

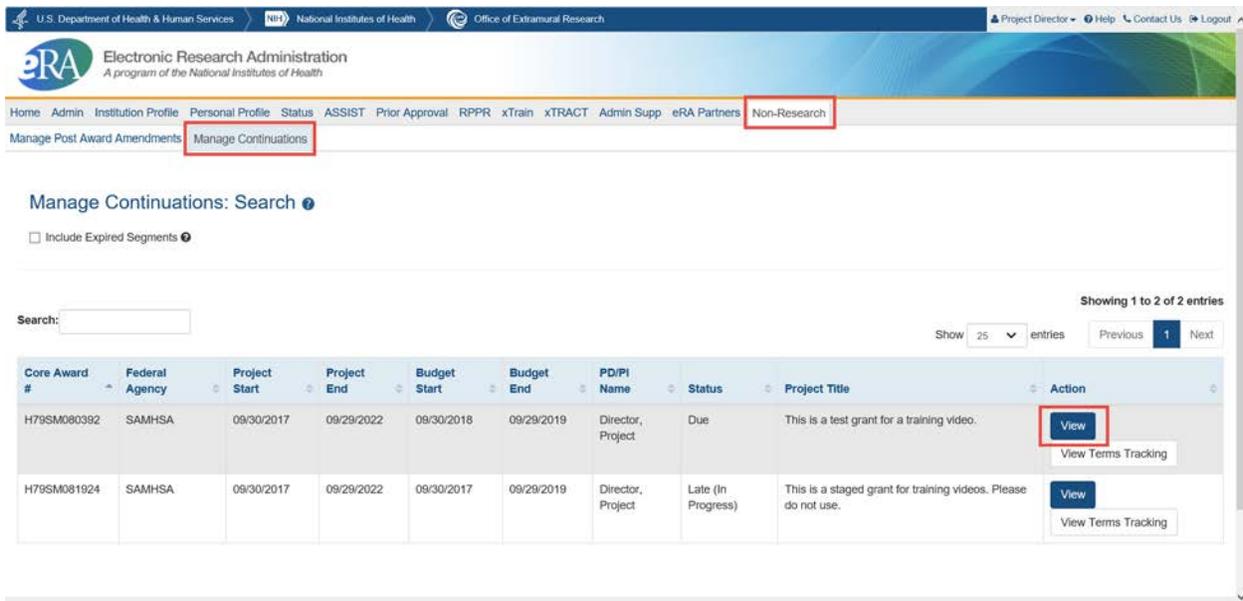
Non-Competing Continuations Reference Sheet

The purpose of this reference sheet is to provide a brief guide on how SAMHSA grantees can submit their non-competing continuation applications for SAMHSA to review. Throughout the document the terms “non-competing continuation” and “continuation” are used interchangeably.

Initiating a new Continuation application

Note: You must be the Project Director (PD) of the grant or be a Signing Official (SO) with the grantee organization to initiate a new continuation application.

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Continuations**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. Use the Status column to identify which Continuation(s) are Due
5. Click **View** in the action column for a grant to be taken to the Continuations: View page



6. Click the Select One button and select **Initiate...** in the Action column to start a continuation application in eRA ASSIST.
 - a. Note: If you visit this page later after having started a continuation application, the link will say Edit Continuation instead of Initiate...

Continuations: View

Application Information

Award Number: H79SM080392 Organization Name: UNIVERSITY OF CALIFORNIA, SAN DIEGO
 Project Period: 09/30/2017 - 09/29/2022 Award Program (PCC): AWARE-L

Showing 1 to 4 of 4 entries

Search:

Show 25 entries Previous 1 Next

Support Year	Application #	Grants.gov Tracking #	Status	Open Date	Due Date	Submitted Date	Action(s)
2	H79SM080392-02	GRANT00699157	Awarded	11/29/2017	01/29/2018	09/28/2018	
3			Due	11/12/2018	01/29/2019		Select One
4			Pending	11/29/2019	01/29/2020		Initiate ...
5			Pending	11/29/2020	01/29/2021		

Home > Search for Applications > Application Information

Hide Navigation

Show Help

Application Information

This is a test

Summary SF424 Cover Sites Budget - Non-Construct. HHS Checklist Budget Narrative Project Narrative

Application Information

Application Identifier: 9448

Application Type: Continuation

Application Project Title: This is a test grant for a training video.

PD/PI Name:

Organization: UNIVERSITY OF CALIFORNIA, SAN DIEGO

Project Period: 09/30/2017 - 09/29/2022

Status: Work in Progress Submit Application

Status Date: 2018-12-10 03:34:39.000 PM EST

- b. If you wish to have anyone besides the Project Director or a Signing Official work on the application, you should write down the Application Identifier once you access ASSIST. They will be able to locate the application by searching in ASSIST with it.

Adding and Removing Continuation application forms

You may wish to add additional forms to applications before submitting them. To do this, follow the steps below:

1. From the Application Information page, click the **Add Optional Form** action button on the left
2. Select your desired form from the dropdown

3. Click **Submit Query** to add the form

To remove a form, open the form to begin editing it and use the **Remove Form** button.

[Accessing an In-Progress Continuation application to Edit or View](#)

You can access and edit in-progress (prior to submission or view submitted) post award amendment applications in ASSIST using the steps below:

If you are the Project Director or a Signing Official with the grantee organization:

1. Access eRA Commons
2. Click on the **Non-Research** tab
3. Select the sub-option **Manage Continuations**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. Click **View** in the action column for the appropriate grant to be taken to the Continuations: View page
5. Click the Select One button and select **Edit Continuation** in the Action column to start a continuation application in eRA ASSIST.

If you are not the Project Director or a Signing Official with the grantee organization:

You **must** be granted access to the application by a Signing Official. Information on how a Signing Official can delegate access is contained in the next section. The following steps assume you already have access.

1. Access eRA Commons
2. Click on the **ASSIST** tab
3. On the ASSIST homepage, click **Search Applications**
4. Enter search criteria and click **Search**
 - a. If you have the Application Identifier, search using that. It will bring up only one result since it is unique for each application.

[Managing access to Continuation applications](#)

To work on a continuation application, you must have access to it in ASSIST. By default, to access and edit the application you will need one of the following roles:

- Signing Officials (SO) of the grantee organization
- Administrative Officials (AO role in eRA Commons) of the grantee organization
- The Project Director (PD) identified in the application

Signing Officials may also add, modify, or remove access for other users. Follow the steps below to change access for other users:

1. While viewing your continuation application in ASSIST, click the **Manage Access** Action button on the left side of the page.
2. To Add a new user, click on the **Add New User** button
 - a. Enter their Commons username into the Username field
 - b. Click **Submit**
 - c. Assign them access levels

- d. Click **Save**
3. To Edit an existing user, click on their username in the User column
 - a. Adjust their access and click **Save** to change their access
 - b. Click **Revoke All Accesses** to remove all access for that user

Submitting Continuation applications

To submit an application, you will need to be a Signing Official (SO) and will need to be able to enter Grants.gov Authorized Organizational Representative (AOR) credentials by having that role yourself, having the AOR enter their credentials, or by obtaining the credentials from the AOR and entering them.

You will not be able to make additional changes to your continuation application after you submit it. Be sure the information you are submitting is complete and final.

To submit an application, follow the steps below:

1. Access the application you are ready to submit
2. Click **Update Submission Status** in the Actions list on the left
3. Select **Ready for Submission** in the status dropdown
4. Either enter a comment and click **Add Comment** or click **Continue without adding a comment**.
 - a. These are comments for your organization's reference and are not sent to SAMHSA.
5. Click the **Submit Application** button
6. Click **Submit** to confirm you would like to submit your post award application
7. Enter your Grants.gov Authorized Organization Representative (AOR) credentials
8. Click **Enter**

Post Submission Steps

After your continuation application is submitted, the Project Director and Business Official, as well as the SAMHSA GPO and GMS, will be notified by email. The email will include the Grant Number, Project Director name, and other relevant information.

You can continue to monitor the status of your application by accessing the Continuations: View page. To do so, follow these steps:

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Continuations**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. You will be able to view the status of all continuation applications for the upcoming year in the **Status** column.
5. Click the **View** action to be taken to the Continuations: View page which will show you more information about your continuation applications. It will display the status of current and prior year continuations from the same grant as well as their continuation open, due, and submitted dates.

Continuations Statuses:

- **Submitted:** The application has been submitted and successfully received by SAMHSA.
- **In Review:** SAMHSA staff have begun to review the application.
- **Disapproved:** The amendment application has been disapproved.
- **Awarded:** The application has been approved and a new notice of award has been issued.

Contacts:

- **Budget and grant-specific questions:** contact your assigned Grants Management Specialist (GMS)
- **Program-related questions:** contact your assigned Grants Project Officer (GPO)
- **Technical questions:** contact the eRA Service Desk
 - Web:** [eRA Service Desk Support](#)
 - Toll-free:** 1-866-504-9552, option 6 for SAMHSA queue
 - Phone:** 301-402-7469, option 6 for SAMHSA queue
 - Hours:** Mon-Fri, 7 a.m. to 8 p.m. Eastern Time