

Viewing Submitted Applications in NIH eRA Commons

Once you have received the e-mail from NIH stating that application is ready for you to view go to NIH eRA Commons at <https://commons.era.nih.gov/commons/index.jsp> and log in with your user name and password.

The screenshot shows the NIH eRA Commons homepage. At the top, the logo reads "Electronic Research Administration eRA Commons Sponsored by National Institutes of Health" with "Version 2.14.3.1" on the right. A navigation bar includes "Home", "Links", "eRA Partners", and "Help". Below the navigation bar, there are three news items: "COMMONS USER ALERT : February 8, 2008: The eRA system is back up and running. If you", "Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk>.", and "Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Comm](#)".

On the left side, there is a "Commons Login" section with a question mark icon. Below it, a red asterisk indicates a required field. The "Username" field is empty, and the "Password" field is also empty. There are "Login" and "Reset" buttons, and a link for "Forgot Password?". A red arrow points from the asterisk to the "Username" field.

On the right side, there is a "More Recent Features of Commons include:" section. It lists several features: "NEW xTrain has been released in a pilot mode for a limited pool of institutions; functionality will be released to full production mid-2008. For more information please", "eSNAP - Allows an institution to review non-competing grant data and submit a progr", "Reference Letters: To submit a reference letter when requested by an applicant, plea", "Internet Assisted Review (IAR) - Allows reviewer to submit critiques and preliminary preparation for a meeting. IAR creates a preliminary summary statement body containi", and "Demo Facility - Demo Facility allows you to try most of the capabilities of the NIH eRA".

At the bottom left, there is a "System Notification" section with a grey background.

From the top tool bar, select Status.

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In the Status Window, select the Recent/Pending eSubmissions link.



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

Status

[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 refused by Signing Official

[List of Applications/Grants](#)

- ◆ Funded Grants
- ◆ 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/grants

Search by Grants.gov Tracking Num

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

Grants.gov Tracking Number:

This will bring up your list of recent submissions, including the application that was just submitted by ORAA. Select the Application ID link to view the application and any errors or warnings.



Welcome MIHAPOD
 Institution: UNIVERSITY OF MARYLAND COLLEGE PK CAMPUS
 Authority: IAR PI [Log-out](#)

Home Admin Institution Profile Personal Profile **Status** eSNAP xTrain Internet Assisted Review 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, please click [Recent/Pending eSubmissions](#) menu tab again.

Grants.gov Tracking #	Application ID	eSubmission Status	Proposal Title	PI Name	eSubmission Status Date	Show All Prior Errors
GRANT00123456	AN3060031	Pending Verification	Title of Proposal	PI Name	2/15/2008 10:42:55	Show All Prior Errors

Any errors or warnings will be displayed on the top of the page. Errors will need to be addressed and ORAA will need to resubmit the applications. Warnings may or may not need to be addressed. Contact the ORAA eRA team member for further information.

To view the complete application, select the e-Application link. This will allow you to open or save the application in PDF format. This is the version the reviewers will access.

Review the PDF of the application, paying special attention that all diagrams and figures appear correctly. If there are any issues, contact the ORAA eRA team member who sent you the submission confirmation e-mail.

Status Information

eSubmission Errors/Warning

Any errors or warnings will appear here. Contact the ORAA eRA team member who sent your the submission confirmation e-mail with and questions.

General Grant Information Status: Application entered into system Institution Name: UNIVERSITY OF MARYLAND School Name: School Category: Division Name: Department Name: PI Name: Application ID: Proposal Title: Proposal Receipt Date: Last Status Update Date: Current Award Notice Dat Application Source: Project Period Begin Date Project Period End Date: eApplication Status: FOA: NIH Appl. ID:	Other Relevant Documents ? e-Application eSubmission Cover Letter Additions for Review (0 documents)
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Status History		Institute or Center Assignment	
Effective Date	Status Message	Institute or Center	Assignment Date
02/15/2008	Application entered into system		

Application Information	Study Section	Advisory Council(AC) Information
Award Document Number:	Scientific Review Group:	
FSR Accepted Code:	N Council Meeting Date(YYYY/MM):	2008/08
Snap Indicator Code:		
Priority Score:		
Percentile:		

Reference Letter(s)
 This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Contacts			
Administration	Name	Phone	Email

[Close](#)