

eSNAP Proposal Processing System Overview

Sponsored Projects Administration (SPA) recently enabled the electronic system available for the submission of the non-competing continuation applications for grants awarded under "SNAP" to the NIH. This system, known as eSNAP (Electronic Streamlined Non-Competing Award Process), is accessed through the eRA Commons and provides grantees with a streamlined process for submitting the annual progress report through use of an electronic version of the PHS2590 Progress Report via a web interface. Submission via e-SNAP also extends the progress report deadline two weeks, since applications submitted via this system are due 45, rather than 60, days prior to the start date of the next budget period.

Applications to be submitted via eSNAP should follow SPA's standard deadline. To be considered on-time, all proposal materials must be received by SPA at least 24 hours before the proposal is to be submitted. As with most applications, the materials required to process the proposal are a fully signed/routed Proposal Routing Forms (PRF) A detailed budget is required and the use of EGMS is encouraged. The proposal itself need not be forwarded to SPA, since SPA staff can access it in the eRA Commons. When the application is ready for SPA review/submission, the PI/Dept. should:

- E-mail a notice to proposal@umn.edu with the Proposal Routing Form (PRF) number, PI last name, and proposal type (NIH-eSNAP) in the subject line.
- Fax PRFs with ink signatures and/or budgets not completed in EGMS to 612.624.4843.

To assist individuals who are interested in learning more about this system, the Grants.gov/EGMS labs will start to include training on the eSNAP application process. Go to SPA's website: <http://www.ospa.umn.edu/> Look under the Training and support link for dates, times, and locations. NIH's user's manual for eSNAP can be found at: http://era.nih.gov/docs/eSNAP_UG.pdf An abbreviated manual may also be found at SPA's website: <http://www.ospa.umn.edu/GrantGov/documents/eSNAPUMAbbreviatedProcedures.pdf>

Please note that PIs may continue to submit their non-competing continuation applications using the paper PHS 2590 forms. However as indicated above, for paper submissions, the deadline of 60 days prior to the start date of the next budget period remains (i.e. for budget periods beginning July 1, 2008, the non-competing paper application is due at NIH by May 1, 2008. The same application submitted via the eSNAP system would not be due until May 15, 2008).