



Electronic Research Administration  
A program of the National Institutes of Health



National Institutes of Health  
Office of Extramural Research

*Powering the Advancement of Science*

# Data Collection Site (DCS) External Users

**System Version v1.0.0.0**

**Document Version v1.0.0**

**September 26, 2013**



## CONTACT US

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### Document Comments:

**How are we doing?** The eRA Communications & Documentation Team of the electronic Research Administration (eRA) is dedicated to serving our community and welcomes your feedback to assist us in improving our user guides. Please send comments about the DCS user guide to this address: <mailto:eRACommunications@mail.nih.gov>.

### Troubleshooting support:

Please contact the eRA Help Desk:

**Toll-free:** 1-866-504-9552

**Phone:** 301-402-7469

**TTY:** 301-451-5939

**Web:** <http://grants.nih.gov/support/> (Preferred method of contact)

**Email:** [commons@od.nih.gov](mailto:commons@od.nih.gov) (for Commons Support)

**Email:** [helpdesk@od.nih.gov](mailto:helpdesk@od.nih.gov) (for IMPAC II Support)

**Hours:** Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

## DISCLAIMER STATEMENT

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No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

## DOCUMENT HISTORY

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Date	System Version	Document Version	Description of Change	Author
09/26/2013	1.0.0.0	1.0.0	Develop initial draft of document	eRA Communications

The most current version of this document will be available on the eRA site: <http://era.nih.gov/>.

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## 1 Introduction

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The Data Collection Site (DCS) system provides the ability to gather additional data for special programs such as Hurricane Sandy Relief Act. The *Sandy Quarterly Report* is a pilot case for DCS.

## 2 Purpose

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This user guide provides instructions to Authorized Organization Representative/Signing Official (AOR/SO) and Principal Investigator (PI) users for completing the *Special Program Report* (i.e. *Sandy Quarterly Report*) form.

## 3 Scope

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This user guide covers the complete process for completing and submitting the *Special Program Report* (i.e. *Sandy Quarterly Report*) form.

This does not include the process for reviewing the required Annual Research Performance Progress Report (RPPR). Those requirements are described separately at <http://grants.nih.gov/grants/rppr/>. For more RPPR information, please refer to the RPPR topic in the Commons online help. <http://era.nih.gov/erahelp/Commons/>.

## 4 Overview

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The Data Collection Site (DCS) system identifies all projects that have a *Special Program Report* (i.e. *Sandy Quarterly Report*) due in 30 days after the quarter end. Please refer to the reporting schedule below.

Reporting Quarter	Report Due Date	Report Hyperlink Available in Commons
July 1 – September 30	October 30	October 1 – December 31
October 1 – December 31	January 30	January 1 - March 31
January 1 – March 31	April 30	April 1 - June 30
April 1 – June 30	July 30	July 1 – September 30

*Table 1: Special Program Report Schedule*

There are eight quarterly reports for the Sandy Special Program projects unless the project is closed out early in which no quarterly reports are allowed after the closeout. The closeout is defined as the project period end date. The last report due is for the quarter containing the project period end date. The first quarter is the quarter during which the award is funded.

The following email notifications are sent:

1. The system sends an email notification to the project's PI and the AOR/SO that last submitted the last progress report if available. Otherwise the email notification is sent to the project's AOR/SO.
  - a. If reports for multiple projects are required to be filled out by the same PI, then only one email notification is sent containing the list of projects whose *Special Program Report* is due.
  - b. If reports for multiple projects are required to be submitted by the same AOR/SO, then the AOR/SO receives one email notification containing the list of projects whose *Special Program Report* is due.
2. If the *Special Program Report* is not submitted by the due date, a reminder notification is sent to the same recipients to inform them that the report is past due.

These email notifications contain a link to the *Special Program Report* screen for that project. If there are multiple projects, the email notifications contain hyperlinks to all the *Special Program Report* screens for the projects concerned. Please refer to the section titled *eMail Notifications* for more information.

Once the *Special Program Report* is submitted, it cannot be updated or recalled.

In addition to the email notification, a *Special Program Report* hyperlink titled, **Sandy Quarterly Report for Quarter X**, is generated on the *Status Results – List of Applications* screen in the **Action** column in Commons for that specific project. This hyperlink is available the day following the end of the reporting quarter (first day of the next quarter). The hyperlink

remains available until the end of the next quarter. After that time period, the *Special Program Report* can no longer be submitted. Please refer to the section titled *Completing the Special Program Report* for more information.

## 5 Completing the Special Program Report

Here are the steps to complete the *Special Program Report* (i.e. *Sandy Quarterly Report*).

### 5.1 Accessing the Special Program Report

The *Sandy Quarterly Report* screen can be accessed via the email Notification or via the *Status Results – List of Applications* screen in Commons.

Perform EITHER ONE of the following two options:

1. From the email Notification, click on the *Grant Number* hyperlink. The Commons *Login* screen appears.
  - a. Log into the Commons system.
2. Log into Commons and navigate to the *Status Results – List of Applications* screen.
  - a. Click on the **Sandy Quarterly Report for Quarter X** hyperlink for the appropriate project.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Action
<a href="#">5R00DC99999-05</a>		Optimizing fitting of bilateral cochlear implants	RHOADES, DUSTY	Submission Complete	Awarded Non-fellowships only	07/24/2012	
<a href="#">3R00OD99999-05S1</a>	GRANT99999999P	Synaptic basis of perceptual learning in primary auditory cortex	RHOADES, DUSTY	Submission Complete	Awarded Non-fellowships only	07/11/2013	<a href="#">Transmittal Sheet</a> <a href="#">Sandy Quarterly Report</a>

Figure 1: Status Results - List of Applications Screen Displaying Special Program Report Hyperlink

For either option, the *Sandy Quarterly Report* screen appears.

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**NIH** National Institutes of Health  
Office of Extramural Research  
Username: Jessy George

Sandy Quarterly Report

**Report Navigation**

- Report Information
- Major Goals Changes
- Accomplishments
- Plans
- Challenges and Delays
- Significant Changes
- Special Reporting Requirements

**Report Information**

<b>Grant #:</b> 3R000D999999-05S1	<b>Title:</b> Optimizing fitting of bilateral cochlear implants	<b>PI Name:</b> Rhoades, Dusty
--------------------------------------	--------------------------------------------------------------------	-----------------------------------

\*Required Field(s)

<b>Reporting Period</b>	Quarter 1: 04/01/2013 - 06/30/2013
-------------------------	------------------------------------

Figure 2: *Sandy Quarterly Report* Displaying Top Section

## 5.2 Completing the Special Program Report

At the top of the *Sandy Quarterly Report* form screen are the following fields: the **Grant #:**, the **Title:** and the **PI Name:**. The report has the following sections:

- **Reporting Period** – Read Only
- **Major Goals Changes**
- **Accomplishments**
- **Plans**
- **Challenges and Delays**
- **Significant Changes**
- **Special Reporting Requirements**

To navigate to the appropriate section on the report screen, click the appropriate hyperlink on the screen.



Figure 3: Report Navigation Section Displaying Hyperlink Report Sections

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**NOTE:** All text area fields have a question mark icon which display a tool tip when the field is hovered over. The tool tip displays the following message:

*Data fields and text entry boxes only support ASCII characters: Greek letters, mathematical equations, images, and so-called “rich” text (including bold, italic, underline, superscript, subscript, strikethrough, etc.) are not permitted. Although you may enter non-ASCII characters in text fields, upon submission of the report a PDF of the report is generated and the non-ASCII characters will not appear correctly.*

---

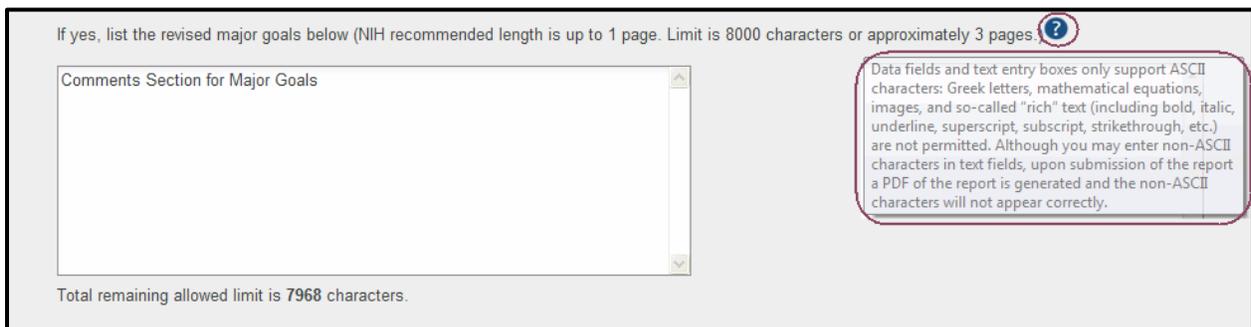


Figure 4: Text Area Field Displaying Question Mark Tip Tool Message

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**NOTE:** The character limit for these text area fields is 8,000.

---

Complete the following sections on the *Sandy Quarterly Report* form as follows:

1. **Major Goals Changes**

**Major Goals Changes?**

\*Have the major goals changed since the initial competing award or previous report?

Yes  No

If yes, list the revised major goals below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.) [?](#)

Comments Section for Major Goals

Total remaining allowed limit is 7968 characters.

Figure 5: Major Goals Changes Section of the Sandy Quarterly Report

## 2. Accomplishments

**\*What was accomplished under these goals?**

For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

"Goals" are equivalent to "specific aims." In the response, emphasize the significance of the findings to the scientific field.

Response should not exceed 2 pages. [?](#)

Comments Section for Plans

Total remaining allowed limit is 7974 characters.

Figure 6: Accomplishments Section of the Sandy Quarterly Report

### 3. Plans

**\*What do you plan to do for the next reporting period to accomplish the goals?**

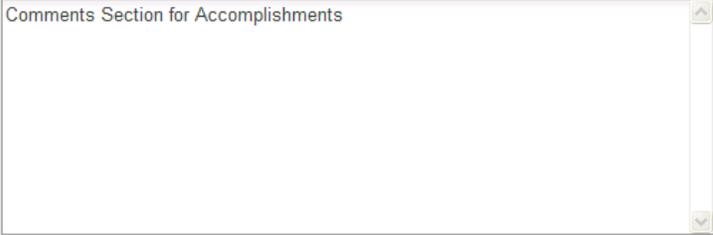
Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.)

Include any important modifications to the original plans. Provide a scientific justification for any changes involving research with human subjects or vertebrate animals. A detailed description of such changes must be provided under Changes.

Enter response below. (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages). 

Comments Section for Accomplishments



Total remaining allowed limit is 7964 characters.

Figure 7: Plans Section of the Sandy Quarterly Report

### 4. Challenges and Delays

**\*Actual or anticipated challenges or delays and actions or plans to resolve them?**

Describe challenges or delays encountered during the reporting period and actions or plans to resolve them.

Describe only significant challenges that may impede the research (e.g., accrual of patients, hiring of personnel, need for resources or research tools) and emphasize their resolution.

(NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages). 

Comments Section for Actual or Anticipated challenges



Total remaining allowed limit is 7947 characters.

Figure 8: Challenges and Delays Section of the Sandy Quarterly Report

## 5. Significant Changes

### Significant Changes

\*Significant changes to human subjects?

Yes  No  N/A

If human subject protocols are or will be different from the previous submission, include a description and explanation of how the protocols differ and provide a new or revised Protection of Human Subjects Section as described in the competing application instructions. [?](#)

Comments Section for Significant Changes

Total remaining allowed limit is 7960 characters.

\*Significant changes to vertebrate animals?

Yes  No  N/A

If there are or will be significant changes to the uses of vertebrate animals from the previous submission, provide a description of the changes. Examples of changes considered to be significant include, but are not limited to, changing animal species, changing from noninvasive to invasive procedures, new project/performance site(s) where animals will be used, etc. If studies involving live vertebrate animals are planned and were not part of the originally proposed research design, provide a new or revised Vertebrate Animal Section as described in the competing application instructions. [?](#)

Comments Section for Vertebrate Animals

Total remaining allowed limit is 7961 characters.

Figure 9: Significant Changes Section of the Sandy Quarterly Report

## 6. Special Reporting Requirements

### Special Notice of Award and Funding Opportunity Announcement Reporting Requirements

Address any special reporting requirements specified in the award terms and conditions in the Notice of Award (NoA) or Funding Opportunity Announcement (FOA).

**\*Project Status**

< 50% completed ▼

\*Has there been a change in the "Other Support" (e.g., have funds been received from FEMA or Insurance that impact this award)?

Yes  No

Describe changes in "Other Support". ?

Comments Section for Other support

Total remaining allowed limit is 7966 characters.

Figure 10: Special Reporting Requirements Section of the Sandy Quarterly Report

## 7. For the Funding Information

- a. Complete the mandatory **Federal share of expenditures:** and the **Federal share of un-liquidated obligations:** fields.

**NOTE:** The **Unobligated balance of Federal Funds:** field is calculated by subtracting expenditures and un-liquidated obligation amounts from the **Total Federal funds authorized:** field.

### \*Funding information

Total Federal funds authorized:	137112.00
*Federal share of expenditures:	<input style="width: 100%;" type="text" value="5800"/>
*Federal share of unliquidated obligations:	<input style="width: 100%;" type="text" value="79478"/>
Unobligated balance of Federal funds:	51834.00

Figure 11: Funding Information Section of the Sandy Quarterly Report

8. To save the changes, click the **Save** button.
9. If the report is complete, click the **Submit** button.

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**NOTE:** The AOR/SO or the PD/PI with delegated authority can submit the report.

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When the **Submit** button is clicked, the system displays a certify compliance pop-up screen.

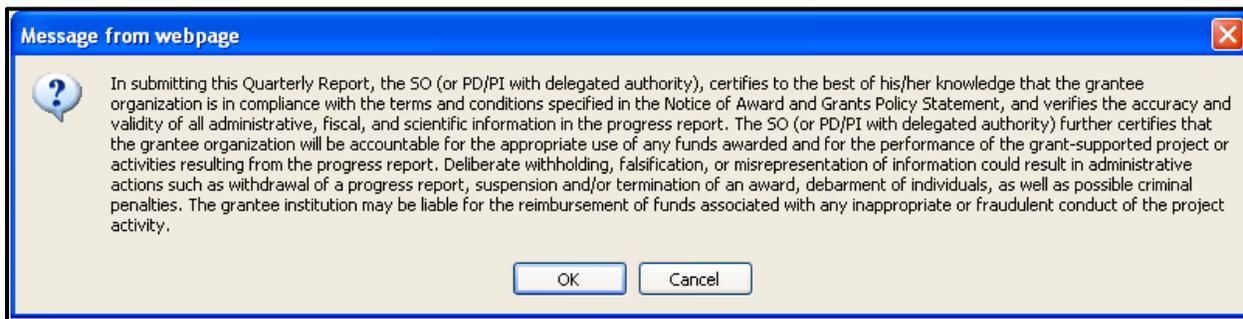


Figure 12: Certification Web Page Pop-up Screen

10. Click the **OK** button to submit the report or click the **Cancel** button to cancel submitting the report.

Once the *Sandy Quarterly Report* is submitted and the PDF of the report is generated, a confirmation screen is displayed with the message that the report is submitted and a **Grant Folder** hyperlink to the *Commons PI View – Status Information* screen where the PDF of the report can be downloaded.

To log out, click the **Logout** hyperlink in the upper right corner of the screen.



Figure 13: Report Submitted Confirmation Screen

**Status Information**

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**eSubmission Errors/Warning**

 Unless specifically allowed in the FOA, the entire proposed project period must be within the awarded parent grant project period. (1.7.20) - Warning

General Grant Information		Other Relevant Documents	
<p><b>Status:</b> Application awarded.</p> <p><b>Institution Name:</b> NEW YORK UNIVERSITY SCHOOL OF MEDICINE</p> <p><b>School Name:</b> NYU SCHOOL OF MEDICINE</p> <p><b>School Category:</b> SCHOOLS OF MEDICINE</p> <p><b>Division Name:</b> NONE</p> <p><b>Department Name:</b> OTOLARYNGOLOGY</p> <p><b>PI Name:</b> Rhoades, Dusty</p> <p><b>Application ID:</b> 3R000D999999-05S1</p> <p><b>Proposal Title:</b> Synaptic basis of perceptual learning in primary auditory cortex</p> <p><b>Proposal Receipt Date:</b> 05/24/2013</p> <p><b>Last Status Update Date:</b> 07/11/2013</p> <p><b>Current Award Notice Date:</b> 07/11/2013</p> <p><b>Application Source:</b> Grants.gov</p> <p><b>Project Period Begin Date:</b> 09/01/2013</p> <p><b>Project Period End Date:</b> 08/31/2015</p> <p><b>eApplication Status:</b> Submission Complete</p> <p><b>FOA:</b> [OD13-199] - NIH ADMINISTRATIVE SUPPLEMENTS TO RECOVER LOSSES DUE TO HURRICANE SANDY UNDER THE DISASTER RELIEF APPROPRIATIONS ACT NON-CONSTRUCTION (ADMIN SUPP)</p> <p><b>NIH Appl. ID:</b> 9999999</p>	<p><a href="#">e-Application</a></p> <p><a href="#">Latest NGA</a></p> <p><b>Notice(s) of Grant Award (PDF):</b> <a href="#">07/11/2013</a></p> <p><a href="#">Abstract (Awarded Grant)</a></p> <p><a href="#">Administrative Supplement History</a></p> <p><b>Sandy Quarterly Report (s):</b> <a href="#">Quarter 1</a> <a href="#">Quarter 2</a> <a href="#">Report not submitted for Quarter 3</a> <a href="#">Report not submitted for Quarter 4</a></p> <p><a href="#">Additions for Review / Documents</a></p>		
Correspondence			
Referral			
Date	Description	Action	

Figure 14: Status Information Screen Displaying Sandy Quarterly Report Hyperlink

**NOTE:** The *Sandy Quarterly Report* PDF can also be viewed by clicking on the appropriate project number hyperlink on the *Status Result – List of Applications/Grants* screen. When the project number hyperlink is clicked, the system displays *Commons PI View – Status Information* screen.

## 6 eMail Notifications

### 6.1 Special Program Report Due eMail

*From:* eraNotifications@mail.nih.gov

*Sent:* <Date Time>

*To:* [SO\_PI\_EMAIL\_ADDR\_ QUARTERLY REPORT\_DUE\_30 DAYS\_ REMINDER]

*Subject:* NIH Automated Email: Hurricane Sandy Quarterly Report(s) Reminder Due by [Sandy\_Reminder\_Receipt\_Due\_Date]

*eMail Content:* [DoNotReplyWarning]

***The quarterly report(s) for NIH Grant(s) which number(s) is(are) listed below are due by [SANDY\_REMINDER\_RECEIPT\_DUE\_DATE]:***

***[GRANT NUMBER LINK TO THE REPORT SCREEN]***

...

*The next quarterly report for the above-referenced awards is due [QUARTERLY REPORT DUE DATE]. The due date for quarterly reports for Hurricane Sandy grants awarded under the Disaster Relief Appropriations Act (DRAA) authorities is 30 days after the end of each calendar quarter (e.g., if the budget period for the award begins 11/30, the first due date is 01/30 and 30 days after the end of each calendar quarter thereafter). If the due date falls on a weekend or Federal holiday the due date is automatically extended to the next business day.*

<b><i>Budget Start Date Reporting Quarter</i></b>	<b><i>First Report Due</i></b>
<i>July 1 through September 30</i>	<i>October 30</i>
<i>October 1 through December 31</i>	<i>January 30</i>
<i>January 1 through March 31</i>	<i>April 30</i>
<i>April 1 through June 30</i>	<i>July 30</i>

*All grants will require up to 8 Quarterly Reports; the project must be completed and all funds expended within the 24 month award period (i.e., by the end of the 8<sup>th</sup> quarter). Quarterly reports are due per the above schedule regardless of the amount of time between the budget start date and the report due date. Please note that, grants with less than 30 days in the reporting period r should still provide the quarterly report but may include “zero” values if no meaningful work has yet to be accomplished or funds expended. If a report containing zero values is necessary, the grantee should provide an explanation in the quarterly report under section “What was Accomplished Under these Goals”.*

*Questions regarding the eRA Commons should be addressed to:*

*eRA Commons Help Desk*

**Web:** <http://era.nih.gov/help/> (Preferred method of contact)

**Toll-free:** 1-866-504-9552

**Phone:** 301-402-7469

**TTY:** 301-451-5939

**Hours:** Mon-Fri, 7a.m. to 8 p.m. Eastern Time

Location and Instructions for Quarterly Reports can be found at the [INSERT HYPERLINK] page.

Please submit the quarterly report by the due date noted above. If you have already submitted the quarterly report, disregard this notice.

## **6.2 Special Program Report Past Due eMail**

*From:* eraNotifications@mail.nih.gov

*Sent:* <Date Time>

*To:* [SO\_PI\_EMAIL\_ADDR\_QUARTERLY\_REPORT\_REMINDER\_LATE]

*Subject:* NIH Automated Email: Hurricane Sandy Quarterly Report(s) Not Received by Due Date

*eMail Content:* [DoNotReplyWarning]

*The quarterly report for award(s) listed below is(are) past due.*

*The quarterly report for NIH Grant(s) which number(s) is(are) listed below was(were) due on [QUARTERLY\_REPORT\_REMINDER\_RECEIPT\_DUE\_DATE]. The quarterly report(s) is(are) now late and must be submitted (in the next reporting period). Failure to submit all quarterly reports (including those that come in late) may result in enforcement actions.*

**[GRANT NUMBER LINK TO THE REPORT SCREEN]**

...

*Instructions for quarterly reports can be found at the [INSERT LINK].*

*If you have already submitted the quarterly report, please disregard this notice.*

*Thank you.*

## 7 Error Messages

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The system determines that access to the hyperlink is not a valid *Sandy Quarterly Report* hyperlink.

***The link you're trying to access is not a valid Sandy Quarterly Report.***

The system determines that the user is not authorized to access the *Sandy Quarterly Report* hyperlink.

***You're not authorized to access this report.***

The system determines that the user is accessing a *Sandy Quarterly Report* hyperlink that past due or expired.

***The report you're trying to access is past due and is no longer available for submission, contact your IC Grants Management Specialist.***

The system determines that not all the mandatory fields have been completed when the *Sandy Quarterly Report* is submitted.

***Please fill out all the mandatory fields.***

The system determines that the user is trying to access the hyperlink for a submitted *Sandy Quarterly Report*.

***The report you're trying to access has been submitted and is no longer available for editing. You can access the PDF of the report in the through the grant folder or by clicking here [link to the PDF of the report]. Contact your IC Grants Management Specialist.***