



Project Abstract Information Sheet for Agency Staff



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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.

- eRA supports automatic extraction of the Project Abstract for the following two Grants.gov forms:
- 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 must be used to provide an abstract.	An application was received by eRA that did not include either the Project Abstract Summary form or Other Project Information form; this process must be used to provide an abstract.
An award migrated from GOL; this process can be used to update 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 included the Project Abstract Summary form or Other Project Information form; this process can be used to update 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.

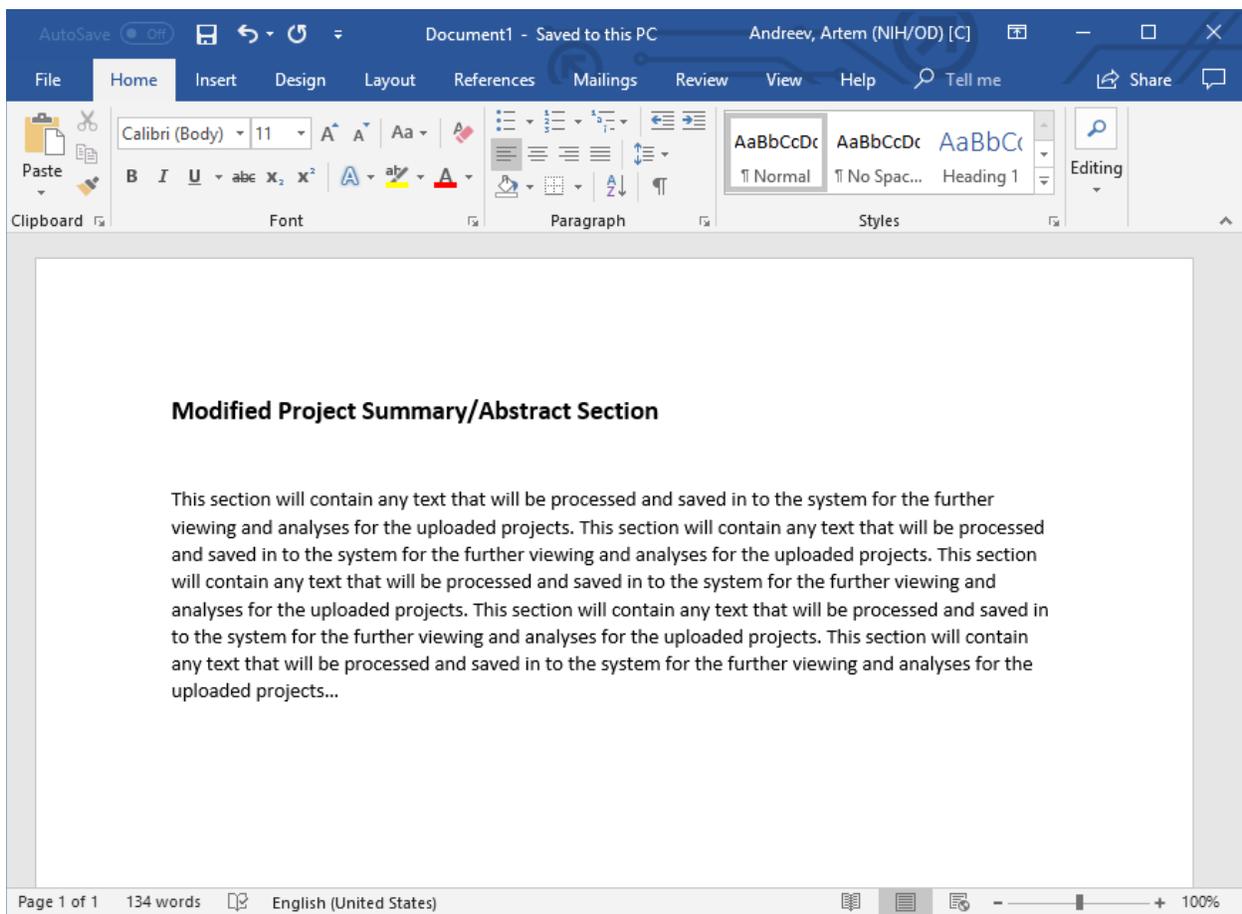


Figure 1: Example of the Project Abstract Microsoft Word file with the mandatory **title within** the document – **“Modified Project Summary/Abstract Section”**.



Access the Grant Folder

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

The screenshot shows the Grant Explorer interface. On the left, a sidebar lists grant details for NA24OARX417C0115, including Project Period, Year 01, and T1-01. The main area displays the Grant Folder for NA24OARX417C0115-T1-01. The 'Additions for GM' tab is highlighted in the navigation bar. The interface includes sections for PI Name(s) (Walton, Maya), Project Title (2024 Knauss Fellowship), Institution (UNIVERSITY OF HAWAII AT MANOA), and various checklists (Program, GMO, GMD Closeout, Grant, Environmental Compliance Review). A '+ Add Documents' button is visible in the bottom right corner.

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.

This screenshot shows the Grant Explorer interface with the 'Additions for GM' tab selected. The main area displays the Grant Folder for NA24OARX417G0075-T1-01. The 'Additions for GM' tab is highlighted in the navigation bar. The interface includes sections for PI Name(s) (DOC PD/PI Name, Not Available), Project Title (2024 Knauss Fellowship), Institution (UNIVERSITY OF HAWAII AT MANOA), and various checklists (Program, GMO, GMD Closeout, Grant, Environmental Compliance Review). A '+ Add Documents' button is highlighted in the bottom right corner.

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.

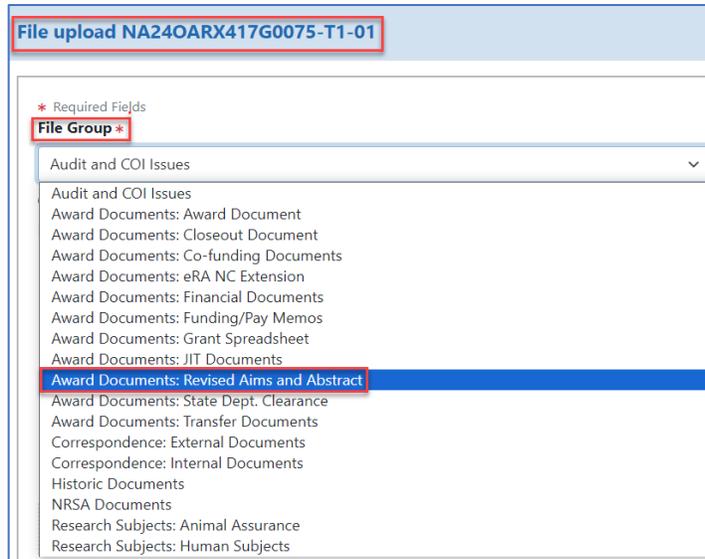


Figure 4: Selecting the **File Group** from the **File Upload** dialog box.

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**.

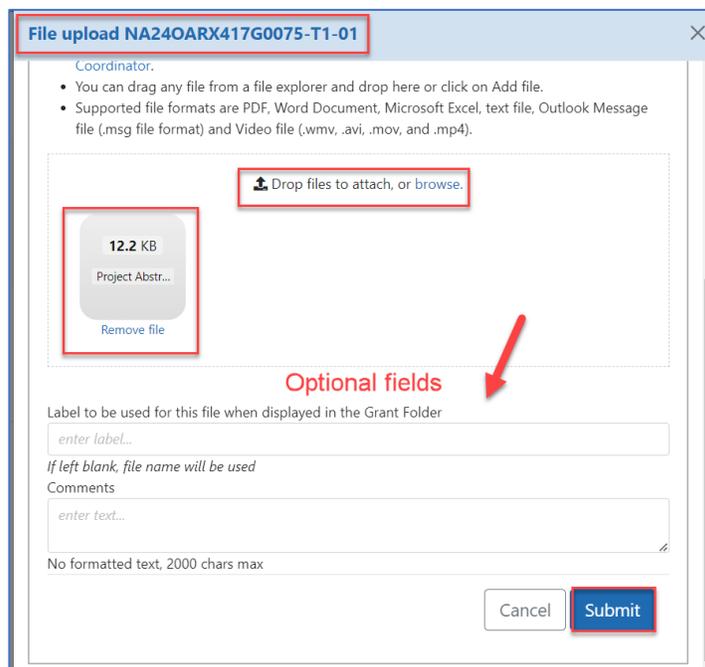


Figure 5: Attach the file from the **File Upload** section and click **Submit**.

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.

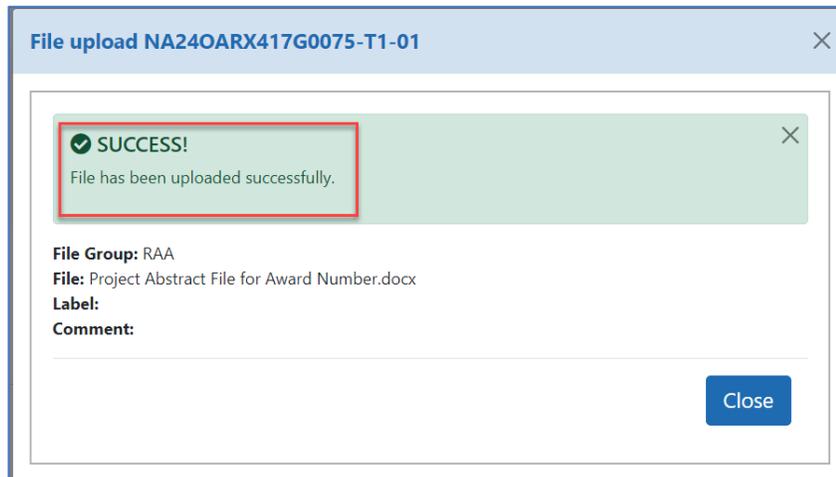


Figure 6: Success message displayed after uploading the file.

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:

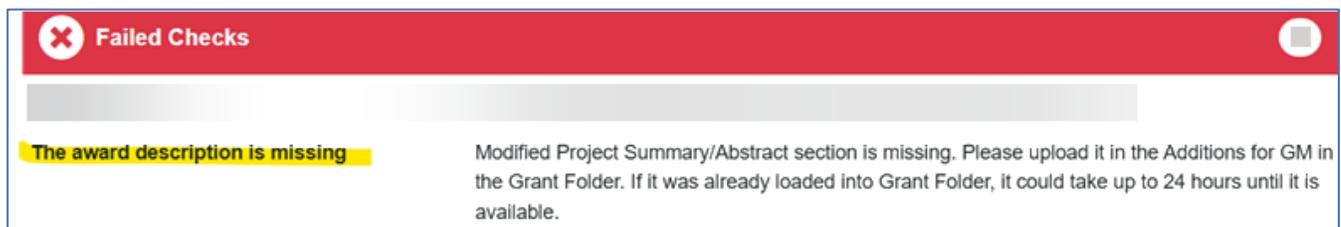


Figure 7: Award Description business rule validation error in GM.

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.

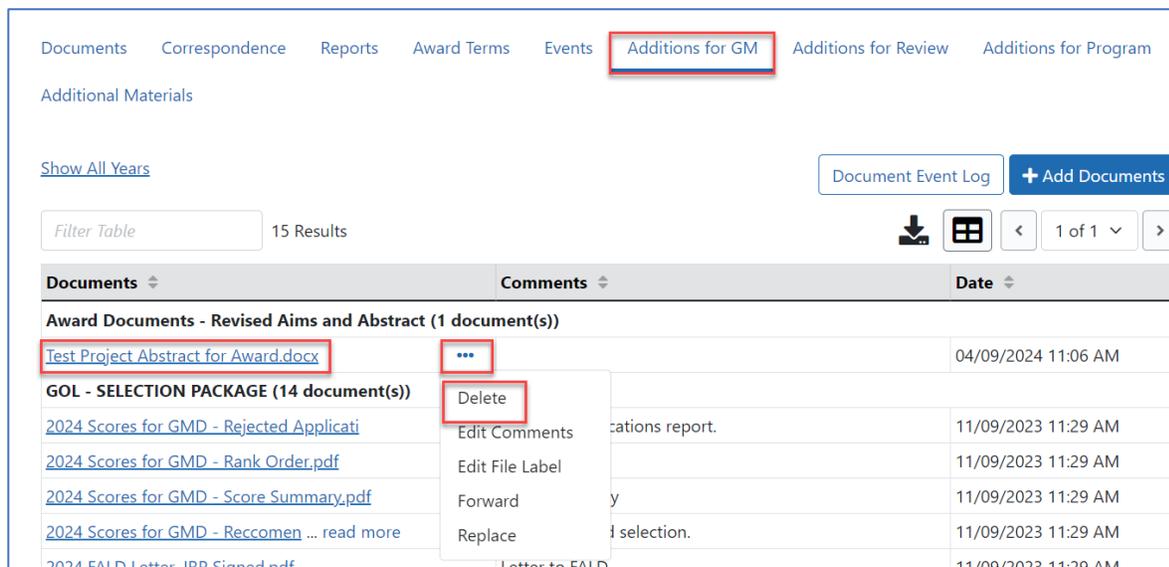


Figure 8: Deleting an **invalid** Project Abstract document from the Additions for GM section of the Grant Folder.

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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Manage Grant 49 out of 515 records

Award Number: In WIP

Applicant ID: FAIN:

Manage

PID/PI Name	IPF Organization	IPF	Assistance Listing	SAM Exp	Council	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	202408	05 - Awarded, Non-fellowships only
Budget Start	Budget End	Financial Vendor Site Name	Opportunity Number	Priority Score	DUNS	Exclusion Status Flag
10/01/2024	09/30/2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	809045826	No
Project Start	Project End	UEI	Post Award Action Type	Grantee Acceptance Status	Percentile	ECR Checklist
10/01/2024	09/30/2026	ASAP	UNFUNDED - Other	Accepted	--	Completed
Delinquent Fed Debt Flag	No					

Project Title Appl. Received Date 05/07/2024 Issue Date 09/17/2024 Latest Encum 09/19/2024

Fiscal Year 2024 Activity Code UX1 Application Form 424RR Applicant Type

Program Income PCC 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 55 out of 515 records

Award Number: NA24OARX417C0548-T1-01 In WIP

Applicant ID: 11084896 FAIN: NA24OARX417C0548

Manage

PID/PI Name	IPF Organization	IPF	Assistance Listing	SAM Exp	Council	Status
Glen, Heather	DEPARTMENT OF MARINE RESOURCES MAINE	10076009	11.417	12/19/2025	202408	05 - Awarded, Non-fellowships only
Budget Start	Budget End	Financial Vendor Site Name	Opportunity Number	Priority Score	DUNS	Exclusion Status Flag
10/01/2024	09/30/2026	BAS Site GRPUR-17418-12 (GRPUR-17418-12)	NOAA-OAR-SG-2024-25871	87	809045826	No
Project Start	Project End	UEI	Post Award Action Type	Grantee Acceptance Status	Percentile	ECR Checklist
10/01/2024	09/30/2026	KQWYCK42PT545	Select	Accepted	--	Completed
Delinquent Fed Debt Flag	No					

Terms and Conditions

Reason for revision: This revised Notice of Award updates the Project Abstract for reporting to USAspending. All previous terms and conditions remain in effect.

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.



NIH Query View Report (QVR)

ALERT: Fri 3/1/2024 QVR Project and History data was not refreshed overnight. Data in these search profiles reflect transactions through Wed Feb 28th.

HOME SEARCH **HITLIST** CUSTOM DOWNLOAD STANDARD REPORTS OTHER TOOLS HELP

Total Records: 1

Applications: 1 Awards: 1 Base Projects: 1 Contact Pls: 1 ALL MPIs: 1 External Orgs: 1 Awd Dir \$: 299,987 Who: All Download Hitlist

Your criteria: ... Extramural Grants, Intramurals, OTA, Admin Supplement Requests, Contracts, include Extramural Grant Subprojects, Include Receipt & Referral (Status 70) Appls Primary and Dual Projects ... Appl Id or Accession Num = 10968041

Set 100 record(s) per page. 1 1-1 of 1 Record(s)

Sort: Principal Investigator

T	Act	IC	Project	FY	Links	PI Name	Project Title
1	<input type="checkbox"/>		NA23NMF4270251-T1-01	2023	Snap Abs NoA Acctg Hist eIMG Docs ALLAM_BASSEM	ALLAM, BASSEM	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

Figure 11: Viewing the "Abs" option in QVR.

QVR Abstract

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

PI: ALLAM, BASSEM FY: 2023 Total Award: \$299,987

Abstract

This project will address knowledge gaps related to factors that can dictate disease development and mortality outbreaks in a major local fishery, 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 program, since it fundamentally investigates the potential and the routes for maintaining a sustainable fishery, and examines the vulnerability of fishing communities. The project will provide information (e.g., distribution of the parasite in the Northeast, effect of temperature on disease dynamics) and biological resources to support resource management and restoration efforts.

Preliminary RCDC Categories - not for public release

RCDC Category	Public Category ?
No RCDC Categories Available for NA23NMF4270251-T1-01	

Project Index (RCDC Terms)

TERMS	WEIGHT
No Terms Available for NA23NMF4270251-T1-01	

Figure 12: Viewing the Project Abstract in QVR.

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.