

Commons Email Messages

Table of Contents

1.	NIH eRA Commons Email Specification	4
1.1	From Clause.....	4
1.2	Standard Subject.....	4
1.3	Standard Footer	4
1.4	Detailed email notification events and message text.....	4
1.4.1	Request to Register Institution.....	4
1.4.2	Reject Account Request	4
1.4.3	Create Account Notification for New Profiles.....	4
1.4.4	Password email for new Accounts.....	5
1.4.5	PI Create Account Notification for PIs with Existing Profiles	5
1.4.6	PI Account Activation email	5
1.4.7	Update Profile Status	6
1.4.8	Reset Password.....	6
1.4.9	Modify Account	6
1.4.10	Modify Account User _ID email	6
1.4.11	Create Affiliation	7
1.4.12	Registration Approved	7
1.4.13	Registration Complete	7
1.4.14	Registration Password.....	7
1.4.15	Registration Rejected	7
1.4.16	Registration Request for More Information	8
1.4.17	Affiliation Removed.....	8
1.4.18	Account Deleted	8
1.4.19	Basic IPF Update.....	8
1.4.20	Delegation to submit eSNAP	9
1.4.21	Delegation to Authority to Process Grant Data	9
1.4.22	Delegate Status Authority.....	9
1.4.23	Revoke Status Authority.....	10
1.4.24	Recall of eSNAP Grant.....	10
1.4.25	Request Review of eSNAP Grant.....	10
1.4.26	Personal Profile Delegation	10
1.4.27	NIH Support for Your Profile has been Reviewed.....	10
1.4.28	Your eRA Commons Profile has been Reviewed.....	11
1.4.29	Personal Profile Delegation	11
1.4.30	eSNAP Submitted to NIH	11
1.4.31	eSNAP Received at NIH.....	11

1.4.32	eSNAP Removed from IMPACII.....	12
1.4.33	Default Population Tracking Protocol Created by eSNAP	12
1.4.34	SO/PI JIT Submitted	12
1.4.35	GMS/PO/IC JIT Submitted	12
1.4.36	SO/PI Extension Submitted	12
1.4.37	PO/GMS/IC Extension Submitted	13
1.4.38	Invention Statement Verification Required	13
1.4.39	Final Invention Statement Submitted	13
1.4.40	Final Progress Report Submitted	13
1.4.41	ESNAP Self Selection	14
1.4.42	ESNAP Self Selection Disable Institution.....	15
1.4.43	eSubmission auto-verification notifications	15
1.4.44	eSubmission Rejection Notification	16
1.4.45	Mail Error to Help Desk (Commons Version 2.7)	16
1.4.46	FSR Reject Letter	16
1.5	Reference Letter Submission Emails.....	17
1.5.1	Email to PI.....	17
1.5.2	Email to Referee	17
1.5.3	Email to SRA.....	17

1. NIH eRA Commons Email Specification

1.1 From Clause

All email will contain the following "FROM" address: eraNotifications@od.nih.gov unless otherwise specified. All email will contain the following "REPLY TO" address: eraNotifications@od.nih.gov unless otherwise specified.

1.2 Standard Subject

All email messages will have "eRA Commons:" in the subject line, followed by the detail associated with the message.

1.3 Standard Footer

The following footer will be displayed on every email message (unless otherwise specified). For consistency, a line break will be included between this information and the message above. The standard footer will be as follows:

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. Alternatively, you may contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>>

1.4 Detailed email notification events and message text

1.4.1 Request to Register Institution

Subject--> eRA Commons: Email confirmation for <Institution Name>

Your registration request has been received. The next step is for the NIH to verify this email address, which we have recorded for the Signing Official of your institution. Please click on the email link below to confirm this information.

<Insert link here to "Verify Email" web page>

If you are unable to click on the above email link or have other concerns or questions, contact the NIH eRA Helpdesk using the contact information listed below.

Thank you for registering your institution with the eRA Commons.

Do not include standard footer. Instead, include this footer:

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>>.

1.4.2 Reject Account Request

Subject--> eRA Commons: Rejection of Account Request

The account request that you had initiated for <PI or IAR Name> at <PI or IAR email> has been rejected by that individual. Their reason for this action is as follows:

<Comments>

As such, the account information has been reset. Please modify the appropriate information and if desired, resubmit this request.

1.4.3 Create Account Notification for New Profiles

Subject--> eRA Commons: An account has been created for <User Name>

An eRA Commons account has been created for you with the User ID "<Insert User Name>". Your role is that of a (n) <Insert Role or Roles>. This role provides your account with a certain level of access to the eRA Commons.

Shortly, you will be receiving another email containing your password. Your account was created on <Insert Account Creation Date> by <Account Creator First Name> <Account Creator Last Name>. If you have any

questions about the creation of this account or level of access, contact the person who created the account at: <Insert email of the person creating the account>; <Insert phone number of the account creator>.

1.4.4 Password email for new Accounts

Subject--> eRA Commons: Password email

The password associated with your recently created account is <Password>

To access the eRA Commons go to <http://commons.era.nih.gov/commons/>

The above password is temporary. You will be required to change your password the first time you successfully log into the eRA Commons. On the change password page, enter the temporary password in the Current Password field. Please read the instruction on the Change Password page carefully before selecting a new password..

If you have any questions or concerns, contact the eRA Helpdesk using the information provided below.

1.4.5 PI Create Account Notification for PIs with Existing Profiles

Subject--> eRA Commons: A New Account has been Requested for <PI NAME>

You have been requested to participate in the eRA Commons by <Initiator First and Last Name > (email: <Institution email of Initiator> from <Institution Name>). The eRA Commons application is a system that allows you to view and process NIH grant applications in which you are identified as the Principal Investigator (PI).

To ensure that NIH has the appropriate information for you on file, we ask you to:

Step 1. Open the special URL (address on the Internet) that is unique to you using your web browser. This is done by opening the URL specified below:

<Special URL>

Step 2. Verify the applications, committee involvement, and training applications that we have for you on file. Note that the information shown only contains applications that have been awarded and Initial Review Group Committees in which you have participated.

Step 3. Once you have verified your information, add any comments for NIH, and approve the selection. NIH will then review and complete your request. Once completed, you will receive the necessary account information. This generally takes between 2 and 5 business days to complete.

Welcome to the NIH eRA Commons.

1.4.6 PI Account Activation email

Subject--> eRA Commons: An account has been created for <User Name>

An eRA Commons account has been completed for you with the user ID "<Insert User Name>". Your role is that of a Principal Investigator (PI). This role provides your account with a certain level of access to the eRA Commons.

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA Commons containing your password.

Once you have completed account setup and have logged into the eRA Commons, select the menu items Status and then PI Status to view your existing support. If this information is incomplete, you may request additional NIH support to be added to your account by selecting the menu item ADMINISTRATION and then VERIFY NIH SUPPORT menu items and then add additional NIH Support. Follow the instructions on how to add additional support to your account.

Please note that when the NIH verified your account, the NIH had the following comments:

<Comments>

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

1.4.6.1 Special Requirements for Create Account Notification for Existing PI Profiles

- If no comments are present do not display the Comments string and preface text (i.e. Please note that when ...).
- The standard footer should not appear on this email.

1.4.7 Update Profile Status

Use "Create Account" text as defined above.

1.4.8 Reset Password

Subject--> eRA Commons: Your account has been modified.

Your eRA Commons password has been reset for the eRA Commons account belonging to <Profile First Name> <Profile_Last_Name>. Your new password is as follows:

Password: <Password>

The above password is temporary. You will be required to change your password the first time you successfully log into the eRA Commons. On the change password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password. .

If you have any questions about this email or did not expect this change to be made please contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>>.

Please access the eRA Commons at <Commons URL>

1.4.8.1 Special Requirements for Reset Password

The standard footer will not appear on this email

1.4.9 Modify Account

Subject--> eRA Commons: Your account has been modified

Your eRA Commons account has been modified. If you did not expect a change to your account, please contact the person who initiated the request or the eRA Help Desk, using the contact information provided below. Your account settings are as follows:

Password: <password>

Institution: <Institution Name>

Email Address: <email address>

Role(s) : <Enumerated Roles>

Lock Status: <Lock Status>

1.4.9.1 Special Requirements for Modify Account

Password should only display if the Reset Password option was chosen.

1.4.10 Modify Account User_ID email

(Note: this is only sent if reset password is chosen in maintain account UC)

Subject--> eRA Commons: Associated Commons User_ID

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email. The User_ID associated with the reset password performed by the individual defined below is: <USER_ID>

1.4.11 Create Affiliation

Subject--> eRA Commons: Your account has been affiliated with an institution

Your eRA Commons account has been affiliated with a research institution, <Institution>. Until now your account has not been connected with this institution. From this point on you will be able to access institution specific information as well as conduct business concerning any grants that you may have with the NIH.

If you have any questions, concerns or do not have any relation to <Institution>, please contact the eRA helpdesk using the contact information provided below.

1.4.12 Registration Approved

Subject--> eRA Commons: Your institution registration has been approved

The NIH has approved your registration request for <Institution Name>, requested date: <Date Time>.

Click on the link below to confirm your registration.

<Registration URL>

Following this confirmation, the initial Signing Official account will be sent to you by email. If you have any questions or concerns, contact the eRA Helpdesk using the information provided below.

1.4.13 Registration Complete

Subject--> eRA Commons: Registration complete

The registration for <Institution Name> is complete. The following accounts have been created:

Signing Official: Account Name, <User ID>

Account Administrator: Account Name, <User ID>

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email containing your password. Once you have received this email and have successfully authenticated into the eRA Commons, you may create additional accounts for other members of your institution, according to the privileges of the account. If you have any questions or concerns, contact the eRA Helpdesk using the information provided below.

1.4.14 Registration Password

Subject--> eRA Commons: Password(s) For Your Recently Registered Institution

The password for your recently created eRA Commons Account(s) are:

Signing Official: <Password>

Account Administrator: <Password>

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

The above password(s) are temporary. You will be required to change your password the first time you successfully log into the eRA Commons. On the change password page, enter the temporary password in the Current Password field. Please read the instructions on the Change Password page carefully before selecting a new password.

If you have any questions or concerns, contact the eRA Helpdesk using the information provided below.

1.4.15 Registration Rejected

Subject--> eRA Commons: The NIH is unable to approve your institution registration request.

We are sorry, but we were unable to approve your registration request for your institution: <Institution Name> on <Date Time>. The reason for this is as follows:

<Rejection Message Text>

If you have any questions or concerns concerning this email, contact the eRA Helpdesk using the information provided below.

1.4.16 Registration Request for More Information

Subject--> eRA Commons: Request for more information to register your institution.

In the process of reviewing your registration, the NIH requires more information to approve your registration request for institution: <Institution Name>.

<More Information Text>

If you have any questions or concerns concerning this email, contact the eRA Helpdesk using the information provided below.

1.4.17 Affiliation Removed

Subject--> eRA Commons: An institution affiliation has been removed

The affiliation between your NIH Commons account <User ID> and <Institution> has been removed. You are still able to access the Commons, but you cannot access any of the institution specific information for <Institution> or conduct any business concerning grants that are connected with this institution.

If you believe that this change was made in error, please contact the person who initiated the request or the eRA helpdesk using the information provided below.

1.4.18 Account Deleted

Subject--> eRA Commons: Your account has been deleted

Your eRA Commons user account, <User ID>, associated with <Institution> has been deleted. If this has been done in error, your account can be recreated and none of your professional profile information will be lost.

1.4.18.1 Special Requirements for Delete Account

If comments exist, the following message would be displayed. If null, this is not displayed:

The following are comments associated with this action:

<Comments>

1.4.19 Basic IPF Update

Subject-->eRA Commons: Institution Information has been Updated

An update to the information associated with your institution was successful. The information below reflects the current information associated with this change:

Address

Address 1: STANFORD UNIVERSITY

Address 2: STANFORD, CA 94305

Address 3:

Address 4:

City: STANFORD

State: CA

Zip Code: 94305

Phone Number: 5104972300

Fax Number:

Basic Institution Information

Institution Name: STANFORD UNIVERSITY

Preferred Name: STANFORD UNIVERSITY

NGA Email: NIHAWARDS@forsythe.stanford.edu

Duns Number: 123456789

Human Subjects Assurance Number (HSA):

Indirect Cost Negotiator:

Most Recent Date Of Negotiation:

Animal Welfare Assurance Number:

Assurances and Certifications

Age Discrimination Assurance: false

Civil Rights Assurance: false

Conflict of Interest Assurance: false

Delinquent Debt Assurance: false

Drugfree Workplace Assurance: false

Federal Demonstration Project: false

Handicapped Individuals Assurance: false

Institutional Debarment Assurance: false

Lobbying Assurance: false

Research Misconduct Assurance: false

Sex Discrimination Assurance: false

1.4.20 Delegation to submit eSNAP

Subject--> eRA Commons: Delegation to Submit eSNAP

You have been granted the authority to submit your NIH grant progress reports electronically to the NIH without having to route the progress report through your central grants office. This delegation, associated with eRA Commons User ID <User_ID>, has been done to facilitate easier submission of your progress reports through the electronic process, but does not invalidate any institutional controls that have been enacted.

1.4.21 Delegation to Authority to Process Grant Data

Subject--> eRA Commons: Delegation of PI Authority to Process Grant Data

You have been granted the authority to enter and process grant information for Principal Investigator <PI Name>. Using eRA Commons User_ID <USER_ID>, you may now perform the following functions associated with their grants:

1. Open and edit any information associated with the PIs grants in the eSNAP application of eRA Commons.
2. Verify NIH Support to ensure that NIH has the proper NIH Support associated with the PI.

1.4.22 Delegate Status Authority

Subject -> eRA Commons: Delegation of PI Status authority for PI: [PI last Name, First Name]

You have been granted the authority to view Grant Application details for PI: [Last Name, First name of the PI]. This delegation is associated with your eRA Commons User ID [User_ID of the Delegate]

To View the details of the Grant Application, login to eRA Commons, click Status menu item, and then, on the List of Applications, click on the hyperlinked Application ID.

If you have any questions, please contact the user who initiated this action: [PI Last Name, First Name] at [PI HOM Profile email]

[Include standard eRA Commons footer]

1.4.23 Revoke Status Authority

Subject -> eRA Commons: Revoked Delegation of PI Status authority for PI: [PI last Name, First Name]

Your previously granted authority to view Grant Application details for PI: [Last Name, First name of the PI] has been revoked

If you have any questions, please contact the user who initiated this action: [PI Last Name, First Name] at [PI HOM Profile email]

[Include standard eRA Commons footer]

1.4.24 Recall of eSNAP Grant

Subject--> eRA Commons: Recall of eSNAP Grant

<User First Name> <User Last Name> has recalled the NIH electronic progress report, <Grant Number> that had been previously routed to you for review. You do not have the responsibility to review this grant unless it is rerouted to you at a future time.

1.4.25 Request Review of eSNAP Grant

Subject--> eRA Commons: Request Review of eSNAP Grant

<User First Name> <User Last Name> has completed their processing of an NIH electronic progress report for, <Grant Number>, and has routed it to you for your review. Please logon to the eRA Commons system and review the grant for appropriateness. Once you have completed your review, either route the progress report to the next person or send it back to the previous reviewer for corrections. Below is a summary listing of the review history of this progress report.

<Insert Review History>

1.4.26 Personal Profile Delegation

Subject--> eRA Commons: Delegation of Authority to Edit Personal Profile

<User First Name> <User Last Name> has granted you the authority to edit their personal profile information in the eRA Commons. This allows you to change their NIH Personal Profile information such as name, address, email, and phone number. To change profile information, login to eRA Commons, select Personal Profile and then select the name that you wish to edit.

1.4.27 NIH Support for Your Profile has been Reviewed

Subject--> eRA Commons: NIH Support for Your Profile has been Reviewed

The request to review NIH Support for <User First Name> <User Last Name> associated with account <User_ID> has been completed. You should now be able to access all of your grants\applications within Status.

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

1.4.27.1 Special Requirements for NIH Support for Your Profile has been Reviewed

The Standard Footer is not displayed.

1.4.28 Your eRA Commons Profile has been Reviewed

Subject--> eRA Commons: Your eRA Commons Profile has been Reviewed

The NIH Profile for <User First Name> <User Last Name> associated with account <User_ID> has been reviewed for accuracy. This account is associated with NIH support. To see this support and use other functionality available on the eRA Commons you must be affiliated to a grantee institution by a Signing Official (SO) or Accounts Administrator (AA) at that particular institution. Direct access to the eRA Commons is available at <https://commons.era.nih.gov/commons/>.

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

1.4.28.1 Special Requirements for NIH Support for Your Profile has been Reviewed

The Standard Footer is not displayed.

1.4.29 Personal Profile Delegation

Subject--> eRA Commons: Delegation of Authority to Edit Personal Profile

<User First Name> <User Last Name> has granted you the authority to edit their personal profile information in the eRA Commons. This allows you to change their NIH Personal Profile information such as name, address, email, and phone number. To change profile information, login to eRA Commons, select Personal Profile and then select the name that you wish to edit.

1.4.30 eSNAP Submitted to NIH

Recipient Requirement:

- Grants Closeout Specialist associated with the Grant. If no Grants Closeout Specialist Assigned then Grants Specialist
- IC Mailbox (phs_orgs_t.DEA_SS_DISTRIBUTION_EMAIL_ADDR)
- PO of the Grant
- PI of the Grant

Subject-->eRA Commons: SNAP Grant <GRANT NUMBER> Submitted to NIH

<SO> has electronically submitted SNAP grant <GRANT Number> associated with Principal Investigator <PI Name> through the eRA Commons and may now be viewed in the eRA Commons by going to Status, executing a query for the grant and selecting link associated with the Grant Number.

Review History:

Reviewer Name Decision Action Rendered

1.4.31 eSNAP Received at NIH

Subject-->eRA Commons: eSNAP Received at NIH

SNAP grant <Grant Number>, PI: <PI Name> has been received electronically through the eRA Commons. You may view the grant through one of the IMPAC II modules by going to the Grant Folder and selecting the e-application.

Program Class Code: <program class code>

Program Officer: <program official for primary IC>

Grants Management Specialist: <grants management specialist>

1.4.31.1 Special Requirements for eSNAP Received at NIH

Instead of the standard footer, use the following:

If you have any questions about this email or access to electronic grants through IMPAC II, please contact the eRA Help Desk at (301) 402-7469 or by email at helpdesk@od.nih.gov.

1.4.32 eSNAP Removed from IMPACII

Subject-->eRA Commons: eSNAP <GRANT#> Removed from IMPACII

The SNAP Grant <Grant Number>, PI: <PI Name> which was submitted through eSNAP has been removed from IMPACII making it available for the PI to resubmit the eSNAP through the Commons. Other pertinent information associated with this application is as follows:

Program Class Code: <program class code>

Program Officer: <program official for primary IC>

Grants Management Specialist: <grants management specialist>

1.4.33 Default Population Tracking Protocol Created by eSNAP

Subject-> eRA Commons: eSNAP Has Created a Default Population Tracking Protocol

An eSNAP has been initiated for grant <Grant Number> by the PI or one of his/her delegates. The IMPAC II record indicates that this grant requires Population Tracking; however no protocols exist for the previous support year. Therefore, the Commons system has generated a default protocol for the eSNAP. If this is a problem, please contact the Population Tracking Lead for your IC.

Grant Number: <Grant Number>

Principal Investigator: <PI Name>

Default Protocol Title: <Protocol Title>

Default Protocol Number: <Protocol Number>

1.4.33.1 Special Requirements

Instead of the standard footer, use the footer described in section 1.4.31.1.

The phrase "Population Tracking Lead" will be a hyperlink to the document on the eRA web site that lists the Pop Tracking leads for each IC. The url is not yet determined.

1.4.34 SO/PI JIT Submitted

Subject-> eRA Commons: Just in Time Submitted for Grant Application: <Grant Number> to the NIH

A Just in Time Submission was submitted by Signing Official: <Submitting SO> to the NIH for grant application: <Grant Number> with a council date of <Council Date> and associated with Principal Investigator <PI NAME> using the eRA Commons.

The Just In Time information submitted to NIH is available for review in the Grant Detail section of the eRA Commons Status module. To access this information, go to Status, retrieve the grant application and click on the Application Id link available in the result set.

1.4.35 GMS/PO/IC JIT Submitted

Subject-> eRA Commons: Just in Time Submitted by NIH Commons for Grant Application: <Grant Number>.

A Just in Time Submission was submitted by Signing Official: <Submitting SO> to the NIH for grant application: <Grant Number> with a council date of <Council Date> and associated with Principal Investigator <PI NAME> using the eRA Commons.

The Just In Time information submitted to NIH is available for review in the Grant Folder within IMPACII.

1.4.36 SO/PI Extension Submitted

Subject-> eRA Commons: Project Extension Submitted for Grant: <Grant Number> to the NIH.

A Project Extension Request was completed by Signing Official: <Submitting SO> for grant application: <Grant Number> associated with Principal Investigator <PI NAME> using the eRA Commons. The new project end date for this grant is: <Project End Date>

This new date will now be reflected in the Application Detail section of Commons.

1.4.37 PO/GMS/IC Extension Submitted

Subject→ eRA Commons: No Cost Extension Submitted by NIH Commons for Grant: <Grant Number>.

A Project Extension Request was completed by Signing Official: <Submitting SO> for grant: <Grant Number> associated with Principal Investigator <PI NAME> using the NIH Commons. The new project end date for this grant is: <Project End Date>.

This new date will now be reflected in IMPACII.

1.4.38 Invention Statement Verification Required

Subject→ eRA Commons: A Final Invention Statement for Grant <GRANT NUMBER> Requires Verification

An Invention Statement has been verified by <NAME> in the eRA Commons. However, both the Principal Investigator of the Grant and a Signing Official of the Institution must verify the Final Invention Statement prior to Submission. As a recipient of this email, you are requested to access Grant <GRANT NUMBER> in eRA Commons and verify the entered Final Invention Statement. Once verified by both the Principal Investigator and the Signing Official, the Final Invention Statement will become available to Government Staff for further processing.

1.4.38.1 Recipient Requirement

If SO verified, then send to PI of the Grant

If PI of the Grant verified, then send to Institution Profile Policy Announcements and Notifications email address.

1.4.39 Final Invention Statement Submitted

Subject→ eRA Commons: The Final Invention Statement for Grant <GRANT NUMBER> has been Submitted to the NIH

The Final Invention Statement has been submitted to the NIH for Grant <GRANT> in the eRA Commons. This Final Invention Statement was verified by:

Signing Official: <SO NAME> and

Principal Investigator <PI NAME>

1.4.39.1 Recipient Requirement

- PI of the Grant
- SO Verifying the Grant in Commons Closeout
- Grants Closeout Specialist associated with the Grant. If no Grants Closeout Specialist Assigned then Grants Specialist
- IC Mailbox (phs_orgs_t.DEA_SS_DISTRIBUTION_EMAIL_ADDR)
- Institution Profile Policy Announcements and Notifications email address.
- PO of the Grant Application

1.4.40 Final Progress Report Submitted

Subject→ eRA Commons: The Final Progress Report for Grant <GRANT NUMBER> has been submitted to the NIH

The Final Progress Report has been submitted to the NIH for Grant <GRANT> in the eRA Commons by:

Principal Investigator <PI NAME>

1.4.40.1 Recipient Requirement

- PI of the Grant
- SO who submitted the Final Progress Report (if PI submitted, do not include SO as a recipient).
- Grants Closeout Specialist associated with the Grant. If no Grants Closeout Specialist Assigned then Grants Specialist
- IC Mailbox (phs_orgs_t.DEA_SS_DISTRIBUTION_EMAIL_ADDR)
- Institution Profile Policy Announcements and Notifications email address.
- PO of the Grant Application

1.4.41 ESNAP Self Selection

Subject→ eRA Commons: eSNAP has been Enabled for your Institution (<ORG_NAME>)

The Signing Official (SO) <SO First Name> <SO Last Name> at email address <SO email address> has enabled access to the eRA Commons application “eSNAP” for your institution. eSNAP allows your institution to submit progress reports which qualify as a for SNAP (Streamlined Non-competing Application Process) through the eRA Commons (<https://commons.era.nih.gov/commons/>).

We would like to welcome your institution to eSNAP in the eRA Commons.

Included in the eSNAP system are certain business process changes of which you should be aware and agree to before submitting any progress reports through the eSNAP system. All of the differences are designed to reduce the burden on the grantee and make this process much easier, but some may necessitate a change in your own business processes and/or systems. The changes were initially recommended by the eRA Commons Working Group (CWG), representatives from the grantee community, in collaboration with NIH staff.

After discussion with all the extramural business areas at NIH, these business process changes ultimately were approved by the Extramural Program Management Committee of NIH. For now, these business process changes are being tested only through the E-SNAP application. The submission of hard copy SNAP progress reports remains as documented in the PHS2590 instructions.

Below is a list of items describing the differences between the current paper system and the new eSNAP business processes. If you have any questions regarding these differences or of what is expected of you as a grantee, please contact the NIH Office of Policy for Extramural Research Administration at (301) 435-0949 or by email at GrantsPolicy@od.nih.gov.

After reviewing this information, checking “I Agree” will indicate your institution’s conformance to these new business processes. Please note that only an individual with the Signing Official role can authorize the use of the eSNAP functionality for your institution. If you feel that this is a decision that should be made by an institutional official with more responsibility, please have that person complete this process.

- 1) Progress reports submitted through eSNAP will be due 45 days prior to the next budget start date instead of 60 days.
- 2) The PI may submit his/her progress report directly to NIH if the institution grants them this authority.
- 3) Bulleted science highlights or other significant changes may be uploaded separate from the actual Progress Report Summary.
- 4) Citations will be entered in the PI’s personal profile for use on multiple submissions. If the publication is available online, the PI may submit a link to the article instead of sending a hard copy.
- 5) IRB and IACUC assurance numbers have already been provided by your institution and will be maintained in the Institutional profile section of the eRA Commons. IRB and IACUC approval dates will not be required as part of each progress report submission. However, it remains your institutional responsibility to ensure that these reviews are conducted in accordance with all Federal requirements. As part of NIH’s oversight responsibility, once every quarter, a list of grants submitted by your institution through E-SNAP that involve human subjects and/or vertebrate animals will be sent to you via email. You will be required to submit approval dates for each of those grants. As a condition of your E-SNAP participation, you agree to conduct the appropriate timely reviews

and provide this information in this retrospective review. Institutions that do not adhere to these conditions risk losing the ability to participate in E-SNAP.

6) The key personnel listed in the "Personnel Report" section of the progress report will be stored on a year-to-year basis and only changes will need to be entered into the system after the first year. As a reminder, only the key personnel are supposed to be listed here.

1.4.41.1 Special Requirements for eSNAP has been Disabled for your Institution

Instead of the standard footer, use the following:

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

1.4.42 ESNAP Self Selection Disable Institution

Subject→ eRA Commons: eSNAP has been Disable for your Institution (<ORG_NAME>)

The Signing Official (SO) <SO First Name> <SO Last Name> at email address <SO email address> has disabled access to the eRA Commons application eSNAP for your institution. Your institution will no longer have access to eSNAP until a Commons Signing Official (SO) selects "Enable Institution to Process eSNAP Progress Reports" within the Institutional Profile.

1.4.42.1 Special Requirements for eSNAP Self Selection Disable Institution

Instead of the standard footer, use the following:

1.4.43 eSubmission auto-verification notifications

Recipients:

PI on the application

SO email address that was received on the eSubmission Datastream.

Note: Separate emails for PI vs. SO

Subject: eRA Commons: NIH has auto verified electronic application AN # [Accession num]; PI: [PI Last Name, PI First Name]; Title: [Project Title]

Text of the email for PI:

NIH has received your Grant Application titled: [Project Title]; at least [# of days to pass before auto-verification – from the property file] business days have passed. Grant Application has now advanced to the next step - Referral.

You can view and track the status of this Grant Application via 'Status' module in eRA Commons (log into eRA Commons and click 'Status' on the top blue menu bar).

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>>.

Note: No standard email footer

Text of the email for SO:

NIH has received Grant Application titled: [Project Title]; at least [# of days to pass before auto-verification – from the property file] business days have passed. Grant Application has now advanced to the next step - Referral.

You can view and track the status of this Grant Application via 'Status' module in eRA Commons (log into eRA Commons and click 'Status' on the top blue menu bar).

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>>.

Note: No standard email footer

1.4.44 eSubmission Rejection Notification

When sent: When the SO rejects the application

Recipients:

1. PI on application
2. SO who refused application

Subject: eRA Commons: SO has refused electronic application - PI: [PI Last Name, First Name]

NIH has not received your grant application. Signing Official [SO First MI Last Name] has refused Grant Application, AN # [Accession Number], Titled: [Project Title]. If you have any questions about this action, please contact [SO First MI Last Name from Submission] at [SO Email from the Submission], who initiated this action.

Comments entered by SO:

[SO entered Comments]

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>>.

Note: No standard email footer

1.4.45 Mail Error to Help Desk (Commons Version 2.7)

Subject→ eRA Commons: Critical User Error

The User Error associated with Audit_ID <AUDIT_ID> was submitted to the NIH for resolution by an eRA Commons User. The Action Description is <Audit Event Description> The User information for the person who generated this error is as follows:

<User_ID>

<User Name>

<Accounts email>

The Error Text is as follows:

<Audit Text>

1.4.46 FSR Reject Letter

Subject→ eRA Commons: FSR NOTIFICATION : REJECTED Grant <grant number>

Dear Grantee,

Please be advised that the Financial Status Report submitted for the subject grant was "REJECTED" because of incorrect and/or incomplete information listed below.

FSR Remarks:

<Auto Populate Remarks from FSR Page>

Please contact the NIH Office of Financial Management (OFM) promptly for resolution at 301/402-9123. If you wish you may go to the eRA FSR website @ <http://commons.era.nih.gov/commons/> and resubmit the FSR.

If you are experiencing eRA system problems you may contact the NIH eRA Help Desk at 1-866-504-9552 (TDD: 301-451-5939) or commons@od.nih.gov <<mailto:commons@od.nih.gov>>.

1.4.46.1 Special Requirements

The Standard footer should not be displayed

1.5 Reference Letter Submission Emails

Rules for sending these emails below are covered in Commons - Submit Reference Letter Use Case.

None of these emails should have standard Commons footers.

1.5.1 Email to PI

Subject Line: Referral for <FOA number> submitted by <RefereeFirstName> <RefereeLastName> received by NIH

Email Text:

The NIH has received a letter of reference from <RefereeFirstName> <RefereeLastName>, on your behalf. This letter was associated to the application that you have submitted (or intend to submit) in response to the following funding announcement number: <FOA number>. At any time after your application is successfully submitted (without errors), you may review the list of referees who have submitted letters for that application. To review the referee submission status, simply login to the eRA Commons, choose the Status tab and select the link next to the appropriately titled application. The name of each referee who has submitted a letter will be presented, along with the date when the letter was received.

If you have any questions about this email, please contact the eRA Helpdesk via Web Support at <http://ithelpdesk.nih.gov/eRA/>.

1.5.2 Email to Referee

Subject Line: Confirmation of Referral submission for <FOA number> <PIFirstName> <PILastName>

Email Text:

The NIH has received the letter of reference that you have submitted on behalf of <PIFirstName> <PILastName>, in response to the following funding announcement number: <FOA number>.

You may correct and resubmit this letter of reference at a later time if necessary, provided that you do so prior to the submission deadline published for this announcement. To resubmit your letter, simply return to the Reference Letter Submission page located at

<https://commons.era.nih.gov/commons/reference/submitRefereeInformation.jsp>, and enter the following CONFIRMATION NUMBER where prompted, prior to submitting the new letter:

<ReferenceLetterConfirmationNumber>. PLEASE RETAIN THIS NUMBER FOR YOUR RECORDS.

Thank you very much for your time and your consideration. If you have any questions about this email, please contact the eRA Helpdesk via Web Support at <http://ithelpdesk.nih.gov/eRA/>.

1.5.3 Email to SRA

Subject Line: Letter of Reference for <FOA number> <PIFirstName> <PILastName> as been received by NIH.

Email Text:

A letter of reference has just been received, for an application that is assigned to your study section:

IRG/SRG Identifier: <Meeting Identifiers>

Council Date: <CouncilDate>

Grant Number: <GrantNumber>

PI Name: <PILastName>, <PIFirstName>

PI Commons ID: <PICommonsID>

Referee Name: <RefereeLastName>, <RefereeFirstName>

Referee Email: <RefereeEmail>

Reference Letter Submitted On: <ReferenceLetterSubmitDate/Time>