What is eSNAP?

- eSNAP is electronic NIH non-competing application process

- eSNAP allows grantee institutions to submit an electronic version of many NIH Type 5 (non competing) progress reports via a web interface
Can I use eSNAP?

- Check your Notice of Grant Award (NOGA) “This grant is subject to Streamlined Noncompeting Award Procedures (SNAP)”
- Most NIH type 5 proposals are eligible
- Check with your Grant Administrator to see if you can utilize the eSNAP process

How can I access eSNAP?

- eSNAP enabled on March 25, 2008 for UofM
- Access system through NIH Commons
- Must have a NIH Commons account
- To create an account, check the SPA webpage at: http://www.ospa.umn.edu/electronictools/niheraPls.html
What are the benefits of eSNAP?

- eSNAP progress reports get additional time for electronic submission
- Paper submissions must be mailed at least 2 months prior to budget period start date
- Electronic submissions have a 6 week deadline

<table>
<thead>
<tr>
<th>Paper Due</th>
<th>eSNAP Due</th>
<th>Budget period start</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>June 15</td>
<td>August 1</td>
</tr>
</tbody>
</table>

How can you help with an eSNAP Progress Report?

- PD/PI Program Director/Principal Investigator can prepare the Report or direct its preparation
- Asst Assistant can enter data in the Report based on direction of the PD/PI (delegate by PD/PI on grant-by-grant basis)
- AO Administrative Official reviews the grant application for accuracy; is an academic officer or central official, but not a signing official (SPA can establish AO status)
Help along the way

- The U of M eSNAP User Guide is your blueprint for a successful submission

- Complete your budget in EGMS

Submission to SPA

- Application ready for submission for eSNAP--No paper copy needed
  - Email the PRF # & budget to SPA with PRF#, PI last name, NIH eSNAP in the subject line (599999 Wink NIH eSNAP), to proposal@umn.edu
  - If PRF is not routed electronically, fax signed PRF to SPA (4-4843) at the same time the e-mail is sent.

- SPA will do a standard administrative review

- PI and/or departmental staff must make any necessary changes (no whiteout in electronic world)

- Work with GA to finalize electronic version

- SPA submits to NIH before deadline
Additional Resources

- FAQs for eSNAP can be found at the NIH website: [http://era.nih.gov/](http://era.nih.gov/)
- eRA Commons Helpdesk: phone (301-402-7469), or electronically [http://ithelpdesk.nih.gov/eRA/](http://ithelpdesk.nih.gov/eRA/)
- Classes, May 29th & June 9th, more if needed; labs—watch SPA’s website for times; location AHC Commons 545 Diehl
- Your Grant Administrator