Transcript – Signing Official

Welcome to the 2nd of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This second video focuses on the tools available to a Signing Official to find a specific grant.

The process for a Signing Official is a little different than for a Principal Investigator.

Both will login to eRA Commons, and both will click the Status Menu option.

For a Signing Official, the next window is the General Search screen.

The Signing Official is presented with a search screen because in many cases, the SO will be managing hundreds of applications and grants.

So to help narrow the search, the General Search form provides 10 different variables that can be used to find applications and grants.

Let's start with the Grant Number.

An NIH grant number is made up of 5 fixed components and one optional component. If we break down a number into its parts, we have Type. This indicates if the application is new, a renewal, non-competing, or other options.

Activity Code the 3 character activity code specifies the type of grant.

Institute Code The two letter code identifies the institute or center that is funding the grant Serial Number a unique five or six digit number that identifies a specific application.

Support Year indicates the current year of support, for example 01 is a new grant and 02 would be in its second year of funding.

Suffix Code is optional and used in a variety of ways.

Let's look at the remaining fields that can used to help find an application or grant.

Accession Number is a unique value assigned by the Center for Scientific Review to applications before being assigned with an NIH grant number.

Grants.gov Tracking Number Since all applications for grants for all federal agencies must come through Grants.gov, Grants.gov creates a unique application identifier for each application it receives.

Principal Investigator Name allows you to search by first and/or last name of a PI.

Application Status Select from Awarded to Withdrawn from the drop down list.

Eligible for FFATA, or Federal Funding Accountability and Transparency, Reporting and Eligible for Hurricane Sandy Reporting check either of these boxes for these special cases.

For The next fields, you can enter a range of dates for the budget start and end dates using the From and To fields.

Organization Hierarchy Select from the drop- down lists School, Division, and/or Department.

So as an example, a Signing Official might want to look for all R01 applications with a budget start date in 2011 with Larry McCoy listed as the PI. Set the Activity code to R01, the PI Name and the budget start date to 01/01/2011 and an end date of today.

Click Search.

The system will display all the applications and grants that match the search criteria in a results screen.

In addition to the General Search fields, the Signing Official Status search screen provides a number of other search options

Signing Officials can search for applications with the Just in Time link using the Just in Time search feature.

Clicking on the link on the left side opens the JIT search window.

You can search by Grant Number, in the same manner as the General Search; Principal Investigator Name; Application Status, selecting from the drop-down menu; and Organization Hierarchy, selecting School, Division, and Department as needed.

Commons provides the RPPR link for applications requiring a Research Performance Progress Report.

Signing Officials can search for these applications using the Pending Progress Report search feature.

SOs can perform a query on recently awarded grants using the Recently Awarded search feature.

The corresponding search results include all appropriate links for the grants.

Signing Officials can search on eSubmissions using the Recent/Pending eSubmissions search feature.

Since these are applications that have not yet been awarded, there is no grant number assigned by NIH.

But a search can be done using the Center for Scientific Review Accession Number, Grants.gov Tracking #, or eSubmission status.

Take note to always set a range for the Received Date because the search will use the default date values.

Similar to the other Search forms, the Closeout search can be keyed on any number of variables.

However, the Closeout search includes three checkboxes Requires FFR/FSR; Requires Final Progress Report; and Requires Final Invention Statement.

If a checkbox is selected, the results will include any grants that are missing that particular type of report.

A search can be done on applications with relinquishing statements by using the Change of Institution search feature.

The Relinquishing Statement search allows you to see relinquishing statements for grants that have not yet been transferred to your institution but they do have a relinquishing statement.

This allows you to start working on the application process for the transfer of the grant to your institution.

This has been the eRA Commons Status Screen Tutorial number two Signing Official Search Tools.

Thank you for watching.