



Principal Investigator and Signing Official Verification in eRA Commons

Department Policy/Procedure

Campus: All

Approved: February 12, 2007

Department: All

Next Review: February 2009

Purpose

To provide a final review and subsequent approval by the Principal Investigator and Signing Official of the submitted grant application in eRA Commons.

Population Covered

All Principal Investigators who have successfully submitted their SF424 applications through Swedish Research Center (SRC) to Grants.gov.

Responsible Persons

Principal Investigator and Swedish Research Center Grants and Contracts Analyst

Definitions

PI: Principle Investigator
SRC: Swedish Research Center
GCA: Grants and Contracts Analyst

Supplemental Information

N/A

Content

The grant submission is not complete until it has survived all of the Grants.gov and eRA Commons error checks and until both the PI and Signing Official (Swedish Research Center) view the submitted application in eRA Commons. Viewing the application is considered verification.

Once an application package has been successfully submitted through Grants.gov, all errors have been corrected, and an application has been assembled by the eRA Commons, the PI and SRC will have two business days to view the application. If everything is acceptable, no further action is necessary. The application will automatically move forward to the Division of Receipt and Referral in the Center for Scientific Review for processing after two business days.

Steps

To view the assembled application SRC Signing Official should:

1. Login to the eRA Commons (<https://commons.era.nih.gov/commons/>) with your Signing Official (SO) account.
2. Click the **Status** tab on the Commons menu bar.
3. Click **eApplications** from the Status list to the right of the search screen.
4. From the **eApplication Status** header, select the All or Pending Verification option from the dropdown list and click **Search** to get a hit list of applications.
5. When you find the appropriate application, select the **Application number** hypertext link from the Application ID column on the left-hand side.
6. Click e-Application from the Other Relevant Documents section to view the assembled application.

Note: The SO can reject the application by clicking on the Reject eApplication hypertext link from the Action Column of the search hit list.

To view the assembled application the PI should:

1. Login to the eRA Commons (<https://commons.era.nih.gov/commons/>) with your Principal Investigator (PI) account.
2. Click the **Status** tab on the Commons menu bar.
3. When you find the appropriate application, select the **Application number** hypertext link from the Application ID column on the left-hand side.
4. Click e-Application from the Other Relevant Documents section to view the assembled application.

If an application package does not successfully become validated and assembled to the PI's satisfaction, the PI or research staff and the SRC GCA will work together to revise and re-submit the application package through Grants.gov.

If there were no validation errors, an email notification will also inform the PI and SO of an agency accession number, which represents the "agency tracking number." This number replaces the Grants.gov tracking number originally assigned when the application was first submitted. The Grants.gov system will indicate that the agency tracking number has been assigned, and will reflect both numbers. In subsequent interaction with the eRA Commons, however, it is the agency accession number that will be used to refer to the application, not the Grants.gov tracking number.

The eRA system will make every effort to send an email to the PI and SO summarizing download and validation results. However, since email can be unreliable, applicants are strongly encouraged to periodically check on their application status in the eRA Commons.

Check status on eRA Commons:

1. If you have an NIH application, you can check the status of an application as soon as they get it.
2. Log onto eRA Commons, using your PI account Username and Password
3. Click the Status tab and scroll to find the Application ID.
4. If the Application Status reads eSubmission Error, click the Application ID to obtain specific information. For more information, go to the NIH Electronic Submission of Grant Applications website (see References).

Expert Consultant

N/A

Author

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Regulatory Requirement

Grants.gov
NIH

References

Application Guide SF424 (R&R) Version 2, July 5, 2006
<http://era.nih.gov/ElectronicReceipt/Index.htm>
<https://commonsdemo.era.nih.gov/commons-demo/status/piSearchResult.jsp>

Manual

SRC Internal Policy and Procedure Manual

Additional Computer Search Words/Terms

N/A

Addendum (Addenda, if plural)

N/A