

## NIH eRA Workshop Day - Learning the Basics

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Are you new to the NIH grant application process? Have you recently started a new position or been given an eRA Commons account and you don't know what to do with it? Are you overwhelmed by the logistics of submitting a grant application to NIH? Are you unsure how to submit reports or other administrative actions electronically? Then the NIH eRA Workshop, Learning the Basics, is for you.

These days paperwork is rarely done on paper and each year NIH requires more and more administrative actions be done electronically. eRA Commons is your portal to interact electronically with NIH. If you are doing business with NIH, then you are using eRA Commons.

Through a combination of presentations, video snippets, and interactive exercises, this workshop covers the basics of eRA Commons from submitting a grant application all the way to grant closeout. We will guide the novice user through all the pre-award and post-award electronic touch points in a session designed to be interactive. Participants are encouraged to bring questions, share their experiences, learn from others, and expand their professional network.

This "how-to" workshop lays the perfect foundation for the NIH Regional Seminar on Program Funding and Grants Administration. During the two day seminar, you'll have the opportunity to learn more about the policies and regulations, or the "why's," behind the "how's."

### Pre-Award (9:00 am-12:00 pm)

- Setting up eRA Commons Accounts, Roles and Profiles
- Submitting a grant application
  - Finding opportunities
  - Downloading an Application Package from Grants.gov
  - Preparing your Application – overview of forms and tips for avoiding Commons errors
  - Submitting your Application to Grants.gov
  - Checking for errors/warnings
  - Viewing application image in eRA Commons
- Submitting & Tracking Reference Letters
- Identifying NIH contacts assigned to an application
- Checking review assignments
- Checking review outcome
- Viewing correspondence from referral and review staff
- Submitting Just-in-Time (JIT) information upon NIH request

### Post-Award (1:00-4:00 pm)

- Reporting Financial Conflict of Interest (FCOI)
- Submitting Progress Reports

- Research Performance Progress Report (RPPR)
  - Federal Financial Report (FFR)
- Submitting a No Cost Extension (NCE)
- Submitting an Administrative Supplement (Type 3)
- Submitting a Change of Organization Status/Successor-In-Interest (Type 6) request through Grants.gov
- Submitting a Change of Grantee or Training Institution (Type 7) request through Grants.gov and the associated Relinquishing Statement through Commons
- Wrapping up the “paperwork” with Closeout
- Using xTrain to prepare and submit Appointment and Termination forms for Training