

## eSNAP PROCEDURES FOR UNIVERSITY OF PITTSBURGH PIs

### Preparing the eSNAP Report

- PI **must** have an NIH eRA Commons (<https://commons.era.nih.gov/commons/>) account to prepare and submit an eSNAP (electronic Streamlined NonCompeting Award Process) progress report. To request a Commons account, complete and submit the University of Pittsburgh Commons Registration Request form at <https://www.pitt.edu/offres/ornihform.html>. PI can also assign “assist” rights to an administrator to aid with the eSNAP submission. The Commons terms this “Delegating PI Authority.” A Principal Investigator (PI) may delegate or remove PI authority to/from other registered NIH eRA Commons users. Users who receive updating authority can then edit any of the PI's eSNAP reports. (See instructions on Delegating PI Authority as well as on Delegating PPF Authority at <http://www.pitt.edu/~offres/proposal/DelegatingAuthority.pdf>)
- Before submitting a progress report, a PI should check and if necessary, update his Personal Profile in the NIH eRA Commons. There are eight tabs under the Personal Profile tab at the top of the screen (Personal Information, Race/Ethnicity, Employments, Reviewer-Specific, Residential Address, Degrees/Residency, Publications, Trainee-Specific), and each tab must be checked to make sure that all the required fields (those fields marked with a red asterisk) are completed.
- PI accesses the eSNAP function by clicking on the eSNAP tab at the top of the screen. PI completes eSNAP information via NIH eRA Commons. For a complete guide to using eSNAP, see the eSNAP User Guide at [http://era.nih.gov/docs/eSNAP\\_UG\\_v2.25.0.0\\_041210.pdf](http://era.nih.gov/docs/eSNAP_UG_v2.25.0.0_041210.pdf)
- PI uploads eSNAP report and copies of all appropriate attachments (progress reports, other support as needed, etc.). Please note that this version is labeled “DRAFT.” It will change to “FINAL” once it is submitted by the Office of Research.
- The Administrative Official (AO) on the face page should be the Grants and Contracts Officer in the Office of Research responsible for the PI's department. If you are not sure who your grants officer is, you can check the Office of Research's constituency list at <http://www.pitt.edu/~offres/const.html>.
- The Signing Official should be Allen A. DiPalma, Director, Office of Research, phone number (412) 624-7400, fax number (412) 624-7409, e-mail address is [offres@offres.pitt.edu](mailto:offres@offres.pitt.edu).
- When you have completed your eSNAP, click on “Manage eSNAP” tab (main menu) and then click on the “Validate” button to check for errors. Any errors will be displayed in red at the top of the eSNAP menu screen. If there are no errors, the report is ready to be submitted. If there are errors, the PI can get the report back (Recall) and make the changes and re-send.
- In addition to uploading the Progress Report electronically, hard copies with internal budget, PI signature verification/certification (effective June 1, 2006) (See PI Signature Verification process at <http://www.pitt.edu/~offres/proposal/PISignatureVerification.pdf>) and all required updated compliance approvals (IRB, IACUC, etc.) should be sent to the appropriate department/research administrator for further review. After the departmental administrator reviews the progress report and budget, the paperwork, including appropriately signed 136 forms and 202 form(s), will be sent to the Office of Research for review and submission.

### Routing eSNAP Reports

- Once the report is uploaded and reviewed by the appropriate department administrator, PI should click on the “Route” button and choose the person listed as Administrative Official (AO) on the cover page.
- Click submit.

- The reviewer (AO) will receive an e-mail notification that the report is ready for review.

**Submission by the Office of Research**

- Once the Office of Research has reviewed the eSNAP report and associated paperwork, they will complete the final submission process. Once submitted, both the AO and PI will receive e-mail notification that the Progress Report has been successfully submitted. The action will be noted in the InfoEd Activity Log.

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