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eRA Commons: eSNAP Procedures

For PI or Designee:

Before Beginning:

- **PRIOR TO SUBMISSION: an approved Proposal Development System document (PDS Doc) is required by the Research Office.**
- The Progress Report needs to be saved as an Adobe Acrobat file (PDF – **the file name MUST include .pdf – ensure the file name does not contain spaces or special characters**).
- If applicable, enter the appropriate publications in the Personal Profile section to allow quick completion of this section of the eSNAP.
- If new key personnel are applicable and engaged¹ in human subjects activities, ensure you have the human subjects training² on hand as this information will be required on the “Research Subject” module of eSNAP. New key personnel should be identified in the PDS doc submitted to the Research Office.
- Ensure the Personnel Profile is complete.
- **TO RE-ITERATE - PRIOR TO SUBMISSION: an approved Proposal Development System document (PDS Doc) is required by the Research Office.**

Instructions:

- 1) Log into eRA Commons: <https://commons.era.nih.gov/commons/>
- 2) Email or fax the signed PC form and applicable approvals (e.g. IRB and IACUC) to your Grant Analyst when the eSnap is ready for RO to review.
- 3) Click **eSNAP** located in the top menu. Choose the appropriate grant number assigned to the progress report being submitted.
- 4) Click **Initiate** located at the bottom of the screen.

To Upload the Science – click on [Upload Science](#) located in the top menu.

- Click on **Import** located next to Progress Report. The Upload File Screen will then appear.
- Click on **Browse** to search for the necessary file (**again, this file must be saved as a PDF file**).
- Choose your file. This file name will display in the text box.
- Click **Upload File**.

¹ **Engaged:** An institution or individual becomes “engaged” in human subjects research when the institution’s employees or agents, or the individual (i) intervene or interact with living individuals for research purposes; or (ii) obtain individually identifiable private information for research purposes [45 CFR 46.102(d),(f)].

² <https://aisinfo.wustl.edu/ra.html>

Please Note:

- 'File Upload Successful' will appear in the upper left corner of the screen when the upload is complete.
- There is also an 'Other Documentation Upload' tab, which is used for mentor letters, any publications, citations or additions to the progress report.

- 5) Click **Edit Business** located in the top menu. Verify the address information is correct, PI address should be the department address.

Both the Administrative and Signing Officials should be Kaaren J. Downey - similar to the PHS 398 or 2590 (hard copy).

Institutional Information is completed by the Research Office and not editable. If erroneous information is entered, the eSNAP will be returned for corrections and will cause a delay in submission to NIH.

Once this section is completed and saved, click on **Designate as Complete**.

- 6) Click **Performance Sites** located in the top menu. The default is the institutional profile.
- If the default is an error, click on **Edit** and change information as needed. Once the information is corrected, click on **Save & New**.
 - Additional sites may be added by filling in the appropriate sections provided and completing the information pertaining to the additional sites where the research is to be completed (to include VA and foreign sites), then click on **Save & New**.
 - In order to delete WU as default, click on **Delete** – which is located to the right of the address. Click **Delete** again to verify, and add the appropriate information for the correct performance sites, then click on **Save & New**.

Click on **Designate as Complete** when all information is saved and complete.

- 7) Click **Key Personnel** located in the top menu. The PI is automatically indicated in the bottom section of this screen. Make any necessary additions in the field provided in yellow, and then click on **Save & New**. *(Please note: Key Personnel **MUST** have effort – eSNAP will not allow personnel to be entered with 0% effort.)*

Again, click on **Designate as Complete** when all information is saved and complete.

- 8) If applicable, click **Research Subjects** located in the top menu. Enter the necessary information.

Again, click on **Designate as Complete** when all information is completed and saved.

- 9) Click **SNAP Questions & Checklist** in the top menu. Answer questions.

If program income is applicable, click the hyperlink to add this additional information. Click **Save & New** once information is entered.

Again, click on **Designate as Complete** when all information is saved and complete.

- 10) If applicable, click **Inclusion Enrollment** in the top menu.
- A message will be displayed if this grant does not require this information.
 - If this information is required, a hyperlink(s) will show on the screen indicating the title of the research grant. Click this hyperlink and change or verify the information as necessary. Click on **Save**, once this information is entered. Once this information is saved, the word 'Submitted' will appear next to the hyperlink.

Again, click on **Designate as Complete** when all information is completed and saved.

- 11) Click **Manage eSNAP** in the top menu. The sections of the progress report along with the status of these sections will appear.

Once this section is completed, click on **Validate**. Any errors will be revealed and these errors must be corrected before RO can submit the progress report to NIH. For questions on these errors, please contact either the eRA Commons Helpdesk at 866-504-9552 (or 301-402-7469) , your designated Department Administrator, or Research Office at 314-935-5889.

When the progress report is ready to be submitted, click on **Route**. The user's name, grantee institution and grant number will be displayed. For Next Reviewer, **enter your assigned Grant Analyst**³ and include any comments as necessary. Click on **Submit**.

Important Note: If the appropriate Grant Analyst is not selected, your eSNAP may be routed incorrectly creating a delay in the ability of the Research Office to submit the progress report to NIH.

³ <http://wuro.wustl.edu/> → Contacts → Organizational Chart