Transcript – New PI Status Screen

Welcome to this video tutorial that reviews the features and functionality of the new Principal Investigator (PI) Status Screen. The new design is the result of years of requests to provide Principal Investigators with a more streamlined view of all their NIH grant submissions. This video will demonstrate the new design and how to best take advantage of its' many features.

As a PI, you will log into eRA Commons as you always have and from the navigation menu, click on the Status tab. This opens the new Status screen.

As a comparison, here what the old screen looks like alongside the new design. As you will see, both provide the same functions and search options. You can pull a list of your recent application submissions. You can access all of your successfully submitted applications; applications that have been awarded; and applications that need actions taken on them (Just in Time, Closeout, RPPR, etc.). And you can pull up a specific application using its Grants.gov tracking number.

Looking at the new design, let's review each of these search options. Starting with the Grants.gov tracking number search, you key in the tracking number of the appropriate application. The system returns the result and you will see that the new design provides a more readable interface.

When searching for Recent/Pending eSubmissions, you are searching for applications that require some kind of action, such as addressing errors; applications that have passed all the validations and are in the 2 business day review window; or applications that have been refused by your Signing Official.

To initiate a search, simply click anywhere within the Recent/Pending eSubmissions box. When your cursor moves over the box, you will see a subtle change in color of the box. The system will return all the results for recent submissions.

The results are organized with the most recent submissions first on the list. They include: The Grants.gov tracking number; Application ID number, which is hyperlinked to the Details Status Screen; the eSubmission Status; Proposal Title; PD/PI Name; eSubmission Status Date; and lastly a button to display all errors and warnings.

The final search option is the List of Applications/Grants. Like Recent/Pending eSubmissions section, simply move the cursor over the section. You will see a slight change in color of the box when you do this. Click the area to initiate a search.

The search results screen represents the biggest change in the design of the PI Status. With the old search results, information was displayed in a seemingly random way.

The new design provides a count of the total number of applications and awards near the top of the search results. It organizes applications and awards by "family." The family is defined by the grant number: using the Activity Code, awarding IC code and the unique serial number of the application.

Each family represents the activity of that award over the life of the grant. The total number of revisions, supplements and/or renewals is displayed next, followed by the Project Period start and end dates; PD/PI name and project title.

By clicking anywhere in the shaded area, you can expand the family. Here you will see much of the same information from the old search results screen, including in the last column actions that you need to take.

Like the old display, clicking on the Application ID will open the Detailed Status Information screen. And clicking on an Action button will open the appropriate screen for that action.

Finally, if you want review all the applications and grants, use the Export button found at the top and bottom of the page along the left side. This will give you the option of downloading a Comma Separated Values file (.csv). Opening this as a spreadsheet will permit you to sort, search and manipulate the information in any manner you desire.

This concludes this tutorial on the newly redesigned PI Status Screen. Thank you for watching.