

Grantee Reference Closeout: FPR and TPPR

Introduction

SAMHSA requires the following closeout documents to be submitted in **eRA Commons** within 90 days of the end of the project period:

- Final Federal Financial report (SF-425) – please follow the FFR [guidance to submit](#)
- Final Progress Report (FPR)
- Tangible Personal Property Report (SF-428) (TPPR)

The purpose of this reference sheet is to provide the steps on how to submit a **FPR** and a **TPPR** in eRA Commons.

The [SAMHSA Grant Closeout](#) webpage contains more information on the closeout requirements and other submissions that do not go through eRA Commons.

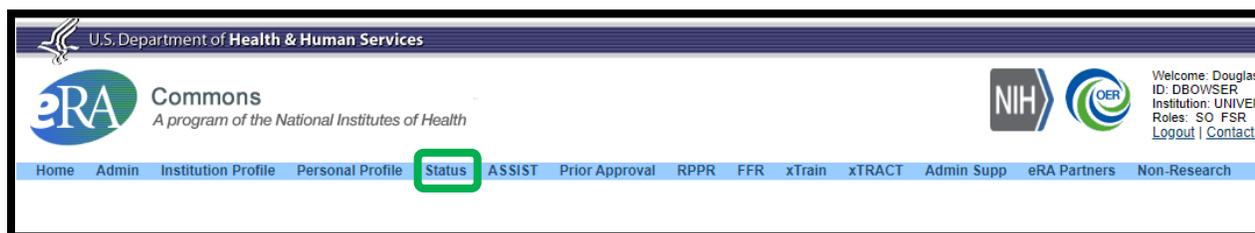
Grants Closeout Process for FPR and TPPR Submissions

Accessing Grants that Require Closeout

1. The SO and PI will receive an email reminder regarding closeout documents submission. eRA Commons can be accessed via the link included in the email, or by typing the direct URL link <https://public.era.nih.gov/commons> into a browser to log into eRA Commons.

Note: You must be the Project Director (PD) of record for the grant with the PI role for your Commons account, or have a Signing Official (SO) role for the grantee organization in Commons.

2. Once you are logged into Commons, select the **Status** tab from the navigation menu.



- a. If you hold the **SO** role the General Search screen will appear.
 - i. Enter search criteria to find the grant to be closed out. For example, if the award number is SM0123456, then enter SM in the Institution Code field and 0123456 in the Serial Number field.

ii. Click Search.

The screenshot shows the Commons Status page with the General Search form. The form includes fields for Award Number, Accession Number, Grants.gov Tracking #, PI Name (Last and First), Application Status, Eligible for FFATA Reporting, Eligible for Hurricane Sandy Reporting, Budget Start Date, Budget End Date, and Organization Hierarchy (School, Division, Department). A green box highlights the Search button at the bottom of the form.

iii. The **Status Result – General Search** screen will appear.

iv. Under the **Action** column, click on the **Requires Closeout** link.

v. The **Closeout Status** page will appear.

The screenshot shows the Status Result - General Search screen with a table of search results. A yellow callout bubble points to the 'Requires Closeout' link in the Action column of the first row.

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
5H79SP015646-10	GRANT12547230	Hunterdon Prevention Resources	GABEL, LESLEY	Awarded. Non-fellowships only	09/30/2018		Show All Prior Errors	Requires Closeout Correspondence

b. If you have the **PI** role, the **Status: PI Search** screen will appear after you select the **Status** tab from the navigation menu.

i. Click on the arrow  next to the List of Applications/Awards box.

The screenshot shows the Status: PI Search screen. It includes a message about updated status screens and a list of applications/awards. A green box highlights the right-pointing arrow next to the 'List of Applications/Awards' section.

Status: PI Search

The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk .

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click **Recent/Pending eSubmissions** menu tab again.

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

- ii. From the List of Applications/Awards section, click on the '+' icon to expand and view records in this grant.

- iii. Click on the **Requires Closeout** link.

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
6H79TI025816-04M001		Enhancing ICS Project with Montgomery County Syringe Exchange Program	FORD, JOANN (PI)		Awarded. Non-fellowships only	05/24/2018	Requires Closeout Correspondence
5H79TI025816-04		Enhancing ICS Project with Montgomery County Syringe Exchange Program	FORD, JOANN (PI)		Awarded. Non-fellowships only	07/17/2017	Correspondence

- iv. The **Closeout Status** page will appear.

Closeout Status page

1. From the **Closeout Status** page, click on the **Initiate** (type of report) hyperlink in the **Action** column for the type of requirement submission you want to upload: **Final Progress Report (FPR)** or **Tangible Personal Property Report SF-428 (TPPR)**. If a file has already been uploaded for that requirement, an **Edit** hyperlink will be present. Clicking the hyperlink will take you to the upload screen.

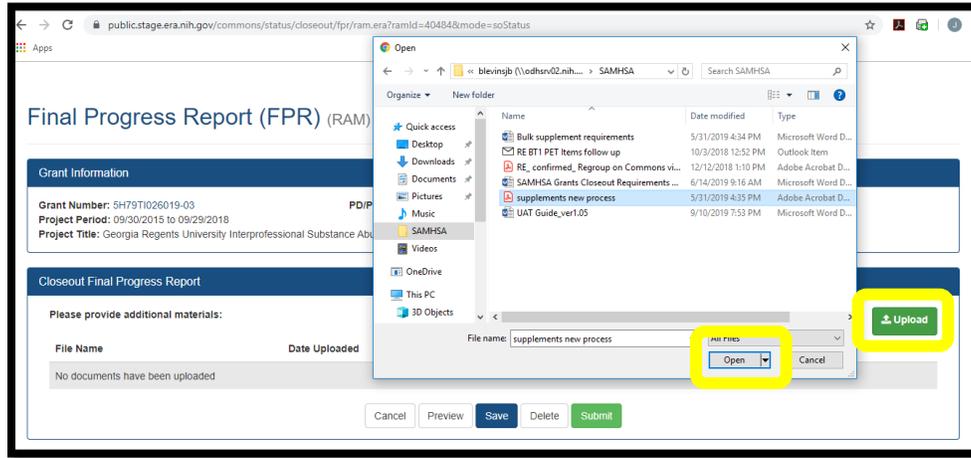
Closeout Status Form Approved OMB No. 0925-0002

Grant Information		Application Information	
Award Number:	5H79SM061871-04	PD/PI Name:	BROCIOUS, TODD
Closeout Contact Name:	EMILY LICHVAR	Closeout Contact Email:	
Closeout Contact Phone:		Project Period:	09/30/2014 to 09/29/2019
Proposal Title:	Alaska Project AWARE		
Closeout Status:	Requires Closeout	Date of Status Change:	

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	For FFR submission, you must have the Commons FSR role.	Not Started			
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	FPR Initiated	FPR Initiated by Todd Brocius (PI)	10/02/2019	Edit
TPPR	The SO should use this section to submit any other required closeout Tangible Personal Property Report (SF-428 series) documents as stated in the terms including the Tangible Personal Property Report.	Not Received			Initiate Tangible Personal Property Report (SF-428 series)

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2. Select the **Upload** button, locate and upload a single PDF file of less than 6MB and select the **Open** button.



3. The Upload screen will display the uploaded file name, the date uploaded and the name of the person who uploaded it.
4. Preview the entire submission for the requirement type with the **Preview** button, or view individual files using the **View** button next to the file.
5. Upload all of the files for the requirement type prior to clicking **Submit**. (Note: Once you submit for this requirement type, you will be unable to add additional files to it.)
6. Click **Submit** to transmit the file to SAMHSA (only the SO will see this button.)
 - a. *You and the agency staff will receive an email confirmation following the submission of the reports.*
7. After clicking Submit, the screen will revert to the **Closeout Status** document list, where the FPR or the TPPR status (whichever type you submitted) is updated to Uploaded, and the date of submission will be displayed.
8. Select the hyperlink for the other requirement type 'Final Progress Report' or 'Tangible Personal Progress Report (SF-428 Series)' to initiate the other report, and repeat the process to upload.
9. The PI and SO can track the progress of the Closeout via the Closeout Status screen.

Action buttons on the upload screen

1. **Delete** – (next to a file) Delete the individual uploaded file.
2. **View** – (next to a file) View the individual uploaded file.
3. **Cancel** – Exit the upload screen.
4. **Preview** – View the entire PDF prior to submitting.
5. **Save** - Save the upload and leave the upload screen (without submitting.)
6. **Delete** – (at the bottom of the page) Delete the entire FPR or TPPR (removes all record that the FPR or TPPR was initiated.)
7. **Submit** - Submit the PDF to SAMHSA for review. (Only the SO can see this button to submit the documents.)