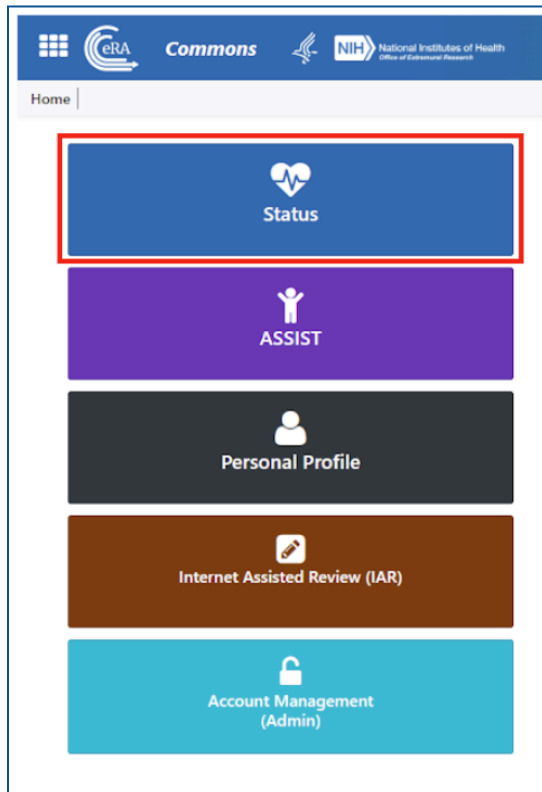


## eRA Post-Award: Submit a Performance Progress Report (PPR)

**Terms Tracking** is used to respond to terms and conditions applied to your awarded grant, such as **Performance Progress Reports (PPRs)** for non-research grants.

Users with the **Signing Official (SO)** and **Project Director / Principal Investigator (PD/PI)** roles can access Terms Tracking and submit requested information.

1. Log into eRA Commons and select the **Status** button from the left hand menu.

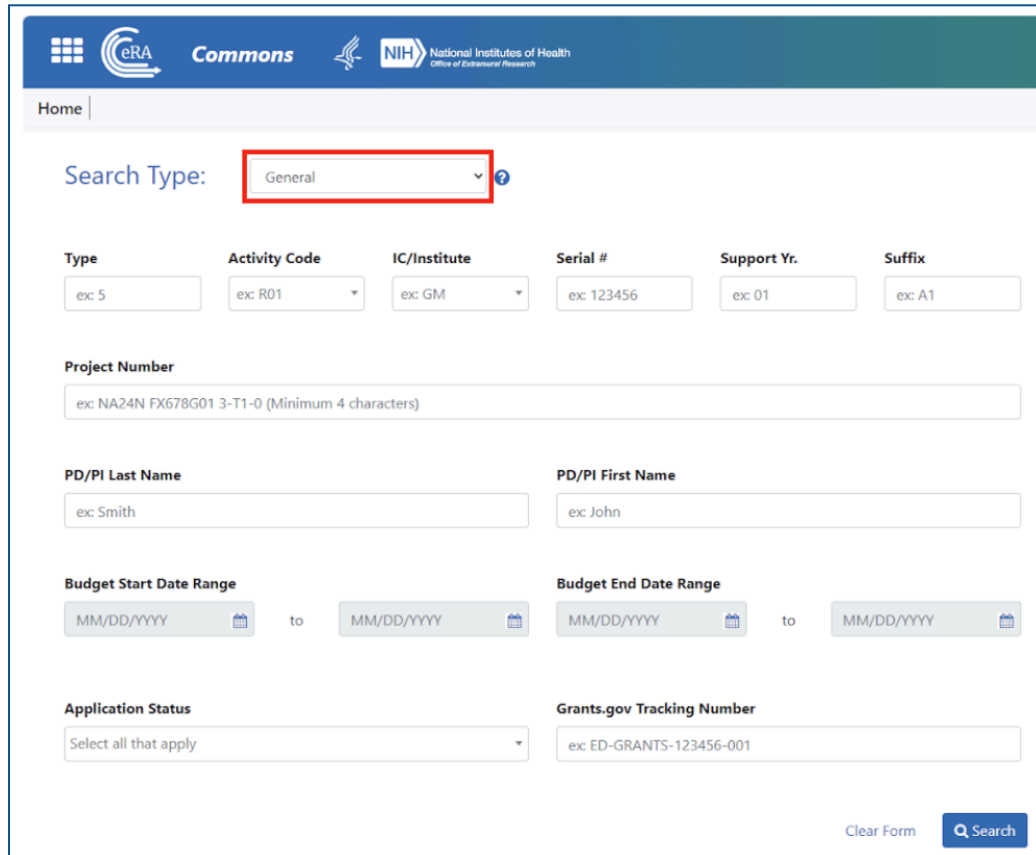


\*If you have the **SO** role, go to **Step 2**.

\*If you have the **PD/PI** role, go to **Step 3**.

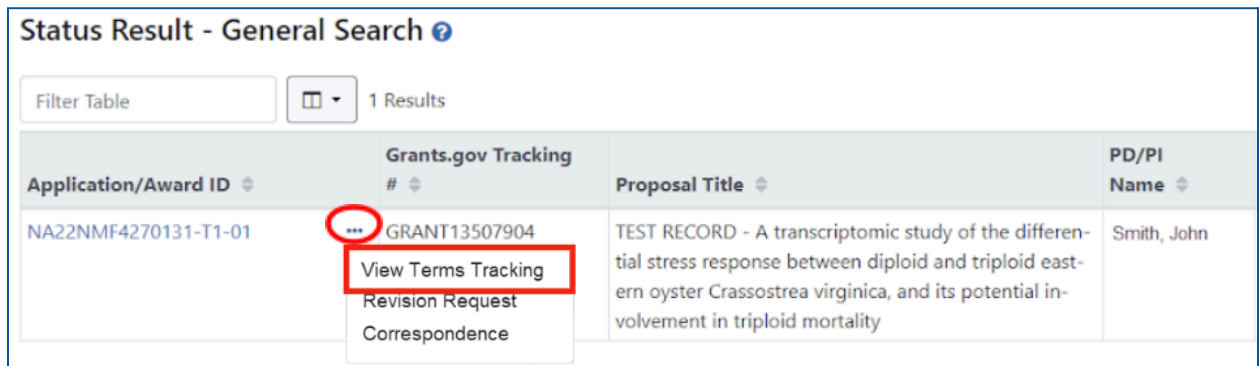
## 2. SIGNING OFFICIAL VIEW:

- a. Select **General** from the Search Type dropdown menu and then select **Search**.



The screenshot shows the Commons search interface. At the top, there are logos for eRA, Commons, and NIH National Institutes of Health Office of Extramural Research. Below the logos is a "Home" link. The main search area has a "Search Type:" dropdown menu with "General" selected, highlighted by a red box. Below this are several input fields: "Type" (ex: 5), "Activity Code" (ex: R01), "IC/Institute" (ex: GM), "Serial #" (ex: 123456), "Support Yr." (ex: 01), and "Suffix" (ex: A1). There is also a "Project Number" field (ex: NA24N FX678G01 3-T1-0) and "PD/PI Last Name" (ex: Smith) and "PD/PI First Name" (ex: John) fields. Below these are "Budget Start Date Range" and "Budget End Date Range" fields, each with a date picker icon. At the bottom, there is an "Application Status" dropdown (Select all that apply) and a "Grants.gov Tracking Number" field (ex: ED-GRANTS-123456-001). A "Clear Form" link and a "Search" button are at the bottom right.

- b. Find the award you want to submit a PPR for, click the **ellipsis**, then select **View Terms Tracking**.



The screenshot shows the search results page titled "Status Result - General Search". It features a "Filter Table" button and a "1 Results" indicator. The results are displayed in a table with the following columns: "Application/Award ID", "Grants.gov Tracking #", "Proposal Title", and "PD/PI Name". A single result is shown with the following details:

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
NA22NMF4270131-T1-01	GRANT13507904	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John

A red circle highlights the ellipsis icon next to the "Grants.gov Tracking #" value. A red box highlights the "View Terms Tracking" option in the dropdown menu that appears below the ellipsis. Other options in the menu include "Revision Request" and "Correspondence".

- c. Continue the PPR submission process from **Step 4**.

### 3. PD/PI VIEW:

a. After following **Step 1**, select **List of Applications/Awards** from the search menu.

Status: PI Search

The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk .

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again.

Recent/Pending eSubmissions

- Applications that require action (e.g. , to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

List of Applications/Awards

- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g. , Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards

Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application

Tracking Number  Search

b. Find the award you would like to submit a PPR for and select the **+ button** to expand the award and see award actions.

Status Result - List of Applications/Awards ? 11

Grouped View Flat View

NA24OARX417G0014	08/27/2023 - 08/27/2028 (Project Period)	SMITH, JOHN (PD/PI)	UAT test Non-research - 7 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A (Title)	Pending	+
NA24OARX417G0013	08/27/2023 - 08/27/2028 (Project Period)	SMITH, JOHN (PD/PI)	UAT test Non-research - 11 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A (Title)	Pending	+

c. When the appropriate grant is expanded, you will see **Available Actions**. Select **View Terms Tracking**.

Status Result - List of Applications/Awards ? 11

Grouped View Flat View

NA24OARX417G0014	08/27/2023 - 08/27/2028 (Project Period)	SMITH, JOHN (PD/PI)	UAT test Non-research - 7 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A (Title)	Awarded, Non-fellowships only	-
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Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA24OARX417G0014-T1-01	GRANT00798628	UAT test for Non-research - 1 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A	SMITH, JOHN (PI)	Submission Complete	Awarded, Non-fellowships only	09/13/2023	Correspondence View Terms Tracking

d. Continue the PPR submission process from **Step 4**.

4. The **Terms and Conditions Module (TCM)** will display all terms that are applicable to the award (PPRs, other special award conditions, etc.). Make sure **Project Period** is selected, then find the **Semi-Annual Report** or **Performance Progress Report** term name and expand the section by clicking the **small black arrow** to the left of the term name to see associated tasks.

TCM Terms and Conditions Module (TCM) NIH National Institutes of Health Office of Extramural Research

### View Terms Tracking Details ?

Organization Name: UNIVERSITY OF DOC  
Core Grant Number: NA24OARX417G0014  
Project Period: 12/27/2023 - 12/27/2028  
Project Title: UAT test for Non-research - 1 NOAA-OAR-UAT-2023-2023111 - CFDA 11  
Grant Program (PCC):  
Budget Period 01: (09/01/2022 - 08/31/2025)  
Project Period: (09/01/2022 - 08/31/2025) ← Red Arrow

Quick Filters: Tracked Only

Filter Table 3 Results

Term Name	Programmatic	Award Number	Next Due Date	Next Task Description	Next Submission Date	Next Removal Date	Next Due Date Status
Semi-Annual Report 1	NA	NA24OARX417G0014-T1-01	04/30/2024	March 2024 Semi-Annual Report			Unresolved

5. Select the **ellipsis** next to the PPR you would like to submit, then select **Prepare Documentation**.

Term Name ^	Programmatic	Award Number	Next Due Date
Semi-Annual Report 1	No	NA24OARX417G0014-T1-01	04/30/2024
<p>Term Content</p> <p>Semi-Annual Report 1: Instructions on your term will be included here.</p>			
Task Description	Due Date Status	Due Date	Submission Status
March 2024 Semi-Annual Report ...	Unresolved	04/30/2024	No Submissions
September 2024 Semi-Annual Rep	<b>Prepare Documentation</b>	10/30/2024	No Submissions

6. Upload your PPR using the **Upload** button. You can add up to 10 documents (6 MB size restriction per file). Comments are optional but can be provided.

Terms and Conditions (Additional Materials)

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**Grant Information**

Core Grant Number: NA24OARX417G0014	Award Number: NA24OARX417G0014-T1-01	Term Budget Period: 1
Grant Program (PCG):	Project Period: 12/27/2023 - 12/27/2028	Term Name: Semi-Annual Report 1
PDI/PI Name: Smith, John	Budget Period: 12/27/2023 - 12/26/2024	Term Due Date: 04/30/2024
Org Name: UNIVERSITY OF DOC	Project Title: UAT test for Non-research - 1 NOAA-OAR-UAT-2023-2023111 - CFDA 11	Task Description: March 2024 Semi-Annual Report

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**Submission Content**

Please provide additional materials:

File Name	Date Uploaded	Uploaded By
No documents have been uploaded		

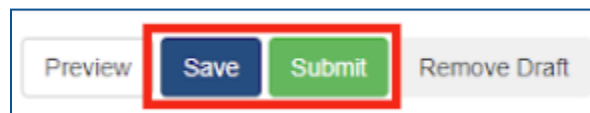
Up to 10 documents! **Upload**

Please provide comments:

**B I U** [Rich Text Editor]

Preview Save **Submit** Remove Draft Back

7. When the PPR has been uploaded, you have the option to **Preview, Save, Submit, or Remove Draft**.



8. Once the PPR is successfully submitted, the Submission Status will say **Submitted** and the Due Date Status will say **Resolved**.

Task Description	Due Date Status	Due Date	Submission Status	Submission Date
March 2024 Semi-Annual Report ...	<b>Resolved</b>	04/30/2024	<b>Submitted</b>	04/25/2024