

NOAA- eRA Commons Guidance

As of October 30, 2023, the NOAA's grant processing and management activities moved from GrantsOnline to GEMS (eRA Commons).

Major differences:

Proposal

- SF 424 4. Applicant Identifier → eRA commons User ID of the PI (must have the PI/PD role in Commons)

Award

- NIH/NOAA's notification will be sent from eRA-notify@mail.nih.gov
- Contact PI is the only who can initiate the PPR/RPPR
- PPR/RPPR can NOT be delegated to another user
- SO is the only who can submit the PPR/RPPR

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Proposal

NOAA applications will be submitted via the Grants.gov.



Step 1.

You must have the eRA commons ID with the PD/PI role and be affiliated with the organization to submit without the error. To request the eRA Commons ID, please register from [here](#).

Step 2.

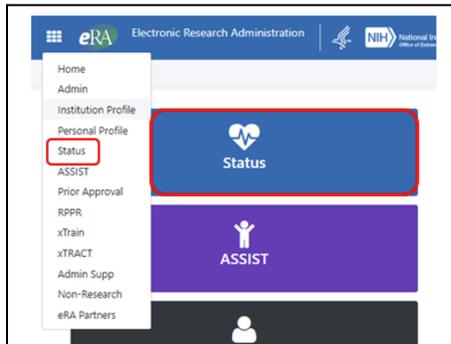
Once you have the eRA Commons ID, are affiliated with the organization, and have the PI/PD, please go to grants.gov to create the workspace application.

Add PI's eRA Commons User name to the form SF 424 4. Applicant Identifier.

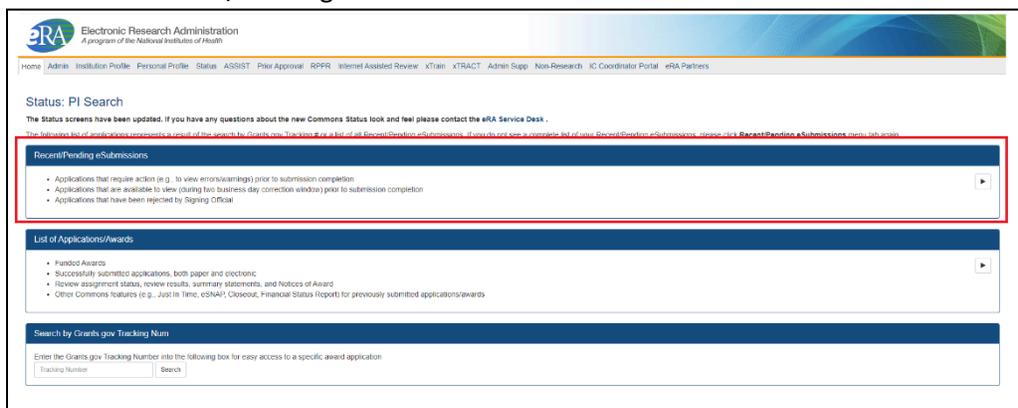
Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/> Enter your PD/PI's Username here!	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/> Enter your UEI here!	

Step 3. After you have submitted your proposal, you can check the application status on the eRA Commons.

1. Click on the status



2. Click on the Recent/Pending esubmission



3. Check to make sure that you did not have any errors.

Extra tips:

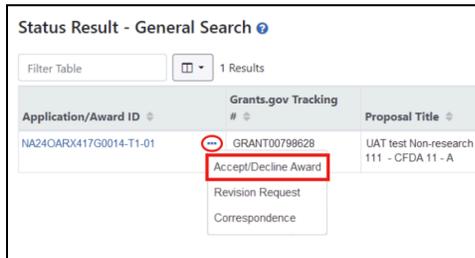
- The proposal will go through the grants.gov and eRA commons validations
- NIH recommends the PI to submit early - at least 2 days before the due date. Submitting early provides time to track your application, correct any errors and view your application by the due date. ([ref](#))

Award Management

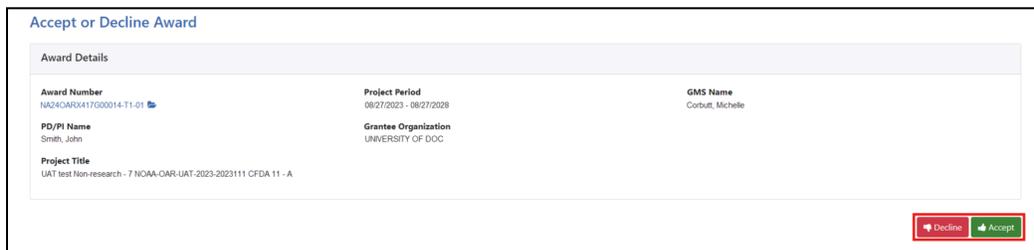
Tasks	Who	Available functionalities
Accept/Decline Award	SO only	Accept or Decline
Correspondence	SO and PD/PI	Initiate & Submit
Revision Request	SO only	Initiate & Submit
Terms Tracking	SO and PD/PI	Access & Submit
Federal Financial Report	FSR	Initiate & Submit
Payment Request	FSR	Initiate & Submit
PPR (Non research Grants)	SO and PD/PI	Initiate & Submit
RPPR initiate (research Grants)	PD/PI only	Initiate
RPPR submit (Research Grants)	SO only	Submit
Closeout	SO and PI	Initiate
Final FFR	FSR	Initiate and Submit
Final PPR	SO and PI/PD	Access/Upload
	SO only	Submit
Final RPPR	SO and PI/PD	Initiate/edit
	SO only	Submit
Additional Closeout Documents	SO and PI/PD	access/upload
	SO only	Submit

Accept/Decline Award (Only SO)

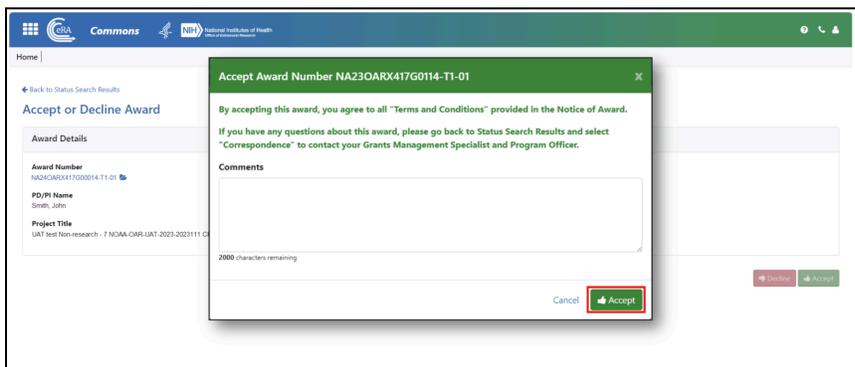
1. From the status module > click on the 3-dot ellipsis > Click Accept/Decline Award



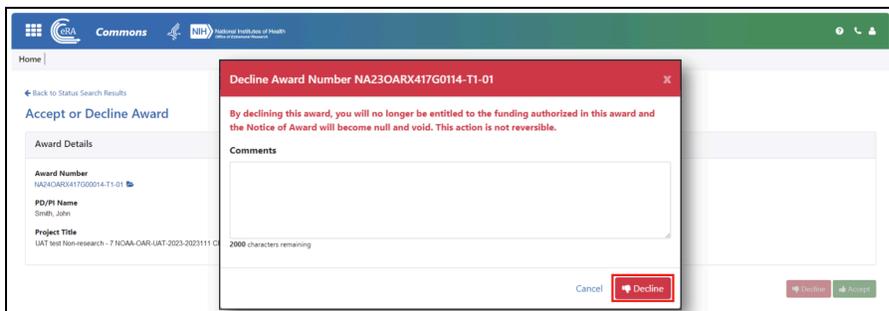
2. You will have an option to click Decline or Accept



3. If you accept the award, please click the Accept button.



4. If you decline the award, please click the Decline button.



Correspondence

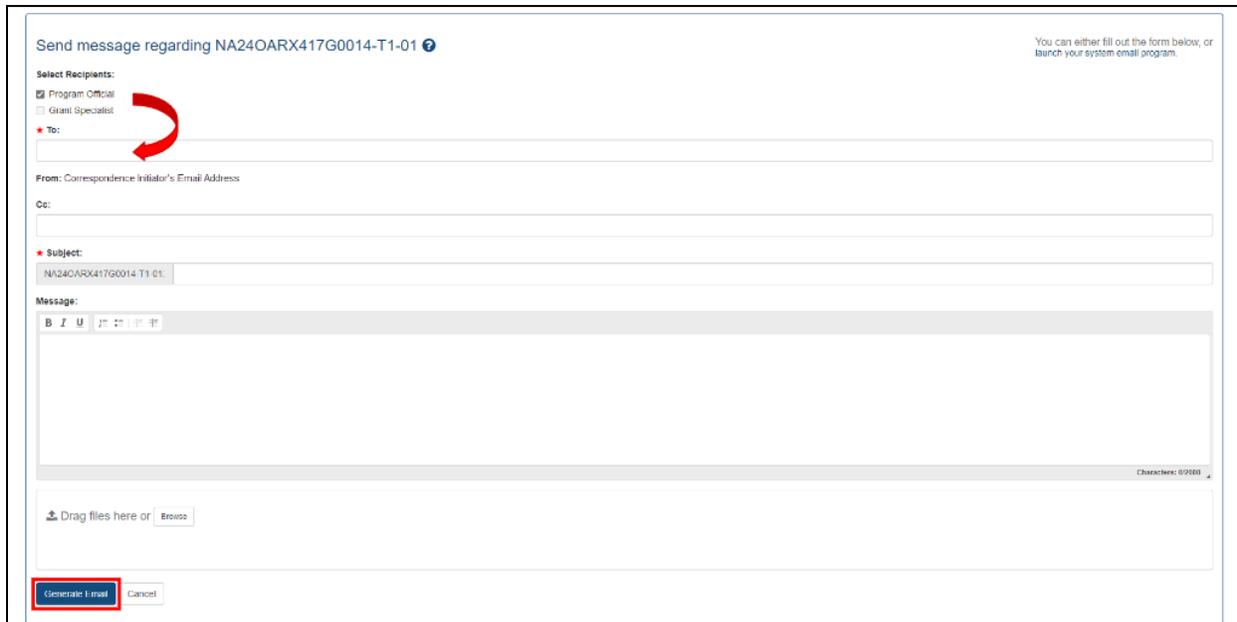
The Correspondence function allows you to send a notification to the Program Official and/or the Grant Specialist assigned to your application or award.

How to send the Correspondence from PI/PD's view:

1. From the Status module > locate the application/award > click on the 3-dot ellipsis > Correspondence.



2. Whomever you select on the "send message regarding [award#]" page, their email address will populate in the To line. You can choose to include others by adding their email address in the CC line. Then, enter a subject, your message, upload any files if you'd like. Then, **click** Generate Email.



Revision request (Only SO)

Revision Requests can be initiated and submitted only by users with the **Signing Official (SO)** via the Status module.

Revision Request types include:

- No Cost Extension – Prior Approval Required
- No Cost Extension – Prior Approval Waived (Research Terms and Conditions)
- Extension to Closeout
- Change in Scope
- Change in Principal Investigator / Project Director
- Foreign Air Carrier for Travel
- Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI
- Satisfy Specific Conditions
- Inclusion of Costs Requiring Prior Approval in Costs Principles
- Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense
- Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application
- Rebudget - Prior Approval Required
- Rebudget - Prior Approval Waived(Research Terms and Conditions)
- Pre-Award Costs More than 90 Days
- Termination by Consent
- Submit Additional Closeout Documents
- ASAP Drawdown Request (ASAP Vendors Only)
- Other

1. From Status module > locate the application/award > click on the 3-dot ellipsis > Revision request *award status must say “awarded”

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Start
NA22NMF4270131-T1-01	GRANT13507904 Semi-Annual RPPR 1	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John	Awarded. Non-fellowships only	02/01/2022

2. You'll reach this screen to initiate a revision request where you can select (CLICK) the revision request type. Then, (CLICK) make a selection from this dropdown.

Initiate a Revision Request

Revision Request Sub type: **No Cost Extension - Prior Approval Required**

- No Cost Extension - Prior Approval Required
- No Cost Extension - Prior Approval Waived(Research Terms and Conditions)
- Extension to Closeout
- *Change in Scope
- Change in Principal Investigator / Project Director
- Foreign Air Carrier for Travel
- Change in Key Person Specified in the Application
- Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI
- Satisfy Specific Conditions
- Inclusion of Costs Requiring Prior Approval in Cost Principles
- Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense
- Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application
- Rebudget - Prior Approval Required
- Rebudget - Prior Approval Waived(Research Terms and Conditions)
- Pre-Award Costs More than 90 Days
- *Termination by Consent
- Submit Additional Closeout Documents
- ASAP Drawdown Request (ASAP Vendors Only)
- Other

3. Scroll down, you will be able to see the Request details

Request Details

Request ID : 30511

Request type : *No Cost Extension - Prior Approval Required

Effective Date : 10/02/2023

Description : 200 characters remaining

4. Add any supporting documentation > submit

Budget Document

Drop file or browse to attach up to 10 PDF files, not exceeding 6MB per file.

Other Supporting Documents

Drop file or browse to attach up to 10 total PDF files, not exceeding 6MB per file.

[Request History](#)

Cancel Delete Save **Submit**

5. Status

Home | Commons Prior Approval | NIH National Institutes of Health Office of Extramural Research

Revision Request List

Existing Revision Requests for Year 1: NA22NMF4270131-T1-01

Filter Table 1 Results

Request ID	Project Title	Request Type	Submit Date	Status
30538	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid Extension to Closeout	Extension to Closeout		In Progress

Cancel [Initiate a New Revision Request](#)

Terms tracking

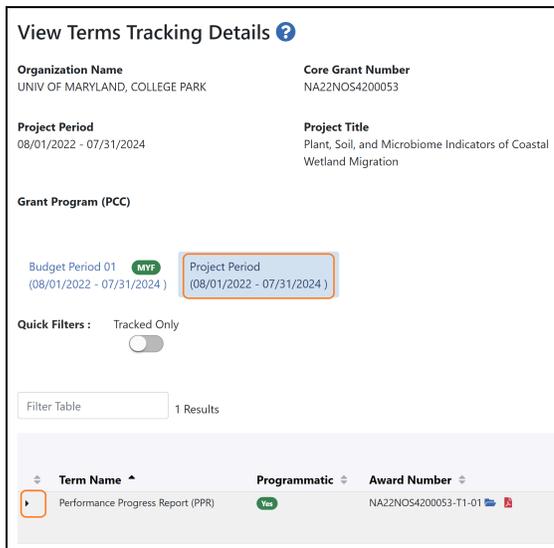
Terms Tracking is used to respond to terms and conditions applied to your awarded grant, such as the Performance Progress Report (PPR), progress reports for **non-research grants**. Users with the Signing Official (SO) and PD/PI roles can access Terms Tracking and submit requested information.

How to locate and initiate PPR

- **Only contact PI can initiate the PPR**
1. Status Module > Search for the award
 2. Click to go into the grant folder
 3. Click on the Award Terms > View Term Tracker



4. Click on the Project Period > click on the triangle next to the PPR



A screenshot of the "View Terms Tracking Details" page. The page displays the following information:

- Organization Name:** UNIV OF MARYLAND, COLLEGE PARK
- Core Grant Number:** NA22NOS4200053
- Project Period:** 08/01/2022 - 07/31/2024
- Project Title:** Plant, Soil, and Microbiome Indicators of Coastal Wetland Migration
- Grant Program (PCC):** (Not specified)
- Budget Period 01:** (08/01/2022 - 07/31/2024) with a "MYF" tag.
- Project Period:** (08/01/2022 - 07/31/2024) with a red box around it.
- Quick Filters:** Tracked Only (toggle switch is off).
- Filter Table:** 1 Results

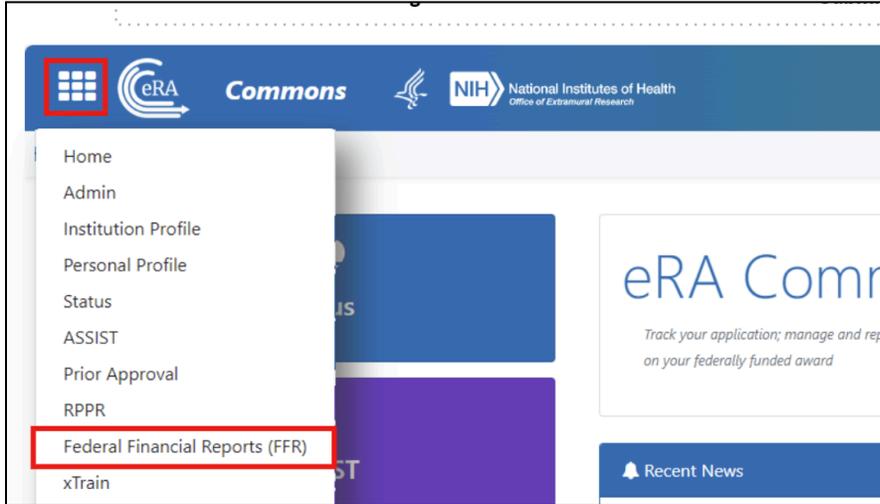
Term Name	Programmatic	Award Number
Performance Progress Report (PPR)	Yes	NA22NOS4200053-T1-01

5. Locate the appropriate period to click the three dots to prepare documentation

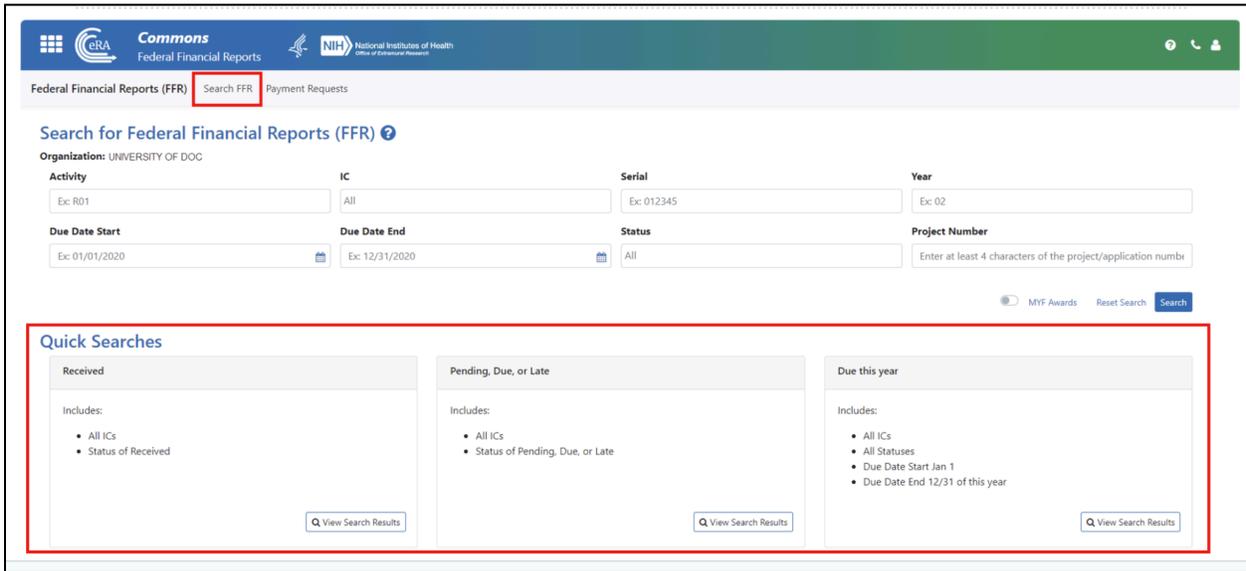
Term Name	Programmatic	Award Number	Next Due Date	Next																				
Performance Progress Report (PPR)	Yes	NA22NOS4200053-T1-01	04/30/2024	Rep See 450																				
<div style="background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> > Term Content </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Task Description</th> <th>Due Date Status</th> <th>Due Date</th> <th>Submission Status</th> <th>Su</th> </tr> </thead> <tbody> <tr> <td>Reporting Period 04/01/2023 - 09/30/2023. See Specific Award Conditions and CD-450/CD-451. ...</td> <td>Unresolved</td> <td>10/30/2023</td> <td>No Submissions</td> <td></td> </tr> <tr> <td>Reporting Period 10/01/2023 - 03/31/2024. See Specific Award Conditions and CD-450/CD-451. ...</td> <td>Prepare Documentation</td> <td>04/30/2024</td> <td>No Submissions</td> <td></td> </tr> <tr> <td>Reporting Period 08/01/2022 - 07/31/2024. See Specific Award Conditions and CD-450/CD-451. ...</td> <td>Unresolved</td> <td>11/28/2024</td> <td>No Submissions</td> <td></td> </tr> </tbody> </table>					Task Description	Due Date Status	Due Date	Submission Status	Su	Reporting Period 04/01/2023 - 09/30/2023. See Specific Award Conditions and CD-450/CD-451. ...	Unresolved	10/30/2023	No Submissions		Reporting Period 10/01/2023 - 03/31/2024. See Specific Award Conditions and CD-450/CD-451. ...	Prepare Documentation	04/30/2024	No Submissions		Reporting Period 08/01/2022 - 07/31/2024. See Specific Award Conditions and CD-450/CD-451. ...	Unresolved	11/28/2024	No Submissions	
Task Description	Due Date Status	Due Date	Submission Status	Su																				
Reporting Period 04/01/2023 - 09/30/2023. See Specific Award Conditions and CD-450/CD-451. ...	Unresolved	10/30/2023	No Submissions																					
Reporting Period 10/01/2023 - 03/31/2024. See Specific Award Conditions and CD-450/CD-451. ...	Prepare Documentation	04/30/2024	No Submissions																					
Reporting Period 08/01/2022 - 07/31/2024. See Specific Award Conditions and CD-450/CD-451. ...	Unresolved	11/28/2024	No Submissions																					

Initiate the Federal Financial Report (only FSR)

1. Login to the eRA commons
2. Click on the left top app menu (nine square) > Federal Financial Reports
 - If you do not see this in your menu, please contact oraera@umd.edu



3. You have various ways to search for the awards



4. Once found, click on the 3-dot ellipsis to create a new FFR.

Award Number ^		FFR Type	Doc No	Spec. Fundin
NA23OAR4170065-T1-01	...	Semi-Annual-1	NA23OAR4170065	
	+ Create New			
NA23OAR4170044-T1-01		Semi-Annual-1	NA23OAR4170044	

5. After you create the new report, please make sure to use the correct report type: Semi-Annual

The screenshot shows the 'Federal Financial Report' form. The 'Report Type' dropdown menu is open, and 'Semi-Annual' is selected and highlighted with a red box. Other options include Quarterly, Annual, and Final. The form also includes fields for Agency and Organizational Element, Federal Award or Other Identifying Number, Recipient Organization, UEI Number, Employer Identification Number, Recipient Account Number, Basis of Accounting, Funding/Award Period, and Reporting Period End Date.

If you need to modify the report, click the 3-dot ellipsis > edit and resubmit or view a copy of your submitted FFR.

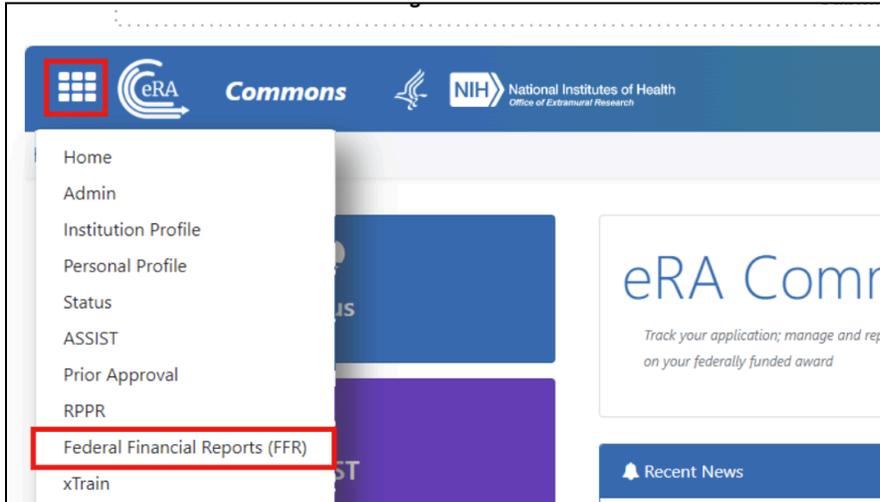
NA23NOS4730028-T1-01	...	Final	NA23NOS4730028
NA22OAR4170651-T1-01	<div style="border: 2px solid red; padding: 5px;"> Manage FFR View PDF </div>	Semi-Annual-2	NA22OAR4170651
NA22OAR4170113-T1-01	...	Semi-	NA22OAR4170113

6. Once the report is completed, please make sure to submit

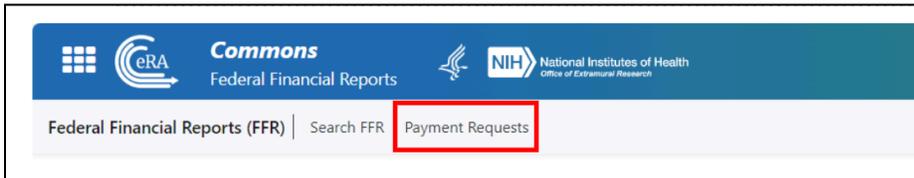
The screenshot shows the 'Agency Review Comments' section, which is currently empty. At the bottom right of the form, there are buttons for 'New search', 'Submit', and 'Save'. The 'Submit' button is highlighted with a red box.

Payment requests (FSR)

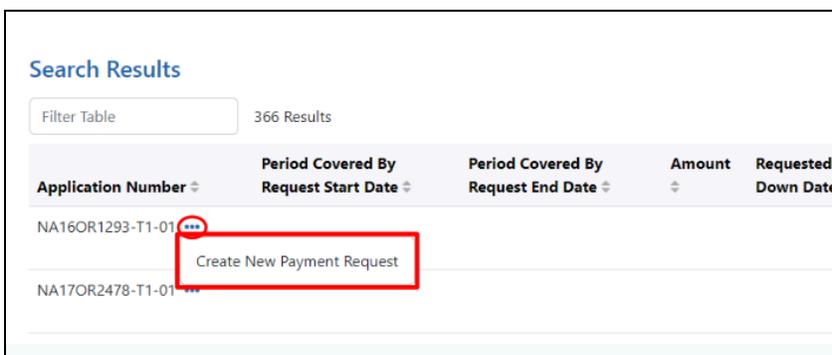
1. Login to the eRA commons
2. Click on the left top app menu (nine square) > Federal Financial Reports
 - If you do not see this in your menu, please contact oraera@umd.edu



3. Click on the payment request on the top menu



4. Search for the appropriate award > when found click on the 3-dot ellipsis to create the new payment request.



*The option to initiate and submit a payment request is available for all DOC awards; however, it should only be used for special award conditions. Please confirm with your Grants Management Specialist (assigned to your award) when it is appropriate to submit a payment request.

5. Complete the payment requests.

Create New Payment Request for NA16OR1293-T1-01 ✕

*** Required Fields**

Request Draw Down Date * MM/DD/YYYY	Requested Amount * \$ 0	Justification * <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <small>200 characters remaining</small>
Period Covered by Request From * MM/DD/YYYY	To * MM/DD/YYYY	
Total Expenditure to Date * \$ 0	Total Federal Funds Previously Requested * \$ 0	

SF-270/SF-271 if needed

[+ Choose](#)

Files should not exceed 6MB and max files allowed up to 10
Files can only be in PDF format

Other attachments (optional)

[+ Choose](#)

Files should not exceed 6MB and max files allowed up to 10
Files can only be in PDF format

[▶ View Payment Request History](#)

Cancel

* if you want to view the payment history, you may click View Payment Request History.

RPPR

Research Performance Progress Report (RPPR) is used to submit progress reports for **research grants**.

Only Users with the contact PD/PI role can initiate the RPPR.

Only Users with the Signing Official (SO) can submit the RPPR.

RPPR initiate (Contact PI only)

1. From the Status module > List of Applications/Award

The screenshot shows the 'List of Applications/Awards' section. It includes a search bar for Grants.gov Tracking Num and a list of application categories. The 'List of Applications/Awards' section is highlighted with a red border.

- Recent/Pending eSubmissions
 - Applications that require action (e.g., to view errors/warnings) prior to submission completion
 - Applications that are available to view (during two business day correction window) prior to submission completion
 - Applications that have been rejected by Signing Official
- List of Applications/Awards
 - Funded Awards
 - Successfully submitted applications, both paper and electronic
 - Review assignment status, review results, summary statements, and Notices of Award
 - Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards
- Search by Grants.gov Tracking Num
 - Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application
 - Tracking Number:
 - Search:

2. Locate the appropriate award > click the Semi-Annual RPPR

The screenshot shows the 'Status Result - List of Applications/Awards' table. The table has columns for Application/Award ID, Grants.gov Tracking#, Proposal Title, PD/PI Name, eSubmission Status, Current Application Status, Status Date, and Available Actions. The 'Semi-Annual RPPR 1' link in the Available Actions column is highlighted with a red box.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA22NMF270131-T1-01		TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality	SMITH, JOHN (PI)	Submission Complete	Awarded, Non-fellowships only	06/22/2023	Correspondence Semi-Annual RPPR 1
NA21OAR4310120		TEST RECORD - Building capacity for predictability of climate impacts on living marine resources in US coastal systems using the NOAA MOM6 ocean model (Title)	SMITH, JOHN (PD/PI)		Awarded, Non-fellowships only		

3. Then it will move to the RPPR menu to initiate the RPPR

The screenshot shows the 'RPPR Menu' form. It includes fields for Award Number, Program Director(PD)/Principal Investigator(PI), Due Date, Current Reviewer, Status, Institution, and Project Title. The 'Initiate' button is highlighted with a red box.

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
NA22NMF4270131-T1-01	Smith, John	08/30/2023		Not Started

Project Title
TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality

4. Go through all tabs across the top to complete the RPPR.
If you saved then come back later to edit more information, make sure to click the ellipsis to see edit option.

The RPPR has been successfully initiated.

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
NA22NMF4270131-T1-01	Smith, John	08/30/2023	PD/PI	In Progress

Institution
UNIVERSITY OF DOC

Project Title
TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster *Crassostrea virginica*, and its potential involvement in triploid mortality

- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer

Cancel

[How to complete RPPR](#)

Route to the SO

1. Once you complete the RPPR, please, click on the 3-dot ellipsis > route to Next Reviewer

The screenshot shows the RPPR Menu interface. The top navigation bar includes eRA, COMS, and NIH logos. Below the navigation bar, there are tabs for RPPR, Grant List, Rppr Menu, A Cover Page, B Accomplishments, C Products, D Participants, E Impact, F Changes, G Special Reporting Req, H Budget, and J. Misc. Documents. The main content area is titled 'RPPR Menu' and contains a table with the following data:

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
NA22NMF4270131-T1-01	Smith, John	08/30/2023	PD/PI	In Progress

Below the table, there is a dropdown menu for the award number, which is currently open and showing options: Edit RPPR, Check for Errors, View RPPR as PDF, View Routing History, and Route to Next Reviewer. The 'Route to Next Reviewer' option is highlighted with a red box. A 'Cancel' button is located at the bottom right of the menu.

2. Select the reviewer (your contract admin) > click on the certify > submit

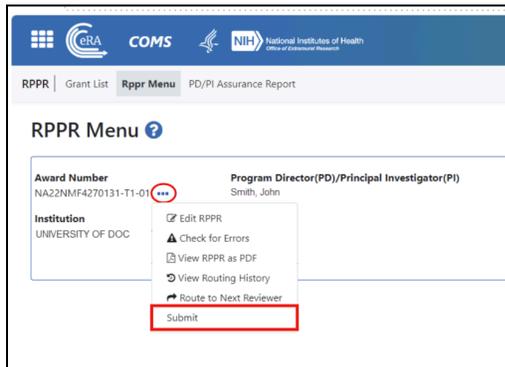
The screenshot shows the 'Route RPPR to Next Reviewer' dialog box. The dialog box has a title bar with 'Route RPPR to Next Reviewer' and a close button. The main content area contains a 'Next Reviewer:' label followed by a dropdown menu with the text 'Begin Typing and Select One'. Below the dropdown menu is a 'Comments:' label followed by a text input field. At the bottom of the dialog box, there is a red checkmark icon followed by the text: 'I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission.' At the bottom right of the dialog box, there are two buttons: 'Close' and 'Route to Next Reviewer'.

RPPR submit (SO)

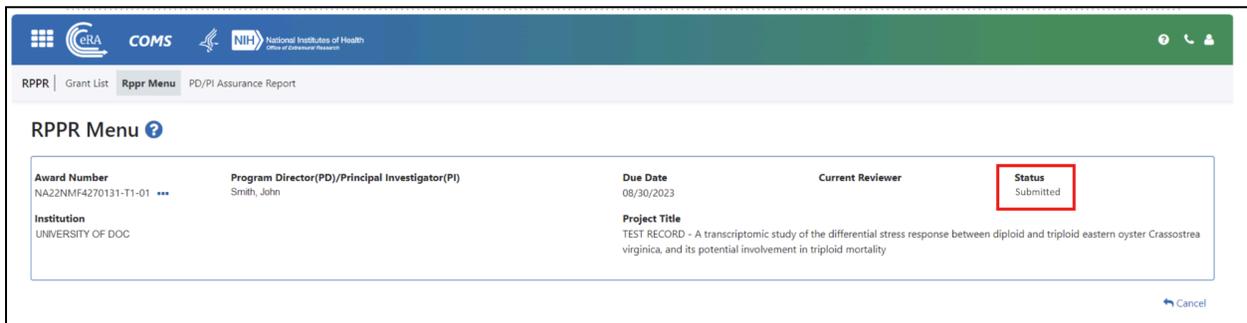
1. From Status module > general search > Clicks on the 3-dot ellipsis > click on the appropriate RPPR



2. The system will move to the RPPR module to view/edit/submit the RPPR by clicking on the 3-dot ellipsis



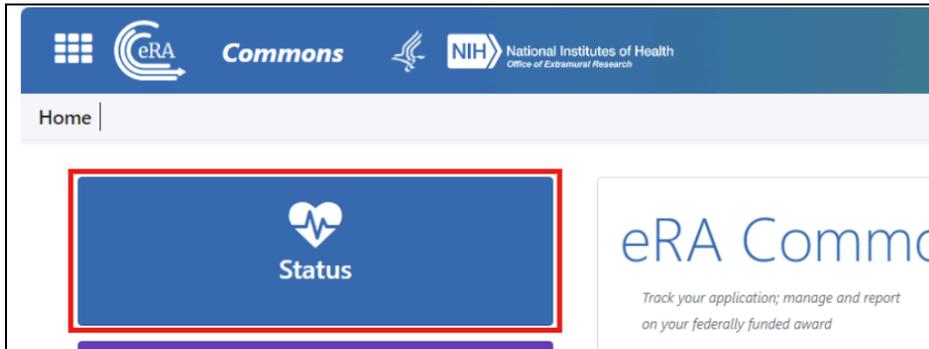
3. Once you click on the submit button > Status will change it to Submitted



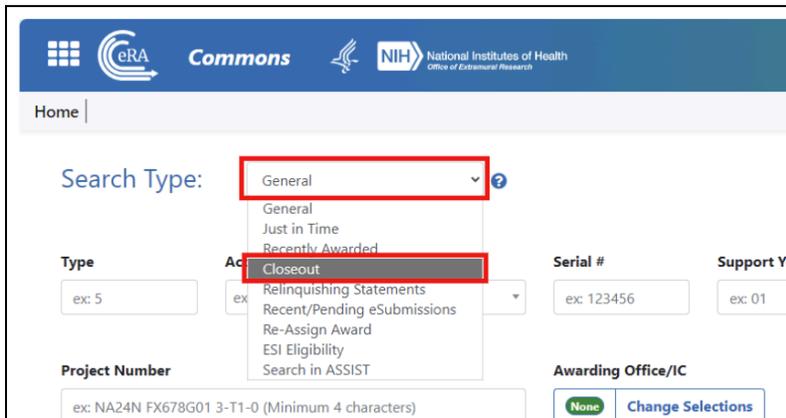
Closeout

Initiating the Closeout (SO/PI only)

1. Login to the eRA commons
2. Click on the Status module



3. Click on the Search type > Closeout



4. Click on the 3-dot ellipsis next to the appropriate award > Click Requires Closeout to initiate the closeout.

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Project Period Start	Project Period End	Budget Period Start	Budget Period End
NA22NMF4270131-T1-01	GRANT13507904	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John	Awarded. Non-fellowships only	02/01/2023	01/31/2025	02/01/2023	01/31/2025

Requires Closeout

Revision Request

Correspondence

5. After you initiate the closeout, you will be able to go into the closeout status module

Closeout Status Form Approved OMB No. 0925-0002

Application Information

Award Number: NA22NMF4270131-T1-01	PD/PI Name: SMITH, JOHN	Closeout Contact Name: CORBUTT, MICHELLE
Project Period: 02/01/2023 to 08/07/2023	Closeout Status: Requires Closeout	Closeout Contact Email:
Proposal Title: TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Date Of Status Change: 09/01/2023	Closeout Contact Phone: 2022522223

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			Manage Final FFR
FFR	The SO should use this section to submit any other required closeout FFR documents as stated in the terms including the Final Progress Report.	Not Received			Initiate Final Progress Report
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.		Please click on the link under action column to view the status of each document type.		Provide Documentation

Initiating the Closeout (PI)

1. Login to the eRA commons.
2. Click on the Status module.

3. Click on the List of Applications/Awards.

Status: PI Search

The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk .

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, please click Recent/Pending eSubmissions menu tab again.

Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

List of Applications/Awards

- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards

Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application

Tracking Number Search

4. Locate the appropriate award > click on the + button to expand the menu.

Status Result - List of Applications/Awards ? 11 Grouped View Flat View

NA22NMF4270131	1	02/01/2023 - 08/07/2023 (Project Period)	SMITH, JOHN (PD/PI)	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality (T&S)	Awarded, Non-fellowships only	+
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5. Click on the Requires Closeout button to initiate the closeout.

Status Result - List of Applications/Awards ? 11 Grouped View Flat View

NA22NMF4270131	1	02/01/2023 - 08/07/2023 (Project Period)	SMITH, JOHN (PD/PI)	Awarded, Non-fellowships only			-
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA22NMF270131-T1-01		TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	SMITH, JOHN (PI)	Submission Complete	Awarded - Non-fellowships only	06/22/2023	Requires Closeout Correspondence

Final FFR (Only FSR initiate and submit)

1. After the closeout is initiated, the Reports will be available.
2. Click on the Manage Final FFR to initiate the FFR.

The screenshot shows the Commons application information page. At the top, there are logos for eRA Commons and NIH National Institutes of Health. Below the header, there is a 'Closeout Status' section with a help icon. The main content area is titled 'Application Information' and includes details such as Award Number (NA22NMF4270131-T1-01), Project Period (02/01/2023 to 08/07/2023), Proposal Title (TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality), PD/PI Name (SMITH, JOHN), Closeout Status (Requires Closeout), Date Of Status Change (09/01/2023), Closeout Contact Name (CORBUTT, MICHELLE), Closeout Contact Email, and Closeout Contact Phone (2022522223). Below this information is a table with columns: Closeout Submission Requirement, Instruction, Status, Result of Actions, Date, and Action. The first row is highlighted with a red border and contains the text 'FFR' under 'Closeout Submission Requirement', 'To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.' under 'Instruction', 'Not Started' under 'Status', and 'Manage Final FFR' under 'Action'. The second row contains 'FFR' under 'Closeout Submission Requirement', 'The SD should use this section to submit any other required closeout FFR documents as stated in the terms and conditions of the Final Progress Report.' under 'Instruction', 'Not Received' under 'Status', and 'Initiate Final Progress Report' under 'Action'.

3. Once you create the new report, please make sure to use the correct report type: Final

The screenshot shows the Federal Financial Report form. At the top, there is a header 'Federal Financial Report' with a help icon. Below the header, there is a blue bar with a warning icon and the text 'Please verify that the Federal share of expenditures you are about to report to DOC on the FFR match the value found in the ASAP system and that net cash disbursements your organ'. Below this is a 'Long Form' section. The form is divided into several sections: 1. Federal Agency and Organizational Element to Which Report is Submitted (National Oceanic and Atmospheric Administration (NOAA)), 2. Federal Award or Other Identifying Number (NA22NMF4270131-T1-01), 3. Recipient Organization (Name and complete address, including ZIP code) (UNIVERSITY OF DOC, 123 Commerce Blvd., Bethesda, MD 20817), 4a. UEI Number, 5. Recipient Account Number or Identifying Number, 6. Report Type (Quarterly, Annual, Semi-Annual, Final), and 8. Funding/Award Period (From 02/01/2023 To 08/07/2023). The 'Final' radio button under 'Report Type' is highlighted with a red border.

4. Once the report is completed, please make sure to submit

The screenshot shows the Agency Review Comments section. It features a large text area for entering comments. At the bottom right of the form, there are three buttons: 'New search', 'Submit', and 'Save'. The 'Submit' button is highlighted with a red border.

Final PPR (contactPI)

- 1. From the closeout status >

Commons NIH National Institutes of Health Office of Extramural Research

Closeout Status

Form Approved OMB No. 0925-0002

Application Information

Award Number: NA22NMF4270131-T1-01
Project Period: 02/01/2023 to 08/07/2023
Proposal Title: TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster *Crassostrea virginica*, and its potential involvement in triploid mortality

PD/PI Name: SMITH, JOHN
Closeout Status: Requires Closeout
Date Of Status Change: 09/01/2023

Closeout Contact Name: CORBUTT, MICHELLE
Closeout Contact Email:
Closeout Contact Phone: 2022522223

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FSR	To submit and view the FSR, you must have the 'FSR' role associated with your Commons Account.	Submitted	Submitted by Michael Alexander (FSR)	10/12/2023	Manage Final FSR
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	Not Received			Initiate Final Progress Report
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.		Please click on the link under action column to view the status of each document type.		Provide Documentation

- 2. ONLY SO can submit the report.

Final Progress Report (FPR)

Grant Information

Grant Number: NA22NMF4270131-T101
Project Period: 02/01/2023 to 08/07/2023
Project Title: TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster *Crassostrea virginica*, and its potential involvement in triploid mortality

PD/PI Name: SMITH, JOHN
Org Name: UNIVERSITY OF DOC

Closeout Final Progress Report

Please provide additional materials:

File Name	Date Uploaded	Uploaded By
No documents have been uploaded		

[Upload](#)

[Cancel](#) [Preview](#) [Save](#) [Delete](#) [Submit](#)

Only the SO can submit!

Final RPPR

1. Initiate the Final RPPR

Home |

Closeout Status ?

Application Information Form Approved OMB No. 0925-0002

Award Number: NA22NMF4270131-T1-01	PD/PI Name: SMITH, JOHN	Closeout Contact Name: CORBUTT, MICHELLE
Project Period: 02/01/2023 to 08/07/2023	Closeout Status: Requires Closeout	Closeout Contact Email:
Proposal Title: TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Date Of Status Change: 09/01/2023	Closeout Contact Phone: 20225222223

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Submitted	Submitted by Michael Alexander (FSR)	10/12/2023	Manage Final FFR
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Not Received			Process Final RPPR
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.		Please click on the link under action column to view the status of each document type.		Provide Documentation

2.

RPPR | Grant List | **Rppr Menu** | PD/PI Assurance Report

Final RPPR Menu ?

Award Number NA22NMF4270131-T1-01	Program Director(PD)/Principal Investigator(PI) Smith, John	Due Date 08/30/2023	Current Reviewer	Status Not Started
Institution UNIVERSITY OF DOC	Project Title TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality			

[Cancel](#) [Initiate](#)

3.

4.

RPPR | Grant List | Rppr Menu | A Cover Page | B Accomplishments | C Products | D Participants | E Impact | G Special Reporting Req | **I Outcomes** | J. Misc. Documents

New!

RPPR | Grant List | Rppr Menu | A Cover Page | B Accomplishments | C Products | D Participants | E Impact | **F Changes** | G Special Reporting Req | **H Budget** | J. Misc. Documents

N/A for Final RPPR

N/A for Final RPPR

5.

Additional Closeout Documents

1. If there is any additional closeout documentation, you may include it on the proposal

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Submitted	Submitted by Michael Alexander (FSR)	10/12/2023	Manage Final FFR
Final RPPR	Only the SO or the PI of the Award may process the Final RPPR.	Submitted	Submitted by Michael Alexander (SO)	10/15/2023	Process Final RPPR _View Prior Submission
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.		Please click on the link under action column to view the status of each document type.		Provide Documentation

- 2.

The screenshot shows the Commons interface with a dialog box titled "Select Which Additional Closeout Documentation". The dialog lists three options, each with a thumbs-up icon:

- Final Life Cycle Certification Form (highlighted with a red box)
- Ensure Specific Award Conditions are satisfied
- Certificate of Final Acceptance

Below the dialog is a table showing the status of various closeout requirements:

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			Manage Final FFR
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	FPR Initiated	FPR Initiated by Michael Alexander (SO)	10/03/2023	Edit
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.	Not Applicable	Please click on the link under action column to view the status of each document type.		Provide Documentation