



Office of Research Services

Loyola University Chicago Stritch School of Medicine

NIH eRA Commons ELECTRONIC RESEARCH ADMINISTRATION

eSNAP Guidance

The Loyola University Chicago began submitting eSNAP applications via the NIH eRA Commons system on January 1, 2005. **Effective immediately, the eSNAP module will be available to the Stritch School of Medicine.** eSNAP, the electronic Streamlined Non-competing Award Process, is a component of the [NIH eRA Commons](#). eSNAP allows extramural grantee institutions to submit an electronic version of a Type 5 (non-competitive) progress report to the grants management community via a web interface.

Below you will find **Hints, Tips & Clues from the first eSNAP submission** and NIH items related to the eSNAP preparation and submission process. Additional information may be obtained from the [NIH eRA Commons Support Page](#).

Please note: To be able to use and access eSNAP you must be registered as an NIH eRA Commons user. Contact Kim Bergen at (708) 216-2305 or kbergen@lumc.edu to have an account created for you.

Hints, Tips & Clues from the first eSNAP submission

- * eSNAP can be submitted no more than 90 days prior to due date.
- * PI (using his/her account) must initiate the routing process.
- * PI can delegate authority (PI authority &/or PPF edit authority) to an administrator, however, this must be done via the PI's account. Go to Administration/Accounts/ to select PPF Edit Authority or PI Delegate.
- * To view an eSNAP report in 'PI Work In Progress' status, AO/SO must query the PIs information (name, report #, etc.) on the 'Manage eSNAP' page.
- * Contrary to the User Guide, if the SO submits the eSNAP, they will also receive an email notification (in addition to the selected AO and the PI).
- * Effort must be recorded for any key personnel.

* When eSNAP has been routed and it is returned/rerouted to AO with PI Delegation to make changes, the AO must route the eSNAP back to the PI in order to exercise PI delegated authorities (system cannot differentiate between “Standard AO” and “AO with PI Delegation” when the eSNAP is routed to the AO).

* Please carefully review progress reports after uploading documents. There can be conversion issues if the file is traveling from Mac to PC or when it is uploaded in MS Word format and then converted to Adobe PDF by the Commons system. While MS Word and text files can be uploaded, it is best to upload documents in PDF format (eliminates risk of conversion problems).

* Some changes/corrections in eSNAP may require the PI to recertify the application and begin the routing process again from his/her account. Example: If % of effort is changed by AO with PI Delegation, PI must certify that the information is correct before routing can continue.

* Remember, Effort % is tucked away on the Org. Information page.

* Publications listed in the Personal Profile cannot be sorted. They will appear in the listing in the order of which they were entered.

* PIs do not receive an email notification each time their report is viewed/accessed. They only receive email when their report is routed to them, submitted, or if changes are made to their Commons account.

* Protocol # that may appear – “NIH Protocol #” – According to the User Guide, this is a “display only field.” From the eRA Commons Release Notes from 11/7/03:

Inclusion protocol – If the protocol had not been previously entered into the system by NIH staff, then the system will create a default protocol so that the Institution submitting the eSNAP can continue the POP Tracking process. The system will email the NIH IC Program Director to alert them that a default protocol has been created.

* Performance site address defaults to the address given in the Institutional Profile (820 North Michigan), but this can be edited to reflect the actual address of the research site.

* As a review, in the Personal Profile, ‘Prefix’ indicates Mr., Mrs., Ms., Dr., etc. and ‘Suffix’ indicates Jr., Sr., III, IV, etc.

* Please “Validate” (see button at the bottom of the ‘Manage eSNAP’ screen) the eSNAP when you receive it from the PI and at any time that you make changes.

* Final notification email contains entire routing history (times/dates).

* Budget period dates reflect new submission deadlines (e.g. 5/16 vs. 5/1). These cannot be changed.

* Do not include 'mentors' in key personnel (under effort) if effort is 0%.

* When entering publications, remember that 'submitted' publications are allowed while 'in preparation' publications are not.

* Under 'Upload Science,' the third upload slot titled 'Other Documentation' can be used for items such as pre-published citations, mentor letters, and any additions to progress reports.

* When creating employment listing for PIs that do not have complete contact information (currently required), fill in missing information with current contact information for PI (use current PI email, phone, fax, etc.).

* If you are unable to access the components of Commons (eSNAP, Status, etc.) even though the system shows you're properly logged in and recognized or if you are booted out of the system when trying to access components, the NIH Help Desk suggest emptying your 'Cookies' and logging back into the system. To empty your Cookies, go to 'Tools'/'Internet Options'/'Temporary Internet Files,' click *Delete Cookies*, press *Yes*, wait a moment or two and press *OK* again once the deletion is complete (hourglass/working icon will disappear).

* Having general problems in Commons? Try logging out and logging back into the system. Deleting your 'Temporary Internet Files' is also a good idea - try to do this on a regular basis. Go to 'Tools'/'Internet Options'/'Temporary Internet Files,' click *Delete Files*, check the box labeled 'Delete all offline content,' press *OK*, wait a moment or two and press *OK* again once the deletion is complete (hourglass/working icon will disappear).