

Introduction to eRA

Contents

Introduction	3
Award Lifecycle	3
Pre-Award.....	3
Award	3
Post-Award	4
Closeout.....	4
eRA Modules for Pre-Award	4
eRA Modules for Award	4
eRA Modules for Post-Award	5
eRA Modules for Closeout.....	5
eRA Commons	5
System Access.....	5
Commons Accounts	5
Training Materials and Resources	6
eRA Resources	6

Introduction

eRA is an established award management system provider with over 70 integrated modules that provide functionality in support of specific business processes throughout the award lifecycle, enabling end-to-end support of various award types for federal agencies. Each eRA module supports a specific business need and/or function within the award lifecycle.

NOTE: The Department of Commerce (DOC) will not be utilizing all 70+ modules.

Award Lifecycle

eRA breaks down the award lifecycle across four phases: *Pre-Award*, *Award*, *Post-Award*, and *Closeout*.

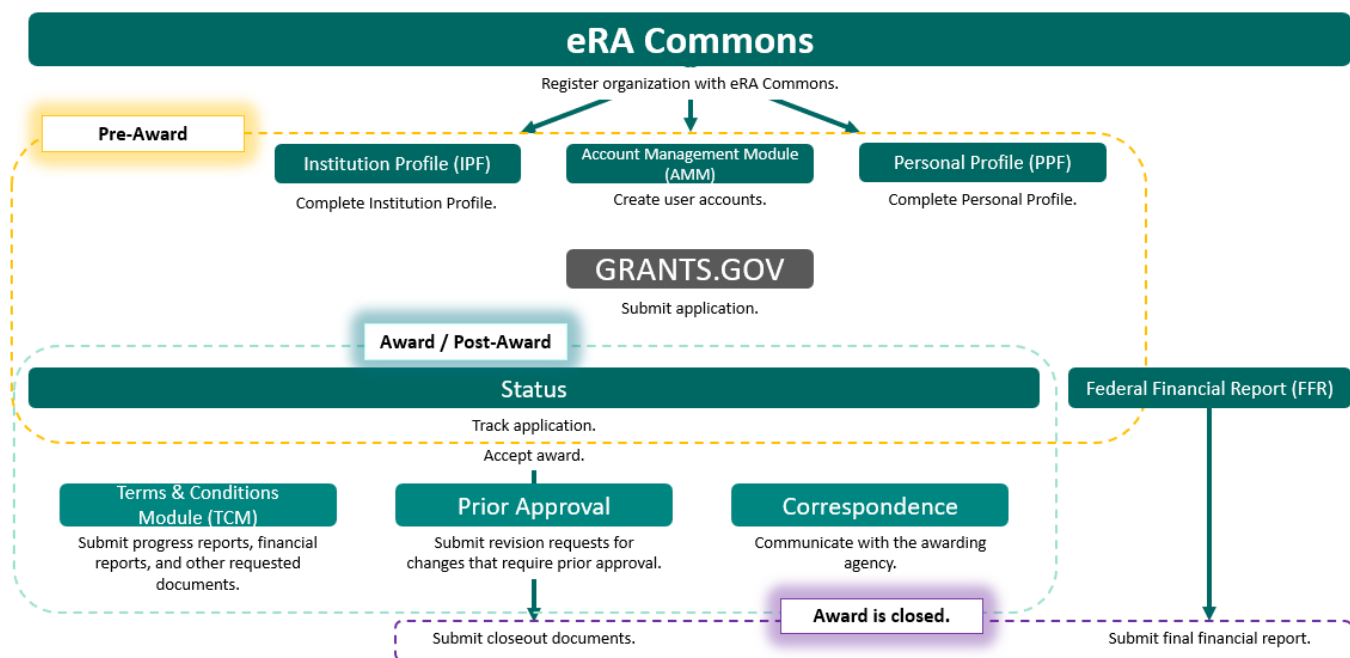


Figure 1: High-level summary of the award lifecycle.

Pre-Award

- A Notice of Funding Opportunity (NOFO) is prepared, reviewed, and published to Grants.gov
- The applicant organization registers in eRA Commons, establishes user accounts, and prepares to apply
- The application is submitted via Grants.gov and routed to eRA
- Agency staff screen applications for review consideration
- Reviewers evaluate the application(s), review meetings are conducted, and scores and critiques are finalized

Award

- Funding decisions are made
- Award is accepted



Post-Award

- The award recipient manages terms and conditions and submits required documentation
- Internal agency users review and accept or return reports/documents
- The award recipient submits Prior Approval requests if changes/modifications are needed to the award
- Pending agency staff review and approval, modifications (funded/unfunded) may be made to the award

Closeout

- The award enters “Open for Closeout” at a pre-determined time before the award's end date
- The award recipient submits final closeout reports and all required documentation
- Closeout staff reviews and approves or return final closeout materials
- Once all conditions are met, the award is formally closed

eRA Modules for Pre-Award

Applicants & Recipients	
eRA Module(s)	Description
Account Management Module (AMM)	• Create and manage user accounts (administrative users only)
Personal Profile (PPF)	• Complete and manage Personal Profile
Institution Profile (IPF)	• Complete and manage the Institution Profile (SO only) • View organization data
Status	• Track submitted applications Correspondence • Initiate communication with the awarding agency
Reviewers	
eRA Module(s)	Description
Internet Assisted Review (IAR)	• Review assigned applications and submit scores/critiques

eRA Modules for Award

Applicants & Recipients	
eRA Module(s)	Description
Status	• Accept/decline awards Correspondence • Initiate communication with the awarding agency



eRA Modules for Post-Award

Recipients	
eRA Module(s)	Description
Status	Terms and Conditions Module (TCM) • Submit progress reports and other requested documents • NIST award recipients will submit financial reports via TCM Prior Approval • Submit Revision Requests Correspondence • Initiate communication with the awarding agency

eRA Modules for Closeout

Recipients	
eRA Module(s)	Description
Status	• Submit closeout documents/reports Correspondence • Initiate communication with the awarding agency
Federal Financial Report (FFR)	• Submit final financial reports

eRA Commons

eRA Commons is the external user community facing platform, used by applicants and recipients to track their applications and complete award-related activities. Reviewers also access eRA Commons to review applications and submit scores/critiques.

System Access

Applicants/recipients and reviewers will access eRA module by logging into eRA Commons at <https://public.era.nih.gov/commonsplus>. Within eRA Commons, applicants have the ability to monitor submitted applications, reviewers securely evaluate applications and submit their critiques and scores, and award recipients maintain their grant award by submitting required documentation, progress reports, and closeout materials.

Commons Accounts

Commons accounts are created and managed by administrators within the organization. Once registered, the designated Signing Official (SO) is responsible for creating additional user accounts, including additional SO accounts.

The Signing Official account is established during the registration process. It is up to the registered organization administrators to determine which roles are appropriate for each of their users. Each Commons account includes a role or set of roles that grant users access to various modules and enable them to complete required tasks.

Commons accounts are categorized into 2 main groups based on their functionalities – *Administrative* and *Scientific* (technical/operational).



Administrative Role Name / Description	Scientific (Technical) Role Name / Description
Signing Official (SO) – has institutional authority to legally bind the institution in award administration matters and monitors grant-related activities within the organization	Program Director/Principal Investigator (PD/PI) – directs a project or program supported by a DOC award
Administrative Official (AO) – can create, view, and modify user accounts (excluding the SO); and has access to view award details	
Account Administrator (AA) – can create, view, and modify user accounts (excluding the SO)	
Financial Status Reporter (FSR) – can access the FFR module to submit final financial reports	

Example: The SO role alone does not give the user access to the FFR module to submit the final financial report. FSR is an administrative role and cannot be combined with the PD/PI role. If the SO is responsible for financial reports, they would also need to have the FSR role. The SO and FSR role can be combined in 1 account.

The only “scientific” role that DOC will be using is the Program Director/Principal Investigator or PD/PI role.

Refer to the **Account Management – Information Sheet** for more details on access and logging in.

Training Materials and Resources

NIST-specific training materials for external applicants and recipients are posted on the [External NIST eRA Site](#).

- Accessible to the public, targeted to applicants and recipients
- Sent communication to recipients
- eRA/NIST Training Schedule (w/ Registration Links)
- eRA/NIST Training Materials
 - Business Process Guides & Information Sheets
 - Webinar Recordings
 - Q&A Reports (Q&A captured during webinar training sessions)
 - Presentation Slides
- Additional resources and help contacts

eRA Resources

eRA website: <https://www.era.nih.gov/>