

**eSNAP Transmittal Form (eTF) Instructions**

**Purpose:** The eTF is the primary source for data entry into TRACS (URA's data system). It summarizes information about the NIH SNAP eligible non-competing continuation applications for data entry into TRACS and provides the Conflict of Interest certification required by the institution and NIH. Only those applications deemed eligible by NIH may submit via the NIH Commons. Eligibility is indicated in Section III of the Notice of Grant Award.

**eTF Sections:** If you have any questions on completing this form, please contact the Grants and Contracts Administrator in your URA Team for assistance.

**Principal Investigator:** indicate the Principal Investigator's name, email address.

**Administrative Contact:** indicate the administrator's name, phone and email. This is the individual to be contacted for comments on the progress report submission.

**Department:** should reflect which academic unit should be credited for the proposal/award for reporting purposes, i.e. the academic unit for LBC's.

**TRACS #:** indicate the TRACS number for the application. This is assigned at the new, competing or transfer stage.

**NIH Grant Number:** indicate the full grant number, i.e. 5 R01CA123456-04. Note all eSNAP progress reports begin with a 5. This should match the grant number on the report and end with the grant year.

**FAS #:** indicate the FAS number recording in the financial system for this grant

**Budget Begin Date:** indicate the budget begin date for the new segment/current application. This will be on page 1 of the ESNAP application.

**Budget End Date:** indicate the budget end date for the new segment/current application. This will be on page 1 of the ESNAP application.

**Direct Costs:** list the direct costs (including any supplements) for the next grant year indicated on the most recent Notice of Grant Award

**F & A Costs:** list the F & A (indirect) costs for the next grant year indicated on the most recent Notice of Grant Award

**F & A Rate:** indicate the indirect cost rate for the application

**Total Costs:** list the total costs for the next grant year indicated on the most recent Notice of Grant Award; e.g. the sum of direct and indirect costs.

**List All Subaward Organization(s):** list all current and proposed (new) subaward organizations for the current application

**PI effort:** indicate the percent effort for the PI for the new segment/current application

**Other Investigators:** indicate the full name and percent effort for all other faculty associated with this application. This information will be entered into TRACS.

**# Predocs:** indicate the number of predocs/graduate students on this project

**# Postdocs:** the number of postdoctoral researchers on this project

**Project Purpose Code:** use the drop down to select the most appropriate code, which would generally be Research.

**Protocol Type:** select the protocol type from the drop down list

**Protocol Number:** input the protocol number for the type selected

**Approval Date:** input the most recent approval date for the protocol. If you do not know the approval date, either contact the appropriate committee or leave blank. Generally, IRB protocols are approved up to 12 months; IACUC are approved for three years with an annual survey date; IBC are approved for 5 years with an annual survey date; Radiation Safety licenses are approved for 2 years.

**Conflict of Interest Certification:** This section is to be completed by the Principal Investigator. The PI should indicate either there are no changes in reportable COI or if there are changes, select the "Change in reportable COI" and list the affected investigators in the box. After reviewing the ETF and this section, the PI must provide their initials in the box labeled "PI Certification Initials".

**eSNAP Validated by (name, date, time)** indicate the name (first & last) date and time the report was validated prior to routing to URA.

**URA Use Only:** The URA staff member reviewing the ESNAP application will indicate the date the completed final/ready to submit application was received in URA in the Date Received Box; the date comments were sent in the Comments Date box; and the Date Submitted to NIH in the Date Submitted box. The Sr. Grants and Contracts Manager will authorize submission of the report and sign the ETF in the "Authorized to Transmit" box. The TRACS Administrator will update the metrics worksheet as appropriate.