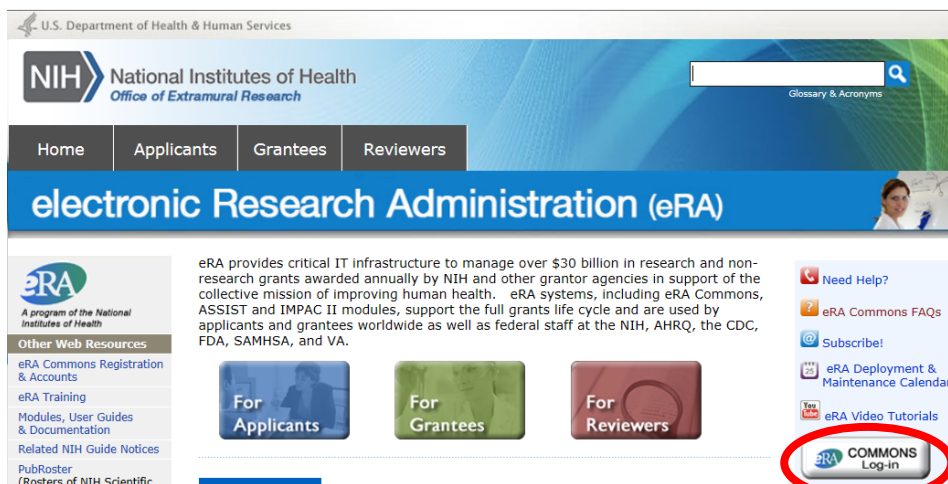


ATTACHMENT B: ELECTRONIC SUBMISSION THROUGH eRA COMMONS

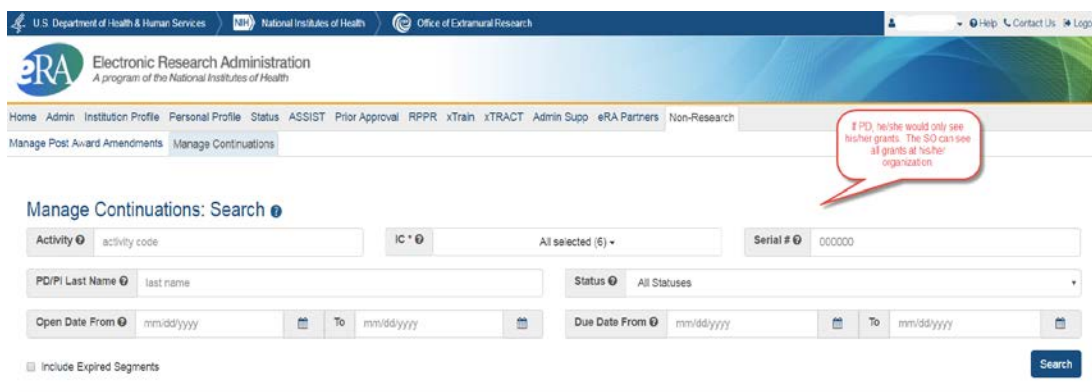
Recipients are strongly encouraged to submit their continuation applications early enough to resolve any unanticipated difficulties.

Recipients submitting an application through eRA Commons **must** ensure completion of the following:

1. Remember to update your SAM information at least every 12 months to remain active. For information about updating recipient information in SAM, please refer to the instructions at SAM.gov. If your SAM registration is not current you will receive an error message and will be unable to submit your application.
2. Log into eRA commons at: <http://era.nih.gov>, and select the eRA Commons Log-in button on the right-hand side of the screen.



3. Select Non-Research from the menu tab, and Manage Continuations, which will take you to the Manage Continuations: Search screen.



Note that Project Directors (PDs) will see a pre-populated list with a row for each grant they are assigned to, and Signing Officials (SOs), will see search criteria such as the activity code, IC, serial number, and PD last name as well as continuations-specific criteria like continuation status and open and due dates.

Manage Continuations: Search

Activity: activity code IC: All selected (6) Serial #: 80300

PD/PI Last Name: last name Status: All Statuses

Open Date From: mm/dd/yyyy To: mm/dd/yyyy Due Date From: mm/dd/yyyy To: mm/dd/yyyy

Include Expired Segments [Search](#)

Showing 1 to 1 of 1 entries

Search: Show 25 entries Previous 1 Next

Core Grant #	Federal Agency	Project Start	Project End	Budget Start	Budget End	PD/PI Name	Status	Project Title	Action
H79SM080300	SAMHSA	04/01/2016	03/31/2021	04/01/2016	03/31/2017	ANDREA Z.		SAMHSA test data. A type 1 application in Test PAR-22-2041477597699048	View

- In the action column, you will see a “View” button. Select the “View” button to navigate to the Continuations: View screen where you can see detailed information for each budget support year (budget period). You will see a row for each support year.

For support years where you have not submitted a non-competing continuation, you will see information populated for the support year, status, open date, and due date columns as well as the “Select One” button in the action column. When you click on “Select One”, you will see the “Initiate...” option in the dropdown.

You will only be able to initiate a new non-competing continuation when the continuation status is “Due” (i.e., within the open and due date range) or Late (i.e., after the due date, but before the current budget period end date). If you have already initiated a non-competing continuation, the dropdown option will say “Edit Continuation”.

Continuations: View [Back to Search](#)

Application Information

Grant Number: H79SM080300 Organization Name:
Project Period: 04/01/2016 - 03/31/2021 Grant Program (PCC):

Showing 1 to 4 of 4 entries

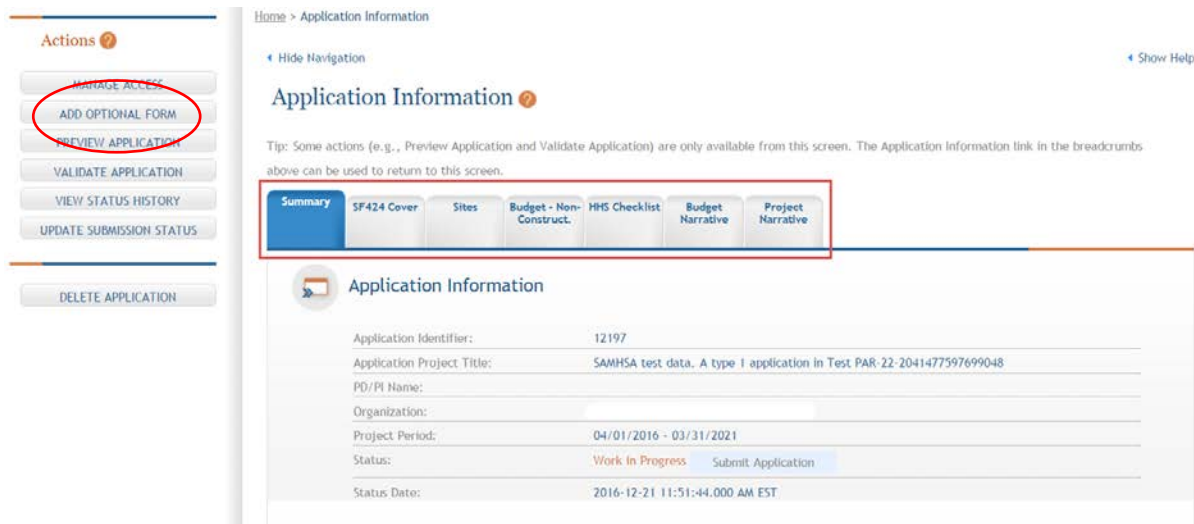
Search: Show 25 entries Previous 1 Next

Support Year	Application #	Grants.gov Tracking #	Status	Open Date	Due Date	Submitted Date	Action(s)
2			Due	09/30/2016	12/31/2016		Select One
3			Pending	09/30/2017	12/31/2017		Initiate ...
4			Pending	09/30/2018	12/31/2018		
5			Pending	09/30/2019	12/31/2019		

- Once you select the non-competing application to work on you will be directed to the Application Submission System & Interface for Submission Tracking, or ASSIST, where

you will complete and submit your non-competing continuation. The Application Information screen in ASSIST is where you will find information about the application in the tabs at the top of the page; you will see the forms that are required to be completed.

Note that if you are required to submit the Disclosure of Lobbying Activities (SF-LLL) or Charitable Choice Form (SMA 170), you will add those forms to your application by selecting “Add Optional Form” on the left-hand side of your screen.



6. As you navigate through the forms, you will see that some data fields have been pre-populated for you based on your current award. Some of those fields are editable and some are not. For example, on the SF-424 Cover form, the Continuation field is not editable.

Refer to the instructions in Attachment A of this letter regarding specific requirements for each of the forms.

As you move through each form the system will alert you to fields that are required to be entered. Click on the links to directly navigate to the applicable field. It is very important to save your progress.

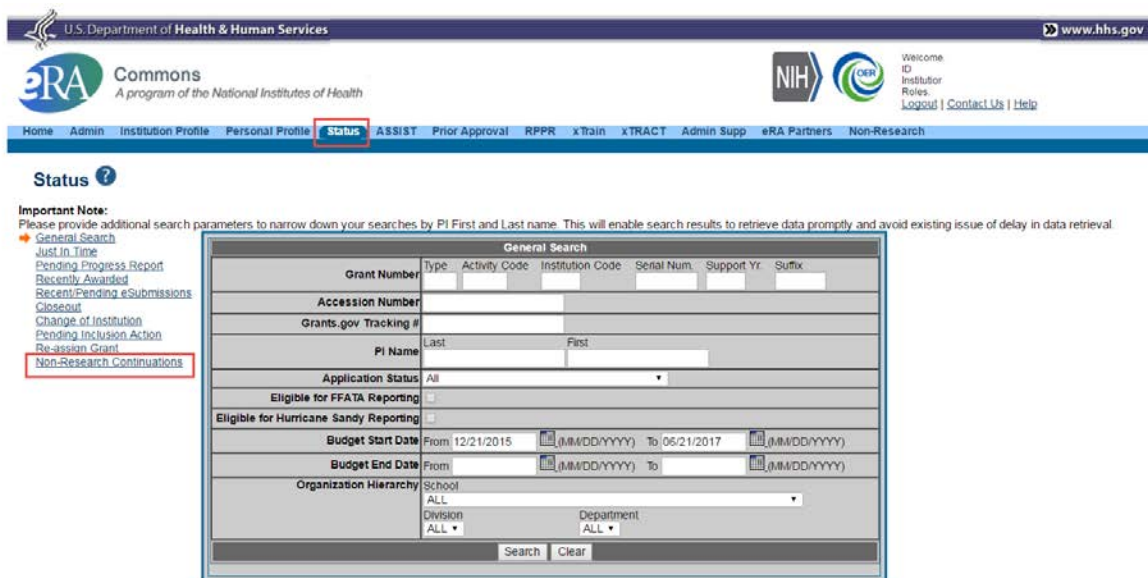
7. After you complete and save all of the forms and upload any other applicable documents in your application, select “Update Submission Status” on the left-hand side of the screen and change the status to “Ready for Submission”. At this point, an application validation will be run to ensure that there aren’t any errors that have to be corrected before submission.

In order to complete submission on your non-competing application, the designated Authorized Organization Representative (AOR) must go to the Application Information screen (i.e., the Summary tab) and submit the application. Once the AOR submits your application, it will be sent to Grants.gov and eRA for processing.

8. **You will receive an email from eRA confirming receipt of the application and the**

continuation status in eRA Commons for this grant will be changed to Submitted.

You may login to the eRA Commons, access the Non-Research/Manage Continuations tab, and review the status for their grants at any time.



9. As SAMHSA reviews your application, they may have questions and require you to submit additional information. In those cases, you will receive an email from eRA asking you to submit materials in response to a Request for Additional Materials or RAM.

10. In order to access the RAM, log into the eRA Commons, select Non-Research, and Manage Continuations. After you locate the applicable grant, select "View" to navigate to the Continuations: View screen. For the non-competing continuations that have RAM requests, you will see an "Initiate RAM" option in the Action column dropdown.

After you select the RAM button, you will be taken to another screen where you can upload up to 10 individual PDFs. For each document uploaded, you have the option to "View" the individual upload or "Delete" the document. You can select "Preview" to view the package of compiled documents.

If you need to save your RAM submission to work on it at a later time, select "Save". You will receive a success message stating "Requested Additional Materials have successfully been saved". When you return later to submit additional documents, the RAM dropdown box will say "Edit RAM" instead of "Initiate RAM".

When you are ready to submit, you will need to enter comments, and select "Submit". Your comments will be included in an email to the PD, Business Official, and Signing Official that submitted the materials, as well as federal program and grants management staff.

Technical Assistance:

If you have any questions regarding accessing and navigating eRA Commons, and ASSIST, including:

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

Please contact the **eRA Service Desk** at:

Online at: [eRA Commons Service Desk](#)

Toll-free: 1-866-504-9552 (Press 1 for eRA Commons or ASSIST and 3 for iEdison)

Phone: 301-402-7469 (Press 1 for eRA Commons or ASSIST and 3 for iEdison)

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time (closed on federal holidays)

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

If you have questions regarding the specific requirements for your non-competing application, please contact