

# Status – eSub Errors/Warnings

Electronic Research Administration  
**eRA Commons**  
 Sponsored by National Institutes of Health

Welcome, mcherry  
 Institution: [EXT UAT DEMO CORP.](#)  
 Authority: PI [Log-out](#)

Version  
 2.15.1.2

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help  
 Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

## Status Result - Recent/Pending eSubmissions ?

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, click on the [Show All Prior Errors](#) link.

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00105371		eSubmission Error	The Wonderful Discoveries I Could Make If Funded	MONEY, CHER D	2/7/2008 15:16:37	<a href="#">Show All Prior Errors</a>

1 - 2 of 2 1

**Indicates eSubmission Error**

**Grants.gov Tracking #**

### Errors/Warnings for Prior Failed eSubmissions

Grants.gov Tracking #	Date	Error/Warning
GRANT00105371	2008-02-07	ERROR The Proposed Project Start Date (SF 4)
		ERROR The eRA Commons account indicated is not affiliated with the applicant organization. Please make sure you have been affiliated with the organization.
		WARNING In most cases, a Personnel Justification Form must be submitted.
		WARNING The eRA Commons profile did not have a valid email address. Please review the profile data to ensure accuracy.
		WARNING The human subject assurance number is in the eRA Commons profile for your organization. Please make sure that the correct number is entered and resubmit.

**Grants.gov tracking # and date are displayed followed by the list of errors/warnings for each submission attempt**

# Status – eSub Errors/Warnings



- Errors stop application processing and must be corrected



- Warnings do not stop application submission and are corrected at the discretion of the applicant

## Helpful Links

Avoiding Common Errors page:

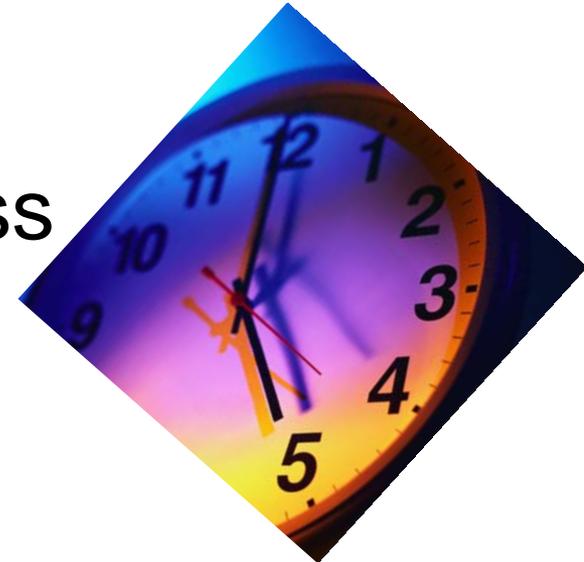
[http://era.nih.gov/ElectronicReceipt/avoiding\\_errors.htm](http://era.nih.gov/ElectronicReceipt/avoiding_errors.htm)

Full list of Commons Validations

[http://era.nih.gov/ElectronicReceipt/files/SF424RR\\_Validation.pdf](http://era.nih.gov/ElectronicReceipt/files/SF424RR_Validation.pdf)

# On-time Submission

- All registrations must be completed prior to initial submission
- Submission must be accepted by Grants.gov with a timestamp on or before **5:00 p.m. local time** of submitting organization on submission deadline date
- Errors/Warnings must be corrected within the 2-business day error correction window



# Error Correction Window

- NIH currently allows applicants to correct errors/warnings during the **two (2) business days** after the submission deadline
  - Referred to as “error correction window”
  - Your original application submission must have been submitted on time with all appropriate registrations in place
  - Cover letter identifying changes required



See Notice in NIH Guide for Grants & Contracts (11/30/2007):  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-018.html>

# Correcting eSub Errors/Warnings

Make changes to address the error/warning messages in the local copy of the application

1. Select **Changed/Corrected** on SF424 (R&R) cover (box #1)
  - Federal Identifier on SF424 (R&R) cover (box #4) is a required field when Changed/Corrected is selected
    - If New is selected in box #8, use Grants.gov tracking number for original submission
    - Otherwise, continue to use the Institute/Center and serial number from original grant award (ex. CA123456)
2. Include cover letter if after submission deadline
3. AOR must submit the entire changed/corrected application to Grants.gov
4. Track submission through to Commons

**NOTE:** Reviewers do not see applicant errors/warnings.

# eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again



# Status – View Application Image

- Once an error-free application is received, the eRA system will:
  - Assemble the grant application image
  - Insert headers (PI name) & footers (page numbers) on all pages
  - Generate Table of Contents and bookmark important sections
  - Post the assembled application image in the PI's eRA Commons account

# Application Viewing Window

- Applicants have **two (2) business days** to view the assembled application before it automatically moves forward to NIH for further processing
- SO can Reject application within viewing window to address Warnings (if within error correction window) or to address a system issue affecting the application image
  - If Rejected after deadline for any other reason, application is subject to late policy
  - PI will receive email notification if SO rejects application

If you can't **VIEW** it, we can't **REVIEW** it!



# Status – View Application Image

Status is *Pending Verification*

GRANT00106155	<a href="#">AN:3022673</a>	Pending Verification	My Discoveries May Save You Some Day	MONEY, CHER D	2/22/2008 21:32:35	<a href="#">Show All Prior Errors</a>
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## Status Information

Follow link to detailed status info

### eSubmission Errors/Warnings

-  No degrees have been submitted for this application image, you should include a degree image.
-  The Research Plan is limited to 25 pages. The text does not exceed 25 pages there.

Follow *e-Application* link to view assembled application image

### General Grant Information

Status: Application entered into system  
Institution Name: EXT UAT DEMO CORP  
School Name:  
School Category:  
Division Name:  
Department Name:  
PI Name: M

### Other Relevant Documents ?

- [e-Application](#)
- [Appendix: Appendix](#)
- [eSubmission Cover Letter](#)
- [Additions for Review \(0 documents\)](#)

View *Appendices* and *Cover Letter*

# Status – e-Application

**Bookmarks** ✕

Options ▾

- Face Page
- Table of Contents
- Performance Sites
- Other Information
- Project Description
- Public Health Relevance Statement
- Facilities
- Equipment
- Key Personnel
- Biosketches
- ailed Budget -
- ed Budget -

APPLICATION FOR FEDERAL ASSISTANCE <b>SF 424 (R&amp;R)</b>		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		4. Federal Identifier N/A	
6. APPLICANT INFORMATION * Legal Name: EXT UAT DEMO CORP Department: * Street1: 6705 Rockledge Drive * City: Bethesda Province: Division: Street2: County: * Country: USA: UNITED STATES		* Organizational DUNS: 000000000 * State: MD: Maryland * ZIP / Postal Code: 20892	
Person to be contacted on matters involving this application Prefix: * First Name: Middle Name: * Last Name: Suffix: Canbe Group Address * Phone Number: 301-555-5000 Fax Number: Email: NIHElectronicSubmiss@mail.nih.gov			
8. * EMPLOYER IDENTIFICATION NUMBER (EIN) or (TIN): 12-3456789		7. * TYPE OF APPLICANT <input type="radio"/> Private Institution of Higher Education Other (Specify): Small Business Organization Type <input type="radio"/> Women Owned <input type="radio"/> Socially and Economically Disadvantaged	
8. * TYPE OF APPLICATION: <input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision If Revision, mark appropriate box(es). <input type="radio"/> A. Increase Award <input type="radio"/> B. Decrease Award <input type="radio"/> C. Increase Duration <input type="radio"/> D. Decrease Duration <input type="radio"/> E. Other (specify):		9. * NAME OF FEDERAL AGENCY: National Institutes of Health 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE:	
* Is this application being submitted to other agencies? <input type="radio"/> Yes <input checked="" type="radio"/> No What other Agencies?			
11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: My Discoveries May Save You Some Day			
12. * AREAS AFFECTED BY PROJECT (cities, counties, states, etc.) N/A			
13. PROPOSED PROJECT: * Start Date 10/01/2008		* Ending Date 09/30/2010	
14. CONGRESSIONAL DISTRICTS OF: a. * Applicant MD-008		b. * Project MD-008	

→ DON'T FORGET!

**TIP:** Carefully review the entire application. This is your first chance to view/print the same application image that will be used by Reviewers!



# Reject Application

Must have **SO** role



NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**



Version 2.16.2.2

Welcome texso22  
Institution: DEMO U  
Authority: **SO** [Log-out](#)

**COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE**

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) **Status** [eSNAP](#) [xTrain](#) [Links](#) [eRA Partners](#) [Help](#)

## Status ?

- [General Search](#)
- [Just In Time](#)
- [Pending Progress Report](#)
- [Recently Awarded](#)
- [Recent/Pending eSubmissions](#)**
- [Closeout](#)

Recent/Pending eSubmissions	
Accession Number	<input type="text"/>
Grants.gov Tracking Num	<input type="text"/>
eSubmission Status	<input type="text"/>
Received Date	From <input type="text"/> (MM/DD/YYYY) To <input type="text"/> (MM/DD/YYYY)
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Enter Search Criteria

Click **Search**

Select **Recent/ Pending eSubmissions**

# Reject Application

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

### Status Result - Recent/Pending eSubmissions Search ?

1 - 4 of 4 1

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors	Action
	GRANT00030722	eSubmission Error	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:42	<a href="#">Show All Prior Errors</a>	
<a href="#">AN:187887</a>	GRANT00030720	Refused	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:42	<a href="#">Show All Prior Errors</a>	<a href="#">Transmittal Sheet</a>
<a href="#">AN:187885</a>	GRANT00030718	Refused	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:41	<a href="#">Show All Prior Errors</a>	<a href="#">Transmittal Sheet</a>
<a href="#">AN:187884</a>	GRANT00030717	Pending Verification	Medical Cancer Research of the ALL	DEMO, ITSA	6/10/2008 10:10:41	<a href="#">Show All Prior Errors</a>	<a href="#">Transmittal Sheet</a> <a href="#">Reject eApplication</a>

Export to Excel Show Query Print Hitlist

Select **Reject eApplication**

Enter comment to be sent with email notification

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Links eRA Partners Help

### Reject eApplication ?

Application Information	Other Relevant Documents
<b>Grant Number:</b> AN:187884	<a href="#">e-Application</a>
<b>PI Name:</b> DEMO, ITSA	<a href="#">Appendix</a>
<b>Proposal Title:</b> Medical Cancer Research of the ALL	<a href="#">Appendix 2</a>
	<a href="#">Appendix 3</a>
	<a href="#">Additions for Review (0 documents)</a>

#### Reject eApplication

Required Comment:

Provide reason for Rejecting applicaition image. This comment will be included in the email notification sent to PI.

Click **Reject**

# eSubmission Process

Prepare to Apply

Find Opportunity and Download Application Package

Prepare Application

Submit Application to Grants.gov

Check Submission Status

Check Assembled Application

Submission Complete

If errors, correct & submit again



# Submission Complete!

- If no action is taken during the two business day viewing window, the application automatically moves forward to NIH for further processing
- Any subsequent application changes are approved through and at the discretion of the Scientific Review Officer in the form of addenda



# Reference Letters

- **Reference letters required for mentored “K” programs must be submitted directly by the referee through eRA Commons**
  - eRA Commons registration is not required to submit reference letter
  - Letters are NOT part of the electronic application that goes through Grants.gov
  - Letters are joined with the electronic application within the eRA system once the submission process is complete
  - Applications missing the required letters may be delayed in the review process or not accepted at all.
  - **Investigators can track the submission of reference letters in the Commons, but cannot view the actual letter**

**Information about Reference Letters can be found in each applicable FOA**

# Electronic Submission

Resources for Assistance

# Finding Help: Grants.gov



## Registration & Submission

If help is needed with the Grants.gov registration process, downloading forms, form behavior or with technical aspects of submitting through the Grants.gov system:

- Check the resources available on the Grants.gov website (<http://grants.gov/> )
- Grants.gov help is also provided by the following office:
  - Grants.gov Customer Support
  - Contact Center Phone: 1-800-518-4726
  - Business Hours M-F 7 a.m.- 9 p.m. ET
  - Email [support@grants.gov](mailto:support@grants.gov)

# Finding Help: eRA Commons Registration & Validations Processes

If help is needed with eRA Commons registration or system validations after submission through Grants.gov:

- Check the eRA Commons website:

<https://commons.era.nih.gov/commons/index.jsp>

- eRA Commons Help Desk

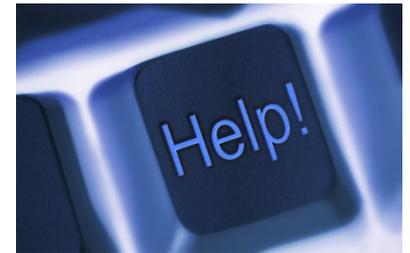
**Web support:** <http://ithelpdesk.nih.gov/eRA/>

Phone: 301-402-7469

Toll Free: 866-504-9552

TTY: 301-451-5939

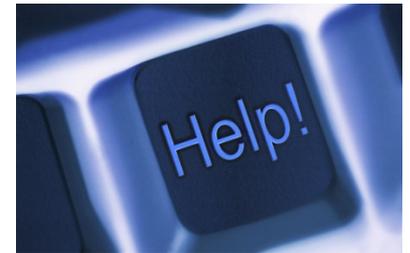
Business hours M-F, 7am-8pm EST



# Finding Help: Application Preparation

## General Inquiries

- Review the Application Instruction Guide
- Review the FOA
- Contact Grants Info:
  - Phone: 301-435-0714
  - Email [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov)



# Feedback – Contact Us

NIH has established an e-mail address to collect comments and/or suggestions from users:

[NIHElectronicSubmiss@mail.nih.gov](mailto:NIHElectronicSubmiss@mail.nih.gov)

- Please share your successes and challenges with us!
- We especially like specific suggestions for improvement
- Tell us what resources are most useful (Targeted Emails, FAQs, Avoiding Common Errors, Commons Alerts, Training Tools etc.)

# Resources for ICs: Training Materials

**Training materials for the electronic submission process and the transition from the PHS 398 to the SF 424 are available to ICs on the web:**

- **NIH OER Electronic Submission Intranet:**  
[http://odoerdb2.od.nih.gov/ElectronicSubmission/trans\\_ic.htm#2](http://odoerdb2.od.nih.gov/ElectronicSubmission/trans_ic.htm#2)
- **Electronic Submission Training Resources:**  
<http://era.nih.gov/ElectronicReceipt/training.htm>
- **Resources for the Adobe Transition:**  
[http://era.nih.gov/ElectronicReceipt/adobe\\_transition.htm#resources](http://era.nih.gov/ElectronicReceipt/adobe_transition.htm#resources)

# Resources for Intramural Fellows



QER Home

NIH Office of Extramural Research  
Electronic Submission of Grant Applications

Search:   
GO  
[Advanced Search](#)

[Home](#)

[Electronic Application Process](#)

[Transition Timeline \(from paper to electronic\)](#)

[Avoiding Common Errors](#)

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

[Training](#)

[Resources](#)

[Finding Help](#)

[Site Map](#)

[ERA Commons](#)

[Intranet Link \(NIH Staff only\)](#)

## Electronic Submission

Paper No More, Use 424 (R&R)

**Get prepared: Move to Adobe begins Dec. 2008**

Most electronic submissions to NIH after Jan. 1, 2009 will require Adobe grant application forms. Visit [Resources for Adobe Transition](#) for:

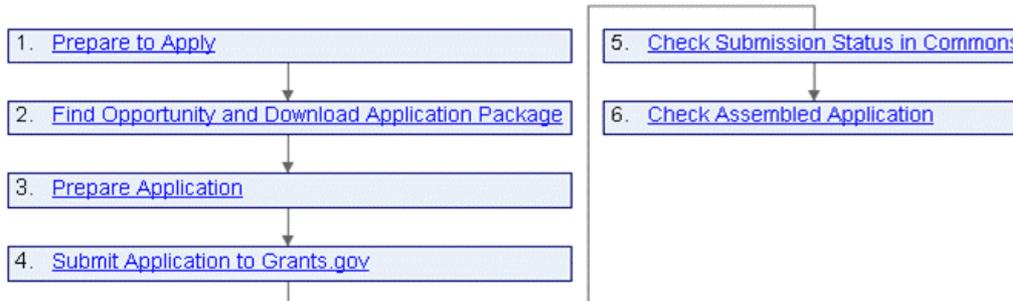
- [Transition schedule](#)
- [Required software](#)
- [Important to know](#)
- [Frequently Asked Questions](#)
- [Resources \(and more\)](#)

### Parent Announcements

(Funding opportunities for Unsolicited or Investigator-Initiated Applications - R01, R03, R13,U13, R15, R21)

### Electronic Application Process

[View Process Flow Chart \(PDF - 23 KB\)](#)



### Transition Timeline

- [Timeline \(Graphic format\) More...](#)

### Avoiding Con

### TIPS

- [PI](#) (PDF - 48 KB)
- [Small Biz](#) (PDF - 66 KB)
- [Reviewers](#) (PDF - 52.3 KB)
- [International](#) (PDF - 150 KB)
- [Q&A](#) (PDF - 36 KB)
- [Contact Info](#) (PDF - 30 KB)

### Latest Updates

#### eSubmission News

- Visit [News and Events](#) to get the latest eSubmission news.  
[Jan. 13, 2009](#)  
[Jan. 7, 2009](#)  
[Dec. 9, 2008](#)  
[Dec. 5, 2008](#)  
[Nov. 19, 2008](#)

[Archive...](#)

#### New Postings

- Updated [SF424 \(R&R\) Validations](#) (PDF - 796) posted (Dec. 12, 2008)
- Updated [Adobe Application Forms presentation](#)

<http://era.nih.gov/ElectronicReceipt/>

# Hands-On Learning Training Tools



- Create Your Own Commons Demo Account
  - Check the status of sample applications
  - View errors & warnings
  - See sample application images

## Automated Training Tutorials

- eRA Commons Registration
  - Find & Download a Funding Opportunity
  - Completing an Application Package
- (Grants.gov)

<http://era.nih.gov/ElectronicReceipt/training.htm>

# Resources for Intramural Staff

- **General Policy Resources:**

- Detailed guidelines on when an Intramural Scientist can serve as a PI:

<http://www3.od.nih.gov/oma/manualchapters/contracts/6003-1/>

- **NIH Intramural Sourcebook Policies:**

- Funding of Intramural/Extramural Collaborations:

<http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/fund-irp-erp-3-00.htm>

- Collaborations on NIH Scientists w/Extramural Scientists

<http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/IRP-ERP-Cover-Memo-10-27-99.htm>

- Additional Intramural Policies

<http://www1.od.nih.gov/oir/sourcebook/ethic-conduct/ethical-conduct-toc.htm>

*Thank You*