eRA Commons User Guide

June 27, 2023

NOTE: This user guide is an identical PDF version of the online help.
Contact Us


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

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

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

eRA Commons is a Web-based system for applicants and institutions to participate in the electronic grant administration process.

In eRA Commons (Commons), grant applicants, grantees, and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants. If you are registering a new institution, see [https://www.era.nih.gov/register-accounts/register-in-era-commons.htm](https://www.era.nih.gov/register-accounts/register-in-era-commons.htm). If you are affiliated with a registered institution and need an eRA Commons account, contact your institution's signing official or account administrator.

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

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

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

See:

*Welcome to eRA Commons!*
First-Time Login With Temporary Password

Logging into eRA Commons

Registering Institutions and Organizations
2 Latest Updates

June 7, 2023

Updated eRA Commons online help to new look and feel, including new eRA logo.

May 16, 2023

The *Understanding Grant Numbers* topic has been updated to include the new "D%" suffix code. The new D code in a grant number indicates that a resubmission and/or renewal application was withdrawn prior to the issuance of a summary statement at the request of the applicant and a subsequent version of that resubmission or renewal was submitted.

May 15, 2023

A new **Project Number** field has been added to the General search screen for signing officials in the Status module. At this time, this field is to support a pilot program for NIH contract vendors and can be disregarded by most eRA Commons users. See *Status Search for SOs*.

October 27, 2022

Signing officials (SOs) now have an option in the eRA Commons Status module to bypass the standard 2 business day application viewing window for administrative supplement applications. See *Bypassing the 2-Business-Day Application Viewing Window for Administrative Supplements*.

October 27, 2022

The Status module for signing officials has been updated to a new visual appearance. Status screens have been updated in the help, including Status search screens, search results, some screens that result from clicking action links from grants, and the *Status Information* screen. See *Status Search for SOs*. 
October 27, 2022

The Change of Institution/relinquishing statement screens for signing officials are now updated to a new visual appearance. All relinquishing statement screens have been updated in the help. See Managing Relinquishing Statements.

August 19, 2022

Updated all links to eRA Help Desk to https://www.era.nih.gov/need-help, the new support page for eRA.

July 20, 2022

Updated Personal Profile screen captures to match current product screens. Changed Gender to Sex in Demographics section of Personal Profile.

June 30, 2022

Updated FCOI section to align online help with the FCOI new look and feel. Content and functionality of FCOI remains the same; see Financial Conflict of Interest (FCOI) Module Overview.

June 23, 2022

Updated RPPR section with all new screenshots to match the new look and feel of the RPPR module. See Research Performance Progress Report (RPPR) Module.

June 13, 2022

Updated link for more information on Other Support in the Just in Time Screen topic: Just in Time (JIT) Screen.

May 23, 2022

Updated the Delegations topics to align with the new look and feel of all delegation screens. See Delegations.
May 20, 2022

Updated the Demo Site topic to align with the new look and feel of Demo registration screens. See Commons Demonstration Site.

May 2, 2022

In the Institution Profile, updated the About the Institution section to align with the new use of unique entity identifiers instead of DUNS numbers. DUNS number, if they exist, still display in About the Institution. See About the Institution. Relinquishment of Institution (Change of Institution) screens are updated to show new UEI field in the place of where the DUNS number formerly appeared.
3 Welcome to eRA Commons!

Access eRA Commons by entering the following address into your web browser:

https://public.era.nih.gov/commons

The eRA Commons login screen displays, which contains the following elements:

Methods for logging in. For help on login methods, see *Logging into eRA Commons*.
Learn How to Use eRA Systems. Panels leading to role-specific help for applicants, grantees, or reviewers.

Quick Queries. Search public grant information without logging in.

eEdison. Report patents or inventions.

Getting Started links. Learn how to register an institution, work with a demo environment, create accounts, or submit reference letters.

News. Latest eRA news.

Service Desk Contact Information. Get help from the eRA service desk.

After logging in, you see the home, or landing, screen, which is similar to the login screen except that it has navigation to eRA modules.
Navigate to the most commonly used modules by clicking the module's colored tile or use the Apps menu to access all modules:
See your login information, institution, roles, and a **Sign Out** link under the person icon  in the header. It also contains links to change your password or manage your email preferences. For more information about the header, see *Header and Footer Navigation*.

The grey panel labeled SAMSHA gives you direct access to the Non-Research searches for amendments, continuations, and supplements. See *Non-Research Amendments, Supplements, and Continuations (for Non-Research Agencies)* for more information.
To see login information and helpful links, click the person icon.

On any eRA Commons screen with a help icon 📌, click it to access context sensitive help for the screen you are viewing.

3.1 Logging into eRA Commons

Access to eRA Commons depends on the type of user. The Commons user (applicant, signing official, NIH staff, etc.) can log in using one of four ways listed on the eRA Commons login screen:
The table below indicates which methods internal (staff) and external users can use. For external users, use of eRA Credentials is being phased out during 2021 in favor of login.gov, which provides two-factor authentication.

<table>
<thead>
<tr>
<th>Authentication Method</th>
<th>External</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>eRA Credentials</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Federated Account</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PIV/CAC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>login.gov account</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

1 Only for users with accounts at Federated institutions/organizations.

### 3.1.1 Log In with Login.gov

If switching to Login.gov, follow the instructions in *Transitioning To and Using Login.gov*.

If you attempt to log in with your normal eRA credentials, and you see one of the following screens, then you are being transitioned to mandatory use of Login.gov; see *Transitioning To and Using Login.gov*. 
3.1.2 Log In with eRA Credentials

This method uses a username and password that is assigned and maintained by the eRA Commons system. This method is being phased out gradually and eventually all external users must create and associate a Login.gov account, which associates the eRA credentials with the Login.gov account, but uses Login.gov for authentication. See below for instructions.

**NOTE:** If you are an NIH staff member who needs to log in with your NIH network account credentials and you have an active NIH PIV exemption, see [Login Screen for Internal Staff](#), and scroll down to the topic titled, *Log In Using NIH Network Account Credentials (Only available for NIH users who have an active NIH PIV exemption)*.

If you have been provided with a Commons User ID, you can log into Commons using the [Login with eRA Credentials](#) section of the login page. This access method is being gradually phased out starting in 2021, but you will retain the eRA credentials and continue to maintain them because they identify you throughout the Commons system.
3.1.2.1 To log into Commons:

2. Under **Login with eRA Credentials**, enter your username in the **Username** field.
3. Enter your password in the **Password** field. By default, passwords display as bullet characters, but you can click the small 'eye' icon next to the password field to see the actual password in clear text.
4. Click the **Login** button.

![Login with eRA Credentials](image)

Commons Login

**NOTE:** Commons locks users out after three (3) unsuccessful login attempts.

A **successful login** shows the username, institution, and user roles in the upper right of each screen. For newer screens you click the person icon to see this information, while older screens show it in the header.
IMPORTANT: Are you affiliated with multiple institutions? Make sure that the correct institution is displayed after you log in. This will affect the information you can access in Commons. Refer to the topic called Refer to Changing the Displayed Affiliated Institution for more information.

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

NOTE: The modules accessible to a user depend on that user’s role and privileges. See Opening Modules for information on navigating to modules.

3.1.3 Log In with and InCommon Federated Account

This method uses an InCommon federated account (when a user’s organization participates in the InCommon federated account login program, which involves using the
organization’s own credentials). See *Federated Institutions/Organizations Commons Login* for instructions.

### 3.1.4 Log In with PIV/CAC or With Network Credentials+PIV Exemption

If you are an internal NIH or Agency user accessing Commons, see the [Login Screen for Internal Staff](#) topic.

If you are an NIH staff member who needs to log in with network credentials and you have an active NIH PIV exemption, access the above topic, and scroll down to the topic titled, *Log In Using NIH Network Account Credentials (Only available for NIH users who have an active NIH PIV exemption)*.

### 3.1.5 Commons Landing Page

After logging in, you see the landing page. See *Welcome to eRA Commons!* for details.
3.1.6 Session Expiration

If you are going to be away from your computer for an extended period, save any changes and log out of the system. Work sessions expire after 45 minutes of inactivity. At that time, the system returns to the Commons Login screen.

3.2 Transitioning To and Using Login.gov

eRA is moving to two-factor authentication via Login.gov for accessing its external modules, meaning that log-in will require something you know (password) and something
you have (a phone or other device).

Users of eRA Commons, IAR, and ASSIST must transition to the use of Login.gov credentials, instead of their Commons username and password, to log in. eRA will begin a phased approach beginning on September 15, 2021 for enforcing the two-factor authentication requirement for the NIH recipient community as described in Two-Factor Authentication: Access eRA Modules via Login.gov (https://www.era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm).

### 3.2.1 Log In with Login.gov

This method uses Login.gov, after a one-time associating of the Login.gov account with the eRA Commons account. Groups of reviewers are being migrated during 2021; if you are a reviewer attempting to log in and you are redirected to create a Login.gov account, that means that you are among a group currently being migrated to mandatory use of Login.gov. Other Commons and ASSIST users are encouraged to start using Login.gov as soon as possible before the September 15 deadline.

If you have trouble with the Login.gov process, try these two support sources:
• Login.gov help center: https://Login.gov/help/

• eRA Commons Support Desk (https://www.era.nih.gov/need-help)

You will continue to retain and maintain the eRA username and password after registering with Login.gov; however you must always use Login.gov to log into eRA Commons after creating the Login.gov account creating and associating it with your eRA credentials. See https://www.era.nih.gov/faqs.htm#XXIV.

**IMPORTANT:** BEFORE YOU START THE PROCESS:
• Make sure your eRA Commons account is active and unlocked, and you know your account password; if you are unsure of the password, then use the Forgot Password/Unlock Account link located below the username and password fields on the eRA Commons home screen to change your password (see screenshot below).
• Also, ensure that you not are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is https://public.era.nih.gov/commons/
• Ensure your eRA Commons account is active and. If your eRA Commons account is inactive, you must contact the eRA signing official/administrative official (SO/AO) at your institution for assistance to activate your account.
For those who use InCommon federated credentials, NIH is working with the InCommon Federation community to determine if and when that service could implement the necessary two-factor authentication processes to allow that login method to continue in the future.

### 3.2.2 Detailed Login.gov Steps and Troubleshooting

**Accessing eRA Commons with Login.gov for the first time**
Steps for the Initial Setup at Login.gov

STEP ONE — Click the Login.gov option on eRA Commons

**TIP:** If Login.gov has become mandatory for you, then upon entering normal eRA credentials, you will be redirected automatically to the Confirmation Required popup below to start the Login.gov process, and will not be able to log in until you complete it.

1. On the eRA Commons login screen, click on the Login.gov logo in the login section.

2. You will be presented with a Confirmation Required dialog. Click Continue and you will be redirected to https://secure.Login.gov.

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Welcome to Commons Screen 37 June 27, 2023
NOTE: If you already have a Login.gov account, enter your email address and password and click Sign In. Complete the two-factor authentication method that you have already configured for your Login.gov account (text message, authentication application, etc.) and you will go directly to STEP THREE below.

STEP TWO — Create a Login.gov account

1. Click the Create an account button on the initial Login.gov screen. You will be presented with the Login.gov Create Your Account screen.
2. Enter your email address and select the box to accept the Login.gov Rules of Use and click Submit.

**NOTE:** Use an email address that you will always have access to, not one that is dependent on your current institution, because you will need access if you ever reset your password. You use the same Login.gov account and eRA account regardless of your current institution.

3. You will receive an email from Login.gov asking you to confirm your email address.
4. Complete the process to confirm your email address by selecting the “Confirm email address” link included in the Login.gov verification email.

5. You will be returned to the Login.gov site where you will be presented with the Create a Strong Password screen. Following the password guidelines, enter a new password you would like to use for your Login.gov account.

6. Choose an authentication method from the multiple authentication methods available to you (a security code to a phone, a list of codes, an authentication application, a security key, or a government employee ID).
7. If you select a phone, click the **Phone** radio button, and click **Continue**.

**NOTE:** If you are unsure if your phone is VOIP, then make sure to use a cell phone.
8. Enter your phone number and click **Send Code**.

![Send Code Image]

9. Enter the security code received by text message.

10. You will be presented with a confirmation screen showing that your phone was successfully added to your account. Your account creation at Login.gov is now completed. Click the **Agree and Continue** button and you will be redirected back to eRA Commons.
STEP THREE — Associate your Login.gov account with your eRA Commons account (one-time only)

1. After following the STEP TWO procedures, you will be redirected back to eRA Commons and presented with the Associate your eRA Account screen (see below). Enter your eRA credentials – username and password – to associate your Login.gov account with your eRA Commons account. You will only do this once unless you decide to use a different Login.gov account.
2. This association process will not work without the correct eRA credentials. If you are at all unsure of your password, click the **Forgot Password/Unlock Account** link in the blue INFORMATION box. Then follow the onscreen prompts to reset your password:
   
   i. First, submit your eRA Commons user ID and the email associated with it.
   
   ii. Check your email for a temporary password, then click **Continue** in the **Reset Password** screen below:
iii. You are presented with the Change Password screen; follow onscreen instructions to reset your password, then click the link for the Commons home page. Make sure to remember this new password.

iv. You are returned to the Associate your eRA Account screen, where you can now enter your correct eRA credentials.

v. If your eRA credentials are validated, then your Login.gov account will be successfully associated with your eRA Commons account, and you will directly access the eRA Commons.

YOU ARE DONE — You will be returned to eRA Commons. After completing the Login.gov process, you must use the Login.gov login method exclusively to log into eRA Commons from now on. The next time you log into eRA Commons using Login.gov, you will be automatically authenticated and re-directed to eRA Commons.

Accessing eRA Commons after completing Login.gov account creation and association to eRA account:
After you create a Login.gov account and associate your eRA Commons account with it, you must use the Login.gov option on the eRA Commons home screen.

1. On the eRA Commons home screen, click on the Login.gov logo in the login section.

2. Log in to eRA Commons with your Login.gov credentials (email and password) and the additional authentication method you set up with your Login.gov account. You will be automatically taken to the eRA Commons landing screen.

**TIP:** If you do not want to enter a code every time, click the box that states, ‘**Remember this browser.**’ If you use the same browser and computer to log into eRA Commons, Login.gov will remember these settings and not require you to complete the two-factor authentication process each time you log in, and you will directly access the eRA Commons.

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**Troubleshooting login problems with Login.gov**

**IMPORTANT:** Make sure your eRA Commons account is active and you know your account password before attempting to complete the Login.gov process; if you are
unsure of either, then use the Forgot Password/Unlock Account link on the main Commons login screen to change your password prior to attempting to associate your Login.gov account with your eRA Commons account.

If you tried to log in using Login.gov, and it did not work, please perform the following before contacting the eRA Service Desk:

1. Clear your browser cache/history and then close and restart your browser.
2. Make sure you are not using a bookmark that points to an older URL address.
   Delete your bookmark and go to the main eRA system URL directly. For instance:
   c. https://public.era.nih.gov/iar
   d. http://m.era.nih.gov/cmb
3. If it still does not work, please contact the eRA Service Desk at https://www.era.nih.gov/need-help
4.1 Federated Institutions/Organizations Commons Login

This topic provides information on the following:

- Logging in with InCommon Federated Account
- Associating your eRA Commons account to your InCommon Federated account
- Troubleshooting issues when associating your InCommon Federated account to your eRA account
- Two-factor authentication for InCommon Federated Accounts (use of InCommon Federated accounts without two-factor authentication is not permitted)

Effective September 15, 2021, several thousand organizations are now available in the type-ahead search box for InCommon Federated accounts on the eRA Commons login screen. While many organizations appear in the list, they don't all support NIH’s two-factor authentication standards. To use an InCommon Federated account to login to Commons, your organization must support NIH’s two-factor authentication standards and you must have two-factor authentication setup for your organization’s account.

When you select an organization from the type-ahead search box and click the Login button, you will be redirected to the organization’s sign in site where you will complete the login process for the organization. If the organization supports NIH’s two-factor authentication standards, you will be prompted to complete their two-factor authentication login process, and if successful, you will automatically be redirected back to eRA Commons and automatically authenticated and logged in.

If your organization does not support NIH’s two-factor authentication standards and you do not have two-factor authentication setup for your organization’s account, you will not be able to login using your InCommon Federated account. There are several situations where you may receive an error message during the login process, and this depends upon the InCommon Federated organization and how they integrate with NIH Login.

- After you select an organization from the type-ahead search box and click the Login button, you might receive an error message from NIH that says your organization does not support NIH’s two-factor authentication standards.
• After you 1) select an organization from the type-ahead search box, 2) click the Login button, 3) and are redirected to the organization’s sign in site, you might receive an error message from the InCommon Federated organization that says your organization does not support two-factor authentication.

• After you complete the login process for your organization, you might receive an error message from the InCommon Federated organization that says you have not set up two-factor authentication for your organization’s account.

If your InCommon Federated organization does not support NIH’s two-factor authentication standards and you do not have two-factor authentication setup for your organization’s account, you are required to use Login.gov; see Transitioning To and Using Login.gov.

Note that the two-factor authentication process and software used to support two-factor authentication varies across InCommon Federated organizations. Specific questions about your organization’s ability to support NIH’s two-factor authentication standards or the availability of two-factor authentication for your InCommon Federated account can be directed to your Organization Administrators. Compliance and contact information can be found here: https://auth.nih.gov/CertAuthV3/forms/help/compliancecheckhelp.html

InCommon Federated accounts, previously limited to only eRA scientific accounts, is now opened up to eRA administrative accounts effective September 15, 2021. However, if you have more than one eRA administrative account, wait to switch any of your administrative accounts as eRA is working on a solution that will support users with multiple eRA accounts that should be available in early 2022.

For further information, see Two-Factor Authentication: Access eRA Modules via an InCommon Federated Account.

4.1.1 Accessing Commons with Your Organization Credentials

1. Navigate to the Commons login page.
2. In the Login with Federated Account section of the login page, type part of your organization’s name, then select the appropriate organization from the dropdown. Because the list is long, the dropdown is a type-ahead field, meaning you type all
or part of your organization's name and a shorter list drops down, showing only those options that match the text you entered.

3. Click the **Login** button.

   ![Login with Federated Account]

4. You are redirected to the InCommon Federated organization’s login site, where your organization’s sign in page displays.
5. Enter your InCommon Federated organization account credentials (e.g., username and password).

If two-factor authentication is setup and enabled for your account, you will be prompted to complete the two-factor authentication process for the InCommon Federated organization.

**NOTE:** The two-factor authentication process and screens are managed by your own organization and not by eRA. If you do not know your credentials at your organization or you are having trouble with your organization’s login screen, you
will need to contact your organization. The eRA service desk cannot help you with this screen.

After successfully logging into your organization’s account using two-factor authentication, you will be redirected back to eRA Commons. If eRA determines that your organization’s account is already associated with your eRA account, you will be successfully logged into Commons and can start using the system without having to log in again.

If your organization account is not linked to your eRA account, you will be prompted to associate your InCommon Federated account with your eRA account. See the next section.

If your InCommon Federated account is not associated with your eRA account:

If eRA determines that your organization’s account is not associated with your eRA account, you will be prompted to do so via the Associate your eRA Account screen. This is a one-time process.
Before You Associate Your eRA Account With Your InCommon Federated Account

• Make sure your eRA Commons account is active and you know your account password; if you are unsure of either, then use the **Forgot Password/Unlock Account** link in the blue INFORMATION box of the screen; see screenshot above. The Reset Password screen displayed will ask for your User ID (your eRA Commons username that you use to log into Commons) and email address.

• Also, ensure that you not are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is [https://public.era.nih.gov/commons/](https://public.era.nih.gov/commons/).

• Make sure you have an active account with an organization that participates with the **InCommon Federation** and you know your password. Your organization must support NIH’s two-factor authentication standards and you must have two-factor authentication enabled for your account.

To associate your eRA account with your InCommon Federated Account:

1. In the **Associate Your eRA Account** screen, enter your eRA Commons User ID and password.
2. Click the **Continue** button.

   If successful, your eRA account will be associated with your organization’s account, and you will be successfully logged into Commons and can start using the system without having to login again.

   Now that you have completed the one-time association process, you will be able to log into Commons using your InCommon Federated Account without having to enter your eRA account username and password. You will only need to sign into your organization’s account using two-factor authentication.

   If eRA cannot authenticate the Commons User ID or password you provided, the following message will display:

   *Either the information entered is invalid or you are not enrolled in the eRA Commons. To keep your information secure, we may lock your account if you*
continue to enter incorrect login information. Please see your organization’s account administrator for assistance (ID: 200523).

Other issues might prevent eRA from associating your accounts. Please read all messages and tips that appear on the screen during this process. You may also refer to the section below titled Why Can’t I Associate My InCommon Federated account to My eRA account?

4.1.2 Why Can’t I Associate My InCommon Federated account to My eRA account?

If you are with an organization participating in the InCommon Federation, but you are having trouble associating your eRA account with your organization’s account, one of the following scenarios might be the issue:

Are you trying to use a temporary password?

If you have not yet created your own eRA account password and are attempting to associate your accounts using the system-assigned, temporary password for your eRA account, you will receive an error. You must change your eRA account password to one of your choosing before you can associate your accounts.

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

After successfully changing your eRA account password, log back in following the steps described in Accessing Commons with Your Organization Credentials.

Is your current eRA Account password expired?

You will not be able to associate your accounts if your eRA account password is expired. Navigate to the Commons home page. Use the Commons Login fields to log into Commons with your expired password. Commons will present the Change Password screen on which you can update your password.

After successfully changing the password for your eRA account, log back in following the steps described in Accessing Commons with Your Organization Credentials.
**Is your eRA account locked due to multiple unsuccessful logins?**

You can reset your eRA account by clicking the [Forgot Password/Unlock Account](#) link on eRA Commons home page. Commons will generate a new, temporary password for you.

Once you follow the steps for changing the temporary password for your eRA account to one of your choosing, you can log back in following the steps described in *Accessing Commons with Your Organization Credentials*.

**In all other cases, please contact the eRA Service Desk to resolve this issue.**

### 4.2 Switching Institutions

Are you a PI who has switched institutions?

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

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

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

Follow these steps if you switch institutions:

1. Request that the SO at your new institution/organization affiliate your existing Commons account with your new university/organization. You will need to provide the SO with your Commons ID.
The SO can follow the steps listed in the Create Affiliation topic of the Accounts Management System Online Help.

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

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

3. Contact the eRA Service Desk if you realize that you have more than one Commons account. They can help you merge the accounts together.

4. Keep your Commons Personal Profile updated. This includes the address fields and the end dates of your employment.

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

### 4.3 Changing the Displayed Affiliated Institution

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

To select a specific institution to work with in Commons:

1. Log into eRA Commons.
2. If you are affiliated with multiple institutions, the login info area at the upper right corner of the page screen lets you switch institutions. The login info area varies depending on the screen you are on:
   - If you see the following user info in the upper right, click the linked institution name.
If you see the person icon in the upper right, click it and then click the **Change Institution** link.

The *Change Affiliation* screen opens, which lists the names of all institutions with which you are affiliated.
3. Select the radio button of the institution you want to work with in eRA Commons.
4. Click the Submit or Save button to set the institution as your current default.
   
   When you log in, you are automatically set to log into the default institution.

In eRA Commons, you now see the grant data and roles associated with the institution you chose. You can check your current institution from selected Commons screens in the user area at the upper right.

4.4 Logging out of Commons

Upon completion of any work in eRA Commons, it is best practice for security reasons to log off from the Commons system. sdfasdf
eRA Commons is in the midst of a shift from an older user interface for modules to a newer modern look. During the transition, you will see a mix of older and newer headers, and logging out is slightly different between these.

Use the following methods to log out, depending on which header you see.

With the newer blue header (below), click the Person icon in the upper right, and then click the **Sign Out** link in the dropdown menu.

### 4.5 Create or Edit a New Commons Account

If you are a Commons user with one of the following roles, you have the ability to create new Commons user accounts (such as for a PD/PI) using the **Manage Accounts** feature.
• SO (signing official). Can create accounts of any role type, including creating additional SO accounts. See *Signing Official (SO)*.

• AO (administrative official). Create all accounts except SO, BO, FCOI accounts, and IAR accounts

• AA (account administrator). Create all Commons accounts except SO, FCOI accounts, and IAR accounts

• BO (business official). Create all accounts except SO, BO, FCOI accounts, and IAR accounts

Users, such as principal investigators (PIs), cannot create their own accounts. Commons accounts are created by users with the roles mentioned above or via invitation, appointment, or institutional registration (see additional links below).

You can also use the steps in this procedure to edit an account. For instance, you might want to change an AA or PD/PI account to a SO account in the case of a promotion to other duties. Keep in mind that some roles conflict; for instance, a PD/PI, which is a scientific role, cannot co-exist with an SO role, which is administrative, so you might have to delete some roles to add others.

To create a new account:

1. Navigate to the Admin module, and select the **Accounts** tab.
2. Select the **Account Management** option.

The **Search Accounts** screen opens in a separate window. You'll notice that there is no **Create New Account** button displayed at this time. You cannot create a new account until you perform a search for the account first. This measure is in place to help avoid the creation of duplicate accounts.
NOTE: By default, the "Search only within my organization" checkbox is not checked so that existing accounts for investigators and other scientific roles can be located and affiliated instead of creating new accounts. PI roles, for example, are intended to be used throughout the investigator's career regardless of their current affiliation(s).

3. Search for the person (Last Name, First Name) whose account you are creating. After performing the search, if no existing account is found, the Create New Account button becomes enabled.
4. Select the **Create New Account** button.

The **Create Account** screen displays. The **User Type** should default to **Commons** and the **Primary Organization** should default to that of your own. The **User Type** field can be changed if necessary.
5. On the Create Account screen, fill out the fields. Note that all fields except Middle Name are required.

- **User Type**: Select Commons from the drop-down list if it is not already displayed.
- **User ID**: Enter a unique name as the system username.
- **Primary Organization**: This field defaults to your organization and cannot be changed. If an individual needs to be affiliated with your organization and already has a non-administrative account with another institution (primarily Primary Investigators - PI), search for them outside of your organization and affiliate their existing account with your institution.
- **Last Name**
- **First Name**
- **Middle Name**
- **Email**
- **Confirm Email**
6. After entering contact information, you can assign a role to the account. Click the **Add Roles** button to open the AMS | Add Roles window. The organization will default to the current user’s institution and cannot be changed. Below the Organization field is the list of roles available to the type of user selected.

7. Select the role or roles required for the new account. You can use multi-select in order to choose multiple roles to add at one time. Some roles conflict with one another and can not be assigned at the same time, such as PD/PI and SO. An error message occurs if you assign conflicting roles.

8. Click the **Add Role(s)** button when all roles have been selected. You are taken back to the Create Account screen and the new roles will be listed.
9. If it is necessary to add additional roles (now or later), repeat the same steps.

10. When all necessary roles are displayed, click the **Create** button and the new account will be created. Clicking the **Clear** button will reset the page to blanks except for the default institution.

11. **Optional**: If a role is either no longer required or if it was added in error, use the **Remove** button to eliminate that role for that account.

### 4.5.1 Additional information:

- [eRA Commons Registration & Accounts](#)
- [eRA Commons Accounts: Who and How and Where](#) click [here](#) for one-page PDF version
- [Institution Registration and Account Creation](#) (Training Videos)

### 4.6 Basics and Navigation for eRA Modules

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools
that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel. Not all screen elements shown here will appear in all module.

**Read this topic to learn about:**

- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables

### 4.6.1 Header and Footer Navigation

A mixture of older and newer headers appears throughout screens in eRA Commons. During a period of transition, you will see both older and newer style screens in eRA Commons and eRA modules.

The new header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.

The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:
Other Icons in Header

Links to the Department of Health and Human Services.

Link to grants.nih.gov.

Links to a general eRA Service Desk Support page.

Links to eRA Points of Contact page.

The person icon shows your login information, institution, a link to change your password, email preferences, and sign out link:
Dynamic Header

Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.

Redesigned Footer

The footer is clean and offers only essential information organized into columns.
4.6.2 Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.

The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

To navigate to the screens available under each section, click the section name to see a dropdown that shows all screen names, as shown below.

If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.

When clicked, the three-line icon shows all module navigation in vertical form, below.
4.6.3 Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an Actions column, as shown below. This happens if there are three or more actions to be displayed. If only one action item is listed, then the column will list that action as the header and have an 'x' in the body of the column.

4.6.4 Standard Tools for Tables

Tables are sleeker with tools for showing the data you want to see.
Filter

Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in filter is highlighted in the table.

Selecting Rows/Bulk Action Tool

Use the bulk actions tool to select or deselect all, and to show selected rows only or all rows. Other bulk action tools might also let you mark or clear the checkboxes of all currently visible rows (such as those found by typing filter text).

Check All marks all checkboxes regardless of the number of pages of records shown. In other words, if there are 10 pages of records available, with only the first page currently visible, Check All marks all enabled checkboxes on all pages. By contrast, Check All Visible marks only those enabled checkboxes on the currently visible page. See Page Navigation below for directions on how to navigate between pages of data.
Column Picker

Click to choose the visible columns in a table by selecting/deselecting their checkboxes. The column selection is only in effect until you navigate to another screen.

Column Sorting

Click column headers to sort by that column.

Download and Print
Use the download tool, shown below, to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.

**Rows Per Page**

To help avoid scrolling, use the grid tool to specify how many table rows appear per page.

**Page Navigation**

Navigate to each page of search results using the following tool:

Instantly scroll back to the top of the page by clicking the Back to Top button, which appears on selected screens:
5 Password Policy

If you are required to use two-factor authentication to access eRA Commons, you will have either a Login.gov account or an InCommon Federated account (that supports NIH’s two-factor authentication standards) associated with your eRA account. Although you will be using one of those accounts to login to Commons, you will still possess an eRA account and the password for that account must still be maintained and reset once per year.

The Password Policy for eRA account credentials describes the use and rules of using eRA account credential passwords. Please review the Password Policy for eRA applications.


For further information about using Login.gov or InCommon Federated accounts, please see the following:

- [FAQs: https://www.era.nih.gov/faqs.htm#XXIV](https://www.era.nih.gov/faqs.htm#XXIV)

### 5.1 First-Time Login With Temporary Password

If you are a first time user logging in with the temporary password provided to you in an email, eRA Commons prompts you to change your password when you first log in successfully. You can copy the password from email.

Standards for creating passwords are displayed on the *Change Password* screen and must be followed when creating a new password.

1. Enter or paste the temporary password into the **Current Password** field.
2. Enter the new password into the **New Password** and **Confirm New Password**
fields. Also see Password Requirements.

3. Click **Submit** to update the new password information.

![Change Password Screen](image)

Change Password Screen

A confirmation message displays if the password is valid and meets the NIH password standards. If the new password does not meet the standards, an error message is displayed.

### 5.2 Password Requirements

**NOTE:** eRA users are currently being transitioned to require the use of two-factor authentication (Login.gov or InCommon Federated accounts that support NIH’s two-factor authentication standards) instead of using eRA account credentials. See [https://www.era.nih.gov/faqs.htm#XXIV](https://www.era.nih.gov/faqs.htm#XXIV). However, eRA users still possess an eRA account username and password (separate from their Login.gov or InCommon Federated account credentials) and must continue to change the eRA account password at least once a year.
The following list highlights the password requirements for eRA credentials:

- Must be at least fifteen (15) characters long
- Case sensitive.
- May contain spaces.
- Should not include your name, address, phone number, Social Security number, date of birth, HHS ID, etc.
- Does not need to contain numbers, capital letters, or special characters.
- Cannot contain weak or overused terms such as "password."
- Should not match current or past passwords from work or personal accounts.
- Cannot reuse the previous ten passwords.
- Must be changed once per year.
- Accounts are locked after 5 consecutive failed login attempts within a 120-minute period. The lockout will last for 30 minutes or until the account is reset by an authorized administrator. Users can click the Forgot Password/Unlock Account? link under the login fields of the Commons homepage (https://public.era.nih.gov/commons) to unlock their account(s). A temporary password will be forwarded to the account owner’s email address and is active for only 48 hours.
- Contact the eRA Service Desk if you need help with passwords.

Read more information on the eRA Password Policy.


When using the Login.gov method to access eRA Commons, which includes two-factor authentication, use the following link to learn about Login.gov password management and requirements. Additional links on this page address different aspects of Login.gov passwords:


For further information about using Login.gov or InCommon Federated accounts, please see the following:

- Two-Factor Authentication: Access eRA Modules via Login.gov
- Two-Factor Authentication: Access eRA Modules via an InCommon Federated Account
- FAQs: https://www.era.nih.gov/faqs.htm#XXIV
NOTE: Temporary passwords, sent to the user via email, are only valid for 48 hours and must be changed to a permanent password of the user’s choosing within that time period.

5.3 Reset Password

NOTE: This topic refers to the eRA account password. If you are having trouble with your Login.gov password, please review this page: https://www/login.gov/help/changing-settings/change-my-password/.

Even after you begin using two-factor authentication (Login.gov or InCommon Federated accounts that support NIH’s two-factor authentication standards) to log into eRA Commons, you will still receive prompts to change your eRA account password at least once per year. See https://www.era.nih.gov/faqs.htm#XXIV.

Have you forgotten your eRA account password? If so, you can reset your password. Submitting a password reset request generates a new, temporary password, which is sent to the email address contained in your user profile. This temporary password lets you log into Commons, where you are prompted to create a new password.

However, if your account is locked from too many failed login attempts, the password can only be reset by your institution’s signing official or account administrator. If you don’t know who that is, you can contact the eRA Service Desk.

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

NOTE: If you know your password and just want to change it, use the change password feature instead. Refer to Changing Your Password.

To reset your password:

1. Click the Forgot Password/Unlock Account? link on the Commons home page.
Login with eRA Credentials

**Username:**

Enter Username

**Password:**

Enter Password

[Login] [Clear]

(For External Users Only)

**Forgot Password/Unlock Account?**

Forgot Password/Unlock Account Link

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

3. Click the **Submit** button. The system returns to the Commons home page. Commons generates a new, temporary password and sends it to the email address contained within the user profile. Temporary passwords, sent to the user via email, are only valid for 48 hours and must be changed to a permanent password of the user’s choosing within that time period.

4. Log into Commons using the temporary password provided in the email.

5. After logging into Commons with the temporary password, create and enter a new password as prompted by Commons.


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

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

You can change your password anytime you are logged in as long as you know your current password. You use the Change Password screen, which can be accessed either from the Admin module or from the Person icon that appears in the upper right corner of some eRA Commons screens.

1. Access the Change Password screen.
   - Either navigate to the Admin module, then the Accounts tab, and then the Change Password tab. - OR -
   - Click the Person icon in the upper right corner of a screen and select Change Password.

   The Change Password screen opens. The screen lists the password creation standards that you must follow when choosing a new password.

2. Enter your current password in the Current Password field.
3. Enter the new password into the New Password and Confirm New Password fields. See Password Requirements.

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

4. Click the Submit button.
Change Password Screen

The password change takes effect immediately. You are still required to change your eRA Commons password annually even though you use Login.gov to log into Commons.

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

For security purposes, we recommend that you not use the browser's save password option.

### 5.5 Reset Your Expired Password

eRA credential passwords expire after a year and must be reset. When your password has expired or has been reset, you will be directed to select a new password when you try to log in.

Even after you begin using two-factor authentication (Login.gov or InCommon Federated accounts that support NIH’s two-factor authentication standards) to log into eRA
Commons, you will still receive prompts to change your eRA account password at least once per year. See https://www.era.nih.gov/faqs.htm#XXIV.

Your new password must conform to the standards listed on the screen. Also see Password Requirements.

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

Your new password is effective immediately.

Changing an Expired or Reset Password

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

For security purposes, we recommend that you not use the browser’s save password option.

5.6 Resetting a Locked Account

If you attempt to log into eRA Commons five consecutive times within a 60-minute period using an invalid eRA Commons password, your account will lock. The lockout will last for 30 minutes or until the account is reset by an authorized administrator, such as a signing official (SO) with your organization.

SOs can reset locked accounts with the Manage Accounts screen.

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

Reactivating/Unlocking an Account (SO or Account Administrator roles ONLY)

Resetting a Password

**IMPORTANT:** If your account is not locked, but you've forgotten your password, you can reset the password yourself. Refer to Reset Password.
To log in to Commons and access its features, you must have a Commons account with assigned user role(s). User roles determine which features you can employ, the tasks you can perform, and the level of access you have to information. Commons roles range from trainee roles to scientific roles to administrative roles. User roles are mostly assigned to you by your signing official or account administrator, except for the IAR (peer reviewer) role, which is assigned by a scientific review officer.

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

- **AA**: Account Administrator at an organization, who facilitates the administration of Commons accounts.
- **AO**: Administrative Official of an organization.
- **ASST**: An assistant who may be delegated to perform tasks on behalf of the PD/PI.
- **BO**: Business Official at an organization who manages trainee grants and uses the xTrain module.
- **FCOI**: Those at an organization who manage the Financial Conflict of Interest module and report submission.
- **FSR**: A person in an organization responsible for completing and submitting Federal Financial Reports (FFR).
- **Graduate**: Role assigned to an individual who is a graduate student and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html).
- **IAR**: A Reviewer selected by Scientific Review Officer (SRO*) assigned to critique and score applications in a review meeting. These Reviewers use the Internet Assisted Review (IAR) module.
- **PACR**: Having this role provides access to the Public Access Compliance Report system via the Commons home page.
- **PI**: Program Director/Principal Investigator (also called PD/PI), who directs a research project or program supported by the NIH.
• **POSTDOC**: POSTDOC role exists in Commons for those at an institution serving in a postdoctoral role. This could be someone who is being mentored and not yet in a permanent position.

• **Project Personnel**: Role assigned to an individual performing other project roles on a project. Refer to the following guide notice for more information: [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html).

• **SO**: Organization’s Signing Official, who has the institutional authority to legally bind the institution in grant-administration matters.

• **SPONSOR**: Sponsors supervise the research training experience of individual fellows supported by fellowship awards in the xTrain module.

• **TRAINEE**: TRAINEE user manages the electronic appointments of their own awarded training grants.

• **TTO**: Technology Transfer Office (TTO) Administrator supports the Technology Transfer/Licensing Office or Office of Research and Development at the grantee organization. The TTO administrator can submit inventions, patents, and utilization reports in iEdison, request waivers and create iEdison accounts.

• **Undergraduate**: Role assigned to an individual who is in an undergraduate program and is participating in an NIH-funded project for at least one person month. Refer to the following guide notice for more information: [https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-097.html).
TIP: *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.

6.1 Account Administrator (AA)

Designated by the SO, the AA facilitates the administration of eRA Commons accounts. The AA typically is located in the Central Research Administration Office at the grantee organization.

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

- Create accounts and modify all Commons roles except IAR and FCOI roles
- Create affiliation between an existing PI or IAR Commons account and the institution
6.2 Administrative Official (AO)

An AO is an official within an extramural organization and may be located within the Central Research Administration Office and/or an academic department. Depending on an institution’s workflow process, it is possible for the SO and AO to be the same person. In this case, only SO authority is necessary (as SO authority supersedes AO authority).

SO and AO authorities should not be combined.

**NOTE:** An AO is not authorized to submit reports to the NIH.

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

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

**NOTE:** The AO cannot view summary statements or priority scores.

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

**NOTE:** An AO cannot modify the Institution Profile.

6.3 Assistant (ASST)

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

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

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

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

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

- View the following Training Grant related items:
- Trainee Roster
- List of Grants
- Grant Summary
- Routing History
- PDF-formatted Appointments/Amendments/Terminations
- Initiate, update, route, and submit Termination Notices (TN), if authorized
- Certify Loan Repayment Program (LRP) applicants using the IBO Portal; see Overview of LRP IBO Portal.

6.5 Financial Conflict of Interest (FCOI)

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

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

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

FCOI responsibilities can be shared with other by assigning either the FCOI_ASST or FCOI_View roles.

6.5.1 FCOI Assistant (FCOI_ASST) Role

Commons users with the SO role can assign the FCOI_ASST role to those users in the institution who will assist in working on the FCOI reporting process.
Commons users assigned the FCOI_ASST role, have privileges to perform the following tasks:

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

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

### 6.5.2 FCOI Read-Only (FCOI_View) Role

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

Commons users assigned the FCOI_View role, have privileges to perform the following tasks:

- Search FCOI
- View FCOI

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

### 6.6 Federal Financial Report (FSR Role)

The Federal Financial Report (FFR) is a statement of expenditures for a grant. The Commons role assigned for completing FFR responsibilities is the FSR role. Depending on the institution’s workflow process, it is possible for the SO or BO/AO to have FSR person responsibilities. As such, these two authorities may be combined on the same account.
If you hold an FSR role, you have privileges to submit FFRs on behalf of your institution.

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

### 6.7 Internet Assisted Review (IAR)

Specially selected by Scientific Review Officers (SRO*) of the NIH, an IAR user can critique and score submitted grant applications. Many PD/PIs are selected for this role and IAR authority is automatically added to their account once an SRO enables them for a meeting. All other reviewers who have never served as PD/PIs have IAR authority solely.

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

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

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

**TIP:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.

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

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

A principal investigator (also called a PD/PI, although the role in Commons displays as PI) directs a research project or program supported by the NIH. A PI role is also required for Loan Repayment Program applicants submitting LRP applications to the Division of Loan Repayment (DLR). The role of the PI within Commons is to complete the grant administration process or to delegate this responsibility to another individual. A PI may only access information pertaining to the grant(s) on which he/she is the designated PD/PI.
NIH has adopted a Multiple-PI (MPI) model—as directed by the Office of Science and Technology Policy—permitting more than one PI to be associated with an NIH-funded grant, contract, or cooperative agreement. Additional PIs assist with the responsibilities currently accorded to a single PI. The multiple-PI model is intended to supplement—not replace—the traditional single-PI model.

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

- Edit your personal profile (PPF)
- Delegate edit authority of your own PPF to others
- View the status of all grant applications for which you are the designated PI, including any errors or warnings that may have been triggered
- View the assembled image of submitted grant applications before those grants move on for further processing
- View Study Section/Meeting Roster of the Review Group that will be reviewing your application
- View Review outcome information and summary statements
- View Notice of Award (NoA) for all grants for which you are the designated PI
- Delegate authority to someone with an ASST role to perform the same actions and receive the same notifications as a you do as the PI
- Submit an LRP application

**NOTE:** PI users cannot delegate authority to submit appointments to the Agency.

- View the following Training Grant related items using xTrain:
  - Trainee Roster
  - List of Grants
  - Grant Summary
  - Routing History
  - PDF-formatted Appointments/Amendments/Terminations
  - Initiate, update, route, and submit Appointments, Re-Appointments, and Amendments in xTrain
  - Initiate, update, and route Termination Notices in xTrain
  - Initiate a progress report
  - Delegate progress report authority
  - Submit a progress report when given the authority by an SO
  - Delegate Status authority to others within the institution so that they can see PI grant information (except Review outcome information and Summary Statement)
NOTE: The PI role should not be combined with the SO role, but can be combined with the IAR role.

6.9 Signing Official (SO)

An SO has institutional authority to legally bind the institution in grant-administration matters by providing signature approval on grant application submissions. The SO monitors grant related activities within the extramural organization and may have a number of titles. The SO can also create additional accounts for personnel at their institution, including new signing official accounts.

To find your signing official, see Finding Your Signing Official later in this topic.

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

- Create additional signing official accounts; see Create or Edit a New Commons Account
- Register the applicant institution in Commons
- Create and update the Institutional Profile (IPF)
- Create/delete/update all Commons accounts (except IAR and TRAINEE accounts).

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

- Create affiliation between an existing Program Director/Principal Investigator (PD/PI) and/or IAR Commons account and the institution
- Submit electronic grant application(s) on behalf of the institution via Grants.gov (outside of eRA Commons), if also registered with Grants.gov as the Authorized Organization Representative (AOR)
- View status of all grant applications originating from their institution and any errors or warnings that may have been triggered
- View Review outcome information, including summary statement, the overall impact score and percentile, if available; see How Does an SO See the Review Outcome?
- View assembled image of submitted grant applications before they move on for further processing
- Reject grant applications to address submission warnings
- View award information for all grants awarded to the institution

NOTE: An SO cannot view summary statements or priority scores.
• Submit JIT information for a PD/PI
• View the following Training Grant related items:
  ▪ Trainee Roster
  ▪ List of Grants
  ▪ Grant Summary
  ▪ Routing History
  ▪ PDF-formatted Appointments/Amendments/Terminations
• Delegate progress report authority to someone on behalf of the PD/PI
• Delegate submit authority for progress reports to a PD/PI
• Submit a progress report to the Agency (NIH)
• Submit Final Research Performance Progress Report (Final RPPR)
• Submit a one-time No-Cost Extension on behalf of the PD/PI
• Assign the FCOI role for those using the Financial Conflict of Interest (FCOI) module

**NOTE:** An SO role cannot be combined with a PI role.

### 6.9.1 Finding the Signing Official

For most institutions, the signing official (SO) is in the Office of Sponsored Research or equivalent. You can find the list of signing officials for your institution in the Institution Profile.

1. Log in to eRA Commons.

2. [Navigate to the Institution Profile module](#), then click the Basic Information tab.

   You see a row titled Signing Officials and TTO Administrators*.
3. Click the plus sign to view the name(s) of the signing official(s).

If you are unable to identify your SO, contact the eRA Service Desk.

**A Technology Transfer Office (TTO) Administrator supports the Technology Transfer/Licensing Office or Office of Research and Development at the grantee organization. The TTO administrator can submit inventions, patents, and utilization reports in iEdison, request waivers and create iEdison accounts.**

### 6.10 Sponsor (SPONSOR)

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

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

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

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

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

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

eRA Commons is slowly transitioning from older horizontal bars for module navigation to a more modern, space-saving Apps menu that drops down. During the transition, you will see a mix of older and newer module navigation methods. Navigate to and between eRA Commons modules using one of the following navigation bars:

Above, click the Apps menu to show module navigation. The dark blue highlighted module indicates the module you are currently in.

Above, use the light blue navigation bar to navigate between modules. The dark blue tab highlighted in red indicates the current module.
Above, use the light gray navigation bar to navigate between modules. The white tab highlighted in red indicates the current module.

*Home* brings you to the Commons landing page, which contains useful links and essential information.

**7.0.0.1 Can’t find a module?**

You see only those modules, or features within modules, that your user role(s) give you access to. User roles are assigned by your institutional signing official, administrative official, or accounts administrator.
8 Commons Demonstration Site

The Commons Demo Site is a fully functioning site for all users. Once you create an account, you can access an environment containing realistic demonstration data that is almost identical to the Commons production environment.

Use the Commons Demo Site to familiarize yourself with the eRA Commons application and to practice creating sample institutions and accounts and/or manipulating grant applications. The site provides access to the major functions of the system in a training/demonstration mode that mirrors the production version, the difference being that sample data is altered in the Commons Demo Site.

8.1 Accessing Commons Demo Site

To access the Commons Demo Site, click the Commons Demo link on the eRA Commons login page.
Commons Demo Link

Users with a demo account should log in using the username and password created for this purpose; users without a demo account should create one. See the section below to create a new demo account.

### 8.2 Creating a New Demo Site Account

The Create a New Demo Account screen lets you create a sample institution and user accounts. Creation of a signing official (SO) and a principal investigator (PI) account is required.

A number of sample grant applications are assigned to the PI account and are accessible to the SO account. After registering and creating sample accounts, you can use the Commons demo site to perform all functions on the sample data linked to these accounts.
(such as creating new accounts, submitting an RPPR or FFR, reviewing application status, and affiliating other demo users to the demo institution).

To create a new Commons Demo Site account:

1. Click the **Register** link under **Commons Demo** on the Commons login page.

   The Create a New Demo Account screen displays.

2. Fill in the appropriate information for creating the account.
   
   For information about roles, see **User Roles**.

**NOTE:** All fields followed by an asterisk (*) are required. The User Name length should be between 6 and 30 characters and should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore. The User names must be unique.

3. Click the **Submit** button.
Create a New Demo Account Screen

A verification message displays the information entered.

4. Review all entered information and click the Submit button to create the Commons Demo Site account.
Confirm the New Demo Account

A confirmation page lists the user name information and passwords. Make sure to copy the information.

5. Click the **Continue** button.
Commons Demo Account Created

You are redirected to the Commons Demo Site for login, where you can start the training/demo session. When you first log in to the Commons Demo Site, you will be asked to change your password. See Reset Password for help on changing your password.
9 Registering Institutions and Organizations

An institution (university, company, corporation, organization, or other research entity) is required to register in eRA Commons to electronically submit a grant application. There is a one-time registration process, during which initial accounts are created.

The institution must be registered by a person who has signature authority to legally bind the institution in grants administration matters, referred to as a signing official (SO). Only authorized organization officials can be deemed as SOs for their institutions. Examples of NIH-accepted signing officials include:

- Corporation - President, CEO
- Institute - Executive Director
- University - President, Dean, or Chancellor

During registration, accounts for the signing official (SO) and account administrator (AA) are created. After registration becomes active, these two authorized individuals can then create new user accounts for personnel at their institution and can access Institution Profile information. The first signing official can create additional signing official accounts; see Signing Official (SO).

You can access the eRA Commons Online Registration system at the following location:

https://public.era.nih.gov/commonsplus/public/registration/initRegistration.era

For applications due on or after January 25, 2022, applicants must have a UEI at the time of application submission. See the article titled, Unique Entity Identifier Update, on the GSA (U.S. General Services Administration) website for more information.


**NOTE:** If your organization intends to only apply for Other Transaction Authority (OTA) opportunities, neither a DUNS nor UEI are required for initial registration.
9.1 Before you Register

For new organizations needing to register to do business with NIH:

• Your organization must complete multiple registrations before registering with eRA Commons (see the Register webpage on the Grants & Funding website). NIH recommends starting the organization registration process six weeks prior to your deadline to allow plenty of time to address unforeseen issues along the way.

• Note that eRA Commons registration can take up to 10 business days to complete, so plan in advance.

• Note that the assignment of a UEI is sufficient to register in eRA Commons, while your full SAM.gov registration is being processed.

9.2 Registering an Institution

To register your institution:

1. On the Commons home page, click the Register Organization link.
You are presented with the **Step 1 Purpose** screen, the first of five wizard-like screens in the registration process.

2. Fill out each screen in the registration wizard and click **Next**. See the topics below for details on each step.

See *What Happens After You Submit Your Registration Request?* for what happens after clicking the **Submit** button in the final of the five screens.

### Step 1 Purpose

Choose the intent for the use of your eRA Commons registration. You can select checkboxes for all types that apply to your institution’s needs. More opportunity types can be added later, after registration; see *Opportunity Type Eligibility*

**NIH Grants and Contracts.** This is the most common type of registration and is required for any application that is funded by NIH.
Non-NIH Grants and Contracts. Selecting this option lets you submit applications offered by partner agencies such as SAMHSA, AHRQ, etc.

Other Transaction Authority Opportunities. A type of funding that is neither grants nor contracts and is used across NIH.

If you choose NIH Grants or Non-NIH Grants, you must provide an institutional identifier on the next screen, either the DUNS number or UEI, which can be obtained from Dun and Bradstreet or SAM.gov, respectively.

Additionally, if you choose the NIH Grants option, you must then acknowledge having read the Legal Implications of Applications of the NIH Grants Policy statement, which is linked for your convenience.

Click the Next button, which becomes enabled only when required options are completed.

Step 2 Verify Identification

On the Verify Identification screen, what you see depends on what you chose on the Purpose screen:
• If you marked either NIH Grants or Non-NIH Grants on the *Purpose* screen, you **must** specify a DUNS or unique entity identifier (UEI) number to identify your institution, which must have been previously registered in SAM.gov.

• If you marked ONLY the NIH Other Transaction Authority as the *Purpose* for registration, then you have the option to click "I don’t have one" for the identifier.

• If you click "I don’t have one," then an additional acknowledgment appears informing you that applications are not accepted without current, active SAM registration. Mark this checkbox if this message appears.

If you must enter an identifier, choose either DUNS or UEI and click the **Verify** button, which checks to see if the identifier has been registered in SAM.gov. After successful verification, or after clicking "I don't have one," click the **Next** button.

---

**Step 3 Institution Details**

In the following screen, fill out the fields if necessary. Note that if you are registered in SAM.gov and you provided a DUNS or UEI number, many of the fields are automatically populated from SAM.gov data. Those fields are not editable. If the SAM.gov information
is wrong, you must log into SAM.gov to correct it.

Not pre-populated are the **Closeout Email** and **Notice of Award Email** fields. Specify addresses where grant award decisions and closeout-related communications (at end of award) should be sent, then click **Next**. Most institution details on this page can be changed later in the eRA Commons **Institutional Profile** module.

If you did not specify a DUNS or UEI earlier, then the fields are empty and editable; fill them out.

**NOTE:** If the **Institution State** field is grayed out/disabled, then first specify an **Institution Country**. If the country you choose has states/provinces, then those will now appear as type-ahead options in the **Institution State** field, which becomes enabled for countries that require it.

---

**Step 4 Accounts**

In the following screen, you must create a signing official (SO) account; see **Signing Official (SO)** for details on this role. Optionally, click the **Add an Account Administrator (Optional)** button to also create an additional account; the account administrator (AA) is a person who can help with the creation and administration of eRA Commons accounts.
Read username criteria on the right in the gray box. Once submitted, your username is permanent and cannot be changed. After filling out at minimum the required (red asterisk) fields for the signing official, click **Next**.

### Step 4: Accounts

#### Principal Signing Official

**Email**: eraTest@nih.gov
**Username**: eraTest@nih.gov

**Name Prefix**

**First Name**: Jane

**Last Name**: Doe

**Title**: President

**Phone**: 555-555-5555

---

#### Account Administrator

**Email**: eraTest2@nih.gov
**Username**: eraTest2@nih.gov

**Name Prefix**

**First Name**: John

**Last Name**: Smith

**Title**: CEO

**Phone**: 555-555-5555

---

**Username Criteria**

- **Principal Signing Official**
  
  Will be used when submitting official NIH Grant Applications
  
  Username will be permanent once submitted
  
  Username length should be between 6 and 30 characters
  
  Username should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore.
  
  Is not Case Sensitive

- **Account Administrator**
  
  Will be used to set up all eRA Commons accounts (except SO, FCOI)
  
  Username will be permanent once submitted
  
  Username length should be between 6 and 30 characters
  
  Username should NOT contain special characters except the @ sign, the hyphen, the period, and the underscore.
  
  Is not Case Sensitive

---

### Step 5 Review & Submit
In the following screen, review all information; if you notice anything wrong, use the **Back** button to return to previous screens and correct mistakes.

When finished reviewing, click the **Submit** button. You are **NOT** done with the registration process! There are several other interactions between you and eRA that will occur after submitting, so be sure to read the following section.
What Happens After You Submit Your Registration Request?

After you submit your request, there are a series of further communications and steps you need to take in a timely manner. If you don't receive the emails specified below,
check your spam folders.

1. You see the following Success message in the browser immediately after submitting your registration request.

![Success message](image)

2. You receive the following email at the email address you used to register. You must click the link in the email to complete email verification. If you fail to verify your email within eight days, your registration request will be canceled.

```
STAGE : Email confirmation for FILTERS INC

era-notify-stage@mail.nih.gov

To:  era Test (NIH/OD) [C]

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

https://public.stage.era.nih.gov/commonsplus/public/registration/verifyEmail.era?encryptedParam=2y2ATMS09AAA58DFrpAAB8B5RMvQUdL3BQ1M1UGFkZlgu2wCAABAAEHd0-KjScxEBj2vYGWjiA8AAAQG6r3s0eE65y4x32H3RU2-AeAUjA2xhoPAZId0zntH1UL0D7jky0

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

Thank you for registering your institution with the NIH eRA Commons.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to https://era.nih.gov/need-help for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/
For more information please visit http://era.nih.gov/
```
3. After you click the link in the above email, you are directed to the following browser **Success** message for email verification, below.

![Email Verification](image)

4. At a later date, after your registration request has been evaluated by agency personnel, you receive the following email if your registration was approved. If your registration request was rejected, you would instead receive an email notifying you of the rejection.

In the following email, you must click the link to confirm your registration.

![Email Approval](image)
5. After clicking the link in the above email, you are directed to the following browser **Registration Confirmed** message, below.

![Registration Confirmed Message](image)

6. After you confirm your registration, you receive two more emails in quick succession. The first, below, notifies you of your account creation and lists your username. Take note of the username, as you will need it to log into eRA Commons.

![Stage: eRA Commons: Notification of Authentication Credentials and New e...](image)

Jane Doe,

An eRA account has been created for you on Feb 25, 2022. Your account details are:
- Account holder: Jane Doe
- Username: eratest@nih.gov
- Organization: FILTERS INC
- System(s): Commons
- Role(s): SO/FILTERS INC

Shortly, you will be receiving another email containing your password.

To access the system use the username and password provided in these emails.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to [http://grants.nih.gov/support](http://grants.nih.gov/support) for additional methods of contact. Please access Commons at [http://public.era.nih.gov/commonsplus](http://public.era.nih.gov/commonsplus).

For more information please visit [http://era.nih.gov/](http://era.nih.gov/)

7. The second email, below, notifies you of your account's temporary password, which is valid only for 48 hours. Take note of, or copy, the password, as you will
need it to log into eRA Commons.

8. Within two days of receiving the above email, log into eRA Commons as described in *Logging into eRA Commons*. If you do not log in within two days, you will need to request a password reset; see *Reset Password*.

9. You will immediately be directed to change your temporary password; see *Reset Password*.

10. Once you change the temporary password, the system requires you to log back in, using your new credentials. As the SO, you are presented with an *Acknowledgment of Signing Official Responsibilities* form. Read and acknowledge the form.

11. At this point, you may be directed to associate your new Commons account with a Login.gov account; see *Transitioning To and Using Login.gov*.

If you created an account administrator account, that person also receives emails with their username and password, and must log in, change their password, etc. Both the SO and the AA can now create eRA Commons accounts for others at your institution; see *Create or Edit a New Commons Account*. 
9.2.1 Changing Your Institution's Registration Details Later

Much of the information that you specify during registration of your institution can be changed later after your registration is approved by using the Institutional Profile module in eRA Commons. See the topics for the Institution Profile Module (IPF).
The Admin module includes the features used to perform:

- **Account Management**
- **Delegations**

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

## 10.1 Accounts

The **Accounts** tab of the Admin module contains the options for creating, searching, and updating user accounts. From Account Administration, users with appropriate permissions, such as signing officials, can do the following:

- **Create Accounts**
- **Manage Accounts**
- **Advanced Search**
- **Change Password**

To access Accounts:

1. Navigate to the Admin module.
2. Select the **Accounts** tab.

Refer to the topic Refer to Advanced Search for help with searching.

For complete information on creating and managing user accounts, refer to the Account Management System’s Online Help System (https://www.era.nih.gov/erahelp/ams_new/). Also see Create or Edit a New Commons Account.

### 10.1.1 Advanced Search

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

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

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

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

4. Select the **Search** button.

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

### Account List Screen

The search results include the following information:

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

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

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

### 10.1.2 Create or Edit a New Commons Account

If you are a Commons user with one of the following roles, you have the ability to create new Commons user accounts (such as for a PD/PI) using the **Manage Accounts** feature.

- **SO** (signing official). Can create accounts of any role type, including creating additional SO accounts. See *Signing Official (SO)*.
- **AO** (administrative official). Create all accounts except SO, BO, FCOI accounts, and IAR accounts
- **AA** (account administrator). Create all Commons accounts except SO, FCOI accounts, and IAR accounts
- **BO** (business official). Create all accounts except SO, BO, FCOI accounts, and IAR accounts

Users, such as principal investigators (PIs), cannot create their own accounts. Commons accounts are created by users with the roles mentioned above or via invitation, appointment, or institutional registration (see additional links below).

You can also use the steps in this procedure to edit an account. For instance, you might want to change an AA or PD/PI account to a SO account in the case of a promotion to other duties. Keep in mind that some roles conflict; for instance, a PD/PI, which is a scientific role, cannot co-exist with an SO role, which is administrative, so you might have to delete some roles to add others.

To create a new account:
1. Navigate to the Admin module, and select the Accounts tab.
2. Select the Account Management option.

The Search Accounts screen opens in a separate window. You’ll notice that there is no Create New Account button displayed at this time. You cannot create a new account until you perform a search for the account first. This measure is in place to help avoid the creation of duplicate accounts.

**NOTE:** By default, the "Search only within my organization" checkbox is not checked so that existing accounts for investigators and other scientific roles can be located and affiliated instead of creating new accounts. PI roles, for example, are intended to be used throughout the investigator’s career regardless of their current affiliation(s).
3. Search for the person (Last Name, First Name) whose account you are creating. After performing the search, if no existing account is found, the Create New Account button becomes enabled.

4. Select the Create New Account button.

The Create Account screen displays. The User Type should default to Commons and the Primary Organization should default to that of your own. The User Type field can be changed if necessary.
5. On the Create Account screen, fill out the fields. Note that all fields except Middle Name are required.

- **User Type**: Select Commons from the drop-down list if it is not already displayed.
- **User ID**: Enter a unique name as the system username.
- **Primary Organization**: This field defaults to your organization and cannot be changed. If an individual needs to be affiliated with your organization and already has a non-administrative account with another institution (primarily Primary Investigators - PI), search for them outside of your organization and affiliate their existing account with your institution.
- **Last Name**
- **First Name**
- **Middle Name**
- **Email**
- **Confirm Email**
6. After entering contact information, you can assign a role to the account. Click the **Add Roles** button to open the *AMS | Add Roles* window. The organization will default to the current user’s institution and cannot be changed. Below the *Organization* field is the list of roles available to the type of user selected.

![AMS | Add Roles window](image)

7. Select the role or roles required for the new account. You can use multi-select in order to choose multiple roles to add at one time. Some roles conflict with one another and can not be assigned at the same time, such as PD/PI and SO. An error message occurs if you assign conflicting roles.

8. Click the **Add Role(s)** button when all roles have been selected. You are taken back to the *Create Account* screen and the new roles will be listed.
9. If it is necessary to add additional roles (now or later), repeat the same steps.
10. When all necessary roles are displayed, click the **Create** button and the new account will be created. Clicking the **Clear** button will reset the page to blanks except for the default institution.
11. *Optional:* If a role is either no longer required or if it was added in error, use the **x Remove** button to eliminate that role for that account.

### 10.1.2.1 Additional information:

- [eRA Commons Registration & Accounts](#)
- [eRA Commons Accounts: Who and How and Where](#) click here for one-page PDF version
- [Institution Registration and Account Creation](#) (Training Videos)

### 10.2 Delegations

Organizational institutions and users of the Commons system can grant other institutional Commons users the authority to enter and process grant information, update Personal Profile (PPF) information, submit RPPR information, and work with specific modules. This method of assigning (and revoking) authority to other Commons users to perform specific functions is called Delegation.
Commons users can delegate specific authorities to other Commons users for their own accounts such as when a PI delegates the Progress Report authority to another PI or a Sponsor delegates to an assistant. Additionally, administrative users such as SO can delegate certain authorities on behalf of another Commons user. For example, an SO can grant an ASST user the Sponsor authority on behalf of a Commons Sponsor user.

Listed below is a table of the types of delegation authorities in Commons, along with who can grant that authority and who can receive it.

<table>
<thead>
<tr>
<th>Authority Type</th>
<th>Delegated By</th>
<th>Delegated To</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Report</td>
<td>SO, AA(on behalf of PI)</td>
<td>PI, ASST</td>
<td>Enables the delegated PI/ASST to work on progress reports for another PI - Includes Interim and Final RPPR and HSS requests</td>
</tr>
<tr>
<td>Progress Report</td>
<td>PI</td>
<td>PI, ASST</td>
<td>Enables the authorized user to work on progress reports for the PI - Includes Interim and Final RPPR and HSS requests. This does not include the ability to submit any RPPRs—only the SO can submit, unless they delegate that authority to the PI.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>SO, AA (on behalf of SPONSOR) or SPONSOR</td>
<td>ASST</td>
<td>Allows the ASST to work with the xTrain module for the SPONSOR</td>
</tr>
<tr>
<td>Authority Type</td>
<td>Delegated By</td>
<td>Delegated To</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Status</td>
<td>PI</td>
<td>ASST</td>
<td>Allows the ASST to work with the Status module. If a user needs access to edit the Final or Interim RPPR, then the user also needs access to the Status module.</td>
</tr>
<tr>
<td>PPF</td>
<td>All users</td>
<td>Active user within the Institution</td>
<td>Enables another user in the same institution to edit someone else's personal profile</td>
</tr>
<tr>
<td>Submit</td>
<td>SO</td>
<td>PI</td>
<td>Enables the PI to submit RPPR and MYPR reports -- now needed for PI if they are to submit Interim and Final RPPR</td>
</tr>
<tr>
<td>xTrain</td>
<td>PI</td>
<td>ASST</td>
<td>Enables the ASST to work with the xTrain module and xTRACT</td>
</tr>
</tbody>
</table>

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

### 10.2.1 Delegate on Behalf of Another User

Administrative users such as Signing Officials (SO) and Account Administrators (AA) can delegate authority to specific users on behalf of someone else. The information within this section refers to this process.

Not all roles can delegate all authorities; refer to the table in the *Delegations* topic for role-based constraints on delegation.
10.2.1.1 Delegating Progress Report Authority on Behalf of Another User

**NOTE:** This topic discusses delegating authority for another user’s account. See *Direct Delegations* for delegating authority to your own account.

The SO or AA (see *User Roles*) can delegate Progress Report authority to a principal investigator (PI) or assistant (ASST) on behalf of another PI. Not all roles can delegate all authorities; refer to the table in the *Delegations* topic for role-based constraints on delegation.

This process is a two-step process, where you first find and select the PI that currently holds the progress report authority, and secondly, you find and select the PI or ASST to whom you wish to delegate that authority.

To delegate Progress Report authority on behalf of a PI:

1. [Navigate to the Admin module](#).
2. Select the *Delegations* option from the *Admin* menu.

The *My Current Delegates* screen opens, which shows your existing delegations or indicates *No Results Found* if you have no delegations. However, these are your own (current user's) delegations; this procedure helps you create a delegate for another user, not your own.

3. Click the *Delegate Progress Report* link.
My Current Delegates Screen - Delegate Progress Report Link

The Third Party Delegates screen opens with search criteria for locating and selecting a specific Principal Investigator on whose behalf the Progress Report authority is being granted.

![Third Party Delegates screen](image)

Third Party Delegates screen, where you search for the PI on whose behalf you are delegating Progress Report authority

4. Enter search criteria and click **Search**.
   
   You can enter an exact **Commons ID**; no wildcards are allowed. Alternatively, in the **Name** field, you can type a few letters of the **last** name and a list of PI matches appears, which you must select from. Always enter the last name in the **Name** field as matches will not appear for first names. For instance, if you are looking for 'Sarah Johnson', entering 'Sarah' in the name field results in no matches to choose from; enter 'johnson' instead.

The matching records display in the **Search Results**.
Delegate Progress Report--Third Party Delegates Screen Showing Delegator

5. From the three-dot ellipsis menu for the person for whom you are delegating authority, choose the Select option.

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

At this point, use the same search criteria a second time to find and select the user to whom to delegate the authority.
Delegate Progress Report--Third Party Delegates Screen Showing Delegate

6. Enter the second set of search criteria to locate the PI/ASST to whom you are giving authority and click the **Search** button.

The matching records display in the **Search Results** table.

7. From the three-dot ellipsis menu for the person to whom you are delegating authority, select the **Edit Delegations** option.

The **Delegate Progress Report Authority** popup shows both names (the person on whose behalf you are configuring a delegate, as well as the delegate candidate) with a toggle for the Progress Report authority.
Delegate Progress Report Authority Screen with Toggle

8. Turn the Progress Report toggle on and click Save.

A Success message appears in green font at the top of the screen. eRA Commons bestows the Progress Report authority for the first PI chosen (delegator) to the second user chosen (delegate). The PI/ASST to whom delegation was given receives an email informing of the change. The delegate PI/ASST is now able to initiate and work on progress reports for the delegator PI. However, the delegate is not able to route.

The PI on whose behalf delegation was granted can see the delegate by accessing the My Current Delegates screen.

10.2.1.2 Delegate Sponsor Authority on Behalf of Another User

NOTE: This topic discusses delegating authority for another user's account. See Direct Delegations for delegating authority to your own account.
The SO and AA can delegate Sponsor authority to someone with an ASST role on behalf of a Sponsor; see *User Roles*. When delegating Sponsor authority, the SO authorizes a selected user with an ASST role to perform functions in xTrain for a particular user with a Sponsor role. The SO is delegating this authority to the ASST on behalf of the Sponsor. Not all roles can delegate all authorities; refer to the table in the *Delegations* topic for role-based constraints on delegation.

This process is a two-step process, where you first find and select the user who holds the sponsor authority, and secondly, you find and select the user to whom you wish to delegate that authority.

To delegate Sponsor authority on behalf of a Sponsor:

1. Navigate to the *Admin module*.
2. Select the *Delegations* option from the *Admin* menu.

The *My Current Delegates screen* opens, which shows your existing delegations or indicates *No Results Found* if you have no delegations. However, these are your own (current user's) delegations; this procedure helps you revoke a delegate of another user, not your own.

My Current Delegates - Delegate Sponsor Link

3. Click the *Delegate Sponsor* link
The *Third Party Delegates* screen opens with search criteria displayed for locating and selecting a specific Sponsor who holds Sponsor Authority.

![Third Party Delegates screen](image)

**Search For Sponsor On Whose Behalf You Will Create Delegate**

4. Enter search criteria and click **Search**.
   
   You can enter an exact **Commons ID**; no wildcards are allowed. Alternatively, in the **Name** field, you can type a few letters of the **last** name and a list of PI matches appears, which you must select from. Always enter the last name in the **Name** field because matches will not appear for first names. For instance, if you are looking for 'Sarah Johnson', entering 'Sarah' in the name field results in no matches to choose from; enter 'johnson' instead.

Matching records display under **Search Results**
Third Party Delegate--Selecting the User For Whom You Will Create a Delegate

5. From the three-dot ellipsis menu for the person for whom you are creating a delegate, choose the Select option.

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

At this point, use the same search criteria a second time to find and select the user to whom to delegate the authority.

6. Enter the search criteria to locate the ASST user being given authority and click Search.

The matching records display in the Search Results table.
Third Party Delegates Search Results

7. From the three-dot ellipsis menu for the person to whom you are delegating authority, select the **Edit Delegations** option.

The *Delegate Sponsor Authority* popup shows the name of the ASST user who has Sponsor authority, the name of the user being delegated that authority, and a toggle.
Delegate Sponsor Authority Screen and Toggle

8. Turn on the **Sponsor** toggle and click **Save**.

A Success message appears in green font at the top of the screen. The new delegate user now has Sponsor authority and receives an email informing of the change. The delegate ASST user is now able to perform xTrain functions for the selected Sponsor.

The Sponsor, on whose behalf delegation was granted, can see the delegated user by accessing the **My Current Delegates** screen.

### 10.2.1.3 Revoke Authority on Behalf of Another User

**NOTE:** This topic discusses revoking authority for another user's account. See *Direct Delegations* for delegating authority to your own account.
Administrative users, such as a signing official, can revoke delegated authority from a user on behalf of someone else. The steps for revoking Progress Report and Sponsor Authority are very similar. The steps below walk through the process of revoking either, depending on which one is selected from the start.

This process is a two-step process, where you first find and select the PI who has a delegate for progress report authority, and secondly, you find and select the delegate for whom authority needs to be revoked.

To revoke authority on behalf of another user:

1. Navigate to the Admin module.
2. Select the Delegations option from the Admin menu.

The My Current Delegates screen opens, which shows your existing delegations or indicates No Results Found if you have no delegations. However, these are your own (current user's) delegations; this procedure helps you revoke a delegate of another user, not your own.

Delegate Progress Report And Delegate Sponsor Links


   –OR–

   Select the Delegate Sponsor link to revoke Sponsor authority.
A screen opens with search criteria for locating and selecting a user on whose behalf the authority is being revoked.

![Search Criteria](image)

Search to Revoke Authority on Behalf of a PI

4. Enter search criteria and click **Search**.

   You can enter an exact **Commons ID**; no wildcards are allowed. Alternatively, in the **Name** field, you can type a few letters of the **last** name and a list of PI matches appears, which you must select from. Always enter the last name in the **Name** field because matches will not appear for first names. For instance, if you are looking for 'Sarah Johnson', entering 'Sarah' in the name field results in no matches to choose from; enter 'johnson' instead.

The matching records appear under **Search Results**.
Third Party Delegate Screen Showing Delegator in Search Results

5. From the three-dot ellipsis menu for the delegator (person who has a delegate that needs to be revoked), choose the **Select** option.

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

At this point, use the same search criteria a second time to find and select the user from whom you are revoking the authority.
Third Party Search Results For Person From Whom You Are Revoking Authority

6. Enter the second set of search criteria to locate the user from whom you are revoking authority; then click **Search**.

The matching records display in the **Search Results** table.

7. From the three-dot ellipsis menu for the person from whom you are revoking authority, select the **Edit Delegations** option.

A popup appears with the names of both users; the first user; who is the delegator (the person who has a delegate), and the second user, who is the delegate (from whom authority is being revoked).
8. Turn off the toggle for the authority being revoked and click **Save**.

A Success message appears in green font at the top of the screen. The former delegate receives an email informing of the change and no longer appears in the **My Current Delegates** screen for the delegating PI/Sponsor.

### 10.2.2 Institutional Delegation

Signing officials and business officials can delegate authority to PIs within their institutions to allow those PIs to submit Research Performance Progress Reports (RPPR) and Final Research Performance Progress Reports (Final RPPR) electronically to NIH. This authority can be revoked at any time.
Granting and revoking Submit authority is managed through the *My Current Delegates* screen in Commons. Not all roles can delegate all authorities; refer to the table in the *Delegations* topic for role-based constraints on delegation.

### 10.2.2.1 Delegating Institutional Submit Progress Report Authority

To delegate Institutional Submit Progress Report authority to one or more users within your institution:

1. Navigate to the Admin module.
2. Select the **Delegations** option from the **Admin** menu.

The *My Current Delegates* screen opens.

![My Current Delegates Screen](image)

**Institution Delegation Link for Granting Submit Progress Report Authority**

3. Click the **Institution Delegation** link.

The *Institution Delegations* screen displays, showing the **Current Delegates** tab, which lists persons who currently possess Submit Progress Report authority.

**NOTE:** This section walks through the steps for granting the authority. See *Revoking Institutional Submit Progress Report Authority* for the steps on revoking the authority.
Current Delegates Tab of Institution Delegation Screen

4. Click the Candidates for Delegation tab. A list of all users in your institution who are eligible for submit authority appears.
Candidates for Delegation Tab of Institution Delegation Screen

**NOTE:** For information on working with table tools to filter results, download/print, limit rows per page, or navigate through pages of results, see *Standard Tools for Tables*.

5. In the first column of the table, mark the checkbox(es) for users(s) who will be granted Submit Progress Report delegation.
**TIP:** If bestowing or revoking Submit Progress Report authority for many users, use the bulk action tool to access the *Select All* or *Deselect All* option.

6. When finished marking checkboxes, click the **Allow Delegation(s)** button.

The Review Allow Delegation(s) screen displays a certification and acceptance agreement. On this screen, you certify that by delegating the selected users to submit RPPR and MYPR reports, you are granting them the ability to answer the following statement on your behalf:

I certify that the statements herein are true, complete, and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
Review Allow Delegation(s) screen, where you must review/agree with a certification.

7. Click the **I Agree** button to certify and confirm delegation.

You are returned to the *Institution Delegation* screen and a Success message appears in green font at the top of the screen. eRA Commons bestows the Submit Progress Report authority for the selected users, who receive an email informing them of the change. The *Institution Delegations* screen displays the new delegates in the **Current Delegates** tab. These names no longer appear in the **Candidates for Delegation** tab.

### 10.2.2.2 Revoking Institutional Submit Progress Report Authority

To revoke Institutional Submit Progress Report authority from one or more users within the same institution:
1. Navigate to the Admin module.
2. Select the Delegations option from the Admin menu.

The My Current Delegates screen opens.

Institution Delegation Link for Revoking Submit Progress Report Authority

3. Click the Institution Delegation link.

The Institution Delegation screen displays, with the Current Delegates tab showing current delegates.
NOTE: This section walks through the steps for revoking the authority. See Delegating Institutional Submit Progress Report Authority for the steps on granting the authority.

4. Mark the checkboxes of the current delegate(s) whose delegation is to be revoked.

5. Click the Revoke Delegation(s) button.

TIP: If bestowing or revoking Submit Progress Report authority for many users, use the bulk action tool to access the Select All or Deselect All options.

The Review Revoke Delegation(s) screen appears.
Review Revoke Delegation(s) Screen, Where You Must Click I Agree Button to Complete the Revocation

6. Click the I Agree button.

You are returned to the Institution Delegation screen and a Success message appears in green at the top of the screen. The delegates whose authority you revoked no longer appear in the Current Delegates tab on this screen.

The Submit Progress Report authority is revoked for the selected users, and they receive an email informing them of the change.

10.2.3 Direct Delegations

Some Commons users can delegate authority directly to another Commons user so that user can access features in Commons (such as RPPR). Some users can also grant
authority to another Commons user to access features of their own account (such as Personal Profile). Depending on the type of Commons user granting the authority and the type of user being granted authority, delegation could occur for the following:

- **Delegate Progress Report authority**
  
  A PI can delegate his or her Progress Report authority to any active user within the same institution.

- **Delegate Status authority**
  
  A PI can grant someone with an ASST role the authority to work with the Commons Status feature by delegating Status authority.

- **Delegate PPF authority**
  
  Any active Commons user can grant another active user the ability to enter his or her Personal Profile by delegating PPF authority.

- **Delegate xTrain authority**
  
  A PI can grant an ASST the ability to work with xTrain by delegating xTrain authority.

- **Delegate SPONSOR authority**
  
  A sponsor can grant an ASST the ability to work with xTrain by delegating SPONSOR authority.

### 10.2.3.1 Delegate Authority to Someone

**NOTE:** This topic discusses delegating authority directly to another user or to someone who needs to access your own account information. See *Delegate on Behalf of Another User* for delegating authority to a user on behalf of someone else.

Not all roles can delegate all authorities; refer to the table in the *Delegations* topic for role-based constraints on delegation.

To delegate the authority of your account directly to another Commons user:
1. Navigate to the Admin module.
2. Select the **Delegations** option from the **Admin** menu.

The My Current Delegates screen opens. A table shows your existing delegations or indicates *No Results Found* if you have no delegations. See *Edit Delegations* for steps on editing existing delegations.

### My Current Delegates Screen

- **Current Institution:** CANCER INSTITUTE CORP
- **Authority Available for Delegation:** PPF, Progress Report, xTRAIN, Status, Sponsor

My Current Delegates Screen - Search or Add Delegate Link

Depending on your Commons role, you might not be able to delegate all types of authority. The screen lists the authority available for delegation.

3. Click the **Search or Add Delegate** link.

The Search Potential Delegates screen appears.
Search for Potential Delegates

4. Enter search criteria and click **Search**.

You can enter an exact **Commons ID**; no wildcards are allowed. Alternatively, in the **Name** field, you can type a few letters of the **last** name and a list of matches appears, which you must select from. Always enter the last name in the **Name** field because matches will not appear for first names. For instance, if you are looking for 'Sarah Johnson', entering 'Sarah' in the name field results in no matches to choose from; enter 'johnson' instead. Additionally, you can also select one or more roles, using Ctrl+click, from the **Roles** list to search on.
Matching users display in Search Results. Checkmarks in the authority columns (such as the PPF column), indicate that the user has that authority currently.

5. From the three-dot ellipsis menu for the person who you are designating as your delegate, choose the **Edit Delegations** option.
The Select Delegation(s) screen displays with a confirmation as follows: You have selected to delegate access to: [Name, Commons ID, Role].

The authorities that are available for delegation, which are listed with toggles, vary depending on your Commons role and the role of the selected user. For information on delegating specific authority, refer to the Delegation Authorities table.

![Select Delegation(s) screen](image)

**Current Institution:** CANCER INSTITUTE CORP

You have selected to delegate access to: SMITH, Joe; SMITH; PI

You may assign the following delegation(s):

- PPF
- Progress Report
- Sponsor
- Status
- xTRAIN

**Note:** “Saving” any new modifications of delegations will send a confirmation email to the delegate(s).
Select Delegations Screen

6. Turn on the toggle of the specific authority you want to delegate, such as PPF (Personal Profile). Multiple authorities can be selected if available.

**NOTE:** Click the **Select All** link to toggle all available authorities on.

7. Click the **Save** button.

A Success message appears in green font at the top of the screen. If you go back to the *My Current Delegates* screen, you see the delegation you just configured, with a check-mark in the column for which you delegated an authority. The selected user receives an email informing of the change.

![PPF Checkmark](image)

Checkmark in the Authority Column on My Current Delegates Lets You See What Authorities are Bestowed

### 10.2.3.2 Search Delegations

To search for a user to view the user’s delegation:

1. [Navigate to the Admin module](#).
2. Select the **Delegations** option from the **Admin** menu.

The **My Current Delegates screen** opens. A table shows your existing delegations or indicates *No Results Found* if you have no delegations.

Depending on your Commons role, you might not be able to delegate all types of authority. The screen lists the authority available for delegation.

3. Click the **Search or Add Delegate** link.
My Current Delegates Screen - Search or Add Delegate Link

The Search Potential Delegates screen appears.

4. Enter search criteria and click Search.

   You can enter an exact Commons ID; no wildcards are allowed. Alternatively, in the Name field, you can type a few letters of the last name and a list of matches appears, which you must select from. Always enter the last name in the Name field because matches will not appear for first names. For instance, if you are looking for 'Sarah Johnson', entering 'Sarah' in the name field results in no matches to choose from; enter 'johnson' instead. Additionally, you can also select one or more roles, using Ctrl+click, from the Roles list to search on.
Search for Potential Delegates

Matching users display in Search Results. The results include the user’s name, role(s), and Commons ID. You can then use the three-dot ellipsis menu of users to edit delegations.

10.2.3.3 Edit Delegations

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

1. Navigate to the Admin module.
2. Select the Delegations option from the Admin menu.
The My Current Delegates screen opens. A table shows your existing delegations or indicates No Results Found if you have no delegations.

My Current Delegates - Edit Delegations Option Under Three-Dot Ellipsis Menu

3. From the three-dot ellipsis menu for a delegate, choose the **Edit Delegations** option.

The Select Delegation(s) screen shows the selected user and the authorities available for delegation to that user. Active toggles next to an authority indicate that the authority has been granted.
Delegated Authorities are Updated by Turning Toggles On or Off

4. Edit the user’s delegations by toggling authorities on or off, then click **Save**.

   eRA Commons sends an email informing the delegate of the change. The **My Current Delegates** screen shows the delegated user with a checkmark in the associated column for each authority granted. If all authorities are revoked, that user no longer displays in the table.

### 10.2.3.4 Remove Delegations

To remove the delegations already assigned to users for your own account:
1. Navigate to the Admin module.
2. Select the Delegations option from the Admin menu.

The My Current Delegates screen opens. A table shows your existing delegations or indicates No Results Found if you have no delegations.

My Current Delegates

3. For the user whose delegation you are revoking, click the three-dot ellipsis menu and select Edit Delegations to revoke only part of their delegation authorities. If you want to remove all delegations at once, select Delete Delegations instead, and then click the Confirm Delete button in the popup that appears.

The Select Delegation(s) popup shows the authorities, with toggles, that are available for delegation or revocation.
Turning Off Toggles Removes the Delegation

4. Remove a specific authority by turning off the corresponding toggles, then click **Save**.

The authorit(ies) whose toggles you turned off are revoked, and the user receives an email informing of the change. The **My Current Delegates** screen shows the delegated user with checkmarks corresponding to the authorities you bestowed. If all authorities are revoked, that user no longer displays in the table.
11 Institution Profile Module (IPF)

Institutions must be registered in Commons in order to use its features. The Institution Profile (IPF) module is a central repository of information for all Commons registered applicant organizations. It is designed so that each applicant organization establishes and maintains the profile data concerning their institution. The IPF module lets the institutional SO electronically maintain external organization profile information necessary for all grant applications from their institution and upload an institutional financial conflict of interest policy.

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

The Institution Profile consists of three main tabs:

- **Institution Basic Information**
- **Institutional Assurances and Certifications**
- **Policy Documents** (SO only)

The tabs include information such as:

- Preferred institution name and contact information
- Name, email, and phone number for the SO(s)
- Unique entity identifier (UEI)
- Institutional Assurances
- Email addresses for electronic distribution of NoA and other communications notifications
- Financial conflict of interest policy (SO only)

**IMPORTANT:** Access to the Institution Profile is limited by role. Not every Commons user has access to the Institution Profile, and only users with the SO role can edit it. Only SOs see the Policy Documents tab, which contains the Institutional financial conflict of interest policy.
11.1 Navigating the Institution Profile

If you hold one of the following Commons roles, you have access to the Institution Profile: AA, AO, ASST, BO, FSR, PI, POSTDOC, SCIENTIST, SPONSOR, or SO. Only an SO can see the Policy Documents tab; see Institutional Financial Conflict of Interest Policy.

The Institution Profile consists of three main tabs:

**Institution Basic Information**

**Institutional Assurances and Certifications**

**Policy Documents** (SO only)

The first two tabs are viewable for all who have access to the Institutional Profile and editable to those with an SO role. The Policy Documents tab is visible only to those with a SO role. This topic discusses how to navigate around these sections of the Institution Profile. Details of each section are discussed in separate topics. See the related topic list at the bottom of this screen for links to those topics.

The dashboard appears on all views of the profile, providing general information about the profile.

11.1.1 IPF Dashboard

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

**Institution Profile Information:**

- Name of the institution
- IPF Code

**Institution Profile Navigation Links**

Navigation links are available in the center of the dashboard for accessing the following sections of the Institution Profile.
• **Basic Information**

• **Assurances & Certifications**

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

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

**General Information:**

• **Accounts:** Number of affiliated accounts within the organization

• **Profile Updated:** System-updated date when the user last performed a save on the Institution Profile

• **ORI Certification Expires:** Date on which ORI certification expires

• **SAM Registration Expires:** Date on which ORI certification expires

**eRA Service Desk Information**

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

**11.1.2 Institution Profile Online Help Topics**

Click any of the question mark icons (?) within the Institution Profile to access content specific help. The help icons are located on each Institution Profile page heading as well as within each component's heading within the **Basic Information** section. The icons lead you to help that is specific for the page you are on (e.g., the icon on the **Institution Name** component heading opens the help topic pertaining to the **Institution Name** component of the Institution Profile).
Personal Profile Online Help Icons

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

11.2 What's the Difference Between View and Edit?

While most Commons users are only able to view the information provided in the Institution Profile, SO users have the two options: view mode and edit mode. Only SOs can see the Policy Documents tab.

11.2.1 Viewing the Information in the Institution Profile

View mode provides a read-only summary of the information within a specific component of the profile. In view mode, not all fields are displayed. To see a section, click its name in navigation.

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

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

Institution Profile (Basic Information) View Options

11.2.2 Editing the Information in the Institution Profile

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

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

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

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

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

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

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

### 11.3 Institution Basic Information

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

Institution Basic Information

View the Institution Basic Information section by clicking the Basic Information navigation item at top of Institutional Profile. For most users, the information is read-only, however, if you hold a Commons SO role, you have the ability to edit the information. Regardless of your role, the default view of the Institution Basic Information is read-only.

11.3.1 How Are Data Errors Indicated?

Each component contains certain required information and data validation occurs on Save. If information is missing or data is in the wrong format (for example an email address with no ‘@’ sign), red font and error messages alert you. Specific errors display at the top of the screen after Save, the header with the error appears in red, and specific error message appear adjacent to fields with errors.
Institution Profile Error Message Within the Specific Component

11.3.2 How to View Information, or Edit If You Are an SO

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

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

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

**IMPORTANT:** Only those users holding an SO role can edit.
Refer to the specific related topic listed below for information on that individual component of the profile.

**NOTE:** To the left of the *Institution Basic Information*, you find the Institution Profile dashboard. This dashboard provides quick access information to items such as number of accounts, last updated date, status of required fields, etc. The dashboard is discussed in greater detail inside the topic titled Refer to *Navigating the Institution Profile*.

### 11.3.3 Institution Name

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

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

#### 11.3.3.1 Viewing Institution Name

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

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

The information displays as read-only:

- *Profile Name*
- *Commons Preferred Name* (if existing)
11.3.3.2 Editing Institution Name

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

Click the Edit button on the Institution Name panel header to display the Commons Preferred Name field for editing and as necessary. The Preferred Name is not a required field.
When you are done, click the **Save All** button at the top or bottom of the profile to save the changes. The **Save All** button saves the changes made in all components. For information on errors, see *How Are Data Errors Indicated?*

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

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

**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

### 11.3.4 Institution Contact Information

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

#### 11.3.4.1 Viewing Institution Contact Information

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

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

The information displays as read-only:

- **Notice of Award Email**
- **Announcements and Notifications Email**
- **Closeout Correspondence EMail**
- **Contact Name**
11.3.4.2 Editing Institution Contact Information

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

Click the Edit button on the Institution Contact Information panel header to display all editable fields available in this component. The following fields are available for editing and are required fields:
Institution Contact Information Component of IPF in Edit Mode

- **Notice of Award Email**
  
  NIH uses this email address to send all notices of award for a grant.

- **Announcements & Notifications Email**
  
  NIH uses this email address to send grant reminders, system notifications, and other types of general correspondence.

- **Closeout Correspondence Email**
  
  NIH uses this email address to send any Closeout related communications.

- **Contact Name**
  
  NIH considers the person named here as the primary contact for this institution.

- **Contact Phone**
  
  Enter the phone number for the contact person listed in Contact Name.
• **Contact Email**

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

When you are done, click the **Save All** button at the top or bottom of the profile to save the changes. The **Save All** button saves the changes made in all components. For information on errors, see *How Are Data Errors Indicated?*

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

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

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**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

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### 11.3.5 About the Institution

The **About the Institution** component of the *Institution Profile* lets you view information about your organization, such as unique entity identifiers (UEI), older DUNS numbers, and assurance numbers. If you hold the SO role within your organization, you can also edit some of this information.

For information about eligibility to apply for different opportunity types, see *Opportunity Type Eligibility*.

#### 11.3.5.1 Viewing About the Institution Information

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

- Clicking the **About the Institution** header
- Clicking the + **View** button for **About the Institution**

The information displays as read-only:
• Primary UEI/DUNS
• Secondary UEI/DUNS
• Opportunity Type Eligibility
• Federal-Wide Assurance Numbers
• Animal Welfare Assurance Number
• Organization Type
• Ownership Control
• View Primary/Secondary DUNS for your organization prior to April 2022

About the Institution of Institution Profile in View Mode

11.3.5.2 Editing 'About the Institution'

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

Click the Edit button (pencil icon) on the About Institution Information header to display editing tools for those fields that are editable.

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

The following fields are available for editing, but are not required:

**Secondary UEI/DUNS**

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

- To add a secondary UEI number to the profile, click the Add button to display a text field. Enter the required 12 character UEI value. Until you save the profile, the space after the slash (/) displays as "No DUNS associated with this UEI". After saving the profile, if a DUNS is already associated with the entered UEI, the associated DUNS will appear after
the slash.

Secondary UEI/DUNS Text Field Displays when Add Button is Clicked

- To edit a secondary UEI, simply update the value in the editable text field. You cannot edit the UEI’s corresponding DUNS number.
- To remove a secondary UEI/DUNS value, click its **Remove** button and then click **Yes** in the confirmation popup to complete the deletion.

**Opportunity Type Eligibility**

There are three opportunity types, and the institution is eligible for those types with a marked checkbox. At least one of these types must be selected for the institution to be eligible to submit grant applications. Information links provide additional information. Opportunity types were specified during the institution registration process (see *Registering an Institution)*.

Opportunity types that were set during institution registration have their checkbox marked and **these are not editable even when you click the Edit button** (they cannot be unchecked). However, if your institution wants to expand the types of opportunities that it can submit grants for, you can mark the unchecked opportunity types to add these to the list of types of opportunities your institution can apply for.

The three types are:
NIH Grants/Contracts - This is the most common type of registration and is required for any application that is funded by NIH.

Non-NIH Grants/Contracts - This type of registration will let you submit applications for other agencies that use NIH eRA systems (such as SAMHSA).

Other Transaction Authority (OTA) opportunities - This type of opportunity is for a type of funding that is neither grants nor contracts and is being used across NIH.

Federal-Wide Assurance Numbers

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

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

- To add an Federal-Wide Assurance number to the profile, click the Add button to display an editable text field. Enter the Federal-Wide Assurance number into this field.

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

- To edit an Federal-Wide Assurance number, simply update the value in the editable text field.
- To remove an Federal-Wide Assurance number, click its Remove button and then click Yes in the confirmation popup to complete the deletion.
Animal Welfare Assurance Number

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

The **Animal Welfare Assurance Number** field displays the number passed to Commons from OLAW. If existing, a number in parentheses represents the old format number that corresponds to the new format number. This field is not editable.

View Primary/Secondary DUNS for Your Organization Prior to April 2022

Click on this heading to see the read-only DUNS numbers used by your organization prior to April 2022, when the federal government switched over to unique entity identifiers (UEI); see [Unique Entity Identifier Update](#) on the GSA website for more information. Each DUNS number is accompanied by its corresponding UEI (if a corresponding UEI exists).

When you are done, click the **Save All** button at the top or bottom of the profile to save the changes. The **Save All** button saves the changes made in all components. For information on errors, see [How Are Data Errors Indicated?](#)

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

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

**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.
11.3.6 Indirect Cost Negotiations

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

11.3.6.1 Viewing Indirect Cost Negotiations

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

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

The information displays as read-only:

- **Negotiator Name**
- **Last Negotiation Date**

![Indirect Cost Negotiations Component of IPF in View Mode](image)

Indirect Cost Negotiations Component of IPF in View Mode
11.3.6.2 Editing Indirect Cost Negotiations

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

Indirect Cost Negotiations Component of IPF in Edit Mode

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

- **Negotiator Name**
  
Enter the name of the agent who negotiated the most recent indirect cost agreement.

- **Last Negotiation**
  
Enter the date of the most recent indirect cost agreement negotiation (format must be MM/DD/YYYY).

When you are done, click the **Save All** button at the top or bottom of the profile to save the changes. The **Save All** button saves the changes made in all components. For information on errors, see *How Are Data Errors Indicated?*

If you do not wish to save your changes, click the **Discard Changes** button instead.
**Remember:** Hiding a component is not the same as saving the component!

**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

### 11.3.7 Signing Officials

You can find all Commons users in your organization who are assigned the signing official (SO) role. Use the *Signing Official and TTO Administrators* pane in the Institution Profile module.

A Technology Transfer Office (TTO) Administrator supports the Technology Transfer/Licensing Office or Office of Research and Development at the grantee organization. The TTO administrator can submit inventions, patents, and utilization reports in iEdison, request waivers and create iEdison accounts. See *Signing Official (SO)* for more information on signing officials.

To view the information in the *Signing Officials and TTO Administrators* pane of the profile:

- Log into eRA Commons.
- Navigate to the Institution Profile module.
- Under the Basic Information tab, find and expand the Signing Officials and TTO Administrators panel.

  The information for each person displays as read-only.

- **Name**
- **Phone Number**
- **Email Address**
11.3.8 Institution Address

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

11.3.8.1 Viewing Institution Address

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

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

The information displays as read-only:

- Address
- Phone
- Fax
Institution Address Component of IPF in View Mode

11.3.8.2 Editing Institution Address

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

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

- **Street Address**
  
Enter the street address for the organization. This is a required field.

- **City**
  
Enter the city for the address. This is a required field.

- **Country**
  
Select a country value from the drop-down box. This is a required field.
• **State**

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

• **Zip Code**

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

• **Phone**

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

• **Fax**

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

When you are done, click the **Save All** button at the top or bottom of the profile to save the changes. The **Save All** button saves the changes made in all components. For information on errors, see *How Are Data Errors Indicated?*

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

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

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**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

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**11.3.9 Extramural Technology Transfer Administration**

The Extramural Technology Transfer Administration component of the Institution Profile allows users with access to the Institution Profile to view the contact and other relevant information for the technology transfer administration department of the institution.
This component of the profile is maintained by iEdison users holding Extramural TTO administrator role. An organization's Signing Official(s) may also edit this component.

For information on iEdison, please refer to the iEdison pages of the eRA website.

11.3.9.1 Viewing Extramural Technology Transfer Administration

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

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

The information displays as read-only:

- Address
- Contact Name
- Phone
- Email
- Are batch uploads allowed by this organization?
- The month that begins the utilization period
- Are the inventions submitted by the organization assigned for administration and reporting by the user?
Extramural Technology Transfer Administration Component of IPF in View Mode

11.3.9.2 Editing Extramural Technology Transfer Administration

If you hold the TTO_Admin or SO role within an organization, you can edit the fields in the Extramural Technology Transfer Administration component of the Institution Profile.
Extramural Technology Transfer Administration Component of IPF in Edit Mode

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

- Street Address
- City
- Country
- State/Province
- Zip/Postal Code
• **Contact Name**
• **Phone**
• **Email**
• **Are batch uploads allowed by this organization?**
  
  Select a value from the drop-down list: Yes or No.

• **The month that begins the utilization period**
  
  Select a value from the drop-down list.

• **Are the inventions submitted by the organization assigned for administration and reporting by the user?**
  
  Select a value from the drop-down list: Yes or No.

**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

11.4 **Institutional Assurances and Certifications**

The **Institutional Assurances and Certifications** component of the Institution Profile contains data elements that compose assurance/certification information about an institution (e.g., Human Subjects Assurance Number, Institutional Review Board [IRB] Approval Date, IRB Type, Animal Welfare Assurance Number, and Institutional Animal Care & Use Committee [IACUC] Unacknowledged Certification Explanation). The screen provides a means of viewing and managing the checklist of these assurances and certifications.

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

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

**Status**

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

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

**Assurances and Certifications**

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

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

**Policy:** Not all assurances and certifications may be applicable to each institution.

For detailed information about assurances:


2. Once you are in the statement, search for "PUBLIC POLICY REQUIREMENTS" or even the name of a particular assurance, such as "smoke-free workplace" or "civil rights".
11.4.0.1 Editing the Assurances and Certifications

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

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

![Edit Assurances and Certifications Button](image)

Edit Assurances and Certifications Button

The assurance and certification indicators display over several categories.

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

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

This institution complies with all laws and regulations regarding:

- ClinicalTrials.gov Requirement
- Conflict of Interest Assurance
- Delinquent Debt Assurance
- Drugfree Workplace Assurance
- Impact of Grant Activities on the Environment and Historic Properties
- Institutional Debarment Assurance
- Lobbying Assurance
- Smoke-Free Workplace
Research at this institution meets all requirements for:

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

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

When you are done, click the Save All button at the top or bottom of the profile to save the changes. If you do not wish to save your changes, click the Discard Changes button instead.
Editing Institutional Assurances and Certifications

**IMPORTANT:** Only signing official (SO) users can edit the Institution Profile, except for institutions that have a TTO administrator but no signing official, in which case, the TTO administrator can edit. For institutions with both an SO and TTO administrator, the TTO administrator can edit only the Extramural Technology Transfer Administration component.

Only SOs can see the Policy Documents tab, which contains the financial conflict of interest policy.

### 11.5 Institutional Financial Conflict of Interest Policy

The *Policy Documents* tab of the Institutional Profile module lets you upload your institution’s Financial Conflict of Interest (FCOI) policy. Effective November 12, 2020, each institution must upload its FCOI policy to eRA Commons for review. The institutional FCOI is required and defined by regulations, which are linked on the *Policy Documents* tab in the Institution Profile module. The policy must be in PDF format under 6 MB in
size. After uploading, NIH staff will review the policy and reject or accept it, and will notify you via one of your listed contact methods. For more information, refer to the Guide Notice NOT-OD-21-002 as well as the table of regulatory requirements on the new Policy Documents tab.

**To access the Financial Conflict of Interest Policy screen:**

Log into eRA Commons with a signing official (SO) role, go to the Institution Profile, and then click the Policy Documents tab.
To upload your FCOI policy to eRA Commons for Agency approval:

1. On the Policy Documents tab of the Institution Profile module, click the green Upload button in the FCOI Policy Submission area.
2. Locate the FCOI PDF and click Open.
3. Optionally, before submitting, you can either view or delete the file you uploaded by clicking the View or Delete button in the FCOI Policy Submission area.
4. Click the Submit button and the file will be routed to Agency officials for review.
5. If you make a mistake, you can simply upload another PDF file and it replaces the first.

**TIP:** If nothing appears to happen when you upload, scroll to the top of the screen and check for error messages that may have appeared in a red bar. You can upload only a single file.

To view the FCOI policy that was previously submitted:

On the Policy Documents tab of the Institution Profile module, click the Policy ID number in the Prior FCOI Policy Submissions area.

The PDF opens in your system PDF viewer.

To resubmit an FCOI policy that has been updated:

On the Policy Documents tab of the Institution Profile module, click the green Upload button in the FCOI Policy Submission area, upload a new file, then click Submit. If someone from NIH had contacted you about the policy, notify them of the re-submission.

See:
Institution Basic Information
12 Personal Profile Module

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

**IMPORTANT:** To save any profile changes, you must click the *Save All* button, which is located at the top right of the screen. You can save profile changes ONLY after fixing ALL error items in red/pink that show a red x (x), even those unrelated to your current change. If you save while errors exist, changes are NOT saved and you see an error message.

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

- **Name and ID.** Personal information such as name, email, date of birth, citizenship status
- **Demographics.** Race, ethnicity, sex. Trainees are additionally asked about disadvantaged status and federal debt.
- **Employment.** Current and past employment history
- **Reviewer Information.** (only peer reviewers see this) Work address for those users serving as peer reviewers as well as honorarium information
- **Trainee Information.** (only trainees see this) Trainee permanent address for those with Trainee roles using the xTrain module
- **Education.** Degrees and post-graduate clinical training information
- **Reference Letters.** (principal investigators only) Data about letters of reference submitted to NIH
- **Publications.** (does not appear for all users) Access to MY NCBI, at which publications can be viewed
• **xTRACT Information.** (does not appear for all users) Provides a link to xTRACT module for trainees, participants, or scholars on a training grant, research education award, or institutional career development award, where you can update the training institution on subsequent educational activities.

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

For more information, refer to the Commons Personal Profile Online Help System (https://www.dev.era.nih.gov/erahelp/commons/Default.htm#PPF_Help/00_PPF_landing.htm) or the **eRA Commons Personal Profile Module User Guide** (https://www.era.nih.gov/files/personal_profile_userguide.pdf).
13 Status Module

The Status screens let program directors/principal investigators (PD/PIs), their delegates, and signing officials (SOs) perform the following tasks securely:

- Track the status of a grant applications through the submission process. To see a list of each application status, see https://www.era.nih.gov/docs/era_status_codes.pdf.
- View all their applications as well as NoAs and other key documents
- Complete several post-submission and post-award transactions
- Access and update Human Subjects information through the Human Subjects System (HSS).
- Bypass the 2 business day viewing window for administrative supplements (SOs only); see Bypassing the 2-Business-Day Application Viewing Window for Administrative Supplements.

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

Refer to How Does an AOR or SO Check Submission Status? if you have an SO or AO role.

Refer to Status for Program Directors/Principal Investigators (PI Role) if you have a PI role.

13.1 Status Search for SOs

IMPORTANT: Looking for help on the JIT Search page below? If you are an SO doing a JIT search, click here. If you are VA Agency Staff, click here.

If you are a signing official for an organization, you can use the Status module to select one of a variety of search screens that let you find specific applications or awards. Search
results appear in a table; to learn about the tools that appear above the search results table, see *Standard Tools for Tables*.

**Search Type: General (Search on Variety of Criteria)**

With the general search, you can search on the various parts of the award number, including type, activity code, IC, serial number, support year, and suffix; see [Deciphering NIH Application/Grant Numbers](#). You can also search by PD/PI name, budget start and end dates, application status, and grants.gov number.

As an alternative to the award number, you can search on **Project Number**. If you are searching for a contract project, type all or part of the contract number in the **Project Number** field, which appears below the six award number fields.

**NOTE:** Use either the six award number fields OR use the **Project Number** field; do not use both simultaneously because each searches a different type of numbering system and no results will appear when they are used together.

1. Navigate to the Status module and select **General** from the **Search Type** dropdown.

![Search Type dropdown in Status](image)

Search Type dropdown in Status

The following screen appears.
2. General search criteria in Status

3. Enter criteria and click **Search**.

In the Status Results, click the Application/Award ID to see the Status Information screen for the award, and click its three-dot ellipses menu for actions that can be performed on the award. See Sample Search Results below.

**NOTE:** The Status Result - General Search screen differs from the results displayed for PI users. Refer to Status for Program Directors/Principal Investigators (PI Role) for more information.

*Search Type: Just in Time (Search for awards/applications with JIT requests)*

See Just in Time (JIT) Search for SOs.

*Search Type: Recently Awarded (Search by Days Since Awarded)*

The Recently Awarded search is similar to the General Search, except the Recently Awarded Search lets you choose **Days Since Awarded** as a search criteria.

*Search Type: Closeout (Search by Closeout Status and Requirements for Final RPPR, Final Invention Statement, and FRAM)*

See Closeout Status.
Status Search Type: Relinquishing Statements

See Managing Relinquishing Statements.

Search Type: Recent/Pending eSubmissions

See How Does an AOR or SO Check Submission Status?

Search Type: Re-Assign Award

See Steps for SO to Re-assign an Award.

Search Type: ESI Eligibility

For NIH, see No-Cost Extension (NCE) for NIH Grants.

For AHRQ, see No-Cost Extension (NCE) for AHRQ Grants.

Search Type: Search in ASSIST

This search option simply redirects you to the search screen in the ASSIST module, where you can start a new application or find and update an existing application. In ASSIST, click the HSS Applications checkbox to find any human subjects applications with required post submissions. Enter other search criteria, such as the PI name, to narrow the search results further. Consult the ASSIST help for help with the ASSIST search screen.

Working With Table Tools

NOTE: For information on working with table tools to filter results, choose visible columns, download/print, limit rows per page, or navigate through pages of results, see Standard Tools for Tables.
Sample Search Results

The figure below represents a sample of various action links that could be displayed.

Status Result - General Search

The results include the following information:

- **Application/Award ID**
  
The application ID is provided as a link, which when selected opens the Status Information screen. Status Information includes grant/application information such as status history, study section, contacts, etc. Refer to Status Information for more information.

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

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

- **Proposal Title**
  
The project name submitted on the application is displayed in this column.

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

- **PD/PI Name**
  
  This is the Contact PI on the application.
• **Application Status**

This column displays the status of the application. To see a list of each application status, see [https://www.era.nih.gov/docs/era_status_codes.pdf](https://www.era.nih.gov/docs/era_status_codes.pdf).

• **Project Period and Budget Dates**

*Possible Actions*

Various actions can appear in the three-dot ellipsis menu.

• **RPPR**


• **Public Access PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting Public Access PRAM. *Responding to Public Access PRAM*

• **Agency Requested PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting IC Requested PRAM. *Responding to Agency Requested PRAM.*

• **JIT**

This link is displayed for applications eligible to submit Just In Time materials. Selecting the link opens the *Just In Time* screen. See *Just in Time (JIT) Screen.*

• **Extension**

This link opens the No-Cost Extension (NCE) feature. See *No-Cost Extension (NCE) for NIH Grants.*

• **Closed**

This link opens the *Closeout Status* screen, which provides information on a closed grant. See *Closeout Status.*
• Requires Closeout

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

• Reject eApplication

Available only to SO users, select this link to reject an electronically submitted application. If rejected, the status of the application is updated to Refused. See How Does an SO Reject the eApplication?

• Transmittal Sheet

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

• Administrative Supplement

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

• Start Relinquishing Statement

This only appears if you use the Relinquishing Statement search type on the Status search. Available to SOs and used to access the feature for initiating an electronic relinquishing statement.

• View Terms Tracking. See Viewing Award Terms Tracking from Status Module.

• Correspondence. See Correspondence.

• View Prior eSubmissions. Shows errors/warnings for prior eSubmissions:

• Administrative Supplements. See Administrative Supplements- Award Information Screen.
• **Human Subjects**

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

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

### 13.2 How Does an AOR or SO Check Submission Status?

**IMPORTANT:** Looking for help on the JIT Search page below? If you are an SO doing a JIT search, click [here](#). If you are VA Agency Staff, click [here](#).

Signing Officials can check the status of the applications that have been submitted for their organization using the Status module in eRA Commons.

After submitting an application, you have a two business day application viewing window to check the application and revise it. Your application automatically moves forward to agency staff for further processing after the application viewing window has elapsed unless you explicitly "reject" the application in eRA Commons. For administrative supplements, this two day viewing window can be skipped; see [Bypassing the 2-Business-Day Application Viewing Window for Administrative Supplements](#).

Also see [Submit, Track and View Your Application](#).

All signing officials can verify the status of the applications that have been submitted for their organization utilizing eRA Commons.
13.2.1 Searching for Recent/Pending eSubmissions

1. Log into eRA Commons with an SO account.

2. Navigate to the Status module and select **Recent/Pending eSubmissions** from the **Search Type** dropdown.

3. On the **next screen**, enter search criteria and click the **Search** button. Search criteria options are:

   - **Accession Number**: A *unique value assigned to applications before an NIH grant number is assigned.*
   - **Grants.gov Tracking #**: A *value is assigned by Grants.gov when the application is electronically submitted.*
   - **eSubmission Status**: (All, Pending Verification, or Rejected)
   - **Received Date**: Enter a range of dates for the received date using the “From” and “To” fields.

   Either enter the date(s) manually in the MM/DD/YYYY format or by selecting from the calendar icon.
13.2.2 eSubmission Tracking Tips

For the purposes of eSubmission tracking, select one of the following from the three-dot ellipsis menu for a record in search results:

- Check the “eSubmission Status” column to determine if your application status is “Submission Error” or “Pending Verification”.
- If the status is "eSubmission Error", you have two options to view the errors or warnings.
- Click the Show Prior Errors link from the Show All Prior Errors
- Click the Application ID displayed as link to open Status Information. Any existing submission errors or warnings display at the top of Status Information. Refer to Status Information for more information on this screen.
- Click Reject eApplication to reject the eSubmission of an application. Refer to How Does an SO Reject the eApplication?.

13.2.3 Checking for eSubmission Errors

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

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

- **Method 1:** Click the *Show Prior Errors and Warnings* link from the *Show All Prior Errors* column.
- **Method 2:** If the status is "Pending Verification", select the Accession Number (AN:############) displayed in the *Application ID* column to open the *Status Information* screen. Submission errors or warnings are displayed at the top of the *Status Information* page during the two day review period before the submission deadline. Refer to *Status Information* for more information on this screen.

3. If warranted, click *Reject eApplication* in the *Action* column to reject the eSubmission of the application. To reject an application, see *How Does an SO Reject the eApplication*?

### 13.3 How Does an SO Reject the eApplication?

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

**To reject an eApplication:**

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. Navigate to the Status module and then select the **Recent/Pending eSubmissions** from the **Search Type** dropdown to locate the application being rejected.
3. From the search result screen, click the **Reject eApplication** link in the **Action** column.

![Reject eApplication Link](image)

4. Enter the required comment in the provided text box. This message will be part of the rejection email notification.
5. Click the **Reject** button.
6. A Reject Confirmation popup appears; click **Reject** again.

The contact PI will receive an email notification that the SO has rejected the application.

### 13.4 Steps for SO to Re-assign an Award

In the Status module, signing officials (SO) can use the "Re-assign Award" option from the **Search Type** dropdown to change the assignment of an award from one existing department or component to another existing department or component within their institution.

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

To re-assigned one or more grants:

1. Log into eRA Commons with an SO account.

2. **Navigate to the Status module** and select **Re-Assign Award** from the **Search Type** dropdown.

A Re-assign Award search screen opens.

- **STEP 1:** Enter search criteria to find an award, then click **Search**.

The **School** and **Department** dropdowns shows departments/components within your institution.
The search results are displayed.

Select the one or more checkboxes of awards that are to be moved. To select all visible search results, click the checkbox at the top of the column of checkboxes. To make more results visible, increase the **Show x Entries** field.

Once you have made your selections, click the **Next** button at the bottom of the screen.

**NOTE:** You can move all of the visible awards on a page at one time; however you cannot combine marked checkboxes on non-visible results pages into the current re-assignment step. To move grants on other results pages, you must go to those pages and do the reassignment.
- **STEP 2:** Select the **School** and **Department to which** the selected grants should be moved; then click **Next**.

Only existing schools and departments are shown.
**STEP 3:** Review the summary, which indicates the number of grants being moved and the destination. If the information is correct, click **Submit**.

In the Confirmation of Award Assignment popup, click **OK**.
NOTES:
- Functionality is only available to Signing Officials from grantee organizations that are classified as Institutions of Higher Education.
- Assignments are immediate in Commons. The new assignment can be viewed on the Re-assign Award search page.
- Assignments will be visible in RePORTER on the following Monday.
- Search criteria is limited to the current and future fiscal years, for awarded grants or pending type 5 grants.
- You can select only awards that are currently visible on the search results page; you cannot mark checkboxes on multiple search pages to reassign.

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

The Status module lets those with a PI role review basic aspects of the status of applications sent to the NIH, including pending review, review outcome, pending Advisory Council action, and award status.

Refer to How Does an AOR or SO Check Submission Status? if you hold an SO role.

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

- **Recent/Pending eSubmissions**: Select this option to view a list of recent or pending electronic submissions of grant applications.
• **List of Applications/Grants**: Select this option to view a list of applications/grants on which the PI user is the contact PI or one of multiple PIs (MPI)

• **Search by Grants.gov Tracking Num**: Use this field and the Search button to display information for a specific grant application by tracking number.

Status Screen for PI Users

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

**Viewing Recent/Pending eSubmissions**

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

• Applications that require action prior to submission
• Applications available for viewing prior to submission (2 business day correction window)
• Applications that have been refused by the SO
Recent/Pending eSubmissions Option in Status

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

Status Result - Recent/Pending eSubmissions

The following information is included in the table:

**Grants.gov Tracking #**

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

**Application ID**
The application ID is provided as a link, which when clicked opens the Status Information screen. Status Information includes grant/application information such as status history, study section, contacts, etc. Refer to Status Information for more information.

**eSubmission Status**

This column shows the status of approval for the application.

**Proposal Title**

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

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

**PD/PI Name**

This is the Contact PI on the application.

**eSubmission Status Date**

This is the date of the latest status update.

**Show All Prior Errors**

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

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

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

**Viewing the List of Applications/Grants**

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

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

List of Applications/Grants Links in Status

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

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

To expand the field and display all grants/applications associated with a family, click the plus sign (+) for that particular grant family.
Status Result - List of Applications/Grants

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Date Range</th>
<th>PI Name</th>
<th>Grant Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2016 - 12/31/2017</td>
<td>SHAKESPEARE, WILLIAM (PD/PI)</td>
<td>Measure for Measure &amp; Other Scientific Methodologies (Title)</td>
<td></td>
</tr>
<tr>
<td>06/01/2014 - 05/31/2016</td>
<td>MARLOWE, CHRISTOPHER (PD/PI)</td>
<td>The Tragical History of the Life and Death of Doctor Faustus (Title)</td>
<td></td>
</tr>
<tr>
<td>07/01/2010 - 06/30/2015</td>
<td>SHAKESPEARE, WILLIAM (PD/PI)</td>
<td>Much Ado About Childhood Obesity in the United States (Title)</td>
<td></td>
</tr>
<tr>
<td>05/08/2015 - 06/12/2015</td>
<td>SHAKESPEARE, WILLIAM (PD/PI)</td>
<td>A Midsummer Night's Dream and Other Known Sleeping Disorders (Title)</td>
<td></td>
</tr>
</tbody>
</table>

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

Once expanded, the following information is displayed:

**Application ID**
The application ID is provided as a link, which when clicked opens the *Status Information* screen. *Status Information* includes grant/application information such as status history, study section, contacts, etc. Refer to *Status Information* for more information.

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

**Grants.gov Tracking #**

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

**Proposal Title**

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

**PD/PI Name**

This is the Contact PI on the application.

**eSubmission Status**

The submission status of the application.

**Current Application Status**

This column displays the status of the application. To see a list of each application status, see [https://www.era.nih.gov/docs/era_status_codes.pdf](https://www.era.nih.gov/docs/era_status_codes.pdf).

**Status Date**

The date on which the current status was set.

**Available Actions (buttons)**

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

**RPPR**

Opens the *RPPR Menu* screen for editing or submitting a Research Performance Progress Report (RPPR). Refer to *Research Performance Progress Report (RPPR) Module*.

**Public Access PRAM**

**Agency Requested PRAM**


**Fellowship Face Page**

Displays for Fellowship Awards only

**Progress Report Face Page**

Only for paper grants not SNAP eligible

**JIT**

This link is displayed for applications eligible to submit Just In Time materials. Clicking the link opens the Just In Time screen. Refer to Just in Time (JIT) Screen.

**Extension**

This link opens the No-Cost Extension (NCE) feature. Refer to No-Cost Extension (NCE) for NIH Grants.

**Closed**

This link opens the Closeout Status screen, which provides information on a closed grant. Refer to Closeout Status.

**Requires Closeout**

This link opens the Closeout Status screen, which provides a means for uploading the required documents for closeout. Refer to Closeout Status.

**Transmittal Sheet**

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

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

**Relinquishing Statement**

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

**Sandy Quarterly Report**

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

**Inclusion**

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

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

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

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

**Searching by Grants.gov Tracking Number**

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

The Status Result - Recent/Pending eSubmissions screen returns only the application matching the entered tracking number. You can view Errors/Warnings for Prior Failed Submissions by clicking the Show Prior Errors and Warnings button.

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

Grants.gov Tracking Number Search Results in Status

13.6 How Does a PI Track Submission Status?

The designated Contact PD/PI can view status information relating to newly submitted applications during the "viewing window" (the first two business days after submission up to the submission deadline).
After the deadline, any applications which remains in the Pending status will also be visible.

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

**Steps to access status information:**

1. Log in to eRA Commons with your principal investigator (PI) account username and password.
2. Navigate to the **Status module** and then expand the "Recent/Pending eSubmissions" search option by clicking its arrow.

3. In the **Recent/Pending eSubmissions** screen, enter search criteria and click **Search**.
4. The next screen displays the search results.

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

**The following information is included in the table:**

**Grants.gov Tracking #**
This is the number assigned when the application was submitted electronically to Grants.gov.

**Application/Award ID**

A unique value assigned to applications before an NIH grant number is assigned

**eSubmission Status**

This shows the status of approval for the application.

**Proposal Title**

This is the project name submitted on the application.

---

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

**PD/PI Name**

This is the Contact PI on the application.

**eSubmission Status Date**

This is the date of the latest status update.

**Show All Prior Errors**

Clicking Show Errors and Warnings opens the Errors/Warnings for Prior Failed eSubmissions screen and displays any errors or warnings received for the application during eSubmission.

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

1. Check the eSubmission Status column to determine if your application status is “eSubmission Error” or “Pending Verification” or “Rejected.”
NOTE: Errors will stop the submission process and require a change/corrected application but warnings will not. It is still critical to check the warning messages to ensure that the issue referenced does not apply to your application.

2. Use one of the two following methods to view the error messages and warnings.

- To view error messages and warnings, click the Show Errors and Warnings link from the Show All Prior Errors column to the right.
- **Method 2:** If status is "Pending Verification", select the Accession Number (AN:#######) displayed in the Application/Award ID column to open the Status Information page. Submission errors or warnings are displayed at the top of the Status Information page during the two day review period before the submission deadline. Refer to Status Information for more information on this screen.

### 13.7 Bypassing the 2-Business-Day Application Viewing Window for Administrative Supplements

After submitting an application, signing officials (SO) normally have a two-business-day viewing window to check the application and revise or reject (withdraw) it. After the viewing window has elapsed, the application automatically becomes available to receipt and referral staff for further processing. While this window is appropriate for competing applications, organizations submitting a non-competitive administrative supplement might want to skip the window and have the application available to be processed immediately.

To facilitate this, SOs can choose to bypass the two-business-day viewing window for non-competitive administrative supplement applications only. Signing officials use the Status module to search for the application and perform the Verify action, which verifies that the organization wants the application to be immediately routed to receipt and referral staff.

After an SO bypasses the viewing window via the Verify action, the administrative supplement is immediately released to receipt and referral staff. Additionally, the PI, with a cc to the SO, receives an email notifying them of the bypass action and of submission. Once receipt and referral staff is done processing, the PI for the project will typically
receive an email notification that the administrative supplement was rejected or with a new Notice of Award if accepted.

See guide notice NIH Offers Ability to Bypass 2-Business Day Application Viewing Window as an Option for Administrative Supplements.

To bypass the 2-day viewing window for an administrative supplement (SO only):

1. Log in to eRA Commons as a signing official.
2. Navigate to the Status module and select Recent/Pending eSubmissions from the Search Type dropdown.
   The Recent/Pending Submission search screen appears.
3. Enter criteria to find the application you wish to expedite and click Search. For instance, you could set the Received Date fields to today's date. Only administrative supplement applications submitted in the last two days contain the Verify action.
4. On the application you wish to expedite, click the Verify link in the Action column.

Recent/Pending eSubmissions search results showing Verify action
A popup asks you if you are sure you want to skip the 2 day viewing window and warns that the application will move to the next stage of processing and cannot be revised.

5. Click Yes in the Confirm popup window.

The administrative supplement immediately becomes available for agency staff to start processing the application.

13.8 Status Information

Status Information is a collection of grant information and links to grant-related documents stored in one place. Status Information is accessed by clicking the Application Number (link) from any result screen in the Status module.
Status Information

1 K99 HL11111-01

Status: Application awarded.
Project Title: Implication of Graft vs. Tumor
PI Name: Mepour, Scott
Application ID: NIH Appl. ID 10101010

Status: Application awarded.
Last Status Update Date: 03/02/2021
Institution Name: HEALTH RESEARCH
School Name: School Category
Division Name: Division Name
Department Name: Department Name
Proposal Title: Implication of Graft vs. Tumor
Proposal Receipt Date: 02/11/2020
Project Period Begin Date: 03/05/2021
Current Award Notice Date: 03/02/2021
Project Period End Date: 02/28/2023
Application Source: Grants.gov
Status: eApplication Status Submission Complete

Other Relevant Documents
- e-Application
- Summary Statement
- Latest NGA
- Notice(s) of Grant Award (PDF) 02/02/2021
- Abstract (Awarded Grant)
- Just in Time 03/02/2021 03/10/2020 Times Revised(1)
- eSubmission Cover Letter
- eSubmission-PHS Assignment Request Form

Additions for Review

<table>
<thead>
<tr>
<th>Group</th>
<th>Document</th>
<th>Grant/Subproject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted Publication</td>
<td>NEWS OF PUBLICATION</td>
<td>K99 HL11111-01</td>
<td>Wed May 06 16:00:04 EDT 2020</td>
</tr>
</tbody>
</table>

Review

<table>
<thead>
<tr>
<th>Application</th>
<th>Study Section</th>
<th>Advisory Council (AC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Document Number: KHL11111A</td>
<td>Scientific Review Groups: MTI (04)</td>
<td>Meeting Date: 10/27/2020</td>
</tr>
<tr>
<td>FSR Accepted Code: N</td>
<td>Council Meeting Date (YYYY/YY/MM): 2020/10</td>
<td>Meeting Time: 10:00</td>
</tr>
<tr>
<td>Snap Indicator Code: Y</td>
<td>Meeting Dates: 06/10/2020</td>
<td></td>
</tr>
<tr>
<td>Impact Score: 28</td>
<td>Meeting Times: 09:00</td>
<td></td>
</tr>
<tr>
<td>Percentile:</td>
<td>Study Roster: View Meeting Roster</td>
<td></td>
</tr>
<tr>
<td>Early Stage Investigator Eligible:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Investigator Eligible:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eligible for FFATA Reporting: Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Institute/Center Assignment

- [eRA Commons User Guide](https://www.era.nih.gov/need-help)
Status Information Screen

13.8.0.1 The screen displays the following sections of information:

Contacts: Names, phone numbers, and email addresses for grant-related contacts

The Name, Phone, and Email displays for the following contacts:

- Scientific Review Officer (SRO*)
- Grants Management Specialist (GMS)
- Program Official (PO)

Contacts Section of Status Information

Latest Update: Displays the latest changes affecting the application.
**eRA Service Desk:** This section contains the contact information and operating hours for the Service Desk. The Service Desk can address most technical, functional, and account-related questions.

**Screen Tools:** Under the title of the screen (Status Information) is a row that contains tools to manage the screen content.

- **Filter** provides a text field that is used to search for specific content on the screen. This tool does not search the previously listed sections on the left of the page (Contacts, Latest Update, or eRA Service Desk)
- **Expand All** and **Collapse All** affects each of the sections under the screen title except the application information section. **Expand All** opens all of the remaining sections to show all of the contents of that section. **Collapse All** hides the content of those sections and only show the title of the section. This applies to;
  - Status
  - Other Relevant Documents
  - Additions for Review
  - Institute/Center Assignment
  - Status History
  - Awards
Reference Letters

**NOTE:** Individual sections may be expanded or collapsed individually.

- **Print** initiates a print of all of the content of the screen in a print-friendly format. The content in collapsible sections will print regardless of whether or not the sections are expanded or collapsed.

  **Application Information:** At the top of the screen, under the screen tools, is a section which contains the following application information:

  - Application number
  - Status. To see a list of each application status, see [https://www.era.nih.gov/docs/era_status_codes.pdf](https://www.era.nih.gov/docs/era_status_codes.pdf).
  - Project Title
  - PI Name
  - NIH Appl. ID
  - Application ID

  **Status:** Includes basic information describing the current disposition of the application using the following data points:

  - Current Status of the Application. For a list of possible application statuses, see [https://www.era.nih.gov/docs/era_status_codes.pdf](https://www.era.nih.gov/docs/era_status_codes.pdf).
  - Last Status Update Date
  - PI Name
  - Institution Name
  - NIH Appl. ID
  - School Name
  - School Category
  - Division Name
  - Department Name
  - Proposal Receipt Date
  - Proposal Title
  - Project Period Begin Date
  - Project Period End Date
- Current Award Notice Date
- Application Source
- eApplication Status
- FOA

![Status Table]

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

**Other Relevant Documents:** Includes links to grant-related documents.

The following links may be available within Other Relevant Documents depending on the application/grant:

- Abstract
- Administrative Supplement(s)
- Appendix 1 – 10 Submitted File Name
- Closeout Final Report Additional Material Request (FRAM)
- Component Appendices
- e-Application
- Final Invention Statement
- Final Research Performance Progress Report (Final RPPR)
- Fellowship Proposal Face Page
- FRAM Submission
- Institute/Center Progress Report Additional Material Request
- Just in Time
- FFR/FSR
- Notices of Grant Award
- Multi Year Progress Report(s)
- Notices of Grant Award (PDF)
- Progress Report Face Page
- Progress Report Additional Material (PRAM)
- Relinquishing Statement(s)
- Research Performance Progress Report
- Summary Statement
- Unfunded Progress Report
- xTrain Training Appointment(s)
- xTrain Termination Notice(s)

**Other Relevant Documents**

<table>
<thead>
<tr>
<th>Document</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Application</td>
<td></td>
</tr>
<tr>
<td>Summary Statement</td>
<td></td>
</tr>
<tr>
<td>Latest NGA</td>
<td></td>
</tr>
<tr>
<td>Notice(s) of Grant Award (PDF)</td>
<td>03/02/2021</td>
</tr>
<tr>
<td>Abstract (Awarded Grant)</td>
<td></td>
</tr>
<tr>
<td>Just In Time</td>
<td>08/18/2020 Times Revised(1)</td>
</tr>
<tr>
<td>eSubmission Cover Letter</td>
<td></td>
</tr>
<tr>
<td>eSubmission-PHS Assignment Request Form</td>
<td></td>
</tr>
</tbody>
</table>

**Additions for Review:** Contains supplemental documents/files that were provided to the SRO to further support the application and/or individual sections.
**Review:** This section contains the following subsections and content:

- **Application:**
  - Award Document Number
  - FSR Accepted Code
  - Snap Indicator Code
  - Impact Score (PI only)
  - Percentile (PI only)
  - Early Stage Investigator Eligible
  - New Investigator Eligible
  - Eligible for FFATA Reporting

- **Study Section**
  - Scientific Review Group
  - Council Meeting Date
  - Meeting Date
  - Meeting Time
  - Study Roster: If available, a View Meeting Roster link opens a PDF of the meeting roster for the meeting who reviewed this application.

- **Advisory Council**
  - Meeting Date
  - Meeting Time
Institute/Center Assignment: Displays the assignment history for the application.

The following information is displayed within Institute or Center Assignment:

- Institute or Center
- Assignment Date

Status History: Provides a history of the life of the application from submitted to awarded.

The following is displayed within Status History:
- **Effect Date**
- **Status Message**

<table>
<thead>
<tr>
<th>Effect Date</th>
<th>Status Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/2021</td>
<td>Award prepared; refer questions to Grants Management Specialist.</td>
</tr>
<tr>
<td>11/10/2020</td>
<td>Pending administrative review. Refer any questions to Program Official or Grants Management Specialist.</td>
</tr>
<tr>
<td>10/29/2020</td>
<td>Council review completed.</td>
</tr>
<tr>
<td>06/12/2020</td>
<td>Scientific Review Group review completed; Council review pending. Refer any questions to the Program Official or Grants Management Specialist.</td>
</tr>
<tr>
<td>02/24/2020</td>
<td>Scientific Review Group review pending.</td>
</tr>
<tr>
<td>02/11/2020</td>
<td>Application entered into system</td>
</tr>
</tbody>
</table>

**Awards**: Details on awarded dollar amounts.

The following award dollar information is available:

- **Direct Amount**
- **Facilities and Administrative**
- **Fee Amount**
- **Total Amount**

<table>
<thead>
<tr>
<th>Direct Amount</th>
<th>Facilities And Administrative</th>
<th>Fee Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$108,733</td>
<td>$8,731</td>
<td>$0</td>
<td>$117,864</td>
</tr>
</tbody>
</table>

**Reference Letter(s)**: A list of submitted references letters.

If there are associated reference letters, the following information is available:

- **Referee Name**
- **Organization Affiliation**
- **Department**
- **Email**
• **Submitted**

PIs can also view reference letter information in the Reference Letter section of their Personal Profile. Refer to the Reference Letters topic of the Commons online help system for more information.

**Award Terms.** Optionally, an Award Terms section might appear.
If you click Term Tracker, you see the View Terms Tracking Details screen; see Viewing Award Terms Tracking from Status Module.

**TIP:** *Other Transaction Authority (OTA) -* Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.

### 13.8.1 Additions for Review

As the applicant, after submitting an application, you might send your scientific review officer (SRO*) additional material that either clarifies or supplements information found on the original submission. When the SRO uploads this material, it is available to you via the Status Information screen.

See the Additions for Review section of Status Information to see additional material. This screen provides links to the additional material along with other associated information.

![Additions for Review](image)

Additions for Review from Status Information

In this section, you can find information specific to the uploaded material(s):

- **Group**

  Displays the category to which the item belongs. Categories include Updated Pages; Supplemental Material; Collaboration Letters; Modified Budget Pages; Accepted Publication; Biographical Sketches; and Other.
• **Document**
  Displays the document file name as a link, which opens the uploaded document. This document can be viewed, updated, and saved.

• **Grant/Subproject**
  Displays the award number.

• **Date**
  The date the document was uploaded.

  **TIP:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

13.8.2 **Administrative Supplements**

Clicking the **Administrative Supplement(s)** link from the **Other Relevant Documents** section of *Status Information* opens the **Administrative Supplements** screen. This screen provides read-only access to administrative supplements created for the particular grant.

Administrative Supplements are requests for (or the award of) additional funds during a current project period to provide for an increase in costs due to unforeseen circumstances.
Administrative Supplements from Status Information Screen

Below this section, you can find information specific to the administrative supplements, displayed in a table format.

The table includes the following columns of information:

- **Identifying information**
  
  Displays the grant number as a link, which opens the *Administrative Supplement Request* PDF.

- **Accession Number.** A unique value assigned to applications before an NIH grant number is assigned

- **Supplement Status**

- **Submitted Date**

- **Comments for Grantee**

Clicking the *Administrative Supplement History* link from the *Other Relevant Documents* section of *Status Information* opens the *Administrative Supplement History* screen. This screen provides read-only history of administrative supplements created for the particular grant.
13.8.3 Viewing Agency Requested PRAM from Status Information

After submitting Agency Requested PRAM, users can view the PRAM via the Status Information screen.

To see submitted PRAM via the Status Information screen:

1. Use the Status module to look up an award.

2. Click the award/application ID, which opens the award or application’s Status Information screen.

3. Under Other Relevant Documents, click the PRAM link.

The Progress Report Additional Materials file opens as a PDF document. The file has a header for each PRAM submission followed by the documents that were uploaded and submitted. If multiple submissions of PRAM were completed, the additional materials are separated in the document with the most recent submission displayed first followed by earlier submissions.
13.8.4 Viewing Public Access PRAM for Multi-Year Funded Awards

After submitting Public Access PRAM for multi-year funded awards, users can view the PRAM via the Status Information screen.

To see submitted PRAM via the Status Information screen:

1. Use the Status module to look up an award.

2. Click the award/application ID, which opens the award or application’s Status Information screen.

3. Under Other Relevant Documents, click the PRAM link.

The Progress Report Additional Materials file opens as a PDF document. The file has a header for each PRAM submission followed by the documents that were uploaded and submitted. If multiple submissions of PRAM were completed, the additional materials are separated in the document with the most recent submission displayed first followed by earlier submissions.

13.8.5 Viewing a Submitted Relinquishing Statement from Status Information (PI or SO)

A relinquishing statement is part of the Change of Institution process allowing an extramural grantee institution to transfer an active grant to another institution.

Once a relinquishing statement has been submitted to the agency, you can view a read-only version of it from the Commons Status Information screen. SOs can also view the relinquishing statement by searching in Status using the Relinquishing Statement search type and then selecting the Search for Awards option, then selecting the View Relinquishing Statement action on a grant; see Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO).

To view the submitted form via the Status Information screen:

1. On any Status search screen (for PI or SO), search for an award that you know has a submitted relinquishing statement.
2. For the award, click the Application/Award ID, which takes you to the Status Information screen.

   The Status Information screen appears.

2. From the Status Information screen, click the Relinquishing Statement link under Other Relevant Documents.

Status Information Screen Displaying the Relinquishing Statement link

The Relinquishing Statements screen appears.
Relinquishing Statements Screen

3. Click the **Relinquishing Statement** link to view the Relinquishing Statement PDF.

### 13.8.6 Closeout FRAM Requests

Clicking the link for Closeout Final Report Additional Materials (FRAM) Request in the **Other Relevant Documents** section of **Status Information** opens the **Closeout FRAM Requests** screen. You can see your submitted FRAM documents either by clicking the Latest FRAM <date> link in Other Relevant Documents, or by clicking the linked date on the Closeout FRAM Requests screen below.

![Closeout FRAM Requests](image)

Closeout FRAM Requests from Status Information
13.9 How Does a PI See the Review Outcome?

Review Outcomes are found in Summary Statements. These statements are PDF documents combining reviewers' written comments and the Scientific Review Officer’s (SRO*) summary of the discussion surrounding your application during the review meeting.

**Policy:** [Scoring System and Procedure](#)

As a PI, you can view your application's Summary Statement using the Status Information screen once it has been released by the SRO following the review meeting. If you are a signing official and are looking for the Summary Statement, see *How Does an SO See the Review Outcome?*

13.9.1 To view your Summary Statement:

1. Log into Commons.
2. [Navigate to the Status module](#).
3. Click the **List of Applications/Grants** section.

![List of Applications/Awards](image)

**List of Applications/Grants Links in Status**

The *results* display in either a Grouped or Flat view format. You may toggle between those views as desired. The application ID will be provided as a link which, when selected, opens the **Status Information** screen.
Application ID Link

4. Select the application ID link for the specific application. For a list of possible application statuses, see [https://www.era.nih.gov/docs/era_status_codes.pdf](https://www.era.nih.gov/docs/era_status_codes.pdf).

The Status Information screen displays. The Status Information screen includes a section called Other Relevant Documents. This section houses links to various application-related documents, including the Summary Statement.

5. Select the link titled Summary Statement. It will open in a separate window.
Summary Statement Link in Status Information

Abbreviated review information is found in the Review section of the Status Information screen. Expand this section to see the following:

- **Application:**
  - Award Document Number
  - FSR Accepted Code
  - Snap Indicator Code
  - Impact Score
  - Percentile
  - Early Stage Investigator Eligible
  - New Investigator Eligible
  - Eligible for FFATA Reporting

- **Study Section**
  - Scientific Review Group
  - Council Meeting Date
  - Meeting Date
  - Meeting Time
  - Study Roster
• **Advisory Council**
  - Meeting Date
  - Meeting Time

**TIP:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

### 13.10 How Does an SO See the Review Outcome?

Review Outcomes are found in Summary Statements, which include bulleted critiques from assigned reviewers, a brief summary of the discussion, the overall impact score, criterion scores from assigned reviewers and more. The summary statement combines reviewers' written comments and the Scientific Review Officer's (SRO*) summary of the discussion surrounding your application during the review meeting.

As a signing official (SO) on an NIH or VA (Department of Veterans Affairs) grant, you can view summary statements for applications submitted by your institution after they are released by the SRO following the review meeting. You use the Status Information screen to see summary statements, as well as percentile (if available), impact score, and other...
review indicators resulting from the review. Impact scores are made available in eRA Commons ahead of the summary statement.

**Policy:** [Scoring System and Procedure](#)

**Guide Notice:** [NOT-OD-20-126](#)

### 13.10.1 To view a Summary Statement:

1. Log into eRA Commons with an SO account.

2. **Navigate to the Status module** and select **General** from the **Search Type** drop-down.

3. On the **General search screen**, enter criteria to find a grant application and click **Search**.
4. In the Status Results, click the Application/Award ID.
   The Status Information screen for the application/award appears. For a list of possible application statuses, see https://www.era.nih.gov/docs/era_status_codes.pdf.

5. Scroll down to the Other Relevant Documents section and click the Summary Statement link, which opens the Summary Statement PDF in a separate window.
   This link appears only if the application has completed a peer review process and if the granting agency is NIH or VA.
You can see abbreviated review information, including the percentile and impact score, in the Review section of the Status Information screen.

**TIP:** *Other Transaction Authority (OTA) - Some screens and terminology may be different in order to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is being used across NIH. These changes will typically not be visible to NIH or agency reviewers.*

**13.11 Viewing the Notice of Award (NoA)**

**Policy:** Notice of Award Policy Statement
Updated Guide Notice: Upcoming Changes to the Notice of Award (NoA) Beginning October 1, 2020

The Notice of Award (NoA) is the legal document issued to notify the recipient that an award has been made and that funds may be requested. Notices of Awards are sent to the email address specified in the Institutional Profile, which can be updated by a signing official (SO). Principal investigators (PI) and SOs can view NoAs from the Status Information screen.

The Page One of the NoA serves as the first page for all HSS (Department of Health and Human Services) Notices of Awards for discretionary awards.

(For a list of possible application statuses, see https://www.era.nih.gov/docs/era_status_codes.pdf.)

To See the Status Information Screen (SO):

1. Log into eRA Commons with an SO account.
2. Navigate to the Status module and select General from the Search Type drop-down.
3. Enter search criteria, such as Awarded for Application Status; click Search.
4. Click on the Application/Award ID link to see the Status Information screen.

To See the Status Information Screen (PI):

1. Log into Commons as a principal investigator.
2. Navigate to the Status module.
3. Select the **List of Applications/Awards** section.

### Status: PI Search

The status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the **eRA Service Desk**.

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

#### Recent/Pending eSubmissions

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

#### List of Applications/Awards

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

### Search by Grants.gov Tracking Num

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

```
Tracking Number [Search]
```

### List of Applications/Grants Links in Status

The results display in Grouped or Flat view. The application ID within this table is a link, which opens the **Status Information** screen.
Application ID Link

4. Click the application ID link for the specific application and the Status Information screen appears.

Find the NoA on the Status Information Screen:

The Status Information includes a section called Other Relevant Documents. This section contains links to various application-related documents, including the NoA. The NoA link is displayed as a date next to the field titled Notice(s) of Grant Award (PDF).

Click the Notice(s) of Grant Award link. The NoA opens in a separate window.
Notice of Award Link in Status Information

13.12 Closeout Status

**Policy:** Closeout policy information

Closeout is a status in which a grantee can electronically file the information necessary to complete grant closeout requirements. You can use the Status module to search for awards in various stages of Closeout and then submit required documentation or otherwise complete the closeout activities.

NIH closes out grants as soon as possible after expiration of a grant that is not to be extended or after termination of a grant. Closeout includes timely submission of all required reports and adjustments for amounts due the grantee or NIH. Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability. Following Closeout, the grantee remains obligated to return funds due, because of later refunds, corrections, or other transactions, and the Federal Government may recover amounts based on the results of an audit covering any part of the period of grant support.

If you hold a signing official (SO), principal investigator (PI), or federal financial report (FSR) role, you can access the Closeout Status screen to perform the following:

- Track your grants that are in Closed status
- Submit reports required for closeout
• Submit any requested additional material (FRAM) related to your Final Research Performance Progress Report (Final RPPR)
• Access the Federal Financial Report (FFR) module of Commons to initiate and submit Federal Financial Reports (you must hold an FSR role)

Note about Interim RPPR and Final RPPR

• The Interim RPPR (IRPPR) is used when you are submitting a Competing Renewal application (Type 2). If you opt NOT to apply for a Competing Renewal, complete the Final RPPR as you normally would within 120 days of the project end date. If you are going to complete a Competing Renewal application (or have already submitted such an application), you will submit an Interim RPPR. This must be submitted within 120 days of the project end date.
• If you are awarded the renewal, the Interim RPPR will be treated as your annual RPPR and no other progress reporting will be needed for that segment of the study. If the application is NOT awarded, then the Interim RPPR will be accepted as the Final RPPR.

Possible Statuses for Closeout

On the Status module’s Closeout search screen, an SO can use the Closeout Status search dropdown to limit search results to awards in the following statuses:

• Requires Closeout: Grant has not completed the closeout process
• Closed: Grant has completed the closeout process
• In Unilateral Closeout: Grant is currently in the process of being unilaterally closed (see note below)
• Unilaterally Closed: Grant has been unilaterally closed by the IC (see note below)

IMPORTANT: The U.S. Department of Health and Human Services (HHS) has issued a directive to Agencies on new policies for closeout of grant awards. NIH has revised its policies and procedures to align with the OER Policy Announcement 2014 regarding the guidance on implementation of HHS GPAM Chapter 1101 (Closeout), including Unilateral Closeout.

The policy chapter directs Institutes/Centers (ICs) to initiate a unilateral closeout – a closeout without the cooperation of the grantee – 180 days after the project end date if it has not received acceptable final reports required by the terms and conditions of an
award. After making reasonable efforts to obtain the final reports ICs must close all awards no later than 270 days after the project end date. This substantially decreases the timeframe in which NIH must officially close a grant after the project end date.

SO - Find Awards in Closeout

SOs and PIs have different views of the Status module. SOs can search for awards that are in one of four closeout statuses. In the Status module, the SO selects Closeout in the Search Type dropdown, and further specifies a Closeout status.

1. Log into eRA Commons with an SO account.

2. Navigate to the Status module and select Closeout from the Search Type dropdown.

Search fields applicable to Closeout searches appear on the Status search screen, specifically Project End Date Range, Closeout Status, and three Require... checkboxes to find awards that require reporting.
Search screen for SOs doing a Closeout search

3. Use criteria to search for grants in closeout.

4. To open the Closeout Status screen, select the three-dot ellipsis menu for an award and select the Closeout action name that appears, which will be one of the following depending on your search:

- Closed
- In Unilateral Closeout
- Unilaterally Closed
- Requires Closeout
For SOs, closeout actions appear under the three-dot ellipsis menu for an award.

The **Closeout Status Screen** opens.

**PI - Search for Awards in Closeout**

SOs and PIs have different views of the *Status* module. Closeout actions appear in an *Available Actions* column.

1. Log into eRA Commons with a PI account.

2. **Navigate to the Status module** and open the List of Applications/Awards by clicking the blue triangle.

3. For the award you have in a Closeout status, expand the pane by clicking the plus (+) sign.

4. To open the *Closeout Status* screen, click one of the following from the *Available Actions* column:

   - Closed
   - In Unilateral Closeout
   - Unilaterally Closed
   - Requires Closeout
For PIs, closeout actions appear as buttons in the Available Actions column for an award. The Closeout Status Screen opens.

**Closeout Status Screen**

The Closeout Status screen appears after you select one of the following actions from a grant: **Closed**, **In Unilateral Closeout**, **Requires Closeout**, or **Unilaterally Closed** (see Possible Statuses for Closeout).

The Closeout Status screen contains a list of requirements for closeout. Each requirement has an instruction, the status of the requirement, and an **Action** column. If the grant is still open, review the requirements, read the instruction for each, and take actions to complete Closeout activities. Actions are role-based, so different persons will closeout different requirements.

If the grant is already closed, you have option to view submitted material with a **View** link.

In the **Action** column, select an action link to get started with that requirement. Be sure that you possess the role as described in the Instruction column. Action links might include:

- FFR: **View** link, **Manage Final FFR** (redirects the user to FFR module where they can search for an FFR)
- Final RPPR: **Process Final RPPR; View; FRAM**; and **View FRAM** links
- Final Invention Statement: **Process Final Invention Statement** and **View** links
Refer to the related topics for more information about Final Research Performance Progress Reports and Final Invention Statements. To initiate an FFR, see *Federal Financial Report (FFR) Long Form*.

**IMPORTANT:** At the top of the screen, text indicates if the award is in unilateral closeout or has been unilaterally closed, and the date on which this occurred. While In Unilateral Closeout, links might be available in the **Action** column unless requirements have been closed by grants management staff, in which case you do not see the links. When Unilaterally Closed, links are not available.

Below is a sample of Closeout Status for a PI.

Sample Closeout Status Screen for a PI

Below is a sample of Closeout Status for an SO.
Sample Closeout Status Screen for an SO


A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to complete an FFR to report the status of funds to the sponsor of the grant.

If you have the FSR role, you can use the FFR module to search for grants and associated FFRs for your institution. In the FFR module, you can perform the following tasks:

- Manage an FFR—This redirects you to the federal Payment Management System to complete and submit the form, or to edit a saved FFR
- View a PDF of an FFR
- View the history of an FFR

With the FSR role, you can also access the FFR module from the Closeout Status screen.


13.12.2 Submitting Your Final Invention Statement

You must submit a Final Invention Statement (FIS) within 120 days following the termination of a grant award. The statement should include all inventions that were conceived or first reduced to practice during the course of work under the grant or award,
from the original effective date of support through the date of completion or termination.

**Policy:** Refer to the [Procedure for Submission of Final Invention Statement and Certification](#) for more policy related information.

All actions are performed from the *Submit Final Invention Statement* screen, which is accessed via the *Closeout Status* screen. From here, SOs and PIs to do one of the following:

- Certify that no inventions were conceived or first reduced to practice during the course of work
- Add and submit information on inventions conceived/used during the course of work

**NOTE:** Although a PI can create the Final Invention Statement, only a SO can submit it to Agency.

### 13.12.2.1 Reporting Inventions on Your Final Invention Statement

If you are a signing official, use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant. The second procedure below discusses viewing, changing, or submitting an invention statement. To claim no inventions were conceived, see *Claiming No Inventions on Your Final Invention Statement*.

**Reporting Inventions**

To complete a Final Invention Statement that has inventions that need to be reported:

1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. In the Status module, use the *Closeout Search Type* to find grants in closeout statuses.
3. In the search results, select *Requires Closeout* from the three-dot ellipsis menu for a grant.

The *Closeout Status* screen appears.
4. Click the Process Final Invention Statement link from Closeout Status.

The Submit Final Invention Statement screen displays.

5. To add one or more inventions, click the Yes button.
The Add Invention screen appears.

6. For each invention you want to add, enter Title of Invention, Name of Inventor, and Date Reported to DHHS, which must be today's date or before; then click the Add Invention button.

**TIP:** To remove a mistaken invention, click its Trash Can icon in the Action column.

7. Click the Save button when done adding inventions.

8. In the popup that appears, certify that all inventions are listed by clicking the Save button.

   The popup states, "I hereby certify that, to the best of my knowledge and belief, all inventions are listed which were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period. Further, this report does not in any way relieve our obligation to promptly..."
and fully report all inventions directly to the National Institutes of Health, as required by the terms of the grant or award."

You are taken back to the Closeout Status screen, and the Final Invention Statement has a Status of "Saved" and has your name listed as the submitter.

**Changing, Viewing, or Submitting a Final Invention Statement**

After the steps above have been completed by you or another user, you can click the **Process Final Invention Statement** link from Closeout Status screen again to return to the Submit Final Invention Statement screen. Use the steps at the beginning of the prior procedure to find the award in Closeout.

On the Closeout Status screen, click the **Process Final Invention Statement** link.

For awards that have a saved invention statement, the Submit Final Invention Statement screen displays with different options.

![Submit Final Invention Statement](image)

The following options appear ONLY if an invention statement has been saved, but not yet submitted. Actions you can take are:
• To view the PDF of the saved Final Invention Statement, click the View Invention Statement link.

• To edit the saved invention statement, click the Change button.

• To submit this invention statement, click the Submit button. You can no longer edit it after submitting.

Once you’ve submitted the Final Invention Statement, the status details update as follows:

• Status = Received
• Result of Actions = Verified by <your name>
• Date = Current date/date you submitted the report
• Action = View link

13.12.2.2 Claiming No Inventions on Your Final Invention Statement

If you hold an SO or PI role, you can create a Final Invention Statement (FIS) indicating that there were no inventions conceived as part of the research grant.

Reporting No Inventions

To complete a Final Invention Statement certifying that no inventions exist:

1. Log in to eRA Commons with your signing official (SO) user ID and password.
2. In the Status module, use the Closeout Search Type to find grants in closeout statuses.
3. In the search results, select Requires Closeout from the three-dot ellipsis menu for a grant.

The Closeout Status screen appears.

4. Click the Process Final Invention Statement link from Closeout Status.
Process Final Invention Statement Link

The Submit Final Invention Statement screen displays.

5. To submit the Final Invention Statement that certifies that no inventions were conceived, click the No button.
6. Then click **OK** in the *Certification* popup that appears, which states, "*I hereby certify that, to the best of my knowledge and belief, no inventions were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period.*"

You are taken back to the *Closeout Status* screen, and the Final Invention Statement's has a Status of "Saved" and has your name listed as the submitter.

**Changing, Viewing, or Submitting a Final Invention Statement**

After the steps above have been completed by you or another user, you can click the **Process Final Invention Statement** link from *Closeout Status* screen again to return to the *Submit Final Invention Statement* screen. Use the steps at the beginning of the prior procedure to find the award in Closeout.

On the *Closeout Status* screen, click the **Process Final Invention Statement** link.

For awards that have a saved invention statement, the *Submit Final Invention Statement* screen displays with different options.

![Submit Final Invention Statement](image)
The following options appear ONLY if an invention statement has been saved, but not yet submitted. Actions you can take are:

- To view the PDF of the saved Final Invention Statement, click the View Invention Statement link.

- To edit the saved invention statement, click the Change button.

- To submit this invention statement, click the Submit button. You can no longer edit it after submitting.

Once you've submitted the Final Invention Statement, the status details update as follows:

- Status = Received
- Result of Actions = Verified by <your name>
- Date = Current date/ date you submitted the report
- Action = View link

### 13.12.3 Submitting Your Final Research Performance Progress Report

As of January 1, 2017, a Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. This report should be prepared in accordance with instructions provided by the awarding component. See NIH Implementation of Final Research Performance Progress Reports (Final RPPR) — Guide Notice NOT-OD-17-022.

Effective February 9, 2017, if the recipient organization has submitted a renewal application on or before the date by which a Final Research Performance Progress Report would be required for the current competitive segment, then submission of an Interim RPPR via eRA Commons is required. The Interim RPPR (IRPPR) will be used for the submission of a Competing Renewal application (Type 2). See NIH Implementation of the Interim RPPR while a Renewal Application is Under Consideration — (Guide Notice NOT-OD-17-037).

Both the Interim RPPR and the Final RPPR are identical in process and information required. The difference between them is when and where they are made available to
initiate and submit. The **Interim RPPR** link is available to the signing official (SO) and principal investigator on the **Status** screen when a grant is eligible for submission for a Competing Renewal application.

The Final RPPR is only available as part of the Closeout process and the **Process Final RPPR** link only appears on the **Closeout Status** screen.

The format of the Interim RPPR, the Final RPPR, and the annual RPPR are the same, making it easier for grantees to navigate and complete them.

Differences between Interim/Final RPPR and the annual RPPR are:

- In the Interim/Final RPPR, only D.1 is required in the *Participants* section
- *Sections F: Changes* and *Section H: Budget* are not part of the Interim/Final RPPR
- *Section I: Outcomes* is required for both the Interim/Final RPPR

### 13.12.3.1 Note about Interim RPPR and Final RPPR

- The Interim RPPR (IRPPR) is used when you are submitting a Competing Renewal application (Type 2). If you opt NOT to apply for a Competing Renewal, complete the Final RPPR as you normally would within 120 days of the project end date. If you are going to complete a Competing Renewal application (or have already submitted such an application), you will submit an Interim RPPR. This must be submitted within 120 days of the project end date.
- If you are awarded the renewal, the Interim RPPR will be treated as your annual RPPR and no other progress reporting will be needed for that segment of the study. If the application is NOT awarded, then the Interim RPPR will be accepted as the Final RPPR.
13.12.3.2 Submit Your Final RPPR

1. Click the **Requires Closeout** link for the grant from *Status search* results.

   The [Closeout Status](#) screen displays. Final RPPR is listed in the *Closeout Submission Requirement* column. The *Action* column should include a link for **Process Final RPPR**.

2. From Closeout Status, click the **Process Final RPPR** link.

   Clicking the **Process Final RPPR** link opens the *Final RPPR Menu* screen:

   ![RPPR Menu](image)

3. Click the **Initiate** button to create the Final RPPR.

   The Final RPPR Menu will then change, providing the user with the option to Edit the Final RPPR:
4. Clicking **Edit** opens the navigation to the various sections of the Final RPPR:

5. Complete each section as required. See *How to Do I Fill Out the RPPR Forms* for help completing each section.

Be sure to click **SAVE** when moving between sections or unsaved data may be lost.

When done, click **Cancel** to return *Final RPPR Menu* screen.

In the *Final RPPR Menu* screen, there are several action buttons at the bottom that you can use to complete the Final RPPR:
13.12.3.3 Final Progress Report Additional Materials (FRAM)

A Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. This report should be prepared in accordance with instructions provided by the awarding component. This topic discusses the steps for uploading, viewing, and submitting FRAM.

**NOTE:** Refer to the topic titled Refer to *Submitting Your Final Research Performance Progress Report* for information related to the Final RPPR.

The Final Progress Report Additional Materials (FRAM) feature provides a means for grantees to enter, review, route, and submit information in response to specific request(s) by the Program Official (PO) for additional information related to the Final RPPR.

While reviewing a submitted Final RPPR, the PO might determine that additional materials related to the submitted report are required. In this case, the PO submits a request for this information referred to as a FRAM request. When a FRAM request is made, the PI is notified via email; Final RPPR status on Closeout Status is updated to **FRAM Requested**; and a **FRAM Update** link appears in the Closeout Status screen. The link is located as an action on the Final RPPR Report line for Closeout Submission Requirement.

Revised Project Outcomes

For **Revised Project Outcomes**, please review this information.

**IMPORTANT:** To submit revised Project Outcomes, SOs should follow the IRAM process for outcomes for Interim RPPRs and the FRAM process for outcomes for Final RPPRs with the exception that a text box will be provided to enter the new Outcomes text and then you click an **Upload** button instead of an **Add Attachment** button as with other RAM requests.
Project Outcomes provide information regarding the cumulative outcomes or findings of the project. Note that outcomes will be made publicly available, allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the project at the end of a competitive segment. The name of the principal investigator/program director will be attached to the public posting in RePORTER.

For NIH awards the length of the Outcome statement should not exceed half a page. In addition, the summary of outcomes or findings of the award must be written in the following format:

*** Is written for the general public in clear, concise, and comprehensible language

*** Is suitable for dissemination to the general public, as the information may be...
available electronically
*** Does not include proprietary, confidential information or trade secrets

Please refer to the following link for samples of acceptable project outcomes: https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm
See NIH notices NOT-OD-17-022 and NOT-OD-17-037 for additional details on this requirement.

Uploading Final Report Additional Materials

When FRAM is requested by the reviewing PO, an email notification will be sent to the PI (and SO) describing the additional information being requested. A signing official (SO) or PI can upload this requested FRAM via the Closeout module in Commons. Only the SO or a PI with delegated authority can submit the FRAM, however.

To upload FRAM:

1. In the Status module, search for an award.
2. Click the award's three-dot ellipsis menu and select Requires Closeout to go to the Closeout Status screen.
3. Locate the FRAM line item under the Closeout Submission Requirement column.

If a PO has requested additional material related to the Final RPPR, the Status column shows FRAM Requested, the Result of Action column shows FRAM Requested By PO, and the FRAM Update link appears in the Action column of this line item. If this information is not there, the request was not made.
4. Click the **FRAM Update** link.

**FRAM Update Link**

The *Final Progress Report Additional Materials (FRAM)* screen appears. From this screen, the PI or SO can upload an attachment meeting the requirements of the requested information or, for Revised Outcomes (Section I of the RPPR), enter or paste the Revised Outcomes text into a text field.

**TIP:** You can view the original request for information from the *Status Information* screen. The **Closeout Final Report Additional Materials (FRAM) Request** link located in **Other Relevant Documents** section of *Status Information* shows the original request.
5. Use the **Upload** button to search for and select the appropriate document from your local computer. The attached document must be in PDF format and no larger than 6MB.
In submitting these Final Progress Report additional materials, the SO (or PD/PI with delegated authority), certifies that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of any grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative action, as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

Notes and Tips
Please add revised outcomes to the Project Outcomes section of the Final and Interim Research Performance Progress Reports (F-RPPR and I-RPPR) using the plain language that everyone can understand.

As you are aware, with NIH’s implementation of the F-RPPR and I-RPPR, a new section, Section I - Outcomes, has been added. The Outcomes section will be made publicly available through the NIH RePORTER website. The objective is to provide the public with easily understood results for NIH-funded biomedical research, thus improving the transparency about the use of federal funds. NIH will only publish project outcomes after they’ve been reviewed and approved by NIH staff. If a project outcome is deemed to be scientifically valid, it is shared in its original language, and includes a brief description of the outcome. Grantees will be asked if they want to submit revised project outcomes using the Request for Additional Materials functionality for the Final and Interim RPPR (i.e., Final Report Additional Materials (FRAM) for Final RPPR, FRAM for Interim RPPR).

Grantees will respond to these requests using an enhanced web form that supports NIH’s ability to make this information public. Submitting a revised outcomes statement is accomplished by using only the Project Outcomes section on the request for an additional materials web form. This text box is NOT for general comments or communication. A revised outcome statement will not be accepted if they are uploaded as an attachment. That functionality is reserved for other types of requested information.

Final Progress Report Additional Materials (FRAM)

Grant Information

Grant Number: U01DK108330-02
PDP/PI Name: Jedrko, Janes
Institution: DEPT/HEALTH/HUMAN SERVS
Project Title: State Opioid Response Project

Document Upload

Please provide additional materials:

File Name | Date Uploaded | Uploaded By
--- | --- | ---
No documents have been uploaded

Revised Outcome

Please provide Revised Outcomes here. Note, text in this field will be publicly available in RePORTER.

For NIH Section I Outcomes will be made publicly available, thus allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the project at the end of a competitive segment. For NIH awards the length should not exceed half a page. In addition, for the interim or final RPPR, the summary of outcomes or findings of the award must be written in the following format:

- Is written for the general public in clear, concise, and comprehensible language;
- Is suitable for dissemination to the general public, as the information may be available electronically;
- Does not include proprietary, confidential information or trade secrets

Please refer to the following link for samples of acceptable project outcomes: https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm
Upload and Submit Buttons for FRAM

After passing system validations, the uploaded files appear in a list under Document Upload. You can view or delete the file by clicking the View or Delete buttons, and you can continue to upload files by clicking the Upload button.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Date Uploaded</th>
<th>Uploaded By</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report.pdf</td>
<td>10/25/2022</td>
<td>Beariname, Sab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget.pdf</td>
<td>10/25/2022</td>
<td>Beariname, Sab</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FRAM Files listed after uploading

- You can Preview the submission, which will open a PDF with a header and each PDF file appended.
- You can Save the FRAM. Updates can still be made later by the PI or SO.
- If you are sure all FRAM is attached or entered and is correct, you can Submit to the agency. See below. Only an SO or a PI with appropriate delegated authority can submit.

When FRAM is saved, the Closeout Status screen updates to show FRAM Updated in the Status column and FRAM Updated By <User Name> in the Result of Action column. The FRAM Update link remains available and you can upload additional PDFs. Subsequent uploads will be appended to the stored PDF document viewable in Status Information.

Submitting FRAM

To submit, an SO or PI with delegated authority accesses the FRAM screen as described in the previous section and clicks the Submit button. If you are a PI, a certification screen may appear upon clicking the Submit button, which you must agree to before
submitting the data.

After a user submits FRAM, a View link appears on Closeout Status, which you can click to view the submission. The FRAM Update link remains, enabling you to upload more files; however, you cannot make changes to files already submitted. The Closeout Status screen will show FRAM Submitted By <User Name>.

Additionally, email notification is sent to both the SO who submitted the FRAM and to the PI of the grant. A separate notification is sent to the PO of the grant. A PDF document containing all documents adding for the FRAM request is generated, and it can be viewed on the Status Information screen under Other Relevant Documents.

**NOTE:** The PO may rescind the approval of the Final RPPR submission at any time. If this event occurs, the FRAM Update link will be made available for submitting FRAM.

**IMPORTANT:** SOs can continue to add additional attachments even after submission to Agency (before acceptance of the Final RPPR). Any subsequent documents will be added to the PDF generated by Commons.

### 13.13 Just in Time (JIT) Search for SOs

**IMPORTANT:** This topic pertains to the Just in Time (JIT) search screen available to signing officials (SO).
To see related help:
- General Search screen for SOs, see How Does an AOR or SO Check Submission Status?
- JIT screen available to VA applicants, see Just in Time (JIT) for VA Applicants.
- JIT search screen available to VA agency staff, see Just in Time (JIT) Overview for VA Agency Staff.

As a signing official (SO), you might receive an auto-generated email from eRA Commons alerting you that a Just in Time request has been made on one of your institution's applications. If this happens, the program director/principal investigator (PI/PD) and the SO work together to upload required requested documentation. The PI/PD can save the JIT package, but only the SO can submit the package to the agency.

**NOTE:** The JIT link is removed once an application has been awarded.
To search for an applicant that has a current JIT process (SOs only):

1. In eRA Commons, navigate to the Status module.

2. Select **Just in Time** from the **Search Type** dropdown.

The Just in Time search criteria appears.

3. Enter search criteria to find a specific application, or use the **JIT Status** dropdown to find:
   - **Eligible for JIT**: all applications eligible for JIT
   - **JIT in WIP**: all applications with an in-progress JIT, or
   - **Submitted**: all applications with a submitted JIT. Then click **Search**.
The Search results appear in a table titled Status Result - Jit Search. See Standard Tools for Tables to learn about the filter and other table tool icons that appear over tables.

![Search Results Table](image)

4. On the desired application, click the three-dot ellipsis menu and select JIT.

The JIT screen opens.

If you are working on a VA application, see Just in Time (JIT) for VA Applicants.

If you are working on a non-VA application, see Just in Time (JIT) Screen.

### 13.13.1 Just in Time (JIT) Screen

**IMPORTANT:** This topic pertains to the general Just in Time (JIT) screen. To see help for other JIT screens:
- JIT screen available to VA, see Just in Time (JIT) for VA Applicants.
- JIT approval screen available to VA agency staff, see Just in Time (JIT) Overview for VA Agency Staff.

The JIT feature of the eRA Commons allows the electronic submittal of additional grant application information after the completion of the peer review, and prior to funding. The program director/principal investigator (PD/PI) and the signing official (SO) work together to complete and submit Other Support, Budget, IACUC, IRB, and/or Human Subject Assurances information directly to the NIH when that information is requested. For
information on the new header and footer and navigating between modules, see *Basics and Navigation for eRA Modules*.

**NOTE:** If you have the PI role, you may upload and save JIT information; however, you must be an SO to submit it to NIH.

The JIT feature is available for applications meeting established business criteria. In general this feature becomes available for applications that fall within a certain percentile or priority score range; however, applicants should not submit any JIT information until specifically requested by the agency. These requests can be eRA-system generated emails or contacts directly from the specific awarding agency via email and/or phone.

**NOTE:** All JIT attachments should be submitted in PDF format with a maximum size of 6MB. Each upload area can accept only a single PDF, and if you re-upload a file, it replaces the previous file.

**Policy:** JIT policy information also is available online. Look for the *Just-in-Time Procedures* section of the [NIH Grants Policy Statement](https://era.nih.gov/era-web/index.jsp). To search for a JIT as an SO, see *Just in Time (JIT) Search for SOs*. In Commons, the *Just In Time screen* is accessible from:

- **JIT** link on *Status Result - Just In Time search or General Search* (SO). Click the three-dot ellipsis menu on an award and select the JIT option.
- **JIT** link on *Status Result - List of Applications/Grants* (PI). Click the JIT link in the Actions column.
A PI sees a View Report button instead...
**IMPORTANT:** The procedure below is for both a PI or an SO. However, the SO has a **Submit** button and the PI does not. Also, the button name for viewing a report changes slightly depending on role, but the report button performs the same action.

### 13.13.1.1 Uploading, Saving, and Submitting JIT Information

A PI can upload and save JIT information, and can also view the JIT report that is prepared for submission based on JIT information entered on the screen. An SO can do all the same things, but in addition, an SO can submit the JIT information to the Agency.

To upload JIT files:

1. Access the *Just in Time* screen through the **JIT** link on the Status result screen(s) **Action** or **Available Actions** column.

**NOTE:** The **JIT** link is removed once an application has been awarded.

The Just in Time screen appears. The Application Information section shows the application being modified.

2. Upload the appropriate file types.
   - **Other Support File**
   - **Budget File**
   - **Other File**
   - **Human Subject Education**
   - **Genome Data Sharing Certification**

**Other Support File Information**

Other Support is always available. If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this *Just in Time* screen.

**TIP:** For instructions regarding certifications and assurances, please refer to the *Institutional Assurances and Certifications (IPF)* instructions. Both PD/PIs and SOs may view the current status of the assurances and certificates but only SOs (or TTOs if no SO has been assigned) are able to make changes to the information.
It is requested that active and pending support for all key personnel be provided. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide Other Support information, first read the guidance at https://grants.nih.gov/grants/forms/othersupport.htm, which includes a link to the "Other Support Format Page" to help you prepare your Other Support documentation. Then Upload the document using the Upload button provided. PDF uploads for Other Support File are required to be a flattened PDF. A flattened PDF is one that does not have fillable forms or other layers, such as movable images. The easiest way to flatten a PDF using Adobe Acrobat Reader is to print the document, but choose the “Print to PDF” option in the Print dialog, and save to a new file name when prompted. If you attempt to upload and save a file that is not a flattened PDF, you see this error message, "Error Uploading PDF. Please ensure all files are flattened. ....".

- a. Click the Upload button for each type of file you need to upload.

- OR-

- b. Drag and drop the file from your Windows directory into the appropriate section of the JIT screen.

The panel shows an Upload Complete message. The panel also displays the name of the file and the date it was uploaded. Optionally, you can remove the file by clicking the Delete button, or simply by uploading a different file. Click the View button to view the contents of the PDF file in a separate browser window.
3. Enter IRB date and assurance number as appropriate.
   - **IRB Date.** The IRB date is validated such that the IRB date must be in the range of one year previous to today's date. If you enter an IRB date, you must also select an assurance number from the dropdown list.
   - **Assurance Number.** If this dropdown is empty, contact your signing official and ask for the HSA # to be entered in the Institution Profile.

4. If this grant includes animal subjects, enter the IACUC date, which should be within the last three years.

5. Click the **Save** button at the bottom of the JIT screen.

   A confirmation message displays indicating you are about to save, but not submit, the JIT information and that a user with SO authority must submit to the awarding Agency.
6. If you are a signing official, and you have added or modified the information on the screen so it is ready to submit, click the **Submit** button at the bottom of the screen to submit to the Agency. A confirmation message appears:

![Submit Confirmation dialogue box]

7. In the **Submit Confirmation** popup that appears, click the **Submit JIT Data** button. A Success message appears at the top of the JIT screen.

**NOTE:** Commons performs validations upon saving or submitting. If required information is missing or invalid, error messages will appear on the screen to guide you.

Once submitted, the report is available to view from within *Status Information*. *Status Information* is accessed by selecting the application ID (displayed as a link) from any of the Status result screen. Refer to *Status Information*.

You can resubmit JIT information as many times as necessary. Each section of the JIT information can be submitted separately and more than once as long as at least one field element has been completed. After each submission, the **Just In Time** screen displays the **Number of Submissions** for each piece of information.
Number of Submissions for JIT

When a resubmission has occurred, the Status result screens display the JIT link with an indication of the number of times revised.

**13.13.1.2 Viewing the Just In Time Report**

If you are an SO or a PI, you can view the Just In Time report directly from the JIT screen before submission. To do this, scroll to the bottom of the JIT screen; PIs click the View Report button, while SOs click the View Just In Time Report button. The two buttons show the same report.

**IMPORTANT:** If your system is set up to view PDFs in the browser and you view the report, the PDF report will replace the JIT screen in the current browser tab, and you will lose all unsaved data. Click the Save button before viewing the report to avoid this.

If the JIT information has already been submitted to NIH, the Just In Time report can be viewed from a link within Status Information. The link displays as the date of the last submission plus the number of times submitted and is located under the Other Relevant Documents section.

Status Information is accessed by selecting the application ID (displayed as a link) from any of the Status result screens. Refer to Status Information.
Just In Time Report Link Within Status Information

13.13.2 Just in Time (JIT) for VA Applicants

**IMPORTANT:** This topic pertains to the Just in Time (JIT) screen available to VA applicants. To see help for other JIT screens:
- JIT screen available to applicants of NIH and other agencies, see *Just in Time (JIT) Screen*.
- JIT screens available to VA agency staff, see *Just in Time (JIT) Overview for VA Agency Staff*.

The JIT (Just in Time) feature of eRA Commons lets you electronically submit additional grant application information after the completion of the peer review, and prior to funding. The program director/principal investigator (PD/PI) and the signing official (SO) work together to complete and submit requested information directly to the VA when that information is requested via email notification. For more information, see *Just-in-Time Process to Release Funds* on the VA website.

**NOTE:**
- Either a PI or an SO can upload and save JIT information; however, only the SO can submit it to the VA.
- All JIT attachments should be submitted in flattened PDF format with a maximum size of 6MB. Each upload area can accept only a single PDF, and if you re-upload a file for a given JIT section, it replaces the previous file.
The JIT link is available in the Status module for applications for which VA agency staff have prepared a JIT request. See *Accessing the JIT Screen*. You will receive an email alerting you if your application is subject to a JIT request, whereupon you have 180 days to submit the requested material.

**Sample JIT Screen**

The JIT screen for VA applicants (PI/SO) is shown [here](#). Keep in mind that the screen looks different depending on what categories of information that the VA agency staff have requested. You see only those categories and secondary sites that the agency staff configured for the JIT request.
Just In Time (JIT)

Just In Time (JIT) allows the Principal Investigator (PI) or Signing Official (SO) to provide other Support, Budget upload, Other Upload, IACUC, IRB, and Human Subject Assurance Just In Time information directly to the Agency when that information is requested. Guidance follows:

- Although a PI may save the information through Commons, only an SO may submit it to Agency.
- Any element of the JIT form may be submitted at different times while JIT link is available.
- Once the information has been submitted to the Agency, it will be available for viewing in Status in the Other Relevant Documents section.
- Number of Submission provides the user with the number of times the JIT form was submitted to the Agency.
- All elements on the JIT form can be submitted multiple times and will be appended to the JIT report, with the latest version at the top of the report.
- If the application involves care and use of vertebrate animals or involves Human Subjects, verification of the date of the respective IACUC or IRB approval is required on this Just In Time page.

Application Information

Award Number: 1R18AI000000-01A1
PI Name: DYER, RA

Proposal Title: Novel Mechanistic Insights
Total Submissions: 0

Primary Research Site: VETERANS HEALTH ADMINISTRATION

Please provide active and pending support for all key personnel. Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors. Including but not limited to research awards, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide the Agency, Other Support, follow the suggested format of the Other Support and upload the document using the Upload button provided below. Alternatively, you can drag and drop a file onto the respective panel. Please note that when you upload a document it is automatically attached to your application.

Revised Budget

Last Uploaded File
Name: None
Date Created: None
Number of Submissions: 0

Additional Agency Comments
Agency Review File Name: None

Miscellaneous

Last Uploaded File
Name: None
Date Created: None
Number of Submissions: 0

Additional Agency Comments
Agency Review File Name: None

Clinical Trial Registration

Last Uploaded File
Name: None
Date Created: None
Number of Submissions: 0

Additional Agency Comments
Agency Review File Name: None

Data Monitoring Committee (DMC)/Data and Safety Monitoring Board (DSMB)

Last Uploaded File Name: None
Date Created: None

Data Analysis Plan (DAP)

Last Uploaded File Name: None
Date Created: None

Data Analysis Plan Supporting Documentation

Last Uploaded File Name: None
Date Created: None

Animal Subjects Research Review

Last Uploaded File Name: None
Date Created: None

Additional Agency Comments
Agency Review File Name: None

Additional Sites

Institution

BIRMINGHAM VA MEDICAL CENTER
Site PI: Teresa T.,

U.S. DEPT/VA AFFAIRS MEDICAL CENTER
Site PI: Jim Johnson

Documents

PI Assurance
Last Uploaded File Name: None
Date Created: None

AGS Assurance
Last Uploaded File Name: None
Date Created: None
Note that while the SO has a **Submit** button at the bottom of the screen, the PI does not because only the SO can submit. Standard award information appears at the top of the JIT screen in the Application Information section. The **Total Submissions** field indicates how many times the JIT has been submitted.

**Accessing the JIT Screen**

**NOTE:** The **JIT** link is removed once an application has been awarded. You will receive an email alerting you if you need to respond to a JIT. 90

**PIs: Access the JIT Screen by**

1. In eRA Commons, [navigate to the Status module](#).
2. Access the List of Applications/Awards.
3. Find the application for which you need to respond to a JIT, then click the **JIT** link in the **Available Actions** column.

**SOs: Access to JIT Screen**

See *Just in Time (JIT) Search for SOs* for steps on searching for a grant that is in the JIT process.

**Responding to the JIT**

**Viewing Initial Agency Comments**

To access initial agency comments, which might include reminders or instructions, hover over, or click, the **Additional Agency Comments** link in the section, shown below. Hovering shows the comments briefly, while clicking makes the comments stay visible until the link is clicked again:
Uploading Files to the JIT

For each section in the JIT, upload one or more flattened PDFs.

**Upload button.** Use the Upload button to find and choose a file on your drive. There can be one file uploaded per Upload button.

**Drag and Drop.** You can also drag and drop a file from a Windows directory overtop of the appropriate section on the JIT screen; however, if drag and drop is used for sections that allow two files to be uploaded (which contain two Upload buttons), both files will be replaced. Example of two-file section:
**File Format.** All JIT attachments should be submitted in flattened PDF format with a maximum size of 6MB. Each upload button can accept only a single PDF, and if you re-upload a file, it replaces the previous file.

**NOTE:** A flattened PDF is one that does not have fillable forms or other layers, such as movable images. The easiest way to flatten a PDF using Adobe Acrobat Reader is to print the document, but choose the “Print to PDF” option in the Print dialog, and save to a new file name when prompted. If you attempt to upload and save a file that is not a flattened PDF, you see this error message, "Error Uploading PDF. Please ensure all files are flattened.

Removing a File

To remove a file, either click its **Delete** button, or simply upload another file. The newly uploaded file will always replace the existing file.

Viewing Contents of an Uploaded File

To view a file that has already been uploaded, click its name, which is linked, to view the PDF in a browser window.

Viewing History of Submissions

To view the history of a section's submission, click the section's **History** button to see a record of all submissions for the particular section. History includes file name, submit date, status, comment, and person who uploaded the file. Until a file for the section has been submitted, History is blank, as it only shows history of actual submissions, not uploads or saves.

Fields in a Section

**Last Uploaded File Name.** File name of file currently uploaded for the section.

**Date Created.** Date the file was uploaded (not creation date of file).
**Number of Submissions.** Number of times a file has been submitted for this section of the JIT. For example, if you see number of submissions set to 3 for the **Revised Budget** section, then 3 separate files have been submitted for the **Revised Budget** section, each file replacing the previous. Each section can have different number of submissions. This can be different from **Total Submissions** under **Application Information**, which indicates the total number of times an SO has clicked **Submit** for the JIT.

**Comments.** You cannot add comments when uploading, saving, or submitting. Agency staff can add comments during approval or rejection of submissions and those comments appear in this field.

**Additional Agency Comments.** Hover or click to see comments that were entered by agency staff when they configured this JIT.

**Agency Review File Name.** After submittal, agency staff can approve or reject a section. At that time, agency staff can upload a document as part of the approval/rejection; that file will then reside in the **Agency Review File Name** field. If you view the JIT after agency review, you can check that field for files the agency has provided.

**Reviewing, Saving, or Submitting the JIT**

Buttons for reviewing, saving, and submitting (only the SO sees the Submit button) are located at the bottom right of the JIT screen.

![Buttons](image)

**Reviewing**

Before submitting, review the JIT contents. There are a few ways you can do this:

- Click on the file names of uploaded files to see their contents in a browser window or PDF reader.
- Check the indicators, shown here, that appear over each section to determine what action has been taken on each section. For instance, in the image, one file has been uploaded to the JIT package (not yet submitted), and the other has been submitted, meaning the agency can review it.
Finally, you can click the **View Just In Time Report** button, outlined in purple above, which shows you a concatenated PDF that contains all uploaded files that will be submitted if you click the Submit button. This does not necessarily contain all files, only those slated to be submitted at this time. Other files may have been submitted previously, and those will not appear in the report.

### Submitting

The SO can submit the JIT, using the **Submit** button shown above outlined in green, more than once. For instance, maybe you have four out of five files prepared, but need some time to develop the last file. You can upload the four files and submit, and return later to the JIT to upload the last file and resubmit. And as long as the agency has not yet approved a particular section, you can continue to update the file in that section and resubmit.

To submit all uploaded files, SOs click the **Submit** button at the bottom of the screen. In the **Submit Confirmation** popup, click **Submit JIT Data** to confirm.

### Saving

If you are not ready to submit, you can save at any time and return to the JIT later to change it. Saving does not submit anything to the agency, but merely saves the JIT
package for you or others to work on later. To save the JIT, click the **Save** button at the bottom of the screen.

**Accessing the JIT Later**

After you submit, you can go back to the JIT and make changes. Search for the grant again, and you will see the JIT link under the three-dot ellipsis menu again, with the number of times it has been submitted. Select the JIT link to revisit the JIT.

At this point, you can:

- Upload files for any sections you omitted earlier
- Replace a file that you previously uploaded by uploading a different file. The new file replaces the existing file.

Any additional or replaced files that you upload will be submitted when the SO clicks **Submit**.

**NOTE:** The JIT link is removed once an application has been awarded.

**Viewing JIT Information on the Status Information Screen**

Once submitted, the submitted JIT files are available to view from within the *Status Information* screen. Access the *Status Information* screen by selecting the application ID (displayed as a link) from any of the Status result screens. See *Status Information*.

**NOTE:** All versions of files you submitted are within the Just in Time report on the Status Information screen. For instance, if you submitted BudgetV1.pdf for the Budget section, then later replaced it with the updated BudgetV2.pdf, you will see both versions of the file in the report on the Status Information screen.

You can view all submitted *Just In Time* materials by clicking a link on the *Status Information* screen. The link displays as the date of the last submission plus the number of
times submitted and is located under the **Other Relevant Documents** section.

### 13.14 No-Cost Extension (NCE) for NIH Grants

NIH Standard Terms of Award include the provision for grantees to extend the final budget period of a previously approved project period one time for a period of up to 12 months, without additional NIH funds, and without prior approval. This action, called a No-Cost Extension (NCE), must be taken before the project period ends. An email notification is automatically sent to the grants management specialist. No further action is required by the recipient.

**IMPORTANT: AHRQ AHRQ Recipients:** Recipients of Agency for Healthcare Research and Quality (AHRQ) awards can use the Status module in eRA Commons to request a No-Cost Extension. However, the specific terms of the AHRQ NCE are different from those for an NIH grant. If you are an AHRQ grantee, please see the alternate topic *No-Cost Extension (NCE) for AHRQ Grants* for the requirements and steps to request an NCE.

**Policy: Extension of Final Budget Period of a Previously Approved Project Period without Additional NIH Funds**

Grantees may extend the final budget period of the project when the following conditions are met:

- If no additional funds are required from the NIH awarding office
- If there will be no change in the project’s originally approved scope
If no term of award specifically prohibits the extension

In order to mandate an extension, one of the following criteria must be applicable:

- Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project
- Continuity of NIH grant support is required while a competing continuation application is under review
- The extension is necessary to permit an orderly phase-out of a project that will not receive continued support

**NOTE:** The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.

To facilitate this process, use the No-Cost Extension feature in the eRA Commons Status module, which allows signing officials (SOs) to request an NCE of between 1 and 12 months. Accessible through Status search results, the link for accessing the feature is available 90 days before the project end date and is removed at midnight on the project end date.

**IMPORTANT:** NIH requires grantees to use the No-Cost Extension feature, either in the Status module as shown here for automatic approvals, or in the Prior Approval module, and will not accept requests via any other channels. Use the Status module for NCEs if your grant is eligible for an automatic NCE, in which case an “Extension” link appears in the Actions column of Status grant search. If not eligible for an automatic extension, you can still request prior approval for a NCE when the grant meets certain conditions, described in Requesting a No-Cost Extension with Prior Approval.

To submit a No-Cost Extension:

1. Search for a particular grant using the Status - General Search option.
2. Select the Extension action from the three-dot ellipsis menu on the Status Result - General Search screen.

The Extension action does not appear if the project period was previously extended by the awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires using the Prior Approval module.
to request an extension.

The Request One-time Project Extension screen opens.

Request a One-time Project Extension Screen

3. Select the number of months by which to extend the grant by selecting an option from the Months for Extension drop-down list. Selecting an option updates the date in the This will extend the project to text box.

4. Mark the checkbox acknowledging the terms of the extension. In extending the final budget period of the project period, the grantee agrees to update all required certifications, including human subjects and animal welfare, in accordance with applicable regulations and policies.

5. Click the Request Extension button.
A green success message appears letting you know that the extension request was submitted successfully.

**NOTE:** When an extension without cost is submitted but cannot be processed due to an internal business error, the action **Extension Error** will appear under the three-dot ellipsis menu of a grant in Status search results. This action will continue to display until the error has been corrected. Instructions will be given on whom to contact if you need to have the error corrected before resubmitting. Once the error has been corrected, the No-Cost Extension will be processed, and the appropriate notifications sent.

### 13.15 No-Cost Extension (NCE) for AHRQ Grants

AHRQ grants under expanded authorities include the provision for grantees to automatically extend the final budget period of a previously approved project period one time for a period of up to 12 months, without additional AHRQ funds, and without prior approval.

This action, called a No-Cost Extension (NCE), must be taken before the project period ends.

**IMPORTANT:** This topic is specifically for Agency for Healthcare Research and Quality (AHRQ) awards. For help requesting an extension for an NIH grant, please view this topic: **No-Cost Extension (NCE) for NIH Grants**.

For a full explanation of terms, conditions, and requirements for NCEs for AHRQ grants, go to the following link: [https://www.ahrq.gov/funding/grant-mgmt/nces.html](https://www.ahrq.gov/funding/grant-mgmt/nces.html)

Grantees may extend the final budget period of the project when the following conditions are met:

- If no additional funds are required from the AHRQ awarding office
- If there will be no change in the project’s originally approved scope
- If no term of award specifically prohibits the extension

In order to mandate an extension, one of the following criteria must be applicable:
Additional time beyond the established expiration date is required to ensure adequate completion of the originally approved project.

Continuity of grant support is required while a competing continuation application is under review.

The extension is necessary to permit an orderly phase-out of a project that will not receive continued support.

NOTE: The fact that funds remain at the expiration of the grant is not, in itself, sufficient justification for an extension without additional funds.

To receive an extension, use the No-Cost Extension (NCE) feature that exists in eRA Commons Status module, which allows signing official (SO) users to request an NCE of 1 to 12 months. Accessible through Status search results, the link for accessing the feature is available 90 days before the project end date and is removed at midnight on the project end date.

IMPORTANT: AHRQ requires grantees to use the No-Cost Extension feature in the Status module, as shown here, for automatic first-time approvals and will not accept requests via other channels. Do not use the Prior Approval module No-Cost Extension feature if you need to make a second No-Cost Extension; instead see https://www.ahrq.gov/funding/grant-mgmt/nces.html for instructions.

To submit a No-Cost Extension:

1. Search for a particular grant using the Status - General Search screen.
2. Select the Extension action from the three-dot ellipsis menu on the Status Result - General Search screen.

The Extension action does not appear if the project period was previously extended by the awarding office. Any additional project period extension beyond the one-time extension of up to 12 months requires contacting the grants management specialist on your most recent Notice of Award.

The Request One-time Project Extension screen opens.
Request a One-time Project Extension screen

3. Select the number of months by which to extend the grant by selecting an option from the **Months for Extension** dropdown. Selecting an option updates the date in the **This will extend the project to** text box.

4. Mark the checkbox acknowledging the terms of the extension. In extending the final budget period of the project period, the grantee agrees to update all required certifications, including human subjects and animal welfare, in accordance with applicable regulations and policies.

5. Click the **Request Extension** button.

A green success message appears letting you know that the extension request was submitted successfully. Upon approval of the request, the project period end date will be updated and an acknowledgment will be emailed to the grantee.
NOTE: When an extension without cost is submitted but cannot be processed due to an internal business error, the option Status Result as Extension Error appears under the three-dot ellipsis menu. This option will continue to display until the error has been corrected. Instruction will be given on whom to contact if you need to have the error corrected before resubmitting. Once the error has been corrected, the No-Cost Extension will be processed, and the appropriate notifications sent.

13.16 Change of Institution

The Change of Institution process in eRA Commons allows extramural grantee institutions to submit Relinquishing Statements electronically via Commons. Relinquishing Statements (RS) are the official documents relinquishing interests and rights to Public Health Service (PHS) research grants and typically accompany a change of institution or successor in interest request.

The Relinquishing Statement screens are accessible via the Status module.

For more information, refer to Change of Institution.

13.17 Unfunded Application Notification

NIH will send centralized automated correspondence to applicant organizations notifying them of NIH’s intent not to fund the indicated applications. A consolidated email, listing the applications which NIH does not intend to fund, will be sent by eRA Commons to the authorized organization representative (AOR) and signing official (SO) listed in the grant application, and to the Notice of Award email address listed in the applicant’s Institutional Profile. The email will be sent approximately 14 months after the application’s council date.

In addition to receiving official email correspondence, applicants can identify if the Unfunded Application Notification has been sent for a specific grant application in the eRA Commons.

Please also note that the funding decisions indicated in the correspondence are specific to the applications included in the email and have no impact on subsequent sub-
missions, including resubmissions. No changes have been made to NIH’s application submission/resubmission policy, as outlined in NOT-OD-18-197.

Authorized eRA Commons users (PIs, SOs, and delegated Assistants) can see if an unfunded application notification has been sent for a specific application by viewing the Status Information in eRA Commons, which also shows the date the unfunded notification was sent. However, external users cannot view the content of the notification through eRA Commons.

13.18 Additional Materials Requests

Some award types allow grantees to upload and submit additional materials to the funding agency. You can use the Add Additional Materials action in the Status module to access the screen to add additional materials.

If you are working on an "Other Transactions" (OT) agreement (screen is named OTA - Submitting Additional Materials to Agency), see:

Responding to Additional Materials Requests from the Funding Agency

If you are working on a Rapid Acceleration of Diagnostics awards for Underserved Populations (RADx-UP) grant (screen is named Submitting Additional Materials to Agency), see:

Submitting Interim Reports for RADx Grants
13.18.1 Responding to Additional Materials Requests from the Funding Agency

Some award types, such as "Other Transactions" (OT) types, allow awardees to upload and submit additional materials to the funding agency. In the Status module of eRA Commons, awardees for these award types can submit relevant information, such as progress reports, at the frequency required by the awarding agency, or to provide a response to an ad-hoc request made outside the eRA system.

"Other Transactions" (OT) are funding mechanisms other than contracts, grants or cooperative agreements. Awards funded under Other Transactions Authority (OTA) are referred to as OT or OTA and have "OT" as the activity code portion of the award number.

Contact principal investigators (PI) can start the process by uploading requested documents and notifying the signing official (SO), who then logs into eRA Commons and ultimately approves the submission by submitting it to the agency. Requests for additional materials may take place outside the Status module through email or some other communication mechanism or as part of the Notice of Award conditions.

Only signing officials can actually submit the additional materials. Contact principal investigators can add the requested materials and notify the SO via the Submitting Additional Materials to Agency screen, but the SO must sign into eRA Commons and actually submit the materials.

In a Status search results list, awardees initially see Add Additional Materials in the Action column (PIs) or under the three-dot ellipsis menu (SOs) for their award. If materials have been added but not yet submitted, the option is labeled Edit Additional Materials.
Principal Investigator View of Status Results

**NOTE:** In the signing official view of Status, the actions **Add Additional Materials** and **Edit Additional Materials** will appear under the three-dot ellipsis menu for grant.

**To Submit Additional Materials for an Award:**

1. Log in to [eRA Commons](https://era.nih.gov/) with your PI or SO user ID and password.
2. [Open the Status module](https://era.nih.gov/) and locate the award that requires additional materials.  
   
   See How Does an AOR or SO Check Submission Status? or Status for Program Directors/Principal Investigators (PI Role).
3. Click the **Add Additional Materials** option in the **Actions** column. The **Submitting Additional Materials to Agency screen** appears.
4. Click **Upload** and add a file from your drive. You are limited to 10 files per Additional Materials submission, and the files must be one of these common file types: gif, .jpg, .bmp, .png, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .msg and .pdf; otherwise an error message appears. For uploaded files, you can:
   - Click **View** and the browser will open or download the file.
   - Click **Delete** to remove the file.

**NOTE:** You can upload multiple files simultaneously by dragging and dropping the files to the upload files area of the screen.

5. In the comments field, give details on what the material is or why it is being submitted. Any comments entered by the PI and/or SO can be viewed by agency staff.
The PI/SO can also review submissions, including comments, on the Status Information screen.

6. At the bottom of the form, click one of the buttons, which are different if you are an SO vs. a PI:
   - **Save.** Saves the submission and attached materials without submitting. Do this if you plan to come back to the request later and add or edit materials.
   - **Delete.** Removes the submission and attached materials. Do this if you decide you do not need to add additional materials at this time.
   - **Notify SO.** If you are a PI, you see the Notify SO button. Only the SO can submit the materials to the agency. Click the Notify SO button if you are ready for the SO to review and submit the additional materials, then click OK in the confirmation message that appears. The SO will subsequently receive a notification email to log in and submit materials.
   - **Submit.** If you are an SO, you see a Submit button whether you prepared the additional materials submission yourself, or if a PI prepared the submission earlier. As an SO, you can also view documents and make any desired changes to the submission prepared by a PI before submitting.

   ![Submit buttons](image)

After you submit additional materials, you will receive an email notifying you of the submission. Agency staff will view the submission in the Grant Folder, and will return the submission if it is found to be insufficient. All submissions, including those that are returned, are accessible to you in the Submissions by Awardee area of the detailed Status Information screen, which will include a rationale for returning the submission.

**To Check Additional Materials Submission Status:**

The PI and SO can view submission details, including comments, on the Status Information screen. Additionally, comments entered by the PI or SO can be viewed by agency staff.
1. Log in to eRA Commons with your PI or SO user ID and password.
2. Open the Status module and search for the award that requires additional materials.

   See How Does an AOR or SO Check Submission Status? or Status for Program Directors/Principal Investigators (PI Role).

3. In Status search results, click the award number in the Application/Award ID column, which opens the detailed Status Information screen.

4. Scroll to the Submission by Awardee section and view the Status.
   - **Submitted.** Submitted but not yet evaluated by agency.
   - **Rejected.** Submitted and not accepted by agency due to insufficiencies.

5. Click the View button and read the Comments section to see comments from the agency.
If a submission is rejected, the awardee can address rejection comments by making another submission.

### 13.18.2 Submitting Interim Reports for RADx Grants

Certain *Rapid Acceleration of Diagnostics* (RADx) grantees can submit their interim reports using the **Add Additional Materials** action in the Status module.

The following guide notices provide instructions on content and frequency of reports for the RADx grants eligible to use this functionality:

- [Updated Instructions on Interim Reporting and Carryover for RADx-UP Recipients](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-038.html)

- [Updated Reporting Requirements for RADx-rad Grant Recipients](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-084.html)

Further information on the RADx programs can be found on the [RadX Programs website](https://).
Contact principal investigators (PI) can start the process by uploading requested documents and notifying the signing official (SO), who then logs into eRA Commons and ultimately approves the submission by submitting it to the agency. Requests for additional materials may take place outside the Status module through email or some other communication mechanism or as part of the Notice of Award conditions.

Only signing officials can actually submit the additional materials. Contact principal investigators can add the requested materials and notify the SO via the Submitting Additional Materials to Agency screen, but the SO must sign into eRA Commons and actually submit the materials.

In a Status search results list, awardees initially see Add Additional Materials in the Action column (PIs) or under the three-dot ellipsis menu (SOs) for their award. If materials have been added but not yet submitted, the option is labeled Edit Additional Materials.

![Status Result - List of Applications/Awards](image)

Principal Investigator View of Status Results

**NOTE:** In the signing official view of Status, the actions Add Additional Materials and Edit Additional Materials will appear under the three-dot ellipsis menu for grant.

**To Submit Additional Materials for an Award:**

1. Log in to eRA Commons with your PI or SO user ID and password.
2. Open the Status module and locate the award that requires additional materials. See How Does an AOR or SO Check Submission Status? or Status for Program Directors/Principal Investigators (PI Role).
3. Click the **Add Additional Materials** option in the **Actions** column. The **Submitting Additional Materials to Agency** screen appears.

![Submitting Additional Materials to Agency](image)

4. Click **Upload** and add a file from your drive. You are limited to 10 files per Additional Materials submission, and the files must be one of these common file types: .gif, .jpg, .bmp, .png, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .msg and .pdf; otherwise an error message appears. For uploaded files, you can:
   - Click **View** and the browser will open or download the file.
   - Click **Delete** to remove the file.

**NOTE:** You can upload multiple files simultaneously by dragging and dropping the files to the upload files area of the screen.
5. In the comments field, give details on what the material is or why it is being submitted. Any comments entered by the PI and/or SO can be viewed by agency staff. The PI/SO can also review submissions, including comments, on the Status Information screen.

6. At the bottom of the form, click one of the buttons, which are different if you are an SO vs. a PI:
   - **Save.** Saves the submission and attached materials without submitting. Do this if you plan to come back to the request later and add or edit materials.
   - **Delete.** Removes the submission and attached materials. Do this if you decide you do not need to add additional materials at this time.
   - **Notify SO.** If you are a PI, you see the Notify SO button. Only the SO can submit the materials to the agency. Click the Notify SO button if you are ready for the SO to review and submit the additional materials, then click OK in the confirmation message that appears. The SO will subsequently receive a notification email to log in and submit materials.
   - **Submit.** If you are an SO, you see a Submit button whether you prepared the additional materials submission yourself, or if a PI prepared the submission earlier. As an SO, you can also view documents and make any desired changes to the submission prepared by a PI before submitting.

After you submit additional materials, you will receive an email notifying you of the submission. Agency staff will view the submission in the Grant Folder, and will return the submission if it is found to be insufficient. All submissions, including those that are returned, are accessible to you in the Submissions by Awardee area of the detailed Status Information screen, which will include a rationale for returning the submission.

**To Check Additional Materials Submission Status:**

The PI/SO can view submission details including comments in the Status Information folder. Additionally, comments entered by the PI and/or SO can be viewed by agency
staff.

1. Log in to eRA Commons with your PI or SO user ID and password.
2. Open the Status module and search for the award that requires additional materials.
   
   See How Does an AOR or SO Check Submission Status? or Status for Program Directors/Principal Investigators (PI Role).

3. In Status search results, click the award number in the Application/Award ID column, which opens the detailed Status Information screen.

4. Scroll to the Submission by Awardee section and view the Status.
   
   • **Submitted.** Submitted but not yet evaluated by agency.
   
   • **Rejected.** Submitted and not accepted by agency due to insufficiencies.

5. Click the **View** button and read the **Comments** section to see comments from the agency.
If a submission is rejected, the awardee can address rejection comments by making another submission.
14 Prior Approval Module

NIH Policy allows grantees a level of discretion when making changes to budgeting or grant-related activities. However, some changes require written prior approval.

The Prior Approval module lets principal investigators (PIs) and signing officials (SOs) respond to a 500K prior approval invitations from the granting agency or to withdraw from successfully submitted grant application that has not yet been awarded. In addition, SOs can also request a change of the PD/PI on a grant and request No Cost Extensions when the grant meets specific conditions. The SO can create a Carryover request, which is a process through which unobligated funds remaining at the end of the budget period may be carried forward to the next budget period. The Other Request type is limited to SOs who want to make a generic grant change request for FDA grants only.

Signing officials (SO) and program directors/principal investigators (PD/PIs) can access the Prior Approval module by logging into eRA Commons and then clicking Prior Approval in eRA Commons navigation.

NOTE: To initiate a $500K request, contact your program official, who can initiate it for you. (See the 500K section for more detail.) Policy: See section 2.3.7.2 under "Policies Affecting Applications"

To access the Prior Approval module:

1. Log in to eRA Commons; see Logging into eRA Commons.
2. Navigate to the Prior Approval module.

You see a list of prior requests; see Viewing and Initiating Requests for PI- and SO-specific Prior Approval landing pages, along with tasks available to the PI or SO.

14.1 Viewing and Initiating Requests

When you open the Prior Approval module, you see a list of requests that are in progress. If they are not yet submitted, you can modify in progress requests. You can also search
for grants that are eligible for each request type and initiate a new request.

Depending on your role, you can perform different tasks in Prior Approval. Because signing officials (SO) can potentially see dozens or hundreds of grants, they have options for searching and narrowing the results. Principal investigators (PI), who will see fewer grants, can use toggles for quickly narrowing the results with three different criteria.

### 14.1.1 Initiate a Prior Approval Request

To initiate a Prior Approval Request:

1. Log in to eRA Commons; see *Logging into eRA Commons*.
2. Navigate to the **Prior Approval** module.
3. On the Prior Approval landing page, select the type of request from the dropdown at the top of the screen and click the **Go** button.

![Prior Approval Module](image)

All grants under your jurisdiction that are eligible for the request type you selected are listed. Help topics for each request type lists eligibility criteria; see the topic links at the bottom of this topic.
NOTE:  *SO only:* In the list of results, you can narrow the results to find a grant by typing text in the search criteria at the top of the screen and clicking **Search:**

![Prior Approval Request Withdrawal - Available Grants](image)

4. Click the **Initiate** link for the appropriate grant.

![140 Result(s) - Grant Number and Project Title](image)

If the grant selected already has a request already pending in Prior Approval, you see a message, which contains a linked pending request number and option to initiate another request.

![Prior Approval Request Change of PD/PI - Available Grants](image)

The request details screen opens for the type of request you initiated. For details on editing a specific type of request, see:

*Prior Approval - No Cost Extension (SO only)*

*Prior Approval - Other Request (SO only for FDA grants only)*
Prior Approval - Withdrawal Request (SO or PI)

Prior Approval - Carryover Request (SO only)

Prior Approval - Change of PD/PI on a Grant (SO only)

Prior Approval - $500K Request (SO or PI)

14.1.2 Prior Approval for Signing Officials

If you are a signing official (SO), you see a list of all requests for your institution on the Prior Approval landing page, along with a Search for Requests button to narrow the results.

On the main Prior Approval screen, if you are an SO, you can:

- Click the linked Request ID for an existing request to view/modify that request.
- Initiate a request; see Initiate a Prior Approval Request
Use the Grid tool to determine how many rows of in-progress requests are listed per page.

Search for existing requests; see Searching for and Modifying Existing Prior Approval Requests.

### 14.1.3 Prior Approval for Program Directors/Principal Investigators

If you are a program director/principal investigator (PD/PI), then on the Prior Approval landing page you see a list of all requests made for your own applications/grants or those that have been routed to you.

On the main Prior Approval screen, if you are a PI, you can:

- Initiate a Withdrawal Request or respond to a 500K invitation (if one exists); see Initiate a Prior Approval Request. 500K requests appear only under certain conditions; see Prior Approval - $500K Request.
• Modify an *in progress* request by clicking the three-dot ellipsis icon and selecting **Modify**.

• View an *in progress* request that is currently assigned to someone else. For instance, if you worked on a Withdrawal or 500K request and then routed it to the SO, you can still view the request, but you cannot modify it. In this case, you would by click the three-dot ellipsis icon and select **View**.

• Use the Grid tool ![Grid icon] to determine how many rows of in-progress requests are listed per page.

• Limit the list of in progress requests to only certain statuses by clicking the appropriate toggle: *In Progress SO* (assigned to the SO, either by SO initiation or routing from a PI), *In Progress PI* (assigned to the PI, either by PI initiation or routing from a SO) or *Submitted to Agency*. Submitted requests cannot be changed, but you can view their history or view the PDF of the final information submitted.

### 14.2 Searching for and Modifying Existing Prior Approval Requests

Signing officials (SO), who see all the in progress Prior Approval requests at their institution, have a **Search for Requests** button on the Prior Approval landing screen as well as a **Filter Table** field to find records with matching text. An SO can search for, view, and modify in progress requests for the institution to which the SO is affiliated.

A principal investigator (PI), who typically has few in progress requests, can filter using three quick toggles. The PI sees self-initiated requests or requests that have been routed to the PI.

#### 14.2.1 SO: Search for a Request

1. On the Prior Approval landing page, click **Search For Requests**.
2. Alternatively, you can type text in the **Filter Table** field to show only those records with matching text, and you can click the request ID of any in progress item to modify it.
The "Search Prior Approval Requests" screen opens, where you enter search criteria.
3. Specify the following criteria and click **Search**:
   - **Request ID**
   - **Request Type**. Lets you narrow your search to just one of the Prior Approval request types.
   - **Request Status**. Lets you search for *In Progress SO* (assigned to the SO, either by SO initiation or routing from a PI), *In Progress PI* (assigned to the PI, either by PI initiation or routing from a SO) or *Submitted to Agency*. Submitted requests cannot be changed, but you can view their history or view the PDF of the final information submitted.
   - **PI Name**. Names of valid, matching PIs begin to appear as you begin typing
   - **Each discrete part of the grant number** (Activity Code, IC, Serial, etc)
   - **Submission Date Range (From: and To:)**

4. In the results, use the three-dot ellipsis menu on a record to perform actions, such as viewing the PDF or history, or modifying (if not yet submitted). If the request has been routed, you see **View** under the three-dot ellipsis menu, which opens a read-only view of the request's details. Also see **Viewing History of a Request**.
If you choose **Modify**, the request details screen opens for the type of request. For details on editing a specific type of request, see:

*Prior Approval - No Cost Extension (SO only)*

*Prior Approval - Other Request (SO only for FDA grants only)*

*Prior Approval - Withdrawal Request (SO or PI)*

*Prior Approval - Carryover Request (SO only)*

*Prior Approval - Change of PD/PI on a Grant (SO only)*

*Prior Approval - $500K Request (SO or PI)*

### 14.2.2 PI: Search for a Request

By default, all in progress requests initiated by you or routed to you are displayed on the Prior Approval landing page. Use the three **View by Status** toggles to show only requests of a certain status. Once you find a request, you can click its three-dot ellipsis icon and select **Modify** to edit it. If the request was initiated by you, but you have routed it to an SO, it is read-only and you can click its three-dot ellipsis icon and select **View**.
14.3 Prior Approval - No Cost Extension

Most grants allow an automatic No-Cost Extension via the Extension link in the Status module. If the grant is not eligible for the automatic extension via the Status module, you can instead use the Prior Approval module to request an extension, which is contingent on NIH approval.

**IMPORTANT: AHRQ Recipients:** The Agency for Healthcare Research and Quality (AHRQ) does not support the Prior Approval method of requesting an NCE. Recipients of AHRQ awards must use the Status module in eRA Commons to request a no cost extension. The specific terms for an AHRQ NCE are different from an NIH grant. If you are an AHRQ grantee, please see the alternate help topic *No-Cost Extension (NCE) for AHRQ Grants* for the requirements and steps to request an NCE.

**What Grants are Eligible for No-Cost Extension Requests?**

A signing official (SO) can request a No-Cost Extension in the following situations:
• If the Grant has previously had a No Cost Extension and less than 90 days remain before project period End Date.
• The Grant has previously had a No cost Extension and the application is within 270 days after the end of the project period End Date has passed, but the grant has not been closed.
• The Grant does not have Expanded Authority and less than 90 days remain before the project period end date.
• The Grant does not have an expanded authority and the application is within 270 days after the end of the project period end date has passed, but the grant has not been closed.

Users may modify these requests until they are submitted to the agency.

NCEs may not be submitted if they contain errors but they may be submitted with warnings.

NCE request may not be submitted for grants for which the closeout process has begun.

See Viewing and Initiating Requests for details on initiating a request.

After initiating a No Cost Extension, you see the following details screen.
1. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the Drop file area, or click Browse to locate and select a file.

2. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select View or Delete. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

Submitting the Request to the Agency

Saving a Request

Canceling Changes to a Request

Deleting a Request

14.4 Prior Approval - Other Request

The Other Request type provides a generic request type for signing officials (SO) to make requests for FDA grants. The Other Request type does not appear for principal investigator (PI) roles or non-FDA grants. All FDA grants are eligible for the Other Request type.

What Grants are Eligible for Other Requests?

- Must be an FDA grant
- Must be awarded
- Must be within the current budget period
- Grant is not closed or terminated.
The Other Request can be initiated for any application type matching the above criteria. See *Viewing and Initiating Requests* for details on initiating a request. After initiating an Other Request, you see the following details screen.
1. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the **Drop file** area, or click **Browse** to locate and select a file.

2. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select **View** or **Delete**. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

![Image of a file with options View and Delete](image)

**Submitting the Request to the Agency**

**Saving a Request**

**Canceling Changes to a Request**

**Deleting a Request**

### 14.5 Prior Approval - Withdrawal Request

**NOTE:** Both PIs and SOs may initiate Withdrawal Requests but only an SO can submit them.

This type of request lets you withdraw a grant from NIH.

**What Applications are Eligible for Withdrawal Request?**

- A PI sees applications on which the PI is listed as the contact PI that matches the following criteria.
- An SO sees all applications for an institution that matches the following criteria.
- Applications that have gone through council review and have any with the following statuses will not display as eligible to be withdrawn.
  - Awarded
  - Withdrawn
Canceled

There are times that the agency may be taking action on the application that will prevent users from withdrawing their application through Prior Approval. In these cases, Prior Approval displays the following error: There is a pending agency action on Application, please submit your withdrawal request to Division of Receipt and Referral.

See Viewing and Initiating Requests for details on initiating a request. After initiating a Withdrawal request, you see the following details screen.

1. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the Drop file area, or click
Brow**se** to locate and select a file.

2. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select **View** or **Delete**. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

![Three-dot ellipsis menu with View and Delete options]

**Submitting the Request to the Agency**

**Saving a Request**

**Canceling Changes to a Request**

**Deleting a Request**

**14.6 Prior Approval - Carryover Request**

You must hold an SO role to initiate a carryover request. Carryover is a process through which unobligated funds remaining at the end of the budget period can be carried forward to the next budget period. The carryover of funds allows the Grantees to use the unused prior year funds in the current budget period. Grantees are allowed to carryover funds automatically if they have the expanded authority for their application. For all others, Grantees need to submit a carryover request to their respective Grants Management Specialists and Program Officials, who will review their request.

**What Grants are Eligible for Carryover Requests?**

To be eligible for a Carryover request through the **Prior Approval** module, the grant must have the following conditions:

- The grant is still active, meaning the project period has not ended, or a Prior Approval NCE request has been submitted by the institution requesting additional time and the
grant has not gone into closeout or unilateral closeout.

- The grant does not have Expanded authority (Expanded authority is based on the activity code of the application, or is set by the IC in GM Module).
- The request date is within the current budget period date.
- The grant is not for a Fellowship application.

When you submit a carryover request, the Prior Approval module displays a warning message if:

- There are any Prior year outstanding FFRs (Federal Financial Reports) that need to be submitted.

  Or

- Any prior year FFR has been submitted and rejected by the agency and the grantee has resubmitted the FFR.

**No Cost Extension and Carryover Combination**

If the grant is eligible for a *No Cost Extension* when the *Carryover* request is initiated, the system will provide the ability to initiate a *No Cost Extension*. A *No Cost Extension* request can be initiated if either of the following conditions are satisfied:

- If Project period end date is with 90 days.

  Or

- The Project Period End Date has passed, and the grant is not in closeout or unilateral closeout.

  See *Viewing and Initiating Requests* for details on initiating a request.

After initiating a No Cost Extension, you see the following details screen.
Prior Approval Request  Carryover - Modify Request

* Required Fields

Application Information

<table>
<thead>
<tr>
<th>PD/PI Name</th>
<th>Grants Management Specialist</th>
<th>Program Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill, Brasi</td>
<td>Mesile, Marie</td>
<td>Kan, Ahsan</td>
</tr>
<tr>
<td>PD/PI User ID</td>
<td>eRA <a href="mailto:Test@mail.nih.gov">Test@mail.nih.gov</a></td>
<td>eRA <a href="mailto:Test@mail.nih.gov">Test@mail.nih.gov</a></td>
</tr>
<tr>
<td>MILLER</td>
<td>(301) 555-8016</td>
<td>(301) 555-0064</td>
</tr>
<tr>
<td>Grant #:</td>
<td>Application Title</td>
<td>Project Period</td>
</tr>
<tr>
<td>5R35HL100000-06</td>
<td>AP therapy</td>
<td>02/01/2017 - 01/31/2024</td>
</tr>
<tr>
<td>Institution</td>
<td>Budget Period</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY OF CALIFORNIA</td>
<td>02/01/2022 - 01/31/2023</td>
<td></td>
</tr>
</tbody>
</table>

Request Details

Request ID: 22002

Amount of Funds to be Carried Over *

Explanation of Unobligated Balance *

Drop file or browse to attach 1 PDF file, not exceeding 6MB.

Detailed Budget *

Drop file or browse to attach 1 PDF file, not exceeding 6MB.

Scientific Justification *

Drop file or browse to attach 1 PDF file, not exceeding 6MB.

Request History
Sometimes the **Carryover Request contains IC-specific document requests**, such as Consortium Budget, Budget Justification, Expenditure Plan, Checklist Page, and so on.

1. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the **Drop file** area, or click **Browse** to locate and select a file.

2. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select **View** or **Delete**. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

**NOTES:**

- **Request ID** - The Request ID is system-generated.
  - **Amount of Funds to be Carried Over** - You must enter the amount of funds to carry-over. This field only accepts numbers and period with values up to two decimals.
  - **Explanation of Unobligated Balance** - Upload a single PDF document in this section detailing why funds were not spent.
- **Detailed Budget** - Upload single a PDF document in this section with a budget that incorporates how the carryover funds will be spent.
- **Scientific Justification** - Upload a single PDF document in this section that explains the need for the carryover funding from a scientific perspective.

*Submitting the Request to the Agency*

*Saving a Request*

*Canceling Changes to a Request*

*Deleting a Request*

### 14.7 Prior Approval - Change of PD/PI on a Grant

When it is necessary to change the program director/principal investigator (PD/PI) on a grant, a signing official (SO) can use the **Prior Approval** module to create and submit the request to the agency.

PD/PIs do not see the option for a change of PD/PI(s) in the **Prior Approval** module.

**What Grants are Eligible for Change of PD/PI Request?**

- Grant year is the most recent awarded year in the segment
- Grant family is not past the Project Period End Date
- Grant is not a Fellowship
- Grant is from an IC/Agency that supports Change of PD/PI
- Administrative Supplements cannot have a Change of PD/PI initiated
- Can **not** be a multi-project grant

**What Can You Change as Part of a PD/PI Request?**

The *Change of PD/PI Modify Request* page consists of read-only application information, OPERA-mandated questions (which may be optional), and IC-specified document uploads.

The current reviewer can modify the following on a *Change of PD/PI Modify Request*:

- Add a PD/PI
- Remove PD/PI
- Mark PD/PI as Contact PD/PI
Add Level of effort for PD/PI (calendar, or academic and/or summer. May not be zero "0").

- Effective Date
- Justification
- Leadership for Grants that will become MPI
- Upload Bio Sketch (for each PD/PI)
  - Limit one (1) PDF per PD/PI, and file may not exceed 6 MB.
- Human Subjects checkbox
- Other Support upload (for each PD/PI)
- Other Documents (up to 10, 6 MB size limit per file)
- IC specific upload

See *Viewing and Initiating Requests* for details on initiating a request.

After initiating a Change of PD/PI, you see the following details screen.
## Prior Approval Request Change of PD/PI - Modify Request

### Application Information

<table>
<thead>
<tr>
<th>Contact PD/PI</th>
<th>Grants Management Specialist</th>
<th>Program Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dole, Agi</td>
<td>Haen, Anih</td>
<td>Yavi, Jion</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:eRAItest@mail.nih.gov">eRAItest@mail.nih.gov</a></td>
<td><a href="mailto:eRAItest@mail.nih.gov">eRAItest@mail.nih.gov</a></td>
</tr>
<tr>
<td></td>
<td>(555) 555-5506</td>
<td>(555) 555-5509</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact PD/PI User Id</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDOLE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant #:</th>
<th>Application Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>7R35GM120000-05</td>
<td>New directions in Ni-coupling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Budget Period</th>
<th>Project Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITY OF CALIFORNIA LOS ANGELES</td>
<td>07/01/2021 - 03/31/2022</td>
<td>04/01/2018 - 03/31/2023</td>
</tr>
</tbody>
</table>

### Request Details

**Request ID:** 21983

**PD/PI Assigned to Current Grant Year**

<table>
<thead>
<tr>
<th>PD/PI Name</th>
<th>PD/PI ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dole, Agi</td>
<td>ABDOLE</td>
</tr>
</tbody>
</table>

**Level of Effort**

- **Calendar**
- **Academic**
- **Summer**

**Biosketch**

**Other support**

Add/Remove

**Requested PD/Pis**

<table>
<thead>
<tr>
<th>PD/PI Name</th>
<th>PD/PI ID</th>
<th>Contact PD/PI</th>
<th>Cal</th>
<th>Aca</th>
<th>Sum</th>
<th>Bio Sketch</th>
<th>Other Support</th>
</tr>
</thead>
</table>
1. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the Drop file area, or click Browse to locate and select a file.

2. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select View or Delete. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

3. To add a PI:
   - Type part of the PD/PI Name, then select from the list (only those researchers in your institution matching the typed text appear).
   - Choose whether the PD/PI will be Contact PD/PI.
   - Specify the level of effort in months that the PD/PI will spend on the project, either entering between 1 and 12 for the Calendar field, or entering a combination of Academic (1 to 9) and Summer (1 to 3). Enter either Calendar, or a combination of Academic/Summer, but not both.
   - Add a biosketch and statement of other sources of support for the PD/PI.
   - Click the Add/New button. The PD/PI you specified appears in the Requested
4. Optionally, you can use the steps above to add additional PIs to the request.

5. Optionally, you can change the data on a PI that you already added to the Requested PD/PIs table:
   - Click the PD/PI's three-dot ellipsis icon and select Modify.
   - The PD/PI's information appears in the fields above the table (see below). Modify the data outlined in red below, then click the Add/New button again (this does not
add the person to the table, but instead updates the person when they already exist in the table).

6. Optionally, you can delete a PD/PI that you have added by clicking the person's three-dot ellipsis icon and selecting **Delete**. A confirmation message warns you that all information for the person will be deleted and that the action cannot be undone.

7. You can click **Save** at the bottom of the screen if the request is not ready to submit; a message appears at the top of the page indicating that the request has been saved.

**Submitting the Request to the Agency**

**Saving a Request**

**Canceling Changes to a Request**

**Deleting a Request**
14.8 Prior Approval - $500K Request

**NOTE:** Both PIs and SOs may respond to $500K requests but only an SO can submit them.

If you are an applicant planning to submit a grant application with $500,000 or more in direct costs in any one budget year (excluding consortium F & A costs), you are required to contact your program official (PO) and obtain approval from the funding agency six weeks prior to application submission.

14.8.1 What Grants are Eligible for $500K Request?

If the program official (PO) determines that you want to facilitate the request through an electronic process, the PO initiates an invitation to the principal investigator (PI), which opens up a 500K request in the Prior Approval module. The PI and the Notice of Award contact for the organization/application will receive an email notification of the invitation.

**NOTE:** The option to submit a $500K request is not visible in the Prior Approval module of eRA Commons until the PO has initiated the invitation.

Go to the Prior Approval module in eRA Commons to begin the process. You cannot initiate a 500K request; only the program official can. Once the request is in progress, you can look it up in Prior Approval and respond to it with appropriate documentation and justification.

**To Respond to $500K Request from PO:**

1. Find the request in Prior Approval; see Searching for and Modifying Existing Prior Approval Requests.
2. After opening the 500K request, you see the following details screen.

![Prior Approval Request 500k - Modify Request](image)

- Request ID: 21978
- Principal Investigator (PI): Helma Patti
- Project Title: Down Syndrome
- Organization: UNIVERSITY OF CALIFORNIA
- FOA: PA13-302
- Anticipated Submission: 02/03/2023

**Justification**

Initiating ARA for this PI

Total remaining allowed limit is 423 characters.

**Supporting Documents**

Drop file or browse to attach 10 PDF files, not exceeding 6MB.

**Request History**

<table>
<thead>
<tr>
<th>Action Taken By</th>
<th>Event</th>
<th>Action Date</th>
<th>Request Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynta, Paul</td>
<td>RECALL</td>
<td>02/17/2022</td>
<td>In Progress SO</td>
<td></td>
</tr>
<tr>
<td>Cynta, Paul</td>
<td>ROUTE</td>
<td>02/17/2022</td>
<td>In Progress PI</td>
<td>Routing</td>
</tr>
<tr>
<td>Helma, Patti</td>
<td>ROUTE</td>
<td>02/17/2022</td>
<td>In Progress SO</td>
<td>Routing to SO</td>
</tr>
<tr>
<td>ARA, SA, ARA</td>
<td>INITIATE</td>
<td>02/17/2022</td>
<td>In Progress PI</td>
<td></td>
</tr>
</tbody>
</table>
3. Be sure to fill out all required fields (with a red asterisk). You can drag and drop a PDF file from your file system onto the Drop file area, or click Browse to locate and select a file.

4. To view or remove a file you have uploaded, click the three-dot ellipsis menu and select View or Delete. If you upload the wrong file, you must delete it in order to upload another, as only one file is allowed to be uploaded.

NOTES:

- **Anticipated Submission Date** - The date the application is expected to be submitted. This date may not be in the past, or more than 120 days in the future.
- **Justification** - This is a brief description of the justification to submit for over $500K.
- If the $500K request is being submitted for a Renewal (Type 2) application, the user may also provide the Activity Code and Serial Number of the grant family.

After modifying a $500K request, the PI or SO can route the request to the other role; see Routing a Prior Approval Request.

Upon a successful submission, the system sends an email notification the submitter, as well as to the associated PI, informing them that the request was submitted to the Agency. $500K requests cannot be deleted.

Also see:

*Submitting the Request to the Agency*

*Saving a Request*

*Canceling Changes to a Request*

*Viewing History of a Request*
Routing a Prior Approval Request

14.9 Submitting or Deleting a Request

Submitting, saving, canceling changes, and deleting requests have the same steps for all request types.

Submitting the Request to the Agency

Only the signing official (SO) can submit an in progress request to the agency.

1. Find and open an in progress request; see Searching for and Modifying Existing Prior Approval Requests.

2. When all fields of the request's details screen have been populated and all required files have been uploaded, click the Submit button at the bottom of the screen to send the request to the agency.

**NOTE:** Principal investigators (PI) do not see the Submit button. Principal investigators do see a Route button, by which they can route the request to an SO in their organization who can submit it; see Routing a Prior Approval Request.

3. When the confirmation message asks "Are you sure you wish to submit to Agency?", click the Yes button.

Once the system validates that all required fields have been completed and all required documents uploaded, a message is displayed indicating a successful submission. If errors are listed after clicking Submit, fix all errors before clicking Submit again.

Other actions that occur upon Submit are:

- System generates a PDF of the request including uploaded documents
- System sends notifications (SO, GMS, PO)
• System Stores PDF in Grant Folder for internal and external users

Saving a Request

If you cannot finish the request after initiating or modifying it, you can save it and come back to it later.

1. Find and open an in progress request; see Searching for and Modifying Existing Prior Approval Requests.
2. Click the Save button at the bottom of the screen.

Canceling Changes to a Request

When you click the Cancel button on the details screen for a request, any changes you have made to the request since the last time you saved are discarded, and you are returned to the Prior Request landing page. If you have saved any information on the details screen and you click Cancel, the saved information will still be available to update later.

Cancel does NOT delete the request. To delete a request, you must open the request for editing and click the Delete button at the bottom of the screen.

Deleting a Request

If you decide to delete the request while on a details screen for a request, simply click the Delete button at the bottom of the screen. The entire request will be deleted and the screen will return to the Prior Approval landing screen.

If you have saved the request and are no longer on its details screen, find the request on the Prior Approval landing page, which lists all your in-progress requests by default. If there are too many to easily find it, use the Search for Requests button, or type text to match in the Filter Table text box.

From the resulting search results, click the linked Request ID in the table open the request, or select Modify from a request's three-dot ellipsis menu. At the bottom of the request’s details page, click the Delete button and click Yes in the ensuing Confirmation popup. You are returned to the Prior Approval landing page and the request is deleted.

NOTE: 500K requests cannot be deleted.
14.10 Viewing History of a Request

There are two ways to view the history of a request; one method for in progress requests that are not yet submitted, and another method for requests that have been submitted to the agency.

14.10.1 View History for a Work in Progress Request

1. Find the request you want to view history for. All in progress requests are listed on the Prior Approval landing page. If there are too many to easily find it, SOs can use the Search for Requests button, or type text to match in the Filter Table text box; see Searching for and Modifying Existing Prior Approval Requests.

2. Open a request.
   - From the Prior Approval landing page, click its linked Request ID number.
   - From search results listing, select Modify from its three-dot ellipsis menu. The details screen for the request appears.

3. Open the Request History section of the request, which is at the bottom of the screen.

<table>
<thead>
<tr>
<th>Action Taken By</th>
<th>Event</th>
<th>Action Date</th>
<th>Request Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ablo, Sam</td>
<td>INITIATE</td>
<td>02/18/2022</td>
<td>Request Initiated</td>
<td></td>
</tr>
</tbody>
</table>

14.10.2 View History for a Submitted Request

Submitted requests do not appear by default on the Prior Approval landing page.
1. Find a submitted prior approval request.
   - SO: Click the **Search for Requests** button, select "Submitted to Agency" in the **Request Status** field, as well as any other search criteria to narrow the results, and click **Search**.
   
   - PI: Turn the **Submitted to Agency** toggle on.

2. In the search results, click the three-dot ellipsis icon for a request and select **View History**.

   ![Request History Screen](image)

   The **Request History** screen appears, showing actions that have taken place on the request.

   ![Request History Table](image)
14.11 Routing a Prior Approval Request

You can route two types of requests: Withdrawal and 500K. A principal investigator (PI) can initiate a Withdrawal or respond to a 500K request, but the PI cannot submit the request. In this case, the PI can route the request to the signing official (SO). All SOs in the grantee organization will then have access to modify and submit the request. Likewise, an SO can route a request back to the associated PI, such as if more information is needed. The PI must be affiliated with the grantee institution to see routed requests.

If a request is In Progress PI status, the PI can route it to the SO. If the request is In Progress SO status, the SO can route it to the PI.

To route a Prior Approval Request:

1. Click the Route button at the bottom of the Modify Request screen.
   - The Confirmation screen displays.

   ![Confirmation Screen]

   Do you wish to route this Withdrawal request?
   Comments:
   This request is ready for submission. Please check attachments for accuracy.
   
   Cancel  Route to SO

2. [Optional] Enter comments in the Comments box to provide information to the next reviewer.

3. Click the Route to SO button (or Route to PI button if an SO is doing the routing). The system will notify PIs only of a request that has been routed to them.
If the routing is successful, a success message displays and you can no longer edit the request; only the current reviewer can modify it. However, after routing, you can still view the request in read-only mode, and a Recall button at the bottom of the read-only screen lets you recall the request. If you recall the request, it is editable again.

14.12 Recalling a Prior Approval Request

Prior Approval Requests that have been routed to a reviewer can be recalled by the previous reviewer. A signing official (SO) can recall a request even if they were not the last reviewer. After the status of the request becomes "Submitted to Agency" it can no longer be recalled. Also see Routing a Prior Approval Request.

For a principal investigator (PI), the Recall button appears only for requests that you have routed. For a SO, the Recall button appears on any request set to In Progress PI status.

To recall a request:

1. Click the Recall button from the View Request screen.
   - A message displays on the screen indicating that the request has been
The request is now assigned back to you and can be modified.
The RPPR module allows extramural grantee institutions to electronically submit Research Performance Progress Reports (RPPR) to the Grants Management community.

RPPR module features include:

- Electronic initiation of an RPPR
- Electronic routing of an RPPR to authorizing officials at the applicant institution for review and approval prior to submission to the agency
- Viewing of RPPR routing history
- Error checking capabilities
- Electronic submission of an RPPR
- Creation of Interim RPPR
- Electronic submission of Interim RPPR
- Creation of Final RPPR
- Electronic submission of Final RPPR
- Ability for an SO to delegate authority to a PD/PI for submitting an RPPR
- PDF generated version stored in the electronic grant folder (Commons Status Information screen)


### 15.1 Initiating the RPPR

Only the PD/PI or the PD/PI delegate may initiate an RPPR. When there are multiple PIs (MPI), only the Contact PI or the PD/PI delegate of the Contact PI can initiate the report.

To initiate, the user can choose from one of two ways to access the RPPR functionality:
1. Access RPPR from Status.
   
a. Navigate to the Status module in eRA Commons.

b. Click the List of Applications/Grants link from the Status screen or from the menu options.

   a. From the Status Result - List of Applications/Grants screen, locate the grant and click the RPPR link from the Actions drop-down menu in the Available Actions column for the specific grant (use Flat View). The RPPR link for the current reporting period is available once the Notice of Award for the prior year has been issued. This link remains available until the RPPR for the current reporting year has been submitted.
For multi-year funded awards, the link will display as **RPPR Year <X>**, the <X> representing the reporting year. The link for a multi-year funded award is available two months prior to the RPPR due date for the current reporting period and remains available until the RPPR is submitted. Note that AHRQ has not yet implemented the RPPR for multi-year funded awards.

**NOTE:** While RPPR Year <X> links for multiple years may appear at the same time in *Status*, you are prevented from initiating a reporting year’s progress report until the progress report(s) of the previous year(s) has been submitted.
1. Access RPPR by clicking **RPPR** in eRA Commons navigation.
   
   a. [Navigate to the RPPR module](#) in eRA Commons.
      
      The *Manage RPPR* screen displays. *Manage RPPR* is used to view the progress reports to which the user has access and allows the user to select a progress report in order to perform various actions. PD/PIs or users delegated PD/PI updating authority uses the *Manage RPPR* screen to view their own progress reports. SOs and AOs use the screen to search for grants from their institutions and/or for grants routed to them for review.
      
      b. Select the specific grant by clicking the link in the **Award Number** column on the *Manage RPPR* screen.
If an RPPR exists already, Commons displays the report for editing.

The RPPR Menu screen displays. The options for the uninitiated report are **Initiate** and **Cancel**.

**NOTE:** For multi-year funded awards, the following message displays when attempting to initiate an RPPR if the previous year’s report has not been submitted:

*The Multi-Year RPPR for the previous year must be submitted prior to initiating this Multi-Year RPPR.*

In this case, the option to initiate is disabled.

The RPPR Menu screen includes the following fields:

- **Award Number**
  
  This is the complete number of the grant

- **PD/PI Name**
  
  The PD/PI of the grant award for which the progress report is being prepared. In the case of MPIs, a list of PD/PI names displays with the Contact PD/PI indicated by the word Contact.

- **Project Title**
The project title of the grant

**Due Date**

**NIH**

The due date of the progress report for awards issued under the SNAP (Streamlined Non-competing Award Process) provisions is the 15th of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/15). If the award is not issued under SNAP provisions, the progress report is due the first of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/1). If the due date falls on a weekend or federal holiday, the due date is automatically extended to the next business day. Progress reports for Fellowships are due two months before the beginning date of the next budget period. Occasionally the Notice of Award (NoA) will indicate a different due date that will supersede these dates. Grantees should consult the NoA to determine when SNAP procedures apply.

**AHRQ**

All AHRQ RPPRs are due 3 months before the anniversary of the award. For example, for an FY2021 award issued with a start date of 2/1/2021, the annual progress report (RPPR) for the award to be issued in FY2022 is due 11/1/2021 (i.e., three months before the FY2022 budget period start date of 2/1/2022). If the due date falls on a weekend or federal holiday, the due date is automatically extended to the next business day.

**Current Reviewer**

The name of the current reviewer or organization (e.g., PD/PI name, NIH). This value is blank before the RPPR is initiated.

**Status**

The current state of the progress report. Possible values are as follows: Not Started, PD/PI Work in Progress, Reviewer Work in Progress, and Submitted to Agency.

**Buttons or Actions Available in Three-Dot Ellipsis Menu**

Available actions, most of which are found by clicking the three-dot ellipsis icon next to the Award Number, vary depending on the status of the RPPR and/or the limitations of
the current user’s role. See *RPPR Menu* for a list of all possible buttons and actions (under the three-dot ellipsis icon) available on the RPPR Menu screen.

2. Click the *Initiate* button to begin the RPPR.

Once initiated, Commons creates the RPPR in a *PD/PI Work in Progress* status and sets the current reviewer. A message displays as follows:

The RPPR has been successfully initiated.

**NOTE:** If initiation fails due to business rules validations, error or warning messages display on the screen.

Once initiated, begin editing by clicking the three-dot ellipsis icon next to *Award Number* and selecting *Edit RPPR*. The RPPR is accessed for editing via the *RPPR Menu* screen. The steps for accessing each type of RPPR are outlined in other topics. Refer to [Accessing a Single-Project RPPR for Editing](#) or [Accessing a Multi-Project or Single-Project with Complicated Structure for Editing](#).

### 15.2 Routing the RPPR

**NOTE:** *NOTES:* If you are looking for help routing PRAM, see [Routing PRAM](#). A person who is *delegated* a role of PD/PI cannot route an RPPR to the next reviewer.
Progress reports in *Work in Progress (WIP)* status can be routed to others for review or corrections by the current reviewer of the report. The routing feature is found on the *RPPR Menu* screen.

To route an RPPR to the next reviewer:

1. On the RPPR Menu screen, click the three-dot ellipsis icon and select **Route to Next Reviewer**.

![RPPR Menu Screen](image)

**NOTE:** The figure above shows a single-project RPPR's *RPPR Menu*, however, multi-project RPPRs have a similar **Route** option on their own *RPPR Menu* screen.

The *Route RPPR to Next Reviewer* screen displays. On this screen, choose the next reviewer from a list of reviewers and add comments.
2. Select a reviewer from the **Next Reviewer** dropdown.

3. **Optional:** Enter comments in the **Comments** box to provide information to the next reviewer.

4. **Required for PD/PI ONLY:** Click the checkbox that certifies statements are true. Signing officials do not see the "I certify that the statements herein are true..." checkbox.

5. Click the **Route to Next Reviewer** button.

A success message appears in the **Route to Next Reviewer** popup, stating, *The RPPR was successfully routed to [REVIEWER NAME].* Click the **Close** link in the success message and the RPPR Menu displays once again.

The person who routed the RPPR can no longer edit the report (the **Edit RPPR** option disappears from the three-dot ellipsis menu). Editing is now available only to the new reviewer. The RPPR status is updated to *Reviewer Work in Progress*.

**15.3 RPPR Routing History**

From initiation to submission to Agency, the routing of an RPPR is captured for auditing purposes. PD/PIs, PD/PI delegates, and reviewers can view the routing history for *Work in
Progress or Submitted to Agency RPPRs at any time, even when not they are not the current reviewer.

To view the routing history:

1. On the RPPR Menu screen, click the three-dot ellipsis icon and select **View Routing History**.

   ![RPPR Menu](image)

   The RPPR Routing History screen displays.
2. To close the screen, click the Close link.

[Link to routeHistory_generic.htm]

15.4 Submitting RPPR to Agency

Grantees are strongly encouraged to view the RPPR as a PDF prior to submission to ensure that the correct information and attachments are provided. Refer to Viewing the RPPR as PDF.

Completed and validated RPPRs in a status of Work in Progress can be submitted to the Agency for acceptance. This act is performed by the signing official (SO) when the SO is the current reviewer of the report. For SNAP awards only, PD/Pis may also submit the report if they have been delegated submit authority by the SO.

**NOTE:** A PD/PI with Progress Report authority cannot submit a non-SNAP or F RPPR.

To submit the RPPR to agency:
1. Click the three-dot ellipsis menu for an RPPR and select **Submit**.

   ![RPPR Menu](image)

You can do this from the RPPR Menu, Interim RPPR Menu, or Final RPPR Menu screens.

The Submit RPPR screen displays a certification statement.

In submitting this Progress Report, the SO (or PD/PI with delegated authority), certifies that the awardee organization is in compliance with the terms and conditions specified in the Notice of Award and Awards Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the awardee organization will be accountable for the appropriate use of any funds awarded and for the performance of the award-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or mis-representation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The awardee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

2. Click the **I Agree** button to sign off on certification.

The RPPR is validated for system and business rules. If there are any validation failures, they are indicated by error messages on the *RPPR Menu* screen. Errors must be corrected in order to submit the RPPR.
If warnings exist, they are displayed on the *RPPR Menu* screen. Although the RPPR can be submitted with warnings present, the warning messages should be reviewed to determine if an issue should be addressed.

3. *If Warnings Exist:* To address issues associated with warnings, click the **Cancel** button, correct the issue, and resubmit the RPPR again. To continue with submission despite the warnings, click the **OK** button.

If all validations pass, the *RPPR Menu* screen displays the following message: The RPPR has been successfully submitted to PHS.

The current reviewer is updated to the awarding agency, the RPPR status is updated to *Submitted to Agency*, and the RPPR Submission date is recorded. The routing history is updated to reflect the submission to Agency.

Any citations associated with the RPPR in **C.1. Publications** are officially associated with the award in MyNCBI.

If inclusion enrollment data are reported in the RPPR, this information will be provided in a structured data form and updated into the eRA inclusion data system for NIH staff review and acceptance. The data then becomes the data of record for the particular grant year.

When an RPPR is submitted to Agency, email notification is sent to the PD/PI (Contact PI) on the grant and the SO and AO assigned to the RPPR.

**15.4.1 Submission Errors & Warnings for Multi-Project RPPRs**

Upon submission, multi-project RPPRs are validated for system and business rules just as are single-project RPPRs. However, for multi-projects, the errors and warnings are displayed differently. When errors and/or warnings are found on multi-project RPPRs, the *RPPR Menu* screen displays the Overall messages followed by the messages of the other components.

All errors must be corrected in order to submit the RPPR.
If warnings exist, they are displayed on the RPPR Menu screen under the errors. Although the RPPR can be submitted with warnings present, the warning messages should be reviewed to determine if an issue should be addressed.

Click here to view a sample of possible error messages.

15.5 Overview of the Interim RPPR

As of January 1, 2017, a Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. This report should be prepared in accordance with instructions provided by the awarding component. See NIH Implementation of Final Research Performance Progress Reports (Final RPPR) — Guide Notice NOT-OD-17-022.

Effective February 9, 2017, if the recipient organization has submitted a renewal application on or before the date by which a Final Research Performance Progress Report would be required for the current competitive segment, then submission of an Interim RPPR via eRA Commons is required. The Interim RPPR (IRPPR) will be used for the submission of a Competing Renewal application (Type 2). See NIH Implementation of the Interim RPPR while a Renewal Application is Under Consideration — (Guide Notice NOT-OD-17-037).
Both the Interim RPPR and the Final RPPR are identical in process and information required. The difference between them is when and where they are made available to initiate and submit. The Interim RPPR link is available to the signing official (SO) and principal investigator on the Status screen when a grant is eligible for submission for a Competing Renewal application.

The Final RPPR is only available as part of the Closeout process and the Process Final RPPR link only appears on the Closeout Status screen.

NOTE: If a system check by the Agency does not detect that there is a pending Type 5 renewal application associated with the award when the grant goes into a Closeout Module, any Interim RPPR that has been started will be converted to a Final RPPR and will be accessible through the Closeout link in the Status column.

The format of the Interim RPPR, the Final RPPR, and the annual RPPR are the same, making it easier for grantees to navigate and complete them.

Differences between Interim/Final RPPR and the annual RPPR are:

- In the Interim/Final RPPR, only D.1 is required in the Participants section
- Sections F: Changes and Section H: Budget are not part of the Interim/Final RPPR
- Section I: Outcomes is required for both the Interim/Final RPPR

Since a renewal application is competitive, there is no guarantee it will be funded. Therefore the following scenarios should be noted:

<table>
<thead>
<tr>
<th>Competing Renewal Application Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not submitting a Competing Renewal application</td>
<td>Submit a Final RPPR no later than 120 days from the project period end date</td>
</tr>
<tr>
<td>Submitting a Competing Renewal application</td>
<td>Submit an Interim RPPR no later than 120 days from the project period end date</td>
</tr>
</tbody>
</table>
### Competing Renewal Application Status and Action

<table>
<thead>
<tr>
<th>Competing Renewal Application Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded</td>
<td>Not Funded</td>
</tr>
<tr>
<td>The Interim RPPR is accepted as the annual RPPR</td>
<td>The Interim RPPR is accepted as the Final RPPR</td>
</tr>
</tbody>
</table>

15.5.1 **Agency for Healthcare Research and Quality (AHRQ)**

All Agency for Healthcare Research and Quality (AHRQ) grantees are required to use the eRA Commons RPPR module.

The RPPR includes numerous references to the NIH Grants Policy Statement, 8.1.2 requirement that significant changes in objectives and scope require prior approval of the agency; for AHRQ awardees the analogous requirement is in the HHS Grants Policy Statement under “Prior Approval Requirements.”

15.5.2 **Department of Veterans Affairs**

Progress reports (RPPRs) are required to continue support of a VA-ORD award for each budget year within a competitive segment. Interim reports are due when the project period is over and the award is not in Closeout (i.e., a renewal application is pending or has been selected for funding). If the pending renewal application is not funded, the Interim report becomes the Final report. Final reports are required for any funded award that has ended and will not be extended through renewal. Note: For VA awards the

[Links]


outcomes are not published. Guidance on completing report content specific to VA-ORD requirements, as well as navigating, validating, routing, and submitting the report to VA-ORD for review and approval can be found at: https://www.research.va.gov/resources/RPPR.cfm. It is important to review the VA-ORD instructions as there are sections where specific VA-ORD information is requested that differs from that noted within the NIH progress report template:


15.5.3 Submitting Your Interim RPPR

15.5.3.1 To submit your Interim RPPR:

1. Click the Interim RPPR link for the grant from Status search results.

   The Interim RPPR link will appear for both the principal investigator (PI) and the signing official (SO) one day after the budget period end date and before the award moves to Closeout.

2. Clicking the Interim RPPR link opens the Interim RPPR Menu screen:
3. Click the **Initiate** button to create the Interim RPPR. A message appears, saying "The RPPR has been successfully initiated" and a three-dot ellipsis icon appears next to the **Award Number**. Click the three-dot ellipsis icon to see a menu of available actions.

4. Select **Edit RPPR** from the three-dot ellipsis menu to start editing.
5. Complete each section as required. See How to Do I Fill Out the RPPR Forms for help completing each section.

Be sure to click SAVE when moving between sections or unsaved data may be lost.

In the Final RPPR Menu screen, there are several actions in the three-dot ellipsis menu that you can use to complete the Interim RPPR; see RPPR Menu.


15.5.4 Interim Report Additional Materials (IRAM)

The Agency may use Interim Report Additional Materials (IRAM) to provide a means for the grantee to enter, review, route, and submit information in response to specific request(s) by the Program Official at the IC (or AHRQ, if applicable) for additional information following the submission of an Interim RPPR.

As with the RPPR, a PD/PI (or Contact PI in the case of multiple PIs) can enter the IRAM. However, only the SO can submit the IRAM to the agency.

**IMPORTANT:** For Revised Project Outcomes, please review the following information:

To submit revised Project Outcomes, SOs should follow the IRAM process for outcomes for Interim RPPRs and the FRAM process for outcomes for Final RPPRs with the exception that a text box will be provided to enter the new Outcomes text and click Upload instead of an Add Attachment button as with other RAM requests.
Project Outcomes provide information regarding the cumulative outcomes or findings of the project.
Note that outcomes will be made publicly available, allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the
project at the end of a competitive segment. The name of the Primary Investigator/Project Director will be attached to the public posting in RePORTER.

For NIH awards the length of the Outcome statement should not exceed half a page. In addition, the summary of outcomes or findings of the award must be written in the following format:
* Is written for the general public in clear, concise, and comprehensible language
* Is suitable for dissemination to the general public, as the information may be available electronically
* Does not include proprietary, confidential information or trade secrets

Please refer to the following link for samples of acceptable project outcomes: https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm
See NIH notices NOT-OD-17-022 and NOT-OD-17-037 for additional details on this requirement.

The link for the request will be displayed in the Available Actions column as "IRAM".
When you click the link, the IRAM screen opens and provides an **Upload** button. Click this button to select the PDF file that satisfies the agency request as well as any appropriate comments related to the request and/or file.

**NOTE:** For **Revised Outcomes**, use the text box to directly enter (or copy and paste) the Revised Outcomes text and then it can be uploaded as per the **IMPORTANT**: information box above. The text box caption will read, "*Please provide Revised Outcomes here. Note, text in this field will be publicly available in RePORTER.*"

The character limit for the comments is 2,000 characters.
After selecting the appropriate document, you are returned to the IRAM screen where you can enter comments and then use the buttons at the bottom of the page to:

- **Cancel** - No changes will be made and you will be returned to the Status Results page.
- **Preview** - This opens the submission to let you view the uploaded document and comments that will be sent to the Agency.
- **Save** - The selected document and comments (if any) will be saved for future submission.
- **Delete** - The selected document will be removed and a different document can be uploaded.
- **Submit** - Send the document and comments to the Agency.

You can also upload additional documents [limit 10] as well as View or Delete individual documents.
15.6 Submitting Your Final Research Performance Progress Report

As of January 1, 2017, a Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. This report should be prepared in accordance with instructions provided...
by the awarding component. See NIH Implementation of Final Research Performance Progress Reports (Final RPPR) — Guide Notice NOT-OD-17-022.

Effective February 9, 2017, if the recipient organization has submitted a renewal application on or before the date by which a Final Research Performance Progress Report would be required for the current competitive segment, then submission of an Interim RPPR via eRA Commons is required. The Interim RPPR (IRPPR) will be used for the submission of a Competing Renewal application (Type 2). See NIH Implementation of the Interim RPPR while a Renewal Application is Under Consideration — (Guide Notice NOT-OD-17-037).

Both the Interim RPPR and the Final RPPR are identical in process and information required. The difference between them is when and where they are made available to initiate and submit. The Interim RPPR link is available to the signing official (SO) and principal investigator on the Status screen when a grant is eligible for submission for a Competing Renewal application.

The Final RPPR is only available as part of the Closeout process and the Process Final RPPR link only appears on the Closeout Status screen.

The format of the Interim RPPR, the Final RPPR, and the annual RPPR are the same, making it easier for grantees to navigate and complete them.

Differences between Interim/Final RPPR and the annual RPPR are:

- In the Interim/Final RPPR, only D.1 is required in the Participants section
- Sections F: Changes and Section H: Budget are not part of the Interim/Final RPPR
- Section I: Outcomes is required for both the Interim/Final RPPR

15.6.1 Note about Interim RPPR and Final RPPR

- The Interim RPPR (IRPPR) is used when you are submitting a Competing Renewal application (Type 2). If you opt NOT to apply for a Competing Renewal, complete the Final RPPR as you normally would within 120 days of the project end date. If you are going to complete a Competing Renewal application (or have already submitted such an application), you will submit an Interim RPPR. This must be submitted within 120 days of the project end date.
• If you are awarded the renewal, the Interim RPPR will be treated as your annual RPPR and no other progress reporting will be needed for that segment of the study. If the application is NOT awarded, then the Interim RPPR will be accepted as the Final RPPR.

15.6.2 Submit Your Final RPPR

1. Click the Requires Closeout link for the grant from Status search results.

   The Closeout Status screen displays. Final RPPR is listed in the Closeout Submission Requirement column. The Action column should include a link for Process Final RPPR.

2. From Closeout Status, click the Process Final RPPR link.

   Clicking the Process Final RPPR link opens the Final RPPR Menu screen:

   ![Final RPPR Menu Screen]

3. Click the Initiate button to create the Final RPPR.

   The Final RPPR Menu will then change, providing the user with the option to Edit the Final RPPR:
4. Clicking **Edit** opens the navigation to the various sections of the Final RPPR:

5. Complete each section as required. See *How to Do I Fill Out the RPPR Forms* for help completing each section.

   Be sure to click **SAVE** when moving between sections or unsaved data may be lost.

   When done, click **Cancel** to return *Final RPPR Menu* screen.

   In the *Final RPPR Menu* screen, there are several action buttons at the bottom that you can use to complete the Final RPPR:
15.7 Manage RPPR Screen

The *Manage RPPR* screen is the portal into all RPPR functionality. The screen displays when you select RPPR from eRA Common navigation.

To process your RPPR, click the grant number link in the *Award Number* column, which opens the *RPPR Menu* screen, from which you can access all features including initiating, editing, routing, etc.

Click here for sample image:

![RPPR Menu Screen](image)

15.8 RPPR Menu

The *RPPR Menu* screen provides access to various functions used to complete and process your RPPR.

15.8.1 Buttons or Actions Available in Three-Dot Ellipsis Menu

Available actions, most of which are found by clicking the three-dot ellipsis icon next to the Award Number, vary depending on the status of the RPPR and/or the limitations of the current user’s role. The possible available actions are shown here:
**Initiate button:** Begins the RPPR process. Available for grants with a status of Not Started. Access is granted to PD/PIs and PD/PI delegates. An RPPR 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, a prompt will appear to correct/complete the information after initiating the report. Processing may continue on the RPPR without making the corrections; however, the RPPR will not pass validations for submission to the agency until the errors are corrected.

**Edit RPPR:** Click the three-dot ellipsis icon next to Award Number and select Edit RPPR to open the RPPR for edits. Available for progress reports with a status of Work in Progress (WIP). Access is granted to PD/PIs or PD/PI delegates when the PD/PI is the current reviewer, AOs when the AO is the current reviewer, and SOs when the SO is the current reviewer. The Edit button allows the user to view and edit RPPR information.

**View RPPR as PDF:** Click the three-dot ellipsis icon next to Award Number and select View RPPR as PDF to open the RPPR report in PDF format, as it will be seen by the agency. Available for progress reports with a status of Work in Progress (WIP) or Submitted to Agency. Access is granted to PD/PIs, PD/PI delegates, and reviewers. Until the RPPR is submitted to agency, the PDF report shows a status of Draft and a blank submission date.

**Check for Errors:** Click the three-dot ellipsis icon next to Award Number and select Check for Errors to check the RPPR for any errors or warnings. Available for progress reports with a status of Work in Progress (WIP). Access is granted to any user with access to the grant. The RPPR can be validated at any time while in the status of WIP and can be validated multiple times.

**View Routing History:** Click the three-dot ellipsis icon next to Award Number and select View Routing History to open a page that displays a routing history table. Available for progress reports with a status of Work in Progress (WIP) or Submitted to Agency. Access is granted to PD/PIs, PD/PI delegates, and reviewers.

**Route to Next Reviewer:** Click the three-dot ellipsis icon next to Award Number and select Route to Next Reviewer to route the RPPR to the next reviewer for further review or corrections. Available for progress reports with a status of Work in
Progress (WIP). Access is granted to the current reviewer. A PD/PI delegate cannot route an RPPR to the next reviewer.

**Recall:** Click the three-dot ellipsis icon next to Award Number and select Recall to recall RPPRs that have been forwarded to another reviewer and resets the user as the current reviewer. Available for reports with a status of Work in Progress (WIP). Access is granted to the last reviewer (who recalls the report from the current reviewer). Signing Officials and PD/PIs can recall an RPPR even if they are not the last reviewer whenever it has a status of Reviewer Work in Progress. This is useful in situations when a RPPR has been routed to the wrong person or to someone who is unavailable.

**Submit:** Click the three-dot ellipsis icon next to Award Number and select Submit to submit the RPPR to the Agency. Available for reports with a status of Work in Progress (WIP). Access is granted to the SO when the SO is the current reviewer and to the PD/PI when the PD/PI has been delegated Progress Report authority.

**Cancel button:** Closes the RPPR Menu screen and returns the user to the previous screen.

Click here for a sample image.

Individual help topics exist for each of the features. Please refer to the specific help topics linked below.
15.9 RPPR Navigation

The RPPR is completed using eRA Commons. The report in Commons consists of separate screens for each of the sections listed below:

A. Cover Page
B. Accomplishments
C. Products
D. Participants (only section D.1 for FRPPR)
E. Impact
F. Changes (not used for FRPPR)
G. Special Reporting Requirements
H. Budget (not used for FRPPR)
I. Outcomes (only used for FRPPR)

Users can work on various sections in any order; however, it is important to click the Save button at the bottom of a screen to retain data entered on that screen. Upon submission to the awarding agency, the system generates a PDF of the progress report, which you can view from the RPPR Menu screen by clicking an award's three-dot ellipsis menu and selecting the View RPPR as PDF button.

Once submitted, the Final RPPR, in PDF format, is accessible in Commons via the Status Information screen. Refer to Viewing the RPPR in Commons.

**NOTE:** PDF uploads for the D.2.b New Senior/Key Personnel and D.2.c Changes in Other Support sections are required to be a flattened PDF. A flattened PDF is one that does not have fillable forms or other layers, such as movable images. The easiest way to flatten a PDF using Adobe Acrobat Reader is to print the document, but choose the “Print to PDF” option in the Print dialog, and save to a new file name when prompted. If you attempt to upload and save a file that is not a flattened PDF, you see this error message, "Error Uploading PDF. Please ensure all files are flattened. ...".

### 15.10 How Do I Fill Out the RPPR Forms?

A detailed instruction guide exists online featuring additional field-by-field guidance for completing the Research Performance Progress Report (RPPR). Refer to the NIH and

Please refer to the following sections of the instruction guide when completing your report:

- **Cover Page** - See "Section A – Cover Page"
- **Accomplishments** - See "Section B – Accomplishments"
- **Products** - See "Section C – Products"
- **Participants** - See "Section D – Participants"
- **Impact** - See "Section E – Impact"
- **Changes** - See "Section F – Changes"
- **Special Reporting Requirements** - See "Section G – Special Reporting Requirements"
- **Budget** - See "Section H – Budget"
- **Outcomes** - See "Section I – Outcomes"

**NOTE:** Question B.4 of the Accomplishments section of the RPPR has a link to generate the automated Trainee Diversity Report for certain research training, career development, and research education grant types (if trainee data has been entered into xTrain). If you see the following link in the RPPR Accomplishments section, see Generate the Trainee Diversity Report for online help on the diversity report. Also see the NIH

**NOTE:** PDF uploads for the D.2.b New Senior/Key Personnel and D.2.c Changes in Other Support sections are required to be a flattened PDF. A flattened PDF is one that does not have fillable forms or other layers, such as movable images. The easiest way to flatten a PDF is to print the document, but choose the “Print to PDF” option in the Print dialog, and save to a new file name when prompted. If you attempt to upload and save a file that is not a flattened PDF, you see this error message, "Error Uploading PDF. Please ensure all files are flattened. ....".

15.11 Accessing the RPPR for Editing

Once an RPPR is initiated, its status becomes PD/PI Work in Progress and it becomes available for editing. The PD/PI or delegate uses the Edit option for viewing and completing the report. Additionally, this option is available to the SO or AO when that user is the current reviewer of the report.
NOTE: For RPPRs with multiple PD/PIs (MPI awards), only the Contact PD/PI has access to the Edit feature unless the Contact PD/PI has granted progress report authority to other PD/PIs. Without this authority, MPIs can only view the RPPR PDF and its routing history.

There are two means of accessing the progress report for editing. These are similar methods used for initiating the report and are as follows:

1. Access RPPR from the Status module.
   a. Navigate to the Status module in eRA Commons.
   b. Click the List of Applications/Grants link from the Status screen or from the menu options.
c. From the Status Result - List of Applications/Grants screen, locate the grant and click the RPPR link from the Action column for the specific grant. For multi-year funded awards, the link displays as RPPR Year <X>, the <X> representing the reporting year.

-OR-

1. Access RPPR from RPPR module.
   a. Navigate to the RPPR module in eRA Commons.
   b. Select the specific grant by clicking the link in the Award Number column on the Manage RPPR screen. SOs/AOs must perform a query first.
The appropriate RPPR Menu screen – either for single-project or multi-project RPPRs – displays with editing options.

15.11.1 Access Human Subjects System (HSS)

Principal investigators (PIs) or signing officials (SOs) can access the Human Subjects System (HSS) / HSCT form using the Human Subjects links in either the RPPR or the Status screen in eRA Commons.
15.11.1.1 Human Subjects Information May Need To Be Updated in the Following Scenarios:

- Post-award for updates to the Research Performance Progress Report (RPPR), including updates to inclusion enrollment reports and the Clinical Trial Milestone Plan (Section 6)
- Pre-award (post review) for Just-in-Time (JIT) information or correction of human subjects data
- Off-cycle updates as required in the Funding Opportunity Announcement (FOA) or terms and conditions of award
- Corrections to human subject data

15.11.1.2 To Edit an Existing Study, Log Into Era Commons and Access the Human Subjects Link via the RPPR or Status Tabs

For more detailed instructions, see Editing Studies in the HSS Online Help.
The Application Information screen is displayed, showing a summary of your grant. You have two ways of accessing and editing the study data. Both begin by accessing the HSCT Post Submission tab.

- Click the HSCT Post Submission tab. This takes you to a Study Record(s) screen where all study records and delayed onset studies associated with your grant are displayed.
• **Note:** In order to edit, the HSS record must be in Work in Progress status. See How To Change the Application Status and Resubmit for instructions on updating the status.

- Click a study record's **View** button to bring up a study in read-only mode.
- To update the human subjects information on a study, including inclusion enrollment data, click the **Edit** button at the top of the screen.
### Clinical Trial Post Submission v1.0

#### Study Record(s)

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<thead>
<tr>
<th>Study ID</th>
<th>Study Title</th>
<th>Clinical Trial?</th>
<th>Study Status</th>
<th>Last Submission Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>123123</td>
<td>Research Consortium of HPV-related Cervical Cancer</td>
<td>Yes</td>
<td>WorkInProgress</td>
<td>03/29/2018</td>
<td>View</td>
</tr>
</tbody>
</table>

Showing 1 - 1 of total 1

**Actions**
- [Edit](#)
- [View](#)
- Inclusion data is found at the end of Section 2.

- There are two ways to edit the existing Inclusion Enrollment Report (IER) data for Cumulative (Actual) counts:
  1. You can update the cells online in the existing report itself.
  2. Or you can download a spreadsheet template for entering participant-level data by clicking the ‘Download Participant Level Data Template’ button.
     - Fill the template out with data and then upload the spreadsheet by clicking the ‘Upload Participant Level Data Attachment’ button. This uploaded data will populate the cells in the report.
You can click the ‘Download Current Participant Level Data’ button to download the file containing the data for your own records.

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<tr>
<th>Racial Categories</th>
<th>Not Hispanic or Latino Male</th>
<th>Not Hispanic or Latino Female</th>
<th>Hispanic or Latino Male</th>
<th>Hispanic or Latino Female</th>
<th>Unknown/Not Reported Male</th>
<th>Unknown/Not Reported Female</th>
<th>Unknown/Not Reported Male</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>American Indian/Alaska Native</td>
<td>42</td>
<td>31</td>
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</tr>
<tr>
<td>More than One Race</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unknown or Not Reported</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>240</td>
</tr>
</tbody>
</table>

NOTES:

- If you plan to upload the data, you must use the template by selecting the **Download Participant Level Data Template**. This will be a CSV file that can be updated with new totals.
- Once the new totals have been entered into the template and the file has been saved, use the **Upload Participant Level Data Attachment** button to upload the file which will update the Cumulative counts.
- Individual-level participant data on sex/gender, race, ethnicity and age at enrollment will be required in progress reports for competitive applications submitted for due dates on or after January 25, 2019 (See NIH Guide Notice NOT-OD-18-116). Since NIH will be piloting providing individual level data starting in June, we
encourage you to get familiar with the template as we believe it will cut down on duplicate entry and save you time.

- For the **Planned counts**, the cells must be updated online in the report itself.

<table>
<thead>
<tr>
<th>Planned</th>
<th>Ethnic Categories</th>
<th>Not Hispanic or Latino</th>
<th>Hispanic or Latino</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Female</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Racial Categories</td>
<td></td>
<td>Female</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td></td>
<td>42</td>
<td>31</td>
<td>6</td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td>676</td>
<td>510</td>
<td>15</td>
</tr>
<tr>
<td>White</td>
<td></td>
<td>3526</td>
<td>2663</td>
<td>300</td>
</tr>
<tr>
<td>More than One Race</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td>230</td>
</tr>
</tbody>
</table>

- The entire study can be previewed before submission by clicking the **Preview Study** button on the left navigational column under Actions.
If the PI is making changes:

- The PI can click the **Save and Release Lock** button to save the changes.
- The submission status changes to **Work in Progress**.
- PI changes status to **Ready for Submission**.
- Signing Official (SO) gets an email that the application is ready for submission.
- SO logs into ASSIST, finds the application and submits it.

If the SO is making changes:

- The SO can click the **Save and Keep Lock** button to save the changes.
- The submission status changes to **Work in Progress**.
- SO changes status to **Ready for Submission**.
- The **Submit** action becomes active on the Application Information page.
- SO clicks on the **Submit** button

Unless an SO has delegated Submit authority to the contact PI, only the SO can submit
the application to NIH. The submission sends all updated study records associated with
the application to NIH at one time.

Program officials and grant specialists are notified automatically of study changes and
can review those changes. Some changes may require prior approval.

**15.11.2 Accessing Single-Project RPPR for Editing**

For single-project awards, the **RPPR Menu** screen displays as follows:

**NOTE:** Once an RPPR has been routed for review, the **Recall** button is enabled. Recall is
covered in other topics.
Click the three-dot ellipsis icon and select **Edit RPPR** to open the RPPR for editing.

Refer to *Editing the RPPR Forms* for more information on editing the forms.

**15.11.3 Accessing a Multi-Project or Single-Project with Complicated Structure RPPR for Editing**

A *multi-project RPPR* is a progress report submitted for a funded program (activity code) which has multiple, interrelated components sharing a common focus or objective.

A *component* (for the purposes of applications and progress reports) is a distinct, reviewable part of the multi-project application or progress report for which there is a business need to gather detailed information identified in the funding opportunity announcement (FOA).

Components typically include general information (component organization, project periods, project title, etc.), performance sites, personnel, and budget. The FOA defines the construction and naming convention for the application; the funded application defines the construction and naming convention for the progress report.
When you access the RPPR for a multi-project award, you can select awarded components rather than manually adding them.

For multi-project awards, the *RPPR Menu* screen displays the following screen:

**Overall RPPR**

Below the *Overall RPPR* is a table of components that belong to the Overall component.

The *RPPR Menu* for a multi-project RPPR without components does not include the component table. Additionally, the No radio button on the Has components? field is selected and disabled.

To edit the RPPR for the Overall component, click the three-dot ellipsis icon next to *Award Number* for Overall and select *Edit RPPR*.

**Adding Individual Components**
If the award has individual components (e.g., a multi-project award), each component must be reported in the RPPR. To add components if none are displayed, select the Yes radio button next to the question Has components?

**NOTE:** Any individual components previously added will already be displayed in a table. In this scenario, the Has components? option is disabled. This includes components which were part of a previously submitted progress report for the grant.

There are two ways to add a component for multi-component grants: you can select components from a list of existing components, or add a new component manually. The list of components is pulled from the beginning of the segment award of the last completing application that was awarded, plus whatever was entered manually prior.

To add components from a list, click the Add Component button and select Existing App. Component.

1. Click the Select from existing App Components button.

A popup window appears.

```
Select from Existing Applications Components

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core-D-001</td>
<td>Core</td>
<td>Core D. External Research Resources Support and Dissemination</td>
</tr>
<tr>
<td>Core-C-001</td>
<td>Core</td>
<td>Core C. External Innovative Network Core:</td>
</tr>
<tr>
<td>Core-B-001</td>
<td>Core</td>
<td>Program Development (Pilot)</td>
</tr>
<tr>
<td>Core-A-001</td>
<td>Core</td>
<td>Core A. Administrative and Research Support</td>
</tr>
</tbody>
</table>
```

Cancel  + Add Component
2. Select the component you want to add and click the Add Component button. Components you add appear in the table of components.

3. To edit the RPPR of the component you added, click its three-dot ellipsis icon and select Edit RPPR.

To add an individual component manually, click the Add Component button and select New Component.

1. Enter the Component Project Title.
2. Select the correct option from the Component Project Type drop-down list.
3. Click the Add Component button. Components you add appear in the table of components.
4. To edit the RPPR of the component you added, click its three-dot ellipsis icon and select Edit RPPR.

Refer to Editing the RPPR Forms for more information on editing the RPPR forms.

To remove a component from the table of components:

1. For the component you want to remove, click its three-dot ellipsis icon and select Delete.
You can delete added components, but you cannot delete the Overall component.

**IMPORTANT:** If you choose to delete a component, all data related to this component – including all budget data – will be lost. *This data cannot be recovered once it has been deleted.*

To check for RPPR errors on either the Overall component or an individual component, click its three-dot ellipsis icon and select Check for Errors. Errors will be displayed at the top of the screen.

### 15.11.4 Editing the RPPR Forms

After selecting the appropriate editing option, the RPPR section A. *Cover Page* displays. The *Cover Page* includes information about the grant, PD/PI, signing and administrative officials, organization, and project/reporting/budget periods. Some of this information may be auto-populated. For more information on the *Cover Page*, refer to the NIH Research Performance Progress Report (RPPR) Instruction Guide.

**NOTE:** PDF uploads for the D.2.b New Senior/Key Personnel and D.2.c Changes in Other Support sections are required to be a flattened PDF. A flattened PDF is one that does not have fillable forms or other layers, such as movable images. The easiest way to flatten a PDF using Adobe Acrobat Reader is to print the document, but choose the “Print to PDF” option in the Print dialog, and save to a new file name when prompted. If you attempt to upload and save a file that is not a flattened PDF, you see this error message, "Error Uploading PDF. Please ensure all files are flattened. ...").

To edit the RPPR:

1. Update the information as necessary and click the **Save** button.

   The *Cover Page* includes tabs at the top and links at the bottom of the page for navigating to the other sections (e.g., **Accomplishments**, **Participants**), which may be completed in any order. Before navigating to and from any of these sections, you must click the **Save** button--navigating away from any page on the RPPR without clicking **Save** results in the loss of any information entered prior to the last save.

   —
2. Sections can be completed in any order. To navigate and populate the other sections of the RPPR, select the appropriate link from the top or bottom of the page. The same navigational links appear on each section of the RPPR.

3. Complete the appropriate fields of the report.

Details for completing each section are discussed in the RPPR Instruction Guide (https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf). Many of the fields on these pages, however, behave in a similar manner.

4. Click the Save button before navigating to the next page.

5. To return to the RPPR Menu, click the Cancel button.

When an RPPR is ready for review and submission, it is routed to the next reviewer. Refer to Routing the RPPR

**NOTE:** Question B.4 of the Accomplishments section of the RPPR has a link to generate the automated Trainee Diversity Report for certain research training, career development, and research education grant types (if trainee data has been entered into xTrain). If you see the following link in the RPPR Accomplishments section, see Generate the Trainee Diversity Report for online help on the diversity report. Also see the NIH

15.11.4.1 Using the UI

+ Add Button

To use an Add button, click it to see a popup, then enter or select data into the appropriate fields.
You can edit or delete items from the table using the actions listed under the three-dot ellipsis menu.

**Text Box**

All text boxes on the RPPR have character limits. The number of characters available is reflected beneath each text box as characters are entered.

![Text Box Example]

**Changing Saved Responses**

While in WIP status, answers may be changed. A warning message displays as follows:

The entered/uploaded response will be deleted. Do you wish to continue?
The user editing the information can choose to **Continue** or **Cancel** the action. Choosing **Continue** deletes the previous response, removes any attachments, and disables the relevant fields associated with the question. Choosing **Cancel** cancels the change.

**Table Tools**

You might notice various icons above tables in RPPR. Several built-in table tools let you work with data in tables.

![Table Tools Example]

**Filter**

Entering filter text to see instant filtering of the list as you type, with the number of found results updated as you type. The text you type in filter is highlighted in the table.

**Sorting Columns**

Click column headers to sort by that column. Gray up and down triangles indicated a non-sorted column. A solid black up arrow indicates the table is sorted by that column-descending and solid black down arrow indicates the table is sorted by that column ascending.

**Download/Print Tool**
Use the download tool to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.

**Grid Tool**

To help avoid scrolling, use the grid tool to specify how many table rows appear per page.

**Search Results Navigation**

Navigate to each page of search results using the above tool.

### 15.11.5 Editing the RPPR Budget Forms

#### 15.11.5.1 Budget Form (H.1)

To add a budget, choose an option from the drop-down list and click the **Add Budget** button. The added budget type appears in the first table. Use the **Edit** option under the three-dot ellipsis icon open the form for editing. Click the **Save** button before exiting the form. Most awards now use the SF424 R&R budget form. However, training awards may use the SF424 and/or the PHS 398 training budget. The **PHS Additional Indirect Costs** budget form is available as an optional form for the Overall component of a multi-project award with multiple institutions/organizations. Please contact the Grants Management Specialist assigned to your grant if you have questions on the appropriate form to use.

Budget types include:

- SF 424 Research & Related Budget form
- PHS 398 Training Budget
- PHS Additional Indirect Costs form
NOTE: You can delete a budget that you added by clicking its three-dot ellipsis icon and selecting Delete.

15.11.5.2 Subaward Budget Form (H.2)

To add a subaward budget, choose an option from the drop-down list and click the Add Subaward Budget button. The added budget type appears in the second table. Use the Edit option under the three-dot ellipsis icon to open the form for editing. Click the Save button before exiting the form.

Subaward budget types include:

- SF 424 Research & Related Subaward Budget form
- PHS 398 Subaward Training Budget

NOTE: You can delete a budget that you added by clicking its three-dot ellipsis icon and selecting Delete.

Click here to display an image of the RPPR H.Budget screen.
H. Budget

Tips & Notes:

**Alert**: Please save all changes before leaving the page.

H1. Budget Form

For training awards, grantees should select the applicable RPPR budget type (e.g., SF424 (R&R) or PHS 398 Training Budget) from the drop down menu. For a small number of NIH training awards the grantee is required to submit both the SF424 (R&R) and PHS 398 Training Budget; the RPPR will accommodate this.

If completing the SF424 (R&R), follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 R&R Budget Component, sections A-K. The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period).

If completing the PHS 398 Training Budget, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 8.5 PHS 398 Training Budget Component, items A-F. The budget justification should be uploaded as item F, and must include detailed justification for those line items and amounts that represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period).

Select a budget to add from the dropdown list:

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Funds Requested($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 424 Research and Related Budget</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

H2. Subaward Budget Form

For awards with subaward/consortium budgets, the grantee may select up to 30 subaward budgets. To complete a detailed budget for a subaward/consortium, follow the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium or 8.5 PHS 398 Training Subaward Budget Attachment(s) Form.

Select a budget to add from the dropdown list:

<table>
<thead>
<tr>
<th>Budget Type</th>
<th>Subaward</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 424 Research and Related Subaward Budget</td>
<td>...</td>
<td>1</td>
</tr>
</tbody>
</table>
If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget (click to view figure). Total consortium costs for the main budget MUST be computed and entered manually into budget line item F.5.
### F. Other Direct Costs

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Requested</td>
<td></td>
</tr>
<tr>
<td>1. Materials and Supplies ($)</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>4. ADP/Computer Services</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Subawards/Consortium/Contractual Costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Equipment or Facility Rental/User Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Alterations and Renovations</td>
<td>$0.00</td>
</tr>
<tr>
<td>8. Other Cost</td>
<td>Enter Other Direct Cost Description</td>
</tr>
<tr>
<td></td>
<td>Enter Funds Requested (numeric only)</td>
</tr>
<tr>
<td>9. Other Cost</td>
<td>Enter Other Direct Cost Description</td>
</tr>
<tr>
<td></td>
<td>Enter Funds Requested (numeric only)</td>
</tr>
<tr>
<td>10. Other Cost</td>
<td>Enter Other Direct Cost Description</td>
</tr>
<tr>
<td></td>
<td>Enter Funds Requested (numeric only)</td>
</tr>
</tbody>
</table>

**Total Other Direct Costs**
15.11.5.3 Unique Entity Identifier

For single component RPPRs, the grantee's unique entity identifier (UEI) and organization name automatically populate the **Unique Entity Identifier** and **Organization Name** fields of the budget form. For single component RPPRs, these fields cannot be edited.

For multi-component RPPRs, the **Unique Entity Identifier** and **Organization Name** fields are prepopulated based on the overall component, but can be changed, as described below.

15.11.5.4 Changing the UEI or the Organization Associated With A Component Budget

1. Go to the *Budget* section of a component project's RPPR and select the **Edit** option from a budget's three-dot ellipsis menu to open it for editing.

   The budget appears, with editable UEI and organization name fields. These fields are not editable if you are working on a single-component RPPR.
2. Click either one of the magnifying glass icons--next to the **Unique Entity Identifier (UEI)** or **Organization Name** fields.

   The *Search Organization* popup appears.
3. Enter information in either field (Unique Entity Identifier or Organization Name) and click Search.

A list of matches appears.

**NOTE:** If no matches appear, you can click the Add New Organization button to type the UEI and organization name and click Save. Whatever you entered will then populate the Unique Entity Identifier and Organization Name fields. It is required that both fields be populated.

4. Select the organization you are searching for and click Save.

Both the Unique Entity Identifier and Organization Name fields are updated with the information of the organization you selected.
15.11.5.5 SF 424 Research and Related Budget

For assistance with the information required on the forms, please refer to the Application Guide. On the How to Apply - Application Guide page, navigate to the desired Application Form Instructions and then navigate to the R&R Budget Form topic.

15.11.5.6 SF 424 Research and Related Sub Award Budget

For assistance with the information required on the forms, please refer to the Application Guide. On the How to Apply - Application Guide page, navigate to the desired Application Form Instructions and then navigate to the R&R Subaward Budget topic.

15.11.5.7 PHS 398 Training Budget

For assistance with the information required on the forms, please refer to the Application Guide. On the How to Apply - Application Guide page, navigate to the desired Application Form Instructions and then navigate to the PHS Training Budget topic.

15.11.5.8 PHS 398 Training SubAward

For assistance with the information required on the forms, please refer to the Application Guide. On the How to Apply - Application Guide page, navigate to the desired Application Form Instructions and then navigate to the PHS 398 Training Subaward Budget topic.

15.12 Editing Inclusion Enrollment Data

This topic discusses inclusion data in the Human Subjects System (HSS) as accessed and processed via your RPPR. For more information on HHS or accessing HSS via Commons, please refer to the HSS Online Help.

To update inclusion enrollment data, click the Human Subjects link from question G.4.b of section G. Special Reporting Requirements. For additional information on inclusion procedures in the RPPR, please review the section titled "Section G – Special Reporting Requirements" of the RPPR Instruction Guide. (http://grants.nih.gov/grants/rprr/rprr_instruction_guide.pdf)
IMPORTANT: Before clicking the Human Subjects link, click the Save button on the RPPR to save all your work in Section G. Failure to do so will result in a loss of data on your report.

NOTE: If this link is clicked more than 60 days before the progress report due date, the following warning is displayed:

Based on the due date of this RPPR, inclusion data is not yet needed. If you proceed, access to the inclusion data via Commons/Status will be blocked. You cannot undo this action. Are you sure you want to proceed?

Clicking Cancel will abort the action and HSS will not be opened. Continuing will result in inclusion data being blocked for editing when accessed via Commons Status (View action only). In this event, you will see the following message when accessing via Status: RPPR has been initiated. Currently, the data is editable accessing via RPPR only.

The ability to edit IERs via the Commons Status module will be restored after the successful submission of the RPPR and until the award of the current year.
The Application Information screen is displayed, showing a summary of your grant. Click the Human Subjects Post Submission tab. This will take you to a Study Record(s) screen where all study records and delayed onset studies associated with your grant are displayed.
Click the **View** button to bring up a study.

Now you will see that the existing study has an **Edit** button available and there are additional buttons to add regular or delayed onset studies.
Clicking the **Edit** button for the existing study will open the *Application Information* screen.

**IMPORTANT:** If the initial competitive segment was submitted on or after January 25, 2018 (i.e. a Forms E application) without a ClinicalTrials.gov Identifier (an NCT number), enter the appropriate NCT number in the field numbered 1.5. Click the **Populate** button and the system will do a best effort copy of form data from the official Clinical Trials records.
15.12.1 Inclusion Enrollment Report

Standalone PHS Inclusion Enrollment Report forms are no longer used. Instead, data collection for up to 20 Inclusion Enrollment Reports has been folded into each Study Record. Click the link in Section 2 of the Study Record screen to initiate the Inclusion Enrollment Report.
For each *Inclusion Enrollment Report*, applicants will need to indicate whether an existing dataset or resource will be used and whether the enrollment location type is domestic or foreign.

There are also a few optional fields in the report, including a text entry *Comments* section.
Top part of the Inclusion Enrollment Report screen

Planned and Cumulative enrollment data collection has been separated into separate tables.
Bottom part of the Inclusion Enrollment Report screen

15.12.2 Editing Inclusion counts

Inclusion data is found at the end of Section 2.
There are two ways to edit the existing Inclusion Enrollment Report (IER) data for Cumulative (Actual) counts:

1. You can update the cells online in the existing report itself.
2. You can download a template for entering participant-level data by clicking the Download Participant Level Data Template button. This will download a spreadsheet file in the proper CSV format to be used by the system.
   - Fill the template out with data, save the changes, and then upload the spreadsheet by clicking the Upload Participant Level Data Attachment button. This uploaded data will populate the cells in the report.
   - You can click the Download Current Participant Level Data button to download the file containing the data for your own records.
If you need to clear the current records, use the **Remove Current Participant Level Data** button.

![Cumulative (Actual) Ethnic Categories](image)

**NOTE:**
If you plan to upload the data, you must use the template by clicking the **Download Participant Level Data Template** button. This is a CSV file that can be updated with new totals.

Once the new totals have been entered into the template and the file has been saved, click the **Upload Participant Level Data Attachment** button to upload the file which will update the Cumulative counts.

Individual-level participant data on sex/gender, race, ethnicity and age at enrollment will be required in progress reports for competitive applications submitted for due dates on or after January 25, 2019 (See NIH Guide Notice NOT-OD-18-116).
For the Planned counts, the cells must be updated online in the report itself.

The entire study can be previewed before submission by clicking the Preview Study button on the left navigational column under Actions.

15.12.3 PI and SO Actions

15.12.3.1 If the PI is making changes:

- The PI can click the Save and Release Lock button to save the changes.
- The submission status changes to Work in Progress.
• PI changes status to *Ready for Submission*.
• SO logs into ASSIST, finds the application, and submits it.

**15.12.3.2 If the SO is making changes:**

• The SO can click the **Save and Keep Lock** button to save the changes.
• The submission status remains in *Work in Progress*.
• The SO must click the **Save and Release Lock** button to allow the application to have the status changed.
• SO changes status to *Ready for Submission*.
• The *Submit* action becomes active on the *Application Information* page.
• SO clicks on the **Submit** button

Only the SO can submit the application to NIH. The submission sends all updated study records associated with the application to NIH at one time.

Program officials and grant specialists are notified automatically of study changes and can review those changes. Some changes may require prior approval.

**NOTE:** If the application has been submitted and needs to be placed back into a work in progress status, refer to these instructions to perform this action; [https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topic...](https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topic/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status)

**15.12.4 Editing Studies**

Below is information specific to editing inclusion study records. More comprehensive help is found in the [Human Subjects System (HSS) online help](https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topic/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status).

To edit study information, the Principal Investigators (PIs) or Signing Officials (SOs) can access the HSCT form using the *Human Subjects* links in either the RPPR or through the *Status* screen in eRA Commons.
15.12.4.1 Human subjects information may need to be updated in the following scenarios:

- Post-award for updates to the Research Performance Progress Report (RPPR)
- Pre-award (post review) for just-in-time (JIT) information or correction of human subjects data
- Off-cycle updates as required in the Funding Opportunity Announcement or terms and conditions of award

15.12.4.2 To edit an existing study, log into eRA Commons and access the Human Subjects link via the RPPR or Status modules.
The Application Information screen is displayed, showing a summary of your grant. Click the Human Subjects Post Submission tab. This will take you to a summary page Study Record(s) screen where all study records and delayed onset studies associated with your
grant are displayed.
• Click the View button to bring up a study.

• To update the human subjects information on that study, including inclusion enrollment data, click the Edit button at the top of the screen.
• Inclusion data is found at the end of Section 2

There are two ways to edit the existing Inclusion Enrollment Report (IER) data for Cumulative (Actual) counts:
1. You can update the cells online in the existing report itself.
2. Or you can download a spreadsheet template for entering participant-level data by clicking the **Download Participant Level Data Template** button.
   - Fill the template out with data and then upload the spreadsheet by clicking the **Upload Participant Level Data Attachment** button. This uploaded data will populate the cells in the report.
You can click the **Download Current Participant Level Data** button to download the file containing the data for your own records.

![Cumulative (Actual)]

<table>
<thead>
<tr>
<th>Racial Categories</th>
<th>Ethnic Categories</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Hispanic or Latino</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic or Latino</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>American Indian/Alaska Native</td>
<td>42</td>
<td>31</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Black or African American</td>
<td>676</td>
<td>510</td>
</tr>
<tr>
<td>White</td>
<td>3526</td>
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<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Notes:**
- If you plan to upload the data, you must use the template by selecting the **Download Participant Level Data Template**. This will be a CSV file that can be updated with new totals.
Once the new totals have been entered into the template and the file has been saved, use the **Upload Participant Level Data Attachment** button to upload the file which will update the Cumulative counts.

Individual-level participant data on sex/gender, race, ethnicity and age at enrollment will be required in progress reports for competitive applications submitted for due dates on or after January 25, 2019 (See NIH Guide Notice NOT-OD-18-116).

- For the Planned counts, the cells must be updated online in the report itself.

<table>
<thead>
<tr>
<th>Racial Categories</th>
<th>Not Hispanic or Latino</th>
<th>Hispanic or Latino</th>
<th>Total</th>
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<tbody>
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</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

- The entire study can be previewed before submission by clicking the **Preview Study** button on the left navigational column under Actions.
If the PI is making changes:

- The PI can click the **Save and Release Lock** button to save the changes.
- The submission status changes to **Work in Progress**.
- PI changes status to **Ready for Submission**.
- Signing Official (SO) gets an email that the application is ready for submission.
- SO logs into ASSIST, finds the application and submits it.

If the SO is making changes:

- The SO can click the **Save and Keep Lock** button to save the changes.
- The submission status changes to **Work in Progress**.
- SO changes status to **Ready for Submission**.
- The **Submit** action becomes active on the Application Information page.
- SO clicks on the **Submit** button

Only the SO can submit the application to NIH. The submission sends all updated study records associated with the application to NIH at one time.

Program officials and grant specialists are notified automatically of study changes and can review those changes. Some changes may require prior approval.

### 15.12.5 Changes to Planned Enrollment

If there are changes from the planned enrollment originally approved for funding, contact the program officer to discuss updating/revising the planned enrollment. For more information, refer to review the section titled "Section G – Special Reporting Requirements" of the [RPPR Instruction Guide](http://grants.nih.gov/grants/rprr/rprr_instruction_guide.pdf)

Click the **Human Subjects** link in the **Action** column of the **Status Results** screen. This opens the **Application Screen**. Click the **HSCT Post Submission** tab and then the **View** button for the study requiring updates.
This will open the Clinical Trial Post Submission form. In SECTION 2 - STUDY POPULATION CHARACTERISTICS, click the **Edit** button for the report you wish to update.
The Inclusion Enrollment Report will open in a new view and fields will be editable.
If the PI is making changes:

- The PI can click the **Save and Release Lock** button to save the changes.
- The submission status changes to **Work in Progress**.
- PI changes status to **Ready for Submission**.
- SO logs into ASSIST, finds the application, and submits it.

If the SO is making changes:

- The SO can click the **Save and Keep Lock** button to save the changes.
- The submission status remains in **Work in Progress**.
- The SO must click the **Save and Release Lock** button to allow the application to have the status changed.
- SO changes status to **Ready for Submission**.
The Submit action becomes active on the Application Information page.

SO clicks on the Submit button

Only the SO can submit the application to NIH. The submission sends all updated study records associated with the application to NIH at one time.

Program officials and grant specialists are notified automatically of study changes and can review those changes. Some changes may require prior approval.

**NOTE:** If the application has been submitted and needs to be placed back into a work in progress status, refer to these instructions to perform this action; [https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topics/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status](https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topics/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status)

**POLICY:** For additional information on racial and ethnic categories or inclusion policy, refer to [PHS Supplemental Instructions for Human Subjects](https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topics/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status) or the [OER inclusion web page](https://www.era.nih.gov/erahelp/ASSIST/default.htm#ASSIST_Help_Topics/5_Preview_Print_Submit/Revise_Application.htm?Highlight=status).

### 15.12.6 No Inclusion Enrollment Records Provided

When inclusion monitoring is required and no IERs exist, the RPPR system will not allow the submission of the progress report without an IER. An error message will be displayed when you check errors:

"NIH policy requires inclusion to be monitored on Study#<Study#, Study#>, but no Inclusion Enrollment Report(s) have been provided for this study. Please navigate to G.4.b of the RPPR to update this study and provide an Inclusion Enrollment Report"

Warning messages may also display when additional data is expected or when actuals have not been updated in over one year. Those situations and the resulting warning messages are below:

- When the study level inclusion code is Yes, and IERs exist without Cumulative totals (only Planned totals), you should receive a warning message.

  "No Cumulative inclusion enrollment data has been provided for the Study#<study#, study#>. Is this correct? If enrollment has not begun, you may proceed and submit the
If participants have been enrolled, navigate to section G.4.b of the RPPR to update inclusion enrollment report(s) cumulative enrollment data for these studies.

- When the study level inclusion code is Yes, and IERs exist with Cumulative totals, but the dataset and actuals have not been updated in the past year (365 days) you should receive a warning message.

“Updates to Inclusion enrollment report(s) have not been made for study#<study #, study#>. If updates are needed, navigate to G.4.b of the RPPR to access this study and update inclusion enrollment reports.”

15.12.7 Submit New Planned Inclusion Record

Click the Submit New Planned Inclusion Record link to access the Edit Planned Inclusion Data screen and submit planned enrollment and create a new IER. For multi-year funded awards, this link is available only for the current fiscal year. Upon a successful save of a new IER, attributes (Study Title, Foreign/domestic indicator/planned comments), Planned Inclusion Data (as entered), and Cumulative Inclusion Data (as zeroes) are also created; the new IER is assigned a unique IER #; and the IER status is set to Grantee Updates in Progress (when accessing through Status in Commons).

15.12.8 Convert Delayed Onset to Full Study Record

When it is time to activate a delayed onset study, access the study record through Status and use the Convert action to change the status to a full study.

Steps:

1. Click the Convert button – the system displays following warning:
   a. Clicking “Convert” will change this record to a full study record and the study will no longer be considered delayed onset. The delayed onset justification will be removed. Are you sure you want to make this change?"
   b. If you choose the Continue option, you will be taken to the Study Page with title populated and rest of the fields empty.
c. If you choose the **Cancel** option, you will stay on the "Post Submission" screen and the Delayed Onset remains as Delayed Onset. 

2. Select **Save** (and keep or release lock) after completing the fields on the "Study Page".

3. The action of saving the study removes the study from the "Delayed Onset Study" table and a new study is saved and added to the "Study Record" table.

---

Notice:

Clicking **Convert** will change this record to a full study record and the study will no longer be considered delayed onset. The delayed onset justification will be removed. Are you sure you want to make this change?

[Continue]  [Cancel]
15.12.9 Inclusion Enrollment Record (IER) Statuses

A status will be maintained for each study version. IER Status values are as follows:

Accepted – Not Rolled Forward: The IER is either marked as Not Funded or as Type 2 Progress Report. The project is awarded, but the IER is not rolled forward into an out-year record.

Accepted (Original Submission): The IER has been accepted at award issuance based on what was originally submitted. (Data migrated from the previous data system may also have this status when awarded.)

Accepted (PI Revisions): Grantee has modified the IER after original submission, but before release of the award

Accepted by Agency: OER has frozen ability to modify inclusion enrollment records for IERs on contracts or intramural projects for the selected FY.

Grantee Updates in Progress: Grantee user has created the IER; Grantee user has initiated updates on an IER (Edit Planned or Edit Cumulative); and/or SO has routed an IER back to the PI

Inclusion Updated: Grantee has updated cumulative (actual) enrollment counts via the RPPR module in Commons

Previous FY Data: Data from previous fiscal year has been rolled forward into the next project record
Pending SO: IER has been routed to the Institution’s Signing Official (SO)

Received by Agency: IER form (Planned or Cumulative) has been received as part of the electronic application submission (i.e., Grants.gov/eSub or ASSIST); Grantee user (SO) has routed the IER via HSS in the Commons Status module to the Agency; Agency user has created a new IER in HSS; IER is inserted or updated via web service. This applies to intra-mural projects and certain contracts.

Received by Agency – RPPR: Grantee user submitted IER to Agency as part of the Research Performance Progress Report (RPPR)

15.12.10 When Should I Access HSS via the Status Module?

HSS is used to view and maintain inclusion data associated with your grant(s) and can be accessed in one of two ways, both through the eRA Commons system: via the Status module –or– via the RPPR Section G. Special Reporting Requirements.

15.12.10.1 When to Use the Status Module Instead of RPPR

There are a number of reasons why you might need to access inclusion data through Commons Status rather than through your progress report. For example:

- Before award of a competitive application, changes may be necessary to the inclusion data submitted with the application via Grants.gov.
- Post-award, there may be a requirement to provide more frequent updates to inclusion enrollment in addition to any reporting associated with the RPPR.

Inclusion data cannot always be updated using Status. When application is undergoing peer review, the inclusion data is not accessible in the Human Subjects System. Also, after a grant is awarded, only the View links will be available for the IERs associated with fiscal year award. The data for a given fiscal year is locked when the award is issued and no further updates can be made. At that point, you can make updates via Status for the record associated with the next fiscal year.

For details on using the Status module for accessing HSS, please refer to Access HSS. You can also access the HSS Online Help by selecting the help icons (🔗) on any of the HSS screens.
15.13 Checking for Errors and Warnings

At any time before an RPPR is submitted to agency, an error check can be performed to verify that the report passes the business rules and system validations in place. Any user who has access to the RPPR may perform the error check.

Refer to Checking for Errors on Single-Project RPPRs for more information on error checking single-project RPPRs.

Refer to Checking for Errors on a Multi-Project RPPR for more information on error checking multi-project RPPRs.

**NOTE:** All PDFs you upload are recommended to be a flattened PDF, and may cause an error if not flattened. For more information on flattening PDFs, see the FAQ titled, "When submitting PDFs to eRA Commons, particularly for RPPRs and Just-in-Time, I am getting an error telling me to ensure all files are flattened PDFs. What does flattening a PDF mean and how do you do it?"

15.13.1 Checking for Errors on Single-Project RPPRs

To perform an error check on the RPPR for single-project RPPRs, click the three-dot ellipsis menu and select Check for Errors on the RPPR Menu screen.
If errors or a warning exist, the appropriate error or warning message displays for each failed occurrence. **All errors must be corrected prior to submission;** the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.

If all validations pass, a message displays indicating: No errors found on validation.

### 15.13.2 Checking for Errors on a Multi-Project RPPR

To perform an error check on the Overall or individual component of a multi-project RPPRs, click the three-dot ellipsis icon and select **Check for Errors** on the **RPPR Menu** screen for the Overall or individual component being validated.

**NOTE:** Refer to *Accessing a Multi-Project or Single-Project with Complicated Structure RPPR for Editing* for information on adding individual components to the RPPR.
If errors or a warning exist for the chosen component, the appropriate error or warning message displays for each failed occurrence. Select **Check for Errors** for other components to perform a check against them.

**All errors must be corrected prior to submission**; the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.
If all validations pass, a message displays indicating: No errors found on validation.

15.14 Recalling the RPPR

RPPRs that have been routed to a reviewer can be recalled by the person who performed the routing action. This is useful in situations when the report was routed to the wrong person or the reviewer is unavailable. The last reviewer of the report is able to recall it; however, signing officials at the institution and the Contact PD/PI who are not the last reviewer can also recall the report when it is in a status of Reviewer Work in Progress.

**NOTE:** A person who has been **delegated** the PD/PI role does not have the ability to recall the RPPR.

To recall an RPPR, on the **RPPR Menu** screen, click the three-dot ellipsis icon and select **Recall**.
A message displays on the screen indicating: The RPPR has been successfully recalled. You have been set as the Current RPPR Reviewer.

The status of the RPPR is updated to *PD/PI Work in Progress* or *Reviewer Work in Progress*, the reviewer from whom the RPPR is recalled receives an email about this action, and the RPPR routing audit history is updated to reflect the action.

Additionally, the **Edit RPPR** and **Route to Next Reviewer** options appear under the three-dot ellipsis menu, providing the new reviewer with the ability to continue editing the RPPR or to route it to another reviewer.

### 15.15 Viewing the RPPR as PDF

Grantees are **strongly** encouraged to view the RPPR as a PDF prior to submission to ensure that the correct information and attachments are provided.

PD/PIs, PD/PI delegates, and reviewers can view a PDF version of an RPPR in *Work in Progress (WIP)* or *Submitted to Agency* status to see how it will be seen by the Agency. Until the RPPR is submitted to the Agency, the PDF report shows a status of *Draft* and a blank submission date.

To view the RPPR form: On the RPPR Menu screen, click the three-dot ellipsis icon and select **View RPPR as PDF**.
15.16 Viewing the RPPR in Commons

The RPPR, in PDF format, is accessible in Commons within the Status Information screen. To view the RPPR, perform the following steps:
1. Navigate to the Status module in eRA Commons.
2. Click the link for List of Applications/Grants.

3. From the Status Result – List of Applications/Grants screen, select the link for the specific Application ID.
The Status Information screen displays with the **Other Relevant Documents** section in the top right corner.

4. The progress reports for incrementally-funded and multi-year funded awards are displayed differently in **Other Relevant Documents**.
   a. *For an incrementally-funded RPPR*: Click the **e-Application** link from the **Other Relevant Documents** section of the Status Information screen.
b. For multi-year funded awards: Click the appropriate year's link in the **Other Relevant Documents** section. Links will appear as follows: **RPPR Year <X> <MM/DD/YYYY>**.
### Status Information

**Filter**

<table>
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<th>Status Information</th>
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</tr>
</thead>
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<tr>
<td><strong>1 DP2 CA000000-01</strong></td>
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<tr>
<td><strong>Status</strong>: Application awarded.</td>
<td><strong>Project Title</strong>: cancer immunotherapy</td>
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<tr>
<td><strong>PI Name</strong>: DOE, JANE</td>
<td><strong>NIH Appl. ID</strong>: 9781166</td>
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<tr>
<td><strong>Application ID</strong>: 1 DP2 CA000000-01</td>
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</tbody>
</table>

### Status

**Status**: Application awarded.

**Last Status Update Date**: 09/16/2019

**PI Name**: DOE, JANE

**Institution Name**: UNIVERSITY OF KELEY

**School Name**: GRADUATE DIVISION

**School Category**: GRADUATE SCHOOLS

**Division Name**: NONE

**Department Name**: MOLECULAR AND CELL BIOLOGY

**Proposal Receipt Date**: 09/07/2018

**Proposal Title**: cancer immunotherapy

**Project Period Begin Date**: 09/20/2019

**Project Period End Date**: 05/31/2024

**Current Award Notice Date**: 08/19/2020

**Application Source**: Grants.gov

**eApplication Status**: Submission Complete

**FOA**: [RM18-008] - NIH Directors New Innovator Award Program (DP2 - Clinical Trial Optional)

### Other Relevant Documents

**e-Application**
The PDF version of the RPPR opens in a separate window.

**NOTE:** The submitted RPPR can also be accessed from the RPPR Menu screen. The View RPPR As PDF option under the three-dot ellipsis icon opens the PDF version of the RPPR.

### 15.17 PD/PI Assurance Report

The PD/PI Assurance Report displays instances when PI users agreed to the PD/PI Assurance message upon routing or submitting a Research Performance Progress Reports (RPPR).

If you hold an SO role, you have access to the PD/PI Assurance Report menu option; principal investigators (PI) cannot see this screen. To view the report:

1. Navigate to the RPPR module in eRA Commons.
2. From the Manage RPPR screen, select the PD/PI Assurance Report option.

**PD/PI Assurance Report Screen**
3. The PD/PI Assurance Report screen opens. You can perform a search for a specific PI, by a range of dates for all PIs in the organization, or by using both criteria. A search with no specified PI returns the records for all PIs in the organization.

4. Enter your search criteria and click the Search button.

The search results display at the bottom of the screen.

15.18 Public Access PRAM

The Public Access Progress Report Additional Materials (PRAM) feature provides a means for the grantee to upload, review, and submit information in response to the automated notification sent when an NIH grantee organization submits an RPPR with non-compliant publications. The system sends the automated email to the PD/PI requesting verification that all publications are in compliance with the NIH Public Access Policy. The SO and AO assigned to the RPPR on the cover page receive a copy (cc:) of the email.

Using the PRAM feature, grantees can upload and submit a My NCBI PDF report demonstrating that previously non-compliant papers reported on the RPPR are now compliant. Compliant papers have a status of Complete, N/A (not applicable), PMC Journal in Process, or In process at NIHMS. Please see http://publicaccess.nih.gov/include-pmcid-citations.htm for additional information. If unable to provide the verification of compliance, grantees can upload and submit justification for why specific publications cannot be brought into compliance.

As with the RPPR, a PD/PI (or Contact PI in the case of multiple PIs) can enter the Public Access PRAM, but can only submit it if the PD/PI is delegated with Submit Progress Report authority. Otherwise, only the SO can submit the PRAM to the agency.

15.18.1 Responding to Public Access PRAM

The PD/PI (Contact PI) or PD/PI Delegate can respond to a Public Access PRAM request by following the steps below. If the Upload and Route buttons are missing, the request might be in another person's queue.

Responding to the PRAM Request
1. Access the **Status module**.

2. Search for the award in the Status module.

3. Click the **Public Access PRAM** link from the three-dot ellipsis menu or **Action** column of the appropriate award.

4. Click the **Upload** button to browse and select the My NCBI PDF or another PDF document providing justification.

The *Progress Report Additional Materials (PRAM)* screen displays **Grant Information** at the top of the screen. The **Public Access Compliance** section at the bottom contains guidance for responding and buttons for uploading and maintaining attachments.
5. The screen updates to show the uploaded document.

1. At this point, you can:
   - View the attachment, which simply opens the attached PDF.
   - Delete the attachment.
   - Preview the submission, which shows a header followed by the PDF that has been attached.
• View Routing History, which shows you all the persons who have reviewed this PRAM request.

• Route the PRAM request to another user.

Routing the PRAM Request to the Next Reviewer

1. Click the Route button to send the PRAM for review.
   
   When you click the Route button, the Route PRAM to Next Reviewer screen displays. A list of all available reviewers exists in the drop-down for Next Reviewer.

2. Select a name from the Next Reviewer drop-down list.
3. Optionally, enter text into the Comments field.
4. Click the Submit button to continue.

If you are a PI, then the Route PRAM to Next Reviewer screen displays the PD/PI Assurance statement. SOs do not see this screen when routing.

5. Read the assurance statement and click the Submit button to agree to the content and continue routing the PRAM to the next reviewer.
The Progress Report Additional Materials (PRAM) screen displays a success message indicating that the PRAM was successfully routed to the selected reviewer. Additionally, the status is updated and shown as Reviewer Work in Progress. At this point, the PD/PI can only view the PRAM, the attachments, and the Routing History; the PD/PI may not edit the PRAM. For the PD/PI to edit the PRAM, the signing official (SO) must route the PRAM back to the PD/PI using routing steps similar to those above or the PI can recall the PRAM by clicking the Recall button.

At the time of routing, an email is sent to the PD/PI and the selected SO (or other Next Reviewer) to notify them of the event.

Recalling the PRAM Request

PRAM that has been routed to a reviewer can be recalled by the person who performed the routing action up until the submission of the current PRAM attachment(s) to the agency. This is useful in situations when the report was routed to the wrong person or the reviewer is unavailable. The last reviewer of the report is able to recall it; however, signing officials at the institution and the Contact PD/PI who are not the last reviewer can also recall the report when it is in a status of Reviewer Work in Progress.

**NOTE:** A PD/PI delegate does not have the ability to recall the PRAM. Only requests that have not been submitted can be recalled. If prior PRAM submissions to the Agency exist, these attachments are not included in the recall.

To recall a PRAM, simply use the Status module to search for an award, select Public Access PRAM from the three-dot ellipsis menu or Action column, and then click the Recall button.

Submitting the PRAM Request
When the PRAM is in *Reviewer Work in Progress* status, the signing official (SO) can submit it to the agency. PD/PIs may also submit the information if they have been delegated *Submit Progress Report* authority by the SO.

To submit a PRAM, simply use the Status module to search for an award, select **Public Access PRAM** from the three-dot ellipsis menu or Action column, and then click the **Submit** button. Read the certification statement and click the **I Agree** button.

![Submit PRAM](image)

### 15.18.2 Viewing Public Access PRAM for Multi-Year Funded Awards

After submitting Public Access PRAM for multi-year funded awards, users can view the PRAM via the *Status Information* screen.

To see submitted PRAM via the Status Information screen:

1. Use the Status module to look up an award.

2. Click the award/application ID, which opens the award or application's *Status Information* screen.

3. Under **Other Relevant Documents**, click the PRAM link.

The Progress Report Additional Materials file opens as a PDF document. The file has a header for each PRAM submission followed by the documents that were uploaded and submitted. If multiple submissions of PRAM were completed, the additional materials are...
separated in the document with the most recent submission displayed first followed by earlier submissions

**15.19 IC (Agency) Requested PRAM**

The Agency Requested Progress Report Additional Materials (PRAM) request provides a means for the grantee to attach, review, route, and submit information in response to a specific request by the program official (PO) at the granting IC or agency for additional information following the submission of an RPPR.

As with the RPPR, a PD/PI (or Contact PI in the case of multiple PIs) can enter the PRAM, but can only submit it if the PD/PI is delegated with *Submit Progress Report* authority. Otherwise, only the SO can submit the PRAM to Agency.

**NOTE:** Agency requested PRAM is not available for multi-year funded awards at this time.

**15.19.1 Responding to Agency Requested PRAM**

The PD/PI (Contact PI) or PD/PI Delegate can respond to Agency Requested PRAM by following the steps below. If the Upload and Route buttons are missing, the request might be in another person’s queue.

**Responding to the PRAM Request**

1. [Access the Status module](#).
2. Search for the award in the Status module.
3. Click the [Agency Requested PRAM](#) link from the three-dot ellipsis menu or [Action](#) column of the appropriate award.
The **Progress Report Additional Materials (PRAM)** screen displays. **Grant Information** displays at the top of the screen. The **Additional Materials Requested by IC** section at the bottom provides a means for adding the requested materials. Up to 100 attachments can be submitted, but all attachments must be PDF files.

4. Click the **Upload** button in the **Additional Materials Requested by IC** section of the screen.

5. Search for and attach the appropriate file. Repeat for additional attachments.

The **Additional Materials Requested by Agency** section updates to show a table of uploaded documents.
At this point, you can:

- Upload more attachments.
- View the attachment, which simply opens the attached PDF.
- Delete the attachment.
- Preview the submission, which shows a header followed by the PDFs that have been attached.
- View Routing History, which shows you all the persons who have reviewed this PRAM request.
- Route the PRAM request to another user.

Routing the PRAM Request to the Next Reviewer

1. Click the **Route** button to send the PRAM for review.

   When you click the **Route** button, the *Route PRAM to Next Reviewer* screen displays. A list of all available reviewers exists in the drop-down for **Next Reviewer**.

2. Select a name from the **Next Reviewer** drop-down list.
3. Optionally, enter text into the **Comments** field.
4. Click the **Submit** button to continue.

![Route PRAM to Next Reviewer](image)

If you are a PI, then the **Route PRAM to Next Reviewer** screen displays the PD/PI Assurance statement. SOs do not see this screen when routing.

5. Read the assurance statement and click the **Submit** button to agree to the content and continue routing the PRAM to the next reviewer.

![Route PRAM to Next Reviewer](image)

The **Progress Report Additional Materials (PRAM)** screen displays a success message that the PRAM was successfully routed to the selected reviewer. Additionally, the status is updated and shown as **Reviewer Work in Progress**. At this point, the PD/PI can only view the PRAM, the attachments, and the Routing History; the PD/PI may not edit the PRAM. For the PD/PI to edit the PRAM, the signing official (SO) must route the PRAM back to
the PD/PI using routing steps similar to those above or the PI can recall the PRAM by clicking the **Recall** button.

At the time of routing, an email is sent to the PD/PI and the selected SO (or other Next Reviewer) to notify them of the event.

**Recalling the PRAM Request**

PRAM that has been routed to a reviewer can be recalled by the person who performed the routing action up until the submission of the current PRAM attachment(s) to the agency. This is useful in situations when the report was routed to the wrong person or the reviewer is unavailable. The last reviewer of the report is able to recall it; however, signing officials at the institution and the Contact PD/PI who are not the last reviewer can also recall the report when it is in a status of *Reviewer Work in Progress*.

**NOTE:** A PD/PI delegate does not have the ability to recall the PRAM. Only requests that have not been submitted can be recalled. If prior PRAM submissions to the Agency exist, these attachments are not included in the recall.

To recall a PRAM, simply use the Status module to search for an award, select **Agency Requested PRAM** from the three-dot ellipsis menu or Action column, and then click the **Recall** button.

**Submitting the PRAM Request**

When the PRAM is in *Reviewer Work in Progress* status, the signing official (SO) can submit it to the agency. PD/PIs may also submit the information if they have been delegated *Submit Progress Report* authority by the SO.

To submit a PRAM, simply use the Status module to search for an award, select **Agency Requested PRAM** from the three-dot ellipsis menu or Action column, and then click the **Submit** button. Read the certification statement and click the **I Agree** button.
15.19.2 Viewing Agency Requested PRAM from Status Information

After submitting Agency Requested PRAM, users can view the PRAM via the Status Information screen.

To see submitted PRAM via the Status Information screen:

1. Use the Status module to look up an award.

2. Click the award/application ID, which opens the award or application's Status Information screen.

3. Under **Other Relevant Documents**, click the PRAM link.

The Progress Report Additional Materials file opens as a PDF document. The file has a header for each PRAM submission followed by the documents that were uploaded and submitted. If multiple submissions of PRAM were completed, the additional materials are separated in the document with the most recent submission displayed first followed by earlier submissions.
16 Internet Assisted Review (IAR)

Internet Assisted Review (IAR) is an eRA module used in tandem with the Peer Review module to help expedite the scientific review of grant applications by providing a standard process for Reviewers to submit their critiques, preliminary scores, and final scores and to view grant applications and related meeting materials via Commons. IAR also has the ability to enable reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

If you hold the IAR role - and you are enabled for review meeting(s) - you can access the features included in the module.

IAR has its own online help system for reviewers. If you hold an IAR role, you can access the IAR online help system for reviewers by selecting any of the question mark (?) help icons on the screens within the module or access it directly via this link: [http://www.era.nih.gov/erahelp/IAR_Rev](http://www.era.nih.gov/erahelp/IAR_Rev).
17 xTrain

The xTrain module provides external and internal users with online capabilities for working with trainee appointments and the termination notices of trainees and fellows.

If you hold one of the following roles, you can access xTrain and its features:

- TRAINEE
- PI
- SO
- BO
- SPONSOR
- ASST (when delegated by SPONSOR or PI)

xTrain has its own online help system. You can access the xTrain online help by selecting any of the question mark (?) help icons on the screens within the module or access it directly via this link [http://www.era.nih.gov/erahelp/xTrain](http://www.era.nih.gov/erahelp/xTrain).

**Policy:** [Ruth L Kirschstein National Research Service Awards](http://www.era.nih.gov/erahelp/xTrain)

**Policy:** [Reporting and Assurance Requirements for Institutions Receiving Awards for Training of Graduate Students for Doctoral Degrees](http://www.era.nih.gov/erahelp/xTrain)
18 Administrative Supplement Request

The Administrative Supplements module in eRA Commons lets authorized staff at extramural grantee institutions initiate an electronic request for additional funds within the scope of the approved project. After initiating a request, you are redirected to the ASSIST module to complete the request.

You can also search for existing administrative supplements and open those supplements in ASSIST for editing.

To initiate an administrative supplement from eRA Commons, you must have a role such as principal investigator (PI), signing official (SO), or assistant (ASST) with RPPR delegation from the PI. In eRA Commons, navigate to the Admin Supp tab to start the process.

For help with ASSIST, see:

Using ASSIST for compete help on using ASSIST.

Initiate an Administrative Supplement Application for help on initiating an administrative supplement request in ASSIST.

Forms Data Entry for help on editing the forms of an administrative supplement request in ASSIST.
19 Change of Institution Overview

The eRA Commons Change of Institution process lets the extramural grantee institution submit an electronic version of a relinquishing statement to the Grants Management community for processing and allows the other grantee institution that is proposed to take over the relinquished grant to access the submitted relinquishing statement.

The institution holding the grant must complete a relinquishing statement through eRA Commons that states it is giving up the grant and identify the receiving institution. The receiving institution must submit an application via Grants.gov using the Parent Funding Opportunity Announcement listed at https://grants.nih.gov/grants/guide/parent_announcements.htm.

NOTE: This functionality only applies to NIH grants.

19.1 Features

The Commons system has the following features to accommodate a Change of Institution:

- Create, view, update, save, submit, and route the relinquishing statement via the Commons Status screen
- Create relinquishing statement in PDF format upon submitting the relinquishing statement to the Agency
- Event generated and time sensitive eMail Notifications to appropriate users

19.2 Users

The following users are involved in the Change of Institution process.

1. Signing official (SO)
   a. The original institution’s SO can perform the following relinquishing statement functions: Start a new one, View, Edit, Save, Route, Cancel, Delete and Submit relinquishing statement to Agency.
b. The receiving institution’s SO can perform the following functions: View relinquishing statement

2. Program director/principal investigator (PD/PI)
   a. The original institution’s PD/PI can perform the following relinquishing statement functions: View, Edit, Save, Cancel changes, and Route the relinquishing statement to the SO for submitting to the Agency.

3. Grants management official (GMO) or grants management specialist (GMS)
   a. The GMO or GMS can perform the following relinquishing statement functions: View, Receive, and Return the relinquishing statement.

19.3 Business Rules

19.3.1 Eligible Grants

All awarded and active grants within their budget period are eligible to be relinquished except for the ones with the following statuses:

- 02 – Withdrawn
- 21 – Ineligible organization - application withdrawn
- 30 – Withdrawn by Institute/Center (IC)
- 34 – Administratively withdrawn by IC prior to review or council

Subprojects, Institutional Allowances, and Supplements are excluded from being eligible. Relinquishing statements can be submitted for any activity code.

19.3.2 Access to Relinquishing Statements

At the current award-holding institution, any SO can start or submit the relinquishing statement to the agency via the Status module.

At the prospective institution, SOs can only access a view-only relinquishing statement form via the Status module.

The PD/PI for the award can review and edit parts of the relinquishing statement only if the SO routes the relinquishing statement to the PD/PI. Specifically, the PI can edit the
receiving institution and the contact email at the receiving institution, and the PI can route the relinquishing statement back to the SO.

The relinquishing statement can be routed back and forth between the SO and the PD/PI for an unlimited number of times.

19.3.3 Validation

PD/PI routing is not required. The SO can submit the relinquishing statement without routing it to the PD/PI.

Relinquishing statements submitted for pre-award are not validated for the costs relinquished. They can be zero or the original application’s requested funds amounts.

19.3.4 Other Rules

The system allows multiple relinquishing statement submissions. The SO is able to submit a new relinquishing statement only if no relinquishing statement has been submitted or if the existing relinquishing statements have been submitted and are now in Accepted for Consideration status.

The relinquishing statement can be deleted by the SO from the relinquishing institution if it is in the SO Work In Progress status and has never been submitted to the Agency.

All submitted and accepted versions of the relinquishing statements are visible to the receiving institution.

Grant applications for the new institution should be submitted within thirty days after the relinquishing statement is submitted from the former institution.

The relinquishing statement should be submitted within thirty days of the grant application for the new institution.

19.4 Managing Relinquishing Statements

19.4.1 Relinquishing Signing Official (SO) Responsibilities

- Starting a New Relinquishing Statement (SO)
- Editing a Relinquishing Statement (SO)
19.4.2 Program Director/Principal Investigator (PD/PI) Responsibilities

- Editing and Routing a Relinquishing Statement (PI)

19.5 Starting and Working on Relinquishing Statements (SO)

If your institution holds an active award but needs to transfer the award to another institution, a signing official (SO) from your institution must start a relinquishing statement, which contains details of the transfer, which is referred to as a Change of Institution. The transfer must occur before the expiration of the approved project period.

Search Types, Statuses, and Actions for Relinquishing Statements

When you search for relinquishing statements, there are three search types and five possible statuses.

<table>
<thead>
<tr>
<th>Relinquishing Statement Search Type</th>
<th>Relinquishing Statement Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for Awards</td>
<td>Select one</td>
</tr>
</tbody>
</table>

Relinquishing Statement Search Type

You can search for awards that are eligible to be relinquished to other institutions, awards that have a relinquishing statement in progress at your institution, and awards that are in the progress of being relinquished to your institution.

- **Not Started.** This option finds awards at your institution that are eligible to be relinquished to other institutions; that is, awards within the budget period.
- **Search for Awards.** This option finds awards that have a relinquishing statement in progress at your institution.
**Search for Relinquishing Statements.** This option finds awards that are in the process of being relinquished to your institution. These will be in either **Submitted to Agency** or **Accepted for Consideration** status. The only action an SO at the receiving institution can take on these awards is to **View Relinquishing Statement** (view the PDF of the relinquishing statement request).

**Relinquishing Statement Status**

When you do a search for relinquishing statements, you can click the arrow (circled below) to expand the item and show more information, including the status and the three-dot ellipsis menu, which shows available actions. The actions that are available depend on the status of the relinquishing statement.

**SO Work in Progress.** An SO has created the relinquishing statement and saved it. The SO, or other SOs at the institution, can edit the statement.

**PD/PI Work in Progress.** An SO has clicked **Route to PI**, which means the Contact PI for the award will see a Relinquishing Statement action in the Status module for the award, which opens the relinquishing statement. The PI can edit the receiving institution or the email contact at the receiving institution, and when finished, can route the statement back to an SO, who receives a notification email. While the relinquishing statement is routed to a PI, SOs can only view the read-only form or view its routing history.

**Submitted to Agency.** An SO has clicked **Submit**, submitting the relinquishing statement to the awarding agency for their review and consideration.

**Accepted for Consideration.** If a relinquishing statement is in **Accepted for Consideration** status, then the awarding agency is currently reviewing and considering the request. While in this status, SOs can only view a read-only PDF of the statement or view its routing history. The agency will either approve the request or set it to **Returned**,
which means there is a concern or correction that needs to be made. If a relinquishing statement is in Accepted for Consideration, you can start a new relinquishing statement for the same award.

**Returned.** If a relinquishing statement status is **Returned**, that means it has been evaluated by the agency and has been returned to the initiating institution for more information or corrections. The SO can continue to edit a relinquishing statement in **Returned** status and can view comments made by agency staff by viewing Routing History.

### Actions on Relinquishing Statements

**Start a New Relinquishing Statement.** This action appears on awards that are eligible for changing their institution. It opens a form where you define the terms of the relinquishment. An SO must use the Relinquishing Statement search in Status module and select the search type of **Not Started** to see awards with this action.

**Edit Relinquishing Statement.** After an SO saves the relinquishing statement (but does not submit), and while the statement is in **SO Work in Progress** status, the SO can look up the relinquishing statement via the **Search for Awards** search type and use this action to open the relinquishing statement for editing.

**View Routing History.** Opens a popup window showing all routing actions, including the date, relinquishing statement status, and comments entered by persons who did the routing.

**Delete Relinquishing Statement.** This can only be done by an SO on a relinquishing statement that is in **SO Work in Progress** status.

**View Relinquishing Statement.** This can only be done by an SO on a relinquishing statement that is in **Accepted for Consideration**, **Submitted to Agency**, or **PD/PI Work in Progress** status. In the first two statuses, the SO can view only a PDF of the submitted relinquishing statement. For the third status, the SO is taken to the **Edit Relinquishing Statement** web page, but all fields are read-only.

**Starting a New Relinquishing Statement (SO)**

To start a new relinquishing statement:
1. Log in to eRA Commons with your signing official (SO) user ID and password.

2. In the Status module, select Relinquishing Statements from the Search Type dropdown.

   The Relinquishing Statement Search Type dropdown at the bottom of this screen lets you find relinquishing statements in different stages of being relinquished.

3. To find grants held by your institution that are currently eligible to relinquish (within the current budget period), select Not Started from the Relinquishing Statement Search Type dropdown.

Manage Relinquishing Statement screen

4. In the search results, select Start a New Relinquishing Statement from the three-dot ellipsis menu for a grant.
The Start a New Relinquishing Statement screen appears.

**NOTE:** You can email the PD/PI by clicking the PD/PI name at the top of the screen.
5. Identify the institution to which the award is being transferred in one of three ways:

Type its name and select from the suggestion list, OR, type the institution’s unique entity identifier (UEI), OR, type the institution’s IPF number. Once you do any of these three actions, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you.

6. To clear the identifier fields, click a Clear and Start Over link next to the UEI or IPF field.

7. Enter the requested termination date, the contact email at the *NEW* institution, and optionally list equipment that will transfer with the project. The termination date must be within the current project period.

8. Enter the Direct Cost and optionally the Indirect Cost.

9. Click Save to save the relinquishing statement. If you try to route or submit without saving, you are prompted to first save. After saving the form, its name changes to Edit Relinquishing Statement and you can edit further. The status of the relinquishing statement changes to SO Work in Progress. Once it is saved, clicking Cancel will NOT discard the form.

When finished with the form, you have four options:

- Click Cancel to discard the changes since the last time the form was saved.
- Click Route to PI so that the PI can review and edit it. A Relinquishing Statement action will appear in the Status module for the PI for this award. The status of the relinquishing statement changes to PD/PI Work in Progress. When it is in this status, the SO can only view it or view its routing history.
- Click Submit to Agency if you are sure all information is correct. Its status changes to Submitted to Agency. After it is submitted, you cannot edit or delete it. When it is in this status, the SO can only view it or view its routing history.

Editing a Relinquishing Statement (SO)

To edit a relinquishing statement, its status must be SO Work in Progress or Returned.

To edit a relinquishing statement:
1. Log in to eRA Commons with your signing official (SO) user ID and password.
2. In the Status module, select Relinquishing Statements from the Search Type dropdown.
3. In the Relinquishing Statement Search Type dropdown, select Search for Awards.

   The Search for Awards option shows relinquishing statements initiated at your institution that are in progress. When you select Search for Awards, the Relinquishing Statement Status dropdown appears to further narrow the search.

4. In the Relinquishing Statement Status dropdown, select either SO Work in Progress or Returned. Then click Search. (You can search for other statues, but you are only able to view them, not change them.)

   The Relinquishing Statement Search Results appears.
5. For the relinquishing statement you are looking up, click the arrow icon in the **Application/Award ID** column, which expands the row to show more information. More than one relinquishing statement can appear here.

6. Click the three-dot ellipsis menu for the relinquishing statement you want to edit and select **Edit Relinquishing Statement**.

The relinquishing statement opens in edit mode; see *Starting a New Relinquishing Statement (SO)* for details of the relinquishing statement form.

**Routing the Relinquishing Statement to the PI**

Follow the directions to either start a new relinquishing statement or edit an existing relinquishing statement (see above procedures), then click the **Route to PI** button while in the *Relinquishing Statement* screen. Click the **Route** button in the confirmation popup that appears.

*A Relinquishing Statement* comments popup appears if you choose to route.

![Relinquishing Statement Comments Popup](image)

**Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO)**

To delete a relinquishing statement, its status can only be **SO Work in Progress**. If a relinquishing statement is already submitted to the agency, or if it is currently routed to the PI, you can ONLY view a read-only copy of the form.

To delete or view routing history:
1. Log in to eRA Commons with your signing official (SO) user ID and password.
2. In the Status module, select Relinquishing Statements from the Search Type dropdown.
3. In the Relinquishing Statement Search Type dropdown, select Search for Awards.
   
   The Search for Awards option shows relinquishing statements initiated at your institution that are in progress.
4. You can leave the Relinquishing Statement Status dropdown empty.
   
   The Relinquishing Statement Search Results appears.

5. For the relinquishing statement you are looking up, click the arrow icon in the Application/Award ID column, which expands the row to show more information. More than one relinquishing statement can appear here.

6. To delete, click the three-dot ellipses menu for the relinquishing statement you want to edit and select Delete Relinquishing Statement. (Deletion is possible only for SO Work in Progress relinquishing statements.)

7. To view a read-only relinquishing statement (that is either submitted, or routed to the PI), click the three-dot ellipses menu and select View Relinquishing
Statement. If it is submitted, you see a PDF of the submitted form. If it is routed to the PI, you see the form on the Relinquishing Statement screen.

Viewing Routing History for a Relinquishing Statement

A PI or agency user can choose to write comments on the relinquishing statement. For instance, if the agency reviewer sets the relinquishing statement to Returned, meaning there are corrections or concerns, the agency reviewer can write comments. The SO can see these comments, or PI comments, in the Routing History popup. The routing history of a relinquishing statement can be viewed in any status.

To view routing history:

1. Log in to eRA Commons with your signing official (SO) user ID and password.
2. In the Status module, select Relinquishing Statements from the Search Type dropdown.
3. In the Relinquishing Statement Search Type dropdown, select Search for Awards.

   The Search for Awards option shows relinquishing statements initiated at your institution that are in progress. You can leave the Relinquishing Statement Status dropdown empty.

   The Relinquishing Statement Search Results appears.
4. For the relinquishing statement you are looking up, click the arrow icon in the Application/Award ID column, which expands the row to show more information. More than one relinquishing statement can appear here.

5. To view routing history, click the three-dot ellipsis menu and select View Routing History.

The Routing History popup appears. If the PI or Agency reviewer wrote comments, those comments appear here.
19.6 Editing and Routing a Relinquishing Statement (PI)

While only a signing official (SO) can start or submit a relinquishing statement, the SO can route a saved relinquishing statement to the principal investigator (PI) of the award being relinquished. If the SO routes the relinquishing statement, the PI sees a Relinquishing Statement action in the Status module and can edit it. For multiple PI awards, only the Contact PI will see the Relinquishing Statement action. When finished, the PI then routes the relinquishing statement back to an SO.

To find, edit, and route a relinquishing statement (PI):

1. Log into eRA Commons and navigate to the Status module.
2. View the grant that is being relinquished and click its Relinquishing Statement action.

Status Result - List of Applications/Awards Screen

The Edit Relinquishing Statement screen appears. As a PI, you can edit the institution to which the grant is moving, or the contact email at the institution. All other fields are disabled.
3. You can identify the institution to which the award is being transferred in one of three ways:

   Type its name and select from the suggestion list, OR, type the institution's unique entity identifier (UEI), OR, type the institution's IPF number. Once you do any of
these three actions, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you.

**TIP:** To clear the identifier fields, click a **Clear and Start Over** link next to the UEI or IPF fields.

4. Optionally, change or enter the contact email at the receiving institution.

5. Click the **Save** button if you want to save this statement and come back to it later.

6. If you are done reviewing/editing, click the **Route to SO** button to move the relinquishing statement back to the SO's queue. Only an SO can submit the statement.

   A **Relinquishing Statement** comments popup appears if you choose to route.

   ![Relinquishing Statement Comments Popup](image)

   - **Next Reviewer:** Jerrch, Lenni
   - **Comments:**
     
     I have reviewed the relinquishing statement.

     Total remaining allowed limit is **1955** characters.

   - **Cancel**  **Route**

7. Choose an SO from the list who is working with you on the relinquishing statement, and optionally enter comments. While any SO can take action on a relinquishing statement, the SO that you choose here will receive a notification email alerting them of the relinquishing statement change, so that particular SO will be reminded to take action. Comments you enter will also appear in the Routing History for the relinquishing statement.

8. Click the **Route** button.
The relinquishing statement is routed back to the SOs for your institution, who can view the routing history to see the comments. The specific SO that you choose during routing will receive a notification email with your comments.

### 19.7 Viewing a Submitted Relinquishing Statement from Status Information (PI or SO)

A relinquishing statement is part of the Change of Institution process allowing an extramural grantee institution to transfer an active grant to another institution.

Once a relinquishing statement has been submitted to the agency, you can view a read-only version of it from the Commons Status Information screen. SOs can also view the relinquishing statement by searching in Status using the **Relinquishing Statement** search type and then selecting the **Search for Awards** option, then selecting the **View Relinquishing Statement** action on a grant; see Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO).

To view the submitted form via the Status Information screen:

1. On any Status search screen (for PI or SO), search for an award that you know has a submitted relinquishing statement.
2. For the award, click the **Application/Award ID**, which takes you to the Status Information screen.

   The Status Information screen appears.

3. From the Status Information screen, click the **Relinquishing Statement** link under Other Relevant Documents.
Status Information Screen Displaying the Relinquishing Statement link

The Relinquishing Statements screen appears.

Relinquishing Statements Screen

3. Click the Relinquishing Statement link to view the Relinquishing Statement PDF.
20 Federal Financial Report (FFR) Module

A Federal Financial Report (FFR) is a statement of expenditures associated with a grant. Recipients of federal funds are required to report the status of funds for grants or assistance agreements to the sponsor of the grant using the Federal Financial Report expenditure data.

The FFR module lets grantees search for and initiate the FFR from within eRA Commons, which redirects them to the federal Payment Management System to complete the submission. Grantees can also check on the status of submitted FFRs, view the PDF of submitted FFRs, and view the history of activity for an FFR.

Beginning January 1, 2021, HHS grant recipients are required to submit the SF-425 long form in the Payment Management System (PMS) instead of the eRA Commons FFR Module.

Guide notices:


Register with PMS (https://pmsapp.psc.gov/pms/app/userrequest) and obtain PMS log in credentials prior to submitting an FFR. Familiarize yourself with PMS using the documentation provided by PMS (see https://pms.psc.gov/pms-user-guide/federal-financial-report.html). The PMS Help Desk can help with system problems; see https://pms.psc.gov/support/help-desk.html.

Report Submission Due Dates

The FFR is prepared and submitted by Grant and Contract Accounting (GCA) on behalf of the Principal Investigator (PI). The schedule for submitting required financial reports is generally specified in the award documents of a grant or contract. See NIH FFR Supplemental instructions. Different due dates exist for FFRs depending on whether the report is an annual report or the final report.
20.0.0.1 Annual Federal Financial Report

Except for awards under SNAP and awards that require more frequent reporting, the FFR is required on an annual basis. When required on an annual basis, the report must be submitted for each budget period no later than 90 days after the end of the calendar quarter in which the budget period ended. The reporting period for an annual FFR will be that of the budget period for the particular grant; however, the actual submission date is based on the calendar quarter.

This translates to the dates in the following table:

<table>
<thead>
<tr>
<th>Reporting Period/Budget Period Ends in:</th>
<th>FFR Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February, March</td>
<td>June 30</td>
</tr>
<tr>
<td>April, May, June</td>
<td>September 30</td>
</tr>
<tr>
<td>July, August, September</td>
<td>December 21</td>
</tr>
<tr>
<td>October, November, December</td>
<td>March 31</td>
</tr>
</tbody>
</table>

20.0.0.2 Final Federal Financial Report

For awards requiring a final FFR, the due date and status for a final FFR are based on the Project Period End Date (PPED) as follows:

- **Pending**: If the FFR is not submitted and it is within 120 days of the PPED
- **Due**: If the FFR is not submitted and it is between the PPED and 120 days past the PPED
- **Late**: If the FFR is not submitted and it is over 120 days past the PPED

**FSR Role in Commons**

A user who needs the authority to view, enter, and submit an FFR on behalf of a research institution must possess the FSR role in eRA Commons to access the FFR module. An institution’s Signing Official (SO) or Account Administrator can add this role to a user’s account.

A Signing Official (SO) or Business Official/Administrative Official (BO/AO) can have the FSR role.
NOTE: A user who possesses only the FSR role can perform only those tasks associated with FFRs; however, an account can include multiple roles, including that of FSR.

Features of FFR

If you have the FSR role in Commons, you can use the FFR module to perform multiple tasks. Available options vary depending on the status of the FFR associated with the award.

- Search for grant awards within your organization having associated FFRs
- Initiate a FFR by clicking Manage FFR button, which redirects you to PMS to fill out and submit the FFR
- View an FFR as a PDF
- View the submission history of an FFR

NOTE: NIH requires all financial expenditure data to be submitted via PMS. This includes all initial FFRs being prepared for submission and any revised FFRs being submitted or re-submitted to an HHS agency.


Accessing FFR

The FFR module is part of eRA Commons. If you hold the FSR Commons role, you have access to FFR.

2. Log into Commons.
3. Select the FFR module from Commons navigation.

20.1 Search for FFRs

About the FFR Search Screen
Use the *Search for Federal Financial Report (FFR)* screen to search for grant awards within your organization that have associated FFRs.

![Search for Federal Financial Report (FFR) screen](image)

**Quick Searches**

**Search for Federal Financial Report (FFR) Screen**

**Perform a Search**

You can search either by entering search criteria or by clicking one of the predefined quick searches.

**IMPORTANT:** When searching based on search criteria, enter as many criteria as possible to perform a more narrow and specific search. Too broad of a search can result in a very large set of records returned by the FFR module, which might slow down the FFR response time.

**Search Using Search Criteria**

1. Select *search criteria* from the available dropdowns on the search screen.

   The following dropdowns are available to search, which include parts of the grant number (See Deciphering the NIH Application/Grant Numbers document at
https://www.era.nih.gov/files/Deciphering-NIH-Application.pdf, which also has IC abbreviations.)

- **Activity** Search by the grant number’s activity code. Example R01 or U01.
- **IC**
  - This is a required field. Defaults to *All*, which searches all ICs. To search by specific IC(s), select one from the list, then to select another, select from the list again, and so on. Each appears in the IC field and can be removed by clicking the x next to the IC letters.
- **Serial**
  - Enter the serial number of the grant into the field.
- **Year**
  - Year of the grant.
- **Status**
  - Defaults to *All*, which will search for FFRs in all statuses.
  
  To narrow the search to specific status(es), use the drop-down and select one or more status values to include in the search. To select more than one status, select the first status, then click the dropdown again and select another status. Each selected status appears in the **Status** field with an ‘x’ that you can click to remove it.

  You may search for any combination of the following:
  - Pending
  - Due
  - Late
  - Received
  - In Review
  - Accepted
  - Rejected
  - Revision Pending

- **Due Date**
  - Will return records with a due date of the entered date or later. Enter a date directly into the field or select a date using the calendar tool.
NOTE: To see only multi-year funded SAMHSA awards, toggle the **MYF Awards** option to the 'on' position.

2. Click the **Search** button.

   The results of the search appear in search results below the search criteria. Refer to the section below titled **Search Results** to learn what you can do with search results.

3. Click the **Reset Search** button to clear the results and perform a new query, as necessary.

![Reset Search](image1.png) ![Search](image2.png)

Search Using Predefined Quick Search

**Using a Quick Search**

Quick searches are one-click, pre-defined searches providing a convenient method of retrieving commonly entered criteria. They appear on the Search screen in FFR when you first enter the module. If you do not see a list of quick searches defined at the bottom of the search screen, click the **Reset Search** button, shown below:

![Reset Search](image3.png) ![Search](image4.png)

To run a quick search:

1. Click the **Search** button of the desired quick search.

   **Received**

   Searches for and returns any records for FFRs in a status of *Received*, for all ICs.

   **Pending, Due, or Late**

   Searches for and returns any records for FFRs in a status of *Pending, Due, and Late*, for all ICs.
Due this year

Searches for and returns any records for FFRs in a status of Received with a start date of January 1 of the current year and an end date of December 31 of the current year.

<table>
<thead>
<tr>
<th>Quick Searches</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Received</strong></td>
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<tr>
<td>All ICs, Status of Received</td>
</tr>
<tr>
<td>[Search]</td>
</tr>
<tr>
<td><strong>Pending, Due, or Late</strong></td>
</tr>
<tr>
<td>All ICs, Status of Pending, Due, or Late</td>
</tr>
<tr>
<td>[Search]</td>
</tr>
<tr>
<td><strong>Due this year</strong></td>
</tr>
<tr>
<td>All ICs, All Statuses, Due Date Start Jan 1, Due Date End 12/31 of this year.</td>
</tr>
<tr>
<td>[Search]</td>
</tr>
</tbody>
</table>

FFR Quick Searches

2. In the search results, click the three-dot ellipsis menu to see actions you can take on a record. Refer to the section below for additional information on search results.

3. Click the **Reset Search** button to clear the results and perform a new search.

Search Results

FFR retrieves all matching awarded grants (except Fellowships). Use the grid tool ( ) to specify how many records to display on a page.
Sample FFR Search Results

Use the navigation buttons at the upper right of the results to navigate through the remaining records. Select the header of any column to re-sort the displayed records.

The hit list includes the following information:

- **Award Number**: The grant number is linked to the Grant Folder.
- **Doc No**: Award document number.
- **Three-dot ellipsis menu**: Displays all actions that can currently be performed on the FFR record. These options vary depending on the status of the FFR. Refer to the section below, titled *Actions*, for more information.
- **Spec. Funding**: Special funding indicator of *ARRA*, *Sandy*, or <blank> as appropriate.
- **FFR Due**: The date when FFR status will change from *Due* to *Late*.
- **Submitted to Agency**: The date on which the FFR was received by Agency, otherwise this column is blank.
- **Budget Start**: The budget period start date of grant.
- **Budget End**: The budget period end date of grant.
- **Latest FFR Status**

**TIP**: Use the *Export* button at the top of the search results to view the FFR search results in an Excel spreadsheet. Excel will open in a separate window.

### Actions

The actions available for a FFR vary depending on the status of the FFR. All available actions are available by clicking the three-dot ellipsis menu next to the **Award Number** in the FFR results table.
## FFR Actions

<table>
<thead>
<tr>
<th>Action Option</th>
<th>Available to FFRs in Status...</th>
<th>Result of the Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage FFR</td>
<td>• Pending&lt;br&gt;• Due&lt;br&gt;• Late&lt;br&gt;• Received&lt;br&gt;• Accepted&lt;br&gt;• Rejected&lt;br&gt;• Revision Pending</td>
<td>Redirects to PMS, where (after you login) it opens the FFR long form for editing and submission.</td>
</tr>
<tr>
<td>History</td>
<td>• Received&lt;br&gt;• Accepted&lt;br&gt;• Rejected&lt;br&gt;• Revision Pending</td>
<td>Displays a history of actions performed against the FFR record.</td>
</tr>
<tr>
<td>PDF</td>
<td>• Accepted&lt;br&gt;• In Review&lt;br&gt;• Received&lt;br&gt;• Rejected&lt;br&gt;• Revision Pending</td>
<td>Opens the current version of the report in PDF format.</td>
</tr>
</tbody>
</table>

### Manage FFR Action

Select the **Manage FFR** action to be redirected to the current FFR in PMS, where, after logging in, you are presented with the FFR long form to complete and submit. You can either initiate the FFR using this button, or return to a partially completed FFR to continue editing it.

### PDF Action

Select the **PDF** action to open a read-only PDF version of the report. This is available for FFRs in a status of *Received, In Review, Accepted, Rejected, and Revision Pending*.

### History Action

Click the caret (triangle icon) next to the **Award Number** to display a brief history of the FFR since initiation. The history displays beneath the FFR record. History of the FFR includes:

- Date received by agency (if applicable)
- Name of the institution user who created the FFR
- Name of the Agency staff member who processed the FFR (if applicable, otherwise N/A)
• Status of FFR
• PDF button for viewing the PDF

FFR History

20.1.1 Viewing No Cost Extension (NCE) Details

When you see an award with a green NCE icon next to the award number, it means the award has had a no-cost extension (NCE) applied. Click the down arrow next to Award Number to see both the regular FFR (REG) details, and the NCE details (E1, E2, etc). In the area that appears, also use the down arrow to toggle more information to appear or collapse.

20.2 Federal Financial Report (FFR) Long Form

You can initiate the Federal Financial Report from the FFR module in eRA Commons, whereupon you are redirected to the electronic FFR long form in the Payment Management System (PMS). Also see:


Before attempting to complete and submit an FFR, you must register with PMS and obtain login credentials (https://pmsapp.psc.gov/pms/app/userrequest). You are required to log into PMS before or during FFR initiation from eRA Commons.

Initiate FFR Long Form from eRA Commons

Before attempting to complete and submit an FFR, you must register with PMS and obtain login credentials (https://pmsapp.psc.gov/pms/app/userrequest). You are required to log into PMS before or during FFR initiation from eRA Commons.

1. In the FFR module in eRA Commons, search for and find an FFR that needs to be completed.
2. Select the Manage FFR option from the three-dot ellipsis menu for a record in the search results.
   You are redirected to the federal Payment Management System, where you must log in. After login, the FFR long form is opened for the grant you were working on in the eRA Commons FFR module. Alternatively, you can go directly to the PMS system and find the FFR by searching for the Award Document Number using the PMS FFR search screen.
3. In the PMS FFR long form, complete the fields (see descriptions below for guidance).
4. Follow PMS guidance for certifying and submitting the FFR to the sponsoring Agency. See the documentation provided by PMS (https://pms.psc.gov/pms-user-guide/federal-financial-report.html).

Line 1. Federal Agency and Organizational Element to Which Report is Submitted
Displays the name of the Federal Agency associated with the grant. This information is pre-populated from the grant information and cannot be edited.

Line 2. Federal Grant / Subaccount
Displays the Award Document Number assigned to the award by the Federal agency. This field is pre-populated and cannot be edited.

Line 3. Recipient Organization

Displays the name and complete address of the recipient organization. This field is pre-populated and cannot be edited.

Line 4a. DUNS Number

Displays the Dun & Bradstreet Universal Numbering System (DUNS) number or Central Contractor Registry (CCR) extended DUNS number belonging to the recipient agency. This information is pre-populated from the grant information and cannot be edited.

Line 4b. Employer Identification Number--EIN

Displays the number assigned by the Department of Health and Human Services (DHHS) Central Registry System for payment and accounting purposes. This information is pre-populated from the grant information and cannot be edited.

Line 5. Recipient Account Number or Identifying Number

Enter the recipient account number or any other identifying number assigned to the award by the recipient. This is not a requirement of the Federal agency and is for the recipient's use only.

Line 6. Report Type

Displays the Report Type:

- Annual
- Final

This information is pre-populated from the grant information and cannot be edited.

Line 7. Basis of Accounting

Select the appropriate option from the dropdown menu to indicate the basis used for recording the transactions related to the award:
• Cash
• Accrual

Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred. For Cash basis accounting, expenses are recorded when they are paid.

Line 8. Project/Grant Period (From and To)

Indicates the period established in the award document during which Federal sponsorship begins and ends.

Line 9. Reporting Period End Date

Displays the ending date of the reporting period.

Line 10. Transactions

For each field of the Transaction section, enter the cumulative amounts from the date of inception of the award through the end date of the reporting period specified in the Reporting Period End Date field.

Federal Cash (lines 10a-10c)

These data fields are prepopulated in the Payment Management System, but may be recalculated in PMS by clicking the Recalculate icon next to the field. For Annual FFRs, these fields can be updated by the recipient. For Final FFRs, these fields can only be updated by the Recalculate button (if available). A Final FFR can NOT be submitted unless 10a and 10b are equal to each other and 10c is $0.00. 10c is a calculated value and cannot be edited.

Federal Expenditures and Unobligated Balance (lines 10d-10h)

Use lines 10.d-h for single grant reporting.

10.d Total Federal funds authorized

Displays the cumulative total Federal funds authorized.

• For research ICs, this amount will reflect the total for the indicated grant segment.
• For Non-Research ICs, this amount will reflect the total for the IC and serial number.
10.e Federal share of expenditures

Enter the amount of Federal fund expenditures. Expenditures are the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; and the amount of cash advances and payments made to sub-recipients and subcontractors. A Final FFR can NOT be submitted unless 10e is equal to 10a and 10b.

10.f Federal share of unliquidated obligations

Enter the Federal portion of unliquidated obligations. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, these are obligations incurred, but for which outlay has not yet been recorded. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to sub-recipients and subcontractors.

On the final report, this line must be zero. Do not include any amount that has been reported in the Federal share of expenditures (line 10e). Do not include any amount for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.

10.g Total Federal share

This is the sum of Federal share of expenditures (line 10e) and Federal share of unliquidated obligations (line 10f).

This information is calculated and cannot be edited.

Line 10.h Unobligated balance of Federal funds

This is the amount of Total Federal funds authorized (line 10d) minus Total Federal share (line 10g).

This information is calculated and cannot be edited.

Recipient Share (lines 10i-10k)

Do not complete this section if reporting on multiple awards.

10.i Total recipient share required
Enter the total required recipient share for the reporting period specified in the **Reporting Period End Date** field (line 9). The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required by the Federal agency. This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency).

**10.j Recipient share of expenditures**

Enter the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors. This amount may include the value of allowable in-kind match contributions and recipient share of program income used to finance the non-Federal share of the project or program.

Note that on the final report, this line should be equal to or greater than the amount of the **Total recipient share required** (line 10i).

**10.k Remaining recipient share to be provided**

This is a calculated field for showing the amount of **Total recipient share required** (line 10i) minus **Recipient share of expenditures** (line 10j).

If the **Recipient share of expenditures** is greater than the **Total recipient share required** amount, the field will show zero.

This information is calculated and cannot be edited.

**Program Income (lines 10l-10o)**

Do not complete this section if reporting for multiple awards

**10.l Total Federal program income earned**

Enter the amount of Federal program income earned. Do not report any program income here that is being allocated as part of the recipient’s cost sharing amount included in the **Recipient share of expenditures** field (line 10j).

**10m Program income expended in accordance with the deduction alternative**
Enter the amount of program income that was used to reduce the Federal share of the total project costs.

10.n Program income expended in accordance with the addition alternative

Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities.

10.o Unexpended program income

Enter the amount of **Total Federal program income earned** (line 10l) minus the **Program income expended in accordance with the deduction alternative** (line 10m) or **Program income expended in accordance with the addition alternative** (line 10n). This amount equals the program income that has been earned but not expended, as of the reporting period end date.

This information is calculated and cannot be edited.

**Line 11. Indirect Expense**

Indirect expenses are the costs associated with the general operation of an institution and the performance of its research activities. In the Payment Management System (PMS), you are limited to 10 indirect expenses only, and if there are more than 10, you must enter the rest in the **Remarks** field.

11.a Type

This field represents the type of indirect expense. Types include Provisional, Predetermined, Final, or Fixed.

11.b Rate

This field indicates the indirect cost rate in effect during the reporting period. This number is a percentage.

11.c Period From/Period To

The "From" and "To" range of the period as related to the indirect costs.

11.d Base

Base represents the amount of the base against which the indirect cost was applied.
11.e Amount Charged

This field represents the total amount of indirect costs charged during the reporting period.

11.f Federal Share

This field indicates the Federal portion of the Amount Charged (line 11e).

11.g Totals

These fields are the calculated sums of indirect expense entries for each of the following fields: Base, Amount Charged, and Federal Share.

Line 12. Remarks

Enter any explanations or additional information required by the Federal sponsoring agency including excess cash as stated in the field for Cash on Hand (line 10c). If you have more than 10 indirect expenses (Line 11), enter additional expenses in the Remarks field.

**NOTE:** Remarks are required when submitting a revision to an FFR or on an Annual FFR if Cash on Hand (10c) is greater than $0.00.

Prepared by

Select your username from the Prepared by dropdown to complete the preparation of the FFR. The phone number and email address are prepopulated based on your PMS credentials and are not editable. The Date Report Prepared field automatically populates today's date.

Submit/Certify the Long Form FFR Report

**NOTE:** If you are not ready to submit, you can click the Save button and come back to the report later.

After selecting your username from the Prepared by dropdown, click the Submit button.
Once prepared the FFR must be Certified. The certifier will receive a notification from PMS when an FFR is ready to be certified. If you are the certifier, you should log into PMS and locate the FFR.

When prompted, select your username from the **Signature of Authorized Certifying Official** dropdown to complete the certification of the FFR. The phone number and email address are prepopulated based on your PMS credentials and are not editable. The **Date Report Submitted** field automatically populates today’s date.

Submit the report to be certified by clicking the **Certify** button. If you do not see the **Certify** button, submit the form first.

You can log into eRA Commons FFR module to check on the status of the submission.
21 Financial Conflict of Interest (FCOI) Module Overview

eRA Commons is a Web-based system for applicants and institutions to participate in the electronic grant administration process. Commons provides a modular framework and infrastructure that allows National Institutes of Health (NIH) extramural grantee organizations, Operating Divisions (OPDIVs), grantees, and the public to conduct grant-related business with NIH.

The Financial Conflict of Interest User Guide details how to manage the Financial Conflict of Interest (FCOI) reporting process for an Institution. The Financial Conflict of Interest (FCOI) reporting process allows institutions to report the existence of any identified financial conflicts of interest to the Agency as required by the Federal regulation, specifically Title 42 Code of Federal Regulation Part 50 Subpart F for grants and cooperative agreements. The institution’s signing official (SO) completes this reporting process unless an FCOI role is delegated to another user (the SO can also assign the FCOI_ASST and FCOI_View roles to other users). To do this, the SO must log into the eRA Commons and navigate to the FCOI sub-system.

The FCOI module is an online interface within Commons that allows grantees and Federal staff to share information. The module is mandatory for all institutions. An institution’s signing official completes this reporting process unless another Commons user is delegated with the proper authority to access the module.

The FCOI module in Commons allows institutional users to:

- Initiate and prepare FCOI reports
- Electronically submit reports and supporting documents as well as annual FCOI reports
- Receive notification via email upon the submission and receipt of an FCOI
- Search and view FCOI reports previously submitted through the Commons
- Revise an Initial 2011 FCOI Report to update FCOI data following completion of the Retrospective Review or to submit a Mitigation Report when bias is found following the completion of a Retrospective Review.
- Access history of actions
- Assign FCOI access to other Commons users
Additional information on the reporting requirements can be found within the *Frequently Asked Questions* on the Office of Extramural Research’s Financial Conflict of Interest website at [https://grants.nih.gov/grants/policy/coi/index.htm](https://grants.nih.gov/grants/policy/coi/index.htm).

22 Non-Research Amendments, Supplements, and Continuations (for Non-Research Agencies)

The *Non-Research* module lets you manage the process to submit post-award amendment applications for funding, as well as supplements and continuations. After logging into eRA Commons, you can access the *Non-Research* main screen in two ways:

1. **Navigate to Non Research via the Apps menu** - OR -

2. Select one of the options in the SAMHSA pane on the eRA Commons landing screen.

Navigating to Non-Research via the Apps menu brings you to the Manage Post Award Amendments search screen under *Non-Research*. Choosing an option in the SAMHSA pane brings you to the screen in Non-Research that matches the dropdown option you chose.
For help on each screen, see:

*Initiate Amendment by PI*

*Initiate Amendment by SO*

*Manage Non Research Continuations*

*Manage Non Research Supplements*

*View Amendments*

*Request for Additional Materials - RAM*

## 22.1 Initiate Amendment by PI

When a user with a PI role navigates to **Non-Research** and then to the **Manage Post Award Amendments** screen, the system present them with a blank search screen. Clicking search shows the list of grants eligible for amendments. This list will only display those grants on which the user is a PI.

A checkbox is available to show expired grants as well and these may also be amended.

The screen will show buttons in the Action column for initiating a new amendment application or to view a previous amendment application if that grant has had one previously.
The **View** button option will display any amendment applications associated with that grant. Please see the **View** section for more detail.

Clicking the **Initiate** button will open a menu showing the following types of amendment options:

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organization Change

Clicking one of the menu options will open up the ASSIST module and open the forms required for the type of amendment selected. ([click for an example])
The application will include the main SF424 form as well as other forms that required based on the type of amendment selected. Each tab navigates to that form.

Other features on the Information page will show the type of amendment, the PI and Institution information, the related FOA, as well as other information.

**NOTE:** It is important to check the SAM registration to be sure that the expiration date is after the submission date.
22.2 Initiate Amendment by SO

**NOTE:** SAMHSA users who are Business Officials will be given the Signing Official role in eRA Commons.

Business Officials with the SO (Signing Official) role in eRA Commons are able to search for all grants that are eligible to be amended within their institution.

Open **Search** by navigating to the **Non Research module in eRA Commons**, and then click **Manage Post Award Amendments**.

The resulting Search screen provides fields to search by several criteria. If the search criteria fields are left blank and then you click the **Search** button, a list of *all* eligible grants for the institution are displayed.

The SO can then use the **Filter** tool to find specific grants or grants with specific criteria (specific PD/PI, for example).

The resulting list contains an **Initiate** button and, if there are already amendments for that grant, a **View** button.

The **View** button displays any amendment applications associated with that grant. Please see the **View** section for more detail.
Once the grant to be amended is located, click the **Initiate** button in the **Action** column on the row for that grant to see a dropdown menu listing the following amendment options:

- Budget Revision
- Carryover Request
- Change in Scope
- Key Personnel
- Merger, Transfer, etc
- No-Cost Extension
- Organizational Change

Select the most appropriate type. You are then taken to the ASSIST tool to begin the post-amendment application with the amendment-specific forms. (}
The application includes the main SF424 form as well as other forms that are required based on the type of amendment selected. Each tab navigates to that form.

Other features on the Information page will show the type of amendment, the PI and Institution information, the related FOA, as well as other information.

**NOTE:** It is important to check the SAM registration to be sure that the expiration date is after the submission date.
22.3 View Amendments

To view amendments, log into eRA Commons with the PI or SO role. Navigate to the Non-Research module in Commons, and then select Manage Post Award Amendments.

The Manage Post Award Amendments: Search screen opens.

PIs see a list of grants for that PI, which are eligible to be amended.

**NOTE:** The list can be resorted by clicking the heading title for any column except for Action.

By default, expired grants are excluded but you can select the Include Related Grants checkbox to include those grants in the search results.

SOs initially see search fields above an empty hitlist.
The SO can then search via any combination of: Activity, IC, Serial #, or PD/PI Last Name. The **Include Expired Grants** checkbox allows the option to include expired grants in the search results.

**TIP**: If all fields are left blank, the search results include all eligible grants within the institution.

**TIP**: Use the Filter field for additional specification
For both the PI and SO Search results;

Grants that have had amendments submitted have a **View** button as well as the **Initiate** button in the **Action** column of the table.

Clicking the **View** button opens the View screen and displays the amendments related to that specific grant as well as their statuses.
The **Back to Search** button at the top of the page returns the user to the previous page.

The **Initiate** button at the top of the page gives options to begin another amendment application.

The **Action(s)** button in the **Action** column provide a menu giving the options to either view a consolidated PDF of all related Requests for Additional Material (**View Prior RAM**) or to open up the RAM screen in order to upload materials (**Edit RAM**). The Edit RAM option does not show for awarded applications. See the section on **RAM** for more detail.

Please see these topics for more detail:

- **PI Initiate**
- **SO Initiate**
22.4 Request for Additional Materials - RAM

After submitting an amendment application, the Program Official (PO) or Grants Management Specialist (GMS) may ask for additional information to be submitted. This is done via a "Request for Additional Materials" (RAM).

**NOTE:** If you are accessing this screen from an OTA award via the Add Additional Materials or Edit Additional Materials actions in Status, see Additional Materials Requests for specific instructions for OTA awards.

From the View Amendments screen, any applications that require additional materials or actions will display an Action(s) button in the Action column.

Clicking on Action(s) opens a menu to select from Edit RAM or View Prior RAM.

View Prior RAM provides a PDF file of all RAM submissions that have been made for that Amendment application.

Selecting Edit RAM opens the RAM screen.
This screen contains:

- Application Information - A summary of the related application for which the RAM is being requested.
- An option to upload required documents requested. Up to 10 documents may be uploaded. Individual documents may not exceed 6MB in size.
- An area used for the justification which is a free-form text box and is a required field.
- **Cancel, Preview, Save, and Submit** buttons.
  - **Cancel** - Takes the user back to the Amendment View
  - **Preview** - Creates a PDF of all submitted RAMs
  - **Save** - Saved the current in-progress RAM
  - **Submit** - Sends the RAM to the agency. Once submitted, no more changes to this specific RAM can be made and the justification and uploaded files will be appended to the final summary PDF.

**Things to note:**

- There can only be one active (i.e. non-submitted) RAM at a time to which changes can be made by any authorized user. Once submitted, a new RAM is required for additional changes.
- There is no limit to the number of RAMs that the user can submit.
Both PI and SO can edit the RAM as it allows for a partial save.

The system provides an audit trail of who uploaded the documents.

The user can see a consolidated list of all documents uploaded for RAM submission, with the latest on top. It is presented to the agency as one PDF with all documents combined.

**TIP:** Check all documents after uploading to ensure the right ones have been submitted.

When the RAM is submitted, an email notification is sent to the Government Project Officer (GPO), Grant Technical Assistant (GTA) and Grants Management Specialist (GMS). The system provides an audit trail of who uploaded the documents.
Extramural Trainee Reporting and Career Tracking (xTRACT) is a module within eRA Commons used by applicants, grantees, and assistants to create research training tables for inclusion in progress reports and institutional training grant applications.

Because xTRACT is integrated with Commons it is able to pre-populate some training data for training tables and reports by using xTrain appointment and related data. This includes trainee names, selected characteristics, institutions, grant numbers, and subsequent NIH and other HHS awards. xTRACT also allows the manual entry of data, for information not found in Commons or xTrain. This manually entered information is stored in xTRAIN and can be re-used when preparing subsequent training table submissions.

If you are a Signing Official (SO), Principal Investigator (PI), or assistant (ASST) in Commons, you have access to the xTRACT module.

**IMPORTANT:** xTRACT is a tool for creating training tables. Tables generated in xTRACT must be attached to and submitted with the appropriate progress report or application. There is no Submit feature in xTRACT.

For additional information on xTRACT, please refer to the resources below:

- xTRACT Online Help: [https://www.era.nih.gov/erahelp/xtract](https://www.era.nih.gov/erahelp/xtract)
24 Submitting Reference Letters

**IMPORTANT:** If you are submitting a reference letter for an LRP applicant, see https://www.era.nih.gov/erahelp/LRP/#Ext_SubmitRef/SubmitRefOverview.htm instead of this topic.

If you are asked to submit a reference letter for someone (meaning you are a 'referee'), you can do so using eRA Commons. Reference letters can be submitted any time after the Funding Opportunity Announcement (FOA) is posted and no later than the submission deadline. Reference letters cannot be accepted through any means other than eRA Commons.

You do not need to log in to eRA Commons to submit a reference letter for an applicant. Although you - as the referee - do not need a Commons role to submit a reference letter, the candidate on whose behalf you are writing must have a valid Commons account and hold the principal investigator (PI) role. If your candidate has no Commons account or does not have the PI role, you receive an error when attempting to submit a letter.

The candidate's signing official (SO), accounts administrator (AA), or administrative official (AO) at the institution must assign the PI role to the candidate's Commons account.

### 24.1 What You Need Before Starting

Before you submit a reference letter, you need the following:

- Applicant's Commons User ID
- Applicant's last name as it appears on the Commons account
- Funding Opportunity Announcement (FOA) number
- Deadline for submitting (between the FOA open date and application submission deadline). The applicant should provide you with the date by which the letter needs to be submitted.
- If replacing a previously-submitted letter, you need the confirmation number from the first submission; see *Replacing an Already-Submitted Reference Letter*. 
24.2 Requirements for Letters

- No longer than two pages
- Not password-protected
- In flattened PDF format. The PDF should not be a fillable form PDF (it should be flattened; see https://www.era.nih.gov/faqs.htm#I6 for instructions)

**NOTE:** For Fellowship applications and Career Development programs a Letter of Reference form is no longer required. A letter written on university letterhead or similar is acceptable.

24.3 Submitting the Letter

To submit a reference letter, follow the steps below:
1. Access the Commons login page.
2. Click the Submit a Reference Letter link.

Submit Reference Letter Link

The Submit Reference Letter screen displays.
Submit Reference Letter Screen

3. Fill out the fields on this page. Required fields are displayed with a red asterisk (*).

*Referee* refers to the person who is providing a reference letter by filling out this form.

**NOTE:** If submitting a reference letter for the first time, ignore the *Reference Letter Confirmation #* field. If replacing a previously-submitted letter, enter the confirmation letter for the letter you previously submitted here. See *Replacing an Already-Submitted Reference Letter* for more details.

4. Click the **Continue** button.

   The next screen lets you upload your letter or form. The letter must be in flattened PDF format and should not exceed two pages.
5. Click the **Choose File** button, select a PDF file, and then click the **Submit** button. After you choose a file, you can click the **View** button to see its contents.

After submitting, a message appears showing a confirmation number, and you also receive an email with the confirmation number. The candidate receives a confirmation email that the letter was submitted but cannot see the reference letter you’ve submitted. If you need to re-submit (replace) a reference letter, see *Replacing an Already-Submitted Reference Letter*.

**IMPORTANT:** Take note of the confirmation number; if you need to update the reference letter, you must have this confirmation number available.

For more information, refer to the tutorial titled [How to Submit a Reference Letter](#).
24 Replacing an Already-Submitted Reference Letter

If you previously submitted a reference letter for a grant applicant, and you now want to replace that letter with an updated or corrected letter, you can do so as long as:

- The application deadline has not passed, and
- You know the confirmation number from the submission of the first letter you submitted. When you submitted the letter initially, you saw a screen and received an email, both of which contained the submission confirmation number. Following is an example of the email with confirmation letter:

![Email example]

Thank you for submitting a letter of reference in support of SHERIN LARK’s application for AG21-022.

Your confirmation number is 445967. PLEASE RETAIN THIS NUMBER FOR YOUR RECORDS. Revised letters may be submitted prior to the submission deadline at https://public.dev.era.nih.gov/commonsplus/public/reference/submitReferenceLetter.era?mode=new. Complete the required fields on the submission form – the information must match exactly the information entered for the original letter submission. Additionally, enter the Confirmation Number where indicated on the form. If you have any questions about this email, please contact the eRA Service Desk via Web Support at http://grants.nih.gov/support/.

For letter requirements, see Requirements for Letters.

To submit an updated letter, which will replace the previous letter, follow the steps in Submitting Reference Letters, making sure you enter all the same information for the applicant (last name, Commons ID, FOA) that you entered the first time you submitted. Additionally, you must enter the confirmation number that you received after your first submission in the Reference Letter Confirmation # field.
A grant number provides unique identification for the grant. The figure below shows an example of a complete NIH grant number.

Sample Grant Number: 1 R01 CA 123456-01A1

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Activity Code</th>
<th>Institute/Center (IC)</th>
<th>Serial Number</th>
<th>Support Year</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R01</td>
<td>CA</td>
<td>123456</td>
<td>01</td>
<td>A1</td>
</tr>
</tbody>
</table>

The grant number is comprised of the following parts:

**Application Type:** Indicates the type of application (e.g., new, renewal, non-competing, etc.)

**Activity Code:** Represents the specific category of support (e.g., research projects, fellowships, etc.)

**Institute/Center Code:** The code for the NIH Institute/Center (IC) associated with the grant

**Serial Number:** The unique number - assigned by the NIH Center for Scientific Research (CSR)- identifying the specific application

**Support Year:** Indicates the current year of support (e.g., an 01 support year is a new grant)

**Suffix Code:** An optional code used for supplements, amendments, or fellowship institutional allowances

- 'A' and related number identifies the amendment number (example: A1 = resubmission);
- ‘S’ and related number identifies the revision record and follows the grant year or the amendment designation to which additional funds have been awarded.
- 'X' and related number identifies a fellowship’s institutional allowance record. Allowance designations also follow the grant year or other designation (example: AG 12345-01X1 and HD 12345-02S1X2)
- 'P' and related number indicates a pre-application.
• D% (where % is a number) marks resubmissions and/or renewal applications that were withdrawn prior to the issuance of a summary statement at the request of the applicant and a subsequent version of that resubmission or renewal was submitted.

For more complete information on deciphering the grant number, see:


For additional information types of grant programs, access the Grants & Funding website at: https://grants.nih.gov/grants/funding/funding_program.htm.
The Open Researcher and Contributor ID (ORCID) ID is used within NIH and Grants.gov to relate publications to grants. You can associate your ORCID ID from the Commons Personal Profile module.

If no ORCID ID is connected to your profile, a link will be provided to start the process.

Click the Create or Connect your ORCID ID link and the ORCID site opens, letting you log in and connect your ID to your Commons profile or to set up an ORCID ID which can then be connected to your Commons profile. If you hover over the question mark icons for a field, a window will open with an explanation for that field.

**NOTE:** If you get an error from eRA Commons when attempting to link your ORCID ID, contact the eRA Service Desk. One common reason why this might not work is that you have two eRA Commons accounts, and the other account is already linked to the ORCID ID. The ORCID ID can be linked to only one Commons account. Also, to remove an ORCID, you must also contact the eRA Service Desk.
Once your ORCID ID has been created, click the *Create or Connect your ORCID ID* link in your Commons Personal Profile and log into ORCID. You will then be prompted to *authorize NIH to access* your personal ORCID profile (public information only).
IMPORTANT: The ORCID ID is an important identifier to enable transparent and trustworthy connections between individuals engaged in research, scholarship, and innovation activities and is tied to an individual researcher’s or contributor’s name. More than six million ORCID IDs have been established worldwide to connect individuals to their professional information (such as publications, awards, affiliations, etc.) for references and citations. You are encouraged to complete your ORCID profile and connect the resulting ID to your Commons account.

For more information regarding ORCID IDs please visit [https://orcid.org](https://orcid.org).

Once you have successfully linked your ORCID ID to your Commons account, it will be shown on your Personal Profile.
25.1 Additional Instructions for Fellowship:

For NIH fellowship applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (fellowship applicant) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.

25.2 Additional Instructions for Career Development:

For NIH Individual career development award applications, the personal profile associated with the eRA Commons username entered in the Credential field for the PD/PI (candidate) must include an ORCID ID (e.g., orcid.org/0000-0001-2345-6789) to pass NIH validation requirements.