



e SNAP Instructions for PI

To log in, go to <https://commons.era.nih.gov/commons/>. You must have a username and password. If you do not have your username and password, contact your business administrator.

You have been assigned a role of PI and you may delegate some authority to another individual to assist you with the completion of the eSNAP process. To allow someone else, such as an administrative assistant, to help update your personal profile or to input the information for your eSNAP non-competing grant application, you will need to delegate this authority to your assistant. In order to do so, that person must also have a username and password.

Please Note: You will not have access to all of the menu items available in the eRA Commons web site.

The menu items will appear in a light blue bar displayed across the top of the page. The main menu items are:

- Administration
- Institutional Profile
- Personal Profile
- Status
- eSNAP
- IAR
- FSR
- X-Train
- Links
- Help

To delegate authority to someone, such as an assistant, click on the menu item "**Administration**." Next, click on the sub-menu item "**Accounts**." Four sub menu items will appear:

- Delegate PPF
- Delegate PI
- Change Password
- Verify NIH Support

To delegate authority to update the PI's personal profile, click on "**Delegate PPF**." To delegate authority to input information into the PI's eSNAP application, click on "**Delegate PI**." To delegate authority for both, click on "**Delegate PPF**", complete the screens, then go back and follow the same procedure, this time selecting "**Delegate PI**." To remove this authority, follow the same process, but this time click the "**Revoke**" button instead of the "**Assign**" button in the process.

If you will be completing the entire application process yourself, and this is your first time logging in, begin by selecting the menu item "**Personal Profile.**"

Sub-menu items will appear across the top of the page directly below the main menu items. The 7 sub-menu items are:

- Personal Information
- Race/Ethnicity
- Employments
- Reviewer Address
- Residential Address
- Degrees
- Publications

Begin from left to right with the sub-menu items. Begin with **Personal Information** and complete all required fields. Some information will be pre-populated from your previous applications. Correct all errors. When you have completed each screen, click the "**submit**" button to save the information you entered. You can always go back and make changes.

There are no "continue" buttons prompting you to the next screen. When you have completed each screen, proceed to the next screen by clicking on the next sub-menu item.

Note:

Sub-menu item: **Employments.** To view the information in this screen, click the "edit" hyperlink to the far right.

Reviewer Address. This screen should only be completed by PIs who have been identified as NIH Reviewers. Entering your information here will not make you an NIH reviewer. You must contact NIH directly to become a reviewer.

Residential Address. This screen should only be completed by postdoctoral fellows or PIs who are NIH reviewers. This information will be used by NIH if they need to contact a fellow after he has left the University. This information will also be used by NIH to send 1099 forms to NIH reviewers for payment purposes for their service.

For future eSNAP applications, you can bypass Personal Profile entirely. You will only need to access **Personal Profile** to update your information.

When you have completed all 7 sub-menu items you may proceed to the main menu item "**eSNAP.**"

eSNAP: This is where your electronic non-competing grant application begins.

A list of your grants will appear upon clicking “**eSNAP**”. Those eligible for eSNAP will have their grant numbers displayed as a blue hyperlink. Select the grant for your eSNAP application.

To initiate the application, click the “**initiate**” button.

4 sub-menu items will appear:

- Grant List
- Manage eSNAP
- Upload Science
- Edit Business

You will also see 4 buttons:

- View eSNAP Report
- Validate
- View Routing History
- Route

Begin with the sub-menu item “**Edit Business.**” Upon selecting “**Edit Business,**” 6 sub-menu items will appear:

- Org Info
- Performance Sites
- Key Personnel
- Research Subjects
- SNAP Questions & Checklist
- Inclusion Enrollment

Begin from left to right with the sub-menu items. Begin with “**Org Info**” and complete all required fields. Some information may be pre-populated. Correct all errors.

At the bottom of this page, choose Andrew Rudczynski as the Administrative Official and Pamela S. Caudill, Alice Dunleavy, Deborah Fisher, Rose Mazur or Lauren Oshana as the Signing Official.

Click the “save” button at the bottom of the screen to save your information. After the information has been saved, click the “designate as complete” button. You can always go back to make changes, however remember to save your work, and click the “designate as complete” button after you have saved your work.

Proceed to the next sub-menu item until you complete all 6 sub-menu items.

Notes:

The PI’s % effort is entered in the “**Org Info**” screen. The names of all other key personnel and their percent efforts are entered in the “**Key Personnel**” If you need to change the PI’s percent effort, remember to go to the Org Info screen to make this change. All other key personnel can be changed from the “**Key Personnel**” screen.

Pay particular attention to the “**Performance Sites**” screen. To edit the information that appears here, click the “edit” hyperlink to the far right.

Notes (continued):

Research Subjects screen. If your project does not involve human subjects, answer 'NO' to the human subjects questions. If these questions are left blank, an error message will appear. The questions have a red * asterisks identifying a required field. You must provide an answer.

For Human Subject Education located in the "**Research Subjects**" screen, complete only for new key personnel that are involved in human subject research.

Upload Science screen. This is where you upload your progress report, research accomplishments, and other files such as biosketches for new key personnel and other support for key personnel. You can upload up to 3 files.

IMPORTANT: If you are on a Mac, make sure that the name of your progress report file includes the extension .doc if in Word, or .pdf if in Adobe. If your file name does not include the appropriate extension, the system will not recognize the file when you attempt to upload it. PC computers don't seem to have this problem.

Publications. Publications can be entered in "**Personal Profile/Publications**" or in "**eSNAP/Upload Science.**" After publications have been entered, select those publications associated with this eSNAP application by clicking the box to the left of the citations. If you need to edit or delete publications, go to "**Personal Profile/Publications**" to make your changes.

When done with "**Edit Business**" and "**Upload Science**" select the next sub-menu item "**Manage eSNAP.**"

Direct your attention to the 4 buttons at the bottom of the screen. Click on the "**Validate**" button to allow the system to check for errors. If errors appear, correct the errors and click on "**Validate**" again until no errors appear.

If no errors appear, click the "**view eSNAP Report**" button to view your entire application in Adobe Acrobat.

If you are satisfied with your application, click the "**Route**" button to route your application to your Business Administrator who should be listed as an AO in the drop down list. Once the BA(AO) has reviewed and approved the application, the BA should route the application to a representative in the Dean's office for final School approval.

Note:

A PI cannot submit the application to NIH. The PI must route the application to the School Representative, and they will route to the signing official in the Office of Research Services who will submit it to NIH.

If the AO or SO finds errors, the application will be routed back to the PI for corrections. If the AO or SO finds no errors, the application will be submitted to NIH. Upon submitting the application to NIH, the system will automatically generate an email to both the PI and the Signing Official informing both that the application has been submitted to NIH.