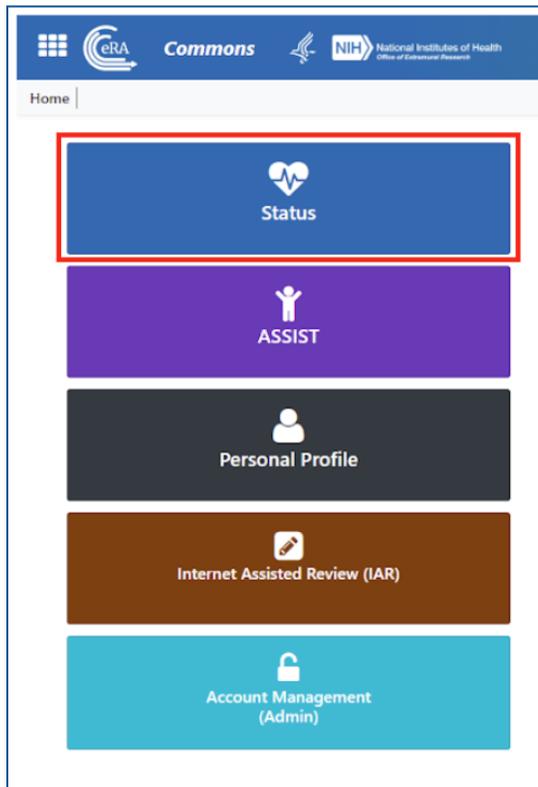


## eRA Post-Award: Submit a Performance Progress Report (PPR)

**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.

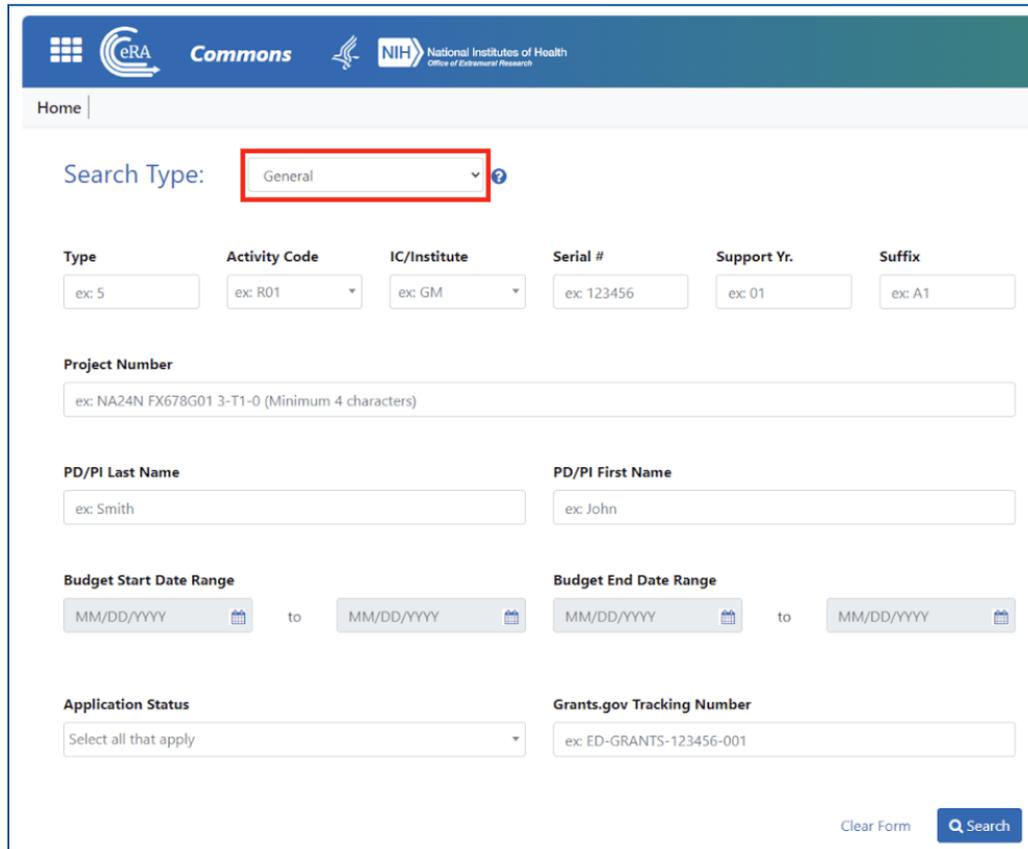


\*If you have the **SO** role, go to **Step 2**.

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

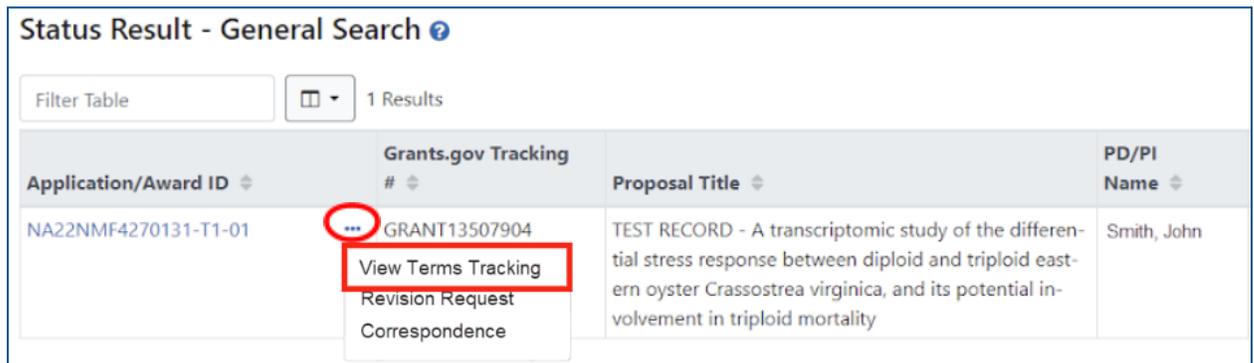
## 2. SIGNING OFFICIAL VIEW:

- 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 navigation bar with a 'Home' link. The main search area features 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 fields for 'PD/PI Last Name' (ex: Smith) and 'PD/PI First Name' (ex: John). Date range fields for 'Budget Start Date Range' and 'Budget End Date Range' are present, along with an 'Application Status' dropdown (Set 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 displays a table with 1 result. The table has columns for 'Application/Award ID', 'Grants.gov Tracking #', 'Proposal Title', and 'PD/PI Name'. The first row contains the following data: Application/Award ID: NA22NMF4270131-T1-01; Grants.gov Tracking #: GRANT13507904; Proposal Title: TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality; PD/PI Name: Smith, John. A red circle highlights the ellipsis icon next to the Grants.gov Tracking #, and a red box highlights the 'View Terms Tracking' option in the dropdown menu that appears.

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

- 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** term name and expand the section 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)

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	No	NA24OAR0417G0014-T1-01	04/30/2024	March 2024 Semi-Annual Report			Unresolved

- 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...	 Prepare Documentation	10/30/2024	No Submissions

- 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 - 12/27/2023	Term Name: Semi-Annual Report 1
FD/PI Name: Smith, John	Budget Period: 12/27/2023 - 12/26/2024	Term Due Date: 04/30/2024
Org Name: UNIVERSITY OF DCG	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: **Up to 10 documents!** 

File Name	Date Uploaded	Uploaded By
No documents have been uploaded		

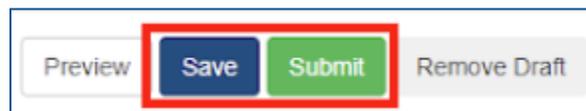
Please provide comments:

**B I U** 

Characters: 0/2000

Preview Save Submit Remove Draft Back

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



- 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 ...	Resolved	04/30/2024	Submitted	04/25/2024