



## NIH e-Commons eSNAP (Electronic Progress Report Submissions)

**eSNAP:** The NIH eSNAP (electronic Streamlined Non-competing Award Process) system provides a web interface for investigators to prepare and submit Type 5 (non-competing) progress reports online. PIs who are registered and active in the Commons will receive email notification directly from NIH when their progress reports are due.

### *Benefits of eSNAP Submission for Investigators*

- ♦ **Extension of deadline:** The paper process requires submission of progress reports 60 days before the budget start date. eSNAP submissions are due only 45 days prior to the budget start date.
- ♦ **Research Accomplishment and Other Significant Changes:** In the eSNAP system, this data can be uploaded separately. eSNAP will eventually allow for periodic electronic updates throughout the budget period, not just annual submission.
- ♦ **Citations:** If a citation is published in a journal available online, the investigator can include the link to the on-line journal in lieu of submitting a hard copy of the reprint.
- ♦ **Key Personnel Report:** The eSNAP system stores the information to allow for easy access and update in future years.

### *eSNAP Procedures for BMC Investigators*

- ♦ Investigators must have an NIH Commons account to use eSNAP. After logging into the NIH Commons (<https://commons.era.nih.gov/commons/>), investigators must input and upload required information (See the eSNAP User Guide below for step by step instructions).
- ♦ The appropriate Grants Office Proposal Development Specialist should review this information prior to investigator “submitting” the grant electronically. In addition, a [proposal summary form, COI form, and a CDC form](#) must be completed and sent to the Grants Office prior to submission of the eSNAP progress report.
- ♦ The application is automatically routed to the Signatory Official once the PI electronically submits the progress report. The Signatory Official will “validate” the application information and submit it to NIH.

### *Step-by-step Instructions for using eSNAP*

eSNAP User Guide can be found at: [http://era.nih.gov/Docs/eSNAP\\_UG\\_August2003.pdf](http://era.nih.gov/Docs/eSNAP_UG_August2003.pdf)