



# eRA Commons User Guide

June 25, 2025

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

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## Contact Us

**Additional Help Needed?** Please contact the eRA Service Desk (<https://www.era.nih.gov/need-help>).

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**Feedback on the user guide?** Please email the eRA Communications Office ([era-communications@mail.nih.gov](mailto: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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## Latest Updates

### **March 10, 2025**

Added a new topic explaining the requirements and steps for an organization to request a new signing official (SO) account. See *Requesting a New Signing Official Account (If No SOs Available)* on page 167.

### **February 28, 25**

Revised ORCID iD topic with updated instructions for linking your ORCID iD to eRA Commons; see *The ORCID iD*.

### **December 11, 2024**

Updated the look of the *Re-Assign Award* screen (for signing officials only), and added instructions on how to use the re-designed error checks for RPPRs. See *Steps for SO to Re-assign an Award* on page 470 and *Checking for Errors and Warnings* on page 429.

### **October 15, 2024**

Removed online help relating to Demo Commons environment, due to its retirement. See [Commons Demo to be Retired October 14](#) for more information.

### **October 1, 2024**

Updated the Just in Time (JIT) topic to show the Data Management and Sharing (DMS) section, which has been added to allow funding agencies to request DMS plan information from applicants. Also updated the JIT topic to no longer refer to the [automated JIT email that is being retired](#). See *Just in Time (JIT) Screen* on page 540.

### **October 1, 2024**

Updated screenshots for Research Performance Progress Report (RPPR) section C. Products, to align with new questions (C.5.c) for Data Management and Sharing progress. See *C. Products* on page 340.

**October 1, 2024**

Added a new request type to Prior Approval documentation. The new "DMS Request" type is intended for NIH recipients who are subject to the [Final NIH Policy for Data Management and Sharing \(DMS\) Policy](#) to submit revisions to their approved DMS Plan. See *Prior Approval - DMS Request* on page 295.

**October 1, 2024**

Updated Closeout documentation to include Agency for Healthcare Research and Quality (AHRQ). AHRQ awardees will use the eRA Commons closeout screens and procedures to fulfill closeout requirements starting October 1, 2024. See *Closeout for AHRQ Awards* on page 606.

**August 22, 2024**

As part of the transition from DUNS number to Unique Entity Identifiers (UEIs), the DUNS number has been removed from Register Your Institution application. The DUNS number has been replaced with the Unique Entity Identifier (UEI), which is a registration available from [SAM.gov](#). See *Registering Institutions and Organizations* on page 50.

**August 9, 2024**

As part of the transition from DUNS number to Unique Entity Identifiers (UEIs), the DUNS number has been removed from the *About This Institution* section of the Institutional Profile. A DUNS field has also been removed from the **A. Cover Page** of Research Performance Progress Reports (RPPRs). The DUNS number has been replaced with the Unique Entity Identifier (UEI), which is a registration available from [SAM.gov](#). See *About the Institution* on page 250.

**July 30, 2024**

Rewrote instructions on how to fill out the final invention statement for closeout due to changes in the *Process Final Invention Statement* screen; see *Closeout—Final Invention Statement* on page 697.

## **June 24, 2024**

Added a new topic describing how to search for awards pending closeout, awards with RPPRs due soon, and recently issued Noticed of Awards; see *Finding Recent NoAs, Awards with RPPRs Due, or Awards Pending Closeout* on page 773.

## **June 11, 2024**

Added a new topic describing the Additional Materials closeout task which can appear for awards granted by the CDC; see *Closeout—Additional Materials (CDC)* on page 642.

## **June 5, 2024**

Updated topics for submitting a reference letter to align help with screen updates and the new terminology of Notice of Funding Opportunity (NOFO) rather than Funding Opportunity Announcement (FOA); see *Submitting Reference Letters* on page 766.

## **June 4, 2024**

Updated Welcome topic that describes eRA Commons login/landing pages to align with screen changes and the retirement of Quick Queries; see *Welcome to eRA Commons!* on page 42.

## **May 9, 2024**

Updated topic for skipping the two-day viewing window for administrative supplements to align help with the refreshed look of related screens. See *Bypassing the 2-Business-Day Application Viewing Window for Administrative Supplements* on page 489.

## **May 8, 2024**

Updated topic for submitting *Final Progress Report Additional Materials* (FRAM) to align help with the refreshed look of the FRAM screen. See *Closeout—Final Progress Report Additional Materials (FRAM)* on page 704.

## **May 6, 2024**

Updated topics that relate to logging in to align help with the refreshed look of those screens. See *Logging into eRA Commons* on page 62.

## **May 2, 2024**

Updated the topic for submitting Public Access PRAM to align help with the refreshed look of the Public Access *Progress Report Additional Material (PRAM)* screen. See *Responding to Public Access PRAM* on page 439.

## **May 1, 2024**

Updated the topic for changing password to align help with the refreshed look of the *Change Password* screen. See *Changing Your Password* on page 145.

## **April 30, 2024**

Updated the topic for switching to a different affiliated institution to align help with the refreshed look of the *Change Organization* screen. See *Changing to a Different Affiliated Organization* on page 135.

## **April 29, 2024**

Updated the topic for submitting agency-requested PRAM to align help with the refreshed look of the *Progress Report Additional Material (PRAM)* screen. See *Responding to Agency Requested PRAM* on page 448.

## **April 26, 2024**

Updated topics related to Status for principal investigators to align help with the refreshed look of those screens. See *Status for Program Directors/Principal Investigators (PI Role)* on page 475.

## **April 25, 2024**

Updated topics related to Closeout tasks— *Closeout—Additional Closeout Documentation* on page 656 and *Closeout—Final Progress Report (FPR)* on page 678 to align help with the refreshed look of those screens.

## **April 24, 2024**

Updated all topics for the Personal Profile module to align help with the refreshed look of the module; see *Personal Profile Module* on page 270.



## **April 23, 2024**

Updated the topic for the Admin module, which includes creating/editing an account, advanced search, and delegations, to align help with the refreshed look of the Admin module; see *Create or Edit a Commons Account* on page 152, *Advanced Search for PIs with Continuous Submission Eligibility* on page 165, and *Delegations* on page 169.

## **April 19, 2024**

Updated the topic on Interim Request for Additional Materials to align help with the refreshed look of the *Interim Request for Additional Materials* screen; see *Interim Report Additional Materials (IRAM)* on page 393.

## **April 10, 2024**

Updated the topic on the Just in Time (JIT) screen to align help with the refreshed look of that screen; see *Just in Time (JIT) Screen* on page 540 and *Just in Time (JIT) for VA Applicants* on page 551.

## **April 2, 2024**

Updated the topic on the *Foreign Disclosure Request for Additional Materials* screen to align help with the refreshed look of that screen; see *SBIR/STTR Foreign Disclosure Form—Request for Additional Materials* on page 577.

## **April 1, 2024**

Updated the topic on the *OTA Request for Additional Materials* screen to align help with the refreshed look of the *OTA Submitting Additional Materials* screen; see *Responding to Additional Materials Requests from the Funding Agency* on page 567.

## **March 28, 2024**

Updated all topics for Institutional Profile module to align help with the refreshed look of the module; see *Institution Profile Module (IPF)* on page 240.

### **March 11, 2024**

Updated topic on re-assigning a grant to another department/office within an institution to align help with the refreshed look of the *Re-Assign Grant* screen; see *Steps for SO to Re-assign an Award* on page 470.

### **March 6, 2024**

Due to a screen update to the *Recent/Pending eSubmissions* screen, updated topics that refer to that screen, where SOs and PIs can check the status of recent eSubmissions. See *How Does an AOR or SO Check Submission Status?* on page 465.

### **March 5, 2024**

Added a new topic with information on the closeout process and options for Department of Commerce (DOC) awards. See *Closeout Status for DOC Awards* on page 645.

### **February 1, 2024**

Added a new topic describing how to initiate an RPPR for a Department of Commerce (DOC) award; see *Initiating the Department of Commerce RPPR* on page 522. Added general information and updates to RPPR topics regarding DOC RPPRs. Added caveats to RPPR, Delegation, and Role help topics that do not apply to DOC awards.

### **January 31, 2024**

The *ESI Eligibility* screen was updated to a new visual appearance. Added a topic on using the updated *ESI Eligibility* screen; see *ESI Eligibility Search* on page 208.

### **January 24, 2024**

Updated [Basics and Navigation](#) topic, as the header, Main Menu, tables, and table tools have undergone minor visual updates. No functionality was changed.

### **January 4, 2024**

Added a new topic describing how to submit a Foreign Disclosure Form. For details on this requirement and to find a blank form, see [Required Disclosures of Foreign Affil-](#)

[iations or Relationships to Foreign Countries](#). For instructions on uploading the form, see *SBIR/STTR Foreign Disclosure Form—Request for Additional Materials* on page 577.

### **January 3, 2023**

Updated Locked Account topic to reflect that the Unlock Account capability was removed from the Admin module.

### **November 16, 2023**

Revamped the topic on Just In Time (JIT) submissions, and added information on a new SBIR/STTR file upload section for the Foreign Interference Form on the JIT screen. See *Just in Time (JIT) Screen* on page 540.

### **November 8, 2023**

Added documentation on Payment Request Module for DOC awardees. See *Payment Request Overview* on page 229.

### **October 30, 2023**

Several changes have been made to eRA Commons modules as part of Department of Commerce (DOC) rollout. In October of 2023, several DOC bureaus will begin using eRA to manage the award and post-award grant lifecycle. DOC-specific documentation has been added as follows:

- DOC awardees (SOs) can submit revision requests for awards; see *Revision Requests for DOC Awards* on page 512.
- DOC awardees (SOs) can accept or decline an award, starting with a Status search; see *Accepting or Declining a DOC Award* on page 509.

**Agency-Specific Instructions:** Department of Commerce (DOC) users: Please see [Applicant and Grantee Training](https://www.-commerce.gov/ocio/programs/gems/applicant-and-grantee-training) for more information (https://www.-commerce.gov/ocio/programs/gems/applicant-and-grantee-training).

## **October 30, 2023**

Users searching for awards in Status (SOs), RPPR, and FFR can use the new Awarding Office/IC search criteria feature to limit search results to only specific grantor organizations. See *Searching for Awards by Awarding Office/IC (Search Criteria)* on page 116.

## **October 12, 2023**

As of October 12, 2023, requests to revise approved Data Management and Sharing (DMS) Plans for NIH awards must be submitted via Prior Approval's "Other Request" type. The online help topic, *Prior Approval - Other Request* on page 286, was updated with specific instructions for using the Other Request type in Prior Approval for DMS change requests.

## 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>. 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.

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

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See:

*Welcome to eRA Commons!* on page 42

*First-Time Login With Temporary Password* on page 139

*Logging into eRA Commons* on page 62

*Registering Institutions and Organizations* on page 50

## **Welcome to eRA Commons!**

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

<https://public.era.nih.gov/commonsplus>

## **eRA Commons Login Screen (Before Logging In)**

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

**Commons** National Institutes of Health  
Office of Extramural Research

**eRA Commons** ?  
Track your application; manage and report on your federally funded award

**Commons Help/Service Desk**  
866-504-9552 301-402-7469  
**Hours** Monday-Friday, 7am-8pm EST

**Login with Login.gov** ?  
**LOGIN.GOV**

**Login with eRA Credentials** ?  
**Username:**  
Enter Username  
**Password:**  
Enter Password  
**Login** **Clear**

(For External Users Only)  
[Forgot Password/Unlock Account?](#)

**Login with Federated Account** ?  
Start typing to search for or  
**Login**

**Login with PIV/CAC**  
 Login using Smart Card

**Recent News**

**Reminder:** Federal financial assistance award recipients are a crucial part of safeguarding Federal funds and maintaining a secure cyber environment. Check out this [Grants.gov blog post](#) to learn more.

**Note: Improved Visual Appearance for Commons:** Look for an enhanced visual appearance for Commons over the next few months, as it moves to the new look and feel of other eRA modules. The new look is part of a required technology update that will enhance the security and stability of Commons. The capabilities remain the same. However, there will be changes in the way users navigate to other modules, access action items, export documents, etc. For additional details and images, please visit: [eRA Common: Improved Visual Appearance](#)

**Note:** eRA posts **Deployment and Maintenance Calendar** on the [eRA Website](#). Updates and additional details about planned maintenance are documented in this calendar as they become available.

**Register Organization**  
Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register: Register in eRA Commons](#).

**Submit a Reference Letter**  
To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter: Reference Letters](#). No need to log in.

**Report your patent in iEdison**  
iEdison: an interagency online reporting system for recipients of federal funding agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations.

**How to Create an Account**  
Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

**LikeThis**  
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

**Learn How to Use eRA Systems** Need more Help? **Submit a Service Desk ticket**

**Help Topics for Applicants** **Help Topics for Grantees** **Help Topics for Reviewers**

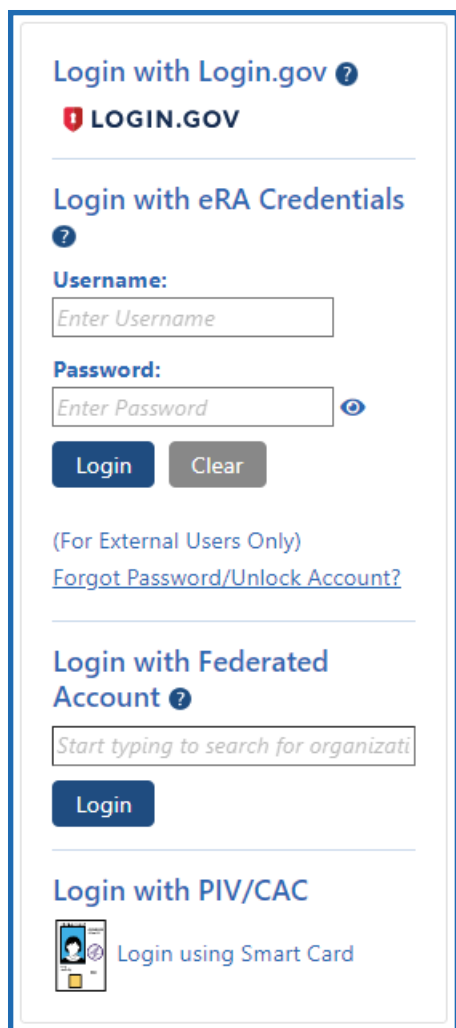
**Privacy Act Statement**  
This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal

Figure 1: eRA Commons login screen

## Login Section

There are four login methods in the login section to access eRA Commons .

Principal investigators, reviewers, and key personnel associated with an application or an RPPR are required to use two factor authentication for enhanced security. This can be through a federated (institution) account if it meets NIH required security requirements, or through the use of Login.gov, the federal secure login system. If a user is required to transition to a more secure login system, they receive a message upon login guiding them through using Login.gov with eRA Commons. See *Transitioning To and Using Login.gov* on page 67.



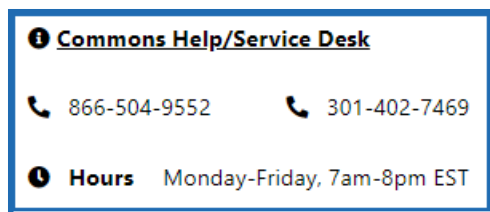
The screenshot displays the eRA Commons login interface with four distinct login methods arranged vertically. Each method is separated by a horizontal line. The first method, 'Login with Login.gov', includes the Login.gov logo. The second, 'Login with eRA Credentials', features input fields for 'Username' and 'Password' (with a toggle for password visibility), and 'Login' and 'Clear' buttons. Below this is a link for '(For External Users Only) Forgot Password/Unlock Account?'. The third method, 'Login with Federated Account', has a search input field and a 'Login' button. The fourth method, 'Login with PIV/CAC', includes an icon of a smart card and the text 'Login using Smart Card'.

*Figure 2: Four login methods on upper left of eRA Commons login screen, including Login.gov, eRA Credentials, Federated Account, and PIV/CAC smartcard*

## Service Desk Section

Service desk phone numbers and hours are listed in the upper right.

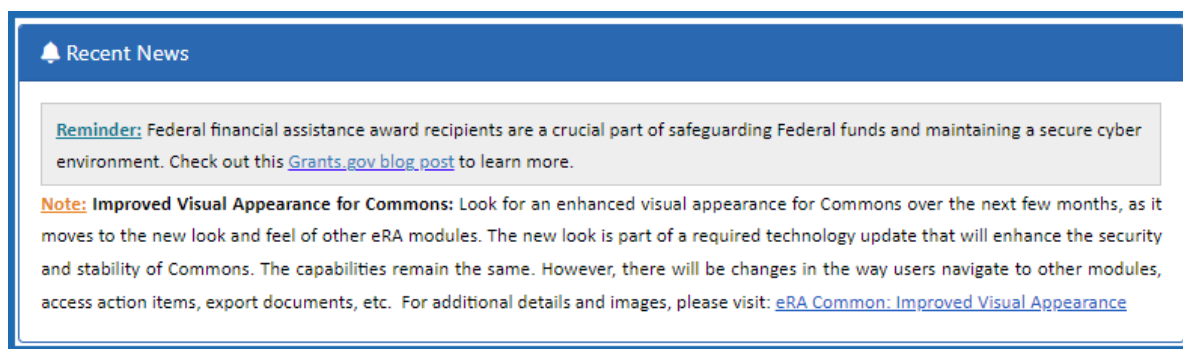




*Figure 3: Service desk section in upper right of login screen, listing phone numbers and hours*

## Recent News Section

Read the recent news to find important announcements of upcoming or ongoing activities that might affect your work.




*Figure 4: The Recent News section, below the Service Desk section, lists upcoming or ongoing activities that might affect your work in eRA Commons*

## Important Links Section

Below the Recent News section are links to help you:

- Register a new organization with eRA Commons--no eRA account required.
- Create accounts for your organization's users.
- Learn about and Submit a Reference Letter--no eRA account required.
- Jump to the iEdison system maintained by NIST to register and manage inventions.
- Connect to the LikeThis system, where you can enter queries to find similar projects.



**Register Organization**  
Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register](#); [Register in eRA Commons](#).

**Submit a Reference Letter**  
To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#); [Reference Letters](#). No need to log in.

**Report your patent in iEdison**  
iEdison: an interagency online reporting system for recipients of federal funding agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations.

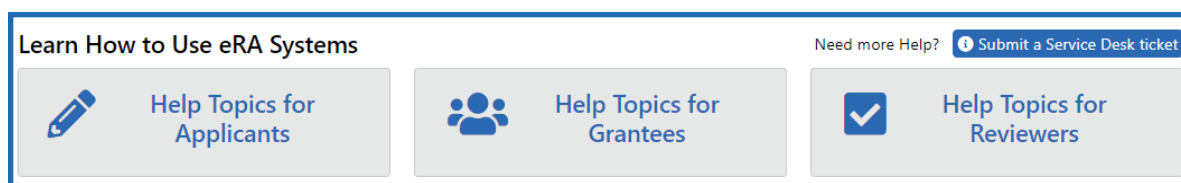
**How to Create an Account**  
Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

**LikeThis**  
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Figure 5: Important links include those relating to registering an organization, submitting reference letters, reporting patents, creating accounts, and using the LikeThis search module


## Learn How... Section


New to eRA Commons? Click buttons in the *Learn How to Use eRA Systems* section to see help for your specific situation, whether you're applying for an award, need to manage an award you've already received, or are evaluating award applications as a peer reviewer.



Learn How to Use eRA Systems

Need more Help? [Submit a Service Desk ticket](#)

 **Help Topics for Applicants**

 **Help Topics for Grantees**


 **Help Topics for Reviewers**

Figure 6: Learn How to Use eRA Systems buttons at bottom of eRA Commons login and landing screens, which link to helpful topics for a variety of user types

## eRA Commons Landing Screen (After Logging In)

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.

The screenshot displays the eRA Commons homepage. At the top is a green header bar with the eRA Commons logo, the NIH logo, and the text "National Institutes of Health Office of Extramural Research". On the right side of the header are icons for help, a phone, and a user profile.

The main content area features a vertical stack of five colored tiles on the left: "Status" (blue), "ASSIST" (purple), "Personal Profile" (dark grey), "Internet Assisted Review (IAR)" (brown), and "Account Management (Admin)" (teal). To the right of these tiles is a large white box with the "eRA Commons" title and a subtitle: "Track your application; manage and report on your federally funded award".

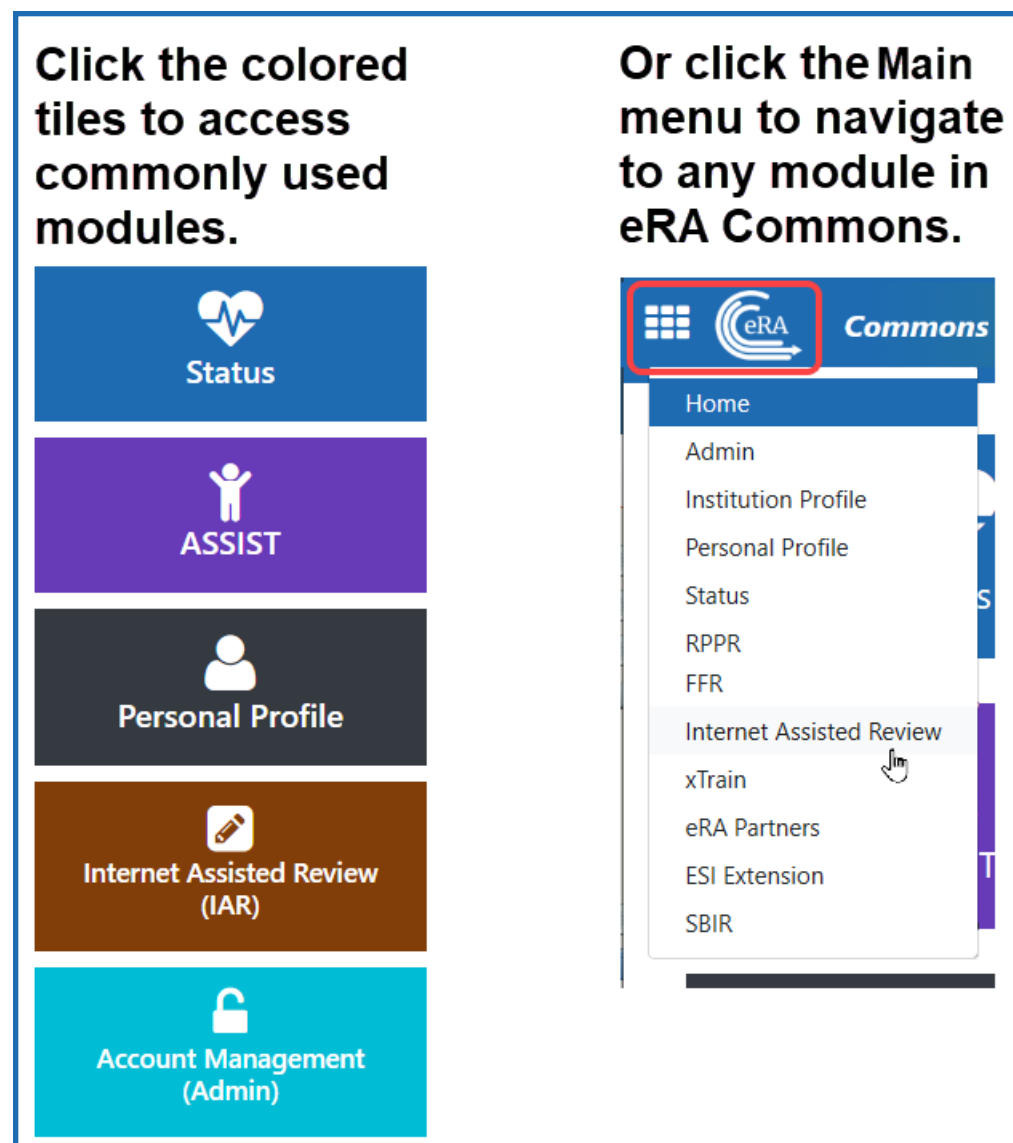
Below the subtitle is a "Recent News" section with a blue header and a list item: "eRA Maintenance Calendar". Further down is a "Submit a Reference Letter" section with a blue header and a link to "Submit a Reference Letter: Reference Letters". Below that is a "LikeThis" section with a blue header and a description of the tool.

At the bottom of the main content area are two grey boxes. The left one is for "SAMHSA" with a search bar containing "Amendments" and a "Go" button. The right one is for "iEdison" with the text "Report your patent in iEdison (also see Invention Reporting website)".

The footer section is titled "Learn How to Use eRA Systems" and contains three grey boxes with icons and text: "Help Topics for Applicants", "Help Topics for Grantees", and "Help Topics for Reviewers". On the right side of the footer is a "Need more Help?" section with a link to "Submit a Service Desk ticket".

## eRA Commons Navigation Between Modules

Navigate to the most commonly used modules by clicking the module's colored tile or use the Main menu to access all modules:

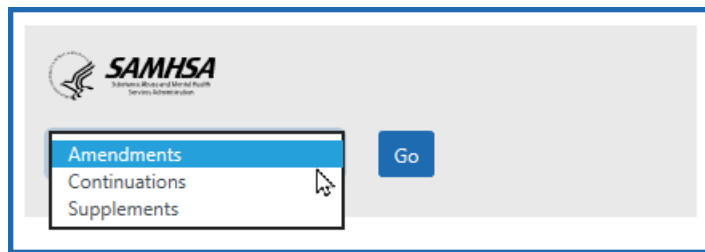


See your login information, institution, roles, and a **Sign Out** link under the person icon

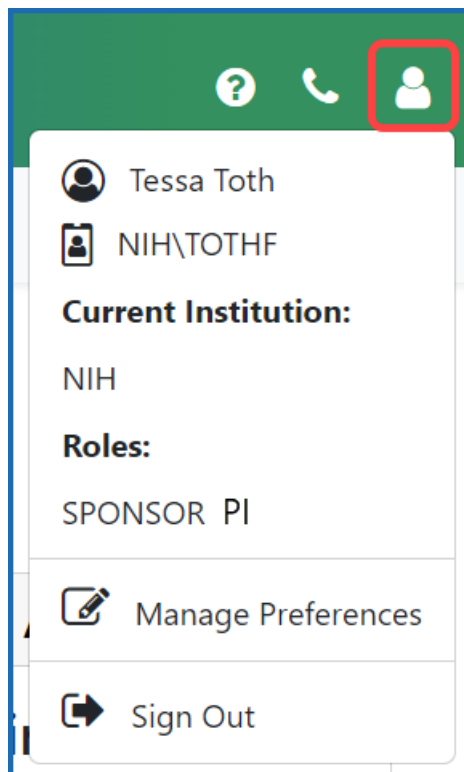


in the header. It also contains links to change your password or manage your email preferences. For more information about the header, see *Header and Footer Navigation* on page 102.

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)* on page 741 for more information.



*Figure 7: To proceed to SAMHSA management of amendments, supplements, and continuations, select an item in the SAMHSA panel and click Go.*



*Figure 8: Click the person icon in upper right to see current institution and roles.*

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

## 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)* on page 128.

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](https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update), on the GSA (U.S. General Services Administration) website for more information.

(<https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update>)

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**NOTE:** If your organization intends to only apply for Other Transaction Authority (OTA) opportunities, then a UEI number is not required for initial registration.

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## 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.

## Registering an Institution

To register your institution:

1. On the [Commons home page](#), click the [Register Organization link](#).

The screenshot shows the eRA Commons home page. The header includes the eRA Commons logo and the NIH National Institutes of Health Office of Extramural Research. The main content area is divided into several sections. On the left, there is a login section with fields for Username and Password, and buttons for Login and Clear. Below the login section are links for 'Forgot Password/Unlock Account?' and 'Login with Federated Account'. On the right, there is a large 'eRA Commons' heading with a tagline 'Track your application; manage and report on your federally funded award'. To the right of this heading is a 'Commons Help/Service Desk' section with contact numbers (866-504-9552 and 301-402-7469) and hours (Monday-Friday, 7am-8pm EST). Below the heading is a 'Recent News' section. At the bottom, there is a 'Register Organization' link highlighted with a red box, followed by a description of the registration process and a 'How to Create an Account' section.

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?* on page 57 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* on page 253

**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.** Selecting this option lets you submit applications offered by partner agencies such as SAMHSA, AHRQ, etc.

**NIH Other Transaction Authority (OTA) 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 a Unique Entity Identifier (UEI) number on the next screen, which can be obtained from SAM.gov.

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.



The screenshot shows the 'Register Institution' page with a progress bar at the top indicating five steps: Step 1 Purpose (active), Step 2 Verify Identification, Step 3 Institution Details, Step 4 Accounts, and Step 5 Review & Submit. Below the progress bar, a yellow warning box states: 'Only Signing Officials can register their institutions with NIH.' A red asterisk indicates a required field. The section 'My organization wishes to apply for...(Check all that apply) \*' contains three checked checkboxes: 'NIH Grants/Contracts', 'Non-NIH Grants/Contracts', and 'NIH Other Transaction Authority (OTA) Opportunities'. At the bottom, a checked checkbox reads: 'I acknowledge I have read and understand the NIH Grants Policy statement regarding the Legal Implications of Applications'. 'Back' and 'Next' buttons are in the bottom right corner.

## 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 see only a **Unique Entity Identifier** field, where you must provide your institution's UEI. To obtain a UEI, you must have previously registered in SAM.gov.
- If you marked the NIH Other Transaction Authority as the *Purpose* for registration, then you have the option to either enter the UEI or 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 enter a Unique Entity Identifier, 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.

**Register Institution ?**

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

**Step 2: Verify Identification**

Step 1 Purpose   **Step 2 Verify Identification**   Step 3 Institution Details   Step 4 Accounts   Step 5 Review & Submit

To be eligible to submit for NIH or non-NIH grants/contracts and to expedite approval of your registration, you will need a valid institution identifier. Register for an institution identifier at [Sam.gov](#) or go back and [Change Registration Purpose](#).

Required Field

**Select Which Identifier**

☒ Unique Entity Identifier  
☐ I don't have one

Unique Entity Identifier (UEI)

ex: 123456789ABC   [Verify](#)

[Back](#)   [Next](#)

### 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 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 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.

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**Register Institution ?**

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

**Step 3: Institution Details**

Step 1 Purpose   Step 2 Verify Identification   **Step 3 Institution Details**   Step 4 Accounts   Step 5 Review & Submit

• Required Field

**Institution Name • ?**  
  
 Total remaining allowed limit is 100 characters.

**Closeout Email • ?**

**Notice of Award (NoA) Email • ?**

**Institution Address (Line 1) •**

**Institution Address (Line 2)**

**Institution Address (Line 3)**

**Institution Address (Line 4)**

**Institution City •**

**Institution State •**

**Institution Zip Code •**

**Institution Country •**

## Step 4 Accounts

In the following screen, you must create a signing official (SO) account; see *Signing Official (SO)* on page 128 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**.

## Register Institution ?

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

### Step 4: Accounts

Step 1 PurposeStep 2 Verify IdentificationStep 3 Institution DetailsStep 4 AccountsStep 5 Review & Submit

Required Field

Once NIH has approved this institution's registration and the account(s) created have been verified, changes or additional account(s) can be made through the Signing Official (SO) account in eRA Commons.

#### Principal Signing Official

Email *	Username *
<input type="text" value="eraTest@nih.gov"/>	<input type="text" value="eraTest@nih.gov"/>
Name Prefix	Title *
<input type="text"/>	<input type="text" value="President"/>
First Name *	Middle Name
<input type="text" value="Jane"/>	<input type="text"/>
Last Name *	Phone *
<input type="text" value="Doe"/>	<input type="text" value="555-555-5555"/>

Username Criteria

Will be used when submitting official NIH Grant Applications

Will be used to login to your eRA Commons account

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

[Add an Account Administrator\(Optional\)](#)

#### Account Administrator

Email *	Username *
<input type="text" value="eraTest2@nih.gov"/>	<input type="text" value="eraTest2@nih.gov"/>
Name Prefix	Title *
<input type="text"/>	<input type="text" value="CEO"/>
First Name *	Middle Name
<input type="text" value="John"/>	<input type="text"/>
Last Name *	Phone *
<input type="text" value="Smith"/>	<input type="text" value="555-555-5555"/>

Username Criteria

Will be used to set up all eRA Commons accounts (except SO, FCOI)

Will be used to login to your eRA Commons account

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

[Back](#)[Next](#)

## 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.

## Register Institution ?

Completing this process will register your institution in eRA Commons and establish up to two user accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution. See [Prepare to Apply and Register at grants.nih.gov](#); [How to Register in eRA Commons](#).

### Step 5: Review & Submit

Step 1 Purpose
 Step 2 Verify Identification
 Step 3 Institution Details
 Step 4 Accounts
 **Step 5 Review & Submit**

#### Registration Purpose

My organization wishes to apply for...

NIH Other Transaction Authority (OTA) Opportunities

NIH Grants/Contracts

Non-NIH Grants/Contracts

#### Institution Identifier

<b>DUNS Number</b> 100000000	<b>Unique Entity Identifier (UEI)</b> SSSSSS999999
---------------------------------	---

#### Institution Details

<b>Institution Name</b> FILTERS INC	<b>NOA Email</b> eraTest@nih.gov
<b>Institution Address</b> 10250 W 44TH AVE RIDGAT CO 800332806 UNITED STATES	<b>Closeout Email</b> eraTest@nih.gov

#### Account(s)

##### Principal Signing Official

<b>Email</b> eraTest@nih.gov	<b>Username</b> eraTest@nih.gov
<b>Name Prefix</b>	<b>Title</b> President
<b>First Name</b> Jane	<b>Middle Name</b>
<b>Last Name</b> Doe	<b>Phone</b> 555-555-5555

##### Account Administrator

<b>Email</b> eraTest2@nih.gov	<b>Username</b> eraTest2@nih.gov
<b>Name Prefix</b>	<b>Title</b> CEO
<b>First Name</b> John	<b>Middle Name</b>
<b>Last Name</b> Smith	<b>Phone</b> 555-555-5555

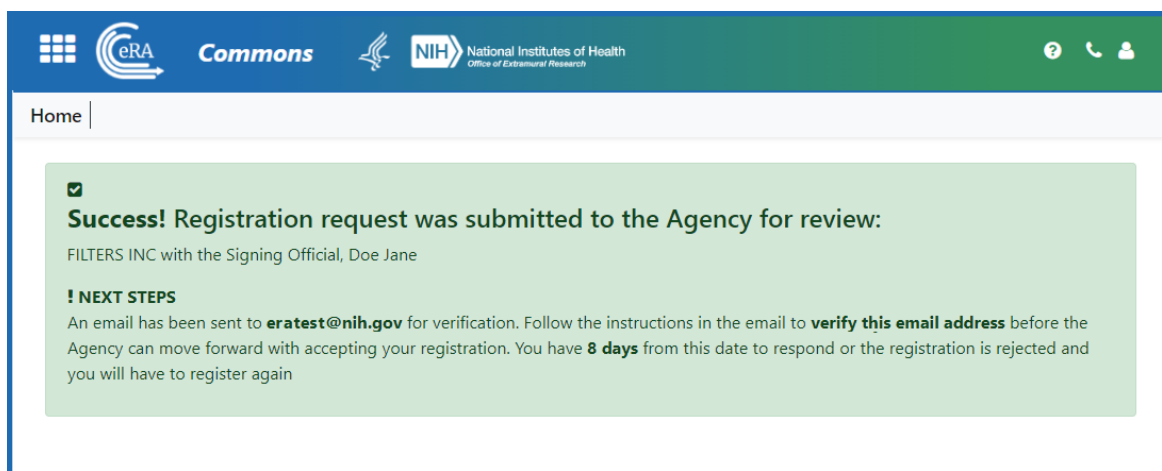
The Signing Official must verify the email address provided within 8 days of this submission in order for any users to login to eRA Commons. Failure to verify the email within the 8 day timeline will result in an automatic rejection of your registration application.

Back
 Submit

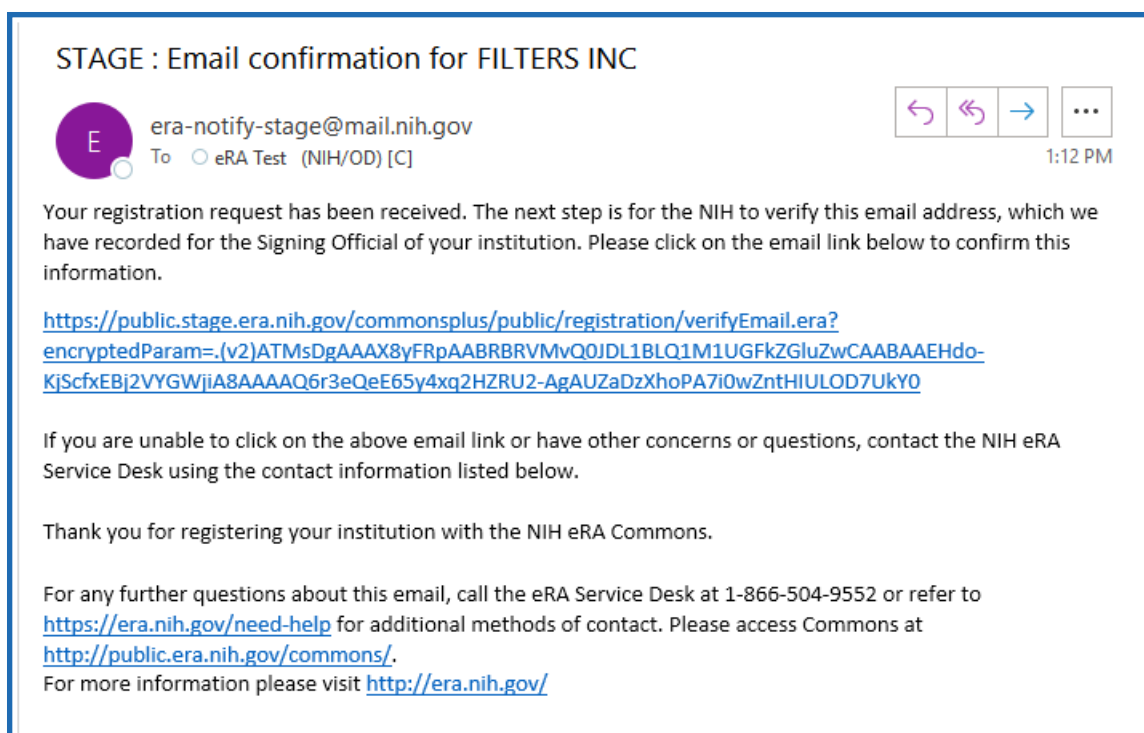
## What Happens After You Submit Your Registration Request?

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.



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.

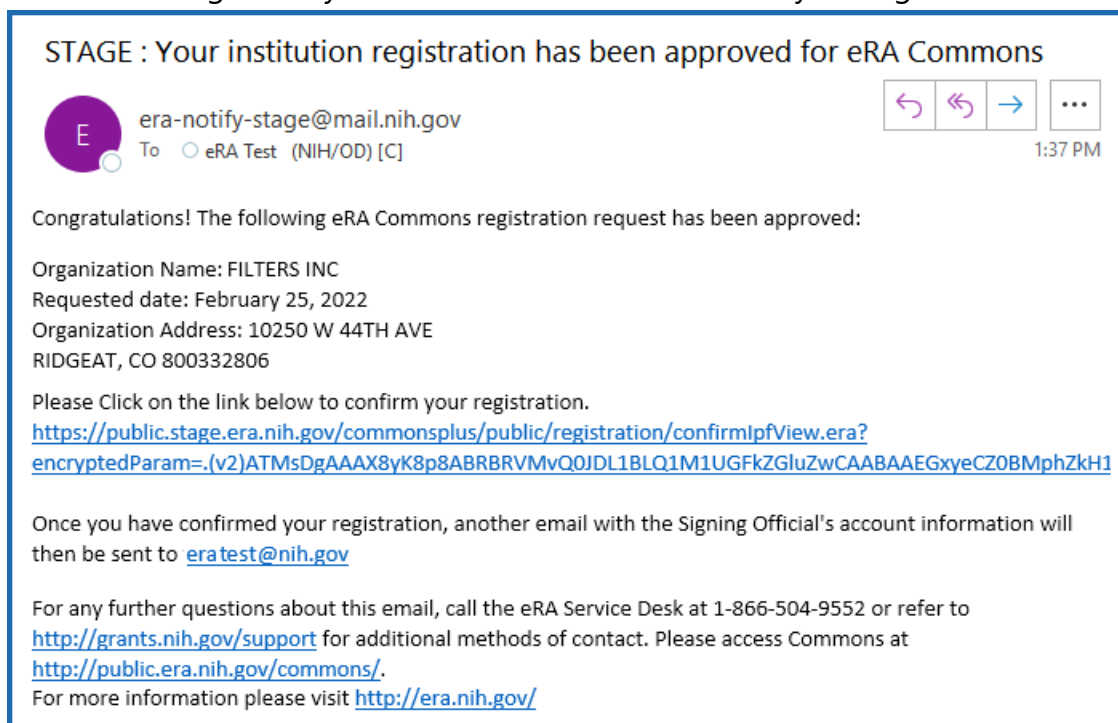


3. After you click the link in the above email, you see the following browser **Success** message for email verification, below.

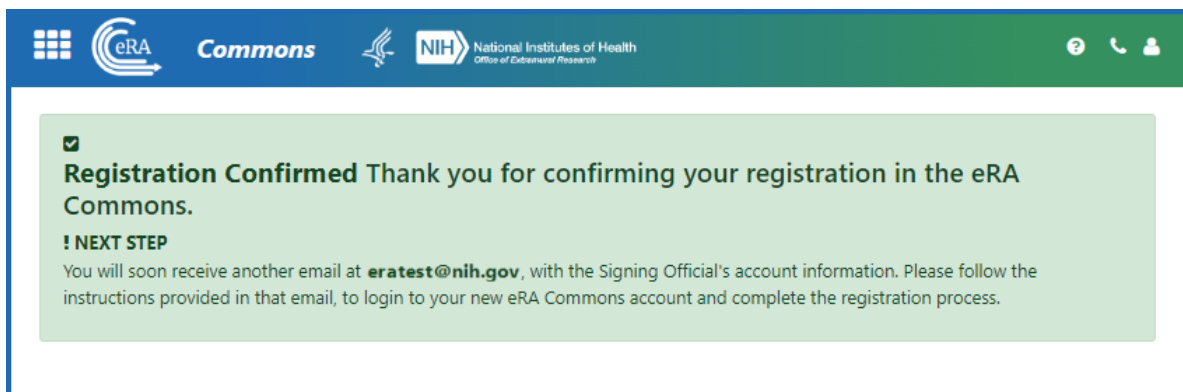


4. At a later date, after your registration request has been evaluated by agency personnel, you receive the following email if your registration was approved. If your registration request was rejected, you would instead receive an email notifying you of the rejection.

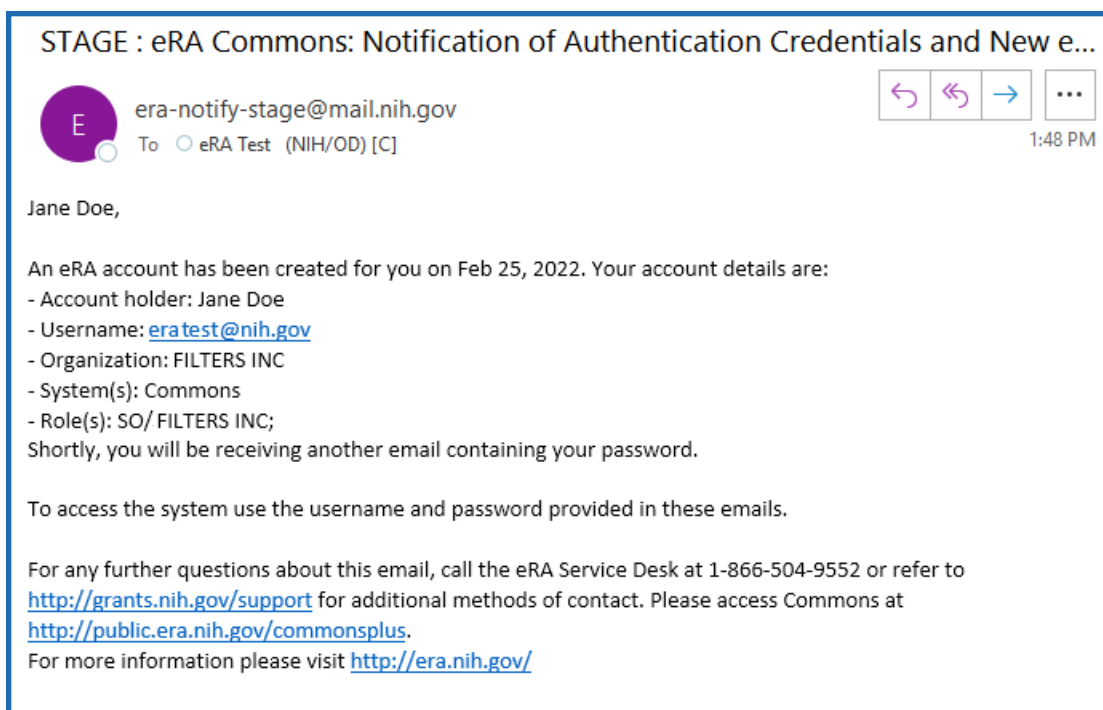
In the following email, you must click the link to confirm your registration.



5. After clicking the link in the above email, you see the following browser **Registration Confirmed** message, below.

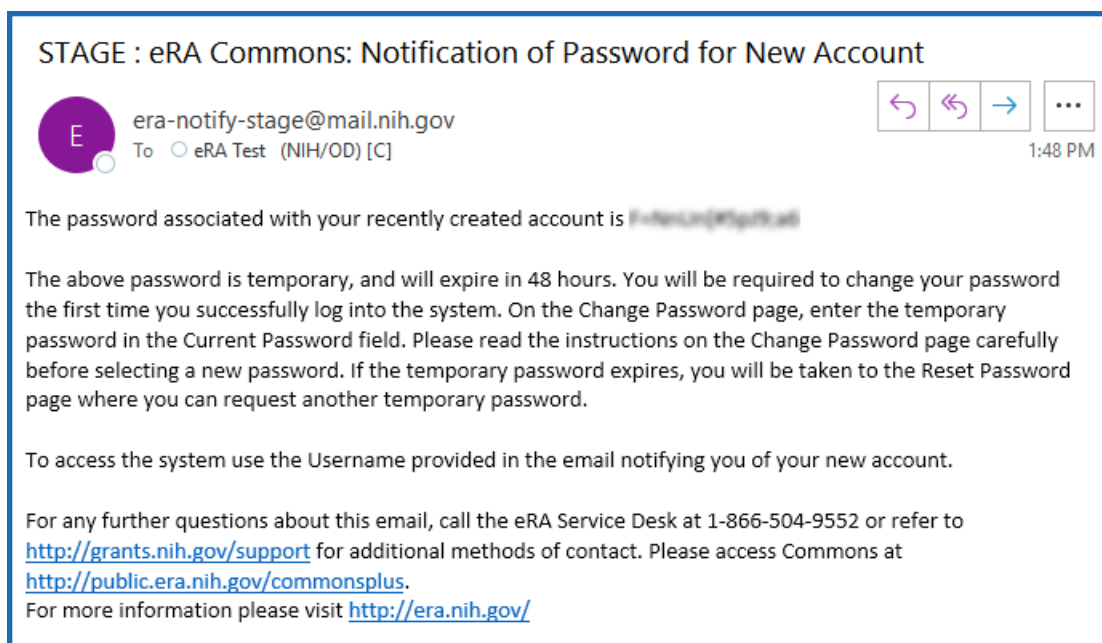


6. After you confirm your registration, you receive two more emails in quick succession. The first, below, notifies you of your account creation and lists your username. Take note of the username, as you will need it to log into eRA Commons.



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* on page 62. If you do not log in within two days, you will need to request a password reset; see *Reset Password* on page 142.
9. You will immediately be directed to change your temporary password; see *Reset Password* on page 142.
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* on page 67.

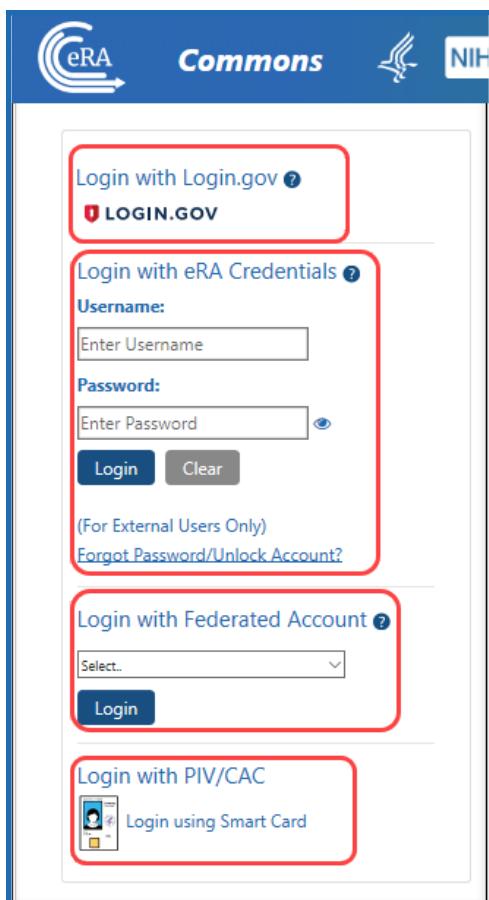
If you created an account administrator account, that person also receives emails with their username and password, and must log in, change their password, etc. Both the SO and the AA can now create eRA Commons accounts for others at your institution; see *Create or Edit a Commons Account* on page 152.

## 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)* on page 240.

## 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 shows login methods for internal (staff) and external users. For external users, use of eRA Credentials began being phased out in 2021 in favor of Login.gov two factor authentication.

Authentication Method	External	Internal
eRA Credentials	X	X
Federated Account <sup>1</sup>	X	
PIV/CAC		X
login.gov account	X	

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

## Log In with Login.gov

If switching to Login.gov, follow the instructions in *Transitioning To and Using Login.gov* on page 67.

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* on page 67.

**Confirmation Required**


Access to NIH/eRA systems is available via Login.gov

- If you run into issues with login.gov or associating your login.gov account with your eRA account, please contact the eRA Service Desk at <https://grants.nih.gov/support/index.html>.
- You can also refer to login.gov for additional help at <https://www.login.gov/help/>

For additional information:  
**\*\* Two-Factor Authentication: Accessing eRA Modules via login.gov**

Please select Continue to be redirected to Login.gov or Cancel to return to the NIH/eRA application login page.

**LOGIN.GOV** **NIH**



NIH is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

[Sign in with your government employee ID](#)

## 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 two-factor authentication account (Federated account or Login.gov) with their eRA account. Authentication will be accomplished with the two-factor authentication account, after which the user will be logged into the eRA account that was associated with the two-factor account. 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](#)

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[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.

### To log into Commons:

1. Navigate to eRA Commons . (<https://public.era.nih.gov/commonsplus/>)
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.

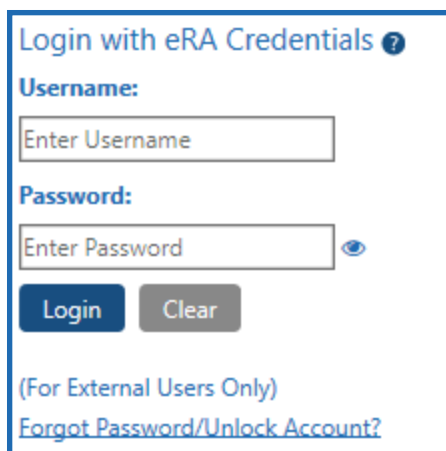
A screenshot of the 'Login with eRA Credentials' form. The form has a title 'Login with eRA Credentials' with a help icon. Below the title are two input fields: 'Username:' with a placeholder 'Enter Username' and 'Password:' with a placeholder 'Enter Password' and an eye icon to toggle visibility. At the bottom of the form are two buttons: 'Login' and 'Clear'. Below the buttons, it says '(For External Users Only)' and has a link 'Forgot Password/Unlock Account?'.

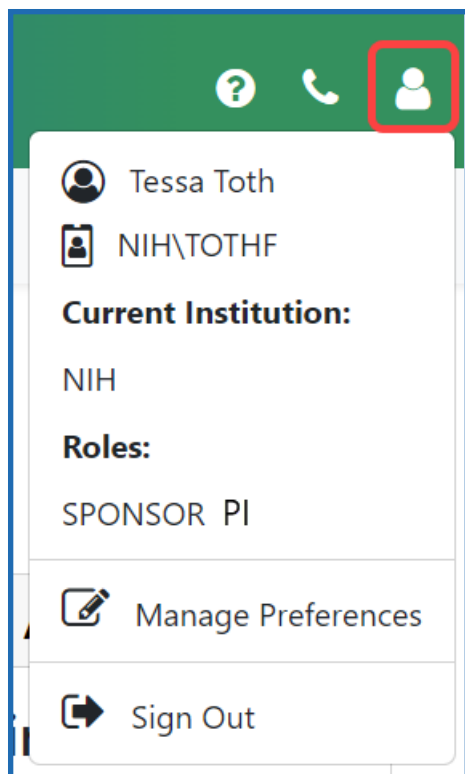
Figure 9: Commons Login

---

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

---

If you successfully login, you see a Person icon at upper right. Clicking the Person icon shows your username, institution, and user roles.



*Figure 10: Commons Home Page shows a Person icon in upper right, which when clicked shows account information*

---

**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 to a Different Affiliated Organization* on page 135 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* on page 137 for information on navigating to modules.

---

## 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* on page 82 for instructions.

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

If you are an internal NIH or federal 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)*.

## **Commons Landing Page**

After logging in, you see [the landing page](#). See *Welcome to eRA Commons!* on page 42 for details.

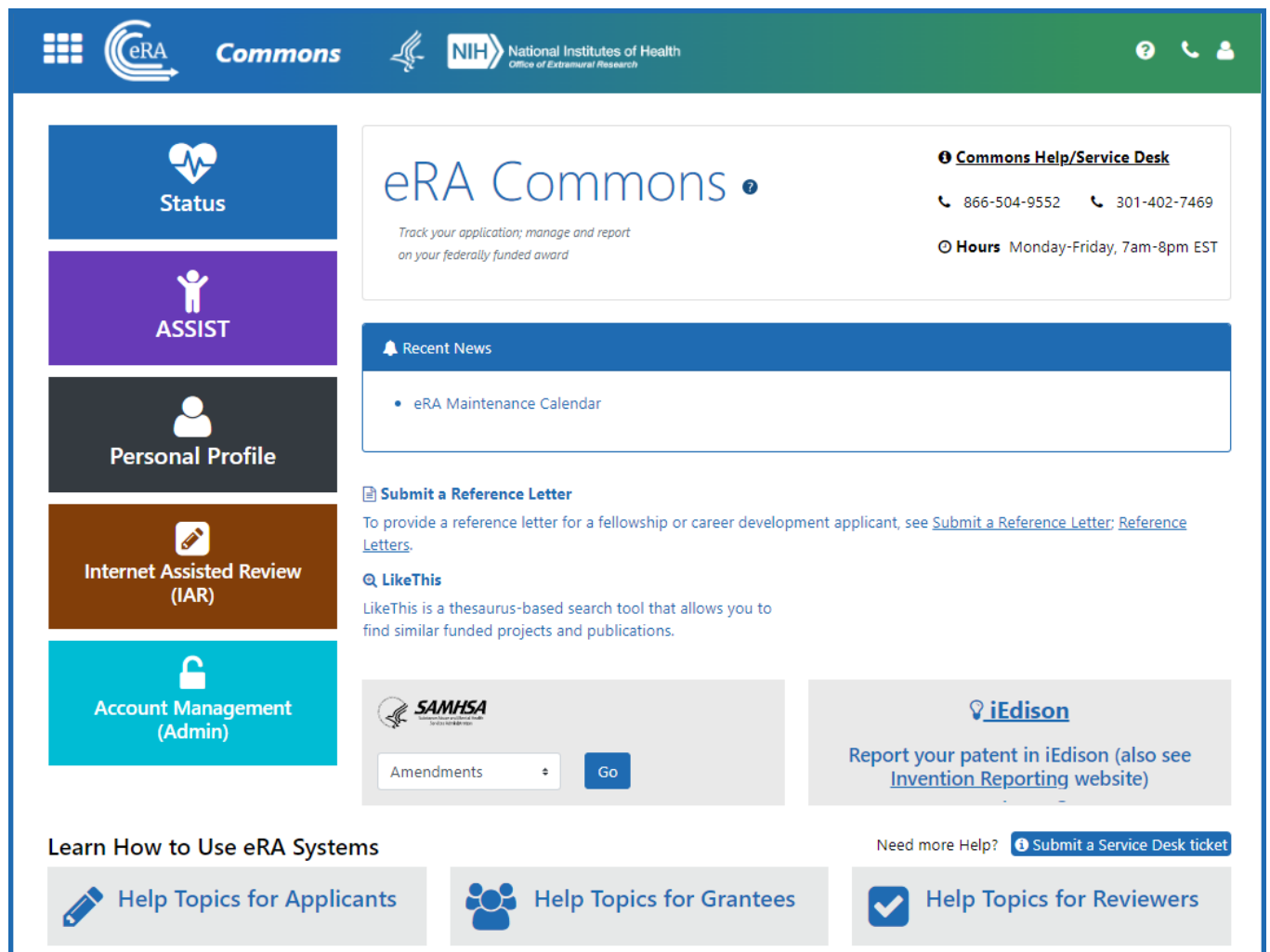


Figure 11: Commons Landing Page

## 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.

## Transitioning To and Using Login.gov

As part of federal government security policies, eRA is moving to two-factor authentication for accessing its external modules, meaning that log-in will require something you know (password) and something you have (a phone or other device). If you see a

message that states your account is required to use two-factor authentication to access NIH/eRA systems, then it is required that you transition to using login.gov or other two-factor authentication method (such as InCommon Federated). This topic outlines transitioning to using Login.gov for accessing eRA systems.

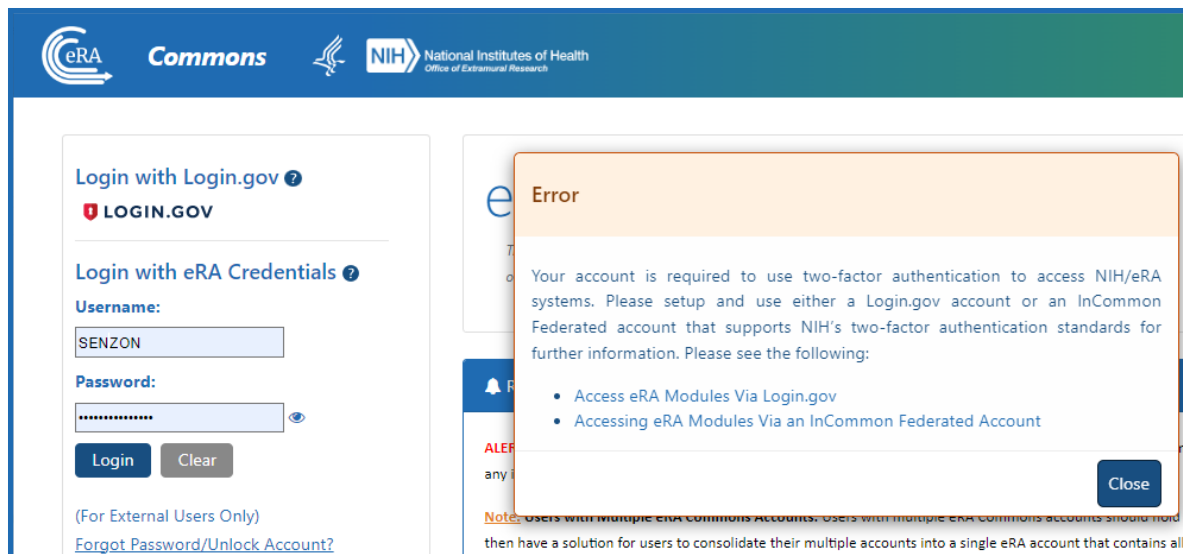


Figure 12: Message letting you know your account is required to use two-factor authentication to access NIH/eRA systems

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 (unless they have access to InCommon Federated login with their organization). 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) (<https://www.era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm>).

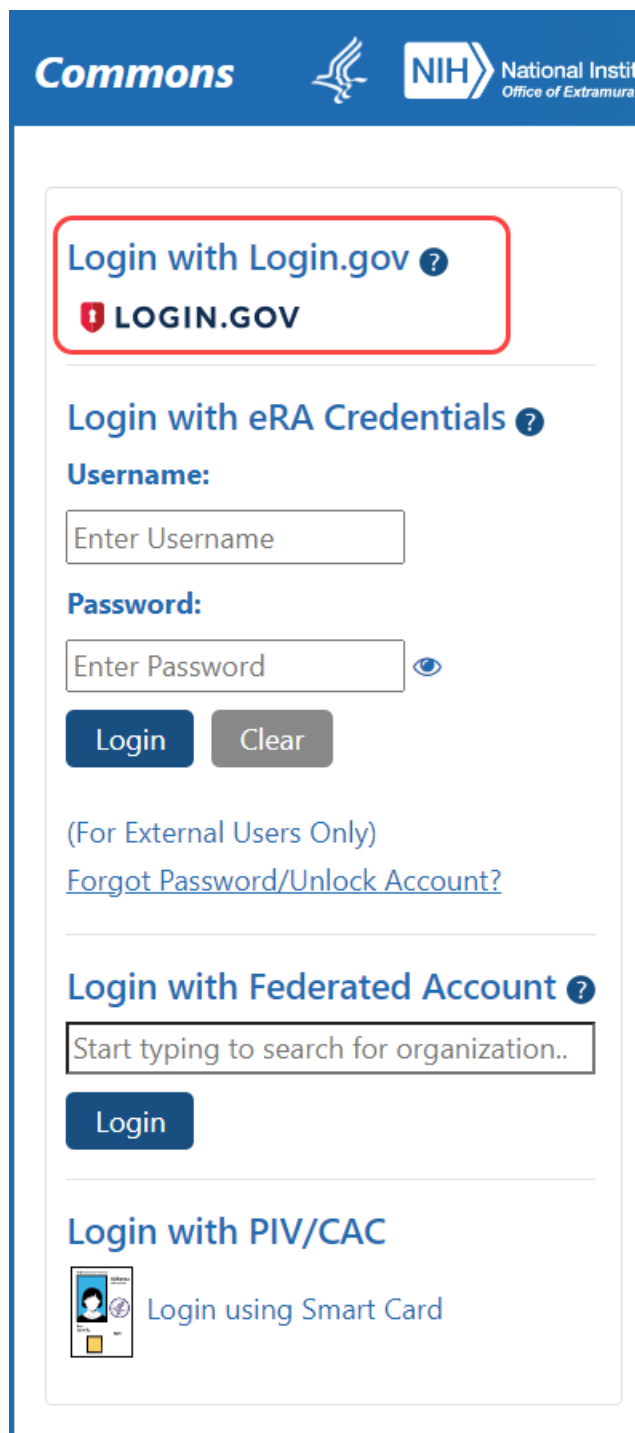
**IMPORTANT:** Please note that using Login.gov means you will have two separate accounts for eRA Commons.

- You will have an eRA Commons User ID and password
- You will additionally setup a Login.gov account **with its own separate User ID and password**

After setting up Login.gov, you will still need to know and maintain your eRA Commons



account credentials (and change the password once per year), but you will use Login.gov credentials to log in.



The screenshot displays the eRA Commons login interface. At the top, the 'Commons' logo is on the left, and the NIH logo with 'National Institute of Health' and 'Office of Extramural Research' is on the right. The main content area is divided into sections for different login methods. The first section, 'Login with Login.gov', is highlighted with a red border and includes the 'LOGIN.GOV' logo. Below this is the 'Login with eRA Credentials' section, which has a 'Username:' label, a text input field with the placeholder 'Enter Username', a 'Password:' label, a text input field with the placeholder 'Enter Password', and a toggle icon. Below the password field are 'Login' and 'Clear' buttons. A link for '(For External Users Only) Forgot Password/Unlock Account?' is provided. The third section is 'Login with Federated Account', featuring a search input field with the placeholder 'Start typing to search for organization..' and a 'Login' button. The final section is 'Login with PIV/CAC', which includes an icon of a smart card and the text 'Login using Smart Card'.

Figure 13: Login options on eRA Commons login screen

## 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. If you attempt 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.

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:

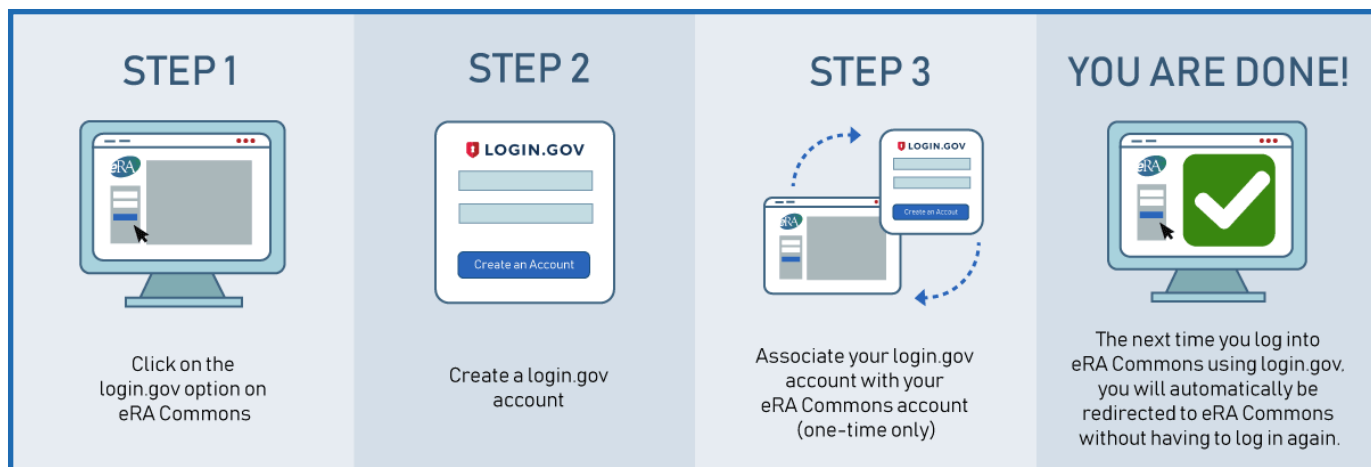
- Make sure your eRA Commons account is active and unlocked, and you know your account password; if you are unsure of the password, then use the Forgot Password/Unlock Account link located below the **Username** and **Password** fields on the eRA Commons home screen to change your password (see [screenshot below](#)).
  - Also, ensure that you are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is <https://public.era.nih.gov/commonsplus/>
  - Ensure your eRA Commons account is active. 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.
-

The screenshot shows the eRA Commons login interface. At the top, there is a link 'Login with Login.gov' with a help icon, enclosed in a red box. Below it is the 'LOGIN.GOV' logo. The next section is 'Login with eRA Credentials' with a help icon. It contains a 'Username:' label, a text input field with 'toth', a 'Password:' label, a password input field with masked characters and a toggle icon, and 'Login' and 'Clear' buttons. Below this is a link '(For External Users Only) Forgot Password/Unlock Account?' also enclosed in a red box. The next section is 'Login with Federated Account' with a help icon, a dropdown menu showing 'Select..', and a 'Login' button. The final section is 'Login with PIV/CAC' with an icon of a smart card and the text 'Login using Smart Card'.

## Detailed Login.gov Steps and Troubleshooting

Accessing eRA Commons with Login.gov for the first time

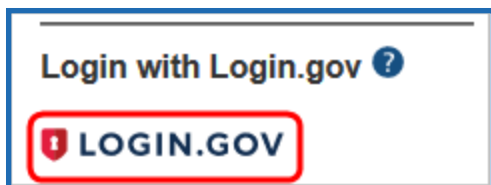
### Steps for the Initial Setup at Login.gov



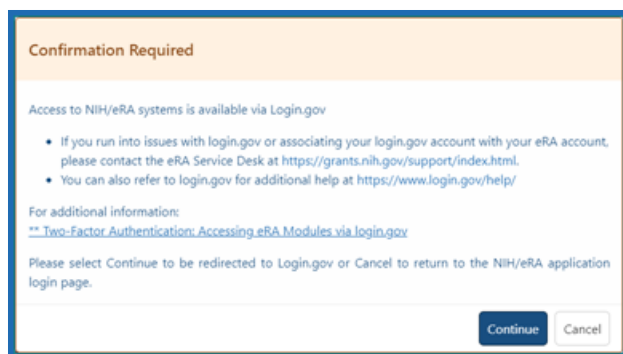
## STEP ONE — Click the Login.gov option on eRA Commons

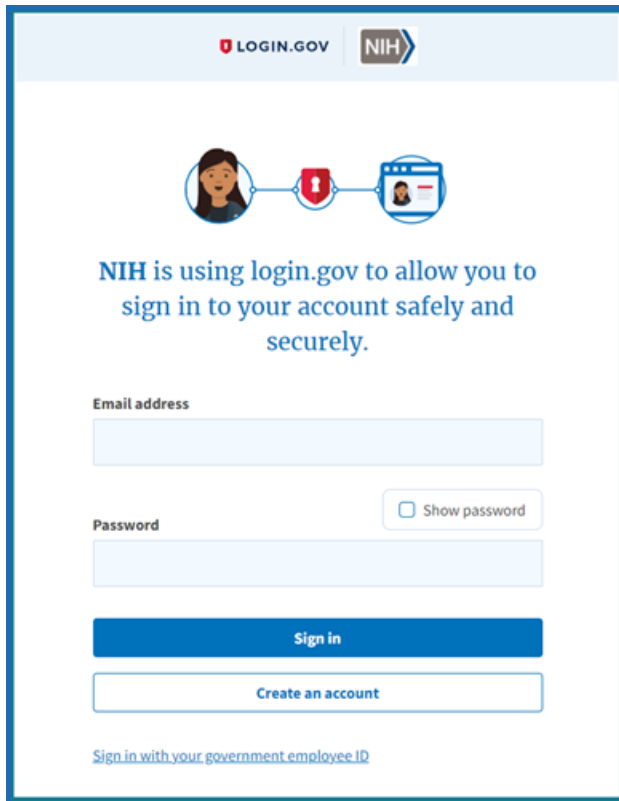
**TIP:** If Login.gov has become mandatory for you, then upon entering normal eRA credentials, you will be redirected automatically to the *Confirmation Required* popup below to start the Login.gov process, and will not be able to log in until you complete it.

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>.





LOGIN.GOV NIH

NIH is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

Sign in

Create an account

[Sign in with your government employee ID](#)

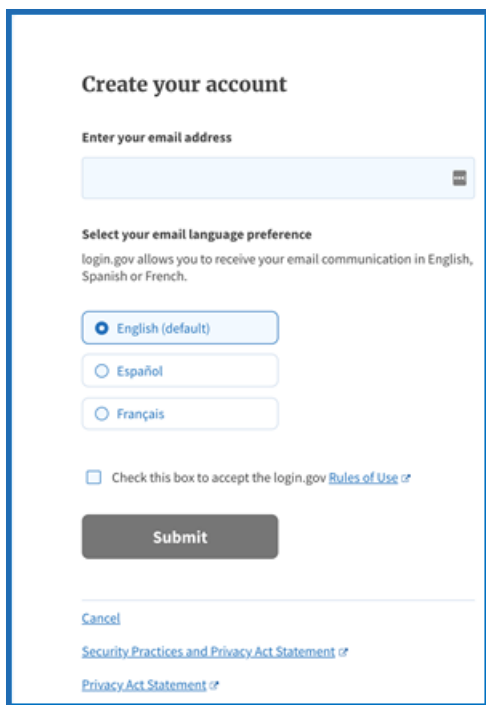
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**NOTE:** If you already have a Login.gov account, enter your email address and password and click Sign In. Complete the two-factor authentication method that you have already configured for your Login.gov account (text message, authentication application, 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.



The screenshot shows the 'Create your account' page. At the top, it says 'Create your account'. Below that is a text input field labeled 'Enter your email address'. Underneath is a section titled 'Select your email language preference' with a note: 'login.gov allows you to receive your email communication in English, Spanish or French.' There are three radio button options: 'English (default)' (selected), 'Español', and 'Français'. Below these is a checkbox labeled 'Check this box to accept the login.gov Rules of Use' with a link to the 'Rules of Use'. A 'Submit' button is at the bottom. At the very bottom, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

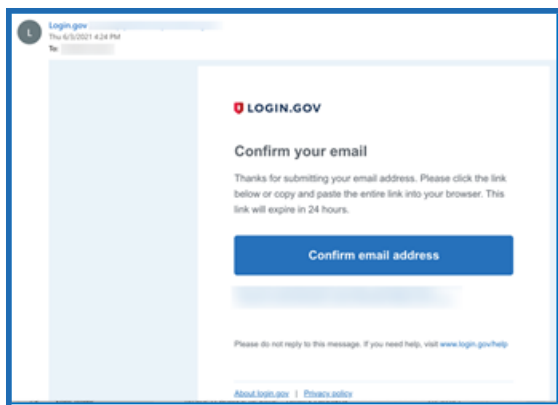
2. Enter your email address and select the box to accept the Login.gov Rules of Use and click **Submit**.

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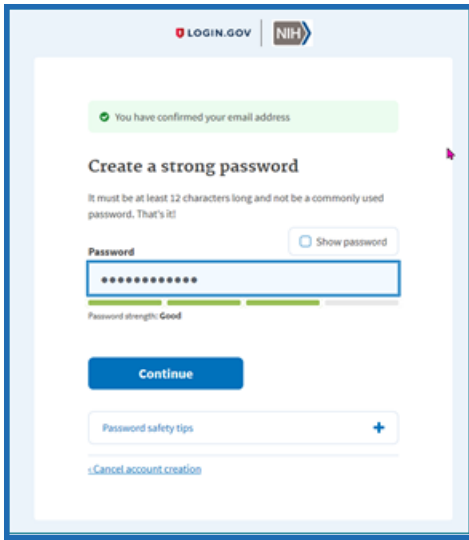
**NOTE:** Use an email address that you will always have access to, not one that is dependent on your current institution, because you will need access if you ever reset your password. You use the same Login.gov account and eRA account regardless of your current institution.

---

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).

The screenshot shows the 'Authentication method setup' page. At the top, there are logos for 'LOGIN.GOV' and 'NIH'. The main heading is 'Authentication method setup', followed by a subtext: 'Add a second layer of security so only you can sign in to your account.' Below this is a light blue informational box stating: 'Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.' The section 'Select an option to secure your account:' contains five radio button options, each with a description and a security level tag: 1. 'Security key' (MORE SECURE): 'Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.' 2. 'Government employee ID' (MORE SECURE): 'Insert your government or military PIV or CAC card and enter your PIN.' 3. 'Authentication application' (SECURE): 'Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.' 4. 'Phone' (LESS SECURE): 'Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.' 5. 'Backup codes' (LESS SECURE): 'We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.' At the bottom of the options is a blue 'Continue' button. Below the button is a link: 'Cancel account creation'.

LOGIN.GOV NIH

### Authentication method setup

Add a second layer of security so only you can sign in to your account.

Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- ☐ **Security key**  
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.  
**MORE SECURE**
- ☐ **Government employee ID**  
Insert your government or military PIV or CAC card and enter your PIN.  
**MORE SECURE**
- ☐ **Authentication application**  
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.  
**SECURE**
- ☐ **Phone**  
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.  
**LESS SECURE**
- ☐ **Backup codes**  
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.  
**LESS SECURE**

**Continue**

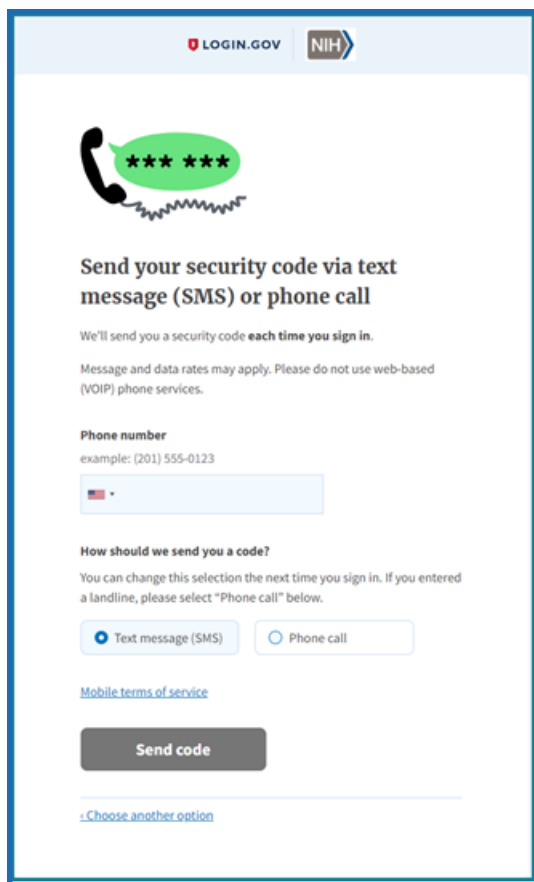
[Cancel account creation](#)

- 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**.



LOGIN.GOV NIH

\*\*\*\* \*

**Send your security code via text message (SMS) or phone call**

We'll send you a security code **each time you sign in**.

Message and data rates may apply. Please do not use web-based (VOIP) phone services.

**Phone number**  
example: (201) 555-0123

US

**How should we send you a code?**  
You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

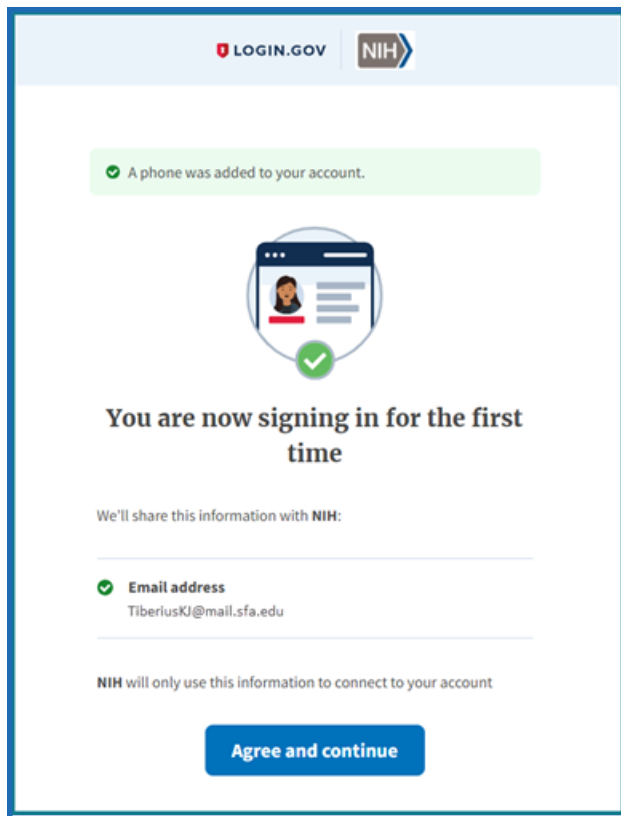
☒ Text message (SMS) ☐ Phone call

[Mobile terms of service](#)

**Send code**

[Choose another option](#)

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. DO NOT use the new Login.gov credentials for this step--use the eRA Commons credentials you had prior to setting up Login.gov.

**eRA Commons** **AMM** Account Management Module **NIH** National Institutes of Health Office of Extramural Research

### Associate your eRA Account

**Authentication Source:** **LOGIN.GOV**  
**LOGIN.GOV Primary Email Address:**  
toth@nih.gov

**eRA Credentials**

**eRA User ID:**

**eRA User Password:**

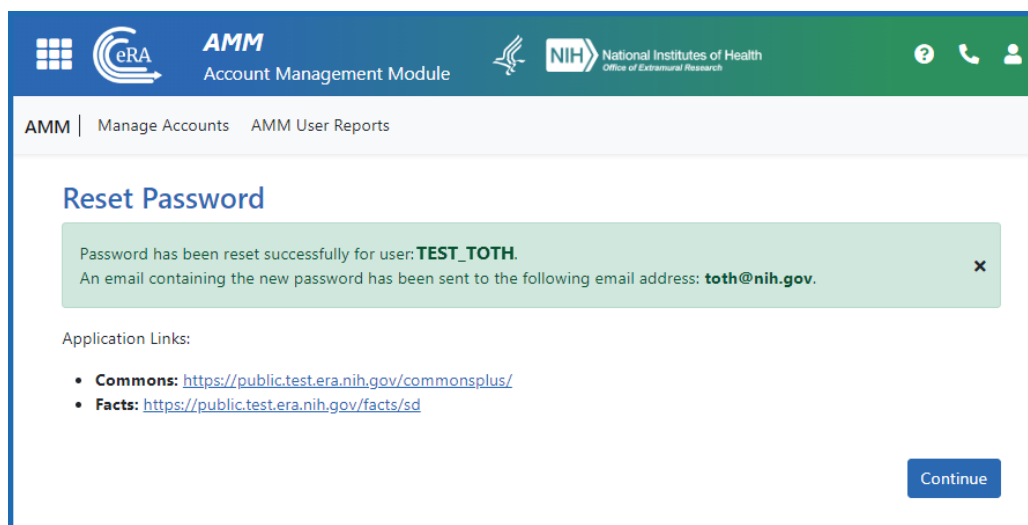
[Continue](#)

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to... [more](#)

**INFORMATION!**

- Please enter your eRA account username and password. Entering an incorrect password multiple times can result in your eRA account being locked.
- If you do not remember your eRA account username, please contact your organization's Account Administrator for help.
- If you do not remember your eRA account password or your account is locked:
  - Click on the **Forgot Password/Unlock Account** link and complete the Reset Password/Unlock Account process.
  - Once your account password is changed, you will be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account on this screen, you will be redirected to the *Change Password* screen to set a new permanent password. You will then be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account that has already expired, you will be redirected to the *Reset Password* screen to restart the Reset Password process. Once you complete that process and your account password is changed, you will be returned to this screen to continue the process to associate your LOGIN.GOV account with your eRA 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:
- First, submit your eRA Commons user ID and the email associated with it.
  - 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.

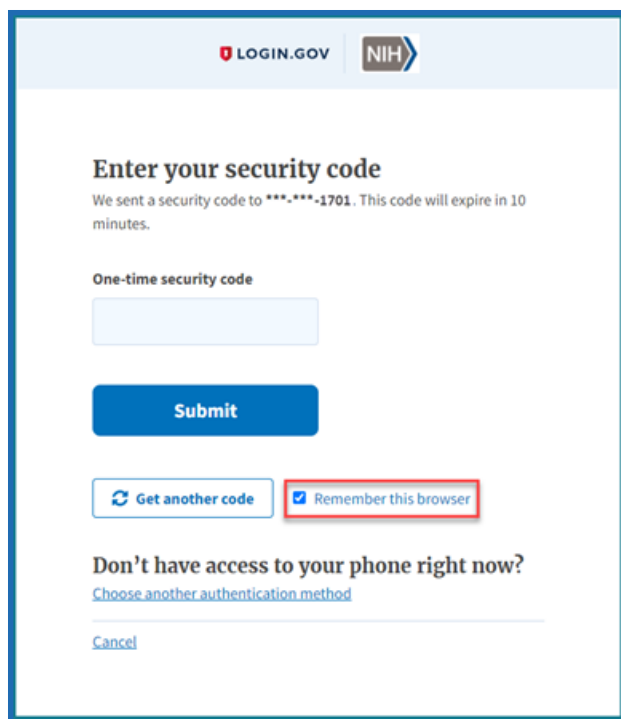
1. On the eRA Commons home screen, click on the **Login.gov** logo in the login section.

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.

---



The screenshot displays the Login.gov security code entry interface. At the top, the 'LOGIN.GOV' and 'NIH' logos are visible. The main heading is 'Enter your security code'. Below this, a message states: 'We sent a security code to \*\*\*-\*\*\*-1701. This code will expire in 10 minutes.' A text input field is provided for the 'One-time security code'. A blue 'Submit' button is located below the input field. At the bottom of the form, there are two buttons: 'Get another code' and 'Remember this browser', which is checked and highlighted with a red rectangular border. Below the buttons, there is a section titled 'Don't have access to your phone right now?' with a link 'Choose another authentication method' and a 'Cancel' link at the very bottom.

### 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:
  - a. <https://public.era.nih.gov/commonsplus/>
  - b. <https://public.era.nih.gov/assist/>
  - c. <https://public.era.nih.gov/iar>
3. If it still does not work, please contact the eRA Service Desk at <https://www.era.nih.gov/need-help>

## **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 will be required to use Login.gov; see *Transitioning To and Using Login.gov* on page 67.

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>

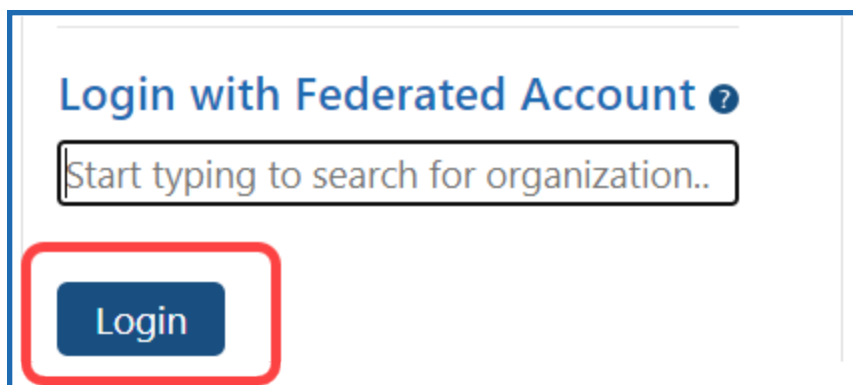
InCommon Federated accounts, previously limited to only eRA scientific accounts, is now opened up to eRA administrative accounts effective September 15, 2021. However, if you have more than one eRA administrative account, wait to switch any of your

administrative accounts as eRA is working on a solution that will support users with multiple eRA accounts.

For further information, see [Two-Factor Authentication: Access eRA Modules via an InCommon Federated Account](#).

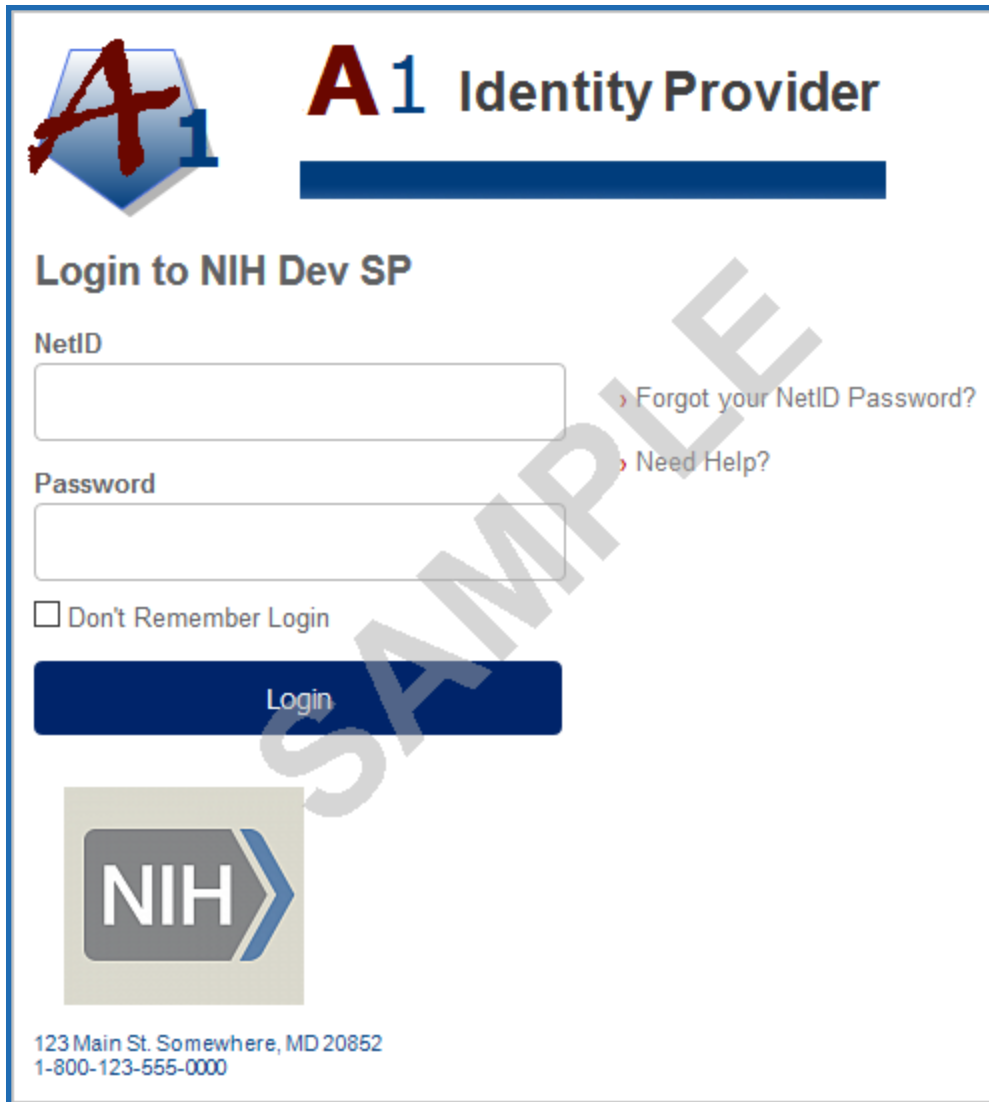
## Accessing Commons with Your Organization Credentials

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.



4. You are redirected to the InCommon Federated organization's login site, where your [organization's sign in page](#) displays.



A screenshot of the A1 Identity Provider login page for NIH Dev SP. The page features a blue header with the A1 logo and the text 'A1 Identity Provider'. Below the header is a blue horizontal bar. The main content area has a title 'Login to NIH Dev SP'. There are two input fields: 'NetID' and 'Password'. To the right of the 'Password' field are two links: 'Forgot your NetID Password?' and 'Need Help?'. Below the input fields is a checkbox labeled 'Don't Remember Login'. A large blue 'Login' button is positioned below the checkbox. At the bottom left is the NIH logo. At the bottom right is the address '123 Main St. Somewhere, MD 20852' and the phone number '1-800-123-555-0000'. A large 'SAMPLE' watermark is diagonally across the center of the page.

**A1 Identity Provider**

**Login to NIH Dev SP**

NetID

Password

[Forgot your NetID Password?](#)

[Need Help?](#)

☐ Don't Remember Login

Login

**NIH**

123 Main St. Somewhere, MD 20852  
1-800-123-555-0000

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.

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**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

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will need to contact your organization. The eRA service desk cannot help you with this screen.

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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.

**Associate your eRA Account**

Authentication Source: LOGIN.GOV  
 LOGIN.GOV Primary Email Address:  
 toth@nih.gov

**eRA Credentials**

eRA User ID:

eRA User Password:

[Continue](#)

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to... [more](#)

**INFORMATION!**

- Please enter your eRA account username and password. Entering an incorrect password multiple times can result in your eRA account being locked.
- If you do not remember your eRA account username, please contact your organization's Account Administrator for help.
- If you do not remember your eRA account password or your account is locked:
  - Click on the [Forgot Password/Unlock Account](#) link and complete the Reset Password/Unlock Account process.
  - Once your account password is changed, you will be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account on this screen, you will be redirected to the *Change Password* screen to set a new permanent password. You will then be returned to this screen to continue the association process.
- If you enter a temporary password for your eRA account that has already expired, you will be redirected to the *Reset Password* screen to restart the Reset Password process. Once you complete that process and your account password is changed, you will be returned to this screen to continue the process to associate your LOGIN.GOV account with your eRA account.

## 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 are not using old bookmarked URLs to access eRA Commons. The URL for eRA Commons is <https://public.era.nih.gov/commonsplus/>.
- 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?* on page 88.

## **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* on page 84.

### 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* on page 84.

### 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* on page 84.

***In all other cases, please contact the [eRA Service Desk](#) to resolve this issue.***

## Create or Edit a Commons Account

Only an organization's eRA Commons administrators can create an account. Individual principal investigators or other eRA users cannot create their own account. If you need a new account or need account assistance with passwords, contact an SO from your organization; see *Finding Signing Officials if You Don't Have an eRA Commons Account or Can't Login?* on page 257.

You can edit eRA Commons accounts, or create new ones (such as for a PD/PI), using the **Admin/Account Management** module if you have one of the following eRA Commons roles:

- SO (signing official). Can create accounts of any role type except IAR, including creating additional SO accounts. See *Signing Official (SO)* on page 128.
- AO (administrative official). Can create all accounts except SO, BO, FCOI accounts, and IAR accounts.
- AA (account administrator). Can create all Commons accounts except SO, FCOI accounts, and IAR accounts.
- BO (business official). Can create all accounts except SO, BO, FCOI accounts, and IAR accounts.

If you have one or the roles above, find more information about creating eRA Commons accounts via invitation, appointment, or institutional registration under [additional links below](#).

The basic steps for creating an account for a new staff member at your organization are:

1. First search for the new person's account across all organizations to make sure the person does not yet have an eRA account. When you clear the **Search only within my organization** checkbox, a search in *Admin* searches users from all organizations.
2. If an existing eRA account cannot be found, click **Create New Account** and fill out contact info and assign roles to make a new account; see *Creating a New User Account* on page 93.
3. **If the person *does* exist, and they have a PI or other scientific role (example: trainee)**, you should affiliate the person to your institution instead of creating a

new account. PI and other scientific roles are intended to be used throughout the investigator's career regardless of their current institutional affiliation(s); see *Editing an Existing eRA User Account* on page 98.

## Administering Accounts (Editing Roles, Affiliating Users, Helping Users with Login)

eRA users with administrative roles (listed in previous section) can do the following in Admin.

- **Edit a user's assigned roles.** 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. 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.
- **Affiliate a non-administrative user (such as a PI) to your own institution.** Suppose a PI at another institution is going to work on one of your institute's awards, or suppose the PI is moving from another institution to your institution. In either case, you can use Admin to associate the existing PI account to your institution.
- **Help a user from your institution who is having trouble logging in with eRA credentials.** You can reset the user's password or change the user's email (where password reset emails go). The eRA credentials are different from Login.gov credentials; for Login.gov help, see *Detailed Login.gov Steps and Troubleshooting* on page 71.

## Searching for an eRA Account

1. [Navigate to the Admin module.](#)
2. Select the **Account Management** menu option under Accounts.

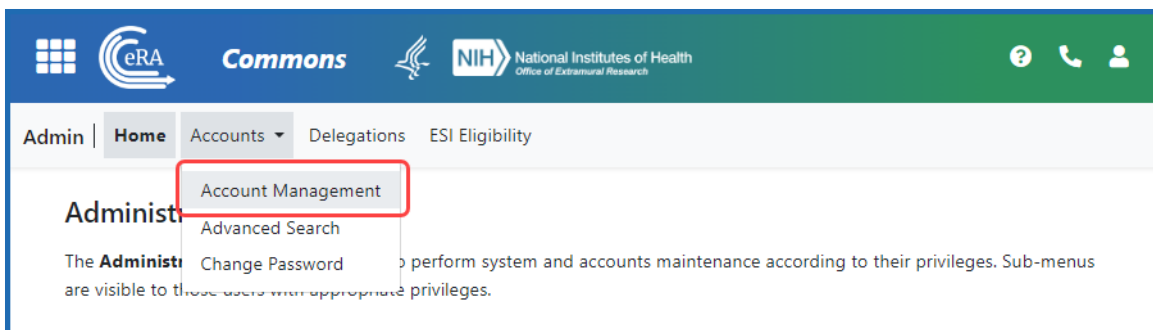


Figure 14: Admin navigation, showing Account Management

The **Search Accounts** screen opens. 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.

The screenshot shows the 'Search Accounts' screen in the Admin interface. The page has a header with 'AMM | Manage Accounts | AMM User Reports'. The main content area is titled 'Search Accounts' with a help icon. Below the title is a 'Search Criteria' section. It contains a checkbox for 'Search only within my organization' and a light blue note box stating: 'NOTE! You must enter at least one search field, besides User Type and Account Status.' The search criteria are organized into three columns: 'User Type' (a dropdown menu set to 'Commons'), 'Account Status' (a dropdown menu set to 'All'), and 'User ID' (a text input field). Below these are three more columns: 'Last Name', 'First Name', and 'Middle Name', each with a text input field. At the bottom left are 'Email' and 'Roles' (with a help icon), each with a text input field. At the bottom right are 'Clear' and 'Search' buttons.

Figure 15: Admin Search Accounts screen, where you can search for users within your organization or across organizations. Searching is the first step to creating a new account.



3. Enter search criteria, such as the person's (**Last Name, First Name**), for the person you are seeking.

Search even if you plan to make a new account, to ensure the person does not already have an account. By default, the **Search only within my organization** checkbox is *not* marked, which means you are searching ALL eRA Commons accounts for all organizations.

---

**TIP:** Use the percent character, %, as a wildcard.

---

If accounts appear in the *Search Results*, you can:

- Click the linked **Name** to see *Funding Support*, which also includes employment history, for the user. This can help you positively identify a user in the case of duplicate names found.
- Click the **Manage** button to change affiliation, change roles, change the user's email (where their password reset emails go), or to reset their password (meaning they get a password reset email with a temporary password).
- If you find the person you are looking to add to your organization, click **Manage** and use the **Affiliate** button to affiliate the person to your institution. You can affiliate only those with scientific (research-related) accounts (such as PI), not those with administrative accounts (such as SO).
- Click **Create New Account** to create a new user (after searching to ensure the user does not already exist). After performing the search, the **Create New Account** button becomes enabled; see the next section.

## Creating a New User Account

If you search for a person who is coming onboard to your organization, but you do not find the person, you can create a new account for the person.

1. After you search for a person (see above section), click the [Create New Account](#) button.

AMM | Manage Accounts AMM User Reports

## Search Accounts ?

We searched for accounts but **No Records were Found**. Here are several error resolution suggestions.

- Try to broaden your search by **adding more search parameters**.
- Create an account**.

Search Criteria

☐ Search only within my organization ?

NOTE! You must enter at least one search field, besides User Type and Account Status.

User Type

Commons

Account Status

All

User ID

Last Name

Budge

First Name

Cob

Middle Name

Email

Roles ?

Clear

Search

Create New Account

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.

Registering Institutions

94

June 25, 2025

AMM | Manage Accounts | AMM User Reports

### Create Account ?

\* Required Fields

#### User Information

**User Type \***

Commons

**User ID \***

**Primary Organization \***

STATE UNIV

#### Contact Information

**Last Name \*** **First Name \*** **Middle Name**

**Email \*** **Confirm Email \***

#### Roles ?

+ Add Roles

Close Clear Create

2. 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 user ID. Take care with entering this ID, as it is not changeable after account creation.
  - **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.** This email will be used for password resets (i.e. when the user clicks 'Forgot Password' on the eRA Commons login screen). It is very important to enter an email that the user will ALWAYS have access to, which might be their personal email.
- **Confirm Email**

After entering contact information, you must assign a role to the account; if you do not add a role, you get an error when you try to save the new user.

3. Click the **+ Add Roles** button to open the *AMM | Add Roles* window.

The organization defaults to your institution and cannot be changed. A list of available roles appears. Note that more roles appear if you are an SO vs. other administrative roles. For instance, only an SO can assign a SO role to another user.

AMM | Add Roles

Organization

STATE UNIV

Role(s) (to multi-select, please use ctrl or shift keys)

FSR - Financial Reporting users

GRADUATE\_STUDENT - Graduate Student - role is used for tracking purposes. User has access to person

LRPS - Gives user ability to perform service and research verifications.

OLAW\_REPORT\_USER\_ROLE - OLAW personnel - Role used for running external report

PACR - Public Access Compliance Role - Role used for tracking purposes

**PD/PI - Project Director/Principal Investigator**

POSTDOC - POSTDOC - role is used to track users using the xTrain module

PROJECT\_PERSONNEL - Gives user ability to manage/edit foreign component data in FACTS

SCIENTIST - Scientist - role is used for biomedical workforce tracking and progress reports

SO - Signing Official

Close Add Role(s)

4. Select the role(s) for the new account.

Use Ctrl+click to select multiple roles. (Shift+click selects multiple contiguous roles.) Some roles conflict with one another and should not be assigned at the same time, such as PD/PI and SO, or any scientific role along with an administrative

role. An error message will occur when you try to save the new user account if you assign conflicting roles.

- Click the **Add Role(s)** button in the *Add Roles* popup. The *Create Account* screen now lists the roles you selected. If you made a mistake, you can click the **Remove** button in the **Action** column to remove a role.

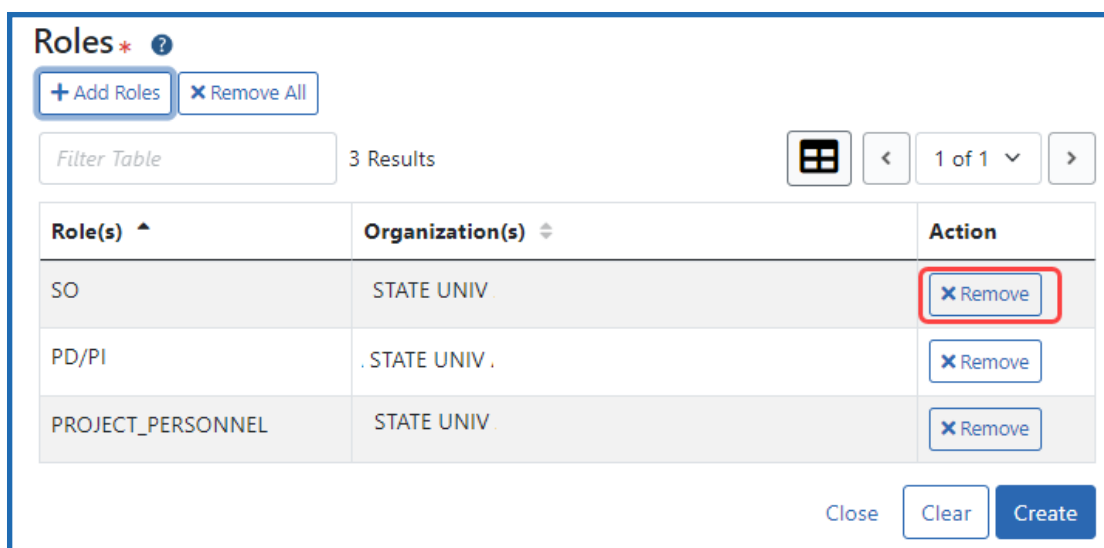


Figure 16: Roles section of Create Account screen showing Remove buttons next to roles

- Click the **Create** button to create the new account.

A success message appears at top and the read-only *Account Details* screen appears. Alternatively, if there were errors, errors are listed at top; see the next section.

If you need to change the account you just created, click the **Manage** button. When editing an account, you can no longer change the User ID or name. You can, however, edit the email, roles, affiliation, or reset the password. See *Editing an Existing eRA User Account* on page 98 below.

The new account holder will get two emails at the email you specified; one contains a temporary password and the other contains the user ID.

The person for whom the account was created can edit all their personal and contact information using Personal Profile after they log in to Commons.

## Possible Errors When Creating an Account

A variety of errors might appear when you click **Create** to save a new account. A red bar appears at the top listing errors.

The screenshot shows two error messages in a red-bordered box. The first message, titled "Error for Leaving Required Fields Blank", asks the user to review messages below and lists two items: "Missing Required information: Email" and "Missing Required information: Confirm Email". The second message, titled "Error for Adding Conflicting Roles", states: "Role Conflict: Admin and Scientific roles cannot exist together for this account. For clarification, please contact eRA Service Desk with justification."

**Error for Leaving Required Fields Blank**

Please review all the messages below

- Missing Required information: Email
- Missing Required information: Confirm Email

**Error for Adding Conflicting Roles**

**Role Conflict:** Admin and Scientific roles cannot exist together for this account. For clarification, please contact eRA Service Desk with justification.

Figure 17: Possible errors you might receive after clicking Create to create a new account

## Editing an Existing eRA User Account

Steps for an SO or account administrator to edit existing accounts:

1. Search for existing accounts as described in *Searching for an eRA Account* on page 91.
2. On the account you want to edit, click the **Manage** button.

The screenshot shows a table titled "Search Results" with 6 results. The table has columns for User ID, Name, Email, Account Status, Roles & Affiliations, Login via Login.gov, and Action. The first row shows a user named AARON Smith with email eRAtest@mail.nih.gov, active status, and roles of PD/PI and State Univ. The "Manage" button in the Action column is highlighted with a red box.

User ID	Name	Email	Account Status	Roles & Affiliations	Login via Login.gov	Action
AARON	Smith, Aaro	eRAtest@mail.nih.gov	Active	PD/PI o State Univ	OPTIONAL	Manage

Figure 18: Search results in Admin module showing Manage button

The Manage Account screen opens.

## Manage Account ?

**Note:** Changes to the account are **not saved** until you hit the save button.  
- For example, if you affiliate someone, he/she is not actually affiliated until you hit the save button.

\* Required Fields

### User Information

**Account Status:** Active

**User Type \***  
Commons

**User ID \***  
AARON

**Primary Organization \***  
STATE UNIV

**Login via 2FA** ⓘ : OPTIONAL

**2FA Exemption Expiration Date** ⓘ:  
MM/DD/YYYY

**2FA Mapping Completion Status** ⓘ: NOT MAPPED

### Contact Information

<b>Last Name *</b> Smith	<b>First Name *</b> Aaro	<b>Middle Name</b>
<b>Email *</b> eRATest@mail.nih.gov	<b>Confirm Email *</b> eRATest@mail.nih.gov	



### Roles ?

+ Add Roles

✕ Unaffiliate

Filter Table

2 Results



< 1 of 1 >

Role(s) ^	Organization(s) ▾	Action
PD/PI	STATE UNIV	<div>✕ Remove</div>

Close

Reset Password

Save

*Figure 19: Manage Account screen, where an organization's administrator can edit roles, affiliate/unaffiliate user with this institution, reset password, and change the email for password resets.*

- To edit roles, click the **Add Roles** button.  
Be sure to add ONLY scientific (PI, POSTDOC, etc) OR administrative (SO, AA, etc) to an account, but not both, as they are incompatible.
- To change the account holder's email, enter the new email in the **Email** fields.  
If the user then clicks '**Forgot Password**,' the password reset email will go to this email address.
- To affiliate the user with your institution, click **Affiliate**.  
The **Affiliate** button appears ONLY if the user you are viewing is NOT currently affiliated with your institution. If the user IS currently affiliated, then an '**Unaffiliate**' button appears instead. Use **Unaffiliate** to remove a user from your institution if they have changed institutions and no longer work at yours.
- To reset a user's password (available ONLY for users within your institution), click the **Reset Password** button.  
This triggers a password reset email to be sent to the email address in the **Email** fields.

## Additional Information

- [Account Management Module online help](#)
- [Creating an Account to Access IAR \(Internet Review Module\)](#)
- [eRA Commons Registration & Accounts](#)
- [Understanding eRA Commons Accounts](#)
- [Institution Registration and Account Creation](#) (Training Videos)



## 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>. 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!* on page 42

*First-Time Login With Temporary Password* on page 139

*Logging into eRA Commons* on page 62

*Registering Institutions and Organizations* on page 50

## 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 user interface 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.

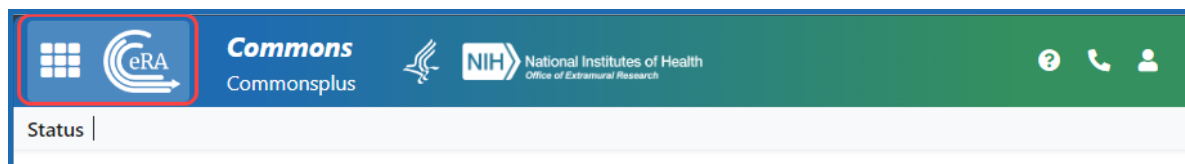
This topic explores the new navigation and user interface elements that you might see on updated screens. All modules will eventually use the same framework for building the appearance and navigation for screens. Older style screens will co-exist with updated screens during the transition to the new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

### 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
- How columns are hidden and shown on small screens

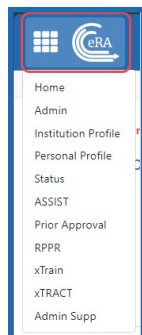
## Header and Footer Navigation

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



*Figure 20: Full eRA Header with Main Menu at left, which displays module navigation, outlined*

The first icon from left is the Main Menu. The Main Menu shows all apps available to the currently logged-in user, shown below:



*Figure 21: Expanded Main Menu, showing all modules to which you have access*

## Other Icons in Header



Links to the Department of Health and Human Services.



Links to [grants.nih.gov](https://grants.nih.gov).



Links to a general eRA Service Desk Support page.



Links to a general eRA Service Desk Support page.



The person icon shows your login information, institution, roles, email preferences, and sign out link:

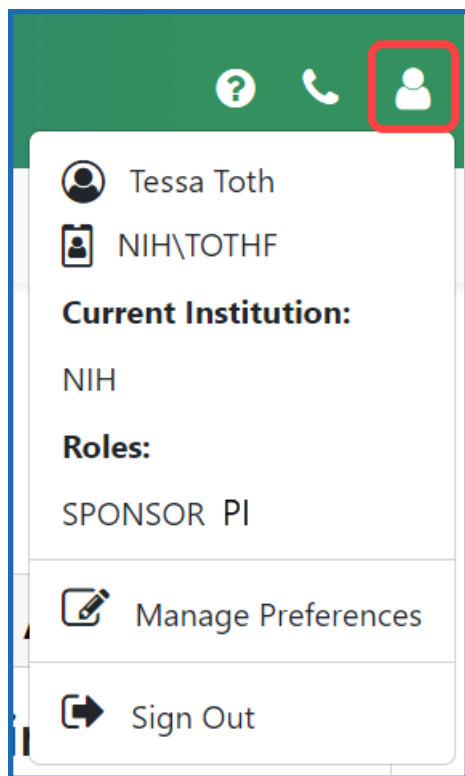


Figure 22: Person icon menu, showing name, user ID, institution, roles, and sign out link

## 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, outlined below.



Figure 23: Narrow eRA Header, which hides all banner options under a bento box icon, shown at right

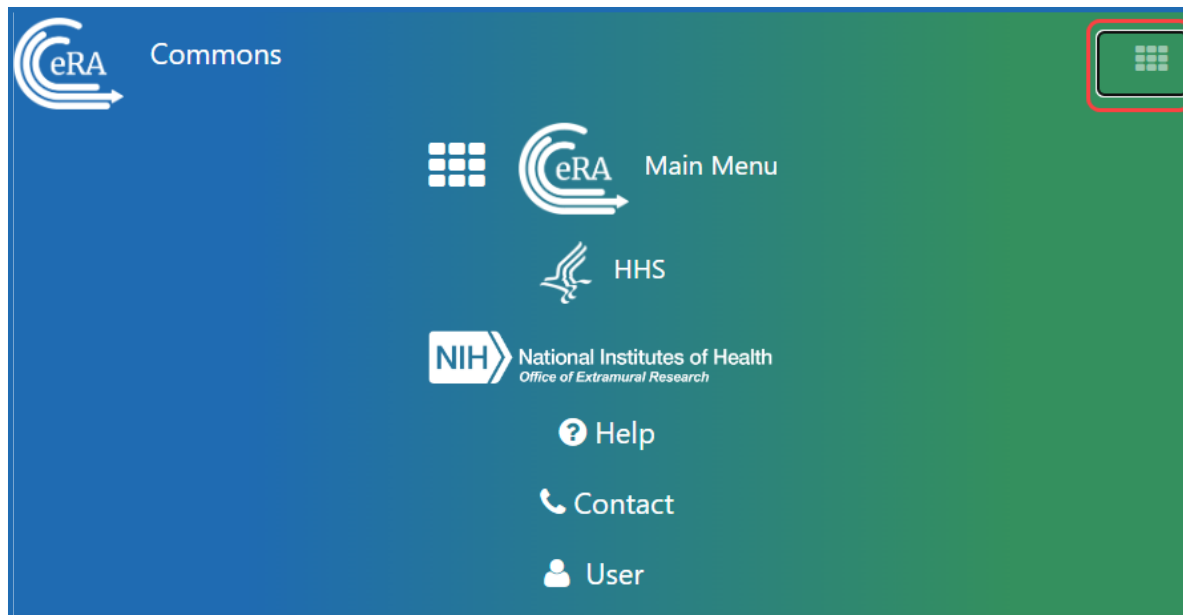


Figure 24: Narrow eRA Header, which has been expanded to show all banner options after bento box icon is clicked

## Redesigned Footer

The footer is clean and offers only essential information organized into columns.

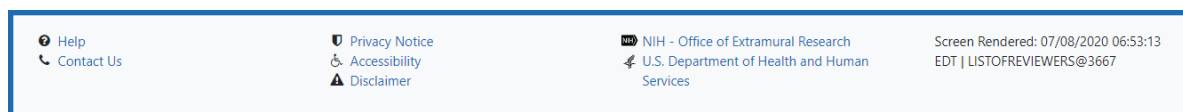


Figure 25: eRA Footer

## Navigating Within a Module

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

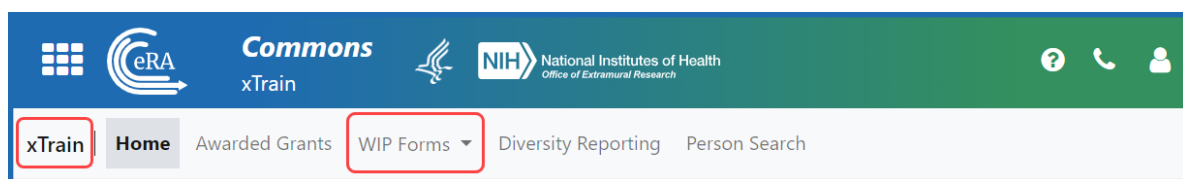
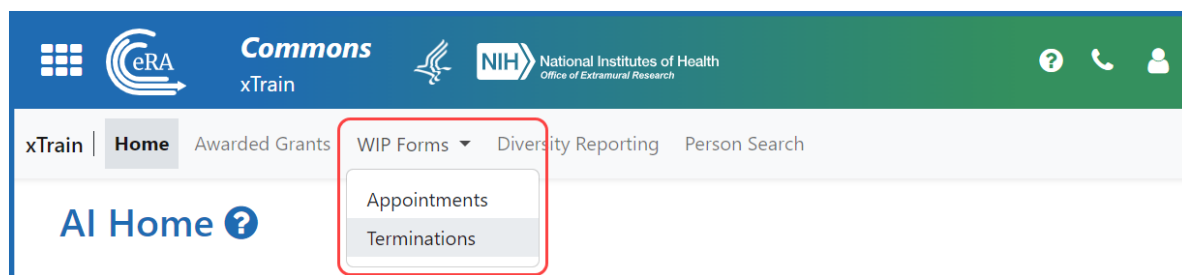


Figure 26: Navigation within a module, showing module name at left and module pages in navigation along top under banner

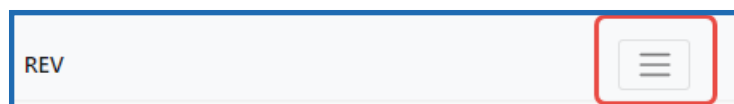
The sections of the modules are listed across the top, with the current section highlighted in gray, circled above.

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.



*Figure 27: Module Navigation with Dropdowns of Screen Names*

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



*Figure 28: Module Navigation is collapsed when narrow, with bento box icon at right which when clicked shows all module top navigation*

When clicked, the three-line icon shows all module navigation in vertical form, below.

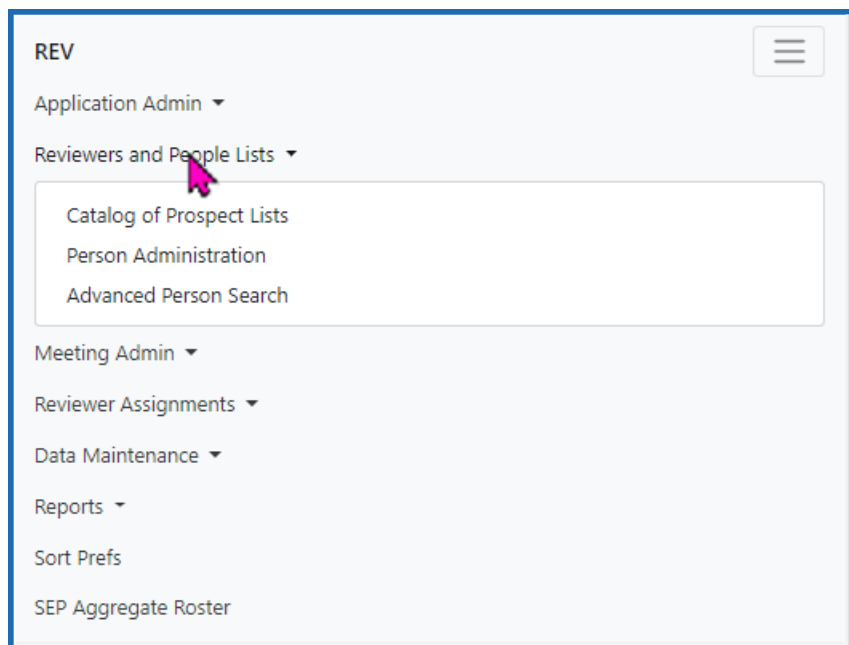


Figure 29: Module navigation expanded, when screen is narrow and all top navigation is under bento box icon at right

## 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.

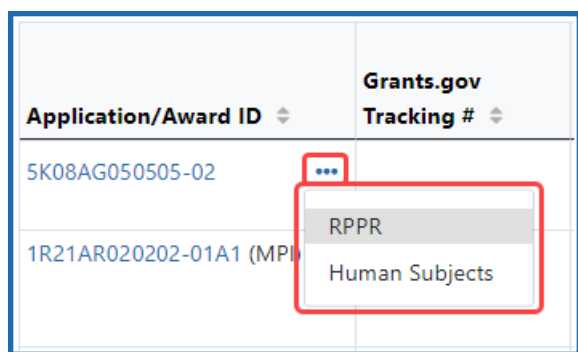


Figure 30: Three-dot ellipsis menu replaces action menu and displays actions that can be taken on a record in a table

## Standard Tools for Tables

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

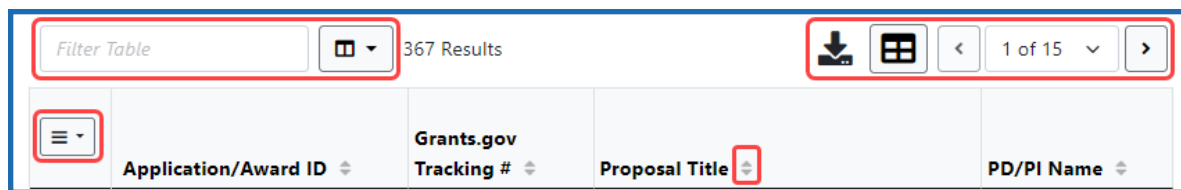


Figure 31: Section of a table header with standard table tools, shown outlined

### Filter Table

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 the filter field is highlighted in the table.

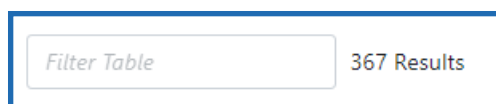



Figure 32: Filter Table Field with Number of Found Results

### 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).

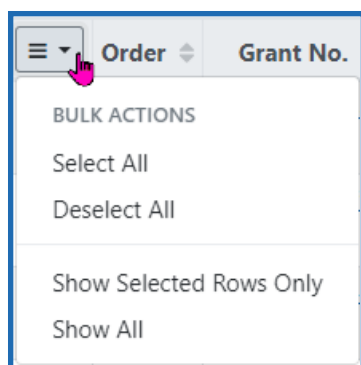


Figure 33: Bulk Actions Tool Lets you Show/Hide and Select/Unselect Rows



**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.

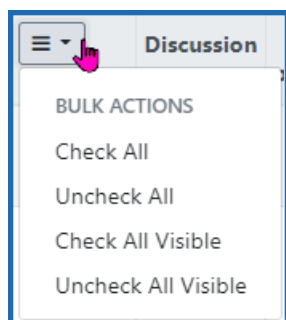


Figure 34: Bulk select tool example

## 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.

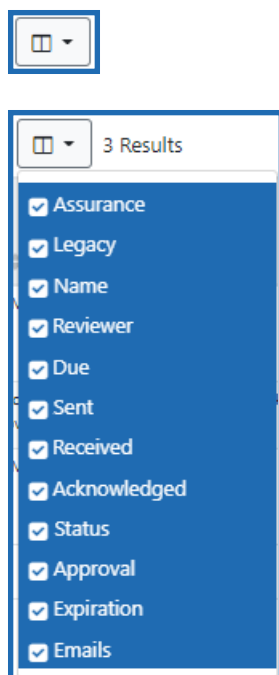


Figure 35: Expanded Column Picker, which lets you choose which columns are visible

## Column Sorting

Click column headers to sort by that column.

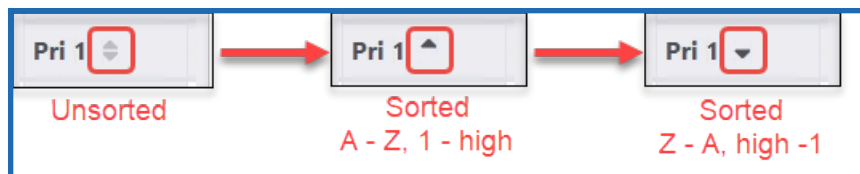



Figure 36: Sort indicators in table columns

## 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.

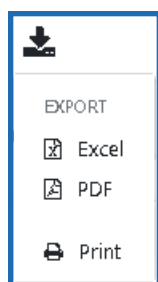

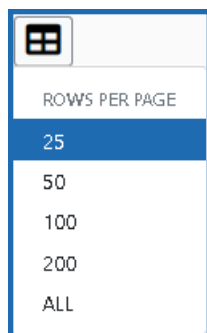


Figure 37: Download Tool lets you print or export to Excel or PDF

## Rows Per Page

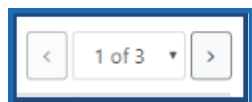
To help avoid scrolling, use the grid tool  to specify how many table rows appear per page.



*Figure 38: Grid Tool lets you choose number of rows displayed per page*

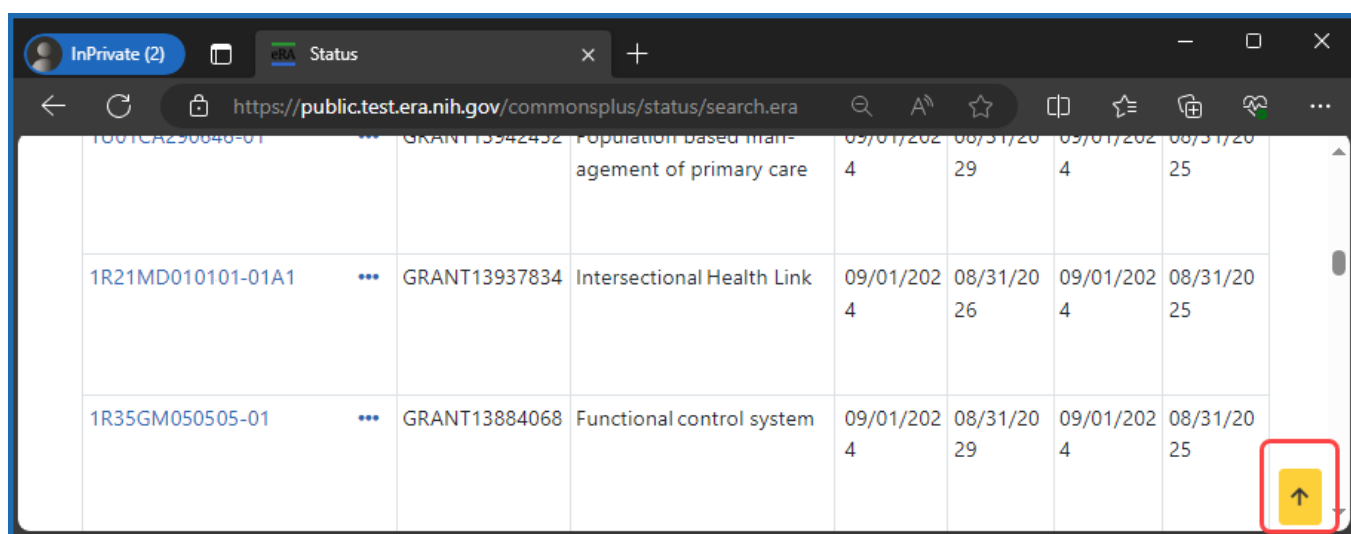
## Page Navigation

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



*Figure 39: Navigation to move between pages of search results*

Instantly scroll back to the top of the page by clicking the "Back to Top" button, which appears on selected screens that show long search results. The button is an up arrow in a yellow rectangle and appears at the bottom right of the screen, when applicable:



*Figure 40: Yellow "back to top" button with up arrow in a yellow rectangle, used to instantly scroll to the top of search results*

## Expanding Table Rows to Reveal More Information

Some tables have an indicator at the beginning of each row that more information can be viewed for the row.



Figure 41: 'More Info' triangle icons at the beginning of rows in a table

If you see a triangle pointing to the right at the beginning of a row, click it for more information on the record.

Relinquishing Statement Search Results ?

Search Criteria: RS Search Type: Search for Awards

Filter Table 3 Results

Application/Award ID ^	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
▶ 2R15GM030303-03	Chlamydia trachomatis	MACNA, MEG	Awarded. Non-fellowships only	06/01/2023	05/31/2026
▶ 5R01ES040404-04	Understanding airway disease	SAALA, INI	Awarded. Non-fellowships only	02/01/2023	01/31/2024
▶ 5R21DC090909-03	Effects of Stimulation for Aphasia	DUNYOG, ELLES	Awarded. Non-fellowships only	09/01/2022	08/31/2024

Figure 42: Triangle shown at beginning of table row indicates that there is hidden information for the row

The triangle turns downwards and expands the row to show additional information.

Relinquishing Statement Search Results ?

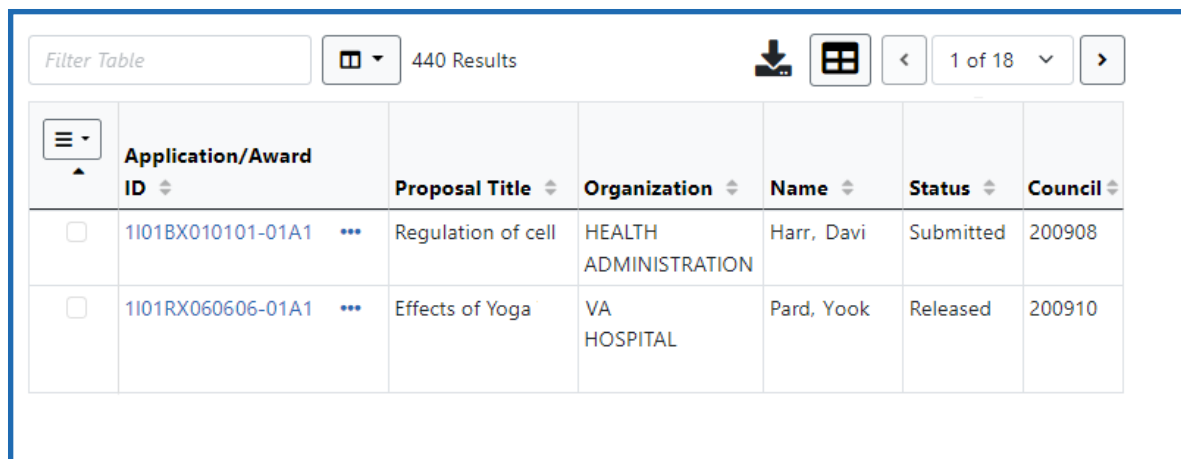
Search Criteria: RS Search Type: Search for Awards

Filter Table 3 Results

Application/Award ID ^	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
▼ 2R15GM030303-03	Chlamydia trachomatis	MACNA, MEG	Awarded. Non-fellowships only	06/01/2023	05/31/2026
<p>Relinquishing Statements</p> <p>Relinquishing Statement 12586</p> <p>Submitted to Agency</p> <p>RS Submitted Date:</p> <p>11/14/2023</p>					
▶ 5R01ES040404-04	Understanding airway disease	SAALA, INI	Awarded. Non-fellowships only	02/01/2023	01/31/2024
▶ 5R21DC090909-03	Effects of Stimulation for Aphasia	DUNYOG, ELLES	Awarded. Non-fellowships only	09/01/2022	08/31/2024

Figure 43: Click the triangle at the beginning of a table row to show more information about the record

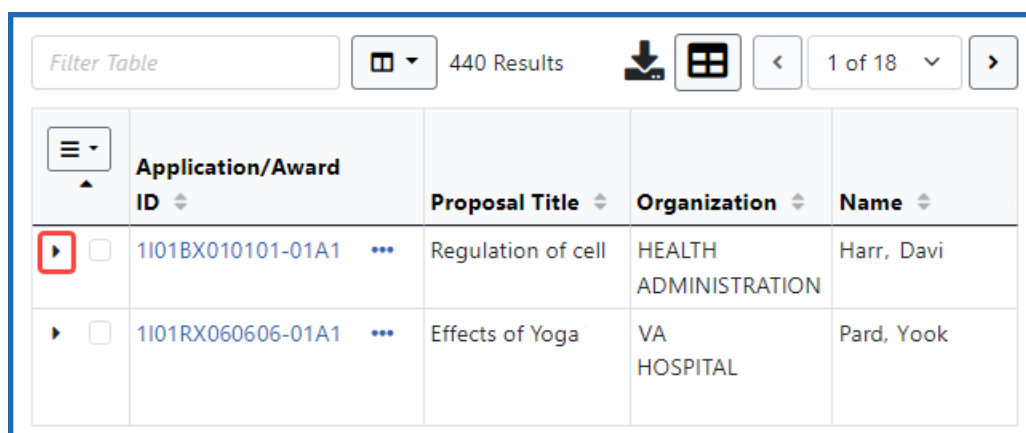
The triangle also appears for some tables if you narrow the window containing the table. Below, a wide screen shows several columns.



	Application/Award ID	Proposal Title	Organization	Name	Status	Council
<input type="checkbox"/>	1I01BX010101-01A1	Regulation of cell	HEALTH ADMINISTRATION	Harr, Davi	Submitted	200908
<input type="checkbox"/>	1I01RX060606-01A1	Effects of Yoga	VA HOSPITAL	Pard, Yook	Released	200910

Figure 44: Full screen showing all columns

When the screen is narrowed, the **Status** column and **Council** column are not visible in the table, as shown below.



	Application/Award ID	Proposal Title	Organization	Name
<input type="checkbox"/>	1I01BX010101-01A1	Regulation of cell	HEALTH ADMINISTRATION	Harr, Davi
<input type="checkbox"/>	1I01RX060606-01A1	Effects of Yoga	VA HOSPITAL	Pard, Yook

Figure 45: Narrow screen where the two rightmost columns are hidden

All hidden columns are available by clicking the 'More Info' triangle in the first column, which expands the row to show the two missing columns:







Filter Table		 440 Results			< 1 of 18 >
	<b>Application/Award ID</b>	<b>Proposal Title</b>	<b>Organization</b>	<b>Name</b>	
	<input type="checkbox"/> 1101BX010101-01A1 ...	Regulation of cell	HEALTH ADMINISTRATION	Harr, Davi	
<div><b>Status</b> Submitted</div> <div><b>Council</b> 200908</div>					
	<input type="checkbox"/> 1101RX060606-01A1 ...	Effects of Yoga	VA HOSPITAL	Pard, Yook	

Figure 46: Click the triangle at the left of a row to show hidden columns below

## Understanding Grant Numbers

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

Application Type	Activity Code	Institute/Center (IC)	Serial Number	Support Year	Extension
1	R01	CA	123456	01	A1

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 Review (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:

<https://www.era.nih.gov/files/Deciphering-NIH-Application.pdf>

For additional information types of grant programs, access the Grants & Funding website at: [https://grants.nih.gov/grants/funding/funding\\_program.htm](https://grants.nih.gov/grants/funding/funding_program.htm).

## Searching for Awards by Awarding Office/IC (Search Criteria)

For increased flexibility in searching, a new search field has been added to search screens in the Status (for signing officials only), FFR, and RPPR modules. The new **Awarding Office/IC** field lets you narrow searches to only those awards that have been granted by the agencies, departments, offices, or ICs that you specify.

This new search field offers powerful tools for finding and selecting the ICs or agencies that you want included in your search criteria. It provides a consistent set of tools that you can use across modules when searching for an award.

Below is an example of the search field as it appears in the Status module when a signing official (SO) is performing a search.

The screenshot shows the 'Status' module search interface. At the top, there is a 'Search Type' dropdown menu set to 'General'. Below this, there are six input fields for search criteria: 'Type' (example: 5), 'Activity Code' (example: R01), 'IC/Institute' (example: GM), 'Serial #' (example: 123456), 'Support Yr.' (example: 01), and 'Suffix' (example: A1). At the bottom left, there is a 'Project Number' field with an example: NA24N FX678G01 3-T1-0 (Minimum 4 charac). At the bottom right, there is a red-bordered box containing the 'Awarding Office/IC' section, which includes a 'Change Selections' button and a 'None' button.



Figure 47: Awarding Office/IC field and button on the Status Search Type screen for SOs

## Using the Awarding Office/IC Field

1. Click the **Change Selections** button under **Awarding Office/IC**.

You see a popup with upper level governmental Departments that grant awards and are supported by eRA.

 DHHS -- DEPARTMENT OF HEALTH & HUMAN SERVICES (DHHS)', '> ☐ DOC -- U.S. Department of Commerce (DoC) (DOC)', and '> ☐ VA -- Veterans Affairs (VA)'. At the bottom right of the popup are two buttons: 'Cancel' and 'Save Selection(s)'." data-bbox="175 253 898 495"/>

Figure 48: Select Awarding Office/IC popup, where you can narrow a search to awards granted only by specific agencies, departments, or ICs

2. Click the arrows at left to drill down and see the grantor organizations (agencies/departments/offices/ICs) that reside underneath these Departments.
3. Mark the checkboxes of the grantor organizations that you want to include in your project search.
4. Click the **Save Selection(s)** button.

The button on the search screen updates to reflect the number of awarding organizations to include in the project search. In the following example, when you perform your search, results will appear for only the 29 selected grantor organizations that were selected on the *Select Awarding Office/IC* popup.

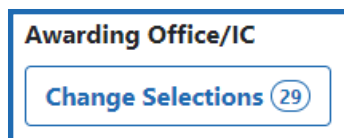


Figure 49: Awarding Office/IC field with Change Selections button showing how many offices/ICs are currently selected

## Tips for Finding and Marking Grantor Organizations

- To select all grantor organizations, click the **Select All** link. Likewise click **Deselect All** to unselect all organizations.
- Type at least **three** characters in the search box at the top of the popup. All grantor organizations with matching text are instantly expanded so you can see them and the typed text is highlighted. You can then click the **Select All Highlighted** link to select all organizations with highlight that matches the typed text.

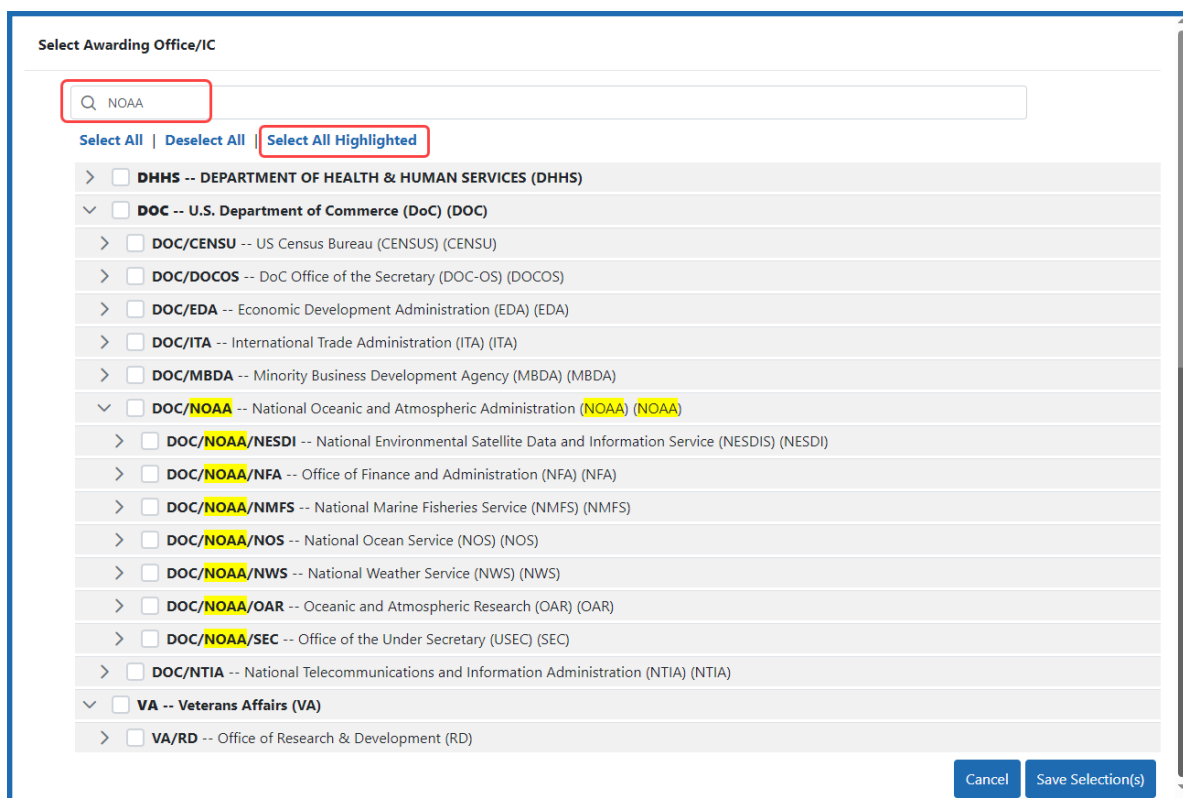


Figure 50: Select Awarding Office/IC popup, showing highlighted items, which can be selected all at once by clicking the Select All Highlighted option

- To select a group of organizations, select a checkbox; all organizations underneath (subordinate to) that organization are also selected. In the example below, the **DOC/CENSU** checkbox was selected by a user and the items underneath it were automatically selected as well.

Select Awarding Office/IC

Enter characters to highlight the result in the tree below

Select All | Deselect All

- > ☐ DHHS -- DEPARTMENT OF HEALTH & HUMAN SERVICES (DHHS)
- ▼ ☒ DOC -- U.S. Department of Commerce (DoC) (DOC)
  - ▼ ☒ DOC/CENSU -- US Census Bureau (CENSUS) (CENSU)
    - ▼ ☒ DOC/CENSU/ADR -- Associate Director for Research and Methodology (ADR) (ADR)
      - ☒ DOC/CENSU/ADR/ADRM -- Assistant Director for Research and Methodology (ADRM) (ADRM)
      - ☒ DOC/CENSU/ADR/CARRA -- Center for Administrative Records Research and Applications (CARRA) (CARRA)
  - > ☐ DOC/DOCOS -- DoC Office of the Secretary (DOC-OS) (DOCOS)
  - > ☐ DOC/EDA -- Economic Development Administration (EDA) (EDA)
  - > ☐ DOC/ITA -- International Trade Administration (ITA) (ITA)
  - > ☐ DOC/MBDA -- Minority Business Development Agency (MBDA) (MBDA)
  - > ☐ DOC/NOAA -- National Oceanic and Atmospheric Administration (NOAA) (NOAA)
  - > ☐ DOC/NTIA -- National Telecommunications and Information Administration (NTIA) (NTIA)
  - > ☐ VA -- Veterans Affairs (VA)

Cancel Save Selection(s)

*Figure 51: Select Awarding Office/IC popup, where you can select a higher level organization, which automatically selects all those organizations contained in the top level organization*

## User Roles

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.

**Agency-Specific Instructions:** Department of Commerce (DOC). The only roles applicable to awards from DOC are PI, SO, AO, AA, FSR, and IAR . A user might have roles beyond this list, but other roles have no effect and give no privileges on the user if they are administering DOC awards.

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>.
- **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>.
- **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.
- **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>.

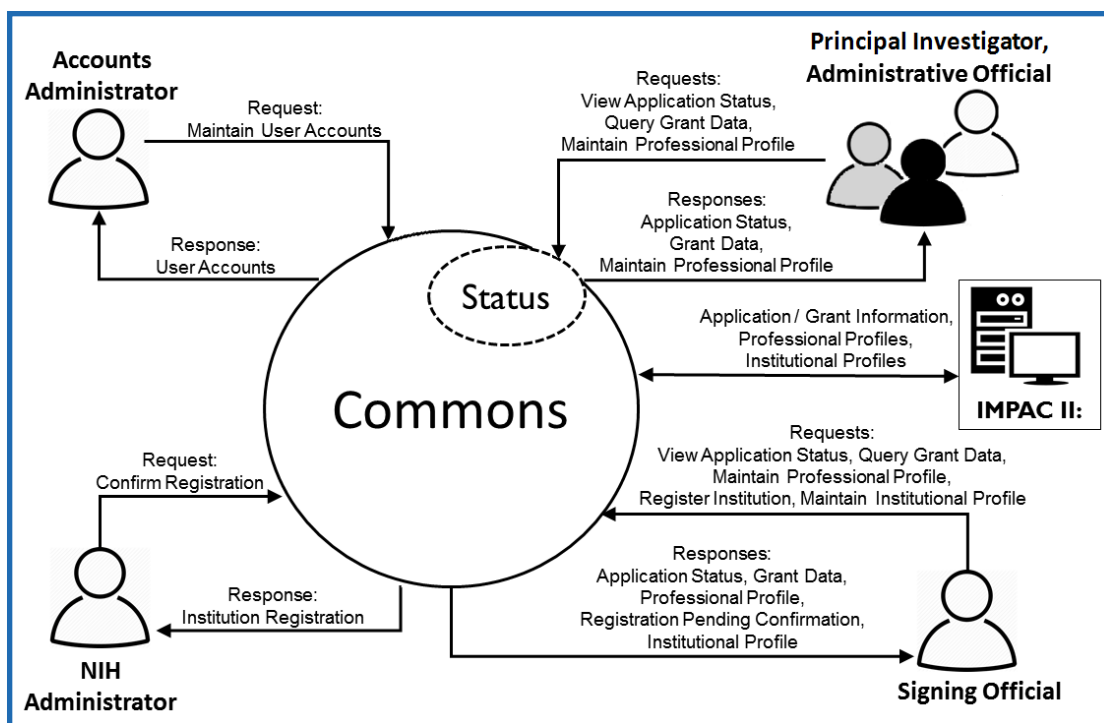


Figure 52: Commons User Roles Diagram

**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.

## Account Administrator (AA)

Designated by the SO, the AA facilitates the administration of eRA Commons accounts for their own institution. The AA typically is located in the Central Research Administration Office at the awardee 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
- Reset password for users at their institution
- Create affiliation between an existing PI or IAR Commons account and the institution

## 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.

---

## 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

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

## 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.

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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](#).

## 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 their institution and that person must have a Commons account.

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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.

### **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.

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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.

---

### **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.

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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.

---

## 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.

---

## 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/).

## **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 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.

---

## Signing Official (SO)

An SO has authority to legally bind the organization in award administration matters by providing signature approval on award application submissions. They also are required to submit various reports and documentation unless they delegate that ability to others in the organization. The SO monitors grant related activities within your organization and may be referred to by a different title at the organization. The SO can also create new accounts for personnel at their own organization, including new signing official accounts.

It is recommended that organizations maintain at least two signing official (SO) accounts at all times. This is because having a signing official is crucial to many activities in eRA Commons. If a signing official unexpectedly becomes unavailable, remaining signing officials can create an additional SO account for another person within your organization.

If you maintain only one SO account, and that person becomes unavailable, you must contact the eRA Service Desk to request a new SO account; see *Requesting a New Signing Official Account (If No SOs Available)* on page 167.

To find your signing official, see:

*Finding the Signing Official if You Have a Working eRA Commons Account* on page 130

*Finding Signing Officials if You Don't Have an eRA Commons Account or Can't Login* on page 131

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

- Create additional signing official accounts; see *Create or Edit a Commons Account* on page 152. **An SO is the only role that can create additional SO accounts.**
- Register the applicant organization 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 organization
- Submit award application(s) on behalf of the organization via Grants.gov (outside of eRA Commons), if also registered with Grants.gov as the Authorized Organization Representative (AOR)
- View status of all applications originating from their organization 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?* on page 531
- View assembled image of submitted award applications before they move on for further processing
- Reject award applications to address submission warnings
- View award information for all awards granted to the organization

---

**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.

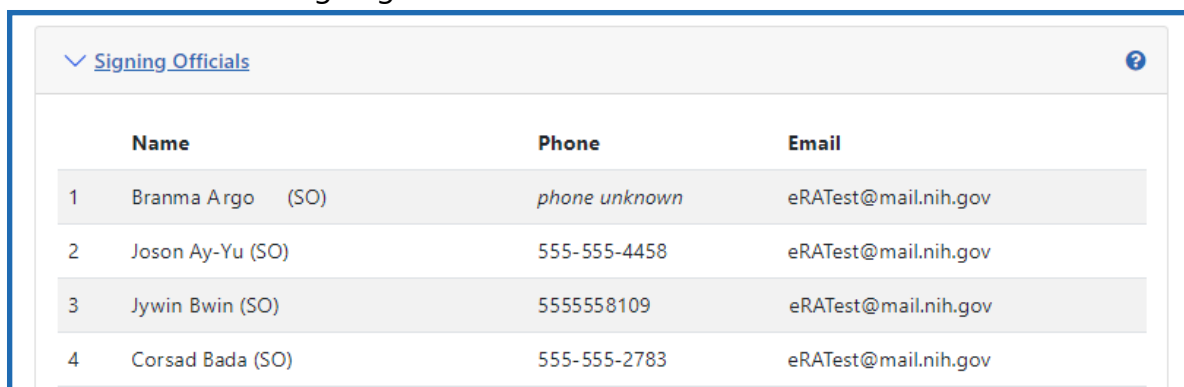
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## Finding the Signing Official if You Have a Working eRA Commons Account

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



The screenshot shows a web interface with a section titled "Signing Officials" (indicated by a dropdown arrow and a question mark icon). Below the title is a table with three columns: Name, Phone, and Email. The table contains four rows of data, each representing a signing official. The first row is highlighted with a light gray background.

	Name	Phone	Email
1	Branma Argo (SO)	phone unknown	eRATest@mail.nih.gov
2	Joson Ay-Yu (SO)	555-555-4458	eRATest@mail.nih.gov
3	Jywin Bwin (SO)	5555558109	eRATest@mail.nih.gov
4	Corsad Bada (SO)	555-555-2783	eRATest@mail.nih.gov

3. Click the plus sign to view the name(s) of the signing official(s).

## Finding Signing Officials if You Don't Have an eRA Commons Account or Can't Login

You need a signing official (SO) from your own organization to create a new account or reset your password or contact email. For most organizations, particularly institutions of higher learning, the SO is in the Office of Sponsored Research or similarly-named office. If your organization has any office that manages research, check with that office to see if they can provide SO contact information for your organization.

If you are unable to log in to Commons and cannot find the research office at your organization, contact the [eRA Service Desk](#), which can provide you with contact information for your organization's SOs.

## 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.

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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

## Trainee (TRAINEE)

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

**Agency-Specific Instructions:** Department of Commerce. This role is not used by DOC. If you have this role, it does not give you privileges for DOC awards.

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

## Requesting a New Signing Official Account (If No SOs Available)

Rarely, an organization might find that it has no active signing official. This might happen if an organization has only one signing official and that person becomes unexpectedly unavailable/inactive. For example, if your organization has only one signing official, and that person suddenly leave your organization, you might find your organization has no active signing official.

A signing official is a crucial role for organizations in eRA Commons, because all activities that require legal signing authority, such as applying for awards, submitting documentation, and more, must be done by a signing official (SO). It is strongly recommended that all organizations have at least two SOs at all times. If you find that your organization is without any available/active SO, then the eRA Service Desk can create a new SO account for your organization following a thorough vetting process.

---

**IMPORTANT:** If a SO becomes unavailable but your organization still has at least one other active SO, then this topic does NOT apply to your organization. If you have any active SO, that SO can create additional SO accounts using the steps provided in *Create or Edit a Commons Account* on page 152.

---

## About Requesting a New Signing Official Account

To uphold the integrity of registered organizations and their user accounts, the eRA Service Desk conducts an evaluation of SAM.gov registration information when processing signing official account requests. If you need help with SAM.gov, refer to the [Federal Service Desk](https://www.fsd.gov/gsafsd_sp) (https://www.fsd.gov/gsafsd\_sp).



To initiate an SO account creation request with the eRA Service Desk, requirements are as follows:

- Your organization's SAM.gov registration status must be active. If your SAM.gov status is not active, you must work with SAM.gov to renew your registration.
- The Electronic Business Point of Contact (eBiz POC) associated with your organization's SAM.gov registration must still be active at your organization. This is the person who must contact the eRA Service Desk to request a new SO account. If that person is no longer associated with your organization, request an update to this record directly through SAM.gov.
- The eBiz POC must still have access to the email address associated to your active SAM.gov registration.

Once the above information is confirmed, the eBiz POC can submit a request for a new SO account to the [eRA Service Desk](https://www.era.nih.gov/need-help) (<https://www.era.nih.gov/need-help>) using their registered email address. Once received, the request will be evaluated by the eRA Service Desk.

If the request is granted, the Service Desk will gather necessary information for the new account, such as the person's name, preferred user ID, and contact information. They will let you know the status of your request via email, and the new SO will receive two emails when the account is created; the first email will contain the new Commons ID, and the second email will contain a temporary password. The new SO should immediately log into eRA Commons, whereupon they will be prompted to change their password.

Because it is recommended that registered organizations maintain at least two SO accounts within eRA Commons, the new SO should immediately create another SO account for a second member of your organization.

## 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](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.

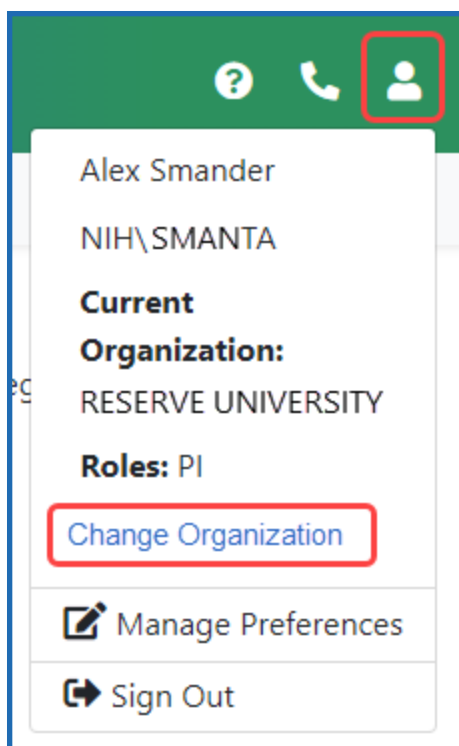
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## Changing to a Different Affiliated Organization

If you are a PI or other scientific role (GRADUATE\_STUDENT, POSTDOC, TRAINEE, etc.) and are affiliated with more than one organization, it is important to check which organization is currently selected when you log into Commons. You can access only the information pertaining to the currently selected organization. You also possess only the roles granted by the currently selected organization. Your selected organization is displayed with your user ID information under the Person icon, which is in the upper right corner of Commons screens.

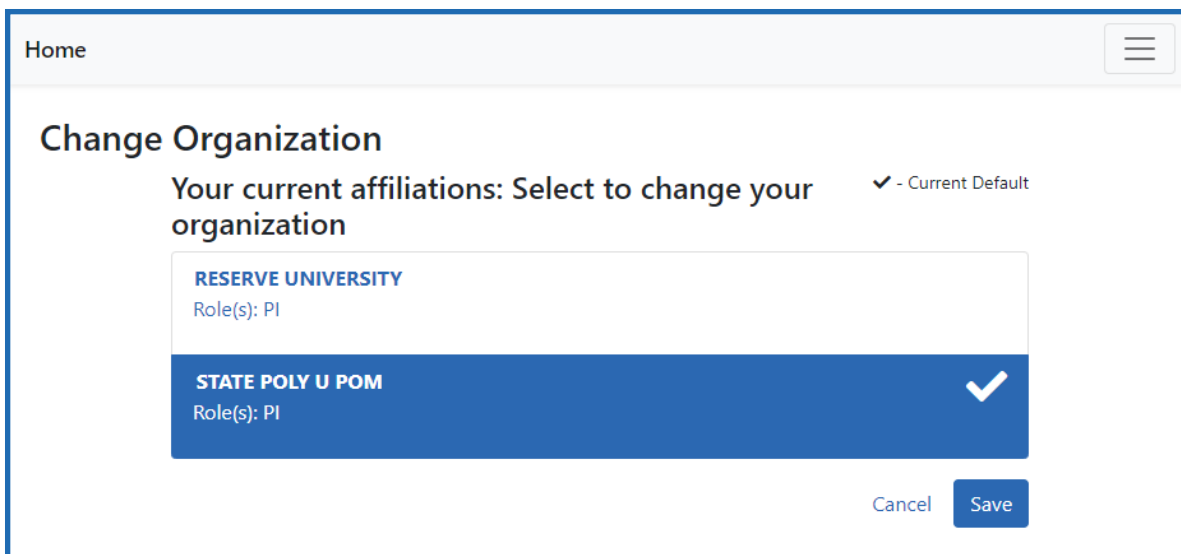
To select a specific organization to work with in Commons:

1. [Log into eRA Commons](#).
2. Click the Person icon in the upper right of any screen. If you are affiliated with multiple organizations, you see a **Change Organization** link.
3. Click the **Change Organization** link.



*Figure 53: Change Organization link under Person icon*

The *Change Organization* screen opens, which lists the names of all institutions with which you are affiliated.



Home

## Change Organization

Your current affiliations: Select to change your organization

✓ - Current Default

RESERVE UNIVERSITY Role(s): PI
STATE POLY U POM Role(s): PI

Cancel Save

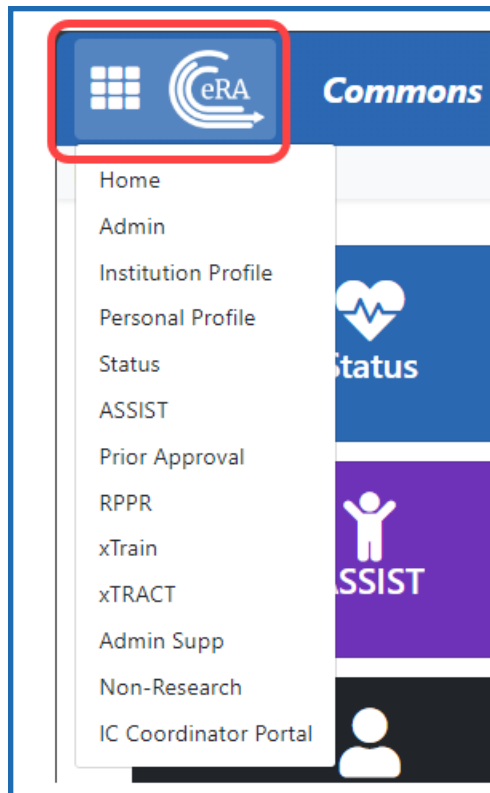
*Figure 54: Change Organization screen where you can choose the affiliation for this eRA Commons session if you are affiliated to more than one institution*

4. Click the name of the organization you want to work with in eRA Commons.
5. Click the **Save** button to set the organization as your current default. When you log in, you are automatically logged into the default organization.

In eRA Commons, you now see the grant data and roles associated with the organization you chose.

## Opening Modules

To navigate between eRA Commons modules, click the Main menu/eRA logo at the upper left of any Commons screen. Some modules have large buttons on the home screen which can be used lieu of the Main menu.



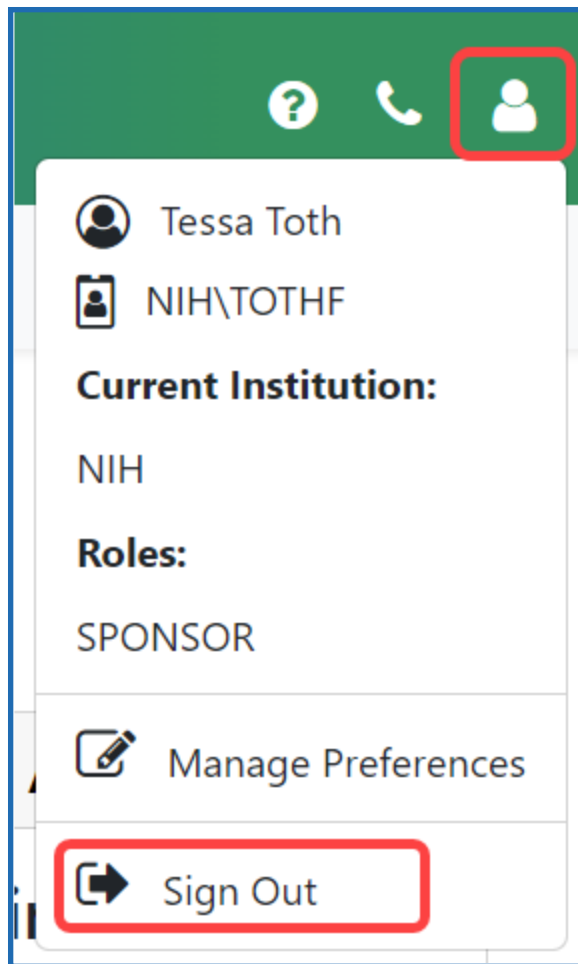
## Can't find a module?

You see only those modules, or features within modules, that your user roles give you access to. User roles are assigned by your institutional signing official, administrative official, or accounts administrator.

## Logging out of Commons

Upon completion of any work in eRA Commons, for security reasons it is a best practice to log off from the Commons system.

To logout, click the Person icon at upper right of any screen and select **Sign out**.



## About Passwords

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.

**Policy:** [http://www.era.nih.gov/files/NIH\\_eRA\\_Password\\_Policy.pdf](http://www.era.nih.gov/files/NIH_eRA_Password_Policy.pdf).

For further information about using Login.gov or InCommon Federated accounts, 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>

### 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* on page 140.

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

**Change Password**

Your password is temporary. You must change the password now in order to log into the system.

**INFORMATION**

- The password length must be between 15-64 characters
- Cannot re-use previous 10 generations of passwords
- Allows user selection of long passwords and passphrases, including spaces and all printable characters

**Current Password: \***

.....

**New Password: \***

.....

**Confirm New Password: \***

.....

**Password Validation Results**

- ✓ The password length must be between 15-64 characters
- ✗ Confirm New Password should be the same as New Password

Clear Submit

Figure 55: 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.

## 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>. 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/commonsplus>) 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.

**Policy:** [http://www.era.nih.gov/files/NIH\\_eRA\\_Password\\_Policy.pdf](http://www.era.nih.gov/files/NIH_eRA_Password_Policy.pdf).

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:

<https://www.login.gov/help/changing-settings/change-my-password/>

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.

---

## 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.

If your account is locked from too many failed login attempts, you must wait 15 minutes before the password can be reset by yourself or your institution's signing official (SO) or account administrator (AA). See *My Account Is Locked!* on page 148. If you don't know who the SO/AA is, contact your institution's Office of Sponsored Research or equivalent. If you cannot locate this office, contact [the eRA Service Desk](#).

*Resetting Your Forgotten Password* on page 142

*What if Resetting the Password Does Not Work?* on page 145

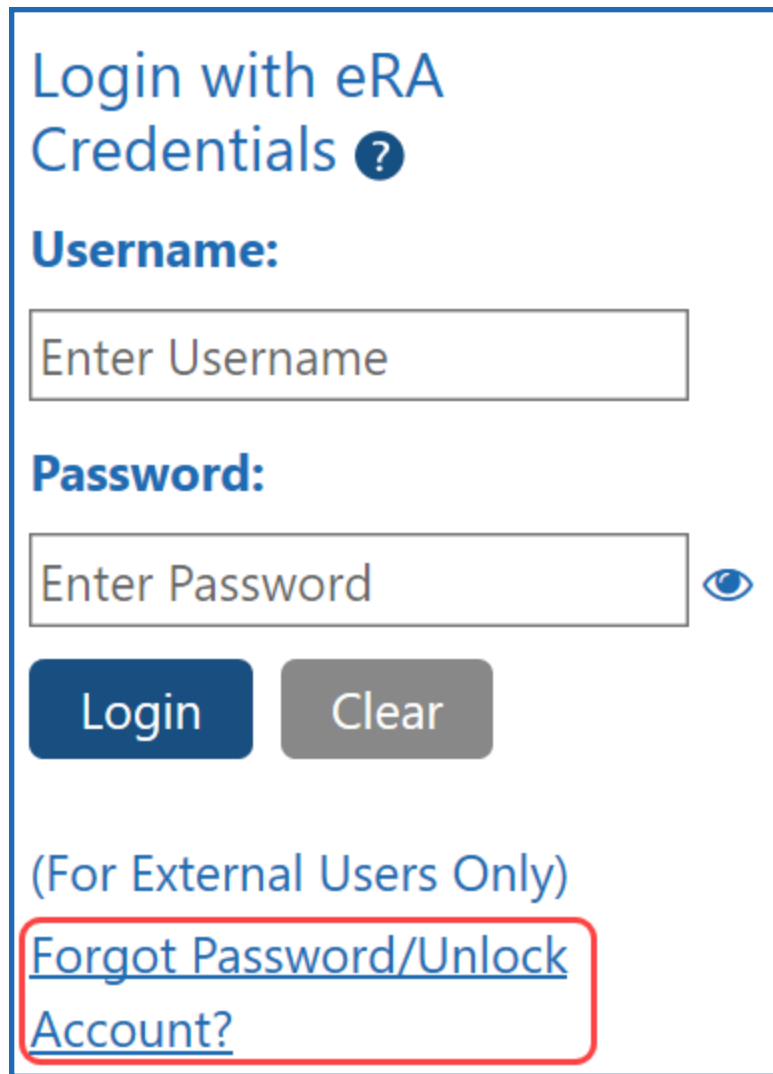
---

**NOTE:** If you know your password and just want to change it, use the change password feature instead. Refer to *Changing Your Password* on page 145.

---

## Resetting Your Forgotten Password


1. Click the **Forgot Password/Unlock Account?** link on the Commons home page.



Login with eRA  
Credentials ?

**Username:**

**Password:**

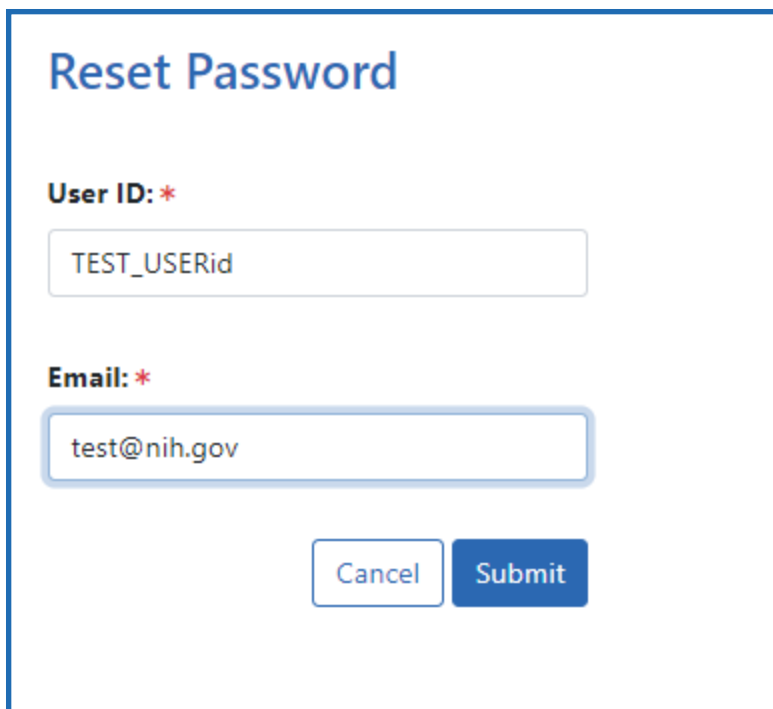
**Login** **Clear**

(For External Users Only)

[Forgot Password/Unlock Account?](#)

Figure 56: Forgot Password/Unlock Account Link

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

The image shows a 'Reset Password' web form. At the top, the title 'Reset Password' is displayed in a large blue font. Below the title, there are two required fields, each marked with a red asterisk. The first field is labeled 'User ID: \*' and contains the text 'TEST\_USERid'. The second field is labeled 'Email: \*' and contains the text 'test@nih.gov'. At the bottom of the form, there are two buttons: a 'Cancel' button with a blue border and a 'Submit' button with a solid blue background and white text.

*Figure 57: 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.

---

**NOTE:** All passwords are validated against the Password Policy requirements. See [http://www.era.nih.gov/files/NIH\\_eRA\\_Password\\_Policy.pdf](http://www.era.nih.gov/files/NIH_eRA_Password_Policy.pdf).

---

**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.

---

## What if Resetting the Password Does Not Work?


Because your temporary password will be sent to the email address stored in eRA Commons, you must remember which email is associated with your eRA Commons account and have access to log into it.

If you either do not remember what email is associated with your eRA Commons account, or you don't have access to that email account anymore, then you must contact a signing official (SO) or account administrator (AA) at your organization's research office for assistance. The SO or AA can log into eRA Commons and access your account in the Admin module. They can both reset your password and change the email to which password resets go.

If you don't know how to contact an SO or AA at your organization, contact the eRA Service Desk, who can tell you who to contact at your organization for assistance.

## 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 select **Change Password** from the **Accounts** 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/paste 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* on page 140.

---

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

---

4. Click the **Submit** button.

The screenshot shows a 'Change Password' form. At the top, there is an 'INFORMATION' box with a close button (X) and three bullet points: 'The password length must be between 15-64 characters', 'Cannot re-use previous 10 generations of passwords', and 'Allows user selection of long passwords and passphrases, including spaces and all printable characters'. Below this, the form has three input fields: 'Current Password: \*', 'New Password: \*', and 'Confirm New Password: \*'. The 'Current Password' field is filled with dots. The 'New Password' field is also filled with dots. The 'Confirm New Password' field is filled with dots and has a toggle icon (an eye) to its right. To the right of the input fields is a 'Password Validation Results' box. It contains two messages: a green checkmark followed by 'The password length must be between 15-64 characters' and a red error icon followed by 'Confirm New Password should be the same as New Password'. At the bottom right of the form are two buttons: 'Clear' and 'Submit'.

Figure 58: Change Password Screen

The password change takes effect immediately. You are still required to change your eRA Commons password annually even if 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.

---

## 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* on page 140.

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.

**Change Password**

Your password is temporary. You must change the password now in order to log into the system.

**INFORMATION**

- The password length must be between 15-64 characters
- Cannot re-use previous 10 generations of passwords
- Allows user selection of long passwords and passphrases, including spaces and all printable characters

**Current Password: \***

.....

**New Password: \***

.....

**Confirm New Password: \***

.....

**Password Validation Results**

- ✓ The password length must be between 15-64 characters
- ✗ Confirm New Password should be the same as New Password

Clear Submit

Figure 59: 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 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.

## My Account Is Locked!

**NOTE:** This topic refers to the eRA Commons 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/>.

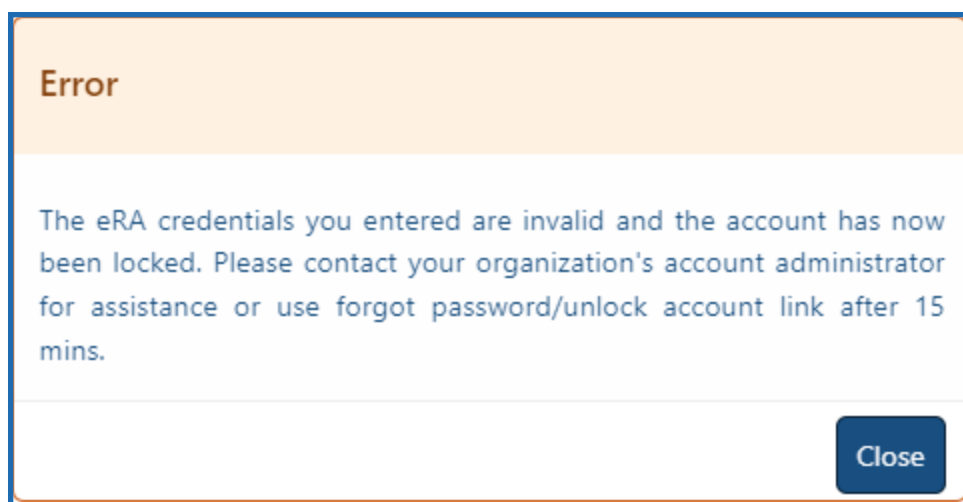
Even after you begin using two-factor authentication (Login.gov or InCommon Federated accounts that support NIH's two-factor authentication standards) to log into eRA



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>.

---

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 15 minutes.



*Figure 60: Locked account message received after too many invalid password attempts*

After 15 minutes has passed:

- An SO or account administrator from your organization can log into the Admin module and reset your password (see [Resetting a User's Password from Admin module](#)). They can also update the email to which the password is sent.
- You (the user) can click the **Forgot Password/Locked Account?** link on the eRA Commons login screen (under **Login with eRA Credentials** on the left). See *My Account Is Locked!* on page 148. This works only if you remember which email is associated with your eRA Commons account and have access to log into it.

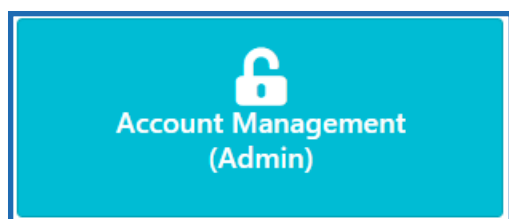
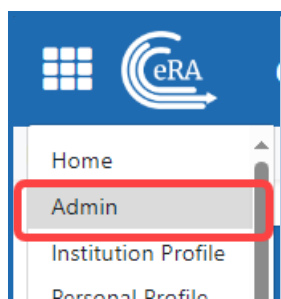
## Admin Module

Signing officials and administrative personnel use the Admin module to perform account management for users within their organization. Principal investigators and other scientific personnel use the Admin module to change their password.

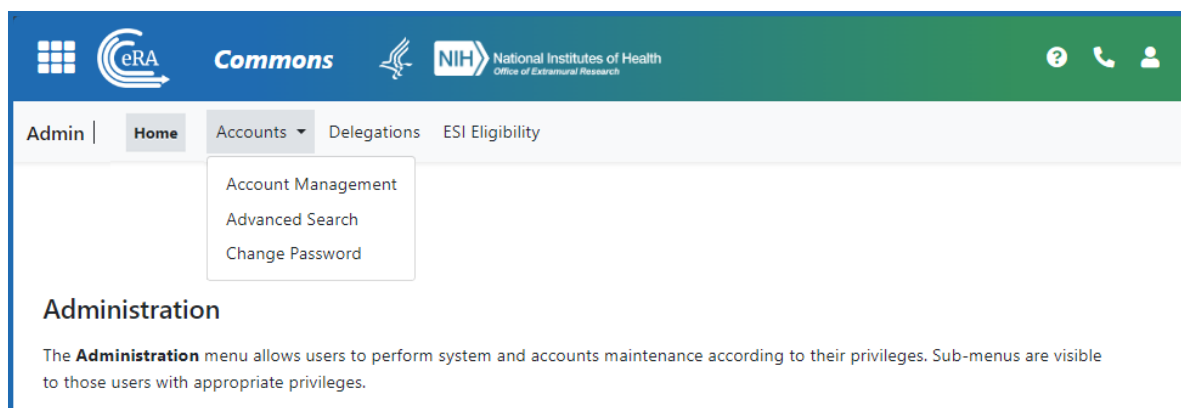
The Admin module includes the features used to perform:

- **Account Management.** See *Accounts* on page 151.
- **Delegations.** See *Delegations* on page 169.
- **ESI Eligibility searches.** (SO/AO only) See *ESI Eligibility Search* on page 208.

There are two ways to access the Admin module: by selecting Admin from the Main menu or by clicking the Account Management (Admin) button:



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



For complete information on creating and managing user accounts and resetting passwords for your organization's users, refer to the Account Management System's Online Help System ([https://www.era.nih.gov/erahelp/ams\\_new/](https://www.era.nih.gov/erahelp/ams_new/)).

## 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 PIs with Continuous Submission Eligibility* on page 165 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/](https://www.era.nih.gov/erahelp/ams_new/)). Also see *Create or Edit a Commons Account* on page 152.

## Create or Edit a Commons Account

Only an organization's eRA Commons administrators can create an account. Individual principal investigators or other eRA users cannot create their own account. If you need a new account or need account assistance with passwords, contact an SO from your organization; see *Finding Signing Officials if You Don't Have an eRA Commons Account or Can't Login?* on page 257.

You can edit eRA Commons accounts, or create new ones (such as for a PD/PI), using the **Admin/Account Management** module if you have one of the following eRA Commons roles:

- SO (signing official). Can create accounts of any role type except IAR, including creating additional SO accounts. See *Signing Official (SO)* on page 128.
- AO (administrative official). Can create all accounts except SO, BO, FCOI accounts, and IAR accounts.
- AA (account administrator). Can create all Commons accounts except SO, FCOI accounts, and IAR accounts.
- BO (business official). Can create all accounts except SO, BO, FCOI accounts, and IAR accounts.

If you have one or the roles above, find more information about creating eRA Commons accounts via invitation, appointment, or institutional registration under [additional links below](#).

The basic steps for creating an account for a new staff member at your organization are:

1. First search for the new person's account across all organizations to make sure the person does not yet have an eRA account. When you clear the **Search only within my organization** checkbox, a search in *Admin* searches users from all organizations.
2. If an existing eRA account cannot be found, click **Create New Account** and fill out contact info and assign roles to make a new account; see *Creating a New User Account* on page 155.
3. **If the person *does* exist, and they have a PI or other scientific role (example: trainee)**, you should affiliate the person to your institution instead of creating a

new account. PI and other scientific roles are intended to be used throughout the investigator's career regardless of their current institutional affiliation(s); see *Editing an Existing eRA User Account* on page 160.

## **Administering Accounts (Editing Roles, Affiliating Users, Helping Users with Login)**

eRA users with administrative roles (listed in previous section) can do the following in Admin.

- **Edit a user's assigned roles.** 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. 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.
- **Affiliate a non-administrative user (such as a PI) to your own institution.** Suppose a PI at another institution is going to work on one of your institute's awards, or suppose the PI is moving from another institution to your institution. In either case, you can use Admin to associate the existing PI account to your institution.
- **Help a user from your institution who is having trouble logging in with eRA credentials.** You can reset the user's password or change the user's email (where password reset emails go). The eRA credentials are different from Login.gov credentials; for Login.gov help, see *Detailed Login.gov Steps and Troubleshooting* on page 71.

## **Searching for an eRA Account**

1. [Navigate to the Admin module.](#)
2. Select the **Account Management** menu option under Accounts.

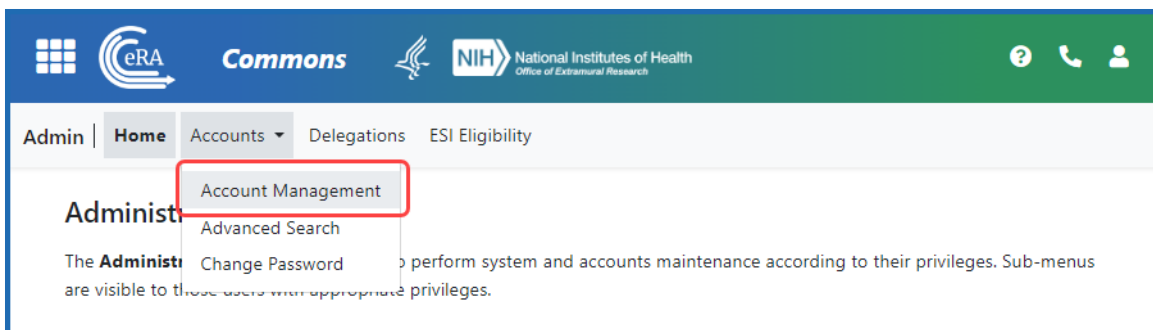


Figure 61: Admin navigation, showing Account Management

The **Search Accounts** screen opens. 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.

The screenshot shows the 'Search Accounts' screen in the Admin interface. The page has a header with 'AMM | Manage Accounts | AMM User Reports'. The main heading is 'Search Accounts'. Below it is a 'Search Criteria' section. There is a checkbox labeled 'Search only within my organization'. A light blue box contains a note: 'NOTE! You must enter at least one search field, besides User Type and Account Status.' The search criteria are organized into several rows: 'User Type' (dropdown menu set to 'Commons'), 'Account Status' (dropdown menu set to 'All'), 'User ID' (text input field), 'Last Name' (text input field), 'First Name' (text input field), 'Middle Name' (text input field), 'Email' (text input field), and 'Roles' (text input field with an information icon). At the bottom right, there are 'Clear' and 'Search' buttons.

Figure 62: Admin Search Accounts screen, where you can search for users within your organization or across organizations. Searching is the first step to creating a new account.

3. Enter search criteria, such as the person's (**Last Name, First Name**), for the person you are seeking.

Search even if you plan to make a new account, to ensure the person does not already have an account. By default, the **Search only within my organization** checkbox is *not* marked, which means you are searching ALL eRA Commons accounts for all organizations.

---

**TIP:** Use the percent character, %, as a wildcard.

---

If accounts appear in the *Search Results*, you can:

- Click the linked **Name** to see *Funding Support*, which also includes employment history, for the user. This can help you positively identify a user in the case of duplicate names found.
- Click the **Manage** button to change affiliation, change roles, change the user's email (where their password reset emails go), or to reset their password (meaning they get a password reset email with a temporary password).
- If you find the person you are looking to add to your organization, click **Manage** and use the **Affiliate** button to affiliate the person to your institution. You can affiliate only those with scientific (research-related) accounts (such as PI), not those with administrative accounts (such as SO).
- Click **Create New Account** to create a new user (after searching to ensure the user does not already exist). After performing the search, the **Create New Account** button becomes enabled; see the next section.

## Creating a New User Account

If you search for a person who is coming onboard to your organization, but you do not find the person, you can create a new account for the person.

1. After you search for a person (see above section), click the **Create New Account** button.

AMM | Manage Accounts AMM User Reports

## Search Accounts ⓘ

We searched for accounts but **No Records were Found**. Here are several error resolution suggestions.

- Try to broaden your search by **adding more search parameters**.
- Create an account**.

▼ Search Criteria

☐ Search only within my organization ⓘ

**NOTE!** You must enter at least one search field, besides User Type and Account Status.

User Type

Commons ▼

Account Status

All ▼

User ID

Last Name

Budge

First Name

Cob

Middle Name

Email

Roles ⓘ

Clear

Search

Create New Account

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.

Admin Module

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June 25, 2025



AMM | Manage Accounts | AMM User Reports

### Create Account ?

\* Required Fields

#### User Information

**User Type \***

Commons

**User ID \***

**Primary Organization \***

STATE UNIV

#### Contact Information

**Last Name \*** **First Name \*** **Middle Name**

**Email \*** **Confirm Email \***

#### Roles ?

+ Add Roles

Close Clear Create

2. 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 user ID. Take care with entering this ID, as it is not changeable after account creation.
  - **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.** This email will be used for password resets (i.e. when the user clicks 'Forgot Password' on the eRA Commons login screen). It is very important to enter an email that the user will ALWAYS have access to, which might be their personal email.
- **Confirm Email**

After entering contact information, you must assign a role to the account; if you do not add a role, you get an error when you try to save the new user.

3. Click the **+ Add Roles** button to open the *AMM | Add Roles* window.

The organization defaults to your institution and cannot be changed. A list of available roles appears. Note that more roles appear if you are an SO vs. other administrative roles. For instance, only an SO can assign a SO role to another user.

AMM | Add Roles

Organization

STATE UNIV

Role(s) (to multi-select, please use ctrl or shift keys)

FSR - Financial Reporting users

GRADUATE\_STUDENT - Graduate Student - role is used for tracking purposes. User has access to person

LRPS - Gives user ability to perform service and research verifications.

OLAW\_REPORT\_USER\_ROLE - OLAW personnel - Role used for running external report

PACR - Public Access Compliance Role - Role used for tracking purposes

**PD/PI - Project Director/Principal Investigator**

POSTDOC - POSTDOC - role is used to track users using the xTrain module

PROJECT\_PERSONNEL - Gives user ability to manage/edit foreign component data in FACTS

SCIENTIST - Scientist - role is used for biomedical workforce tracking and progress reports

SO - Signing Official

Close Add Role(s)

4. Select the role(s) for the new account.

Use Ctrl+click to select multiple roles. (Shift+click selects multiple contiguous roles.) Some roles conflict with one another and should not be assigned at the same time, such as PD/PI and SO, or any scientific role along with an administrative

role. An error message will occur when you try to save the new user account if you assign conflicting roles.

- Click the **Add Role(s)** button in the *Add Roles* popup. The *Create Account* screen now lists the roles you selected. If you made a mistake, you can click the **Remove** button in the **Action** column to remove a role.

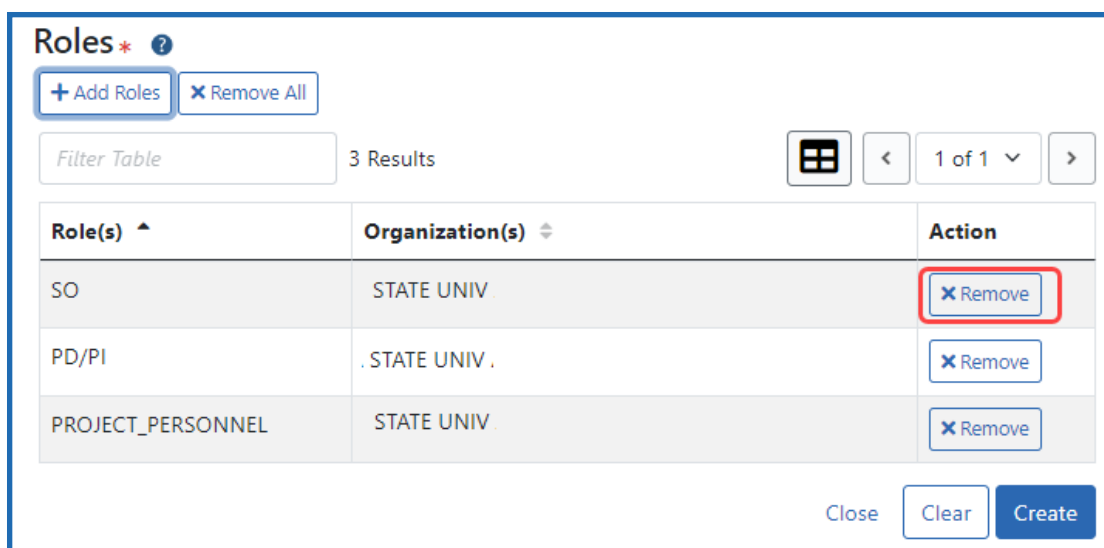


Figure 63: Roles section of Create Account screen showing Remove buttons next to roles

- Click the **Create** button to create the new account.

A success message appears at top and the read-only *Account Details* screen appears. Alternatively, if there were errors, errors are listed at top; see the next section.

If you need to change the account you just created, click the **Manage** button. When editing an account, you can no longer change the User ID or name. You can, however, edit the email, roles, affiliation, or reset the password. See *Editing an Existing eRA User Account* on page 160 below.

The new account holder will get two emails at the email you specified; one contains a temporary password and the other contains the user ID.

The person for whom the account was created can edit all their personal and contact information using Personal Profile after they log in to Commons.

## Possible Errors When Creating an Account

A variety of errors might appear when you click **Create** to save a new account. A red bar appears at the top listing errors.

### Error for Leaving Required Fields Blank

Please review all the messages below

- Missing Required information: Email
- Missing Required information: Confirm Email

### Error for Adding Conflicting Roles

**Role Conflict:** Admin and Scientific roles cannot exist together for this account. For clarification, please contact eRA Service Desk with justification.

Figure 64: Possible errors you might receive after clicking Create to create a new account

## Editing an Existing eRA User Account

Steps for an SO or account administrator to edit existing accounts:

1. Search for existing accounts as described in *Searching for an eRA Account* on page 153.
2. On the account you want to edit, click the **Manage** button.

Search Results						
Filter Results: <input type="text" value="Filter Table"/>		6 Results		<div><div></div><div>&lt;</div><div>1 of 1</div><div>&gt;</div></div>		
User ID	Name	Email	Account Status	Roles & Affiliations	Login via Login.gov	Action
AARON	Smith, Aaro	eRATest@mail.nih.gov	Active	PD/PI ◦ State Univ	OPTIONAL	Manage

Figure 65: Search results in Admin module showing Manage button

The Manage Account screen opens.

## Manage Account ?

**Note:** Changes to the account are **not saved** until you hit the save button.  
- For example, if you affiliate someone, he/she is not actually affiliated until you hit the save button.

\* Required Fields

### User Information

**Account Status:** Active

**User Type \***  
Commons

**User ID \***  
AARON

**Primary Organization \***  
STATE UNIV

**Login via 2FA** ⓘ : OPTIONAL

**2FA Exemption Expiration Date** ⓘ:  
MM/DD/YYYY

**2FA Mapping Completion Status** ⓘ: NOT MAPPED

### Contact Information

**Last Name \*** Smith      **First Name \*** Aaro      **Middle Name**

**Email \*** eRATest@mail.nih.gov      **Confirm Email \*** eRATest@mail.nih.gov

### Roles ?

+ Add Roles      X Unaffiliate

Filter Table      2 Results      [Download] [Table View] [Previous] 1 of 1 [Next]

Role(s) ^	Organization(s) ▾	Action
PD/PI	STATE UNIV	X Remove

Close      Reset Password      Save

*Figure 66: Manage Account screen, where an organization's administrator can edit roles, affiliate/unaffiliate user with this institution, reset password, and change the email for password resets.*

- To edit roles, click the **Add Roles** button.  
Be sure to add ONLY scientific (PI, POSTDOC, etc) OR administrative (SO, AA, etc) to an account, but not both, as they are incompatible.
- To change the account holder's email, enter the new email in the **Email** fields.  
If the user then clicks '**Forgot Password**,' the password reset email will go to this email address.
- To affiliate the user with your institution, click **Affiliate**.  
The **Affiliate** button appears ONLY if the user you are viewing is NOT currently affiliated with your institution. If the user IS currently affiliated, then an '**Unaffiliate**' button appears instead. Use **Unaffiliate** to remove a user from your institution if they have changed institutions and no longer work at yours.
- To reset a user's password (available ONLY for users within your institution), click the **Reset Password** button.  
This triggers a password reset email to be sent to the email address in the **Email** fields.

## Additional Information

- [Account Management Module online help](#)
- [Creating an Account to Access IAR \(Internet Review Module\)](#)
- [eRA Commons Registration & Accounts](#)
- [Understanding eRA Commons Accounts](#)
- [Institution Registration and Account Creation](#) (Training Videos)

## Affiliating an Existing eRA Commons User with Your Organization

Researchers should maintain the same eRA Commons account throughout the entirety of their career. Often, researchers change organizations/employers. Sometimes, researchers might simultaneously be involved with research projects at more than one organization.

When this happens, the researcher, should contact a signing official or other account administrator at their new organization and ask to be affiliated with the new institution. Researchers generally have a principal investigator (PI) role, but other research roles include TRAINEE and SPONSOR.

PIs and other scientific users cannot create or affiliate their own accounts. Commons accounts are created and managed by users with the roles mentioned below or via invitation, appointment, or institutional registration. A user with one of the following roles can affiliate eRA Commons accounts using the **Admin/Account Management** module:

- SO (signing official). Can create accounts of any role type, including creating additional SO accounts. See *Signing Official (SO)* on page 128.
- AO (administrative official)
- AA (account administrator)

To affiliate an existing Commons research user with a new institution, an SO or other account administrator should follow these steps:

1. First search for and locate the person's account in the Admin module, making sure to clear the **Search only within my organization** checkbox. Searching is described in *Affiliating an Existing eRA Commons User with Your Organization* on page 162.
2. In Search Results, click the **Manage** button for the account you want to affiliate.
3. To affiliate the user with your institution, click the **+Affiliate** button in the *Roles* section.

---

**NOTE:** The **Affiliate** button appears ONLY if the user you are viewing is NOT currently affiliated with your institution. If the user IS currently affiliated, then an '**Unaffiliate**' button appears instead. Use **Unaffiliate** to remove a user from your institution if they have changed institutions and no longer work at yours.

---

The *AMM | Add Roles* popup appears.

You must add roles to the person at your organization even if the person has the necessary role at their prior organization. In the *AMM | Add Roles* popup, the organization defaults to your institution and cannot be changed. A list of available

roles appears. Note that more roles appear if you are an SO vs. other administrative roles. For instance, only an SO can assign a SO role to another user.

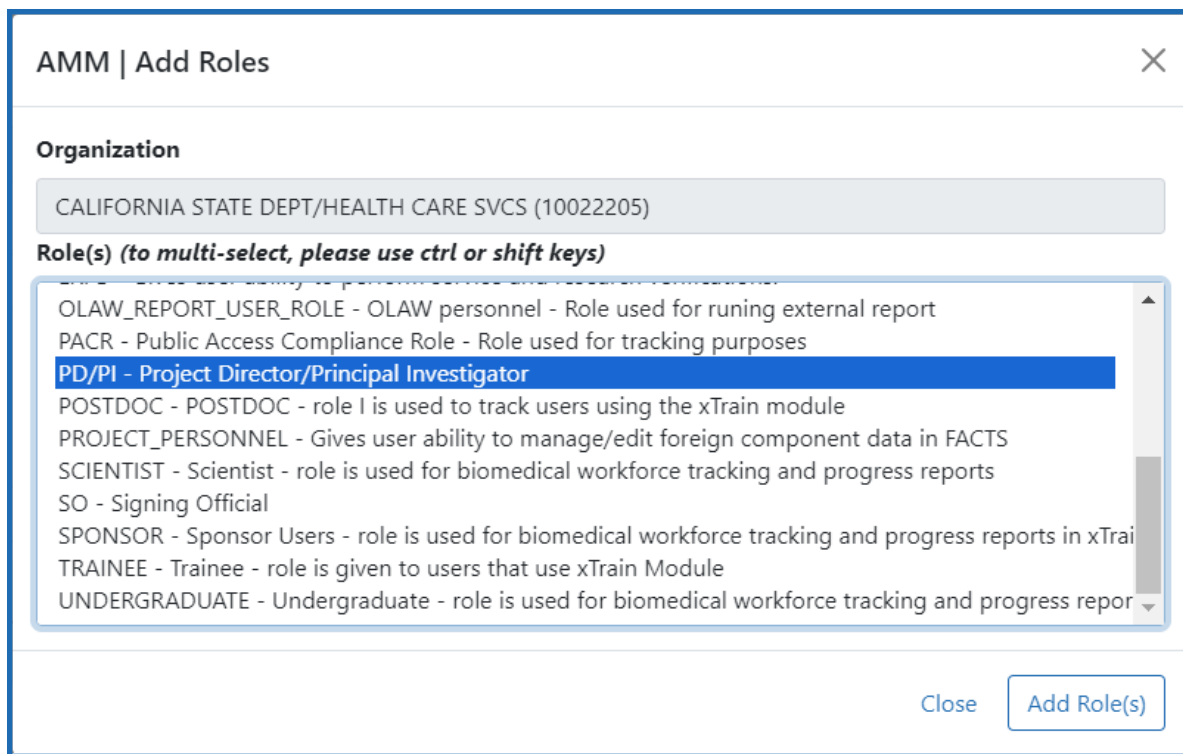


Figure 67: Account Management Module (Admin) Add Roles popup

4. Select the role(s) for the new account. These are the roles the user will have at your organization.

Use Ctrl+click to select multiple roles. (Shift+click selects multiple contiguous roles.) Some roles conflict with one another and should not be assigned at the same time, such as PD/PI and SO, or any scientific role along with an administrative role. An error message will occur when you try to save the new user account if you assign conflicting roles.

5. Click the **Add Role(s)** button in the *Add Roles* popup. The *Manage Account* screen now lists the roles you selected. If you made a mistake, you can click the **x Remove** button in the **Action** column to remove a role.
6. Click the **Save** button at the bottom of the *Manage Account* screen.



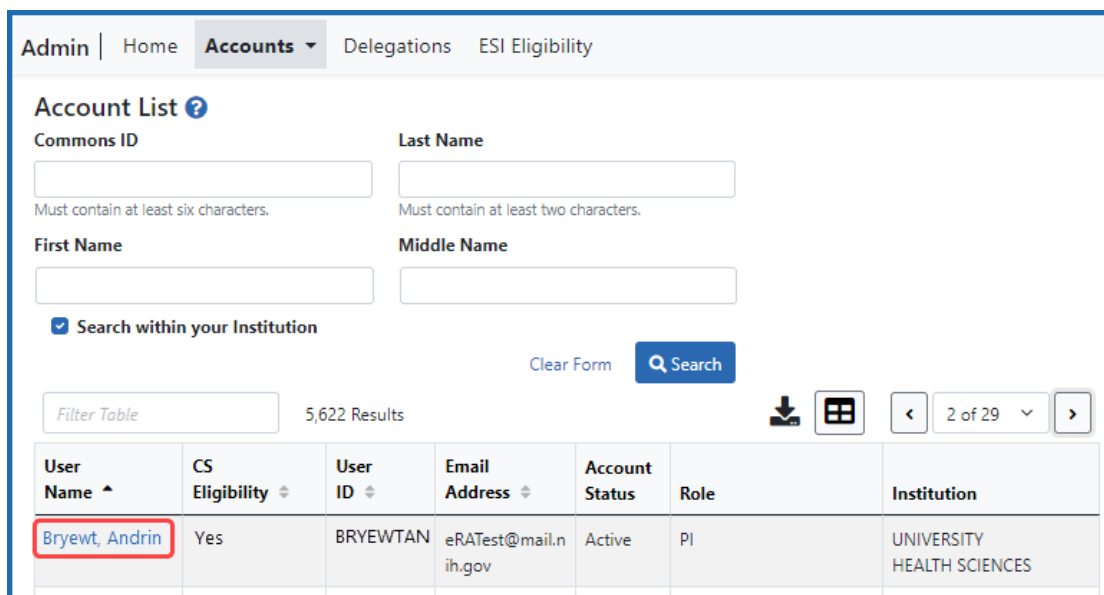
You can affiliate the person with your organization, but you cannot unaffiliate a person with their prior organization. Only an administrator from the prior organization can unaffiliate a user from that organization.

## Advanced Search for PIs with Continuous Submission Eligibility

If you hold an administrator role (e.g., SO), you can perform a search on existing Commons accounts to locate principal investigators (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 for PIs with continuous submission eligibility:

1. [Navigate to the Admin module](#), either by selecting **Admin** from the Main menu or by clicking the **Account Management (Admin)** button on the eRA Commons home page.
2. Under *Accounts* in top navigation, select **Advanced Search**, which displays the *Account List* screen.



Admin | Home | **Accounts** | Delegations | ESI Eligibility

### Account List ?

**Commons ID**  
[Text Input]  
Must contain at least six characters.

**Last Name**  
[Text Input]  
Must contain at least two characters.

**First Name**  
[Text Input]

**Middle Name**  
[Text Input]

☒ Search within your Institution

[Clear Form](#) [Search](#)

[Filter Table](#) 5,622 Results [Download](#) [Table](#) [Previous](#) 2 of 29 [Next](#)

User Name ^	CS Eligibility ^	User ID ^	Email Address ^	Account Status	Role	Institution
Bryewt, Andrin	Yes	BRYEWTAN	eRATest@mail.nih.gov	Active	PI	UNIVERSITY HEALTH SCIENCES

3. Enter the search criteria. The percent sign (%) can be used as a wildcard (e.g., Sm%).

The **Search within your institution** checkbox is marked by default and means that only PIs within your institution are shown in search results. To include accounts outside of your institution, clear this checkbox 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. Click the **Search** button.

The search results display in a table and might be listed over multiple pages. For details on navigating in search results and using other table tools, see *Standard Tools for Tables* on page 108.

The search results include the following information:

- **User Name.** Click the linked user name to open the **Continuous Submission Eligibility** screen for this PI.
- **CS Eligibility.** Displays No or Yesto indicate the Continuous Submission Eligibility status of the PI
- **User ID**
- **Email Address**
- **Account Status**
- **Role**
- **Institution**

The **Continuous Submission Eligibility for <PI Name> screen** appears when you click a PI's name. Click the **Show Eligibility Status** link to display either:

- The Eligible Committee Service Terms from and to dates, plus the committee name, shown below, or
- The words, "There are no eligible committee memberships available." indicating that the person is not eligible for continuous submission.

A PI can also view this information from Personal Profile. For more information on the **Continuous Submission Eligibility screen**, refer to the Personal Profile *Reviewer Information* topic, specifically [Continuous Submission Eligibility Status](#).

## Continuous Submission Eligibility for Bryewt, Andrin

---

**Continuous Submission Eligibility Status:**  
Eligible Until 08/16/2025 5:00 PM ET

[What is Continuous Submission?](#)   
[Continuous Submission FAQs](#) 

---

**Eligibility for Continuous Submission Based on Current Appointed Membership**

**Eligible Committee Service Terms**

From	To	Committee Name
06/08/2022	06/30/2025	IRG

Figure 68: Continuous Submission Eligibility screen

## Requesting a New Signing Official Account (If No SOs Available)

Rarely, an organization might find that it has no active signing official. This might happen if an organization has only one signing official and that person becomes unexpectedly unavailable/inactive. For example, if your organization has only one signing official, and that person suddenly leave your organization, you might find your organization has no active signing official.

A signing official is a crucial role for organizations in eRA Commons, because all activities that require legal signing authority, such as applying for awards, submitting documentation, and more, must be done by a signing official (SO). It is strongly recommended that all organizations have at least two SOs at all times. If you find that your organization is without any available/active SO, then the eRA Service Desk can create a new SO account for your organization following a thorough vetting process.

---

**IMPORTANT:** If a SO becomes unavailable but your organization still has at least one other active SO, then this topic does NOT apply to your organization. If you have any active SO, that SO can create additional SO accounts using the steps provided in *Create or Edit a Commons Account* on page 152.

---

## About Requesting a New Signing Official Account

To uphold the integrity of registered organizations and their user accounts, the eRA Service Desk conducts an evaluation of SAM.gov registration information when processing signing official account requests. If you need help with SAM.gov, refer to the [Federal Service Desk](https://www.fsd.gov/gsafsd_sp) (https://www.fsd.gov/gsafsd\_sp).

To initiate an SO account creation request with the eRA Service Desk, requirements are as follows:

- Your organization's SAM.gov registration status must be active. If your SAM.gov status is not active, you must work with SAM.gov to renew your registration.
- The Electronic Business Point of Contact (eBiz POC) associated with your organization's SAM.gov registration must still be active at your organization. This is the person who must contact the eRA Service Desk to request a new SO account. If that person is no longer associated with your organization, request an update to this record directly through SAM.gov.
- The eBiz POC must still have access to the email address associated to your active SAM.gov registration.

Once the above information is confirmed, the eBiz POC can submit a request for a new SO account to the [eRA Service Desk](https://www.era.nih.gov/need-help) (https://www.era.nih.gov/need-help) using their registered email address. Once received, the request will be evaluated by the eRA Service Desk.

If the request is granted, the Service Desk will gather necessary information for the new account, such as the person's name, preferred user ID, and contact information. They will let you know the status of your request via email, and the new SO will receive two emails when the account is created; the first email will contain the new Commons ID, and the second email will contain a temporary password. The new SO should immediately log into eRA Commons, whereupon they will be prompted to change their password.

Because it is recommended that registered organizations maintain at least two SO accounts within eRA Commons, the new SO should immediately create another SO account for a second member of your organization.

## Delegations

Users of the Commons system can grant other Commons users from the same organization 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.

**Agency-Specific Instructions:** Department of Commerce and SAMHSA. Delegations cannot be used for DOC and SAMHSA awards.

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.

Delegation Authorities

Authority Type	Delegated By	Delegated To	Description
Progress Report	SO, AA(on behalf of PI)	PI, ASST	Enables the delegated PI/ASST to work on progress reports for another PI - Includes Interim and Final RPPR and HSS requests
Progress Report	PI	PI, ASST	Enables the authorized user to work on progress reports for the PI - Includes Interim and Final RPPR and HSS requests.

Authority Type	Delegated By	Delegated To	Description
			This does <b>not</b> include the ability to <b>submit</b> any RPPRs—only the SO can submit, unless they delegate that authority to the PI.
Sponsor	SO, AA (on behalf of SPONSOR) or SPONSOR	ASST	Allows the ASST to work with the xTrain module for the SPONSOR
Status	PI	ASST	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.
PPF	All users	Active user within the organization	Enables another user in the same organization to edit someone else's personal profile
Submit	SO	PI	Enables the PI to submit RPPR and MYPR reports including Final and Interim reports
xTrain	PI	ASST	Enables the ASST to work with the xTrain module and xTRACT

---

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

---

## 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* on page 169 topic for role-based constraints on delegation.

## Delegating Progress Report Authority on Behalf of Another User

---

**NOTE:** This topic discusses delegating authority for another user's account. See *Direct Delegations* on page 195 for delegating authority to your own account.

---

**Agency-Specific Instructions:** Department of Commerce and SAMHSA. Delegations cannot be used for DOC and SAMHSA awards.

The SO or AA (see *User Roles* on page 120) 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* on page 169 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) delegations; this procedure helps you create a delegate for another user, not your own.

3. Click the **Delegate Progress Report** link.

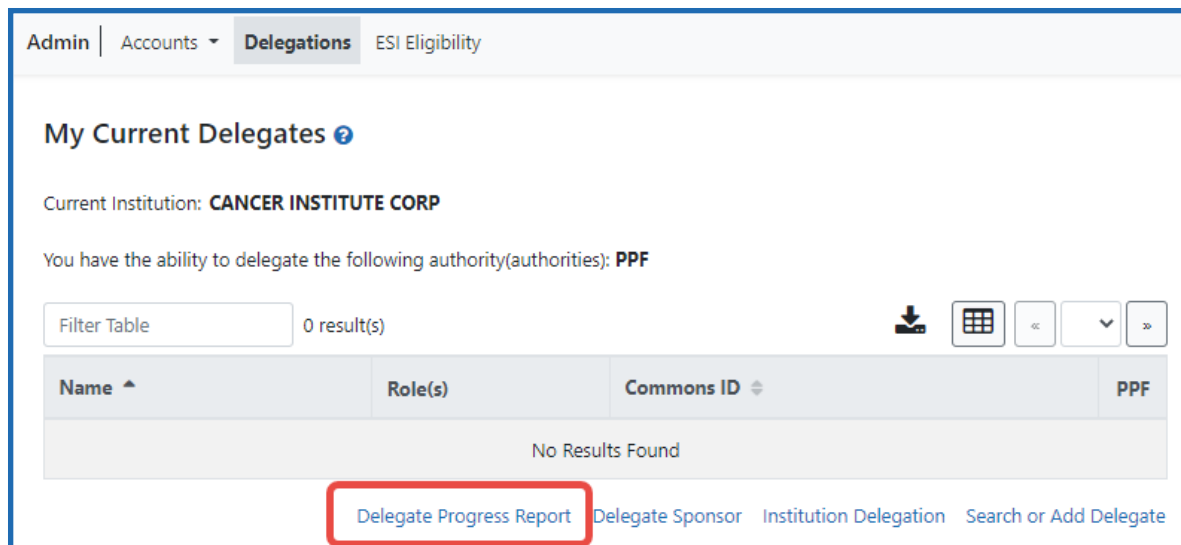


Figure 69: My Current Delegates Screen with the Delegate Progress Report link

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.



Admin | Accounts ▾ **Delegations** ESI Eligibility

### Third Party Delegates ⓘ

Current Institution: **CANCER INSTITUTE CORP**

You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.

▼ Search Criteria

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID:

Name:

Last Name, First Name, Middle Name

[Clear](#) [Search](#)

[Return to My Current Delegates](#)

*Figure 70: 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**.

The screenshot displays the 'Third Party Delegates' interface. At the top, there are navigation tabs: 'Admin', 'Accounts', 'Delegations' (selected), and 'ESI Eligibility'. Below the tabs, the title 'Third Party Delegates' is followed by a help icon. The current institution is 'CANCER INSTITUTE CORP'. A message states: 'You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.'

The 'Search Criteria' section includes a text input for 'Commons ID' (with 'EX: SMITHJ13' as a placeholder) and a dropdown for 'Name' (with 'Begin typing and select one' as a placeholder). A 'Clear' button and a 'Search' button are at the bottom right of this section.

The 'Search Results' section shows '1 result(s)'. A table lists the results:

Name	Role(s)	Commons ID
SMITH, Joe	PI	SMITH

A three-dot menu is visible next to the 'SMITH, Joe' entry, and a 'Select' option is highlighted in a red box. A 'Return to My Current Delegates' link is at the bottom right.

Figure 71: 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.

**Admin** | Accounts ▾ **Delegations** ESI Eligibility

### Third Party Delegates ⓘ

Current Institution: **CANCER INSTITUTE CORP**

You have selected to delegate Progress Report Authority on behalf of: **SMITH, Joe**

▼ Search Criteria

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID

EX: SMITHJ13

Name

Begin typing and select one ▾

Last Name, First Name, Middle Name

Clear

Search

**Search Results**

Filter Table 1 result(s) [Download] [Grid] [«] 1 of 1 [»]

Name ▲	Role(s)	Commons ID ▾	Progress Report
JOHNSON, DACE	PI	JOHNSON	

**Edit Delegations**

[Return to My Current Delegates](#)

Figure 72: Delegate Progress Report--Third Party Delegates Screen Showing Delegate

- 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.

- 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** ⓘ

Current Institution: **CANCER INSTITUTE CORP**

On behalf of **SMITH, Joe**, you have selected to delegate access to: **JOHNSON, DACE; JOHNSON; PI**

You may assign the following delegation(s):

Progress Report	<input checked="" type="checkbox"/>
-----------------	-------------------------------------

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel **Save**

Figure 73: Delegate Progress Report Authority Screen with Toggle

- 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.

## Delegate Sponsor Authority on Behalf of Another User

**NOTE:** This topic discusses delegating authority for another user's account. See *Direct Delegations* on page 195 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* on page 120. 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* on page 169 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) delegations; this procedure helps you revoke a delegate of another user, not your own.

Admin | Accounts ▾ **Delegations** ESI Eligibility

### My Current Delegates ⓘ

Current Institution: **CANCER INSTITUTE CORP**

You have the ability to delegate the following authority(authorities): **PPF**

Filter Table 0 result(s) [Download] [Table Icon] [Previous] [Dropdown] [Next]

Name ▲	Role(s)	Commons ID ⇅	PPF
No Results Found			

[Delegate Progress Report](#) **[Delegate Sponsor](#)** [Institution Delegation](#) [Search or Add Delegate](#)

Figure 74: 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.

The screenshot shows the 'Third Party Delegates' screen in the eRA Commons system. At the top, there is a navigation bar with 'Admin', 'Accounts', 'Delegations' (selected), and 'ESI Eligibility'. Below the navigation bar, the title 'Third Party Delegates' is displayed with a help icon. The current institution is 'CANCER INSTITUTE CORP'. A message states: 'You may use this search to delegate Sponsor Authority on behalf of a Principal Investigator.' Below this is a 'Search Criteria' section. It contains a text input for 'Commons ID' with the example 'EX: SMITHJ13' and a dropdown menu for 'Name' with the placeholder 'Begin typing and select one'. A note below the name dropdown says 'Last Name, First Name, Middle Name'. At the bottom right of the search criteria section are 'Clear' and 'Search' buttons. A link 'Return to My Current Delegates' is located at the bottom right of the page.

Figure 75: 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**.

**Admin** | Accounts ▾ | **Delegations** | ESI Eligibility

### Third Party Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

You may use this search to delegate Sponsor Authority on behalf of a Principal Investigator.

▼ **Search Criteria**

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID:

Name:

Last Name, First Name, Middle Name

[Clear](#) [Search](#)

**Search Results**

1 result(s) [Download](#) [Grid](#) [1 of 1](#) [Previous](#) [Next](#)

Name ▲	Role(s)	Commons ID ▲
SMITH, Joe	PI	SMITH

[Return to My Current Delegates](#)

Figure 76: Third Party Delegate--Selecting the User For Whom You Will Create a Delegate

- 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.

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

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

[Admin](#) | [Accounts](#) ▾ **Delegations** [ESI Eligibility](#)

## Third Party Delegates [?](#)

Current Institution: **CANCER INSTITUTE CORP**

You have selected to delegate Sponsor Authority on behalf of: **SMITH, JOE**

▼ Search Criteria

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID

EX: SMITHJ13

Name



Begin typing and select one ▾

Last Name, First Name, Middle Name

Clear

Search

**Search Results**

Filter Table 1 result(s)   << 1 of 1 ▾ >>

Name ▲	Role(s)	Commons ID ▲	Sponsor
Johnson, Sarah	ASST	JOHNSON	

...

Edit Delegations

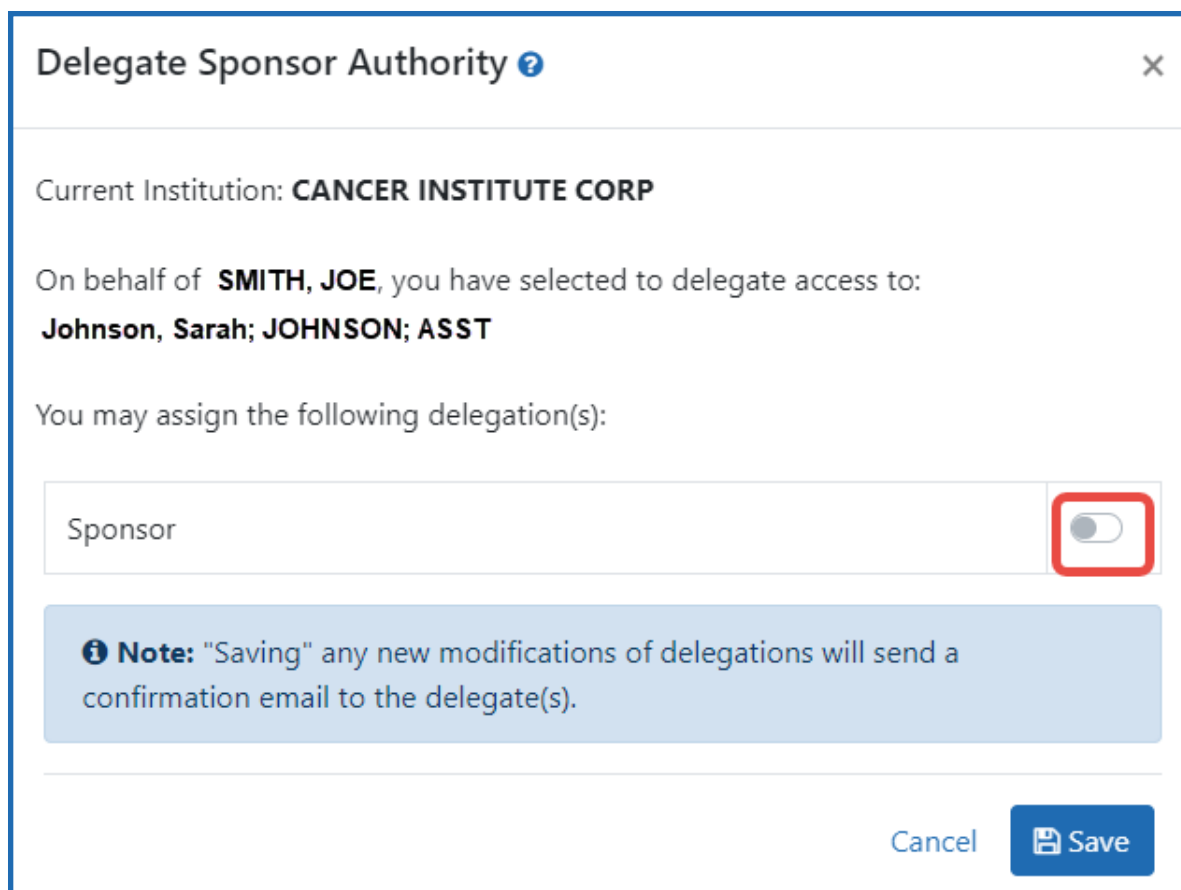
[Return to My Current Delegates](#)

Figure 77: Third Party Delegates Search Results

- 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** ?

Current Institution: **CANCER INSTITUTE CORP**

On behalf of **SMITH, JOE**, you have selected to delegate access to:  
**Johnson, Sarah; JOHNSON; ASST**

You may assign the following delegation(s):

Sponsor ☐

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel **Save**

Figure 78: 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.

## Revoke Authority on Behalf of Another User

---

**NOTE:** This topic discusses revoking authority for another user's account. See *Direct Delegations* on page 195 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) delegations; this procedure helps you revoke a delegate of another user, not your own.

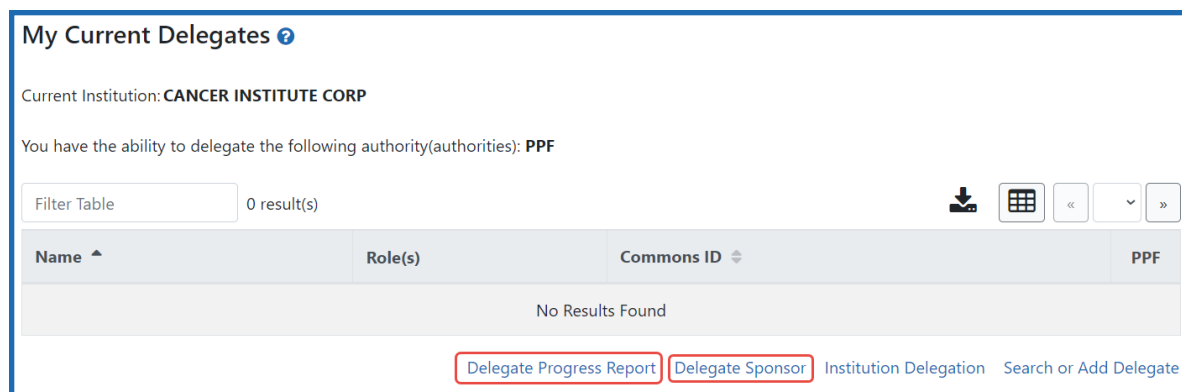


Figure 79: Delegate Progress Report And Delegate Sponsor Links

3. Select the **Delegate Progress Report** link to revoke Progress Report authority.

–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.

The screenshot shows the 'Third Party Delegates' page in the eRA Commons Admin Module. The top navigation bar includes 'Admin', 'Accounts', 'Delegations' (selected), and 'ESI Eligibility'. The page title is 'Third Party Delegates' with a help icon. Below the title, it states 'Current Institution: CANCER INSTITUTE CORP'. A message reads: 'You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.' A 'Search Criteria' section contains a text box for 'Commons ID' with the example 'EX: SMITHJ13' and a dropdown for 'Name' with the placeholder 'Begin typing and select one'. A note below the name dropdown says 'Last Name, First Name, Middle Name'. At the bottom right of the search area are 'Clear' and 'Search' buttons. A link 'Return to My Current Delegates' is at the bottom right of the page.

Figure 80: 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**.

The screenshot shows the 'Third Party Delegates' interface. At the top, there are tabs for 'Admin', 'Accounts', 'Delegations' (selected), and 'ESI Eligibility'. Below the tabs, the title 'Third Party Delegates' is followed by a help icon. The current institution is 'CANCER INSTITUTE CORP'. A message states: 'You may use this search to delegate Progress Report Authority on behalf of a Principal Investigator.'

The 'Search Criteria' section includes a text box for 'Commons ID' with the example 'EX: SMITHJ13' and a dropdown for 'Name' with the placeholder 'Begin typing and select one'. Below the name dropdown, it says 'Last Name, First Name, Middle Name'. There are 'Clear' and 'Search' buttons.

The 'Search Results' section shows '1 result(s)'. It includes a 'Filter Table' button and pagination controls. The results table has three columns: 'Name', 'Role(s)', and 'Commons ID'. The first row shows 'SMITH, Joe' as the Name, 'PI' as the Role(s), and 'SMITH' as the Commons ID. A three-dot menu is visible next to the Name, and a 'Select' button is highlighted with a red box.

At the bottom right, there is a link: 'Return to My Current Delegates'.

Figure 81: Third Party Delegate Screen Showing Delegator in Search Results

- 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.

**Admin** | Accounts ▾ | **Delegations** | ESI Eligibility

### Third Party Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

You have selected to delegate Progress Report Authority on behalf of: **Smith, Joe**

▼ **Search Criteria**

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID:

Name:

Last Name, First Name, Middle Name

[Clear](#) [Search](#)

**Search Results**

1 result(s) [Download](#) [Grid](#) [«](#) 1 of 1 [»](#)

Name ▲	Role(s)	Commons ID ▲	Progress Report
Johnson, Sarah	PI	JOHNSON	

[Return to My Current Delegates](#)

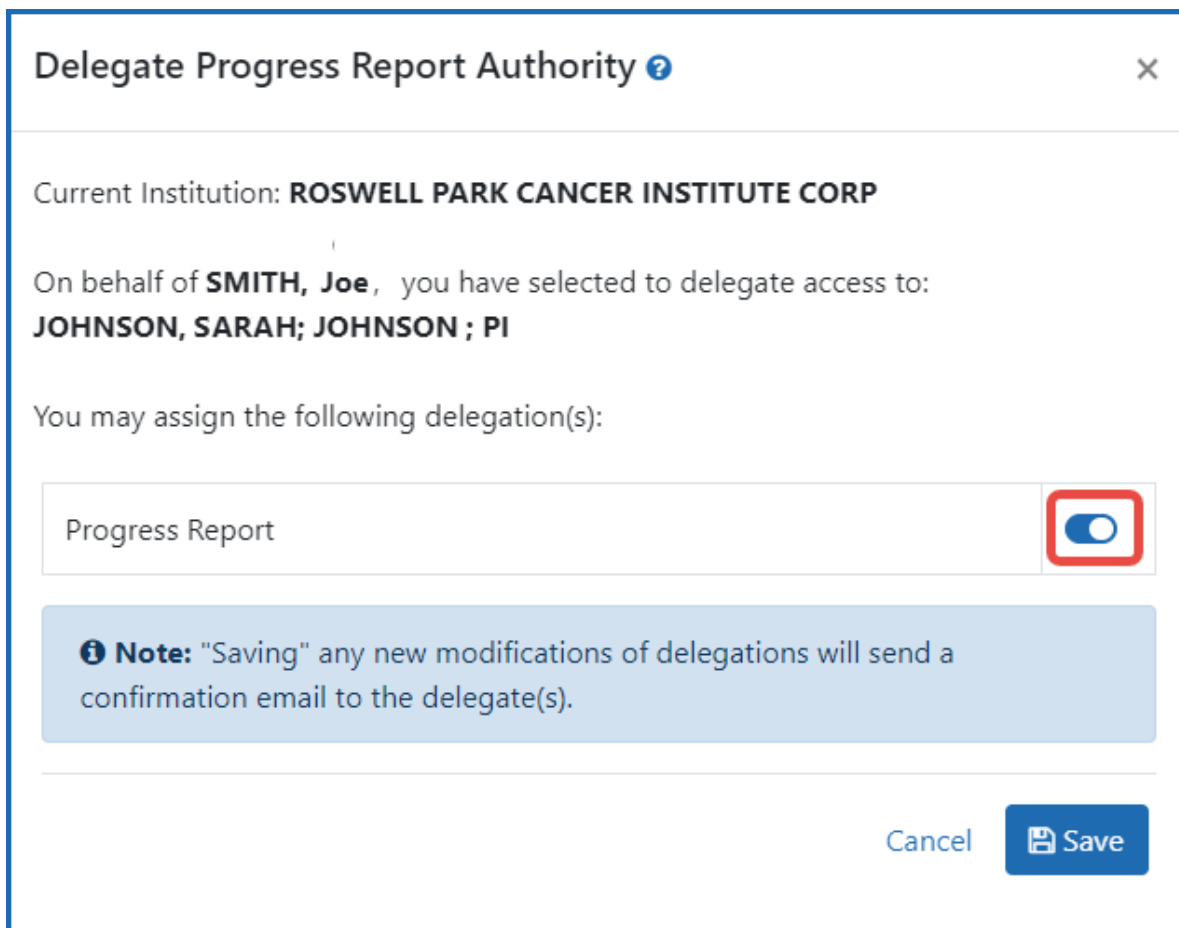
Figure 82: Third Party Search Results For Person From Whom You Are Revoking Authority

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).



**Delegate Progress Report Authority** ? ×

Current Institution: **ROSWELL PARK CANCER INSTITUTE CORP**

On behalf of **SMITH, Joe**, you have selected to delegate access to:  
**JOHNSON, SARAH; JOHNSON ; PI**

You may assign the following delegation(s):

Progress Report	<input checked="" type="checkbox"/>
-----------------	-------------------------------------

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel Save

Figure 83: Toggle for Turning Progress Report Authority On or Off

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.

## 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* on page 169 topic for role-based constraints on delegation.

**Agency-Specific Instructions:** Department of Commerce and SAMHSA. Delegations cannot be used for DOC awards and SAMHSA.

## Delegating Institutional Submit Progress Report Authority

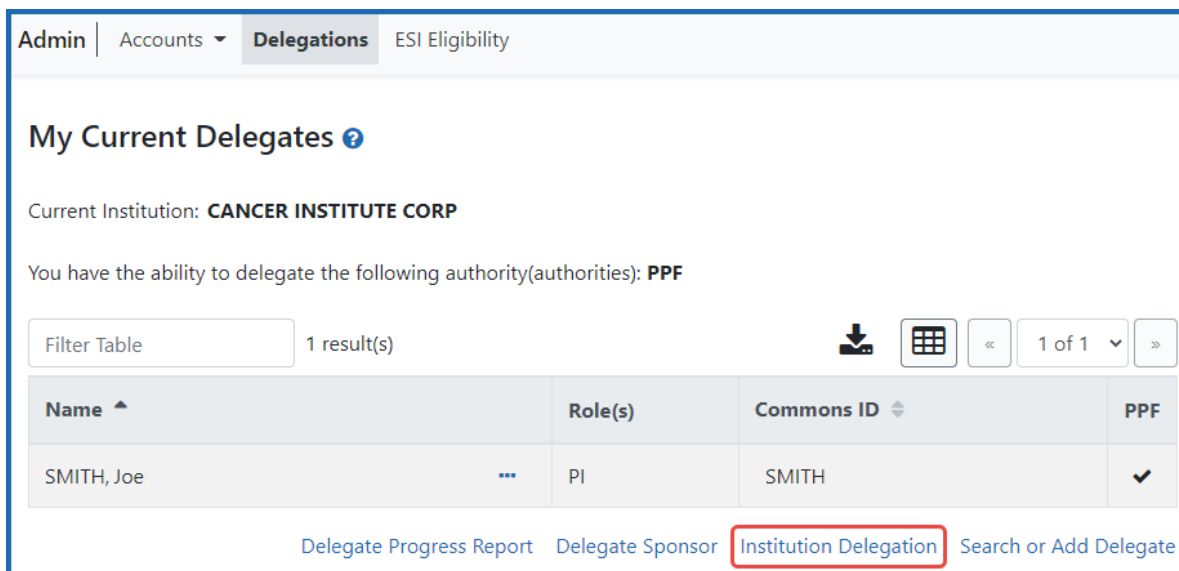
eRA Commons users who are delegated the Submit Progress Report authority have the ability to submit RPPRs and FPRs that are designated with the Streamlined Non-competing Award Process (SNAP). Not all roles can delegate all authorities; refer to the table in the *Delegations* on page 169 topic for role-based constraints on delegation.

**Agency-Specific Instructions:** Department of Commerce and SAMHSA. Delegations cannot be used for DOC awards and SAMHSA.

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.





Admin | Accounts ▾ **Delegations** ESI Eligibility

### My Current Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

You have the ability to delegate the following authority(authorities): **PPF**

Filter Table 1 result(s)   << 1 of 1 >>

Name ^	Role(s)	Commons ID ^	PPF
SMITH, Joe ...	PI	SMITH	✓

[Delegate Progress Report](#) [Delegate Sponsor](#) **[Institution Delegation](#)** [Search or Add Delegate](#)

Figure 84: 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* on page 192 for the steps on revoking the authority.

---



The screenshot shows the 'Institution Delegation' screen. At the top, there is a navigation bar with 'Admin', 'Accounts', 'Delegations' (selected), and 'ESI Eligibility'. Below this, the title 'Institution Delegation' is followed by a help icon. The current institution is 'CANCER INSTITUTE CORP'. A message states: 'You have the authority to Revoke/Allow **Submit Progress Report** for your Institution.' There are two tabs: 'Current Delegates' (selected) and 'Candidates for Delegation'. A 'Revoke Delegation(s)' button is visible. Below the tabs, there is a table with 1 result. The table has columns for 'Name' and 'Commons ID'. The row shows 'Hussein, A' with Commons ID 'AAHUS'. There are also filters, a download icon, and pagination controls showing '1 of 1'.

Admin | Accounts ▾ **Delegations** ESI Eligibility

### Institution Delegation ?

Current Institution: **CANCER INSTITUTE CORP**

You have the authority to Revoke/Allow **Submit Progress Report** for your Institution.

Current Delegates [Candidates for Delegation](#)

[Revoke Delegation\(s\)](#)

Filter Table 1 Results

	Name ▴ ▾	Commons ID ▴ ▾
<input type="checkbox"/>	Hussein, A	AAHUS

[Return to My Current Delegates](#)

Figure 85: 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.

Admin | Accounts ▾ **Delegations** ESI Eligibility



## Institution Delegation ?

Current Institution: **CANCER INSTITUTE CORP**

You have the authority to Revoke/Allow **Submit Progress Report** for your Institution.

[Current Delegates](#) **Candidates for Delegation**

[Allow Delegation\(s\)](#)

Filter Table 488 Results   < 1 of 49 >






	Name ▾	Commons ID ▾
<input type="checkbox"/>	Doe, Jane	JANEDOE
<input type="checkbox"/>	Roe, Jim	JIMROE
<input type="checkbox"/>	SAWANT DESSAL ABHISHA G	ABHISHA SAWANT DESSAL

Figure 86: Candidates for Delegation Tab of Institution Delegation Screen

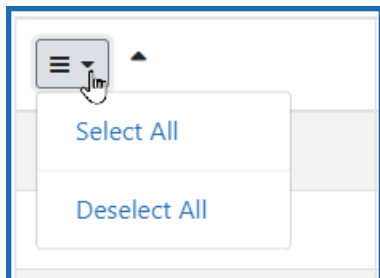
**NOTE:** For information on working with table tools to filter results, download/print, limit rows per page, or navigate through pages of results, see *Standard Tools for Tables* on page 108.

Filter Table  367 Results   < 1 of 15 >

	Application/Award ID ▾	Grants.gov Tracking # ▾	Proposal Title ▾	PD/PI Name ▾
<input type="checkbox"/>				

- In the first column of the table, mark the checkbox(es) for user(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.

Admin | Accounts ▾ **Delegations** ESI Eligibility

### Review Allow Delegation(s) ?

Current Institution: **CANCER INSTITUTE CORP**

\* Required Field

**DELEGATION OF AUTHORITY FOR APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE:**

Delegate Name	Commons ID
Doe, Jane	JANEDOE

By delegating the authority to submit eSNAP/MYPR Progress Reports to the NIH, you agree to allow these individuals to answer the following statement for you:

☐ \* 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.

Figure 87: 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.

## 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.

Admin | Accounts ▾ **Delegations** ESI Eligibility

### My Current Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

You have the ability to delegate the following authority(authorities): **PPF**

Filter Table 1 result(s) [Download] [Grid] [«] 1 of 1 [»]

Name ▲	Role(s)	Commons ID ▾	PPF
SMITH, Joe ...	PI	SMITH	✓

[Delegate Progress Report](#) [Delegate Sponsor](#) **[Institution Delegation](#)** [Search or Add Delegate](#)

Figure 88: 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.

Admin | Accounts ▾ **Delegations** ESI Eligibility

## Institution Delegation ?

Current Institution: **CANCER INSTITUTE CORP**

You have the authority to Revoke/Allow **Submit Progress Report** for your Institution.

Current Delegates [Candidates for Delegation](#)

[Revoke Delegation\(s\)](#)

Filter Table 1 Results

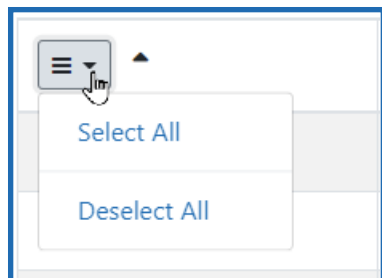
	Name	Commons ID
<input type="checkbox"/>	Hussein, A	AAHUS

[Return to My Current Delegates](#)

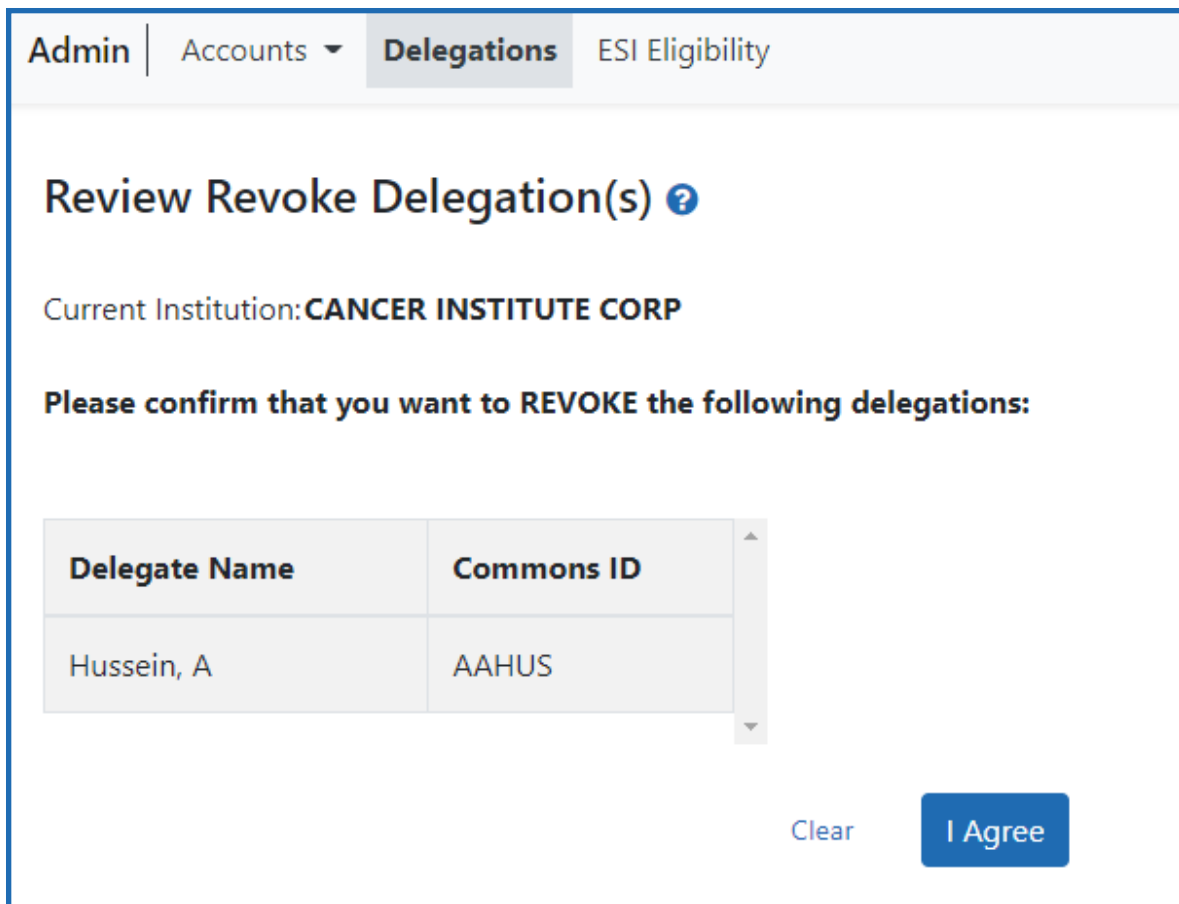
**NOTE:** This section walks through the steps for revoking the authority. See *Delegating Institutional Submit Progress Report Authority* on page 187 for the steps on granting the authority.

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.



**Admin** | Accounts ▾ **Delegations** ESI Eligibility

## Review Revoke Delegation(s) ?

Current Institution: **CANCER INSTITUTE CORP**

**Please confirm that you want to REVOKE the following delegations:**

Delegate Name	Commons ID
Hussein, A	AAHUS

Clear **I Agree**

Figure 89: Review Revoke Delegations 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.

## 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).

**Agency-Specific Instructions:** Department of Commerce. Delegations cannot be used for DOC awards.

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 their 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 their 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.

## **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* on page 171 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* on page 169 topic for role-based constraints on delegation.

**Agency-Specific Instructions:** Department of Commerce. Delegations cannot be used for DOC awards.

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* on page 203 for steps on editing existing delegations.

**My Current Delegates** ?

Current Institution: **UNIVERSITY HEALTH SCIENCES**

You have the ability to delegate the following authority(authorities): **PPF, Progress Report, xTRAIN, Status**

Filter Table 2 result(s) [Download] [Grid] [« 1 of 1 »]

Name ^	Role(s)	Commons ID	PPF	Progress Report	Status	xTRAIN
Swanson, Ron	ASST	PDPD07PD	✓	✓	✓	✓
Knope, Leslie	SO	PDPDCUC	✓			

[Search or Add Delegate](#)

Figure 90: 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.

Admin | Home Accounts ▾ **Delegations**

## Search Potential Delegates ?

Current Institution: **COLUMBIA UNIVERSITY HEALTH SCIENCES**

▼ Search Criteria

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID	Name	add Role(s)
EX: SMITHJ13	Begin typing and select one ▼	AA
	smith	
	Smith, A	
	Smith, Ben	
	Smith, Bren	
	Smith, Car	
	Smith, Clark	
	Smith, Craig R	

down Ctrl key to do multiple select / deselect

Clear Search

[Return to My Current Delegates](#)

Figure 91: 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.

Admin | Accounts ▾ **Delegations** ESI Eligibility

## Search Potential Delegates ?

Current Institution: **CANCER INSTITUTE CORP**

▼ **Search Criteria**

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID	Name	Role(s)
<input type="text" value="EX: SMITHJ13"/>	<input type="text" value="Begin typing and select one"/> <small>Last Name, First Name, Middle Name</small>	<div> AA  AO  ASST  BO </div>

*Hold down Ctrl key to do multiple select / deselect*

Clear

**Search Results**

1 result(s)

1 of 1

Name ▲	Role(s)	Commons ID ▲	PPF
SMITH, Joe	PI	SMITH	

...

Edit Delegations

Figure 92: Search Potential Delegates Search Results

- 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) ? ×

Current Institution: **CANCER INSTITUTE CORP**

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

You may assign the following delegation(s):

[Clear All](#) | [Select All](#)

PPF	<input checked="" type="checkbox"/>
Progress Report	<input checked="" type="checkbox"/>
Sponsor	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
xTRAIN	<input checked="" type="checkbox"/>

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

[Cancel](#) [Save](#)

Figure 93: 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 checkmark in the column for which you delegated an authority. The selected user receives an email informing of the change.



*Figure 94: Checkmark in the Authority Column on My Current Delegates Lets You See What Authorities are Bestowed*

## 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** ?

Current Institution: **UNIVERSITY HEALTH SCIENCES**

You have the ability to delegate the following authority(authorities): **PPF, Progress Report, xTRAIN, Status**

Filter Table 2 result(s)

Name ^	Role(s)	Commons ID	PPF	Progress Report	Status	xTRAIN
Swanson, Ron	ASST	PDPD07PD	✓	✓	✓	✓
Knope, Leslie	SO	PDPDCUC	✓			

[Search or Add Delegate](#)

Figure 95: 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.

Admin | Home | Accounts ▾ | **Delegations**

## Search Potential Delegates ?

Current Institution: **COLUMBIA UNIVERSITY HEALTH SCIENCES**

▼ Search Criteria

This search may be used to add new delegates or edit the roles of your current delegates.

Commons ID	Name	add Role(s)
EX: SMITHJ13	Begin typing and select one ▼	AA
	smith	
	Smith, A	
	Smith, Ben	
	Smith, Bren	
	Smith, Car	
	Smith, Clark	
	Smith, Crain, R	

down Ctrl key to do  
ble select / deselect

Clear Search

[Return to My Current Delegates](#)

Figure 96: 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.

## 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** ⓘ

Current Institution: **UNIVERSITY OF ANGELES**

You have the ability to delegate the following authority(authorities): **PPF, Progress Report, xTRAIN, Status, Sponsor**

Filter Table 3 result(s) LI

Name ^	Role(s)	Commons ID ↕	PPF	Progress Report	Sponsor	Status	xTRAIN
Andrucs, Sam	ASST	ANDRUCS	✓	✓		✓	✓
CHURY, SHONA	PI	CHURY2		✓			
Lus, Marantha	ASST	LUSM2	✓	✓	✓	✓	✓

Search or Add Delegate

Figure 97: My Current Delegates - Edit Delegations Option Under Three-Dot Ellipsis Menu

- 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.



Select Delegation(s) ⓘ

Current Institution: **UNIVERSITY OF ANGELES**

You have selected to delegate access to: **Andrucs, Sam; ANDRUCS; ASST**

You may assign the following delegation(s):

Clear All | Select All

PPF	<input checked="" type="checkbox"/>
Progress Report	<input checked="" type="checkbox"/>
Sponsor	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
xTRAIN	<input checked="" type="checkbox"/>

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel Save

Figure 98: 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**.

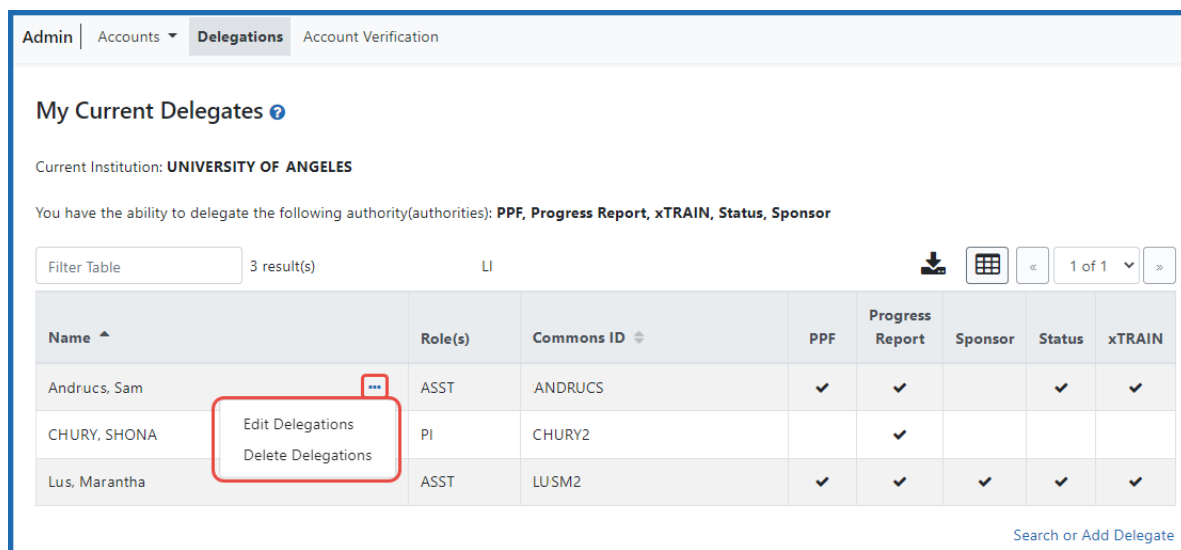
eRA Commons sends an email informing the delegate of the change. The **My Current Delegates** screen shows the delegated user with a checkmark in the associated column for each authority granted. If all authorities are revoked, that user no longer displays in the table.

## 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.



Admin | Accounts ▾ **Delegations** Account Verification

**My Current Delegates** ⓘ

Current Institution: **UNIVERSITY OF ANGELES**

You have the ability to delegate the following authority(authorities): **PPF, Progress Report, xTRAIN, Status, Sponsor**

Filter Table 3 result(s) LI [Download] [Table View] < 1 of 1 >

Name ^	Role(s)	Commons ID	PPF	Progress Report	Sponsor	Status	xTRAIN
Andruks, Sam	ASST	ANDRUCS	✓	✓		✓	✓
CHURY, SHONA	PI	CHURY2		✓			
Lus, Marantha	ASST	LUSM2	✓	✓	✓	✓	✓

Search or Add Delegate

Figure 99: 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.

Select Delegation(s) ?

Current Institution: **UNIVERSITY OF ANGELES**

You have selected to delegate access to: **Andrucs, Sam; ANDRUCS; ASST**

You may assign the following delegation(s):

Clear All | Select All

PPF	<input checked="" type="checkbox"/>
Progress Report	<input checked="" type="checkbox"/>
Sponsor	<input type="checkbox"/>
Status	<input checked="" type="checkbox"/>
xTRAIN	<input checked="" type="checkbox"/>

**Note:** "Saving" any new modifications of delegations will send a confirmation email to the delegate(s).

Cancel **Save**

Figure 100: 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.

## ESI Eligibility Search

Signing officials (SOs) or their delegates and authorized officials (AOs) can use the *ESI Eligibility* screen to search for specific principal investigators (PIs) to check their eligibility status. The list shows only principal investigators who are associated with the user's institution.

---

**NOTE:** The list not sortable. If the ability to sort the table is needed, users can download the entire list to .CSV and open it in another program that includes sorting capabilities. See *Using the ESI Eligibility Screen* on page 209 below.

---

ESI stands for Early Stage Investigator, which is a PI who has completed their terminal research degree or end of post-graduate clinical training within the past 10 years and who has not yet competed successfully for a substantial NIH independent research award. ESI status is important because NIH has policies in place to prioritize awards that fund early stage investigators. See [Early Stage Investigator Policies](#).

## Accessing the ESI Eligibility Screen

Only SOs and AOs see the *ESI Eligibility screen*. It can be accessed in two ways:



- Go to the Status module and select **ESI Eligibility** from the **Search Type** menu. This takes you directly to the *ESI Eligibility* screen.
- Go to the Account Management/Admin module and select **ESI Eligibility** from the top navigation. This also takes you directly to the *ESI Eligibility* screen.

Admin | Home Accounts ▾ Delegations **ESI Eligibility**

## ESI Eligibility


[see more about ESI](#)

Search By Name:    8,287 Results 

Name	ESI Eligible?	ESI Eligibility End Date
ANDERSON, JIM	Yes	05/2032
BROWN, JEN	Yes	05/2030
CHEN, QUIANG	No	N/A
DAVIS, JO	No	N/A
GARCIA, JOSE	No	N/A
JOHNSON, DAVE	No	N/A
JONES, SALLY	No	N/A
MILLER, JOHN	Yes	08/2024
RODRIGUEZ, MARIA	No	05/2005
ZHANG, MEI	No	05/2010

## Using the ESI Eligibility Screen

- To search for a specific PI, enter all or part of their name, in the format *Last Name, First Name*, into the **Search by Name** field and click **Search**.
- To download the list, click the export icon  and save the .CSV file. You can then open it in Excel or a similar program.

## 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:

NOT-OD-20-127 - Announcement of transition <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-127.html>

NOT-OD-21-046 - Additional Implementation details <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-046.html>

Register with PMS (<https://pmsapp.psc.gov/pms/app/userrequest>) and obtain PMS login 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>.

### Department of Commerce (DOC) Training Materials

**Agency-Specific Instructions: Department of Commerce Internal Staff ONLY.**

Online help for Department of Commerce (DOC) users is coming. In the meantime, eRA training materials can be found on the following DOC webpage: <https://>

[connection.commerce.gov/collection/grants-enterprise-management-solution](https://connection.commerce.gov/collection/grants-enterprise-management-solution).

**NOTE:** This page is accessible only by DOC internal users.

## 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.

### 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:

Reporting Period/Budget Period Ends in:	FFR Due Date
January, February, March	June 30
April, May, June	September 30
July, August, September	December 31
October, November, December	March 31

### 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

With the *FSR* role, you can also access the FFR module from the *Closeout Status* screen. For more information on Closeout, please refer to the Commons online help topic titled *Refer to Closeout Status* on page 581.

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**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.

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The Commons Online Help contains detailed information on the FFR module. You can access the FFR topics by clicking any of the help icons (?) on the FFR screens. If you prefer a PDF format user guide, refer to the *Federal Financial Report (FFR) Expenditure Data User Guide* at [https://www.era.nih.gov/files/ffr\\_user\\_guide.pdf](https://www.era.nih.gov/files/ffr_user_guide.pdf).

### **Accessing FFR**

The FFR module is part of eRA Commons. If you hold the *FSRCommons* role, you have access to FFR.

1. Navigate to eRA Commons on the internet at <https://public.era.nih.gov/commonsplus/>.
2. [Log into Commons](#).
3. [Select the \*\*FFR\*\* module from Commons navigation](#).

## **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) ?

Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO

Activity	IC	Serial	Year
<input type="text" value="R01"/>	<input type="text" value="All"/>	<input type="text" value="012345"/>	<input type="text" value="02"/>

Status	Due Date Start	Due Date End
<input type="text" value="All"/>	<input type="text" value="01/01/2020"/>	<input type="text" value="12/31/2020"/>

☐ MYF Awards

#### Quick Searches

<b>Received</b> All ICs, Status of Received <input type="button" value="Search"/>	<b>Pending, Due, or Late</b> All ICs, Status of Pending, Due, or Late <input type="button" value="Search"/>	<b>Due this year</b> All ICs, All Statuses, Due Date Start Jan 1, Due Date End 12/31 of this year. <input type="button" value="Search"/>
---	---	--

Figure 101: 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.

---

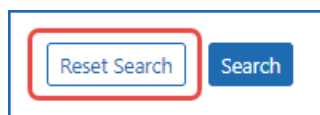
**NOTE:** To see only multi-year funded SAMHSA awards, toggle the **MYF Awards** option to the 'on' position.

---

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.

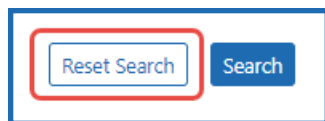
3. Click the **Reset Search** button to clear the results and perform a new query, as necessary.



*Figure 102: Reset Search button*

### 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:



*Figure 103: Reset Search button*

To run a quick search:

1. Click the **Search** button of the desired quick search.

### Received

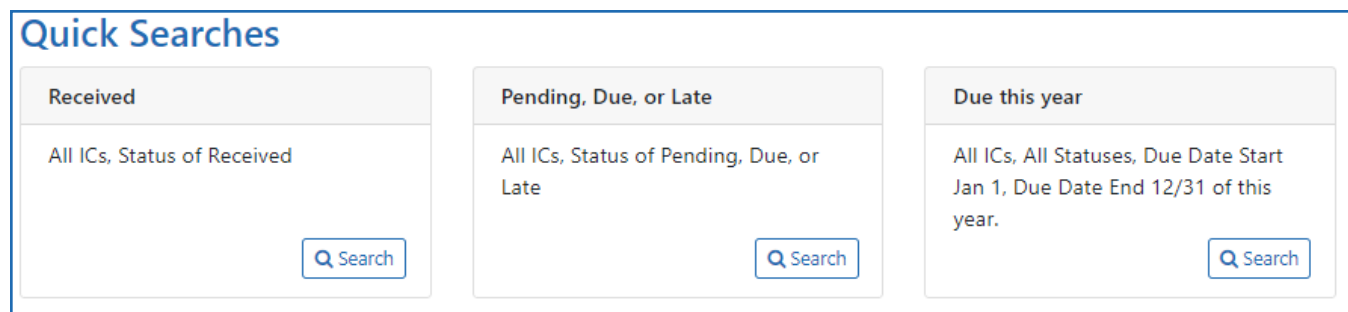
Searches for and returns any records for FFRs in a status of *Received*, for all ICs.

### 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.




**Quick Searches**

Received	Pending, Due, or Late	Due this year
All ICs, Status of Received	All ICs, Status of Pending, Due, or Late	All ICs, All Statuses, Due Date Start Jan 1, Due Date End 12/31 of this year.
<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">Search</a>

Figure 104: 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.

Showing 51 - 100 of total 186 [Export](#)

Award Number ^	Doc No	Spec. Funding	FFR Due	Submitted to Agency	Budget Start	Budget End	Latest FFR Status										
5R21AT009783-02 ...	RAT009783A		05/31/2021	04/30/2021	02/01/2019	01/31/2021	Accepted										
<div>History</div> <table><tr><th>Date Received</th><th>Created by</th><th>Processed by agency</th><th>Status</th><th>View</th></tr><tr><td>04/30/2021</td><td>FFR_APP_PROXY_USER</td><td>Mannon, Tasia</td><td>Accepted</td><td>...</td></tr></table>								Date Received	Created by	Processed by agency	Status	View	04/30/2021	FFR_APP_PROXY_USER	Mannon, Tasia	Accepted	...
Date Received	Created by	Processed by agency	Status	View													
04/30/2021	FFR_APP_PROXY_USER	Mannon, Tasia	Accepted	...													
5R21AR074763-02 ...	RAR07476		03/30/2022		12/01/2019	11/30/2021	...										
<div><div>Manage FFR +</div><div>View PDF</div></div>																	

PMS System

Figure 105: FFR search results, showing triangle to show additional data and three-dot ellipsis menu to show actions that you can take

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 the 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

Action Option	Available to FFRs in Status...	Result of the Action
Manage FFR	<ul style="list-style-type: none"> <li>• Pending</li> <li>• Due</li> <li>• Late</li> <li>• Received</li> <li>• Accepted</li> <li>• Rejected</li> <li>• Revision Pending</li> </ul>	Redirects to PMS, where (after you login) it opens the FFR long form for editing and submission.
History	<ul style="list-style-type: none"> <li>• Received</li> <li>• Accepted</li> <li>• Rejected</li> <li>• Revision Pending</li> </ul>	Displays a history of actions performed against the FFR record.
PDF	<ul style="list-style-type: none"> <li>• Accepted</li> <li>• In Review</li> <li>• Received</li> <li>• Rejected</li> <li>• Revision Pending</li> </ul>	Opens the current version of the report in PDF format.

### 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

5R21AT009783-02	RAT009783A	05/31/2021	04/30/2021	02/01/2019	01/31/2021	Accepted
<b>History</b>						
Date Received	Created by	Processed by agency	Status	View		
04/30/2021	FFR_APP_PROXY_USER	Mannon, Tasia	Accepted	...		

Figure 106: FFR History

### 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.

Award Number	IC	Institution Name	Spec. Funding	GMS Name	Foreign	FFR Due	Rcvd By Agency	Budget Start	Budget End	Latest FFR Status	Doc No	FY	FOA	PCC																														
 H79TI000000-03 <span>NCE</span>	TI	ALLIANCE, INC.		Canye, Landrew		09/25/2022	04/26/2022	02/28/2021	06/27/2022	<span>In Review</span>	18TI81474A	2021	TI18-009	PDOA-18																														
<div><div><div>Click arrow next to Award to show NCE details.</div><div><table><tr><th>NCE#</th><th>FFR Due</th><th>Submitted to agency</th><th>Budget Start</th><th>Budget End</th><th>FFR Status</th></tr><tr><td> REG ...</td><td>05/28/2022</td><td>04/26/2022</td><td>02/28/2021</td><td>02/27/2022</td><td><span>In Review</span></td></tr><tr><td></td><th>Date Received</th><th>Created by</th><th>Processed by agency</th><th>Status</th><th>View</th></tr><tr><td></td><td>04/26/2022</td><td>FFR_APP_PROXY_USER</td><td>N/A</td><td><span>In Review</span></td><td>...</td></tr><tr><td>E1</td><td>09/25/2022</td><td></td><td>02/28/2022</td><td>06/27/2022</td><td><span>Pending</span></td></tr></table></div></div></div>															NCE#	FFR Due	Submitted to agency	Budget Start	Budget End	FFR Status	 REG ...	05/28/2022	04/26/2022	02/28/2021	02/27/2022	<span>In Review</span>		Date Received	Created by	Processed by agency	Status	View		04/26/2022	FFR_APP_PROXY_USER	N/A	<span>In Review</span>	...	E1	09/25/2022		02/28/2022	06/27/2022	<span>Pending</span>
NCE#	FFR Due	Submitted to agency	Budget Start	Budget End	FFR Status																																							
 REG ...	05/28/2022	04/26/2022	02/28/2021	02/27/2022	<span>In Review</span>																																							
	Date Received	Created by	Processed by agency	Status	View																																							
	04/26/2022	FFR_APP_PROXY_USER	N/A	<span>In Review</span>	...																																							
E1	09/25/2022		02/28/2022	06/27/2022	<span>Pending</span>																																							



## Federal Financial Report (FFR) Long Form (Non-DOC Awards)

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).

**Agency-Specific Instructions:** Department of Commerce. For DOC awards, users fill out the FFR long form in eRA Commons FFR module instead of being redirected to the Payment Management System.

Also see:

[Federal Financial Report \(FFR\)](https://grants.nih.gov/grants/forms/federal-financial-report) (<https://grants.nih.gov/grants/forms/federal-financial-report>)

[Reminders of NIH Policies Related to Closeout](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-102.html) (April 2, 2021) (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-102.html>)

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 sys-

tem 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, Pre-determined, 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.

## Payment Request Overview

The Payment Request process in the eRA Commons Federal Financial Reporting (FFR) module lets grantees initiate payment requests and submit them to the DOC agency. It



also allows DOC staff to review, approve, decline, and acknowledge steps in the processing of submitted payment requests.

DOC awardees/grantees can learn how to initiate and submit payment requests using the following help topic:

[Payment Request for DOC Awardees](https://www.era.nih.gov/erahelp/commons) in the [eRA Commons Online Help](https://www.era.nih.gov/erahelp/commons).  
(<https://www.era.nih.gov/erahelp/commons>)

## Role for Users of Payment Request Screen in FFR

Users require specific roles for their affiliated organizations to have privileges to complete necessary tasks. The role that eRA Commons users need to access the payment request process, along with associated privileges, is below:

Role Name	Description
FSR (Grantee)	<p>Users can:</p> <ul style="list-style-type: none"><li>• Access Payment Request functionality in FFR</li><li>• Initiate, Save and Submit Payment Request(s) for awards made to their affiliated organization</li><li>• Track Payment Request Status</li><li>• View Payment Request History</li></ul>

## Payment Request Overview

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(<https://www.era.nih.gov/erahelp/commons>)

## Role for Users of Payment Request Screen in FFR

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## Payment Request for DOC Awardees

The Payment Request process in eRA Commons Federal Financial Reporting (FFR) module lets awardees (grantees) initiate payment requests and submit them to the Department of Commerce (DOC) agency. It also allows DOC staff to review, approve, decline, and acknowledge steps in the processing of submitted payment requests.

This topic shows DOC awardees (grantees) how to initiate and submit a payment request to DOC.

### Initiating a Payment Request for Awardees

FFR is accessible to grantees via an externally accessible site (<https://public.era.nih.gov/commonsplus>). Grantees access the Payment Request screen in FFR by

doing the following:

1. Use eRA credentials (user name / password), login.gov credential (user name /password ) or Federated account to log in to eRA Commons.
2. Once logged in, select "Federal Financial Report (FFR)" from the apps menu



3. The *Search for Federal Financial Reports (FFR)* screen appears as the landing page.
4. On the landing page, click on the "Payment Request" tab from sub-navigation to access the Payment Requests page.

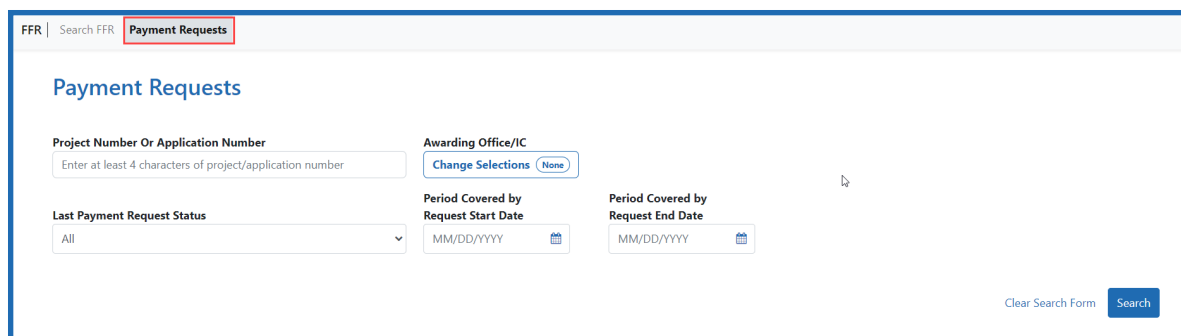
A screenshot of the "Payment Requests" tab in the FFR screen. The page has a header with "FFR | Search FFR" and a red box around the "Payment Requests" tab. The main content area is titled "Payment Requests" and contains several search filters: "Project Number Or Application Number" (text input), "Awarding Office/IC" (button with "Change Selections" and "None"), "Last Payment Request Status" (dropdown menu), "Period Covered by Request Start Date" (calendar icon), and "Period Covered by Request End Date" (calendar icon). At the bottom right, there are "Clear Search Form" and "Search" buttons.

Figure 107: Payment Requests tab is available in FFR screen

## Searching for a Grant/Award in Payment Request

You can search on the following search criteria:

- **Project Number or Application Number.** Used to conduct a search for a particular project or group of projects using at least 4 characters in the project number (the project number is listed as the Award Number on the Notice of Award (NoA))
- **Awarding Office/IC.** Used to conduct a search for a group of projects from an Awarding Office or Offices within the Department of Commerce
- **Last Payment request Status.** Used to conduct a search for a group of projects where the most recent payment request is in a particular status. The search defaults to All, which will search for Payment Requests in all status. To narrow the search by a specific status, select a value from the drop-down. Available status search options

are as follows:

- All
  - Work In Progress
  - Submitted
  - Approved
  - Declined
  - Authorized in ASAP
  - Payment Processed
  - Payment Failed
  - Payment on Hold
- **Period Covered by Request Start Date.** Will return records with a period covered by request start date of the entered date or later. Enter a date directly into the field or select a date using the calendar tool.
  - **Period Covered by Request End Date.** Will return records with a period covered by request end date of the entered date or earlier. Enter a date directly into the field or select a date using the calendar tool.

To conduct a general search, click on the “Search” button without entering any search criteria. Click the “Clear Search Form” link to clear the search and conduct a new search.

FFR | Search FFR **Payment Requests**

Payment Requests

Project Number Or Application Number  
Enter at least 4 characters of project/application number

Awarding Office/IC  
Change Selections 97

Last Payment Request Status  
All

Period Covered by Request Start Date  
MM/DD/YYYY

Period Covered by Request End Date  
MM/DD/YYYY

Clear Search Form Search

*Figure 108: Payment Requests screen provides various search criteria and Search button to conduct a search*

Once the search is complete, the search results show the following information:

**Application Number.** The application number is listed as the Award Number on the NoA.

**Period Covered by Request Start Date.** Start date of the Payment Request.

**Period Covered by Request End Date.** End date of the Payment Request.

**Amount.** Dollar value requested.

**Requested Drawdown Date.** Date when the requested amount will be drawn down.

**(PD/PI).** Name of the Project Director or Principal Investigator assigned to the project.

**(GMS/GMO Name).** Names of the assigned GMS and GMO.

**Last Payment Request Status.** Status of the last Payment Request.

**Payment Requests**

Project Number Or Application Number: Enter at least 4 characters of project/application number

Awarding Office/IC: Change Selections (97)

Last Payment Request Status: All

Period Covered by Request Start Date: MM/DD/YYYY

Period Covered by Request End Date: MM/DD/YYYY

Clear Search Form Search

**Search Results**

Filter Table 48 Results

Application Number	Period Covered By Request Start Date	Period Covered By Request End Date	Amount	Requested Drawdown Date	PD/PI	GMS/GMO Name	Last Payment Request Status
NT12ICG007G0003-T1-01	10/11/2023	10/11/2023	\$1.00	10/20/2023	Doe, Jane	Elder, Sam Elder, Sam	Work In Progress
NA23OARX417G0078-T1-01	10/19/2023	10/20/2023	\$10.00	10/18/2023	Smith, John	Simpson, Bart Fudd, Elmer	Submitted

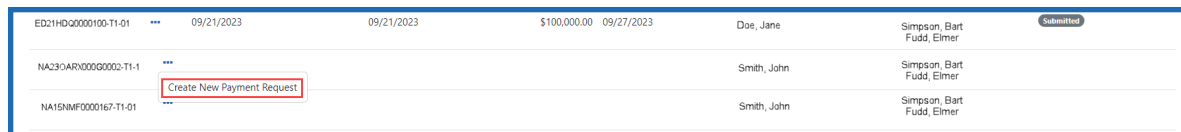
*Figure 109: Search results displays a list of applications associated with a grantee organization and are available for payment request*

For projects with no previous payment request, only "Application Number / (PD/PI) / (GMS/GMO Name)" information will be displayed.

## Initiating a Payment Request for a DOC Award/Grant

**NOTE:** Grantees can only submit a new request on the same project if the last payment request is not submitted or it's in "Declined/Authorized in ASAP/Payment Processed /Payment Failed" status.

To initiate a payment request, you must click on three-dot ellipsis icon next to the Application Number in the search results and select the “Create new Payment Request” action.



ED21HDQ000100-T1-01	09/21/2023	09/21/2023	\$100,000.00	09/27/2023	Doe, Jane	Simpson, Bart Fudd, Elmer	Submitted
NA23OAR000000002-T1-1					Smith, John	Simpson, Bart Fudd, Elmer	
NA15NMF0000167-T1-01					Smith, John	Simpson, Bart Fudd, Elmer	

Figure 110: Create New Payment Request option is available in action menu.

The “Create New Payment Request” page appears. In this page, you must enter data in the following fields:

**Request Draw Down Date.** Date the grantee intends to draw down the requested funds.

**Requested Amount.** Dollar value the grantee is requesting.

**Period Covered by Request From /To.** Duration of time that the funds will be used.

**Total Expenditures to Date.** Total awarded funding that has been spent up until the date of the request.

**Total Federal Funds Previously Requested.** Total of the federal funds that have been requested previously, enter zero if this is the first request.

To add justification, click in the **Justification** text field and type up to 200 characters of text. You can also attach the SF-270/271 form and other attachments (when necessary) by clicking on **+Choose** button in each section.

---

**NOTE:** Attachments must be PDF files 6MB or smaller. You can upload up to 10 files per upload field.

---

Figure 111: Grantee must enter required data to submit a Payment Request by clicking 'Submit to Agency' button

To see previous requests (if exists), user needs to click on 'View Payment Request history' link. When all data are inserted and necessary documents are uploaded, user needs to click the **Submit to Agency** button to submit the request.

**NOTE:** Use the **Save** button to save a request and return to it later. Saved requests will appear in the "Work in Progress" status. When you are ready to complete the request, access the Payment Request details page by clicking on three-dot ellipsis menu next to the Application Number in search results and select the **Edit Payment Request** action.

NA23OARX000G0002-T1-1	10/31/2023	01/31/2024	10/31/2023	Smith, John	Simpson, Bart Fudd, Elmer	Work In Progress
	...					
	Edit Payment Request					
NA15NMF0016G0002-T1-1				Smith, John	Simpson, Bart Fudd, Elmer	
	View Payment Request History					

Figure 112: Edit Payment Request is available in the action menu when Payment Request is in 'work in progress' status

Once submitted, a notification will be sent to the assigned GMS and the GMO and the Payment Request is made available for review in the internal view of the Payment

Request feature of FFR. Grantees can track the progress of their request by reviewing the “Last Payment Status” in the search results or viewing the “Payment Request History”. To do so, click three-dot ellipsis next to Award Number and select **View Payment Request History**.

Application Number	Period Covered By Request Start Date	Period Covered By Request End Date	Amount	Requested Drawdown Date	PD/PI	GMS/GMO Name	Last Payment Request Status
NA23OARX000G0002-T1	-01 10/31/2023	01/31/2024	\$1,000.00	10/31/2023	Smith, John	Simpson, Bart Fudd, Elmer	Submitted
ED15HDG0000100-T1-01	View Payment Request History 09/21/2023	09/21/2023	\$100,000.00	09/27/2023	Doe, Jane	Simpson, Bart Fudd, Elmer	Submitted

Figure 113: View Payment Request History is available in the action menu

The history shows the following submitted details from the Payment Request:

**Event Number.** A sequential number applied to each Payment Request that is made on the same project.

**Requested Amt.** The dollar amount that was requested.

**Requested Draw Down Date.** The drawdown date that was requested.

**Period Covered by Request.** The period of time the Payment Request was to cover.

**Justification.** The text provided in the Justification box of the Payment Request.

**Status.** The latest status of the Payment Request; if comments have been provided by the agency staff these will be available in this section.

Payment Request History for NA23OARX000G0002-T1-1						
<p> <i>Info</i> Status "Approved" means you can now submit drawdown request in ASAP  <i>Info</i> For a non-ASAP award no further action is needed following approval         </p>						
Filter Table	1 Results	<div> <div>Download</div> <div>Table</div> <div>&lt;</div> <div>1 of 1</div> <div>&gt;</div> </div>				
Event Num	Requested Amt.	Requested Drawdown Date	Period Covered By Request.	Justification	Status	
▶ 1	\$1,000.00	10/31/2023	10/31/2023 01/31/2024	Purchase Equipment	Submitted	
Close						

Figure 114: Payment Request History displays information for prior requests



## 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>.

For more information on the FCOI module, refer to the FCOI topic of the Commons Online Help System (<https://www.era.nih.gov/erahelp/commons/>) or the *Financial Conflict of Interest (FCOI) External User Guide* ([https://www.era.nih.gov/files/fcoi\\_user\\_guide.pdf](https://www.era.nih.gov/files/fcoi_user_guide.pdf)).

## 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).

## Institution Profile Module (IPF)

Institutions must be registered in Commons to use its features. The Institution Profile (IPF) module is a central repository of information for all Commons registered organizations. It is designed so that each 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.

---

## Navigating the Institution Profile

If you have one of the following Commons roles, you have access to the *Institution Profile*: AA, AO, ASST, BO, FSR, PI, POSTDOC, SCIENTIST, SPONSOR, or SO.

Select Institution Profile from the Main menu, as shown below.

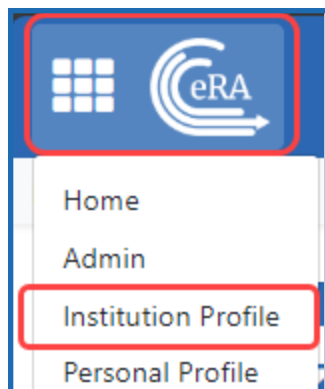


Figure 115: The Institution Profile option in the main menu

This takes you to the Institution Profile landing page, where you can navigate using the top navigation, shown below:

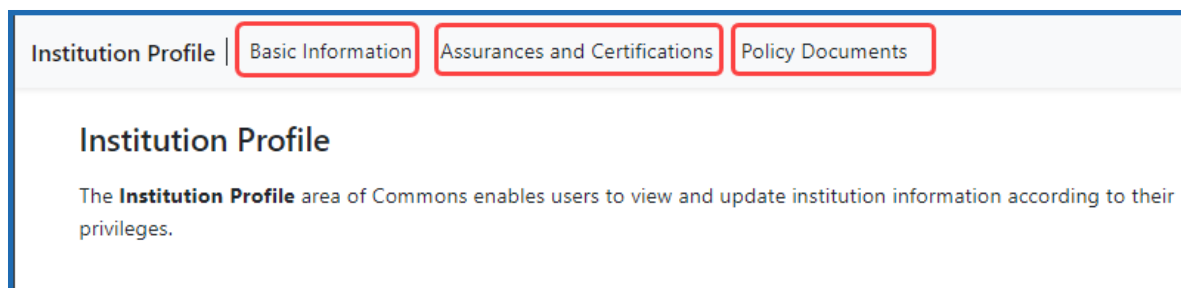


Figure 116: Institution Profile main navigation

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

The *Institution Profile* consists of three main screens:

### **Institution Basic Information**

### **Institutional Assurances and Certifications**

## Policy Documents (SO only)

The first two screens are viewable for all who have access to the *Institution Profile* and editable to those with a signing official (SO) role. The Policy Documents screen is visible only to those with a SO role. Details of each section are discussed in separate topics. See the related topic list at the bottom of this screen for links to other topics.

The dashboard appears on all views of the profile, providing general information about the profile. See *Institution Profile Dashboard*.

## 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.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

## Viewing the Information in the Institution Profile

View mode lets you see the information, while edit mode makes applicable data editable in text boxes (not all data can be edited). To see a section, click its heading name in navigation. To see all sections, click the **Expand All** button.

## Editing the Information in the Institution Profile

If you hold the SO role, you can edit all sections of your institution's profile by [clicking the Edit button at the top of the screen](#). This expands the sections and displays fields for editing. After updating the information, click the **Save All** button. To discard changes, click the **Discard Changes** button instead.

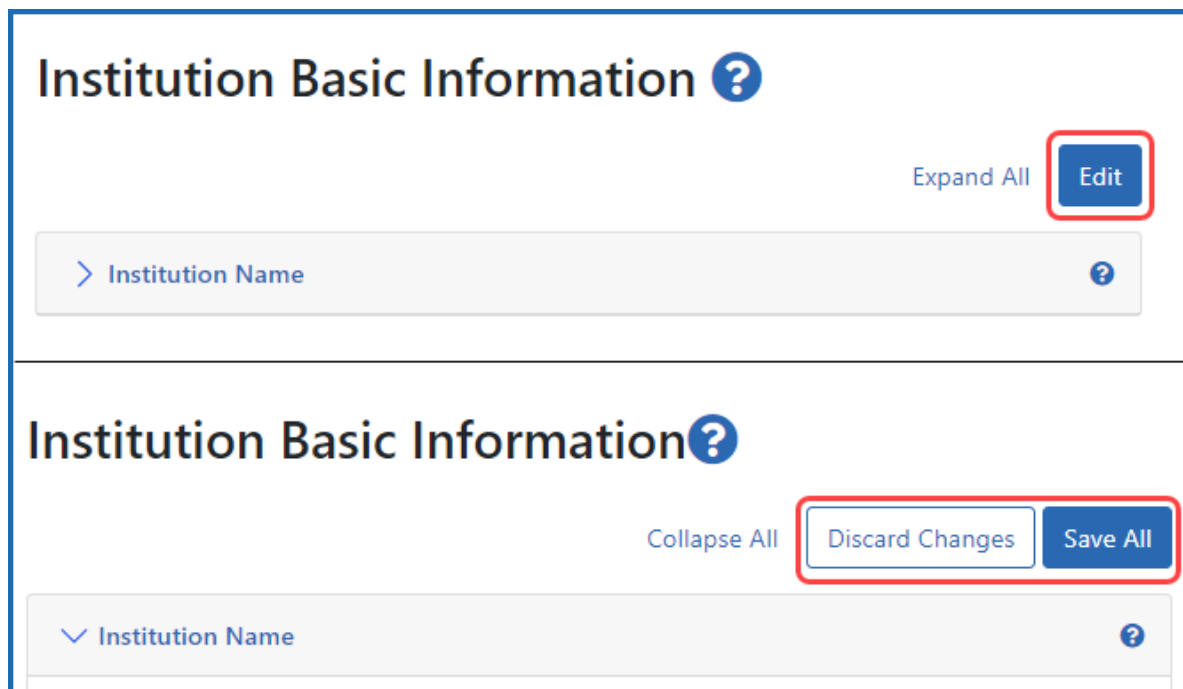


Figure 117: Institution Profile Edit, Discard Changes, and Save All buttons

Click the **Expand All** and **Collapse All** buttons to toggle between opening and closing all the sections.

---

**NOTE:** Closing a sections of the **Basic Information** screen is not the same thing as saving. If you navigate away from the screen without saving, your changes will be lost.

---

## Institution Basic Information

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.

The screenshot displays the 'Institution Profile' page for the University of Florida. The 'Basic Information' tab is selected. The sidebar on the left shows the institution's name, IPF Code (020202), and a list of sections: Basic Information (checked), Assurances & Certifications (checked), and Accounts (7655 Affiliated Accounts). It also shows the profile update date (03/30/2023), ORI Certification Expires (04/30/2024), and SAM Registration Expires (01/31/2024) with a red error message: '(SAM Registration has Expired)'. The main content area is titled 'Institution Basic Information' and contains five expandable sections: Institution Name, Institution Contact Information, About the Institution, Indirect Cost Negotiations, Signing Officials, and Institution Address. Each section has a right arrow and a question mark icon. At the top right of the main content area, there are links for 'Expand All' and 'Edit'.

Figure 118: Institution Basic Information

View the **Institution Basic Information** section by clicking the **Basic Information** navigation item at top of Institutional Profile. To quickly expand all the sections on the page and see all data, click the **Expand All** link at top right of the screen. The link then changes to **Collapse All**, which closes all sections so just the heading appears.

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

## How Are Data Errors Indicated?

Each section has required fields. 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. A general error displays at the top of the screen after you attempt to save, and specific error message appear adjacent to fields with errors.



The screenshot displays the 'Institution Basic Information' form. At the top, a red error banner states: 'Error(s) There are errors in the data below. Changes cannot be saved until the errors are corrected.' Below this, the section title 'Institution Basic Information?' is followed by the message 'The Email Address cannot be blank or empty.' Navigation buttons include 'Collapse All', 'Discard Changes', and 'Save All'. The form has two main sections: 'Institution Name' and 'Institution Contact Information'. The 'Institution Contact Information' section is expanded, showing three email fields. The first, 'Notice of Award Email: \*', contains 'eRATest@mail.nih.gov'. The second, 'Announcements and Notifications Email: \*', is empty and highlighted with a red box containing the error message 'The Email Address cannot be blank or empty.' The third, 'Closeout Correspondence Email: \*', contains 'eRATest@mail.nih.gov'. Each field has a description of its use.

**Error(s)** ✕

There are errors in the data below. Changes cannot be saved until the errors are corrected.

## Institution Basic Information?

The Email Address cannot be blank or empty.

Collapse All Discard Changes Save All

> Institution Name ?

▼ Institution Contact Information ?

\* Required Field(s)

<b>Notice of Award Email: *</b>	eRATest@mail.nih.gov	NIH will use this address to send all notices when a grant is awarded.
<b>Announcements and Notifications Email: *</b>	ex: jean.joe@nih.gov The Email Address cannot be blank or empty.	NIH will use this address for grant reminders, system notifications, and other messages.
<b>Closeout Correspondence Email: *</b>	eRATest@mail.nih.gov	NIH will use this email address to send any

Figure 119: Institution Profile Error Message when a required field is empty

## How to View and Edit Information

Expand sections by clicking either on the arrow or section name, outlined below.

Use the **Edit** button to make all sections editable (if your privileges are sufficient)

---

**IMPORTANT:** Only those users holding an SO role can edit.

---

Use the **Expand All** link to expand all sections at once.

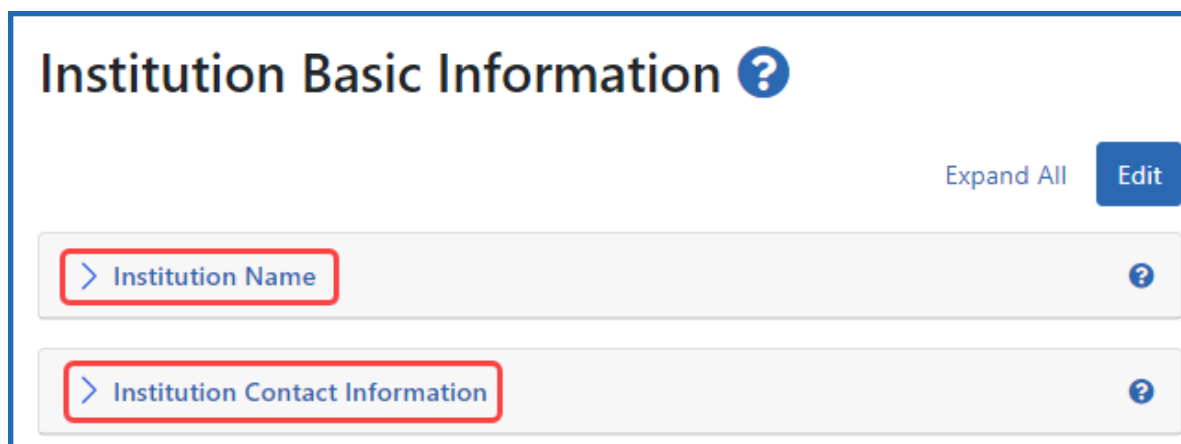


Figure 120: On the Basic Information screen, click the section name to expand it.

Refer to the topics below for information on each section.

---

**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 registrations, etc. See *Institution Profile Dashboard*.

---

## Institution Name

The **Institution Name** section 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.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

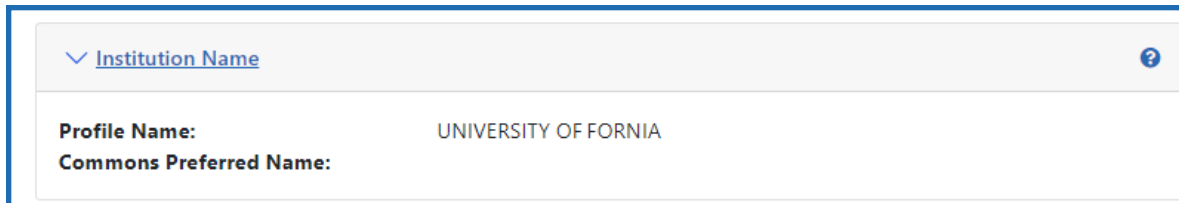
---

## Viewing Institution Name

Anyone with access to the Institution Profile can view the information in the **Institution Name** section of the profile by clicking its header title.

The information displays as read-only:

- **Profile Name**
- **Commons Preferred Name** (if existing)



▼ [Institution Name](#) ⓘ

**Profile Name:** UNIVERSITY OF FORNIA

**Commons Preferred Name:**

*Figure 121: Institution Name section in View mode*

## Editing Institution Name

If you hold the SO role within an organization, you can edit its **Commons Preferred Name** in the Institution Profile. You cannot edit the Profile Name.

Click the **Edit** button at the top of the screen to display the **Commons Preferred Name** field for editing.

When you are done, click the **Save All** button at the top of the screen to save the changes. The **Save All** button saves the changes made in all sections. For information on errors, see *How Are Data Errors Indicated?* on page 244

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

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

## Institution Contact Information

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

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

## Viewing Institution Contact Information

You can view the information in the **Institution Contact Information** section of the profile by clicking its header title.

The information displays as read-only:

- **Notice of Award Email**
- **Announcements and Notifications Email**
- **Closeout Correspondence Email**
- **Contact Name**
- **Contact Phone**
- **Contact Email**

## Institution Basic Information ?

Collapse All Edit

> Institution Name ?

▼ Institution Contact Information ?

<b>Notice of Award Email:</b>	eRATest@mail.nih.gov	NIH will use this address to send all notices when a grant is awarded.
<b>Announcements and Notifications Email:</b>	eRATest@mail.nih.gov	NIH will use this address for grant reminders, system notifications, and other messages.
<b>Closeout Correspondence Email:</b>	eRATest@mail.nih.gov	NIH will use this email address to send any Closeout related communications.
<b>Financial Conflict of Interest Correspondence Email:</b>	eRATest@mail.nih.gov	NIH will use this email address to send any FCOI related communications.
<b>Contact Name:</b>	Paela F. Mimer	NIH will use this name as the primary contact for this institution.
<b>Contact Phone:</b>	(555) 555-2925	
<b>Contact Email:</b>	eRATest@mail.nih.gov	

Figure 122: Institution Contact Information section in View Mode

## Editing Institution Contact Information

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

Click the **Edit** button on the **Institution Contact Information** header to display all editable fields available in this section. The following fields are available for editing and are required fields:

The screenshot shows a web form titled "Institution Contact Information" with a dropdown arrow and a help icon. A legend indicates that red asterisks denote required fields. The form contains seven rows, each with a label, a text input field, and a descriptive note. The input fields contain the email "eRATest@mail.nih.gov" for all email-related fields, the name "Paola F. Mimer" for the contact name, and the phone number "(555) 555-2925" for the contact phone. The bottom of the form has a tab labeled "Indirect Cost Negotiations" with a heart icon.

Field Label	Value	Description
<b>Notice of Award Email:</b> *	eRATest@mail.nih.gov	NIH will use this address to send all notices when a grant is awarded.
<b>Announcements and Notifications Email:</b> *	eRATest@mail.nih.gov	NIH will use this address for grant reminders, system notifications, and other messages.
<b>Closeout Correspondence Email:</b> *	eRATest@mail.nih.gov	NIH will use this email address to send any Closeout related communications.
<b>Financial Conflict of Interest Correspondence Email:</b> *	eRATest@mail.nih.gov	NIH will use this email address to send any FCOI related communications.
<b>Contact Name:</b> *	Paola F. Mimer	NIH will use this name as the primary contact for this institution.
<b>Contact Phone:</b> *	(555) 555-2925	
<b>Contact Email:</b> *	eRATest@mail.nih.gov	

Indirect Cost Negotiations ♥

Figure 123: 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 of the screen to save the changes. The **Save All** button saves the changes made in all sections. For information on errors, see *How Are Data Errors Indicated?* on page 244

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

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

## About the Institution

The **About the Institution** section of the *Institution Profile* lets you view information about your organization, such as unique entity identifiers (UEI), opportunity types your organization can apply for, 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* on page 253.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

## Viewing About the Institution Information

You can view the information in the **About the Institution** section 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**
- **Secondary UEI**
- **Opportunity Type Eligibility**
- **Federal-Wide Assurance Numbers**
- **Animal Welfare Assurance Number**
- **Organization Type**
- **Ownership Control**

Institution Profile
Basic Information
Assurances and Certifications
Policy Documents

Institution Profile for  
**UNIVERSITY OF  
FORNIA**  
IPF Code: 020202

Expand All
Edit

> Institution Name
?

> Institution Contact Information
?

< About the Institution
?

**Primary UEI:** 2N62N62N62N6/ 121212125  
**Secondary UEI:**  
**Opportunity Type Eligibility:**
☒ Your organization is eligible to apply for NIH Grants/Contracts  
☒ Your organization is eligible to apply for Non-NIH Grants/Contracts  
☒ Your organization is eligible to apply for NIH other transaction authority (OTA) opportunities  
**Federal-Wide Assurance Numbers:** FWA00006252  
**Animal Welfare Assurance Number:**

Animal Subject Assurance Number	Assurance Document
A3404-01	
A3539-01	
D16-00050 (A3084-01)	

**Organization Type:** Institution of higher education  
**Ownership Control:** State Government

**Accounts:**  
7655 Affiliated Accounts  
**Profile updated:**  
03/30/2023  
**ORI Certification Expires:**  
04/30/2024  
**SAM Registration Expires:**  
05/11/2030

☒ Basic Information  
☒ Assurances & Certifications

Figure 124: About the Institution of Institution Profile in View mode

## 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 ?

**Primary UEI:** 2N62N62N62N6/ 121212125

**Secondary UEI:**

**Opportunity Type Eligibility:**

- ☒ Your organization is eligible to apply for NIH Grants/Contracts
- ☒ Your organization is eligible to apply for Non-NIH Grants/Contracts
- ☐ Your organization is eligible to apply for NIH other transaction authority (OTA) opportunities

**Federal-Wide Assurance Numbers:**

**Animal Welfare Assurance Number:**

**Animal Subject Assurance Number:** A3404-01  
A3539-01  
D16-00050 (A3084-01)

**Assurance Document**

**Organization Type:** Institution of higher education

**Ownership Control:** State Government

Figure 125: About the Institution in Edit mode

Click the **Edit** button at the top of the screen to make fields editable.

**NOTE:** Many fields are read-only, even in Edit mode, as they are populated with organizational information on file. The **Primary UEI** 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, please contact the [eRA Service Desk](#) for assistance.

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

### Secondary UEI

The **Secondary UEI** 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.

▼ About the Institution ?

**Primary UEI:** 2N62N62N62N6

**Secondary UEI:**  Remove

Add

**Opportunity Type Eligibility:**

- ☒ Your organization is eligible to apply for NIH Grants/Contracts
- ☒ Your organization is eligible to apply for Non-NIH Grants/Contracts
- ☐ Your organization is eligible to apply for NIH other transaction authority (OTA) opportunities

**Federal-Wide Assurance Numbers:**  Remove

Add

Figure 126: Secondary UEI text field displays when Add button is clicked

- To edit a secondary UEI, simply update the value in the editable text field.
- To remove a secondary UEI value, click its **Remove** button and then click **Remove** in the confirmation popup to complete the deletion.

## Opportunity Type Eligibility

There are **three opportunity types**, and the institution is eligible for those types that have a marked checkbox. At least one of these types must be selected for the institution to be eligible to submit grant applications. Opportunity types were specified during the institution registration process (see *Registering an Institution* on page 51).

**Opportunity Type Eligibility:**

- ☒ Your organization is eligible to apply for NIH Grants/Contracts
- ☒ Your organization is eligible to apply for Non-NIH Grants/Contracts
- ☐ Your organization is eligible to apply for NIH other transaction authority (OTA) opportunities

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 applications for, you can mark the unchecked opportunity types to add

these to the list of types of opportunities your institution can apply for. However, once you mark an additional opportunity type checkbox and save, you cannot ever unmark the checkbox.

The three types are:

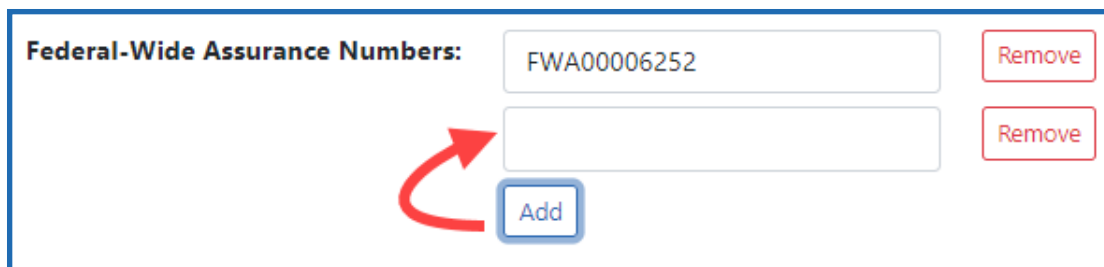
- NIH Grants/Contracts - This is the most common type of registration and is required for any application that will be funded by NIH.
- Non-NIH Grants/Contracts - This type of registration will let you submit applications for other agencies that use NIH eRA systems (such as SAMHSA).
- Other Transaction 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 a 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, then click the Save All button at the top of the screen.



The screenshot shows a section titled "Federal-Wide Assurance Numbers:". Below the title, there is a table-like structure with two rows. The first row contains the text "FWA00006252" in a text input field, followed by a red "Remove" button. The second row contains an empty text input field, followed by another red "Remove" button. Below the empty input field is a blue "Add" button. A red curved arrow points from the "Add" button to the empty input field.

*Figure 127: Federal-Wide Assurance Number text field displays when Add button is clicked*

- To edit a Federal-Wide Assurance number, simply update the value in the editable text field.

- To remove a Federal-Wide Assurance number, click its **Remove** button and then click **Remove** 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 that OLAW has on file. If existing, a number in parentheses represents the old format number that corresponds to the new format number. This field is not editable.

When you are done, click the **Save All** button at the top of the screen to save the changes. The **Save All** button saves the changes made in all sections. For information on errors, see *How Are Data Errors Indicated?* on page 244

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

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

### **Indirect Cost Negotiations**

The **indirect Cost Negotiations** section of the *Institution Profile* lets you view your organization's Negotiator and Last Negotiation Date.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

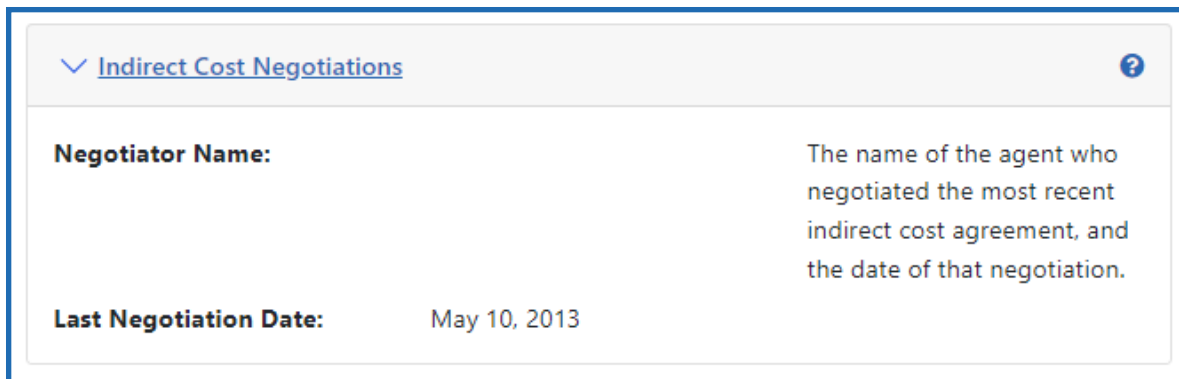
---

### **Viewing Indirect Cost Negotiations**

You can view the information in the **Indirect Cost Negotiations** section of the profile by clicking its header title.

The information displays as read-only:

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



▼ [Indirect Cost Negotiations](#) ⓘ

**Negotiator Name:** The name of the agent who negotiated the most recent indirect cost agreement, and the date of that negotiation.

**Last Negotiation Date:** May 10, 2013

Figure 128: Indirect Cost Negotiations section in View mode

## Editing Indirect Cost Negotiations

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

Click the **Edit** at the top of the screen to display all editable fields available in all sections. The following fields are available for editing in *Indirect Cost Negotiations*:

- **Negotiator Name**

Enter the name of the agent who negotiated the most recent indirect cost agreement.

- **Last Negotiation Date**

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 of the screen to save the changes. The **Save All** button saves the changes made in all sections. For information on errors, see *How Are Data Errors Indicated?* on page 244

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

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

## Finding Your Signing Officials

You can find all signing official (SO) users in your institution. You might need to find a signing official for various reasons, because only signing officials can submit most documentation and reports. Signing officials (along with administrative officials--AOs-- and account administrators--AAs) can also manage and create new eRA Commons accounts. See *Signing Official (SO)* on page 128 for more information on signing officials.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

If you have a working eRA Commons account, use the *Signing Official* screen in the Institution Profile module to see a listing of signing officials, emails, and phone numbers (if available). If you need a new account or your account is not working, see the next section for finding a SO, then contact a SO for help.

## Finding Signing Officials if You Don't Have an eRA Commons Account or Can't Login?

You need a signing official (SO) from your own organization to create a new account or reset your password or contact email. For most organizations, particularly institutions of higher learning, the SO is in the Office of Sponsored Research or similarly-named office. If your organization has any office that manages research, check with that office to see if they can provide SO contact information for your organization.

If you are unable to log in to Commons and cannot find the research office at your organization, contact the [eRA Service Desk](#), which can provide you with contact information for your organization's SOs.

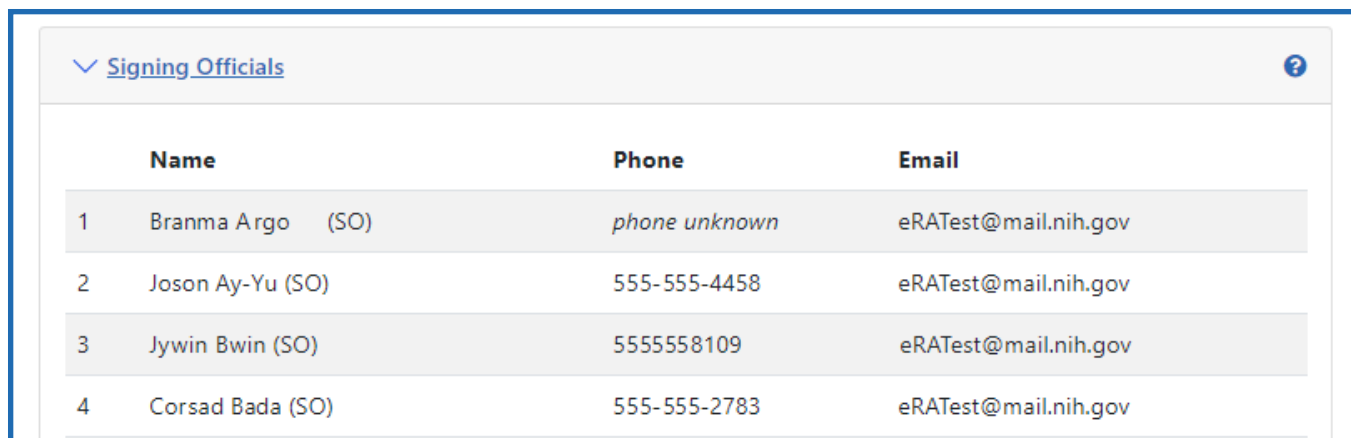
## Finding Signing Officials After Logging Into eRA Commons

To see **Signing Officials** for your organization after logging into eRA Commons:

- Navigate to the Institution Profile module; see *Navigating the Institution Profile* on page 241.
- On the *Basic Information* screen, expand the Signing Officials section.

The information for each person displays as read-only.

- **Name**
- **Phone Number**
- **Email Address**



Signing Officials			
	Name	Phone	Email
1	Branma Argo (SO)	phone unknown	eRATest@mail.nih.gov
2	Joson Ay-Yu (SO)	555-555-4458	eRATest@mail.nih.gov
3	Jywin Bwin (SO)	5555558109	eRATest@mail.nih.gov
4	Corsad Bada (SO)	555-555-2783	eRATest@mail.nih.gov

Figure 129: Signing Official Pane of Institution Profile

## Institution Address

The **Institution Address** section of the *Institution Profile* lets you view address information for your organization including phone and fax numbers.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

## Viewing Institution Address

You can view the information in the **Institution Address** section of the profile by clicking its header title.

The information displays as read-only:

- **Address**
- **Phone**
- **Fax**

Institution Address ?	
Address:	UNIVERSITY OF FORNIA 0808 Fourth Street Suiterth CALIFORNIA 947101749 UNITED STATES
Phone:	(555) 555-0120
Fax:	(555) 555-8236

Figure 130: Institution Address section in View mode

## Editing Institution Address

If you hold the SO role within an organization, you can edit the fields in the **Institution Address** section of the Institution Profile.

Click the **Edit** button at the top of the screen to display all editable fields available in all sections. The following fields are available for editing in the *Institution Address* section:

- **Street Address** (required)  
Enter the street address for the organization.
- **City** (required)  
Enter the city for the address.
- **Country** (required)  
Select a country value from the drop-down box.
- **State/Province** (required)  
Select a country value from the drop-down box.
- **Zip/Postal Code** (required)  
Enter the zip code for the address.

- **Phone** (required)

Enter the phone number associated with the address above.

- **Fax** (optional)

Enter the fax number associated with the address above.

When you are done, click the **Save All** button at the top of the screen to save the changes. The **Save All** button saves the changes made in all sections. For information on errors, see *How Are Data Errors Indicated?* on page 244

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

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

## Institutional Assurances and Certifications

The **Institutional Assurances and Certifications** screen of the *Institution Profile* contains information about assurances and certifications that the institution possesses (such as, 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 lets users view and manage these assurances and certifications.*

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---



Institution Profile for  
**UNIVERSITY OF  
FORNIA**  
IPF Code: 020202

## Institutional Assurances and Certifications?

[Edit Assurances And Certifications](#)

✓ Basic Information

✓ Assurances &  
Certifications

### Accounts:

7655 Affiliated Accounts

### Profile updated:

03/30/2023

### ORI Certification Expires:

04/30/2024

### SAM Registration Expires:

✗ 01/31/2024  
(SAM Registration has  
Expired)

### Status

The Office of Research and Integrity Certification Status is: **Assurance OK**

This certification expires on: **04/30/2024**

### Assurances and Certifications

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

09/25/2003 ✓ Age Discrimination Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Civil Rights Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Handicapped Individuals Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Inclusion of Children Policy  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Sex Discrimination Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Women and Minority Inclusion Policy  
**Explanation:** eRATest@mail.nih.gov

**This institution complies with all laws and regulations regarding:**

08/12/2008 ✓ ClinicalTrials.gov Requirement  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Conflict of Interest Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Delinquent Debt Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Drugfree Workplace Assurance  
**Explanation:** eRATest@mail.nih.gov

08/12/2008 ✓ Impact of Grant Activities on the Environment and Historic Properties  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Institutional Debarment Assurance  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ✓ Lobbying Assurance  
**Explanation:** eRATest@mail.nih.gov

*Figure 131: Institutional Assurances and Certifications in View Mode*

Click the **Assurances & Certifications** link in the top navigation of Institution Profile. For all users, the information is initially read-only; however, if you are a signing official (SO), you have the ability to edit.

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.

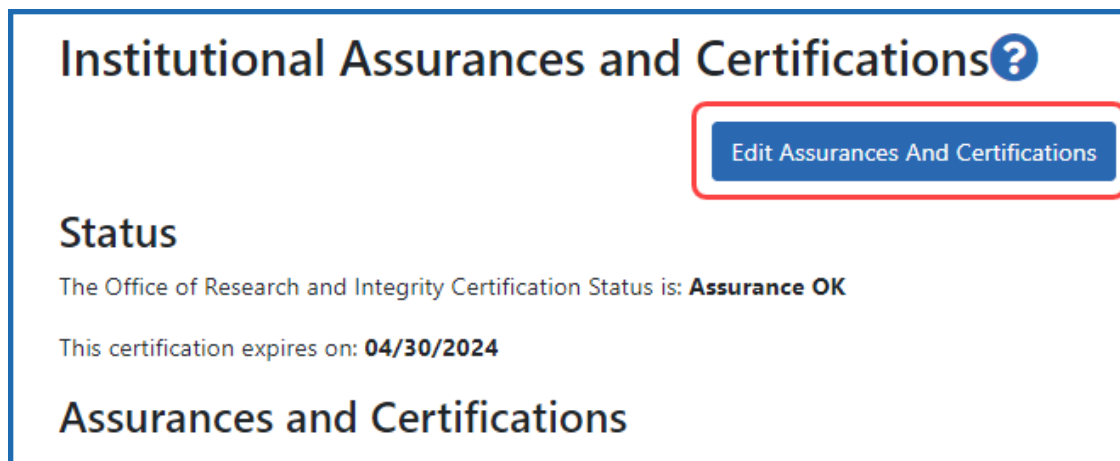
For detailed information about assurances:

1. Access the current Grants Policy Statement here (HTML or PDF): <https://grants.nih.gov/policy/nihgps/index.htm>
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".

## Editing the Assurances and Certifications

If you are an SO, you can edit the assurance and certifications in the Institution Profile.

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



*Figure 132: Edit Assurances and Certifications Button*

Check or uncheck the certification and/or assurance indicator(s) as appropriate. A check-mark means your organization complies with the assurance/certification. 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 of the profile to save the changes. If you do not wish to save your changes, click the **Discard Changes** button instead.

## Institutional Assurances and Certifications?

Discard Changes **Save All**

### Status

The Office of Research and Integrity Certification Status is: **Assurance OK**

This certification expires on: **04/30/2024**

### Assurances and Certifications

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

09/25/2003 ☒ Age Discrimination Assurance (explain your answer)  
**Explanation:** eRATest@mail.nih.gov

09/25/2003 ☒ Civil Rights Assurance (explain your answer)

On file

(2000 characters maximum, any additional characters will be truncated)

Figure 133: Editing Institutional Assurances and Certifications

## List of Assurances/Certifications

The assurances and certifications 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

## **Institutional Financial Conflict of Interest Policy**

The *Policy Documents* screen of the Institution 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 Policy Documents tab.

---

**IMPORTANT:** Only signing official (SO) users can see the [Policy Documents screen](#) and [edit Institution Profile screens](#).

---

## Accessing the Financial Conflict of Interest Policy Screen

Log into eRA Commons as a signing official (SO), [go to the Institution Profile](#), and then click *Policy Documents* in top navigation. The [Financial Conflict of Interest Policy screen](#) appears.

Institution Profile
Basic Information
Assurances and Certifications
**Policy Documents**

## Financial Conflict of Interest Policy?

Upload a PDF copy of the institution's financial conflict of interest (FCOI) policy in the IPF Module under the "Policy Documents" tab. The institution's FCOI policy must be compliant with the regulatory requirements provided in the FCOI regulation at [42 CFR Part 50, Subpart F](#), Promoting Objectivity in Research, applicable to Public Health Service (e.g., NIH) grants and cooperative agreements. The FCOI policy must be posted on a publicly accessible web site as required by the NIH Grants Policy Statement, [Section 4.1.10](#).

NIH encourages institutions to review the Policy Development Checklist posted on the NIH Office of Extramural Research, FCOI, web page at <https://grants.nih.gov/grants/policy/foi/Checklist-for-Policy-Development-For-Posting-4-23-2020.pdf> to determine if the institution's policy complies with the regulatory requirements. The following table provides a summary of requirements and the regulatory citations for your reference:

REGULATORY REQUIREMENTS	REGULATORY CITATION OR NIH GPS
Training requirements	42 CFR 50.604(b)
Disclosure, Review, Manage and Monitor Requirements	42 CFR 50.603 42 CFR 50.604(e)(1)-(3) 42 CFR 50.604(f) 42 CFR 50.604 (g) 42 CFR 50.605(a)(1)-(6)
Reporting Requirements to NIH	42 CFR 50.604(h) 42 CFR 50.605(b) 42 CFR 50.605(a)(3)(iii) 42 CFR 50.606(a)
Enforcement Mechanisms and Remedies and Noncompliance	42 CFR 50.604(j)
Retrospective Review Requirements	42 CFR 50.605(a)(3)
Subrecipient Requirements	42 CFR 50.604(c) and NIH GPS 15.2.1
Public Accessibility Requirements for FCOIs identified for Senior/Key Personnel	42 CFR 50.605(a)(5)(i)-(iv)
Maintenance of Records	42 CFR 50.604(i)
Clinical Research	42 CFR 50.606(c)

### FCOI Policy Submission

Drop files here to upload, or [browse](#)  
**Max File Count: 1 Accepted File Types: PDF Max File size: 6MB**

### Prior FCOI Policy Submissions

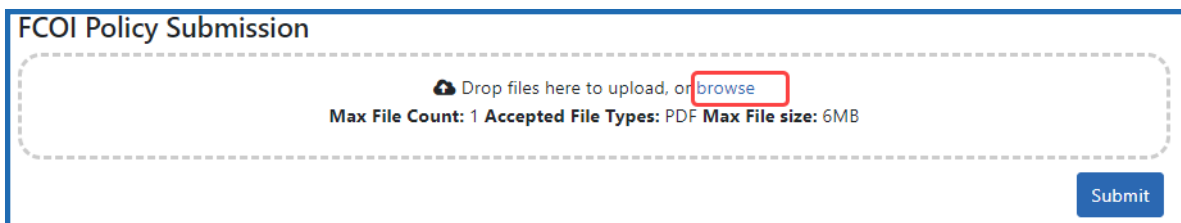
Submit

Policy ID	Submitted Date	Submitted By	Status
<a href="#">376</a>	11/25/2020	Helisha, Ala	Certification Verified
<a href="#">1166</a>	11/30/2020	Helisha, Ala	Certification Verified

Figure 134: Policy Documents tab of Institution Profile, where you can upload the institute's FCOI policy and view prior policies that were submitted

**To upload your FCOI policy to eRA Commons for agency approval:**

1. On the *Policy Documents* tab of the Institution Profile module, either drag a file to the 'Drop files here...' area or click the **browse** link (outlined below) to find a file on your drive.



The screenshot shows a box titled "FCOI Policy Submission". Inside, there is a dashed border containing the text "Drop files here to upload, or [browse](#)". Below this text, it says "Max File Count: 1 Accepted File Types: PDF Max File size: 6MB". In the bottom right corner of the box is a blue "Submit" button.

FCOI Policy Submission area to upload a policy document

The file appears with a trash can icon and a download icon. At this point, you can delete the file by clicking the trash can icon or view it by clicking the download button.



The screenshot shows the "FCOI Policy Submission" area after a successful upload. A green message "File Uploaded successfully." is at the top. Below it, a file entry for "InstitutionalFCOIPolicy.pdf" is shown with a size of "28.6 KB". To the right of the file name are icons for deleting (trash can) and downloading (download arrow). Below the file name, the "Description" is "InstitutionalFCOIPolicy.pdf" and the "Upload date" is "Thu Mar 28 22:49:38 EDT 2024". A blue "Submit" button is in the bottom right corner.

Uploaded file with a trash can icon and download icon

2. To submit the file that is listed, click the **Submit** button.

A new submission is then added to the *Prior FCOI Policy Submissions* section listing you as the submitter. If you make a mistake, you can simply upload another PDF file and it replaces the first. The file will be routed to agency officials for review.

---

**TIP:** If nothing appears to happen when you upload and the words **Invalid file** appear in the upload area, the file might not meet file requirements listed in the upload area. 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.

Prior FCOI Policy Submissions			
Policy ID	Submitted Date	Submitted By	Status
376	11/25/2020	Helisha, Ala	Certification Verified

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, simply upload a new file, then click **Submit**. If someone from NIH had contacted you about the policy, notify them of the re-submission.

See:

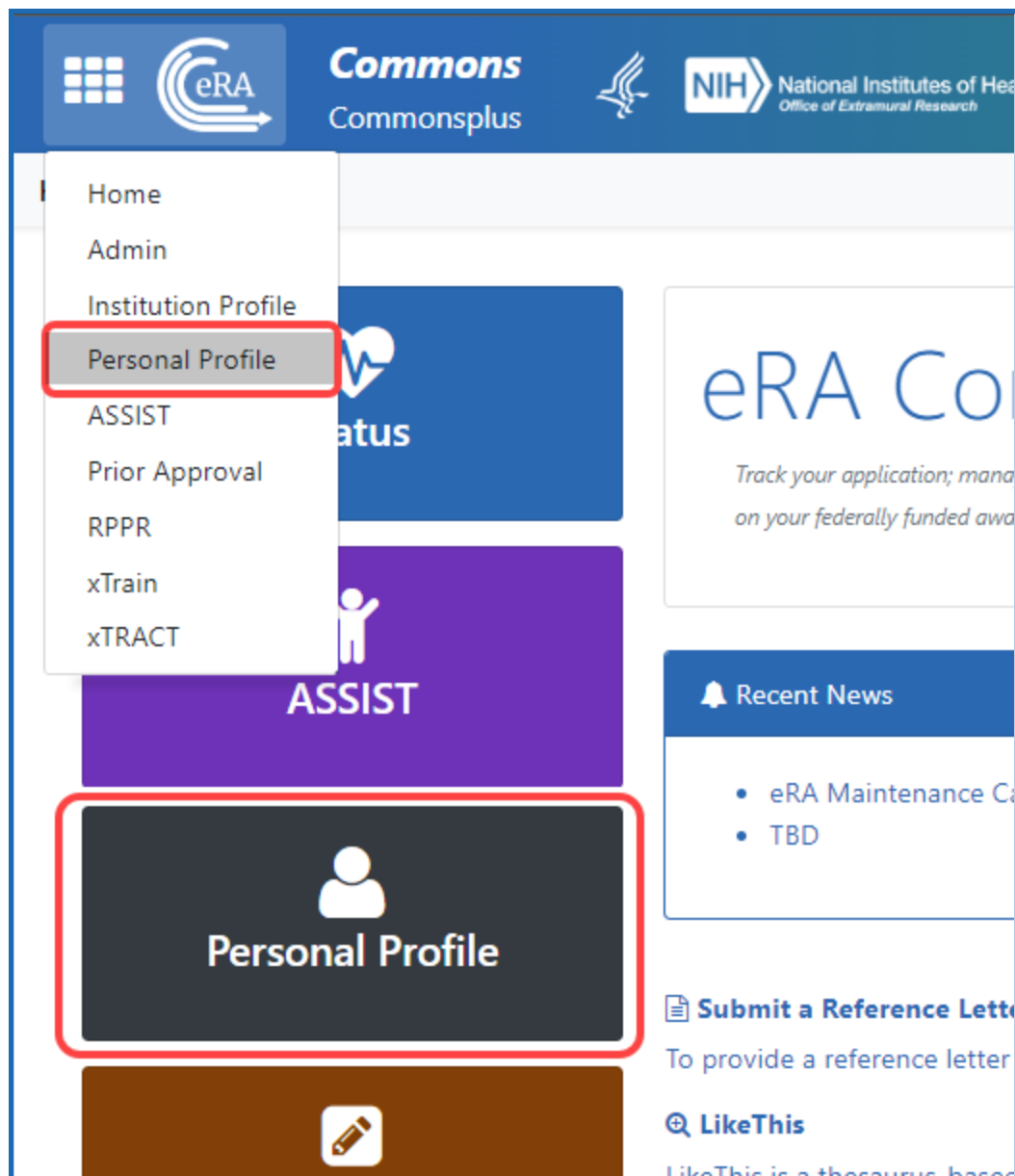
*Institution Basic Information* on page 243

## 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.

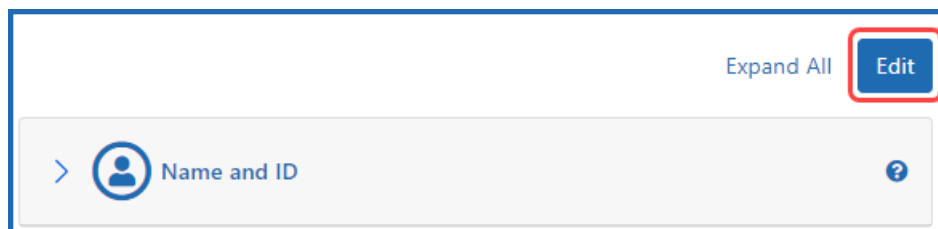
### **Accessing Personal Profile**

Access Personal Profile by clicking the Main menu / eRA menu and selecting Personal Profile, or by clicking the Personal Profile button on the eRA Home page. See below.



## Editing and Saving Personal Profile Information

To edit Personal Profile, click the **Edit** button above the *Name and ID* section, make changes, then click the **Save All** button. Navigating away from the Personal Profile turns Edit mode off without saving. Also see *What's the Difference Between View and Edit?* on page 242.



---

**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 (✖), 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 edu-

cation 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.

---

## 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 program director/principal investigators (PD/PIs) and signing officials (SOs) [respond to a 500K prior approval invitations](#) from the granting agency or to [withdraw a 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 [Carry-over 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 award change request for FDA or NIH awards only. Use of the Other Request type is up to the discretion of the Institute/Center (IC) for NIH use. NIH recipients subject to the NIH Data Management and Sharing (DMS) Policy must [use the DMS Request to submit revisions to their approved DMS plan](#).

SOs and 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:

See *Viewing and Initiating Requests* on page 274.

## Viewing and Initiating Requests

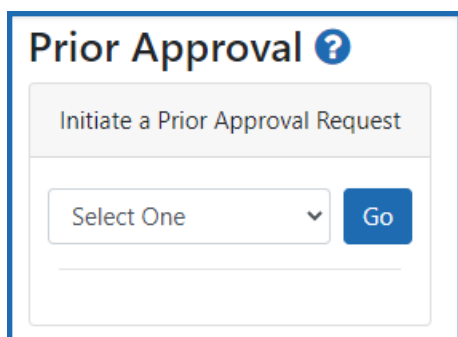
When you open the Prior Approval module, you see a list of requests that are *in progress*. If they are not yet submitted, you can modify in progress requests. You can also search for awards that are eligible for each request type and initiate a new request.

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.

## Initiate a Prior Approval Request

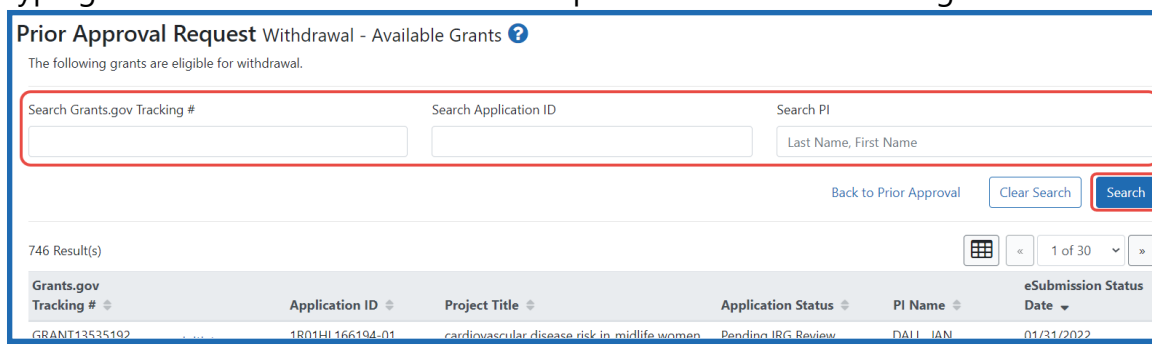
To initiate a Prior Approval Request:

1. Log in to eRA Commons; see *Logging into eRA Commons* on page 62.
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.



Listed in search results are all grants under your jurisdiction that are eligible for the request type you selected. 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 ?

The following grants are eligible for withdrawal.

Search Grants.gov Tracking #      Search Application ID      Search PI  
            Last Name, First Name

Back to Prior Approval      Clear Search      Search

746 Result(s)      1 of 30

Grants.gov Tracking #	Application ID	Project Title	Application Status	PI Name	eSubmission Status Date
GRANT13535192	1R01HL166194-01	cardiovascular disease risk in midlife women	Pending IRG Review	DAI, IAN	01/31/2022

- Click the **Initiate** link for the appropriate grant.

140 Result(s)		
Grant Number ▼		Project Title ▲
5UG4LM012341-05	<a href="#">Initiate</a>	Regional Medical Library

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 ?

- A Change of PD/PI Request was submitted on 02/23/2022; [Request #21998](#)

**Would you like to initiate another Change of PD/PI request?**

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* on page 283 (SO only)

*Prior Approval - Other Request* on page 286(SO only)

*Prior Approval - Withdrawal Request* on page 288(SO or PI)

*Prior Approval - Carryover Request* on page 291(SO only)

*Prior Approval - Change of PD/PI on a Grant* on page 297(SO only)

*Prior Approval - \$500K Request* on page 302(SO or PI)

*Prior Approval - DMS Request* on page 295 (SO only)



## 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.

Prior Approval | **SO View of Prior Approval Landing**

Prior Approval ?

Initiate a Prior Approval Request


Select One Go

In Progress Approval Requests

Filter Table 65 result(s) Search for Requests

Request ID	Request Type	PI Name	Application ID	Project Title
21993	Withdrawal	Laursk, Elisa	1R01MH000000-00	Health care transition
21992	Carryover	Gorch, Pam	5U24DA044554-05	NIDA Opportunities
21991	Withdrawal	DALL, JAN	1R01HL166194-01	cardiovascular disease risk

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* on page 275
- 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* on page 279.

## 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.

Prior Approval | **PI View of Prior Approval Landing**

**Prior Approval ?**

Initiate a Prior Approval Request

Select One

**In Progress Approval Requests**

View by Status


☒ In Progress PI ☐ In Progress SO ☐ Submitted to Agency

1 result(s)

Request ID	Request Type	Prior Approval Status	Application ID	Project Title
21994	Withdrawal	In Progress PI	3P30AG012839-23	Alzheimer's Disease Research

Modify

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* on page 275. 500K requests appear only under certain conditions; see *Prior Approval - \$500K Request* on page 302.
- 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  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.

## 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.

### 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.

**Prior Approval**

**Prior Approval ?**

Initiate a Prior Approval Request

Select One

**In Progress Approval Requests**

59 result(s)  << 1 of 6 >>

Request ID	Request Type	PI Name	Application ID	Project Title
21670	No Cost Extension	WASSON, TAM	5R25GM050000-22	Maximizing Student Development
21471	No Cost Extension	Annaprad, Huma	5U01FD005000-04	Prospective Study Comparing Biology Interface
21330	Change Of PI	Dayn, Heathe	5T32GM100000-02	Chemistry Training Program

Figure 135: Prior Approval search results showing 'in progress' requests with Search button and filter field outlined

The "Search Prior Approval Requests" screen opens, where you enter search criteria.

**Prior Approval**

**Search Prior Approval Requests ?**

Request ID: ex. 123456

Request Type: Select One

Request Status: Select One

PI Name (Last Name, First Name): Last Name, First Name

Grant Number: Type Activity Select IC Serial# Year Suffix

Submission Date Range: From mm/dd/yyyy To mm/dd/yyyy

Back to Prior Approval

Figure 136: Search Prior Approval Requests screen - criteria for searching

- 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:)
- 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* on page 307.

**In Search Results...**

**You can view history or submitted PDF for a "Submitted to Agency" request**

Request ID	Request Type
6089	500K
...	
View History	
View PDF	

**You can edit a "In Progress.." request**

Request ID	Request Type
21993	Withdrawal
...	
Modify	
21991	Withdrawal

*Figure 137: Three-dot ellipsis menu showing actions that can be performed on a 'submitted' and 'in progress' 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* on page 283 (SO only)

*Prior Approval - Other Request* on page 286(SO only for FDA grants only)

*Prior Approval - Withdrawal Request* on page 288(SO or PI)

*Prior Approval - Carryover Request* on page 291(SO only)

*Prior Approval - Change of PD/PI on a Grant* on page 297(SO only)

*Prior Approval - \$500K Request* on page 302(SO or PI)

## **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**.

## Prior Approval ?

Initiate a Prior Approval Request

Select One
Go

---

### In Progress Approval Requests

View by Status

☒ In Progress PI
☐ In Progress SO
☐ Submitted to Agency

1 result(s)

Grid
«
1 of 1
»

Request ID	Request Type	Prior Approval Status	Application ID	Project Title
21980	Withdrawal	In Progress PI	3P30AG010000-24	CEDA Decision Making

Modify

## 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 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 a AHRQ grantee, please see the alternate help topic *No-Cost Extension (NCE) for AHRQ Grants* on page 562 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* on page 274 for details on initiating a request.

After initiating a No Cost Extension, you see the following details screen.



## Prior Approval Request No Cost Extension - Modify Request ?

\* Required Fields

### Application Information


<b>PD/PI Name</b> Mill, Evan	<b>Grants Management Specialist</b> Walker, Pam eRATest@mail.nih.gov 301-555-4207	<b>Program Official</b> Leeds, Miriam eRATest@mail.nih.gov 301-555-1917
<b>PD/PI User ID</b> EWMILL		
<b>Grant #:</b> 5R01NS098000-05	<b>Application Title</b> Interrogating Neuronal Dynamics	
<b>Institution</b> UNIVERSITY OF CALIFORNIA	<b>Budget Period</b> 01/01/2021 - 12/31/2021	<b>Project Period</b> 01/01/2017 - 12/31/2021

### Request Details


**Request ID:** 22001

<b>Number of Months *</b> <input type="text" value="Select One"/>	<b>Proposed Budget Period End Date</b>	<b>Proposed Project Period End Date</b>
<b>Amount of Unobligated Balance *</b> <input type="text"/>	<b>Does PI Maintain Measurable Effort? *</b> <input type="text" value="Select One"/>	<b>Vertebrate Animals - IACUC Approval Date: *</b> <input type="text" value="mm/dd/yyyy"/>


### Progress Report \*

 Drop file or [browse](#) to attach 1 PDF file, not exceeding 6MB.

### Budget Document \*

 Drop file or [browse](#) to attach 1 PDF file, not exceeding 6MB.

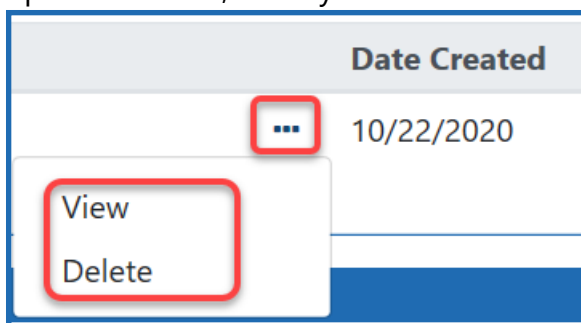
### Justification Document \*

 Drop file or [browse](#) to attach 1 PDF file, not exceeding 6MB.

[Request History](#)

[Cancel](#) [Delete](#) [Save](#) [Submit](#)

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.



## Prior Approval - Other Request

The Other Request type is used in different ways depending on the agency providing the award. Prior Approval "Other Request" can be used for both FDA and NIH awards. The Other Request type appears only for signing officials (SOs) and does not appear for program directors/principal investigators (PD/PIs).

For FDA awards, the Other Request type provides a generic request type for an SO to make requests for FDA grants. All FDA grants are eligible for the Other Request type.

For NIH awards, reach out to your Grants Management Staff (GMS) or Program Officer (PO) for instructions on when to use the Other Request type. NIH awardees should NOT use the Prior Approval "Other Request" type to submit updates to their approved Data Management and Sharing (DMS) Plan. Instead, they should use the DMS Request type to submit an updated DMS Plan; see *Prior Approval - DMS Request* on page 295.

See *Viewing and Initiating Requests* on page 274 for details on initiating a request. After initiating an Other Request, you see the following details screen:

## Prior Approval Request Other Request - Modify Request ?

\* Required Fields

### Application Information

<b>PD/PI Name</b> Jasoick, Keith	<b>Grants Management Specialist</b> Malshi, Shatra eRATest@mail.nih.gov (240) 555-7592	<b>Program Official</b> Anov, Losi eRATest@mail.nih.gov
<b>PD/PI User ID</b> JSICK	<b>Application Title</b> Investigation of DNA	
<b>Grant #:</b> 5R01FD006000-03	<b>Budget Period</b> 08/01/2021 - 07/31/2022	<b>Project Period</b> 09/10/2019 - 07/31/2022
<b>Institution</b> UNIVERSITY OF CALIFORNIA		

### Request Details

**Request ID:** 21981

**Description \***

Total remaining allowed limit is **160** characters.

**Effective Date \***

mm/dd/yyyy

### Justification Document \*

Drop file or [browse](#) to attach 1 PDF file, not exceeding 6MB.

### Budget Document

Drop file or [browse](#) to attach 1 PDF file, not exceeding 6MB.

### Other Supporting Documents

Drop file or [browse](#) to attach 5 total PDF files, not exceeding 6MB.

[Request History](#)

[Cancel](#) [Delete](#) [Save](#) [Submit](#)

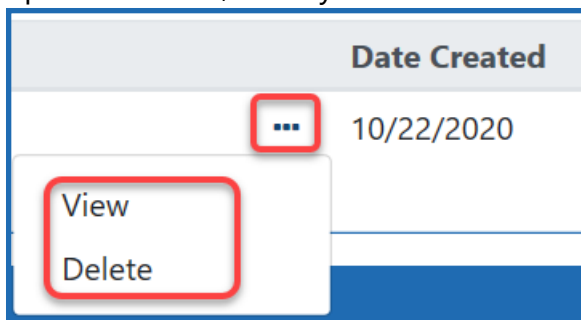
## What Awards are Eligible for Other Requests?

- Must be an FDA or NIH award
- Must be awarded
- Must be within the current budget period
- Grant must not be closed or terminated.

The Other Request can be initiated for any application type matching the above criteria.

## General Instructions for Other Request Type

1. Fill out all required fields (which have 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.



All uploaded documents must be in PDF format.

## Prior Approval - Withdrawal Request

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**NOTE:** Both PIs and SOs may initiate Withdrawal Requests but only an SO can submit them.

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This type of request lets you withdraw a grant from NIH.

For various reasons, a signing official (SO) or principal investigator (PI) may decide to withdraw an error free application before it proceeds to council. To do this, use the Withdrawal Request option in the Prior Approval module of eRA Commons.

Either the SO or the PI can initiate a Withdrawal Request. The process requires a justification statement; as many as 10 supporting documents can be uploaded with the request. Only the SO can submit the request to NIH. Automatic notifications are sent to both the SO and PI upon approval of the request.

### 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* on page 274 for details on initiating a request. After initiating a Withdrawal request, you see the following details screen.

## Prior Approval Request Withdrawal - Modify Request ?

\* Required Fields

### Request Details

**Request ID**  
22003


<b>Principal Investigator (PI)</b> Galard, Licha	<b>Grants.gov Tracking</b> GRANT00700000	<b>Application ID</b> 3R01DK128787-01
---	---	--

**Project Title**  
Inflammatory skin

### Justification \*


Total remaining allowed limit is **4000** characters.


### Supporting Documents


 Drop file or [browse](#) to attach total 10 PDF files, not exceeding 6MB.


### ▶ Request History

← Cancel

 Delete

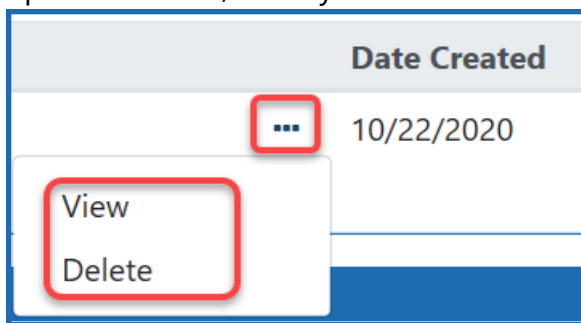
 Save

 Route

 Submit

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.



## 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* on page 274 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

**PD/PI Name**

Mill, Brasi

**Grants Management Specialist**

Mesile, Marie

eRATest@mail.nih.gov

(301) 555-8016

**Program Official**

Kan, Ahsan

eRATest@mail.nih.gov

(301) 555-0064

**PD/PI User ID**

MILLER

**Grant #:**

5R35HL100000-06

**Application Title**

AP therapy

**Institution**

UNIVERSITY OF CALIFORNIA

**Budget Period**

02/01/2022 - 01/31/2023


**Project Period**

02/01/2017 - 01/31/2024


### 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

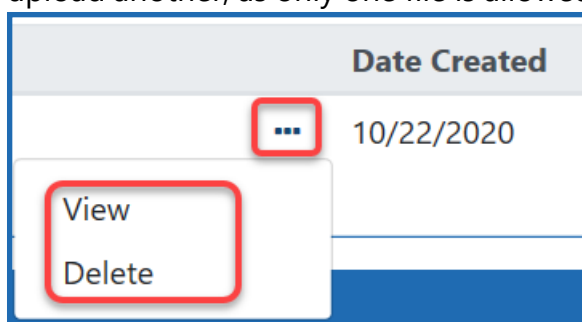
[← Cancel](#)[🗑 Delete](#)[💾 Save](#)[➤ Submit](#)

Sometimes the **Carryover Request** contains IC-specific document requests, such as Consortium Budget, Budget Justification, Expenditure Plan, Checklist Page, and so on.

The screenshot shows a form with four sections, each with a file upload area:

- Consortium Budget**: A text input field with a placeholder "Drop file or browse to attach 1 PDF file, not exceeding 5MB".
- Budget Justification \***: A text input field with a placeholder "Drop file or browse to attach 1 PDF file, not exceeding 5MB".
- Expenditure Plan \***: A text input field with a placeholder "Drop file or browse to attach 1 PDF file, not exceeding 5MB". Below the input field is a small text description: "Plan for expenditure, including a description of activities to be carried out during the carryover period, and how the activities relate to the aims of the project."
- Checklist Page \***: A text input field with a placeholder "Drop file or browse to attach 1 PDF file, not exceeding 5MB". Below the input field is a small text description: "Checklist page reflecting the request F&A costs for the prime grantee and any subcontracts".

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 carryover. 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.

## Prior Approval - DMS Request

The DMS Request type is used to submit revisions to the approved Data Management and Sharing (DMS) plan. The DMS Request type appears only for signing officials (SOs) and does not appear for program directors/principal investigators (PD/PIs).

When revisions to the DMS Plans need to be made off-cycle (other than at the time of the RPPR), an SO for the recipient organization must use the "DMS Request" in the Prior Approval Module to request the change. This request type is available for NIH awards that are subject to the [Final NIH Policy for Data Management and Sharing \(DMS\) Policy](#). All uploaded documents must be in PDF format.

See *Viewing and Initiating Requests* on page 274 for details on initiating a request. After initiating a DMS Request, you see the following screen:

## Prior Approval Request DMS Request - Modify Request ?

\* Required Fields

### Application Information


<b>PD/PI Name</b> Lauram, Ading	<b>Grants Management Specialist</b> VOMA, QUELINE eRATest@mail.nih.gov (555) 555-6652	<b>Program Official</b> Sasla, Inkalla eRATest@mail.nih.gov (555) 555-6431
<b>PD/PI User ID</b> ADING	<b>Application Title</b> Infectious Disease	
<b>Grant #:</b> 1U19AI181818-01	<b>Budget Period</b> 06/14/2024 - 05/31/2027	<b>Project Period</b> 06/14/2024 - 05/31/2027
<b>Institution</b> UNIVERSITY OF ARBOR		

### Request Details

**Request ID:** 53573


**Effective Date \***

Enter the effective date of the requested changes.




### Justification Document \*

Provide the rationale and justification for the requested changes.

 Drop file or [browse](#) to attach up to 1 PDF file(s), not exceeding 6MB per file.


### Budget Document

Provide if revised DMS Plan impacts the budget. Include information for current and future budget periods. Note: this is not a supplement request.

 Drop file or [browse](#) to attach up to 1 PDF file(s), not exceeding 6MB per file.

### Proposed DMS Plan Document \*

Attach the revised DMS Plan.

 Drop file or [browse](#) to attach up to 1 PDF file(s), not exceeding 6MB per file.

[> Request History](#)

[Cancel](#) [Delete](#) [Save](#) [Submit](#)

Signing officials requesting DMS Plan changes for NIH awards should fill out the form and submit PDF documents related to the change as described below:

**Effective Date.** Enter the effective date of the requested changes. Only the current date or future dates are acceptable.

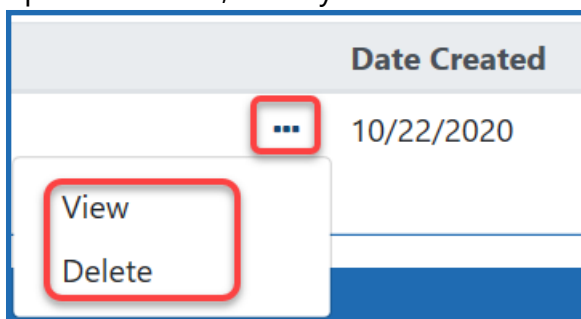
**Justification Document.** Provide the rationale and justification for the requested changes.

**Budget Document.** Provide if the revised DMS Plan impacts the budget. Include information for current and future budget periods. Note: This is not a supplement request.

**Proposed DMS Plan Document.** Attach the revised DMS Plan.

## General Instructions for DMS Request

1. Fill out all required fields (which have 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.



All uploaded documents must be in PDF format.

## 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* on page 274 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 ?

\* Required Fields

### Application Information

**Contact PD/PI**

Dole, Agi

**Grants Management Specialist**Haen, Anih  
eRATest@mail.nih.gov  
(555) 555-5506**Program Official**Yavi, Jion  
eRATest@mail.nih.gov  
(555) 555-5509**Contact PD/PI User Id**

ABDOLE

**Grant #:**

7R35GM120000-05

**Application Title**

New directions in Ni-coupling

**Institution**UNIVERSITY OF CALIFORNIA LOS  
ANGELES**Budget Period**

07/01/2021 - 03/31/2022

**Project Period**

04/01/2018 - 03/31/2023

### Request Details

**Request ID:** 21983**PD/PI Assigned to Current Grant Year**

PD/PI Name	PD/PI ID
Dole, Agi	ABDOLE

**PD/PI Name \***

Begin typing and select c

**PD/PI ID****Contact PD/PI**☐**Level of Effort** in Person Months \*

Calendar


☐

Academic


☐

Summer

☐**Biosketch \***

 Drop file or  
browse to attach  
1 PDF file, not  
exceeding 6MB.

**Other support \***

 Drop file or  
browse to attach  
1 PDF file, not  
exceeding 6MB.

[Add/New](#)**Requested PD/PIs**

PD/PI Name	PD/PI ID	Contact PD/PI	Cal	Aca	Sum	Bio Sketch	Other Support
Dole, Agi	ABDOLE	<input checked="" type="checkbox"/>					


**Effective Date**

Modify

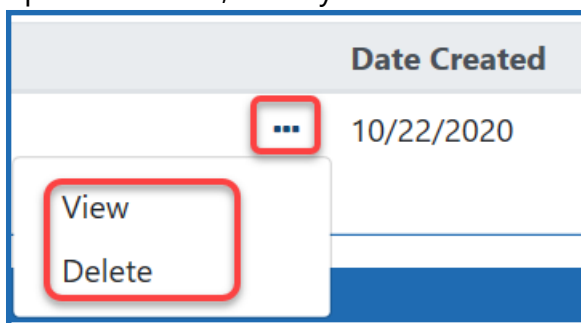
Delete

**Human Subjects Education is up to date for the  
PI(s) on this request \***☐

### Justification Document \*

 Drop file or browse to attach 1 PDF file, not exceeding 6MB.

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 **Reques-**



ted **PD/PIs** table below the **Add/New** button.

The screenshot shows the 'Request Details' form. At the top, it displays 'Request ID: 19647' and 'PD/PI Assigned to Current Grant Year'. Below this is a table with two columns: 'PD/PI Name' and 'PD/PI ID'. The first row shows 'BROWN, ARN' and 'BROWN.'. To the right of this table is a section for 'Level of Effort in Person Months' with three columns: 'Calendar', 'Academic', and 'Summer'. Below the table is a red box containing three numbered steps: 1. 'PD/PI Name' (with a dropdown menu), 2. 'Biosketch' (with a file upload area), and 3. 'Add/New' (a button). To the right of the red box is another red box containing 'Other support' (with a file upload area).

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 screenshot shows the 'Requested PD/PIs' table. The table has columns: 'PD/PI Name', 'PD/PI ID', 'Contact PD/PI', 'Cal', 'Aca', 'Sum', 'Bio Sketch', and 'Other Support'. The first row shows 'Dole, Agi', 'ABDOLE', and 'Yes'. Below the table is a red box containing a dropdown menu with 'Modify' and 'Delete' options. To the right of the red box is a section for 'Human Subjects Education is up to date for the PI(s) on this request' with a checkbox.

- 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).

**Request Details**

**Request ID:** 19647

**PD/PI Assigned to Current Grant Year**

PD/PI Name	PD/PI ID
BROWN, ARN	BROWN.

**PD/PI Name \*** **PD/PI ID** **Contact PD/PI** **Level of Effort in Person Months \***

Begin typing and select one (Last I)  ☐ ☐ Calendar ☐ Academic ☐ Summer

**Biosketch \*** **Other support \***

Drop file or browse to attach 1 PDF file, not exceeding 6MB. Drop file or browse to attach 1 PDF file, not exceeding 6MB.

**Add/New**

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.

## Prior Approval - \$500K Request

**NOTE:** Both principal investigators (PIs) and signing officials (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.

## 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 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, either the PI or the SO 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* on page 279.
2. After opening the 500K request, you see the following details screen.

Prior Approval

Prior Approval Request 500k - Modify Request ?

\* Required Fields

Request Details

Request ID

30289

Principal Investigator (PI)

JANE DOE

Organization

UNIVERSITY OF DIEGO

Project Title \*

Opportunity Number \*

ex. PA-01-001

Anticipated Submission Date \*

mm/dd/yyyy

Activity Code

ex: R01

IC

GM

Serial

ex. 123456

Program Official

JOHN DOE

Justification \*

Total remaining allowed limit is **500** characters.

Supporting Documents

Drop file or browse to attach 10 PDF files, not exceeding 6MB.

Request History

Action Taken By	Event	Action Date	Request Status	Comment
ARA_SA, ARA	INITIATE	07/06/2023	In Progress PI	

Cancel

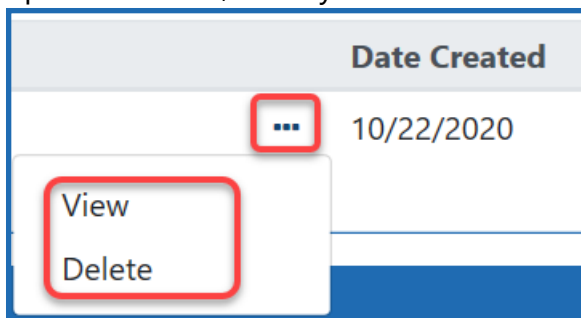
Save

Route

Submit

- 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* on page 309.

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.

## 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* on page 279.
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.

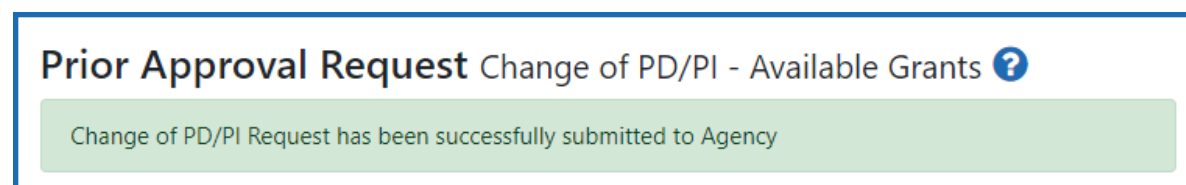
---

**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* on page 309.

---

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* on page 279.
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.

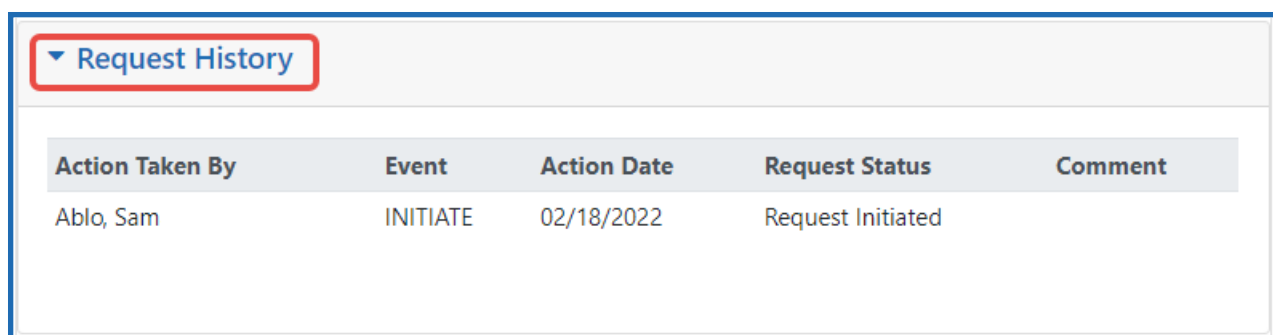
---

## 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..

## 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* on page 279.
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.



▼ Request History				
Action Taken By	Event	Action Date	Request Status	Comment
Ablo, Sam	INITIATE	02/18/2022	Request Initiated	

## 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**.



305 result(s)

Request ID ▾	Request Type ▾	PI Name ▾	Request Status ▾
21983	Change Of PI	Dole, Agi	Submitted to Agency
		Nis, Kit	Submitted to Agency
31033	Continuation	DEITER, ROBERT E	Submitted to

The *Request History* screen appears, showing actions that have taken place on the request.

Request History

<b>Request ID</b> 21983	<b>Principal Investigator (PI)</b> Dole, Agi	<b>Grant Number</b> 7R35GM120000-05
<b>Project Title</b> New directions in Nicoupling		

Action Taken By	Event	Action Date	Request Status	Comment
Ablo, Sam	SUBMIT	02/18/2022	Request Submitted	
Ablo, Sam	INITIATE	02/17/2022	Request Initiated	

close

## 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.

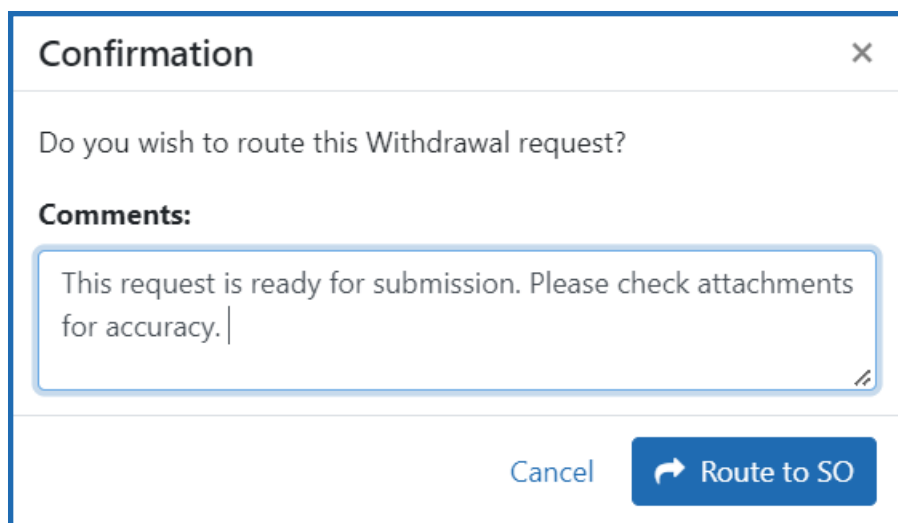
A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The main text asks, "Do you wish to route this Withdrawal request?". Below this is a section labeled "Comments:" followed by a text input area containing the text "This request is ready for submission. Please check attachments for accuracy." and a small edit icon (pencil) in the bottom right corner of the text area. At the bottom of the dialog, there are two buttons: "Cancel" and "Route to SO" (which is highlighted in blue and includes a right-pointing arrow icon).

Figure 138: Confirmation popup for routing a withdrawal prior approval request

1. [Optional] Enter comments in the **Comments** box to provide information to the next reviewer.
2. 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.

## 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* on page 309.

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 suc-

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June 25, 2025

The request is now assigned back to you and can be modified.

## Research Performance Progress Report (RPPR) Module

The RPPR module allows extramural grantee institutions to electronically submit Research Performance Progress Reports (RPPR) to the Grants Management community.

See Frequently Asked Questions (FAQs) for RPPR here (these do not apply to Department of Commerce--DOC-- awards):

<https://grants.nih.gov/faqs#/research-performance-progress-report.htm>

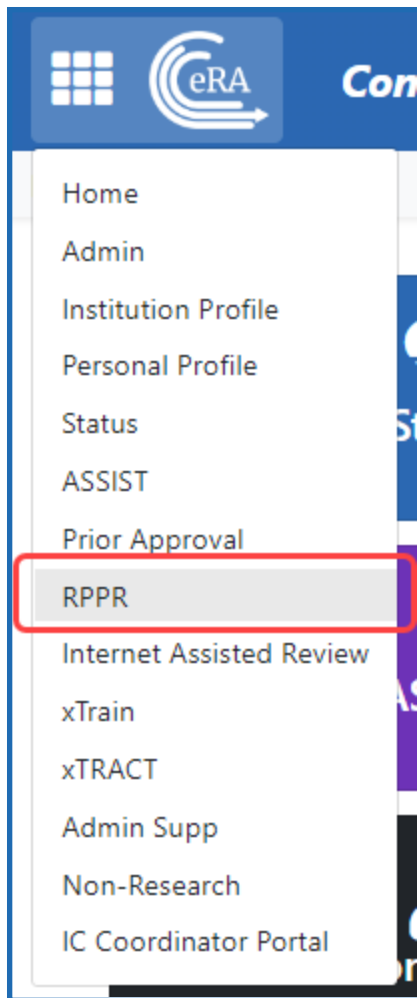
RPPR module features include:

- 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)

**Agency-Specific Instructions:** Department of Commerce (DOC). Delegations cannot be used for DOC awards.

### Accessing the RPPR Module

To access the RPPR module after logging into eRA Commons, select Status from the main menu.



*Figure 139: Select RPPR from the main menu, which is under the eRA logo in upper left.*

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

## Manage RPPR Screen

The *Manage RPPR* screen is the portal into all RPPR functionality. The screen appears when you select **RPPR** [from eRA Common navigation](#). If you are a PI, the screen shows

your Not Started or in-progress RPPRs. If you are an SO, search criteria lets you search for RPPRs from your organization.

For instructions on how to use the **Awarding Office/IC** button to limit searches to specific grantor organizations, see *Searching for Awards by Awarding Office/IC (Search Criteria)* on page 116.

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.

Also see [Accessing a Single-Project RPPR for Editing](#) or [Accessing a Multi-Project or Single-Project with Complicated Structure for Editing](#).

You can edit an RPPR only if you are the current reviewer. The PI who initiated the RPPR is automatically the current reviewer. When the RPPR is routed to someone else, that person becomes the current reviewer and can edit. See *Routing the RPPR* on page 381.

**Agency-Specific Instructions:** Department of Commerce. Awards do not appear on the *Manage RPPR* screen for DOC awardees. DOC awardees should initiate or access existing RPPRs from the Status module; see *Accessing a Work-in-Progress DOC RPPR* on page 526.

[Click here for sample image:](#)

## Manage RPPR ?

Search options appear for signing officials only.



<b>Award Number</b> Type Activity IC Serial# Year Suffix			<b>GS Number:</b> <input type="text"/>	<b>PD/PI Last Name:</b> <input type="text" value="ex: Smith"/>	
<b>Current Reviewer Last Name:</b> <input type="text" value="ex: Johnson"/>		<b>Status:</b> <input type="text" value="All"/>	<b>Awarding Office/IC</b> <input type="button" value="Change Selections"/> <input type="button" value="None"/>		
			<input type="button" value="Clear"/> <input type="button" value="Search"/>		

\* indicates GS Number.

### Applications/Awards i

Filter Table

1 Results



1 of 1



Award Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
5R01CA010101-15	Who, Doctor	Cancer Therapy	03/15/2023 ⚠	Reviewer Work in Progress	Noble, Donna

## RPPR Menu

The *RPPR Menu* screen provides access to various functions used to complete and process your RPPR. It appears when you click an award number on the Manage RPPR screen. The due date for the RPPR appears on the RPPR Menu screen.

[Click here for a sample image.](#)



RPPR Menu ?

RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b> Baum, Ann	<b>Status</b> Reviewer Work in Progress
<b>Institution</b> UNIVERSITY OF CA	<b>Project Title</b> Glioblastoma			

Edit RPPR  
Check for Errors  
View RPPR as PDF  
View Routing History  
Route to Next Reviewer  
Submit

Cancel

## 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.

Individual help topics exist for each of the features. Please refer to the specific help topics linked below.

## Initiating the RPPR

**Agency-Specific Instructions:** DEPARTMENT OF COMMERCE. For DOC awards, see these DOC-specific instructions for initiating an RPPR: *Initiating the Department of Commerce RPPR* on page 522

Only the program director/principal investigator (PD/PI) or their PD/PI delegate can initiate an RPPR and only a signing official (SO) can submit it. When there are multiple PIs (MPI), only the Contact PD/PI or the Contact PD/PI's delegate can initiate the RPPR.

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/Awards** heading or arrow on the *Status* screen.

**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

- From the *Status Result - List of Applications/Grants* screen, locate the award 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 progress report until the previous progress report(s) have been submitted.

Status Result - List of Applications/Awards ? 47							
P30AG010101		16	07/01/1997 - 06/30/2025 (Project Period)	DOW, HATFI (PD/PI)	Center on Aging (Title)	Pending	
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5P30AG010101-30		Center on Aging	DOW, HATFI (PI)		Pending	06/26/2023	<a href="#">RPPR</a> <a href="#">Human Subjects</a>

-OR-

1. Access RPPR by clicking **RPPR** in eRA Commons navigation (not applicable for DOC Awards).
  - a. [Navigate to the RPPR module](#) in eRA Commons.

The *Manage RPPR* screen displays, which shows grants that require RPPRs or have RPPRs in progress. The user can select a progress report in order to perform various actions.

**Signing officials** and authorized officials see search options on *Manage RPPR*, which let them search for specific awards (see ). Search results are listed below.

**Principal investigators** or their delegates see only the list of progress reports to which the logged in user has access.

- b. Select a specific award by clicking its link in the **Award Number** column on the *Manage RPPR* screen.

RPPR | Grant List

### Manage RPPR ?

\* indicates GS Number.

#### Applications/Awards ?

Filter Table 4 Results

Award Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
SR01CA100000-05	BROWN, JAN	Glioblastoma	12/15/2021 ⚠	PD/PI Work in Progress	BROWN, JAN

If an RPPR exists already, Commons displays the report for editing.

If the RPPR is not yet started, the *RPPR Menu* screen displays with an **Initiate** button.

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.

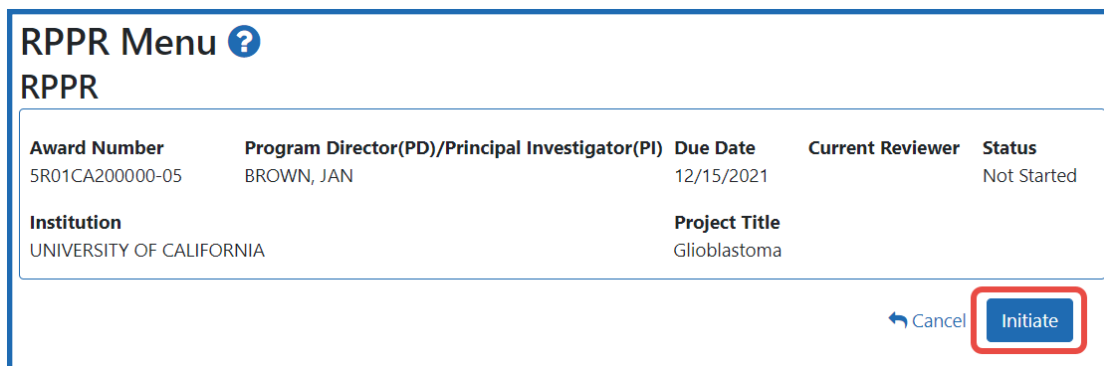
### **Status**

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* on page 316 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.



The screenshot shows the 'RPPR Menu' interface. At the top, it says 'RPPR Menu ?' and 'RPPR'. Below this is a table with project details:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021		Not Started

Below the table, there are two more fields:

Institution	Project Title
UNIVERSITY OF CALIFORNIA	Glioblastoma

At the bottom right, there are two buttons: 'Cancel' and 'Initiate'. The 'Initiate' button is highlighted with a red rectangle.

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](#).

## Accessing a Work-in-Progress RPPR

If an RPPR is due but not started or already initiated, you can access it via the RPPR module. See *Manage RPPR Screen* on page 314.

You can edit an RPPR only if you are the current reviewer. The PI who initiated the RPPR is automatically the current reviewer. When the RPPR is routed to someone else, that person becomes the current reviewer and can edit. See *Routing the RPPR* on page 381.



## Initiating the Department of Commerce RPPR

The Research Performance Progress Report (RPPR) module of eRA Commons is used by awardees of Department of Commerce (DOC) awards to submit research performance progress reports to DOC.

For DOC awards, the RPPR can be accessed ONLY via the RPPR action in the Status module. The *Manage RPPR* screen, which opens if you select RPPR from the Main Menu module navigation, does NOT list DOC awards. This is different from non-DOC awards, where RPPR-eligible awards are listed on the *Manage RPPR* screen.

### General Information on DOC RPPR

- For an overview of RPPR, see *Research Performance Progress Report (RPPR) Module* on page 313.
- RPPRs are due semi-annually for DOC awards. Also, awardees submit a Final RPPR as part of the closeout process. See *Closeout Status for DOC Awards* on page 645.
- All DOC awards requiring RPPRs are multi-year.
- RPPRs should be completed/submitted in order. For example, Semi-Annual RPPR 1 must be completed before Semi-Annual RPPR 2.
- After an RPPR has been submitted, you can modify it and resubmit it. This capability to resubmit RPPRs is available for DOC awards only. If you submit a modified RPPR, it replaces the prior submitted RPPR. Once the RPPR is accepted by the agency, you can no longer resubmit.
- For DOC awards, RPPR shows an additional form named J. Misc. Documents, which is simply used to upload up to 20 documents of your choice; see *J. Misc. Documents* on page 365.

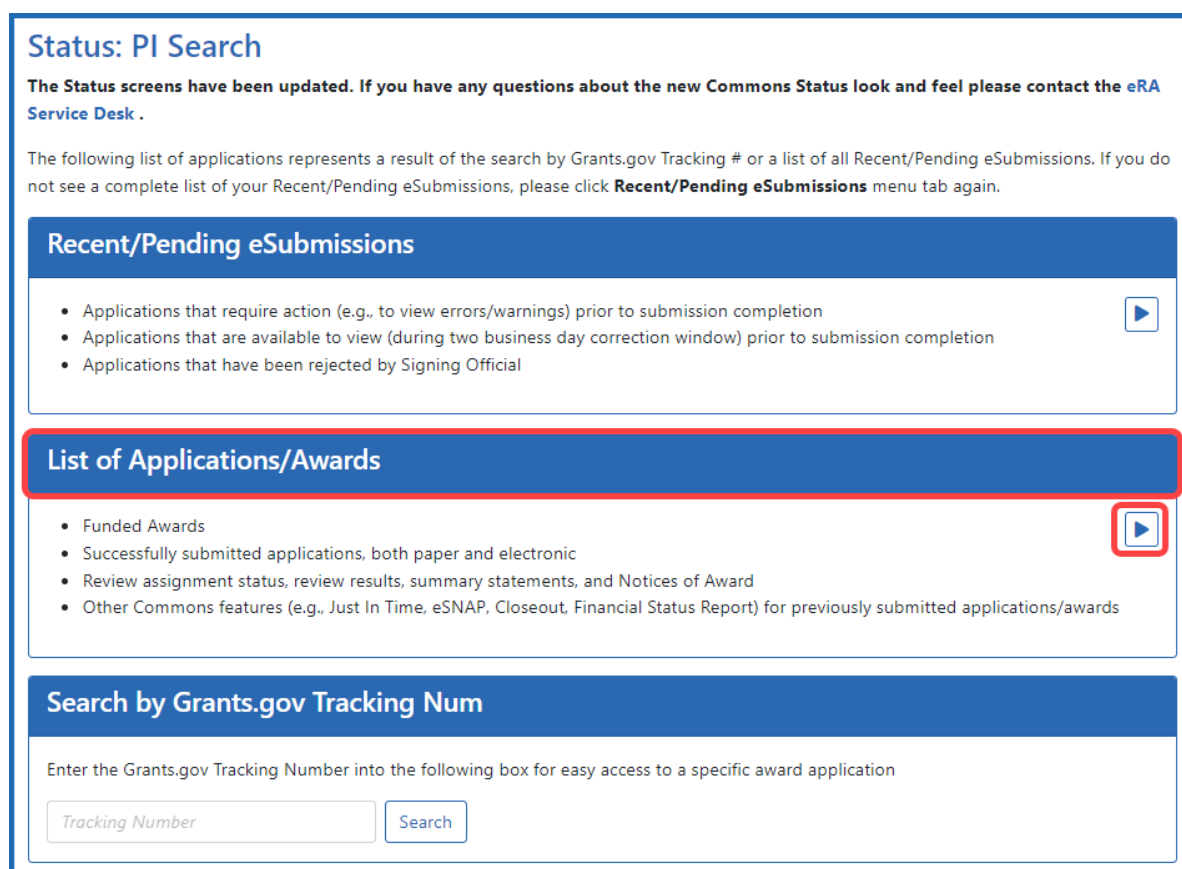
**Agency-Specific Instructions:** Department of Commerce. The NIH RPPR Instruction guide, titled the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)), is **not applicable** to DOC awards. Consult with your DOC grants management specialist for policy questions on RPPR for your DOC award.

## Initiating a Department of Commerce (DOC) RPPR

Only the principal investigator/program director (PD/PI) can initiate an RPPR and only a signing official (SO) can submit it. When there are multiple PIs (MPI), only the Contact PI can initiate the report. For DOC awards, no RPPR functionality can be delegated.

To initiate or access a DOC RPPR from the Status module:

1. [Navigate to the Status module](#) in eRA Commons.
2. Click the **List of Applications/Grants** link from the *Status* screen or from the menu options.



**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

3. From the *Status Result - List of Applications/Grants* screen, locate the award and click the **Semi-Annual RPPR x** link from the **Actions** drop-down menu in the **Available Actions** column for the specific grant (use *Flat View*).

For all awards, the link will display as **Semi-Annual RPPR <X>**, the <X>

representing the sequential number of the semi-annual RPPR. The RPPR link for the current reporting period becomes available on the first day of the due period and remains available until the RPPR is submitted. If, after submission, the RPPR is returned from the DOC agency to the awardee, the RPPR link becomes available again.

---

**NOTE:** If multiple RPPR links appear for an award (for example, **Semi-Annual RPPR 1, Semi-Annual RPPR 2, Semi-Annual RPPR 3**), you are prevented from initiating a progress report until the previous progress reports have been submitted.

---

If an RPPR exists already, Commons displays the report for editing.

If the RPPR is not yet started, the *RPPR Menu* screen displays with an **Initiate** button.

The *RPPR Menu* screen includes the following fields:

### **Award Number**

This is the complete number of the award.

### **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**

The due date of the progress report.

### **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.

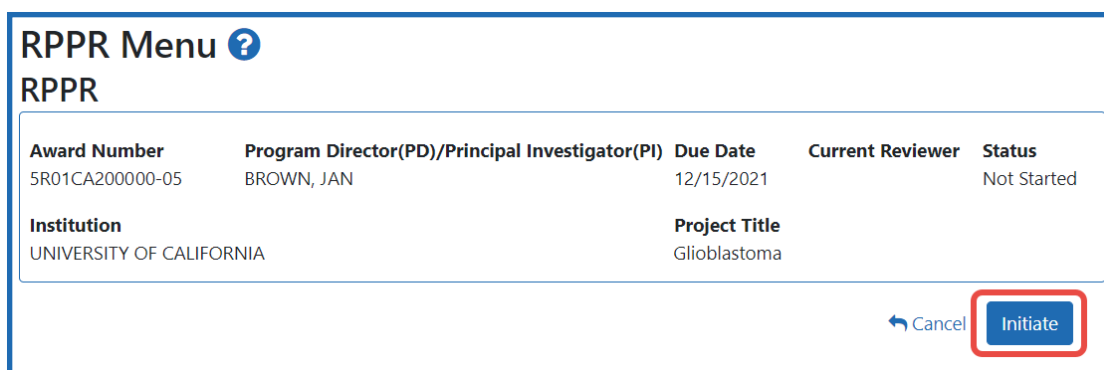
### **Status**

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* on page 316 for a list of all possible buttons and actions (under the three-dot ellipsis icon) available on the RPPR Menu screen.

4. Click the **Initiate** button to begin the RPPR.



**RPPR Menu ?**

**RPPR**

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA	<b>Project Title</b> Glioblastoma			

[Cancel](#) **Initiate**

Once initiated, Commons creates the RPPR in a *PD/PI Work in Progress* status and sets you as 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 steps for accessing a DOC RPPR are outlined below.

### Accessing a Work-in-Progress DOC RPPR

If an RPPR is already initiated, you can access it via the Status module. You can edit an RPPR only if you are the current reviewer. The PI who initiated the RPPR is automatically the current reviewer. When the RPPR is routed to someone else, that person becomes the current reviewer and can edit. See *Routing the RPPR* on page 381.

## Principal Investigator

A PI navigates to the Status module, expands the award that has the RPPR, and clicks the RPPR Semi-Annual x action.



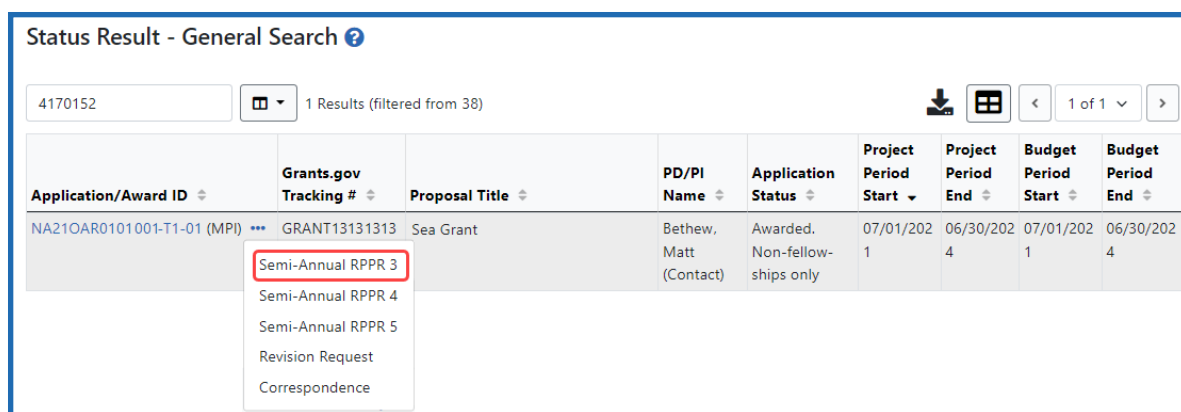
The screenshot shows a table of award information for a Principal Investigator. The table has columns for Application/Award ID, Grants.gov Tracking#, Proposal Title, PD/PI Name, eSubmission Status, Current Application Status, Status Date, and Available Actions. The first row shows an award with ID NA21OAR4010101, titled 'Sea Grant', by 'BETHEW, MATT (PI)'. The status is 'Awarded. Non-fellowships only' with a date of 10/19/2023. The 'Available Actions' column shows a dropdown menu with 'Semi-Annual RPPR 3' highlighted by a red box.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA21OAR4010101-T1-01		Sea Grant	BETHEW, MATT (PI)	Submission Complete	Awarded. Non-fellowships only	10/19/2023	Semi-Annual RPPR 3 Semi-Annual RPPR 5 Semi-Annual RPPR 4 Correspondence

Figure 140: Section of PI Status results, showing the Semi-Annual RPPR action

## Signing Official

An SO navigates to the Status module, does a search to find the award, clicks the three-dot ellipsis menu, and clicks the **RPPR Semi-Annual x** action.



The screenshot shows a search results page for 'Status Result - General Search'. A search box contains '4170152' and shows '1 Results (filtered from 38)'. The results table has columns for Application/Award ID, Grants.gov Tracking #, Proposal Title, PD/PI Name, Application Status, Project Period Start, Project Period End, Budget Period Start, and Budget Period End. The first row shows an award with ID NA21OAR0101001-T1-01 (MPI), titled 'Sea Grant', by 'Bethew, Matt (Contact)'. The status is 'Awarded. Non-fellowships only'. The 'Project Period End' column shows a dropdown menu with 'Semi-Annual RPPR 3' highlighted by a red box.

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA21OAR0101001-T1-01 (MPI)	GRANT13131313	Sea Grant	Bethew, Matt (Contact)	Awarded. Non-fellowships only	07/01/202	06/30/202	07/01/202	06/30/202

## Editing the RPPR Forms

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for com-

pleting Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

---

**NOTE:** PDF uploads for all RPPR 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. ....".

---

See screenshots of each form at the links below. Not all forms apply to all awards and specific questions on each form may be applicable or not depending on the award type and the awarding agency's policies.

*A. Cover Page* on page 337

*B. Accomplishments* on page 338

*C. Products* on page 340

*D. Participants* on page 346

*E. Impact* on page 348

*F. Changes* on page 348

*G. Special Reporting Req* on page 350

*H. Budget* on page 352

*I. Outcomes* on page 364

*J. Misc. Documents* on page 365

## **Editing the RPPR**

To edit the RPPR:

1. Update the information as necessary and click the **Save** button.

The **RPPR** 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.

The screenshot displays the eRA Commons RPPR form. At the top, there is a navigation bar with tabs for 'RPPR', 'Grant List', 'Rppr Menu', 'A Cover Page', 'B Accomplishments', 'C Products', 'D Participants', 'E Impact', 'F Changes', 'G Special Reporting Req', and 'H Budget'. The 'A Cover Page' tab is selected. Below the navigation bar, the form is titled 'A. Cover Page'. It contains two main sections: 'Award Information' and 'A.4 Recipient Organization Information'. The 'Award Information' section includes fields for 'Award Number' (5R01CA100000-05), 'E-mail' (eRATest@mail.nih.gov), and 'Phone' (8585555555). The 'A.4 Recipient Organization Information' section includes a field for 'Organization Name' (UNIVERSITY OF CALIFORNIA). At the bottom right of the form, there are 'Cancel' and 'Save' buttons. At the bottom of the page, there is a navigation bar with links for 'A Cover Page', 'B Accomplishments', 'C Products', 'D Participants', 'E Impact', 'F Changes', 'G Special Reporting Req', and 'H Budget'.

2. Sections can be completed in any order. To navigate and populate the other sections of the RPPR, select the links from the top or bottom of the page.
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](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* on page 381

## Using the Buttons, Tables, and other Web Page Items to Fill Out RPPR Forms

### + Add Button

To use an **Add** button, click it to see a popup, then enter or select data into the appropriate fields.

▼ E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?

For domestic awardees provide the dollar amount obligated to first-tier subawards to foreign entities for this reporting period. For foreign awardees provide the dollar amount of the award, excluding all first-tier subawards to U.S. entities, for this reporting period. Dollars provided should reflect total costs.

If more than one foreign country, identify the distribution between the foreign countries. ⓘ

☐ **Nothing to Report** (zero dollars)

Filter Table 1 Results < 1 of 1 >

Country ^	Amount (\$) ⇅
AUSTRALIA	500

... Edit Delete

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.



List the major goals below

The major goal of this project is to...

7961 characters remaining.

## Changing Saved Responses

While in work-in-progress (WIP) status, the RPPR is editable. 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.

## Using Table Tools

You might notice various icons above tables in RPPR. Several built-in table tools let you work with data in tables.

**TIP:** Table tools might include the ability to: filter results; show/hide columns; download to Excel or print; specify number of visible records; navigate through tables of data; select and unselect records in bulk; and sort. Table tools are described in *Standard Tools for Tables* on page 108. Not all table tools apply to every table.

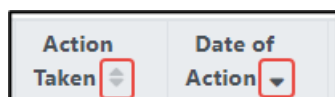
Filter Table	367 Results	Download	Table	<	1 of 15	>
Menu	Application/Award ID	Grants.gov Tracking #	Proposal Title		PD/PI Name	

## Filter

Filter Table	6 Results
--------------	-----------

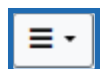
Entering filter text to see instant filtering of the list as you type, with the number of found results updated as you type. The text you type in filter is highlighted in the table.

## 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.

## Bulk Select/Deselect Tool



Use the bulk actions tool to select or deselect all items in a table, or to select all/deselect all of those items currently visible on the page, 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.

## 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.

## How Do I Fill Out the RPPR Forms?

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

Please refer to the following sections of the PDF RPPR Instruction Guide (linked above) 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"

**Agency-Specific Instructions:** Department of Commerce awards: The **Section J. Misc. Documents** RPPR form is for Department of Commerce only and does not appear for awards from other agencies. Section J is NOT documented in the *NIH and Other PHS Agency RPPR Instruction Guide*. See *J. Misc. Documents* on page 365 or the [Department of Commerce Grant Enterprise Management Solution site](#).

**NOTE:** PDF uploads for all RPPR 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. ....".

## RPPR Navigation

The RPPR is completed using eRA Commons. The report in Commons consists of separate screens for each of the sections listed below:

The screenshot displays the eRA Commons RPPR navigation interface. At the top, a green header bar contains the eRA Commons logo and the NIH National Institutes of Health Office of Extramural Research. Below this, a navigation bar lists sections A through H: A Cover Page, B Accomplishments, C Products, D Participants, E Impact, F Changes, G Special Reporting Req, and H Budget. Section A, 'Cover Page', is highlighted with a red box. The main content area shows the 'A. Cover Page' form, which includes a 'Remember to save all your changes before leaving the page.' message and an 'Overall' section. The 'Overall' section contains two panels: 'Award Information' and 'A.4 Recipient Organization Information'. The 'Award Information' panel shows the 'Award Number' as SP41RR030303-03. The 'A.4 Recipient Organization Information' panel shows the 'Organization Name' as UNIVERSITY OF DIEGO. A 'Phone' field is also visible. At the bottom right of the form are 'Cancel' and 'Save' buttons. A red box highlights the bottom navigation bar, which also lists sections A through H, with 'A Cover Page' selected.

### 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)**J. Misc. Documents** (available for Department of Commerce awards only)

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* on page 434

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

**A. Cover Page**

After accessing the RPPR, the 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. Much of this information is pre-populated from data in eRA systems, but certain fields are editable.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

## A. Cover Page ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

Award Information

**Award Number**  
NA21OAR0101010-T1-01

**Project Title**  
Sea Turtle

A.1 Program Director/Principal Investigator (PD/PI) Information

**Name**  
BETTHEW, MATHEL

**E-mail**  
eRAtest@mail.nih.gov

**Phone:**

**A.1.a**  
Is there a change of contact PD/PI on a multiple-PI award?  
☒ N/A   ☐ Yes   ☐ No

**A.1.b Not Applicable**

A.2 Signing Official Information

**Name**

**E-mail**

**Phone**

A.3 Administrative Official Information

**Name**

**E-mail**

**Phone**

A.4 Recipient Organization Information

**Organization Name**  
STATE UNIV

**Address**  
STATE UNIV  
202 Hall  
BATON LA 708030001

**UEI**  
ECECECECECEC

**EIN**  
72-6000848

**Recipient ID**

Project/Grant Period

Start Date	End Date
07/01/2021	06/30/2024

Reporting Period

Start Date	End Date
07/01/2022	12/31/2022

Requested Budget Period

Start Date	End Date
07/01/2021	06/30/2024
Report Frequency	Other Frequency
Semi-Annual	

Cancel Save

Figure 141: The A. Cover Page section of the RPPR

## B. Accomplishments

The RPPR section B. Accomplishments allows the agency to assess whether satisfactory progress has been made during the reporting period.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

## B. Accomplishments ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

### ▼ B.1 What are the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.

Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

⚙ "Goals" are equivalent to "specific aims." Significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2).

#### List the major goals below

This grant has the following specific aims:

Aim 1. Develop and integrate a new "Quad-camera" PGI system into the clinical proton RT system.

Aim 2. Develop novel data processing, 3D image reconstruction, and postprocessing methods for PGI imaging.

Aim 3. Evaluate the clinical impact of PGI verification for proton RT through in-patient studies.

7653 characters remaining

⚙ B.1.a Have the major goals changed since the initial competing award or previous report? ☐ Yes ☒ No

### ▼ B.2 What was accomplished under these goals?

For this reporting period describe:

1. major activities
2. specific objectives
3. significant results (including) major findings, developments, or conclusions (both positive and negative)
4. key outcomes or other achievements

Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

⚙ Goals are equivalent to specific aims. In the response, emphasize the significance of the findings of the scientific field. Include the approaches taken to ensure robust and unbiased results. For most NIH awards the response should not exceed 2 pages.

#### Upload accomplishments \*

📁 Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

### ▼ ⚙ B.3 Competitive Revisions/Administrative Supplements

For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required? ☐ Yes ☐ No

If yes, identify the Revision(s) by grant number (e.g., 3R01CA098765-01S1) or title and describe the specific aims for each Revision. If the Revision is associated with a specific component, identify the component.

### ▼ B.4 What opportunities for training and professional development has the project provided?

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, select "Nothing to Report."

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

⚙ For all projects reporting graduate student and/or postdoctoral participants in Section D, Participant, grantees are encouraged to describe the use of Individual Development Plans (IDPs) for those participants. Do not include the actual IDP; instead include information to document that IDPs are used to help manage the training for those individuals.

⚙ For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

☐ Nothing to Report

#### Upload Description, as applicable

📁 Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

### ▼ B.5 How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

⚙ Reporting the routine dissemination of information (e.g., websites, press releases) is not required. For awards not designed to disseminate information to the public or conduct similar outreach activities, a response is not required and the grantee should select "Nothing to Report". A detailed response is only required for awards or award components that are designed to disseminate information to the public or conduct similar outreach activities. Note that scientific publications and the sharing of research sources will be reported under Products.

☐ Nothing to Report

or enter response below

8000 characters remaining

### ▼ B.6 What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

⚙ Discuss efforts to ensure that the approach is scientifically rigorous and results are robust and unbiased. Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2).

⚙ Include any important modifications to the original plans. Provide a scientific justification for any changes involving research with human subjects or vertebrate animals. A detailed description of such changes must be provided under Changes.

Enter response below

Figure 142: The B. Accomplishments section of the RPPR

## Uploading Documentation

Section B.4 provides area where you can upload a document that describe opportunities for training and professional development supported by the project.

You drag and drop a PDF formatted file to the designated drop area or use the browse link to navigate to the document. You are permitted one PDF document no larger than 6MB.

Section B.4: What opportunities for training and professional development has the project provided?

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, select "Nothing to Report."

For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

For all awards, provide a PDF that includes: a paragraph for each trainee/scholar supported by the award describing activities and progress during the reporting period. Include the following information for each trainee/scholar, as applicable:

- Degrees working toward or held
- Mentor(s)
- Description of the trainee/scholar's research project and progress
- Coursework
- Conference presentations
- A description of the trainee/scholar's role in any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper). Note that full citations of all publications arising from work conducted while the trainee/scholar was supported by the award should not be reported here, as they will be collected in Section C.1.
- Fellowships or other support
- Workshops attended
- Career development activities

This description should be sufficient to allow evaluation of the appointees' progress towards the goals of the training grant.

Indicate whether the institution uses Individual Development Plans (IDPs) for graduate students and postdoctoral researchers, and if so, describe how they were used in this reporting period to help manage the training and career development of the trainees/scholars (do not include actual IDPs). **This information is not required for AHRQ grantees.**

For NIH TU2, T15, T32, T37, T90, U90, and TL1 awards, include program statistics for doctoral training in Table 8A.

☐ Nothing to Report

**Upload Description, as applicable**

Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

Provide updated information in table 8A, 8B, 8C and/or 8D, as applicable, reflecting new appointments and other changes over the reporting period. For applicable NIH awards, include program statistics for doctoral training in Table 8A.

Once the RPPR RTD has been finalized in xTRACT the appropriate training tables, which may be seen when you view your draft RPPR, will be added to the RPPR PDF.

Figure 143: Section B4 showing the upload area for describing opportunities for training and professional development

**NOTE:** The file is not uploaded until the RPPR form is saved.

## C. Products

The RPPR section C. Products allows agencies to assess and report both publications and other products to Congress, communities of interest, and the public.



Note that there are two versions of Form C Products, and the type of award determines which version you see. If you are viewing an NIH, AHRQ, or VA award, you will see the first version below. If you are viewing a Department of Commerce award, you will see the second version below. The first version connects to My NCBI and lists publications published there. The second version does not connect to My NCBI, but allows you to manually citations for publications that you wish to associate with this RPPR.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

### **C. Products Form for NIH, AHRQ, VA**

The form automatically lists publications from My NCBI that are associated with this project. Select the checkboxes of the publications in "All publications affiliated with this project in My NCBI" to affiliate with this project report.

Use the bulk tool  to bulk select or deselect publications.

**Agency-Specific Instructions:** The following form does not apply to Department of Commerce (DOC) awards. See the next section for the DOC Products form.

RPPR

Grant List

Rppr Menu

A. Cover Page

B. Accomplishments

C. Products

D. Participants

E. Impact

F. Changes

G. Special Reporting Req

H. Budget

## C. Products ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

C.1 Publications

Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication, monograph, or preprint) during the reporting period resulting directly from this award? ☒ Yes ☐ No

All publications associated with this project in My NCBI

NIH Manuscript Submission System Status: Available

**Note:** Citations marked with a gold lock icon are associated with funding via NIHMS and cannot be removed from this RPPR. If your award did not support this paper, contact the [NIHMS help desk](#). Additional information and instructions are also available at the FAQ found here: "[This award did not support this research.](#)"

If yes, select from the table below to affiliate publications with this progress report.  
If you need to login to My NCBI account please use this link: [My NCBI](#)

Filter Table

0 Results

< >

Associate with this RPPR		Public Access Compliance ^	Citation
<input checked="" type="checkbox"/>	Complete		Doe Jane S. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. . 2018 October;50:48-57. PubMed PMID: 299123456; PubMed Central PMCID: PMC1234567; DOI: 10.1016/j.cellsig.2018.06.012.
<input checked="" type="checkbox"/>	Complete		Roe John S. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Bat enim ad minim veniam, quis. 2018 October;50:48-57. PubMed PMID: 299123456; PubMed Central PMCID: PMC1234567; DOI: 10.1016/j.cellsig.2018.06.012.

Publications not associated with this project in My NCBI

Filter Table

0 Results

< >

Associate with this RPPR		Public Access Compliance ^	Citation
Complete			Smith Ann S. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Bat enim ad minim veniam, quis. 2018 October;50:48-57. PubMed PMID: 299123456; PubMed Central PMCID: PMC1234567; DOI: 10.1016/j.cellsig.2018.06.012.
Complete			Johnson Don S. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. . 2018 October;50:48-57. PubMed PMID: 299123456; PubMed Central PMCID: PMC1234567; DOI: 10.1016/j.cellsig.2018.06.012.

C.2 Not Applicable

C.3 Not Applicable

C.4 Inventions, patent applications, and/or licenses

Have inventions, patent applications and/or licenses resulted from the award during this reporting period? ☒ Yes ☐ No

If yes, has this information been previously provided to the PHS or to the official responsible for patent matters at the grantee organization? ☒ Yes ☐ No

Reporting of inventions through [iEdison](#) is strongly encouraged.


Research Performance Progress

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*Figure 144: Shows C.1 through C.4 of the C. Products section of the RPPR for most awards*

▼ C.5 Other products and resource sharing



**C.5.a Other Products**  
Identify any other significant products that were developed under the overall award. Report other products and resources resulting from an individual component under that component.  
 PD/PIs are required to report all products that arise from their NIH award in section C. If there are other products to report not covered in Sections C1 - C4, select the "+ New Product" button to describe the product and choose the appropriate product category(ies) from the Category list (select multiple categories by holding down the Ctrl or Shift buttons while selecting the categories). If there is more than one product to report, select "New product" again to include additional products. URL(s) for Internet site(s) can be used in the Other products text box. Limit the response to this reporting period.

☐ Nothing to Report


+ New Product

Filter Table

1 Results



< 1 of 1 >

Category ^	Other products ▾
Data or Databases 	Demographic DB

**C.5.b Resource Sharing**  
PD/PIs and recipient organizations are expected to make the results and accomplishments of their activities available to the research community and to the public at large. For additional information on NIH Sharing Policies and Related Guidance on NIH-Funded Research Resources see <https://sharing.nih.gov/>.  
If the initial research plan addressed, or the terms of award require, a formal plan for sharing model organisms, or other such project-specific resources, describe the progress in implementing that plan. For sharing model organisms, include information on the number of requests received and number of requests fulfilled during this reporting period. If the resources sharing plan is fully implemented, provide a final statement on resource sharing.

☐ Nothing to Report

**Progress implementing the resource sharing plan**  

8000 characters remaining

*Figure 145: Questions C.5.a, Other Products, and C.5.b, Resource Sharing of section C of the RPPR*

**C.5.c Data Management and Sharing**  
Describe activities related to the approved Data Management and Sharing Plan (DMSP). For each Data Type identified in the approved DMS Plan, provide the following information, as applicable:  
☒ Applicable ☐ Not Applicable + Add DMSP Information

Filter Table 5 Results Download Table 1 of 1

Data Type ^	Has data been generated to date? ^	Has the data been shared? ^	Status of Data Sharing ^	Repository ^	Unique Identifiers/Digital Object Identifier ^
array-derived genotype data ...	Y	Y	Shared	Data Hub	ABC1234
Demographic Data ...	Y	N	Data not yet published will share in future	Not Applicable	Not Applicable
Phenotypic and clinical data ...	N	N	Not yet expected to be shared	Not Applicable	Not Applicable

*\*If data has not been generated and/or shared as outlined in the approved Plan, describe why, and identify any corrective actions that have or will be taken to comply with the approved plan.*

**Description**

2000 characters remaining  
Are significant prospective changes to the Data Management and Sharing Plan being requested for the coming year (e.g., change in repository, change in timeline, or change in scientific direction)?  
☐ No Change  
 If yes, enter description of the change(s) and upload revised Data Management and Sharing Plan for approval.

**Enter description of change**

2000 characters remaining

**Upload revised Data Management and Sharing Plan**

Drop files here to upload, or [browse](#).  
 Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

DMS\_Plan.pdf Delete Upload

Figure 146: Question C.5.c, Data Management and Sharing, of section C of the RPPR. The DMS section appears only for those awards subject to the [Final NIH Policy for Data Management and Sharing \(DMS\) Policy](#).

## C. Products Form for Department of Commerce (DOC)

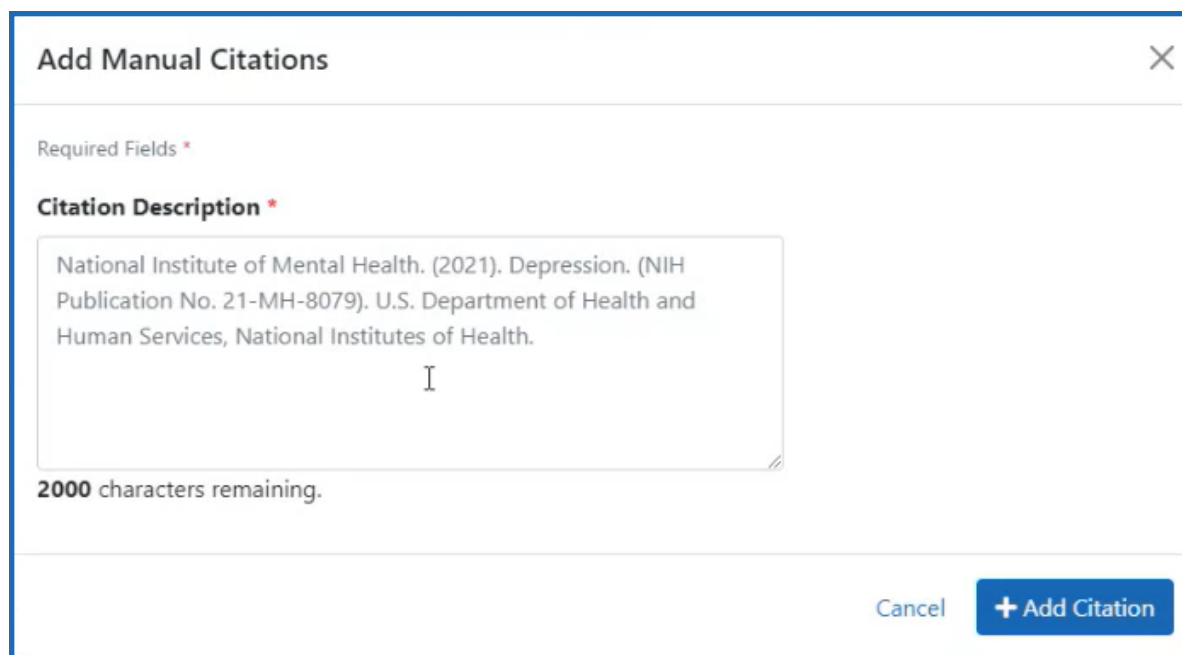
The DOC Products form does not connect to My NCBI. Manually enter citations of publications that should be affiliated with this RPPR, as described below.

**Agency-Specific Instructions:** The following form applies **ONLY** to Department of Commerce (DOC) awards. See the previous section for the Products form that applies to other agencies.

The screenshot shows the 'C. Products' section of the RPPR form. At the top, there is a navigation bar with tabs: RPPR, Grant List, Rppr Menu, PD/PI Assurance Report, A Cover Page, B Accomplishments, **C Products**, D Participants, E Impact, G Special Reporting Req, I Outcomes, and J. Misc. Documents. Below the navigation bar, the section is titled 'C. Products' with a help icon. A blue banner at the top of the section says 'Remember to save all your changes before leaving the page.' and an 'Expand/Collapse All' link is on the right. The first section is 'C.1 Publications', which includes a question: 'Are there publications or manuscripts accepted for publication in a Journal or other publication (e.g., book, one-time publication, monograph, or preprint) during the reporting period resulting directly from this award?' with 'Yes' selected. Below this is a sub-section 'Publications associated with this project - Manual Entry' with the instruction 'To report publications, add citation text manually.' and a red-bordered 'Add Citation' button. The second section is 'C.2 Website(s) or other Internet site(s)', which includes instructions and a 'Nothing to Report' checkbox. The third section is 'C.3 Technologies or techniques', which includes the instruction 'Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.'

Figure 147: The C. Products section of the RPPR for Department of Commerce Awards

Add citations manually by clicking the **Add Citation** button. The *Add Manual Citations* popup appears, where you fill out the **Citation Description** field and click the **Add Citation** button.



**Add Manual Citations** ✕

Required Fields \*

**Citation Description \***

National Institute of Mental Health. (2021). Depression. (NIH Publication No. 21-MH-8079). U.S. Department of Health and Human Services, National Institutes of Health.

2000 characters remaining.

Cancel + Add Citation

*Figure 148: The Add Manual Citations popup for Department of Commerce Awards*

## D. Participants

The RPPR Section D. lets the agency know who has worked on the project to gauge and report performance in promoting partnerships and collaborations.

Read all onscreen instructions before completing this form. Onscreen instructions for D.1 vary slightly between research, training, and complex awards. See the [RPPR Instruction Guide](#) for details.

## D. Participants ?

Remember to save all your changes before leaving the page.

Remember all files must be flattened PDF files for successful submission. This ensures that PDFs cannot be edited following submission.

[Instructions for flattening PDFs](#)

The following applies to all NIH Awards EXCEPT FELLOWSHIPS:

- For NIH awards, Commons IDs are now required for individuals with the Undergraduate, Graduate Student, and Postdoctoral roles. Commons IDs can be created by going to the eRA Commons Home Page and Creating an Account or by contacting the signing official of their organization.
- Individuals with these roles on a project are required to complete their Commons Personal Profile.
- Individuals with a Graduate Student role must enter at least one degree, and those with a Postdoctoral role must enter a doctoral degree. Degrees can be entered under the individual's Personal Profile found after they log into Commons.

[Expand/Collapse All](#)

### ▼ D.1 What individuals have worked on the project?

Provide or update the following information for:

- program director(s)/principal investigator(s) (PDs/PIs); and
- each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort).

Provide the name and identify the role the person played in the project. Round to the nearest one-tenth (i.e., one decimal place) of a person month that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student.

[Instructions](#)

- An individual's Commons user ID may be used to partially populate his or her information.
- A Commons ID is required for all individuals with a postdoctoral role and/or supported by a Reentry Supplement.
- Individuals with a postdoctoral-like role should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not committing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTRAIN.
- Required fields are marked with an \*.

[+ Add Participant](#)

Filter Table

1 Results

< 1 of 1 >

Name	Commons ID	S/K	Degree(s)	Role	Person Months			Foreign Affiliation		SS
					Calendar	Academic	Summer	Org	Foreign Country	
JONES, DAVID ...	JONES	Y	AB	PD/PI	0	0	0			Not Applicable

### ▼ D.2 Personnel Update

#### ▼ D.2.a Level of Effort

Will there be, in the next budget period, either

- a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or
- a reduction in the level of effort below the minimum amount of effort required by the Notice of Award?

☒ Yes ☐ No

Reductions are cumulative, i.e., the 25% threshold may be reached by two or more successive reductions that total 25% or more. Once agency approval has been given for a significant change in the level of effort, then all subsequent reductions are measured against the approved adjusted level. Selecting "yes" constitutes a prior approval request to the agency and the issuance of a subsequent year of funding constitutes agency approval of the request.

If yes, provide an explanation below

700 characters remaining

#### ▼ D.2.b New Senior/Key Personnel

Are there, or will there be, new senior/key personnel? ☒ Yes ☐ No

Senior/key personnel are those identified by the grantee institution as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not salaries are requested. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

If yes, upload biosketches and other support for all new senior/key personnel

Please upload supporting document:

(Maximum 1 file. Must be .pdf file, Maximum file size: 6 MB)

[Drop file\(s\) to attach, or browse.](#)

#### ▼ D.2.c Changes in Other Support

Has there been a change in the active other support of senior/key personnel since the last reporting period? ☒ Yes ☐ No

If yes, upload active other support for senior/key personnel whose support has changed and indicate what the change has been

Please upload supporting document:

(Maximum 1 file. Must be .pdf file, Maximum file size: 10 MB)

[Drop file\(s\) to attach, or browse.](#)

#### ▼ D.2.d New Other Significant Contributors

Are there, or will there be, new other significant contributors? ☒ Yes ☐ No

Other significant contributors are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project.

If yes, upload biosketches for all new other significant contributors.

Please upload supporting document:

(Maximum 1 file. Must be .pdf file, Maximum file size: 6 MB)

[Drop file\(s\) to attach, or browse.](#)

#### ▼ D.2.e Multi-PI (MPI) Leadership Plan

Will there be a change in the MPI Leadership Plan for the next budget period? ☐ N/A ☒ Yes ☐ No

Change in status of PD/PI requires prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.6).

If yes, upload a revised MPI Leadership Plan that includes a description of the change(s)

Please upload supporting document:

(Maximum 1 file. Must be .pdf file, Maximum file size: 6 MB)

[Drop file\(s\) to attach, or browse.](#)

Instructions vary between research, training, and complex awards. Check the RPPR Instruction Guide.

Figure 149: The D. Participants section of the RPPR. S/K in the list of participants stands for Senior/Key, meaning is the participant a senior or key personnel on the project. The instructions on this page vary between research, training, and complex awards. Check the [RPPR Instruction Guide](#) for details.

## E. Impact

The RPPR Section E Impact will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

The screenshot shows the 'E. Impact' section of the RPPR form. At the top, there is a header 'E. Impact' with a question mark icon. Below it is a blue bar with the text 'Remember to save all your changes before leaving the page.' and a link 'Expand/Collapse All'. The form is divided into several sections:
 

- E.1 Not Applicable**: A simple text box.
- E.2 What is the impact on physical, institutional, or information resources that form infrastructure?**: This section includes instructions to describe the impact on physical, institutional, and information resources. It lists examples: physical resources (facilities, laboratories, instruments), institutional resources (establishment or sustenance of societies or organizations), and information resources (electronic means for accessing resources or scientific communication). It also includes a checkbox for 'Nothing to Report' and a text box for describing the impact. A character count '8000 characters remaining' is shown.
- E.3 Not Applicable**: Another simple text box.
- E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?**: This section provides instructions for domestic and foreign awardees to report the dollar amount obligated to first-tier subawards to foreign entities. It includes a checkbox for 'Nothing to Report (zero dollars)' and a '+ Add Amount' button.

 At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 150: The E. Impact section of the RPPR

## F. Changes

The RPPR Section F addresses Changes. Recipients are reminded that significant changes in objectives and scope require prior approval of the agency. This form is not required for Final or Interim RPPRs.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.



## F. Changes ?

Remember to save all your changes before leaving the page.
 Expand/Collapse All

F.1 Not Applicable

F.2 Actual or anticipated challenges or delays and actions or plans to resolve them

Describe challenges or delays encountered during the reporting period and actions or plans to resolve them.

Describe only significant challenges that may impede the research (e.g., accrual of patients, hiring of personnel, need for resources or research tools) and emphasize their resolution.

☐ Nothing to Report

or describe challenges or delays and plans to resolve them below

8000 characters remaining

F.3 Significant changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents

Describe significant deviations, unexpected outcomes, or changes in approved protocols for human subjects, vertebrate animals, biohazards, and/or select agents during this reporting period.

Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.). If there are changes in any of the following areas check the appropriate box and provide a description of the changes.

F.3.a Human Subjects

If human subject protocols are or will be different from the previous submission, include a description and explanation of how the protocols differ and provide a new or revised Protection of Human Subjects Section as described in the competing application instructions.

☐ Nothing to Report

or upload description of change

(Maximum 1 file. Must be .pdf file. Maximum file size: 6 MB)

Drop file(s) to attach, or browse.

F.3.b Vertebrate Animals

If there are or will be significant changes to the uses of vertebrate animals from the previous submission, provide a description of the changes. Examples of changes considered to be significant include, but are not limited to, changing animal species, changing from noninvasive to invasive procedures, new project/performance site(s) where animals will be used, etc. If studies involving live vertebrate animals are planned and were not part of the originally proposed research design, provide a new or revised Vertebrate Animal Section as described in the competing application instructions.

☐ Nothing to Report

or upload description of change

(Maximum 1 file. Must be .pdf file. Maximum file size: 6 MB)

Drop file(s) to attach, or browse.

F.3.c Biohazards

If the use of biohazards is or will be different from the previous submission, provide a description and explanation of the difference(s).

☐ Nothing to Report

or upload description of change

(Maximum 1 file. Must be .pdf file. Maximum file size: 6 MB)

Drop file(s) to attach, or browse.

F.3.d Select Agents

If the possession, use, or transfer of Select Agents is or will be different from that proposed in the previous submission, including any change in the select agent research location and/or the required level of biocontainment, provide a description and explanation of the differences. If the use of Select Agents was proposed in the previous submission but has not been approved by regulatory authorities, provide an explanation. If studies involving Select Agents are planned and were not part of the originally proposed research design, provide a description of the proposed use, possession, transfer, and research location as described in the competing application instructions. [U.S. Select Agent Registry information](#)

☐ Nothing to Report

or upload description of change

(Maximum 1 file. Must be .pdf file. Maximum file size: 6 MB)

Drop file(s) to attach, or browse.

Cancel
Save

Figure 151: The F. Changes section of the RPPR

## G. Special Reporting Req

The RPPR Section G Special Reporting Requirements address agency-specific award terms and conditions, as well as any award specific reporting requirements.

Note that the question regarding the SBIR/STTR Foreign Disclosure Form in G.1 appears only for SBIR/STTR awards and only after the award has undergone due diligence during the award process.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

**Agency-Specific Instructions:** Department of Commerce (DOC). Sections G.2, G.3, and G.13 are not applicable for DOC awards.

## G. Special Reporting Requirements ?

[Expand/Collapse All](#)

### ✓ G.1 Special Notice of Award Terms and Notice of Funding Opportunity Reporting Requirements

Address any special reporting requirements specified in the award terms and conditions in the **Notice of Award (NoA)** or Notices of Funding Opportunities (NOFOs).



☐ **Nothing to Report**

**Please upload supporting document:**

Drop files here to upload, or [browse](#).

**Max File Count: 100 Accepted File Types: PDF Max File Size: 6MB**

SBIR-STTR Disclosures of Foreign Affiliations- Final 6-13-2023 (1).pdf

**Have there been any changes that require the submission of an updated [SBIR/STTR Foreign Disclosure Form](#)?**

**Note: Updated SBIR/STTR Foreign Disclosure Forms must be submitted via the [Foreign Disclosure Request for Additional Materials \(RAM\)](#) feature in eRA Commons.**

☐ Yes ☐ No

G.2 Not Applicable

G.3 Not Applicable

### ✓ G.4 Human Subjects

Please click on the Human Subjects link below to update the Human Subjects and Clinical Trials Information Form(s) for this project, including the inclusion enrollment report(s). Be sure to submit updates before submitting the RPPR [Click here](#) for complete instructions about this requirement.

[Human Subjects](#)

### ✓ G.5 Human Subjects Education Requirement

**Are there personnel on this project who are or will be newly involved in the design or conduct of human subjects research?**

☐ Yes ☐ No

### ✓ G.6 Human Embryonic Stem Cells (hESCs)

**Does this project involve human embryonic stem cells?** ☐ Yes ☐ No

### ✓ G.7 Vertebrate Animals

**Does the project involve vertebrate animals?** ☐ Yes ☒ No

### ✓ G.8 Project/Performance Sites

[+ Add Project/Performance Sites](#)

**If there are changes to the project/performance site(s) displayed below, edit as appropriate.**

[Filter Table](#)

5 Results



Figure 152: The G. Special Reporting Requirements section of the RPPR

## H. Budget

This form lets you add a budget to the RPPR. The Budget form is not required for Final or Interim RPPRs.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

**H. Budget** ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

**H1. Budget Form**

To complete the detailed budget for this award, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 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).

Filter Table 1 Results

Budget Type ^	Funds Requested(\$) ^
SF 424 Research and Related Budget ***	\$0.00

**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.

Please select a budget type ^ **+ Add Subaward Budget**

Maximum of 30 Subawards

Filter Table 1 Results

Budget Type ^	Subaward ^	Organization ^	Funds Requested(\$) ^
SF 424 Research and Related Subaward Budget ***	1		\$0.00

Cancel Save

Figure 153: The H. Budget section of the RPPR

### 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**.

---

## 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.

[Expand/Collapse All](#)

### ▼ 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:

Filter Table 1 Results   < 1 of 1 >

Budget Type ^	Funds Requested(\$)
SF 424 Research and Related Budget	\$1.00

### ▼ 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 8.6 PHS 398 Training Subaward Budget Attachment(s) Form.

Select a budget to add from the dropdown list:

Maximum of 30 Subawards

Filter Table 1 Results   < 1 of 1 >

Budget Type ^	Subaward	Organization
SF 424 Research and Related Subaward Budget	1	

[Cancel](#)

*Figure 154: The H. Budget section of the RPPR with the Select a budget type dropdown and Add Subaward Budget button outlined in red*

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

Funds Requested

**1. Materials and Supplies (\$)**

\$

0.00

**2. Publication Costs**

\$

0.00

**3. Consultant Services**

\$

0.00

**4. ADP/Computer Services**

\$

0.00

**5. Subawards/Consortium/ Contractual Costs**

\$

0.00

**6. Equipment or Facility Rental/User Fees**

\$

0.00

**7. Alterations and Renovations**

\$

0.00

**8. Other Cost**

Enter Other Direct Cost Description

\$

Enter Funds Requested (numeric only)

**9. Other Cost**

Enter Other Direct Cost Description

\$

Enter Funds Requested (numeric only)

**10. Other Cost**

Enter Other Direct Cost Description

\$

Enter Funds Requested (numeric only)

**Total Other Direct Costs**



Figure 155: The F. Other Direct Costs popup with the Subawards/Consortium/Contractual Costs field outlined in red

## 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.

The screenshot shows a form titled "SF424 Research & Related Budget" with a question mark icon. Below the title is "Component ID: Training-5193" and a link "Expand/Collapse All". The form contains several fields: "OMB Number: 0925-0001" with a note "\*Required field(s)"; "Unique Entity Identifier \*" with a value "ABCDEF123456" and a search icon; "Organization Name \*" with a value "UNIVERSITY OF FORNIA" and a search icon; "Budget Period:" with a value "1"; "Start Date" with a value "12/01/2021"; "End Date" with a value "11/30/2022"; and "Budget Type" with a value "Project".

Figure 156: The SF424 Research & Related Budget UEI and Organization Name fields

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.

## 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.

## SF424 Research & Related Budget ?

Component ID: Core-002 [Expand/Collapse All](#)

OMB Number: 0925-0001 \*Required field(s)



<b>Unique Entity Identifier (UEI) * ?</b>	<b>Budget Period:</b>
<input type="text" value="ABCDEF123456"/> 	1
<b>Organization Name * ?</b>	<b>Start Date</b>
<input type="text" value="UNIVERSITY OF FORNIA"/> 	01/01/2023
<b>Budget Type</b>	<b>End Date</b>
Project	12/31/2023

Figure 157: The SF424 Research & Related Budget UEI and Organization Name fields while editable

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.

Unique Entity Identifier (UEI)	Organization Name	Address
JY2VAV 222222	VARD SCHOOL	BOSTON, MA
NNNNN555555	VARD, INC.	HPHC OFFICE 401 Park Drive, Suite 401 East

Figure 158: The Search Organization popup available from the SF424 Research & Related Budget form, where you can search for UEI and Organization Name

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.

## **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.

**Agency-Specific Instructions:** Department of Commerce (DOC). The How to Apply - Application Guide does not apply to DOC awards; however the SF 424 Research and Related Budget form is required for DOC awards.

Sample SF424 Research & Related Budget form:

## SF424 Research &amp; Related Budget ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

OMB Number: 0925-0001

\* Required field(s)

Unique Entity Identifier (UEI) \* ?

ECQECCQECCQE

Budget Period:

1

Organization Name \* ?

SIANA STATE UNIV

Start Date

07/01/2021

Budget Type

Project

End Date

06/30/2024

▼ A. Senior/Key Person

+ Add Senior/Key Person

▼ B. Other Personnel

Number of Personnel *	Project Role *	Person Months			Requested Salary *	Fringe Benefits *	Funds Requested
		Calendar	Academic	Summer			
<input type="text"/>	Post Doctoral Associates	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	Graduate Students	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	Undergraduate Students	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	Secretarial/Clerical	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>	<input type="text" value="0.00"/>
0 : Total Number Other Personnel					Total Other Personnel:		\$0.00
					Total Salary, Wages and Fringe Benefits (A+B):		\$0.00

▼ C. Equipment Description

+ Add Equipment Item

## 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.

**Agency-Specific Instructions:** Department of Commerce (DOC). The How to Apply - Application Guide does not apply to DOC awards; however the SF 424 Research and Related Subaward Budget form may be required for DOC awards.

Sample SF424 Research & Related Subaward Budget form:

## SF424 Research &amp; Related Subaward Budget ?

[Expand/Collapse All](#)

OMB Number: 0925-0001

\*Required field(s)

Organizational DUNS \* ?

030303030



Budget Period:

1

Organization Name \* ?

COUNTY OF DUKES



Start Date

07/01/2022

Budget Type

Subaward/Consortium

End Date

06/30/2023

## ▼ A. Senior/Key Person

[+ Add Senior/Key Person](#)

## ▼ B. Other Personnel

		Person Months						
* Number of Personnel	* Project Role	Calendar (Number between 0.0 and 12.0)	Academic (Number between 0.0 and 9.0)	Summer (Number between 0.0 and 3.0)	* Requested Salary	* Fringe Benefits	Funds Requested	
<input type="text"/>	Post Doctoral Associates	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	0.00	
<input type="text"/>	Graduate Students	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	0.00	
<input type="text"/>	Undergraduate Students	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	0.00	
<input type="text"/>	Secretarial/Clerical	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	0.00	
<input type="text"/>	<input type="text"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	<div><div>\$</div><div><input type="text" value="0.00"/></div></div>	0.00	
0	Total Number Other Personnel				Total Other Personnel			
					Total Salary, Wages and Fringe Benefits (A+B)			

## ▼ C. Equipment Description

[+ Add Equipment Item](#)

## ▼ D. Travel

Enter Funds Requested

## 1. Domestic Travel Costs

(Incl. Canada, Mexico, and U.S. Possessions)

\$

2.00

## 2. Foreign Travel Costs

\$

0.00

## 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.

**Agency-Specific Instructions:** Department of Commerce (DOC). This form is not applicable to DOC awards.

## 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.

**Agency-Specific Instructions:** Department of Commerce (DOC). This form is not applicable to DOC awards.

## I. Outcomes

This form is used to provide information regarding the cumulative outcomes or findings of the project. This form is applicable only to Final RPPRs.

See the [RPPR Instruction Guide](#) for details of how to fill this form out.

**Agency-Specific Instructions:** Department of Commerce (DOC). This form is not applicable to DOC awards.



The screenshot shows the 'I. Outcomes' section of the RPPR form. At the top is a navigation bar with tabs: RPPR, Grant List, Rppr Menu, A Cover Page, B Accomplishments, C Products, D Participants, E Impact, G Special Reporting Req, and I Outcomes (which is highlighted). Below the navigation bar is the section header 'I. Outcomes' with a question mark icon. A 'Tips & Notes' box contains instructions for NIH Section I. Outcomes, stating they will be publicly available and should not exceed half a page. It lists three requirements: clear language, suitability for dissemination, and no proprietary information. It also provides a link to sample project outcomes and an alert to save changes. Below the tips box is a section titled 'I.1 What were the outcomes of the award?' with a text area for 'Outcomes of Award' and a character count of 8000 remaining. At the bottom right of the text area are 'Cancel' and 'Save' buttons. A footer bar at the bottom of the form contains links to all sections: A Cover Page, B Accomplishments, C Products, D Participants, E Impact, G Special Reporting Req, and I Outcomes.

RPPR | Grant List | Rppr Menu | A Cover Page | B Accomplishments | C Products | D Participants | E Impact | G Special Reporting Req | **I Outcomes**

## I. Outcomes ?

**Tips & Notes:**

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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**Alert:** Please save all changes before leaving the page.

Expand/Collapse All

▼ I.1 What were the outcomes of the award?

Outcomes of Award

8000 characters remaining.

Cancel Save

A Cover Page | B Accomplishments | C Products | D Participants | E Impact | G Special Reporting Req | I Outcomes

Figure 159: The I. Outcomes section of the RPPR

## J. Misc. Documents

This form lets you upload up to 25 files with sizes of up to 6MB each to be submitted with your RPPR.

**Agency-Specific Instructions:** This form appears for Department of Commerce (DOC) awards only.

The screenshot shows the 'J. Misc. Documents' section of the RPPR interface. At the top, a navigation bar includes links for RPPR, Grant List, Rppr Menu, PD/PI Assurance Report, A Cover Page, B Accomplishments, C Products (highlighted), D Participants, E Impact, G Special Reporting Req, I Outcomes, and J. Misc. Documents. Below the navigation bar, the section title 'J. Misc. Documents' is displayed with a help icon. A link 'Expand/Collapse All' is visible. A dropdown menu 'J.1 Other Documents' is open. The main content area contains a message: 'Please upload any additional attachments needed for your award that do not have a specific upload field in another section of the RPPR.' Below this is the 'Upload / Attachments' section, which states '(Maximum 25 files. Must be .pdf file. Maximum file size: 6 MB)'. A large dashed box contains a file upload area with the text 'Drop file(s) to attach, or browse.' and a file icon. A file named 'Childcare\_Co...' (30.7 KB) is shown with a 'Click to view file' link, a 'Remove file' link, and a 'Download File' link. At the bottom right, there are 'Cancel' and 'Save' buttons.

Figure 160: The J. Misc. Documents section of the RPPR, available for Department of Commerce awards only

## Accessing the RPPR for Editing

Once an RPPR is initiated, its status becomes *PD/PI Work in Progress* and it becomes available for editing for the PI who initiated it. The PD/PI or delegate uses the **Edit** option for viewing and completing the report. If the RPPR is routed by the PI to another user (such as an SO or AO), then that user becomes the current reviewer and can edit the RPPR.

**Agency-Specific Instructions:** Department of Commerce (DOC). For DOC award RPPRs, see this topic for information on accessing an RPPR: *Accessing a Work-in-Progress DOC RPPR* on page 526.

**NOTE:** For RPPRs with multiple PD/PIs (MPI awards), only the Contact PD/PI has access to **Edit** 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.

- Navigate to the **Status** module in eRA Commons.
- Click the **List of Applications/Grants** link from the *Status* screen or from the menu options.

**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

- 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.

**Status Result - List of Applications/Awards ? 47**

▼ P30AG010101 16 07/01/1997 - 06/30/2025 (Project Period) DOW, HATFI (PD/PI) Center on Aging (Title) Pending

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5P30AG010101-30		Center on Aging	DOW, HATFI (PI)		Pending	06/26/2023	<a href="#">RPPR</a> <a href="#">Human Subjects</a>

**Status Result - General Search ?**

Filter Table 1,000 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1R03CA010101-01	GRANT05050505	Sonic Hedgehog	Zacil, Edin	Pending Council Review	04/01/2023	03/31/2025	04/01/2023	03/31/2024
	RPPR Year 2							

-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.

RPPR | Grant List

**Manage RPPR ?**

\* Indicates GS Number.

**Applications/Awards ?**

Filter Table 4 Results

Award Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
5R01CA100000-05	BROWN, JAN	Glioblastoma	12/15/2021	PD/PI Work in Progress	BROWN, JAN

The appropriate *RPPR Menu* screen – either for single-project or multi-project RPPRs – displays with editing options.

## 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.

**Agency-Specific Instructions:** Department of Commerce (DOC). This topic does not apply to DOC award RPPRs.

### 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

### 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](#).

**PI View**

### Status Result - List of Applications/Awards ? 47

▼ P30AG010101 16 07/01/1997 - 06/30/2025 (Project Period) DOW, HATFI (PD/PI) Center on Aging (Title) Pending

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5P30AG010101-30		Center on Aging	DOW, HATFI (PI)		Pending	06/26/2023	<a href="#">RPPR</a> <a href="#">Human Subjects</a>

**SO View**

### Status Result - General Search ?

Filter Table 244 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1P01AI010101-01	GRANT17171717	HIV	Smill, Daviche	Awarded. Non-fellowships only	04/01/2022	03/31/2027	04/01/2022	03/31/2023
1R01AG070707-01 (MPI)			Risactan, Robon	Awarded. Non-fellowships only	09/30/2021	08/31/2024	09/30/2021	08/31/2024

For the first row (1P01AI010101-01), the available actions are:

- RPPR
- Human Subjects
- View Prior eSubmissions

- 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.

Home > Search for Applications > Application Information

Hide Navigation Show Help

## Application Information

Summary HSCCT Post Submission

### Application Information

Grant Number:	R01HG123456
Application Identifier:	99999 (Post Award Action)
Application Project Title:	Design and analysis of human gene mapping studies
PD/PI Name:	Humperdink, Budge
Organization:	UNIVERSAL UNIVERSITY
Project Period:	04/01/2018 - 03/31/2023
Status:	Work in Progress Submit
Status Date:	2018-05-21 12:23:24.000 PM EDT

- 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.

Actions ?

RETURN TO SUMMARY

VALIDATE

VIEW STATUS HISTORY

Home > Search for Applications > Application Information

Hide Navigation

Show Help

Application Information ?

Summary

HSCT Post Submission

Clinical Trial Post Submission

Clinical Trial Post Submission v1.0 ?

Edit

Study Record(s)

Showing 1 - 1 of total 1

Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
123123	Research Consortium of HPV-related Cervical Cancer	Yes	WorkInProgress	03/29/2018	View



- Inclusion data is found at the end of [Section 2](#).

**SECTION 2 - STUDY POPULATION CHARACTERISTICS**

2.1. Conditions or Focus of Study Action

Nothing found to display

Add New Condition

---

2.2. Eligibility Criteria

Study participants will be...

Characters Remaining: 14779

2.3. Age Limits

Minimum Age   Maximum Age

2.3.a. Inclusion of Individuals Across the Lifespan Add Attachment Delete Attachment View Attachment

2.4. Inclusion of Women and Minorities  Replace Attachment Delete Attachment View Attachment

2.5. Recruitment and Retention Plan  Replace Attachment Delete Attachment View Attachment

2.6. Recruitment Status

2.7. Study Timeline  Replace Attachment Delete Attachment View Attachment

2.8. Enrollment of First Participant (SEE SECTION 6.3)

2.9. Inclusion Enrollment Reports(s)

Add New Inclusion Enrollment Report

Entry #	Enrollment Location Type	Enrollment Location	Action
266090	Foreign	Participants will be drawn from a sample of residents	<span>Edit</span> <span>View</span>

- 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)**


Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	42	31	0	7	6	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	676	510	0	15	20	0	0	0	0	1221
White	3526	2663	0	300	214	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>

**Need Help ?**

Participant level data file (CSV):



**Download Participant Level Data Template**



**Upload Participant Level Data Attachment**

**Download Current Participant Level Data**

**Remove Current Participant Level Data**

**Save and Keep Lock**

**Save and Release Lock**

**Save and Add**

**Cancel and Release Lock**

**Remove Report**

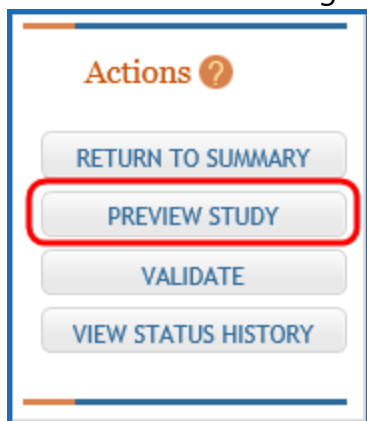
## NOTES:

- 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 characteristics 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.

Planned					
	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	42	31	7	6	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	676	510	15	10	1211
White	3526	2663	300	214	0
More than One Race	0	0	0	0	0
Total	0	0	0	230	230

- 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.

## 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.

The screenshot shows the 'RPPR Menu' screen. At the top, there are tabs for 'RPPR' and 'Grant List'. Below the tabs is the title 'RPPR Menu' with a help icon. Underneath is the heading 'RPPR'. A table displays application information:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	BROWN, JAN	PD/PI Work in Progress

Below the table, there is a section for 'Institution' (UNIVERSITY OF CA) and 'Project Title' (Glioblastoma). A dropdown menu is open, showing the following options:

- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Submit

A 'Cancel' button is located at the bottom right of the dropdown menu.

Click the three-dot ellipsis icon and select **Edit RPPR** to open the RPPR for editing.

Refer to *Editing the RPPR Forms* on page 329 for more information on editing the forms.

## **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.

**Agency-Specific Instructions:** Department of Commerce (DOC). This topic does not apply to DOC award RPPRs.

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:

**RPPR Menu** ?

**Overall RPPR**

**Award Number** 5P30AG010000-28 ...

**Program Director(PD)/Principal Investigator(PI)** Dow, Hatfield

**Due Date** 05/01/2022

**Current Reviewer** Dow, Hatfield

**Status** PD/PI Work in Progress

**Institution** UNIVERSITY OF CALIFORNIA

**Project Title** Center on Aging

**Has Components**

Filter Table

☒ Edit RPPR  
☐ Check for Errors  
☐ View RPPR as PDF  
☐ View Routing History  
☐ Route to Next Reviewer

- New Component
- Existing App. Component

ID	Date	Type	Title
Admin Core-5207	02/02/2022	Admin Core	Core G
Core-5201		Core	Core A. Administrative and Research Support
Core-5202		Core	Core B. Program Development (Pilot)
Core-5203		Core	Core C. External Innovative Network Core
Core-5204	02/02/2022	Core	Core D. External Research Resources Support and Dissemination

Cancel

## 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

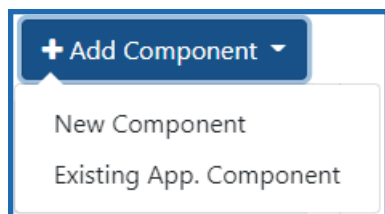
If the award has individual components (e.g., a multi-project award), *each* component must be reported in the RPPR. To add components if none are displayed, select the **Yes** radio button next to the question **Has components?**

**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

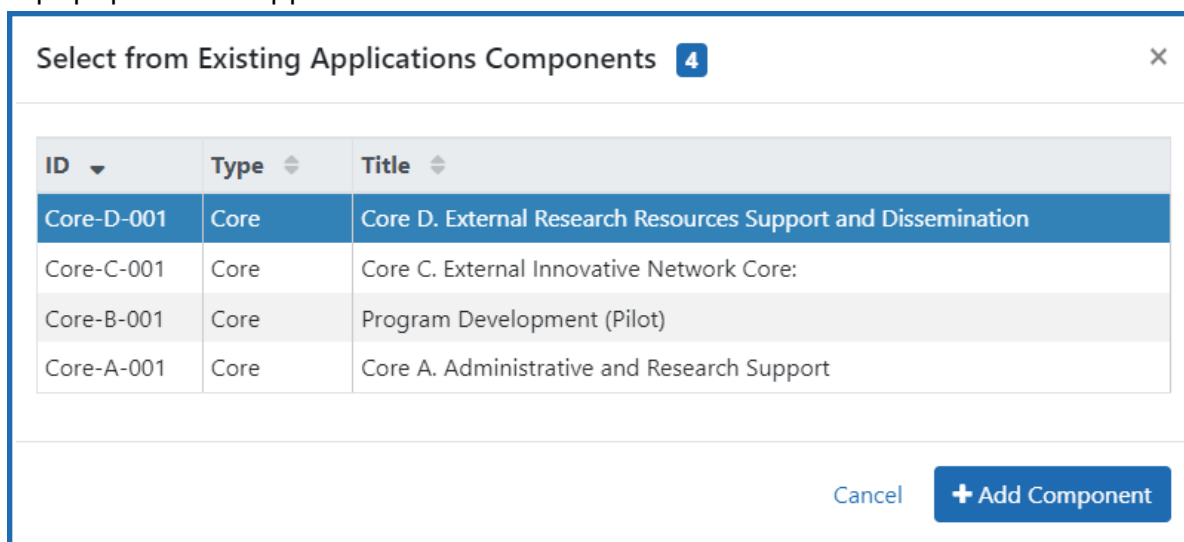
of components is pulled from the beginning of the segment award of the last completing application that was awarded, plus whatever was entered manually prior.

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.

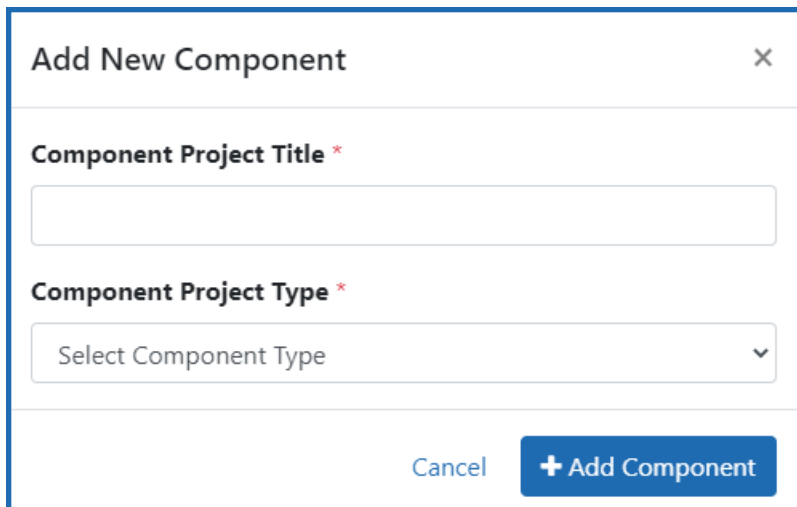


2. Select the component you want to add and click the **Add Component** button.

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* on page 329 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.

## Routing the RPPR

**NOTE:** If you are looking for help routing PRAM, see [Routing PRAM](#). A person who is *delegated* a role of ASST 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**.

The screenshot shows the 'RPPR Menu' screen. At the top, it says 'RPPR Menu' with a help icon. Below that is the title 'RPPR'. The main content area is a table with the following data:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
SR01CA200000-05	BROWN, JAN	12/15/2021	BROWN, JAN	Reviewer Work in Progress

Below the table, there is a section for 'Institution' (UNIVERSITY OF CA) and 'Project Title' (Glioblastoma). A dropdown menu is open from the three-dot ellipsis icon next to the Award Number, showing the following options: Edit RPPR, Check for Errors, View RPPR as PDF, View Routing History, Route to Next Reviewer (highlighted with a red circle), and Submit. A 'Cancel' button is located at the bottom right of the menu.

**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.

Route RPPR to Next Reviewer ? X

**Next Reviewer:**

BAUM, ANN [SO] ▼

**Comments:**

Ready for Review

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

Close Route to Next Reviewer

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*.

## RPPR Routing History

From initiation to submission to the 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** ?

**RPPR**

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

**Institution**  
UNIVERSITY OF CA

**Project Title**  
Glioblastoma

- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History**
- Route to Next Reviewer
- Submit

Cancel

The *RPPR Routing History* screen displays.

**RPPR Routing History** ?

Filter Table 6 Results

Event Number	Reviewer Name	Action Taken	Date of Action	Notification Sent	Next Reviewer Name	Comments
4	Baum, Ann	Recall	01-29-2022 03:44:42	01-29-2022 03:44:42	Baum, Ann	
3	Baum, Ann	Route	01-29-2022 03:33:26	01-29-2022 03:33:26	BROWN, JAN	Reviewed
2	BROWN, JAN	Route	01-29-2022 03:29:48	01-29-2022 03:29:48	Baum, Ann	Ready for Review
1	BROWN, JAN	Initiate	01-26-2022 14:58:14	01-26-2022 14:58:14	BROWN, JAN	

Close

2. To close the screen, click the **Close** link.

[Link to routeHistory\\_generic.htm](#)

## 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**.

The screenshot shows the 'RPPR Menu' interface. At the top, there's a header 'RPPR Menu' with a help icon. Below it, the title 'RPPR' is displayed. The main content area is a table with the following data:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

Below the table, there's a section for 'Institution' (UNIVERSITY OF CA) and 'Project Title' (Glioblastoma). A dropdown menu is open from the three-dot icon next to the Award Number, showing the following options:

- Edit RPPR
- Check for Errors
- View RPPR as PDF (highlighted with a red box)
- View Routing History
- Route to Next Reviewer
- Submit

A 'Cancel' button is located at the bottom right of the dropdown menu.

## 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* on page 384.

Completed and validated RPPRs in a status of *Work in Progress* can be submitted to the agency for acceptance. The signing official (SO) can submit when the SO is the current reviewer of the report; current reviewers are set by routing, as described in *Routing the RPPR* on page 381. For SNAP awards only, PD/PIs may also submit the report if they have been delegated submit authority by the SO. Delegation of RPPR privileges is not allowed on Department of Commerce (DOC) awards.

---

**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**.

The screenshot shows the 'RPPR Menu' interface. At the top, it says 'RPPR Menu ?'. Below that is a section titled 'RPPR'. Inside this section, there is a table with the following data:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

Below the table, there is a dropdown menu for the 'Award Number' row. The menu is open, showing several options: 'Edit RPPR', 'Check for Errors', 'View RPPR as PDF', 'View Routing History', 'Route to Next Reviewer', and 'Submit'. The 'Submit' option is highlighted with a red box. To the right of the dropdown menu, there is a 'Cancel' button.

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 misrepresentation 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 the 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 the agency, email notification is sent to the PD/PI (Contact PI) on the grant and the SO and AO assigned to the RPPR.

## Submission Errors & Warnings for Multi-Project RPPRs

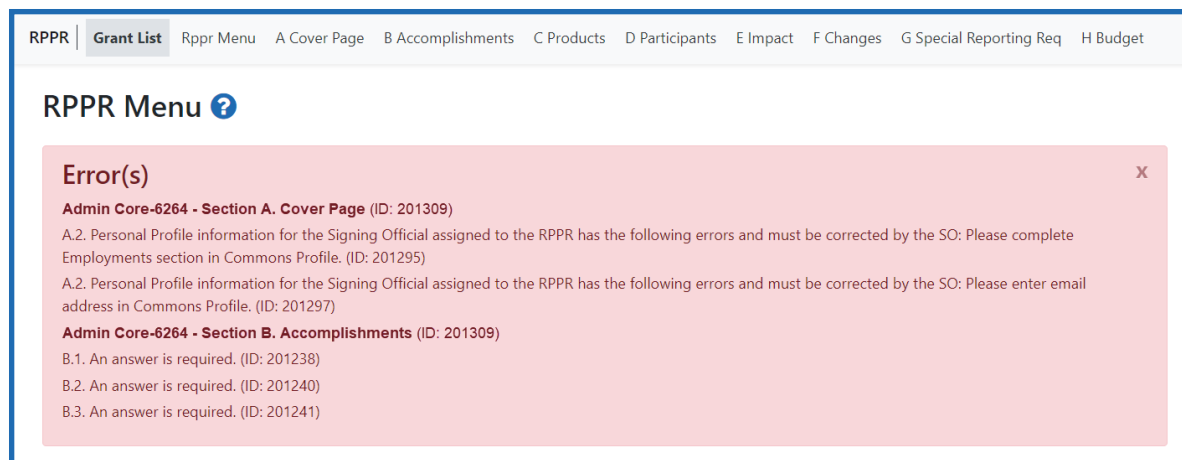
**Agency-Specific Instructions:** Department of Commerce (DOC). Multi-project RPPRs are not applicable for DOC awards.

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.](#)



## 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**.

**RPPR Menu ?**

**RPPR**

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

**Institution**  
UNIVERSITY OF CA

**Project Title**  
Glioblastoma

Check for Errors  
View RPPR as PDF  
View Routing History  
**Recall**

Cancel

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.

## Overview of the Interim RPPR

**Agency-Specific Instructions:** Department of Commerce (DOC). Interim RPPRs are not applicable for DOC awards. Only Semi-Annual and Final RPPRs are applicable for DOC awards.

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:

Competing Renewal Application Status	Action
Not submitting a Competing Renewal	Submit a Final RPPR no later than 120

Competing Renewal Application Status	Action	
application	days from the project period end date	
Submitting a Competing Renewal application	Submit an Interim RPPR no later than 120 days from the project period end date	
	Funded	Not Funded
	The Interim RPPR is accepted as the annual RPPR	The Interim RPPR is accepted as the Final RPPR

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-022.html>

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-037.html>

## 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."

## 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

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:

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-022.html>

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-037.html>

## Submitting Your Interim RPPR

**Agency-Specific Instructions:** Department of Commerce (DOC). Interim RPPRs are not applicable for DOC awards. Only Semi-Annual and Final RPPRs are applicable for DOC awards.

### 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:

The screenshot shows the 'Interim RPPR Menu' with a 'Grant List' tab. Below the title, the 'RPPR' section displays the following details:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA100000-15	ZHANN, DON	N/A	ZHANN, DON	PD/PI Work in Progress

Below the table, the 'Institution' is listed as 'UNIVERSITY OF DIEGO' and the 'Project Title' is 'Molecular Leukemogenesis'. At the bottom right, there are two buttons: 'Cancel' and 'Initiate'. The 'Initiate' button is highlighted with a red box.

- 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.

The screenshot shows the 'Interim RPPR Menu' with the same RPPR details as the previous image. A three-dot ellipsis icon is now visible next to the 'Award Number'. A dropdown menu is open, showing the following options:

- Edit RPPR (highlighted with a red box)
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Submit

The 'Cancel' button is also visible at the bottom right.

- Select **Edit RPPR** from the three-dot ellipsis menu to start editing.
- 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* on page 316.

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

## Interim Report Additional Materials (IRAM)

The awarding agency might issue the awardee a request for *Interim Report Additional Materials* (IRAM) following the submission of an Interim RPPR (research performance progress report). This type of request lets the awardee enter, review, and submit information in response to a specific request for additional information from the program official at the awarding agency.

Either the principal investigator (PI) or signing official (SO) (or their delegates) can upload files and provide a revised project outcome in response to an IRAM request. For a multi-PI project, the contact PI can respond to the IRAM. However, only a SO can submit the IRAM package to the agency.

**Agency-Specific Instructions:** Department of Commerce (DOC). Interim Report Additional Materials are not applicable for DOC awards.


## About Revised Outcomes

For **Revised Outcome**, please review the instructions at the top of the IRAM screen as well as the following information.

To submit revised project outcomes, **enter text in the Revised Outcome text box** on the *Interim Progress Report Additional Materials (IRAM)* screen. The **Save** button at bottom of screen saves the text you enter.





## 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**       

New project outcome material.

Characters: 29/2000

Cancel Delete Preview Save

*Figure 161: Revised Outcomes field of the Interim Request for Additional Materials screen in Status*

Project outcomes provide information regarding the cumulative outcomes or findings of the project. Note that outcomes are made available to the general public once approved by the program official, allowing recipients to provide a concise summary with of the cumulative outcomes or findings of the project at the end of a competitive segment. The name of the PI will be attached to the public posting in [RePORTER](#).

For NIH awards the length of the outcome statement should not exceed 2000 characters. In addition, the summary of outcomes or findings of the award must be written according to these guidelines:

- 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

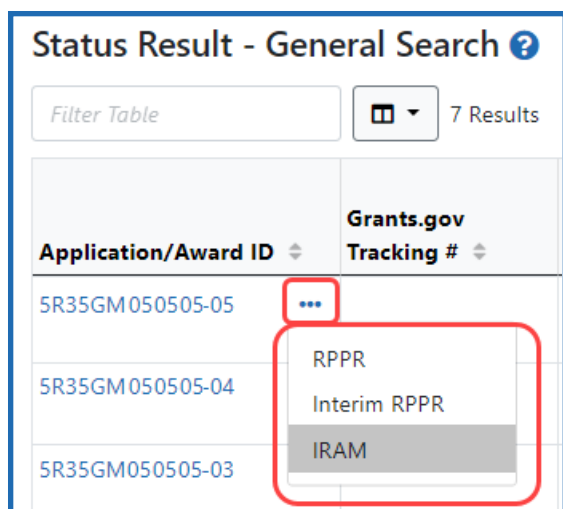
Please refer to the following link for samples of acceptable project outcomes: [https://grants.nih.gov/grants/rppr/sample\\_project\\_outcomes\\_RPPR.htm](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional details on this requirement.

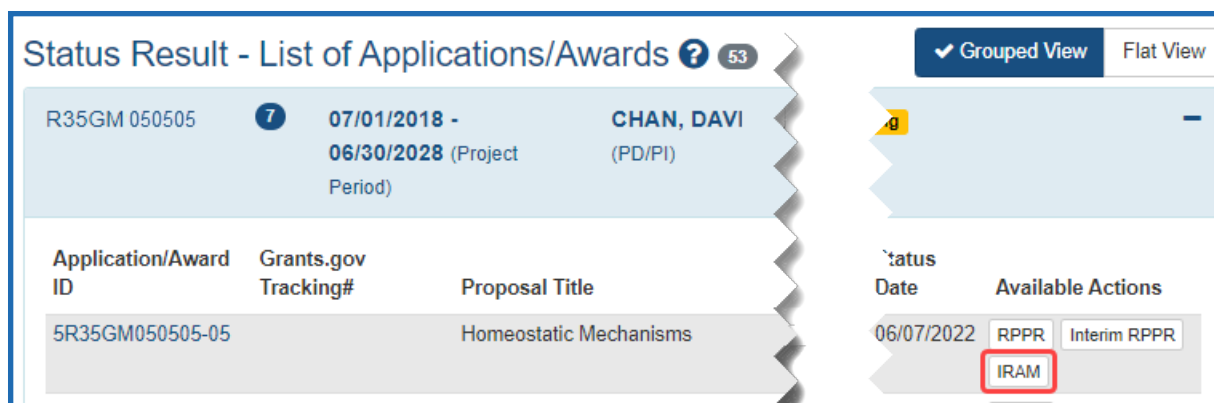
## Accessing the IRAM Screen

You can access an IRAM by clicking an IRAM action in the Status module. The SO view and the PI view of the Status module are different.

SOs access the Status module, search for awards, [click the three-dot ellipsis menu on an award](#), and [select IRAM](#).





PIs access the Status module, expand an awards section, and [click the IRAM button in the Available Actions column](#).



## Using the IRAM Screen

The IRAM screen appears after you click an award's IRAM action. Prepare your response to the IRAM and save it in up to 10 PDF files that are each smaller than 6MB. If you have questions about what to include in your response, consult with your program official.

On the IRAM screen, you can:

- Drag or browse to files to upload using the "**Drop files here to upload or browse**" section. The files you upload are instantly saved to eRA Commons system, but are not available to the agency until they are submitted.
- Remove files by clicking the trash can icon .
- Download/view files by clicking the download icon .
- Enter up to 2000 characters as a revised outcome, using the guidelines that are provided onscreen and in this topic.
- Click the **Save** button to save the text entered into the Revised Outcome text box.
- Click the **Preview** button to preview the entire submission package. Clicking **Preview** downloads a file that has a summary page listing files uploaded and the uploader's name and time uploaded, followed by the new Revised Outcome and the contents of the uploaded files.
- Click **Delete** to delete the submission package
- Click **Submit** to submit the IRAM package to the awarding agency, where the PO can review it. Only SOs have a **Submit** button; PIs cannot submit IRAM to the agency.




## Interim Progress Report Additional Materials (IRAM) ?

### Grant Information


**Grant Number:** 5R35GM050505-05  
**PD/PI Name:** Chan, Davi  
**Institution:** INSTITUTE OF TECHNOLOGY  
**Project Title:** Homeostatic Mechanisms

### IRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).


**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10

 IRAM\_Report.pdf



**Uploaded By:** Hiza, Eli

**File Uploaded Date:**  
03/13/2024

 IRAM\_Report\_2.pdf



**Uploaded By:** Chan,  
Davi

**File Uploaded Date:**  
03/13/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**    

New project outcome material.

Characters: 29/2000

Cancel

 Delete

Preview

Save

Submit

## Closeout—Final Research Performance Progress Report for NIH Awards

**Agency-Specific Instructions:** NIH ONLY. The policy guidance in this topic applies to NIH only. See *Closeout—Final Research Performance Progress Report for NON-NIH Awards* on page 695 for Final RPPR guidance for awards that are NOT funded by NIH.

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

## 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.

## Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award, and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

**Award Number:**  
NA18SEC0101016-T1-01

**PD/PI Name:**  
FRABRE, MIDON (CONTACT)

**Closeout Contact Name:**  
BRELYSE, MIDON

**Project Period:**  
10/01/2018 to 09/30/2023

**Closeout Status:**  
Requires Closeout

**Closeout Contact Email:**  
eRATest@mail.nih.gov

**Proposal Title:**  
Climate resilience

**Date Of Status Change:**  
10/29/2023

**Closeout Contact Phone:**

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 162: Closeout Status screen showing Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

---

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

**RPPR Menu ?**

**RPPR**

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

[← Cancel](#)
[Initiate](#)

Figure 163: RPPR Menu screen, showing the Initiate button outlined

- Click the **Initiate** button to create the Final RPPR. The Final RPPR Menu will then change, showing the option to Edit the Final RPPR under the three-dot ellipsis menu:

**RPPR Menu ?**

**RPPR**

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b> Baum, Ann	<b>Status</b> Reviewer Work in Progress
<b>Institution</b> UNIVERSITY OF CA		<b>Project Title</b> Glioblastoma		

⋮

- [✎ Edit RPPR](#)
- [⚠ Check for Errors](#)
- [📄 View RPPR as PDF](#)
- [🕒 View Routing History](#)
- [➡ Route to Next Reviewer](#)
- [Submit](#)

[← Cancel](#)

Figure 164: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action

- Select Edit RPPR from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

## Editing Inclusion Enrollment Data

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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/rppr/rppr_instruction_guide.pdf). ([http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_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.*

---

If you click the **Human Subjects** 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?*

If you continue past this warning, it results 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 Inclusion Enrollment Reports via the Commons Status module will be restored after the successful submission of the RPPR and until the award of the current year.

**G.4 Human Subjects**

G.4.a Does the project involve human subjects? [?](#) ☒ Yes ☐ No

Is the research exempt from Federal regulations? [?](#) ☐ Yes ☒ No

If yes, check appropriate exemption number(s). ☐ E1 ☐ E2 ☐ E3 ☐ E4 ☐ E5 ☐ E6

Does this project involve a clinical trial? [?](#) ☒ Yes ☐ No

If yes, is this an NIH-defined Phase III Clinical Trial? [?](#) ☐ Yes ☒ No

**G.4.b Inclusion Enrollment Data** [?](#)

Please review the box below to determine if this project meets the definition of clinical research and requires the reporting of cumulative enrollment of subjects and the distribution of sex/gender, ethnicity and race.  
[Click here](#) for complete instructions about this requirement.

**Inclusion Enrollment Report**

Please click on the link below to view and update inclusion data records associated with this award.

[Human Subjects](#)

**G.4.c ClinicalTrials.gov** [?](#)

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.

Actions ?

VALIDATE

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

Home > Search for Applications > Application Information

Hide Navigation

Show Help

Application Information ?

Summary

HSCT Post Submission

Application Information

Grant Number: R01HG123456

Application Identifier: 99999 (Post Award Action)

Application Project Title: Design and analysis of human gene mapping studies

PD/PI Name: Humperdink, Budge

Organization: UNIVERSAL UNIVERSITY

Project Period: 04/01/2018 - 03/31/2023

Status: Work in Progress Submit

Status Date: 2018-05-21 12:23:24.000 PM EDT



Click the **View** button to bring up a study.

Home > Search for Applications > Application Information

Hide Navigation Show Help

## Application Information

Summary HSCT Post Submission

### Clinical Trial Post Submission

Clinical Trial Post Submission v1.0

Edit

Study Record(s)

Showing 1 - 1 of total 1

Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
123123	Research Consortium of HPV-related Cervical Cancer	Yes	WorkInProgress	03/29/2018	View

Next, you see that the existing study has an **Edit** button available and there are additional buttons to add regular or delayed onset studies.

Summary

HSCT Post Submission

Clinical Trial Post Submission

Clinical Trial Post Submission v1.0 ?

Edit

Study Record(s)

Add New Study

Showing 1 - 1 of total 1

Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
123123	Research Consortium of HPV-related Cervical Cancer	Yes	WorkInProgress	03/29/2018	<div>EditView</div>

Delayed Onset Study(ies)

Add New Delayed Onset Study

Study ID	Study Title	Anticipated Clinical Trial?	Justification	Last Submission Date	Delete on save	Add/Update Attachment	View Attachment	Action
Nothing found to display								

Associated Studies Reported on Other Projects

Study ID	Study Title	Clinical Trial?	Last Submission Date	Reporting Project	Action
Nothing found to display					

Save and Keep Lock

Save and Release Lock

Cancel and Release Lock

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.

**SECTION 1 - BASIC INFORMATION**

\* 1.1. Study Title (each study title must be unique)

\* 1.2. Is this Study Exempt from Federal Regulations? ☐ Yes ☒ No

1.3. Exemption Number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

\* 1.4. Clinical Trial Questionnaire

If the answers to all four questions below are yes, this study meets the definition of a Clinical Trial.

1.4.a. Does the study involve human participants? ☒ Yes ☐ No

1.4.b. Are the participants prospectively assigned to an intervention? ☒ Yes ☐ No

1.4.c. Is the study designed to evaluate the effect of the intervention on the participants? ☒ Yes ☐ No

1.4.d. Is the effect that will be evaluated a health-related biomedical or behavioral outcome? ☒ Yes ☐ No

1.5. Provide the ClinicalTrials.gov Identifier (e.g., NCT87654321) for this trial, if applicable

Click the Populate button to retrieve data from ClinicalTrials.gov registration once Identifier is entered.

## 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*.

SECTION 2 - STUDY POPULATION CHARACTERISTICS

2.1. Conditions or Focus of Study

Action

Nothing found to display

Add New Condition

2.2. Eligibility Criteria

Study participants will be...

Characters Remaining: 14779

2.3. Age Limits

Minimum Age

65

Years

Maximum Age

N/A (No limit)

2.3.a. Inclusion of Individuals Across the Lifespan

Add Attachment

Delete Attachment

View Attachment

2.4. Inclusion of Women and Minorities

Women\_Minorities\_C

Replace Attachment

Delete Attachment

View Attachment

2.5. Recruitment and Retention Plan

Recruitment\_and\_Re

Replace Attachment

Delete Attachment

View Attachment

2.6. Recruitment Status

Not yet recruiting

2.7. Study Timeline

Timeline.DRrev\_14N

Replace Attachment

Delete Attachment

View Attachment

2.8. Enrollment of First Participant (SEE SECTION 6.3)

2.9. Inclusion Enrollment Reports(s)

Add New Inclusion Enrollment Report

Entry #	Enrollment Location Type	Enrollment Location	Action
266090	Foreign	Participants will be drawn from a sample of residents	<div>Edit</div> <div>View</div>

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.

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile R&R Budget Research Plan Human Subjects and Clinical Trials

Human Subjects Summary > Study Record: 1 > Inclusion Enrollment Report: 1

### Inclusion Enrollment Report 1

PHS Human Subjects and Clinical Trials Information ?

Edit

\* 1. Using an Existing Dataset or Resource ☐ Yes ☐ No

\* 2. Enrollment Location Type ☐ Domestic ☐ Foreign

3. Enrollment Country(ies) None selected ▼

4. Enrollment Location(s) Enter up to 255 characters

Characters Remaining: 255

5. Comments Enter up to 500 characters

Characters Remaining: 500

Figure 165: Top part of the Inclusion Enrollment Report screen

Planned and Cumulative enrollment data collection has been separated into separate tables.

**Planned**

	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than One Race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0	0	0	0

**Cumulative (Actual)**

	Ethnic Categories									
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			Total
Racial Categories	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black or African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
More than One Race	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown or Not Reported	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	0	0	0	0	0	0	0	0	0	0

Save and Keep Lock
Save and Release Lock
Save and Add
Cancel and Release Lock
Remove Report

Figure 166: Bottom part of the Inclusion Enrollment Report screen

## Editing Inclusion counts

Inclusion data is found at the end of Section 2.

**SECTION 2 - STUDY POPULATION CHARACTERISTICS**

2.1. Conditions or Focus of Study Action

Nothing found to display

[Add New Condition](#)

---

2.2. Eligibility Criteria

Study participants will be...

Characters Remaining: 14779

2.3. Age Limits

Minimum Age  Years  Maximum Age  N/A (No limit)

2.3.a. Inclusion of Individuals Across the Lifespan  [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

2.4. Inclusion of Women and Minorities  [Replace Attachment](#) [Delete Attachment](#) [View Attachment](#)

2.5. Recruitment and Retention Plan  [Replace Attachment](#) [Delete Attachment](#) [View Attachment](#)

2.6. Recruitment Status

2.7. Study Timeline  [Replace Attachment](#) [Delete Attachment](#) [View Attachment](#)

2.8. Enrollment of First Participant (SEE SECTION 6.3)

2.9. Inclusion Enrollment Report(s)

[Add New Inclusion Enrollment Report](#)

Entry #	Enrollment Location Type	Enrollment Location	Action
266090	Foreign	Participants will be drawn from a sample of residents	<a href="#">Edit</a> <a href="#">View</a>

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)**


Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	42	31	0	7	6	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	676	510	0	15	20	0	0	0	0	1221
White	3526	2663	0	300	214	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>

**Need Help ?**

Participant level data file (CSV):



**Download Participant Level Data Template**



**Upload Participant Level Data Attachment**

**Download Current Participant Level Data**

**Remove Current Participant Level Data**

**Save and Keep Lock**

**Save and Release Lock**

**Save and Add**

**Cancel and Release Lock**

**Remove Report**

### 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.

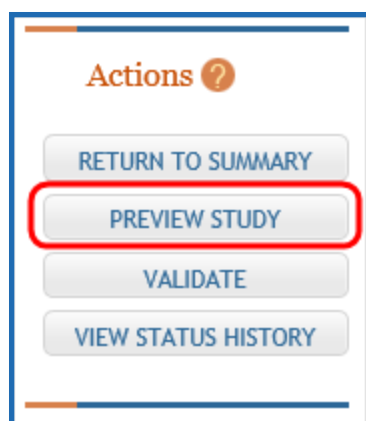
Individual-level participant data on characteristics at enrollment will be required in progress reports for competitive applications submitted for due dates on or after January 25, 2019 (See NIH Guide Notice NOT-OD-18-116).



For the Planned counts, the cells must be updated online in the report itself.

Planned					
	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	42	31	7	6	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	676	510	15	10	1211
White	3526	2663	300	214	0
More than One Race	0	0	0	0	0
Total	0	0	0	230	230

The entire study can be previewed before submission by clicking the **Preview Study** button on the left navigational column under Actions.



## PI and SO 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*.
- 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)

---

## **Editing Studies**

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Study Records is not applicable for DOC awards.

Below is information specific to editing inclusion study records. More comprehensive help is found in the [Human Subjects System \(HSS\) online help](#).

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.

## 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

To edit an existing study, log into eRA Commons and access the Human Subjects link via the RPPR or Status modules.

**PI View**

Status Result - List of Applications/Awards ? 47

▼ P30AG010101 16 07/01/1997 - 06/30/2025 (Project Period) DOW, HATFI (PD/PI) Center on Aging (Title) Pending

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5P30AG010101-30		Center on Aging	DOW, HATFI (PI)		Pending	06/26/2023	<a href="#">RPPR</a> <a href="#">Human Subjects</a>

Status Result - General Search ?

**SO View**

Filter Table [icon] 244 Results [download icon] [grid icon] 1 of 10 [next icon]

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1P01AI010101-01	GRANT17171717	HIV	Smill, Daviche	Awarded. Non-fellowships only	04/01/2022	03/31/2027	04/01/2022	03/31/2023
1R01AG070707-01 (MPI)			Risactan, Robon	Awarded. Non-fellowships only	09/30/2021	08/31/2024	09/30/2021	08/31/2024

For the first row (1P01AI010101-01), the available actions are:

- RPPR
- Human Subjects
- View Prior eSubmissions

- 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.

Home > Search for Applications > Application Information

Hide Navigation Show Help

### Application Information

Summary HSCT Post Submission

#### Application Information

Grant Number: R01HG123456

Application Identifier: 99999 (Post Award Action)

Application Project Title: Design and analysis of human gene mapping studies

PD/PI Name: Humperdink, Budge

Organization: UNIVERSAL UNIVERSITY

Project Period: 04/01/2018 - 03/31/2023

Status: Work in Progress Submit

Status Date: 2018-05-21 12:23:24.000 PM EDT

- Click the **View** button to bring up a study.

Home > Search for Applications > Application Information

Hide Navigation Show Help

### Application Information

Summary HSCT Post Submission

#### Clinical Trial Post Submission

Clinical Trial Post Submission v1.0

Edit

Study Record(s)

Showing 1 - 1 of total 1

Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
123123	Research Consortium of HPV-related Cervical Cancer	Yes	WorkInProgress	03/29/2018	View

- 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

**SECTION 2 - STUDY POPULATION CHARACTERISTICS**

2.1. Conditions or Focus of Study Action

Nothing found to display

[Add New Condition](#)

---

2.2. Eligibility Criteria

Study participants will be...

Characters Remaining: 14779

2.3. Age Limits

Minimum Age   Maximum Age

2.3.a. Inclusion of Individuals Across the Lifespan Add Attachment Delete Attachment View Attachment

2.4. Inclusion of Women and Minorities  Replace Attachment Delete Attachment View Attachment

2.5. Recruitment and Retention Plan  Replace Attachment Delete Attachment View Attachment

2.6. Recruitment Status

2.7. Study Timeline  Replace Attachment Delete Attachment View Attachment

2.8. Enrollment of First Participant (SEE SECTION 6.3)

2.9. Inclusion Enrollment Reports(s)

[Add New Inclusion Enrollment Report](#)

Entry #	Enrollment Location Type	Enrollment Location	Action
266090	Foreign	Participants will be drawn from a sample of residents	<span>Edit</span> <span>View</span>

- 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)**


Racial Categories	Ethnic Categories									Total
	Not Hispanic or Latino			Hispanic or Latino			Unknown/Not Reported Ethnicity			
	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	Female	Male	Unknown /Not Reported	
American Indian/Alaska Native	42	31	0	7	6	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	0
Black or African American	676	510	0	15	20	0	0	0	0	1221
White	3526	2663	0	300	214	0	0	0	0	0
More than One Race	0	0	0	0	0	0	0	0	0	0
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>240</b>

**Need Help ?**

Participant level data file (CSV):



**Download Participant Level Data Template**



**Upload Participant Level Data Attachment**

**Download Current Participant Level Data**

**Remove Current Participant Level Data**

**Save and Keep Lock**

**Save and Release Lock**

**Save and Add**

**Cancel and Release Lock**

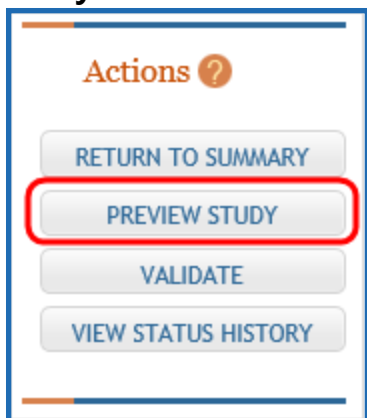
**Remove Report**

- 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 characteristics 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.

Planned					
	Ethnic Categories				
	Not Hispanic or Latino		Hispanic or Latino		Total
Racial Categories	Female	Male	Female	Male	
American Indian/Alaska Native	42	31	7	6	0
Asian	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Black or African American	676	510	15	10	1211
White	3526	2663	300	214	0
More than One Race	0	0	0	0	0
Total	0	0	0	230	230

- 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.

## Changes to Planned Enrollment

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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/rppr/rppr_instruction_guide.pdf). ([http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_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.



Home > Search for Applications > Application Information

Hide Navigation Show Help

## Application Information ?

Summary **HSCT Post Submission**

### Application Information

Grant Number: R01HG123456

Application Identifier: 99999 (Post Award Action)

Application Project Title: Design and analysis of human gene mapping studies

PD/PI Name: Humperdink, Budge

Organization: UNIVERSAL UNIVERSITY

Project Period: 04/01/2018 - 03/31/2023

Status: **Work in Progress** Submit

Status Date: 2018-05-21 12:23:24.000 PM EDT

Summary **HSCT Post Submission**

### Clinical Trial Post Submission

Clinical Trial Post Submission v1.0 ?

Edit

Study Record(s)

Showing 1 - 1 of total 1

Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
162024	Relationship between genes affecting heart and brain activity	Yes	Accepted	04/17/2018	<b>View</b>

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.

**SECTION 2 - STUDY POPULATION CHARACTERISTICS**

2.1. Conditions or Focus of Study

Nothing found to display

2.2. Eligibility Criteria

2.3. Age Limits

Minimum Age

Maximum Age

2.4. Inclusion of Women, Minorities, and Children

View Attachment

2.5. Recruitment and Retention Plan

View Attachment

2.6. Recruitment Status

View Attachment

2.7. Study Timeline

View Attachment

**Inclusion Enrollment Report(s)**

Entry #	Enrollment Location Type	Enrollment Location	Action
12345	Domestic		<b>View</b>

The Inclusion Enrollment Report will open in a new view and fields will be editable.

[Edit](#)

**\* 1. Using an Existing Dataset or Resource** ☒ Yes ☐ No

**\* 2. Enrollment Location Type** ☒ Domestic ☐ Foreign

**3. Enrollment Country(ies)** UNITED STATES OF AMERICA

**4. Enrollment Location(s)**

Characters Remaining: 255

**5. Comments**

Characters Remaining: 500

**Planned**

Racial Categories	Ethnic Categories				Total	
	Not Hispanic or Latino		Hispanic or Latino			
	Female	Male	Female	Male		
American Indian/Alaska Native	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Asian	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="200"/>	

### 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.

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**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)

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**POLICY:** For additional information on racial and ethnic categories or inclusion policy, refer to [PHS Supplemental Instructions for Human Subjects](#) or the [OER inclusion web page](#).

## No Inclusion Enrollment Records Provided

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

When inclusion monitoring is required and no inclusion enrollment records (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 RPPR. 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."

## Submit New Planned Inclusion Record

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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).

## Convert Delayed Onset to Full Study Record

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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.

The screenshot shows a table titled "Delayed Onset Study(ies)" with a button "Add New Delayed Onset Study". The table has columns: Study ID, Study Title, Anticipated Clinical Trial?, Justification, Last Submission Date, Delete on save, Add/Update Attachment, View Attachment, and Action. A single row is visible with the following data: Study ID is empty, Study Title is "Added new delayed onset", Anticipated Clinical Trial? has radio buttons for "Yes" (selected) and "No", Justification is "ASSIST\_CT\_DOnsetStudy12.pdf", Last Submission Date is empty, Delete on save is an unchecked checkbox, Add/Update Attachment has an "Update" button, View Attachment has a "View" button, and the Action column has a "Convert" button circled in red.

The screenshot shows a "Notice:" dialog box with a yellow warning icon. The text inside reads: "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?". At the bottom, there are two buttons: "Continue" (circled in red) and "Cancel".

Study Record(s)					
Showing 1 - 4 of total 4					
Study ID	Study Title	Clinical Trial?	Study Status	Last Submission Date	Action
000001	Treatment of Older Adults with Hypertension: Study 1	No	WorkInProgress	04/28/2017	<a href="#">View</a>
000002	Treatment of Older Adults with Hypertension: Study 1	No	WorkInProgress	04/28/2017	<a href="#">View</a>
	Safety and Efficacy of BI-885 in Pediatric Subjects	Yes	WorkInProgress		<a href="#">View</a>
	Converted study	Yes	WorkInProgress		<a href="#">View</a>

## Inclusion Enrollment Record (IER) Statuses

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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; the agency user has created a new IER in HSS; IER is inserted or updated via web service. This applies to intramural projects and certain contracts.

**Received by Agency – RPPR:** Grantee user submitted IER to the agency as part of the Research Performance Progress Report (RPPR)

## When Should I Access HSS via the Status Module?

**Agency-Specific Instructions:** Department of Commerce (DOC). Editing Inclusion Enrollment Data is not applicable for DOC awards.

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**.

## 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.

## 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.

Errors and warnings that are reported are underlined and linked. Click the error description to be taken to the screen and field where the error was found. There are two ways to check for errors:

1. Check for errors on the current form: Use the **Check for Errors** button at the bottom of the current form.

The screenshot displays the 'E. Impact' section of the RPPR form. At the top, a navigation bar includes tabs for RPPR, Grant List, RPPR Menu, A. Cover Page, B. Accomplishments, C. Products, D. Participants, E. Impact (selected), F. Changes, G. Special Reporting Req, and H. Budget. Below the navigation bar, the 'E. Impact' section is titled with a question mark icon. A blue banner at the top of the section reads: 'Remember to save all your changes before leaving the page.' To the right of this banner is a link for 'Expand/Collapse All'. The form content includes a section for 'E.1 Not Applicable' and a section for 'E.2 What is the impact on physical, institutional, or information resources that form infrastructure?'. Below this, there is a text area for describing the impact, followed by a question: 'If more than one foreign country, identify the distribution between the foreign countries.' A checkbox labeled 'Nothing to Report (zero dollars)' is checked. At the bottom right of the form, there are three buttons: 'Cancel', 'Check for Errors' (highlighted with a red box), and 'Save'.

Figure 167: Check for Errors button on the bottom of each RPPR form

2. Check for errors on all forms at once: Use the **Check for Errors** option in the three-dot ellipsis menu on the *RPPR Menu* screen.

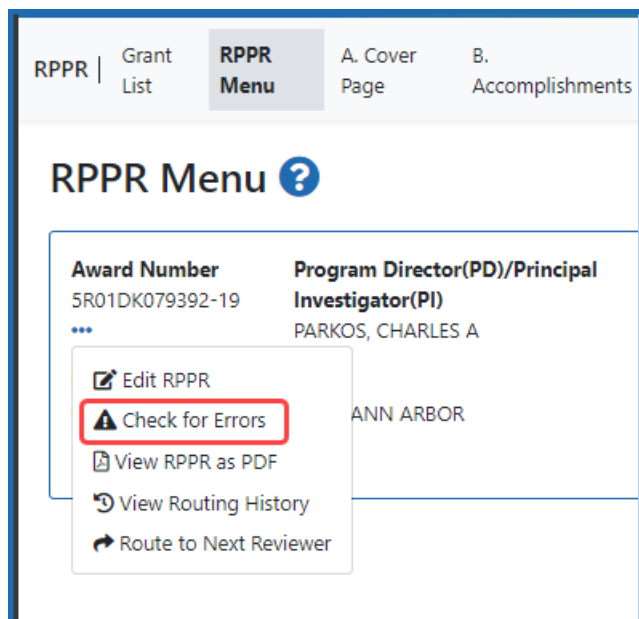


Figure 168: Check for Errors button in the three-dot ellipsis menu on the RPPR Menu screen

Refer to *Checking for Errors on Single-Project RPPRs* on page 431 for more information on error checking single-project RPPRs.

Refer to *Checking for Errors on a Multi-Project RPPR* on page 432 for more information on error checking multi-project RPPRs.

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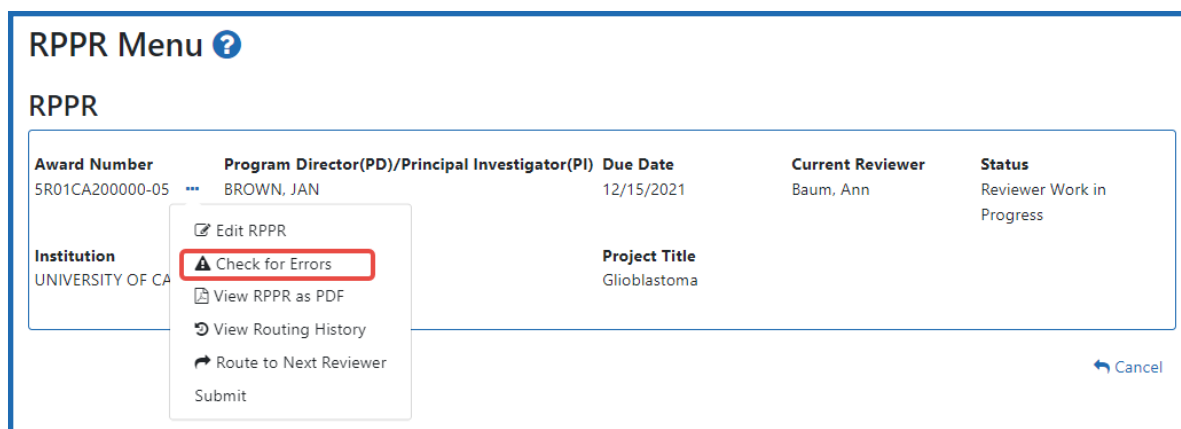
**NOTE:** All PDFs you upload are recommended to be a flattened PDF, and may cause an error if not flattened. For more information on flattening PDFs, see the FAQ titled, ["When submitting PDFs to eRA Commons, particularly for RPPRs and Just-in-Time, I am getting an error telling me to ensure all files are flattened PDFs. What does flattening a PDF mean and how do you do it?"](#)

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## Checking for Errors on Single-Project RPPRs

You can check for errors on the entire RPPR using the **Check for Errors** menu option under the three-dot ellipsis menu on the *RPPR Menu* screen. To check only a single form, for example, the *Section B. Accomplishments* form, simply go to the form and click the **Check for Errors** button at the bottom of the form.

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.



The screenshot shows the 'RPPR Menu' interface. At the top, it says 'RPPR Menu ?'. Below that is a section titled 'RPPR'. Inside this section, there is a table with the following data:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

Below the table, there is a section for 'Institution' (UNIVERSITY OF CA) and 'Project Title' (Glioblastoma). To the left of the 'Project Title' is a three-dot ellipsis menu. A dropdown menu is open from this ellipsis, showing the following options:

- Edit RPPR
- Check for Errors** (highlighted with a red box)
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Submit

At the bottom right of the menu, there is a 'Cancel' button.

If errors or a warning exist, the appropriate error or warning message displays for each failed occurrence. **Listed errors, which are clickable, 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.

**RPPR Menu ?**

**Performing a check found error(s)** ×

**Section A. Cover Page:** (ID: 201309)

**A.2. Personal Profile information for the Signing Official assigned to the RPPR has the following errors and must be corrected by the SO: Please complete Employments section in Commons Profile.** (ID: 201295)

**Section B. Accomplishments:** (ID: 201315)

**B.6. An answer is required.** (ID: 201245)

**Section D. Participants:** (ID: 201317)

**D.1. A required field is missing.** (ID: 201257)

**Section E. Impact:** (ID: 201318)

**E.2. An answer is required: select Nothing to Report or enter/upload response** (ID: 201267)

**Section F. Change:** (ID: 201319)

**F.2. An answer is required: select Nothing to Report or enter/upload response.** (ID: 201270)

**Section G. Special Reporting Requirements:** (ID: 201320)

**G.8. A required field is missing.** (ID: 201282)

**Performing a check found 1 warning(s)** ×

This progress report includes one or more publications that are out of compliance with the NIH Public Access Policy. Compliance with the NIH Public Access Policy is a legal requirement and a term and condition of all NIH awards. If you have questions about the Policy, please check the [NIH Public Access Website](#) or send an email to [PublicAccess@nih.gov](mailto:PublicAccess@nih.gov). (ID: 201299)

If all validations pass, a message displays indicating: No errors found on validation.

## Checking for Errors on a Multi-Project RPPR

You can check for errors on the entire RPPR using the **Check for Errors** menu option under the three-dot ellipsis menu on the *RPPR Menu* screen. To check only a single form, for example, the *Section B. Accomplishments* form, simply go to the form and click the **Check for Errors** button at the bottom of the form.

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.

**Agency-Specific Instructions:** Department of Commerce (DOC). This topic does not apply to DOC award RPPRs.

**NOTE:** Refer to *Accessing a Multi-Project or Single-Project with Complicated Structure RPPR for Editing* on page 377 for information on adding individual components to the RPPR.

RPPR | Grant List

## RPPR Menu ?

### Overall RPPR

<b>Award Number</b> 5P30AG010000-28	<b>Program Director(PD)/Principal Investigator(PI)</b> Dow, Hatfield	<b>Due Date</b> 05/01/2022	<b>Current Reviewer</b> Dow, Hatfield	<b>Status</b> PD/PI Work in Progress
<b>Institution</b> UNIVERSITY OF CALIFORNIA	<b>Project Title</b> Center on Aging			

**Has Components**

Filter Table

[Edit RPPR](#)  
[Check for Errors](#)  
[View RPPR as PDF](#)  
[View Routing History](#)  
[Route to Next Reviewer](#)

[+ Add Component](#)

ID	Date	Type	Title
Admin Core-5207	02/02/2022	Admin Core	Core G
Core-5201		Core	Core A. Administrative and Research Support
Core-5202		Core	Core B. Program Development (Pilot)
Core-5203		Core	Core C. External Innovative Network Core
Core-5204	02/02/2022	Core	Core D. External Research Resources Support and Dissemination

1 of 1

[Cancel](#)

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.

**Listed errors, which are clickable, 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. Warnings are in yellow; errors are in red/pink.

The screenshot shows the RPPR Menu page with a navigation bar at the top containing links: RPPR, Grant List (highlighted), Rppr Menu, A Cover Page, B Accomplishments, C Products, and D Part. Below the navigation bar is the heading "RPPR Menu" with a question mark icon. A large pink error message box is displayed, titled "Performing a check found error(s)". The message lists several validation errors across different sections of the RPPR form, each with a specific ID number.

**RPPR Menu ?**

**Performing a check found error(s)** ✕

**Section A. Cover Page:** (ID: 201309)  
A.2. Personal Profile information for the Signing Official assigned to the RPPR has the following errors and must be corrected by the SO: Please complete Employments section in Commons Profile. (ID: 201295)

**Section B. Accomplishments:** (ID: 201315)  
B.6. An answer is required. (ID: 201245)

**Section D. Participants:** (ID: 201317)  
D.1. A required field is missing. (ID: 201257)

**Section E. Impact:** (ID: 201318)  
E.2. An answer is required: select Nothing to Report or enter/upload response (ID: 201267)

**Section F. Change:** (ID: 201319)  
F.2. An answer is required: select Nothing to Report or enter/upload response. (ID: 201270)

**Section G. Special Reporting Requirements:** (ID: 201320)  
G.8. A required field is missing. (ID: 201282)

If all validations pass, a message displays indicating: No errors found on validation.

## 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**.

### 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

3. From the *Status Result – List of Applications/Grants* screen, select the link for the specific Application ID.

Status Result - General Search ?								
Filter Table		1,000 Results		1 of 40				
Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1R03CA010101-01	GRANT05050505	Sonic Hedgehog	Zacil, Edin	Pending Council Review	04/01/2023	03/31/2025	04/01/2023	03/31/2024

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.

**Status Information**

Filter

5 D43 TW000000-04

Status: Application awarded. Project Title: Infectious Disease in Africa

PI Name: DOE, JANE NIH Appl. ID: 10111111 Application ID: 5 D43 TW000000-04

**Status**

Status: Application awarded. 04

Last Status Update Date: 03/10/2021

PI Name: DOE, JANE Institution Name: UNIVERSITY OF KELEY NIH Appl. ID: 10000000

School Name: OFFICE OF VICE CHANCELLOR FOR RESEARCH

School Category: ORGANIZED RESEARCH UNITS

Division Name: NONE

Department Name: CENTER FOR EFFECTIVE ACTION

Proposal Receipt Date: 01/08/2021 Proposal Title: Infectious Disease

Budget Start Date: 03/01/2021 Project Period Begin Date: 04/05/2018 Progress Report Due Date: 01/01/2021

Budget End Date: 02/28/2022 Project Period End Date: 02/28/2023 Current Award Notice Date: 03/10/2021

Application Source: RPPR eApplication Status:

FOA: [PAR17-057] - Infectious Disease Research Training

**Other Relevant Documents**

[e-Application](#)

[Latest NGA](#)

Notice(s) of Grant Award (PDF) [03/10/2021](#)

[Abstract \(Awarded Grant\)](#)

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



Expand All

Collapse All

Print

1 DP2 CA000000-01

Status: Application awarded.

Project Title: cancer immunotherapy

PI Name: DOE, JANE

NIH Appl. ID: 9781166

Application ID: 1 DP2 CA000000-01

## Status

Status: Application awarded.

Last Status Update Date: 09/16/2019

PI Name: DOE, JANE

Institution Name: UNIVERSITY OF  
KELEY

NIH Appl. ID: 9781166

School Name: GRADUATE  
DIVISIONSchool 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:  
09/20/2019Current Award Notice Date:  
08/19/2020Project Period End Date:  
05/31/2024

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](#)[Summary Statement](#)[Latest NGA](#)

Notice(s) of Grant Award (PDF)

[08/19/2020](#) , [09/16/2019](#)[Abstract \(Awarded Grant\)](#)

Just In Time

[09/10/2019 Times Revised\(2\)](#)[eSubmission Cover Letter](#)

Research Performance Progress

[RPPR Year 1 09/16/2020](#)

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.

## 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.

The screenshot shows the 'PD/PI Assurance Report' interface. At the top, there are tabs for 'RPPR', 'Grant List', and 'PD/PI Assurance Report'. Below the tabs, the title 'PD/PI Assurance Report' is followed by a help icon. The search filters include 'PD/PI Last Name' (ex: Smith), 'PD/PI First Name' (ex: Mary), 'Date Range From' (02/16/2022), and 'To' (03/16/2022). There are 'Clear' and 'Search' buttons. Below the filters, it says 'Filter Table' and '2 Results'. A table with 4 columns is displayed: 'Award#', 'PD/PI Name', 'I Agree Date', and 'First Router Name'. The table contains two rows of data.

Award#	PD/PI Name	I Agree Date	First Router Name
R01GM040000-02	Smith, Jane	02/25/2022 12:20:48	Wang, Xu
DP2AR070000-01	Doe, John	02/22/2022 15:50:21	King, Kevin R

### 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.

## Public Access PRAM

**Agency-Specific Instructions:** Department of Commerce (DOC). Public Access PRAM is not applicable for DOC awards.

The Public Access Progress Report Additional Materials (PRAM) screen lets awardees upload, review, and submit information in response to the automated notification sent when an NIH awardee 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 screen, awardees 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, awardees 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.

## Responding to Public Access PRAM

**Agency-Specific Instructions:** Department of Commerce (DOC). Public Access PRAM is not applicable for DOC awards.

The principal investigator (Contact PI) or PI delegate can respond to a Public Access PRAM (Progress Report Additional Materials) request by following the steps below. Signing officials can also respond to a PRAM request. Only signing officials or those delegated with submit progress report authority can submit the request to the requesting agency.

If the **Route** button is missing, the request might be in another user's queue. Public Access PRAM can be submitted only one time, and only one file can be submitted.

## Accessing the PRAM Screen

The principal investigator (PI) and the signing official (SO) both use Status to access the *Progress Report Additional Materials (PRAM)* screen, but the Status module is different for a PI and a SO.

The contact PI accesses the Public Access PRAM request by going to the Status module, expanding the award information, and clicking on the **Public Access PRAM** button:

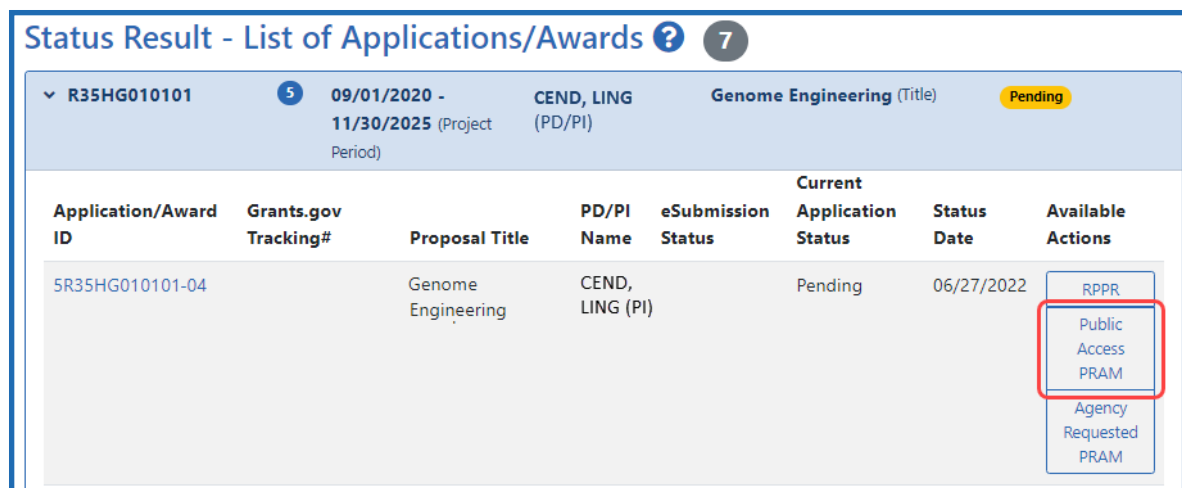


Figure 169: Principal investigator view of Status, showing Public Access PRAM button

The SO accesses the Public Access PRAM request by going to the Status module, searching for an award, and selecting **Public Access PRAM** from the award's three-dot ellipsis menu:

**Status Result - General Search ?**

Filter Table 5 Results

Download Table 1 of 1

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
5R35HG010101-04	***	Towards	Cend, Ling	Pending	09/01/2020	11/30/2025	12/19/2023	12/18/2024

RPPR  
 Public Access PRAM  
 Agency Requested PRAM

## Responding to the PRAM Request

The *Progress Report Additional Materials (PRAM)* screen displays **Grant Information** at the top of the screen, and includes the person who is the current reviewer of this request. Only the current reviewer can edit the request.

The current reviewer uses the **Public Access Compliance** section at the bottom to add the requested materials. If a user cannot upload files or sees a **Recall** button, then the user is not the current reviewer. PIs do not see a **Submit** button; only an SO can submit the files for this request.

**Progress Report Additional Materials (PRAM) (RAM) ?**

**Grant Information**

<b>PD/PI Name</b> Cend, Ling	<b>Org Name</b> STAN UNIVERSITY
<b>Project Title</b> Genome Engineering	
<b>Pram Status</b> Reviewer Work in Progress	<b>Current Reviewer</b> Hayten, Laon

**Public Access Compliance**

Provide verification that all publications are in compliance with the [NIH Public Access Policy](#)

- Verify compliance with the NIH Public Access Policy by uploading a My NCBI PDF report demonstrating that previously non-compliant papers reported on the RPPR are now compliant. Citations must have one of the following statuses: "Complete", "N/A" (not applicable), "PMC Journal in Process", "In process at NIHMS".
- If unable to provide verification, provide a justification for why the specific publication(s) cannot be brought into compliance.

Drop files here to upload, or [browse](#).

**Accepted File Types: PDF Max File Size: 6MB Max # of Files: 1**

Cancel Preview View Routing History Route **Submit**

Figure 170: PRAM screen for Public Access Compliance showing the SO view of the screen with Submit button

1. Drag and drop one file to the "**Drop Files Here...**" area, or click the **browse** link and choose a file from your drive. The drop files area specifies how many files and what file types are allowed.

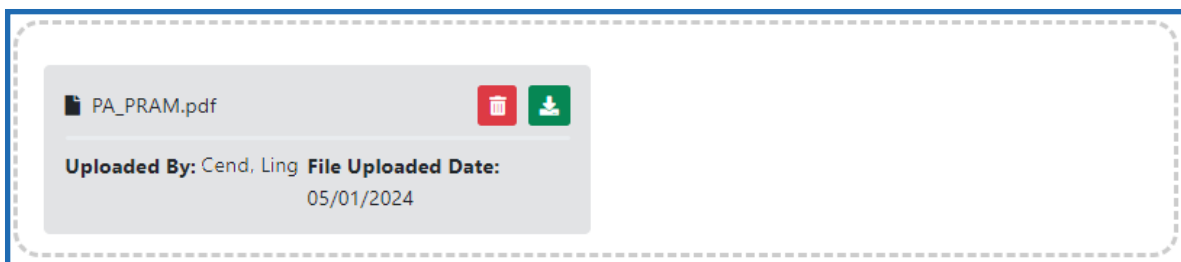




Figure 171: Uploaded files area, showing delete and download icons

For the uploaded file, you can:

- Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file. Only the current reviewer can delete a file.
2. After you add files, you can do any of the following:
    - **Preview.** Click the **Preview** button to see the entire PRAM submission package, with a summary at top that shows the award number, PI name, title, and file names of uploaded files, followed by the contents of the uploaded files.
    - **View Routing History.** Click this to see a history of all the users who have taken action on this request.
    - **Route.** A PI can route the PRAM to any SO in the organization. An SO can route the PRAM to either the contact PI or to any other SO in the organization. See the section titled *Routing the PRAM Request to the Next Reviewer* below. The person to whom the request is routed receives a notification email.

- **Recall.** The **Recall** button is available to the PI after the PI has routed the request. The **Recall** button is also available to any SO in the organization, as a means of assigning the request to themselves. Simply click the **Recall** button. After a recall, the person to whom the request had been assigned receives a notification email that they are no longer the current reviewer.
- **Submit** (SO Only). If the submission package is ready to submit, the SO can submit it by clicking the **Submit** button, which appears for SOs only (or those delegating signing authority). See the section titled *Submitting the PRAM Request* below.

## Routing the PRAM Request to the Next Reviewer

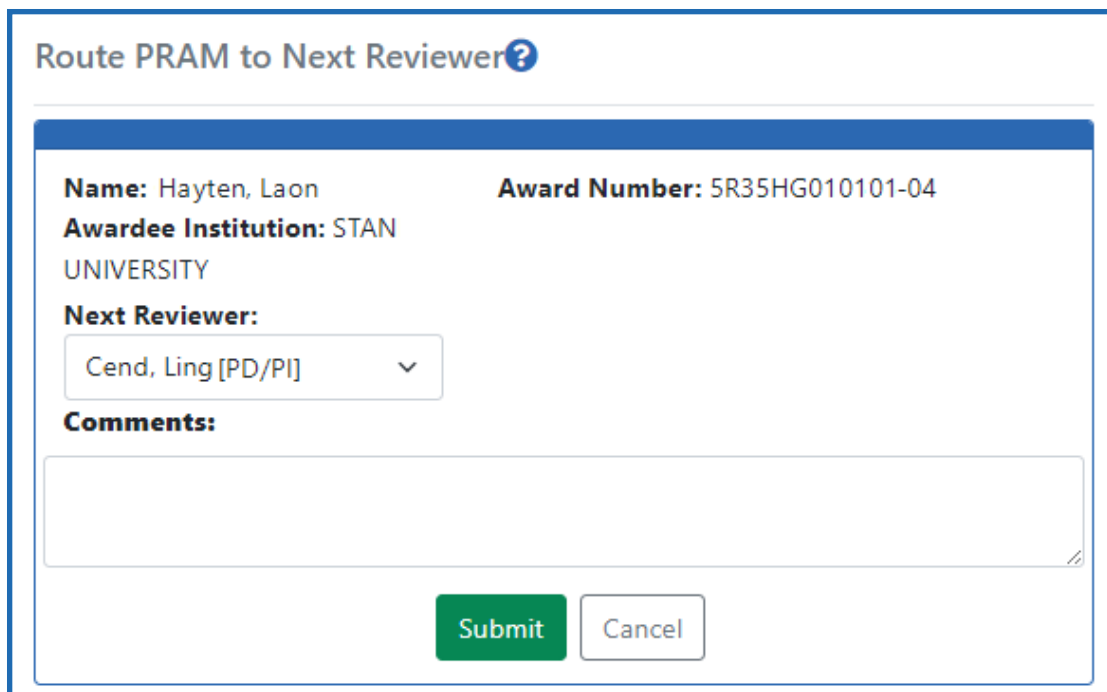
If a PRAM is routed to you, you receive an email notifying you of the event.

1. Click the **Route** button to send the PRAM for review.

The *Route PRAM to Next Reviewer* screen displays with a list of all available reviewers. .

2. Select a name from the **Next Reviewer** dropdown.
3. Optionally, enter text into the **Comments** field.

4. Click the **Submit** button.



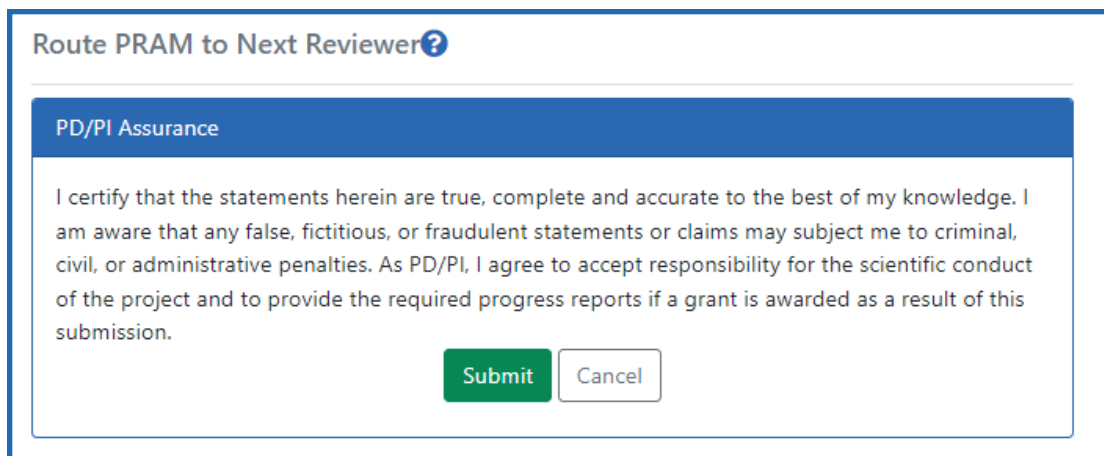
The image shows a 'Route PRAM to Next Reviewer?' popup window. It contains a header bar with the title and a question mark icon. Below the header, there is a form area with a blue top bar. The form displays the following information: 'Name: Hayten, Laon', 'Award Number: 5R35HG010101-04', 'Awardee Institution: STAN UNIVERSITY', and 'Next Reviewer:' followed by a dropdown menu showing 'Cend, Ling [PD/PI]'. Below this is a 'Comments:' section with a large text input area. At the bottom of the form are two buttons: 'Submit' (green) and 'Cancel' (white with a grey border).

*Figure 172: Route PRAM to Next Reviewer popup, where you can route a request to the PI or to any SO along with comments*

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. PIs should read this statement to confirm agreement with it.



5. Click the **Submit** button to route the PRAM to the next reviewer.



*Figure 173: PD/PI Assurance screen, which appears to PIs when routing a request*

The *Progress Report Additional Materials (PRAM)* screen displays a success message that the PRAM was successfully routed. 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, the Preview, and the Routing History; the PD/PI can not edit the PRAM. The SO can route the PRAM back to the contact PI, or the PI can click the **Recall** button to reassign the PRAM back to the PI.

## Recalling the PRAM Request

PRAM in a status of *Reviewer Work in Progress* that has been routed can be recalled by the contact PI or any SO at the institution. Recalling can be done up until the submission of the current PRAM attachment(s) to the agency. This is useful in situations when the request was routed to the wrong person or the reviewer is unavailable. If you are the current reviewer of a PRAM, and it is recalled, you receive an email notifying you of the event.

---

**NOTE:** A PD/PI *delegate* does not have the ability to recall the PRAM.

---

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 (SO Only)

When the PRAM is in *Reviewer Work in Progress* status, the current reviewer of the PRAM can submit it to the agency. Any signing official can submit. The PD/PI can submit the information only if they have been delegated *Submit Progress Report* authority by an SO. If the PD/PI lacks the authority to submit, they should route the PRAM to an SO to submit. Any SO can click the **Recall** button to become the current reviewer.

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.

**Submit PRAM?**

**Submit PRAM to Agency**

**PD/PI Assurance**

In submitting these Progress Report additional materials, 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 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 awardee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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.

**Application Information**

<b>PD/PI Name</b>	<b>Org Name</b>	
Cend, Ling	STAN UNIVERSITY	
<b>Project Title</b>		
Genome Engineering		
<b>Prm Status</b>	<b>Current Reviewer</b>	<b>Due Date</b>
Reviewer Work in Progress	Hayten, Laon	2023-10-01

**I Agree**

Cancel

Figure 174: Signing official Submit PRAM certification screen, which appears while submitting

## Viewing Public Access PRAM for Multi-Year Funded Awards

**Agency-Specific Instructions:** Department of Commerce (DOC). Public Access PRAM is not applicable for DOC 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.

## IC (Agency) Requested PRAM

The Agency Requested Progress Report Additional Materials (PRAM) request lets the awardee attach, review, route, and submit information in response to a specific request by the program official (PO) at the awarding 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 the agency.

---

**NOTE:** Agency requested PRAM is not available for multi-year funded awards at this time.

---

## Responding to Agency Requested PRAM

The principal investigator (Contact PI) or PI delegate can respond to an agency-requested PRAM (Progress Report Additional Materials) request by following the steps below. Signing officials can also respond to a PRAM request. Only signing officials or those delegated with submit progress report authority can submit the request to the requesting agency.

If the **Route** button is missing, the request might be in another user's queue. Agency-requested PRAM can be submitted multiple times, as long as the **Agency Requested PRAM** link remains available in the Status module.

## Accessing the PRAM Screen

The principal investigator (PI) and the signing official (SO) both use Status to access the *Progress Report Additional Materials (PRAM)* screen, but the Status module is different for a PI and a SO.

The contact PI accesses the agency-requested PRAM request by going to the Status module, expanding the award information, and clicking on the **Agency Requested PRAM** button:

The screenshot displays the 'Status Result - List of Applications/Awards' interface. At the top, a header bar shows details for application R35HG010101, including dates (09/01/2020 - 11/30/2025), PI name (CEND, LING), title (Genome Engineering), and status (Pending). Below this is a table with columns: Application/Award ID, Grants.gov Tracking#, Proposal Title, PD/PI Name, eSubmission Status, Current Application Status, Status Date, and Available Actions. The first row of data shows application ID 5R35HG010101-04, proposal title 'Genome Engineering', PI 'CEND, LING (PI)', and current status 'Pending'. The 'Available Actions' column for this row contains three buttons: 'RPPR', 'Public Access PRAM', and 'Agency Requested PRAM'. The 'Agency Requested PRAM' button is highlighted with a red rectangular box.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R35HG010101-04		Genome Engineering	CEND, LING (PI)		Pending	06/27/2022	<a href="#">RPPR</a> <a href="#">Public Access PRAM</a> <a href="#">Agency Requested PRAM</a>

Figure 175: Principal investigator view of Status, showing Agency Requested PRAM button

The SO accesses the agency-requested PRAM request by going to the Status module, searching for an award, and selecting **Agency Requested PRAM** from the award's three-dot ellipsis menu:

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
5R35HG010101-04		Towards	Cend, Ling	Pending	09/01/2020	11/30/2025	12/19/2023	12/18/2024

Figure 176: Signing official view of Status, showing Agency Requested PRAM option under three-dot ellipsis menu

## Responding to the PRAM Request

The *Progress Report Additional Materials (PRAM)* screen displays **Grant Information** at the top of the screen, and includes the person who is the current reviewer of this request. Only the current reviewer can edit the request.

The current reviewer uses the **Additional Materials Requested by IC** section at the bottom to add the requested materials. If a user cannot upload files or sees a **Recall** button, then the user is not the current reviewer. PIs do not see a **Submit** button; only an SO can submit the files for this request.

## Progress Report Additional Materials (PRAM) (RAM) ?

Grant Information

<b>PD/PI Name</b> Cend, Ling	<b>Org Name</b> STAN UNIVERSITY
<b>Project Title</b> Genome Engineering	
<b>Pram Status</b> Reviewer Work in Progress	<b>Current Reviewer</b> Hayten, Laon

### Additional Materials Requested by IC

Upload Additional Materials:

Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB Max # of Files: 100

Cancel Preview View Routing History Route Submit

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed.

Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB Max # of Files: 100

myncbi\_pdf\_report.pdf

Delete Download



Uploaded By: Cend, Ling File Uploaded Date: 11/22/2023

JIT10876814.pdf

Delete Download

Uploaded By: Hayten, Laon File Uploaded Date: 03/18/2024

For uploaded files, you can:

- Click the **Download** icon  and the browser will open or download the file.
- Click the **Delete** icon  to remove the file. Only the current reviewer can delete a file.

2. After you add files, you can do any of the following:

- **Preview.** Click the **Preview** button to see the entire PRAM submission package, with a summary at top that shows the award number, PI name, title, and file names of uploaded files, followed by the contents of the uploaded files.

- **View Routing History.** Click this to see a history of all the users who have taken action on this request.
- **Route.** A PI can route the PRAM to any SO in the organization. An SO can route the PRAM to either the contact PI or to any other SO in the organization. See the section titled *Routing the PRAM Request to the Next Reviewer* below. The person to whom the request is routed receives a notification email.
- **Recall.** The **Recall** button is available to the PI after the PI has routed the request. The **Recall** button is also available to any SO in the organization, as a means of assigning the request to themselves. Simply click the **Recall** button. After a recall, the person to whom the request had been assigned receives a notification email that they are no longer the current reviewer.
- **Submit** (SO Only). If the submission package is ready to submit, the SO can submit it by clicking the **Submit** button, which appears for SOs only (or those delegating signing authority). See the section titled *Submitting the PRAM Request* below.

## Routing the PRAM Request to the Next Reviewer

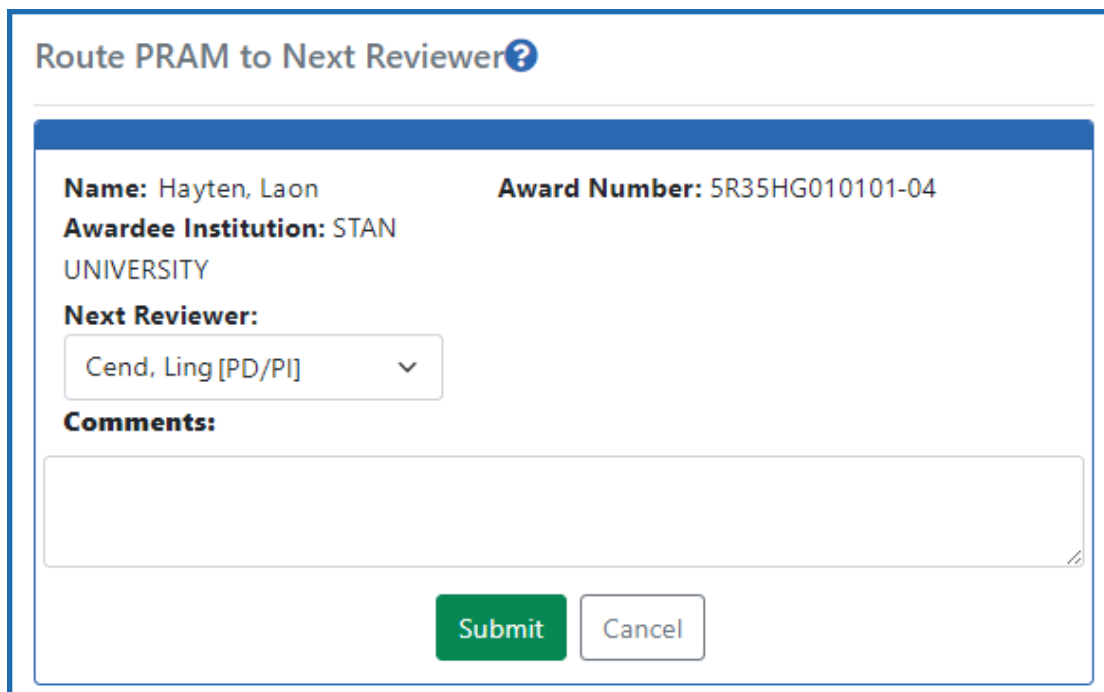
If a PRAM is routed to you, you receive an email notifying you of the event.

1. Click the **Route** button to send the PRAM for review.

The *Route PRAM to Next Reviewer* screen displays with a list of all available reviewers. .

2. Select a name from the **Next Reviewer** dropdown.
3. Optionally, enter text into the **Comments** field.

- Click the **Submit** button.



**Route PRAM to Next Reviewer?**

**Name:** Hayten, Laon **Award Number:** 5R35HG010101-04

**Awardee Institution:** STAN UNIVERSITY

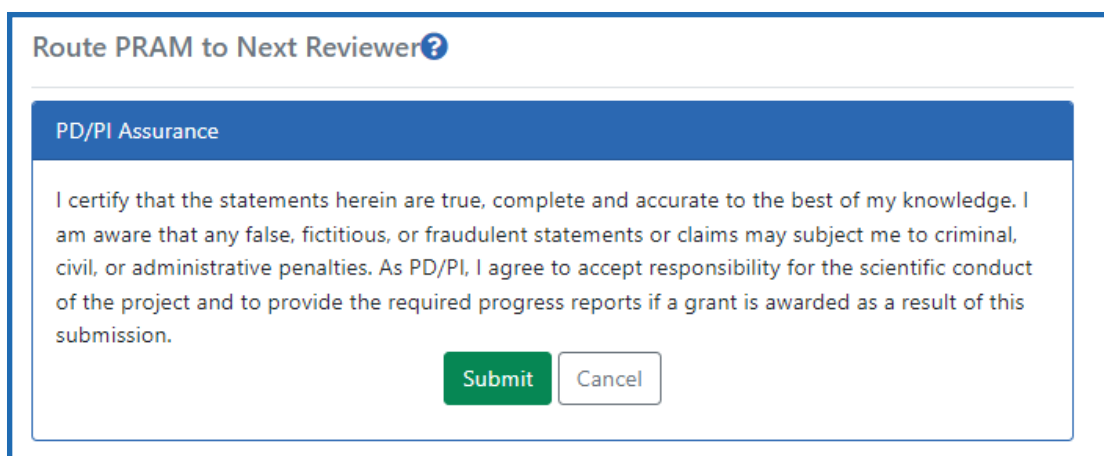
**Next Reviewer:** Cend, Ling [PD/PI] ▼

**Comments:**

**Submit** **Cancel**

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. PIs should read this statement to confirm agreement with it.

- Click the **Submit** button to route the PRAM to the next reviewer.



**Route PRAM to Next Reviewer?**

**PD/PI Assurance**

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

**Submit** **Cancel**

The *Progress Report Additional Materials (PRAM)* screen displays a success message that the PRAM was successfully routed. 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, the Preview, and the Routing History; the PD/PI can not edit the PRAM. The SO can route the PRAM back to the contact PI, or the PI can click the **Recall** button to reassign the PRAM back to the PI.

## Recalling the PRAM Request

PRAM in a status of *Reviewer Work in Progress* that has been routed can be recalled by the contact PI or any SO at the institution. Recalling can be done up until the submission of the current PRAM attachment(s) to the agency. This is useful in situations when the request was routed to the wrong person or the reviewer is unavailable. If you are the current reviewer of a PRAM, and it is recalled, you receive an email notifying you of the event.

---

**NOTE:** A PD/PI *delegate* does not have the ability to recall the PRAM. 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 (SO Only)

When the PRAM is in *Reviewer Work in Progress* status, the current reviewer of the PRAM can submit it to the agency. Any signing official can submit. The PD/PI can submit the information only if they have been delegated *Submit Progress Report* authority by an SO. If the PD/PI lacks the authority to submit, they should route the PRAM to an SO to submit. Any SO can click the **Recall** button to become the current reviewer.

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.

Submit PRAM

Submit PRAM to Agency

**PD/PI Assurance**

In submitting these Progress Report additional materials, 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 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 awardee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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.

Application Information

<b>PD/PI Name</b>	<b>Org Name</b>	
Cend, Ling	STAN UNIVERSITY	
<b>Project Title</b>		
Genome Engineering		
<b>Pram Status</b>	<b>Current Reviewer</b>	<b>Due Date</b>
Reviewer Work in Progress	Hayten, Laon	2023-10-01

I Agree
Cancel

## 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

## Status Module

The Status screens lets 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](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* on page 489.

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.

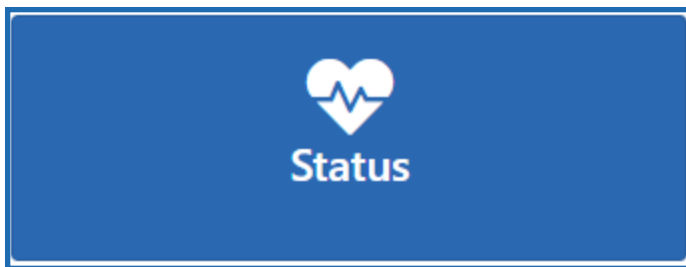
Refer to *How Does an AOR or SO Check Submission Status?* on page 465 if you have an SO or AO role.

Refer to *Status for Program Directors/Principal Investigators (PI Role)* on page 475 if you have a PI role.

### Accessing the Status Module

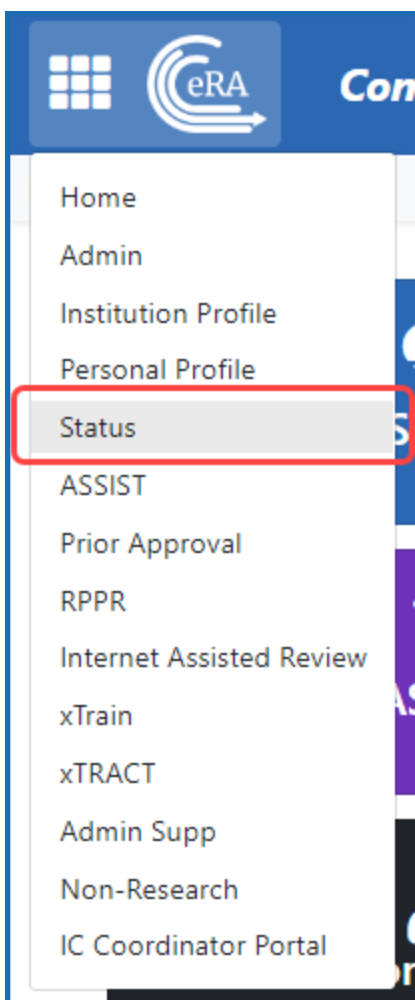
To access the Status module after logging into eRA Commons, use one of the two following methods:

1. Click the Status button on the main eRA Commons home page:



*Figure 177: Click the Status button on the main eRA Commons home page to access the Status module.*

2. Select Status from the main menu:



*Figure 178: Select Status from the main menu, which is under the eRA logo in upper left.*

## Status Search for SOs

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* on page 108.

Multiple search types use the **Awarding Office/IC** field to narrow results to one or more agencies, ICs, or departments. See *Searching for Awards by Awarding Office/IC (Search Criteria)* on page 116 for more information on using this search criteria.

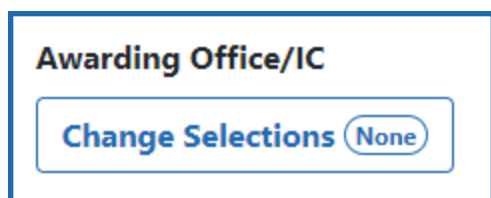


Figure 179: Awarding Office/IC search criteria with Change Selections button

### *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.

Figure 180: Search Type dropdown in Status

The following screen appears.

Figure 181: General search criteria in Status. Use *EITHER* the six grant number fields *OR* use the Project Number field to search, but do not use both.

2. 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 ellipsis menu for actions that can be performed on the award. See Sample Search Results below.

See *Searching for Awards by Awarding Office/IC (Search Criteria)* on page 116 for information on using the Awarding/IC dropdown, which lets users search for awards based on what entity awarded the grant.

---

**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)* on page 475 for more information.

---

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

See *Just in Time (JIT) Search for SOs* on page 538.

### *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* on page 581.

### *Status Search Type: Relinquishing Statements*

See *Managing Relinquishing Statements* on page 724.

### *Search Type: Recent/Pending eSubmissions*

See *How Does an AOR or SO Check Submission Status?* on page 465

### *Search Type: Re-Assign Award*

See *Steps for SO to Re-assign an Award* on page 470.

### *Search Type: ESI Eligibility*

See *ESI Eligibility Search* on page 208.

### *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* on page 108.

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
----------------------	-----------------------	----------------	------------

## Sample Search Results

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

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1P01AI010101-01	GRANT17171717	HIV	Smill, Daviche	Awarded. Non-fellowships only	04/01/2022	03/31/2027	04/01/2022	03/31/2023
1R01AG070707-01 (MPI)			Risactan, Robon	Awarded. Non-fellowships only	09/30/2021	08/31/2024	09/30/2021	08/31/2024

Figure 182: 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* on page 491 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.

- **Accept/Decline Award**

Department of Commerce (DOC) Awards Only. See e *Administrative Supplements-Award Information Screen* on page 718.

- **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. See *Administrative Supplements- Award Information Screen* on page 718.

- **Agency Requested PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting IC Requested PRAM. See *Responding to Agency Requested PRAM* on page 448.

- **Closed**

This link opens the *Closeout Status* screen, which provides information on a closed grant. See *Closeout Status* on page 581.

- **Correspondence.**

- **Extension**

This link opens the No-Cost Extension (NCE) feature. See *No-Cost Extension (NCE) for NIH Grants* on page 559.

- **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.

---

- **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* on page 540.

- **Public Access PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting Public Access PRAM. See *Responding to Public Access PRAM* on page 439

- **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?* on page 468

- **Requires Closeout**

This link opens the *Closeout Status* screen, which provides a means for uploading the required documents for closeout. See *Closeout Status* on page 581.

- **Revision Request**

Department of Commerce (DOC) Awards Only. Previously called Award Action Request, this option is for DOC awards only and lets awardees request a variety of types of changes to an award. See *Revision Requests for DOC Awards* on page 512.

- **RPPR**

Opens the *RPPR Menu* screen for editing or submitting a Research Performance Progress Report (RPPR). See *Research Performance Progress Report (RPPR) Module* on page 313.

- **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.

- **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.

- **Show Prior Errors and Warnings**

This link opens the *Errors/Warning for Prior eSubmissions* screen, which lists validation or other errors that occurred upon submission. This action occurs ONLY if there are errors/warnings.

Errors/Warnings for Prior eSubmissions <span>Close Tab</span>		
GRANT00809257 : 02-09-2024 10:22:55 AM		
Filter Table	1 Results	   1 of 1  
Type ^	Form Name ^	Validation Message ^
Warning	GLOBALVALIDATION	The SAM registration for your organization will expire on 02/17/2024. An active SAM registration is required for submission. (000.31)

- **View Prior eSubmissions.** Shows errors/warnings for prior eSubmissions. This link occurs only if there are NOT errors/warnings; if there are, then the previous action appears instead. Example:

Errors/Warnings for Prior eSubmissions <span>Close</span>	
GRANT13283476 : 02-04-2021 03:07:54 PM	
No errors or warnings.	

- **View Terms Tracking.** See *Viewing Award Terms Tracking from Status Module*.

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

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 reject 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*

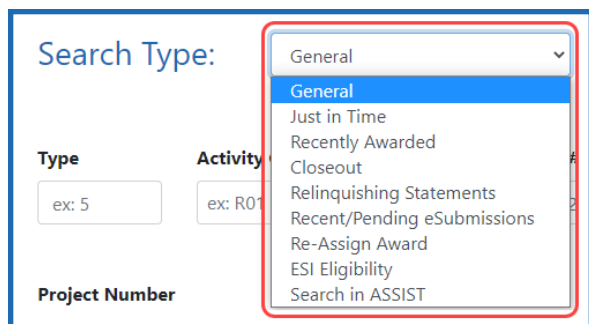
the *2-Business-Day Application Viewing Window for Administrative Supplements* on page 489.

Also see [Submit, Track and View Your Application](#) and *How Does an SO Reject the eApplication?* on page 468

All signing officials can verify the status of the applications that have been submitted for their organization utilizing eRA Commons.

## 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.

The screenshot shows a web interface for searching. On the left, there are input fields for 'Type' (with 'ex: 5' as a placeholder), 'Activity' (with 'ex: R01' as a placeholder), and 'Project Number'. To the right of these fields is a dropdown menu labeled 'Search Type:'. The dropdown is open, showing a list of options: 'General' (highlighted in blue), 'Just in Time', 'Recently Awarded', 'Closeout', 'Relinquishing Statements', 'Recent/Pending eSubmissions', 'Re-Assign Award', 'ESI Eligibility', and 'Search in ASSIST'. The entire search area is enclosed in a blue border.

3. On the **next screen**, enter search criteria and click the **Search** button. Search criteria options are:
  - **Grants.gov Tracking #** *A value is assigned by Grants.gov when the application is electronically submitted.*
  - **Accession Number** *A unique value assigned to applications before an NIH grant number is assigned.*
  - **eSubmission Status** *(All, Pending Verification, or Rejected)*
  - **Received Date Range** Enter a range of dates for the received date in the from and to fields by clicking the calendar icon and choosing dates.

**Recent/Pending eSubmissions ?**

**Grants.gov Tracking #**  
ex: GRANT01234567

**Accession Number**  
ex: 123456

**eSubmission Status**  
All

**Received Date Range**  
11/30/2023 to 02/28/2024

[Clear Form](#) [Search](#)

Figure 183: Recent/Pending eSubmissions search criteria for an SO

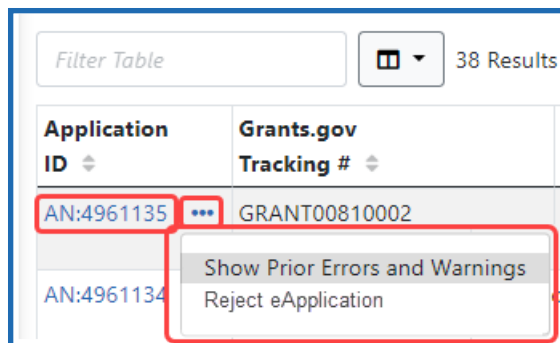
In the search results, you can find links for actions, such as showing prior errors, in the three-dot ellipsis menu next to the Award/Application ID. Also see *Status Search for SOs* on page 458.

## eSubmission Tracking Tips

Check the **eSubmission Status** column to determine if your application status is "eSubmission Error", "Rejected", or "Pending Verification". **Select one of the following from the three-dot ellipsis menu for an award in search results:**

- If the status is "eSubmission Error":
  - Click the **Show Prior Errors and Warnings** options from the three-dot ellipsis icon menu
  - Click the linked **Application ID** to open *Status Information*. Any existing submission errors or warnings display at the left of the *Status Information* screen in a yellow or pink box. Refer to *Status Information* on page 491 for more information on this screen.
- If the status is **Pending Verification**, you can click *Reject eApplication* to reject the eSubmission of an application. Refer to *How Does an SO Reject the eApplication?* on page 468.

## Checking for eSubmission Errors



1. Check the **eSubmission Status** column to determine if your application status is "eSubmission Error" or "Pending Verification".
2. For **Pending Verification** applications, you can click the linked **Application ID** to see the *Status Information* screen for the application, which includes errors and warnings in a box on the left of the screen. These appear during the two-day reviewing window that's available prior to the application deadline.
3. To just see the errors, click the three-dot ellipsis icon for an application and select **Show Prior Errors and Warnings**.
4. For **Pending Verification** applications, you can also select **Reject eApplication** from the three-dot ellipsis icon menu to reject the eSubmission of the application. To reject an application, see *How Does an SO Reject the eApplication?* on page 468.

---

**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.

---

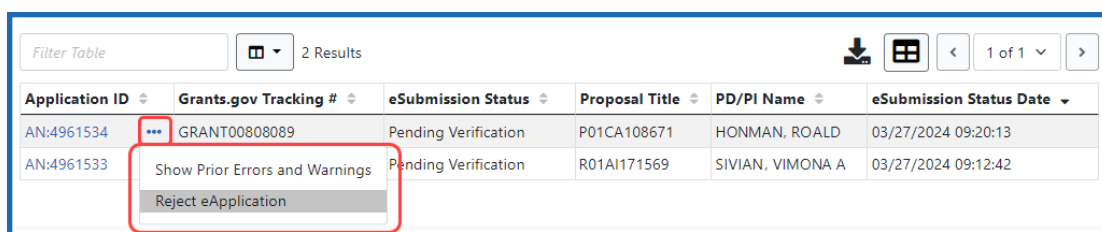
## How Does an SO Reject the eApplication?

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:

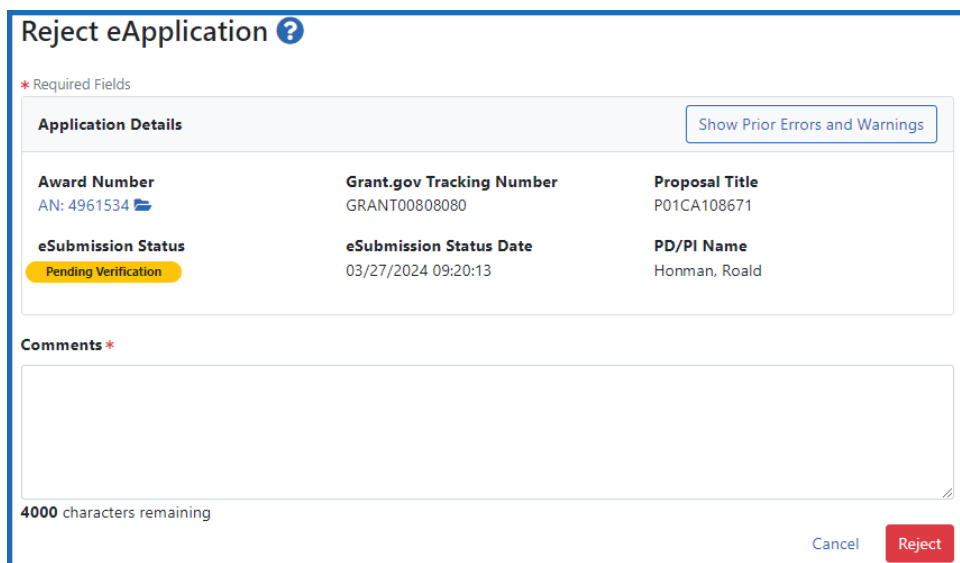
1. Log in to [eRA Commons](#) with your signing official (SO) user ID and password.
2. [Navigate to the Status module](#) and then select the **Recent/Pending eSubmissions** from the **Search Type** dropdown to locate the application being rejected.
3. On the *Recent/Pending eSubmission* screen, search for applications with an **eSubmission Status** of **Pending Verification**.
4. In the search results, from the three-dot ellipsis menu for an award, select the **Reject eApplication** action.



Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date
AN:4961534	GRANT00808089	Pending Verification	P01CA108671	HONMAN, ROALD	03/27/2024 09:20:13
AN:4961533		Pending Verification	R01AI171569	SIVIAN, VIMONA A	03/27/2024 09:12:42

Figure 184: Reject eApplication Link

The **Reject eApplication** screen displays.



**Reject eApplication** ?

\* Required Fields

**Application Details** [Show Prior Errors and Warnings](#)

<b>Award Number</b> AN: 4961534	<b>Grant.gov Tracking Number</b> GRANT00808080	<b>Proposal Title</b> P01CA108671
<b>eSubmission Status</b> Pending Verification	<b>eSubmission Status Date</b> 03/27/2024 09:20:13	<b>PD/PI Name</b> Honman, Roald

**Comments \***

4000 characters remaining

[Cancel](#) [Reject](#)

Figure 185: Reject eApplication screen for SO

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

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

## 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.

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.

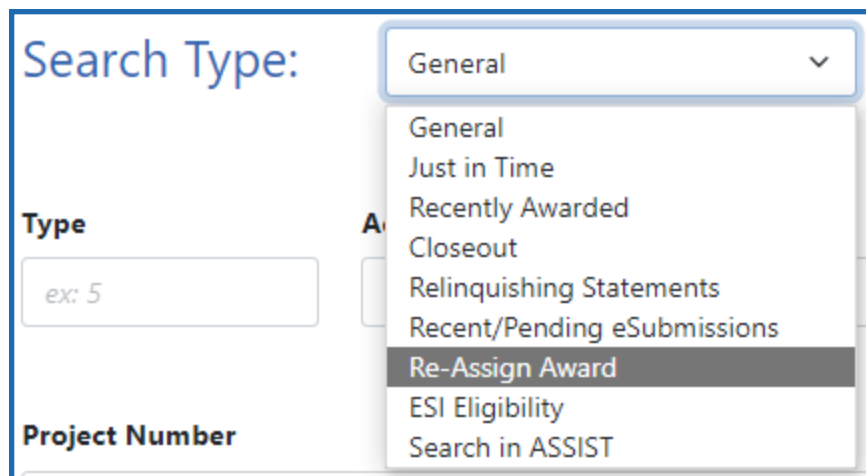
---

**NOTE:** This does NOT move an award from one institution to another; it moves an award only within departments/schools from the same institution. To move an award between institutions, see [Relinquishing Statements](#) instead.

---

To re-assign one or more awards:

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.



*Figure 186: Search Type dropdown for SOs showing Re-Assign Award search option*

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.

## Re-assign Award ?

\* Required Field

▼ **Step 1: Search and choose awards**

Type	Activity Code	IC/Institute	Serial #	Support Yr.
ex: 5	ex: R01 ▼	ex: GM ▼	ex: 123456	ex: 01

**Awarding Office/IC ?**

[Change Selections](#) [None](#)

**Contact PD/PI Last Name** **Contact PD/PI First Name**

ex: Smith ex: John


**School** **Department**

Select One ▼ Select One ▼

[Clear Form](#) [Search](#)

- DIVISION OF GRADUATE STUDIES
- GENERAL CAMPUS
- SCHOOL OF PUBLIC HEALTH
- OFFICE OF ACADEMIC AFFAIRS
- OFFICE OF CONTRACT AND GRANT ADMINISTRATIO

The search results are displayed.

Select one or more checkboxes of awards to move. To select all visible search results, click the checkbox at the top of the column of checkboxes. To make more results visible, use the Grid tool  to set visible rows per page.

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.

## Re-assign Award ?

Step 1: Search and choose awards
You have selected 2 award(s) for re-assignment

Type  
ex: 5

Activity Code  
ex: R01

IC/Institute  
ex: GM

Serial #  
ex: 123456

Support Yr.  
ex: 01

Contact PI Last Name  
SMITH

Contact PI First Name  
First Name

School  
Select a school

Department  
Select a department

Clear Form Search

4 Results

Download
Grid
1 of 1

	Application/Award ID	Project Title	Contact PD/PI Name	Budget Period	School Name	Department
<input checked="" type="checkbox"/>	R01GM 010101-01	Mapping drugs	Smith, Jamond	09/01/2022 To 08/31/2023	SCHOOL OF MEDICINE	MOLECULAR & MED PHARMACOLOGY
<input checked="" type="checkbox"/>	R01GM 010101-01A1	Mapping drugs	Smith, Jamond	07/01/2023 To 06/30/2024	SCHOOL OF MEDICINE	MOLECULAR & MED PHARMACOLOGY
<input type="checkbox"/>	R01GM050505-01	interaction map	Smith, Jamond	11/01/2023 To 10/31/2024	SCHOOL OF MEDICINE	MOLECULAR & MED PHARMACOLOGY
<input type="checkbox"/>	F31DK05 05 05-01	Family Proteins	Smith, Ann	09/01/2023 To N/A	SCHOOL OF MEDICINE	MEDICINE

Next

- **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.

## Re-assign Award ?

\* Required Field

[Step 1: Search and choose awards](#)You have selected 1 award(s) for reassignment

[Step 2: Choose department](#)You have selected GENERAL CAMPUS, ANIMAL CARE

**School \***  
GENERAL CAMPUS X v

**Department \***  
ANIMAL CARE v

Next

[Step 3: Review](#)

**STEP 3:** Review the summary, which indicates the number of awards being moved and the destination. If the information is correct, click **Submit**.

## Re-assign Award ?

\* Required Field

[Step 1: Search and choose awards](#)You have selected 1 award(s) for reassignment

[Step 2: Choose department](#)You have selected GENERAL CAMPUS, ANIMAL CARE

[Step 3: Review](#)

Please review and confirm your Reassignment(s) before submitting:

List of awards selected for reassignment:

- R01AA026077-08 from {GENERAL CAMPUS, PSYCHOLOGY}

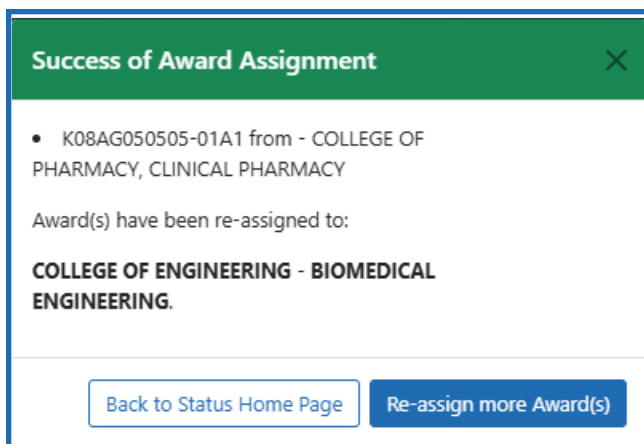
Awards will be reassigned to:

School: GENERAL CAMPUS

Department: ANIMAL CARE

Submit

In the Success of Award Assignment popup, click a button to either go back to Status or to re-assign more awards.



- **NOTES:**

- Functionality is only available to signing officials from recipient organizations that are classified as Institutions of Higher Education.
- Assignments are immediate in eRA Commons. The new assignment can be viewed on the *Re-assign Award* search page.
- Assignments will be visible in [RePORTER](#) on the following Monday.
- You can search only for current and future fiscal years, for awarded grants or pending type 5 grants.

## 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?* on page 465 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 heading to view a list of recent or pending electronic submissions of grant applications.
- **List of Applications/Awards:** Select this heading 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: 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

Figure 187: 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* on page 195 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



### 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

Figure 188: Recent/Pending eSubmissions Option in Status PI view

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 ? 1						
The following list of applications represents the 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.						
Grants.gov Tracking#	Application/Award ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00808089	AN:4961534	Pending Verification	Type 7 - P01CA108671	HOFLD, RONA	03/27/2024 09:20:13	Show Errors and Warnings

Figure 189: 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* on page 491 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 Prior Errors and Warnings

Click the three-dot ellipsis icon next to the Application ID to select **Show Prior Errors and Warnings**. Clicking this option opens the *Errors/Warnings for Prior eSubmissions* screen, providing any errors or warnings received for the application during eSubmission.

---

**TIP:** Use the **Export** icon (  ) located at the top of the screen to export to Excel or PDF or to print the table data.

---

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.

**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

Figure 190: List of Applications/Awards in Status PI view

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 display all applications and awards associated with a family, click the the blue heading for the ID.

**Notes & Tips:** [Return to PI Search](#)

- Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

✓ Grouped View Flat View

### Status Result - List of Applications/Awards ? 47

> P30AG010101	16	07/01/1997 - 06/30/2025 (Project Period)	DOW, HATFI (PD/PI)	Center on Aging (Title)	Pending
> R01AG060606	7	08/01/2019 - 02/29/2024 (Project Period)	DOW, HATFI (PD/PI)	Dementia Determinants (Title)	Awarded. Non-fellowships only
> R01DA030303	4	09/30/2013 - 08/31/2019 (Project Period)	DOW, HATFI (PD/PI)	Smoking Cessation (Title)	Awarded. Non-fellowships only
> R01AG040404	1	07/01/2013 - 06/30/2018 (Project Period)	DOW, HATFI (PD/PI)	Telomeres (Title)	Administratively Withdrawn by IC

Figure 191: Status Result - List of Applications/Awards for PI

Status Result - List of Applications/Awards ? 47																															
<div> <div>&gt; P30AG010101 16 07/01/1997 - 06/30/2025 (Project Period) DOW, HATFI (PD/PI) Center on Aging (Title) Pending</div> <div> <div>▼ R01AG060606 7 08/01/2019 - 02/29/2024 (Project Period) DOW, HATFI (PD/PI) Dementia Determinants (Title) Awarded. Non-fellowships only</div> <table> <tr> <th>Application/Award ID</th><th>Grants.gov Tracking#</th><th>Proposal Title</th><th>PD/PI Name</th><th>eSubmission Status</th><th>Current Application Status</th><th>Status Date</th><th>Available Actions</th></tr> <tr> <td><a href="#">5R01AG060606-05</a></td><td></td><td>Dementia Determinants</td><td>DOW, HATFI (PI)</td><td></td><td>Awarded. Non-fellowships only</td><td>03/07/2023</td><td> <div>Requires Closeout</div> <div>RPPR</div> <div>Human Subjects</div> </td></tr> <tr> <td><a href="#">5R01AG060606-04</a></td><td></td><td>Dementia Determinants</td><td>DOW, HATFI (PI)</td><td></td><td>Awarded. Non-fellowships only</td><td>03/07/2022</td><td> <div>RPPR</div> <div>Human Subjects</div> </td></tr> </table> </div> </div>								Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions	<a href="#">5R01AG060606-05</a>		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2023	<div>Requires Closeout</div> <div>RPPR</div> <div>Human Subjects</div>	<a href="#">5R01AG060606-04</a>		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2022	<div>RPPR</div> <div>Human Subjects</div>
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions																								
<a href="#">5R01AG060606-05</a>		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2023	<div>Requires Closeout</div> <div>RPPR</div> <div>Human Subjects</div>																								
<a href="#">5R01AG060606-04</a>		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2022	<div>RPPR</div> <div>Human Subjects</div>																								

Figure 192: Sample of an expanded award/application on Status for PIs

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* on page 491 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* on page 313.

#### **Public Access PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting Public Access PRAM. Refer to *Research Performance Progress Report (RPPR) Module* on page 313.

#### **Agency Requested PRAM**

Opens the *Progress Report Additional Materials (PRAM)* screen for submitting IC Requested PRAM. Refer to *Research Performance Progress Report (RPPR) Module* on page 313.

#### **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* on page 540.

## **Extension**

This link opens the No-Cost Extension (NCE) feature. Refer to *No-Cost Extension (NCE) for NIH Grants* on page 559.

## **Closed**

This link opens the *Closeout Status* screen, which provides information on a closed grant. Refer to *Closeout Status* on page 581.

## **Requires Closeout**

This link opens the *Closeout Status* screen, which provides a means for uploading the required documents for closeout. Refer to *Closeout Status* on page 581.

## **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.

## **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 **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 (including the word 'GRANT'; example: GRANT12345678) into the **Tracking Number** field of the **Search by Grants.gov Tracking Num** section and click the **Search** button.



### 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

Figure 193: Search by Grants.gov Tracking Number

The *Status Result - List of Applications/Awards* screen returns only the application matching the entered tracking number. Action buttons for the award appear if applicable.

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

### Status Result - List of Applications/Awards ?

#### GRANT13131313

<b>Application/Award ID</b> 5H79SM080808-05	<b>Grants.gov Tracking Number</b> GRANT13965292	<b>Proposal Title</b> Services and Supports for Homeless	
<b>PD/PI Name</b> SHOW, LIA (PI)	<b>eSubmission Status</b> Submission Complete	<b>Current Application Status</b> Awarded. Non-fellowships only	<b>Status Date</b> 01/05/2024

Figure 194: Grants.gov Tracking Number Search Results in Status with applicable action buttons outlined

## Using Status View for PIs

The PI view of Status shows applications and awards search results in either a **Grouped View** or a **Flat View** view, with a check mark next the current view. Click the view names to toggle between them.

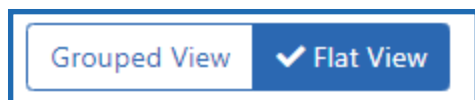
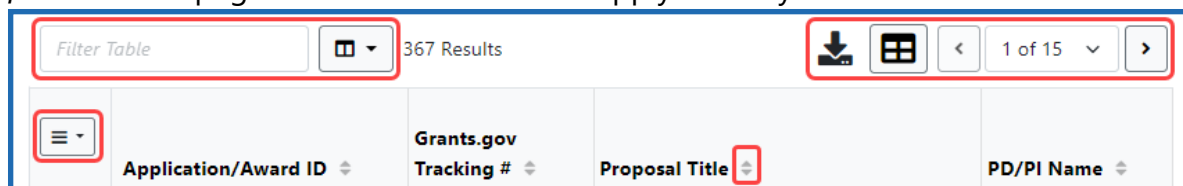


Figure 195: Grouped View and Flat View buttons in Status for PIs

Flat view shows all applications and awards in a table of search results, while grouped view shows applications awards grouped by the grant family (related awards that share the same application/award ID).

**TIP:** Table tools might include the ability to: filter results; show/hide columns; download to Excel or print; specify number of visible records; navigate through tables of data; select and unselect records in bulk; and sort. Table tools are described in *Standard Tools for Tables* on page 108. Not all table tools apply to every table.



Click the **Application/Award ID** to open the **Status Information** screen.

## How Does a PI Track Submission Status?

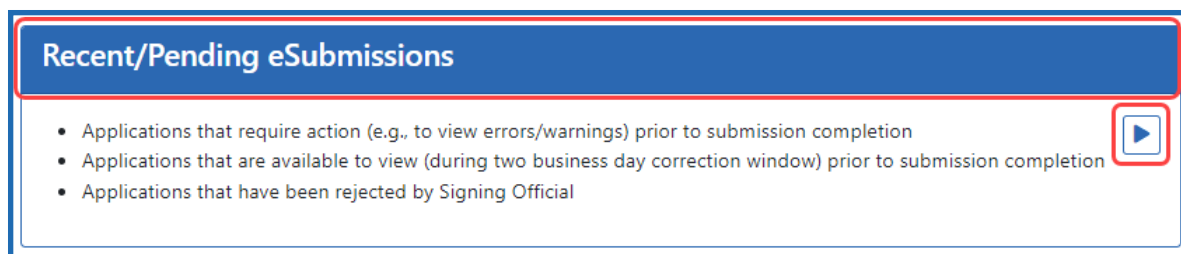
The designated *Contact PD/PI* can view status information relating to newly submitted applications during the "viewing window" (the first two business days after submission up to the submission deadline).

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* on page 195 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 heading or arrow.



3. The next screen displays the search results.

Status Result - Recent/Pending eSubmissions ? 1						
The following list of applications represents the 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.						
Grants.gov Tracking#	Application/Award ID	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00808089	AN:4961534	Pending Verification	Type 7 - P01CA108671	HOFLD, RONA	03/27/2024 09:20:13	Show Errors and Warnings

To return to the main Status 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** button 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* on page 491 for more information on this screen.

## **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 viewing 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.

---

**NOTE:** If the application is submitted just before the due date, then the viewing window only lasts until the actual due date/time, and thus will be less than two days.

---

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 select 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 of rejections or acceptance.

See guide notice [NIH Offers Ability to Bypass 2-Business Day Application Viewing Window as an Option for Administrative Supplements](#).

To bypass the two-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 Range** fields to include today's date or **eSubmission Status** to **Pending Verification**. Only administrative supplement applications submitted in the last two days include the **Verify** action.

4. On the application you wish to expedite, click the three-dot ellipsis menu and select **Verify**.

**Recent/Pending eSubmissions** ?

\* Required Field

**Grants.gov Tracking #**  **Accession Number**

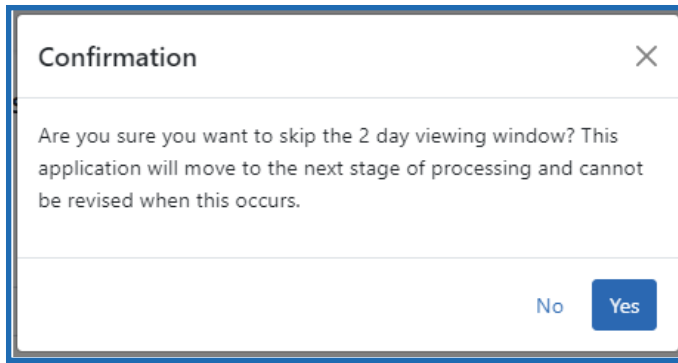
**eSubmission Status**  **Received Date Range**  to  [Clear Form](#) [Search](#)

[Filter Table](#)  [Download](#) [Print](#) [1 of 1](#)

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date
AN:4961954	GRANT00808084	Pending Verification	Detection of Cancer	MOESS, JICA	05/08/2024 11:43:07
AN:4961833		on Error	Therapeutic Approaches to Addiction	ZHOISE, WEIESS	05/08/2024 09:10:37
AN:4961833			Stem Cell Therapy	VASWAP, ISENA	05/01/2024 08:51:48
AN:4961820		Rejected	Drug Monitoring	MIESS, JICA	04/24/2024 13:01:48

Figure 196: Recent/Pending eSubmissions search results showing Verify action

A popup asks you if you are sure you want to skip the two-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 *Confirmation* popup window.

The administrative supplement immediately becomes available for agency staff to start processing the application.

## 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.

**Contacts**

**Administration:** Scientific Review Officer (SRO)  
**Name:** Pinsep, Gale  
**Phone:** 301-555-5555  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Grants Management Specialist (GMS)  
**Name:** Giulder, Roald  
**Phone:** 301.555-5555  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Program Official (PO)  
**Name:** Cauzo, Napen  
**Phone:** 301-555-5555  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Latest Update**

Application Source: Grants.gov  
FOA: [PA19-130] - NIH Pathway to Independence Award (Parent K99/R00 - Independent Clinical Trial Not Allowed)

**eRA Service Desk**

Hours: Monday-Friday, 7:00 AM-8:00 PM EDT/EST

Web: <https://www.era.nih.gov/need-help>

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

**Status Information ?**

**1 K99 HL111111-01**

<b>Status</b> Application awarded.	<b>Project Title</b> Implication of Graft vs. Tumor	<b>Application ID</b> 1 K99 HL111111-01
<b>PI Name</b> Mopour, Scott	<b>NIH Appl. ID</b> 10101010	

**▼ Status**

<b>Status</b> Application awarded.	<b>Last Status Update Date</b> 03/02/2021	<b>NIH Appl. ID</b> 10101010
<b>PI Name</b> Mopour, Scott	<b>Institution Name</b> HEALTH RESEARCH	
	<b>School Name</b>	
	<b>School Category</b>	
	<b>Division Name</b>	
	<b>Department Name</b>	
	<b>Proposal Title</b> Implication of Graft vs. Tumor	
<b>Proposal Receipt Date</b> 02/11/2020	<b>Current Award Notice Date</b> 03/02/2021	
<b>Project Period Begin Date</b> 03/05/2021		
<b>Project Period End Date</b> 02/28/2023		
<b>Application Source</b> Grants.gov	<b>eApplication Status</b> Submission Complete	
<b>FOA</b> [PA19-130] - NIH Pathway to Independence Award (Parent K99/R00 - Independent Clinical Trial Not Allowed)		

**▼ Other Relevant Documents**

[e-Application](#)

[Summary Statement](#)

[Latest NGA](#)

Notice(s) of Grant Award (PDF) [03/02/2021](#)

[Abstract \(Awarded Grant\)](#)

Just In Time [08/18/2020 Times Revised\(1\)](#)

[eSubmission Cover Letter](#)

[eSubmission-PHS Assignment Request Form](#)

**▼ Additions for Review**

Group	Document	Grant/Subproject	Date
Accepted Publication	NEWS OF PUBLICATION	K99 HL111111-01	Wed May 06 16:00:04 EDT 2020

**▼ Review**

<b>Application</b> <p><b>Award Document Number:</b> KHL111111A</p> <p><b>FSR Accepted Code:</b> N</p> <p><b>Snap Indicator Code:</b> Y</p> <p><b>Impact Score:</b> 28</p> <p><b>Percentile:</b></p> <p><b>Early Stage Investigator Eligible:</b></p> <p><b>New Investigator Eligible:</b></p> <p><b>Eligible for FFATA Reporting:</b> Yes</p>	<b>Study Section</b> <p><b>Scientific Review Group:</b> MTI (OA)</p> <p><b>Council Meeting Date (YYYY/MM):</b> 2020/10</p> <p><b>Meeting Date:</b> 06/10/2020</p> <p><b>Meeting Time:</b> 09:00</p> <p><b>Study Roster:</b> <a href="#">View Meeting Roster</a></p>	<b>Advisory Council (AC)</b> <p><b>Meeting Date:</b> 10/27/2020</p> <p><b>Meeting Time:</b> 10:00</p>
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**▼ Institute/Center Assignment**

Institute or Center	Assignment Date
NATIONAL CANCER INSTITUTE	02/19/2020
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE (Primary)	02/11/2020
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE (Primary)	02/19/2020
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES	02/19/2020

**▼ Status History**

Effect Date	Status Message
02/25/2021	Award prepared: refer questions to Grants Management Specialist.
11/10/2020	Pending administrative review. Refer any questions to Program Official or Grants Management Specialist.
10/29/2020	Council review completed.
06/12/2020	Scientific Review Group review completed: Council review pending. Refer any questions to the Program Official or Grants Management Specialist.
02/24/2020	Scientific Review Group review pending.
02/11/2020	Application entered into system

**▼ Awards**

Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
---------------	-------------------------------	------------	--------------



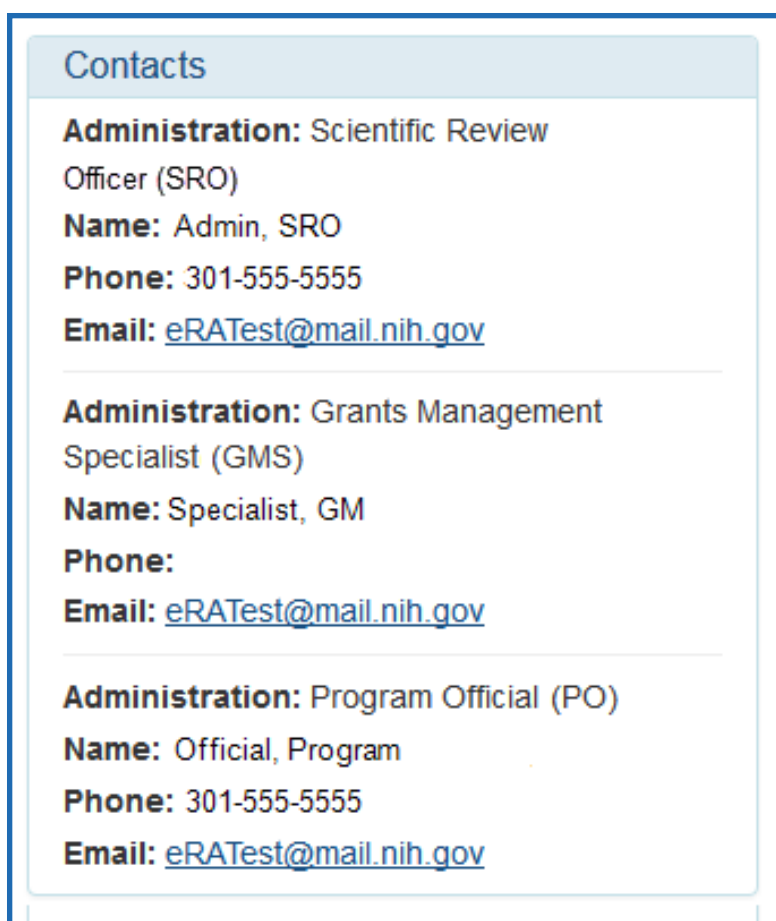
*Figure 197: Status Information Screen*

**The screen displays the following sections of information:**

**Contacts:** Names, phone numbers, and email addresses for grant-related contacts. Contacts appears in the upper left.

The **Name**, **Phone**, and **Email** displays for the following contacts:

- Scientific Review Officer (SRO\*)
- Grants Management Specialist (GMS)
- Program Official (PO)



Contacts
<b>Administration:</b> Scientific Review Officer (SRO) <b>Name:</b> Admin, SRO <b>Phone:</b> 301-555-5555 <b>Email:</b> <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>
<b>Administration:</b> Grants Management Specialist (GMS) <b>Name:</b> Specialist, GM <b>Phone:</b> <b>Email:</b> <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>
<b>Administration:</b> Program Official (PO) <b>Name:</b> Official, Program <b>Phone:</b> 301-555-5555 <b>Email:</b> <a href="mailto:eRATest@mail.nih.gov">eRATest@mail.nih.gov</a>

*Figure 198: Contacts Section of Status Information*

**Latest Update:** Displays the latest changes affecting the application.

**Latest Update**

Progress Report Due Date:  
05/01/2023  
Application Source: RPPR  
Opportunity Number: [RFA-AG-  
20-001] - Centers on Aging

**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.

**eRA Service Desk**

Hours: Monday-Friday, 7:00 AM-8:00 PM  
EDT/EST  
Web: <https://www.era.nih.gov/need-help>  
Toll-free: 866-504-9552  
Phone: 301-402-7469  
Contact initiated outside of business  
hours via Web or voice mail will be  
returned the next business day.

**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

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**NOTE:** Individual sections may be expanded or collapsed individually.

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- **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

1 K99 HL111111-01		
<b>Status</b>	<b>Project Title</b>	
Application awarded.	Implication of Graft vs. Tumor	
<b>PI Name</b>	<b>NIH Appl. ID</b>	<b>Application ID</b>
Mopour, Scott	10101010	1 K99 HL111111-01

**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		
<b>Status</b>	<b>Last Status Update Date</b>	
Application awarded.	03/02/2021	
<b>PI Name</b>	<b>Institution Name</b>	<b>NIH Appl. ID</b>
Mopour, Scott	HEALTH RESEARCH	10101010
	<b>School Name</b>	
	<b>School Category</b>	
	<b>Division Name</b>	
	<b>Department Name</b>	
<b>Proposal Receipt Date</b>	<b>Proposal Title</b>	
02/11/2020	Implication of Graft vs. Tumor	
<b>Project Period Begin Date</b>	<b>Current Award Notice Date</b>	
03/05/2021	03/02/2021	
<b>Project Period End Date</b>		
02/28/2023		
<b>Application Source</b>	<b>eApplication Status</b>	
Grants.gov	Submission Complete	
<b>FOA</b>		
[PA19-130] - NIH Pathway to Independence Award (Parent K99/R00 -		

**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

[e-Application](#)  
[Summary Statement](#)  
[Latest NGA](#)  
Notice(s) of Grant Award (PDF) [03/02/2021](#)  
[Abstract \(Awarded Grant\)](#)  
Just In Time [08/18/2020 Times Revised\(1\)](#)  
[eSubmission Cover Letter](#)  
[eSubmission-PHS Assignment Request Form](#)

**Additions for Review:** Contains supplemental documents/files that were provided to the SRO to further support the application and/or individual sections.

Additions for Review

Document Event Log

Group	Document	Grant/Subproject	Date
Accepted Publication	<a href="#">NEWS OF PUBLICATION</a>	K99 HL111111-01	Wed May 06 16:00:04 EDT 2020

**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

Review

Application	Study Section	Advisory Council (AC)
<b>Award Document Number:</b> KHL111111A <b>FSR Accepted Code:</b> N <b>Snap Indicator Code:</b> Y <b>Impact Score:</b> 28 <b>Percentile:</b> <b>Early Stage Investigator Eligible:</b> <b>New Investigator Eligible:</b> <b>Eligible for FFATA Reporting:</b> Yes	<b>Scientific Review Group:</b> MTI (OA) <b>Council Meeting Date (YYYY/MM):</b> 2020/10 <b>Meeting Date:</b> 06/10/2020 <b>Meeting Time:</b> 09:00 <b>Study Roster:</b> <a href="#">View Meeting Roster</a>	<b>Meeting Date:</b> 10/27/2020 <b>Meeting Time:</b> 10:00

**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**

Institute/Center Assignment	
Institute or Center	Assignment Date
NATIONAL CANCER INSTITUTE	02/19/2020
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE (Primary)	02/11/2020
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE (Primary)	02/19/2020
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES	02/19/2020

**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**

▼ Status History	
Effect Date	Status Message
02/25/2021	Award prepared: refer questions to Grants Management Specialist.
11/10/2020	Pending administrative review. Refer any questions to Program Official or Grants Management Specialist.
10/29/2020	Council review completed.
06/12/2020	Scientific Review Group review completed: Council review pending. Refer any questions to the Program Official or Grants Management Specialist.
02/24/2020	Scientific Review Group review pending.
02/11/2020	Application entered into system

**Awards:** Details on awarded dollar amounts.

The following award dollar information is available:

- **Direct Amount**
- **Facilities and Administrative**
- **Fee Amount**
- **Total Amount**

▼ Awards			
Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$109,133	\$8,731	\$0	\$117,864

**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**

▼ Reference Letter(s)				
This list shows Reference Letters associated with this particular Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons				
Referee Name	Organization/Affiliation	Department	EMail	Submitted Date
Leem, Keln	Comprehensive Cancer Center	Immunology	<a href="mailto:eRATest401718@mail.nih.gov">eRATest401718@mail.nih.gov</a>	02/06/2020
Dibrams, Scovi	Comprehensive Cancer Center	Immunology	<a href="mailto:eRATest401737@mail.nih.gov">eRATest401737@mail.nih.gov</a>	02/06/2020
Fonick, Landra	Comprehensive Cancer Center	Cell Stress Biology	<a href="mailto:eRATest401897@mail.nih.gov">eRATest401897@mail.nih.gov</a>	02/07/2020

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.

▼ Award Terms				
<a href="#">View Term Tracker</a>				
Quick Filters : Tracked Only <input type="checkbox"/>				
Filter Table	6 Results			< 1 of 1 >
Term Name ^	Task Description ^	Due Date ^	Due Date Status ^	Submission Date ^
▶ Closeout Requirements			Not Tracked	
▶ Continuation Award			Not Tracked	
▶ Programmatic Progress Reports	End of Year Report	10/30/2022	Unresolved	
▶ Programmatic Progress Reports	Mid Year Report	04/30/2022	In-Review	04/29/2022
▶ REPORTING REQUIREMENTS			Not Tracked	
▶ Standard Terms for Awards			Not Tracked	

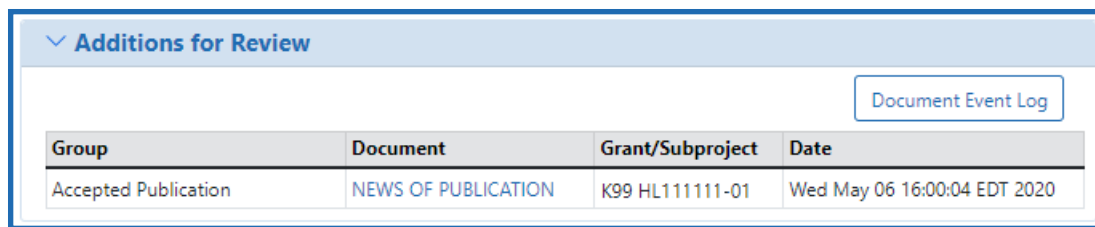
If you click Term Tracker, you see the View Terms Tracking Details screen; see *Viewing Award Terms Tracking from Status Module*.

**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.

## 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			
<a href="#">Document Event Log</a>			
Group	Document	Grant/Subproject	Date
Accepted Publication	<a href="#">NEWS OF PUBLICATION</a>	K99 HL111111-01	Wed May 06 16:00:04 EDT 2020

Figure 199: 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.

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## **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 ?

1 F30 HL010101-01A1
Appl ID: 10389736

**PI Name(s)**  
Birza, Elibeth

**Project Title**  
Quantitative framework

**Appl. Status**  
Fellowship awarded..

**Institution**  
UNIVERSITY OF DIEGO

**Accession Number**  
4570483

Filter Table
2 Results

1 of 1

Identifying Information ^	Accession Number ⇅	Supplement Status ⇅	Submitted Date ⇅	Comments for Grantee ⇅
<a href="#">3 F30 HL010101-01A1</a>	4740593	Submitted to Agency	2022-09-01 12:00:20	
<a href="#">3 F30 HL010101-01A1</a>	4740494	Submitted to Agency	2022-08-22 04:29:43	

Figure 200: 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.



### Administrative Supplement History

3 K01 HL020202-02S1

Appl ID: 10170881

<b>PI Name(s)</b> <a href="#">Ravias, Rael</a>	<b>Project Title</b> HIV-related Comorbidities
<b>Appl. Status</b> Awarded. Non-fellowships only.	<b>Institution</b> NEW UNIVERSITY
<b>Accession Number</b> 4440376	

**Identifying Information:** [3 K01 HL020202-02S1](#)  
**Submitted Date:** 2020-05-28 12:01:24 AM  
**Supplement Status:** Activate  
**Existing Note:**

3 Results


< 1 of 1 >

Supplement Status ^	Action Date ^	Action Performed By ^	Comments for Grantee ^
Accepted for Consideration	2020-05-28 08:24:50 AM	RIZ_451	
Activate	2020-09-18 09:35:16 AM	HEA_45	
Submitted to Agency	2020-05-28 12:01:24 AM	ESUB	

## 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

## Viewing Public Access PRAM for Multi-Year Funded Awards

**Agency-Specific Instructions:** Department of Commerce (DOC). Public Access PRAM is not applicable for DOC 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.

## 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)* on page 732.

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.

**Contacts**

**Administration:** Scientific Review Officer (SRO)  
**Name:** Yeli, Ali A  
**Phone:** (301) 555-0552  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Grants Management Specialist (GMS)  
**Name:** Murnni, Coe  
**Phone:** 301-555-0233  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Program Official (PO)  
**Name:** Adial, Ronam  
**Phone:** 301 555 4511  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Latest Update**

Application Source: Grants.gov  
 FOA: [PA20-185] - NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)

**Status Information** ?

Filter

**1 R01 GM010101-01A1**

<b>Status</b> Council review completed.	<b>Project Title</b> Transcription	
<b>PI Name</b> Waxei, Doseev	<b>NIH Appl. ID</b> 10438333	<b>Application ID</b> 1 R01 GM010101-01A1

> **Status**

∨ **Other Relevant Documents**

[e-Application](#)

[Summary Statement](#)

[eSubmission Cover Letter](#)

[eSubmission-PHS Assignment Request Form](#)

[Relinquishing Statement\(s\)](#)

Figure 201: Status Information Screen Displaying the Relinquishing Statement link

The Relinquishing Statements screen appears.

## Relinquishing Statements ?

1 R01 GM010101-01A1
Appl ID: 10438333

**PI Name(s)**  
Waxei, Doseev

**Project Title**  
Transcription

**Appl. Status**  
Council review completed..

**Institution**  
UNIVERSITY OF DIEGO

**Accession Number**  
4596752

Filter Table
1 Results

Download
Table
1 of 1

Document Name	Status	Submitted Date	Comments for Grantee
<a href="#">Relinquishing Statement</a>	Submitted to Agency	2022-10-05 10:56:54 AM	

Figure 202: Relinquishing Statements Screen

- Click the **Relinquishing Statement** link to view the Relinquishing Statement PDF.

## 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.

Other Relevant Documents

[e-Application](#)

[Latest NGA](#)

Notice(s) of Grant Award (PDF)
[08/10/2021](#)

[Closeout Final Report Additional Materials \(FRAM\) Request](#)

Latest FRAM
[10/25/2022](#)



## Closeout FRAM Requests

5 H79 TI020202-02

Appl ID: 10342516

<b>PI Name(s)</b> Jiebski, Jamem	<b>Project Title</b> State Opioid Response
<b>Appl. Status</b> Awarded. Non-fellowships only.	<b>Institution</b> DEPT/HEALTH/HUMAN SERVS
<b>Accession Number</b> 4540504	

**Consolidated Final Report Additional Material (FRAM) Submission:** [10/25/2022](#)

Figure 203: Closeout FRAM Requests from Status Information

## Department of Commerce (DOC) Processes

### Accepting or Declining a DOC Award

Department of Commerce (DOC) awardees are required to formally accept or decline an award after receiving the Notice of Award. By accepting an award, the awardee institution agrees to all Terms and Conditions provided in the Notice of Award.

Only a signing official (SO) can accept or decline an award on behalf of the awardee institution. The SO has the opportunity to enter comments for agency personnel when either accepting or declining an award (optional).

To review the Notice of Award prior to accepting its terms, an SO can search for the award via the Status module, and then click the linked **Application/Award ID**. This opens the *Status Information* on page 491 screen for the award. Check for the Notice of Award in the *Other Relevant Documents* section.

This procedure is for DOC awards only. Non-DOC awards do not require formal acceptance; drawing funds on the award is considered acceptance.

**Agency-Specific Instructions:** Department of Commerce (DOC) users: Please see [Applicant and Grantee Training](https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training) for more information (https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training).

## Accepting or Declining a DOC Award

Only a signing official can accept or decline an award.

1. Log in to eRA Commons; see *Logging into eRA Commons* on page 62.
2. [Navigate to the \*\*Status\*\* module.](#)
3. Use Status search options to search for the award; see *Status Search for SOs* on page 458.

For instructions on how to use the **Awarding Office/IC** button to limit searches to specific grantor organizations, see *Searching for Awards by Awarding Office/IC (Search Criteria)* on page 116.

4. In Status search results, click the award's three-dot ellipsis menu and select **Accept/Decline Award**.

Status |

Search Type: General ⓘ

Type: ex: 5 Activity Code: ex: R01 IC/Institute: ex: GM Serial #: ex: 123456 Support Yr.: ex: 01 Suffix: ex: A1

Project Number: NA23OARX000G0006 Awarding Office/IC: Change Selections (None)

PD/PI Last Name: ex: Smith PD/PI First Name: ex: John

Budget Start Date Range: MM/DD/YYYY to MM/DD/YYYY Budget End Date Range: MM/DD/YYYY to MM/DD/YYYY

Application Status: Select all that apply Grants.gov Tracking Number: ex: ED-GRANTS-123456-001

[Clear Form](#) [Search](#)

Status Result - General Search ⓘ

Filter Table 1 Results 1 of 1

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA23OARX000G0006-T1-0	GRANT00000000	UAT test for Non-research	Glaspher, Khris	Awarded. Non-fellowships only	12/27/2023	12/27/2028	12/27/2023	12/26/2024

[View Terms Tracking](#)  
[Check eSubmission Errors/Warnings](#)  
[Accept/Decline Award](#)  
[Revision Request](#)  
[Correspondence](#)

Figure 204: Accept/Decline Award option in Status search results under three-dot ellipsis menu

The Accept or Decline Award screen appears.

Status |

[Back to Status Search Results](#)

## Accept or Decline Award

**Award Details**

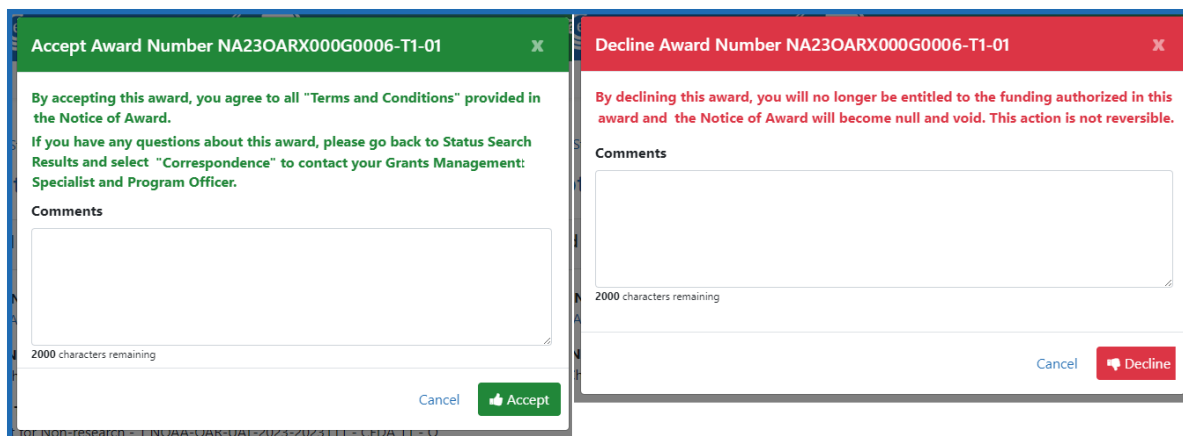
<b>Award Number</b> NA23OARX000G0006-T1-01	<b>Project Period</b> 12/27/2023 - 12/27/2028	<b>GMS Name</b> Lon, Donarch
<b>PD/PI Name</b> Glaspher, Khris	<b>Grantee Organization</b> UNIVERSITY OF DIEGO	
<b>Project Title</b> UAT test for Non-research		

[Decline](#) [Accept](#)

*Figure 205: Accept or Decline Award screen with Decline and Accept buttons outlined*

- Click either the **Accept** or **Decline** button.

You see one of the following popups.



*Figure 206: Accept Award and Decline Award popups*

- Optionally enter comments to agency personnel and click the **Accept** or **Decline** button in the popup.

A green success banner appears on the *Accept or Decline Awards* screen and the **Accept** and **Decline** buttons are now grayed out (disabled).

## Revision Requests for DOC Awards

Department of Commerce awardees can initiate a revision request to make changes to an existing award. DOC awardees fill out a form, providing a description and justification for the change, and then submit the form for the awarding agency's evaluation. This feature is for Department of Commerce awardees only. This feature can be used to assign a principal investigator/program director (PI/PD) to an award.

To make a change to an existing award, a DOC awardee signing official uses the Status module to search for the award, and then chooses **Revision Request** from the award's three-dot ellipsis menu in the search results.

**Agency-Specific Instructions:** For NOAA grant recipient user resources, see <https://www.noaa.gov/organization/information-technology/grant-recipient-user-resources>

DOC users: Please see [Applicant and Grantee Training](https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training) for more information (<https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training>).

## Types of Revision Requests

The following types of revisions are available for DOC awards. Use 'Other' for any revision request that is not covered in the list. Other revision requests generate a request that requires approval by either the Program Office or the Grants Office. Items with an **asterisk (\*)** indicate that if approved, the request would result in a new Notice of Award (NoA) being generated and sent to the awardee. For information on Research Terms and Conditions, see <https://www.nsf.gov/awards/managing/rtc.jsp>.

- \*No Cost Extension - Prior Approval Required
- No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
- Extension to Closeout
- \*Change in Scope
- Change in Principal Investigator / Project Director
- Foreign Air Carrier for Travel
- Change in Key Person Specified in the Application
- Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI
- Satisfy Specific Conditions
- Inclusion of Costs Requiring Prior Approval in Cost Principles
- Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense

- \*Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application
- Rebudget - Prior Approval Required
- Rebudget - Prior Approval Waived (Research Terms and Conditions)
- Pre-Award Costs More than 90 Days
- \*Termination by Consent
- Submit Additional Closeout Documents
- ASAP Drawdown Request (ASAP Vendors Only)
- Other

## Accessing the Revision Request Option in Status

1. Log in to eRA Commons; see *Logging into eRA Commons* on page 62.
2. [Navigate to the \*\*Status\*\* module.](#)
3. Signing officials use Status search options to search for the award; see *Status Search for SOs* on page 458.
4. In Status search results, click the award's three-dot ellipsis menu and select **Revision Request**.

Status Result - General Search ?

417 57 Results (filtered from 394) 1 of 3

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA23OAR0080080-T1-01	GRANT00000070	TEST RECORD - 2023 College	Last_Name, First_Name	Pending	02/01/2023	02/29/2024	02/01/2023	02/29/2024
NA23OAR0020020-T1-01	GRANT00080800	TEST RECORD - 2023 College	Char, Matthew	Pending	02/01/2023	02/29/2024	02/01/2023	02/29/2024

Figure 207: Revision Request option in Status search results under three-dot ellipsis menu

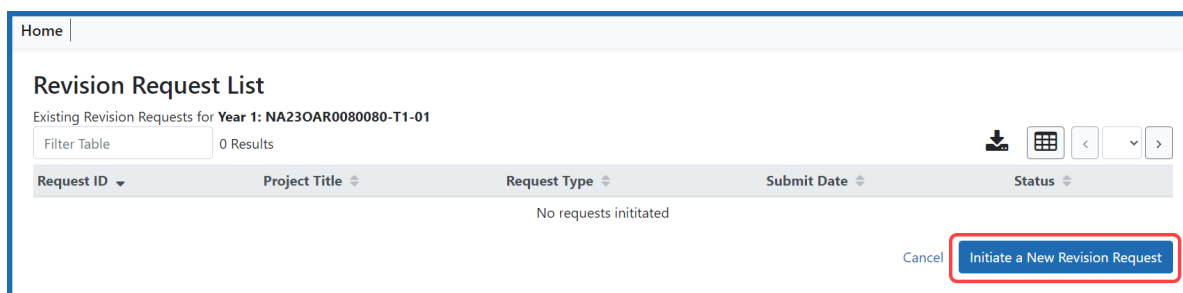
## Initiating and Submitting a Revision Request

Revision requests are available for DOC awards only. You can work on a revision request and save it without submitting it. See the next section, *Editing a Current Revision Request That's Not Yet Submitted* on page 517, to learn how to access a previously saved (but not yet submitted) revision request.

To initiate a revision request:

1. Access Revision Request for an award; see *Accessing the Revision Request Option in Status* on page 514.

The *Revision Request List* screen appears. If there are revision requests in progress, they are listed here.



Home

### Revision Request List

Existing Revision Requests for Year 1: NA23OAR0080080-T1-01

Filter Table 0 Results

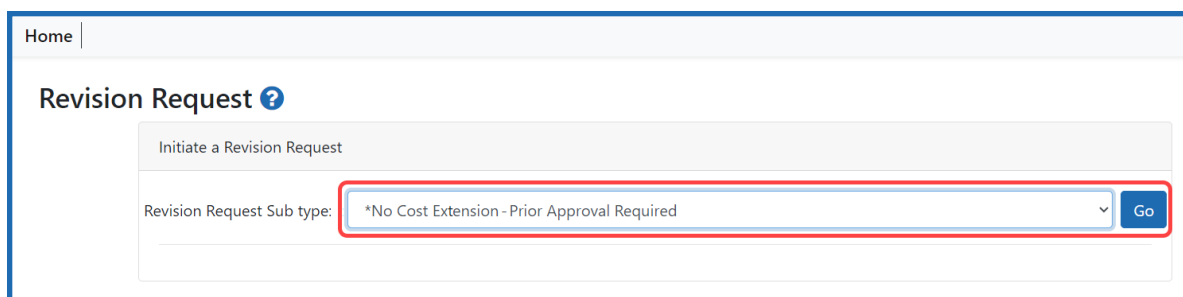
Request ID	Project Title	Request Type	Submit Date	Status
No requests initiated				

Cancel **Initiate a New Revision Request**

Figure 208: Revision Request List screen with Initiate a New Revision Request button outlined in red

2. Click the **Initiate a New Revision Request** button to initiate a new request.

The *Revision Request* screen appears.



Home

### Revision Request ?

Initiate a Revision Request

Revision Request Sub type: \*No Cost Extension - Prior Approval Required Go

Figure 209: Revision Request screen showing Revision Request Sub type dropdown

3. Choose a request type from the **Revision Request Sub type** dropdown and click the **Go** button.

The *Revision Request - Modify Request* screen appears. All types of revision requests have the same fields on the *Modify Request* screen. The **Description** and **Justification** fields are required for all requests.

### Revision Request - Modify Request ?

\* Required Fields

#### Application Information

<b>PD/PI Name</b> Last_Name, First_Name	<b>Grants Management Specialist</b> Sam, Test eRATest@mail.nih.gov 555-55-1212	<b>Program Official</b> Kennedy, Test eRATest@mail.nih.gov 555-55-1212
<b>PD/PI User ID</b>	<b>Application Title</b> TEST RECORD - 2023 National Sea Grant	
<b>Project Number</b> NA23OAR0080080-T1-01	<b>Budget Period</b> 02/01/2023 - 02/29/2024	<b>Project Period</b> 02/01/2023 - 02/29/2024
<b>Institution</b> OCEANOGRAPHIC INSTITUTION		

#### Request Details

**Request ID :**  
30786

**Request type \***  
\*No Cost Extension - f ▾

**Effective Date \***  
10/25/2023 📅

**Description \***  

200 characters remaining

#### Justification Document \*

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

#### Budget Document

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

#### Other Supporting Documents

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

▶ Request History

← Cancel   🗑 Delete   💾 Save   **➡ Submit**



*Figure 210: The Request - Modify Request screen, with required Description and Justification fields outlined in red*

4. Fill out the required fields (which have a red asterisk) and any optional fields. The Justification document is required. You can upload up to 10 files per upload type (10 for Justification, 10 for Budget, and so on.) Request History contains a record of when you or other colleagues previously saved the request.
5. Save or Submit the request.
  - To save the information and come back to it later, click **Save**. If you save it, you can edit and submit it later; see *Editing a Current Revision Request That's Not Yet Submitted* on page 517.
  - To submit it to the awarding agency for consideration, click **Submit**. A *Confirmation* popup appears; click **Yes**. A green bar appears on the *Revision Request List* screen indicating successful submission.

## Editing a Current Revision Request That's Not Yet Submitted

If you or a colleague previously started a revision request but saved (not submitted) it, you can go back to it and edit it. Then you can save or submit it.

1. Access Revision Request for an award; see *Accessing the Revision Request Option in Status* on page 514.

The *Revision Request List* screen appears. Existing in-progress revision requests are listed here.





Revision Request List				
Existing Revision Requests for Year 1: NA23OAR4170083-T1-01				
Filter Table		1 Results	   1 of 1 	
Request ID	Project Title	Request Type	Submit Date	Status
30784	<div>...</div> <div>TEST RECORD - 2023 National Sea Grant</div> <div>Continue with Request</div>	*No Cost Extension - Prior Approval Required	10/19/2023	In Progress
<div>Cancel</div> <div>Initiate a New Revision Request</div>				

Figure 211: Continue with Request option in Status search results under the three-dot ellipsis menu

- Click the three-dot ellipsis menu for an existing request and select **Continue with Request**.

The *Revision Request - Modify Request* screen appears.

### Revision Request - Modify Request ?

\* Required Fields

#### Application Information

<b>PD/PI Name</b> Last_Name, First_Name	<b>Grants Management Specialist</b> Sam, Test eRATest@mail.nih.gov 555-55-1212	<b>Program Official</b> Kennedy, Test eRATest@mail.nih.gov 555-55-1212
<b>PD/PI User ID</b>		
<b>Project Number</b> NA23OAR0080080-T1-01	<b>Application Title</b> TEST RECORD - 2023 National Sea Grant	
<b>Institution</b> OCEANOGRAPHIC INSTITUTION	<b>Budget Period</b> 02/01/2023 - 02/29/2024	<b>Project Period</b> 02/01/2023 - 02/29/2024

#### Request Details

**Request ID :**  
30786

**Request type \***  
\*No Cost Extension - I

**Effective Date \***  
10/25/2023

**Description \***  
  
200 characters remaining

#### Justification Document \*

Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.

#### Budget Document

Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.

#### Other Supporting Documents

Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.

#### Request History

[Cancel](#) [Delete](#) [Save](#) [Submit](#)

Figure 212: The Request - Modify Request screen, with required Description and Justification fields outlined in red

3. Fill out or edit the required fields (which have a red asterisk) and any optional fields.
4. You can view or remove uploaded files by clicking an uploaded file's three-dot ellipsis menu and selecting **View** or **Delete**.

Justification Document \*

✓ File Uploaded successfully.

Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

File Name	Date Created
Detail.pdf	10/25/2023

Budget Document

Figure 213: Justification Document section with View and Delete options and three-dot ellipsis menu outlined in red

5. Save or Submit the request.
  - To save the information and come back to it later, click **Save**. If you save it, you can edit and submit it later; see *Editing a Current Revision Request That's Not Yet Submitted* on page 517.
  - To submit it to the awarding institution for consideration, click **Submit**. A *Confirmation* popup appears; click **Yes**. A green bar appears on the *Revision Request List* screen indicating successful submission.

## Deleting a Revision Request

Once you initiate a revision request (even if you click **Cancel** on the revision request form), it is stored in draft form and is listed on the *Revision Request List* screen as an in-progress request.

If you or a colleague previously started a revision request and saved (not submitted) it, you can go back to it and delete.

1. Access Revision Request for an award; see *Accessing the Revision Request Option in Status* on page 514.

The *Revision Request List* screen appears, listing existing revision requests.

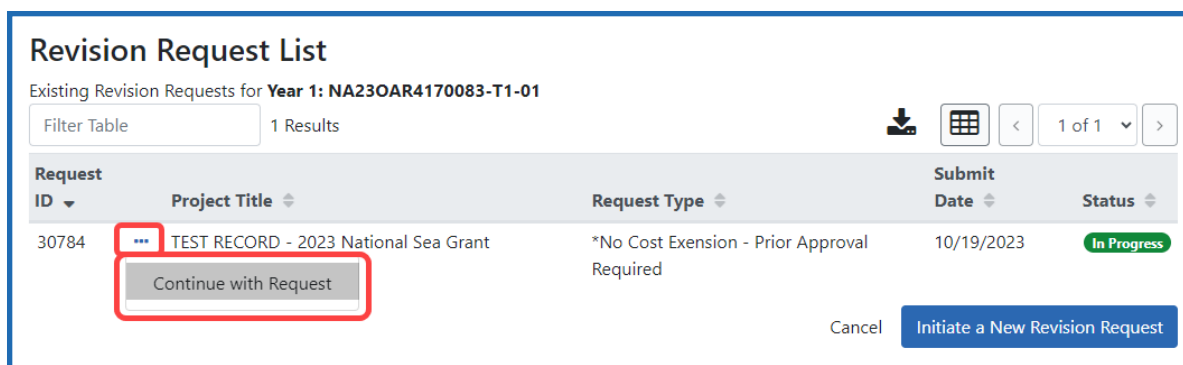


Figure 214: Continue with Request option in Status search results under the three-dot ellipsis menu

2. Click the three-dot ellipsis menu for an existing request and select **Continue with Request**.

The *Revision Request - Modify Request* screen appears.

### Revision Request - Modify Request ?

\* Required Fields

Application Information		
<b>PD/PI Name</b> Last_Name, First_Name	<b>Grants Management Specialist</b> Sam, Test eRATest@mail.nih.gov 555-55-1212	<b>Program Official</b> Kennedy, Test eRATest@mail.nih.gov 555-55-1212
<b>PD/PI User ID</b>	<b>Project Number</b> NA23OAR0080080-T1-01	<b>Application Title</b> TEST RECORD - 2023 National Sea Grant
<b>Institution</b> OCEANOGRAPHIC INSTITUTION	<b>Budget Period</b> 02/01/2023 - 02/29/2024	<b>Project Period</b> 02/01/2023 - 02/29/2024

### Request Details

**Request ID :**  
30786

**Request type \***  
\*No Cost Extension - I ▼

**Effective Date \***  
10/25/2023 📅

**Description \***  
  
200 characters remaining

### Justification Document \*

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

### Budget Document

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

### Other Supporting Documents

📎 Drop file or [browse](#) to attach up to 10 total PDF files, not exceeding 6MB per file.

▶ [Request History](#)

← Cancel **Delete** Save Submit

Figure 215: The Request - Modify Request screen, with Delete button outlined in red

3. Click the **Delete** button to delete this in-progress revision request.

You cannot delete revision requests once they have been submitted to the awarding agency but you can view the submitted request; see the next section.

## Viewing the Request that Was Submitted

After submitting the request to the agency, you can view the submitted request, but you cannot revoke or delete it.

1. Access Revision Request for an award; see *Accessing the Revision Request Option in Status* on page 514.

The *Revision Request List* screen appears, listing existing revision requests.

**Revision Request List**

Revision request has been successfully submitted

Existing Revision Requests for Year 1: NA23OAR0080080-T1-01

Filter Table 2 Results

Request ID	Project Title	Request Type	Submit Date	Status
30786	TEST RECORD - 2023 National College	*No Cost Extension - Prior Approval Required	10/25/2023	Submitted to Agency
023	National Sea Grant College	*No Cost Extension -	10/19/2023	In Progress

Figure 216: Preview PDF option in Status search results under the three-dot ellipsis menu

2. Click the three-dot ellipsis menu for an existing request and select **Preview PDF**.

The form opens in the PDF viewer configured for the browser.

## Initiating the Department of Commerce RPPR

The Research Performance Progress Report (RPPR) module of eRA Commons is used by awardees of Department of Commerce (DOC) awards to submit research performance progress reports to DOC.

For DOC awards, the RPPR can be accessed ONLY via the RPPR action in the Status module. The *Manage RPPR* screen, which opens if you select RPPR from the Main Menu module navigation, does NOT list DOC awards. This is different from non-DOC awards, where RPPR-eligible awards are listed on the *Manage RPPR* screen.

## General Information on DOC RPPR

- For an overview of RPPR, see *Research Performance Progress Report (RPPR) Module* on page 313.
- RPPRs are due semi-annually for DOC awards. Also, awardees submit a Final RPPR as part of the closeout process. See *Closeout Status for DOC Awards* on page 645.
- All DOC awards requiring RPPRs are multi-year.
- RPPRs should be completed/submitted in order. For example, Semi-Annual RPPR 1 must be completed before Semi-Annual RPPR 2.
- After an RPPR has been submitted, you can modify it and resubmit it. This capability to resubmit RPPRs is available for DOC awards only. If you submit a modified RPPR, it replaces the prior submitted RPPR. Once the RPPR is accepted by the agency, you can no longer resubmit.
- For DOC awards, RPPR shows an additional form named J. Misc. Documents, which is simply used to upload up to 20 documents of your choice; see *J. Misc. Documents* on page 365.

**Agency-Specific Instructions:** Department of Commerce. The NIH RPPR Instruction guide, titled the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)), is **not applicable** to DOC awards. Consult with your DOC grants management specialist for policy questions on RPPR for your DOC award.

## Initiating a Department of Commerce (DOC) RPPR

Only the principal investigator/program director (PD/PI) can initiate an RPPR and only a signing official (SO) can submit it. When there are multiple PIs (MPI), only the Contact PI can initiate the report. For DOC awards, no RPPR functionality can be delegated.

To initiate or access a DOC RPPR from the Status module:

1. [Navigate to the Status module](#) in eRA Commons.
2. Click the **List of Applications/Grants** link from the *Status* screen or from the menu options.

**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

3. From the *Status Result - List of Applications/Grants* screen, locate the award and click the **Semi-Annual RPPR x** link from the **Actions** drop-down menu in the **Available Actions** column for the specific grant (use *Flat View*).

For all awards, the link will display as **Semi-Annual RPPR <X>**, the <X> representing the sequential number of the semi-annual RPPR. The RPPR link for the current reporting period becomes available on the first day of the due period and remains available until the RPPR is submitted. If, after submission, the RPPR is returned from the DOC agency to the awardee, the RPPR link becomes available again.



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**NOTE:** If multiple RPPR links appear for an award (for example, **Semi-Annual RPPR 1, Semi-Annual RPPR 2, Semi-Annual RPPR 3**), you are prevented from initiating a progress report until the previous progress reports have been submitted.

---

If an RPPR exists already, Commons displays the report for editing.

If the RPPR is not yet started, the *RPPR Menu* screen displays with an **Initiate** button.

The *RPPR Menu* screen includes the following fields:

### **Award Number**

This is the complete number of the award.

### **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**

The due date of the progress report.

### **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**

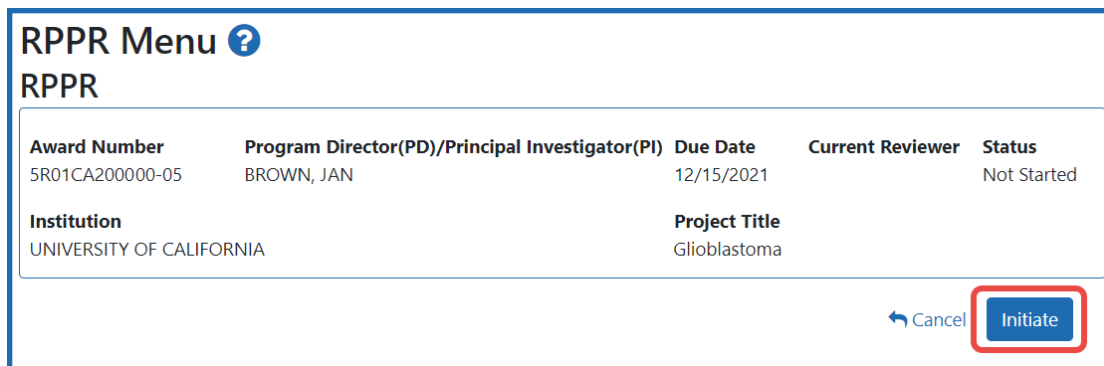
The current state of the progress report. Possible values are as follows: Not Started, PD/PI Work in Progress, Reviewer Work in Progress, and Submitted to Agency.

### **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* on page 316 for a list of all possible buttons and actions (under the three-dot ellipsis icon) available on the RPPR Menu screen.

4. Click the **Initiate** button to begin the RPPR.



The screenshot shows the 'RPPR Menu' interface. At the top, it says 'RPPR Menu' with a help icon. Below that is the title 'RPPR'. A table displays the following information:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
5R01CA200000-05	BROWN, JAN	12/15/2021		Not Started

Below the table, there are two fields: 'Institution' with the value 'UNIVERSITY OF CALIFORNIA' and 'Project Title' with the value 'Glioblastoma'. At the bottom right, there are two buttons: 'Cancel' and 'Initiate'. The 'Initiate' button is highlighted with a red rectangle.

Once initiated, Commons creates the RPPR in a *PD/PI Work in Progress* status and sets you as 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 steps for accessing a DOC RPPR are outlined below.

### Accessing a Work-in-Progress DOC RPPR

If an RPPR is already initiated, you can access it via the Status module. You can edit an RPPR only if you are the current reviewer. The PI who initiated the RPPR is automatically the current reviewer. When the RPPR is routed to someone else, that person becomes the current reviewer and can edit. See *Routing the RPPR* on page 381.

### Principal Investigator

A PI navigates to the Status module, expands the award that has the RPPR, and clicks the RPPR Semi-Annual x action.

NA21OAR4010101		1	07/01/2021 - 06/30/2024 (Project Period)		BETHEW, MATT (PD/PI)		Project: Sea Grant (Title)		Awarded. Non-fellowships only						
Application/Award ID		Grants.gov Tracking#		Proposal Title		PD/PI Name		eSubmission Status		Current Application Status		Status Date		Available Actions	
NA21OAR4010101-T1-01				Sea Grant		BETHEW, MATT (PI)		Submission Complete		Awarded. Non-fellowships only		10/19/2023		<div>Semi-Annual RPPR 3</div> <div>Semi-Annual RPPR 5</div> <div>Semi-Annual RPPR 4</div> <div>Correspondence</div>	

Figure 217: Section of PI Status results, showing the Semi-Annual RPPR action

## Signing Official

An SO navigates to the Status module, does a search to find the award, clicks the three-dot ellipsis menu, and clicks the **RPPR Semi-Annual x** action.

Status Result - General Search ?									
4170152	1 Results (filtered from 38)	<div>Download</div> <div>1 of 1</div>							
Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End	
NA21OAR0101001-T1-01 (MPI)	GRANT13131313	Sea Grant	Bethew, Matt (Contact)	Awarded. Non-fellowships only	07/01/2021	06/30/2022	07/01/2022	06/30/2022	<div>Semi-Annual RPPR 3</div> <div>Semi-Annual RPPR 4</div> <div>Semi-Annual RPPR 5</div> <div>Revision Request</div> <div>Correspondence</div>

## 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?* on page 531

## To view your Summary Statement:

1. Log into Commons.
2. [Navigate to the Status module.](#)
3. Click the **List of Applications/Grants** 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

Figure 218: 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.

Status Result - List of Applications/Awards ? 47							
▼ R01AG060606 7		08/01/2019 - 02/29/2024 (Project Period)		DOW, HATFI (PD/PI)		Dementia Determinants (Title)	
						Awarded. Non-fellowships only	
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R01AG060606-05		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2023	Requires Closeout RPPR Human Subjects
5R01AG060606-04		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2022	RPPR Human Subjects

Figure 219: 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.

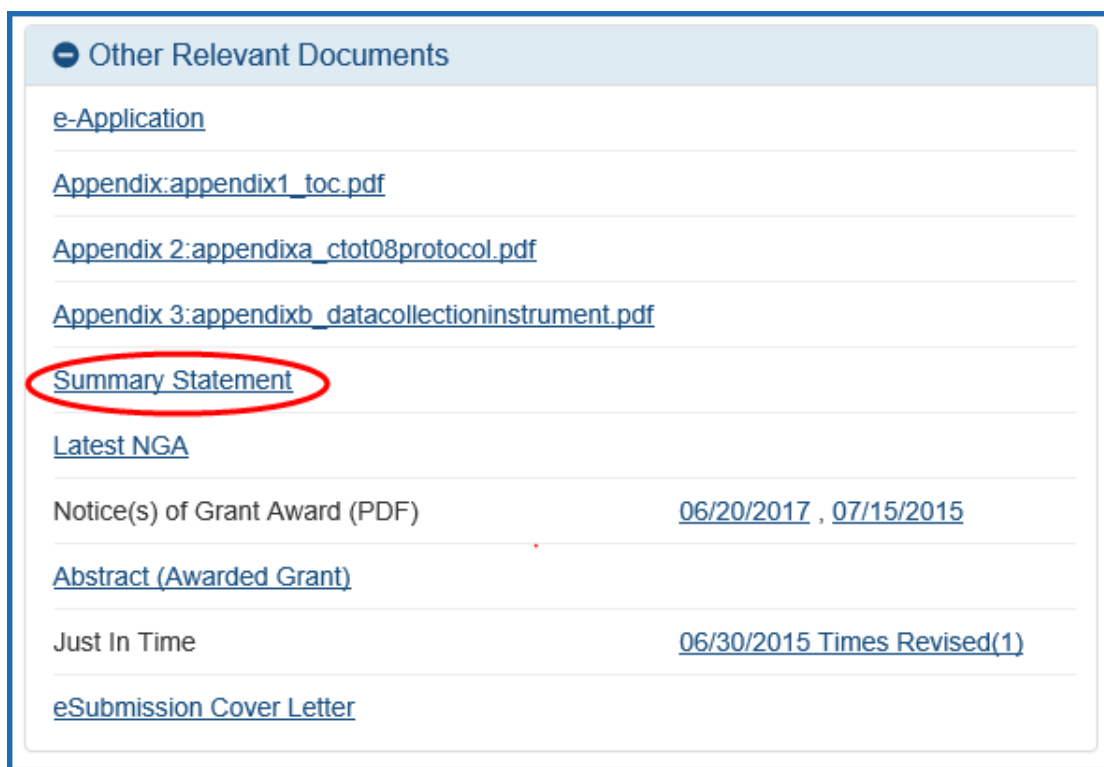


Figure 220: Summary Statement Link in Status Information

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

Review

Application	Study Section	Advisory Council (AC)
<b>Award Document Number:</b> KHL111111A	<b>Scientific Review Group:</b> MTI (OA)	<b>Meeting Date:</b> 10/27/2020
<b>FSR Accepted Code:</b> N	<b>Council Meeting Date (YYYY/MM):</b> 2020/10	<b>Meeting Time:</b> 10:00
<b>Snap Indicator Code:</b> Y	<b>Meeting Date:</b> 06/10/2020	
<b>Impact Score:</b> 28	<b>Meeting Time:</b> 09:00	
<b>Percentile:</b>	<b>Study Roster:</b> <a href="#">View Meeting Roster</a>	
<b>Early Stage Investigator Eligible:</b>		
<b>New Investigator Eligible:</b>		
<b>Eligible for FFATA Reporting:</b> Yes		

---

**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.

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## 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.

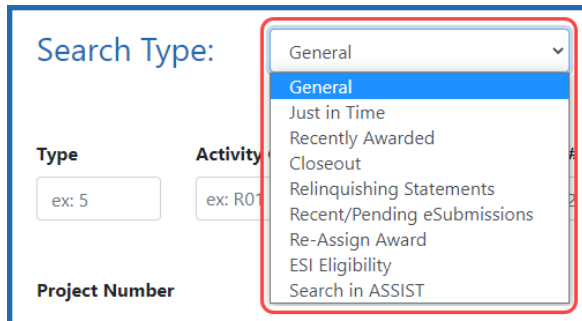
As a signing official (SO) on an NIH or VA (Department of Veterans Affairs) grant, you can view summary statements for applications submitted by your institution after they are released by the SRO following the review meeting. You use the Status Information screen to see summary statements, as well as 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](#)

**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** dropdown.



The screenshot shows a web interface for the 'Search Type' dropdown. The dropdown is open, displaying a list of search categories. The 'General' option is highlighted in blue. Below the dropdown, there are input fields for 'Type' (with 'ex: 5' as a placeholder) and 'Activity' (with 'ex: R01' as a placeholder). A 'Project Number' label is also visible below the 'Type' field.

Search Type
General
Just in Time
Recently Awarded
Closeout
Relinquishing Statements
Recent/Pending eSubmissions
Re-Assign Award
ESI Eligibility
Search in ASSIST

Type: ex: 5  
Activity: ex: R01  
Project Number

3. On the [General search screen](#), enter criteria to find a grant application and click **Search**.



Status

Search Type:
General
?

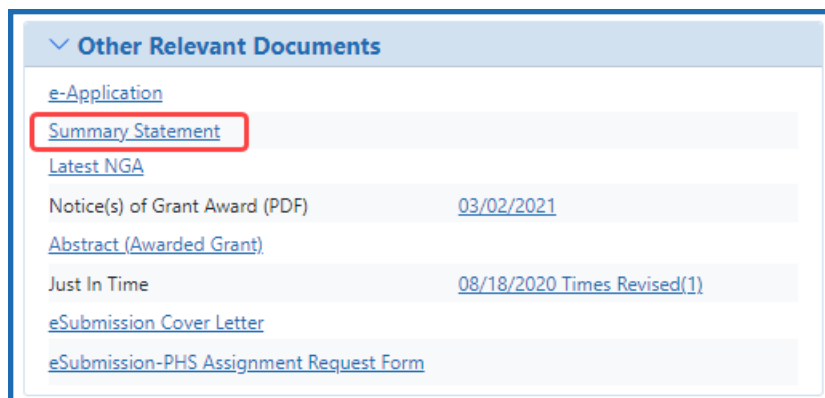
<b>Type</b> ex: 5	<b>Activity Code</b> ex: R01	<b>IC/Institute</b> ex: GM	<b>Serial #</b> ex: 1234	<b>Support Yr.</b> ex: 01	<b>Suffix</b> ex: A1
<b>PD/PI Last Name</b> ex: Smith			<b>PD/PI First Name</b> ex: John		
<b>Budget Start Date Range</b> MM/DD/YYYY to MM/DD/YYYY			<b>Budget End Date Range</b> MM/DD/YYYY to MM/DD/YYYY		
<b>Application Status</b> Select all that apply			<b>Grants.gov Tracking Number</b> ex: ED-GRANTS-123456-001		

Clear Form
Search

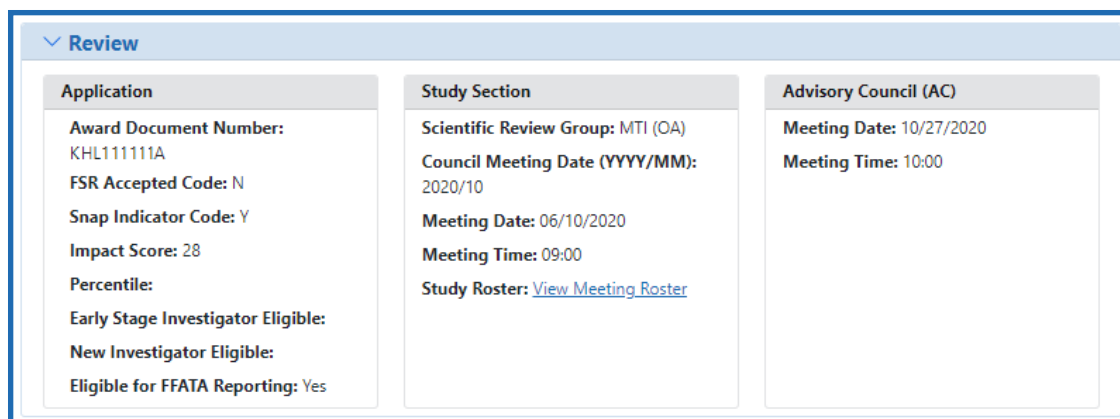
- In the *Status Results*, click the **Application/Award ID**.

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](https://www.era.nih.gov/docs/era_status_codes.pdf).

- 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.

## 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](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. Click 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

*Figure 221: List of Applications/Grants Links in Status*

The results display in Grouped or Flat view. Click the **Application/Award ID** in the results table, which is a link that opens the *Status Information* screen.

Status Result - List of Applications/Awards ? 47							
▼ R01AG060606		7	08/01/2019 - 02/29/2024 (Project Period)	DOW, HATFI (PD/PI)	Dementia Determinants (Title)	Awarded. Non-fellowships only	
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R01AG060606-05		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2023	Requires Closeout RPPR Human Subjects
5R01AG060606-04		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2022	RPPR Human Subjects

Figure 222: Application ID Link

- Click the linked **Application/Award ID** for an 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.

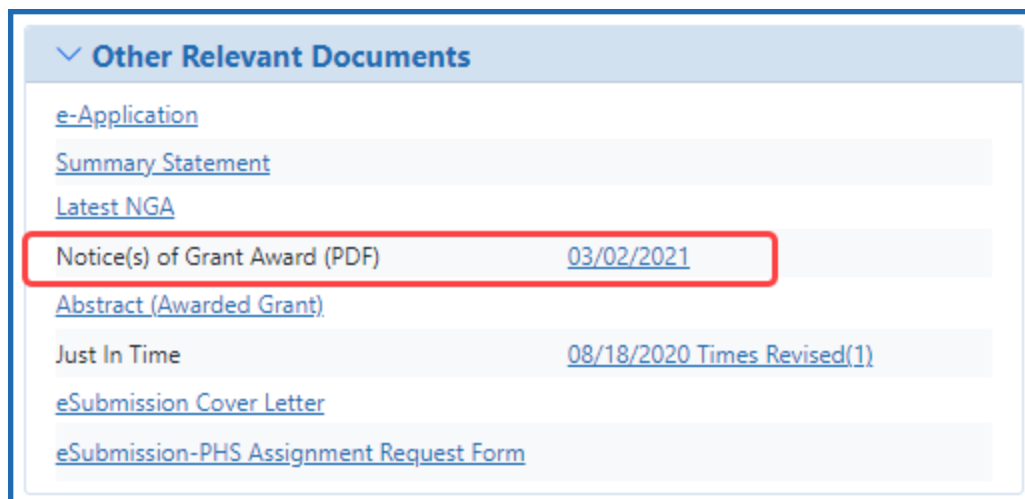


Figure 223: Notice of Award Link in Status Information

## 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:

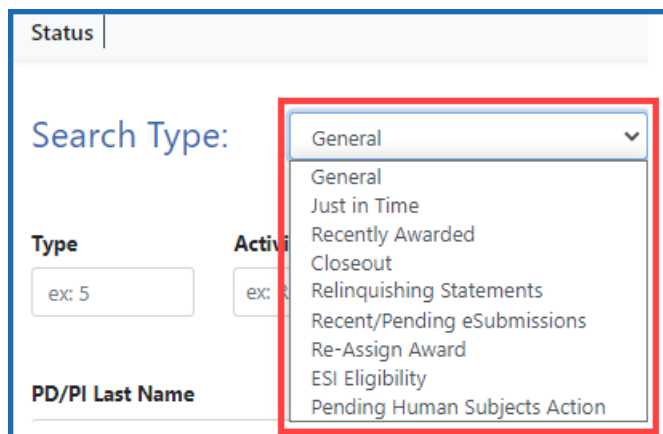
- General Search screen for SOs, see *How Does an AOR or SO Check Submission Status?* on page 465.
- JIT screen available to VA applicants, see *Just in Time (JIT) for VA Applicants* on page 551.
- JIT search screen available to VA agency staff, see [Just in Time \(JIT\) Overview for VA Agency Staff](#).

As a signing official (SO), you might receive a specific email request from the awarding agency alerting you that a Just in Time submission is required for one of your institution's applications (see *Just in Time (JIT) Screen* on page 540). 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.

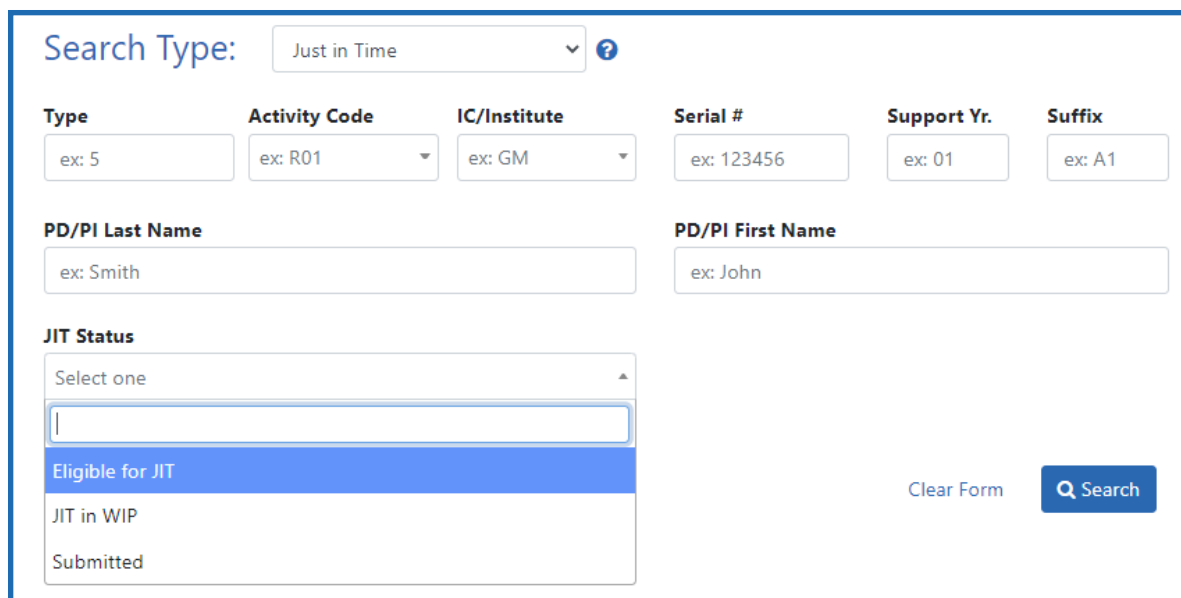
**NOTE:** The **JIT** link is removed once an application has been awarded. JIT capabilities can not be delegated.

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* on page 108 to learn about the filter and other table tool icons that appear over tables.

Filter Table

3 Results

1 of 1

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1I01BX005340-01	GRANT13044927	Head & Neck Cancer	Duv, Umam	Pending	10/01/2020	09/30/2024	10/01/2020	09/30/2021
1I01BX004844-01A1	GRANT13041017	Mechanistic Insights	Red, Raj	Pending	10/01/2020	09/30/2024	10/01/2020	09/30/2021
2I01BX002678-07A2	03	Beta Cell Proliferation	Yecor, Vij	Pending	01/01/2016	03/31/2025	04/01/2021	03/31/2022

- 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* on page 551.

If you are working on a non-VA application, see *Just in Time (JIT) Screen* on page 540.

## 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* on page 551.
- JIT approval screen available to VA agency staff, see [Just in Time \(JIT\) Overview for VA Agency Staff](#).

The JIT screen of eRA Commons lets you electronically submit additional award application information after the completion of peer review, and prior to funding. A JIT request does not guarantee funding. The JIT data that is requested varies, and depends on



factors related to the application, such as SBIR/STTR status, human or animal subjects use, and more.

The program director/principal investigator (PD/PI) and the signing official (SO) work together to complete and submit information for different types of information requests directly to the funding agency. JIT capabilities cannot be delegated. If you have the PI role, you may upload and save JIT information; however, you must be an SO to submit it to the funding agency.

Personally identifiable information (PII) and Protected Health Information (PHI) should be redacted from all documents you are uploading via JIT.

The JIT link becomes available for all applications that are scored during peer review. However, applicants should not submit any JIT information until and unless they receive a specific request from their awarding agency that a JIT submission is required.

**Policy:** JIT policy information also is available online. Look for the *Just-in-Time Procedures* section of the [NIH Grants Policy Statement](#).

JIT:

## **Required PDF Format**

All JIT attachments must 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. 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.

PDF uploads for all 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. 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....". For instructions, see [Flattening PDFs for Application Submission and Commons Uploads](#).

## **Accessing the Just in Time (JIT) Screen**

To search for a JIT as an SO, see *Just in Time (JIT) Search for SOs* on page 538. In Commons, the *Just In Time* screen is accessible from:

- If you are an SO: Go to Status and perform a **Just In Time** or **General** search. (i.e. Select **Just in Time** or **General** from the Search Type dropdown.) Click the three-dot ellipsis menu on an award in search results and select the **JIT** option.
- If you are a PI: Go to Status and expand a grant. Click the **JIT** button in the **Available Actions** column.

---

**NOTE:** The **JIT** action is removed once an application has been awarded. You can continue submitting files as long as the JIT action appears, and each subsequent submission is appended to prior submissions.

---

### JIT Screen Sample

Check the instructions on the JIT screen. General instructions are listed at the top of the screen, and detailed instructions exist for each section below. Also included are links to more information.

---

**NOTE:** The *SBIR STTR Foreign Disclosure Form* section on the JIT screen appears only for certain small business type awards. The *Data Management and Sharing (DMS) Plan Revision* section appears only for those awards subject to the [Final NIH Policy for Data Management and Sharing \(DMS\) Policy](#).

---

## 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*, *Human Subject Assurances*, *Genomic Data Sharing Certification*, and *SBIR STTR Foreign Disclosure Form* (as applicable) Just In Time information directly to the Agency when that information is requested. Guidance follows:

- Although a Principal Investigator (PI) may save this information through Commons, only an SO may submit it to Agency.
- Any element of the JIT form may be submitted at different times while the 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.
- Documents containing sensitive Personally Identifiable Information (PII; e.g. Social Security Number, personal financial information, Alien Registration Number, etc.) or Protected Health Information (PHI; e.g. personal medical conditions, etc.) **must not be uploaded into eRA Commons.**

### Application Information

Award Number	Principal Investigator Name	Primary Research Site	Total Submissions
R44DK010101-01	NUREBAN, SAMRELM	E-BUSINESS	0
Proposal Title	Development and Commercialization		

Please provide "active and pending" support for all senior/key personnel. Other Support includes all resources (i.e., domestic and foreign) made available to a researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. Other Support does not include training awards, prizes, or gifts.

For more information on Other Support and suggested formats, please review [OtherSupport](#). Upload the document using the Upload button provided below. Alternatively, you can drag and drop a file unto the respective panel. Please note that when you upload a document it is automatically attached to your application.

#### Other Support File

Last Uploaded File Name:

Other.pdf

Date Created:

Wed Apr 03 11:50:58 EDT 2024

Number of Submissions: 0

Drop files here to upload

Accepted File Types: .pdf

Max File Size: 6MB

Other.pdf 28.6 KB



Upload

#### Budget File

Last Uploaded File Name:

None

Date Created:

None

Number of Submissions:

0

Drop files here to upload

Accepted File Types: .pdf Max

File Size: 6MB

Upload

#### Other File

Last Uploaded File Name:

None

Date Created:

None

Number of Submissions:

0

Drop files here to upload

Accepted File Types: .pdf Max

File Size: 6MB

Upload

### SBIR STTR Foreign Disclosure Form

For SBIR and STTR competing applications submitted for due dates on or after September 5, 2023, upon request, applicants must submit the [Required Disclosures of Foreign Affiliations or Relationships to Foreign Countries](#) form. Each small business concern (SBC) applying for the SBIR and STTR programs under the NIH is required to disclose all funded and unfunded relationships with foreign countries, using the disclosure form, for all owners and covered individuals. A "covered individual" is defined as all senior key personnel identified by the SBC in the application (i.e., individuals who contribute to the scientific development or execution of a project in a substantive, measurable way).

#### SBIR STTR Foreign Disclosure Form

Last Uploaded File Name: None

Date Created: None

Number of Submissions: 0

Drop files here to upload

Accepted File Types: .pdf Max File Size: 6MB

Upload

### Data Management and Sharing (DMS) Plan Revision

Please provide a revised Data Management and Sharing (DMS) Plan if applicable (for example, revisions requested by NIH staff).

#### Data Management and Sharing (DMS) Plan Revision

*Figure 224: Just In Time screen for awards, which is filled out based on funding agency requests for additional information. The Submit button appears for SOs only.*

Use the **Upload** buttons in each section to upload files. Users save an in-progress JIT by clicking **Save**, and SOs submit all uploaded files to the agency by clicking **Submit**.

## **Uploading, Saving, and Submitting JIT Information**

The procedure below is for both a PI or an SO. However, the SO has a **Submit** button and the PI does not. 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 files for JIT requests:

1. Access the *Just in Time* screen; see *Accessing the Just in Time (JIT) Screen* on page 541.

The Just in Time screen appears. The Application Information section shows the application being modified.

2. Upload the appropriate files as requested by the agency by dragging and dropping files into the "**Drop files here...**" area, or click the **Upload** button and choose files from your drive.

After you add a file, the panel shows an **Upload Complete** message. The panel also displays the name of the file and the date it was uploaded.

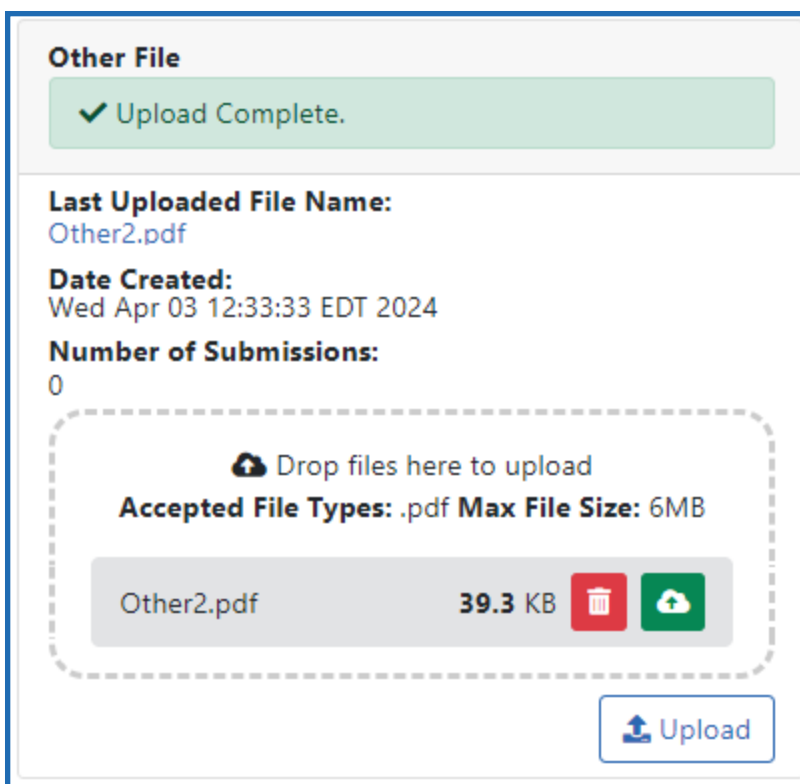


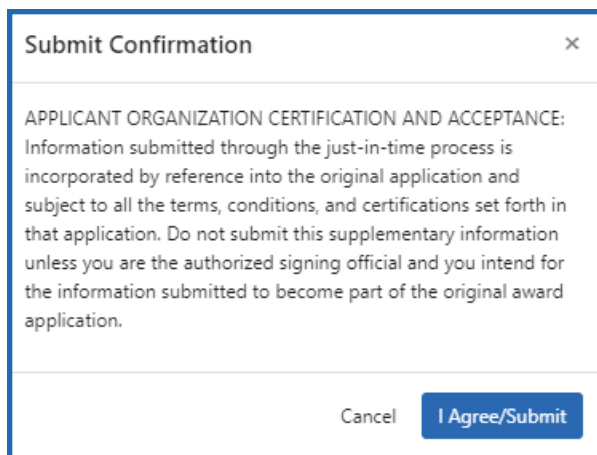


Figure 225: Upload Complete message appearing on a pane after uploading a file.

3. Optionally, click the **Download** icon  and the browser will open or download the file.
4. Optionally, click the **Delete** icon  to remove the file.
5. If you are either a PI or an SO, you can click the **Save** button at the bottom of the JIT screen, which saves the in-progress JIT, but does not submit it to the awarding agency.

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. Click **Save Changes**.

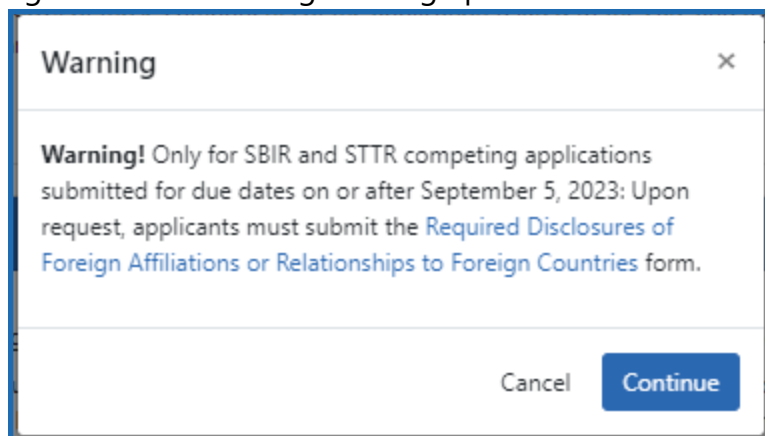
6. If you are an SO, you can click the **Submit** button at the bottom of the screen to submit to the agency. A confirmation message appears:



*Figure 226: Submit Confirmation that an SO sees upon submitting JIT documentation*

---

**NOTE:** If you are submitting a SBIR/STTR Foreign Disclosure Form, you additionally must agree to the following warning upon submit:



- 
7. In the *Submit Confirmation* popup that appears, click the **I Agree/Submit** button.

A Success message appears at the top of the JIT screen.

If required information is missing or invalid and you save or submit, error messages appear on the screen.

You can resubmit JIT information as many times as necessary. Each section of the JIT information can be submitted separately and more than once. Just upload files to any section and click **Submit** and any new files are submitted. *After each submission, the Just*

*In Time* screen displays the **Number of Submissions** for each piece of information.

Other Support File	Budget File	Other File
Last Uploaded File Name: None	Last Uploaded File Name: None	Last Uploaded File Name: None
Date Created: None	Date Created: None	Date Created: None
Number of Submissions: 2	Number of Submissions: 1	Number of Submissions: 1
Drop files here to upload Accepted File Types: .pdf Max File Size: 6MB	Drop files here to upload Accepted File Types: .pdf Max File Size: 6MB	Drop files here to upload Accepted File Types: .pdf Max File Size: 6MB
Upload	Upload	Upload

Figure 227: Number of Submissions for JIT

When a submission has occurred, the Status module display the **JIT** action with an indication of the number of times revised:

Application/Award ID	Grants.gov Tracking #	Propose
1R44CA010101-01	GRANT13777271	A rapid
1R43CA070707-01A1 (MPI)		

Dropdown menu for 1R44CA010101-01:

- JIT (Times Revised:1)
- View Prior eSubmissions

## Notes on Each JIT Section

**Other Support File** The *Other Support* section is always available. Other sections appear only if the award meets certain conditions.

Active and pending support for all key personnel should be provided. For details on what to provide and how to format it, see <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.

**Budget File.** The Budget File section is always available and should be used if budget information is requested.

**Other File.** The Other File section is always available. Use of this upload area is subject to funding agency discretion.

**SBIR STTR Foreign Disclosure Form.** This section appears ONLY for SBIR/STTR awards (R41, R42, R43, R44, U43, U44, UT1, UT2, SB1, UB1). See [Required Disclosures of Foreign Affiliations or Relationships to Foreign Countries](#) and guide noticed titled, [Implementation of the NIH SBIR and STTR Foreign Disclosure Pre-award and Post-Award Requirements](#) (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-029.html>)

**Data Management and Sharing (DMS) Plan Revision.** This section appears only for NIH awards that are subject to the [Final NIH Policy for Data Management and Sharing \(DMS\) Policy](#). Upload a revised DMS plan only if requested to do so by the awarding agency.

**Human Subject Information.** This section appears only for awards that involve Human Subjects. Verification of the date of the respective IACUC or IRB approval is required for these awards on the *Just in Time* screen.

- **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 Human Subjects Assurance (HSA) number to be entered in the Insti-



## tution Profile.

Human Subjects Information

Please Note: If you have not received an IRB Date from the Internal Review Board, you are not required to enter the IRB Date or OHRP Human Subjects Assurance Number prior to submitting JIT Documents

IRB Date:

Number of Submissions: 0

Your Institution must certify to Agency that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution.

Select Your Assurance Number

Select Your Assurance Number

**Human Subject Education.** The FWA00004969 personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. Please upload a PDF file that includes the following:

- The names of the key personnel who are responsible for the design and conduct of the study
- The title of the education program completed by each named person plus a brief description of the program

**Note:** If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Human Subjects Education

Last Uploaded File Name:

None

Date Created:

None

Number of Submissions:

0

Drop files here to upload

Accepted File Types: .pdf Max File Size: 6MB

Upload

**Animal Subjects Information.** See [The IACUC](https://olaw.nih.gov/resources/tutorial/iacuc.htm). (https://olaw.nih.gov/resources/tutorial/iacuc.htm). This section appears only for awards that involve care and use of vertebrate animals. Enter the IACUC date, which should be within the last three years.

Animal Subjects Information

IACUC DATE:

Number of Submissions: 0

The institution must verify approval by the Institutional Animal Care and Use Committee (IACUC) of those components of the application related to the care and use of animals. By specifying a date and saving this form you confirm that IACUC approval of this application was awarded on that date. If the IACUC required any modifications in the care or use of animals as described in the Research Plan, those changes must be submitted to the appropriate NIH Awards Management office. The OLAW Assurance Number listed for your Institution is D16-00072

**TIP:** For instructions regarding certifications and assurances, please refer to the [Institutional Assurances and Certifications \(IPF\)](#) instructions. Both PD/PIs and SOs can may view the current status of the assurances and certificates but only SOs (or TTOs if no SO has been assigned) can are able to make changes to the information.

**Genome Data Sharing Certification.** Upload the Genome Data Sharing Certification if required by the awarding agency.

## Viewing the Just In Time Report

The Just in Time report shows you the date of submission, a record of IRB, Human Subjects Assurance number, and IACUC date submitted so far. 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 and click the **View Just In Time Report** button, which downloads a PDF.

If the JIT information has already been submitted to the awarding agency, the *Just In Time* report can be viewed from 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.

To see the *Status Information* screen, go to Status, search for an award, and click the linked **Application/Award ID**, which appears in status search results. See *Status Information* on page 491.

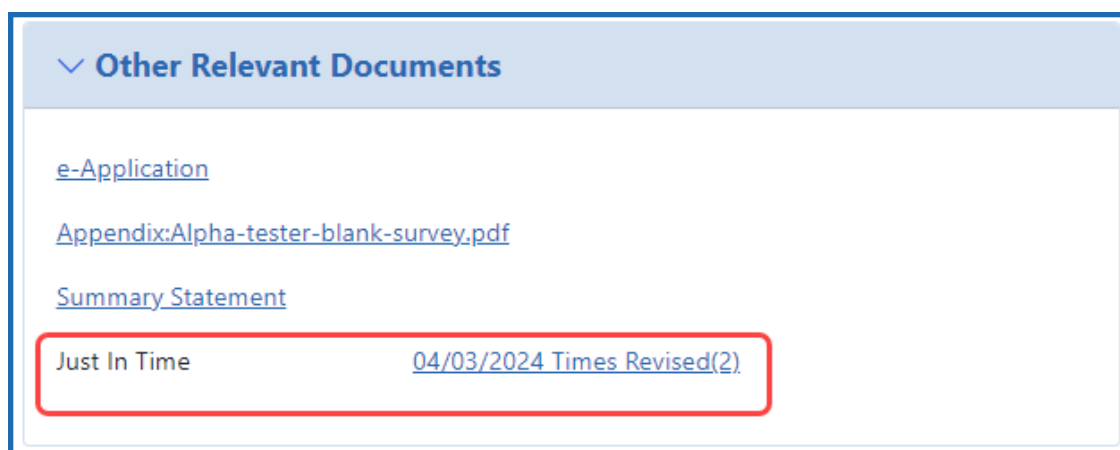


Figure 228: Just In Time Report Link on the Status Information screen

## Just in Time (JIT) for VA Applicants

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**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* on page 540.
  - 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. JIT capabilities can not be delegated.

Read the instructions at the top of the JIT screen before uploading documents, as they contain important information. 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 action is available in the Status module for applications that VA agency staff have prepared a JIT request for. See *Accessing the JIT Screen* on page 553. 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. You do not need to submit all the JIT material at once. You can submit files for each section independently of other sections.

## Sample JIT Screen

The *JIT screen for VA applicants (PI/SO)* looks different depending on what categories of information that the VA agency staff has 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, Human Subject Assurances, Genomic Data Sharing Certification, and SBIR STTR Foreign Disclosure Form* (as applicable) Just In Time information directly to the Agency when that information is requested. Guidance follows:

- Although a Principal Investigator (PI) may save this information through Commons, only an SO may submit it to Agency.

### Commons.

#### Application Information

Award Number	Principal Investigator Name	Primary Research Site	Total Submissions
I01HX020202-01A2	WILOON, SASHER	VA MEDICAL CENTER	1
<b>Proposal Title</b> Cognitive Behavioral Therapy			

#### Associate Chief of Staff for Research (ACOS/R) Assurance

**Approved****Last Uploaded File Name:**[ACOSAssurUSDept.pdf](#)**Date Created:**

04/08/2024

**Number of Submissions:**

1

**Comment:**

Files look good. Attached are approval notes.

[Additional Agency Comments](#)[Agency Uploaded Files](#)**Agency Decision Attachment:**[approvalNote.pdf](#)[History](#)

#### Clinical Trial Registration

**Revision Requested****Last Uploaded File Name:**[Clinical\\_Trial\\_Reg.pdf](#)**Date Created:**

04/08/2024

**Number of Submissions:**

1

**Comment:**

See attached return notes.

Drop files here to upload  
Accepted File Types: .pdf Max File Size: 6MB

[Clinical\\_Trial\\_Reg.pdf](#)[History](#)[Upload](#)

#### Data Monitoring Committee (DMC)/Data and Safety Monitoring Board (DSMB)

**Disapproved****Last Uploaded File Name:**[Data\\_Analysis\\_Support.pdf](#)**Date Created:**

04/08/2024

**Number of Submissions:**

1

**Comment:**

This is being Disapproved. See attached Disapprove notes.

[Additional Agency Comments](#)[Agency Uploaded Files](#)**Agency Decision Attachment:**[a\\_DisapproveNotes.pdf](#)[History](#)

#### Miscellaneous

Union Notification

**Last Uploaded File Name:**[None](#)[None](#)**Date Created:**

None

**Number of Submissions:**

0

**Comment:**

Drop files here to upload  
Accepted File Types: .pdf Max File Size: 6MB

[History](#)[Upload](#)

#### Miscellaneous

Other

**Last Uploaded File Name:**[None](#)[None](#)**Date Created:**

None

**Number of Submissions:**

0

**Comment:**

Drop files here to upload  
Accepted File Types: .pdf Max File Size: 6MB

[History](#)[Upload](#)

#### Non-Veteran Waiver

**Last Uploaded File Name:**[None](#)[None](#)**Date Created:**

None

**Number of Submissions:**

0

**Comment:**

Drop files here to upload  
Accepted File Types: .pdf Max File Size: 6MB

[History](#)[Upload](#)

#### Human Subjects Information

IRB Approval Date:

02/01/2024

☐ Number of Submissions: 0

#### Additional Sites

TUSCA VETERANS AFFAIRS MEDICAL CTR  
TUSCA, AL

**Site Principal Investigator**

Mielle Hilchman, PhD

#### Principal Investigator Assurance File

**Submitted****Last Uploaded File Name:**[PIAssurTusc.pdf](#)**Date Created:**

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 JIT data to the awarding agency. Standard award information appears at the top of the JIT screen in the *Application Information* section. The **Total Submissions** field indicates how many times any part of 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.

## 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** button in the **Available Actions** column.

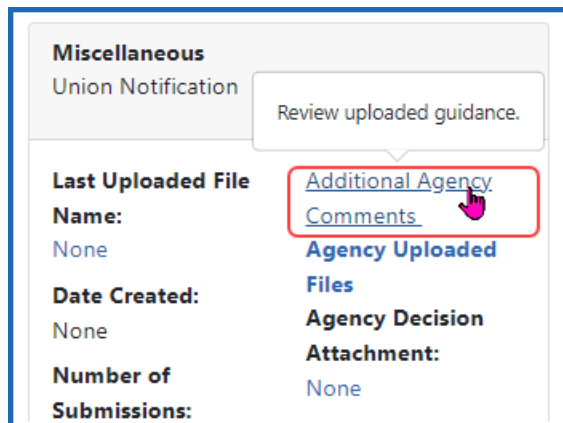
## SOs: Access to JIT Screen

See *Just in Time (JIT) Search for SOs* on page 538 for steps on searching for a grant that is in the JIT process.

## Responding to the JIT

## Viewing Agency Comments

To access agency comments, which might include reminders or instructions, hover over the **Additional Agency Comments** link in the section, shown below.



## 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 over the appropriate section on the JIT screen.


**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 icon , or simply upload another file. The newly uploaded file will always replace the existing file.

## Viewing Contents of an Uploaded File


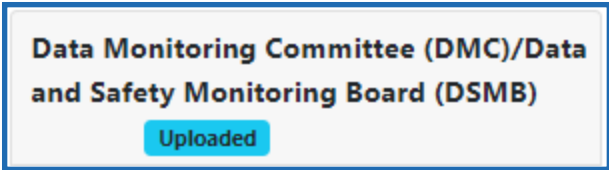
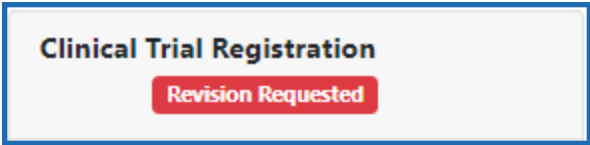
To view a file that has already been uploaded, click its Download icon . The file will download or appear in a browser, according to your browser's settings.

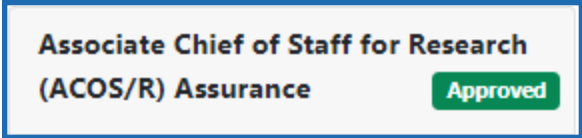
## Viewing History of Submissions

To view the history of a section's submission, click the section's **History** button (  History) to see a popup with 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.

## JIT Section Details

### Status Badges.

Badge	Explanation
	No badge indicates that nothing has yet been done on the JIT request.
	An <b>Uploaded</b> badge means that someone (PI or SO) has uploaded a file to the request and saved but not submitted.
	A <b>Revision Requested</b> badge means a file was submitted, but was returned by agency staff, meaning the file can be revised and resubmitted.

Badge	Explanation
	An <b>Approved</b> badge means the file was uploaded, submitted, and accepted by the awarding agency.

**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.

**Comment.** 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 to see comments that were entered by agency staff when they configured this JIT.

**Agency Uploaded Files.** Click this link to see a popup with files uploaded by the agency.

**Agency Decision Attachment.** After submittal, agency staff can approve, return, or disapprove a section. At that time, agency staff can upload a document as part of the approval/return/disapproval; that file will then reside in the **Agency Decision Attachment** 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.





## 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 badge status to make sure the sections you are submitting have an **Uploaded** badge to show status: . See Status Badges in the previous section.
- Finally, you can click the **View Just In Time Report** button, outlined in blue 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 more than once. You do not need to submit all the JIT material at once. You can submit files for each section independently of other sections. 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, submit, and return later to the JIT to upload the last file and resubmit. You can also resubmit a file that you have already submitted; as long as the agency has not yet approved a particular section, you can continue to upload a file to a 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, with the number of times it has been revised. Select the JIT link to revisit the JIT.



At this point, you can:

- Upload files for any sections you omitted earlier
- Include a new file for a section that you previously uploaded by uploading a different file. The concatenated version of the JIT will include both copies of the file.

Any additional or updated 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* on page 491.

---

**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.

▼ Other Relevant Documents

[e-Application](#)  
[Appendix:Alpha-tester-blank-survey.pdf](#)  
[Summary Statement](#)  

Just In Time


[04/03/2024 Times Revised\(2\)](#)

## 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 1 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. The NCE request triggers an automated email notification to the grants management specialist and no further action is required by the recipient.

AHRQ Award Recipients - see AHRQ-specific NCE topic.

---

**IMPORTANT:**  **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 a AHRQ grantee, please see the alternate topic *No-Cost Extension (NCE) for AHRQ Grants* on page 562 for the requirements and steps to request an NCE.

---

The NCE is initiated in the Status module by using the **Extension** action, which appears:

- For signing officials (SOs) only
- 90 days before the project end date--it is removed at midnight on the project end date
- ONLY if the project period was NOT previously extended by the awarding office

**IMPORTANT:** NIH requires awardees who need an award extension to use the No-Cost Extension action in Status (for automatic approvals) or the Prior Approval module. Requests via any other methods are not accepted. Use the Status module if your award is eligible for an automatic NCE, in which case an **Extension** link appears in the Actions menu of Status search for SOs. If not eligible for an automatic extension, an SO can still request a NCE in Prior Approval if the award meets certain conditions, described in *Prior Approval - No Cost Extension* on page 283.

---

**Policy:** [Extension of Final Budget Period of a Previously Approved Project Period without Additional NIH Funds](#)

Awardees 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 award is not, in itself, sufficient justification for an extension without additional funds.

---

To submit a No-Cost Extension:

1. Search for a particular award 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.

**Status**

### Request One-time Project Extension ?

This Award is eligible to be extended for up to 1 year by monthly increments. Only an SO has the ability to perform a one-time project extension; after that, they must use Prior Approval for any additional extension requests.

Application Details	
<b>Award Number</b> 5R21HS027248-02	<b>PD/PI Name(s)</b> Kowation, McWill;McMar, Anski
<b>Project End Date</b> 11/30/2022	<b>Proposal Title</b> Personalized Clinical Decision Support

**Months For Extension**      **This will extend the project to**

6      5/31/2023 ▼

☒ \* **You have selected to extend the period of performance of this award by 12 months**

By checking this box, you acknowledge you are notifying the awarding Agency of this one-time extension of the period of performance, you certify that the extension is not: 1) being exercised merely for the purpose of using unobligated balance, 2) prohibited by the terms and conditions of the Federal award, or 3) requesting additional Federal funds. Further, it does not involve any change in the approved objectives or scope of the project

Cancel      **Request Extension**

Figure 229: Request a One-time Project Extension Screen

3. Select the number of months by which to extend the award 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 awardee 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.

---

## 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* on page 559.

---

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>

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.*

**Status**

### Request One-time Project Extension ?

This Award is eligible to be extended for up to 1 year by monthly increments. Only an SO has the ability to perform a one-time project extension; after that, they must use Prior Approval for any additional extension requests.

Application Details	
<b>Award Number</b>	<b>PD/PI Name(s)</b>
5R21HS027248-02	Kowation, McWill;McMar, Anski
<b>Project End Date</b>	<b>Proposal Title</b>
11/30/2022	Personalized Clinical Decision Support

**Months For Extension**      **This will extend the project to**

6      5/31/2023 ▼

☒ \* **You have selected to extend the period of performance of this award by 12 months**

By checking this box, you acknowledge you are notifying the awarding Agency of this one-time extension of the period of performance, you certify that the extension is not: 1) being exercised merely for the purpose of using unobligated balance, 2) prohibited by the terms and conditions of the Federal award, or 3) requesting additional Federal funds. Further, it does not involve any change in the approved objectives or scope of the project

Cancel      **Request Extension**

Figure 230: 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.

---

## 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](#).

## 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.

**Status Information** ?

Filter  x Expand All Collapse All Print

**Contacts**

**Administration:** Scientific Review Administrator(SRO))  
**Name:** Lorenzo, Aldonza  
**Phone:** 301-555-5555  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Grants Management Specialist(GMS)  
**Name:** Ormsby, John  
**Phone:** 301-555-5555  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**1 R21 NS109562-01**

**Status:** Scientific Review Group review completed: Application was Not Discussed. Refer any questions to Program Official.  
**Project Title:** Nimodipine as Adjunctive Therapy for Cerebral Malaria  
**Unfunded notification sent on 05/21/2019**

**PI Name:** Quixote, Don **NIH Appl. ID:** 1234567 **Application ID:** 1 R21 NS123456-01

**Status**

**Status:** Scientific Review Group review completed: Application was Not Discussed. Refer any questions to Program Official.

## 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* on page 567

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* on page 572

## Responding to Additional Materials Requests from the Funding Agency

Some award types, such as "Other Transactions" (OT) types, let awardees 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 for the award. Examples of what an additional materials request might be used for:

- Progress reports, at the frequency required by the awarding agency
- 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**.

Status Result - List of Applications/Awards ? 17							
OT2CA222222		06/22/2022 - 05/31/2024 (Project Period)	HUENG, SHEPI (PD/PI)		CANCAN (Title)		Awarded, Non-fellowships only
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/ Name	eSubmission Status	Current Application Status	Status Date	Available Actions
3OT2CA222222-01S1		CANCAN	HUENG, SHEPI (PI)		Awarded, Non-fellowships only	08/01/2023	<a href="#">Add Additional Materials</a> <a href="#">View Milestones Tracking</a>
1OT2CA222222-01	OTA0000021583	CANCAN	HUENG, SHEPI (PI)	Submission Complete	Awarded, Non-fellowships only	06/23/2022	<a href="#">Edit Additional Materials</a> <a href="#">View Milestones Tracking</a>

Figure 231: Principal Investigator View of Status Results

**NOTE:** In the signing official view of Status, the actions **Add Additional Materials** and **Edit Additional Materials** appear under the three-dot ellipsis menu an award.

### To Submit Additional Materials for an Award:

1. Log in to [eRA Commons](#) with your PI or SO credentials.
2. [Open the Status module](#) and locate the award that requires additional materials.  
See *How Does an AOR or SO Check Submission Status?* on page 465 or *Status for Program Directors/Principal Investigators (PI Role)* on page 475.
3. Select the **Add Additional Materials** option in the **Actions** column (PI) or three-dot ellipsis menu (SO). The [Submitting Additional Materials to Agency screen](#) appears.

## OTA - Submitting Additional Materials to Agency ?

Award Information

<b>Award Number</b> 1OT2CA278654-01	<b>PD/PI Name</b> Hui, Sheng	<b>Org Name</b> HARVARD SCHOOL OF PUBLIC HEALTH
<b>Project Title</b> CANCAN-HARVARDTHCHAN		
<b>Project Period</b> 06/22/2022 to 05/31/2024	<b>Budget Period</b> 06/22/2022 - 05/31/2024	

### Additional Materials

Please provide additional materials (drop files to attach or click on the Upload button):

Drop files here to upload, or [browse](#).  
**Accepted File Types:** GIF, JPG, BMP, PNG, DOCX, XLSX, PPTX, MSG, PDF **Max File Size:** 6MB **Max # of Files:** 10

bio.pdf

Budget.pdf

Uploaded By: Hui, Sheng File Uploaded Date: 04/01/2024

Uploaded By: Hui, Sheng File Uploaded Date: 04/01/2024

Please provide Comments:

Characters: 0/2000

Cancel
Delete
Save
Notify SO

Figure 232: OTA - Submitting Materials to Agency screen for a PI, with a "Drop Files Here..." area and Notify SO button (outlined)

4. Drag and drop file(s) in the "**Drop Files Here..**" area, or click the **browse** link and choose file(s) from your drive. The drop fileS area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon and the browser will open or download the file.
  - Click the **Delete** icon 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, enter 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 uploaded files yourself, or if the PI uploaded files. As an SO, you can also view documents and make any desired changes to the submission 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.

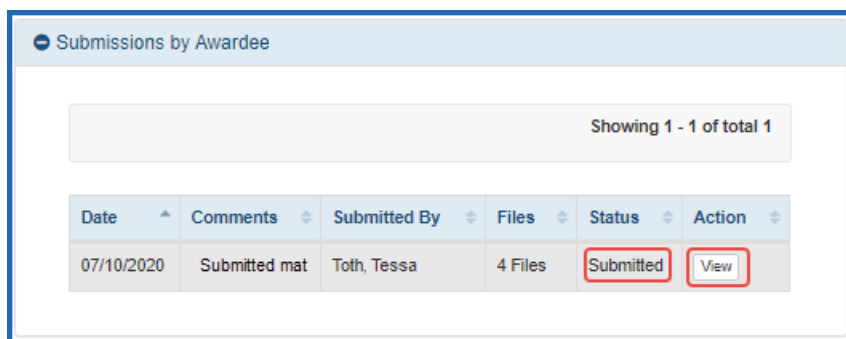
### To Check Additional Materials Submission Status:

The PI 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 credentials.
2. Open the **Status** module and search for the award that requires additional materials.

See *How Does an AOR or SO Check Submission Status?* on page 465 or *Status for Program Directors/Principal Investigators (PI Role)* on page 475.

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.



Submissions by Awardee

Showing 1 - 1 of total 1

Date	Comments	Submitted By	Files	Status	Action
07/10/2020	Submitted mat	Toth, Tessa	4 Files	Submitted	<a href="#">View</a>

Figure 233: Submission by Awardee section on the Status Information screen

5. Click the **View** button and read the **Comments** section to see comments from the agency.

**View Submission Details**

3 OT2 OD000000-01S3

Status: Awarded. Non-fellowships only      Project Title: Mammalian Colonic Nervous System

---

PI Name: TACE, YETTIE      NIH Appl. ID: 10008153      Application ID: 3 OT2 OD000000-01S3

---

Project Period: 09/16/2017 - 08/31/2020      Budget Period: 09/01/2019 - 08/31/2020

---

**Submission Details**

Submitted Date: 07/10/2020

---

Submitted By: Toth, Tessa

---

Comments: Submitted materials are missing a budget.

---

**Files:**

File Name
<a href="#">LongRangePlan.pdf</a>
<a href="#">Milestones.pdf</a>
<a href="#">ProgressReport.pdf</a>
<a href="#">Target Instructions.docx</a>

Figure 234: View Submission Details screen, accessible from the Status Information screen, where you can view comments from the agency on submitted materials

If a submission is rejected, the awardee can address rejection comments by making another submission.

## 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)  
(<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-038.html>)



[Updated Reporting Requirements for RADx-rad Grant Recipients \(https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-084.html\)](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](#).

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**.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
R01CA012345		Colonic Nervous System	TACE, VETTIE (PI)		Awarded. Non-fellowships only	09/14/2019	Add Additional Materials
R01CA012346		Mammalian Nervous System	TACE, VETTIE		Awarded. Non-fellowships	03/05/2019	Add Additional Materials

Figure 235: 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?* on page 465 or *Status for Program Directors/Principal Investigators (PI Role)* on page 475.
3. Click the **Add Additional Materials** option in the **Actions** column. The [Submitting Additional Materials to Agency](#) screen appears.

**Submitting Additional Materials to Agency** ?

**Award Information**

Grant Number: R01CA012345 PD/PI Name: TACE, VETTIE  
Org Name: UNIVERSITY OF CALIFORNIA LOS ANGELES  
Project Title: Colonic Nervous System  
Project Period: 09/16/2017 to 08/31/2020 Budget Period: 09/01/2019 - 08/31/2020

**Additional Materials**

Please provide additional materials (drop files to attach or click on the Upload button):

**Upload**

File Name	Date Uploaded	Uploaded By	
LongRangePlan.pdf	07/09/2020	TACE, VETTIE	<a href="#">View</a> <a href="#">Delete</a>
Milestones.pdf	07/09/2020	TACE, VETTIE	<a href="#">View</a> <a href="#">Delete</a>
ProgressReport.pdf	07/09/2020	TACE, VETTIE	<a href="#">View</a> <a href="#">Delete</a>

Please provide Comments:

**B I U** [List Bullet] [List Square] [List Circle] [List Disc] [List Triangle] [List Diamond] [List Square] [List Circle] [List Disc] [List Triangle] [List Diamond]

Enclosed please find the additional materials required at this date.

Characters: 65/2000

[Cancel](#) [Save](#) [Delete](#) **[Notify SO](#)**

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:

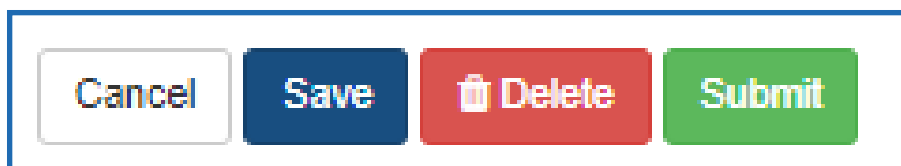
- Click **View** and the browser will open or download the file.
- Click **Delete** to remove the file.

---

**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.

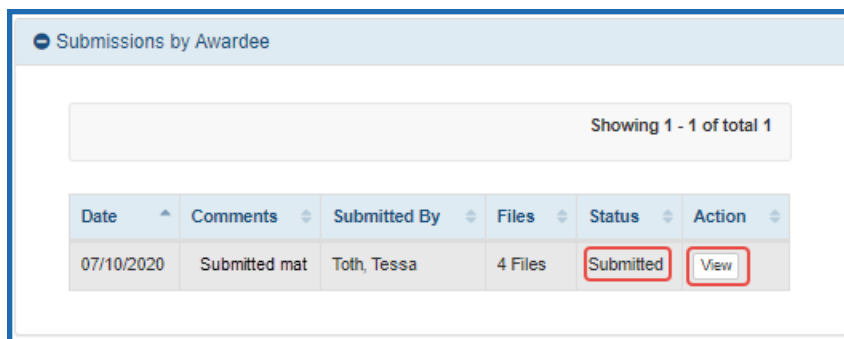
### To Check Additional Materials Submission Status:

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?* on page 465 or *Status for Program Directors/Principal Investigators (PI Role)* on page 475.

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.



Submissions by Awardee					
Showing 1 - 1 of total 1					
Date	Comments	Submitted By	Files	Status	Action
07/10/2020	Submitted mat	Toth, Tessa	4 Files	Submitted	<a href="#">View</a>

5. Click the **View** button and read the **Comments** section to see comments from the agency.

### View Submission Details

R01CA012345

Status: Awarded. Non-fellowships only	Project Title: Mammalian Colonic Nervous System	
PI Name: TACE, YETTIE	NIH Appl. ID: 10008153	Application ID: 3 OT2 OD000000-01S3
Project Period: 09/16/2017 - 08/31/2020	Budget Period: 09/01/2019 - 08/31/2020	

Submission Details

Submitted Date: 07/10/2020

Submitted By: Toth, Tessa

Comments: Submitted materials are missing a budget.

Files:

File Name
<a href="#">LongRangePlan.pdf</a>
<a href="#">Milestones.pdf</a>
<a href="#">ProgressReport.pdf</a>
<a href="#">Target Instructions.docx</a>

If a submission is rejected, the awardee can address rejection comments by making another submission.

## SBIR/STTR Foreign Disclosure Form—Request for Additional Materials

After your organization receives an award from SBIR/STTR, your organization will be required to submit a form detailing foreign affiliations or relationships to foreign countries at regular intervals and within 30 days of any substantive change. The Required Disclosures of Foreign Affiliations or Relationships to Foreign Countries form applies to all competing applications for funding under the NIH, CDC, and FDA SBIR and STTR programs submitted for due dates on or after September 5, 2023. For details and to find a copy of the form that needs to be completed, see [Required Disclosures of Foreign Affiliations or Relationships to Foreign Countries](#).

Regular, annual updates are required at the time of all SBIR/STTR annual, interim, and final Research Performance Progress Reports (RPPRs). For changes that occur between

RPPR submissions, updated disclosure forms are required within 30 days of any change in ownership, entity structure, covered individual, or other substantive changes in circumstance; see guide notice [Clarification of Implementation of the NIH SBIR and STTR Foreign Disclosure Pre-award and Post-Award Requirements](#).

While either a principal investigator (PI) or a signing official (SO) can upload a form, write comments, and save the request, only the SO can actually submit the form to the awarding agency. The PDF form must be flattened; see [Flattening PDFs for Submission in Commons](#).

To upload a Foreign Disclosure Form:

1. Log in to [eRA Commons](#) as a signing official (SO) or principal investigator (PI).  
Either an SO or PI can upload the form, but ONLY the SO can submit it.
2. [Navigate to the Status module](#) and search for an award that requires the foreign disclosure form.
3. On the award, click the **Foreign Disclosure Request for Additional Materials** link, which appears for all SBIR/STTR awards.

For a PI, this link appears in the **Available Actions** column in the list of Applications/Awards. For an SO, this link appears under the three-dot ellipsis icon for an award in the table of search results.

Status Result - List of Applications/Awards ? 3							
▼ R42OD030303 3		09/15/2023 - 08/31/2025 (Project Period)	CORALD, DONACE (PD/PI)	Reference Diets	Awarded. Non-fellowships only		
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
9R42OD030303-02A1	GRANT05050505	Reference Diets	CORALD, DONACE (PI)	Submission Complete	Awarded. Non-fellowships only	09/14/2023	Foreign Disclosure Request for Additional Materials

Figure 236: PI view of Status - Foreign Disclosure Request for Additional Materials option

Status Result - General Search ?

Filter Table 3 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
2R44TR001286-02	GRANT12374348	Blood Substitute	Vuken, Jela	Awarded. Non-fellowships only	05/01/2016	06/30/2020	07/01/2018	06/30/2019

Foreign Disclosure Request for Additional Materials

View Prior eSubmissions

Figure 237: SO view of Status - Foreign Disclosure Request for Additional Materials option

The Foreign Disclosure Request for Additional Materials screen appears. In the explanatory text, you can see a '**foreign disclosure form**' link (outlined below), which leads to a page with details and a copy of the blank form.

### Foreign Disclosure Request for Additional Materials ?

#### Award Information

<b>Award Number</b> R42OD030303-02A1	<b>PD/PI Name</b> CoralD, Donace	<b>Org Name</b> BIOTECH, LLC
<b>Project Title</b> Reference Diets		
<b>Project Period</b> 09/15/2023 - 08/31/2025	<b>Budget Period</b> 09/15/2023 - 08/31/2024	

### SBIR/STTR Foreign Disclosure Form

**Reminder:** Documents containing sensitive Personally Identifiable Information (PII; e.g. Social Security Number, personal financial information, Alien Registration Number, etc.) or Protected Health Information (PHI; e.g. personal medical conditions, etc.) **must not be uploaded into eRA Commons.**

**NOTE: Foreign Disclosure Request for Additional Materials (RAM) must only be provided when there are post-award changes to the Foreign Disclosure Form.** Each NIH SBIR/STTR recipient is required to disclose all funded and unfunded relationships with foreign countries, using the disclosure form, for all owners and covered individuals. **Foreign Disclosure, as mandated by the SBIR and STTR Extension Act of 2022, is only required for SBIR/STTR grants awarded from competing applications submitted for due dates on or after September 5, 2023.**

Recipients must request prior approval from NIH for legal actions such as merger, acquisition, and successor-in-interest, or any other change in ownership, entity structure, covered individual, or other substantive changes in circumstances, no later than 30 days before the proposed change. See [NIH Grants Policy Statement 8.1.3 Requests for Prior Approval](#) and [NIH Grants Policy Statement 18.5.2.2 Change in Organization Size & Change of Recipient Institution Actions](#) for more details.

All questions must be addressed on the [foreign disclosure form](#) and the form signed. Provide the completed form as a flattened PDF (either drop files to attach or click the Upload button).

Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB Max # of Files: 10

SBIR-STTR-Foreign-Disclosure-Form.pdf

Uploaded By: CoralD, Donace File Uploaded Date: 04/02/2024

Please provide Comments:

**B I U** [List icons]



[Text area]

Characters: 0/2000

Cancel Delete Save Submit

*Figure 238: Foreign Disclosure Request for Additional Materials screen, showing Save (for all users) and Submit (for SO only) buttons, as well as a link to find the PDF form.*

4. Drag and drop file(s) in the "**Drop Files Here..**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. Uploaded files are saved immediately with the request. For uploaded files, you can:

- Click the **Download** icon  and the browser will open or download the file.
- Click the **Delete** icon  to remove the file.

5. Click **Save** to save the comments in the request.
6. When the form is ready to submit, an SO should log in and click the **Submit** button. (The PI does not see or have access to the **Submit** button.)

A green success message lets you know that the file has been submitted. After submission, you cannot make changes. The form immediately becomes available for agency staff to review and process after submission.



## Closeout Status

**Agency-Specific Instructions:** Closeout has different policies in place according to the agency who funds the award. Look for agency-specific instructions in this topic to determine if guidance applies to your award.

Closeout is a status in which an awardee needs to prepare and submit the information necessary to complete grant closeout requirements. Before closeout completes, all financial and progress reports need to be submitted and accepted by the awarding agency.

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. The closeout tasks differ depending on the agency that funded the award.

**Agency-Specific Instructions:** Department of Commerce (DOC). Once closeout is complete, DOC awardees can no longer modify and resubmit a semi-annual RPPR.

More than one person can work on closeout activities. program directors/principal investigators (PD/PIs) or signing officials (SOs) can initiate closeout activities and upload files and save the closeout submission package, but only SOs for the award-holding organization can submit all final reports/documentation. While annual RPPRs can be initiated only by the principal investigator (PI), final RPPRs (accessible from Closeout Status screen) can also be initiated by a signing official (SO).

If you hold a SO or PD/PI 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 (only SOs can submit)
- Initiate/access Final Research Performance Progress Reports (RPPRs)
- Submit any requested additional material (FRAM) related to your Final Research Performance Progress Report (Final RPPR)
- Initiate/access Final Progress Reports (FPR) (Department of Commerce awards only)
- Access the Federal Financial Report (FFR) module of Commons, where you can start the Federal Financial Reports (you must have an FSR role in addition to the SO

role\*). For awards from most agencies, the FFR module redirects you to the federal Payment Management System (PMS) to complete/submit the report. For Department of Commerce awards, you can complete and submit the report within eRA Commons' FFR module without accessing PMS.

- Initiate/access Tangible Personal Property Reports (TPPR) (SAMHSA awards only)
- Provide documentation for the Additional Closeout Documentation requirement (Department of Commerce awards only)

---

**NOTE:** \*A user with the FSR role only can go directly to the FFR module and work with FFRs, but cannot access Status or closeout screens.

---

### 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
- **Unilaterally Closed** Grant has been unilaterally closed by the IC. Unilateral closeout is closeout without receipt of acceptable final reports for those recipients that are not in compliance with the policy.

### 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 *Accessing the Closeout Screen (SO and PI)* on page 584)

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 persons with different roles will have different closeout requirements. Be sure that you possess the role as described in the **Instruction** column.

Initially, there are actions buttons in the **Actions** column for a closeout activity, starting with **"Initiate..."**, **"Process"**, **" "** or **"Manage..."**. After a report is started and saved, but not submitted, those buttons change to **"Edit..."**, which lets you review and change the report before submission. After submission, the buttons change to **"View"**, whereupon no further changes can be made. Some reports allow repeated initiation and resubmission of the report and action buttons are named accordingly.

If the award is already closed, you might have the option to view submitted material with a **View** link. If the award is 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.

### NIH and AHRQ-Specific Guidance on Closeout

**Agency-Specific Instructions:** NIH. The material in this section applies to NIH and AHRQ-funded awards only. If your grant is funded by a different agency other than NIH or AHRQ, check with your grants management specialist for specific policy guidance on closeout.

#### **Policy:**

[Closeout policy information](#)

[NIH Enforcement of Unilateral Closeout Reporting in the System for Award Management Responsibility/Qualification \(formerly Federal Awardee Performance and Integrity Information System \(FAPIIS\)\)](#)

NIH and AHRQ close 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 recipient or NIH/AHRQ. Closeout of a grant does not automatically cancel any requirements for property accountability, record retention, or financial accountability. Following Closeout, the recipient 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.

## Notes about Interim RPPR and Final RPPR

- **Agency-Specific Instructions:** AHRQ. Interim RPPRs (IRPPRs) are not used for AHRQ awards, so the following guidance does not apply to AHRQ recipients. AHRQ uses the Type 2 application as the interim progress report.
- 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 after submitting the Final RPPR, the Final RPPR will be treated as your Interim RPPR.
- If you are awarded the renewal (Type 2), 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.

## Accessing the Closeout Screen (SO and PI)

Closeout is a status in which either the principal investigator (PI) or signing official (SO) prepare and upload the reports necessary to complete grant closeout requirements for an award. Both the PI and SO use the Status module to find grants in closeout status, and both can upload reports and save the submission package, but only the SO can submit the reports to the awarding agency.

If you hold an SO or PI role, you can access the Closeout Status screen. PIs can access closeout only for their own awards. SOs can access closeout for all their organization's awards. Because the Status module is different for PIs and SOs, the steps for accessing closeout is different.

## Accessing the Closeout Screen

Both the PI and the SO use the Status module to access [the Closeout Status screen for an award](#). The SO and PI have different views of the Status module. See below for

instructions on accessing the Closeout Status screen for your role (PI or SO). Only those Commons users with the FSR role see the Manage Final FFR action button on the Closeout Status screen.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA18SEC0101016-T1-01

PD/PI Name:

.FRABRE, MIDON (CONTACT)

Closeout Contact Name:

BRELYSE, MIDON

Project Period:

10/01/2018 to 09/30/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRATest@mail.nih.gov

Proposal Title:

Climate resilience

Date Of Status Change:

10/29/2023

Closeout Contact Phone:

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.	Not Applicable	Please click on the link under action column to view the status of each document type.		<a href="#">Provide Documentation</a>

Figure 239: Closeout Status screen

On the Closeout Status screen, if the award is still open, review the requirements, read the instruction for each, and take actions to complete Closeout activities. Actions are role-based, so persons with different roles closeout different requirements. Specifically, SOs can submit documents to the agency, and PIs cannot submit.

If the award is already closed, you might have the option to view submitted material with a **View** link.

## How Principal Investigator Accesses Award in Closeout

A PI should go to the Status module, expand the grant that requires closeout, and click the **Requires Closeout** button (or other closeout button, such as **Closed, In Unilateral Closeout, Unilaterally Closed**).

Status Result - List of Applications/Awards ? 47							
▼ R01AG060606		7	08/01/2019 - 02/29/2024 (Project Period)	DOW, HATFI (PD/PI)	Dementia Determinants (Title)	Awarded. Non-fellowships only	
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R01AG060606-05		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2023	Requires Closeout RPPR Human Subjects
5R01AG060606-04		Dementia Determinants	DOW, HATFI (PI)		Awarded. Non-fellowships only	03/07/2022	RPPR Human Subjects

Figure 240: Status for PI search results showing the Requires Closeout action, outlined. The Closeout Status screen appears.

## How Signing Official Finds and Accesses Award in Closeout

To access closeout for an award, an SO does this:

1. Go to the Status module.
2. Select **Closeout** in the **Search Type** dropdown.

Search Type: General ▼

- General
- Just in Time
- Recently Awarded
- Closeout**
- Relinquishing Statements
- Recent/Pending eSubmissions
- Re-Assign Award
- ESI Eligibility
- Search in ASSIST

Type: ex: 5

Active: ex: 5

Project Number

Figure 241: Search Type dropdown in Status for SOs showing the Closeout search option

3. Select **Requires Closeout** in the **Closeout Status** dropdown, or another closeout status (**In Unilateral Closeout**, **Closed**, or **Unilaterally Closed**).
4. Click **Search**.
5. On the award, the SO clicks the three-dot ellipsis icon and selects **Requires Closeout** or other closeout status.

Status Result - General Search ?

Filter Table 3 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA21NMF0080299-T1-01 (MPI)	GRANT13307256	Layers of Louisiana Natural History	Dullo, Daelle (Contact)	Awarded. Non-fellowships only	01/01/2022	12/31/2023	01/01/2022	12/31/2023
NA21OAR4170155-T1-01 (MP)		Community Science Catalyst	Dullo, Daelle (Contact)	Awarded. Non-fellowships only	05/01/2021	04/30/2025	05/01/2021	04/30/2025

Requires Closeout

View Terms Tracking

Revision Request

Correspondence

The *Closeout Status* screen appears.

## Closeout for NIH Awards

NIH awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Research Performance Progress Report (RPPR). A final report for research awards.
- Final Invention Statement
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.

---

**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)* on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## Closeout—Final Research Performance Progress Report for NIH Awards

**Agency-Specific Instructions:** NIH ONLY. The policy guidance in this topic applies to NIH only. See *Closeout—Final Research Performance Progress Report for NON-NIH Awards* on page 695 for Final RPPR guidance for awards that are NOT funded by NIH.

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

### **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.

## Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award, and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

**Closeout Status** ?

**Application Information** Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRATest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 242: Closeout Status screen showing Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

3. If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

**RPPR Menu ?**

**RPPR**

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

[Cancel](#)
[Initiate](#)

Figure 243: RPPR Menu screen, showing the Initiate button outlined

4. Click the **Initiate** button to create the Final RPPR. The Final RPPR Menu will then change, showing the option to Edit the Final RPPR under the three-dot ellipsis menu:

**RPPR Menu ?**

**RPPR**

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b> Baum, Ann	<b>Status</b> Reviewer Work in Progress
<b>Institution</b> UNIVERSITY OF CA		<b>Project Title</b> Glioblastoma		

[Cancel](#)

Figure 244: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action

5. Select Edit RPPR from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

Field-by-field guidance is available for completing the NIH, AHRQ, and VA Research Performance Progress Reports (RPPRs). Refer to the *NIH and Other PHS Agency RPPR Instruction Guide* ([https://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)) for completing Sections A-I of the RPPR. This guide does not apply to Department of Commerce (DOC) awards.

## Closeout—Final Invention Statement

Either a program director/principal investigator (PD/PI) or a signing official (SO) can edit a final invention statement, but only an SO can submit it to the agency. Use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant.

*Reporting Inventions on the Final Invention Statement* on page 593

*Reporting No Inventions on the Final Invention Statement* on page 596

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## NIH and AHRQ Final Invention Statement Policy Guidance

**Agency-Specific Instructions:** NIH and AHRQ only. The following policy guidance applies to NIH and AHRQ-funded awards only.

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:** For policy information on awards funded by the Department of Health and Human Services, refer to the [Procedure for Submission of Final Invention Statement and Certification](#).

If your award is funded by a non-NIH or non-AHRQ source, check with your awarding agency for policy guidance on final invention statements.

## Reporting Inventions on the Final Invention Statement

To complete a final invention statement when inventions need to be reported:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

Closeout Submission Requirement

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			Manage Final FFR
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 245: Closeout Status screen example showing the Process Final Invention Statement button

2. Click the **Process Final Invention Statement** button on *Closeout Status*.

The *Process Final Invention Statement* screen displays.

**Process Final Invention Statement** ?

**Application Information** Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

Figure 246: Process Final Invention Statement screen with no inventions yet added

3. To add an invention:
  - a. Type the **Name of Inventor**, **Title of Invention**, and the **Date Reported to DHSS** (the date you want to officially report it to the Department of Health and Human Services).
  - b. Click the **Add Invention and Save** button.

The *Confirm Invention* popup appears with customized language depending on whether the award is funded by [AHRQ](#) or [NIH](#).

**Confirm Invention** X

By continuing, you are hereby certifying, to the best of your 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 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 Agency for Healthcare Research and Quality, as required by terms of the award.

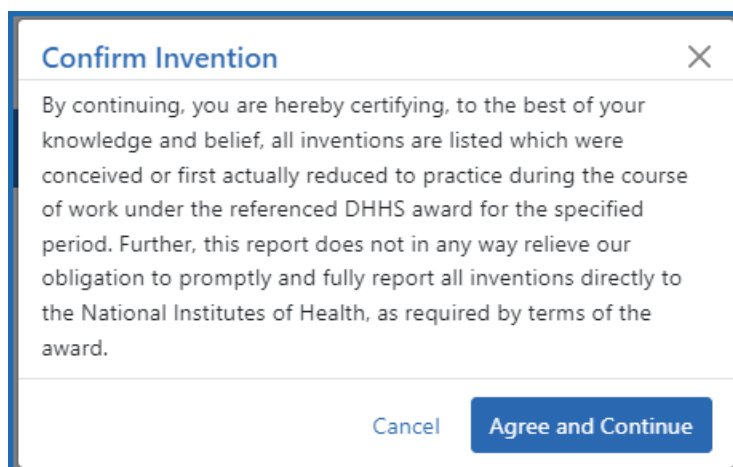


Figure 247: Confirm Invention popup screen attesting that all inventions are listed

- c. Click **Agree and Continue** in the popup even if you have more inventions to add.

The invention is now listed under *Added Inventions* at the bottom of the screen. As long as the final invention statement has not yet been submitted, either a PI or SO who views this screen can click an item's **Delete Invention and Save** link in the Action column to remove it.

Added Inventions			
Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Sally Fields	filmerator	07/30/2024	Delete Invention and Save
Burt Reynolds	Truckerator	07/30/2024	Delete Invention and Save

Return to Closeout Status Preview (Inventions Reported) **Submit**

Figure 248: Added Inventions section of Process Final Invention Statement screen, showing a list of inventions

4. To add additional inventions, repeat the previous step as many times as necessary. Any inventions you define are saved immediately.

---

**NOTE:** Click the **Preview (Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

5. When all the inventions are listed at the bottom of the screen, click the **Submit** button to submit the invention statement to the awarding agency. (Only the SO can submit—the PI does not see a **Submit** button.)

The *Confirm Invention* popup appears again.

6. Click **Agree and Continue** again to complete submission.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Reporting No Inventions on the Final Invention Statement

To complete a final invention statement certifying that no inventions exist:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status screen* appears.

*Below is a sample Closeout Status screen showing the task.* Depending on the awarding agency, different tasks might appear than those shown.



## Closeout Status ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Closeout Submission Requirement

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 249: Closeout Status screen example showing the Process Final Invention Statement button

- Click the **Process Final Invention Statement** button on *Closeout Status* screen.

The *Process Final Invention Statement* screen displays.

## Process Final Invention Statement ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Add New Inventions

\* Required Fields

<b>Name of Inventor *</b>	<b>Title of Invention *</b>	<b>Date Reported to DHHS *</b>
<input type="text" value="ARBALI, CIAINES"/>	<input type="text" value="Modulabalator"/>	<input type="text" value="07/30/24"/>

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

[Return to Closeout Status](#)

*Figure 250: Process Final Invention Statement screen with Save with No Inventions button outlined*

- Click the **Save with No Inventions** button.

A success message appears on the top right side of the eRA screen heading. You will also notice that the Preview button is now named **Preview (No Inventions Reported)**.



*Figure 251: Success message in eRA Commons banner noting the FIS (final invention statement) was created with no inventions reported*

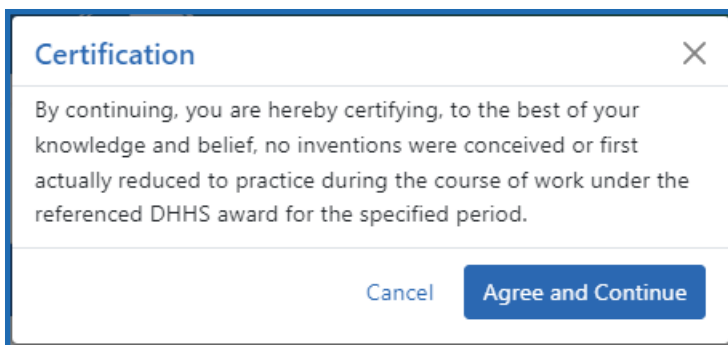
 The "Add New Inventions" form is shown. It includes fields for "Name of Inventor", "Title of Invention", and "Date Reported to DHHS". Below these fields are two buttons: "Save with No Inventions" and "Add Invention and Save". At the bottom of the form, there is a "Return to Closeout Status" link, a "Preview (No Inventions Reported)" button (which is highlighted with a red rectangle), and a "Submit" button.

*Figure 252: Final Inventions Statement with no inventions, showing the name of Preview button changed to "Preview (No Inventions Reported)"*

**NOTE:** Click the **Preview (No Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

- Once you confirm that the Preview button is now renamed to indicate "**No Inventions Reported**", click the **Submit** button to submit a statement indicating no inventions are being reported. (Only the SO sees a **Submit** button and has the ability to submit.)

A certification popup appears.



*Figure 253: Certification popup for that appears when submitting a final invention statement indicating no inventions*

5. Click **Agree and Continue** in the *Certification* popup.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

---

**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.

---

## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.

1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

## Closeout Status ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R24OD020202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

Figure 254: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.

- Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.

**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.



[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition


### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10 FRAM\_File.pdf**Uploaded By:** Tidmmi,  
Tawelli**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**    



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 255: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.



2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.

**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

---

## Closeout for AHRQ Awards

Agency for Healthcare Research and Quality (AHRQ) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Research Performance Progress Report (RPPR). A final report for research awards. Also see the [RPPR Instruction Guide](#).
- Final Invention Statement
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.

---

**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

Also see [Grant Closeout Requirements](#) on the AHRQ website.

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)*

on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## Closeout—Final Research Performance Progress Report for NON-NIH Awards

Consult with the awarding agency for policy guidance on Final Research Performance Progress Reports (RPPRs).

- The F. Changes form is not applicable for Final RPPRs.  
The H. Budget form is not applicable for Final RPPRs.
- The I. Outcomes form is applicable only for Final RPPRs.

### Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

Below is a sample Closeout Status screen showing a sample award number and tasks. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRAtest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 256: Closeout Status screen showing the Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

### RPPR Menu ?

#### RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

[← Cancel](#)
[Initiate](#)

Figure 257: RPPR Menu screen, showing the Initiate button outlined

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**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

After the Final RPPR has been initiated, you see a three-dot ellipsis icon next to the Award Number, where you can access RPPR actions.

Figure 258: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action

4. Select **Edit RPPR** from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

## Closeout—Final Invention Statement

Either a program director/principal investigator (PD/PI) or a signing official (SO) can edit a final invention statement, but only an SO can submit it to the agency. Use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant.

*Reporting Inventions on the Final Invention Statement* on page 610

*Reporting No Inventions on the Final Invention Statement* on page 614

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

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## NIH and AHRQ Final Invention Statement Policy Guidance

**Agency-Specific Instructions:** NIH and AHRQ only. The following policy guidance applies to NIH and AHRQ-funded awards only.

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:** For policy information on awards funded by the Department of Health and Human Services, refer to the [Procedure for Submission of Final Invention Statement and Certification](#).

If your award is funded by a non-NIH or non-AHRQ source, check with your awarding agency for policy guidance on final invention statements.

### Reporting Inventions on the Final Invention Statement

To complete a final invention statement when inventions need to be reported:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

## Closeout Status ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Closeout Submission Requirement**

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 259: Closeout Status screen example showing the Process Final Invention Statement button

2. Click the **Process Final Invention Statement** button on *Closeout Status*.

The *Process Final Invention Statement* screen displays.

## Process Final Invention Statement ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Add New Inventions

\* Required Fields

<b>Name of Inventor *</b>	<b>Title of Invention *</b>	<b>Date Reported to DHHS *</b>
<input type="text" value="ARBALI, CIAINES"/>	<input type="text" value="Modulabalator"/>	<input type="text" value="07/30/24"/>

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

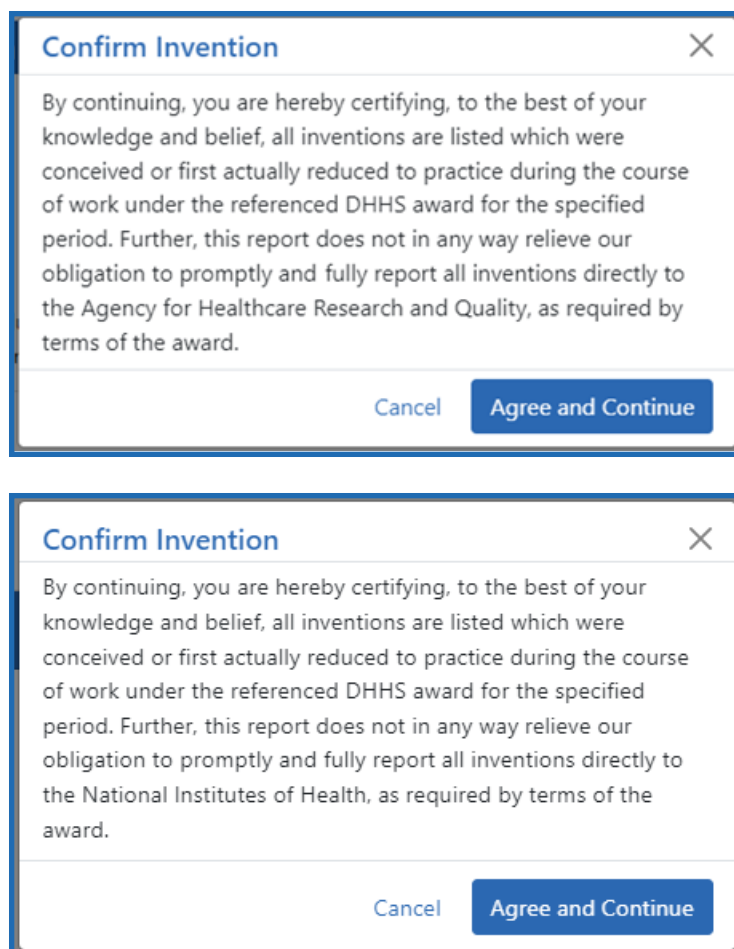
[Return to Closeout Status](#)

Figure 260: Process Final Invention Statement screen with no inventions yet added

3. To add an invention:

- a. Type the **Name of Inventor**, **Title of Invention**, and the **Date Reported to DHSS** (the date you want to officially report it to the Department of Health and Human Services).
- b. Click the **Add Invention and Save** button.

The *Confirm Invention* popup appears with customized language depending on whether the award is funded by [AHRQ](#) or [NIH](#).

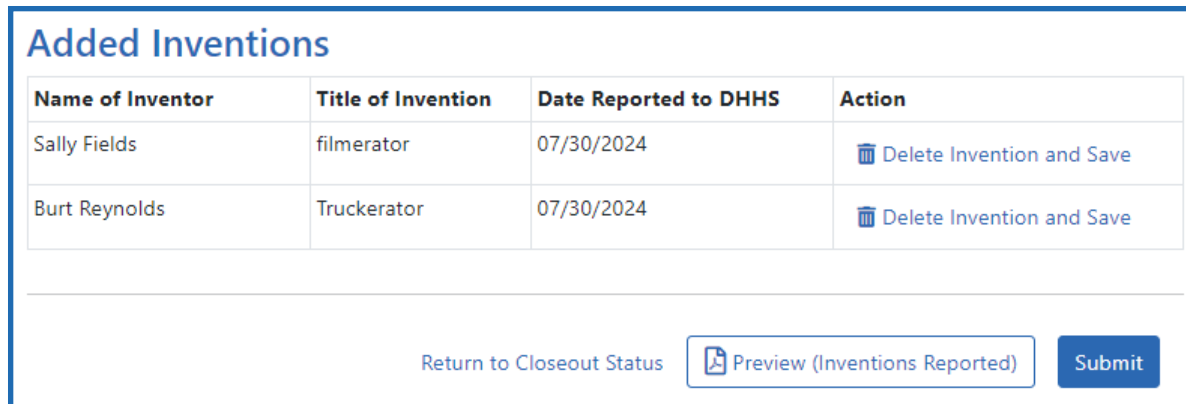




*Figure 261: Confirm Invention popup screen attesting that all inventions are listed*

- c. Click **Agree and Continue** in the popup even if you have more inventions to add.



The invention is now listed under *Added Inventions* at the bottom of the screen. As long as the final invention statement has not yet been submitted, either a PI or SO who views this screen can click an item's **Delete Invention and Save** link in the Action column to remove it.



Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Sally Fields	filmerator	07/30/2024	 Delete Invention and Save
Burt Reynolds	Truckerator	07/30/2024	 Delete Invention and Save

[Return to Closeout Status](#) [Preview \(Inventions Reported\)](#) [Submit](#)

Figure 262: Added Inventions section of Process Final Invention Statement screen, showing a list of inventions

- To add additional inventions, repeat the previous step as many times as necessary. Any inventions you define are saved immediately.

---

**NOTE:** Click the **Preview (Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

- When all the inventions are listed at the bottom of the screen, click the **Submit** button to submit the invention statement to the awarding agency. (Only the SO can submit—the PI does not see a **Submit** button.)

The *Confirm Invention* popup appears again.

- Click **Agree and Continue** again to complete submission.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Reporting No Inventions on the Final Invention Statement

To complete a final invention statement certifying that no inventions exist:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

**Closeout Status ?**

Form Approved OMB No. 0925-0002

Application Information		
<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 263: *Closeout Status* screen example showing the *Process Final Invention Statement* button

2. Click the **Process Final Invention Statement** button on *Closeout Status* screen.

The *Process Final Invention Statement* screen displays.

**Process Final Invention Statement ?**

Application Information Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

Figure 264: Process Final Invention Statement screen with Save with No Inventions button outlined

- Click the **Save with No Inventions** button.

A success message appears on the top right side of the eRA screen heading. You will also notice that the Preview button is now named **Preview (No Inventions Reported)**.



Figure 265: Success message in eRA Commons banner noting the FIS (final invention statement) was created with no inventions reported

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

*Figure 266: Final Inventions Statement with no inventions, showing the name of Preview button changed to "Preview (No Inventions Reported)"*

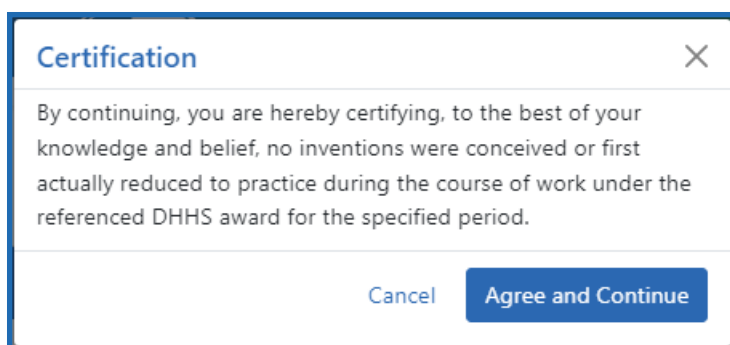
---

**NOTE:** Click the **Preview (No Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

- Once you confirm that the Preview button is now renamed to indicate "**No Inventions Reported**", click the **Submit** button to submit a statement indicating no inventions are being reported. (Only the SO sees a **Submit** button and has the ability to submit.)

A certification popup appears.



*Figure 267: Certification popup for that appears when submitting a final invention statement indicating no inventions*

- Click **Agree and Continue** in the *Certification* popup.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

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**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.

---

## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.

1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout

Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R24OD0202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

Figure 268: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.

- Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.

**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.





[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition


### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10 FRAM\_File.pdf**Uploaded By:** Tidmmi,  
Tawelli**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**     



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 269: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.

2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.

**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

---

## Closeout for CDC Awards

Centers for Disease Control (CDC) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Research Performance Progress Report (RPPR). A final report for research awards.
- Final Invention Statement
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.
- Additional Materials

---

**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)*

on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## Closeout—Final Research Performance Progress Report for NON-NIH Awards

Consult with the awarding agency for policy guidance on Final Research Performance Progress Reports (RPPRs).

- The F. Changes form is not applicable for Final RPPRs.  
The H. Budget form is not applicable for Final RPPRs.
- The I. Outcomes form is applicable only for Final RPPRs.

### Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

Below is a sample Closeout Status screen showing a sample award number and tasks. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRAtest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 270: Closeout Status screen showing the Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

### RPPR Menu ?

#### RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

Cancel
Initiate

Figure 271: RPPR Menu screen, showing the Initiate button outlined

---

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

After the Final RPPR has been initiated, you see a three-dot ellipsis icon next to the Award Number, where you can access RPPR actions.

Figure 272: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action

4. Select **Edit RPPR** from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

## Closeout—Final Invention Statement

Either a program director/principal investigator (PD/PI) or a signing official (SO) can edit a final invention statement, but only an SO can submit it to the agency. Use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant.

*Reporting Inventions on the Final Invention Statement* on page 628

*Reporting No Inventions on the Final Invention Statement* on page 632

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## NIH and AHRQ Final Invention Statement Policy Guidance

**Agency-Specific Instructions:** NIH and AHRQ only. The following policy guidance applies to NIH and AHRQ-funded awards only.

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:** For policy information on awards funded by the Department of Health and Human Services, refer to the [Procedure for Submission of Final Invention Statement and Certification](#).

If your award is funded by a non-NIH or non-AHRQ source, check with your awarding agency for policy guidance on final invention statements.

### Reporting Inventions on the Final Invention Statement

To complete a final invention statement when inventions need to be reported:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.



## Closeout Status ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Closeout Submission Requirement

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 273: Closeout Status screen example showing the Process Final Invention Statement button

2. Click the **Process Final Invention Statement** button on *Closeout Status*.

The *Process Final Invention Statement* screen displays.

## Process Final Invention Statement ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Add New Inventions

\* Required Fields

<b>Name of Inventor *</b>	<b>Title of Invention *</b>	<b>Date Reported to DHHS *</b>
<input type="text" value="ARBALI, CIAINES"/>	<input type="text" value="Modulabalator"/>	<input type="text" value="07/30/24"/>

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

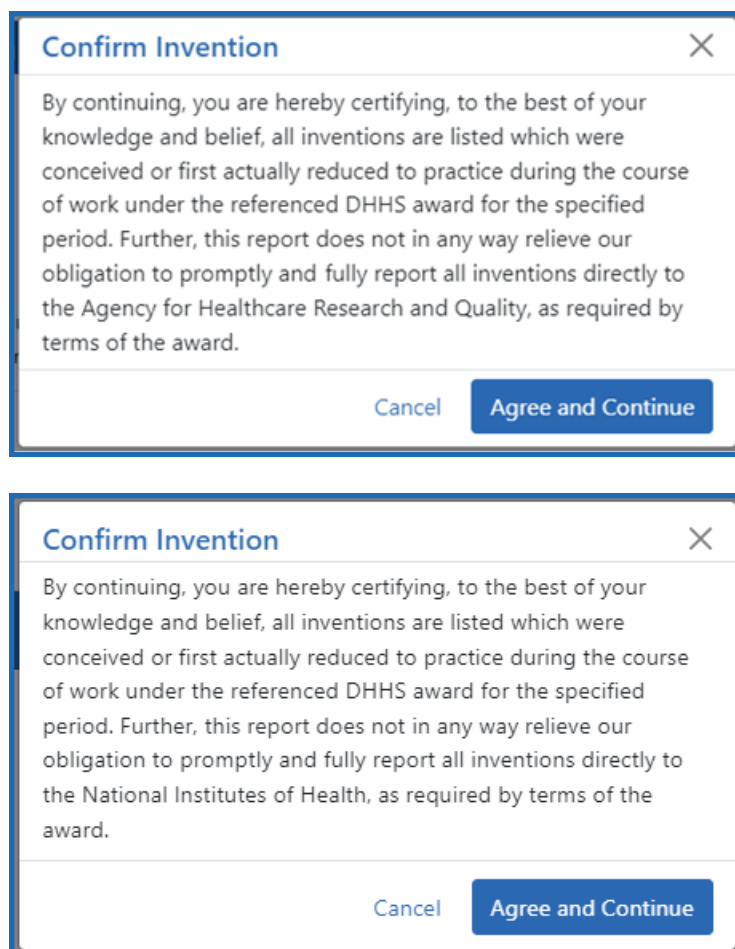
[Return to Closeout Status](#)

Figure 274: Process Final Invention Statement screen with no inventions yet added

3. To add an invention:

- a. Type the **Name of Inventor**, **Title of Invention**, and the **Date Reported to DHSS** (the date you want to officially report it to the Department of Health and Human Services).
- b. Click the **Add Invention and Save** button.

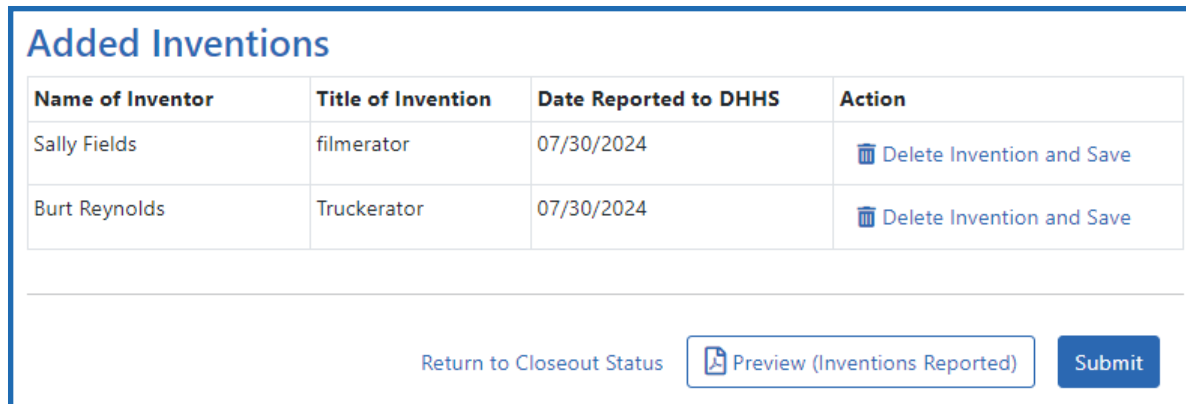
The *Confirm Invention* popup appears with customized language depending on whether the award is funded by [AHRQ](#) or [NIH](#).





*Figure 275: Confirm Invention popup screen attesting that all inventions are listed*

- c. Click **Agree and Continue** in the popup even if you have more inventions to add.

The invention is now listed under *Added Inventions* at the bottom of the screen. As long as the final invention statement has not yet been submitted, either a PI or SO who views this screen can click an item's **Delete Invention and Save** link in the Action column to remove it.



Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Sally Fields	filmerator	07/30/2024	 Delete Invention and Save
Burt Reynolds	Truckerator	07/30/2024	 Delete Invention and Save

[Return to Closeout Status](#) [Preview \(Inventions Reported\)](#) [Submit](#)

Figure 276: Added Inventions section of Process Final Invention Statement screen, showing a list of inventions

- To add additional inventions, repeat the previous step as many times as necessary. Any inventions you define are saved immediately.

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**NOTE:** Click the **Preview (Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

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- When all the inventions are listed at the bottom of the screen, click the **Submit** button to submit the invention statement to the awarding agency. (Only the SO can submit—the PI does not see a **Submit** button.)

The *Confirm Invention* popup appears again.

- Click **Agree and Continue** again to complete submission.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Reporting No Inventions on the Final Invention Statement

To complete a final invention statement certifying that no inventions exist:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

**Closeout Status ?**

Form Approved OMB No. 0925-0002

Application Information		
<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 277: *Closeout Status* screen example showing the *Process Final Invention Statement* button

2. Click the **Process Final Invention Statement** button on *Closeout Status* screen.

The *Process Final Invention Statement* screen displays.

**Process Final Invention Statement ?**

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

[Return to Closeout Status](#)

Figure 278: Process Final Invention Statement screen with Save with No Inventions button outlined

- Click the **Save with No Inventions** button.

A success message appears on the top right side of the eRA screen heading. You will also notice that the Preview button is now named **Preview (No Inventions Reported)**.

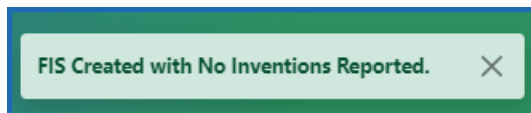


Figure 279: Success message in eRA Commons banner noting the FIS (final invention statement) was created with no inventions reported

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

[Return to Closeout Status](#) [Preview \(No Inventions Reported\)](#) [Submit](#)

*Figure 280: Final Inventions Statement with no inventions, showing the name of Preview button changed to "Preview (No Inventions Reported)"*

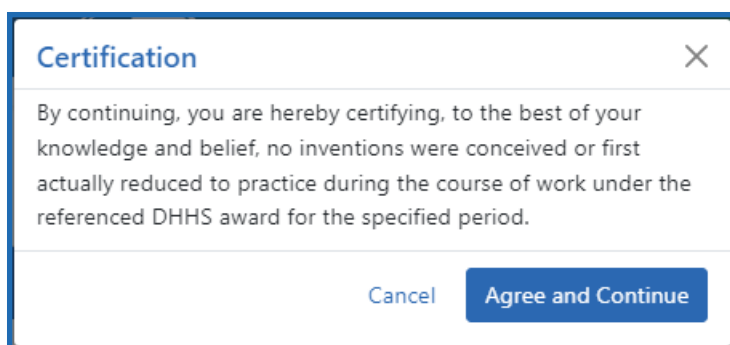
---

**NOTE:** Click the **Preview (No Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

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4. Once you confirm that the Preview button is now renamed to indicate "**No Inventions Reported**", click the **Submit** button to submit a statement indicating no inventions are being reported. (Only the SO sees a **Submit** button and has the ability to submit.)

A certification popup appears.



*Figure 281: Certification popup for that appears when submitting a final invention statement indicating no inventions*

5. Click **Agree and Continue** in the *Certification* popup.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

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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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

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**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.

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## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.

1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout

Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

#### Application Information

<b>Award Number</b> 5R24OD0202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789

Form Approved OMB No. 0925-0002

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

*Figure 282: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.*

- Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.



**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.



[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition


### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10 FRAM\_File.pdf**Uploaded By:** Tidmmi,  
Tawelli**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**     



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 283: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.

2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.

**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

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## Closeout—Additional Materials (CDC)

CDC awardees will see the Additional Materials closeout task to submit any other required documents as stated in Terms and Conditions of the award.

**Agency-Specific Instructions:** Centers for Disease Control. This topic applies only to CDC awards. Only CDC awards have this type of closeout requirement.

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

To prepare and submit additional materials:

1. Log into [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Additional Material(s)** button on Closeout Status.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

## Closeout Status ?

### Application Information

**Award Number**  
 5R01CE030303-03

**Project Period**  
 09/30/2019 to 09/29/2022

**Proposal Title**  
 Opioid Use in Pain Management

**PD/PI Name**  
 HANIE, MARIENA (CONTACT)

**Closeout Status**  
 Requires Closeout

**Date Of Status Change**  
 10/01/2023

**Closeout Contact Name**  
  
**Closeout Contact Email**  
  
**Closeout Contact Phone**

Form Approved OMB No. 0925-0002

### Closeout Submission Requirement

Requirement	Instruction	Status	Result of Actions	Date	Action
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement
Additional Material(s)	The SO should use this section to submit any other required closeout documents as stated in the terms including the Tangible Personal Property Report SF-428.	Additional Material(s) Uploaded	Additional Material(s) Uploaded by Nancy Kerner (SO)	06/07/2024	Additional Material(s)

Figure 284: Closeout Status screen showing Additional Material(s) button, outlined

The *Additional Materials (RAM)* screen appears, shown below:

## Additional Materials (RAM) ?

### Award Details

<b>Award Number</b> 5R01CE030303-03	<b>PD/PI Name</b> Hanle , Mariena	<b>Project Period</b> 09/30/2019 - 09/29/2022
<b>Org Name</b> JOHNS UNIVERSITY		
<b>Project Title</b> Opioid Use in Pain Management		



## Closeout Additional Materials

**Upload Additional Materials:**

Drop files here to upload, or [browse](#).

**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10

AdditionalMaterials.pdf






**Uploaded By:** Kerby, Nanner

**File Uploaded Date:** 06/11/2024

[Cancel](#)
[Delete](#)
[Preview](#)
[Save](#)
[Submit](#)

Figure 285: Additional Materials screen, as seen by an SO after uploading a file. A PI does not see the **Submit** button unless the PI is delegated progress report privileges.

- Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
- If you change your mind about this submission, and you want to discard it completely, click the **Delete** button at the bottom of the screen. The **Preview** button



shows the entire submission, which consists of a PDF with application Information, data about who uploaded the file and when, followed by the uploaded file's contents.

5. To save the file with the additional material files, but not submit to the agency, click the **Save** button. This will update the status of the Additional Materials to uploaded.
6. To finalize this additional material submission and submit it for agency review, click the **Submit** button (SO only).

### **Buttons Available After Submitting Additional Materials**

Buttons appear after the Additional Materials is first submitted:

- After the Additional Materials is submitted, but not yet accepted by the agency, the **Additional Material(s)** button remains available on Closeout Status. As long as the submission is not yet accepted, you can continue to upload and submit the Additional materials as many times as needed. Each submission replaces the prior submission.
- After the Additional Materials is submitted, a **View** button becomes available on Closeout Status. Click it to see the entire submission, which consists of a pdf with application Information, data about who uploaded the file and when, followed by the uploaded file's contents.

### **Closeout Status for DOC Awards**

Department of Commerce (DOC) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Research report:

Final Progress Report (FPR). A final report for non-research awards.

**- OR -**

Final Research Performance Progress Report (Final RPPR). A final report for research awards.

- Additional Closeout Documentation

DOC awardees submit either a **Final RPPR** or a **FPR**, depending on whether the award is a research award or not.

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**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

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See for more information specific to DOC Closeout.

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)* on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

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## Closeout—Final Research Performance Progress Report for NON-NIH Awards

Consult with the awarding agency for policy guidance on Final Research Performance Progress Reports (RPPRs).

- The F. Changes form is not applicable for Final RPPRs.  
The H. Budget form is not applicable for Final RPPRs.
- The I. Outcomes form is applicable only for Final RPPRs.

### Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

Below is a sample Closeout Status screen showing a sample award number and tasks. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRATest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 286: Closeout Status screen showing the Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

### RPPR Menu ?

#### RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

Cancel
Initiate

Figure 287: RPPR Menu screen, showing the Initiate button outlined

---

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

After the Final RPPR has been initiated, you see a three-dot ellipsis icon next to the Award Number, where you can access RPPR actions.

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
SR01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

**Project Title**  
Glioblastoma

**Institution**  
UNIVERSITY OF CA

**Actions:** Edit RPPR, Check for Errors, View RPPR as PDF, View Routing History, Route to Next Reviewer, Submit

[Cancel](#)

Figure 288: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action

4. Select **Edit RPPR** from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

## Closeout—Final Progress Report (FPR)

Some agencies (SAMHSA, DOC) have a type of report called a Final Progress Report (FPR). Final Progress Reports are for non-research awards.

---

**NOTE:** The **Final Progress Report (FPR)** should not be confused with the **Final Research Performance Progress Report (FRPPR)**, which is a different reporting mechanism, designed for research awards. If you need to submit an RPPR, or if you see actions on your award listed as **RPPR** or **Process Final RPPR**, then see *Research Performance Progress Report (RPPR) Module* on page 313 instead of this topic.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can

---

upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

If your closeout requires a Final Progress Report, then both the PD/PI and the SO see an **Initiate Final Progress Report** button on the *Closeout Status* screen for an award. Either the PI or the SO can click the button and add a file or files, and both can then click **Save** to save the document in the eRA system. In addition, the SO can click **Submit** to submit the document to the agency.

This report should be prepared in accordance with instructions provided by the awarding agency.

### **Initiating Final Progress Report (FPR)**

Either the PD/PI or SO can initiate the Final Progress Report and save a file attached to the FPR request, but only an SO can submit.

1. Log in to [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Initiate Final Progress Report** button in *Closeout Status*.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

## Closeout Status ?

### Application Information

**Award Number:**  
NA18SEC0101016-T1-01

**Project Period:**  
10/01/2018 to 09/30/2023

**Proposal Title:**  
Climate resilience

**PD/PI Name:**  
FRABRE, MIDON (CONTACT)

**Closeout Status:**  
Requires Closeout

**Date Of Status Change:**  
10/29/2023

**Closeout Contact Name:**  
BRELYSE, MIDON

**Closeout Contact Email:**  
eRATest@mail.nih.gov

**Closeout Contact Phone:**

**Form Approved OMB No. 0925-0002**

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.				<a href="#">Initiate Final Progress Report</a>
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.	Not Applicable	Please click on the link under action column to view the status of each document type.		<a href="#">Provide Documentation</a>

Figure 289: Closeout Status screen showing *Initiate Final Progress Report* button outlined

The *Final Progress Report (FPR)* screen appears.

## Final Progress Report (FPR) ?

### Award Details

<b>Award Number</b> NA21NMF0808089-T1-01	<b>PD/PI Name</b> FRABRE, MIDON	<b>Project Period</b> 01/01/2022 - 12/31/2023
<b>Org Name</b> STATE UNIV A&M COL		
<b>Project Title</b> Coastal Change		

**Please provide documents:**

Drop files here to upload, or [browse](#).

**Accepted File Types:** GIF, JPG, BMP, PNG, DOCX, XLSX, PPTX, MSG, PDF, TXT **Max File Size:** 6MB **Max # of Files:** 10

**Please provide comments:**



**B I U** [List Icons]

[Text Area]

Characters: 0/2000

[Cancel](#)
[Delete](#)
[Save](#)
[Submit](#)

Figure 290: Closeout - Final Progress Report upload screen

3. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
4. If you change your mind about this FPR submission, and you want to discard it, click the **Delete** button at the bottom of the screen.
5. To save this FPR submission package but not submit to the agency, click the **Save** button.



6. To finalize this FPR submission package and submit it for agency review, click the **Submit** button (SO only).

## **Viewing Prior Submissions or Resubmitting the Final Progress Report After Initial Submission**

Once the SO submits the FPR, users can continue to initiate and submit new iterations of the FPR. Either a PD/PI or SO can click the **Initiate Final Progress Report** button again and upload additional files. The FPR files that you upload after previous submissions are appended to the previous submissions. Prior submitted files cannot be removed by initiating a new iteration of the FPR.

To view what has been submitted so far, click the **View Prior Submission** button, which downloads a file using browser download settings.

**Agency-Specific Instructions:** Department of Commerce (DOC). For DOC awards, you download a ZIP file because multiple file types are allowed to be uploaded--the ZIP contains all files. Additionally, a SUBMISSION SUMMARY lists all the submitted files and details such as time, submitter, and file name.

**Agency-Specific Instructions:** SAMHSA. For SAMHSA awards, only PDFs are allowed to be uploaded, so only a PDF will be downloaded upon viewing the prior submission.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA18SEC0101016-T1-01

PD/PI Name:

FRAKER, MICHAEL (CONTACT)

Closeout Contact Name:

BRELYSE, MIDON

Project Period:

10/01/2018 to 09/30/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRAtest@mail.nih.gov

Proposal Title:

Climate resilience

Date Of Status Change:

10/29/2023

Closeout Contact Phone:

Closeout Submission Requirement

Instruction

Status

Result of Actions

Date

Action

FFR

To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.

Not Started

FPR

The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.

FPR Submitted

FPR Submitted by Car Atmen(SO)

02/06/2024

Initiate Final Progress Report

View Prior Submission

Additional Closeout Documentation

The SO should use this section to submit any other required closeout documents as stated in the terms.

Not Applicable

Please click on the link under action column to view the status of each document type.

Provide Documentation

Figure 291: Closeout Status screen showing View Prior Submission button, which appears after a file has already been submitted to the awarding agency

## Editing Final Progress Report (Prior to Submission)

If you or another user initiated the FPR at a prior date, and uploaded a file and saved the report, then the file is saved in the eRA system, but is not yet submitted for agency review. If an FPR is saved, the next user to go to closeout for the award sees an **Edit** button for the FPR on the *Closeout Status* screen. A PI or SO can click **Edit** and add additional files, remove files, and save again. If the user is an SO, the SO can also submit to the agency by clicking the **Submit** button.

Follow the same instructions in *Initiating Final Progress Report (FPR)* on page 650 above to add or remove files.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA18SEC0101016-T1-01

PD/PI Name:

FRAKER, MICHAEL (CONTACT)

Closeout Contact Name:

BRELYSE, MIDON

Project Period:

10/01/2018 to 09/30/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRATest@mail.nih.gov

Proposal Title:

Climate resilience

Date Of Status Change:

10/29/2023

Closeout Contact Phone:

Closeout Submission Requirement

Instruction

Status

Result of Actions

Date

Action

FFR

To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.

Not Started

FPR

The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.

FPR Initiated

FPR Initiated by Car Atmen(SO)

02/05/2024

Edit

Additional Closeout Documentation

The SO should use this section to submit any other required closeout documents as stated in the terms.

Not Applicable

Please click on the link under action column to view the status of each document type.

Provide Documentation

Figure 292: Closeout Status screen showing Edit button for FPR and Provide Documentation button for Additional Closeout Documentation

Upon review of the Final Progress Report, the Program Officer (PO) may determine that additional information is needed from the grantee institution.

**Agency-Specific Instructions:** Department of Commerce. For DOC awards, the agency staff returns the final progress report to the recipient for changes.

**Agency-Specific Instructions:** SAMHSA. For SAMHSA awards, agency staff makes a request for this information. This is referred to as a Final Progress Report Additional Material (FRAM) request. In this event, a **FRAM Update** link will appear in the **Action** column providing a means for submitting the additional material. Refer to the topic titled *Closeout—Final Progress Report Additional Materials (FRAM)* on page 704 for information and the steps for completing this request.

## Closeout—Additional Closeout Documentation

DOC awardees might see the Additional Closeout Documentation closeout task to submit any other required documents as stated in Terms and Conditions of the award.

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

To prepare and submit additional documentation:

1. Log into [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Provide Documentation** button in Closeout Status.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA20OAR0101018A-T1-01

PD/PI Name:

LEMONG, MARORN  
(CONTACT)

Closeout Contact Name:

CUEEN, NIOLE

Project Period:

09/01/2020 to 08/31/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRATest@mail.nih.gov

Proposal Title:

Sciences and Assessments

Date Of Status Change:

08/31/2023

Closeout Contact Phone:

Closeout Submission Requirement

Instruction

Status

Result of Actions

Date

Action

Additional Closeout Documentation

The SO should use this section to submit any other required closeout documents as stated in the terms.

Not Applicable

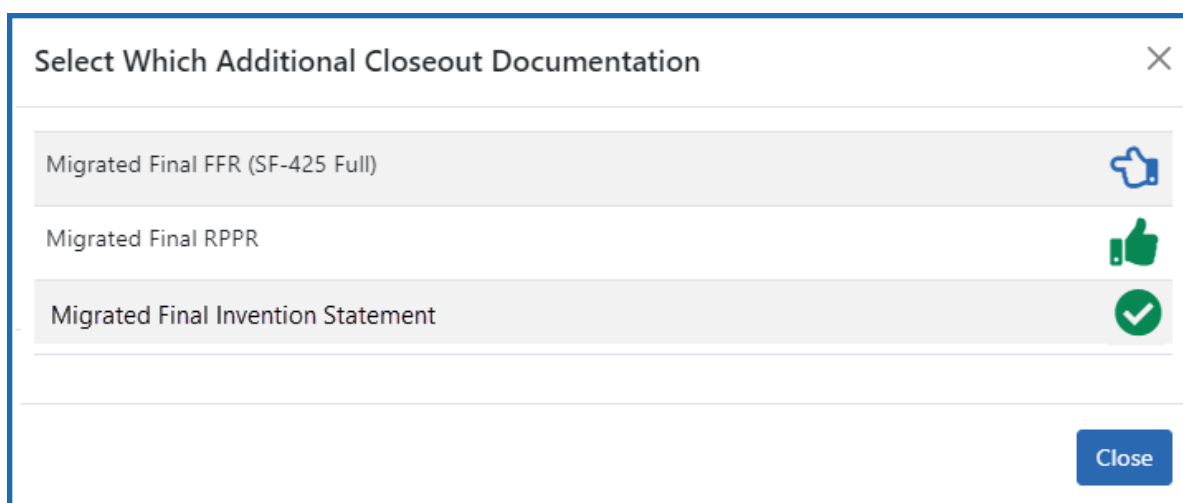
Please click on the link under action column to view the status of each document type.

Provide Documentation

Figure 293: The Closeout Status screen showing the Provide Documentation action

A popup appears, which lists additional documentation that is required.

- A hollow blue hand pointing left means the document has not yet been submitted.
- A green circle with a white checkmark means a document has been submitted by your organization.
- A solid green hand with a thumbs up means a document has been accepted by the agency.
- A solid red triangle with a white exclamation point means a document has been returned by the agency.



*Figure 294: Select Which Additional Closeout Documentation popup, where a hollow blue hand means the document is not yet submitted, a solid green thumbs up hand means the document has been accepted by the agency, a green circle with checkmark means the document has been submitted but not yet accepted, and a red triangle with an exclamation point means the document has been returned. .*

3. Click on any row to upload a document.

If you click on a row where a document has already been submitted, you can still submit an additional document and it is added to prior submissions.

The *Additional Closeout Documentation* screen appears. A description of the file that is to be uploaded appears above the upload area and is outlined below.

## Additional Closeout Documentation ?

### Award Details

<b>Award Number</b> NA21NOS4010101-T1-01	<b>PD/PI Name</b> Quarsh, tirk	<b>Org Name</b> STATE UNIV A&M COL
<b>Project Period</b> 09/01/2021 - 08/31/2023	<b>Budget Period</b> 09/01/2021 - 08/31/2023	
<b>Project Title</b> Planning for confined marshes		

### Migrated Final FFR (SF-425 Full)

Please provide documents:

Drop files here to upload, or [browse](#).

**Accepted File Types:** GIF, JPG, BMP, PNG, DOCX, XLSX, PPTX, MSG, PDF, TXT **Max File Size:** 6MB **Max # of Files:** 10

Please provide comments:



**B I U** [List Icons]

Characters: 0/2000

Cancel

Save Submit

Figure 295: Upload screen for Additional Closeout Documentation task in Closeout

- Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
- Click **Save** to save the uploaded submission package but not submit it to the agency.
- Click **Submit** to submit the submission package to the agency. (SO only. PIs do not see the **Submit** button.)

After saving a document, you or another user can go and remove the file or add more files to the unsubmitted document submission package. After submitting a document, you or another user can initiate a new document submission, which appends new submissions to the prior submissions.

## Closeout for FDA Awards

Food and Drug Administration (FDA) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Research Performance Progress Report (RPPR). A final report for research awards.
- Final Invention Statement
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.

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**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)*

on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## Closeout—Final Research Performance Progress Report for NON-NIH Awards

Consult with the awarding agency for policy guidance on Final Research Performance Progress Reports (RPPRs).

- The F. Changes form is not applicable for Final RPPRs.  
The H. Budget form is not applicable for Final RPPRs.
- The I. Outcomes form is applicable only for Final RPPRs.

### Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

Below is a sample Closeout Status screen showing a sample award number and tasks. Depending on the awarding agency, different tasks might appear than those shown.



### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRAtest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 296: Closeout Status screen showing the Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

### RPPR Menu ?

#### RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

[← Cancel](#)
[Initiate](#)

Figure 297: RPPR Menu screen, showing the Initiate button outlined

---

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

After the Final RPPR has been initiated, you see a three-dot ellipsis icon next to the Award Number, where you can access RPPR actions.

*Figure 298: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action*

4. Select **Edit RPPR** from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

## Closeout—Final Invention Statement

Either a program director/principal investigator (PD/PI) or a signing official (SO) can edit a final invention statement, but only an SO can submit it to the agency. Use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant.

*Reporting Inventions on the Final Invention Statement* on page 663

*Reporting No Inventions on the Final Invention Statement* on page 667

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## NIH and AHRQ Final Invention Statement Policy Guidance

**Agency-Specific Instructions:** NIH and AHRQ only. The following policy guidance applies to NIH and AHRQ-funded awards only.

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:** For policy information on awards funded by the Department of Health and Human Services, refer to the [Procedure for Submission of Final Invention Statement and Certification](#).

If your award is funded by a non-NIH or non-AHRQ source, check with your awarding agency for policy guidance on final invention statements.

### Reporting Inventions on the Final Invention Statement

To complete a final invention statement when inventions need to be reported:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

## Closeout Status ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Closeout Submission Requirement

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 299: Closeout Status screen example showing the Process Final Invention Statement button

2. Click the **Process Final Invention Statement** button on *Closeout Status*.

The *Process Final Invention Statement* screen displays.

## Process Final Invention Statement ?

### Application Information

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

### Add New Inventions

\* Required Fields

<b>Name of Inventor *</b>	<b>Title of Invention *</b>	<b>Date Reported to DHHS *</b>
<input type="text" value="ARBALI, CIAINES"/>	<input type="text" value="Modulabalator"/>	<input type="text" value="07/30/24"/>

Must be Today's date or Before

[Save with No Inventions](#) [Add Invention and Save](#)

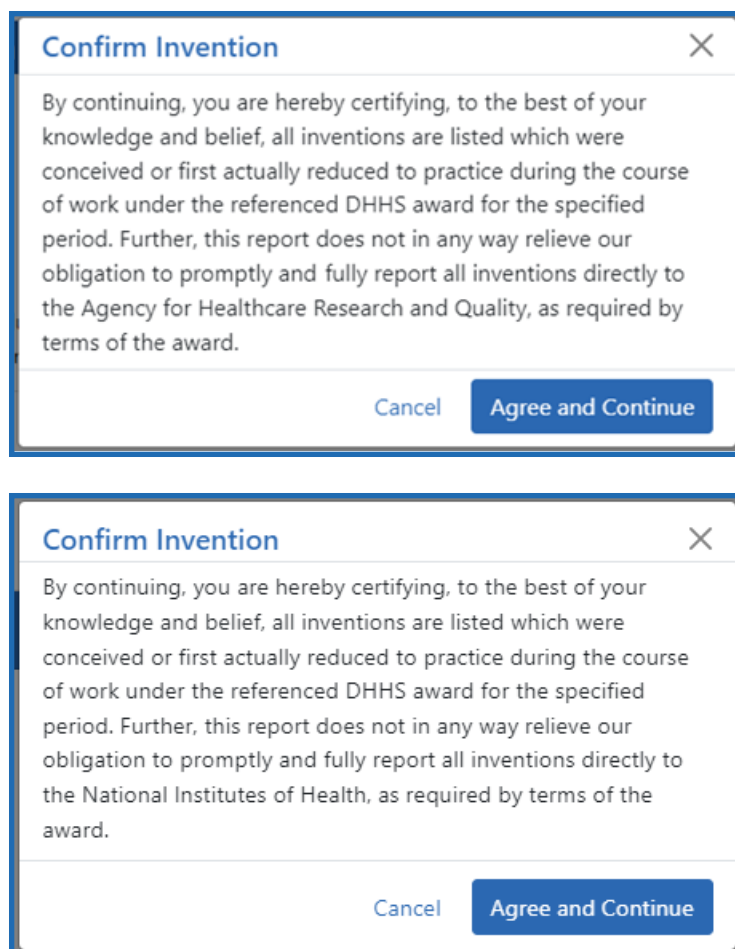
[Return to Closeout Status](#)

Figure 300: Process Final Invention Statement screen with no inventions yet added

3. To add an invention:

- a. Type the **Name of Inventor**, **Title of Invention**, and the **Date Reported to DHSS** (the date you want to officially report it to the Department of Health and Human Services).
- b. Click the **Add Invention and Save** button.

The *Confirm Invention* popup appears with customized language depending on whether the award is funded by [AHRQ](#) or [NIH](#).



*Figure 301: Confirm Invention popup screen attesting that all inventions are listed*

- c. Click **Agree and Continue** in the popup even if you have more inventions to add.

The invention is now listed under *Added Inventions* at the bottom of the screen. As long as the final invention statement has not yet been submitted, either a PI or SO who views this screen can click an item's **Delete Invention and Save** link in the Action column to remove it.

Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Sally Fields	filmerator	07/30/2024	Delete Invention and Save
Burt Reynolds	Truckerator	07/30/2024	Delete Invention and Save

[Return to Closeout Status](#) [Preview \(Inventions Reported\)](#) [Submit](#)

Figure 302: Added Inventions section of Process Final Invention Statement screen, showing a list of inventions

- To add additional inventions, repeat the previous step as many times as necessary. Any inventions you define are saved immediately.

---

**NOTE:** Click the **Preview (Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

- When all the inventions are listed at the bottom of the screen, click the **Submit** button to submit the invention statement to the awarding agency. (Only the SO can submit—the PI does not see a **Submit** button.)

The *Confirm Invention* popup appears again.

- Click **Agree and Continue** again to complete submission.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Reporting No Inventions on the Final Invention Statement

To complete a final invention statement certifying that no inventions exist:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

**Closeout Status ?**

Form Approved OMB No. 0925-0002

Application Information		
<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALL, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 303: *Closeout Status* screen example showing the *Process Final Invention Statement* button

2. Click the **Process Final Invention Statement** button on *Closeout Status* screen.

The *Process Final Invention Statement* screen displays.

**Process Final Invention Statement ?**

**Application Information** Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

Figure 304: Process Final Invention Statement screen with Save with No Inventions button outlined

- Click the **Save with No Inventions** button.

A success message appears on the top right side of the eRA screen heading. You will also notice that the Preview button is now named **Preview (No Inventions Reported)**.

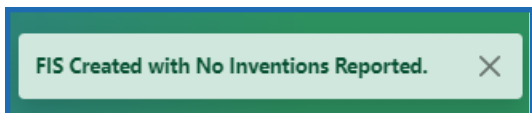


Figure 305: Success message in eRA Commons banner noting the FIS (final invention statement) was created with no inventions reported

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)



*Figure 306: Final Inventions Statement with no inventions, showing the name of Preview button changed to "Preview (No Inventions Reported)"*

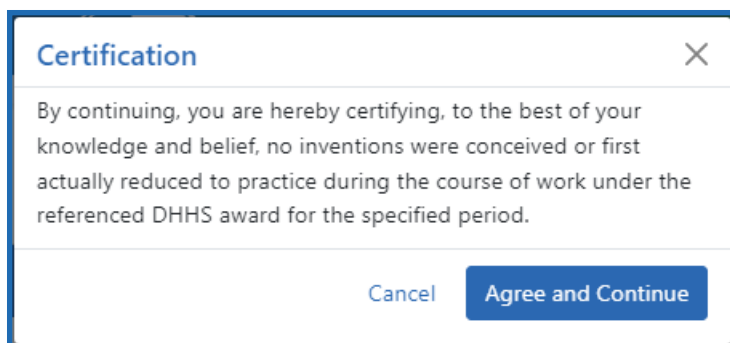
---

**NOTE:** Click the **Preview (No Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

4. Once you confirm that the Preview button is now renamed to indicate "**No Inventions Reported**", click the **Submit** button to submit a statement indicating no inventions are being reported. (Only the SO sees a **Submit** button and has the ability to submit.)

A certification popup appears.



*Figure 307: Certification popup for that appears when submitting a final invention statement indicating no inventions*

5. Click **Agree and Continue** in the *Certification* popup.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

---

**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.

---

## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.

1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout

Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R24OD0202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

*Figure 308: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.*

- Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.

**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.



[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition


### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10 FRAM\_File.pdf**Uploaded By:** Tidmmi,  
Tawelli**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**     



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 309: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.

2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.



**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

---

## Closeout for SAMHSA Awards

Substance Abuse and Mental Health Services Administration (SAMHSA) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Progress Report (FPR). A final report for non-research awards.
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.
- Tangible Personal Property Report (TPPR)

---

**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

## Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)* on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## Closeout—Final Progress Report (FPR)

Some agencies (SAMHSA, DOC) have a type of report called a Final Progress Report (FPR). Final Progress Reports are for non-research awards.

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**NOTE:** The ***Final Progress Report (FPR)*** should not be confused with the ***Final Research Performance Progress Report (FRPPR)***, which is a different reporting mechanism, designed for research awards. If you need to submit an RPPR, or if you see actions on your award listed as **RPPR** or **Process Final RPPR**, then see *Research Performance Progress Report (RPPR) Module* on page 313 instead of this topic.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

If your closeout requires a Final Progress Report, then both the PD/PI and the SO see an **Initiate Final Progress Report** button on the *Closeout Status* screen for an award. Either the PI or the SO can click the button and add a file or files, and both can then click **Save** to save the document in the eRA system. In addition, the SO can click **Submit** to submit the document to the agency.

This report should be prepared in accordance with instructions provided by the awarding agency.

## Initiating Final Progress Report (FPR)

Either the PD/PI or SO can initiate the Final Progress Report and save a file attached to the FPR request, but only an SO can submit.

1. Log in to [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Initiate Final Progress Report** button in *Closeout Status*.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

Closeout Status ?

Form Approved OMB No. 0925-0002

**Award Number:**  
NA18SEC0101016-T1-01

**PD/PI Name:**  
FRABRE, MIDON (CONTACT)

**Closeout Contact Name:**  
BRELYSE, MIDON

**Project Period:**  
10/01/2018 to 09/30/2023

**Closeout Status:**  
Requires Closeout

**Closeout Contact Email:**  
eRAtest@mail.nih.gov

**Proposal Title:**  
Climate resilience

**Date Of Status Change:**  
10/29/2023

**Closeout Contact Phone:**

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.				Initiate Final Progress Report
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.	Not Applicable	Please click on the link under action column to view the status of each document type.		Provide Documentation

Figure 310: Closeout Status screen showing *Initiate Final Progress Report* button outlined


The *Final Progress Report (FPR)* screen appears.

## Final Progress Report (FPR) ?

### Award Details

<b>Award Number</b> NA21NMF0808089-T1-01	<b>PD/PI Name</b> FRABRE, MIDON	<b>Project Period</b> 01/01/2022 - 12/31/2023
<b>Org Name</b> STATE UNIV A&M COL		
<b>Project Title</b> Coastal Change		

**Please provide documents:**

 Drop files here to upload, or [browse](#).  
**Accepted File Types:** GIF, JPG, BMP, PNG, DOCX, XLSX, PPTX, MSG, PDF, TXT **Max File Size:** 6MB **Max # of Files:** 10



**Please provide comments:**

**B I U** [List Icon] [Link Icon] [Table Icon] [Image Icon]

Characters: 0/2000

[Cancel](#)
[Delete](#)
[Save](#)
[Submit](#)

Figure 311: Closeout - Final Progress Report upload screen

3. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
4. If you change your mind about this FPR submission, and you want to discard it, click the **Delete** button at the bottom of the screen.
5. To save this FPR submission package but not submit to the agency, click the **Save** button.

6. To finalize this FPR submission package and submit it for agency review, click the **Submit** button (SO only).

## **Viewing Prior Submissions or Resubmitting the Final Progress Report After Initial Submission**

Once the SO submits the FPR, users can continue to initiate and submit new iterations of the FPR. Either a PD/PI or SO can click the **Initiate Final Progress Report** button again and upload additional files. The FPR files that you upload after previous submissions are appended to the previous submissions. Prior submitted files cannot be removed by initiating a new iteration of the FPR.

To view what has been submitted so far, click the **View Prior Submission** button, which downloads a file using browser download settings.

**Agency-Specific Instructions:** Department of Commerce (DOC). For DOC awards, you download a ZIP file because multiple file types are allowed to be uploaded--the ZIP contains all files. Additionally, a SUBMISSION SUMMARY lists all the submitted files and details such as time, submitter, and file name.

**Agency-Specific Instructions:** SAMHSA. For SAMHSA awards, only PDFs are allowed to be uploaded, so only a PDF will be downloaded upon viewing the prior submission.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA18SEC0101016-T1-01

PD/PI Name:

FRAKER, MICHAEL (CONTACT)

Closeout Contact Name:

BRELYSE, MIDON

Project Period:

10/01/2018 to 09/30/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRAtest@mail.nih.gov

Proposal Title:

Climate resilience

Date Of Status Change:

10/29/2023

Closeout Contact Phone:

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	FPR Submitted	FPR Submitted by Car Atmen(SO)	02/06/2024	<div>Initiate Final Progress Report</div> <div>View Prior Submission</div>
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.	Not Applicable	Please click on the link under action column to view the status of each document type.		<div>Provide Documentation</div>

Figure 312: Closeout Status screen showing View Prior Submission button, which appears after a file has already been submitted to the awarding agency

## Editing Final Progress Report (Prior to Submission)

If you or another user initiated the FPR at a prior date, and uploaded a file and saved the report, then the file is saved in the eRA system, but is not yet submitted for agency review. If an FPR is saved, the next user to go to closeout for the award sees an **Edit** button for the FPR on the *Closeout Status* screen. A PI or SO can click **Edit** and add additional files, remove files, and save again. If the user is an SO, the SO can also submit to the agency by clicking the **Submit** button.

Follow the same instructions in *Initiating Final Progress Report (FPR)* on page 679 above to add or remove files.

Closeout Status ?

Application Information

Form Approved OMB No. 0925-0002

Award Number:

NA18SEC0101016-T1-01

PD/PI Name:

FRAKER, MICHAEL (CONTACT)

Closeout Contact Name:

BRELYSE, MIDON

Project Period:

10/01/2018 to 09/30/2023

Closeout Status:

Requires Closeout

Closeout Contact Email:

eRATest@mail.nih.gov

Proposal Title:

Climate resilience

Date Of Status Change:

10/29/2023

Closeout Contact Phone:

Closeout Submission Requirement

Instruction

Status

Result of Actions

Date

Action

FFR

To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.

Not Started

FPR

The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.

FPR Initiated

FPR Initiated by Car Atmen(SO)

02/05/2024

Edit

Additional Closeout Documentation

The SO should use this section to submit any other required closeout documents as stated in the terms.

Not Applicable

Please click on the link under action column to view the status of each document type.

Provide Documentation

Figure 313: Closeout Status screen showing Edit button for FPR and Provide Documentation button for Additional Closeout Documentation

Upon review of the Final Progress Report, the Program Officer (PO) may determine that additional information is needed from the grantee institution.

**Agency-Specific Instructions:** Department of Commerce. For DOC awards, the agency staff returns the final progress report to the recipient for changes.

**Agency-Specific Instructions:** SAMHSA. For SAMHSA awards, agency staff makes a request for this information. This is referred to as a Final Progress Report Additional Material (FRAM) request. In this event, a **FRAM Update** link will appear in the **Action** column providing a means for submitting the additional material. Refer to the topic titled *Closeout—Final Progress Report Additional Materials (FRAM)* on page 704 for information and the steps for completing this request.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

---

**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.

---

## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.



1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

Application Information			Form Approved OMB No. 0925-0002		
<b>Award Number</b> 5R24OD0202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA			
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov			
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789			

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

Figure 314: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.

3. Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.

**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.



[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition

### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).

**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10


 FRAM\_File.pdf

**Uploaded By:** Tidmmi,  
Tawelli

**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U** 



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 315: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.

2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.

**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

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## Closeout—Tangible Personal Property Report (TPPR)

For awards granted by the Substance Abuse and Mental Health Services Administration (SAMHSA), you are required to submit a Tangible Personal Property Report (TPPR) as part of the Closeout process. The purpose of the TPPR is to ensure any real or tangible personal property is accounted for. The TPPR report should be prepared according to instructions provided by the awarding agency. This topic discusses the steps for uploading, viewing, and submitting a TPPR.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

For general SAMHSA closeout information, see [Grant Closeout](https://www.samhsa.gov/grants/grants-management/grant-closeout). (https://www.samhsa.gov/grants/grants-management/grant-closeout)

For instructions on FPR and TPPR for SAMHSA awards, see the [PDF titled Grantee Closeout: FPR and TPPR](https://www.samhsa.gov/sites/default/files/grantee-reference-closeout-submitting-tppr-and-fpr.pdf). (https://www.samhsa.gov/sites/default/files/grantee-reference-closeout-submitting-tppr-and-fpr.pdf)

## Initiating Tangible Personal Property Report (TPPR)

Either the PI or SO can initiate the Tangible Personal Property Report.

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Initiate Tangible Personal Property Report** button in Closeout Status.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

Status |

### Closeout Status ?

**Application Information** Form Approved OMB No. 0925-0002

<b>Award Number:</b> 1H79SM010101-01	<b>PD/PI Name:</b> SOUIS, ROSET	<b>Closeout Contact Name:</b> CLENE, AARO
<b>Project Period:</b> 02/15/2021 to 02/14/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> sand@nih.gov
<b>Proposal Title:</b> Region C	<b>Date Of Status Change:</b> 08/14/2023	<b>Closeout Contact Phone:</b> (555) 555-1077

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	In order to access the FFR and be re-directed to the Payment Management System (PMS) to complete the FFR, you must have the FSR role assigned to your account	Accepted	Accepted by AUDY BUNAN (FSR)	04/06/2022	<a href="#">Manage Final FFR</a>
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	Not Received			<a href="#">Initiate Final Progress Report</a>
TPPR	The SO should use this section to submit any other required closeout Tangible Personal Property Report (SF-428 series) documents as stated in the terms including the Tangible Personal Property Report.	Not Received			<a href="#">Initiate Tangible Personal Property Report (SF-428 series)</a>

Figure 316: Closeout Status screen showing Initiate Tangible Personal Property Report action, outlined

The Tangible Personal Property Report screen appears, shown below:

### Tangible Personal Property Report (TPPR) ?

\* Required Fields

**Award Details**

<b>Grant Number:</b> 1H79SM010101-01	<b>PD/PI Name:</b> Souis, Roset	<b>Project Period:</b> 02/15/2021 to 02/14/2023
<b>Project Title:</b> Region C		
<b>Org Name:</b> COMMUNITY HEALTH		

### Closeout Tangible Personal Property Report

Upload Additional Materials \*



 Drop files here to upload, or [browse](#).

Accepted File Types: PDF Max File Size: 6MB Max # of Files: 1

[Cancel](#) [Delete](#) [Preview](#) [Save](#) [Submit](#)

Figure 317: Tangible Personal Property Report screen, as seen by an SO



3. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
4. If you change your mind about this TPPR submission, and you want to discard it completely, click the **Delete** button at the bottom of the screen. Preview shows the entire submission, which consists of a pdf with application Information, data about who uploaded the file and when, followed by the uploaded file's contents.
5. To save the file with this TPPR but not submit to the agency, click the **Save** button.
6. To finalize this TPPR and submit it for agency review, click the **Submit** button (SO only).

## TPPR Buttons Available After Initiating TPPR

Various buttons appear after a TPPR is initiated:

- After a TPPR is saved but not submitted, an **Edit** button appears on the Closeout Status screen. Clicking Edit lets you discard the uploaded file and upload a new one.
- After the TPPR is submitted, but not yet accepted by the agency, the **Initiate Tangible Personal Property** button remains available on Closeout Status. As long as the TPPR is not yet accepted, you can continue to upload and submit the TPPR as many times as needed. Each submission replaces the prior submission.
- After the TPPR is submitted, a **View Prior Submission** button becomes available on Closeout Status. Click it to see the entire submission, which consists of a pdf with application Information, data about who uploaded the file and when, followed by the uploaded file's contents.

## Closeout for VA Awards

Veterans Administration (VA) awards have the following type of actions/reports due in closeout:

- Federal Financial Report (FFR)
- Final Research Performance Progress Report (RPPR). A final report for research awards.
- Final Invention Statement
- Final Progress Report Additional Materials (FRAM). This is only required if the agency asks for updates to the submitted progress report.

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**NOTE:** Navigate to topics for each task above by using the Table of Contents at left.

---

### Closeout—Federal Financial Report (FFR)

The Federal Financial Report (FFR) is required for closeout. The FFR report should be prepared according instructions provided by the awarding agency. Commons users with the FSR role can see the **Manage Final FFR** action on the Closeout Status screen.

Click the **Manage Final FFR** action to be redirected to the FFR module, from which you can complete the FFR. If you see a **View** action for the FFR requirement, the FFR has already been submitted and you can use the **View** action to see the submitted data.

For awards funded by the Department of Health and Human Services (DHHS), the FFR can be initiated from eRA Commons FFR module or from the *Closeout Status* screen, but users are then redirected to the federal Payment Management System (PMS) to fill out and submit the report. See *Federal Financial Report (FFR) Long Form (Non-DOC Awards)* on page 221. Users need appropriate access to the Payment Management System; see [the PMS Help Desk page](#) if you have trouble accessing PMS.

**Agency-Specific Instructions:** For awards funded by Department of Commerce (DOC), users initiate and fill out the FFR form within eRA Commons. See *Federal Financial Report (FFR) Module (DOC)*.

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

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## Closeout—Final Research Performance Progress Report for NON-NIH Awards

Consult with the awarding agency for policy guidance on Final Research Performance Progress Reports (RPPRs).

- The F. Changes form is not applicable for Final RPPRs.  
The H. Budget form is not applicable for Final RPPRs.
- The I. Outcomes form is applicable only for Final RPPRs.

### Submit Your Final RPPR

1. Log into [eRA Commons](#) as the contact PD/PI for an award and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. Click the **Process Final RPPR** button in Closeout Status.

Below is a sample Closeout Status screen showing a sample award number and tasks. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**
Form Approved OMB No. 0925-0002

<b>Award Number:</b> NA18SEC0101016-T1-01	<b>PD/PI Name:</b> FRABRE, MIDON (CONTACT)	<b>Closeout Contact Name:</b> BRELYSE, MIDON
<b>Project Period:</b> 10/01/2018 to 09/30/2023	<b>Closeout Status:</b> Requires Closeout	<b>Closeout Contact Email:</b> eRAtest@mail.nih.gov
<b>Proposal Title:</b> Climate resilience	<b>Date Of Status Change:</b> 10/29/2023	<b>Closeout Contact Phone:</b>

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 318: Closeout Status screen showing the Process Final RPPR button, outlined

The RPPR Menu screen appears.

If the Final RPPR has already been initiated, then no **Initiate** button appears and you should skip the next step.

- If an **Initiate** button appears on this screen, click the **Initiate** button to start the Final RPPR.

### RPPR Menu ?

#### RPPR

<b>Award Number</b> 5R01CA200000-05	<b>Program Director(PD)/Principal Investigator(PI)</b> BROWN, JAN	<b>Due Date</b> 12/15/2021	<b>Current Reviewer</b>	<b>Status</b> Not Started
<b>Institution</b> UNIVERSITY OF CALIFORNIA		<b>Project Title</b> Glioblastoma		

Cancel
Initiate

Figure 319: RPPR Menu screen, showing the Initiate button outlined

---

**NOTE:** Only the PI can initiate the RPPR, and only the SO can submit it.

---

After the Final RPPR has been initiated, you see a three-dot ellipsis icon next to the Award Number, where you can access RPPR actions.

**RPPR Menu ?**

**RPPR**

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
SR01CA200000-05	BROWN, JAN	12/15/2021	Baum, Ann	Reviewer Work in Progress

**Institution**  
UNIVERSITY OF CALIFORNIA

**Project Title**  
Glioblastoma

- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Submit

Cancel

*Figure 320: RPPR Menu screen after RPPR has been initiated, showing the three-dot ellipsis menu with the Edit RPPR action*

4. Select **Edit RPPR** from the three-dot ellipsis menu, fill out the RPPR, and Submit it (only SOs can submit). For more details on filling out the RPPR, see *Editing the RPPR Forms* on page 329.

## Closeout—Final Invention Statement

Either a program director/principal investigator (PD/PI) or a signing official (SO) can edit a final invention statement, but only an SO can submit it to the agency. Use this procedure to complete a Final Invention Statement that lists inventions that were conceived as part of the research grant.

*Reporting Inventions on the Final Invention Statement* on page 698

*Reporting No Inventions on the Final Invention Statement* on page 702

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**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

## NIH and AHRQ Final Invention Statement Policy Guidance

**Agency-Specific Instructions:** NIH and AHRQ only. The following policy guidance applies to NIH and AHRQ-funded awards only.

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:** For policy information on awards funded by the Department of Health and Human Services, refer to the [Procedure for Submission of Final Invention Statement and Certification](#).

If your award is funded by a non-NIH or non-AHRQ source, check with your awarding agency for policy guidance on final invention statements.

### Reporting Inventions on the Final Invention Statement

To complete a final invention statement when inventions need to be reported:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

Form Approved OMB No. 0925-0002

**Application Information**

**Award Number**  
5R01HS020202-03

**Project Period**  
08/01/2019 to 05/31/2024

**Proposal Title**  
Making health care safer

**PD/PI Name**  
ARBALI, CIAINES

**Closeout Status**  
Requires Closeout

**Date Of Status Change**  
07/18/2024

**Closeout Contact Name**  
GRELEN, GAGOR

**Closeout Contact Email**  
eRAUAT@mail.nih.gov

**Closeout Contact Phone**  
301-555-5555

**Closeout Submission Requirement**

Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			Manage Final FFR
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			Process Final Invention Statement

Figure 321: Closeout Status screen example showing the Process Final Invention Statement button

- Click the **Process Final Invention Statement** button on *Closeout Status*.

The *Process Final Invention Statement* screen displays.

### Process Final Invention Statement ?

Form Approved OMB No. 0925-0002

**Application Information**

**Award Number**  
5R01HS020202-03

**Project Period**  
08/01/2019 to 05/31/2024

**Proposal Title**  
Making health care safer

**PD/PI Name**  
ARBALI, CIAINES

**Closeout Status**  
Requires Closeout

**Date Of Status Change**  
07/18/2024

**Closeout Contact Name**  
GRELEN, GAGOR

**Closeout Contact Email**  
eRAUAT@mail.nih.gov

**Closeout Contact Phone**  
301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  
ARBALI, CIAINES

**Title of Invention \***  
Modulabalator

**Date Reported to DHHS \***  
07/30/24

Must be Today's date or Before

Save with No Inventions Add Invention and Save

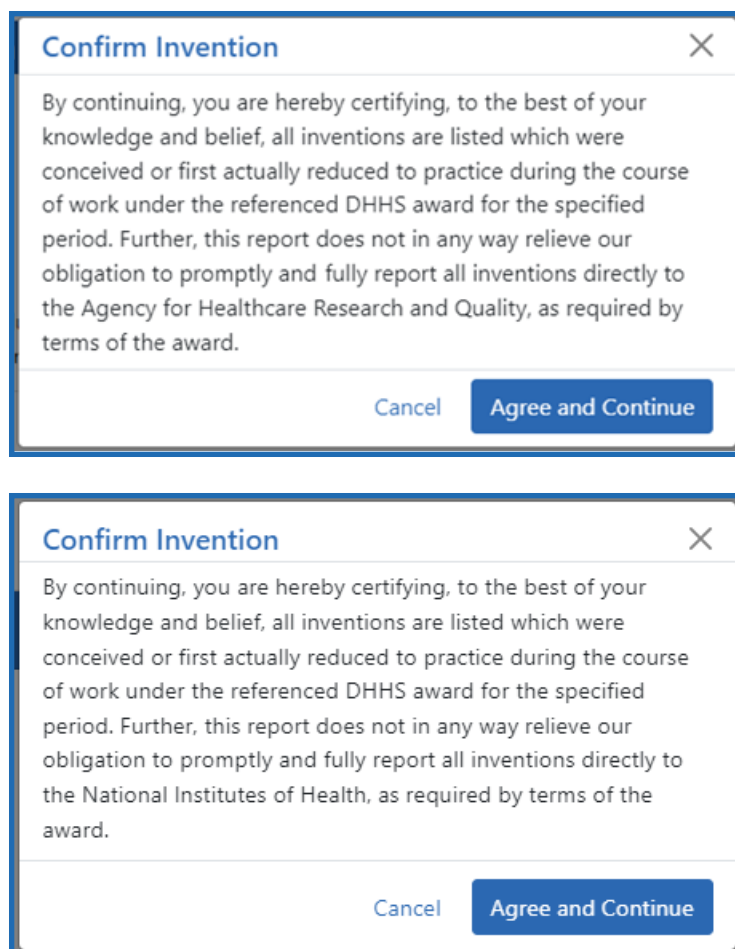
Return to Closeout Status

Figure 322: Process Final Invention Statement screen with no inventions yet added

3. To add an invention:

- a. Type the **Name of Inventor**, **Title of Invention**, and the **Date Reported to DHSS** (the date you want to officially report it to the Department of Health and Human Services).
- b. Click the **Add Invention and Save** button.

The *Confirm Invention* popup appears with customized language depending on whether the award is funded by [AHRQ](#) or [NIH](#).

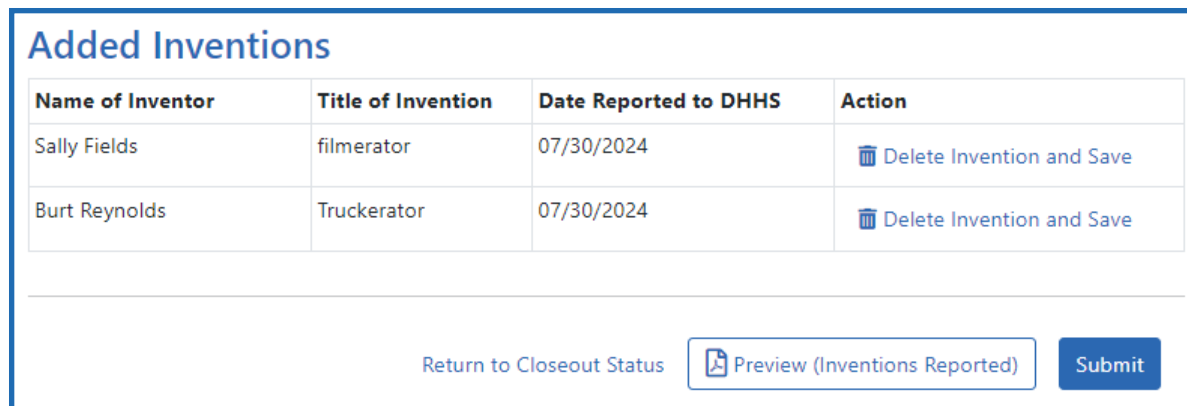




*Figure 323: Confirm Invention popup screen attesting that all inventions are listed*

- c. Click **Agree and Continue** in the popup even if you have more inventions to add.



The invention is now listed under *Added Inventions* at the bottom of the screen. As long as the final invention statement has not yet been submitted, either a PI or SO who views this screen can click an item's **Delete Invention and Save** link in the Action column to remove it.



Name of Inventor	Title of Invention	Date Reported to DHHS	Action
Sally Fields	filmerator	07/30/2024	 Delete Invention and Save
Burt Reynolds	Truckerator	07/30/2024	 Delete Invention and Save

[Return to Closeout Status](#) [Preview \(Inventions Reported\)](#) [Submit](#)

Figure 324: Added Inventions section of Process Final Invention Statement screen, showing a list of inventions

- To add additional inventions, repeat the previous step as many times as necessary. Any inventions you define are saved immediately.

---

**NOTE:** Click the **Preview (Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

- When all the inventions are listed at the bottom of the screen, click the **Submit** button to submit the invention statement to the awarding agency. (Only the SO can submit—the PI does not see a **Submit** button.)

The *Confirm Invention* popup appears again.

- Click **Agree and Continue** again to complete submission.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Reporting No Inventions on the Final Invention Statement

To complete a final invention statement certifying that no inventions exist:

1. Log in to [eRA Commons](#) as an SO or a PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.

The *Closeout Status* screen appears.

Below is a sample *Closeout Status* screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

**Closeout Status ?**

Form Approved OMB No. 0925-0002

Application Information		
<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALL, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			<a href="#">Manage Final FFR</a>
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			<a href="#">Process Final RPPR</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Not Received			<a href="#">Process Final Invention Statement</a>

Figure 325: *Closeout Status* screen example showing the *Process Final Invention Statement* button

2. Click the **Process Final Invention Statement** button on *Closeout Status* screen.

The *Process Final Invention Statement* screen displays.

**Process Final Invention Statement ?**

Application Information Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R01HS020202-03	<b>PD/PI Name</b> ARBALI, CIAINES	<b>Closeout Contact Name</b> GRELEN, GAGOR
<b>Project Period</b> 08/01/2019 to 05/31/2024	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRAUAT@mail.nih.gov
<b>Proposal Title</b> Making health care safer	<b>Date Of Status Change</b> 07/18/2024	<b>Closeout Contact Phone</b> 301-555-5555

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

Figure 326: Process Final Invention Statement screen with Save with No Inventions button outlined

- Click the **Save with No Inventions** button.

A success message appears on the top right side of the eRA screen heading. You will also notice that the Preview button is now named **Preview (No Inventions Reported)**.

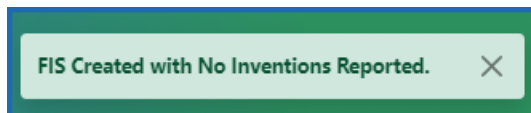


Figure 327: Success message in eRA Commons banner noting the FIS (final invention statement) was created with no inventions reported

**Add New Inventions**  
\* Required Fields

**Name of Inventor \***  **Title of Invention \***  **Date Reported to DHHS \***

Must be Today's date or Before

[Return to Closeout Status](#)

*Figure 328: Final Inventions Statement with no inventions, showing the name of Preview button changed to "Preview (No Inventions Reported)"*

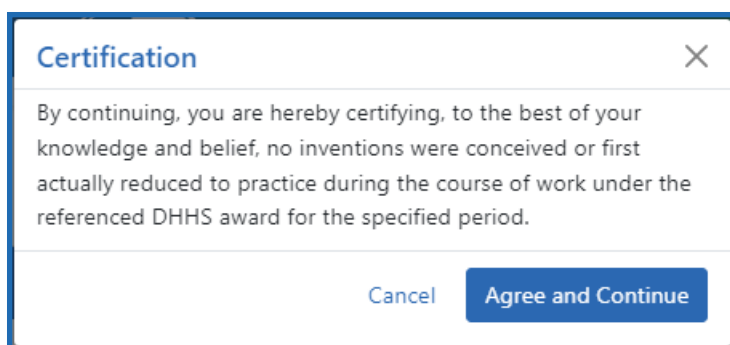
---

**NOTE:** Click the **Preview (No Inventions Reported)** button to download a PDF copy of the final invention statement form filled out with the entered information and grant information.

---

- Once you confirm that the Preview button is now renamed to indicate "**No Inventions Reported**", click the **Submit** button to submit a statement indicating no inventions are being reported. (Only the SO sees a **Submit** button and has the ability to submit.)

A certification popup appears.



*Figure 329: Certification popup for that appears when submitting a final invention statement indicating no inventions*

- Click **Agree and Continue** in the *Certification* popup.

You are returned to the *Closeout Status* screen and the Final Invention Statement task now indicates the Status of Submitted and shows submission details.

After final invention statement submission, the PDF form that was submitted is available on the *Closeout Status* screen by clicking the **View** button next to the Final Invention Statement task.

## Closeout—Final Progress Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) link provides a means for recipients 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.

---

**NOTE:** Only a signing official (SO) or a user with delegated report submit authority can submit the reports or other data; the program director/principal investigator (PD/PI) can upload, preview, delete and save the closeout report submission package, but cannot complete the final step to submit.

---

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 PD/PI is notified via email with a description of the requested material and a FRAM task appears on the *Closeout Status* screen.

**Agency-Specific Instructions:** SAMHSA: For awards funded by NIH, FDA, AHRQ, and VA, a FRAM request is also used to ask for a *Revised Project Outcome* from the awardee. SAMHSA awards do not use FRAM to ask for *Revised Project Outcome*, although the *Revised Project Outcome* section appears on SAMHSA FRAM screen. SAMHSA awardees should ignore all references to *Revised Project Outcomes* in the following topic, as that section of the FRAM screen is not applicable to SAMHSA.

---

**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.

---

## Initiating Final Progress Report Additional Materials or Revised Project Outcomes (FRAM)

Either the PD/PI or SO can initiate the FRAM and attach a file or type/paste a Revised Project Outcomes, but only an SO can submit.

1. Log into [eRA Commons](#) as an SO or a PD/PI and access the *Closeout Status* screen. To access the *Closeout Status* screen, see *Accessing the Closeout Screen (SO and PI)* on page 584.
2. If a PO has requested additional material related to the Final RPPR, the Closeout

Submission Requirement column on Closeout Status screen lists "FRAM" as a task and the **FRAM Update** button appears in the Action column.

Below is a sample Closeout Status screen showing the task. Depending on the awarding agency, different tasks might appear than those shown.

### Closeout Status ?

**Application Information**

Form Approved OMB No. 0925-0002

<b>Award Number</b> 5R24OD0202-04	<b>PD/PI Name</b> POW, MICHAEL	<b>Closeout Contact Name</b> PAROSS, NIKINNA
<b>Project Period</b> 04/01/2013 to 09/30/2022	<b>Closeout Status</b> Requires Closeout	<b>Closeout Contact Email</b> eRATest@mail.nih.gov
<b>Proposal Title</b> Marmoset Nutrition	<b>Date Of Status Change</b> 03/30/2024	<b>Closeout Contact Phone</b> 555-555-7789

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Accepted	Accepted by STEPH DEAN (FSR)	01/30/2023	
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Final RPPR Received	Submitted by Jon Scath (SO)	02/09/2023 03/29/2024	<a href="#">View</a>
FRAM		Not Received			<a href="#">FRAM Update</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution.	Received	Verified by Jon Scath (SO)	02/09/2023	<a href="#">View</a>

*Figure 330: A sample Closeout Status screen showing the FRAM task and FRAM Update button. Depending on the awarding agency, different tasks might appear than those shown.*

- Click the **FRAM Update** link.

The *Final Progress Report Additional Materials (FRAM)* screen appears. The top of the page contains certification language that should be read prior to submitting materials. It also contains *Notes and Tips* with policy guidance of what should be submitted using this screen.

**Agency-Specific Instructions:** In eRA Commons, please read language on the following screen carefully; language differs depending on the awarding agency's policies. The following sample shows language for NIH awards. If your award is funded by a different agency, the policy language may differ from what you see here.





[Home](#) |

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 the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation 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 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 too scientific in its language, shares proprietary information, or includes Personally Identifiable Information (PII), a grantee will be asked by NIH staff 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, IRAM 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. And revised outcome statements 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:** 5R24OD020202-04**PD/PI Name:** POW, MICHAEL**Institution:** RESEARCH INSTITUTE**Project Title:** Marmoset Nutrition


### FRAM

#### Upload Additional Materials:

 Drop files here to upload, or [browse](#).**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10 FRAM\_File.pdf**Uploaded By:** Tidmmi,  
Tawelli**File Uploaded Date:**  
05/07/2024

### 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](https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm)

**B** **I** **U**    



Characters: 0/2000

[Cancel](#)[Delete](#)[Preview](#)[Save](#)[Submit](#)

*Figure 331: The FRAM screen contains two distinct sections where material can be submitted, a section for uploading files, and a section for providing a revised outcome*

There are two distinct sections to the FRAM screen: the *FRAM Upload Additional Materials* section, and the *Revised Outcome* section. Use the *FRAM Upload Additional Materials* section to upload one or more files, if files have been requested by the PO. Use the *Revised Outcome* section to type or paste revised text for the RPPR section titled "I. Outcomes". Policy guidance appears under this section to describe what type of description is needed, and it contains a link you can click to see samples of acceptable project outcomes.

**To upload one or more files in the *FRAM Upload Additional Materials* section:**

1. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
2. If you change your mind about this FRAM submission, and you want to discard it, click the **Delete** button at the bottom of the screen. This does not delete prior submissions.

**To provide a Revised Outcome:**

**Agency-Specific Instructions:** SAMHSA. The *Revised Project Outcome* section is not applicable for awards funded by SAMHSA.

See NIH notices [NOT-OD-17-022](#) and [NOT-OD-17-037](#) for additional policy guidance on revised outcomes.

1. Read the policy guidance in the *Revised Outcome* section prior to submitting a revised outcome.

2. Type or paste the revised outcome description into the text box provided. Tool icons at the top of the text box provide basic editing tools, such as bold, italic, bullets, numbering, and indenting.

**To see what the FRAM submission includes:**

1. First click the **Save** button at bottom of the screen.
2. Click the **Preview** button at the bottom of the screen.

A PDF is downloaded by the browser.

3. Use the browser or another file to open the PDF, which contains a summary of files uploaded, person who uploaded, any revised outcome that was saved, and the contents of any files that were uploaded.

**To save the FRAM submission package but not submit it:**

Click the **Save** button.

**To submit the FRAM package to the awarding agency for their review:**

1. First read the certification language that appears at the top of the screen. This is what the submitter is agreeing to upon submission of the materials to the awarding agency. Only SOs or those with delegated authority to submit reports can see the **Submit** button.
2. To finalize this FRAM submission package and submit it for agency review, click the **Submit** button (SO only).

After you submit the FRAM, a **View** action appears on *Closeout Status*, which you can click to view a PDF document containing all documents and submission details for the FRAM request. You can also view the FRAM submission on the *Status Information* screen under **Other Relevant Documents**. The **FRAM Update** action remains until acceptance of the Final RPPR, enabling you to upload more files; however, you cannot make changes to files already submitted.

Additionally, an 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.

---

**NOTE:** The PO may rescind the approval of the Final RPPR or Final Progress Report (FPR) submission at any time. If this occurs, the **FRAM Update** action appears for submitting FRAM.

---

## xTRACT

**Ex**tramural **T**rainee **R**eporting and **C**areer **T**racking (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:

- Guide Note: [NOT-OD-16-007](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-007.html) (<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-007.html>)
- xTRACT Online Help: <https://www.era.nih.gov/erahelp/xtract>

## 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>.

**Policy:** [Ruth L Kirschstein National Research Service Awards](#)

**Policy:** [Reporting and Assurance Requirements for Institutions Receiving Awards for Training of Graduate Students for Doctoral Degree](#)

## 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 Status 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 complete 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.

## Manage Administrative Supplement

When you select the Admin Supp module from [eRA navigation](#), the *Manage Administrative Supplement* screen appears. Use this screen for the following:

- Search for a grant that already has an administrative supplement if you want to edit the administrative supplement.
- Search for a grant for which you want to initiate a new administrative supplement.

The screen functions differently depending on your role:

- If you hold the SO role, you are prompted to provide search criteria before any grants are displayed on the screen.

### Manage Administrative Supplement: Search ?

Activity activity code	IC * CA	Serial # 000000	Year 0	Suffix 000000
Budget Period End Date From MM/DD/YYYY	Budget Period End Date TO MM/DD/YYYY	PD/PI Last Name last name		

Clear **Search**

---

Filter Table 111 Results

Grant Number ^	Budget Period End Date	Application Title	Grants.gov #	PI Name
1F31CA020202-01A1	08/31/2024	Epigenetic mechanism of melanoma	GRANT13131392	Kim, Joo
1F31CA010101-01A1	07/31/2024	Supportive Care Needs	GRANT93939336	Kim, Jac

- If you hold the PI role, your grants automatically display if they are eligible for administrative supplements.

### Manage Administrative Supplement: Search ?

Filter Table 2 Results

Grant Number ^	Budget Period End Date	Application Title	Grants.gov #	PI Name
1F31CA020202-01A1	08/31/2024	Epigenetic mechanism of melanoma	GRANT13131392	Kim, Joo
1F31CA010101-01A1	07/31/2024	Supportive Care Needs	GRANT93939336	Kim, Jac

**Start Application**  
**Manage**

- If you are a PI delegate, a delegation dropdown menu appears, letting you select the PI whose grants you wish to display.



Manage Administrative Supplement: Search ⓘ

You have been delegated authority from other PD/PI(s). To see delegator's PD/PI list of awards select PD/PI from the drop-down list below. **Current Delegation: ARA, ANTONIO**

Filter Table 111 Results

Grant Number	Budget Period End Date	Application Title	Grants.gov #	PI Name
1F31CA020202-01A1	08/31/2024	Epigenetic mechanism of melanoma	GRANT13131392	Kim, Joo
1F31CA010101-01A1		Supportive Care Needs	GRANT93939336	Kim, Jac

Three-dot ellipsis menu for the first row:

- Start Application
- Manage

In the [three-dot ellipsis menu](#) of the row, the following options are available for each grant, depending on the status of the Administrative Supplement Request associated with the grant:

- **Start Application.** If you select the **Start Application** option for a grant, you are taken directly to the ASSIST module opened to the Initiate Administrative Supplement Application screen, with the **Parent Grant** field filled in with the grant number.
- **Manage.** If you select the **Manage** option for a grant, you are taken to the *Award Information* screen. If an administrative supplement already exists for this grant, you can select the **Edit** option from the [three-dot ellipsis menu](#) to edit it in ASSIST. If none exist, you can click the **Start Application** button to be taken directly to the ASSIST module opened to the *Initiate Administrative Supplement Application*, with the **Parent Grant** field filled in with the grant number.

---

**NOTE:** The option to initiate the application in eRA Commons exists even if responding to a Notice of Special Interest (NOSI) that indicates “the process for Streamlined Submissions using the eRA Commons cannot be used for this initiative.”

---

See [Using ASSIST](#) for complete help on using ASSIST.

See for [Initiate an Administrative Supplement Application](#) for help on initiating an administrative supplement request in ASSIST.

See [Forms Data Entry](#) for help on editing the forms of an administrative supplement request in ASSIST.

## Administrative Supplements- Award Information Screen

The [Award Information screen](#) lets you either edit an administrative supplement application that already exists, initiate a new administrative supplement application for a grant, or view an existing administrative supplement in read-only mode.

Admin Supp |

**Award Information**

PD/PI Name: Joo, Kim      Award Number: 1F31CA010101-01A1  
Project Title: Epigenetic mechanism of melanoma

Filter Table      0 Results

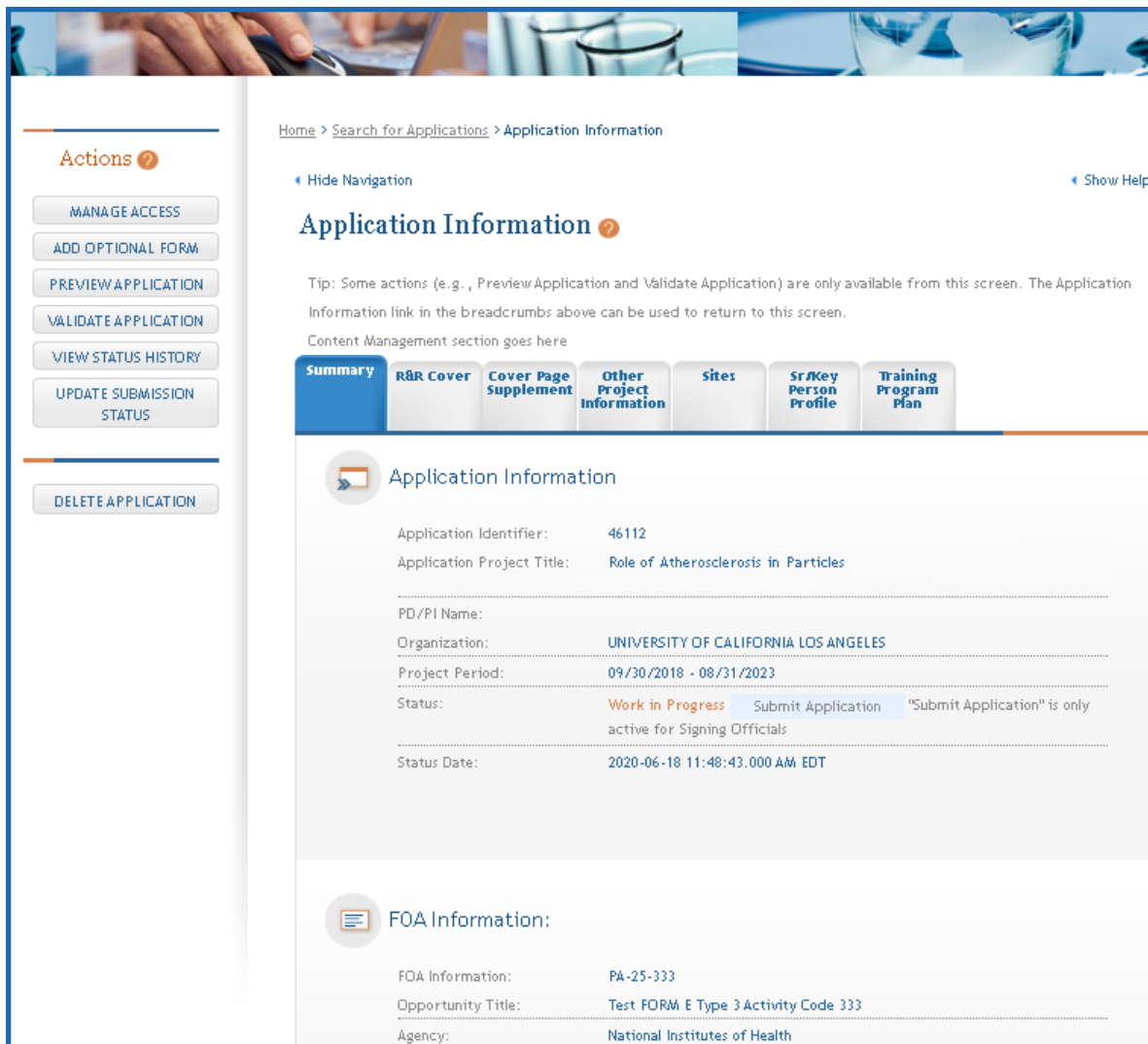
ASSIST Id ^	Grant Number ^	BP End Date ^	Initiation Date ^	Accession # ^	Grants.gov # ^	PI Name ^	Status ^	Date of Submission ^	Short Description ^
27146	1F31CA010101	08/31/2024	08/31/2024			Joo, Kim	Work in Progress	08/31/2024	Add-on

Edit

Cancel      Start Application

If current administrative supplement applications are found for the current grant, they are listed in the Award Information table, and a the [three-dot ellipsis menu](#) shows the **Edit** option. If you select the **Edit** option for a grant, you are taken directly to the current [administrative supplement application in ASSIST](#) where you can edit the various forms necessary for the supplement.

See [Forms Data Entry](#) for help on editing the forms of an administrative supplement request in ASSIST.



Home > Search for Applications > Application Information

Hide Navigation Show Help

## Application Information

Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.

Content Management section goes here

Summary R&R Cover Cover Page Supplement Other Project Information Sites Sr/Key Person Profile Training Program Plan

### Application Information

Application Identifier: 46112

Application Project Title: Role of Atherosclerosis in Particles

PD/PI Name:

Organization: UNIVERSITY OF CALIFORNIA LOS ANGELES

Project Period: 09/30/2018 - 08/31/2023

Status: **Work in Progress** Submit Application "Submit Application" is only active for Signing Officials

Status Date: 2020-06-18 11:48:43.000 AM EDT

### FOA Information:

FOA Information: PA-25-333

Opportunity Title: Test FORM E Type 3 Activity Code 333

Agency: National Institutes of Health

If you click the **Start Application** button, you are taken directly to the ASSIST module opened to the **Initiate Administrative Supplement Application screen**, with the **Parent Grant** field filled in with the grant number.

The screenshot shows the ASSIST web application interface. At the top, the ASSIST logo is displayed with the text "Sponsored by the National Institutes of Health". The username "TO" is visible in the top right corner. Below the header, there is a navigation bar with a "Welcome" message. The main content area is titled "Initiate Administrative Supplement Application" with a question mark icon. The form contains several fields: "Parent Grant:" (prepopulated with "CA243248"), "Funding Opportunity Announcement:" (with an asterisk), "Notice of Special Interest Reference:", and "Unique Supplement Label:". There are also checkboxes for "Project/Performance Site Locations" and "Senior/Key Persons". At the bottom, there are buttons for "Initiate Application" and "Cancel and Clear".

ASSIST  
Sponsored by the National Institutes of Health

Username: TO

Welcome

Home > Initiate Application

### Initiate Administrative Supplement Application ?

**Parent Grant:**  
(Example: Use CA98 7654 from 1 R01 CA98 7654-01)  
CA243248

**Funding Opportunity Announcement:** \*  
(Example: PA-XX-XXX)

**Notice of Special Interest Reference:**  
(Example: NOT-XX-XX-XXX)

**Unique Supplement Label:**

**Project/Performance Site Locations:** ☐ Check this to prepopulate all Project/Performance Site Locations from the parent grant

**Senior/Key Persons:** ☐ Check this to prepopulate all Senior/Key Persons from the provided parent grant

Initiate Application Cancel and Clear

**NOTE:** When you initiate an administrative supplement application from the eRA Commons Administrative Supplement module, the **Parent Grant** field is prepopulated with the grant that you clicked and is not editable. In addition, the Funding Opportunity Announcement number is required to initiate. If you initiate an administrative supplement application directly from ASSIST instead of from eRA Commons, you can initiate an administrative supplement without a parent grant number.

See [Using ASSIST](#) for complete help on using ASSIST.

See [Initiate an Administrative Supplement Application](#) for help on initiating an administrative supplement request in ASSIST.

## 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](https://grants.nih.gov/grants/guide/parent_announcements.htm).

---

**NOTE:** This functionality only applies to NIH grants.

---

### Features for Changing Organizations Who Hold an Award

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

### Users Involved in Changing the Organization Who Holds an Award

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 the awarding agency. Optionally, the SO can route the relinquishing statement to the principal investigator (PI), who can review the statement, change the institution and email address, and then route back to an SO.

- 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 awarding 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.

## **Business Rules**

### **Eligible Grants**

All awarded and active grants withing 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.

### **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.

## 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.

## 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 awarding 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.

## Managing Relinquishing Statements

### Relinquishing Signing Official (SO) Responsibilities

- *Starting a New Relinquishing Statement (SO)* on page 727
- *Editing a Relinquishing Statement (SO)* on page 730
- *Routing the Relinquishing Statement to the PI* on page 732
- *Deleting a Relinquishing Statement or Viewing a Read-Only Copy (SO)* on page 732
- *Viewing Routing History for a Relinquishing Statement* on page 733
- *Search Types, Statuses, and Actions for Relinquishing Statements* on page 724

### Program Director/Principal Investigator (PD/PI) Responsibilities

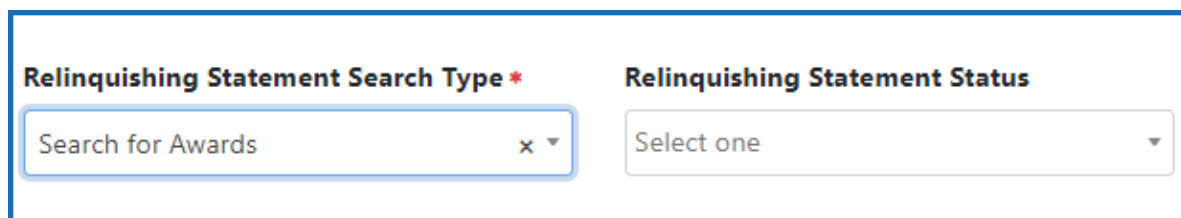
- *Editing and Routing a Relinquishing Statement (PI)* on page 735

### 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.



The screenshot shows a search interface with two main components: a search type dropdown and a status dropdown. The search type dropdown is labeled "Relinquishing Statement Search Type \*" and has a value of "Search for Awards". The status dropdown is labeled "Relinquishing Statement Status" and has a value of "Select one". Both dropdowns have a small "x" icon in the bottom right corner.

Relinquishing Statement Search Type *	Relinquishing Statement Status
Search for Awards	Select one

### 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.



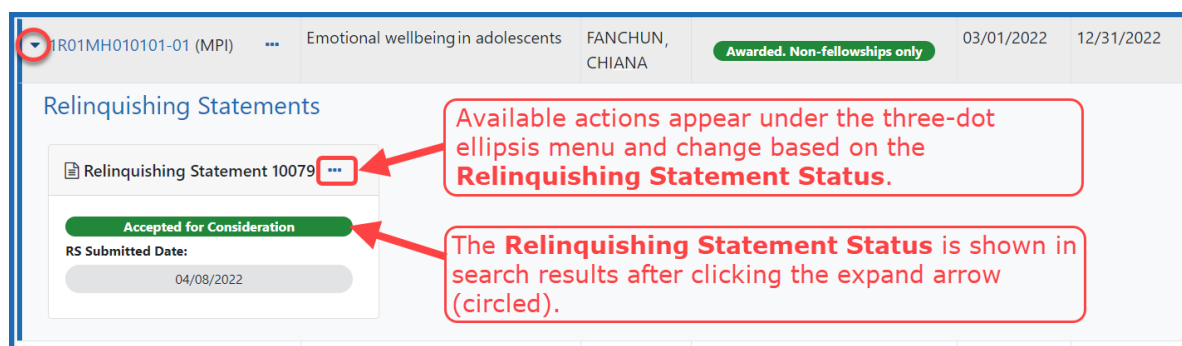
**Not Started.** This option finds awards at your institution that are eligible to be relinquished to other institutions; that is, awards within the budget period.

**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.

Home |

Search Type: Relinquishing Statements ?

**Manage Relinquishing Statements - Change of Institution ?**

Type	Activity Code	IC/Institute	Serial #	Support Yr.	Suffix
ex: 5	ex: R01	ex: GM	ex: 123456	ex: 01	ex: A1

PD/PI Last Name: ex: Smith

PD/PI First Name: ex: John

Relinquishing Statement Search Type \*

Select one

Not Started

Search for Awards

Search for Relinquishing Statements

Clear Form Search

Figure 332: Manage Relinquishing Statement screen

4. In the search results, select **Start a New Relinquishing Statement** from the three-dot ellipsis menu for a grant.

Relinquishing Statement Search Results ⓘ

Search Criteria: RS Search Type: Not Started

Filter Table 312 Results 1 of 13

Application/Award ID ^	Proposal Title ⇅	PD/PI Name ⇅	Application Status ⇅	Budget Period Start Date ⇅	Budget Period End Date ⇅
1DP2MH010101-01	*** Neuronal basis of motivation	DONSON, ZECCA	Awarded. Non-fellowships only	09/01/2018	05/31/2023
1DP2MH010101-01	+ Start a New Relinquishing Statement	WHITFIELD		09/01/2022	08/31/2023
1DP2MH010101-01	*** Cancer control of spontaneous retinoblastoma				

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.

---

### Start a New Relinquishing Statement ?

PD/PI Name	Project Period	Award Number	Awardee Institution Relinquishing the Award	Address
✉ Donson, Zecca	09/01/2018 - 05/31/2023	1DP2MH010101-01	UNIVERSITY OF Boulder	Boulder, CO, UNITED STATES 80303

\* - Required Field

Identify the Institution where the PD/PI has expressed desire to continue the research

**Select Which Identifier \***

☒ Search by Institution Name

**New Institution Name**

Begin typing and select one

☐ Unique Entity Identifier (UEI)

☐ IPF Code

**Requested Termination Date \***

MM/DD/YYYY

The date the award will be terminated at the current institution. Must be within the project period.

**Contact Email at the Institution \***

Ex: abc@email.c

**Equipment costing \$5000 or more transferring with the project**

ex: Electron microscope

Total remaining allowed limit is **2000** characters.

**Unexpended Balance - Estimated**

That portion of the estimated unexpended balance which has been received will be returned the Public Health service, upon request, with a final adjustment, if required, to be made after the award account has been audited. The unexpended balance on termination date calculated on basis of total amount awarded for the award year, will be:

<b>Direct Cost *</b>	<b>Remaining Direct Cost</b>
\$ 0.00	\$1,500,000.00
<b>Indirect Cost</b>	<b>Remaining Indirect Cost</b>
\$ 0.00	\$810,000.00
<b>Total Cost</b>	<b>Remaining Total Cost</b>
\$ 0.00	\$2,310,000.00

Cancel Save [Route to PI](#) [Submit to Agency](#)

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 select a New Institution Name, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you. If you enter a UEI or an IPF code, a **Verify** button appears, which you must click to verify that a matching institution is found.

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)

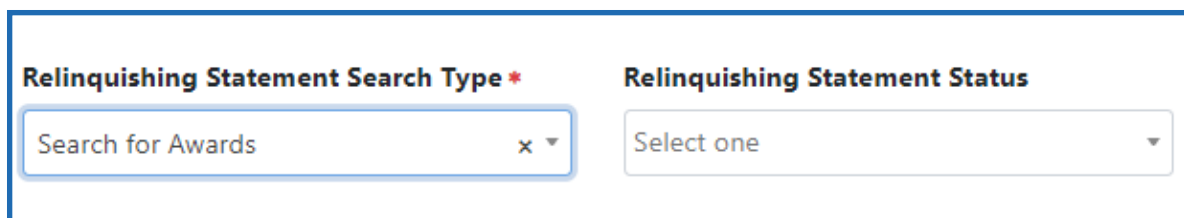
To edit a relinquishing statement, its status must be **SO Work in Progress** or **Returned**.

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.

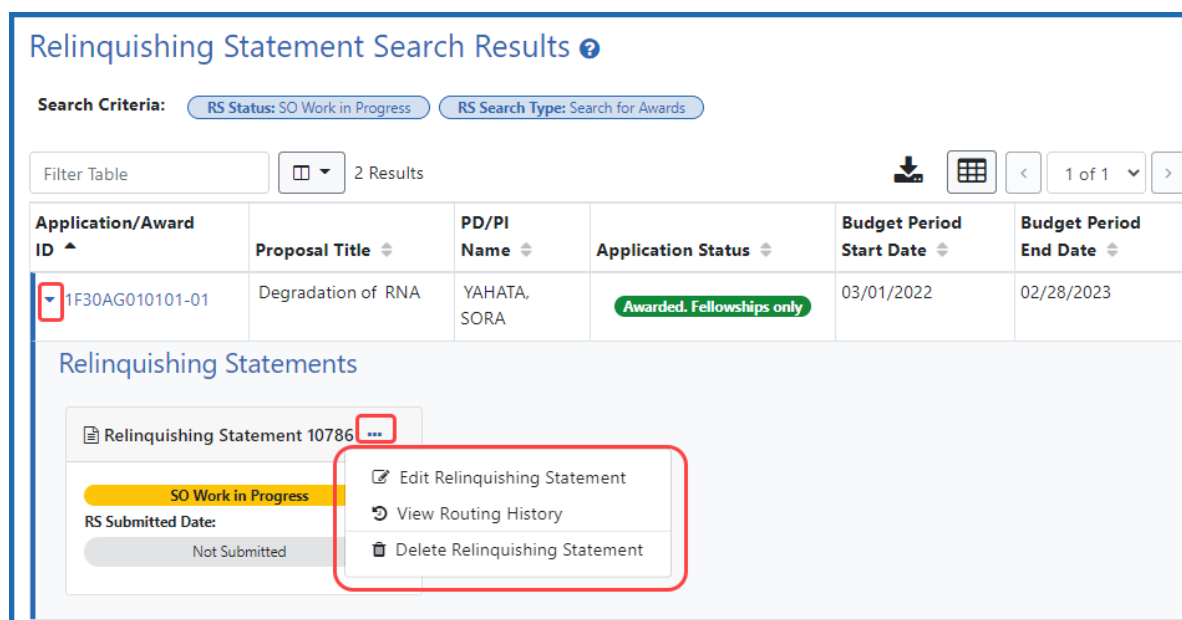


Relinquishing Statement Search Type \*      Relinquishing Statement Status

Search for Awards x ▼      Select one ▼

- In the **Relinquishing Statement Status** dropdown, select either **SO Work in Progress** or **Returned**. Then click **Search**. (You can search for other statuses, but you are only able to view them, not change them.)

The Relinquishing Statement Search Results appears.



Relinquishing Statement Search Results ?

Search Criteria: RS Status: SO Work in Progress    RS Search Type: Search for Awards

Filter Table    2 Results    1 of 1

Application/Award ID ^	Proposal Title ^	PD/PI Name ^	Application Status ^	Budget Period Start Date ^	Budget Period End Date ^
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

Relinquishing Statements

Relinquishing Statement 10786 ...

SO Work in Progress

RS Submitted Date:

Not Submitted

- Edit Relinquishing Statement
- View Routing History
- Delete Relinquishing Statement

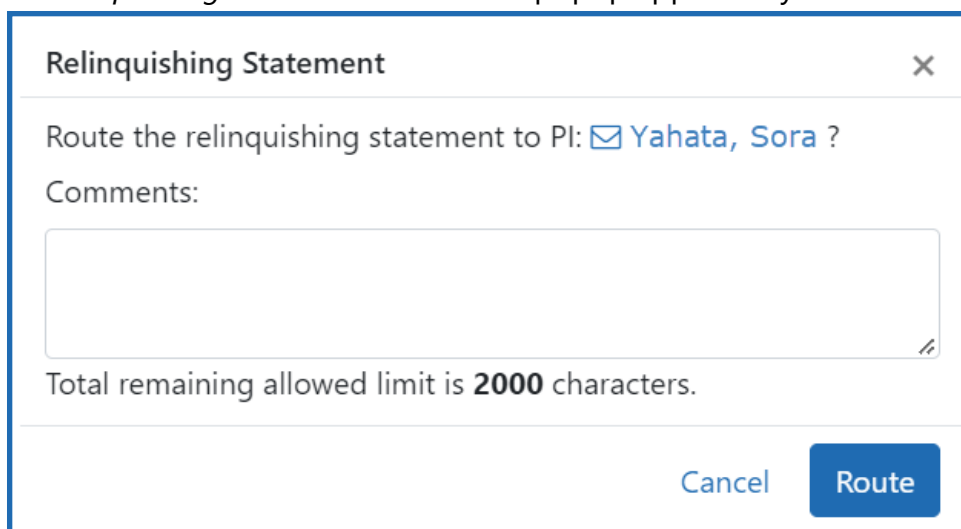
- For the relinquishing statement you are looking up, click the arrow icon in the **Application/Award ID** column, which expands the row to show more information. More than one relinquishing statement can appear here.
- Click the three-dot ellipsis menu for the relinquishing statement you want to edit and select **Edit Relinquishing Statement**.

The relinquishing statement opens in edit mode; see *Starting a New Relinquishing Statement (SO)* on page 727 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

Route the relinquishing statement to PI: ✉ Yahata, Sora ?

Comments:

Total remaining allowed limit is **2000** characters.

Cancel Route

### 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.

**Relinquishing Statement Search Results**

Search Criteria: **RS Status:** SO Work in Progress **RS Search Type:** Search for Awards

Filter Table 2 Results

Application/Award ID	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

**Relinquishing Statements**

Relinquishing Statement 10786

SO Work in Progress

RS Submitted Date: Not Submitted

- Edit Relinquishing Statement
- View Routing History
- Delete Relinquishing Statement

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 ellipsis 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 ellipsis 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.

**Relinquishing Statement Search Results** ?

Search Criteria: **RS Status:** SO Work in Progress **RS Search Type:** Search for Awards

Filter Table 2 Results Download Grid < 1 of 1 >

Application/Award ID ^	Proposal Title	PD/PI Name	Application Status	Budget Period Start Date	Budget Period End Date
1F30AG010101-01	Degradation of RNA	YAHATA, SORA	Awarded. Fellowships only	03/01/2022	02/28/2023

**Relinquishing Statements**

Relinquishing Statement 10786 ...

**SO Work in Progress**

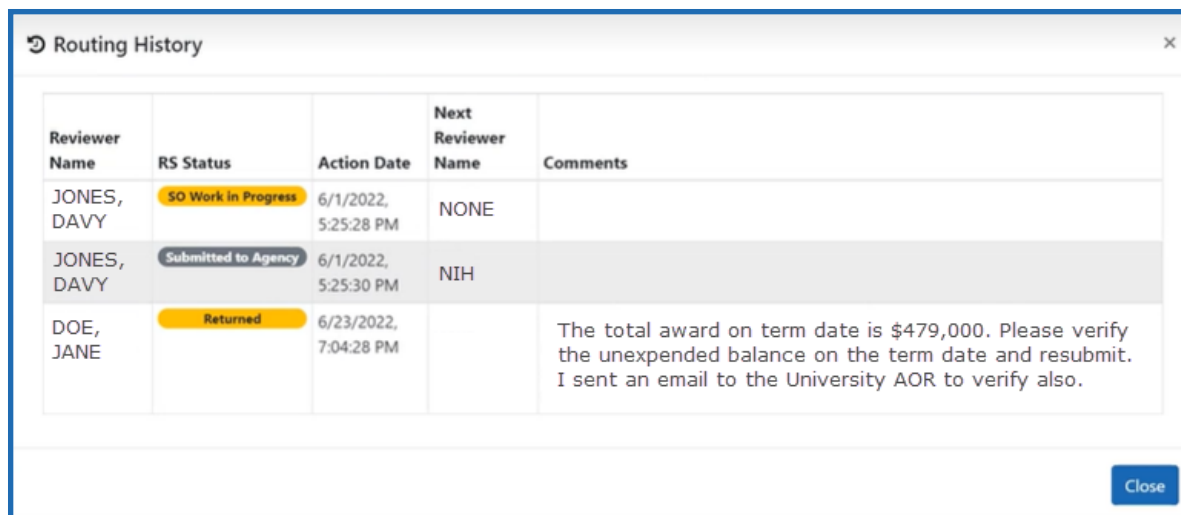
RS Submitted Date: Not Submitted

- Edit Relinquishing Statement
- View Routing History
- Delete Relinquishing Statement

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.



The image shows a 'Routing History' popup window with a table containing three rows of reviewer actions. The first row shows 'JONES, DAVY' with status 'SO Work in Progress' and action date '6/1/2022, 5:25:28 PM', with no next reviewer. The second row shows 'JONES, DAVY' with status 'Submitted to Agency' and action date '6/1/2022, 5:25:30 PM', with next reviewer 'NIH'. The third row shows 'DOE, JANE' with status 'Returned' and action date '6/23/2022, 7:04:28 PM', with a detailed comment about the total award and unexpended balance. A 'Close' button is at the bottom right.

Reviewer Name	RS Status	Action Date	Next Reviewer Name	Comments
JONES, DAVY	SO Work in Progress	6/1/2022, 5:25:28 PM	NONE	
JONES, DAVY	Submitted to Agency	6/1/2022, 5:25:30 PM	NIH	
DOE, JANE	Returned	6/23/2022, 7:04:28 PM		The total award on term date is \$479,000. Please verify the unexpended balance on the term date and resubmit. I sent an email to the University AOR to verify also.

## 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. Search for and find the grant that is being relinquished and click **its Relinquishing Statement** action.

Status Result - List of Applications/Awards108

Grouped View

Flat View

R01NS010101	11/01/2021 - 10/31/2026 (Project Period)	LING, SUEDO (PD/PI)	Parkinson's Disease (Title)	Not Discussed			
Application/Award ID	Grants.gov Tracking#	Proposal Title	PI/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
1R01NS010101-01	GRANT33333333	Parkinson's Disease	LING, SUEDO (PI)	Submission Complete	Not Discussed	06/30/2021	<div>JIT</div> <div>Relinquishing Statement</div>

Figure 333: 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.

### Edit Relinquishing Statement ?

PD/PI Name	Project Period	Award Number	Awardee Institution	Address
<a href="#">Ling, Suedo</a>	09/30/2022 - 09/29/2023	1DP1OD033491-01	Relinquishing the Award UNIVERSITY OF DIEGO	LA JOLLA, CA, UNITED STATES

\* - Required Field

Identify the Institution where the PD/PI has expressed desire to continue the research

**Select Which Identifier \***


☒ Search by Institution Name

**New Institution Name**

GROUP LIMITED x ▾


☐ Unique Entity Identifier (UEI)

**New Institution UEI**

EX: ABCDEF12  Clear and Start Over

☐ IPF Code

**New Institution IPF Code**

10000000  Clear and Start Over

**Requested Termination Date \***

10/06/2022

**Contact Email at the Institution \***

suedo@mail.r

The date the award will be terminated at the current institution. Must be within the project period.

**Equipment costing \$5000 or more transferring with the project**


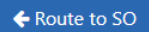
test

Total remaining allowed limit is 1995 characters.

**Unexpended Balance - Estimated**

That portion of the estimated unexpended balance which has been received will be returned the Public Health service, upon request, with a final adjustment, if required, to be made after the award account has been audited. The unexpended balance on termination date calculated on basis of total amount awarded for the award year, will be:

<b>Direct Cost *</b>	<b>Remaining Direct Cost</b>
\$ 0.00	\$0.00
<b>Indirect Cost</b>	<b>Remaining Indirect Cost</b>
\$ 0.00	\$0.00
<b>Total Cost</b>	<b>Remaining Total Cost</b>
\$ 0.00	\$0.00

Cancel  

3. You can identify the institution to which the award is being transferred in one of three ways:

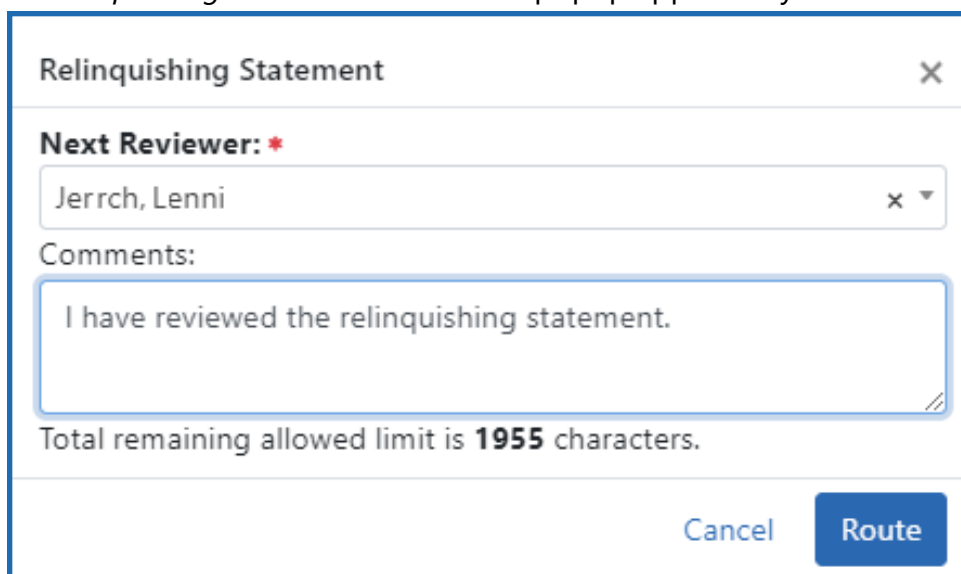
Type its name and select from the suggestion list, OR, type the institution's unique entity identifier (UEI), OR, type the institution's IPF number. Once you select a New

Institution Name, if a valid match is found, a Verified symbol appears and all three fields will be filled out for you. If you enter a UEI or an IPF code, a **Verify** button appears, which you must click to verify that a matching institution is found.

**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

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.

## 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)* on page 732.

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.

**Contacts**

**Administration:** Scientific Review  
Officer (SRO)  
**Name:** Yeli, Ali A  
**Phone:** (301) 555-0552  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Grants  
Management Specialist (GMS)  
**Name:** Murnni, Coe  
**Phone:** 301-555-0233  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Administration:** Program Official  
(PO)  
**Name:** Adial, Ronam  
**Phone:** 301 555 4511  
**Email:** [eRATest@mail.nih.gov](mailto:eRATest@mail.nih.gov)

**Latest Update**

Application Source: Grants.gov  
FOA: [PA20-185] - NIH Research  
Project Grant (Parent R01 Clinical  
Trial Not Allowed)

**Status Information ?**

Filter

**1 R01 GM010101-01A1**

<b>Status</b> Council review completed.	<b>Project Title</b> Transcription	<b>Application ID</b> 1 R01 GM010101-01A1
<b>PI Name</b> Waxei, Doseev	<b>NIH Appl. ID</b> 10438333	

[Status](#)

**Other Relevant Documents**

[e-Application](#)

[Summary Statement](#)

[eSubmission Cover Letter](#)

[eSubmission-PHS Assignment Request Form](#)

[Relinquishing Statement\(s\)](#)

Figure 334: Status Information Screen Displaying the Relinquishing Statement link  
The Relinquishing Statements screen appears.

**Relinquishing Statements ?**

**1 R01 GM010101-01A1** Appl ID: 10438333

<b>PI Name(s)</b> Waxei, Doseev	<b>Project Title</b> Transcription
<b>Appl. Status</b> Council review completed..	<b>Institution</b> UNIVERSITY OF DIEGO
<b>Accession Number</b> 4596752	

Filter Table 1 Results

Document Name	Status	Submitted Date	Comments for Grantee
<a href="#">Relinquishing Statement</a>	Submitted to Agency	2022-10-05 10:56:54 AM	

Figure 335: Relinquishing Statements Screen

- Click the **Relinquishing Statement** link to view the Relinquishing Statement PDF.



## Non-Research Amendments, Supplements, and Continuations (for Non-Research Agencies)

The *Non-Research* module lets SAMHSA awardees manage post-award amendment applications, supplements and continuations for non-research applications and awards. On all Non Research screens, principal investigators (PIs) see only their own awards, whereas signing officials (SOs) have search criteria to find specific awards.

Also see: . [Post Award Amendments for Discretionary Grants](#) on the SAMHSA website.

### Accessing the Non Research Module

After logging into eRA Commons, you can access the *Non-Research* main screen either of two ways:

1. [Navigate to Non Research via the Main menu](#). Navigating to Non-Research via the Apps menu brings you to the [Manage Post Award Amendments search screen](#) under *Non-Research*. Once you are in the module, use the navigation at the top of the screen to navigate to other screens.

Non-Research | **Manage Post Award Amendments** | Manage Continuations | Manage Supplements

## Manage Post Award Amendments: Search ?

**\* Required Field**

**Activity** **IC \*** **Serial #** **PD/PI Last Name**

ex: R01 
☐ AE
 ☐ FG
 ☐ OA
 ☐ SM
 ☐ SP
 ☐ SU
 ☐ TI
  ex: 123456

All ICs are selected by default

☐ Include Expired Segments ? Search

### Search Results

Filter Table 12 Results Download Table 1 of 1

Award Number ^	Federal Agency ^	Project Start ^	Project End ^	Budget Start ^	Budget End ^	Project Title ^
H79SM020202 ...	SAMHSA	09/30/2023	09/29/2027	09/30/2023	09/29/2024	Student Counseling
H79SM080808 ...	SAMHSA	01/27/2024	01/26/2026	01/27/2024	01/26/2025	Community Treatment
H79SM060606 ...	SAMHSA	01/11/2024	01/10/2026	01/11/2024	01/10/2025	Community Disability Program

SO  
Only

Figure 336: The Manage Post Awards Amendments: Search screen as seen by an SO

2. Select one of the options in the SAMHSA pane on the eRA Commons landing screen. Choosing an option in the SAMHSA pane brings you to the screen in Non-Research that matches the dropdown option you chose.

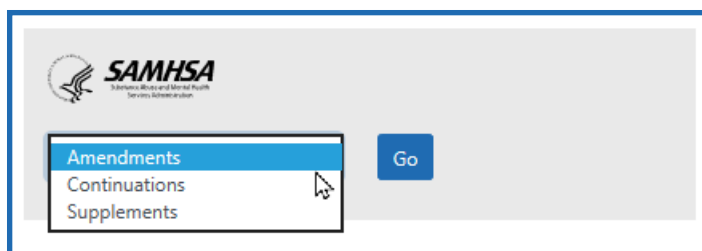


Figure 337: SAMHSA panel on eRA home screen, used to navigate directly to a specific screen of the Non Research module

When an SO views the Non Research module, they see search criteria so they can search for particular awards. PIs do not see search criteria, but instead see a list of their own awards eligible for an amendment. Use the navigation at the top of the screen to navigate to continuations or supplements.

## Initiating an Amendment (Principal Investigator)

A principal investigator (PI) can initiate an amendment from the *Manage Post Award Amendments: Search* screen of the Non Research module. In the Non Research module for amendments, PIs see only their own awards (those on which they are a PI) that are eligible for amendments. The PI can also initiate an amendment from the *Manage Post Award Amendments: View* screen.

---

**NOTE:** To see expired amendments, click the **Include Expired Segments** checkbox, which shows awards with project period end dates in the past.

---

## About Initiating an Amendment

You can initiate a new amendment from either the *Manage Post Award Amendments: Search* screen or from the *Manage Post Award Amendments: View* screen. See the preceding procedure to learn how to access these screens.

The types of amendments you can request are:

- Budget Revision
- Carryover Request
- Change in scope
- Key Personnel
- Merger, Transfer, etc
- No Cost Extension
- Organization Change

## Initiating an Amendment from the *Manage Post Award Amendments: Search Screen*

1. After [logging into Commons](#), [navigate to the Non Research module](#).
2. On the **Manage Post Award Amendments: Search** screen, click an award's three-dot ellipsis menu and select one of the amendment types under **Initiate Application in ASSIST**.

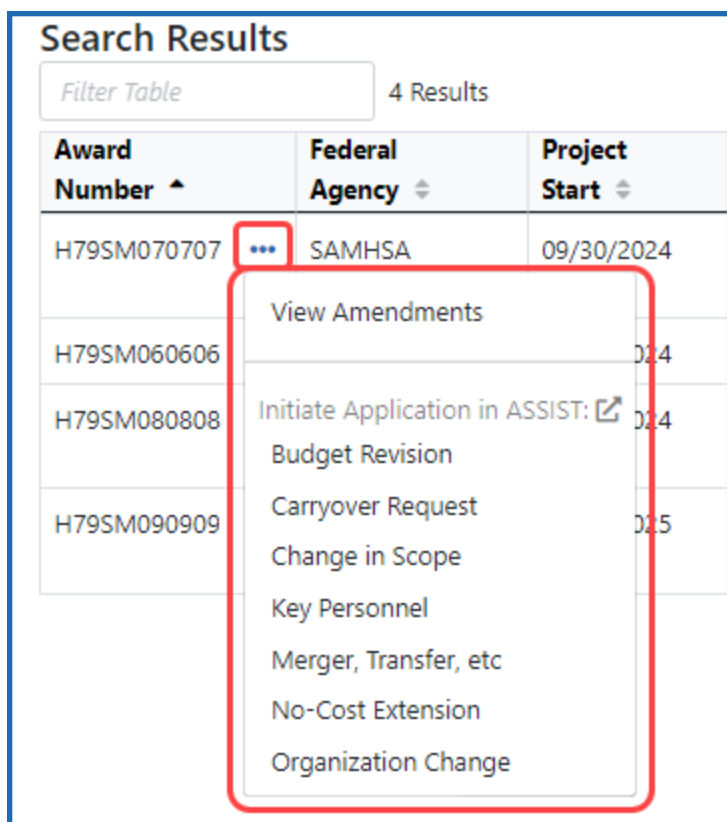
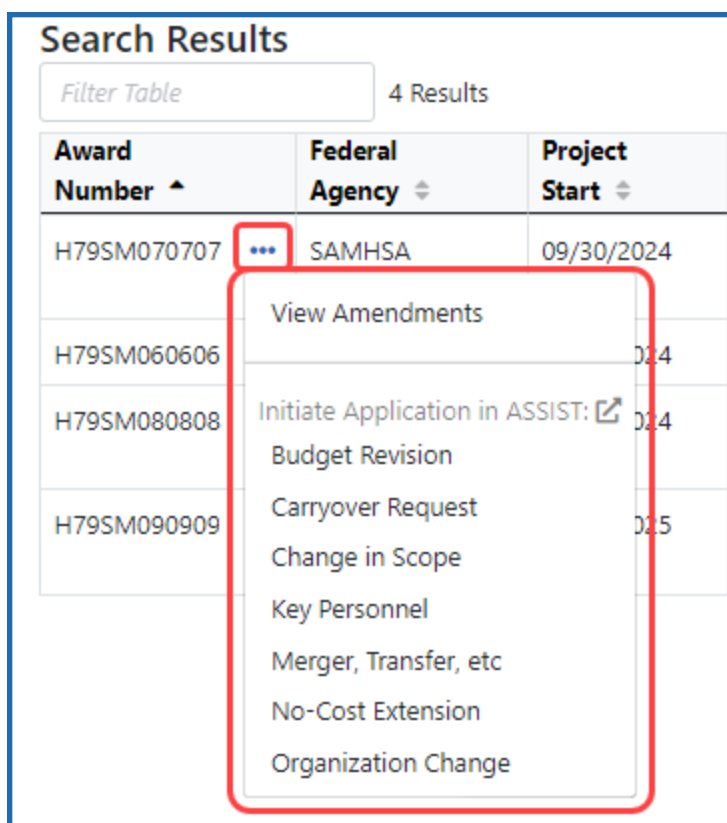


Figure 338: Three-dot ellipsis menu on the *Manage Post Award Amendments: Search* screen in the Non Research module

The ASSIST module opens. In ASSIST, fill out all required application data and submit as described by ASSIST online help.

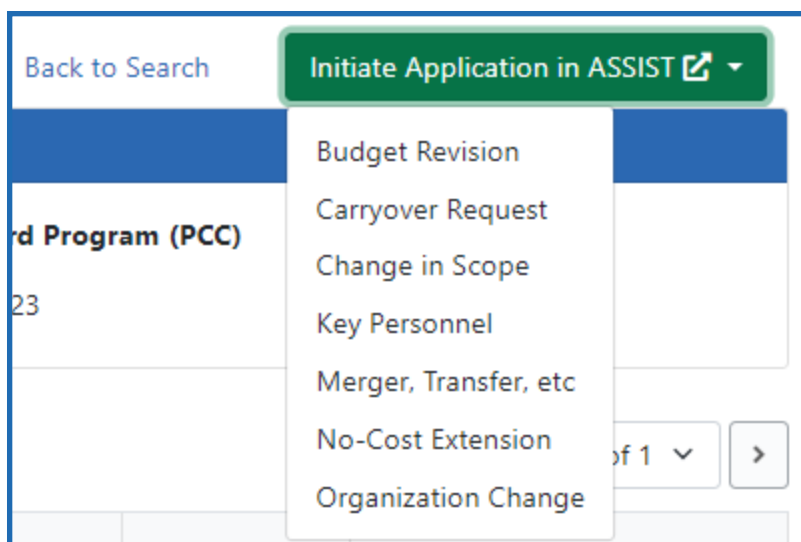
## Initiating an Amendment from the *Manage Post Award Amendments: View* Screen

1. After [logging into Commons](#), [navigate to the Non Research module](#).
2. On the **Manage Post Award Amendments: Search** screen, click an award's three-dot ellipsis menu and select **View Amendments**.



The **Manage Post Award Amendments: View** screen appears.

3. Click the **Initiate Application in ASSIST** button, then select one of the amendment types: Budget Revision, Carryover Request, Change in scope, Key Personnel, Merger, Transfer, etc, No Cost Extension, or Organization Change.



The **ASSIST** module opens. In ASSIST, fill out all required application data and submit as described by [ASSIST online help](#).

U.S. Department of Health & Human Services | eRA Commons | Home | Logout | Service Desk | Contact Us

**ASSIST**  
Sponsored by the National Institutes of Health

Username: DHCS

Home > Search for Applications > Application Information

Hide Navigation | Show Help

### Application Information

**Tips:**  
AOR's must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time. If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the My Account section and reset your Grants.gov password

**Actions**

- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

**Summary** | **SF424 Cover** | Budget - Non-Construct. | Budget Narrative Attachment

**Required form** (points to SF424 Cover)

**Other forms for the type of amendment selected** (points to Post Award Amendment (Budget Revision))

**Application Information**

Application Identifier:	28520
Application Type:	Post Award Amendment (Budget Revision)
Application Project Title:	Health Block Grants
PD/PI Name:	Watork, Victin
Organization:	STATE DEPT/HEALTH CARE SVCS
Project Period:	10/17/2022 - 10/16/2024
Status:	Work in Progress   Submit Application   "Submit Application" is only active for Signing Officials
Status Date:	2024-06-27 03:16:40.000 PM EDT

Figure 339: ASSIST screen showing the initial screen for creating a Budget Revision amendment

The application includes the main SF424 form as well as other forms that required based on the type of amendment selected. Each tab navigates to that form.

The *Application Information* screen in ASSIST shows the type of amendment, the PI and Institution information, etc. Also see help for the ASSIST module: [ASSIST online help](#).

**NOTE:** It is important to check the SAM registration to be sure that the expiration date is *after* the submission date.

## Initiating an Amendment (Signing Official)

---

**NOTE:** SAMHSA users who are business officials will be given the signing official (SO) role in eRA Commons.

---

Signing officials can search for all grants that are eligible to be amended within their institution. A signing official (SO) can initiate an amendment from the *Manage Post Award Amendments: Search* screen of the Non Research module. PIs see only their own awards (those on which they are a PI) that are eligible for amendments. . The SO can also initiate an amendment from the *Manage Post Award Amendments: View* screen.

---

**NOTE:** To see expired amendments, click the **Include Expired Segments** checkbox, which shows awards with project period end dates in the past.

---

## About Initiating an Amendment

You can initiate a new amendment from either the *Manage Post Award Amendments: Search* screen or from the *Manage Post Award Amendments: View* screen. See the preceding procedure to learn how to access these screens.

The types of amendments you can request are:

- Budget Revision
- Carryover Request
- Change in scope
- Key Personnel
- Merger, Transfer, etc
- No Cost Extension
- Organization Change



## Initiating an Amendment from the *Manage Post Award Amendments: Search Screen*

1. After [logging into Commons](#), [navigate to the Non Research module](#).
2. Search for awards using the search criteria that appears to SOs.

Non-Research | **Manage Post Award Amendments** | Manage Continuations | Manage Supplements

### Manage Post Award Amendments: Search ?

\* Required Field

<b>Activity</b>	<b>IC *</b>	<b>Serial #</b>	<b>PD/PI Last Name</b>
<input type="text" value="ex: R01"/>	<div><div>✕ AE</div><div>✕ FG</div><div>✕ OA</div><div>✕ SM</div><div>✕ SP</div><div>✕ SU</div><div>✕ TI</div><div>✕</div></div>	<input type="text" value="ex: 123456"/>	<input type="text"/>

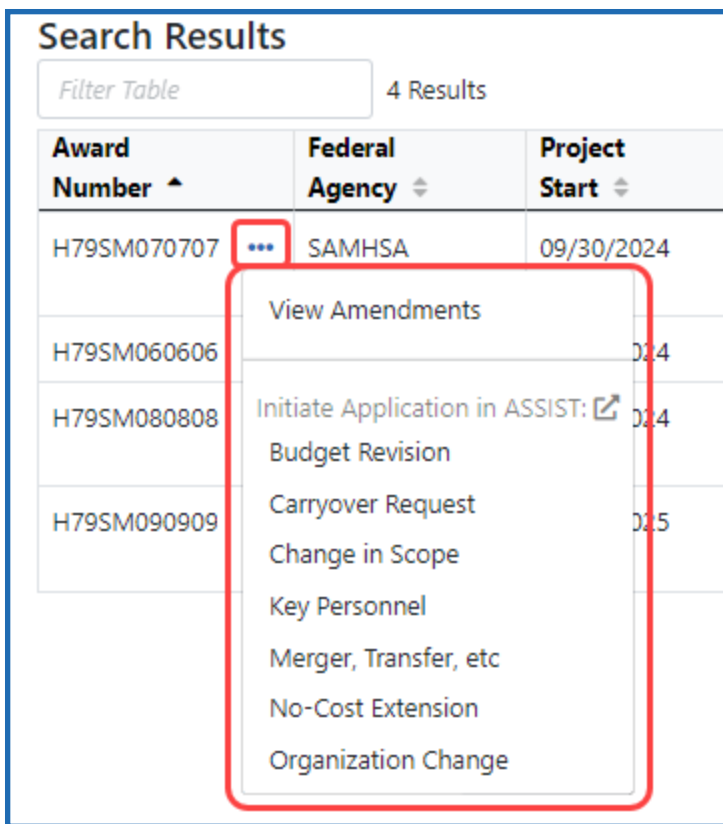
All ICs are selected by default

☐ Include Expired Segments ⓘ

**Only SOs see search criteria; PIs see their own listed amendments without searching.**

Figure 340: Search criteria that appears for signing officials on the Manage Post Award Amendments screen

3. On the **Manage Post Award Amendments: Search** screen, click an award's three-dot ellipsis menu and select one of the amendment types under **Initiate Application in ASSIST**.



Filter Table		4 Results
Award Number ▲	Federal Agency ▼	Project Start ▼
H79SM070707	SAMHSA	09/30/2024
H79SM060606		01/24
H79SM080808		01/24
H79SM090909		01/25

Figure 341: Three-dot ellipsis menu on the *Manage Post Award Amendments: Search* screen in the Non Research module

The ASSIST module opens. In ASSIST, fill out all required application data and submit as described by ASSIST online help.

### Initiating an Amendment from the *Manage Post Award Amendments: View* Screen


1. After [logging into Commons](#), [navigate to the Non Research module](#).
2. On the **Manage Post Award Amendments: Search** screen, click an award's three-dot ellipsis menu and select **View Amendments**.

**Search Results**

Filter Table 4 Results

Award Number ^	Federal Agency ^	Project Start ^
H79SM070707	*** SAMHSA	09/30/2024
H79SM060606		01/24
H79SM080808		01/24
H79SM090909		01/25

View Amendments

Initiate Application in ASSIST: 

Budget Revision

Carryover Request

Change in Scope

Key Personnel

Merger, Transfer, etc


No-Cost Extension

Organization Change

The **Manage Post Award Amendments: View** screen appears.

- Click the **Initiate Application in ASSIST** button, then select one of the amendment types: Budget Revision, Carryover Request, Change in scope, Key Personnel, Merger, Transfer, etc, No Cost Extension, or Organization Change.

[Back to Search](#)

**Initiate Application in ASSIST** 

Budget Revision

Carryover Request

Change in Scope

Key Personnel



Merger, Transfer, etc

No-Cost Extension

Organization Change

rd Program (PCC)

23

of 1  

The **ASSIST module opens**. In ASSIST, fill out all required application data and submit as described by [ASSIST online help](#).

U.S. Department of Health & Human Services | eRA Commons | Home | Logout | Service Desk | Contact Us

**ASSIST**  
Sponsored by the National Institutes of Health

Username: DHCS

Home > Search for Applications > Application Information

Hide Navigation | Show Help

### Application Information

**Tips:**  
AOR's must continue to use their Grants.gov username and password to submit their applications. Login.gov credentials are not supported for submission at this time. If you are unable to submit using your Grants.gov username and password for your organization, please login to Grants.gov and go to the My Account section and reset your Grants.gov password

**Actions**

- ADD OPTIONAL FORM
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS

**Summary** | **SF424 Cover** | Budget - Non-Construct. | Budget Narrative Attachment

**Required form** (points to SF424 Cover tab)

**Other forms for the type of amendment selected** (points to Budget Narrative Attachment tab)

**Application Information**

Application Identifier:	28520
Application Type:	Post Award Amendment (Budget Revision)
Application Project Title:	Health Block Grants
PD/PI Name:	Watork, Victin
Organization:	STATE DEPT/HEALTH CARE SVCS
Project Period:	10/17/2022 - 10/16/2024
Status:	Work in Progress   Submit Application   "Submit Application" is only active for Signing Officials
Status Date:	2024-06-27 03:16:40.000 PM EDT

Figure 342: ASSIST screen showing the initial screen for creating a Budget Revision amendment

The application includes the main SF424 form as well as other forms that required based on the type of amendment selected. Each tab navigates to that form.

The *Application Information* screen in ASSIST shows the type of amendment, the PI and Institution information, etc. Also see help for the ASSIST module: [ASSIST online help](#).

---

**NOTE:** It is important to check the SAM registration to be sure that the expiration date is *after* the submission date.

---

## Viewing Non Research Amendments

You can view and manage post award amendments in the Non Research module of eRA Commons. To work with amendments, first log into eRA Commons with the PI or SO role. Awards that have had amendments submitted have a **View** action under the three-dot ellipsis menu.

---

**NOTE:** See [Post Award Amendment Applications](https://www.samhsa.gov/grants/grants-training-materials/post-award-amendments) on the SAMHSA website for more information on amendments. (<https://www.samhsa.gov/grants/grants-training-materials/post-award-amendments>)

---

## Viewing Amendments for a Non-Research Award

To view an amendment for an award:

1. Access the Non Research module by clicking the Main menu/eRA menu



in upper left and selecting **Non Research**.

The *Manage Post Award Amendments: Search* screen appears.

2. **SOs only:** SOs must enter search criteria and click **Search**.  
SOs can add multiple ICs by selecting them one at a time from the **IC** dropdown.

---

**NOTE:** PIs see their non-research amendments listed by default and do not see search criteria.

---

3. Optionally mark the **Include Expired Segments** checkbox to see awards with project end dates that are in the past.

The screen shows results in a table. The three-dot ellipsis icon for each result shows available actions for the amendment.

Non-Research | **Manage Post Award Amendments** | Manage Continuations | Manage Supplements

### Manage Post Award Amendments: Search ?

\* Required Field

Activity  IC \*        Serial #  PD/PI Last Name

☐ Include Expired Segments ?

Search Results

Filter Table 4 Results

Award Number ^	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title
H79SM070707	SAMHSA	09/30/2024	08/31/2028	09/30/2024	09/29/2025	Community Mental Health
H79SM060606		09/29/2028	09/30/2024	09/29/2025	Families Interventions	
H79SM080808		08/30/2028	08/31/2024	08/30/2025	System of Care	
H79SM090909		12/30/2029	01/01/2025	12/31/2025	Youth Crisis Care	

\*\*\* View Amendments

Initiate Application in ASSIST:

Budget Revision

Carryover Request

Change in Scope

Key Personnel

Merger, Transfer, etc

No-Cost Extension

Organization Change

Only SOs see search criteria; PIs see their own listed amendments without searching.

Figure 343: Amendments search screen showing three-dot action menu, including the View Amendments option

4. Select **View Amendments** from the three-dot ellipsis menu.



The *Manage Post Award Amendments: View* screen appears, listing all amendments associated with that particular award.

Non-Research | **Manage Post Award Amendments** | Manage Continuations | Manage Supplements

**Manage Post Award Amendments:** [View ?](#) [Back to Search](#) [Initiate Application in ASSIST](#)

Application Information

<b>Award Number</b>	<b>Organization Name</b>	<b>Project Period</b>	<b>Award Program (PCC)</b>
H79SM080808	UNIVERSITY OF DIEGO	11/27/2024 - 01/26/2025	ACT-23

Filter Table 2 Results   1 of 1

Amendment Application # ^	Grants.gov Tracking #	Budget Start	Budget End	Type	Submitted	Status	Award #
<a href="#">1H79SM080808-01</a>	GRANT13855053	01/27/2024	01/26/2025		04/10/2023		
<a href="#">6H79SM080808-01L001</a>	GRANT00809993	01/27/2024	01/26/2025	Key Personnel	02/23/2024	Awarded	1H79SM087997-01, Rev-1

Figure 344: Manage Post Award Amendments: View screen

From the View screen, you can also click the linked **Amendment Application #** to view a PDF of the application.

You can also initiate a new amendment application in ASSIST; see:

*Initiating an Amendment (Principal Investigator)* on page 743

*Initiating an Amendment (Signing Official)* on page 748

## About Award Numbers

Non-Research | **Manage Post Award Amendments** | Manage Continuations | Manage Supplements

Manage Post Award Amendments: View ? Back to Search Initiate Application in ASSIST

Application Information

Award Number	Organization Name	Project Period	Award Program (PCC)
H79SM088277	UNIVERSITY OF DIEGO	01/27/2023 - 01/26/2025	AWARE-23

Filter Table 2 Results **Core Award Number**

Amendment Application #	Grants.gov Tracking #	Budget Start	Budget End	Type	Submitted	Status	Award #
1H79SM080808-01L001	GRANT13131313	01/27/2023	01/26/2025		04/28/2023	Award	1H79SM088277-01M001
6H79SM080808-01L002	GRANT09090909	01/27/2023	01/26/2025		04/28/2023	Submitted	

**NOTE: In Award #, awarded application have an 'M' in the suffix instead of an 'L'**

Please see these topics for more detail:

- [PI Initiate](#)
- [SO Initiate](#)

## Request for Additional Materials - RAM - for Non Research Awards

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). The principal investigator (PI) or signing official (SO) or their delegates can upload documentation in response to the request.

**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* on page 566 for specific instructions for OTA awards.

To respond to a Request for Additional Materials for a non research amendment:



1. Access the Non Research module by clicking the Main menu/eRA menu



in upper left and selecting **Non Research**.

The *Manage Post Award Amendments: Search* screen appears.

2. If you are an SO, then enter search criteria and click **Search**.

**NOTE:** Pls automatically see eligible awards listed.

3. Click the three-dot ellipsis icon and select Submit RAM Response (RAM Request). .

Amendment Application # ▲	Grants.gov Tracking # ◆	Budget Start ◆
6H79SM089669- 01L001	GRANT00813834	09/30/2024
... Submit RAM Response (RAM request)		

*Figure 345: Three-dot ellipsis menu for a non research amendment, showing the Submit RAM Response option*

The Post-Award Amendment Application Request for Additional Materials screen appears.

4. Access the Non Research module by clicking the Main menu/eRA menu




in upper left and selecting **Non Research**.

## Post-Award Amendment Application Request for Additional Materials (RAM) ?

Award Information		
<b>Award Number</b> 1H79SM080808-01	<b>PD/PI Name</b> Bonim, Jenfer	<b>Budget Period</b> 09/30/2024 - 09/29/2025
<b>Amendment Type</b> Change in Scope	<b>Org Name</b> UNIVERSITY OF DIEGO	<b>Project Period</b> 09/30/2024 to 08/31/2028
<b>Project Title</b> Community Mental Health		

### RAM

**Upload Additional Materials:**

 Drop files here to upload, or [browse](#).

**Accepted File Types:** PDF **Max File Size:** 6MB **Max # of Files:** 10



**Please provide Comments:**

**B** **I** **U**
1 2 3 4 5 6 7 8 9 10
1 2 3 4 5 6 7 8 9 10

Characters: 0/2000

Cancel Preview Save Submit

Figure 346: Post-Award Amendment Application Request for Additional Materials (RAM) screen

5. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:
  - Click the **Download** icon  and the browser will open or download the file.
  - Click the **Delete** icon  to remove the file.
6. Add comments to be read by agency staff regarding your submission in the **Please Provide Comments** field.

7. Click **Save** to save the uploaded submission package but not submit it to the agency.
8. Click **Submit** to submit the submission package to the agency.

You can also click **Preview** to see a PDF consisting of upload details plus the contents of uploaded files.

## About Request for Additional Materials (RAM)

- There can only be one active (i.e. non-submitted) RAM request 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.
- The system provides an audit trail of who uploaded the documents.
- You can click **Preview** to see a consolidated list of all documents uploaded for RAM submission, with the latest on top. The submission to the agency is one PDF with all documents combined.

---

**TIP:** Check all documents after uploading to ensure the correct 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).

Click the **View Prior RAM** option under the three-dot ellipsis menu to view a consolidated PDF of all prior materials that were uploaded for a Request for Additional Materials (RAM). This option appears only if a prior RAM request was made and materials were uploaded.

Click the **Edit RAM** option under the three-dot ellipsis menu to open the RAM screen and upload requested materials. The **Edit RAM** option does not appear for awarded applications.

## 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](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 Notice of Funding Opportunity (NOFO) is posted and no later than the submission deadline. Reference letters cannot be accepted through any means other than eRA Commons. See [Reference Letters](https://grants.nih.gov/grants/how-to-apply-application-guide/write-application/reference-letters.htm) for information on reference letters. (<https://grants.nih.gov/grants/how-to-apply-application-guide/write-application/reference-letters.htm>)

---

**NOTE:** Notice of Funding Opportunity (NOFO) is referred to as opportunity number or notice number for short. It replaces the obsolete term of Funding Opportunity Announcement (FOA). See a list at [Find Grant Funding](https://grants.nih.gov/funding/searchguide/index.html#/). (<https://grants.nih.gov/funding/searchguide/index.html#/>)

---

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.

## 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

- Notice of Funding Opportunity (NOFO) number, also referred to as opportunity number or notice number.
- Deadline for submitting (between the NOFO release 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* on page 771.

## 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 [Flattening PDFs for Application Submission and Commons](#))

---

**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.

---

## 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.

The screenshot shows the eRA Commons login page. The header includes the eRA Commons logo and the NIH National Institutes of Health Office of Extramural Research. The main content area is divided into sections for login, recent news, and various links. The 'Submit a Reference Letter' link is highlighted with a red box.

**Login with Login.gov**  
LOGIN.GOV

**Login with eRA Credentials**  
Username:   
Password:   
Login Clear

(For External Users Only)  
[Forgot Password/Unlock Account?](#)

**Login with Federated Account**  
  
Login

**Login with PIV/CAC**  
 Login using Smart Card

**eRA Commons**  
Track your application; manage and report on your federally funded award

**Commons Help/Service Desk**  
866-504-9552 301-402-7469  
Hours Monday-Friday, 7am-8pm EST

**Recent News**  
Note: eRA posts **Deployment and Maintenance Calendar** on the [eRA Website](#). Updates and additional details about planned maintenance are documented in this calendar as they become available.

**Register Organization**  
Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register](#) in eRA Commons.

**Submit a Reference Letter**  
To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#) [Reference Letters](#). No need to log in.

**Report your patent in iEdison**  
iEdison: an interagency online reporting system for recipients of federal funding agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations.

**How to Create an Account**  
Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

**LikeThis**  
LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Figure 347: Submit Reference Letter Link

The *Submit Reference Letter* screen displays.

**Submit Reference Letter ?**

**Notes and Tips:**

- Please follow our [Reference Letter](#) instructions.
- The Applicant Information (including Opportunity Number) must be correct or the letter will not be associated with the application.
- Opportunity Number format: For PA/PAR use full number (PA-yy-xxx, PAR-yy-xxx). For RFAs, drop the 'RFA-' and use only IC-yy-xxx. For example, for RFA-AG-24-014 use AG-24-014.

\* Required Field

**Referee Information**

Referee Last Name: \*  Referee First Name: \*  Referee MI Name:

Referee Email: \*  Referee Institution/Affiliation: \*  Referee Department: \*

**Applicant Information**

PI Commons User ID: \*  PI Last Name: \*  Opportunity Number: \*

Reference Letter Confirmation # (if re-submitting):

[Continue](#)

Figure 348: 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 filling out this form and providing a reference letter.

**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 number for the letter you previously submitted here. See *Replacing an Already-Submitted Reference Letter* on page 771 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.

browse. Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB'. A file named 'RecommendLtr2.pdf' is shown with a size of '28.8 KB' and icons for delete and download. At the bottom right are 'Cancel' and 'Submit' buttons."/>

Submit Reference Letter (continued) ?

\* Required Field

Reference Letter



File Upload: \*

Drop files here to upload, or [browse](#).  
Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

RecommendLtr2.pdf 28.8 KB [Delete] [Download]

Cancel Submit

5. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:

- Click the **Download** icon  and the browser will open or download the file.
- Click the **Delete** icon  to remove the file.

6. Click **Submit**.

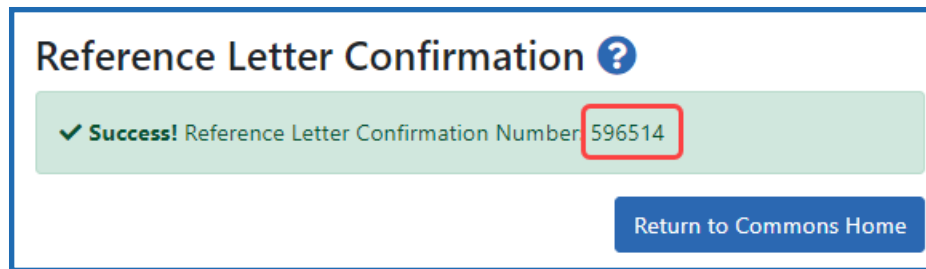
After submitting, a message appears showing a confirmation number, and you also receive an email with the confirmation number. The candidate receives a confirmation email that the letter was submitted but cannot see the reference letter you've submitted. If you need to re-submit (replace) a reference letter, see *Replacing an Already-Submitted Reference Letter* on page 771.

---

**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](#).

## 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](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 Notice of Funding Opportunity (NOFO) is posted and no later than the submission deadline. Reference letters cannot be accepted through any means other than eRA Commons. See [Reference Letters](#) for information on reference letters. (<https://grants.nih.gov/grants/how-to-apply-application-guide/write-application/reference-letters.htm>)

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**NOTE:** Notice of Funding Opportunity (NOFO) is referred to as opportunity number or notice number for short. It replaces the obsolete term of Funding Opportunity Announcement (FOA). See a list at [Find Grant Funding](#). (<https://grants.nih.gov/funding/searchguide/index.html#/>)

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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.

## 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
- Notice of Funding Opportunity (NOFO) number, also referred to as opportunity number or notice number.

- Deadline for submitting (between the NOFO release 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* on page 771.

## 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 [Flattening PDFs for Application Submission and Commons](#))

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**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.

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## 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.

The screenshot shows the eRA Commons login page. The header includes the eRA Commons logo and the NIH National Institutes of Health Office of Extramural Research. The main content area is divided into sections for login, recent news, and various links. The 'Submit a Reference Letter' link is highlighted with a red box.

**Login with Login.gov**

**LOGIN.GOV**

**Login with eRA Credentials**

**Username:**  
Enter Username

**Password:**  
Enter Password

**Login** **Clear**

(For External Users Only)  
[Forgot Password/Unlock Account?](#)

**Login with Federated Account**

Start typing to search for or

**Login**

**Login with PIV/CAC**

Login using Smart Card

**eRA Commons**

Track your application; manage and report on your federally funded award

**Commons Help/Service Desk**

866-504-9552 301-402-7469

**Hours** Monday-Friday, 7am-8pm EST

**Recent News**

**Note:** eRA posts **Deployment and Maintenance Calendar** on the [eRA Website](#). Updates and additional details about planned maintenance are documented in this calendar as they become available.

**Register Organization**

Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register](#); [Register in eRA Commons](#).

**Submit a Reference Letter**

To provide a reference letter for a fellowship or career development applicant, see [Submit a Reference Letter](#); [Reference Letters](#). No need to log in.

**Report your patent in iEdison**

iEdison: an interagency online reporting system for recipients of federal funding agreements to report subject inventions to the federal funding agency and complete other reporting as required by the Bayh-Dole Act and its implementing regulations.

**How to Create an Account**

Once your organization is registered, your signing official creates accounts for others in the Account Management System. For help, see [Create an Account](#).

**LikeThis**

LikeThis is a thesaurus-based search tool that allows you to find similar funded projects and publications.

Figure 349: Submit Reference Letter Link

The *Submit Reference Letter* screen displays.

**Submit Reference Letter ?**

**Notes and Tips:**

- Please follow our [Reference Letter](#) instructions.
- The Applicant Information (including Opportunity Number) must be correct or the letter will not be associated with the application.
- Opportunity Number format: For PA/PAR use full number (PA-yy-xxx, PAR-yy-xxx). For RFAs, drop the 'RFA-' and use only IC-yy-xxx. For example, for RFA-AG-24-014 use AG-24-014.

\* Required Field

**Referee Information**

Referee Last Name: \*  Referee First Name: \*  Referee MI Name:

Referee Email: \*  Referee Institution/Affiliation: \*  Referee Department: \*

**Applicant Information**

PI Commons User ID: \*  PI Last Name: \*  Opportunity Number: \*

Reference Letter Confirmation # (if re-submitting):

[Continue](#)

Figure 350: 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 filling out this form and providing a reference letter.



**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 number for the letter you previously submitted here. See *Replacing an Already-Submitted Reference Letter* on page 771 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.

browse. Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB'. Inside the dashed box, a file named 'RecommendLtr2.pdf' is shown with a size of '28.8 KB' and icons for delete (red trash) and download (green download). At the bottom right of the dashed box are 'Cancel' and 'Submit' buttons." data-bbox="168 168 843 372"/>

5. Drag and drop file(s) in the "**Drop Files Here...**" area, or click the **browse** link and choose file(s) from your drive. The drop files area specifies how many files and what file types are allowed. For uploaded files, you can:

- Click the **Download** icon  and the browser will open or download the file.
- Click the **Delete** icon  to remove the file.

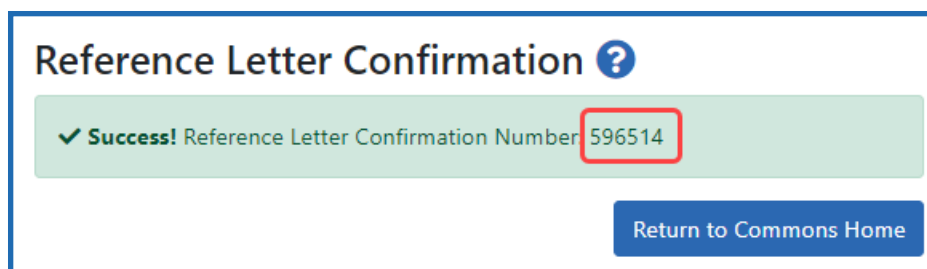
6. Click **Submit**.

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* on page 771.

---

**IMPORTANT:** Take note of the confirmation number; if you need to update the reference letter, you must have this confirmation number available.

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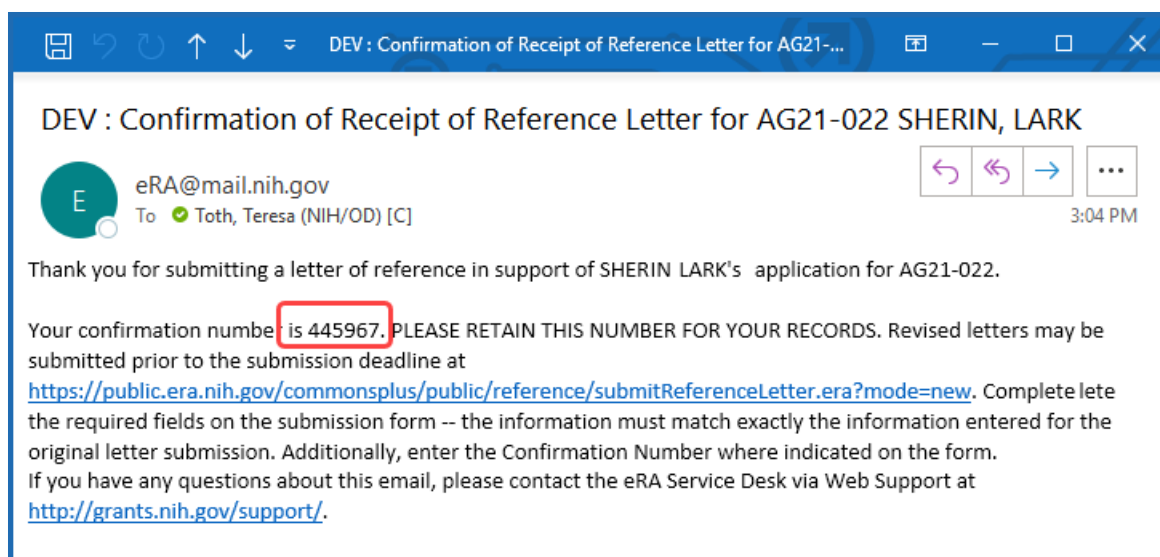


For more information, refer to the tutorial titled [How to Submit a Reference Letter](#).

## 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:



For letter requirements, see *Requirements for Letters* on page 767.

To submit an updated letter, which will replace the previous letter, follow the steps in *Submitting Reference Letters* on page 766, making sure you enter all the same information for the applicant (last name, Commons ID, opportunity number) 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.

**Reference Letter Confirmation # (if re-submitting):**

596514



## Finding Recent NoAs, Awards with RPPRs Due, or Awards Pending Closeout

This topic gives brief instructions on eRA Commons searches that signing officials might perform in order to monitor and track their organization's award activities and deliverables.

The searches described below require:

- That the user be logged into eRA Commons
- That the user must have the signing official (SO) role

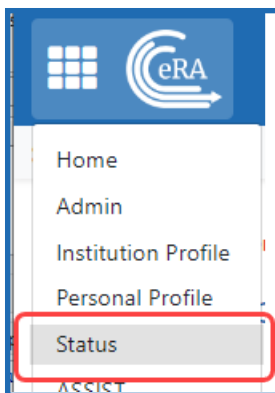
---

**NOTE:** These "How-Tos" represent alternatives to the now-discontinued Quick Queries.

---

### How to Find Awards Pending Closeout?

1. Go to the Status module.



*Figure 351: Status option in Main menu*

2. Select **Closeout** from the **Search Type** dropdown.
3. Select **Requires Closeout** from the **Closeout Status** dropdown.

Status |

Search Type: Closeout ?

Type: ex: 5 Activity Code: ex: R01 IC/Institute: ex: GM Serial #: ex: 123456 Support Yr.: ex: 01 Suffix: ex: A1

Project Number: ex: NA24N FX678G01 3-T1-0 (Minimum 4 chara Awarding Office/IC ? Change Selections None

PD/PI Last Name: ex: Smith PD/PI First Name: ex: John

Project End Date Range: MM/DD/YYYY to MM/DD/YYYY

Closeout Status: x Requires Closeout X

Include:

- ☒ Requires Final RPPR
- ☒ Requires Final Invention Statement
- ☒ Requires FRAM

Clear Form Search

Figure 352: Status module with Closeout Search Type and Requires Closeout in Closeout Status field

4. Click the **Search** button.

Search results appear. The **Requires Closeout** action is available under the three-dot ellipsis menu in search results.

Application/Award ID	Proposal Title	PD/PI Name	Project Period End
5U24EB050505-05	Neuroscience Gateway.	Mdar, Atava	05/31/2024
5R21HD020202-02	Requires Closeout under...	Yimi, Weajum	05/31/2024

Figure 353: Status search results showing Requires Closeout under the three-dot ellipsis menu

## How to Find Annual Awards with Progress Reports Due?

1. Go to the RPPR module.

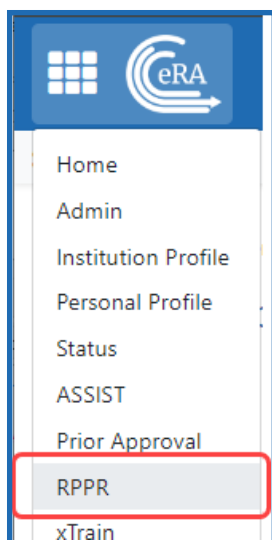


Figure 354: RPPR option showing in the eRA Commons Main menu

2. Select **Not Started** from the **Status** dropdown.

**Manage RPPR ?**

Remember all files must be flattened PDF files for successful submission. This ensures that PDFs cannot be edited following submission. [Instructions for flattening PDFs](#)

Award Number:  Type  Activity  IC  Serial#  Year  GS Number:  PD/PI Last Name:  ex: Smith

Suffix  Current Reviewer Last Name:  ex: Johnson Status:  Not started Awarding Office/IC  Change Selections  None

Clear

Figure 355: Manage RPPR screen with Not Started selected in the Status field

- Click the **Search** button.

Search results appear in a table.

- Click the **Due Date** column heading to sort by Due Date.

**Applications/Awards** 590 Results

Award Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
5P01AI168258-03 MPI	Paden, Morsen	Community Health	02/01/2028	Not Started	
5R01GM155732-02	Rosael, Miche	Health Explorations	07/01/2025	Not Started	
5R01GM151520-02 MPI	Pargars, Van	Science Training	07/01/2025	Not Started	

Figure 356: Search Results in RPPR module after searching for Not Started RPPRs and sorting by Due Date

- View the **Due Date** column to find RPPRs with upcoming due dates.

## How to Find Recently Issued Notice of Awards (NoAs)?

- Go to the Status module.

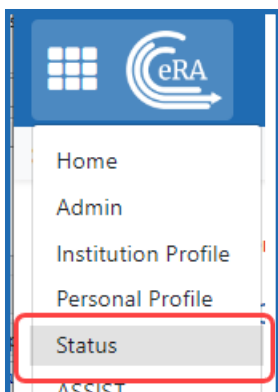


Figure 357: Status option in Main menu

2. Select **Recently Awarded** from the **Search Type** dropdown.
3. In **Days Since Awarded**, type a number of days prior to be searched for recently awarded NoAs. Example: If you enter 15, then search results show all NoAs awarded in the last 15 days.

Figure 358: Status module with Recently Awarded Search Type

4. Click the **Search** button.

Search results appear in a table.

Status Result - Recently Awarded Search ?								
Filter Table		48 Results						
Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
1AY1AX000005-01	EDE0000000030	Health Explorations	Rese, Joe	Awarded. Non-fellowships only	01/01/2025	12/31/2026	01/01/2025	12/31/2025
NI24DLPX020G0003-T1-01	GRANT00810378	Community Health	Lam, Adevy	Awarded. Non-fellowships only	01/01/2025	12/31/2029	01/01/2025	12/31/2025

Figure 359: Status search results showing recently awarded Notices of Award

Shown are awards with a recently awarded Notices of Award.

## Department of Commerce (DOC) Resources

Department of Commerce (DOC) is transitioning to use eRA system for award management. To help DOC grant applicants and grantees get started with using eRA, please see the following resources:

### Department of Commerce (DOC) Training Materials

The following DOC webpage contains Webinar recordings, video tutorials, Powerpoint presentations, and business process guides for all aspects of the grant lifecycle in eRA systems.

[Applicant and Grantee Training](https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training) (<https://www.commerce.gov/ocio/programs/gems/applicant-and-grantee-training>)

The above webpage includes topics such as:

- Commons organization registration
- individual user registration
- user roles, login and password procedures
- Personal Profile
- application submission and tracking
- award acceptance
- post-award activities (reports, requests, correspondence, and terms and conditions)

### Department of Commerce Help Topics

*Accepting or Declining a DOC Award* on page 509

*Revision Requests for DOC Awards* on page 512

*Payment Request Overview* on page 229

*Closeout Status for DOC Awards* on page 645

