



### Application Submission and Tracking – Business Process Guide

Department of Commerce (DOC) grant applicants are responsible for identifying a Notice of Funding Opportunity (NOFO), preparing an application, and following the NOFO’s requirements. DOC grant applications are submitted via Grants.gov and are received in eRA systems, where applicants can review them before they are considered for potential award.

#### Preparing the Application

Applicants should follow the NOFO’s instructions when completing their application. Failure to include required information can result in system validation errors from both Grants.gov and eRA Commons.

A Project Director/Principal Investigator (PD/PI) eRA Commons account user ID must be included in the application. DOC utilizes the standard form sets within their application package. The PD/PI username must be included on the standard SF-424 form in the “4. Applicant Identifier” field.

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/> Completed by Grants.gov upon submission.	<b>4. Applicant Identifier:</b> <input type="text"/>	

Figure 1: A valid PD/PI user ID must be included in the SF-424 form's "4. Applicant Identifier" field.

The Unique Entity Identifier (UEI) must also be included on the standard SF-424 form in the “8.c. UEI” field.

8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>	

Figure 2: The primary UEI assigned to the applicant organization must be included in the SF-424 form’s “8. C. UEI” field.

Failure to include a PD/P user ID or the UEI will result in an error in eRA Commons that prevents the application from moving forward for review. The application will not be accessible in eRA Commons.

#### Submitting the Application in Grants.gov

All applications are submitted via Grants.gov and should receive a Grants.gov Tracking Number. Applicants should track their application within Grants.gov using their tracking number.

APPLICATION STATUS OF TRACKING NUMBER(S) ARE LISTED BELOW:							
Opportunity Package ID	Opportunity Number	CFDA	Competition ID	Grant Tracking Number	Date/Time Received	Status	Status Date
PKG00281076	NOAA-OAR-OER-2024-2007964		3149545	GRANT12345678	Apr 06, 2023 02:23:16 PM EDT	Agency Tracking Number Assigned	Apr 06, 2023 02:27:14 PM EDT

Figure 3: All applications are submitted via Grants.gov and should receive a Grants.gov Tracking Number.



Applicants may see one of the following statuses in Grants.gov:

**Agency Tracking Number Assigned:** The application did not receive any errors from Grants.gov and should be available in eRA Commons for tracking.

**Received by Agency:** The application did not receive any errors from Grants.gov but the application is not available in eRA Commons for tracking. This may be because the applicant organization is not registered with eRA Commons or the UEI provided within the application does not match the primary UEI associated with the applicant organization.

**Rejected with Errors:** The application received errors from Grants.gov and the application did not reach eRA Commons. Errors must be addressed, and the applicant must re-submit until they receive the “Agency Tracking Number Assigned” status.

### Tracking Applications in eRA Commons

All applicants are encouraged to log into eRA Commons to check the status of their application. Users with a Signing Official (SO), Administrative Official (AO), or PD/PI role can access the eRA Commons “Status” module.

*Reminder: Applications must have the “Agency Tracking Number Assigned” status in Grants.gov for it to appear in eRA Commons.*

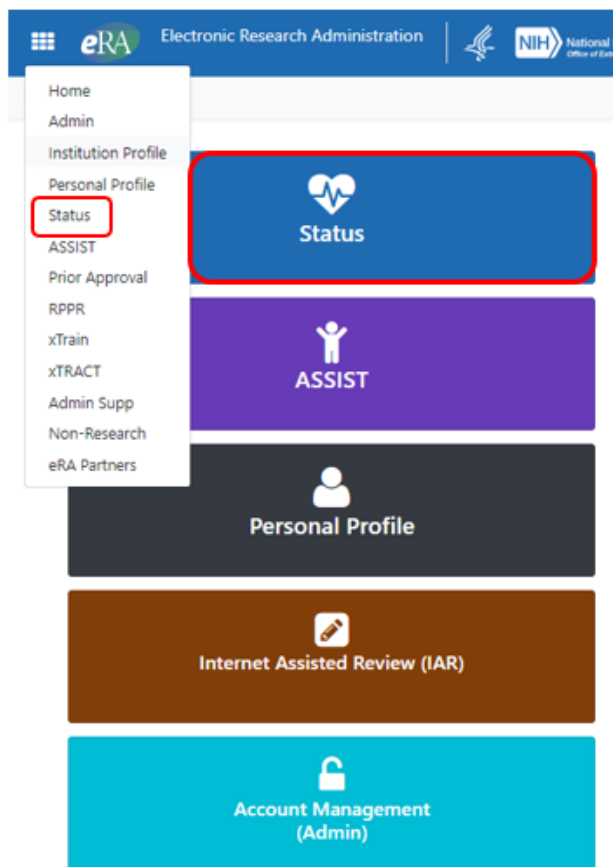


Figure 4: The Status module can be accessed through the "Apps" dropdown menu or by clicking on the “Status” tile on the eRA Commons landing page.



When the SO logs into eRA Commons and clicks on the Status module, the default “Search Type” filter will reflect “General Search.” Using the dropdown menu, users select “Recent/Pending eSubmissions.”

The screenshot shows a search interface with the following fields and options:

- Search Type:** A dropdown menu with "General" selected. The dropdown list includes: General, Just in Time, Recently Awarded, Closeout, Relinquishing Statements, **Recent/Pending eSubmissions** (highlighted), Re-Assign Award, ESI Eligibility, and Search in ASSIST.
- Type:** Input field with example "ex: 5".
- Activity:** Input field with example "ex: R".
- Serial #:** Input field with example "ex: 123456".
- Support Yr.:** Input field with example "ex: 01".
- Suffix:** Input field with example "ex: A1".
- Project Number:** Input field with example "ex: NA24N FX678G01 3-T1-0 (Minimum 4 characters)".
- PD/PI Last Name:** Input field with example "ex: Smith".
- PD/PI First Name:** Input field with example "ex: John".
- Budget Start Date Range:** Two date pickers (MM/DD/YYYY) with a "to" separator.
- Budget End Date Range:** Two date pickers (MM/DD/YYYY) with a "to" separator.
- Application Status:** A dropdown menu with "Select all that apply" selected.
- Grants.gov Tracking Number:** Input field with example "ex: ED-GRANTS-123456-001".
- Buttons:** "Clear Form" and "Search" (with a magnifying glass icon).

Figure 1: The Status module’s landing page “Search Type” field can be changed to “Recent/Pending eSubmission” to search for applications that have not been forwarded to review for award consideration.

After selecting the “Recent/Pending eSubmission” option from the “Search Type” dropdown menu, the “Recent/Pending eSubmission” search tool automatically loads.

Users with the SO or AO role have the required privileges to search and access all applications/grants that were submitted by their organization. Recently submitted applications should automatically appear or they can search via the Grants.gov tracking number.



### Recent/Pending eSubmissions ?

Accession Number

Grants.gov Tracking #

eSubmission Status

Received Date:

From

To

Figure 2: The "Recent/Pending eSubmissions" search tool provides options to perform a date-ranged search for recent and pending applications by "Accession Number," "Grants.gov Tracking Number," "eSubmission Status," or by date range alone.

PD/PIs click on their Status module landing page's right arrow button to view recent and pending eSubmissions or perform a search on the Grants.gov tracking number.

#### Status: PI Search

The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk .

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again.

**Recent/Pending eSubmissions**

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

**List of Applications/Awards**

- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards

**Search by Grants.gov Tracking Num**

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application

Figure 3: The PD/PI's Status module landing page provides the ability to search for recent and pending submissions or by Grants.gov tracking number for applications for which they are the designated PD/PI.

*If the PD/PI's user ID was not added to the appropriate field in the application, the PD/PI will not see their application in Status.*

#### Errors/Warnings

Under Recent/Pending eSubmissions, users will see a list of applications that were recently submitted.



Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date	Show All Prior Errors	Action
AN: 1234567	GRANT12345678	Pending Verification	DOC Test Application 12345	KWON, LINDA M	05/18/2023 07:46:30	<a href="#">Show Prior Errors and Warnings</a>	<a href="#">Reject</a>
	GRANT12345679	eSubmission Error	DOC Test Application 12369	KWON, LINDA M	05/19/2023 07:55:28	<a href="#">Show Prior Errors and Warnings</a>	

Figure 4: "Recent/Pending eSubmissions" search results

For applications with no system validation errors, these attributes are listed in the search results table:

- An Accession Number (AN) will have generated in the "Application ID" column
  - Clicking on the AN will take the user to the "Status Information" page where they can see details on their submission along with a preview of their assembled application
- The "eSubmission Status" column will reflect "Pending Verification"
- The SO will have the option to reject the application within a "2-day viewing window"
  - This action cannot be undone
  - Only the SO can reject the organization's application during this window
- There will be a link to "Show Prior Errors and Warnings" in the "Show All Prior Errors" column
  - Error-free applications should not have any errors noted in this screen, however they may still have warnings
  - Warnings do not prevent an application from moving forward; they alert applicants to pay close attention to the specific instructions included within the NOFO

### Errors/Warnings for Prior eSubmissions

GRANT12345678 : 05-18-2023 07:46:30 AM

No errors or warnings.

Figure 5: The "Show Prior Errors and Warnings" screen shows results for an application with no errors or warnings.

For applications with system validation errors, users can expect the following:

- No AN will be listed nor will there be an option to preview the submitted application
- The "eSubmission Status" column will reflect "eSubmission Error"
- There will not be an option for the SO to reject the application since an application with errors cannot move forward
- There will be a link to "Show Prior Errors and Warnings"

For the application to move forward, all errors must be corrected. Applicants will need to return to their application, make the correction, and resubmit the application. After resubmitting, applicants should check the Status module to ensure there are no additional errors.



Errors/Warnings for Prior eSubmissions		
Type	Form Name	Validation Message
Error	SF 424	The Commons Username must be provided in the Applicant Identifier Field for the PD/PI. (025.6.1)

Figure 6: The “Show Prior Errors and Warnings” screen shows results for an application with a fatal error.

## Status Information

By clicking on the AN in the “Recent/Pending eSubmissions” search results, users will be taken to the application’s “Status Information” screen.

On the left side of the screen, they will see:

- Internal DOC agency contacts including review, program, and grants management contact information
- Latest update on their application
- Contact information of the eRA Service Desk

On the right side of the screen, they will see:

- A grant number (will begin to populate)
- Status
- Other Relevant Documents
  - o This is where they can see an assembled version of their application by clicking on the ‘e-Application’ link.
- Review information
- Institute/Center Assignment
- Status History



**Contacts**

**Latest Update**

Application Source: Grants.gov  
FOA: [NOAA-NOS-OCM-2023-2008068] - Inflation Reduction Act: NOAA Climate Resilience Regional Challenge

**eRA Service Desk**

Hours: Monday-Friday, 7:00 AM-8:00 PM EDT/EST  
Web: <https://www.era.nih.gov/need-help>  
Toll-free: 866-504-9552  
Phone: 301-402-7469  
Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

**Status Information** ?

Filter  x

Expand All Collapse All Print

**Grant/Project Number**

<b>Status</b> Application entered into system	<b>Project Title</b> DOC Test Application 123
<b>PI Name</b> Kwon, Linda	<b>NIH Appl. ID</b> 12345678
	<b>Application ID</b>

**Status**

<b>Status</b> Application entered into system	<b>Last Status Update Date</b>
<b>PI Name</b> Kwon, Linda	<b>Institution Name</b> DOC Test, LLC.
	<b>School Name</b>
	<b>School Category</b>
	<b>Division Name</b>
	<b>Department Name</b>
<b>Proposal Receipt Date</b> 06/18/2023	<b>Proposal Title</b> DOC Test Application 123
<b>Project Period Begin Date</b> 09/01/2023	<b>Current Award Notice Date</b>
<b>Project Period End Date</b> 08/31/2024	

**Other Relevant Documents**

[e-Application](#)

**Additions for Review**

No data available.

Document Event Log

**Correspondence**

**Referral**

Date	Description

**Review**

Application	Study Section	Advisory Council (AC)
<p><b>Award Document Number:</b></p> <p><b>FSR Accepted Code:</b></p> <p><b>Snap Indicator Code:</b></p> <p><b>Impact Score:</b></p> <p><b>Percentile:</b></p> <p><b>Early Stage Investigator Eligible:</b></p> <p><b>New Investigator Eligible:</b></p> <p><b>Eligible for FFATA Reporting:</b></p>	<p><b>Scientific Review Group:</b></p> <p><b>Council Meeting Date (YYYY/MM):</b> 2023/08</p>	



**▼ Institute/Center Assignment**

Institute or Center	Assignment Date
No data available in table	

**▼ Status History**

Effect Date	Status Message
No data available in table	

**▼ Reference Letter(s)**

This list shows Reference Letters associated with this particular Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons

Figure 7: Clicking on the AN in the "Recent/Pending eSubmissions" search results loads the "Status Information" screen.

### Post-Submission

An error-free application will continue to move forward to the awarding agency (DOC) for review based on the criteria established in the NOFO. Applicants should continue to monitor the status of their application. After the 2-day viewing window closes, the application will no longer appear in "Recent/Pending eSubmissions" search results. The SO should use the Status module landing page's default "General Search" tool to continue to monitor the application.

Search Type: General ?

<b>Type</b>	<b>Activity Code</b>	<b>IC/Institute</b>	<b>Serial #</b>	<b>Support Yr.</b>	<b>Suffix</b>
<input type="text" value="ex: 5"/>	<input type="text" value="ex: R01"/>	<input type="text" value="ex: GM"/>	<input type="text" value="ex: 123456"/>	<input type="text" value="ex: 01"/>	<input type="text" value="ex: A1"/>

**Project Number**

<b>PD/PI Last Name</b>	<b>PD/PI First Name</b>
<input type="text" value="ex: Smith"/>	<input type="text" value="ex: John"/>

<b>Budget Start Date Range</b>	<b>Budget End Date Range</b>
<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/> to <input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>	<input type="text" value="MM/DD/YYYY"/> <input type="calendar"/> to <input type="text" value="MM/DD/YYYY"/> <input type="calendar"/>

<b>Application Status</b>	<b>Grants.gov Tracking Number</b>
<input type="text" value="Select all that apply"/>	<input type="text" value="ex: ED-GRANTS-123456-001"/>

Clear Form
🔍 Search

Figure 8: The SO uses the "General Information" search tool on the Status module's landing page to monitor error-free applications after the 2-day viewing window closes.





They can search using any combination of the “General” search tool fields or by simply clicking the “Search” button to pull up all applications/grants.

The PD/PI searches for error-free applications after the 2-day viewing window by clicking on the arrow next to “List of Applications/Awards.”

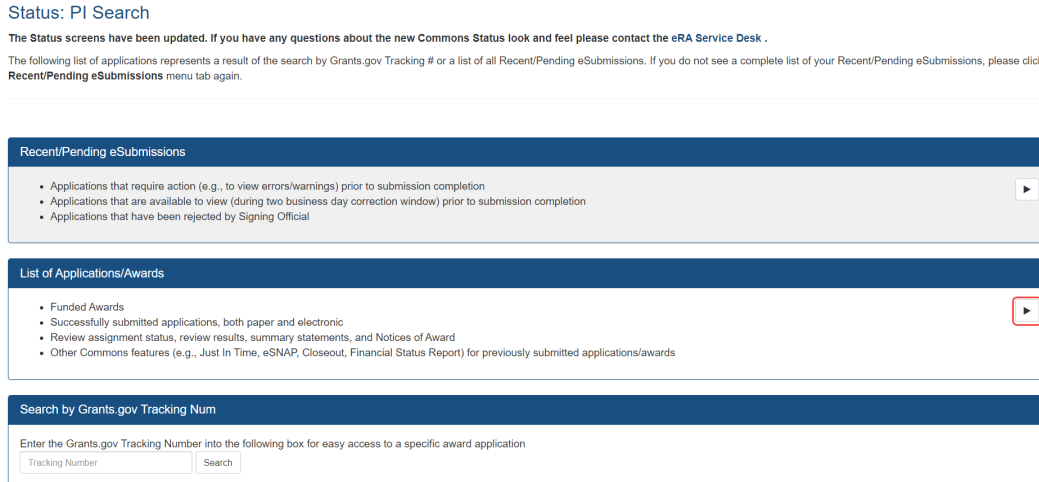


Figure 9: A PD/PI uses the right arrow in the "List of Applications/Awards" section of their Status landing page to monitor error-free applications after the 2-day viewing window closes.

The PD/PI can click on the application’s “Application ID” (which eventually replaces the AN) in the search results to access the “Status Information” screen for more details on the application’s status.