

National Institutes of Health Office of Extramural Research

# eSNAP Users' Guide

Version 2.10.1.2 – September 14, 2007



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# Introduction

### Overview

The Electronic Streamlined Non-Competing Award Process (eSNAP) is a streamlined process for the submission of information necessary to receive a non-competing award under the SNAP authorities. The eSNAP system allows extramural grantee institutions to submit an electronic version of a PHS2590 Progress Report to the NIH via a web interface. At this time eSNAP is an NIH only business process. Users are reminded to use this guide in conjunction with the PH S2590 instructions when completing an eSNAP. See the PHS2590 instructions at <a href="http://grants1.nih.gov/grants/funding/2590/2590.htm">http://grants1.nih.gov/grants/funding/2590/2590.htm</a>.

**NOTE:** Upon receiving an eSNAP from a Grantee Institution, the System sends a notification to the primary IC, the PO assigned to the grant, and the GS assigned to the grant.

eSNAP is accessed through the eRA Commons. eRA Commons is a web-based system that allows extramural grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of biomedical and behavioral research.

Enable eSNAP

Before electronic submission of SNAP progress reports can occur, an institutional official must self-register to enable eSNAP capability. Institutions self-register using the **Edit Institution Profile Screen** (Figure 1.1).

eSNAP includes business process changes available only to electronic SNAP progress reports; therefore in enabling an institution to use eSNAP the authorized official must view and agree to the eSNAP agreement (*see* Figure 1.2).

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Figure 1.1: Edit Institution Profile Screen (IPF2006).

Enabling eSNAP capability requires institutions to agree to the use of eSNAP business processes (Figure 1.2).

Please Confirm

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.
- 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. .
- 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.

Please note that when selecting "I Agree", all Signing Officials at your institution will be notified of this change by email.

I Agree Cancel
----------------

Figure 1.2: Enable eSNAP Agreement.

Disabling eSNAP capability requires acceptance of terms shown in Figure 1.3 below.

Please Confirm
You are requesting to disable eSNAP for your institution. This will disallow all users at your institution from using the Commons eSNAP application for the Streamlined Non- competing Application Process (SNAP). Additionally, all Signing Officials (SO) at your institution will be notified of this change by email.
I Agree Cancel

Figure 1.3: Disable eSNAP Agreement.

# Using the eSNAP Module

eSNAP capabilities include:

- Electronic submission of SNAPs
- Grantee notification of Progress Report status via email
- PI (Principal Investigator) delegation to allow updating of PPF (personal profile) to an authorized user via the Commons system
- Electronic routing of SNAPs to authorizing officials for review and approval
- Streamlining of BPR (Business Process Redesign) benefits
- Delegation of 'release' and 'submit' capabilities
- Identification of eSNAPs in IMPAC II application screens/reports
- NIH notification of an eSNAP receipt via system generated email
- eSNAP reporting available via IMPAC II and eRA Commons Status
- Correspondence between grantee via email hypertext link, regarding eSNAP submission

There are several available user roles associated with the eSNAP application. These roles and their functions are detailed as follows:

- **AA.** The Account Administrator (AA) is designated by a Signing Official to facilitate the administration of the eRA Commons accounts for their institution. The AA can create accounts, delete accounts, and modify accounts as necessary.
- Asst. The Assistant (ASST) is a basic eRA Commons user who can be assigned as a Principal Investigator delegate for eSNAP/X-Train. Users with this role initially have no access other than updating their own personal profile but can be delegated PI authority to selected accounts in order to aid in administrative tasks. The ASST cannot route the eSNAP.

**User Roles** 

- **AO.** The Administrative Official (AO) reviews grant applications before the final application is submitted to the NIH by the SO. The AO can edit business information, view the eSNAP report, and route the report to the PI or SO. Depending on the institution workflow process, it is possible for the SO and AO to be the same person (in this case the institution only needs a SO account). An AO also can create additional AO and PI accounts.
- **Extramural Administrator**. An individual with a role of SO, AA, and/or AO.
- **PI**. The Principal Investigator (PI) is an individual designated by the institution to direct the project or activity being supported by the grant. The PI is responsible and accountable for the proper conduct of the project or activity. The role of the PI is to initiate the eSNAP Work-In-Progress (WIP), edit business and scientific information, view the eSNAP report, and to route the eSNAP to the AO (administrative officer) or SO (signing official).
- **SO.** The Signing Official (SO) for the institution is an official with authority to perform legally binding grant administration actions. This includes serving as an authority responsible for submission of grant applications to the NIH. The individual fulfilling this role may have any number of titles in the institution. The SO can create and modify accounts, and is able to modify institution profile information.

# Accessing the eSNAP Module

The eSNAP Module is accessible via the eRA Commons. To access the Commons you must be a registered user. You must have a registered username and password. Contact your Office of Sponsored Programs or Office of Clinical Research representative for further registration information.

To login to eSNAP:

- 1. Open your web browser.
- 2. In the Address/Location field type: https://commons.era.nih.gov/commons and press Enter.

The eRA Commons Login screen displays (Figure 1.4).

# Logging into the eSNAP Module



Figure 1.4: eRA Commons Login Screen (COM001).

- 3. In the Username field, type your eRA Commons username.
- 4. In the **Password** field, type your eRA Commons password.

If you have forgotten your password, see Resetting Your Password on page 8.

**NOTE:** For security purposes, eRA Commons user passwords expire and must be reset. If your password is soon to expire, a "password close to expiration" message is generated when you log in. If you get this notification, you will be directed to select a new password. When you change your password, you do not need to notify anyone.

5. Click **Login**. The eRA Commons Home screen displays (Figure 1.5).

**NOTE:** You can only access eRA Commons for one session at a time. If you attempt to log in to another session, using a second browser instance, the system gives you the option of either terminating the first session or canceling the request.



Figure 1.5: Home Screen Showing eSNAP Navigation Tab (COM0001).

6. Select the **<u>eSNAP</u>** access tab.

The Manage eSNAP screen displays (Figure 1.6).

**NOTE:** Users within institutions where eSNAP is disabled, receive the following message when attempting to access eSNAP – "Your institution does not have access to this application. Your Signing Official (SO) can enable access to eSNAP in the Institution Profile."

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Figure 1.6: Manage eSNAP Screen (ESP7002)

When a PI accesses the eSNAP system, the **Manage eSNAP** screen displays a list of all assigned awards. The grants that are eligible for submission are displayed as a hypertext link (Figure 1.7); non-NIH grants are not displayed.

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Select Grant Number link to ma	nage the eSNAP:			
Grant Applications 1 - 10 out of	11 mounts Prev 1 2 Meet			
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5R01DC000000-00 5R01DC000000-00	JANE DOE	Example Title Text		started
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Contact Us/Help Desk   Privac				· · · ·
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Figure 1.7: All grants that are eligible for submission are displayed as a hypertext link on the Manage eSNAP Screen

### Resetting Your Password

If you forget your password, the eRA Commons provides a capability for you to request that your password be reset. In this case, a new password is generated and sent to you at the e-mail address contained in your user profile.

If you have forgotten your password:

1. Access the eRA Commons Login screen as described in *Logging into the eSNAP Module* on page 5.



Figure 1.8: eRA Commons Login Screen—Showing Forgot Password Link.

2. Select the **Forgot Password?** hypertext link to access the **Reset Password screen**. The **Reset Password** screen displays (Figure 1.9).

Electronic Research Administration	Welcome Guest Institution: Not Affiliated
Commons Sponsored by National Institutes of Mealin Vester 2034	Authority:
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Reset Password 😣	
* Indicates required field.	
User ID*	
Email Address*	
Submit Cancel	
Contact LN04eth Desk LPharx Notice LDisclaimer LAccessibility1	

Figure 1.9: Reset Password Screen (FRW0002)

- 3. In the **User ID** field, type your user name.
- 4. In the Email Address field, type your email address.
- 5. Click **Submit**. You are returned to the **eRA Commons Login** screen and a confirmation message displays notifying you that your password has been reset.
- 6. Check your email inbox to verify your new password.

### Changing your Password

eRA Commons offers you the option of changing your password. You must be logged into the system in order to change your password.

To change your password:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the <u>Admin</u> access tab (Figure 1.10).



Figure 1.10: Home Screen Showing Admin Navigation Link (COM0001).

The Administration screen displays, (Figure 1.11).

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	visio Yond The <b>Administration</b> menu allows users to perform system and accounts maintenance according to their privileges. Bub-menus are visible to those users with appropria	te privilege	5.

Figure 1.11: Administration Screen (ADM1010).

3. Select the <u>Accounts</u> navigation link.

The Account Administration screen displays (Figure 1.12).



*Figure 1.12: Account Administration Screen Showing the* <u>Accounts</u> *Navigation Link (ADM1005).* 

4. Select the **Change Password** navigation link (Figure 1.12).

The Change Password screen displays (Figure 1.13).

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Change Password 📀				
New password must meet the following standards:				
<ul> <li>At least eight (8) non-blank characters in length</li> </ul>				
<ul> <li>Must contain a mixture of letters, numbers and special character</li> <li>First and last characters cannot be numbers</li> </ul>	15:1#\$%*=+<>			
<ul> <li>Cannot contain username</li> </ul>				
<ul> <li>Cannot be reused within one (1) year</li> </ul>				
Your password will be changed immediately in eRA production (IMPP	) applications. For IRDB applications -	such as QVR - password changes will take effect within one hour.		
For additional guidance, please review the eRA Parsword Policy.				
This will change your password				
This will change your password				
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New Password: *				
Retype New Password:*				
	Submit Clea	ar Cancel		
Contrast Deblade Deals ( Debugs Maller ) Discholmer ( Assessibility)				

Figure 1.13: Change Password Screen (ADM1013).

- 5. Type your current password in the **Current Password** field.
- 6. Type your new password in the **New Password** field.
- 7. Retype your new password in the **Retype New Password** field.
- 8. Click **Submit** to update your password information.

Logging out of the Commons system ends your current session.

To log out of eSNAP:

1. Select the <u>Log-out</u> hypertext link located at the top of each screen (Figure 1.14).

# Logging Out of eSNAP

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Figure 1.14: Manage eSNAP Screen Showing Log-out Link (ESP7002).

Your eSNAP session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.

🗿 https://commons.test.era.nih.gov/ 🔲 🗖 🔀				
Your session will be timed out in 5 minutes. What would you like to do?				
<ul> <li>Keep Session - Continue editing your page. You will be warned again if your session is in danger</li> <li>Abandon Session - Your session will expire normally and you may loose any data you are currently editing. You may fix your session later by logging in again.</li> </ul>				
Keep Session Abandon Session				

Figure 1.15: Session Expiration Message.

If your session expires while the eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

### **Expired Session**

### Multiple Principal Investigator (MPI)

eSNAP supports the Multiple Principal Investigator (MPI) model. MPI allows multiple PIs to be associated with grants, contracts, and cooperative agreements. The label **MPI** displays adjacent to grant numbers when that grant is associated with multiple PIs (*see* Figure 1.16).

	Electronic Research Administration COMMONS Spansark by National Faultients of Health Joint Admin huttidies Profile PersondFrieße States of Kealth Remot Admin huttidies Profile PersondFrieße States of States States Administrational States of	Welcome Installion MOUNT SINAI SCHOOL OF MEDICINE OF NYU Authority: MR PI
	Manage         eSNAP         ©           OMB Approval Number:         OMB No. 0926-0001/PHI32590 Approved through 08/30/2007         E	
	Select Grant Number Inix to manage the eSNVP.	
A hitlist grant showing the MPI designation on the Manage eSNAP screen. 5R01DC000000-00 (MPI)	Genet Applications 1-10 of 011 record         Project Tale           Circle Market         Nexe         Project Tale           SR01DC000000-00         JANE DOE         Example Title Text           SR01DC00000-00         JANE DOE         Example Title Text	Inter Date         Status         Cutterf           11/16/2007         Not started         ********           11/16/2007         Not started         *******           11/16/2007         Not started         ********           11/16/2007         Not started         ********
	Context Underland Data & Emanscheller / Excessibility	GRANTS.GOV

Figure 1.16: Manage eSNAP Screen Showing an MPI Grant (ESP7002).

eSNAP screens displaying PI names display the names of all PIs associated with the grant in alphabetical order. The multiple PI policy requires one PI to be designated as the contact PI, which is designated in our system with the "(Contact)" following their name (*see* Figure 1.17).

		eSNAP Menu @ Application Information Grant Number:		
Multiple PI Names listed.	<b></b>	nistrution: Pi Name: <del>Project Title:</del>		Doe, John; Person, Robert (Contact); Robert, Bob; Doe, Jane
		Due Date:		10/15/2004
		Current Reviewer:		
		Status:		Reviewer Work in Progress
		Status of Completion: Upload Science Organization Information	Complete Complete	

*Figure 1.17: eSNAP Menu showing PI Names and Contact Designation (ESP7003).* 

# **Personal Profile**

# Overview

Users must maintain their personal information that remains on file with NIH. In order to do this, users must utilize the **Personal Profile** (PPF) section. This section allows users to maintain personal information including: degrees, publications, and contact information.

# Creating a Personal Profile

**NOTE:** Users are only required to create a personal profile once. You are then able to maintain and make updates to your profile when necessary.

To create a personal profile:

1. Log on to the Commons as described in *Accessing the eSNAP Module* on page 5.

C CRA	A by New Shall Institution of Health	Venion 2.9.3.4	Neicome PIERPOINTE_COM nstbition:U.S.NATIONALINSTITUTES OF HEALTH uthority: NCAA OFM OFMDE UPSPR CDEV Log-os
	Bon Professoral Profile Salars SAMP TSR. Internet     Tors Tors Tors     Tors Tors     Tors Tors     Tors	Features of this release includes many performance upgrades and supports leased last week, which include: 3 Review	changes necessary for the May $2^{n \theta}$ rollout of Public Acces
System Notification	with their grants. Institution Official (J. a. (Spains) Official (J. a. (Spains) Office (J. a. (J	eding prant data and submit a progress report online. to submit onliques and preliminary scores for applications they are reviewing reparation for a meeting. JAR creates a preliminary summary statement body or submission of financial information associated with a grant. no for create and manage user account associated with a stratution. Addition	a summary      a sound and a management of a sound and a management of a sound of a
Waiting until a day or so helo		iling 1001 count. It is sent is you approximately 6 weeks in advance so if there are issues lieve you already have an account then please test it weeks before the time due.	
Helpdesk which does a		are using the correct contact information. Many users have nation is as follows: Web: http://era.nih.gov Email: commons This will help us to help you better, thanks.	
Contact UsiHelp Desk   Priva Mational Institutes of 9000 Rockville Pike Bethesda, Marvland	and Human Services Screen Rende	l Rights Reserved. net: 06212007 10:35:53 EDT 4001	GRANTS.GOV

*Figure 2.1: Home Screen Showing the* **Personal Profile** *Navigation Link* (*COM0001*).

2. Select the **Personal Profile** access tab.

The Select Profile for Edit screen displays (Figure 2.2).

**NOTE**: If someone other than the PI will be adding the PI's information, that individual must have updating authority. For instruction on granting authority, *see* the *Delegating Authority* section on page 16.



Figure 2.2 : Select Profile for Edit Screen

3. Select the PI name, for which you would like to create a profile, from the **Profile to Edit** drop down list.

If you do not have updating authority, you will not have the option of choosing a profile to edit. You will immediately access the **Personal Page** screen (Figure 2.3).

4. Click **Select Profile**. The **Personal Page** screen displays (Figure 2.3).



Figure 2.3: Personal Page Screen (PPF6010)

- 5. You must complete each sub-menu item listed on the menu bar. These items must be completed in order as they appear from left to right.
  - Personal Information
  - Race/Ethnicity
  - Employments
  - Reviewer Address
  - Residential Address
  - Degrees
  - Publications
  - Reference Letters

For further details pertaining to each of the sub-menu items, please refer to the Commons User Guide located on the Commons Support Page at <a href="http://era.nih.gov/commons/index.cfm">http://era.nih.gov/commons/index.cfm</a>.

# **Delegating Authority**

## Overview

Certain functions and access capability within the eRA Commons eSNAP module can be delegated or assigned, by a Commons user with the appropriate authority, to another registered Commons user(s).

Specific eSNAP delegation types, described in the sections to follow, include:

Delegation Type	Actor	Recipient
Submit Authority	Signing Official	PIs
Principal Investigator (PI) Access Authority	Principal Investigator Signing Official	PIs or other registered Commons users.
Personal Profile (PPF) Edit Authority	Principal Investigator Account Administrator Administrative Officials Signing Official	PIs or other registered Commons users.

**NOTE:** Delegations are considered temporary and can be revoked at any time.

# **Submit Authority**

The eSNAP **Delegate Submit Authority** function allows the Signing Official (SO) of a grantee institution to assign eSNAP submission rights to Principal Investigators (PIs). Delegating this authority subsequently enables the user to submit eSNAP Progress Reports to the NIH.

#### The following business rules apply:

- 1. The individual being granted submit authority (via delegation) must be a registered Commons user.
- 2. Only the SO or a user with delegated authority can submit eSNAP Progress Reports to the NIH.
- 3. Only users in the SO role can grant submit authority (allowing PIs or other Commons users to submit eSNAP Progress Reports).
- 4. <u>**Delegated**</u> SO authority is not sufficient to utilize the eSNAP delegate submit authority function. Only users with the SO role can delegate submit authority.

## **SO - Delegating Submit Authority**

SOs delegate submit authority using the **Delegate Submit Access** screen.

**SOs** - To access the **Delegate Submit Access** screen and begin the process of delegating eSNAP submit authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Submit</u> sub-menu link on the Account Administration screen (Figure 3.1).

Riectronic Research Administration Commons Spannerd by National Institute Status CSMP Links on Partners Hep	Welcome Institution: UNIVERSITY OF MICHICAN AT ANN A Authority: SO
Accounts	
Create Account Create Affiliation Maintain Account Delegate Submit Delegat PPFEdit Change Password	
Account Administration	
The Account Administration sub-menu allows users to perform accounts maintenance according to their privileges. Sub-menus are visible to those user	s with appropriate privileges.

Figure 3.1: Account Administration Screen Showing **Delegate Submit** Sub-Menu Navigation Link (ADM1005).

**NOTE:** The Delegate Submit sub menu option is only visible to Commons users assigned to the SO role

On the **Delegate Submit Access** screen, a list of **Current Institution PI Users** displays in the left scroll window. The right scroll window displays a list of **Current Submit Delegates** (Figure 3.2).

Sponsored by National Institutes o Home Admin Institution Profile Personal Profile Sta Accounts	MONS Health Tuse eSNAP Links eRA Partners Help	Welcome Institution: UNIVERSITY OF MICHIGA Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit Access	Delegate Submit Delegate PPF Edit Change Password You are delegating eSNAP Submit Authority	
Current Instution PI Users DOE: JOHN DOE: JOHN DOE: JOHNNY DOE: JOHNNY DOE: BOBBY DOE: BOBBY DOE: BOBBY DOE: JOHN DOE: JOHN DOE: JOHNNY	Assign ==> <== Revoke Cancel	Current Submit Delegates DOE: JOHN DOE: JOHNNY DOE: JOHNNY DOE: JOHNNY DOE: JOHNNY

Figure 3.2: Delegate Submit Access Screen (ESP7026).

**NOTE:** If a name does not appear in the list of Current Institution PI Users, it is likely that a Commons user account does not exist for that individual or that the PI has not been affiliated with your institution. To have an account set up, contact the appropriate SO or AA.

3. From the **Current Institution PI Users** list, select the name of the individual having delegate submit authority assigned (Figure 3.3).

Electronic Research Administrat COMMO Sponsored by National Institutes of Hea	Dns	Welcome Institution: UNIVERSITY OF a Authority: SO
Home Admin Institution Profile Personal Profile Status et Accounts Create Africation Maintain Account Oble Delegate Submit Access @		
Constant ensettation PU Datest DOE: JOHN DOE: JOHNNA DOE: JOHNNA DOE: BOBBY DOE: BOBBY DOE: JOHN DOE: JOHN DOE: JOHN DOE: JOHNNY V	Assign ++> (+= Ravoke Cancel	Current Submit Delegates DOE, JOHN DOE, JANE DOE, JANE DOE, JANNE DOE, JOHNNY

Figure 3.3: Delegate Submit Access Screen (ESP7026).



5. On the **Delegate Submit Confirmation** screen, review the **Certification** and **Acceptance** statement at the bottom of the screen. Click **I Agree** to certify that the implications of delegating the authority to the individual selected are understood (Figure 3.4).

Home Admin Accounts Create Account	Commons     Served by National Faithures of Health     Ventors 28:24     Ventor	Institution, URWERSITY OF MICHIGAN AT ANN ARBOR Authority: SO
CONFIRM DELEGATE		
Delegate Name:		
Title:		
	UNIV OF MICHIGAN, SCH OF PUB HLTH DEPT OF BIOSTATISTICS	
Address:	1420 WASHINGTON HEIGHTS	
	ANN ARBOR MI 481092029	
	THORITY FOR APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE:	
	hority to submit eSNAP Progress Reports to the NiH, you agree to allow this individual to answer the following sta e, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a	
	ie to criminal, civil, or administrative penalties.	

Figure 3.4: Delegate Submit Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.5).



Figure 3.5: Delegate Submit Access Screen (ESP7026).

# **SO - Revoking Submit Authority**

In addition to granting submit authority rights, SOs also have the ability to revoke submit authority. Once submit authority is revoked, the user no longer has the ability to submit eSNAP Progress Reports.

**SOs** - To revoke submit authority:

- 1. Access the **Delegate Submit Access** screen as described in *Delegating Submit Authority*, page 17.
- 2. From the **Current Submit Delegates** list, select the name of the individual having their delegated submit authority revoked (Figure 3.6).

Electronic Research Advitalizations REAL COMMON Foranset by National Institutes and Realth Research Parks Proceeding States States Green Accessed Costs Althous Handah Accessed Costs Green Accessed Costs Althous Handah Accessed Costs Accessed Costs Accessed Acces	ns) Venter 2834 P Lans eRA Partners Help	Welcom Indexten University of worked Automy SO
Delegate Submit Access O	You are delegating eSNAP Subnit Authority	
DOE, JANE DOE, JANEY DOE, JANNEY DOE, JANNEY DOE, BOBBY DOE, BOBBY DOE, JOHN DOE, JOHNNY	Assign ===> c== Ravola Concel	DOE: JOHN DOE: JOHN DOE: JOHNNY DOE: JAINE DOE: JANNE DOE: JOHNNY

Figure 3.6: Delegate Submit Access Screen (ESP7026).

- 3. Click the <== Revoke button.
- 4. On the **Revoke Submit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.7).

C C R	lectronic Research Administration Commons weed by National Institutes of Health week and the second Policy Status eSMP Links et al Pathers		Welcome
	Create Affiliation Maintain Account Delegate Submit Delegate PF	F Edit Change Password	
Revoke Subm	it Delegate Confirmation 📀		
		hat you want to REVOKE the person below.	
CONFIRM REVOKE			
Delegate Name:			
Title:			
Address:	UNIV OF MICHIGAN, SCH OF PUB HLTH DEPT OF BIOSTATISTICS 1420 WASHINGTON HEIDHTS ANN ARBOR MI 401092029	$\frown$	
	ANN AND IN MIND 2020		
		Save Cancel	

Figure 3.7: Revoke Submit Delegate Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen, where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.8).

Reset 2010 Institution Profile Decisional Profile IN	mons ))	Website temportuneExity of schedari AT way AREOR Autory, 50
Accords	Belogned School     Delegate DOT Fold - Durage Decount d     You are delegated with the delegate by     Delegate Decount during the delegate delegated by     Delegate Decount during the delegated by	
Cappide Androphy Elleven DOE: JANE DOE: JOHNNY DOE: JOHNNEY DOE: JOHNNEY DOE, BOBBY DOE, JOHN DOE, JOHN DOE, JOHN	Attige-op Con Revolut Cancel	Carend Solvand Diageton DOE: JOHN DOE: JANE DOE: JOHNNY DOE, JOHNNY DOE, JOHNNY



**NOTE:** The name of the delegate is transferred from the **Current Submit Delegates** list back to the list of **Current Institution PI Users**.

# **PI - Delegate PI Authority**

The **Delegate PI** function enables a Principal Investigator to delegate PI Authority to another registered Commons user from their institution. Delegating this authority allows the selected user to assist in the completion of the PIs eSNAP application.

**PIs -** To delegate PI Authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Pl</u> sub-menu link on the <u>Account Administration</u> screen (Figure 3.9).



Figure 3.9: Account Administration Screen Showing Delegate PI Sub-Menu Navigation Link (ADM1005).

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.10)

3. From the **Current Institution Users** list, select the name of the individual having delegate PI authority assigned (Figure 3.10).

	Receivance Research Administration Common S Spanarod by National Insuitance of Mealth Here demonstration Profile Personal Prefile Status «SNAP Links «RA	Vesion 2034 A Partners Help	Welcome _ Institution: UNIVERSITY OF MICHIC Authority: PI
	Delegate P1 Delegate PPF Edit Delegate Status Change Password Veri	ify NIH Support	
	Delegate PI Access 🐵	You are delegating PLAccess for: JABELSON	
	Current Institution Users		Current PI Delegates
	DOE, JOHN	Assign ==>	No PI Delegates Found
Ч	DOE, JOHNNY		
	DOE, JANNEY DOE, BOB	Cancel	
	DOE, BOBBY DOE, JOHN		
	DOE, JANE		
	DOE, JOHNNY		
	<u> </u>		

Figure 3.10: Delegate PI Access Screen (ESP7000)

- 4. Click the Assign ==> button.
- 5. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.11).

era Commons	Welcome 'attactors Institution: UNIVERSITY Authority: PI
Sponsored by National Institutes of Health Version 29.3.4	
Home Admin Institution Profile Personal Profile Status eSNAP Links eRA Partners Help Accounts	
Delegate P) Delegate PF Edit Delegate Status Change Password Verify NIH Support	
Delegate PI Confirmation @	
Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGATE	
Delegate Name:	
Title:	
UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:	
ANN ARBOR MI 481091274	
Save Cancel	

Figure 3.11: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen, where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.12).

Electronic	Commons		Welcome Institution: UNIVERSITY OF M
	National Institutes of Health	Version 2.0.3.4	Authority: PI
	ofile Personal Profile Status eSNAP Link	is eRA Partners Help	
	PPFEdit Delegate Status Change Passwor	d Verify NIH Support	
Delegate PI Access	9		
		You are delegating PLAccess for JABELSON	
		Delegate Assigned Successfully	
Current Insitution Users			Current PI Delegates
DOE, JOHN DOE, JANE	<u> </u>	Assign>	DOE, JOHN
DOE, JOHNNY			
DOE, JANNEY		Revoke	
DOE, BOB DOE, BOBBY			
DOE, JOHN		Cancel	
DOE, JANE DOE, JOHNNY			
DOE, SOMMER			
1	<u>M</u>		

Figure 3.12: Delegate PI Access Screen (ESP7000).

# **PI - Revoking PI Authority**

**PIs** - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in **Delegate PI Authority** on page 20.
- 2. From the **Current PI Delegation** list, select the name of the individual having their delegated PI authority revoked (Figure 3.13).

Electronic Research Administration CRA Commons Eperanced by Netloast Institutes of Netloa Home Administration Portion Decomposition States	Vestan 2034 aRt Partners Mole	Wekome Institution UNIVERSITY OF M Authority: PI
(Discriming) Delogate PPI Cdt Delogate Status Chonge Pastword	Verify NH Support	
Delegate PI Access O	You are diregating PLAccess for MBELSON	
Current Institution Steven DEE JOHN DEE JOHN DEE JOHNNY DEE JOHNNEY DEE JOHNNEY DEE JOHN DEE JOHN DEE JOHN DEE JOHN DEE JOHNNY	Assign ++> t++ Revolu Carcel	DOE, JOHN

Figure 3.13: Delegate PI Access Screen (ESP7000).

- 3. Click the set button.
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.14).

Home Admin Accounts Delegate P	Electronic Research Administration COMMONS National Institution of Health Institution Profile Personal Profile Status eSNAP Links eRA Partmers Help Delegate PPE Edit. Delegate Status Change Password Verify Nill Support Elecate Confirmation @	Welcome Institution: UNIVERSI Authority: Pl
Never PD.	Please confirm that you want to RE	VOKE the person below.
CONFIRM REVOKE		
Delegate Name:		
Title:		
	UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:	$\sim$	
	ANN ARBOR MI 481091274	
	Save Dar	

Figure 3.14: Revoke PI Delegate Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.15).

Bone (Admin) Institution Profile Decisional Profile Status eSNAP Links eRA Part Accounts (Delegate PI) Delegate PPFEdt Delegate Status Change Password VerifyNit Delegate PI Access ⊗		Institution: UNIVERS Authority: Pi
Cirrent Instation Unice	Assign> Cancel	Current Pi Delegates No Pi Delegates Found



**NOTE:** The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

### **SO - Delegating PI Authority**

Signing Officials have the ability to delegate or assign PI Authority on behalf of an active PI within their institution.

SOs – To delegate PI Authority on behalf of a PI:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Maintain Account</u> sub-menu link on the Account Administration screen (Figure 3.16).

Electronic Research Administration COMMONS Sponsored by National Institutes of Health Vetsion 2934	Welcome 1001040 Institution: UNIVERS Authority: SO
Home Admin Institution Profile Personal Profile Status eSNAP Links eRA Partners Help Accounts	
Create Account Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Account Administration	
The Account Administration sub-menu allows users to perform accounts maintenance according to their privileges. Sub-menus are visible to those users with	appropriate privileges.

*Figure 3.16: Account Administration Screen showing* <u>Maintain Account</u> Link (ADM1005).

3. On the **Account List** screen, select "PI" as the **Role**, and then in the remaining fields select and/or enter all available information pertaining to the PI (Figure 3.17).

<b>e</b> RA	arch Administration Commons al Institutes of Health	Vesion 2.9.3.4	Welcome Institution: UNIVERSITY O Authority: SO
	rsonal Profile Status eSNAP Links	eRA Partners Help	
Accounts Create Account Create Affiliation	Maintain Account Delegate Subr	nit Delegate PPF Edit Change Password	
Account List 😳			
Search Criteria			
Role:	Account Status: Active		
ALL AA AO Hold down Ctrl key to do multiple select or to deselect.	Name: Last	First	
ASST PI	User ID:	$\frown$	
		Search Clear	
Account Search Results		$\bigcirc$	
User Name User ID	Email Address	Account Status	Last Updated
No accounts available.			

Figure 3.17: Account List Screen (ADM1007).

4. Click the Search button.

The Account Search Results display at the bottom of the screen (Figure 3.18).

	Commons and Institutes of Reality Personal Profile Status (SNIP Links	Vesice 2.9.3.4			Authenty 50
Accounts Create Account Create Attiliation	(Mahilahi Account) Delegate Sub	mit Delegate PPVEdit Chang	e Password		
Account List 💿	_				
Search Criteria					
Rolec	Account Status: Active	*			
ALL A Hold down Chi keyto AA do multiple select prito AO doseNoci	Monte:				
SD ×	User ID:				
		Search	Clear		
Account Search Results 1 - 1 autor 1 rep	ards Prev 1 Next Al				
User ID 🖨 User ID 🖨	Ernell Address 🖨	Account Status	Last Updated	Nale	Action
	eRATest@mail.tih.gov	Active	7/30/2005 20:55 59	PI	Very Edd Dalate Delegate



5. Click the **Delegate Pl** link, located below the **Action** column heading (Figure 3.19).

Account Search Res	alts 1 - 1 out of 1 record	da Prev 1 Nett A				
User Name 🖨	User ID 🔷	Ernail Address 🖨	Account Status	Last Updated	Role	Action
		eRATest@niail.nih.gov	Active	7/30/2005 21:55:59	PI	Mew IEst I Delvis I Delegate PI

Figure 3.19: Account List Screen (ADM1007) – Account Search Results.

The **Delegate PI Access** screen displays, where a notification - "You are delegating PI Access for (the PI you selected)" – displays at the top of the screen (Figure 3.20).

Effection is Research Administre Comment Spanner by National Justices of R Research Comment Accounts Comme Research of Research of the States Comment	CONS Version 2034 COREP Laws of A Parasers Heep	Werkenne Instanties UnevERBITY OF MICHIOL Authority
Delegate PI Access @	Yay are delegating PLAICess for	Current Pi Delegates
DOE, JOHN DOE, JANE DOE, JOHNNY DOE, JOHNNY DOE, BOB DOE, BOBBY DOE, BOBBY DOE, JOHN DOE, JOHN DOE, JOHNNY	Cencel	No Pi Delegates Found

Figure 3.20: Delegate PI Access Screen (ESP7000).

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.20).

6. To delegate PI authority, select the name of the individual having delegate PI authority assigned from the **Current Institution Users** list (Figure 3.21).

Electronic Rese	arch Administration	Welcome ''-'-
	Commone	Institution: UNIVERSITY OF
<b>CKA</b>	Commons ))	Authority: SO
Spansared by Nation	al Institutes of Health Univer2020	Hadrong. 00
	46000 2/8/3/H	
	rsonal Profile Status eSNAP Links eRA Partners Help	
Accounts		
Create Account Create Affiliation	Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Delegate PI Access 📀		
Delegate IT Access		
	You are delegating PLAccess for: JWAY	NEA
Current Insitution Users		Current PI Delegates
DOE, JOHN		No PI Delegates Found
DOE, JANE	Assign ==>	
DOE, JOHNNY		
DOE, JANNEY	-	
DOE, BOB	Cancel	
DOE, BOB DOE, BOBBY		
DOE, JOHN		
DOE, JANE		
DOE, JOHNNY		
	×	
*		

Figure 3.21: Delegate PI Access Screen (ESP7000).

- 7. Click the Assign ==> button.
- 8. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.22).

Home Admin Accounts	Electronic Research Administration Commons onsored by National Institutes of Health Institution Profile Personal Fordie Status eSNAP Links eRA Partners Help unt Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	Welcome (* 1997) Institution: UNIVERSI Authority: SO
	Confirmation @	
Delegate II	Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGAT	ſE	
Delegate Name:		
Title:		
	3003 South State, Room 1040	
Address:	$\frown$	
	ANN ARBOR MI 481091274	
	Save	
-	$\bigcirc$	

Figure 3.22: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.23).

Electronic Research Administration COMMONS Sponsored by National Institutes of Nealth Home Admin Institution Profile Personal Profile Status eSNAP Links eRA Partners Help Accounts	Welcome UNIVERSITY OF MICH Institution: UNIVERSITY OF MICH Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Pa Delegate PI Access @ You are delegating PI Acces Delegate Assigned Su	ss for: JWAYNEA
Current Institution Users           DOE_JOHN         Assign ==>           DOE_JANE         Assign ==>           DOE_JOHNY         Cencel           DOE_JOHNY         Cencel           DOE_JOHNY         Cencel           DOE_JOHNY         Cancel           DOE_JOHN         Cencel	

Figure 3.23: Delegate PI Access Screen (ESP7000)

# **SO - Revoking PI Authority**

SOs also have the ability to revoke PI Authority assigned on behalf of another PI.

**SOs** - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in *SO Delegating PI Authority*, page 23.
- 2. From the **Current PI Delegates** list, select the name of the individual having their delegated PI Authority revoked (Figure 3.24).

Electronic Research Administration Commo Sponsord by National Institutes of Healt Home Admin Institution Profile Personal Profile Status esh	venion 2.9.3.4	Welcome UNIVERSITY OF MICH Institution: UNIVERSITY OF MICH Authority: SO
Accounts Create Account Create Affiliation Maintain Account Deb	egate Submit Delegate PPF Edit Change Password	
Delegate PI Access 🥹	You are delegating PLAccess for: JWAYNEA Delegate Assigned Successfully	
Current Institution Users DOE_JOHN DOE_JANE DOE_JOHNNY DOE_JANNEY DOE_JOHNNY DOE_JOHNNY DOE_JOHNNY DOE_JANE DOE_SOBBY DOE_JOHN V	Assign =>> < Revoke Cancel	Current PI Delegates

Figure 3.24: Delegate PI Access Screen (ESP7000).

- 3. Click the button.
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.25).

C R Spon	lectronic Research Administration Commons Sored by National Institutes of Health Nettonic Personal Profile Status eSNAP Links eRA Partners Help	Welcome Institution: UNIVER Authority: SO
Accounts		
	Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Revoke PI De	legate Confirmation ② Please confirm that you want to REVOKE the p	person below.
CONFIRM REVOKE		
Delegate Name:		
Title:		
	3003 South State, Room 1040	
Address:	$\frown$	
	ANN ARBOR MI 481091274	
	Save	
	$\bigcirc$	

Figure 3.25: Revoke PI Delegate Confirmation Screen (ESP7001)

The system redirects you to the **Delegate PI Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.26).

Current Institution Users         Current PI Delegate Revoked Successfully           DOE, JOHN         OE, JOHN           DOE, JOHNY         Assign ==>           DOE, JANNEY         Cancel	Electronic Research Adminis Sponsored by National Institutes of Home Admin Institution Profile Personal Profile Stat Accounts Create Account Create Affiliation Maintain Account Delegate PI Access ©	Version 2.8.3.4 us eSNAP Links eRA Partners Help Delegate Submit Delegate PPF Edit Change Password You are delegating PLAccess for: JWAYNEA	Welcome Institution: UNIVERSITY O Authority: SO
DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHNNY	DOE, JOHN DOE, JANE DOE, JANNEY DOE, JOHNNYY DOE, BOB DOE, BOBBY DOE, JOBBY DOE, JOHN DOE, JANE	Assign ==>	

Figure 3.26: Delegate PI Access Screen (ESP7000).

**NOTE:** The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

# Delegate Personal Profile (PPF) Update Authority

The eRA Commons **Personal Profile** module contains identifying information on an individual that remains on file with the NIH. As such, it is important that the records stored in the profile are updated (as needed) on a regular basis. To help facilitate this, Principal Investigators (PI), Account Administrators (AA), Administrative Officials (AO), and Signing Officials (SO) have the ability to delegate PPF update authority, which allows personal information records to be updated by a registered Commons user other than the user whose information is contained in the profile.

**NOTE:** An incomplete personal profile can result in an error on the eSNAP report. Also note that only the user whose information is contained in the profile can delegate or revoke update authority for his/her account.

To delegate authority that allows another user to update your personal profile:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate PPF Edit</u> sub-menu link on the Account Administration screen (Figure 3.27).



*Figure 3.27: Account Administration Screen showing* **Delegate PPF Edit** *Link* (ADM1005).

On the **Delegate PPF Edit Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PPF Edit Delegates** (Figure 3.28).

Electronic Research Administration COMMONS Sponsored by National Institutes of Health Home Admin Institution Profile Status eSNAP Links	Version 2.9.3.4	Welcome Institution: UNIVERSITY Authority: SO
Accounts		
	Delegate PPF Edit Change Password	
Delegate PPF Edit Access 🐵		
, and the second s	You are delegating PPF Edit Authority.	
Current Institution Users DOE, JOHN DOE, JOHNY DOE, JOHNY DOE, JOHNY DOE, BOB DOE, JOHNNY DOE, JOHN DOE, JOHN DOE, JOHN V V V	Assign ==> Cancel	Current PPF Edit Delegates No PPF Edit Delegates Found

Figure 3.28: Delegate PPF Edit Access Screen (ESP7029).

3. From the **Current Institution Users** list, select the name of the individual having delegate PPF authority assigned (Figure 3.29).

Electronic Research Administration Control Control Co	Vettion 2.9.3.4 Links eRA Partners Help	Welcome institution: UNIVERSITY Institution: UNIVERSITY Authonity: SO
Delegate PPF Edit Access @	You are delegating PPF Edit Authority.	
Instrem Institution Users DOE: JOHN DOE: JANE DOE: JANE DOE: JOHN DOE: JOHN DOE: JOHN DOE: JOHN DOE: JOHN DOE: JOHNNY V	Assign>> Cancel	Current PPF Edit Delegates No PPF Edit Delegates Found

Figure 3.29: Delegate PPF Edit Access Screen (ESP7029).

- 4. Click the Assign ==> button.
- 5. On the **Delegate PPF Edit Confirmation** screen, review the information presented, and click **Save** (Figure 3.30).



Figure 3.30: Delegate PPF Edit Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.31).

Electronic Research Administration Personal Commons Sponsored by National Institutes of Health Norma Manna Institution Profile Personal Profile Status eSNAP Links eRA Partners Help Accounts Croind Record Create Affinizion Maintain Account Deleade Submit Delease PPEEM Chance Password	Welcome Institution: UNIVERSITY O Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password Delegate PPF Edit Access  Delegate Assigned Successfully Delegate Assigned Successfully	
Current Institution Users DDE, JOHN DDE, JOHN DDE, JOHN DDE, JOHNNY DDE, JOHNNY DDE, JOHNNY DDE, BOB DDE, BOBY DDE, JOHN DDE, JOHN DDE, JOHN V V V	Current PPF Edit Delegates DOE, JOHN

Figure 3.31: Delegate PPF Edit Access Screen (ESP7029).

6. Repeat steps 3 through 5 until the desired delegates are added.

# **Revoke PPF Update Authority**

To Revoke PPF Authority:

- 1. Access the **Delegate PPF Edit Access** screen as described in *Delegate Personal Profile (PPF) Authority* on page 27.
- 2. From the **Current PPF Edit Delegates** list, select the name of the individual having their delegated PPF Edit Authority revoked (Figure 3.32).

Electronic Research Administration Common Separated by National Institutes of Health Borne Admin Institution Profile Status eNAP Un Accounts Create Account Create Affidiation Maintain Account Delegate Submit	Version 2.9.3.4 aks eRA Partners Help	Welcome Institution: UNIVERSITY O Authority: SO
Delegate PPF Edit Access @	You are delegating PPF Edit Authority. Delegate Assigned Successfully	
Current Institution Users	Assign ==> <== Revoka Cancel	Current PPF Edit Delegates

Figure 3.32: Delegate PPF Edit Access Screen (ESP7029).

- 3. Click the button.
- 4. On the **Revoke PPF Edit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.33).

Ce R	A Commons	Welcome Institution: UNIVERSIT Authority: SO
	nsored by National Institutes of Health Venion 2024	Autionly, 50
Home Admin	Institution Profile Personal Profile Status eSNAP Links eRA Partners Help	
Accounts		
	nt Create Affiliation Maintain Account Delegate Submit (Delegate PPF Edit) Change Password	
Revoke PPF	Edit Delegate Confirmation @	
	Please confirm that you want to REVOKE the person below.	
CONFIRM REVOKE		
Delegate Name:		
Title:		
Address:	UNIV OF MICHOAN OCH OF FUB HLTH DEPT OF DIOSTATISTICA 1420 YKASHINOTON HEIGHTS	
	ANN ARBOR MI 481092029	
	Save	

Figure 3.33: Revoke PPF Edit Delegate Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.34).

Electronic Research Administration Commons Sponsored by National Institutes of Health Nome Admin Institution Profile Personal Profile Status eSNAP Links eRAPartners Help Account Creste Account Create Affiliation Maintain Account Delegate Submit Delegate PPPEGIT Change Password	Welcome Institution: UNIVERSIT Authority: SO
Delegate PPF Edit Access @ You are delegating PPF Edit Authority	
Delegate Revoked Successfully	
Current Institution Users DOE, JOHN DOE, JOHN DOE, JOHNNY DOE, JOHNNY DOE, JOHNNY DOE, JOHNNY DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHN DOE, JOHNNY	Current PPF Edit Delegates No PPF Edit Delegates Found

Figure 3.34: Delegate PPF Edit Access Screen (ESP7029)

# **eSNAP** Management

## Overview

The **Manage eSNAP** screen is used to view a list of eSNAP reports that you are able to access. The eSNAP reports listed on this page are available to you, and you are able to perform various actions on these reports.

All awards accessible to a PI are listed on the **Manage eSNAP** screen. The awards that are eligible for submission are displayed as a hypertext link (Figure 4.1).



Figure 4.1 : Manage eSNAP Screen (ESP7002).

PIs or users that are delegated PI updating authority use the **Manage eSNAP** screen to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

To access the eSNAP grant list:

- 1. Log on to the eSNAP Module as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the **<u>eSNAP</u>** access tab. The **Manage eSNAP** screen displays with the Grant **List** displayed.

### Viewing the eSNAP Grant List

3. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (Figure 4.2).

	ronic Research Administration Commo d by National Institutes of Healt Trofile Personal Profile Status eSSNP Upload Science Edit Busines	n S	Welcome Institution: UNIVERSITY OF CINCINNATI Authority: URF PI
eSNAP Menu 📀	e esman optoau science eur busines	5	
NIH Manuscript Submission S	ystem Status: AVAILABLE		
Application Information			
Grant Number:			
Institution:	UNIVERSITY OF CINCINNATI		
Pi Name:			
Project Title:	Syndecan & CNS Melanocortin Si	analing in Energy Balance	
Due Date:	02/16/2006		
Current Reviewer:			
Status:	Principal Investigator Work in Prog	ress	
Status of Completion: Upload Science Organization Information Performance Sites Key Personnel Research Subject SINAP Ouestions Inclusion Enrollment View eSINAP Report	Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Validate	Rode	
IContactUs/Help Desk   Priva Mational Institutes of 9000 Rocchille Pite Bethodes, Margiand	and Human Services	) 92/007 NHLAI Rights Reserved Gitterin Rendered 06/29/00/20 05:2:48 EDT Screen kt. ES7003	GRANTS.GOV

Figure 4.2 : eSNAP Menu Screen (ESP7003).

If you are an SO (Signing Official) or an AO (Administrative Officer), you have the option of performing a search for specific grants.

To search for grants:

- 1. Access the **Manage eSNAP** screen, as described in this section.
- 2. Enter the desired search information in the **Search Form** block.

<b>e</b> RA	by National Institutes of file Personal Profile Status ance Report	NONS Realth Versin 2224 SMD FSR Links eRA Partners Help	Inst	Come Uban VIRGINA COMMONWEALTH UNIN only. FSR SO CDEV	VERSITY Log-out				
Search Form Grant Number: PI Last Name: Current Reviewer Last Name:									
Status: All Second Seco									
Grant Number 5R01DC000000-00	PI Name JANE DOE	Project Title Example Title Text	Due Date 11/16/2007	Status Reviwer Work In Progress	Reviewer JAY DOE				
5R01DC000000-00	JANE DOE	Example Title Text	11/16/2007	Reviwer Work In Progress	JAY DOE				
5R01DC00000-00	JANE DOE	Example Title Text	11/16/2007	Reviwer Work In Progress	JAY DOE				
I Contact Usintelo Deski Formary Mational Institutes of the Botheses, Manginal Olds	ath (NIH) Repartment	of Health © 2007 NIH. All Rights Reserved.		FING. APPLY	NTS.GOV#				

Figure 4.3: All Signing Officials and Administrative Officers have the option of searching for specific grants.
3. Click **Search** to perform the query. A list of matching proposals with hyperlinked grant numbers displays. Proposals displayed in bold text are overdue.

**NOTE**: The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

4. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (ESP7003).

### eSNAP Menu

### eSNAP Menu Screen Details

The **eSNAP Menu** screen displays when a grant eligible for submission is selected from the **Grant List**. This screen includes two blocks of information: Application Information and Status Completion.

<b>ERA</b> Sponsore	tranic Research Administration Commons	Welcome Institution: UNIVERSITY OF CINCINNATI Authority: IAR PI Log-out
Home Admin Institution Grant List Manage eSNAP Menu @	Protes Resignal Profile Status (SNAP) Infermet Assisted Review Links eRA Partners Help per SNAP to vaid Science Edit Dusiness	
NIH Manuscript Submission S Application Information Grant Number: Institution: PI Name: Project Title: Due Date: Current Redewor: Status:	yrtikm Status: KWALABLE UNIVERSITY OF CINCINNATI Syndecan & CNS Melancordin Signaling in Energy Balance 02115/2006 Principal Investigador Work in Progress	
Status of Completion: Upload Science Organization Information Performance Sites Key Personnel Research Subject SIAIP Questions Inclusion Enrollment View eSIAIP Report	In complete In complete In complete In complete In complete In complete In complete Validate View Routing History Route	
I Contact Ushketa Daski Pric	scr.Netter [Dischamer   Access@http:]	
National Institutes of 9000 Rockville Pike Bethesda, Maryland	(Health (NIH) Department of Health @ 2007 NIH. All Rights Reserved. Screen Rendered: 06/26/2007 09:53:49 EDT	GRANTS.GOV

Figure 4.4: eSNAP Menu Screen (ESP7003).

Application Information Block	The application information section provides the user with details pertaining to the selected grant.
Status of	The Status of Completion Block lists each section of the eSNAP and indicates
Completion	whether that section has been completed. Because the complete designation is
Block	optional, sections that show as incomplete may in fact have been completed.

### Initiating an eSNAP Report

The *Initiate* option is available for eSNAP reports with a status of Not Started. Access is granted to PIs and PI delegates (Figure 4.5).

**NOTE**: An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

To initiate an eSNAP Report:

- 1. Access the **eSNAP Menu** screen as described in *Viewing the eSNAP Grant List* on page 31.
- Upper data Startes
   iscreptete

   Organization Information
   iscreptete

   Organization Information
   iscreptete

   Market Prosonal
   iscreptete

   NuP Prosonal
   iscreptete

   SNAP Object Information
   iscreptete

   Information
   iscreptete

   NuP Prosonal
   iscreptete

   SNAP Object Information
   iscreptete

   Information
   iscrepte

   Informatio
- 2. Click **Initiate** (Figure 4.5).

Figure 4.5: eSNAP Menu Screen (ESP7003).

The **eSNAP Menu** displays showing the status of the eSNAP as a Work In Progress (WIP) (Figure 4.6).

		elcome stitution: UNIVERSITY OF CINCINNATI thority: LAR PI <u>Log-out</u>
	eSNAP Menu 📀	
	IH Manuscript Submission System Status: AVAILABLE	
	Application Information	
	Grant Number: Institution: UNIVERSITY OF CINCINNATI	
	Institution: ONVERSITIOF CIRCINNET	
	Project Title: Syndecan & CNS Melanocortin Signaling in Energy Balance	
	Due Date: 02/16/2006	
	ean ear Reviewer:	
	Status: Principal Investigator Work in Progress	
C	Status Competition         Incomplete           Organization Information         Incomplete           Organization Information         Incomplete           Performance Sills         Incomplete           Research Budget         Incomplete           DRAF Organization         Incomplete	
	Contact/Underland Deals (Entract Unders Dischamer / Accessibility) Dispatialization accessibility of the Contact International Cont	GRANTS.GOV"

Figure 4.6: eSNAP Menu Screen (ESP7003).

## eSNAP Business

### Overview

The **Edit Business** access tab is available for all grants that have the status of *Work In Progress (WIP)*. Access to business items is granted to all PIs or PI delegates when the PI is assigned as the current reviewer and to AOs and SOs when they are assigned as the current reviewer.

**NOTE:** Pages can be saved in WIP state when required items are missing; however, submission to NIH is rejected.

To access the Edit Business functionality:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen.

**NOTE:** The Edit Business menu is only available to the contact PI for the grant. Edit Business is not available to other PIs associated with the grant at this time.

Elect	ronic Research Administration	Welcome Institution: UNIVERSITY OF CINCINNATI
III era		Authority: IAR PI Log-out
Sponsore.	d by National Institutes of Hearing	200 000 <u>200</u> 000
Home Admin Institution F	rofile Personal Profile Status eSNAP internet Assisted Review Links eRA Partners Help	
Grant List Manag	e eSNAP Upl ad Science Edit Business	
eSNAP Menu 📀		
NIH Manuscript Submission Sy	rstem Status: AVAILABLE	
Application Information		
Grant Number:		
Institution:	UNIVERSITY OF CINCINNATI	
PI Name:		
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:		
Status:	Principal Investigator Work in Progress	
Status of Completion:		
Upload Science	Incomplete	
Organization Information	Incomplete	
Performance Sites	Incomplete	
Key Personnel	Incomplete	
Research Subject	Incomplete	
SNAP Questions	Incomplete	
Inclusion Enrollment	Incomplete	
View eSNAP Report	Validate View Routing History Route	
Contact Us/Help Desk   Priva	cy Notice   Disclaimer   Accessibility	<b>A</b>
National Institutes of	Health (NIH) Department of Health © 2007 NIH. All Rights Reserved.	
9000 Rockville Pike	and Human Services Screen Rendered: 06/26/2007 09:53:48 EDT	GRANTS.GOV*
"www" Bethesda, Maryland 2	10892 Screen ld: ESP7003	FIND. APPLY. SUCCEED."

Figure 5.1: eSNAP Menu Screen (ESP7003).

### **Edit Business Sub-Menu**

The **Edit Business** access tab allows you to view and edit information pertaining to an eSNAP on the **Edit Business - Org. Info** screen (Figure 5.2).

ndicates required fi	eld		
Title of Project Syndecon & CNS M	elanocortin Signaling in Energy Balance	Progress Report F Start: 04/01/2005	
Principal Investigat		Applicant Organiza	
PI Name:	STEPHEN C BENOIT	Name:	UNIVERSITY OF CINCINNATI
Address:	Line 1 UNIVERSITY OF CINCINNATI	Address:	UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE
	Line 2 DEPT OF PSYCHIATRY		CINCINNATI, OH 45221-0127
	Line 3 PO BOX 670559		CINCINNATI OH 45221 UNITED STATES
	Line 4	EIN:	
	City/State CINCINNATI OHIO	<ul> <li>Department:</li> <li>Major Subdivision:</li> </ul>	PSYCHIATRY SCHOOL OF MEDICINE
	Zip Code/Country 45267055 UNITED STATES	Major Subdivisión	SCHOOL OF MEDICINE
Phone:	Fax		
E-mail:	eRATest@mail.nih.gov		
Degrees:	PHD		
	Calendar		
Months Devoted to	Project: * Academic		
	Summer		
Administrative Offic	ala In for the AO or SO must be updated by the official whose name a	Signing Official	A66
Address information			
Address information Name:	•	Name:	-

Figure 5.2: Edit Business – Org. Info Screen (ESP7008).

The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNAP and Other Progress Report Questions & Checklist
- Inclusion Enrollment

### Designate as Complete

The bottom of each eSNAP Edit Business section indicates whether the section has been designated as complete. If the section is marked as complete, the name of the person who performed the action and the date the section was designated as complete are indicated. If the section is not marked as complete, you can mark the section as complete by clicking the **Designate As Complete** button located at the bottom of the page (*see* NOTE below, also, *see* **Designate As Complete** button on Figure 5.3).

**NOTE:** Designating a section as complete does not save the record.

### Save and Complete

To store an eSNAP record and indicate that it is officially complete, click the Save & Complete button at the bottom of the page. Once this button is clicked, a message displays to indicate who performed the action and the date the section was marked as saved and complete (see Save & Complete button on Figure 5.3).



errors, correct the errors. To access and complete the **Edit Business - Org. Info** screen: 1. Select the **Edit Business** access tab from the **eSNAP Menu** screen. The **Edit Business - Org. Info** screen displays (Figure 5.4).

"Contact" PI only.) Some information may be automatically added by the system. Verify that the pre-populated information is correct. If there are any

Spo	nsored by National Institutes of Health	Version 2.9.3.2	Authority: IAR PI Log
	itution Profile Personal Profile Status eSNAP Intern anage eSNAP Upload Science Edit Business	et Assisted Review Linl	ks eRA Partners Help
Org Info Per	formance Sites Key Personnel Research Subject SNAP a	nd Other Progress Repor	t Questions & Checklist Inclusion Enrollmen
dit Busines	ss - Org. Info 🕝		
dicates required fie	Id		
tle of Project	iu	Progress Report I	Period
	anocortin Signaling in Energy Balance	Start: 04/01/200	
incipal Investigato	r	Applicant Organiz	ation
Name:	STEPHEN C BENOIT	Name:	UNIVERSITY OF CINCINNATI
dress:	Line 1 UNIVERSITY OF CINCINNATI	Address:	UNIVERSITY OF CINCINNATI 2624 CLIFTON AVE
	Line 2 DEPT OF PSYCHIATRY		CINCINNATI, OH 45221-0127
	Line 3 PO BOX 670559		CINCINNATI OH 45221
	Line 4		UNITED STATES
		EIN:	POWOI INTEN
	City/State CINCINNATI OHIO	Department: Major Subdivision	PSYCHIATRY SCHOOL OF MEDICINE
	Zip Code/Country 45267055 UNITED STATES		
one:	Fax		
mail:	eRATest@mail.nih.gov		
grees:	PHD		
	Calendar		
on the Devoted to P	roject: * Academic		
Jana Devoted to P	Summer		
	I		
ministrative Offici tress information	al for the AO or SO must be updated by the official whose name	Signing Official	ess.
me:	-	Name:	-
dress:	_	Address:	_
one:	Fax	Phone:	Fax:
nail:	rux.	E-mail:	rus.
	Save Car	icel	

Figure 5.4: Edit Business - Org. Info Screen (ESP7008).

• The Title of the Project, Progress Report Period, Principal Investigator, and Applicant Organization sections are prepopulated with the information saved in the database.

**NOTE:** If the Department displayed on the screen is incorrect, check the Progress Report submitted last year to verify that the same error appeared on the Face Page. The information here should match the information you submitted previously. You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

- 2. Enter the number of **Months Devoted to Project:** 
  - Calendar
  - Academic
  - Summer
  - See Figure 5.5

Enter the number of months devoted to the project. Three columns are provided depending on the type of appointment being reflected, academic, calendar, and/or summer months. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, for each appointment, identify each separately using the corresponding column. If effort does not change throughout the year, use only the calendar months column. If effort varies between academic and summer months, leave the calendar month column blank and use only the academic and summer month columns. In cases where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for that period.

3. Complete the Administrative Official block of the Edit Business- Org. Info screen (Figure 5.5).

**NOTE:** The **Administrative Official** block information must be entered before organization information can be saved.

• Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.



*Figure 5.5: Edit Business - Org. Info Screen—Administrative Official Block* (*ESP7008*).

4. Complete the **Signing Official** block of the **Edit Business -Org. Info** screen (Figure 5.5).

**NOTE:** The **Signing Official** block information must be entered before organization information can be saved.

- Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.
- 5. Click **Save** to save information entered (Figure 5.6).

Title of Project					Progress Report Pe	riod	
Syndecan & CNS Melanoco	rtin Signaling in Ene	rgy Balance			Start: 04/01/2005	End:	03/31/2006
Principal Investigator					Applicant Organizati	ion	
PI Name:					Name:		Y OF CINCINNATI
Address:	Line 1	UNIVERSITY	OF CINCINNATI		Address:	2624 CLIFT	Y OF CINCINNATI ON AVE
	Line 2	DEPT OF PSY	(CHIATRY			CINCINNAT	1, OH 45221-0127
	Line 3	PO BOX 6705	59			CINCINNAT	1 OH 45221
	Line 4				EIN:	011120 01	1120
	City/State	CINCINNATI	ОНЮ	•	Department:	PSYCHIATE	RY .
	Zip Code/Countr	y 45267055 UN	NITED STATES	•	Major Subdivision:	SCHOOL O	FMEDICINE
Phone:		Fax		1			
E-mail:	eRATest@mail.n	ih.gov	1				
Degrees:	PHD						
	Calendar						
Months Devoted to Project	* Academic						
	Summer						
Administrative Official					Signing Official		
Address information for the		updated by the	official whose nam	e appe		\$.	
Name:	¥	1			Name:		*
Address:					Address:		
Phone:	Fax		$\land$		Phone:		Fax:
E-mail:	Fax				E-mail:		ran.
c-mem.			Save, Ca	ancel	E-mail.		
			Designate As C	Comple	te		
			Save & Com	nplete			
					gnated as con not save changes to th		
	evaniling.	uncking on Desi	ignate as complete	uvesi	ior save changes to th	e conver	

Figure 5.6: Edit Business - Org. Info Screen, Save Button (ESP7008).

6. Click **Designate As Complete** to indicate that you have added all of the necessary details to this page (see page 36 for more details regarding Designate As Complete functionality).

Title of Project				Progress Report P	eriod	
	lanocortin Signaling in Er	ergy Balance		Start: 04/01/2005		03/31/2006
Principal Investigat	or			Applicant Organiza	ation	
Pl Name:				Name:	UNIVERSIT	Y OF CINCINNATI
Address:	Line 1	UNIVERSITY OF	CINCINNATI	Address:	UNIVERSIT 2624 CLIFT	Y OF CINCINNATI ON AVE
	Line 2	DEPT OF PSYCH	IATRY		CINCINNAT	1, OH 45221-0127
	Line 3	PO BOX 670559			CINCINNAT	1 OH 45221
	Line 4			EIN:	011120 011	
	City/State	CINCINNATI	OHIO	<ul> <li>Department:</li> </ul>	PSYCHIATE	
	Zip Code/Cour	try 45267055 UNITE	ED STATES 💽	Major Subdivision:	SCHOOL O	FMEDICINE
Phone:		Fax				
E-mail:	eRATest@mai	l.nih.gov				
Degrees:	PHD					
	Calendar					
Months Devoted to F		_				
Month's Devoted to F	_	_				
	Summer					
Administrative Offic				Signing Official		
Address information Name:	for the AO or SO must b	e updated by the offi	cial whose name ap	Name:	\$\$.	
Address:				Address:		·
Addi ess:				Address:		
Phone:	Fax			Phone:		Fax:
E-mail:				E-mail:		
			Save Cance	1		
			Designale As Com	lete		
			Save & Complet	te		
	This	action has a	ot hoop day	impoted as as	mulate	
				signated as co		
	++dititity	. Shoking on Designa	No as complete que	a nor save changes to	no contra	

Figure 5.7: Edit Business - Org. Info Screen (ESP7008).

7. Click the **Save & Complete** button (Figure 5.7).

**NOTE:** Clicking the **Designate As Complete** button does not save your work (see page 36 for more details regarding Designate As Complete functionality).

**Performance Sites**The <u>Performance Sites</u> access tab includes information detailing the address or addresses of where the selected project's research work is being conducted. When several performance sites are associated with a project, you must list all sites including VA facilities and foreign sites. A default performance site, based on the institution profile address, is added when the eSNAP is initiated.

To complete the details included on the **Performance Sites** access tab:

Completing Details for Performance Site

1. Select the **Edit Business** (*see* Figure 5.1) access tab from the **eSNAP Menu** screen. Select the **Performance Sites** access tab (Figure 5.8).

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	Figure 5.8: Edit Business - Performance Site List (ESP7012).
	2. Add new, Edit, or Delete the current performance address.
Adding a New	To add new performance sites:
Performance Site	1. Enter details of the new performance site into the <b>Performance Sites Form</b> block (Figure 5.8).
	<ol> <li>Click Save &amp; New. The performance site is added to the selected grant (Figure 5.8).</li> </ol>
	<b>NOTE:</b> If the selected project is taking place at more than one location, add additional performance sites.
	3. Click <b>Designate As Complete</b> to indicate that you have completed the information on this page.
Editing an Existing	To edit an existing performance site address:
Performance Site	1. Select the <u>Edit</u> hypertext link located next to the performance site address you would like to edit (Figure 5.9).
	The existing address displays in the <b>Performance Sites Form</b> block.
	<ol> <li>Make the necessary modifications to the address in the Performance Sites Form block (Figure 5.8).</li> </ol>
	3. Click <b>Save &amp; New</b> . The new performance site address is added to the selected grant.
	4. Click <b>Designate As Complete</b> to indicate that you have completed the information on this page.
Deleting an Existing	To delete an existing performance site address:
Performance Site	<ol> <li>Select the <u>Delete</u> hypertext link located next to the performance site address you would like to delete (Figure 5.9).</li> </ol>

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Figure 5.9: Edit Business - Performance Site List (ESP7012).

The **Delete Performance Site** screen displays (Figure 5.10)

2. Click **Delete** at the bottom of the **Delete Performance Site** screen (Figure 5.10).

The performance site is deleted from the selected grant's record. You are returned to the **Edit Business - Performance Site List** screen.

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Figure 5.10: Delete Performance Site Screen (ESP7010).

3. Click **Designate As Complete** to indicate that you have completed the information on this page (Figure 5.8).

**Key Personnel** 

The **Key Personnel** access tab includes a listing of individuals who contribute to the scientific development or execution of the project in a substantial, measurable way, whether or not a salary has been requested.

Individuals designated as *Other Significant Contributors*, (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should not be included in this report unless their involvement has changed so that they now meet the definition of *key personnel*.

### Key Personnel Details

To add details to the **Key Personnel** access tab:

 Select the Edit Business (see Figure 5.1) access tab from the eSNAP Menu screen. Select the Key Personnel access tab (Figure 5.11).

**NOTE:** The SSN input field on the **Edit Business - Key Personnel List** screen only accepts the last four digits of an SSN.

**NOTE:** The **Edit Business - Key Personnel List Screen**—Personnel Block, the column **Months Devoted to Project** replaces **Annual % Effort** (*see* **Months Devoted to Project** on page 38).

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Figure 5.11: Edit Business - Key Personnel List Screen (ESP7007).

2. Add new, Edit, or Delete the current key personnel listing.

**NOTE:** "(Contact)" displayed adjacent to a PI name in the **Personnel** block **Role(s)** column designates that the PI is the actual PI for the grant (*see* **Multiple Principal Investigator (MPI)** on page 13).

To add new key personnel details:

1. Add the appropriate information to the **Personnel Form** block (Figure 5.12).

- 2. Click **Save & New**. The information that you have added displays in the **Personnel** block at the bottom of the screen (Figure 5.12).
- 3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

Adding New Details for Key Personnel **NOTE:** For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

To edit and existing key personnel listing:

### Editing Key Personnel Details

1. Select the **Edit** hypertext link located next to the key personnel listing that you would like to edit (Figure 5.12).

The key personnel listing information displays in the **Personnel Form** block of the screen.

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*Figure 5.12: Select the Edit hypertext link to make modifications to the key personnel listing.* 

- 2. Make the necessary changes to the information located in the **Personnel Form** block.
- 3. Click **Save & New**. The information is updated for the selected listing.
- 4. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

**NOTE:** For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

**NOTE:** Only **Months Devoted to Project** can be edited for Contact PI and PI key personnel data

To delete a key personnel listing:

- Deleting Key Personnel Details
- 1. Select the **Delete** hypertext link located next to the key personnel listing that you would like to delete (Figure 5.13).

**NOTE:** The **Delete** hypertext link only displays adjacent to Key Personnel detail records that can be deleted. Key Personnel detail records with PI or MPI roles cannot be deleted.

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*Figure 5.13: Select the Delete hypertext link to remove the key personnel listing from the selected grant's record.* 

The Delete Key Personnel screen displays (Figure 5.14).

2. Click **Delete** at the bottom of the **Delete Key Personnel** screen (Figure 5.14).

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*Figure 5.14: Click Delete to remove the key personnel listing from the grant's record.* 

You are returned to the Edit Business - Key Personnel List screen.

3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

**Research Subject** The **Research Subject** screen includes information related to human subjects and vertebrate animal research.

To add Research Subject details:

1. Select the **Edit Business** (*see* Figure 5.1) access tab from the **eSNAP Menu** screen. Select the **Research Subject** access tab (Figure 5.15).

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Figure 5.15: Edit Business- Research Subject Screen (ESP7028).

2. Select the appropriate response to each of the listed questions.

### Human Subject Section

### • Does the proposal involve human subjects?

Select *No* if activities involving human subjects are not planned at any time during the proposed budget period. The remaining questions in the Human Subjects section are then not applicable. Select *Yes* if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned at any time during the budget period, either at your organization or at any other performance site or collaborating institution. *See Inclusion Enrollment* on page 59 for details.

### • Has the involvement of human subjects changed since the previous submission?

If yes, the change must be addressed in the Progress Report.

Select *Yes* if the involvement has changed since your previous submission. You must discuss these changes in your progress report (*see Accessing the Upload Science Screen* on page 62 for more information about progress reports).

### • Is the research exempt?

Select *Yes* if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select *No* if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

#### • NIH-defined Phase III Clinical Trial

Select *Yes* or *No* to indicate whether the project is an NIH-Defined Phase III clinical trial.

#### • Full IRB Review?

Select Yes or No to indicate whether the project has received full IRB review.

#### • Human Subject Education:

Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.

Note, if the human subjects research is exempt under exemption #4, then this documentation is not required. (*See* Figure 5.15 for a view of the text box that follows this question.)

### Animal Subject Section

#### • Does the proposal involve animal subjects?

Select *Yes* if activities involving vertebrate animals are planned at any time during the budget period, either at the applicant organization or at any other site or collaborating institution.

### • Has the involvement of animal subjects changed since the previous submission?

If there has been no change, select *No*. If vertebrate animals were not involved in the last application but are now to be included, or if significant changes regarding the use of animals are now proposed, select *Yes* and provide a description in the progress report.

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*Figure 5.16: Click Save & Complete to indicate that you have completed the Edit Business - Research Subject Screen.* 

- 1. Click **Save** to save the details that you have added to the **Edit Business Research Subject** screen.
- 2. Click **Designate As Complete** to indicate that you have completed the information on the **Research Subject** screen.

SNAP and Other Progress Report Questions & Checklist The **SNAP and Other Progress Report Questions & Checklist** page (ESP7018) lists questions relating to the following categories:

- SNAP questions
- Inventions and patents
- Program Income
- Facilities & Administration

**NOTE:** If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in *Performance Sites* on page 41.

To add details to the **Edit Business - SNAP and Other Progress Report Questions & Checklist** screen:

> Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab (Figure 5.17).

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Figure 5.17: Edit Business - SNAP and Other Progress Report Questions & Checklist (ESP7018).

2. Select the appropriate answer to each listed question. If you select *Yes* as the answer, you must provide an explanation in the text box below the question.

**NOTE:** The contents of each text box may not exceed 2000 characters.

eSNAP Section

• Has there been a change in the other support of key

#### personnel since the last reporting period?

If yes, explain the change(s) and attach complete Other Support Information:

(*See* Figure 5.17 for a view of the text box and files block that follow this question.)

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, **submit complete Other Support information** using the suggested format and instructions found in the PHS 398 application (MS Word or PDF). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator to be key to the project.

Do not routinely include Other Support information for "Other Significant Contributors", e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual listed in this category has changed such that they are now considered "key personnel", this change should be indicated in this section and Other Support information provided.

# • Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a NGA-specified person on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided.

#### • Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

Explain any estimated unobligated balance (including prior year carryover) that is greater than 25 percent of the current year's total budget. Provide an explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period.

Program or grants management staff may require additional information in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award.

If a project or grantee organization requires closer monitoring by NIH staff, the project or organization may not use these simplified instructions.

If you have any questions, contact the grants management specialist identified
on the current Notice of Award.

•	Change	in	select	agent	research?
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If yes, please explain in the Progress Report.

Select "No" if the activities planned for the coming year are not different from the previous submission.

Select "Yes" if proposed research involving Select Agents is different from that proposed in the previous submission. Include an explanation as part of the progress report.

#### **Change in Multi PI Leadership Plan?**

If yes, please explain in the Progress Report.

This section is only applicable if Multiple PIs are part of the approved project. Select "No" if there is no change in the leadership plan as originally proposed and approved.

Select "Yes" if there has been any change in the governance and/or organizational structure of the Multiple PI Leadership Plan including communication plans and procedures for resolving conflicts. Discuss any changes to the administrative, technical, and scientific responsibilities for the PIs in the progress report.

If this submission includes a change in the contact PD/PI, select "Yes" and address this change and the impact, if any, the change has on the administrative, technical, and scientific responsibilities for the PDs/PIs.

Were any inventions conceived or first actually reduced to practice during the course of work under this project? If yes, has the invention been previously reported? If Yes is selected, indicate if the invention has been previously reported. Is program income anticipated during the proposed period Program Income for which support is requested?

> If yes, save changes by clicking on the "Save" button and then click here to enter / edit program income information.

Indicate if program income is anticipated during the proposal period for which support is requested. If you have made any changes to any information on the page, click Save before editing the program income. See Program Income on page 54 for more information about completing this section if program income is anticipated.

Complete this section only if there is a change in Performance sites that will affect F&A costs.

(See Figure 5.17 for a view of the text box for the Facilities & Administration Section response.)

> 3. Click Save to save the details that you have added to the screen.

Inventions and Patents Section

Section

Facilities &

Administration Section

4. Click **Designate As Complete** to indicate that you have completed the information on the **SNAP Questions & Comments** screen.

**Program Income** 

You have the option of adding, editing, or deleting details related to the anticipated amount of program income during the proposal period for which support is requested.

 Select the Edit Business access tab from the eSNAP Menu screen. Select the SNAP and Other Progress Report Questions & Checklist access tab (Figure 5.17).

**NOTE:** If you have made any changes to the **SNAP and Other Progress Report Questions & Checklist** screen, please click **Save** to save any changes you have made prior to editing the program income information to ensure that the information entered is not lost.

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Figure 5.18: Edit Business - SNAP and Other Progress Report Questions & Checklist Partial View (ESP7018).

 Select the <u>click here to enter / edit program income</u> <u>information</u> hypertext link (Figure 5.18). The Edit Business
 Program Income screen displays (Figure 5.19).

Edit Business - Progra	Ipload Science Edit Business Key Personnel Research Subject SMAP and Other Prog am Income 7	ew Links eRA Partners Help ress Report Orientions & Checklist Inclusion Find	oliment	
* Indicates a Required Field				
Program Income Form Dudget Period Start Date *	Budget Period End Date <sup>®</sup>	Anticipated Amount	Source of Income	-
		Seve & New		
Program Income Biologict Period 04/05/2006 - 04/05/2007	Anticipated Amount Source(s) of \$20,000.00 NH	fincome	Action Edit (Dente	

Figure 5.19: Edit Business - Program Income Screen (ESP7016).

-		
Field		Description
Budget Period Start Date	-	Start date for the Budget period where program income is anticipated.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Budget Period End Date	_	End date for the Budget period.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Anticipated Amount	_	Anticipated Program Income amount.
		Amount entered must be greater than zero.
Source of Income	_	Source of the Program Income.
		The length of the value entered is limited to 50 characters.

### **NOTE:** A value is required for all fields.

To add Program Information:

Add Program Income Information

1. Enter the required fields (Figure 5.20 and field descriptions above).

Edit Business -Program Income Screen Fields



*Figure 5.21: Edit Business - Program Income Screen with New Program Income Information added. (ESP7016).* 

### Edit Program Income Information

- To edit Program Income information:
  - 1. Access the **Edit Business Program Income** screen as described on page 54.

		Welcome Installion UNIVERSITY OF CINCINNATI Authority: VPL PI
	Program Income Form Budget Period End Date* Anticipated Amount*	Source of Income *
	Save & New	
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*Figure 5.22: Edit Business - Program Income Screen showing Edit Link (ESP7016).* 

2. Select the **Edit** hypertext link for the Program Income block item needing editing (Figure 5.22).

the Program Income Information Fields can be edited.	When Edit is clicked,		Control of the second s	Science Edit Business Versonnel Research Subject	ns		Welcome Institution: UNAVERG Authority: WR PI	ITY OF CINCINNATI
be edited.           Stave 8. New         Cancel           Program Income         Anticipated Amount           Budget Period         Anticipated Amount				Budget Period I	ind Date*	Anticipated Amount *	Source of Income*	
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*Figure 5.23: Edit Business - Program Income Screen showing the Fields available for Edit. (ESP7016).* 

- 3. Enter the desired field changes (*see* field descriptions on page 55).
- 4. Click Save & New.

The **Edit Business - Program Income Screen** redisplays with updated Program Income information displayed for the edited Program Income block item.

5. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab to return to the <u>SNAP</u> and Other Progress Report Questions & Checklist screen.

To delete Program Income information:

### Delete Program Income Information

1. Access the **Edit Business - Program Income** screen as described on page 54.

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Figure 5.24: Edit Business - Program Income Screen (ESP7016).

2. Select the **Delete** hypertext link for the Program Income block item to be deleted (Figure 5.24).

The Delete Program Income screen displays (Figure 5.25).

CeRA Sponsored by Home Admin Institution Profil Grant List Manage cSNA	P Upload Science Edit Business tes Key Personnel Research Subject		Weccome Installator UNIVERSITY OF CINCIDENT Authority: WR PI Local
	o delete the following program income:		
Program Income			
Dudget Period Start Date:	04/04/2006		
Budget Period End Date:	04/04/2007		
Anticipated Amount:	20,000.00	-	
Source(s) of Income:	CDC	$\frown$	
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Bethesda, Manfand 2089.	2	Screen Id: ESP7014	FIND. APPLY. BUCCEED."

Figure 5.25: Delete Program Income Screen (ESP7014).

#### 3. Click Delete.

The program income details are removed from the grant's record.

### **Inclusion Enrollment**

The eSNAP system allows you to enter cumulative enrollment of subjects' todate and their distribution by sex/gender and ethnicity/race directly into the system. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses your information to determine which report is viewed.

**NOTE**: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

**NOTE:** You have the option of using the 5/01 or 4/98 format of the Inclusion Enrollment report for awards made as a result of New and Competing Applications received before January 10, 2002. If you choose to use the 5/01 format, you must continue to use that format for the remaining years of the project.

#### 5/01 Inclusion Enrollment Report

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race. Use the 5/01 format of the Inclusion Enrollment report for awards made as a result of New and Competing applications submitted after January 10, 2002.

This report is divided into two parts

• Part A

In the first section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated ethnic categories. In the second section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated racial categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

**NOTE**: The total number of all subjects entered in the racial categories must equal the total number of all subjects entered for the ethnic categories. For example, if you have enrollment data for 100 subjects, describe all 100 in terms of ethnicity *and* all 100 in terms of race.

• Part B

In Part B you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) Hispanic or Latino subjects.

**NOTE**: The total number of subjects reported in Part B must be equal to or less than the totals reported in Part A.

This total usually reflects a subset of the information reported in Part A. For example, you have enrollment data for 100 subjects and 50 of these subjects reported Hispanic/Latino ethnicity. Part B is used to report the racial information for these 50 Hispanic/Latino subjects.

### 4/98 Inclusion Enrollment Report

In this report you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown) subjects for each of the indicated ethnic categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

To complete the Inclusion Enrollment Report:

1. Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>Inclusion Enrollment</u> access tab.



Figure 5.26: Edit Business- Inclusion Enrollment Screen (ESP7032)

2. Select the appropriate hypertext link to complete the 4/98 or 5/01 format of the Inclusion Enrollment Report.

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Principal Investigator / Program Director Name:					
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NIH Protocol Number:		Protocol Nu	imber:		
This study does not involve enrollment from foreign population.			Total Enrollment	136	
Comment for NIH 🚱					
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	Females	Males	Not Reported	Total	
Hispanic or Latino ? Not Hispanic or Latino	132	0	0	132	
Unknown (Individuals not reporting ethnicity)	0	0	0	0	
Ethnic Category: Total of All Subjects*	136	0	0	136	
Racial Categories					
American Indian or Alaska Native	1	0	0	1	
Asian	1	0	0	1	
Native Hawaiian or Other Pacific Islander	0	0	0	0 MUS	т
Black or African American	0	0	0	0 MATC	
White	127	0	0	127	
More than one race	7	0	0	7	
Unknown or not reported	0	0	0	0	
Racial Categories: Total of All Subjects*	136	0	0	136	
PART B. HISPANIC ENROLLMENT REPORT: Number of Hispanics or L	atinos Enrolled to Date (	Eumulative) 🕜	Unknown or		
Racial Categories	Females	Males	Not Reported	Total	
American Indian or Alaska Native	0	0	0	0	
Asian	1	0	0	1	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
Black or African American	0	0	0	0	
White	2	0	0	2	
More than one race	1	0	0	1	
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Figure 5.27: 5/01Inclusion Enrollment Report Table (ESP7036)

- 3. Complete the details of the **4/98 Inclusion Enrollment Report Table** or **5/01 Inclusion Enrollment Report Table**.
- 4. Click **Save** at the bottom of the screen.
- 5. Click **Designate As Complete** at the bottom of the **Edit Business - Inclusion Enrollment** screen.

**NOTE:** The **5/01 Inclusion Enrollment Report Table** is shown in Figure 5.27.

## **eSNAP** Science

### Overview

Science items (Progress Reports and research accomplishments) can be uploaded for eSNAP reports with a status of Work in Progress (WIP). Access to science items is granted to PIs or PI delegates when the PI is the current reviewer.

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period. The report addresses the specific aims of the project, detail the studies directed toward these aims and their results, emphasize the significance of the findings, summarize plans to address the aims during the next year of support, and describe the resources generated by the project that are available to be shared with other investigators. *See* <u>http://grants.nih.gov/grants/funding/2590/2590.htm</u> for more detailed information. Do not use any PHS2590 fillable form pages for any file uploads. Text inserted into the fillable form pages is not saved once the eSNAP Progress Report is submitted to NIH.

# Accessing the Upload Science Screen

The Upload Science screen allows you to upload the following:

- Progress Report
- support information
- bio sketches for key personnel
- research accomplishments
- publication citations

**NOTE:** SOs and AOs can upload/remove Research Accomplishments and Other eSNAP files.

To access the Upload Science screen:

1. Access the eSNAP Menu screen to select the desired grant as described in *Viewing the eSNAP Grant List* on page 31.

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Figure 6.1: eSNAP Menu Screen (ESP7003).

2. Select the <u>Upload Science</u> access tab to view the Upload Science screen (Figure 6.2).

**NOTE:** The Upload Science menu is only available to the contact PI for the grant. Upload Science is not available to other PIs associated with the grant.

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Figure 6.2: Upload Science Screen (ESP7022)

Upload Science Screen Details	The Upload Science screen consists of three blocks of information: Information block, Files block, Publication Information, and Publications block.
Information Block	The Information block lists the name of the PI, the grantee institution, and the grant number.
Files Block	The Files block indicates whether Progress Report, Research Accomplishments, or Other files have been attached to the eSNAP. This section lists the name of the local file, date that the file was created (uploaded in eSNAP) and the document status (files uploaded in Microsoft Word format are given a temporary status of Pending until the conversion to Adobe Acrobat PDF format is complete and the status is changed to Completed). A link is provided to import a new or edited file.
Publication Information Block	The Publication Information block exists to allow you to add publications to the grant's record.
Publications Block	The Publications section indicates whether any PI publications have been associated with the eSNAP. Associated publications are listed with the NLM accession number (if applicable) and the citation text. Publications that have not yet been added to the PI's personal profile may be added and included with the eSNAP from this section.
Attaching Files	You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your Progress Report, you should merge these documents into one file. To merge the documents into one file copy the biosketch and other support information and paste that information at the beginning of your Progress Report. Save it as one file and upload it as one file.
	File formats that can be uploaded are Microsoft Word documents with the (.doc) file extension, ASCII text files with the (.txt) file extension, or Adobe Portable Document Format (PDF) files with the (.pdf) file extension. Uploaded files are stored in the system in the PDF format. If your file doe not include one of these extensions, the system will not recognize the file.
	NOTE: Microsoft Word and text files are converted to PDF when uploaded.
	The Progress Report should not exceed two pages. This is exclusive of any bio- sketches or other support information. In addition to file format limitations, uploaded files are restricted by size. The file must be 3 megabytes (3MB), 3 million bytes, or less. Files larger than 3MB are not accepted by the system.
	To easily find the size of a Microsoft Word, text, or PDF file on a personal computer:
	1. Locate the file to be uploaded on your computer.
	2. Click on the file with the right mouse button.
	A pop-up menu window displays with options.
	3. Highlight and click the <b>Properties</b> option (Figure 6.3).

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Figure 6.3: Click Properties.

The **Properties** window displays with the file's size attribute (Figure 6.4).

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Figure 6.4: File Properties Window Displaying File Size.

To attach Progress Reports, Research Accomplishments, and other files using the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 62. Locate the **Files** block (Figure 6.5).

### Uploading an Attachment

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Figure 6.5: Upload Science Screen (ESP7024).

2. Click **Import** next to the desired file (Progress Report, research accomplishment, or other) (Figure 6.5 above).

**NOTE:** Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

The Upload File Screen displays (Figure 6.6).



Figure 6.6: Upload File Screen (ESP7024)

3. Select the file you would like to upload.

There are two different methods that you can use to choose a file to upload:

I. Type the complete path to the location of the file and the name of the file you would like to upload; for example: c:\myFolder\myProgressReport.doc.

— Or —

- II. Click **Browse** to locate the file you would like to upload.
- 4. Click **Upload File** to attach the file to the eSNAP. A message displays at the top of the screen to verify that the file has been uploaded successfully (Figure 6.7).

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Figure 6.7: Upload Science Screen (ESP7024).

The file is given a temporary status of *Pending* until the upload is complete and the status is changed to *Complete*.

Removing an Attached File To remove an attached file using the Upload Science screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 62. Locate the **Files** block (Figure 6.8).
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Figure 6.8: Upload Science Screen (ESP7024).

2. Click the **Remove** button next to the file to be unattached (Figure 6.8 above).

The **Upload File** screen displays showing the name of file to be removed and **Delete File** and **Cancel** options (Figure 6.9).

3. Click **Delete File** (Figure 6.9).

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Figure 6.9: Upload File Screen (ESP7031)

The **Upload Science Screen** displays. The **Status** column of the selected file is changed to *Not Uploaded* (Figure 6.10).

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Figure 6.10: Upload Science Screen (ESP7024).

4. Click **Designate As Complete** once you have added all of the necessary information to the **Upload Science** screen.

**NOTE:** For more information about the **Designate As Complete** button functionality, *see* page 36.

# Peer-reviewed publications directly relevant to the proposed project, with a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the **Upload Science** screen and is based on the publication information provided in the Personal Profile section of the eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that do not appear in the Publications list:

 Access the Upload Science screen, as described in Accessing the Upload Sciences Screen on page 62. Locate the Publication Information block (Figure 6.11).

### Associating Publications

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Figure 6.11: Upload Science Screen (ESP7024).

- 2. Type the NLM Accession Number in the **Citation ID** field.
- 3. Type the complete publication reference in the **Citation Text** field.

*For example*: Radiologic Assessment of Early Rheumatoid Arthritis", Journal of Rheumatology, pp 100-103, June 2002, T. Conturo.

4. Click **Save & New** to add the publication to your Personal Profile and to the listing of Publications associated with the selected grant record (Figure 6.12).

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	Contart/UsifHisp Deski (Phracer Notice   Disclammer   Access billst)     Keel (Disclammer   Access bill	GRANTS.GOV"

Figure 6.12: Upload Science Screen (ESP7024).

To associate a publication that appears in the Publications list:

- 1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 62. Locate the **Publications** block.
- 2. Select the check box next to the publication(s) that you would like to associate with the selected record (Figure 6.13).

		Grant List Manage eSNAP	Research Administration Commons Vilonal Institutes of Realth ersonalProfile Status ESNAP FSR Links of Upload Stoffer Status Centers PDPI Assurant	Version 2.10.1.1 RA Partners Help te Report		Welcome Institution: OREGON RESEARCH INSTITUTE Authority: FSR 30
	ii P	Upload Science © ndicates required field Name: Srantee Institution: C	REGON RESEARCH INSTITUTE	Grant Number:		
	G	Files Progress Report File:*	File Name	Date Created	Status NOT UPLOADED	Import
	L S	Research Accomplishments File: Use this section to provide summary I science highlights and other significa Other File:	pullets of it changes.		NOT UPLOADED	
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		Citation ID: Citation Text:*		<u>×</u>		
				Save & New		
Use the Associate with this eSNAP column to select Publications for association with the grant.	Р	Publications	Research. Barrera, M., Toobert, D.J., Angell, K.L., & Gl. diabetes. Health Education Research.	asgow, R.E. (submitted). Testin era Jr.M. Angell K: Effects of the	g for specificity of intervention e mediterranean lifestyle program	Survey: Cross-validation and sensitivity to intervention. Health Education flexts: A lifestyle intervention for postmenopaus at women with type 2 in on multiple risk behaviors and psychosocial outcomes among women
		National Institutes of Health (Notice National Institutes of Health (N 9000 Rockville Pike Bethesda, Maryland 20892	IH) Department of Health © 2007 NIH. Al	Rights Reserved. red: 07/05/2007 12:27:12 EDT 7022		GRANTS.GOV"

Figure 6.13: Upload Science Screen (ESP7024).

- 3. Click **Save** to update the science information.
- 4. Click **Designate As Complete** to indicate completion of the **Upload Science** screen.

**NOTE:** For more information about the **Designate As Complete** button functionality, *see* page 36.

# **eSNAP** Report Details

## Overview

The eSNAP report must follow specific procedures prior to submission. When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority is the current reviewer, the validated eSNAP can be submitted to the NIH.

After an eSNAP Report has been initiated, PIs, PI delegates, and others working on the selected grant have the option of viewing that report. All SOs and AOs can view the eSNAP report at any time. The eSNAP Report displays in Adobe Acrobat PDF format.

**NOTE:** The eSNAP report in PDF format has a blank submission date, and shows a status of *Draft* until the eSNAP has been submitted.

To view the eSNAP Report:

1. Access the eSNAP Menu page as described in *Viewing the eSNAP Grant List* on page 31.

Home Admin Institution Profi	And Administration Sector 2024 Vestor 202	Welcome Institution: UNIVERSITY OF CINCINNATI Authority: UR PI
NIH Manuscript Submission System Application Information Grant Rumber: Institution: Project Title: Due Date: Current Reviewer: Status:	n Status AWALABLE UNIVERSITY OF CINCINNATI Symdesen & CNIS Melanocortin Signaling in Energy Balance 02/16/2006 Principal Investigator Work in Progress	
Organization Information Im Performance Sites Im Key Personnal Im Research Subject Im SNAP Questions Im Jost of a moniment Im	complete complete complete complete complete complete complete complete complete	
Contact Us/Help Desk   Privacy N National Institutes of Hea 9000 Rockville Pike Bethesda, Maryland 2089	th (NIH) Department of Health & 2007 NIH. All Rights Reserved. and Human Services Screen Rendered: 06/26/2007 09:53:48 EDT	GRANTS.GOV



Viewing an eSNAP Report

### 2. Click View eSNAP Report.

A File Download window displays (Figure 7.2).

File Dov	vnload 🛛 🔀							
Do you	Do you want to open or save this file?							
POF	Name: ESNAP6928422.pdf Type: Adobe Acrobat Document From: commons.test.era.nih.gov							
	Open Save Cancel							
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>							

Figure 7.2: File Download Window.

3. Click **Open** to view the report, or **Save** to download the report, or Cancel to close the **File Download** window.

The eSNAP Report displays in Adobe Acrobat PDF format when **Open** is selected (Figure 7.3).

ESNAP Report	DRAFT
Form Approved Through 09/03/2007	OMB No. 0925-001
Grant Number	Total Project Period
	From: 09/30/2002 To: 08/31/2007
EIN: Review Group:	Requested Budget Period:
NIDA-K	From: 09/01/2005 To: 08/31/2006
Title of Project:	Due Date: 07/16/2005 Submitted Date:
Smoking Research With Incarcerated Females	Submitted Date.
Principal Investigator:	Applicant Organization:
	Department:
Phone Number: Fax Number: Email Address: eRATest@mail.nih.gov	Major Subdivision:
Administrative Official:	Signing Official:
Phone Number: Fax Number: Email Address: eRATest@mail.nih.gov	Phone Number: Fax Number: Email Address: eRATest@mail.nih.gov
Human Subjects: 🖾 No 🛎 Yes	Vertebrate Animals: 🛎 No 🗂 Yes
Research Exempt: 🚨 No 🗋 Yes	Inventions and Patents: 🗷 No 🗉 Yes
Exemption No: FWA Number:	Previously Reported
Full IRB: 🛄 No 🖄 Yes	Not Previously Reported
Phase III Clinical Trial: 🖾 No 🛎 Yes	
Program Income: 📧 No 🗂 Yes	
Budget Period Anticipated Amount	Source
F&A Changes:	
Performance Sites:	
PH\$2590(Rev. 04/06)	Page 1

Figure 7.3: eSNAP Report Page 1; Adobe Acrobat PDF format.

**NOTE:** eSNAP reports, for grants having multiple PIs associated with the grant, display all associated PIs. The grant's actual PI is designated with (Contact) adjacent to the PI name. (Not shown in Figure 7.3)

### Routing an eSNAP Report

The eSNAP system allows you to route the eSNAP report to the next reviewer or to the previous reviewer for further review or corrections.

To route an eSNAP report:

 Access the eSNAP Menu screen for the desired grant from the Manage eSNAP access tab, as described in eSNAP Menu Screen Details on page 33.

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NIH Manuscript Submission S	rstem Status: AVAILABLE		
Application Information			
Grant Number:			
Institution:	UNIVERSITY OF CINCINNATI		
Pl Name: Project Title:		and the first second	
Due Date:	Syndecan & CNS Melanocortin Si 02/16/2006	ghaling in Energy Balance	
Current Reviewer:	02/10/2000		
Status:	Principal Investigator Work in Pro	ress	
Status of Completion: Upload Science Organization Information Porformance Sites Koy Personnel Research Subject SNAP Questions Inclusion Enrollment View eSNAP Report	Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete Incomplete	Route	
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9000 Rockville Pike Bethesda, Maryland	. and Human Service:	Screen Rendered: 06/26/2007 09:53:48 EDT Screen Id: ESP7003	GRANTS.GOV"

Figure 7.4: eSNAP Menu Screen (ESP7003).

### 2. Click Route.

The Route to Next Reviewer screen displays (Figure 7.5).

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	Name: Grantee Institution:	VIRGIN	IA COMMONWEALTH UNIVERS	TY	Grant Number:			
$\langle$	Next Reviewer: Comments:	KAI L	[PI] 💌		<			
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	Contact Us/Help Desk   Pri						•	
	National Institutes 9000 Rockville Pike Bethesda, Marylan	8	C Department of Health and Human Services	© 2007 NIH. All Rig Screen Rendered: ( Screen Id: ESP7021	07/06/2007 07:54:39 EDT		GRANTS	

Figure 7.5: Route to Next Reviewer Screen (ESP7021).

- 3. From the **Next Reviewer** drop down list, select the reviewer's name to receive the routed eSNAP, (Figure 7.5).
- 4. Add the necessary comments to the **Comments** text box.
- 5. Click Submit.

The *Program Director/ Principal Investigator (PD/PI)* assurance agreement displays (Figure 7.6 also, *See* the **PD/PI Assurance Agreement** text on page 77).



*Figure 7.6: Program Director/ Principal Investigator (PD/PI) Assurance Agreement.* 

For PD/PIs **without** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission."

For PD/PIs **with** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission.

In addition, I have been delegated the authority to submit this progress report on behalf of the institution. Therefore, the institution accepts the obligation to comply with the PHS terms and conditions if a grant is awarded as a result of this submission."

Click I Agree to accept the responsibilities identified in the message, to route the eSNAP, and to return to the eSNAP Menu screen. A confirmation displays notifying you that the eSNAP has been successfully routed (Figure 7.7).

**NOTE:** The current assigned reviewer can submit any or all eSNAP documents not submitted.

### PD/PI Assurance Agreement Text



Figure 7.7: eSNAP Menu Screen (ESP7003).

The eSNAP system also allows you to view a routing history table that lists all individuals who have reviewed the selected eSNAP, whether the reviewer has routed the grant, and on what dates the notification was sent to the reviewer, and the reviewer's decision was made. This option is available to PIs, PI Delegates, and current reviewers. Additionally, SOs and AOs can view the routing history at any time.

To view an eSNAP Report's routing history:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 33 for further information.

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Due Date:	#14%780%	
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8.8 A	Principal Entertagolar vices in Program	
Nulles of Completions		
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Furbrinana a Sdan	Complete	
Kim Paraphoet	Complete	
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Figure 7.8: eSNAP Menu Screen (ESP7003).

### Viewing Routing History

2. Click View Routing History.

The View Routing History screen displays (Figure 7.9).

<b>era</b>	earch Administration Commons nal Institutes of Health nalProfile Status (SNAP) Internet A photo Science Edit Bushess	Version 2:10:1.1 ssisted Review Links eRA Partners Help	Welcome Instalation: UNIVERSITY OF CINCINNATI Autoonty: IAR PI
History List Reviewer Name BEN TEP	Decision	Notification Sent	Decision Rendered
[Contact Us/Help Desk   Privacy Notice   Dis			•
National Institutes of Health (NH) 9000 Rockville Pike Bethesda, Maryland 20892	Department of Health     and Human Services     Screen Rer     Screen Id: E	I. All Rights Reserved. Idered: 07/09/2007 07:51:50 EDT ISP7020	GRANTS.GOV"

Figure 7.9: View Routing History Screen (ESP7020).

3. View the grant's routing history. Click **Back** to return to the **eSNAP Menu** screen.

Recalling an eSNAP Report The eSNAP application offers you the option of recalling an eSNAP that you have routed to another reviewer. When you recall an eSNAP you can then set yourself as the current reviewer. Signing Officials can recall an eSNAP at any time, even if they are not the last reviewer. Principal Investigators can recall an eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to route the eSNAP). This is useful in situations where an eSNAP has been misrouted either to the wrong person or to someone who is unavailable.

To recall an eSNAP report:

 Access the eSNAP Menu screen for the desired grant that has been routed to another reviewer. See eSNAP Menu Screen Details on page 33 for further information.

Elect	onic Research Administration		Institution: UNIVERSITY OF CINCINNATI
III era	Commo	ns ))	Authority: IAR PI Los-out
Sponsore	by National Institutes of Health	Venion 2.10.1.1	202 005
Home Admin Institution P	rofile Personal Profile Status (CSNAP)	Internet Assisted Review Links eRA Partners Help	
Grant List Manag	eSNAP		
eSNAP Menu 🥹			
The application was routed to F NIH Manuscript Submission Sy	IOUSHTM alam Slaturi AVAII ADI E		
	Stern Status, AVAILABLE		
Application Information			
Grant Number:			
Institution: PI Name:	UNIVERSITY OF CINCINNATI		
Pi Name: Project Title:	Syndecan & CNS Melanocortin Sign	ating in Energy Datance	
Project Title: Due Date:	02/16/2006	aling in Energy Balance	
Current Reviewer:	02/16/2006		
Status:	Reviewer Work in Progress		
Status;	Revewer Mork in Flogress		
Status of Completion:			
Upload Science	Incomplete		
Organization Information	Incomplete		
Performance Sites	Incomplete		
Key Personnel	Incomplete		
Research Subject	Incomplete		
SNAP Questions	Incomplete		
Inclusion Enrollment	Incomplete		
View eSNAP Report	Validate View Routing History	Recall	
[Contact Us/Help Desk   Priva	v Notice   Disclaimer   Accessibility		A
National Institutes of		© 2007 NIH, All Rights Reserved.	
9000 Rockville Pike	and Human Services	Screen Rendered: 07/09/2007 07:53:08 EDT	GRANTS.GOV*
Bethesda, Maryland 2	0892	Screen Id: ESP7003	FIND. APPLY. SUCCEED."

Figure 7.10: eSNAP Menu Screen (ESP7003).

### 2. Click **Recall**.

The eSNAP Menu page displays a confirmation that the eSNAP has been successfully recalled. The former reviewer receives an email notification letting them know that you have recalled the eSNAP.

	Electronic Research Administration	Welcome Institution: UNIVERSITY OF CINCINNATI
	Commons	Authority: IAR PI Log-out
-	Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review Links and Partners Help	
	Grant List Manage eSNAP Upload Science Edit Business	
	The application has been successfully recalled, You have been set as the Current eSNAP Reviewer.	
	NIH Manuscript Submission System Status: AVAILABLE	
	Contraction Information	
	Institution: UNIVERSITY OF CINCINNATI	
	P! Name:	
	Project Title: Syndecan & CNS Melanocortin Signaling in Energy Balance Due Date: 02/16/2006	
	Current Reviewer:	
	Status: Principal Investigator Work in Progress	
	Status of Complete         Incomplete           Organization Information         Incomplete           Performance Status         Incomplete           Korp Fersonnia         Incomplete           Star O castana         Incomplete           Micraitation Exomplete         Incomplete           View eBHAP Report         Validate	
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Figure 7.11: eSNAP Menu Screen (ESP7003).

### Validating an eSNAP Report

Validate the eSNAP to check all the required data fields in the Work in Progress (WIP). The system displays error messages for each field with incorrect or missing data.

**NOTE**: Validation can only occur once all sections of the eSNAP have been designated as complete. An eSNAP can be validated at any time once its status is WIP and it can be validated multiple times.

To validate an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 33 for further information.

CONTRACTOR	ronic Research Administration Commons d by National Institutes of Health Yotile Personal Profile Status (SNAP) Int ecSNAP Upload Science Edit Business	S Vessor 2.9.3.4 Iternet Assisted Review Links eRA Partners Help	Welcome Installant UNIVERSITY OF CINCINNATI Authority: VAR PI Latroat
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National Institutes of 9000 Rockville Pike Bethesda, Maryland	and Human Services Screen	007 NIH. All Rights Reserved. een Rendered: 06/26/2007 09:53:46 EDT een Id: ESP7003	FIND. APPLY. SUCCEED

Figure 7.12: eSNAP Menu Screen (ESP7003).

### 2. Click Validate.

A list of known errors displays if any errors exist within the selected eSNAP (*see* error message example display on Figure 7.13).

	Research Administration 💦	Welcome
	G	Institution: UNIVERSITY OF CINCINNATI
CIA	Variance Institutes of Health	Authority: IAR PI Log-out
	Varianal Institutes of Health Version 2.10.1.1 Personal Profile Status eSNAP Internet Assisted Review Links eRA Partners Help	
Grant List Manage eSN#	P Upload Science Edit Business	
eSNAP Menu 😳		
VIH Manuscript Submission System 8	Matus: AVAILABLE	
Error Message		
	ication does not exist. The grant application can not be submitted to the NIH. (ID: 19987)	
	ors that must be corrected. (ID: 20025)	
Please select the key support		
	t change question Contact the NIH Administrator (ID: 20110)	
Please select the unobligated Please select Yes or No for E:		
	the Change Human Subjects Involvement question from the checklist. (ID: 19959)	
📔 Please answer Yes or No to t	re Change in Animal Subject Involvement question from the checklist. (ID: 19960)	
	te Invention & Patents Question from the checklist. (ID: 19962)	
	Changes in Select Agent Research question from the checklist. (ID: 195236) IR Changes IN Multi PI Leadership PLAN question FROM the checklist. (ID: 195237)	
	nt changes in Mula Fi Leadership FLW question FROM the checklist. (D. 195237) hth devoted should be more than 0 (ID: 195238)	
	NAP has following errors, please correct them. (ID: 20314)	
🖺 Program Income is a requ	ired field (ID: 21763)	
🕒 Degree information from the Per	sonal Profile for the Principal Investigator assigned to the eSNAP has following errors and must be corrected by the PI (ID: 20029)	
🚹 Degree Year Earned is a requ		
Institution is a Required field.		
Personal Profile Information for The eSNAP has no Administration	the Administrative Official assigned to the eSNAP has following errors and must be corrected by the AO (ID: 20026)	
	the Signing Official assigned to the eSNAP has following errors and must be corrected by the SO (ID: 20027)	
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	ficial assigned. Contact your institution's Business Office for assistance. (ID: 19976) fications have not been validated. Have signing official validate in Institutional Profile. (ID: 20546)	
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Figure 7.13: eSNAP Menu Screen (ESP7003).

### Submitting an eSNAP Report

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority (see *SO* - *Delegating Submit Authority* on page 17 for details) is the current reviewer, the validated eSNAP can be submitted to the NIH.

**NOTE:** An eSNAP must be validated prior to submission. Validation can only occur once all sections of the eSNAP have been designated as complete (*see Validating an eSNAP Report* on page 80).

**NOTE:** SOs must validate three new assurances/certifications before submitting an eSNAP **1**— **PI Assurance**; **2** – **Prohibited Research**; **3** – **Select Agent Research** (*see* Figure 7.14).

--- Also ----

See Edit IPF Assurances and Certifications in the eRA Commons User Guide at the eRA Commons Support Page, <u>http://era.nih.gov/commons/index.cfm</u>, for details on validating assurances and certifications.

PF Assurances and Certification O		Edit	
RI Certification Status: Assurance Received and Acc RI Certification Date: 04/30/2005	repted		
Assurances and Certification Name	Certification	Explanation	Last Update
Age Discrimination Assurance			09/02/2003
Chill Rights Assurance			09/02/2003
Delinquent Debt Assurance			09/02/2003
Drugfree Workplace Assurance			09/02/2003
Financial Conflict of Interest			09/02/2003
Handicapped Individuals Assurance			09/02/2003
luman Subjects Research			09/02/2003
Inclusion of Children Policy			09/02/2003
institutional Debarment and Suspension Assurance			09/02/2003
and the second se			09/02/2003
PLAssurance			07/06/2007
Prohibited Research			07/06/2007
Recombinant DNA, Including Human Gene Transfer Research			09/02/2003
Research Misconduct			09/02/2003
Research Using Human Embryonic Stem Cells			09/02/2003
research on Transportation of Human Fetal Tissue			09/02/2003
Select Agent Research			07/06/2007
Sex Discrimination Assurance			09/02/2003
Vertebrate Animals			09/02/2003
Nomen and Minority Inclusion Policy			09/02/2003

Figure 7.14: IPF Assurances and Certification Screen (IPF2005).

**NOTE:** The following list describes Assurances and Certification name changes:

Prior Name	<u>New Name</u>
Conflict of Interest	Financial Conflict of Interest
Human Subjects	Human Subjects Research
Institutional Debarment Assurance	Institutional Debarment and Suspension Assurance
Recombinant DNA	Recombinant DNA, Including Human Gene Transfer Research
Research With Human Embryonic Stem Cells	Research Using Human Embryonic Stem Cells
Transplantation of Human Fetal Tissue	Research on Transplantation of Human Fetal Tissue

To submit an eSNAP report:

 Access the eSNAP Menu screen for the desired grant. See eSNAP Menu Screen Details on page 33 for further information.



*Figure 7.15: All sections must be Designated as Complete and the eSNAP must be validated prior to submission.* 

### 2. Click Submit.

The system verifies that the eSNAP contains all the required data in the proper format.

3. An email notification indicating that there is missing/invalid data or that the eSNAP has been accepted for submission is automatically sent by the system. If the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. If the PI submits the eSNAP, notification is sent to the SO and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to *Submitted*.

Assigned NIH staff personnel are also notified when the report is submitted.

# **PD/PI Assurance Report**

The responsibility to secure and retain a written assurance (including date) of all PD/PIs prior to submitting an eSNAP Progress Report to the NIH now rests with the grantee institution. They further agree to make the signature available to the NIH upon request. Since the eSNAP feature already accommodated the PD/PI "sign-off", it has been determined that this can be the official system of record for this particular assurance. A report has been created to allow grantee officials to retrieve this information upon request.

## **SO – PD/PI Assurance Report**

To view the PD/PI Assurance Report:

SO – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the Manage eSNAP screen (Figure 8.1) click the PD/PI Assurance Report access tab.

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	~	nons			Institution: OREGON RES	EARCH INSTITUTE
					Authority: FSR SO	Log-out
	by National Institutes of					
Grant List PD/PI Assura	ance Report	eshar FSR Links eRA Partners I	1cip			
Manage eSNAP 📀						
OMB Approval Number OMB No. 0	1926-000 mmHS2590 Approved th	trough 09/30/2007				
Search Form						
Grant Number:	Type Activity	IC Code Serial Number Support Year S	uffix Code			
PI Last Name:						
Current Reviewer Last Name:						
Status:	All	~				
			Search			
You have been delegated authority		ator's PI list of grants select PI from the drop	-down list below then click 'Go'.			
	✓ Go					
Select Grant Number link to mana	ge the eSNAP:					
	ge the eSNAP:					
Grant Applications	-					Current
	ge the eSNAP: PI Name	Project Title		Due Date	Status	Current Reviewer
Grant Applications	-	Project Title		Due Date	Status	Current Reviewer
Grant Applications	-	Project Title		Due Date	Status	Current Reviewer
Grant Applications	-	Project Tille		Due Date	Status	Current Reviewer
Grant Applications	-	Project Tille		Due Date	Status	Current Reviewer
Grant Applications	-	Project Tille		Due Date	Status	Current Roviewer
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Grant Applications Grant Number	Pi Name	1		pue Date	Status	Current Reviewer
Orant Applications Grant Number [Contact USAHip Desk [Provsv) Contact USAHip Desk [Provsv)	PIName Notce   Disclaimer   Accessibility Mither   Declaimer   Accessibility Department	1 of Hastin © 2007 NH All Rights Reserv		Due Date	Status	Reviewer
Grant Applications Grant Number	PI Name	1 of Hastin © 2007 NH All Rights Reserv		Due Date		Current Roviewer

Figure 8.1: Manage eSNAP Screen (ESP7002).

The PD/PI Assurance Report screen displays (Figure 8.2).

	C	Electronic Research Administration Sparared by Article Listington of Realth Generating Order Antonics (Second Second Se	Vikionne Instalion VRRIRea COMMONWEALTH UNIVERSITY Autority: FSR 50 CDEV
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Figure 8.2: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.2):

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

e RA	Commons		Welcome Institution: OF Authority: FS	EGON RESEARCH INSTITUTE
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ome Admin Institution Profile Grant List PD/P1 Assura	Personal Profile Status CONAP FSR Lin	ks eRA Partners Help		
Assurance Report				
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lame	7 100			
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	Search Clear			
Assurance Search Results 1 -	27 out of 27 records Prev 1 Marchill			
unit #	PI Name	User ID	lAgree Date	Action
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1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
1DC000000-00 1DC000000-00	JANE DOE	DOEJOHN 11/16/2007 DOEJOHN 11/16/2007	14:39:22 14:39:22	ROUTE
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1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
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1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
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1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
1DC000000-00	JANE DOE	DOEJOHN 11/16/2007	14:39:22	ROUTE
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Bethesda, Maryland 20892	Screen Id			FIND. APPLY. BUCCI

Figure 8.3: PD/PI Assurance Report Screen (ESP7039).

**NOTE:** Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

**NOTE:** For SOs, only the SOs default institution affiliated records are included in search results.

### NCAA – PD/PI Assurance Report NIH Only

NCAA users are internal NIH users—staff members within eRA who perform account activation for requested Commons accounts. This particular report is available to only NIH staff holding this special role and is not applicable to grantees.

To view the PD/PI Assurance Report:

NCAA – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the NCAA ESNAP Reports screen (Figure 8.4) click the PD/PI Assurance Report access tab.



Figure 8.4: NCAA ESNAP Reports Screen (ESP7041).

The PD/PI Assurance Report screen displays (Figure 8.5).

Search Criteria		Welcome Instations UIS NATIONAL INSTITUTES OF HEALTH Authority: INCAA OFM OFMOE UPSPR CDEV Loopool
	[Search] [Clear]	
	Pl Assurance Search Results	
	Grant # PN Name User ID (Agree Date No record available.	Action
	-	
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Figure 8.5: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.5):

**IPF** code.

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

Home Admin	RA Sponsored by Institution Profi Assurance Repo nce Repo 2221101	y Nationa le Personal et Submi	Fist	ns	Links eRA Partner	s Help	Welcome pierpointb_com Institution: U.S. NATIONALINST Authority: NCAA OPM OPMDE	
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PI Assurance !	Search Results 1	1 - 1 out of 1 r						
Grant #			PI Name		User ID	IAgree Date		Action
					SCR	4/29/2004 9:21:49		ROUTE
National 9000 Ro	Includes of Line	<u>(th (NIH)</u>	imer ( <u>Accessibility</u> ) <u>Department of Health</u> and Human Services	Ø 2007 NIH. All Rights Reserved. Screen Rendered: 07/10/2007 09:5 Screen Id: ESP7039	0:00 EDT		FIN	GRANTS.GOV*

Figure 8.6: PD/PI Assurance Report Screen (ESP7039).

**NOTE:** Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

**NOTE:** For NCAA users, only records affiliated with the institution identified by the IPF code search parameter are included in search results.

## **PD/PI Assurance Report Fields**

<u>Column</u>		Description
Grant #	-	Combination of Characters and Numbers that identify a grant.
PD/PI Name	-	Principal Investigator name.
User ID	_	Principal Investigator user id.
I Agree Date	-	The date that the PI electronically agreed to the terms required for performing the action shown in the adjacent Action column.
Action	-	The action performed by the PI that prompted assurance agreement.

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