

## e-SNAP Progress Report Submission Process

Grant & Contract Administration (GCA) must affiliate/register PI and their support staff. If not registered please contact your GCA reviewer)

- Website location: <https://commons.era.nih.gov/commons/>
- Demo site—excellent place to learn how to navigate your way around eRA Commons
- Where to get help:
  - Web: <http://era.nih.gov>
  - Email: [commons@od.nih.gov](mailto:commons@od.nih.gov)
  - Phone: 301-402-7469/866-504-9552 (Toll Free)
- In order for support staff to review your eSNAP report, you need to “delegate authority” to them. Please follow these steps once you are logged into Commons:
  - Click on “Admin”
  - Click on “Accounts”
  - Click on “Delegate PI”: you will see a list of names in the box on the left. Click on the support staff name(s) and then click on the “Assign” button
  - Click on the “Save” button

### eSNAP Submission – Horizontal Blue Header Pulldown Menu

<a href="#">Grant List</a>	<a href="#">Manage eSNAP</a>	<a href="#">Upload Science</a>	<a href="#">Edit Business</a>
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#### Grant List

- Lists all PI’s active grants and if eSNAP eligible or not

#### Upload Science

- Upload two page progress report as a PDF file
- If NEW Key Personnel have been added, upload biosketch(s) as a PDF file

#### Edit Business - is where most of the application process takes place

- Org Info—PI effort
- Performance Site List
- Key Personnel Information
- Research Subjects and/or Animals
- SNAP questions & checklist – upload other support (PDF file) if applicable
- Inclusion & Enrollment tables

#### Manage eSNAP

- Make sure all sections are designated as complete
- Validate – check for errors
- View and print the application
  - Business Office must review copy of the full progress report and sign ProSum
- Route – you send it to your Administrative Official (GCA Reviewer)

**Note:** Before GCA can review your submission, a fully signed ProSum and a hard copy of the progress report must be received at GCA. This informs GCA that your Business Office has reviewed and approved the progress report.

Your GCA reviewer, the Signing Official, will then route the progress report to NIH. Once received by NIH final submissions can be printed out from the Commons website. GCA will print out a final from Commons for their file. The PI and their Business Office should do the same.