


ELECTRONIC STREAMLINED NON-COMPETING AWARD PROCESS (eSNAP)

Updated April 26, 2010

PURPOSE:

eSNAP provides the ability for eligible grantee institutions to electronically submit SNAP progress reports through the NIH eRA Commons. This system provides grantees the ability to enter data into forms as well as upload files for the progress report and other supporting.

For additional information regarding eSNAPs, click on  icon on the upper left of any menu, next to the menu title or go to: http://era.nih.gov/services_for_applicants/reports_and_closeout/esnap.cfm

For general instructions regarding non-competing continuations go to:
<http://grants.nih.gov/grants/funding/2590/phs2590.pdf>

ACCESS:

1. eCommons/eRA Login:
 - a. Email Raellen Man (rman@mednet.ucla.edu, x58112) or Cathy Rujanuruks (crujanuruks@mednet.ucla.edu, x66287) to request access
 - b. Provide required information in email
 - i. For Fund Manager access
 1. Full Name
 2. Email Address
 - ii. For PI or Postdoc access
 1. Full Name
 2. Email Address
 3. Birth Date
 4. Previous Grant # - i.e. HL123456, if PI has had previous NIH submissions
2. Assistant Role: Gives Fund Manager access to assist particular PI(s) in eSNAP submissions
 - a. Principal Investigators (PIs) and Signing Officials (Rae, Cathy or OCGA) may delegate or remove PI updating authority to/from a registered NIH eRA Commons user. Users who receive updating authority can then edit (but not submit) any of the PI's eSNAP reports.
 - b. Instructions for PI's to assign FM as assistants:

Admin → Accounts → Delegate PI → Click on Fund Manager's Name → Assign

Electronic Research Administration
eRA Commons
 Sponsored by National Institutes of Health
 Version 2.18.2.2

Welcome
 Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES
 Authority: IAR PI
 Log-out

Home Admin Accounts Delegate PI Institution Profile Personal Profile Status eSNAP xTrain Internet Assisted Review Links eRA Partners Help

Delegate PPF Edit Delegate Status Change Password Verify NIH Support Delegate xTrain Authority

Delegate PI Access ?

You are delegating PI Access for:

Current Insitution Users

- ABDALLAH, LAILA
- ABEL, EMILY
- ABERLE, DENISE
- ABRAMS, LAURA
- ABRAMSON, JEFFREY
- ACKERMAN, DEBORAH
- ADAMS, JOHN
- AFT, WENDY
- AGHALOO, TARA
- AGUILAR, IRIS

Assign ==>

<== Revoke

Cancel

Current PI Delegates

DUE DATES:

Non-Competing Continuations, a.k.a. Progress Reports, are generally due 2 months prior to the budget period end date of each year, except the final year, of the project period. Check the Notice of Grant Award for deviations from the general rule. **eSNAPs** are granted a 2 week extension to the general deadline and are therefore usually due 1.5 months prior to the budget period end date.

- Example: If the budget period ends June 30th, a paper progress report is due May 1st. An eSNAP progress report would be due May 15th-16th.
- It is good practice to mark all Progress Report due dates on your calendar to remind your PIs about upcoming submissions and to initiate the submission process.
- To search the NIH database for Progress Report due dates, go to http://era.nih.gov/userreports/pr_due.cfm and enter IPF # 577505, for UCLA.
- Reports will pull up by due date. A "*" under LY, delineates it is the last year of the project. A "Y" under SNAP delineates those that are eligible for eSNAP.



PROGRESS REPORT SEARCH BY IPF NUMBER

Listed by due date.

Pending Progress Report List by IPF Number

Enter IPF Number:

Sort by Due Date Sort by PI

Press this button to run.

Press this button to start over.

This query will return a list of progress reports (PHS 2590 form) that are listed as "due" for a selected grantee institution. To select an institution, you must enter the complete IPF number. Please be patient, the more grants on the returned list, the longer the query takes to run. The longest list run in about a minute.

PLEASE NOTE: Some NIH Institutes have changed their due date requirements on training grants. Please contact the grants management specialists at your awarding component if you have questions regarding the progress report due date. The grants management specialist name and contact information can be found on your latest Notice of Grant Award (NGA).

If you do not know the IPF number of your institution, you can use the NIH "[IPF Search by Name](#)" Query.

The returned list shows all progress reports by due date and PI name for reports due to NIH in the next four months or so. The list can also be imported easily into other programs for sorting, printing or just saving. Save the output file as an .HTM file and then open with your favorite spreadsheet or word processing program. Grants that will be going into the final year of the project period are flagged with an asterisk (*) in the column labeled "LY". Please review the [NIH Grants Policy Statement](#) for additional information concerning recompetition or closeout.

For copies of the NIH 2590 form, which is used for the submission of these progress reports, go to the NIH OER "[Forms Page](#)". For information about where to mail your progress report or for other questions about this process, contact your NIH Awarding component. Contact information can be found at http://grants.nih.gov/grants/type5_mailing_addresses.htm.

For technical information about this page or to report a Web problem, contact the [eRA Commons Helpdesk](#). For all other grant or progress report-related issues, contact your NIH awarding component or the [NIH Grants Policy Office](#).

[Return to eRA Home Page](#)

Query Output - Pending Progress Reports by Due Date

Org Name	NIH Full Grant Number	PI Name	LY	SNAP	Due Date
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 U01 CA 096116- 05	BELLDEGRUN, ARIE	*		06/01/06
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 F31 MH 068876- 03	LEZINE, DEQUINCY			06/01/06
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 K07 CA 098880- 03	MAO, GLORIA		Y	06/01/06
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 F31 MH 064194- 05	CHANG, CHRISTINA	*		07/01/06
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 K07 CA 120837- 02	JO, ANGELA		Y	07/01/08
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 K24 DA 017754- 04	NEWTON, THOMAS		Y	07/01/08
UNIVERSITY OF CALIFORNIA LOS ANGELES	5 R01 AI 064616- 04	BRADLEY, PETER		Y	10/01/08

SUBMITTING eSNAPS:

1. Log into NIH's eRA Commons <https://commons.era.nih.gov/commons/> using your own Commons account, not the PI's.

Address: https://commons.era.nih.gov/commons/

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health
Version 2.18.2.2

Welcome Guest
Institution: Not Affiliated
Authority:

Home Links eRA Partners Help

SYSTEM STATUS: All systems are available.

What's New on the COMMONS

Support Tip: We encourage you to take advantage of our new web support at <http://ithelpdesk.nih.gov/eRA/>. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at [Avoiding Common Errors](#).

Commons Login ?
* indicates required field

Username *

Password *

Login Reset

[Forgot Password?](#)

System Notification

More Recent Features of Commons include:

- ◆ *****NEW*** xTrain** has been released in pilot mode for all Federal Demonstration Partnership (FDP) institutions. For more information please contact the eRA Helpdesk.
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#)
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Demo Facility - Demo Facility** allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

About the Commons

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

Links

- ▶ [Commons Support Page](#)
- ▶ [CRISP](#)
- ▶ [eRA Home Page](#)
- ▶ [Electronic Application Submission](#)
- ▶ [Grants.gov](#)
- ▶ [iEdison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

When contacting the eRA Helpdesk make sure you are using the correct contact information. Our preferred contact information is as follows: Web: <http://ithelpdesk.nih.gov/eRA/> Phone: 301-402-7469/866-504-9552 (Toll Free) 301-451-5939 (TTY) Business hours M-F 7am-8pm EST. This will help us to help you better, thanks.

[Contact Us/Help Desk](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

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

Department of Health and Human Services

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Screen Id: COM0001

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

2. Click on eSNAP
3. Choose the PI you're assisting, using the drop down menu.
 - Note: If you are delegated assistant for only 1 PI, skip to step 5
 - If the PI's name does not appear, see step 2 on page 1 of this chapter
4. Click "Go"

Electronic Research Administration
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Welcome
Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES
Authority: ASST [Log-out](#)

Home Admin Institution Profile Personal Profile **eSNAP** Links eRA Partners Help

Grant List

Manage eSNAP ?

OMB Approval Number: OMB No. 0925-0001/PHS2590 Approved through 11/30/2010

You have been delegated authority from other PD/PI(s). To see delegator's PD/PI list of grants select PD/PI from the drop-down list below then click 'Go':

Go

Select Grant Number link to manage the eSNAP:

Grant Applications					
Grant Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer

5. Click on the grant number highlighted in blue of the project you plan on submitting via eSNAP
 - Note: Only projects that are eligible for eSNAP and pending will be highlighted in blue and can be clicked on/selected.
 - Note: The eSNAP due date will be listed.

Home Admin Institution Profile Personal Profile **eSNAP** Links eRA Partners Help

Grant List

Manage eSNAP ?

OMB Approval Number: OMB No. 0925-0001/PHS2590 Approved through 11/30/2010

You have been delegated authority from other PD/PI(s). To see delegator's PD/PI list of grants select PD/PI from the drop-down list below then click 'Go':

Go

Select Grant Number link to manage the eSNAP:

Grant Applications 1 - 10 out of 10 records	Prev 1 Next				
Grant Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
5R01AI055320-02		Statistical Methods for Adherence and HIV Outcomes		Not eSNAP Eligible	
5R01AI055320-03		Statistical Methods for Adherence and HIV Outcomes		Not eSNAP Eligible	
5R01MH078773-02		Multi-Site Collaborative Study for Adherence Virologic and Clinical Outcomes		Not eSNAP Eligible	
5R01MH078773-03		Multi-Site Collaborative Study for Adherence Virologic and Clinical Outcomes	04/16/2009	Not started	
5R03DE018767-02		Calibration of Self-Reported Oral Health to Clinically Determined Standard	07/16/2009	Not started	
1R01MH078773-01		Multi-site Collaborative Study for Adherence, Virologic and Clinical Outcomes		Not eSNAP Eligible	

6. **Initiate eSNAP** – If no one has started the eSNAP process, you will see the below screen. Click “Initiate”.

Status of Completion:

Upload Science	Incomplete
Organization Information	Incomplete
Project/Performance Sites	Incomplete
Senior/Key Personnel	Incomplete
Research Subject	Incomplete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

7. **MANAGE eSNAP**

- a. Track – Once initiated & as sections are designated complete, you can track the status
- b. View (and/or Save) eSNAP Report as a PDF at any time throughout the process

Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help

Grant List **Manage eSNAP** Upload Science Edit Business PD/PI Assurance Report

eSNAP Menu ?

NIH Manuscript Submission System Status: AVAILABLE

Application Information

Grant Number: UNIVERSITY OF CALIFORNIA LOS ANGELES

PD/PI Name: Sympathetic Nerve Activity and the Skeletal Myopathy of Heart Failure

Project Title: Sympathetic Nerve Activity and the Skeletal Myopathy of Heart Failure

Due Date: 11/16/2008

Current Reviewer: PD/PI Work in Progress

Status: PD/PI Work in Progress





Status of Completion:	
Upload Science	Incomplete
Organization Information	Complete
Project/Performance Sites	Complete
Senior/Key Personnel	Complete
Research Subject	Complete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

Note: FMs will not have a Submit button in the Manage eSNAP menu, as only the PI has the ability to submit the Progress Report. If the PI also does not have the Submit button, please contact Raellen or Cathy to have them grant submission authority to the PI.

Complete steps 8-9 prior to validating / submitting the eSNAP application.

c. Validate – Once all sections are designated complete & prior to PI submitting eSNAP to NIH, run validation check. Must be error-free prior to submission. See sample error message below.

Error Message

-  Progress report for the grant application does not exist. The grant application can not be submitted to the NIH. (ID: 19987)
-  The eSNAP has the following errors that must be corrected. (ID: 20025)
 -  Please select the unobligated balance question (ID: 20145)
 -  This application requires the minority and gender inclusion report to be submitted (ID: 23062)

- d. **Submit** – PI's have the authority to submit their own eSNAP applications. Do NOT route through/submit via OCGA or DOM DRA. Once all sections are designated complete, validations completed error-free, an active "Submit" button will appear under the PI's login only. The PI may click "Submit".
- OCGA or DOM DRA do *not* need copies of the eSNAP applications.
 - Forward the [740 Economic Interest form](#) for all UC key personnel to OCGA.
 - Save a final/submitted version of the PDF with the project file.

8. UPLOAD SCIENCE

- a. Use this section to complete: (Files can be in PDF or Word format)
- 1) **Progress Report File:** Upload the [progress report](#), typically 2 pages.
Research Accomplishments Files: Not used.
 - 2) **Other File:** Upload biosketches of all new key personnel in the current budget period.
 - 3) **Publications:** Associate any of the PI's publications with the eSNAP.
- b. Click "Import"

Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help
Grant List Manage eSNAP **Upload Science** Edit Business PD/PI Assurance Report

Upload Science

The [NIH Public Access Policy](#) requires scientists to submit, upon acceptance for publication, final peer reviewed manuscripts that arise from NIH support to the digital archive PubMed Central (PMC). Please see the Policy website for more information.

Articles published in the Journals identified at this site, http://publicaccess.nih.gov/submit_process_journals.htm, are submitted directly to PMC by the publisher without author involvement. Articles not published in these Journals must be submitted to PMC by the investigator (or delegate or publisher), through the [NIH Manuscript Submission](#) (NIHMS) system.

The publications listed below are pulled from NIHMS (source identified as NIHMS or PubMed Central) and the Publications section of the Personal Profile (source identified as PD/PI Entered). Additional citations added through the "Publication Information" section of this screen will be added to Publications in your Profile, but will not be sent to NIHMS.

* indicates required field

Name:	Grant Number:
Grantee Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES	

Files	File Name	Date Created	Status	
Progress Report File: [*]			NOT UPLOADED	<input type="button" value="Import"/>
Research Accomplishments File: Use this section to provide summary bullets of science highlights and other significant changes.			NOT UPLOADED	<input type="button" value="Import"/>
Other File:			NOT UPLOADED	<input type="button" value="Import"/>

NIH Manuscript Submission System Status: AVAILABLE

Publications			
Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	PD/PI Entered	12957432	Roveda F, Middlekauff HR, Rondon MU, Reis SF, Souza M, Nastari L, Barretto AC, Krieger EM, Negrao CE. The effects of exercise training on sympathetic neural activation in advanced heart failure: a randomized controlled trial. J Am Coll Cardiol 2003;42:854-60

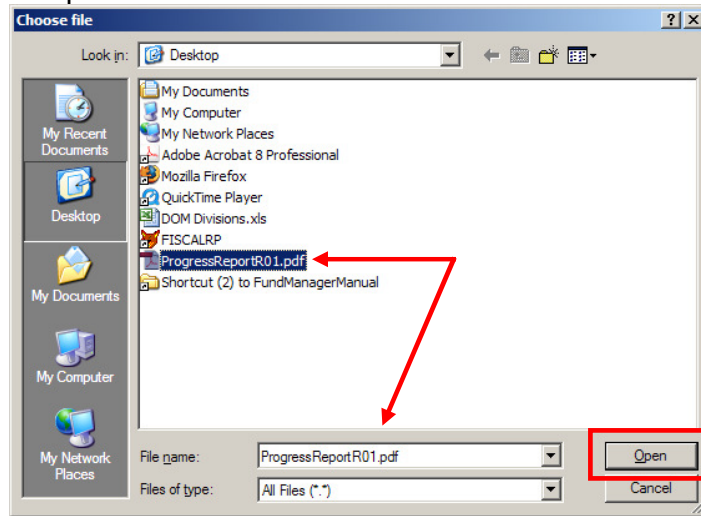
- c. Click "Browse" to search your computer for the progress report PDF file

Upload File

Select File

File Name:

d. Choose file & click "Open" to add file



Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help
 Grant List Manage eSNAP Upload Science Edit Business PD/PI Assurance Report

Upload Science ?

Notes & Tips:

- Beginning in July 2010, you will no longer be able to see the manually-entered publications on this screen or have the ability to add citations to this screen by July 2010.
- New publications should be added using the [MyNCBI system](#). Please copy the PD/PI-entered publications from this page to the NCBI publications system.

File uploaded successfully. * indicates required field

Name:	Tintut, Yin	Grant Number:	5R01DK081346-03
Grantee Institution:	UNIVERSITY OF CALIFORNIA LOS ANGELES		

Files	File Name	Date Created	Status	Import	Remove
Progress Report File:*	ProgressReportR01.pdf	04/26/2010	COMPLETED	Import	Remove
Research Accomplishments File:			NOT UPLOADED	Import	
Other File:			NOT UPLOADED	Import	
Cover Letter:			NOT UPLOADED	Import	

NIH Manuscript Submission System Status: AVAILABLE

Valid NIHMSID	Associate with this eSNAP	Citation Source	Citation ID	Citation Text
	<input type="checkbox"/>	PubMed Central	2824648	Systems Biology of Vascular Calcification,Trends in cardiovascular medicine, NIHMS ID: 164419.
	<input type="checkbox"/>	PubMed Central	2853427	Regulation of IL-6 expression in osteoblasts by oxidized phospholipids.,Journal of lipid research, NIHMS ID: 164138.

Save Back

Designate As Complete
Save & Complete

This section has not been designated as complete
 Warning: Clicking on Designate as Complete does not save changes to the eSNAP

e. To remove or replace file, click "Remove"

f. Click "Delete File"

Grant List Manage eSNAP Upload Science Edit Business PD/PI Assurance Report

Upload File ?

Please confirm that you want to delete the following file.

Remove File
File Name: ProgressReportR01.pdf

Delete File Cancel

- g. To associate publications that appear in the Publications list, the PI (Assistants do *not* typically have access to do this) must select the check box next to the desired publication(s) and click "Save" to update
- h. To associate publications that do not appear in the Publications list, go to MyNCBI as instructed under Notes & Tips. <http://www.ncbi.nlm.nih.gov/sites/myncbi/>
- i. Click "Save & Complete" once all files and publications are added. Or make sure you click "Save" then "Designate As Complete". See warning in the green box.

9. EDIT BUSINESS

- a. Actions that can be taken on each of the Edit Business screens
 - 1) Save – Save changes made.
 - 2) Cancel – Close section without saving changes made.
 - 3) Designate As Complete – Note:
 - a. All required sections must be designated complete in order to submit an application. Completed section will show message below.

This section was completed by on 09/17/2008

b. But once designated as complete, the PI or assistant can still make changes, but section must be re-designated as complete again prior to submission.

- 4) Save & Complete – Save & designate complete section with one button.

b. Org Info

- i. Top ½ will default to the PI's profile and project information
- ii. Bottom ½ - Choose the name of your Division's OCGA Grant Analyst

Grant List Manage eSNAP Upload Science Edit Business PD/PI Assurance Report			
Org Info Project/Performance Sites Senior/Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment			
Edit Business - Org. Info ?			
Title of Project Sympathetic Nerve Activity and the Skeletal Myopathy of Heart Failure		Progress Report Period Start: 01/01/2008 End: 12/31/2008	
Program Director/Principal Investigator		Applicant Organization	
PD/PI Name:	UNIV OF CALIFORNIA LOS ANGELES	Name:	UNIVERSITY OF CALIFORNIA LOS ANGELES
Address:	MEDICINE / 47-123CHS MEDICINE/CARDIOLOGY 10833 LE CONTE AVE LOS ANGELES CA 900951716 UNITED STATES	Address:	UNIVERSITY OF CALIFORNIA LOS ANGELES Office of Research Administration 11000 Kinross Avenue, Ste 102 LOS ANGELES CA 90095 UNITED STATES
Phone:	(310) 206-6672	EIN:	1956006143A1
E-mail:	@MEDNET.UCLA.EDU	Department:	MOLECULAR & MED PHARMACOLOGY
Degrees:	MD, BS	Major Subdivision:	DAVID GEFFEN SCHOOL OF MEDICINE
Administrative Official		Signing Official	
<small>Address information for the AO or SO must be updated by the official whose name appears above the address.</small>			
Name:	BAILEY, MIESHA	Name:	BAILEY, MIESHA
Address:	UCLA OCGA 11000 Kinross Ave., Suite 102 Los Angeles CA 90095 UNITED STATES	Address:	UCLA OCGA 11000 Kinross Ave., Suite 102 Los Angeles CA 90095 UNITED STATES
Phone:	310-794-0259	Phone:	310-794-0259
E-mail:	m Bailey@research.ucla.edu	E-mail:	m Bailey@research.ucla.edu
Save Cancel			

c. Project/Performance Sites

- List all performance sites, including subawards.

- Ensure the address listed for UCLA is the PI's actual lab/office address, NOT OCGA's.

Grant List Manage eSNAP Upload Science **Edit Business** PD/PI Assurance Report
 Org Info Project/Performance Sites Senior/Key Personnel Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - Project/Performance Site List

*Indicates required field

Project/Performance Sites Form

Name* DUNS or DUNS + 4* Country* Primary Project/Performance Site

Address line 1 Address line 2 Address line 3 Address line 4

City* State* Zip Code* [Congressional Districts*](#)

County Province

Save & New

Make sure you add DUNS # & Congressional District. UCLA's info can be found [here](#).

Effective August 2008, Address line 3 and 4 will no longer be displayed on the eSNAP report and Grant Progress report. Please ensure all relevant data is contained within Address line 1 and 2.

Name	DUNS	Congressional Districts	Address	Action
UNIVERSITY OF CALIFORNIA LOS ANGELES (Primary)	956006143	ca-030	UNIVERSITY OF CALIFORNIA LOS ANGELES Medicine/47-123 CHS Los Angeles LOS ANGELES CA 900951716 UNITED STATES	Edit Delete

d. All Personnel

- List **ALL** personnel who participated in the project for at least 1.00 [person month](#) for the CURRENT budget period as listed in the upper, right of the Org Info screen.
- Commons ID is required for all postdoctoral roles. See page 1 of this chapter.
- Any **NEW KEY** personnel must include a NIH biosketch, other support and the human subject blurb (see section 9e, if human subjects are involved in study).

Home Admin Institution Profile Personal Profile Status **eSNAP** xTrain Links eRA Partners Help
 Grant List Manage eSNAP Upload Science **Edit Business** PD/PI Assurance Report
 Org Info Project/Performance Sites **All Personnel** Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Enrollment

Edit Business - All Personnel List

Notes & Tips:

- List all personnel (salaried and unsalaried) who participate in the project for at least one-person-month or longer, for the current budget period at the applicant organization or elsewhere. The C required for all PD/PIs and all individuals with a postdoctoral role.
- All users with a postdoctoral-like role should select "Postdoctoral Scholar, Fellow, or Other Postdoctoral Position" from the dropdown list of project roles.
- The Commons ID is required for all individuals with a postdoctoral role.
- If you know an individual's Commons user ID, use the "Prepopulate" feature.

*Indicates a Required Field

Personnel Form

Commons User ID

First Name* Middle Name Last Name* Last 4 digits of Social Security Number

Degree(s) Project Role* Supplement Support (if applicable) Months Devoted to Project*

Other(Project Role)

Save & New Clear

Name	Degree(s)	Role	Supplement Support	Months Devoted to Project		
				Calendar	Academic	Summer
Tintut, Yin	BS, PHD	PD/PI				
Demer, Linda L.	MD, PHD	Co-Investigator		1.2		
Hon, Larry		Research Assistant/Coordinator		2.5		

e. Research Subject

- Answer all questions marked with asterisk *whether or not* human and/or animal subjects are involved in the project
- New Key Personnel on projects with human subjects: If there are any new KP for the progress report budget period, add the below blurb to the Human Subject Education text box and list the names of all *new* KP.

Human Subjects

Does the proposal involve human subjects?*

No Yes

Has the involvement of human subjects changed since the previous submission?*

If yes, the change must be addressed in the Progress Report.

No Yes

Is the research exempt? *

No Yes

Required if research is exempt

Exemption Number:

NIH-defined Phase III Clinical Trial *

No Yes

Assurance No.: FWA00004642

The UCLA Program on Education on the Protection of Human Research Subjects, entitled "Protecting Human Research Subjects," is comprised of six modules: (1) Introduction, (2) Multiple Project Assurance, (3) IRB Review, (4) Informed Consent, (5) Biomedical Research, and (6) Case Studies. UCLA Investigators and other key personnel may either attend a live session given on the UCLA campus (2 hours) or complete an on-line course (at <http://www.training.arc.ucla.edu/index.htm>). In both instances, certificates of completion are issued after participants take the course and pass a short quiz. [List names of key personnel] have concluded this training program and received certificates of completion.

Human Subject Education:
 Required only for new Senior/Key Personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.
 Note, if the human subjects research is exempt under exemption #4, then this documentation is not required.

Animal Subjects

Does the proposal involve animal subjects?*

No Yes

Has the involvement of animal subjects changed since the previous submission?*

No Yes

Animal Assurance No.: A3196-01

Save Cancel

f. SNAP and Other Progress Report Questions & Checklist

*Indicates a Required Field

Name: Grant Number:
 Grantee Institution: UNIVERSITY OF CALIFORNIA LOS ANGELES

eSNAP

Has there been a change in the other support of Senior/Key Personnel since the last reporting period?*

No Yes

If yes, explain the change(s) and attach complete Other Support information: *

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, submit complete Other Support information using the suggested format and instructions found in the PHS 398 application ([MS Word](#) or [PDF](#)). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the Program Director/Principal Investigator and for those individuals considered by the Program Director/Principal Investigator to be key to the project.

Do not routinely include Other Support information for "Other Significant Contributors". However, if the level of involvement for an individual listed in this category has changed such that they are now considered "Senior/Key Personnel", this change should be indicated in this section and Other Support information provided.

Files	File Name	Date Created	Status	
Other Support File:*			NOT UPLOADED	<input type="button" value="Import"/>

Will there be, in the next budget period a significant change in the level of effort for the PD/PI or other Senior/Key Personnel designated on the Notice of Award from what was approved for this project? *

No Yes

If yes, please justify:

Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget?*

No Yes

If yes, please justify:

Change in Select Agent Research?*

No Yes

If yes, please explain in the Progress Report.

Change in Multi PD/PI Leadership Plan?*

No Yes

If yes, please explain in the Progress Report.

Inventions and Patents

Were any inventions conceived or first actually reduced to practice during the course of work under this project?*

No Yes

If yes, has the invention been previously reported?

No Yes

Program Income

Is program income anticipated during the proposed period for which support is requested?*

No Yes

If yes, save changes by clicking on the "Save" button below and then [click here to enter / edit program income information.](#)

Question #1:
 Rather than listing all the changes in OS since the last reporting period in the text box, enter "Changes on other support of senior/key personnel are reflected on the attached Other Support forms." Then attach updated OS for ALL key personnel.

Question #2:
 If new key personnel were added in the current budget period, make sure to include their
 1) NIH Biosketch
 2) NIH Other Support
 3) If human subjects are included in the project, the human subject blurb (from previous page)

Question #3: Calculation

$$\frac{\text{Total Cost of Current Budget Period Appropriation} \times 25\%}{\text{Maximum Unobligated Balance w/o Justification}}$$

Example:
 \$250,000 DC + \$135,000 IDC = \$385,500 TC

$$\$385,000 \text{ TC} \times 25\% = \$96,250 \text{ TC}$$

Therefore if the total unobligated balance for this budget period (including prior year's carryforward) is greater than \$96,250, the answer must be yes & justification must be included.

Justification should include
 1) Why there are significant funds remaining?
 2) How funds are expected to be spent in future ?

- Answer all questions marked with asterisk.
- Good idea to include updated Other Support for all key personnel.
- Make sure to include biosketches for all *new* key personnel.

g. Inclusion Enrollment – only required for some studies, usually those with human subjects. If not required for your project, just “designate as complete”.

Once all sections are designated complete, validate the eSNAP prior to PI submission. See Manage eSNAP, section 7c & 7d.