

## Steps to process the Final Invention Statement & Final Progress Report for NIH award in eRACommons

The PI should log into eRACommons and locate their award. At the far right under the “Action” Column should be a hyperlink called "Requires Close-out". Upon selecting that link you will be taken to a new screen that contains the grant information and the following table.

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			<a href="#">Create New</a>
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	Not Received			<a href="#">Process Final Progress Report</a>
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			<a href="#">Process Final Invention Statement</a>

### To process the Final Progress Report:

Select “Process Final Progress Report”. This will take you to a new screen that contains the following table:

Select File

File Name:  No file chosen

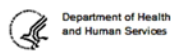
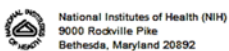
Select “Choose file” to upload the Final Progress Report. Once uploaded, select the “Submit” button. SOM OG&C does not need to approve the Final Progress Report; therefore, by selecting “Submit” the report is uploaded/submitted to NIH.

### To process the Final Invention Statement:

Select “Process Final Invention Statement”. This will take you to a new screen where you will see your grant information and the following three buttons and paragraph.

To process a Final Invention Statement (HHS Form 568), the individual performing the initial submission—whether that person is the Program Director/Principal Investigator (PD/PI) on the grant or a Signing Official (SO)—at the institution must determine whether inventions are to be reported. If inventions are reported, the specific inventions must be listed. Following this process, the SO should review the report identified by the “View Invention Statement” link and, if acceptable, Submit the Final Invention Statement to HHS for that grant.

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Based upon the paragraph, select “Yes” if there inventions or “No” if there are no inventions.

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When you select “yes” you will be taken to a new screen where you need to input the invention information that has been reported to the Technology Transfer Office (who then submitted to NIH via iEdison).

Proposal Title: Intermittent Hypoxia and Retinopathy of prematurity

Add New Invention \* indicates required fields

Title of Invention \*

Name of Inventor \*

Date Reported to DHHS \* (MM/DD/YYYY)  
(Must be Today's date or Before)

Save Invention

Name of Inventor	Title of Invention	Date Reported to DHHS	Action
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>

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Department of Health  
and Human Services

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Once inputted select “Add Invention” then “Save”. The system will then generate the Final Invention statement with the inputted invention noted. At this point, SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)) should be notified to submit the Invention Statement. Prior to submitting the Invention Statement, SOM OG&C validates the information with Technology Transfer.

When you select “no”, a form of the following pop-up window will appear to which you have to select “ok”.

The page at <https://public.era.nih.gov> says:

I hereby certify that, to the best of my knowledge and belief, no inventions were conceived or first actually reduced to practice during the course of work under the referenced DHHS grant or award for the specified period.

The system will then generate the Final Invention Statement with “none” noted for inventions”. At this point, SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)) should be notified to submit the Invention Statement. Prior to submitting the Invention Statement, SOM OG&C validates the information with Technology Transfer.

Once SOM OG&C has processed the Final Invention Statement, the PI will receive a system generated email from NIH confirming submission, and that NIH confirmation email will then be forwarded to the Department Admin by SOM OG&C Pre Award ([medrespre@case.edu](mailto:medrespre@case.edu)).