eSNAP Checklist

1. Logon to at http://era.nih.gov
2. Select **eSNAP** tab
3. Select **Manage eSNAP** tab
4. Select the grant award
5. Select **Edit Business** tab
6. Complete reports and save changes or designate as complete:
    a. Organization Information: AO is **Joseph Higdon** and SO is **Judy Bristow**
    b. Performance Sites
    c. Key personnel
    d. Research Subject
    e. SNAP and Other Progress Reports Questions and Checklist
    f. Inclusion Enrollment
7. Save and Complete or Designate as Complete on each report
8. On Manage eSNAP tab, verify that all reports are complete
9. Route to University for Approval. This will go to the AO in grants management