

NIH eRA Workshop Day

Are you overwhelmed by the logistics of submitting a grant application to NIH? Have you recently started a new position or been given an eRA Commons account and you don't know where to start? Are you unsure how to submit reports or other administrative actions electronically? Then the NIH eRA Workshop is for you.

These days paperwork is rarely done on paper and each year NIH requires more and more administrative actions be done electronically. eRA Commons is your portal to interact electronically with NIH. If you are doing business with NIH, then you or your colleagues are using eRA Commons.

Through a combination of presentations and live demos, this workshop walks novice users through all the pre-award and post-award electronic touch points with NIH from submitting a grant application all the way to grant closeout. The session is designed to be interactive and participants are encouraged to bring questions and share their experiences.

Understanding the logistics of 'how' to perform tasks in eRA Commons provides the perfect foundation for the NIH Regional Seminar on Program Funding and Grants Administration where you'll have the opportunity to learn more about the policies behind each task.

eRA Workshop Agenda

Pre-Award (9:00 am-12:00 pm)		
Time	Topic	Speaker
9:00 (~5 min)	Opening Remarks & Logistics	
9:05 (~20 min)	Accounts, Roles and Profiles	Scarlett Gibb
9:25 (~65 min)	Overview of application submission process <i>Part 1 (process up to submission to Grants.gov)</i> <ul style="list-style-type: none">Finding opportunities using the NIH Guide for Grants & Contracts and Grants.govDownloading an Application Package from Grants.govPreparing your Application – overview of form components and tips for avoiding Commons errors <i>Note: Due to time limitations, this workshop does not address each application form component. For an in-depth look at the application form components plan on attending the seminar session, "A Walk-Thru of the SF424 (R&R)".</i> <ul style="list-style-type: none">Submitting your Application to Grants.gov	Sheri Cummins
10:30 (~15 min)	Break	
10:45 (~30 min)	Overview of application submission process <i>Part 2 (tracking submission status in eRA Commons)</i> <ul style="list-style-type: none">Checking for Errors/WarningsViewing application image	Sheri Cummins
11:15 (~10 min)	Using eRA Commons Status to:	Sheri Cummins

	<ul style="list-style-type: none"> • Verifying Early Stage Investigator and/or New Investigator status is correctly reflected on your application • Tracking Reference Letters associated with an application (when applicable) • Identifying NIH contacts assigned to an application • Check review assignments • Checking review outcome • Viewing any correspondence from referral and review staff 	
11:25 (~15 min)	Submitting Just-in-Time (JIT) information upon NIH request	Scarlett Gibb
11:40 (~20 min)	Questions & morning wrap-up	All
Lunch (12:00-1:00 pm)		
Post-Award (1:00-4:00 pm)		
Time	Topic	Speaker
1:00 (~5 min)	Viewing Notice of Award (NoA) in Status	Scarlett Gibb
1:05 (~10 min)	Reporting Financial Conflict of Interest (FCOI)	Scarlett Gibb
1:15 (~30 min)	Submitting Progress Reports	Scarlett Gibb
1:45 (~10 min)	Submitting a No Cost Extension (NCE)	Scarlett Gibb
1:55 (~10 min)	Submitting an Administrative Supplement (Type 3) <ul style="list-style-type: none"> • Using Commons • Using Grants.gov 	Scarlett Gibb & Sheri Cummins
2:05 (~5 min)	Submitting a Change of Organization Status/Successor-In-Interest (Type 6) request through Grants.gov	Sheri Cummins
2:10 (~10 min)	Submitting a Change of Grantee or Training Institution (Type 7) request through Grants.gov and the associated Relinquishing Statement through Commons	Sheri Cummins & Scarlett Gibb
2:20 (~15 min)	Break	
2:35 (~10 min)	Wrapping up the “paperwork” with Closeout	Scarlett Gibb
2:45 (~45 min)	Using xTrain to prepare and submit Appointment and Termination forms for Training	Scarlett Gibb
3:30 (~30 min)	Final questions & afternoon wrap-up	All