

SAMHSA eRA Commons COVID-19 Post Award Amendment Reference Sheet

The purpose of this reference sheet is to provide guidance on how to initiate, submit, and monitor a COVID-19 post award amendment application in [eRA Commons](#).

Please include the **COVID-19 Revised Budget** with your post award amendment request saved as a PDF document.

Initiating a New Post Award Amendment Application

Note: You must be the Project Director (PD) of the grant or a Signing Official (SO) with the grantee organization to initiate this request.

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the Action column for the appropriate award number, click on **Initiate...**
5. Select **“COVID-19”** which will open an application in ASSIST, and begin the post award amendment application.

The screenshot displays the eRA Commons interface. At the top, there is a navigation bar with the eRA logo and the text 'Electronic Research Administration A program of the National Institutes of Health'. Below this is a secondary navigation bar with tabs for 'Home', 'Admin', 'Institution Profile', 'Personal Profile', 'Status', 'ASSIST', 'Prior Approval', 'RPPR', 'xTrain', 'xTRACT', 'Admin Supp', 'eRA Partners', and 'Non-Research'. The 'Non-Research' tab is highlighted. Below the navigation bar, there is a section titled 'Manage Post Award Amendments: Search'. A table with the following columns is visible: 'Award Number', 'Federal Agency', 'Project Start', 'Project End', 'Budget Start', 'Budget End', 'Project Title', and 'Action'. The table contains one row with the following data: Award Number: H79SM0, Federal Agency: SAMHSA, Project Start: 09/30/2017, Project End: 09/29/2022, Budget Start: 09/30/2017, Budget End: 09/29/2018, Project Title: This is a test grant for a training video. The 'Action' column for this row has a dropdown menu open, showing options: 'View', 'View Terms Tracking', 'Initiate...', 'Budget Revision', 'Carryover Request', 'Change in Scope', 'COVID-19', 'Key Personnel', 'Merger, Transfer, etc', 'No-Cost Extension', and 'Organization Change'. The 'Initiate...' option is highlighted, and the 'COVID-19' option is also highlighted in the sub-menu.

6. Keep track of the **Application Identifier** on the Summary tab to access your incomplete application at a later time/date, if needed.

Home > Search for Applications > Application Information

Application Information

This is a test

Summary SF424 Cover Budget - Non-Construct. Budget Narrative Attachment Other Narrative Attachments

Application Information

Application Identifier: 71529

Application Type: Post Award Amendment (COVID-19)

Application Project Title: Project Uplift

PD/PI Name: DUKE UNIVERSITY

Project Period: 09/30/2019 - 09/29/2022

Status: Work in Progress Submit Application "Submit Application" is only active for Signing Officials

Status Date: 2020-03-20 06:01:11.000 PM EDT

7. Complete the **SF424 Cover** tab and the **Budget Non-Construction** tab.
8. On the **Budget Narrative Attachment** tab, upload the completed **COVID-19 Revised Budget (PDF document)**.
9. Once you have completed these tabs and uploaded the COVID-19 Revised Budget, you will need to complete the submission process described below.

Submitting Post Award Amendment Applications

To submit an application, you will need to be a Signing Official (SO) and will need to be able to enter Grants.gov Authorized Organizational Representative (AOR) credentials by having that role yourself, having the AOR enter their credentials, or by obtaining the credentials from the AOR and entering them.

Once you submit a post award amendment application, you will not be able to un-submit it, revise it, or copy it in ASSIST.

To submit an application, follow the steps below:

1. Access the application you are ready to submit
2. Click **Update Submission Status** in the Actions list on the left
3. Select **Ready for Submission** in the status dropdown
4. Either enter a comment and click **Add Comment** or click **Continue without adding a comment**.
 - a. These are comments for your organization's reference and are not sent to SAMHSA.
5. Click the **Submit Application** button
6. Click **Submit** to confirm you would like to submit your post award application
7. Enter your Grants.gov Authorized Organization Representative (AOR) credentials
8. Click **Enter**

Post Submission Steps

After your Post Award Amendment is submitted, the Project Director and Business Official, as well as the SAMHSA GPO and GMS, will be notified by email. The email will include the Grant Number, Project Director Name, the Amendment Type, and other relevant information.

You can continue to monitor the status of your application by accessing the Post Award Amendments View page. To do so, follow these steps:

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
 - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the **Action** column for the appropriate award, click **View** to display amendments associated with that grant award.
5. You will be able to view all submitted amendment applications as well as the amendment status of each amendment application.

Amendment Statuses:

- **Submitted:** The application has been submitted and successfully received by SAMHSA.
- **In Review:** SAMHSA staff have begun to review the application.
- **Disapproved:** The amendment application has been disapproved.
- **Awarded:** The amendment application has been approved and a new notice of award has been issued.

Contacts:

- **Budget and grant-specific questions:** Contact your assigned Grants Management Specialist.
- **Program-related questions:** Contact your assigned Grants Project Officer.
- **Technical questions:** Contact the eRA Service Desk:

Web: [eRA Service Desk Support](#)

Toll-free: 1-866-504-9552, option 6 for SAMHSA queue

Phone: 301-402-7469, option 6 for SAMHSA queue

Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time