eRA Commons Administrative Supplement Module User Guide

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The most current version of this document will be available on the eRA website: http://era.nih.gov.

TABLE OF CONTENTS

1 Introduction **1**

1.1 Purpose 1

1.2 Scope 1

2 Administrative Supplement Request Form **2**

2.1 Initiate Administrative Supplement Request Form 2

2.1.1 Personnel for Budget Period 6

2.1.2 Equipment for Budget Period 8

2.1.3 Travel for Budget Period 10

2.1.4 Participant/Trainee Support Costs for Budget Period 11

2.1.5 Other Direct Costs for Budget Period 13

2.1.6 F&A Indirect Costs for Budget Period 14

2.2 Administrative Supplement Funds Request Cumulative Summary 16

2.3 Checking for Errors 17

2.4 Delete Administrative Supplement Funds Request Information 18

2.4.1 Delete a Specific Cost Type 19

2.4.2 Delete the Budget Period 20

2.5 Edit an Administrative Supplement Request 21

2.6 View Routing History 22

3 Viewing the Request **24**

3.1 View Administrative Supplement Request Form (PD/PIs) 24

3.2 Search for Administrative Supplement Statements (SOs) 25

3.3 View Via the Status Module 27

4 Routing the Statement **28**

4.1 Route to SO 28

4.2 Route to PD/PI 29

4.3 Submit to Agency 31

LIST OF FIGURES

Figure 1: Manage Administrative Supplement Requests Screen Displaying Initiate Request Hyperlink 2

Figure 2: Administrative Supplements Status Screen Displaying Initiate Request Button 3

Figure 3: Administrative Supplement Funds Request Form 4

Figure 4: Budget Period Selection 5

Figure 5: Personnel for Budget Period Screen 6

Figure 6: Adding Senior or Key Personnel Budget Information 7

Figure 7: Edit or Delete Senior and Key Personnel Options 7

Figure 8: Adding Other Personnel Budget Information 8

Figure 9: Personnel Budget Information Added to Summary Table 8

Figure 10: Equipment for Budget Period Screen 9

Figure 11: Adding Equipment Budget Information 9

Figure 12: Edit or Delete Equipment Options 10

Figure 13: Equipment Budget Information Added to Summary Table 10

Figure 14: Travel for Budget Period Screen 11

Figure 15: Travel Budget Information Added to Summary Table 11

Figure 16: Participant/Trainee Support Costs for Budget Period Screen 12

Figure 17: Participant/Trainee Budget Information Added to Summary Table 13

Figure 18: Other Direct Costs for Budget Period Screen 13

Figure 19: Other Direct Cost Information Added to Summary Table 14

Figure 20: F&A Indirect Costs for Budget Period Screen 15

Figure 21: Adding Indirect Cost Information 15

Figure 22: Edit or Delete Indirect Costs 16

Figure 23: Total F&A (Indirect) Cost Information Added to Summary Table 16

Figure 24: Cumulative Administrative Supplement Funds Requested 17

Figure 25: Check for Errors Button 18

Figure 26: Sample Error Message 18
Figure 27: Delete Button for Deleting a Specific Cost Type 19
Figure 28: Deleting Requested Funds for a Specific Cost Type 20
Figure 29: Summary Table Updated for Deletions 20
Figure 30: Delete Budget Period Button 21
Figure 31: Administrative Supplements Status Screen – Edit Option 21
Figure 32: Administrative Supplements Status Screen – View Routing History Option 22
Figure 33: Administrative Supplement Routing History Screen 23
Figure 34: Commons Admin Supp Tab 24
Figure 35: PD/PI Delegates Select a PD/PI Name from the List 24
Figure 36: Manage Administrative Supplement Requests Screen 24
Figure 37: Administrative Supplements Status Screen 25
Figure 38: Manage Administrative Supplement Requests – Search Criteria 26
Figure 39: Manage Administrative Supplement Requests – Hit List 26
Figure 40: Administrative Supplements Status Screen with View Option 27
Figure 41: Admin Supplements Link Found on Status Result – List of Applications/Grants 27
Figure 42: Route to SO Button 28
Figure 43: Route to SO Screen and Submit Button 29
Figure 44: Administrative Supplement is Routed to the SO 29
Figure 45: Routing History Includes Route to SO Action 29
Figure 46: Route to PI Button 30
Figure 47: Route to PD/PI Screen 30
Figure 48: Administrative Supplement is Routed to the SO 31
Figure 49: Routing History Includes the Re-route to PI Action 31
Figure 50: Submit Button 31
Figure 51: Route to Agency Certification 32
Figure 52: Administrative Supplement is Submitted to NIH 32

Figure 53: Submitted to Agency Status 33

Figure 54: Routing History Includes Submitted Action 33

1 Introduction

The Administrative Supplements module in eRA Commons allows authorized staff at extramural grantee institutions to initiate and submit an electronic request for additional funds within the scope of the approved project. This capability is available on all awards that are eligible for electronic submission through Grants.gov. The request is made starting from the current operating year or from any future year not yet awarded. An administrative supplement, commonly referred to as a Type 3 application, is a non-competing award and not subject to peer review.

Using the Administrative Supplement module, grantees are able to create, edit, and submit an electronic version of the Type 3 application and subsequently track the status of the award using the Commons system. The module also facilitates the tracking of administrative supplements submitted through the Grants.gov website.

This document outlines the steps for viewing the status of an administrative supplement, initiating the request, submitting the request, and routing to the appropriate authorities. For more detailed information on the data collected in each field, please see the SF424 (R&R) Application Guide or the Funding Opportunity Announcement to which the request is being applied.

1.1 Purpose

The purpose of this document is to detail the steps involved for processing an electronic Administrative Supplement Funds Request form. This includes the steps for initiating, viewing, routing to a next reviewer, and submitting to Agency for approval.

1.2 Scope

The document covers the Administrative Supplements module of the eRA Commons system.

2 Administrative Supplement Request Form

2.1 Initiate Administrative Supplement Request Form

To initiate an administrative supplement funds request:

1. Access the **Admin Supp** tab from the Commons menu tabs.

A list of grants eligible for administrative supplements displays in a table on *the Manage Administrative Supplement Requests* screen. This list includes grants on which the user is identified as a Program Director/Principal Investigator (PD/PI). If the user is an assistant who has been delegated authority by a PD/PI (i.e., a PD/PI Delegate), the list displays the grants of the PD/PI on whose behalf the assistant is working. Please refer to the section of this document titled View Administrative Supplement Request Form (PD/PI) for more information on accessing this feature as a PD/PI Delegate.

2. Select the **Initiate Request** link from the **Action** column.

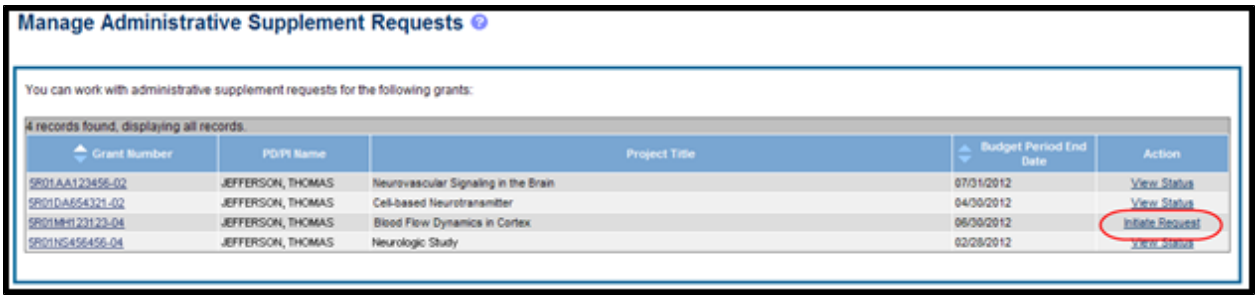


Figure 1: Manage Administrative Supplement Requests Screen Displaying Initiate Request Hyperlink

- OR -

2. Select the **View Status** link from **Action** column to open the *Administrative Supplement Status* screen:
   a. View the status of the existing supplement on the *Administrative Supplement Status* screen.
   b. Select the **Initiate Request** button to initiate a new request.

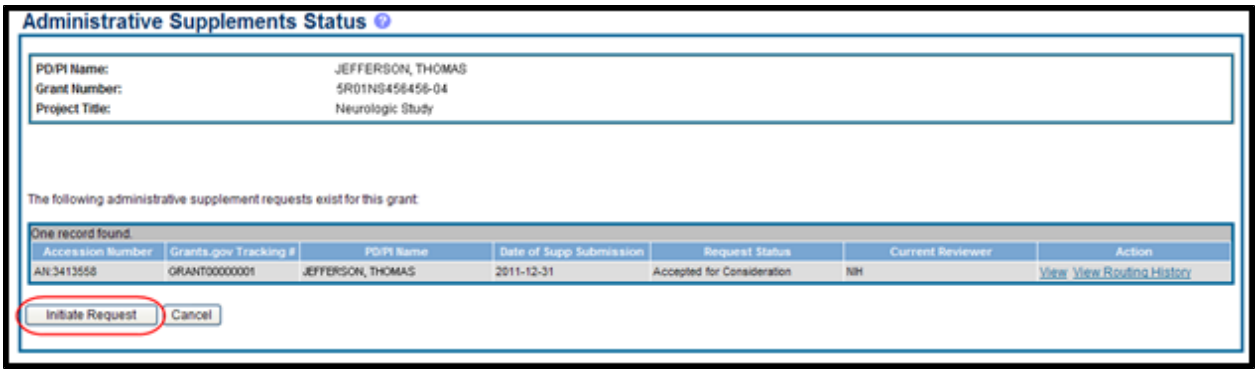


Figure 2: Administrative Supplements Status Screen Displaying Initiate Request Button

The system opens the **Initiate Application Supplement** section of the *Administrative Supplement Funds Request* form. This is also referred to as the *Main Page* of the form.

NOTE: At this time, Commons sets the status to *PD/PI WIP* and assigns the statement to the user who initiated the request. The **Current Reviewer** field updates with the name of the person who initiated the request, whether it be the PD/PI or the assistant working on behalf of the PD/PI.

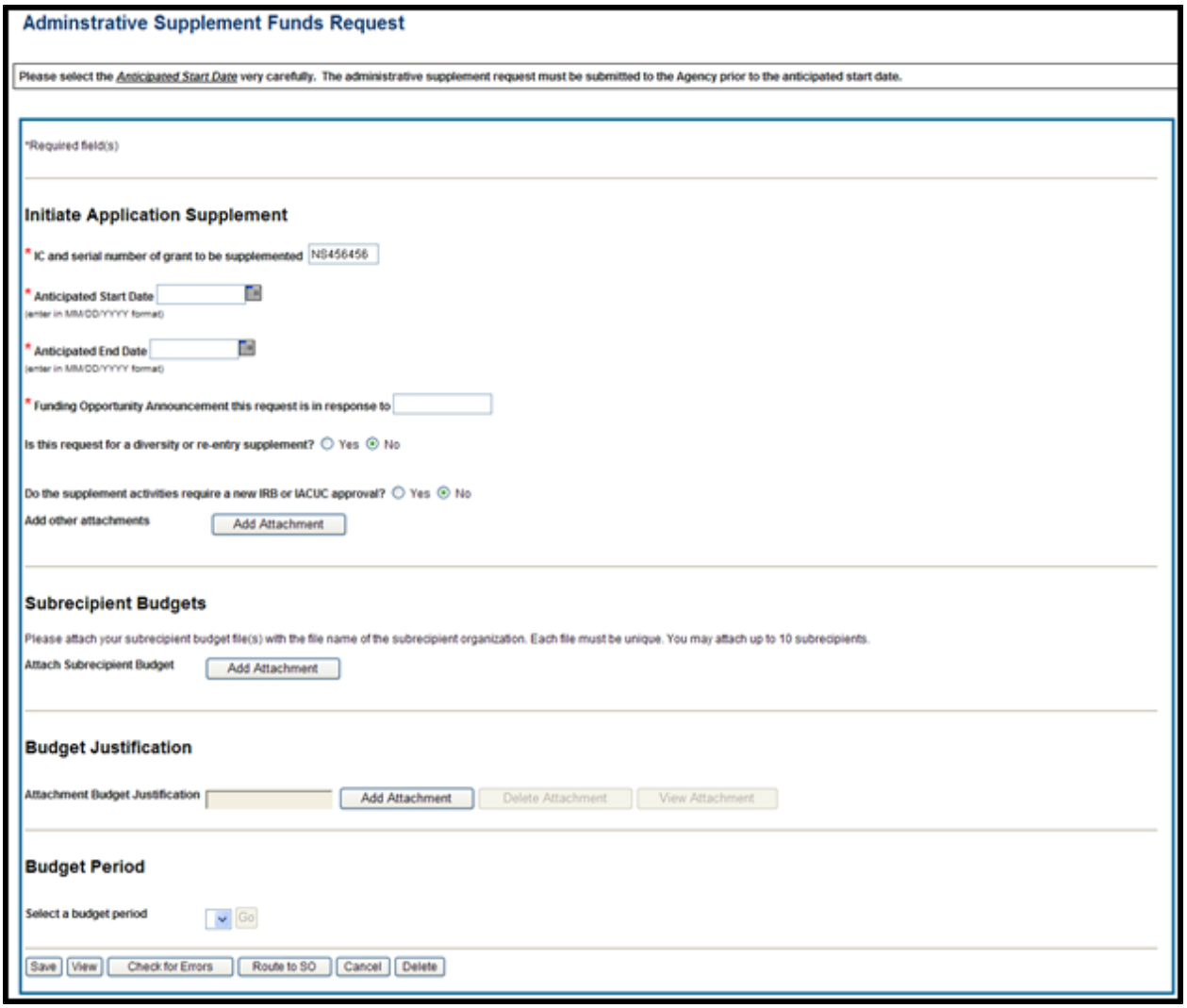


Figure 3: Administrative Supplement Funds Request Form

3. Fill in the basic information on the first page of the form. The data fields are as follows:
   - **IC and serial number of the grant to be supplemented:** Pre-populated and required
   - **Anticipated Start Date:** Required
   - **Anticipated End Date:** Required

NOTE: It is very important that the **Anticipated Start Date** and **Anticipated End Date** fields be entered correctly before entering budget information onto the form. A change in either date made after the budget period information is entered on the request form, results in the deletion of that budget data. A warning message displays before this occurs as follows: *Changing the anticipated start/end dates will erase all previously entered budget data. Do you want to proceed?*

   - **Funding Opportunity Announcement this request is in response to:**

Required

- **Is this request for diversity or re-entry supplement?**
  - Only if Yes, the following fields display:
    - **Commons ID**
    - **First Name**
    - **Middle Name**
    - **Last Name**
    - **Attach applicant biosketch**
    - **Attach applicant eligibility statement**
    - **Attach research experience plan**
- **Do the supplement activities require a new IRB or IACUC approval**

4. *Optional:* Import any required attachments using the **Add other attachments** field and the corresponding **Add Attachment** button.
5. *Optional:* Import subrecipient budget files using the **Attach Subrecipient Budget** and the corresponding **Add Attachment** button.
6. *Optional:* Import the budget justification file by using the **Attach Budget Justification** field and the corresponding **Add Attachment** button.
7. Select a budget period from the drop-down list in the **Budget Period** section and select the **Go** button.

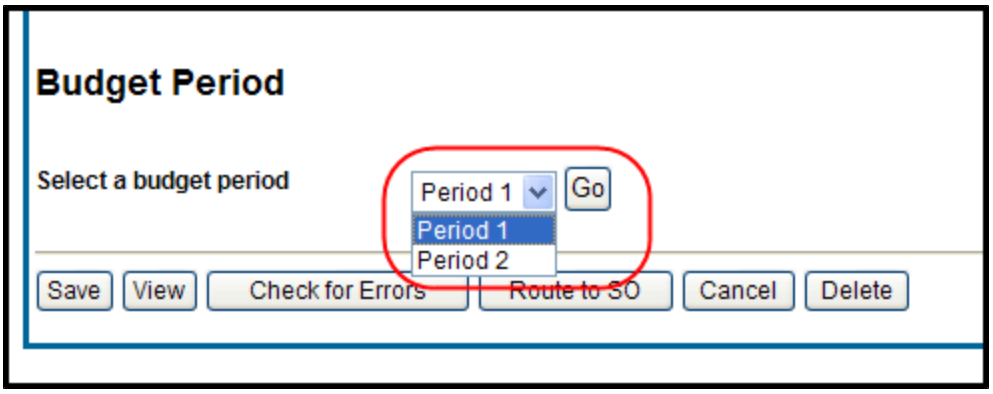


Figure 4: Budget Period Selection

The administrative supplement request form moves to the *Personnel for Budget Period [#]* page for the selected budget period. The **Admin Supp** tab expands to show other tab options for the different cost types (**Personnel**; **Equipment**; **Travel**; **Participation/Trainee**; **Other Direct**; and **F&A (Indirect) Costs**).

Each of these individual tabs is discussed in the sections that follow.

2.1.1 Personnel for Budget Period

To enter personnel information for the selected budget period:

1. Navigate to the **Personnel** tab within **Admin Supp**.

NOTE: The **Personnel** tab is the defaulted tab when navigating from the *Main Page* and selecting a Budget Period.

The *Personnel for Budget Period [#]* screen displays for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., **Equipment**), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen.

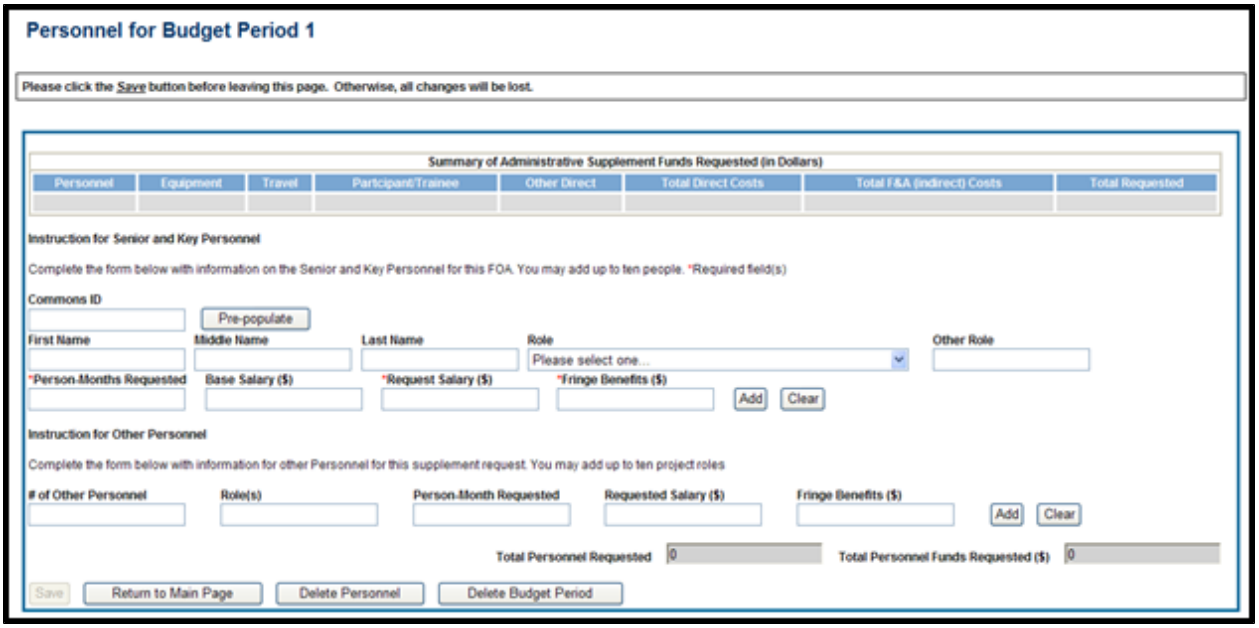


Figure 5: Personnel for Budget Period Screen

2. *Optional:* Enter the **Commons ID** for the senior or key personnel and select the **Pre-Populate** button to automatically fill in the **First Name**, **Middle Name**, and **Last Name** fields.

   –OR–

   Enter the name fields manually if the Commons ID is unknown or does not exist.

3. *Optional:* Select a **Role** from the drop-down list. If the role is not found on the list, use the **Other Role** field to enter a role manually.

4. Enter the following fields related to the personnel:
   - **Person-Months Requested:** Required field
   - **Base Salary ($)**
   - **Requested Salary ($):** Required field
   - **Fringe Benefits ($):** Required field
5. Select the **Add** button.

NOTE: Selecting the **Clear** button clears the fields.

The personnel information is added to the table for senior and key personnel.

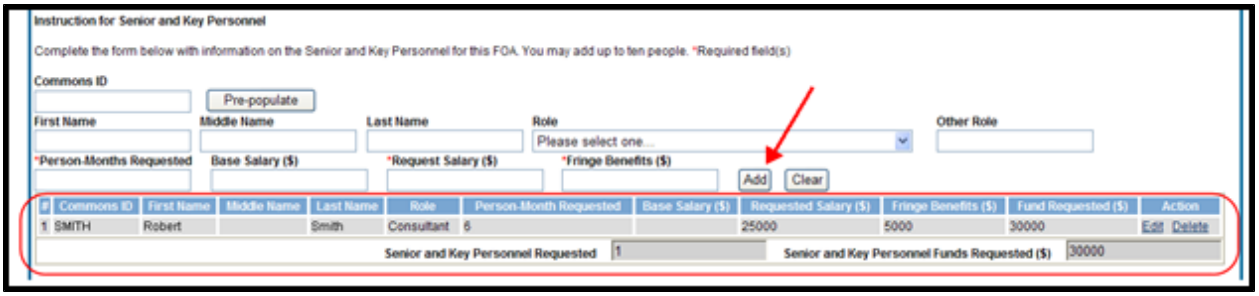


Figure 6: Adding Senior or Key Personnel Budget Information

6. *Optional*: Use the **Edit** link in the **Action** column to update the fields for the selected personnel or the **Delete** link in the **Action** column to remove the entry from the table.

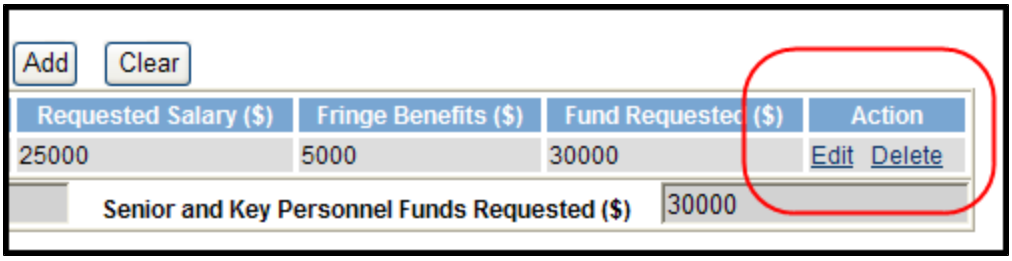


Figure 7: Edit or Delete Senior and Key Personnel Options

7. If appropriate, complete the fields for any other personnel under the **Instructions for Other Personnel** area of the page. Select the **Add** button to add the line to the table.
   - **# of Other Personnel**
   - **Role(s)**
   - **Person-Months Requested**
   - **Requested Salary**
   - **Fringe Benefits**

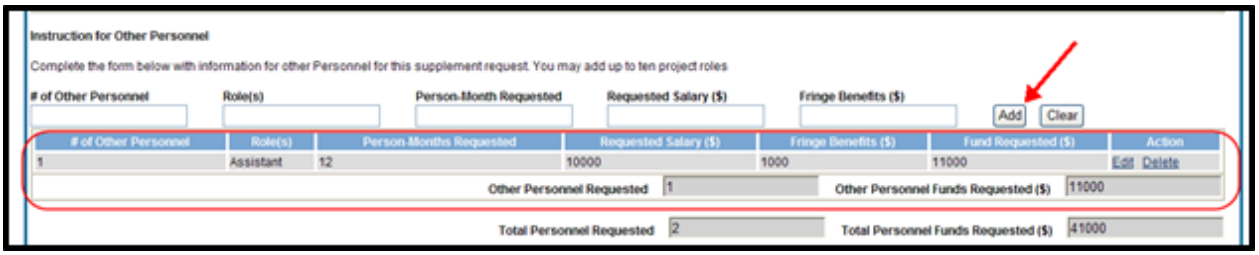


Figure 8: Adding Other Personnel Budget Information

The **Total Personnel Requested** and **Total Personnel Funds Requested ($)** fields update to include the entries for both Senior/Key Personnel and Other Personnel.

8. Select the **Save** button to save the personnel budget information.

NOTE: To leave the form without saving the entered information, select the Return to Main Page button. To clear the fields and remain on the form, select the Delete Personnel button.

The **Personnel** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added senior/key and other personnel.

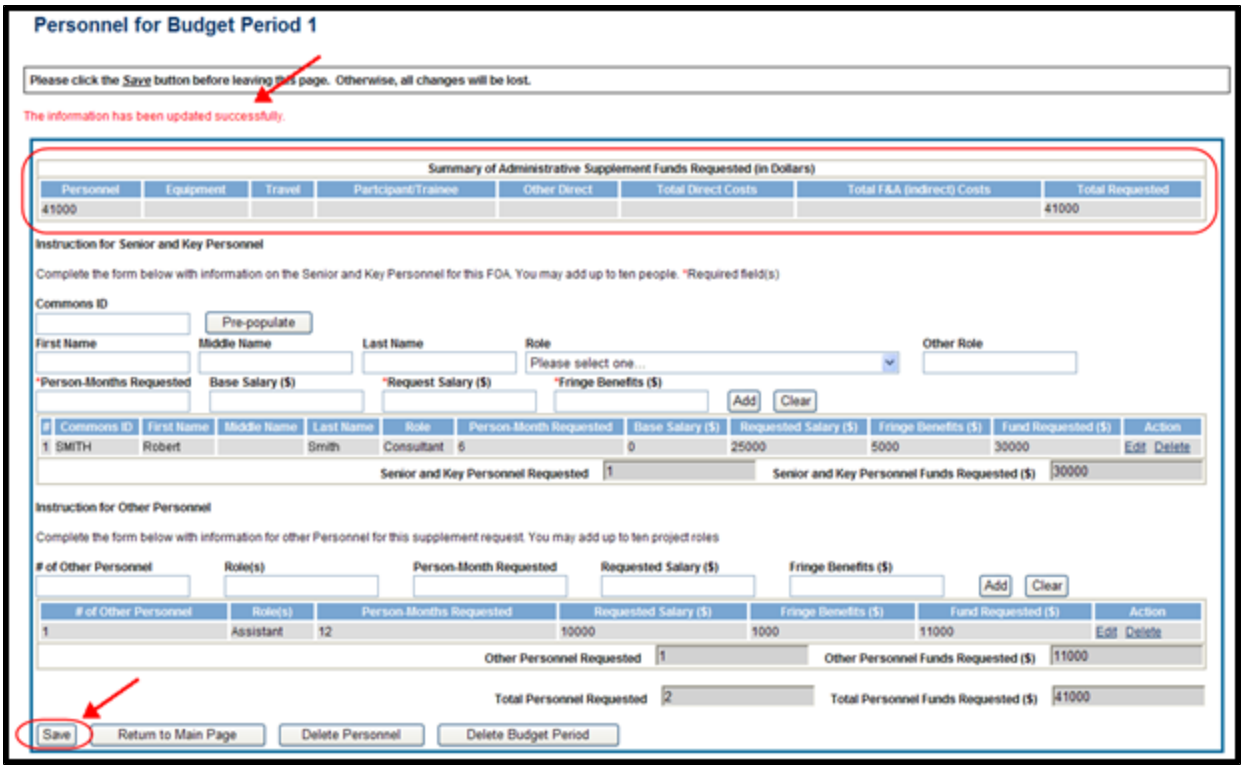


Figure 9: Personnel Budget Information Added to Summary Table

2.1.2 Equipment for Budget Period

To enter equipment information for the selected budget period:

1. Navigate to the **Equipment** tab within **Admin Supp**.

The *Equipment for Budget Period [#]* screen opens for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., **Personnel**), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen.

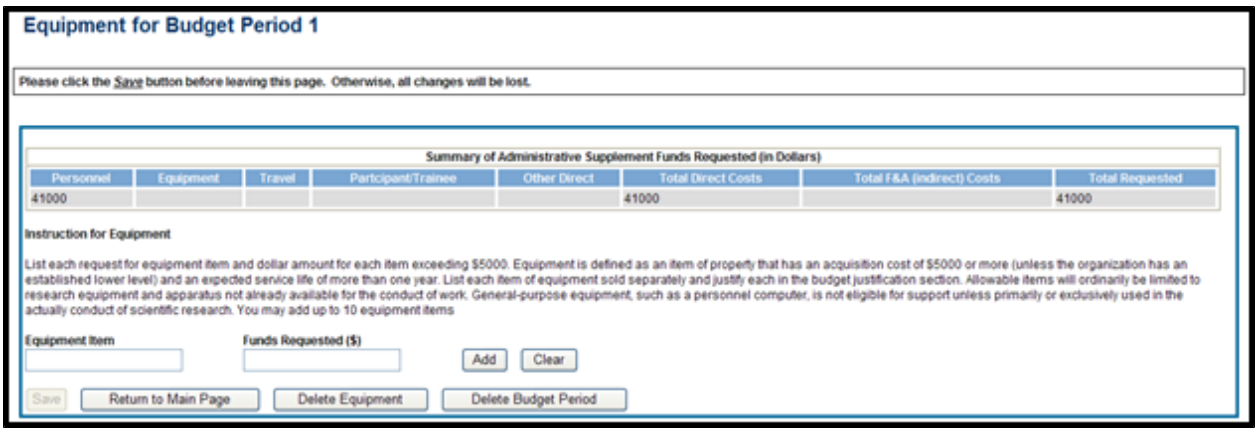


Figure 10: Equipment for Budget Period Screen

2. For each piece of equipment reported, enter the following fields:
   - **Equipment Item**
   - **Funds Requested**
3. Select the **Add** button.

The **Total Equipment Requested** field updates to reflect the total amount of all added equipment.

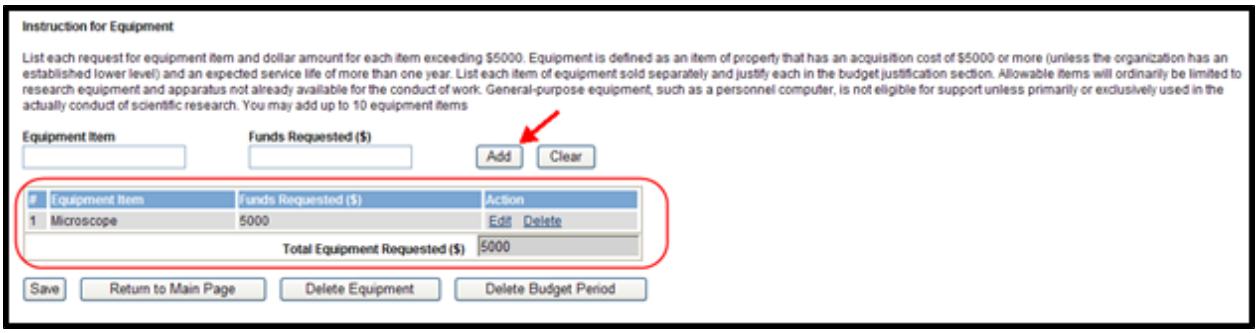
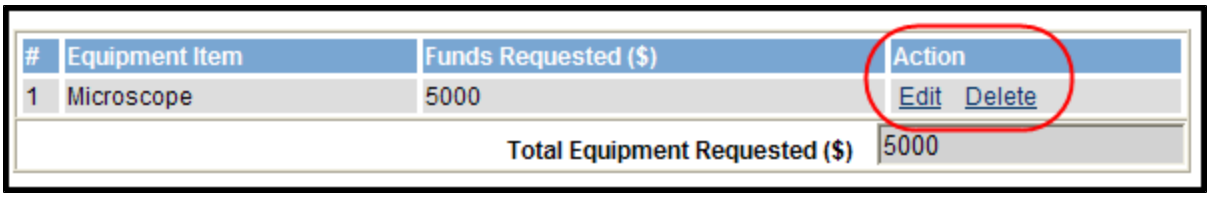


Figure 11: Adding Equipment Budget Information

NOTE: The information is added to the table only and is not yet saved. Navigating away from the tab cancels the information. To save the information, the Save button must be selected.

4. *Optional*: Use the **Edit** link in the **Action** column to update the fields for the selected equipment item or the **Delete** link in the **Action** column to remove the entry from the table.



#	Equipment Item	Funds Requested ($)	Action
1	Microscope	5000	Edit Delete
		Total Equipment Requested ($)	5000

Figure 12: Edit or Delete Equipment Options

5. Select the **Save** button to save the equipment budget information.

NOTE: To leave the form without saving the entered information, select the **Return to Main Page** button. To clear the fields and remain on the form, select the **Delete Equipment** button.

The **Equipment** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added equipment items.

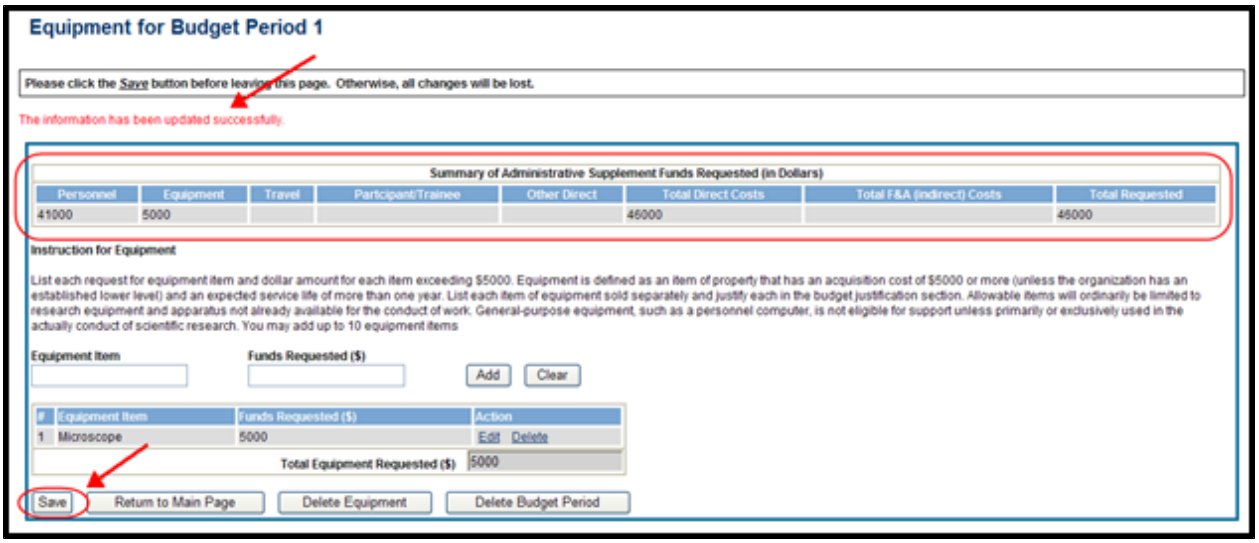


Figure 13: Equipment Budget Information Added to Summary Table

2.1.3 Travel for Budget Period

To enter travel funds requested for the selected budget period:

1. Navigate to the **Travel** tab within **Admin Supp**.

The *Travel for Budget Period [#]* screen displays for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., **Personnel**), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen

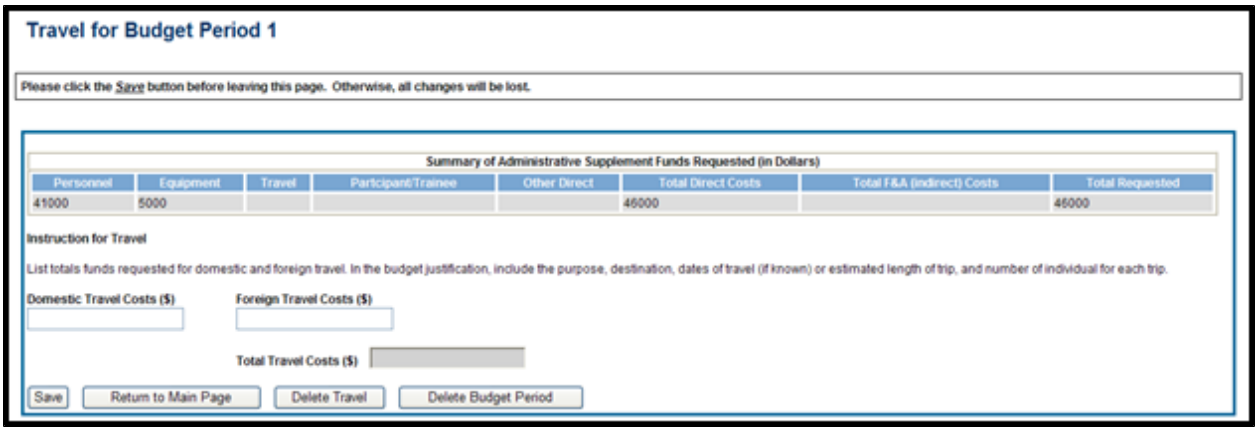


Figure 14: Travel for Budget Period Screen

2. Enter the following fields as appropriate:
   - **Domestic Travel Costs**
   - **Foreign Travel Costs**
3. Select the **Save** button to save the travel budget information.

NOTE: To leave the form without saving the entered information, select the Return to Main Page button. To clear the fields and remain on the form, select the Delete Travel button.

The **Travel** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added equipment items.

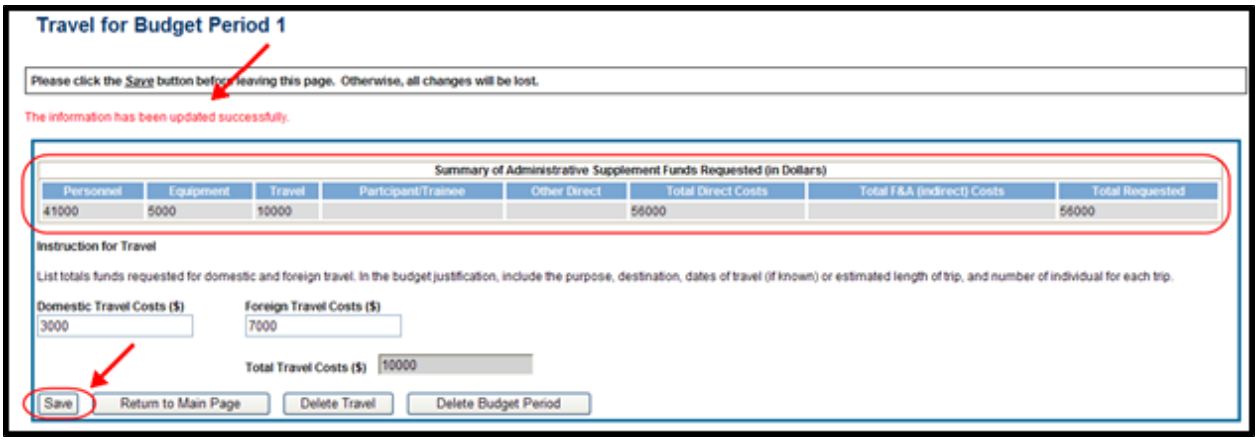


Figure 15: Travel Budget Information Added to Summary Table

2.1.4 Participant/Trainee Support Costs for Budget Period

NOTE: The *Participant/Trainee Support Costs* section normally is not used. Unless specifically requested in an announcement, applicants should leave this section blank.

To enter participant and trainee support costs for the selected budget period:

1. Navigate to the **Participant/Trainee** tab within **Admin Supp**.

The *Participant/Trainee Support Costs for Budget Period [#]* screen displays for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., Personnel), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen.

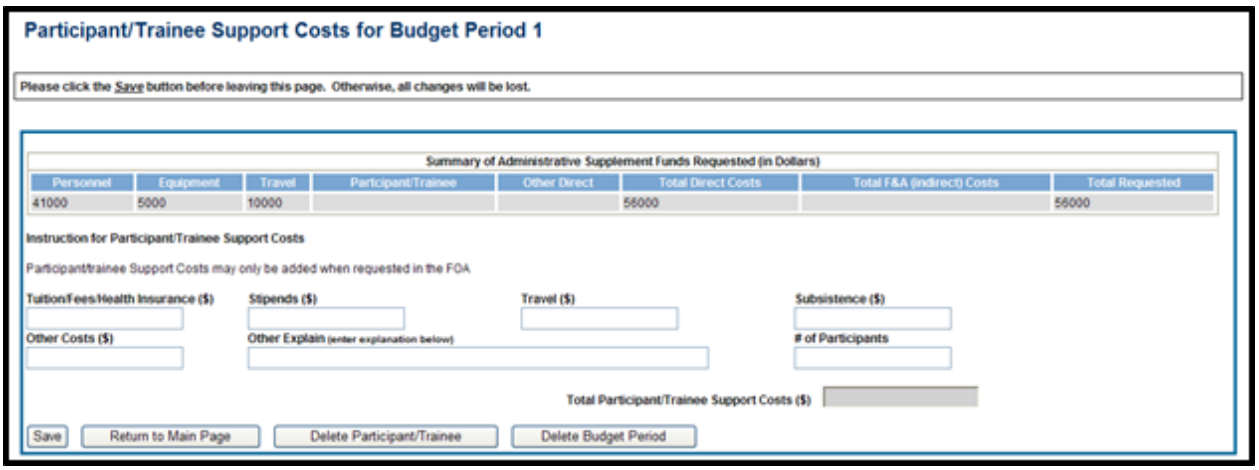


Figure 16: Participant/Trainee Support Costs for Budget Period Screen

2. Enter the following fields as appropriate:
   - **Tuition/Fees/Health Insurance ($)**
   - **Stipends ($)**
   - **Travel ($)**
   - **Subsistence ($)**
   - **Other Explain**
   - **Other Costs ($)**
   - **# of Participants**
3. Select the **Save** button to save participant/trainee budget information.

NOTE: To leave the form without saving the entered information, select the **Return to Main Page** button. To clear the fields and remain on the form, select the **Delete Participant/Trainee** button.

The **Participant/Trainee** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added participant and trainee support costs.

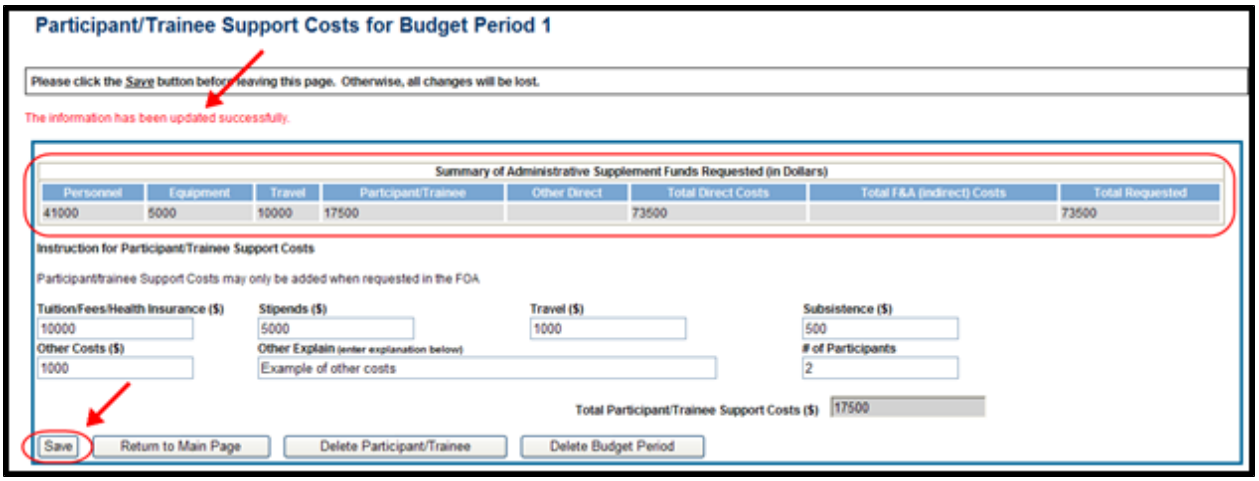


Figure 17: Participant/Trainee Budget Information Added to Summary Table

2.1.5 Other Direct Costs for Budget Period

To enter other direct costs for the selected budget period:

1. Navigate to the **Other Direct** tab within **Admin Supp**.

The *Other Direct Costs for Budget Period [#]* screen displays for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., **Personnel**), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen.

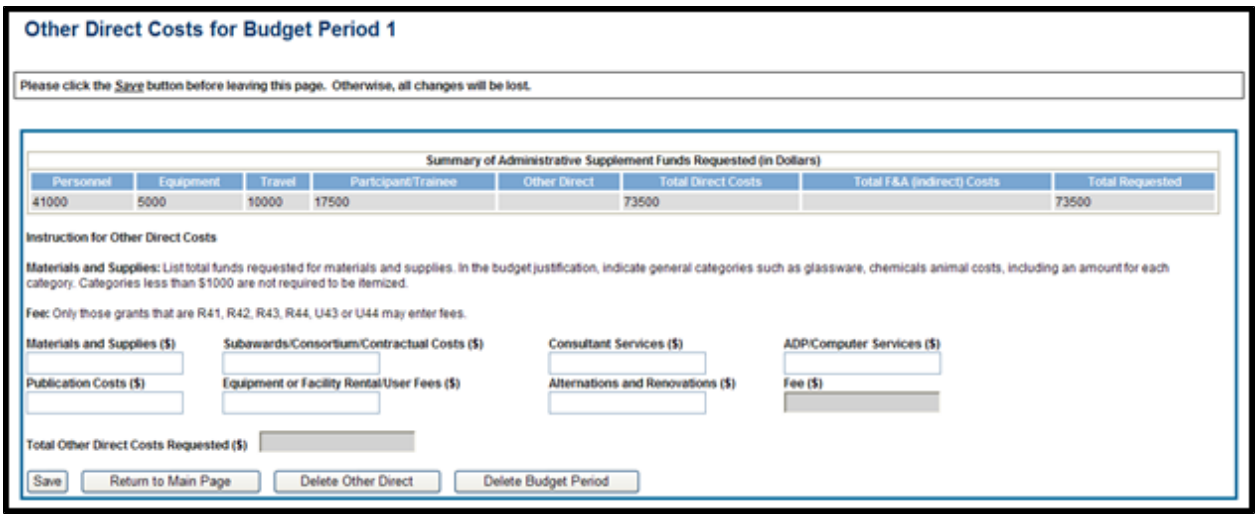


Figure 18: Other Direct Costs for Budget Period Screen

2. Enter the following fields as appropriate:
   - **Materials and Supplies ($)**
   - **Publication Costs ($)**

- **Subawards/Consortium/Contractual Costs ($)**
- **Equipment or Facility Rental/User Fees ($)**
- **Consultant Services ($)**
- **Alterations and Renovations ($)**
- **ADP/Computer Services ($)**
- **Fee ($):** This field is only available for Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) awards (i.e., R41, R42, R43, R44, U43, or U44 awards).

3. Select the **Save** button to save the other direct cost budget information.

NOTE: To leave the form without saving the entered information, select the **Return to Main Page** button. To clear the fields and remain on the form, select the **Delete Other Direct** button.

The **Other Direct** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added participant and trainee support costs.

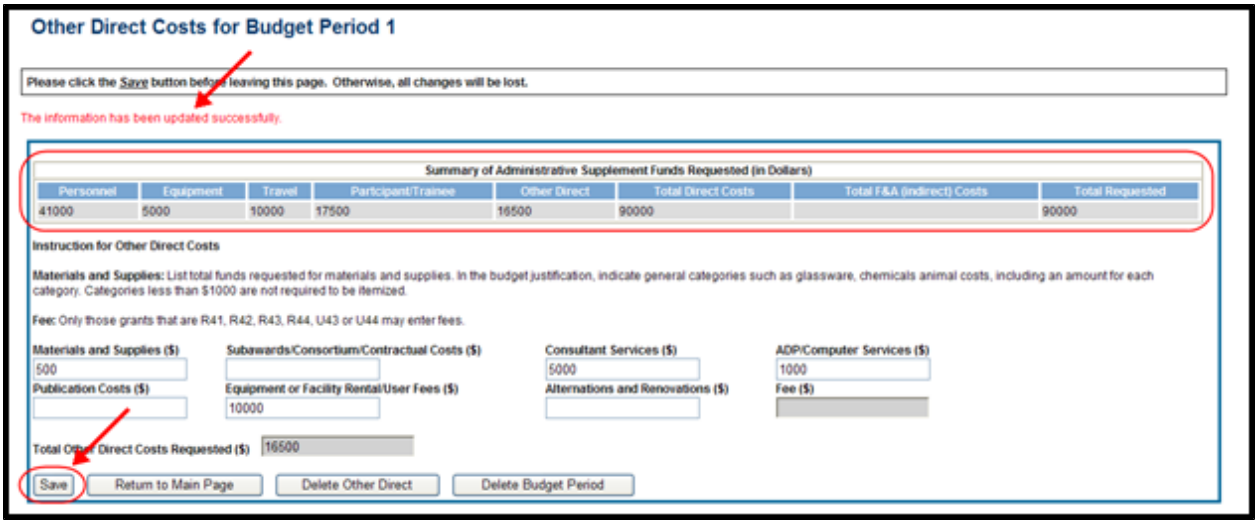


Figure 19: Other Direct Cost Information Added to Summary Table

2.1.6 F&A Indirect Costs for Budget Period

To enter F&A indirect costs for the selected budget period:

1. Navigate to the **F&A Indirect** tab within **Admin Supp**.

The *F&A Indirect Costs for Budget Period [#]* screen displays for the selected budget period. If budget information has already been entered on one or more of the other tabs (e.g., **Personnel**), that information is reflected in the *Summary of Administrative Supplement Funds Requested (in Dollars)* table at the top of the screen.

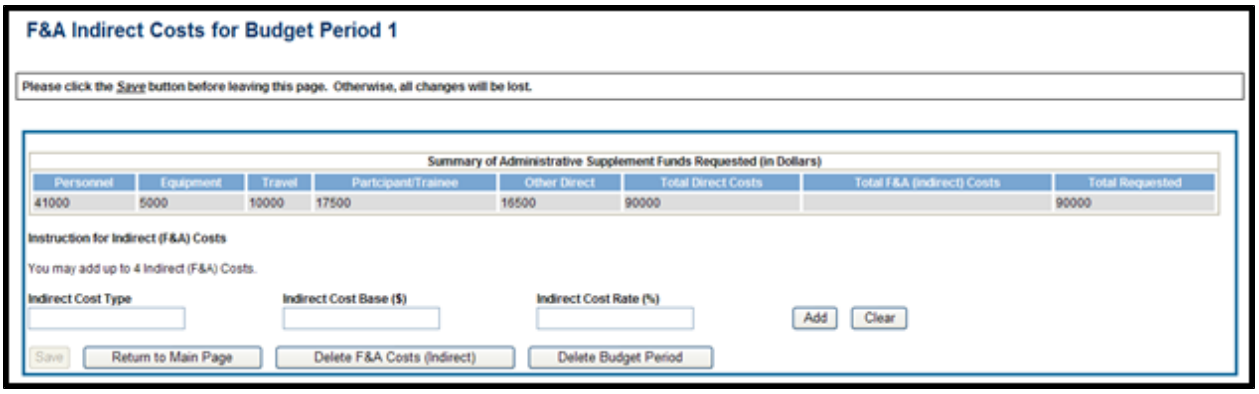


Figure 20: F&A Indirect Costs for Budget Period Screen

2. Enter the following fields for up to 4 indirect cost entries:
   - **Indirect Cost Type**
   - **Indirect Cost Base ($)**
   - **Indirect Cost Rate (%)**
3. Select the **Add** button.

NOTE: Selecting the **Clear** button clears the fields.

The indirect cost information is added to the table. The **Indirect Cost Subtotal ($)** field updates to reflect the total amount of all entries. Up to four indirect cost rate types may be included for each supplement request.

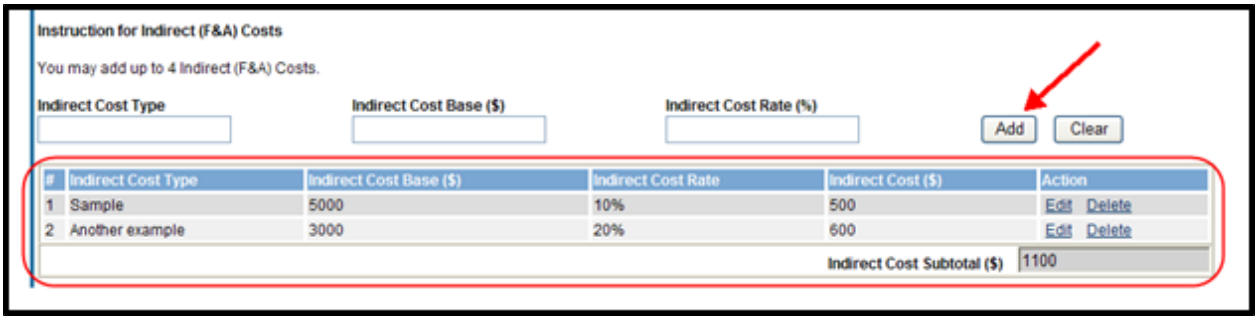


Figure 21: Adding Indirect Cost Information

NOTE: The information is added to the table only and is not yet saved. Navigating away from the tab cancels the information. To save the information, the **Save** button must be selected.

---

4. *Optional*: Use the **Edit** link in the **Action** column to update the fields for the selected indirect cost entry or the **Delete** link in the **Action** column to remove the entry from the table.

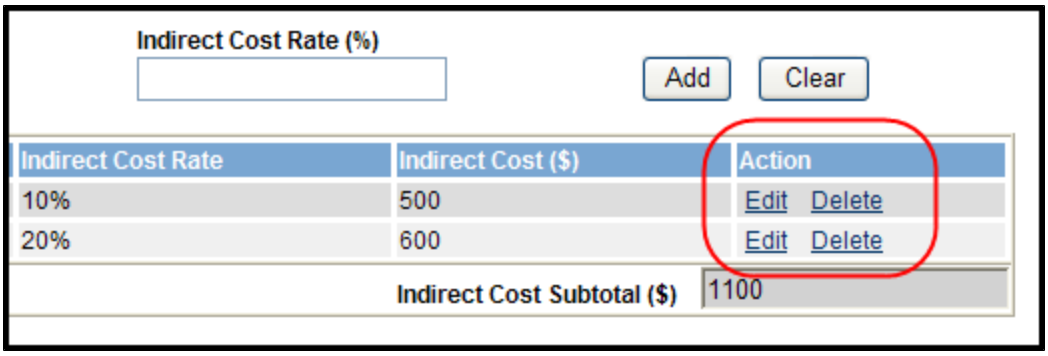


Figure 22: Edit or Delete Indirect Costs

5. Select the **Save** button to save the indirect cost budget information.

NOTE: To leave the form without saving the entered information, select the **Return to Main Page** button. To clear the fields and remain on the form, select the **Delete F&A Costs (Indirect)** button.

The **Total F&A (Indirect) Costs** column of the **Summary of Administrative Supplement Funds Requested for Period [#]** table updates with the combined total of added participant and trainee support costs.

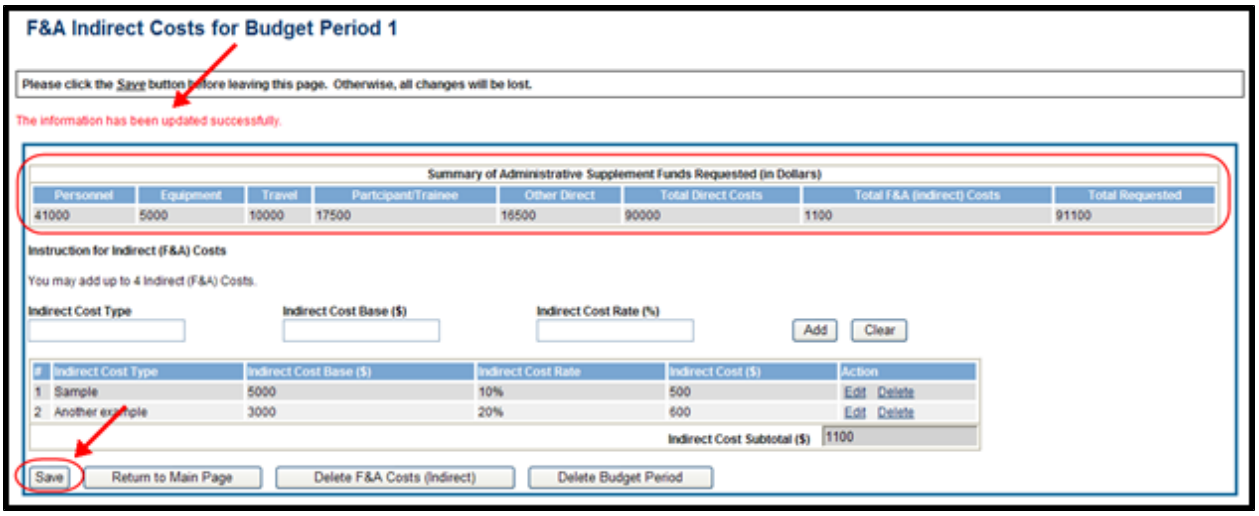
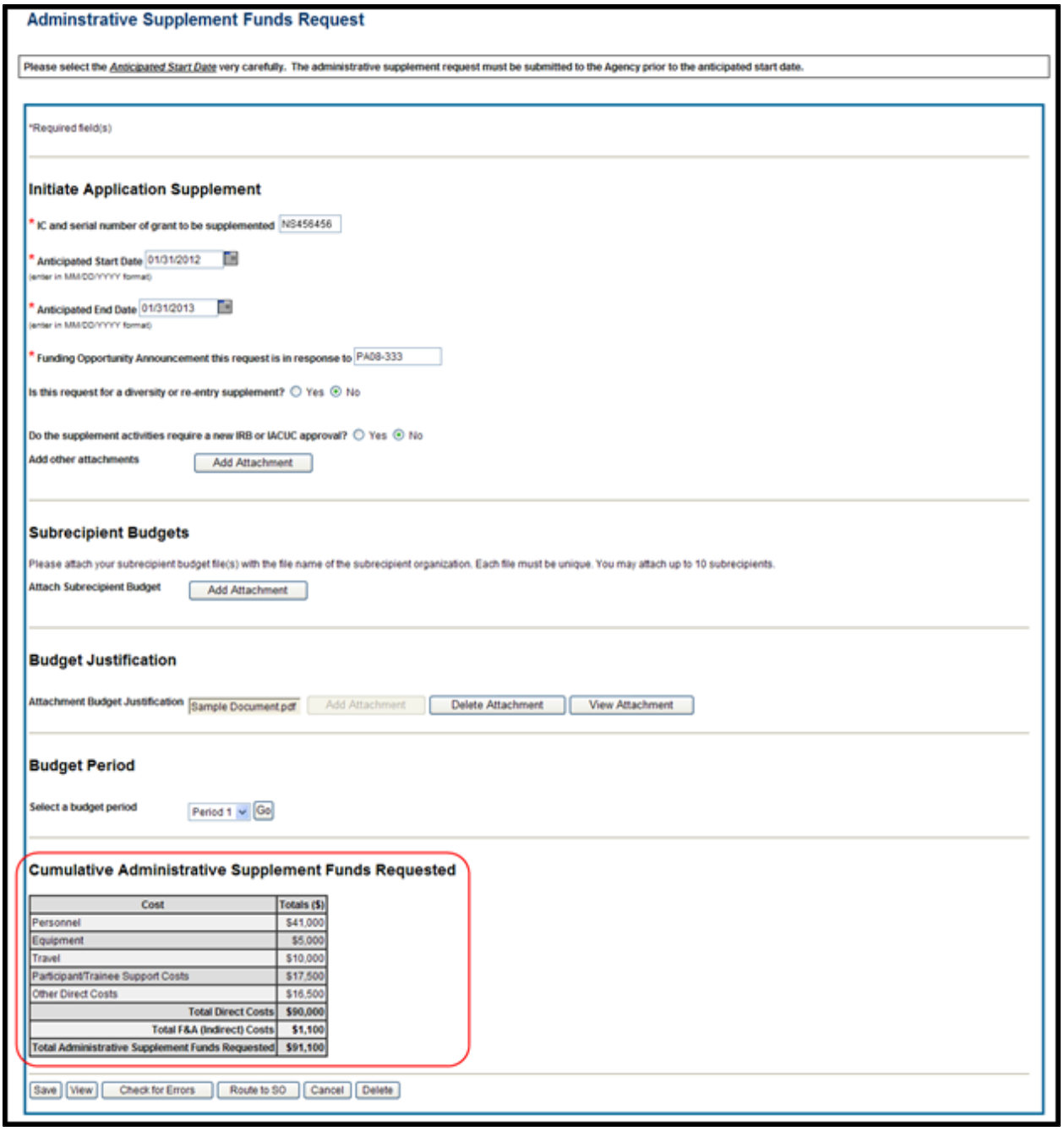


Figure 23: Total F&A (Indirect) Cost Information Added to Summary Table

2.2 Administrative Supplement Funds Request Cumulative Summary

When one or more cost type has been added to an administrative supplement funds request, the information is collected and displayed on the *Main Page* within the **Cumulative Administrative Supplement Funds Requested** table. The table includes the totals (or blank fields where no totals exist) for each of the cost types.



Cost	Totals ($)
Personnel	$41,000
Equipment	$5,000
Travel	$10,000
Participant/Trainee Support Costs	$17,500
Other Direct Costs	$16,500
Total Direct Costs	$90,000
Total F&A (Indirect) Costs	$1,100
Total Administrative Supplement Funds Requested	$91,100

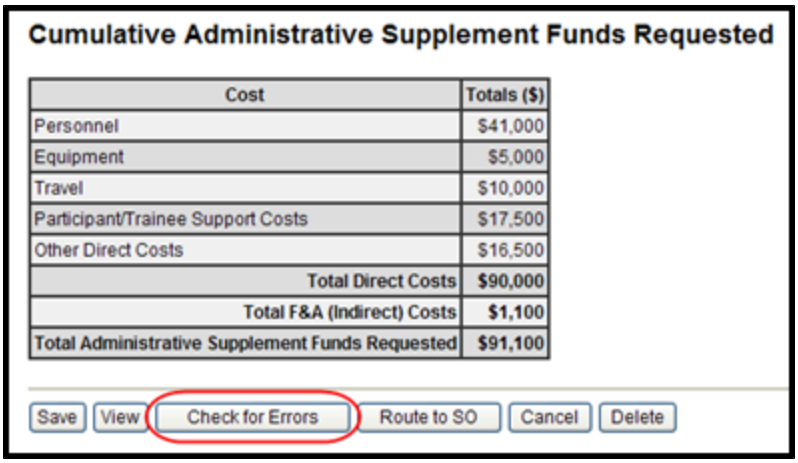
Figure 24: Cumulative Administrative Supplement Funds Requested

2.3 Checking for Errors

At any time while initiating the administrative supplement request, the user can perform an error check to verify that the entered data on the statement meets the system validations and business rules. The error check is performed by using the **Check for Errors** button at the bottom of the *Main Page*.

To check for errors:

1. Access the administrative supplement *Main Page*.
2. Select the **Check for Errors** button located underneath the **Cumulative Administrative Supplement Funds Requested** table.



Cumulative Administrative Supplement Funds Requested

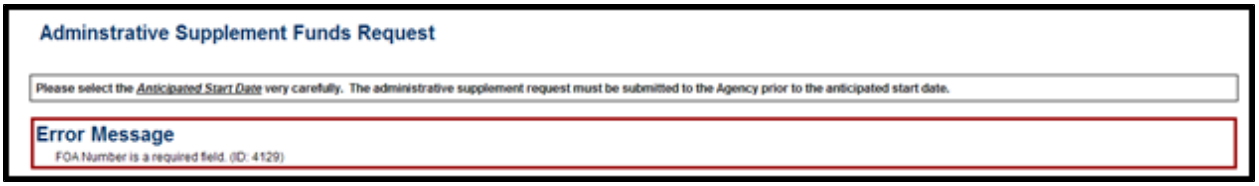
Cost	Totals ($)
Personnel	$41,000
Equipment	$5,000
Travel	$10,000
Participant/Trainee Support Costs	$17,500
Other Direct Costs	$16,500
Total Direct Costs	$90,000
Total F&A (Indirect) Costs	$1,100
Total Administrative Supplement Funds Requested	$91,100

Save | View | Check for Errors | Route to SO | Cancel | Delete

Figure 25: Check for Errors Button

If the information entered on the administrative supplement request passes the system validations, a message displays as follows: *No errors found on validation*.

If the information entered does not pass the validations, individual error or warning messages display at the top of the screen for each failed piece of information.



Adminstrative Supplement Funds Request

Please select the *Anticipated Start Date* very carefully. The administrative supplement request must be submitted to the Agency prior to the anticipated start date.

Error Message

FOA Number is a required field. (ID: 4129)

Figure 26: Sample Error Message

3. *In the case of errors or warnings:* Review the failed information, make the necessary changes, and select the **Check for Errors** button again.

NOTE: When errors exist on an administrative supplement statement, they must be corrected before the request can be submitted. Warning messages are informational only; administrative supplement requests may be processed when warnings exist.

2.4 Delete Administrative Supplement Funds Request Information

While initiating an administrative request statement, it may be necessary to delete a specific category of costs or to delete the budget period information in its entirety. Each administrative supplement cost type tab includes buttons for performing these functions.

2.4.1 Delete a Specific Cost Type

To delete the information for a specific cost type (e.g., Equipment):

1. From the *Main Page* of the administrative supplement request, select the budget period from the **Select a budget period** drop-down list and click the **Go** button.
2. Navigate to the specific cost type tab, by selecting the tab from the **Admin Supp** menu.
3. Select the **Delete [Tab Name]** button (where [Tab Name] is the specific tab being deleted, such as **Equipment**).

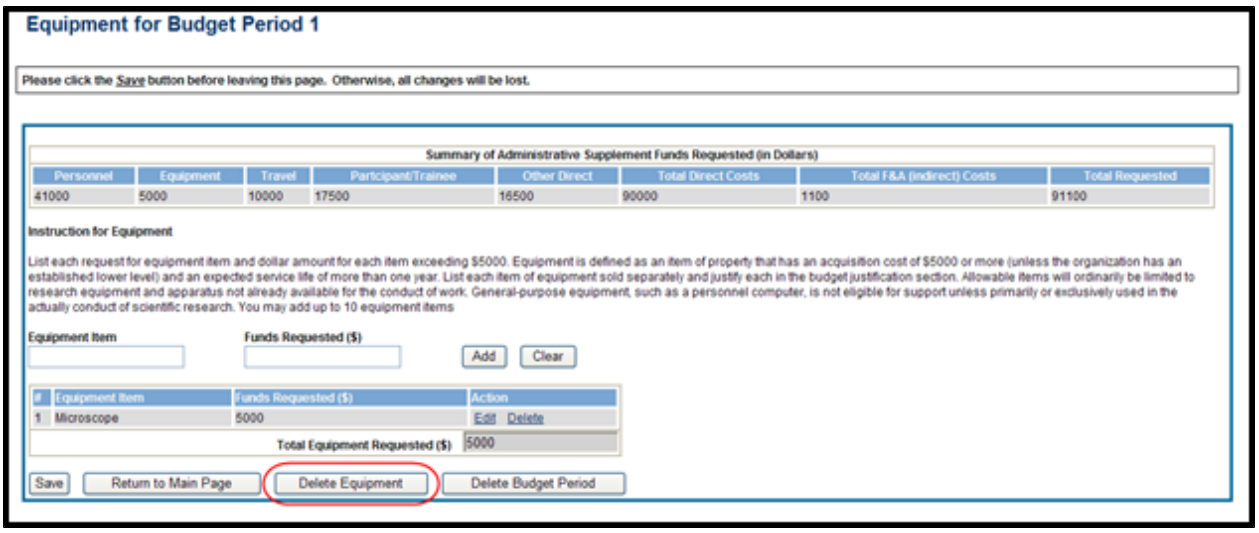


Figure 27: Delete Button for Deleting a Specific Cost Type

In a separate window, a confirmation message displays before the information is deleted:

> *Are you sure you want to delete [Tab Name] funds requested for budget period [#]?*

4. Select the **OK** button to continue deleting the budget information.

NOTE: Selecting the **Cancel** button will discontinue the delete action.

The specific funds information is deleted. A message displays at the top of the screen confirming the deletion, and the deleted information is removed from the **Summary of Administrative Supplement Funds Requested (in Dollars)** table.

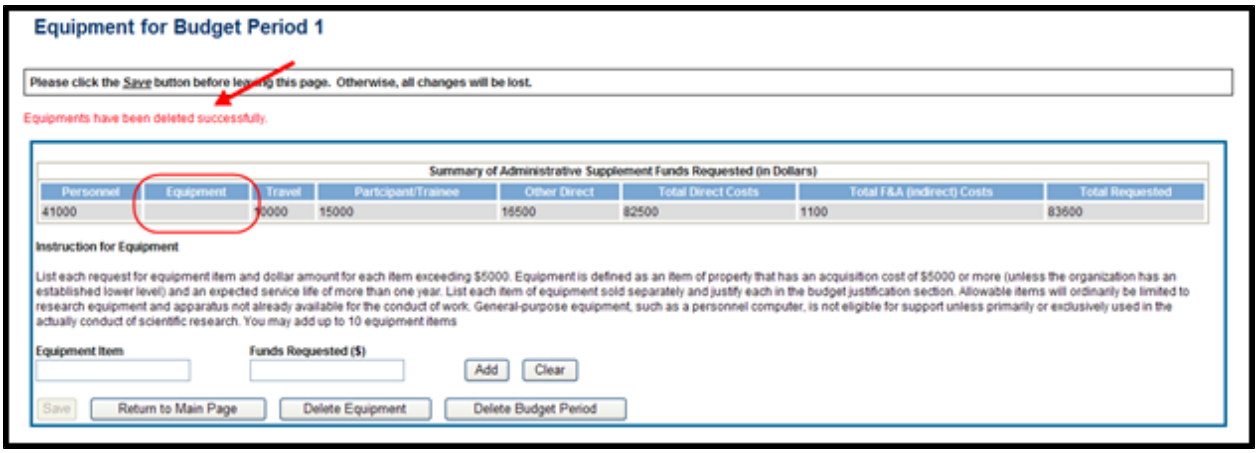
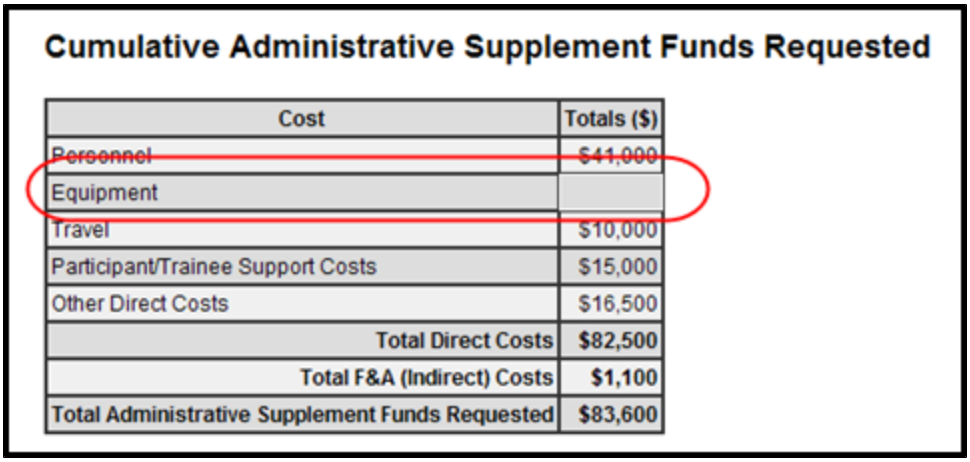


Figure 28: Deleting Requested Funds for a Specific Cost Type

Additionally, the **Cumulative Administrative Supplement Funds Requested** table on the *Main Page* updates to reflect the new totals.



Cumulative Administrative Supplement Funds Requested

Cost	Totals ($)
Personnel	$41,000
Equipment	
Travel	$10,000
Participant/Trainee Support Costs	$15,000
Other Direct Costs	$16,500
Total Direct Costs	$82,500
Total F&A (Indirect) Costs	$1,100
Total Administrative Supplement Funds Requested	$83,600

Figure 29: Summary Table Updated for Deletions

2.4.2 Delete the Budget Period

Deleting an entire budget period's information removes all requested funds on every tab for the selected period.

To delete the entire budget period:

1. From the *Main Page* of the administrative supplement request, select the budget period from the **Select a budget period** drop-down list and click the **Go** button.

The *Personnel for Budget Period [#] screen* opens.

2. Select the **Delete Budget Period** button.

NOTE: The **Delete Budget Period** button exists on each of the administrative supplement request tabs and can be selected from any one of the tabs.

Figure 30: Delete Budget Period Button

A confirmation message displays before the budget period information is deleted:

Are you sure you want to delete all entered data for budget period [#]?

3. Select the **OK** button to continue deleting the budget period.

The information related to the requested funds for the specific budget period is deleted.

2.5 Edit an Administrative Supplement Request

An administrative supplement request may be edited when it is in a WIP status for the PD/PI and the user is the current reviewer of the request.

To edit an administrative supplement request:

1. Access the **Admin Supp** tab from the Commons menu.

A list of grants eligible for supplements displays in a table on the screen.

2. Select the **View Status** link from **Action** column for the selected statement.

The *Administrative Supplement Status* screen displays information for the grant in a table.

3. Select the **Edit** option from the **Action** column.

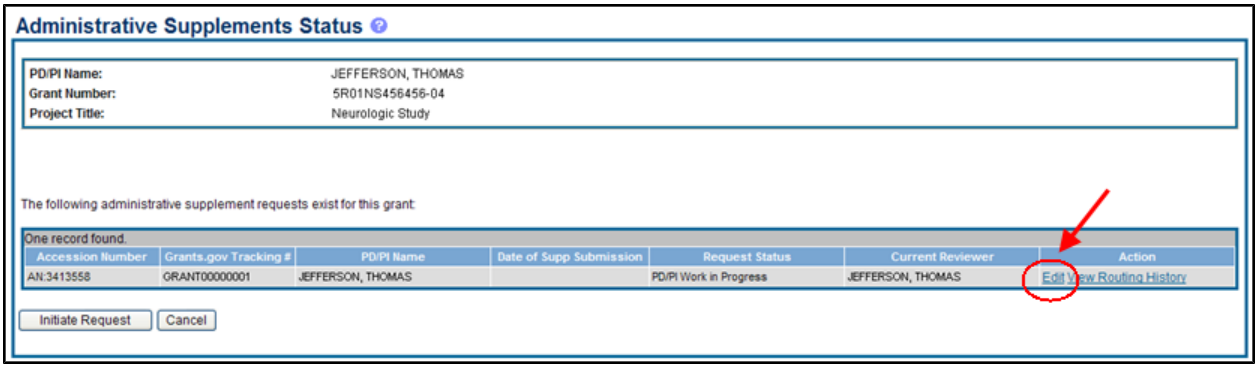


Figure 31: Administrative Supplements Status Screen – Edit Option

4. Navigate through the tabs to access and edit personnel, equipment, travel, participant/trainee, other direct cost, and/or indirect cost information.

NOTE: Edits made on each cost type tab must be saved before accessing another tab. Make sure to select the **Save** button before selecting another tab within administrative supplement form.

2.6 View Routing History

Administrative supplement statements are routed to appropriate reviewers before being submitted to an Agency. The history of this routing is viewable from within the module and includes everything from creating the request to submitting the request to the Agency.

To view the routing history of an administrative supplement request:

1. Access the **Admin Supp** tab from the Commons menu to display a list of grants eligible for administrative supplement requests.
2. Select the **View Status** link from **Action** column for the selected statement.

The *Administrative Supplement Status* screen displays information for the grant in a table.

3. Select the **View Routing History** option from the **Action** column.

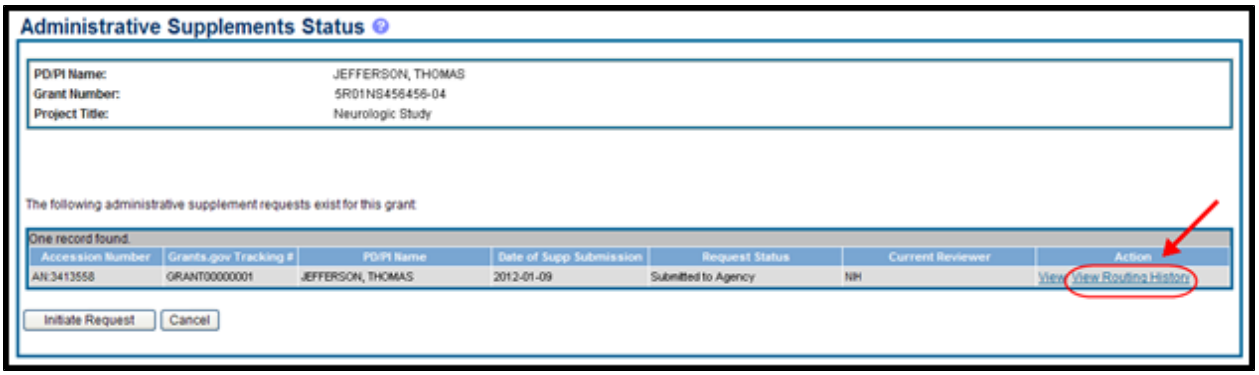


Figure 32: Administrative Supplements Status Screen – View Routing History Option

The *Administrative Supplement Routing History* screen displays with the following fields detailing the routing history of the administrative supplement:

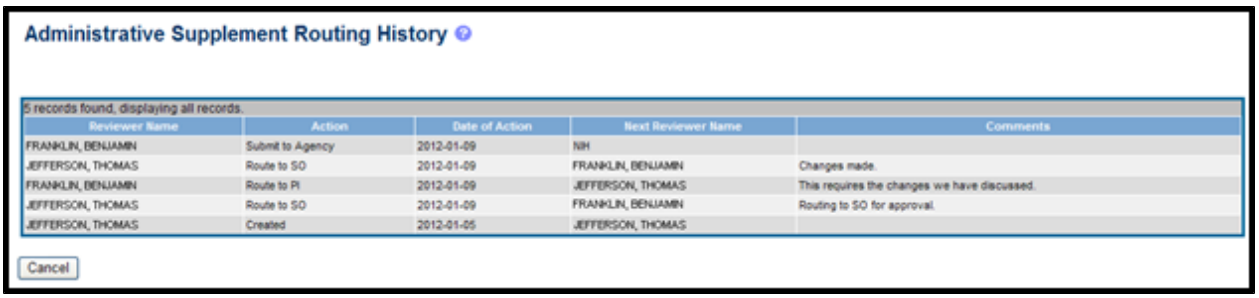
Reviewer Name: Name of the user who executed the specific action

Action: Description of the action taken (i.e., Created, Routed to SO, Routed to PD/PI, Submitted to Agency, Accepted for Consideration, and Refused).

Date of Action: Date and time at which the action was performed

Next Reviewer Name: The name of the user selected upon routing the statement

Comments: Optional comments (if existing) provided at the time the statement was routed.



Administrative Supplement Routing History

5 records found, displaying all records.

Reviewer Name	Action	Date of Action	Next Reviewer Name	Comments
FRANKLIN, BENJAMIN	Submit to Agency	2012-01-09	NIH	
JEFFERSON, THOMAS	Route to SO	2012-01-09	FRANKLIN, BENJAMIN	Changes made.
FRANKLIN, BENJAMIN	Route to PI	2012-01-09	JEFFERSON, THOMAS	This requires the changes we have discussed.
JEFFERSON, THOMAS	Route to SO	2012-01-09	FRANKLIN, BENJAMIN	Routing to SO for approval.
JEFFERSON, THOMAS	Created	2012-01-05	JEFFERSON, THOMAS	

Cancel

Figure 33: Administrative Supplement Routing History Screen

3 Viewing the Request

3.1 View Administrative Supplement Request Form (PD/PIs)

To view the status of an Administrative Supplement or to view the form itself:

1. Access the **Admin Supp** tab from the Commons menu.

Figure 34: Commons Admin Supp Tab

The *Manage Administrative Supplement Requests* screen opens. On this screen, PD/PIs see a list of available grants for which administrative supplement requests can be initiated. When a PD/PI Delegate accesses the screen, he first must choose on which PD/PI's behalf he is working.

2. *For PI/PD Delegates only*: Select the appropriate PD/PI name from the drop-down list and click the **Go** button to display the list of eligible grants for the selected PD/PI.

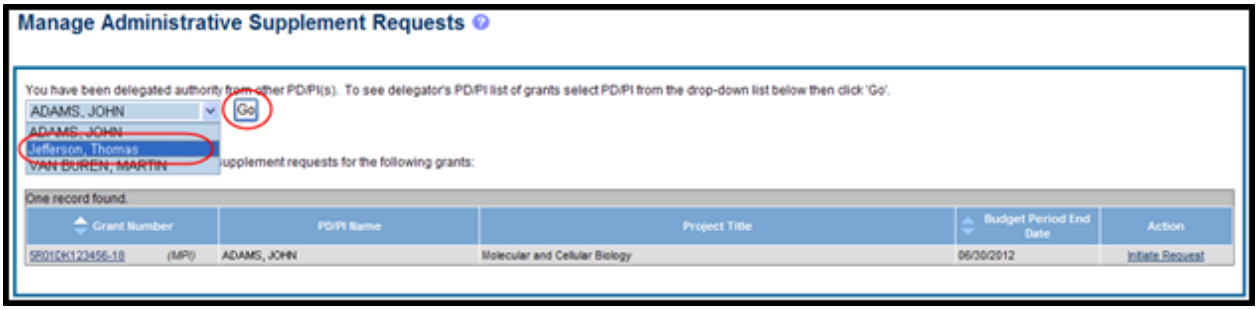


Figure 35: PD/PI Delegates Select a PD/PI Name from the List

3. Select the **View Status** link from **Action** column.

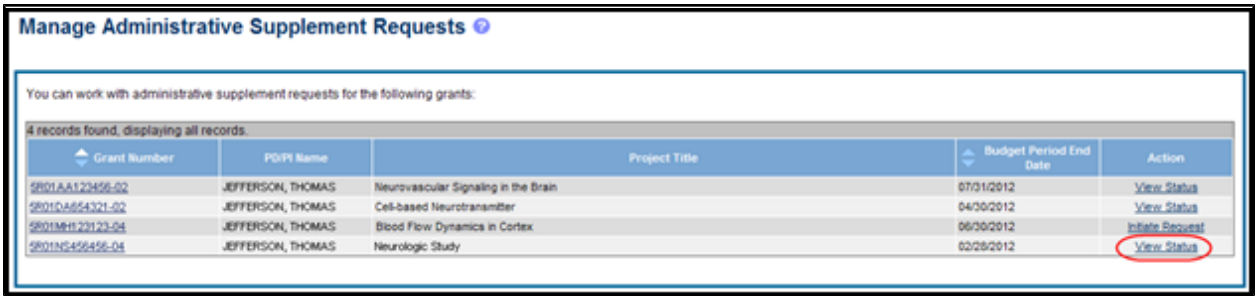


Figure 36: Manage Administrative Supplement Requests Screen

The *Administrative Supplement Status* screen displays information for the grant in a table. The information includes:

- **Accession Number**
- **Grants.gov Tracking #**
- **PD/PI Name**
- **Date of Supp Submission**
- **Request Status**
- **Current Reviewer**
- **Action**

NOTE: A Grants.gov tracking number is generated for Administrative Supplement requests submitted through the Grants.gov website. This tracking number is provided at the bottom of the submission confirmation screen and may be used as a reference for any Grants.gov support. The accession number is required to be referenced for eRA Commons support.

4. Select the **View** option from the **Action** column.

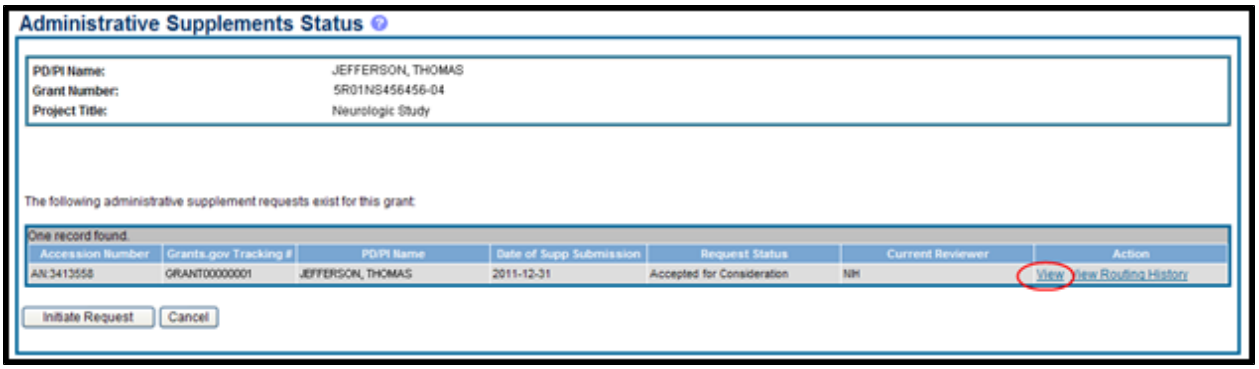


Figure 37: Administrative Supplements Status Screen

The *Administrative Supplement* opens in PDF file format.

3.2 Search for Administrative Supplement Statements (SOs)

When an SO accesses the Administrative Supplements module, he must perform a search to access the administrative supplement statements.

To search for and view administrative supplement requests and works in progress (WIPs):

1. Access the **Admin Supp** tab from the Commons menu.

The *Manage Administrative Supplement Requests* screen displays **Search Criteria** for locating specific grants.

2. Enter information (**Grant Number** or **PD/PI Last Name**) in the **Search Criteria** to return the appropriate data.

NOTE: If a PD/PI Last Name is not entered, the **IC Code** and **Serial Number** of the **Grant Number** are required.

3. Click the **Search** button.

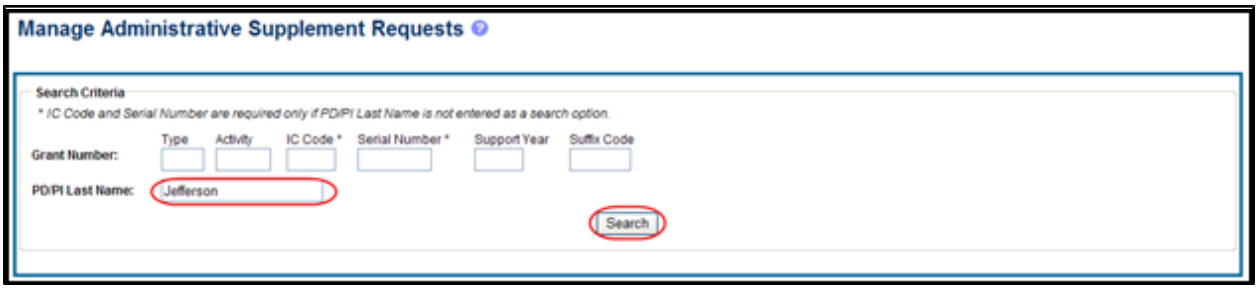


Figure 38: Manage Administrative Supplement Requests – Search Criteria

A hitlist of grant applications displays the **Grant Number**, **PD/PI Name**, **Project Title**, **Budget Period End Date**, and available **Action** options for each matching application based on the search.

4. Select the **View Status** link from **Action** column.

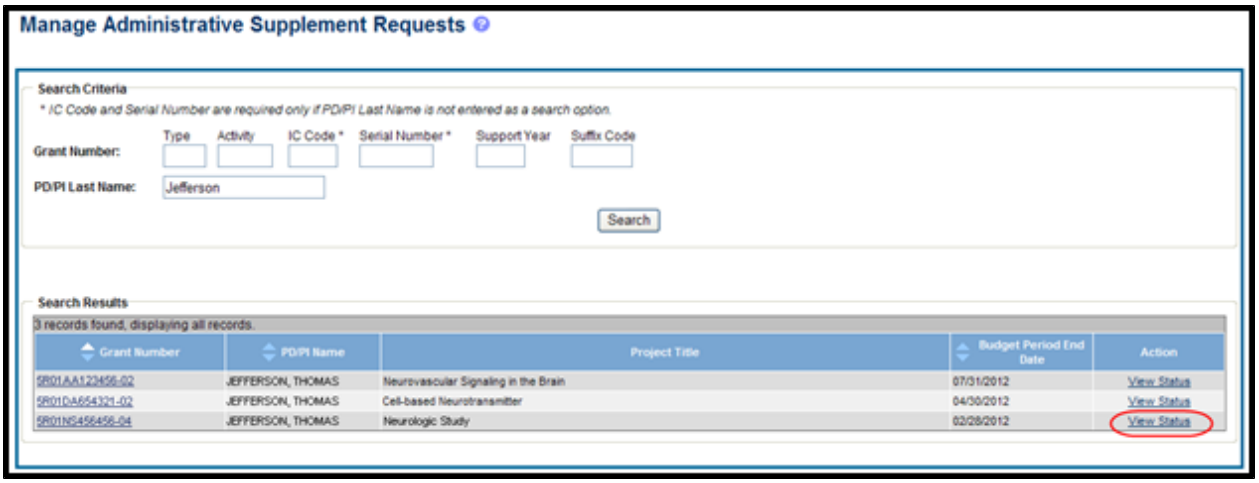


Figure 39: Manage Administrative Supplement Requests – Hit List

The *Administrative Supplement Status* screen displays information for the grant in a table.

5. Select the **View** option from the **Action** column.

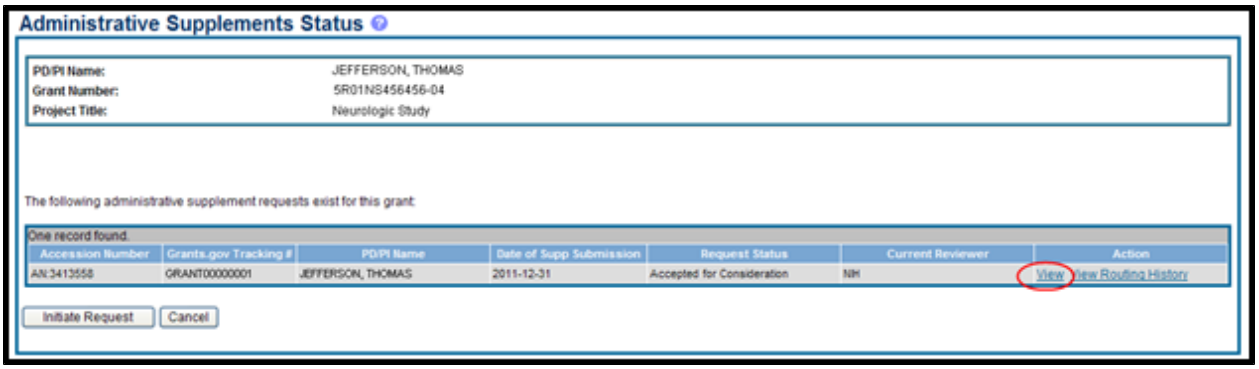


Figure 40: Administrative Supplements Status Screen with View Option

The *Administrative Supplement* opens in PDF file format.

3.3 View Via the Status Module

Administrative supplement requests are accessible through the Status module. For grants having administrative supplement requests initiated against them, the Action column of the *Status Result – List of Applications/Grants* screen contains the **Admin Supplements** link. Selecting this link opens the *Administrative Supplement Status* screen for the specific grant.

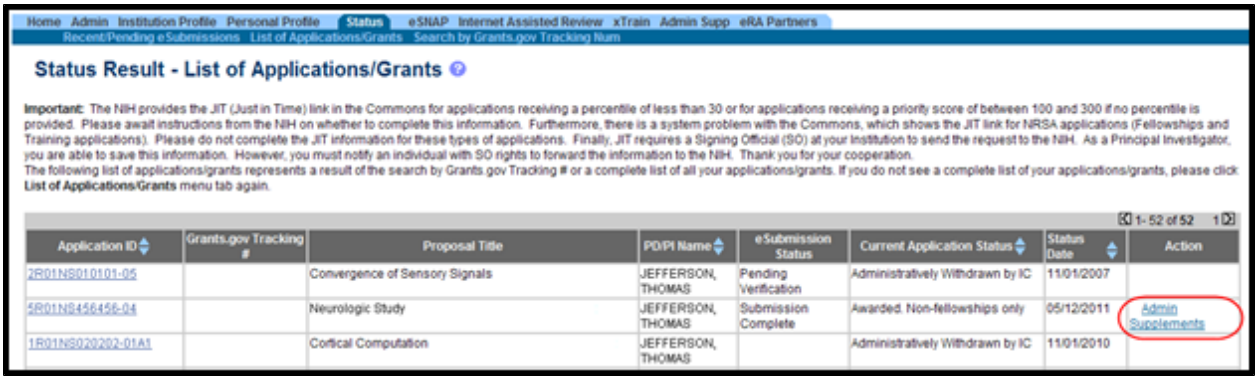


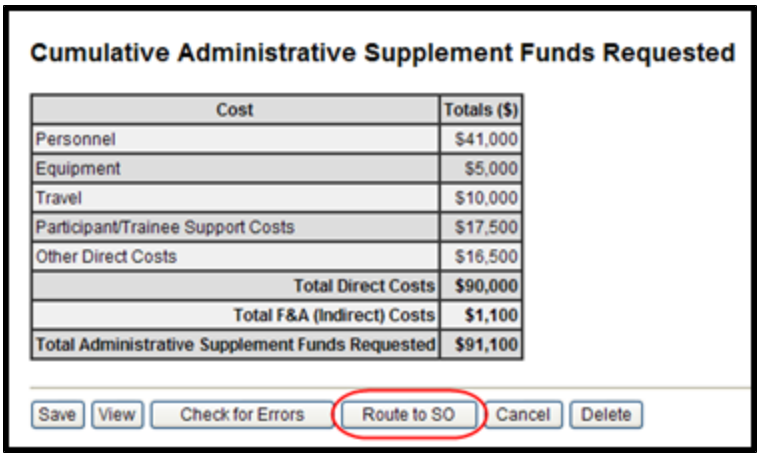
Figure 41: Admin Supplements Link Found on Status Result – List of Applications/Grants

4 Routing the Statement

4.1 Route to SO

Before an administrative supplement request is submitted to the Agency, it must be reviewed and approved by a Signing Official (SO). The PD/PI is responsible for routing the request to the SO. To route an administrative supplement to an SO:

1. Access the administrative supplement request.
   a. Select the **View Status** link for the grant on the *Manage Administrative Supplement Requests* screen.
   b. Select the **Edit** link for the administrative supplement request. Only administrative supplement requests in PD/PI Work in Progress status are available to the PI for editing.
2. Select the **Route to SO** button at the bottom of the page.



Cumulative Administrative Supplement Funds Requested

Cost	Totals ($)
Personnel	$41,000
Equipment	$5,000
Travel	$10,000
Participant/Trainee Support Costs	$17,500
Other Direct Costs	$16,500
Total Direct Costs	$90,000
Total F&A (Indirect) Costs	$1,100
Total Administrative Supplement Funds Requested	$91,100

Save | View | Check for Errors | Route to SO | Cancel | Delete

Figure 42: Route to SO Button

The *Route to SO* screen opens displaying the following:

- **PD/PI Name:** The name of the PD/PI who initiated the request
- **Accession Number:** An internal NIH unique identifier assigned to the request
- **Project Title:** The title of the parent grant

3. Select the appropriate SO name from the **Next Reviewer** drop-down list.
4. *Optional:* Enter comments in the **Comments** section, if necessary.
5. Select the **Submit** button.

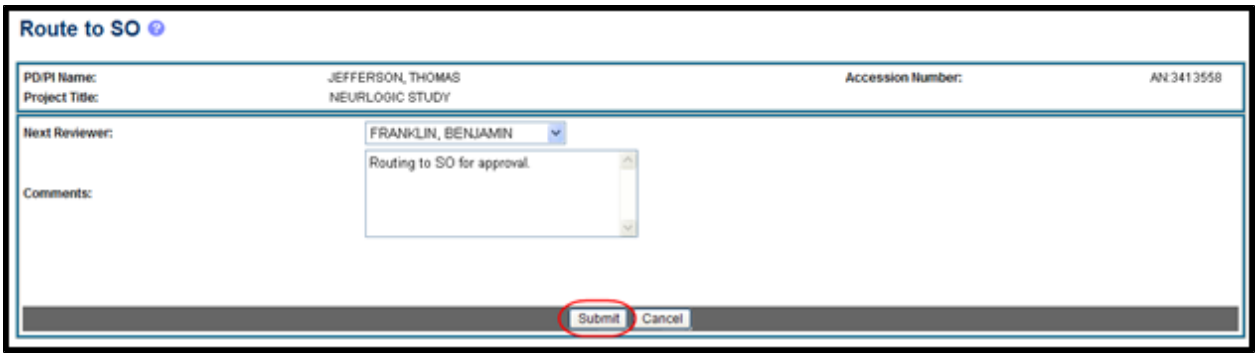


Figure 43: Route to SO Screen and Submit Button

The administrative supplement request is routed to the SO for review. A confirmation message displays on the *Route to SO* screen indicating that the statement was routed.

Figure 44: Administrative Supplement is Routed to the SO

Additionally, the *Administrative Supplement Routing History* is updated to include the action, the comments, and the name of the next reviewer (in this case, the SO).

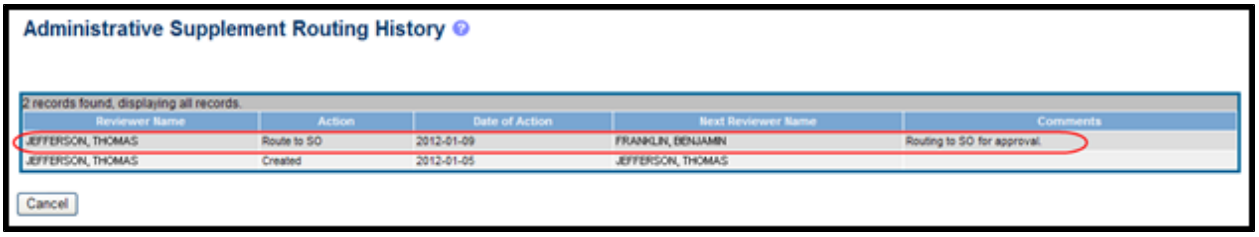


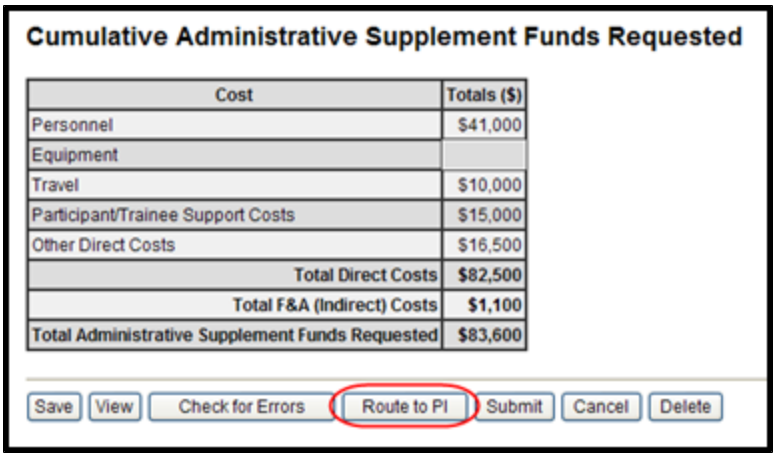
Figure 45: Routing History Includes Route to SO Action

4.2 Route to PD/PI

After reviewing an administrative supplement request, the SO may need to send it back to the PD/PI for editing. To route an administrative supplement to back to a PD/PI:

1. Access the administrative supplement request:
    a. Enter Search Criteria on the *Manage Administrative Supplement Requests* screen.
    b. Select the **View Status** link for the grant.
    c. Select the **Edit** link for the administrative supplement request. Only AS requests in *SO Work in Progress* status are available to the SO for editing.

2. Review the administrative supplement request.
3. Select the **Route to PI** button at the bottom of the page.



Cost	Totals ($)
Personnel	$41,000
Equipment	
Travel	$10,000
Participant/Trainee Support Costs	$15,000
Other Direct Costs	$16,500
Total Direct Costs	$82,500
Total F&A (Indirect) Costs	$1,100
Total Administrative Supplement Funds Requested	$83,600

Figure 46: Route to PI Button

The *Route to PD/PI* screen opens displaying the following:

- **PD/PI Name:** The name of the PD/PI who initiated the statement
- **Accession Number:** An internal NIH unique identifier assigned to the statement
- **Project Title:** The title of the parent grant

4. Select the appropriate PD/PI name from the **Next Reviewer** drop-down list. Although the defaulted name in this field is the PD/PI who initiated the request, all associated MPIs are listed in the drop-down list.
5. *Optional:* Enter comments in the Comments section, if necessary.
6. Select the **Submit** button.

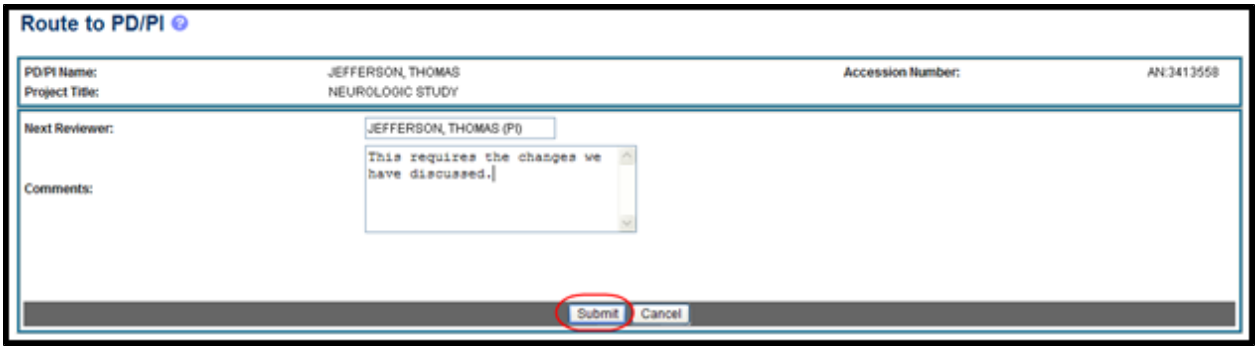


Figure 47: Route to PD/PI Screen

The administrative supplement statement is re-routed back to the selected PD/PI. A confirmation message displays on the *Route to PD/PI* screen indicating that the statement was routed.

Figure 48: Administrative Supplement is Routed to the SO

Additionally, the *Administrative Supplement Routing History* is updated to include the action, the comments, and the name of the next reviewer (in this case, the PD/PI).

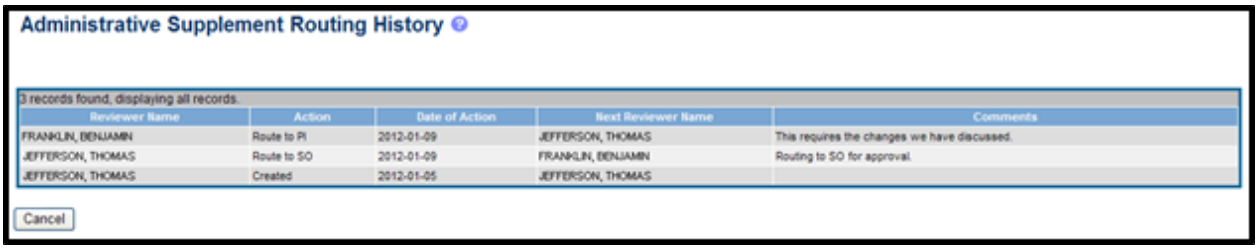


Figure 49: Routing History Includes the Re-route to PI Action

4.3 Submit to Agency

After reviewing an administrative supplement request, the SO must send it to the administering Agency for approval and processing. To route an administrative supplement request to Agency:

1. Access the administrative supplement request.
    a. Enter Search Criteria on the *Manage Administrative Supplement Requests* screen.
    b. Select the **View Status** link for the grant.
    a. Select the **Edit** link for the administrative supplement request. Only requests in *SO Work in Progress* status are available to the SO for editing.
2. Select the **Submit** button at the bottom of the page.

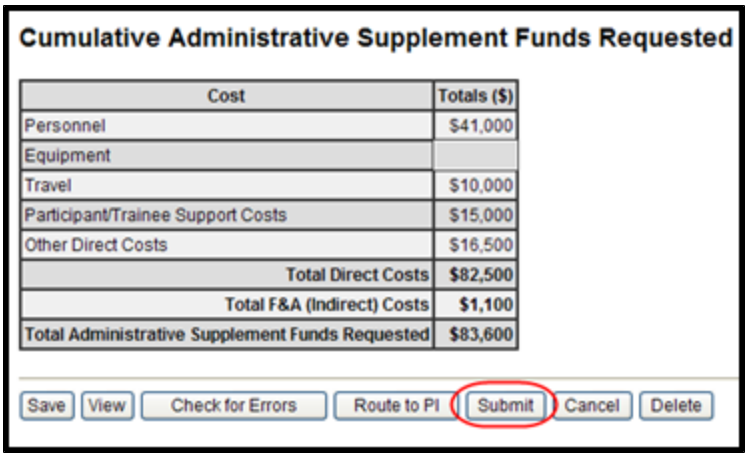


Figure 50: Submit Button

A certification statement displays in a separate window. The purpose of the statement is to certify that the statements and information contained in the administrative supplement request are accurate and true.

3. Select the **OK** button to accept and electronically sign the certification statement.

NOTE: Select the **Cancel** button to cancel submission to Agency.

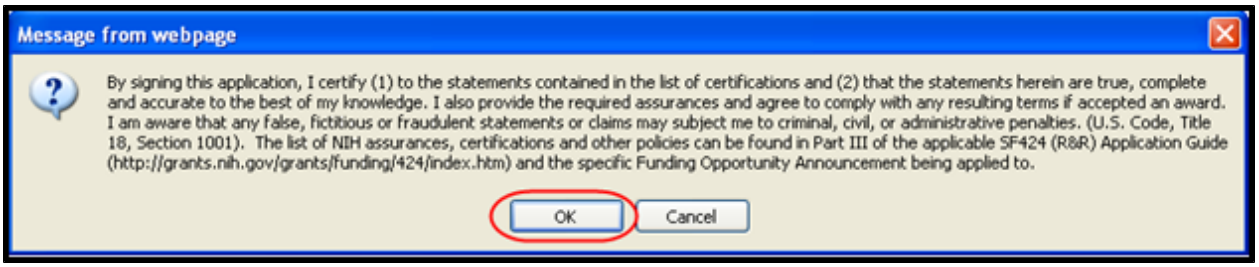


Figure 51: Route to Agency Certification

The *Submit to NIH Confirmation* screen displays a confirmation message indicating that the statement was submitted to NIH.

Figure 52: Administrative Supplement is Submitted to NIH

4. Select the **OK** button to close the confirmation.

The administrative supplement statement is updated to *Submitted to Agency* status and assigned to NIH. The administrative supplement request is submitted to the appropriate Agency for approval and can no longer be edited by the PD/PI or SO.

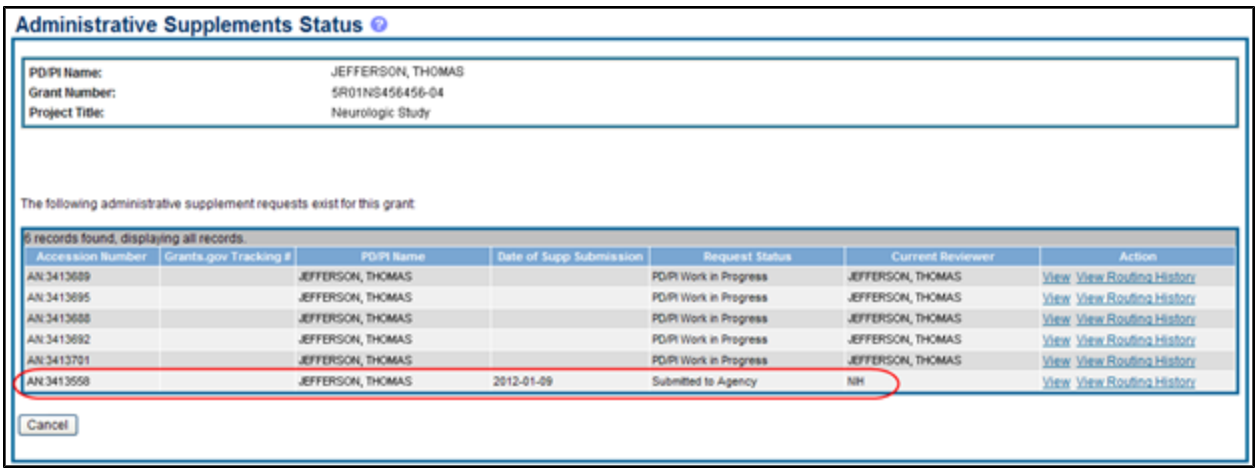


Figure 53: Submitted to Agency Status

Additionally, the *Administrative Supplement Routing History* is updated to include the action, the comments, and the next reviewer name (in this case, NIH).

Administrative Supplement Routing History

5 records found, displaying all records.

Reviewer Name	Action	Date of Action	Next Reviewer Name	Comments
FRANKLIN, BENJAMIN	Submit to Agency	2012-01-09	NIH	
JEFFERSON, THOMAS	Route to SO	2012-01-09	FRANKLIN, BENJAMIN	Changes made.
FRANKLIN, BENJAMIN	Route to PI	2012-01-09	JEFFERSON, THOMAS	This requires the changes we have discussed.
JEFFERSON, THOMAS	Route to SO	2012-01-09	FRANKLIN, BENJAMIN	Routing to SO for approval.
JEFFERSON, THOMAS	Created	2012-01-05	JEFFERSON, THOMAS	

Cancel

Figure 54: Routing History Includes Submitted Action