

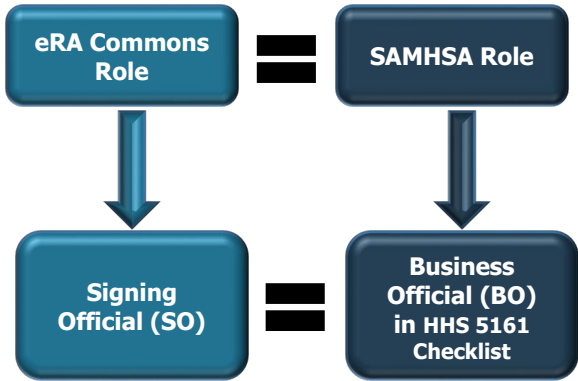
Roles in eRA Commons

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Overview of Roles in eRA Commons vs SAMHSA Roles

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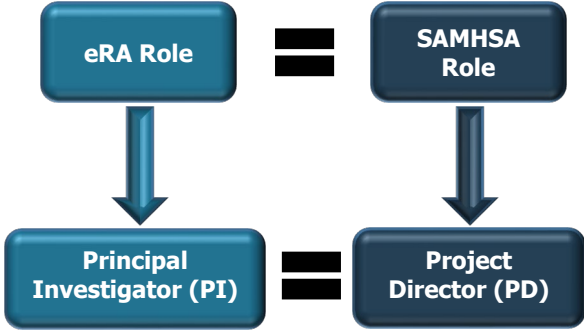
The Signing Official (SO) and Business Official (BO) Roles

Roles	Key Points
 <p>The diagram illustrates the relationship between roles in eRA Commons and SAMHSA. It shows that an eRA Commons Role is equivalent to a SAMHSA Role. An arrow points from the eRA Commons Role to the Signing Official (SO) role. Another arrow points from the SAMHSA Role to the Business Official (BO) role in the HHS 5161 Checklist. Finally, it shows that the Signing Official (SO) role is equivalent to the Business Official (BO) role in the HHS 5161 Checklist.</p>	<ul style="list-style-type: none"> ✓ Only individuals with legal signing authority can register their organization in eRA Commons. This individual will have the Signing Official (SO) role in eRA. Individuals with SO role can create/edit/maintain the organization's Institutional Profile (IPF) in eRA. ✓ The SAMHSA Business Official (BO) listed in Part C of the HHS 5161 Checklist form or the Authorized Organization Representative (AOR) in the SF-424 must have the SO role in eRA. ✓ One eRA account with the SO role is automatically created for the organization during registration. However, the SO who registered the organization can create additional accounts with SO roles. The SO can create/delete/update eRA accounts with other roles (such as Principal Investigator (PI) and Financial Status Reporter (FSR)) for their organization staff. ✓ Individuals with SO role will be able to access all active grants in the organization. If the SO changes organizations, they would need a new eRA account with role(s) specific to that organization.

Overview of Roles in eRA Commons vs SAMHSA Roles

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The Principal Investigator (PI) and Project Director (PD) Roles

Roles	Key Points
 <p>The diagram illustrates the relationship between eRA and SAMHSA roles. It shows that the eRA Role is equivalent to the SAMHSA Role. An arrow points from the eRA Role to the Principal Investigator (PI) role, and another arrow points from the SAMHSA Role to the Project Director (PD) role. Finally, it shows that the Principal Investigator (PI) role is equivalent to the Project Director (PD) role.</p>	<ul style="list-style-type: none"> ✓ The Signing Official (SO) must create at least one account in eRA Commons with the Principal Investigator (PI) role in order to submit an application, even if they are submitting through the Grants.gov Workspace. During submission, the applicant/grant recipient must enter the Commons ID for the account with the PI role in the Applicant Identifier field in Section 4 of the SF-424 form. ✓ The SAMHSA Project Director (PD) listed in Part C of the HHS 5161 Checklist form must have the PI role in eRA. ✓ Individuals with the PI role will only be able to access the active grants for which they are listed as PD in Part C of HHS-5161 Checklist. The organization may have more than one PI account, but a PI account holder should have only one eRA Commons account throughout their career.

The Financial Status Reporter (FSR) Role

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Role	Key Points
<div data-bbox="305 359 565 457" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center; width: fit-content; margin: auto;"> Financial Status Reporter (FSR) </div>	<ul style="list-style-type: none"> <li data-bbox="764 338 1490 531">✓ The recipient official with the Financial Status Reporter (FSR) role is the individual who electronically signs section 13 of the Federal Financial Report (FFR or SF-425) as the Authorized Official (AO). The official with the FSR role is responsible for the reporting the statement of expenditures for the award. <li data-bbox="764 548 1458 579">✓ The SO/BO can create eRA accounts with the FSR role.

The Authorized Organization Representative (AOR) Role

Role	Key Points
<div data-bbox="305 867 553 1050" style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center; width: fit-content; margin: auto;"> Grants.gov Authorized Organization Representative (AOR) </div>	<ul style="list-style-type: none"> <li data-bbox="764 785 1490 1077">✓ Organizations submitting an application to SAMHSA for the first time must register their Authorized Organization Representative (AOR) in Grants.gov as they will be required to enter their Grants.gov AOR credentials in eRA Application Submission System and Interface for Submission Tracking (ASSIST) to complete the submission process. Upon clicking the Submit button in ASSIST, the AOR credentials from Grants.gov must be entered. <li data-bbox="764 1094 1471 1255">✓ The AOR in section 21 of the SF-424 form and the individual with the SO/BO role in eRA Commons may be the same. However, they do not have to be the same individual as long as the DUNS and SAM registration match with Grants.gov and eRA Commons.

What can the eRA and SAMHSA roles do?

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New Applications

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Initiate applications	<input checked="" type="checkbox"/>	
b. Submit applications	<input checked="" type="checkbox"/>	
c. Access submission and receive email notification on status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Receive emails on system or technical issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. View assembled (compiled) images	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f. View summary statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Continuation Applications

Continuation applications can **only be initiated through eRA Commons** and submitted through ASSIST.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View/initiate/edit/save continuation applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Submit continuation applications	<input checked="" type="checkbox"/>	
c. Receive Requests for Additional Materials (RAMs)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d. Initiate/view/upload/delete Responses to RAMs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. Submit materials for RAM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f. Receive email notifications on submissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Post-Award Amendment Changes

Requests for post-award amendment changes **can only be initiated through eRA Commons** and submitted through ASSIST.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View/initiate/edit/save requests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Access Work In Progress (WIP) amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Submit requests	<input checked="" type="checkbox"/>	
d. Receive Requests for Additional Materials (RAMs)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
e. Initiate/view/upload/delete responses to RAMs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
f. Submit materials for RAM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
g. Receive email notifications on submissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Resolving Terms

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Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. View status in Term Tracker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Submit materials in response to Terms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. Receive email notifications, warning notices, and late reminders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Federal Financial Report (FFR or SF-425)

Only individual(s) with the FSR role can perform the FFR actions shown.

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Assign Financial Status Reporter (FSR) role to organization official	<input checked="" type="checkbox"/>	
b. Create new/view/edit via the FFR tab in eRA Commons	<input checked="" type="checkbox"/>	
c. Submit the FFR	<input checked="" type="checkbox"/>	
d. Receive email notifications on submissions	<input checked="" type="checkbox"/>	

Notice of Award (NoA)

Actions	SO (eRA Role)/ BO (SAMHSA Role)	PI (eRA Role)/ PD (SAMHSA Role)
a. Receive new and amended NoAs via email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
b. Update the email addresses for the NoA. <i>Email addresses for the NoAs are those persons identified as the BO and PD in Part C of the HHS Checklist, and the alternate NOA email address in eRA Grants Management module, if entered.</i>	<input checked="" type="checkbox"/>	