

eRA COMMONS

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COMMONS Overview

- On-line connection to NIH for information on pending applications and awarded grants.
 - Status of applications submitted electronically
 - Get timely information regarding a pending review, its results, summary statements, and award information.
 - Links to NIH staff: Scientific Review Administrator, Program Official, Grants Management Officer and Specialist.

2

COMMONS Overview

- Registering your Institution
 - Must be done by an official in the business office.
 - This can take up to 4 weeks to complete
 - Information is entered on-line and electronically sent to NIH
 - A copy of the page is printed, signed, and faxed to the eRA Commons Help Desk
 - Upon NIH verification, the Business Office official can begin creating accounts for Institution staff
 - http://era.nih.gov/virtualschool/external/c101_GranteeRegistrationProcess.htm

3

COMMONS Demonstration Site

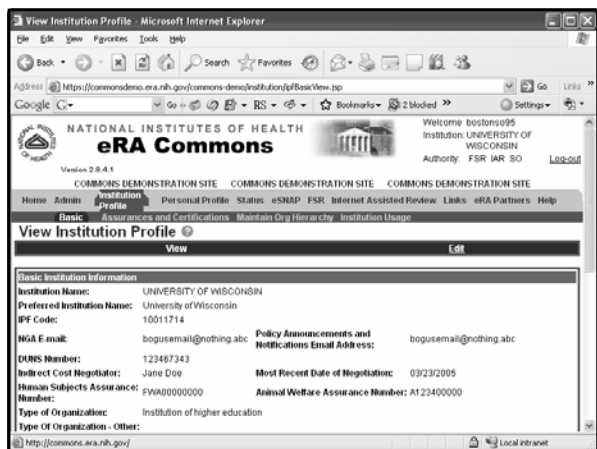
- Created to emulate the production COMMONS system for training and demonstrations
- Allows access to anyone who has an interest in the NIH eRA COMMONS, no need to be affiliated with a registered institution

7

Institution Profile

- View-only access for all roles other than SO
- Basic Information Page
- Assurances and Certifications Page
- Organization Hierarchy
- Institutional Usage

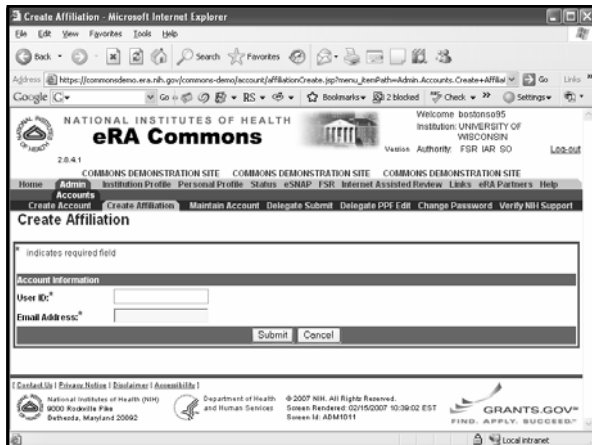
8



Account Administration

- Create Account
- Create Affiliation
 - http://era.nih.gov/virtuelschool/external/Grantee_Affiliation.htm
- Maintain Account
 - View, Edit, Delete, Affiliate

10



Account Administration

- Delegate Submit (eSNAP, SO only)
- Delegate PPF Edit (Mostly for PI)
- Change Password
- Verify NIH Support (PI Only)

12

Personal Profile (PPF)

- Single Point of Ownership
 - You are responsible for keeping your information current and correct
 - Very few staff members at NIH have access to change information (for emergencies only)

13

Personal Profile (PPF)

- Personal Information
- Race/Ethnicity
- Employments
- Degrees
- Publications
- Other Addresses (Reviewer, Residential)

14

The screenshot shows a web browser window titled "Personal Information - Microsoft Internet Explorer". The address bar displays a URL from commonsdemo.era.nih.gov. The page content includes a navigation menu with "Personal Profile" selected, and a form titled "Personal Information". The form has a "Name Prefix" dropdown set to "Dr", "First Name" field with "Bob", "Last Name" field with "Pisciotto", "SSN" field, "DOB" field with "09/03/1960", "Gender" dropdown set to "WITHHELD", "U.S. Citizenship" dropdown set to "CITIZEN", "Citizenship Country" dropdown set to "UNITED STATES", and "eRA Email" field with "bogusemail@nothing.abc". There are also checkboxes for "Disabilities (select all that apply)", "Hearing", "Missing Extremities", "Vision", and "Nonparalytic Orthopedic".

Status

- Status Searches
- Grant Number is hyperlink to full Status information
- Application image
- Just-In-Time
- One Time Extension
- Close out
- Progress Report Face Page
- Application image

16

Application ID	Proposal Title	PI Name	Application Status	Budget Start Date	Action
RL1CA072932-01	New Important Cancer Research	Blutarsky, John	Awarded	05/11/2004	
RL1CA072932-02	Program Project for Cancer Research	Blutarsky, John	Awarded	05/11/2005	Requires Closeout
RL1CA072932-03	Cancer Research in Simple Note Abstracting Programs	Blutarsky, John	Pending	05/11/2006	eSNAP Progress Report
RL1HL072932-01	New Interesting Research on the Heart	Blutarsky, John	Awarded	05/11/2004	
RL1HL072932-02	Research on the Heart and Other Stuff	Blutarsky, John	Awarded	05/11/2005	
RL1HL072932-03	Heart Research to Sample Northern Area Pumpkins	Blutarsky, John	Pending	05/11/2006	eSNAP Progress Report
RL1CA072932-04	New Medical Cancer Research of the Thyroid	Blutarsky, John	Pending	05/11/2006	IT
RL1A072936-05	Allergy Research	Blutarsky, John	Awarded	07/10/2005	Requires Closeout Extension
RL111838	Medical Cancer Research of the ALL	Blutarsky, John	Received	05/11/2006	Transmittal Sheet Request Application
RL111831	Medical Cancer Research of the ALL	Blutarsky, John	Received	05/11/2006	Transmittal Sheet Request Application

eSNAP

- PI – Upload Science, edit business and route
- ASST– Can be delegated to upload science, edit business but can not route or initiate
- AO - edit business and route to another user
- SO edit business, route to another user and submit
- All can view or validate eSNAP report

19

eSNAP

- eSNAP Hit List
 - Shows grants routed to SO
 - Hyperlink grant numbers to eSNAP Screens

20

eSNAP

- Mange eSNAP page
 - Status of Completion shows the completion status of each page of the eSNAP; this is an optional tool and is not required to submit
- Other functions from Manage Page:
 - View eSNAP Report
 - Validate
 - View Routing History
 - Route
 - Recall
 - Submit

21

eSNAP Edit Business

- Org Info (face page)
- Performance Sites
- Key Personnel
- Research Subjects
- SNAP Questions and Checklist
- Inclusion Enrollment

22

No Cost Extension

- Choose 6, 9 or 12 month extension
- End date is automatically updated in the system
- Appropriate NIH staff are notified as well as the PI
- Can do the extension up through the last day of the grant, but no sooner than 90 days before
- Exercise – Do an extension

23

Just-in-Time

- Submit IRB & IACUC date, Human Subjects Education information and Other Support
- PI can enter the information in the System, but it must be submitted by an SO
- DO NOT submit this information unless request by NIH.
- Exercise – submit JIT information

24

Financial Status Report

- Statement of expenditures usually due within 90 days from end of budget period or project period
- Schedule for submitting FSR is normally specified in the Notice of Grant Award
- Can be searched by individual grant number, FSRs for the institution, or status of the FSR

25

Resources & Links

- **Grants.gov Registration**
http://www.grants.gov/applicants/get_registered.asp
- **eRA Commons Registration**
<http://era.nih.gov/ElectronicReceipt/preparing.htm>
- **NIH Guide for Grants & Contracts (Find FOAs)**
<http://grants.nih.gov/grants/guide/index.html>
- **PureEdge Software (free)**
http://www.grants.gov/resources/download_software_is/pureedge
- **PDF Software Resources**
<http://www.grants.gov/applicants/software.jsp#3>
- **MAC Citrix Software (free)**
http://www.grants.gov/resources/download_software_is/mac_citrix
- **Generic Validations Listing**
<http://era.nih.gov/ElectronicReceipt/files/GenericValidatLink.htm>
- **eRA Commons** – Check status, review application image
<https://commons.era.nih.gov/commons/>
- **OER Home Page**
<http://grants.nih.gov/grants/oer.htm>
- **Transition Timeline**
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-06-035.html>
- **eSubmission Website** – Info, training, resources, news, etc.
<http://era.nih.gov/ElectronicReceipt/>
- **SAMPLE Application Guides & Packages** (may NOT be used for Submission)
<http://grants.nih.gov/grants/fund44/424/index.htm>
- **Video training library** - A Walk Through the SF424 (R&R)
http://helix.od.nih.gov/ovideo/grantsgov/A_Walk_Through_SF424/index.html
- **Registration in the eRA Commons: Demo**
http://era.nih.gov/virtualschool/external/c101_GranteeRegistrationTools.htm
- **Grants.gov's "How to Complete An Application Package Demo"**
http://www.grants.gov/images/Application_Package.swf
- **Frequently Asked Questions**
<http://era.nih.gov/ElectronicReceipt/faq.htm>
- **Tips on Avoiding Common Errors**
http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm
- **Communications and Outreach resources** (brochures, presentations, drop-in newsletter articles)
<http://era.nih.gov/ElectronicReceipt/communication.htm>

26
