What Will be Covered?

• What is the eRA Commons
• Info and tips on eSNAP
• eSNAP Science Section overview
• eSNAP Business section overview
• How to submit to SPA
• Conclusion
• Resources
What is the eRA Commons?

The eRA Commons is an electronic interface where grant applications, grantee organizations, grantee and federal staff can access, share and transmit administrative information related to their applications and awards.
eRA Commons serves many purposes for NIH

- To review errors/warnings identified during the submission process
- To check final application images before final submission
- PI/PDs view summary statements and priority scores
- Submit Just-in-time (JIT) data
- View Notice of Awards (NoA)
- x-Train
- Submit Progress Reports (eSNAP)
- Submit final FSR, progress reports, invention statements and inclusion enrollment data
What is eSNAP?

- eSNAP is the NIH electronic non-competing award process.
- eSNAP allows grantee institutions to submit an electronic version of Type 5 (non competing) progress reports via a web interface.
- The University of Minnesota turned on this option on March 25, 2008.
- NIH mandated usage in 2010.
What are the benefits of eSNAP?

• Electronic submissions have a six week deadline, providing an additional two weeks of time to complete the progress report than what paper afforded the user.

• The option to use eSNAP is available 90 days prior to the due date. This gives more flexibility to the PI.
Can I use eSNAP?

Check your Notice of Grant Award (NOGA) or speak to your Grant Administrator if in doubt.

Few NIH type 5 proposals are not eSNAP eligible.
How can I get started with eSNAP?

• To start the process, make sure you have an eRA Commons user account. The process to create this can be found at: http://www.ospa.umn.edu/electronicTools/niheraPIs.html
eSNAP tip

• If you are opening a new eRA Commons account be sure to check the information in the Personal Profile is correct at set up.

• If you are an Assistant also check this information for the faculty you support.

The Personal Profile data in the Commons has many uses which makes this such a key step.
eSNAP roles

**PD/PI**  Program Director/Principal Investigator can prepare the report or direct its preparation.

**Asst.**  Assistant can enter data for the eSNAP (this is permission is given on a grant by grant basis) based on direction of the PD/PI.

**A.O.**  Administrative Official who reviews the grant application for accuracy.

**S.O.**  Signing Official is SPA
## eSNAP roles and functions

<table>
<thead>
<tr>
<th>Functions</th>
<th>PI</th>
<th>ASST</th>
<th>AO</th>
<th>SO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Upload Science</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Business</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Validate eSNAP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Route to other user</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Recall</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>View Routing History</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>View eSNAP Report</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Submit to Agency</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- **PI**: Principal Investigator
- **ASST**: Assistant
- **AO**: Assistant Offerer
- **SO**: Sponsor Offerer

*Delegated by PI or SO*
PD/PI can delegate authority

- Delegation can be made to any eRA Commons User at the PI’s institution with the Assistant (Asst) role.
- Provides access to PI’s eSNAP that are eSNAP eligible.

*Does not give access to application summary statement or priority score.*
For eSNAP the PD/PI delegates access to Asst through the Delegate PI option for each separate award unlike the PPF edit and xTrain Authority which are blanket delegations.
eRA Commons Homepage:
Where the eSNAP process begins

https://commons.era.nih.gov/commons/
To start the process, click on the eSNAP link after authenticating into the system.
Click on the link that corresponds with the award

The system opens showing access to all the awards the user has access to. The blue link which allows for the eSNAP to start is available 90 days prior to the due date.
From the eSNAP main menu click on “initiate” to start the process.
eSNAP Action Keys

- **Save & Complete** – Click this button to save info entered on the screen into the database and to indicate the section is complete.
- **Designate as Complete** – Click this button to indicate the information entered for this section is complete.
- **Data can be entered into a section has been designed as complete.** The user will need to resave and designate as complete to finish the process.
Status of Completion allows the user to track work.
eSNAP provides two sections for data entry

1) Upload science
2) Edit business
Click the “Upload Science link to add the science section to proposal

NIH Manuscript Submission System Status: AVAILABLE

### Application Information

- **Grant Number:** 5R01CA100454-03
- **Institution:** UNIVERSITY OF MINNESOTA
- **PI/PI Name:** spalding, frances
- **Project Title:** Cancer Research in Simple Note Abstracting Programs
- **Due Date:** 05/02/2009
- **Current Reviewer:** spalding, frances
- **Status:** PD/PI Work in Progress

### Status of Completion:

- Upload Science: Complete
- Organization Information: Complete
- Project/Performance Sites: Incomplete
- Senior/Key Personnel: Incomplete
- Research Subject: Complete
- SNAP Questions: Incomplete
- Inclusion Enrollment: Complete

[View eSNAP Report] [Validate] [View Routing History] [Route]
eSNAP Science screen includes

- Progress Report (this is a required item)
- Research Accomplishments (optional)
- Other File (add Biosketches here if needed)
- Cover Letter – can only be a PDF
- Publication citations
Top portion of the Science section

Progress Report is required, use Import function to add file to application

Use Browse button to locate the appropriate file
eSNAP Science-Progress Report Info

- All files should be PDF. If Word doc is used as file type the system will show Pending until the system converts into PDF.
- Progress Reports should not exceed two pages (exclusive of biosketches or other information if added).
- Files that are larger than 3MB are not accepted by the system.
- Headers and footers are not required on documents that are uploaded.
Effective 10/22/10 the Commons will no longer display user entered citations.
Did you know?

• The National Center for Biotechnology Information (NCBI) is the tool to manage professional bibliographies. Check: http://nnlm.gov/training/resources/myncbitri.pdf.

• Citations must show the PubMedCentral citation number. This is also known as PMCID or NLM reference number. For more information check: http://www.ncbi.nlm.nih.gov/sites/entrez?db=pubmed.

• Check the SPA webpage for more info: http://www.ospa.umn.edu/GrantGov/MyNCBI.html
To access the Business section

Sponsored Project Administration
The Business section includes tabs:

- Organizational information (optional)
- Performance sites (required)
- All Personnel (required)
- Research Subjects (add if applies)
- SNAP and Other Progress Report Questions and Checklist (required)
- Inclusion Enrollment report (add if needed)
Edit Business-Org Info Screen

Pulled from institutional profile

Pulled from Personal Profile/Employments/Preferred Address

Drop-down lists include all AOs and SOs in institution
Edit Business-Performance Site Screen

### First Performance Site listed is pulled from Institutional Profile

### Additional sites can be entered manually

### Click to save entry

<table>
<thead>
<tr>
<th>Project/Performance Sites</th>
<th>Name</th>
<th>DUNS</th>
<th>Congressional Districts</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Primary)</td>
<td></td>
<td></td>
<td></td>
<td>8706 Rockledge Drive Bethesda MD 20817 UNITED STATES</td>
<td>Edit / Delete</td>
</tr>
</tbody>
</table>

This section has not been designated as complete
**Edit Business - All Personnel List**

**Notes and Tips:**
- List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer, for the current budget period at the applicant organization or elsewhere. The Commons ID is required for all PD/PIs and all individuals with a postdoctoral role.
- All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.
- The Commons ID is required for all individuals with a postdoctoral role.
- If you know an individual’s Commons user ID, use the "Pre-populate" feature.

**PI information is pulled when the grant number is selected on the Grant list**

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
<th>Role</th>
<th>Supplement Support</th>
<th>Calendar</th>
<th>Academic</th>
<th>Summer</th>
<th>Months Devoted to Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>opal</td>
<td>PhD</td>
<td>PD/PI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2023</td>
</tr>
<tr>
<td>again, Joe Blow</td>
<td>Ph.D</td>
<td>Technician</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2023</td>
</tr>
</tbody>
</table>
All personnel screen, new features

Select one from the list or chose Other and fill in the Other Project Role data box.

Select if supplement support is part of the award.
Edit Business-Research Subject Screen

Populated from previously submitted information
List of questions about changes in:
- Other Support of Senior/key personnel
- Change in PI or Senior/key level of effort
- Unobligated balance of 25% or greater
- Select Agent Research
- Multi PI leadership Plan
- Change in stem cell lines used
- Inventions conceived or reduced to practice
- Program Income
- Change in performance site that affects F&A

“Yes” answers require explanation.

Read requirements for upload of “Other Support” file which follows the Other Support question.
Edit Business-Inclusion Enrollment Screen

A report must be in place for each study.
The “Validate” action key checks for completeness of work.
The “Validate” selection

The Commons will direct the user to where corrections can be made until all the items are corrected.
After a successful validation complete the routing portion.

At the University of Minnesota the A.O. is your Grant Administrator.
The Signing Official is selected here for final University approval.
The routing process completes

- Successful validation
- Completion of the routing AO and SO
- The PI can select Route from the action keys on the eSNAP menu
Subject: NIH eRA Commons Demo: Request That You Review SNAP Grant 5R01CA100454-3
From: commons@OD.NIH.GOV
Date: Tue, 13 May 2008 12:41:29 -0400 (EDT)
To: spald003@umn.edu

spalding, francis has completed processing on the SNAP grant 5R01CA100454-3 and has forwarded it
to you. Please review the SNAP grant in the NIH eRA Commons system and take the appropriate
action for its eventual submission to the NIH. Please use the link provided below to access the
eRA Commons login screen.

Review History :

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Decision</th>
<th>Notification Sent</th>
<th>Decision Rendered</th>
</tr>
</thead>
<tbody>
<tr>
<td>spalding, francis</td>
<td>Route</td>
<td>Thu 04/17/2008 13:40:57 EDT</td>
<td>Tue 05/13/2008 12:41:28 EDT</td>
</tr>
</tbody>
</table>

If you have any questions about this email, please contact francis spalding
at spald003@umn.edu, who initiated this action.

If you have any questions about this email, please contact the eRA Help Desk at our preferred
method of contact http://ithelpdesk.nih.gov/era/ or call 1-866-504-9552 (tty: 301-451-5939) or
commons@od.nih.gov <mailto:commons@od.nih.gov>.

Please access the NIH Commons Demo at https://commonsdemo-era.nih.gov/commons-demo/
Submission to SPA

- No paper copy needed!
  - Email to SPA the PRF# and PI’s last name in subject line to your SPA office
  - Include EGMS proposal # or budget sheet with email
  - eSNAP is subject to the same 24 submission deadline as the 2590 paper copy.
  - If the PRF is routed electronically, fax the signed PRF to SPA at x44843 at the same time the email is sent.

- SPA will do the standard administrative review.
- PI or assistant must make changes if necessary
- SPA submits to NIH before the deadline.
Help along the way – EGMS

New Proposal Set-up

Use this page and the next two pages to enter the basic information (sponsor and title, for example) needed to set up this proposal. Enter the data below and use the Next or Finish button at the bottom of each page to continue proposal setup.

Form Style

☐ NIH Continuation (2590 Kit)

☐ NIH New (398 Kit)

☐ Use for NIH calculations only. See EGMS News

☐ NSF kit

☐ Standard Generic

What does Form 398 mean?

What if this is a Grants (HIV) proposal?

What if it is not a specific sponsor's proposal?

Project Name/Number/Budget

Principal Investigator

Funding Agency

Prepared by

Program Name

SF 424 (R&R) Budget

Subtotals

Cost Category Subtotal

Direct Costs:

Indirect Costs:

Other Allowable Costs

Other Unallowable Costs

Siemens Medical Innovations

University of Minnesota

Driven to Discover™
More help

- The University of Minnesota’s eSNAP User Guide is your blueprint for a successful submission. It can be found at: [http://www.ospa.umn.edu/GrantGov/eSNAP.htm](http://www.ospa.umn.edu/GrantGov/eSNAP.htm). Check the SPA page for other helpful tools to use as a resource for your eSNAP proposal.

- Complete your budget in EGMS. Select the NCG option/budget only.
Take a test drive of eSNAP

• Check out the eRA Commons demo site at https://commonsdemo.era.nih.gov/commons-demo/
Next Steps

• Set up an eRA Commons account for staff who will be working with eSNAP.
• PI/PD give access through Delegate PI access to staff who will be working on eSNAP.
• Have a copy of the eSNAP guide handy for reference in paper or electronic format.
Conclusion

- Start the proposal process early
- Complete the electronic application package. Create a budget in EGMS or paper copy to submit with package.
- Route the application with associated PRF to be in compliance with SPA deadline.
- Track your application through the NIH eRA Commons.
Resources

• eRA Commons helpdesk: phone 301-402-7469 or http://ithelpdesk.nih.gov/eRA

• The SPA webpage has an eSNAP section: www.ospa.umn.edu

• Check RNO for the most recent articles: http://researchnewsumn.wordpress.com/

• NIH has released a new eSNAP user guide: http://era.nih.gov/docs/eSNAP_UG_v2.25.0.0_041210.pdf

• Your Grant Administrator