

**NIH eRA Commons Presentation**  
(“eCommons” for short)

Submitting an **NIH Progress Report and JIT info** through “eCommons”:  
(<https://commons.era.nih.gov/commons/>)

1. **ELECTRONIC** – not “completely” – signed **Financial Disclosure Form** @ Proposal Submission & Progress Report Submission. Also, **IRB or ACUC approvals from other Non-UMC key personnel** on the project (ie. Subcontractors) – **must supply hard copy to the OSPA satellite office.**
2. **NIH DEMO SITE & eSNAP User Guide** – 2 years old (NIH does NOT plan to update)
  - a. May or may not be 100% accurate
  - b. Stay open minded – play within the Demo site
  - c. **SIMPLE but** until we actually process something, we will not be for certain how everything works.
3. **Confusion** – when UMC begins to submit NIH “**Proposals**” electronically – we will be **submitting through grants.gov** (this feeds into eCommons). **UNLIKE** the eSNAP Progress Reports & JIT– submitted directly through the NIH eCommons site.  
(ONLY “**SNAP**” Progress Reports can be submitted via eSNAP in eCommons)
4. Submitting an NIH PROPOSAL through grants.gov – **PI MUST Register in eCommons prior to submitting an NIH proposal through grants.gov.**
  - a. **REGISTER NOW** in eCommons (both PI & Departmental People)
    - i. **Departmental Staff:**
      1. Send e-mail to [grantsdc@missouri.edu](mailto:grantsdc@missouri.edu):
        - a. Name
        - b. e-mail address
        - c. **Indicate** you want ASST access
        - d. (PI’s – also need DOB & Soc Sec #)
        - e. **Once Registered:** you will receive an e-mail –
          - i. **MUST follow directions in the e-mail to complete the registration process. Do NOT ignore this e-mail.**
      - ii. As long as you are registered in eCommons, the PI will have the ability to designate (choose) who can “assist” (ASST) with his/her proposal (within the system). If you are NOT registered, the PI will have to give you his/her login information for you to access into his/her information within eCommons.
    - b. **PIs with current NIH awards** are probably already **registered in eCommons** b/c this is how they have been able to **review** their “**comments**” BUT **check** with them to **BE SURE!!**
5. NIH has decided to **shorten the time from Proposal Submission to Award** by **changing the submission dates** for **each cycle** to **almost a month later.**

NIH Notice: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-080.html>) – Submission Cycle Changes for 2006 for the R15 proposals (Feb. 25, June 25, & Oct 25 **IF** submitted electronically – if NOT submitted electronically, the Feb. 1, June 1, & Oct. 1 deadlines apply)

\*\*\***eSNAP Progress Reports** (eSNAP ONLY) – if submitted electronically – DUE 15 days LATER (ie. Dec. 15). If submitted Hard Copy – due 1<sup>st</sup> of month (ie. Dec. 1<sup>st</sup>)

\*\*\***Electronically submitted eSNAP Progress Reports & New Proposals** will NOT be due at the same time.  
ie. 15<sup>th</sup> of month – eSNAP Progress Reports / 25<sup>th</sup> of month – Proposals)
6. **SPECIAL NOTE:** files **MUST** be uploaded in pdf format on **DEMO** site only:
  - a. **Live eCommons** – Files **CAN** be uploaded as Microsoft Word, text or pdf files. It will convert the documents to pdf – but they will always be stored in NIH system in pdf format
7. **CAUTION:** do NOT wait until the last minute for these submissions!!!!  
**New Process** – don’t know how long these will take and if there are any hold ups we need to have time to make the corrections.

## 8. Useful Links :

<https://commons.era.nih.gov/commons/> (eCommons site)

[http://era.nih.gov/Docs/eSNAP\\_UG\\_August2003.pdf](http://era.nih.gov/Docs/eSNAP_UG_August2003.pdf) - eSNAP User Guide

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-080.html> - CHANGE in SUBMISSION DATES for R15 NIH Proposals.

<http://era.nih.gov/commons/index.cfm> - Support Page (eSNAP User Guide; eRA Commons User Guide; FAQ's; Other info here)

<http://grants.nih.gov/grants/funding/2590/2590.htm> - Progress Report Link

<http://era.nih.gov/ElectronicReceipt/> - NIH grants.gov transition plan timeline

## NIH eCommons Demonstration

### 1. <https://commons.era.nih.gov/commons/>

- a. Clk on “**Demo Facility**” link (*Commons Demonstration Site* across the top – you know you are on the “Demo” site and not the live site)
  - i. Click on “**Create a Demo Account**” link to set up a Demo acct.

**\*\*\*\*NOTE: eCommons states that the PI has the option to submit their own JIT & Progress Report – UMC Business Policy does NOT allow this therefore, we are not set up for this, so this function is NOT an option for our PI's.**

### 2. “**Personal Profile**” tab – PI needs to **fill out** as soon as he/she **registers** in eCommons

- a. **Information provided here is flowed, as appropriate, to proposal applications (such as eSNAP)**
- b. NIH is using “some data” contained in their databases, so PI may find info already listed in areas like the “Employments” section – they can check/edit info, if needed – be sure to Clk “SUBMIT”, if changes are made – this will save the changes.
- c. **Different tabs across the top–**
  - i. **Personal Info**
  - ii. **Race/Ethnicity**
  - iii. **Reviewer Address**
  - iv. **Residential Address**
  - v. **Degrees**
  - vi. **\*\*\*\*Publications – Pre-populates the publication component of eSNAPs and future electronic applications**

### 3. “**Administration**” tab – PI can delegate PI updating authority (ASST role) to other registered eCommons users (can be more than one). (Clk on “Accounts” tab)

- a. “**Delegate PI**”
  - i. Individual has authority to **edit/update** any of the PI's eSNAP grants
    - i. **Access to “eSNAP” link – (NOT “Personal Profile” link)**
  - ii. **Highlight person to assist** from the drop down – Clk “**Assign**”
  - iii. Confirmation Message – Clk **SAVE**
  - iv. “**Delegate Assigned Successfully**” message rec'd.
- b. “**Delegate PPF**” Edit
  - i. Individual has authority to edit PI's Personal (Professional) Profile (bio info)





- i. **Save** (if changes)
- j. **Designate as Complete**

iv. **Research Subject –**

- 1. **Human/Animal Subjects** section
- 2. Answer questions
- 3. **EXEMPTION #** - must be filled in, if “yes” (GCA confirms # with IRB)  
(**Exemption 4 statement NOT in Live Site** – shouldn’t be in DEMO or User Guide)
- 4. **Animal Subjects** – automatically filled in, if animals originally part of grant
- 5. Clk **SAVE**
- 6. **Designate as Complete**

ii. **SNAP Questions & Checklist**

- 1. Regular **SNAP Questions** (like in the past)
- 2. **Inventions/Patents** (if applicable)
- 3. **Program Income** (if applicable)
- 4. **F&A**
  - a. **IF change in performance site that will affect F&A costs**
- 5. **SAVE**
- 6. **Designate as Complete**

iii. **Inclusion Enrollment**

- 1. **Filled out if activities involving Human Subjects were performed at any time during the preceding budget period**
  - a. **Open each hyperlink (provided for the required reports) to open the Inclusion Enrollment Report Table page**
    - i. **Complete the required info**
    - ii. **Clk SAVE (to update the info)**
    - iii. **Designate as Complete**

iv. **When all tabs have been “Designated as Complete”**

- 1. Clk **“Manage eSNAP”** tab
- 2. Clk **“Validate”** – this checks the required data fields
- 3. **Error Message** – shows each field w/ incorrect or missing info
- 4. **Go back & fix errors** – clk **Validate** again.
- 5. Must receive **“No Errors Found on Validation”** prior to next step
- 6. **Click on “View eSNAP Report” link** –
  - a. **Print out OR Save electronically**
    - i. **GCA will do this for their records**
- 7. Clk **ROUTE** (optional – you could just send an e-mail to the GCA but clicking **ROUTE** is much easier)
  - a. **Select GCA from drop down**
  - b. Enter **“comment”**, if desired (**ie. Ready to go!!**)
  - c. Clk **Submit**
  - d. Principal Investigator/Program Director Assurance pops up – Clk **“I Agree”**
  - e.

? Icons do NOT work in Demo – in live site, you can click on the ? and an explanation is provided.

Check out Page 15 of User Guide - List of explanations of different “actions” that are very helpful.

