

Completing and Submitting eSNAP Reports

Log into NIH eRA Commons

1. Enter the following address into your web browser:
<https://commons.era.nih.gov/commons>
2. Log in with your user name and password. If you have forgotten your user name and password, click on the Forgot Password link and a new password will be e-mailed.

Update Personal Profile

3. Before completing your eSNAP you should update your personal profile. Click on the Personal Profile tab in the tool bar.

Sponsored by National Institutes of Health Version 2.18.2.2

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

SYSTEM STATUS: All systems are operational

What's NEW on the COMMONS

Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Common Errors](#).

4. There are 9 sections of the Personal Profile. Each must be completed.

eRA Commons Sponsored by National Institutes of Health Version 2.18.2.2

Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS Authority: PI Log-out

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

Personal Information Race/Ethnicity Employment's Reviewer Address Residential Address Degrees Publications Reference Letters Trainee-Specific

Personal Profile

5. Click on the Personal Information tab. You are required to complete each section that is marked by an asterisk. When complete, click on the Submit button.

Electronic Research Administration eRA Commons Sponsored by National Institutes of Health Version 2.18.2.2

Welcome Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS Authority: PI Log-out

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

Personal Information Race/Ethnicity Employment's Reviewer Address Residential Address Degrees Publications Reference Letters Trainee-Specific

Personal Information

Notes & Tips:

- No other users within your institution can view your Personal Profile information unless you delegate that authority to them.
- Providing Social Security Number (SSN) information helps agency staff uniquely identify and manage your system records.
- Personal information (e.g., gender, date of birth, disability) is used for aggregate statistical reporting only. This data is a vital tool in identifying and addressing any program inequities.
- Providing a middle name is especially important for individuals with common names.

Indicates required field

Identifying Information

Name Prefix:	<input type="text"/>	First Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Last Name:	<input type="text"/>
Name Suffix:	<input type="text"/>	SSN:	<input type="text"/>
Gender:	FEMALE	DOB (MM/DD/YYYY):	<input type="text"/> Do Not Wish to Provide? <input type="checkbox"/>
Citizenship:	U.S. Citizen or Non-citizen National	Citizenship Country:	UNITED STATES
eRA Email:	@umd.edu		

Disabilities

Do you have a disability? Yes No Do not wish to provide

If yes, which if the following categories describe your disability(ies)? Hearing Visual Mobility/Orthopedic Impairment Other

Submit Reset Cancel

- Click on the Race/Ethnicity tab. Answer both questions and click on the Submit button.

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information **Race/Ethnicity** Employments Reviewer Address Residential Address Degrees Publications Reference Letters Trainee-Specific

Race/Ethnicity ?
 The racial/ethnicity information has been updated.

* indicates required field

Current Information

Race(s): Intentionally withheld ;
 Ethnicity: Intentionally Withheld

New Information

Race(s):*
 (Check all that apply)

American Indian or Alaska Native
 Asian
 Black or African American
 White
 Native Hawaiian or Pacific Islander
 Do Not Wish to Provide

Ethnicity:*
 Intentionally Withheld

Submit Reset Cancel

- Click on the Employments tab.

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity **Employments** Reviewer Address Residential Address Degrees Publications Reference Letters Trainee-Specific

Employment List

Employments 1 - 1 out of 1 records Prev 1 Next

Employer	Start Date	End Date	E-mail	Preferred Address?	Action
UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS	10/01/2007		@umd.edu	true	Edit Delete

Add New Employment Close

- Verify the information and, if necessary, modify with the Edit link. Click the Submit button.

Home Admin Institution Profile **Personal Profile** Status eSNAP xTrain Links eRA Partners Help
 Personal Information Race/Ethnicity Employments **Reviewer Specific** Residential Address Degrees/Residency Publications Trainee-Specific

Employment Info ?

* indicates required field

Employer (select one)*
 NIH Recognized Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS Find
 NIH Institute or Center: [dropdown]

Employment Information

Start Date:* 01/26/2010 End Date: [dropdown]
 Title: [text]
 Academic Rank: [dropdown] Employment Status:* Full-Time
 Employment Type:* Non Federal Position: [dropdown]
 Is this your primary employment?

Employment Address

Line 1:* 3112 Lee Building City:* College Park
 Line 2: [text] State:* MARYLAND
 Line 3: [text] Zip Code:* 20742
 Line 4: [text] Country:* UNITED STATES
 Phone:* 301-405- [text] Fax: [text]
 E-mail:* @umd.edu

Is this your preferred employment address? (Not editable if currently checked)

Submit Reset Cancel

- Information on the Reviewer Address and Residential Address tabs is not required unless you are a reviewer or trainee.

10. Click on the Degrees/Residency tab. Click on the Edit link to edit information as needed. Click on Add New Degree to record another degree in your profile.

List of Degrees

Notes and Tips:

- Include all degrees completed or in progress.
- In addition to reporting, degree information is sometimes used to validate application information or populate system forms.
- Current information is critical as it can determine eligibility for certain types of appointments/awards and can affect stipend level for Trainees.
- Enter your most recent Residency information.
- If you have questions regarding ESI Eligibility Information, follow this link: [ESI Eligibility Information](#)
- If you have questions regarding Terminal Research Degree, follow this link: [Terminal Research Degree](#)

Degrees 0 - 0 out of 0 records

Degree	Institution	Completion Date	Degree Completed?	Major	Action	Terminal Research Degree
No degree available.						
Add New Degree						

11. Click on the Publications tab. Review the list of publications. If necessary, add publications to the NIH Manuscript Submission (NIHMS) system go to <https://commons.era.nih.gov/commons/publicaccess/login.jsp> and use your eRA Commons username and password to log in. Publications added to NIHMS will be added to your profile.

If you wish to add other publications to your profile, click the Add New Publication button and complete the requested information.

List of Publications

The [NIH Public Access Policy](#) requires scientists to submit, upon acceptance for publication, final peer reviewed manuscripts that arise from NIH support to the digital archive PubMed Central (PMC). Please see the Policy website for more information.

Articles published in the Journals identified at this site, http://publicaccess.nih.gov/submit_process_journals.htm, are submitted directly to PMC by the publisher without author involvement. Articles not published in these Journals must be submitted to PMC by the investigator (or delegate or publisher), through the [NIH Manuscript Submission](#) (NIHMS) system. Articles indicating "View Pub Article" and/or "View MS" in the Action column below have already been submitted to PMC.

If you wish to upload additional manuscripts to NIHMS, go to <https://commons.era.nih.gov/commons/publicaccess/login.jsp> to automatically login to the system with your eRA Commons Username and Password.

You can manually enter additional publications at any time by clicking "Add New Publication." These additions will only be added to your profile.

Publications 1 - 1 out of 1 records [Prev](#) [Next](#)

Citation Source	Citation ID	Citation Text	Action
NIHMS	36071		View in NIHMS

[Add New Publication](#) [Close](#)

12. You are not required to complete the Reference Letters or Trainee-Specific tabs unless you are a trainee.

Starting an eSNAP

13. Select the eSNAP tab.

14. This will return a list of your grants with NIH. Those projects that are eligible for eSNAP will have the Grant Number hyperlinked.

Grant Number	PD/PI Name	Project Title	Due Date	Status
5R21AG031387-02				Not started
1R01AT002913-01A2				Not eSNAP Eligible
1R01AT002913-01A1				Not eSNAP Eligible
1R01AG027716-01				Not eSNAP Eligible
1R01AT002913-01				Not eSNAP Eligible
1R01AG024181-01A1				Not eSNAP Eligible
1R21ES012313-01A1				Not eSNAP Eligible

15. Select the desired Grant Number hyperlink to access the eSNAP Menu screen where you can initiate an eSNAP, or perform one of the following eSNAP actions.

- View eSNAP Report
- Validate eSNAP
- View Routing History
- Route eSNAP

16. Select initiate eSNAP.

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

Grant List **Manage eSNAP**

eSNAP Menu ?

NIH Manuscript Submission System Status: AVAILABLE

Grant Number:	5R21AG031387-02	Applic
Institution:	UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS	
PD/PI Name:		
Project Title:		
Due Date:	07/16/2010	
Current Reviewer:		
Status:	Not started	

Status of Completion:

Upload Science	Incomplete
Organization Information	Incomplete
Project/Performance Sites	Incomplete
All Personnel	Incomplete
Research Subject	Incomplete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

17. Select the Upload Science tab to open the Upload Science screen.

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

Grant List Manage eSNAP **Upload Science** Edit Business

Upload Science

Notes & Tips:

- By July 2010 users will not have the ability to add citations in Commons via this screen. Beginning in October 2010, users will no longer be able to see citations that have not yet been moved to the [MyNCBI system](#).
- New publications should be added using the [MyNCBI system](#). Please copy the PD/PI-entered publications from this page to the NCBI publications system.

indicates required field

Name: _____ **Grant Number:** _____

Grantee Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS

Files	File Name	Date Created	Status	
Progress Report File: *			NOT UPLOADED	<input type="button" value="Import"/>
Research Accomplishments File: Use this section to provide summary bullets of science highlights and other significant changes.			NOT UPLOADED	<input type="button" value="Import"/>
Other File:			NOT UPLOADED	<input type="button" value="Import"/>
Cover Letter:			NOT UPLOADED	<input type="button" value="Import"/>

Publication Information

Citation ID:

Citation Text:

NIH Manuscript Submission System Status: AVAILABLE

Valid NIHMSID	Associate with this eSNAP	Citation Source	Citation ID	Citation Text

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

- Click on Import to find and upload your progress report file. Your progress report should be in .pdf format. You are not required to use the NIH forms. From the lower half of the Upload Science screen, you can select or un-select any listed publication in order to associate or unassociated a publication from the selected eSNAP by using the relevant check box.
- Enter in the Pub Med citation number and the first 80 characters of the citation test. Click on the Save & New button.
- Check any publications already listed on the eSNAP that are related to the current project. Click on the Save & Complete button.
- Click on the Designate As Complete button when the Upload Science page is complete.
- Return to the eSNAP menu.

23. Select the Edit Business tab to view or edit the business information.

24. Edit and/or update the business information and select the name of CA and AD for admin and signing officials. Then designate as complete and click Save.

25. A Successfully Updated message appears at the top of the next screen along with Designate as Complete and Save & Complete buttons at the bottom of the screen.

26. Click the Project/Performance Sites tab to open the Performance Site List screen.

27. To add a performance site:

- a. Enter the information in the Performance Sites Form section, noting the following.
 - All fields, except for address lines 2–4, are required
 - The Name field indicates the name of the institution used as the performance site
- b. Click Save to add the information to the Performance Sites list.

28. To edit a performance site:

- a. Click the Edit hyperlink in the Action column for the desired Performance Site row. The Performance Sites form is populated with the information for the selected performance site.
- b. Edit the fields as required, and click Save & New to update the information.

29. To delete a performance site:

- a. Click the Delete hyperlink in the Action column for the desired performance site. The Delete Performance Site screen opens with the selected information listed.
- b. Click Delete to confirm the deletion and return to the Performance Site List screen with the updated information.

30. When complete, click on the Designate as Complete button.

31. Select Edit Business/All Personnel to open the All Personnel List screen.

Notes & Tips:

- List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer, for the current budget period at the applicant organization or elsewhere. The Commons ID is required for all PDIPIs and all individuals with a postdoctoral role.
- All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.
- The Commons ID is required for all individuals with a postdoctoral role.
- If you know an individual's Commons user ID, use the "Prepopulate" feature.

Personnel Form

Commons User ID: Pre-populate from Profile

First Name*: Middle Name: Last Name*: Last 4 digits of Social Security Number: XXX-XX- DoB (MMYY):

Degree(s): Project Role*: Supplement Support (if applicable): Months Devoted to Project*:

Please Select a Role: Please Select Supplement Support: Calendar: Academic: Summer:

Other (Project Role):

Save & New Clear

Name	Degree(s)	Role	Supplement Support	Months Devoted to Project			Action
				Calendar	Academic	Summer	
	PHD, MS, BS	PDIPI					Edit
		Consultant					Edit Delete
		PDIPI					Edit Delete
		Other (Specify Investigator)					Edit Delete
		Faculty					Edit Delete

Designate As Complete

This section has not been designated as complete
Warning: Clicking on Designate as Complete does not save changes to the eSNAP

32. To add personnel:

- a. Enter the information in the Personnel Form section, noting the following:
 1. The format for the Date of Birth (DoB) field is MM/YY (for example, 01/65) and is not required.
 2. The format for the SSN (Social Security number) field is the last 4 digits of the SSN only and is not required.
 3. The Project Role field is used to indicate the role that the person had on the project. (for example, Co-Investigator, Research Assistant, Technician)
 4. Months Devoted to Project is a required field, and must be entered for either calendar year, academic and/or summer months. Enter the annualized effort if it changes throughout the year.
- b. Click Save & New to add the information to the Personnel list.

33. To edit personnel:

- a. Click the Edit hyperlink in the Action column for the desired person (See Figure 46). The Personnel Form is populated with the information for the selected person.
- b. Edit the fields as required, and click Save & New to update the information.

34. To delete personnel:

- a. Click the Delete hyperlink in the Action column for the desired person. The Delete Personnel screen opens with the selected information listed. (See Figure 47)
- b. Click Delete to finalize the deletion and return to the All Personnel List screen with the updated information.

35. When complete, click on the Designate as Complete button.

36. Select the Research Subject tab to view or edit information related to human subjects and vertebrate

animal
research.

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

Grant List Manage eSNAP Upload Science Edit Business

Org Info Project/Performance Sites All Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Research Subject

Notes:
The following Human Subject Exemption Numbers can be used in addition to the six standard exemption codes described at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm> [outlined in section 46.101(b)]:

- E7: Human subjects involved - Multiple exemptions designated
- E8: Human subjects involved - HS regulations waived designated

*Indicates a Required Field

Name: Grant Number:

Grantee Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS

Human Subjects

Does the proposal involve human subjects? *

No Yes

Has the involvement of human subjects changed since the previous submission? *

If yes, the change must be addressed in the Progress Report.

No Yes

Is the research exempt? *

No Yes

Required if research is exempt

Exemption Number:

NIH-defined Phase III Clinical Trial *

No Yes

Assurance No.: FWA00005856

Human Subject Education:
Required only for new Senior/Key Personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.
Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

Animal Subjects

Does the proposal involve animal subjects? *

No Yes

Has the involvement of animal subjects changed since the previous submission? *

No Yes

Animal Assurance No.: A3270-01

Save Cancel

Designate As Complete

37. When complete, click on Save and then the Designate as Complete button.

38. The SNAP and Other Questions & Checklist screen is where you enter changes in key project categories:

- a. Senior/Key personnel and budget
- b. Inventions and patents
- c. Program income
- d. Facilities and administration

Home Admin Institution Profile Personal Profile Status eSNAP xTrain FCOI Links eRA Partners Help
 Grant List Manage eSNAP Upload Science Edit Business
 Org Info Project/Performance Sites All Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - SNAP and Other Progress Report Questions & Checklist

*Indicates a Required Field

Name: Grant Number:
 Grantee Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS

eSNAP

Has there been a change in the other support of Senior Key Personnel since the last reporting period? *
 No Yes
 If yes, explain the change(s) and attach complete Other Support information: *

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, submit complete Other Support information using the suggested format and instructions found in the PHS 398 application (<http://grants.nih.gov/grants/funding/phs398/phs398.html>). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.

Other support information should be submitted only for the PD/PI and for those individuals considered by the PD/PI to be key to the project. Senior/key personnel are defined as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not a salary is requested. Do not routinely include Other Support information for "Other Significant Contributors"; e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual previously listed in this category has changed such that they are now considered "senior/key personnel," this change should be indicated in this section and Other Support information submitted.

Files	File Name	Date Created	Status
Other Support File: *			NOT UPLOADED <input type="button" value="Import"/>

Will there be, in the next budget period a significant change in the level of effort for the PD/PI or other Senior Key Personnel designated on the Notice of Award from what was approved for this project? *
 No Yes
 If yes, please justify:

39. When complete, click on the Save and then the Designate as Complete button.

Change in Select Agent Research? *
 No Yes
 If yes, please explain in the Progress Report.

Change in Multi PD/PI Leadership Plan? *
 No Yes
 If yes, please explain in the Progress Report.

Change in human embryonic stem cell (hESC) line(s) used? *
 No Yes
 If yes, please justify:

Inventions and Patents

Were any inventions conceived or first actually reduced to practice during the course of work under this project? *
 No Yes
 If yes, has the invention been previously reported?
 No Yes

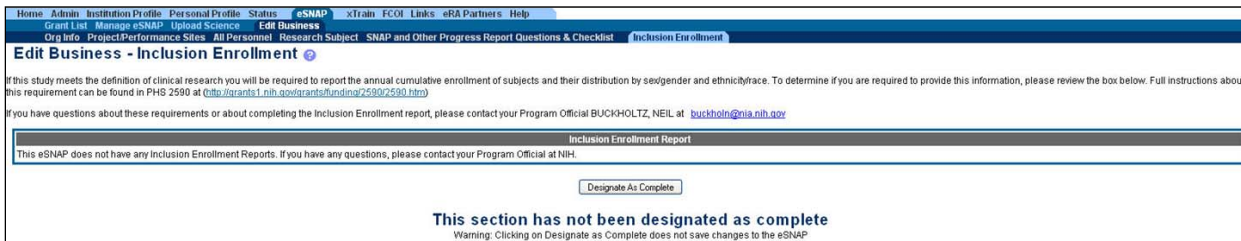
Program Income

Is program income anticipated during the proposed period for which support is requested? *
 No Yes
 If yes, save changes by clicking on the "Save" button below and then [click here to enter / edit program income information](#).

Facilities & Administration

Complete this section only if there is a change in Performance sites that will affect F&A costs.

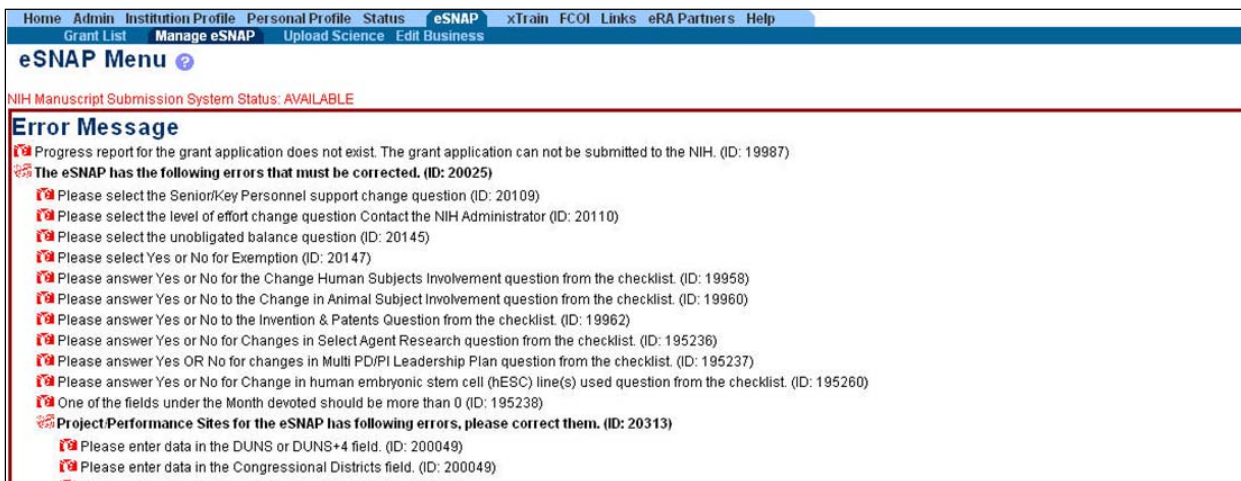
40. Click the Inclusion Enrollment sub-menu tab to review your inclusion enrollment obligations. Hyperlinks are provided to the required reports.



41. Click the hyperlink to open the Inclusion Enrollment Report Table screen.

42. Complete the required information and click Submit to update your information.

43. Click on the Manage eSNAP tab. Click on the Validate button and address any error messages.



44. When there are no errors, the eSNAP can be submitted. Click on the Submit button. If this button is not visible Sally Egloff (segloff@umd.edu or 58060) to enable this feature for your account.