

Grantee Closeout Reference Sheet for FPR and TPR (SAMHSA)

Introduction

SAMHSA requires the following closeout documents submission to be done 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 the 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 is not done in eRA Commons.

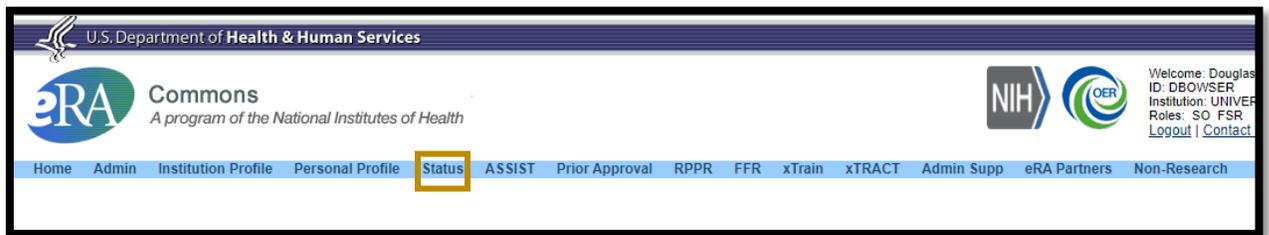
Grants Closeout Process for FPR and TPR Submissions

Accessing Grants that Require Closeout

1. Grantee receives an email reminder regarding closeout documents submission. The link to eRA Commons is included in the email. Or you may use the direct link <https://public.era.nih.gov/commons> to log into eRA Commons

Note: You must be a Project Director (PD) of the grant with a PI role or have the Signing Official (SO) role with the grantee organization.

2. Once logged in, select the **Status** tab from the navigation menu



- a. **SO** role: you are taken to the General Search screen and must enter search criteria to find the grant needing closeout. Click **Search**. For example, if the award number is SM0123456, then enter SM in the Institution Code and 0123456 in the Serial

Number field.

Status ?

Important Note:
Please provide additional search parameters to narrow down your searches by PI First and Last name. This will enable search results to retrieve data promptly and avoid existing issue of delay in data retrieval.

General Search

Just In Time
[Pending Progress Report](#)
[Recently Awarded](#)
[Recent Pending eSubmissions](#)
[Closeout](#)
[Change of Institution](#)
[Pending Human Subjects Action](#)
[Reversion Award](#)
[Non-Research Continuations](#)
[ESI Eligibility](#)

Award Number	Type	Activity Code	Institution Code	Serial Num.	Support Yr.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>						
<input type="text"/>						
PI Name						
Last		First				
<input type="text"/>		<input type="text"/>				
Application Status		All				
Eligible for FFATA Reporting		<input type="checkbox"/>				
Eligible for Hurricane Sandy Reporting		<input type="checkbox"/>				
Budget Start Date		From: 09/10/2018 To: 03/10/2020				
Budget End Date		From: To:				
Organization Hierarchy		School: ALL				
		Division: ALL				
		Department: ALL				
<input type="button" value="Search"/> <input type="button" value="Clear"/>						

- i. The **Status Result – General Search** screen appears
- ii. Under the **Action** column, click on **Requires Closeout** link.
- iii. The **Closeout Status** page appears.

Status Result - General Search ?

Application/Award ID	Grants.gov Tracking #	Proposal Title	PI/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
5HT9SP015646-10	GRANT12547230	Hunterdon Prevention Resources	GABEL, LESLEY	Awarded. Non-fellowships only	09/30/2018		Show All Prior Errors	Requires Closeout Correspondence

Select the "Requires Closeout" Link to access the Closeout Status

b. PI role: after selecting the **Status** tab from the navigation menu, the **Status PI Search** appears

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eRA Electronic Research Administration
A program of the National Institutes of Health

Home | Admin | Institution Profile | Personal Profile | **Status** | ASSIST | Prior Approval | RPPR | xTrain | xTRACT | Admin Supp | eRA Partners | Non-Research

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

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

Home | Admin | Institution Profile | Personal Profile | Status | ASSIST | Prior Approval | RPPR | xTrain | xTRACT | Admin Supp | eRA Partners | Non-Research

[« Return to PI Search](#)

Notes & Tips:

- **Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information

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

Status Result - List of Applications/Awards 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 **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
5H79TI025816-03		Integrated Continuum-of-Care Services (ICS) Project	FORD, JOANN (PI)		Awarded. Non-fellowships only	07/29/2016	Correspondence
5H79TI025816-02		Integrated Continuum-of-Care Services (ICS) Project	FORD, JOANN (PI)		Awarded. Non-fellowships only	06/17/2015	Correspondence
3H79TI025816-04S1		Enhancing ICS Project with Montgomery County Syringe Exchange Program	FORD, JOANN (PI)		Awarded. Non-fellowships only	08/22/2017	Correspondence
3H79TI025816-03S1		Enhancing ICS Project with Montgomery County Syringe Exchange Program	FORD, JOANN (PI)		Awarded. Non-fellowships only	08/30/2016	Correspondence
1H79TI025816-01		Integrated Continuum-of-Care Services (ICS) Project	FORD, JOANN (PI)		Awarded. Non-fellowships only	09/26/2014	Correspondence

Select the "Requires Closeout" hyperlink to access Closeout Status

c. The **Closeout Status** page appears

Closeout Status page

1. From the **Closeout Status** page, click on the type of submission requirement you want to initiate the upload process: Final Progress Report, Tangible Personal Property Report (SF-428). This will take you to the upload screen.

Closeout Status ?

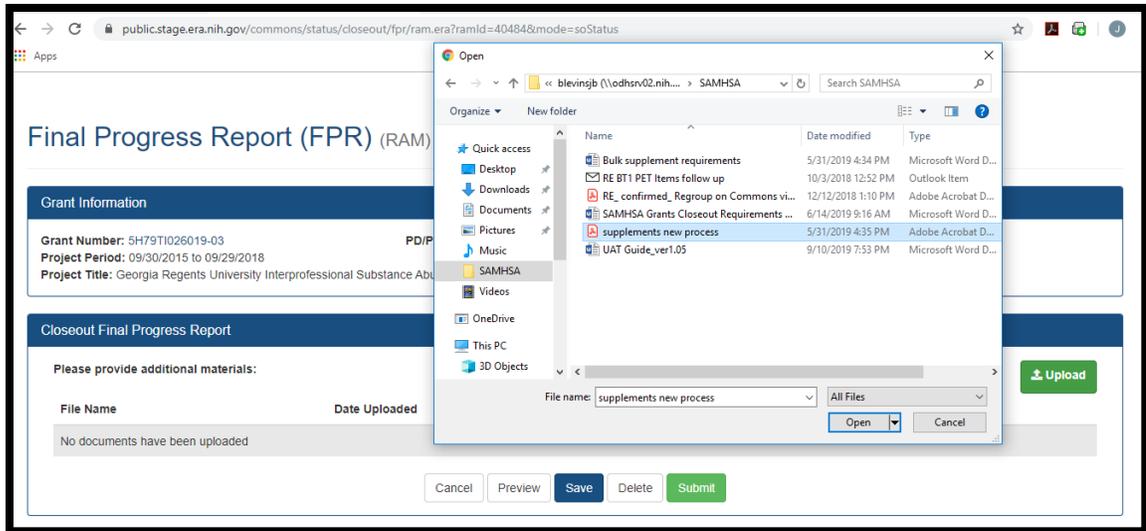
Application Information	
Award Number: 5H79SM061871-04	PD/PI Name: BROCIUS, TODD
Closeout Contact Name: EMILY LICHVAR	Closeout Contact Email:
Closeout Contact Phone:	Project Period: 09/30/2014 to 09/29/2019
Proposal Title: Alaska Project AWARE	
Closeout Status: Requires Closeout	Date of Status Change:

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)

Closeout Actions

[Back](#)

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



3. Upload screen displays uploaded file name, date uploaded and uploaded by
4. You may preview your entire submission using the **Preview** button, or view individual files using the **View** button next to the file.
5. All files must be uploaded prior to clicking **Submit**.
6. Click **Submit** to transmit your submission. **Note:** Once submitted, you're unable to add additional files.
 - a. *You and the agency staff will receive an email confirmation following the submission of the reports.*
7. After Submit, you are directed back to the **Closeout Status** screen where the FPR or the TPPR status is updated to Uploaded, and the date is updated to the date of submission.
8. Select the hyperlink for 'Final Progress Report' or 'Tangible Personal Progress Report (SF-428 Series)' to initiate another report. Repeat the same steps.
9. Grantee and SO can track the progress of Closeout using the Closeout Status screen.

Action buttons on the upload screen

1. **Delete** button next to the file will delete the uploaded file
2. **View** button will allow the user to view the uploaded PDF
3. **Cancel** button brings the user out of the upload screen
4. **Preview** button allows the user to see the uploaded PDF
5. **Save** button allows the user to save the upload and leave the upload screen
6. **Delete** button on the bottom of the page will delete the entire FPR or TPPR (removes all record that the FPR or TPPR was initiated)
7. **Submit** button Submits the PDF to SAMHSA for review
 - a. After Submit, you are directed back to the Closeout Status screen where the FPR or TPPR status is updated to FPR or TPPR Uploaded, and the date is updated to the date of submission.