

# Instructions for Submitting Reports via eRA Commons

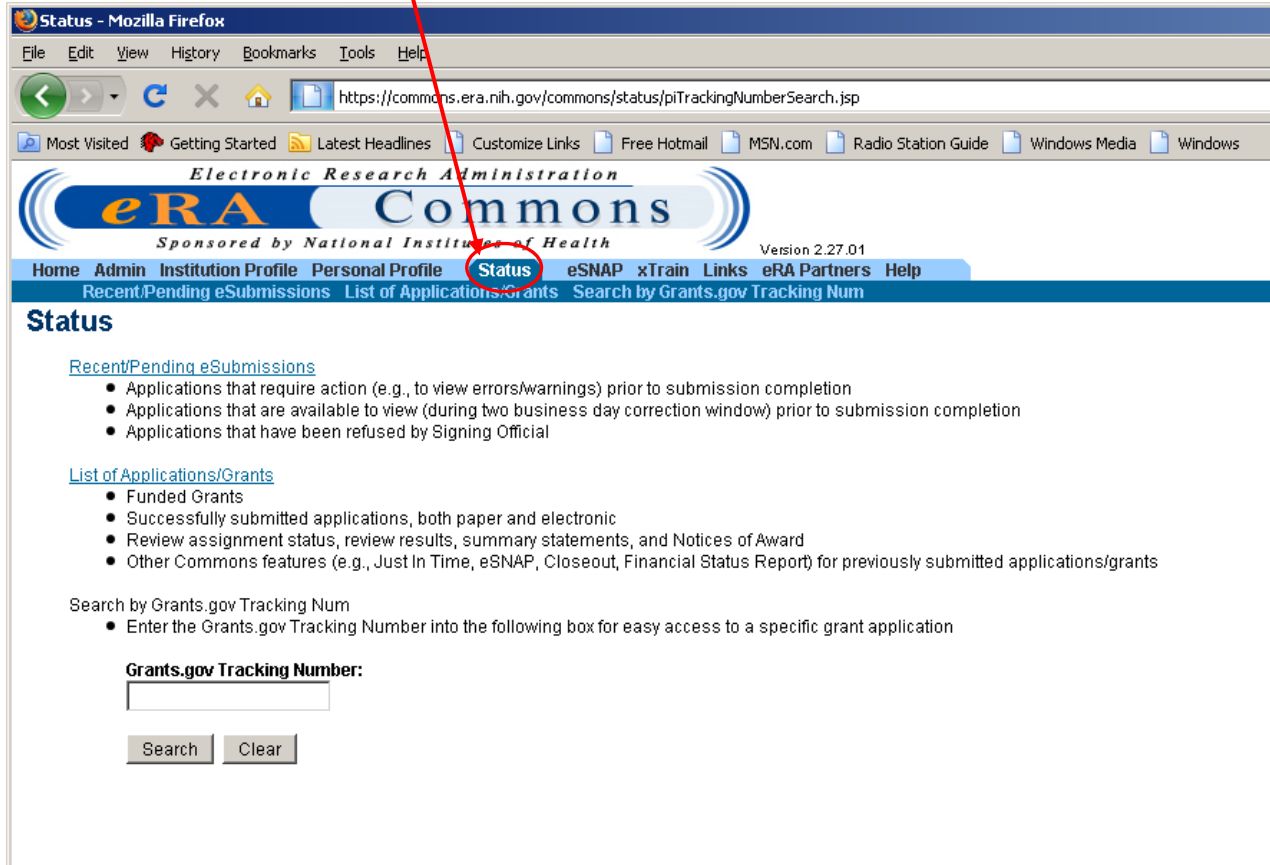
Set viewing % to 150 so you can read this more clearly.

## Quick Steps:

After you log in, click on "Status"  
Then Click on "List of Applications/Grants"  
Then click on "Requires Closeout" of the grant on which you are reporting  
Upload Progress Report by clicking on "Process Final Progress Report"  
Click on "Process Invention Statement"  
Email Director of Grants and Contracts (DGC)

## Steps with Images:

After you log in, click on "Status"



Then Click on "List of Applications/Grants". Then click on "Requires Closeout"

Commons Status Query - Status Result - List of Applications/Grants - Mozilla Firefox

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https://commons.era.nih.gov/commons/status/piSearchResult.jsp

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**Electronic Research Administration Commons**  
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Welcome rgmiller  
Institution: CALIFORNIA PACIFIC MED CTR RES INSTITUTE  
Authority: PI [Log-out](#)

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Recent/Pending eSubmissions **List of Applications/Grants** Search by Grants.gov Tracking Num

### Status Result - List of Applications/Grants ?

**Important:** The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 100 and 300 if no percentile is provided. Please await instructions from the NIH on whether to complete this information. Furthermore, there is a system problem with the Commons, which shows the JIT link for NRSA applications (Fellowships and Training applications). Please do not submit the JIT information for these types of applications through the Commons. Please submit JIT information for training grants and fellowships through email or fax. Finally, JIT requires a Signing Official (SO) at your Institution to send the request to the NIH. As a Principal Investigator, you are able to save this information. However, you must notify an individual with SO rights to forward the information to the NIH. Thank you for your cooperation.

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

1- 8 of 8 1

Application ID	Grants.gov Tracking #	Proposal Title	PI Name	eSubmission Status	Current Application Status	Status Date	Action
<a href="#">1R01NS047322-01</a>		A Phase III Study of Dronabinol in ALS-Data Center II	MILLER, ROBERT G		Administratively Withdrawn by IC	05/02/2005	
<a href="#">5R01NS044887-03</a>		Phase III Trial of Minocycline in ALS-II Data Center	MILLER, ROBERT G	Submission Complete	Awarded. Non-fellowships only	08/25/2005	
<a href="#">5R01NS044887-04</a>		Phase III Trial of Minocycline in ALS-II Data Center	MILLER, ROBERT G	Submission Complete	Awarded. Non-fellowships only	06/22/2006	<a href="#">Requires Closeout</a>
<a href="#">3R01NS044887-04S2</a>		Phase III Trial of Minocycline in ALS-II Data Center	MILLER, ROBERT G		Awarded. Non-fellowships only	05/01/2007	
<a href="#">5R01NS044887-02</a>		Phase III Trial of Minocycline in ALS-II Data Center	MILLER, ROBERT G	Submission Complete	Awarded. Non-fellowships only	07/19/2004	
<a href="#">1R01NS044887-01</a>		Phase III Trial of Minocycline in ALS-Data Center	MILLER, ROBERT G		Awarded. Non-fellowships only	08/12/2003	
<a href="#">3R01NS044887-04S1</a>		Phase III Trial of Minocycline in ALS-II Data Center	MILLER, ROBERT G		Awarded. Non-fellowships only	04/05/2007	
<a href="#">1R41NS053118-01</a>		Pilot study of cholinergic therapy in amyotrophic lateral sclerosis	MILLER, ROBERT G		Unscored	03/14/2005	

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## Upload Progress Report by clicking on "Process Final Progress Report"

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https://commons.era.nih.gov/commons/status/closeoutStatus.do?mode=requireCloseout&index=6&applID=7283601&closeoutStatus=0&uhf-token=VieInQmAReVfZ97WaBzrQnZ13e%

Welcome sarahlove  
Institution: CALIFORNIA PACIFIC MED CTR RES INSTITUTE  
Authority: AA AO FSR SO ASST [Log-out](#)

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Recent/Pending eSubmissions List of Applications/Grants Search by Grants.gov Tracking Num

**Closeout Status**

**Application Information**

Grant Number: 5R01DK064051-06 PD/PI Name: COOPER, STEWART L  
Closeout Contact Name: KIERAN KELLEY Closeout Contact Email: kelleyk2@mail.nih.gov  
Closeout Contact Phone: (301) 594-2193 Project Period: 08/15/2003 to 06/30/2010  
Proposal Title: Immune Responses in Acute Hepatitis C

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Late			<a href="#">View Edit</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process Final Progress Report</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Saved	Submitted by SARAH LOVE( SO)	06/06/2011	<a href="#">Process Final Invention Statement</a>

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## Click on "Process Invention Statement"

Commons Status Query - Closeout Status - Mozilla Firefox

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https://commons.era.nih.gov/commons/status/closeoutStatus.do?mode=requireCloseout&index=6&applID=7283601&closeoutStatus=0&uhf-token=VieInQmAReVfZ97WaBzrQnZ13e%

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Authority: PI [Log-out](#)

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**Closeout Status**

**Application Information**

Grant Number: 5R01NS044887-04 PI Name: ROBERT G MILLER  
Closeout Contact Name: GAVIN WILKOM Closeout Contact Email: wilkomg@mail.nih.gov  
Closeout Contact Phone: 301-435-0964 Project Period: 08/15/2003 to 05/31/2008  
Proposal Title: Phase III Trial of Minocycline in ALS-II Data Center

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Received			<a href="#">View Correct</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Received	Submitted by SARAH LOVE( SO)	09/08/2008	<a href="#">View</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by both the Signing Official and the PI of the Grant	Awaiting PI Verification	Submitted by SARAH LOVE( SO)	09/08/2008	<a href="#">Process Final Invention Statement</a>

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National Institutes of Health (NIH)  
9000 Rockville Pike

Department of Health and Human Services

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You will come to this screen next. Click on "Yes" or "No".

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https://commons.era.nih.gov/commons/status/closeout/FinalInventionVerifyAction.do

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Authority: PI [Log-out](#)

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### Submit Final Invention Statement


**Application Information**

<b>Grant Number:</b>	5R01NS044887-04	<b>PI Name:</b>	ROBERT G MILLER
<b>Closeout Contact Name:</b>	GAVIN WILKOM	<b>Closeout Contact Email:</b>	wilkomg@mail.nih.gov
<b>Closeout Contact Phone:</b>	301-435-0964	<b>Project Period:</b>	08/15/2003 to 05/31/2008
<b>Proposal Title:</b>	Phase III Trial of Minocycline in ALS-II Data Center		


To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission - whether that person is the Principal Investigator (PI) or a Signing Official (SO) - at the institution must determine whether inventions are to be reported. If inventions are reported, the specific inventions must be listed. Following this process, the next person - again either the SO or PI - should review the report identified by the "View Invention Statement" link and if acceptable, Submit the Final Invention Statement to HHS for that Grant.

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 **National Institutes of Health (NIH)**  
9000 Rockville Pike  
Bethesda, Maryland 20892

 **Department of Health and Human Services**

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If yes, enter information about invention. Then click "Add."

The screenshot shows the 'Add Invention' form in the eRA Commons system. Red arrows and circles highlight key areas: one arrow points to the 'Add Invention' button, another to the 'Verify' button, and two circles highlight the 'Title of Invention' and 'Date Reported to DHHS' fields. The form includes a header with the eRA Commons logo and user information, a navigation bar, and a section for 'Application Information' with pre-filled data. Below this is the 'Add New Invention' section with required fields for title, inventor, and date. At the bottom is a table for 'Saved Invention' with columns for name, title, date, and action.

Commons Status Query - Add Invention - Mozilla Firefox  
https://commons.era.nih.gov/commons/status/closeout/FinalInventionSearchAction.do

Welcome sarahlove  
Institution: CALIFORNIA PACIFIC MED CTR RES INSTITUTE  
Authority: AA AO FSR SO ASST

**Add Invention**

Application Information

Grant Number: 5R01DK064061-06 PI Name: STEWART L COOPER  
Closeout Contact Name: KIERAN KELLEY Closeout Contact Email: kelleyk2@mail.nih.gov  
Closeout Contact Phone: (301) 594-2193 Project Period: 08/15/2003 to 06/30/2010  
Proposal Title: Immune Responses in Acute Hepatitis C

Add New Invention \* Indicates required fields

Title of Invention \*  
Name of Inventor \*  
Date Reported to DHHS \* (MM/DD/YYYY)  
(Must be Today's date or Before)

Add Invention

Saved Invention

Name of Inventor	Title of Invention	Date Reported to DHHS	Action
			Verify Cancel

Then click "Verify"

If you click "NO" or once you finish adding your inventions, it will bring you to a screen, where you have to click "OK" to the following statement:

*I hereby certify that, to the best of my knowledge and belief, no inventions were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period.*

## FINAL STEP

Once you complete the final invention statement, please send an email to Director of Grants and Contracts to let her know. (The system does **NOT** generate an email telling her you have completed this.) The final step is her verification of the invention statement. Once the DGC verifies and confirms the progress report is complete.