It is recommended that the registration request be carried out at least 2 to 4 weeks prior to the submittal date of any Grants.gov submission.
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Overview of the NIH Grants Applicant process

NIH Grants.gov and eRA Commons flowchart – Electronic Application Process

Prepare to apply

Know your role

Register

Select Submission approach

Obtain software: PureEdge; pdf generator

Download PureEdge and pdf generator programme to your PC from Grants.gov

Find Funding or Opportunity in Grants.gov

Find specific funding programme/opportunity and download the application package

Prepare the application in accordance with the NIH Guide

The application proposal is prepared ensuring that the Research Services Team responsible for your campus is made aware that it is in progress. Prepared proposals will also need to be set-up on InfoEd.

Submit the completed application to Grant.gov (PI responsible)

Grants.gov will perform a basic application check

Wait for NIH to retrieve the application

eRA Commons will check application against guidelines

Check the submission status in eRA Commons

Errors found

If error are found, the PI will be informed and instructed to correct application before re-submission to Grants.gov

No errors found (may have warnings) the application will proceed successfully

Application assembled

Check the assembled application

PI to check application, the application will move forward in the process after 2 business days

Accept Application

Reject Application

No

Yes

Submission Complete

Finished

SO (Research Services) to check completed application within 2 business days

Accept Application

Reject Application

Submission Complete

Finished

AOR = PI (approved by the RO for Grant.gov, PI will be set up by the RO in eRA Commons); AO (cannot submit to NIH) = Senior Research Administrator/Research Services Manager; SO (submit to NIH) = Research Services/Grants Manager; AA = Research Office/Central Administration; FSR = Senior Research Administrator (process submits financial status reports to the NIH)

PI registers through Grants.gov then RO approves registration (refer to Grants.gov approval for info)

PI requests registration by contacting rs.compliance@imperial.ac.uk (refer to eRA Commons account set up for info)
Overview of the Applicant Account Set-up

NIH eRA Commons flowchart – Registration of Applicant Accounts

**Procedure for Applicants / Research Services**

- **Are you an existing eRA Commons account holder?**
  - **Yes**: Email rs-compliance@imperial.ac.uk to set up an eRA Commons account
  - **No**: When a Principal Investigator (PI) has transferred from another institution to Imperial College, the RO will create an affiliation.

**To set up new PI accounts the following details will be needed**:
- Applicant Name
- Date of Birth
- Email address

**Procedure for Research Office**

- Select the Administration tab, then Accounts, then Create Affiliation tab.
- Once the form is completed and submitted, the PI will receive an Account Affiliated notification email.

**The applicant will receive a couple of system-generated emails with their login / temporary password**

- **Account Created**
- Once the new account has been set-up inform the Applicant and Research Services that an account has been set-up
- **Finished**
### A. REQUESTING ACCESS AS A SIGNING OR ADMINISTRATIVE OFFICIAL (RESEARCH SERVICES ONLY)

1. **The Research Office - Support are the administrators for the system, and Research Services Faculty Teams and will need to contact the RO – Support if they wish to have an account with eRA Commons to submit reports to the NIH. Please refer to page 4 for further information.**

Imperial College has registered with NIH eRA Commons (Electronic Research Administration). eRA Commons is a package used by the National Institutes of Health (NIH), USA, for electronic submission of project progress reports and no cost extensions using eSNAP.

- **eSNAP**, the electronic Streamlined Non-competing Award Process, is a component of the NIH eRA Commons online application system

- eSNAP is accessed through NIH eRA Commons and it is this tool which enables PI’s to submit their progress reports online.

- submission to NIH may only be done by Signing Officials (SO) – at Imperial that is the RSMs, Grants Managers and Senior Administrators.
  - o email rs.compliance@imperial.ac.uk to request to be added as an SO

### B. REQUESTING ACCESS AS PRINCIPAL INVESTIGATOR (PI)

1. **The Research Office - Support are the administrators for the system, and applicants will need to contact the RO – Support if they wish to have an account with eRA Commons to apply for grants and submit reports to the NIH via this route**

To set up new PI accounts the following details will need to be forwarded to the email address listed below *(Please refer to page 4 for further information)*:

- PI First Name
- PI Middle Name
- PI Surname
- Role
  - o Signing Official (SO)
  - o Principle Investigator (PI)
- Email Address:
- DOB:

Email: rs.compliance@imperial.ac.uk

*If you have previously worked at an institution as a PI or Applicant other than Imperial College, please provide details of your prior support from the NIH.*

- **User Name or User ID**
- **Email address**

*Upon receipt of the above the Research Office will be able to set-up an Account Affiliation which move the applications and reports from one institution to another.*
INFORMATION ON THE ROLE OF AUTHORISED OFFICIALS WITHIN THE COLLEGE

1. Signing Official (SO) or Administrative Official (AO)

A Signing Official or SO is a Business Official within a University. The SO has institutional authority to legally bind Imperial College in grant administration matters by providing signature approval of submissions. An Administrative Official (AO) reviews the grant application for accuracy before the SO submits the final application to the NIH. AOs are not authorised to transmit applications to the NIH.

The SO can performing the following actions:

- Serve as an authority responsible for submission of grant applications to the NIH.
- View all grants within the institution, including status and award information.

2. Principal Investigator (PI)

A Principal Investigator will direct a research project or program supported by the NIH. The role of the PI within the NIH eRA Commons is to complete the grant process, either by completing the required forms through the NIH eRA Commons or by delegating this responsibility to another individual.

The PI performs the following actions:

- Access information for any grant and only those grants for which they are the designated PI.

3. Other Roles for Research Services

Other roles are available including: AA (Account Administrator), FSR (Financial Status Reports), ASST (Assistant) roles

https://commons.era.nih.gov-commons-faq.jsp

Once the SO or PI has been registered, an email will be sent to the PI from eRA Commons, confirming their username and password. The PI will then be requested to activate their account using the link provided in the email. At this stage the PI will be asked to change their password.

They are now ready to use eRA Commons.

HELP AND FURTHER INFORMATION

1. eRA Commons Help Desk

   eRA Commons Help Desk
   Hours of Operation: Monday - Friday, 7 a.m. - 8 p.m. ET 24 hr.
   Web Ticket: http://ithelpdesk.nih.gov/era/
   Phone: +001 866-504-9552
   Web site: http://era.nih.gov/