

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

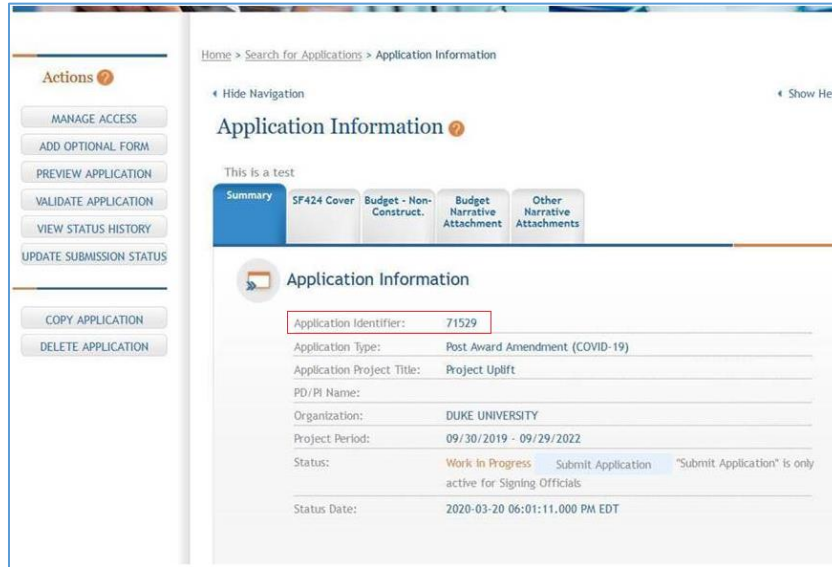
Note: You must be the Project Director (PD) of the grant or a Signing Official (SO) with the grantee organization to initiate this request.

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 shows the eRA Commons interface. At the top, the navigation bar includes 'U.S. Department of Health & Human Services', 'NIH National Institutes of Health', and 'Office of Extramural Research'. The main header is 'eRA Electronic Research Administration'. Below this, a navigation menu has 'Non-Research' highlighted. Under 'Non-Research', 'Manage Post Award Amendments' is selected. The main content area is titled 'Manage Post Award Amendments: Search'. There is a search bar and a table with one row of data. The table has columns for Award Number, Federal Agency, Project Start, Project End, Budget Start, Budget End, Project Title, and Action. The 'Action' column for the first row contains a dropdown menu with 'Initiate...' selected. The dropdown menu is open, showing options: Budget Revision, Carryover Request, Change in Scope, COVID-19, Key Personnel, Merger, Transfer, etc, No-Cost Extension, and Organization Change. The footer contains copyright information and contact details.

Award Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM0	SAMHSA	09/30/2017	09/29/2022	09/30/2017	09/29/2018	This is a test grant for a training video.	View View Terms Tracking Initiate... Budget Revision Carryover Request Change in Scope COVID-19 Key Personnel Merger, Transfer, etc No-Cost Extension Organization Change

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



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