Checklist for Self-Submitting a Proposal through CAYUSE424

Submit proposals at least 2 days prior to the deadline (due to elimination of the NIH Error Correction Window)

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1. **Route A&F for Review and Approval**

Route the documents related to the administrative and financial portions (A&F) of the grant application to Sponsored Projects Administration (SPA) ten (10) days prior to the sponsor deadline.

Once approved the A&F portion of the application will be locked. The Sponsored Projects Specialist (SPS) will update the applications permissions to allow everyone listed on the routing chain the “submit” option. These individuals and their delegates will be able to upload the science and submit the application directly to the agency.

2. **Upload Science**

When the SPS applies the approval, the proposal will be routed back to the PI/Department. The SPS will send a follow-up email notifying the department that they have access to submit the application. At this point the PI/Department will upload the final science to the application.

3. **Validate**

- Final Cayuse424 generated errors and warning will need to be managed by PI/Department.
- PI/department should not submit until the error count is zero, without good reason. Proposals can be submitted successfully with Warnings, but submission will fail if Errors are present.
  1. Ensure the 6 errors Cayuse424 cannot verify are accurate.
  2. Run the final validation checks under “Proposal Management” by:
     a. Click Electronic Submission
     b. Click Validate Proposal
If your proposal is error free after running the validations you will receive a “No Problems Detected” report.

Validate Proposal Results

No problems detected.

4. Submit

The PI/Department is responsible for ensuring the application is submitted to the agency on time.

As recommended by the NIH, applicants should submit their applications several days early to allow enough time for the application to be validated by the system and to correct any errors prior to the deadline.

There have been cases where a PI/Department waited until the last minute to submit their application and the application was submitted on-time; however the application did not clear validation by grants.gov and was rejected with errors. The application did not go to the agency because the application was unable to be corrected and resubmitted by the deadline.

Please work early to submit your application!

To submit the final application to the agency:

a. Click Electronic Submission

b. Click Validate and Submit to Grants.gov

c. Click on Submit
A dialogue box will appear showing the pending submission status of the application. **DO NOT CLOSE THE DIALOGUE BOX UNTIL THE GRANTS.GOV TRACKING NUMBER APPEARS (SEE BELOW).**

![Submitting screen capture]

The grants.gov number will appear once the application has been submitted.

![Submitting screen capture]

**DO NOT SUBMIT THE APPLICATION TWICE. CONFIRM IN ERA COMMONS PRIOR TO HITTING THE SUBMIT BUTTON AGAIN. IF YOU HIT SUBMIT TWICE YOU WILL RECEIVE A GRANTS.GOV DUPLICATE APPLICATION ERROR.**

### 5. Verify Submission

*It has been SPA’s experience that the proposal is validated by grants.gov within 10 minutes of submission. However this is not guaranteed and it can take up to two days for the proposal to be validated by grants.gov. Please refer to the agency’s guidelines.*

- There are several options to check the status of your submission.
  - **eRA Commons**: The preferred and most accurate method to check the status of a NIH, AHRQ, CDC, FDA, SAMSHA, & VHA proposals. PIs may delegate³ “status” to administrators to view and manage errors.
  - **Cayuse424**: Generally the application status may be viewed in Cayuse424 under Electronic Submission by:
    1. Click Proposal Submission History
    2. Click on the Grants.gov tracking number
c. **Email**: The agency will often send an email notification to the PI in regards to the status of the application. The email may specify the application cleared validation or that the application was rejected due to errors.

d. **Grants.gov**: Applications may be tracked using the [Track My Application](#) feature by grants.gov.

### 6. Manage Errors

The PI/Department is responsible for tracking, managing, and correcting errors. SPA will not monitor/contact the department if the application is rejected with errors. The department must notify SPA to make corrections.

SPA will not be available after hours (i.e. after 5 p.m. & weekends) to assist with tracking, managing and/or correcting errors. SPA will only be available to assist during regular business hours (8:00 AM – 5:00 PM).

- PIs/Departments will need to notify their [SPA Sponsored Projects Specialist](#) to correct applications that did not clear the grants.gov validation.
- The Sponsored Projects Specialist will re-open the proposal and re-route it to the PI/Department for corrections.
- Once the errors are corrected the PI/Department will repeat steps 3-5.
Appendix

1 Errors Cayuse424 Cannot Verify

Below is a list of fields Cayuse424 cannot verify. Please confirm these fields are entered with the correct information as errors may cause the proposal to be rejected by grants.gov.

1. Federal Identifier
   a. Pre-application Numbers
   b. IC Numbers
   c. Renewal numbers
2. eRA Commons ID credentials
3. Stem cell statuses
4. CDMRP Log Numbers
5. NSF Division/Program codes
6. Change of Investigator / Change of Institution (Question 2 of the PHS 398 Checklist)

2 eRA Commons Instructions to Check Application Status

For the purposes of documenting these steps the eRA Commons Demo site will be used. The steps are the same in production.

1. Login to eRA Commons with your Principal Investigator (PI) account Username and Password.
2. Click the Status tab and select Recent/Pending eSubmissions or type in a Grants.gov tracking number. Look in Application Status column to determine if your application is “pending verification” or has received “eSubmission error.”

If “eSubmission Error” shows in the Application Status field, follow the link to “all prior errors” to see specific error/warning messages.

- View the list of eSubmission Errors/Warnings. **Warnings** can be fixed at the applicant's discretion but do not require action for the application to move on. **Errors** must be addressed before the application can move on.
- See Steps for Correcting eRA-identified Errors/Warnings.

3. If the status shows as “pending verification,” click on the **AN (accession) number**.

- Click on reapplication to view application image and scroll through to view entire application to make sure figures and attachments assembled appropriately.
- If anything looks amiss, the AOR/SO has the ability to reject the application. The PI will be notified through the system of the rejection.

The AOR/SO would then submit the corrected application back to Grants.gov, the application would be pulled back into the eRA Commons, and you would view the new application image.
Delegate Status authority to others within the institution provides access to PI’s information including the ability to check for application submission errors/warnings and to view the assembled application image. Delegation Status does not provide access to application summary statement or priority score. Delegation can be made to an eRA Commons user at the PI’s institution with the Assistant (ASST) role.

To delegate authority to another user (for your own account)

- Login to eRA Commons
- Select the Admin menu tab from the Commons navigational bar
- Select the Delegations option from the Admin menu

The My Delegates screen opens. If applicable, the My Current Delegations area of the screen displays a table of your existing delegations. If you have no current delegations, the table will indicate ‘No records were returned.’

- The delegations you are able to perform are based on your Commons role(s). The screen lists the available authorities you are able to delegate
- Click the ‘Search or Add Delegate’ link. Search parameters will display on the screen; enter the appropriate search criteria, using the percent (%) sign if you need to as a wildcard

- Select the ‘Search’ button
- Search results will display in the Search Results area, including the user’s Name, Role(s), Commons ID, and currently delegated authorities (indicated by marked checkboxes next to the listed authorities)
- Once you have located the user to whom you wish to delegate authority, click the ‘Select’ link for that user
The Delegate Authority (Authorities) screen will display, including the available authorities (with checkboxes) and a confirmation message.

Mark the checkbox(es) of the authority or the authorities you wish to delegate and click the ‘Save’ button to complete the process.

Verification Email Generated by eRA Commons

From: era-notify@mail.nih.gov [mailto:era-notify@mail.nih.gov]
Sent: Wednesday, March 14, 2012 4:05 PM
To: XXXXX.XXXXXXX@uth.tmc.edu; Office of Sponsored Projects
Subject: GRANTXXXXXXXX/TXXXXXXi, AXXX: Check Assembled Application in eRA Commons - Warnings Only

NIH has received the electronic grant application Grants.gov Tracking # GRANTXXXXXXXX/ PI TXXXXXXi, AXXX and has placed the assembled application in the eRA Commons for your review. Our systems have identified warnings associated with your application. These warnings will not prevent your application from completing the electronic submission process, but serve as reminders to verify that your application complies with specific requirements in the funding opportunity announcement and application guide.

You have a viewing window of two business days (i.e., Monday - Friday, excluding federal holidays) to check the assembled application before it automatically moves forward to NIH staff for further processing and consideration. Once the application has moved forward, no additional changes to the application will be accepted through Grants.gov or eRA Commons.

Within the viewing window, signing officials have the authority to reject an application to stop it from completing the submission process. After an application is rejected, a changed/corrected application can be submitted to address warnings or other issues if it is still before the submission deadline. However, changed/corrected applications submitted after the submission deadline will be subject to the NIH Late Policy and may not be accepted.

It is your responsibility to view the entire assembled application in eRA Commons and notify the eRA Commons Help Desk within this window if the assembled application does not correctly reflect the information submitted to Grants.gov (e.g., submitted information is missing in image, graph/chart appears upside-down). The eRA Commons Help Desk will provide guidance on appropriate corrective actions.

View detailed steps for PI to track submission status.
View detailed steps for AOR/SO to track submission status.
View detailed steps for AOR/SO to reject an application.
View detailed steps for submitting a changed/corrected application.

If you still require support after taking full advantage of these resources, please contact the eRA Commons Help Desk.