Editing or Deleting a Returned Continuation Application Reference Sheet

Purpose

The purpose of this document is to provide the steps on how a SAMHSA grantee edits or deletes a continuation application. This is only available if a continuation has been submitted <u>and</u> if the SAMHSA staff has returned the continuation application back to the grantee. In this case, an email notification will let the grantee know that the continuation application has been returned and whether the application needs to be edited or deleted.

Follow section I to edit.

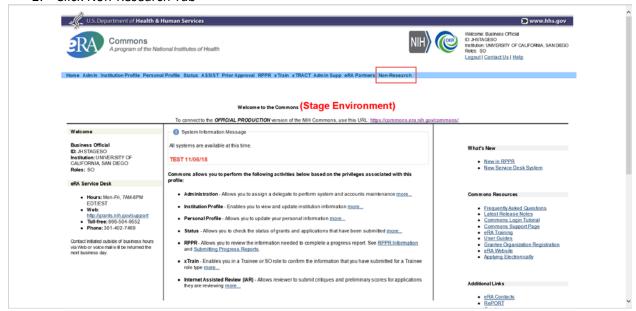
Follow section II to delete.

Section I - Editing a continuation application

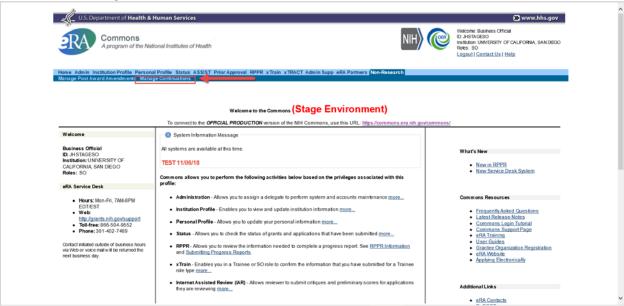
1. Log in to Commons Commons
A program of the National Institutes of Health Commons Login 🕝 Welcome to the Commons (Stage) Register Grantee Organization About the Commons mmons will be unavailable from 9 p.m. (ET) Saturday, October 20, until 7 a.m. (ET) Sunday, October 21 for scheduled ntithy maintenance Login Reset (For External Users Only) Support Related Resources Bioctronic Submission: Learn about the most frequent application errors at Application Errors.
Online Resources: Take advantage of our online Set Hefo Resources.
Bioctronic Application Submission: To learn about completing and submitting an electronic grant application and access helpful resources, with the <u>Applying Errors (Econocally weeks)</u>.

a RA Home Page: To find Commons EAOs, User Quides, training materials, and step-by-step instructions for performing tasks in Commons, suffice EAO Application.
Temporary Center Content #2 Federated Institutions/Organizations @ ✓ Sign in Commons Related Resources Federal User Login Here Reference Letters: To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter
 Demo Facility: Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment. Web: http://grants.nih.gov/support This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized Toll-free: 866-504-9552

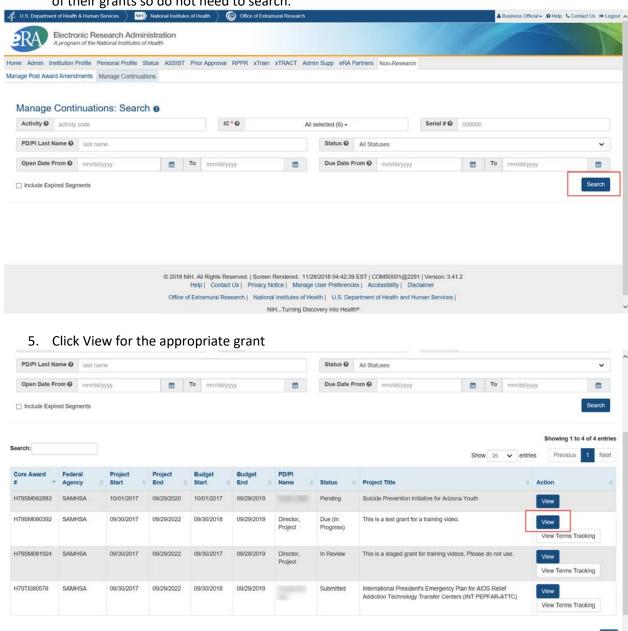
2. Click Non-Research Tab



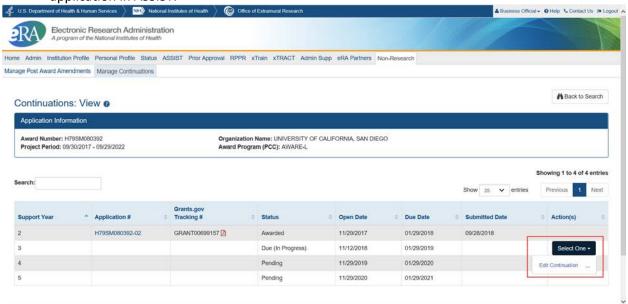
3. Click Manage Continuations



4. (SO only) Enter search criteria and search for grant. PDs will be taken directly to a view of the all of their grants so do not need to search.



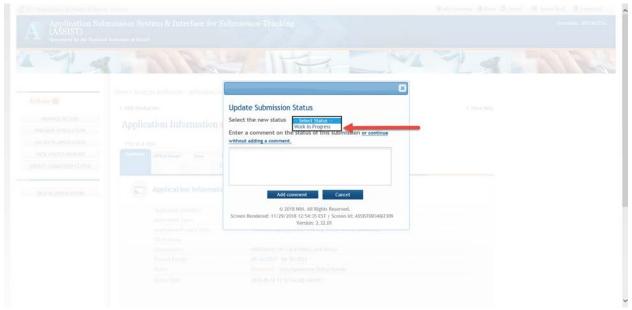
6. Under the action(s) column choose to Edit your continuation. This will bring you to the application in ASSIST.



7. Click Update Submission Status. A new pop-up will open.



8. Select Work in Progress in the dropdown and either click "or continue without adding a comment." or enter a comment and click Add comment.

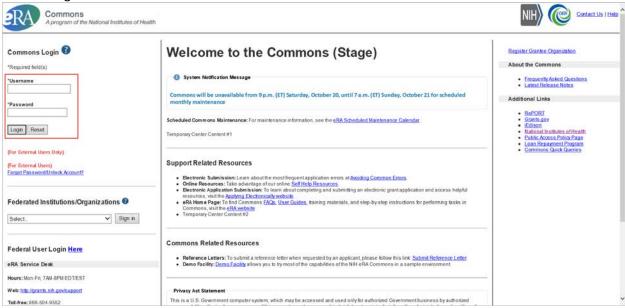


9. Edit and submit the application like normal.

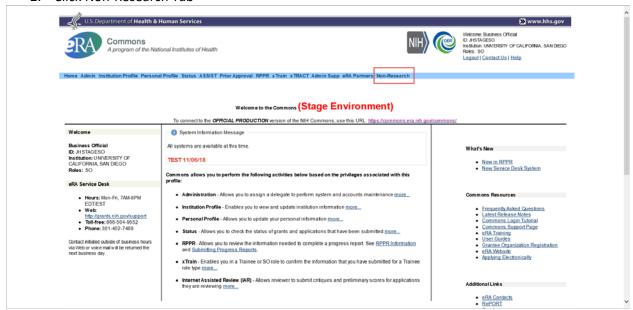
Section II - Deleting a continuation application

Note: to delete an application you must be an SO with the grantee organization.

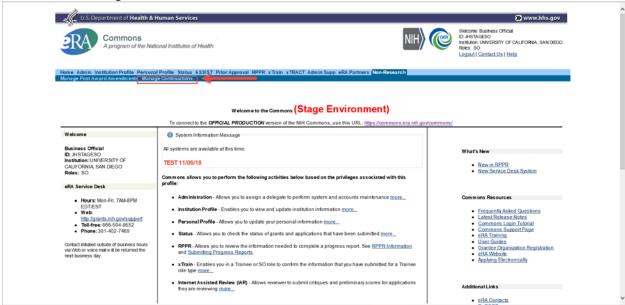
1. Log in to Commons



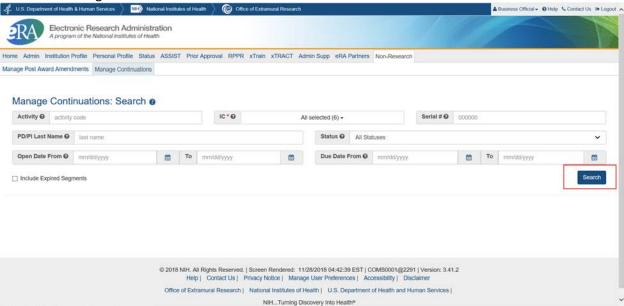
2. Click Non-Research Tab

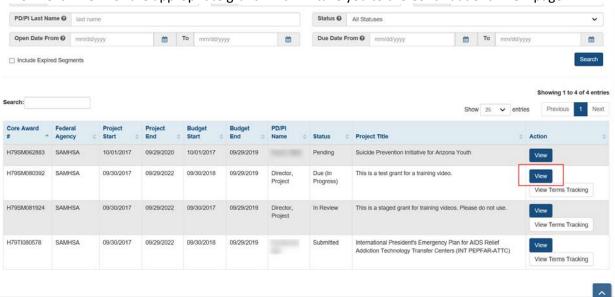


3. Click Manage Continuations



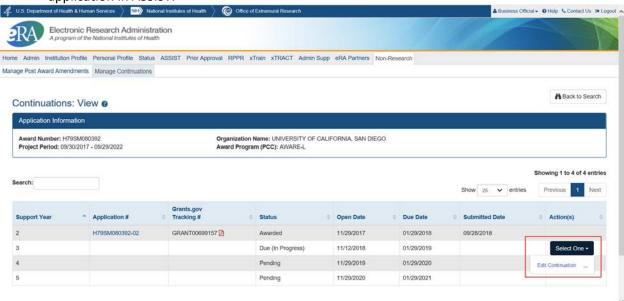
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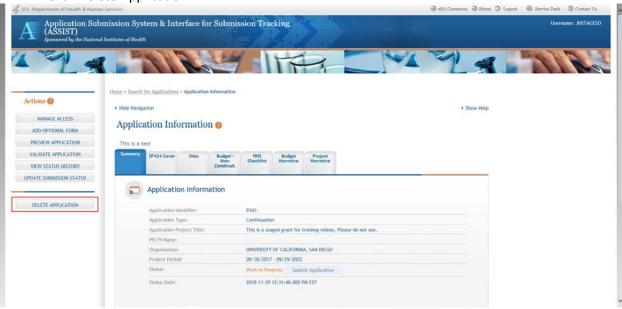


5. Click View for the appropriate grant. This will take you to the Continuations: View page.

6. Under the action(s) column choose to Edit your continuation. This will bring you to the application in ASSIST.



7. Click Delete Application



8. Click Continue in the popup warning.

