

Navigating eRA Commons

Division of Grant Management
Office of Financial Resources
Substance Abuse and Mental Health Services Administration

2021



SAMHSA
Substance Abuse and Mental Health
Services Administration

Agenda

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Symbol Key:  Frequently Asked Question  FAQ Resource

Click on the **orange question icons** throughout the presentation to **jump to the resource information**. Repeat the action over the **green help agent icon** to **jump back** to the question origin page.

Introductions

Webinar organizer: [Beverly Vayhinger](#), SAMHSA OFR

Presenter: [Joy Cornell](#), SAMHSA GEMS Team

Panelists: [LaQuisha Burton](#), SAMHSA GEMS Team

Anna Pham, SAMHSA GMS

Song Lee, eRA Partner Engagement Team

Fernando Nunez, eRA e-Submissions Specialist

eRA Commons and Related Systems

- **eRA (Electronic Research Administration)** is a web-based platform for grants management data and is a product of NIH which is also used by other partner agencies
- eRA is an **enterprise system** which is continually undergoing updates and development of new functionality
- SAMHSA began converting its electronic management of grants to eRA in 2016
- SAMHSA's grants are **non-research** and use a different business model from NIH research grants; modules and features are adapted for SAMHSA's needs
- The eRA system interacts with multiple other agency systems; Grants.gov, Payment Management System (PMS), and SAM.gov

*Where can I find
fillable forms to attach
to my submissions?*



eRA Announcement: Phase Out of IE Browser

To protect eRA systems and data, eRA is phasing out the use of the **Internet Explorer** browser for eRA modules effective **July 19, 2021**. As of that date, eRA modules will no longer be available when using the IE browser.

As our users move to other [eRA supported browsers](#), they may run into scenarios where browser settings or outdated software affect the normal behavior of our modules.

Currently, our modules are developed and tested for compatibility using the most recent versions of the following browsers for Windows:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge (Beginning on July 20, 2021)

Some of these scenarios can be addressed by the local IT desktop support staff in the user's organization and/or the users themselves. Several factors may play into why users run into these situations, from **security settings** on the user's computer to **pop-up blockers** not disabled or **cookies and cache** that need to be cleared.

Please see [Tips & Tricks for Fixing Browser Configuration Issues When Using eRA Modules](#) webpage for common situations users may experience.

If you are unable to resolve the situation, please reach out to the [eRA Service Desk](#).

New System: FFR (SF-425) Submission in PMS

Effective January 1, 2021, the Federal Financial Report (FFR) must be submitted to the [Payment Management System \(PMS\)](#). On the **Search for Federal Financial Report** screen in eRA, click on the new **Manage FFR** button next to the grant. This links directly to the PMS log in.

After you log in to PMS, the **Federal Financial Report – Details** screen for that specific grant is pulled up.

Once the form has been submitted, you will be able to see the status of your submission in the eRA/FFR module history.

Do I need to set up an account or add new permissions on my PMS account?



Search for Federal Financial Report (FFR) ?

Organization: GENERAL HOSPITAL

Activity: Activity IC: All Serial: Serial Year: Support Year

Status: Received Due Date Start: Due Date Due Date End: Due Date

[new search] Search

Showing 1 to 25 of 71 entries Export

Award Number	Doc No	Spec. Funding	FFR Due	Submitted to Agency	Budget Start	Budget End	Latest FFR Status	Action
5U01CA206997-03	UCA206997A		06/30/2020	06/24/2020	03/01/2019	02/29/2020	Received	Manage FFR PDF History

Date Received	Created by	Processed by agency	Status	Action
06/24/2020	Mim, Osa	N/A	Received	PDF

SAMHSA Website Links for Grantee Reference

The SAMHSA Grants section of the website contains important reference information for applicants and grantees: <https://www.samhsa.gov/grants>

SAMHSA
Substance Abuse and Mental Health
Services Administration

Home | Site Map | Contact Us

Search SAMHSA.gov Search

Find Treatment | Practitioner Training | Public Messages | **Grants** | Data | Programs | Newsroom | About Us | Publications

FY 2021 Grant Announcements

SAMHSA announces grant funding opportunities through Funding Opportunity Announcements (FOAs). Each FOA contains all the information you need to apply for a grant. To apply for a SAMHSA grant, you must register on [Grants.gov](https://www.samhsa.gov/grants).

» [View all Fiscal Year \(FY\) 2021 Grant Announcements](#)

Grant Review Process

SAMHSA uses peer reviewers who are subject matter experts and generally not SAMHSA employees. Peer reviewers evaluate discretionary grant applications. [Visit "Grant Review Process" to learn more.](#)

Applying for a New Grant

These resources will help you find and apply for funding opportunities. [Visit "Applying for a New SAMHSA Grant" to learn more.](#)

- » [Training Events for Applicants](#)
- » [Registration Requirements](#)
- » [Submitting Your Application](#)
- » [Application Forms and Resources](#)
- » [Guidelines for Consumer and Family Participation](#)

Grants Management

After SAMHSA awards a grant, it collaborates with the grant recipient (grantee) in helping him or her use the financial assistance. [Visit "Grants Management" to learn more.](#)

- » [Training Events for Grantees](#)
- » [Notice of Award \(NoA\)](#)
- » [Policies and Regulations](#)
- » [Reporting Requirements](#)
- » [Post-Award Changes](#)
- » [Continuation Grants](#)
- » [Grant Closeout](#)

SAMHSA Grant-Related Contact Information

Grant Announcement Questions?

Contact the person(s) listed under "Agency Contact" in the Funding Opportunity Announcement (FOA)

[Sign Up for Email Updates](#) about Grant Funding Announcements

Problems Submitting Your Application on Grants.gov?

Contact the Grants.gov Helpdesk: support@grants.gov (link sends e-mail)

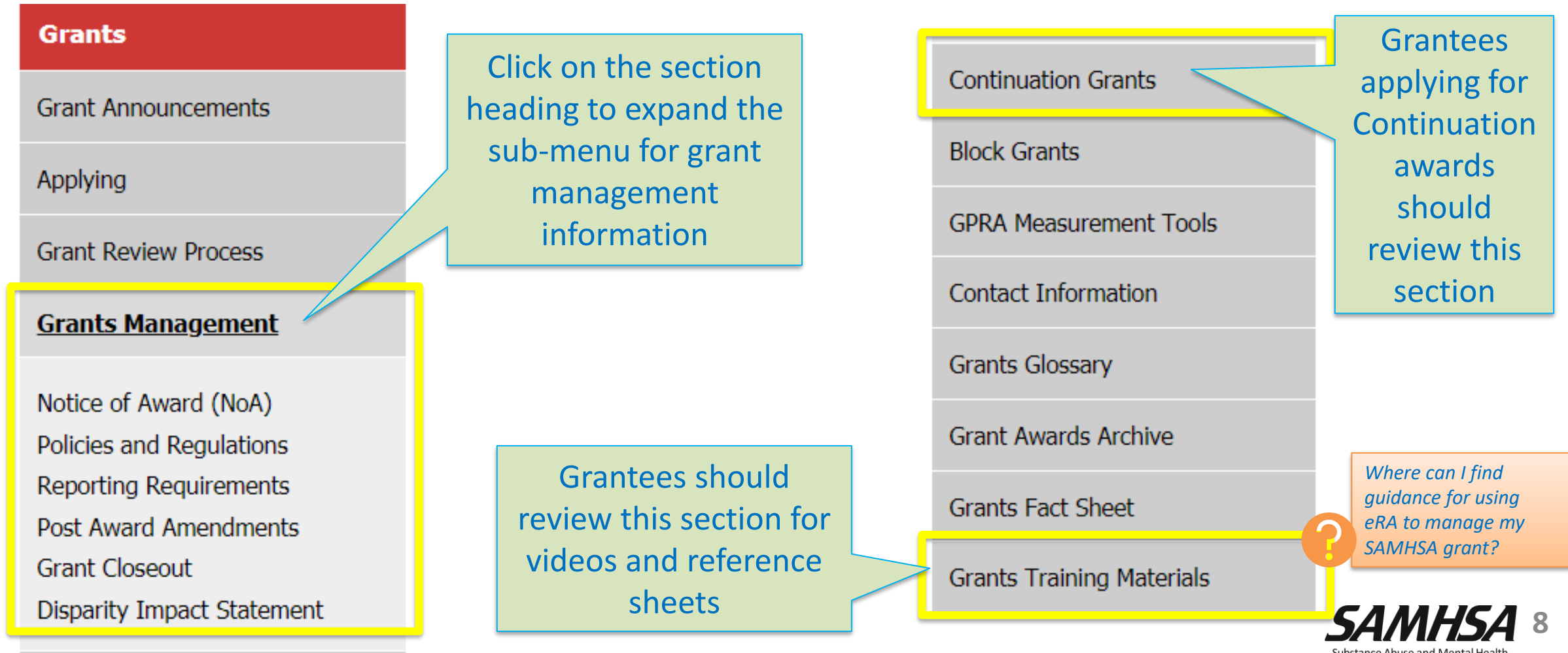
General Grants Questions?

Call SAMHSA's Division of Grants Management at 240-276-1400

Please always check the SAMHSA website first for information on managing your grant.

SAMHSA Website: Grants Pages Side Bar Menu

Each page on the SAMHSA Grant section contains a left side bar menu. Click on a topic link to expand and to navigate to the sub-pages. Grantees will mostly use the “Grants Management” sub-sections, “Continuation Grants,” and “Grants Training Materials” sections for reference.



SAMHSA Website: Links for Grantee Reference *continued*

SAMHSA Funding Opportunity Announcements are posted here:

<https://www.samhsa.gov/grants/grant-announcements-2021>

Find Treatment Practitioner Training Public Messages **Grants** Data Programs Newsroom About Us Publications

Home » Grants » Grant Announcements

Grants

Grant Announcements

Applying

Fiscal Year 2021 Grant Announcements and Awards

SAMHSA announces grant funding opportunities through Funding Opportunity Announcements (FOAs). Each FOA contains all the information you need to apply for a grant.

Links to current FY year FOA announcements

Left side menu page links for grants management topics

Grants Management

Notice of Award (NoA)

Policies and Regulations

Reporting Requirements

Post Award Amendments

Grant Closeout

Disparity Impact Statement

Guidance on grant management Actions

is located in the Grants Management area of the website:

<https://www.samhsa.gov/grants/grants-management>

such as

Post Award Amendments information:

<https://www.samhsa.gov/grants/grants-management/post-award-amendments>

SAMHSA Website: Links for Grantee Reference *continued*

Terms and Conditions information is located here:

<https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>

Post Award Reporting Requirements and Federal Financial Reports guidance can be found here:

<https://www.samhsa.gov/grants/grants-management/reporting-requirements>

Federal reporting requirements include:

- [Annual Federal Financial Report \(FFR\)](#)
- [Federal Cash Transactions Reports \(FCTR\)](#)
- [Progress Reports](#)
- [Federal Funding Accountability and Transparency Act \(FFATA\)](#)
- [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#)

Annual Federal Financial Report (FFR) (SF-425)

SAMSHA requires submission of an annual [FFR \(SF-425\) \(PDF | 268 KB\)](#) no later than **90 days** after the end of the budget period.

- [FFR – Summary of Instructions and Guidance \(PDF | 151 KB\)](#)

Post award amendment types include:

- [Budget Revision](#)
- [Carryover](#)
- [Change in Scope](#)
- [Change in Key Personnel](#)
- [Merger, Successor-in-Interest, Transfer](#)
- [No-Cost Extension](#)
- [Organization Change](#)

and

Post Award Amendments for Discretionary Grants guidance is here:

<https://www.samhsa.gov/grants/grants-management/post-award-amendments>



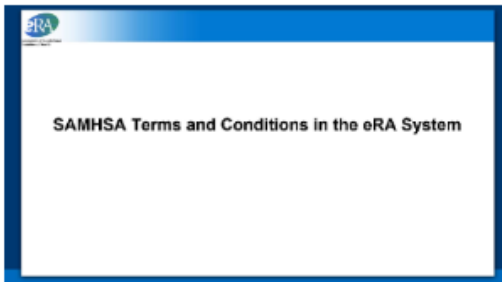
The SAMHSA website features a page containing training videos and reference information for grantees: <https://www.samhsa.gov/grants/grants-training-materials>. Some examples of the materials on that page are shown in the screen shots below. Check this page first for instructions on managing your grant in eRA Commons. SAMHSA grants are processed slightly differently in eRA Commons than other agencies, for example NIH, so the reference materials here are tailored for SAMHSA, while information on the eRA website may not always apply.

Training Events, Videos, and Reference Materials for Applicants and Grantees

This page contains training announcements and resources for SAMHSA applicants and grantees on accessing and utilizing the eRA online interface to share administrative grant management information with SAMHSA federal staff.

Grant Management Reference Materials for Grantees

[Notice of Award: How to Respond to Terms and Conditions \(nine minutes, 45 seconds\)](#) 



The purpose of this video is to provide SAMHSA grantees a brief overview of Terms and Conditions in eRA Commons, and how to respond to tracked terms and conditions listed in your Notice of Award.

Read the [Video Transcript \(PDF | 97 KB\)](#).

[Grantee Terms and Conditions Reference Sheet \(PDF | 165 KB\)](#).

For more information go to [Terms and Conditions](#) on the SAMHSA Grants Management page.

Reference Materials for eRA Commons Accounts

The following reference materials provide guidance for applicants and grantees to understand Commons account roles and how to add or update accounts.

[eRA Commons Roles Matrix and Descriptions for SAMHSA \(PDF | 180 KB\)](#)

[Managing Commons User Accounts Add or Remove Role or Unaffiliate \(PDF | 374 KB\)](#)

[Editing Your Commons Personal Profile \(PDF | 397 KB\)](#)

[Commons BO Role Changes on SAMHSA Grant Record \(PDF | 269 KB\)](#)

SAMHSA Website: Grantee Training Videos

There are currently six videos on the [SAMHSA Training Page](#) focusing on the following aspects of managing your grant in eRA:

- [Notice of Award: How to Respond to Terms and Conditions](#)
- [Non-Competing Continuation Applications](#)
- [How to Submit a Post Award Amendment](#)
- [How to Respond to a Request of Additional Materials](#)
- [Grantee Correspondence with SAMHSA](#)
- [Closeout](#)



eRA Help Desk Issues

Contact the eRA Commons help desk for assistance with technical issues such as those listed here, if you need additional information after checking the answers linked in this document to the question mark icons below.

- ? Login problems
- ? Commons accounts
- ? Understanding account roles
- ? Accessing grant records
- ? Application error and warning messages
- ? ASSIST or application issues
- ? Uploading documents to RAM or Terms Tracking



eRA Help Desk Quick Reference

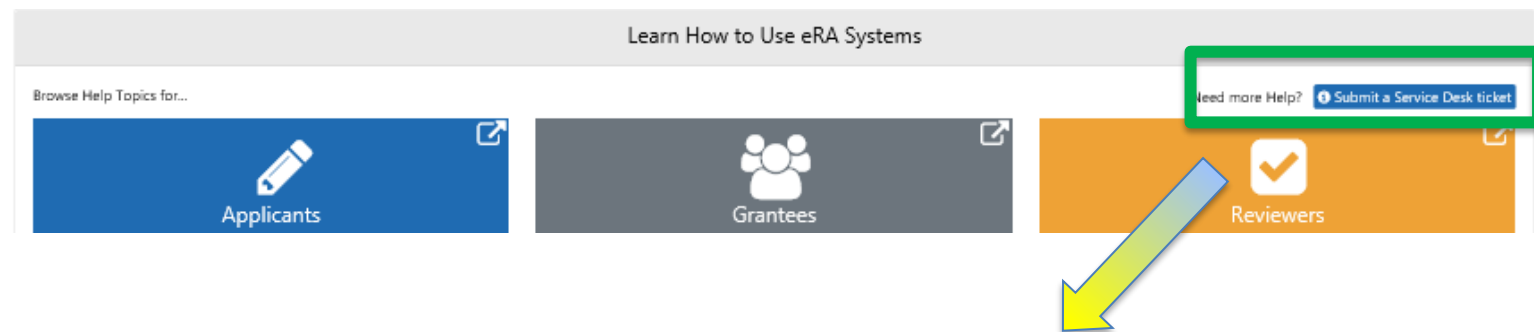
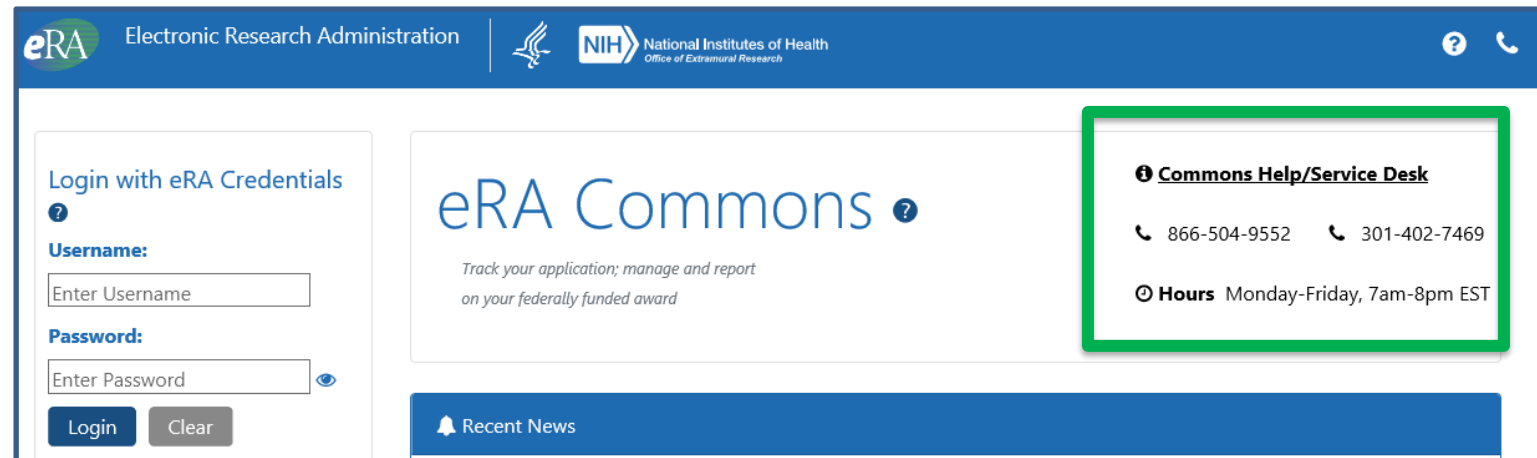
- **Web Support:** <https://grants.nih.gov/support/index.html>
- **Submit a Web Ticket:** <https://public.era.nih.gov/commonshelp>
- **Toll-Free:** 1-866-504-9552; **Phone:** 301-402-7469
(Press menu item option 6 for SAMHSA Grantees)
- **Hours:** Mon-Fri, 7 a.m. to 8 p.m. EST *(closed on federal holidays)*

Technical Support for eRA Commons

You can access the eRA help desk information page via the [Commons Help/Service Desk link](#) at the top right of the [eRA Commons Login home page](#).

SAMHSA recommends, however, submitting a [Service Desk ticket](#) via the link near the bottom right of the page. Provide a **screenshot** and the URL of the webpage on which you have a question and include your **grant number** to assist the agent with identifying and troubleshooting your issue, and the agent will respond via email or phone call; this way you will not need to call the help line and potentially wait on hold for support.

What part of my grant number do I use to identify my award?



Need more Help? [Submit a Service Desk ticket](#)

Sample of Web Ticket Form

Complete the fields on the form. On the drop-down menu for “I need help with: Please select an issue” only select one of the fields highlighted below.

To Contact the eRA Service Desk, please complete the online request form below.

If you have a Commons account please [click here](#) to log in to eRA Commons to access the eRA Service Desk Web Ticketing system.

* Required field(s)


* First Name

Middle Name

* Last Name

* Email Address

* Phone Number

* I need help with 

* Description
(maximum of 2000 characters)

Contact Preference

- Please select an issue
- Account Management
- Administrative Supplement
- Application Submission
- Bibliographies & Manuscripts
- Federal Financial Report (FFR)
- Financial Conflict of Interest (FCOI)
- Grant Closeout
- Grant Status
- iEdison
- Institution Profile
- Internet Assisted Review (IAR)
- Just in Time (JIT)
- Login Problems
- New Investigator (NI)/Early Stage Investigator (ESI)
- No Cost Extension (NCE)
- Non-Research
- Personal Profile
- Prior Approval
- Reference Letters
- Registration
- RePORTER
- Research Performance Progress Report (RPPR)
- Summary Statement
- xTract
- xTrain

Getting Help with eRA Commons by Phone

For help by phone, please press menu option 6 to direct your call to a representative trained on SAMHSA grant procedures. Please identify yourself as a SAMHSA grantee and provide your grant IC and serial number. (See [page 21](#) for grant number explanation.)

The screenshot shows the eRA Commons website interface. At the top, there are logos for eRA (Electronic Research Administration) and NIH (National Institutes of Health, Office of Extramural Research). The main content area includes a login section on the left with fields for 'Username' and 'Password', and buttons for 'Login' and 'Clear'. Below the login fields is a link for '(For External Users Only) [Forgot Password/Unlock Account?](#)'. In the center, the 'eRA Commons' logo is displayed with the tagline 'Track your application; manage and report on your federally funded award'. On the right, a green-bordered box contains contact information: 'Commons Help/Service Desk', phone numbers '866-504-9552' and '301-402-7469', and 'Hours Monday-Friday, 7am-8pm EST'. Below this is a blue 'Recent News' banner. At the bottom, a red-bordered box contains the text 'Press menu option 6 for SAMHSA Grantees', with a red arrow pointing upwards from this box towards the help/service desk information.

A common problem with login can be solved by resetting your password:

[Forgot Password/Unlock Account?](#)

Press menu option 6 for
SAMHSA Grantees

Technical Support Outside of eRA: SPARS Reporting

Most of SAMHSA's grantees are required to submit Quarterly Reports in SAMHSA's online reporting platform. Your Notice of Award (NoA) describes how to submit these reports via the SPARS website, **which is separate from eRA Commons.**

Go to SPARS online at <https://spars.samhsa.gov/> for information. If you have further questions, **contact the GPO listed on your NoA.**



For technical support, contact the SPARS Help Desk:

Phone: (855) 322-2746 (Toll Free)
8:00 AM to 7:00 PM EST
Monday through Friday (except holidays)

Email: SPARS-Support@rti.org

Technical Support Outside of eRA: Grants.gov



Grants.gov support is available 24/7 (except federal holidays);

contact Grants.gov [Applicant Support](#) and include [supporting details](#) when you call or email.

1-800-518-4726 (U.S.)

1-606-545-5035 (International)

support@grants.gov

Find Help and Learn:

- [Grants Learning Center »](#)
- [Online Help »](#)
- [Applicant Training »](#)
- [Frequently Asked Questions Portal »](#)

The final step for submitting any type of SAMHSA application (in response to a FOA, for Continuation awards, Supplements, and for Post Award Amendment requests) requires that the Signing Official enter **Grants.gov AOR** credentials. *See next page for more information.*

Technical Support Outside of eRA: AOR Credentials

1. On the final step of submitting a SAMHSA application, the SO will need to enter the **Grants.gov AOR (Authorized Representative) credentials**. These are not the same as the eRA Commons User ID and password.
2. To verify if you have the **AOR role** and that your account is **active**, [log in to Grants.gov](#) and select **My Account – Manage Profile**.
3. If you do have the role and are unable to submit your application, please try performing a password reset in Grants.gov.
4. If you have any questions about the AOR credentials, please contact Grants.gov directly: **support@grants.gov, 1-800-518-4726**. Please be sure to state that you need the AOR credential information, not the Grants.gov login.

Technical Support Outside of eRA: FFRs and PMS

SAMHSA grant recipients must use the Payment Management System (PMS), <https://pms.psc.gov/> to report all financial expenditures, as well as to drawdown funds. **If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533.**

- Recipients who **do not have access** to PMS must submit a new user access request for the FFR Module:

<https://pms.psc.gov/grant-recipients/access-newuser.html>

- **Note:** It can take up to 3-4 days to process the User Access Request.

- Recipients who **currently have access** to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and **update their permissions to request access to the FFR Module using the following instructions:**

<https://pms.psc.gov/grant-recipients/access-changes.html>

- Please note that a person who holds the **Preparer** role can submit the FFR, but a person holding the **Certifier** role (this may be the same person who holds the Preparer role) **must also certify and submit the FFR**. Information on these roles can be found here:
 - **Preparer** <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html#preparing-ffr>
 - **Certifier** <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html#certifying-ffr>

Understanding Grant Number Structure



Example: 6 H79 SM 065432 - 02 L002

1. Application Type	2. Activity Code	3. Institute Code (IC)	4. Serial Number	5. Support Year/Budget Period	6. Suffix (if applicable)
6	H79	SM	065432	-02	M002

1. Application Type

The application type is a single-digit and identifies the type of grant record. SAMHSA uses the following codes:

- 1 - New
- 2 - Competing Continuation
- 3 - Supplement
- 5 - Non-competing Continuation
- 6 - Post Award Amendment
- 7 - Transfer, Change of Grantee Institution

2. Activity Code

A three-digit combination of letters and numbers based on the activities supported by the grant.

3. Institute Code (IC)

The center from which the grant originates, e.g. FG, SM, SP, TI.

4. Serial Number

The six-digit core grant number that is unique to that specific project.

5. Support Year/Budget Period

A two-digit number identifying the support year of the grant. For example, the grant number for first year of the project will be identified by **-01**. The second year, will have **-02**, and so on.

6. Suffix (if applicable)

Suffixes will be identified by either an **“L”** or an **“M”**:

L - indicates a grantee submitted post award amendment application.

M - indicates a NoA has been created by DGM, making an **“M”**endment to the grant. If the M record has been released, an NoA will appear in the Grant Folder.

A numeric sequence follows the letter and indicates the order of record creation, for example **001** indicates the first record, **002** and so on. Note that **L001** does not necessarily correlate with **M001**.

Amendment Application Statuses (*Grant folder only*)

- S - Submitted
- R - In Review
- P - Approved
- A - Awarded
- D - Disapproved

In the grant folder, a letter after the L record indicates the status of the application. For example, 6H79SM65432-02 L002 (**R**) is a submission that is “In Review” by SAMHSA.

eRA Roles Used by SAMHSA: Summary

There are only two eRA roles that are used on **individual SAMHSA grant records**. These are the persons listed on the SF424 application **section 21. Authorized Representative (Business Official or BO/SO)** and **section 8. Applicant Information (Project Director or PD/PI.)** For each award, there are the two contact persons who will receive communications from SAMHSA to manage the award, and are referred to as the assigned BO/SO and the PD/PI of record. The NoA is also sent to the contact email address specified in the eRA Commons Institutional Profile.

- **BO/SO – Business Official/Signing Official.** One per grant record.
 - The eRA Commons BO/SO role is equivalent to the term Business Official used by SAMHSA; this is NOT the same as the eRA Commons role of Business Official (BO.) The SAMHSA BO/SO must hold the Commons role of Signing Official (SO.)
 - Only the BO/SO on the grant record receives notifications.
 - The grantee organization can have multiple SOs.
 - Any SO from the organization can access and manage the award.
 - Only an SO can submit applications or add the SO role to another Commons account.
 - To submit applications, Grants.gov credentials must be entered on the final step.
- **PD/PI – Project Director.** One per grant family.
 - The grantee can assign the PI role to multiple persons within the organization, but only one that is approved by SAMHSA is assigned to each grant record.
 - Only the PD/PI of record (or any SO) can access and perform actions in eRA on the award.

SAMHSA grantees are also required to assign one more role to a Commons account holder with their institution.

- **FSR – Financial Status Reporter.** **Not associated to specific grant records**, can be assigned to multiple accounts.

FAQs: What is the Signing Official (SO) Role?

The signing official (SO) has institutional authority to legally bind the institution in grants administration matters. The individual fulfilling this role may have any number of titles in the grantee organization. The label 'signing official' is used in conjunction with the eRA Commons.

The SO can register the institution and create and modify the institutional profile and user accounts. The SO also can view all grants within the institution, including status and award information. An SO can create additional SO accounts as well as accounts with any other role or combination of roles. The list of signing officials can also be found in the Institution Profile:

- Log in to eRA Commons
- Select the **Institution Profile** tab, followed by the **Basic Information** tab
- You will see a row titled **Signing Officials and TTO Administrators**. Click the plus sign (+) to expand the view of the name(s) of the signing official(s).
- SAMHSA recommends that organizations **designate more than one SO**



The screenshot displays the 'Institution Profile for UNIVERSITY OF CALIFORNIA' in the eRA Commons. The 'Basic Information' tab is selected, showing details like the IPF Code (555555) and account information. The 'Signing Officials and TTO Administrators' section is expanded, revealing a table of officials.

	Name	Phone	Email
1	Sam Abe (SO)	phone unknown	eRATest@mail.nih.gov
2	Chan Ara (EXTRAMURAL_TTO_ADMIN)	phone unknown	eRATest@mail.nih.gov
3	Mia Bey (SO)	310-555-5555	eRATest@mail.nih.gov
4	Wendt Chra (SO)	phone unknown	eRATest@mail.nih.gov
5	Amy Che (SO)	3105555555	eRATest@mail.nih.gov
6	Mart Chur (SO)	(310) 700-0000	eRATest@mail.nih.gov
7	Glery Cool (SO)	phone unknown	eRATest@mail.nih.gov

If you are unable to identify your SO, contact the [eRA Service Desk](#).

eRA Key Role – Signing Official at A Glance

The Signing Official (SO) role allows the Commons account holder the following privileges:

- Register the applicant institution in eRA Commons
- Edit and maintain the Institutional Profile (IPF)
- Create/delete/update all roles on Commons accounts
- Submit Correspondence and Documents
- Submit Post-Award Amendments
- Submit Closeout documents (must have FSR role for the Final Federal Financial Report [FFR])
- Modify existing accounts (updating email address associated with account and add/remove roles) within their organization
- The Business Official (BO/SO) on a grant record must always hold the SO role. A specific BO/SO is assigned to each grant record from the SF424 application.

SAMHSA Division of Grants Management prefers that organizations assign different persons in the BO/SO and the PD/PI for each grant. Although one person CAN be assigned to both roles by creating two accounts, one with the PD/PI role and another with the SO role, it is not recommended.

eRA Key Roles – PD/PI and FSR at A Glance

The **Project Director/Principal Investigator (PD/PI)** role allows the Commons account holder assigned to a specific grant the following privileges:

- Access the electronic application submission, receive notifications on application status, and other relevant information ONLY FOR APPLICATIONS IN WHICH THEY ARE LISTED AS THE PROJECT DIRECTOR
- View the Institutional Profile (but not modify it)
- Update his/her own Personal Profile
- Submit documentation for RAM or Terms and Conditions
- Initiate and respond to Correspondence
- Upload documentation for Closeout, but not submit it to SAMHSA
- The PD/PI is the only Key Personnel from the grant application assigned as a contact person to each record
- To change the PD/PI, a Key Personnel Amendment request must be submitted through Commons by an SO
- Each grant award can only have one PD/PI assigned to a specific grant record

The **Financial Status Reporter (FSR)** reports the statements of expenditures for a grant. Depending on the institution workflow process, it is possible for the SO and FSR roles to be held by the same account holder (these two authorities may be combined). If the FSR role is held by a different account holder, a separate FSR account must be created. An account with only the FSR role assigned can only perform FSR tasks.

The FSR role allows the Commons account holder the following privileges:

- Manage **Federal Financial Reports (FFR)** on behalf of the institution
- The FSR role in Commons is required for submitting the Federal Financial Reports (FFRs.) **Payment Management System (PMS)** credentials are also required, see [page 6](#), [page 21](#), and [How to Assign a User the FSR Role in eRA Commons](#).

FAQs: Role Requirements in Commons

Only an existing SO can create another SO account. If the only SO leaves the organization, the grantee must submit documentation to the help desk to request that a new account be created. The request will need to list all of the grant numbers for the organization's active awards so that the new SO can be assigned to each of the award records as the BO/SO and receive email notifications related to managing the grant. See [Commons BO Role Changes on SAMHSA Grant Record](#).

The BO/SO can also change on a specific **awarded** application and subsequent award records if a new person is entered on an Amendment or Continuation application SF424 [name and contact information in section 21](#).
[AUTHORIZED REPRESENTATIVE](#).

Remember that the grant organization can have **multiple SOs**, all of whom can submit applications and perform any actions (except submitting the FFR if they do not have the FSR role) required for SAMHSA grantees in the system.

Who are the SOs for my organization?



Also, when submitting applications, the SO will be required to submit [Grants.gov Authorizing Official Representative \(AOR\) credentials](#). The SO role in eRA and the Grants.gov AOR role are not the same thing, although often the same person holds both.

Who are the AORs for my organization?



SF424 Application: Applicant Identifier PD/PI Username

Enter the Commons Username for the **Project Director (PD/PI)** in the **section 4. Applicant Identifier** field. Make sure the Username is valid, is affiliated with your organization, and is assigned the PI role.

The screenshot displays the 'Application for Federal Assistance' interface for SF 424 v2.1. The form is divided into sections: 1. TYPE OF SUBMISSION, 2. TYPE OF APPLICATION, 3. DATE RECEIVED, and 4. APPLICANT IDENTIFIER. Section 4 is highlighted with a green border. A blue callout box points to the 'Applicant Identifier' field, which contains the text 'SMITHCAL1'. Below the field, a note states: 'Enter the PD/PI Commons ID in this field. The SO can search for or create an eRA Commons account for the PD/PI in AMS'. The top right of the form shows 'OMB Number: 4040-0004' and 'Expiration Date: 08/31/2016'. There are buttons for 'Edit' and 'View Burden Statement', and a checkbox for 'Expand All'.

Application for Federal Assistance
SF 424 v2.1

OMB Number: 4040-0004
Expiration Date: 08/31/2016

Edit View Burden Statement Expand All * Required field(s)

1. * TYPE OF SUBMISSION

* Type of Submission Pre-Application Application Changed/Corrected Application

2. * TYPE OF APPLICATION

New Continuation Revision

If Revision, select appropriate letter(s):

Other (Specify):

3. * DATE RECEIVED

* Date Received

4. APPLICANT IDENTIFIER

Applicant Identifier

Enter the PD/PI Commons ID in this field. The SO can search for or create an eRA Commons account for the PD/PI in AMS

The Commons Username for the PD/PI must be provided in the section 4. Applicant Identifier field. Make sure the Username is valid, is affiliated with your organization, and is assigned the PI role.

SF424: Entering the Project Director (PD/PI) Information

Enter the PD/PI name and contact information in **section 8f. Name and contact information of person to be contacted on matters involving this application**

when 1) submitting a new application in response to a Funding Opportunity Announcement (FOA), or 2) when submitting a Key Personnel Change Post Award Amendment application to change the PD/PI.

This contact information must match with the Commons Username for the PD/PI provided in the **section 4. Applicant Identifier** field.

The PD/PI information for Continuation, Supplement, and Post Award Amendment applications (excluding Key Personnel Change) will be **pre-populated and locked**.

The screenshot shows a web form with the following fields:

- * Zip/Postal Code: 920930934
- e. Organizational Unit:
 - Department Name: [empty]
 - Division Name: [empty]
- f. Name and contact information of person to be contacted on matters involving this application:
 - Prefix: --- Select Prefix ---
 - * First Name: [empty]
 - Middle Name: [empty]
 - * Last Name: [empty]
 - Suffix: --- Select Suffix ---
 - Title: Professor of Psychiatry
 - Organizational Affiliation: UNIVERSITY OF CALIFORNIA, SAN DIEGO
 - * Telephone Number: [empty]
 - Fax Number: [empty]
 - * Email: eRATest@mail.nih.gov

Enter the PD/PI information matching the Commons ID in field 4. Applicant Identifier: First Name, Last Name, Telephone Number, and Email in section 8f. Name and contact information of person to be contacted on matters involving this application.

SF424: Entering the Business Official (BO/SO) Information

Enter the Business Official (BO) name and contact information in **section 21. AUTHORIZED REPRESENTATIVE** for all types of applications. This is the Signing Official (SO) who will be associated to the award record and considered the BO/SO for the grant, and will also receive e-notification communications.

21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

**I agree

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix	<input type="text" value="--- Select Prefix ---"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text" value="--- Select Suffix ---"/>
* Title	<input type="text"/>
* Telephone Number	<input type="text"/>
Fax Number	<input type="text"/>
* Email	<input type="text"/>
* Signature of Authorized Representative	<input type="text" value="Completed on submission to Grants.gov"/>

Enter the organization's Business Official (BO) First Name, Last Name, Title, Telephone Number, and Email in section 21. **AUTHORIZED REPRESENTATIVE.**



There are also reference materials posted on the SAMHSA website that provide guidance on eRA account roles and how to add or update accounts.

- [eRA Commons Roles Matrix and Descriptions for SAMHSA](#) – A quick reference grid comparing SO and PD/PI role permissions for managing a SAMHSA grant in eRA Commons
- [Managing Commons User Accounts Add or Remove Role or Unaffiliate](#) – A step by step guide for adding roles such as PI and SO, and removing roles or unaffiliating Commons accounts from your organization
- [How to Assign a User the FSR Role in eRA Commons](#) – A step by step guide for assigning the FSR role
- [Editing Your Commons Personal Profile](#) - A step by step guide for changing the information in your Commons profile, for example email address or phone number
- [Commons BO Role Changes on SAMHSA Grant Record](#) – Instructions for requesting to change the Business Official (BO/SO) assigned to your SAMHSA grants, including creating a new Signing Official (SO) account if a BO/SO has left the organization and the organization does not have any other Commons account holder with the SO role

FAQs: Grant Management Actions in Commons


This section provides Signing Officials (SOs) and Project Directors (PD/PIs) some tips based on grantee FAQs on how to access Commons, where to respond to requirements, and how to submit a request for a post award amendment to your grant in eRA Commons.

- [Accessing eRA Commons](#)
- [How to respond to terms and conditions of award](#)
- [How to submit a Post-award Amendment application to request changes to your award](#)
- [How to respond to a Request for Additional Materials \(RAM\)](#)

The [SAMHSA website](#) provides additional guidance for Commons modules and actions:

- [Grant Closeout](#)
 - [Video - SAMHSA grantees how to submit Closeout documentation in eRA Commons](#)
 - [Document - Grantee Closeout Reference Sheet for FPR and TPPR](#)
- [Continuations Grants](#)
 - [Video - Non-competing Continuation Applications: How to Apply for Continuing Funding](#)
 - [Document - Grantee Continuations Reference Sheet](#)
- eRA Correspondence
 - [Video - Grantee Correspondence with SAMHSA: How to Initiate and Respond to Messages in eRA](#)
 - [Document - eRA Two-Way Correspondence Reference Sheet](#)

Will SAMHSA be presenting webinars on these topics?

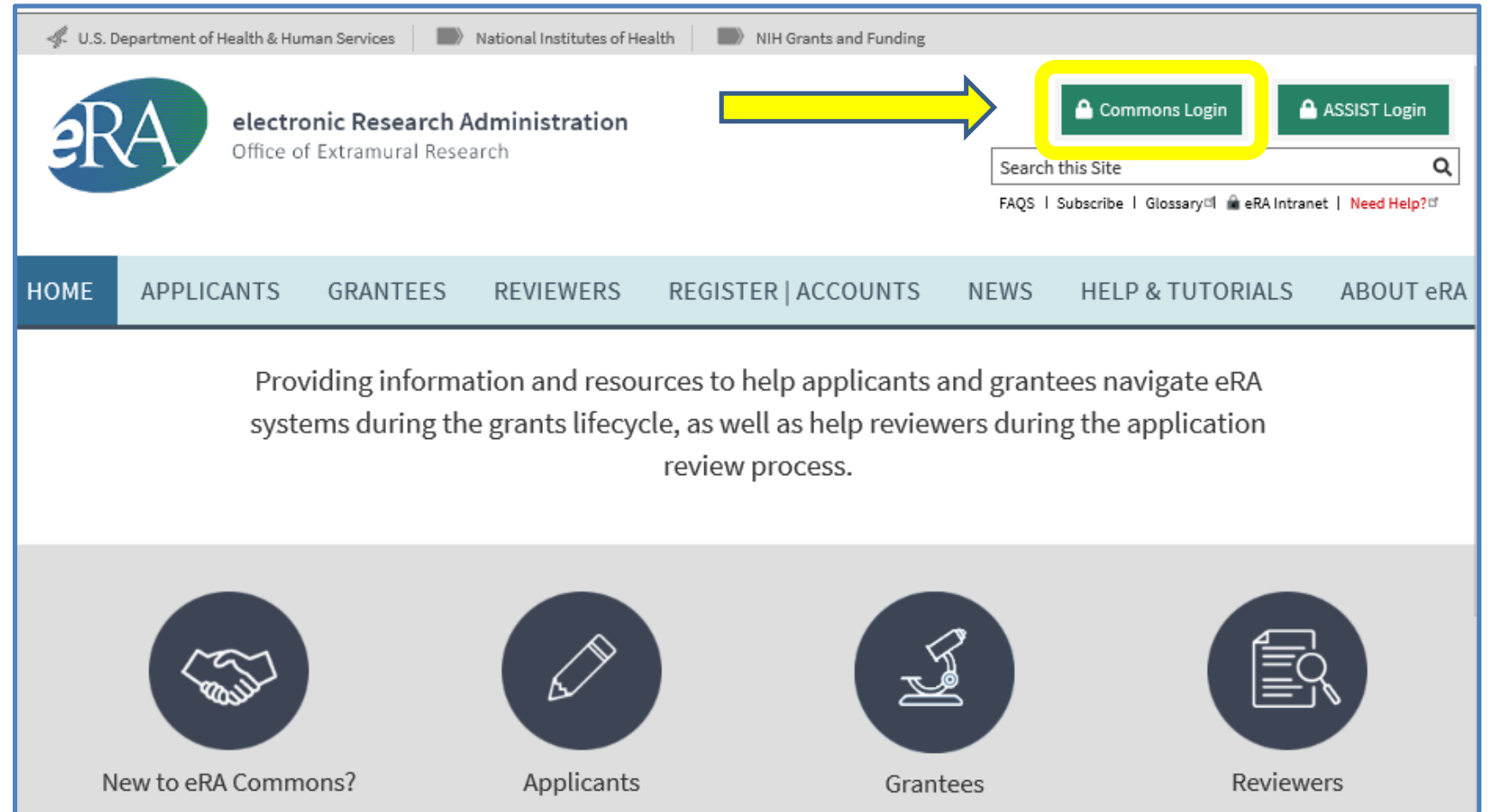


eRA Homepage

The main eRA page URL is <https://era.nih.gov/>

You must have an **eRA Commons account with specific user roles** assigned to it to use eRA to respond to terms and conditions, make amendment requests, respond to RAMs, and submit financial and programmatic reports. Submissions and responses are not accepted via email.

To reach the log-in screen, click on **Commons Login** at the top right of the eRA home page.

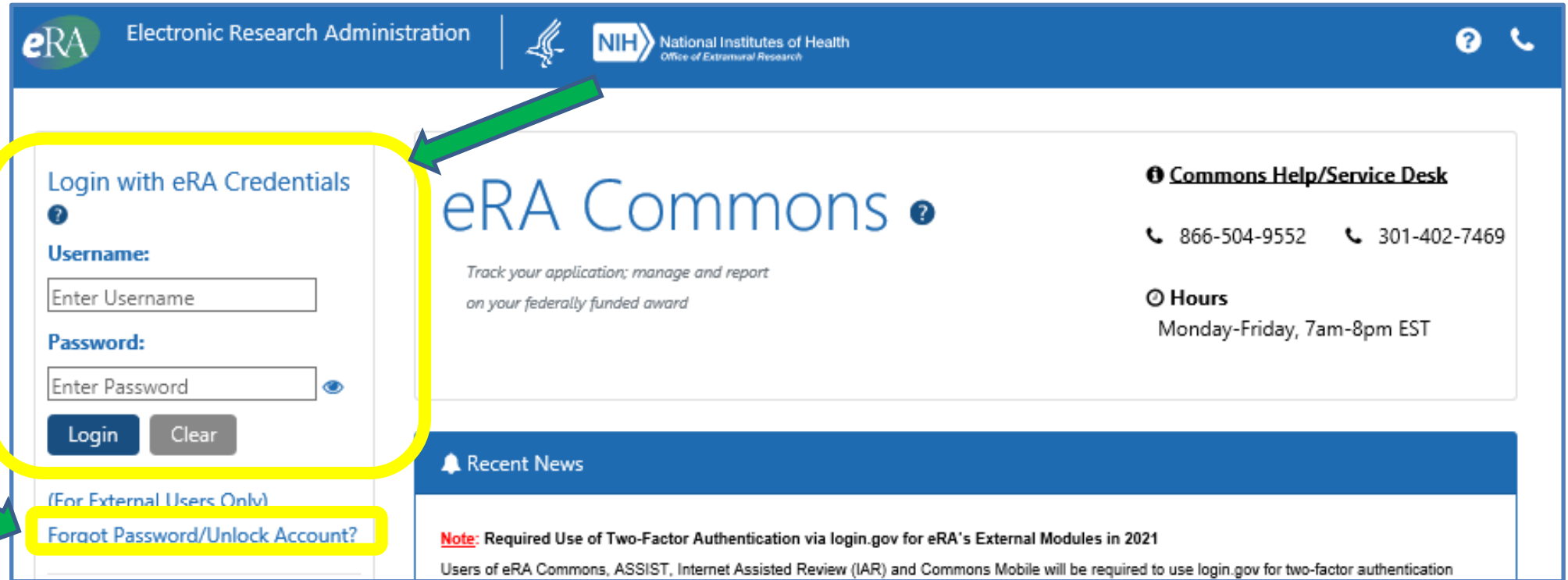


eRA Commons Login

You may also go directly to the Commons Login page at <https://public.era.nih.gov/commons>

Login to your eRA Commons account with your credentials (**Commons ID** and **password**) to access your organization's grant portfolio.

[Forgot Password/Unlock Account?](#) link is here



Electronic Research Administration | NIH National Institutes of Health Office of Extramural Research

Login with eRA Credentials

Username:
Enter Username

Password:
Enter Password

Login Clear

(For External Users Only)
[Forgot Password/Unlock Account?](#)

eRA Commons
Track your application; manage and report on your federally funded award

Commons Help/Service Desk
866-504-9552 301-402-7469

Hours
Monday-Friday, 7am-8pm EST

Recent News

Note: Required Use of Two-Factor Authentication via login.gov for eRA's External Modules in 2021
Users of eRA Commons, ASSIST, Internet Assisted Review (IAR) and Commons Mobile will be required to use login.gov for two-factor authentication

NOTE: Commons locks users out after three (3) unsuccessful login attempts.

eRA Login Details

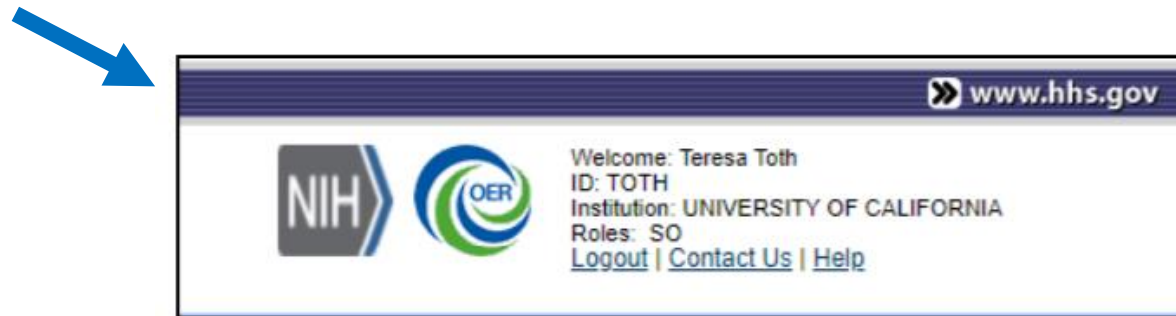
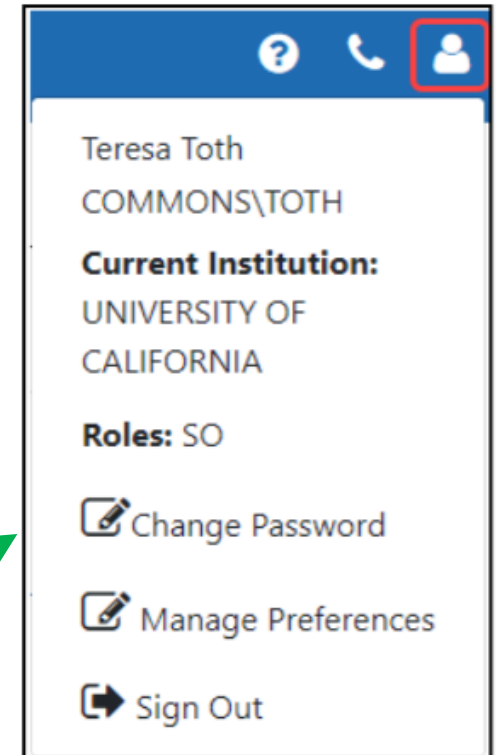
Resetting a Locked Account

If you have attempted to log into Commons multiple times using an invalid eRA Commons password, your account will lock. When this occurs, it is necessary for a Signing Official (SO) at your organization to unlock your account and reset your password.

SOs can reset locked accounts with the **Manage Accounts** feature:

[Reactivating/Unlocking an Account](#)

A successful login shows the username, institution, and user roles in the upper right of each screen. For **newer screens** you click the person icon to see this information, while **older screens** show it in the header.



eRA Login: SAMHSA Modules

The new Commons home page contains a **SAMHSA specific drop-down option box** to submit applications for funding, and perform grant management actions. You can also click on the **“bento box” icon** at the top left to expand the apps menu and select **Non-Research** (as well as the other modules used by SAMHSA grantees.) All SAMHSA grants are **Non-Research**.

SAMHSA does NOT use the **Prior Approval** tab; in order to request a change to your grant you must submit a **Post Award Amendment** request.

Note also the **ASSIST** tab, which you will click on to access **in-progress applications**, and the **Personal Profile** tab.

How can I update my phone number or email address?



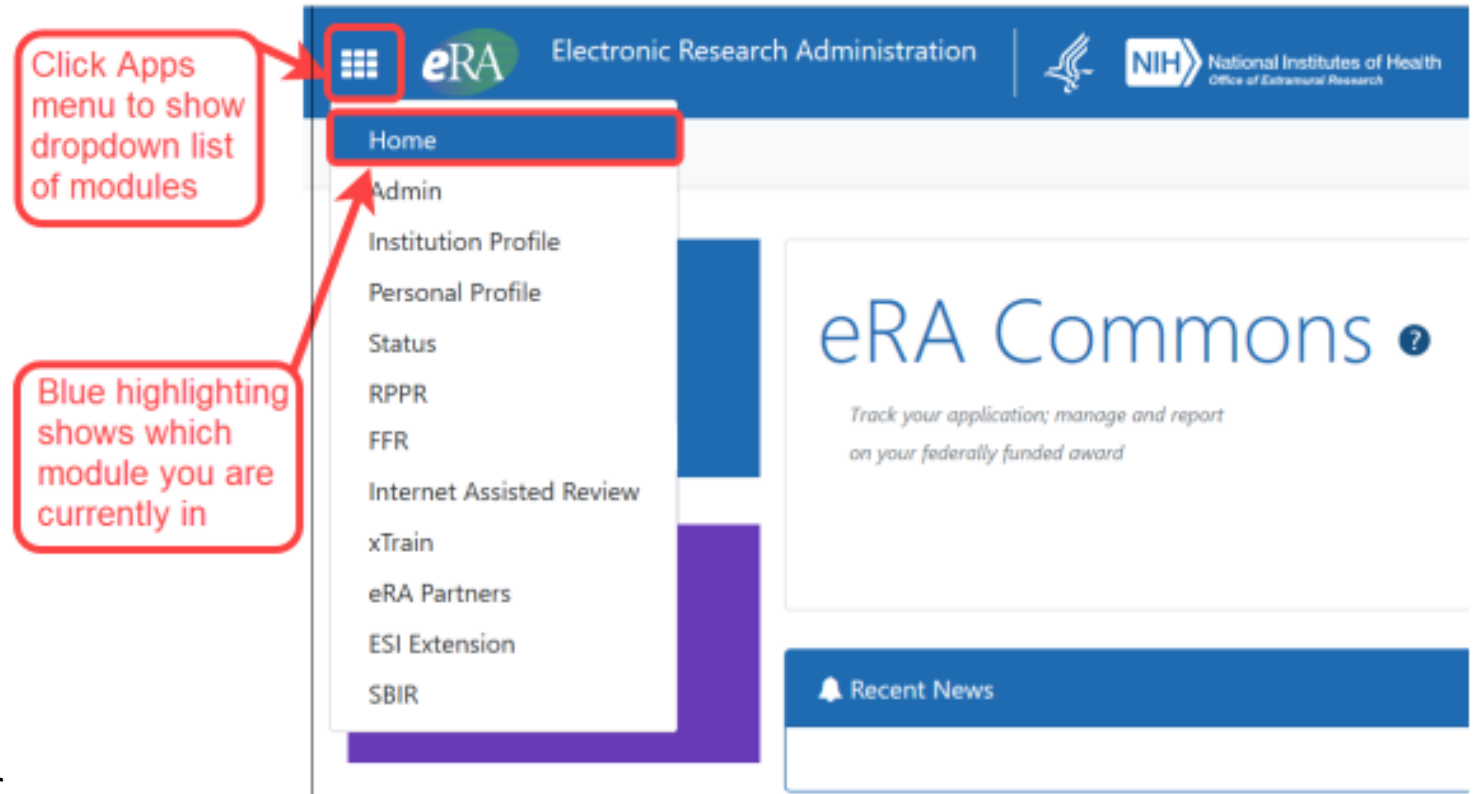
The screenshot shows the eRA Commons home page. At the top left, there is a 'bento box' icon (a grid of four squares) which is circled in green. A green arrow points from this icon to a vertical menu on the left side of the page. This menu contains the following items: Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, FCOI, FFR, Internet Assisted Review, xTrain, xTRACT, Admin Supp, eRA Partners, and Non-Research. The 'Non-Research' item is highlighted with a green border. In the main content area, there are several tiles: Status, ASSIST, Personal Profile, Internet Assisted Review (IAR), and Account Management (Admin). At the bottom right of the main content area, there is a yellow-bordered box containing a 'SAMHSA' specific drop-down menu with options for Amendments, Continuations, and Supplements, and a 'Go' button. The page also features a 'Commons Help/Service Desk' section with contact information and hours, a 'Recent News' section with an alert about the Federal Financial Report (FFR) submission, and a 'LikeThis' search tool.

Opening Modules: Menu Transition

eRA Commons is slowly transitioning from older horizontal bars for module navigation to a more modern, space-saving **Apps menu** that drops down from a selection icon. During the transition, you will see a mix of older and newer module navigation methods. Navigate to and between eRA Commons modules using one of the navigation bars described on this page and the next.

Click on the **Home button** to return back to the Commons landing page.

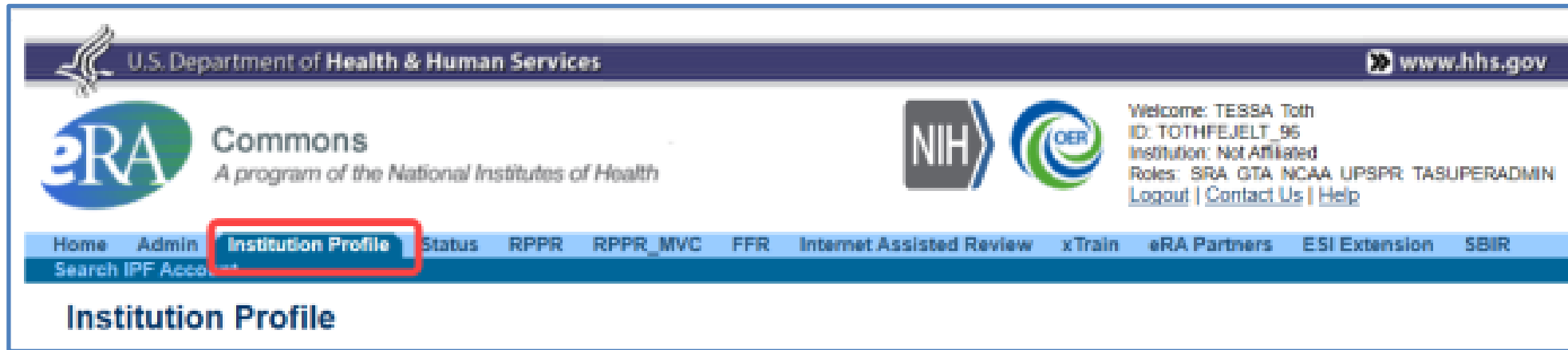
Note that you will see only those modules, or features within modules, that are accessible by a Commons account holder with the role(s) assigned to you. User roles are assigned by your institutional signing official or accounts administrator.



Above, click the **Apps menu** to show module navigation. The dark blue highlighted module indicates the module you are currently in.

Navigating Between Modules in eRA Commons

Use the light blue navigation bar on screens with the style shown below to navigate between modules. The dark blue tab highlighted in red indicates the current module.

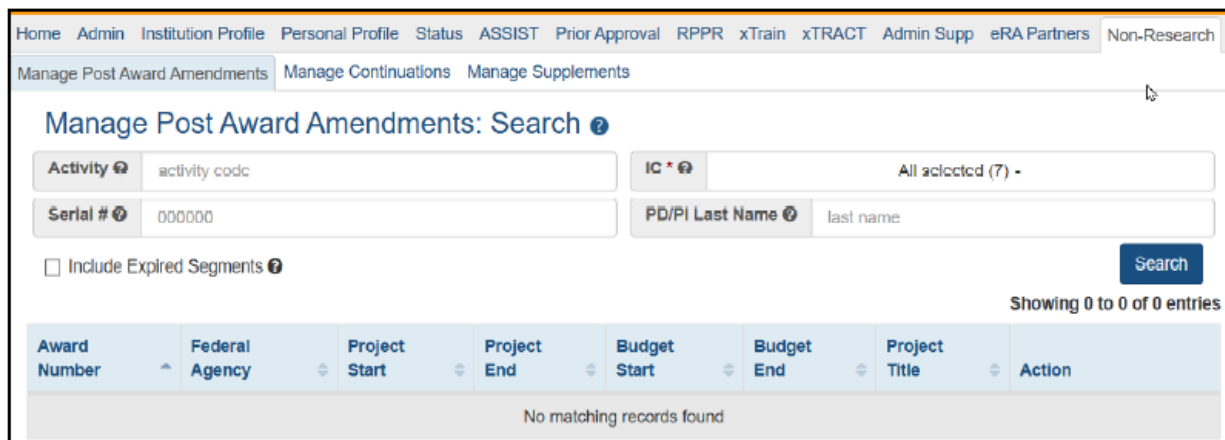
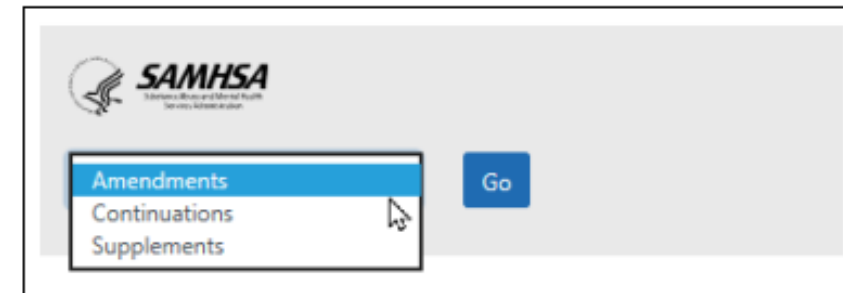


Use the light gray navigation bar on screens with the different style shown below to navigate between modules. The white tab highlighted in red indicates the current module.



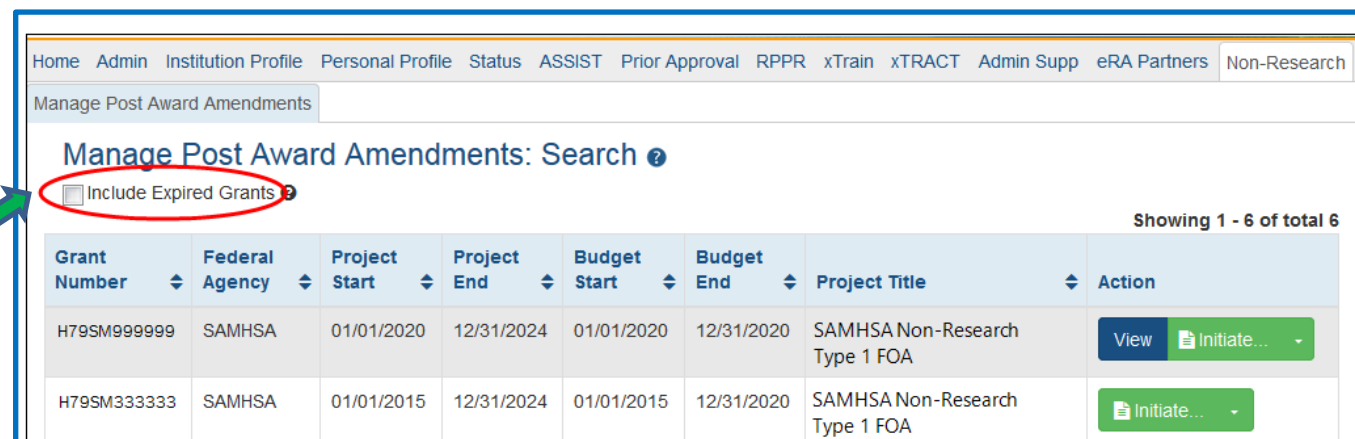
SAMHSA Users in eRA Commons

Navigating to **Non-Research** via the **Apps** menu brings you to the **Manage Post Award Amendments** search screen under the **Non-Research** tab. Choosing an option in the SAMHSA menu pane brings you to the screen in Non-Research that matches the selected dropdown option.



The default **Manage Post Award Amendments** screens will differ for a user with an SO role from that of a user with the PD/PI role. The SO will need to enter search criteria to access specific awards. This difference is consistent across the modules.

The PD/PI view will contain a list of active grants on which the user is the assigned PI. Check the **Include Expired Grants** box to also access grants in Closeout.



Notice of Award (NoA)

The **Notice of Award (NoA)** is the legal document issued to notify the recipient that an award has been made and that funds may be requested. NoAs are sent to the email address specified in the Institutional Profile. The signing official (SO) can update the NoA address through the institutional profile update function.

New Page One

Beginning October 1, 2020, the NoA format was updated to reflect a **standardized Page One**, which serves as the first page for all HSS (Department of Health and Human Services) Notices of Awards for discretionary awards. The updated page one displays key award information, including **SAMHSA federal staff** assigned to the grant, award **financial information**, and grantee information. Award notices that were issued prior to October 1 will remain unchanged with the old format, as the documents are in .PDF format and cannot be altered.

Department of Health and Human Services
Operating Division

Notice of Award
FAIR# XXXXXXXXXX
Federal Award Date
XX/XX/XXXX

Recipient Information

1. Recipient Name
Name of Recipient
Address Line 1
Address Line 2
City, State, XXXX-XXXX
2. Congressional District of Recipient
XX
3. Payment System Identifier (ID)
XX-XXXXXX
4. Employer Identification Number (EIN)
XX-XXXXXX
5. Data Universal Numbering System (DUNS)
XX-XXX-XXXX
6. Recipient's Unique Entity Identifier
XXXXXXXXXXXX
7. Project Director or Principal Investigator
Name
Title
email@email.com
XXX-XXX-XXXX
8. Authorized Official
Name
Title
email@email.com
XXX-XXX-XXXX

Federal Agency Information

9. Awarding Agency Contact Information
Name
Title
Operating Division Name
email@email.com
XXX-XXX-XXXX
10. Program Official Contact Information
Name of Program Official
Title
Operating Division Name
email@email.com
XXX-XXX-XXXX

Federal Award Information

11. Award Number
XXXXXXXXXXXX
12. Unique Federal Award Identification Number (FAIN)
XXXXXXXXXX
13. Statutory Authority
XX-XXX-XXXX-XX-XXX
14. Federal Award Project Title
XXXX
15. Assistance Listing Number
XX-XXX
15. Assistance Listing Program Title
XXXX
17. Award Action Type
XXXX
18. Is the Award R&D?
XXXX

Summary Federal Award Financial Information

19. Budget Period Start Date XX/XX/XXXX - End Date XX/XX/XXXX

20. Total Amount of Federal Funds Obligated by this Action	\$ 0
20a. Direct Cost Amount	\$ 0
20b. Indirect Cost Amount	\$ 0
21. Authorized Carryover	\$ 0
22. Offset	\$ 0
23. Total Amount of Federal Funds Obligated this budget period	\$ 0
24. Total Approved Cost Sharing or Matching, where applicable	\$ 0
25. Total Federal and Non-Federal Approved this Budget Period	\$ 0

26. Project Period Start Date XX/XX/XXXX - End Date XX/XX/XXXX

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$ 0
---	------

28. Authorized Treatment of Program Income
XXXX

29. Grants Management Officer - Signature
Signature

30. Remarks

Accessing the NoA in Commons

SOs and PD/PIs can access the NoA for each awarded grant record from the **Manage Post Award Amendment** and the **Continuations** tabs by clicking on the **Action** column **View** button on the selected grant number row in the list of grants, and then on the hyperlinked grant record number (*next page.*)

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM000123	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...
H79SM001234	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...
H79SM012345	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Type 1 Non-Research FOA	View Initiate...

Remember that your grant will almost always have more than one NoA due to either fulfillment of special terms and conditions on an initial award, or Continuation, Supplemental, or Post Award Amendment awards.

See also [Understanding Grant Number Structure](#) page 23.

Accessing the NoA and Applications in Commons

This view of the grant records displays the **Core Grant Number** at the top and several grant records listed below, viewed from the Manage Post Award Amendment tab. Click on the hyperlink under the **Amendment Application** column to view the application itself. Click on any **hyperlinked grant number** in the **Award** column to access the grant status page.

Manage Post Award Amendments

Manage Post Award Amendments: View

Application Information

Grant Number: H79SM000123

Project Period: 01/01/2020 - 12/31/2024

Application Name: UNIVERSITY OF GAUDIUM

Grant Program (PCC):

Showing 1 - 5 of total 5

Amendment Application #	Grants.gov Tracking #	Budget Start	Budget End	Type	Submitted	Status	Award #	Action
6H79SM000123-01L003	GRANT00655693	01/01/2020	12/31/2020	Change in Scope	09/19/2016	In Review		
6H79SM000123-01L002	GRANT00655691	01/01/2020	12/31/2024	Change in Scope	09/19/2016	In Review		Action(s) -
6H79SM000123-01L001	GRANT00655690	01/01/2020	12/31/2024	Change in Organizational	09/19/2016	Awarded	6H79SM000123-01M001	Action(s) -
6H79SM000123-01L001	GRANT00655694	01/01/2020	12/31/2024	In	09/19/2016	In Review		Action(s) -
6H79SM000123-01L001	GRANT00655838	01/01/2020	12/31/2024	OR- st, or	09/22/2016	In Review		Edit RAM View Prior RAM

NOTE: Awarded applications will have an "M" in the suffix instead of the "L" in the related application number

Status Information Page and Viewing the NoA



The **Status Information** screen will display next.

The **Other Relevant Documents** section near the middle of the page contains links to various application-related documents, including the NoA. Click the **plus sign (+)** to expand the section.

The NoA link is displayed as an underlined **date** next to the field titled **Notice(s) of Grant Award (PDF)**.

Click the link to open the **NoA** in a separate window.

The screenshot shows the 'Status Information' page for application 1 R21 CA123456-01. The page is divided into several sections:

- Contacts:** Lists two contacts: Darrell Russ (GMS) and Savannah Kidd (PO), both with their names, phone numbers, and email addresses.
- Status:** Shows the application status as 'Application awarded' with a last update date of 06/24/2014.
- Proposal Information:** Includes the proposal receipt date (10/24/2013), project period dates (07/01/2014 to 06/30/2018), and proposal title: 'Prediction of Cancer Progression and Associated Markers to Develop Innovative Disruption and Treatment'.
- Application Source:** Grants.gov, FOA: [PA15-123] - Development of Innovative Methods and Algorithms for Cancer Research and Management (R21).
- Other Relevant Documents:** A section containing links for 'e-Application', 'Summary Statement', 'Latest NGA', and 'Notice(s) of Grant Award (PDF)'. The NoA link is dated 07/28/2014, 06/24/2014.

Two callouts are present:

- A green callout pointing to the 'Administration' section of the 'Contacts' list, stating: "Note that the GMS and GPO are listed here".
- A blue callout pointing to the 'Notice(s) of Grant Award (PDF)' link, stating: "View the PDF of the NoA by clicking on a hyperlinked date".

Accessing Special Conditions/Terms

Each new NoA may specify special terms or conditions of award which require a response from the grantee. Access the terms from either the Manage Post Award Amendment or the Continuations tabs again by clicking on the **Action** item **View** in the list of grants, then **View Terms Tracking**.

SO role view prompts to search for the specific grant number



Manage Continuations: Search

Activity activity code IC * All selected (6) Serial # 123456

PD/PI Last Name last name Status All Statuses

Open Date From mm/dd/yyyy To mm/dd/yyyy Due Date From mm/dd/yyyy To mm/dd/yyyy

Include Expired Segments

Search

Manage Post Award Amendments: Search

Activity activity code IC * All selected (6) Serial # 123456 PD/PI Last Name last name Search

Include Expired Segments

Showing 1 - 1 of total 1

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM123456	SAMHSA	09/30/2017	09/29/2019	09/30/2017	09/29/2018	SAMHSA T6 Testing	View View Terms Tracking Initiate...

Showing 1 to 1 of 1 entries

Show 25 entries Previous 1 Next

PD/PI Name	Status	Project Title	Action
Kirk, James	Pending	SAMHSA T6 Testing	View View Terms Tracking

PI/PD role view will list any grants associated with the Commons User ID



Select **View Terms Tracking** once the correct grant is identified.

Special Conditions/Terms Selection

Budget Period 01
(09/30/2017 - 09/29/2018)

Submission History

Showing 1 - 6 of total 6

Filter:

Show ALL per page < 1 >

Term Name	Award Number	Next Due Date	Next Task Description	Next Submission Date	Next Removal Date	Next Due Date Status
Annual Federal Financial Report (FFR)	1H79SM123456-01	N/A	N/A	N/A	N/A	Not Tracked
Federal Debt	1H79SM123456-01	N/A	N/A	N/A	N/A	Not Tracked
+ MULTI-YEAR FUNDED PROGRESS REPORT	1H79SM123456-01	11/30/2017	A			Unresolved
- MULTI-YEAR FUNDED PROGRESS REPORT	1H79SM123456-01	11/30/2017	A			Unresolved

Due Date	Task Description	Due Date Status	Submission Status	Submission Date	Removal Date	Grantee Attachments/Comments	Actions
11/30/2017	A	Unresolved	No Submissions				Action
12/31/2017	B	Unresolved	No Submissions				Prepare Documentation
01/31/2018	C	Unresolved	No Submissions				Action

View Terms Tracking will display the **budget periods** in tabs at the top. Make sure to choose the correct budget period tab. Most terms and conditions will be applied on the initial award.

Each special condition or term will appear on its own row. Click on the special condition row **plus sign “+”** to expand it and prepare documentation.

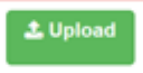
Responding to Special Conditions/Terms



Terms and Conditions (Additional Materials)





Grant Information

Core Grant Number: H79SM12345	Award Number: 1H79SM123456-01	Term Budget Period: 1
Grant Program (PCC): SPOCK-DR	Project Period: 09/30/2017 - 09/29/2019	Term Name: MULTI-YEAR FUNDED PROGRESS REPORT
PD/PI Name: Kirk, James	Budget Period: 09/30/2017 - 09/29/2018	Term Due Date: 11/30/2017
Org Name: Starfleet Academy	Project Title: SAMHSA T6 Testing	Task Description: A





Submission Content

Please provide additional materials: 

File Name	Date Uploaded	Uploaded By	
Grantee Submission 1.pdf	11/03/2017	McCoy, Leonard	 




Due Date	Task Description	Due Date Status	Submission Status	Submission Date	Removal Date	Grantee Attachments/Comments	Actions
11/30/2017	A	Unresolved	Submitted	11/03/2017		Grantee Submission 1.pdf Grantee Submission 2.pdf Grantee Submission 3.pdf Here are my materials for con	 
12/31/2017	B	Unresolved	No Submissions				
01/31/2018	C	Unresolved	No Submissions				



- Click **Upload** to attach up to 10 files. Accepted formats are: .jpg, .bmp, .png, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .msg, and .pdf
- **Click Submit** to send the documents to SAMHSA
- The submission status and date will update once the response is transmitted
- The consolidated submission package can be viewed at **View Submission**

Special Conditions/Terms Revising Documentation

If the GPO or GMS requests additional information by returning the submission, the status will show as **Unresolved** and you will need to click on **Revise Documentation** on the **Action** button to submit documentation to address the issue.

 MULTI-YEAR FUNDED PROGRESS REPORT 1H79SM123456-01 11/30/2017 A   Unresolved

Due Date	Task Description	Due Date Status	Submission Status	Submission Date	Removal Date	Grantee Attachments/Comments	Actions
11/30/2017	A	Unresolved	Returned				
12/31/2017	B	Unresolved	No Submissions				
01/31/2018	C	Unresolved	No Submissions				

Special Conditions/Terms Resolved

If the GPO and GMS accept the response, the status will change to **Resolved** and a **Removal Date will appear**. Depending on the term, the GMS may also issue a new NoA.

Due Date	Task Description	Due Date Status	Submission Status	Submission Date	Removal Date	Grantee Attachments/Comments	Actions
11/30/2017	A	Resolved	Submitted	11/03/2017	11/03/2017	Grantee Submission 1.pdf Grantee Submission 2.pdf Grantee Submission 3.pdf Here are my revised materials	Action ▾
12/31/2017	B	Unresolved	In Progress				Action ▾
01/31/2018	C	Unresolved	No Submissions				Action ▾

For more information go to [Terms and Conditions](#) on the SAMHSA Grants Management page and see these training materials:

- [Video - Notice of Award: How to Respond to Terms and Conditions](#)
- [Document - Grantee Terms and Conditions Reference Sheet](#)

Post-Award Amendment Requests

To begin an application to make changes to your award, navigate to the Manage Post Award Amendments screen. As with the other screens, the SO view requires a search for specific awards, and the PD/PI search view will return all awards on which the user is the assigned PD/PI.

Manage Post Award Amendments: Search **SO search options screen**

Activity IC Serial # PD/PI Last Name

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments

Manage Post Award Amendments: Search **PD/PI view**

Include Expired Grants

Showing 1 - 6 of total 6

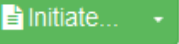
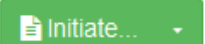
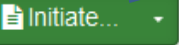
Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM999999	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	<input type="button" value="View"/> <input type="button" value="Initiate..."/>
H79SM333333	SAMHSA	01/01/2015	12/31/2024	01/01/2015	12/31/2020	SAMHSA Non-Research Type 1 FOA	<input type="button" value="Initiate..."/>

Post-Award Amendment Requests *continued*


On the Post Award Amendments status screen you will see different rows for all amendment requests that have been submitted. A new Post Award Amendment can also be initiated on this screen.

Under the Action column:

- **View** will take you to current Post Award Amendment Requests status screen
- Click on the **Initiate** button in the row of the specific award to begin the process of submitting a new Post Award Amendment Request, and choose an **amendment type** from the dropdown list

Grant Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM999999	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View 
H79SM333333	SAMHSA	01/01/2015	12/31/2024	01/01/2015	12/31/2020	SAMHSA Non-Research Type 1 FOA	
H79SM666666	SAMHSA	01/01/2020	12/31/2024	01/01/2020	12/31/2020	SAMHSA Non-Research Type 1 FOA	View 

Budget Revision
Carryover Request
Change in Scope
Key Personnel
Merger, Transfer, etc
No-Cost Extension
Organization Change



For more information go to [Post Award Amendments](#) on the SAMHSA Grants Management page and see these training materials:

- [Video - Discretionary Grants: How to Submit a Post Award Amendment](#)
- [Document - Grantee Amendments Reference Sheet](#)

Post-Award Amendment Applications: ASSIST

When the Post Award Amendment has been initiated, the ASSIST system will open. An **Application Identifier number** is automatically generated in ASSIST for each Post Award Amendment request. **Make note of it** so that you can use it to search for a particular action if you or someone else needs to return to it later.

- Complete the forms and upload the required documents for the selected amendment type.

The screenshot displays the ASSIST system interface for a Post Award Amendment application. On the left, the 'Actions' menu includes buttons for 'MANAGE ACCESS', 'ADD OPTIONAL FORM' (highlighted in green), 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main area is titled 'Application Information' and contains a tip: 'Tip: Some actions (e.g., Preview Application and Validate Application) are only available from this screen. The Application Information link in the breadcrumbs above can be used to return to this screen.' Below the tip, there are three tabs: 'Summary' (selected), 'SF-424 Cover', and 'Other Narrative Attachments'. The 'HHS Checklist' tab is marked with a red X. The 'Application Identifier' field is highlighted in green and contains the value '17010'. Other application details include: Application Type: Post Award Amendment (Key Personnel); Application Project Title: Functional Behavior Patterns Resulting in Skillset Displacement; PD/PI Name: [Redacted]; Organization: STARFLEET ACADEMY MEDICAL RESEARCH DIVISION; Project Period: 01/01/2020 - 12/31/2024; Status: Work in Progress; Status Date: 2016-10-19 02:16:44.000 PM EDT.

- Each post award amendment type has different required tabs; the **SF-424 Cover** is always required.
- Click **Add Optional Form** on the left side to upload **Other Narrative Attachments** to a Post Award Amendment request.

Files for Upload to ASSIST/Commons must be:

- PDF Format
- Under 6MB in File Size
- 8.5 x 11 Page Size
- Flat (*No Fillable/Editable Fields*)

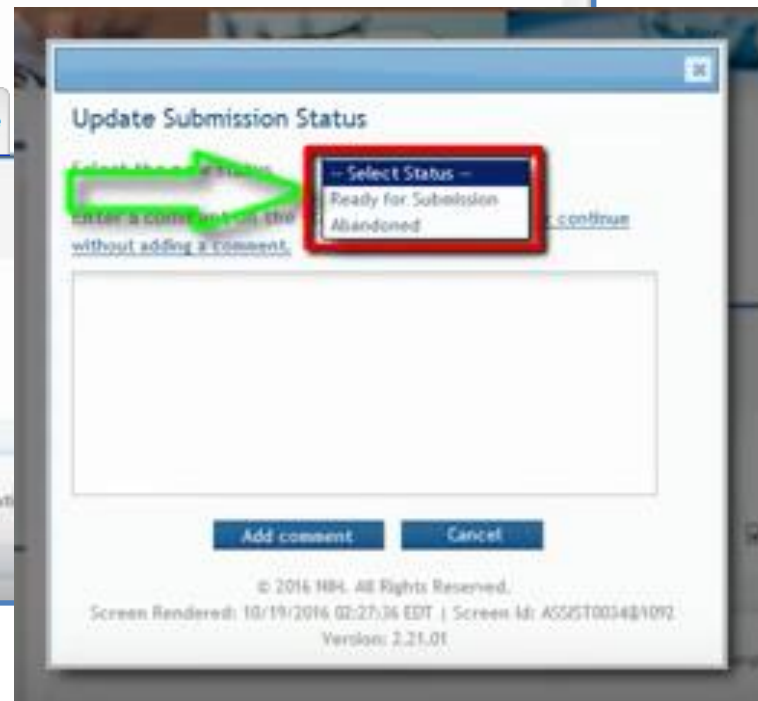
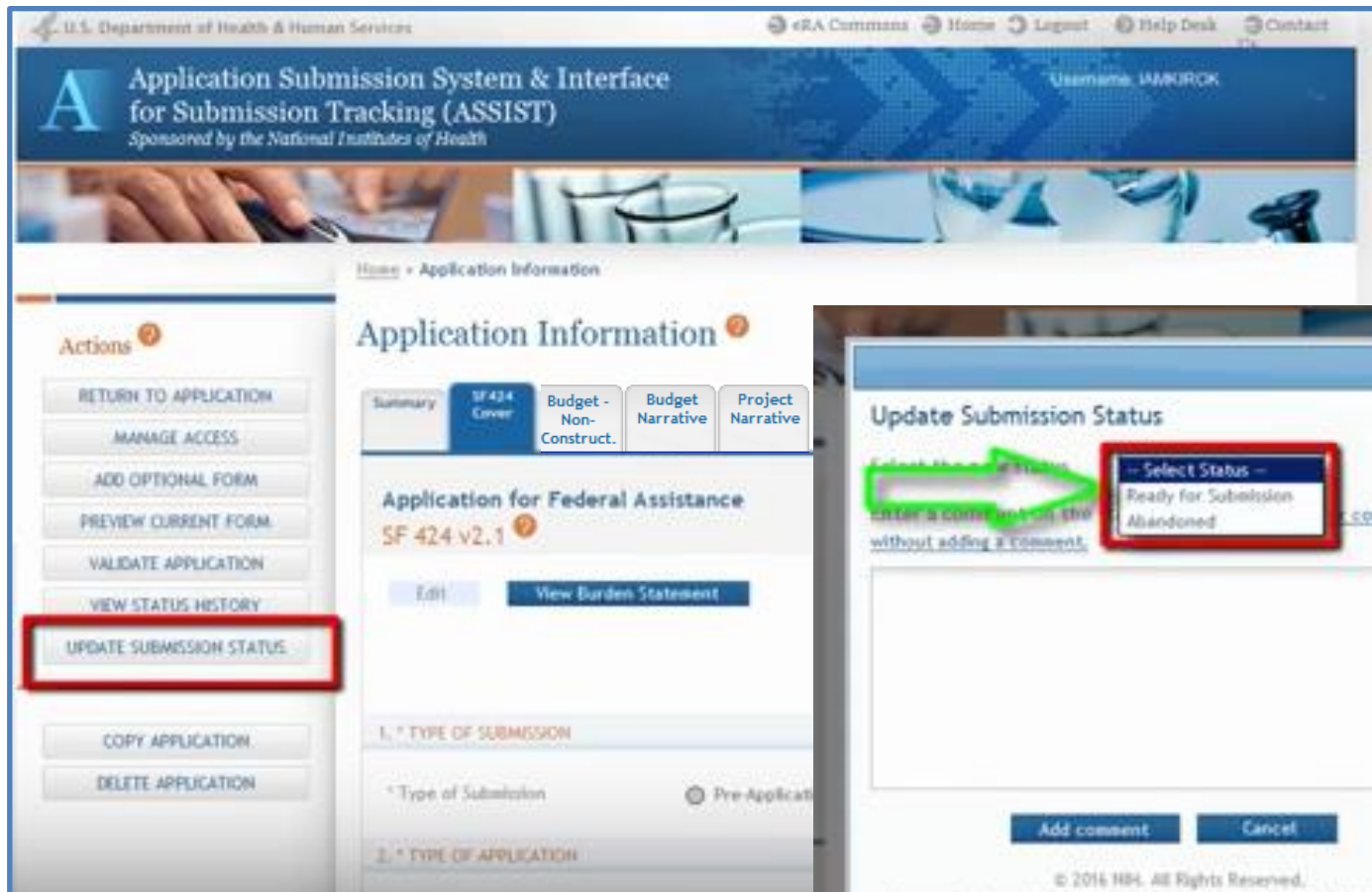
Files must **not** contain:

- Password-Protection
- Live hyperlinks (*only plain text URLs*)
- Bookmarks or Signature Boxes
- A filename exceeding 50 Characters (*including spaces*)

Note that SAMHSA no longer uses the **HHS Checklist**, the contact information for the Project Director (PD) and Business Official (BO) is now [entered on the SF424 form](#).

Post-Award Amendment Submission

When all of the forms have been completed and you are ready to submit, click **Update Submission Status** and **Ready for Submission**. The system will indicate whether any required information is missing.



If your application does have system-identified **errors (the system found your application did not comply with the application instructions)** you must correct these errors.

Warnings do not prevent the application from being submitted. However you should review them and correct as indicated if possible, and be sure to review the budget to ensure the totals match.

The **Federal Identifier** warning can be ignored and won't stop you from submitting the application.

Post-Award Amendment Submission: AOR Credentials

Next, the SO must click **Submit Application** under the **Summary** tab.

The screenshot shows the 'Application Information' screen. On the left, there is an 'Actions' sidebar with buttons for 'MANAGE ACCESS', 'PREVIEW APPLICATION', 'VALIDATE APPLICATION', 'VIEW STATUS HISTORY', 'UPDATE SUBMISSION STATUS', 'COPY APPLICATION', and 'DELETE APPLICATION'. The main content area has a 'Summary' tab highlighted with a red box. Below the tabs, there is a notification: 'Submission status has been updated'. The application details are as follows:

Application Identifier:	17010
Application Type:	Post Award Amendment (Key Personnel)
Application Project Title:	Functional Behavior Patterns Resulting in Skillset Displacement
PI/PI Name:	
Organization:	STARFLEET ACADEMY MEDICAL RESEARCH DIVISION
Project Period:	09/30/2018 - 09/29/2020
Status:	Ready for Submission Submit Application
Status Date:	2018-10-19 02:42:12:502 PM EDT

To complete submission, the credentials for an individual with the **Grants.gov Authorized Organization Representative (AOR)** need to be entered in the pop-up box.

The screenshot shows a 'Notice' pop-up box titled 'AOR credentials:'. It contains a warning icon and the text: 'Please provide your Grants.gov Authorized Organization Representative (AOR) credentials.' Below this, there are input fields for 'Username' and 'Password', each with an asterisk indicating a required field. There are 'Enter' and 'Cancel' buttons. At the bottom, it says '© 2018 NIH. All Rights Reserved.' and 'Screen Rendered: 07/16/2018 07:18:45 EDT'. A green arrow points to the 'AOR credentials:' title.

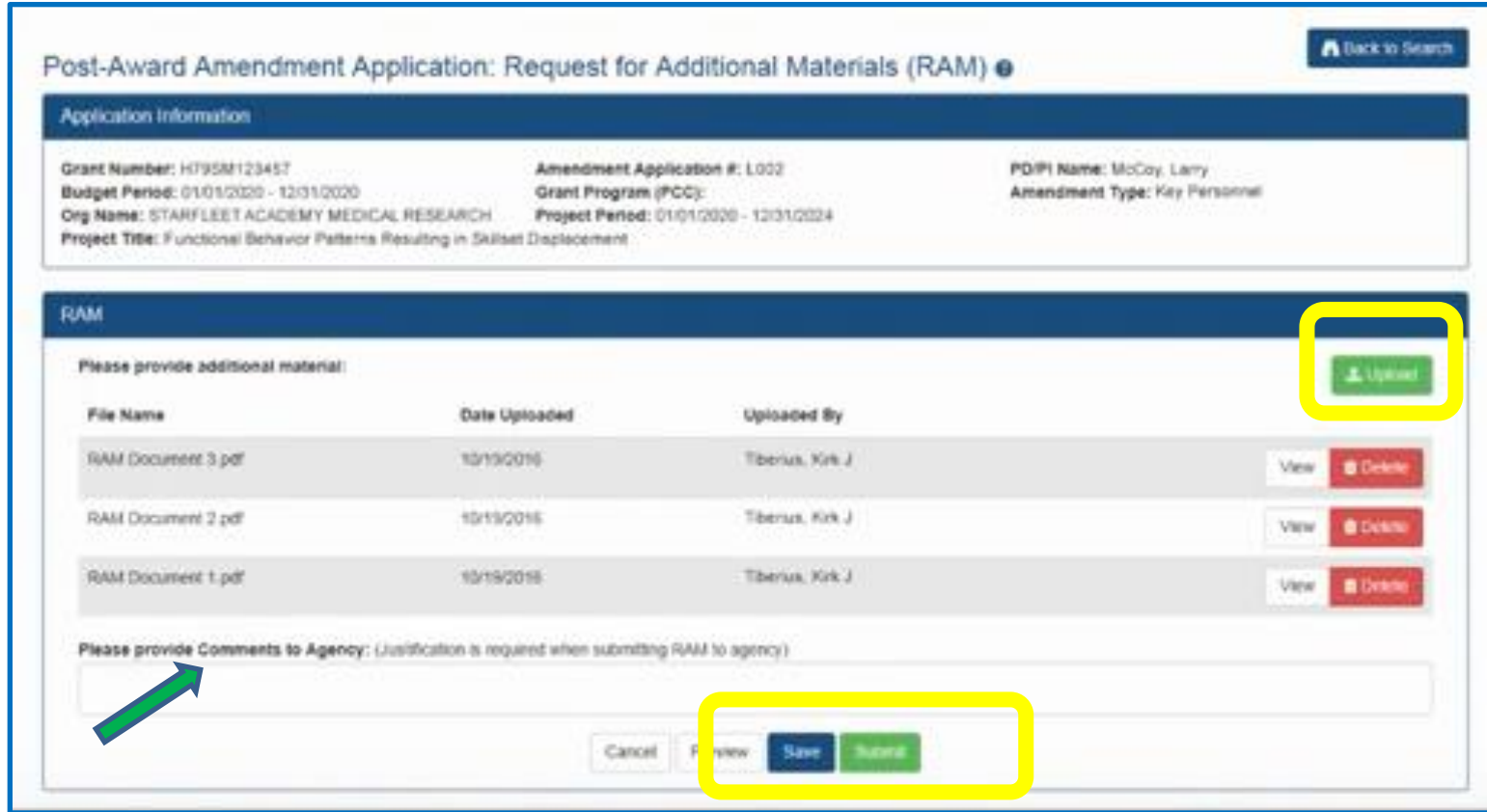
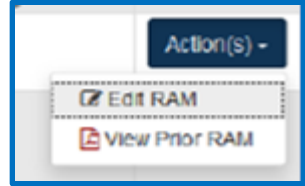
How do I find out the AOR credentials?



Upon successful submission, a confirmation email will be sent to the grantee and the assigned SAMHSA GPO and GMS.

FAQs: Submitting a RAM Response

The SAMHSA GMS or GPO may ask you for more information regarding either an Amendment or Continuation application. To respond, open the corresponding module and search for the application. Click the button in the **Action** column access the options to either view a consolidated PDF of all related Requests for Additional Material (**View Prior RAM**) or to open up the RAM screen in order to upload materials (**Edit RAM.**)



- Click **Upload** and add up to 10 PDF attachments needed to respond to the RAM. PDF is the only file type supported, no Word documents or Excel spreadsheets, etc. are accepted
- When responding to a RAM, you are required to enter a **comment**
- Click **Preview** to view the message the GPO/GMS will receive
- Click **Save** to return to eRA Commons later and complete the submission
- Click **Submit** to transmit the RAM response to SAMHSA

For more information go to:

- [Video - How to Respond to a SAMHSA Request for Additional Materials: Post Award Amendment and Continuation Applications](#)
- [Document - Submitting additional materials in response to a Request for Additional Materials \(RAM\) Reference Sheet](#)

FAQs: PD/PI Change

Grant recipients must submit a post award amendment in order to change approved key staff. Creating an account for a new PD in Commons and assigning that person the PD role for the grant **does not automatically change the PD/PI on the grant records**; a [Post Award Amendment for Change in Key Personnel](#) must be submitted via eRA Commons and approved by SAMHSA.

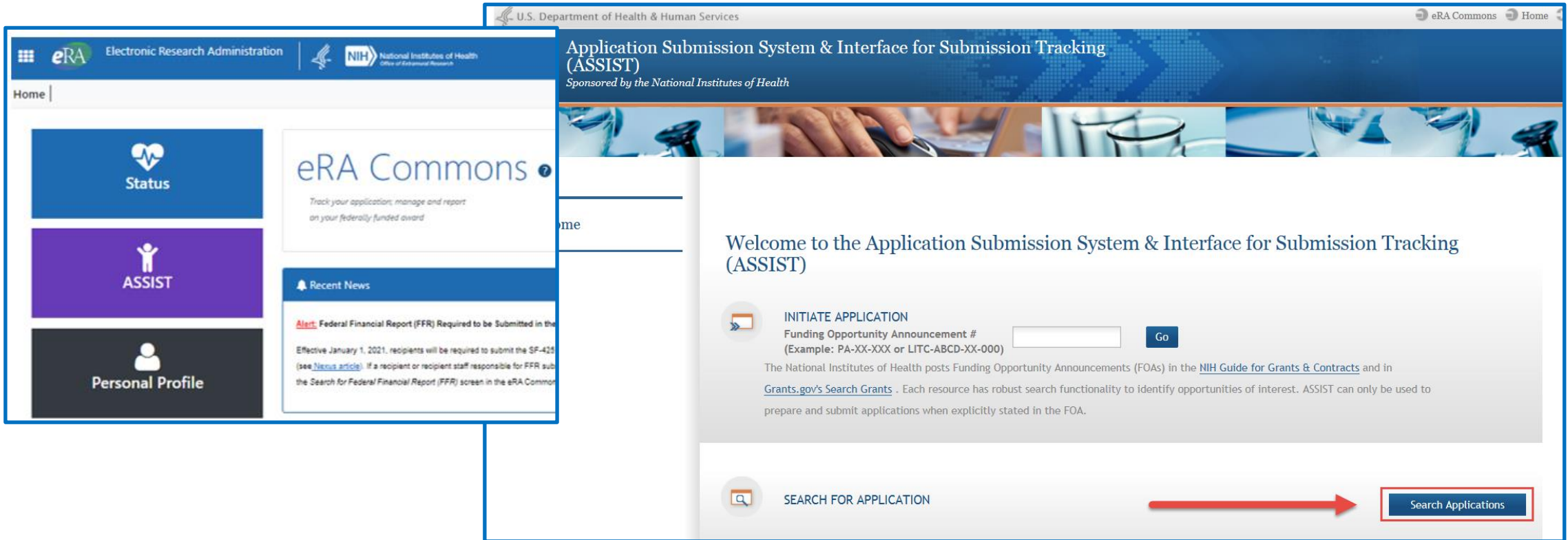
The proposed PD must be registered in eRA Commons and the Commons ID must be stated on the Cover Letter submitted with the application under Other Narrative Attachments, along with a c.v., resume, or biographical sketch, and a Position Description.

- In order for the PD/PI change to be processed correctly, the **Commons ID of the proposed PD must be entered in field #4 Applicant Identifier of the SF-424.**
- Enter the PD name and contact information in **section 8f. Name and contact information of person to be contacted on matters involving this application** when submitting a Key Personnel Change Post Award Amendment application to change the PD/PI. This contact information must match with the Commons Username for the PD/PI provided in the **section 4. Applicant Identifier field.**
- Please see [SAMHSA PD Account Creation Instructions](#) for a quick step-by-step guide and additional information on the eRA Commons registration process for the PD.
- The PD for the newly created account will receive two separate emails. One email will have their account information and the other email will have their temporary password, which **expires after 48 hours.** The PD will need to log into Commons with the account information and temporary password, then change their temporary password.

The proposed change must be reviewed by the GMS and GPO. If approved, the change will not take place until a new Notice of Award is issued; the PD/PI will not be able to access the grant prior to that.

FAQs: Returning to an Incomplete Application

To locate a **previously initiated** application within ASSIST, the steps are different than those to create your application. When recalling the application, **DO NOT go through the Non-Research or Amendments tab and click Initiate**. Instead, **login to eRA Commons and click the ASSIST tab**. Or, open a browser and manually type in website URL `public.era.nih.gov/commons` - (Do not include `www.` or `https://.`) On the ASSIST welcome screen, click **Search Applications**.



The screenshot displays the ASSIST (Application Submission System & Interface for Submission Tracking) website. The page header includes the U.S. Department of Health & Human Services logo and the eRA Commons Home link. The main navigation menu on the left features three tabs: Status, ASSIST (highlighted), and Personal Profile. The ASSIST tab is selected, showing a welcome message and a search for application section. The search for application section includes a search input field and a "Search Applications" button, which is highlighted with a red box and a red arrow pointing to it.

FAQs: Returning to an Incomplete Application *continued*

As noted, each application is assigned a unique **Application Identifier**; enter the **Application Identifier** to recall the in progress application.

You can search for applications using this Application Identifier, or if you do not know it, use other search criteria.

Please be mindful that when searching in ASSIST leaving all of the search fields blank will cause the system to not filter the results. This will result in a list of every application accessible by the Commons account user.

You can also leave the search blank to check if multiple applications have been initiated for the same amendment, and delete the duplicates to avoid confusion.

Home > Search for Applications

Search for Applications ?

Application Identifier:

Application Project Title:

Agency:

PD/PI First Name:

PD/PI Middle Name:

PD/PI Last Name:

Lead Applicant Organization:

Submission Status: (select all that apply)
Work in Progress
All Components Final
Ready for Submission
Submitted
Submission Errors
Abandoned

Hide Abandoned Applications?

HSS Applications?

Submission Date: from to

Project Start Date:

Project End Date:

FAQs: Where to find forms

Fillable PDF forms that either required or commonly used for SAMHSA applications and reports can be found at <https://www.grants.gov/web/grants/forms/forms-repository.html> or by clicking on the hyperlinks in the Adobe Form column in the chart below. Additional information on the forms are linked in the Form Item Description and Instructions columns.

Form Name	Adobe Form	Form Description	Instructions	Version
SF-424 Family for pre-award: https://www.grants.gov/web/grants/forms/sf-424-family.html				
Application for Federal Assistance (SF-424)	SF424_3_0-V3.0.pdf	sf424-fid-667		3.0
Assurances for Construction Programs (SF-424D)	SF424D-V1.1.pdf	sf424-fid-238	SF424D-V1.1-Instructions.pdf	1.1
Assurances for Non-Construction Programs (SF-424B)	SF424B-V1.1.pdf	sf424-fid-240	SF424B-V1.1-Instructions.pdf	1.1
Attachments	AttachmentForm_1_2-V1.2.pdf	sf424-fid-540	AttachmentForm_1_2-V1.2-Instructions.pdf	1.2
Budget Information for Construction Programs (SF-424C)	SF424C_2_0-V2.0.pdf	sf424-fid-408	SF424C_2_0-V2.0-Instructions.pdf	2.0
Budget Information for Non-Construction Programs (SF-424A)	SF424A-V1.0.pdf	sf424-fid-241	SF424A-V1.0-Instructions.pdf	1.0
Budget Narrative Attachment Form	BudgetNarrativeAttachments_1_2-V1.2.pdf	sf424-fid-543	BudgetNarAttach_1_2-V1.2-Instruct.pdf	1.2
Disclosure of Lobbying Activities (SF-LLL)	SFLLL_2_0-V2.0.pdf	sf424-fid-670		2.0
Grants.gov Lobbying Form	GG_LobbyingForm-V1.1.pdf	sf424-fid-255	GG_LobbyingForm-V1.1-Instructions.pdf	1.1
Key Contacts	Key_Contacts_2_0-V2.0.pdf	sf424-fid-683		2.0
Other Attachments Form	OtherNarrativeAttachments_1_2-V1.2.pdf	sf424-fid-542	OtherNarAttach_1_2-V1.2-Instruct.pdf	1.2
Project Abstract	Project_Abstract_1_2-V1.2.pdf	sf424-fid-541	Project_Abstract_1_2-V1.2-Instructions.pdf	1.2
Project Abstract Summary	Project_AbstractSummary_2_0-V2.0.pdf	sf424-fid-591		2.0
Project Narrative Attachment Form	ProjectNarrativeAttachments_1_2-V1.2.pdf	sf424-fid-539	ProjectNarAttach_1_2-V1.2-Instruct.pdf	1.2
Project/Performance Site Location(s)	PerformanceSite_3_0-V3.0.pdf	sf424-fid-689		3.0
Disclosure of Lobbying Activities (SF-LLL)	SFLLL_1_2_P-V1.2.pdf	postaward-fid-535	SFLLL_1_2_P-V1.2-Instructions.pdf	1.2
Post award reporting: https://www.grants.gov/forms/post-award-reporting-forms.html				
Federal Financial Report (SF-425)	SF425_2_0-V2.0.pdf	postaward-fid-574	SF425_2_0-V2.0-Instructions.pdf	2.0
Tangible Personal Property Report - Final Report - SF-428-B	SF428B-V1.0.pdf	postaward-fid-629	SF428B-V1.0-Instructions.pdf	1.0
Tangible Personal Property Report - SF-428	SF428-V1.0.pdf	postaward-fid-627	SF428-V1.0-Instructions.pdf	1.0
Tangible Personal Property Report - Supplemental - SF-428-S	SF428S-V1.0.pdf	postaward-fid-631	SF428S-V1.0-Instructions.pdf	1.0

FAQs: Reset/Unlock Commons Account

Please follow the instructions below to reset/unlock your eRA Commons account.

1. Go to the eRA Commons homepage at **public.era.nih.gov/commons**.
2. Select the [Forgot Password/Unlock Account?](#) link underneath the **Login button**.
3. Enter your **USER ID**.
4. Enter your **Email Address** (Please note, this email address needs to be the one currently in your eRA Commons Account.)
5. A temporary password will be sent to your email address.
6. Once logged in, you will be prompted to change your password.
7. Enter the temporary password in the field where it indicates **Current Password**.

Note: Please refrain from using a search engine (i.e. Google, Bing, etc.) to access the eRA Commons web page. We encourage using the link provided in Step 1. We advise that you type in the password, as opposed to copying and pasting, as the latter may cause you to inadvertently copy extra spaces that the system views as characters and cause issues.

The new password must meet the following standards:

- The password length must be between 8-16 non-blank characters
- Must contain a mixture of letters, numbers and special characters: ` ~ ! @ # \$ % * ^ () - _ = + [] { } | \ ' : ; " < > , . ? /
- First and last characters cannot be numbers
- Cannot contain username
- Cannot be reused within one (1) year

Here are some of the common user errors when changing the password:

- Did not realize that the temporary password is case sensitive.
- Copied and pasted the password, thereby introducing extra spaces that the system takes to be characters.
- Made three attempts to enter the temporary password and the system has locked the account.
- Did not delete pre-populated password in the field.

FAQs: Online Browser Issues

You may encounter issues due to the type of browser you use, so it is advised to be prepared to try more than one browser. For example, if you have an issue Previewing in Chrome, try previewing in Firefox or Edge. Note that Safari is not a supported browser with eRA Commons.

In order to clear a browser related error, please try using another browser to process your request; or [clear the Browser History](#), Cookie and cache completely on your currently used browser.

Next, please close the browser completely (*every open window or tab should be closed.*) Reopen the browser and **manually** type in the website URL. Please do not use a search engine (*i.e. Google, Bing*) to access eRA Commons. If you are using a previously bookmarked link, please update the link with the most recent URL. The correct URL is **public.era.nih.gov/commons** (*Do not include www. or https://*)

Then, log into eRA Commons using appropriate Commons credentials and proceed as normal. If this does not resolve your issue, please [provide a screenshot](#) of your error message or issue to the helpdesk. When taking a screenshot please try to capture as much as the webpage as possible, including a full view from your User ID in the top right corner and the screen rendered timestamp at the bottom of the page.

Links provided here are examples and may be outdated; please check your specific browser guidance for accuracy.

FAQs: Disabling a Pop-up Blocker

You may need to disable your pop-up blocker to view some screens in eRA, for example terms. Several of the eRA Commons screens will pop into **new windows** or open on a **new tab in your browser**. These may be hidden behind other open windows on your desktop. Please confirm that you are following each step of the directions and check if your pop-ups are blocked. You may also need to add **public.era.nih.gov** and **public.era.nih.gov/commons** to your trusted sites.

How to Disable Pop-Up Blocker: Chrome (Desktop)

1. Open your Chrome browser
2. In the upper right-hand corner, click the **three vertical dots**, then select **Settings**
3. At the bottom of the menu, click **Advanced**
4. Scroll down to “Privacy and security,” and select **Site Settings**
5. Select **Pop-ups and redirects**
6. At the top of the menu, toggle the setting to **Allowed** to disable the pop-up blocker

How to Disable Pop-Up Blocker: Firefox (Desktop)

1. Open your Firefox browser
2. Click the **Menu** button, then select **Options**
3. Select **Privacy & Security**
4. Under **Permissions**, uncheck **Block pop-up windows** to disable the pop-up blocker

How to Disable Pop-Up Blocker: Edge

1. Open your Microsoft Edge browser
2. Go to **Settings**, then select **more > Settings > Privacy & security**
3. Under **Security**, switch **Block pop-ups** to **Off** to disable the pop-up blocker

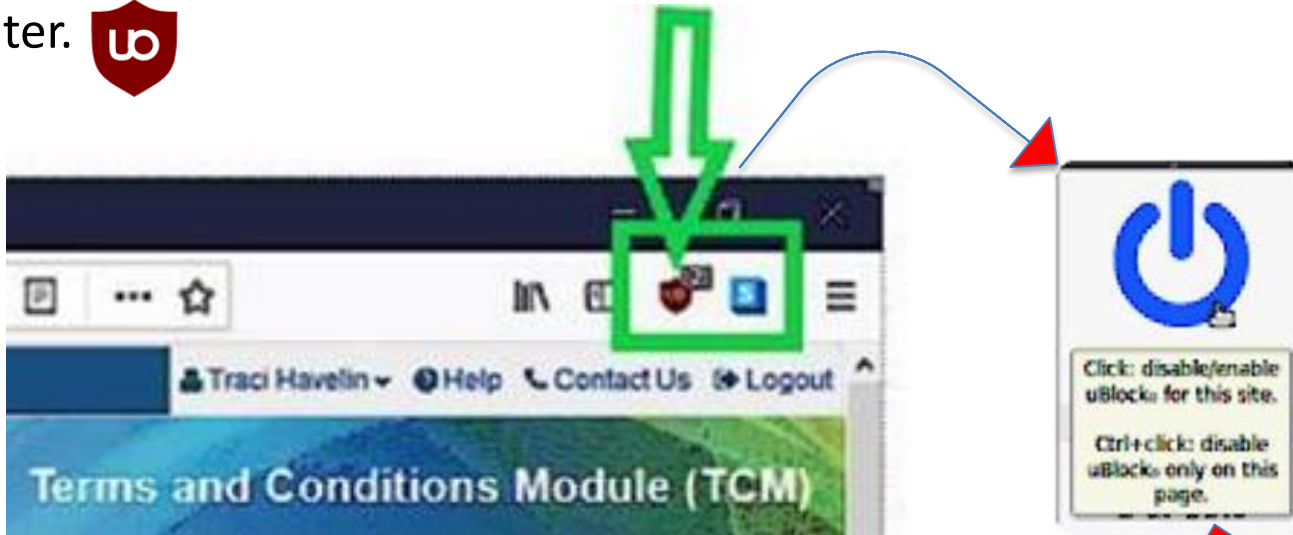
How to Disable Pop-Up Blocker: Safari (Mac)

1. Select Safari > **Preferences**, then select **Websites**
2. Select **Pop-up Windows**
3. Use the **When visiting other websites** drop-down menu and select **Allow** to disable the pop-up blocker

These instructions may be outdated, please check your browser guidance to ensure accuracy.

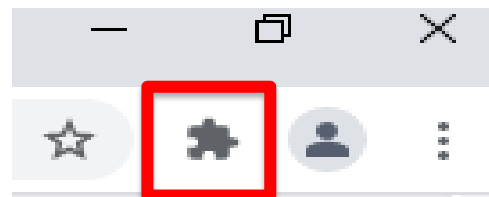
FAQs: Site Blocking Software

Another reason that Commons may not be displaying correctly on your computer is that your browser may contain an add-on. In the screenshot below outlined in the green box, a user can identify if uBlock Origin is running because a red shield appears to the right of the address bar with the letters UO in the center.

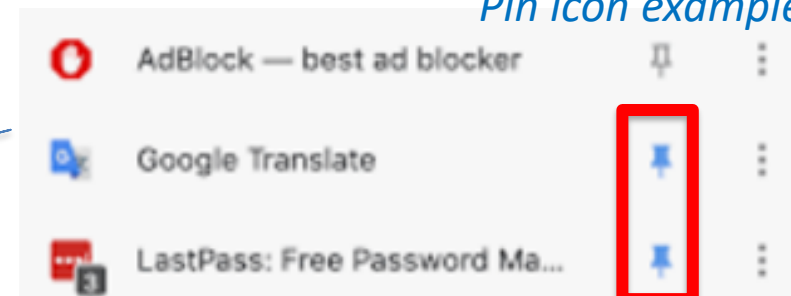


To disable this feature, the user can click on the **shield icon** and a pop-up will display. On the pop-up an image which looks similar to the power button on your PC will appear; click on the icon to disable uBlock. Refresh the page and the screen should display correctly.

If you don't see the red shield, click on the icon that looks like a **gray puzzle piece**, which should trigger the uBlock Origin add-on. Click on the pin icon and then the power button icon should pop-up.



Pin icon example



FAQs: Budget and New SAMHSA Budget Template

One of the most frequent question topics from SAMHSA grantees is regarding completing the budget for applications. In response, SAMHSA has created a fillable PDF budget template aid. To expedite review of applications (or response to terms and conditions), it is highly recommended you use this [SAMHSA PDF Budget Template](#) to complete the **Detailed Budget and Narrative Justification** for submission.

The following documents provide guidance on using the budget template:

- [Key Features of the Budget Template](#)
- [Budget Review Checklist](#) – use this checklist to review your Detailed Budget and Narrative Justification before submission to SAMHSA.

Note: For the PDF template to function as designed, it must be downloaded to your computer and opened directly in Adobe Acrobat or Reader, instead of with your browser.

For SAMHSA to view all of your budget data, you must convert the PDF to a non-editable format by PRINTING TO PDF before submission.

- *In Adobe Acrobat with the document open, choose the **Fill & Sign** or **Prepare Form** tool, and select a file to upload.*
- *Ensure that the form is completed and the information is correct. Go to the print settings by selecting **File > Print**.*
- *On the pull-down menu of printer options, choose Adobe PDF.*
- *After clicking **OK**, a pop-up will open to save the PDF. Be sure to select a specific location that will place the document where it can easily be found, and use a unique file name that clearly differentiates the completed form from the original fillable form.*
- *The flattened form should appear in the new location with the new file name. Open it to check once more for any changes and to confirm that the conversion worked.*

SAMHSA 2021 Grantee Webinars

Source: [2021 Webinar Trainings Schedule \(PDF | 114 KB\)](#)

Webinar Title	Topics to be Covered	Recommended Attendees	Date	Time
Post Award Amendments Requiring Prior Approval: Part I: Budget Revisions, Changes in Key Personnel, Changes in Scope, Changes in Recipient, and No-Cost Extensions	How to prepare and submit post award amendments including budget revisions, changes in key personnel, changes in scope, changes in recipient and no-cost extensions	All recipients	6/17/2021	2:00 - 3:30 pm (ET)
Federal Financial Report (FFR)	Completing the annual FFR	All recipients	8/19/2021	2:00 - 3:30 pm (ET)
Post Award Amendments Requiring Prior Approval: Part II: Carryover	Understanding the concept of carryover and how carryover is used	All recipients	10/14/2021	2:00 - 3:30 pm (ET)
Continuation Application	Preparing the continuation application, including preparation of the budget and a brief overview of the annual progress report	All recipients	11/18/2021	2:00 - 3:30 pm (ET)
Closeout	Final reports, reconciliation, closeout, record retention	All recipients	12/16/2021	2:00 - 3:30 pm (ET)

Throughout 2021, SAMHSA will be offering webinars that provide grantees with specific information about how to effectively manage and maintain proper oversight of their grants. To receive information on how to access the webinars contact GPOtraining@samhsa.hhs.gov ([link sends email](#)).

For information on upcoming events [Subscribe to SAMHSA's Newsletter](#) ([link is external](#)).