

Grant Phase	Steps	Business Process	eRA Modules & Functions	Note(s)
PRE-AWARD	1	Applicant identifies a Notice of Funding Opportunity (NOFO) and prepares to apply.		
	2	Applicant organization registers and obtains a Unique Entity Identifier (UEI) from SAM.gov and registers with Grants.gov.		
	3	Applicant organization registers with eRA Commons.	eRA Commons [external platform for external users]	Once an organization is registered with eRA Commons, an Institution Profile File (IPF) , a unique number used for tracking and reporting on grant awards, is established. Additionally, a Signing Official (SO) will be created.
	4	Applicant creates and maintains user accounts.	Account Management Module (AMM)	The Signing Official (SO) is responsible for the creation and maintenance of all external user accounts within their organization by utilizing AMM . The designation of roles will allow users to access specific modules and perform the necessary functions based on business needs.
	5	Applicant completes and maintains profiles.	Institution Profile (IPF) Personal Profile (PPF)	The Signing Official (SO) is responsible for completing and maintaining the Institution Profile. Each account holder is responsible for completing and maintaining their Personal Profile.
	6	Applicant submits the completed grant application(s) via Grants.gov.		
	7	Applicant tracks the application status through eRA Commons.	Status	The Project Director/Principle Investigator (PD/PI) is able to track the progress of their own applications in the Status module and the Signing Official (SO) is able to track the progress of all applications submitted from their affiliated organization. The Status screen will appear differently for the SO and the PI .
	8	Applications are screened and assigned for review. Peer review is conducted.	Internal Process	
	9	Reviewers access assigned applications and submit scores/critiques via Internet Assisted Review (IAR).	Internet Assisted Review (IAR)	
	10	Submitted scores/critiques are reviewed and a review outcome is generated.	Internal Process	
AWARD	11	Funding decision is made and the Notice of Award (NOA) is issued.	Internal Process	
	12	Applicant accepts the award.	Status	
POST-AWARD	13	Recipient communicates and submits requested documentation/mandatory reports specified within the Notice of Award (NoA) throughout the lifecycle of the active award.	Status (Correspondence, Research Performance Progress Report (RPPR), Terms and Conditions, and Revision Requests)	Within the Status module, various functions are available: Correspondence can be initiated and/or respond to communicate with the awarding agency. RPPR is used to submit progress reports for research grants that involve research. Terms and Conditions is used to submit PPRs for non-research grants and to submit additional documentation that may be requested by the awarding agency. Revision Requests is used to submit requests to changes on the award grant.
			Federal Financial Report (FFR)	FFR is used to submit financial reports and payment requests.
CLOSEOUT	14	Recipient submits final closeout documents.	Status	Within the Status module, final reports including the Final RPPR and Final PPR are submitted. Additional progress report materials may be submitted via Final Progress Report Additional Materials (FRAM) .
			Federal Financial Report (FFR)	FFR is used to submit final financial reports.
	15	Grant is closed.	Internal Process	

Legend:	External Business Process
	Internal Business Process (behind the scenes)
	Reviewer Business Process