

NIH REGIONAL SEMINAR ON PROGRAM FUNDING AND GRANTS ADMINISTRATION

**ERA HANDS-ON COMPUTER WORKSHOPS
WEDNESDAY, JUNE 24, 2009 - LAS VEGAS, NV**

Please Note:

- Each workshop block (morning or afternoon) requires a separate registration fee of \$150.
- The following workshops are geared to administrators, principal investigators and assistants with little or no eSubmission or eRA Commons experience and focus on how to use the electronic systems to facilitate application/grant administration.
- The workshop blocks are designed to compliment each other with very little overlap.
- eRA Commons staff also will be available at a booth throughout the conference to answer questions and provide one-on-one assistance.

TIMES	WORKSHOP BLOCK 1	WORKSHOP BLOCK 2
Morning Session Block 8:30am-12:00pm	<i>eRA Electronic Application Submission Workshop</i>	<i>eRA Commons Workshop Part 1: Account Administration Basics</i>
		<i>eRA Commons Workshop Part 2: Post Submission Functionality</i>

TIMES	WORKSHOP BLOCK 1	WORKSHOP BLOCK 2
Afternoon Session Block 1:00pm-4:30pm	<i>eRA Electronic Application Submission Workshop</i>	<i>eRA Commons Workshop Part 1: Account Administration Basics</i>
		<i>eRA Commons Workshop Part 2: Post Submission Functionality</i>

Descriptors:

Workshop Block 1

eRA Electronic Application Submission Workshop

Every awarded grant starts with getting an application in the door for consideration. Workshop participants will walk-through the entire process for submitting electronic applications to the National Institutes of Health. Key topics include:

- Overview of submission process
- Find Opportunity using NIH Guide for Grants & Contracts
- Download Application Package from Grants.gov
- Prepare Application – overview of form components and tips for avoiding commons errors
- Checking Errors/Warnings in eRA Commons Status
- Viewing Assembled Application Image in eRA Commons Status
- Finding Help

Workshop Block 2

eRA Commons Workshop Part 1: Account Administration Basics

Emphasis on basic eRA Commons functions performed by an Account Administrator. Key topics include:

- Institutional Profiles
- Personal Profiles
- Roles
- Account Set-Up
- Locked Accounts
- Password and other policies

eRA Commons Workshop Part 2: Post Submission Functionality

You've submitted your grant application – what's next? Workshop participants will explore the eRA Commons functionality available after the application is submitted to NIH. Key Topics include:

- Tracking applications/grants throughout their life cycle (Status)
- Submitting Just-In-Time (JIT) information
- Viewing Notice of Award (NoA)
- Submitting a progress report using the electronic Streamlined Non-competing Award Process (eSNAP)
- Submitting a No Cost Extension (NCE)
- Wrapping up the "paperwork" with Closeout
- Reporting Financial Conflict of Interest (FCOI)
- Using xTrain to prepare and submit Appointment and Termination forms for Training Grants (high level overview)