

## School of Medicine Office of Grants & Contracts

### Frequently Asked Questions – Pre-Award

#### **I have a subcontract as part of my proposal, what do I need to provide?**

Please follow the directions on your FOA, RFP, etc. application instructions in regards to content to be provided as part of the proposal. For internal purposes, at the time of submission we ask for completed PHS 398 Face Page, Budget, COI, and Checklist along with a work statement (i.e. Budget Justification and indication of what work will be done at the site). These documents should be uploaded into the SPARTA Funding Proposal (FP).

#### **I have a faculty member from another school within CWRU on my proposal, what do I need to provide?**

Please obtain approval from the faculty member's department that the salary and effort noted for the individual on the SOM proposal is appropriate. Then attach the email response to the SPARTA FP.

#### **I am going to be a subcontracted site on another University's/Organization's proposal, what do I need to provide?**

Please note that each University/Organization will require different items. Please coordinate with the sponsor to determine which items are requested and the due dates. Please prepare these items and attach to a SPARTA FP, which should then be routed to our office for approval and sign-off. The department will then provide the information to the sponsor.

#### **How do I get an eRA Commons User ID (I currently do not have one)?**

Requests for new eRA Commons logins should be sent to [medrespre@case.edu](mailto:medrespre@case.edu) and include: First Name, Last Name, Current Title, Department, Requested ID and confirmation that the individual has not yet submitted an NIH proposal.

#### **I have an existing eRA Commons User ID, how do I get affiliated with CWRU?**

Requests for affiliation of an existing eRA Commons User ID should be sent to [medrespre@case.edu](mailto:medrespre@case.edu) and include: First Name, Last Name, Current Login ID, Current Title, Department, and previous Institution.

#### **I have forgotten my eRA Commons password, how do I reset it?**

Access eRA Commons and click on "forgot password/unlock account". You will then be asked for your User ID and email address. Once entered, it will walk you through how to create a new password.

#### **What is the eRA Commons or Grants.gov Help Desk phone number?**

eRA Commons: 301-402-7469

Grants.gov: 800-518-4726

#### **How do I get an NSF Fastlane User ID?**

Requests should be sent to [medrespre@case.edu](mailto:medrespre@case.edu). You will then receive a response requesting specific information required to create the NSF Fastlane account.

**How do I submit JIT requests?**

Please utilize the JIT feature in the appropriate SPARTA FP to upload the requested documents. If the documents need to be emailed to an NIH individual, please also include the original request so we know where to send it. If the documents need to be uploaded to eRA Commons, you will need to log into your eRA Commons account and upload the documents there as well as uploading to the SPARTA FP.

Please note when doing JIT submissions in SPARTA to check the box next to “check this box if you are ready to send these documents to your AOR for review and submission to the sponsor” when you are ready to notify our office to submit the materials. If this box is not checked, our office will not receive notification via SPARTA. Please also be sure to follow up with us if the due date is approaching and you have not been copied on the JIT message being sent to NIH.

**How do I create a Follow-On Continuation from last year’s continuation or the parent?**

A follow-on continuation is created from the parent FP.