Grantee Closeout: FPR and TPPR

Introduction

SAMHSA requires the following three closeout documents to be submitted in **eRA Commons** within 120 days of the end of the project period:

> 1. Final Federal Financial Report (SF-425) – Submitted in Payment Management System (PMS), see guidance to submit.
>
> 2. Final Progress Report (FPR) – *Note that this is not the same as the Annual Programmatic Progress Report*
> 3. Tangible Personal Property Report (SF-428) (TPPR)
>
> **NOTE: Only a user with the Commons SO role can Submit** the FPR and TPPR; the PD/PI can **Upload**, **Preview**, **Delete** and **Save** the documents but not complete the final step to Submit.

The purpose of this reference sheet is to provide the steps on how to submit the **FPR** and **TPPR** in eRA Commons. The SAMHSA Grant Closeout webpage contains more information on closeout requirements, including those that are not processed in eRA Commons.

Grants Closeout Process for FPR and TPPR Submissions

Accessing Grants that Require Closeout

1. The SO and PI will receive an email reminder regarding closeout documents submission. eRA Commons can be accessed via the link included in the email, or by typing the direct URL link https://public.era.nih.gov/commons into a browser to log into eRA Commons.

   Note: You must be the Project Director (PD) of record for the grant with the PI role for your Commons account, or have a Signing Official (SO) role for the grantee organization in Commons.

2. Once you are logged into Commons, Access the **Status** tab by clicking **Status** from the colored tiles located on the left side of the eRA Commons Homepage.
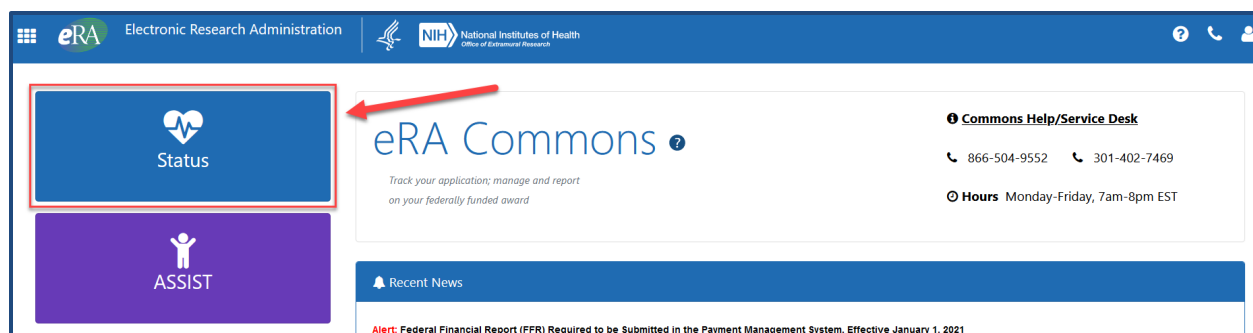
a. If you hold the **SO** role the General Search screen will appear.
   i. Enter **search criteria** to find the grant to be closed out. For example, if the award number is SM012345, then enter SM in the **Institution Code** field and 012345 in the **Serial Number** field.
   ii. Click **Search.**

iii. The **Status Result – General Search** screen will appear.

iv. Click the **three-dot ellipsis** icon (**...**) to access the **Requires Closeout** action link in the drop down menu.

v. The **Closeout Status** page will appear.

b. If you have the **PI** role, the **Status: PI Search** screen will appear after you select the **Status** tab from the navigation menu. *(Note: Only the SO can <u>submit</u> the documents.)*

i. Click on the **arrow** to the right side in the list of Applications/Awards box.

ii. From the List of Applications/Awards section, click on the ' **+** ' (plus) icon to expand and view records in this grant.

iii. Click on the **Requires Closeout** link, then the **Closeout Status** page will appear.

Closeout Status page

1. From the **Closeout Status** page, click on the Initiate (type of report) hyperlink in the Action column for the type of requirement submission you want to upload: **Final Progress Report (FPR)** or **Tangible Personal Property Report SF-428 (TPPR)**. If a file has already been uploaded for that requirement, an **Edit** hyperlink will be present. Clicking the hyperlink will take you to the upload screen. *(Note: Only the SO can submit the documents.)*

2. Select the **Upload** button, locate and upload a single PDF file of less than 6MB and select the **Open** button.
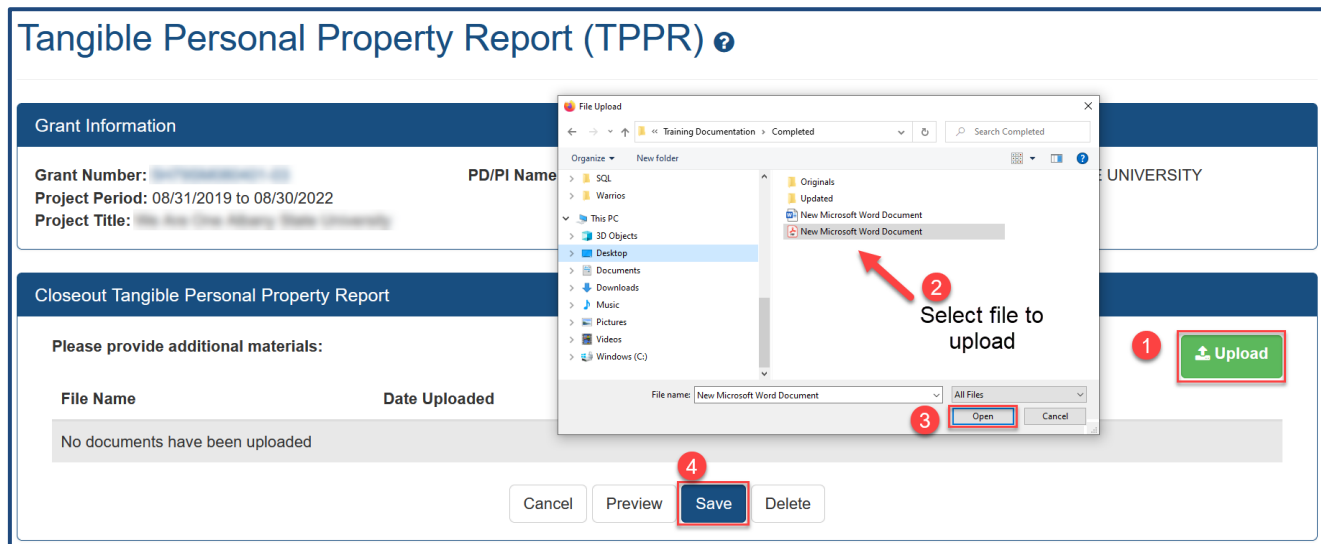
3. The Upload screen will display the uploaded file name, the date uploaded and the name of the person who uploaded it.
4. Click the **Save** button. *(The PD/PI can **Upload, Preview, Delete** and **Save** the documents but not complete the final step to **Submit**.)*
5. **Preview** the entire submission for the requirement type with the **Preview** button, or view individual files using the **View** button next to the file.
6. Upload all of the files for the requirement type prior to submission. (**Note:** Once the SO submits documents for the requirement type (TPPR of FPR), additional files cannot be added to it.)
7. Click **Submit** to transmit the file to SAMHSA *(only the SO will see this button.)*
a. *An email confirmation will be sent to the PD/PI and SO following submission.*
8. After clicking Submit, the screen will revert to the **Closeout Status** document list, where status is updated to **Uploaded**, and the date of submission will be displayed.
9. Select the hyperlink for the other requirement type 'Final Progress Report' or 'Tangible Personal Progress Report (SF-428 Series)' to initiate the other report, and repeat the process to upload.
10. The PI and SO can track the progress of the Closeout via the **Closeout Status** screen.

Action buttons on the upload screen

1. **Delete** – (next to a file) Delete the individual uploaded file.
2. **View** – (next to a file) View the individual uploaded file.
3. **Cancel** – Exit the upload screen.
4. **Preview** – View the entire PDF prior to submitting.
5. **Save** - Save the upload and leave the upload screen (without submitting.)
6. **Delete** – (at the bottom of the page) Delete the entire FPR or TPPR (removes all record that the FPR or TPPR was initiated.)
7. **Submit** - Submit the PDF to SAMHSA for review. *(Only the SO can see this button to submit the documents.)*