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Purpose

Signing officials (SOs) can use this quick start guide to learn how to enter or update select information on awarded NIH R&D contracts in eRA Commons.

Background

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

Instructions for Signing Officials to Enter or Update Contract Information

Emails to SOs Seeking Contract Data

If a NIH **Contract Project Officer (CPO)** has asked for additional information on a contract project, and a PI is not currently assigned to the contract project, then all SOs within an organization receive the following email.

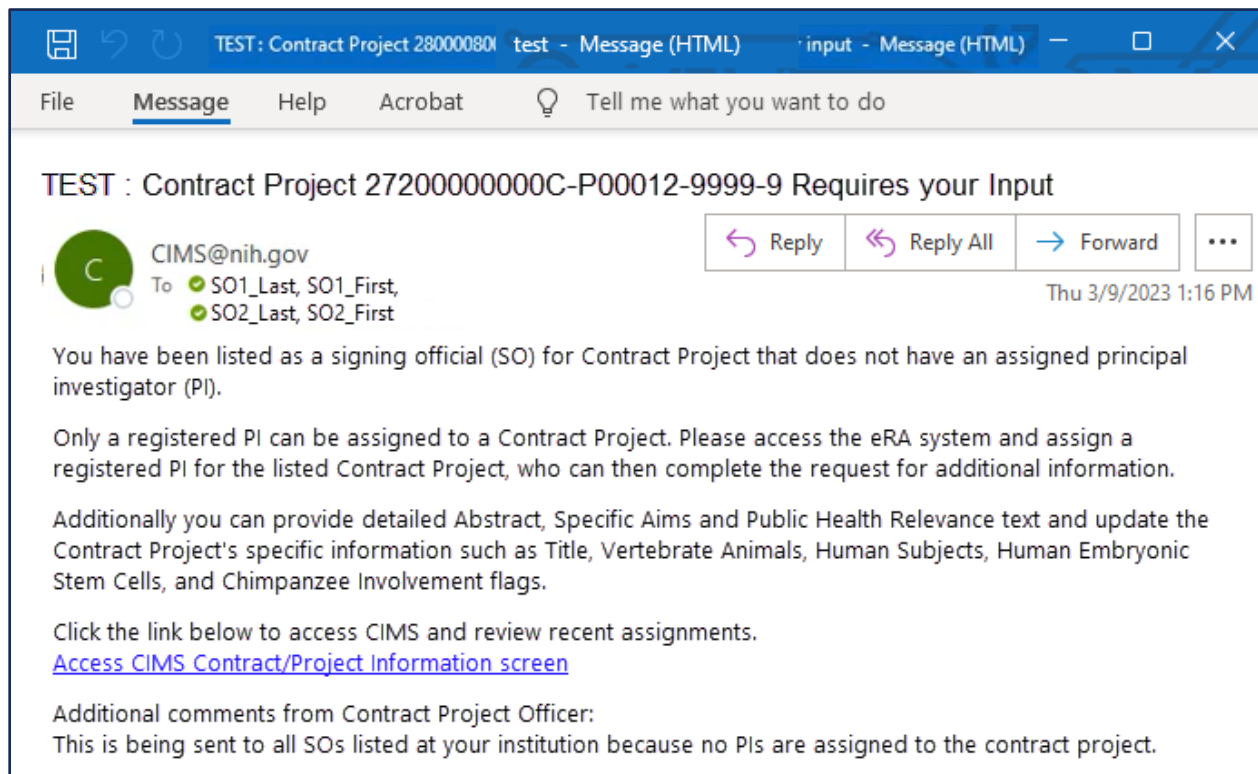


Figure 1: Email that all SOs receive requesting that a PI be assigned to a contract project and/or that contract data be entered

Clicking the link prompts you to log into eRA Commons and then redirects you after login to the *Contract/Project Information* screen, where you can enter data or assign a principal investigator (PI).



Quick Start Guide for Signing Officials to Enter or Update Select Data on NIH R&D Contracts

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.

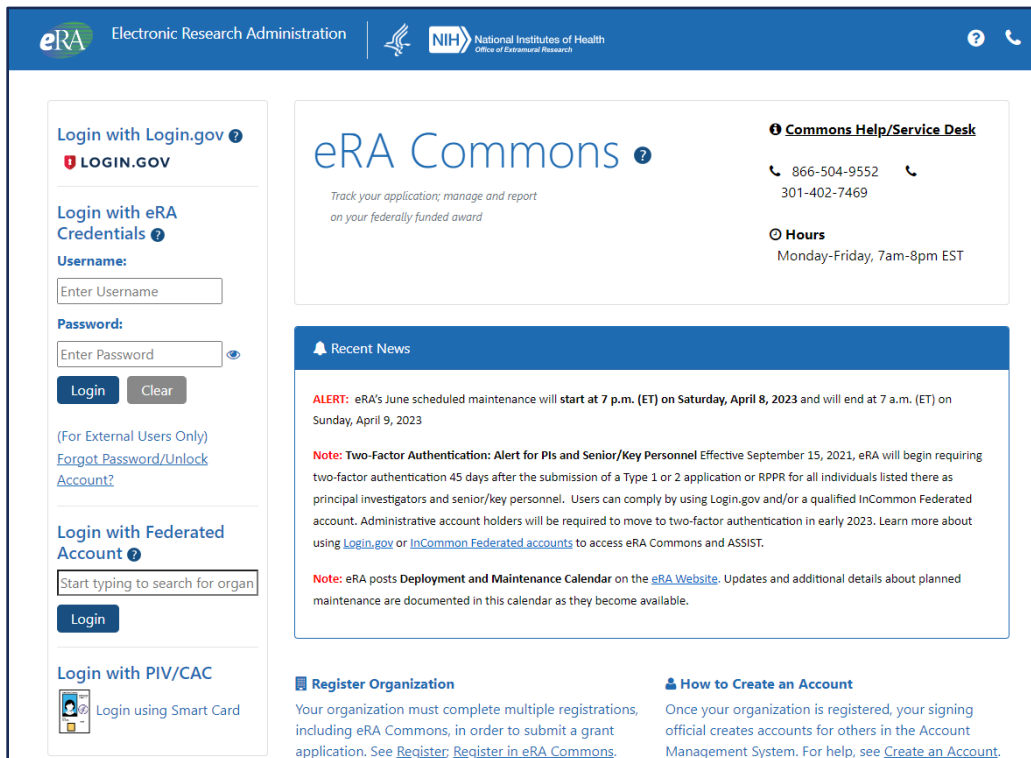


Figure 2: eRA Commons login screen

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 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](#).

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



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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.
2. On the *Search Type* screen, enter search parameters and click **Search**.

The screenshot shows the 'Search Type' screen with various filters and a search button. Below the search filters, there is a 'Status Result - General Search' section with a table of results. The table has columns for Application/Award ID, Grants.gov Tracking, Proposal Title, PD/PI Name, and Application Status. A red arrow points to a three-dot menu icon next to the first row, which has a 'Contract Data' option highlighted in a red box.

Application/Award ID	Grants.gov Tracking	Proposal Title	PD/PI Name	Application Status
75N93022D00003-P00001-759302200001-2	...	RESEARCH AND DEVELOPMENT PRODUCT STORAGE AND SHIPPING	Shaw, Brian	Not Applicable

Figure 3: Status search results screen for an SO showing an arrow pointing to Contract Data action

3. In the search results that appear, locate the contract project, click its three-dot ellipsis menu, and select **Contract Data**, shown above.

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

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. You can also assign a PI and the eRA system will direct the PI to enter 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 \(PI\)](#).



Quick Start Guide for Signing Officials to Enter or Update Select Data on NIH R&D Contracts

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 **PRISM COR/PO:** JEN, LANIE

Contract/Project Title * **PCC**

Vertebrate Animals Involved: Yes No Unknown **Human Subjects Involved:** Yes No Unknown **Human Embryonic Stem Cells Used:** Yes No **Chimpanzee Involvement:** Yes No

Parent Contract: 10 - No live vertebrate animals involved for competing appl. Parent Contract: 10 - No human subjects involved Parent Contract: No human embryonic stem cells used Parent Contract: No chimpanzee involved

The Contracting Officer must change the coding in PRISM before CIMS users can edit this field. The Contracting Officer must change the coding in PRISM before the CIMS user can edit this field. The Contracting Officer must change the flag in PRISM before the CIMS user can edit this field.

Major Subdivision * **Department Name *** 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

Public Health Relevance

Specific Aims

Figure 4: 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 fields 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 [Assigning a PI to a Contract.](#)



Quick Start Guide for Signing Officials to Enter or Update Select Data on NIH R&D Contracts

- **Major Subdivision** and **Department Name**. Choose from the dropdown lists. For higher education organizations, these two dropdown fields are required, as indicated by a red asterisk. The **Department Name** field 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, error indicators appear and incomplete fields become outlined in red. The incomplete field shows a red outline and buttons show error warnings, which when clicked show an error message:

Contract Project Title *

Save Project



Submit for Review



Warning



Contract/Project Title is not provided.

Close

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



Quick Start Guide for Signing Officials to Enter or Update Select Data on NIH R&D Contracts

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

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 5: Contract Information screen, which shows all related contracts 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 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

Assigning a PI to a Contract Project

NOTE: If the PI that needs to be assigned is not currently assigned an eRA Commons account, an SO for your organization can follow the directions in [Create or Edit a new Commons Account](#).

(https://www.era.nih.gov/erahelp/commons/#Commons/1_Admin/mgacct_create.htm)

If you want to assign a PI to a contract project, use the following instructions while on the *Contract/Project Information* screen. An SO (any SO from your organization) can specify a PI for the contract project.

To assign a new or different PI to the contract project:

1. Click the **Select** button next to the **Principal Investigator** field, shown below.

Contract/Project Information ?

75N00003D00003-P00001-750000300001-2

Fiscal Year: 2023 **Mechanism:** C

Principal Investigator

Ping, Brian Clear **Select**

Figure 6: Select button next to Principal Investigator on Contract/Project Information screen

The *PI Lookup* window appears.

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

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: Brian * Last Name: Ping

* Required Fields

Search

Filter Table 1 Results 1 row selected

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

Close Clear **Select**

Figure 7: PI Lookup window after searching for a name, showing search criteria, Search button, and Select buttons outlined in red

3. From the search results table at the bottom, select a new PI to assign the contract project to and click the **Select** button.

NOTE: If the PI you are looking for is not in the results list, you (or any SO) can create an eRA Commons account for the PI, so that they can be assigned to a contract project. See [Create or Edit a New Commons Account](#).



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4. At the bottom of the *Contract/Project Information* screen, click the **Save Project** button.

Creating a New PI Account

If the PI that needs to be assigned is not currently assigned an eRA Commons account, an SO for your organization can follow the directions in [Create or Edit a new Commons Account](https://www.era.nih.gov/erahelp/commons/#Commons/1_Admin/mgacct_create.htm).
(https://www.era.nih.gov/erahelp/commons/#Commons/1_Admin/mgacct_create.htm)
