2016	In Progress PI	
Actioner 2	Initiate	04/27/2016	In Progress PI	
Actioner 2	Route	05/27/2016	In Progress SO	
	Recall	05/27/2016	In Progress PI	

Showing 1 to 6 of 6 entries

*View History screen as seen by PIs*

Before Submission **SOs** may access the link through the **Action** column of the Search Prior Approval hitlist and select **Modify** and then **View History**.

**Prior Approval Request** Withdrawal - View History ?

<b>Request ID</b> 3011	<b>Principal Investigator (PI)</b> PI Name	<b>Application ID</b> 1 R01 A123456-01		
<b>Project Title</b> Complement activation fragment C5a and C5aR1 Involvement in AD Pathogenesis				
<b>Action Taken By</b>	<b>Event</b>	<b>Action Date</b>	<b>Request Status</b>	<b>Comment</b>
Actioner 1	Initiate	06/01/2016	In Progress SO	
Actioner 1	Submit	06/02/2016	Submitted to Agency	

Showing 1 to 2 of 2 entries

*View History screen as seen by SOs*

**Post Submission**

View a History of Requests - Post Submission for SO

1. Login to eRA Commons
2. Click Prior Approval tab
3. Click Search for Requests
4. Search for Requests with a status of [Submitted to Agency](#)

**Search Prior Approval Requests ?**

Request ID:

Request Type:

**Request Status:**  (highlighted with a red box)

PI Lookup (by Last Name, First Name):

Activity Code:

IC:

Serial:

Submission Date Range: From:

Submission Date Range: To:

Buttons: Clear Search, Search

Search for Requests

5. When the results return, click [View History](#)

Show  entries

Request ID	Request Type	PI Name	Request Status	Application ID	Project Title	Actions
5089	500K	000000, SUSAN M	Submitted to Agency	00	Test Title	View PDF <b>View History</b> (highlighted with a red box)
5083	Withdrawal	Deency Hency	Submitted to Agency	2R01DC007073-07	Conceptual System in the Impaired	View PDF <b>View History</b> (highlighted with a red box)

click View History

6. The [View History](#) page will be presented.

**Prior Approval Request** 500k - View History

<b>Request ID</b> 8989	<b>Principal Investigator (PI)</b> :NER, SNER, SA:NER,	<b>Application ID</b>
<b>Project Title</b> Test Title		

Action Taken By	Event	Action Date	Request Status	Comments
ASER:SER	Initiate	09/12/2016	In Progress PI	
LSAN: SNER, SAN:IN	Submit	09/12/2016	Submitted to Agency	

Showing 1 to 2 of 2 entries

View History page

View a History of Requests - Post Submission for PI

1. Login to eRA Commons
2. Click Prior Approval tab
3. Select List My Requests
4. Click [View History](#)

**List my Requests**

Show  entries ← Back to

Request ID	Request Type	Prior Approval Status	Application ID	Project Title	Action
5092	Withdrawal	In Progress PI	1R01N083-1083-01A1	The Susclerosis channel in sclerosis	Modify
5091	Withdrawal	Submitted to Agency	3R01HL092097-09	Sulfo stroke therapeutic target in ischemic ischemic stroke	<a href="#">View PDF</a> <a href="#">View History</a>

List My Requests

# Research Performance Progress Report (RPPR) Module

The RPPR module allows extramural grantee institutions to electronically submit Research Performance Progress Reports (RPPR) to the Grants Management community.

RPPR module features include:

- Electronic initiation of an RPPR
- Electronic routing of an RPPR to authorizing officials at the applicant institution for review and approval prior to submission to the agency
- Viewing of RPPR routing history
- Error checking capabilities
- Electronic submission of an RPPR
- Creation of [Final RPPR](#)
- Electronic submission of [Final RPPR](#)
- Ability for an SO can delegate authority to a PD/PI for submitting an RPPR
- PDF generated version stored in the electronic grant folder (Commons Status Information screen)

A detailed instruction guide exists online featuring additional field-by-field guidance for completing the report. Refer to the NIH and Other PHS Agency RPPR Instruction Guide ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)).

## Internet Assisted Review (IAR)

Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module 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 to view grant applications and related meeting materials via Commons. IAR also has the ability to enable Reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

If you hold the IAR role - and you are enabled for review meeting(s) - you can access the features included in the module.

IAR has its own online help system for Reviewers. If you hold an IAR role, you can access the IAR online help system for Reviewers by selecting any of the question mark (?) help icons on the screens within the module or access it directly via this link: [http://era.nih.gov/erahelp/IAR\\_Rev](http://era.nih.gov/erahelp/IAR_Rev).

Currently, the IAR online help is geared towards Reviewers and is only available from the screens accessible by users with IAR roles. An IAR online help system for SROs is planned for the future.

# xTrain

The xTrain module provides external and internal users with online capabilities for working with trainee appointments and the termination notices of trainees and fellows.

If you hold one of the following roles, you can access xTrain and its features:

- TRAINEE
- PI
- SO
- BO
- SPONSOR
- ASST (when delegated by SPONSOR or PI)

xTrain has its own online help system. You can access the xTrain online help by selecting any of the question mark (?) help icons on the screens within the module or access it directly via this link <http://era.nih.gov/erahelp/xTrain>.

**Policy:** [Ruth L Kirschstein National Research Service Awards](#)

**Policy:** [Reporting and Assurance Requirements for Institutions Receiving Awards for Training of Graduate Students for Doctoral Degree](#)

# Administrative Supplement Request

The Administrative Supplements module in eRA Commons allows authorized staff at extramural grantee institutions to initiate and submit an electronic request for additional funds within the scope of the approved project.

The following features are available:

- Initiate, edit, delete and route an Administrative Supplement request
- View an Administrative Supplement request
- View routing history

For more information, refer to the Administrative Supplements topic of the Commons Online Help System (<http://era.nih.gov/erahelp/commons/>) or the eRA Commons Administrative Supplement Module User Guide ([http://era.nih.gov/files/eRA\\_Commons\\_Admin-Supp\\_UG.pdf](http://era.nih.gov/files/eRA_Commons_Admin-Supp_UG.pdf)).



# Change of Institution Overview

The Commons Change of Institution process allows the extramural grantee institution to submit an electronic version of a Relinquishing Statement (RS) to the Grants Management community for processing and allows the other grantee institution that is proposed to take over the relinquished grant to access the submitted RS.

The institution holding the grant must complete a Relinquishing Statement through eRA Commons that states it is giving up the grant and identifies the receiving institution. The receiving institution must submit an application via Grants.gov using the Parent Funding Opportunity Announcement listed at [http://grants.nih.gov/grants/guide/parent\\_announcements.htm](http://grants.nih.gov/grants/guide/parent_announcements.htm). Please look for an NIH Guide Notice.

This functionality only applies to NIH grants. This is an open pilot. This means that either the electronic process documented here can be used or the traditional paper process can be used.

## Features

The Commons system has the following features to accommodate a Change of Institution:

- Create, view, update, save, submit, and route the RS via the Commons Status screen
- Create RS in PDF format upon submitting the RS to the Agency
- Event generated and time sensitive eMail Notifications to appropriate users

## Users

The following users are involved in the Change of Institution process.

1. Signing Official (SO)
  - a. The original institution's SO can perform the following RS functions: Start a new one, View, Edit, Save, Route, Cancel, Delete and Submit RS to Agency.
  - b. The receiving institution's SO can perform the following functions: View RS
2. Project Director/Principal Investigator (PD/PI)
  - a. The original institution's PD/PI can perform the following RS functions: View, Edit, Save, Cancel changes, and Route the RS to the SO for submitting to the Agency.
3. NIH Internal User
  - a. The internal user can perform the following RS functions: View, Save, Cancel changes, and Link the RS.
4. Grants Management Official (GMO) or Grants Management Specialist (GMS)
  - a. The GMO or GMS can perform the following RS functions: View, Receive, and Return the RS.

## **Business Rules**

### **Eligible Grants**

All awarded and active grants are eligible to be relinquished except for the ones with the following statuses:

- 02 – Withdrawn
- 21 – Ineligible organization - application withdrawn
- 30 – Withdrawn by Institute/Center (IC)
- 34 – Administratively withdrawn by IC prior to review or council

Subprojects, Institutional Allowances, and Supplements are excluded from being eligible.

RS(s) may be submitted for any activity code.

### **Access to Relinquishing Statements**

Only users with the SO authority at the grantee institution can access the Change of Institution option on the Commons Status screen.

The RS can be accessed only by the SO for grant applications from their grantee institution eligible for transfer.

Only the SO for the grantee institution has the authority to submit the RS to the Agency.

The RS can be accessed by the PD/PI for grantee applications where the PD/PI role is the current reviewer of the RS.

The internal user is able to access the RS in Submitted or Accepted for Consideration status and is able to update the New Institution Name, IPF code and DUNS number of the new institution to which a grant is relinquished.

### **Relinquishing Statement Reviewers**

If the SO initiated the RS and routed it to the PD/PI, then the PD/PI can review, edit specific fields, save and route the RS back to the SO.

Any SO at the grantee institution is able to create, review, edit, save, route, and submit the RS.

### **Relinquishing Statement Routing Order**

The next reviewer in the list of valid next reviewers is always the contact PD/PI on the application. The current user is not shown in the list of valid next reviewers on the RS. If SO is the current reviewer, then the contact PD/PI is the next reviewer by default.

If the PD/PI is the current reviewer, the SO who initiated the RS is the first and default entry in the list on the RS. All other users with the SO role appear alphabetically by last name after the first

entry. The information displayed for each valid next reviewer is as follows: Name (LAST, FIRST).

If the SO routes the RS to the PD/PI, the Route to Next Reviewer screen is named: Route to PD/PI.

If the PD/PI routes the RS to the SO, the Route to Next Reviewer screen is named: Route to SO.

The RS can be routed back and forth between the SO and the PD/PI for an unlimited number of times.

## **Validation**

PD/PI verification is not required. The SO is able to submit the RS without routing it to the PD/PI.

The PD/PI has edit capability only for the New Institution Name information and Contact information in the new Institution Section of the RS.

Saving the RS does not execute any validations. The RS is validated upon submitting it to the Agency. The exception is that new Institution data is validated upon routing the RS by the PD/PI to the SO.

The RS cannot be submitted to the Agency with validation errors, but the RS can be submitted to Agency with validation warnings.

RS(s) submitted for pre-award are not validated for the costs relinquished. They can be zero or the original application's requested funds amounts.

## **Other Rules**

The system allows multiple RS submissions. The SO is able to submit a new RS only if no RS has been submitted or if the existing RS(s) have been acknowledged (Accepted for Consideration or Refused status) by the Grants Management Specialist (GMS) user.

The RS can be deleted by the SO from the relinquishing institution if it is in the SO Work In Progress (WIP) state and has never been submitted to the Agency.

All submitted and accepted versions of the RS(s) are visible to the receiving institution.

Grant applications for the new institution should be submitted within thirty days after the Relinquishing Statement is submitted from the former institution.

The Relinquishing Statement should be submitted within thirty days of the grant application for the new institution.

## Relinquishing SO Responsibilities

### Start or Edit a Relinquishing Statement

The Change of Institution process is initiated by the Signing Official for the original grantee institution that has agreed to relinquish responsibility for an active grant. This must occur before the expiration of the approved project period.

1. On the Commons Status screen, click on the Change of Institution link.

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 'Status' link is highlighted. On the right side, there is a welcome message: 'Welcome Institution: UNIVERSITY OF CALIFORNIA Authority: SO'. Below the navigation bar, the 'Status' section is displayed. On the left, there is an 'Important Note' and a list of search options: General Search, Just in Time, Pending Progress Report, Recently Awarded, Recent/Pending eSubmissions, Closeout, and Change of Institution (circled in red). On the right, there is a 'General Search' form with the following fields: Grant Number (with sub-fields for Type, Activity Code, Institution Code, Serial Num., Support Yr., and Suffix), Accession Number, Grants.gov Tracking #, PI Name (Last and First), Application Status (dropdown menu), Budget Start Date (From and To date pickers), Budget End Date (From and To date pickers), and Organization Hierarchy (School, Division, and Department dropdown menus). At the bottom of the search form are 'Search' and 'Clear' buttons.

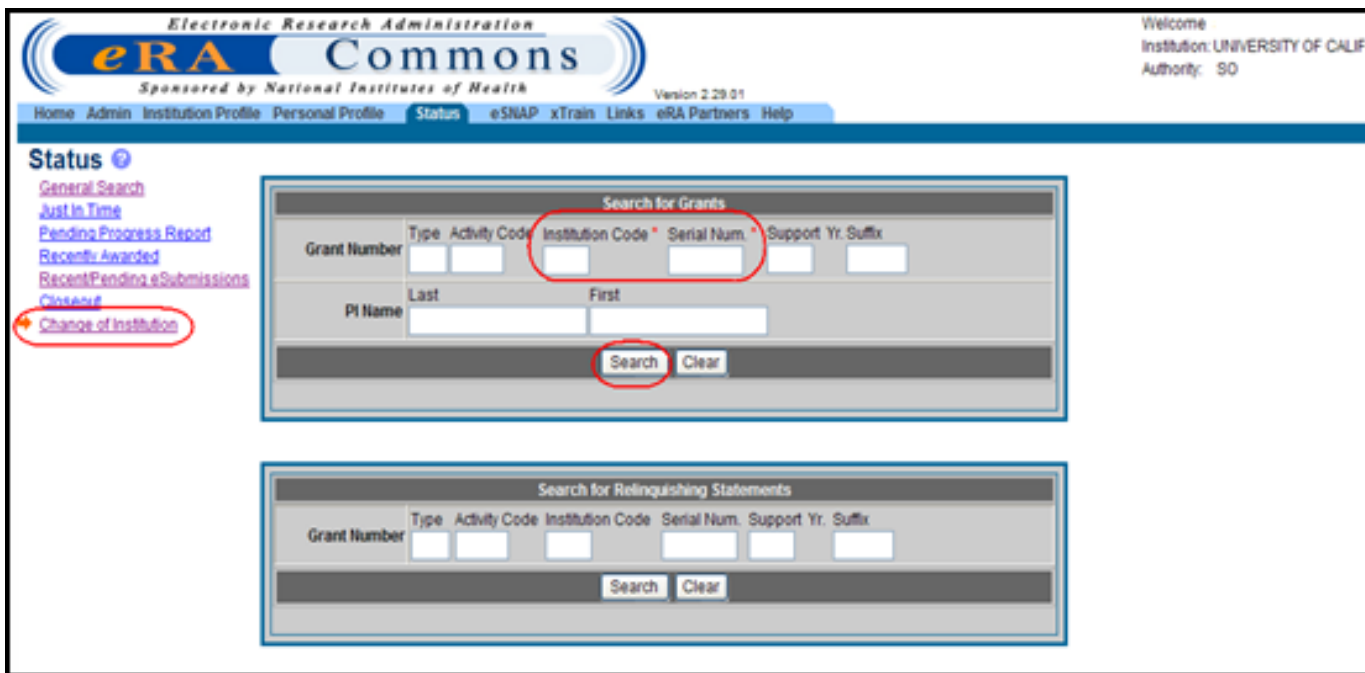
Commons Status Screen Displaying Change of Institution Link

The system displays the Status – Change of Institution search options.

2. To find the grant to relinquish, complete at minimum the required fields: Institution Code and Serial Num.

The required fields are noted by an asterisk.

3. Click the Search button.



Status - Change of Institution Search Screen

The system displays the search results on the Status Result – Change of Institution screen.

The RS functionality is not available from other Status search result’s screens.

4. After the grant to be relinquished is found, click on the Manage Relinquishing Statement link on the Status Result – Change of Institution screen.



Status Result - Change of Institution Screen

The system displays the Manage Relinquishing Statement screen.

If the award is in a no cost extension or within three months of the project period end date, the following informational pop-up message appears:

*You have selected an award in a no-cost extension/within three months of the*

*project period end date. NIH Institutes & Centers (ICs) policies may limit change of grantee organization requests based on the amount of time remaining on the award. Please contact the awarding IC to determine IC policy.*

If this pop-up message screen appears, click the OK button to proceed to the Manage Relinquishing Statement screen.

5. To start a new RS: Click the Start a new RS button.

If an RS has already been submitted, a new RS cannot be submitted unless the prior RS(s) shows a status of *Accepted for Consideration* or *Refused*.



### Starting a New Relinquishing Statement



### RS in Accepted for Consideration Status

- To edit a RS that is in progress: Click the Edit link.

To edit an RS, the RS's status must be SO Work in Progress (WIP) or Returned.

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome  
 Institution: UNIVERSITY OF CALIFORNIA  
 Authority: SO

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

Version: 2.30.01

### Manage Relinquishing Statement

PD/PI Name: FANT, SAMUEL Grant Number: SR01MH123456-13  
 Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA  
 Address: 9500 GILMAN DR, DEPT 0934  
 LA JOLLA, CA, UNITED STATES 920930934

A new Relinquishing Statement may be submitted for the same grant if the existing ones have been acknowledged by NIH.

Relinquishing Statement(s)				
Application ID	PD/PI Name	RS Submitted Date	Status of RS	
SR01MH123456-13	FANT, SAMUEL		SO Work in Progress	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>

#### Manage Relinquishing Statement Screen Displaying Edit Feature

When either the Start a new RS button or Edit link is selected, the system displays the Relinquishing Statement screen.

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health  
 Version 2.30.01

Welcome  
 Institution: UNIVERSITY OF CALIFORNIA  
 Authority: \$0

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

### Relinquishing Statement

PD/PI Name: FANTINO, SAM Grant Number: 5R01MH123456-13  
 Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA  
 Address: 9500 GILMAN DR, DEPT 0934  
 LA JOLLA, CA, UNITED STATES 920930934

New Institution Name\*  
 The institution where PD/PI has expressed a desire to continue his/her research

DUNS Number:  
 IPF Code:  
 Contact Email at the Institution\*  
 Requested Termination Date (MM/DD/YYYY)\*  
 The date the grant will be terminated at the current institution

Equipment Costing \$5000 or More Transferring with the project (Itemize):  
 Limit to 2000 characters

Unexpended Balance - Estimated  
 That portion of the estimated unexpended balance which has been received will be returned to the Public Health Service, upon request, with a final adjustment, if required, to be made after the grant account is closed.  
 The unexpended balance on termination date calculated on basis of total amount awarded for the grant year, will be:

Direct Cost, \$: 0.00  
 Indirect Cost, \$: 0.00  
 Total, \$:

Save Cancel  
 Route to PI Submit

### Relinquishing Statement Screen

#### 7. Complete or edit the RS Form as follows:

The required fields are noted by an asterisk. The following fields are required: New Institution Name, Contact Email at the Institution, Requested Termination Date (MMDDYYYY), and Direct Cost \$.

- Click the Search button in the New Institution Name section to search for the receiving institution within the NIH eRA Commons database. For more information please refer to the topic titled See "Search for Institution" on page 224.
- Complete the remaining fields: Contact Email at the Institution, Requested Termination Date (MMDDYYYY), Direct Cost \$, and Indirect Cost \$.
- Type, NONE, in the Equipment Transferring with the Project section if there is no equipment to be transferred.

#### 8. To save the RS, click the Save button.



The system displays the RS Form on the Relinquishing Statement screen and sets its status to *SO Work in Progress*.

### Search for Institution

When the Search button is clicked for the New Institution Name: field on the Manage Relinquishing Statement screen, the system displays the New Institution – Search screen.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.29.01

Welcome: allinak\_so  
Institution: UNIVERSITY OF CALIFORNIA SAN DIEGO  
Authority: SO

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

### New Institution - Search ?

At least one search criteria is required.

Institution Name:

IPF Number:

DUNS Number:

To select the Institution - click on IPF number.

Organization	IPF Code	DUNS Number	Location
KEUKA COLLEGE	4255001		KEUKA PARK, NY, 14478

If the required Institution has not been found - type the Institution name in the box provided below and insert into Relinquishing Statement form.

New Institution Name:

#### New Institution - Search Screen

To search for an institution:

1. Type in the receiving institution’s name, IPF or DUNS number and click the Search button.

### New Institution - Search ?

At least one search criteria is required.

Institution Name:

IPF Number:

DUNS Number:

#### New Institution - Search Screen

2. If the receiving institution is found, click on the receiving institution's IPF Code.

**New Institution - Search** ?

At least one search criteria is required.

Institution Name:

IPF Number:

DUNS Number:

To select the Institution - click on IPF number.

Organization	IPF Code	DUNS Number	Location
KEUKA COLLEGE	1234567	123456789	KEUKA PA

### New Institution - Search Result Screen

The system inserts the receiving institution's name, DUNS number and IPF Code in the appropriate text boxes on the Relinquishing Statement screen.

If a new institution is registered with the eRA Commons, it is highly recommended to choose it from the search results. DUNS Number and IPF code are pre-populated from the institutional profile file.

The IPF Code is used to link the submitted RS to the receiving institution and to make it viewable for SO at the receiving institution.

3. If the receiving institution is not found, type the receiving institution's name in the New Institution Name text box and click the Insert button.

**New Institution - Search** ?

At least one search criteria is required.

Institution Name:

IPF Number:

DUNS Number:

---

If the required Institution has not been found - type the Institution name in the box provided below and insert into Relinquishing Sta

**New Institution Name:**

### Inserting New Institution

The system inserts the new receiving institution's name in the appropriate text box on the Manage Relinquishing Statement screen.

If the receiving institution is not registered in the NIH eRA Commons (IPF Code is not provided), it may not be able to view the relinquishing statement until it is registered in the eRA Commons. The New Institution needs to register in the eRA Commons and contact the eRA Service Desk for assistance in linking the relinquishing statement to the new institution account.

## Delete a Relinquishing Statement

The RS may be deleted if the RS is in *SO Work in Progress* state and has *never* been submitted to the Agency.

1. To delete an RS, click the Delete link on the Manage Relinquishing Statement screen.

The screenshot shows the 'Manage Relinquishing Statement' screen in the eRA Commons system. At the top, there is a navigation bar with links like Home, Admin, Institution Profile, Personal Profile, Status, eSNAP, xTrain, Links, eRA Partners, and Help. The main content area displays the following information:

- PD/PI Name:** SHORTS, JIM
- Grantee Institution Relinquishing the Grant:** UNIVERSITY OF CALIFORNIA
- Address:** 9500 GILMAN DR, DEPT 0934, LA JOLLA, CA, UNITED STATES 920930934
- Grant Number:** SR01MH123456-13

Below this information, there is a message: "A new Relinquishing Statement may be submitted for the same grant if the existing ones have been acknowledged by NIH." Below the message is a table with the following columns: Relinquishing Statement(s), Application ID, PD/PI Name, RS Submitted Date, Status of RS, and Action. The table contains one row with the following data:

Relinquishing Statement(s)	Application ID	PD/PI Name	RS Submitted Date	Status of RS	Action
	SR01MH123456-13	SHORTS, JIM		SO Work in Progress	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View Rofu</a>

At the bottom left of the screen, there is a 'Cancel' button. The 'Delete' link in the table is circled in red.

### Manage Relinquishing Statement Screen Displaying Delete Feature

The system displays the RS in a non-editable form and the following message appears on the Delete Relinquishing Statement screen:

*Please confirm that you would like to delete the following relinquishing statement.*

If you no longer wish to delete the RS, you may abort the action by selecting the Cancel button.

2. Click the Delete button on the Delete Relinquishing Statement screen to delete the RS.

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health  
 Version 2.30.01

Welcome  
 Institution: UNIVERSITY OF CALIFORNIA  
 Authority: SO

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

## Delete Relinquishing Statement

Please confirm that you would like to delete the following relinquishing statement.

PD/PI Name:	FANT, SAMUEL	Grant Number:	5R01MH123456-13
Grantee Institution Relinquishing the Grant:	UNIVERSITY OF CALIFORNIA		
Address:	9500 GILMAN DR, DEPT 0934 LA JOLLA, CA, UNITED STATES 920930934		

New Institution Name: \* KEUKA COLLEGE  
 The institution where PD/PI has expressed a desire to continue his/her research

DUNS Number:

IPF Code: 4256001

Contact Email at the Institution: \*

Requested Termination Date (MM/DD/YYYY): \*   
 The date the grant will be terminated at the current institution

Equipment Transferring with the Project

Equipment Costing \$5000 or More Transferring with the project (Itemize):  
 Limit to 2000 characters

Unexpected Balance - Estimated

That portion of the estimated unexpected balance which has been received will be returned to the Public Health Service, upon request, with a final adjustment, if required, to be made after the grant account has been au  
 The unexpected balance on termination date calculated on basis of total amount awarded for the grant year, will be:

Direct Cost, \$: \* 131085.0 Total, \$: 202526.0  
 Indirect Cost, \$: 71441.0

Delete Cancel

### Delete Relinquishing Statement Screen Displaying Delete Message

If the Delete button is clicked, the system deletes all data associated with the RS and returns to the Manage Relinquishing Statement screen.

## Route to PD/PI

SOs can route the relinquishing statement to the PD/PI for if necessary.

To route the RS to the appropriate PD/PI:

1. Click the Route to PI button on the bottom of the Relinquishing Statement screen.

The Route Relinquishing Statement screen appears. The Next Reviewer field displays the contact PD/PI.

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.29.01

Welcome  
Institution: UNIVERSITY OF CALIFORNIA  
Authority: SO

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

### Route Relinquishing Statement

PD/PI Name: FANTINO, SAM Grant Number: SR01MH123456-11  
Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA  
Address: 9500 GILMAN DR, DEPT 0934  
LA JOLLA, CA, UNITED STATES 920930934

Next Reviewer: FANTINO, SAM

Comments:

Route to PI Cancel

#### Route Relinquishing Statement Screen

- Optional: Enter comments as necessary.
- Select the Route to PI button.

The system displays Route Relinquishing Statement screen with the confirmation message and sends an email notification to the PD/PI regarding the RS. For more information please refer to the section titled [eMail Notifications](#).

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.29.01

Welcome  
Institution: UNIVERSITY OF CALIFORNIA  
Authority: SO

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

### Route Relinquishing Statement

The relinquishing statement was routed to FANTINO, SAM

OK

#### Route Relinquishing Statement Screen

- Click the OK button to go back to the Manage Relinquishing Statement screen.

The system returns to the Manage Relinquishing Statement screen.

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome  
 Institution: UNIVERSITY OF CALIFORNIA  
 Authority: SO

Version 2.29.01  
[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

### Manage Relinquishing Statement

PD/PI Name: FANTINO, SAM Grant Number: SR01MH123456-11  
 Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA  
 Address: 9500 GILMAN DR, DEPT 0934  
 LA JOLLA, CA, UNITED STATES 920930934

A new Relinquishing Statement may be submitted for the same grant if the existing ones have been acknowledged by NIH.

Relinquishing Statement(s)	Application ID	PD/PI Name	RS Submitted Date	Status of RS	Action
	SR01MH 123456-11	FANTINO, SAM		PD/PI Work in Progress	<a href="#">View</a> <a href="#">View Routing</a>

[Cancel](#)

### Manage Relinquishing Statement Screen

The Status of RS field displays *PD/PI Work in Progress*. If the routing process was canceled (Cancel button) before completion, the Status of RS field displays *SO Work in Progress*.

### Submit a Relinquishing Statement

Only an institution's Signing Official can submit a Relinquishing Statement to the Agency.

To submit the Relinquishing Statement:

1. Click the Submit button on the Relinquishing Statement screen.

### Relinquishing Statement Screen

The institution name and contact information are required at the time of submission to the Agency.

The system displays the Submit Relinquishing Statement to NIH screen. The Certification Acceptance Statement is displayed and reads as follows:

#### *APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE:*

*In view of the fact that we do not wish to nominate another program director/principal investigator or continue the research project at this Institution, this is to signify our willingness to terminate this grant as of [Requested Termination Date] and to relinquish all claims to any unexpended and uncommitted funds remaining in the grant as of that date, as well as to all recommended future support of this project.*

*That portion of the estimated unexpended balance which has been received will be returned to the Public Health Service, upon request, with a final adjustment, if required, to be made after the grant account has been audited*

*I certify that the statements herein are true, complete and accurate to the best of my knowledge and belief, and accept the obligation to comply with Public Health Services terms and conditions if a grant is terminated 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.*

2. Click the I Agree button to submit the RS or click the Cancel button to exit the screen.

### Submit Relinquishing Statement To NIH Screen

If the Cancel button is clicked, the following screen message appears:

This relinquishing statement will not be submitted to the National Institutes of Health without agreement to the ORGANIZATION CERTIFICATION AND ACCEPTANCE statement.

If the Cancel button is clicked, the following screen message appears:

This relinquishing statement will not be submitted to the National Institutes of Health without agreement to the ORGANIZATION CERTIFICATION AND ACCEPTANCE statement.

When the I Agree button is clicked, the system displays the Manage Relinquishing Statement screen with the following message:

The Relinquishing Statement has been submitted to NIH.



Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome  
 Institution: UNIVERSITY OF CALIFORNIA  
 Authority: SO

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

**Manage Relinquishing Statement**

The relinquishing statement has been submitted to NIH.

PD/PI Name: SEMPLE, MARY Grant Number: 5R01MH 123456-11  
 Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA SAN DIEGO  
 Address: 9500 GILMAN DR, DEPT 0934  
 LA JOLLA, CA, UNITED STATES 920930934

A new Relinquishing Statement may be submitted for the same grant if the existing ones have been acknowledged by NIH.

Relinquishing Statement(s)	Application ID	PD/PI Name	RS Submitted Date	Status of RS	Action
	5R01MH	SEMPLE, MARY	02/18/2011	Submitted to Agency	<a href="#">View</a> <a href="#">View Routing</a>

Cancel

### Manage Relinquishing Statement Screen

The system also creates the RS PDF file. If the system takes from thirty seconds to two minutes to generate the RS, then the system displays an informational message.

The next reviewer is internal NIH user.

The system returns to the Manage Relinquishing Statement screen. The Status of RS field displays *Submitted to Agency*.

For post awarded and post review applications, email notifications are sent to the centralized IC mailbox, the currently assigned GMS, and the PO. For pre-review applications, email notifications are sent to the Division of Receipt and Referral (DRR), the SRO if assigned, and the receiving institution contact email provided on the RS electronic form. For more information please refer to the section titled [eMail Notifications](#).

- To View the RS or View Routing History, click the appropriate link. Please refer to the topics titled See "Signing Official Search/View Relinquishing Statement" on page 237 or See "PD/PI Search/View Relinquishing Statement" on page 244 for more information.

## Program Director/Principle Investigator Responsibilities

If the Relinquishing Statement is routed to a PD/PI, the RS may be edited and routed back to the SO at the relinquishing institution. The PD/PI may edit only the institution information and contact email address.

### Edit Relinquishing Statement

Perform the following steps to find and edit a Relinquishing Statement:

- Find the appropriate grant on the Status Result – List of Applications screen and click the Relinquishing Statement link.

**Status Result - List of Applications/Grants**

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 wait for 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) but does not complete the JIT information for these types of applications. Finally, JIT requires a Signing Official (SO) at your Institution to send the request to the NIH. As a Principal Investigator, you are able to save this information. However, you must notify an individual with SO rights to forward the information to the NIH. Thank you for your cooperation. The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click the Applications/Grants menu tab again.

Application ID	Grants.gov Tracking #	Proposal Title	PDI/PI Name	eSubmission Status	Current Application Status	Status Date
<a href="#">SR01MH123456-05</a>		Nonoptimal and counterintuitive choice	FANTINO, SAM		Awarded. Non-fellowships only	07/16/2002
<a href="#">SR01MH123456-12</a>		Principles of Behavior Change: Choice and Context	FANTINO, SAM	Submission Complete	Awarded. Non-fellowships only	07/30/2009
<a href="#">SR01MH123456-04</a>		Nonoptimal and counterintuitive choice	FANTINO, SAM		Awarded. Non-fellowships only	09/18/2001
<a href="#">SR01MH123456-13</a>		Principles of Behavior Change: Choice and Context	FANTINO, SAM	Submission Complete	Awarded. Non-fellowships only	06/29/2010
<a href="#">SR01MH123456-11</a>		Principles of Behavior Change: Choice and Context	FANTINO, SAM	Submission Complete	Awarded. Non-fellowships only	06/24/2008
<a href="#">SR01MH123456-08</a>		Nonoptimal and counterintuitive choice	FANTINO, SAM	Submission Complete	Awarded. Non-fellowships only	06/27/2005
<a href="#">SR01MH123456-06</a>		Nonoptimal and counterintuitive choice	FANTINO, SAM		Awarded. Non-fellowships only	07/16/2003
<a href="#">SR01MH123456-02</a>		NONOPTIMAL AND COUNTERINTUITIVE CHOICE	FANTINO, SAM		Awarded. Non-fellowships only	
<a href="#">SR01MH123456-09</a>		Principles of Behavior Change: Choice and Context	FANTINO, SAM	Pending Verification	Awarded. Non-fellowships only	05/05/2006
<a href="#">SR01MH123456-03</a>		NONOPTIMAL AND COUNTERINTUITIVE CHOICE	FANTINO, SAM		Awarded. Non-fellowships only	06/27/2000
<a href="#">SR01MH123456-07</a>		Nonoptimal and counterintuitive choice	FANTINO, SAM		Awarded. Non-fellowships only	06/29/2004
<a href="#">SR01MH123456-10</a>		Principles of Behavior Change: Choice and Context	FANTINO, SAM	Submission Complete	Awarded. Non-fellowships only	06/26/2007

Export to Excel Show Query Print History

### Status Result - List of Applications/Grants Screen

If there are multiple PIs for a grant, the letters MPI appear to the right of the Application ID.

The system displays the Relinquishing Statement screen.

2. If necessary: To add or change the institution information on the RS form, click the Search button in the New Institution Name section to search for the receiving institution within the NIH eRA Commons database. For more information please refer to the [Search for Institution](#) topic.

The system inserts the new receiving institution's name in the appropriate text box on the Manage Relinquishing Statement screen.

Relinquishing Statement Screen

4. If necessary: Complete the Contact Email at the Institution address.

The email address should be in the following format: user\_name@domain\_name.com.

### Relinquishing Statement Screen

If the email address is not entered, an error message is produced. For more information please refer to the section titled [Error Messages](#).

5. Perform one of the following on the Relinquishing Statement screen:
  - a. To save the edits to the RS, click the Save button.
  - b. To cancel editing the RS, click the Cancel button.

### Route Relinquishing Statement to SO

After the appropriate edits have been made to the RS, the RS is routed back to the SO for submission to the Agency. To route the RS back to the SO:

1. Select the Route to SO button on the Relinquishing Statement screen.

If the new institution name has not been provided, then the following warning message is displayed:

The New Institution Name has not been provided. This information will be required at time of submission to agency.

If the new institution's name is not blank, the new institution's IPF number has to be provided. If the IPF number is not provided, then the following warning message is displayed:

You have selected an institution not registered in the NIH eRA Commons. Please verify the institution information. The new institution may not receive notification and will not be able to view the relinquishing statement until it is registered in the NIH Commons. The New Institution will need to register in the eRA Commons and contact the eRA Service Desk to access the relinquishing statement.

The system displays the Route Relinquishing Statement screen. The **Next Reviewer** is the relinquishing SO. If there is multiple SOs at the relinquishing institution, the **Next Reviewer** drop down menu can be used to select the appropriate SO to route the RS to that person. The names are displayed as last name, first name.

2. Click on the Route to SO button to route the RS to the SO.

If you wish to abort the action, selecting the Cancel button to return to the Relinquishing Statement screen.

The screenshot shows the 'Route Relinquishing Statement' interface. At the top, it says 'eRA Commons' and 'Sponsored by National Institutes of Health'. The user is logged in as 'EFAN' from 'UNIVERSITY OF CALIFORNIA'. The main content area displays the following information:

- POPI Name: FANTINE, SAM
- Grant Number: 5R01MH123456-13
- Grantee Institution Relinquishing the Grant: UNIVERSITY OF CALIFORNIA SAN DIEGO
- Address: 9500 GILMAN DR, DEPT 0934, LA JOLLA, CA, UNITED STATES 920930934
- Next Reviewer: KHAZMUTDINOVA, MARY (selected in a dropdown menu)
- Comments: (empty text area)

At the bottom of the form, there are two buttons: 'Route to SO' and 'Cancel', both of which are circled in red.

### Route Relinquishing Statement Screen

If the Route to SO button is clicked, the system displays the Route Relinquishing Statement screen with an OK button. The following message is displayed: The relinquishing statement was routed to <next reviewer commons user id>.

The screenshot shows the 'Route Relinquishing Statement' interface after the 'Route to SO' button has been clicked. The main content area displays the following message:

The relinquishing statement was routed to: KHAZMUTDINOVA, MARY

An 'OK' button is located at the bottom center of the form, circled in red.

### Route Relinquishing Statement Screen with OK Button

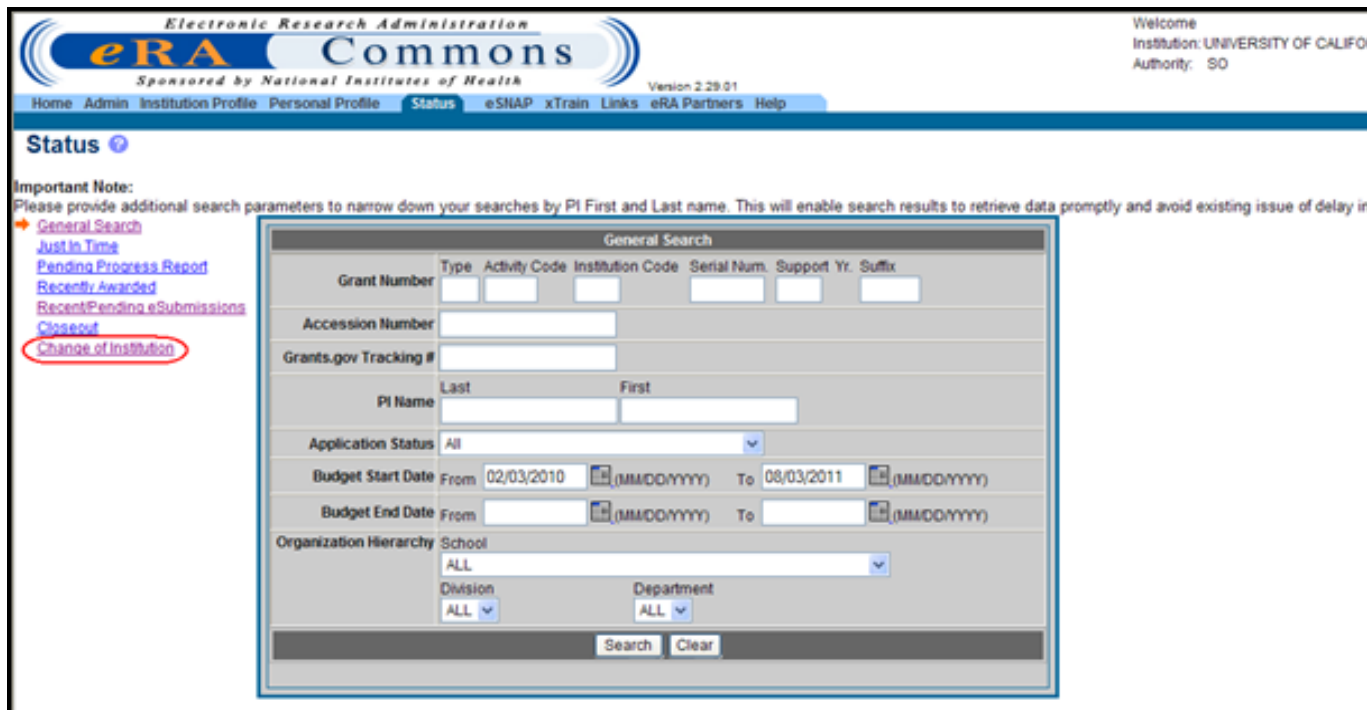
3. Click the OK button to complete the routing to the relinquishing SO.

An email notification is sent to the selected SO notifying that the RS has been routed back. For more information please refer to the section titled [eMail Notifications](#).

## Signing Official Search/View Relinquishing Statement

Perform the following steps to search for a grant to relinquish or to view an RS:

1. Click the [Change of Institution](#) link on the Status screen.



Status Screen Displaying Change of Institution Link

The system displays the Status – Change of Institution screen.

The screenshot shows the eRA Commons interface. At the top, it says "Electronic Research Administration" and "eRA Commons Sponsored by National Institutes of Health". The version is 2.29.01. The user is logged in as "UNIVERSITY OF CALIF" with authority "SO". The "Status" menu is active, and the "Change of Institution" link is highlighted. Below the menu are two search forms:

**Search for Grants**

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

**Search for Relinquishing Statements**

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"/>

### Status – Change of Institution Screen

#### Search for a Grant to Relinquish or to View RS

This search is designed for the SOs at the original (relinquishing) institution. For steps on performing a search as a PD/PI, refer to the topic titled "See "PD/PI Search/View Relinquishing Statement" on page 244.

1. Enter the appropriate search criteria in the Search for Grants section on the Status – Change of Institution screen. At minimum the required fields must be populated: Institution Code and Serial Num.
2. Select the Search button.

This is a close-up of the "Search for Grants" form. The fields for "Institution Code" and "Serial Num." are highlighted with a red oval, indicating they are required. The "Search" button is also highlighted with a red oval.

### Search for Grants Section on Status Results – Change of Institution Screen

The system displays the Status Results – Change of Institution screen.



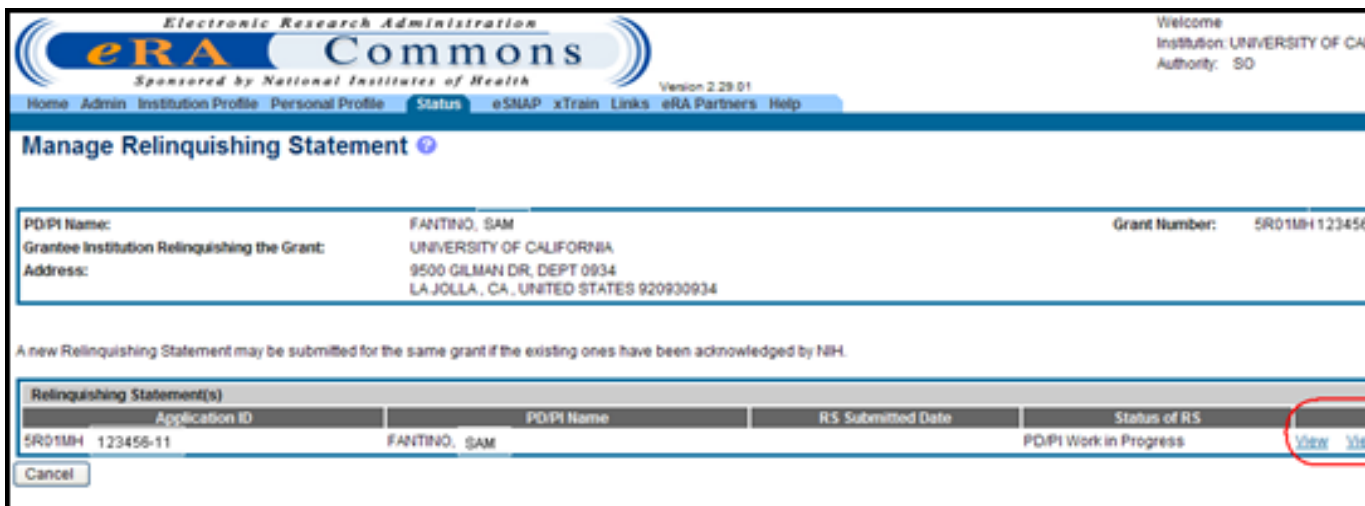
2. Click on the Manage Relinquishing Statement link.



### Status Result - Change of Institution Screen

The system displays the Manage Relinquishing Statement screen.

If the RS has been routed to the PD/PI by the SO or the RS has been submitted to the Agency, then the View and View Routing History links appear.

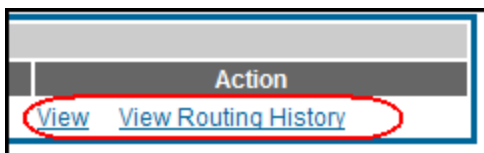


### Manage Relinquishing Statement Screen

If the RS has been submitted to the Agency and returned from NIH for corrections or the RS's status is *SO Work in Progress*, then the Edit and View Routing History links appear.

For editing the RS, refer to the section titled [Manage Relinquishing Statement](#).

3. To view the RS, click the View link.



### Action Column on Manage Relinquishing Statement Screen



If the RS has not been submitted to NIH, then the system displays the non-editable Relinquishing Statement screen. You can select the Cancel button on the Relinquishing Statement screen to return to the Manage Relinquishing Statement screen.

The screenshot shows the 'Relinquishing Statement' screen in the eRA Commons system. The header includes the eRA Commons logo, 'Sponsored by National Institutes of Health', and 'Version 2.29.01'. The user is logged in as 'Welcome Institution: UNIVERSITY OF CAL Authority: SO'. The navigation menu includes 'Home', 'Admin', 'Institution Profile', 'Personal Profile', 'Status', 'eSNAP', 'xTrain', 'Links', 'eRA Partners', and 'Help'. The main title is 'Relinquishing Statement'. The form contains the following fields:

- PD/PI Name:** FANTINO, SAM
- Grantee Institution Relinquishing the Grant:** UNIVERSITY OF CALIFORNIA
- Address:** 9500 GILMAN DR, DEPT 0934 LA JOLLA, CA, UNITED STATES 920930934
- Grant Number:** 5R01MH 123456-1
- New Institution Name:** KEUKA COLLEGE
- DUNS Number:** [Empty field]
- IPF Code:** 4256001
- Contact Email at the Institution:** [Empty field]
- Requested Termination Date (MMDD/YYYY):** [Empty field]
- Equipment Transferring with the Project:** [Section header]
- Equipment Costing \$5000 or More Transferring with the project (Itemize):** [Text area with limit to 2000 characters]
- Unexpected Balance - Estimated:** [Section header]
- Direct Cost, \$:** 131085.00
- Indirect Cost, \$:** 71441.00
- Total, \$:** 202526.00
- Cancel** button (circled in red)

### Relinquishing Statement Screen

If the RS has been submitted to NIH, then the system displays the RS in PDF format in a separate window.

Department of Health and Human Services, Public Health Service  
**Official Statement Relinquishing Interests and  
Rights in a Public Health Service Research Grant**

Date: **04/01/2011**

Name of Institution: **UNIVERSITY OF CALIFORNIA**

Address (city and state): **9500 GILMAN DR, DEPT 0934**

**LA JOLLA, CA, UNITED STATES 920930934**

Principle Investigator/Program Director: **BEACH, SANDY**

on Public Health Service grant number **5DP10D123456-02** will resign position at this institution and has expressed a desire to continue his/her research project at the **CLARKSON UNIVERSITY**.

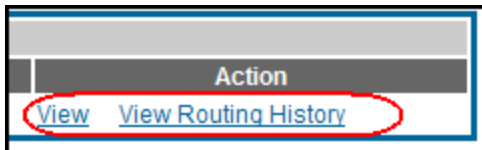
Contact email at the new Institution: **light.bud@clarkson.edu**

In view of the fact that we do not wish to nominate another principal investigator or continue the research project at this Institution, this is to signify our willingness to terminate this grant as of **06/01/2011** and to relinquish all claims to any unexpended and uncommitted funds remaining in the grant as of that date, as well as to all recommended future support of this project.

Equipment costing \$5,000 or More Transferring with the project (itemize)	Unexpended Balance - Estimated
NONE	The unexpended balance on termination date of <b>\$95,000.00</b> calculated on basis of total amount awarded for the grant year, will be approximately  Direct cost - <b>\$60,000.00</b> Indirect cost - <b>\$35,000.00</b>
That portion of the estimated unexpended balance which has been received will be returned to the Public Health Service, upon request, with a final adjustment, if required, to be made after the grant account has been audited.	
<b>Official Authorized to Sign Application</b>	
<b>Signature</b> SO BEACH, SANDY Submitted through the Commons	
<b>Typed Name</b> <b>BEACH, SANDY</b>	
<b>Title</b> Signing Official	

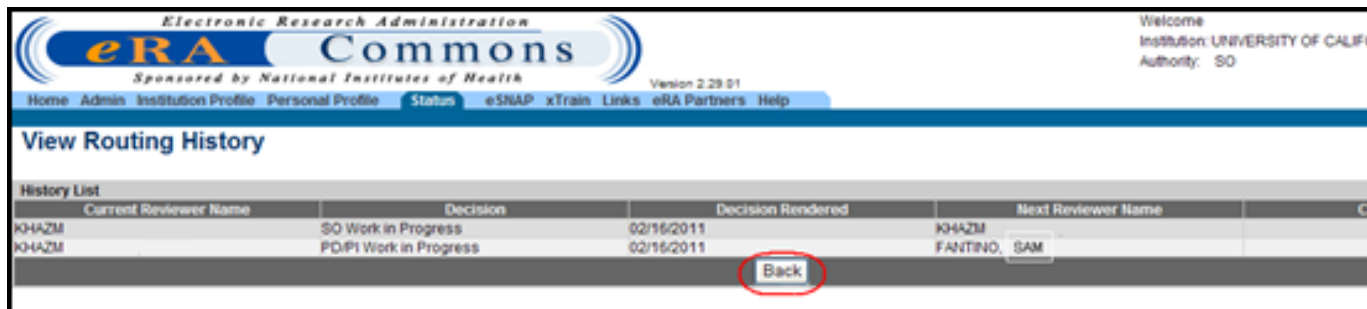
Relinquishing Statement PDF

- Optional: To view the RS routing history, click the View Routing History link.



Action Column on Manage Relinquishing Statement Screen

The system displays the **View Routing History** screen. The following statuses may be seen depending on where the RS is in the process: *SO Work in Progress*, *PD/PI Work in Progress*, *Submitted to Agency*, *Returned*, *Accepted for Consideration*, *Submitted to Agency and Linked*, or *Accepted for Consideration and Linked*.



View Routing History Screen

5. Click the Back button to return to the Manage Relinquishing Statement screen.

### Search for Relinquishing Statements Submitted by Former Institution

SOs have the ability to search for Relinquishing Statements submitted by the former institution. This search is performed using the Search for Relinquishing Statements section on the Status – Change of Institution screen.

To search for RS submitted by the former institution:

1. Enter the appropriate grant information in the Search for Relinquishing Statements search fields and select the Search button.

### Searching for Relinquishing Statements Submitted by the Former Institution

If no search parameters are entered, the search returns all the RS(s) linked to the current institution by Institutional Profile File (IPF).

If the current institution has not been registered with Commons before the RS is submitted, the search does not return any results until the RS is updated with the IPF and/or the DUNS number.

If the system determines that no Relinquishing Statements have been linked to the receiving institution, then the following warning message appears:

*No relinquishing statements have been associated with your institution. Please contact eRA Service Desk.*

The system displays the Status Results – Search for Relinquishing Statements screen.

2. Click the View Relinquishing Statement link.

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health  
 Version 2.30.01

Welcome  
 Institution: UNIVERSITY OF CALIF  
 Authority: SO

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

**Status Results - Search for Relinquishing Statements**

Application ID	Proposal Title	PD/PI Name	Application Status	Budget Start Date	Budget End Date	
1R01MH123456-01	Signaling Pathways That Differentiate Dendrite and Axon Development		Awarded, Non-fellowships only	07/05/2010	03/31/2011	<a href="#">View</a>

Export to Excel Show Query Print Hlist

### Status Results - Search for Relinquishing Statements Screen

The system displays the View Relinquishing Statement screen. Relinquishing Statements with a status of *Accepted for Consideration* or *Submitted to Agency* are displayed.

3. Click the View link for the appropriate RS.

U.S. Department of Health & Human Services

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome: Roberta Truscello  
 ID: MOUSEM  
 Institution: HOBART AND WIL  
 Roles: SO  
 Logout | Contact Us | Help

Home Admin Institution Profile Personal Profile Status eSNAP xTrain Admin Supp eRA Partners

**View Relinquishing Statement**

**Important Note:**  
 Displayed Relinquishing Statement(s) may not be final.  
 The Relinquishing Statement with Submitted status has not been reviewed by NIH. An award will be based on the estimated unexpended balance of a relinquishing statement acknowledged as received by NIH.

Select the Relinquishing Statement to view:

Relinquishing Statement(s)	Application ID	PD/PI Name	RS Submitted Date	Status of RS	
	1R03CA999999-01A1	Beach, Sandy	03/22/2012 11:54:59	Accepted for Consideration	<a href="#">View</a>

Cancel

### View Relinquishing Statement Screen

The system displays the RS in PDF format in a separate window. If the PDF file does not exist, the system displays the following message: Document Not Found.

- Click the Cancel button to return to the Status Result – Search for Relinquishing Statements screen.
- Submit the application via Grants.gov using the Parent Funding Opportunity Announcement listed at [http://grants.nih.gov/grants/guide/parent\\_announcements.htm](http://grants.nih.gov/grants/guide/parent_announcements.htm). Please look for the NIH Guide Notice.

## PD/PI Search/View Relinquishing Statement

Once a Relinquishing Statement has been submitted to the Agency, it is viewable within the Commons Status Information screen.

Perform the following steps to view the submitted form.

- On the Status Result – List of Applications/Grants screen, click on the appropriate grant number link in the Application ID column.

Application ID	Grants.gov Tracking #	Proposal Title	PO/PI Name	eSubmission Status	Current Application Status	Status Date
<a href="#">1R01MH073991-01</a>		Sp4 pathway in hippocampus modulates sensorimotor gating	GEYER, MARK A		Application withdrawn for amendment	03/19/20
<a href="#">1R01MH074697-01</a>		Stress and CRF system effects on information processing	GEYER, MARK A		Application withdrawn for amendment	07/14/20
<a href="#">3R01MH052885-13S2</a>		Developmental Models of Gating Deficits in Schizophrenia	GEYER, MARK A		Awarded. Non-fellowships only	09/16/20
<a href="#">4R01MH052885-14</a>		Developmental Models of Gating Deficits in Schizophrenia	GEYER, MARK A	Submission Complete	Awarded. Non-fellowships only	04/09/20
<a href="#">1R01MH073991-04</a>		Sp4 pathway in hippocampus modulates sensorimotor gating	GEYER, MARK A	Submission Complete	Awarded. Non-fellowships only	01/15/20
<a href="#">3R01MH052885-13S1</a>		Developmental Models of Gating Deficits in Schizophrenia	GEYER, MARK A		Awarded. Non-fellowships only	07/07/20
<a href="#">4R01MH052885-13</a>		Developmental Models of Gating Deficits in Schizophrenia	GEYER, MARK A	Submission Complete	Awarded. Non-fellowships only	04/06/20

### Status Result - List of Applications/Grants Screen

The system displays the Status Information screen.

- From the Status Information screen, click on the Relinquishing Statement link in the upper right hand corner.

**Status Information**

General Grant Information		Other Relevant Documents
Status:	Application awarded.	<a href="#">e-Application</a>
Institution Name:	THE REGENTS OF THE UNIV. OF CALIF., UNIV. OF CALIF.,	<a href="#">Latest NGA</a>
School Name:	SCHOOL OF MEDICINE	<a href="#">Notice(s) of Grant Award (PDF)</a> 04/12/2010
School Category:	SCHOOLS OF MEDICINE	<a href="#">Abstract (Awarded Grant)</a>
Division Name:	NONE	<a href="#">Relinquishing Statement</a>
Department Name:	PSYCHIATRY	<a href="#">Additions for Review (0 documents)</a>
PI Name:	GEYER, JEFFERY	
Application ID:	5R01MH123456-14	
Proposal Title:	Developmental Models of Gating Deficits in Schizophrenia	
Proposal Receipt Date:	03/15/2010	
Last Status Update Date:	04/09/2010	
Budget Start Date:	05/01/2010	
Budget End Date:	04/30/2011	
Progress Report Due Date:	03/15/2010	
Current Award Notice Date:	04/12/2010	
Application Source:	Esnap	
Project Period Begin Date:	04/01/1995	
Project Period End Date:	04/30/2011	
eApplication Status:		
FOA:	[PA05-054] - FUNCTIONAL LINKS BETWEEN THE IMMUNE SYSTEM	
NIH Appl. ID:	1234567	

Status Information Screen Displaying the Relinquishing Statement Hyperlink

The system displays the Relinquishing Statements screen.

**Relinquishing Statements**

Grant Number	5 R01 MH999999-05		
PI Name(s)	BEACH, SANDY		
Project Title	Melatonin in Menopausal Depression		
Appl. Status	Application awarded.		
Institution	UNIVERSITY OF CALIFORNIA		
Appl ID	9999999		

Document Name	Status	Submitted Date	Comments for Grantee
<a href="#">Relinquishing Statement</a>	Accepted for Consideration	2012-04-16 11:19:35	

[Close](#)

Relinquishing Statements Screen

- Click the Relinquishing Statement hyperlink to view the Relinquishing Statement PDF.

## eMail Notifications

### eMail to the New Institution Contact eMail Provided on the RS Electronic Form

**Subject:** eRA Commons: Relinquishing Statement for Grant <Grant Number>Submitted

**To:** New institution contact email provided on the RS electronic form



*eMail Content: <Do not reply warning>*

*A relinquishing statement for NIH Grant Number <Grant Number> has been submitted electronically through eRA Commons identifying this email address as a contact for the new institution.*

*You may view this relinquishing statement by going to the Change of Institution Search in Status and executing a query for the relinquishing statement.*

*NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration of the approved project period (competitive segment). The proposed new grantee must submit a change of institution application. See the NIH Grants Policy Statement for policies regarding change of institution requests.*

*If your institution is not registered in the NIH eRA Commons, you will need to register in the eRA Commons and contact the eRA Help Desk for assistance in linking the relinquishing statement to your new institution account.*

*If you have any questions about this email, please contact the eRA Help Desk via the web at <http://ithelpdesk.nih.gov/eRA/>, by phone 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>> or the Grants Management Officer or the Grants Management Specialist identified in the Notice of Award (NoA).*

*Please access the NIH Commons at [URL to Commons Home Page]*

## **Confirmation eMail to PD/PI & SO from Former Institution Acknowledging NIH Receipt of RS**

*TO: PD/PI, SO (who actually submitted the RS)*

***SUBJECT: eRA Commons: Relinquishing Statement for Grant <Grant Number> Submitted***

*eMail Content: <Do not reply warning>*

*A relinquishing statement for Grant <Grant Number> was electronically submitted to NIH and may now be viewed in the eRA Commons on the Status Information screen.*

*If you logged in as PD/PI, go to Status - List of Applications/Grants and select the link associated with the Grant Number.*

*If you logged in as SO, you can access the Status Information page by going to Status, executing a query for the grant, and selecting the link associated with the Grant Number. Also, you can view the submitted relinquishing statement through the Manage Relinquishing Statement page.*

*NIH must review and acknowledge the receipt of the relinquishing statement before a change of institution can be processed.*

If you have any questions about this email, please contact the eRA Help Desk via the web at <http://ithelpdesk.nih.gov/eRA/>, by phone 1-866-504-9552 (tty: 301-451-5939) or [commons@od.nih.gov](mailto:commons@od.nih.gov) <<mailto:commons@od.nih.gov>> or the Grants Management Officer or the Grants Management Specialist identified in the Notice of Award (NoA).

Please access the NIH Commons at [URL to Commons Home Page]

## **The Relinquishing Statement Routed eMail Notification**

**Subject: eRA Commons: Request That You Review Relinquishing Statement for Grant <Grant Number>**

To: PD/PI, SO - Individual selected by the current user as the next reviewer using the Route button

<User Last Name>, <User First Name> has completed processing the Relinquishing Statement for Grant <Grant Number>, and has forwarded it to you.

Please review the Relinquishing Statement in the NIH eRA Commons system and take the appropriate action for its eventual submission to the NIH. Please be aware that the correct new institution name and the contact email address provided on the relinquishing statement are necessary for the appropriate interactions between the awarding IC and grantee institutions involved in the process of the grant transfer.

Please use the link provided below to access the eRA Commons login screen.

The previous reviewer comments on why this action was taken are as follows: [Comments].

Footer:

If you have any questions about this email, please contact <Initiator First Name> <Initiator Last Name> at <[mailto:initiator\\_email\\_addr](mailto:initiator_email_addr)>, who initiated this action.

If you have any questions about the change of institution request process at NIH, please contact the Grants Management Officer or the Grants Management Specialist identified in the Notice of Award (NoA).

If you have any questions about this email, please contact the eRA Help Desk at our preferred method of contact <http://ithelpdesk.nih.gov/eRA/> or call 1-866-504-9552 (tty: 301-451-5939) or [commons@od.nih.gov](mailto:commons@od.nih.gov) <<mailto:commons@od.nih.gov>>.

Please access the NIH Commons at [URL to Commons Home Page]

## **The Relinquishing Statement Returned eMail Notification**

**Subject: eRA Commons: Relinquishing Statement for Grant <Grant Number> has been Returned by NIH**



*To: SO (who submitted RS to the agency), Centralized institution mailbox.*

*Relinquishing Statement for grant <Grant Number> has been reviewed by NIH and routed back to you with the following comments: [Comments]*

**Footer:**

*If you have any questions about this email, please contact Grants Management Specialist <Initiator First Name> <Initiator Last Name> at <mailto:initiator\_email\_addr>, who initiated this action.*

*If you have any questions about this email, please contact the eRA Help Desk at our preferred method of contact <http://ithelpdesk.nih.gov/eRA/> or call 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>>.*

*Please access the NIH Commons at [URL to Commons Home Page]*

*<initiator\_email\_addr> is the Employment address.*

## **The Relinquishing Statement Acknowledged by NIH eMail Notification**

**Subject: NIH Automated Email: Relinquishing Statement for Grant <Grant Number> Received**

*To: SO (who submitted RS to agency), Centralized institution mailbox, PD/PI*

*NIH has acknowledged the receipt of the Relinquishing Statement for grant <Grant Number>.*

**Footer:**

*If you have any questions about this email, please contact <Initiator First Name> <Initiator Last Name> at <mailto:initiator\_email\_addr>, who initiated this action.*

*If you have any questions about the change of institution request process at NIH, please contact the Grants Management Officer or the Grants Management Specialist identified in the Notice of Award (NoA).*

*If you have any questions about this email, please contact the eRA Help Desk at our preferred method of contact <http://ithelpdesk.nih.gov/eRA/> or call 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>>.*

*Please access the NIH Commons at [URL to Commons Home Page]*

## **eMail Acknowledging RS Now Visible to New Institution After IPF is Entered by NIH Internal User**

*TO: PD/PI assigned to the grant, SO who submitted the RS from the former institution, new*

*institution contact email provided on the RS electronic form*

***SUBJECT: eRA Commons: Relinquishing Statement for Grant <Grant Number> is visible to the New Institution***

*eMail Content: <Do not reply warning>*

*A relinquishing statement for Grant <Grant Number> was linked to the new institution by NIH and may now be viewed in the eRA Commons by going to the Change of Institution Search in Status and executing a query for the relinquishing statement.*

***Footer:***

*If you have any questions about this email, please contact the eRA Help Desk via the web at <http://ithelpdesk.nih.gov/eRA/>, by phone 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>> or the Grants Management Officer or the Grants Management Specialist identified in the Notice of Award (NoA).*

*Please access the NIH Commons at [URL to Commons Home Page]*

## **Change of Institution Time Based Reminders**

### **Change of Institution Application Reminder Notice (30 Days after RS Submit Date)**

**Recipients:** New institution contact email provided on the RS form

**From:** [eRANotifications@mail.nih.gov](mailto:eRANotifications@mail.nih.gov)

**Subject:** ***NIH Automated Email: Relinquishing Statement has been submitted XX days ago***

*eMail Content: <Do not reply warning>*

*The relinquishing statement for NIH Grant Number [GrantNumber] has been submitted electronically through eRA Commons <XX> days ago.*

*As the proposed new grantee, you must provide the GMO with a change of institution application prior to the anticipated start date at the new organization and preferably several months in advance. Failure to provide timely notification may result in disapproval of the request or significant delays in processing.*

*If you have already submitted a paper change of institution application, you may disregard this notice.*

*If you do not intend to submit a change of institution application, please contact the grants management officer or the grants management specialist at the awarding IC to inform them.*

*If you have any questions about the change of institution request process at NIH, please contact the grants management officer or the grants management specialist at the awarding IC.*

*If you have any questions about this email, please contact the eRA Help Desk via the web at <http://ithelpdesk.nih.gov/eRA/>, by phone 1-866-504-9552 (tty: 301-451-5939) or [commons@od.nih.gov](mailto:commons@od.nih.gov) <<mailto:commons@od.nih.gov>>.*

*Thank you.*

### **RS Reminder Notice (30 Days after Change of Institution Application Submit Date)**

**Recipients:** Any SO at the Former Institution (of the Parent Grant), Former Institution centralized mailbox, PD/PI on the application

**From:** [eRANotifications@mail.nih.gov](mailto:eRANotifications@mail.nih.gov)

**Subject:** *NIH Automated Email: Change of Institution Electronic Request has been submitted XX days ago*

*eMail Content: <Do not reply warning>*

*The Change of Institution request for NIH Grant Number [Parent Grant Number] has been submitted electronically through Grants.gov <XX> days ago.*

*The request to change the grantee institution indicates that there may be a change in status of the PD/PI which requires prior approval from the NIH. Please contact the grants management officer or the grants management specialist at the awarding IC to discuss the status of the award.*

*If you have already submitted a relinquishing statement on paper, you may disregard this notice.*

*If you have any questions about this email, please contact the eRA Help Desk via the web at <http://ithelpdesk.nih.gov/eRA/>, by phone 1-866-504-9552 (tty: 301-451-5939) or [commons@od.nih.gov](mailto:commons@od.nih.gov) <<mailto:commons@od.nih.gov>>.*

*Thank you.*

## **Error Messages**

If the system may determine that an unexpected error occurred, then the following error message appears.

An unexpected error occurred. Please contact eRA Service Desk.

If the system determines that the required field information was not entered on the search screen, then the following error message is produced:

You must enter the following required fields to proceed<field>.

If the system determines that the grant being searched for is not found, then the following error message is produced:

No grants to relinquish have been found.

If the system determines that the new institution name has not been entered on the RS, then the following error message is produced:

New Institution Name is a required field.

If the system determines that the new institution's Email Address has not been completed on the RS, then the following error message is produced:

Please enter data in the Email Address field (e.g. user\_name@domain\_name.com)  
(ID: 30102).

If the system determines that the Termination Date has not been completed on the RS, then the following error message is produced:

Termination Date is a required field. (ID: 200241)

If the system determines that the Termination Date is not within the current budget period on the RS, then the following error message is produced:

The requested Termination Date must be within the current budget period.

If the system determines that the Direct Cost field has not been completed on the RS, then the following error message is produced:

Direct Cost is a required field.

If the system determines that the Direct Costs of unexpended balance on the RS exceed the amount awarded for the current budget period, then the following error message is produced:

The direct costs being relinquished must not exceed the direct costs for the current budget period for transfers of active awards.

If the system determines that the Indirect Costs of unexpended balance on the RS exceed the amount awarded for the current budget period, then the following error message is produced:

The indirect costs being relinquished must not exceed the direct costs for the current budget period for transfers of active awards.

If the system determines that the total unexpended balance on the RS exceeds the amount awarded for the current budget period, then the following error message is produced:

The total costs being relinquished must not exceed the costs for the current budget period for transfers of active awards.

If the system determines that the Direct Cost, or the Indirect Cost or the Total Cost exceeds 999,999,999, then the appropriate error messages are displayed:

- Direct Cost amount cannot exceed 999,999,999.
- Indirect Cost amount cannot exceed 999,999,999.

- Total Cost amount cannot exceed 999,999,999.

# FFR Module

What is FFR?

NIH has transitioned from the use of Financial Status Reports (FSRs) to Federal Financial Reports (FFRs) items 10.d. – 13.e. for the reporting of expenditure data. See guide notice NOT-OD-11-017 (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-11-017.html>).

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to report the status of funds for grants or assistance agreements to the sponsor of the grant using the Federal Financial Report expenditure data. The FFR module allows grantees to electronically submit a statement of expenditures associated with their grant to the sponsor of the grant via the electronic Research Administration (eRA) Commons (Commons).

## Report Submission Due Dates

The FFR is prepared and submitted by Grant and Contract Accounting (GCA) on behalf of the Principal Investigator (PI). The schedule for submitting required financial reports is generally specified in the award documents of a grant or contract. [See NIH FFR Supplemental instructions](#). Different due dates exist for FFRs depending on whether the report is an annual report or the final report.

### Annual Federal Financial Report

For awards requiring annual submission of an FFR, the report must be submitted each budget period within 90 days of the calendar quarter in which the budget period ended. The reporting period for the annual FFR is the budget period for the award. The actual submission date is based on the calendar quarter (6/30, 9/30, 12/31, and 3/31).

### Final Federal Financial Report

For awards requiring a final FFR, the due date and status for a final FFR are based on the Project Period End Date (PPED) as follows:

- Pending: If the FFR is not submitted and it is within 120 days of the PPED
- Due: If the FFR is not submitted and it is between the PPED and 120 days past the PPED
- Late: If the FFR is not submitted and it is over 120 days past the PPED

## FSR Role in Commons

An extramural institution user who has the authority to view, enter, and submit an FFR on behalf of his entire organization must hold the FSR role in eRA Commons to access the FFR module. A institution's Signing Official (SO) or Account Administrator can add this role to a user's account.

Depending on the institution's workflow process, it is possible for the Signing Official (SO) or Business Official/Administrative Official (BO/AO) to have FSR person responsibilities. As such, these two authorities may be combined on the same account.

An account with only the FSR role assigned can only perform tasks associated with FFRs; however, an account can include multiple roles, including that of FSR.

### Features of FFR

If you have the FSR role in Commons, you can use the FFR module to perform multiple tasks. Available options vary depending on the status of the FFR associated with the award.

- Search for grant awards within your organization having associated FFRs
- Create a new FFR
- Edit a work in progress FFR
- View an FFR as a PDF
- Submit an FFR
- Correct a submitted FFR
- View the submission history of an FFR

NIH requires all financial expenditure data to be submitted via eRA Commons. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to NIH.

With the transition of expenditure data reporting from Financial Status Reports (FSRs) to FFRs, it is possible that you may need to revise a previously submitted FSR. In this case, the revised report should also be submitted using the FSR format. eRA Commons will automatically select the correct form for you.

Uninitiated FSRs or FSRs in a Work in Progress status are no longer available. For these FSRs, eRA will reject the old report and institutions must create a new report using the FFR format. If you have questions on the version of the report being used or if you can no longer find your in progress report, please contact the [eRA Service Desk](#).

The Commons Online Help contains detailed information on the FFR module. You can access the FFR topics by selecting any of the help icons (?) on the FFR screens or by directly entering the following URL into your browser: [http://era.nih.gov/erahelp/commons/#Commons/FFR/ffr\\_intro.htm](http://era.nih.gov/erahelp/commons/#Commons/FFR/ffr_intro.htm). If you prefer a PDF format user guide, refer to the Federal Financial Report (FFR) Expenditure Data User Guide at [http://era.nih.gov/files/ffr\\_user\\_guide.pdf](http://era.nih.gov/files/ffr_user_guide.pdf).

### Accessing FFR

The FFR module is housed within Commons. If you hold the FSR Commons role, you have access to FFR.

1. Navigate to Commons on the internet at <https://commons.era.nih.gov/commons/>.
2. Log into Commons using your User Name and Password.
3. Select the FFR tab from the Commons menu tabs.

# Financial Conflict of Interest (FCOI) Module

The Electronic Research Administration (eRA) Commons is a Web-based system for applicants and institutions to participate in the electronic grant administration process. Commons provides a modular framework and infrastructure that allows National Institutes of Health (NIH) extramural grantee organizations, Operating Divisions (OPDIVs), grantees, and the public to conduct grant-related business with NIH.

The Financial Conflict of Interest User Guide will instruct a user on how to allow specific users to manage the Financial Conflict of Interest (FCOI) reporting process for their particular Institution. The Financial Conflict of Interest (FCOI) reporting process allows institutions to report the existence of any identified financial conflicts of interest to the Agency as required by the Federal regulation, specifically Title 42 Code of Federal Regulation Part 50 Subpart F for grants and cooperative agreements. The institution's Signing Official (SO) completes this reporting process unless an FCOI role is delegated to another user (the SO can also assign the FCOI\_ASST and FCOI\_View roles to other users). To do this, the SO must log into the eRA Commons and navigate to the FCOI sub-system.

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. An institution's Signing Official completes this reporting process unless another Commons user is delegated with the proper authority to access the module.

The FCOI module in Commons allows institutional users to:

- Initiate and prepare FCOI reports
- Electronically submit reports and supporting documents as well as annual FCOI reports
- Receive notification via email upon the submission and receipt of an FCOI
- Search and view FCOI reports previously submitted through the Commons
- Revise an Initial 2011 FCOI Report to update FCOI data following completion of the Retrospective Review or to submit a Mitigation Report when bias is found following the completion of a Retrospective Review.
- Access history of actions
- Assign FCOI access to other Commons users

Additional information on the reporting requirements can be found within the Frequently Asked Questions on the Office of Extramural Research's Financial Conflict of Interest website at <http://grants.nih.gov/grants/policy/coi/index.htm>.



For more information on the FCOI module, refer to the FCOI topic of the Commons Online Help System (<http://era.nih.gov/erahelp/commons/>) or the Financial Conflict of Interest (FCOI) External User Guide ([http://era.nih.gov/files/fcoi\\_user\\_guide.pdf](http://era.nih.gov/files/fcoi_user_guide.pdf)).

# Non Research Amendments

The steps below outline the process for grantees to submit post-award amendment applications for funding

## PI Initiate

When a user with a PI role selects the **Non-Research** tab and then the **Manage Post Award Amendments** tab, the system will present them with a list of grants eligible for amendments. This list will only display those grants on which the user is a PI.

A checkbox is available to show expired grants as well and these may also be amended.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners

Manage Post Award Amendments

**Manage Post Award Amendments: Search** ?

Include Expired Grants ?

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM999999	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View
H79SM333333	SAMHSA	01/01/2015	12/31/2024	01/01/2015	12/31/2020	SAMHSA Non-Research Type 1 FOA	Initiate...
H79SM666666	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View

Showing

- Budget Rev
- Carryover P
- Change in S
- Key Person
- Merger, Tra
- No-Cost Ext
- Organizatio

The screen will show buttons in the Action column for initiating a new amendment application or to view a previous amendment application if that grant has had one previously.

The **View** button option will display any amendment applications associated with that grant. Please see the [View](#) section for more detail.

Clicking on the **Initiate** button will open a menu showing the following types of amendment options:

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organization Change

Clicking on one of the menu options will open up the ASSIST module and open the forms required for the type of amendment selected. ([click for an example](#))

# Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health



Home > Application Information

Required Forms

Other type of

## Application Information

Tip: Some actions (e.g. Preview Application and Validate Application) are only available from the Application Information link in the breadcrumbs above can be used to return to this screen.

### Actions

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

Summary

SF424 Cover

HHS Checklist

Budget - Non-Construct.

Budget Narrative

Project Narrative

Other Narrative Attachments



### Application Information

Application Identifier: 10805

Application Type: Post Award Amendment (Budget Review)

Application Project Title: SAMHSA Type 1 Non-Research FOA

PD/PI Name:

Organization: UNIVERSITY OF GAUDIUM

Project Period: 01/01/2020 - 12/31/2024

Status: Work in Progress Submit Application

Status Date: 2016-10-05 05:25:49.000 PM EDT



### FOA Information

FOA Number: PA-51-666

Opportunity Title: SAMHSA TEST Post Award Amendment

Agency: SAMHSA

CFDA Number:

Competition ID: SAMHSA-TEST-T6-PAA

Opportunity Open Date: 07/06/2016

Opportunity Close Date: 06/30/2020

Agency Contact: NIH Tester  
For NGIT Testing Purposes  
E-mail: era1ATesters@mail.nih.gov  
Phone: 123-123-1234

SAM Registration Expiration Date: 08/22/2017

An active SAM Registration is required to submit your application to the agency

Click for SAM Registration Details

The application will include the main SF424 form as well as other forms that required based on the type of amendment selected. Each tab navigates to that form.

Other features on the Information page will show the type of amendment, the PI and Institution information, the related FOA, as well as other information.

It is important to check the SAM registration to be sure that the expiration date is *after* the submission date.

## SO Initiate

SAMHSA users who are Business Officials will be given the Signing Official role in eRA Commons.

Business Officials with the SO (Signing Official) role in eRA Commons will be able to search for all grants that are eligible to be amended within their institution.

Open **Search** by clicking on the **Non Research** tab and then the **Manage Post Award Amendments**.

The resulting Search screen will provide fields to search by several criteria. If the search criteria fields are left blank and then the **Search** button is clicked, a list of *all* eligible grants for the institution are displayed.

The SO may then use the **Filter** tool to find specific grants or grants with specific criteria (specific PD/PI, for example).



## Manage Post Award Amendments: Search ?

Activity  IC  Serial #  PD/PI Last Name

include expired grants

Filter:

Grant Number	Federal Agency	Project Period Start	Project Period End	Budget Period Start	Budget Period End	Project Title
R01GM123456	SAMHSA	01/02/2017	01/02/2022	01/02/2017	01/02/2018	Project title will go here, abbrev
R01GM333333	SAMHSA	11/02/2017	11/02/2022	11/02/2017	11/02/2018	Another title here, abbreviated t
R01GM111111	SAMHSA	01/02/2016	01/02/2021	01/02/2016	01/02/2017	Another title here, abbreviated t
R01GM444444	SAMHSA	01/02/2017	01/02/2022	01/02/2017	01/02/2018	Project title will go here, abbrev
R01GM222222	SAMHSA	11/02/2017	11/02/2022	11/02/2017	11/02/2018	Another title here, abbreviated t

The resulting list will have an **Initiate** button and, if there are already amendments for that grant, a **View** button.

The **View** button option will display any amendment applications associated with that grant. Please see the [View](#) section for more detail.

Once the grant to be amended is located, click on the **Initiate** button in the **Action** column on the row for that grant to see a drop-down menu listing the following amendment options:

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM123456	SAMHSA	09/30/2014	09/29/2019	09/30/2016	09/29/2017	ACME Department of Health and Social Affairs Project LA	<div style="border: 1px solid black; padding: 5px;"> <span style="background-color: #4CAF50; color: white; padding: 2px 10px;">Initiate...</span> <ul style="list-style-type: none"> <li>Budget Revision</li> <li>Carryover Request</li> <li>Change in Scope</li> <li>Key Personnel</li> <li>Merger, Transfer, etc</li> <li>No-Cost Extension</li> <li>Organization Change</li> </ul> </div>
U79SP123456	SAMHSA	09/30/2014	09/29/2019	09/30/2015	09/29/2016	ACME Departme Health and Social Affairs SPF-PFS Project	

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organizational Change

Select the most appropriate type. The user will then be taken to the ASSIST tool to begin the post-amendment application with the amendment-specific forms. (

# Application Submission System & Interface for Submission Tracking (ASSIST)

Sponsored by the National Institutes of Health



Home > Application Information

Required Forms

Other type of

## Application Information

Tip: Some actions (e.g. Preview Application and Validate Application) are only available from the Application Information link in the breadcrumbs above can be used to return to this screen.

### Actions

ADD OPTIONAL FORM

PREVIEW APPLICATION

VALIDATE APPLICATION

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

COPY APPLICATION

Summary

SF424 Cover

HHS Checklist

Budget - Non-Construct.

Budget Narrative

Project Narrative

Other Narrative Attachments



### Application Information

Application Identifier:	10805
Application Type:	Post Award Amendment (Budget Review)
Application Project Title:	SAMHSA Type 1 Non-Research FOA
PD/PI Name:	
Organization:	UNIVERSITY OF GAUDIUM
Project Period:	01/01/2020 - 12/31/2024
Status:	Work in Progress <a href="#">Submit Application</a>
Status Date:	2016-10-05 05:25:49.000 PM EDT



### FOA Information

FOA Number:	PA-51-666
Opportunity Title:	SAMHSA TEST Post Award Amendment
Agency:	SAMHSA
CFDA Number:	
Competition ID:	SAMHSA-TEST-T6-PAA
Opportunity Open Date:	07/06/2016
Opportunity Close Date:	06/30/2020
Agency Contact:	NIH Tester For NGIT Testing Purposes E-mail: era1ATesters@mail.nih.gov Phone: 123-123-1234

SAM Registration Expiration Date: 08/22/2017

An active SAM Registration is required to submit your application to the agency

[Click for SAM Registration Details](#)



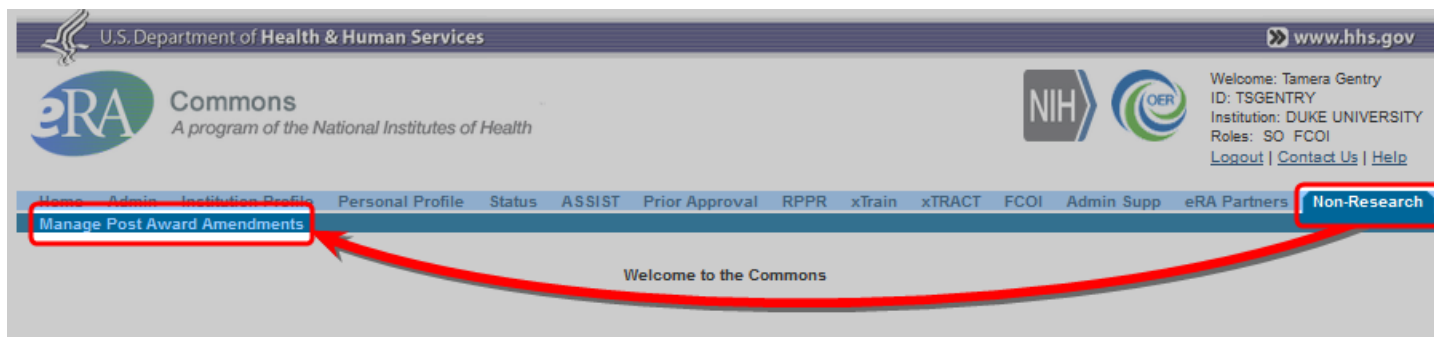
The application will include the main SF424 form as well as other forms that required based on the type of amendment selected. Each tab navigates to that form.

Other features on the Information page will show the type of amendment, the PI and Institution information, the related FOA, as well as other information.

It is important to check the SAM registration to be sure that the expiration date is *after* the submission date.

## View Amendments

In order to view amendments, log into eRA Commons with the PI or SO role. Select the **Non-Research** tab, and then select **Manage Post Award Amendments**.



The **Manage Post Award Amendments: Search** screen will open.

**PIs** will see a list of grants, for that PI, which are eligible to be amended.

The list can be resorted by clicking the heading title for any column except for **Action**.

By default, expired grants are excluded but the **Include Related Grants** checkbox may be selected to include those grants in the search results.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp

eRA Partners Non-Research

Manage Post Award Amendments

### Manage Post Award Amendments: Search ?

Include Expired Grants ?

Showing 1 - 3 of total 3

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM000123	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View <span>Initiate...</span>
H79SM001234	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View <span>Initiate...</span>
H79SM012345	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View <span>Initiate...</span>

SOs will initially see search fields above an empty hitlist.

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp

eRA Partners Non-Research

Manage Post Award Amendments

### Manage Post Award Amendments: Search ?

Activity ? activity code IC \* ? All selected (6) -

Serial # ? 000000 PD/PI Last Name ? last name

Include Expired Grants ? Search

Showing 0 to 0 of 0 entries

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
No data available in table							

The SO may then search via any combination of; *Activity*, *IC*, *Serial #*, or *PD/PI Last Name*. The **Include Expired Grants** checkbox allows the option to include expired grants in the search results.

If all fields are left blank, the search results will include all eligible grants within the institution.

Use the Filter field for additional specification

### Manage Post Award Amendments: Search ?

Include Expired Grants ?

Showing 1 - 3 of total 3 (filtered from 42)

Filter:

Show  per page

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM000123	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	<input type="button" value="View"/> <input type="button" value="Initiate..."/>
H79SM001234	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	<input type="button" value="View"/> <input type="button" value="Initiate..."/>
H79SM012345	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	<input type="button" value="View"/> <input type="button" value="Initiate..."/>

**For both the PI and SO Search results;**

Grants that have had amendments submitted will have a **View** button as well as the **Initiate** button in the **Action** column of the table.

Clicking on the **View** button will open up the *View* screen and display the amendments related to that specific grant as well as their statuses.

## Manage Post Award Amendments: View ?

Application Information		Core Grant Number
Grant Number: H79SM000123	Project Period: 01/01/2020 - 12/31/2024	Organization Name: UNIVERSITY OF GAUDIUM Grant Program (PCC):

Amendment Application #	Grants.gov Tracking #	Budget Start	Budget End	Type	Submitted	Action
6H79SM000123-01L003	GRANT00655693	01/01/2020	12/31/2020	Change in Scope	09/19/2016	In-Interest, or Transfer
6H79SM000123-01L002	GRANT00655691	01/01/2020	12/31/2024	Change in Scope	09/19/2016	In-Interest, or Transfer
6H79SM000123-01L001	GRANT00655690	01/01/2020	12/31/2024	Change in Organizational Information	09/19/2016	Action
6H79SM000123-01L001	GRANT00655694	01/01/2020	12/31/2024	In-Interest, or Transfer		In-Interest, or Transfer
6H79SM000123-01L001	GRANT00655838	01/01/2020	12/31/2024	In-Interest, or Transfer		In-Interest, or Transfer

**NOTE:** Awarded applications will have an "M" in the suffix instead of the "L" in the related application number

The **Back to Search** button at the top of the page will return the user to the previous page.

The **Initiate** button at the top of the page will give options to begin another amendment application.

The **Action(s)** button in the **Action** column provide a menu giving the options to either view a consolidated PDF of all related Requests for Additional Material (**View Prior RAM**) or to open up the RAM screen in order to upload materials (**Edit RAM**). The Edit RAM option will not show for awarded applications. See the section on [RAM](#) for more detail.

Please see these topics for more detail:

- [PI Initiate](#)
- [SO Initiate](#)

## Request for Additional Materials - RAM

Subsequent to submitting an amendment application, the Program Official (PO) or Grants Management Specialist (GMS) may ask for additional information to be submitted. This is done via a "Request for Additional Materials" (RAM).

From the *View Amendments* screen, any applications that require additional materials or actions will display an **Action(s)** button in the **Action** column.

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Office of Extramural Research
Sabrina Bakit

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[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [ASSIST](#) [Prior Approval](#) [RPPR](#) [xTrain](#) [xTRACT](#) [Admin Supp](#) [eRA Partners](#)

[Manage Post Award Amendments](#)

### Manage Post Award Amendments: View ?

[Back to S](#)

**Application Information**

<b>Grant Number:</b> H79SM1234567	<b>Organization Name:</b> UNIVERSITY OF PATIENTIA
<b>Project Period:</b> 01/01/2020 - 12/31/2024	<b>Grant Program (PCC):</b>

Amendment Application #	Grants.gov Tracking #	Budget Start	Budget End	Type	Submitted	Status	Award #
6H79SM123456-01L003	GRANT12345678	01/01/2020	12/31/2020	Change in Scope	09/19/2016	In Review	
6H79SM123456-01L002	GRANT00655691	01/01/2020	12/31/2024	Change in Scope	09/19/2016	In Review	
6H79SM123456-01L001	GRANT12345678	01/01/2020	12/31/2024	Change in Organizational Information	09/19/2016	Awarded	6H79SM123456
6H79SM123456-01L004	GRANT00655694	01/01/2020	12/31/2020	Change in Scope	09/19/2016	In Review	
6H79SM123456-01L005	GRANT00655838	01/01/2020	12/31/2024	Merger, Successor-In-Interest, or Transfer	09/22/2016	In Review	

Clicking on **Action(s)** will open up a menu to select from **Edit RAM** or **View Prior RAM**.

**View Prior RAM** will provide a PDF file of all RAM submissions that have been made for that Amendment application.

Selecting **Edit RAM** will open the *RAM* screen.

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### Post-Award Amendment Application: Request for Additional Materials (RAM) ?

**Application Information**

<b>Grant Number:</b> R012345	<b>Amendment Application #:</b> L0001	<b>PD/PI Name:</b> Doe, John	<b>Budget Period:</b> 01/01/2016 - 01/01/2017
<b>Project Title:</b> Project Title will go here	<b>Amendment Type:</b> Budget Revision	<b>Org Name:</b> University of School	<b>Project Period:</b> 01/01/2016 - 01/01/2021
<b>Grant Program (PCC):</b> 12345			

### RAM

Instructions here, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed sit amet enim eu lorem tempus finibus. Sed sit amet leo turpis. Nam luctus velit id dictum bibendum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Nunc iaculis a urna quis aliquam. Curabitur et quam leo. Fusce tincidunt metus vel facilisis auctor.

**Please provide additional materials:** Upload

File Name	Date Created	
uploaded-document-1.pdf	01/20/2016	View Delete
uploaded-document-22.pdf	01/22/2016	View Delete
uploaded-document-333.pdf	01/23/2016	View Delete

**Please provide Comments to Agency:**

Cancel Preview Save Submit

### On this screen will be:

- **Application Information** - A summary of the related application for which the RAM is being requested.
- An option to upload required documents requested. Up to 10 documents may be uploaded. Individual documents may not exceed 6MB in size.
- An area used for the justification which is a free-form text box and is a required field.
- **Cancel**, **View**, **Save**, and **Submit** buttons.
  - **Cancel** - Takes the user back to the Amendment View
  - **View** - Creates a PDF of all submitted RAMs
  - **Save** - Saved the current in-progress RAM
  - **Submit** - Sends the RAM to the agency. Once submitted, no more changes to this specific RAM can be made and the justification and uploaded files will be appended to the final summary PDF.

There can only be one active (i.e. non-submitted) RAM at a time to which changes can be made by any authorized user. Once submitted, a new RAM is required for additional changes.

- **Things to note:**

- There is no limit to the number of RAMs that the user can submit.
- Both PI and SO can edit the RAM as it allows for a partial save.
- The system provides an audit trail of who uploaded the documents.
- The user can see a consolidated list of all documents uploaded for RAM submission, with the latest on top. It is presented to the agency as one PDF with all documents combined.

Check all documents after uploading to ensure the right ones have been submitted.

When the RAM is submitted, an email notification is sent to the Government Project Officer (GPO), Grant Technical Assistant (GTA) and Grants Management Specialist (GMS) .

The system provides an audit trail of who uploaded the documents.

## xTRACT

Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

Because xTRACT is integrated with Commons it is able to pre-populate some training data for training tables and reports by using xTrain appointment and related data. This includes trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows the manual entry of data, for information not found in Commons or xTrain. This manually entered information is stored in xTRAIN and can be re-used when preparing subsequent training table submissions.

If you are a Signing Official (SO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module.

xTRACT is a tool for creating training tables. Tables generated in xTRACT must be attached to and submitted with the appropriate progress report or application. There is no Submit feature in xTRACT.

For additional information on xTRACT, please refer to the resources below:

- Guide Note: [NOT-OD-16-007](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-007.html) (http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-007.html)
- xTRACT Online Help: <http://dev.era.nih.gov/erahelp/xtract>



## Reference Letters

If you are asked to submit a reference letter for someone, you must do so using eRA Commons. Reference letters can be submitted any time after the Funding Opportunity Announcement (FOA) is posted and no later than the deadline.

The referee need not log in to Commons to submit a reference letter for an applicant. The process is external to Commons.

Although - as the Referee - you do not need a Commons role to submit a reference letter, the candidate on whose behalf you are writing must have a Commons account and hold the PI role. If your candidate does not hold this role, you will receive the following error when attempting to submit the letter: Commons User ID of Applicant entered is invalid (ID:90274).

The candidate's Signing Official (SO) or Accounts Administrator (AO) at the institution will need to assign the PI role to the candidate's Commons account.

In order for you to submit a reference letter, the candidate must supply you with the following:

- Applicant's PI Commons User ID
- PI's last name as it appears on the Commons account
- Funding Opportunity Announcement (FOA) number
- FOA opening date and application submission deadline

Letters of reference must be no longer than 2 pages and in the PDF format.

For Fellowship applications and Career Development programs a Letter of Reference form is no longer required. A letter written on university letterhead or similar is acceptable.

To submit a reference letter, follow the steps below:

1. Use your internet browser to access the Welcome to the Commons at [https://-public.era.nih.gov/commons/public/login.do](https://public.era.nih.gov/commons/public/login.do)

2. Select the Submit Reference Letter link.

The screenshot shows the eRA Commons website interface. At the top left is the eRA Commons logo with the text "A program of the National Institutes of Health". At the top right are the NIH and OER logos, along with "Contact Us | Help" links. The main content area is titled "Welcome to the Commons" and includes a "System Notification Message" stating "All systems are currently available." Below this is a "Scheduled Commons Maintenance" notice and a "Support Related Resources" section with links to "Avoiding Common Errors", "Applying Electronically website", and "eRA website". A "Commons Related Resources" section is highlighted with a red box, containing a link to "Submit Reference Letter". To the right, there are sections 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", "Loan Repayment Program", and "Commons Quick Queries"). At the bottom left, there is contact information: "Toll-free: 866-504-9552", "Phone: 301-402-7469", and "Contact initiated outside of business hours via Web or voice mail will be returned the next business day." At the bottom right, there is a privacy notice: "Use of the eRA Commons website requires gathering personal information as part of the NIH grant proposal submission and administration process. Grant proposals are treated as confidential until awards are made. Upon award, the title, principal investigator name(s), abstracts, and award amount are disclosed publicly. Other information may be made available within and outside the NIH through routine uses, as described in SORN 09-25-0036, or, subject to the provisions of the Freedom of Information Act 5 U.S.C. 552. Your activity while using this site is not anonymous: to protect the site, NIH tracks the IP address and login information that is used for access, as well as the individual pages you visit. The IP address is used to help verify user ID and to provide information specific to the user's interest and/or to respond to user queries. A more detailed notice is provided [Here](#)."

Submit Reference Letter Link

The Submit Reference Letter form displays.

## Submit Reference Letter ?

### Notes and Tips:

- If you are submitting a reference for a fellowship application, please make sure to follow the instructions in [Reference Letter Submission Process Guide](#)
- Note: The Fellowship Reference Form previously used with Fellowship applications is no longer required.
- 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.
- FOA Number: Use format of IC-YY-xxx. For RFAs, drop the 'RFA-'. For example, for RFA-RM-13-006 use RM-13-006.

\* indicates required field

Referee Information	
Referee First Name:*	<input type="text"/>
Referee Last Name:*	<input type="text"/>
Referee MI Name:	<input type="text"/>
Referee Email:*	<input type="text"/>
Referee Institution/Affiliation:*	<input type="text"/>
Referee Department:*	<input type="text"/>
Applicant Information	
PI Commons User ID:*	<input type="text"/>
PI Last Name:*	<input type="text"/>
Funding Opportunity Announcement Number:*	<input type="text"/>
Reference Letter Confirmation # (if re-submitting):	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

### Submit Reference Letter Screen

3. Fill out the fields on this page. Required fields are displayed with a red asterisk (\*).
4. Select the Continue button.

The screen updates providing you a place for uploading your letter or form. The letter must be in PDF format and should not exceed two pages. The PDF cannot be password-protected and should not be fillable.

5. Attach the reference form or letter using the Browse button.
6. After attaching your letter, select the Submit button.

Once a reference letter is submitted, you and the candidate will receive a confirmation via email that the letter was received. The candidate will not be able to see the reference letter you've submitted.

If you need to submit a corrected reference letter, access the Commons Submit Reference Letter screen again, filling out the fields, this time entering the Reference Letter Confirmation # with the previous submission's confirmation number. Continue, attach the new letter, and submit again.

For more information, refer to our tutorial on You Tube titled [Submit Reference Letters in Commons](#).

# Understanding Grant Numbers

A grant number provides unique identification for the grant. The figure below shows an example of a complete NIH grant number.

Sample Grant Number: 1 R01 CA 123456-01A1

Application Type	Activity Code	Institute/Center (IC)	Serial Number	Support Year	Extension
1	R01	CA	123456	01	A1

The grant number is comprised of the following parts:

**Application Type:** Indicates the type of application (e.g., new, renewal, non-competing, etc.)

**Activity Code:** Represents the specific category of support (e.g., research projects, fellowships, etc.)

**Institute/Center Code:** The code for the NIH Institute/Center (IC) associated with the grant

**Serial Number:** The unique number - assigned by the NIH Center for Scientific Research (CSR)- identifying the specific application

**Support Year:** Indicates the current year of support (e.g., an 01 support year is a new grant)

**Suffix Code:** An optional code used for supplements, amendments, or fellowship institutional allowances

For additional information, access the Grants & Funding website listing the types of grant programs (**Policy:**[http://grants.nih.gov/grants/funding/funding\\_program.htm](http://grants.nih.gov/grants/funding/funding_program.htm)).

## ORCID

The *Open Researcher and Contributor ID* (ORCID) is used withing NIH and GRANTS.GOV to relate publications to grants. Due to this relationship, the place to add the ID is within NCBI (*National Center for Biotechnology Information*) and not within eRA Commons directly.

Once the ORCID is linked in NCBI, the update will propagate to the profile in Commons.

If you do not already have this ID, it can be created at <http://orcid.org/>.

The steps to link it in MyNCBI would be similar to the instruction set used by the *National Library of Medicine*: [https://www.nlm.nih.gov/pubs/techbull/so14/so14\\_sciencv\\_orcid.html](https://www.nlm.nih.gov/pubs/techbull/so14/so14_sciencv_orcid.html)

For additional help with NCBI, use their email-based service desk:

[NCBI Service Desk email link](#)

That link is found on the lower right of the [NCBI logon page](#).

For more information regarding ORCID ID please visit <http://orcid.org>.