



# eSNAP Overview for the PI

Office of Sponsored Projects  
& Industry Partnerships

02/17/2012



## Why eSNAP ?

---

- **NIH prefers eSNAP**
- **An eSNAP Report is due 2 weeks later than the standard PHS 2590 paper submission.**
- **Basic information is pre-filled in eSNAP.**
- **Staff can assist with the preparation.**
- **Electronic validation before submission can help reduce errors.**
- **NIH accepts electronic signature for the submission.**



# Who Can Prepare an eSNAP Report ?

---

- **The PI can complete the eSNAP Report**
- **The PI can delegate preparation of the eSNAP Report to Staff**
- **The PI and Staff can work together to prepare the eSNAP Report**
- **OSPIP cannot prepare or edit your eSNAP Report**



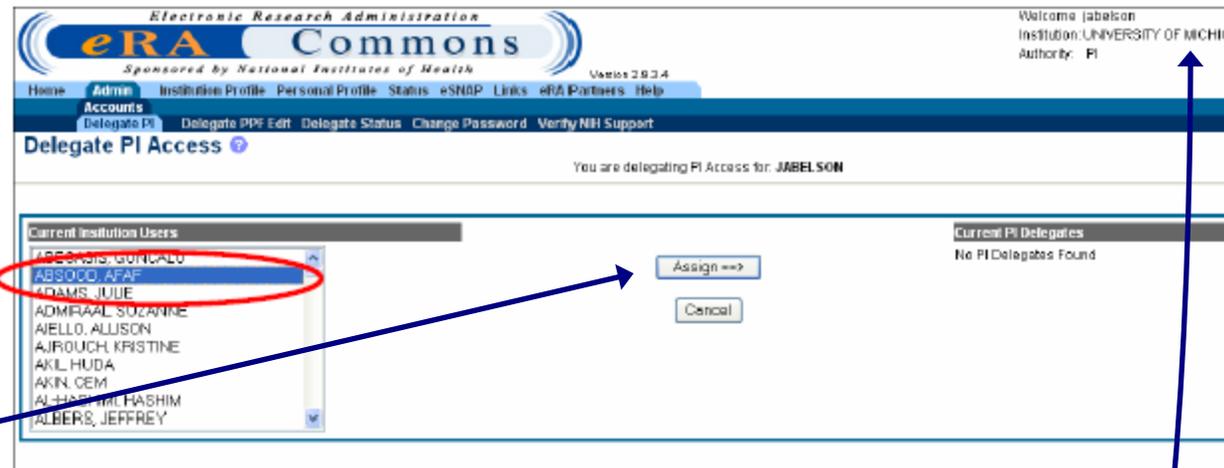
# How to Delegate PI Authority to Staff

- Allows PI to delegate PI Authority to another registered Commons user from LBNL to assist in the completion of the PI's eSNAP application
- Login to eRA Commons
- From the Commons' Home screen, select *Admin*, then *Accounts*, then *Delegate PI*



# How to Delegate PI Authority to Staff

- Scroll down to locate the person to delegate authority to



- Click **Assign**

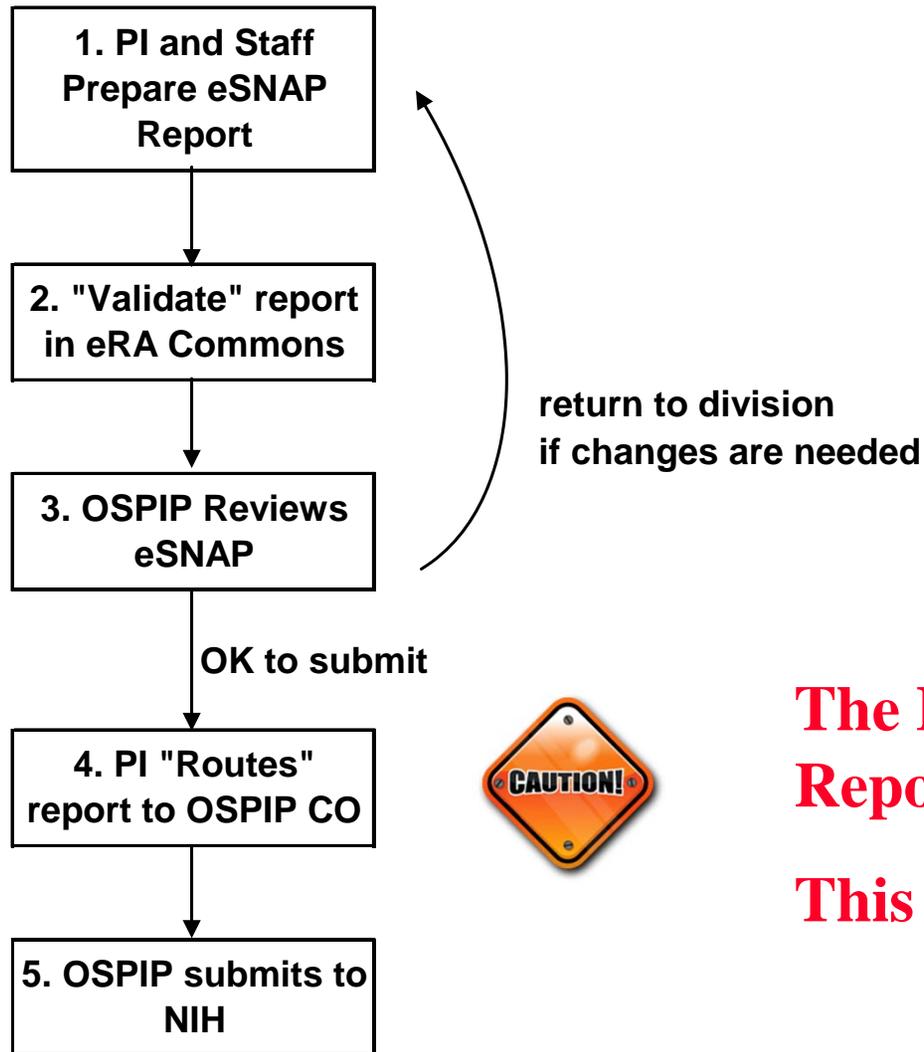


*You may assign as many people as you want.*



*If you have appointments at more than one institution, make sure you are logged into the correct institution before delegating to staff.*

# The Basic Process



**The PI must "route" the eSNAP Report.**

**This action cannot be delegated.**



# “Route” the eSNAP Report

Electronic Research Administration  
**ERA Commons**  
Sponsored by National Institutes of Health

Address: Kennerly  
Institution: UNIVERSITY OF CINCINNATI  
Authority: NIH PI

Home | About | Institution Profile | Personnel Profile | Status | eSNAP | Internal Assisted Profiles | Links | NSA Partners | Help

Grant List | Manage eSNAP | Upload Science | Tell Us What's New

### eSNAP Menu

01-Menus (up) | Submission System Status: AVAILABLE

<b>Applicable Information</b>	
Grant Number:	EP0104284-001-03
Institution:	UNIVERSITY OF CINCINNATI
PI Name:	STEPHEN C BENCOI
Project Title:	Syndexin & CNS Melanocortin Signaling in Energy Balance
Due Date:	02/05/2006
Current Reviewer:	BENCOI, STEPHEN
Status:	Principal Investigator Work in Progress

**Status of Completion:**

Upload Science	Not complete
Organization Information	Not complete
Performance Data	Not complete
Key Personnel	Not complete
Research Budget	Not complete
eSNAP Questions	Not complete
Inclusion Enrollment	Not complete

[View eSNAP Report](#) [Validate](#) [View Details](#) [History](#) [Route](#)

CONTACT/HELP/FAQ/DETAILED | Privacy Notice | Accessibility | Accessibility

National Institutes of Health (NIH)  
8600 Rockville Pike  
Bethesda, Maryland 20892

Department of Health and Human Services

© 2007 NIH. All Rights Reserved  
Screen Rendered: 08/05/2007 09:43:44 EDT  
Screen ID: CDP000

GRANTS.GOV®  
FIND. APPLY. SUCCESS®



## How Do I Know the eSNAP is Submitted ?

---

- NIH will send automated email that the eSNAP has been submitted.
- The printout of the Report will indicate “Final” in the upper right corner.
- Viewing the eSNAP Report in eRA Commons will indicate the eSNAP is Final