

# eSNAP Progress Reports: Submission via the eRA Commons

UC Irvine  
Office of Research  
Sponsored Projects Administration

# Overview

eSNAP: **E**lectronic **S**teamlined **N**on-competing **A**ward **P**rocess

- Progress Reports must now be submitted to NIH via the eSNAP module in the eRA Commons.
- Paper progress reports will only be accepted for grants not subject to SNAP, such as training grants and program project grants.
- eSNAP Progress Reports are to be submitted at least 45 days prior to the start of the next budget period – otherwise a delay in future funding can occur.

# Background

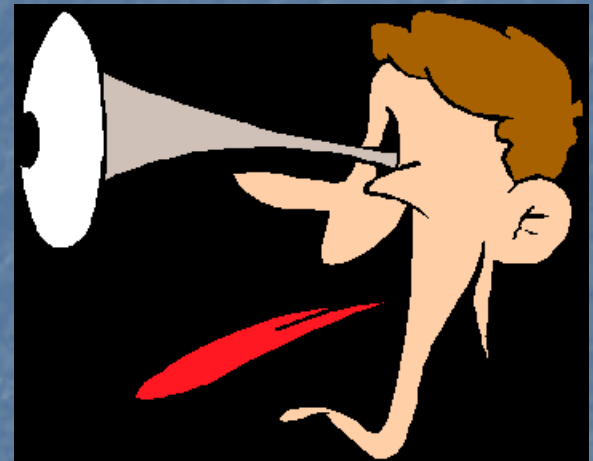
- Executive Vice Chancellor directed administrative units to streamline processes, including delegating some responsibilities to academic units
- Delegating authority to Principal Investigators to submit ENAP progress reports was identified by Sponsored Projects as a process that could be streamlined this fiscal year



# Delegation of Submit Authority to PIs

July 1, 2011: UCI Signing Officials (SOs) will  
delegate Submission Authority to PIs

- PIs will now be able to submit  
their eSNAP Progress Reports  
to NIH without Sponsored  
Projects involvement



# Manage eSNAP



Welcome LEIGHSAPIDEMO  
Institution: UNIVERSITY OF CALIFORNIA IRVINE  
Authority: PI [Log-out](#)

Version 2.31.01

Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help  
Grant List

## Manage eSNAP ?

Select Grant Number link to manage the eSNAP:

Click here then choose your proper Grant

Grant Applications 1- 8 out of 8 records Prev 1 Next

Grant Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
<a href="#">iR01HL128616-02</a>	Washington, Leighsa	Research on the Heart and Other Stuff		Not eSNAP Eligible	
<a href="#">iR01CA128615-02</a>	Washington, Leighsa	Program Project for Cancer Research		Not eSNAP Eligible	
<a href="#">iR01CA128615-03</a>	Washington, Leighsa	Cancer Research in Simple Note Abstracting Programs	05/15/2012	PD/PI Work in Progress	Washington Leighsa
<a href="#">iR01HL128616-03</a>	Washington, Leighsa	Heart Research to Sample Northern Area Pumpkins	05/15/2012	Not Started	
<a href="#">iR01CA128618-01</a>	Washington, Leighsa	New Medical Cancer Research of the Thyroid		Not eSNAP Eligible	
<a href="#">iR01AI128619-05</a>	Washington, Leighsa	Allergy Research		Not eSNAP Eligible	
<a href="#">iR01CA128615-01</a>	Washington, Leighsa	New Important Cancer Research		Not eSNAP Eligible	
<a href="#">iR01HL128616-01</a>	Washington, Leighsa	New Interesting Research on the Heart		Not eSNAP Eligible	



Institution: UNIVERSITY OF CALIFORNIA IRVINE  
Authority: PI [Log-out](#)

Version 2.30.01

Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help  
Grant List **Manage eSNAP** Upload Science Edit Business

## eSNAP Menu ?

Click on Edit Business

NIH Manuscript Submission System Status: AVAILABLE

### Application Information

**Grant Number:** 5R01CA128615-03  
**Institution:** UNIVERSITY OF CALIFORNIA IRVINE  
**PD/PI Name:** Washington, Leighsa  
**Project Title:** Cancer Research in Simple Note Abstracting Programs  
**Due Date:** 05/15/2012  
**Current Reviewer:** Washington, Leighsa  
**Status:** PD/PI Work in Progress

### Status of Completion:

Upload Science **Incomplete**  
Organization Information **Incomplete**  
Project/Performance Sites **Incomplete**  
All Personnel **Incomplete**  
Research Subject **Incomplete**  
SNAP Questions **Incomplete**  
Inclusion Enrollment **Incomplete**

# Org Info Tab

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Grant List Manage eSNAP Upload Science Edit Business

Org Info Project/Performance Sites All Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

## Edit Business - Org. Info ?

Click on each tab complete then click save and designate as complete.

Title of Project		Progress Report Period	
Cancer Research in Simple Note Abstracting Programs		Start: 05/02/2010	End: 05/02/2011
Program Director/Principal Investigator		Applicant Organization	
PD/PI Name:	Washington, Leighsa	Name:	UNIVERSITY OF CALIFORNIA IRVINE
Address:	Line 1: 6701 Rockledge Drive	Address:	6705 Rockledge Drive
	Line 2: <input type="text"/>		Bethesda MD 20817
	Line 3: <input type="text"/>		UNITED STATES
	Line 4: <input type="text"/>	EIN:	123456789012
City/State:	Bethesda MARYLAND	Department:	Cell Biology and Physiology
Zip Code/Country:	20840 UNITED STATES	Major Subdivision:	School of Medicine
Phone:	301-555-1212	Fax:	301-555-1213
E-mail:	lwashin@uci.edu		
Degrees:	PHD		
Administrative Official		Signing Official	
Address information for the AO or SO must be updated by the official whose name appears above the address.			
Name:	<input type="text"/>	Name:	<input type="text"/>

Your assigned CGO

# Project/Performance Sites Tab

## Edit Business - Project/Performance Site List

\*Indicates required field

**Project/Performance Sites Form**

Name *	DUNS or DUNS + 4 *	Country *	Primary Project/Performance Site <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	UNITED STATES <input type="button" value="v"/>	
Address line 1	Address line 2	Address line 3	Address line 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	State *	Zip Code *	<a href="#">Congressional Districts</a> *
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
County	Province		
<input type="text"/>	<input type="text"/>		

Project/Performance Sites				
Name	DUNS	Congressional Districts	Address	Action
University of California Irvine (Primary)			6705 Rockledge Drive Bethesda MD 20817 UNITED STATES	<a href="#">Edit</a>   <a href="#">Delete</a>



# Project/Performance Sites Tab

- This is pre-populated. There should only be one UCI location designated as "Primary."
- UCI Congressional District is CA-048 (Main Campus); CA-040 (Medical Center)
- UCI DUNS number: 046705849
- Subaward/consortium: add their project site location including their DUNS and Congressional District
- Foreign Site
  - Congressional District: 00-000
  - DUNS number should be included. If they don't have one, use 000000000 (9 zeros).



# All Personnel Tab

## Edit Business - All Personnel List ?

### Notes and Tips:

- List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer, for the current budget period at the applicant organization or elsewhere. The Commons ID is required for all PD/PIs and all individuals with a postdoctoral role.
- All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.
- The Commons ID is required for all individuals with a postdoctoral role.
- If you know an individual's Commons user ID, use the "Prepopulate" feature.

\*Indicates a Required Field

**Personnel Form**

**Commons User ID**

**First Name\***  **Middle Name**  **Last Name\***  **Last 4 digits of Social Security Number** XXX-XX- **DoB (MM/YY)**

**Degree(s)**  **Project Role\***  **Supplement Support (if applicable) ?**  **Months Devoted to Project\*** Calendar  Academic  Summer

**Other(Project Role)**

Personnel							
Name	Degree(s)	Role	Supplement Support	Months Devoted to Project			Action
				Calendar	Academic	Summer	
Washington, Leighsa	PHD	PD/PI					<a href="#">Edit</a>

# All Personnel Tab

- For the budget period being reported, all personnel with at least one person month that has worked or is currently working on the grant MUST be included.
- Consultants and Mentors with no effort should not be listed on this report.
  - Note: Consultants should never be shown with effort
- Commons ID is mandatory for the PI(s) & Post Doc(s).
- Students (Graduate & Undergraduate) as well as General Campus Faculty's effort should be shown in Academic and/or Summer Months. They do not have calendar month appointments.

# Research Subject Tab

## Human Subjects

Does the proposal involve human subjects?\*

No  Yes

Has the involvement of human subjects changed since the previous submission?\*

If yes, the change must be addressed in the Progress Report.

No  Yes

Is the research exempt?\*

No  Yes

Required if research is exempt

Exemption Number:

NIH-defined Phase III Clinical Trial\*

No  Yes

Assurance No.:

**Human Subject Education:**

Required only for new Senior/Key Personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.

Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

## Animal Subjects

Does the proposal involve animal subjects?\*

No  Yes

Has the involvement of animal subjects changed since the previous submission?\*

No  Yes

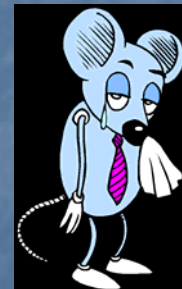
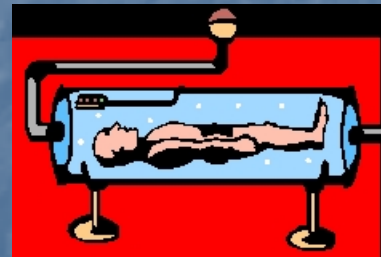
Animal Assurance No.: A123400000

Save

Cancel

# Research Subject Tab

- Make sure the appropriate boxes are checked for Human Subjects and/or Animal Subjects
  - If marked incorrectly, NIH will contact the PI for clarification and could delay the coming year's funding
- If you have new senior/key personnel in the upcoming year, and there are Human Subjects, make sure they have completed the Human Subject Education Training





# SNAP and Other Progress Report Questions & Checklist Tab

EDIT BUSINESS - SNAP and Other Progress Report Questions & Checklist

Indicates a Required Field

Name: Washington, Leighsa Grant Number: 5R01CA128615-03  
Grantee Institution: UNIVERSITY OF CALIFORNIA IRVINE

eSNAP

Has there been a change in the other support of Senior/Key Personnel since the last reporting period? \*

No  Yes

If yes, explain the change(s) and attach complete Other Support information: \*

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, submit complete Other Support information using the suggested format and instructions found in the PHS 398 application (<http://grants.nih.gov/grants/funding/phs398/phs398.html>). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously.

Other support information should be submitted only for the PD/PI and for those individuals considered by the PD/PI to be key to the project. Senior/key personnel are defined as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not a salary is requested. Do not routinely include Other Support information for "Other Significant Contributors"; e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual previously listed in this category has changed such that they are now considered "senior/key personnel," this change should be indicated in this section and Other Support information submitted.

Files	File Name	Date Created	Status	
Other Support File: *			NOT UPLOADED	<input type="button" value="Import"/>

# SNAP and Other Progress Report Questions & Checklist Tab

- Question 1: Has there been a change in the Other Support (OS) of senior/key personnel since the last reporting period?
- If so, check yes and explain the change(s) and upload their OS. Do not upload OS for persons that don't have changes
  - OS should include active & pending support
  - Active support cannot exceed 12 person months
  - Please do not list awards with zero person months listed for an investigator's effort.

# SNAP and Other Progress Report Questions & Checklist Tab

Will there be, in the next budget period a significant change in the level of effort for the PD/PI or other Senior/Key Personnel designated on the Notice of Award from what was approved for this project? \*

No  Yes

If yes, please justify:

Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget? \*

No  Yes

If yes, please justify:

Change in Select Agent Research? \*

No  Yes

If yes, please explain in the Progress Report.

Change in Multi PD/PI Leadership Plan? \*

No  Yes

If yes, please explain in the Progress Report.

Change in human embryonic stem cell (hESC) line(s) used? \*

No  Yes

If yes, please justify:

# SNAP and Other Progress Report Questions & Checklist Tab

- Question 2: Will there be, in the next budget period, a significant change in the level of effort for the PI or other senior/key personnel designated on the NOA from what was approved for this project?
  - “Significant Change”: reduction in effort of 25% or more
  - If yes, you will need to include justification
    - Prior approval may also be required; contact SPA



# SNAP and Other Progress Report Questions & Checklist Tab

- Question 3: Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget?
  - If yes...
    - Provide a justification for the balance and how these funds will be spent

# SNAP and Other Progress Report Questions & Checklist Tab

## Inventions and Patents

Were any inventions conceived or first actually reduced to practice during the course of work under this project? \*

No  Yes

If yes, has the invention been previously reported?

No  Yes

## Program Income

Is program income anticipated during the proposed period for which support is requested? \*

No  Yes

If yes, save changes by clicking on the "Save" button below and then [click here to enter / edit program income information.](#)

## Facilities & Administration

Complete this section only if there is a change in Performance sites that will affect F&A costs.

Save

Cancel

Designate As Complete

Save & Complete

# SNAP and Other Progress Report Questions & Checklist Tab

- Make sure these questions have been checked Yes or No: *[if not checked you will not be able to submit]*
  - Change in Select Agent Research?
  - Change in Multi-PI Leadership Plan?
  - Change in human embryonic stem cell line(s) used?
  - Were any inventions conceived or first actually reduced to practice during the course of work under this project?
  - Is program income anticipated during the proposed period for which support is requested?

# Inclusion Enrollment Tab

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Grant List Manage eSNAP Upload Science **Edit Business**

Org Info Project/Performance Sites All Personnel Research Subject SNAP and Other Progress Report Questions & Checklist **Inclusion Enrollment**

## 4/98 Inclusion Enrollment Report Table ?

Principal Investigator / Program Director Name: Washington, Leighsa

<b>Grant Number:</b> 5R01CA128615-03	<b>Optional Institution Information</b>
<b>NIH Study Title:</b> Program Project for Cancer Research- Study 001	Study Title: <input type="text"/>
<b>NIH Protocol Number:</b> R01CA128615 Study 1	Protocol Number: <input type="text"/>

This study does not involve enrollment from foreign population. **Total Enrollment: 183**

Comment for NIH ?

### Enrollment Table

Ethnic Category	American Indian or Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Other or Unknown	Total
Females	<input type="text" value="33"/>	<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	53
Males	<input type="text" value="80"/>	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	130
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
<b>Total</b>	<b>113</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>183</b>

Save Reset Cancel



# Inclusion Enrollment Tab

- This tab is only functional if you have Human Subjects.
- You do not have the option of uploading the PHS 398 form page.
- If this is missing, you will receive an error when you try to submit.

# Upload Science



Version 2.30.01

Welcome leighsapiDEMO  
 Institution: UNIVERSITY OF CALIFORNIA IRVINE  
 Authority: PI [Log-out](#)

- Home
- Admin
- Institution Profile
- Personal Profile
- Status
- eSNAP**
- xTrain
- Links
- eRA Partners
- Help

- Grant List
- Manage eSNAP
- Upload Science**
- Edit Business

## Upload Science ?

indicates required field

<b>Name:</b>	Washington, Leighsa	<b>Grant Number:</b>	5R01CA128615-03
<b>Grantee Institution:</b>	UNIVERSITY OF CALIFORNIA IRVINE		

Files	File Name	Date Created	Status	
<b>Progress Report File:</b> *			NOT UPLOADED	<input type="button" value="Import"/>
<b>Research Accomplishments File:</b>	Use this section to provide summary bullets of science highlights and other significant changes.		NOT UPLOADED	<input type="button" value="Import"/>
<b>Other File:</b>			NOT UPLOADED	<input type="button" value="Import"/>
<b>Cover Letter:</b>			NOT UPLOADED	<input type="button" value="Import"/>

NIH Manuscript Submission System Status: AVAILABLE

### Publications

Valid NIHMSID	Associate with this eSNAP	Citation Source	Citation ID	Citation Text
	<input type="checkbox"/>	PubMed Central	<a href="#">2488153</a>	Li H, McMahon BJ, McArdle S, Bruden D, Sullivan DG, Shelton D, Deubner H, Gretch DR. Hepatitis C virus envelope glycoprotein co-evolutionary dynamics during chronic hepatitis C. <i>Virology</i> . 2008 Jun 5; 375 (2) :580-91. PubMed PMID:18343477; PubMed Central PMCID: PMC2488153.
	<input type="checkbox"/>	PubMed Central	<a href="#">2804270</a>	Morishima C, Morgan TR, Everhart JE, Wright EC, Apodaca MC, Gretch DR, Shiffman ML, Everson GT, Lindsay KL, Lee WM, Lok AS, Dienstag JL, Ghany MG, Curto TM, HALT-C Trial Hepatology. 2008 Nov; 48 (5) :1412-9. PubMed PMID:18816437; PubMed Central PMCID: PMC2804270.
	<input type="checkbox"/>	PubMed Central	<a href="#">2875273</a>	Li H, Sullivan DG, Feuerborn N, McArdle S, Bekele K, Pal S, Yeh M, Carithers RL, Perkins JD, Gretch DR. Genetic diversity of hepatitis C virus predicts recurrent disease after liver transplantation. <i>Virology</i> . 2010 Jul 5; 402 (2) :248-55. PubMed PMID:20400171; PubMed Central PMCID: PMC2875273.

# Upload Science

- Progress Report File
- Research Accomplishment File
- Other Files
- Cover Letter
- Publications



# Upload Science

- Progress Report needs to have the following sub-headings:
  - A. Specific Aims
  - B. Studies and Results
  - C. Significance
  - D. Plans
  - E. Publications
  - F. Project-Generated Resources

**Note: if there is a supplement to this award, this needs to be included in the report as well**





# ASST Role & the eSNAP Report

- Progress Reports cannot be routed to ASSTs
- ASSTs can view the Progress Report at any time; and can edit it whenever the PI is listed as the “reviewer”
- ASSTs who have been designated by PI to assist with PI personal profile (e.g., Publications) can access it at any time
- PIs will have to notify the ASSTs when to review/edit the Progress Report

# ASST Access in eRA Commons

- PIs may delegate authority to any registered ASST to help prepare their Personal Profile and eSNAP Progress Report
- This can be a fund manager or faculty assistant
- They cannot delegate Submit Authority
- To obtain an eRA Commons account, contact your C&G Officer

# Reminders!

- Complete a Federal Financial Disclosure Form
  - send directly to the C&G Officer
- Maintain current approvals for any relevant protocols (IRB, IACUC, etc.) prior to eSNAP submission





# Resources

- eSNAP User Guide (8/6/2010) link:  
[http://era.nih.gov/docs/eSNAP\\_UG\\_v2.25.0.0\\_041210.pdf](http://era.nih.gov/docs/eSNAP_UG_v2.25.0.0_041210.pdf)
- eRA – Grantees (Post Award) link:  
<http://era.nih.gov/grantees/index.cfm#>
- eRA Commons Help Desk  
Web: <http://itservicedesk.nih.gov/eRA/>  
Toll-free: 1-866-504-9552  
Email: [commons@od.nih.gov](mailto:commons@od.nih.gov)  
Hours: Mon-Fri, 7a.m. to 8 p.m. Eastern Time



# Contract & Grant Officers

- Alison Yeung – x4-2644;  
[alison.yeung@uci.edu](mailto:alison.yeung@uci.edu)
- Leighsa Washington – x4-3029;  
[lrwashin@uci.edu](mailto:lrwashin@uci.edu)
- Jeffrey Warner – x4-4781;  
[warnerj@uci.edu](mailto:warnerj@uci.edu)
- Jonathan Lew – x4-2460;  
[jlew@uci.edu](mailto:jlew@uci.edu)

Questions or Comments?

