

Grantee Reference Closeout: FPR and TPPR

Introduction

SAMHSA requires the following three closeout documents to be submitted in **eRA Commons** within 120 days of the end of the project period:

1. Final Federal Financial Report (SF-425) – **Can only be submitted by a user with the Commons FSR role**, please follow the FFR [guidance to submit](#).
2. Final Progress Report (FPR) – *Note that this is not the same as the Annual Programmatic Progress Report*
3. Tangible Personal Property Report (SF-428) (TPPR)

NOTE: Only a user with the Commons SO role can Submit the FPR and TPPR; the PD/PI can **Upload, Preview, Delete** and **Save** the documents but not complete the final step to Submit.

The purpose of this reference sheet is to provide the steps on how to submit the **FPR** and **TPPR** in eRA Commons. The [SAMHSA Grant Closeout](#) webpage contains more information on closeout requirements, including those that are not processed in eRA Commons.

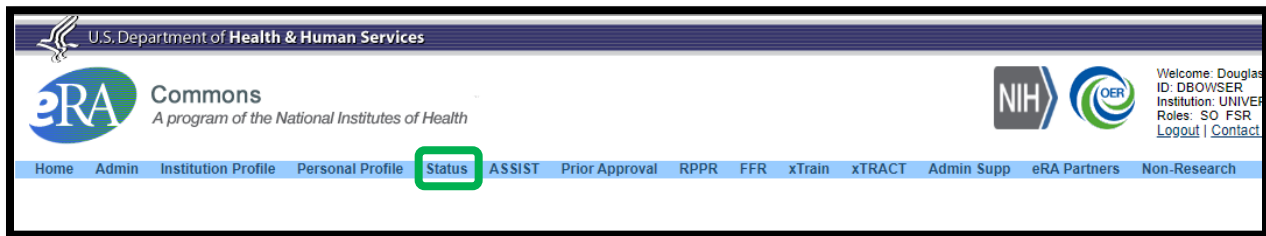
Grants Closeout Process for FPR and TPPR Submissions

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 'General Search' form. The 'Search' button is highlighted with a green box. 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 'Search' button is located at the bottom right of the form, highlighted with a green box.

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 Commons 'Status Result - General Search' screen. A yellow callout bubble points to the 'Requires Closeout Correspondence' link in the Action column. The table below shows the search results.

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. *(Note: Only the SO can submit the documents.)*

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

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

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.

Status Result - List of Applications/Awards ? 14 Grouped View Flat View

H79TI025816	7	09/30/2014 - 10/21/2019 (Project Period)	FORD, JOANN (PD/PI)	Enhancing ICS Project with Montgomery County Syringe Exchange Program (Title)	Awarded. Non-fellowships only	+
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- iii. Click on the **Requires Closeout** link.

H79TI025816	7	09/30/2014 - 10/21/2019 (Project Period)	FORD, JOANN (PD/PI)	Enhancing ICS Project with Montgomery County Syringe Exchange Program (Title)	Awarded. Non-fellowships only	-
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Select the "Requires Closeout" hyperlink to access Closeout Status

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

- 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. *(Note: Only the SO can submit the documents.)*

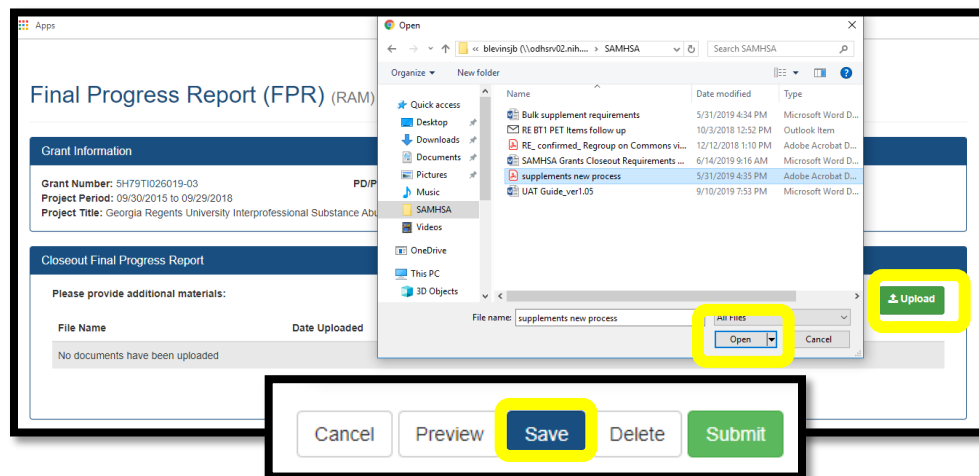
Closeout Status ? Grant Information Form Approved OMB No. 0925-0002

Award Number: 5H79SM061871-04		PD/PI Name: BROCIUS, 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		Date of Status Change:	
Closeout Status: Requires Closeout			

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)

[Back](#) **Closeout Actions**

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. Click the **Save** button. *(The PD/PI can **Upload, Preview, Delete and Save** the documents but not complete the final step to **Submit.**)*
5. Preview the entire submission for the requirement type with the **Preview** button, or view individual files using the **View** button next to the file.
6. Upload all of the files for the requirement type prior to submission. **(Note:** Once the SO submits documents for the requirement type (TPPR or FPR), additional files cannot be added to it.)
7. Click **Submit** to transmit the file to SAMHSA *(only the SO will see this button.)*
 - a. An email confirmation will be sent to the PD/PI and SO following submission.
8. After clicking Submit, the screen will revert to the **Closeout Status** document list, where status is updated to Uploaded, and the date of submission will be displayed.
9. 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.
10. 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.)*