New Application Process For The Targeted Capacity Expansion (TCE – HIV: Minority Women) & National Child Traumatic Stress Initiative – Category II (NCTSI - II) Grant Programs

Presented by Substance Abuse and Mental Health Services Administration (SAMHSA) and the National Institutes of Health (NIH)
Speakers

- Jennifer Cramer
  - Director, SAMHSA’s Division of Grants Management

- Aaron Czaplicki
  - Partner Relationship Manager, NIH’s eRA Commons
Agenda

- Webinar Objectives
- SAMHSA’s Transition to the NIH’s eRA
- NIH’s eRA
- FOA Part II Updates
- Application Process
- Registration Processes
- Requirements and Validations
- Post-Submission Process
- Summary
- Helpful Resources
- Q&A
Webinar Objectives

- Understand SAMHSA’s transition to NIH’s eRA Commons

- Understand all required registration processes (DUNS, SAM, Grants.gov and eRA Commons registrations)

- Understand all requirements and validations to successfully submit applications via Grants.gov and eRA Commons
SAMHSA’s Transition to NIH’s eRA systems

- SAMHSA’s transition to the NIH’s eRA systems will allow the agency to centralize and automate its grants management business practices

- The NIH’s eRA systems will allow SAMHSA applicants and recipients to view and monitor progress on their applications and awards

- The NIH’s eRA systems will support SAMHSA’s full grants lifecycle

- The NIH’s eRA systems will be used by SAMHSA’s applicants, recipients and federal staff

- The transition to NIH’s eRA systems will be phased in from 2016 - 2018
eRA: Electronic Research Administration System

- What is eRA?
  - eRA provides IT infrastructure to manage grants awarded by NIH, SAMHSA and other grantor agencies. eRA systems, including eRA Commons, ASSIST and IMPAC II modules, that support the full grants life cycle and are used by applicants and grantees worldwide as well as federal staff at the NIH, AHRQ, the CDC, FDA, SAMHSA, and VA.

- Benefits of using eRA Commons
SAMHSA is transitioning to NIH’s eRA systems. Changes have been made to the application registration, submission and data formatting requirements which can be found in the Funding Opportunity Announcement (FOA) Part II.

Application registration, submission and data formatting requirements only apply to the following Program applicants:
- SAMHSA’s Targeted Capacity Expansion TCE-HIV (TCE HIV) Grant Program
- National Child Traumatic Stress Initiative – Category II, Treatment and Service Adaptation Center (NCTSI-Category II) Grant Program
Application Process

- Complete all required registration processes with Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number), System for Award Management (SAM), Grants.gov, and eRA Commons

- Download and complete all required forms from Grants.gov and the SAMHSA Website

- Submit application through Grants.gov
  - Successfully submitted applications through Grants.gov will then proceed to the NIH eRA Commons where they will go through data validation checks.
  - Once your submitted application is successfully validated by Grants.gov and the NIH eRA Commons, it will be forwarded to SAMHSA as the receiving institution for further review.
Registration, Submission and Validation Timeline


- Allow 6 weeks to complete
- Submission and Validation can take anywhere from several minutes to several hours
Registration Processes

The following registrations must be completed and active before the time of submission:

1. Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number) Registration
2. System for Award Management (SAM) Registration
3a. Grants.gov Registration (Username and Password)
3b. eRA Commons (Organization and Individual) Registration

Allow a minimum of 6 weeks to complete all registrations
1. DUNS Registration Process

- Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS Number)
  - All applicant organizations must obtain a free, D&B DUNS number as the Universal Identifier when applying for Federal grants or cooperative agreements
  - It is used to uniquely identify your business/ institution
  - See the D&B DUNS website for registration timeline

- Begin registration process at:
  - http://fedgov.dnb.com/webform
  - Telephone Number: 866-705-5711
2. SAM Registration Process

- **System for Award Management (SAM)**
  - It is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient
  - Register your entity (i.e. organization) to do business with the Federal Government
  - An active and verified SAM registration is required for Grants.gov registration

- **SAM registration must be renewed annually to keep Grants.gov credentials active**
  - [www.sam.gov](http://www.sam.gov)
  - US Calls: 866-606-8220
  - International Calls: 334-206-7828
3a. Grants.gov Registration Process

- Grants.gov (Username and Password)
  - Federal-wide portal to find and apply for Federal grant funding
  - Prior to registering with Grants.gov, you must obtain a DUNS number and register in SAM
  - Person submitting application must be registered with Grants.gov as the Authorized Organization Representative (AOR) for specific DUNS number cited on SF-424

- All applications must be submitted via Grants.gov
  - US Calls 1-800-518-4726
  - International Calls: 606-545-5035
3b. eRA Commons Registration Process

- Electronic Research Administration (eRA Commons)
  - public.era.nih.gov/commons
  - Agency system that allows SAMHSA and its applicants and grantees to share application/grant information
  - Used by NIH, SAMHSA and other HHS divisions (e.g. CDC)
  - One time registration

- Search for current eRA Commons registration
  public.era.nih.gov/chl/public/search/ipfNumberByOrgName.era

- Complete the Online Registration Process
3b. eRA Commons Registration Process

Welcome to the Commons

System Notification Message
All systems are currently available.

Scheduled Commons Maintenance: For maintenance information, see the eRA Scheduled Maintenance Calendar.

Support Related Resources
- Electronic Submission: Learn about the most frequent application errors at Avoiding Common Errors.
- Electronic Application Submission: To learn about completing and submitting an electronic grant application and access helpful resources, visit the Applying Electronically website.
- eRA Home Page: To find Commons FAQs, User Guides, training materials, and step-by-step instructions for performing tasks in Commons, visit the eRA website.

Commons Related Resources
- Reference Letters: To submit a reference letter.
- Demo Facility: Demo Facility allows you to try.

Privacy Act Statement
This is a U.S. Government computer system, which this computer system may subject violators to criminal action. If you are a registered user of NIH grant proposal submission and administration (abstracts, and award amount are disclosed public or, subject to the provisions of the Freedom of Information Act, if information that is used for access, as well as interest and/ or to respond to user queries. A more...

Online Registration
Only Signing Officials can register their institutions with the NIH. Follow these directions to register your institution.

1. Complete the online Institution Registration Form and click Submit.
2. Agency will send you an email with the link to confirm your email address.
3. Once email address is verified, the Agency will review your request and let you know of the result via email.
4. If your request is denied, you will get an email notifying you of the reason.
5. If your Request is approved, you will get an email with your Commons user id and temporary password.
6. Log in to Commons with temporary password and system will prompt you to change temporary password to the permanent one. Contact SO will be prompted to electronically sign your registration request. (Please review your registration information carefully).
7. Once contact SO has electronically signed the request, your organization will be active in Commons and you may Create and maintain additional accounts for your institution staff.

Register Now
### 3b. eRA Commons Registration Process

#### Register Institution

**Online Registration**

Welcome to the ERA Commons On-Line Registration Process. Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution, please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy, select the "Print" button on your browser button bar or select "File Print" from the menu bar.

* indicates required field

#### Institution Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Name</td>
<td></td>
</tr>
<tr>
<td>DUNS Number</td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td></td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>Street 3</td>
<td></td>
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<tr>
<td>Street 4</td>
<td></td>
</tr>
<tr>
<td>Closeout E-mail</td>
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<tr>
<td>NoA E-mail</td>
<td></td>
</tr>
<tr>
<td>City</td>
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<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
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</table>

#### Accounts Information

**Principal Signing Official**

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<th>Value</th>
</tr>
</thead>
<tbody>
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<td>First Name</td>
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<td>Middle Name</td>
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<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
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<tr>
<td>Fax</td>
<td></td>
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<tr>
<td>E-mail</td>
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</tbody>
</table>

**Accounts Administrator**

This entire section is optional; however, if any information is entered then all required fields must be entered.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Prefix</td>
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</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>User Name</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

### Save | Reset | Cancel
3b. eRA Commons Registration Process

- The AOR from the SF-424 or the Business official listed on HHS Checklist that registered the organization in Commons will have the SO (Signing Official) Role

- Create as many accounts with the SO role as necessary to support business needs

- Business Official listed on HHS Checklist must have SO role in Commons

- The SO is responsible for maintaining institutional information, submitting documents that require signature authority to act on behalf of the organization, and managing accounts
3b. Creating New eRA Commons Accounts

Create Account

All fields are required unless they're marked (Optional)

User Information

User Type
Commons

User ID
LESKOM

Primary Organization
Whatasamatta U

Contact Information

Last Name
Lesko

First Name
Matthew

Middle Name (Optional)

Email
donotreply@nih.gov

Confirm Email
donotreply@nih.gov

Roles

Add Roles
Remove All

Showing 1 - 1 of total 1

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>Whatasamatta U</td>
<td>Remove</td>
</tr>
</tbody>
</table>
3b. Assigning Roles to New Accounts

AMS | Add Roles

Organization

What'samatta U

Role(s)  *(to multi-select, please use ctrl or shift keys)*

AA - Accounts Administrator
AO - Administrative Official
ASST - PI Assistant
BO - Business Official
FCOI - External FCOI Officer
FCOI_ASST - Financial Conflict of Interest (FCOI) External Assistant role
FCOI_VIEW - Financial Conflict of Interest (FCOI) External View role
FSR - Financial Reporting users
GRADUATE_STUDENT - Graduate Student
PACR - Public Access Compliance Role
PI - Principal Investigator
3b. Affiliating Accounts in Commons

Search Accounts

Search Results

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Email</th>
<th>Account Status</th>
<th>Roles &amp; Affiliations</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESKOS</td>
<td>Lesko, Samuel M</td>
<td><a href="mailto:eRAStage@mail.nih.gov">eRAStage@mail.nih.gov</a></td>
<td>Active</td>
<td>PI - Northeast Regional Cancer Institute</td>
<td>Manage</td>
</tr>
</tbody>
</table>

Create New Account

Roles

Affiliate

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>Organization(s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
<td>Northeast Regional Cancer Institute</td>
<td></td>
</tr>
</tbody>
</table>

Save Cancel

Reset Password
PD/PI Commons ID for Application

- Create or affiliate a Commons account with the PD/PI Role in Commons for the PD/PI listed on HHS Checklist.

- This is the Commons ID that should be entered on the SF 424, #4 Applicant Identifier.

You can find Service Desk information on the eRA Commons page [public.era.nih.gov/commons](http://public.era.nih.gov/commons) or go to [http://grants.nih.gov/support](http://grants.nih.gov/support) to submit a web ticket.

**Telephone:** 1-866-504-9552 (toll-free) or 301-402-7469. Business hours are M-F 7am-8pm Eastern Time.

- Service Desk can help with eRA Commons registration, viewing application status, documenting system problems that threaten submission by the due date, post submission issues.
- For programmatic questions, please contact the SAMHSA contact listed in the FOA. The Service Desk can help you find this information if you need assistance.
eRA Service Desk Information

Our Help Desks

eRA Service Desk (formerly the eRA Commons Help Desk):

Submit a web ticket
(preferred method of contact)

Toll-free: 1-866-504-9552
Phone: 301-402-7469
Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)

Contact for information/questions on:

- ASSIST
- eRA Commons
- eRA Commons Registration
- eRA errors and warnings
- Status of the application
- Post-award administration

If you need immediate help (i.e. you are within two days of a deadline or in the event of a security emergency), call us. Note that the Service Desk's busiest hours are between 10 a.m. ET and 3 p.m. ET.

For system issues with iEdison, please contact:
eRA's iEdison Service Desk
Toll-free: 1-866-504-9552; Phone: 301-435-1986; edison@od.nih.gov
You may also visit https://era.nih.gov/iEdison/iEdison_faqs.cfm to view our self-help resources
To Contact the eRA Service Desk, please complete the online request form below.

If you have a Commons account please [click here](#) to log in to the eRA Service Desk Web Ticketing system.

* Required field(s)
* First Name
  - Middle Name
  - Last Name
* Email Address
* Phone Number
* I need help with
  - Please select an issue
* Description
  - (maximum of 2000 characters)

Contact Preference
- No Preference

Submit
Applying for a grant

- Grants.gov Application Package includes required and optional forms

- Additional forms for Submission can be found on the SAMHSA website
  [http://www.samhsa.gov/grants/applying/forms-resources](http://www.samhsa.gov/grants/applying/forms-resources)

- Data validations are run on all forms in the Application Package.
Required Application Documents and Components

Applications must include the following required application components

<table>
<thead>
<tr>
<th>#</th>
<th>Required Documents and Forms</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SF-424 (Application for Federal Assistance) Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>2</td>
<td>SF-424 A (Budget Information – Non-Construction Programs) Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>3</td>
<td>SF-424 B (Assurances for Non-Construction) Form</td>
<td>SAMHSA Website</td>
</tr>
<tr>
<td>4</td>
<td>Disclosure of Lobbying Activities (SF-LLL)</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>5</td>
<td>HHS Checklist</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>6</td>
<td>Project/Performance Site Location(s) Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>7</td>
<td>Project Abstract Summary Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>8</td>
<td>Project Narrative Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
<tr>
<td>9</td>
<td>Budget Narrative Attachment Form</td>
<td>Grants.gov Application Kit Package</td>
</tr>
</tbody>
</table>

Refer to FOA Part II – General Policies and Procedures for detailed list of required documents for application submission
Required Application Documents and Components

For each of the following application components, attach each document *(Adobe PDF format only)* inside the SF-424 (Application for Federal Assistance) Form using the file attachment feature available in Field 15 (Attach supporting documents as specified in agency instructions).

<table>
<thead>
<tr>
<th>#</th>
<th>Required Documents and Forms</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certifications</td>
<td>SAMHSA Website</td>
</tr>
<tr>
<td>2</td>
<td>HHS 690 Form</td>
<td>SAMHSA Website</td>
</tr>
<tr>
<td>3</td>
<td>Charitable Choice Form SMA 170</td>
<td>SAMHSA Website</td>
</tr>
<tr>
<td>4</td>
<td>Biographical Sketches</td>
<td>FOA Part II: Section IV-1 and Appendix E</td>
</tr>
<tr>
<td>5</td>
<td>Confidentiality and SAMHSA Participant Protection/ Human Subjects</td>
<td>TCE-HIV: Minority Women FOA; PART I – Appendix III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NCTSI-II FOA: PART I – Appendix I</td>
</tr>
<tr>
<td>6</td>
<td>Additional Documents in the FOA: PART I</td>
<td>FOA: PART I, Section IV-1</td>
</tr>
</tbody>
</table>

Attach supporting documents as specified in agency instructions.

**Add Attachments**  **Delete Attachments**  **View Attachments**
New Application Data Formatting Requirements

List of New Application Formatting Requirements (eRA Commons Validations)

<table>
<thead>
<tr>
<th>#</th>
<th>Application Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DUNS numbers: The DUNS number provided on any forms must have valid characters (9 or 13 numbers with or without dashes).</td>
</tr>
<tr>
<td>2</td>
<td>Submit required documentation in the application kit for the FOA.</td>
</tr>
<tr>
<td>3</td>
<td>Check the “Changed/Corrected Application” box in the SF-424 form after making changes/corrections to resubmit an application.</td>
</tr>
<tr>
<td>4</td>
<td>Applications cannot be larger than 1.2GB</td>
</tr>
<tr>
<td>5</td>
<td>The Funding Opportunity Announcement (FOA) number must exist.</td>
</tr>
<tr>
<td>6</td>
<td>All documents and attachments must be in PDF format.</td>
</tr>
<tr>
<td>7</td>
<td>All attachments should comply with the following formatting requirement:</td>
</tr>
<tr>
<td></td>
<td>PDF attachments cannot be empty (0 bytes).</td>
</tr>
<tr>
<td>8</td>
<td>All attachments should comply with the following formatting requirement:</td>
</tr>
<tr>
<td></td>
<td>PDF attachments cannot have Meta data missing, and cannot be encrypted, password protected or be secured documents.</td>
</tr>
<tr>
<td>9</td>
<td>All attachments should comply with the following formatting requirement:</td>
</tr>
<tr>
<td></td>
<td>Size of PDF attachments cannot be larger than 8.5 x 11 inches (horizontally or vertically).</td>
</tr>
<tr>
<td>10</td>
<td>All attachments should comply with the following formatting requirement:</td>
</tr>
<tr>
<td></td>
<td>PDF attachments should have a valid file name. Valid file names must include the following UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.</td>
</tr>
<tr>
<td>11</td>
<td>Contact person email in the SF-424 Section F, must contain a '@', with at least 1 and at most 64 chars preceding and following the '@'. Control characters (ASCII 0 through 31 and 127), spaces and special chars &lt; &gt; ( ) [ ] \ , ; : are not valid.</td>
</tr>
<tr>
<td>12</td>
<td>Congressional district code of applicant (after truncating) must be valid.</td>
</tr>
<tr>
<td>13</td>
<td>Authorized Representative email must contain a '@', with at least 1 and at most 60 chars preceding and following the '@'. Control characters (ASCII 0 through 31 and 127), spaces and special chars &lt; &gt; ( ) [ ] \ , ; : are not valid.</td>
</tr>
</tbody>
</table>

Refer to FOA Part II – General Policies and Procedures for detailed list and description of validations.
What to Expect: Post-Submission Process

- eRA Commons will notify the Business Official and PD/PI listed on the HHS checklist, and the AOR listed on the SF-424
- Types of submission notifications from eRA Commons:

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledgement</td>
<td>Your application was received by eRA Commons</td>
</tr>
<tr>
<td>Validation Notice</td>
<td>A. No errors or warnings – application moves forward</td>
</tr>
<tr>
<td></td>
<td>B. Warnings only – application moves forward but you may want to take a second look at some items</td>
</tr>
<tr>
<td></td>
<td>C. Errors and warnings – application will not move forward until you make updates to correct errors and submit a Changed/Corrected Application before the deadline</td>
</tr>
<tr>
<td>System Error Alert</td>
<td>Something went wrong with our system</td>
</tr>
</tbody>
</table>
Changing or Correcting an Application

- Mark application as Changed/Corrected whenever you update an application that is already submitted.
Summary

1. Allow 6 weeks minimum to complete all four registrations: DUNS, SAM, Grants.gov and eRA Commons.

2. Download required forms from the application package in Grants.gov and the SAMHSA website.

3. All application attachments MUST be in PDF format and submitted as individual files. Other formats (e.g., Excel, Microsoft Word) are not accepted by eRA Commons.

4. Grants.gov and eRA Commons will conduct a series of data validations checks to ensure all the required data is included and in a format that can be processed electronically through Grants.gov and eRA Commons.

5. Commons ID for the PD/PI should be entered on the SF 424, field #4 Applicant Identifier.
Additional Resources

- **SAM Registration Quick Start Guide:**

- **Grants.gov Video Series:**

- **NIH Links:**
  - [https://era.nih.gov/reg_accounts/register_commons.cfm](https://era.nih.gov/reg_accounts/register_commons.cfm)
  - [https://era.nih.gov/files/eRA_Commons_Roles.pdf](https://era.nih.gov/files/eRA_Commons_Roles.pdf)

- **FOA Part II:**
Thank you!
Do you have any questions?

You may ask questions at this time.