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Purpose of this Document

Principal investigators (PIs) can use this quick start guide to learn how to update select data on NIH R&D contracts in eRA systems.

Background

See [Submitting Data on R&D Contracts](#) webpage.

Instructions for Principal Investigators to Enter or Update Contract Information

Emails to PI Seeking Contract Data

If you are a PI assigned to a contract project, and a NIH **Contract Project Officer (CPO)** has asked for additional information, you see the following email.

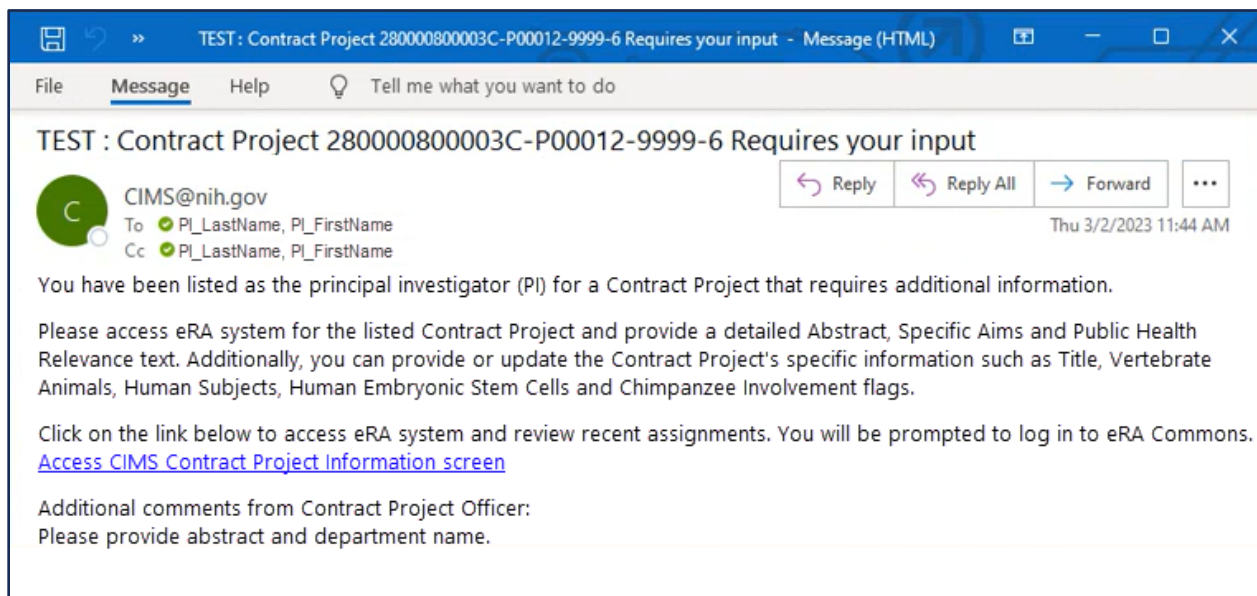


Figure 1: Email a PI receives requesting contract data

Clicking the link prompts you to log into eRA Commons and then redirects you after login to the *Contract/Project Information* screen where you enter data.

Logging In to eRA Commons

1. If you have an email with a link, click the link in the email. Otherwise, go to this website: <https://public.era.nih.gov/commonsplus>.

The eRA Commons login screen appears.



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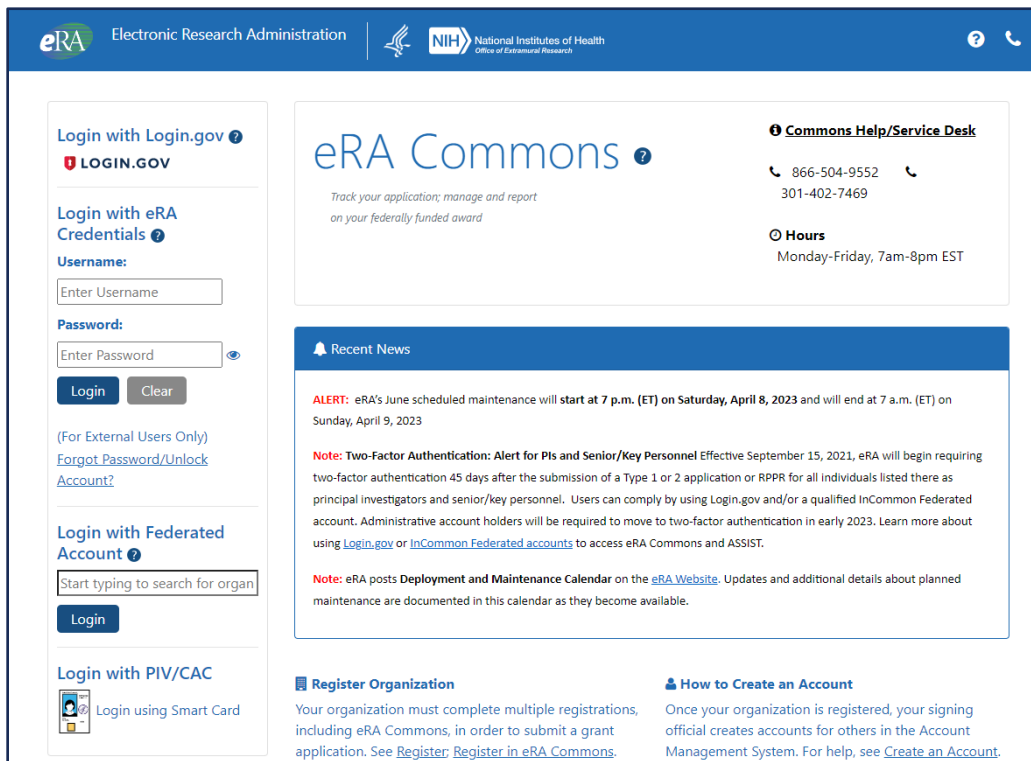


Figure 2: eRA Commons login screen

2. Log in with your normal login method; for more information, see [Logging into eRA Commons](#).

If you logged in via a link in an automated email from NIH, you are immediately redirected to the *Contract/Project Information* screen for the relevant contract project; see [Entering or Editing Data on Contract/Project Information Screen \(PI\)](#).

If you logged in without the email link, you must search for the contract project for which you need to enter data. See below.

Finding a Contract project For Which You Need to Enter Contract Data

Use these instructions if you logged into eRA Commons, but you were not automatically directed to the *Contract/Project Information* screen for a contract project.

1. On the eRA Commons home screen, click the **Status** module button.



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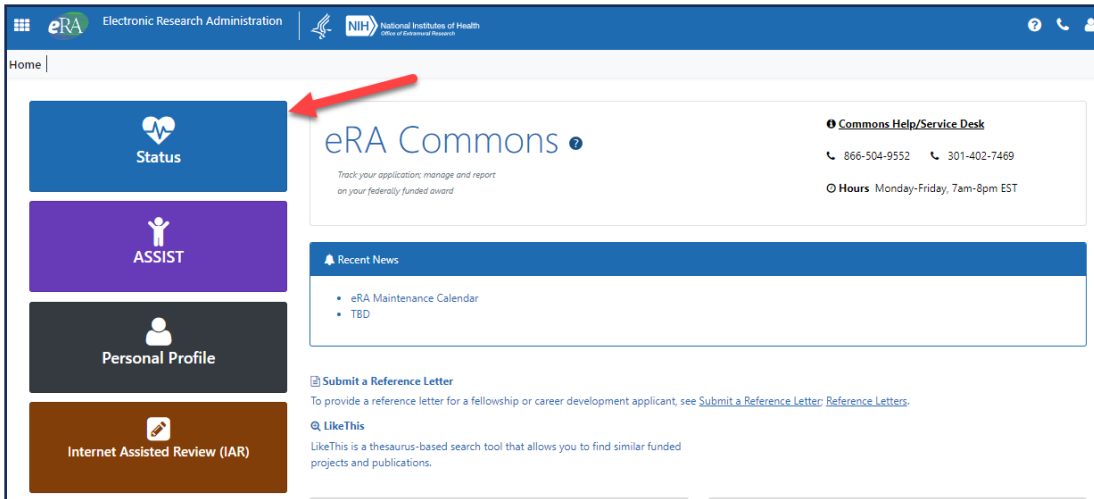


Figure 3: eRA Commons home screen with arrow showing the Status module button

2. On the *Status: PI Search* screen click **List of Applications/Awards**.

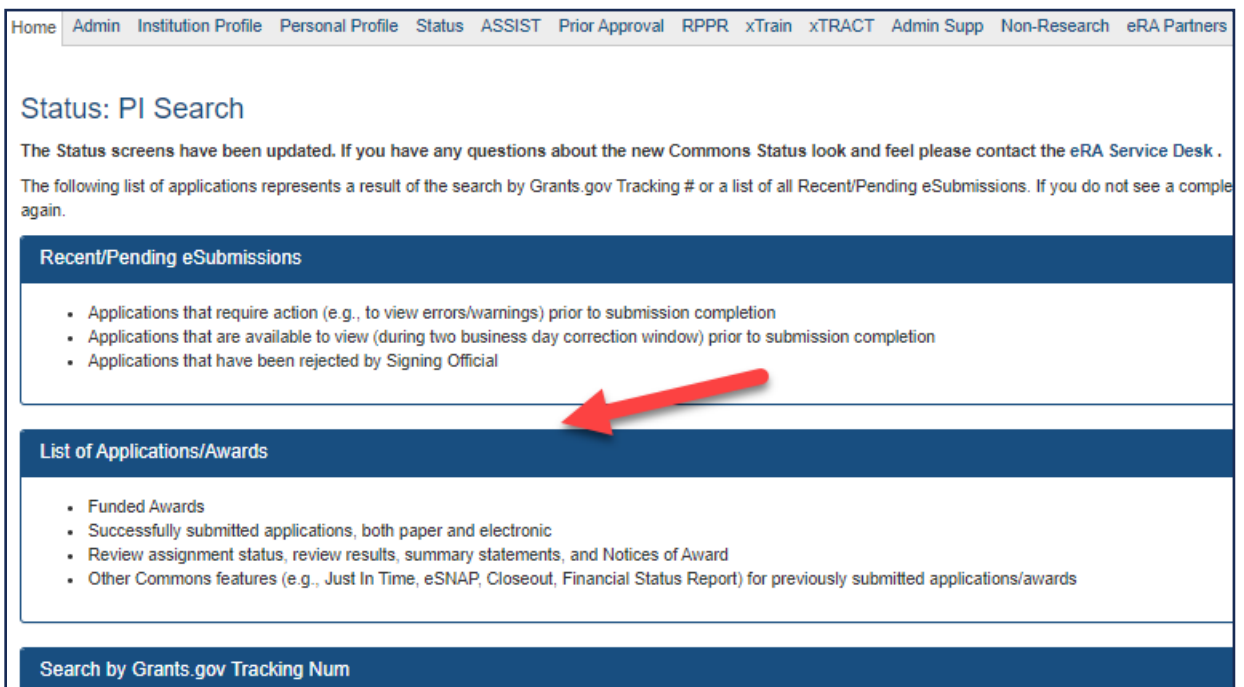


Figure 4: Status screen for a PI showing an arrow pointing to List of Applications/Awards

3. In the list that appears, locate the contract project and click its plus (+) sign to view the list of assigned contract projects.



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Status Result - List of Applications/Awards ? 3 Grouped View Flat View

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
75N00003D00003-P00001-750000300001		RESEARCH AND DEVELOPMENT PRODUCT STORAGE AND SHIPPING (Title)	PING, BRIAN (PI)		Not Applicable	03/07/2023	Contract Data

Figure 4: eRA Commons home screen with arrow showing the Status module button

4. Click the **Contract Data** button in the **Available Actions** column for a contract project.

You are taken to the *Contract/Project Information* screen; see [Entering or Editing Data on Contract/Project Information Screen \(PI\)](#).

Entering or Editing Data on Contract/Project Information Screen

If you have been directed by the NIH CPO via email that a contract project “requires your input”, use the *Contract/Project Information* screen to enter and update information for the contract project.

If you need to find the *Contract/Project Information* screen, shown below, see [Finding a Contract For Which You Need to Enter Contract Data \(PI\)](#).



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eRA Electronic Research Administration
NIH National Institutes of Health
Office of Extramural Research

[Back to Contract Listing](#)

Contract/Project Information ?

75N00003D00003-P00001-750000300001-2 Please [click here](#) to access the Human Subjects study data.

Fiscal Year: 2023	Mechanism: C	Activity Code: N01	Appl ID: 10797563	Organization: DUKSI UNIVERSITY	ARRA:
Principal Investigator Ping, Brian Clear Select		PRISM COR/PO JEN, LANIE			

Contract/Project Title * PCC

Vertebrate Animals Involved <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown Parent Contract: 10 - No live vertebrate animals involved for competing appl. The Contracting Officer must change the coding in PRISM before CIMS users can edit this field.	Human Subjects Involved <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown Parent Contract: 10 - No human subjects involved The Contracting Officer must change the coding in PRISM before CIMS users can edit this field.	Human Embryonic Stem Cells Used <input type="radio"/> Yes <input checked="" type="radio"/> No Parent Contract: No human embryonic stem cells used The Contracting Officer must change the flag in PRISM before the CIMS user can edit this field.	Chimpanzee Involvement <input type="radio"/> Yes <input checked="" type="radio"/> No Parent Contract: No chimpanzee involved The Contracting Officer must change the flag in PRISM before the CIMS user can edit this field.
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Major Subdivision * X v **Department Name *** X v Last Updated 03/07/2023 by Ping, Brian

* Required Fields

Total Obligated Amount of Contract: \$ 616,716

CAN Assignment
Amount Available To Be Allocated To This Project: \$616,716

IC	CAN	CAN Type	CAN Task Number	Obligated Amt from CAN	Amt Available from CAN
AI	8470035		2023.100	\$0	\$616,716
Total Obligated Amount: \$ 0					

Request Status: Request Initiated

Abstract <div style="border: 1px solid #ccc; height: 40px;"></div>	Public Health Relevance <div style="border: 1px solid #ccc; height: 40px;"></div>	Specific Aims <div style="border: 1px solid #ccc; height: 40px;"></div>
------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Cancel Save Project Submit for Review

Figure 5: Contract/Project Information screen where you enter or update data

The words “Request Initiated” above the **Abstract** field means the CPO indicated that this contract project requires input from the vendor organization. Some items are editable only by the CPO.

1. Fill in the following data, or the specific data that was asked for in the email you received from the CPO.
 - **Principal Investigator.** To assign or change a principal investigator, see [Reassigning a Different PI to the Contract \(PI\)](#).
 - **Major Subdivision and Department Name.** Choose from the dropdown lists. For higher education organizations, these two dropdown fields are required, as



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indicated by a red asterisk. The **Department Name** fields appears after you fill out the **Major Subdivision** field.

- **Flags (Vertebrate Animals Involved, Human Subjects Involved, Human Embryonic Stem Cells Used, Chimpanzee Involvement).** You can change the flags for these items ONLY if the parent code is set to 'yes' for that flag.
- **Abstract, Public Health Relevance, and Specific Aims.** Enter or paste text into these fields.

2. When finished, either click **Save Project** (if you are not finished and want to review this later or have someone else review it before submitting to NIH) or click **Submit for Review** (to submit the data to NIH for processing).

NOTE: All required fields must be filled in before you can save or submit; if not, errors appear and incomplete fields become outlined in red.

After you save or submit, you are returned to the *Contract Information* screen, which displays all contract projects under the current contract to which you are assigned as the PI; see below.

Contract Information

272201800003C-P00012-9999-0

Contract Title: RESEARCH AND DEVELOPMENT PRODUCT STORAGE AND SHIPPING	Fiscal Year: 2023	Mechanism: C	Activity Code: N01	Appl ID: 10690925	ARRA: No
Animal Subject Code: 10 - No live vertebrate animals involved for competing appl.	Human Subject Code: 10 - No human subjects involved	Human Embryonic Stem Cells Used: No	Chimpanzee Involvement: No	Principal Investigator: Ping, Brian	PRISM COR/PO: JEN, LANIE
Period of Performance: From 12/22/2017 To 12/14/2023	Contractor Name: DUKSI UNIVERSITY	Organization: DUKSI UNIVERSITY	NBS Contracting Officer: DOKMER, SIMBERLY		

Do Not Report

IC	CAN	CAN Task Number	Obligated Amt from CAN	Total Project Allocated Dollars	Dollars Not Reported	Complete
AI	8470035	2023.100	\$804,081	\$ 100,000	\$ 704,081	N
Total			\$ 804,081	\$ 100,000	\$ 704,081	

Last Updated 03/02/2023 11:51 AM By Shaw, Brian

Contract/Order's Research Project(s) Total Obligated Amount of Contract: \$804,081

Customize Column Listing Set as my Default

Filter Table Showing 1 - 1 of total 1 Show 10 rows < 1 of 1 >

Project Number	Appl ID	Project Title	Request Status	Obligated Amount	ACTION
272201800003C-P00012-9999-6	10695870	RESEARCH AND DEVELOPMENT PRODUCT STORAGE AND SHIPPING	Request Initiated	\$ 100,000	✎

KEY: ● Complete ● Incomplete

Figure 6: Contract Project Information screen, which shows all related contract projects that you can manage, with the edit icon (pencil icon) in the ACTION column outlined in red

On the *Contract Information* screen, shown above, you can do the following:

- Click the pencil icon in the **ACTION** column to edit information for the same contract project you just edited, as long as you saved but did NOT yet submit it.



- Click the pencil icon in the **ACTION** column to enter information for a different contract project if one is listed.

Other Situation

Reassigning a Different PI to the Contract Project

If you want to change the PI for the contract project, use the following instructions while on the *Contract/Project Information* screen. The currently assigned PI can change the contract project to be assigned to a different PI. However, keep in mind that after reassigning the contract project to a different PI and saving, you will no longer have access to it.

To assign a different PI to the contract project:

1. Go to the Contract/Project Information screen; see [Finding a Contract project For Which You Need to Enter Contract Data](#).
2. Click the **Select** button next to the **Principal Investigator** field, shown below.

The screenshot shows the 'Contract/Project Information' screen. At the top, there is a header with the title and a help icon. Below the header is a blue bar containing the contract ID '75N00003D00003-P00001-750000300001-2'. The main content area is divided into two columns: 'Fiscal Year' with the value '2023' and 'Mechanism' with the value 'C'. Below this is the 'Principal Investigator' field, which contains the text 'Ping, Brian'. To the right of this field are two buttons: 'Clear' and 'Select'. The 'Select' button is highlighted with a red rectangular box.

Figure 7: Select button next to Principal Investigator on Contract/Project Information screen

The *PI Lookup* window appears.

3. Enter search criteria for first and last name and click the **Search** button.



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PI Lookup

- Principal Investigator Search result is filtered to display only registered Principal Investigator accounts that belong to Contract Project's Organization.
- If no Principal Investigators are registered for project's Organization, submit the request without selected person to the Signing Official.
[Click on the link for further instructions](#)

Parent Contract : 75N00003D00003-P00001-750000300001-0 First Name : TOM
Organization : DUKSI UNIVERSITY Last Name : NEDNY

First Name * Last Name

* Required Fields

Filter Table 1 Results 1 row selected < 1 of 1 >

First Name	Middle Name	Last Name	Institution(s)
Brian		Ping	DUKSI UNIVERSITY

Close

Figure 8: PI Lookup window after searching for a name, showing search criteria, Search button, and Select buttons outlined in red

- From the search results table at the bottom, select a new PI to assign the contract project to and click the **Select** button.
- At the bottom of the *Contract/Project Information* screen, click the **Save Project** button.