

Application Submission and Tracking

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Introduction

The Department of Commerce (DOC) applications are submitted via Grants.gov and are received in eRA, where applicants can review them before they are considered for potential award.

DOC applicants are responsible for identifying an appropriate Notice of Funding Opportunity (NOFO) to respond to, preparing the application, and following the NOFO's requirements.

DOC applicants must be registered with eRA Commons and have a valid PD/PI account prior to submitting their application, which is prepared and submitted via Grants.gov before being routed to eRA from Grants.gov. Applicants are encouraged to log into eRA Commons and visit the Status module to verify the status of their submitted application(s), and that it has met the NOFO requirements for submission acceptance. DOC staff cannot review applications that are not available in eRA, so make sure your applications are successfully submitted and error-free.

Preparing the Application

Applicants should follow the NOFO instructions when completing their application. Failure to include required information can result in system validation errors from Grants.gov and/or eRA Commons.

Unique Entity Identifier (UEI) Requirement

The applicant organization's Unique Entity Identifier (UEI) must be included on the standard SF-424 form in the **8.c. UEI** field. The UEI provided must match the primary UEI associated with the applicant organization. This is the UEI used during the eRA Commons registration of the applicant organization.

8. APPLICANT INFORMATION:		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. UEI:	

Figure 1: The primary UEI assigned to the applicant organization must be included in the *SF-424 form 8. C. UEI* field

PD/PI Username Requirement

A Project Director/Principal Investigator (PD/PI) eRA Commons account user ID must be included in the application. DOC utilizes the standard form sets within their application package. The PD/PI username is entered on one of the two forms that may be used.

Application for Federal Assistance SF-424 Form – *Applicant Identifier* field:

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: 	

Figure 2: The valid PD/PI username must be provided in the *Application for Federal Assistance SF-424 form's Applicant Identifier* field

**Research & Related Senior/Key Person Profile (Expanded) Form – *Credential, e.g., agency login* field****RESEARCH & RELATED Senior/Key Person Profile (Expanded)**

PROFILE - Project Director/Principal Investigator			
Prefix:		* First Name:	
		Middle Name:	
* Last Name:		Suffix:	
Position/Title:			
Department:			
Organization Name:			
Division:			
* Street1:			
Street2:			
* City:		County/ Parish:	
* State:		Province:	
* Country:		* Zip / Postal Code:	
* Phone Number:		Fax Number:	
* E-Mail:			
Credential, e.g., agency login:			
* Project Role:	PD/PI	Other Project Role Category:	
Degree Type:			
Degree Year:			
*Attach Biographical Sketch		Add Attachment	Delete Attachment View Attachment
Attach Current & Pending Support		Add Attachment	Delete Attachment View Attachment

Figure 3: A valid PD/PI username must be provided in the *RESEARCH & RELATED Senior/Key Person Profile (Expanded)* form's *Credential, e.g., agency login* field.

Failure to include a valid PD/PI user ID and the UEI will result in an error in eRA Commons that prevents the application from moving forward for review, and the application may not be accessible in eRA Commons.

All individuals listed on the *Senior/Key Person Profile* form must have a valid eRA Commons account with the appropriate role under the *Project Role* field.

Submitting & Tracking the Application in Grants.gov

All applications are submitted via Grants.gov and should receive a Grants.gov tracking number. Applicants should track their application within Grants.gov using their tracking number.

TRACK MY APPLICATION

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

APPLICATION STATUS OF TRACKING NUMBER(S) ARE LISTED BELOW:							
Opportunity Package ID	Opportunity Number	Assistance Listing Number	Competition ID	Grant Tracking Number	Date/Time Received	Status	Status Date
PKG00222392	DOC-XXX-XXXX			GRANT12345678	Feb 16, 2017 01:06:57 PM EST	Agency Tracking Number Assigned	Feb 16, 2017 01:10:16 PM EST

Figure 4: All applications are submitted via Grants.gov and receive a Grants.gov tracking number

Grants.gov Application Statuses

Applicants may see one of the following statuses in Grants.gov:

Agency Tracking Number Assigned

The application was successfully validated in Grants.gov and eRA Commons. The application should be available in eRA Commons for tracking.

Received by Agency

The application was received by eRA. It has passed all Grants.gov system validations. The application will now be validated by eRA. Applicants may receive an email notification from eRA if their application received additional eRA system validation errors.

Rejected with Errors

The application received errors from Grants.gov and the application did not reach eRA Commons. Errors must be addressed, and the applicant must resubmit their corrected application until it enters *Agency Tracking Number Assigned* status.

Tracking Applications in eRA Commons

All applicants are encouraged to log into eRA Commons to check the status of their application. Users with a signing official (SO), administrative official (AO), or PD/PI role can access eRA Commons' Status module.

Reminder: Applications must have the *Agency Tracking Number Assigned* status in Grants.gov for it to appear in eRA Commons.

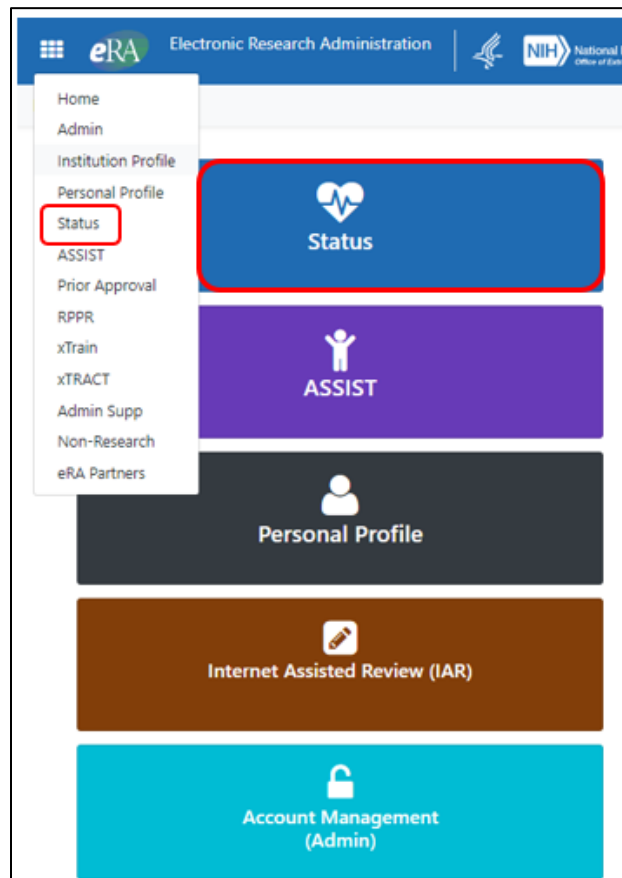


Figure 5: The Status module can be accessed through the apps menu dropdown menu or by clicking on the *Status* tile on the eRA Commons landing page

Status Module (SO View)

When the SO logs into eRA Commons and clicks on the Status module, the default *Search Type* filter defaults to **General**. Click the **Search Type:** dropdown and select **Recent/Pending eSubmissions**.

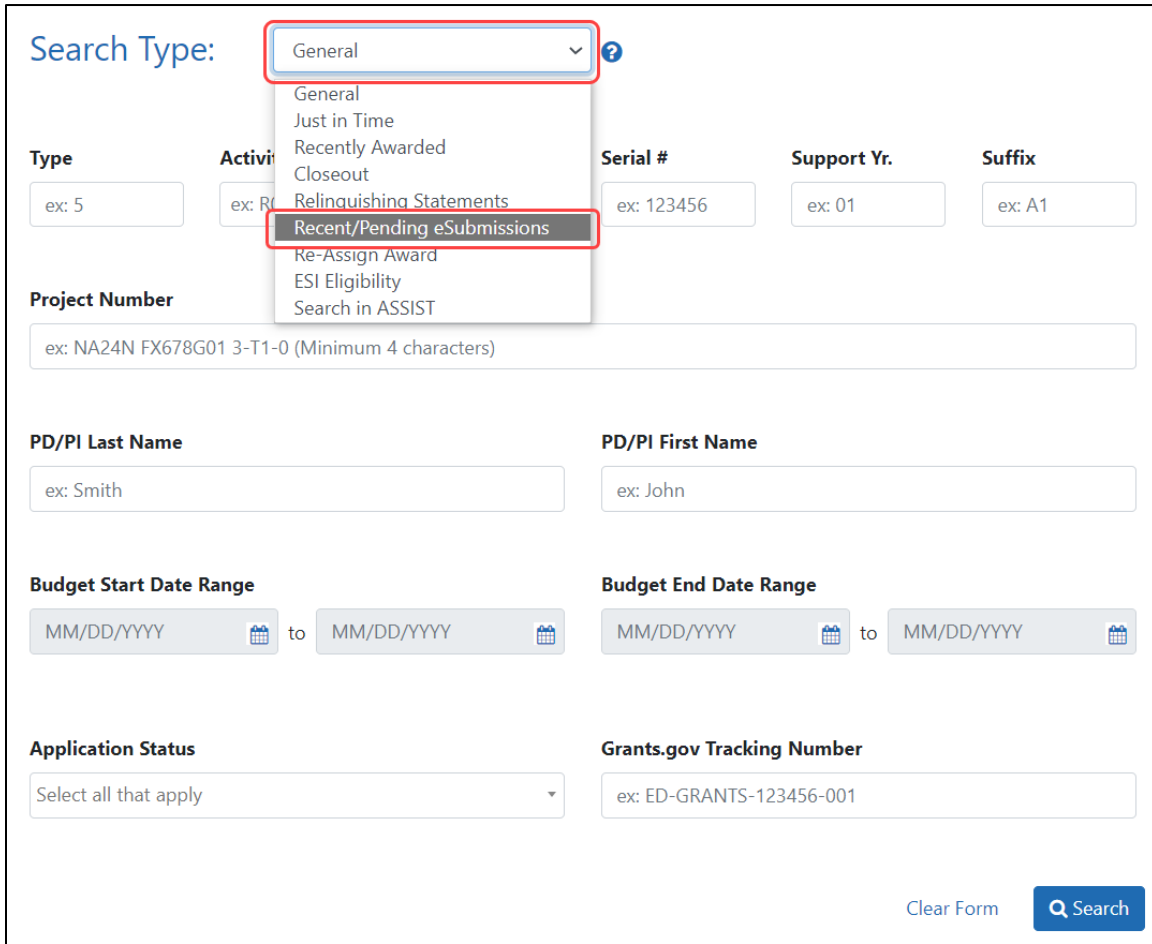


Figure 6: The Status module's landing page Search Type: field should be changed to *Recent/Pending eSubmissions* to search for applications that were recently submitted.

After selecting **Recent/Pending eSubmission** from the *Search Type* dropdown, the **Recent/Pending eSubmission** search tool loads.

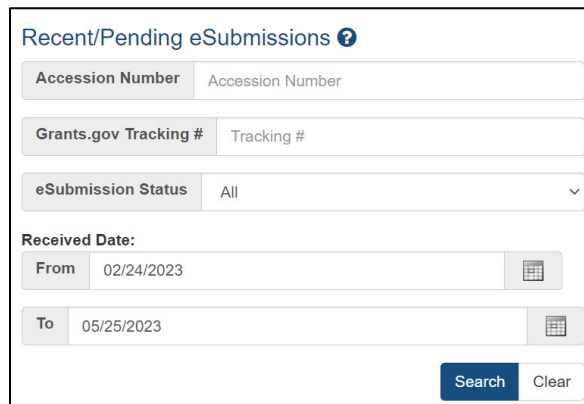


Figure 7: The *Recent/Pending eSubmissions* search tool provides options to perform a date-ranged search for recent and pending applications by Accession Number, Grants.gov Tracking Number, eSubmission Status, or by date range

Users with the SO or AO role have the required privileges to search and access all applications/grants that were submitted by their organization. Recently submitted applications should automatically appear, or you can search for them using the available search parameters, such as the Grants.gov tracking number.

Status Module (PD/PI View)

PD/PIs click on their Status module landing page's right-arrow button to view recent/pending eSubmissions or perform a search with the Grants.gov tracking number.

Status |

Status: PI Search

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

Figure 8: The PD/PI's Status module landing page provides the ability to search for recent/pending submissions or by Grants.gov tracking number for applications for which they are the designated PD/PI.

NOTE: If the PD/PI's username was not added to the appropriate field in the application, the PD/PI will not see their application in Status.

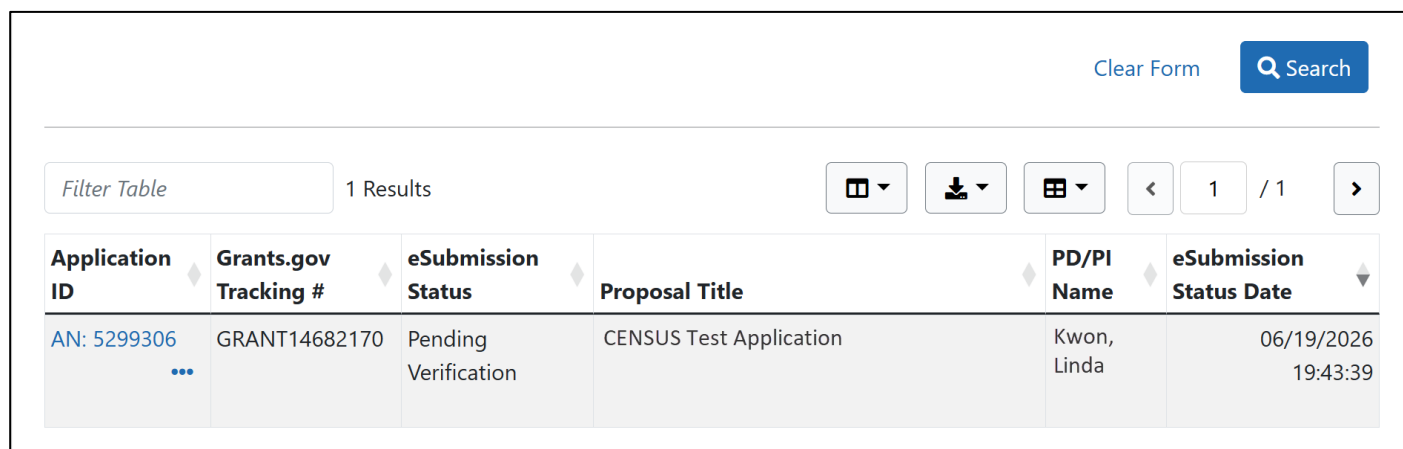
eRA Commons Application Statuses

Applicants may see one of the following statuses in *Status*:

Pending Verification

Application was received error-free and will move forward in eRA for further processing. The application is assigned an Accession Number (AN). Further action is not required; however the following actions are available:

- Click on the **Application ID** (or **Accession Number (AN)**) to view the *Status Information* screen
- Click on the 3-dot ellipsis next to the Application ID to:
 - View errors/warnings (if applicable)
 - Reject eApplication (this action is only available for users with the SO role and is irreversible)



The screenshot shows a web interface with a search bar, a 'Clear Form' button, and a 'Search' button. Below the search bar is a table with 1 result. The table has columns for Application ID, Grants.gov Tracking #, eSubmission Status, Proposal Title, PD/PI Name, and eSubmission Status Date. The single row shows an Application ID of AN: 5299306 (with a 3-dot ellipsis), Grants.gov Tracking # of GRANT14682170, eSubmission Status of Pending Verification, Proposal Title of CENSUS Test Application, PD/PI Name of Kwon, Linda, and eSubmission Status Date of 06/19/2026 19:43:39.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date
AN: 5299306 ...	GRANT14682170	Pending Verification	CENSUS Test Application	Kwon, Linda	06/19/2026 19:43:39

Figure 9: An error-free application will have an eSubmission Status of *Pending Verification*

Click the **AN** in the *Recent/Pending eSubmissions* search results to access the application's *Status Information* screen.

On the left side of the screen, applicants see:

- Internal DOC agency points of contact
- Their application's current status and the last relevant update
- The eRA Service Desk contact information
- On the right side of the screen, applicants see:
 - A grant number (begins to populate as the application advances through the process)
 - Status
 - Other Relevant Documents
 - This is where an assembled version of their application is accessible by clicking the **eApplication** link
 - Review information
 - Institute/Center (IC) Assignment
 - Status History



Status Information Screen

GRANTFLDR
Grant Folder

National Institutes of Health
Office of Extramural Research

Contacts

Administration: Program Official (PO)
Name: Barrie, Daniel
Phone:
Email: eRAUAT@mail.nih.gov

Latest Update

Application Source: Grants.gov
Opportunity Number: [NOAA-OAR-CPO-2025-27826] - Climate Program Office FY2025 Modeling, Analysis, Predictions, and Projections (MAPP) Program: Early Career Award for Exceptional Research in Earth System Model Development and Application

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 ?

Filter

Expand All Collapse All Print

NA25OARX431G####-T1-##

Status Application entered into system	Project Title Enabling Surface Wave Coupling in Eddy-Resolving Coupled Models
PI Name Hell, Momme	NIH Appl. ID 11243588
	Application ID NA25OARX431G####-T1-##

Status

Status Application entered into system	Last Status Update Date 12/09/2024
PI Name Hell, Momme	Organization Name WOODS HOLE OCEANOGRAPHIC INSTITUTION
	NIH Appl. ID 11243588
	School Name
	School Category
	Division Name
	Department Name

Proposal Receipt Date 12/09/2024	Proposal Title Enabling Surface Wave Coupling in Eddy-Resolving Coupled Models
Project Period Begin Date 06/01/2025	Current Award Notice Date
Project Period End Date 05/31/2029	

Application Source Grants.gov	eApplication Status Submission Complete
---	---

Opportunity Number
[NOAA-OAR-CPO-2025-27826] - Climate Program Office FY2025 Modeling, Analysis, Predictions, and Projections (MAPP) Program: Early Career Award for Exceptional Research in Earth System Model Development and Application

Other Relevant Documents

[e-Application](#)

eSubmission-Non Research - Other Narrative Attachments [1237-598_NOAA_HPC_Request.pdf](#), [1236-598_Letters_of_Support.pdf](#)

eSubmission-Non Research - Budget Narrative Attachments [1235-PO598_Budget_Narrative_flattened.pdf](#)

eSubmission-Non Research Project Narrative Attachment [1234-PO598_Project_Narrative_flattened.pdf](#)

Additions for Review

Document Event Log

No data available.

Correspondence

[Correspondence Tracking](#)

Review

Application	Study Section	Advisory Council (AC)
Award Document Number: FSR Accepted Code: N Snap Indicator Code: Impact Score: Percentile: Early Stage Investigator Eligible: New Investigator Eligible: Eligible for FFATA Reporting:	Scientific Review Group: Council Meeting Date (YYYY/MM): 2025/05	

Institute/Center Assignment

Institute or Center	Assignment Date
OAR Climate Program Office (CPO) (Primary)	12/09/2024

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

Figure 10: Clicking on the **AN** in the Recent/Pending eSubmissions search results loads the Status Information screen



Rejected

A successful, error-free application was rejected by the Signing Official (SO), preventing the application from moving forward for further review.

The screenshot shows the eRA application tracking interface. At the top right, there are buttons for 'Clear Form' and 'Search'. Below these, a 'Filter Table' button is followed by '1 Results'. To the right of the filter are icons for table view, download, and print, along with pagination controls showing '1 / 1'. The table has six columns: Application ID, Grants.gov Tracking #, eSubmission Status, Proposal Title, PD/PI Name, and eSubmission Status Date. One row is displayed with the following data: Application ID 'AN: 5298376' (with a 3-dot ellipsis), Grants.gov Tracking # 'GRANT14679555', eSubmission Status 'Rejected', Proposal Title 'MBDA Test Application', PD/PI Name 'Kwon, Linda', and eSubmission Status Date '06/17/2026 13:53:33'.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date
AN: 5298376 ...	GRANT14679555	Rejected	MBDA Test Application	Kwon, Linda	06/17/2026 13:53:33

Figure 11: An error-free application that was rejected by the SO will have an eSubmission Status of *Rejected*

eSubmission Error

Application received eRA system-generated validation error(s) and cannot move forward in eRA for further processing. Action is required. The applicant must address all errors and submit a Changed/Corrected Application until the application is error-free. Users must click on the 3-dot ellipsis to view errors and warnings.

The screenshot shows the eRA application tracking interface. At the top right, there are buttons for 'Clear Form' and 'Search'. Below these, a 'Filter Table' button is followed by '1 Results'. To the right of the filter are icons for table view, download, and print, along with pagination controls showing '1 / 1'. The table has six columns: Application ID, Grants.gov Tracking #, eSubmission Status, Proposal Title, PD/PI Name, and eSubmission Status Date. One row is displayed with the following data: Application ID (with a 3-dot ellipsis), Grants.gov Tracking # 'GRANT14674902', eSubmission Status 'eSubmission Error', Proposal Title 'NIST Test Application', PD/PI Name 'Kwon, Linda', and eSubmission Status Date '06/16/2026 12:51:11'.

Application ID	Grants.gov Tracking #	eSubmission Status	Proposal Title	PD/PI Name	eSubmission Status Date
...	GRANT14674902	eSubmission Error	NIST Test Application	Kwon, Linda	06/16/2026 12:51:11

Figure 12: An application that received eRA system validation errors will have an eSubmission Status of *eSubmission Error*

Errors/Warnings

Click on the 3-dot ellipsis and select **Show Prior Errors and Warnings** to view all validation error and warning messages.

Warnings do not prevent an application from moving forward; they alert applicants to pay close attention to the specific instructions included within the NOFO to ensure they are in compliance.

Status

Errors/Warnings for Prior eSubmissions

Close Tab

GRANT14674902 : 06-16-2026 12:51:11 PM

Type	Form Name	Validation Message
Error	RR_SF424	This application has been identified as a duplicate of a previous submission. The "Type of Submission" should be set to Changed/Corrected if you are addressing errors/warnings. (001:1.2)

Figure 13: *Errors/Warnings for Prior eSubmission* screen displaying a list of errors/warnings

For applications with system validation errors, users can expect the following:

- The AN will not be listed nor will there be an option to preview the submitted application.
- The *eSubmission Status* column will reflect *eSubmission Error* status.
- There will not be an option for the SO to reject the application, since an application with errors cannot move forward.
- There will be a link to **Show Prior Errors and Warnings**.

For the application to move forward, all errors must be corrected. Applicants must make the correction(s), and resubmit the application. After resubmitting, applicants should check the Status module to ensure there are no additional errors.

Submitting a Changed/Corrected Application

Once submitted, changes and/or corrections cannot be made directly to the application via eRA Commons. Applicants must return to the application package (initially used to complete/submit to Grants.gov) to make updates.

Error-free applications should be rejected in eRA Commons by the Signing Official to avoid a duplicate submission error. Applications with errors do not need to be rejected, as they cannot move forward.

Once all updates have been made to the application, the following updates should be made on the SF424 form:

1. TYPE OF SUBMISSION – Select the checkbox to *Changed/Corrected Application*

4.c. Previous Grants.gov Tracking ID – Enter the Grants.gov Tracking Number of the application you intend to replace



APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION ☐ Pre-application ☐ Application ☒ Changed/Corrected Application		4. a. Federal Identifier	
2. DATE SUBMITTED		b. Agency Routing Identifier	
Applicant Identifier		c. Previous Grants.gov Tracking ID	GRANT12345678
5. APPLICANT INFORMATION			

Figure 14: On the SF 424 Form, the Type of Submission is updated to *Changed/Corrected Application* and the previous Grants.gov Tracking Number is provided in 4.c.

Two-Day Viewing Window

All error-free applications enter a 2-day viewing window (2 business days) immediately upon submission. During this window, applicants may view their submitted application image and users with the Signing Official (SO) role have the option to reject the application, preventing it from moving forward.

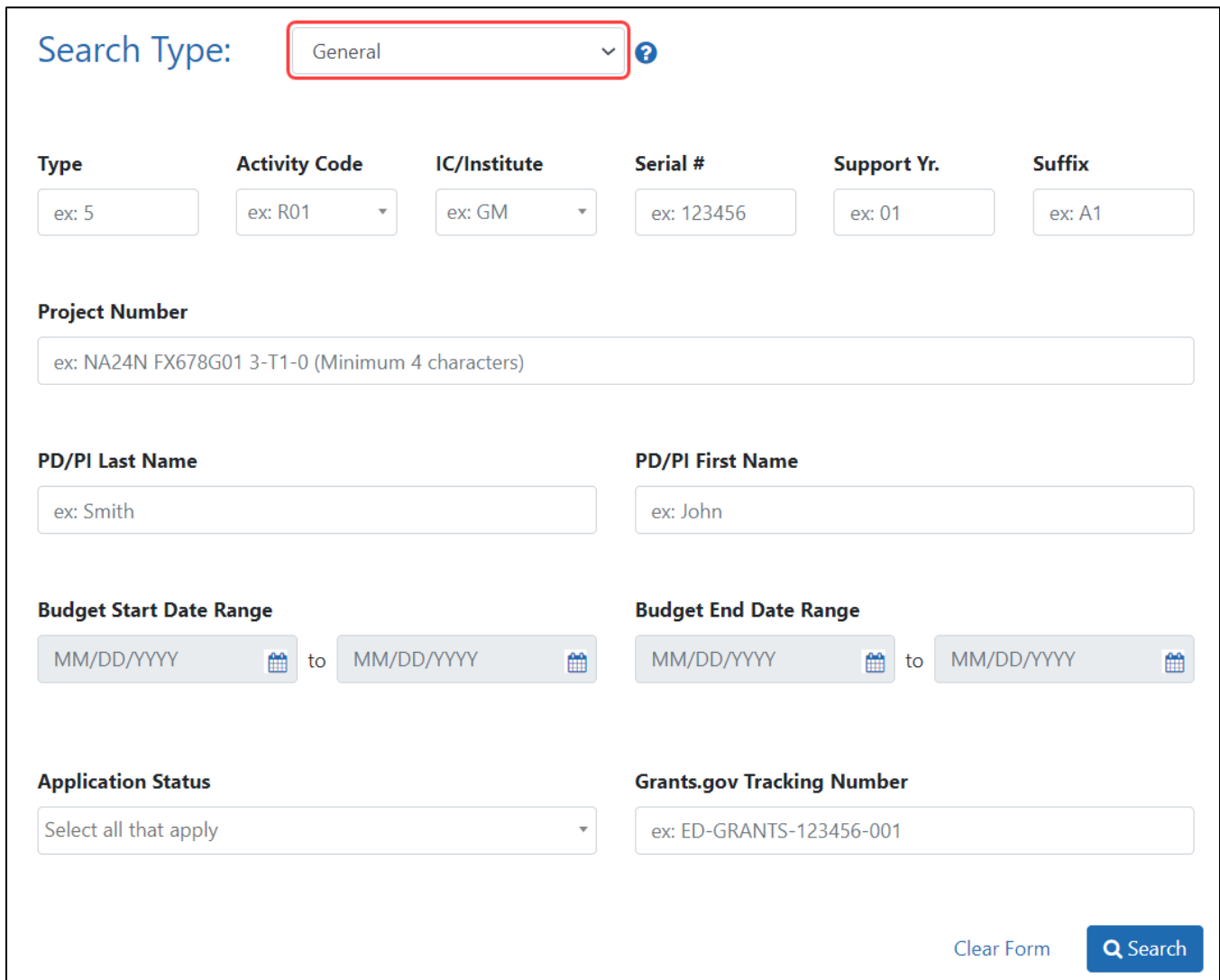
This option may be used to submit a changed/corrected application.

The 2-day viewing window is **not** an extension to the application deadline. While all error-free applications enter this 2-day viewing window, rejecting an error-free application after the deadline is not recommended. Resubmitting the application after the deadline will result in a late submission.

Post-Submission

After the 2-day viewing window, error-free applications will continue to move forward to the awarding agency (DOC) for review based on the criteria established in the NOFO. Applicants should continue to monitor the status of their application.

After the 2-day viewing window closes, the application will no longer appear in *Recent/Pending eSubmissions* search results. The SO should use the Status module landing page's default **Search Type: General** search tool to continue to monitor the application.



Search Type: General ?

Type ex: 5	Activity Code ex: R01	IC/Institute ex: GM	Serial # ex: 123456	Support Yr. ex: 01	Suffix ex: A1
----------------------	---------------------------------	-------------------------------	-------------------------------	------------------------------	-------------------------

Project Number
ex: NA24N FX678G01 3-T1-0 (Minimum 4 characters)

PD/PI Last Name ex: Smith	PD/PI First Name ex: John
-------------------------------------	-------------------------------------

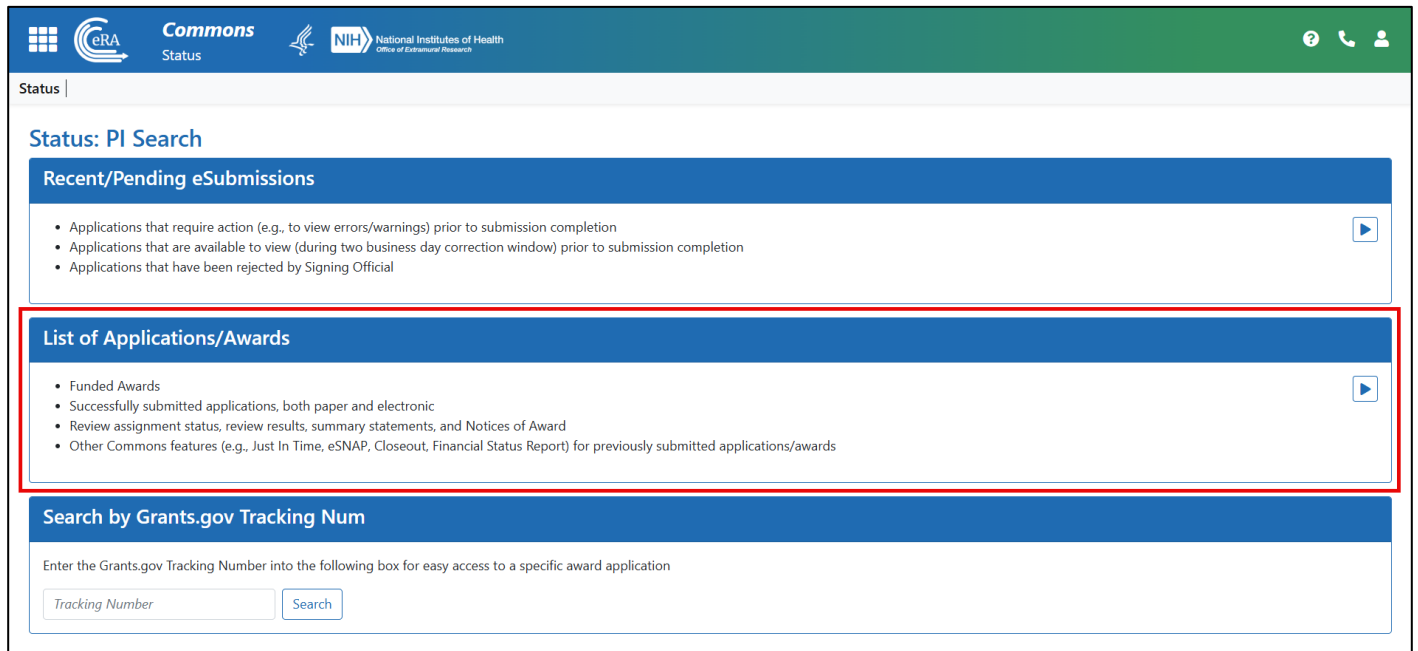
Budget Start Date Range MM/DD/YYYY to MM/DD/YYYY	Budget End Date Range MM/DD/YYYY to MM/DD/YYYY
--	--

Application Status Select all that apply	Grants.gov Tracking Number ex: ED-GRANTS-123456-001
--	---

[Clear Form](#)
[Search](#)

Figure 15: The SO selects **General** from the **Search Type** dropdown on the *Status* module landing page to monitor error-free applications after the two-day viewing window closes.

The PD/PI searches for error-free applications after the two-day viewing window by clicking on the arrow in the *List of Applications/Awards* section.



The screenshot shows the Commons Status page. The top navigation bar includes the eRA logo, Commons Status, and NIH National Institutes of Health Office of Extramural Research. The main content area is titled 'Status: PI Search'. It contains three sections: 'Recent/Pending eSubmissions', 'List of Applications/Awards', and 'Search by Grants.gov Tracking Num'. The 'List of Applications/Awards' section is highlighted with a red box. It lists several items: Funded Awards, Successfully submitted applications, Review assignment status, and Other Commons features. The 'Search by Grants.gov Tracking Num' section includes a text input field for the Tracking Number and a Search button.

Status: PI Search

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

Figure 16: A PD/PI selects **List of Applications/Awards** to search for applications after the two-day viewing window

In the following screen, the SO or PD/PI can click on the application's **Application ID** (which eventually replaces the AN) in the search results to access the *Status Information* screen for more detailed information on the application's status.



Additional Resources

General eRA Information

How to Submit, Track, and View Your Application: <https://grants.nih.gov/grants-process/submit/submit-track-view>

eRA Service Desk Contact Information

Homepage: <https://www.era.nih.gov/need-help>

Hotline: 866-504-9552 (toll-free) or 301-402-7469

Submit a help request: <https://public.era.nih.gov/submithelp/>