

Transcript - How Not to Miss

*****DISCLAIMER!!!*****

THIS FILE MAY CONTAIN ERRORS. THIS IS NOT A LEGAL DOCUMENT AND IS NOT FOR USE IN A COURT OF LAW.

*****DISCLAIMER!!!*****

Welcome. I am Joe Schumaker, Communication Specialist for the Electronic Research Administration.

This video is going to review the importance of proactively checking for any and all correspondence with regards to a grant application.

We will answer four questions concerning correspondence about grant applications.

1. Why is it important to check for correspondence within eRA Commons?
2. When will this correspondence start to appear in eRA Commons?
3. How do you check correspondence within eRA Commons?
- And 4. What kind of correspondence might you receive in eRA Commons?

Let's address the first question: Why? Why do you need to check the Commons for messages?

The number one reason to be proactively checking for correspondence about your application within eRA Commons is funding.

You have applied for a grant for a reason. You have an amazing research idea and you want to get it funded.

By not actively checking for messages you run the risk of missing the chance to respond to:

Information needed to assign your application for scientific review.

Notifications that your assignment request cannot be honored.

Notifications that your application does not comply with NIH policy and it may even be withdrawn from consideration.

The second reason for logging into Commons to check for correspondence is that email is not 100% reliable.

eRA Commons does generate email messages. Lots of them. But they don't always find their way to the right person.

You should note that messages coming to your email address from eRA will come from:

era-notify@mail.nih.gov

Make sure to put this on your trusted list of addresses to help reduce the chance of it getting categorized as SPAM.

You must maintain your Personal Profile in eRA Commons with accurate information. Don't miss out on critical correspondence because of an old address or a typo.

Now let's answer the second question: When? When will these messages start to appear in Commons?

After an application has moved on without errors from eRA Commons to the next stage, the Division of Receipt and Referral, DRR, may post messages if there is a problem, or a need for additional information.

Question 3: How? How do you check for correspondence in eRA Commons?

It is actually very simple to check on any correspondence you receive in Commons.

Step one: Log into your account.

Step two: Click the Status link in the navigation tab.

Step 3: Click the Recent/Pending eSubmissions link

Step 4: From the list of applications, find the desired application and click on the Application ID link

This will open the Status Information screen.

On the right side is the Other Relevant Documents and below that is the Correspondence area.

This is the area you want to be checking for important messages.

So step 5: Is to check for any messages listed here, and click the View link under the action column to read the message.

Of course the next step will be to take any additional actions or respond to the message as is appropriate.

The fourth and final question is What? What kind of messages will be posted in Commons?

DRR currently maintains over 100 different types of messages that they can trigger when reviewing an application.

Here are some examples of the kinds of subjects under the Description column you might see:

Application needs an introduction

Late submission not accepted

Incomplete Research Plan

So be proactive, do not solely rely on email to ensure you are getting all the information you need to be successful.

This concludes this video How Not to Miss Important Information About Your Grant Application.
Thank you for watching.