SAMHSA eRA Commons COVID-19 Post Award Amendment Reference Sheet

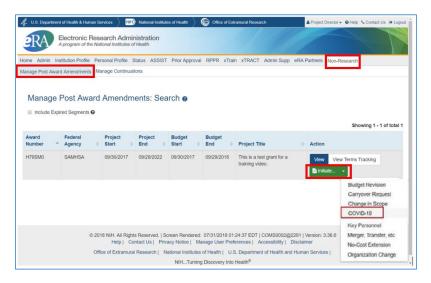
The purpose of this reference sheet is to provide guidance on how to initiate, submit, and monitor a COVID-19 post award amendment application in **eRA Commons**.

Please include the **COVID-19 Revised Budget** with your post award amendment request saved as a PDF document.

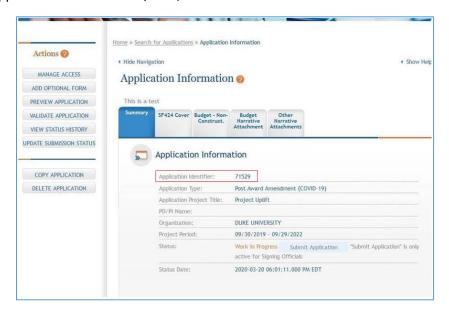
Initiating a New Post Award Amendment Application

Note: You must be the Project Director (PD) of the grant or a Signing Official (SO) with the grantee organization to initiate this request.

- Log into eRA Commons (https://public.era.nih.gov/commons) with your username and password
- 2. Access the Non-Research tab
- 3. Select the sub-option Manage Post Award Amendments
 - a. If you have the SO role, enter search criteria and click Search
- 4. In the Action column for the appropriate award number, click on **Initiate...**
- 5. Select "**COVID-19**" which will open an application in ASSIST, and begin the post award amendment application.



6. Keep track of the **Application Identifier** on the Summary tab to access your incomplete application at a later time/date, if needed.



- 7. Complete the SF424 Cover tab and the Budget Non-Construction tab.
- 8. On the **Budget Narrative Attachment** tab, upload the completed **COVID-19 Revised Budget** (**PDF document**).
- 9. Once you have completed these tabs and uploaded the COVID-19 Revised Budget, you will need to complete the submission process described below.

Submitting Post Award Amendment Applications

To submit an application, you will need to be a Signing Official (SO) and will need to be able to enter Grants.gov Authorized Organizational Representative (AOR) credentials by having that role yourself, having the AOR enter their credentials, or by obtaining the credentials from the AOR and entering them.

Once you submit a post award amendment application, you will not be able to un-submit it, revise it, or copy it in ASSIST.

To submit an application, follow the steps below:

- 1. Access the application you are ready to submit
- 2. Click **Update Submission Status** in the Actions list on the left
- 3. Select **Ready for Submission** in the status dropdown
- 4. Either enter a comment and click **Add Comment** or click **Continue without adding a comment.**
 - a. These are comments for your organization's reference and are not sent to SAMHSA.
- 5. Click the **Submit Application** button
- 6. Click **Submit** to confirm you would like to submit your post award application
- 7. Enter your Grants.gov Authorized Organization Representative (AOR) credentials
- 8. Click Enter

Post Submission Steps

After your Post Award Amendment is submitted, the Project Director and Business Official, as well as the SAMHSA GPO and GMS, will be notified by email. The email will include the Grant Number, Project Director Name, the Amendment Type, and other relevant information.

You can continue to monitor the status of your application by accessing the Post Award Amendments View page. To do so, follow these steps:

- Log into eRA Commons (https://public.era.nih.gov/commons) with your username and password
- 2. Access the Non-Research tab
- 3. Select the sub-option Manage Post Award Amendments
 - a. If you have the SO role, enter search criteria and click Search
- 4. In the **Action** column for the appropriate award, click **View** to display amendments associated with that grant award.
- 5. You will be able to view all submitted amendment applications as well as the amendment status of each amendment application.

Amendment Statuses:

- <u>Submitted</u>: The application has been submitted and successfully received by SAMHSA.
- In Review: SAMHSA staff have begun to review the application.
- <u>Disapproved</u>: The amendment application has been disapproved.
- <u>Awarded</u>: The amendment application has been approved and a new notice of award has been issued.

Contacts:

- Budget and grant-specific questions: Contact your assigned Grants Management Specialist.
- Program-related questions: Contact your assigned Grants Project Officer.
- **Technical questions**: Contact the eRA Service Desk:

Web: eRA Service Desk Support

Toll-free: 1-866-504-9552, option 6 for SAMHSA queue **Phone**: 301-402-7469, option 6 for SAMHSA queue **Hours**: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time