

# SAMHSA eRA Commons COVID-19 Post Award Amendment Reference Sheet

The purpose of this reference sheet is to provide guidance on how to initiate, submit, and monitor a COVID-19 post award amendment application in [eRA Commons](#).

Please include the **COVID-19 Revised Budget** with your post award amendment request saved as a PDF document.

## Initiating a New Post Award Amendment Application

**Note:** You must be the Project Director (PD) of the grant or a Signing Official (SO) with the grantee organization to initiate this request.

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
  - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the Action column for the appropriate award number, click on **Initiate...**
5. Select **“COVID-19”** which will open an application in ASSIST, and begin the post award amendment application.

The screenshot shows the eRA Commons interface. At the top, the navigation bar includes 'U.S. Department of Health & Human Services', 'NIH National Institutes of Health', and 'Office of Extramural Research'. The main header is 'eRA Electronic Research Administration'. Below this, a navigation menu has 'Non-Research' highlighted. Under 'Non-Research', 'Manage Post Award Amendments' is selected. The page title is 'Manage Post Award Amendments: Search'. There is a search bar and a checkbox for 'Include Expired Segments'. A table displays one award with the following details:

Award Number	Federal Agency	Project Start	Project End	Budget Start	Budget End	Project Title	Action
H79SM0	SAMHSA	09/30/2017	09/29/2022	09/30/2017	09/29/2018	This is a test grant for a training video.	View View Terms Tracking Initiate...

The 'Initiate...' dropdown menu is open, showing the following options: Budget Revision, Carryover Request, Change in Scope, COVID-19 (highlighted), Key Personnel, Merger, Transfer, etc, No-Cost Extension, and Organization Change.

6. Keep track of the **Application Identifier** on the Summary tab to access your incomplete application at a later time/date, if needed.

Home > Search for Applications > Application Information

Application Information

This is a test

Summary SF424 Cover Budget - Non-Construct. Budget Narrative Attachment Other Narrative Attachments

Application Information

Application Identifier: 71529

Application Type: Post Award Amendment (COVID-19)

Application Project Title: Project Uplift

PD/PI Name: DUKE UNIVERSITY

Project Period: 09/30/2019 - 09/29/2022

Status: Work in Progress Submit Application "Submit Application" is only active for Signing Officials

Status Date: 2020-03-20 06:01:11.000 PM EDT

7. Complete the **SF424 Cover** tab and the **Budget Non-Construction** tab.
8. On the **Budget Narrative Attachment** tab, upload the completed **COVID-19 Revised Budget (PDF document)**.
9. Once you have completed these tabs and uploaded the COVID-19 Revised Budget, you will need to complete the submission process described below.

### Submitting Post Award Amendment Applications

To submit an application, you will need to be a Signing Official (SO) and will need to be able to enter Grants.gov Authorized Organizational Representative (AOR) credentials by having that role yourself, having the AOR enter their credentials, or by obtaining the credentials from the AOR and entering them.

**Once you submit a post award amendment application, you will not be able to un-submit it, revise it, or copy it in ASSIST.**

To submit an application, follow the steps below:

1. Access the application you are ready to submit
2. Click **Update Submission Status** in the Actions list on the left
3. Select **Ready for Submission** in the status dropdown
4. Either enter a comment and click **Add Comment** or click **Continue without adding a comment**.
  - a. These are comments for your organization's reference and are not sent to SAMHSA.
5. Click the **Submit Application** button
6. Click **Submit** to confirm you would like to submit your post award application
7. Enter your Grants.gov Authorized Organization Representative (AOR) credentials
8. Click **Enter**

## Post Submission Steps

After your Post Award Amendment is submitted, the Project Director and Business Official, as well as the SAMHSA GPO and GMS, will be notified by email. The email will include the Grant Number, Project Director Name, the Amendment Type, and other relevant information.

You can continue to monitor the status of your application by accessing the Post Award Amendments View page. To do so, follow these steps:

1. Log into eRA Commons (<https://public.era.nih.gov/commons>) with your username and password
2. Access the **Non-Research** tab
3. Select the sub-option **Manage Post Award Amendments**
  - a. If you have the **SO** role, enter search criteria and click **Search**
4. In the **Action** column for the appropriate award, click **View** to display amendments associated with that grant award.
5. You will be able to view all submitted amendment applications as well as the amendment status of each amendment application.

## Amendment Statuses:

- **Submitted:** The application has been submitted and successfully received by SAMHSA.
- **In Review:** SAMHSA staff have begun to review the application.
- **Disapproved:** The amendment application has been disapproved.
- **Awarded:** The amendment application has been approved and a new notice of award has been issued.

## Contacts:

- **Budget and grant-specific questions:** Contact your assigned Grants Management Specialist.
- **Program-related questions:** Contact your assigned Grants Project Officer.
- **Technical questions:** Contact the eRA Service Desk:

**Web:** [eRA Service Desk Support](#)

**Toll-free:** 1-866-504-9552, option 6 for SAMHSA queue

**Phone:** 301-402-7469, option 6 for SAMHSA queue

**Hours:** Mon-Fri, 7 a.m. to 8 p.m. Eastern Time

## COVID-19 Sample Revised Budget and Justification

Please submit a document that includes the following:

- The current budget amount by category
- The proposed re-budget amount by category
- If applicable, the non-federal match by category
- Total revised budget by category

For example:

### ABC Organization Re-Budget:

Category	Current Budget	Proposed Re-budgeted Amount	*Non-Federal Match (if applicable)	Total COVID-19 Revised Budget
Personnel	\$80,000	\$20,000	N/A	\$100,000
Fringe	\$15,000	\$10,000	N/A	\$25,000
Supplies	\$5,000	\$7,000	N/A	\$12,000
Equipment	\$30,000	-\$22,000	N/A	\$8,000
Travel	\$20,000	-\$15,000	N/A	\$5,000
Contractual	\$30,000	\$20,000	N/A	\$50,000
Other	\$20,000	-\$20,000	N/A	\$0
<b>Total</b>	<b>\$200,000</b>			<b>\$200,000</b>

**\*If applicable, NON-FEDERAL MATCH:** If your grant program has a matching requirement, enter the amount of non-federal funds you will contribute to the grant. Refer to your Funding Opportunity Announcement (FOA) or NoA for matching requirements.

### Include an explanation for the re-budget of each category due to COVID-19. For example:

**Personnel** – Explain any changes to personnel (including key personnel), such as additional staff to support GPRA activities.

Please note if key personnel, such as the Project Director, will be separated from the project for more than three months or a 25% reduction in the PD's level of effort than a [change in key personnel](#) must be submitted as well.

**Fringe** – Explain whether you propose to provide additional sick leave or other fringe benefit as a result of COVID-19 and thus, your fringe rate is expected to increase.

**Supplies** – Explain whether costs shown are for purchasing personal protective gear or other protective supplies for recipients providing services to clients receiving treatment.

**Equipment** – Explain whether the costs shown are for equipment to support teleservices/telehealth/telework due to COVID-19 and how the additional equipment will be used to accomplish the goals and objectives of the project. If laptops will be purchased, describe how the laptops will be used to support teleservices/ telehealth/ telework or to support GPRA data collection to accomplish the goals and objectives of the project.

**Travel** – Explain whether costs, such as unrecovered travel and registration expenses, are associated with the cancellation of previously budgeted conferences and other planned events. Also, describe whether changes to your previously budgeted travel costs are due to re-scheduling or a reduction in travel.

**Contractual** – Explain whether subcontractor costs have changed because you have engaged providers that are safely able to continue services. Explain other changes in contractual costs due to COVID-19, such as additional support for GPRA activities.

**Other** – Explain any of the changes in these costs. Note that recipients are **not** allowed to re-purpose funds to purchase food/meals for clients.