

Grants.gov, ERA Commons, System for Award Management (SAM) and Subcontracting Overview

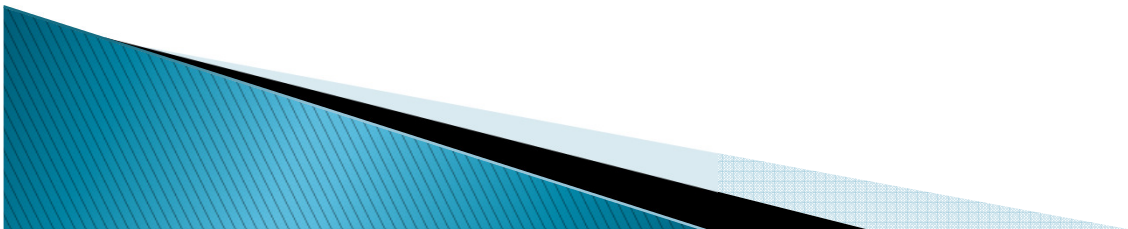
Eighth H3Africa Consortium Meeting
May 14–16, 2016
Dakar, Senegal

Deanna Ingersoll and Chris Darby
NHGRI Grants Administration Branch

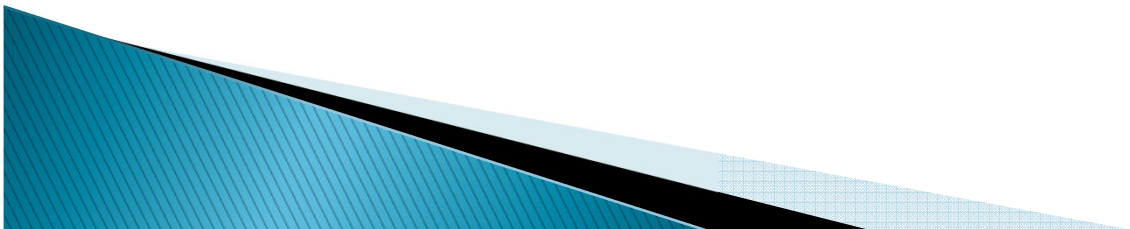


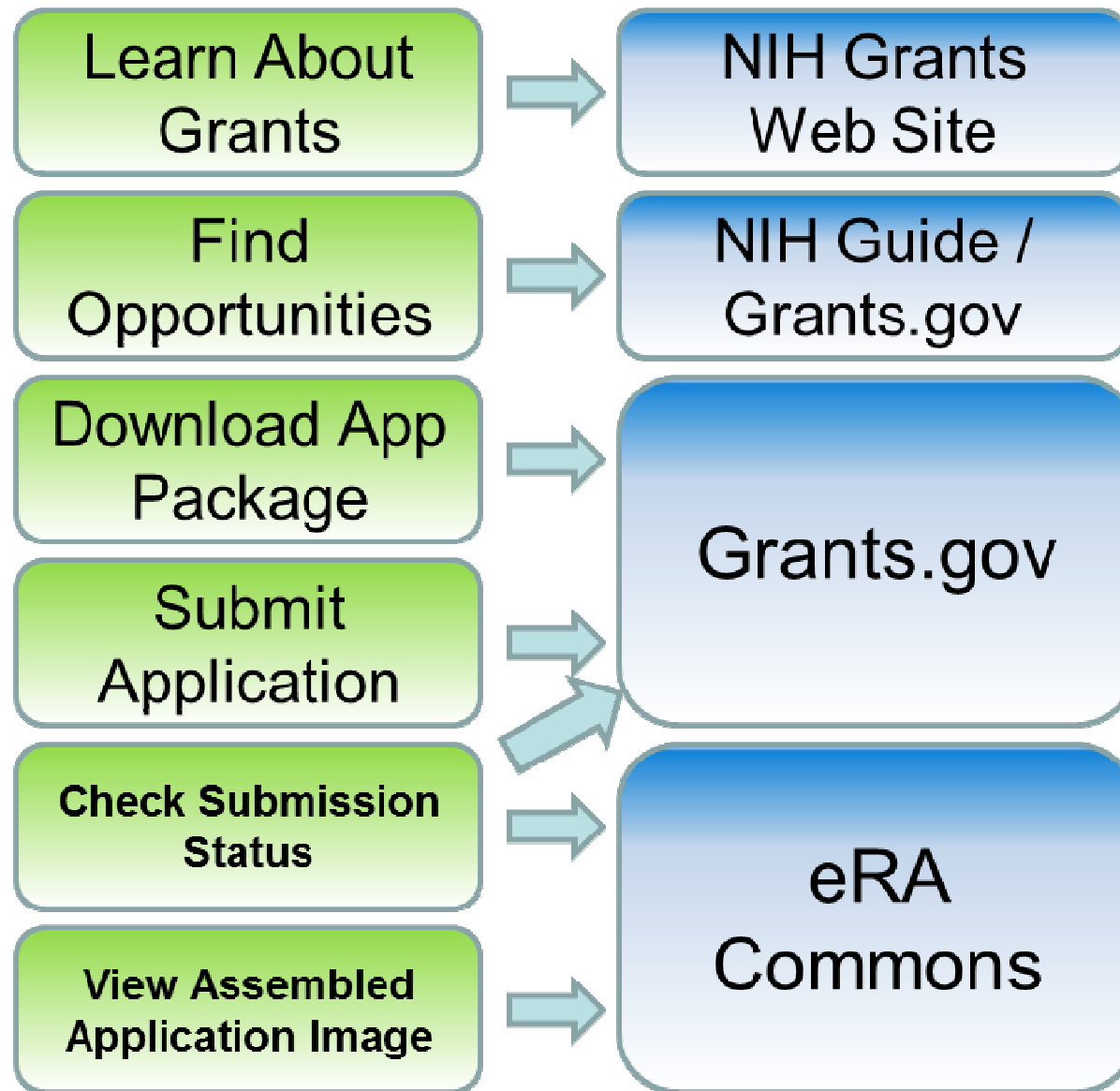
What's the Plan?

- ▶ Grants.gov (brief overview of requirements)
- ▶ DUNS
- ▶ NCAGE Code
- ▶ Who is SAM?
- ▶ SAM registration
- ▶ What is eRA Commons?
- ▶ When will I use the Commons?
- ▶ The Commons Registration Process
- ▶ Commons Roles
- ▶ Subcontracts



Electronic submission via
Grants.gov is required for ALL
competing grant applications





eSubmission Website

The screenshot shows the NIH Grants & Funding website. The main navigation bar includes links for HOME, ABOUT GRANTS, FUNDING, POLICY & COMPLIANCE, NEWS & EVENTS, and ABOUT OER. The page title is 'How to Apply - Application Guide'. Below the title, there is a paragraph explaining the purpose of the guide and a link to 'Using Our New Application Guide'. A red box highlights the following sections:

- Prepare to Apply and Register**
 - Understand Key Systems and Roles
 - Get Registered!
 - Find and Understand Funding Opportunities
 - Identify the Type of Application Submission
 - Choose a Submission Option
 - Obtain Software
- Format and Write**
 - Write Your Application
 - Develop Your Budget
 - Format Attachments
 - Refer to Table of Page Limits
 - Utilize Biosketch, Data Tables and Other Format Pages
- Submission Process**
 - Submit, Track and View Your Application
 - Learn How We Check Your Application for Completeness
 - Submit a Changed/Corrected Application
 - Submit a Reference Letter
- Due Dates and Submission Policies**
 - Due Dates
 - Submission Policies
 - Guidelines for Applicants Experiencing System Issues

Below the highlighted sections, there is a section for 'Form Instructions (forms are posted with the funding opportunity announcement)' and a link to 'Forms Version C'. At the bottom, there is a note about instructions for due dates on and between January 25, 2016 and May 24, 2016. On the right side, there is a section for 'After Submission' with links to Receipt and Referral, Peer Review, Pre-award Process, and Post-award Monitoring and.

<https://grants.nih.gov/grants/how-to-apply-application-guide.htm#prepare>

Two Systems Working Together

Grants.gov

The Federal government's single online portal to find and apply for Federal grant funding.

Used by all 26 Federal grant-making agencies.

IMPORTANT:

Each system has its own registration and application requirements.



eRA Commons

Electronic Research Administration system that allows applicants, grantees, and Federal staff to access, share and transmit information related to applications and awarded grants.

Used by NIH and other HHS components

Registration

Grants.gov

- Applicant organizations only
- Registration user guides, tutorials, and checklists
<http://www.grants.gov/web/grants/register.html>
- **No registration needed to find opportunities or download application forms**

eRA Commons

- Applicant organization, Signing Official (SO) & Project Director/Principal Investigator (PD/PI)
- Prepare to Apply and Register
<http://grants.nih.gov/grants/ElectronicReceipt/preparing.htm#4>

Adobe Reader

- Only specific Adobe Reader versions are compatible with Grants.gov forms

Grants.gov Download Software

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

PDF Conversion Programs

- Attachments *must* be converted to PDF
- NIH PDF guidelines and tips:
http://grants.nih.gov/grants/ElectronicReceipt/pdf_guidelines.htm

Grants.gov – Registration Checklist

<http://www.grants.gov/web/grants/applicants/organization-registration.html>

- ▶ **STEP 1: Obtain DUNS Number** (<http://fedgov.dnb.com/webform>)
 - Dun & Bradstreet (D&B) provides a D–U–N–S Number, a unique nine digit identification number, for each physical location of your business.
- ▶ **STEP 2: Obtain NCAGE code:**
 - Non–US entities must first obtain a North Atlantic Treaty Organization (NATO) Commercial and Governmental Entity (CAGE) code from the appropriate source, also known as NCAGE code.
(<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>)
- ▶ **STEP 3: Register with SAM**
 - The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page.
(<https://www.sam.gov/portal/SAM/##11>)

Grants.gov – Registration Checklist

▶ **STEP 4: Grants.gov Registration**

- Authorized Organizational Representative – Create a Username and Password that will serve as an “electronic signature” for application submission. <http://apply07.grants.gov/apply/OrcRegister>
- Same day process!

▶ **STEP 5: AOR Authorization**

- E-Business POC (e-Biz POC) signs into grants.gov to approve the AOR status. Only the e-Biz POC can approve AORs.
- Same day process!

▶ **STEP 6: Track AOR status**

- When your E-Biz POC approves your request to become an AOR, Grants.gov will send you a confirmation email. Once you are authorized by your E-Biz POC you have completed the Organization Registration Process.

DUNS Registration

► Obtain DUNS Number

(<http://fedgov.dnb.com/webform>)

- Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.
- Requests from Non-U.S. entities take 1-2 business days.



Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Our Preferred browser is Internet Explorer 7, 8 or 9. DO NOT USE: Chrome, Firefox & Edge

**Begin D-U-N-S Search/
Request Process**

**About the D&B
D-U-N-S Number**

**Frequently Asked
Questions (FAQ)**

**D&B, SAM, Grants
Contacts**

**D&B's Privacy
and Data Policy**

Accessibility

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com. Adding govt@dnb.com to your address book may help prevent our emails from being inadvertently blocked.



Decide with Confidence

D&B DUNS Numbers™

for US Government
Contractors & Grantees

[Company Lookup >](#) [Search >](#)

Search

Fill out the following information to search for your company.

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dnb.com

SENEGAL

[Continue](#)

[D&B D-U-N-S Request
Home Page](#)

[About the D&B
D-U-N-S Number](#)

[Frequently Asked
Questions \(FAQ\)](#)

[D&B, SAM, Grants
Contacts](#)

[D&B's Privacy
and Data Policy](#)

[Accessibility](#)

Enter the following information for companies located in SENEGAL and click the submit button to execute your search.

Business Name

Street

City

Phone



[Click here for a new image](#)
[Click here to listen to audio](#)
[Click here to download wav file](#)

Enter the verification code shown:

This is to prevent automated registrations

[Submit](#)

Helpful Hint: Remember business name in **DUNS** registration should match business name in **EIN** and **SAM** registration

NATO Commercial and Governmental Entity (NCAGE) Code

► Purpose

- Registrants located outside of the U.S. are required to include a NATO Commercial and Governmental Entity (NCAGE) Code on their **SAM registration**, or it will be considered incomplete. All countries outside of the U.S. need this number, not just NATO countries.
- The Code is a five-character ID number used extensively within the United States federal government. It is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location (from <https://www.sam.gov/>)

► Form and Instructions

- The form and instructions can be found at: [NCAGE REGISTRATION and UPDATING PROCEDURES](#)

Who is SAM?



- ▶ *System for Award Management*
- ▶ The Official U.S. Government system that consolidated the capabilities of:
 - * Central Contractor Registry (CCR)
 - * Federal Agency Registration (Fedreg)
 - * Online Representations and Certifications Application (ORCA)
 - * Excluded Parties List System (EPLS)
- ▶ There is NO fee to register with SAM.gov.
- ▶ The overarching benefits of SAM include streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.

SAM Registration



- ▶ **How Long?**
 - 3–5 business days if you already have a Tax Identification Number (TIN).
 - Up to 2 weeks if you are applying for an Employer Identification Number (EIN).
- ▶ **Who should register?**
 - Your organization must be registered with SAM. If not already registered, your Authorized Organization Representative (AOR) should begin the registration process for the organization.
 - If you were previously registered in CCR you will need to go to SAM to create a SAM account.
 - Your e-mail address will link your new SAM account with your old CCR info.

How do I Register?



Steps for Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Personal Account and Login
3. Click “Register New Entity” under “Manage Entity”
4. Select type of Entity
5. Select “No” to “Do you wish to bid on contracts?”
6. Select “Yes” to “Do you want to be eligible for grants and other federal assistance?”
7. Complete “Core Data” -----> “Core Data”
8. Complete “Points of Contact”
 - ✓ DUNS
 - ✓ Business Info
 - ✓ NCAGE Code
 - ✓ General Information
 - ✓ Financial Information
 - ✓ Executive Compensation
 - ✓ Proceeding Details
9. Wait for registration validation

Remember – SAM must be renewed yearly!



USER NAME	PASSWORD	
<input type="text"/>	<input type="password"/>	<input type="button" value="LOG IN"/>
Forgot Username?	Forgot Password?	
Create an Account		

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

New! Use the SAM Status Tracker to:

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

WHAT IS SAM?

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

Update: The [SAM.gov February 26, 2016 release notes](#) are posted. Remember, you can find release notes for all SAM.gov software releases at SAM.gov > General Info > News > Release Notes.

Password reset reminder: Please note that SAM user account passwords need to be updated periodically to meet security standards. Instructions to reset your password can be found in the [SAM User Guide](#). Choose a unique and strong username and password. Do not share your password and always log off when you step away --- it only takes a moment for someone to steal or change the password.

USER GUIDES/HELPFUL HINTS

Find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the **HELP** tab.

Use the [SAM Status Tracker](#) to check your SAM entity registration status.

Federal Service Desk


Search FAQs or request additional help at the [Federal Service Desk](#).

ATTENTION EXTRACT AND WEB SERVICE USERS

Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request. Visit the [openIAE GitHub site](#) for more information about SAM's data, web services, and [RESTful API](#).

Create an Account: SAM

[View assistance for Create an Account~Choose Account Type](#)



[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

HOMESEARCH RECORDSDATA ACCESSGENERAL INFOHELP

Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account if you need to:





- Perform tasks such as register or update your entity (legacy CCR/FedReg and ORCA functionality)
- Create and manage exclusion records (legacy EPLS functionality)
- View For Official Use Only (FOUO) level data for entity registration records
- Save search criteria to run at a later time
- Request non-public data access as a Federal government user

System Account Details

Create a System User Account if you need to:


- Request non-public data access for a Federal government system
- Automate a system pull of non-public data
- Perform data transfer from SAM to your Federal government system

SAM | System for Award Management 1.0IBM v1.P.46.20160226-1435WWW7



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Search Records Screen: SAM



SYSTEM FOR AWARD MANAGEMENT

USER NAME

PASSWORD

LOG IN

Forgot Username?

Forgot Password?

Create an Account

HOMESEARCH RECORDSDATA ACCESSGENERAL INFOHELP

Search Records

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

QUICK SEARCH:

Enter your specific search term

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

Enter DUNS number ONLY

CAGE Code Search:

Enter CAGE code ONLY

SEARCHNeed Help?

ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.





ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

SAM | System for Award Management 1.0

IBM v1.P.46.20160226-1435
WWW7



Note to all Users: This is a Federal Government

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Getting Help: SAM

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO **HELP**

Help

- FAQs
- User Guides
- Demonstration Videos
- Exclusions Information
- External Resources

FAQs

General FAQs

Frequently Asked Questions (FAQs)

This page provides answers to the most frequently asked SAM questions. You can perform a search for a question or filter the questions to a functional area. Please visit the Federal Service Desk (FSD) website for more help with SAM and other GSA IAE systems: www.fsd.gov

- [Who do I contact with additional questions on TIN \(Taxpayer Identification Number\) validation?](#)
Answer : If you are having problems with TIN mismatches in SAM concerning your Employer Identification Number, please contact the IRS at 1-800-829-4933. If you are having problems with T...
- [I manage multiple entity registrations in SAM. Can I link all my DUNS numbers to my user account?](#)
Answer : Yes. You only need one account to manage all of your SAM entity registrations. If a DUNS record is not already registered in SAM, select Register New Entity from the left navigation ...
- [I want to assign my claims to another source. How do I do that?](#)
Answer : The standard procedure is if a contractor assigns his or her payments, the contract needs to be modified to identify the assignee. That identification needs to include the assignee's DUNS ...
- [Do I need to fill out the Disaster Relief Contractor Data Elements?](#)
Answer : This section is optional for those contractors wishing to do business with the federal government, such as agency (FEMA), in the event of a natural disaster...
[eport File' link that is under the 'Service Contracting Rep...](#)
ultiple actions enabled for SCR, you may want to consider using the 'Service
ompleting and submitting one SCR at a t...
- [How do I validate the...](#)
Answer : Please refer certification by the off...

**SAM.gov is supported by the
Federal Service Desk**
<https://www.fsd.gov>

Telephone Numbers:
US Calls: 866-606-8220
International Calls: +1 334-206-7828
DSN: 94-866-606-8220

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What is eRA Commons?



- ▶ Web interface between NIH and the grantee community
- ▶ Enables us to conduct our research administration business electronically
- ▶ Allows grantees and federal staff to access, share and transmit administrative information related to grants

When will I use the Commons?

Pre-Award
Process



Post-Award
Process



Closeout
Process

- ▶ Check Application status
- ▶ Submit Just-in-Time (JIT)
- ▶ Prepare Research Performance Progress Reports (RPPR)
- ▶ Prepare Financial Status Report
- ▶ Prepare FFR, Final RPPR, Invention Statement and Certification, and population tracking data

eRA Commons Institutional Registration

- Most institutions are already registered in eRA Commons
- One-time online registration
- Takes 2-4 WEEKS
- Must be completed by a Signing Official
- Information is entered online and electronically sent to NIH <https://commons.era.nih.gov/commons/>

Commons Login ?

*Required field(s)

*Username

*Password

(For External Users Only)

(For External Users)
[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ?

Select..

Federal User Login [Here](#)

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://grants.nih.gov/support>

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Welcome to the Commons

System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

Commons Related Resources

- **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#).
- **Demo Facility:** [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

Privacy Act Statement

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Use of the eRA Commons website requires gathering personal information as part of the NIH grant proposal submission and administration process. Grant proposals are treated as confidential until awards are made. Upon award, the title, principal investigator name(s), abstracts, and award amount are disclosed publicly. Other information may be made available within and outside the NIH through routine uses, as described in SORN 09-25-0036, or, subject to the provisions of the Freedom of Information Act 5 U.S.C. 552. Your activity while using this site is not anonymous: to protect the site, NIH tracks the IP address and login information that is used for access, as well as the individual pages you visit. The IP address is used to help verify user ID and to provide information specific to the user's interest and/or to respond to user queries. A more detailed notice is provided [Here](#).

[Register Grantee Organization](#)

About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Commons Quick Queries](#)



Online Registration

Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Contact SO will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once contact SO has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

[Register Now](#)

Register Institution ?

Online Registration

Welcome to the ERA Commons On-Line Registration Process.

Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

* indicates required field

Institution Information

Institution Name :*	<input type="text"/>	Closeout E-mail :*	<input type="text"/>
DUNS Number :*	<input type="text"/>	NoA E-mail :*	<input type="text"/>
Street 1 :*	<input type="text"/>	City :*	<input type="text"/>
Street 2:	<input type="text"/>	State :*	<input type="text"/>
Street 3:	<input type="text"/>	Zip Code :*	(20873) or (208733423)
Street 4:	<input type="text"/>	Country:	UNITED STATES <input type="text"/>

Accounts Information

Principal Signing Official

Name Prefix:	<input type="text"/>
First Name :*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name :*	<input type="text"/>
Title :*	<input type="text"/>
User Name :*	<input type="text"/>
Phone :*	<input type="text"/>
Fax :	<input type="text"/>
E-mail :*	<input type="text"/>

Accounts Administrator

This entire section is optional; however if any information is entered then all required fields must be entered

Name Prefix:	<input type="text"/>
First Name :*	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name :*	<input type="text"/>
Title :*	<input type="text"/>
User Name :*	<input type="text"/>
Phone :*	<input type="text"/>
Fax :	<input type="text"/>
E-mail :*	<input type="text"/>

Save Reset Cancel



U.S. Department of Health & Human Services



Commons

A program of the National Institutes of Health

[Home](#)

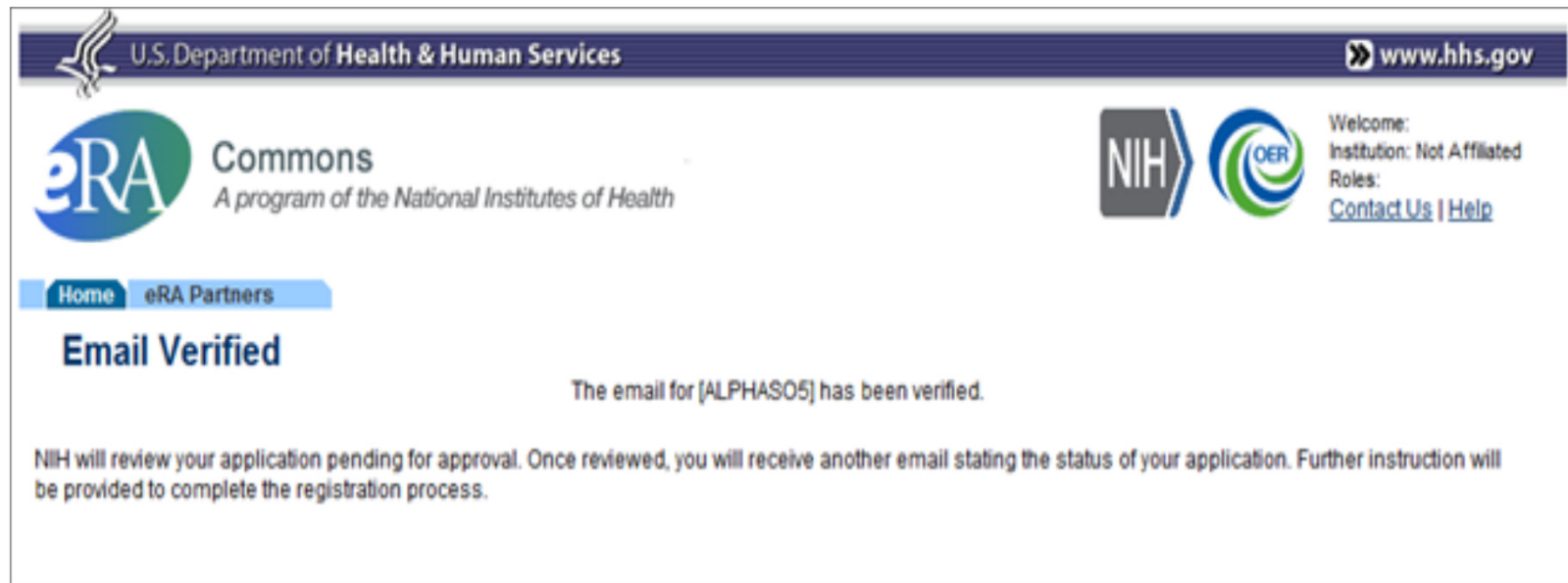
[eRA Partners](#)

Online Registration

Your registration request has been successfully submitted to Agency. An e-mail will be sent to you shortly. Please follow the instructions in the e-mail in order for NIH to verify your institution's e-mail address.

[Return Home](#)

NIH reviews the registration, which is now pending approval, and displays the Email Verified screen.



Once the NIH has reviewed the registration request, a second email is sent stating the status of the application (either approved or rejected). If the request is rejected, an email is sent notifying you of the reason.

If approved, select the hyperlink in the e-mail message to confirm the registration process and open the IPF Assignment View.

The screenshot shows the eRA Commons web interface. At the top, there is a header for the U.S. Department of Health & Human Services with the URL www.hhs.gov. Below this, the eRA Commons logo is displayed, along with the text "A program of the National Institutes of Health". To the right, there are logos for NIH and OER, and a welcome message: "Welcome: Institution: Not Affiliated Roles: Contact Us | Help". A navigation bar includes "Home" and "eRA Partners". The main content area is titled "IPF Assignment View" with a help icon. Below the title, a message states: "NIH has approved your registration and linked your registration with NIH's database. Does the information below correctly match your institution?". This is followed by a "Confirm Institution Registration" section containing a table with the following information:

Registration Institution Name:	YOMI7417
NIH Institution Name:	YOMI7417
Request Date:	2016-02-03 12:51:33

At the bottom of the table, there are two buttons: "yes" and "no".

After the SO confirms the Registration request, an email is sent containing the User ID and temporary password. Once the SO has re-logged in to Commons and changed the password, the Registration Information screen is displayed.

File Message Adobe PDF

Ignore X Reply Reply Forward Meeting To be read To Manager
Junk Delete All IM Team E-mail Done
Delete Respond Quick Steps Move Actions Mark Categorize Follow Translate Find
Unread Tags Up Select Zoom

From: ☐ Darby, Chris (NIH/NHGRI) [E]
 To: ☒ Ingersoll, Deanna (NIH/NHGRI) [E]
 Cc:
 Subject: Commons Demo Account Created

Sent: Wed 4/13/2016 2:47 PM



Home eRA Partners

Create a New Demo Account ?

Your Sample Institution has been created with the Accounts and Passwords listed below. Please write down this information and login to the NIH Commons Training/Demo Facility using this information. Like NIH Commons, you will be asked to change your password the first time you login. Once you have successfully authenticated, you will be able to use the NIH Commons in the same way as you would the production version.

SO User Name : DarbyChSO

PI User Name : DarbyChPI

SO Password : trainso1\$

PI Password : trainpi1\$

[Continue](#)

[Privacy Act Statement](#) | [Accessibility](#) | [Disclaimer](#)



National Institutes of Health (NIH)
 9000 Rockville Pike
 Bethesda, Maryland 20892



Department of Health
 and Human Services

© 2016 NIH. All Rights Reserved.
 Screen Rendered: 04/13/2016 02:45:15 EDT
 Screen Id: COM0026@2051
 Version: 3.26.00

Chris A. Darby
 Grants Management Specialist

See more about: Darby, Chris (NIH/NHGRI) [E].



Commons

A program of the National Institutes of Health



Registration Information

In order to protect the confidentiality of certain information, access to the secure eRA Commons server is limited to authorized users. The registration of authorized eRA Commons users will be administered by the Principal Signing Official, or their designee, serving as the grantee organization Commons Accounts Administrator.

The grantee organization Principal Signing Official serving as administrator of the Commons accounts, and signatory of this form, should be the Official with institutional authority in so far as legally binding grants administration actions with the NIH are concerned, including serving as the grantee organization authority responsible for submission of grant applications to the NIH. As Commons Accounts Administrator, this Official will have the authority to create, modify and delete Commons accounts for additional Signing Officials, Administrative Officials, Principal Investigators, Program Directors, and other scientific and/or administrative staff for the grantee organization.

Solely for the purpose of facilitating administration of Commons accounts, and distinct from submitting grant applications to the NIH, the Principal Signing Official can extend authority to a Primary Commons Accounts Administrator. Designation of such a Primary Commons Accounts Administrator can be acknowledged herein, as detailed below, so long as both Principal Signing Official and Primary Commons Accounts Administrator are signatories of this form.

Institution Information

Institution Name:	YOMI7417	Closeout E-mail:	eRATest@mail.nih.gov
FAX Received:	No	NoA E-mail:	eRATest@mail.nih.gov
Duns Number:	963214780	City:	BETHESDA
Street 1:	TEST	State:	MD
Street 2:		Zip Code:	20817
Street 3:		Country:	
Street 4:			
IPF Code:			

Principal Signing Official

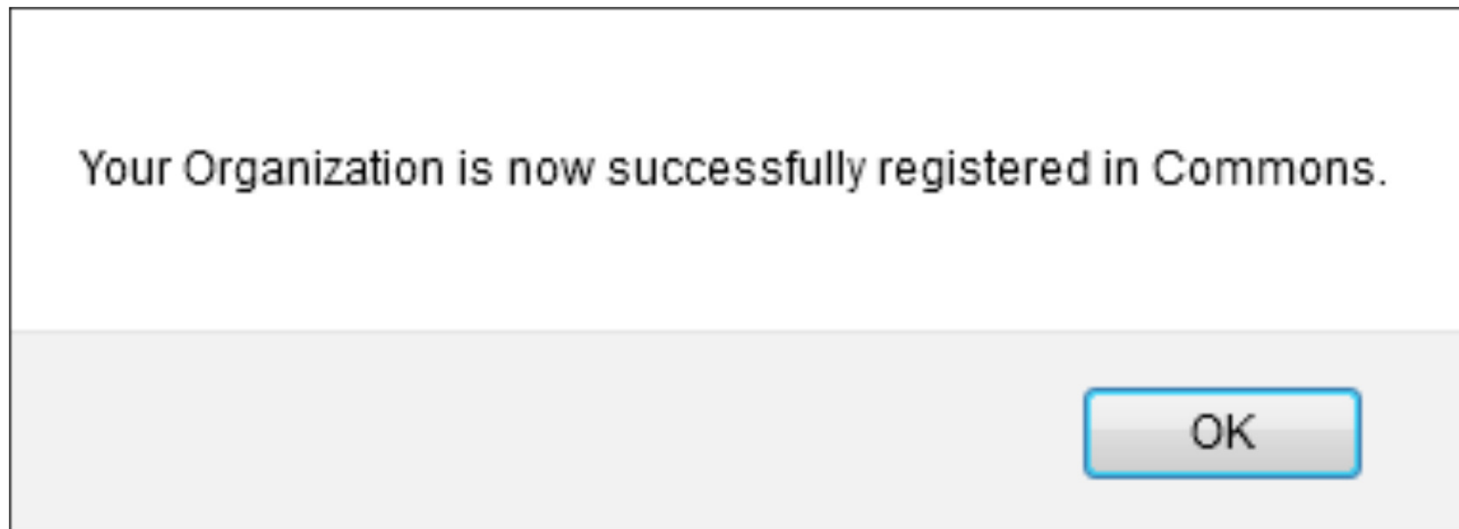
Name Prefix:	
First Name:	TestSO
Middle Name:	
Last Name:	AcidSO
Suffix:	
Title:	CEO
User Name:	ALPHASO5
Phone:	000-000-0000
Fax:	
E-mail:	eRATest@mail.nih.gov

Accounts Administrator

Name Prefix:	
First Name:	TestAA
Middle Name:	
Last Name:	TestAA
Suffix:	
Title:	Executive
User Name:	BETAAA5
Phone:	000-000-0000
Fax:	
E-mail:	eRATest@mail.nih.gov

By clicking the "Accept" button, you acknowledge responsibility for maintaining the security and confidentiality of the grantee organization's information through the administration of all Commons accounts established for the grantee organization.

Once the SO has electronically signed the registration request, the organization will be active in Commons.



What is an eRA Commons “role”?

- ▶ The functions available to users are based on the “role” associated with their account
 - http://era.nih.gov/files/eRA_Commons_Roles.pdf
 - A single account should not have both the PI and SO roles. A person that needs both roles should have two separate accounts (one with the PI role and one with the SO role)
 - If a PI serves as a Reviewer, their single account can have both the PI and Internet Assisted Review (IAR) roles without any issue

eRA Commons – Roles

- ▶ **Signing Official (SO)**
 - Register the applicant institution in the eRA Commons.
 - Create/edit all Commons accounts.
 - Submit Just in Time (JIT) and grant applications via Grants.gov.
- ▶ **Account Admin (AA)/Administrative Official (AO)**
 - Create/edit Commons accounts.
- ▶ **Principal Investigator (PI)**
 - Edit PI's personal profile.
 - View Notice of Awards for which they are the PI.
 - View Review Outcome information and Summary Statements.
- ▶ **Federal Financial Report (FFR or FSR)**
 - Submit financial status reports.

**** Additional Role Information:** http://era.nih.gov/files/eRA_Commons_Roles.pdf **

How are Roles Established?

- ▶ Signing Official signs into eRA Commons, creates an account with the appropriate role.
- ▶ The individual for whom the account was created receives an email with instructions on how to proceed.
- ▶ Once an Account Administrator role is created, then the AA can also initiate a new account.
- ▶ Principal Investigators get one eRA Commons account that follows them throughout their careers.
 - A single PI account can be “affiliated” with multiple institutions.
 - The PI has access to all of his/her information at each affiliated institution.

Commons Login ?

*Required field(s)

*Username

*Password

(For External Users Only)

(For External Users)

[Forgot Password/Unlock Account?](#)

Federated Institutions/Organizations ?

Select..

Federal User Login [Here](#)

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://grants.nih.gov/support>

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Welcome to the Commons

System Notification Message

All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

Support Related Resources

- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **Electronic Application Submission:** To learn about completing and submitting an electronic grant application and access helpful resources, visit the [Applying Electronically website](#).
- **eRA Home Page:** To find Commons [FAQs](#), [User Guides](#), training materials, and step-by-step instructions for performing tasks in Commons, visit the [eRA website](#).

Commons Related Resources

- **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#).
- **Demo Facility:** [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

Privacy Act Statement

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Use of the eRA Commons website requires gathering personal information as part of the NIH grant proposal submission and administration process. Grant proposals are treated as confidential until awards are made. Upon award, the title, principal investigator name(s), abstracts, and award amount are disclosed publicly. Other information may be made available within and outside the NIH through routine uses, as described in SORN 09-25-0036, or, subject to the provisions of the Freedom of Information Act 5 U.S.C. 552. Your activity while using this site is not anonymous: to protect the site, NIH tracks the IP address and login information that is used for access, as well as the individual pages you visit. The IP address is used to help verify user ID and to provide information specific to the user's interest and/or to respond to user queries. A more detailed notice is provided [Here](#).

Register Grantee Organization

About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Commons Quick Queries](#)



Commons

A program of the National Institutes of Health



Welcome: Deanna Ingersoll
ID: INGERSOLLD50
Institution: NHGRI
Roles: SO BO FCOI FSR
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [Prior Approval](#) [RPPR](#) [FFR](#) [xTrain](#) [xTRACT](#) [FCOI](#) [Admin Supp](#) [eRA Partners](#)

Welcome

Deanna Ingersoll
ID: INGERSOLLD50
Institution: NHGRI
Roles: SO BO FCOI FSR

eRA Service Desk

- Hours: Mon-Fri, 7AM-8PM EDT/EST
- Web:
<http://grants.nih.gov/support>
- Toll-free: 866-504-9552
- Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

System Information Message

All systems are available at this time.

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- Administration** - Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- Institution Profile** - Enables you to view and update institution information [more...](#)
- Personal Profile** - Allows you to update your personal information [more...](#)
- Status** - Allows you to check the status of grants and applications that have been submitted [more...](#)
- RPPR** - Allows you to review the information needed to complete a progress report. See [RPPR Information](#) and [Submitting Progress Reports](#).
- xTrain** - Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

About the Commons

- [Scope and Purpose](#)
- [Frequently Asked Questions](#)
- [Grantee Organization Registration](#)
- [eRA Contacts](#)
- [Enter eRA NIH Commons Demo](#)

Links

- [Commons Support Page](#)
- [RePORT](#)
- [eRA Home Page](#)
- [Electronic Application Submission](#)
- [Grants.gov](#)
- [iEdison](#)
- [Loan Repayment Program](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Commons Quick Queries](#)

Very Important! When trying to contact the eRA Helpdesk make sure you are using the correct contact information. Many users have erroneously been contacting the NIH Helpdesk which does not support the eRA Commons. Our contact information is as follows: Web: <http://era.nih.gov> Email: commons@od.nih.gov Phone: 301-402-7469/866-504-9552 (Toll Free) 301-451-5939 (TTY) Business hours M-F 7am-8pm EST. This will help us to help you better, thanks.

[Privacy Act Statement](#) | [Accessibility](#) | [Disclaimer](#)



National Institutes of Health (NIH)
9000 Rockville Pike
Bethesda, Maryland 20892



Department of Health
and Human Services

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Screen Rendered: 05/10/2016 11:28:24 EDT
Screen Id: COM0001@2035
Version: 3.26.01



Commons Home Page x AMS | Search Accounts x

https://public.uat.era.nih.gov/commons/jsp/account/accountMenu.jsp?menu_itemPath=6011

Apps ITAS Pandora Radio - Liste American Express Log NIHFCU CECU ePMAP eRA Intranet NIH Extramural Intran Home - NHGRI Resou PPIRS Voice mail Other bookmark

U.S. Department of Health & Human Services www.hhs.gov

NIH OER

Welcome: Deanna Ingersoll
ID: INGERSOLLDSO
Institution: NHGRI
Roles: SO BO FCOI FSR
Logout | Contact Us | Help

Home Admin Institution Profile Personal Profile Status Prior Approval RPPR FFR xTrain xTRACT FCOI Admin Supp eRA Partners

Accounts Delegations Account Management Advanced Search Change Password

Account Administration

The Account Administration sub-menu allows users to perform accounts maintenance according to their privileges. Sub-menus are visible to those users with appropriate privileges.

[Privacy Act Statement | Accessibility | Disclaimer]

AMS

Manage Accounts AMS User Reports

Search Accounts ?

Step 1

Step 2

✖ ERROR!

We searched for accounts but **No Records were Found**. Here are several error resolution suggestions.

- Try to broaden your search by **adding more search parameters**.
- Create an account.**

Search Criteria

☐ Search only within my organization ?

NOTE! You must enter at least one search field, besides User Type and Account Status.

User Type: Commons

Account Status: All

User ID:

Last Name: Todd

First Name: Sweeney

Middle Name:

Email:

Roles ?

Search Clear

Create New Account

The SO can create accounts

Back to top

commons_acct_admini...ppt commons_acct_admin.ppt

Show all downloads... 39

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [Prior Approval](#) [RPPR](#) [FFR](#) [xTrain](#) [xTRACT](#) [FCOI](#) [Admin Supp](#) [eRA Partners](#)[Basic Information](#) [Assurances and Certifications](#)

Institution Profile for
NHGRI
NHGRI
IPF Code: 10037016

- ✓ Basic Information
- ✓ Assurances & Certifications

Accounts:

4 Affiliated Accounts

Profile updated:

04/13/2016

ORI Certification Expires:

04/13/2018

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://grants.nih.gov/support>

Toll-free: 866-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Institution Basic Information ?

[Institution Name ?](#)[Institution Contact Information ?](#)[About the Institution ?](#)[Indirect Cost Negotiations ?](#)[Signing Officials and TTO Administrators ?](#)[Institution Address ?](#)[Extramural Technology Transfer Administration ?](#)

Only the Signing Official (SO)
can edit your institutional
profile.

[+ View All](#)[EDIT](#) [VIEW](#)[EDIT](#) [VIEW](#)[EDIT](#) [VIEW](#)[EDIT](#) [VIEW](#)[VIEW](#)[EDIT](#) [VIEW](#)[EDIT](#) [VIEW](#)[+ View All](#)

Institution Profile for
NHGRI
NHGRI
IPF Code: 10037016

- Basic Information
- Assurances & Certifications

Accounts:

4 Affiliated Accounts

Profile updated:

04/13/2016

ORI Certification Expires:

04/13/2018

eRA Service Desk

Hours: Mon-Fri, 7AM-8PM EDT/EST

Web: <http://grants.nih.gov/support>

Toll-free: 800-504-9552

Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

Institutional Assurances and Certifications

Edit Assurances And Certifications

Status

The Office of Research and Integrity Certification Status is: **Assurance OK**

This certification expires on: **04/13/2018**

Assurances and Certifications

This institution complies with all laws, policies and regulations prohibiting discrimination based on:

04/13/2016	<input checked="" type="checkbox"/>	Age Discrimination Assurance
04/13/2016	<input checked="" type="checkbox"/>	Civil Rights Assurance
04/13/2016	<input checked="" type="checkbox"/>	Handicapped Individuals Assurance
04/13/2016	<input checked="" type="checkbox"/>	Inclusion of Children Policy
04/13/2016	<input checked="" type="checkbox"/>	Sex Discrimination Assurance
04/13/2016	<input checked="" type="checkbox"/>	Women and Minority Inclusion Policy

This institution complies with all laws and regulations regarding:

04/13/2016	<input checked="" type="checkbox"/>	ClinicalTrials.gov Requirement
04/13/2016	<input checked="" type="checkbox"/>	Drugfree Workplace Assurance
04/13/2016	<input checked="" type="checkbox"/>	Financial Conflict of Interest
04/13/2016	<input checked="" type="checkbox"/>	Impact of Grant Activities on the Environment and Historic Properties
04/13/2016	<input checked="" type="checkbox"/>	Institutional Debarment and Suspension Assurance
04/13/2016	<input checked="" type="checkbox"/>	Lobbying Assurance
04/13/2016	<input checked="" type="checkbox"/>	Non-Delinquency on Federal Debt Assurance
04/13/2016	<input checked="" type="checkbox"/>	Smoke-Free Workplace

Research at this institution meets all requirements for:

04/13/2016	<input checked="" type="checkbox"/>	Graduate Student Training for Doctoral Degrees (D43, TU2, T15, T32, T37, T90, U2R, U90, and U54/TL1 only)
04/13/2016	<input checked="" type="checkbox"/>	Human Subjects Research
04/13/2016	<input checked="" type="checkbox"/>	PI Assurance
04/13/2016	<input checked="" type="checkbox"/>	Prohibited Research
04/13/2016	<input checked="" type="checkbox"/>	Recombinant DNA, Including Human Gene Transfer Research
04/13/2016	<input checked="" type="checkbox"/>	Research Misconduct
04/13/2016	<input checked="" type="checkbox"/>	Research Using Human Embryonic Stem Cells
04/13/2016	<input checked="" type="checkbox"/>	Research on Transplantation of Human Fetal Tissue
04/13/2016	<input checked="" type="checkbox"/>	Select Agent Research
04/13/2016	<input checked="" type="checkbox"/>	Vertebrate Animals

All Assurances and Certifications are important. Expired Assurances and Certifications will hold up your award.

Edit Assurances And Certifications

Status ?

General Search

Just In Time

Pending Progress Report

Recently Awarded

Recent/Pending eSubmission

Closeout

Change of Institution

Pending Inclusion Action

Re-assign Grant

General Search						
Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
Accession Number						
Grants.gov Tracking #						
PI Name	Last	First				
Application Status	All					
Eligible for FFATA Reporting	<input type="checkbox"/>					
Eligible for Hurricane Sandy Reporting	<input type="checkbox"/>					
Budget Start Date	From	05/10/2015	(MM/DD/YYYY)	To	11/10/2016	(MM/DD/YYYY)
Budget End Date	From		(MM/DD/YYYY)	To		(MM/DD/YYYY)
Organization Hierarchy	School	ALL				
	Division	ALL				
	Department	ALL				
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

Status ?

- [General Search](#)
- [Just In Time](#)
- [Pending Progress Report](#)
- [Recently Awarded](#)
- [Recent/Pending eSubmissions](#)
- [Closeout](#)
- [Change of Institution](#)
- [Pending Inclusion Action](#)
- [Re-assign Grant](#)

General Search						
Grant Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
1	UM1	HG		001234		
Accession Number						
Grants.gov Tracking #						
PI Name		<div>Last: Todd</div> <div>First: Sweeney</div>				
Application Status		All				
Eligible for FTA Reporting		<input type="checkbox"/>				
Eligible for Hurricane Sandy Reporting		<input type="checkbox"/>				
Budget Start Date		From 05/10/2016 To 06/30/2017				
Budget End Date		From To				
Organization Hierarchy		<div>School: ALL</div> <div>Division: ALL</div> <div>Department: ALL</div>				
<div>Search</div> <div>Clear</div>						

Status Hit List

Status Result - General Search ?

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

1- 100 of 1275 1 2 3 4 5 6 7 8 9 10 11 12 13

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
1R01EY000001-01	GRANT10000000P	My Groundbreaking, Life-saving, Medical Research Study	SAWYER, TOM	Withdrawn	07/01/2012	Yes	Show All Prior Errors	Transmittal Sheet
3R01DK000004-01S1		Hypertensive kidney disease: A New Study	CAULFIELD, HOLDEN	Awarded. Non-fellowships only	06/15/2012	Yes		Extension
5R01GM000001-07		The Curious Case of Benjamin Button Syndrome	FITZGERALD, F SCOTT	Awarded. Non-fellowships only	01/01/2013			RPPR
5R01EY000002-05		Study on Genetics and Age-Related Degeneration	FINCH, ATTICUS	Awarded. Non-fellowships only	08/01/2012			Extension Admin Supplements
5R01GM000002-31		A Study in Scarlet Fever	DOYLE, ARTHUR C	Awarded. Non-fellowships only	07/01/2012			Closed
5R01NS000001-13		Scientific Research Study that Will Change the World	FINN, HUCK	Awarded. Non-fellowships only	09/01/2012		Show All Prior Errors	Requires Closeout Transmittal Sheet
5R01EY000003-07		This is a Title of a Sample Grant Proposal and Project	TORRANCE, JACK	Awarded. Non-fellowships only	09/01/2012			
5R01EY000004-03 (MPI)		To Kill a Mockingbird with Contagious Diseases	LEE, HARPER	Awarded. Non-fellowships only	09/01/2012			Admin Supplements
5R01EY000005-03		The Taming of the Flu	SHAKESPEARE, WILLIAM	Awarded. Non-fellowships only	01/01/2013	Yes		
1R01CA000001-01 (MPI)	GRANT10000002P	Portrait of the Artist as a Young Man through Adulthood	JOYCE, JAMES	Council review completed	07/01/2012	Yes	Show All Prior Errors	JIT Times Revised (1) Transmittal Sheet
5R01FD000001-04		Pride and Prejudice and the Human Psyche	BENNET, LIZZIE	No IRG Recommendation	08/01/2012		Show All Prior Errors	Transmittal Sheet
5R01MH000001-23		Lord of the Flies and Other Disease Carrying Insects	GOLDING, WILLIAM	No IRG Recommendation	12/01/2012		Show All Prior Errors	Transmittal Sheet

Export to Excel Show Query Print Hitlist

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [eSNAP](#) [Internet Assisted Review](#) [Links](#) [Help](#)

Status Result

Status Information

General Grant Information		Other Relevant Documents ?	
Status:	Application awarded.	e-Application	
Institution Name:	Application awarded.	Summary Statement	
School Name:	Faber College	Latest FSR	
School Category:	School of Medicine	Latest NGA	
School Category:	OVERALL MEDICAL	Abstract (Awarded Grant)	
Division Name:	NONE		
Department Name:	Cell Biology and Physiology		
PI Name:	Blutarsky, John		
Grant #:	1R01CA072932-01		
Proposal Title:	New Important Cancer Research		
Proposal Receipt Date:	11/10/2003		
Last Status Update Date:	05/11/2004		
Current Award Notice Date:	05/11/2004		
Application Source:	Paper		
Project Period Begin Date:	05/11/2004		
Project Period End Date:	05/11/2005		
eApplication Status:			

Only the PI can see the priority score, percentile, and summary statement.

Status History			
Effective Date	Status Message	Primary Institute or Center Assignment	
		Institute Name	Institute Center Assignment Date
05/11/2004	Application awarded.		
05/11/2004	Application awarded.	NATIONAL CANCER INSTITUTE	12/11/2003

Application Information		Study Section		Advisory Council(AC) Information	
Award Document Number:	R1MH99999A	Init. Review Group:	ZRG1 AAAA-3	Meeting Location:	RM301 6701 Rockledge Drive Bethesda
FSR Accepted Code:	Y	Council Meeting Date(YYYYMM):	200402	Meeting Date:	
Snap Indicator Code:	Y			Meeting Time:	1000
Priority Score:	140				
Percentile:	5.0				

Contacts			
Administration	Name	Phone	Email
Grants Management Specialist(GMS)	Adams, John	301-234-6789	eRAStage@mail.nih.gov
Program Official(PO)	Smith, Adam	301-234-8989	eRAStage@mail.nih.gov

Awards			
Direct Amount	Facilities And Administrative	Fee Amount	Total Amount
\$100,000	\$50,001	\$0	\$150,000

Status Hit List – Action Items

Status Result - General Search ?

Tips and Notes:

- PD/PI column shows Contact I

1-100 of 1275 1 2 3 4 5 6 7 8 9 10 11 12 13								
Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
1R01EY000001-01	GRANT10000000P	My Groundbreaking, Life-saving, Medical Research Study	SAWYER, TOM	Withdrawn	07/01/2012	Yes	Show All Prior Errors	Transmittal Sheet
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5R01EY000002-05		Study on Genetics and Age-Related Degeneration	FINCH, ATTICUS	Awarded. Non-fellowships only	08/01/2012			Extension Admin Supplements
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5R01EY000003-07		This is a Title of a Sample Grant Proposal and Project	TORRANCE, JACK	Awarded. Non-fellowships only	09/01/2012			
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5R01EY000005-03		The Taming of the Flu	SHAKESPEARE, WILLIAM	Awarded. Non-fellowships only	01/01/2013	Yes		
1R01CA000001-01 (MPI)	GRANT10000002P	Portrait of the Artist as a Young Man through Adulthood	JOYCE, JAMES	Council review completed	07/01/2012	Yes	Show All Prior Errors	JIT Time Revised (1) Transmittal Sheet
5R01FD000001-04		Pride and Prejudice and the Human Psyche	BENNET, LIZZIE	No IRG Recommendation	08/01/2012		Show All Prior Errors	Transmittal Sheet
5R01MH000001-23		Lord of the Flies and Other Disease Carrying Insects	GOLDING, WILLIAM	No IRG Recommendation	12/01/2012		Show All Prior Errors	Transmittal Sheet

Application Information

Grant Number: 1R01CA000001-01
 PI Name: JOYCE, JAMES
 Proposal Title: Portrait of the Artist as a Young Man through Adulthood

Please provide active and pending support for all key personnel. **Other Support** includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Number of Submissions
Other Support File:			NOT UPLOADED	1
Budget Upload:			NOT UPLOADED	1
Other Upload:			NOT UPLOADED	1

IRB Date in MM/DD/YYYY format (MM/DD/YYYY)

Number of Submissions 1

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution:

Human Subject Education. This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. Please upload a PDF that includes the following: the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Files	File Name	Date Created	Status	Number of Submissions
Human Subject Education:			NOT UPLOADED	1

Genome Data Sharing Certification. An Institutional Certification is expected prior to funding award for all research generating large-scale human genomic data under the NIH Genomic Data Sharing Policy (<http://gds.nih.gov/03policy2.html>). The Institutional Certification is a document from the authorized Institutional Signing Official of the institution submitting the data, and assures that the data submission and sharing is appropriate (see http://gds.nih.gov/institutional_certifications.html for templates). If a final Institutional Certification is not available at Just-In-Time, you may submit a provisional Institutional Certification along with other Just-In-Time documents. A final version of the Institutional Certification may be uploaded in the "Additional Information" section of your grant folder at a later date. You should keep Program Staff the funding IC informed of the expected date of submission of the final Institutional Certification.

Files	File Name	Date Created	Status	Number of Submissions
Genome Data Sharing Certification:			NOT UPLOADED	1

Finding Help

eRA Commons

eRA Commons – registration questions:

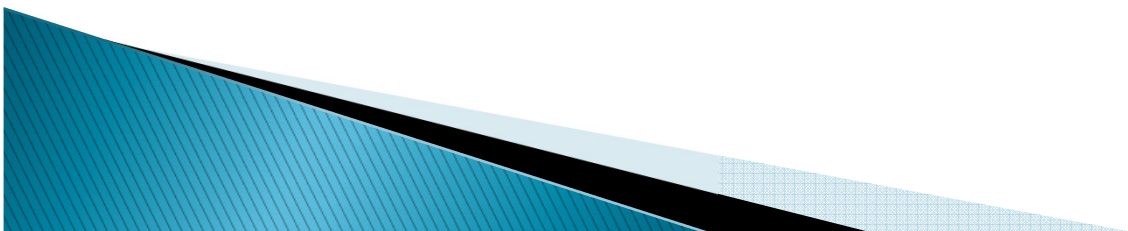
https://era.nih.gov/commons/faq_commons.cfm#II

Support Page:

<http://grants.nih.gov/support/index.html>

eRA Commons Help Desk

- Web support: Phone: 1-866-504-9552, Option #1 or 301-402-7469, Option #1



Additional Resources

- ▶ The **NIH eRA Commons Help site** provides information about how to log on to the Commons and how to access the various components.

<https://era.nih.gov/erahelp/commons/>

- ▶ The **NIH eRA Commons User Guide:**

http://era.nih.gov/Docs/COM_UGV2630.pdf

- ▶ **SAM.gov User Guide**

[Full user guide](#)

- ▶ **Federal Service Desk** for help with SAM.gov

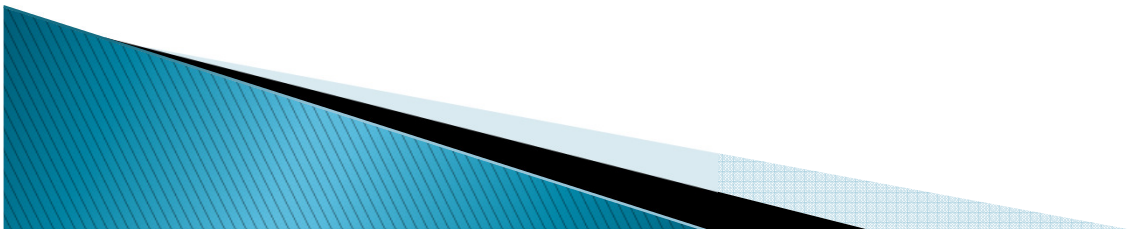
<https://www.fsd.gov/fsd-gov/home.do>

Subcontracts

What is a Consortium/Subcontract?

A collaborative arrangement between the primary grantee institution and another institution where a portion of the programmatic or scientific research will be carried out.

The involvement of the collaborating institution is that of actually performing a portion of the programmatic activity of the grant.



Consortium vs. Fee For Service Contract

▶ Consortium/Subcontract:

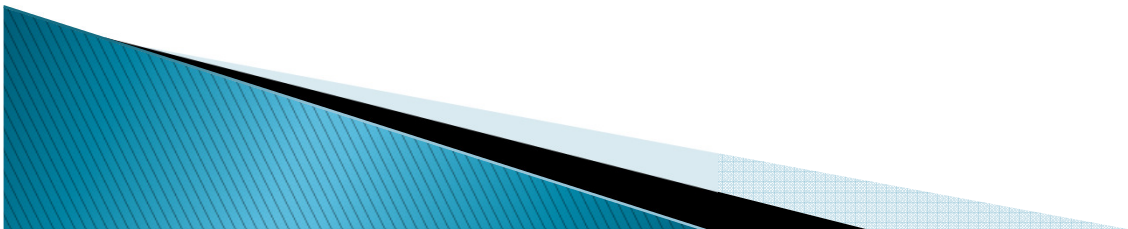
- The consortium carries out grant supported programmatic (scientific) activity.
- The consortium investigator provides scientific input which could affect the direction of the project.
- The consortium research makes an intellectual contribution to the project aims.
- Consortium work is both scientific and administrative
- Parent grantee closely monitors activities at the consortium institution.

- ▶ Fee for Service Contracts are used to provide a routine service to the grantee such as equipment fabrication or repair, data processing, routine analytical testing services, or management services. The service is not a programmatic activity.

Roles of the Parent Grantee

The grantee, as the direct and primary recipient of NIH grant funds, is accountable for:

- ▶ The performance of the project.
- ▶ The appropriate expenditure of grant funds by all parties.
- ▶ Reporting requirements and all other obligations of the grantee as specified in the NIHGPS.



REQUIREMENTS FOR THE CONSORTIUM PARTICIPANT

The Consortium Participant:

- ▶ Must enter into a formal written consortium agreement with the parent grantee.
- ▶ Must adhere to the Government-wide cost principles and NIH cost policies.
- ▶ Expenditures must conform to the requirements of allowable and unallowable costs.
- ▶ Must have their funding and payment information reflected in a formal written agreement.
 - Sample agreement:
http://sites.nationalacademies.org/PGA/fdp/PGA_063626

IMPORTANT LINKS

- ▶ National Institutes of Health – Grants Policy Statement
 - Foreign: [NIH GPS Chapter 16 Foreign organizations](#)
 - Consortium Agreements: [NIH GPS Chapter 15 Consortium agreements](#)
 - Public Policy Requirements: [NIH GPS Chapter 4 Public Policy Requirements](#)
 - Sample consortium Agreement:
http://sites.nationalacademies.org/PGA/fdp/PGA_063626
- ▶ OMB Uniform Guidance: [2 CFR Subpart A Chapter II Part 200](#)
- ▶ OMB Circulars: https://www.whitehouse.gov/omb/circulars_default
- ▶ OLAW: <http://grants.nih.gov/grants/olaw/olaw.htm>
- ▶ OHRP: <http://www.hhs.gov/ohrp/>
- ▶ Intellectual Property: <http://grants.nih.gov/grants/intell-property.htm>
- ▶ A-110: http://www.whitehouse.gov/omb/circulars_a110

Questions?



Thank You!

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