Using the Commons to Check “Things” Out aka Status
May 2003

- Open NIH eRA Commons web site: [https://commons.era.nih.gov/commons/](https://commons.era.nih.gov/commons/)

- The eRA Commons is available to any user with a Web browser (Internet Explorer 4.0 or greater or Netscape 3.0 or greater) and Internet access. Other Web browsers are also supported, but some functionality may be lost. In all cases, Cookies and JavaScript must be enabled by the browser. (NOTE: The eRA Commons does seem to work best in Internet Explorer.)

- Type in **Username** and **Password**, then click on “Login”

- To access status information, click “Status”
• FOR PIs -- PIs have access to all of their own NIH awards/proposals. PIs will see a web page similar to the one at the left. PIs need only “click” on the Grant Number for status access. PIs will also have links to the summary statements. (See below for screen examples of status results.)

• FOR Research Administrators and Dept Support -- Access to the Status of a proposal is determined by privilege. If you have Signing Official (SO) privilege, you may search the status of proposals and Type 5 reports of all Principal Investigators (PIs) having NIH awards/proposals at UCLA. The Status menu allows you to search information about:
  Status of proposals and Type 5 reports. This is for all proposals whether submitted electronically or not. Status includes proposal status and history, study groups and members, Scientific Review Administrator, Grants Management Specialist, Program Official, and Advisory Council.

• There are multiple methods to search for proposals:
  To capture the broadest number of submissions for a specific PI, provide a Budget Start Date and the PI’s Name. The most specific search would be to use the grant number.
- From the search results, select specific proposal.

NOTE: The search result page does include information as to the Grant Status.

- Status Information page provides detailed information and links for specific grants – such as the latest Notice of Grant Award

(Top of Status Page)

(Bottom of Status Page)
When a PI performs the same function, they will also be able to retrieve the IR Summary Statement for the proposal.

Summary Statement Example (partial):

<table>
<thead>
<tr>
<th>Project</th>
<th>Description of in vitro and in vivo studies using primary human colon cancer cell line xenografts and murine colon cancer cell line xenografts to evaluate the efficacy of the vaccine.</th>
<th>Cost Estimate</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vaccination of the mice with the vaccine and subsequent challenge with the tumor cell line.</td>
<td>$142,992.83</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vaccination of the mice with the vaccine and subsequent challenge with the tumor cell line.</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vaccination of the mice with the vaccine and subsequent challenge with the tumor cell line.</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vaccination of the mice with the vaccine and subsequent challenge with the tumor cell line.</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Vaccination of the mice with the vaccine and subsequent challenge with the tumor cell line.</td>
<td>$30,000</td>
<td></td>
</tr>
</tbody>
</table>

**Administrative Budget Note:** The budget shown is the requested budget and has not been approved by the grants administration office. It is subject to change. The costs listed are estimates and are based on the recommendations outlined in the COMMITTED BUDGET RECOMMENDATIONS.