Transcript – Search Results

Welcome to the third of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen. This third video focuses on results of a search and how the information is organized.

Signing Officials and Principal Investigators access the Status information a little differently, but both log into eRA Commons and click the Status menu option.

When a Signing Official or Principal Investigator initiates a search for applications or grants, the results are displayed in a large table.

Most of the data can be sorted based on the column header in descending or ascending order.

Columns that can be sorted in this manner are easily identified by the blue up and down arrows. (up sorts ascending, & down sorts descending).

Regardless of who is doing the search, or the type of search (remember, SOs have a number of search options), the results will be made up of some combination of these headings

Application ID

Grants.gov Tracking #

Proposal Title

PD/PI Name

Application Status

Budget Start Date

FFATA

Show Prior Errors

and Action.

Now let's look at the headings in detail.

Application ID – The Application ID or an NIH grant number is made up of 5 fixed components and one optional component.

If we break down a number into its parts, we have:

Type - This indicates if the application is new, a renewal, non-competing, and so on.

Activity Code - The 3 character activity code specifies the type of grant.

Institute Code - The two letter code identifies the institute or center that is funding the grant

Serial Number - A unique five or six digit number that identifies a specific application.

Support Year - Indicates the current year of support, for example zero 1 is a new grant and zero 2 would be in its second year of funding.

Suffix Code - is optional and used in a variety of ways for identifying other types of submissions like a supplement (S1), or resubmission (A1), or a fellowship's institutional allowance.

The application ID - is provided as a hyper link, which when selected opens the detailed Status Information screen.

Status Information - includes grant or application information such as status history, study section, contacts, important correspondence, and more.

Grants.gov Tracking # -This column shows the number assigned when the application was submitted electronically to Grants.gov.

Since all electronic competing grant applications to NIH must come through Grants.gov,

Grants.gov creates this unique application identifier for each application it receives.

Proposal Title – The project name submitted on the application is displayed in this column.

In version Forms-C of the SF 424 application package, this is field .

PD/PI Name - This is the Contact PI on the application, Field 14 of the version Forms-C of the SF 424 application package.

Application Status - This column displays the status of the application.

Status values are based on 8 categories that will be reviewed in a moment. Specific text in the column will depend on the exact scenario of the application or where it is in the review process. For example, an application may be in Pending status and the screen might display "Council review completed," or it might show "Pending IRG Review." The Withdrawn status could show because the SO has removed the application for consideration, or it has been "Administratively Withdrawn by IC."

Lets review the 8 status categories before moving on to the other column headings.

Remember, the exact message will depend on where the application or grant is in its life cycle.

Awarded – The application has been accepted without errors, reviewed and awarded funds by NIH based on an approved application

and budget or progress report.

Pending – The application or grant is in need of an action, such as a report that is waiting for completion or routing.

Withdrawn – The application has been removed for consideration for an award.

Terminated – The award has been permanently ended by NIH.

Not Funded – The application did not receive funding.

Returned – The application did not continue with the evaluation process and has been returned.

This may be the result of the application missing key information.

Received – NIH has successfully received the application from Grants.gov.

eSubmission Error – During the validation process, the application failed and processing was stopped.

 Applicants can fix the error as long as they can do so before the submission deadline.

Now we will review the remaining column headings…

Budget Start Date - The anticipated start date of the research project when the institution will begin to access awarded funds.

FFATA - This column indicates Yes if the application is eligible to report as a Federal Funding Accountability and Transparency Act application.

Show All Prior Errors - This column displays the Show All Prior Errors link.

Selecting this link opens the Errors/Warnings for Prior Failed eSubmissions screen, providing any errors or warnings received for the application during eSubmission.

Action - As the name implies, the links in this column are used to complete some task.

The links access other modules or features in Commons and vary depending on the application or grant.

Here are some of the more common links you will see.

Note: This is not the complete list so if you see something you don't understand or need assistance, be sure to contact the eRA Help Desk, or one of the NIH contacts listed on the Status Information Screen.

RPPR - Opens the RPPR Menu screen for initiating, editing, or submitting a Research Performance Progress Report.

IC Requested PRAM link opens the Progress Report Additional Materials screen for submitting IC Requested PRAM.

MYPR, or the Multi-Year Progress Reports link, is displayed only for multi-year funded awards and provides access to the Upload Annual

Progress Report for Multi-Year screen.

JIT stands for Just In Time. This link is displayed for applications eligible to submit Just In Time materials.

Selecting the link opens the Just In Time screen.

Extension – This link opens the No-Cost Extension (NCE) feature.

Requires Closeout - This link opens the Closeout Status screen, which provides a means for uploading the required documents for closeout.

Reject eApplication - Available only to Signing Officials, select this link to reject an electronically submitted application.

If rejected, the status of the application is updated to Refused.

Transmittal Sheet link opens the Transmittal Sheet page on which is listed the institution name, proposal title, PI name, grant number, accession number, and proposal receipt date.

Administrative Supplement is for grants having at least one administrative supplement request either in progress or submitted, but not reviewed. This link is used to review the status of the request.

View Relinquishing Statement link is used to access the feature for editing and re-routing the electronic relinquishing statement.

The Action column should be checked and reviewed on a regular basis as part of the routine to manage grants through NIH.

This has been the eRA Commons Status Screen Tutorial number three Status Search Results.

Thank you for watching.