March 7, 2016, NIH Webinar.

************DISCLAIMER!!!************

>> Jennifer Cramer: Welcome to the new application process for the Targeted Capacity Expansion, TCE-HIV: Minority Women and the national Child Traumatic Stress Initiative Category II grant programs.   This webinar is presented by the Substance Abuse and Mental Health Services Administration and the National Institutes of Health.   I'm Jennifer Cramer, SAMHSA's Division for Grants Management.   And joining me today is Aaron Czaplicki, partner relations manager for eRA Commons.

During today's webinar we'll cover the webinar objectives an overview of SAMHSA's transition to the NIH's eRA systems, Aaron will talk about the eRA systems themselves, updates to the part 2 of the FOA I can't, an overview of the application processes, the requirements and validations your applications will need to adhere to for a successful submission and what happens after you submit the application.

We'll also give you some takeaways and point you to resources you might find useful and then we'll open

it up for questions at the end.

Today's objectives are to provide you with an overview of SAMHSA's transition to the NIH's eRA system, understand all of the required registration processes as well as the application requirements and validations you will need to apply with to successfully submit applications through grants.gov and eRA Commons. In an effort to improve its internal business practices, SAMHSA's transitioning to the NIH's eRA systems. The eRA systems will allow SAMHSA to standardize and automate its Grants Management business.

At the same time it will allow you to submit a higher quality application, view and monitor progress on applications and awards, and use the system to communicate with SAMHSA staff about grants-related matters.

eRA systems will support SAMHSA's full grants life cycle to include application submission, peer review, award notification, post-award action such as prior approval requests, post-award reporting, including the Federal financial report, and grants

closeout activities.

The transition to the eRA systems will happen over the next two years.   We will phase in the TCE-HIV and NCTSI category 2 grant systems in fiscal year 2016. The remaining SAMHSA grant remains will be phased in starting fiscal year 2017.   At the same time we are phasing in the programs, we will also be phasing in grants business functions.

I will now turn it over to Aaron who will talk about the eRA systems.

>> Aaron Czaplicki: The electronic research administration provides I.T. infrastructure systems and databases required to manage the receipt, processes, review, award and monitoring of research and non-research grants.   eRA's partners include SAMHSA, the NIH, AHRQ, the CDC, the FDA, and the VA.

Over $30 billion in research and non-research grants awarded annually through eRA systems.   These awards support the collective mission of improving human health.

eRA systems, including eRA Commons, ASSIST, IMPAC II modules support the full grants life cycle

and used by applicants and grantees worldwide as well as staff at the Federal agencies we support.

eRA created eRA Commons as a place for applicants and grantees to manage their portfolios, including their applications and grants.

Commons allows grantees to find application status information, including any warnings or errors that their applications have received, as well as information about notice of award.

Today we'll talk about how eRA Commons will better support your goal of submitting applications and receiving award information.

And now I hand it over so Jen to talk about new updates to the application process for SAMHSA as outlined in the FOA part II.

>> Jennifer Cramer: Applicants must adhere to additional application registration, submission and data formatting requirements as stated in the FOA in order to successfully submit your application through grants.gov and eRA Commons.

We have updated the FOA part II, specifically Appendix A and Appendix B to provide guidance on how

to register, complete and submit your application.

The changes to the FOA part 2 are only applicable to the TCE-HIV and NCTSI Category II grant programs for 2016. Links to the the FOA Part 2 for these two programs is provided in the additional resources section of this presentation.

The first step in the application process is to complete all four registration processes, including first Dun & Bradstreet, Data Universal Numbering System. Second, the System for Award Management, also known as SAM.gov. Third, grants.gov. And finally, eRA Commons.

You may then download and complete all required forms from the application package found in grants.gov and the SAMHSA website.

You must complete your eRA Commons registration before you submit your application through grants.gov.

Your submission through grants.gov will confirm your application complies with the minimum requirements for Federal funding.

Applications successfully completed through

grants.gov will then be retrieved by eRA Commons and undergo a series of validation checks to confirm that it meets minimum requirements for SAMHSA funding. Upon successful submission through both grants.gov and eRA Commons, your application will be forwarded to SAMHSA for review.

The graphics found on this slide illustrates the order in which the application registration processes must occur, how the application is then submitted through grants.gov and the grants.gov and eRA Commons validations your application will undergo before it is forwarded to SAMHSA for review.

We recommend that you allow a minimum of six weeks to complete all four registrations.

Please note that the submission and validation processes can take anywhere from several minutes to several hours.

The following four registrations must be completed, current and active before you can submit your application.

DUNS registration must be completed first, followed by SAM registration. The grants.gov and eRA

Commons registrations can then be done concurrently.

Due to the time involved in completing, verifying and activated all required registrations, we strongly encourage you to allow six weeks minimum to complete all registrations.

Failure to properly register with these systems may jeopardize your ability to submit your application on time.

The first step in the registration process is obtaining a DUNS number.   All applicant organizations must register for a DUNS number that will be used to identify your institution.

For further information about obtaining a DUNS number, please refer to the Dun & Bradstreet link or the telephone number provided on this slide.

The second step in the registration process is the System for Award Management registration, also known as SAM.   If you're registering SAM for the first time, the SAM website states that you should allow up to seven to 10 business days after you submit your registration information before your registration is active in SAM.   And then an additional 24 hours for

grants.gov to recognize your information.

Organizations are required to maintain their SAM registration to ensure it is active and up to date at all times.

Once you update your record in SAM, it will take 48 to 72 hours to complete the validation processes. Grants.gov will reject your electronic submissions if your registration has expired. If your SAM account has expired, the renewal process can take up to one month. We strongly recommend you renew your account prior to the expiration date.

For further information about SAM registration, refer to the SAM links or telephone numbers provided here.

Once you have obtained your DUNS number and registered in SAM, you can obtain your grants.gov credentials. The person submitting the application must be registered in grants.gov as the Authorized Organization Representative or AOR for the specific DUNS number cited on the SF-424. For further information about the grants.gov registration, please refer to the grants.gov link or the telephone numbers

listed here.

Aaron will now go over the eRA Commons registration process.

>> Aaron Czaplicki: Thank you, Jen.

Once you've completed your SAM.gov registration you may begin the registration process for grants.gov and eRA Commons.   To save time you can complete these registrations concurrently.

ERA Commons is a one-time registration process. If your organization has previously submitted an application to the NIH, AHRQ, the CDC, the FDA, or the VA, your organization may already be registered.

On this slide you will find a link that will allow you to search for your organization.   You can search by full name or use a partial name search.

If your organization is registered you can contact the eRA Commons service desk for help in locating your organization's eRA contact.

If your organization is not registered, you'll need to follow these steps.   You'll need to visit eRA Commons.   When you arrive at the site you will see the registered grantee organization link in the upper

right-hand corner of the screen. When you click on the link the instructions that appear on this slide will also appear on that page.   Feel free to print this page and use it as your Guide through the registration process.

Registrations should be completed by a member of your organization that has the ability to bind your organization into an agreement with a Federal agency.

These can be the President, the CEO, the Executive Director, owner or partner for your organization.

It may also be the grants administrator, the grants and contracts administrator or the Director of operations.

You may also find that your business official or your grants.gov AOR could complete this registration.

If you have any questions about the acceptable staff for the registration, please contact our service desk by clicking on the contact us link in the upper right-hand corner of the screen. When you're ready to register your organization you can click the register now button at the bottom of the screen.

You'll be taken to the online registration form. This form is divided into two sections. The first section is the institution information and the second section is the accounts information section.

For the institution section you'll need to complete all of the fields marked with a red asterisk.

The account information field has two columns. The column on the left is for the principal signing official or the SO. All of the fields marked with the red asterisk will need to be completed. The column on the right is an optional section. This column will create an account administrator role when the organization registration is approved.

If you choose to complete the AA section you will need to complete all fields marked with an asterisk. The AA section is not required and can be created at any time after your registration has been approved.

Once you've completed all the fields in the registration form, you can click the save button at the bottom of the page. You'll receive an email that has been sent to the SO address indicated on the form. It is important that you check your email to confirm

that the email address is correct. If you do not receive an email within a few minutes, please check your spam or junk folders to confirm that the message was not placed in one of those folders. It is important that the email address be used and monitored often because this is the way that eRA Commons will communicate the next steps in the registration process.

ERA Commons typically takes two to four weeks to process registrations. If your registration is denied your SO will receive an email with the reasons whyeRA Commons was unable to approve your registration. Please follow those instructions, correct any errors and register again. If you have any questions or need help with the registration, you can contact our service desk for assistance.

If your registration is approved, the SO will receive two emails. One will contain the username that was entered during the registration process and the second email will have a temporary password. If the AA account was created during the registration, the AA will receive two emails as well.

One of the AA's username and the other email will have the AA's password to access the account.

It is important to note that the SO will need to do the next two steps before the AA can access their account. The SO will need to log into their account using the username and password provided. A temporary password can only be used once. During the first log-in the SO will create a new password. The password will be good for 90 days. After the password has been created, the SO will be asked to confirm information about the organization.

If the organization information is correct, the SO can click the accept button to complete the eRA Commons registration process. At that time the AA can also use those credentials to log into the system.

The SO can also create additional SO accounts for your business officials or PI accounts for your program directors.

Here you will find tips and suggestions for who might make the best users to have the SO role. The business official listed on the HHS checklist must have the SO role in eRA Commons. In addition to

creating accounts for business officials, the SO is responsible for entering information about your organization into eRA Commons.

Organizations have the ability to create accounts to support your business needs.

The SO can log into eRA Commons to create the additional accounts. From the menus on the screen the SO can click on admin. An additional menu will open and the SO can select accounts and then account management.

Users like PD's and PIs should only have one account to access the eRA Commons. This ensures that they don't have duplicate accounts and the SO will be required to search for the user. The SO will add the first name and last name to search for the user. If a match is found, you can affiliate the account with your organization. We'll discuss the affiliation process in just a moment.

If a match is not found you will see the create new account button at the bottom of the screen. The SO can click the button to proceed.

The SO will need to enter the first name, the last

name and the email address for the new account.   The SO will need to enter the email address a second time to confirm that we have the right email.   It is important that you enter the correct email address because the address will be used to email the user their account information.

The next step will be to assign roles for the user account.   The SO can click on the add roles button, which will present the list of available role options.

The SO can click on the option to highlight the desired role.   It is possible to select more than one role for the user account using the control button if you have Windows or the command button if you're a Mac user.

The business official known as the BO, that's listed on your application, should be assigned the SO role.   Please note that you will see an option for a BO business official in the role selection list, however this should not be used.

This role is to be used for non-SAMHSA applicants.

The PD on your application should be assigned the

PI role in eRA Commons. Do not combine the SO roles and the PI roles on the same account. This will prevent the user from seeing information.

Once all of the roles have been added, the SO can click on the add roles button. The SO will be returned to the create accounts screen. The summary of roles, which is the roles that were just added to the account, will appear at the bottom of the screen. The SO can click on the create button to finish the account creation process. It can take several days for an account to be approved.

For more detailed information about each of the fields on this screen you can click on the question mark next to the create account heading on this page.

If an SO finds an existing account when trying to add a PD to their organization, the SO can affiliate the existing account, this allows the PD to access new SAMHSA applications and applications that were submitted through other agencies that use eRA Commons.

From the search screen the SO can enter in the first name and last name of the user and click search. In the search results you may click on the person's

name to see details about this person, including application information associated with that person.

If there are any questions regarding locating the correct PD account, do not hesitate to reach out to the PD to confirm which information and account they will use.

You may also click on the manage button and the action column on the right-hand side of the page which allows the SO to modify the PD's email address, add new roles or modify existing roles for your organization only.

If the SO wants to affiliate the PD with their organization, the SO can click the affiliate button. From there the SO can add the roles and save the account.

When the SO creates a new account or affiliates an existing account, the user will be notified via email. The SO will also be CC'd on those emails so that the SO is aware. With the creation of any accounts, a new user will receive two emails. One email will have the username for the account and the second email will contain a temporary password. The

temporary password is only good for one use and will need to be changed the first time that the user logs into the system.

If the SO creates an affiliation, the user will also be notified.

For more information about maintaining accounts, please view the eRA Commons user Guide.

It is important that the SO create the PD/PI account before submitting the application to grants.gov. We've talked about how to create the account if the PD/PI is new to eRA Commons and how to affiliate the account if the PD already has access.

Once the account is set up, the PD/PI username should now be entered into the application kit. The PD/PI eRA Commons username will go in box 4, application identifier -- applicant identifier, on the SF-424 cover page. Entering the username in this field allows the PD/PI to view the application in eRA Commons. This is helpful for the PD/PI to view the applications errors or warnings and view the application status as it moves through the application grant cycle. It is critical that the PD/PI's name be

entered correctly.   Be sure to avoid any extra spaces, typos.   It should be an exact match for your application in eRA Commons.   If you have any questions about an existing account or where questions about where to submit the account username, you can contact the service desk using the link provided.

     After **you submit your application, grants.gov will process the application.   If you have questions regarding grants.gov registration and submission, downloading forms and application packages, you can reach out to the grants.gov service desk.   The grants.gov service desk is available 24 hours a day.**

     If you have questions about eRA Commons registration, submitting and tracking application, documenting system problems that threaten a submission by the due date or post-submission issues you can contact the service desk by the of information listed on the screen.   The service desk is available seven a.m. to eight p.m. eastern time.   If you have programmatic questions about the FOA that you're applying to please locate the SAMHSA person listed at the bottom of the FOA.   The eRA Commons service desk

can assist you if you have any questions.   If you have any questions please visit grants.nih.gov/support. This is to assist you with commonly asked questions and to help applicants find information about the registration and account creation process.   If you need further assistance, the best way to reach the service desk is to submit a service desk ticket.   You can click on the submit link found at the bottom of this screen.   If you have an eRA Commons account you can log into the service desk with your username and password.   This will allow you to create a service desk ticket, review any open tickets you may have and view past tickets with resolutions.   If you do not have an eRA Commons username or password or having trouble with your account you can submit a ticket without logging into the system.   You will be asked to provide your name, email address, phone number and a detailed description of the problem.

If you are calling about an account question or a question about an application, please be sure to enter in the account name or the grants.gov tracking number for the application.   This will help the

service desk better assist you.   If you are within two days of the application deadline or you receive a systems error that threatens a submission, you should call the service desk.   They can be reached at 866-504-9552 between the hours of seven a.m. and eight p.m.   If you experience an eRA Commons problem after the eight p.m. deadline please submit a service desk ticket.

The date and time of the service desk ticket may be used to determine if the applicant did your due diligence to resolve any problems before the deadline. It is highly recommended that you submit your application several days before the application deadline.   This will give you the opportunity to be familiar with the submission process and to handle any questions that might come up during the registration.

And now Jen will talk to you about applying for the grants.

>> Jennifer Cramer: Now that you are registered in the appropriate systems, let's take a look at the grant application process.   The first step is to go to grants.gov and download the application package for

the appropriate FOA. The application package contains the required and optional forms that can be completed electronically. You may also need to download some forms from the SAMHSA website. Refer to the FOA part one for information on which forms should be attached to your application package. You should be aware that both grants.gov and eRA Commons will perform a series of validations to ensure that data in your application meets the minimum requirements to be processed in each system.

In the application package you download from grants.gov you will find the required and optional forms that can be completed electronically. Application for Federal assistance, SF-424. Budget information for non-construction programs, SF-424-A. The HHS checklist. Project performance site location form. Project abstract summary. Project narrative attachment form. Budget narrative attachment form. Disclosure of lobbying activities, SF-LLL. This form may be optional. Check the FOA part one for guidance.

Refer to the FOA Part 2 general policies and procedures for a detailed list of required documents

for application submission.

You may be required to submit additional forms found on either the SAMHSA website, the FOA part one or the FOA Part 2. These include certifications, the HHS 690 form, the charitable choice form SMA 170, biographical sketches, confidentiality and SAMHSA participant protection/human subjects. And any additional documents per the FOA part one.

These components will need to be attached to the SF-424 using the file attachment feature available after field 15. Attach supporting documents as specified in agency instructions.

Note that all attachments must be in PDF format in order to be processed in eRA Commons. Please refer to the grants.gov website to verify you have a compatible version of adobe Reader or Adobe Acrobat installed.

A link to provide you guidance with Adobe compatibility is included in the additional resources slide of this presentation.

>> Aaron Czaplicki: There are a couple of new features to help you get better applications submitted

to SAMHSA. When an application is submitted to grants.gov, grants.gov will confirm that the application meets the minimum requirements for applying for Federal funding.

If your application encounters an error with grants.gov, please reach out to their service desk for assistance.

If your application is successful at grants.gov, the application will automatically be transmitted to eRA Commons. eRA Commons will run a set of validations on your application to confirm that the application complies with the minimum requirements established by SAMHSA.

These checks can include email address formats, PDF requirements and application type checks.

Please give special attention to your attachments. All attachments must be in PDF format. Do not submit attachments in other formats such as Microsoft Word arrest Excel. Other foremates may be allowed by grants.gov but not allowed by grants.gov and will be a submission error. All attachments should be in individual files. Although some

software packages allow the bundling of PDFs into multiple files, in some cases only a part of the bundled file inserted into the application image without notification of an error to the user.

Please remember to disable all security features in the PDF document.   If eRA is unable to open or read your attachment it will fail validation and will not be accepted.

See the FOA part 2 for a list of the data formatting requirements and the language that will be included in the notification if a validation fails.

In the resources slide we are including a link to the eRA PDF guidelines for more tips on attachments.

Now let's talk to Jen to see what's happening next.

>> Jennifer Cramer: The business official and PD/PI listed on the HHS checklist and the AOR listed on the SF-424 will be notified as the application is processed and validated by eRA Commons.

There are three types of notifications you may receive from eRA Commons.   An acknowledgment when eRA Commons receives the application kit package from

grants.gov. A notice regarding errors or warnings found when the application is validated.

An alert in the rare case of a system error.

The first is the acknowledgment notification. This lets you know that eRA Commons received your application and is about to run the data formatting validation checks.

The second is a notice regarding errors or warnings. This will tell you the result of the validation checks. There are three possible validation notices. A, no errors or warnings were found in the application and the application will move forward with SAMHSA.

B, warnings found. Warnings will not stop your application from moving forward. If you decide to correct any warnings, you will need to submit a changed/corrected application before the deadline.

C, errors and/or warnings were found in your application. Errors will stop your application from moving forward. You must correct any errors and submit a changed/corrected application before the deadline.

If you received any warnings, you can use this opportunity to correct those as well.

The third notification is an alert if there was a system error and eRA Commons was not able to process your application.

This is a rare event, but if it does happen eRA Commons will need to know that it had an impact on your application.

The alert will instruct you to reach out to the eRA service desk before the application deadline so that the service desk can assist you in resolving the problem.

If you need to correct errors or make any changes to an application that you have already submitted, be sure to mark the application as changed/corrected in block 1 of the SF-424. If you do not mark the change/corrected box, your revised application submission will receive an error and be identified as a duplicate and will not move forward for processing.

Here are the highlights of this webinar. Allow six weeks minimum to complete all four registrations, DUNS, SAM, grants.gov and eRA Commons. Download

required forms from the application package in grants.gov and the SAMHSA website.

All application components must be in PDF format. Other formats are not accepted by eRA Commons.

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

The Commons ID for the PD/PI should be entered on field 4 of the SF-424.

Here are some links to assist you with the application process. The SAM link will provide you with a SAM registration quick start Guide. The first grants.gov link will provide you with a series of videos that covers the complete grants.gov application process from registering and creating a grants.gov account to finding funding opportunities and completing an application package.

The second link will provide you with guidance to verify if you have a compatible version of Adobe Reader or Adobe Acrobat installed and the steps to take

if you do not.

The NIH links will provide you with guidance about eRA Commons registration and PDF guidelines to assist you in submitting your applications.

The FOA part 2 link will take you directly to the updated FOA part 2.

This concludes our presentation.   Thank you for your time.   We will now open the lines for questions.