



ORCA eSNAP Quick Start Tutorial

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Tutorial Excerpted From:

National Institutes of Health/Office of Extramural Research
ERA eSNAP User Guide, Version 2.8.1.1 March 3, 2006
http://era.nih.gov/Docs/eSNAP_UG_v.2.8.1.1.pdf , April 26, 2007

Progress Report for a Public Service Health Grant PHS 2590,
U.S. Department Of Health And Human Services Public Health Service,
Non-Competing Grant Progress Report, PHS 2590 (Revised 9/2004, Interim Revision 4/2006)
<http://grants.nih.gov/grants/funding/2590/2590.htm> , April 26, 2007

National Institutes of Health ERA Commons
On-Line Help Contents
https://commons.era.nih.gov/commons-help/home.htm?menu_itemPath=Help, April 26, 2007

National Institutes of Health ERA Commons
ERA Commons Demo Site
<https://commonsdemo.era.nih.gov/commons-demo/>, April 26, 2007



ORCA eSNAP Quick Start Tutorial

Accessing the eSNAP Module

The eSNAP Module is accessible via the NIH eRA Commons. To access the Commons you must be a registered user. You must have a registered username and password. Contact your Program Administrator to obtain your username and password.

To log on to eSNAP:

1. Open your web browser.
2. In the **Address/Location** field of your web browser, type: <https://commons.era.nih.gov/commons/> and press **Enter**. The eRA Commons Login Page appears:

3. In the **Username** field, type your eRA Commons username.
4. In the **Password** field, type your eRA Commons password.
5. **Click Login**. The eRA Commons Home page appears

NOTE: For security purposes, eRA Commons user passwords expire and must be reset. If your password is soon to expire, a "password close to expiration" message is generated when you log in.

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ORCA eSNAP Quick Start Tutorial

When a PI accesses the eSNAP system, the **Manage eSNAP** screen displays a list of all assigned awards. The grants that are eligible for submission are displayed as a hypertext link.

Grant Applications 1 - 8 out of 8 records Prev 1 Next

Grant Number	PI Name	Project Title	Due Date	Status	Current Reviewer
5R01CA090080-02	Claire King	Program Project for Cancer Research		Not eSNAP Eligible	
5R01HL090081-02	Claire King	Research on the Heart and Other Stuff		Not eSNAP Eligible	
5R01CA090080-03	Claire King	Cancer Research in Simple Note Abstracting Programs	05/07/2008	Principal Investigator Work in Progress	CLAIRE KING
5R01HL090081-03	Claire King	Heart Research to Sample Northern Area Pumpkins	05/07/2008	Not started	
1R01CA090080-01	Claire King	New Important Cancer Research		Not eSNAP Eligible	
1R01HL090081-01	Claire King	New Interesting Research on the Heart		Not eSNAP Eligible	
1R01CA090083-01	Claire King	New Medical Cancer Research of the Thyroid		Not eSNAP Eligible	
5R01AI090084-05	Claire King	Allergy Research		Not eSNAP Eligible	

Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen.

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ORCA eSNAP Quick Start Tutorial

Select Initiate.

Application Information

Grant Number:	5R01HL090081-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Heart Research to Sample Northern Area Pumpkins
Due Date:	05/07/2008
Current Reviewer:	
Status:	Not Started

Status of Completion:

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

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ORCA eSNAP Quick Start Tutorial

The eSNAP Menu appears showing the status of the eSNAP as a Work In Progress (WIP).

Application Information

Grant Number:	5R01HL090081-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Heart Research to Sample Northern Area Pumpkins
Due Date:	05/07/2008
Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

Status of Completion:

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

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

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ORCA eSNAP Quick Start Tutorial

Select the **Edit Business** access tab from the **eSNAP Menu** screen.

Application Information

Grant Number:	5R01HL090081-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Heart Research to Sample Northern Area Pumpkins
Due Date:	05/07/2008
Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

Status of Completion:

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

View eSNAP Report Validate View Routing History Route

The **Edit Business** access tab allows you to view and edit information pertaining to an eSNAP. The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNAP Questions & Checklist
- Inclusion Enrollment

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Edit Business: Org Info

Edit Business - Org. Info - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/orgPerformanceSiteList.jsp>

Welcome CKingPI
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.8.4.1

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

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

Grant List Manage eSNAP Upload Science **Edit Business**

Org Info Performance Sites Key Personnel Research Subject SNAP Questions & Checklist Inclusion Enrollment

Edit Business - Org. Info ?

* indicates required field

Title of Project		Progress Report Period	
Cancer Research in Simple Note Abstracting Programs		Start: 04/26/2006	End: 04/26/2007
Principal Investigator		Applicant Organization	
PI Name:	Claire King	Name:	DREXEL UNIVERSITY
Address:	Line 1: 3201 Arch Street	Address:	3201 Arch Street Suite 100
	Line 2: Suite 100		Philadelphia PA 19104
	Line 3:		UNITED STATES
	Line 4:	EIN:	123456789012
	City/State: Philadelphia PENNSYLVANIA	Department:	Cell Biology and Physiology
	Zip Code/Country: 19104 UNITED STATES	Major Subdivision:	School of Medicine
Phone:	215-895-6616	Fax:	215-895-6699
E-mail:	cak46@drexel.edu		
Annual % Effort:	10 %	Degrees:	PHD
Administrative Official		Signing Official	
Address information for the AO or SO must be updated by the official whose name appears above the address.			
Name:	VIGIOLTO, MARGARET	Name:	VIGIOLTO, MARGARET
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
E-mail:		E-mail:	

Save Cancel

Designate As Complete

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

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ORCA eSNAP Quick Start Tutorial

Edit Business: Performance Sites

Performance Sites Form

Name

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

City State Zip Code Country

Performance Sites

Name	Address	Action
Drexel University	6705 Rockledge Drive Bethesda MD 20817 UNITED STATES	Edit Delete

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

[Return to Main Menu](#)



ORCA eSNAP Quick Start Tutorial

Edit Business: Key Personnel

Personnel Form

*Indicates a Required Field

First Name* Middle Name Last Name*

Date of Birth(mm/dd/yyyy) Last 4 digits of Social Security Number

Degree(s) Project Role* Annual % of Effort* Enter the annualized effort if your effort changes throughout the year

Save & New

Name	Degree(s)	Role(s)	Annual % of Effort	Action
Claire King	PHD	PI	10	Designate As Complete

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

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ORCA eSNAP Quick Start Tutorial

Edit Business: Research Subjects

Edit Business - Research Subject - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/researchSubjectEdit.jsp>

NATIONAL INSTITUTES OF HEALTH eRA Commons Version 2.8.4.1

Welcome CKingPI
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

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

Grant List Manage eSNAP Upload Science **Edit Business**

Org info Performance Sites Key Personnel **Research Subject** SNAP Questions & Checklist Inclusion Enrollment

Edit Business - Research Subject

*Indicates a Required Field

Name:	Claire King	Grant Number:	5R01CA091620-03
Grantee Institution:	DREXEL UNIVERSITY		

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

Full IRB Review?

No Yes

Assurance No.: FWA00000000

Human Subject Education:
Required only for new 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.: A123400000

This section has not been designated as complete
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ORCA eSNAP Quick Start Tutorial

Edit Business: SNAP Questions and Checklist

Edit Business - SNAP Questions & Checklist - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/questionsAndChecklistEdit.jsp>

NATIONAL INSTITUTES OF HEALTH
eRA Commons
Version 2.8.4.1

Welcome CKingPI
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE **COMMONS DEMONSTRATION SITE** **COMMONS DEMONSTRATION SITE**

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

Grant List Manage eSNAP Upload Science Edit Business

Org Info Performance Sites Key Personnel Research Subject **SNAP Questions & Checklist** Inclusion Enrollment

Edit Business - SNAP Questions & Checklist

*Indicates a Required Field

Name: Claire King **Grant Number:** 5R01CA091620-03
Grantee Institution: DREXEL UNIVERSITY

eSNAP

Has there been a change in the other support of key personnel since the last reporting period?*

No Yes

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

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 "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 PI or other personnel designated on the Notice of Grant 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 Budget?*

No Yes

If yes, please justify:

Inventions and Patents

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

No Yes

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ORCA eSNAP Quick Start Tutorial

Edit Business: SNAP Questions and Checklist Continued...

Edit Business - SNAP Questions & Checklist - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/questionsAndChecklistEdit.jsp>

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.](#)


Facilities & Administration

Complete this section only if there is a change in Performance sites that will affect F&A costs.


This section has not been designated as complete
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Edit Business: Inclusion Enrollment

Edit Business - Inclusion Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://commonsdemo.era.nih.gov/commons-demo/esnap/inclusionEnrollment.jsp> Go

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eRA Commons
Version 2.8.4.1

Welcome CKingPI
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE COMMONS DEMONSTRATION SITE

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

Grant List Manage eSNAP Upload Science Edit Business

Org Info Performance Sites Key Personnel Research Subject SNAP Questions & Checklist **Inclusion Enrollment**

Edit Business - Inclusion Enrollment

If this study meets the definition of clinical research you will be required to report the annual cumulative enrollment of subjects and their distribution by sex/gender and ethnicity/race. To determine if you are required to provide this information, please review the box below. Full instructions about this requirement can be found in PHS 2590 at (<http://grants1.nih.gov/grants/funding/2590/2590.htm>)

If you have questions about these requirements or about completing the Inclusion Enrollment report, please contact your Program Official Smith, Adam at ERAStaqa@mail.nih.gov

Inclusion Enrollment Report

You are required to complete the Inclusion Enrollment Report for the following studies:

[NIH Study Title: Program Project for Cancer Research- Study 001 / Institution Title:](#)

[NIH Study Title: Program Project for Cancer Research- Study 002 / Institution Title:](#)

This section has not been designated as complete
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Select the **Upload Science** access tab to view the **Upload Science** screen.

Application Information

Grant Number:	5R01HL090081-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Heart Research to Sample Northern Area Pumpkins
Due Date:	05/07/2008
Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

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

The Upload Science screen allows you to upload the following:

- Progress report
- Support information
- Biosketches for key personnel
- Research accomplishments
- Publication citations

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ORCA eSNAP Quick Start Tutorial

Click **Import** next to the desired file (progress report or research accomplishment) to access the **Upload File** screen.

Upload Science

Name: Claire King Grant Number: 5R01HL090081-03
Grantee Institution: DREXEL UNIVERSITY

Files	File Name	Date Created	Status	
Progress Report File:			NOT UPLOADED	<input type="button" value="Import"/>
Research Accomplishments File:			NOT UPLOADED	<input type="button" value="Import"/>
Other File:			NOT UPLOADED	<input type="button" value="Import"/>

Publication Information

Citation ID:

Citation Text:

NIH Manuscript Submission System Status: AVAILABLE

Publications

Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	PI	1234560000	Wilson, A.G., Fuller, R.T. and Borisy, S.S. (1999) Monoastal bipolar Syndrome: Implications for Oral Administration

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

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Attaching Files

You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your progress report, you should merge these documents into one file. To merge the documents into one file copy the biosketches and other support information and paste that information at the beginning of your progress report. Save it as one file and upload it as one file.

Files can be uploaded as Microsoft Word (*.doc), text (*.txt), or Adobe Portable Document Format (*.pdf) and are always stored in the system in PDF. If your file does not include one of these extensions, the system will not recognize the file.

Select the file you would like to upload.

There are two different methods that you can use to choose a file to upload:

- Type the file name of the file you would like to upload.
- Click **Browse** to locate the file you would like to upload.

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ORCA eSNAP Quick Start Tutorial

Progress Report Format

(Excerpted from <http://grants1.nih.gov/grants/funding/2590/phs2590.pdf>)

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period, in language understandable to a biomedical scientist who may not be a specialist in the project's research field. **The style used in Scientific American articles would be appropriate.** Abbreviations and language that may not be known to the broader scientific community should be avoided unless clearly defined.

When submitting Progress Reports for program project grants, center grants, education grants, or other large multicomponent grants, contact the program official in the awarding component for specific instructions.

The **entire Progress Report** for regular projects, exclusive of the list of publications and the "Inclusion Enrollment Report," **should not exceed two pages**. The report should follow the outline and numbering system shown below. Continuation pages may be used as necessary.

A. Specific Aims

The aims, **as actually funded**, may differ in scope from those stated in the original, competing application, because of Scientific Review Group (SRG) and Council recommendations and/or budgetary modifications made by the awarding component. If the aims have not been modified, state this. If they have been modified, give the revised aims and the reason for the modification.

B. Studies and Results

Describe the studies directed toward specific aims during the current budget year and the results obtained. Include negative results. If technical problems were encountered in carrying out this project, describe how your approach was modified.

Supplements: If applicable, include a separate section(s) describing the results obtained by individuals supported on this grant through various supplements. Examples include a Research Supplement to Underrepresented Minorities, a Research Supplement to Promote the Recruitment of Individuals with Disabilities into Biomedical Research Careers, and/or other similar supplements to support addition of an individual or a discrete project.

C. Significance

Emphasize the significance of the findings to the scientific field and their potential impact on health.

D. Plans

Summarize plans to address the Specific Aims during the next year of support. Include any important modifications to the original plans. Address any changes involving research using human embryonic stem cells, human subjects, and/or vertebrate animals.

Research Accomplishments:

Use this section to provide summary bullets of science highlights and other significant changes. Research Accomplishments files are used to provide summarized current information of science highlights and other significant changes.

NOTE: Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

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Associating Publications

Peer-reviewed publications directly relevant to the proposed project, with full citation text and the National Library of Medicine (NLM) accession number can be associated with the eSNAP. This information is listed in the Publications section of the Upload Science page and is based on the publication information provided in the Personal Profile section of the NIH eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that appear in the Publications list:

1. From the Upload Science page, select the check box next to the desired publication(s) and click **Save** to update the science information. The update is confirmed and you are returned to the eSNAP Menu page.

To associate publications that do not appear in the Publications list:

1. Enter the NLM Accession Number (if applicable) and the citation text in the Publication Information text boxes.
2. Click **Save & New** to add the publication to your Personal Profile and as a checked item in the Publications list.
3. Click **Save** to update the science information. The update is confirmed and you are returned to the eSNAP Menu page.

UPload Science - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/scienceEdit.jsp>

Research Accomplishments File:
Use this section to provide summary bullets of science highlights and other significant changes. NOT UPLOADED

Other File: NOT UPLOADED

Publication Information

Citation ID:

Citation Text*:

NIH Manuscript Submission System Status: AVAILABLE

Publications

Associate with this eSNAP	Citation Source	Citation ID	Citation Text
<input type="checkbox"/>	PI	1234560000	Wilson, A.G., Fuller, R.T. and Borisy, S.S. (1999) Monostral bipolar Syndrome: Implications for Oral Administration
<input type="checkbox"/>	PI	123456789	King, Claire A. and Shugart, Victor J. (2007)

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

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Viewing an eSNAP Report

After an eSNAP Report has been initiated, PIs, PI delegates, and reviewers working on the selected grant have the option of viewing that report. All SOs and AOs can view the eSNAP report at any time. The eSNAP Report appears in Adobe Acrobat PDF format.

NOTE: The eSNAP report in PDF format has a blank submission date, and shows a status of *Draft* until the eSNAP has been submitted.

To view the eSNAP Report:

- a. Click the Manage eSNAP menu item
- b. Click **View eSNAP Report**. A **File Download** window appears.

Application Information

Grant Number:	5R01CA090080-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Cancer Research in Simple Note Abstracting Programs
Due Date:	05/07/2008
Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

Status of Completion:

Upload Science	Incomplete
Organization Information	Complete
Performance Sites	Complete
Key Personnel	Incomplete
Research Subject	Incomplete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

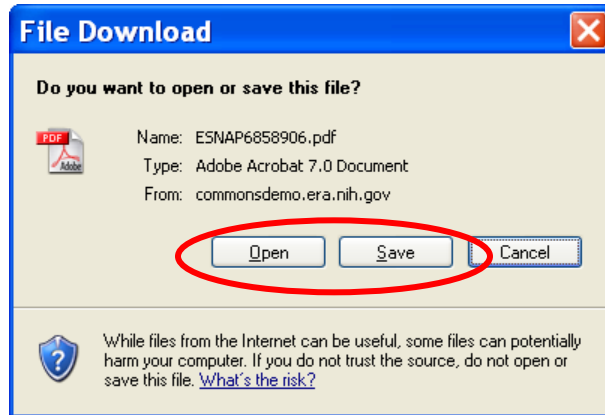
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ORCA eSNAP Quick Start Tutorial

Click **Open** to view the eSNAP Report. The eSNAP Report appears in Adobe Acrobat PDF format



Adobe Acrobat Professional - [ESNAP6858906[1].pdf]

File Edit View Document Comments Tools Advanced Window Help

ESNAP Report DRAFT

Grant Number 5R01CA90080-3		Total Project Period From: 04/23/2007 To: 04/22/2008	
EIN: 123456789012	Review Group: ZRG1 AAAA-3	Requested Budget Period: From: 04/23/2007 To: 04/22/2008	
Title of Project: Cancer Research in Simple Note Abstracting Programs		Due Date: 05/07/2008 Submitted Date:	
Principal Investigator: Claire King 6701 Rockledge Drive Bethesda, MD 20840 Phone Number: 301-555-1212 Fax Number: 301-555-1213 Email Address: cak46@drexel.edu		Applicant Organization: DREXEL UNIVERSITY 6705 Rockledge Drive Bethesda, MD 20817 Department: Cell Biology and Physiology Major Subdivision: School of Medicine	
Administrative Official: Claire King 6701 Rockledge Drive Bethesda, MD 20840 Phone Number: 301-555-1212 Fax Number: 301-555-1213 Email Address: cak46@drexel.edu		Signing Official: Claire King 6701 Rockledge Drive Bethesda, MD 20840 Phone Number: 301-555-1212 Fax Number: 301-555-1213 Email Address: cak46@drexel.edu	
Human Subjects: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Research Exempt: <input type="checkbox"/> No <input type="checkbox"/> Yes	Vertebrate Animals: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Animal Assurance Number: A123400000	
Exemption No: FWA Number: FWA00000000	Full IRB: <input type="checkbox"/> No <input type="checkbox"/> Yes	Inventions and Patents: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Phase III Clinical Trial: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Previously Reported <input type="checkbox"/> Not Previously Reported	

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ORCA eSNAP Quick Start Tutorial

Validating eSNAP Report

Validate the eSNAP to check all the required data fields in the work in progress (WIP). The system displays error messages for each field with incorrect or missing data.

NOTE: Validation can only occur once all sections of the eSNAP have been designated as complete. An eSNAP can be validated at any time once its status is WIP and it can be validated multiple times

eSNAP Menu - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/esnapMenu.jsp>

NATIONAL INSTITUTES OF HEALTH eRA Commons
Version 2.8.4.1

Welcome MJohnson3201
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

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[Grant List](#) **Manage eSNAP** [Upload Science](#) [Edit Business](#)

eSNAP Menu

NIH Manuscript Submission System Status: AVAILABLE

Application Information	
Grant Number:	5R01 CA090080-03
Institution:	DREXEL UNIVERSITY
PI Name:	Claire King
Project Title:	Cancer Research in Simple Note Abstracting Programs
Due Date:	05/07/2008
Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

Status of Completion:

Upload Science	Incomplete
Organization Information	Complete
Performance Sites	Complete
Key Personnel	Incomplete
Research Subject	Incomplete
SNAP Questions	Incomplete
Inclusion Enrollment	Incomplete

[View eSNAP Report](#) **Validate** [View Routing History](#) [Route](#)

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Click **Validate**. A list of known errors appears if any errors exist within the selected eSNAP.

eSNAP Menu - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/esnapMenu.jsp>

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eSNAP Menu ?

NIH Manuscript Submission System Status: AVAILABLE

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 key support change question (ID: 20109)
 - Please select the level of effort change question Contact the NIH Administrator (ID: 20110)
 - Please select the unobligated balance question (ID: 20145)
 - Please select Yes or No for Exemption (ID: 20147)
 - Please answer Yes or No for the Change Human Subjects Involvement question from the checklist. (ID: 19958)
 - Please answer Yes or No to the Change in Animal Subject Involvement question from the checklist. (ID: 19960)
 - Please answer Yes or No to the Invention & Patents Question from the checklist. (ID: 19962)
- Program Incomes for the eSNAP has following errors, please correct them. (ID: 20314)**
 - Program Income is a required field (ID: 21763)
 - Please select Yes or No for Full IRB (ID: 20146)
- This application requires the minority and gender inclusion report to be submitted (ID: 23062)

Application Information

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PI Name:	Claire King
Project Title:	Cancer Research in Simple Note Abstracting Programs
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Current Reviewer:	King, Claire
Status:	Principal Investigator Work in Progress

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ORCA eSNAP Quick Start Tutorial

Routing eSNAP Report

Access the **eSNAP Menu** screen for the desired grant from the **Manage eSNAP** access tab.

eSNAP Menu - Microsoft Internet Explorer

Address: <https://commonsdemo.era.nih.gov/commons-demo/esnap/esnapMenu.jsp>

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eRA Commons
Version 2.8.4.1

Welcome MJohnson3201
Institution: DREXEL UNIVERSITY
Authority: PI [Log-out](#)

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eSNAP Menu

NIH Manuscript Submission System Status: AVAILABLE

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ORCA eSNAP Quick Start Tutorial

Click **Route**. The **Route to Next Reviewer** screen appears

- Select **Margaret Viglioto** as the reviewer's name, to which you would like to route the eSNAP to, from the **Next Reviewer** drop down list.
- Add the necessary comments to the **Comments** text box.
- Select **Submit**.
- **NOTE:** If your report has not been validated and routed it has not been submitted for review. Only the SO, in our case, Margaret Viglioto, can submit the completed report for final review to NIH.
- An email notification indicating that there is missing/invalid data or that the eSNAP has been accepted for submission is automatically sent by the system. When the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to *Submitted*.

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