

## Processing the Final Invention Statement & Certification (FIS) in the NIH eRA Commons

### Purpose

NIH requires the processing of three closeout documents when a grant ends:

1. Final Invention Statement & Certification (FIS)
2. Final Status Report (FSR)
3. Final Progress Report (FPR)

The FIS discloses any inventions that may have been created through the duration of the grant and whether or not they were reported to the Department of Health and Human Services (DHHS). The FSR is a final accounting report for the grant cycle prepared by Sponsored Projects Accounting (SPA). The FPR is uploaded by the PI. Research Office does not review the FPR.

### G&C Procedures

The Department Administrator will need to notify RO when the FIS is ready for submission.

The institution (a Signing Official (SO) or higher) must verify the information on the submitted FIS.

1. Log into eRA Commons.
2. Click the "Status" button at the top of the page.
3. Use the "General Search" option to look up the grant based on Grant number.
4. When the specific year of the grant is located, the "Action" column should read "Closeout".
5. Click on the "Closeout" link.
6. Click on the "Final Invention Statement" link to view/print.
7. Print the FIS and Check the following information against the most current notice of grant award:
  - Beginning and end dates of the grant (while funded at Washington University)
  - The "Title of Invention" box should either indicate "None" OR it should contain the title of the invention and the "Date Reported to DHHS" box should contain the date the invention was reported to the agency
  - If the FIS reports an invention(s), fax the FIS to Office of Technology Management (OTM) for approval prior to approving the information
8. Once approved, eRA Commons will automatically send an email to the PI, Financial Officer and Signing Official.
  - Forward the email to the department administrator
  - Print three copies, one for the awarded folder, one for SPA and one for the Closeout Folder