eSNAP Management of Business Reports

Overview: This system is used by the PI to review and submit reports directly to the NIH. The eSNAP reports that are available are hyperlinked on the eSNAP page under **manage eSNAP**. The following instructions will guide the user through the process for uploading required reports to the NIH.

1. Log on to eraCommons at http://era.nih.gov
2. Select the **eSNAP** tab at the top of the page. The **Manage eSNAP** screen will list all applicable grants with a hyperlink.
3. Select the grant number to access the eSNAP reports.
4. Verify the Application information for accuracy and status of completion for outstanding items due.
5. The **Edit Business** tab at the top allows the user to view and edit information. A third list will appear the under the **edit business** tab that includes all pertinent reports.
6. Review and edit all pertinent information for **Organization Information**
    a. Organization Information: Designate UL AO as **Joseph Higdon** and UL SO as **Judy Bristow**
7. Once verified, hit Save & Complete. This will save the information into the database and indicate section is complete.
8. The **Performance Sites List** tab is next. This information should be pre-populated. If the information is incorrect, then edit and save.
9. Once verified, hit Designate as Complete
10. The **Key Personnel List** tab should have information that is pre-populated.
11. Add new, edit, or delete personnel.
12. Once verified, hit Designate as Complete
13. The **Research Subject** tab will have some pre-populated information. Each question needs to have the appropriate response checked.
    a. Does the proposal involve human subjects?
    b. Has the involvement of human subjects changed since the previous submission?
    c. Is the research exempt?
    d. NIH-defined Phase III Clinical Trial?
    e. Full IRB Review?
    f. Human Subject Education
    g. Does the proposal involve animal subjects?
    h. Has the involvement of animal subjects changed since the previous submission?
14. Once verified, hit Save & Complete.
15. The **SNAP and Other Progress Report Questions and Checklist** is the next tab.
    a. Has there been a change in the other support of key personnel since the last reporting period? If yes, explain.
    b. Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project? If yes, justify.

c. Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget? Verify with the UBM or financial personnel handling grants post-award. This will be verified by Grants Mgmt before submitted.

d. Change in select agent research? If yes, please explain in Progress Report.

e. Change in Multi PI Leadership plan? If yes, please explain in the Progress Report.

f. Were any inventions conceived or first actually reduced to practice during the course of work under this project? If yes, verify that invention has been reported.

g. Is program income anticipated during the proposed period for which support is requested? If yes, then follow the hyperlink to answer program income information.

h. Complete last section if there was a change in performance site.

16. At verification, hit the Save and Complete button.

17. The last tab at the top is the **Inclusion Enrollment** tab. If required, complete all information. If not required it will be pre-populated that it is not required.

18. Once verified, hit the Designate as Complete button.

19. Hit the **Manage eSnap** tab at top.

20. Verify all sections are complete. If not, then go to section, edit, and designate as complete.

21. If complete, route to **Joe Higdon** for Department of Medicine.

After all reports in the **Edit Business** tab are complete, the Manage eSNAP list should reflect that each is complete. If the Science has been uploaded, then proceed with routing the document to Grants Management. The route button is under the Manage eSnap tab.

Grants Management will complete for University approval and complete the final upload to NIH.

If you have additional questions contact **Christy Haden** in the Department of Medicine at **852-2433** or **Joe Higdon** in Grants Management at **852-2592**.

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:
    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