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

Accounts Submission & Tracking

Registration Introduction

VIEW GRANT OPPORTUNITY

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

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Select Grant Opportunity Package

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:

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Competition ID</th>
<th>Competition Title</th>
<th>Opportunity Package ID</th>
<th>Opening Date</th>
<th>Closing Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.473</td>
<td></td>
<td></td>
<td>PK0002082232</td>
<td>06/20/2023</td>
<td>08/21/2023</td>
<td>Preview</td>
</tr>
</tbody>
</table>
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

### Introduction

#### Registration

- **Accounts**
- **Submission & Tracking**
- **Review & Scoring**
- **Award**
- **Post Award**
- **Grant Closeout**

### Application for Federal Assistance SF-424

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Type of Submission:</strong></td>
<td>Preapplication, Application, Changed/Corrected Application</td>
</tr>
<tr>
<td><strong>2. Type of Application:</strong></td>
<td>New, Continuation, Revision</td>
</tr>
<tr>
<td><strong>3. Date Received:</strong></td>
<td>Completed by Grants.gov upon submission</td>
</tr>
<tr>
<td><strong>4. Applicant Identifier:</strong></td>
<td>Enter your PD/PI’s Username here!</td>
</tr>
<tr>
<td><strong>5a. Federal Entity Identifier:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5b. Federal Award Identifier:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State Use Only:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>6. Date Received by State:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>7. State Application Identifier:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8. APPLICANT INFORMATION:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>a. Legal Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>b. Employer/Taxpayer Identification Number (EIN/TIN):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>c. UEI:</strong></td>
<td>Enter your UEI here!</td>
</tr>
</tbody>
</table>
Submitting the Application

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

Success!
Here is your Grants.gov Tracking Number:

GRANT12345678
## Tracking the Application (In Grants.gov)

### Introduction
- Registration
- Accounts
- Submission & Tracking
- Review & Scoring
- Award
- Post Award
- Grant Closeout

### Application Status of Tracking Number(s) Are Listed Below:

<table>
<thead>
<tr>
<th>Opportunity Package ID</th>
<th>Opportunity Number</th>
<th>CFDA</th>
<th>Competition ID</th>
<th>Grant Tracking Number</th>
<th>Date/Time Received</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PKG00282232</td>
<td>NOAA-NOS-OCM-2023-2008068</td>
<td>11.473</td>
<td></td>
<td>GRANT12345678</td>
<td>Apr 06, 2023 02:23:16 PM EDT</td>
<td>Rejected with Errors</td>
<td>Apr 06, 2023 02:24:02 PM EDT</td>
</tr>
</tbody>
</table>
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 PD/PI

Introduction  Registration  Accounts  Submission & Tracking  Review & Scoring  Award  Post Award  Grant Closeout

eRA
Electronic Research Administration
A program of the National Institutes of Health

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

Tracking Number  Search
Recent/Pending eSubmissions

Introduction | Registration | Accounts | Submission & Tracking | Review & Scoring | Award | Post Award | Grant Closeout
---|---|---|---|---|---|---|---

Not available for the PD/PI

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

Errors/Warnings for Prior eSubmissions

<table>
<thead>
<tr>
<th>Filter Table</th>
<th>1 Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF 424</td>
<td>The Commons Username must be provi...</td>
</tr>
</tbody>
</table>

TRY AGAIN
## 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](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.

### Grant/Project Number

<table>
<thead>
<tr>
<th>Status</th>
<th>Project Title</th>
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</thead>
<tbody>
<tr>
<td>Application entered into system</td>
<td>DOC Test Application 123</td>
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</table>

<table>
<thead>
<tr>
<th>PI Name</th>
<th>NIH Appl. ID</th>
</tr>
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<tbody>
<tr>
<td>Kwon, Linda</td>
<td>12345678</td>
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</table>

### Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Last Status Update Date</th>
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<tbody>
<tr>
<td>Application entered into system</td>
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<table>
<thead>
<tr>
<th>Proposal Receipt Date</th>
<th>Proposal Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/18/2023</td>
<td>DOC Test Application 123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Period Begin Date</th>
<th>Current Award Notice Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2023</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Period End Date</th>
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</thead>
<tbody>
<tr>
<td>08/31/2024</td>
</tr>
</tbody>
</table>
Status Information

- Introduction
- Registration
- Accounts
- Submission & Tracking
- Review & Scoring
- Award
- Post Award
- Grant Closeout

**Institute/Center Assignment**

<table>
<thead>
<tr>
<th>Institute or Center</th>
<th>Assignment Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No data available in table</td>
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</table>

**Status History**

<table>
<thead>
<tr>
<th>Effect Date</th>
<th>Status Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No data available in table</td>
</tr>
</tbody>
</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.
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
Status for PD/PI

Introduction

Registration

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Tracking Number  Search
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.
- Register your organization in eRA Commons
- Create an account for your PD/PI

- 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

- 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

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