Application Notifications and Submissions

This guidance has been developed to provide information on the emails and notifications that applicants will receive from electronic Research Administration (eRA) Commons after submitting an application through Grants.gov, as well as how applicants may track their application. The text of this document has been extracted from Email Notifications from Grants.gov and NIH | Grants & Funding and Check Application Status (grants.gov).

Grants.gov notifications

You are responsible for tracking your submission through Grants.gov to eRA Commons. You will receive many courtesy email notifications throughout the submission process, but email can be unreliable and should not be used as your primary way to track your application. It is best to proactively check your application status in Grants.gov and eRA Commons rather than relying on email.

What notifications will I receive?

Grants.gov emails are sent to the email address on file with Grants.gov for the submitting Authorized Organizational Representative (AOR). If you do not experience any errors with your initial submission, you will receive a total of five (5) emails from Grants.gov and electronic Research Administration (eRA) Commons.

Subject Line of Email	Sent	Recipient of Email
GRANT00XXXXXX Grants.gov Submission Receipt	When application has been received by Grants.gov and is being validated	Authorized Organizational Representative (AOR)
GRANT00XXXXXX Grants.gov Submission Validation Receipt for Application	When Grants.gov has validated the application and is preparing it for retrieval by the Grantor agency	AOR
GRANT00XXXXXX Grants.gov Rejection Notice for Application	When the application is not validated because of errors (e.g., schema error, virus, application sent after the closing date)	AOR
GRANT00XXXXXX Grants.gov Grantor Agency Retrieval Receipt for Application	When the application has been retrieved by the Grantor agency	AOR

Subject Line of Email	Sent	Recipient of Email
GRANT00XXXXXX / FOA / [Project Title] Application Received (*see example email on page __*)	When the Grantor agency has received the electronic grant application and ensured that there are no errors	AOR
GRANT00XXXXXX Grants.gov Agency Tracking Number Assignment for Application	When the application has been reviewed by the Grantor agency and assigned an Agency Tracking Number	AOR

How to check application status in Grants.gov

1. Log in to Grants.gov.
2. Click the Check Application Status link, which appears under the Grant Applications heading on the Applicant Center page. This will take you to the Check Application Status page.
3. Enter search criteria and a date range to narrow your search results.
4. Click the Search button. To review your search results, click the Export Detailed Data button.
5. Review the Status column. For more information, read the Application Statuses table below.
6. Review the Actions column:
   a. Click the Details link to view more detailed submission information.
   b. Click the Related Submissions link (if available) to view a list of submissions associated with the same funding opportunity package. Read the Related Submissions help article to learn more.

Application statuses

The following are descriptions of the application statuses used to describe the progression of an application after submission through the Grants.gov system.

Status	Description
Receiving	The application has not yet been received by Grants.gov, but is processing normally, and is waiting in the queue to be received by Grants.gov.
Received	Grants.gov has received the application, but the application is awaiting validation.
FIFReceived	The application has been received by Grants.gov and is awaiting validation.
Packaging Process	The application is still being processed and will be validated within the next 48 hours by Grants.gov.

Status	Description
Processing	The application has been received by Grants.gov and has begun checking the application for errors.
Validated	Grants.gov validated the application and it is available for the agency to download.
Rejected with Errors	Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the error(s) and successfully resubmit the application. You will receive email providing the errors with the application.
Received by Agency	The agency has confirmed receipt of the application package.
Agency Tracking Number Assigned	The agency has assigned an internal tracking number to your application. ***This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly.*** Note: Not all agencies assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
Purged	The application has been on the system for 5 years or more and has been purged from the system.

Questions and troubleshooting for tracking application status

What do I do if I have not received grant receipt email confirmation within two business days?

After submitting an application in Grants.gov, you will receive a confirmation PDF through the Grants.gov user interface in addition to the confirmation email. You may use the tracking number in the confirmation PDF to check the application status. Be sure to check your email spam or junk folder and adjust your email settings to accept emails from Grants.gov into your email inbox. If the emails are not in your spam or junk folders, and you have not received the two items listed *below* within two business days, contact support@grants.gov.

- A submission receipt confirmation email AND
- Either a submission validation receipt email or a rejection email message

How can I verify the contents of my submitted application package?

After submitting the application package through Workspace, applicants should download a copy of the submitted application for offline recordkeeping and to verify the contents of the submission zip file. We recommend downloading the submitted application via the Details tab of the workspace and verifying the contents of each file in the zip.

- **Note:** Applicants can download a zip file of applications only when the submitted application is in one of the following statuses: Validated, Received by Agency, or Agency Tracking Number Assigned.

How do I know if the award-making agency has retrieved my application?

If your application is successfully validated and subsequently retrieved by the award-making agency from the Grants.gov system, you will receive an additional email with the subject line "GRANT00XXXXXX Grants.gov Grantor Agency Retrieval Receipt for Application." This email

may be delivered several days or weeks from the date of submission, depending on when the award-making agency retrieves it. Refer to the Application Statuses table *above* for more information.

Once the award-making agency has retrieved your application from Grants.gov, you will need to contact the federal agency directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

What do I need in order to check the status of an application that has been retrieved by the awarding agency?

If your application status in Grants.gov is "Agency Tracking Number Assigned," then the agency assigned an internal tracking number. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly.

You should receive an internal tracking number via email from the federal agency with instructions on how to check the status of your application. If there is no agency-specific tracking number, retain your Grants.gov tracking number in order to refer to it once it has been downloaded by the agency. After the agency has downloaded the application, you will receive any future updates regarding your application from the federal agency, not Grants.gov.

What are common errors that may affect my application?

- **PD/PI Account and eRA Commons ID not in SF-424**
  - The PD/PI listed on the application materials must have an eRA Commons account and that eRA commons account must be affiliated with the applicant organization. The valid, affiliated eRA Commons ID must be included in the application materials on the SF-424 in box "4. Applicant Identifier."

Figure 1: A valid PD/PI user ID must be included in the SF-424 form's "4. Applicant Identifier" field.

  - Failure to provide the exact eRA Commons ID on the SF-424 in Box 4 will result in an ERROR and **prevent the successful receipt of the application.** Additional personnel included on the form do not need to include their accounts, however eRA will create a WARNING recommending those personnel also have valid eRA Commons IDs. The applicant can still proceed with submission.
  - Any SO, Administrative Official (AO), or Account Administrator (AA) can create a PD/PI account.

- **Creating a PD/PI Account**
  - eRA Commons requires separate accounts for Administrative and Programmatic roles.

Administrative Roles	Signing Official (SO) Administrative Official (AO) Account Administrator (AA)
Programmatic Roles	Project Director/Principal Investigator (PD/PI)

- Therefore, if one person is both the SO and PD/PI, they need to have 2 separate usernames and passwords (it can be the same email and contact information). It's highly recommended that you distinguish your usernames (such as Jane.Doe_Admin and Jane.Doe_PI).

- For example, SO and PD/PI for the application are:

Same Person	Different People
SO: Jane.Doe_Admin PD/PI: Jane.Doe_PI Same contact info, different usernames	SO: Jane.Doe_Admin PD/PI: John.Smith_PI Different contact info and usernames

- Any SO, AO, or AA can create a PD/PI account. If the SO and PD/PI are the same person, it is possible that the SO will be creating their own PD/PI account. Instructions for how to create a PD/PI account:
  - PDF Starting on Page 10
  - Webinar Starting at 17:00
  - Presentation Slides

- Once the PD/PI account is created, that is the eRA Commons ID you will input in Box 4 of the SF-424. **NOTE: PD/PIs will receive the email notifications from eRA Commons for application tracking.**

- **Unique Entity Identifier (UEI) not entered correctly**
  - The correct and approved UEI provided by SAM.gov must be included on the SF-424 in the box 8.c "UEI." This UEI should be consistent across all platforms: SAM.gov, eRA Commons Registration, and Grants.gov registrations.


Figure 2: The primary UEI assigned to the applicant organization must be included in the SF-424 form's "8. C. UEI" field.

- **Congressional District not entered in the correct format**
  - Applicants are required to enter their Congressional District on the SF-424 in a very specific format. It must be the two-letter abbreviation, a hyphen, and the three-digit district number. For example: State of Virginia, 1st Congressional District would be "VA-001."
  - Any other format (VA001 or VA-01) will result in an error and rejection from eRA. For more information on how to find your Congressional District number, click here.

- **Flattened PDFs**
  - Any PDFs uploaded into eRA must be "flattened," meaning they are removed of any fillable fields. This is especially important for the Standard Forms: SF-424, SF-424A, CD-511, etc.
  - To flatten a PDF:
    - Fill out the PDF.
    - When you are done, Select Print.
    - Select the Adobe PDF printer and click OK.
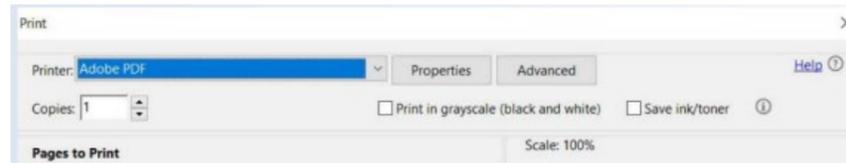
- Specify a location to save the flattened version.

- Open the saved file to verify that it retained all saved information and is no longer fillable.

- Upload the "flattened" file to Grants.gov.

- **Formatting Issues**

    - [Full List of eRA Format Requirements](#)

    - In addition, eRA requires certain formatting that Grants.gov may not require. The most common errors are:

        - File sizes that are too large (over 100 MB)

        - Including paper (page) size larger than 8 ½" x 11"

        - File names that are too long (greater than 50 characters including spaces)

        - Including invalid characters in the file name

- **Submission Checklist For eRA Requirements**

    - Below is a submission checklist for eRA Requirements. This is not an exhaustive list of everything you need for a successful application, but a summary checklist of the items discussed in this document. All items below should be checked before you submit your application in Grants.gov.

        □ SAM.gov Registration and approved UEI

        □ eRA Commons Registration

        □ Grants.gov Registration

        □ PD/PI Account Created

        □ PD/PI Commons ID entered exactly on Box 4 on the SF-424

        □ UEI entered exactly on Box Be. of the SF-424

        □ Congressional District formatted correctly (ex. VA-001)

        □ All PDFs flattened

        □ File sizes are less than 100 MB

        □ File page sizes are 8 ½" x 11"

        □ File names are shorter than 50 characters (including spaces)

        □ File names do not include invalid characters (&, diacritical marks)

If you have any questions, please reach out to the eRA HelpDesk or the Agency Contact listed in your NOFO.

For more information on application submission and tracking in eRA Commons:

[Webinar](#) I [Presentation Slides](#) I [Business Process Guide](#) I [Extra Tips](#)

Guidance was adapted from NOAA's [National Marine Fisheries Service](#).