

Transcript – Status for PDPIs

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THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

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Welcome to the 4th of a series of tutorial videos that review the features and functionalities of the eRA Commons Status Screen.

This fourth video focuses on the features for a Project Director (PD) / Principal Investigator (PI) and typically is assigned the PI Role within Commons.

After logging in, and clicking the Status tab, the PI role gets three options

Option 1. Recent/Pending eSubmissions. This link initiates a search for recent or pending electronic submissions of grant applications.

Recent Pending applications are defined as Applications that require action (for example to view errors and warnings) and is done prior to submission completion. Applications are available to view during two business day correction window prior to submission completion.

Applications that have been refused by a Signing Official

Option 2. List of Applications/Grants This link initiates a search for existing applications and grants that are:

1. Funded Grants.
2. Successfully submitted applications and past the two day viewing window, both paper and electronic.

And the link provides access to Review assignment status, review results, summary statements, and Notices of Award, as well as other Commons features (for example, Just In Time, Closeout, Financial Status Report) for previously submitted applications/grants.

Option 3. You can also search by a specific Grants.gov Tracking Number.

Enter the Grants.gov tracking number into the field provided and click the Search button for easy access to a specific grant application.

The results screen returns only the application matching the tracking number that was entered.

When the Principal Investigator clicks the link for List of Applications/Grants, the results will be organized into a table with the following headings:

Application ID. The application ID is provided as a link, which when selected opens the Detailed Status Information screen.

Status Information includes grant/application information such as status history, study section, contacts, and more.

Grants.gov Tracking #. This column shows the number assigned when the application was submitted electronically to Grants.gov.

Proposal Title is the project name submitted on the application.

PD/PI Name is the Contact PI on the application.

eSubmission Status column shows the status of an electronic application during the submission process.

Current Application Status. This column displays the current state of the application or grant.

Status Date. This is the date of the most recent update to the status of the application or grant.

Action - As the name implies, the links in this column are used to complete some task and are used to access other modules or features in Commons. These links vary depending on the grant application and where it is in its life cycle.

If the number of records returned by the search exceeds the amount allowed on the screen, you can use the page number links and/or navigation arrows at the top of the results table to scroll through the remaining records. The results can be sorted by selecting the up/down arrow displayed in the column heading. If the arrow exists in the heading, the information can be sorted by that category.

Also note that if an application or grant has multiple Principal Investigators, the letters MPI will be displayed at the end of the Application ID.

The results of the search for Recent/Pending eSubmissions are similar to the List of Applications search.

They include headings for much of the same information, like Grants.gov Tracking #, Application ID, eSubmission Status,

Proposal Title and PD/PI Name.

The Recent/Pending eSubmissions results also include two other headings eSubmission Status Date and Show All Prior Errors.

eSubmission Status Date is the date and time of the most recent update to the status of the application.

Show All Prior Errors column displays the Show Prior Errors and Warnings link.

Selecting this link opens the Errors/Warnings for Prior Failed eSubmissions.

To review, PD/PIs can search for the status of grants and applications three ways.

1 by clicking the Recent/Pending eSubmission link;

2 by clicking the List of Applications Link;

and 3 by searching by a specific Grants.gov Tracking Number.

This concludes Tutorial Number 4, Status for PD/PIs.

Thank you for watching.