
Application Submission & Tracking

For DOC Applicants



Training Objectives



- Recap on Previous Lessons
- Finding a Notice of Funding Opportunity (NOFO)
- Preparing an Application
- Submitting the Application
- Tracking your Application
 - In Grants.gov
 - In eRA Commons
- What Happens Next?
- Where Can I Get Help?

Recap



Previously...

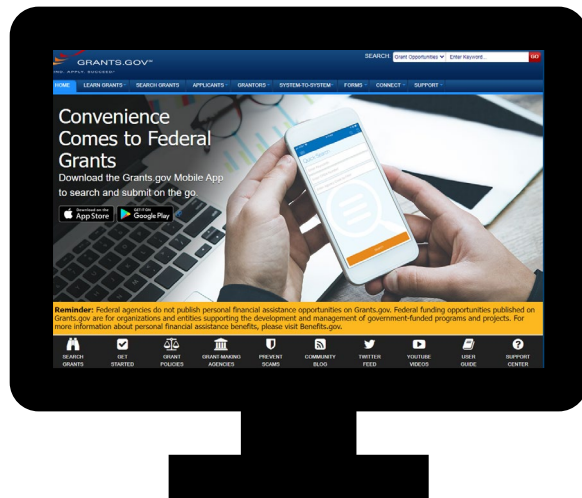
- Applicant organization registered with eRA Commons
- The Signing Official and Institution Profile was established once registration was completed
- The Signing Official created additional eRA Commons accounts for users within their organization
 - Administrative roles such as SO, AO, AA, or FSR
 - Scientific roles such as PD/PI
- PD/PI account was created

Recap

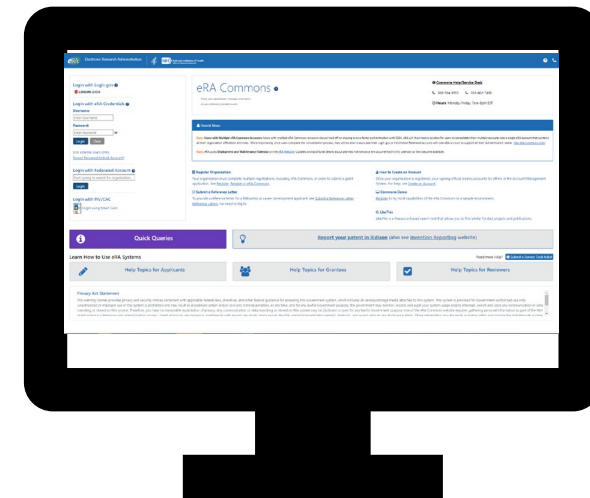


Reminder!

All applications are submitted via Grants.gov and received by eRA systems for further processing. Applications are **not submitted via eRA Commons**.



Grants.gov



eRA Commons

Finding a NOFO



Department of Commerce (DOC) applicants are responsible for identifying a Notice of Funding Opportunity (NOFO). All NOFOs are published on Grants.gov.

GRANTS.GOV FIND. APPLY. SUCCEED.™ HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS ▾ | **SEARCH GRANTS** | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s): noaa
Opportunity Number:
CFDA:

OPPORTUNITY STATUS:
 Forecasted (0)
 Posted (27)
 Closed (77)
 Archived (1,389)

FUNDING INSTRUMENT TYPE:

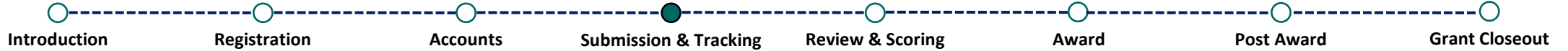
SEARCH TIPS | EXPORT DETAILED DATA | Save Search »

SORT BY: Posted Date (Descending) Update Sort **DATE RANGE:** All Available Update Date Range

1 - 25 OF 27 MATCHING RESULTS: « Previous 1 2 Next »

| Opportunity Number | Opportunity Title | Agency | Opportunity Status | Posted Date ↓ | Close Date |
|---|---|--------------|--------------------|---------------|------------|
| M23AS00374 | PC-23-03B: Facilitating Resilience and Adaptation in Commercial Fisheries in Response to Offshore Renewable Energy Development and Climate Change | DOI-BOEM | Posted | 06/20/2023 | 07/20/2023 |
| NOAA-NOS-OCM-2023-2008068 | Inflation Reduction Act: NOAA Climate Resilience Regional Challenge | DOC | Posted | 06/20/2023 | 08/21/2023 |
| W81EWF-23-SOI-0024 | Annual Recruitment and Survival of Juvenile Gulf Sturgeon in the Apalachicola River | DOD-COE-ERDC | Posted | 06/14/2023 | 08/14/2023 |

Finding a NOFO



GRANTS.GOV FIND. APPLY. SUCCEED.™ SEARCH: Grant Opportunities ▾ Enter Keyword... **GO** HELP | REGISTER | LOGIN

HOME | LEARN GRANTS ▾ | **SEARCH GRANTS** | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

NOAA-NOS-OCM-2023-2008068
Inflation Reduction Act: NOAA Climate Resilience Regional Challenge
Department of Commerce

« Back | Link

Apply **Subscribe**

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Select Grant Opportunity Package Print Package List ?

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you **MUST** have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

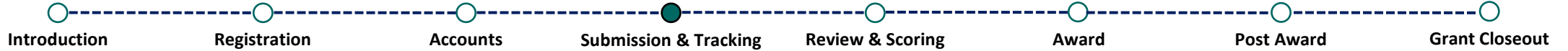
| CFDA | Competition ID | Competition Title | Opportunity Package ID | Opening Date | Closing Date | Actions |
|--------|----------------|-------------------|------------------------|--------------|--------------|------------------------|
| 11.473 | | | PKG00282232 | 06/20/2023 | 08/21/2023 | Preview Apply |

Preparing an Application



Make sure to follow the instructions provided within the Notice of Funding Opportunity (NOFO) when completing your application. Failure to include required information can result in system validation errors from Grants.gov and/or eRA Commons.

Application for Federal Assistance (SF-424) Form



Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

Enter your PD/PI's Username here!

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. UEI:

Enter your UEI here!

Submitting the Application



When submitting your application via Grants.gov, you should receive a Grants.gov Tracking Number.



Tracking the Application (In Grants.gov)



GRANT12345678 ?

Track

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 |
|------------------------|---------------------------|--------|----------------|-----------------------|------------------------------|----------------------|------------------------------|
| PKG00282232 | NOAA-NOS-OCM-2023-2008068 | 11.473 | | GRANT12345678 | Apr 06, 2023 02:23:16 PM EDT | Rejected with Errors | Apr 06, 2023 02:24:02 PM EDT |



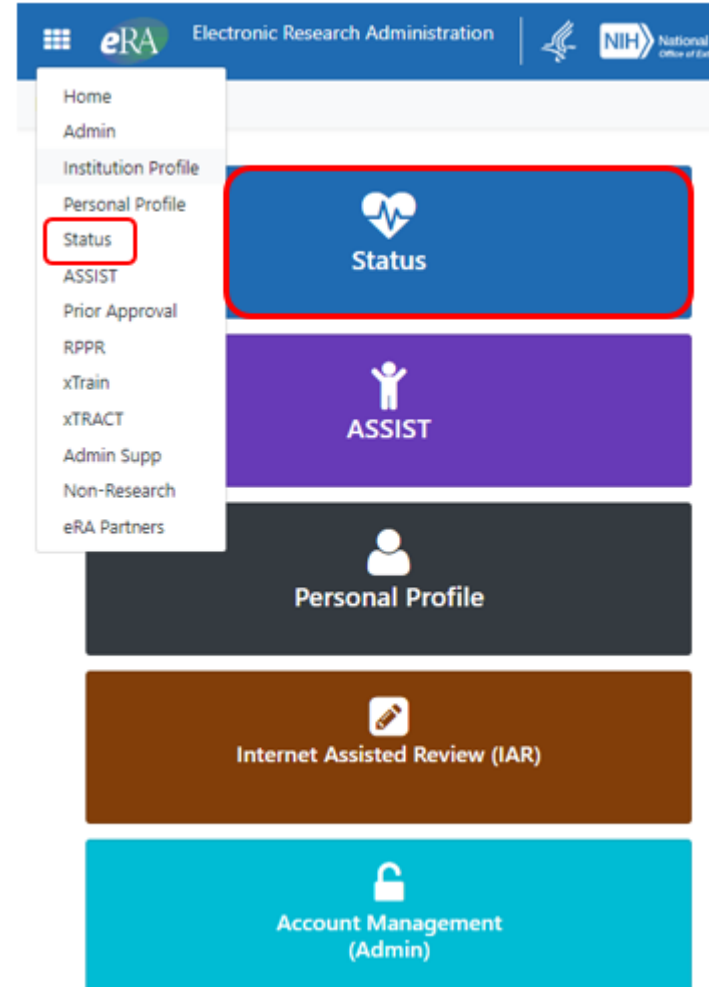
Tracking Your Application (In eRA Commons)



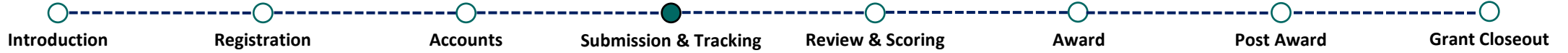
Applications are tracked in eRA Commons via the Status module.

eRA Commons Roles Required to Access Status:

- Signing Official (SO)
- Administrative Official (AO)
- Project Director/Principal Investigator (PD/PI)



Status for SO



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

Recent/Pending eSubmissions [?](#)

Accession Number

Grants.gov Tracking #

eSubmission Status

Received Date:

From

To

| 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 | Show Prior Errors and Warnings | Reject |
| | GRANT12345679 | eSubmission Error | DOC Test Application 12369 | KWON, LINDA M | 05/19/2023 07:55:28 | Show Prior Errors and Warnings | |

Select all that apply

Status for PD/PI



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

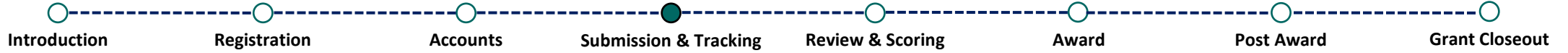
- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards



Search by Grants.gov Tracking Num

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

Recent/Pending eSubmissions



Not available for the PD/PI

| 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 | Show Prior Errors and Warnings | Reject |
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Errors/Warnings for Prior eSubmissions

Filter Table 1 Result

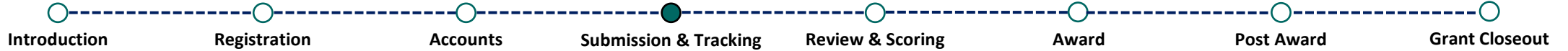
| Type ^ | Form Name ^ | Validation Message ^ |
|--------|-------------|------------------------------------|
| Error | SF 424 | The Commons Username must be provi |



Download icon, Grid icon, 1 of 1

| |
|-----------|
| (025.6.1) |
|-----------|

Status Information



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 ?



Grant/Project Number

Status

Application entered into system

Project Title

DOC Test Application 123

PI Name

NIH Appl. ID

12345678

Application ID

▼ Status

Status

Application entered into system

Last Status Update Date

PI Name

Kwon, Linda

Institution Name

DOC Test, LLC.

NIH Appl. ID

12345678

School Name

School Category

Division Name

Department Name

Proposal Receipt Date

05/18/2023

Proposal Title

DOC Test Application 123

Project Period Begin Date

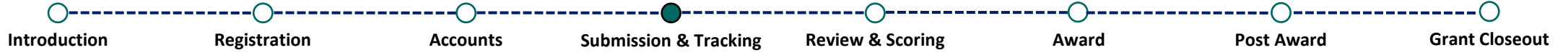
09/01/2023

Project Period End Date

08/31/2024

Current Award Notice Date

Status Information



Other Relevant Documents

[e-Application](#)

Additions for Review

[Document Event Log](#)

No data available.

Correspondence

Referral

| Date | Description |
|------|-------------|
|------|-------------|

Review

Application

Award Document Number:
FSR Accepted Code:
Snap Indicator Code:
Impact Score:
Percentile:
Early Stage Investigator Eligible:
New Investigator Eligible:
Eligible for FFATA Reporting:

Study Section

Scientific Review Group:
Council Meeting Date (YYYY/MM): 2023/08

Advisory Council (AC)

Status Information



▼ 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

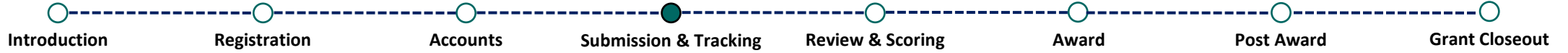
eRA Commons Status



After 48-hours (2-day view window), an error-free application will continue to move forward to the awarding agency (DOC) for review.

Applicants should continue to log into eRA Commons periodically to check the status of their application.

Status for SO – General Search



Electronic Research Administration

National Institutes of Health
Office of Extramural Research

Home |

Search Type:

Type: Activity Code:

Project Number:

PD/PI Last Name:

Budget Start Date Range: to

Application Status:

Contacts

Latest Update

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

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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

Grant/Project Number

| | | |
|--|--|-----------------------|
| Status Application entered into system | Project Title DOC Test Application 123 | |
| PI Name Kwon, Linda | NIH Appl. ID 12345678 | Application ID |

Status

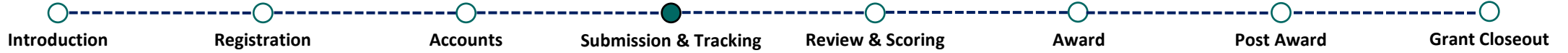
| | | |
|--|---|---------------------------------|
| Status Application entered into system | Last Status Update Date | |
| PI Name Kwon, Linda | Institution Name DOC Test, LLC. | NIH Appl. ID 12345678 |
| | School Name | |
| | School Category | |
| | Division Name | |
| | Department Name | |
| Proposal Receipt Date 05/18/2023 | Proposal Title DOC Test Application 123 | |
| Project Period Begin Date 09/01/2023 | Current Award Notice Date | |
| Project Period End Date 08/31/2024 | | |

Status Result - General Search

Filter Table 49 Results

| Application/Award ID | Grants.gov Tracking # | Proposal Title | PD/PI Name | Application Status | Project Period Start | Project Period End | Budget Period Start | Budget Period End |
|----------------------|-----------------------|----------------------------|---------------|--------------------|----------------------|--------------------|---------------------|-------------------|
| Grant/Project Number | GRANT12345678 | DOC Test Application 12345 | Kwon, Linda M | Pending IRG Review | 09/01/2023 | 08/31/2024 | | |

Status for PD/PI



Status: PI Search

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Recent/Pending eSubmissions

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- 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

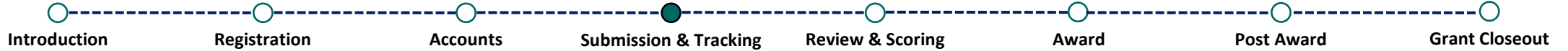
What Happens Next?



After the application submission deadline, applications will be screened for review. Then, it will go through peer review and a funding decision will be made.

Applicants should continue to monitor their application via the Status module.

Summary



STEP 1

eRA Commons

Register Organization
Your organization must complete multiple registrations, including eRA Commons, in order to submit a grant application. See [Register](#), [Register in eRA Commons](#).



- Register your organization in eRA Commons
- Create an account for your PD/PI

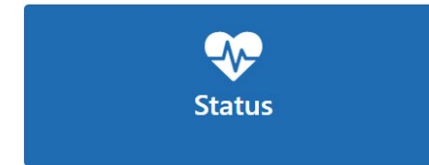
STEP 2



- Find a NOFO to apply to
- Complete your application
- Include your PD/PI's username and UEI on the SF-424
- Submit your application
- Log into Grants.gov to check your status

STEP 3

eRA Commons



- Log into eRA Commons to check the status of your application
- Address all errors/warnings
- Check your status regularly by logging into eRA Commons

Where Can I Get Help?



If you are experiencing technical difficulties and need help, you have options!

- Call and speak to an eRA Service Desk staff member
- Submit a ticket via <https://public.era.nih.gov/submithelp>
- Check out our online resources:
 - [Overview of Status](#)
 - [eRA Commons Frequently Asked Questions](#)

eRA Service Desk

Hours of Operation:

Monday – Friday 7AM to 8PM Eastern Time
(closed on federal holidays)

Toll Free: (866) 504-9552

Phone: (301) 402-7469

Press 1 for
eRA Commons
inquiries!

Helpful Tips!

- Do not rely on email notifications! Log into Grants.gov and log into eRA Commons to check the status of your application!
- **Submit early and address errors early on!**
- Issues with Grants.gov? Contact their Support Center at:
<https://www.grants.gov/web/grants/support.html>