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## GUIDANCE FOR SAMHSA RECIPIENTS

### How to Submit Continuation Applications via eRA Commons



Grant recipients are strongly encouraged to submit their non-competing continuation applications early to allow sufficient time to resolve any unanticipated difficulties. Grant recipients must submit their continuation applications through [eRA Commons](#). Please see the following step-by-step instructions with screenshots on how to submit a continuation application through eRA Commons:

To view screenshots from eRA Commons, click the  icon.





#### Log into eRA Commons

-  1. Go to the [eRA Commons](#) homepage.
-  2. Enter your **Username** and **Password**.
-  3. Click the **Login** button.

#### Manage Continuations: Search Screen

-  1. Click the **Non-Research** tab in the menu bar.
-  2. Click **Manage Continuations** from the sub-menu to be routed to the **Manage Continuations: Search** screen.

#### Signing Official (SO)/Business Official (BO) view

-  SOs/BOs will see search criteria such as: **Activity** (code), **IC**, **Serial #**, **PD/PI Last Name**, **Status**, **Open Dates** and **Due Dates**; allowing them to view all active grants for their organization.
  -  i. Click the **IC** drop-down menu and select the **IC** for your **Grant Number** (e.g., AE, SM, SP, or TI).
  -  ii. Enter your **Serial #** (i.e., the six digits after the **IC** in your grant number).
  -  iii. Click the **Search** button.

#### Principal Investigator (PI)/Project Director (PD) view

-  PIs/PDs will see a table with pre-populated rows for each grant on which they are listed as PD in Part C of HHS-5161 Checklist.

- i. Click the **View** button in the **Action** column to the right of the of the appropriate grant.

## Initiate Continuation Application

The **Continuations: View** screen will display a table with one row for each budget support year (budget period). For support years where a continuation application has not been submitted, information will populate in the **Status, Open Date, and Due Date** columns.

1. Click the **Select One** drop-down button in the **Action** column to the right of the **Continuations: View** table.
2. Select **Initiate** from the drop-down.

*If you have already initiated a continuation application and are now returning to submit, the drop-down option would be **Edit** instead of **Initiate**.*

*You will only be able to initiate a new continuation application when the continuation status is:*

- a) **Due** – the current date (today) is between the **Open Date** and **Due Date**; or
- b) **Late** – the current date (today) is after the **Due Date**, but before the current budget period end date.

## eRA ASSIST-Application Information Screen

eRA [Application Submission System & Interface for Submission Tracking](#) (ASSIST) will open to allow you to complete and submit your continuation application. The following required forms to be completed and submitted are listed horizontally along the top of the **Application Information** screen:





- 1) SF424 Cover
- 2) Sites
- 3) Budget-Non-Construct
- 4) HHS Checklist
- 5) Budget Narrative
- 6) Project Narrative

Refer to the **Instructions for the Continuation Application Package** for specific requirements for each form. Some data fields in the forms will pre-populate based on your current award. Some of those fields are editable while others are not. For example, on the SF-424 Cover, the continuation field is not editable. The system will alert you to fields that you must complete. Click on the links to navigate directly to the applicable field. **It is very important to save your work frequently.**




*If required to submit the [Disclosure of Lobbying Activities \(SF-LLL\)](#) or [Charitable Choice Form \(SMA 170\)](#), add those forms to your application by selecting **Add Optional Form** on the left-hand side of the ASSIST screen.*

Complete and save all of the forms on each tab and upload any other applicable documents.

### Form Completion Example: SF424 Cover





-  1. Click the **SF424 Cover** tab.
-  2. Click the **Edit** button.
-  3. Move through the form and complete required fields marked with an asterisk (\*).
-  4. At the bottom of the form, click either:
  - a) the **Save and Keep Lock** button (to save the information and keep the form open for further editing); or
  - b) the **Save and Release Lock** button (to save the information and close the form).

*eRA ASSIST will run validations and display the errors you must correct before submission.*

-  5. Click the hyperlinked error to update the specific field.
-  6. Correct each error for all required fields.
-  7. At the bottom of the form, click either:
  - a) the **Save and Keep Lock** button; or
  - b) the **Save and Release Lock** button.

*An alert will display at the top of the screen indicating the updates were saved.*





## Update Submission Status

-  1. After completing all of the forms, click the **Update Submission Status** button under the **Actions** menu on the left-hand side of the screen.
-  2. In the **Update Submission Status** window, click the **Select the new status** drop-down list and select **Ready for Submission**.
-  3. Either click the **continue without adding a comment** hyperlink or
-  4. Type your comments in the box provided and click the **Add Comment** button.

The system will validate your application for errors before submission.




## Application Package Errors

If there are errors, the **Application Errors and Warnings Results** screen will be displayed with an error message and a list of the errors to be corrected.

-  i. Click the **Ok** button on the **Application Errors and Warning Results Notice** pop-up window.
  -  ii. View **Errors** and update all of the forms for which errors were reported.
  -  iii. Click the **Validate Application** button and if applicable, continue to update the forms for which errors were reported until the **Application Errors and Warning Results** screen shows **All Validations Passed**.
  - iv. Repeat the [Update Submission Status](#) steps 1 thru 4.
-  If there are no Application Package errors, on the **Summary** tab, the **Application Information** screen will be displayed with a confirmation that the **Submission status has been updated**.

## Submit Continuation Application

*Note: The designated Authorized Organization Representative (AOR) must submit the application to Grants.gov and eRA Commons for processing.*

-  1. Click the **Submit Application** button.
-  2. Click the **Submit** button on the **Notice** pop-up window to confirm that you want to submit the application for processing.
-  3. Enter your AOR credentials (**Username** and **Password**).

- 4. Click the **Enter** button.

## View Continuation Application Submission Status

You will receive an email from eRA confirming receipt of the application. The continuation status in eRA Commons for the grant will be changed to **Submitted**.

- To check the status of the continuation application for your grant:

1. [Log into eRA Commons](#) steps 1 thru 3,
2. [Manage Continuations: Search screen](#) steps 1 thru 2; and
  - a) [Signing Official \(SO\)/Business Official \(BO\) view](#) steps i thru iii; or
  - b) [Principal Investigator \(PI\)/Project Director \(PD\) view](#).

## Request for Additional Materials (RAM)

- As SAMHSA staff reviews your application, they may request additional or revised information. If so, you will receive a Request for Additional Materials (RAM) via eRA detailing the documentation you should submit via the RAM link in eRA Commons.

1. Click the **Select One** drop-down button in the **Action** column to the right of the **Continuations: View** table accessed in the steps above ([View Continuation Application Submission Status](#)).

2. Select **Initiate RAM** from the drop-down.

*If you have already initiated and saved your response to the RAM and are now returning to this screen to submit, the drop-down would say **Edit RAM** instead of **Initiate RAM**.*

The **Post-Award Continuation Application** Request for Additional Materials (RAM) screen will be displayed for you to upload up to 10 individual PDFs.

3. Click the **Upload** button to search for and select the applicable PDF on your computer.
4. Click the applicable row to select individual document identified for upload.
5. Click the **View** or **Delete** button for the option to either view or delete the individual document.
6. Type appropriate comments for SAMHSA staff in the **Please provide Comments** box. Your comments will be included in an email to the PD, Business Official, and Signing

Official that submitted the materials, as well as SAMHSA program and grants management staff.



7. Select any of the following as applicable:

- a) **Cancel** - to abandon the RAM submission;
- b) **Preview** - to view the consolidated package of PDFs;
- c) **Save** - to keep current information and return at a later time to submit; or
- d) **Submit** - to send the documents to SAMHSA staff.

**Technical Assistance:**

**Please contact the eRA Service Desk if you have any questions regarding accessing and navigating eRA Commons and ASSIST**, including eRA Commons Registration, eRA errors and warnings, status of the continuation application or post-award administration.

The **eRA Service Desk** is accessible:

Online: [eRA Commons Service Desk](#)

Toll-free: 1-866-504-9552 (Press 1 for eRA Commons or ASSIST and 3 for iEdison).

Phone: 301-402-7469 (Press 1 for eRA Commons or ASSIST and 3 for iEdison).

Availability: Monday to Friday, 7 a.m. to 8 p.m. Eastern Standard Time (closed on federal holidays). Note: the Help Desk's busiest hours are between 10 a.m. EST and 3 p.m. EST.

If you are within two days of a deadline or have a security emergency and need immediate help, please call the eRA Service Desk.

If you have questions regarding the specific requirements for your continuation application, please contact your assigned Grants Management Specialist.



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# **How to Submit a Non-Competing Application (T5) via the eRA Commons**

Prepared for SAMHSA grant recipients

December 7, 2018





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The purpose of this deck is to show SAMHSA grant recipients how to submit their annual non-competing application (i.e., T5) via the eRA Commons.

By the end of this deck, grant recipients will know how to:

- ✓ Log into the eRA Commons.
- ✓ Search for grants and initiate continuation application(s).
- ✓ Complete continuation application forms.
- ✓ Update, validate, and submit continuation application(s).
- ✓ Respond to Requests for Additional Materials (RAMs).



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# Reminder eNotification

**Subject:** SAMHSA Non-Competing Continuation Application Due for H79SM123456

Grant Number: H79SM123456

Upcoming Support Year: 2

Application Type: Non-Competing Continuation

Application Due Date: 06/29/2018

PD/PI: McCoy, Leonard

Organization Name: Starfleet Academy

Grant Program: SPOCK-DR

Your Non-Competing Continuation application for the project referenced above is due on 06/29/2018. The Non-Competing Continuation application can only be initiated through the eRA Commons and submitted through ASSIST (submissions directly through Grants.gov are not supported).

Please log in to Commons to initiate the application preparation and submission process. In order to submit your application, you will need to be properly registered in Grants.gov and have an active SAM.gov registration, as you will be required to enter your Grants.gov Authorized Organization Representative (AOR) credentials in ASSIST in order to complete the submission process and your organization registration will be validated.

If you have any questions, please consult the eRA Service Desk Web Page (<http://grants.nih.gov/support/>). If you have additional grants management related questions, please contact your assigned Grants Management Specialist.

\*\*\* This is an automated notification - Please do not reply to this message. \*\*\*

**Note:** Once the Open Date arrives, you will start receiving reminder/late eNotifications.



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# Log into the eRA Commons

1) Go to the [eRA Commons](#) homepage



2) Enter your **Username and Password**



## Commons Login ?

\*Required field(s)

\*Username

\*Password

3) Click the **Login** button

## Welcome to the Commons

### System Notification Message

All systems are currently available.

Application and grant reporting submission delays occur because the applicant or recipient organization is affected due to a natural disaster or other emergency, the NIH will consider accepting late applications and grants on a case-by-case basis. For more information, see the emergency notice [NOT-OD-17-106](#) in the NIH Guide for Grants and Contracts for additional details.

**Heads up!** eRA Commons users with more than one account will get an email in late summer to log in and verify their preferred account. Multiple accounts with scientific roles (PI, Trainee, ASST, etc.) will be combined into one account, important for ensuring you get credit for all your grant awards, reporting purposes, and identification of reviewer service for continuous submission. See [Nexus article](#).

**Scheduled Commons Maintenance:** For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).

[Register Grantee Organization](#)

### About the Commons

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)

### Additional Links

- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Commons Quick Queries](#)

(For External Users Only)

(For External Users)

[Forgot Password/Unlock Account?](#)

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# Access the Manage Continuations Tab



U.S. Department of Health & Human Services



Commons

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1) Click the *Non-Research* tab in the menu bar



Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR FFR xTrain xTRACT Admin Supp eRA Partners **Non-Research**  
Manage Post Award Amendments **Manage Continuations**

2) Click *Manage Continuations* from the sub-menu

Welcome to the Commons

To connect to the **OFFICIAL PRODUCTION** version of the NIH Commons, use this URL: <https://www.google.com>

Welcome

James Kirk  
**ID:** kirkj  
**Institution:** Starfleet Academy  
**Roles:** SO FSR

**i** System Information Message

**Note:** It has come to our attention that users are unable to access reports. We are working diligently to address this issue. We apologize for any inconvenience this may cause.

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# Signing Official (SO)/Business Official (BO) view



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Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPP  
Manage Post Award Amendments Manage Continuations

i) Click the **IC** drop-down menu and select the **IC** for your grant number (e.g., AE, SM, SP, or TI)

ii) Enter the **Serial #** (i.e., the six digits after the IC in the Grant Number)

## Manage Continuations: Search ?

Activity ?	activity code	IC * ?	All selected (6) ▾	Serial # ?	000000		
PD/PI Last Name ?	last name	Status ?	All Statuses				
Open Date From ?	mm/dd/yyyy	To	mm/dd/yyyy	Due Date From ?	mm/dd/yyyy	To	mm/dd/yyyy

Include Expired Segments

Search

iii) Click the **Search** button

**Note:** Only active grants will appear in the list of search results, unless you click to select the **Include Expired Segments** checkbox.

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# Principal Investigator (PI)/Project Director (PD) view



Electronic Research Administration  
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Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments Manage Continuations

## Manage Continuations: Search

Include Expired Segments

Search:

i) Click the View button

Showing 1 of 9 entries

Show 25 entries Previous 1 Next

Core Grant #	Federal Agency	Project Start	Project End	Budget Start	Budget End	PD/PI Name	Status	Project Title	Action
H79SM123456	SAMHSA	09/30/2017	09/29/2020	09/30/2017	09/29/2018	McCoy, Leonard	Due	How to Defeat Khan	<a href="#">View</a>

**Note:** There will be one row for each grant number to which the PI/PD is assigned.

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# Initiate Continuation Application

Continuations: View ?

Back to Search

## Application Information

Grant Number: H79SM123456  
Project Period: 09/30/2017 - 09/29/2020

Organization Name: Starfleet Academy  
Grant Program (PCC): SPOCK-DR

Search:

1) Click the **Select One** drop-down button

2) Select **Initiate** from the drop-down

Show 25 entries

Support Year	Application #	Grants.gov Tracking #	Status	Open Date	Due Date	Submitted Date	Action(s)
2			Due	03/29/2018	06/29/2018		Select One
3			Pending	03/29/2019	06/29/2019		Initiate ...

**Note:** You will only be able to **Initiate** an application for the support year with a status of:

- a) **Due** – the current date (today) is between the **Open Date** and **Due Date**; or
- b) **Late** – the current date (today) is after the **Due Date**, but before the current budget period end date.

**Note:** If you have already initiated a continuation application, and are now returning to submit, the drop-down option would be **Edit** instead of **Initiate**.

When you select **Initiate**, you will be re-routed from the eRA Commons to eRA Application Submission System & Interface for Submission Tracking (ASSIST).

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# eRA ASSIST-Application Information screen

U.S. Department of Health & Human Services

eRA Commons Home

## Application Submission System & Interface for Submission Tracking (ASSIST) Sponsored by the National Institutes of Health



### Actions ?

- MANAGE ACCESS
- ADD OPTIONAL FORM**
- PREVIEW APPLICATION
- VALIDATE APPLICATION
- VIEW STATUS HISTORY
- UPDATE SUBMISSION STATUS
- DELETE APPLICATION

Home > Search for Applications > Application Information

Hide Navigation

Show Help

### Application Information ?

- Summary**
- SF424 Cover
- Sites
- Budget - Non-Construct.
- HHS Checklist
- Budget Narrative
- Project Narrative

#### Application Information

Application Identifier:	16270
Application Type:	Continuation
Application Project Title:	How to Defeat Khan
PD/PI Name:	
Organization:	Starfleet Academy
Project Period:	09/30/2017 - 09/29/2020
Status:	Work in Progress <a href="#">Submit Application</a>
Status Date:	2017-10-29 02:03:32.000 PM EDT

**Note:** If required to submit the [Disclosure of Lobbying Activities \(SF-LLL\)](#) or [Charitable Choice Form \(SMA 170\)](#), click the **Add Optional Form** button.

**Note:** The required forms to be completed and submitted are listed horizontally along the top.

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- Actions ?**
- MANAGE ACCESS
  - ADD OPTIONAL FORM
  - PREVIEW APPLICATION
  - VALIDATE APPLICATION
  - VIEW STATUS HISTORY
  - UPDATE SUBMISSION STATUS
  - DELETE APPLICATION

Home > Search for Applications > Application Information

Hide Navigation

Show Help

## Application Information ?

- Summary
- SF424 Cover**
- Sites
- Budget - Non-Construct.
- HHS Checklist
- Budget Narrative
- Project Narrative

1) Click the SF424 Cover tab

### Application Information

Application Identifier:	16270
Application Type:	Continuation
Application Project Title:	How to Defeat Khan
PD/PI Name:	
Organization:	Starfleet Academy
Project Period:	09/30/2017 - 09/29/2020
Status:	Work in Progress <a href="#">Submit Application</a>
Status Date:	2017-10-29 02:03:32.000 PM EDT

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## Application Information ?

Summary **SF424 Cover** Sites Budget - Non-Construct. HHS Checklist Budget Narrative Project Narrative

Application for Federal Assistance  
SF 424 v2.1 ?

OMB Number: 4040-0004  
Expiration Date: 08/31/2016

Expand All \* Required field(s)

**Edit** View Burden Statement

2) Click the **Edit** button

1. \* TYPE OF SUBMISSION

\* Type of Submission  Pre-Application  Application  Changed/Corrected Application

2. \* TYPE OF APPLICATION

New  Continuation  Revision

If Revision, select appropriate letter(s):

Other (Specify):

3) Move through the form and complete required fields marked with an asterisk (\*)

3. \* DATE RECEIVED

\* Date Received 10/29/2017

**Note:** Some fields will be pre-populated. Some fields are editable (e.g., **Legal Name**) while others are not (e.g., **Type of Submission**).

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# Form Completion Example: SF424 Cover...cont'd

**AUTHORIZED REPRESENTATIVE**

Prefix	<input type="text" value="--- Select Prefix ---"/>
* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Suffix	<input type="text" value="--- Select Suffix ---"/>
* Title	<input type="text"/>
* Telephone Number	<input type="text"/>
Fax Number	<input type="text"/>
* Email	<input type="text"/>
* Signature of Authorized Representative	<input type="text" value="Completed on submission to Grants.gov"/>
* Date Signed	<input type="text" value="10/29/2017"/>

4) At the bottom of the form, click either:  
a) the **Save and Keep Lock** button (to save the information and keep the form open for further editing); or  
b) the **Save and Release Lock** button (to save the information and close the form).





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# Form Completion Example: SF424 Cover Errors

## Application Information ?

- SF424 Cover updates saved but errors exist...
- [Applicant Information -> First Name](#) is required
- [Applicant Information -> Last Name](#) is required
- [Applicant Information -> Phone Number](#) is required
- [The Person to be Contacted Email](#) is required
- [Type of Applicant 1](#) is required
- [Is Application Subject to Review By State Under Executive Order 12372 Process?](#) is required
- [Is the Applicant Delinquent On Any Federal Debt? -> Selection](#) is required
- [The Agreement and Certification Statement "I agree" checkbox](#) must be checked.
- [The Authorized Representative First Name](#) is required
- [The Authorized Representative Last Name](#) is required
- [The Authorized Representative Title](#) is required
- [The Authorized Representative Telephone Number](#) is required
- [The Authorized Representative Email](#) is required

**Note:** eRA ASSIST will run validations and display the errors you must correct before submission.

5) Click the hyperlinked error to update the specific field

Summary	SF424 Cover	Sites	Budget - Non-Construct.	HHS Checklist	Budget Narrative	Project Narrative
---------	-------------	-------	-------------------------	---------------	------------------	-------------------

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# Form Completion Example: SF424 Cover: Correct Errors and Re-save

**AUTHORIZED REPRESENTATIVE**

Prefix: --- Select Prefix ---

\* First Name: John  
*The Authorized Representative First Name is required*

Middle Name:

\* Last Name: Doe  
*The Authorized Representative Last Name is required*

Suffix: --- Select Suffix ---

\* Title: AOR  
*The Authorized Representative Title is required*

\* Telephone Number: 123-456-7890  
*The Authorized Representative Telephone Number is required*

Fax Number:

\* Email: john.doe@gmail.edu  
*The Authorized Representative Email is required*

\* Signature of Authorized Representative: Completed on submission to Grants.gov

\* Date Signed: 10/29/2017

**6) Correct each error for all required fields**

**7) Click either the Save and Keep Lock or Save and Release Lock buttons**

Save and Keep Lock | Save and Release Lock | Cancel and Release Lock

**Application Information** ?

SF424 Cover updates saved

Alert at the top of the screen will indicate the updates were saved.

Summary | **SF424 Cover** | Sites | Budget - Non-Construct. | HHS Checklist | Budget Narrative | Project Narrative

Application for Federal Assistance  
SF 424 v2.1 ?

Edit | View Burden Statement

1. \* TYPE OF SUBMISSION

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**Note:** After you have completed all of the forms, you will need to update the submission status from **Work In Progress** to **Ready for Submission**

The screenshot shows the 'Application Information' page with a sidebar of actions. The 'UPDATE SUBMISSION STATUS' button is highlighted with a red box. A callout box points to it with the instruction: '1) Click the **Update Submission Status** button'. The main content area shows the 'Update Submission Status' dialog box. A dropdown menu is open, showing 'Ready for Submission' selected, with a callout box: '2) Select **Ready for Submission**'. Below the dropdown, there are two options: 'without adding a comment.' and 'or continue'. A callout box points to the 'or continue' link: 'either 3) click the **continue without adding a comment** hyperlink or'. Below the text input area, there is an 'Add comment' button and a 'Cancel' button. A callout box points to the 'Add comment' button: 'or 4) type comments in the box and click the **Add Comment** button'. The footer of the dialog box contains copyright information: '© 2017 NIH. All Rights Reserved. 7/29/2017 02:36:45 EDT | Screen Id: ASSIST0034@1092 Version: 2.27.00'.

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## Application Errors and Warnings Results ?

### Application Information

Application Identifier:	16270
FOA Number:	PA-51-555
Application Project Title:	How to Defeat Khan
PD/PI Name:	Leonard McCoy
Organization:	Starfleet Academy

Notice:
✕

Oops! We found some errors in your application and can't put it in Ready for Submission status yet. Please correct the errors and try again.

Ok

i) Click the **Ok** button

### ✕ Errors

Total Errors to be corrected before the application can be submitted: 5

Form Name	Error Message
Sites	Required form is incomplete. Please complete the required form so that all validations can be performed.
Budget - NonConstruct.	Required form is incomplete. Please complete the required form so that all validations can be performed.
HHS_Checklist	Required form is incomplete. Please complete the required form so that all validations can be performed.
Budget Narrative	Required form is incomplete. Please complete the required form so that all validations can be performed.
Project Narrative	Required form is incomplete. Please complete the required form so that all validations can be performed.

ii) View and correct **Errors**

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iii) Click the **Validate Application** button

## Actions ?

MANAGE ACCESS

PREVIEW APPLICATION

**VALIDATE APPLICATION**

VIEW STATUS HISTORY

UPDATE SUBMISSION STATUS

DELETE APPLICATION

## Application Errors and Warnings Results ?



### Application Information

Application Identifier:	16270
FOA Number:	PA-51-555
Application Project Title:	How to Defeat Khan
PD/PI Name:	Leonard McCoy
Organization:	Starfleet Academy

**All Validations Passed**

**Note:** If applicable, continue to update the forms to correct errors reported and **Validate Application** until all validations are passed.

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## Application Information ?

Submission status has been updated

**Note:** The designated Authorized Organization Representative (AOR) must submit the application to Grants.gov and eRA Commons for processing.

Summary

SF424 Cover

Sites

Budget - Non-Construct.

HHS Checklist

Budget Narrative

Project Narrative




### Application Information

Application Identifier:	16270
Application Type:	Continuation
Application Project Title:	How to Defeat Khan
PD/PI Name:	Leonard McCoy
Organization:	Starfleet Academy
Project Period:	09/30/2017 - 09/29/2020
Status:	Ready for Submission <a href="#">Submit Application</a>
Status Date:	2017-10-29 02:50:52.000 PM EDT

1) Click the **Submit Application** button

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Notice: ✕

 Please confirm you want to submit this application to Grants.gov

**Submit** **Cancel**

2) Click the **Submit** button

Notice: ✕

AOR credentials:

 Please provide your Grants.gov Authorized Organization Representative (AOR) credentials.

\* Username

\* Password

**Enter** **Cancel**

© 2017 NIH. All Rights Reserved.  
Screen Rendered: 10/29/2017 03:04:25 EDT | Screen Id: ASSIST0039@1092  
Version:  
2.27.00

3) Enter your AOR **Username** and **Password**

4) Click the **Enter** button



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# View Continuation Application Submission Status



Electronic Research Administration  
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Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR xTrain xTRACT Admin Supp eRA Partners Non-Research

Manage Post Award Amendments Manage Continuations

## Manage Continuations: Search ?

Include Expired Segments ?

Search:

Showing 1 to 9 of 9 entries

Show 25 entries Previous 1 Next

Core Grant #	Federal Agency	Project Start	Project End	Budget Start	Budget End	PD/PI Name	Status	Project Title	Action
H79SM123456	SAMHSA	09/30/2017	09/29/2020	09/30/2017	09/29/2018	McCoy, Leonard	Submitted	How to Defeat Khan	<a href="#">View</a>

**Note:** To check the status of the continuation application for your grant, follow steps in slides [5](#) thru [8](#) and navigate back to this screen.

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# Request for Additional Materials (RAM)

**Subject:** SAMHSA Request for Additional Materials (RAM) for 5H79SM123456-02

**Subject Identifying Information:** Revised HHS Checklist

**Text:**

\*\*\* This is an automated notification - Please do not reply to this message. \*\*\*

Jennifer Harrison has requested that additional materials be submitted through the Commons.

***Please submit a revised HHS Checklist.***

Please use the RAM link in the Commons to provide the information requested above within 5 business days unless otherwise specified above. If you have any questions about the contents of this request, please contact Jennifer Harrison at 123-456-7890.

If you have any questions about utilizing the Commons, please consult the eRA Commons Online Help (<https://era.nih.gov/erahelp/commons/default.htm>) or eRA Service Desk Web Page (<http://grants.nih.gov/support/>).

Thank you for your attention to this request.

**Note:** If SAMHSA requires additional information for review of your application, they will send you a Request for Additional Materials (RAM).

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# Initiate Response to RAM

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Continuations: [View ?](#)

## Application Information

Grant Number: H79SM123456  
Project Period: 09/30/2017 - 09/29/2020

Organization Name: Starfleet Academy  
Grant Program (PCC): SPOCK-DR

Search:

1) Click the **Select One** drop-down button

Support Year	Application #	Grants.gov Tracking #	Status	Open Date	Due Date	Submitted Date	Actions
2	H79SM123456-02	GRANT12345678	In Review	03/29/2018	06/29/2018	04/01/2018	Select One ▾
3			Pending	03/29/2019	06/29/2019		Initiate RAM

2) Select **Initiate RAM** from the drop-down

**Note:** To navigate to this **Continuations: View** screen, follow steps in slides [5](#) thru [8](#).

**Note:** If you have already initiated and saved your response to the RAM and are now returning to this screen to submit, the drop-down would say **Edit RAM** instead of **Initiate RAM**.

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## Post-Award Continuation Application Request for Additional Materials (RAM) ?

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### Grant Information

Grant Number: H79SM123456  
Budget Period: 09/30/2017-09/29/2018  
Project Period: 09/30/2017-09/29/2020  
Project Title: How to Defeat Khan

Application #: H79SM123456-02  
Grant Program (PCC): SPOCK-DR

PD/PI Name: McCoy, Leonard  
Org Name: Starfleet Academy

3) Click the **Upload** button. You may upload up to 10 PDFs.

### RAM

Please provide additional materials:

4) Click to select individual document identified for upload

File Name	Date Uploaded	Uploaded By
HHS Checklist.pdf	10/29/2017	Matthews, Gary C

5) Click appropriate button for option to either **View** or **Delete** the individual document

Please provide Comments:

Here is my revised HHS Checklist. Please let me know if you have any questions.

Cancel Preview Save Submit

6) Type comments, if any, for SAMHSA staff

7) Select any of the following as applicable:  
a) **Cancel** - to abandon this submission;  
b) **Preview** - to view the consolidated package of PDFs;  
c) **Save** - to keep current information and return at a later time to submit; or  
d) **Submit** - to send the documents to SAMHSA staff.

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- If you have technical questions about how to access the eRA Commons, etc., contact the eRA Service Desk:
  - You can submit an online ticket here: <https://grants.nih.gov/support>
  - Or you can call 1-866-504-9552 or 301-402-7469  
Monday – Friday, 7am – 8pm Eastern Standard Time
- If you have questions about how to complete the forms, then contact your assigned Grants Management Specialist (GMS).





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- eRA Service Desk: <https://grants.nih.gov/support/index.html>
- NIH eRA ASSIST Online Help: <https://era.nih.gov/erahelp/ASSIST/>
- NIH eRA Commons Online Help:  
<https://era.nih.gov/erahelp/commons/default.htm>