

# Project Abstract Information Sheet for Agency Staff



# Contents

Introduction	3
Creating the Project Abstract Document	4
Access the Grant Folder	5
Add Documents to the "Additions for GM" Section	5
Select the File Group	6
Upload and Submit the File	6
Successful Upload	7
GM Business Rule Validation	7
Deleting an invalid document	8
Updating the Project Abstract for an existing award	8
Viewing the Abstract in QVR	9
Reporting to USAspending	10



# Introduction

eRA maintains a Project Abstract for each Type 1 (New) and Type 3 (Supplement) grant record, which is reported to USAspending as the "Award Description". For new applications received by eRA, the Project Abstract is automatically extracted from the application as long as the **supported Grants.gov application** form is included in the Notice of Funding Opportunity (NOFO) application kit and the applicant completes the form in their submission.

- <u>eRA supports automatic extraction of the Project Abstract for the following two Grants.gov forms:</u>
- Non-Research: Project Abstract Summary version 2.0
- Research: Research and Related Other Project Information version 1.4

The eRA Grant Folder provides Grant Management staff with a mechanism to **add** or **update** the Project Abstract for a grant. This is completed by uploading a Microsoft Word file (.doc) containing the new or updated content in the **Additions for GM** section of the Grant Folder. This is a critical process as the Project Abstract is used as the Award Description, which is a required field for USAspending reporting requirements and would apply in the following scenarios:

Migrated Applications & Awards	Applications Received in eRA
An unawarded application migrated from GOL is then awarded in eRA; this process <b>must</b> be used to provide an abstract.	An application was received by eRA that <b>did not</b> include either the Project Abstract Summary form or Other Project Information form; this process <b>must</b> be used to provide an abstract.
An award migrated from GOL; this process <b>can</b> be used to <b>update</b> the abstract. If it is not used, the award description entered in GOL for the initial award migrated to eRA will continue to be used for any USAspending reporting of revisions to this award.	An application was received by eRA that <b>included</b> the Project Abstract Summary form or Other Project Information form; this process <b>can</b> be used to <b>update</b> the abstract. If it is not used, the abstract provided on the grant application will be sent to USAspending.

**NOTE:** When revising a Type 1 or Type 3 award, information about the *change* being made **must** be included in the Type 1 or Type 3 Project Abstract. Grants staff **must** verify that a Project Abstract exists for each Type 1 or Type 3 record as they are reported **separately** to USAspending.

Grants staff can complete the following steps to add the Project Abstract for a new award or update the Project Abstract for an existing award.

# **Creating the Project Abstract Document**

Create a Microsoft Word file (.doc) with a **title within** the document that appears exactly as follows: "**Modified Project Summary/Abstract Section**" followed by the abstract content. The proper format is shown in Figure 1 below. The file name **does not** have to match the title within the document.

This is a critical step as the **title within** the document is **mandatory** and must be entered exactly as shown.

**NOTE:** Do not use the phrase "**project narrative**" anywhere in the document's text. It affects the extraction process.



Figure 1: Example of the Project Abstract Microsoft Word file with the mandatory **title within** the document – "**Modified Project** Summary/Abstract Section".



#### **Access the Grant Folder**

Access the Grant Folder for the selected grant and click on the Additions for GM tab.

👬 Grant Explorer 😮	(legend) ( 🖋 expand all)	🖶 Grant Folder 😯		
✓ NA24OARX417C0115	(02/01/2024 - 02/28/2025)	NA24OARX417C0115-T1-01		Appl ID: 10984003
<ul> <li>Project Period</li> </ul>	(02/01/2024 - 02/28/2025)	PI Name(s)	Project Title	
Vear 01	(02/01/2024 - 02/28/2025)	<u>Walton, Maya</u>	2024 Knauss Fellowship (Elizabeth Benyshek)	
✓ ★ <u>T1-01</u>	A	Appl. Status Awarded. Non-fellowships only	Institution UNIVERSITY OF HAWAII AT MANOA	
Initial	٨	Program Checklist Completed GMO Checklist <u>Completed</u> GMD Closeout Checklist Not Started	Grant Checklist <u>Completed</u> Environmental Compliance Review <u>Completed</u>	
		Status Information Commons PI View Financial Information (Vendor Site Mapped) Accession Number	Note Notes Partner Grant ID	
		4920887 Documents Correspondence Reports	NA24OAR4170007-0 Award Terms Events Additions for GM Additions for Review Additions for Program	Additional Materials
		Show All Years   Quality Control Report Filter Table 14 Results		Document Event Log + Add Documents
			and for Contract of the Count Felder	

Figure 2: Additions for GM tab of the Grant Folder.

#### Add Documents to the "Additions for GM" Section

In the Additions for GM tab of the Grant Folder click on the Add Documents button.

🚓 Grant Explorer 😮 [legend] [ 🖉 expand all]	늘 Grant Folder 😮	
✓ NA24OARX417G0075 (02/01/2024 - 02/28/2025)	NA24OARX417G0075-T1-01	Appl ID: 10984003
<ul> <li>✓ Project Period (02/01/2024 - 02/28/2025)</li> <li>✓ Year 01 (02/01/2024 - 02/28/2025)</li> </ul>	PI Name(s) DOC PD/PI Name, Not Available	Project Title 2024 Knauss Fellowship (Elizabeth Benyshek)
✓ * <u>T1-01</u> WP	Appl. Status To be Paid	Institution UNIVERSITY OF HAWAII AT MANOA
	Program Checklist Not Started	Grant Checklist Not Started
	GMO Checklist Not Started	Environmental Compliance Review Not Started
	GMD Closeout Checklist Not Started	
	Status Information Commons PI View	Note Notes
	Accession Number 4920887	Partner Grant ID NA240AR4170007-0
	Documents Correspondence Reports Events Additions for GM	Additions for Review Additions for Program Additional Materials
	Show All Years   Quality Control Report	Document Event Log

Figure 3: Adding Documents under the **Additions for GM** tab of the Grant Folder.



## Select the File Group

The system will display the **File Upload** dialog box. Click on the **File Group** dropdown arrow and select **Award Documents: Revised Aims and Abstract** option.

File upload NA24OARX417G0075-T1-01
* Required Fields
File Group *
Audit and COI Issues
Audit and COI Issues
Award Documents: Award Document
Award Documents: Closeout Document
Award Documents: Co-funding Documents
Award Documents: eRA NC Extension
Award Documents: Financial Documents
Award Documents: Funding/Pay Memos
Award Documents: Grant Spreadsheet
Award Documents: JIT Documents
Award Documents: Revised Aims and Abstract
Award Documents: State Dept. Clearance
Award Documents: Transfer Documents
Correspondence: External Documents
Correspondence: Internal Documents
Historic Documents
NRSA Documents
Research Subjects: Animal Assurance
Research Subjects: Human Subjects

Figure 4: Selecting the File Group from the File Upload dialog box.

#### **Upload and Submit the File**

Attach the previously prepared Microsoft Word file by dragging it into the designated section or selecting browse. The **Label** and **Comments** free text sections are **optional**. If a label is entered in the field, the label will be displayed in the Additions for GM tab of the Grant Folder for the file. Alternatively, if a label isn't included, the file name of the document will be displayed. Once finished, click **Submit**.

File upload NA24OARX	417G0075-T1-01	$\times$
Coordinator. • You can drag any file fr • Supported file formats file (.msg file format) and	om a file explorer and drop here or click on Add file. are PDF, Word Document, Microsoft Excel, text file, Outlook Message nd Video file (.wmv, .avi, .mov, and .mp4).	
	2 Drop files to attach, or browse.	
<b>12.2</b> KB		
Project Abstr		
Remove file	/	
Label to be used for this file	Optional fields when displayed in the Grant Folder	
enter label		
If left blank, file name will b Comments	e used	
enter text		
No formatted text, 2000 ch	ars max	
	Cancel	

Figure 5: Attach the file from the File Upload section and click Submit.



# Successful Upload

When the file is uploaded, a **SUCCESS** message will be displayed identifying the **File Group** as **RAA** and the **File Name**. If a Label or Comment were included, they would also be displayed here.

			×
File has been up	oaded successfully.		
File Group: RAA	ct File for Award Number doc	,	
	et nie for Awara Namben.aoex		
Label:			
Label: Comment:			

Figure 6: **Success** message displayed after uploading the file.

**Note** that this success message only means that the file was uploaded successfully. After 24 hours, users can verify whether the updated Project Abstract document was successfully processed by checking the Query, View, and Report (QVR) module. See the section below "Viewing the Abstract in QVR" for more information.

## **GM Business Rule Validation**

When the award is released in the Grants Management (GM) module, a business rule will be checked to ensure the Project Abstract has been properly uploaded. The following is the business rule validation error that may be displayed if the validation fails:



Figure 7: Award Description business rule validation error in GM.

If you receive this validation error in GM, it could be the result of the following scenarios:

- 1. The Project Abstract has not been uploaded to the Grant Folder.
  - a. To clear the business rule error for this scenario, follow the upload process described above.
- 2. The **title within** the uploaded Project Abstract document does **not match** the required format, causing the extraction process job to fail.
  - a. To clear the business rule error for this scenario, follow the instructions below: "Deleting an invalid document."



## Deleting an invalid document

If the **title within** the document does not match as **required**, the invalid document must be removed from the system to ensure the correct version is processed and to clear the GM business rule error described in the above section. To delete the invalid document, locate the file in the **Additions for GM** section of the **Grant Folder** under the **Revised Aims and Abstract** section. Click the three-dot ellipsis icon next to the document and select the **Delete** option in the menu. The corrected document can now be uploaded and processed. Once the corrected file is uploaded, it could take up to 24 hours until it is processed and available in the system. This means the business rule error in GM **will not** clear immediately.

Documents Correspondence Reports	Award Terms Events	Additions for GM	Additions for Review	Additions for Program
Additional Materials				
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Documents ≑	Comments	<b>≜</b>	ſ	Date 🌲
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Test Project Abstract for Award.docx	•••		C	04/09/2024 11:06 AM
GOL - SELECTION PACKAGE (14 document(s))	Delete			
2024 Scores for GMD - Rejected Applicati	Edit Comments	cations report.	1	1/09/2023 11:29 AM
2024 Scores for GMD - Rank Order.pdf	Edit File Label		1	1/09/2023 11:29 AM
2024 Scores for GMD - Score Summary.pdf	Forward	у	1	1/09/2023 11:29 AM
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2024 EALD Latter JRP Signed pdf	Lotter to FAL	D	1	1/00/2023 11·20 AM

Figure 8: Deleting an **invalid** Project Abstract document from the Additions for GM section of the Grant Folder.

**NOTE:** This process only applies when an invalid document has been uploaded. If an updated Project Abstract document is uploaded, the previously uploaded file **does not** need to be deleted for the system to process the updated one.

#### Updating the Project Abstract for an existing award

If the Project Abstract needs to be updated for an existing award, an award action is required for the updated information to be submitted to USAspending. Before acting in the GM module, upload the **updated Project Abstract** document to the **Grant Folder** by following the steps above. Once the file is uploaded, it could take up to 24 hours to process and be available in the system. It is recommended for users to wait 24 hours after uploading the new file before moving forward with the remaining GM steps. After 24 hours, users can verify whether the updated Project Abstract document was successfully processed by checking the QVR module. See the section below "**Viewing the Abstract in QVR**" for more information.

After uploading the updated Project Abstract document to the Grant Folder, the user will put the award into a WIP status, select the **Post Award Action Type** (e.g., Unfunded – Other), and click **Save**. On the **Terms** tab, in the **Terms and Conditions** text box, text can be added that states the reason for the revision (e.g., this revised Notice of Award updates the Project Abstract for reporting to USAspending. All previous terms and conditions remain in effect). This text will appear in the Notice of Award under **Section III – Specific Award Conditions**. Once the text has been entered, click **Save**, and **release** the award.



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Budget Sta	art		Bu	dget End		Financial Vende	or Site Na	ame	Opportunity Number 🗹		Priority Score	DUNS	Exclu	usion Status Flag			
10/01/202	24		<b>0</b>	9/30/2026	8								No	1			
Project Sta	art		Pri	oject End		UEI (ASAP)			Post Award Action Type		Grantee Acceptance §	itatus	Percentile	ECR Checklis	st Delino	quent Fed Debt Fla	lg
10/01/202	24		<b>0</b>	9/30/2026	<b></b>				UNFUNDED - Other	×	Accepted		-	Completed	No		
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2024				UX1				424RR				<b>x</b> ~					
Program I Select	Income			Y PCC			۹	Foreign Component 									

#### Figure 9: Selecting the Post Award Action Type for the WIP award in the GM module and clicking Save.

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Terms 😯								5	5 out of 515 records	« < 53 54 55 56	57 <b>&gt; »</b>
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Budget Start 10/01/2024	۵	Budget End 09/30/2026		Financial Vendor Site Name BAS Site GRPUR-17418-12 (GRPUR-17418-12)	Opportunity Number C NOAA-OAR-SG-2024-25871	Priority Score 87	DUNS 809045826	Excl	usion Status Flag		
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Reason for revision: This	revised Notice	of Award updates the Project	Abstract for	eporting to <u>USAspending</u> . All previous terms and condi	tions remain in effect.						
L											

Figure 10: Entering the reason for the revision in the **Terms and Conditions** text box on the **Terms tab** in the **GM module**.

#### Viewing the Abstract in QVR

The Query, View, and Report (QVR) module allows users to verify that a grant record has an extracted Project Abstract and, if so, view the extracted content. The uploaded file will be processed, and a Project Abstract will be created in eRA within **one business day**. Users can view the Project Abstract in the QVR module by searching for the project and clicking **Abs** in the **Hitlist** search results for the applicable award. Clicking the **Abs** option will open a new window and display the award abstract on the **QVR Abstract** page.

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	ry View Report R)	PROJ	ects PERSONS TRN (F/T/K)	HISTORY NVISION OBLS	Pl name, appl id, proj num	Logout <b>Ə</b> Ask Carnac!
		ALERT: Fri . Data ir	3/1/2024 QVR Project and Hi. a these search profiles reflect t	story data was not refreshed overni ransactions through Wed Feb 28th.	ght.	
HOME	SEARCH	HITLIST	CUSTOM DOWNLOAD	STANDARD REPORTS	OTHER TOOLS	HELP
Your criteria:         Extra           Your criteria:         1000000000000000000000000000000000000	Awards: 1 Base Proj amural Grants, Intramurals, 968041	jects: 1 Contact Pls: 1 OTA,Admin Supplement F	ALL MPIs: 1 External Orgs: 1 Requests,Contracts, include Extramura	Awd Dir \$: 299,987 Who: All	Download Hitlist	I Dual ProjectsAppl Id or
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Abstract of NA23NMF4270251-T1-01 Addressing a fishery disaster: Biological and environmental factors associated with the emergence of an undescribed apicomplexan parasite and the collapse of the bay scallop fishery in New York	123 187
	_
Abstract Preliminary RCDC Categories - not for public release	
This project will address knowledge gaps related to factors that can dictate disease development and mortality outbreaks in a major local RCDC Category Public Category	?
Inshery, but also to the potential risk of disease spread to other productive regions in the Northeast. This project is directly relevant to the S-K norganize it fundamentally investigates the notematic and the cruites for maintaining a sustainable (fishery, and examines the underarbility). No RCDC Categories Available for NA23NMF4270251-T1-01	
originar, and it inframentation metalgates the potential and be forted to maintaining a sectionation tanks, and ceaning a section of the inframentation of the section of t	2
disease dynamics) and biological resources to support resource management and restoration efforts.  Project Index (RCDC Terms)	
TERMS WEIGHT	т
No Terms Available for NA23NMF4270251-T1-01	



**NOTE**: If an award is **missing** the Project Abstract or if the Project Abstract document is invalid because the **title within** the document does not match the required title for processing, then the **Abs** option **will not** be displayed as an option in QVR. Users can verify whether the Project Abstract document was successfully processed by checking QVR for the **Abs** option.

#### **Reporting to USAspending**

The USAspending data file generation process runs on the 1st and 15th of each month. An award will not be included in the USAspending data file unless a valid Project Abstract is associated.